



# 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   |
|--|---|
| <b>From Mask</b>                         | Type the account code elements to be changed.   |
| <b>To Mask</b>                           | Type the changed account code elements.<br><b>Note:</b> Verify the mask for accuracy. The <b>From Mask</b> field is updated to the date that is in the <b>To Mask</b> field, even if it is not correct. |
| <b>Transactions</b>                      | Select to limit selection criteria to account codes with transactions for a specific date.  |
| <b>Effective Date</b>                    | Type the date the transactions to be changed were posted.   |
| <b>Depreciation Distribution</b>         | Select to change depreciation distribution records.   |
| <b>Depreciation Distribution History</b> | Select to change depreciation distribution history records.   |
| <b>Depreciation Year</b>                 | Type the year in the YYYY format to limit the selection criteria in either type of depreciation distribution records.   |

|                |   |
|----------------|---|
| <b>Execute</b> | <p>Click to execute the process. When the processing is completed, the Inventory Upload report is displayed. <a href="#">Review the report</a>.</p> <p><b>Review the report using the following buttons:</b></p> <p>Click  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  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>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 <b>X</b> to close the report window. Some reports may have a <b>Close Report, Exit,</b> or <b>Cancel</b> button instead.</p> |
| <b>Process</b> | <p>Click to update the selected records in the asset management tables.</p> <p><input type="checkbox"/> Click <b>Process</b> to update the selected records in the asset management tables. A message is displayed prompting you to create a system <a href="#">backup</a>.<br/> A message is displayed indicating that the process was completed successfully. Click <b>OK</b>.</p>  |

### Other functions and features:

|   |  |
|---|--|
|  | <p><a href="#">Delete a row</a>.</p> <p>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 <b>Save</b>.</p> |
|---|--|



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