



Mass Appropriation Update

1. In the Property Accountability module, navigate to the **Master Data > Mass Updates > Appropriation** menu path.
2. Select the appropriate **Fund Cd/ASN From**. (The selection you make in the **Fund Cd From** determines the selection(s) available in the **Fund Cd To** because they are active and have the same **Interface System Id** and **UIC**.)
3. Select the appropriate **Fund Cd/ASN To**. (When changing to a new appropriation, you must first establish the new one in the **Master Data > Appropriation** process.)
4. Select the appropriate **Update Type**.
5. Select the **Submit** button.

Using the Mass Appropriation Update process changes the appropriation assigned to an asset(s).

All personal property assets, ancillary costs, improvements, real property assets and/or Construction In Progress (CIP) Project records will be affected by the appropriation change.

Update			
*Fund Cd/ASN From	99-	*Fund Cd/ASN To	A2-
*Update Type	Update		
<input type="button" value="Submit"/>		<input type="button" value="Reset"/>	

Selecting *Correction* from the **Update Type** drop-down list will produce plus and minus accounting transactions based on the Receipt Action type. Use this selection when correcting an error that was made previously.

If the submission was made in error, you will need to cancel the request prior to the Batch cycle processing. This is performed using the **Batch Transaction Review** process under the **Master Data** menu.