

Check Processing Checklist

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The check processing checklist is provided to help users accurately process district checks and maintain the business records.

❑	1. Review the following Finance reports to ensure accuracy of proposed check transactions. Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1300 - Check Payments List Finance > Reports > Finance Reports > Vendor/Purchase Order Reports > FIN2150 - Outstanding Purchase Orders Finance > Reports > Finance Reports > Vendor/Purchase Order Reports > FIN2300 - Outstanding Credit Memo Listing
❑	2. Correct report listings: Review and identify all transactions that will be processed as well as those not to be processed at this time. Return to the source pages to enter changes and run reports again. Repeat the process until the reports reflect all the transactions the district wants to process.
❑	3. Finance > Utilities > Export Finance Tables Export the database.
❑	4. Finance > Maintenance > Check Processing > Print Checks Print checks and post to the general ledger.
❑	5. Print the following Finance reports to ensure accuracy of check transactions that were processed. Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1250 - Check Register Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1300 - Check Payments List Compare the fund transfer summary totals to the Check Payments List and the Check Register totals to ensure all reports are in balance.