ARC ADMINISTRATIVE RESOURCE CENTER

BUREAU OF THE FISCAL SERVICE

2022 ARC Customer Day

Expert Service Delivery and Year End Guidance

12:30 – 2:00 PM ET

Michelle Yanok

Branch Manager,
Fiscal Accounting

> *I have worked in ARC for over 20 years providing services to customers. I'm still impressed today by the level of the commitment of ARC staff to deliver outstanding customer service.*

2022 ARC Customer Day

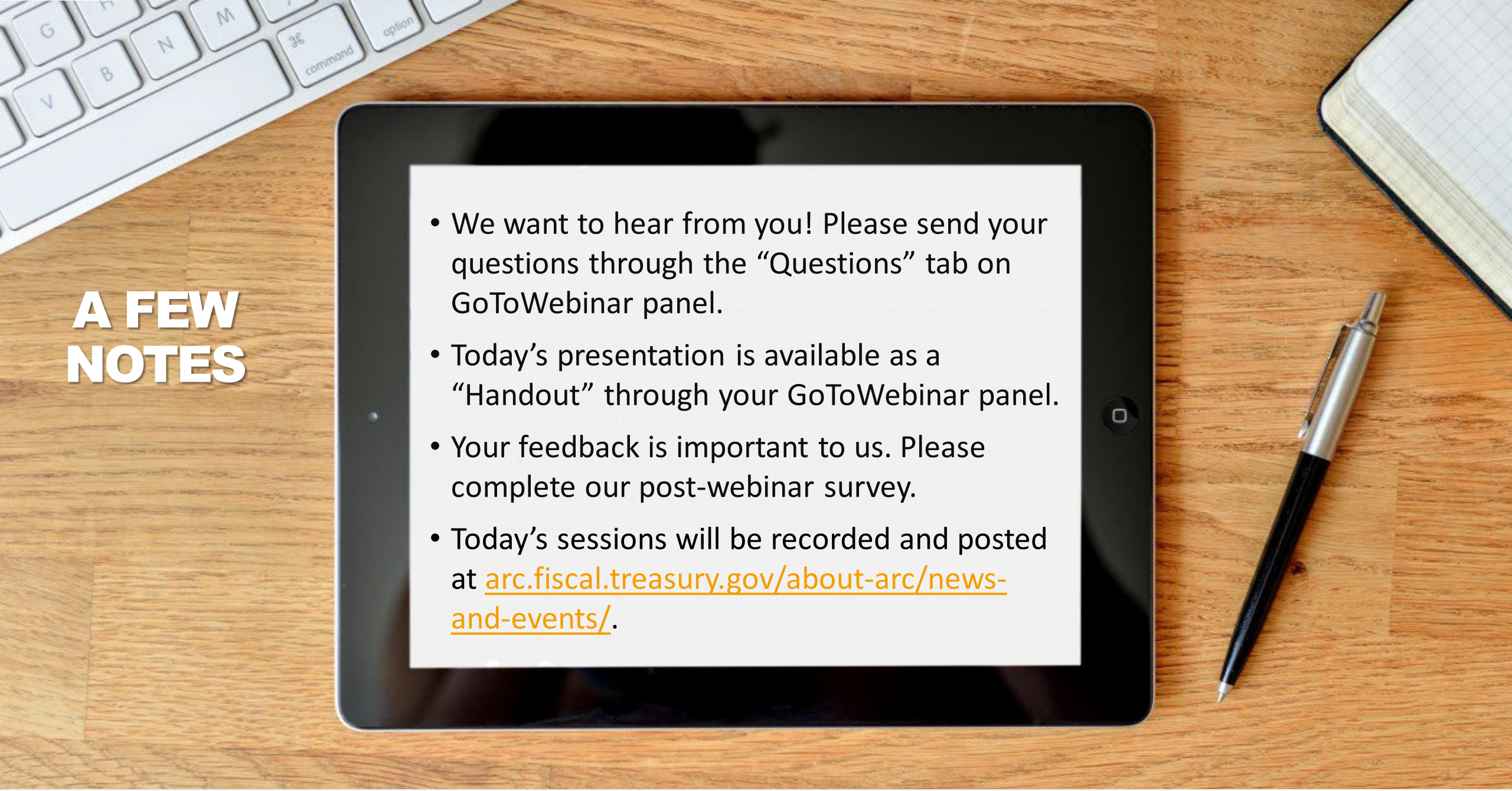
Strong Foundation, Reaching for New Heights

Wednesday, May 11 | 8:00 AM – 4:00 PM ET

Session 1	Session 2	Session 3	Session 4
ARC Today and Into the Future	Strategic Partnership: Getting the Most from ARC Services	Expert Service Delivery and Year End Guidance	"Ask Me Anything" with ARC Leaders
8:00 AM – 9:00 AM ET	10:00 AM – 11:00 AM ET	12:30 PM – 2:00 PM ET	3:00 PM – 4:00 PM ET
Join Treasury and ARC executives for an engaging panel about what's to come for ARC	*Learn more about how we're working alongside customers to create new value*	*Learn how ARC is operationalizing new ways of working that better support you*	*Meet and engage in an interactive Q&A session with ARC leaders and service line experts*

https://arc.fiscal.treasury.gov/about-arc/news-and-events/

A FEW NOTES



- We want to hear from you! Please send your questions through the “Questions” tab on GoToWebinar panel.
- Today’s presentation is available as a “Handout” through your GoToWebinar panel.
- Your feedback is important to us. Please complete our post-webinar survey.
- Today’s sessions will be recorded and posted at arc.fiscal.treasury.gov/about-arc/news-and-events/.

Marisa Anthony

ARC Assistant Managing Director
Service Delivery

"My focus is on delivering modern and effective products and services to ARC customers. In my new role, I will build lessons learned into our strategic planning to ensure we deliver best-in-class services."

Your ARC Experts for Session #3

Tia Shackleford

Manager, Employee Benefits Branch

Making Hiring Work For You: How USA Staffing Onboarding is Streamlining the Hiring Experience

Year End Guidance

Susan Crouser

Senior Financial/Travel Systems Analyst

ETSNext: The Next Generation of E-Gov Travel Service

TMC Staffing Notes

Year End Guidance

Brian Cooper

Supervisory Contracting Officer

Increasing Shared Success: Procurement Strategies to Start the Fiscal Year Off Right

Year End Guidance

Joel Erb

Manager, Agency Intragov Reports and Projects

We've Got You Covered: Meeting the G-Invoicing Mandate

Year End Guidance

Benjamin Sandy

Senior Accountant

Moving the Needle: Modernizing Financial Reporting With OneStream

Making Hiring Work For You: How USA Staffing Onboarding is Streamlining the Hiring Experience + Year End Guidance

Tia Shackleford

USAS Phase I implementation

- Staffing Module
- Completed for ARC HR customers in 2021

USAS Phase II implementation

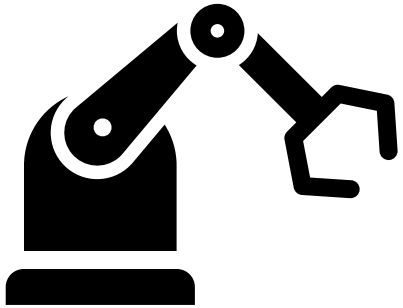
- Onboarding Module
- Currently transitioning ARC HR customers
- Phased implementation approach in four (4) waves

Background

USA Staffing Onboarding (USAS)

What is Onboarding?

USA Staffing's Onboarding Features



Automate

Automates agencies' entry on duty processes.

Streamline

Streamlines the hiring process and move toward end-to-end automated hiring.

Improve

Improves the user experience for new hires and HR professionals by reducing duplication in data entry, improving communications, and tracking progress.

Flexible

Flexible to onboard applicants selected inside or outside of USAS.

Highlights

USAS Onboarding

Full Integration

Fully integrated with USAS Staffing with shared sign-on for easy use.

Turbo Tax Feel

Guides New Hires through simple questionnaires that automatically populate a wide array of forms

Interconnectivity

Transmits directly to eOPF; Interfaces with HR Connect and Selective Service

E-Signatures

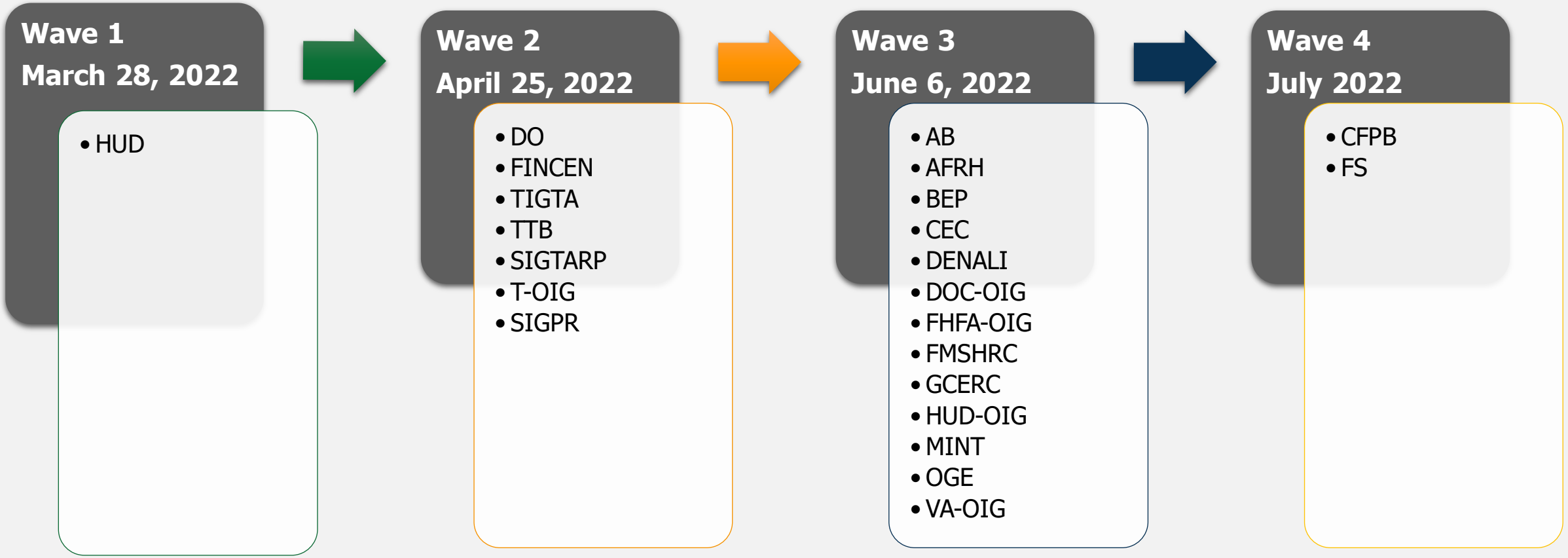
Allows New Hires and HR Users to e-sign eligible forms

Document Uploads

Allows New Hires and HR Users to upload documents

USAS Phase II Implementation Timeline

Cutover to the USAS Onboarding Module will be determined by when a selection is made by the hiring manager.

