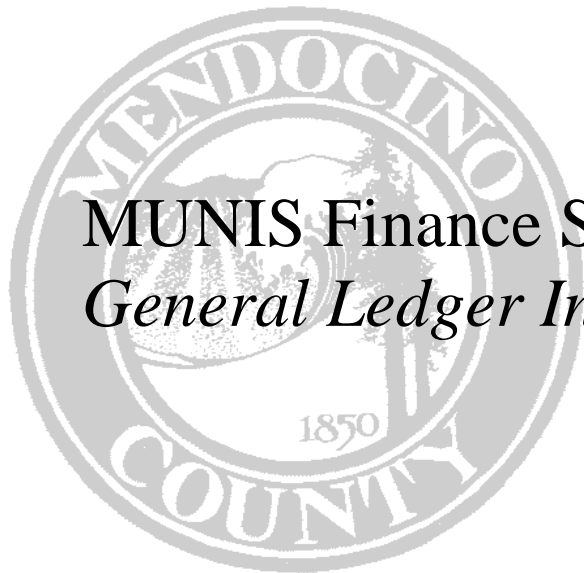


COUNTY OF MENDOCINO

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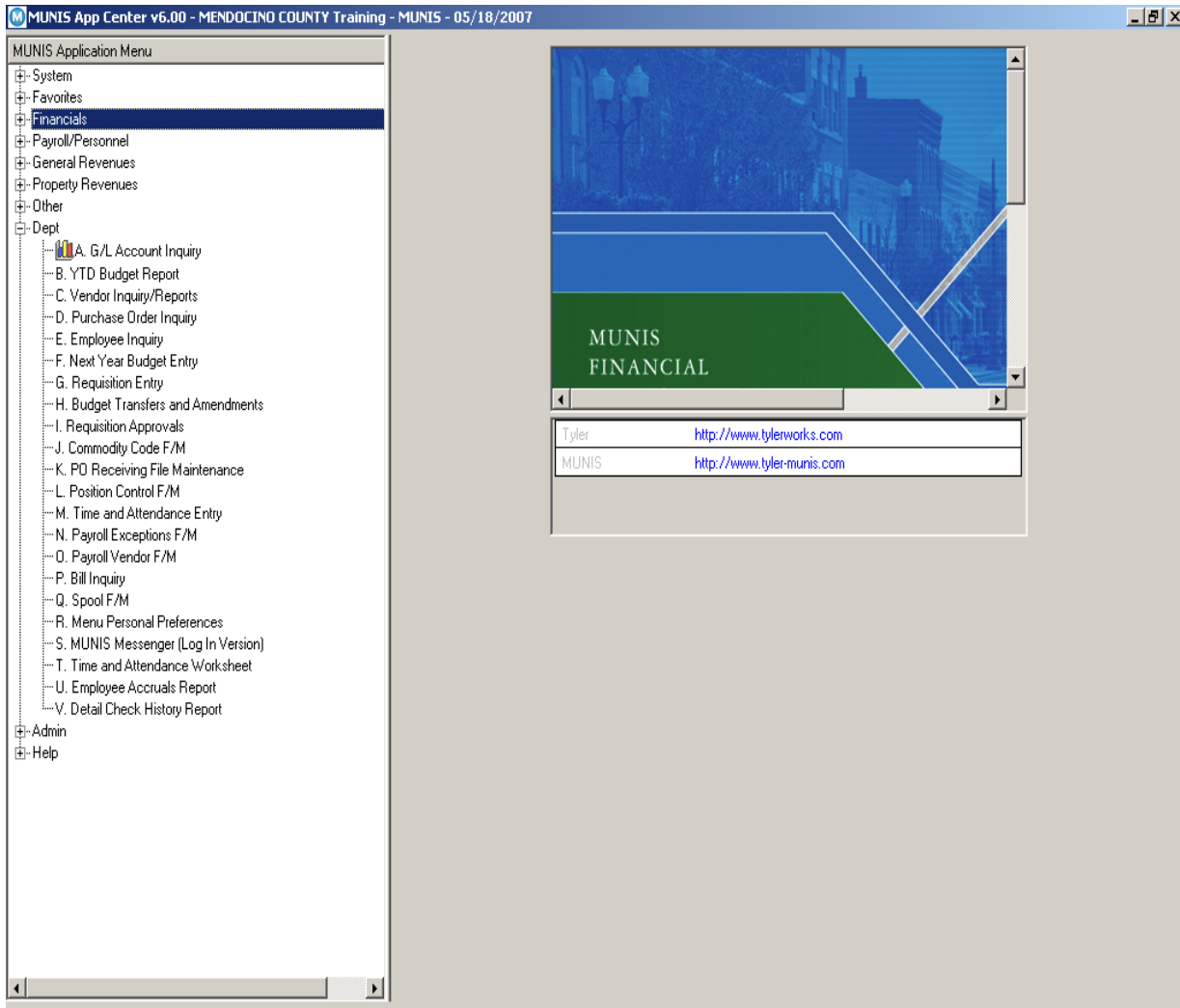
MUNIS Finance System *General Ledger Inquiry*

