



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

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 the FIN1750 report to verify if there are unpaid payment authorizations. Any unpaid payment authorizations need to be processed or reversed.

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.Sr-Ord-Prgr	Invoice Nbr	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				
Check Total:								75.90	
Vendor 00014 Total:								75.90	
		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				
Check Total:								200.00	
Vendor 00182 Total:								200.00	
		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				
Check Total:								37.92	
Vendor 00190 Total:								37.92	
Grand Total:								313.82	

End of Report

Reverse an unprocessed payment authorization:

Finance > Maintenance > Postings > Check Processing - PA

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

Process a payment authorization:

Finance > Maintenance > Check Processing > Print Checks

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: **Preview**

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.

Maintenance > Check Processing SessionTimer: 59 min and 44 sec

Print Checks **Void Check**

Select vendors for printing checks. Click Next to view checks.

<input checked="" type="checkbox"/>	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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