



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** field 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 the **EFT** field.

Save

File ID: C Account Period: 09

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

PA Number: 05555 Vendor Number: 37301 Retrieve Directory View Account Details

PA Number: Sort Key / Vendor Name: Vendor Number:
05555 / 37301

Add PA Recast Reverse PA Delete

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									

Refresh Totals Add

Account Code	Description	Balance Amt	Net Expend Amt
199-00-1101.00-000-400000	CASH IN BANK	-391,903.20	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.
- This field 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 this allows the transactions to be processed during the check run.