

State of Florida Vendor/Payee Payments

To initiate a search by All Vendors:

1. In the Vendor Input section, select the **All Vendors** radio button.
2. In the Time Period section, click on the **Beginning Date** field to display the calendar pop-up. Using the calendar, select the beginning date from which to run the search. Repeat the process for the **Ending Date** field to select the ending date through which to run the search.
3. Select at least one option from the Paying Agency(s), Disbursement Classification(s), and/or Minority Classification(s) lists.
4. Click **Run**. The search will return a list of vendors based on the specified search criteria.
5. Click on a specific vendor to obtain a Vendor/Payee payments list displaying detailed information regarding each payment.

To initiate a search by Vendor Number:

1. In the Vendor Input section, select the **Vendor Number** radio button.
2. In blank field next to **Vendor Number**, input the Tax Identification Number of the appropriate vendor.
3. In the Time Period section, first select the appropriate radio button to indicate a time period for the search – either **Fiscal Year** or **Date Range**. Next,
 - a. if searching by fiscal year, select the year from the drop-down list.
 - b. if searching by date range, click on the **Beginning Date** field to display the calendar pop-up. Using the calendar, select the beginning date from which to run the search. Repeat the process for the **Ending Date** field to select the ending date through which to run the search.
4. To further narrow the search, select at least one option from the Paying Agency(s) and/or Disbursement Classification(s) lists. No selection is required.
5. Click **Run**. The search will return a Vendor/Payee payments list displaying detailed information regarding each payment.

To initiate a search by Vendor Name:

1. In the Vendor Input section, select the **Vendor Name** radio button.
2. In blank field next to **Vendor Name**, input at least the first three characters of a vendor name.
3. In the Time Period section, first select the appropriate radio button to indicate a time period for the search – either **Fiscal Year** or **Date Range**. Next,
 - a. if searching by fiscal year, select the year from the drop-down list.
 - b. if searching by date range, click on the **Beginning Date** field to display the calendar pop-up. Using the calendar, select the beginning date from which to run the search. Repeat the process for the **Ending Date** field to select the ending date through which to run the search.
4. To further narrow the search, select at least one option from the Paying Agency(s) and/or Disbursement Classification(s) lists. No selection is required.
5. Click **Run**. The search will return a list of all vendors for the selected time period whose vendor name begins with the characters input in the **Vendor Name** field.
6. Click on a specific vendor to obtain a Vendor/Payee payments list displaying detailed information regarding each payment.