



# **Address unprocessed payment authorizations**



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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.

Check Nbr	Check Date	Vend Nbr	Payee	Organization	PO Nbr Fnd-Fnc-Obj.	Invoice Nbr So-Org-Prog	Typ Cd	Reason	Amount	EFT
		00014	WYLIE MANUFACTURI	001 School	508544	199-11-6395.21-001-022000	C	Supplies	75.90	N
				001 School	301741	ASSORTED	C	REVERSAL	-425.81	N
				001 School	301741	ASSORTED	C	GREEN HOUSE PLANTING	425.81	N
									<b>Check Total:</b>	<b>75.90</b>
									<b>Vendor 00014 Total:</b>	<b>75.90</b>
		00182	VOSS LIGHTING	041 School	301937	400757851001	C	REVERSAL	-165.91	N
				041 School	301937	400757851001	C	CLASSROOM SUPPLIES	165.91	N
				101 School	508152	388212900001	C	REVERSAL	-92.53	N
				101 School	508152	388212900001	C	TONER FOR ES OFFICE	92.53	N
				999 School	508152	387461203001	C	REVERSAL	-102.50	N
				999 School	508152	387461203001	C	TONER FOR ATHLETICS	102.50	N
				999 School	508543		C	Bulbs	200.00	N
									<b>Check Total:</b>	<b>200.00</b>
									<b>Vendor 00182 Total:</b>	<b>200.00</b>
		00190	VIRKIM, INC	001 School	508545	199-11-6395.00-001-011000	C	Supplies	37.92	N
				101 School	301886	000006278	C	REVERSAL	-199.99	N
				101 School	301886	000006278	C	ROBOTICS CAMP FOR TE	199.99	N
									<b>Check Total:</b>	<b>37.92</b>
									<b>Vendor 00190 Total:</b>	<b>37.92</b>
									<b>Grand Total:</b>	<b>313.82</b>

End of Report

**Reverse an unprocessed payment authorization:**

Finance > Maintenance > Postings > Check Processing - PA

Maintenance > Postings SessionTimer: 59 min and 43 sec

Save

Journal Budget | Journal Inquiry | Purchase Order | Cash Receipt | Credit Memo | **Check Processing - PA** | Check Processing - PD | Journal Actual

PA Number:  Vendor Number:     View Account Details

PA Number: 508544 Sort Key / Vendor Name: WYLIE MANUFACTURING CO. / WYLIE MANUFACTURING CO. Vendor Number: 00014

Delete	Detail	Reverse	Proc	Acct Per	Account Code	Type	Check Nbr	Check Date	Reason	Net Expend Amt	Invoice Date	Invoice Nbr
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06	199-11-6395.21-001-022000	Computer		--	Supplies	75.90	--	
										Totals:	75.90	

Refresh Totals + Add

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

**Process a payment authorization:**

Finance > Maintenance > Check Processing > Print Checks

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:  **Preview**

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.

Maintenance > Check Processing SessionTimer: 59 min and 44 sec

**Print Checks** **Void Check**

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

<input checked="" type="checkbox"/> 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.