



## Post Transaction(s)



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## Enter PA/PO for Payment

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When a transaction is entered using an EFT vendor, the EFT checkbox is automatically checked, but it can be unchecked if a check is needed. Note1: If the separate check checkbox is checked, the EFT checkbox will be unchecked. Leave the Print checkmark in place as this denotes the process in this check run. Note2: The vendor must have bank information and an EFT email address on file to be eligible for an electronic funds transfer.