

Organization Lock—Quick Reference

Features

- Use to query or change lock status.
- Query results only show those organizations that you can update.
- You cannot lock or unlock your own organization.
- Drill down through an organization to view and update lock status for an individual organization.

Recommended Parameters

Chart, Budget, and Phase 1 are *required*. Phase 2 and Phase 3 are not used at the University of Illinois.

Other Criteria

- Current Status: *All*
- Organization: Enter a roll-up or data entry code, or leave blank to view all the organizations you can lock and unlock

Snapshot

Level 3 (College) Organization Query Results

Budget Development Organization Lock

Click on any Organization hyperlink to drill down to a list of its successor organizations.
Note: A **Locked*** record indicates at least one successor organization is unlocked.
 To change lock statuses, select the **Change Status** checkbox to mark an organization for change, optionally click **Review** to preview the records marked for change, then click **Update** to toggle the status of the marked record(s).

Parameters

Chart of Accounts	1	University of Illinois - Urbana
Budget ID	FY05-1	FY 05 COA 1
Phase 1	FY05-1	FY05 COA 1 Working Phase
Phase 2		
Phase 3		
Lock Status	All	
Organization	KL	Agr Consumer & Env Sciences

Click an organization code to view its sub-organizations.

Organization Lock Status

Organization Title	FY05-1 Phase 1	Current Status	Change Status
KL Agr Consumer & Env Sciences		Locked*	<input type="checkbox"/>

Locked* status with an asterisk * indicates one or more sub-organization is *unlocked*.

Review Update

Drill-down to Level 4 (School or Sub-college) Organization

Only the Parameters and Results are shown in this picture.

Parameters

Chart of Accounts	1	University of Illinois - Urbana
Budget ID	FY05-1	FY 05 COA 1
Phase 1	FY05-1	FY05 COA 1 Working Phase
Phase 2		
Phase 3		
Lock Status	All	
Organization		
Drill From Organization	KL	Agr Consumer & Env Sciences

Click an organization code to view its sub-organizations.

Organization Lock Status

Organization Title	FY05-1 Phase 1	Current Status	Change Status
KLO Agr Consumer & Env Sciences		Locked*	<input checked="" type="checkbox"/>

Click a Change Status check box to mark an organization (and its sub-organizations) for a status change.

Review Update

Click Update to change the lock status for checked organizations.

Drill-down to Level 5 (Department) Organizations after a Lock Status Change

Only the Parameters and Results are shown in this picture.

Parameters		
Chart of Accounts	1	University of Illinois - Urbana
Budget ID	FY05-1	FY 05 COA 1
Phase 1	FY05-1	FY05 COA 1 Working Phase
Phase 2		
Phase 3		
Lock Status	All	
Organization		
Drill From Organization	KL0	Agr Consumer & Env Sciences

The higher-level organization for the displayed organization(s) is always noted here.

Organization Lock Status			
Organization Title		FY05-1 Phase 1	
		Current Status	Change Status
306	Agr Consumer & Env Sciences	Unlocked	<input type="checkbox"/>
348	Aces Info Tech & Cmc Svcs	Unlocked	<input type="checkbox"/>
384	Cooperative Extension	Unlocked	<input type="checkbox"/>
416	Agricultural Buildings O & M	Unlocked	<input type="checkbox"/>
452	Agr Consumer & Env Sci Gen	Unlocked	<input type="checkbox"/>
470	Agr & Consumer Economics	Unlocked	<input type="checkbox"/>
483	Agr Consumer & Env Sci Admn	Unlocked	<input type="checkbox"/>
538	Animal Sciences	Unlocked	<input type="checkbox"/>
698	Food Science & Human Nutrition	Unlocked	<input type="checkbox"/>
741	Agricultural Engineering	Unlocked	<input type="checkbox"/>
793	Human & Community Development	Unlocked	<input type="checkbox"/>
802	Crop Sciences	Unlocked	<input type="checkbox"/>
875	Natural Res & Env Sci	Unlocked	<input type="checkbox"/>
888	Veterinary Prog in Agr	Unlocked	<input type="checkbox"/>
971	Nutritional Sciences	Unlocked	<input type="checkbox"/>

Click an organization code to view its sub-organizations.

Drill-down to Level 6 (Sub-unit) Organizations

Only the Results are shown in this picture.

Organization Lock Status			
Organization Title		FY05-1 Phase 1	
		Current Status	Change Status
384000	Cooperative Extension	Unlocked	<input type="checkbox"/>
384001	NW Region	Unlocked	<input type="checkbox"/>
384021	NE Region	Unlocked	<input type="checkbox"/>
384040	EC Region	Unlocked	<input type="checkbox"/>
384064	WC Region	Unlocked	<input type="checkbox"/>
384087	SO Region	Unlocked	<input type="checkbox"/>
384108	Administration	Unlocked	<input type="checkbox"/>
384121	State 4H Ofc	Unlocked	<input type="checkbox"/>

An organization code without a hyperlink does not have any sub-organizations.

Drill-down to Level 7 (Sub-unit) Organizations

Only the Results are shown in this picture.

Organization Lock Status			
Organization Title		FY05-1 Phase 1	
		Current Status	Change Status
384122	Il 4H Fdn	Unlocked	<input checked="" type="checkbox"/>

You can change statuses for organizations individually.