



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. |
| Execute | Click to execute the process. When the processing is completed, the Inventory Upload report is displayed. Review the report. |
| Process | <input type="checkbox"/> Click Process to update the selected records in the asset management tables. A message is displayed indicating that the process was successfully completed. Click OK . |

Other functions and features:

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