



## 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:

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.

Click **Save**.

\*\*NOTE:

## Other functions and features:

<input checked="" type="checkbox"/>	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.