



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.

- In the Search Criteria panel, narrow the results by entering one of the following optional fields.

Search Criteria ^

Stock Nbr <input style="width: 80%;" type="text" value="All"/>	Item Desc <input style="width: 80%;" type="text" value="All"/>
Doc Nbr <input style="width: 80%;" type="text" value="All"/>	Status <input type="checkbox"/> Manufacturer Pending (MP) <input type="checkbox"/> Catalog Pending (CP)




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

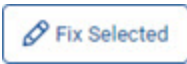
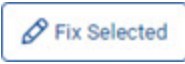
Search Results

Grid Options

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  10 Items per page 1 - 2 of 2 items

Update the Pending Catalog Record

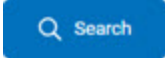

- Click to select the entry. The *Doc Nbr* record is highlighted, and becomes available. 
- Either:
 - Select .

OR

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


Fix the Selected Pending Catalog Transactions

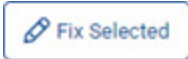
Navigation

Catalog > PNDG CATALOG TRANS >  Search > (desired record) >  Fix Selected >
 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.

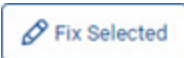
- Click to select the entry. *The DOC NBR record is highlighted, and becomes available.* 

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"/>	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

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

Doc Nbr: W38GNV13C0624 x

Stock Number Information

Stock Nbr	<input type="text" value="05MX3360512001"/> <input type="button" value="Q"/>	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"/> <input type="button" value="Q"/>	CAGE Cd	<input type="text"/>

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