

## Asgard Desktop Job Aide

## Using the Update Assets Tool - Added

Scenario: You are adding Security Cameras to the Fitness Center at your site, and you want to add the cost for these as a location on the Asset. Follow the instructions below to add expense instances (locations) to an Asset. For additional assistance, please contact finance@katanasoft.com

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

Account List					1				
New Account Edit Delete   Reports - 🖙 Sce	nario	s 🥝 Rec	oncile	e 🧍	£				
🖃 One Mountain Lodge 💦 💧	Ca	ash Flow	Budg	eting	Expe	ense and Income	e Graph	Percer	nt-Funded Graph
	Fis	cal Year:	2019		-	Add Expense	Edit I	Delete	Mark Approved
Reserve - One Mountain Lodge - COA		Date	e G/L A		Acco	Status	Name		
Reserve - One Mountain Lodge - TimeShare									
		01/01/2019				Not started	Toro Pr	roforce E	Blower
		01/01/2	019			Not started	Security Cameras - Bldg 2		ras - Bldg 2
		01/01/2	019			Not started	Elevato	r - Bldg	2
	<b>±</b>	01/01/2	019			In progress	Carpet	- Bldg 2	

## Step 2: Select the Asset to change and click Update Assets.

Ca	sh Flow Budg	eting Expe	ense and Incom	e Graph Percent-Funded Graph	Asset / Expense	Master Log		
Fisc	iscal Year: 2019 - Add Expense Edit Delete Mark Approved Merge Duplicate Add Actual Delete Update Assets							
	Date	G/L Acco	Status	Name	V	Report Grouping	Planned	Actual to Date
	01/01/2019		Not started	Toro Proforce Blower			\$9,000	\$0
	01/01/2019		Not started	Security Cameras - Bldg 2			\$47,141	\$0
	01/01/2019		Not started	Elevator - Bldg 2			\$700,000	\$0
÷	01/01/2019		In progress	Carpet - Bldg 2			\$124,587	\$123,456

**Step 3:** Select Added from the drop-down menu next to Change Type.

Update Assets from Expense	e Wizard									×
Asset Type	(	Change Made		Details						
Security Cameras - Bldg 2	1	lone								
N										
Details for Security Cameras - B	-		-						-	
Change Type: No	ne	~	·		C	hange Occurred:	2/20/2019			
Life Extended By Vins	pected		nths:	0 🌲						
Quantity/Location:	tended Life									
Ad	ded moved		cost date					~		
		0000 0 000	- coar date			Cost D 1	0.00.0010			
Cost:	0	.0000 🌲 total				Cost Date:	2/20/2019			
			< Back	Г	Next >>			Γ	Cance	4
			Dation		and the				Carlot	

**Step 4:** Populate information for Change Occurred, Quantity/Location, Cost and Cost Date. Note that the Details column changes as data is input. Then click Next.

Update Assets from Expense	Wizard			
Asset Type	Change Made	Details		
Security Cameras - Bldg 2	Added	2.00 at \$2,500.00/total, on 1/1/2019		
Details for Security Cameras - Bl Change Type: A	dg 2 dded	∽ Ch:	nange Occurred: 1/ 1/2019	<b>•</b>
Life Extended By Ye		Months: 0		
Quantity/Location:	2.000 🖨 total			1
Cost and Cost Date: M	anually entered cost-per-	init and cost date	×	
Cost	2,500.0000 🚔	total	Cost Date: 1/ 1/2019	
		<< Back Next >>		Cancel

## **Step 5:** From the Add Locations drop-down menu, select Manually from a List.

Update Assets from Expense V	Vizard	
Add Locations Remove		
Manually from a List		
Where My Assets Exist		k "Add Locations" to select the
That are Units and Conta	in My Assets	K Add Locations to select the

**Step 6:** In the Location Search dialogue box, type "Fitness" into the field. Make sure the box for "Search among distinct locations only" is *unchecked*. Click Search. Select the Fitness Center location from the results and click Select.

Search for Locations			$\times$
Where the path contains: Fitness Center		Search	1
Select All Clear Filter			
Path	Location Type		
One Mountain Lodge, Fitness Center			
	<b>N</b>		
	Select	Cancel	

**Step 7:** The selected location will appear on the Update Assets window. Click Next.

Update Assets from Expense Wizard				-		×
Add Locations • Remove						
One Mountain Lodge, Fitness Center						
Grand Summaries						
1 Locations						
	<< Back	Next>>	]		Cance	el

**Step 8:** Confirm that the information matches the desired change. Click Finish.

Update Assets from Expense Wizard	—		$\times$
Assets will be changed as follows: Assets of type Security Cameras - Bldg 2 will be added to 1 locations.			^
			~
<< Back Finish		Cano	el

Asgard v2.2.0



**Note:** The change will be reflected in the Cost of the asset on the Budgeting Tab. The Cost of the asset will increase, because an expense instance attached to the location has been added.

Ca	ash Flow Budgeting Expense and Income Graph Percent-Funded Graph Asset / Expense Master Log									
isc	al Year: 2019	-	Add Expense	Edit Delete Mark Approved Merge	Dupl	licate Add Actual De	lete Update A	ssets		
	Date	G/L Acco	Status	Name	$\nabla$	Report Grouping	Planned	Actual to Date		
	01/01/2019		Not started	Toro Proforce Blower			\$9,000	\$0		
	01/01/2019		Not started	Security Cameras - Bldg 2			\$52,141	\$0		
	01/01/2019		Not started	Elevator - Bldg 2			\$700,000	\$0		
J	01/01/2019		In progress	Carpet - Bldg 2			\$124,587	\$123,456		



The added location can also be seen on the Asset Detail page. Remember, **ALL** future expense occurrences will reflect this change!

Asset Type List	Security Can	neras - Bldg 2									Ŧ
Reports 🕶		e Francisco - Star - St								Save	Save/Close Close
Category F	Path: Common Are	Common Area Rehab, Fire & Safety									
Na	ame: Security Car	meras - Bldg 2			Uni	it Name:	total	~	Retire	d Change	Remove
Expected	Life: 7	Years	0 - Months		Department:	-				~	
Reserve Acco	ount: Reserve - O	ne Mountain Loc	~	Reserve Pla	anning Mode:	Asset-I	Driven	~			
				Rep	oort Grouping:						
Attic Stock I	Item: [None]			~ (	G/L Account:	[None]		~	r		
Descrip	tion:									^	
										Ŷ	
and the second second	lan Descriptors		g								
New Asset Edit		•				-	Quantity	Cash	Cost D	Placed In Service	Next Deale served
ID Locatio	n						Quantity	Cost	COSED	Placed in Service	Next Replacement
One Mo	ountain Lodge, Buil	dings					1.00	\$37,141	01/01/	01/01/2019	01/01/2019
S	ountain Lodge, Fitn						2.00		01/01/	01/01/2019	01/01/2019
One Mo	ountain Lodge, Picr	nic & Barbecue A	rea				1.00	\$10,000	01/01/	01/01/2019	01/01/2019