



# **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.

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	
Select Bank Account Group(s), or blank for ALL	
Select Fund(s), or blank for ALL	
Enter significant digits for fields to select on	
From Date (MMDDYYYY), or blank for ALL	
To Date (MMDDYYYY), or blank for ALL	
From Check Nbr, or blank for ALL	
To Check Nbr, or blank for ALL	

**YTD Check Payments**  
Do you want to print fund summary for check payments?

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
		00068		999 School	230012		C	OCTOBER	87.49	N
				999 School	230012	199-51-6399.00-999-499000	C	NOVEMBER	43.96	N
				999 School	230012	199-51-6399.00-999-499000	C	SEPTEMBER	27.98	N
					230012	199-51-6399.00-999-499000				
								Check Total:	159.43	
								Vendor 00068 Total:	159.43	
								Grand Total:	159.43	

End of Report

**Reverse an unprocessed payment authorization:**

[Finance > Maintenance > Postings > Check Processing - PA](#)

Maintenance > Postings Finance

Save

JOURNAL BUDGET   JOURNAL INQUIRY   PURCHASE ORDER   CASH RECEIPT   CREDIT MEMO   CHECK PROCESSING - PA   CHECK PROCESSING - PO   JOURNAL ACTUAL

PA Number:  Vendor Number:     View Account Details

PA Number:  Sort Key / Vendor Name:  Vendor Number:

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"/>	08	199-34-6319.00-999-99000	Computer		--	TRACTOR PARTS	250.00	05-20-20	AD163151561056
Totals:										250.00		

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 Finance

File ID: C

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: 022610 Check Date: 08-31-2025 Preview

Beginning EFT Reference Number: E 00013

Fund: [dropdown]

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? Numeric

Type a **Check Date**.

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

Maintenance > Check Processing Finance

File ID: C

PRINT CHECKS VOID CHECK

Prev Next Cancel Check Signatures

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

<input checked="" type="checkbox"/> 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"/>	03082	OFFICE DEPOT	OFFICE DEPOT	123.45	123.45	0.00	N	N			

Selected Check Amount Total: 123.45 Check Trans Amount Total: 123.45 Credit Amount Total: 0.00

Click **Next** to proceed with the usual check processing steps.



## Back Cover