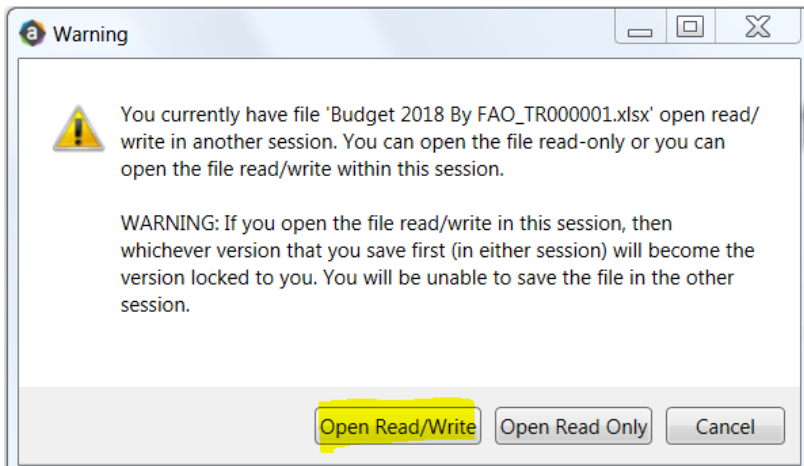


UR Budget How To Unlock a Locked Plan File QRC

If UR Budget is exited before all plan files have been saved or closed, the plan file becomes “locked”. This QRC explains two ways that it can become unlocked

1. If the plan file is locked by yourself, you will receive the following message if you try to open the plan file:



2. To Open, select the “Open Read/Write” button. The lock will be removed when you save the plan file

3. If the plan file is locked by some other user, first try contacting the user to have them unlock the file by either saving the plan file, or by following step number 1-2
4. If you cannot contact the user, reach out to one of the Key Contacts listed on the UR Budget Home Page to have the lock removed.



Welcome:
Jim Dobbertin

Links:
[UR Budget Website](#)
[Newsletters](#)
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[Training](#)
[FAQs](#)

University of Rochester Budget System

Bulletin

Departmental Aid Budgets

- The Budget calendar has been posted and is ready for review
- Direct questions to the Project Contact listed below

General Information

- For the FY2018 Budget Season, please continue to use legacy systems
- Testing of new budget system to commence in December 2016

Key Contacts

- Project Contact: Jim Dobbertin jdobbertin@finance.rochester.edu
- River Campus Contact: Christie Pajrowski c.pajrowski@rochester.edu
- Med Center Contact: Donna Dawley Donna_Dawley@URMC.Rochester.edu
- Technical Contact: Libby Deibler libby.deibler@rochester.edu



Budget Calendar



Submission Status

