<table>
<thead>
<tr>
<th>Scenario</th>
<th>Debit</th>
<th>Credit</th>
<th>Debit</th>
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<tbody>
<tr>
<td>PO is created</td>
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<td></td>
<td>Expense</td>
<td>Reserve for Encumbrance</td>
</tr>
<tr>
<td>PO is Rejected, Do Not Unreserve</td>
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<tr>
<td>PO is Rejected, Unreserve Only</td>
<td>Expense</td>
<td>Reserve for Encumbrance</td>
<td>Reserve for Encumbrance</td>
<td>Expense</td>
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<tr>
<td>PO is Rejected, Unreserve, Delete PO</td>
<td></td>
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<tr>
<td>PO is Rejected, Unreserve, Delete PO, Return Requisition</td>
<td>Reserve for Encumbrance</td>
<td>Expense</td>
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<table>
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<tr>
<th>Scenario</th>
<th>Purchase Order on 163 Report?</th>
<th>Requisition on 163 Report?</th>
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<tbody>
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<td>PO is created</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>PO is Rejected, Do Not Unreserve</td>
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<tr>
<td>PO is Rejected, Unreserve Only</td>
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<td>Yes</td>
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<tr>
<td>PO is Rejected, Unreserve, Delete PO</td>
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<tr>
<td>PO is Rejected, Unreserve, Delete PO, Return Requisition</td>
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Last Updated: August 31, 2015