



## **Mass Change Account Codes - BAM7600**



Table of Contents

Mass Change Account Codes - BAM7600 ..... i

Mass Change Account Codes - BAM7600 ..... 1



# 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.

## 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.

Click **Save**.

**\*\*NOTE:**

## Other functions and features:

	<a href="#">Delete a row.</a> Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
---	---