



Address unprocessed payment authorizations

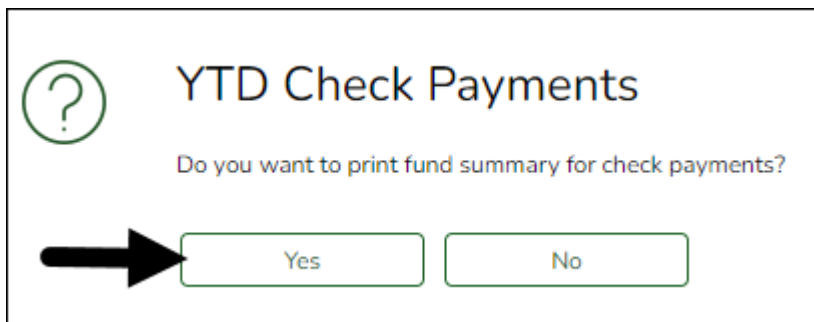
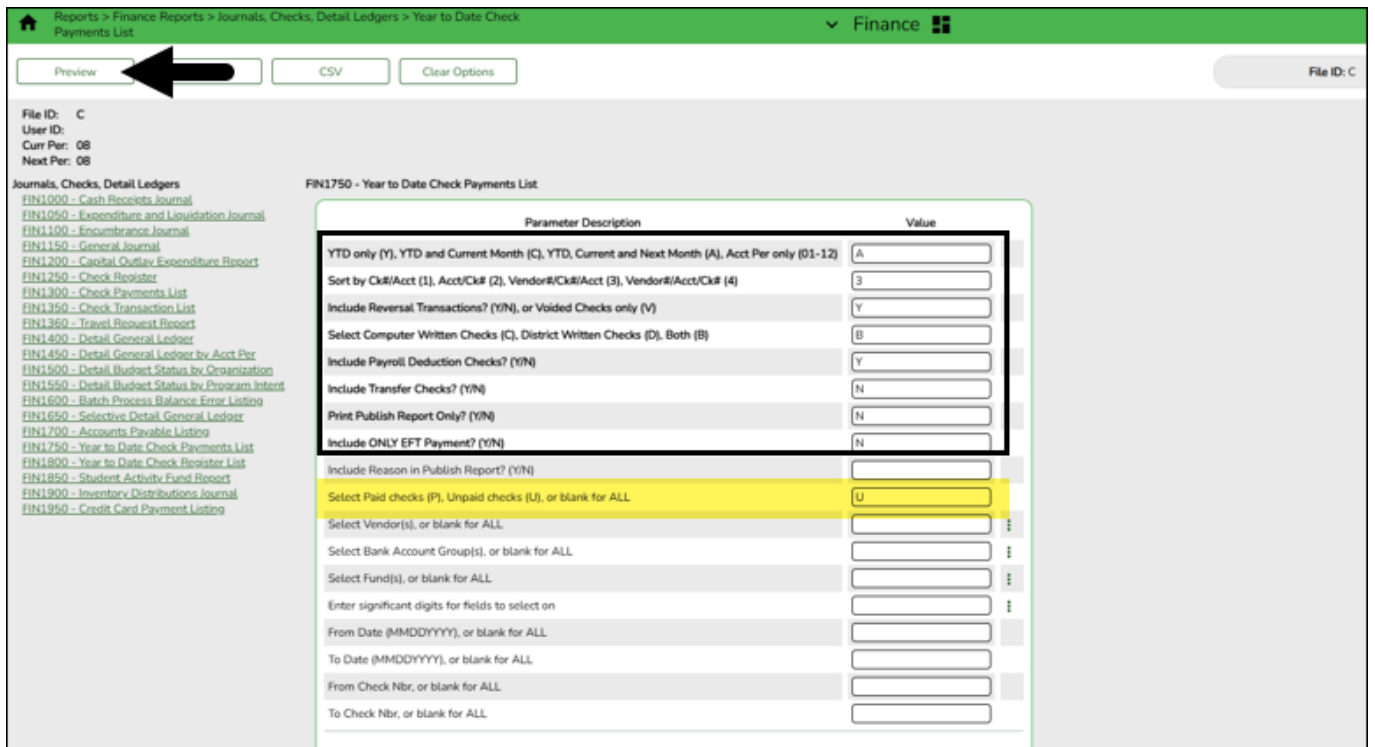
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Address unprocessed payment authorizations

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 with the **Select Paid checks (P), Unpaid checks (U), or blank for ALL** parameter set to *U - Include only unpaid checks on the report*. This allows you to determine if there are any unpaid payment authorizations. All unpaid payment authorizations need to be processed or reversed.



☐ Click **Yes** to print the fund summary for check payments.

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
Check Total:									159.43	
Vendor 00068 Total:									159.43	
Grand Total:									159.43	

End of Report

Use one of the following options to address any unpaid payment authorizations:

Option 1: Reverse an unprocessed payment authorization - Use this option if the payments are no longer valid or necessary. This helps prevent overstating expenditures for the prior fiscal year.

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

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

Option 2: Process a payment authorization - Use this option if the obligation is still valid and payment is still required.

[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: E00013

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? Numeric

- Type a **Check Date** (typically August 31st).
- 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.

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.



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