



Monthly Bulletin

November 2024

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General

ARC Maintains Excellence with Recent Audit Success

The Administrative Resource Center (ARC) has once again successfully passed an independent examination with no issues identified. A certified Independent Public Accountant (IPA), under the supervision of OIG, conducted a thorough assessment of ARC's Financial Management, Procurement, and Human Resources services for the period of July 1, 2023, to June 30, 2024. The review evaluated both the design and operating effectiveness of ARC's controls, including general computer and monitoring controls.

The examination confirmed that ARC's systems and controls were well designed and operated effectively throughout the review period. These results provide assurance that ARC continues to meet the highest standards in delivering shared services to federal agencies, helping ensure secure and efficient processes across government operations. The results also reinforce ARC's ongoing commitment to operational excellence and its essential role in supporting the federal government's administrative needs.

For more information, [visit this link.](#)

General

FY25 Interagency Agreements Finalized

We would like to extend our appreciation to all our valued customers for a productive and successful fiscal year. We also thank our customers for working with us to review and approve the FY25 interagency agreements prior to Oct. 1. We look forward to another successful year serving you.

Procurement

HUD Conducts their 9TH Annual Acquisition Summit

HUD held their 9th annual Acquisition Summit Oct 21-22nd, including both in-person and virtual attendees. The theme of the summit was “Collaborative Acquisition: Building Partnerships & Leveraging Resources for Success”. During the two-day event, HUD leaders demonstrated the successful year their organization and partners experienced in FY 24. A few of the main points noted by the Assistant Secretary for Administration included: (1) the HUD procurement staff obligated over \$2.1 billion; (2) awarded \$640 million to small businesses and achieved an A+ rating from the SBA; (3) successfully implemented the PRISM Insight Analytics enhancement and (4) awarded 1,860 contracts in FY 24. Additionally, key topics such as innovation, data, compliance, and collaboration were specific focus points highlighted. ARC would like to congratulate Patricia Broome – Director of Procurement Policy & Systems Division, who received the Acquisition Workforce Member of the Year Award for demonstrating outstanding leadership and effectiveness throughout HUD.

Financial Management

OBI Quarterly Training Opportunities

We're excited to announce the upcoming quarterly training opportunities for OBI. If you would like to register for any of the classes, please send an email to oraclesupportteam@fiscal.treasury.gov and include your name, agency and class date/time you would like to attend.

Viewer Sessions

November 19 9:00a - 11:30a
November 20 1:00p - 3:30p

Plus Sessions

November 19 1:00p - 4:30p
November 20 9:00a - 12:30p

Financial Management Government Purchase & Fleet Card - Monthly Accounting Update

November 2024

Notable dates

11/04/2024	November Statement Becomes New
11/19/2024	November Statement Auto Close

IMPORTANT INFORMATION

GOVERNMENT PURCHASE CARD PROCEDURES

The [Government Purchase Card Procedures webpage](#) has useful information on purchase card use. We recommend reading over the responsibilities section 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.

CUSTOM G/L CODE CLEAN UP

As we are beginning FY25, it is important for Cardholders to review their Custom G/L Codes. Ensure that any old codes using prior fiscal year values are removed if they are not needed anymore. New FY25 Custom G/L Codes should be created as well.

Incomplete accounting strings should either be removed or completed. If a value is not needed for the string, it is required to select the default X code for that value. For example, if a CAM3 is not needed, you would select the default XXXXXXXXXXXX value.

PL RECONCILED COLUMN ON CITI STATEMENTS

It has recently been brought to our attention that there is a PL Reconciled column on Statements that some individuals have been concerned with. From our knowledge, this column can be disregarded unless your agency takes advantage of the purchase log (PL) function within Citi.

Recent Activities

Merchant, Amount or Date

ADVANCED SEARCH

TRANSACTION DATE	POSTING DATE	MERCHANT	AMOUNT	REALLOCATED	PL RECONCILED	ACTION
10/02/2024	10/03/2024			Yes	No	Cancel
10/01/2024	10/03/2024			Yes	No	Cancel
08/29/2024	10/01/2024			Yes	No	Cancel
08/28/2024	08/30/2024			Yes	No	Cancel

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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](#) 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

52 # of Cardholder Statements that Auto Closed in October 2024 (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 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.

BULLETIN CUSTOMER FEEDBACK

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

Know someone who would enjoy this information? Share this email and encourage them to [subscribe](#)



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