Created by:

Auditor-Controller

May 2007 – v1

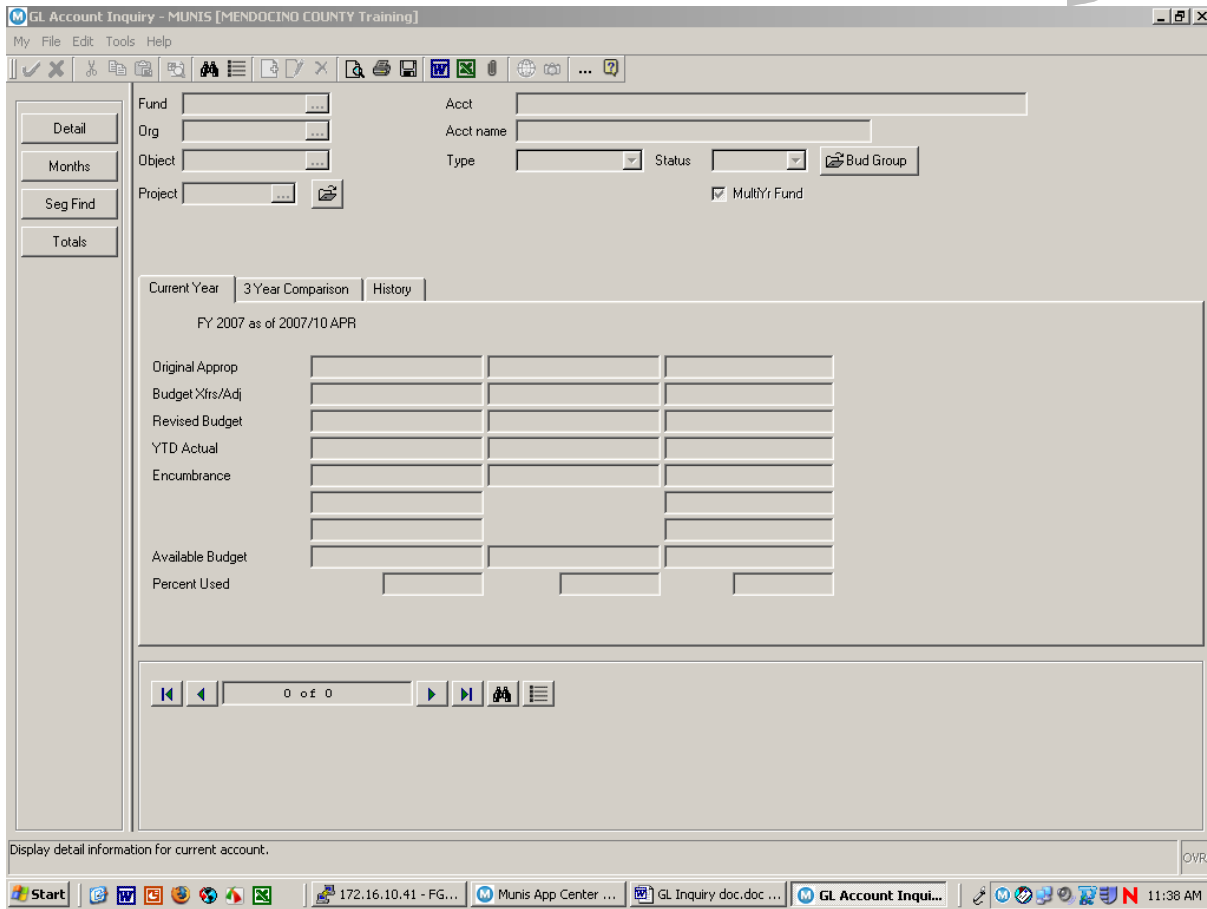
HOW TO PERFORM A GENERAL LEDGER (GL) INQUIRY




