# ARC Monthly Bulletin May 2018

Valuable information for ARC's customers

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Article headlines appear below. Scroll down for full stories.

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#### HEADLINES

#### General:

- 1. Fiscal Year 2019 Annual Agreements
- 2. URL Changes to the ARC website

#### **Financial Management Services:**

3. 2018 ARC Shared Services Meeting - Reminder

#### **Procurement Services:**

4. PRISM Training

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FULL STORIES

### 1. Fiscal Year 2019 Annual Agreements

We are working to ensure the annual customer agreements are distributed by June 30<sup>th</sup> to allow sufficient time for each agreement to be signed prior to the period of performance. As with previous years, the Administrative service agreements (Financial Management, Procurement, Travel, Human Resources and related systems) will be distributed separately from the Information Technology agreements.

For additional information, contact Michael Satterfield at 304-480-5527 or Michael.Satterfield@Fiscal.Treasury.Gov.

#### 2. URL Changes to the ARC website

The Administrative Resource Center (ARC) pages were updated on Friday, April 27, 2018 to change the URL (address) from arc.publicdebt.treas.gov to arc.fiscal.treasury.gov. Please review and update your agency's intranet, internal guides and personal bookmarks/favorites to reflect this change.

For additional information, contact <u>ARCcommunicationsmailbox@Fiscal.Treasury.Gov</u>.

## 3. 2018 ARC Shared Services Meeting – Reminder

Our Shared Services Meeting will be held May 16, 2018, at Constitution Center, 400 7<sup>th</sup> Street SW, Washington, DC. This year's theme is "Celebrating our History, Investing in our Future." The meeting will include one full day of interactive lectures with a customer feedback session at the end. Representatives from ARC will present a variety of accounting topics including functional area operations, upcoming changes, and growth taking place within ARC.

The registration information and customer survey can be found at <u>https://community.max.gov/display/TREASExternal/2018+ARC+Shared+Services+Meeting</u>. Once you have registered for the meeting, please take a minute to complete the survey. We look forward to seeing you there!

For additional information, contact Damon Wren at 304-480-7166 or Damon.Wren@Fiscal.Treasury.Gov.

# 4. PRISM Training

## PRISM Requisition Refresher Training

We provide PRISM Requisition 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 June 25th and June 26th, 2018. All current PRISM users will receive information, via email, about how to sign up for the classes.

## PRISM Buyer Refresher Training

We provide PRISM 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 June 27th and June 28th, 2018. 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 <u>PrismSupportTeam@Fiscal.Treasury.Gov</u>.

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