## **Vendor Usage**

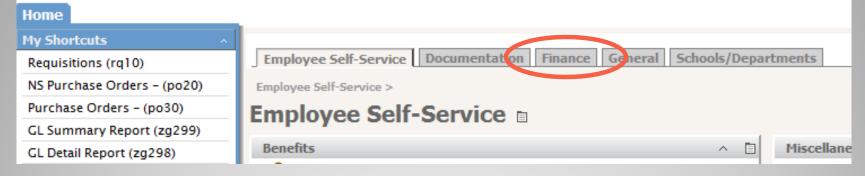
#### Benefits of report:

- View a list of vendors and the amount of times they have been used on for a particular campus.
- To find most commonly used petty cash checking vendors and A/P vendors.

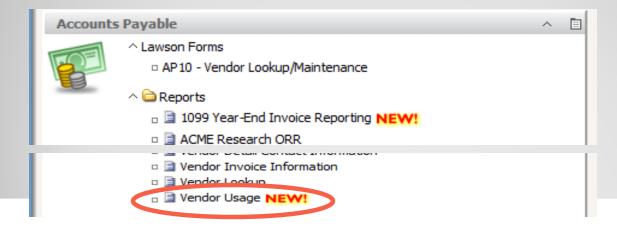
# **Vendor Usage**

On Dashboard, click the Finance tab.



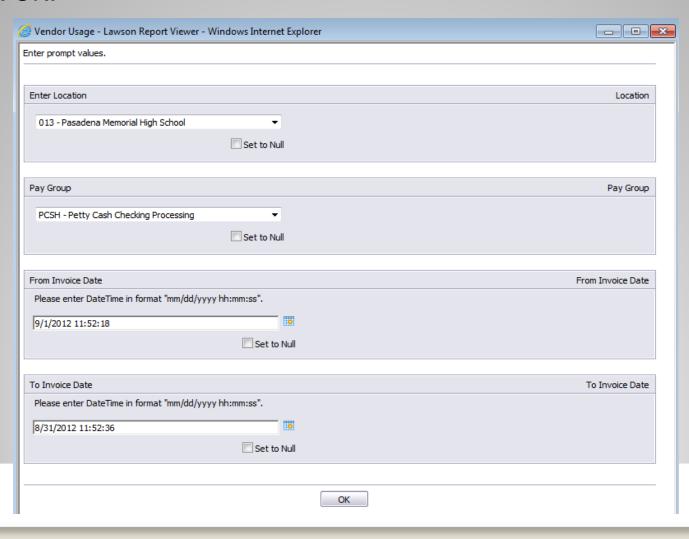


In the box labeled Accounts Payable, click Vendor Usage.



#### Vendor Usage, cont'd

A dialog box will appear, enter location, pay group, date range and click OK.



## Vendor Usage, cont'd

The report pane will show a list of vendors and the amount of times they have been used for that pay group.

#### Vendor Usage

Pasadena Memorial High School

Pay Group - Petty Cash Checking Processing (PCSH) 09-01-2011 thru 08-31-2012

Vendor	Name	Used
13635	ACADEMY LTD	2
14053	ALDINE HIGH SCHOOL	1
13795	ANTONIO'S ITALIAN GRILL	4
27913	APRIL LANCE	1
35894	ARYZTA LLC	1
10186	AYLESCO UNIFORM SALES	1
33210	B B Q CHOP	1
10199	BARNES & NOBLE INC	3
22254	BRAZOSPORT ISD	1