Map Accounting Codes to OTC Endpoints

To map accounting codes to OTC Endpoints, complete the following steps:

- 1. From the Administration tab, select Manage Organizations>Accounting Codes>Modify OTC Endpoint Mappings. The Step 1 of 4: Select OTC Endpoint page appears.
- 2. Select the OTC Endpoint for the accounting code endpoint mapping you would like to assign or remove. The Step 2 of 4: View Assigned Accounting Codes page appears.



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**.

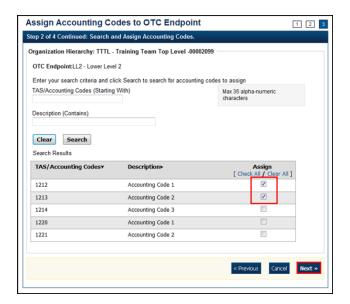
3. Click **Assign Mappings** to assign an accounting code to an OTCnet Endpoint. The *Step 2* of 4 Continued: Search and Assign Accounting Codes page appears.

or

Click **Remove Mappings** to remove an accounting code from an OTCnet Endpoint. The *Step 3 of 4: Remove Accounting Codes* page appears.

4. Assign or remove an accounting code to or from an OTCnet Endpoint as shown in Figure 1.

Figure 1. Step 2 of 4 Continued: Search and Assign Accounting Codes



To **Assign Mappings** to an OTCnet Endpoint, complete the following:

- Enter the Accounting Code (Starting With) search criteria, optional
- Enter the **Description (Contains)** search criteria, optional
- Click Search, optional
- Check the Assign box(es) for the accounting codes you must assign
- Click Next (Proceed to Step 3 of 4: Assign Accounting Codes)
 Or

To **Remove Mappings** from an OTCnet Endpoint, complete the following:

- Check the Remove box(es) for the accounting codes that you must remove
- Click **Next** (Proceed to Step 4 of 4: Review Accounting Codes from Endpoint)



Application Tips

- If an Agency has identified accounting codes as a Treasury Account Symbol (TAS), only TAS identified as Valid by Shared Accounting Module (SAM) is available for mapping to an OTC Endpoint.
- All accounting codes that meet your search criteria and are not assigned to your OTC Endpoint display on the page. If you do not enter search criteria, all the accounting codes defined for the highest-level organization appear.
- 5. The Step 3 of 4: Assign Accounting Codes page appears. Review and verify the accounting code(s) you would like to assign and click **Next**. (Proceed to Step 4 of 4: Review Accounting Codes to Endpoint)



Application Tips

- Check the **Remove** box(es) and click the **Update** button to delete the OTC Endpoint mapping for an accounting code.
- A mapped accounting code is not eligible for removal if a batch is associated with a transaction within an active batch that is Open, Closed, or Approved or a deposit that is in Draft or Awaiting Approval (AWAP) status. An error message is displayed to a user if this scenario occurs.
- 6. The Step 4 of 4: Review Accounting Codes to Endpoint page appears. Confirm the information is correct and click **Submit** to assign the accounting code(s) to the OTC Endpoint.

Or

The Step 4 of 4: Review Accounting Codes to Endpoint page appears. Confirm the information is correct and click **Submit** to remove the accounting code(s) to the OTC

Endpoint. A *Confirmation* page appears showing that the accounting codes have been assigned to or removed from the OTC Endpoint.



Additional Buttons

- Click **Return Home** to return to the OTCnet Home Page.
- Click Manage Additional to manage another accounting code.