



Monthly Bulletin

June 2024

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ConcurGov Travel System User Training

Thursday, June 20, 2024
1:00p – 4:00p EST

[Register Here](#)

General

2024 ARC Customer Day

Thank you for joining us for ARC Customer Day

On May 15, ARC hosted this year's ARC Customer Day in Parkersburg, WV. We were delighted to connect with so many of you both virtually and in person. The event successfully hosted 156 participants across 40 agencies with 61 of you joining us in person!

Our theme this year, "The Power of Shared Services" underscored the value ARC provides to you, the agencies we directly service, as well as looking at the broader impacts from a governmentwide perspective. Topics ranged from current and future system upgrades and initiatives to highlighting the role ARC plays in advancing Treasury's financial management goals. Throughout the day, we also highlighted the importance of collaboration and partnership with agency customers, which is fundamental to ARC's continuous transformation and improvement. Through shared services, ARC not only achieves efficiency and innovation but also fosters a stronger, more connected financial community.

Please visit the [Past Events and Training](#) section on our News and Events page to review or download session handouts.

General oneARC Portal Update

Accounts Receivable

As a reminder, ARC will be adding **Accounts Receivable** processes into the oneARC Portal. These processes include Miscellaneous Receipt (CIR) and Manual Checks.

We extend a thank you and our appreciation to all Customers that attended our Accounts Receivable Customer Engagement sessions on May 20 and 21. During this time, we shared the vision of what the oneARC Portal will become and solicited Customer feedback. Again, thank you so much to each of our customers that attended and engaged with us!

We want to share a few upcoming, but tentative, key dates for the Accounts Receivable module, they are:

August 1 – 7, 2024 – UAT Kickoff/Training

August 8 – 14, 2024 – UAT Testing Window

August 20 – August 29, 2024 – Receive Validated User Documents from Customers

September 3 – 13, 2024 – All User Training

September 16, 2024 – Go-Live

September 17 – 20, 2024 – Post Go-Live Office Hours

ARC Service Desk

As a reminder, ARC will be migrating its service desk for FM and Travel systems and services. Again, the change you can expect with this move is a new look and feel of the helpdesk email you receive. In addition, for our Customers that needed to “whitelist” emails from ESM-noreply@fiscal.treasury.gov, in the future you will need to enable emails from noreply@salesforce.com. We will reach out to each agencies technical points of contact to provide this same guidance.

Helpdesk migration is on track, and the current expected go-live date remains August 1, 2024.

As always, we look forward to delivering new functionality to you with the Accounts Receivable module 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
Government Purchase & Fleet Card

Monthly Accounting Update - June 2024

NOTABLE DATES

06/04/2024	June Statement Becomes New
06/18/2024	June Statement Auto Close
06/28/2024	Reallocation of recent transactions for FY24 Third Quarter Accruals due by COB

IMPORTANT INFORMATION

FY24 THIRD 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 July recent statement, each transaction must be allocated to a valid GL Code (ASC) or obligation no later than close of business (COB) Friday, June 28, 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, June 28, they may not be accrued.

RESOLVING ONEARC PORTAL REQUESTS TIMELY

As a reminder, please ensure if you receive a oneARC Portal request for Rejections or Failed Funds that they are resolved timely to avoid possible interest charges that your agency will be required to pay. Rejections are transactions that errored when processing into Oracle because it may have not been reallocated to valid accounting in Citi or the accounting selected was not valid. Failed Funds are transactions that were reallocated to valid accounting in Citi but did not have enough funding to pay the invoices.

CITI FORGOT PASSWORD UPDATE

In May 2024, Citi communicated that an update was coming to the forgot password process.

Highlights of the new streamlined process:

- The number of steps required to reset a password and retrieve a User ID will be reduced.
- The Helpdesk verification question will no longer be required.
- A temporary password will no longer be sent to Cardholders email address.

This update aims to enhance ease of use and increase digital self-service.

GOVERNMENT PURCHASE CARD PROCEDURES

The following webpage has useful information on purchase card use:

<https://arc.fiscal.treasury.gov/app-support/purchase-card-procedures/purchase-card-procedures-quick-reference/>

We recommend reading over the responsibilities section which is discussed for Agency Organization Program Coordinators, Approving Officials, and Cardholders. There is an appendix at the top of the webpage that includes the Purchase & Fleet Card Correction Form and the Citi Purchase Card Schedule.

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;">58 # of Cardholder Statements that Auto Closed in May 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](#).

NEWSLETTER CUSTOMER FEEDBACK

If you have a topic that you would like to see discussed in our monthly newsletter, please send an email to AcctgCardProgram@fiscal.treasury.gov.

Financial Management

Financial Management System & Infrastructure Upgrades

In March 2024, the annual OneStream upgrade was successfully completed, upgrading the platform to version 7.2.4. This upgrade included Market Place Application upgrades of Security Audit, Standard Application, System Diagnostics, Excel Add-on Solutions, and continued FedRAMP compliance. Throughout the project timeline, 245 test scenarios were successfully completed. The project was completed in an impressive 53 business days, showcasing a high level of efficiency and effectiveness. As a result of this upgrade, OneStream users can expect performance increases, usability improvements, and additional security, spreadsheet, and dashboarding capabilities to increase customer experience.

Financial Management

Financial Management System & Infrastructure Upgrades

PRISM Insight Implementation

In 2021, the Administrative Resource Center's (ARC) Procurement Division looked to revolutionize its system management capabilities with a focus on federal procurements. Recognizing the need to adapt to a rapidly evolving technological landscape, a project was initiated to implement new procurement tools with modernized analytics, dashboards, and self-service capabilities. This venture resulted in ARC's deployment of a modernized internal procurement system – *PRISM Insight* – that eliminates manual reporting, enhances efficiencies, and provides greater financial operations transparency.

Also aware of the changes in today's digital technology environment, the US Department of Housing and Urban Development (HUD) strategized on ways to deploy financial technology modernizations and turned to ARC for direction. ARC shared their recent successes with the PRISM Insight Implementation and that they were ready to partner with federal agency customers to pave the way for digital transformation.

ARC and HUD engaged in a unified approach to develop a comprehensive suite of automated reports and dashboards encompassing all of HUD's procurement status tracking needs. Self-service capabilities were launched to empower agency personnel to access real-time reports, foster data-driven decisions, and reduce data defects through the removal of manual processes. ARC diligently worked on designing and building the PRISM Insight tools to ensure they met HUD's specific requirements through successful interagency working sessions.

With the launch of two successful implementations by early 2024, PRISM Insight is not only automating procurement management functionality, but also revolutionizing management status reporting. The system has the potential to eliminate labor-intensive manual reporting with real-time updates at the end user's fingertips – freeing up valuable time and resources and ultimately supporting agency goals that focus on more mission specific operations. HUD's new system tools implementation completed in a phased roll-out; early adopters provided positive feedback on system capabilities, available data, and future visions.

Jimmy Fleming-Scott, HUD's Chief Procurement Officer, stated, "the partnership between HUD and the Bureau of Fiscal Services Administrative Resource Center to bring PRISM Insight to life in the HUD environment is phenomenal. The addition of PRISM Insight capability to HUD's Acquisition Program is a game changer. This new functionality will help to revolutionize our program and Department-wide engagement, and the transparency that it will bring to the process long desired outcome to inform data driven management decisions."

The decision to partner with ARC as an early adopter of PRISM Insight is the catalyst that modernized HUD's procurement management capabilities, setting a federal precedent for ARC's customer agencies to adopt the future of digital procurement management.

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