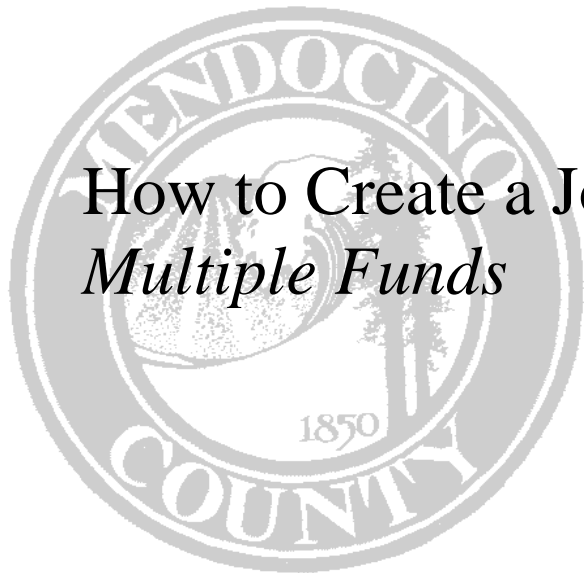


COUNTY OF MENDOCINO



How to Create a Journal Entry *Multiple Funds*

Created by:

Auditor-Controller

HOW TO CREATE A JOURNAL ENTRY USING A MULTIPLE FUNDS

Note: Munis will automatically create the offsetting cash entries in a multi-fund journal entry.

Follow the instructions for creating a Journal Entry Using a Single Fund until you reach step 8.

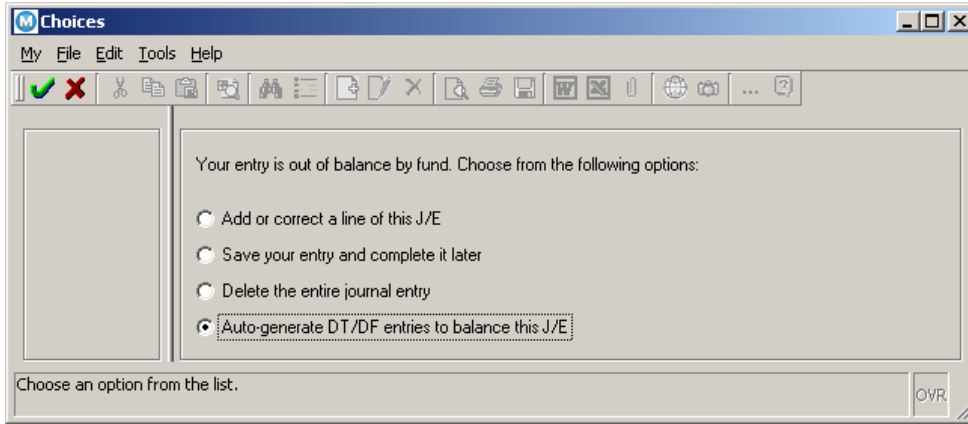
8. Due to/Due from fund - enter any one of the funds that will be used in the journal

Continue following the instructions from creating a Journal Entry Using a Single Fund until you get to step 26.

Once you entered all the lines necessary for your journal, verify that your Debits equal your Credits. Remember, you won't have to enter the offsetting cash lines in your Journal. When you have finished, Your cursor should be in the Org field on the next available line, click Accept.

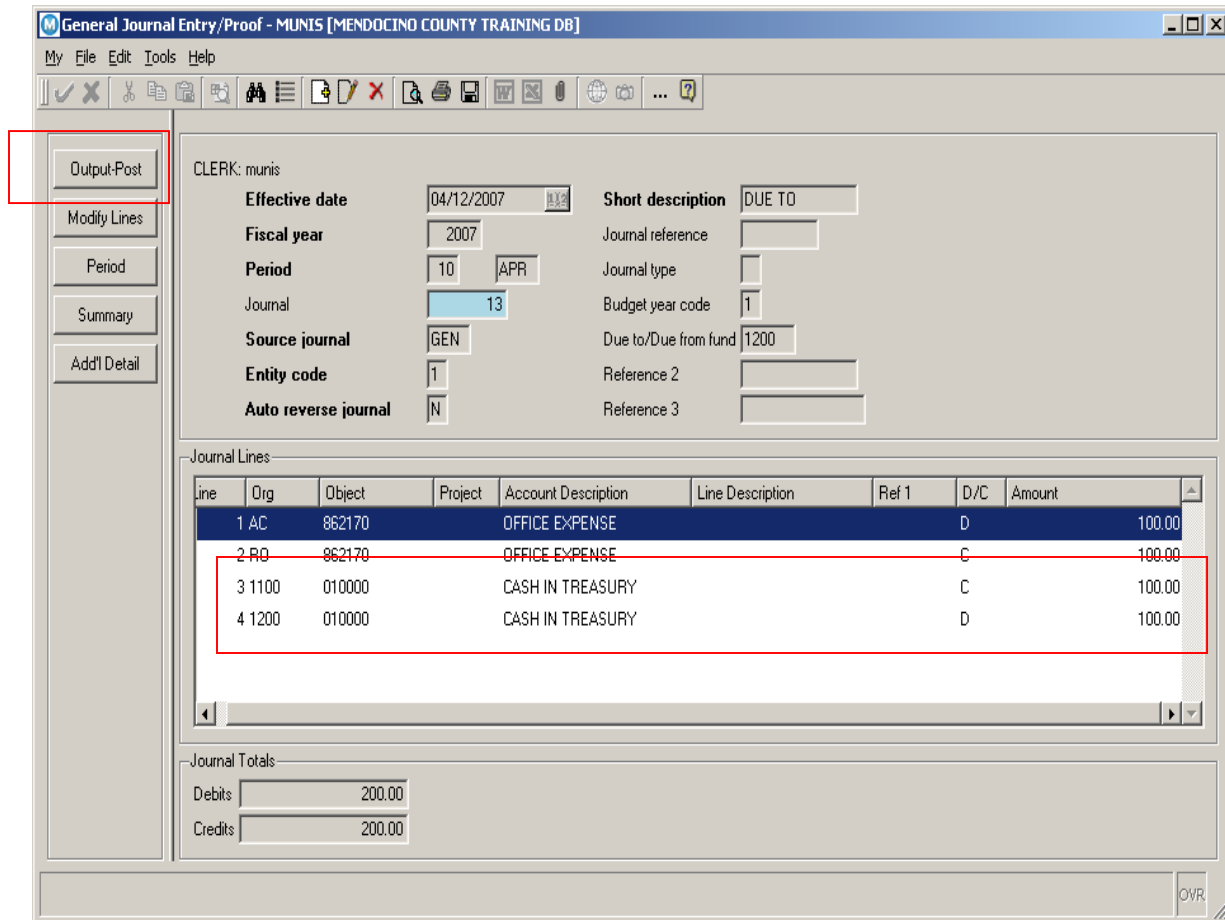
NOTES: _____

26. A Choices window will appear. Select the Auto-generate DT/DF entries option for a JE with multiple fund accounts.



Munis will automatically create the Due to/Due from cash entries. See example below.

NOTES: _____



27. You must now click on the Output/Post button to initiate the proof process. Continue following the instructions from creating a Journal Entry Using a Single Fund until you are finished.

A signed original must be sent to the Auditor's office for posting.

For more information regarding Journal Entries, you may visit Munis online help at: <http://help.munis.com/v62/ql/>.

NOTES: _____