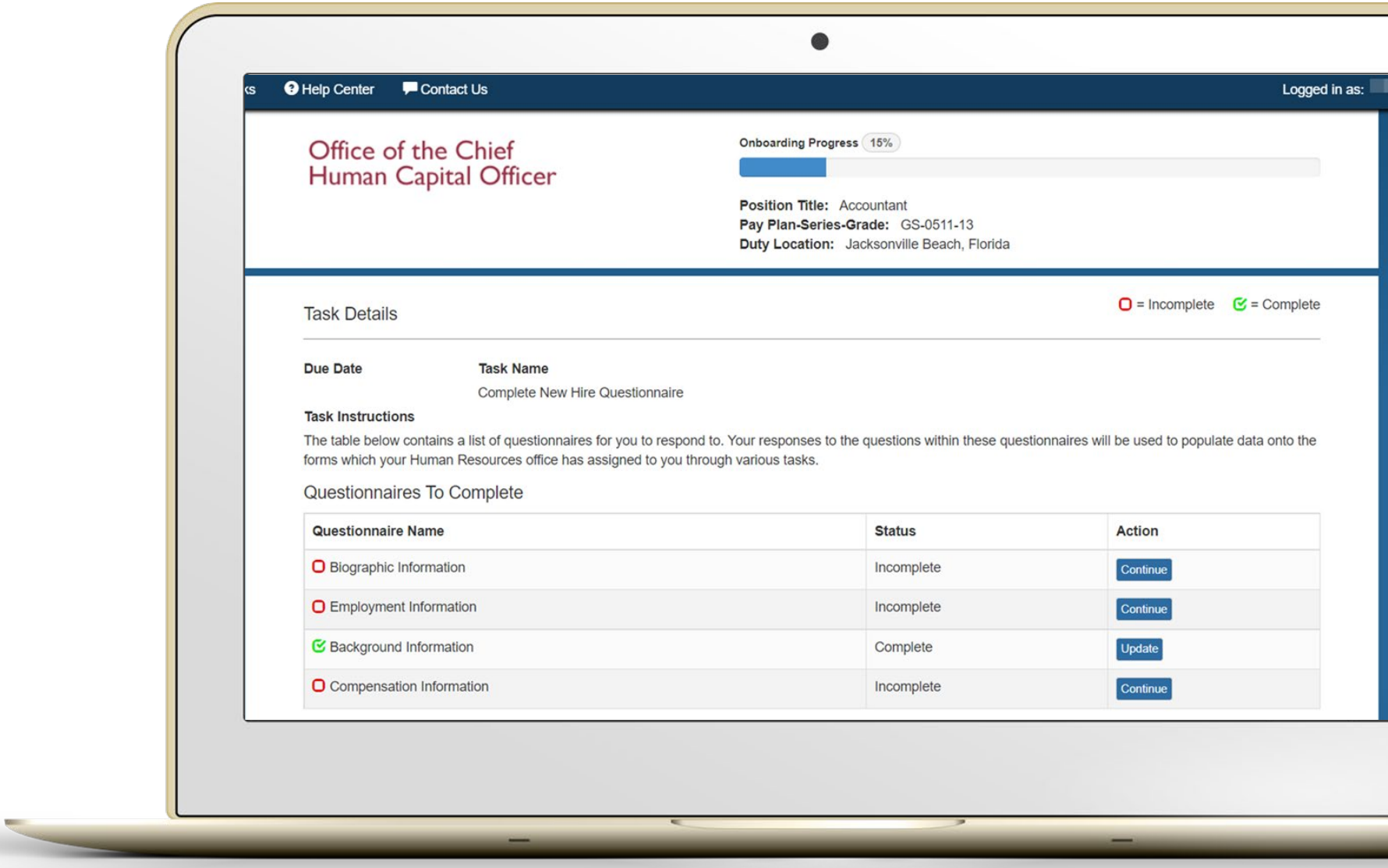


Reporting Functionalities

- USA Staffing provides both standard reports and ad hoc reporting capability, exclusively through the business intelligence tool Cognos.
- Standard reports on new hire information, forms, transmissions, and time to hire are available, and new reports are continuously being added.
- Ad hoc reporting is supported on both transactional and warehouse data structures, giving users access to either real time data, or faster report execution on data loaded nightly, whichever is more appropriate.
- Both standard and ad hoc reporting capabilities allow for tabular reporting and integrated visualization.
- Automated reporting using Cognos is also available through an application programming interface (API).

