Monthly Bulletin

April 2024

Do you have feedback about the Bulletin? Let us know here!

In this issue

General
2024 ARC Customer Day Registration
oneARC Portal Update

Financial Management
Financial Management System & Infrastructure Upgrades
Government Purchase & Fleet Card

Human Resources
webTA 5.0 system training

Procurement
ARC Procurement Services Cut-off Dates

Upcoming events

ConcurGov Travel System User Training

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

Register Here

General
2024 ARC Customer Day
The Power of Shared Services - Registration is now open!

Wednesday, May 15, 2024 | 9:00 AM – 5:00 PM ET
(In-Person Onsite Registration Opens at 7:30 AM ET)

Please plan to join us on **May 15** for an all-day hybrid (in-person and virtual) event, uniting agencies across government in information-sharing and collaboration.

Don't miss this opportunity to…
   •   Hear from ARC executives about their Vision for the future.
   •   Learn about projects and initiatives designed to improve your customer experience.
   •   Ask questions about recent and future system upgrades and enhancements.
   •   Network with other customer agencies.

We look forward to spending the day with you and hope that you will join us in person in our Parkersburg, WV location.

*Please register today and submit your questions in advance. **In-person seating is limited.***

oneARC Portal Update

We are excited to announce that the **Payroll Accounting module is now live in the oneARC Portal!** Now you will be able to send, receive, and monitor your Payroll requests all in one place, with accompanying dashboards and reports to organize and economize the time you spend making sure your payroll data is right!

As of April 1st, you can now submit and receive the payroll request types listed below.

Request Type	Initiated by	Description
Payroll Accounting Correction Request *	Customer or ARC	Agency generated correction of payroll. The customer has analyzed their payroll data and realizes a correction needs made to an employees accounting.
Payroll Accounting Year-End Accrual Request	Customer	End of year manual accruals are processed per customer requests for items such as awards, lump sum payments, student loans, overtime and certain benefits. Customers need to accrue for these items that will not be received on a payroll file prior to the end of the fiscal year. A manual accrual is needed in order to recognize the expenses in the period in which they were incurred and to reserve funding for future payment.
Payroll Accounting Default Request *	ARC	Payroll transactions that were received on the file with invalid accounting for an employee, but the system was able to find valid accounting from a prior pay period. The defaulted accounting is sent to the customer for review/approval.
Payroll Accounting Rejections Request *	ARC	Payroll transactions that were received with invalid accounting for an employee and the system could not find a prior period accounting to use. The rejected records are sent to the customer to provide valid accounting.
Payroll Accounting Customer Procedure Review Request *	ARC	A customer specific procedure must be on file for each agency serviced by payroll accounting. This procedure is required to be reviewed and approved by the agencies appointed contacts on an annual basis.
Payroll Accounting Journal Entry for Customer Approval Request *	ARC	Some customers require approval for manual journal entries created and posted by payroll accounting. ARC must provide the manual JE to the customer for their review/approval prior to posting in Oracle.
Payroll Accounting Valid File Posted Request *	ARC	Communication is sent to each agency to let them know when the payroll file has been posted and reports are available to review.

Office Hours
Users that have been signed up to use the Payroll Accounting module will receive an invite for all office hour times. Office Hours are an open forum with no agenda where you may come and receive on the spot assistance from our Admin Team and business area experts. Office hours date and time are below.

> Tuesday, April 2 – 10:00 to 11:00 AM
> Thursday, April 4 – 10:00 to 11:00 AM

If you are a payroll user, please plan on joining us for one of these sessions if you have any questions or if we can help in any way. If you're unable to join one of our scheduled Office Hours sessions, you can reach out to us at onearcnotifications@fiscal.treasury.gov for further assistance.

Customer Questionnaire
Finally, we have issued a questionnaire to better understand how to evolve the oneARC Portal in the coming month. If you work inside The Portal, and you would like to participate in providing feedback – you can do that here: https://forms.office.com/g/XxWqWNRqxb

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
Financial Management System & Infrastructure Upgrades

In late 2023, ARC initiated the PRISM Upgrade project in collaboration with Oracle Hosting and Unison Prism. This project aims to deliver users the latest software version, enhancing support for the procurement lifecycle. The upgraded PRISM version brings faster updated forms, bug fixes, and scalability for future customer growth and/or peak demand periods. The rollout was complete on March 10, 2024.

Financial Management
Government Purchase & Fleet Card
Monthly Accounting Update

NOTABLE DATES

04/01/2024	FY24 2nd Quarter Accruals will begin being posted
04/04/2024	April Statement Becomes New
04/15/2024	April Statement Auto Close
05/07/2024	Drop In Refresher Training
05/09/2024	Drop In Refresher Training
05/15/2024	ARC Customer Day

IMPORTANT INFORMATION

DROP IN REFRESHER TRAINING
The Purchase Card Team will be providing a refresher training on purchase card processes on May 7th and 9th in the afternoon. If you have any interest in participating, please send AcctgCardProgram@fiscal.treasury.gov an email.

