

COUNTY OF MENDOCINO



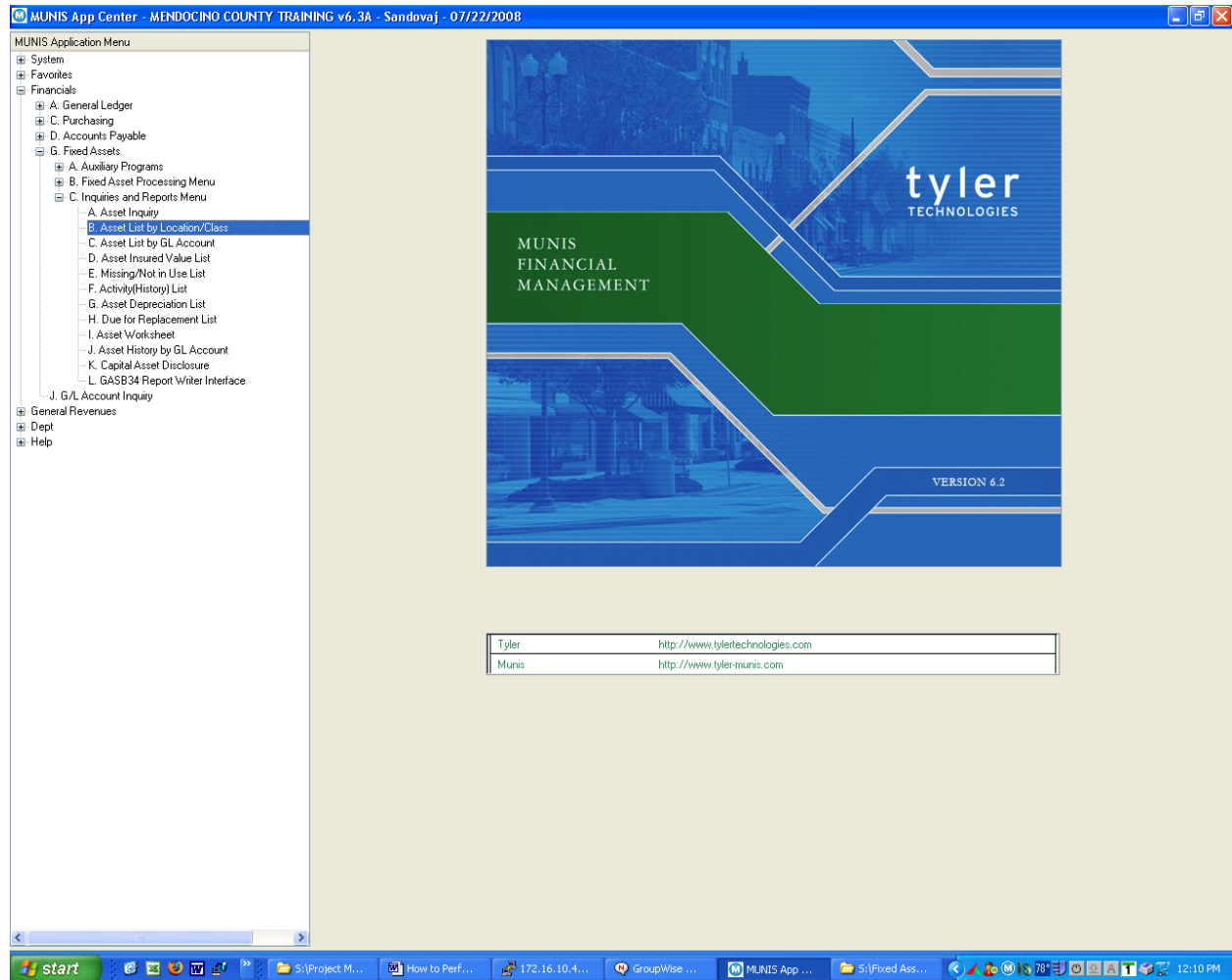
MUNIS Finance System *Asset List by Location/Class Report*

Created by:

