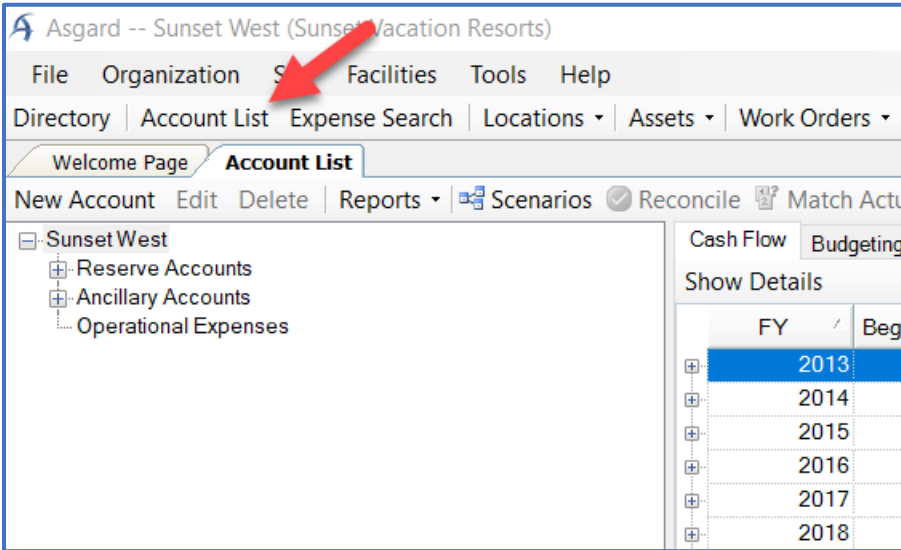# Using the Update Assets Tool to Change Cost/Cost Date

Follow the steps below to utilize the Update Assets tool to update the cost and cost date of an asset in Asgard. For more help with updating costs or cost dates, please contact finance@katanasoft.com
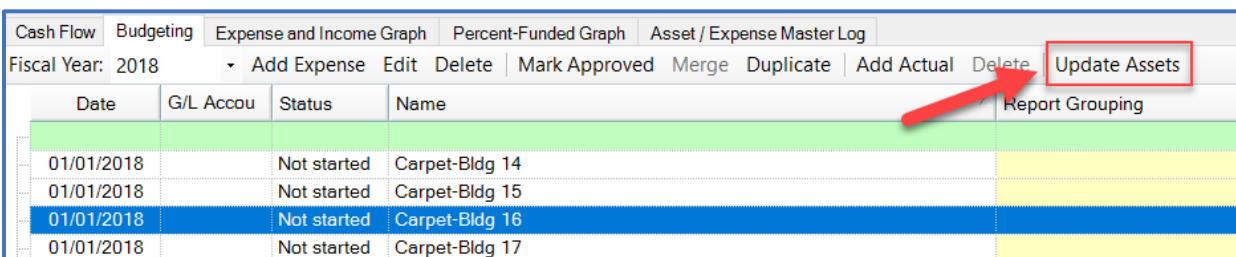
Step 1: Open the Account List tab by selecting Account List from the toolbar at the top of the Asgard screen.

Step 2: Highlight the account you wish to view on the left side of the screen. Then select the Budgeting tab.
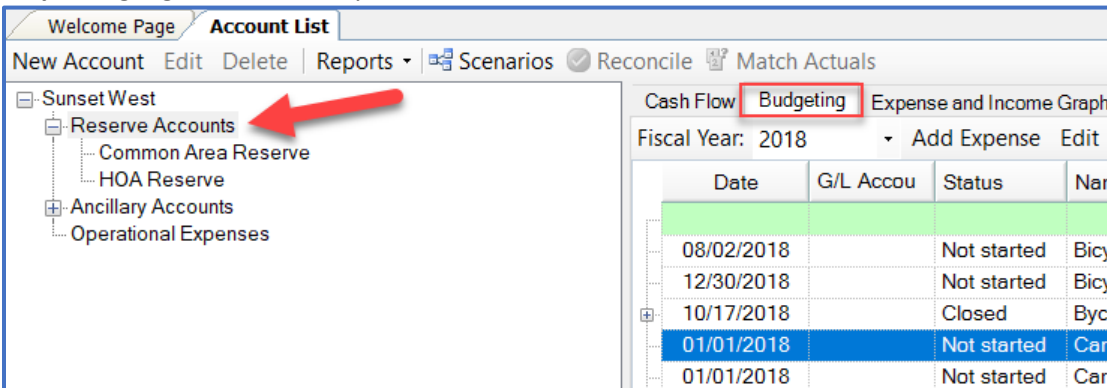
Step 3: Select the asset you would like to move to a different year and select Update Asset from the toolbar above the asset list.

