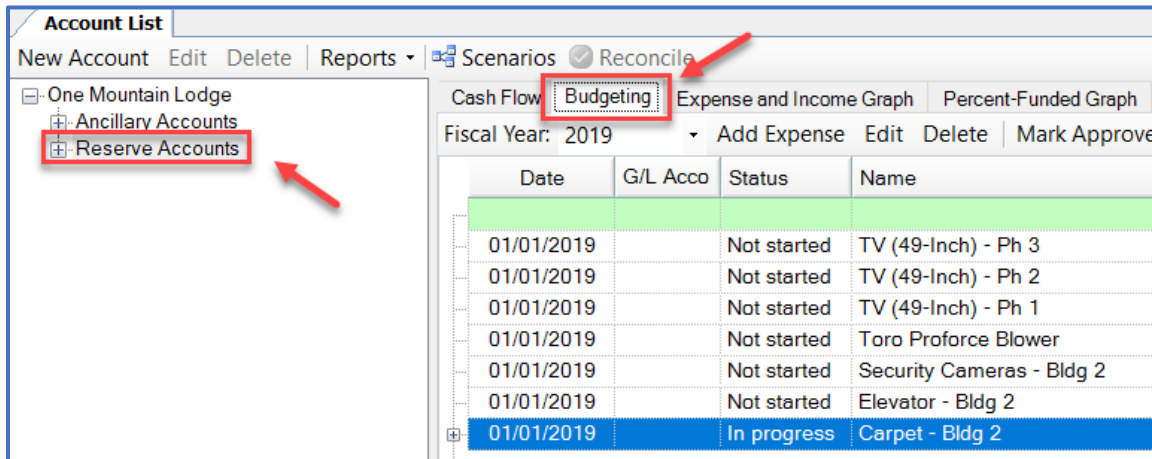


## Using Report Grouping

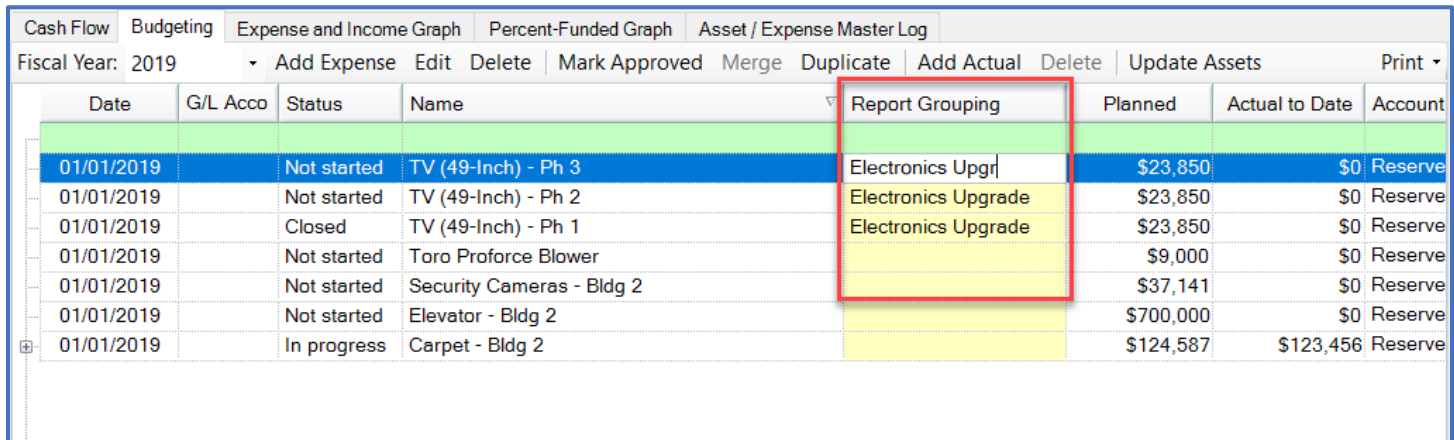
*Note: Follow the steps below to add a new Report Grouping through the Budgeting Tab, the Account Detail Page, the Asset Types List, Asset Type Details page, and through Scenarios. For any additional questions regarding Report Grouping, please contact [finance@katanasoft.com](mailto:finance@katanasoft.com).*

**Step 1:** Open the Account List Tab and select the Account where the Expense is located. Select the Budgeting Tab.



Date	G/L Acco	Status	Name
01/01/2019		Not started	TV (49-Inch) - Ph 3
01/01/2019		Not started	TV (49-Inch) - Ph 2
01/01/2019		Not started	TV (49-Inch) - Ph 1
01/01/2019		Not started	Toro Proforce Blower
01/01/2019		Not started	Security Cameras - Bldg 2
01/01/2019		Not started	Elevator - Bldg 2
01/01/2019		In progress	Carpet - Bldg 2

**Step 2:** Click in the yellow Report Grouping cell and type in the name of the Project. When you are finished typing, press the Tab key and the page will refresh. Repeat this process for all included Expenses.



