



Monthly Bulletin

January 2025

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ConcurGov Travel System User Training

Thursday, January 16, 2025
1:00p – 4:00p EST

[Register Here](#)

General

oneARC Portal Update

The oneARC Portal team has finished with the design of ARC's web presence (Customer Access Page for existing customers – and – ARC website for prospective customers) into The Portal. Next, we jump in for development, followed by testing. Please consider being a tester for user experience (UX) or during user acceptance training (UAT).

The oneARC Portal team will be using a small portion of FY25 Q2 to address The Portal backlog. As we prepare to choose the correct enhancement, we would like to hear from you. So, the oneARC Portal team will, in early January, issue a questionnaire to Customers, and I hope you will take the time to let us know we can be more valuable to you.

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.

General

Automated Testing Tool Update

In September ARC completed a 30-day Proof of Concept (POC) of an automated testing tool as part of our initiative to enhance operational efficiency. The solution positions ARC to deliver faster, higher-quality deployments, but also ensures we remain aligned with federal best practices. Although the Automated Testing tool POC has concluded, we are continuing to plan for long-term implementation. This includes demonstrating the tool to other areas within Fiscal Service. Several teams are eager to explore the potential of an automated testing tool. We received Fiscal Service Governance approval on November 20, 2024, and continue to work on long-term planning.

General

Application Upgrades Updates!

The ARC Technology Divisions want to keep you in the loop for upgrades large and small! PRISM went Live with a minor upgrade to version 7.5.13.46 on December 8, 2024. This successful upgrade corrects bugs and extends character-limits in custom fields. The Oracle Application has an upgrade to version 12.2.13 scheduled in Spring of 2025. This is a large upgrade which will put ARC on the most modern version, and it is going very well! APEX also is planned to upgrade in Spring 2025. APEX is a "behind the scenes" tool that supports ARC's ability to develop in Oracle Applications. Modernizing the tools that developers need to support ARC allows Technology to better support enhancement and change requests. The ARC OneStream Team is working to plan a future upgrade. We are on platform version 7.2.4 and are collaborating with OneStream Support to ensure ongoing federal security compliance in version 8. We hope to target OneStream 8 Go-Live near Spring 2026. Please watch the Customer Notification emails for actions that you might need to take regarding any of these upgrades. Any internal ARC or external customer actions will be communicated in advance via email. Please reach out to the Oracle Support Team at 304-480-8000 with any questions.

Human Resources

Upcoming Changes in Take Home Pay

Many employees will notice changes in their net pay during the upcoming months for a variety of reasons. Changes in Flexible Spending Accounts (FSAs), Thrift Savings Plan (TSP), Federal Employees Health Benefits (FEHB), Federal Employees Dental and Vision Insurance Program (FEDVIP), and Combined Federal Campaign (CFC) contributions could impact the amount of take-home pay in the coming weeks. In addition, Federal, state, and local tax changes could also impact net pay.

A more detailed description of changes in take home pay will be posted in early January on your agency's ARC customer page at <https://arc.fiscal.treasury.gov/customer-pages/>.

For Open Season questions, NARA employees should contact the BCSB Service Center at NARAHR@fiscal.treasury.gov or 304-480-8998. All other employees should contact the Benefits Service Center at Benefits@fiscal.treasury.gov or 1-866-868-4357 (toll free).

Procurement

ARC Procurement Services Cut-off Dates and Management Changes

ARC PROCUREMENT SERVICES CUT-OFF DATES

As a reminder, we are approaching some cut-off dates for the submission of procurement requests. Cut-off dates are based on the type and size of the action. Please note that cutoff dates for some actions (in red, below) have moved to an earlier time (April 1) in accordance with current Service Agreements. 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. Please do not hesitate to reach out to your lead or liaison with any questions you may have.

