

Intro to New Classifications Interface

Cash flow and default functionality, formerly housed in SAM, are now part of the CARS application. Cash flows and defaults are now called classifications. While the classification and defaults rules perform the same during transaction processing, how users access the user interface and how classification and default rules are stored and created, will function differently.

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Gaining Access to the CARS Application

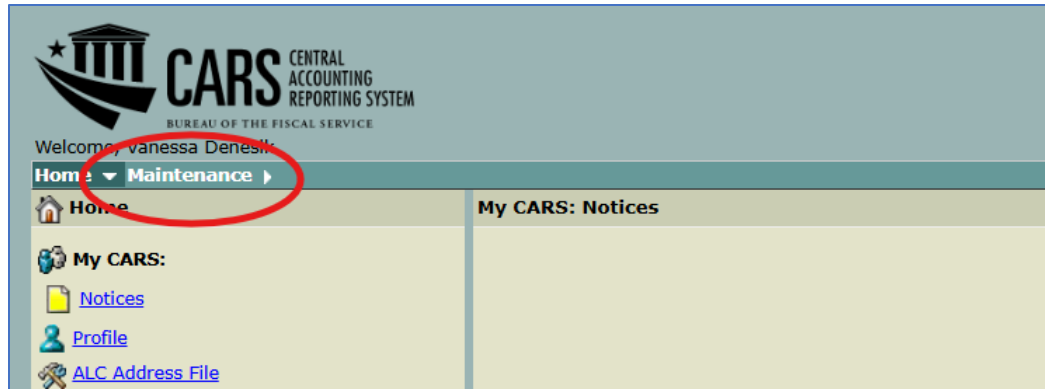
- Log in to CARS here using your PIV-I card or ID.me: <https://cars.for.fiscal.treasury.gov/gwa/Home>
- Upon go-live, users with the SAM Cash Flow Admin (CFA) role will receive equivalent roles/access groups in the CARS application. CFA users' will have access to the same ALCs within their SAM Agroup once logged into classifications.
- All other SAM agency roles will be decommissioned
- For information on gaining access to CARS, click here: [Central Accounting Reporting System - Getting Started](#)

Migrating Cash Flows and Defaults to New Interface

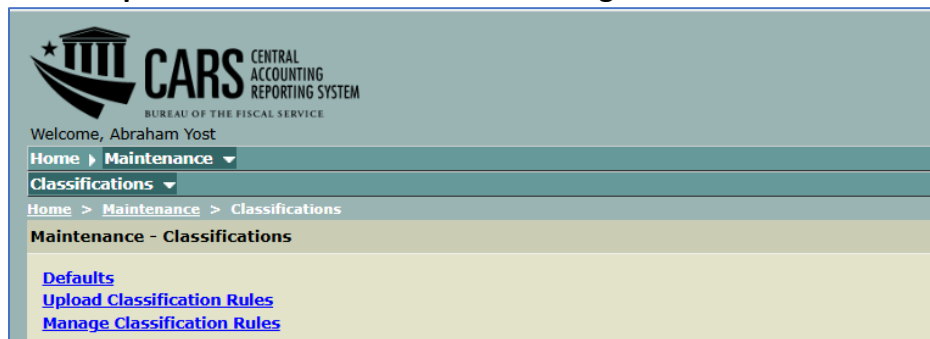
- All active and pending classification rules (cash flow rules) and default rules will be migrated into the new classifications application upon go-live, with some key differences.
- **Classification rules (formally cash flows)** are now defined by a combination of ALC, System Type, STP Code, Ckey Name and Ckey Value – these values, as well as the TAS-BETCs tied to each rule, will be maintained during the migration. The SAM access group and cash flow name layers are removed in the updated module. This change allows you to find the appropriate classification rules more quickly and edit more classification rules at one time.
 - **Note:** *Expired rules will not be migrated to the new application.*
- **Default rules** are now defined by a combination of ALC and System Type – these values, as well as the TAS-BETCs tied to each rule, will be maintained during the migration. The access group layer is removed in the updated module. This change allows you to find the appropriate default rules more quickly.
 - **Important note** – when a new ALC is added in CARS, [new default rules](#) need to be created for each ALC/system type combination. Previously, a default rule could be set up for a new ALC by moving the ALC to an existing SAM access group containing default rules.
 - *If a default rule is NOT set up for an ALC/system type which fails during CARS transaction processing, it will hit the Treasury's default account, making it difficult to locate and reclassify the transaction.*

Classifications Home

1. Users will access the classifications screens through the [CARS application](#).
2. Once logged in, select the **Maintenance** option from the menu bar.
 - *Note: the options that appear on the menu bar depend on CARS access assigned to the user.*

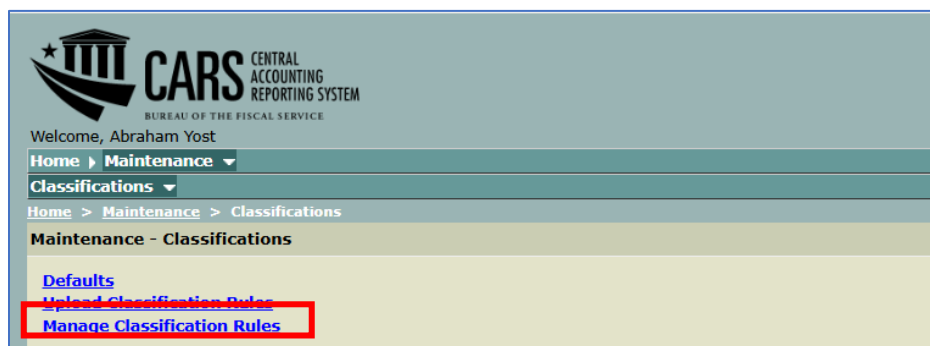


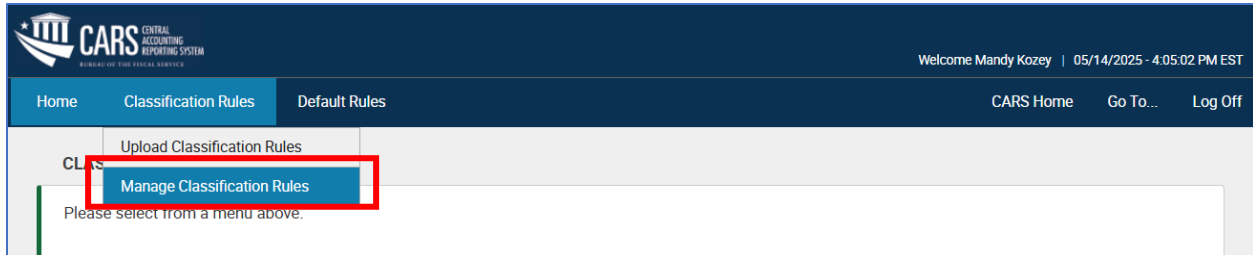
3. Users with CFA access will see three options in the Classifications menu - **Defaults**, **Upload Classification Rules** and **Manage Classification Rules**



Search, View, Download or Delete Pending Classification Rules → Manage Classification Rules

1. View the **Manage Classification Rules** screen by clicking **Manage Classification Rules** via homepage or via the Classification Rules drop down menu.





