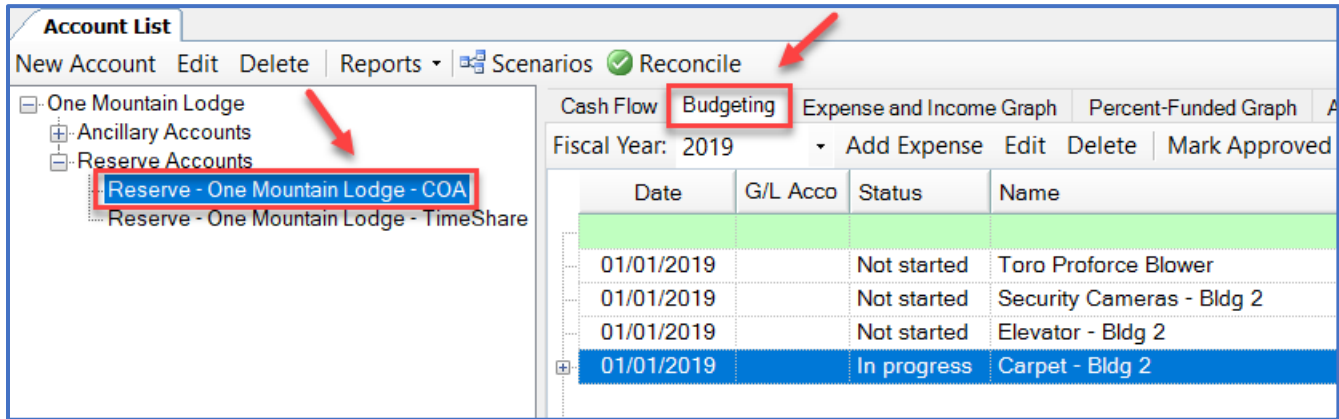


Using the Update Assets Tool - Removed

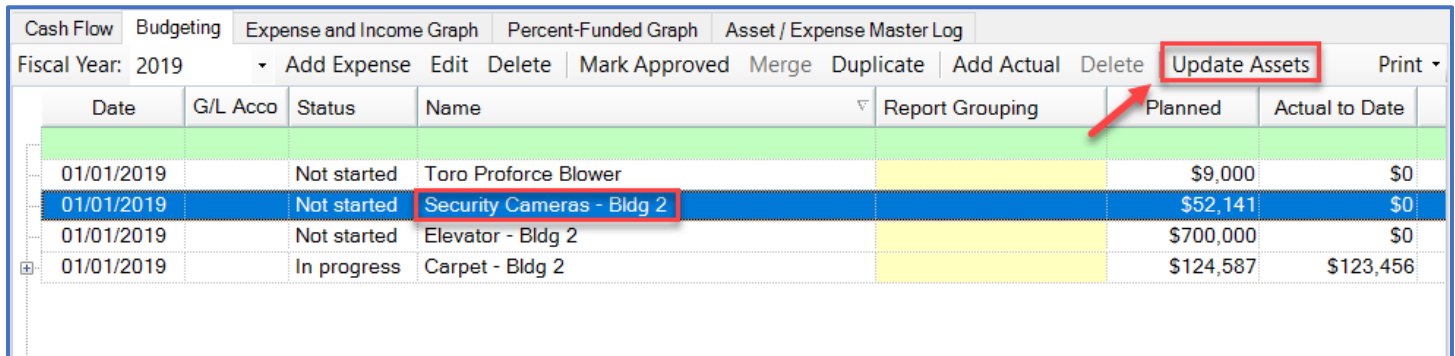
Scenario: You are removing the Security Cameras from the Fitness Center location, and want to update the asset so the cost for these cameras is no longer included. Follow the instructions below to remove Asset expense instances by locations. For more assistance, please contact finance@katanasoft.com.

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		\$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

Step 3: Select Removed from the drop-down menu next to Change Type. Then click Next.

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: 2/11/2019

Life Extended By: 0 months

Quantity/Location: Replaced

Cost and Cost Date: **Removed** (dropdown menu open showing: Removed)

