Intra-governmental Transactions Working Group (ITWG)

December 14, 2021

Today's Agenda

- Tentative ITWG Schedule
- Program Updates
- In-Flight Orders
- 7600EZ Overview
- Office Hours
- Progressing Towards the G-Invoicing Mandate

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Tentative ITWG Schedule

✓ Oct 12 – Program Updates, Post-Mandate Work, Agency Accomplishments, Progress towards the G-Inv Mandate, Knowledge and Training Offerings, Office Hours, User Recert, PIV/CAC, October Survey

✓ Nov 9 – Program Updates, Constructive Order Acceptance, October Survey Results, Progress towards the G-Inv Mandate, Office Hours

❑ Dec 14 – Program Updates, In-Flight Orders, 7600EZ Overview, Office Hours, Progress towards the G-Inv Mandate

Planned Dates: Jan 11, Feb 8, March 8

Future Topics:

• Post-mandate enhancements

2-3:30 pm ET

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Program Updates

- Q1 FY22 Implementation Plans are due to Treasury by December 31st
  - These submissions will be reflected on your Q1 Scorecard
  - **Reminder**: Pull templates from G-Invoicing webpage each quarter to ensure you are submitting the most up-to-date version.
    - https://www.fiscal.treasury.gov/g-invoice/training.html

- TFM Bulletin 2022-03 regarding G-Invoicing published this week
  - 7600EZ and Constructive Order Acceptance (COA)
  - Monitoring and Enforcement information that was presented to FMSC Working Group and FMSC Steering Committee
    - Presented to FMSC Advisory Board in December
  - https://tfm.fiscal.treasury.gov/v1/bull.html

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Program Updates Continued

- Updated Statutory Authority Job Aid Published
  - Fiscal Service Legal Counsel has consolidated their recommendations for agency specific authority scenarios submitted through IGT mailbox
  - If your scenario is missing or you would like to have one added, email us at IGT@fiscal.treasury.gov
    - https://www.fiscal.treasury.gov/g-invoice/resources.html#learnmore

- Updated IPAC Bulk File Layout specifications published 9/29/21 to the IPAC webpage (https://fiscal.treasury.gov/ipac/bulk-file-format.html)
  - New data element available as an optional field in the UI with IPAC R22.4
    - R22.4 successfully deployed to Production on 12/11/21

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In-Flight Orders

Objective

- Provide options for agencies to create In-Flight Orders (IFO) in G-Invoicing, adjusted to account for Performance to-date

Policy

- TFM mandate for In-Flight Orders extending into FY 2024 to be established in G-Invoicing by October 1, 2023

Agency Options

A. Manually convert IFOs in your ERP system to look like new ones
B. Solicit help from your ERP provider or IT department to convert IFOs

API

C. Enter each IFO directly into G-Invoicing's user interface
D. Use new Order Upload feature

UI

E. Conditionally, use 7600EZ for future billing on IFOs

EZ

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Prerequisites to Options A-D (not EZ)

- Partners must agree on terms, including but not limited to:
  - GT&C with appropriate Order Originating Partner Indicator
  - FOB Point and Constructive Receipt Days
  - Number of Lines and Schedules
  - Unit of Measurement, Quantity and Unit Price
  - Pre-paid Performance Quantities (PPQs) for Advance, Delivered and Received

- Negotiate one file per partnership (requesting agency/servicing agency)
  - Separate files facilitate a secure e-mail exchange of data between two partners

- Partners should agree to method(s) and a timeframe for data gathering and submission
  - Negotiation of IFO data may occur over longer stretches of time
  - Agreement on PPQs should occur "just in time"
  - Two partners should work quickly to advance their IFOs to open status

- Creating a new Order is still a 2-step process
  1. Partner 1 creates the new Order and approves it
  2. Partner 2 updates the Order and approves it

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API Options

- API Prerequisites
  - Required data must be agreed upon, but strict (CSV) format is not necessary
  - Agencies should discuss options with their ERP vendor
  - Close out existing Orders pointing towards IPAC

