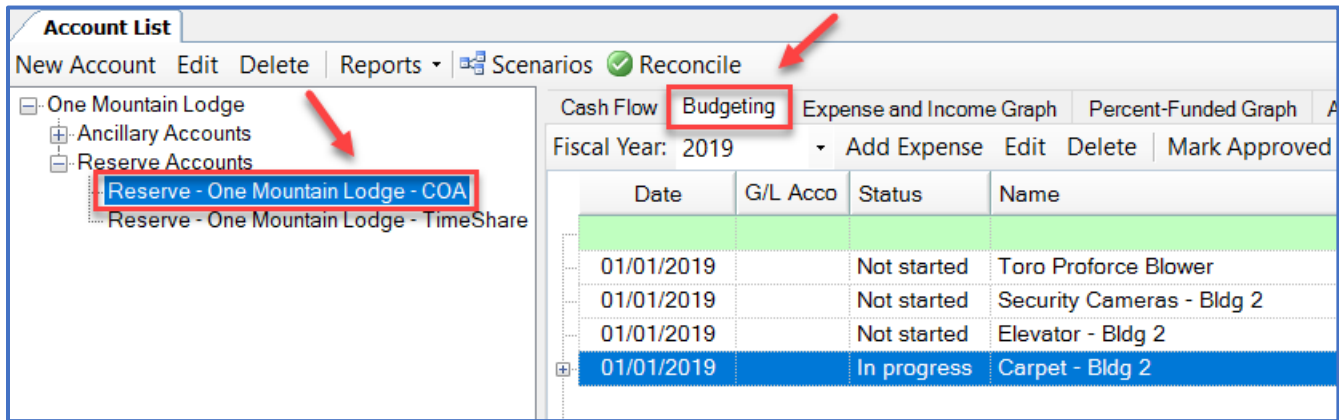


## Using the Update Assets Tool - Added

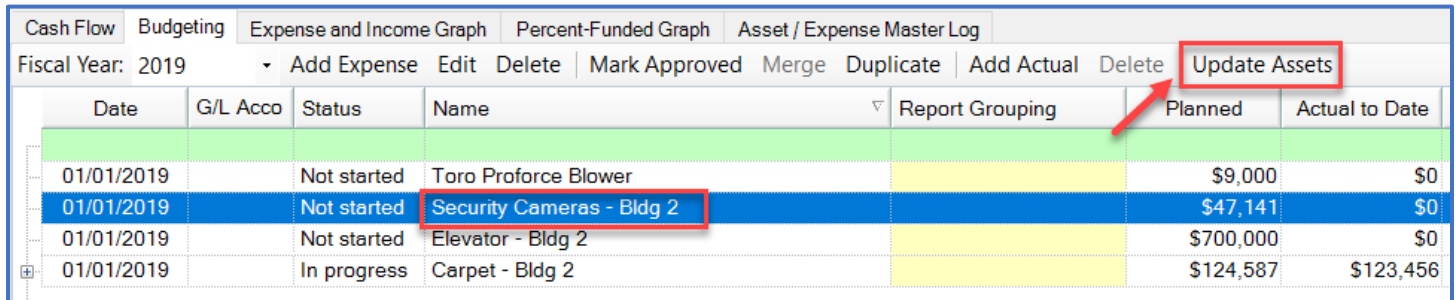
*Scenario: You are adding Security Cameras to the Fitness Center at your site, and you want to add the cost for these as a location on the Asset. Follow the instructions below to add expense instances (locations) to an Asset. For additional assistance, please contact [finance@katanasoft.com](mailto:finance@katanasoft.com)*

**Step 1:** Open the Account List Tab and select the Account where the Security Cameras Asset is located. Select the Budgeting Tab.



Date	G/L Acco	Status	Name
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:** Select the Asset to change and click Update Assets.



Date	G/L Acco	Status	Name	Report Grouping	Planned	Actual to Date
01/01/2019		Not started	Toro Proforce Blower		\$9,000	\$0
01/01/2019		Not started	Security Cameras - Bldg 2		\$47,141	\$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 Added from the drop-down menu next to Change Type.

Update Assets from Expense Wizard

Asset Type	Change Made	Details
Security Cameras - Bldg 2	None	

Details for Security Cameras - Bldg 2

Change Type: **None** (dropdown menu open showing: None, Inspected, Extended Life, Replaced, **Added**, Removed)

Change Occurred: 2/20/2019

Life Extended By Years: 0 Months: 0

Quantity/Location: Cost and Cost Date: Cost Date: 2/20/2019

Cost: 0.0000 total

<< Back Next >> Cancel

**Step 4:** Populate information for Change Occurred, Quantity/Location, Cost and Cost Date. Note that the Details column changes as data is input. Then click Next.

