



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	<p>Click to lock or unlock the selected accounts that match the mask. The Mass Lock/Unlock Funds Change Report is displayed. Review the report.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>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.</p>

Process	<p>Click to update the selected accounts in the budget tables. A message is displayed indicating a system backup should be performed.</p> <ul style="list-style-type: none"> • Click Yes to perform a system backup. Otherwise, click No to not perform a system backup and continue the process. <ul style="list-style-type: none"> ◦ 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. <ul style="list-style-type: none"> ◦ In the Save in field, navigate to the appropriate folder. ◦ In the File name field, the file name is set to dbccddd_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.
Cancel	Click to return to the Mass Lock/Unlock Funds page without updating the selected accounts.



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