Home Classification Rules Default Rules

Welcome Mandy Kozey | 05/14/2025 - 4:05:02 PM EST

CARS Home Go To... Log Off

Upload Classification Rules

CLAS

Manage Classification Rules

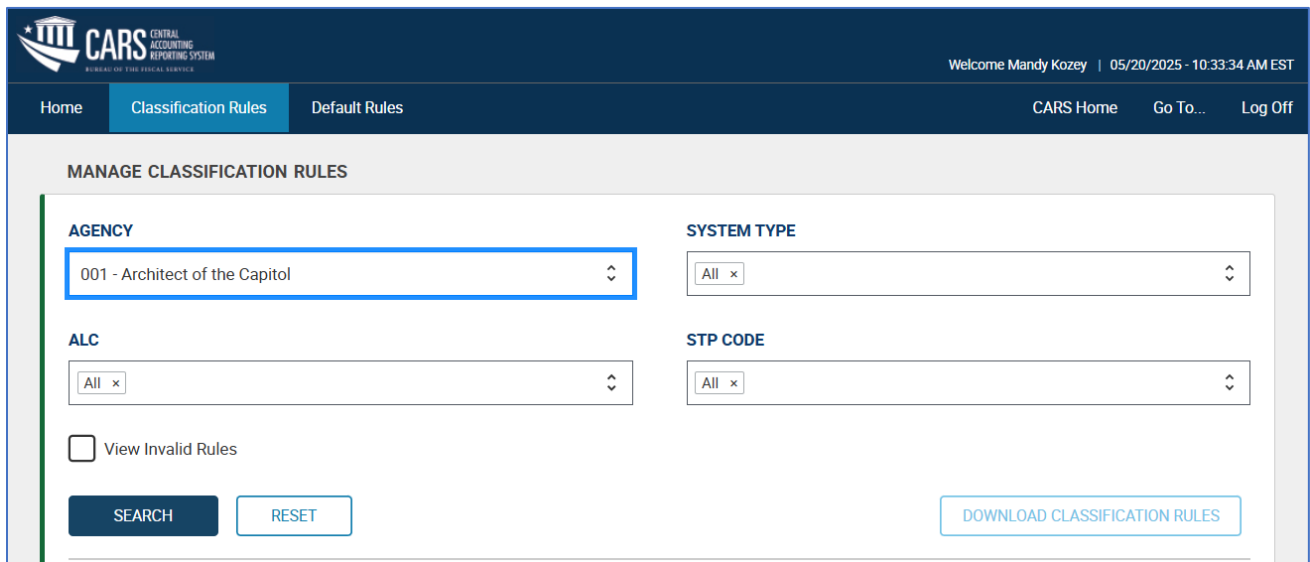
Please select from a menu above.

Search for a Classifications Rule

2. From the Manage Classification Rules screen, enter search criteria:

- Select an agency from the **AGENCY** drop down. *Note – you will only have access to [view the Agencies tied to the ALCs in your Agroup.](#)*
- The **ALC** drop down will default to **All**, but you can multi-select any combination of ALCs. *Note – you will only have access to [view the ALCs in your Agroup.](#)*
- The **SYSTEM TYPE** drop down will default to **All**, but you can multi-select any combination of System Types.
- The **STP CODE** (referred to as Mechanism in Legacy SAM) will default to **All**, but you can multi-select any combination of STP (straight through processing) codes.
- The **View Invalid Rules** checkbox is unchecked by default. By checking this, you can filter down to only the [rules](#) that require modification.
- Click **RESET** to reset the search criteria back to defaults.

3. Click **SEARCH**



Home Classification Rules Default Rules

Welcome Mandy Kozey | 05/20/2025 - 10:33:34 AM EST

CARS Home Go To... Log Off

MANAGE CLASSIFICATION RULES

AGENCY

001 - Architect of the Capitol

SYSTEM TYPE

All x

ALC

All x

STP CODE

All x

☐ View Invalid Rules

SEARCH **RESET** **DOWNLOAD CLASSIFICATION RULES**

View Classification Rules

1. Refine Search Results:

- After [searching for a rule](#), the search results will appear under the **Classification Rules Versions** table.

Classification Rules Versions

ALC	SYSTEM TYPE	STP CODE	CKEY NAME	CKEY VALUE	VERSION	EFFECTIVE DATE	END DATE	STATUS	ACTION
								<div>Active x</div> <div>Pending x</div>	
01000005	Collection	CCC	Performance ckey name 31	Performance ckey value 31	1	03/28/2023		Active	
01000005	Intragovernmental	IPAC	Performance ckey name 60	Performance ckey value 60	1	03/28/2023		Active	

20 items per page 1 - 2 of 2 items

20 < Previous **1** Next >

- To refine search results, you can type in text fields below the **ALC** through the **END DATE** headers.

Classification Rules Versions

ALC	SYSTEM TYPE	STP CODE	CKEY NAME	CKEY VALUE	VERSION	EFFECTIVE DATE	END DATE	STATUS	ACTION
			31					<div>Active x</div> <div>Pending x</div>	
01000005	Collection	CCC	Performance ckey name 31	Performance ckey value 31	1	03/28/2023		Active	

20 items per page Showing 1 - 1 of 1 items (filtered from 2)

20 < Previous **1** Next >



- The **STATUS** field displays **Active** and **Pending** classification rules by default. You can update the status selection by clicking the drop down and choosing the appropriate status(es). You can also click the **Expired** status to view inactive classification rules.

VE DATE	END DATE	STATUS	A
		<div>Active x</div> <div>Pending x</div> <div>Clear Selected</div> <div> <input checked="" type="checkbox"/> Active <input type="checkbox"/> Expired <input checked="" type="checkbox"/> Pending </div>	
2023			

Showing

View Classification Rule Details

- After [searching for a rule](#), click the **eye** icon located under the **ACTION** column.

Classification Rules versions									
ALC	SYSTEM TYPE	STP CODE	CKEY NAME	CKEY VALUE	VERSION	EFFECTIVE DATE	END DATE	STATUS	ACTION
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<div>Active x</div> <div>Pending x</div>	
20181102	Collection	CAS	Performance ckey name 1	Performance ckey value 1	1	03/27/2023		Active	
20181102	Collection	CCC	Performance ckey name 2	Performance ckey value 2	1	03/27/2023		Active	

- A new window will open displaying the TAS-BETCs associated with each rule.
 - Click **CLOSE** to close out the window and display the search results.

SYSTEM TYPE

CLASSIFICATION RULE DETAILS

ALC

20181102

SYSTEM TYPE

Collection

STP CODE

CAS

CKEY NAME

Performance ckey name 1

CKEY VALUE

Performance ckey value 1

VERSION

1

DESCRIPTION

Performance Test

CREDIT

SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	BETC	%	INVALID REASON
		020			X	0010	000	COLL	100	




DEBIT

SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	BETC	%	INVALID REASON
		020			X	0010	000	COLLAJ	100	

CLOSE

Viewing Invalid Classification Rules

- After [searching for a rule](#), if a classification rule is [invalid](#), a yellow **triangle icon** will appear in the **ACTION** column.

VALUE	VERSION	EFFECTIVE DATE	END DATE	STATUS	ACTION
				<div>Active x</div> <div>Pending x</div>	
Performance key value 14	1	03/27/2023		Active	  


This Classification Rule is invalid.

< Previous 1 Next >

2. Click the **eye icon** to view the details and see the [reason for the invalid rule](#).

CLASSIFICATION RULE DETAILS

ALC 20181110	SYSTEM TYPE Collection	STP CODE FRB ACH
CKEY NAME Performance key name 14	CKEY VALUE Performance key value 14	VERSION 1
DESCRIPTION Performance Test		
CREDIT		

SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	BETC	%	INVALID REASON
		020			X	0266	000	COLL	100	 TAS-BETC is expired.

- To prevent associated transactions from defaulting, update the classification rule through the [Classification Rule Upload](#).

Download Rule Details

- After [searching for a rule](#) and [refining the search](#), click the **DOWNLOAD CLASSIFICATION RULES** button to download details in xlsx format.
 - The rules/versions that appear in user interface will be included in the file.




view invalid Rules

SEARCH

RESET

DOWNLOAD CLASSIFICATION RULES

Classification Rules Versions

ALC	SYSTEM TYPE	STP CODE	CKEY NAME	CKEY VALUE	VERSION	EFFECTIVE DATE	END DATE	STATUS	ACTION
								<div>Active x</div> <div>Pending x</div>	
20181110	Collection	FRB ACH	Performance key name 14	Performance key value 14	1	03/27/2023		Active	  