Update Assets from Expense Wizard

Asset Type	Change Made	Details
Security Cameras - Bldg 2	Added	2.00 at \$2,500.00/total, on 1/1/2019

Details for Security Cameras - Bldg 2

Change Type: Added

Change Occurred: 1/ 1/2019

Life Extended By Years: 0 Months: 0

Quantity/Location: 2.000 total

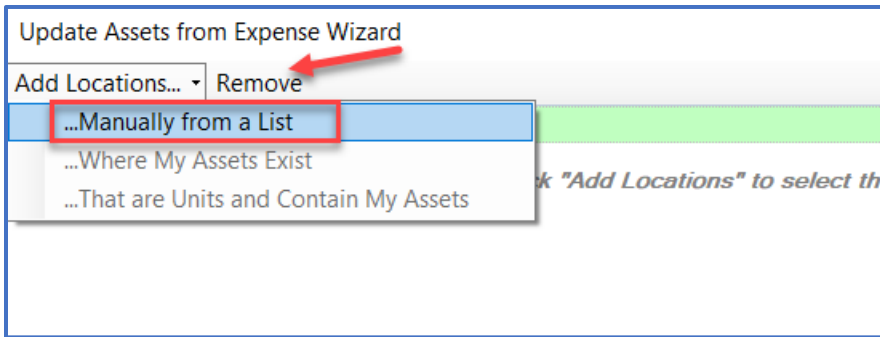
Cost and Cost Date: Manually entered cost-per-unit and cost date

