

Search for an Authorization — Criteria

Overview

The Property Accountability module Authorization process provides the ability to add, update and delete assets to authorizations and to provide a link between the on-hand item and the authorization for the item.

An authorization, while optional, must be built for each asset. It can be built against an existing Line Item Number (LIN) or a Stock Number. An authorization consists of a Master Authorization record and a Detail Authorization record.

Navigation

Authorizations > Authorization > Authorization Search Criteria page

Procedures

Search for an Authorization

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.

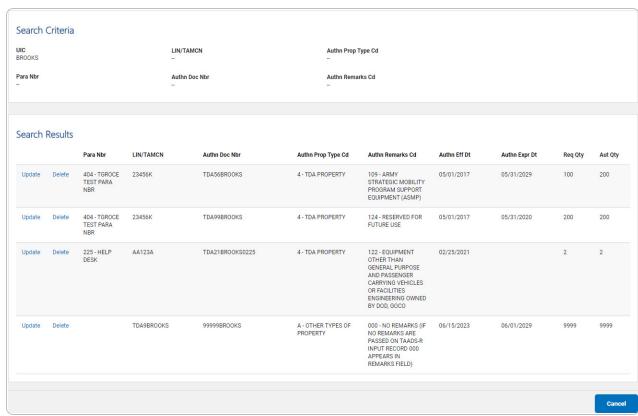
1. In the Search Criteria panel, narrow the results by entering one or more of the following fields.



- 2. The UIC automatically populates and is not editable.
- 3. Enter the PARA NBR, or use \(\frac{Q}{2} \) to browse for the entry. This is a 4 alphanumeric character field.



- 4. Enter the LIN/TAMCN, or use \(\frac{\text{\tinte\text{\te}\text{\texi{\texi{\text{\texi}\text{\text{\texi{\text{\texi{\texi{\texi{\texi{\texi{\texi}\text{\texi{\texiti}\tint{\text{\texi}\texi{\texi{\texi{\texi{\texi{\texi{\texi{\t
- 5. Enter the AUTHN DOC NBR in the field provided. This is a 20 alphanumeric character field.
- 6. Use to select the Authn Prop Type Cd.
- 7. Use to select the Authn Remarks Cd.
- 8. Select search for an Authorization Results page appears.







Add an Authorization

Navigation

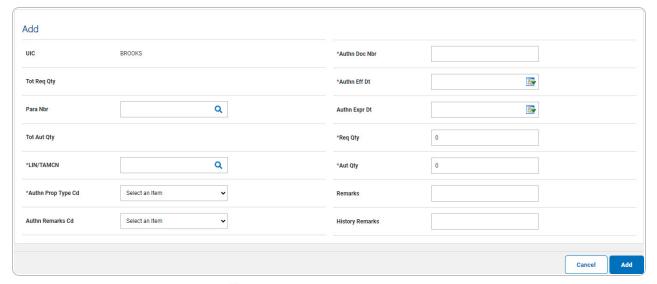
Authorizations > Authorization > Search Criteria > Authorization Add page

Procedures

Add an Authorization

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

1. Select . The **Authorization Add** page appears.



- **2.** Enter the LIN/TAMCN, or use ^Q to browse for the entry. *This is a 10 alphanumeric character field.*
- **3.** Use to select the Authn Prop Type Cd.
- **4.** Enter the AUTHN DOC NBR in the field provided. This is a 20 alphanumeric character field.



- 5. Use to select the AUTHN EFF DT, or enter the date (MM/DD/YYYY) in the field provided.
- **6.** Enter the REQ QTY in the field provided. *This is a 10 numeric character field*.
- **7.** Enter the AUT QTY in the field provided. *This is a 10 numeric character field*.
- 8. Select . The **Authorization Transaction Status** page appears.





Update an Authorization

Navigation

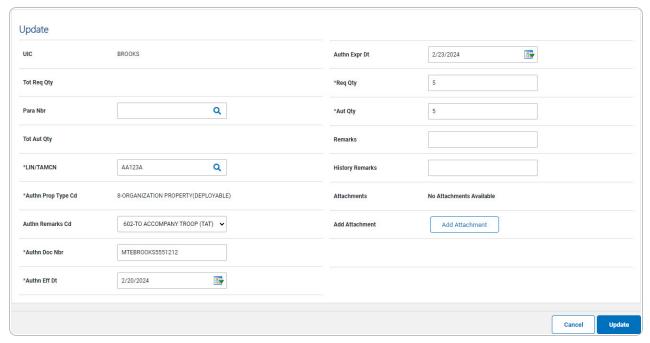
Authorizations > Authorization > Search Criteria > Search Results > Update hyperlink > Authorization Update page

Procedures

Update an Authorization

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

1. Select the Update hyperlink. *The Authorization Update* page appears.



- **2.** Update the LIN/TAMCN, using \bigcirc to browse for the revised identifier. This is a 10 alphanumeric character field.
- **3.** Update the Authn Prop Type Cd, using to select the desired code.



- **4.** Update the AUTHN DOC NBR, entering the revised identifier in the field provided. *This is a 20 alphanumeric character field*.
- **5.** Update the AUTHN EFF DT, using or entering the date (MM/DD/YYYY) in the field provided.
- **6.** Update the REQ QTY, entering the revised amount in the field provided. *This is a 10 numeric character field*.
- **7.** Update the AUT QTY, entering the revised amount in the field provided. *This is a 10 numeric character field*.
- 8. Select Add Attachment to add any new attachments. The **Attachment Add** page appears.
- 9. Select Update . The **Authorization Transaction Status** page appears.





Delete an Authorization

Navigation

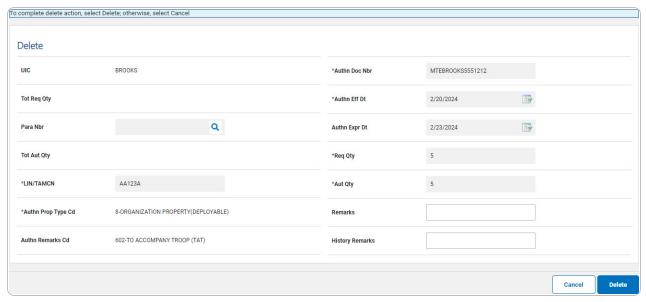
Authorizations > Authorization > Search Criteria > Search Results > Delete hyperlink > Authorization Delete page

Procedures

Delete an Authorization

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

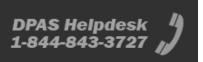
1. Select the Delete hyperlink. The **Authorization Delete** page appears.



2. Update the LIN/TAMCN, using ^Q to browse for the revised identifier. *This is a 10 alpha-numeric character field.*

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- **3.** Verify the AUTHN PROP TYPE CD.
- **4.** Verify the AUTHN DOC NBR.
- **5.** Verify the AUTHN EFF DT.





- **6.** Verify the REQ QTY.
- **7.** Verify the AUT QTY.
- 8. Select . The **Authorization Transaction Status** page appears.