

## Enter an Accounting Code

To enter an accounting code, complete the following steps:

1. From the **Administration** tab, select **Manage Organizations>Accounting Codes>Modify**. The *Step 1 of 3: Select OTC Endpoint* page appears.
2. Select the organization endpoint for the accounting codes you wish to enter. The *Step 2 of 3: Update Accounting Codes* page appears.
3. Under the **New Accounting Codes to be Added** table, enter the accounting code details, and click **Next**.



### Application Tip

If an **Agency Accounting Code** label is customized, it is displayed as the label above the imported or modified codes within the Maintain Accounting Codes module, according to the custom label that was defined for the highest-level organization. Within the rest of the application, custom labels apply to deposit processing functionalities, but are not extended to check processing functionalities. The default accounting code label is **Agency Accounting Code**.

Update the details by completing the following:

- Enter the **Agency Accounting Code** details
- Entering details in both the **Agency Accounting Code** and **Description** text boxes as shown in **Error! Reference source not found**.
- Clicking the **Treasury Account Symbol (TAS)** checkbox to indicate that the accounting code is a TAS, *if applicable*

**Figure 1. Step 2 of 3: Update Accounting Codes**

The screenshot shows the 'Modify Accounting Codes' application window. The title bar reads 'Modify Accounting Codes' with window control buttons. Below the title bar, the page is titled 'Step 2 of 3: Update Accounting Codes'. The main content area contains the following elements:

- Instruction: 'Update the list of accounting codes for the organization hierarchy.'
- Organization Hierarchy: 'TTH1 - Training Team Test Hierarchy'.
- Note: '\* Denotes required fields.'
- Search criteria section:
  - 'Enter search criteria for the Accounting Code(s) you would like to view.'
  - 'Agency Accounting Code (Starting With)': [Text Input]
  - 'Description (Contains)': [Text Input]
  - 'SAM Validation Status': [Dropdown Menu: -- Select Status --]
  - 'Clear' and 'Search' buttons.
- Table of existing accounting codes:
 

TAS	Agency Accounting Code	Description	Validation Status	Delete
<input type="checkbox"/>	0101010101	Accounting Code 1		<input type="checkbox"/>
<input type="checkbox"/>	0202020202	Accounting Code 2		<input type="checkbox"/>
- Footer: 'Cancel', 'Add More Lines', and 'Next >' buttons.



### Application Tip

To input additional rows and accounting codes to the table, click **Add More Lines**.

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4. The *Step 3 of 3: Review Accounting Codes* page appears. Verify the information is correct and click **Submit**. A *Confirmation* page appears presenting the saved accounting codes. Simultaneously, accounting codes flagged as TAS must be transmitted to the Shared Accounting Module (SAM) to confirm they are valid TAS strings.



### Additional Button

Click **Return Home** to return to the OTCnet Home Page.

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