



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**.

| 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 | | | | | | | | | |

| 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 (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 processed during the check run.



Back Cover