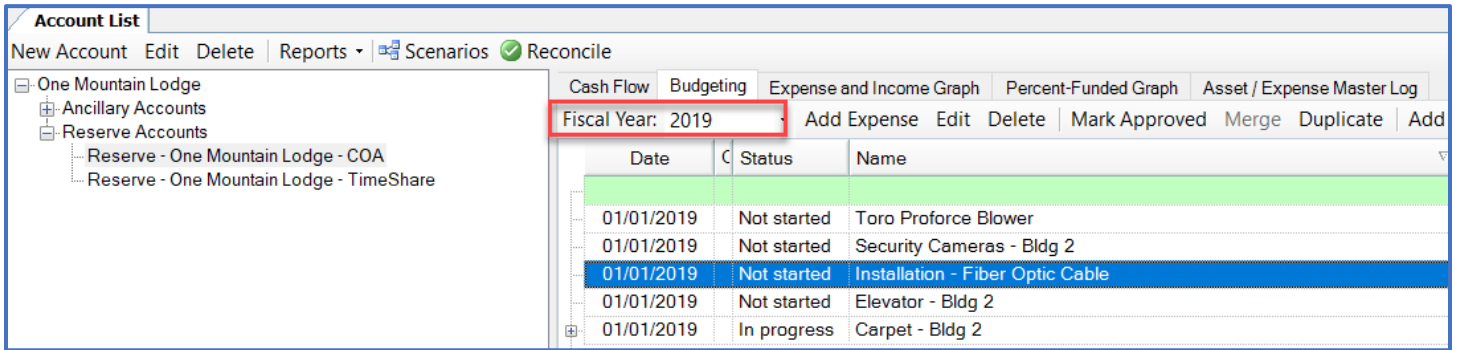


## Editing a One-Time Expense

*Scenario: Your Board of Directors just voted to change the one-time installation of new fiber optic cable from 2019 to 2025. Follow the steps below to edit a one-time expense. For more assistance with one-time expenses, please contact [finance@katanasoft.com](mailto:finance@katanasoft.com).*

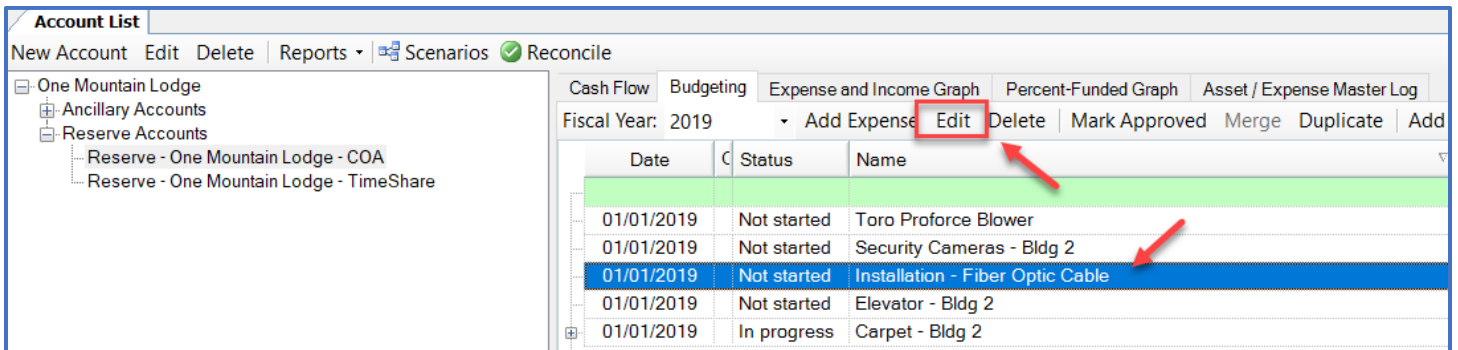
**Step 1:** Open the Account List screen and select the Budgeting Tab. Choose the Fiscal Year in which the expense is currently included from the drop down.



The screenshot shows the 'Account List' window with the 'Budgeting' tab selected. The 'Fiscal Year: 2019' dropdown is highlighted with a red box. The table below lists several expenses, with 'Installation - Fiber Optic Cable' highlighted in blue.

Date	Status	Name
01/01/2019	Not started	Toro Proforce Blower
01/01/2019	Not started	Security Cameras - Bldg 2
01/01/2019	Not started	Installation - Fiber Optic Cable
01/01/2019	Not started	Elevator - Bldg 2
01/01/2019	In progress	Carpet - Bldg 2

**Step 2:** Open the Expense Details by double-clicking on the desired expense or by highlighting and clicking Edit from the toolbar.



The screenshot shows the 'Account List' window with the 'Budgeting' tab selected. The 'Edit' button in the toolbar is highlighted with a red box. Red arrows point to the 'Installation - Fiber Optic Cable' row in the table.

