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.
- 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

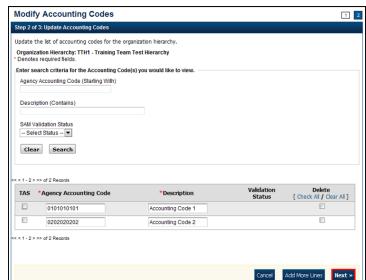


Figure 1. Step 2 of 3: Update Accounting Codes



Application Tip

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

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.