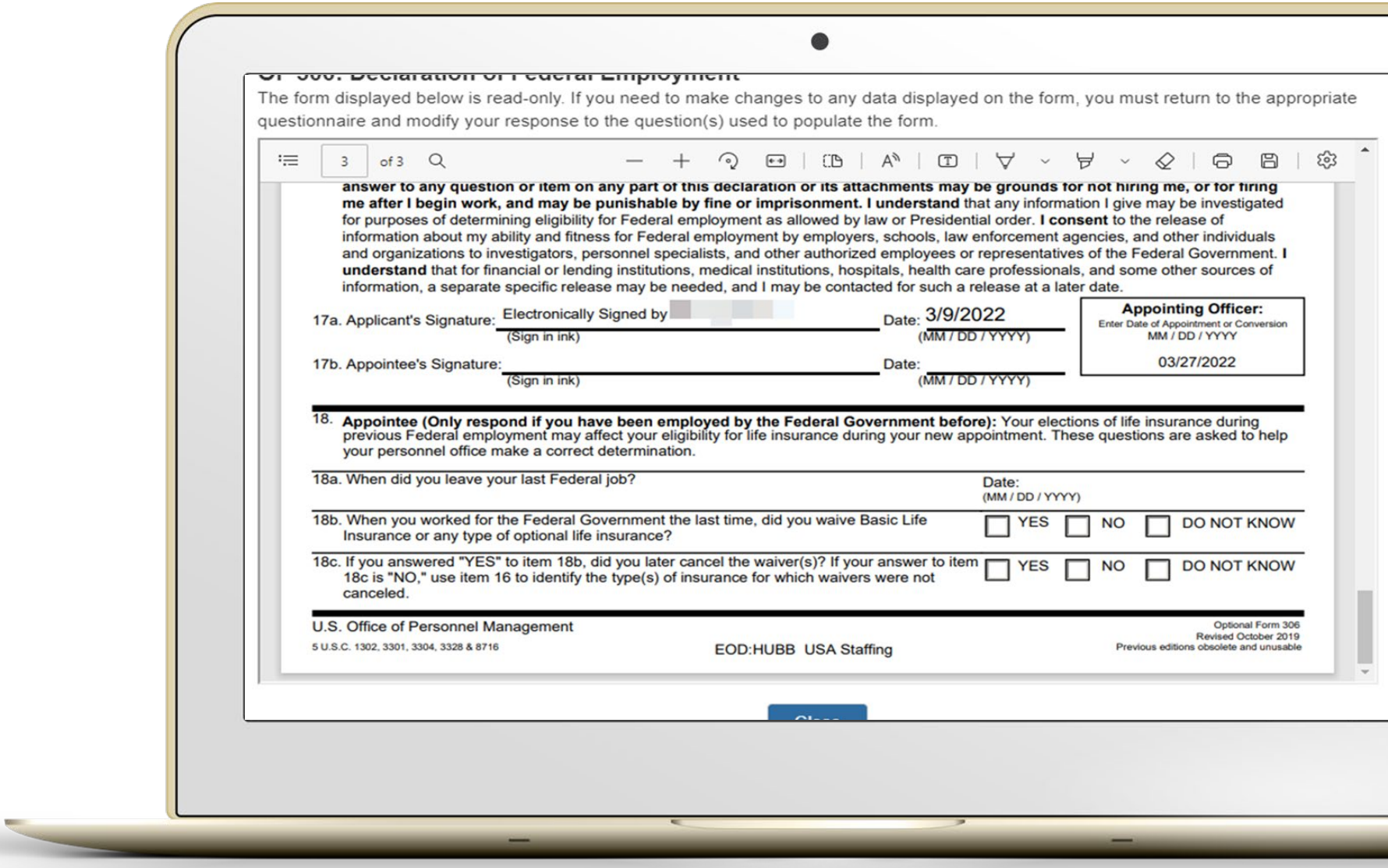
USAS Onboarding Module Preview

New Hire Questionnaire



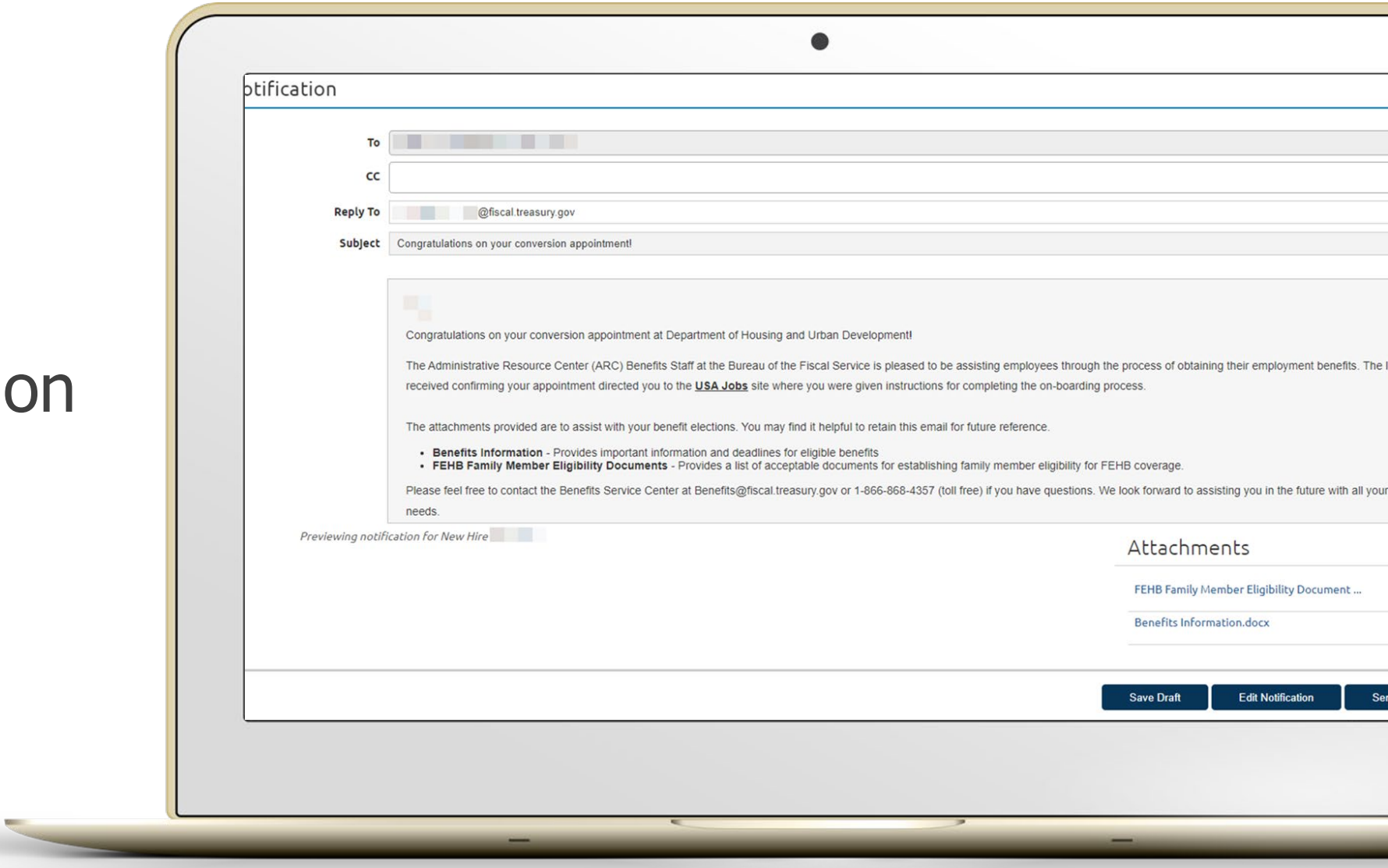
USAS Onboarding Module Preview

Sign Forms Electronically



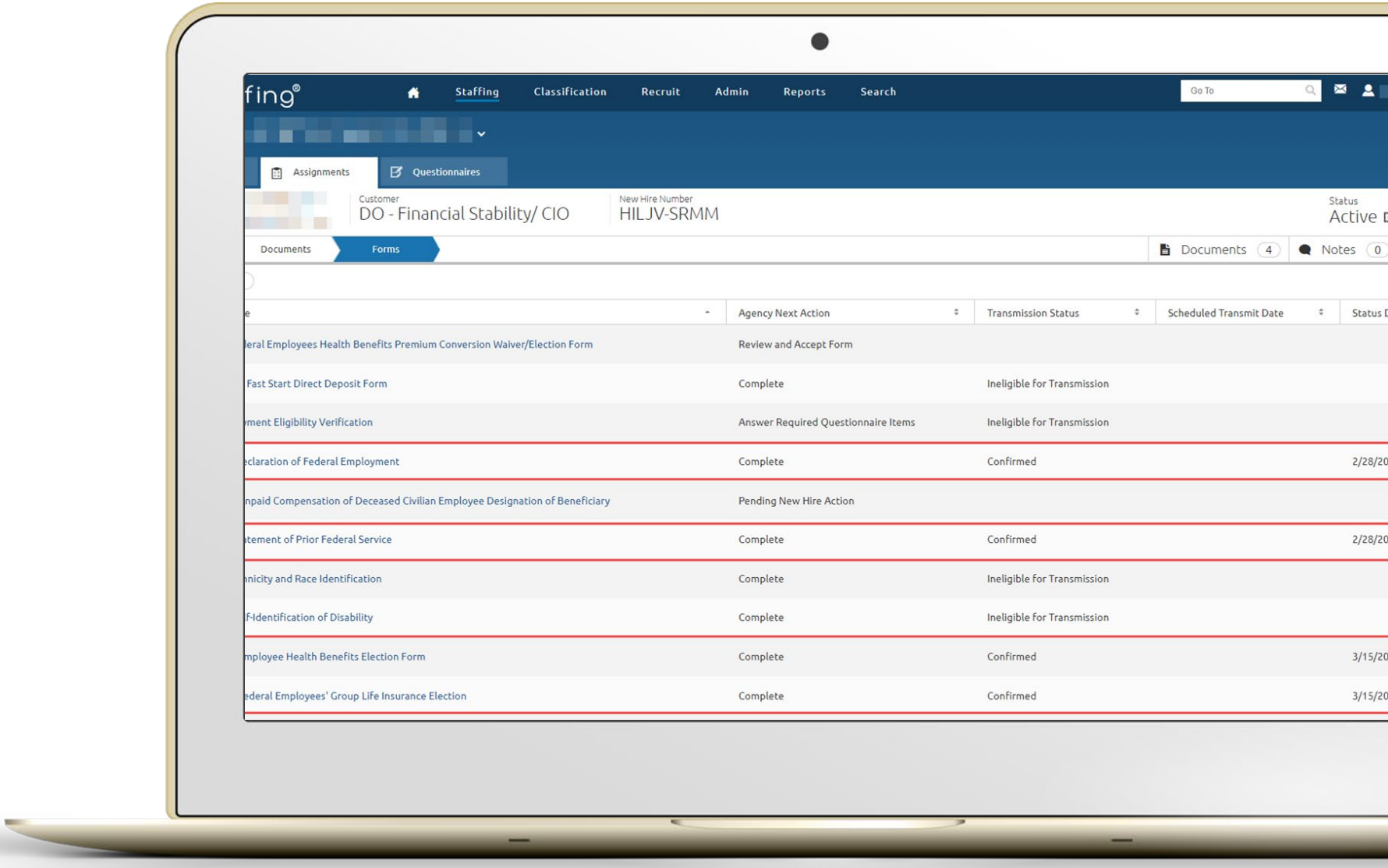
USAS Onboarding Module Preview

Preview Notification Email



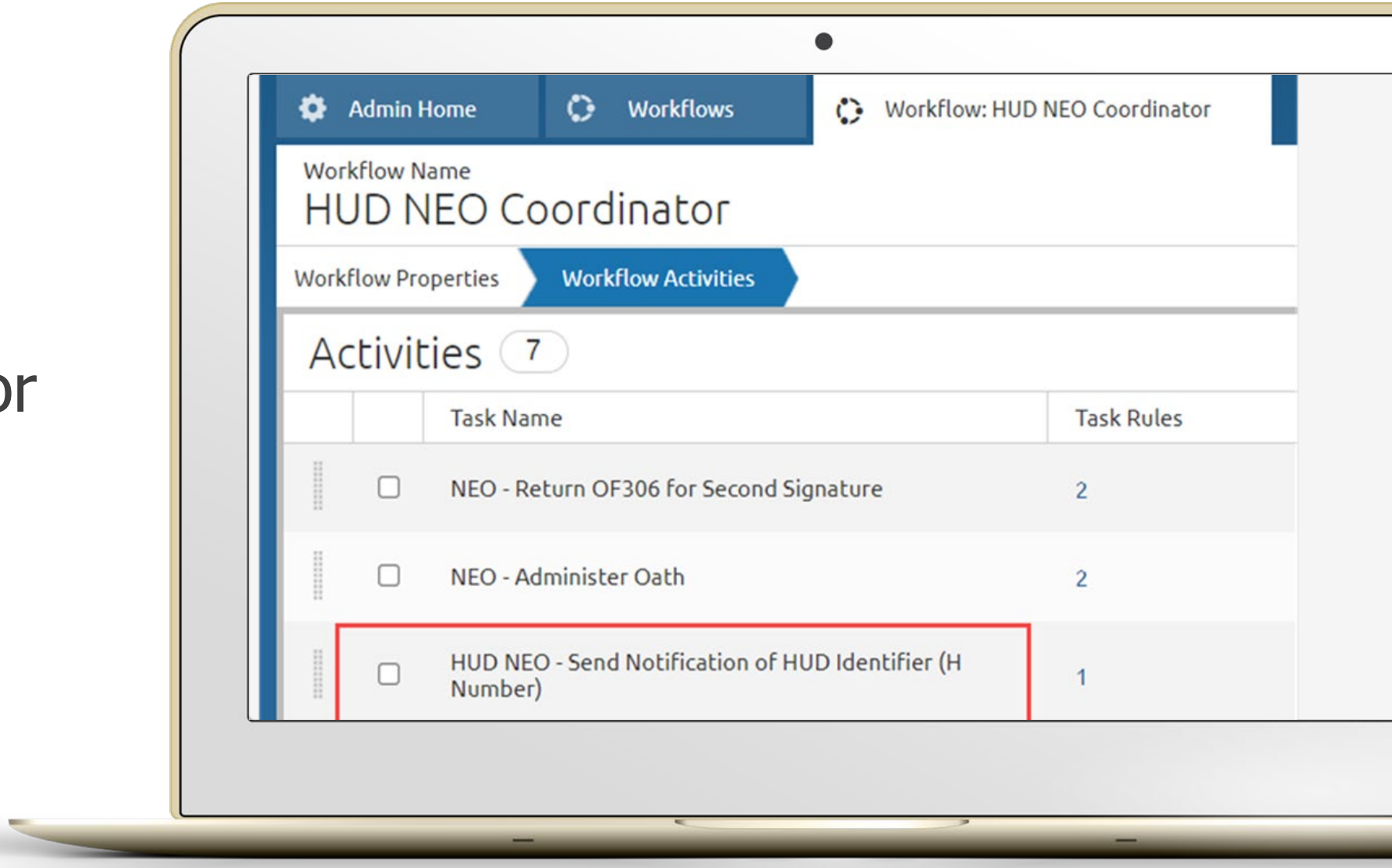
USAS Onboarding Module Preview

New Hire Forms/Tasks



USAS Onboarding Module Preview

NEO Coordinator Tasks



Stay Informed and Involved.

HR will be contacting you with training and implementation news.

Learn More About USAS Onboarding

Tia Shackleford

304-480-8363

Tia.Shackleford@fiscal.treasury.gov

Year End Reminders

Human Resource Management

HR End-of-the-Year Reminders

Open Season

Make changes, enroll, cancel your FEHB/FEDVIP benefits.

2022 Open Season will run from November 14, 2022, through December 12, 2022.

TSP

Make any applicable adjustments annually to account for changes in annual contribution limits.

Pay & Deductions

Verify your leave and earnings statement to ensure any adjustments in pay or deductions are accurately reflected.

Beneficiary

Review beneficiary designations since personal situations may have changed

ARC HR Notices

Share HR notices with your employees timely.

Notices that reference fiscal-year activity (Pay Period 20) and year-end activity (Pay Periods 25 and 26) are particularly important.

ETSNext: The Next Generation of E-Gov Travel Service + TMC Staffing Notes + Year End Guidance

Susan Crouser

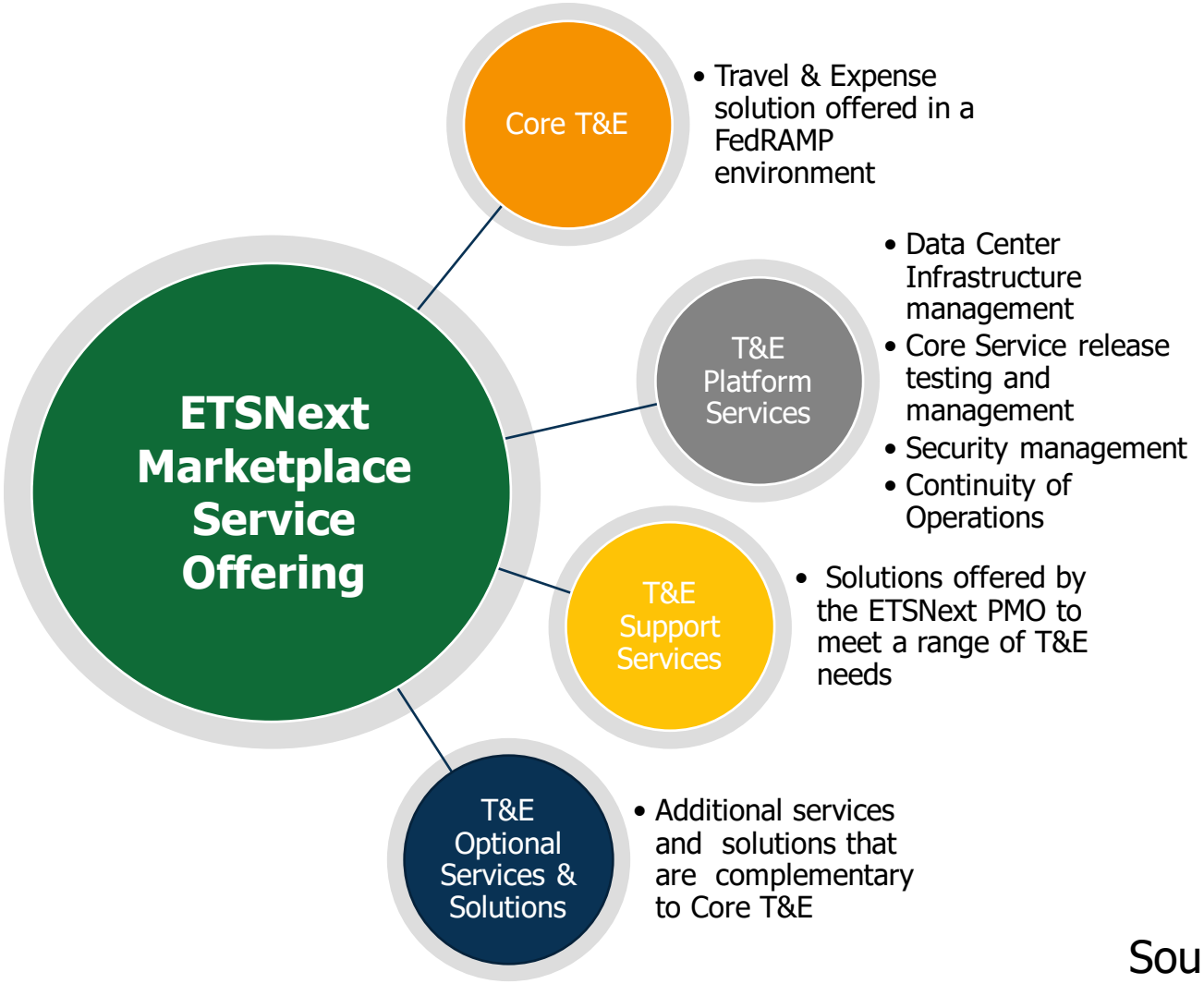
E-gov Travel and Expense (ETS) Next Generation solution (ETSNext)

The government is preparing to deliver the next iteration of an end-to-end travel and expense service. ETSNext will replace the current ConcurGov travel system (ETS2 contract). The current ETS2 contract will expire June 3, 2027.

- **GSA's Vision:**
  - To broker partnership with industry & agencies to acquire and deliver a single enterprise, centrally-delivered travel and expense (T&E) end-to-end service that meets government-wide T&E Core and Optional Services needs.
- **GSA's Objectives:**
  - Transition Seamlessly to New T&E Services
  - Streamline Travel & Expense Services
  - Offer Data-Driven, Transparent Service Model Performance
  - Measure Sustainability

Source: ETSNext | GSA

ETS Marketplace Offerings



Source: ETSNext | GSA

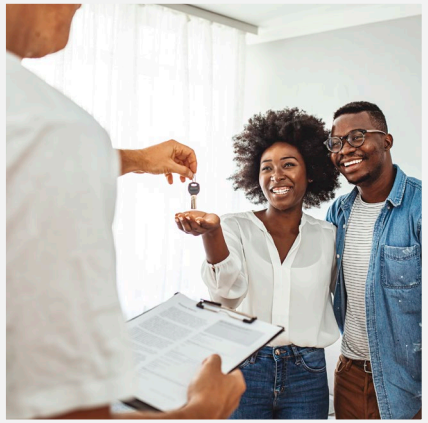
ETSNext Timeline

ARC Travel's Response to Contract Change

Transitioning ARC Customers

Vendors

If multiple vendors are awarded, then ARC Travel Services will evaluate which vendors and products will best support customers needs.

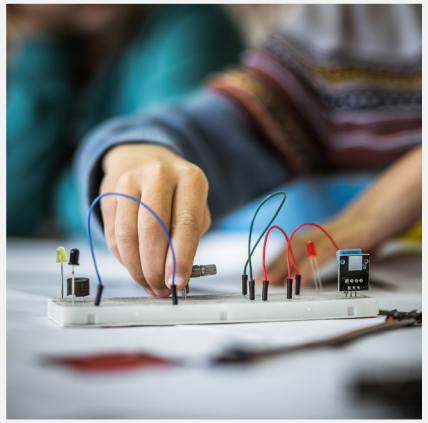


Award

ARC Travel Services will award the task order to procure a travel solution.