Cost: 0.0000 total

Cost Date: 2/11/2019

<< Back **Next >>** Cancel

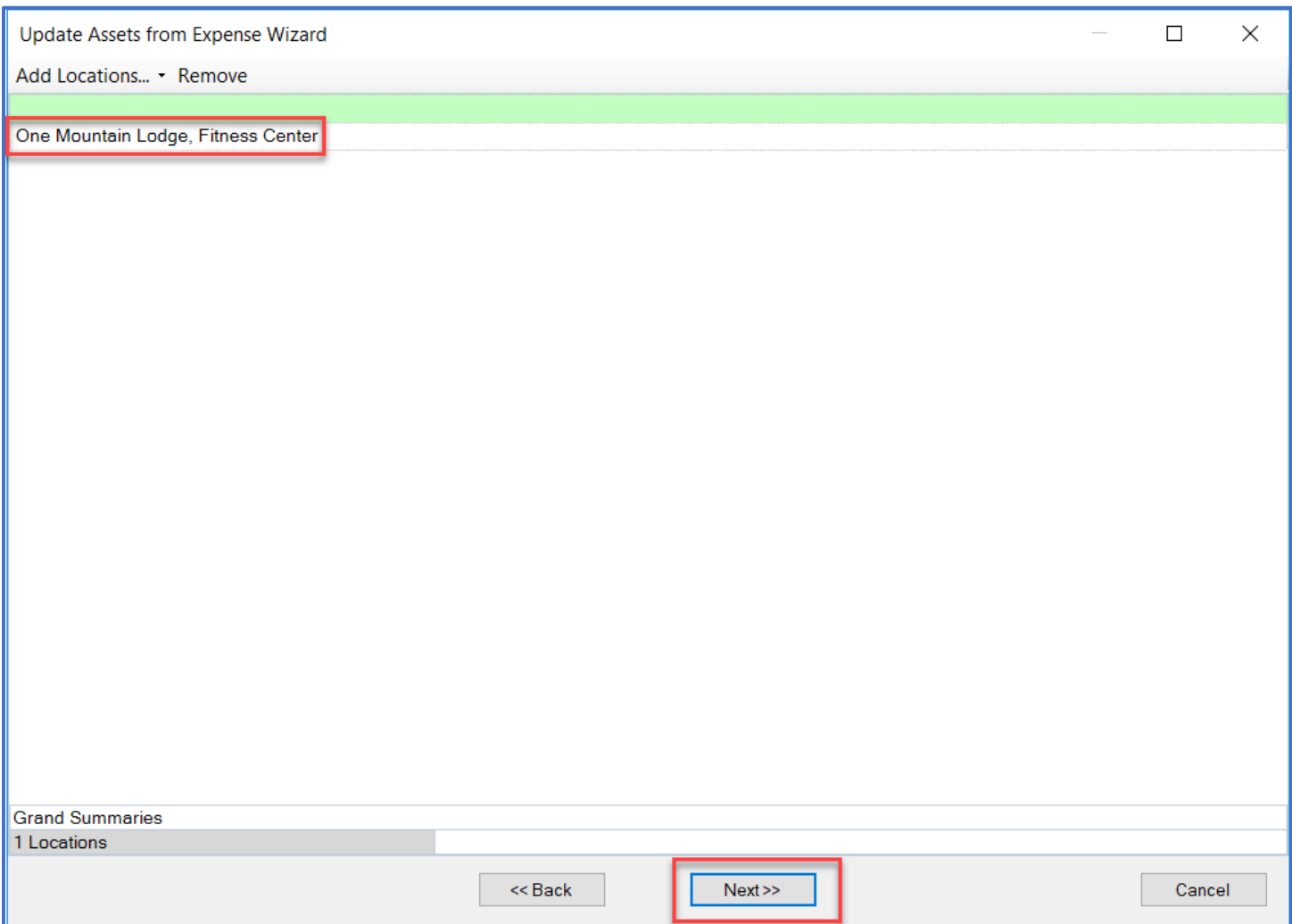
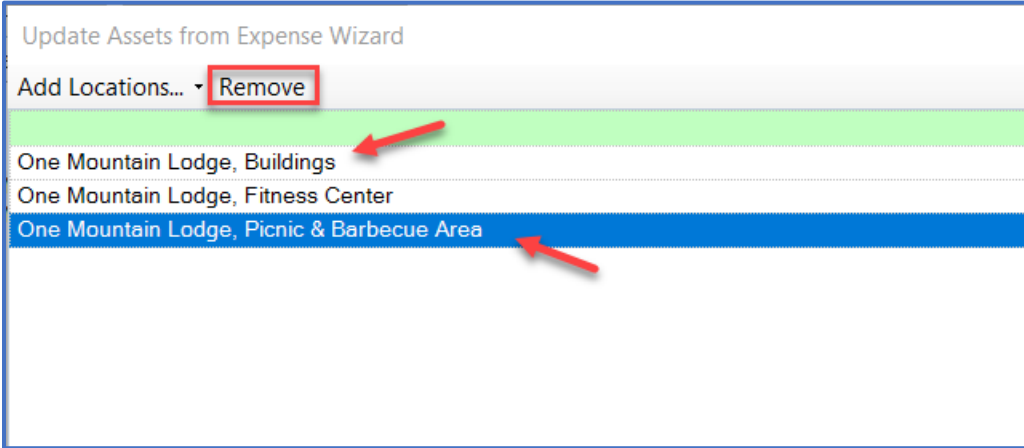
Step 4: From the Add Locations drop-down menu, select Where My Assets Exist.

