



2022 ARC Customer Day

Expert Service Delivery and Year End Guidance

12:30 - 2:00 PM ET



Michelle Yanok

Branch Manager, Fiscal Accounting



I have worked in ARC for over 20 years providing services to customers. I'm still impressed today by the level of the commitment of ARC staff to deliver outstanding customer service.



2022 ARC Customer Day

Strong Foundation, Reaching for New Heights

Wednesday, May 11 | 8:00 AM - 4:00 PM ET

Session 1	Session 2	Session 3	Session 4
ARC Today and Into the Future	Strategic Partnership: Getting the Most from ARC Services	Expert Service Delivery and Year End Guidance	"Ask Me Anything" with ARC Leaders
8:00 AM – 9:00 AM ET	10:00 AM – 11:00 AM ET	12:30 PM – 2:00 PM ET	3:00 PM – 4:00 PM ET
<i>Join Treasury and ARC executives for an engaging panel about what's to come for ARC</i>	<i>Learn more about how we're working alongside customers to create new value</i>	<i>Learn how ARC is operationalizing new ways of working that better support you</i>	Meet and engage in an interactive Q&A session with ARC leaders and service line experts

https://arc.fiscal.treasury.gov/about-arc/news-and-events/

A FEW NOTES

- We want to hear from you! Please send your questions through the "Questions" tab on GoToWebinar panel.
- Today's presentation is available as a "Handout" through your GoToWebinar panel.

- Your feedback is important to us. Please complete our post-webinar survey.
- Today's sessions will be recorded and posted at <u>arc.fiscal.treasury.gov/about-arc/news-</u> <u>and-events/</u>.



Marisa Anthony

ARC Assistant Managing Director Service Delivery



My focus is on delivering modern and effective products and services to ARC customers. In my new role, I will build lessons learned into our strategic planning to ensure we deliver best-in-class services.

Your ARC Experts for Session #3





Making Hiring Work For You: How USA Staffing Onboarding is Streamlining the Hiring Experience + Year End Guidance

Tia Shackleford

USAS Phase I implementation

- Staffing Module
- Completed for ARC HR customers in 2021

USAS Phase II implementation

- Onboarding Module
- Currently transitioning ARC HR
 customers
- Phased implementation approach in four (4) waves



Background

USA Staffing Onboarding (USAS)

What is Onboarding?

USA Staffing's Onboarding Features





Highlights

USAS Onboarding

Full Integration

Fully integrated with USAS Staffing with shared sign-on for easy use.

Turbo Tax Feel

Guides New Hires through simple questionnaires that automatically populate a wide array of forms

Interconnectivity

Transmits directly to eOPF; Interfaces with HR Connect and Selective Service

E-Signatures

Document Uploads

Allows New Hires and HR Users to e-sign eligible forms Allows New Hires and HR Users to upload documents

USAS Phase II Implementation Timeline

Cutover to the USAS Onboarding Module will be determined by when a selection is made by the hiring manager.



Reporting Functionalities

- USA Staffing provides both standard reports and ad hoc reporting capability, exclusively through the business intelligence tool Cognos.
- Standard reports on new hire information, forms, transmissions, and time to hire are available, and new reports are continuously being added.
- Ad hoc reporting is supported on both transactional and warehouse data structures, giving users access to either real time data, or faster report execution on data loaded nightly, whichever is more appropriate.
- Both standard and ad hoc reporting capabilities allow for tabular reporting and integrated visualization.
- Automated reporting using Cognos is also available through an application programming interface (API).