Infrastructure

ARC Travel Services is targeting FY2025 to have a new interface to the financial system in place.



Pilot

ARC Travel Services will run a pilot to identify any issues possibly missed in the gap analysis phase.

Implementation

ARC Travel Services is targeting to roll out the solution to customers in a phased approach during FY2025/2026, with a target completion by FY2027.

Stay Informed and Involved.

Attend Travel Service Division quarterly ConcurGov User Group meetings and watch your email box for future ETSNext communications.

Learn More About ETSNext

Susan Crouser

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Travel Management Center Staffing Notes

Travel Management Center Staffing Notes

Due to the pandemic, the Travel Management Centers (TMC) had to reduce their staff due to low travel volumes.

Now that travel is increasing, the TMCs are in the process of re-staffing their Help Desks and providing refresher training to all agents.

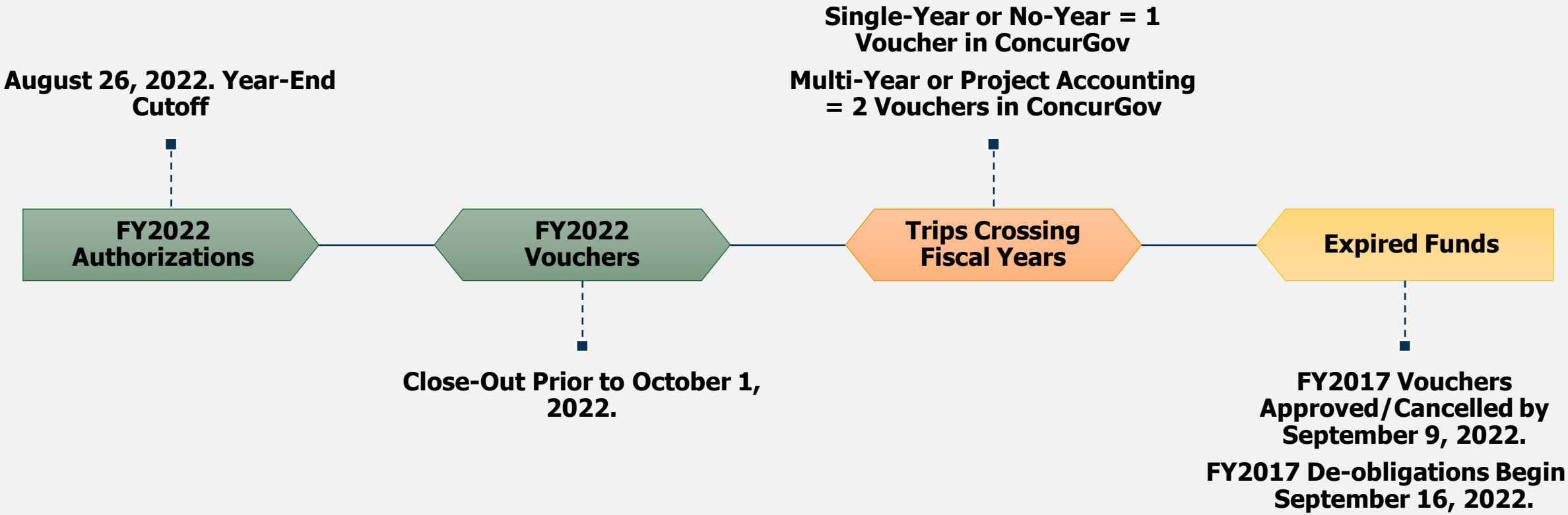
The TMC training process could result in longer hold times with the TMC's or an increase in agent errors and reservation issues.

ARC Travel Services is working diligently with the TMCs to address any issues as they arise – and where necessary – make any corrections without charging additional fees.

Year End Reminders

Travel Management

End-of-the-Year Travel Activity



ARC ADMINISTRATIVE RESOURCE CENTER
BUREAU OF THE FISCAL SERVICE

Increasing Shared Success: Procurement Strategies to Start the Fiscal Year Off Right

Brian Cooper

Procurement Services

How ARC Customers Can Help

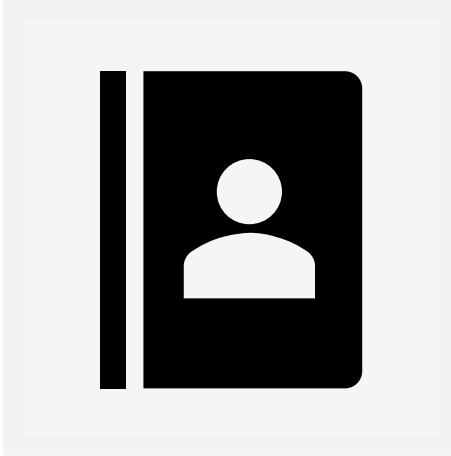
Starting the Year Off Right!

Engage

Engage early and often to ensure preparedness

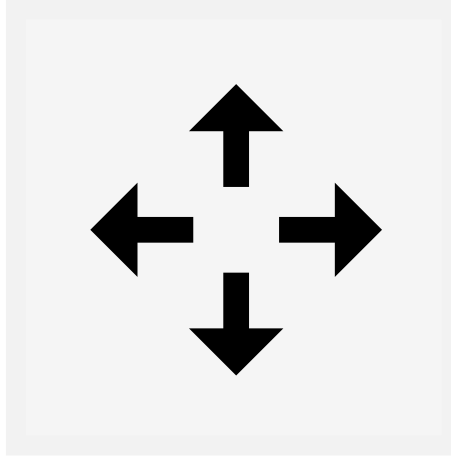
Finish

Complete budget submissions for FY23 as early as possible.



Confirm

Ensure we have current point of contacts for issue resolution Sept. 30 and Oct. 1

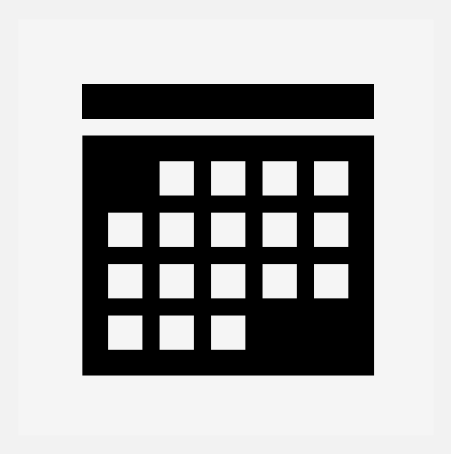


Encourage

Encourage moving actions away from 10/1 cycle

How ARC Will Help You

Starting the Year Off Right!



Ensure

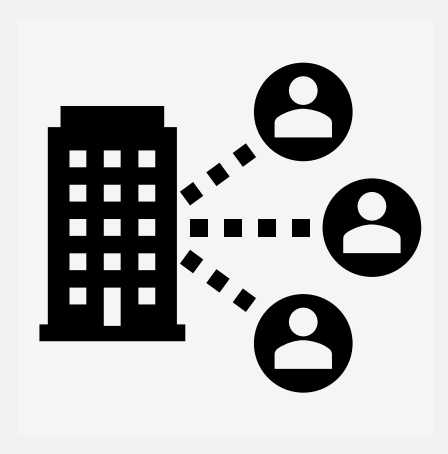
Ensure work schedules of key staff are positioned for success

Monitor

Monitor budget approval efforts

Update

Update procedures to mitigate statutory violations



Sharing

Collaborate and Share updated procedures

Benefits of Transitioning Off the 10/1 Procurement Cycle

- Alleviates continual budget constraints
- Enables customer acquisition planning flexibility
- Levels workload capacity for customers and procurement

ARC Can Help Transition Your Contracts

- ARC will provide the necessary support on efforts to transition actions to a different cycle
- ARC can assist customers over next Fiscal Year in staggering 10/1 actions

Consider the Benefits

Transition off the 10/1 Procurement Cycle

Fiscal Year End Guidance

Procurement Management

Procurement End-of-the-Year Process

Beginning late July/early August

ARC pulls reports capturing all active contracts as of 10/1

ARC sends reports to each customer – agency budget liaison or POC to review

ARC and its customers reconcile reports on an ongoing basis

End result = less work during year end

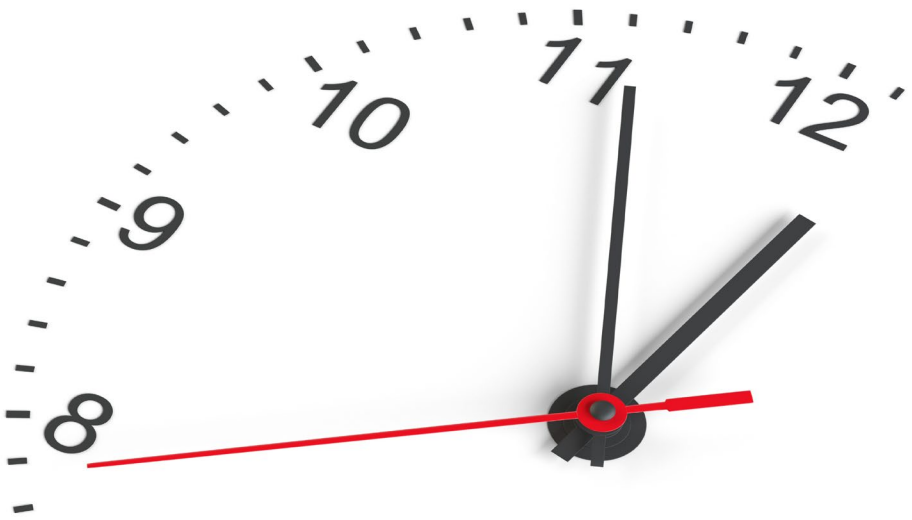
Lapse Planning

Defined

Lapse Planning is the preparation for a lapse in funding at the beginning of the following Fiscal Year (government shutdown)

Purpose

For each customer agency (Treasury and non-Treasury) to perform a review, and confirmation, of the excepted activity codes



Lapse Planning

It all begins with the initial purchase request.

Statement

Include lapse funding statements in all clause packages.

Codes

Ensure Excepted Activities code on the purchase request is accurately submitted

Notification

Notify contractors of any potential government shutdown

Status

https://www.fiscal.treasury.gov/doing-business-with-fiscal-service/updates.html

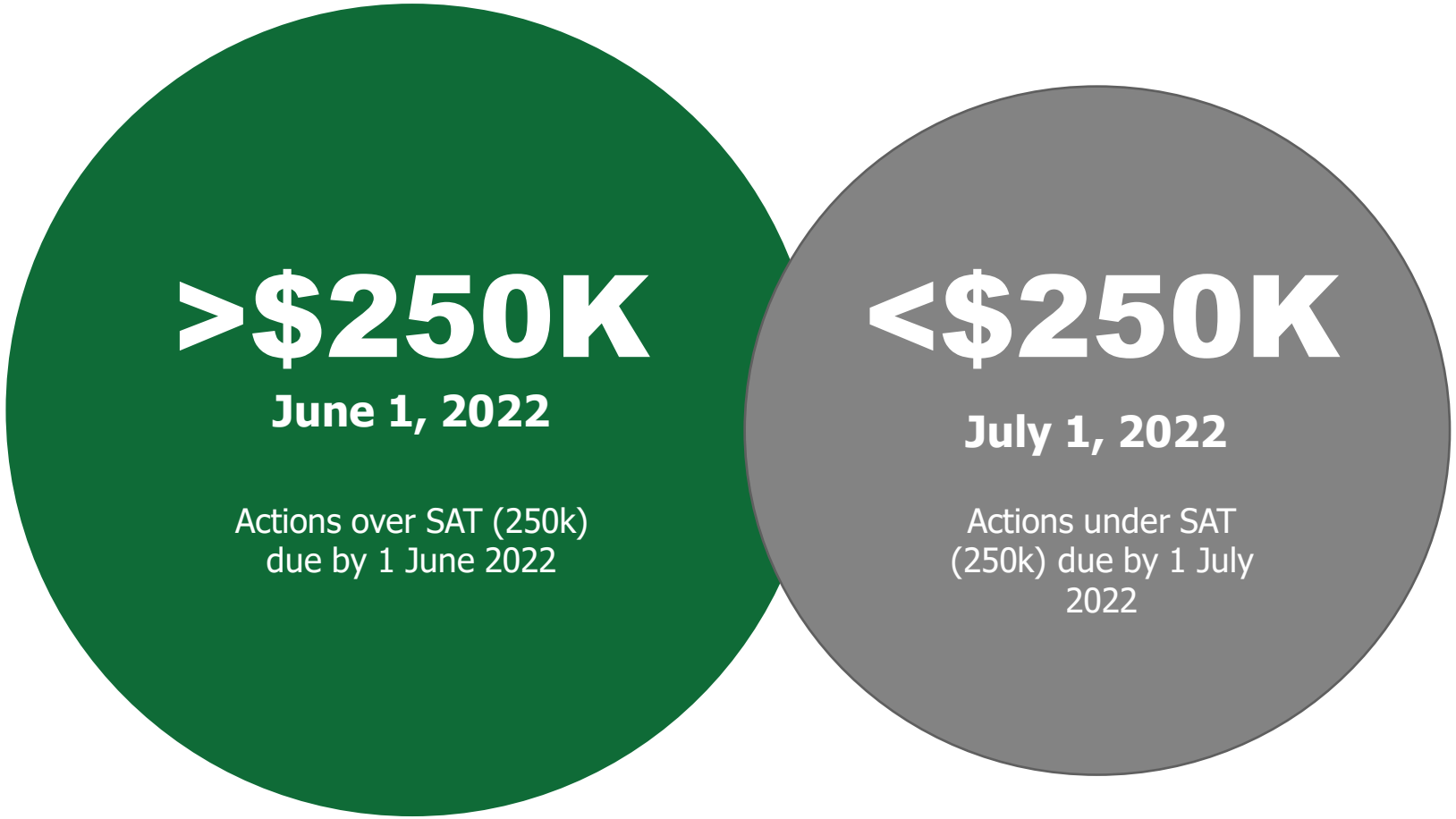
Lapse Funding Notification

Status & Necessary Action(s) Required By Contractor

https://www.fiscal.treasury.gov/doing-business-with-fiscal-service/updates.html

Submit Your PR Packages on Time

Achieving success together



Stay Informed and Involved.

