

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

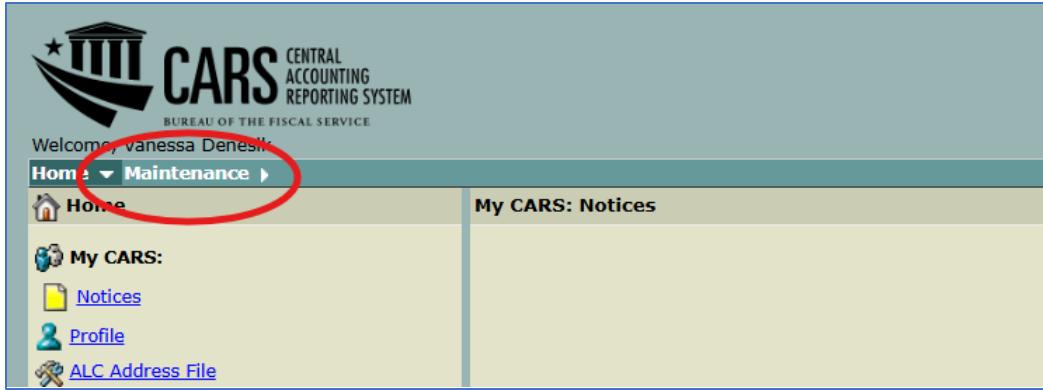
- Log in to CARS here using your PIV-I card or ID.me:
<https://cars.fiscal.treasury.gov/gwa/Home>
- Upon go-live, users with the SAM Cash Flow Admin (CFA) role will receive equivalent roles/access groups in the CARS application. CFA users' will have access to the same ALCs within their SAM Agroup once 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.*



Welcome, vanessa Denesik

Home ▾ **Maintenance** ▾

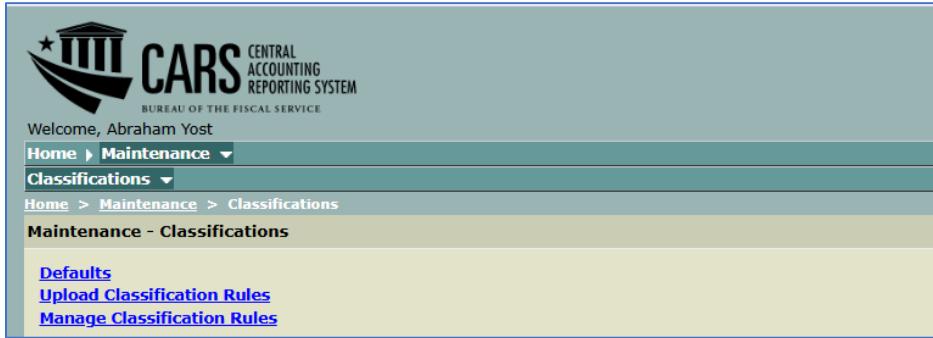
Home

My CARS:

-  [Notices](#)
-  [Profile](#)
-  [ALC Address File](#)

My CARS: Notices

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



Welcome, Abraham Yost

Home ▾ **Maintenance** ▾

Classifications ▾

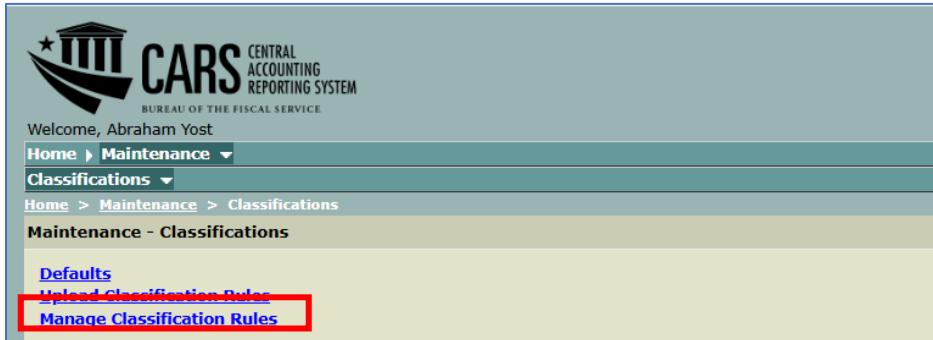
Home > **Maintenance** > **Classifications**

Maintenance - Classifications

[Defaults](#)
[Upload Classification Rules](#)
[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.



Welcome, Abraham Yost

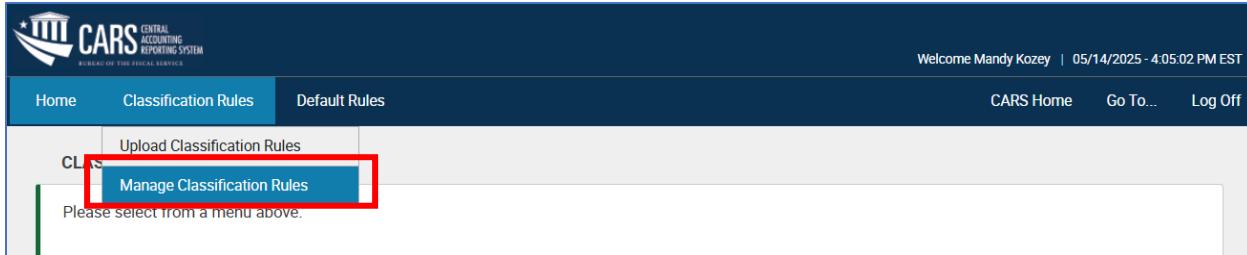
Home ▾ **Maintenance** ▾

Classifications ▾

Home > **Maintenance** > **Classifications**

Maintenance - Classifications

[Defaults](#)
[Upload Classification Rules](#)
[Manage Classification Rules](#)



