

## FABweb Check Status

The **Check Status** function allows users with access to **FABweb** to determine the status of transfer and surplus/disposal transactions for their organizations. When you click the **Check Status** link on the Main Menu, a list of all in-process transactions appear based upon your authorizations.

**Acquisition**  
[Process a new acquisition for Banner Fixed Asset](#)  
[Update an existing Banner Fixed Asset](#)

**Transfer**  
[Process a transfer](#)

**Surplus/Disposal**  
[Process a Surplus/Disposal](#)

**Check Status of Transfer/Surplus**  
[Check Status](#)

You can narrow the search by entering a specific transaction ID (for example: *TR000294* or *294*) or a PTag number. If you have authorization for multiple units, you can also use the **Org (Resp)** drop down list to narrow the search to a specific three-digit Organization code.

**Check Status (Read only)**

Find a record using one of three options:

- Enter Transfer/Surplus ID and click on Find. (ex: TR000294 enter as 294)  
Or
- Enter PTag number and click on Find.  
Or
- Browse all records for your organization(s) listed below. Select Org, and click on Find.

Transfer/Surplus ID:  Org (Resp):

PTag:

You can click the link for the transaction to view the details in read-only mode. If a transaction is locked to another user, that user is the only person who can make updates and submit. If the transaction is unclaimed, any user with the appropriate role can claim it and make updates and submit.

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Transaction #	Unit/Role #	Receiving Org #	Status	User Name #	Date and Time last Status Change
<a href="#">TR008614</a>	Originating Dept/Rep	1-615000	Locked	Sherri Faith	2012-05-18 10:38:46.0

Click the link to display transaction details.