

COUNTY OF MENDOCINO



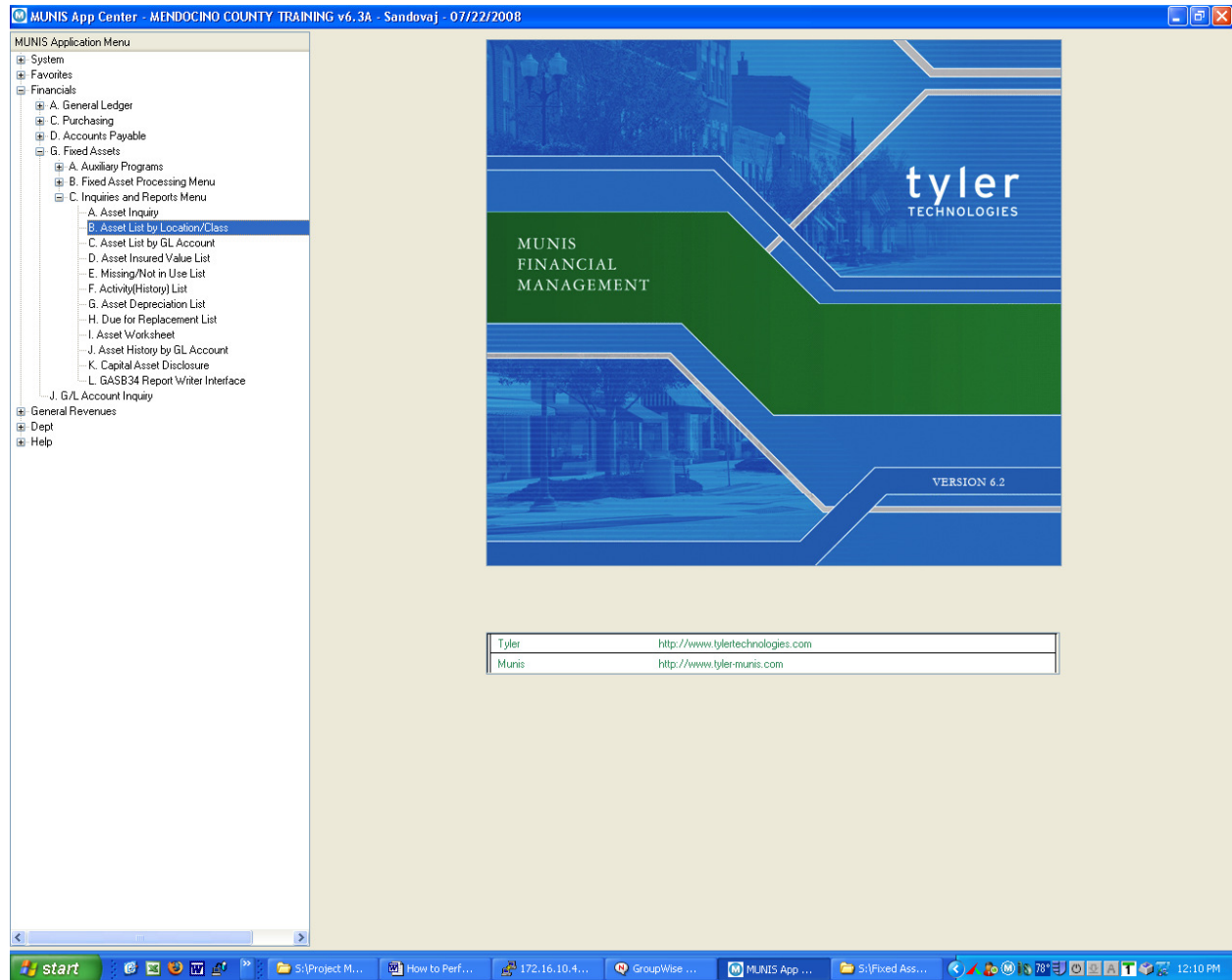
MUNIS Finance System *Asset List by Location/Class Report*

Created by:

