Monthly Bulletin

MAY 2023

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Upcoming events

ConcurGov Travel System User Training
May 25, 2023, 1:00 - 4:00PM ET

GENERAL

2023 ARC Customer Day
Celebrating 25 Years of Excellence

Register Today. In-person seating is limited.

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.

OCI Data Center Migration of Oracle, OBI and PRISM

Over 50 internal ARC employees along with external contract vendors successfully migrated our Oracle, PRISM and OBI systems to the new OCI data center in Ashburn, VA from our old data center in Austin, Texas, the weekend of March 10th. This project was labeled as a "lift and shift", but that is oversimplifying what was achieved. This was a complete re-implementation of the infrastructure that supports these systems. We provisioned entirely new servers, databases, components, configurations and ensured they all communicated together within our enterprise and for our customers. The project team had a goal of "over communicating" with our customers, providing impact analysis, technical office hours and customer User Acceptance Testing (UAT) participation tracking, which led to a very high participation rate.

Here is what we accomplished the weekend of March 10th in a 48-hour time box:
- *23* Middle Tier Servers configured
- *8* Databases migrated and corresponding Servers configured
- Migration and validation of *15 billion+* rows of data
- *10,000+* files cleaned from OCI drop zone
- *90 GB* of storage cleared from Drop zones
- *50* MoveIt jobs modified
- Implementation of the *FastConnect* cloud fabric connection to our Treasury infrastructure, which is co-located in the OCI Ashburn data center
- *176* cutover steps executed as planned

Disaster Recovery Exercises: Oracle, OBI, and PRISM applications

ARC will be performing Disaster Recovery exercises with our hosting provider to test the failover from the primary production site to the disaster recovery site. The Oracle Federal Financials, OBI, and PRISM production environments will be unavailable from 6:00pm ET on Friday, June 9, 2023, until 6:00am ET on Monday, June 12, 2023. Customer agencies are encouraged to participate in UAT to test connectivity to the affected applications on Sunday, June 11, 2023. Additional communications will be sent to users and testing contacts with more information as the date approaches.

FINANCIAL MANAGEMENT

oneARC: Invoice Correction Update

Upcoming Release

The oneARC Portal team continues development of Invoice Corrections in the Portal. We want to share a few keys dates for your planning and awareness as we approach the conclusion of our development efforts.

UAT is planned to start May 16th and run through May 23rd.

Invoice Correction go-live is planned to for July 10th.

We look forward to delivering new functionality to you soon, and as always - thank you for your continued support and contributions as we work to improve your experience and modernize our processes.

Please contact Anda.Coiner@fiscal.treasury.gov or Jacob.Oberlin@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

05/03/2023	Prior Year AFF Values will be removed from CitiManager
05/04/2023	May Statement becomes new
05/18/2023	May Statement Auto Close

IMPORTANT INFORMATION
WHAT IS AUTO-CLOSE?

Auto-close occurs when the Approving Official fails to submit all transactions on a Cardholder's statement by the auto-close date. Once the statement becomes new, there are 10 business days until auto-close. During those 10 business days, Cardholders should reconcile and submit all transactions and Approving Officials should review and approve all transactions. Otherwise, the system will automatically close the statement and forward the transactions to the accounting system for payment. The GLs assigned to the transactions at the time of the auto-close process will be the GLs recorded in the Oracle Federal Financial system. ARC notifies Approving Officials (AO) of auto-closed transactions on a monthly basis, and it is the AO's responsibility to provide approval via email response.

WHY IS AUTO-CLOSE A RISK?

Auto-closed transactions lack proper review and certification by an AO. Auto-closed transactions expose agencies to risk in the form of fraudulent transactions or misuse of government purchase & fleet card.

<div style="border:1px solid black; text-align:center;">

98

# of Cardholder Statements that Auto Closed in April
(Combined total for all agencies)

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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 and 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.

INVOICE CORRECTION FORM UPDATES AND TRAINING

The Purchase Card Accounting Team has exciting news to share! A new invoice correction form has been created to replace the existing Purchase & Fleet Card Correction Form. Our

team will be conducting training during the first part of June 2023 to review the new form and a new OBI report to assist users with completing the form. Until a Go-Live date is established for the new form users should continue to use the existing Purchase & Fleet Card Correction Form and submit it to Acctgcardprogram@fiscal.treasury.gov.

TIPS & REMINDERS

CITIMANAGER PASSWORD

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

HUMAN RESOURCES

webTA 5.0 Transition to GovTA for ARC-hosted webTA Customers

ARC was notified by the webTA vendor (formerly Kronos, now UKG) that webTA version 5 is nearing the end of its supported lifecycle. After a thorough procurement process, GovTA was selected as the ARC-hosted time and attendance replacement system. GovTA is offered by the same vendor and has a similar look and feel to webTA, thus making it an easier transition for end users.

The contract has been awarded and we are waiting for the vendor to provide a sandbox version. We anticipate being able to provide more information, including demos, later this summer.

Cost/Pricing Details
Implementation costs for GovTA are planned to not be direct charges to any customer associated with the GovTA transition project. Costs will be the standard operations and maintenance (O&M) rate going into FY2024 along with normal pricing adjustments to ensure ARC's reserve maintains proper levels for future investments. We do not anticipate any modifications to the FY2023 agreement or unique transition costs in FY2024.
ARC is scheduled to receive our agency-specific (enhanced) version in December 2023. Based on this, three implementation waves are planned: October 2024, February 2025, and March 2025.

Human Resources Officers and agency points-of-contact (POCs) received notification from ARC's Human Resources Operations Division on March 30, 2023. ARC HR will work with designated agency POCs to finalize the agency implementation schedule, develop/distribute employee announcements, develop/present union notifications, and develop a training plan and coordinate training attendance.

Please contact Diane Dawkins at 304-480-8268 or Diane.Dawkins@fiscal.treasury.gov if you have any questions.

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