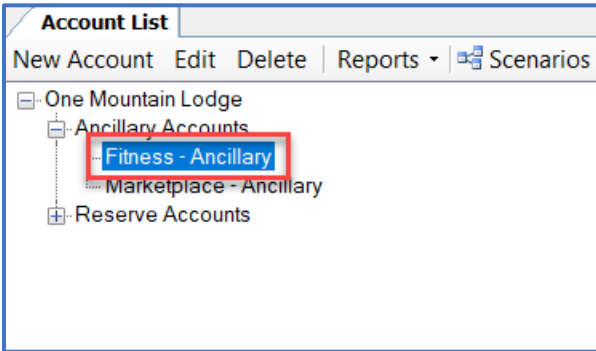


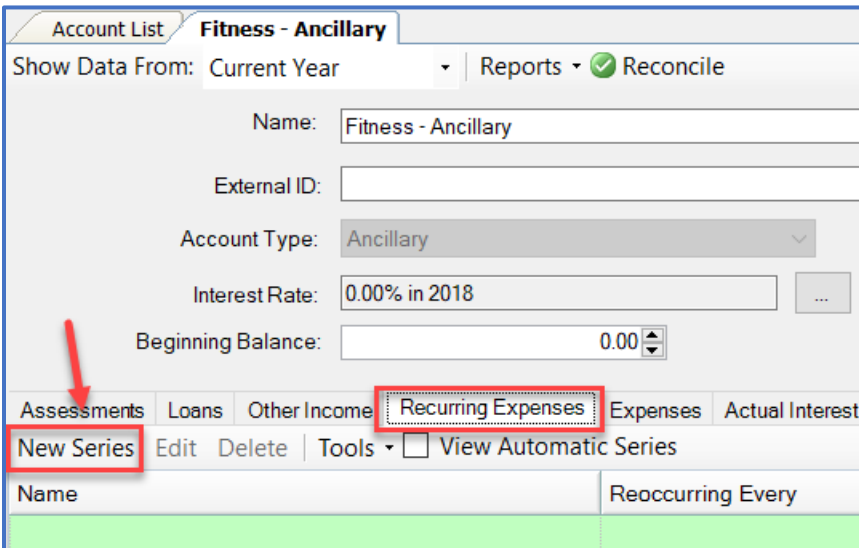
Creating a Recurring Expense

Note: Follow the steps below to create a Recurring Expense in Asgard. For more assistance with Recurring Expenses and budget management, please contact finance@katanasoft.com.

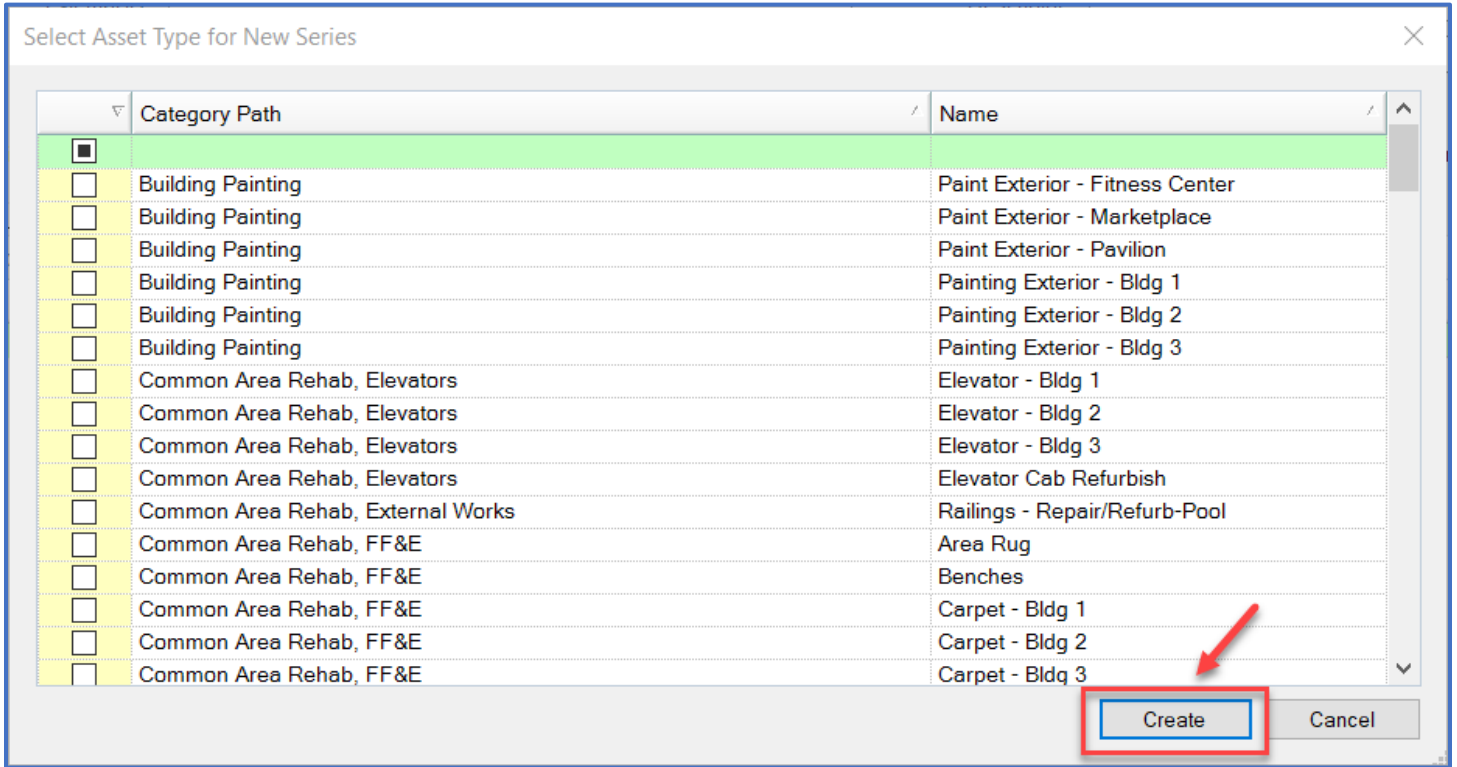
Step 1: Open the Account List Tab and select the desired Account. Double-click the Account to open the Account Details Page.



