Monthly Bulletin

AUGUST 2023

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ConcurGov Travel System User Training

Thursday, August 1, 2023 – 1:00p-4:00pm

Register at the link!

GENERAL
G-Invoicing

GENERAL UPDATES

Order Revert: This will allow an agency to go back to an open status after accidently clicking modify. Currently if the modify button is accidently clicked, the Order will need to go through the entire reapproval process before it will Open again.

Comparing Versions of an IAA: Users will have the ability to compare changes to previous versions of the Order. A PDF of prior versions of an Order can be printed.

Order Managers can Reject Orders: Order managers who receive an Order can reject it back to the initiating agency. Currently the Order would need to be sent to an approver so the approver can reject the document.

Performance During Order Modifications: Performance/billing will be allowed to occur in G-invoicing while an Order is being modified. The amount of the performance cannot exceed the pre-modified Order balance.

Rules of Engagement: An updated *Rules of Engagement* is available out on the G-invoicing Treasury site here. This document dictates how to interact with other Federal Agencies regarding G-invoicing.

ADDITIONAL INFORMATION

G-invoicing Log In starting September: G-invoicing will be moving to an updated way of signing in. This new login system is referred to CAIA. Prior to September, users need to ensure their PIV card is updated or sign up with a ID.me account. For additional guidance go to https://www.fiscal.treasury.gov/g-invoice/enrolling-in-g-invoicing.html.

YEAR-END TIPS

- Ensure that all Orders for FY23 are in an open status prior to the end of September. This will ensure there are no pending prior year items that need to be integrated last minute.

- If any deobligations need to be completed, then a modification should be completed in G-invoicing to reduce the shipment amount to the appropriate amount but no less than the amount billed.

- For any G-invoicing IAAs, accruals should be done by the servicing agency though performance. If the servicing agency does not submit any of this performance, then it is suggested that you do not enter any accruals on the matching Purchase Order. This can lead to elimination differences.

- New IAAs can be entered into G-invoicing early however they will not integrate until funding is available. If an agency enters into an agreement using FY24 funding, then integration will not occur until FY24 funding is available in Oracle.

*G-invoicing Drop-in Session: **There will be a G-invoicing drop in Session for ARC FM customers on Wednesday, August 16th from 10:00a-11:00a EST.***

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

FINANCIAL MANAGEMENT

Government Purchase & Fleet Card Monthly Accounting Update

NOTABLE DATES

| 08/04/2023	August Statement becomes new
08/15/2023	Fourth Quarter Rebates will begin being processed
08/18/2023	August Statement Auto Close

IMPORTANT INFORMATION

ONEARC PORTAL IS LIVE FOR REJECTIONS AND CORRECTIONS

Beginning July 10th, 2023, Rejections and Corrections went live in the oneARC Portal.

While some agencies have special conditions in place, most agencies will now receive Rejection Requests through the Portal when transactions have errored, been disputed, or failed funds. When the request has been created by ARC, users that have been included on the request should receive an email notification that action is needed. To complete a rejection request for rejected transactions or failed funds, users will be required to login to the oneARC Portal and download the form that ARC has provided in the Files tab of the request. The form will need corrected, reuploaded, and then the request needs submitted back to ARC.

Correction Requests will be initiated by the agencies and can only be submitted by the Approving Official or someone from the Delegation of Authority. To start the request, users will see a green "Create Accounts Payable" request on the dashboard.
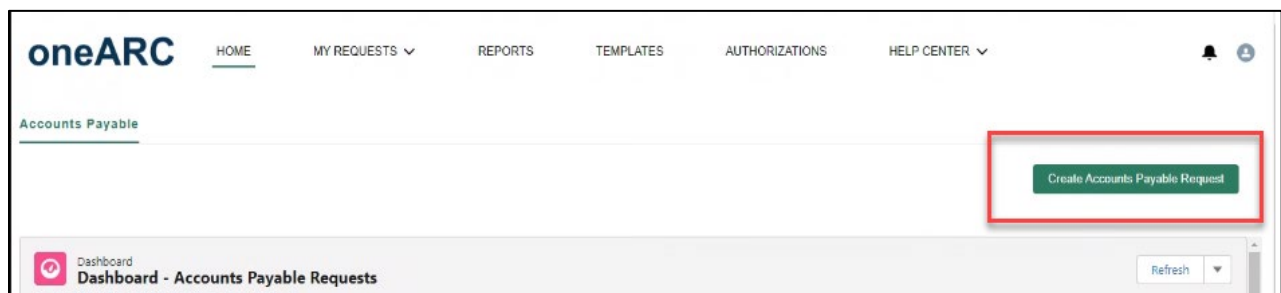
ONEARC PORTAL USER ACCESS

Now that Rejections and Corrections are live in the oneARC Portal, it is important that each agency's contacts have their accesses set up to ensure requests can be sent timely to users and returned for processing.

If you have an outstanding rejection, dispute, or failed funds invoice, and we notice that you do not have access or the proper authorizations then you will receive an email from the Accounting Card Team's group mailbox with instructions. Please reach out to the OneARCNotifications mailbox if you need help gaining access.