Classification Rules

Upload Classification Rules

Manage Classification Rules

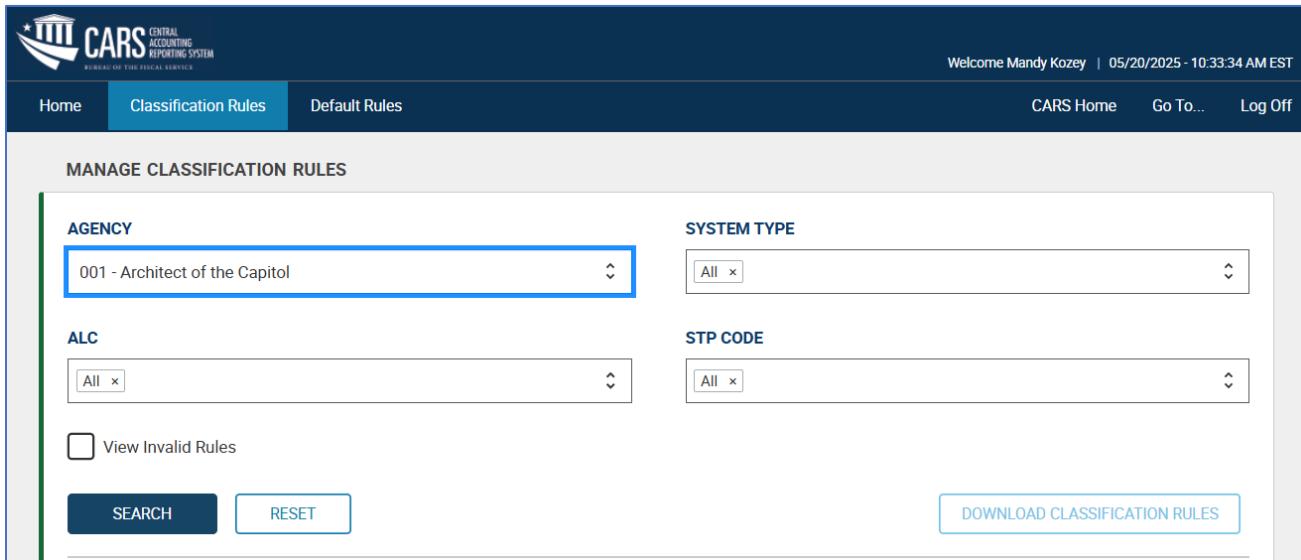
Please select from a menu above.

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**



MANAGE CLASSIFICATION RULES

AGENCY

001 - Architect of the Capitol

ALC

All

SYSTEM TYPE

All

STP CODE

All

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 style="display: flex; align-items: center;"> Active x ▼ Pending x ^ </div> | | |
| 01000005 | Collection | CCC | Performance ckey name 31 | Performance ckey value 31 | 1 | 03/28/2023 | | Active | X | |
| 01000005 | Intragovernmental | IPAC | Performance ckey name 60 | Performance ckey value 60 | 1 | 03/28/2023 | | Active | X | |

20 items per page 1 - 2 of 2 items

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- 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 style="display: flex; align-items: center;"> Active x ▼ Pending x ^ </div> | | |
| 01000005 | Collection | CCC | Performance ckey name 31 | Performance ckey value 31 | 1 | 03/28/2023 | | Active | X | |

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.

| START DATE | END DATE | STATUS | ACTION |
|------------|----------|--|--------|
| | | <div style="display: flex; align-items: center;"> Active x ▼ Pending x ^ </div> | |
| 2023 | | <div style="border: 1px solid #ccc; padding: 5px; width: 150px; margin-left: 10px;"> Clear Selected <hr/> <div style="display: flex; align-items: center;"> <input checked="" type="checkbox"/> Active <input type="checkbox"/> Expired <input checked="" type="checkbox"/> Pending </div> </div> | |

Showing 1 - 1 of 1 items (filtered from 2)

View Classification Rule Details

1. 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 |
| | | | | | | | | Active x | ^ |
| | | | | | | | | Pending x | ▼ |
| 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 |  |

2. 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.