From the Dept Menu, double click on A) GL Inquiry

NOTES: _____

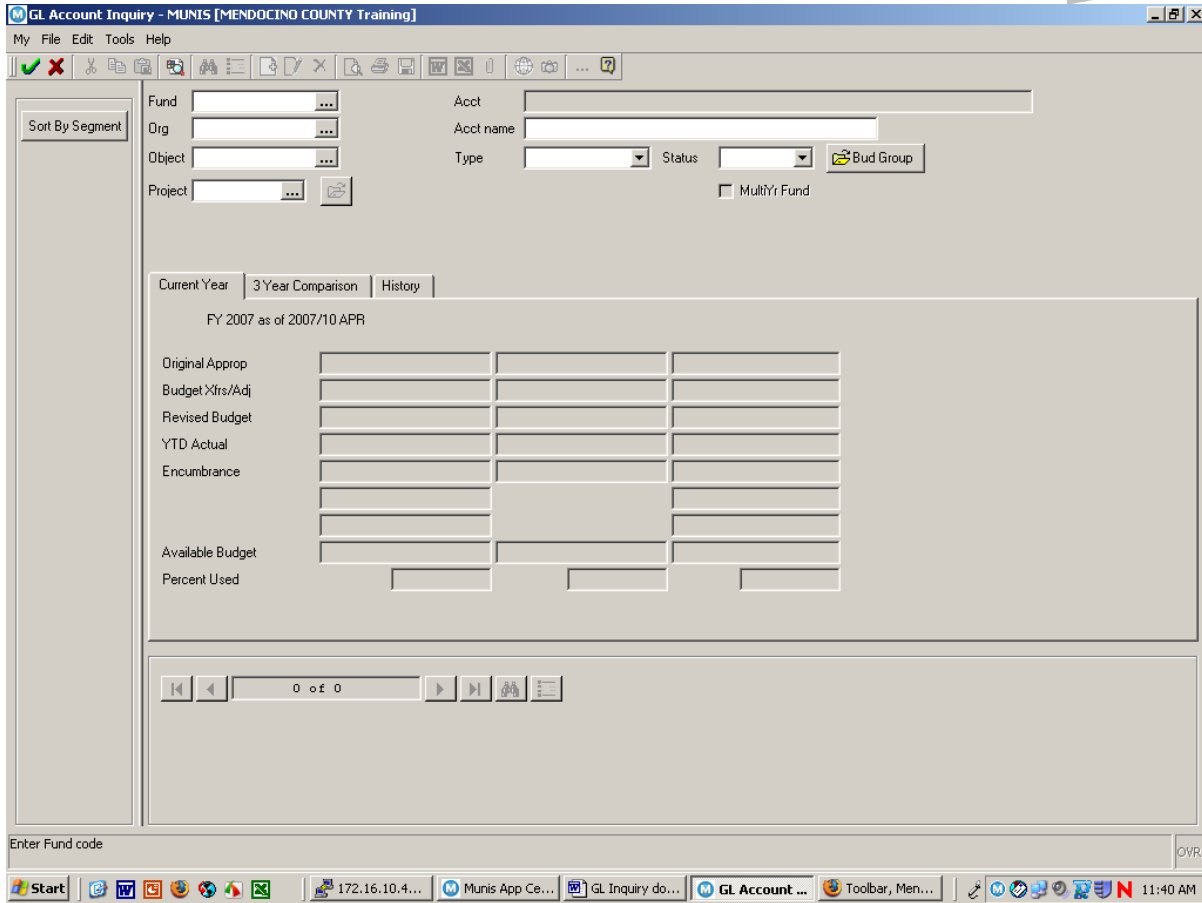
Draft



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