- API Options
  A. Manually convert IFOs in your ERP system to look like new ones
     - Open new replacement Orders, using agreeable data, either for the full or remaining balances
       - Fully performed lines can be omitted or marked as cancelled
     - ERP system will push Orders and optionally Performance History to G-Invoicing
       - New feature will be added to flag Performance as prepaid
  B. Solicit help from your ERP provider or internal IT department
     - Convert IFOs within agency system
       - Fully performed lines can be omitted or marked as cancelled
     - ERP system will push Orders and optionally Performance History to G-Invoicing
       - New feature will be added to flag Performance as prepaid

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User Interface Options

C. Enter each IFO directly into G-Invoicing's user interface
  - Required data must be agreed upon, but strict (CSV) format is not necessary
  - UI provides immediate feedback when data is invalid
  - New feature will be added to flag Performance as prepaid

D. Order Upload feature – Proposed process
  1. Agree to both partners' data in one strictly formatted spreadsheet
  2. Partner 1 includes their Order Tracking Number for each Order
  3. Partner 1 uploads or drops off the file for processing
  4. Partner 1 reviews outcome then cleanses data and repeats 3-4 until successful
  5. Partner 1 reviews Orders and reverses the upload if necessary
  6. Partner 2 exports Order Details then sorts by Order Tracking Number
  7. Partner 2 merges new Order Numbers into agreed-upon spreadsheet (from step 1)
  8. Partner 2 uploads or drops off the file for processing
  9. Partner 2 reviews outcome then cleanses data and repeats 8-9 until successful
  10. Partners 1 & 2 review Orders + Performance History, adjusting if necessary

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Option E – 7600EZ

- Trading partners agree that all future billing will not exceed $10,000

- Establish a GT&C to support EZ invoices

- Servicing agency prepares to send EZ transactions through API or enter them through UI

