ARC Monthly Bulletin – May 2012

Valuable information for ARC's customers

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1. Oracle Release 12 Project Update

Migration to Release 12 (R12) of the Oracle Federal Financials application is on track with customer agencies set to deploy on July 1, 2012. Customers are encouraged to give prompt attention to upcoming R12 communications. The communications will provide helpful information and instructions related to the migration process.

Recent communications notified customer CFOs and Accounting Office contacts of the R12 Data Conversion Plan release. The plan outlines the high level strategy for the data conversion effort and defines the data conversion process and associated activities. The plan is available for review on the R12 website at https://arc.publicdebt.treas.gov/files/pdf/fsr12dataconversionplan.pdf. Customer agencies' CFOs and Accounting Office contacts were also notified of changes to Discoverer and the related impact to users.

Customer agencies' procurement office contacts were provided lists of potential documents that need closed prior to migration to R12. Attention to these lists is strongly encouraged as the proactive removal of unnecessary data will support a successful and efficient transition.

PRISM users should note that the URL used to access PRISM will change in June in preparation for migration to R12 on July 1, 2012. Customer access pages will be updated with the new URL. Customers

who maintain shortcuts to the current URL will need to update the address in their shortcuts. More details will be communicated prior to the change.

Customers should be diligent in sending users for R12 training because there have been multiple changes to Discoverer and PRISM. Training will begin a month prior to migration. Upon migration, agency users will use a new accounting flex field (AFF) structure on all transactional documents entered in Oracle, PRISM, or systems that feed into Oracle. Customers must evaluate non-ARC systems (e.g., time and attendance, revenue/billing, etc.) that they administer or use to determine what changes can or should be made to those systems to accommodate the new AFF structure.

If you have any questions on the Oracle R12 Project, contact us at R12Communication@bpd.treas.gov.

2. Fiscal Year 2012/2013 Procurement Cutoff Date Reminder

Planned fiscal year 2012 (FY12) and fiscal year 2013 (FY13) procurement cut off dates are in place to allow procurement personnel to better serve your needs. We encourage all customers to submit FY12 year-end and FY13 workload forecasts to their procurement team leader by May 2012. This advanced planning will aid in a smooth year-end and transition into FY13.

Key dates for FY12

Action Description	Deadline
PRs for new requirements **over** $25,000 (FY12)	June 1, 2012
PRs for requirements **under** $25,000 (FY12)	June 2, 2012
PRs for new requirements **over** $25,000 (FY13)	June 1, 2012
Recurring requirements (FY13)	June 15, 2012
PRs for new and recurring requirements **under** $25,000	July 2, 2012
Option renewal packages for either fiscal year	45 days prior to the first day of the option period

Note: If foreseen circumstances will prevent you from meeting the cut off dates, please contact your procurement team leader or manager.

For additional information on 2012-2013 cut off dates, contact your team leader or see the "Procurement Cut Off Dates" file on your customer access page. Follow the Guidance/References tab to "Procurement Guidance."

3. Internet Payment Platform Update

We recently reached a major milestone with the Internet Payment Platform (IPP). By the end of April, all Treasury bureaus serviced by ARC for accounts payable processing were approving invoices in IPP. We are continuing to convert non-Treasury agencies' accounts payable processing activities to IPP. We have four agencies remaining to convert to IPP. Three of those will be converted by July 1, 2012.

For additional information, contact Yvette Dunbar at 304-480-7053 or Yvette.Dunbar@bpd.treas.gov.

4. ARC's Plan for Reducing Improper Payments through the "Do Not Pay List"

In response to OMB's April 12, 2012 memorandum on *Reducing Improper Payments through the "Do Not Pay List",* M-12-11, all impacted agencies have been provided with our plan for using Do Not Pay (DNP). When creating your plan to submit to OMB on how you will implement the DNP solution for pre-payment eligibility reviews, we hope that you find this information helpful.

We plan to pilot the new DNP process during FY12 and fully implement no later than October 2012. In addition, the new processes will be audited as part of the annual SSAE16 audit. It is our expectation that customers will submit their own implementation plan that includes how you plan to leverage the work that we will do on your behalf.

