

## Modify an Accounting Code

To modify an existing 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 modify. 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:

- Clicking the **TAS** checkbox to indicate that the accounting code is a Treasury Account Symbol (TAS), *if applicable*
- Entering details in both the **Agency Accounting Code** and **Description** text boxes as shown in Figure 1
- Checking the **Skip Selected** box to skip saving any of the imported accounting codes

**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'. Below the title bar, it says 'Step 2 of 3: Update Accounting Codes'. The main content area contains the following elements:

- Text: 'Update the list of accounting codes for the organization hierarchy.'
- Text: 'Organization Hierarchy: TTH1 - Training Team Test Hierarchy'
- Text: '\* Denotes required fields.'
- Text: 'Enter search criteria for the Accounting Code(s) you would like to view.'
- Text: 'Agency Accounting Code (Starting With)'
- Text: 'Description (Contains)'
- Text: 'SAM Validation Status'
- Text: '-- Select Status --'
- Buttons: 'Clear', 'Search'

Below the search criteria, there is a table with the following columns: 'TAS', 'Agency Accounting Code', 'Description', 'Validation Status', and 'Delete'. The table contains two rows of data:

| 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"/> |

At the bottom of the window, there are three buttons: 'Cancel', 'Add More Lines', and 'Next'.

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 imported 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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