Date	Status	Name
01/01/2019	Not started	Toro Proforce Blower
01/01/2019	Not started	Security Cameras - Bldg 2
01/01/2019	Not started	Installation - Fiber Optic Cable
01/01/2019	Not started	Elevator - Bldg 2
01/01/2019	In progress	Carpet - Bldg 2

**Step 3:** On the Expense Details screen, change the Start Date and End Date to reflect the year in which the installation will occur.

*Note: The Estimated or Assessed On date is what drives the inflation. Changing this to a future date will result in less applied inflation.*

Account List **Installation - Fiber Optic Cable, 1/1/2019\***

Mark Expense "Finished" | Update Asset Inventory | View Account | Tools ▾

Name: Installation - Fiber Optic Cable

Report Asset Category: Furniture, Fixtures & Equipment, Technology

Account: Reserve - One Mountain Lodge - COA

Previous Occurrence: 1/18/2018 | Next Occurrence: 1/18/2018

Project Code: [ ]

**Planned Values**

Start Date: 1/ 1/2025 | End Date: 1/ 1/2025

Base (pre-inflation) Amount: 25,000.00 | Estimated or Assessed: 1/ 1/2019

Inflation Rate:  Use site rate of 0.00% |  Use this rate: 0.00

Quantity: 0.00 each | Amount: \$25,000.00

Funding Amount: 0.00 | Notes: [ ]

**Step 4:** Click Save/Close in the upper righthand corner of the screen.

Account List **Installation - Fiber Optic Cable, 1/1/2019\***

Mark Expense "Finished" | Update Asset Inventory | View Account | Tools ▾ | Save | **Save/Close** | Close

Name: Installation - Fiber Optic Cable | G/L Account: [None]

Report Asset Category: Furniture, Fixtures & Equipment, Technology | Report Grouping: [ ]

Account: Reserve - One Mountain Lodge - COA | Series: [ ]

Previous Occurrence: 1/18/2018 | Next Occurrence: 1/18/2018 | Approval:  Pending |  On: 1/18/2019

Project Code: [ ]

**Planned Values**

Start Date: 1/ 1/2025 | End Date: 1/ 1/2025 | Adjusted Life: 7.00 | Useful Life: -7.00

Base (pre-inflation) Amount: 25,000.00 | Estimated or Assessed: 1/ 1/2019 | Forecast:  As Budgeted |  Use this Amount: 25,000.00

Inflation Rate:  Use site rate of 0.00% |  Use this rate: 0.00 | Current Status: [ ]

Quantity: 0.00 each | Amount: \$25,000.00 | Per Unit: N/A | Measured in: each

Funding Amount: 0.00 | Notes: [ ]

**Step 5:** Check that the expense has been moved by selecting the future Fiscal Year from the drop down.

Cash Flow		Budgeting		Expense and Income Graph		Percent-Funded Graph		Asset / Expense Master Log	
Fiscal Year: 2025		Add Expense		Edit		Delete		Mark Approved	
Merge		Duplicate		Ad					
Date	C	Status	Name						
01/01/2025		Not started	Carpet - Bldg 1						
01/01/2025		Not started	Installation - Fiber Optic Cable						
01/01/2025		Not started	Paint Exterior - Pavillion						
01/01/2025		Not started	Pavers - Reflection						
01/01/2025		Not started	Pool Drains						
01/01/2025		Not started	Restroom Renovations						
01/01/2025		Not started	Security Cameras - Upgrade						
01/01/2025		Not started	Sound System - Lodge Pool						



*This same process can also be used to edit the Name, Report Asset Category, Report Grouping, Cost, Inflation Rate, and Quantity of a one-time expense.*

Account List **Installation - Fiber Optic Cable, 1/1/2019\***

Mark Expense "Finished" | Update Asset Inventory | View Account | Tools

Name: Installation - Fiber Optic Cable

Report Asset Category: Furniture, Fixtures & Equipment, Technology

Account: Reserve - One Mountain Lodge - COA

Previous Occurrence: 1/18/2018 | Next Occurrence: 1/18/2018 | Approval:  Pending |  On: 1/18/2019

Project Code: [Dropdown]

G/L Account: [None]

Report Grouping: [Empty]

Series: [Empty]

Planned Values

Start Date: 1/ 1/2025 | End Date: 1/ 1/2025 | Adjusted Life: 7.00 | Useful Life: -7.00

Base (pre-inflation) Amount: 25,000.00 | Estimated or Assessed: 1/ 1/2019 | Forecast:  As Budgeted |  Use this Amount: 25,000.00

Inflation Rate:  Use site rate of 0.00% |  Use this rate: 0.00

Quantity: 0.00 each | Amount: \$25,000.00 | Per Unit: N/A | Measured in: each

Funding Amount: 0.00

Current Status: [Empty]

Notes: [Empty]