



Monthly Bulletin

March 2024

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ConcurGov Travel System User Training

Thursday, March 28, 2024
1:00p – 4:00p EST

[Register Here](#)

General

2024 ARC Customer Day

Save the date for the 2024 ARC Customer Day
Wednesday, May 15, 2024 | 8:00 AM – 5:00 PM ET

Save the date for the most important event of the year – ARC Customer Day on May 15, 2024, from 8 am to 5pm 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.

General

oneARC Portal Update

Thank you very much for participating in our user acceptance testing of the Payroll Accounting module! We want to extend a special thank you to our testing partners at:

- Consumer Product Safety Commission (CPSC)
- Housing and Urban Development, Office of the Inspector General (HUD-OIG)
- Farm Credit Administration (FCA)
- Treasury, Departmental Offices (DO)

- Financial Crime Enforcement Network (FINCEN)
- Department of Homeland Security, Office of the Inspector General (DHS-OIG)
- United States Tax Court
- Executive Office of the President (EOP)
- U.S Merit Systems Protection Board (MSPB)

Out of 192 possible test cases, we received 9 failures. Some of the items that we will look at include reviewing the History Tracking tab for the language when you submit and item, reviewing the Source BOC data point, and checking some data character limits on the datatable. We will also be exploring the need for having a datatable on the Year End Accrual workflow as well as the ability to pull a request back of if ARC hasn't started processing.

UPCOMING key target dates include:

Requests began going out February 26 for Customers to begin collecting and sending their users to ARC for the Payroll Corrections module. Those users will be invited to user training as dated below.

User Training Invites Sent

March 6 – March 12

User Training

March 18 – March 28

Payroll Accounting Go-Live

April 1

As always, we look forward to delivering new functionality to you beginning April 1, and supporting you thereafter as you learn and use this new functionality. Thank you for your continued support and contribution as we work to improve your experience and modernize our processes.

Please reach out to onearcnotifications@fiscal.treasury.gov with any questions or concerns.

Financial Management

Treasury Financial Manual (TFM) Website Changes

For your awareness, beginning March 29, 2024, the [Treasury Financial Manual \(TFM\)](#) website will no longer be accessible and the TFM will only be available in the [Treasury Financial Experience \(TFX\)](#). If you use the TFM on a regular basis we suggest becoming familiar with the new TFM platform.

Financial Management

Government Purchase & Fleet Card

Monthly Accounting Update

NOTABLE DATES

03/04/2024	March Statement Becomes New
03/19/2024	March Statement Auto Close
03/29/2024	Reallocation of recent transactions for FY24 Second Quarter Accruals due
05/15/2024	ARC Customer Day

IMPORTANT INFORMATION

FY24 SECOND QUARTER ACCRUALS

If your agency has quarterly purchase card accruals, please read the following reminder:

To properly account for purchases you are currently making, which will appear on your April recent statement, each transaction must be allocated to a valid GL Code (ASC) or obligation no later than close of business (COB) Friday, March 29, 2024. 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, March 29, they may not be accrued.

REALLOCATING TRANSACTIONS REGULARLY

With the Daily Pay Environment active in Citi, Cardholders are able to reallocate and submit transactions for approval as soon as they post to their statement. Some of the benefits of reallocating regularly are that if AFF Values need added to Citi, requests can be made for additions sooner rather than later. By reallocating regularly, any fraudulent or incorrect charges will be noticed quicker and action can be taken sooner. If a transaction is reallocated by the cardholder as well as approved by the approving official regularly, it will be processed for invoicing and payment sooner.

ARC CUSTOMER DAY MAY 15, 2024

The ARC Customer Day is approaching quickly! If any point of contacts are on site and would like to meet with the Purchase Card team, please email AcctgCardProgram@fiscal.treasury.gov.

ONEARC PORTAL HELP CENTER

On the oneARC Portal Customer webpage (<https://fs-arc.my.site.com/portal/s/>), there is a Help Center on the top toolbar. Under the Help Center, there are pages for FAQs, Training Resources, and Customer Support. The FAQs page has a list of questions on various topics that may be useful to a user with a general question. The Training Resources page has many videos and guides to help walk users through processes as well as helpful definition information. The Customer Support page has contact information for the OneARCNotifications team if a user has a question or is having issues with the portal.

TIPS & REMINDERS

PURCHASE CARD FORMS

Correction Forms and Miscellaneous Obligation Request Forms (MORFs) can be found on the customer access page (<https://arc.fiscal.treasury.gov/login/>). Once on the webpage, click your agencies name. Next, hover over Financial Management on the top toolbar and select Forms. You can select Purchase and Fleet Cards from the listing on the left of the webpage to get to the purchase card forms quickly.

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

<p style="text-align: center;">71 # of Cardholder Statements that Auto Closed in February 2024 (Combined total for all agencies)</p>

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 2024 Purchase & Fleet Card Schedule located on the [Customer Access Page under Financial Information > Guidance & Reference >Purchase & Fleet Cards](#).

Financial Management

Financial Management System & Infrastructure Upgrades

In March 2023, ARC migrated to Oracle Cloud Infrastructure (OCI) and, in collaboration with Oracle Hosting, began the pursuit of increased server processor speed. Facing limitations with existing processors, in October 2023 ARC embarked on a project to upgrade to AMD Processors, completed in February 2024. This upgrade enhances Financial Management front-end application performance without disruption to end-users, ensuring scalability for future needs. ARC now has the ability to triple its processing power (Oracle CPUs) from its current total, when needed. This flexibility will allow ARC to continue to grow its customer base without a decline in service.

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