



# 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

### Update an Appropriation — Mass Update

[Reset](#)

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





## Help Reference Guide

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 . 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



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

