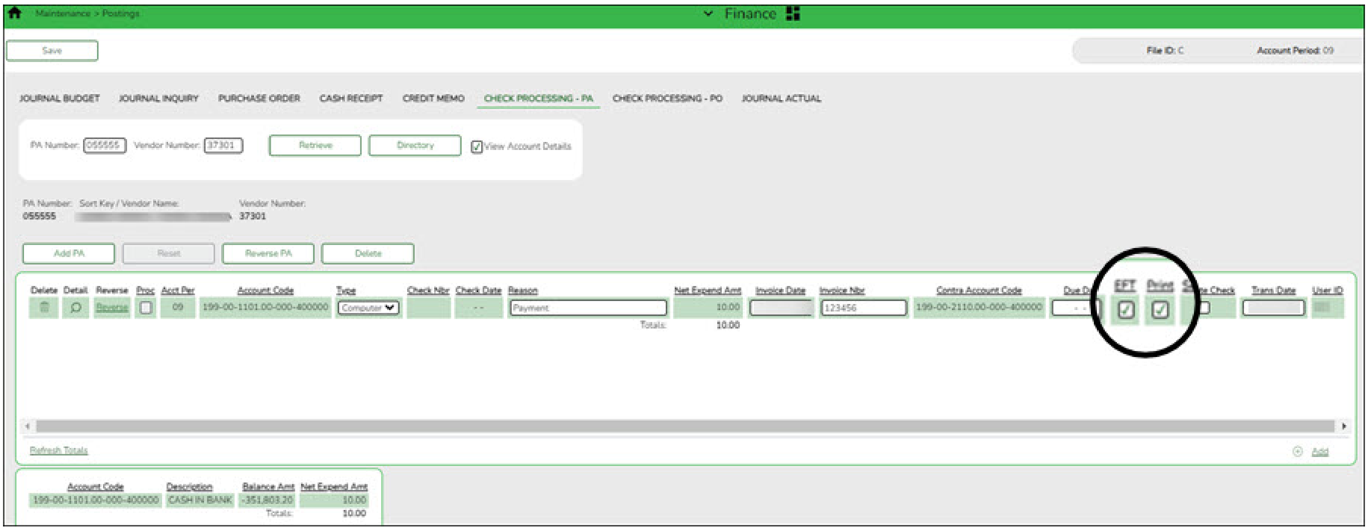

# Post Transaction(s)

# Table of Contents

## Post Transactions

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

Create a check 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 Maintenance > Vendor Information > Vendor Miscellaneous tab and an EFT email address on the Maintenance > Vendor Information > Vendor Name/Address tab. If a check is needed, unselect the **EFT** field.




**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.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

# Back Cover