



# **Address unprocessed payment authorizations**



# Table of Contents



**Log on to file ID C.**

Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1750 - Year to Date Check Payments List

Image

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

[Return to Reports](#)

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"/> <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

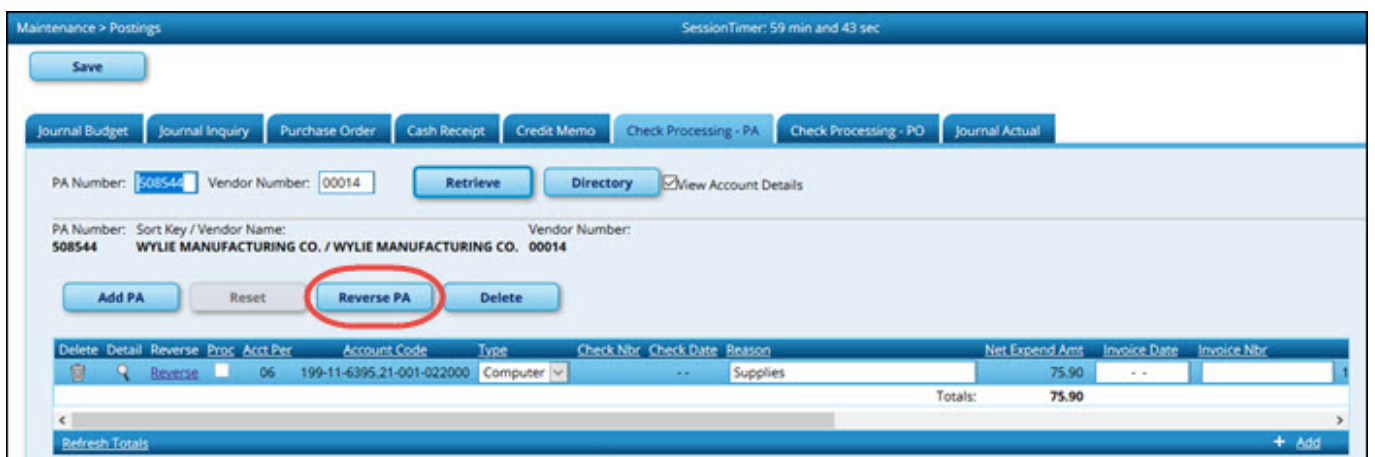
Check Nbr	Check Date	Vend Nbr	Payee	Organization	PO Nbr Fnd-Fnc-Obj.	Invoice Nbr So-Org-Prog	Typ Cd	Reason	Amount	EFT
		00014	WYLIE MANUFACTURI	001 School	508544		C	Supplies	75.90	N
				001 School	199-11-6395.21-001-022000					
				001 School	301741	ASSORTED	C	REVERSAL	-425.81	N
				001 School	199-11-6395.21-001-022200					
				001 School	301741	ASSORTED	C	GREEN HOUSE PLANTING	425.81	N
					199-11-6395.21-001-022200					
<b>Check Total:</b>									<b>75.90</b>	
<b>Vendor 00014 Total:</b>									<b>75.90</b>	
		00182	VOSS LIGHTING	041 School	301937	400757851001	C	REVERSAL	-165.91	N
				041 School	199-11-6395.00-041-011000					
				041 School	301937	400757851001	C	CLASSROOM SUPPLIES	165.91	N
				101 School	199-11-6395.00-041-011000					
				101 School	508152	388212900001	C	REVERSAL	-92.53	N
				101 School	199-11-6395.00-101-011000					
				101 School	508152	388212900001	C	TONER FOR ES OFFICE	92.53	N
				999 School	199-11-6395.00-101-011000					
				999 School	508152	387461203001	C	REVERSAL	-102.50	N
				999 School	199-36-6395.69-999-091000					
				999 School	508152	387461203001	C	TONER FOR ATHLETICS	102.50	N
				999 School	199-36-6395.69-999-091000					
				999 School	508543		C	Bulbs	200.00	N
					199-51-6316.00-999-099000					
<b>Check Total:</b>									<b>200.00</b>	
<b>Vendor 00182 Total:</b>									<b>200.00</b>	
		00190	VIRKIM, INC	001 School	508545		C	Supplies	37.92	N
				101 School	199-11-6395.00-001-011000					
				101 School	301886	000006278	C	REVERSAL	-199.99	N
				101 School	199-13-6239.RG-101-099000					
				101 School	301886	000006278	C	ROBOTICS CAMP FOR TE	199.99	N
					199-13-6239.RG-101-099000					
<b>Check Total:</b>									<b>37.92</b>	
<b>Vendor 00190 Total:</b>									<b>37.92</b>	
<b>Grand Total:</b>									<b>313.82</b>	

End of Report

**Reverse an unprocessed payment authorization:**

Finance > Maintenance > Postings > Check Processing - PA

Image



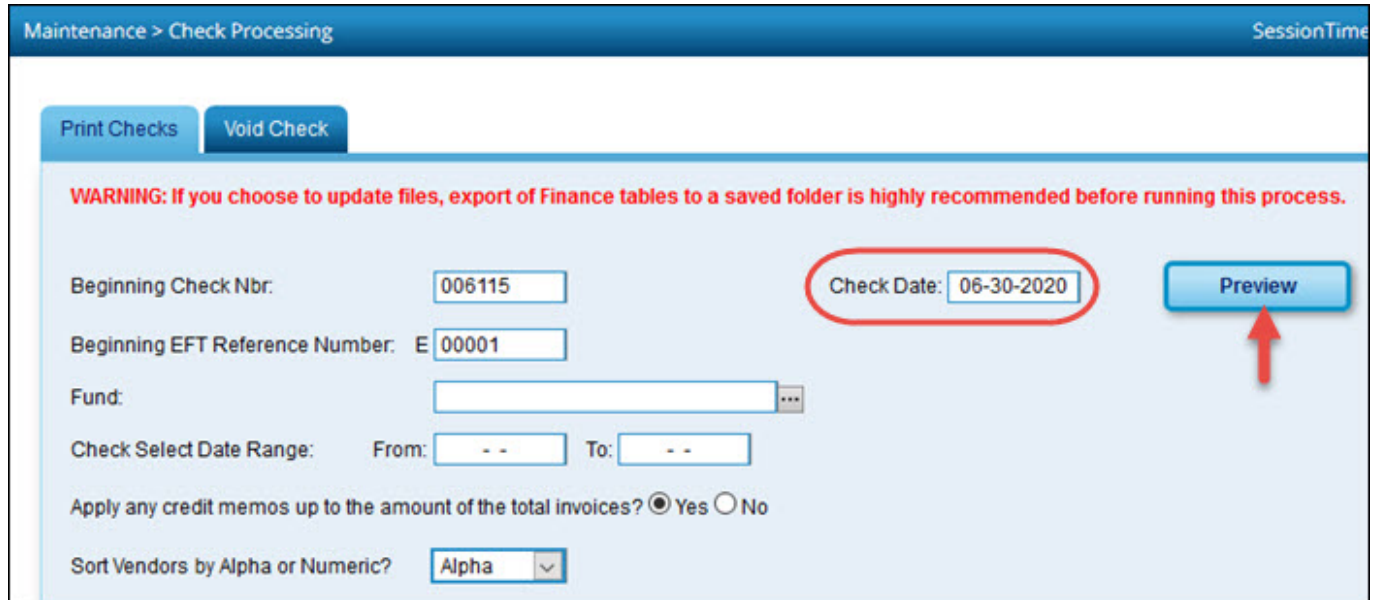
Retrieve all existing payment authorizations. Individually review and reverse each payment

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.



## Back Cover