# Mass Change Account Codes - BAM7600

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***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 |
|---|---|
| **From Mask** | Type the account code elements to be changed. |
| **To Mask** | Type the changed account code elements.<br>**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 Change Inventory Number report is displayed. Review the report.<br><br>**Review the report using the following buttons**:<br><br>Click First to go to the first page of the report.<br>Click ◀ to go back one page.<br>Click ▶ to go forward one page.<br>Click Last to go to the last page of the report.<br><br>**The report can be viewed and saved in various file formats**.<br><br>Click to save and print the report in PDF format.<br>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.<br>Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead. |
| **Process** | Click to update the selected records in the asset management tables.<br>❑ Click **Process** to update the selected records in the asset management tables. A message is displayed prompting you to create a system backup.<br>A message is displayed indicating that the process was completed successfully. Click **OK**. |

## Other functions and features:

| | |
|---|---|
| | Delete a row.<br>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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