View an Accounting Code

The **Accounting Specialist**, **Local Accounting Specialist, Check Capture Administrator,** and **Check Capture Supervisor** can view accounting codes.

To view an accounting code, complete the following steps:

1. Click the **Administration** tab.

2. From the **Manage Organizations** menu, select **Accounting Codes>View**. The *View Accounting Codes* page appears.

3. Select the highest-level organization endpoint's accounting codes you would like to view. The *View Accounting Codes* page appears.

Application Tip

If an Agency Accounting Code label is customized, it is displayed as the label above the imported codes, according to the custom label that was defined for the highest-level organization. This applies to OTC Endpoints that use the deposit processing and/or check processing functionalities. The default accounting code label is **Agency Accounting Code**.

Application Tip

Only active accounting codes available for deposit processing and check processing (if applicable) appear.

Application Tip

Under the **Active Accounting Code** table, both **Treasury Account Symbols** (**TAS**) and accounting codes not identified as **TAS** display.

Application Tip

If an accounting code is a **TAS**, a check mark displays under the **TAS** column and the SAM validation status (**Valid**, **Invalid** or **In Process**) displays under the **Validation Status** column.

Application Tip

Additional button on the page that helps you perform other tasks:

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