New Hire Questionnaire

Help Center 📮	Contact Us		Log
Office of t Human Ca	he Chief pital Officer	Onboarding Progress 15% Position Title: Accountant Pay Plan-Series-Grade: GS-0511-13 Duty Location: Jacksonville Beach, Florida	
Task Details			O = Incomplete
Due Date	Task Name		
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Preview Notification Email

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Previewing notifi	The Administrative Resource Center (ARC) Benefits Staff at the Bureau of the Fiscal Service is pleased to be assisting em received confirming your appointment directed you to the <u>USA Jobs</u> site where you were given instructions for completing The attachments provided are to assist with your benefit elections. You may find it helpful to retain this email for future refer • Benefits Information - Provides important information and deadlines for eligible benefits • FEHB Family Member Eligibility Documents - Provides a list of acceptable documents for establishing family memi Please feel free to contact the Benefits Service Center at Benefits@fiscal.treasury.gov or 1-866-868-4357 (toll free) if you f needs. cation for New Hire	the on-boarding process. rence. ber eligibility for FEHB coverage.
		FEHB Family Member Eligibility Document
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New Hire Forms/Tasks

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Assignments D' Questionnaires					
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NEO Coordinator Tasks

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Stay Informed and Involved.

HR will be contacting you with training and implementation news.



Learn More About USAS Onboarding

- Tia Shackleford
- 304-480-8363
- 🖂 Tia.Shackleford@fiscal.treasury.gov



Year End Reminders

Human Resource Management

HR End-of-the-Year Reminders



Open Season

Make changes, enroll, cancel your FEHB/FEDVIP benefits.

2022 Open Season will run from November 14, 2022, through December 12, 2022. Make any applicable adjustments annually to account for changes in annual contribution limits.

TSP



Pay & Deductions

Verify your leave and earnings statement to ensure any adjustments in pay or deductions are accurately reflected. Review beneficiary designations since personal situations may have changed

Beneficiary



ARC HR Notices

Share HR notices with your employees timely.

Notices that reference fiscalyear activity (Pay Period 20) and year-end activity (Pay Periods 25 and 26) are particularly important.

Lead • Transform • Deliver



ETSNext: The Next Generation of E-Gov Travel Service + TMC Staffing Notes + Year End Guidance

Susan Crouser

E-gov Travel and Expense (ETS) Next Generation solution (ETSNext)

The government is preparing to deliver the next iteration of an end-to-end travel and expense service. ETSNext will replace the current ConcurGov travel system (ETS2 contract). The current ETS2 contract will expire June 3, 2027.

• **GSA's Vision:**

• To broker partnership with industry & agencies to acquire and deliver a single enterprise, centrally-delivered travel and expense (T&E) end-to-end service that meets government-wide T&E Core and Optional Services needs.

• GSA's Objectives:

- Transition Seamlessly to New T&E Services
- Streamline Travel & Expense Services
- Offer Data-Driven, Transparent Service Model Performance
- Measure Sustainability



ETS Marketplace Offerings



ETSNext Timeline



ARC Travel's Response to Contract Change

Transitioning ARC Customers



Stay Informed and Involved.

Attend Travel Service Division quarterly ConcurGov User Group meetings and watch your email box for future ETSNext communications.



Learn More About ETSNext

- 📥 Susan Crouser
- 304-480-5568
- Susan.Crouser@fiscal.treasury.gov

Travel Management Center Staffing Notes

Due to the pandemic, the Travel Management Centers (TMC) had to reduce their staff due to low travel volumes.

Now that travel is increasing, the TMCs are in the process of re-staffing their Help Desks and providing refresher training to all agents.

The TMC training process could result in longer hold times with the TMC's or an increase in agent errors and reservation issues.

ARC Travel Services is working diligently with the TMCs to address any issues as they arise – and where necessary – make any corrections without charging additional fees.

Travel Management Center Staffing Notes





Year End Reminders

Travel Management

End-of-the-Year Travel Activity





Increasing Shared Success: Procurement Strategies to Start the Fiscal Year Off Right

Brian Cooper

Procurement Services

How ARC Customers Can Help

Starting the Year Off Right!

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Engage	Finish	Confirm	Encourage
Engage early and often to ensure preparedness	Complete budget submissions for FY23 as early as possible.	Ensure we have current point of contacts for issue resolution Sept. 30 and Oct. 1	Encourage moving actions away from 10/1 cycle

How ARC Will Help You

Starting the Year Off Right!

