

Introduction

Miami-Dade County Public Schools (MDCPS) **Online Check Register** allows tax payers to see how the District spends their money for products and services. Visitors to the District's public Web site can view a registry of checks written by MDCPS in the prior and fiscal year (July 1st through June 30th).

Getting Started

From the MDCPS home page at: <http://www.dadeschools.net>,
 ▼ Click on the **Community** tab



The **MDCPS Community** screen will be displayed.

To view the **Online Check Register**, under **Resources**,
 ▼ Click on **Online Check Register**

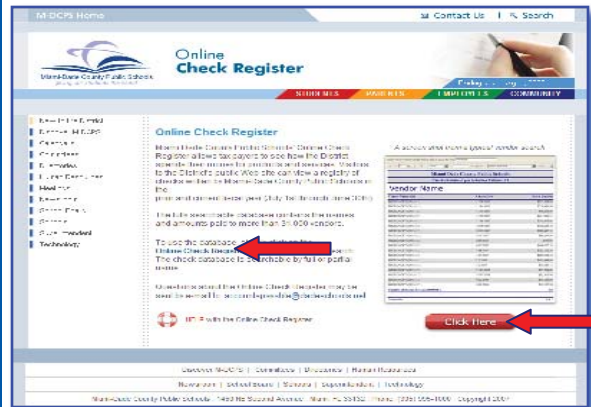


The **Online Check Register** screen will be displayed.

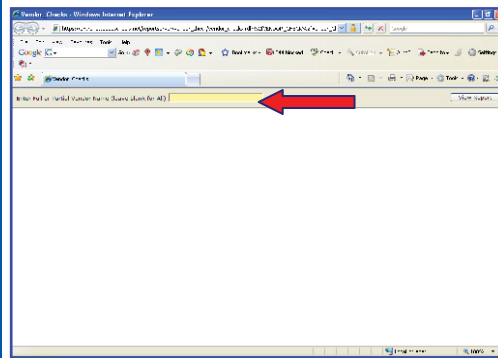
Searching for Vendors

The fully searchable database contains the names and amounts paid to more than 31, 000 vendors. The check database is searchable by full or partial name.

To use the database,
 ▼ Click on the **Online Check Register** link or the **Click Here** button

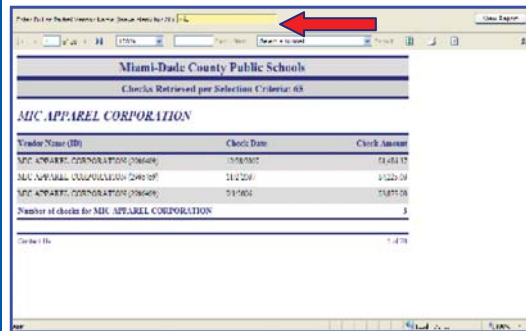


The **Online Check Register** will be displayed.



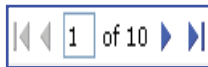
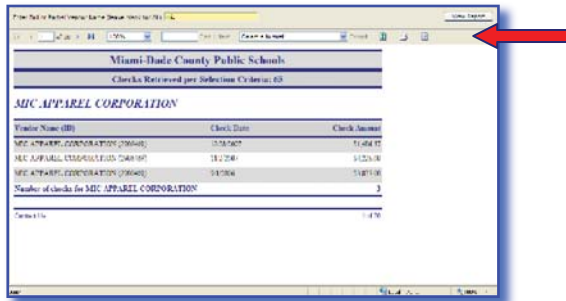
In the text box,
 ▼ **Type** the full or partial vendor name
 ▼ **Press Enter**
 or,
 To view all vendors,
 ▼ **Click** in the text box
 ▼ **Press Enter**

The requested vendor information will be displayed.

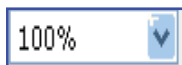


Viewing Vendor Information

The report toolbar is provided with useful features for viewing information.



Click on the arrows to view additional pages. To view a specific page, type the page number and press Enter.



To enlarge or reduce the page size, type the percentage or click on the arrow for a drop-down menu selection.



Search for content by typing a word or phrase. To search for subsequent occurrences of the same value, click Next.



Select a format, click Export to view in other available formats.



Click the printer icon to print the page.

Whom to Contact for Assistance

Questions about the **Online Check Register** may be sent by e-mail to: accountspayable@dadeschools.net.