

Circular Letter No. 882

April 16, 2013

TO: Budget Officers
Accounting Officers
Printing and Publishing Officials of the Federal Government

SUBJECT: Treasury Account Symbol (TAS) and Business Event Type Code (BETC), Required Information on All Future Printing Orders

This Circular Letter is to inform agencies doing business with the U. S. Government Printing Office (GPO) of the Department of Treasury Financial Management Service (FMS) initiative regarding the mandatory use of **TAS** and **BETC**. We ask that you share this information internally with all personnel involved in ordering, obligating funds, and authorizing payments for services and products obtained from GPO.

In accordance with a letter from the Commissioner, Treasury FMS dated March 23, 2012, http://www.fms.treas.gov/cfo_ltrr.html Treasury Intra-governmental Payment and Collection (IPAC) will not accept bulk files with multiple TAS formats in the Sender and Receiver TAS fields, effective January 1, 2014. Treasury FMS requires agencies to submit only the Component TAS format on all transaction types (IPAC, Payments, and Collections).

Q. How will this new requirement impact your agency when doing business with the GPO?

A. All orders submitted to GPO where the transaction is processed through the IPAC system **MUST** include your agency's TAS and BETC on the obligation document. This information will be required so that GPO can capture and submit this information to Treasury when Collections and Payments occur.

Q. What is TAS?

A. The Treasury Account Symbol (TAS) is an identification code assigned by the Department of the Treasury, in collaboration with the Office of Management and Budget and the owner agency, to an individual appropriation, receipt, or other fund account. (These accounts are defined in Treasury Financial Manual Volume I, Part 2, Chapter 1500.) All financial transactions of the Federal Government are classified by TAS for reporting to the Department of the Treasury and the Office of Management and Budget.

Q. Why is there a new TAS?

A. Treasury FMS is adopting the Component TAS format to implement standardization and consistency Government wide. More information on the TAS can be found at: http://www.fms.treas.gov/cars/factsheet_tas.html

Q. What is BETC?

A: The Business Event Type Code (BETC) is an 8 character code used by Treasury in the Central Accounting Reporting System (CARS, formerly named the GWA system) to indicate the type of activity being reported, such as payments, collections, etc. This code must accompany the TAS and the dollar amounts in order to classify the transaction against the fund balance with Treasury. More information on the BETC can be found at: http://www.fms.treas.gov/cars/factsheet_betc.html

Q. What will happen if the TAS and BETC are not provided or are incorrect during Bulk File Collections and Payments Cycles?

A. Treasury FMS will reject those transactions and send them back to GPO with an error message that a valid TAS and/or BETC is required. This will create an administrative burden for the ordering agency due to inability to reconcile transactions.

Q. How do I submit the TAS and BETC to GPO on my orders?

A. The Standard Form-1, Printing and Binding Requisition (revision date April 2010); GPO Form 2511, Print Order; and GPO Form 4044, SPA Work Order, can be obtained at <http://www.gpo.gov/customers/sfas1.htm>. Each of these forms has a field named 'TREASURY ACCT. SYMBOL (TAS)'. This field is also where the BETC will be entered. Effective January 1, 2014, this field will be mandatory.

Q. Will this only affect orders placed on the SF-1, Form 2511, and Form 4044?

A. No. Any transaction where funds will be collected via IPAC will be impacted. For example: On-Line Paper orders, replenishment of funds to a Deposit Account, GPOExpress orders, etc.

Q. Where can I obtain my agency's TAS?

A.

- If you are a printing specialist, contact your agency's budget or accounting office.
- If you are a budget or accounting officer, refer to the TAS/BETC listing at <https://www.sam.fms.treas.gov/sampublic/tasbetc.htm>. At this link, select the data type of "Intragovernmental" and filter on your agency to find the crosswalk of valid TAS components and corresponding BETCs.
- If additional information is needed, contact the Treasury FMS Government-wide Accounting (GWA) Customer Relationship Management (CRM) Division at GWA-CRM@fms.treas.gov.

Q. Where can I go to obtain additional information regarding implementation changes on the following activities/topics?

- Accessing the IPAC training environment;
- Obtaining Treasury Support Center/IPAC Help contact information;
- Updating the IPAC bulk file format;
- Becoming a CARS Reporter

A. Go to Treasury's IPAC Web Site at <http://www.fms.treas.gov/ipac> or call the IPAC Treasury Support Center at (866) 809-5218.

As a courtesy to our valued customers and to keep you informed, GPO will continue providing updates when additional information regarding the mandated usage of the TAS/BETC becomes available. If you have any questions, please contact GPO's Customer Account Division on 202-512-0626.

Sincerely,

KIRK KNOLL
Acting Managing Director, Customer Services

STEVE SHEDD
Chief Financial Officer