



# Address unprocessed payment authorizations



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# Address unprocessed payment authorizations

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.

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

File ID: C

Preview CSV Clear Options

File ID: C  
User ID:  
Curr Per: 08  
Next Per: 08

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
		00068		999 School	230012		C	OCTOBER	87.49	N
				999 School	199-51-6399.00-999-499000		C	NOVEMBER	43.96	N
				999 School	230012		C	SEPTEMBER	27.98	N
				999 School	199-51-6399.00-999-499000		C	SEPTEMBER	27.98	N
					199-51-6399.00-999-499000					
								Check Total:	159.43	
								Vendor 00068 Total:	159.43	
								Grand Total:	159.43	

End of Report

**Reverse an unprocessed payment authorization:** use this option if the payments are no longer valid or needed this prevents overstating your expenditures in the prior fiscal year.

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

Maintenance > Postings
Finance

Save

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

PA Number: 
Vendor Number:

Retrieve
Directory
 View Account Details

PA Number: 100545    Sort Key / Vendor Name: TRACTOR SUPPLY / CITIBANK, N.A./TRACTOR SUPPLY    Vendor Number: 35213

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	Invoice Nbr
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08	199-34-6319.00-999-99000	Computer		--	TRACTOR PARTS	250.00	05-20-20	AD163151561056
Totals:										250.00		

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

**Process a payment authorization:** use this if the obligation is still valid and the payment is due.

[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: 022610 Check Date: 08-31-2025 Preview

Beginning EFT Reference Number: E00013

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? Numeric

- Type a **Check Date** (typically August 31st).
- Click **Preview** to view any outstanding items.

Maintenance > Check Processing Finance

File ID: C

PRINT CHECKS VOID CHECK

Previous 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"/>	03082	OFFICE DEPOT	OFFICE DEPOT	123.45	123.45	0.00	N	N			

Selected Check Amount Total: 123.45 Check Trans Amount Total: 123.45 Credit Amount Total: 0.00

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