General Services Agency

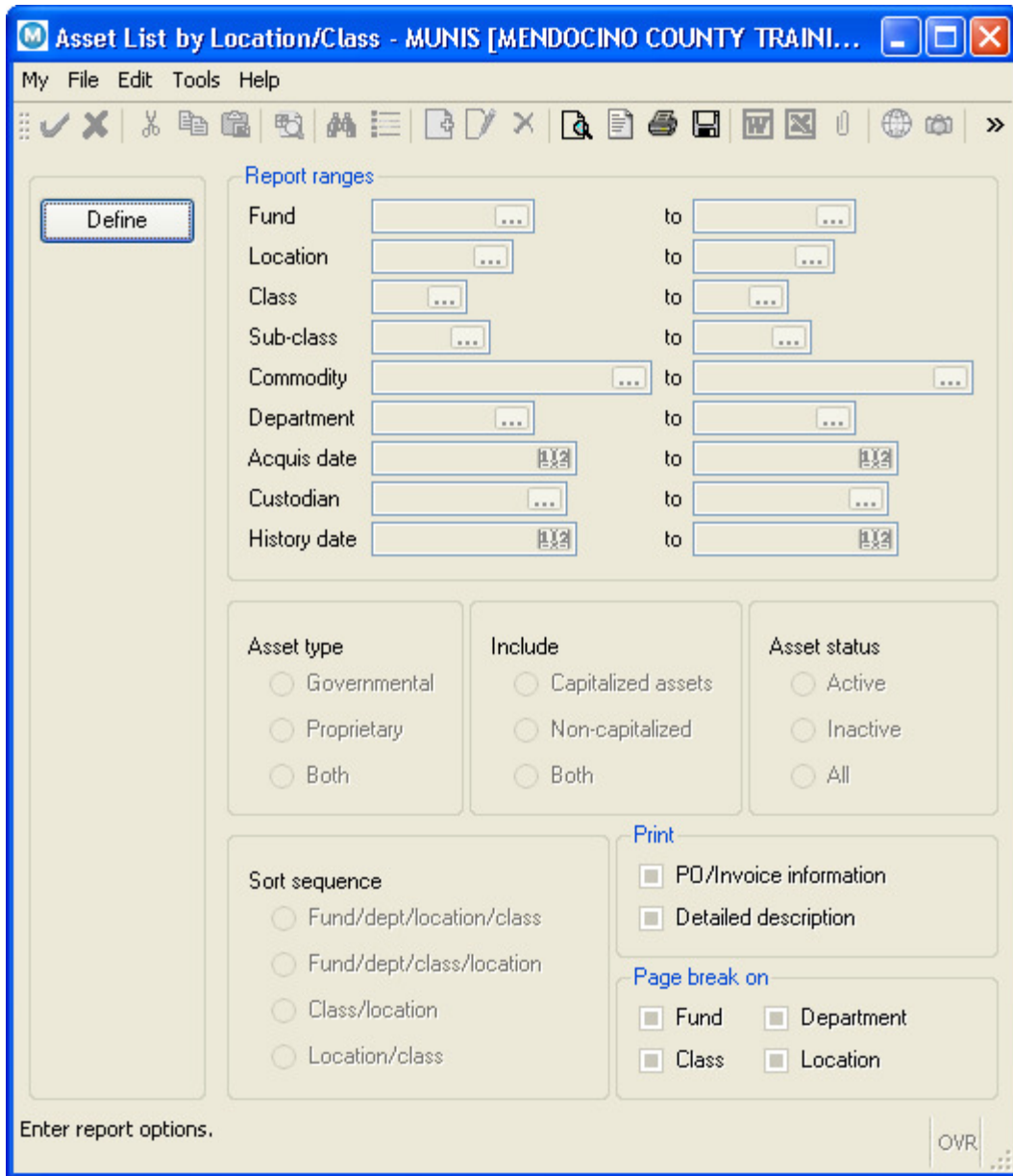
July 2008 – v1

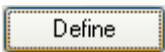
HOW TO RUN AN ASSET REPORT BY LOCATION/CLASS



