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**ARC Monthly Bulletin September 2016**  
*Valuable information for ARC's customers*

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**HEADLINES**

**Financial Management Services:**

1. Cancelling Funds in FY16
2. FY17 BOC Listing
3. 2016 Year-end Memorandum
4. Year End Award Accruals
5. Oracle Discoverer Training

**Procurement Services:**

6. PRISM Requisition and Buyer Refresher Training

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**FULL STORIES**

**1. Cancelling Funds in FY16**

During the months of August and September our accountants will perform preliminary reviews of annual and multi-year appropriations that will cancel at the end of FY16.

Accountants will be working with processing and customers to ensure all open items are cleared before year end and the closing of the Treasury Appropriation Fund Symbol. Customers should review open items that utilize funding from cancelling appropriations and communicate necessary changes to ARC POC's in a timely manner. Customer Care Accountants are available to answer any questions you may have regarding cancelling funds.

For additional information, contact Damon Wren at 304-480-7166 or [Damon.Wren@Fiscal.Treasury.Gov](mailto:Damon.Wren@Fiscal.Treasury.Gov).

**2. FY17 BOC Listing**

The 2016 OMB Circular A-11 has been released, and our Budget group has made the appropriate updates for the 2017 Budget Object Class (BOC) listing. The FY17 BOC listing has now been published on the customer web pages.

For additional information, contact Bethany Myer at 304-480-5369, Sara Negley at 304-480-7170, [BudgetARC@Fiscal.Treasury.Gov](mailto:BudgetARC@Fiscal.Treasury.Gov) or [HUDBudgetARC@Fiscal.Treasury.Gov](mailto:HUDBudgetARC@Fiscal.Treasury.Gov).

**3. 2016 Year-end Memorandum**

Our accounting services personnel recently distributed the 2016 year-end memorandum, which identifies the relevant activities that both ARC and your agency will need to perform to ensure an efficient year-end close. The information contained in the memo will include documents to be provided and dates for which they will be due. The memorandum is placed on your ARC customer page ([https://arc.publicdebt.treas.gov/customer\\_access\\_pages.htm](https://arc.publicdebt.treas.gov/customer_access_pages.htm)) and is accessible by clicking on the "Accounting Information" link under "Accounting Services".

For additional information, contact Damon Wren at 304-480-7166 or [Damon.Wren@Fiscal.Treasury.Gov](mailto:Damon.Wren@Fiscal.Treasury.Gov).

#### **4. Year End Award Accruals**

As the end of FY16 quickly approaches, please keep in mind the items below when requesting accruals for awards.

According to [OMB Circular A-11, Section 20.5\(b\)](#), cash awards become an obligation at the time they are payable to the employee, not when they are earned. Therefore, cash awards are to be expensed by the fiscal year appropriation in which they are approved, not earned.

In order to legally accrue an award, it must be specifically identified by individual and amount and approved by September 30. Approvals of awards are accomplished by entry and approval in an electronic system such as HR Connect or by physically signing a document.

When requesting award accruals, send either signed documentation with approval of the awards or a certification statement that the award accrual is in compliance with appropriation law.

For additional information, contact Karen Marks at 304-480-7144 or [Karen.Marks@Fiscal.Treasury.Gov](mailto:Karen.Marks@Fiscal.Treasury.Gov).

#### **5. Oracle Discoverer Training**

We provide Oracle Discoverer refresher training to assist our customers in their efforts to effectively transition newly hired staff and meet other potential training needs. This training is provided to our customers at no additional charge. We will conduct Discoverer training sessions October 18-20, 2016 in Washington, DC. All current Discoverer users will receive information, via email, about how to sign up for the classes.

For additional information, contact Oracle Support at 304-480-8000 (Option 3) or [OracleSupportTeam@Fiscal.Treasury.Gov](mailto:OracleSupportTeam@Fiscal.Treasury.Gov).

#### **6. PRISM Requisition and Buyer Refresher Training**

We provide PRISM Requisition and Buyer refresher training to assist our customers in their efforts to effectively transition newly hired staff and meet other potential training needs. This training is provided to our customers at no additional charge. We will conduct PRISM refresher training sessions October 18 through October 20, 2016 in Washington, DC. All current PRISM users will receive information, via email, about how to sign up for the classes.

For additional information, contact PRISM Support at 304-480-8000 (Option 2) or [PrismSupportTeam@Fiscal.Treasury.Gov](mailto:PrismSupportTeam@Fiscal.Treasury.Gov)

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