Monthly Bulletin

APRIL 2023

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April 20, 2023, 1-4PM ET

GENERAL

2023 ARC Customer Day
Celebrating 25 Years of Excellence
Registration is now Open

Wednesday, May 17, 2023 | 8:30 AM – 4:30 PM ET

Please plan to join us on May 17th for an all-day hybrid (in-person and virtual) event, uniting agencies across government in information-sharing, collaboration, and a celebration of ARC's 25th anniversary.

Don't miss this opportunity to …
- Hear from ARC executives about their Vision for the future,
- Learn about projects and initiatives designed to improve your customer experience,
- Ask questions about recent and future system upgrades and enhancements, and
- Network with other customer agencies.

We look forward to spending the day with you and hope that you will join us in person in our Parkersburg, WV, location.

*Please [register](#) today and submit your questions in advance. **In-person seating is limited.***

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oneARC: Accounts Payable (Invoice) Update

Thank you to all our customers that participated in design, testing, and training that led to a successful go-live of Accounts Payable (Invoice) functionality inside the portal on March 10, 2023! Without question, we couldn't have done it without you!

Upcoming Release

A design shortfall prior to the March AP (Invoice) go-live was uncovered that required continued use of delegation of authority manual checks for users permitted to submit non-referencing payments and AP invoice interface files. The ARC Team responded quickly to create robust and automated controls by creating two new record types: Commercial Non-Referencing and Foreign Miscellaneous Non-Referencing. This improvement will be available to customers on April 3, 2023.

These record types will be for customers that initiate requests for non-referencing payments and AP invoice interface files only. Users should only be given access to this record type if they are permitted to submit these invoice request types. Usernames would have previously appeared on the Delegation of Authority (DOA) form under "non-referencing payments" or "AP invoice interface". ARC will never initiate an invoice request for these record types.

The ability to use non-referencing accounting lines for Commercial, Foreign Miscellaneous, Grants and Personal Services is no longer available. Payments must reference an obligation when using these record types.

What's Coming

In April and May, Accounts Payable Corrections will be under construction, and you will have an opportunity to see our incremental process at each bi-weekly demonstration. In an aim to help you schedule your resource availability, we'd like to share that we are currently planning to start User Acceptance Testing for the middle of May.

Thank you again for your continued support and contribution as we work to improve your experience and modernize our processes.

Please contact Anda.Coiner@Fiscal.Treasury.gov if you have questions, or if you would like to get involved. We appreciate the opportunity to continue this journey.

Government Purchase & Fleet Card Monthly Accounting Update

NOTABLE DATES
- April 2023 – Quarterly Accruals as required by customers
- 04/18/2023 – Auto Close
- May 2023 – Prior Year AFF Values removed from CitiManager
- May 2023 – Training for Rejection & Corrections in oneARC Portal

IMPORTANT INFORMATION

oneARC PORTAL

The oneARC Portal is a front door for customers who need consistency and transparency through self-service capabilities and curated resources to eliminate guesswork and efficiently track and complete work.

Requests can be organized, claimed, and tracked. On completion, requests automatically route to the next action and the right person is automatically notified. Reports and dashboards will provide you with a performance snapshot and can be customized. Customers will be responsible for ensuring their users are authorized appropriately.

Request type functionalities currently available:
- Invoice SmartPay (Purchase/Fleet) Request – Purchase or Fleet invoices generated outside of the SmartPay banking system. *Example: WEX transactions*
- Obligation SmartPay (Purchase/Fleet) Request – SmartPay Obligations related to purchase/fleet cards.

Request type functionalities coming soon (detailed descriptions below):
- Rejections SmartPay (Purchase/Fleet) Request
- Corrections SmartPay (Purchase/Fleet) Request

REJECTIONS: ARC-initiated and sent to Customers

Once the statement has been submitted for payment by the Approving Official, it automatically interfaces from CitiManager into your Oracle accounting records. However, the Oracle system prevents invalid entries by rejecting the transactions that have invalid accounting. Rejected transactions are not paid until valid accounting is returned to acctgcardprogram@fiscal.treasury.gov.

The different types of request types that are going to be added to the oneARC Portal at a date TBD are standard rejections, failed funds, and disputes.

- Standard rejections include transactions that failed to pay due to a CV rule violation, lack of reconciliation/reallocation in CitiManager Transaction Management System (CTMS), or invalid accounting string or PO/Line/Shipment/Distribution.
- Failed funds rejections include transactions with insufficient funds or PO overbills.
- Disputed rejections will continue to be monitored by ARC and include transactions that have been disputed by the Cardholder in CTMS.

CORRECTIONS: Customer- initiated and sent to ARC

If it is later determined that the Cardholder reallocated improperly and a transaction was paid to the incorrect accounting, corrections can move the charge(s) to the correct accounting.

Corrections are currently submitted via email to acctgcardprogram@Fiscal.Treasury.gov but this is a process that will be added in the oneARC portal at a date TBD.

SYSTEM MAINTENANCE

What are we doing? In May 2023 prior year AFF values will be removed from CitiManager.

How will this impact users? Any Custom GL Codes using deleted AFF values will no longer be available for selection.

TIPS & REMINDERS

VIDEO & REFERENCE GUIDES

Video & Reference Guides are available on the Customer Access Page for all customers.

If prompted for a Username and Password, contact acctgcardprogram@Fiscal.Treasury.gov.

