Delete an Accounting Code
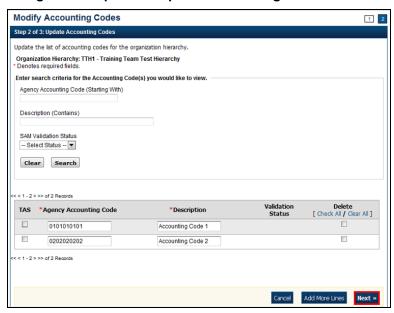
To enter an accounting code, complete the following steps:

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 delete. The *Step 2 of 3: Update Accounting Codes* page appears as shown in Figure 1.

Figure 1. Step 2 of 3: Update Accounting Codes

💡 **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. Check the **Delete** box for the accounting code(s) you want to delete.

Application Tips

- By default, the first 50 accounting codes display in ascending numerical order.
- If an OTC Endpoint has more than 50 accounting codes, click the pagination menu above the section containing the existing accounting codes to view additional pages of results.
- An accounting code is not eligible for deletion if it is associated with a transaction within an active or deactivated batch that is Open, Closed, or Approved. Additionally, an accounting code is not eligible for deletion if it is associated with a deposit that is in Draft or Awaiting Approval (AWAP) status. An error message is displayed if these scenarios occur.

4. Click **Next**. The *Step 3 of 3: Review Accounting Codes* page appears.

5. Verify the information is correct and click **Submit**. A *Confirmation* page appears showing the accounting code has been deleted/saved for the organization.

Additional Button

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