CLASSIFICATION RULE DETAILS

| SYSTEM TYPE | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------------------|--|-------------|--------------------------|----------|-----|------|-----|--------|------|----------------|---|------|-----|------|---|----------------|--|--|-----|--|--|---|------|-----|--------|-----|--|
| 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 | <table border="1"> <thead> <tr> <th>SP</th> <th>ATA</th> <th>AID</th> <th>BPOA</th> <th>EPOA</th> <th>A</th> <th>MAIN</th> <th>SUB</th> <th>BETC</th> <th>%</th> <th>INVALID REASON</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>020</td> <td></td> <td></td> <td>X</td> <td>0010</td> <td>000</td> <td>COLL</td> <td>100</td> <td></td> </tr> </tbody> </table> | | | | | SP | ATA | AID | BPOA | EPOA | A | MAIN | SUB | BETC | % | INVALID REASON | | | 020 | | | X | 0010 | 000 | COLL | 100 | |
| SP | ATA | AID | BPOA | EPOA | A | MAIN | SUB | BETC | % | INVALID REASON | | | | | | | | | | | | | | | | | |
| | | 020 | | | X | 0010 | 000 | COLL | 100 | | | | | | | | | | | | | | | | | | |
| DEBIT | <table border="1"> <thead> <tr> <th>SP</th> <th>ATA</th> <th>AID</th> <th>BPOA</th> <th>EPOA</th> <th>A</th> <th>MAIN</th> <th>SUB</th> <th>BETC</th> <th>%</th> <th>INVALID REASON</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>020</td> <td></td> <td></td> <td>X</td> <td>0010</td> <td>000</td> <td>COLLAJ</td> <td>100</td> <td></td> </tr> </tbody> </table> | | | | | SP | ATA | AID | BPOA | EPOA | A | MAIN | SUB | BETC | % | INVALID REASON | | | 020 | | | X | 0010 | 000 | COLLAJ | 100 | |
| SP | ATA | AID | BPOA | EPOA | A | MAIN | SUB | BETC | % | INVALID REASON | | | | | | | | | | | | | | | | | |
| | | 020 | | | X | 0010 | 000 | COLLAJ | 100 | | | | | | | | | | | | | | | | | | |
| <input type="button" value="CLOSE"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | |

02 | Collection | CGACH | 03/27/2023 | 1 | 03/27/2023 | Active

Viewing Invalid Classification Rules

1. 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 | |
|--------------------------|---------|----------------|----------|---|---|--|
| | | | | <input checked="" type="checkbox"/> Active x <input checked="" type="checkbox"/> Pending x | ^ ▼ | |
| Performance ckey name 14 | 1 | 03/27/2023 | | Active |    | <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin-left: 10px;">This Classification Rule is invalid.</div> |

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

| CLASSIFICATION RULE DETAILS | | | | | | | | | | | | | | | | | | | |
|-----------------------------|-----|-----|------|---------------------------|---|------|-----|----------|-----|---|--|--|--|--|--|--|--|--|--|
| ALC | | | | SYSTEM TYPE | | | | STP CODE | | | | | | | | | | | |
| 20181110 | | | | Collection | | | | FRB ACH | | | | | | | | | | | |
| CKEY NAME | | | | CKEY VALUE | | | | VERSION | | | | | | | | | | | |
| Performance ckey name 14 | | | | Performance ckey value 14 | | | | 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.*

| <input checked="" type="checkbox"/> View Invalid Rules | <input type="button" value="SEARCH"/> <input type="button" value="RESET"/> | <input style="border: 2px solid #0070C0; padding: 5px; border-radius: 5px; background-color: #0070C0; color: white; font-weight: bold;" type="button" value="DOWNLOAD CLASSIFICATION RULES"/> | | | | | | | | | | | | | | | | | | | | |
|---|--|---|--------------------------|---------------------------|----------|----------------|------------|---------|---|----------|--------|--------|----------|------------|---------|--------------------------|---------------------------|---|------------|--|--------|---|
| Classification Rules Versions | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ALC</th><th>SYSTEM TYPE</th><th>STP CODE</th><th>CKEY NAME</th><th>CKEY VALUE</th><th>VERSION</th><th>EFFECTIVE DATE</th><th>END DATE</th><th>STATUS</th><th>ACTION</th></tr> </thead> <tbody> <tr> <td>20181110</td><td>Collection</td><td>FRB ACH</td><td>Performance ckey name 14</td><td>Performance ckey value 14</td><td>1</td><td>03/27/2023</td><td></td><td>Active</td><td style="text-align: center;">    </td></tr> </tbody> </table> <p>20 items per page</p> <p style="text-align: center;">20 < Previous 1 Next ></p> | | | ALC | SYSTEM TYPE | STP CODE | CKEY NAME | CKEY VALUE | VERSION | EFFECTIVE DATE | END DATE | STATUS | ACTION | 20181110 | Collection | FRB ACH | Performance ckey name 14 | Performance ckey value 14 | 1 | 03/27/2023 | | Active |    |
| ALC | SYSTEM TYPE | STP CODE | CKEY NAME | CKEY VALUE | VERSION | EFFECTIVE DATE | END DATE | STATUS | ACTION | | | | | | | | | | | | | |
| 20181110 | Collection | FRB ACH | Performance ckey name 14 | Performance ckey value 14 | 1 | 03/27/2023 | | Active |    | | | | | | | | | | | | | |

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.](#)
 - o 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 | ATA | J | BPOA | EPOA | A | M | N | SUB | U | BETC | Y | U | Version | Effective Date | End Date | |
|----------|------------|----------|--|---|---|---|---|---|-----|---|------|------|-----|-----|-----|-----|-----|------|-----|-----|---------|----------------|------------|--|
| 20181102 | Collection | CAS | Performance c Performance c For testing per Credit | | | | | | 012 | | X | 0375 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 07/02/2025 | | |
| 20181102 | Collection | CAS | Performance c Performance c For testing per Debit | | | | | | 012 | | X | 0375 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 07/02/2025 | | |
| 20181102 | Collection | CCC | Performance c Performance c Performance Tx Credit | | | | | | 020 | | X | 0355 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 09/27/2025 | | |
| 20181102 | Collection | CCC | Performance c Performance c Performance Tx Debit | | | | | | 020 | | X | 0355 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 09/27/2025 | | |
| 20181102 | Collection | CGACH | Performance c Performance c Performance Tx Credit | | | | | | 012 | | X | 0375 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 09/28/2025 | | |
| 20181102 | Collection | CGACH | Performance c Performance c Performance Tx Debit | | | | | | 012 | | X | 0375 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 09/28/2025 | | |
| 20181102 | Collection | CGFEDNOW | Performance c Performance c Performance Tx Credit | | | | | | 020 | | | 0222 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 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 style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> Active </div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> Pending </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.