20 items per page
1 - 1 of 1 items

20

▼



< Previous 1 Next >

2. The file will be downloaded to your computer with the following file name:
CR_download_<YYYYMMDDHHMM>.xlsx.
3. [See more information on each column included in the download/upload file.](#)
 - The following fields are also included in the **Classification_Rules** sheet of the download file, but cannot be included when uploading a classification rule. *If using the download file when uploading a Classification Rule, be sure to delete these columns.*
 - **Version:** The version of the Classification Rule (ALC, System Type, STP Code, Ckey Name and Ckey Value combination).
 - **Effective Date:** The date the Classification Rule is active and can be used in a transaction.
 - **End Date:** The date the Classification Rule is inactive and can no longer be used in a transaction.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	ALC	System Type	STP Code	Ckey Name	Ckey Value	Description	Distribution	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	BETC	Distribution %	Version	Effective Date	End Date
2	20181102	Collection	CAS	Performance ci	Performance ci	For testing per Credit				012			X	0375	000	COLL	100	1	07/02/2025	
3	20181102	Collection	CAS	Performance ci	Performance ci	For testing per Credit				012			X	0375	000	DISB	100	1	07/02/2025	
4	20181102	Collection	CCC	Performance ci	Performance ci	Performance Ti Credit				020			X	0255	000	COLL	100	1	03/27/2023	
5	20181102	Collection	CCC	Performance ci	Performance ci	Performance Ti Debit				020			X	0255	000	COLLAJ	100	1	03/27/2023	
6	20181102	Collection	CGACH	Performance ci	Performance ci	Performance Ti Credit				012			X	0375	000	COLL	100	1	03/28/2023	
7	20181102	Collection	CGACH	Performance ci	Performance ci	Performance Ti Debit				012			X	0375	000	DISB	100	1	03/28/2023	
8	20181102	Collection	CGFEDNOW	Performance ci	Performance ci	Performance Ti Credit				020			X	6222	000	COLL	100	2	08/18/2025	

Delete a Pending Classification Rule

1. If you need to delete a pending classification rule (rule that is active in the future), first [search for the rule](#) in **Manage Classification Rules**. In the results table, pending classification rules will display a red x icon.
2. To delete the pending rule, click the x icon.

Classification Rules Versions									
ALC	SYSTEM TYPE	STP CODE	CKEY NAME	CKEY VALUE	VERSION	EFFECTIVE DATE	END DATE	STATUS	ACTION
								<div>Active x</div> <div>Pending x</div>	
00004892	Collection	OTCNET	Mario Bros	Partners in Time	2	11/20/2025		Pending	
00004892	Collection	OTCNET	Mario Bros	Partners in Time	1	08/07/2024	11/19/2025	Active	

20 items per page 1 - 2 of 2 items

20 < Previous 1 Next >

3. A window will pop up asking if you're sure you want to remove the pending classification rule. Click **REMOVE** to remove the pending Rule and **CANCEL** to keep the Rule.

REMOVE CLASSIFICATION RULES RECORD

Are you sure you want to remove the following pending classification rule?

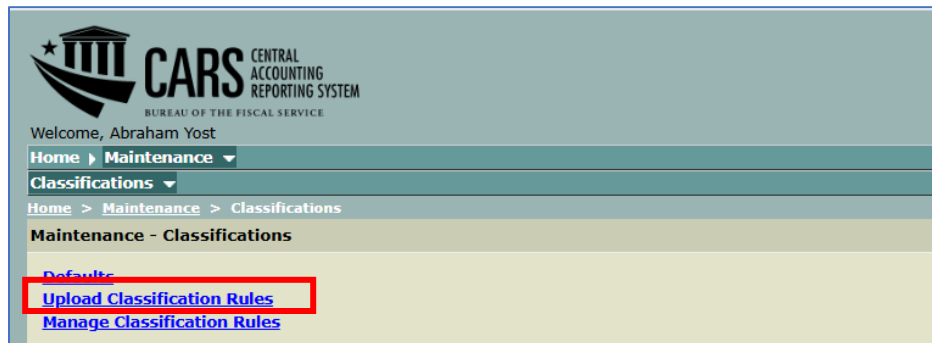
ALC	SYSTEM TYPE	STP CODE	CKEY NAME	CKEY VALUE	VERSION	EFFECTIVE DATE	END DATE	STATUS
00004892	Collection	OTCNET	Mario Bros	Partners in Time	2	11/20/2025		Pending


REMOVE

CANCEL

Creating/Editing Classifications Rules -> Upload Classification Rules

1. View the **Upload Classification Rule** screen by clicking the **Upload Classification Rules** via homepage or via the **Classification Rules** drop down menu.




CARS CENTRAL
ACCOUNTING
REPORTING SYSTEM
BUREAU OF THE FISCAL SERVICE

Welcome, Abraham Yost

Home > Maintenance

Classifications

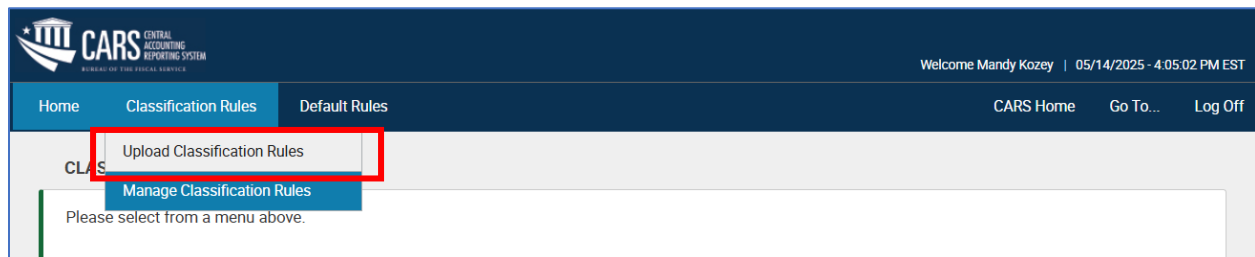
Home > Maintenance > Classifications


Maintenance - Classifications

Defaults

Upload Classification Rules

Manage Classification Rules




CARS CENTRAL
ACCOUNTING
REPORTING SYSTEM
BUREAU OF THE FISCAL SERVICE

Welcome Mandy Kozey | 05/14/2025 - 4:05:02 PM EST

Home Classification Rules Default Rules

CARS Home Go To... Log Off

CL S

Upload Classification Rules

Manage Classification Rules

Please select from a menu above.

Download Template file

The template file can be used to create a [new classification Rule](#), or it can be used as reference to ensure proper formatting when uploading a classification rule.

1. From the **Upload Classification Rules** screen, click **Download template file**.

FILE UPLOAD

Drag file here or [choose from folder](#)

Acceptable File Types: .xlsx
Acceptable File Name Characters: A-z 0-9 _ .
Maximum File Size: 15 MB

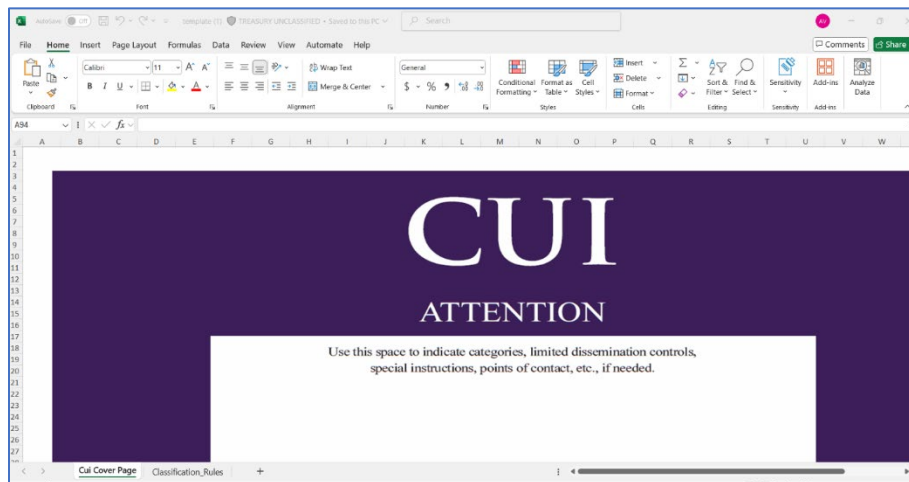
[UPLOAD](#) [CHOOSE DIFFERENT FILE](#)

[Download template file](#)

