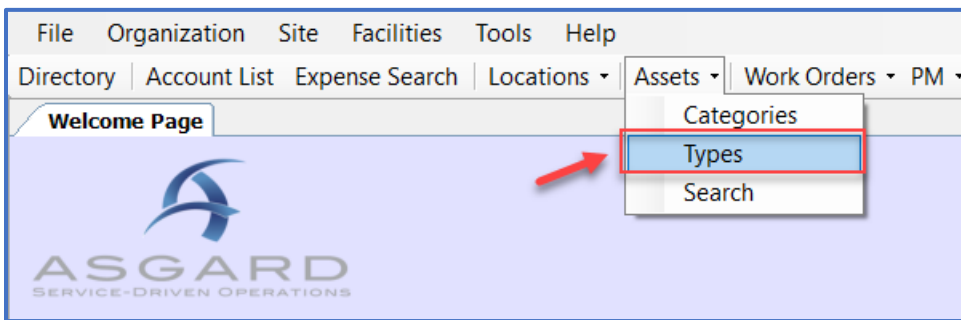


Adding a Document to an Asset

Scenario: You have just purchased a new asset and the invoice is available electronically. You would like to store it with the asset for future reference. Follow the steps below to attach a document to a specific asset. For more assistance with Assets and Reserves, please contact finance@katanasoft.com.

Step 1: Open the Asset Type List from the Assets menu.



Step 2: Double-click the Asset to which you would like to attach the document. You can also select the Asset and then click Edit on the toolbar.

Asset Type List		
Edit	Delete	Tools ▾ Reports ▾
Category	Site	Name
Common Area Rehab, FF&E	One Mountain Lodge	Benches
Common Area Rehab, FF&E	One Mountain Lodge	Carpet - Bldg 1
Common Area Rehab, FF&E	One Mountain Lodge	Carpet - Bldg 2
Common Area Rehab, FF&E	One Mountain Lodge	Carpet - Bldg 3
Common Area Rehab, FF&E	One Mountain Lodge	Carpet/Furnishings - Front Desk

Step 3: When the Asset opens in a new tab, select the specific Asset location for which you would like to add a document. Open the Asset Location by double-clicking or selecting and clicking Edit on the toolbar.

Asset Type List / Carpet - Bldg 2

Reports ▾

Category Path: Common Area Rehab, FF&E

Name: Carpet - Bldg 2

Expected Life: 7 Years 0 Months Department:

Reserve Account: Reserve - One Mountain Lodge Reserve Planning Mode: Asset-Driven Report Grouping:

Attic Stock Item: [None] G/L Account: [None]

Description:

Assets Reserve Plan Descriptors Depreciation Log

New Asset Edit Delete Tools ▾

ID	Location	Quantity
	One Mountain Lodge, Buildings, Bldg 2	1.00

Step 4: On the lower half of the new screen, locate and select Documents from the series of tabs. Click on New Document, then select the file you would like to attach from the files on your computer.

Asset Type List / Carpet - Bldg 2 / Carpet - Bldg 2 at One Mountain Lodge, Buildings, Bldg 2

View Asset Type

Asset Name: Carpet - Bldg 2 G/L Account:

External ID: Quantity: 1.000 total Condition:

Located At: One Mountain Lodge, Buildings, Bldg 2

Cost: 124,587.00 Cost Date: 1/ 1/2018 Last Inventoried On:

Use Asset Type's Expected life of 7 years. Use Adjusted Life:

Placed In Service On: 1/ 1/2012 Next Replacement: 1/ 1/2025

Notes:

