ARC Monthly Bulletin March 2020
Valuable information for ARC's customers

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FULL STORIES

1. G-Invoicing

G-Invoicing (GINV) is steaming along! Many of our customers have finalized their account setup to prepare their agencies for the upcoming mandated use of the system. We expect revisions to Agency Implementation Plans (required to be submitted quarterly) to the government-wide team and to continue using the current paper agreement forms while transitioning Interagency Agreements (IAAs) to the new system. If your agency still needs an account setup, please contact IGT@fiscal.treasury.gov for assistance. The G-Invoicing website (https://fiscal.treasury.gov/g-invoice/) also contains information such as Federal Intragovernmental Data Standards (FIDS), training, and other important reference and template details.

What's next? Our customers will increasingly be completing IAAs in GINV, including the FY21 ARC Servicing agreements within the next few months. As the implementation milestone approaches, agencies should strive to be proactive in preparing for processing IAAs in the GINV system, as more potential trading partners will begin to request IAA processing through this system. If your agency is not setup within the next few months, then we will submit the 7600A and 7600B using our previously established process of emailing details to your agency contact.

Plan and Process Revisions. Updates to Agency Implementation plans are required to be submitted quarterly. As the system is enhanced, there may be minor changes to forms which keep them aligned with system updates. Be on the lookout for future communications to ensure the most recent form versions stay in circulation.

Championing G-Invoicing. Several Agencies have completed their first agreement in the system. DOJ has recently brokered an agreement in GINV with one of our customers. IAAs for conducting DOD background checks are now required to be processed in GINV. GSA has started initiating GT&Cs in the system with a few agencies. We expect more agencies to come knocking at the door.

Our advice: Stay informed and be prepared!

For TFM references and Frequently Asked Questions, refer to the Fiscal Service GINV website (address below). Be sure to check out the January GINV Newsletter, Issue 7.

https://www.fiscal.treasury.gov/fsservices/gov/acctg/g_invoice/g_invoice_home.htm

For additional information about GINV, or for our implementation schedule, email ARCGINV@fiscal.treasury.gov or IGT@fiscal.treasury.gov.

2. Management Changes

David Copenhaver has been selected as the new Assistant Commissioner (AC) for Wholesale Securities (WSS). Dave has served as the AC for the Office of Shared Services (OSS) and has served as the Deputy Chief Counsel and AC of Retail Securities Services.

Effective this month, Paul Deuley will be serving as the acting Executive Director for the Administrative Resource Center (ARC) and the Assistant Commissioner for the Office of Shared Services (OSS). Paul has over 20 years of experience in ARC's Federal Shared Services program and most recently served as Deputy Chief Financial Officer for the Bureau of the Fiscal Service. Paul replaces David Copenhaver who served in this role since April 2019.

3. OBI Training

The Business Intelligence Group provides OBI 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 be conducting OBI training sessions on the following dates with both morning and afternoon sessions available. All current OBI users will receive information via email from the Oracle Support Team about how to sign up for the classes.

> March 16 – 17, 2020 (Virtual)
> April 22 – 23, 2020 (Virtual)
> May 19 – 20, 2020 (Virtual)

For additional information, contact Oracle Support at 304-480-8000 (Option 3) or OracleSupportTeam@fiscal.treasury.gov.

4. Annual Test of Notification System

On March 14 – 20, 2020, we will conduct a test of our communication system. The system is intended to be used in an emergency event to initiate an automated phone notification informing our customers that we have activated our Business Continuity or Pandemic Plan, and that we will provide additional information regarding the event when possible. Designated points of contact at customer agencies should expect to receive an automated phone call on Friday March 20th.

For additional information, contact Michael Satterfield at 304-480-5527 or Michael.Satterfield@fiscal.treasury.gov.

5. Shared Services Meeting

Planning is underway for the most important event of the year – the 2020 ARC Shared Services Meeting. Expect a full agenda of informative presentations, interactive discussion, and opportunities for networking. Be on the lookout for your invitation, which is coming soon. We look forward to your participation!

For additional information, contact Yared Benyam at 202-504-3776 or Yared.Benyam@fiscal.treasury.gov.

