



# **Address unprocessed payment authorizations**



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**Log on to file ID C.**

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Image

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

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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)	<input type="text" value="A"/>
Sort by Ck#/Acct (1), Acct/Ck# (2), Vendor#/Ck#/Acct (3), Vendor#/Acct/Ck# (4)	<input type="text" value="3"/>
Include Reversal Transactions? (Y/N), or Voided Checks only (V)	<input type="text" value="Y"/>
Select Computer Written Checks (C), District Written Checks (D), Both (B)	<input type="text" value="B"/>
Include Payroll Deduction Checks? (Y/N)	<input type="text" value="Y"/>
Include Transfer Checks? (Y/N)	<input type="text" value="N"/>
Print Publish Report Only? (Y/N)	<input type="text" value="N"/>
Include ONLY EFT Payment? (Y/N)	<input type="text" value="N"/>
Include Reason in Publish Report? (Y/N)	<input type="text"/>
Select Paid checks (P), Unpaid checks (U), or blank for ALL	<input type="text" value="U"/>
Select Vendor(s), or blank for ALL	<input type="text"/> <a href="#">...</a>
Select Bank Account Group(s), or blank for ALL	<input type="text"/> <a href="#">...</a>
Select Fund(s), or blank for ALL	<input type="text"/> <a href="#">...</a>

[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

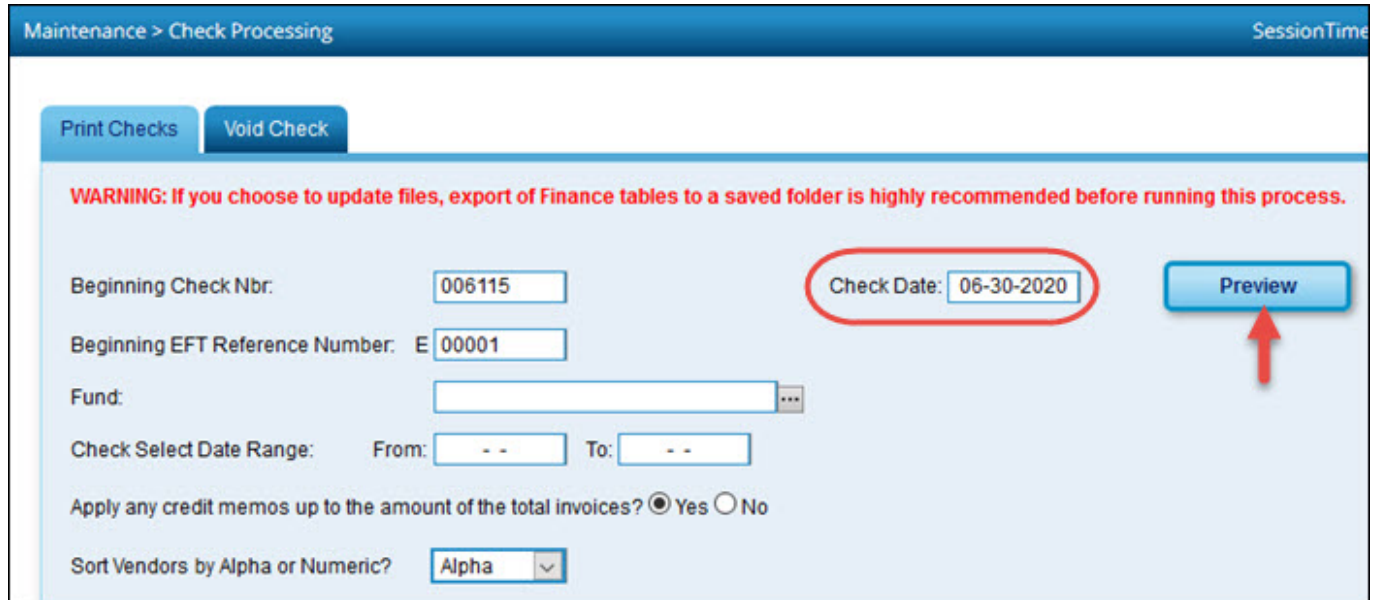


authorization as needed.

### Process a payment authorization:

Finance > Maintenance > Check Processing > Print Checks

Image



Maintenance > Check Processing SessionTime

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**.

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

Image



Maintenance > Check Processing SessionTimer: 59 min and 44 sec

Print Checks Void Check

Previous  Cancel

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"/>	00261	UNITED REHAB SPECIALISTS, INC.	UNITED REHAB SPECIALISTS, INC.	4,000.00	4,000.00	0.00	N	N			
<input checked="" type="checkbox"/>	00190	VIRKIM	VIRKIM, INC	37.92	37.92	0.00	N	N			
<input checked="" type="checkbox"/>	00182	VOSS LIGHTING	VOSS LIGHTING	200.00	200.00	0.00	N	N			
<input checked="" type="checkbox"/>	00014	WYLIE MANUFACTURING CO.	WYLIE MANUFACTURING CO.	75.90	75.90	0.00	N	N			

Click **Next** and proceed as normal to process the checks.



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