



## Post Transaction(s)



# Table of Contents



## Post Transaction(s)

Finance > Maintenance > Postings > Check Processing - PA OR PO

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**.

### 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.



## Back Cover