Welcome, Abraham Yost

Home > Maintenance > Classifications

Maintenance - Classifications

Defaults

Upload Classification Rules Upload Classification Rules

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

Home Classification Rules Default Rules CARS Home Go To... Log Off

CLAS Upload Classification Rules

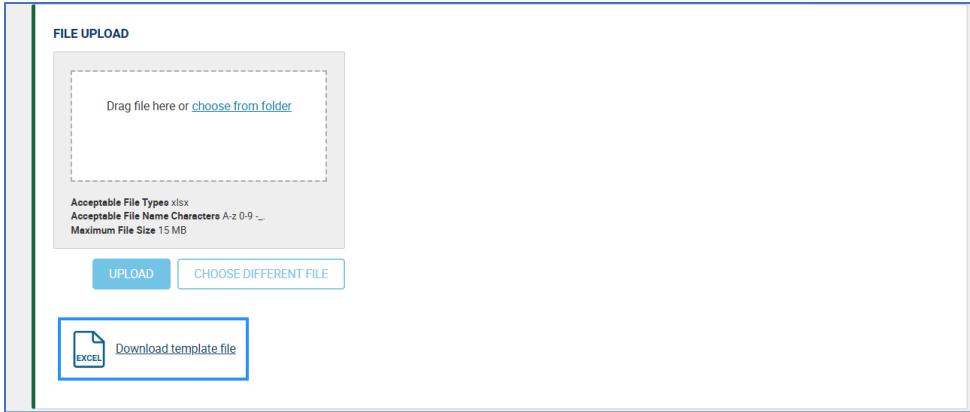
Manage Classification Rules

Please select from a menu above.

Download Template file

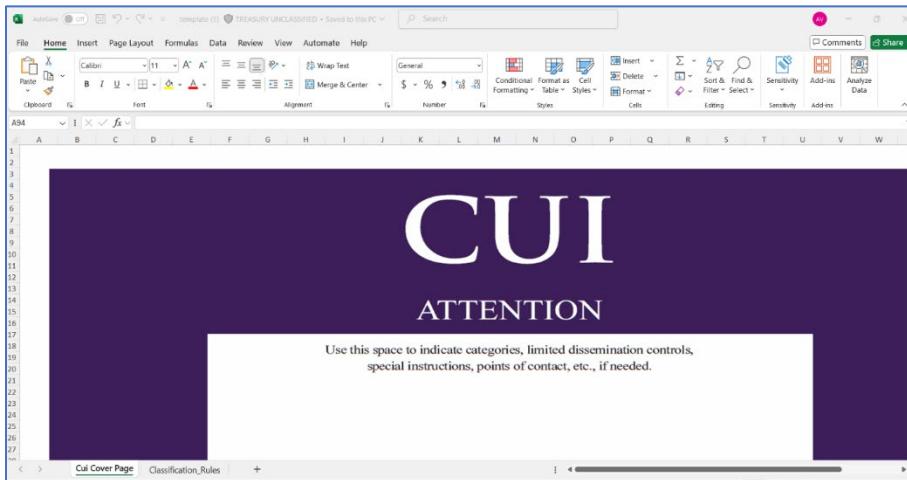
The template file can be used to create a [new classification Rule](#), or it can be used as reference to ensure proper formatting when uploading a classification rule.

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



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.

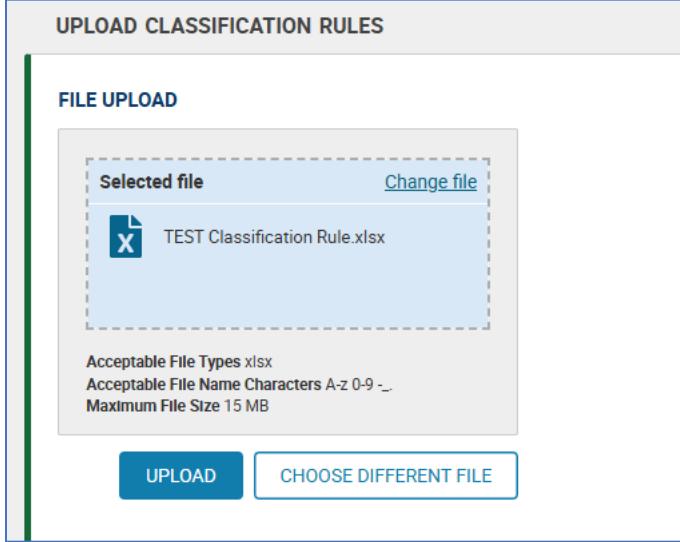
- **Distribution:** (Required) Options include **Credit** or **Debit** – when uploading a rule, both credit and debit record must be included on separate lines.
- The following is applied to transaction when the Classification Rule is translated during transaction processing:
 - **SP:** (Optional) 2 digits or blank - Sub-level prefix
 - **ATA:** (Optional) 3 digits or blank - Allocation transfer identifier
 - **AID:** (Required) 3 digits - Agency Identifier
 - **BPOA:** (Optional) 4 digits or blank - Beginning period of availability
 - **EPOA:** (Optional) 4 digits or blank - Ending period of availability
 - **A:** (Optional) 1 character or blank - Availability type
 - **MAIN:** (Required) 4 digits - Main account code
 - **SUB:** (Required) 4 digits - Sub-account code
 - **BETC:** (Required) 8 characters max – Business event type code
 - **Distribution:** (Required) Use 100 by default. If an incoming transaction needs to be split into multiple TAS-BETCs when processing in CARS, specify the % to apply to each credit and/or debit TAS-BETC record. Percent must equal 100 across all debit rows and 100 across all credit rows for a given Classification Rule.