Cost: 2.500.0000 total

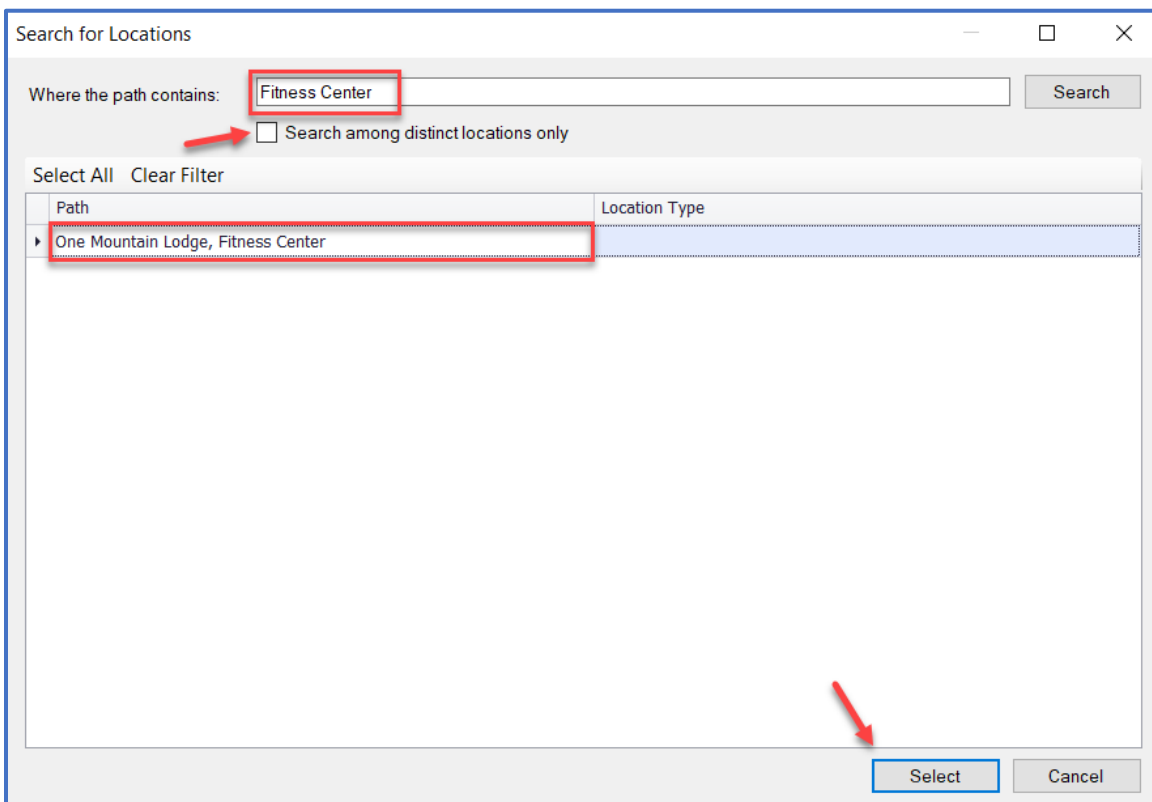
Cost Date: 1/ 1/2019

<< Back Next >> Cancel

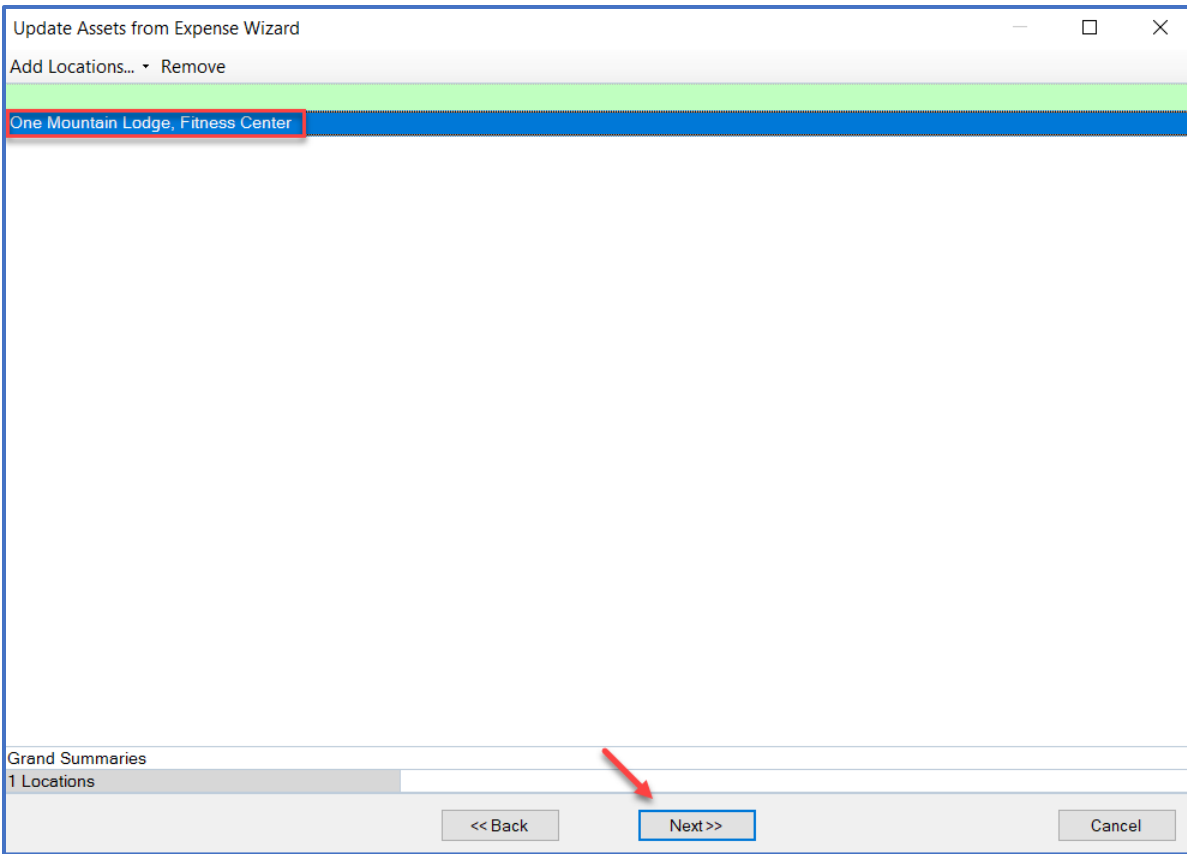
**Step 5:** From the Add Locations drop-down menu, select Manually from a List.



