



# Monthly Bulletin

May 2025

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## Visit our News & Events Site

**Stay up to date on the latest ARC News here:**

[ARC News and Events](#)

## General

### ARC Application Upgrades Update

The ARC Technology Divisions want to keep you in the loop for upgrades large and small! Following the Oracle Application Shared upgrade in March, the Mint instance was successfully upgraded to Oracle Application version 12.2.13 on April 13, 2025. This was a large upgrade which puts ARC on the most modern version. At the same time, ARC's APEX upgrade (for Shared and Mint) also was successfully deployed. 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.

Thank you to all the customers who assisted with testing in preparation for these upgrades! 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 look for Customer Notification emails for actions that you might need to take related to 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.

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## General

### oneARC Portal Update

The oneARC Portal Team is pleased to share important updates regarding enhancements to the Customer Access Pages (<https://arc.fiscal.treasury.gov>) in the oneARC portal. Previously, access to these pages was restricted based on specific internet addresses. However, with the introduction of a new self-registration process and our Salesforce integration with a federated user database called CAIA, we have implemented a more secure and efficient system for onboarding new users. To provide a clearer understanding of this improved process, we have created a brief informational video, which you can view [here](#) by clicking on “Business Hub Single Sign On” near the bottom of the page.

Over the next two months, we will be finalizing the design of the new Customer Access Pages and look forward to unveiling them soon. As always, we value your feedback, and we encourage you to share your thoughts. Be on the lookout for invitations in early June to preview these exciting updates. In addition, we are preparing to launch our first customer enhancement: automation for AAO Module Assignments. This enhancement will soon enter the development cycle for the oneARC Workflow portal. We appreciate your continued engagement and encourage you to send any feedback or enhancement requests to [onearcnotifications@fiscal.treasury.gov](mailto:onearcnotifications@fiscal.treasury.gov).

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## General

### ARC AI Exploration & iHub Update

ARC is making exciting strides in Artificial Intelligence and automation! ARC is actively exploring opportunities and evaluating several functionalities within its existing application base. PRISM Ally, a Chat Assistant integrated into the PRISM Procurement Application, along with Salesforce Chatbots, are undergoing testing and progressing through Governance to secure necessary approvals. Updates will be shared as implementation plans take shape. Meanwhile, the ARC InnovationHub (iHub), a volunteer-driven initiative continues to progress. This team is dedicated to identifying and implementing groundbreaking solutions, streamlining workflows, automating tasks, and tackling complex challenges. They've already begun assessing innovative submission ideas and have successfully delivered two efficient solutions in ARC's Vendor Supplier and Development areas. Stay tuned for more transformative updates!

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## Financial Management

### Government Purchase & Fleet Card - Monthly Accounting Update

**May 2025**

#### Notable dates

|            |                           |
|------------|---------------------------|
| 05/04/2025 | May Statement Becomes New |
| 05/16/2025 | May Statement Auto Close  |

#### IMPORTANT INFORMATION

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## DAILY REALLOCATION AND SUBMISSION AVAILABLE

As a reminder, transactions can be reallocated and submitted for Approving Official approval as soon as they post to your purchase card. If a Cardholder is out of office or unavailable for reallocation, Approving Officials are able to reallocate and submit transactions in place of Cardholders.

## GSA SMARTPAY TRAINING

Citi offers virtual and on-site A/OPC training at no cost to agencies. The Citi Training Series website (link below) will list the schedule of upcoming instructor led webinar sessions. To register, log into CitiManager® and access the Citi® Learning Center from the Web Tools tab.

To allow time to login, classes are scheduled to open 15 minutes prior to the actual session start time. All training participants must have CitiManager® access. A list of all participants, with their CitiManager® Username and CitiManager® e-mail address, is required to secure your training date(s).

Please see the following training website for more information:

<https://www.citibank.com/tts/sa/gsa/training/index.html>

Here's a Description of upcoming courses:

| Class                            | Location    | Description  |
|----------------------------------|-------------|--|
| GSA CitiManager                  | Virtual     | This high-level overview of CitiManager includes: basic navigation, reviewing statements and transactions, managing user access, and resources. Not all functionalities may apply to your agency's individual set up.  |
| GSA CitiManager Reporting Basics | Virtual     | This class provides a basic overview of the CitiManager: Reporting system. This includes basic navigation, running a standard report, completing basic edits to the report and subscribing to a report so it will run automatically in the future.   |
| GSA OLA/M & BOLA/M               | Virtual     | This class reviews the CitiManager Online Application/Maintenance and Bulk Online Application/Maintenance process in detail to include: setting up a new passcode, uploading a supervisor list and the approval process. This class will also demonstrate how to perform routine online maintenance such as closing an account and increasing the credit limit in CitiManager. Not all functionalities may apply to your agency's individual set up. |
| GSA Transaction Management       | Virtual     | This class provides an overview of the new transaction management feature. Topics that will be covered will be how to add maintain general ledger codes and how to apply them at both the Account and Hierarchy level. Not all functionalities may apply to your company's individual set up.  |
| GSA What Your Cardholders Can Do | Virtual     | This high-level overview of CitiManager includes: viewing online statements, go paperless, set up payment accounts and add alternate user. Not all functionalities may apply to your company's individual set up.  |
| In Person CitiManager End-to-End | Norfolk, VA | Training consists of an 8-hour hands-on classroom session with intermittent breaks, and including a one-hour scheduled lunch. Participants will learn the basics of operating and navigating CitiManager, Transaction Management, and CitiManager Reporting.   |

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|  |  | All participants are encouraged to interact with our Training Specialists and fully participate in classroom discussions. This course will cover basic Citibank Reporting - including scheduling reports and report editing. We will also cover card management functions, including card activation/deactivation, opening and closing accounts, account transfers, credit and cash limit maintenance and a host of other functions. |
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(information from the FY Q2 2025 GSA SmartPay newsletter)

## **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](mailto:onearcnotifications@fiscal.treasury.gov) or (304) 480-8000, option 8.

### **AUTO CLOSE**

|  |
|--|
| 42   |
| # of Cardholder Statements that Auto Closed in April 2025<br>(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 2025 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](mailto:AcctgCardProgram@fiscal.treasury.gov).

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



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