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## AM.020.104 – VERIFYING OPEN TRANSACTIONS

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To identify the benefit to verifying open transactions.</li> <li>To identify where you can and cannot modify transactions.</li> <li>To verify open transactions.</li> </ul>
<b>Description</b>	<p>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.</p> <p>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.</p>
<b>Security Role</b>	<b>BOR_AM_INQUIRY</b>
<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	None

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## **Procedure**

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

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