IT Collect "How To" Series

How to use the Funding Lock

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General Services Administration

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Document Change Record

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1.0	August, 2021	Created IT Collect How-To Funding Lock outlining SubmissionControl endpoints

What is the IT Collect Funding Lock?

The IT Collect funding lock is part of a standalone endpoint (SubmissionControl) that agency users will submit an update (PATCH) to in order to lock their agency's funding for the remainder of the current time period. The purpose of the funding lock is twofold: first, the lock informs OMB when agencies are finished adjusting their funding data and second, the lock prevents agencies from changing numbers once they have already confirmed their funding values.

Which data collections are affected by the Funding Lock?

The funding lock will affect the Services and Ledger collections. Once the funding lock is active for an agency, agency users will not be able to POST, PATCH, or PUT Ledger records. Additionally, new Services will not be allowed to be submitted (POST) if a funding lock is in place.

How do I use the Funding Lock?

To create a funding lock for your Agency, go to the SubmissionControl endpoint, PATCH the "fundLock" value to "true", and enter your agency's 3-digit ID value for "agency". Once the values have been successfully updated, the funding lock will be active on your agency for the remainder of the current time period. Note: the funding lock resource will already be submitted for your agency with fundLock=false, which is why you will just need to update (PATCH) the value rather than submit a new resource. The unique identifier associated with each Submission Control resource will be created by the IT Collect team and distributed to each vendor. The ids will also be viewable via a GET Submission Control Collection operation.

When do I need to submit a Funding Lock by?

Agency users must submit a funding lock prior to the conclusion of the submission window. Exact dates will be released closer to the submission windows at OMB's discretion. Once an agency sets Funding Lock = True, that agency's funding values will remain locked for the duration of that budget cycle.

This is similar to the Submission Confirmation step within ITDB; the funding lock lets OMB know that an agency has finished submitting their funding data, they have confirmed the data values, and they will no longer make any updates to this data.

Can an active Funding Lock be removed?

To remove (unlock) a funding lock, agency users need to submit a request to both IT Collect's Support team (ITDB-support@gsa.gov) and OMB (ofcio@omb.eop.gov). Agencies will receive a confirmation email once their funding lock has been removed.