



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. |
| Transactions | Select to limit selection criteria to account codes with transactions for a specific date. |
| Effective Date | Type the date the transactions to be changed were posted. |
| Depreciation Distribution | Select to change depreciation distribution records. |
| Depreciation Distribution History | Select to change depreciation distribution history records. |
| Depreciation Year | Type the year in the YYYY format to limit the selection criteria in either type of depreciation distribution records. |

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| Execute | <p>Click to execute the process. When the processing is completed, the Mass Account Code Changes report is displayed. Review the report.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format. Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click X to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p> |
| Process | <p>Click to update the selected records in the asset management tables.</p> <p><input type="checkbox"/> Click Process to update the selected records in the asset management tables. A message is displayed prompting you to create a system backup. A message is displayed indicating that the process was completed successfully. Click OK.</p> |

Other functions and features:

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|  | <p>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.</p> <p>Click Save.</p> |
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