Monthly Bulletin

January 2024

Do you have feedback about the Bulletin? Let us know [here](#)!

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ConcurGov Travel System User Training

Thursday, January 18, 2024
1:00p – 4:00p EST

[Register Here](#)

GENERAL

Embracing the possibilities of 2024

As we welcome the new year, we extend our heartfelt gratitude for your continued partnership and trust in our shared services. Looking ahead to 2024, our commitment to innovation remains steadfast. We are dedicated to continuously enhancing our services, ensuring that your success remains our top priority. We aim to further strengthen our collaboration, explore new opportunities, and provide even better solutions to meet your evolving needs. Thank you for being an integral part of our journey. Wishing you a prosperous and joyous New Year!

GENERAL

2024 ARC Customer Day

Save the date for the most important event of the year – ARC Customer Day on May 15, 2024, from 8 am to 5 pm at ARC's headquarters in Parkersburg, West Virginia. This year's event will be in hybrid format similar to last year's event, where attendees will be able to participate in-person and virtual. Please be on the lookout for agenda and registration details which will be coming soon. We look forward to your participation.

ARC Customer Portal Update

ARC continues development of the Payroll Accounting module within the oneARC Portal. We are thankful to Customers that contributed to the Customer Engagement Session that was held on December 14th, sharing their thoughts, feedback, and questions.

If you missed that session, don't worry! Additional sessions are on the calendar. We will be holding a Customer Engagement Session on Tuesday, January 24th and Wednesday, January 25th – both sessions run from 1:00 – 2:00 PM ET. If you are interested in attending, please contact OneARCNotifications@fiscal.treasury.gov.

As we continue to march forward, there are some key milestones that we want to share with you to facilitate your planning and readiness.

Preparation for UAT (Kickoff and UAT Training)
February 12 – February 16

Testing (User Acceptance Testing Window)
February 20 – February 23

ARC will work with Agencies in **early March** to solidify the user base for the Payroll Accounting module.

Training (New user training window)
March 25

Payroll Accounting Module Go-Live
April 1

All Payroll Accounting transactions occurring before the April 1 go-live will be processed through the legacy method.

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.

Financial Management

OBI Training

ARC will be offering OBI training quarterly for all customers again this year on the dates below. There will be a Viewer and Plus class each day. All OBI users will receive an email from the Oracle Support Team with more information about the classes and how to register for a session. If you have new users that haven't attended training in the past or users that just need a refresher, this is a great opportunity to learn about OBI.

> March 12 & 13
> June 5 & 6
> August 28 & 29
> November 19 & 20

Additionally, we have revamped our online OBI Viewer training to include videos & knowledge checks. This is a great resource if you need assistance with logging in, navigating within the system, questions about exporting, guidance on how to schedule an analysis, or an overview on creating a dashboard. The new OBI Training & Reference Guide can be found on your Customer Access Page under Application Support or by using the link below. We are also updating the online OBI Plus training and will provide updates in future ARC Bulletins. https://arc.fiscal.treasury.gov/videos/app-support/content/index.html

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Financial Management

Government Purchase & Fleet Card Update

NOTABLE DATES

01/04/2024	January Statement Becomes New
01/15/2024	FY24 First Quarter Rebate Reports are received from Citi
01/19/2024	January Statement Auto Close

IMPORTANT INFORMATION

ADDING FILES TO ONEARC PORTAL REQUESTS

When adding files to any request in the oneARC Portal, it is recommended to use the "Upload Files" or "Add Files" button that is available when viewing the Files tab on a request.

WHAT ARE REBATES?

Rebates are a monetary payment provided by Citi to agencies/organizations that can directly fund and support mission critical efforts. Rebates are received on a quarterly basis and issued at the agency level.

A Fedwire is received that includes a breakout to identify the travel and purchase card rebate amounts. These Fedwire amounts are posted as a miscellaneous receipt and are posted directly to the accounting used during the initial expense transaction.

OBLIGATION AMOUNTS IN CITI

If your agency choses to use purchase orders/obligations for purchase card transactions, then it is important to know that obligations are typically loaded into Citi by 11am each business day. This includes newly created obligations for purchase card use and any changes in obligation balances.

The obligation balance is mentioned in the description for each obligation, however, this balance is should not be relied upon as it is only updated once daily and can change at any time.

It is advised to pull an OBI Report for Obligation balances at the time of reallocation to ensure that the obligation will have enough funds to cover the transaction.

2024 CITIMANAGER PURCHASE CARD SCHEDULE

The 2024 CitiManager Purchase Card Schedule is now available on the Customer Access Page (CAP - https://arc.fiscal.treasury.gov/login/). Once logged into your agency on the CAP, click the Financial Management drop down at the top of the screen. Then select Guidance & Reference. The schedule will be located under the Purchase & Fleet Cards section. There are other important dates and information on the schedule along with the following statement and auto-close dates.

2024 CitiManager Purchase Card Schedule for Cardholders and Approving Officials

Citi Statement Cycles: The cycle start date begins on the 4th of each month and closes on the 3rd of the following month.

STATEMENT BECOMES NEW	AUTO CLOSE DATE AO MUST APPROVE BY:
Thursday, January 4, 2024	Friday, January 19, 2024
Sunday, February 4, 2024	Friday, February 16, 2024
Monday, March 4, 2024	Tuesday, March 19, 2024
Thursday, April 4, 2024	Thursday, April 18, 2024
Saturday, May 4, 2024	Friday, May 17, 2024
Tuesday, June 4, 2024	Tuesday, June 18, 2024
Thursday, July 4, 2024	Thursday, July 18, 2024
Sunday, August 4, 2024	Friday, August 16, 2024
Wednesday, September 4, 2024	Wednesday, September 18, 2024
Friday, October 4, 2024	Tuesday, October 22, 2024
Monday, November 4, 2024	Tuesday, November 19, 2024
Wednesday, December 4, 2024	Wednesday, December 18, 2024
Saturday, January 4, 2025	Friday, January 17, 2025

** The Auto Close date is an anticipated date. The dates are not definite. **

(We recommend Cardholders reallocate and submit statement transactions for approval as soon as the transactions post. The AOs should review, approve and submit transactions for payment as soon as possible.)
Prompt Submission helps decrease the likelihood of a late payment and subsequent Prompt Pay Interest.

TIPS & REMINDERS

CUSTOM G/L CODES

Did you know that you can modify your Custom GLs in Citi? If you require help on this, there is a video guide available on the Customer Access Page (https://arc.fiscal.treasury.gov/login/) called General Ledger Code Maintenance Video Guide that will walk you through step by step how to manage your Custom GLs.

If a transaction is rejected during processing in Oracle because of a CV Rule violation, Cardholders should delete or modify the Custom G/L Code within CTMS under Custom G/L Maintenance to avoid future errors.

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

<div style="border:1px solid black">

49

# of Cardholder Statements that Auto Closed
in December
(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 <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 2024 Purchase & Fleet Card Schedule located on the Customer Access Page under Financial Information > Guidance & Reference >Purchase & Fleet Cards.