Intragovernmental Transactions Working Group
Meeting Minutes
January 9th 2018

Thanks to everyone for joining the ITWG meeting, we had a great turnout with 224 lines connected.

Alex Abshire provided an overview of the agenda for the ITWG meeting. He shared that Keith Jarboe would be covering G-Invoicing 2.1 Overview and George Pierce will introduce the steps to prepare for Onboarding to G-Invoicing.

Keith Jarboe began by stating that release 2.1 for GT&C's is on target for March 26th 2018.   He added this is a significant step for our team and has involved a lot of work; everyone's feedback have helped us achieve the target. Work still continues to ensure the process is efficient for users in the system, we continue defining FIDS, and working on the GT&C functionality.

George Pierce noted from slide 5 that G-Invoicing has been updated to support drafts in two different options: One option is as an Internal Draft that will remain in the initiators task list until they are ready to share with their trading partner, this will allow for the initiator to update a draft before it is shared. The second will be a GT&C Shared Draft by the initiator for their trading partner to review and update.

Additional GT&C roles have been added for the Creators and the Approvers. Approvals will have an additional signature block for the Requesting and Servicing agencies. This includes a block for the Initial Approver and another block for the Final Approver for both trading partners.

George discussed there will be a list of active partners ALC's maintained on the Fiscal Service G-Invoicing Web page, this will provide a place to view if your trading partners are in G-Invoicing. The bullpen will provide agencies in different stages on their account set up for onboarding their GT&C.

Marine Corps asked if there was going to be a print functionality availability within the application? There is going to be a period of time where agencies are in and some are out of the system. While this transaction takes place, a paper form will still be used to pass along data and continue through the transactions. In addition asked if G-Invoicing will provide the ability to print off an updated 7600 paper form from G-Invoicing with their trading Partners data so the agencies would not have to enter this data manually at the GT&C level and then turn around and enter it on the paper form. George Pierce stated there is a print functionality available but it simply prints the GT&C as shown on the screen, not in a form type. Once all GT&C's are approved there is a print functionality in G-Invoicing.

Please note that it was mentioned uploading a GT&C, there is not currently a GT&C upload. It was referring to agencies entering their GT&Cs into G-Invoicing.

CDC asked if everyone has to be in G-Invoicing March 2018? The answer is no, that is only the completion date of 2.1 GT&C release. This release opens the doors for agencies to onboard and begin the G-Invoicing process. Everyone doesn't have to join, but this March date is the big milestone for agencies to start onboarding and encourage the agencies to take this step.

Christine from the Army asked if some trading partners may be slow for those in the bull pen will they be looked at negatively? Keith responded there is not a Government Wide tracking or metric onboarding, would most likely be internal guidelines. We are not going to hold onboarding against agencies, but we do encourage agencies to join and begin the process.

George continued on slide 8 reviewing other updates. The User Manager field was added, the field will be a required as a standard going forward because required for the annual review. The information in the User Manager field is needed to verify access.

Multiple accounts were updated so that one user can be tied to multiple accounts, and a user will also be able to have Admin access across multiple accounts. These updates are not something that every agency will utilize.

Keith covered slides 9 & 10 noting that Treasury Support is still working through FIDS, functionality and settlements. There are more discussions needed surrounding the topic. We will continue to work through with the surveys, the IGT mailbox, and other avenues.

"Office Hours" are being established and will provide another outlet for folks to come together into discussions and leverage onboarding access for releases.

George shared what can be done over the next few months for agencies to prepare for GT&C in G-Invoicing. A first step would be reviewing the materials provided on the G-Invoicing website and meeting information, then identifying your stakeholders and rolling out change management to trainers, end users, and all folks involved. Start building up your GT&C repository.

Ed Gramp GSA asked about finding your trading partners, are people to look in G-Invoicing to find their partners? Will it be locatable by office? He stated that GSA has dozens of offices that have teams that handle orders in 11 regions. Wondering how to find the trading partner to locate the right office. The people they work with now currently know the phone numbers and names of who they need to contact. George responded they can reach out on a more granular level and the implementation team will be working with the agencies to build out a hierarchy model with your trading partners.

Ed added they had a need for a lower level office identifier. Robert Mattison added as they work with agency onboarding continues we will look at items such as GSA Fleet, and ensure appropriate levels. Ed stated the buyers currently know their GSA contact.

Dave from DFAS asked how will the trading partner be organized? GT&C clarifies Organization by trading partner, the focus is getting prepared before entering agreements. Agencies have a current process and can look at their processes and figure how to map. Then will align the bridge gap between the two.

Slide 12 The first group of folks will be trained and can support the others as they begin using G-Invoicing. In addition, there will be information on the G-Invoicing website and several avenues for assistance.

Ed Gramp GSA asked if there were only two signatures for a trading partner, because if they buy from themselves and the provider for others can only two sign, some of their GT&Cs have five signatures? Each GT&C must have 2 approvals by each trading partner to be approved. Each trading partner may have as many users as they want within their organization to be approvers, but 2 signatures must be on each GT&C.

Melanie asked if the agency approvers have to be different or can the initiator and the manager approve both? Robert Mattison stated that one person can sign.

The next meeting will be in February.

There will be no survey monkey questions this month.

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