



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.

The screenshot displays the 'Check Processing - PA' interface. At the top, there are navigation tabs: JOURNAL BUDGET, JOURNAL INQUIRY, PURCHASE ORDER, CASH RECEIPT, CREDIT MEMO, CHECK PROCESSING - PA (selected), CHECK PROCESSING - PO, and JOURNAL ACTUAL. Below these are input fields for PA Number (055555) and Vendor Number (37301), along with buttons for Retrieve, Directory, and View Account Details. A section below contains buttons for Add PA, Reset, Reverse PA, and Delete. The main data entry area is a table with columns: 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, and User ID. A single transaction is listed with a Net Expend Amt of 10.00 and an Invoice Nbr of 123456. The EFT and Print checkboxes are checked. At the bottom, a summary table shows the account code 199-00-1101.00-000-400000 with a description 'CASH IN BANK', a balance amount of -391,903.20, and a net expend amount of 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** 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 it allows the transactions to be processed during the check run.



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