



# Address unprocessed payment authorizations



# Table of Contents

**Address unprocessed payment authorizations** ..... i



**Log on to file ID C.**

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

Image

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

[Return to Reports](#)

Report ID: **FIN1750**  
File ID: **C**  
User ID:  
Curr Per:  
Next Per:

Parameter Description	Value
YTD only (Y), YTD and Current Month (C), YTD, Current and Next Month (A), Acct Per only (01-12)	<input type="text" value="A"/>
Sort by Ck#/Acct (1), Acct/Ck# (2), Vendor#/Ck#/Acct (3), Vendor#/Acct/Ck# (4)	<input type="text" value="3"/>
Include Reversal Transactions? (Y/N), or Voided Checks only (V)	<input type="text" value="Y"/>
Select Computer Written Checks (C), District Written Checks (D), Both (B)	<input type="text" value="B"/>
Include Payroll Deduction Checks? (Y/N)	<input type="text" value="Y"/>
Include Transfer Checks? (Y/N)	<input type="text" value="N"/>
Print Publish Report Only? (Y/N)	<input type="text" value="N"/>
Include ONLY EFT Payment? (Y/N)	<input type="text" value="N"/>
Include Reason in Publish Report? (Y/N)	<input type="text"/>
Select Paid checks (P), Unpaid checks (U), or blank for ALL	<input type="text" value="U"/>
Select Vendor(s), or blank for ALL	<input type="text"/> <a href="#">...</a>
Select Bank Account Group(s), or blank for ALL	<input type="text"/> <a href="#">...</a>
Select Fund(s), or blank for ALL	<input type="text"/> <a href="#">...</a>

[Run Preview](#)  
[Clear Options](#)

Run the FIN1750 report to verify if there are unpaid payment authorizations. Any unpaid payment authorizations need to be processed or reversed.

Image

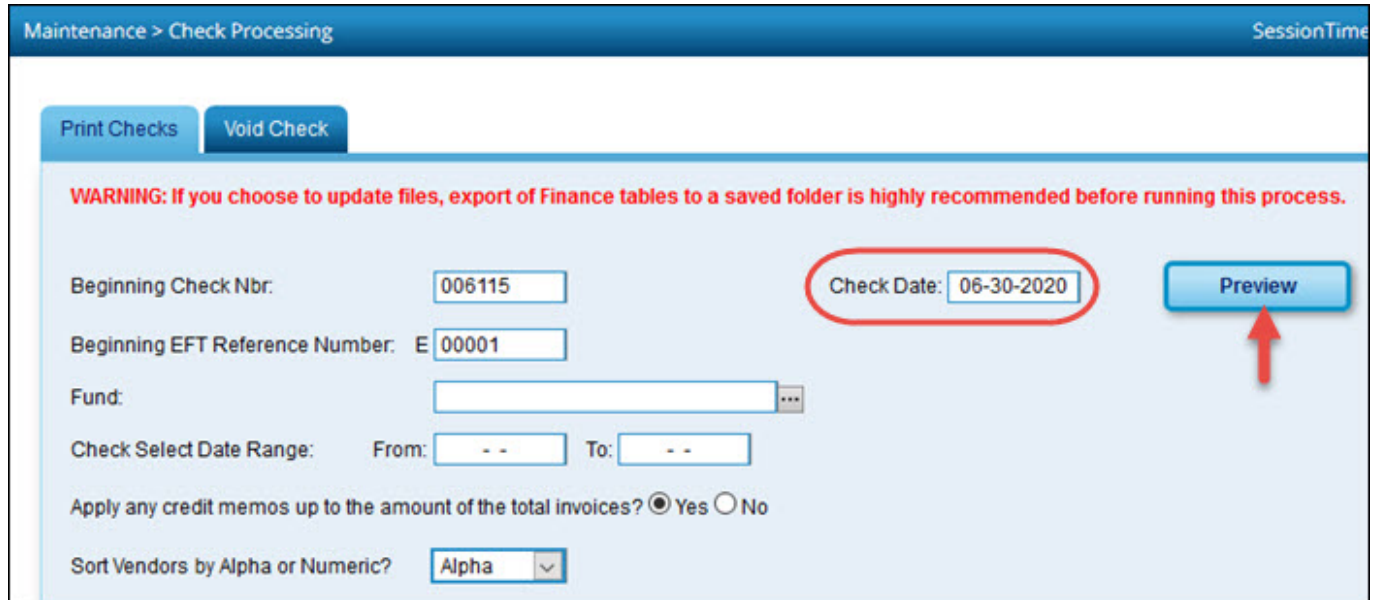


authorization as needed.

### Process a payment authorization:

Finance > Maintenance > Check Processing > Print Checks

Image



Maintenance > Check Processing SessionTime

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:  Check Date:

Beginning EFT Reference Number: E

Fund:

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?

Type a **Check Date**.

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

Image



Maintenance > Check Processing SessionTimer: 59 min and 44 sec

Print Checks **Void Check**

Previous **Next** Cancel

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"/>	00261	UNITED REHAB SPECIALISTS, INC.	UNITED REHAB SPECIALISTS, INC.	4,000.00	4,000.00	0.00	N	N			
<input checked="" type="checkbox"/>	00190	VIRKIM	VIRKIM, INC	37.92	37.92	0.00	N	N			
<input checked="" type="checkbox"/>	00182	VOSS LIGHTING	VOSS LIGHTING	200.00	200.00	0.00	N	N			
<input checked="" type="checkbox"/>	00014	WYLIE MANUFACTURING CO.	WYLIE MANUFACTURING CO.	75.90	75.90	0.00	N	N			

Click **Next** and proceed as normal to process the checks.