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

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**.

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