

## Asgard Desktop Job Aide

## Adding an Assessment

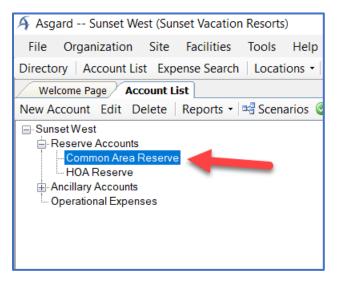
Follow the steps below to add an assessment to an account. For assistance with Assets and Reserves, please contact finance@katanasoft.com.

<u>Scenario</u>: You know how much your owner assessments are for the current year and want to factor in an increase for the next 10 years.

Step 1: Click the Account List button to open the Account List Page.

Asgard Sunset West (Sunset Vacation Resorts)				
File Organization Site Facilities Tools Help				
Directory   Account List Expense Search   Locations -   Asse	ets 🖌 Work 🤇	Orders •		
Welcome Account List				
New Accourt Edit Delete   Reports - 🖙 Scenarios 📀 Re	concile 📱 M	latch Act		
<mark>⊟</mark> -Sunse /est	Cash Flow	Budgeting		
	Show Details			
Operational Expenses	FY	Beg		
	<b>₽</b> .	2013		
	<b>⊡</b>	2014		
	÷- 2	2015		

Step 2: On the Account List page double-click the Account associated with the Assessment to open the Account details.



## Step 3: Click on the Assessments tab.

\land Asgard Sunset West (Sunset Vacation Resorts)
File Organization Site Facilities Tools Help
Directory   Account List Expense Search   Locations •   Assets •   Work Orders • PM • Proj
Welcome Page Account List Common Area Reserve
Show Data From: Current Year - Reports - Reconcile
Name: Common Area Reserve
External ID:
Account Type: Reserve ~
Interest Rate: 2.00% in 2013
Beginning Balance: 1200000.00 🖨 Beginning Balan
Assessments Loans Other Income Recurring Expenses Expenses Actual Interest Groups Log
New One-Time Expense Edit Series Edit Expense Delete 🎯 Print Chart

## Step 4: Click the New Assessment button.

\land Asgard Sunset West (Su	nset Vacation Resorts)				
File Organization Site	Facilities Tools Help	)			
Directory Account List Exp	oense Search   Locations -	Assets •			
Welcome Page Account L	ist Common Area Reserv	e			
Show Data From: Current Yea	ar 🔹 🚽 Reports 🗸 🦉	Reconcile			
Name:	Common Area Reserve				
Nume.	Common Area Reserve				
External ID:					
Account Type:	Reserve				
Interest Rate:	2.00% in 2013				
Beginning Balance:	e: 1200000.00				
Assessments Loans Other In	come Recurring Expenses	Expenses A			
New Assessment Edit Delete 🖪 Print Chart					
Start Date	End Date	Name			
	1	7			

**Step 5:** When the New Assessment dialog box opens, enter in the Assessment information.

ew Assessment							2
Name:	Annual Assessment						
G/L Account	[None]	~	Adjustment Factors:				
	This is a special assessment		Per Unit	Total	Factor	FY	^
Lots:	100 🜩		\$12,062.99	\$1,206,299	0.00	2018	
			\$12,062.99	\$1,206,299	0.00	2019	
ot Caption:	Units		\$12,062.99	\$1,206,299	0.00	2020	
ase Amount:	1206299.00 🚔		\$12,062.99	\$1,206,299	0.00	2021	
			\$12,062.99	\$1,206,299	0.00	2022	
Period:	Annual ~		\$12,062.99	\$1,206,299	0.00	2023	
Starting:	8/ 2/2018		\$12,062.99	\$1,206,299	0.00	2024	
5			\$12,062.99	\$1,206,299	0.00	2025	
Ending:	8/ 2/2018		\$12,062.99	\$1,206,299	0.00	2026	
scription:			\$12,062.99	\$1,206,299	0.00	2027	
		~	\$12,062.99	\$1,206,299	0.00	2028	
			\$12,062.99	\$1,206,299	0.00	2029	
			\$12,062.99	\$1,206,299	0.00	2030	
			\$12,062.99	\$1,206,299	0.00	2031	
			\$12,062.99	\$1,206,299	0.00	2032	
			\$12,062.99	\$1,206,299	0.00	2033	
			\$12,062.99	\$1,206,299	0.00	2034	
			\$12,062.99	\$1,206,299	0.00	2035	
		$\sim$	\$12,062.99	\$1,206,299	0.00	2036	~
			¢10.000.00	¢1.000.000	0.00	2007	

**Step 6:** To apply a factor, enter the percentage for the appropriate year under Adjustment Factors in the New Assessment dialog box and click OK.

