Monthly Bulletin

December 2024

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

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ConcurGov Travel System User Training

Thursday, December 19, 2024
1:00p – 4:00p EST

Register Here

General
oneARC Portal Update

The oneARC Portal team is currently designing and planning for the move of ARC's web presence (Customer Access Page for existing customers – and – ARC website for prospective customers) into The Portal.

Through this change we'll have the opportunity to increase our capability to deliver a more unified experience, as well as increase your access to helpful resources and capabilities.

Throughout FY 25 the oneARC Portal team will be shifting most of its focus away from unique workflow building and toward broad scale features including:

- ARC website replacement
- Customer Access Page replacement
- Expansion of the ARC helpdesk
- Searchable knowledge articles (instructional); and more

The team shared a prototype of the ARC's web presence with Customers and Stakeholders the week of November 18th, with great attendance and questions.

Additional opportunities to engage on the redesign of the Customer Access Page, and the ARC website will be upcoming in user experience (UX) testing as well as UAT.

We appreciate your continued support and contribution as we work to improve your experience and modernize our processes. Please send any feedback or enhancement requests to onearcnotifications@fiscal.treasury.gov.

Travel
ETSNext

The current contract for the e-Gov Travel System (ETS2) solution, ConcurGov, will expire in June of 2027. ARC Travel has been working closely with GSA for the past 2-years to solicit and acquire the next generation solution (ETSNext).

On November 27th, GSA announced the award of a 15-year contract to IBM to provide a Travel & Expense (T&E) Technology Managed Service for ETSNext. This new solution promises to deliver a more intuitive and modern experience for federal travelers, including enhanced features like charge card integration, a user-friendly mobile interface, and streamline processes for planning, authorizing, booking, and vouchering travel.

As part of this transition, ARC awarded ADTRAV and CI Travel (Cruise Ventures Inc.) for TMC services. Transitioning of TMC's will coincide with go live dates of ETSNext expected in late fiscal year 2025 and replace our current vendors BCD and National Travel.

The ETSNext platform is expected to standardize federal travel processes, improve operational efficiency, and provide government travelers with access to more commercially available features, making federal travel easier and more effective.

Financial Management
OneStream Connect

On October 24, ARC Leadership attended the second annual OneStream Connect Conference in Washington, D.C., joining over 75 federal agencies for a premier networking event in the federal finance sector. This event provided an excellent platform for our customer care representatives and management to engage directly with key stakeholders, fostering strategic partnerships, and deepening our understanding of current trends and advancements. ARC Leadership's active participation highlighted our dedication to innovation and collaboration. The conference yielded significant partnership potential exploring the areas of change management, contractual vehicles, platform offerings, and ARC's OneStream implementation approaches.

Financial Management

OBI Training

We're excited to announce that all of the online training for OBI has been updated to a new interactive format. The training for both dashboard and plus users includes screenshots, videos, and knowledge checks to help the user with many of the most used features in the system. Users can find information on logging in to the system, running reports, scheduling reports, exporting reports, creating reports, adding filters to limit the data shown, creating a custom calculation, adding prompts, and many more quick tips related to OBI.

The new training can be found on the Customer Access Page under Application Support OBI and clicking on OBI Training and Reference Guide. We encourage you to check it out and share the training with other OBI users in your organization.

Financial Management

Government Purchase & Fleet Card - Monthly Accounting Update

December 2024

NOTABLE DATES

12/04/2024	December Statement Becomes New
12/18/2024	December Statement Auto Close
12/31/2024	Reallocation of recent transactions for FY25 First Quarter Accruals due by COB
01/22/2025	Drop In Refresher Training
01/29/2025	Drop In Refresher Training

IMPORTANT INFORMATION

FY24 FIRST 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 January recent statement, each transaction must be allocated to a valid GL Code (ASC) or obligation no later than close of business (COB) Friday, December 31, 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, December 31, they may not be accrued.

DROP IN REFRESHER TRAINING

The Accounting Purchase Card Team will be providing a FREE refresher training in January 2025. Refresher training is optional for Purchase Card Cardholders and their Approving Officials.

The drop-in sessions will cover accounting related topics, such as:

- Cardholder and Approving Official Responsibilities
- Customer Access Page (CAP) review
  - Training resources
- CitiManager Navigation
- How to assign/reallocate accounting to transactions in Citi, after the purchase
  - Custom GL Creation
  - GL Maintenance
- Approving Transactions in Citi
- oneARC Portal:
  - Rejected Invoices
  - Invoice Corrections

The official dates and times are:
- January 22, 2025 – 1:30pm -3:30pm EST
- January 29, 2025 – 1:30pm -3:30pm EST

*Please note that both training classes will cover the same topics.

Those that want to attend the training can send an email to AcctgCardProgram@fiscal.treasury.gov specifying their preferred date. We ask that these requests are submitted to us before January 22, 2025.

HOLIDAY GUIDANCE
With the holidays approaching, Cardholders should login to Citi and reallocate transactions prior to time off for the holidays. Approving Officials will also need to ensure that any transactions ready for approval should be approved and closed prior to any time off for holidays. This will ensure that transactions do not auto-close on December 18th.

REMOVAL OF FY24 VALUES
At the end of November, FY 2024 values including funds and BFYs were removed. As a reminder, when values are removed from Citi, the strings containing those values will disappear as well.

MANAGING YOUR CITI ALERT NOTIFICATIONS

Once you are in Citi Transaction Management (CTMS), there is a bell symbol on the toolbar located to the left of the webpage. The Alerts Subscription option will allow you to manage the different types of alerts available.
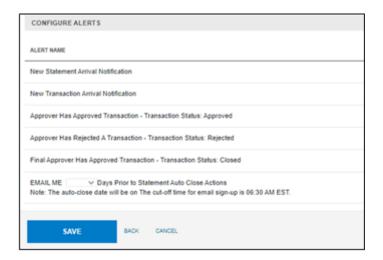
For instance, Cardholders can set up an alert to email them so many days prior to the Statement Auto-Close date.

Approving Official Alerts Settings:

CONFIGURE ALERTS

ALERT NAME

Cardholder Has Submitted A Transaction For Approval - Transaction Status: Pending Approval

Approver Has Approved Transaction - Transaction Status: Approved

Cardholder Alerts Settings:

CONFIGURE ALERTS

ALERT NAME

New Statement Arrival Notification

New Transaction Arrival Notification

Approver Has Approved Transaction - Transaction Status: Approved

Approver Has Rejected A Transaction - Transaction Status: Rejected

Final Approver Has Approved Transaction - Transaction Status: Closed

EMAIL ME ⌄ Days Prior to Statement Auto Close Actions
Note: The auto-close date will be on The cut-off time for email sign-up is 06:30 AM EST.

SAVE BACK CANCEL

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

63
# of Cardholder Statements that Auto Closed in November 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.

NEWSLETTER 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.