Monthly Bulletin

April 2025

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[ARC News and Events](#)

General
Update on Executive Orders

On March 20, 2025, a new Executive Order titled "[Eliminating Waste and Saving Taxpayer Dollars by Consolidating Procurement](#)," was issued. The EO aims to consolidate federal procurement functions under the General Services Administration (GSA), but specific implications for Federal Shared Service Providers, like ARC, are currently unclear.

Additionally, we acknowledge and are in receipt of the memo issued by GSA on March 21st, which will be considered as part of our overall review.

On March 25, 2025, Executive Order "[Protecting America's Bank Account Against Fraud, Waste, and Abuse](#)" was issued. Following an initial review, it was determined that several components of this Executive Order may affect ARC. Notably, the order includes a directive that guidance will be issued within 180 days that directs all non-CFO Act agencies to transition

their transactional financial management services to a single provider that's approved by Treasury. While the specific implications for Federal Shared Service Providers, including ARC, are currently unclear, we are actively working with representatives at Treasury and beyond to review and interpret all components of this order to determine how it will impact ARC's financial management services.

ARC is actively working with representatives at Treasury and beyond to review and interpret these orders to determine if or how it may impact ARC's services in the future.

As we continue our assessment and learn more, we will keep you informed of any updates or decisions.

General
2025 ARC Customer Day Update

Like many federal agencies, ARC is adapting to changes driven by new policies and executive orders. While we are making every effort to minimize disruptions, we have decided to postpone the 2025 ARC Customer Day to a later date, which will be announced in the future. We appreciate your patience as we make the necessary adjustments to continue delivering high-quality service.

General
ARC Leadership and Organizational Updates

As a result of recent ARC leadership retirements, several changes have taken place across the organization at the Executive and Director level. We first want to recognize the departures of the following individuals and thank them for their many years of dedicated service and leadership, **Paul Deuley**, Prior Assistant Commissioner for Service Delivery; **Jackie Pettit**, Director of Financial Management Onboarding and Integration Staff; **Susan Chapman**, Director of Funds Management Division; **Diana Bonnell**, Director of Travel Services Division; and **Monica Allen**, Director of the Division of Business and Project Management.

Paula Corbin (prior Deputy Assistant Commissioner) has stepped into the role of Assistant Commissioner for Service Delivery, with **Dave Muller** (prior Senior Advisor) serving as the Deputy Assistant Commissioner. **Jason Isaacs** is now serving as Director of Travel Services Division. **Matt Hansell** has transitioned from his role as Director of the Employment Services Division to serve as Director of the Division of Business and Project Management. **Tia Shackleford** has assumed leadership of the Employment Services Division while continuing to oversee ARC's HR Systems. Functions from the former Funds Management Division have been realigned to other divisions within Service Delivery.

As ARC continues to undergo leadership and organizational changes, we will share updates as they occur. We encourage you to visit our News and Events page regularly, as new information may be posted outside of our regular monthly bulletin schedule.

General
Application Upgrades Updates

The ARC Technology Divisions want to keep you in the loop for upgrades large and small! The Oracle Application Shared upgrade to version 12.2.13 had a successful Go-Live for Shared customers on March 16, 2025. Mint is pending Go-Live on April 13, 2025. This was a large upgrade which puts ARC on the most modern version, and it is going very well! APEX is also going live on April 13, 2025, for both Shared and Mint. 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 continues 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 9. We hope to target OneStream 9 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.

General
Exploring AI for ARC

ARC continues strategically exploring Artificial Intelligence and automation opportunities. As a part of this effort ARC launched an exciting new team of volunteers dedicated to identifying and implementing innovative solutions aimed at streamlining processes, automating tasks, and solving complex challenges. This initiative, known as the Innovation HUB, will leverage a variety of tools, including existing solutions already in use, as well as exploring untapped capabilities within products we own but have not yet been authorized to utilize. Use cases and tools continue to be evaluated to create efficiencies within ARC!