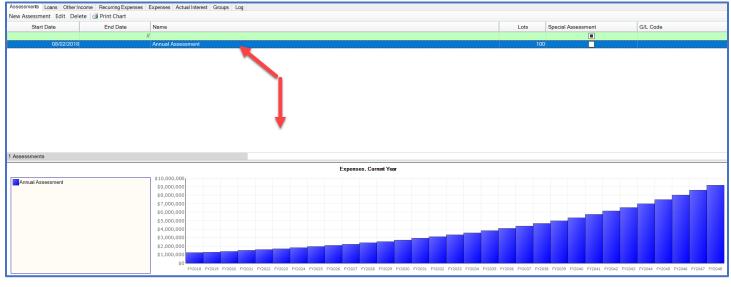
Lot Caption:   Units   \$12     Base Amount   1206299.00 €   \$12     Period:   Annual   \$12     Starting:   8/ 2/2018   \$12     Ending:   8/ 2/2018   \$12     Description:   \$12     \$12   \$12     \$12   \$12     \$12   \$12     \$12   \$12     \$12   \$12     \$12   \$12     \$12   \$12     \$12   \$12     \$12   \$12     \$12   \$12     \$13   \$12     \$14   \$12     \$15   \$12     \$16   \$12     \$17   \$12     \$18   \$12     \$19   \$12     \$11   \$12     \$12   \$13     \$13   \$12     \$14   \$12     \$15   \$12     \$15   \$12     \$15   \$12     \$15   \$12     \$15   \$12     \$15   \$12		Total \$1,206,299	Factor	
□   This is a special assessment   Per     □   This is a special assessment   \$11     □   100 ♀   \$11     □   100 ♀   \$11     □   1206299.00 ♀   \$11     □   1206299.00 ♀   \$11     □   Annual   \$11     □   \$12   \$11     □   Annual   \$11     □   \$12   \$12     □   \$12   \$12     □   \$12   \$12     □   \$12   \$12     □   \$12   \$12     □   \$12   \$12     □   \$12   \$12     □   \$12   \$12     □   \$12   \$12     □   \$12   \$12     □   \$12   \$12     □   \$12   \$12     □   \$12   \$12     □   \$12   \$12     □   \$12   \$12     □   \$12   \$12     □   \$12   \$12     □	nit 062.99 062.99		Factor	
Lots: 100 € \$11   Lot Caption: Units \$11   Base Amount 1206299.00 € \$11   Period: Annual \$11   Starting: 8/ 2/2018 \$11   Ending: 8/ 2/2018 \$11   Description: \$12   Starting: 8/ 2/2018 \$11   Starting: 8/ 2/2018 \$11   Starting: 8/ 2/2018 \$11   Starting: 8/ 2/2018 \$12   Starting: 8/ 2/2018 \$11   Starting: 8/ 2/2018 \$12   Starting: 8/ 2/2018 \$13   Starting: 8/ 3/ 3<	062.99 062.99		Factor	
Lot Caption:   Units   \$11     Base Amount   1206299.00 €   \$11     Period:   Annual   \$11     Starting:   8/ 2/2018   \$11     Ending:   8/ 2/2018   \$11     Description:   \$11     \$11   \$11     \$12   \$11     \$13   \$12     \$14   \$11     \$15   \$11     \$16   \$11     \$17   \$11     \$18   \$11     \$19   \$11     \$11   \$11     \$12   \$11     \$13   \$11     \$14   \$11     \$15   \$11     \$16   \$11     \$17   \$11     \$18   \$11     \$19   \$11     \$11   \$11     \$12   \$11     \$13   \$11     \$14   \$11     \$15   \$11     \$15   \$11     \$15   \$11     \$16   \$11     \$17   \$11	062.99	\$1,206,299		FY
Lot Caption:     Units     \$12       Base Amount     1206299.00 ♀     \$12       Period:     Annual     \$12       Starting:     8/ 2/2018     \$12       Ending:     8/ 2/2018     \$12       Description:     \$12       \$12     \$12       \$12     \$12       \$12     \$12       \$12     \$12       \$12     \$12       \$12     \$12       \$12     \$12       \$12     \$12       \$12     \$12       \$12     \$12       \$12     \$12       \$13     \$12       \$14     \$12       \$15     \$12       \$15     \$12       \$12     \$12       \$13     \$12       \$14     \$12       \$15     \$12       \$15     \$12       \$13     \$12       \$14     \$12			0.00	2018
