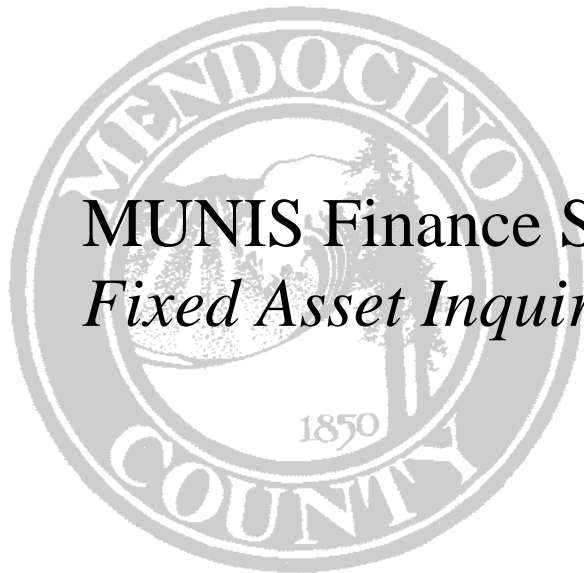


COUNTY OF MENDOCINO



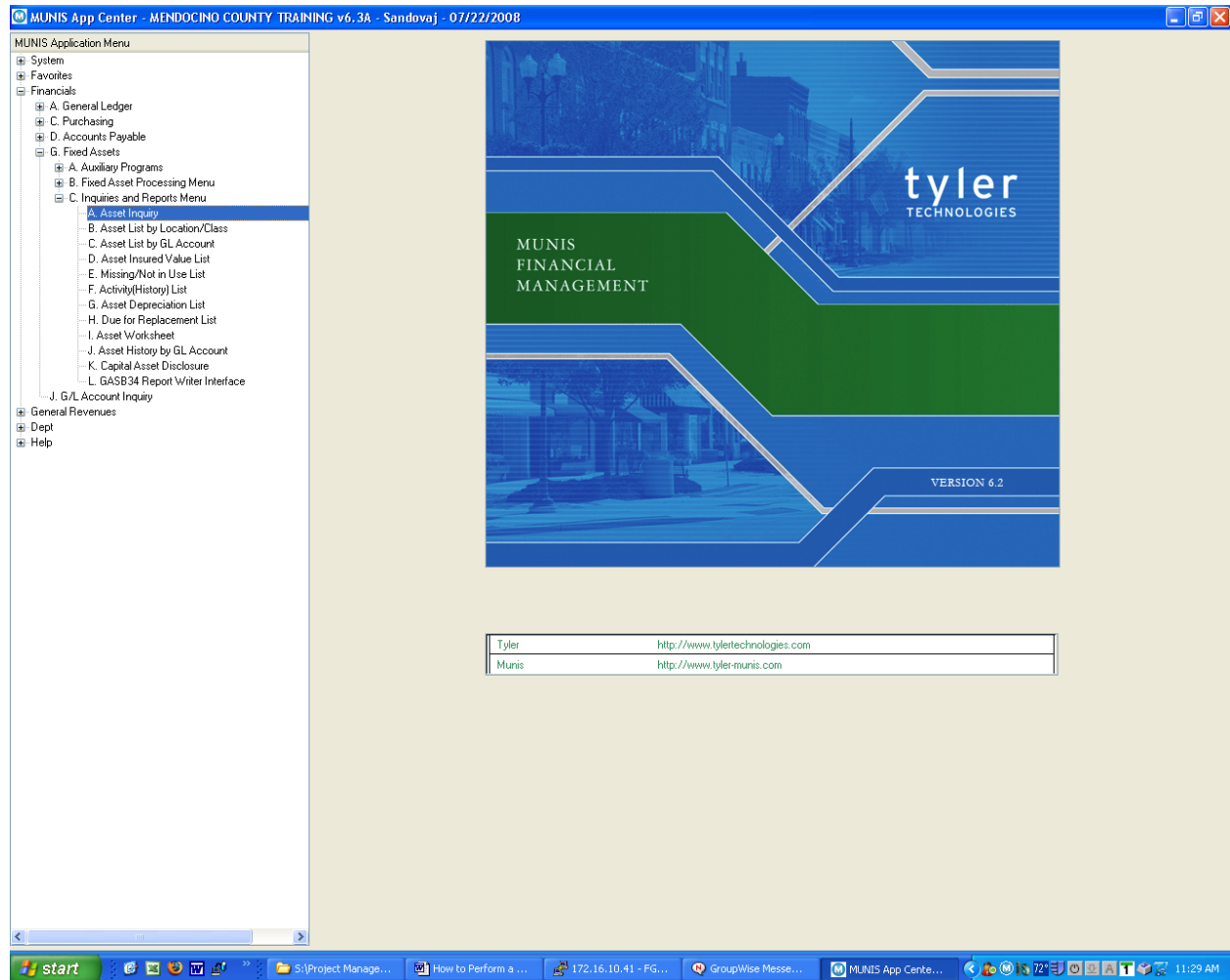
MUNIS Finance System *Fixed Asset Inquiry*