General Services Agency

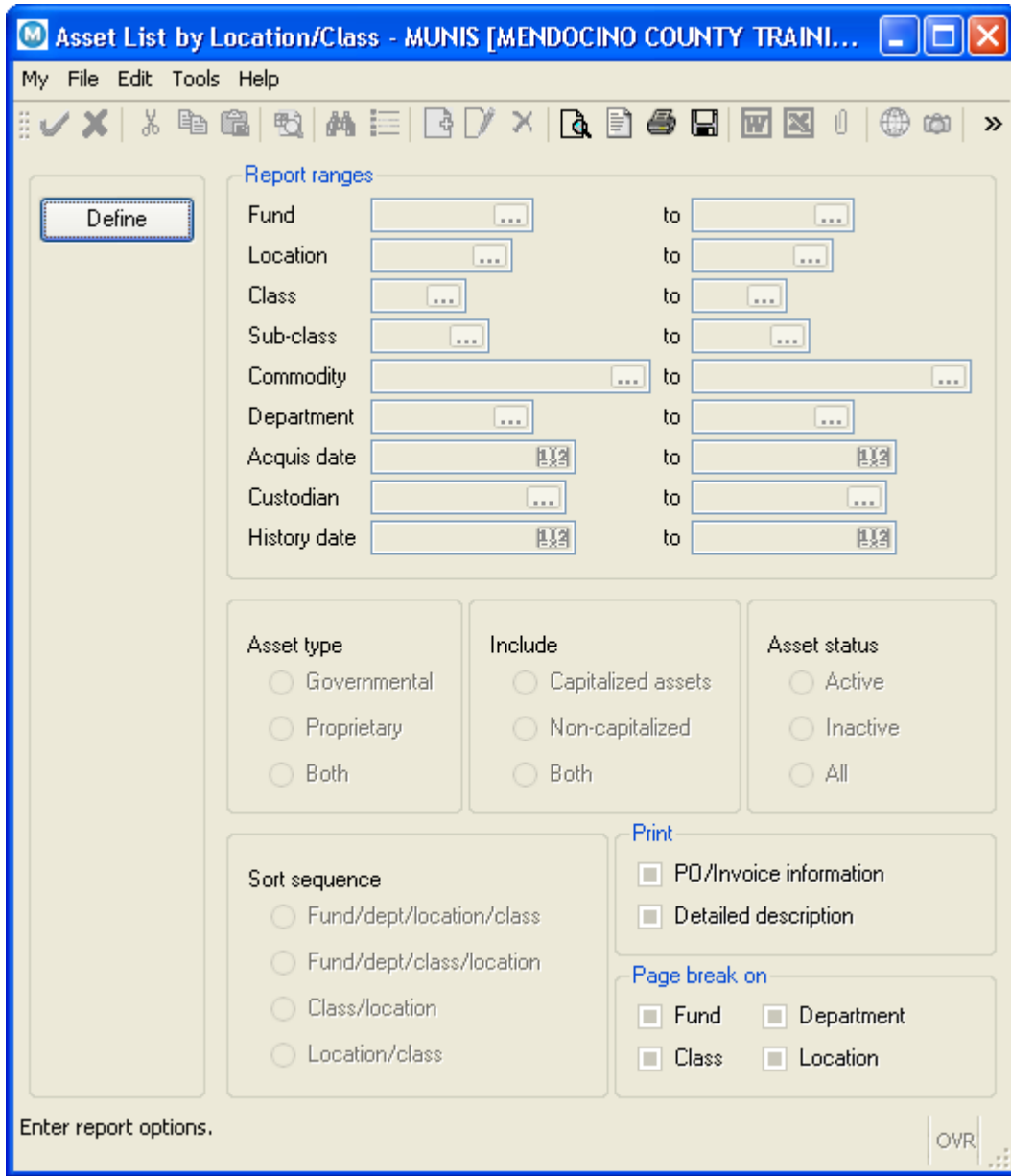
July 2008 – v1

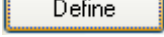
HOW TO RUN AN ASSET REPORT BY LOCATION/CLASS