Upload a New Classification Rule

1. If uploading a classification new rule, after [downloading the template file](#), fill out the details of the **Classification Rules sheet** and save the file.

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

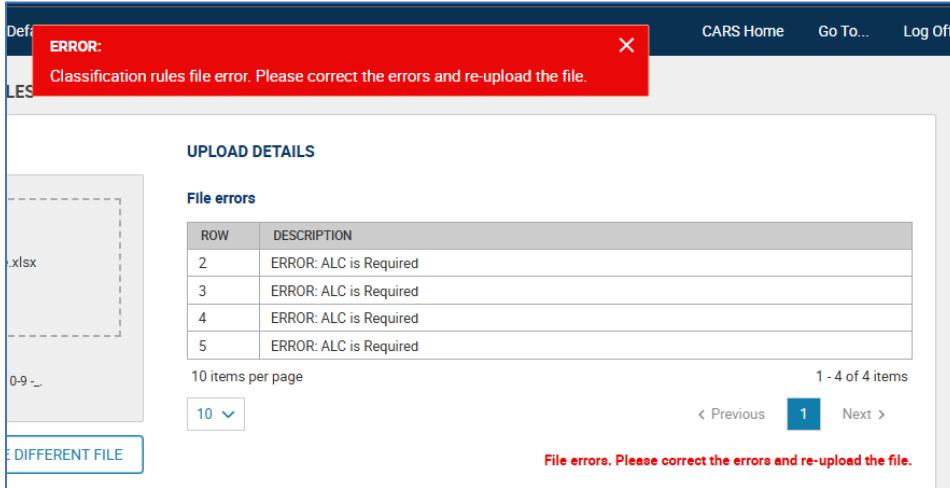
Selected file [Change file](#)

 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**.



DEFINITIONS

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

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[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

| 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 |

Change All Effective Dates MM/DD/YYYY

10 items per page

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

| ALC | VER # | CKEY VALUE | CKEY NAME | CKEY VALUE | VERSION # | EFFECTIVE DATE | END DATE (OPTIONAL) |
|-------|-------|------------|------------|------------|-----------|----------------|---------------------|
| 04700 | 1 | 12404700 | Collection | 12404700 | 1 | 11/07/2025 | MM/DD/YYYY |
| 04700 | 1 | 12404700 | Collection | 12404700 | 1 | 11/07/2025 | MM/DD/YYYY |

Change All Effective Dates MM/DD/YYYY

10 items per page

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?

- 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 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

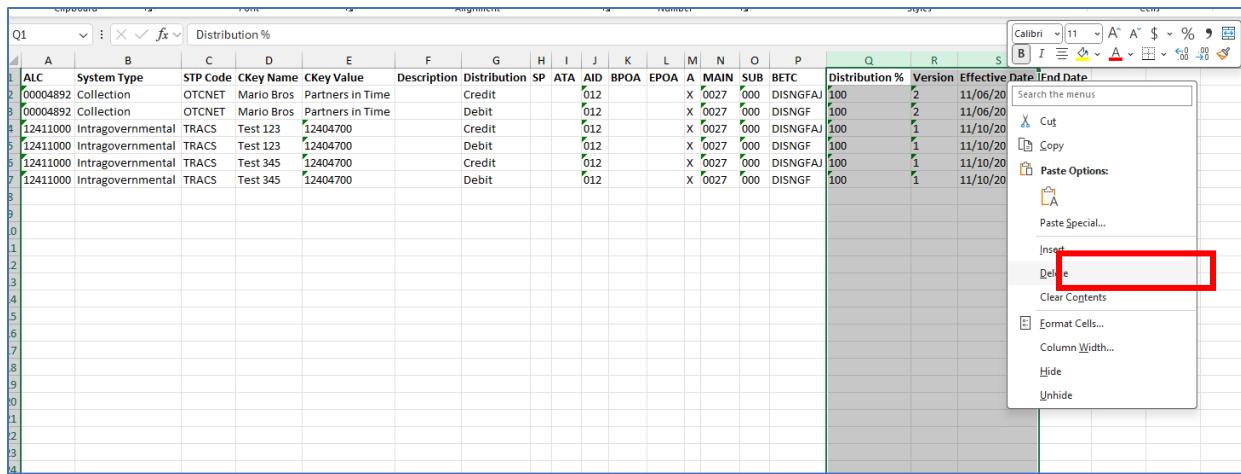
10 [▼](#) [◀ Previous](#) [1](#) [Next ▶](#)

[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.



| 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 | DISNGF | 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 | DISNGF | 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 | DISNGF | 100 | | 1 | | 11/10/20 | |

