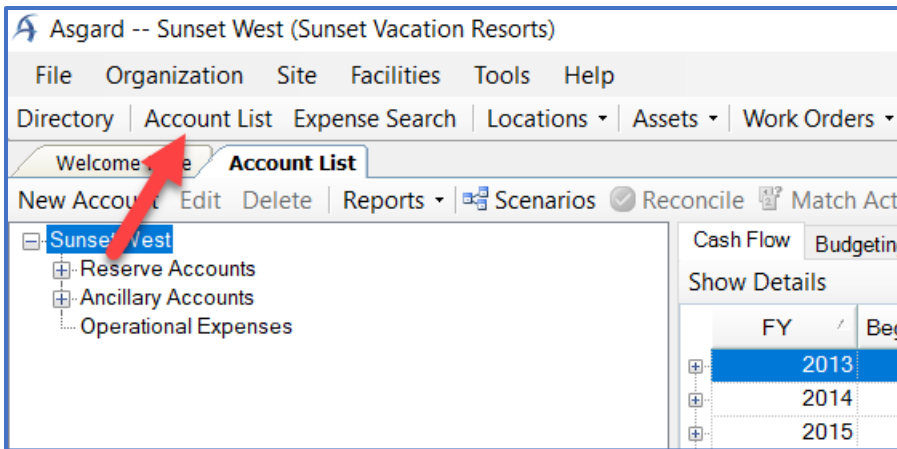


## Creating a New One-Time Expense

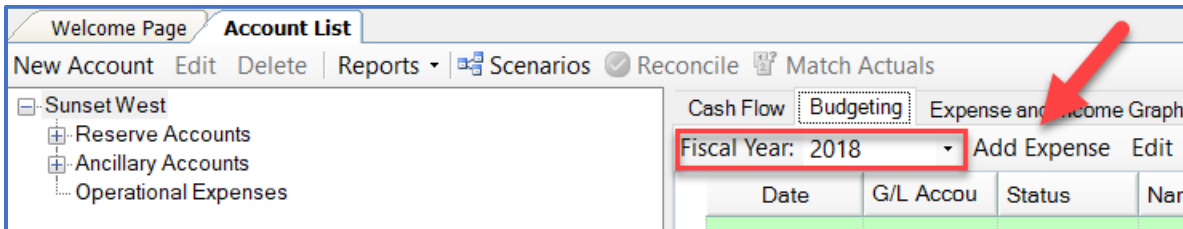
Follow the steps below to create a new one-time expense. For assistance with Assets and Reserves, please contact [finance@katanasoft.com](mailto:finance@katanasoft.com).

*Scenario: Your site just made a one-time purchase of a flat tire patch kit for its rental bicycles.*

**Step 1:** Click the Account List button to open the Account List page.



**Step 2:** On the Account List page, select the Budgeting tab. Choose the Fiscal Year in which the expense should appear from the drop down. Click the Add Expense button.



**Step 3:** When the Select Asset Type for New Expense dialog box opens, choose any assets that may be associated with the expense. You can type the item of interest in the green bar to filter the results. Be sure to click the check box; only highlighting the line will not populate the location in the next screen. If the expense is not associated with any assets, leave all boxes unchecked. Click the Create button.

Category Path	Name
<input checked="" type="checkbox"/> Common Area, Club house	bi
<input type="checkbox"/> Common Area, Recreation Equipment	Bicycle
<input type="checkbox"/> Furniture, Fixtures, & Equipment, Doors, Furniture & Furnishings, Mirrors	Mirror-Bi Fold Doors-Bldg 10
<input type="checkbox"/> Furniture, Fixtures, & Equipment, Doors, Furniture & Furnishings, Mirrors	Mirror-Bi Fold Doors-Bldg 11
<input type="checkbox"/> Furniture, Fixtures, & Equipment, Doors, Furniture & Furnishings, Mirrors	Mirror-Bi Fold Doors-Bldg 12
<input type="checkbox"/> Furniture, Fixtures, & Equipment, Doors, Furniture & Furnishings, Mirrors	Mirror-Bi Fold Doors-Bldg 13
<input type="checkbox"/> Furniture, Fixtures, & Equipment, Doors, Furniture & Furnishings, Mirrors	Mirror-Bi Fold Doors-Bldg 14
<input type="checkbox"/> Furniture, Fixtures, & Equipment, Doors, Furniture & Furnishings, Mirrors	Mirror-Bi Fold Doors-Bldg 15
<input type="checkbox"/> Furniture, Fixtures, & Equipment, Doors, Furniture & Furnishings, Mirrors	Mirror-Bi Fold Doors-Bldg 16
<input type="checkbox"/> Furniture, Fixtures, & Equipment, Doors, Furniture & Furnishings, Mirrors	Mirror-Bi Fold Doors-Bldg 17
<input type="checkbox"/> Furniture, Fixtures, & Equipment, Doors, Furniture & Furnishings, Mirrors	Mirror-Bi Fold Doors-Bldg 18
<input type="checkbox"/> Furniture, Fixtures, & Equipment, Doors, Furniture & Furnishings, Mirrors	Mirror-Bi Fold Doors-Bldg 19
<input type="checkbox"/> Furniture, Fixtures, & Equipment, Doors, Furniture & Furnishings, Mirrors	Mirror-Bi Fold Doors-Bldg 20
<input type="checkbox"/> Furniture, Fixtures, & Equipment, Doors, Furniture & Furnishings, Mirrors	Mirror-Bi Fold Doors-Bldg 21
<input type="checkbox"/> Furniture, Fixtures, & Equipment, Doors, Furniture & Furnishings, Mirrors	Mirror-Bi Fold Doors-Bldg 22
<input type="checkbox"/> Furniture, Fixtures, & Equipment, Doors, Furniture & Furnishings, Mirrors	Mirror-Bi Fold Doors-Bldg 23