2. The **template.xlsx** file will be downloaded to your computer.

3. Contents of template file:

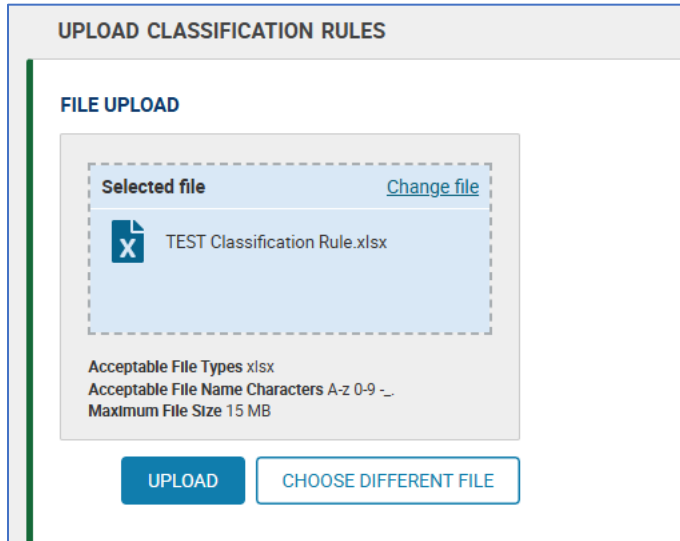
- **Cui Cover page** sheet: Specifies data classification



- **Classification_Rules** sheet: Will include classification rule details
 - **ALC:** (Required) 8 digits - Agency Location Code included in the transaction
 - **System Type:** (Required) Options include *Collection*, *Intragovernmental*, *Payment* or *NTDO Payment*.
 - **STP Code:** (Required) Also referred to as mechanism in legacy SAM. Included in transaction and used to tie the transaction to the appropriate classification rule.
 - **Ckey Name:** (Required) Max 25 characters - Classification key name included in transaction and used to tie the transaction to the appropriate classification rule.
 - **Ckey Value:** (Required) Max 50 characters - Classification key value included in transaction and used to tie the transaction to the appropriate classification rule.
 - **Description:** (Optional) Max 255 characters - Used to describe the classification rule for later reference.

[illegible][illegible]


2. From the [Upload Classification Rules](#) screen, drag the file to the UI or choose the file from a folder and click **UPLOAD**.
 - If you need to select a different file, click **Change File** or **CHOOSE DIFFERENT FILE**.
 - **CHOOSE DIFFERENT FILE** can be selected at any time during the steps below, before saving the Rule.



UPLOAD CLASSIFICATION RULES

FILE UPLOAD

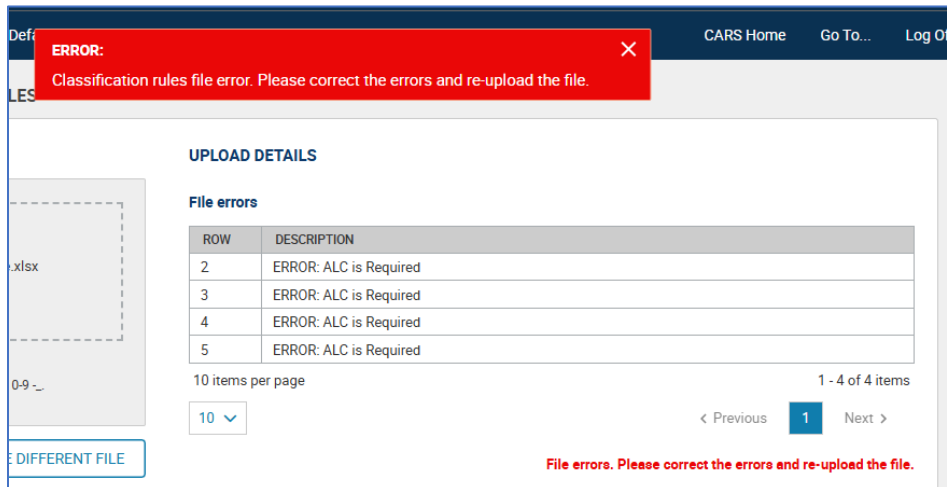
Selected file [Change file](#)

 TEST Classification Rule.xlsx

Acceptable File Types xlsx
Acceptable File Name Characters A-z 0-9 - _
Maximum File Size 15 MB

UPLOAD **CHOOSE DIFFERENT FILE**

3. If there are any file [formatting errors](#), they will appear after clicking “Upload.” Correct the file and reupload by clicking **CHOOSE DIFFERENT FILE**.



ERROR: Classification rules file error. Please correct the errors and re-upload the file.

UPLOAD DETAILS

File errors

ROW	DESCRIPTION
2	ERROR: ALC is Required
3	ERROR: ALC is Required
4	ERROR: ALC is Required
5	ERROR: ALC is Required

10 items per page 1 - 4 of 4 items

< Previous **1** Next >


CHOOSE DIFFERENT FILE



File errors. Please correct the errors and re-upload the file.

4. Set the Effective/End Dates:
 - If there are no file formatting errors, select an **EFFECTIVE DATE** and **END DATE** (Optional) for the Classification Rule(s). The effective date will default to today's date. You cannot select an effective date in the past.


UPLOAD DETAILS

Select the effective and end date(s) of the classification rule

Change All Effective Dates MM/DD/YYYY  **Change Dates**

ALC	SYSTEM TYPE	STP CODE	CKEY NAME	CKEY VALUE	VERSION #	EFFECTIVE DATE	END DATE (OPTIONAL)
12404700	Collection	TRACS	Test 123	12404700	1	11/07/2025 	MM/DD/YYYY 

10 items per page

10 

NEXT

November 2025 > >>


S	M	T	W	TH	FR	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6





1 - 1 of 1 items

1 Next >

- If the Upload includes multiple classification rules, and they all need the same effective date, you can select a date after **Change All Effective Dates** and click **Change Dates** to set the updated date for all rules. After clicking **Change Dates**, a window will pop up asking if you want to change all effective dates. Click **PROCEED** to change the dates or **CANCEL** to cancel the change.

rule

Change All Effective Dates MM/DD/YYYY  **Change Dates**

Y	UE	VERSION #	EFFECTIVE DATE	END DATE (OPTIONAL)
04700		1	11/07/2025 	MM/DD/YYYY 
04700		1	11/07/2025 	MM/DD/YYYY 

1 - 2 of 2 items

1 Next >

November 2025 > >>

S	M	T	W	Th	Fr	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

1 - 2 of 2 items

1 Next >

UPDATE EFFECTIVE DATES

You are about to update all the Effective Dates and replace any dates you may have entered. Are you sure you want to do this?

PROCEED **CANCEL**

- Note, if the effective date is set in the future, a pending classification rule will be created. If needed, a [pending Classification Rule can be deleted](#) before it becomes active.
- Click **NEXT**
 - If there are [data validation errors](#), they will appear after clicking **NEXT**. Correct the data in the file and reupload by clicking **CHOOSE DIFFERENT FILE**.

UPLOAD DETAILS

Classification Rule Confirmation

ALC	SYSTEM TYPE	STP CODE	CKEY NAME	CKEY VALUE	VERSION #	EFFECTIVE DATE	END DATE	INFO
12411000	Collection	TRACS	Test 123	12404700	1	11/10/2025		i
12411000	Collection	TRACS	Test 345	12404700	1	11/10/2025		i

10 items per page 1 - 2 of 2 items

10 ▾

[< Previous](#)

1

[Next >](#)

SAVE

BACK

File validation errors

ROW	DESCRIPTION
2	ERROR: STP Code: TRACS is invalid.
3	ERROR: STP Code: TRACS is invalid.
4	ERROR: STP Code: TRACS is invalid.
5	ERROR: STP Code: TRACS is invalid.

10 items per page 1 - 4 of 4 items

10 ▾

[< Previous](#)

1

[Next >](#)


File validation errors. Please correct the errors and re-upload the file.

7. If there are no data validation errors, you will have the option to save the rule. If any changes are needed, click **BACK** or **CHOOSE DIFFERENT FILE**. Otherwise, click **SAVE**.

UPLOAD CLASSIFICATION RULES

FILE UPLOAD

Selected file


TEST Classification Rule.xlsx

Acceptable File Types: xlsx
Acceptable File Name: Characters A-z 0-9 - _ .
Maximum File Size: 15 MB

UPLOAD

CHOOSE DIFFERENT FILE

UPLOAD DETAILS

Classification Rule Confirmation

ALC	SYSTEM TYPE	STP CODE	CKEY NAME	CKEY VALUE	VERSION #	EFFECTIVE DATE	END DATE	INFO
12411000	Intragovernmental	TRACS	Test 123	12404700	1	11/10/2025		i
12411000	Intragovernmental	TRACS	Test 345	12404700	1	11/10/2025		i

10 items per page 1 - 2 of 2 items

10 ▾

[< Previous](#)

1

[Next >](#)

SAVE

BACK

8. You can now [view the Classification Rule](#) in **Manage Classification Rules**.

Edit a Classification Rule

1. If editing a rule, first [download the classification rule\(s\)](#) you want to update.
2. Delete the **Version**, **Effective Date** and **End Date** columns from the xlsx file, and make any changes needed to the TAS-BETC or other elements of the classification rule.
3. Save the updated file to your computer.

