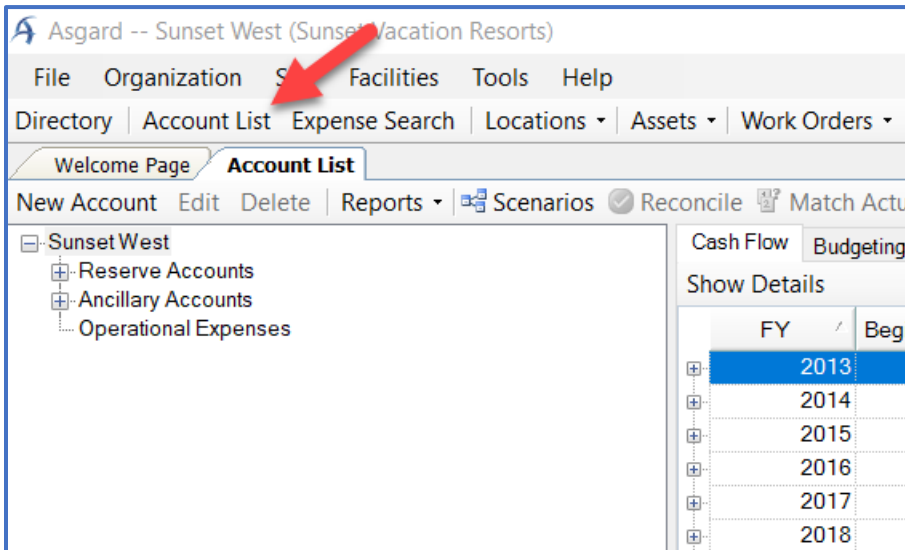


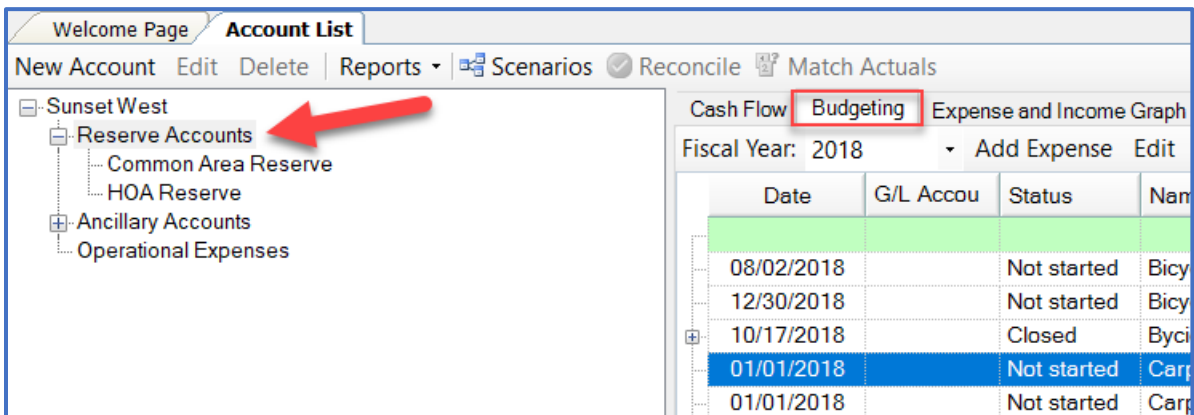
## Using the Update Assets Tool to Move an Asset

Follow the steps below to utilize the Update Assets tool to move an asset from one budget year to another. For more help, please contact [finance@katanasoft.com](mailto:finance@katanasoft.com)

**Step 1:** Open the Account List tab by selecting Account List from the toolbar at the top of the Asgard screen.



**Step 2:** Highlight the account you wish to view on the left side of the screen. Then select the Budgeting tab.



**Step 3:** Select the asset you would like to move to a different year and select Update Asset from the toolbar above the asset list.

