

## ALC Contact Information

Have you ever needed to get in touch with the “right” person at another Federal Program Agency, but didn’t know where to start looking? The Shared Accounting Module (SAM) offers a Contact List within the SAM website with one contact person for every Agency Location Code (ALC). This contact should be the main Classification Transactions & Accountability (CTA) / SF 224 point of contact, and direct you to the appropriate IPAC resource.

To view your current ALC Contact Information, you may navigate to the “Agency Setup” tab of the IPAC website, and enter your ALC. To view the current ALC Contact file, login to the Shared Accounting Module (SAM) website with your Single-Sign On ID. Select Reports from the Navigation Menu, and then select Reference Data. You may then Download the ALC Contact File for All Agencies, and search for the agency information you need.



You may have been one of the several IPAC users who have experienced issues in which they have needed to contact a separate ALC to resolve an IPAC or another Fund Balance with Treasury accounting issue. Users have noted that many agencies have not kept an updated listing of their user contacts with SAM, making it difficult to resolve issues with the correct point of contact, or reaching an agency contact at all.

We highly recommend agencies check the SAM ALC Contact File and provide the most up-to date contact information if changes are necessary. Your agency’s contact information should be updated with any employee or location changes, or at least on an annual basis. Not providing the most up-to-date contact information could create problems for multiple agencies during month-end reporting with cash reconciliations and financial reporting or prevent other agencies from working with the most appropriate individuals within your agency.

In order to update the contact information on the SAM ALC Listing, contact the Bureau of Fiscal Service parties as follows:

**4-digit ALC**

To request a contact change for a 4-digit ALC, the appropriate agency official from the agency's administrative office should sign and email a formal request to Fiscal Service. Please direct the request to [RRB.OSD.MIPR.DDM@fiscal.treasury.gov](mailto:RRB.OSD.MIPR.DDM@fiscal.treasury.gov).

**8-digit ALC**

To request a contact change for an 8-digit ALC, the appropriate agency official from the agency's administrative office should sign and email a formal request to Fiscal Service. Please direct the request to the Cash Analysis Branch at [cab.card.fa@fiscal.treasury.gov](mailto:cab.card.fa@fiscal.treasury.gov).

Please note that this SAM ALC contact list is intended for audiences of several governmentwide system applications, so it should list one agency contact who is the most capable of directing a range of requests to the appropriate individual within their organization.