



Address unprocessed payment authorizations

Table of Contents

Address Unprocessed Payment Authorizations

Log on to file ID C.

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

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

[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"/> ...
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.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

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

Type a **Check Date**.

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

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