Be proactive for FY2023!

Learn More About Procurement

Brian Cooper

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Brian.Cooper@fiscal.treasury.gov

We've Got You Covered: Meeting the G-Invoicing Mandate + Year End Guidance

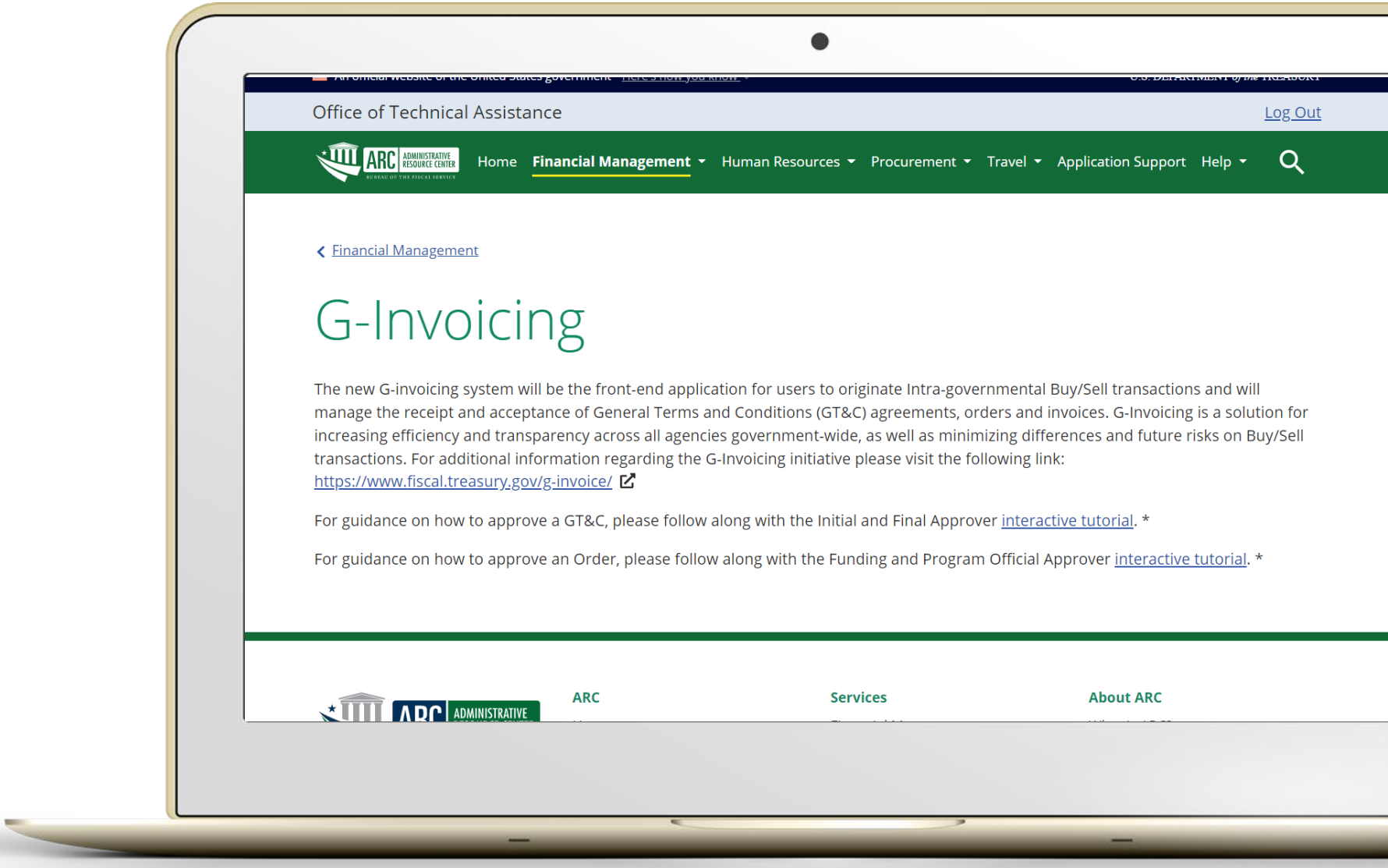
Joel Erb

G-Invoicing Mandate

Required for All Federal Agencies*

Implementation by FY2023 (Oct 1, 2022) for New Orders

Implementation by FY2024 (Oct 1, 2024) for In-Flight Orders



*TFM Chapter 4700 – Appendix 8 (Published June 2021) Mandates that all Federal Program Agencies (FPAs) who process IGT Buy/Sell transactions must implement G-Invoicing

We're Working to Ensure Compliance for Our Customers

ARC has a team dedicated to assisting and administering customer accounts to ensure compliance with the G-Invoicing mandate.

Benefits of G-Invoicing

Long-term solution for agencies to manage their intragovernmental (IGT) buy/sell transactions

Solution

Reduce IGT Differences

Repository

Central Repository for Interagency Agreements (IAA)

Transparency

Increased Transparency During IAA Process

Communication

Encourages Communication Between Agencies

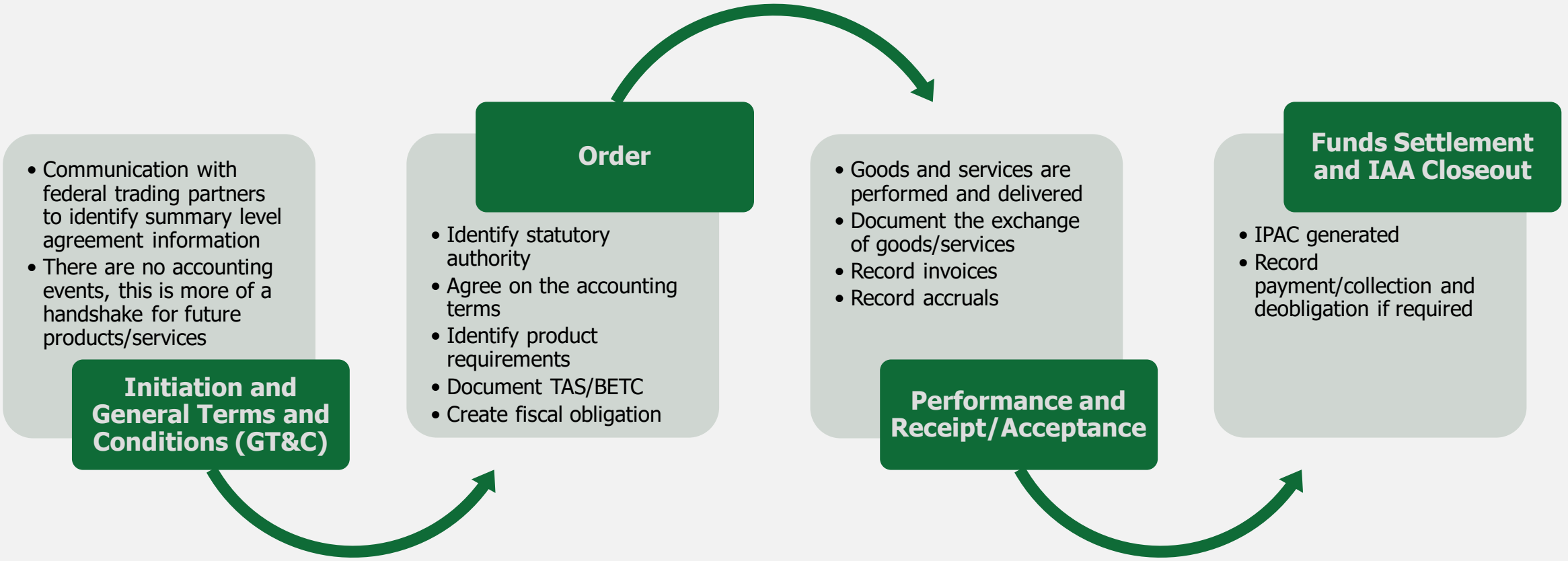
Standards

Sets Standards For Interagency Agreements

Streamlines

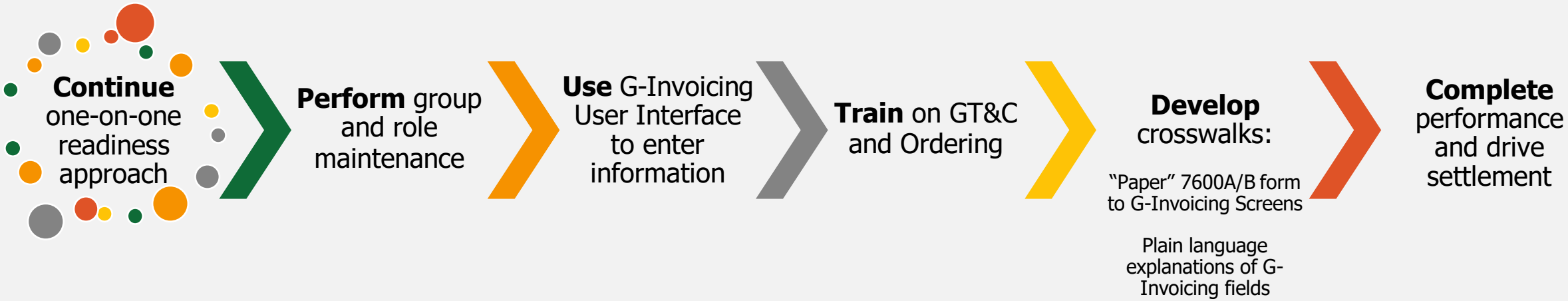
Allows For Increased Use of Automation

G-Invoicing (Buy/Sell) Transaction Process



ARC's Approach

Customers Will Meet the FY 2023 Mandate on Day 1



This is an intra-governmental initiative and our trading partner's compliance is both critical and out of our control, but **ARC customers will be ready**.

Stay Informed and Involved.

Continue working with your trading partners and attend all training events and drop-in sessions. Sign-up here!

ARCGINV@fiscal.treasury.gov

Learn More About G-Invoicing Mandate

Joel Erb

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Year End Guidance

Financial Management

ARC's FM Year-End Close Memo

Your guidance for closing the books on FY2022.

Comprehensive

ARC's *Financial Management Year-End Close Memo* provides far-reaching and essential information.

Governmentwide

Memo provides governmentwide policy, dates, references, tasks, and other key information to be successful.

Resources

Memo is prepared using multiple federal resources:

- OMB Circulars A-11 & A-136,
- Treasury Financial Manual,
- GTAS Schedule,
- Schedules from payroll service providers (GSA, IBC, NFC, & DFAS), and
- Treasury AFR Financial Reporting Timeline.

Availability

Memo is only for ARC Customers and available mid-July through early-August on arc.fiscal.treasury.gov within your Customer Access Pages.

