



# Search for a Pending Catalog Transaction

## Overview

The Property Accountability module Pending Catalog Transactions process provides the ability to process catalog records which arrives from outside sources. These catalog records have a Status Code of Catalog Pending (CP) or Manufacturer Pending (MP) or have missing or incomplete information on the receiving Agency's Catalog. The records are awaiting Stock Number or Manufacturer Data to record on the Due-In Table. Once the record is completed, it has a Status Code of Catalog Complete (CC).


## Navigation

Catalog > PNDG CATALOG TRANS > Pending Catalog Transactions Search Criteria page

## Procedures

### Search For a Pending Catalog 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

Stock Nbr

All

Item Desc

All

Doc Nbr

All

Status

☐ Manufacturer Pending (MP)

☐ Catalog Pending (CP)

Reset

Search








## Help Reference Guide

- Select . The results display in the Search Results grid.

Search Results


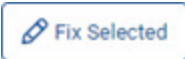
Grid Options 

<input type="checkbox"/>	Doc Nbr	Stock Nbr	Item Desc	Mfr Name	Mfr Part Nbr	Mfr Model Nbr	CAGE Cd	Status	Non-Actbl
<input type="checkbox"/>	<a href="#">1820JK54ADPAS</a>	0	DESCRIPTION		stock			MP	Yes
<input type="checkbox"/>	<a href="#">V4222112C0184</a>	929108004	Terminal, Multiplex, Cryptographic					MP	Yes

Selected 0/2  1  10 Items per page

1 - 2 of 2 items

### Update the Pending Catalog Record

- Click  to select the entry. The **Doc Nbr** record is highlighted, and becomes available.
- Either:
  - Select .
  - OR
  - Select the **Doc Nbr** hyperlink.
- The **Doc Nbr** slide-out window appears.








## Fix the Selected Pending Catalog Transactions

### Navigation

Catalog > PNDG CATALOG TRANS > Search Criteria >


 Search


> Search Results >

(desired record) >  > DOC NBR slide-out window



### Procedures



#### Process a Record


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

- Click  to select the entry. *The Doc NBR record is highlighted, and becomes available.*

 Fix Selected

Search Results									
	Grid Options		Fix Selected						
<input type="checkbox"/>	Doc Nbr	Stock Nbr	Item Desc	Mfr Name	Mfr Part Nbr	Mfr Model Nbr	CAGE Cd	Status	Non-Actbl
<input checked="" type="checkbox"/>	<a href="#">W38GNV13C0624</a>	05MX3360512001	MONITOR COLOR 17 IN					CP	Yes
<input type="checkbox"/>	<a href="#">W38GNV13C0624</a>	05MX3360512001	MONITOR COLOR 17 IN	FN MANUFACTURING, LLC				CP	Yes

Selected 1/2  1  10 Items per page 1 - 2 of 2 items

- Either:
  - Select .
  - OR**
  - Select the Doc NBR hyperlink.
- The **Doc Nbr** slide-out window appears.





## Help Reference Guide

Doc Nbr: W38GNV13C0624 ✕

Stock Number Information

Stock Nbr

05MX3360512001 🔍

Item Desc

MONITOR COLOR 17 IN

Manufacturer Information

Mfr Name

Mfr Model Nbr

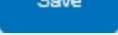
Mfr Part Nbr

🔍

CAGE Cd

Cancel

Save

4. Select . Status Code CP records are upgraded to MP; Status Code MP records are upgraded to CC.

