



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

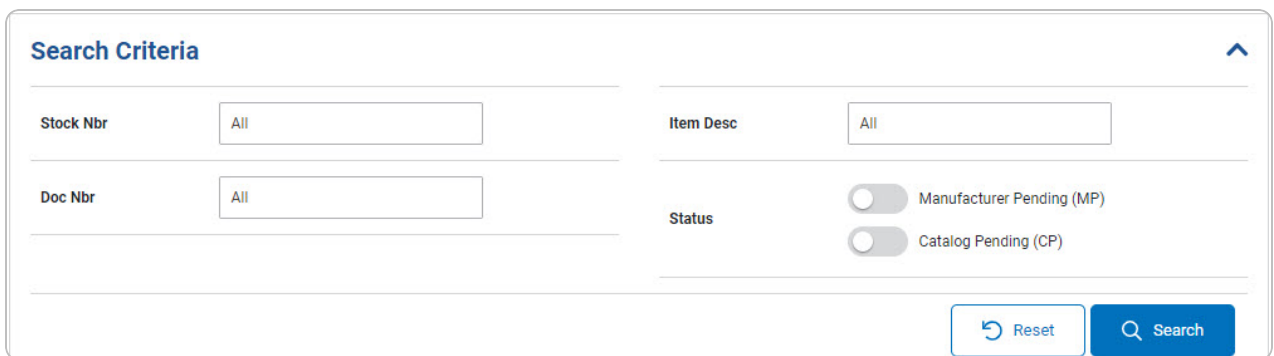
Catalog > PNDG CATALOG TRANS > Pending Catalog Transactions Search Criteria page

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.



The screenshot shows a 'Search Criteria' panel with the following fields and controls:

- Stock Nbr:** A text input field containing 'All'.
- Item Desc:** A text input field containing 'All'.
- Doc Nbr:** A text input field containing 'All'.
- Status:** Two toggle switches. The first is for 'Manufacturer Pending (MP)' and is currently turned off. The second is for 'Catalog Pending (CP)' and is currently turned on.
- Buttons:** A 'Reset' button with a circular arrow icon and a 'Search' button with a magnifying glass icon.







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

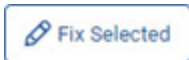
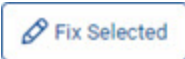
Search Results

Grid Options Fix Selected

Doc Nbr	Stock Nbr	Item Desc	Mfr Name	Mfr Part Nbr	Mfr Model Nbr	CAGE Cd	Status	Non-Actbl
1820JK54ADPAS	0	DESCRIPTION		stock			MP	Yes
V4222112C0184	929108004	Terminal, Multiplex, Cryptographic					MP	Yes

Selected 0/2  1  10 Items per page 1 - 2 of 2 items

Update the Pending Catalog Record

1. Click to select the entry. The **Doc Nbr** record is highlighted, and becomes available. 
2. Either:
 - Select .

OR



 - Select the **Doc Nbr** hyperlink.
3. The **Doc Nbr** slide-out window appears.






Fix the Selected Pending Catalog Transactions

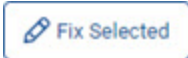
Navigation

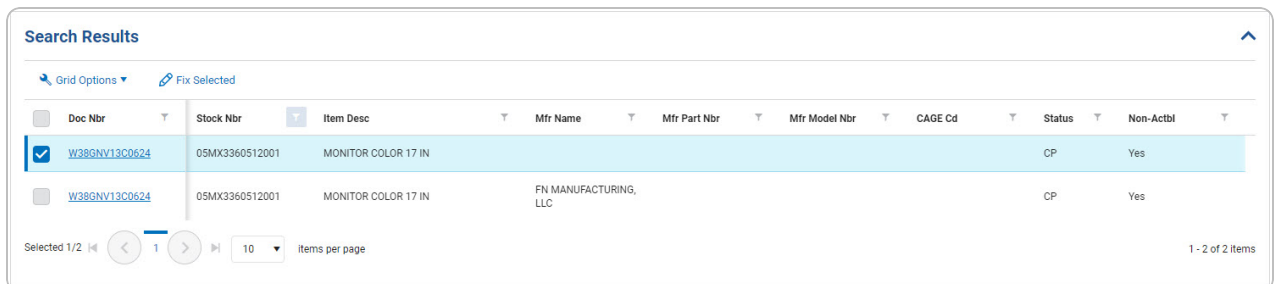
Catalog > PNDG CATALOG TRANS > Search Criteria >  > Search Results >
(desired record) >  > DOC NBR slide-out window

Procedures

Process a Record


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

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



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

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

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







Help Reference Guide

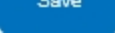
Doc Nbr: W38GNV13C0624 ✕

Stock Number Information

Stock Nbr	<input type="text" value="05MX3360512001"/> 	Item Desc	<input type="text" value="MONITOR COLOR 17 IN"/>
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Manufacturer Information

Mfr Name	<input type="text"/>	Mfr Model Nbr	<input type="text"/>
Mfr Part Nbr	<input type="text"/> 	CAGE Cd	<input type="text"/>

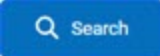

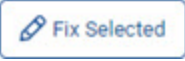


4. Select . Status Code CP records are upgraded to MP; Status Code MP records are upgraded to CC.






Add a Pending Catalog Transaction MANUFACTURER PART NBR

Navigation

Catalog > PNDG CATALOG TRANS > Search Criteria >  > Search Results > 
 (desired record) >  > Doc Nbr > MFR PART NBR  > Internal Manufacturer
 Part Number Browse >  > Pending Catalog Transactions MFR PART NBR Add page



Procedures

Add a MANUFACTURER PART NBR

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



1. Select . The **Add the MANUFACTURER PART NBR** slide-out window appears.

Mfr Part Nbr ^

* Stock Nbr <input style="width: 90%;" type="text"/> 	Item Desc <input style="width: 90%;" type="text"/>
* Mfr Name <input style="width: 90%;" type="text"/>	Mfr Model Nbr <input style="width: 90%;" type="text"/>
Mfr Part Nbr <input style="width: 90%;" type="text"/> 	CAGE Cd <input style="width: 90%;" type="text"/>
UPC <input style="width: 90%;" type="text"/>	FAST Reportable <input type="checkbox"/>
Status ACTIVE v	Non-Actbl Property <input type="checkbox"/>

Remarks ^



Remarks <input style="width: 95%; height: 40px;" type="text"/>	History Remarks <input style="width: 95%; height: 40px;" type="text"/>
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Help Reference Guide

- A. Enter the STOCK NBR, or use  to browse for the entry. *This is a 15 alphanumeric character field.*
 - B. Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*
 - C. *Complete the Remarks panel.*
2. Select . The **Doc Nbr** slide-out window appears.

