

Import an Accounting Code

To import an accounting code, complete the following steps:

1. From the **Administration** tab, select **Manage Organizations>Accounting Codes>Import**. The *Step 1 of 4: Select OTC Endpoint* page appears.
2. Select the top-level organization endpoint for which you want to import accounting codes. The *Step 2 of 4: Import from File* page appears.
3. Select the type of accounting code to import into the system, browse to its location and click **Import**. The *Step 3 of 4: Select Accounting Codes* page appears.
4. Update the list of accounting codes that are imported into the system and click **Next** as shown in Figure 1.

Figure 1. Step 3 of 4: Select Accounting Codes

Import Accounting Codes [1] [2] [3]

Step 3 of 4: Select Accounting Codes

Organization Hierarchy: TTL - Training Team Top Level .00002099

* Denotes required fields.

Take a look at the list of accounting codes that will be imported to the system and make any necessary updates. To remove accounting codes before submitting them, mark them for removal and click Update to see the new list.

TAS	* TAS/Accounting Codes	* Description	Skip Selected Check All / Clear All
<input type="checkbox"/>	1220	Accounting Code 1	<input type="checkbox"/>
<input type="checkbox"/>	1221	Accounting Code 2	<input type="checkbox"/>

Cancel Next >

Update the details by completing the following steps:

- Clicking the Download Treasury Account Symbols (TAS) checkbox to indicate that the accounting code is a TAS, *if applicable*



Application Tip

TAS for import from the Shared Account Module (SAM) site at:
<https://www.sam.fms.treas.gov/sampublic/tasbetc.htm>.

- Entering the details in both the **Agency Accounting Code** and **Description** text boxes
 - Checking the **Skip Selected** box to skip saving any of the imported accounting codes
5. The *Step 4 of 4: Review* page appears. Verify the information is correct and click **Submit**. A *Confirmation* page appears presenting the imported accounting codes. Simultaneously,

accounting codes flagged as TAS will need to be transmitted to the SAM) to confirm that they are valid TAS strings.



Additional Button

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