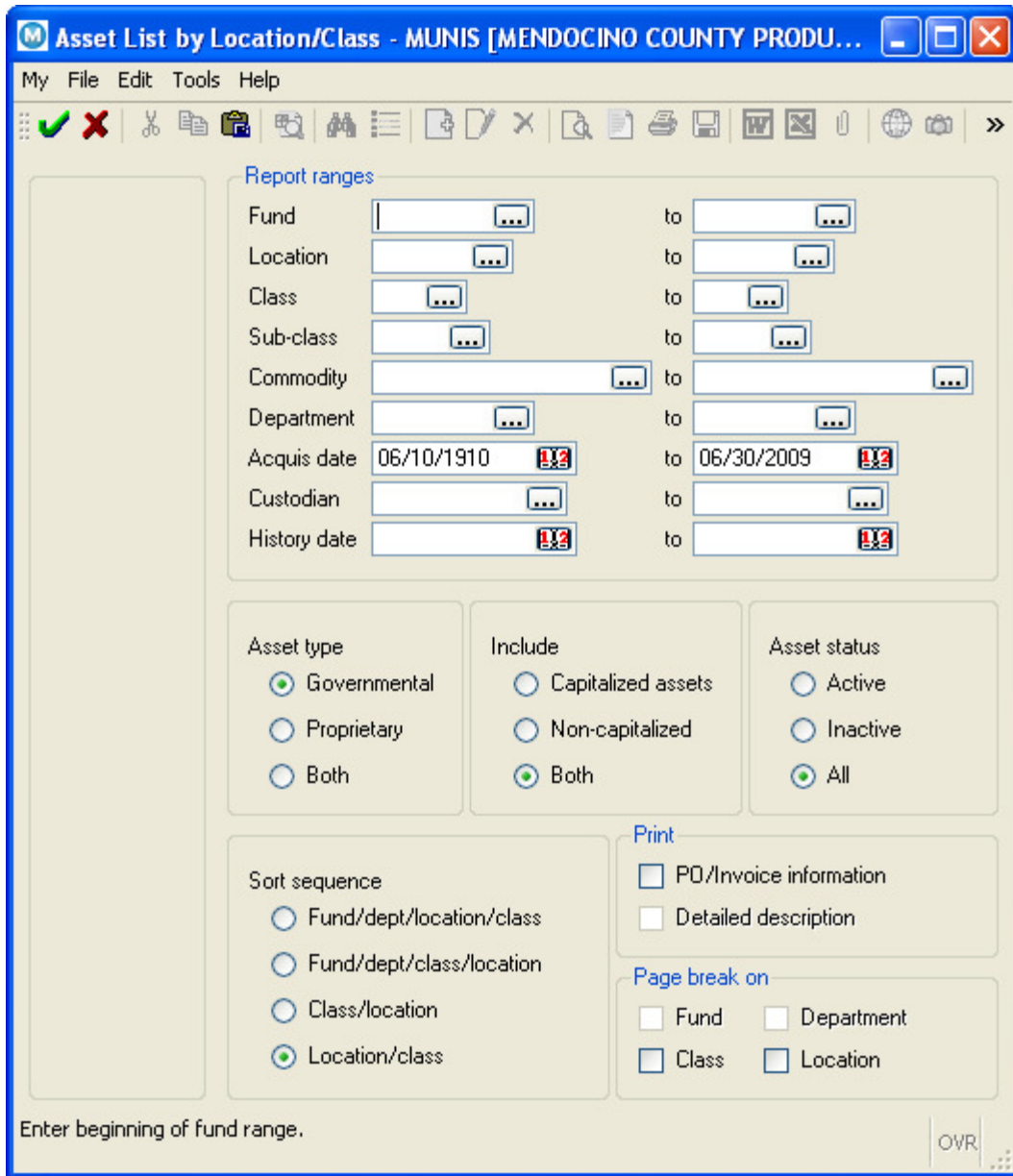
- From the Financials Menu, click on G) Fixed Assets
- From the Fixed Assets Menu, click on C) Inquiries & Reports Menu
- From the Inquires & Reports Menu, click on B) Asset List by Location/Class

