
ARC Monthly Bulletin – September 2015
Valuable information for ARC's customers

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1. Pricing Transparency

We have made the leap to provide customer insight into our budget and pricing details. Uploaded recently to the ARC website, the Pricing Transparency file provides a two year comparison of 2015 and 2016 data. Details include: our budget, cost model methodology, direct FTE distribution, and ultimately pricing by each of our administrative services.

The presentation of data is provided via two tables. First, the budget table portrays budget detail by object class and direct labor breakdown. Second, the customer allocation and price tables then walk by customer those same budget dollars to customer prices. To assist with customer consumption, a reference guide and walkthrough is included at the start of the file. In addition, short training Webinars are planned for the future.

Links to Pricing Transparency can be found on the Quality & Value tab on the ARC website https://arc.publicdebt.treas.gov/quality_and_value.htm.

2. Quarterly Metrics

Quarterly Customer Specific Metrics were recently unveiled with the reporting of Q3 results. Previously, we reported on the SLA performance metrics at a combined level with all customer activity reported together. Now each customer has access to results for just their activity and explanations for any missed metric. Metrics will normally be posted at the end of the following month after quarter end.

We continue to strive to provide more insight and transparency. Links to these customer specific metrics can be found on a customer's access page at:

https://arc.publicdebt.treas.gov/customer_access_pages.htm.

For additional information, contact your customer service representative.

3. Statement on Standards for Attestation Engagements (SSAE) Report

We received the SSAE 16 report from KPMG LLP that covers Financial Management Services, Procurement Processing and General Computer controls. The report indicated our controls were designed and operated effectively throughout the period of July 1, 2014 through June 30, 2015. TFF-ARC has received 12 consecutive unqualified opinion for this type of engagement. The report is available at https://arc.publicdebt.treas.gov/quality_and_value.htm.

For additional information, contact Heather Lewis at 304-480-8280 or Heather.Lewis@Fiscal.Treasury.Gov.

4. Oracle Discoverer Training

We provide Oracle Discoverer refresher training to assist our customers in their efforts to effectively transition newly hired staff and meet other potential training needs. This training is provided to our customers at no additional charge. We will conduct Discoverer training sessions October 20-22, 2015 in Washington, DC. All current Discoverer users will receive information, via email, about how to sign up for the classes.

For additional information, contact Oracle Support at 304-480-8000 (Option 3) or OracleSupportTeam@Bpd.Treas.Gov.

5. Commercial Invoice correction Form

The accounts payable process occasionally requires corrections after commercial invoices are processed and paid. To facilitate these requests and ensure we retain sufficient audit documentation, we will begin requiring the Commercial Invoice Correction form. This form must be completed for all corrections to paid commercial invoices or for situations when you need processed invoices lifted so that you can process a modification to correct the accounting. This form will be required starting October 1, but can be used immediately. Requests will only be accepted from individuals designated on your agency's Delegation Authority form.

The new Commercial Invoice Correction form is posted on your Customer Page https://arc.publicdebt.treas.gov/customer_access_pages.htm under Forms/Financial Management/Accounts Payable.

If you have comments or suggestions regarding the form, contact Yvette Dunbar at 304-480-7053 or Yvette.Dunbar@Fiscal.Treasury.Gov.

If you have questions regarding completion of the form, call our Accounts Payable Help Desk at 304-480-8000 option 7 or email us at Accountspayable-Misc@Fiscal.Treasury.Gov.

6. FY2016 Treasury Report on Receivables (TROR) Changes

2016 Revision of the Treasury Report on Receivables and Debt Collection Activities (TROR) Debt Management Service (DMS) is modifying the TROR to support Section 5 of the Digital Accountability and Transparency Act (DATA Act), Pub. L. 113-101, requiring Federal agencies to refer their eligible delinquent nontax debts to Treasury for administrative offset at 120 days.

To align the TROR with the requirements of the Data Act, effective 1st quarter, FY 2016, all federal agencies will be utilizing a modified TROR to capture and report DATA Act data. https://fiscal.treasury.gov/fsservices/gov/debtColl/rsrscTools/debt_dmrpts_tror.htm#TROR_Monthly_Update

Changes reflect additional aging buckets and required reporting to TOP at 120 days delinquent. We will provide you with more information as it becomes available on TROR reporting. The first TROR due with these changes will be the end of January 2016.

For additional information, contact Sara Taylor at 304-480-7007 or Sara.Taylor@Fiscal.Treasury.Gov.

7. Year End Award Accruals

As the end of fiscal year 2015 quickly approaches, keep in mind the items below when requesting accruals for awards.

According to [OMB Circular A-11, Section 20.5\(b\)](#), cash awards become an obligation at the time they are payable to the employee, not when they are earned. Therefore, cash awards are to be expensed by the fiscal year appropriation in which they are approved, not earned.

In order to legally accrue an award, it must be specifically identified by individual and amount and approved by September 30. Approvals of awards are accomplished by entry and approval in an electronic system such as HR Connect or by physically signing a document.

When requesting award accruals, send either a signed documentation with approval of the awards, or a certification statement that the award accrual is in compliance with appropriation law.

For additional information, contact Karen Marks at 304-480-7144 or Karen.Marks@Fiscal.Treasury.Gov.

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