



Post Transaction(s)

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Create a transaction for an existing or new purchase authorization (PA) or purchase order (PO). By default, the **EFT** checkbox is automatically selected if the vendor retrieved has bank information on the [Finance > Maintenance > Vendor Information > Vendor Miscellaneous](#) tab and an EFT email address on the [Finance > Maintenance > Vendor Information > Vendor Name/Address](#) tab. If a check is necessary, unselect **EFT**.

Delete	Detail	Reverse	Proc	Acct Per	Account Code	Type	Check Nbr	Check Date	Reason	Net Expend Amt	Invoice Date	Invoice Nbr	Contra Account Code	Due D	EFT	Print	Separate Check	Trans Date	User ID
		Reverse	<input type="checkbox"/>	09	199-00-1101.00-000-400000	Computer		--	Payment	10.00		123456	199-00-2110.00-000-400000	--	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		888
Totals:										10.00									

Account Code	Description	Balance Amt	Net Expend Amt
199-00-1101.00-000-400000	CASH IN BANK	-391,903.25	10.00
Totals:			10.00

Notes:

- The vendor must have bank information and an EFT email address on file to be eligible for an electronic funds transfer (EFT).
- The **EFT** checkbox is not displayed for purchase orders that were created using a credit card code.
- If **Separate Check** is selected, **EFT** is unselected. Leave **Print** selected as it allows the transactions to be included and processed during the check run.