



Deleting Transactions In GWA

Deleting transactions in the GWA System will give certain users the capability to delete transactions that, for various reasons, should not have been entered. Only transactions associated with certain user roles (Agency Preparer, Agency All, BPD Preparer, FMS Authorizing Analyst and FMS Authorizing Supervisor) having certain states/statuses (Saved, Agency Rejected, BPD Rejected, FMS Rejected, Publications Rejected and STAR Rejected) can be deleted. The matrix on the next page describes the User Role/Transaction State delete capability.



User Role/Transaction State Matrix

		Transaction State						
		Saved	Agency Rejected	Agency Rejected	BPD Rejected	FMS Rejected	Publications Rejected	STAR Rejected
User Role	Agency Preparer	X	X	X	X	X	X	X
	Agency All	X	X	X	X	X	X	X
	BPD Preparer	X		X	X		X	X
	FMS Authorizing Analyst	X				X	X	X
	FMS Authorizing Supervisor	X					X	X

Users that have the capability of updating a transactions will have the capability of deleting transactions.

The user roles capably of deleting transactions for the various transaction states are defined in the User Role/Transaction State Matrix above.

An example of this is as follows: A transaction that that initiated by an Agency Preparer can be deleted when the transaction has the state of Saved, Agency Rejected, Agency Rejected, FMS Rejected, Publications Rejected or STAR Rejected



Deleting Transactions Example

The next several pages go through a screen-by-screen example of deleting a transaction in the GWA System.



The GWA Home Page will be the first page you will see after logging into the GWA System. To delete a transaction,

- Click on **Pending Transactions** with the left mouse button.

Pending Transactions

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type: Status: Requires Action:

Dept Reg: Account: Legal Authority:

= transaction checked out by another user

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Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
<input type="radio"/>	DBDA...	(85) 11X4121	Saved	7/22/2002 6:46:46 AM	072002	Non-Credit Reform Borrowing	45,612.88	81 STAT 354 Act November 3, 1967	-
<input type="checkbox"/>	DECE...	(85) 11X4174	Agency Certified	7/19/2002 1:24:16 PM	072002	Repayment Credit Reform Borrowing	60.00	2 USC 661(d) - Federal Credit Reform Act of 1990	kaj
<input type="checkbox"/>	SEBZ...	(85) 11X4121	BPD Rejected	7/19/2002 12:41:52 PM	072001	Repayment Principle Non- Credit Reform	8.00	81 STAT 354 Act November 3, 1967	kaj

A transaction requiring updating by the user will have a radio button in the Select column. A transaction that does not contain a radio button in the Select column does not require action by the user. Users need to update transactions when 1) a transaction was previously saved and needs to be retrieved for completion or **deletion** and 2) a transaction was rejected by a certifier/approver or STAR and needs corrected or **deleted**.

- To begin, click on the Radio button under the Select column next to the transaction that needs updating.

Pending Transactions - Microsoft Internet Explorer

Address: http://gbltaget/pender/NET/GWA/PendingTrans.asp

GOVERNMENTWIDE ACCOUNTING REFORM ACT
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Pending Transactions

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type: Status: Requires Action:

Dept Reg: Account: Legal Authority:

