



## **Mass Activate/Inactivate Funds - FIN8910**



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## Finance > Utilities > Mass Activate/Inactivate Funds

This utility is used to mass activate or inactivate accounts by fund code. When a fund code is inactivated, you can no longer post to an account code containing that particular fund code. Account codes with inactivated fund codes can still be viewed on reports and inquiries.

### Mass activate/inactivate funds:

Field	Description
<b>Account Code</b>	The 20-character account code mask is displayed. You can enter a partial mask or complete account code elements (e.g., 1XX for all 1 account codes or 199 for all 199 account codes), and the entry will be accepted. Use a mask with all Xs to activate or inactivate all accounts.

☐ Under **Action**, select one of the following:


<b>Activate</b>	Select to activate all accounts with the selected elements from any changes.
<b>Inactivate</b>	Select to inactivate all accounts with the selected elements from any changes.

☐ Click **Execute** to execute the process. The preview report is displayed. [Review the report.](#)

- Click **Process** to proceed.
- Click **Cancel** to close the report without processing the changes.

A message is displayed indicating that the process was completed successfully.

### Other functions and features:

<b>+Add</b>	Click to add a row to the grid or press ALT+1. <b>Note:</b> When using ALT+1 to add a new row to the grid, you must use the 1 key on the keyboard, not the 1 key on the numeric keypad.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.  Click <b>Save</b> .