**Step 4:** On the New Expense page, enter the Name (name of the expense), Base (pre-inflation) Amount (cost), Inflation Rate (you have the option of using the site-wide rate, or choosing a different rate for this one-time expense), the Quantity, and any other information that your site uses. Click the Save/Close button.

Name: Bicycle Flat Tire Patch Kit

Report Asset Category: Common Area, Recreation Equipment

Account: Common Area Reserve

Previous Occurrence: 8/ 2/2018 Next Occurrence: 8/ 2/2018 Approval:  Pending  On: 8/ 2/2018

Project Code: [Dropdown]

Planned Values

Start Date: 1/ 1/2018 End Date: 12/30/2018 Adjusted Life: 0.33 Useful Life: [Input]

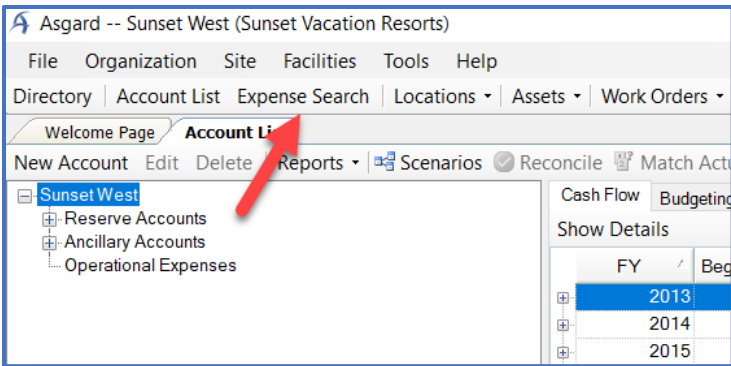
Base (pre-inflation) Amount: 10.00 Estimated or Assessed: 8/ 2/2018 Forecast:  As Budgeted  Use this Amount: 0.00

Inflation Rate:  Use site rate of 3.00%  Use this rate: 0.00 Current Status: [Input]

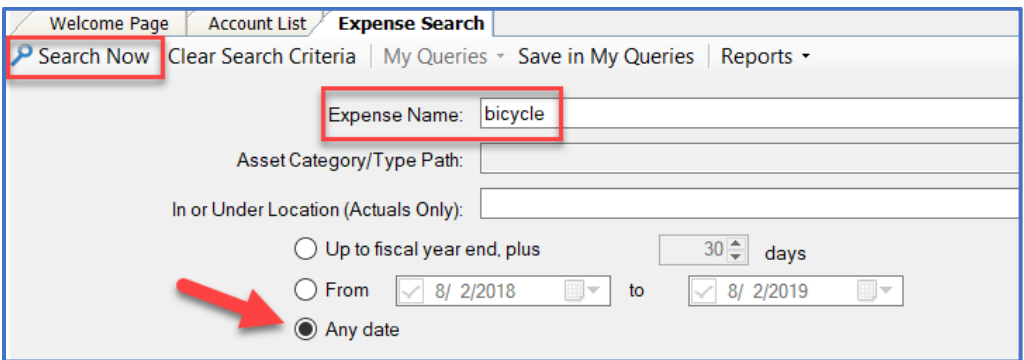
Quantity: 1.00 each Amount: \$10.10 Per Unit: \$10.10

Save Save/Close Close

**Step 5:** To confirm the details of your new one-time expense, click the Expense Search button.



**Step 5a:** When the Expense Search page opens, type in the name of the expense, select the Any date radio dial, and click the Search Now button.



**Step 6:** In the middle of the page, the Expense Search Results will populate with your new one-time expense.

Results						
Account	Status	G/L Code	Name	Asset Type	Planned \$	Planned Qty
Common Area Reserve	Not started		Bicycle Flat Tire Patch Kit	Bicycle	\$10	1