Monthly Bulletin

SEPTEMBER 2023

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ConcurGov Travel System User Training

Thursday, September 21, 2023
1:00p – 4:00p EST

Register Here

GENERAL
Signed Administrative Agreements Due September 15

In June, ARC distributed the FY24 annual administrative agreements for Financial Management, Procurement, Travel, and Human Resources services. To ensure your annual agreement is processed in a timely manner, please return your signed agreement by Sept. 15. For questions or to discuss your agreement, contact your customer service representative. We look forward to another successful year helping your agency fulfill its mission.

FINANCIAL MANAGEMENT
2023 Accounting Year-End Close Memo

ARC and the Customer Care Team are happy to present the FY 2023 Accounting Year-End Close Memo to Customers to guide you through the year-end process. The Memo can be found on your Customer Access Page (CAP) at https://arc.fiscal.treasury.gov/customer_access_pages.htm. To access the Memo, select your agency, scroll down to the Guidance & Reference link under "Your Resources," then scroll down to the Reporting section. You should be able to select your agency's Year-End Memo from there.

For additional information or question, direct emails to your Customer Care Accountant contact here at ARC.

PROCUREMENT
PRISM Extended Hours

For the final week of Fiscal Year-End, PRISM Support will have the following extended hours:

PRISM Extended Hours for FYE 2023		
Day	*Date*	*Hours of Operation*
Wednesday	09/27/2023	7:00am – 8:00pm EST
Thursday	09/28/2023	7:00am – 8:00pm EST
Friday	09/29/2023	7:00am – 8:00pm EST
Saturday	09/30/2023	10:00am – 9:00pm EST

FINANCIAL MANAGEMENT
Government Purchase & Fleet Card Monthly Accounting Update

NOTABLE DATES

09/04/2023	September Statement becomes new
09/19/2023	September Statement Auto Close
09/29/2023	All Transactions Must be Reallocated for Accruals

IMPORTANT INFORMATION

YEAR END REALLOCATION FOR ACCRUALS

To properly account for purchases you are currently making, which will appear on your October recent statement, each transaction must be allocated to a valid GL Code (ASC) or obligation no later than close of business (COB) Friday, September 29, 2023. Any disputes should be reallocated to the Dispute String. These purchases and obligations will be recorded as an expense and liability in the quarter-end financial statements. If the transactions are not reallocated prior to COB, September 29, they may not be accrued.

Please also be aware of your Agency's internal cut off deadlines for using purchase cards before year end.

ONEARC PORTAL TERMINOLOGY

Rejections and Corrections have been live in the oneARC Portal since July 10, 2023. The following are some terms that we have been asked to explain.

Agency Request Approver

The Agency Request Approver (ARA) is the user that approves requests submitted from a different user within the oneARC Portal. Typically, the ARA is the Approving Official. This is only applicable for the request type of Invoice Corrections for SmartPay users. An ARA is not required but is a functionality that agencies can choose to utilize within the Portal.

Approving Official

Approving Officials (AO) are users within the banking system that are setup to be able to review and approve Cardholder Transactions in the SmartPay Banking System. Corrections can be submitted by Approving Officials or individuals listed on the delegation of authority.

Return to ARC Initiator vs. Approved

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.

ARC Initiated vs. Customer Initiated Request Types

ARC initiated request types are:
- Invoice Dispute SmartPay (Purchase/Fleet) Request
- Invoice Failed Funds SmartPay (Purchase/Fleet) Request
- Invoice Rejection SmartPay (Purchase/Fleet) Request

Customer initiated request types are:
- Invoice Correction SmartPay (Purchase/Fleet) Request
- Obligation SmartPay (Purchase/Fleet) Request

ONEARC PORTAL CHATTER

One of the functionalities within the oneARC Portal is *Chatter*, which is replacing email communication. When there is a comment or question regarding a request, *Chatter* should be utilized. When using *Chatter*, the @ symbol can be used to directly reference an individual which ensures that the individual will see the message.

When a request is created in the portal, users will get notified by email. We have noticed that when users have questions, they have been forwarding these emails to the purchase card accountant's personal email. We recommend utilizing the *Chatter* feature within the oneARC Portal so that if an accountant is out of office, the rest of the purchase card team can see the question and respond accordingly.

TIPS AND REMINDERS

ONEARC PORTAL HELP DESK

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

AUTO CLOSE

84
# of Cardholder Statements that Auto Closed in September (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

oneARC Portal Update

Within the Accounts Payable module, user acceptance testing (UAT) training has occurred for Federal Non-Buy/Sell Manual Obligation and Invoice transactions and Expense Accruals. UAT will begin September 9.

Customer training sessions for production go live will be scheduled for October 23 to November 3, 2023.

Go-live on November 7, 2023 is planned to impact approximately 165 internal and external customers.

On September 3, the budget module was successfully integrated into ARC's financial system – representing a cornerstone win for today and will serve as a foundation for future efficiency opportunities.

Upcoming requirements and development work will be with Payroll Accounting service.

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.

And finally, Anda Coiner, our long-time Product Owner, has taken another job within Treasury, and we wish her all the best!

Please contact David.Drennen@fiscal.treasury.gov or Jacob.Oberlin@fiscal.treasury.gov if you have questions, or if you would like to get involved.

GENERAL

Customer Access Page Update

Effective September 25, 2023, ARC's website will no longer require a login username or password to access your Customer Access Pages (CAP). Instead, you will have access to your Customer Page when you are connected to your agency's network by clicking on the new "Customer Pages" button in the top right corner of the ARC website.

To learn more about the upcoming change, please **watch this short video**.

If you or a member of your team have issues accessing your customer page once this change takes place, please contact our Customer Support team at arcsupportdesk@fiscal.treasury.gov or 304-480-8000, Option "0" for further assistance.

Know someone who would enjoy this information? Share this email and encourage them to **subscribe.**

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