6. Employee Personal Page Mandate

We continually review our internal practices for any risks that might pose a threat to your employees' data integrity, particularly those risks associated with payroll data. As a result of our review, we recently instituted a mandate for customer employees to utilize the self-service feature of the National Finance Center's Employee Personal Page (EPP) for making payroll-related changes. Effective March 1, 2020, employees will be directed to EPP when requesting changes to their payroll such as bank account and routing information for direct deposit, Federal and State taxes, residence address, and Thrift Savings Plan (TSP) elections. We are aware that EPP may not be an option for some employees. In those situations, ARC will accept and process payroll changes using the designated forms along with proper verification of identity. Our HR Systems Help Desk will be also be available to assist employees in accessing or navigating EPP during this transition.

For additional information, contact our HR Systems Help Desk at 304-480-8000 (Option 4).

7. 1099s Changes and Reminders for 2020

The IRS has made changes to the 1099 forms for 2020 as shown below.
- Created new form 1099-NEC for non-employee compensation
- Redesigned form 1099-MISC
  - ➢ Box 7 – Payer made direct sales of $5000 or more (checkbox)
  - ➢ Box 9 – Includes crop insurance proceeds
  - ➢ Box 10 – Includes gross proceeds to an attorney
  - ➢ Box 12 – Includes section 409A deferrals
  - ➢ Box 14 – Includes nonqualified deferred compensation income
  - ➢ Boxes 15, 16, and 17 – Includes state taxes withheld, state identification number, and amount of income earned in the state (used by payers who participate in the Combined Federal/State Filing Program; see Pub. 1220 for more information)

The main change that will affect most customers is the creation of the 1099-NEC.
We will update reports to ensure proper reporting and will send customer contacts their reports for review prior to submission of the 2020 1099s.
For additional information regarding the changes made by the IRS, see https://www.irs.gov/forms-pubs/about-form-1099-nec and https://www.irs.gov/forms-pubs/about-form-1099-misc.

As a reminder, we use the Budget Object Class assigned to expenses in order to determine whether they are 1099 taxable so it is imperative that expenses get coded properly for 1099s to be submitted correctly.

Below is the list of BOCs that are included for 1099 reporting.

Rent

220105 - Truck Rental

232001 - Rental Payments to Others

233201 - ADP Equipment and Software Rental

233202 - ADP Equipment and Software Rental - Capitalized

233401 - Non-ADP Rentals

233402 - Miscellaneous Rentals

233403 - Non-ADP Rentals - Capitalized

233502 - Rental of Post Office Boxes

233503 - Postage Meter Rental

Employee Settlements

121307 - Employee Settlements – 1099 Reportable

Non-employee Compensation

118002 - Base Pay - Experts and Consultants (NMB only)

240201 - Commercial Printing and Duplication

240301 - Advertising

251001 - Management and Professional Support Services

251002 - Studies, Analyses, and Evaluations

251003 - Engineering and Technical Services

251004 - Product Advertising Services

251007 - Training

252001 - Paying Agent Fees

252002 - Issuing Agent Fees

252003 - Representation Funds - Non-Government

252004 - Miscellaneous Services

252006 - Court Reporting Services

252007 - Tuition for General Education

252008 - Expenses Incident to Securing Evidence

252009 - Surcharges

252010 - Interpreter Services

252011 - Staging

252012 - Sound/Lighting/Drape Charges

254001 - Repairs and Maintenance

255001 - Research & Development

257101 - Operations and Maintenance of Equipment - Non-ADP

257102 - Operations and Maintenance of Equipment and Software - ADP

257103 - Preventative Maintenance of Enforcement Vehicle

257104 - Maintenance Costs for Investigative Enforcement Equipment

257105 – Accident Damage Repair of Enforcement Vehicle

257106 - Incident Damage Repair of Enforcement Vehicle

258001 - Subsistence and Support of Persons (Non-TDY)

Medical Amount

256001 - Medical Care

8. **PRISM Requisition and Buyer 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 virtual PRISM Requisition refresher training sessions March 9th and 10th, 2020, and virtual PRISM Buyer refresher training March 11th and 12th, 2020. We will also provide on-site PRISM Requisition refresher training on March 16th and 17th, 2020, and PRISM Buyer refresher training on March 18th and 19th, 2020, at the Management Concepts training facility 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.