- Transactions sent directly to IPAC will be considered noncompliant

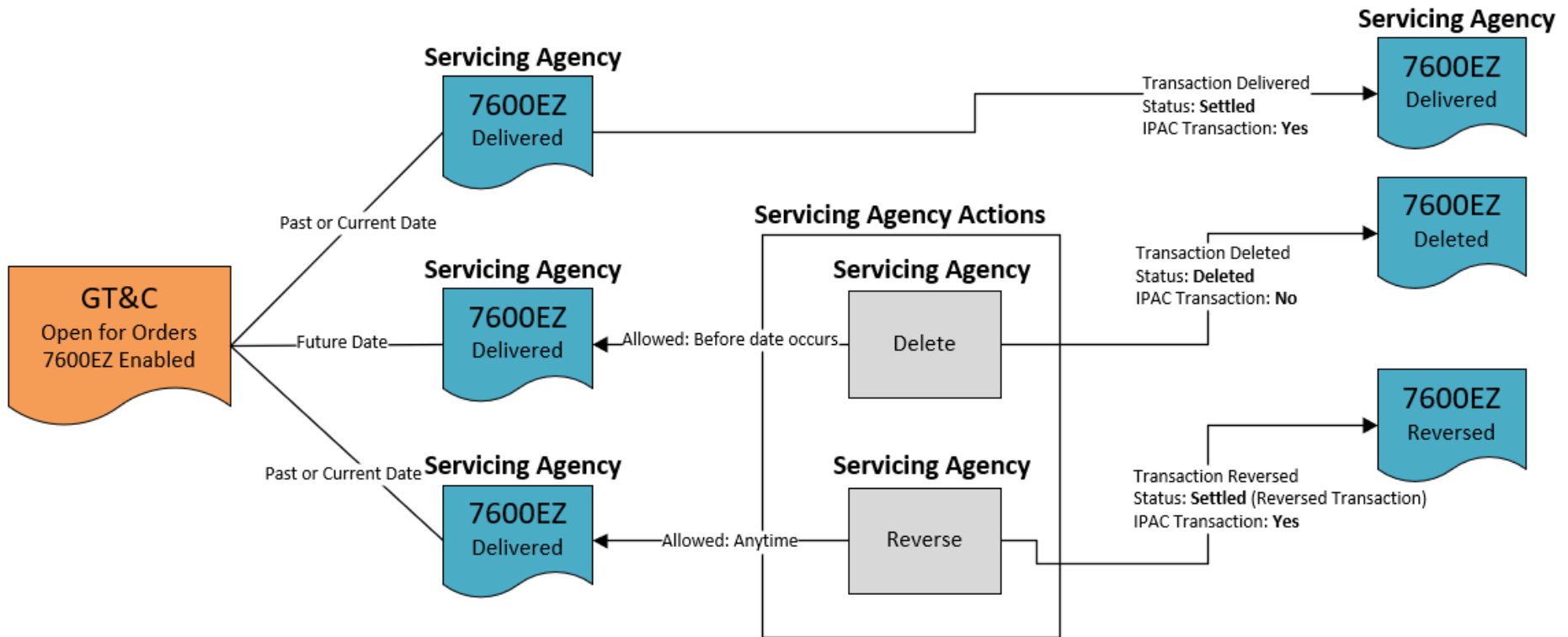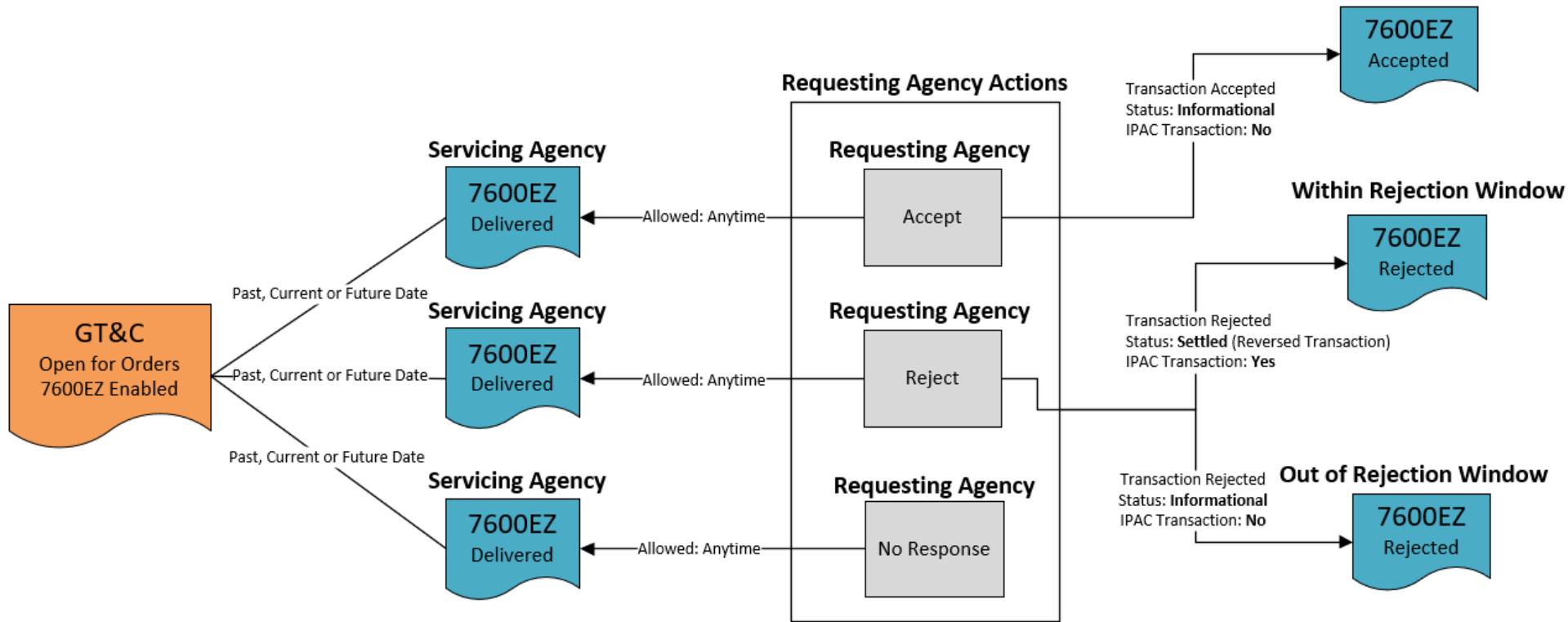*Note: If you submit an invoice > $10k, the standard EZ process will return an error*

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7600EZ Overview

7600EZ isn't a new form but will be a new API (Application Program Interface) & UI (User Interface) process that will transfer funds through G-Invoicing.

