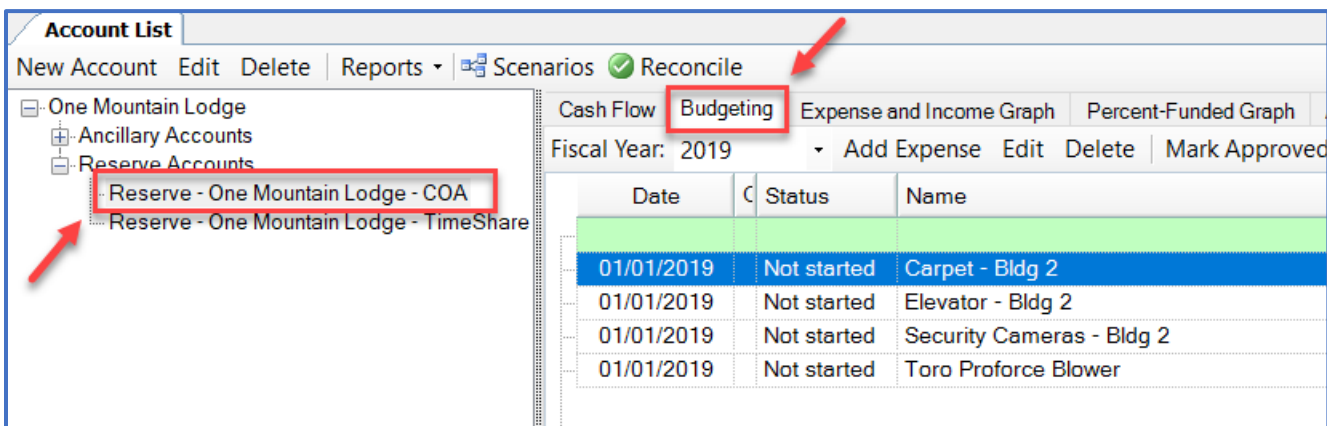


Adding an Actual

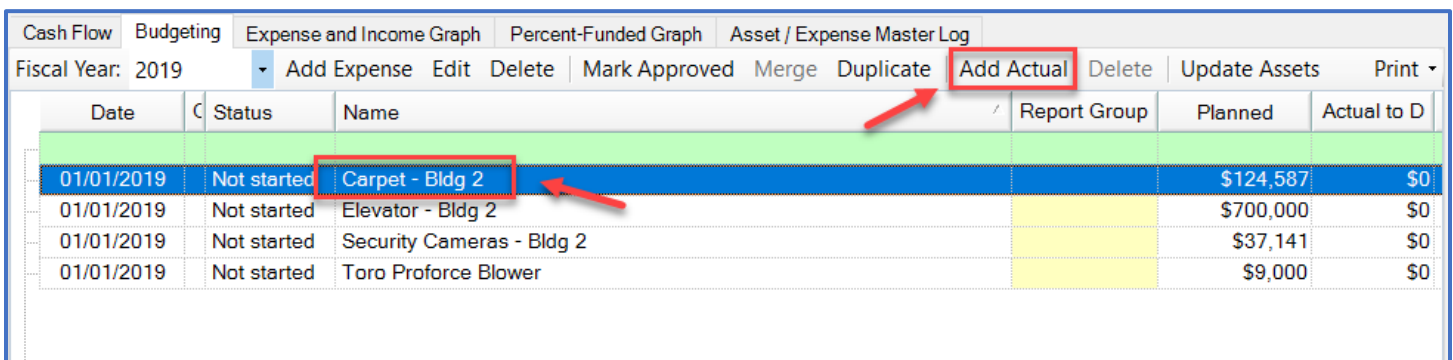
Scenario: You have paid an invoice for the Carpet in Building 2 and want to record it in Asgard to keep your budget updated. Follow the steps below to add an Actual to a planned Expense. For additional assistance with adding Actuals and budget management, please contact finance@katanasoft.com.

Step 1: Open the Account List tab and select the Reserve Account to which the Asset belongs. Then select the Budgeting tab on the right-hand portion of the window. Make sure the Fiscal Year is set to the year in which the expense occurs.



Date	Status	Name
01/01/2019	Not started	Carpet - Bldg 2
01/01/2019	Not started	Elevator - Bldg 2
01/01/2019	Not started	Security Cameras - Bldg 2
01/01/2019	Not started	Toro Proforce Blower

Step 2: Highlight the desired Asset and click the Add Actual button from the toolbar.



Date	Status	Name	Report Group	Planned	Actual to D
01/01/2019	Not started	Carpet - Bldg 2		\$124,587	\$0
01/01/2019	Not started	Elevator - Bldg 2		\$700,000	\$0
01/01/2019	Not started	Security Cameras - Bldg 2		\$37,141	\$0
01/01/2019	Not started	Toro Proforce Blower		\$9,000	\$0

Step 3: In the Actual Expense dialog box, enter the desired invoice information and click OK.

Actual Expense - Actual for "Carpet - Bldg 2"

Date: 1/17/2019 Name: Carpet - Bldg 2

Amount: 123,456.00 Quantity: 1 Unit Cost: 123456.00

Vendor: Craig's Carpet Company New...

Invoice #: 98765 Invoice Date: 1/17/2019

Voucher ID:

Paid On: 1/17/2019 Check #:

Description: Carpet, carpet pad and labor costs.

OK Cancel

Step 4: When the Account List page refreshes, the Actual to Date and Balance columns on the Budgeting tab will be populated with the new Actual amount.



Note: View any Actuals attached to Assets in the Budgeting Tab by clicking the plus sign to expand the list.

Cash Flow Budgeting Expense and Income Graph Percent-Funded Graph Asset / Expense Master Log														
Fiscal Year: 2019 Add Expense Edit Delete Mark Approved Merge Duplicate Add Actual Delete Update Assets Print														
Date	C	Status	Name	Report Group	Planned	Actual to Date								
01/01/2019		In progress	Carpet - Bldg 2		\$124,587	\$123,456								
<table border="1"> <thead> <tr> <th>Actual Dat</th> <th>Name</th> <th>Amount</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>01/17/2019</td> <td>Carpet - Bldg 2</td> <td>\$123,456</td> <td>Invoice #98765 from Craig's Carpet Company, paid on 1/...</td> </tr> </tbody> </table>							Actual Dat	Name	Amount	Details	01/17/2019	Carpet - Bldg 2	\$123,456	Invoice #98765 from Craig's Carpet Company, paid on 1/...
Actual Dat	Name	Amount	Details											
01/17/2019	Carpet - Bldg 2	\$123,456	Invoice #98765 from Craig's Carpet Company, paid on 1/...											
Date	C	Status	Name	Report Group	Planned	Actual to Date								
01/01/2019		Not started	Elevator - Bldg 2		\$700,000	\$0								
01/01/2019		Not started	Security Cameras - Bldg 2		\$37,141	\$0								
01/01/2019		Not started	Toro Proforce Blower		\$9,000	\$0								