



# Address unprocessed payment authorizations



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Log on to file ID C.

Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1750 - Year to Date Check Payments List

Run the FIN1750 report with the **Select Paid checks (P), Unpaid checks (U), or blank for ALL** parameter set to *U - Include only unpaid checks on the report.*

This allows you to determine if there are any unpaid payment authorizations. All unpaid payment authorizations need to be processed or reversed.

The screenshot shows the configuration interface for the 'FIN1750 - Year to Date Check Payments List' report. A table of parameters is visible, with the 'Select Paid checks (P), Unpaid checks (U), or blank for ALL' row highlighted in yellow and set to 'U'. Other parameters include 'YTD only (Y), YTD and Current Month (C), YTD, Current and Next Month (A), Acct Per only (01-12)' set to 'A', 'Sort by Ck#/Acct (1), Acct/Ck# (2), Vendor#/Ck#/Acct (3), Vendor#/Acct/Ck# (4)' set to '3', and 'Include Reversal Transactions? (Y/N), or Voided Checks only (V)' set to 'Y'.

Parameter Description	Value
YTD only (Y), YTD and Current Month (C), YTD, Current and Next Month (A), Acct Per only (01-12)	A
Sort by Ck#/Acct (1), Acct/Ck# (2), Vendor#/Ck#/Acct (3), Vendor#/Acct/Ck# (4)	3
Include Reversal Transactions? (Y/N), or Voided Checks only (V)	Y
Select Computer Written Checks (C), District Written Checks (D), Both (B)	B
Include Payroll Deduction Checks? (Y/N)	Y
Include Transfer Checks? (Y/N)	N
Print Publish Report Only? (Y/N)	N
Include ONLY EFT Payment? (Y/N)	N
Include Reason in Publish Report? (Y/N)	
Select Paid checks (P), Unpaid checks (U), or blank for ALL	U
Select Vendor(s), or blank for ALL	
Select Bank Account Group(s), or blank for ALL	
Select Fund(s), or blank for ALL	
Enter significant digits for fields to select on	
From Date (MMDDYYYY), or blank for ALL	
To Date (MMDDYYYY), or blank for ALL	
From Check Nbr, or blank for ALL	
To Check Nbr, or blank for ALL	

**YTD Check Payments**  
Do you want to print fund summary for check payments?  
Yes No

☐ Click **Yes** to print the fund summary for check payments.

Date Run:	Y-T-D Check Payments Summary		Program: FIN1750
Cnty Dist:	ISD		Page: 1 of 1
From To			File ID: C
Accounting Period: A			
<u>Fund/Fscl Yr</u>	<u>Total</u>		
199 / 6	300.00		
<b>Grand Totals</b>	<b>300.00</b>		
End of Report			

Date Run:	Y-T-D Check Payments		Program: FIN1750							
Cnty Dist:	ISD		Page: 1 of 1							
From To	Sort by Vendor Number, Check Number, Account Code		File ID: C							
Accounting Period: A										
Check Nbr	Check Date	Vend Nbr	Payee	Organization	PO Nbr	Invoice Nbr	Typ Cd	Reason	Amount	EFT
		33493	GROUP SALES BOX O	UNDISTRIBUTED O	260002		C	OFFICE ITEMS	50.00	N
					199-34-6399.00-999-699000					
		35213	CITIBANK, N.A./TRACT	UNDISTRIBUTED O	260003		C	TRACTOR PARTS	250.00	N
					199-34-6319.00-999-699000					
<b>Grand Total:</b>									<b>300.00</b>	
End of Report										

Use one of the following options to address any unpaid payment authorizations:

**Option 1:** Reverse an unprocessed payment authorization - Use this option if the payments are no longer valid or necessary. This helps prevent overstating expenditures for the prior fiscal year.

[Finance > Maintenance > Postings > Check Processing - PA](#)

Retrieve all existing payment authorizations. Individually review and reverse each payment authorization as needed.

**Option 2:** Process a payment authorization - Use this option if the obligation is still valid and payment is still required.

[Finance > Maintenance > Check Processing > Print Checks](#)

Maintenance > Check Processing Finance

File ID: C

PRINT CHECKS VOID CHECK

**WARNING: If you choose to update files, export of Finance tables to a saved folder is highly recommended before running this process.**

Beginning Check Nbr: 040782 Check Date: 08-31-2026 Preview

Beginning EFT Reference Number: E00001

Fund: [dropdown]

Check Select Date Range: From: -- To: --

Apply any credit memos up to the amount of the total invoices?  Yes  No

Sort Vendors by Alpha or Numeric? Numeric

Type a **Check Date**. This date is typically June 30th for June Year-End LEAs and August 31st for August Year-End LEAs.

Click **Preview** to view any outstanding items.

Maintenance > Check Processing Finance

File ID: C

PRINT CHECKS VOID CHECK

Next Cancel Check Signatures

Select vendors for printing checks. Click Next to view checks.

Select	Vendor Number	Vendor Sort Key	Vendor Name	Check Amount	Trans Amount	Credit Amount	Separate Check	EFT Payment	PO / PA Number	Check Type	Check Notes
<input checked="" type="checkbox"/>	35213	TRACTOR SUPPLY	CITIBANK, N.A./TRACTOR SUPPLY	250.00	250.00	0.00	N	N			

Selected Check Amount Total: 250.00 Check Trans Amount Total: 250.00 Credit Amount Total: 0.00

Click **Next** to proceed with the usual check processing steps.