General
ARC Reporting Solution

ARC is excited to announce that we continue to diligently work on the Reporting Solution project. This initiative is all about making sure every reporting need is thoroughly documented. We are working with SMEs, internal users, and customers to ensure all requirements and feedback are taken into consideration for future reporting tools. So far, the ARC Reporting Team and internal SMEs have gathered and finalized requirements. The most recent effort includes a thorough gap analysis of the current Oracle Business Intelligence (OBI) reporting solution and its upcoming modernized version, Oracle Analytics Cloud (OAC). Results of the analysis are being shared with the ARC Executive Board.

General
oneARC Portal Update

The oneARC Portal Team continues to work diligently on the development of the ARC's web presence, the ARC Website, into The Portal. Upon completion of development ARC asks that you consider being a tester for user experience (UX) coming soon which will allow a first look at the functionality of the newly designed pages and allow you, the customer, to provide valuable feedback. ARC expects customers will be able to start viewing pages as soon as Q3 FY25. Be on the lookout for emails if you have expressed interest in participating. The oneARC Portal Team has also been consuming your much appreciated feedback to address backlog requests. Multiple customer agencies provided input on enhancements and the prioritization of those enhancements. The Team will focus on the following enhancements in this priority order: Automation for AAO Module Assignments, Restricting Authorization Requests, Removing Cancelled Cases from List Views, and Automatic Cancellation of Inactive Requests. 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.

Financial Management
OBI Training

We're excited to announce the upcoming quarterly training opportunities for OBI. If you would like to register for any of the classes, please use the link provided for the class. If you have any questions or need additional information, please reach out to oraclesupportteam@fiscal.treasury.gov.

Viewer Sessions
| June 3 | 9:00a – 12:00a | Register |
| June 4 | 1:00p - 4:00p | Register |

Plus Sessions
| June 3 | 1:00p - 4:00p | Register |
| June 4 | 9:00a - 12:00p | Register |

Financial Management
Disaster Recovery Exercises: Oracle, OBI, and PRISM Applications

ARC will be performing Disaster Recovery exercises with our hosting provider to test the failover from the primary production site to the disaster recovery site. The Oracle Federal Financials, OBI, and PRISM production environments will be unavailable from 6:00pm ET on Friday, June 6, 2025, until 6:00am ET on Monday, June 9, 2025. Customer agencies are encouraged to participate in User Acceptance Testing (UAT) to test connectivity to the affected applications on Sunday, June 8, 2024. Additional communications will be sent to users and testing contacts with more information as the date approaches.

Financial Management
Government Purchase & Fleet Card - Monthly Accounting Update

April 2025

Notable dates

| 04/01/2025	FY25 2nd Quarter Accruals will begin being posted
04/04/2025	April Statement Becomes New
04/15/2025	FY25 2nd Quarter Rebate Reports are received from Citi
04/18/2025	April Statement Auto Close

IMPORTANT INFORMATION

MCC REQUESTS

What is an MCC? It stands for Merchant Category Code. It's a 4-digit code that classifies the type of goods or services a business offers. For government purchase cards, only particular codes have been approved to be used. If by chance a transaction is declined because of an unapproved MCC, you may need to request that it be added. To request that an MCC be added for use for a purchase, please contact CardProgram at CardProgram@fiscal.treasury.gov or if your Agency is managed by an internal AOPC (Agency Organization Program Coordinator), please reach out to them.

COMMON PURCHASE CARD MISTAKES AND HOW TO AVOID THEM

Below are some common mistakes that can happen and how to avoid them. If you ever have a question about something, reach out to our team at AcctgCardProgram@fiscal.treasury.gov. We are always happy to help assist!

- Reallocation by Auto Close - Auto Close happens 10 business days after a Citi Statement becomes new. A transaction can be reallocated and submitted between the date it becomes posted and COB the Auto Close date. The monthly Auto Close date can be found on the 2025 Purchase & Fleet Card Schedule located on the Customer Access Page under Financial Information > Guidance & Reference >Purchase & Fleet Cards.

- Improper Creation of Custom GLs – When creating a Custom GL for use, double check each value selected is correct. Also ensure the description added for the Custom GL will help you quickly recognize it or search for it during reallocation. Please remember that no values should be left blank, and if a value is not needed it should contain the default X's and not dashes ("---"). If a value has dashes, it will cause the transaction to reject when processing into Oracle.

