



## Search for Pending Transactions — Criteria

### Overview

The Property Accountability module Pending Transactions Search Criteria process provides the ability to review the incoming and outgoing assets.

The types of pending transaction processes available for reviewing are:

- Receipt
- Disposition
- Transfer
- Pending
- Loan Within ELMS
- Loan Return

**Note**



Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

### Navigation

Asset Management > Pending TRAN > Pending Transactions Search Criteria page

### Procedures

**ELMS Navigation Helpful Tips**



Click the following link to display PA Navigation Tips.

### Search for a Pending Transaction

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 optional fields.





### Search Criteria

Process	Receipt	Serial Nbr
Process Action	PSN Record Received From PIEE 'A'	Stock Nbr
Doc Nbr		i Custodian Nbr <input type="text"/> 
Asset Id		UIC
		<input type="button" value="Reset"/> <input type="button" value="Search"/>

2. Select  . The **Pending Transactions Search Results** page opens.

Search Criteria																	
Process	Doc Nbr	Serial Nbr	Stock Nbr	Custodian Nbr													
Pending	123456	--	--	--													
Process Action	Asset Id	Stock Nbr															
Pending Approval Lateral UIC-UIC Transfer	--	0005000739411															
Search Results																	
Select	Doc Nbr	Asset Id	Stock Nbr	Serial Nbr	Lot Nbr	Qty	Item Desc	UIC Fr	UIC To	Cust Nbr Fr	Cust Nbr To	Site Id Fr	Site Id To	CAGE Cd	DODAAC	Loc	Pending iRAPT Approval
<input type="checkbox"/>	123456	FFBF50000009	0005000739411	999999	1	TEST RIFLE	BROOKS	AABBTY	HQ0111	FUNC-2	FUNC-2					No	False
<input type="checkbox"/>	123456	FFBF50000011	0005000739411	987654	1	TEST RIFLE	BROOKS	A12345	HQ0111	FUNC-2	FUNC-2					No	False
<input type="button" value="Cancel"/> <input type="button" value="Deselect All"/> <input type="button" value="Select All"/> <input type="button" value="Continue"/>																	





# Search for Pending Transactions — Results

## Overview

The Pending Transaction Results process provides the ability to view and select an asset that has a transaction pending against it.

### Helpful Tip



There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

### Note



Only the highest level component is displayed. The lower level components do not display but process with the higher assemblage automatically.

## Navigation

Asset Management > Pending TRAN > Search Criteria >  > Pending Transactions Search Results page

## Procedures

### ELMS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

## View the Pending Transaction Selected Rows

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

1. Click  to select the pending transaction. A *check mark appears in the box, selecting the asset.*





### Helpful Tip



Select All

checks all assets on all pages.

Deselect All

removes the check marks from all assets on all pages.

2. Select . The **Pending Transactions Selected Rows** page opens.





## View the Pending Transactions Selected Rows

### Overview

The Pending Transactions Selected Rows page displays the records selected that have a transaction pending.

### Navigation

Asset Management > Pending TRAN > Search Criteria >  > Search Results >

(desired record(s)) >  > Pending Transactions Selected Rows page

### Procedures

#### ELMS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

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

#### View the Pending Transactions - Receipt

1. Click  to select the desired row(s). *The desired pending transaction(s) is selected.*
2. Select . The **Selected Rows** page appears.





### Search Criteria

Process Receipt	Doc Nbr	Serial Nbr	Custodian Nbr
	--	--	--
Process Action Locally Created Due-In	Asset Id	Stock Nbr	Ull
	--	--	--

### Selected Rows

Qty	Trans Qty	Doc Nbr	Asset Id	Stock Nbr	Serial Nbr	Lot Nbr	Item Desc	Cust Nbr Fr	Cust Nbr To	UIC Fr	UIC To	Site Id Fr	Site Id To	CAGE Cd	DODAAC	Loc	Status	Ull
1	1	AAAAAA33130125	LNTEST000003	109501F008400	8998734		SHIP SELF DEFENSE SYSTEM	BPG456	ABC123	ABC123	NJ-ME	NJ-ME		BUILD 152 SELF 2		CC		
1		AAAAAA33130125	LNTEST000004	109501F008400			SHIP SELF DEFENSE SYSTEM	BPG456	ABC123	ABC123	NJ-ME	NJ-ME		BUILD 152 SELF 2		CC		