NOTES: _____

Draft

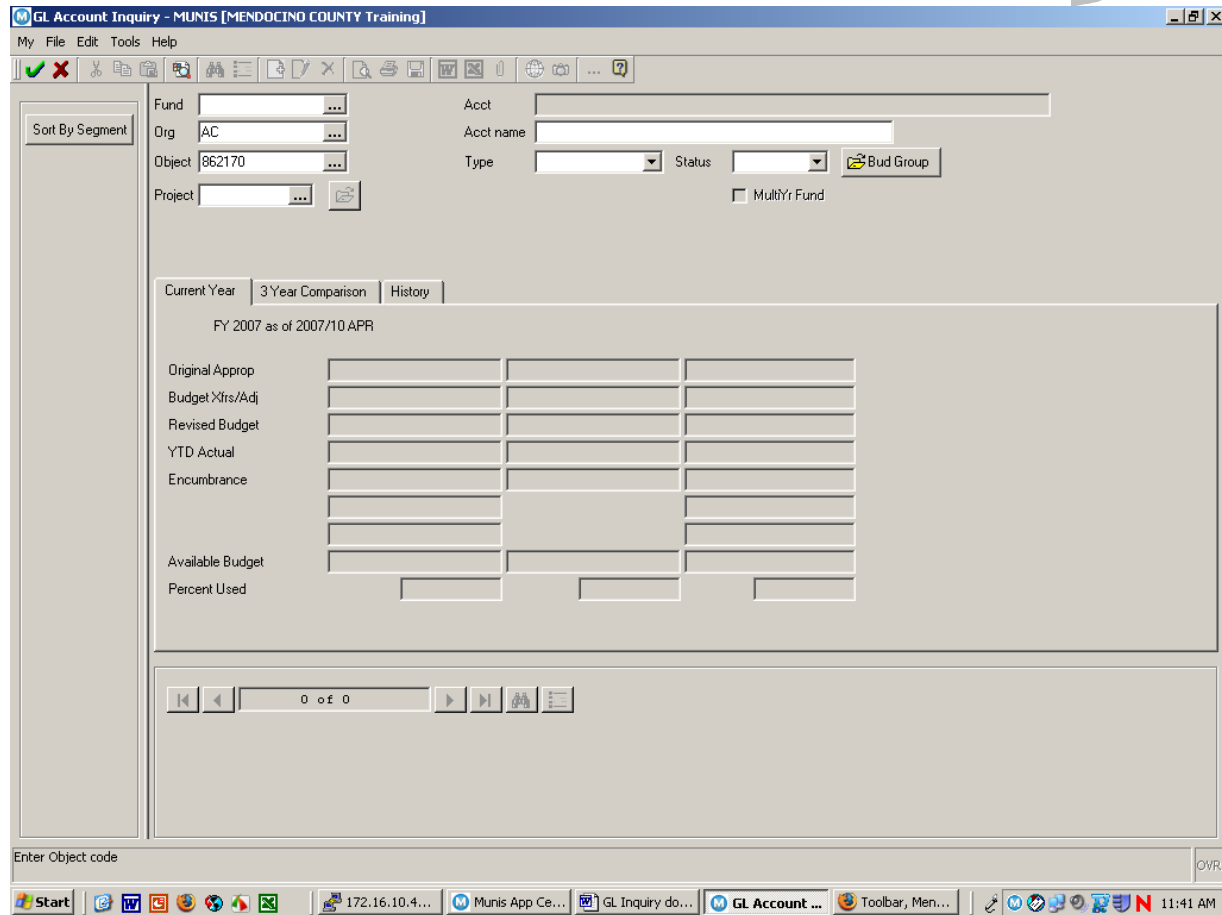


Some of the fields that were colored grey have changed color to white.

