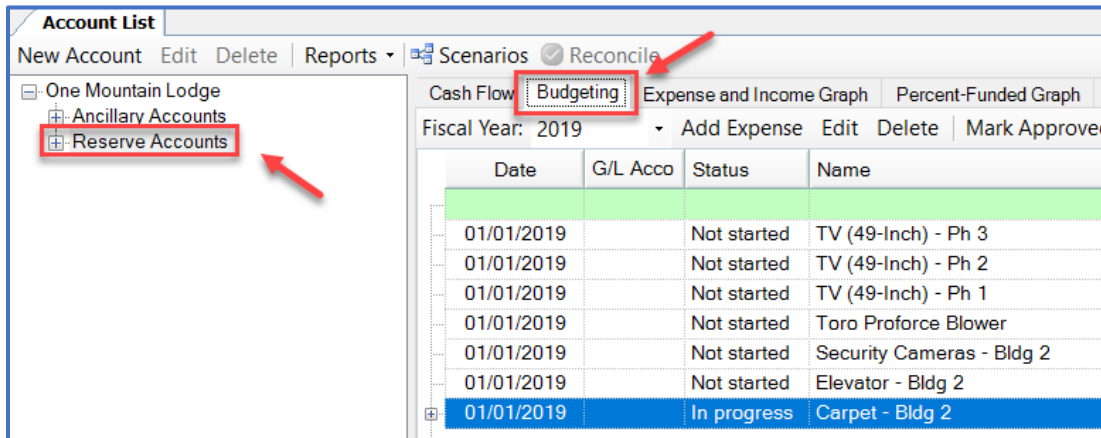


Marking an Expense Complete

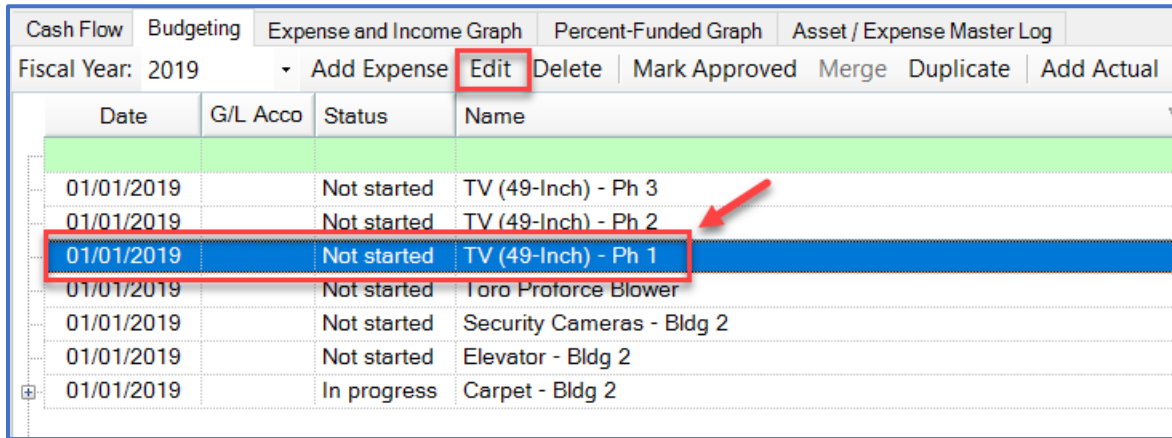
Note: Follow the steps below to mark an Expense complete. For more assistance with Assets and Reserves, please contact finance@katanasoft.com

Step 1: Open the Account List Tab and select the Account where the Expense is located. Select the Budgeting Tab.



Date	G/L Acco	Status	Name
01/01/2019		Not started	TV (49-Inch) - Ph 3
01/01/2019		Not started	TV (49-Inch) - Ph 2
01/01/2019		Not started	TV (49-Inch) - Ph 1
01/01/2019		Not started	Toro Proforce Blower
01/01/2019		Not started	Security Cameras - Bldg 2
01/01/2019		Not started	Elevator - Bldg 2
01/01/2019		In progress	Carpet - Bldg 2

Step 2: Locate the Expense you would like to complete. Open the Expense by double-clicking, or highlighting and selecting Edit.



Date	G/L Acco	Status	Name
01/01/2019		Not started	TV (49-Inch) - Ph 3
01/01/2019		Not started	TV (49-Inch) - Ph 2
01/01/2019		Not started	TV (49-Inch) - Ph 1
01/01/2019		Not started	Toro Proforce Blower
01/01/2019		Not started	Security Cameras - Bldg 2
01/01/2019		Not started	Elevator - Bldg 2
01/01/2019		In progress	Carpet - Bldg 2

Step 3: When the Expense Details page opens, click Mark Expense "Finished."

Account List **TV (49-Inch) - Ph 1, 1/1/2019**

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

Name:

Report Asset Category:

Account:

Note: The message "Expense is finished (closed)" will appear in bold at the end of the Name field for a Completed Expense.

Account List **TV (49-Inch) - Ph 1, 1/1/2019***

Mark Expense "Unfinished" | Update Asset Inventory | View Account | View Series | Tools ▾

Name: **Expense is finished (closed)**

Report Asset Category:

Account:

Step 4: Click Save/Close.

Account List **TV (49-Inch) - Ph 1, 1/1/2019***

Mark Expense "Unfinished" | Update Asset Inventory | View Account | View Series | Tools ▾

Name: **Expense is finished (closed)** | G/L Account:

Report Asset Category: | Report Grouping:

Account: | Series:

Save **Save/Close** Close

Step 5: Ensure that the Status of the Expense changes to Closed on the Budgeting Tab.

Cash Flow		Budgeting	Expense and Income Graph	Percent-Funded Graph	Asset / Expense Master Log						
Fiscal Year: 2019		Add Expense	Edit	Delete	Mark Approved	Merge	Duplicate	Add Actual	Delete	Update Assets	Print ▾
Date	G/L Acco	Status	Name	Report Group	Planned	Actual to D					
01/01/2019		Not started	TV (49-Inch) - Ph 3		\$23,850						
01/01/2019		Not started	TV (49-Inch) - Ph 2		\$23,850						
01/01/2019		Closed	TV (49-Inch) - Ph 1		\$23,850						
01/01/2019		Not started	Toro Proforce Blower		\$9,000						
01/01/2019		Not started	Security Cameras - Bldg 2		\$37,141						
01/01/2019		Not started	Elevator - Bldg 2		\$700,000						
01/01/2019		In progress	Carpet - Bldg 2		\$124,587	\$123					



Note: No further changes can be made to the Expense, and the data will be saved as historical detail. Should changes to the Expense be necessary, first click on the Mark Expense "Unfinished" button on the Expense Detail Page and click the Save button.

Account List **TV (49-Inch) - Ph 1, 1/1/2019**

Mark Expense "Unfinished" | Update Asset Inventory | View Account | View Series | Tools ▾

Name: TV (49-Inch) - Ph 1 **Expense is finished (closed)**

Report Asset Category: Furniture, Fixtures & Equipment, Technology

Account: Reserve - One Mountain Lodge - TimeShare



*Closing an Expense **will not** automatically update the Placed In Service Date for an Asset. To do this, it must be updated at the Asset level. Look for the **Using the Update Assets Tool For Replaced** Job Aide to learn how!*