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## PO.060.070 - Reviewing Requisition Accounting Entries

#### Trigger:

#### Concept

This topic demonstrates how to review requisition accounting entries. You can review details for one requisition or a group of them. This process will show you the transaction type, the Purchase Order ID associated with the reversal accounting entry lines, and additional accounting details related to the requisition.

**Topic Objectives:**

Upon completion of this topic, you will be able to:

- Identify where a requisition’s accounting entries can be viewed.

- Identify what is listed under Transaction Type on the Requisition Accounting Entries page.

- Define what the Reference Reversal ID is.

- Review a requisition’s accounting entries.

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| Assumptions |
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| Dependencies/Constraints |
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#### Additional Information

#### Procedure

For this topic, imagine that you need to review the accounting entries for requisition 0000000105. Let’s see how this is done.

| Step | Action |
| --- | --- |
|  | Click the **Purchasing** link. |
|  | Click the **Requisitions** link. |
|  | Click the **Review Requisition Information** link. |
|  | Click the **Accounting Entries**link. |
|  | Click in the **From Req** field. |
|  | Enter "**0000000105**" in the **From Req** field. |
|  | Click the **OK**button. |
|  | Click the **Collapse (Ctrl+Y) Menu** button. |
|  | **Trans Type (transaction type)**  Displays the journal template or 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. |
|  | The **Reference Reversal ID** displays the purchase order ID associated with the reversal accounting entry lines. |
|  | Click the **ChartFields** tab. |
|  | Click the **Details** tab. |
|  | Congratulations. You have just completed the **Reviewing Requisition Accounting Entries** topic. Below is a summary of the key concepts of this topic:  - To review a requisition’s accounting entries, go through the Purchasing – Requisitions – Review Requisition Information link.  - On the Requisition Accounting Entries page, the Transaction Type displays a source transaction if it is a standard accounting entry, or a journal template if it is an entry event accounting entry.  - The Reference Reversal ID displays the purchase order ID associated with the reversal accounting entry lines.  **End of Procedure.** |