Benefits of the Accounting Year-End Close Memo

The Year-End Memo guides financial managers through the close of the current fiscal year

One-Stop Shop

Audit Excellence

Proactive Communica-tion

Force Multiplier

The Latest Guidance

Teamwork makes the dream work

Memo At-a-Glance

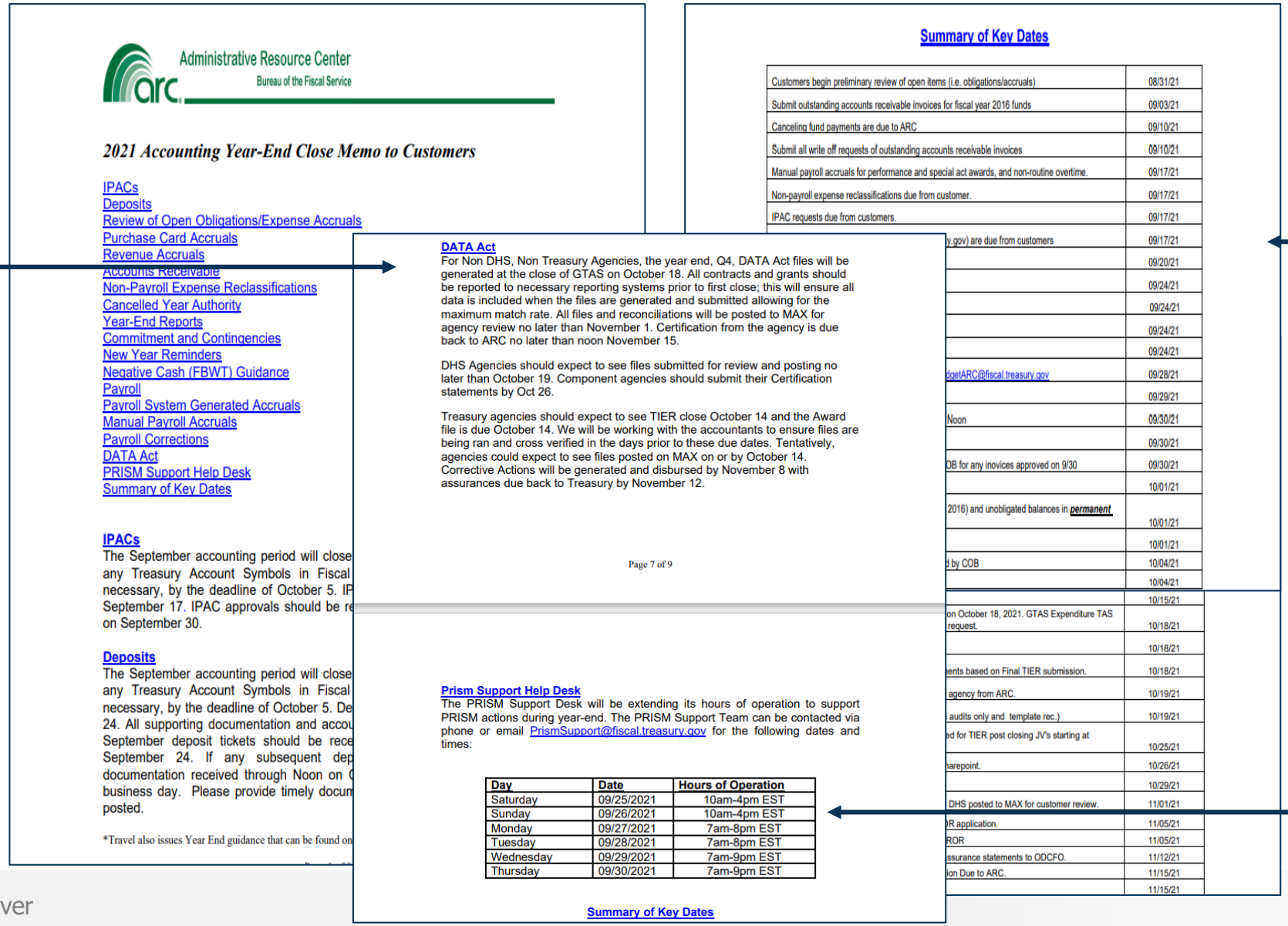
Includes the Latest Guidance

Links for Quick Reference

Organized by Transaction or Task

List of Key Dates

PRISM Support



Administrative Resource Center
Bureau of the Fiscal Service

2021 Accounting Year-End Close Memo to Customers

IPACs
Deposits
Review of Open Obligations/Expense Accruals
Purchase Card Accruals
Revenue Accruals
Accounts Receivable
Non-Payroll Expense Reclassifications
Cancelled Year Authority
Year-End Reports
Commitment and Contingencies
New Year Reminders
Negative Cash (FBWT) Guidance
Payroll
Payroll System Generated Accruals
Manual Payroll Accruals
Payroll Corrections
DATA Act
PRISM Support Help Desk
Summary of Key Dates

IPACs
The September accounting period will close
any Treasury Account Symbols in Fiscal
necessary, by the deadline of October 5. IP
September 17. IPAC approvals should be re
on September 30.

Deposits
The September accounting period will close
any Treasury Account Symbols in Fiscal
necessary, by the deadline of October 5. De
24. All supporting documentation and accou
September deposit tickets should be rece
September 24. If any subsequent dep
documentation received through Noon on
business day. Please provide timely docum
posted.

*Travel also issues Year End guidance that can be found on

DATA Act
For Non DHS, Non Treasury Agencies, the year end, Q4, DATA Act files will be generated at the close of GTAS on October 18. All contracts and grants should be reported to necessary reporting systems prior to first close; this will ensure all data is included when the files are generated and submitted allowing for the maximum match rate. All files and reconciliations will be posted to MAX for agency review no later than November 1. Certification from the agency is due back to ARC no later than noon November 15.

DHS Agencies should expect to see files submitted for review and posting no later than October 19. Component agencies should submit their Certification statements by Oct 26.

Treasury agencies should expect to see TIER close October 14 and the Award file is due October 14. We will be working with the accountants to ensure files are being ran and cross verified in the days prior to these due dates. Tentatively, agencies could expect to see files posted on MAX on or by October 14. Corrective Actions will be generated and disbursed by November 8 with assurances due back to Treasury by November 12.

Page 7 of 9

Prism Support Help Desk
The PRISM Support Desk will be extending its hours of operation to support PRISM actions during year-end. The PRISM Support Team can be contacted via phone or email PrismSupport@fiscal.treasury.gov for the following dates and times:

Day	Date	Hours of Operation
Saturday	09/25/2021	10am-4pm EST
Sunday	09/26/2021	10am-4pm EST
Monday	09/27/2021	7am-8pm EST
Tuesday	09/28/2021	7am-8pm EST
Wednesday	09/29/2021	7am-9pm EST
Thursday	09/30/2021	7am-9pm EST

Summary of Key Dates

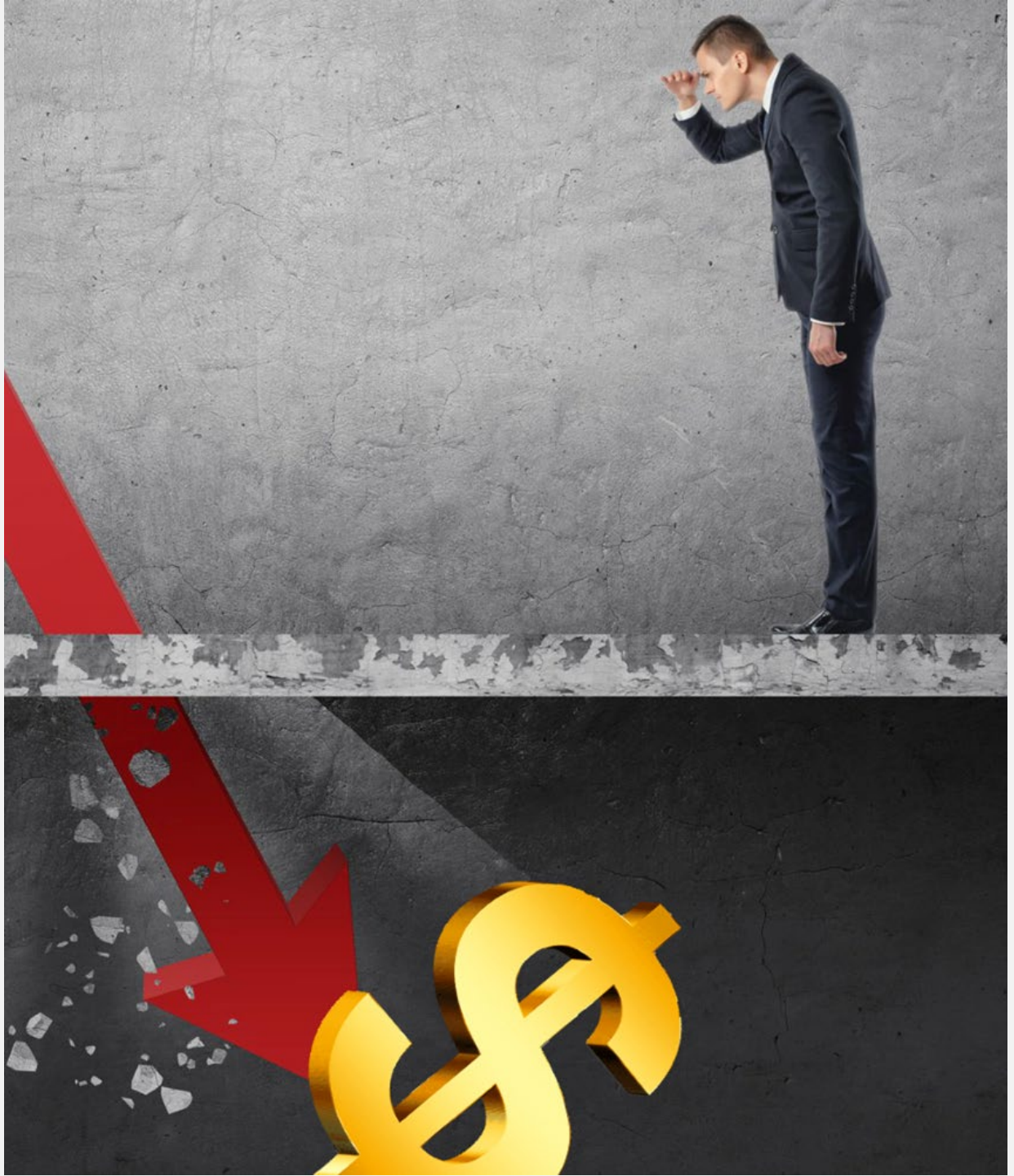
Summary of Key Dates

Customers begin preliminary review of open items (i.e. obligations/accruals)	08/31/21
Submit outstanding accounts receivable invoices for fiscal year 2016 funds	09/03/21
Canceling fund payments are due to ARC	09/10/21
Submit all write off requests of outstanding accounts receivable invoices	09/10/21
Manual payroll accruals for performance and special act awards, and non-routine overtime.	09/17/21
Non-payroll expense reclassifications due from customer.	09/17/21
IPAC requests due from customers.	09/17/21
y.gov) are due from customers	09/17/21
	09/20/21
	09/24/21
	09/24/21
	09/24/21
	09/24/21
dgetARC@fiscal.treasury.gov	09/28/21
	09/29/21
Noon	09/30/21
	09/30/21
OB for any inovices approved on 9/30	09/30/21
	10/01/21
2016) and unobligated balances in ***permanent***	10/01/21
	10/01/21
d by COB	10/04/21
	10/04/21
	10/15/21
on October 18, 2021. GTAS Expenditure TAS request.	10/18/21
	10/18/21
ents based on Final TIER submission.	10/18/21
agency from ARC.	10/19/21
audits only and template rec.)	10/19/21
ed for TIER post closing JV's starting at	10/25/21
harepoint.	10/26/21
	10/29/21
DHS posted to MAX for customer review.	11/01/21
R application.	11/05/21
ROR	11/05/21
ssurance statements to ODCFO.	11/12/21
ion Due to ARC.	11/15/21
	11/15/21

Negative Cash

Agencies may not disburse an account into a negative cash position, which has been determined to be a violation of the Anti-deficiency Act.

