



# Mass Change Account Codes - BAM7600



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## Asset Management > Utilities > Mass Change Account Codes

This page is used to select elements of any 20-digit account code number and change it to another number, moving the transactions from the old account to the new account.

**Example:** To change fund 240 to fund 199, the following mask would be used:

From Mask	To Mask
240-XX-XXXX-XX-XXX-XXXXXX	199-XX-XXXX-XX-XXX-XXXXXX

You can limit selection criteria by entering an effective date and/or depreciation year.

### Mass change account codes:

Click **+Add** to add a row.

- If changing more than one account code at a time, make sure that all of the selection criteria apply to all of the account codes.
- If all the selection criteria do not apply, complete one mask at a time.


Field	Description
<b>From Mask</b>	Type the account code elements to be changed.
<b>To Mask</b>	Type the changed account code elements. <b>Note:</b> Verify the mask for accuracy. The <b>From Mask</b> field is updated to the date that is in the <b>To Mask</b> field, even if it is not correct.
<b>Transactions</b>	Select to limit selection criteria to account codes with transactions for a specific date.
<b>Effective Date</b>	Type the date the transactions to be changed were posted.
<b>Depreciation Distribution</b>	Select to change depreciation distribution records.
<b>Depreciation Distribution History</b>	Select to change depreciation distribution history records.
<b>Depreciation Year</b>	Type the year in the YYYY format to limit the selection criteria in either type of depreciation distribution records.

Click **Execute** to execute the process. When the processing is completed, the Inventory Upload report is displayed. [Review the report.](#)

Click **Process** to update the selected records in the asset management tables.

A message is displayed indicating that the process was successfully completed. Click **OK**.

## Other functions and features:

 Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.

Click **Save**.