CITIMANAGER – CHANGES EXPECTED FOR Q2 RELEASE
In an email sent out by Citi on 3/11/24, they indicated several changes are coming soon in order to improve User experience.

- Login Revamp
  - Revamped process to the Forgot Password and Reset Password in CitiManager.
  - Simplified process to enhance the user experience and remove duplicative steps.
- Default Card Update
  - The ability to update your default card on your dashboard screen and make changes to the Default Card section within My Profile.
- Conversational Intelligent Virtual Agent (IVA)
  - Integration of CitiManager and the Intelligent Virtual Agent (IVA) to assist Cardholders requests through a number of self-service inquiries by calling in to Customer Service.

New inquiry Topics:
- ✓ Forgot user ID
- ✓ Reset password
- ✓ Reset challenge questions
- ✓ Unlock user
- ✓ Update email ID
- ✓ Update mobile number

✓   User profile information

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.

TRAINING MATERIAL SURVEY
To ensure that we are offering our cardholder and approving officials training materials that will benefit them the most, we would like to ask readers what format of training materials are most preferrable.

- ➢ Video Guide Library
- ➢ Excel Instruction Booklet
- ➢ PDF Instructions

If you would like to submit feedback to us, please send an email to AcctgCardProgram@fiscal.treasury.gov. We will be collecting this feedback to determine what changes should be made to our training materials we provide.

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

53
# of Cardholder Statements that Auto Closed in March 2024
(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 2024 Purchase & Fleet Card Schedule located on the Customer Access Page under Financial Information > Guidance & Reference >Purchase & Fleet Cards.

webTA 5.0 System Refresher Timekeeper Training

The Systems Support Branch is offering webTA 5.0 system refresher timekeeper training to our Human Resources customers. This is an opportunity for customers new to the timekeeper role to receive instruction in using webTA 5.0 and serves as refresher training for more experienced timekeepers. Virtual spring refresher training sessions have been scheduled on the following dates with both morning and afternoon sessions available. Designated webTA Human Resources contacts and, if approved, timekeepers have been notified.

April 9th – 10:00am to 12:00pm (Eastern Time)
April 16th – 4:00pm to 6:00pm (Eastern Time)

Please contact Katelyn.Smith@fiscal.treasury.gov and Dianna.Wilson@fiscal.treasury.gov if you have any questions.

ARC Procurement Services Cut-off Dates

ARC Procurement Services Cut-off Dates: As a reminder, we are approaching some cut-off dates for the submission of procurement requests. Timely submission, in accordance with the provided dates, enables ARC to establish work assignments, perform preliminary market research and assist as needed with the preparation of the package. Please note that mandated federal acquisition requirements such as public posting are not negotiable and may impact the timeliness of awards. ARC's DPS will strive to meet your requested award date, but if the specified cutoff date is not met, it may not be possible to meet the desired timeframe. Cut-off dates are based on the type and size of the action.

Acquisition Services

All Simplified Acquisition Requirements ≤ $250K
Forecast Due: June 1
Completed Package Due: July 1

All 8(a) Direct Awards > $250K but ≤ $4.5M
Forecast Due: May 1
Completed Package Due: June 1

All MAS/GWAC/TWAC awards with an estimated value > $250K
Forecast Due: May 1
Completed Package Due: June 1

All Complex Contracts Requirements > $250K
Forecast Due: May 1
Completed Package Due: June 1

Contract Administration Services

Option Renewals (contract/order in place with optional line items for new period of performance)
PR Package Due: 60 days prior to the first day of the option period being exercised

Modifications / Interagency Agreements
Completed Package Due: September 1

Non-Competitive BPA Call or Task/Delivery Order against internal contract
Forecast Due: June 1
Completed Package Due: August 1

Competitive BPA Call or Task/Delivery Order against internal contract
Forecast Due: May 1
Completed Package Due: June 1

The following table may assist in organizing and publishing the dates to your organization:

Acquisition Services	Forecast Due	Completed Package Due
Simplified Acquisition Requirements ≤ $250K	June 1	July 1
8(a) Direct Awards > $250K but ≤ $4.5M	May 1	June 1
MAS/GWAC/TWAC awards with an estimated value > $250K	May 1	June 1
Complex Contracts Requirements > $250K	May 1	June 1

Contract Administration Services	Forecast Due	Completed Package Due
Option Renewals	---	60 days prior to the first day of the option period
Modifications / Interagency Agreements	---	September 1
Non-Competitive BPA Call or Task/Delivery Order against internal contract		
All Requirements	June 1	August 1
Competitive BPA Call or Task/Delivery Order against internal contract		
All Requirements	May 1	June 1