



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)	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	<input type="text"/> ...
Select Bank Account Group(s), or blank for ALL	<input type="text"/> ...
Select Fund(s), or blank for ALL	<input type="text"/> ...

[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.

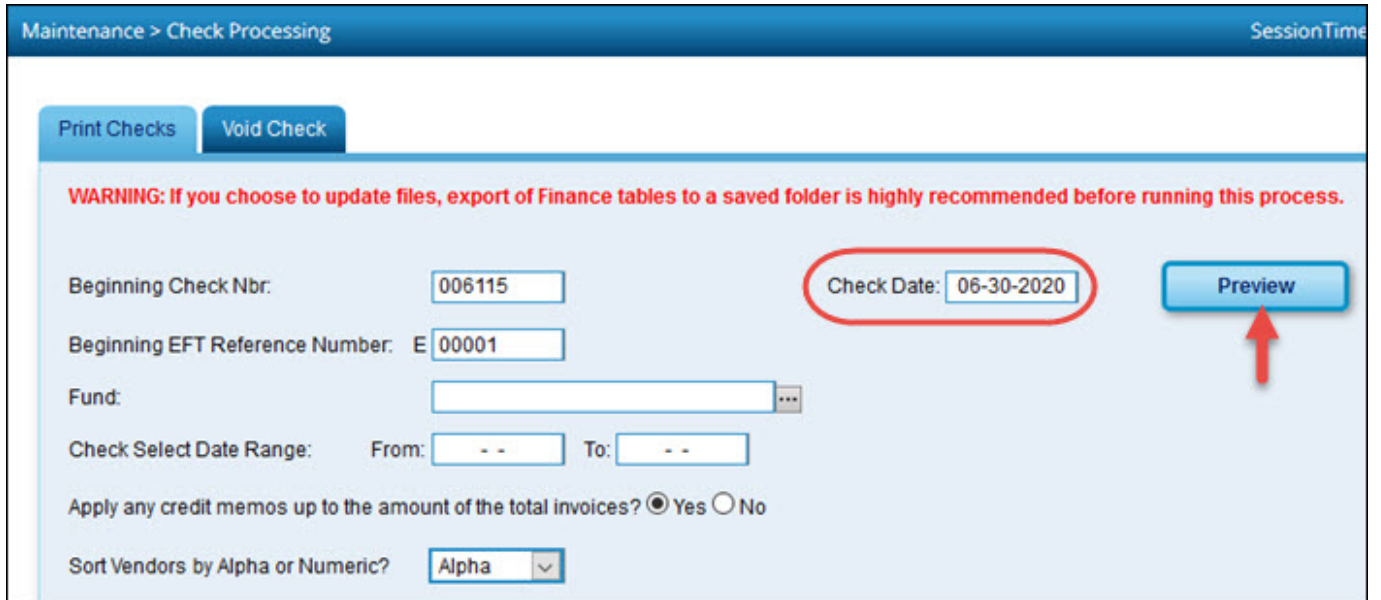
Image

authorization as needed.

Process a payment authorization:

Finance > Maintenance > Check Processing > Print Checks

Image



Type a **Check Date**.

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

Image



Click **Next** to continue with the process. Proceed as normal to process the checks.



Back Cover