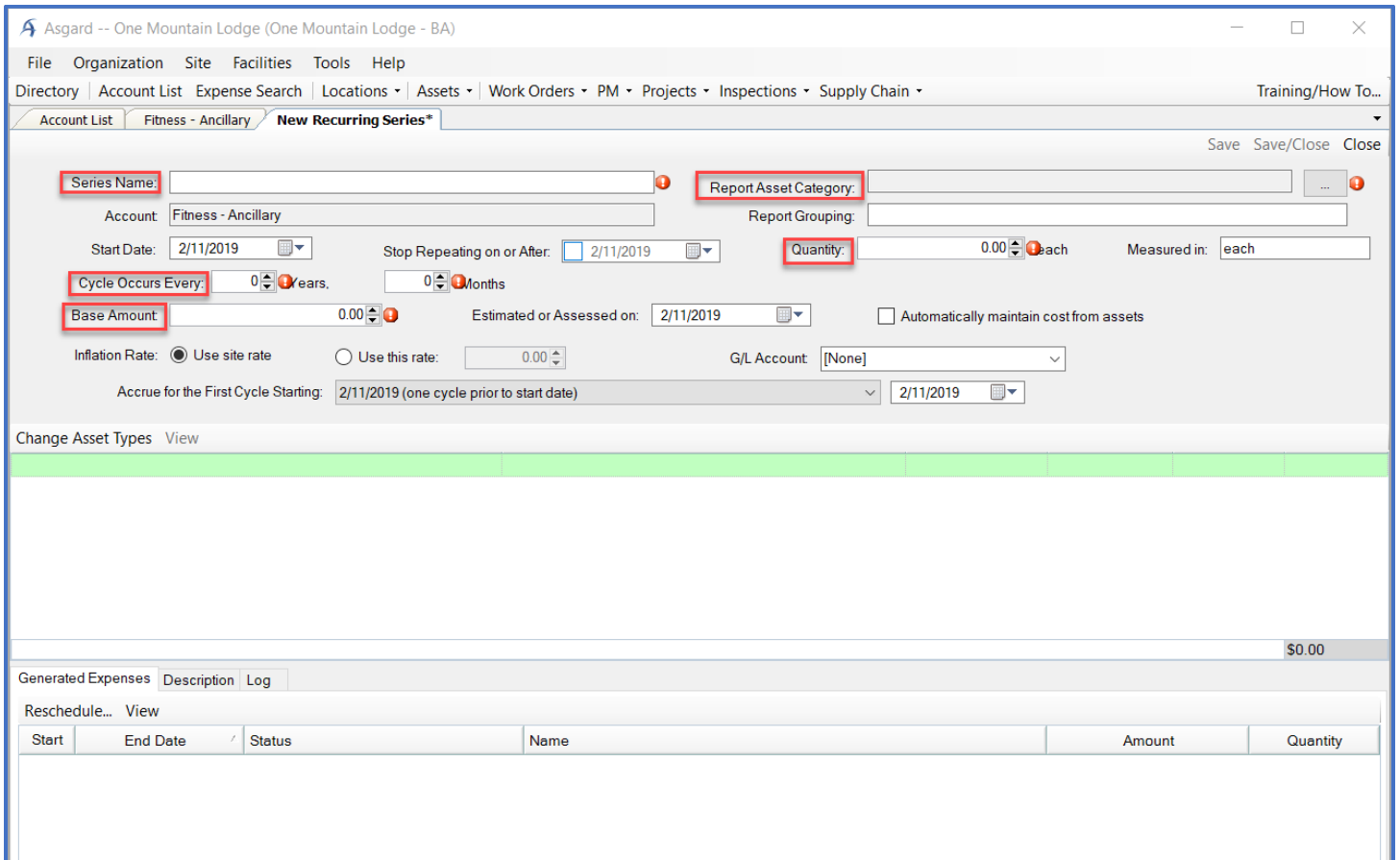
Step 2: Click on the Recurring Expenses tab and select New Series.



Step 3: If the new Recurring Expense should be tied to an Asset, select the Asset from the dialogue box. If not, no selection is required. Click Create.



Step 4: Input the desired information in the required fields. Click Save/Close.



Step 5: Ensure that the new expense populates beneath the Recurring Expenses tab.

Account List **Fitness - Ancillary**

Show Data From: Current Year | Reports | Reconcile

Name: Fitness - Ancillary

External ID:

Account Type: Ancillary

Interest Rate: 0.00% in 2018

Beginning Balance: 0.00

Assessments | Loans | Other Income | **Recurring Expenses** | Expenses | Actual Interest | Groups | Log

New Series | Edit | Delete | Tools | View Automatic Series

Name	Reoccurring Every	Re
Floor Cleaning	1 year	