

AM.020.105 – EDITING OR DELETING PENDING TRANSACTIONS

Purpose	<ul style="list-style-type: none"> • To describe what creates open transactions that are considered pending. • To identify when the pending status for open transactions changes. • To identify which types of transactions can be edited or deleted while still pending. • To edit a pending transaction.
Description	<p>Asset additions and adjustments completed in batch or online create open transactions that are considered “<i>Pending</i>” until the Depreciation Calculation is run. Property Control users edit pending transactions for assets identified as requiring a modification or transaction deletions. This process must be run prior to running depreciation calculation.</p> <p>Depending on the transaction type, only certain fields will be available on the Pending Trans Update/Display panel:</p> <ul style="list-style-type: none"> ○ ADD – all fields available ○ ADJ – Cost and Quantity ○ RCT – Category ○ TRF – ChartField ○ RET - Retirement transactions and parent/child asset transactions cannot be modified or deleted. <p>When modifying or deleting a pending transaction, remember to record the action in both books.</p>
Security Role	BOR_AM_INQUIRY
Dependencies/ Constraints	<ul style="list-style-type: none"> • Users cannot modify or delete retirement transactions or parent/child asset transactions. • Users must update/delete ‘<i>Pending</i>’ transactions prior to running Depreciation Calculation.
Additional Information	None

Procedure

Below are step by step instructions on how to edit or delete pending transactions.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Asset Management link.
4.	Click the Asset Transactions link.
5.	Click the Financial Transactions link.
6.	Click the Change/Delete Pending Trans link.
7.	Enter the institution's Business Unit in the Business Unit field.
8.	Locate the asset and click the entry in the Open Transaction ID column.
9.	Click the Update button.
10.	Enter any information needed, then click the Save button when finished.