



## Mass Change Account Codes - BAM7600



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# Mass Change Account Codes - BAM7600

## 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.

## Modify a record:

### Select a student

The following receiving options selected on the Options > Purchasing Options page in District Administration determine how information is displayed as well as if certain requisition items can be received on this page.

- If **Use Blind Receiving** is selected, order quantities are not shown on this page.
- If **Allow Partial Receiving** is not selected, only complete requisition items can be received.
- If **Allow Receiving Overage** is not selected, only the original item quantity ordered or less can be received.

/\*Inline folded include\*/

Field	Description
Campus ID	
Pass/Fail	

Click **Save**.

\*\*NOTE:

## Other functions and features:

[Delete a row.](#)

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