- Is a combination of existing Order & Performance data
    - Required Order data has been reduced
    - Does not require approval within G-Invoicing to process
- Trading partners must agree to allow 7600EZ transactions on a GT&C
    - Order Originating Partner Indicator on the GT&C must be Servicing Agency
- 7600EZ transactions will reference the agreed upon GT&C
    - There won't be an Order stored in G-Invoicing for this process
- Transactions will be limited to $10,000.00 or less and will be transmitted in dollar amounts
    - No threshold restriction for specific business lines:
        - GSA Fleet Leasing
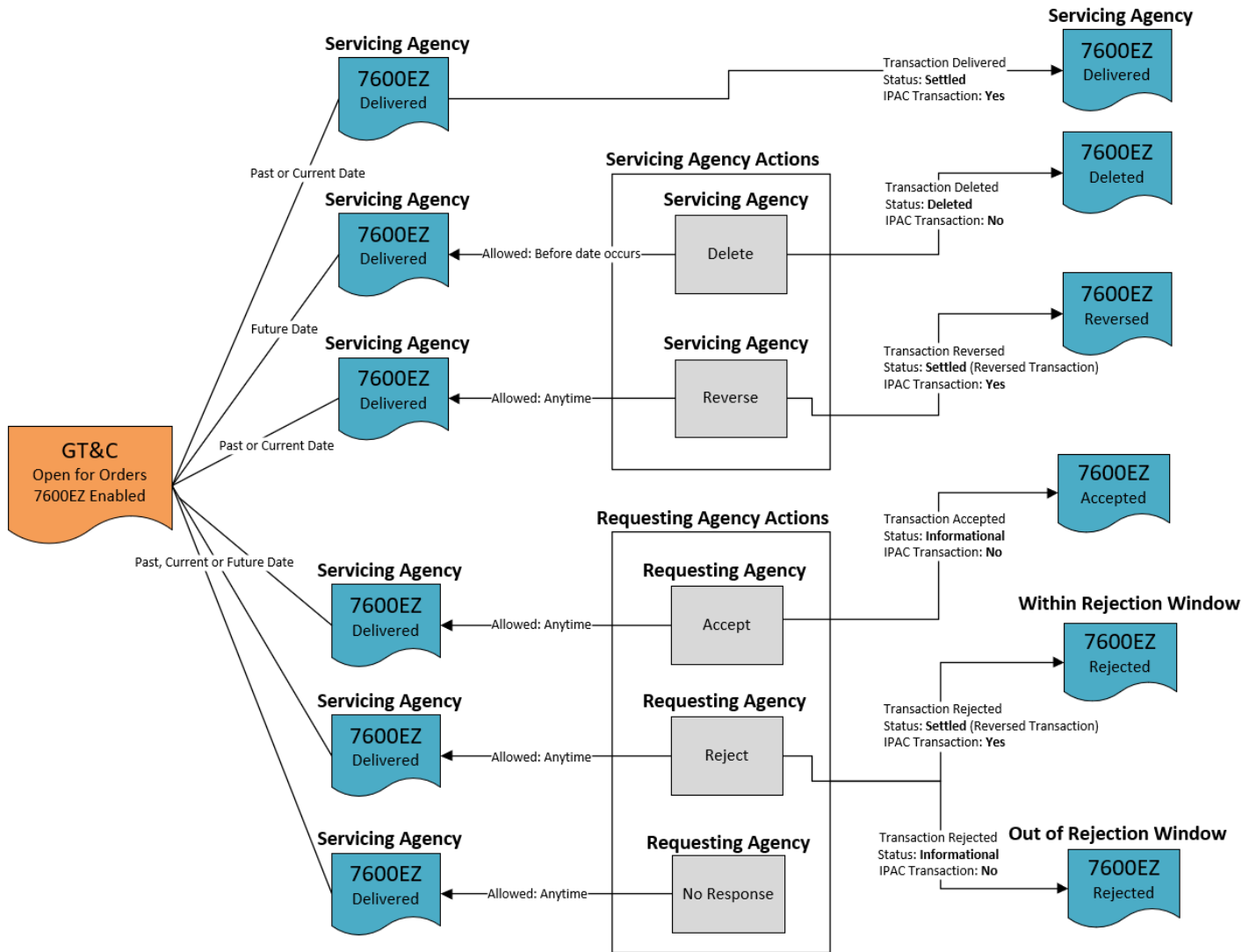   - GSA Global Supply
        - GPO Print Orders