Acquisition Services

All Simplified Acquisition Requirements ≤ \$250K

Completed Package Due: July 1

All 8(a) Direct Awards > \$250K but ≤ \$4.5M

Completed Package Due: June 1

All MAS/GWAC/TWAC awards with an estimated value > \$250K

Completed Package Due: April 1

All Complex Contracts Requirements > \$250K

Completed Package Due: April 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

Completed Package Due: August 1

Competitive BPA Call or Task/Delivery Order against internal contract

Completed Package Due: June 1

MANAGEMENT CHANGES

Mickey Gump has been selected as our newest Branch Manager within ARC's Division of Procurement Services and will serve as the Branch Manager of the Fiscal Service Acquisitions Branch (FSAB). Mickey is a graduate of Ohio Valley University where he received bachelor's degrees in both Business Administration and Sports Management. His career includes over 8 years of federal service with that time being dedicated to service in the acquisition profession and supporting the majority of ARC's procurement partners. Mickey holds a FAC-C Professional Certification, a FAC-COR Certification, and recently completed the Mission Support Leadership Program (MSLP) which prepares mission-critical federal professionals to become more effective leaders.

Financial Management Enterprise API Integrations

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 Government Purchase & Fleet Card - Monthly Accounting Update

JANUARY 2025

NOTABLE DATES

01/04/2025	January Statement Becomes New
01/15/2025	FY25 First Quarter Rebate Reports are received from Citi
01/17/2025	January Statement Auto Close
01/22/2025	Drop In Refresher Training
01/29/2025	Drop In Refresher Training

IMPORTANT INFORMATION

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:

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- 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.

WHAT ARE REBATES?

Rebates are a monetary payment provided by Citi to agencies/organizations that can directly fund and support mission critical efforts. Rebates are received on a quarterly basis and issued at the agency level.

A Fedwire is received that includes a breakout to identify the travel and purchase card rebate amounts. These Fedwire amounts are posted as a miscellaneous receipt and are posted directly to the accounting used during the initial expense transaction.

2025 CITIMANAGER PURCHASE CARD SCHEDULE

The 2025 CitiManager Purchase Card Schedule is now available on the Customer Access Page (CAP - <https://arc.fiscal.treasury.gov/login/>). Once logged into your agency on the CAP, click the Financial Management drop down at the top of the screen. Then select Guidance & Reference. The schedule will be located under the Purchase & Fleet Cards section. There are other important dates and information on the schedule along with the following statement and auto-close dates.

2025 CitiManager Purchase Card Schedule for Cardholders and Approving Officials

Citi Statement Cycles: The cycle start date begins on the 4th of each month and closes on the 3rd of the following month.

STATEMENT BECOMES NEW	AUTO CLOSE DATE AO MUST APPROVE BY:
Saturday, January 4, 2025	Friday, January 17, 2025
Tuesday, February 4, 2025	Wednesday, February 19, 2025
Tuesday, March 4, 2025	Tuesday, March 18, 2025
Friday, April 4, 2025	Friday, April 18, 2025
Sunday, May 4, 2025	Friday, May 16, 2025
Wednesday, June 4, 2025	Wednesday, June 18, 2025
Friday, July 4, 2025	Friday, July 18, 2025
Monday, August 4, 2025	Tuesday, August 19, 2025
Thursday, September 4, 2025	Thursday, September 18, 2025
Saturday, October 4, 2025	Tuesday, October 21, 2025
Tuesday, November 4, 2025	Wednesday, November 19, 2025
Thursday, December 4, 2025	Thursday, December 18, 2025
Sunday, January 4, 2026	Friday, January 16, 2026

**** The Auto Close date is an anticipated date. The dates are not definite. ****

*(We recommend Cardholders reallocate and submit statement transactions for approval as soon as the transactions post. The AOs should review, approve and submit transactions for payment as soon as possible.)
Prompt Submission helps decrease the likelihood of a late payment and subsequent Prompt Pay Interest.*

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

65 # of Cardholder Statements that Auto Closed in December 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](#).

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.

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



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