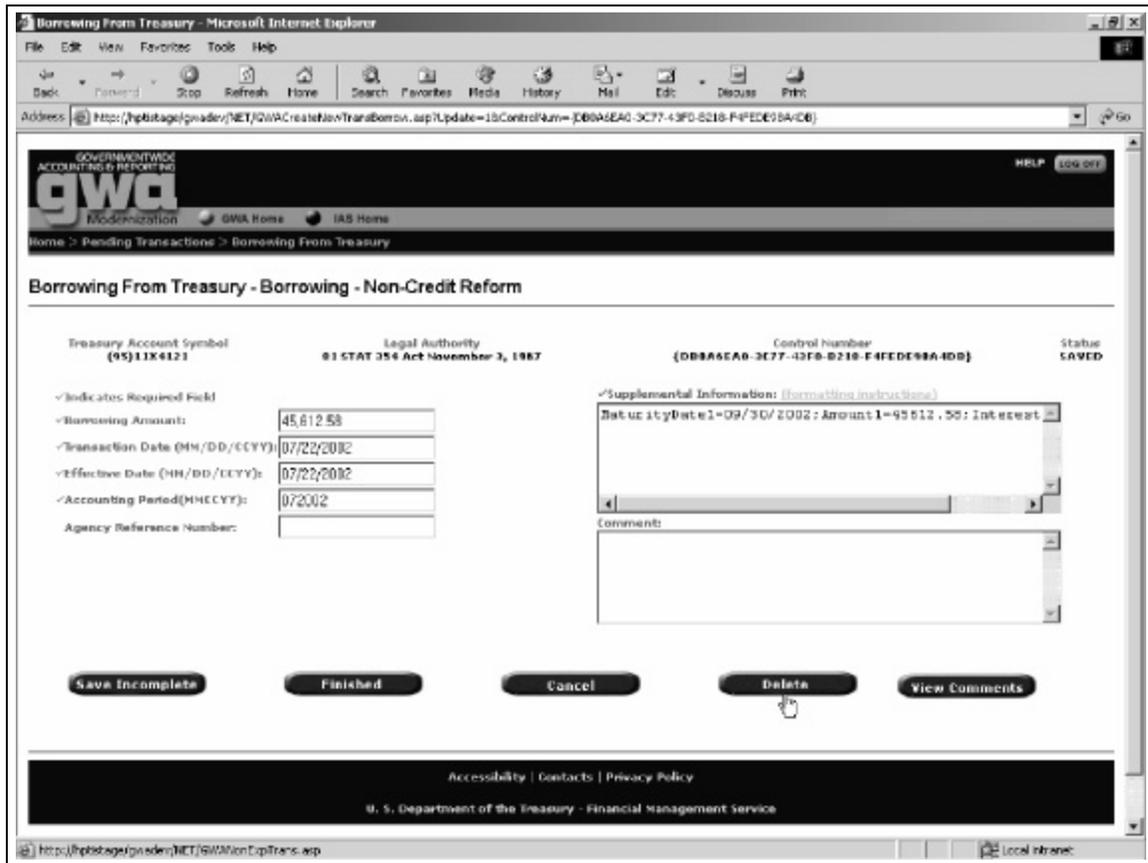
✓ - transaction checked out by another user

Download Options: Text XML Excel

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
<input checked="" type="radio"/>	DBOA...	(95) 11X4121	Saved	7/22/2002 6:46:46 AM	072002	Non-Credit Reform Borrowing	45,612.88	91 STAT 354 Act November 3, 1967	-
<input type="radio"/>	DECE...	(85) 11X4174	Agency Certified	7/19/2002 1:24:16 PM	072002	Repayment Credit Reform Borrowing	60.00	2 USC 661(d) - Federal Credit Reform Act of 1990	kaj
<input type="radio"/>	REBZ...	(85) 11X4121	BPD Rejected	7/19/2002 12:41:52 PM	072001	Repayment Principle Non-Credit Reform	8.00	91 STAT 354 Act November 3, 1967	kaj