Ensure	Monitor	Update	Sharing
Ensure work schedules of key staff are positioned for success	Monitor budget approval efforts	Update procedures to mitigate statutory violations	Collaborate and Share updated procedures

Benefits of Transitioning Off the 10/1 Procurement Cycle

- Alleviates continual budget constraints
- Enables customer acquisition planning flexibility
- Levels workload capacity for customers and procurement

ARC Can Help Transition Your Contracts

- ARC will provide the necessary support on efforts to transition actions to a different cycle
- ARC can assist customers over next Fiscal Year in staggering 10/1 actions



Consider the Benefits

Transition off the 10/1 Procurement Cycle



Fiscal Year End Guidance

Procurement Management

Procurement End-of-the-Year Process

Beginning late July/early August





ARC sends reports to each customer – agency budget liaison or POC to review

ARC and its customers reconcile reports on an ongoing basis

End result = less work during year end
Lapse Planning

Defined

Lapse Planning is the preparation for a lapse in funding at the beginning of the following Fiscal Year (government shutdown)

Purpose

For each customer agency (Treasury and non-Treasury) to perform a review, and confirmation, of the excepted activity codes





Lapse Planning

It all begins with the initial purchase request.

Statement Codes Include lapse funding **Ensure Excepted** statements in all Activities code on the

purchase request is accurately submitted

Notification

clause packages.

Notify contractors of any potential government shutdown

Status

https://www.fiscal.trea sury.gov/doingbusiness-with-fiscalservice/updates.html

Lapse Funding Notification

Status & Necessary Action(s) Required By Contractor

https://www.fiscal.treasury.gov/doingbusiness-with-fiscalservice/updates.html



Bureau of the Fiscal Service > Doing Business with Fiscal Service > Updates

Updates

Status of Fiscal Year 2022 Funding

On March 15, 2022, the President signed H.R.2471, "Consolidated Appropriations Act, 2022" which provides funding for the federal government through September 30, 2022.

Submit Your PR Packages on Time

Achieving success together



Stay Informed and Involved.

Be proactive for FY2023!



Learn More About Procurement

- Brian Cooper
- 304-480-7173
- Brian.Cooper@fiscal.treasury.gov



We've Got You Covered: Meeting the G-Invoicing Mandate + Year End Guidance

Joel Erb

G-Invoicing Mandate

Required for All Federal Agencies*

Implementation by FY2023 (Oct 1, 2022) for New Orders

Implementation by FY2024 (Oct 1, 2024) for In-Flight Orders Office of Technical Assistance

Log Out

More Financial Management
Human Resources
Procurement
Travel
Application Support Help
Q

Interview

G-Invoicing

The new G-invoicing system will be the front-end application for users to originate Intra-governmental Buy/Sell transactions and will manage the receipt and acceptance of General Terms and Conditions (GT&C) agreements, orders and invoices. G-Invoicing is a solution for increasing efficiency and transparency across all agencies government-wide, as well as minimizing differences and future risks on Buy/Sell transactions. For additional information regarding the G-Invoicing initiative please visit the following link: https://www.fiscal.treasury.gov/g-invoice/

For guidance on how to approve a GT&C, please follow along with the Initial and Final Approver interactive tutorial. *

For guidance on how to approve an Order, please follow along with the Funding and Program Official Approver interactive tutorial. *

*TFM Chapter 4700 – Appendix 8 (Published June 2021) Mandates that all Federal Program Agencies (FPAs) who process IGT Buy/Sell transactions must implement G-Invoicing

Lead • Transform • Deliver

About ARC

Services



We're Working to Ensure Compliance for Our Customers

ARC has a team dedicated to assisting and administering customer accounts to ensure compliance with the G-Invoicing mandate.