NOTES: _____



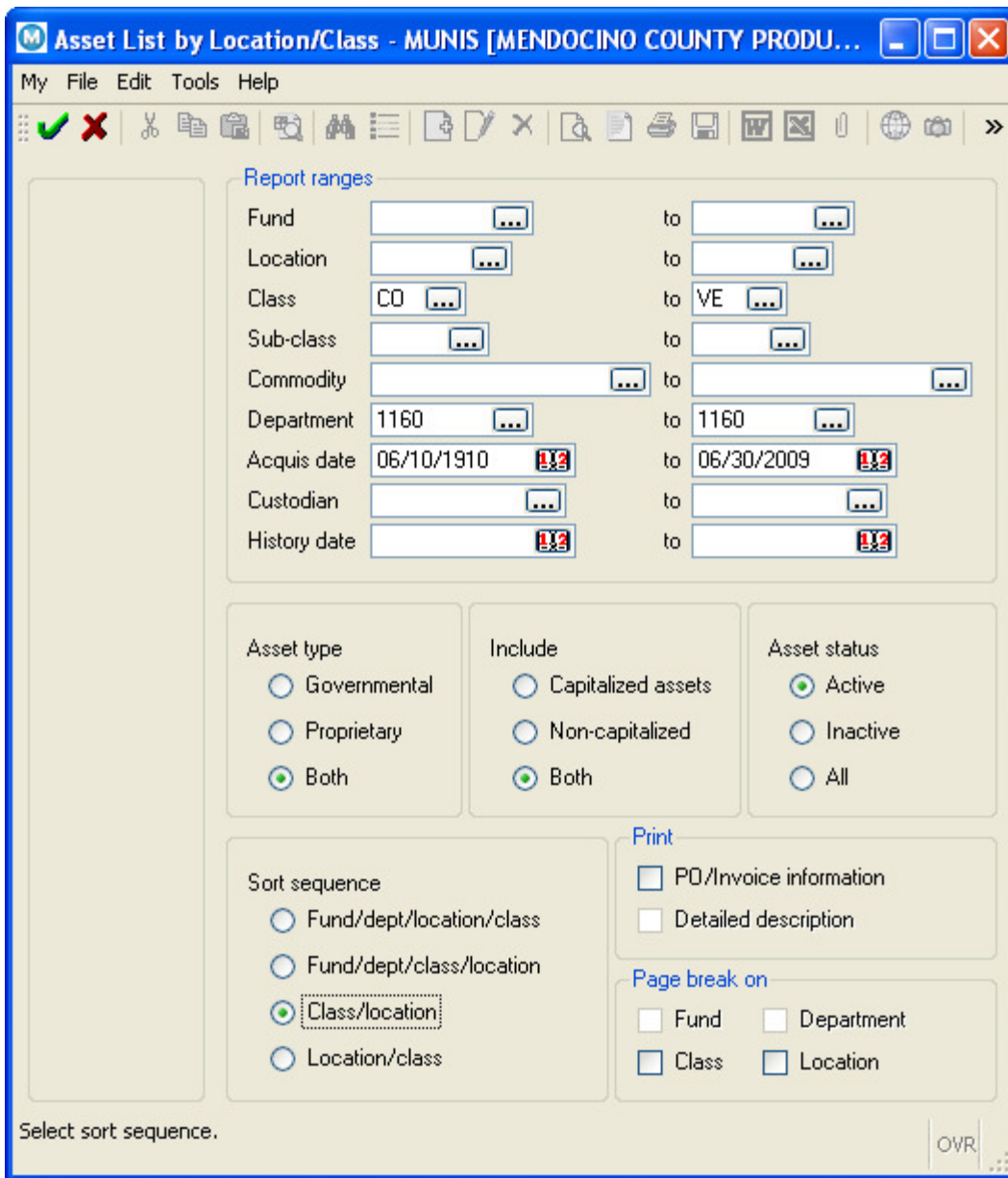
Click on the define button .

NOTES: _____





The report ranges will now appear white.

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 "06/30/2009".

NOTES: _____

- Tab to the history date & delete the pre-filled dates. **These fields are to remain blank.**
- Select the Asset type as “**Both**”.
- Select “**Both**” capitalized & non-capitalized assets.
- Select asset status as “**Active**”.
- Chose your desired sort sequence (exp: Class/Location or Location/Class).
- Click on the green check mark .
- From here, you can save your report as a PDF .
- Verify departments assets listed on report and follow instructions listed on the “Mandatory Annual Fixed Asset Inventory Filings” page.
- **When verifying:**
 - Mark off any assets listed in the following classes: IM (Improvements), LD (Land), and SI (Infrastructure. Departments do not have to account for these categories in their annual filings.
 - Manually mark off any assets on the printed report that are no longer in the possession of your department (with an explanation).
 - Add any assets that are not contained within the inventory.

NOTES: _____ _____ _____ _____
