



## 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

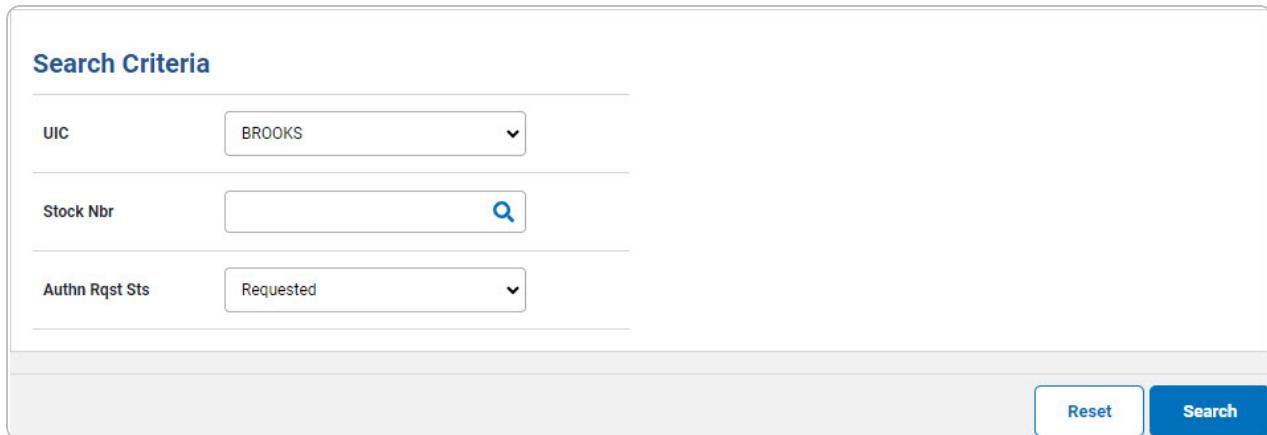
Asset Management > Authorizations PNDG > Authorizations Pending Search Criteria page

### 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  at any point of this procedure returns all fields to the default "All" setting.

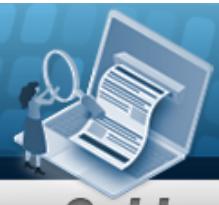
1. In the Search Criteria panel, narrow the results by entering one of the following fields.



The screenshot shows a 'Search Criteria' panel with three fields: 'UIC' (dropdown menu showing 'BROOKS'), 'Stock Nbr' (text input field with a magnifying glass icon), and 'Authn Rqst Sts' (dropdown menu showing 'Requested'). At the bottom right are 'Reset' and 'Search' buttons.

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





2. Select **Search**. The **Authorizations Pending Search Results** page appears.

### Search Criteria

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

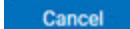
## Navigation

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

## Procedures

### Select Disapproved Authorization(s) for Deletion

 Cancel

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.

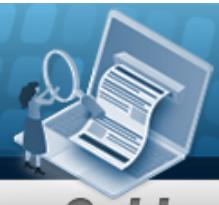
2. Select  to remove the record. *The Delete confirmation pop-up window appears.*

**Note**



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





# Update a Pending Authorization

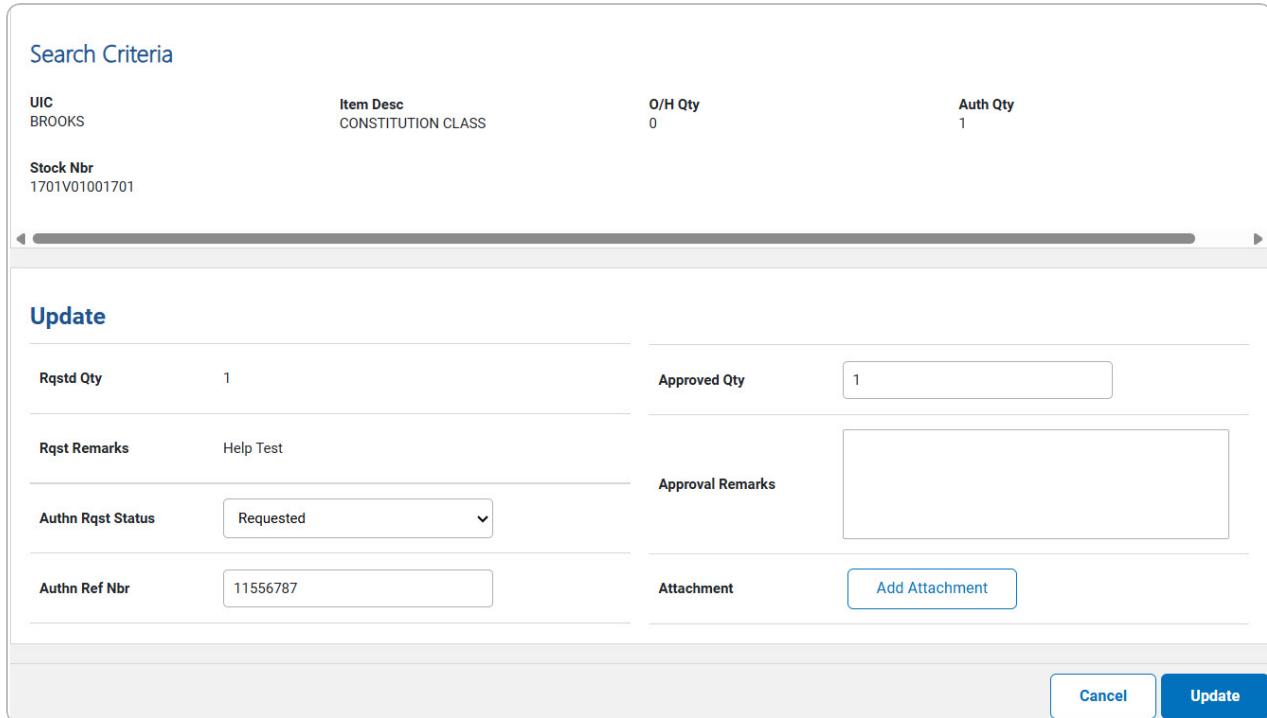
## Navigation

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

## Procedures

### Update a Pending Authorization

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



The screenshot shows the 'Authorizations Pending Update' page. At the top, a 'Search Criteria' grid displays the following data:

UIC	Item Desc	O/H Qty	Auth Qty
BROOKS	CONSTITUTION CLASS	0	1

Below the grid, a 'Stock Nbr' field contains the value '1701V01001701'. The main area is titled 'Update' and contains the following fields:

Rqstd Qty	Approved Qty
1	1

Below this is a 'Rqst Remarks' field with the value 'Help Test' and an 'Approval Remarks' text area.

Further down are fields for 'Authn Rqst Status' (set to 'Requested'), 'Authn Ref Nbr' (set to '11556787'), 'Attachment' (with a 'Add Attachment' button), and 'Cancel' and 'Update' buttons at the bottom right.

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





## Help Reference Guide

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 Results > STOCK NBR hyperlink > Authorization Request Add Details page

### Procedures

#### View the Authorization Request Details

Selecting  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			

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**Details**

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



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

