



# Batch Activity Review

Each batch transaction is assigned a system-generated **Process Number (Prc Nbr)**.

1. Navigate to the **Master Data > Batch Acty Review** menu path.
2. You can search by the type of process (All, Completed, or Pending).
3. Enter (or use the Calendar tool) a **Submit Start Dt**.
4. Enter (or use the Calendar tool) a **Submit End Date**.
5. Select the **Search** button.

**Batch Activity Review**

Process Status: All ▼

\*Submit Start Dt: 4/25/2011 \*Submit End Dt: 4/28/2011

**Search**

6. Review the transactions. If you wish to delete a process, select the **Delete** hyperlink next to the transaction you want to remove. Once the **Delete** hyperlink is selected, the batch is removed from the process queue; no delete confirmation page is provided. A transaction that has been processed cannot be deleted. However, if the transaction has not been processed, it can be deleted from the queue.
7. If you want to search for a different status, change the **Process Status** and select the **Search** button.

**Batch Activity Review**

Process Status: All ▼

\*Submit Start Dt: 4/25/2011 \*Submit End Dt: 4/28/2011

Delete	Process	Status	Prc Nbr	Submit Dt/Time	Sched Dt/Time	Start Dt/Time	End Dt/Time
	BATCH PROCESSES FOR NAVY NT MPTE	<a href="#">Process Completed</a>	10992	04/28/2011 11:13:58		04/28/2011 11:17:07	
	BATCH PROCESSES FOR NAVY NT MPTE	<a href="#">Process Completed</a>	10990	04/28/2011 10:13:33		04/28/2011 10:30:12	
	STOCK NBR MASS CHANGE	<a href="#">Process Completed</a>	10990	04/28/2011 10:13:33		04/28/2011 10:30:12	
	STOCK NBR MASS CHANGE	<a href="#">Process Completed</a>	10989	04/28/2011 09:59:00		04/28/2011 10:30:11	
	BATCH PROCESSES FOR NAVY NT MPTE	<a href="#">Process Completed</a>	10989	04/28/2011 09:59:00		04/28/2011 10:30:11	
	BATCH PROCESSES FOR NAVY NT MPTE	<a href="#">Process Completed</a>	10988	04/27/2011 13:08:37		04/28/2011 10:30:10	
	STOCK NBR MASS CHANGE	<a href="#">Process Completed</a>	10988	04/27/2011 13:08:37		04/28/2011 10:30:10	

Search Cancel