Q1

Distribution %

ALC	System Type	STP Code	CKey Name	CKey Value	Description	Distribution	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	BETC	Distribution %	Version	Effective Date	End Date
00004892	Collection	OTCNET	Mario Bros	Partners in Time	Credit			012				X	0027	000	DISNGFAJ	100	2	11/06/20	
00004892	Collection	OTCNET	Mario Bros	Partners in Time	Debit			012				X	0027	000	DISNGFAJ	100	2	11/06/20	
12411000	Intragovernmental	TRACS	Test 123	12404700	Credit			012				X	0027	000	DISNGFAJ	100	1	11/10/20	
12411000	Intragovernmental	TRACS	Test 123	12404700	Debit			012				X	0027	000	DISNGFAJ	100	1	11/10/20	
12411000	Intragovernmental	TRACS	Test 345	12404700	Credit			012				X	0027	000	DISNGFAJ	100	1	11/10/20	
12411000	Intragovernmental	TRACS	Test 345	12404700	Debit			012				X	0027	000	DISNGFAJ	100	1	11/10/20	

Calibri 11 A A \$ %

Search the menus

Cut

Copy

Paste Options

Paste Special...

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

4. Follow steps 2-8 under [Upload a New Classification Rule](#).

- This update will be saved as a new version of the classification rule.
- The previous classification rule version will be updated with an end date one day before the new version's effective date. *For example, if the new version (version 2) starts on 11/12/2025, the previous version (version 1) will end on 11/11/2025.*

Classification Rule Confirmation

ALC	SYSTEM TYPE	STP CODE	CKEY NAME	CKEY VALUE	VERSION #	EFFECTIVE DATE	END DATE	INFO
12411000	Intragovernmental	TRACS	Test 123	12404700	2	11/12/2025		
12411000	Intragovernmental	TRACS	Test 345	12404700	2	1		

10 items per page


10

< Previous 1 Next >

Classification Rule Version 1 will end on 2025-11-11.

Search, View, Add, Edit or Delete Pending Default Rules -> Manage Default Rules

- View the **Manage Default Rules** screen by clicking the **Defaults** via homepage or the **Manage Default Rules** via the **Default Rules** drop down menu.


CARS CENTRAL ACCOUNTING REPORTING SYSTEM
BUREAU OF THE FISCAL SERVICE

Welcome, Abraham Yost

Home Maintenance

Classifications

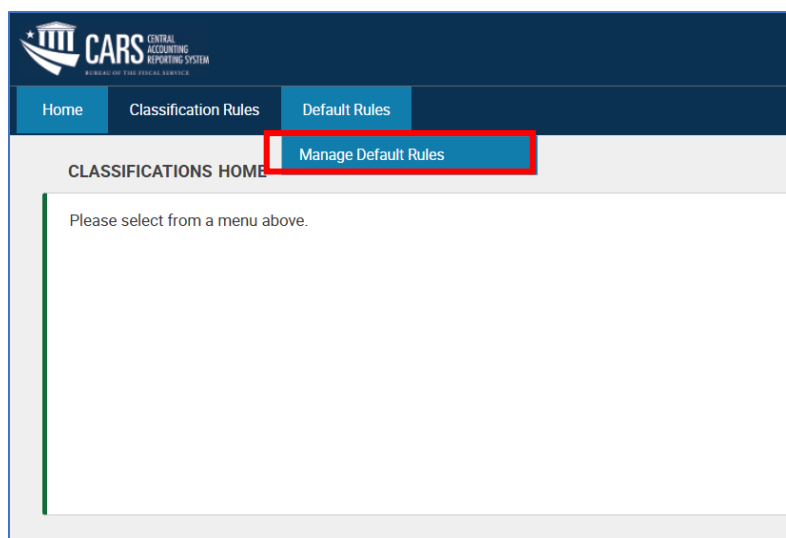
Home Maintenance Classifications

Maintenance - Classifications

Defaults

Upload Classification Rules

Manage Classification Rules

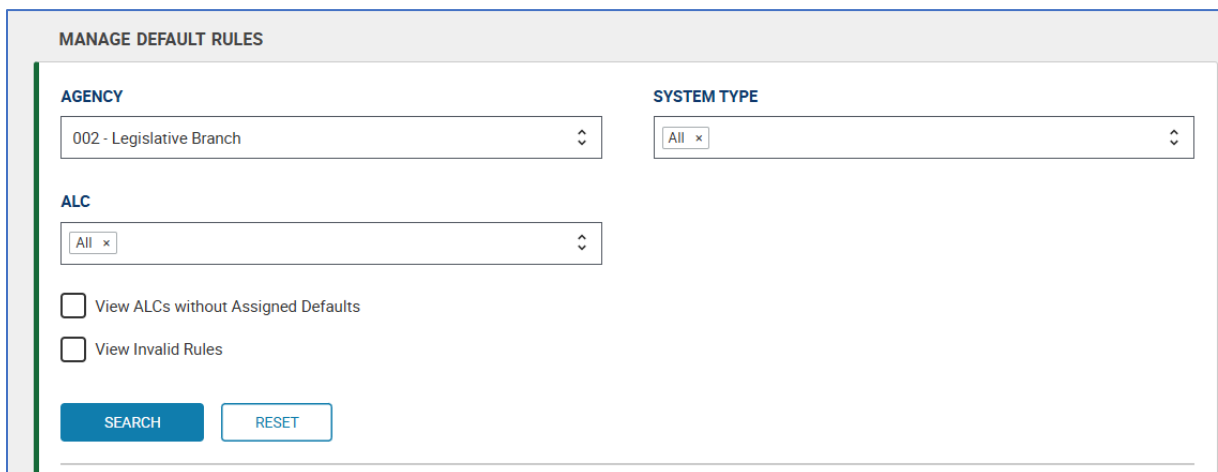


Search for a Default Rule

1. **From the Manage Default Rules screen, enter search criteria:**

- Select an agency from the **AGENCY** drop down. *Note – you will only have access to [view the Agencies tied to the ALCs in your Agroup.](#)*
- The **ALC** drop down will default to **All**, but you can multi-select any combination of ALCs. *Note – you will only have access to [view the ALCs in your Agroup.](#)*
- The **SYSTEM TYPE** drop down will default to **All**, but you can multi-select any combination of system types.
- The **View ALCs without Assigned Defaults** checkbox is unchecked by default. By checking this, you can filter down to only the ALC/system type combinations that are missing a default rule.
- The **View Invalid Rules** checkbox is unchecked by default. By checking this, you can filter down to only the [invalid rules](#) that require modification.
- Click **RESET** to reset the search criteria back to default settings.

2. Click **SEARCH**



MANAGE DEFAULT RULES

AGENCY

002 - Legislative Branch

SYSTEM TYPE

All

ALC

All











☐ View ALCs without Assigned Defaults

☐ View Invalid Rules

SEARCH **RESET**

View Default Rule Details

1. After [searching for a rule](#), click the **eye** icon located under the **ACTION** column. *Note: the eye icon will only be available on established default rules.*

ALC	SYSTEM TYPE	ACTION
02021101	Collection	 
02021101	Intragovernmental	 
02021101	NTDO Payment	
02021101	Payment	
02043103	Collection	
02043103	Intragovernmental	
02043103	NTDO Payment	
02043103	Payment	

20 items per page 1 - 8 of 8 items

2. A new window will open displaying the TAS-BETCs associated with each Rule. *Note: Expired default rules will not be displayed.*

VIEW CURRENT DEFAULT RULES

SYSTEM TYPE
ALC

Collection
02021101

AGENCY
002 - Legislative Branch

DEBIT

SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	BETC	EFFECTIVE DATE	END DATE	STATUS	INVALID REASON
		002			F	3420	000	COLLBCAJ	03/28/2025		Active	

CREDIT

SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	BETC	EFFECTIVE DATE	END DATE	STATUS	INVALID REASON
		002			F	3420	000	COLLBCA	03/28/2025		Active	

CLOSE

3. If a pending default rule exists, you will see two TAS-BETC records, one for the active default rule and one for the pending default rule.