Created by:

General Services Agency

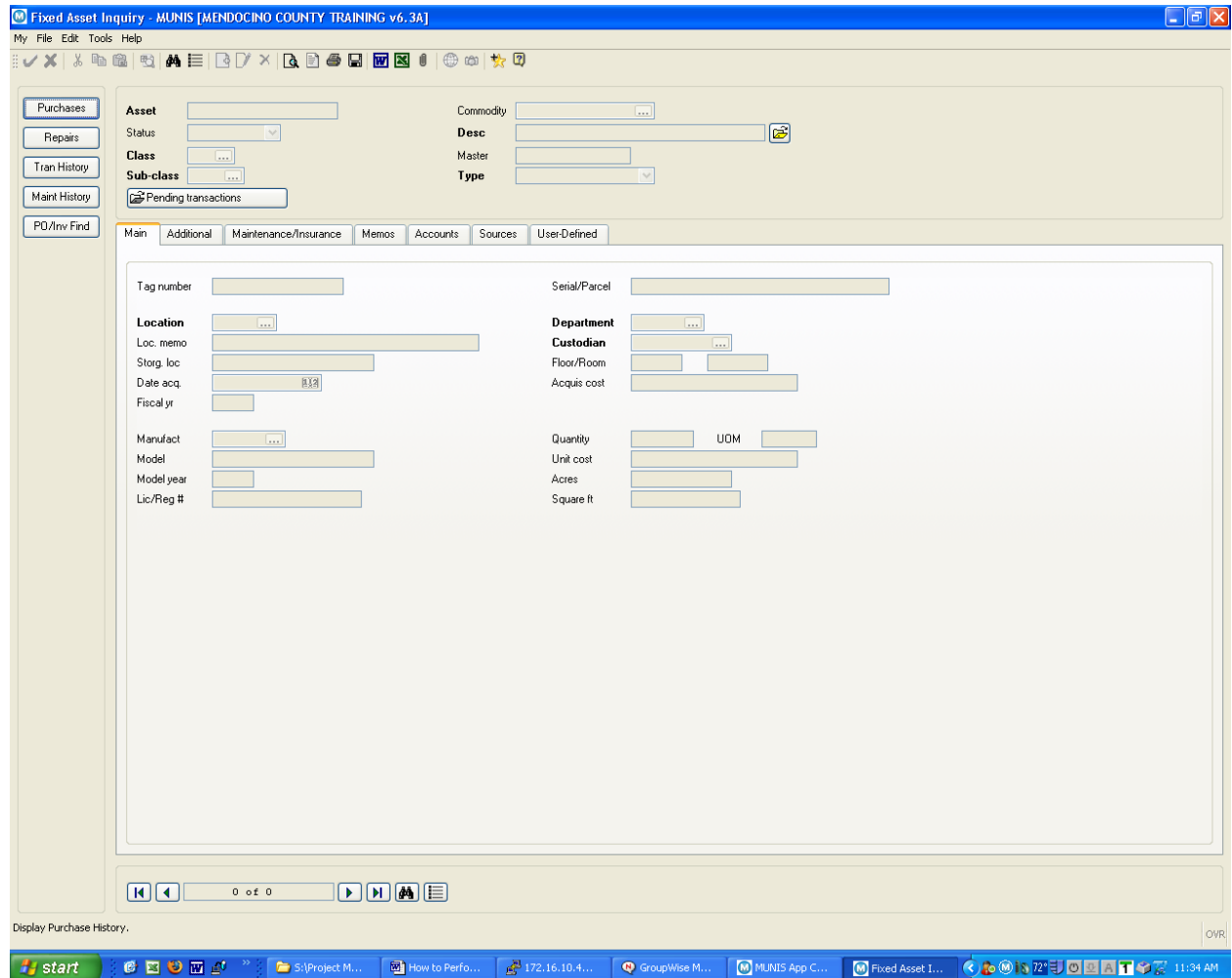
July 2008 – v1


HOW TO PERFORM A FIXED ASSET INQUIRY



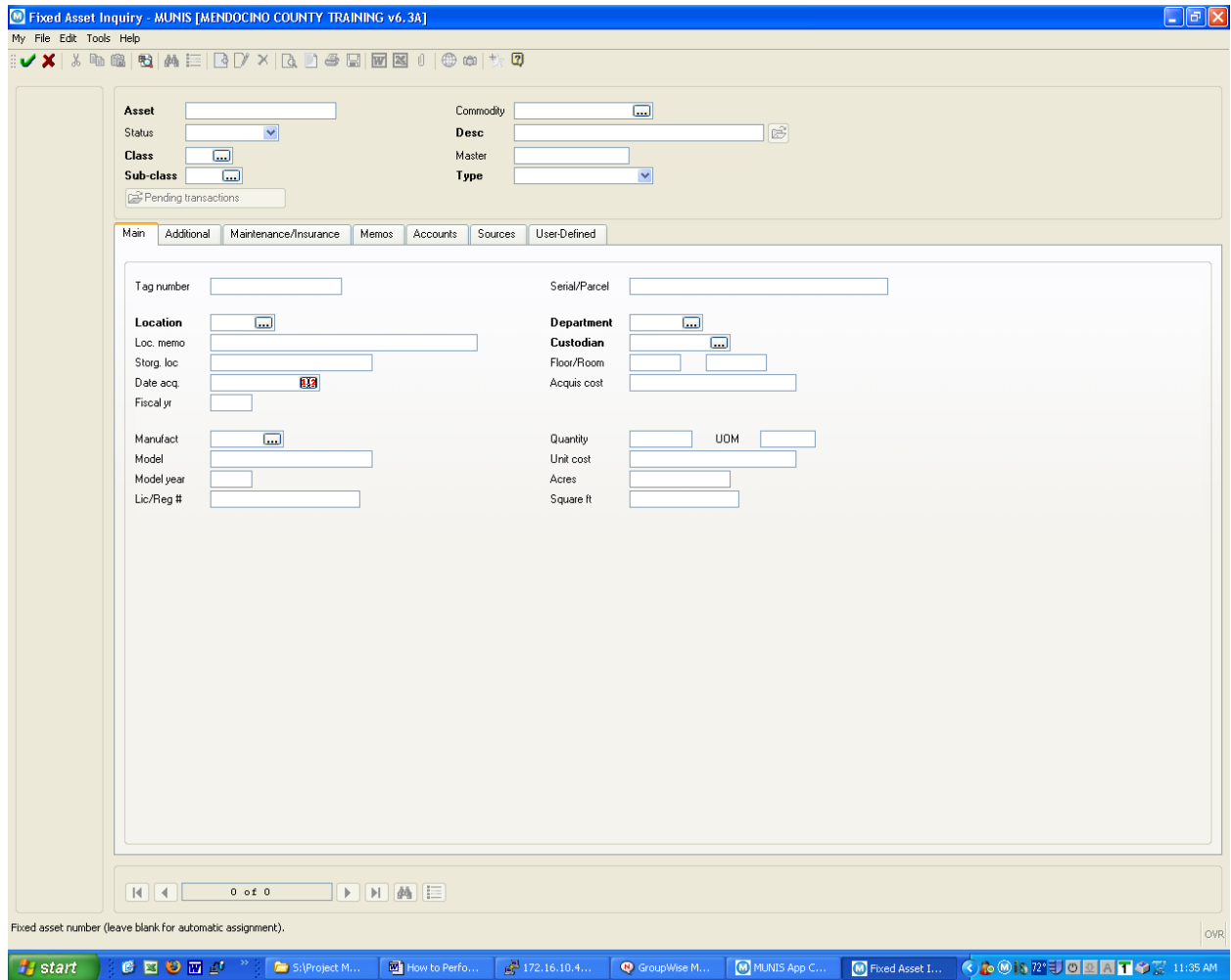
From the Financials Menu, click on G) Fixed Assets
From the Fixed Assets Menu, click on C) Inquiries & Reports Menu
From the Inquires & Reports Menu, click on A) Asset Inquiry

