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.

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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