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

10 items per page

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

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



Welcome, Abraham Yost

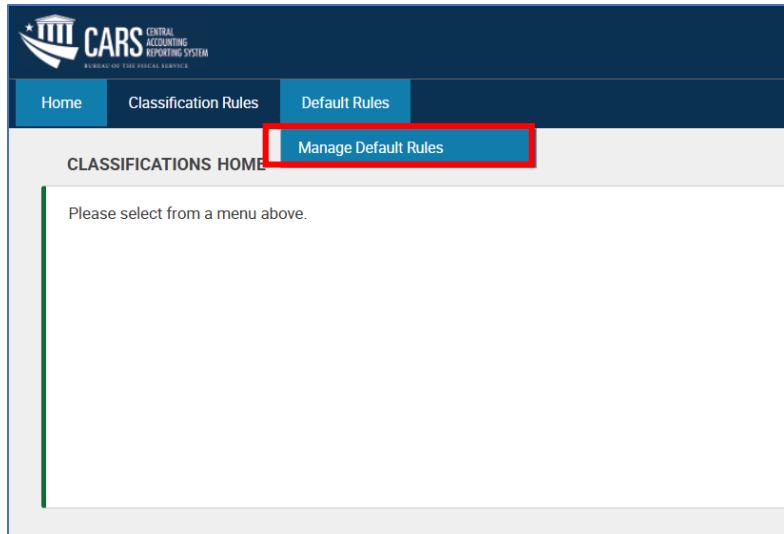
Home > Maintenance > Classifications

Maintenance - Classifications

Defaults

[Upload Classification Rules](#)

[Manage Classification Rules](#)

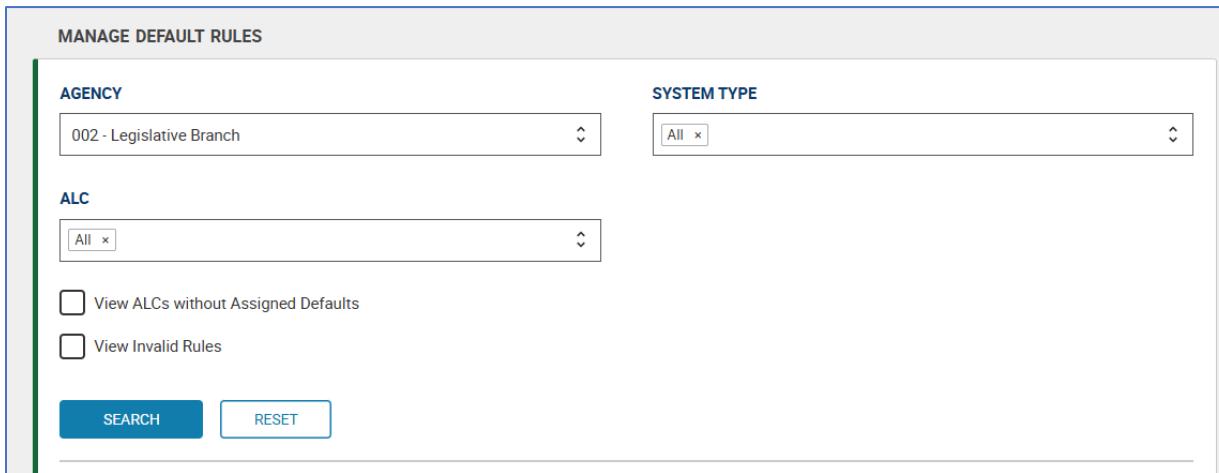


Search for a Default Rule

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**

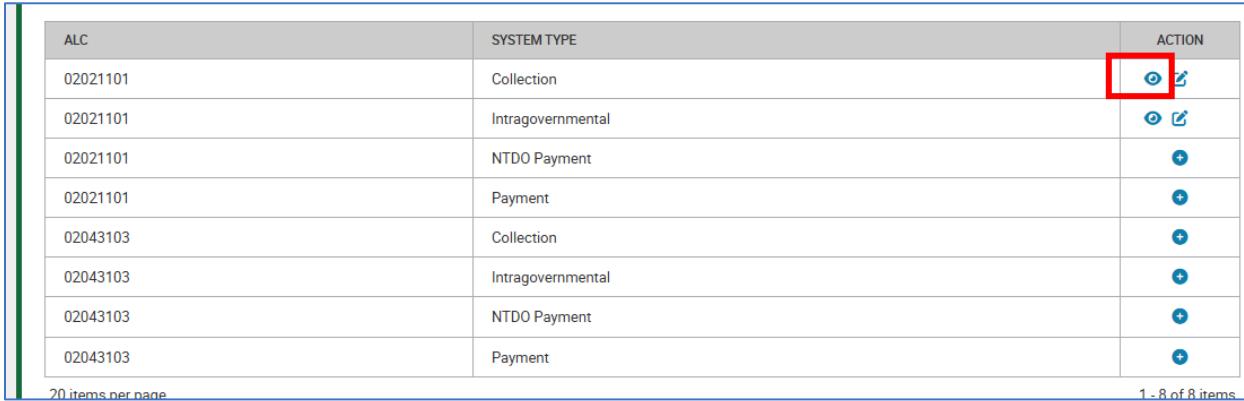


MANAGE DEFAULT RULES

| | |
|---|---------------------------|
| AGENCY 002 - Legislative Branch | SYSTEM TYPE All |
| ALC All | |
| <input type="checkbox"/> View ALCs without Assigned Defaults <input type="checkbox"/> View Invalid Rules | |
| <input type="button" value="SEARCH"/> <input type="button" value="RESET"/> | |

