



Monthly Bulletin

JULY 2023

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In this issue

GENERAL

TSP Contribution Limit Reminder

OBI Training Dates

OneARC Update

Finding Quarterly Metrics

FINANCIAL MANAGEMENT

Government Purchase/Fleet Card Monthly Update

PROCUREMENT

Q4 Reminders

Upcoming events

ConcurGov Travel System User Training

[Thursday, July 20, 2023 – 1:00pm-4:00pm](#)

GENERAL

TSP Contribution Limit Reminder

Employees covered by the Federal Employees Retirement System (FERS), including FERS-RAE (Revised Annuity Employee) and FERS-FRAE (Further Revised Annuity Employee), who reach their Thrift Savings Plan (TSP) annual contribution limit before the end of the tax year will miss receiving agency matching contributions.

TSP contributions—including agency matching contributions—for FERS-covered employees will stop when the annual limit is reached. To maximize receipt of agency contributions, FERS covered employees should continue investing at least five percent of salary—the amount that produces the maximum agency contribution—during every pay period of the tax year. (Employees covered by the Civil Service Retirement System receive no agency contributions to the TSP and are not affected by this issue.)

The annual contribution limit for participants who are **under age 50** is \$22,500 for tax year 2023. If you are covered under FERS and have been contributing **more than \$866 per pay period** to the TSP since the beginning of the tax year, you may be close to losing agency matching contributions because your TSP contributions will stop when they reach \$22,500.

Employees who are **at least age 50 or turning age 50 in 2023** are eligible to contribute an additional \$7,500 as catch-up contributions. This means the 2023 tax year contribution limit for participants in this category is \$30,000 (\$22,500 + \$7,500 catch-up). If you are covered under FERS and have been contributing **more than \$1,154 per pay period** to the TSP since the beginning of the tax year, you may be close to losing agency matching contributions because your TSP contributions will stop when they reach \$30,000.

The TSP "[How Much Can I Contribute](#)" Calculator can assist employees in calculating the TSP contributions needed to maximize agency contributions for the tax year. Employees can also read more about the TSP annual contribution limit at <https://www.tsp.gov/publications/tspf07.pdf>.

Employees are required to use their agency's self-service system to make TSP contribution elections/changes. NARA employees should use Employee Express and employees of all other ARC clients should use the Employee Personal Page (EPP).

For TSP Inquiries:

NARA employees can email NARHR@fiscal.treasury.gov or call 304-480-8998.

CFPB employees can email CFPBHROps@fiscal.treasury.gov or call 304-480-8000 (option 4).

All other employees can email Benefits@fiscal.treasury.gov or call 866-868-4357.

PROCUREMENT

Important Reminders for Procurement in Q4

As we near the end of the fiscal year, our Procurement team is hard at work helping you wrap up the current fiscal year and transition into the next. Here are important year-end reminders for ARC full-service procurement partners.

Deadlines

The deadline to submit new purchasing requisitions for FY23 has passed. Any unplanned mission critical submissions moving forward will require reprioritizing acquisition activities to facilitate the critical need and ensure that we successfully complete requested acquisitions.

Fiscal Year End

September 30th falls on a Saturday this year. ARC Procurement plans to finish all year-end assignments and close out the fiscal year by 5:00 PM on Friday, September 29th. Please work with your ARC Procurement contact to ensure all requests are completed timely as staff will likely not be available on Saturday.

Future Consideration

If your contract period ending coincides with the changing of the fiscal year, please consider changing the period date to another time of year such as Q2. Your Contracting Officer can help you with the date change.

If you have questions about the status of any requested action, please reach out to your assigned Contracting Officer for support.

Government Purchase & Fleet Card Monthly Accounting Update

NOTABLE DATES

07/04/2023	July Statement becomes new
07/10/2023	OneARC Portal Go-Live for Rejections & Corrections
07/18/2023	July Statement Auto Close

IMPORTANT INFORMATION

CORRECTIONS TRAINING

To streamline and standardize the invoice correction process for all invoice correction types we have developed a new correction form and OBI report. The Purchase Card team provided training June 6th-8th for the new correction form and report.

