



Activity: Student Activities – Find Student Activity Checks Issued to a Specific Vendor
Munis > Departmental Functions > Vendor Inquiry

Generate a report of all checks issued to a vendor during a specified time period

1. Navigate to **Vendor Inquiry**
2. Click **Search**
3. Input the vendor number in the **Vendor** field
4. Click **Accept**
5. Click **Check Inquiry**
 - a. Input 8910.XXXX.LL.00000.111901.0000.0000 in the **Cash Account** field (replace XXXX with cost center and LL with level)
 - b. Leave the **Check number** field blank
 - c. Tab to **Check Date** and input or select the from and to dates
 - d. Leave the **Cleared** field blank
 - e. Click **Accept**
6. Output a report
 - a. Click the **PDF** icon to create a PDF report of checks issued to the vendor
 - b. Click the **Excel** icon to create an Excel spreadsheet of checks issued to the vendor



If the vendor number is not known, input a partial name in the **Alpha** field and use wildcards (the * symbol) before and after the partial name. This will enable the system to search for all vendors containing the searched word (e.g. searching for *district* displays all entries containing the word district, such as District School Board of Pasco County and Alachua County School District).