

Asgard Desktop Job Aide

Using the Update Assets Tool - Removed

Scenario: You are removing the Security Cameras from the Fitness Center location, and want to update the asset so the cost for these cameras is no longer included. Follow the instructions below to remove Asset expense instances by locations. For more 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 🕶 🖙 Scen	nario	os 🥝 Ree	concil	e 🧍					
🖃 One Mountain Lodge	С	ash Flow	Budg	eting	Expe	ense and Incom	e Graph	Percen	t-Funded Graph
Ancillary Accounts Accounts	Fis	cal Year:	2019		•	Add Expense	Edit	Delete	Mark Approved
Reserve - One Mountain Lodge - COA		Dat	е	G/L	Acco	Status	Name		
Reserve - One Mountain Lodge - TimeShare									
		01/01/2	2019			Not started	Toro P	roforce E	Blower
		01/01/2	2019			Not started Security C		y Camer	Cameras - Bldg 2
		01/01/2	2019			Not started	Elevato	or - Bldg	2
		01/01/2	2019			In progress	Carpet	- Bldg 2	

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

isc	al Year: 2019	•	Add Expense	Edit Delete Mark Approved Merge I	Duplicate Add Actual	Delete Update A	ssets Print
	Date	G/L Acco	Status	Name	∇ Report Grouping	Planned	Actual to Date
		I				-	
	01/01/2019		Not started	Toro Proforce Blower		\$9,000	\$0
-1	01/01/2019		Not started	Security Cameras - Bldg 2		\$52,141	\$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 Removed from the drop-down menu next to Change Type. Then click Next.

Update Assets from Expens	se Wizard			- 🗆 X
Asset Type	Change Made	Details		
Security Cameras - Bldg 2	None			
Details for Security Cameras -	Bldg 2			
	None	~	Change Occurred: 2/11/	/2019
	None	onths: 0 🌲		
	Extended Life			
	Replaced Added			
Cost and Cost Date:	Removed	ost date		\sim
Cost	0.0000	韋 total	Cost Date: 2/11/	2019
		`		
		<< Back	Next>>	Cancel

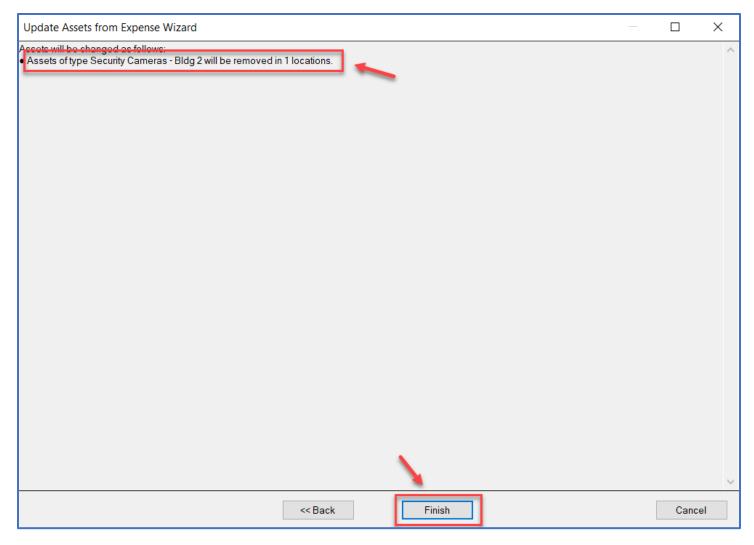
Step 4: From the Add Locations drop-down menu, select Where My Assets Exist.

Update Assets from Expense Wizard
Add Locations Remove
Manually from a List
Where My Assets Exist That are Units and Contain My Assets
Asgard v2.2.0

Step 5: From the list, remove the locations that *should not be* edited. Only the location that is going to be removed should stay in the window. Click Next.

Update Assets from Expense Wizard				
Add Locations Remove				
One Mountain Lodge, Buildings One Mountain Lodge, Fitness Center One Mountain Lodge, Picnic & Barbecue Area				
Update Assets from Expense Wizard			— 🗆	×
Add Locations Remove				
One Mountain Lodge, Fitness Center				
Grand Summaries 1 Locations				
	<< Back	Next>>	Cance	el

Step 6: Confirm the information in the dialogue box is accurate, then apply the change by clicking Finish.





Note: The change will be reflected in the Cost of the asset on the Budgeting Tab. The Cost of the asset will decrease, because an expense instance attached to the location has been removed. The change can also be seen on the Asset Detail page.

Ca	sh Flow Bud	geting Exp	ense and Incom	e Graph Percent-Funded Graph Asset / Exp	ense l	Master Log		
Fisc	al Year: 201	9 -	Add Expense	Edit Delete Mark Approved Merge	Dup	licate Add Actual De	lete Update /	Assets
	Date	G/L Acco	Status	Name	V	Report Grouping	Planned	Actua
	01/01/2019		Not started	Toro Proforce Blower			\$9,000	
-	01/01/2019		Not started	Security Cameras - Bldg 2			\$47,141	
	01/01/2019		Not started	Elevator - Bldg 2			\$700,000	1
	01/01/2019		In progress	Carpet - Bldg 2			\$124,587	



All future expense occurrences will reflect this change!