



Mass Change Account Codes - BAM7600

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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
From Mask	Type the account code elements to be changed.
To Mask	Type the changed account code elements. Note: Verify the mask for accuracy. The From Mask field is updated to the date that is in the To Mask field, even if it is not correct.

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.
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