Descriptors

Pending Expenses Completed Expenses Open Work Orders Documents Log

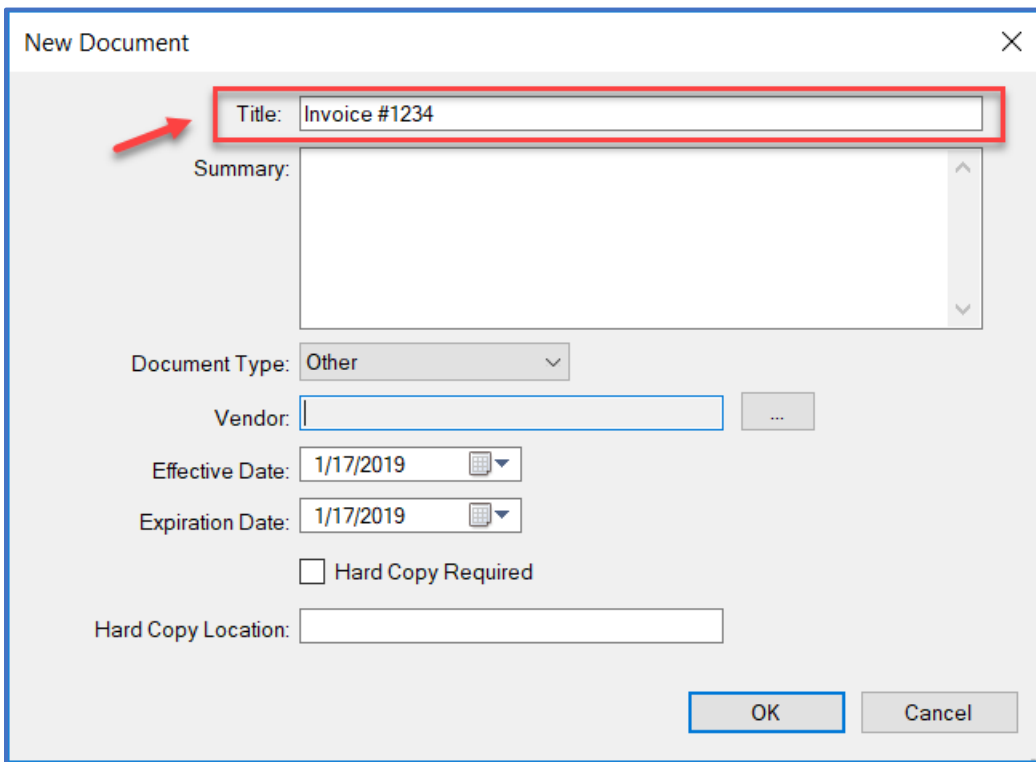
New Document View Edit Properties Delete

Drag a column header to group by that column

Type	Title
------	-------

Step 5: Include any additional details about the document in the New Document dialog box. When you have finished entering the details for the new document, click OK.

Note: A Title is the only required field in this dialog box.



New Document

Title: Invoice #1234

Summary:

Document Type: Other

Vendor:

Effective Date: 1/17/2019

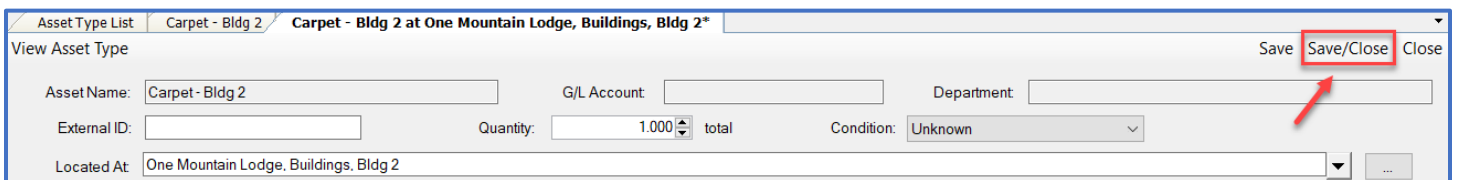
Expiration Date: 1/17/2019

Hard Copy Required

Hard Copy Location:

OK Cancel

Step 6: Click Save/Close to save the document addition and exit the Asset Details window.



Asset Type List Carpet - Bldg 2 Carpet - Bldg 2 at One Mountain Lodge, Buildings, Bldg 2*

View Asset Type Save Save/Close Close

Asset Name: Carpet - Bldg 2 G/L Account: Department:

External ID: Quantity: 1.000 total Condition: Unknown

Located At: One Mountain Lodge, Buildings, Bldg 2



If you close the window or exit Asgard before saving the changes, the document will not be added to the asset.