Modify a Custom Label

To modify a custom field label, complete the following steps:

1. From the Administration tab, click Manage Organizations>Custom Labels>Modify. The Select OTC Endpoint page appears.

2. Select the organization endpoint for which you want to modify custom labels. The Step 1 of 2: Update Custom Labels appears.

3. Update the custom labels for the organization hierarchy and click Next. The Step 2 of 2: Review Custom Labels page appears as shown in Figure 1.

   **Figure 1. Step 2 of 2: Review Custom Labels**

4. Verify the information is correct and click Submit. A Confirmation page appears presenting the custom labels modified for the organization hierarchy.

**Application Tips**

- 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.

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