NOTES: _____



When this screen appears, click on the binoculars  to find assets.

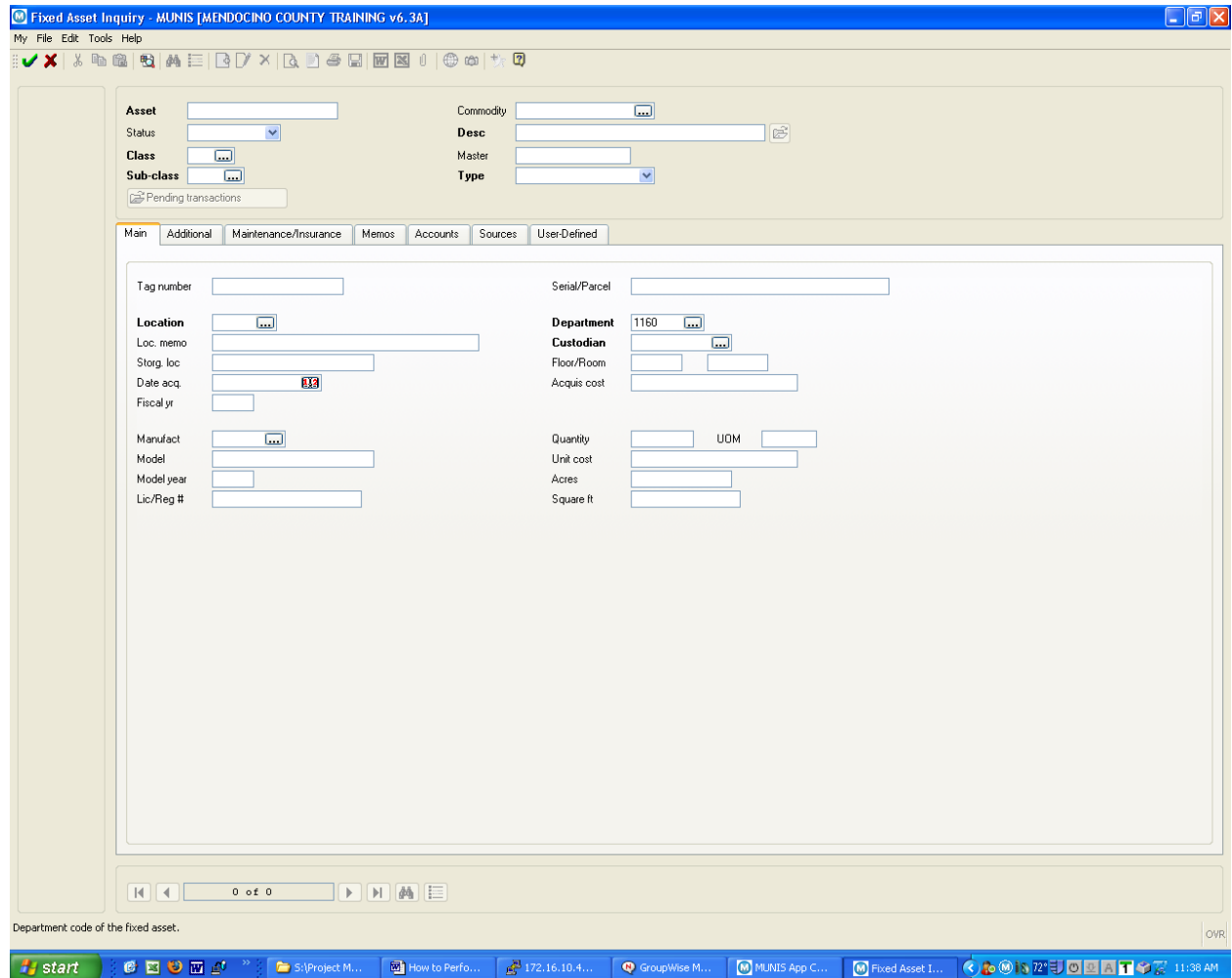
NOTES: _____



Some of the fields that were colored grey have changed color to white.


A search can be made in any one or more of these fields.

NOTES: _____



To find all assets listed under a department, you can enter the department code.

It is also possible to click on the three dots for a list or press the F9 key. When the list appears, click on the code you want.

Click on the green check mark .


Then click on the browse button  to see a summary of the assets.

