


# 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/unlock 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. |

Select one of the following **Action** options:

| | |
|---|---|
| **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.<br><br>**Review the report using the following buttons**:<br><br>Click First to go to the first page of the report.<br>Click ◀ to go back one page.<br>Click ▶ to go forward one page.<br>Click Last to go to the last page of the report.<br><br>**The report can be viewed and saved in various file formats**.<br><br>Click to save and print the report in PDF format.<br>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.<br>Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead. |
| **Process** | Click to update the selected accounts in the budget tables.<br>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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