View Default Rule Details

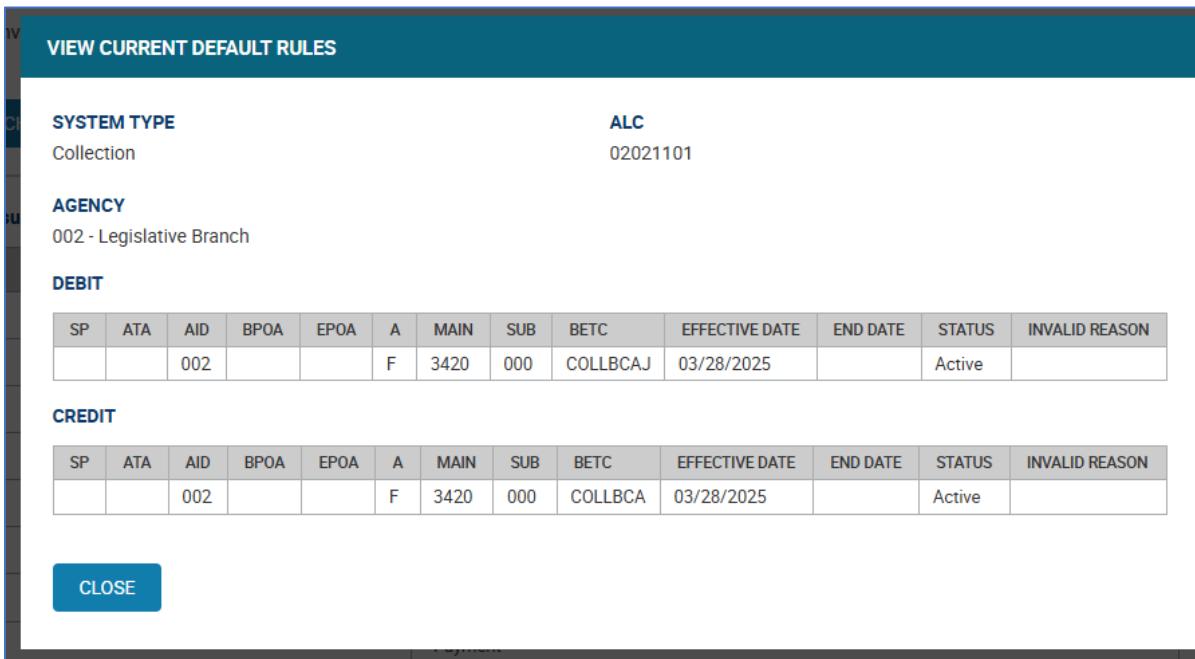
1. After [searching for a rule](#), click the **eye** icon located under the **ACTION** column. *Note: the eye icon will only be available on established default rules.*



| 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 | | | | | | | | | | ALC | | |
|--------------------------|-----|-----|------|------|---|------|-----|----------|----------------|------------|---------|----------------|
| NTDO Payment | | | | | | | | | | 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

| SYSTEM TYPE | ACTION |
|-------------------|--------|
| Collection | |
| Intragovernmental | |
| NTDO Payment | |
| Payment | |
| Collection | |
| Intragovernmental | |
| NTDO Payment | |
| Payment | |

This Default Rule is invalid.

20 items per page

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

AGENCY: 001 - Architect of the Capitol

SYSTEM TYPE: All

ALC: All

VIEW CURRENT DEFAULT RULES

SYSTEM TYPE: ALC
NTDO Payment
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

20 items per page

1 - 8 of 8 items

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

Add Default Rule

- 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

- 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 ALC
NTDO Payment 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="checkbox"/> |
| | | 002 | | | F | 3420 | 000 | DISBBCA | <input type="radio"/> |

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Previous 1 Next

DEBIT EFFECTIVE DATE 11/05/2025 

SAVE **CANCEL**

Accessibility | Contact Us | Privacy Policy

ADD DEFAULT RULE

SYSTEM TYPE ALC
NTDO Payment 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="checkbox"/> |

5 items per page 1 - 2 of 2 items
Previous 1 Next

CREDIT EFFECTIVE DATE 11/05/2025 

SAVE **CANCEL**

Accessibility | Contact Us | Privacy Policy

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

20 ▼

1 Next >

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

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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 ALC
NTDO Payment

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="checkbox"/> |
| | | 002 | | | F | 3420 | 000 | DISBBCA | <input type="checkbox"/> |

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DEBIT EFFECTIVE DATE 11/05/2025

SAVE **CANCEL**

EDIT DEFAULT RULE

SYSTEM TYPE ALC
NTDO Payment

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="checkbox"/> |
| | | 002 | | | F | 3420 | 000 | COLLBCA | <input type="checkbox"/> |

