AM.020.104 – VERIFYING OPEN TRANSACTIONS

Purpose	• To identify the benefit to verifying open transactions. • To identify where you can and cannot modify transactions. • To verify open transactions.
Description	Property Control may need to run Depreciation Calculation on a specific open transaction or a range of transactions from time to time. Before running the Depreciation Calculation process, the open transactions must be identified. You may not modify a transaction in the Open Transaction page, but you can make changes to the chartfields in the Change/Delete Pending Trans page.
Security Role	**BOR_AM_INQUIRY**
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to verify open transactions.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **Asset Management** link.
4.	Click the **Depreciation** link.
5.	Click the **Open Transactions** link.
6.	Click the **Review** link.
7.	Enter the institution's Business Unit in the **Business Unit** field.
8.	Enter the Asset ID in the **Asset Identification** field**.**
9.	Click **Search.** The system navigates to the Open Transaction Details page.
10.	Review the **Details** and note the **Open Transaction ID**.