- Double Check Reallocation – After reallocating, always double check that the Custom GL/Accounting String selected is correct.

- Submitting a Reallocated Transaction – After reallocating a transaction, it will still need to be submitted to the Approving Official for Review and Approval. Once reallocated, back on the page for the Statement there are check boxes to the left of all the transactions. Check the

box for the transactions that are reallocated and ready to submit. Then Click the Blue Submit button at the bottom of the page.
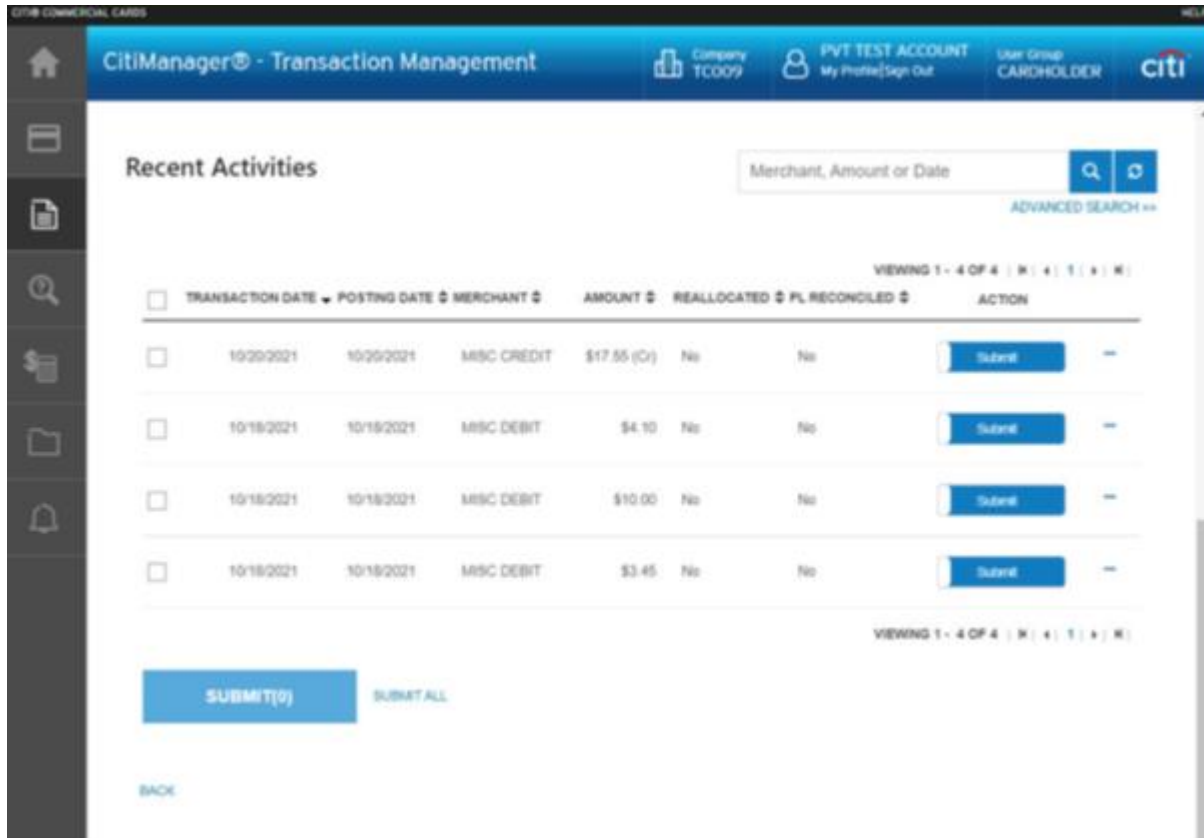
- Deleting Prior Year Custom GLs – After a new Fiscal Year begins, we recommend deleting Custom GLs that contain prior year values unless a charge is still being processed for prior year funding. By cleaning up Custom GLs, it will be easier to find the correct Custom GL while reallocating and less likely to select the wrong string resulting in a later correction request.

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

108
# of Cardholder Statements that Auto Closed in March 2025
(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 <u>and</u> 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 2025 Purchase & Fleet Card Schedule located on the <u>Customer Access Page </u> 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.

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