

## AM.020.105 – EDITING OR DELETING PENDING TRANSACTIONS

<p><b>Purpose</b></p>	<ul style="list-style-type: none"> <li>• To describe what creates open transactions that are considered pending.</li> <li>• To identify when the pending status for open transactions changes.</li> <li>• To identify which types of transactions can be edited or deleted while still pending.</li> <li>• To edit a pending transaction.</li> </ul>
<p><b>Description</b></p>	<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"> <li>○ ADD – all fields available</li> <li>○ ADJ – Cost and Quantity</li> <li>○ RCT – Category</li> <li>○ TRF – ChartField</li> <li>○ RET - Retirement transactions and parent/child asset transactions cannot be modified or deleted.</li> </ul> <p>When modifying or deleting a pending transaction, remember to record the action in both books.</p>
<p><b>Security Role</b></p>	<p><b>BOR_AM_INQUIRY</b></p>
<p><b>Dependencies/ Constraints</b></p>	<ul style="list-style-type: none"> <li>• Users cannot modify or delete retirement transactions or parent/child asset transactions.</li> <li>• Users must update/delete ‘<i>Pending</i>’ transactions prior to running Depreciation Calculation.</li> </ul>
<p><b>Additional Information</b></p>	<p>None</p>

## **Procedure**

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

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