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


NOTES: _____

Draft



The department code was entered in the org field and the object code for office supplies was entered in the object field.

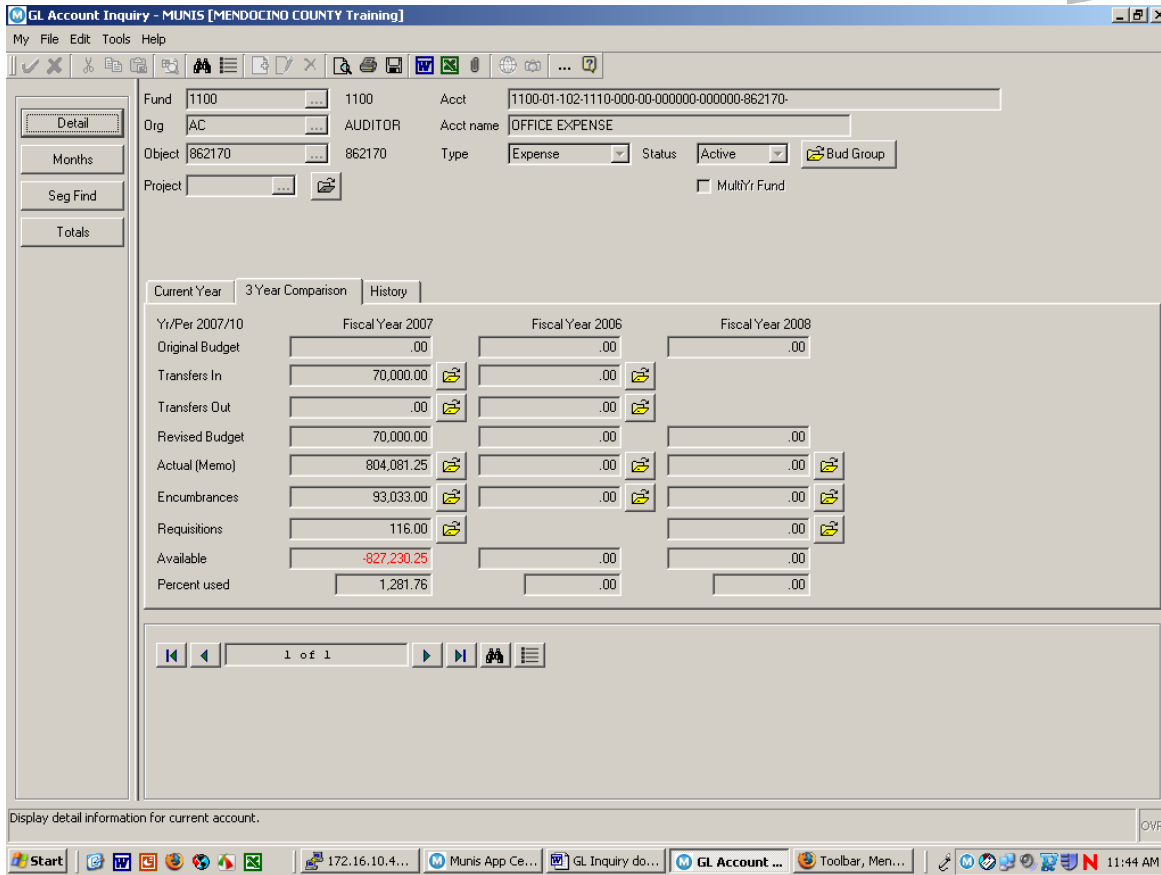
It is also possible to click on the three dots for a list or press the F9 key. When the list appears, click on the code you want.

Click on the green check mark .

Then click on the 3 yr tab.

NOTES: _____

Draft



Look to see there is available budget to spend.

In this example there is no available budget. The percent used is another indicator that there is no available budget for this GL code.

When you look up available budget for your codes prior to requisition entry, you will be looking to see there is available budget and that the percent used is less than 100%.

NOTES: _____
