



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 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.

The screenshot shows the configuration interface for the FIN1750 report. The title bar indicates the report path: Reports > Finance Reports > Journals, Checks, Detail Ledgers > Year to Date Check Payments List. The interface includes buttons for Preview, PDF, CSV, and Clear Options. The File ID is C, and the User ID is also C. The current period is 06, and the next period is 06. A sidebar on the left lists various report options, with 'FIN1750 - Year to Date Check Payments List' selected. The main area displays a table of parameters for the report, with the 'Select Paid checks (P), Unpaid checks (U), or blank for ALL' parameter highlighted in yellow and set to 'U'. Other parameters include YTD only (Y), Sort by Ck#/Acct (1), Vendor#/Ck#/Acct (3), Include Reversal Transactions? (Y/N), Select Computer Written Checks (C), District Written Checks (D), Both (B), Include Payroll Deduction Checks? (Y/N), Include Transfer Checks? (Y/N), Print Publish Report Only? (Y/N), and Include ONLY EFT Payment? (Y/N).

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	

The dialog box is titled 'YTD Check Payments' and features a question mark icon. The text inside asks, 'Do you want to print fund summary for check payments?'. Below the text are two buttons: 'Yes' and 'No'. A large black arrow points from the left towards the 'Yes' button.

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: 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

File ID: C

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

PA Number:
Vendor Number:

View Account Details

PA Number: Sort Key / Vendor Name: Vendor Number:

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

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: 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** (typically August 31st).
- Click **Preview** to view any outstanding items.

Maintenance > Check Processing Finance

File ID: C

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"/>	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.