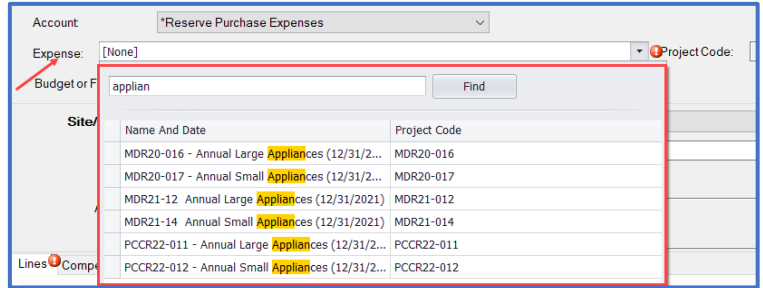


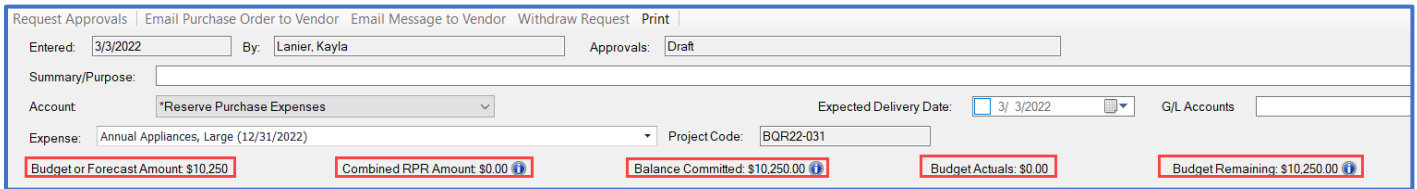
Managing Overbudget RPR's

Asgard has a set of built-in controls to keep you from requesting RPRs that exceed the budgeted amount for the project. If you have any questions on how to manage overbudget RPRs, please contact us at support@katanasoft.com.

Step 1: The account automatically defaults to **Reserve Purchase Expenses**. Using the drop down select the appropriate expense. The additional budget fields will automatically populate



Name And Date	Project Code
MDR20-016 - Annual Large Appliances (12/31/2...	MDR20-016
MDR20-017 - Annual Small Appliances (12/31/2...	MDR20-017
MDR21-12 Annual Large Appliances (12/31/2021)	MDR21-012
MDR21-14 Annual Small Appliances (12/31/2021)	MDR21-014
PCCR22-011 - Annual Large Appliances (12/31/2...	PCCR22-011
PCCR22-012 - Annual Small Appliances (12/31/2...	PCCR22-012



Request Approvals | Email Purchase Order to Vendor | Email Message to Vendor | Withdraw Request | Print

Entered: 3/3/2022 By: Lanier, Kayla Approvals: Draft

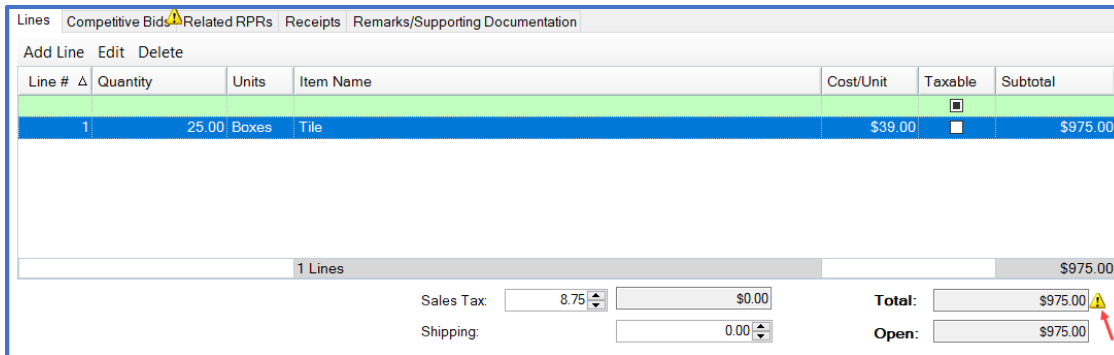
Summary/Purpose:

Account: *Reserve Purchase Expenses Expected Delivery Date: 3/3/2022 G/L Accounts:

Expense: Annual Appliances, Large (12/31/2022) Project Code: BQR22-031

Budget or Forecast Amount: \$10,250 Combined RPR Amount: \$0.00 Balance Committed: \$10,250.00 Budget Actuals: \$0.00 Budget Remaining: \$10,250.00

- **Budget or Forecast Amount:** The amount of money originally approved for this project or the updated forecast amount
- **Combined RPR Amount:** Includes all RPRs for this expense that are either in draft, in approval, or approved - including this RPR
- **Balance Committed:** Equal to the budgeted amount minus the combined RPR amount
- **Budget Actuals:** Imported from finance on a monthly basis and will reflect the actual money spent against this project



Line #	Quantity	Units	Item Name	Cost/Unit	Taxable	Subtotal
1	25.00	Boxes	Tile	\$39.00	<input type="checkbox"/>	\$975.00
1 Lines						\$975.00

Sales Tax: 8.75 \$0.00 Total: \$975.00
 Shipping: 0.00 Open: \$975.00



Indicates RPR is still over budget

- Once saved, if the RPR is still overbudget, the **Balance Committed** will turn red

Expense: Tile-3*x3-Bldg 29 (7/17/2018)	Project Code:			
Budget or Forecast Amount: \$1,038	Combined RPR Amount: \$1,544.88 ⓘ	Balance Committed: (\$506.52) ⓘ	Budget Actuals: \$0.00	Budget Remaining: \$1,038.36 ⓘ

- If you proceed with **Request Approvals** and the RPR is still overbudget, you will receive an over budget correction notice