Date	G/L Acco	Status	Name	Report Grouping	Planned	Actual to Date	Account
01/01/2019		Not started	TV (49-Inch) - Ph 3	Electronics Upgr	\$23,850	\$0	Reserve
01/01/2019		Not started	TV (49-Inch) - Ph 2	Electronics Upgrade	\$23,850	\$0	Reserve
01/01/2019		Closed	TV (49-Inch) - Ph 1	Electronics Upgrade	\$23,850	\$0	Reserve
01/01/2019		Not started	Toro Proforce Blower		\$9,000	\$0	Reserve
01/01/2019		Not started	Security Cameras - Bldg 2		\$37,141	\$0	Reserve
01/01/2019		Not started	Elevator - Bldg 2		\$700,000	\$0	Reserve
01/01/2019		In progress	Carpet - Bldg 2		\$124,587	\$123,456	Reserve



**Note:** Entering a project name into the Report Grouping column on the Budgeting Tab only applies to the individual expense in the fiscal year chosen, not to all future expenses of the asset.



To include all future expenses in a project, add the Report Grouping to the Asset Type List page.

Account List

File Organization Site Facilities Tools Help

Directory | Account List Expense Search Locations | Assets | Work Orders | PM | Projects

Categories

Types

Search

New Account Edit Delete Reports | Scenarios

One Mountain Lodge

- Ancillary Accounts
- Reserve Accounts

Cash Flow Balance Sheet Income Graph Percentage

Fiscal Year: 2019 Add Expense Edit Delete

Date	G/L Acco	Status	Name
------	----------	--------	------

Account List Asset Type List

Edit Delete Tools Reports

Category	Site	Name	Distinct Loc	Quantity	Avera	Total Cost	Report Grouping	R	Reser
		TV							
Furniture, Fixtu...	One Moun...	TV (49-Inch) - Ph 1	30	30 each	\$795	\$23,850	Electronics Upgrade		A Reser
Furniture, Fixtu...	One Moun...	TV (49-Inch) - Ph 2	30	30 each	\$795	\$23,850			A Reser
Furniture, Fixtu...	One Moun...	TV (49-Inch) - Ph 3	30	30 each	\$795	\$23,850			A Reser



**Note:** The Report Grouping can be found on the Asset Type Detail Page in the Report field.

Account List Asset Type List TV (49-Inch) - Ph 2\*

Reports Save Save/Close Close

Category Path: Furniture, Fixtures & Equipment, Technology

Name: TV (49-Inch) - Ph 2 Unit Name: each Retired

Expected Life: 5 Years 0 Months Department:

Reserve Account: Reserve - One Mountain Lodge Reserve Planning Mode: Asset-Driven

Report Grouping: Electronics Upgrade

Attic Stock Item: [None] G/L Account: [None]

Description:



Report Grouping for both individual and recurring expenses can also be edited from the Account Detail page. Open the Account Details Page by double-clicking.

**Account List**

New Account Edit Delete Reports Scena

- One Mountain Lodge
  - Ancillary Accounts
  - Reserve Accounts
    - Reserve - One Mountain Lodge - COA
    - Reserve - One Mountain Lodge - TimeShare**

**Account List Reserve - One Mountain Lodge - TimeShare\***

Show Data From: Current Year Reports Reconcile

Name: Reserve - One Mountain Lodge - TimeShare

External ID: Descriptor:

Account Type: Reserve G/L Account: [None]

Interest Rate: 0.00% in 2018 Tax Rate: 3.00 Contingency Factor:

Beginning Balance: 1255625.00 Beginning Balance Date: 1/ 1/2018 Horizon in Years:

