

Mass Lock/Unlock Funds - BUD6400

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This page is used to protect account codes and amounts from being changed when developing the next year's budget. When completing the mask, you can quickly select single or multiple account codes to be locked. Budget accounts that are locked cannot be updated or changed on the Budget maintenance pages by either Budget users or through the Interface NY to Budget process in Human Resources. You do not need to remember what accounts are locked before unlocking them. By using a full mask of the account code and clicking **Execute**, a preview page of all account codes to be unlocked is displayed. You can then determine if all accounts listed are to be unlocked or if the unlock mask should be modified.

Mass lock/unlcock accounts:

Field	Description
Account Code	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). Use a mask with all Xs to lock or unlock all accounts.

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

Lock	Select to lock all accounts with the selected element from any changes.
Unlock	Select to unlock all accounts with the selected element and allow changes.

Execute	Click to lock or unlock the selected accounts that match the mask. The Mass Lock/Unlock Funds Change Report is displayed.	Review the report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead. ++

A message is displayed indicating a system backup should be performed.

- Click **Yes** to perform a system backup. Otherwise, click **No** to not perform a system backup and continue the process.
    - The **File ID** field is display only and reflects the file ID to which the user is logged on.
    - The **Export File Name** field is display only.
    - Click **Execute** to continue the export. Otherwise, click **Cancel** to close the page without completing the task.
- A message is displayed indicating that you are about to export budget tables and confirming that you want to continue. Click **Yes** to continue the export. Otherwise, click **No** to cancel the export.
- Type a password for the exported file, and then click **Execute**. The File Download page is displayed.
- Click **Save** to save the file. A Save As dialog box is displayed.
    - In the **Save in** field, navigate to the appropriate folder.
    - In the **File name** field, the file name is set to dbcccddd_mmddyyyy_bud.rsf, where cccddd is the county-district number and mmddyyyy is the current date. You can type a different name for the file.
    - Click **Save**. Otherwise, click **Cancel** to close the Save As dialog box without saving the file.
- The tables are exported, and a message is displayed indicating that the create budget data process completed successfully. Click **OK**.

Process	Click to update the selected accounts in the budget tables. A message is displayed indicating that the process was successfully completed. Click **OK**.
Cancel	Click to return to the Mass Lock/Unlock Funds page without updating the selected accounts.


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