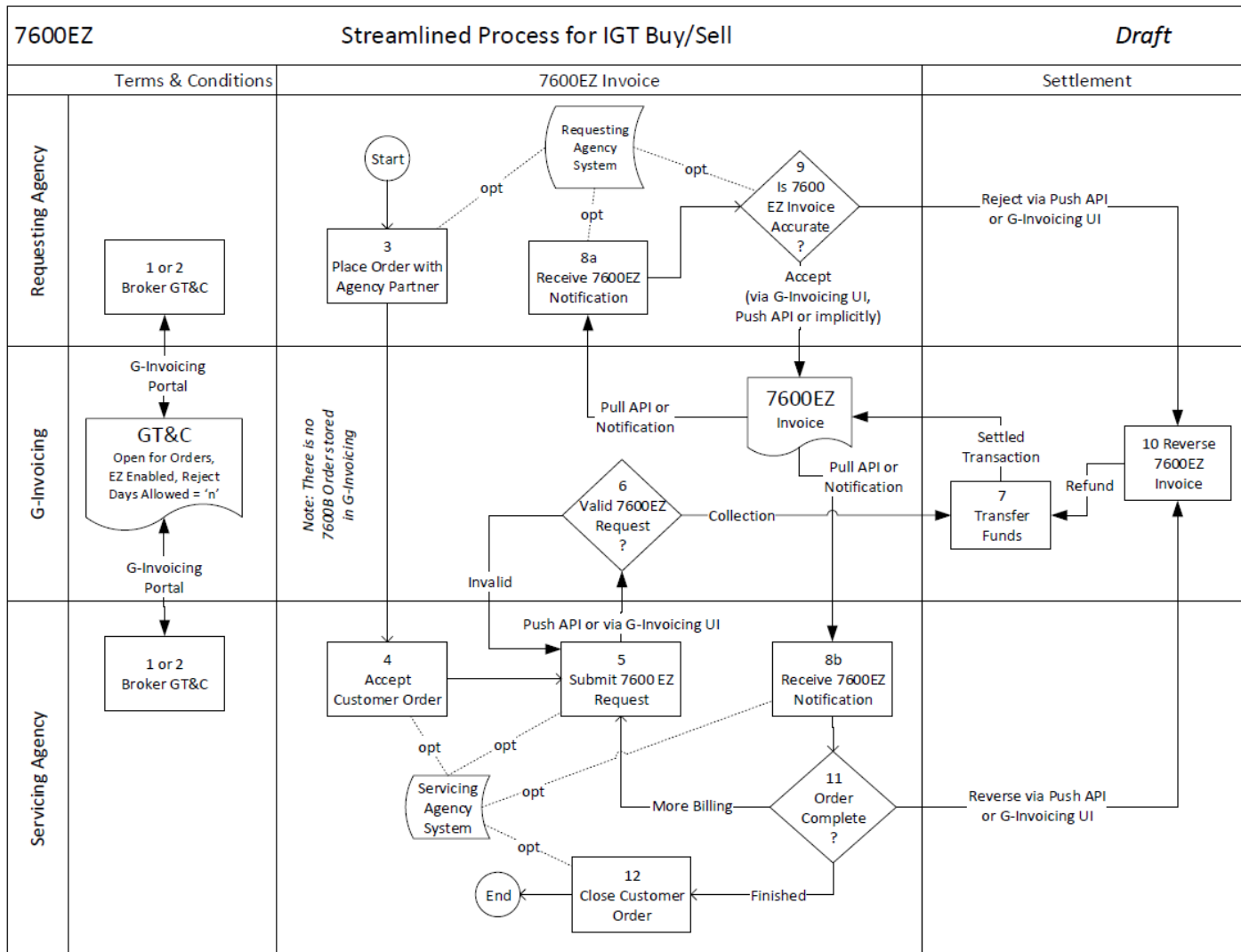**LEAD · TRANSFORM · DELIVER**

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7600EZ – Servicing Agency Actions