NOTES: _____

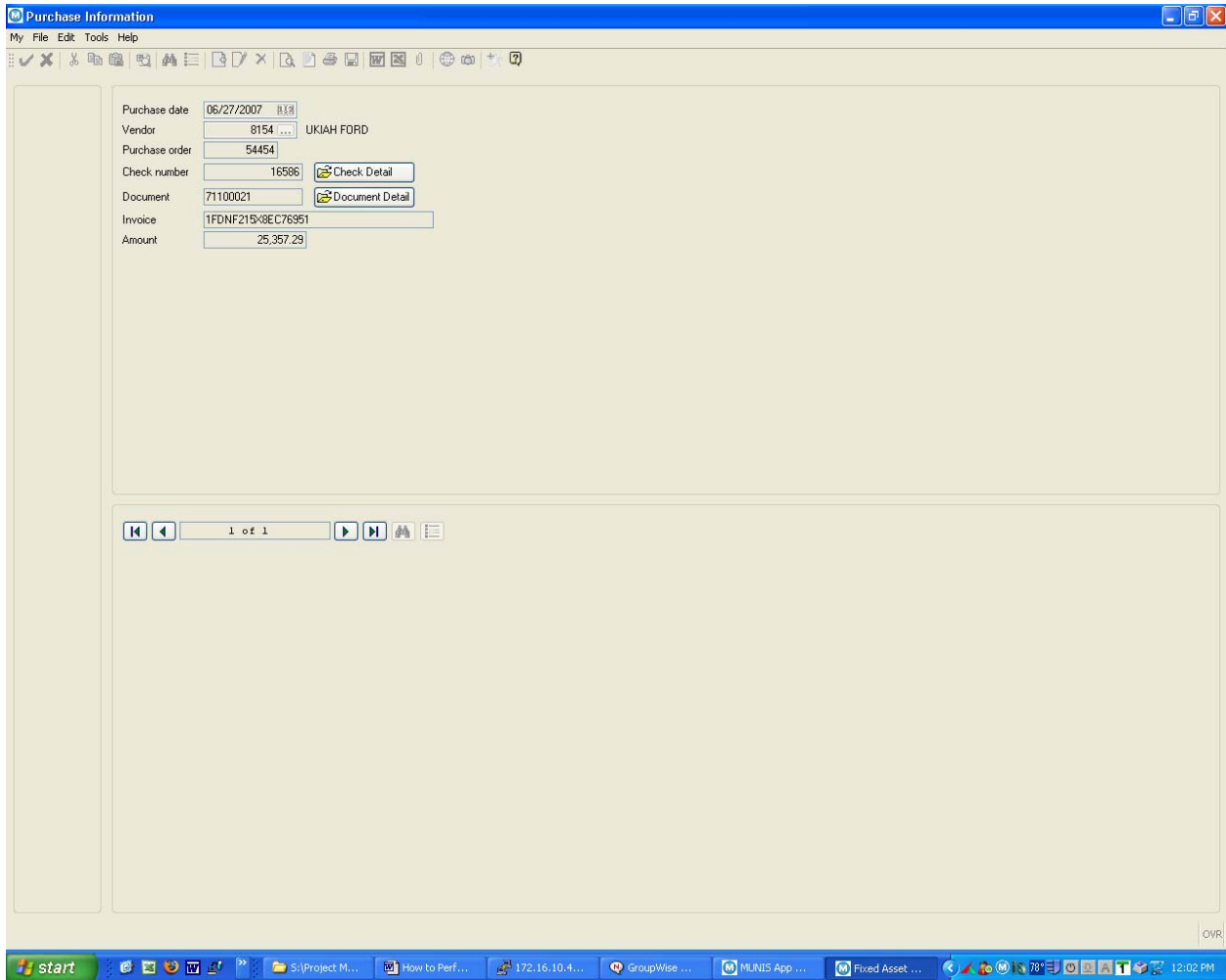
Asset	Description	Status	Class	Serial/Parcel	Loc. Descr	Fiscal Yr	Room	Est Useful
09709	CAMERA AGFA GERVAERT 1000	ACTIVE	OT	817789	GENERAL SE	1982		15
09711	CUTTER PAPER CHALLENGE	ACTIVE	OT		GENERAL SE	1982		15
10209	SHELVING WAREHOUSE MULTI-FORMATION	ACTIVE	OT		GENERAL SE	1983		15
12524	AB DICK MODEL 9810 OFFSET PRESS	ACTIVE	OT		GENERAL SE	1989		15
16814	PAPER SHREDDER CUMMINS MODEL 195	ACTIVE	OT		GENERAL SE	1989		15
17023	FORD F250 1990 4X2 PICKUP	ACTIVE	VE		GENERAL SE	1991		5
20165	1994 GMC SAFARI VAN	ACTIVE	VE	GTCM15Z4RB549667	GENERAL SE	1995		5
24526	FOLDER, AIR FEED, MBM 3525	ACTIVE	OT		GENERAL SE	2000		15
25507	FORK LIFT, ELECTRIC 1995 TCM M	ACTIVE	HE	A72G00288	GENERAL SE	2001		15
25876	E-4600 SE COMPUTER W/PENTIUM 4	ACTIVE	CD	0025157841	GENERAL SE	2002		5
26035	PHOTO ID SYSTEM, POLAROID ID-100	ACTIVE	OT	W/PUNCH	GENERAL SE	2002		15
26345	GENERAL SERVICES BUILDING BLDG #32	ACTIVE	BD		GENERAL SE	1987		40
26345-001	ORIGINAL CONSTRUCTION	ACTIVE	BD		GENERAL SE	1987		40
26345-002	BUILDING IMPROVEMENTS	ACTIVE	BD		GENERAL SE	2000		20
26345-003	BUILDING IMPROVEMENTS	ACTIVE	BD		GENERAL SE	2001		20
26345-004	BUILDING IMPROVEMENTS	ACTIVE	BD		GENERAL SE	2002		20
26345-005	PAVING	ACTIVE	BD		GENERAL SE	2003		20
26345-006	NEW FUEL SYSTEM	ACTIVE	BD		GENERAL SE	2004		20
26345-007	MAINTINENCE WORK	ACTIVE	BD		GENERAL SE	2006		20
26345-008	IMPROVEMENTS	ACTIVE	BD		GENERAL SE	2007		20

This summary can be printed, saved to spool file, saved to PDF, and/or converted to an excel spreadsheet.

If you would like to view additional information on a single asset listed, select the desired asset.

Click on the green check mark .

NOTES: _____



To view purchase information, select **Purchases**. This will provide the Purchase order and invoice information.

NOTES: _____