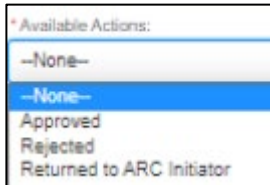
Currently the process remains the same, and the most up to date version of the correction form is available on the [Customer Access Page](#). While the current process for correction requests is for Approving Officials to submit correction forms via email to AcctqCardProgram@fiscal.treasury.gov, beginning July 10th, AOs will be required to submit requests via the OneARC Portal. Until go-live on July 10th, both the current and new forms will be accepted via email for processing.

MANAGING YOUR CITI ALERT NOTIFICATIONS

Once you are logged into Citi, there is a bell symbol on the toolbar located to the left of the webpage. The Alerts Subscription option will allow you to manage the different types of alerts available.

TIPS & REMINDERS

ONEARC PORTAL AVAILABLE ACTIONS FOR APPROVERS



During customer testing of rejections and corrections in the OneARC Portal, there has been some confusion with choosing the option “Returned to ARC Initiator” from the Available Actions drop-down menu for requests. If the customer has updated the attachment included with the request and intends to send back to ARC with approval to process, then the option to select should be “Approved.” If the customer instead selects “Returned to ARC Initiator,” it does not mean that the request was approved; rather, it indicates the request has been returned to the submitter for action.

ONEARC PORTAL HELP DESK

When submitting a request within the OneARC Portal, questions can be directed to the Salesforce Team at onearcnotifications@fiscal.treasury.gov or (304) 480-8000, option 8.

AUTO CLOSE

99

of Cardholder Statements that Auto Closed in June
(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 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 under Financial Information > Guidance & Reference >Purchase & Fleet Cards.**

GENERAL

OBI Training Opportunities

We're excited to announce the upcoming quarterly training opportunities for OBI. If you would like to register for any of these classes, please send an email to oraclesupportteam@fiscal.treasury.gov and include your name, agency, and the class date/time you would like to attend, which are listed below:

Viewer Sessions

August 22nd, 9:00a - 11:30a

August 23rd, 1:00p - 3:30p

November 28th, 9:00a - 11:30a

November 29th, 1:00p - 3:30p

Plus Sessions

August 22nd, 1:00p - 4:30p

August 23rd, 9:00a - 12:30p

November 28th, 1:00p - 4:30p

November 29th, 9:00a - 12:30p

GENERAL

Finding Metrics Reports

Following ARC Customer Day, we wanted to provide a response to a question regarding the location of Metrics Reports. Customer metrics reports can be found on your [Customer Access Page](#) on the left hand side (opposite of the apps).

Once you've logged into your Customer Access Page, simply scroll down until you come to the "Metrics Reports" heading on the left, where you'll find links to the most recent four quarterly metrics reports.

Metrics Reports

FS

[Q2 2023 FS Performance Metrics \(PDF\)](#)

[Q1 2023 FS Performance Metrics \(PDF\)](#)

[Q4 2022 FS Performance Metrics \(PDF\)](#)

[Q3 2022 FS Performance Metrics \(PDF\)](#)

GENERAL

OneARC Update

UPCOMING RELEASE

The Accounts Payable - Invoice Corrections will go-live inside the oneARC Portal as planned on July 10th. For new users to the Portal, a link will be provided on July 10th so you can begin submitting invoice corrections within the Portal.

Thank you to all our Customers and Employees that pitched in to conduct UAT (user acceptance testing) for the Invoice Correction functionality, which concluded May 26th.

We look forward to delivering new functionality to you soon, and as always, thank you for your continued support and contribution 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.

Know someone who would enjoy this information? Share this email and encourage them to [subscribe](#).



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