For additional information, contact Dana Strecker at 304-480-8460 or Dana.Strecker@bpd.treas.gov (FM) or contact Doug Anderson at 304-480-7047 or Doug.Anderson@bpd.treas.gov. (Procurement)

5. Thrift Saving Plan Roth Option Now Available

The Thrift Saving Plan (TSP) launched the Roth option May 7, 2012. TSP participants can now contribute to both the Traditional TSP (pre-tax basis) and to the Roth TSP (after-tax basis). The combined contributions to the Traditional TSP and the Roth TSP must not exceed the IRS elective deferral limits.

The new Roth option provides TSP participants more flexibility in the tax treatment of TSP contributions. The choice to participate in either or both options depends on if it is more beneficial to pay taxes later.

Detailed information about the Roth feature is available on the TSP website. Participants should also consider consulting a qualified tax or financial advisor to discuss the pros/cons of using the Roth option. Please note that ARC's Benefits Service Center (304-480-8275 or benefits@bpd.treas.gov) can only answer general questions regarding the Roth option.

6. Quality through Employee Suggestions and Teamwork Program

The Human Resources Operations Division (HROD) introduced the Quality through Employee Suggestions and Teamwork (QUEST) program to its employees to help better focus continuous improvement efforts. Through the implementation of this program, a standardized and systematic approach to decision-making, communication, and problem-solving is being developed. Employees are being empowered at all levels to contribute collectively to the goals of the program.

A managerial QUEST Committee will monitor and approve improvement initiatives that have significant impact across the organization. Ad-hoc QUEST Teams will make recommendations back to the QUEST Committee for final approval. At the functional level, Process Review Teams are being formed to address improvement suggestions that do not cross organizational lines.

A few examples of some of the initiatives submitted to date include the following:

- Assessing and developing a more comprehensive SF-52, Request for Personnel Action timeliness and error tracking process from customer input through our work processes to determine best practice metrics to help monitor and reduce timeliness delays and rework.
- Assessing our report distribution processes (both internal and external) from a Lean philosophy of "pull versus push" to reduce Lean sources of waste.
- Reducing the amount of physical transportation and over-processing of hard copy forms by initiating electronic document and signature protocols where allowable.

For additional information on the QUEST program, please contact Kelly Nettleton at 304-480-8229 or kelly.nettleton@bpd.treas.gov.

7. WebTA Upgrade

Since January 30, 2012 Public Debt IT Services and Office of Administrative Services (OAS) Franchising have been working on a project to upgrade WebTA to version 3.8.15 Rev 6. This project is a result of a new accounting code structure being created due to the ongoing initiative to upgrade Oracle R12 and is consistent with the Franchising Strategic Plan goal to "deliver valuable and cost effective solutions for customers."

The new accounting code structure is longer than the previous version and integrates with WebTA. The upgrade to WebTA 3.8.15 Rev 6 accounts for the new, longer accounting strings within WebTA, which allow the end user to view the full string.

Throughout the past two months, Public Debt IT Services has migrated four to five customers to WebTA 3.8.15 Rev 16 each pay period. Final customer migration will occur at the beginning of June, therefore allowing the upgrade to be effective for all of OAS's current WebTA customers prior to the implementation of Oracle R12 on July 1, 2012.

For additional information, contact Tamela Saiko at 304-480-7256 or Tamela.Saiko@bpd.treas.gov.

8. Enterprise File Transfer, Replication and Synchronization Solution

Public Debt IT Services and OAS are working together to reengineer the current file transfer infrastructure and processes into an Enterprise File Transfer, Replication and Synchronization (EFTRS) Solution. Over time the file transfer processes have increased and now have enterprise level expectations. The EFTRS Solution is designed to meet those expectations. Application administrators will be able to setup and manage simplified file transfers, which will improve delivery turnaround and reduce the cost of system administration.

The EFTRS Solution is broken down into a four phase approach focusing on the following: establishing environments for the new system, migrating OAS to the new environment, customer migration, and implementing additional features offered with the new system. The EFTRS Solution is on schedule to be completed by the end of June 2012.

For additional information, contact Orlando Yaconis at 304-480-8698 or Orlando.Yaconis@bpd.treas.gov.

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