



# 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.





## Help Reference Guide

### Search Criteria

Process	<input type="text" value="Receipt"/>	Serial Nbr	<input type="text"/>
Process Action	<input a"="" type="text" value="PSN Record Received From PIEE "/>	Stock Nbr	<input type="text"/>
Doc Nbr	<input type="text"/>	i Custodian Nbr	<input type="text" value="Select A Custodian"/> 
Asset Id	<input type="text"/>	UII	<input type="text"/>

Reset

Search

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

### Search Criteria

Process Pending	Doc Nbr 123456	Serial Nbr ..	Custodian Nbr ..
Process Action Pending Approval Lateral UIC-UIC Transfer	Asset Id ..	Stock Nbr 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

Cancel

Deselect All

Select All

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 > [Search](#) > 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 [Cancel](#) 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.





## Help Reference Guide

### Helpful Tip



Select All

checks all assets on all pages. [Deselect All](#) removes the check marks from all assets on all pages.

Deselect All

2. Select [Continue](#). 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.





## Help Reference Guide

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	<input type="text"/>	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	LNTEST000004	7025013935690	567897789		DISKSTATION, 12-BAY NAS STRIKE			ABC123		NJ-ME					RP

Reject

Continue

Cancel





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

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	UIC
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	565656		SHIP SELF DEFENSE SYSTEM	AQS20A	BPG123	N00024	ABC123	NJ-ME	NJ-ME			CG 52	CC	

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







## View the Pending Transactions - Pending

- 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  
Pending Approval Turn-In

Asset Id  
--

Stock Nbr  
--

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	AAAAA32582002	NLTEST000008	109501F008400	120458		SHIP SELF DEFENSE SYSTEM	STRIKE		ABC123		NJ-ME					RP
1	1	AAAAA32582002	NLTEST000009	109501F008400	120459		SHIP SELF DEFENSE SYSTEM	NLTEST		ABC123		NJ-ME					RP

Approve

Reject

Cancel

- Select 

Approve

. *The **Pending Transaction Approve** page appears.*
- Select 

Reject

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

## Loan Within ELMS

- Select 

Continue

. *The **Asset Receiving** page appears.*
- Select 

Update

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

Reject

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

## Loan Return

- Select 

Continue

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

Update

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

Reject

. *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	AAAAA32582002	NLTEST000008	109501F008400	120458	SHIP SELF DEFENSE SYSTEM	STRIKE	ABC123	NJ-ME				PI
1	AAAAA32582002	NLTEST000009	109501F008400	120459	SHIP SELF DEFENSE SYSTEM	NLTEST	ABC123	NJ-ME				PI

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.

To complete Reject action, select Reject; otherwise, select Cancel

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				TI

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





# Update a Receiving Pending Transaction

## Navigation

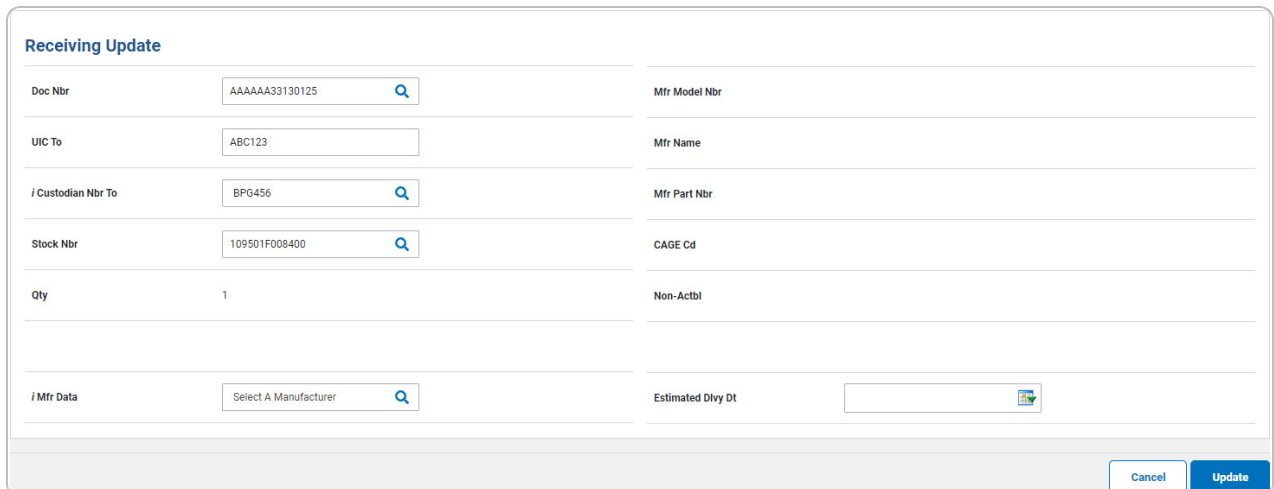
Asset Management > Pending TRAN > Search Criteria >  > Search Results > (desired record(s)) >  > Selected Rows >  > Pending Transactions Receiving Update page

## 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.

