

GF 10.1.0 Asset Entry & Management - Quick Reference Card

General Navigation

View assets by single facility or all

Active: Assets in service
New: Assets pending depreciation
Disposed: Out of service
All: Every asset in one view

Quick Search all columns

Sort any column, hold down shift for multiple column sort

Export asset data shown in grid to Excel

Access other functions without leaving the Assets screen

Add new asset

View or attach important asset eDocuments

Quickly view, add or edit asset notes

View asset full Depreciation Schedule

Number of rows and filtered rows

Enter text to filter any column

Click any row to edit

Column totals

Filter multiple columns at a time, click Funnel icon for Filter Methods

Filter assets nearing end of life; enter range of 1-12. Filter only depreciating assets; filter NBV > 0.

STATUS	DESCRIPTION	FAC#	ASSET#	GROUP	DEPT	DEPR TYPE	START DATE	COST	NBV	MO DEPR ...	USEFUL ...	LIFE LEFT	END SCHEDULE	EDOCs	NOTE
Depreciating	Ford Van 2020	2	669	Vehicles	1300	Straight Line	12/15/2021	42,500.00	41,741	Greater than	60	59			
Non-Depreciating	Land Lot #123	2	678	Land	1200	Non Depreciating	12/10/2021	89,500.00	89,500	Filter...	999	999			
Depreciating	CIP Bldg A Reno	2	662	Building & Imp...	1300	Straight Line	08/16/2021	69,995.00	67,078		120	115			
Depreciating	Resident Bed	2	581	Medical	1300	Straight Line	06/10/2021	2,983.92	2,809		120	113			
Suspended	Ice Maker	2	15	FF&E	1300	Straight Line	04/17/2015	5,500.00	1,083.54		57.29	96	19		
Depreciating	2012 GMC XLS W...	2	191	Vehicles	1300	Straight Line	05/02/2013	74,589.78	9,945.31		621.58	120	16		
Depreciating	Samsung TV	2	457	FF&E	1300	Straight Line	12/22/2012	1,005.52	92.17		8.38	120	11		
Depreciating	Heating Cooling...	2	449	FF&E	1300	Straight Line	03/29/2012	2,904.46	48.41		24.20	120	2		
Depreciating	Sewer Pipeline R...	2	145	Building Repai...	1300	Straight Line	07/06/2008	3,448.88	1,586.47		11.50	300	138		
End of Life	High/Low Beds	2	143	Medical	1300	Straight Line	06/08/2006	8,200.00	0.00		68.33	120	0		
End of Life	Xerox Copier	2	654	Admin Office	1300	Straight Line	01/21/2000	7,716.44	0.00		128.61	60	0		
Total:								7,938,352.46	1,555,704.09		52,748.77				

New Assets View

NEW! Quick view of new assets pending depreciation

Month asset begins depreciation

Click any row to edit asset detail

Total cost of new pending assets

NEW! Group CIP (Construction in Process) assets by Project

STATUS	DESCRIPTION	ASSET#	COST	USEFUL ...	START DATE	PROJECT
New	Commercial Washer...	684	11,680.00	60	04/05/2022	
New	New flooring	683	11,865.00	60	03/01/2022	
New	Cabinets	677	60,000.00	120		Tom CIP Pro...
New	Carpet	676	27,000.00	120		Tom CIP Pro...
New	Reno Plumbing and ...	675	37,250.00	120		Tom CIP Pro...
Total:			147,795.00			

Disposed Assets View

NEW! Quickly view all Disposed asset history

Find asset history

Click any row to view asset detail

See Sold Amounts and Gain/Loss on sold assets

STATUS	DESCRIPTION	END OF LIFE	SOLD AM...	GAIN/LOSS	ASSET#	COST
Sold	Honda Snow Blo...	09/03/2026	1,500.00	113.50	668	1,410.00
Sold	Resident Bed	10/05/2026	2,000.00	-478.00	666	2,478.00
Sold	Samsung TV 60	09/08/2027	1,600.00	111.00	664	1,489.00
Sold	2007 Mini Van	04/23/2016	1,000.00	0.00	648	3,050.00
Sold	Exercise Equipme...	10/01/2035	15,000.03	-5,222.00	13	36,327.00
Disposed	L Asset 429	10/15/2019	0.00	0.00	429	4,011.02
Disposed	W Asset 293	03/27/2019	0.00	0.00	293	2,100.00
Disposed	E Asset 140	10/13/2018	0.00	0.00	140	3,000.00
Disposed	K Asset 403	08/06/2011	0.00	0.00	403	11,743.00
Total:						847,947.72

Advanced Grid Navigation

Drag & Drop to Reorder Columns

1. Hover then Hold Left Mouse
2. With Left Mouse Hold Drag to New Location
3. Drop column in New Location and Release Left Mouse Hold

Multi-Column Sort

1. Click in Header Column to Sort Ascending
2. Click in Header Column Twice to Sort Descending
3. Hold Shift Down and Click in Header of Additional Column to Add Secondary Sort

Clear Filter

1. Use Clear Filter to Remove All Sorts, Clear Filters and Reset Column Order
2. (Additional step shown in image)

Apply Multiple Filters to a Single Column

1. Select Column Filter Option
2. Select From Filter Drop-Down Options
3. Enter Text for Filter
4. Secondary Filter Criteria of AND / OR, Filter Options, and Text

Expand Column Width

1. Hover Over Column Line Until Double Arrow Displays
2. With Left Mouse Hold Drag to Right to Expand Column Width