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

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HEADLINES

Travel Services

1. Concur Travel System Training

Financial Management Services

2. Customer Accounting Meeting

Business Technology Services

3. Oracle Discoverer Viewer Virtual Training
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FULL STORIES

1. Concur Travel System Training

Our Travel Services will be conducting a CGE travel system webinar on April 16, 2015 from 1 - 4 PM EDT and on May 21, 2015 from 1 - 4 PM EDT. All agency Travel Contacts will receive an email with registration links to be shared with their traveler community. The webinars will provide participants with a general overview and navigation of CGE which will include booking reservations, creating an authorization, approving documents, creating a voucher, and local vouchers.

We will also be conducting CGE travel system training on May 6-7, 2015 from 8:30 - 11:30 and 1:00 - 4:00. Four half day sessions will be available for participants to choose from. This will provide participants with hands on training, including booking reservations, creating an authorization, approving documents, and creating a voucher.

CGE Travel System Webinars

Class Location: Webinar - On-line Meeting Center
Date: April 16, 2015
Times: 1:00 PM - 4:00 PM EST
Register at: <https://attendee.gotowebinar.com/register/1918373277513224194>

Class Location: Webinar - On-line Meeting Center
Date: May 21, 2015
Times: 1:00 PM - 4:00 PM EST
Register at: <https://attendee.gotowebinar.com/register/1404211953656655362>

CGE Travel System Hands On Training - Washington DC

Class Location: Knowlogy Training Facility
818 Connecticut Ave NW (4th floor)
Date: May 6 - 7, 2015 (4 half-day sessions)
Times: 8:30 AM - 11:30 AM EDT and 1:00 PM - 4:00:00 PM EDT

To register for either Webinars click on one of the links above. For additional information, contact Travel Services at 304-480-8000, option 1 or Travel@Fiscal.Treasury.Gov.

2. Customer Accounting Meeting

Our Financial Management Meeting will be held Wednesday May 20, 2015 in the William G. McGowan Theater at the National Archives. Representatives from ARC will present a variety of accounting topics to our customers following a theme titled "Financial Management Roadmap to Success." Discussion topics will include functional area operations such as payroll and reporting. Other topics will focus on upcoming changes and growth taking place at ARC. In addition to the discussion items on the agenda, there will also be an interactive customer feedback session.

Invitations and registration information will be forthcoming in the weeks ahead. We look forward to meeting with our customers to discuss current operations and the bright future within shared services. For additional information, contact Damon Wren at 304-480-7166 or Damon.Wren@Fiscal.Treasury.Gov.

3. Oracle Discoverer Viewer Virtual Training

We will provide Oracle Discoverer Viewer 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 virtual Discoverer training sessions April 14-15, 2015. All current Discoverer Viewer users will receive information, via email, about how to sign up for the virtual classes.

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

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