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7600EZ – Requesting Agency Actions

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7600EZ – All Agency Actions

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7600EZ Process

7600EZ — Streamlined Process for IGT Buy/Sell — *Draft*

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Office Hours

- G-Invoicing Program conducts virtual Office Hours sessions twice monthly where we host targeted discussions as well as "open-mic" styled discussions

- Future Topics Include:

    - ~~In-Flight Order Conversion Round 2 (December 7th)~~

    - DLA / DOE Trading Partner Spotlight (January 11th)

    - Working Capital Fund Round 3 (January 25th)

    - Trading Partner Spotlight: Providing Agencies a platform to discuss their G-Invoicing implementation approach with trading partners. (TBD)
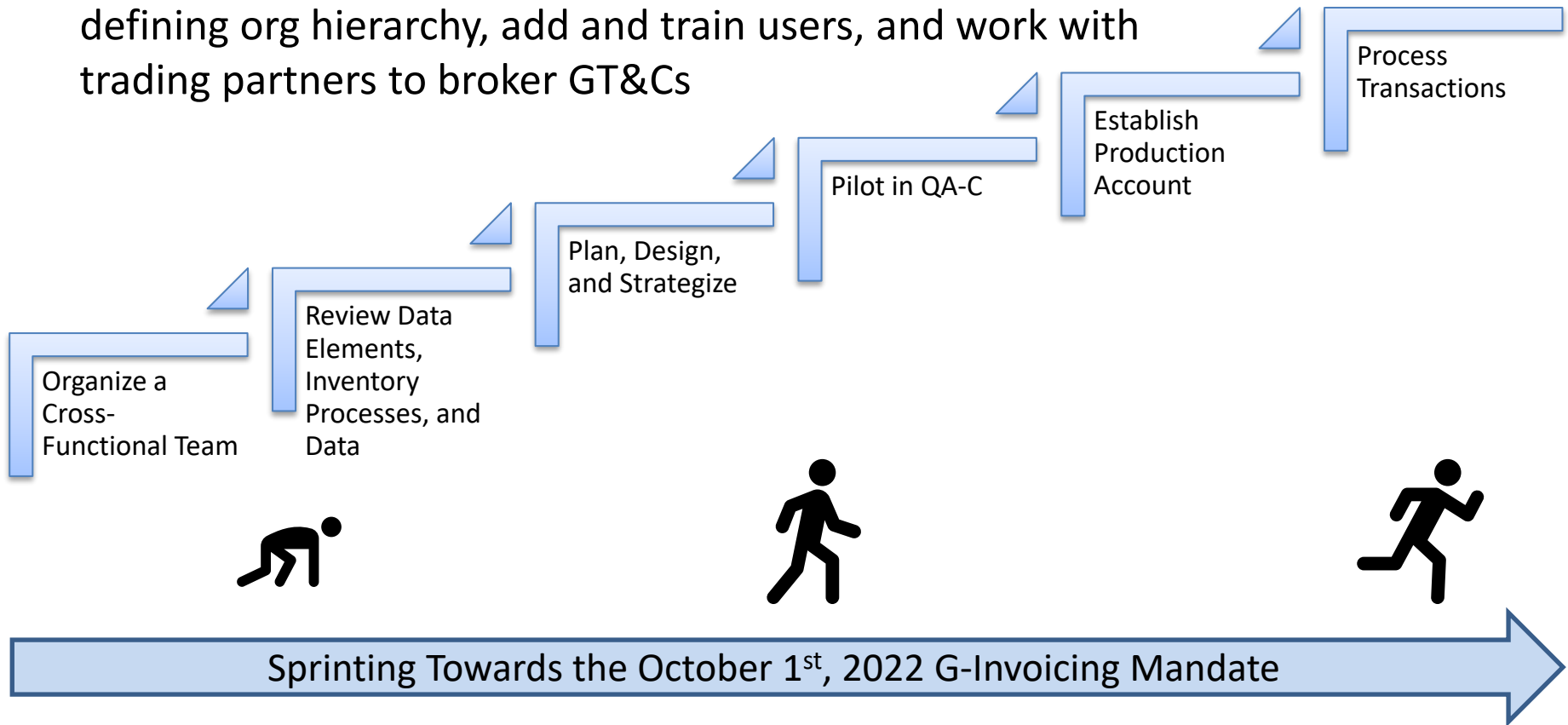
        Note: If Agencies would like to volunteer for a Trading Partner Spotlight session, please reach out to IGT@fiscal.treasury.gov