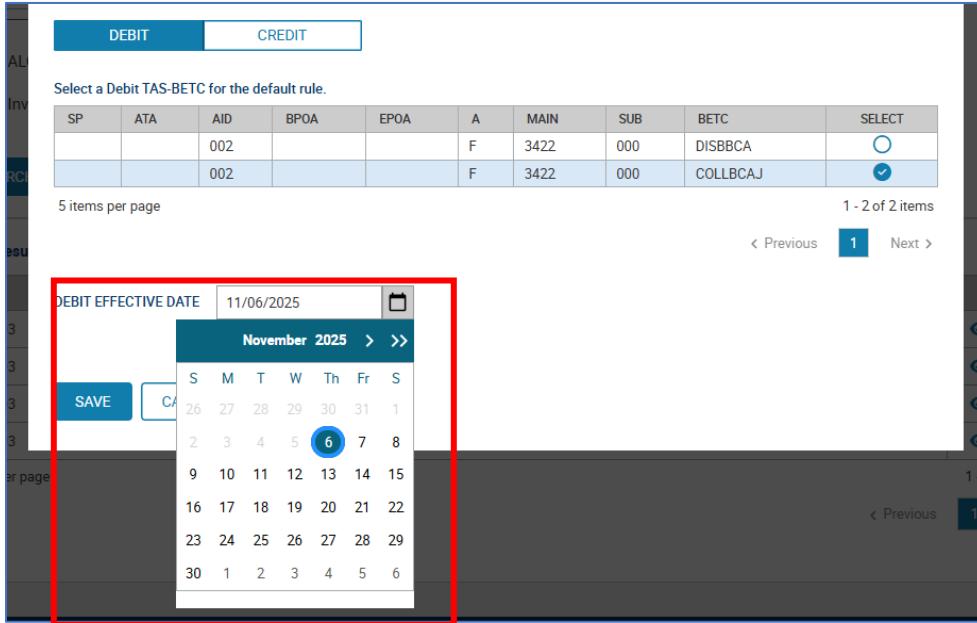
5 items per page 1 - 2 of 2 items
 < Previous 1 Next >

CREDIT EFFECTIVE DATE 11/05/2025

SAVE **CANCEL**

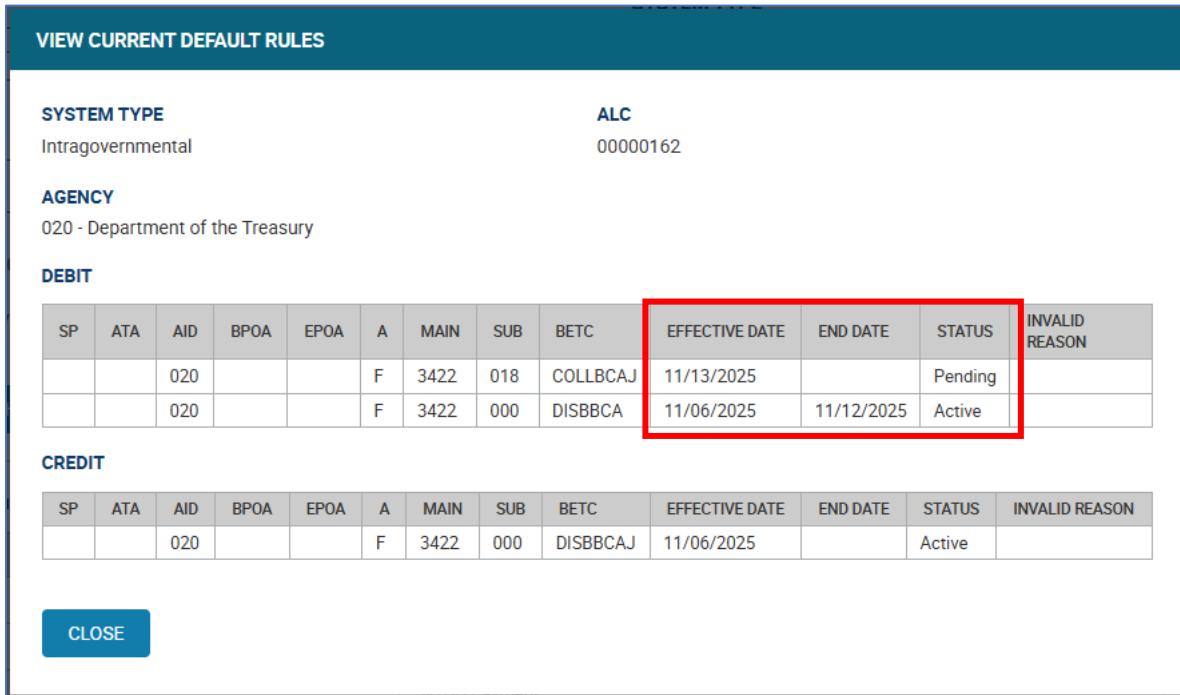
4. To edit the default rule, select an alternative TAS-BETC for the **DEBIT** and/or **CREDIT** record (you do not need to edit both).

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.*



The screenshot shows a table with columns: SP, ATA, AID, BPOA, EPOA, A, MAIN, SUB, BETC, and SELECT. Two rows are visible, both with AID 002 and MAIN 3422. The first row has a blue 'SELECT' button, and the second row has a checked blue 'SELECT' button. Below the table are pagination controls: '5 items per page', '1 - 2 of 2 items', '< Previous', '1', and 'Next >'. A red box highlights a date picker for 'DEBIT EFFECTIVE DATE' showing '11/06/2025'. The date picker is a modal with a calendar for November 2025, showing the 6th as the selected date.

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



The screenshot shows the 'VIEW CURRENT DEFAULT RULES' page. It includes sections for 'SYSTEM TYPE' (Intragovernmental, ALC 00000162), 'AGENCY' (020 - Department of the Treasury), and 'DEBIT' and 'CREDIT' tables.

DEBIT Table:

| 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 Table:

| 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

- 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 | | |
|------------------|-------------------|--------|
| SYSTEM TYPE | | ACTION |
| ALC | | |
| 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 | | 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 | 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. |

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| 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. |

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| 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. |