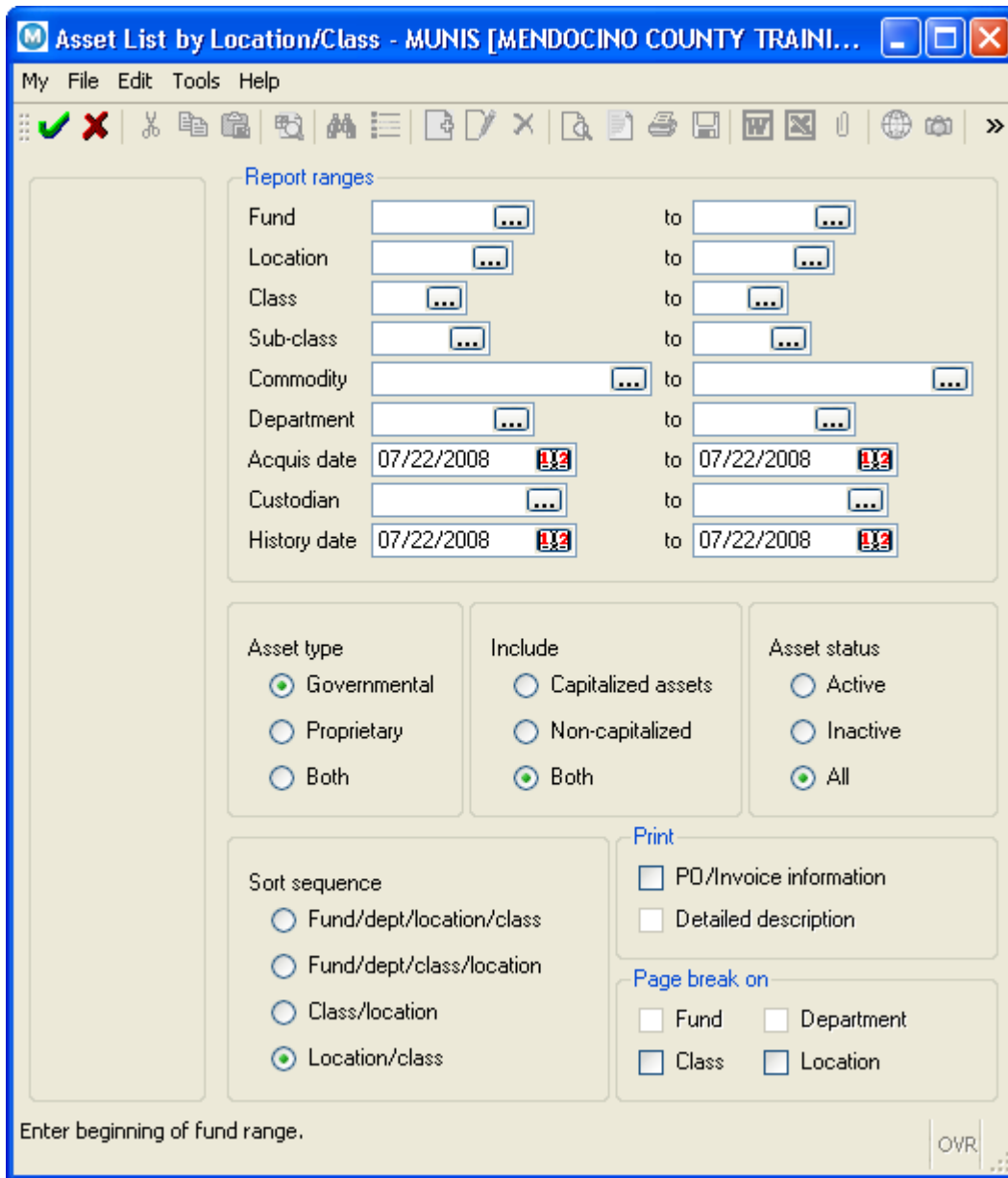
- From the Financials Menu, click on G) Fixed Assets
- From the Fixed Assets Menu, click on C) Inquiries & Reports Menu
- From the Inquires & Reports Menu, click on B) Asset List by Location/Class

