

ALC Creation Guidelines

Step 1. The agency sends an email request to cab.card.aa@fiscal.treasury.gov requesting information on setting up a new ALC.

Step 2. The ALC Maintenance Lead or other Cash Analysis Branch (CAB) team member sends the requesting agency the following documents:

- ALC Creation Guidelines (This Document)
- FS Form 6610 New ALC Request Form
- Classification User Guide

Step 3. **Determining the ALC number.** All new ALC requests are created by utilizing the three-digit Agency Identifier (AID) and the two-digit Fiscal Service Org Codes (also called FS Org Code or Bureau Code), leaving three digits for the remainder of the ALC. The agency can assign the last three digits of the ALCs or one will be assigned for you. *For example, a new ALC for US Dept of Homeland Security (AID 070), Department of Management and Operations (FS Org Code 03) would look like the following: 07003xxx*

Note: As a condition of creating a new ALC, the Bureau of Fiscal Service requires all new ALCs to be created as **CARS Full Reporters**.

Step 4. The agency fills out the New ALC Request form. There is an asterisk on the form identifying all the required fields. The form must have two signatures. One being the director or above the other being the Accounting Officer/CFO or their designee. The form needs to be emailed from the agency to cab.card.aa@fiscal.treasury.gov from a valid government email address. See *Appendix 1* for a sample of the New ALC Request Form.

Note: No box on the New ALC Request form can be more than 40 characters including spaces and special characters.

Step 5. Once the New ALC Request Form has been received from the agency, the ALC Maintenance lead or other CAB team member reviews the request for accuracy. If there are any questions or concerns with the request, someone from CAB will contact the agency for clarification/correction.

Step 6. The ALC Maintenance lead or other CAB team member creates the 6601 form and sends to Customer Service to create the ALC in CARS.

Step 7. Customer Service creates the ALC in CARS and notifies the team at cab.card.aa@fiscal.treasury.gov.

Step 8. The ALC Maintenance Lead or other CAB team member sends out an email to the agency and others letting them know the ALC has been created in CARS.

Step 9. The ALC Maintenance lead or other CAB team member will reach out to the agency to set up the default rules and Classification rules in CARS. Classification rules are only necessary if the agency has collections transactions or RITS/TRACS IPAC transactions.

Step 10. ALC Maintenance lead or other CAB Team member sends an email to IGT.PSD@fiscal.treasury.gov to let them know to flip the IPAC flag on their side.

Step 11. ALC Maintenance Lead or other CAB team member flips the flags in CARS with an effective date of the 1st day of the following month. This is completed in the last couple of business days of the month in which the ALC was created.

Step 12. Starting on the 1st day of the following month the agency can use the new ALC either to test or in production.

When can an agency request an ALC?

An agency can request an ALC any time during the month and the ALC can be created anytime during the month but the flags can't be flipped until the last day or two before the end of the month.

How long does it take for an ALC to be created?

It's mainly dependent on the agency. Once Form 6610 New ALC Request Form is received CAB can create the ALC.

When can the ALC start being used for testing or in production?

The ALC can start being tested right away. The ALC can be used in production the 1st day of the month following the ALC being created.

Appendix 1

AGENCY LOCATION CODES New Request Form



* is a required field

AGENCY NAME*: Date:
BUREAU NAME*:

Agency Identifier *: Bureau *: ALC *:
(also call FS Org Code) (must be 8 digits, eq 12345678)

ALC Title * :

Address Location Line #1 * :

Address Location Line #2:

Address Location Line #3:

Address Location Line #4:

Address Location Line #5:

ZipCode * :

Primary Contact Person Information * :

Primary Contact Name * : Primary Contact Email * :
Telephone * : Ext: Primary Contact Title :

Secondary Contact Person Information* :

Secondary Contact Name * : Secondary Contact Email * :
Telephone * : Ext: Secondary Contact Title :

Effective Date of ALC * :

Two authorizing signatures are required:

Approver's Title *Approver's Title*