
ARC Monthly Bulletin – February 2016
Valuable information for ARC's customers

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FULL STORIES

1. Customer Reporting Survey

In January 2016, we distributed a survey to each agencies designated key contacts and members of the ARC Financial System Advisory Council (FSAC) soliciting information in regards to current reporting tool needs. Responses are appreciated and will help us plan for the implementation of new reporting tools in the future. Responses are requested to be returned to OracleSupportTeam@Fiscal.Treasury.Gov by February 12, 2016.

For additional information, contact David Eddy at David.Eddy@Fiscal.Treasury.Gov or Missy Williams at Melissa.Williams@Fiscal.Treasury.Gov.

2. 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 February 22 - 25, 2016 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@Fiscal.Treasury.Gov.

3. PRISM Training

We provide PRISM Requisition and Buyer 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 PRISM refresher training sessions March 14 - 18, 2016 in Washington, DC. All current PRISM users will receive information, via email, about how to sign up for the classes.

For additional information, contact PRISM Support at 304-480-8000 (Option 2) or Prismsupportteam@Fiscal.Treasury.Gov.

4. New Travel Management Center (TMC) BCD Travel

Our Travel Services is pleased to introduce an additional TMC available for use in Concur Government Edition (CGE). Our Travel Services has successfully completed a six month pilot with BCD Travel where we have experienced first-hand their exceptional commitment to customer service. BCD Travel is the Most Admired Travel Management Company for the third year running. Presented by *The Beat*, a widely popular business travel newsletter published by Northstar Travel Media, the 8th Annual Beat Readers' Choice Awards reflect the results of a readers' poll conducted earlier this year. BCD is the third largest Travel Management Company Globally.

If you are interested in learning more about BCD Travel or transitioning your travel to BCD, send an email to Travel@Fiscal.Treasury.Gov.

5. Open Items Certification Form

In an effort to standardize our financial management services, and after consideration of customer feedback, we eliminated the requirement for agencies to complete and return an open items certification form to us. The elimination of this form does not change the responsibility that each customer agency has to ensure a periodic review is performed on open obligations, reimbursable orders, receivables, and payables to ensure the balances are accurate. In lieu of the form, we will rely on the customer agency approval of the reports prepared as confirmation that an effective open item review program is in place within your agency.

The effective date of this change: January, 2016 for first quarter review of FY16. Your 4th quarter FY15 Open Items Certification memo is the last required submission.

Send any comments on this change to the Accounts Payable Branch Manager, Yvette.Dunbar@Fiscal.Treasury.Gov.

6. Discoverer tip of the Month

Did you know you can easily and quickly find an item within a Discoverer report without scrolling and hunting? An item can be searched using the keyboard shortcut 'Ctrl+F', or from the menu select 'Edit' and 'Find'. A Find window will be displayed, allowing you to enter all or part of the item you are looking for and then click one of the 'Find' buttons to search through the report.

For additional information, contact Damon Wren at Damon.Wren@Fiscal.Treasury.Gov.

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