PO.060.060 – INQUIRING ON PO ACCOUNTING ENTRIES

Purpose	To access the PO Accounting Entries page and review the Document Type and accounting fields for the Purchase Order.
Description	The system records accounting entries for each transaction. Standard accounting entries are created by the budget check process.
Security Role	**BOR_PO_INQUIRY**
Dependencies/ Constraints	None
Additional Information	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 **NavBar** icon.
2.	Click the **Navigator** icon.
3.	Click the **Purchasing** link.
4.	Click the **Purchase Orders** link.
5.	Click the **Review PO Information** link.
6.	Click the **PO Accounting Entries** link. The system navigates to the PO Accounting Entries page.
7.	Enter or search for the purchase order ID(s) in the **From PO ID** field.
8.	Enter or search for the business unit in the **GL Unit** field.
9.	Click the **OK** button. The system defaults to the Details tab.
10.	Review any of the information under the Details tab. Fields specific to this page include: • 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. • Unpost Seq: • Analysis Type • Entry Event • Closed Value • Journal ID • Transaction ID • Reference Reversal ID: The Reference Reversal ID displays the Voucher ID associated with the reversal accounting entry lines.
11.	Click the **ChartFields** tab.
12.	Review any of the information under the Details tab. Fields specific to this page include: • Accounting Period.
13.	Click the **Details** tab.