- Register for Office Hours here: https://fiscal.treasury.gov/training/g-invoicing-office-hours.html

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Progress Towards the G-Inv Mandate

- 94% of Significant Entities have established production accounts and are actively preparing for GT&Cs
- With the Mandate just over 9 months out, all agencies should now focus on defining org hierarchy, add and train users, and work with trading partners to broker GT&Cs

Process Transactions

Establish Production Account

Pilot in QA-C

Plan, Design, and Strategize

Review Data Elements, Inventory Processes, and Data

Organize a Cross-Functional Team

Sprinting Towards the October 1st, 2022 G-Invoicing Mandate

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G-Invoicing Program Contacts

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Appendix

- Post-Mandate Work Underway (Slide 20)

- Next Release Information (Slide 21)

- Upcoming Program Objectives (Slide 22)

- Resource, Knowledge, and Training Offerings (Slides 23-25)

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Post-Mandate Work Underway

- Working on post-mandate API Specifications

- Proposed features:

  – In-Flight Orders

  – Low Dollar Purchases (7600-EZ)

  – Constructive Order Acceptance (GSA Rent)

  – Allow Performance against an open Order while it's being modified

  – Allow Order Maintenance while GT&C is being modified

  – Revert a modified GT&C or Order back to open status

  – Allow Zero Quantity Refund

  – Prohibit non-printable characters

  – Budget Object Class – Required (Requesting Agency Only)

  – Validate Line Item Code using Product Service Code

  – Correct rounding issues

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Upcoming Release Information

- Release 4.4 – next production deployment tentatively planned for Feb 2022
  - GT&C Workflow by Org Group
  - Continue improving user API efficiencies
  - Undelivered Balance enhancements
    - Addressed issues when two Accounting Periods are open
  - More efficient GT&C Summary List page
  - New Report Menu and Performance Report
  - New Supervisor Roles created

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Upcoming Program Objectives

- **Develop and Publish Post-Mandate Enhancement Specifications**

  - Including: Low Dollar (7600-EZ), In-Flight Order Upload and Constructive Order Acceptance

  - Will **NOT** be included as enhancements in our next production deployment (Post-Mandate)

- **G-Invoicing Program Guide – Under review for updates**

  - Guide for Basic Accounting and Reporting

- **G-Invoicing Rules of Engagement Guide – Under review for updates**

  - Details the appropriate protocols for entities to follow within the application and leading up to the implementation of G-Invoicing

  - Targeting a December 2021 publication

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Knowledge and Training Offerings

G-Invoicing Learning Opportunities

- Our Agency Implementation Team hosts a variety of training options.

- Independent Training Resources including pre-recorded G-Invoicing training videos are available through the G-Invoicing website:
  https://www.fiscal.treasury.gov/g-invoice/training.html

- Register for Webinar-based Training and access to On-Demand Financial Management Training Videos here: https://www.fiscal.treasury.gov/training/

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You're Not Alone – We're Here To Help

Agency Implementation Team (AIT)

- Education

  - Business Process Walkthroughs

  - Application Demos

  - User Training

- Account Establishment

- Enrollment Assistance

- Production Support

- Assistance with Agency-Led Implementation Team

Engagement | Outreach | Support

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