Asgard v2.0.0.505

Step 4: Open the Change Type drop down menu and select Replaced.

Step 5: Fill in the new cost and the desired cost date. Then click Next. *Cost date will affect inflation applied to the cost.*

If there is an Actual attached to the asset being updated, an option will appear in the Cost and Cost Date drop down menu that will allow you to "replace" based on the Actual amount.

Step 6: Open the Add Locations drop down menu and select "…Where My Asset Exists."

Step 7: Select all the applicable locations and click Next.
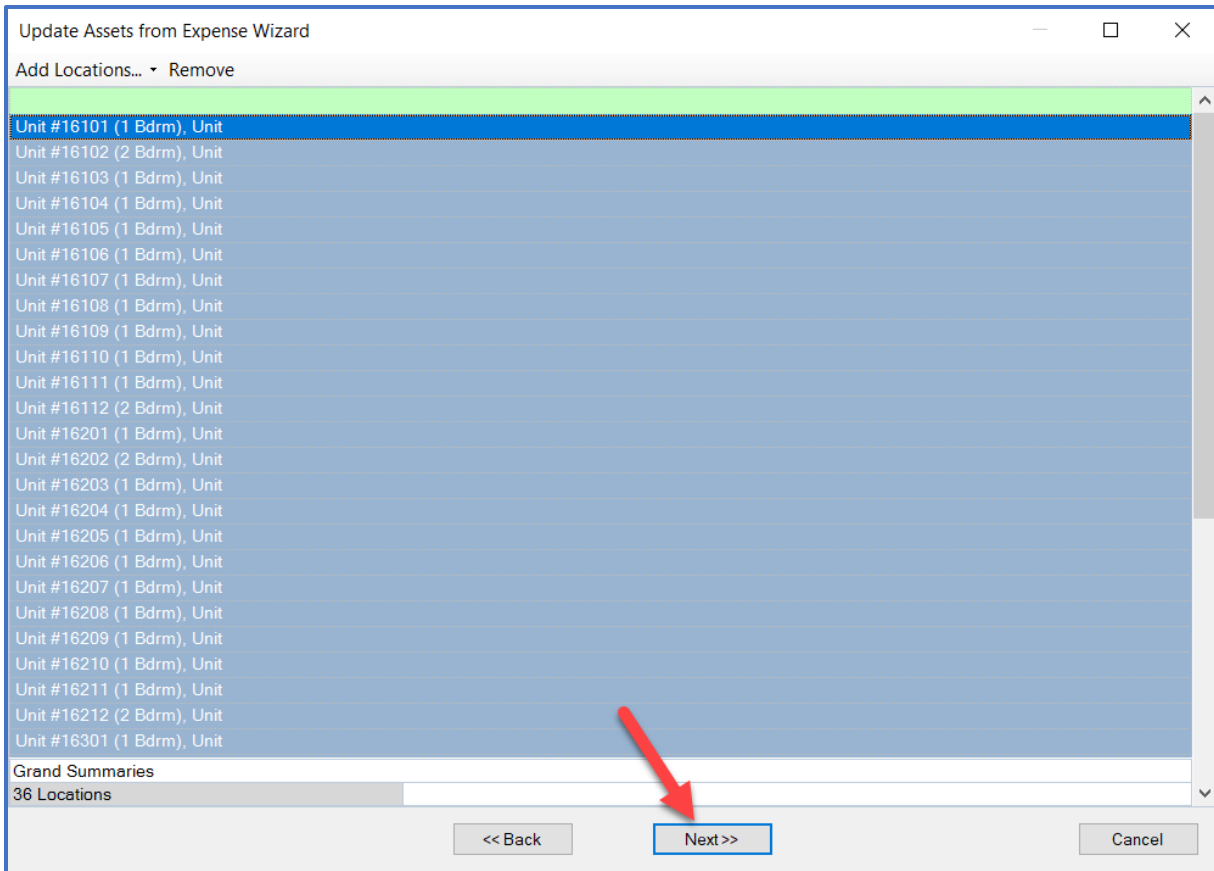
Step 8: The window will note that the change has been applied. Click Finish.
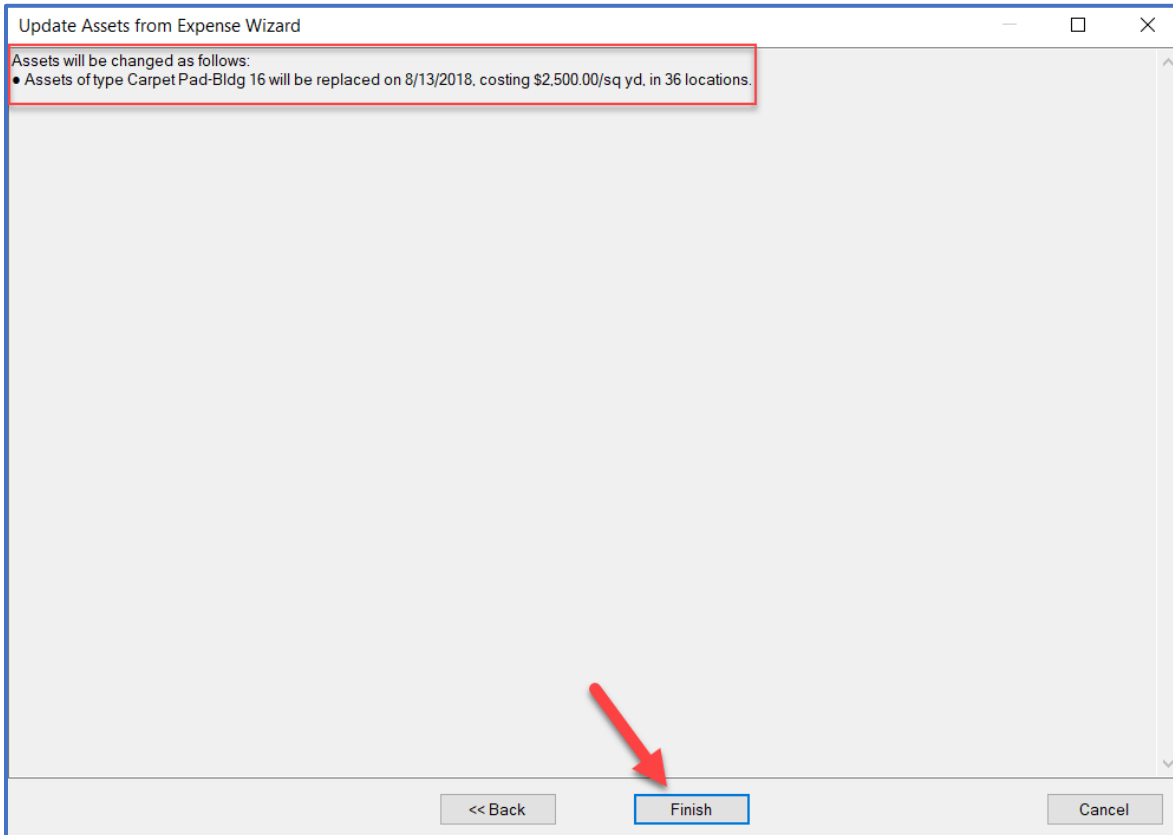
Click "Refresh" in the top right corner of the screen to make sure the changes have been applied.