NOTES: _____



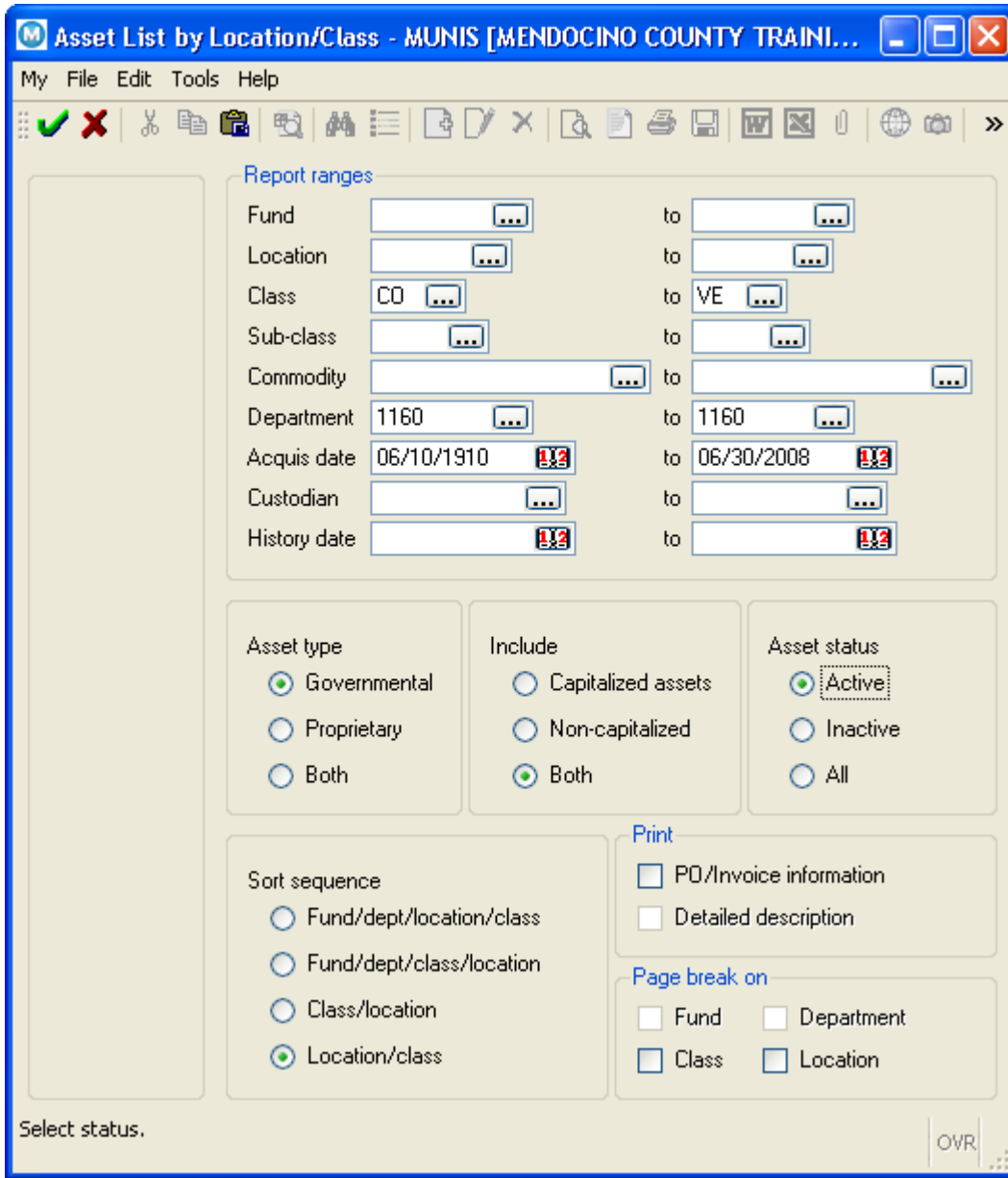
Click on the define button .


NOTES: _____



- Tab to the "Class" field and enter "CO" to "VE".
- Then tab to the "Department" field and enter the department code to the department code (exp: 1160 to 1160).
- Then tab to the acquisition date and enter "06/10/1910" to "06/30/08".
- Tab to the history date & delete the pre-filled dates. These fields are to remain blank.
- Select asset status as "Active".

NOTES: _____



Click on the green check mark .

From here, you can either choose to print  your report or save as a PDF .

NOTES: _____