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

New One-Time Expense Edit Series Edit Expense Delete Print Chart

St	End	Name	Report Grouping	Status	G	Asset Categ	Asset Type	P	Est. C	Foreca
	01/01/2019									
0...	01/01/2019	TV (49-Inch) - Ph 1	Electronics Upgrade	Closed		Technology	TV (49-Inch) - Ph 1	\$	\$23,8...	\$23,85
0...	01/01/2019	TV (49-Inch) - Ph 2	Electronics Upgrade	Not started		Technology	TV (49-Inch) - Ph 2	\$	\$23,8...	\$23,85
0...	01/01/2019	TV (49-Inch) - Ph 3	Electronics Upgrade	Not started		Technology	TV (49-Inch) - Ph 3	\$	\$23,8...	\$23,85
0...	01/01/2020	Sofa - Reupholster - Ph 1		Not started		Soft Goods	Sofa - Reupholste...	\$	\$40,5...	\$40,50
0...	01/01/2020	Sofa - Reupholster - Ph 2		Not started		Soft Goods	Sofa - Reupholste...	\$	\$40,5...	\$40,50

Grand Summaries



**Note:** After all project expenses have been labeled, you can generate Reports showing the expected expenses. Reports that can be generated with Report Grouping are:

- Annual Expenditure
- Expenditure Summary
- Periodic Budget Variance



**Note:** Report Grouping can also be added to Scenario expenses. Existing Report Groupings will be maintained from the live data when creating a new Scenario.

Account List Account Scenarios **Reserve - One Mountain Lodge - TimeShare - Refurb Ph 1**

Show Data From: Current Year Reports Reconcile Save Save/Close Close

Archived Name: Reserve - One Mountain Lodge - TimeShare - Refurb Ph 1  
Description:

External ID: Descriptor:  
Account Type: Reserve G/L Account: [None]  
Interest Rate: 1.00% in 2018 Tax Rate: 3.00 Contingency Factor: 0.00  
Beginning Balance: 1256256.00 Beginning Balance Date: 1/ 1/2019 Horizon in Years: 30

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

New One-Time Expense Edit Series Edit Expense Delete Print Chart

Sta	End	Name	Report Grouping	Status	C	Asset Categ	Asset Type	P	Est. C	Forecas	Ac	Plann	Actua	Funding	Not
01/...	01/01/20...	TV (49-Inch) - Ph 1	Electronic Upgrade	Not started		Technology	Non-Asset		\$ 23,8...	\$ 0.00	\$...	30.00	0.00		
01/...	01/01/20...	TV (49-Inch) - Ph 2	Electronic Upgrade	Not started		Technology	Non-Asset		\$ 23,8...	\$ 0.00	\$...	30.00	0.00		
01/...	01/01/20...	TV (49-Inch) - Ph 3		Not started		Technology			\$ 23,8...	\$ 23.85...	\$...	30.00	0.00		
01/...	01/01/20...	Sofa - Reupholster - Ph 1		Not started		Soft Goods			\$ 40,5...	\$ 40.50...	\$...	30.00	0.00		
01/...	01/01/20...	Sofa - Reupholster - Ph 2		Not started		Soft Goods			\$ 40,5...	\$ 40.50...	\$...	30.00	0.00		
01/...	01/01/20...	Sofa - Reupholster - Ph 3		Not started		Soft Goods			\$ 40,5...	\$ 40.50...	\$...	30.00	0.00		
01/...	01/01/20...	Carbon Dioxide Detectors - Ph 1		Not started		Fire & Safety			\$ 2,25...	\$ 2,250...	\$...	30.00	0.00		
01/...	01/01/20...	Carbon Dioxide Detectors - Ph 2		Not started		Fire & Safety			\$ 2,25...	\$ 2,250...	\$...	30.00	0.00		
01/...	01/01/20...	Carbon Dioxide Detectors - Ph 3		Not started		Fire & Safety			\$ 2,25...	\$ 2,250...	\$...	30.00	0.00		
01/...	01/01/20...	Carpet Floor - Ph 1		Not started		Interior Fini...			\$ 90,9...	\$ 90.90...	\$...	30.00	0.00		
01/...	01/01/20...	Carpet Floor - Ph 2		Not started		Interior Fini...			\$ 90,9...	\$ 90.90...	\$...	30.00	0.00		
01/...	01/01/20...	Carpet Floor - Ph 3		Not started		Interior Fini...			\$ 90,9...	\$ 90.90...	\$...	30.00	0.00		