Update Assets from Expense Wizard

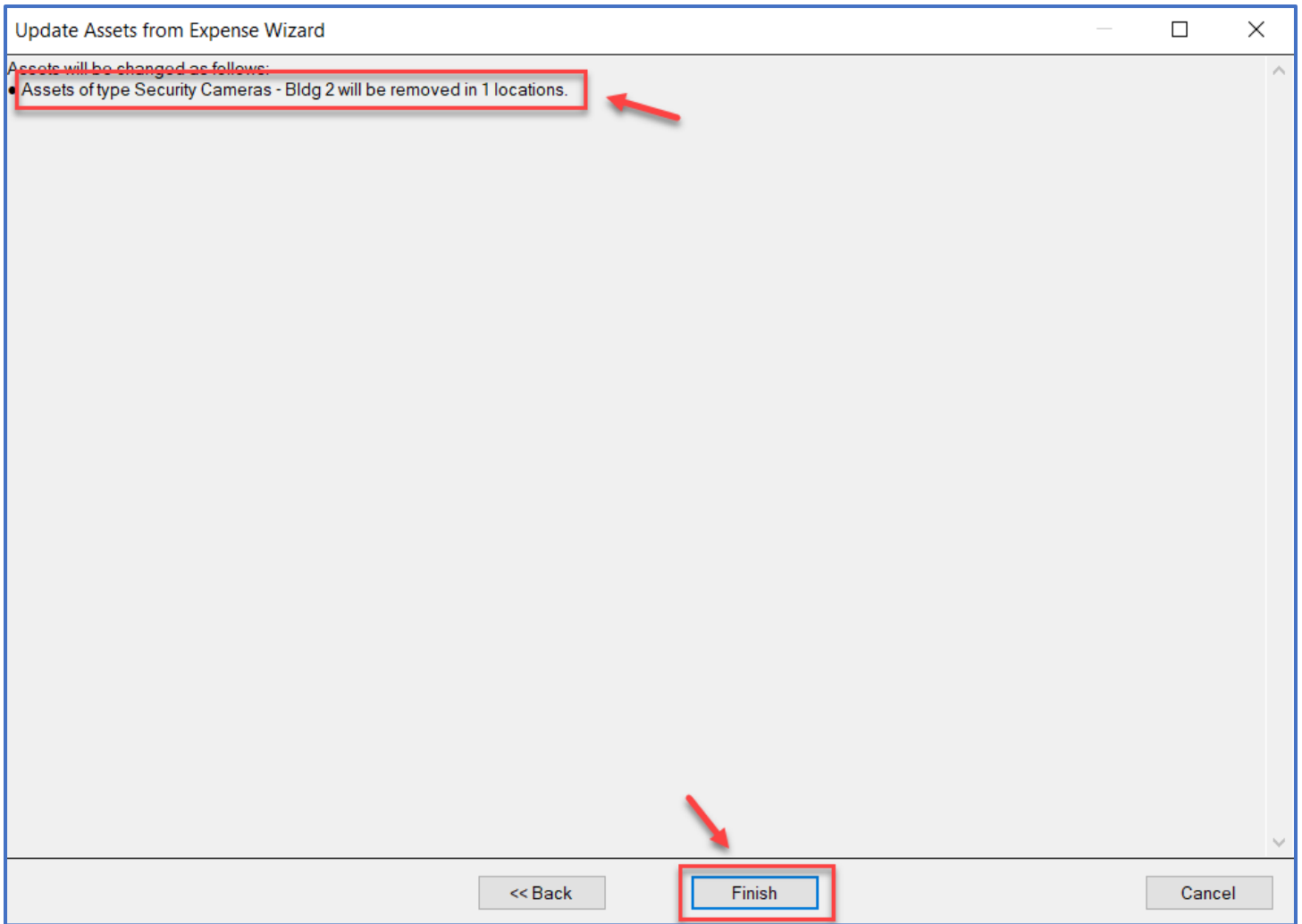
Add Locations... (dropdown menu open showing: Remove, **...Where My Assets Exist**, ...Manually from a List, ...That are Units and Contain My Assets)

Click "Add Locations" to select the affected locations

Step 5: From the list, remove the locations that *should not be* edited. Only the location that is going to be removed should stay in the window. Click Next.



Step 6: Confirm the information in the dialogue box is accurate, then apply the change by clicking Finish.



Note: The change will be reflected in the Cost of the asset on the Budgeting Tab. The Cost of the asset will decrease, because an expense instance attached to the location has been removed. The change can also be seen on the Asset Detail page.

Date	G/L Acco	Status	Name	Report Grouping	Planned	Actual
01/01/2019		Not started	Toro Proforce Blower		\$9,000	
01/01/2019		Not started	Security Cameras - Bldg 2		\$47,141	
01/01/2019		Not started	Elevator - Bldg 2		\$700,000	
01/01/2019		In progress	Carpet - Bldg 2		\$124,587	



All future expense occurrences will reflect this change!