



Search for Authorizations Pending — Criteria

Overview

The Property Accountability module Authorizations Pending process provides the ability to approve, disapprove or delete a pending authorization. As a Local user or Requesting Official, the Authorization Request is submitted to the Approving Official. These requests may be for the establishment of a new authorization or the modification of an existing Authorization.

Navigation

Asset Management > Authorizations PNDG > Authorizations Pending Search Criteria page


Procedures

Search for a Pending Authorization

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [Reset](#) at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria panel, narrow the results by entering one of the following fields.

Search Criteria

UIC	<input type="text" value="BROOKS"/>	▼
Stock Nbr	<input type="text"/>	
Authn Rqst Sts	<input type="text" value="Requested"/>	▼

[Reset](#) [Search](#)

- Use ▼ to select the UIC.
- Use ▼ to select the Authn Rqst Sts.





Help Reference Guide

2. Select [Search](#). The **Authorizations Pending Search Results** page appears.

Search Criteria

UIC BROOKS	Stock Nbr --	Authn Req Sts Requested
---------------	-----------------	----------------------------

Search Results

Update	Stock Nbr	Item Desc	Rqstd Qty	Authn Rqst St	Authn Ref Nbr	Estbl By	Estbl Dt/Time
Update	4710LLJH00002	JASON TEST	4	RQ	TESTHELP	NMLAW	10/31/2023 4:40:06 PM
Update	DPAS/BEIS001111	TESTING DPAS/BEIS EXPENDITURE INTERFACE	4	RQ	HELPTTESTNL	NMLAW	10/18/2023 2:57:15 PM
Update	TESTAUTH	TEST	0	RQ		NMLAW	10/31/2023 6:04:49 PM


Cancel





Search for Authorizations Pending — Results

Navigation

Asset Management > Authorizations PNDG > Search Criteria >  > Authorizations Pending Search Results page

Procedures

Selecting  at any point of this procedure removes all revisions and closes the page.

Update Requested Authorizations

Select the Update hyperlink. The **Authorizations Pending Update** page appears.

View the Stock Number Details


Select the Stock Number hyperlink. The **Authorizations Request Details** page appears.





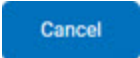
View the Authorizations Pending Selected Rows — Deletion

Navigation

Asset Management > Authorizations PNDG > Search Criteria > AUTHN REQ STS set to "Disapproved" >  > Search Results > ☐ (desired record(s)) > Authorizations Pending Selected Rows Delete page

Procedures

Select Disapproved Authorization(s) for Deletion

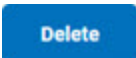
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Prior to deletion, select the **STOCK NBR** hyperlink. The **Authorizations Request Details** page appears.

Note



Delete is only available when all of the selected records are disapproved.

2. Select  to remove the record. The **Delete confirmation** pop-up window appears.

Note



On the confirmation window, select . The selected request record(s) is physically removed and deleted.





Update a Pending Authorization

Navigation

Asset Management > Authorizations PNDG > Search Criteria > [Search](#) > Search Results
> Update hyperlink > Authorizations Pending Update page

Procedures

Update a Pending Authorization

1. Select the Update hyperlink. *The **Authorizations Pending Update** page appears.*

Search Criteria

UIC BROOKS	Item Desc CONSTITUTION CLASS	O/H Qty 0	Auth Qty 1
Stock Nbr 1701V01001701			

Update

Rqstd Qty 1	Approved Qty <input type="text" value="1"/>
Rqst Remarks Help Test	Approval Remarks <div></div>
Authn Rqst Status <div>Requested</div>	Attachment Add Attachment
Authn Ref Nbr <input type="text" value="11556787"/>	

[Cancel](#) [Update](#)

2. *Verify the Search Criteria grid.*
3. *Complete the Update grid.*





- A. Select . The **Attachment Add** page appears.

Note



When the Approving Official processes a request, the Requestor is notified by email.

4. Select . The **Authorizations Pending Transaction Status** page appears.





View the Authorization Request Details

Navigation

Asset Management > Authorization RQST > Search Criteria > [Search](#) > Search Results > STOCK NBR hyperlink > Authorization Request Add Details page

Procedures

View the Authorization Request Details

Selecting [Cancel](#) at any point of this procedure removes all revisions and closes the page.

1. Select the STOCK NBR hyperlink . The **Authorization Request Add Details** page appears.

Search Criteria

UIC BROOKS	Item Desc CONSTITUTION CLASS	On-Hand Qty 0	Authn Qty 1
Stock Nbr 1701V01001701			

Details

Rqstd Qty 1	Authn Rqst Status Requested
Rqst Remarks Help Test	Approval Remarks
Authn Ref Nbr 11556787	Attachment Add Attachment

[Cancel](#)

2. Verify the Search Criteria grid.
3. Verify the Details grid.