Cash Flow Budgeting Expense and Income Graph Percent-Funded Graph Asset / Expense Master Log				
Fiscal Year: 2018				
Add Expense Edit Delete Mark Approved Merge Duplicate Add Actual Delete Update Assets				
Date	G/L Accou	Status	Name	Report Grouping
01/01/2018		Not started	Carpet-Bldg 14	
01/01/2018		Not started	Carpet-Bldg 15	
01/01/2018		Not started	Carpet-Bldg 16	
01/01/2018		Not started	Carpet-Bldg 17	

**Step 4:** Open the Change Type drop down menu and select Extended Life.

Update Assets from Expense Wizard

Asset Type	Change Made	Details
Carpet-Bldg 16	None	

Details for Carpet-Bldg 16

Change Type: **None** (dropdown menu open showing: None, Inspected, **Extended Life**, Replaced, Added, Removed)

Life Extended By: 0

Change Occurred: 8/10/2018

Quantity/Location: 0.0000 sq yd

Cost and Cost Date: 0.0000 sq yd Cost Date: 8/10/2018

<< Back Next>> Cancel

**Step 5:** Fill in the number of years into the future you would like to push this asset by using the radio dial. Then click Next.

Update Assets from Expense Wizard

Asset Type	Change Made	Details
Carpet-Bldg 16	Extended Life	

Details for Carpet-Bldg 16

Change Type: **Extended Life**

Life Extended By Years: 2 (radio dial) Months: 0

Change Occurred: 8/10/2018

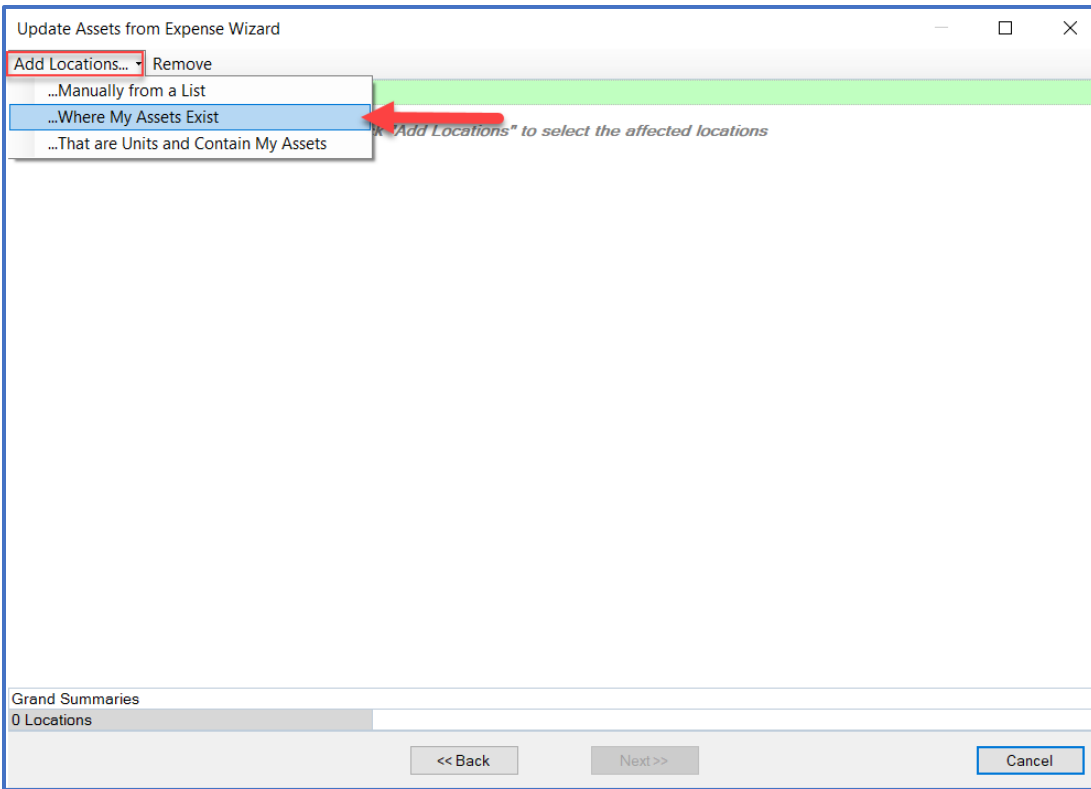
Quantity/Location: 0.0000 sq yd

Cost and Cost Date: Manually entered cost-per-unit and cost date

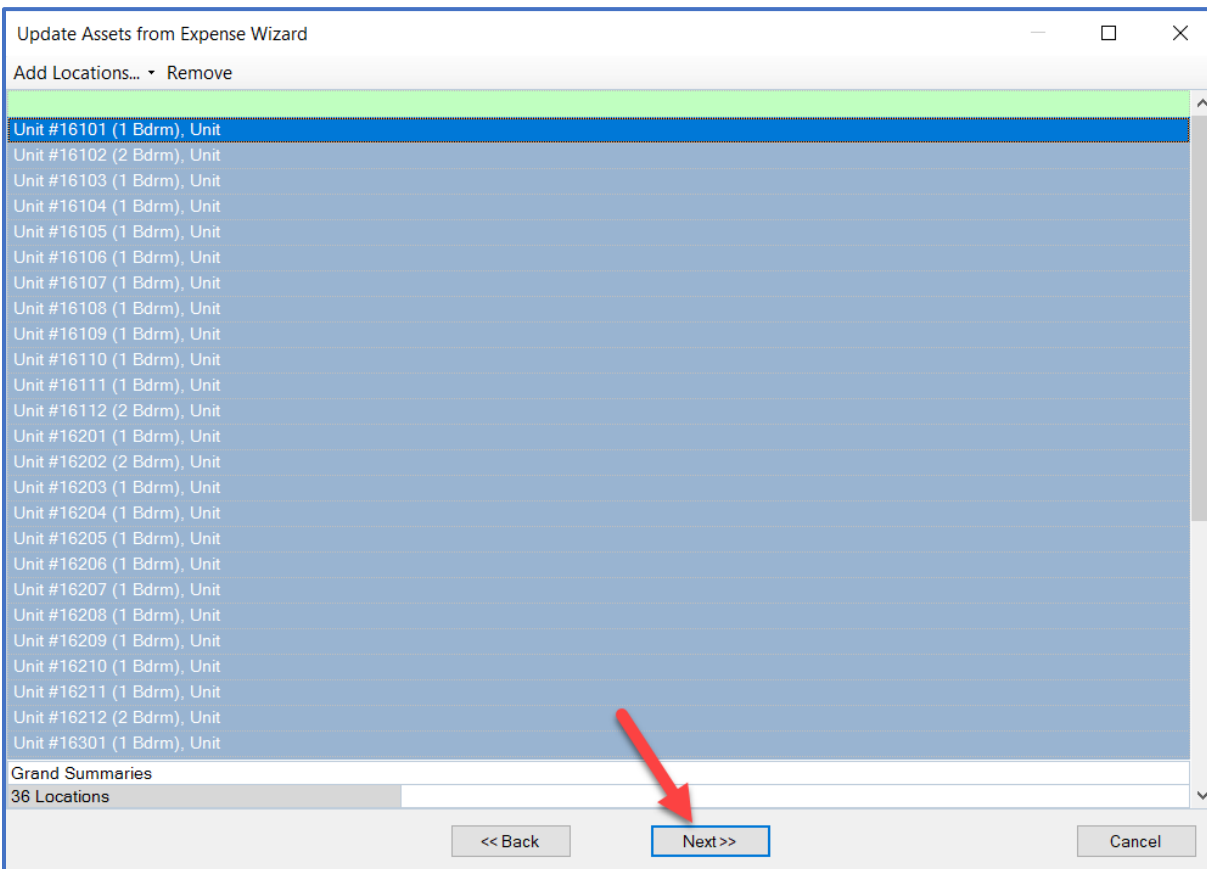
Cost: 0.0000 sq yd Cost Date: 8/10/2018

<< Back Next>> Cancel

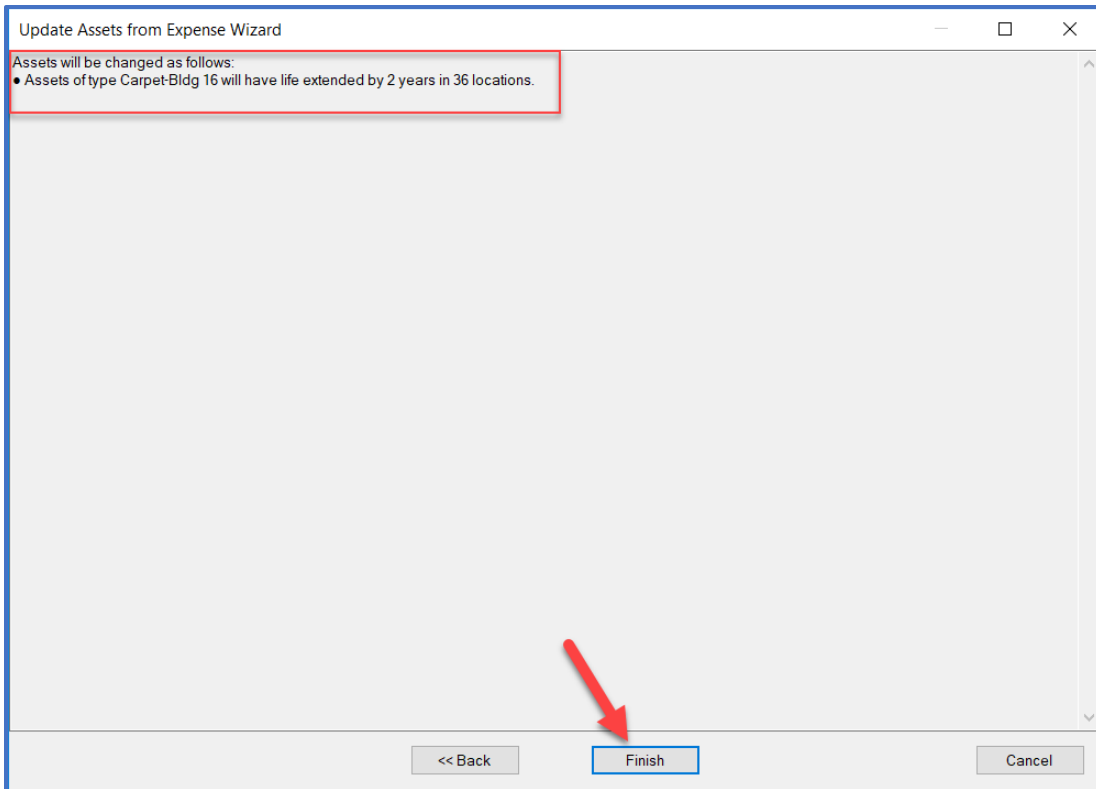
**Step 6:** Open the Add Locations drop down menu and select “...Where My Asset Exists.”



**Step 7:** Select all the applicable locations and click Next.



Step 8: The window will note that the change has been applied. Click Finish.



Click "Refresh" in the top right corner of the screen to make sure the changes have been applied.

Note that the asset no longer shows in the current budget year.

Asset / Expense Master Log

Refresh Close

Date	G/L Account	Status	Name	Report Grouping	Planned	Actual to D	Balance	Forecast	Variance	Current Stat
01/01/2018		Not started	Carpet-Bldg 14		\$12,515	\$0	\$12,515			
01/01/2018		Not started	Carpet-Bldg 15		\$12,515	\$0	\$12,515			
01/01/2018		Not started	Carpet-Bldg 17		\$12,177	\$0	\$12,177			
01/01/2018		Not started	Carpet-Bldg 18		\$16,236	\$0	\$16,236			
01/01/2018		Not started	Carpet-Bldg 19		\$16,236	\$0	\$16,236			
01/01/2018		Not started	Carpet-Bldg 20		\$16,687	\$0	\$16,687			
01/01/2018		Not started	Carpet-Bldg 21		\$16,687	\$0	\$16,687			
01/01/2018		Not started	Carpet-Bldg 22		\$16,687	\$0	\$16,687			
01/01/2018		Not started	Carpet-Bldg 23		\$16,687	\$0	\$16,687			