VIEW CURRENT DEFAULT RULES

SYSTEM TYPE
NTDO Payment **ALC**
02021101

AGENCY
002 - Legislative Branch

DEBIT

SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	BETC	EFFECTIVE DATE	END DATE	STATUS	INVALID REASON
		002			F	3420	000	DISBBCA	11/19/2025		Pending	
		002			F	3420	000	COLLBCAJ	11/05/2025	11/18/2025	Active	

CREDIT


















SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	BETC	EFFECTIVE DATE	END DATE	STATUS	INVALID REASON
		002			F	3420	000	DISBBCAJ	11/05/2025		Active	

CLOSE

- Click **CLOSE** to close out the window and display the search results.

View Invalid Default Rule Details

- After [searching for a rule](#), if a default rule is [invalid](#), a yellow **triangle icon** will appear in the **ACTION** column.

Defaults Results		
ALC	SYSTEM TYPE	ACTION
01000005	Collection	 
01000005	Intragovernmental	 
01000005	NTDO Payment	  
01000005	Payment	 
01000006	Collection	  
01000006	Intragovernmental	 
01000006	NTDO Payment	 
01000006	Payment	

This Default Rule is invalid.

20 items per page 1 - 8 of 8 items

- Click the **eye icon** to view the details and see the invalid reason.

AGENCY

001 - Architect of the Capitol

SYSTEM TYPE

All

ALC

All

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SEARCH

Defaults Resu

ALC

01000005

01000005

01000005

01000005

01000006

01000006

01000006

01000006

20 items per page

20

VIEW CURRENT DEFAULT RULES

SYSTEM TYPE

NTDO Payment

ALC

01000005

AGENCY

001 - Architect of the Capitol

DEBIT

SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	BETC	EFFECTIVE DATE	END DATE	STATUS	INVALID REASON
		001			F	3420	000	COLLBCAJ	11/29/2024		Active	⚠ BETC has become invalid for the signed indicator.

CREDIT

SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	BETC	EFFECTIVE DATE	END DATE	STATUS	INVALID REASON
		001			F	3420	000	DISBBCAJ	12/01/2024		Active	

CLOSE

ACTION

- To prevent associated transactions from hitting the Treasury’s default account, [edit the default rule](#) based on the [invalid reason](#).

Add Default Rule

1. After [searching for a rule](#), click the **plus** icon. Any ALC/system type combinations missing a default rule will display a **plus** icon in the **ACTION** column.

ALC	SYSTEM TYPE	ACTION
02021101	Collection	
02021101	Intragovernmental	
02021101	NTDO Payment	
02021101	Payment	
02043103	Collection	
02043103	Intragovernmental	
02043103	NTDO Payment	
02043103	Payment	

20 items per page

1 - 8 of 8 items

2. A new window will open displaying a **DEBIT** and a **CREDIT** tab (debit is displayed by default). Select the most appropriate TAS-BETC combination for **both DEBIT** and **CREDIT**.
Note: A limited set of clearing TAS-BETCs can be used to set up a Default.

ADD DEFAULT RULE

SYSTEM TYPE
NTDO Payment

ALC
02021101

AGENCY
002 - Legislative Branch

☒ DEBIT ☐ CREDIT

Select a Debit TAS-BETC for the default rule.

SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	BETC	SELECT
		002			F	3420	000	COLLBCAJ	<input checked="" type="radio"/>
		002			F	3420	000	DISBBCA	<input type="radio"/>

5 items per page 1 - 2 of 2 items

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DEBIT EFFECTIVE DATE 11/05/2025

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ADD DEFAULT RULE

SYSTEM TYPE
NTDO Payment

ALC
02021101

AGENCY
002 - Legislative Branch

☐ DEBIT ☒ CREDIT

Select a Credit TAS-BETC for the default rule.

SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	BETC	SELECT
		002			F	3420	000	COLLBCA	<input type="radio"/>
		002			F	3420	000	DISBBCAJ	<input checked="" type="radio"/>

5 items per page 1 - 2 of 2 items












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CREDIT EFFECTIVE DATE 11/05/2025

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3. The **EFFECTIVE DATE** of both the debit and credit TAS-BETC will be set to **today's date**.
4. Click **SAVE**. The window will close, and the ALC/system type combination will show an **eye** and **edit** icon in the **ACTION** column instead of a **plus** icon.

Defaults Results

ALC	SYSTEM TYPE	ACTION
02021101	Collection	 
02021101	Intragovernmental	 
02021101	NTDO Payment	 
02021101	Payment	
02043103	Collection	
02043103	Intragovernmental	
02043103	NTDO Payment	
02043103	Payment	












20 items per page 1 - 8 of 8 items

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Edit Default Rule

1. After [searching for a rule](#), click the **edit** icon. *Note: The edit icon will only appear for established default rules.*

Defaults Results

ALC	SYSTEM TYPE	ACTION
02021101	Collection	 
02021101	Intragovernmental	 
02021101	NTDO Payment	 
02021101	Payment	
02043103	Collection	
02043103	Intragovernmental	
02043103	NTDO Payment	
02043103	Payment	

20 items per page 1 - 8 of 8 items

20 < Previous 1 Next >

2. A new window will pop up displaying a **DEBIT** and a **CREDIT** tab (debit is displayed by default).
3. By default, the TAS-BETC of the latest (pending or active) **DEBIT** and **CREDIT** default rule will be pre-selected. The **EFFECTIVE DATE** of the latest **DEBIT** and **CREDIT** default rule will also be pre-populated. *Note: If the latest DEBIT or CREDIT default contains an invalid TAS-BETC, no TAS-BETC will be pre-selected. The user will be required to select a different TAS-BETC before saving the default rule.*

EDIT DEFAULT RULE

SYSTEM TYPE
NTDO Payment

ALC
02021101

AGENCY
002 - Legislative Branch


DEBIT **CREDIT**

Select a Debit TAS-BETC for the default rule.

SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	BETC	SELECT
		002			F	3420	000	COLLBCAJ	<input checked="" type="radio"/>
		002			F	3420	000	DISBBCA	<input type="radio"/>

5 items per page 1 - 2 of 2 items

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DEBIT EFFECTIVE DATE 11/05/2025 

SAVE **CANCEL**

EDIT DEFAULT RULE

SYSTEM TYPE
NTDO Payment

ALC
02021101

AGENCY
002 - Legislative Branch


DEBIT **CREDIT**

Select a Credit TAS-BETC for the default rule.

SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	BETC	SELECT
		002			F	3420	000	DISBBCAJ	<input checked="" type="radio"/>
		002			F	3420	000	COLLBCA	<input type="radio"/>

5 items per page 1 - 2 of 2 items

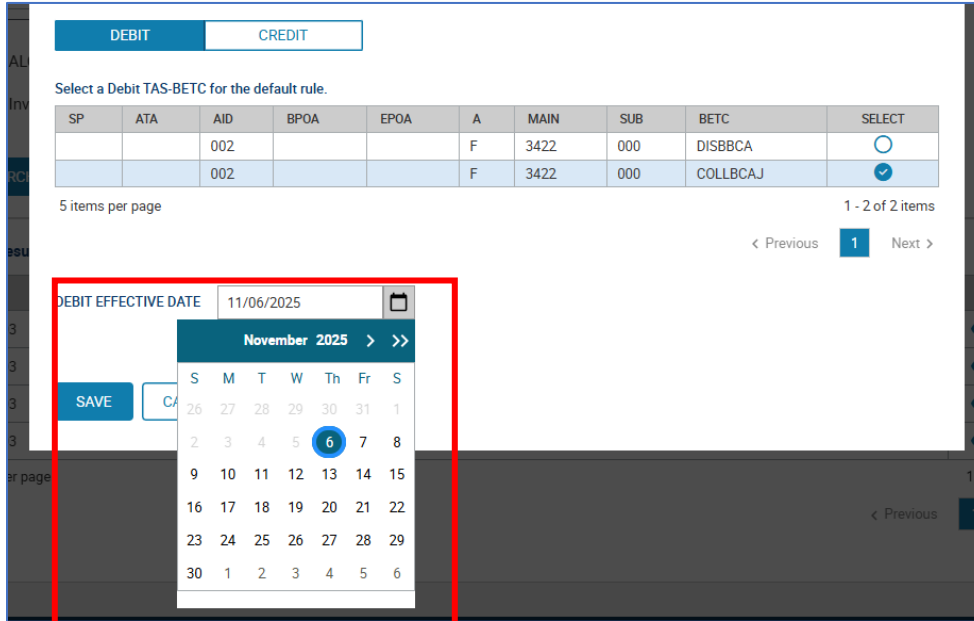
< Previous **1** Next >

CREDIT EFFECTIVE DATE 11/05/2025 

SAVE **CANCEL**

- To edit the default rule, select an alternative TAS-BETC for the **DEBIT** and/or **CREDIT** record (you do not need to edit both).