[Reject](#) [Update](#) [Continue](#)

[Cancel](#)

- Select [Reject](#). The **Pending Transaction Reject** page appears.
- Select [Update](#). The **Pending Transactions Receiving Update** page appears.
- Select [Continue](#). The **Asset Receiving Entry** page appears.

### View the Pending Transactions - Disposition

- Click  to select the desired row(s). The desired pending transaction(s) is selected.
- Select [Continue](#). The **Selected Rows** page appears.

### Search Criteria

Process Disposition	Doc Nbr	Serial Nbr	Custodian Nbr
	--	--	--
Process Action Turn-In	Asset Id	Stock Nbr	
	--	--	

### Selected Rows

Qty	Trans Qty	Doc Nbr	Asset Id	Stock Nbr	Serial Nbr	Lot Nbr	Item Desc	Cust Nbr Fr	Cust Nbr To	UIC Fr	UIC To	Site Id Fr	Site Id To	CAGE Cd	DODAAC	Loc	Status
1	1	AAAAAA32582001	NLTEST000004	7025013935690	567897789		DISKSTATION, 12-BAY NAS	STRIKE		ABC123		NJ-ME				RP	

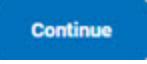
[Reject](#) [Continue](#)

[Cancel](#)





A. Select  **Reject**. The **Pending Transaction Reject** page appears.

B. Select  **Continue**. The **Asset Disposition** page appears.

### View the Pending Transactions - Transfer

1. Click  to select the desired row(s). The desired pending transaction(s) is selected.

Search Criteria																	
Process Transfer	Doc Nbr	Serial Nbr	Custodian Nbr														
Process Action UIC Transfer	Asset Id	Stock Nbr	UII														
1	1	AAAAAA33130002	N00024000039	109501F008400	454545	SHIP SELF DEFENSE SYSTEM	AQS20A	BPG123	N00024	ABC123	NJ-ME	NJ-ME	CG 52	CC			
1	1	AAAAAA33130002	N00024000040	109501F008400	5656565	SHIP SELF DEFENSE SYSTEM	AQS20A	BPG123	N00024	ABC123	NJ-ME	NJ-ME	CG 52	CC			

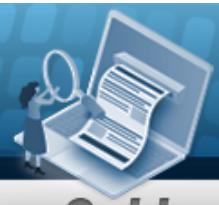
**Selected Rows**

Qty	Trans Qty	Doc Nbr	Asset Id	Stock Nbr	Serial Nbr	Lot Nbr	Item Desc	Cust Nbr Fr	Cust Nbr To	UIC Fr	UIC To	Site Id Fr	Site Id To	CAGE Cd	DODAAC	Loc	Status	UII
1	1	AAAAAA33130002	N00024000039	109501F008400	454545		SHIP SELF DEFENSE SYSTEM	AQS20A	BPG123	N00024	ABC123	NJ-ME	NJ-ME	CG 52	CC			
1	1	AAAAAA33130002	N00024000040	109501F008400	5656565		SHIP SELF DEFENSE SYSTEM	AQS20A	BPG123	N00024	ABC123	NJ-ME	NJ-ME	CG 52	CC			