Benefits of G-Invoicing

Long-term solution for agencies to manage their intragovernmental (IGT) buy/sell transactions



Solution

Reduce IGT Differences

Repository

Central Repository for Interagency Agreements (IAA)

Transparency Communication

Increased Transparency During IAA Process

Encourages Communication Between Agencies

Standards

Sets Standards For Interagency Agreements

Streamlines

Allows For Increased Use of Automation

G-Invoicing (Buy/Sell) Transaction Process

- Communication with federal trading partners to identify summary level agreement information
- There are no accounting events, this is more of a handshake for future products/services

Initiation and General Terms and Conditions (GT&C)

Order

- Identify statutory authority
- Agree on the accounting terms
- Identify product requirements
- Document TAS/BETC
- Create fiscal obligation

- Goods and services are performed and delivered
- Document the exchange of goods/services
- Record invoices
- Record accruals

Performance and Receipt/Acceptance

Funds Settlement and IAA Closeout

- IPAC generated
- Record payment/collection and deobligation if required

ARC's Approach

Customers Will Meet the FY 2023 Mandate on Day 1



This is an intra-governmental initiative and our trading partner's compliance is both critical and out of our control, but **ARC customers will be ready**.

Stay Informed and Involved.

Continue working with your trading partners and attend all training events and drop-in sessions. Sign-up here!

ARCGINV@fiscal.treasury.gov



Learn More About G-Invoicing Mandate

💾 Joel Erb

304-480-5279

🖂 Joel.Erb@fiscal.treasury.gov



Year End Guidance

Financial Management



ARC's FM Year-End Close Memo

Your guidance for closing the books on FY2022.

Comprehensive

ARC's *Financial Management Year-End Close Memo* provides far-reaching and essential information.

Governmentwide

Memo provides governmentwide policy, dates, references, tasks, and other key information to be successful.

Resources

Memo is prepared using multiple federal resources:

- OMB Circulars A-11 & A-136,
- Treasury Financial Manual,
- GTAS Schedule,
- Schedules from payroll service providers (GSA, IBC, NFC, & DFAS), and
- Treasury AFR Financial Reporting Timeline.

Availability

Memo is <u>only</u> for ARC Customers and available mid-July through early-August on arc.fiscal.treasury.gov within your Customer Access Pages.

Benefits of the Accounting Year-End Close Memo

The Year-End Memo guides financial managers through the close of the current fiscal year