5. After selecting a new TAS-BETC, the **EFFECTIVE DATE** can be updated to today's date or a date in the future. *Note: If the **EFFECTIVE DATE** is in the future, the active rule will be updated to end the day before the new rule begins. For example, if the updated effective date is set to 11/13/2025, the active rule will end on 11/12/2025.*



DEBIT CREDIT

Select a Debit TAS-BETC for the default rule.

SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	BETC	SELECT
		002			F	3422	000	DISBBCA	<input type="radio"/>
		002			F	3422	000	COLLBCAJ	<input checked="" type="radio"/>

5 items per page 1 - 2 of 2 items

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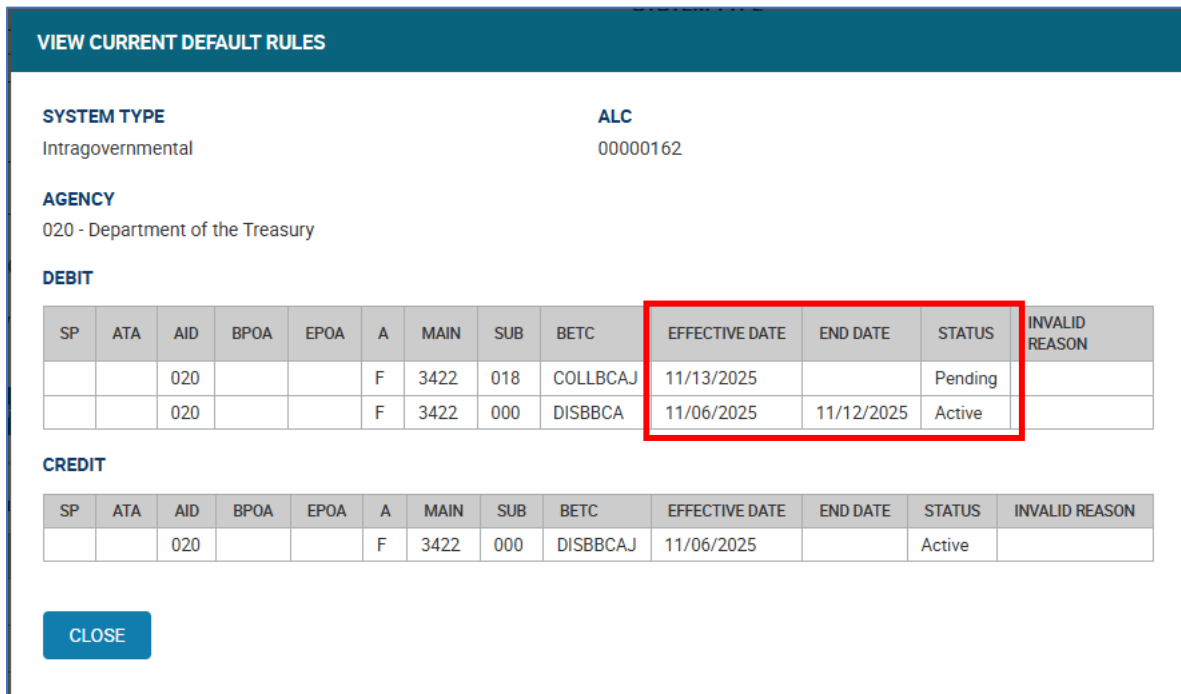
DEBIT EFFECTIVE DATE 11/06/2025

SAVE

November 2025

S	M	T	W	Th	Fr	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

6. Click **SAVE** to save the default rule with the updated TAS-BETC(s).



VIEW CURRENT DEFAULT RULES

SYSTEM TYPE ALC
Intragovernmental 00000162

AGENCY
020 - Department of the Treasury

DEBIT

SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	BETC	EFFECTIVE DATE	END DATE	STATUS	INVALID REASON
		020			F	3422	018	COLLBCAJ	11/13/2025		Pending	
		020			F	3422	000	DISBBCA	11/06/2025	11/12/2025	Active	

CREDIT

SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	BETC	EFFECTIVE DATE	END DATE	STATUS	INVALID REASON
		020			F	3422	000	DISBBCAJ	11/06/2025		Active	

CLOSE

Delete a Pending Default Rule

1. Pending default rules will appear when you click the **eye** icon after [searching for a rule](#).

VIEW CURRENT DEFAULT RULES

SYSTEM TYPE
Intragovernmental

ALC
00000162

AGENCY
020 - Department of the Treasury

DEBIT







SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	BETC	EFFECTIVE DATE	END DATE	STATUS	INVALID REASON
		020			F	3422	018	COLLBCAJ	11/13/2025		Pending	
		020			F	3422	000	DISBBCA	11/06/2025	11/12/2025	Active	

CREDIT

SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	BETC	EFFECTIVE DATE	END DATE	STATUS	INVALID REASON
		020			F	3422	000	DISBBCAJ	11/06/2025		Active	

CLOSE

2. To remove the pending default rule, click the **edit** icon.

Defaults Results		
ALC	SYSTEM TYPE	ACTION
00000162	Collection	 
00000162	Intragovernmental	 
00000162	NTDO Payment	 

3. On the edit screen, select the TAS-BETC tied to the currently active default rule.

SYSTEM TYPE
Intragovernmental

ALC
00000162

AGENCY
020 - Department of the Treasury


DEBIT
CREDIT

Select a Debit TAS-BETC for the default rule.

SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	BETC	SELECT
		020			F	3422	018	COLLBCAJ	<input type="radio"/>
		020			F	3422	000	DISBBCA	<input checked="" type="radio"/>
		020			F	3422	000	COLLBCAJ	<input type="radio"/>
		020			F	3422	018	DISBBCA	<input type="radio"/>
		020			F	3422	019	COLLBCAJ	<input type="radio"/>

5 items per page 1 - 5 of 6 items

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DEBIT EFFECTIVE DATE 11/06/2025 

4. Click **SAVE**.

5. The pending rule will be removed from the system, and the **END DATE** on the active rule will also be removed.

VIEW CURRENT DEFAULT RULES

SYSTEM TYPE
Intragovernmental

ALC
00000162

AGENCY
020 - Department of the Treasury

DEBIT

SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	BETC	EFFECTIVE DATE	END DATE	STATUS	INVALID REASON
		020			F	3422	000	DISBBCA	11/06/2025		Active	

CREDIT

SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	BETC	EFFECTIVE DATE	END DATE	STATUS	INVALID REASON
		020			F	3422	000	DISBBCAJ	11/06/2025		Active	

CLOSE

Possible Error Messages when Uploading a Classification Rule

Error Messages	Action
"The upload file is missing the tab named Classification_Rules. Please download template file for reference."	Update the upload file and reupload – must include the Classification_Rules tab. Reference the download template file for discrepancies.
"ERROR: Upload file does not follow required formatting. Please reference the template file."	Update the upload file and reupload. Reference the download template file for discrepancies.
ERROR: ALC is Required	ALC is a required field in the upload file. Update the upload file with the missing ALC on the row # indicated.
ERROR: System Type is Required	System type is a required field in the upload file. Update the upload file with the missing System type on the row # indicated.
ERROR: STP Code is Required	STP Code is a required field in the upload file. Update the upload file with the missing STP Code on the row # indicated.
ERROR: Ckey Name is Required	Ckey Name is a required field in the upload file. Update the upload file with the missing Ckey Name on the row # indicated.
ERROR: Ckey Value is Required	Ckey Value is a required field in the upload file. Update the upload file with the missing Ckey Value on the row # indicated.
ERROR: Distribution for <x> does not have both Credit and Debit	A Classification Rule must have both Credit and Debit distributions. Update the upload file with the missing distribution on the row # indicated.
ERROR: Distribution is Required	A Classification Rule must have both Credit and Debit distributions. Update the upload file with the missing distribution on the row # indicated.