concile 🏆 Match Actuals									Refresh	Close

Cash Flow	Budgeting	Expense and Income Graph	Percent-Funded Graph	Asset / Expense Master Log

Fiscal Year: 2018 ▾ Add Expense Edit Delete │ Mark Approved Merge Duplicate │ Add Actual Delete │ Update Assets   Print ▾

Date	G/L Accou	Status	Name		Report Grouping	Planned	Actual to D	Balance	Forecast	Variance	Current Stat ^
01/01/2018		Not started	Carpet-Bldg 14			$12,515	$0	$12,515			
01/01/2018		Not started	Carpet-Bldg 15			$12,515	$0	$12,515			
01/01/2018		Not started	Carpet-Bldg 17			$12,177	$0	$12,177			
01/01/2018		Not started	Carpet-Bldg 18			$16,236	$0	$16,236			
01/01/2018		Not started	Carpet-Bldg 19			$16,236	$0	$16,236			
01/01/2018		Not started	Carpet-Bldg 20			$16,687	$0	$16,687			
01/01/2018		Not started	Carpet-Bldg 21			$16,687	$0	$16,687			
01/01/2018		Not started	Carpet-Bldg 22			$16,687	$0	$16,687			
01/01/2018		Not started	Carpet-Bldg 23			$16,687	$0	$16,687			