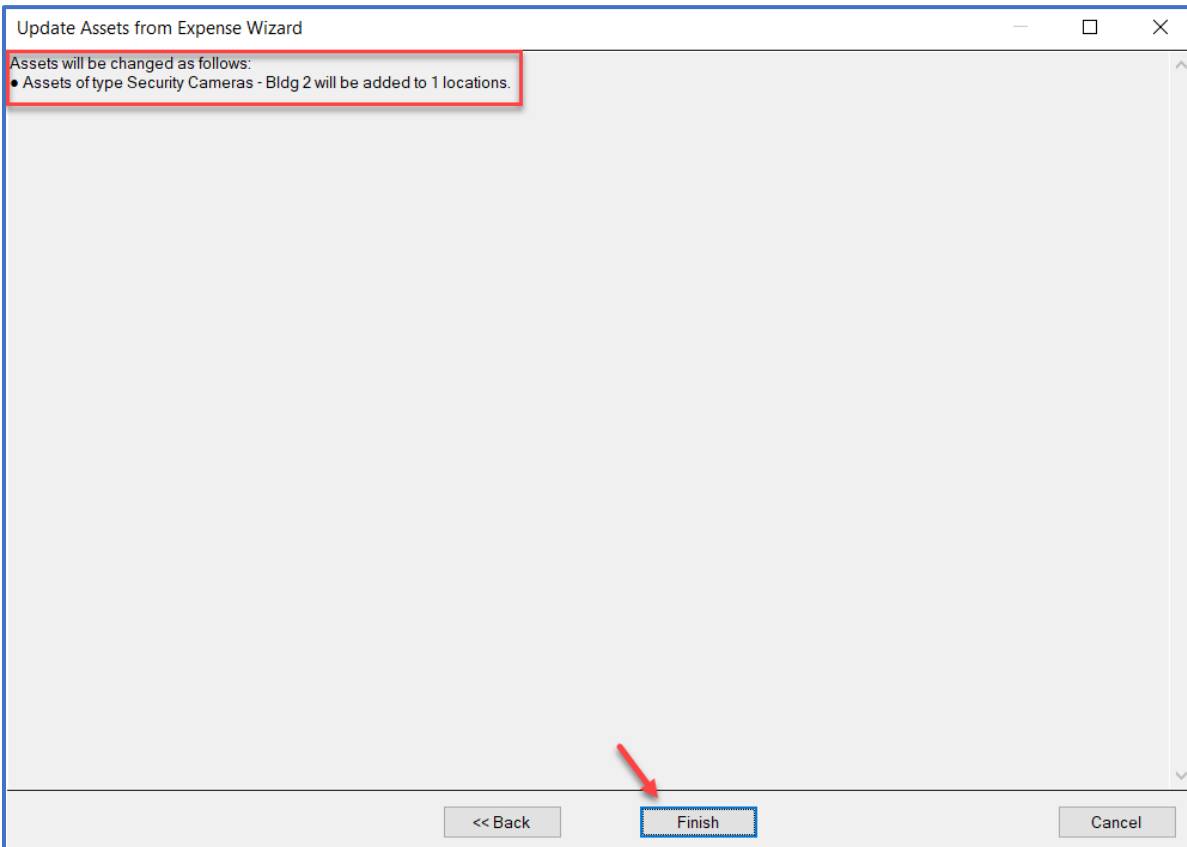
**Step 6:** In the Location Search dialogue box, type “Fitness” into the field. Make sure the box for “Search among distinct locations only” is *unchecked*. Click Search. Select the Fitness Center location from the results and click Select.



**Step 7:** The selected location will appear on the Update Assets window. Click Next.



**Step 8:** Confirm that the information matches the desired change. Click Finish.





**Note:** The change will be reflected in the Cost of the asset on the Budgeting Tab. The Cost of the asset will increase, because an expense instance attached to the location has been added.

Date	G/L Acco	Status	Name	Report Grouping	Planned	Actual to Date
01/01/2019		Not started	Toro Proforce Blower		\$9,000	\$0
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



The added location can also be seen on the Asset Detail page. Remember, **ALL** future expense occurrences will reflect this change!

Asset Type List: Security Cameras - Bldg 2

Category Path: Common Area Rehab, Fire & Safety

Name: Security Cameras - Bldg 2

Unit Name: total

Expected Life: 7 Years

Reserve Account: Reserve - One Mountain Loc

Department: [Empty]

Reserve Planning Mode: Asset-Driven

Report Grouping: [Empty]

Attic Stock Item: [None]

G/L Account: [None]

Description: [Empty]

ID	Location	Quantity	Cost	Cost D	Placed In Service	Next Replacement
	One Mountain Lodge, Buildings	1.00	\$37,141	01/01/...	01/01/2019	01/01/2019
	One Mountain Lodge, Fitness Center	2.00	\$5,000	01/01/...	01/01/2019	01/01/2019
	One Mountain Lodge, Picnic & Barbecue Area	1.00	\$10,000	01/01/...	01/01/2019	01/01/2019