



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 to determine if there are unpaid payment authorizations. Any unpaid payment authorizations need to be processed or reversed.

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

Reverse an unprocessed payment authorization:

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

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

Process a payment authorization:

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

Type a **Check Date**.

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

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