ERROR: Distribution Percent is Required	Distribution Percent is a required field in the upload file. Update the upload file with the missing Distribution Percent on the row # indicated.
ERROR: AID is Required	AID is a required field in the upload file. Update the upload file with the missing AID on the row # indicated.
ERROR: MAIN is Required	MAIN is a required field in the upload file. Update the upload file with the missing MAIN on the row # indicated.
ERROR: SUB is Required	SUB is a required field in the upload file. Update the upload file with the missing SUB on the row # indicated.
ERROR: BETC is Required	BETC is a required field in the upload file. Update the upload file with the missing BETC on the row # indicated.
ERROR: ALC <x> is not a valid ALC	ALC must be 8 characters all numbers. Update the upload file with the valid format of ALC on the row # indicated.
ERROR: System Type <x> is not a valid System Type	System Type must be one of the following Options: <i>Intragovernmental, Collection, NTDO Payment, Payment</i> . Update the upload file with a valid System Type on the row # indicated.
ERROR: STP Code <x> is not a valid STP Code	STP Code must be limited to 56 alphanumeric characters. Update the upload file with the valid format of STP Code on the row # indicated.
ERROR: Ckey Name <x> is not a valid Ckey Name	Ckey Name must be limited to 25 alphanumeric characters. Update the upload file with the valid format of Ckey Name on the row # indicated.
ERROR: Ckey Value <x> is not a valid Ckey Value	Ckey Value must be limited to 50 alphanumeric characters. Update the upload file with the valid format of Ckey Value on the row # indicated.
ERROR: Description <x> is not a valid Description	Description must be limited to 255 alphanumeric characters or left blank. Update the upload file with the valid format of Description on the row # indicated.
ERROR: Distribution <x> is not a valid Distribution	Distribution must be one of the following options: <i>Credit, Debit</i> . Update the upload file with a valid Distribution on the row # indicated.
ERROR: SP <x> is not a valid SP	SP must be 2 digits or left blank. Update the upload file with the valid format of SP on the row # indicated.
ERROR: ATA <x> is not a valid ATA	ATA must be 3 digits or left blank. Update the upload file with the valid format of ATA on the row # indicated.
ERROR: AID <x> is not a valid AID	AID must be 3 digits. Update the upload file with the valid format of AID on the row # indicated.
ERROR: BPOA <x> is not a valid BPOA	BPOA must be 4 digits or left blank. Update the upload file with the valid format of BPOA on the row # indicated.
ERROR: EPOA <x> is not a valid EPOA	EPOA must be 4 digits or left blank. Update the upload file with the valid format of EPOA on the row # indicated.
ERROR: A <x> is not a valid A	A must equal 1 character or be left blank. Update the upload file with the valid format of A on the row # indicated.
ERROR: MAIN <x> is not a valid MAIN	MAIN must be 4 digits. Update the upload file with the valid format of MAIN on the row # indicated.

ERROR: SUB <x> is not a valid SUB	SUB must be 3 digits. Update the upload file with the valid format of SUB on the row # indicated.
ERROR: BETC <x> is not a valid BETC	BETC must be limited to 8 characters. Update the upload file with the valid format of BETC on the row # indicated.
ERROR: Distribution Percent for <x> is not equal to 100	The Distribution Percent must equal 100 across all lines for a given credit classification rule or 100 across all lines for a given debit classification rule. Update the upload file with the valid Credit Distribution Percent on the row # indicated.
ERROR: ALC <x> is invalid.	ALC is either invalid or inactive during the effective date and end date of the classification rule. Update the upload file with a valid ALC on the row # indicated.
ERROR: System Type <x> is invalid.	System Type is either invalid or inactive during the effective date and end date of the classification rule. Update the upload file with a valid System Type on the row # indicated.
ERROR: STP Code: <x> is invalid.	STP Code is either invalid for system type or inactive during the effective date and end date of the classification rule. Update the upload file with a valid STP Code on the row # indicated.
ERROR: EPOA: <x> is over five fiscal years and the disbursing authority has not been extended to the current fiscal year or beyond.	EPOA is either over five fiscal years or the disbursing authority is not extended to the current fiscal year or beyond. Update the upload file with a valid EPOA on the row # indicated.
ERROR: TAS (SP: <x> ATA: <x> AID: <x> BPOA: <x> EPOA: <x> A: <x> MAIN: <x> SUB: <x>) is invalid.	TAS is either invalid or inactive during the effective date and end date of the classification rule. Update the upload file with a valid TAS on the row # indicated.
ERROR: TAS (SP: <x> ATA: <x> AID: <x> BPOA: <x> EPOA: <x> A: <x> MAIN: <x> SUB: <x>) BETC: %s combination is invalid.	TAS-BETC combination is either invalid or inactive during the effective date and end date of the classification rule. Update the upload file with a valid TAS-BETC on the row # indicated.
WARNING: TAS (SP: <x> ATA: <x> AID: <x> BPOA: <x> EPOA: <x> A: <x> MAIN: <x> SUB: <x>) is not owned by the ALC's Agency.	The AID of the TAS used does not match the Agency associated with the ALC in the classification rule. Change are not required – this is just a warning.
ERROR: BETC: <x> is a reversal BETC.	BETC cannot be a reversal BETC. Update the upload file with a valid BETC on the row # indicated.
ERROR: BETC: <x> is invalid for system type: <x>.	BETC is either invalid for the System type or inactive during the effective date and end date of the classification rule. Update the upload file with a valid BETC for the System Type on the row # indicated.
ERROR: BETC: <x> is invalid for signed indicator: <credit/debit>.	BETC is either invalid for credit or debit, or not active during the effective date and end date of the classification rule. Update the upload file with a valid BETC for the signed indicator on the row # indicated.
ERROR: You do not have permissions to create classification rules for this ALC: <x>.	This ALC is not included in your Classification Agroup. Update the ALC with an appropriate ALC, or work with

Invalid Reasons on Classification or Default Rules

Invalid Reason	Action
ALC has been dissolved.	ALC was termed. The rule will be termed at the end date of the ALC. Create a new rule using the replacement ALC (if one exists). If the ALC is reopened at any point, the user will need to create a new version of the rule.
STP Code is expired.	STP Code (mechanism) was termed. The rule will be termed at the end date of STP Code. If the STP Code is reopened at any point, the user will need to create a new version of the rule - the rule will not be automatically reopened. <i>Note: this only applies to classification rules.</i>
TAS-BETC is expired.	The TAS-BETC combination was termed. The rule will remain open, but transactions will default (if Classification Rule) or hit Treasury default (if default rule). Edit the rule by changing the TAS-BETC.
TAS is expired.	The TAS was termed. The rule will remain open, but transactions will default (if Classification Rule) or hit Treasury default (if default rule). Edit the rule by changing the TAS-BETC.
EPOA is over five fiscal years and the disbursing authority is not extended to the current fiscal year or beyond.	The ending period of availability on the TAS is over five fiscal years and disbursing authority was not extended to current fiscal year or beyond. The rule will remain open, but transactions will default (if Classification Rule) or hit Treasury default (if default rule). Edit the rule by changing the TAS-BETC.). Edit the rule by changing the TAS-BETC.
BETC has become invalid for the system type.	The BETC can no longer be used for the system type (IPAC, NTDO, Payment or Collection) on the rule. The rule will remain open, but transactions will default (if Classification Rule) or hit Treasury default (if default rule). Edit the rule by changing the BETC.
BETC has become invalid for the signed indicator.	The BETC can no longer be used for the debit or credit indicator on the rule. The rule will remain open, but transactions will default (if Classification Rule) or hit Treasury default (if default rule). Edit the rule by changing the BETC.