Modify a Processing Option

To modify a processing option, complete the following steps:

1. From the **Administration** tab, select **Manage Organizations**>**Processing Options**>**Modify**. The *Step 1 of 3: Select Organization Endpoint* page appears.

Application Tips

- Processing options must first be defined for the highest-level organization before any lower level organization's processing options are defined.
- If the processing options are not defined for the highest-level organization, all lower level organization links are disabled.

2. Select the OTC Endpoint for which you want to modify a processing option. The *Step 2 of 3: Define Processing Options* page appears.

3. Modify the processing option(s) and click **Next**.

   To modify **Accounting Classifications for Adjustments, Corrections, and Returned Items**, complete the following:

Application Tips

- An accounting code is assigned to both a debit adjustment and credit adjustment.
- Accounting classifications for adjustments apply to **Accounting Specialists**, **Check Capture Supervisors** and **Check Capture Lead Operators**. Accounting Classifications for corrections and returned items apply to **Check Capture Supervisors** and **Check Capture Lead Operators**.

Update **Default Accounting Codes** by completing the following:
- Selecting either **Use parent's values** or **Use my values**
- Entering the search criteria for the accounting code you would like to view and click **Search** (magnifying glass)

Application Tip

To narrow an accounting code search, enter a partial or full accounting code.

   Or

- Clicking **Search** (magnifying glass) to view accounting codes

Application Tips

- All accounting codes that meet your search criteria and are not applied as a debit or credit adjustment, correction or returned item to your OTC Endpoint are displayed on the page. If you do not enter search criteria, all the accounting codes defined for the highest-level organization appear.
- By default, the first ten accounting codes display, first by ascending special character order, by numerical order and finally by ascending alphabetical order by accounting code.
- If organization has more than ten accounting codes, click the pagination menu above the section containing the existing accounting codes to view additional pages of results. The system will only allow a user to view and apply active accounting codes not designated as Treasury Account Symbol (TAS) or those designated as TAS and have been validated by Share Accounting Module (SAM)**.**

- Selecting the accounting code to apply a credit and/or debit type and clicking **Assign to Debit** and/or **Assign to Credit**

Application Tips

- An accounting code is assigned to debit and credit adjustment, correction, and returned item types.
- After an accounting code is assigned to debit or credit adjustment it appears in the Adjustment Type/Default Accounting Code table.

- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

Update **Default Accounting Code Usage** by completing the following steps:
- Selecting either **Use parent's values** or **Use my values**
- Selecting either **Always Use the Default for Deposit Adjustments** or **Default based upon Deposit Subtotals for Deposit Adjustments**
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

To modify **Correspondence**, complete the following steps:
Update **Returned Items** by completing the following steps:
- Selecting **Use parent's values** or **Use my values**
- Entering the corresponding address information that you would like to be displayed to a financial institution when return item adjustment is created
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

Update **Deposit Adjustment** by completing the following steps:
- Selecting **Use parent's values** or **Use my values**
- Entering the corresponding address information that you would like to be displayed to a financial institution when a deposit adjustment is created
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

To modify **Deposit Preparation**, complete the following steps:

Update **ITGA Deposit Creation** by:

- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** to allow endpoint to create foreign deposits
  - If the endpoint accepts foreign deposits, enter the **Default foreign currency when creating deposits** details
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

Update **Subtotals and Cash Count** by completing the following steps:

- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** for each of the following options
  - Include Sub-totals for Checks/Money Orders and Cash
  - Include Currency count and sub-totals by denomination
  - Include Coin count and sub-totals by denomination
  - Allow changes by an organization lower in hierarchy

Update **Accounting Code Subtotals** by completing the following steps:

- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** for each of the following options
  - Allow negative accounting code subtotals
  - Allow changes by an organization lower in hierarchy

Update **Separation of Duties** as shown in Figure 1 and by completing the following steps:

- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** for each of the following options
  - Deposits must be prepared and approved by different employees
  - Allow changes by an organization lower in hierarchy

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Figure 1. Update Deposit Processing Options with Deposit Preparation expanded

To modify **Transaction History**, complete the following steps:
- Selecting **Use parent's values** or **Use my values**
- Entering the **Number of days displayed** in the text box, *if applicable*

4. Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy
The *Step 3 of 3: Review the following processing options* page appears. Verify the information is correct and click **Submit**. A *Confirmation* page appears showing which processing options were applied to the organization.

Additional Buttons

- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **Edit** to return to the previous page.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Submit** to complete the process and display the Confirmation page.
- Click **Return Home** to return to the OTCnet Home Page.