
ARC Monthly Bulletin August 2017
Valuable information for ARC's customers

Article headlines appear below. Scroll down for full stories.

HEADLINES

Financial Management Services

1. 2017 Year-end Memorandum

Procurement Services

2. PRISM Requisition Training

Travel Services

3. ConcurGov Skybridge Enhancement – Improving User Experience
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FULL STORIES

1. 2017 Year-end Memorandum

We recently distributed the 2017 year-end memorandum, which identifies the relevant activities that both ARC and your agency will need to perform to ensure an efficient year-end close. The information contained in the memo will include documents to be provided and dates for which they will be due. The memorandum has been placed on the ARC customer pages for several customers and will be available for all customers within the next few weeks. The website for the customer pages is (<https://arc.fiscal.treasury.gov/login/>). The memo is located under the “Accounting Information” link and “Accounting Services”.

If the 2017 year-end memorandum is not available on your customer access page in the next few weeks, contact your customer care accountant.

2. PRISM Requisition Training

We will provide PRISM Requisition 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 PRISM Requisition refresher training sessions August 30th, 2017 and August 31st, 2017. All current PRISM Requisitioners 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.

3. ConcurGov Skybridge Enhancement – Improving User Experience

The ConcurGov Skybridge enhancement release is scheduled for August 15, 2017. “Skybridge” is term given to a series of enhancements spanning transitional areas of ConcurGov to present a more unified and usable experience. Among the areas improved are the transition from Travel booking to document creation, the General tab, and several other areas within the document. A few of the improvements are listed below:

- **Trip Booking Information**
 - Provide consistency between fields presented in the trip booking process and within the document
 - Improved form layout
 - Renamed some fields, using simpler language
 - Introduces new components commonly found in the document such as page information

- **Document General Tab**
 - Redesigns the form organizing form elements into contextual categories
 - Content that spans two subtabs now appear on a single screen
 - Elements only appear when relevant resulting in a page displaying relevant information
 - Provides clearer indication of required fields
 - New error handling allows for centralized messages
 - Improved Voucher from Authorization workflows

Additional guidance will be sent to our customer contacts prior to the release date. If you have any questions, please contact ARC Travel Services at Travel@Fiscal.Treasury.Gov.

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