



Address unprocessed payment authorizations

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Address Unprocessed Payment Authorizations

Log on to file ID C.

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

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"/> ...
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](#)

YTD Check Payments

Do you want to print fund summary for check payments?

[Yes](#) [No](#)

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
		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

Maintenance > Postings SessionTimer: 59 min and 43 sec

Save

Journal Budget | Journal Inquiry | Purchase Order | Cash Receipt | Credit Memo | **Check Processing - PA** | Check Processing - PD | Journal Actual

PA Number: 508544 Vendor Number: 00014 Retrieve Directory View Account Details

PA Number: 508544 Sort Key / Vendor Name: WYLIE MANUFACTURING CO. / WYLIE MANUFACTURING CO. Vendor Number: 00014

Add PA Reset Reverse PA Delete

Delete	Detail	Reverse	Proc	Acct Per	Account Code	Type	Check Nbr	Check Date	Reason	Net Expend Amt	Invoice Date	Invoice Nbr
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06	199-11-6395.21-001-022000	Computer		--	Supplies	75.90	--	
Totals:										75.90		

Refresh Totals + Add

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**

Previous **Next** Cancel Check Signatures

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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