Memo At-a-Glance

	Administrative Resource Center Bureau of the Fiscal Service			Customers begin preliminary review of ope Submit outstanding accounts receivable in Canceling fund payments are due to ARC	voices for fiscal year 2016 funds	08/31/21 09/03/21 09/19/21	
Includes the	2021 Accounting Year-End Close Men	no to Customers		Submit all write off requests of outstanding Manual payroll accruals for performance a	accounts receivable invoices nd special act awards, and non-routine overtime.	09/10/21 09/17/21	List of Key
Latest Guidance	Deposits Review of Open Obligations/Expense Accruals Purchase Card Accruals			Non-payroll expense reclassifications due IPAC requests due from customers.	(rom customer.	09/17/21 09/17/21 09/17/21	Dates
	Revenue Accruals Accounts Receivable Non-Payroll Expense Reclassifications	 DATA Act For Non DHS, Non Treasury Agencies, generated at the close of GTAS on Oct be reported to necessary reporting syst 	ober 18. All contrac ems prior to first clo	ts and grants should se; this will ensure all	Tiget and dep men opportunes	09/20/21 09/24/21	
	Cancelled Year Authority Year-End Reports Commitment and Contingencies	data is included when the files are gene maximum match rate. All files and reco agency review no later than November back to ARC no later than noon Novem	nciliations will be po 1. Certification from	sted to MAX for		09/24/21 09/24/21 09/24/21	
	<u>New Year Reminders</u> <u>Negative Cash (FBWT) Guidance</u> <u>Pavroll</u> Pavroll Svstem Generated Accruals	DHS Agencies should expect to see file later than October 19. Component ager statements by Oct 26.			dgetARC@fiscal.treasury.gov	09/28/21	
Links for Quick Reference	Manual Payroll Accruals Payroll Corrections DATA Act	Treasury agencies should expect to see TIER close October 14 and the Award file is due October 14. We will be working with the accountants to ensure files are being ran and cross verified in the days prior to these due dates. Tentatively, agencies could expect to see files posted on MAX on or by October 14.			Noon	09/30/21 09/30/21	
	PRISM Support Help Desk Summary of Key Dates	Corrective Actions will be generated an assurances due back to Treasury by No	d disbursed by Nov		OB for any inovices approved on 9/30 2016) and unobligated balances in <u>permanent</u>	09/30/21 10/01/21	
	IPACs The September accounting period will close any Treasury Account Symbols in Fiscal necessary, by the deadline of October 5. IF	Pag	e 7 of 9		tby COB	10/01/21 10/01/21 10/04/21 10/04/21	
Organized by	September 17. IPAC approvals should be re on September 30.				on October 18, 2021. GTAS Expenditure TAS request.	10/15/21 10/18/21 10/18/21	
Organized by Transaction or Task	Deposits The September accounting period will close any Treasury Account Symbols in Fiscal	Prism Support Help Desk The PRISM Support Desk will be ext	endina its hours a	f operation to support	ents based on Final TIER submission. agency from ARC.	10/18/21 10/19/21	
	necessary, by the deadline of October 5. De 24. All supporting documentation and accou September deposit tickets should be rece September 24. If any subsequent dep	PRISM actions during year-end. The P	PRISM actions during year-end. The PRISM Support Team can be contacted via phone or email <u>PrismSupport@fiscal.treasury.gov</u> for the following dates and			10/19/21	
	documentation received through Noon on 0 business day. Please provide timely docum posted.	Day Date Saturday 09/25/20 Sunday 09/26/20		pm EST	harepoint. DHS posted to MAX for customer review.	10/26/21 10/29/21 11/01/21	PRISM Support
	*Travel also issues Year End guidance that can be found on	Monday 09/27/20 Tuesday 09/28/20 Wednesday 09/29/20	21 7am-8 21 7am-8 21 7am-9	om EST om EST om EST	R application. ROR ssurance statements to ODCFO.	11/05/21 11/05/21 11/12/21	
Lead • Transform • Deliver		Thursday 09/30/20	21 7am-9	om EST	ion Due to ARC.	11/15/21 11/15/21	

Summary of Key Dates

Negative Cash

Agencies may not disburse an account into a negative cash position, which has been determined to be a violation of the Antideficiency Act.

The requirement is found in the OMB circular A-11, which addresses the Preparation, Submission, and Execution of the Budget (section 145.2 and section 20.10).



Stay Informed and Involved.

Keep an eye out for the Year-End Memo on the Customer Access Page. Send your questions!

FM.Customer.Care.Communications@fiscal.treasury.gov





Moving the Needle: Modernizing Financial Reporting with OneStream

Benjamin Sandy

What is OneStream?

A comprehensive cloud-based financial reporting solution

OneStream Helps You Prepare:

- Financial statements
- Footnotes
- Data validations
- Reconciliations:

Tie Points (budgetary to proprietary) RCM (sub-ledger)

ONESTREAM XF OneStream XF Cloud Production S	admin	i.bsandy, GSM_PROD (http	s://onestream.fiscal.treasury.gov	'onestreamweb)	£	2	0.8) n	
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á	s 20)22	2021						
Assets:		5,714,987.57	11,255,451.13						
Intragovernmental:									
Fund Balance with Treasury (Note 2)		5,203,522.89	11,066,703.83						
Advances and prepayments		200,000.00							
Total intragovernmental		5,403,522.89	11,066,703.83						
With the public:									
Accounts receivable, net (Note 3)		250.88	7.91						
General property, plant, and equipment, net (Note	4)	311,213.80	188,739.39						
Total with the public		311,464.68	188,747.30						
Total assets		5,714,987.57	11,255,451.13						
Liabilities (Note 6):									
Intragovernmental:									
Accounts payable		91,610.22	186,908.91						
Other Liabilities (Note 7)		48,561.37	40,023.77						
Total intragovernmental		140,171.59	226,932.68						

