

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.

❑ Click **Execute** to lock or unlock the selected accounts that match the mask. The Mass Lock/Unlock Funds Change Report is displayed. Review the report.

❑ Click **Process** to update the selected accounts in the budget tables.

A message is displayed prompting you to perform a backup.

❑ Click **Cancel** to return to the Mass Lock/Unlock Funds page without updating the selected accounts.


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