A. Select  **Reject**. The **Pending Transaction Reject** page appears.

B. Select  **Continue**. The **Asset Transfer** page appears.





### View the Pending Transactions - Pending

1. Click  to select the desired row(s). *The desired pending transaction(s) is selected.*

Search Criteria																	
Process Pending	Doc Nbr	Serial Nbr	Custodian Nbr														
Process Action	Asset Id	Stock Nbr															
Pending Approval Turn-In	--	--	--														
Selected Rows																	
Qty	Trans Qty	Doc Nbr	Asset Id	Stock Nbr	Serial Nbr	Lot Nbr	Item Desc	Cust Nbr Fr	Cust Nbr To	UIC Fr	UIC To	Site Id Fr	Site Id To	CAGE Cd	DODAAC	Loc	Status
1	1	AAAAAA32582002	NLTEST000008	109501F008400	120458		SHIP SELF DEFENSE SYSTEM		STRIKE		ABC123		NJ-ME			RP	
1	1	AAAAAA32582002	NLTEST000009	109501F008400	120459		SHIP SELF DEFENSE SYSTEM		NLTEST		ABC123		NJ-ME			RP	
															<input type="button" value="Approve"/>	<input type="button" value="Reject"/>	
															<input type="button" value="Cancel"/>		

- A. Select . *The Pending Transaction Approve page appears.*
- B. Select . *The Pending Transaction Reject page appears.*

### Loan Within ELMS

- Select . *The Asset Receiving page appears.*
- Select . *The Pending Transactions Receiving Update page appears.*
- Select . *The Pending Transaction Reject page appears.*

### Loan Return

- Select . *The Pending Transactions Transaction Status page appears.*
- Select . *The Pending Transactions Receiving Update page appears.*
- Select . *The Pending Transaction Reject page appears.*





## Approve Pending Transactions

### Overview

The Pending Transactions Approve process provides a secondary check of transactions that are good and ready to go.

### Navigation

Asset Management > Pending TRAN > Search Criteria >  > Search Results >  > *VARIOUS PROCEDURAL STEPS* > Pending Transactions Approve page

### Procedures

#### ELMS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

#### Approve Pending Transactions Request

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

1. Select . The **Approve (the Pending Transaction)** page appears.

Approve												
Qty	Asset Id	Stock Nbr	Item Desc	Cust Nbr Fr	UIC Fr	UIC To	Site Id Fr	Site To	CAGE Cd	DODAAC	Loc	Source
1	AAAAAA32582002	NLTTEST000008	109501F008400	120458	SHIP SELF DEFENSE SYSTEM	STRIKE	ABC123	NJ-ME				PI
1	AAAAAA32582002	NLTTEST000009	109501F008400	120459	SHIP SELF DEFENSE SYSTEM	NLTTEST	ABC123	NJ-ME				PI
<input alt="Cancel button" data-bbox="1379 1552 1444 1594"/> <input alt="Approve button" data-bbox="1460 1552 1525 1594"/>												

2. Select . The **Pending Transactions Transaction Status** page appears.





# Reject Pending Transactions

## Overview

The Pending Transactions Reject process provides a secondary check of transactions that are wrong and need to be fixed.

## Navigation

Asset Management > Pending TRAN > Search Criteria >  > Search Results >  > Selected Rows >  > Pending Transactions Reject page

## Procedures

### ELMS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

### Reject Pending Transactions

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

1. Select . The **Reject the Pending Transaction** page appears.

Reject												
Qty	Asset Id	Stock Nbr	Item Desc	Cust Nbr Fr	UIC Fr	UIC To	Site Id Fr	Site To	CAGE Cd	DODAAC	Loc	Source
1	AAAAAA32582001	NLTEST000004	7025013935690	567897789	DISKSTATION, 12-BAY NAS	STRIKE		ABC123	NJ-ME			T1
<input type="button" value="Cancel"/> <input type="button" value="Reject"/>												

2. Select . The **Pending Transactions Transaction Status** page appears.





## Update a Receiving Pending Transaction

### Navigation

Asset Management > Pending TRAN > Search Criteria >  > Search Results > (desired record(s)) >  > Selected Rows >  > Pending Transactions Receiving Update page

### Procedures

#### Update the Receiving Pending Transaction

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

1. Select . The **Pending Transactions Receiving Update** page appears.

2. Select . The **Pending Transactions Transaction Status** page appears.

