Update an Appropriation — Mass Update

Overview

The Appropriation Mass Update process allows mass editing of the appropriation data assigned to an asset(s). All personal property assets, ancillary costs, improvements, real property assets, and/or Construction In Progress (CIP) Project records are affected by the appropriation change.

Navigation

Master Data > Mass Updates > Appropriation > Appropriation Mass Update page

Procedures

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Selecting [Reset] *at any point of this procedure returns all fields to the default setting.* **Bold numbered steps are required.**

1.   Select Appropriation. *The **Appropriation Mass Update** page appears.*

Update

*Fund Cd/ASN From   Select an Item

*Fund Cd/ASN To

*Update Type   Select an Item

Reset   Submit

A.   Update the FUND CD/ASN From, using ⌄ to select the desired code.

> **Note**
>
> ❓   The Mass Update Appropriation process cannot be used to change between different Interface System Code associated Fund Codes (i.e.: AY to AG or AG to AY). The

> Interface System Code associated Fund Codes must match (i.e.: AY to AY or AG to AG).

    B.   Update the FUND CD/ASN To, using ⌄ to select the desired code.

    C.   Update the Update Type, using ⌄ to select the desired type.

2.   Select [Submit] . *The **Batch Submission** page appears.*

Your Transaction was Scheduled. It will be processed at a later time.	
Scheduled Process Number	**Schedule Process Status**
53907	Submitted by User
	[Cancel]

3.   Select [Cancel] . *The **Appropriation Mass Update** page appears.*