



BUREAU OF THE
Fiscal Service
U.S. DEPARTMENT OF THE TREASURY

Intragovernmental Transactions Working Group (ITWG)

October 13, 2020

Today's Agenda

- Program Updates
- GT&C Workflow
- Agency Proof of Concept (POC)
- Primary/Subordinate Groups/Document Inheritance Indicator

Tentative ITWG Schedule

- ✓ August 11 – Program Updates, Release 4.0
 - ✓ September 8 – Program Updates, Primary/Subordinate Groups
 - ❑ October 13 – GT&C Workflow, In-Flight Orders POC, Primary/Subordinate Groups/Document Inheritance Indicator
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Planned Dates: Nov 10, Dec 8, Jan 12

Future Topics:

- Low Dollar Purchases
- Loading Active Documents
 - Requirements in CY 2020



2-3:00 pm ET

Program Updates

- Release 4.0
 - 3rd Organizational Data Access Model Release (R3.2 released in April and R3.3 released in June).
 - Scheduled for December 2020
- 4th Quarter Implementation Plans were due to Treasury by September 30th
 - Thank you for the timely submissions!
 - Next updates due to Treasury by December 31st
- 7600A/B Forms and Instructions were updated and posted to the Fiscal Service G-Invoicing website
 - <https://www.fiscal.treasury.gov/g-invoice/>

What's Next

- We have spent most of this calendar year working on the 3 Org Model releases (R3.2, R3.3, and R4.0)
- GT&C Workflow and Seller Facilitated Orders are on the horizon as key enhancements
- Seller Facilitated Orders are a key enhancement that directly impact the vendors so it's important to start that work and give the vendors time for testing



GT&C Workflow – Gathering Feedback

- Met with agencies that previously responded to ITWG surveys with requests for a G-Invoicing workflow solution using a standard workflow questionnaire
- Guardrails around the Discussion:
 - Minimize changes to FIDS or interface specifications that would introduce rework for Vendors and/or Agencies.
 - Workflow approach should be applicable to Orders as well (future work)
 - Minimize configurable options as much as possible to allow for a streamlined solution
 - Workflow solution cannot violate the G-Invoicing access model

The image shows a two-page document titled "Workflow Requirements Discussion". The left page contains the following sections:

- Agency Ask:** Provide an optional configurable workflow that allows trading partners to:
 1. Add document reviewers during brokering process
 2. Number of reviewers configurable by each side
- Goals/Asks:**
 1. Minimize impact to specs to avoid rework for vendor and agency interface solutions
 2. Same/Similar approaches for both GT&C and Orders
 3. Minimize configurable options as much as possible to provide a streamline solution
 4. Workflow solution cannot violate the access model
- Leading Questions:**
 1. How is work flow managed in your agency? Is it a paper or electronic based solution? Is it automated or manual? Do you have a tool that you can demonstrate with the G-Invoicing team?
 2. What are the workflow windows or when should work flow be triggered?
 - a. As documents transition status? (i.e. GT&C going from internal draft to shared draft). Be as descriptive as possible
 3. Should the reviewer be a G-Invoicing user? (Note: Minimal Viable Product is likely to be "Yes" with a consideration for building in features for external reviewers)
 4. What is the reviewer doing during their step? Are they just providing comments? Are they adding the document? Are there guardrails in place? If reviewer is required to make updates they will need appropriate roles and access
 5. How are workflow actions routed? To a specific person/user? To an Org Model Group?
 6. Should the routing actions be sequentially routed (one reviewer after the other)? Or should they be parallel/multiple reviewers in parallel?
 7. When the documents are in routing/ready should non-workflow users be able to update the document? Or should it be locked to the workflow?

The right page contains the following questions:

- 8. How should reviewers be notified? Workflow inbox in G-Invoicing? Email? 1
- 9. How should "stuck" work flow items be handled? (i.e. late responses, out of office, etc)
- 10. How should work flow be setup? Is it defined account wide or should it be defined at the document level when the document manager is ready to move it along in the brokering/review process?
- 11. How should work flow be managed? Is there a work flow manager managing documents through the review process? Should they be able to recall/re-route/manage reviewer workload/help with alternative flows (reassignment due to emergency)?

GT&C Workflow – Summarized Feedback

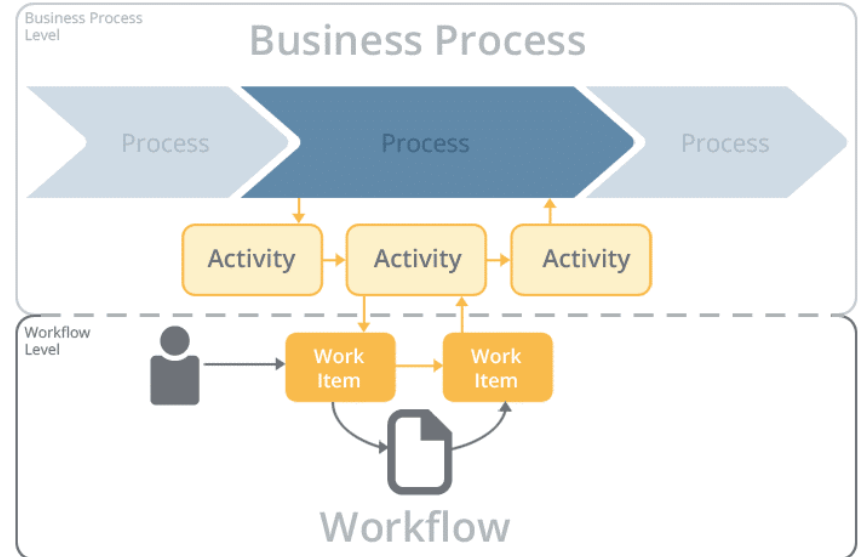
- Multiple levels of reviewers are needed
 - Typically two or more on GT&C
 - Each trading partner can determine the appropriate level of reviews for their side
 - Reviews does not change the current G-Invoicing approval process
 - Legal/General Counsel is a common reviewer for all agencies
- Workflow within agencies is currently triggered during their brokering processes (e.g., reviewed before sending to trading partner, or reviewed before sending for approval).
- Reviews can be concurrent with multiple reviewers, however, there is typically a single editor. Only the editor updates the baseline document.
- Reviewed and demoed several system/tools currently in use (i.e., ERP/SharePoint) at agencies to facilitate full workflow cycle *Note: G-Invoicing solution will augment rather than fully replace usage of other systems.*

GT&C Workflow - Agency G-Invoicing Asks

- Common asks included:
 - Automated review process based on the defined workflow
 - Reviews occur within G-Invoicing
 - Reviewers provide comments only; reviewers can see comments from previous reviewers
 - