

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

Organization Hierarchy: TTTL - Training Team Top Level -00002099

OTC Endpoint: LL2 - Lower Level 2

Enter your search criteria and click Search to search for accounting codes to assign

TAS/Accounting Codes (Starting With) Max 35 alpha-numeric characters

Description (Contains)

Search Results

TAS/Accounting Codes	Description	Assign [Check All / Clear All]
1212	Accounting Code 1	<input checked="" type="checkbox"/>
1213	Accounting Code 2	<input checked="" type="checkbox"/>
1214	Accounting Code 3	<input type="checkbox"/>
1220	Accounting Code 1	<input type="checkbox"/>
1221	Accounting Code 2	<input type="checkbox"/>

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.

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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.

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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.
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