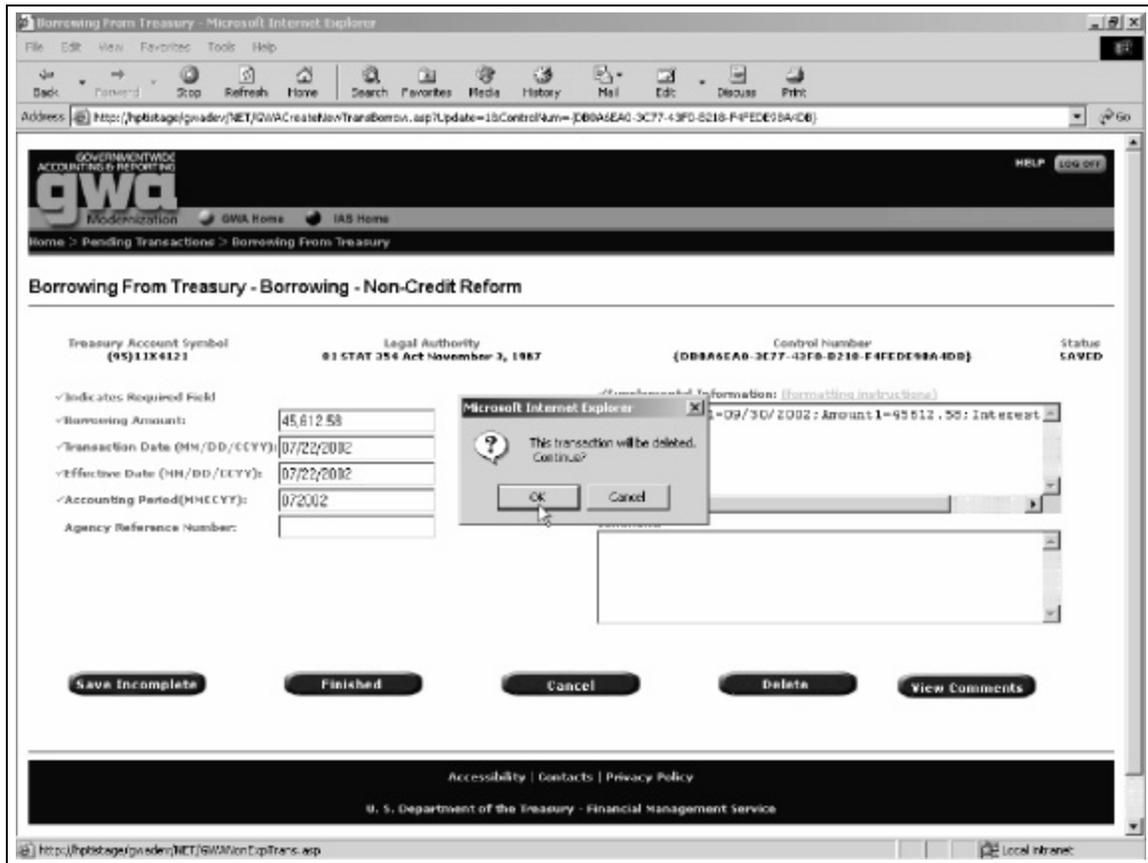
http://gbltaget/pender/NET/GWA/PendingTrans.asp Local intranet

- Next, click on the **Update** button with the left mouse button.



After the update button is clicked, the transaction that requires updating will be displayed. The Status field will allow the user to see why the transaction needs updating. In this example, the user previously saved the transaction. If a transaction was rejected, the same update procedures would be followed. Transactions that meet the criteria for deletion will have an Delete button at the bottom of the screen.

- To delete a transaction, click on the **Delete** button



After clicking the Delete button, a pop-up box will be displayed giving the user the capability to:

- Continue with the delete by clicking the **OK** button or,
- Canceling the delete by clicking the **Cancel** button

If **OK** is clicked, the user will go back to the Pending Transactions screen and if **Cancel** is clicked, the user will remain on the same screen.

Note: Please note that once a transaction is deleted, the user can not undo the deletion.

Pending Transactions - Microsoft Internet Explorer

Address: http://gtaibagjgwader/het/GWA/PendingTrans.asp

GOVERNMENTWIDE ACCOUNTING REPORTING
gwa Modernization
 GWA Home IAS Home
 Home > Pending Transactions

Pending Transactions

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type: Status: Requires Action:

Dept Reg: Account: Legal Authority:

= transaction checked out by another user

Download Options:

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
<input type="checkbox"/>	DECR...	(85) 11X4174	Agency Certified	7/19/2002 1:24:16 PM	072002	Repayment Credit Reform Borrowing	60.00	2 USC 661(d) - Federal Credit Reform Act of 1990	kaj
<input type="checkbox"/>	BEB7...	(85) 11X4121	BPD Rejected	7/19/2002 12:41:52 PM	072001	Repayment Principle Non-Credit Reform Borrowing	8.00	81 STAT 354 Act November 3, 1967	kaj
<input type="checkbox"/>	FCaB...	(85) 11X4121	Finished	7/19/2002 11:24:02 AM	072001	Non-Credit Reform Borrowing	10.00	81 STAT 354 Act November	kaj

Local intranet

After a transaction is deleted, the user will return to the Pending Transactions screen and the deleted transaction is removed from the list.