

Mass Update User Account by Fund - DA5000

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This page is used to mass update all account codes assigned to specific years. You can determine whether to update the current year or next year funds by fund type and fiscal year. Accounts can be updated by workflow type. The fund/yr does not need to exist on the Finance > Tables > Account Codes > Fund tab. If the fund/yr exists in the Finance > Tables > Account Codes > Fund tab, but the **Fund Description** field is blank, or if the fund/yr does not exist in the table, the following message is displayed in the **To Fund/Yr Description** field: “Fund/Yr does not exist in Finance.” The utility is correctly processed regardless of this message.

If user accounts exist with specified fiscal years, a list of funds with their fiscal year is displayed from the user accounts that were created. If all the user accounts are masked with no specified fiscal year, this page is blank.

If no user accounts exist or no accounts have a specified fiscal year (all are masked), the page is blank.

Mass update user accounts by fund:

❑ Under **Options**, select one or more of the following processes:

- **Accounts Receivable**
- **Budget**
- **Budget Amendment Requests**
- **Finance**
- **Purchasing Requisition**
- **Restock Requisition**
- **Warehouse Requisition**

If a fund/year account is available, it is displayed on the left side of the page. The right side of the page displays the selected fund/year accounts to be mass updated.

❑ Select the fund/year accounts to mass update for the next fiscal year. Use the following buttons to include or exclude an entry or entries from the mass update process.

 - move selected entries from the left side of the page to the right side of the page

 - move all entries from the left side of the page to the right side of the page

 - move selected entries from the right side of the page to the left side of the page

 - move all entries from the right side of the page to the left side of the page

❑ Click **Execute**. A message is displayed indicating that the mass update successfully completed.