

## View an Accounting Code

To view an accounting code, complete the following steps:

1. From the **Administration** tab, click **Manage Organizations>Accounting Codes>View**. The *View Accounting Codes* page appears.
2. Select the highest-level organization endpoint accounting codes available to view. The *View Accounting Codes* page appears as shown in Figure 1.

**Figure 1. View Accounting Codes**

TAS	TAS/Accounting Codes	Description	Validation Status
	1212	Accounting Code 1	
	1213	Accounting Code 2	
	1214	Accounting Code 3	
✓	1217	Accounting Code 7	Invalid
	1220	Accounting Code 1	
	1221	Accounting Code 2	



### Application Tips

- Only active accounting codes available for deposit processing and check processing (if applicable) appear.
- Under the **Active Accounting Code** table, both **Treasury Account Symbols (TAS)** and accounting codes not identified as **TAS** display.
- If an accounting code is a **TAS**, a check mark displays under the **TAS** column and the Share Accounting Module (SAM) validation status (**Valid**, **Invalid** or **In Process**) displays under the **Validation Status** column.



### Additional Button

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