ONEARC CHATTER

A useful tool within the oneARC Portal is the Chatter feature. On the request, there will be a "Chatter" tab. Using this feature, users can communicate with ARC directly about the request or chat internally with other users from their agency. When using this feature, ensure to use the @ function to tag someone directly in the message. This function will send an email notification to the tagged individual.
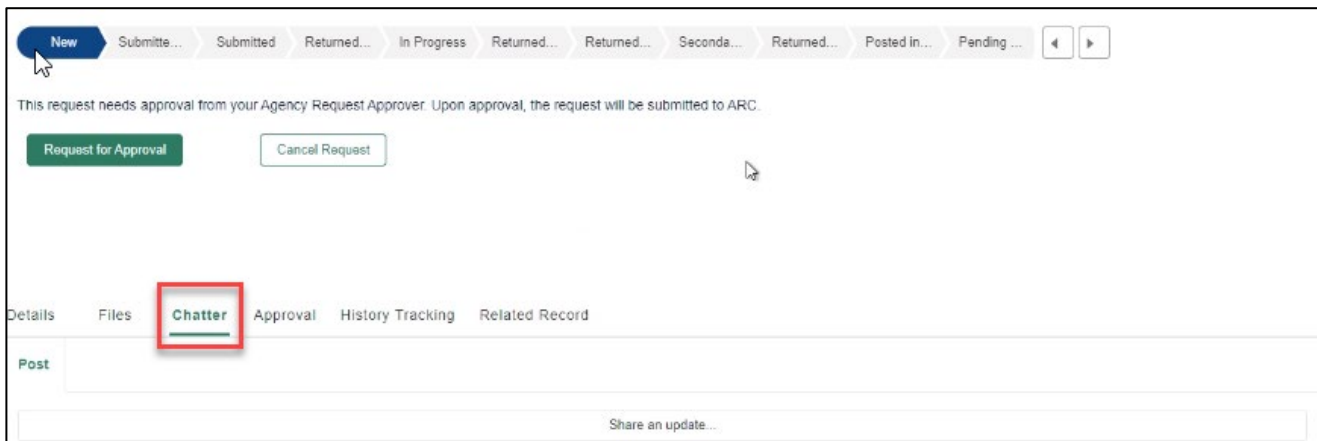
TIPS & REMINDERS

ONEARC PORTAL HELP DESK

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

AUTO CLOSE

60
# of Cardholder Statements that Auto Closed in August
(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 under Financial Information > Guidance & Reference >Purchase & Fleet Cards*.

GENERAL

GRB Platform Multifactor Authentication (CAIA) Update

On July 6, the Government Retirement & Benefits Platform (GRB) Multifactor Authentication (CAIA) cutover was a success. Full service customers who are able to access the system by means of PIV/CAC, can now access the GRB Platform at https://platform.grbinc.com/treasury. This link has been updated on the ARC customer pages.

The GRB Platform is a self-service retirement & benefits system that provides employees with access to information regarding government-wide benefits. Employees can submit requests to HR and review the coverage for each benefit in which they are enrolled, as well as review other available benefits. We encourage everyone to visit the GRB Platform today and see for themselves!

For assistance, contact the HR Systems Help Desk at 304-480-8000, option 4.

HUMAN RESOURCES

EBB Management Assignments

Earlier this year Tia Shackleford, Manager of the Employee Benefits Branch (EBB), was selected for a Temporary Promotion to the Director of ARC's Human Resources Systems Division (HRSD). While Tia concentrates her efforts with HRSD, Heather Sloan will serve as the Manager of EBB. Heather has been with the Bureau for 18 years. She has been in Human Resources since 2011 in a variety of positions, including serving as a supervisor in EBB since 2020. Heather can be reached at Heather.Sloan@fiscal.treasury.gov, or by phone at 304-480-8254.

In addition, Leave Administration Branch Manager (LAB), Claudine Woodyard, has stepped back from her LAB management duties in order to provide dedicated support to the WebTA upgrade project. While Claudine focuses on this project, Julie Barnette has been selected to fill the LAB Manager's role. Julie has been with the Bureau for 17, all in Human Resources, and has been a supervisor in LAB for 3 years. Julie can be reached at Julie.Barnette@fiscal.treasury.gov, or by phone at 304-480-8386.

Please join us in welcoming Heather and Julie in these new roles. ARC is confident you will continue to receive the same great level of service from these branches to which you are accustomed.

OneARC Portal Update

Upcoming Release

Accounts Payable – IntraGov (Federal Non-Buy/Sell Manual Obligation and Invoice) transactions will be available for user acceptance testing (UAT) on August 7 and August 8. This upcoming release builds on the existing transaction types within the obligation and invoice arena. Purchasing – Expense Accruals and Individual Expense Accrual Reversals will be available for UAT on September 6th through September 8th. Customer training sessions for production go live will be scheduled for October 23rd to November 3rd.

Go-live for these new work types is planned for November 7, 2023.

ARC is currently in the process of finalizing evaluation of what comes next for the oneARC Portal, so stay tuned to hear the latest.

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.

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