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## PO.060.060 – INQUIRING ON PO ACCOUNTING ENTRIES

<b>Purpose</b>	To access the PO Accounting Entries page and review the Document Type and accounting fields for the Purchase Order.
<b>Description</b>	The system records accounting entries for each transaction. Standard accounting entries are created by the budget check process.
<b>Security Role</b>	<b>BOR_PO_INQUIRY</b>
<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	When the budget check process runs a second time on a Purchase Order, it deletes the existing entries and recreates a new set of entries, so the value in the Unpost Seq field is always 0 (zero) for the standard entries.

## Procedure

Below are step by step instructions on how to review the accounting entries on a Purchase Order.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Navigator</b> icon.
3.	Click the <b>Purchasing</b> link.
4.	Click the <b>Purchase Orders</b> link.
5.	Click the <b>Review PO Information</b> link.
6.	Click the <b>PO Accounting Entries</b> link. The system navigates to the PO Accounting Entries page.
7.	Enter or search for the purchase order ID(s) in the <b>From PO ID</b> field.
8.	Enter or search for the business unit in the <b>GL Unit</b> field.
9.	Click the <b>OK</b> button. The system defaults to the Details tab.
10.	<p>Review any of the information under the Details tab. Fields specific to this page include:</p> <ul style="list-style-type: none"> <li>• Trans Type: The Trans Type (transaction type) displays either a journal template or a source transaction. If it is a standard accounting entry, a source transaction appears. If it is an entry event accounting entry, a journal template appears.</li> <li>• Unpost Seq:</li> <li>• Analysis Type</li> <li>• Entry Event</li> <li>• Closed Value</li> <li>• Journal ID</li> <li>• Transaction ID</li> <li>• Reference Reversal ID: The Reference Reversal ID displays the Voucher ID associated with the reversal accounting entry lines.</li> </ul>
11.	Click the <b>ChartFields</b> tab.
12.	<p>Review any of the information under the Details tab. Fields specific to this page include:</p> <ul style="list-style-type: none"> <li>• Accounting Period.</li> </ul>
13.	Click the <b>Details</b> tab.