After logging into your agency, select Financial Management, Guidance & Reference, Purchase and Fleet Cards for on-demand instructional training guides with screenshots, demos, and tips.

> VIDEO GUIDES
> 1. Approving Officials Responsibilities
> 2. Disputes
> 3. General Ledger Code Maintenance
> 4. Purchase and Fleet Card Invoice Corrections
> 5. Purchase and Fleet Card Rejection
> 6. Transaction Reallocation
>
> REFERENCE GUIDES
> 1. General Ledger (G/L) Codes
> 2. CitiManager & CitiManager Transaction Management System (CTMS)
> 3. Customer Access Page (CAP)

CITIMANAGER PASSWORD

For a password reset, please call CitiManager Help Desk (1-800-790-7206).

CTMS TIP OF THE MONTH

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# of Cardholder Statements that Auto Closed in March

(Combined total for all agencies)

Reminder: Even though transactions can be reconciled/reallocated and approved on the day they post to a statement in CTMS with Daily Pay, ALL transactions on a statement must be reconciled/reallocated <u>and</u> approved by the scheduled Auto Close date, or the statement will automatically be closed by CTMS.

Hint: The monthly Auto Close date can be found on the 2023 Purchase & Fleet Card Schedule located on the Customer Access Page in the same location as the Video & Reference Guides as noted above.

New Lease Guidance Effective for FY24

The Statement of Federal Financial Standards (SFFAS) 54, Leases, was issued by the Federal Accounting Standards Advisory Board (FASAB) in April 2018 with an effective date for reporting periods beginning after September 30, 2020. The effective date was later amended by SFFAS 58, Deferral of the Effective Date of SFFAS 54, Leases, to reporting periods beginning after September 30, 2023. For FY24, the new standard will require lessees to recognize a "right-to-use" lease on their balance sheet through a lease liability and corresponding lease asset, while lessors recognize a lease receivable and unearned revenue

for a "right-to-use" lease. Unlike current guidance which requires only capital leases to be recognized on the balance sheet— the new standard will require both capital leases as well as

operating leases that meet the "right-to-use" criteria to be recognized. Agencies should become familiar with the SFFAS 54 guidance and begin reviews of their current lease agreements in accordance with the new standard. In the coming months, Fiscal Service Reporting Accountants will be reaching out to obtain Agency's estimates of the impact of the new guidance as Agencies work to quantify the type and number of leases. Agencies should also be looking ahead to the ARC 2023 Customer Day in May where additional information will be provided.

webTA 5.0 System Refresher Training

The HRSystems Branch offers webTA 5.0 system refresher timekeeper training every spring and fall to our Human Resource customers. This is an opportunity for customers new to the timekeeper role to receive instruction in using webTA 5.0 and also serves as refresher training for more experienced timekeepers. Virtual spring refresher training sessions have been scheduled on the following dates with both morning and afternoon sessions available. Designated webTA Human Resources contacts have been notified and if approved by the agency, a notification was sent to Timekeepers on March 31, 2023, informing them how timekeepers can sign up for a class.

April 18th – 10:00am to 12:00pm (Eastern Time)
April 20th – 4:00pm to 6:00pm (Eastern Time)

Please contact Dianna.Wilson@Fiscal.Treasury.gov if you have any questions.

PRISM Update

As of March 31st, ARC's Division of Procurement Services (DPS) deployed some great new functionality in the PRISM contract writing software. This update has been over a year in the making, and DPS is excited to roll this out to ARC's full-service procurement customers. However, it is more than just the functionality you will see immediately; we have laid the foundation for the future. The Insight platform provides the ability to add applications (think smartphone) to enhance system capabilities for procurement action automation organically.

Here are a few of the new functions that you will see immediately:

- Improved Procurement Request Submission: In some cases, submissions are provided to DPS with missing documents or information, causing delays. After go-live, procurement request submissions will no longer be accepted through email. Using the new checklist will guide you through the complete submission requirements and prevent delays during the process.
- Library of Documents and Forms: Users will now have an accessible library with the latest forms for use as appropriate. Additionally, all contract files will be maintained within the PRISM system for as-needed access for anyone with the proper system access credentials.
- @Mentions: The notes section of a procurement request will retain all communications related to the procurement request activity and be available for future viewing. The last

Note will also appear in the status report for quick reference.

- **NOTICE: Please ensure the @Mention function is turned on in your PRISM Profile.**

- Self-serve Status: Because all of the information and data are contained within PRISM, users can access and review the status of your submitted procurement requests.

We realize that this is a change for many. However, be assured that help will be available through our PRISM Help Desk (304-480-8000, option 2) or through your assigned ARC Contracting Officer.

CPARS Reminder

Currently, ARC Procurement Services is experiencing a high number of OVERDUE CPARS performance evaluations. As a reminder, per the COR designation, appointment and authority letter (SF 1001), under General Duties (#13), a COR is responsible for providing contractor performance evaluation ratings for purposes of meeting the CPARS requirements (FAR subpart 42.15 and DTAP subpart 1042.15). The CPARS must be completed within 120 days, however 60 of those days are allotted for the contractor review. With the increasing number of OVERDUE evaluations, it is important to make sure you are completing the CPARS as soon as possible after the period of performance evaluation period. Thank you in advance for your assistance. If you have any questions, please contact the ARC Contracting Officer assigned to your procurement activity.