Base Amount   1206299.00 €   \$11     Period:   Annual   \$12     Starting:   8/ 2/2018   \$12     Ending:   8/ 2/2018   \$12     Description:   \$12     \$12   \$12     \$12   \$12     \$12   \$12     \$12   \$12     \$12   \$12     \$12   \$12     \$12   \$12     \$12   \$12     \$12   \$12     \$12   \$12     \$12   \$12     \$12   \$12     \$12   \$12     \$12   \$12     \$12   \$12     \$12   \$12     \$12   \$12     \$13   \$12     \$14   \$12     \$15   \$12     \$12   \$12     \$12   \$12     \$12   \$12     \$12   \$12     \$13   \$12     \$14   \$12     \$15   \$12	062.99	\$1,206,299	0.00	2019
Period:   Annual   ≤11     Starting:   8/ 2/2018   ≤11     Ending:   8/ 2/2018   ≤11     Description:   511     Starting:   8/ 2/2018   ≤11     Starting:   10/2/2018   ≤11     Starting:	002.00	\$1,206,299	0.00	2020
Period:   Annual   \$11     Starting:   8/ 2/2018   \$11     Ending:   8/ 2/2018   \$11     Description:   \$11     \$11   \$11     \$12   \$12     \$13   \$11     \$14   \$11     \$15   \$11     \$16   \$11     \$17   \$11     \$18   \$11     \$19   \$11     \$11   \$11     \$12   \$11     \$13   \$11     \$14   \$11	062.99	\$1,206,299	0.00	2021
Starting:   8/ 2/2018   \$11     Ending:   8/ 2/2018   \$11     Description:   \$11     \$11   \$11     \$12   \$11     \$13   \$11     \$14   \$11     \$15   \$11     \$15   \$11     \$15   \$11     \$15   \$11     \$15   \$11     \$15   \$11     \$11   \$11     \$12   \$11     \$13   \$11	062.99	\$1,206,299	0.00	2022
Starting:   8/ 2/2018   \$1:     Ending:   8/ 2/2018   \$1:     Description:   \$1:     \$1:   \$1:     \$1:   \$1:     \$1:   \$1:     \$1:   \$1:     \$1:   \$1:     \$1:   \$1:     \$1:   \$1:     \$1:   \$1:     \$1:   \$1:     \$1:   \$1:     \$1:   \$1:     \$1:   \$1:     \$1:   \$1:     \$1:   \$1:     \$1:   \$1:	062.99	\$1,206,299	0.00	2023
S1: Ending: 8/2/2018 V Description: S1: S1: S1: S1: S1: S1: S1: S1:	062.99	\$1,206,299	0.00	2024
Description: S1: S1: S1: S1: S1: S1: S1: S1	062.99	\$1,206,299	0.00	2025
S1: S1: S1: S1: S1: S1: S1: S1:	062.99	\$1,206,299	0.00	2026
\$1: \$1: \$1: \$1: \$1: \$1: \$1: \$1:	062.99	\$1,206,299	0.00	2027
\$1: \$1: \$1: \$1: \$1: \$1:	062.99	\$1,206,299	0.00	2028
\$1: \$1:	062.99	\$1,206,299	0.00	2029
\$1:	062.99	\$1,206,299	0.00	2030
	062.99	\$1,206,299	0.00	2031
<b>C1</b>	062.99	\$1,206,299	0.00	2032
	062.99	\$1,206,299	0.00	2033
\$1:	062.99	\$1,206,299	0.00	2034
\$1:	062.99	\$1,206,299	0.00	2035
\$1		\$1,206,299	0.00	2036
<u>61</u>	062.99	@1 000 000	0.00	7007



When adding a factor, the system will automatically apply that percentage to all later years.

Per Unit	Total	Factor	FY	^
\$12,062.99	\$1,206,299	0.00	2018	
\$12,907.40	\$1,290,740	7.00	2019	
\$13,810.92	\$1,381,092	7.00	2020	
\$14,777.68	\$1,477,768	7.00	2021	
\$15,812.12	\$1,581,212	7.00	2022	
\$16,918.97	\$1,691,897	7.00	2023	
\$18,103.29	\$1,810,329	7.00	2024	
\$19,370.52	\$1,937,052	7.00	2025	
00 700 40	<u>*0.070.040</u>	7 00	0000	

**Step 7:** When the Account page refreshes the new Assessment will be listed with a graphical display of the information shown below.





Note: For unique assessment circumstances, there is a Special Assessment box that can be checked.