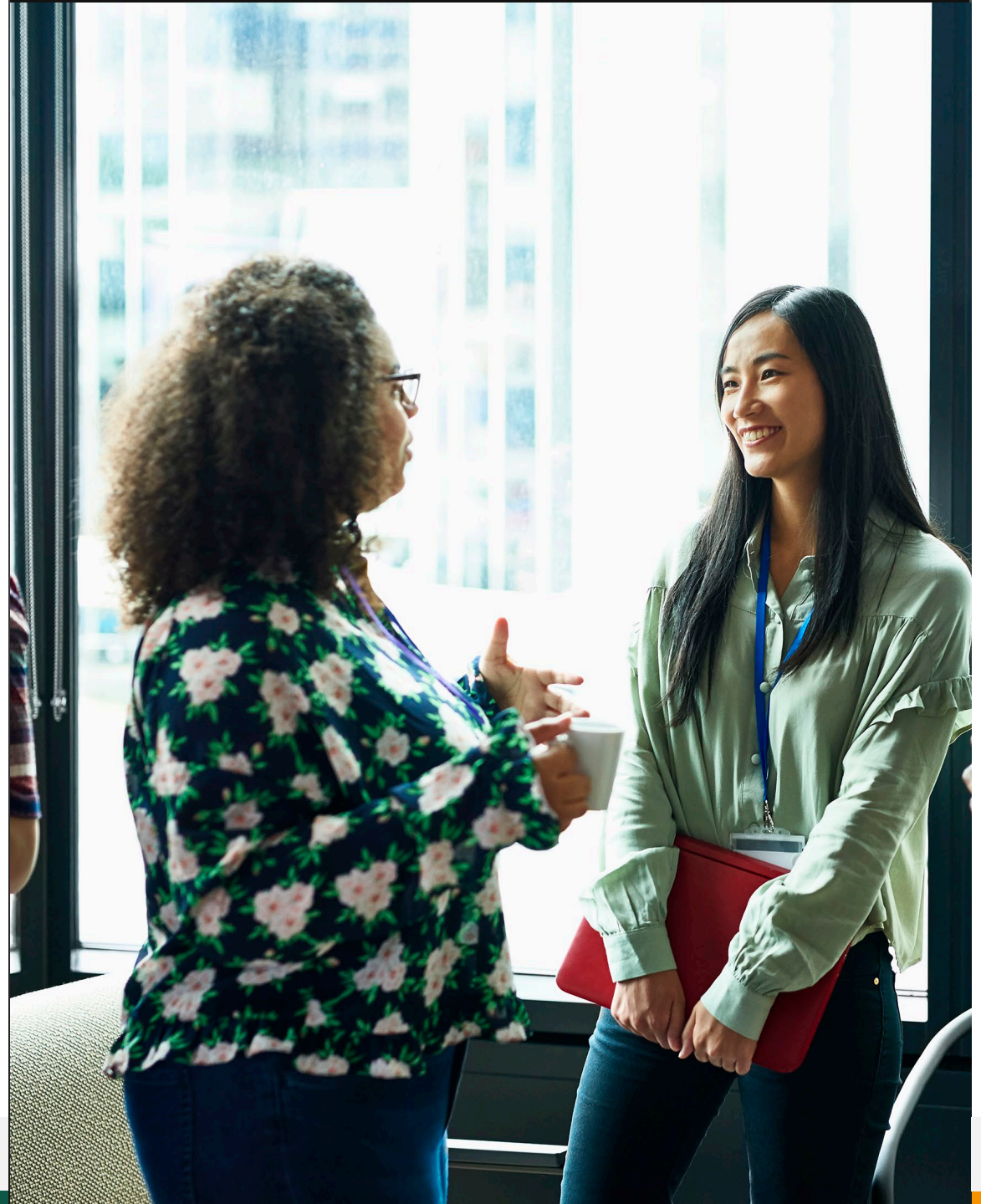
The requirement is found in the OMB circular A-11, which addresses the Preparation, Submission, and Execution of the Budget (section 145.2 and section 20.10).



Stay Informed and Involved.

Keep an eye out for the Year-End Memo on the Customer Access Page. Send your questions!

✉ FM.Customer.Care.Communications@fiscal.treasury.gov



Moving the Needle: Modernizing Financial Reporting with OneStream

Benjamin Sandy

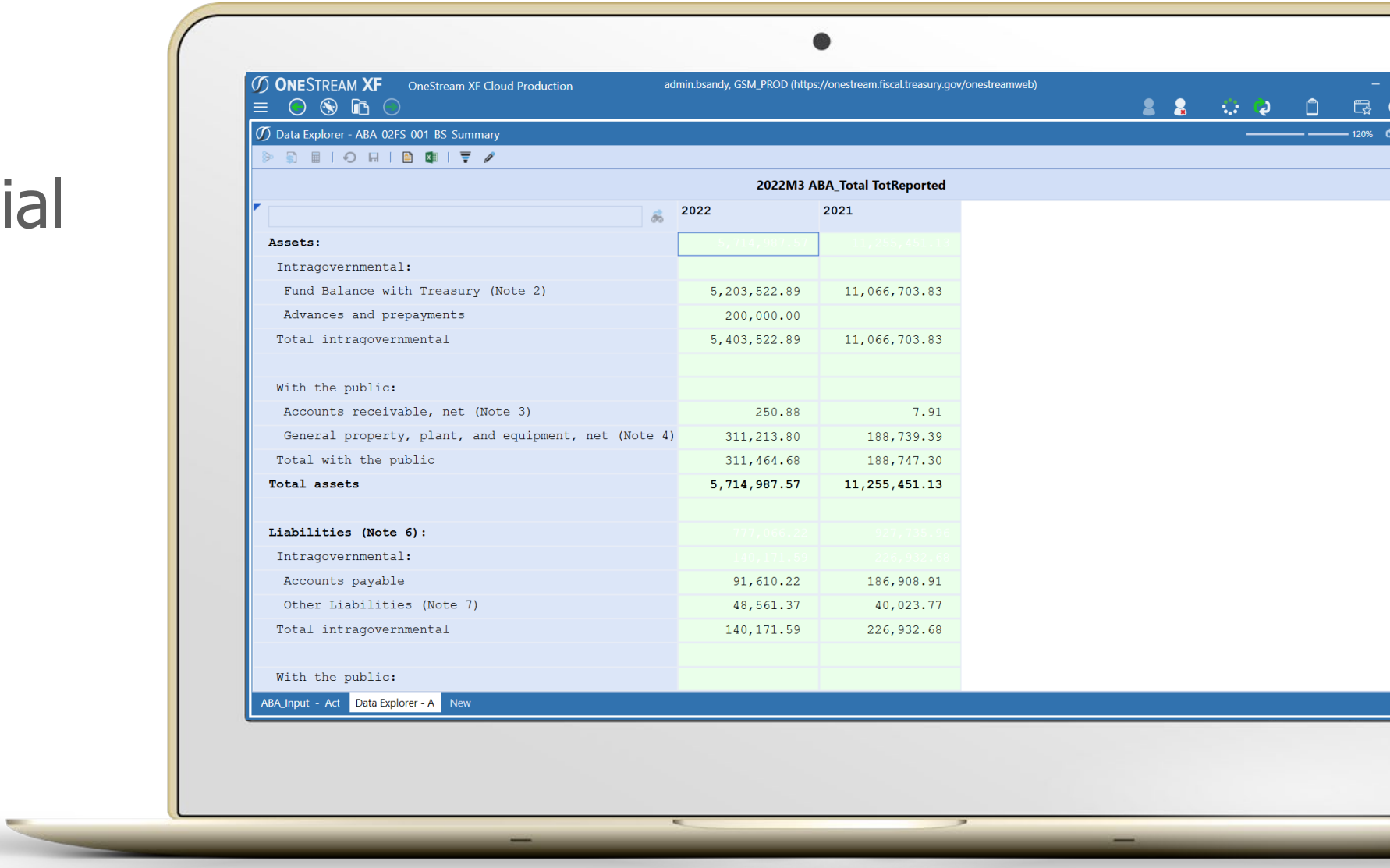
What is OneStream?

A comprehensive cloud-based financial reporting solution

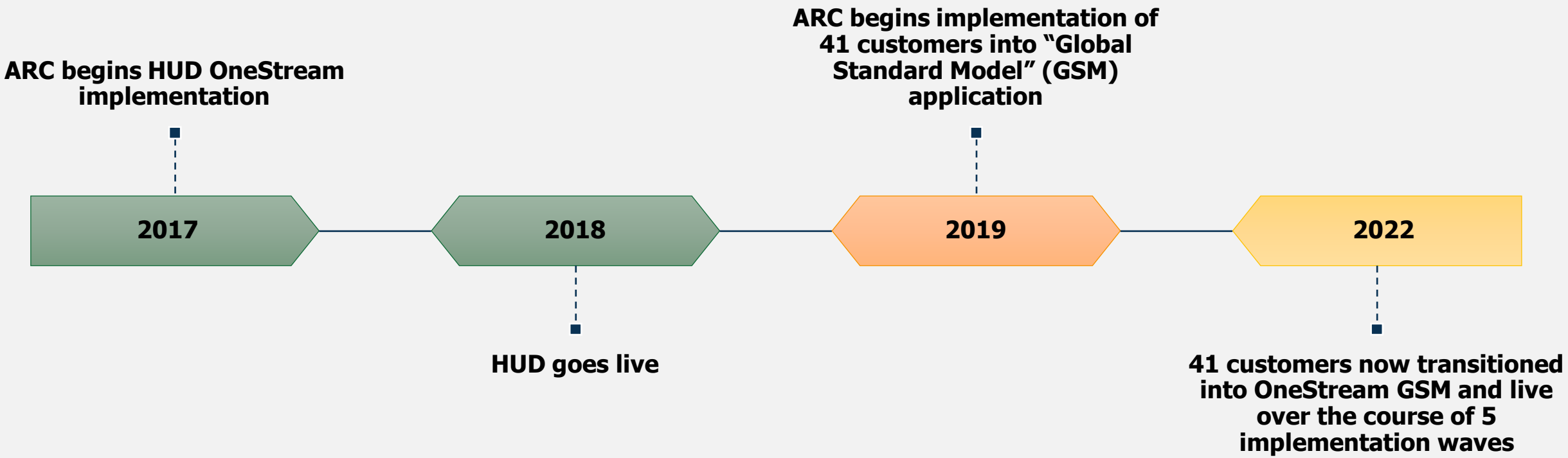
OneStream Helps You Prepare:

- ☑ Financial statements
- ☑ Footnotes
- ☑ Data validations
- ☑ Reconciliations:

  Tie Points (budgetary to proprietary)
  RCM (sub-ledger)



OneStream Timeline



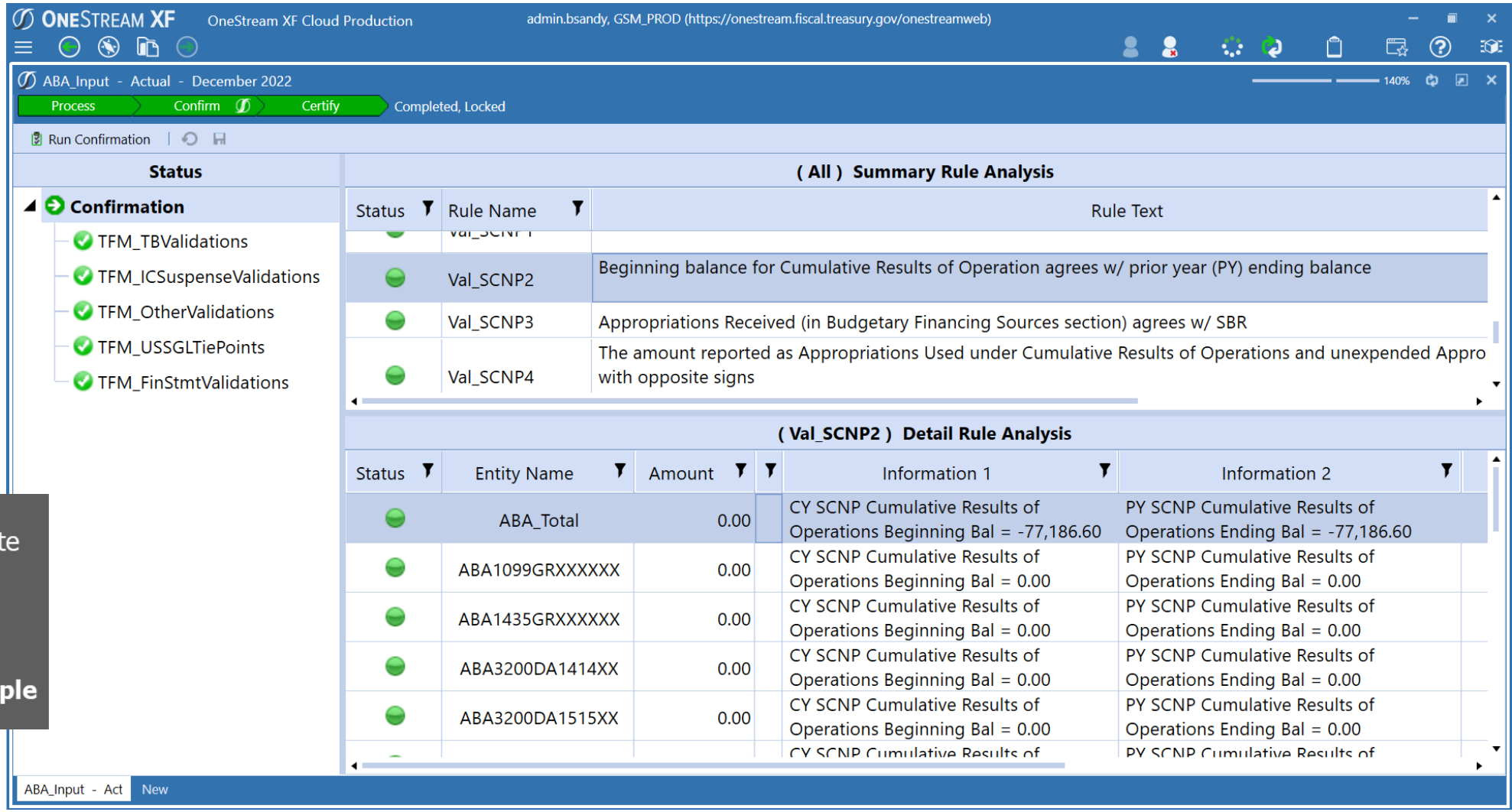
Improved Data Validations

More standardization across branches and customers

Confirmation rules are analyzed at both the fund level and totals

Financial statement and footnote validations (analyzing both rounded & unrounded data)

