Delete an Accounting Code

To delete an existing accounting code, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Accounting Codes**>**Modify**. The *Step 1 of 3: Select Organization Endpoint* page appears.
3. Select the organization endpoint for which you want to delete an accounting code. The *Step 2 of 3: Update Accounting Codes* page appears.

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

> **Application Tip**
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> By default, the first 50 accounting codes display in ascending numerical order.

> **Application Tip**
>
> 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.

> **Application Tip**
>
> 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**.

6. A *Confirmation* page appears showing the accounting code has been deleted/saved for the organization.

Application Tip

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

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