PO.060.080 – REVIEWING REQUISITION ACCOUNTING ENTRIES

Purpose	To review requisition accounting entries.
Description	Users can select criteria to search requisitions they want to review, such as business unit, single or multiple requisitions, and dates. The system displays all the accounting information for the requisition requested, such as Transaction Type and accounting codes.
Security Role	**BOR_EP_INQUIRY**
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to conduct an inquiry on a requisition.

Step	Action
1.	Click the **NavBar** icon
2.	Click the **Navigator** icon.
3.	Click the **Purchasing** link.
4.	Click the **Requisitions** link.
5.	Click the **Review Requisition Information** link.
6.	Click the **Accounting Entries** link. The system navigates to the Accounting Entries page.
7.	Enter or search for the purchase order ID(s) in the **From Req** 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.

Step	Action
10.	Review any of the information under the Details tab. Fields specific to this page include: • Requester • Change Track Batch • 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 • Tran Date • 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: • Requester • Accounting Period.