



Address unprocessed payment authorizations

Table of Contents

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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.

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

File ID: C

PDF CSV Clear Options

File ID: C
User ID:
Curr Per: 06
Next Per: 06

Journals, Checks, Detail Ledgers
FIN1000 - Cash Receipts Journal
FIN1050 - Expenditure and Liquidation Journal
FIN1100 - Encumbrance Journal
FIN1150 - General Journal
FIN1200 - Capital Outlay Expenditure Report
FIN1250 - Check Register
FIN1300 - Check Payments List
FIN1350 - Check Transaction List
FIN1360 - Travel Request Report
FIN1400 - Detail General Ledger
FIN1450 - Detail General Ledger by Acct Per
FIN1500 - Detail Budget Status by Organization
FIN1550 - Detail Budget Status by Program Intent
FIN1600 - Batch Process Balance Error Listing
FIN1650 - Selective Detail General Ledger
FIN1700 - Accounts Payable Listing
FIN1750 - Year to Date Check Payments List
FIN1800 - Year to Date Check Register List
FIN1850 - Student Activity Fund Report
FIN1900 - Inventory Distributions Journal
FIN1950 - Credit Card Payment Listing

FIN1750 - Year to Date Check Payments List

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				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 Fnd-Fnc-Obj.So-Org-Prog	Invoice Nbr	Typ Cd	Reason	Amount	EFT
		33493	GROUP SALES BOX O	UNDISTRIBUTED O	260002 199-34-6399.00-999-699000		C	OFFICE ITEMS	50.00	N
		35213	CITIBANK, N.A./TRACT	UNDISTRIBUTED O	260003 199-34-6319.00-999-699000		C	TRACTOR PARTS	250.00	N
Grand Total:									300.00	
End of Report										

Reverse an unprocessed payment authorization:

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

Maintenance > Postings

Save File ID: C

JOURNAL BUDGET JOURNAL INQUIRY PURCHASE ORDER CASH RECEIPT CREDIT MEMO **CHECK PROCESSING - PA** CHECK PROCESSING - PO JOURNAL ACTUAL

PA Number: 260002 Vendor Number: 33493 Retrieve Directory View Account Details

PA Number: Sort Key / Vendor Name: 260002 GROUP SALES BOX OFFICE, LLC. / GROUP SALES BOX OFFICE, LLC. Vendor Number: 33493

Add PA Reset Reverse PA Delete

Delete	Detail	Reverse	Proc	Acct Per	Account Code	Type	Check Nbr	Check Date	Reason	Net Expend Amt	Invoice Date	Inv
		Reverse	<input type="checkbox"/>	08	199-34-6399.00-999-699000	Computer		--	OFFICE ITEMS	50.00	--	
Totals:										50.00		

[Refresh Totals](#)

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

PRINT CHECKS VOID CHECK File ID: C

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:

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 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.