OneStream Timeline



Improved Data Validations

More standardization across branches and customers

Confirmation rules are analyzed at both the fund level and totals

Financial statement and foot validations (analyzing bot rounded & unrounded dat

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Built-in Review Processes

All top-side adjustments require approval by Supervisor in system

All activity is logged with time stamps

Allows for better oversight and control of what data is flowing into statements

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- ABA 2980 GR Correction		Scenario	Actual	
ABA 4221 Fed/NonFed Cor		Time	2022M3	
		Originating Journal Template	ABA 4221 Fed/NonFed Correction	
		Originating Journal Template Type	Standard	
	E	3 Status		
•		Journal Status	Posted	
Search 👼		Created User	MBEEGLE, 1/7/2022 1:43:54 PM	
🖌 🗌 🚥 Journals		Last Edited User	MBEEGLE, 1/7/2022 1:43:54 PM	
□ 🗸 ABAJE22OS004 🚺		Last Applied Template User	MBEEGLE, 1/7/2022 1:43:54 PM	
-		Submitted User	MBEEGLE, 1/7/2022 1:44:00 PM	
		Approved User	DGATHMAN, 1/12/2022 8:10:55 AM 3	
		Rejected User		
		Posted User	MBEEGLE, 1/12/2022 8:30:28 AM	
		Unposted User		

All Users Have Assigned Roles

All users are assigned specific roles that are tailored for their job responsibilities:

- Accountant
- Supervisor ٠
- Super-User
- System Administrator
- Customer •

Accountant User

OnePlace Application ★ Tools Spreadsheet Accountants or Supervisors cannot modify financial statements or footnote crosswalks (Only 'Super User' role can edit crosswalks and reports.) Example #1	OnePlace Application System • Cube • State Dimensions • Workflow • Workflow • Workflow • Workflow • Workflow • Workflow • Workflow • Workflow • Workflow Profiles • Workflow Questions • Data Collection • Data Collection • Data Sources • Carasformation Rules • Form Templates • Journal Templates • Journal Templates • Books • Expectation • Books • Cube Views • Dashboards
Only Supervisors can approve top- side journal entries Example #2	 ▲ → Tools ■ Data Management ■ Spreadsheet

Super-User

Upgrade to OneStream Version 6.6



Scheduled deployment on **June 24**

What You Can Expect

- New Single Sign-On (SSO) options align with the Bureau of Fiscal Service's SSO strategy
- Compatibility with Microsoft Edge
- Streamlined subledger to general ledger (RCM) reconciliation navigation
- Adds extensible document functionality that provides greater flexibility in configuring financial reports and combining them into a financial reporting package

Stay Informed and Involved.

Keep an eye out for more information about OneStream.



Learn More About OneStream

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- 304-480-7466
- Benjamin.Sandy@fiscal.treasury.gov

Your ARC Experts for Session #3





2022 ARC Customer Day

Strong Foundation, Reaching for New Heights

Wednesday, May 11 | 8:00 AM - 4:00 PM ET

Session 1	Session 2	Session 3	Session 4
ARC Today and Into the Future	Strategic Partnership: Getting the Most from ARC Services	Expert Service Delivery and Year End Guidance	"Ask Me Anything" with ARC Leaders
8:00 AM – 9:00 AM ET	10:00 AM - 11:00 AM ET	12:30 PM – 2:00 PM ET	3:00 PM – 4:00 PM ET
<i>Join Treasury and ARC executives for an engaging panel about what's to come for ARC</i>	<i>Learn more about how we're working alongside customers to create new value</i>	<i>Learn how ARC is operationalizing new ways of working that better support you</i>	<i>Meet and engage in an interactive Q&A session with ARC leaders and service line experts</i>

https://arc.fiscal.treasury.gov/about-arc/news-and-events/





Thank You

(<u>304</u>) <u>480 - 8000</u>

- ☑ arcsupportdesk@fiscal.treasury.gov
- https://arc.fiscal.treasury.gov/
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