Example

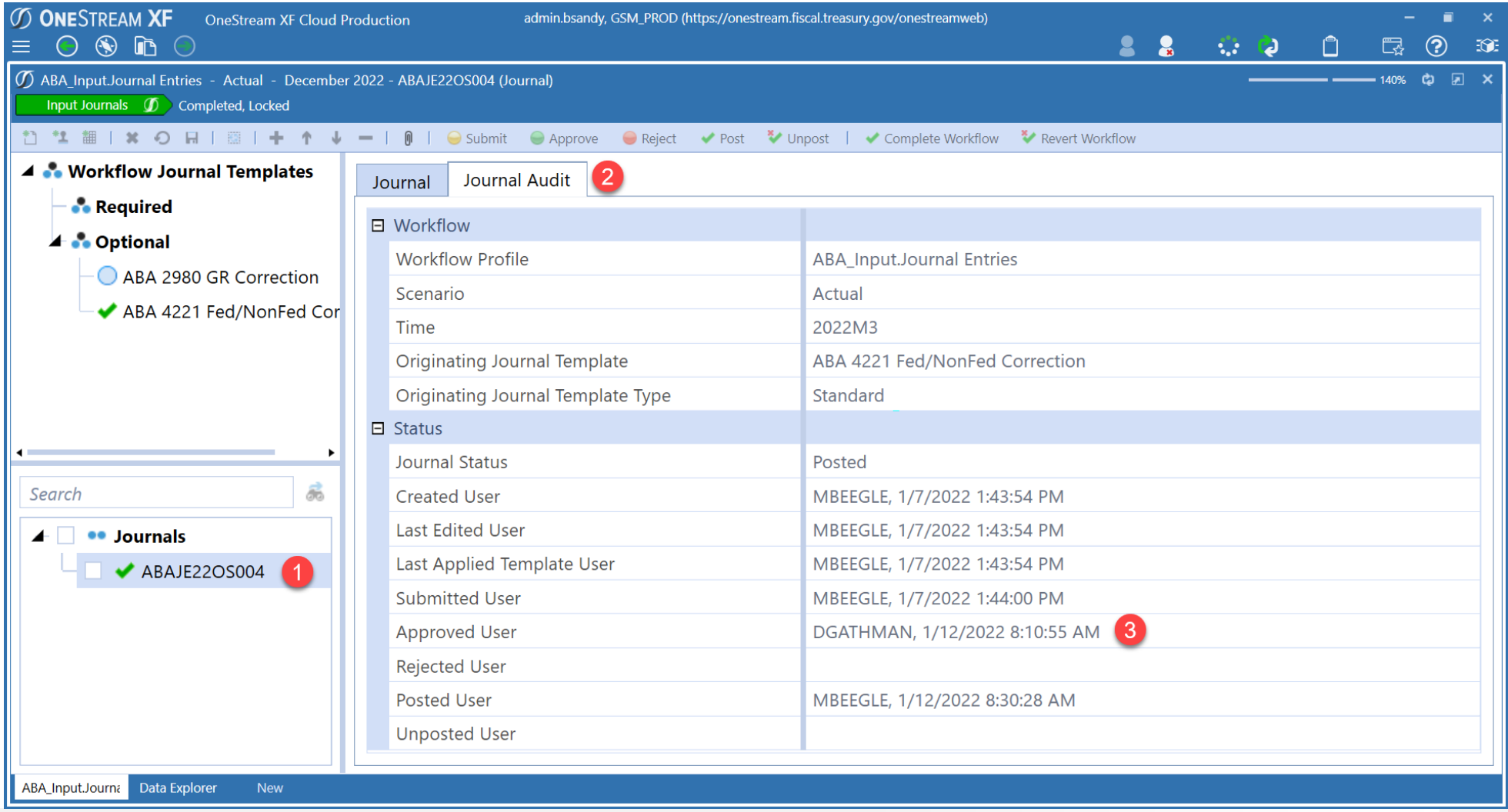


Built-in Review Processes

All top-side adjustments require approval by Supervisor in system

All activity is logged with time stamps

Allows for better oversight and control of what data is flowing into statements

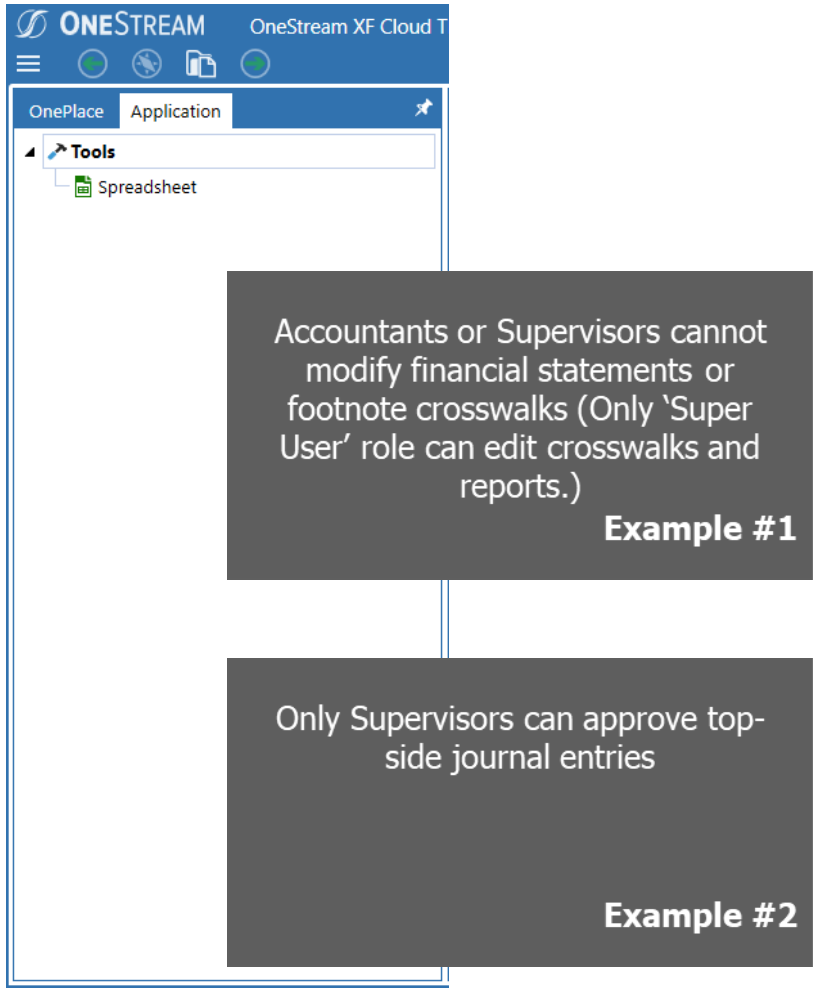


All Users Have Assigned Roles

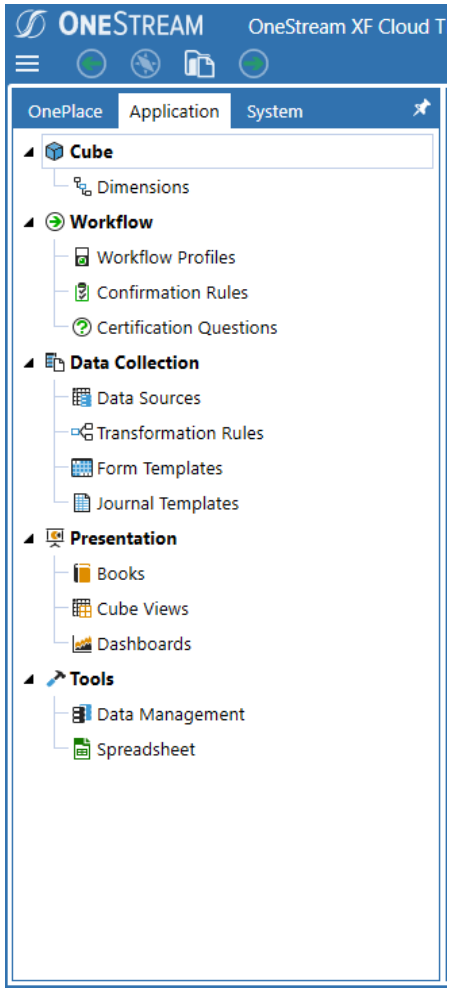
All users are assigned specific roles that are tailored for their job responsibilities:

- Accountant
- Supervisor
- Super-User
- System Administrator
- Customer

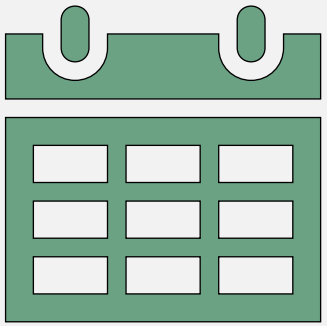
Accountant User



Super-User



Upgrade to OneStream Version 6.6



Scheduled deployment on **June 24**

What You Can Expect

- New Single Sign-On (SSO) options align with the Bureau of Fiscal Service's SSO strategy
- Compatibility with Microsoft Edge
- Streamlined subledger to general ledger (RCM) reconciliation navigation
- Adds extensible document functionality that provides greater flexibility in configuring financial reports and combining them into a financial reporting package

Stay Informed and Involved.

Keep an eye out for more information about OneStream.

Learn More About OneStream

Benjamin Sandy

304-480-7466

Benjamin.Sandy@fiscal.treasury.gov

Your ARC Experts for Session #3

Tia Shackleford

Manager, Employee Benefits Branch

Making Hiring Work For You: How USA Staffing Onboarding is Streamlining the Hiring Experience

Year End Guidance

Susan Crouser

Senior Financial/Travel Systems Analyst

ETSNext: The Next Generation of E-Gov Travel Service

TMC Staffing Notes

Year End Guidance

Brian Cooper

Supervisory Contracting Officer

Increasing Shared Success: Procurement Strategies to Start the Fiscal Year Off Right

Year End Guidance

Joel Erb

Manager, Agency Intragov Reports and Projects

We've Got You Covered: Meeting the G-Invoicing Mandate

Year End Guidance

Benjamin Sandy

Senior Accountant

Moving the Needle: Modernizing Financial Reporting With OneStream

2022 ARC Customer Day

Strong Foundation, Reaching for New Heights

Wednesday, May 11 | 8:00 AM – 4:00 PM ET

Session 1	Session 2	Session 3	Session 4
ARC Today and Into the Future	Strategic Partnership: Getting the Most from ARC Services	Expert Service Delivery and Year End Guidance	"Ask Me Anything" with ARC Leaders
8:00 AM – 9:00 AM ET	10:00 AM – 11:00 AM ET	12:30 PM – 2:00 PM ET	3:00 PM – 4:00 PM ET
Join Treasury and ARC executives for an engaging panel about what's to come for ARC	*Learn more about how we're working alongside customers to create new value*	*Learn how ARC is operationalizing new ways of working that better support you*	*Meet and engage in an interactive Q&A session with ARC leaders and service line experts*

https://arc.fiscal.treasury.gov/about-arc/news-and-events/

ARC ADMINISTRATIVE RESOURCE CENTER
BUREAU OF THE FISCAL SERVICE

Thank You

(304) 480 - 8000

arcsupportdesk@fiscal.treasury.gov

https://arc.fiscal.treasury.gov/

https://arc.fiscal.treasury.gov/contact/request-a-consultation/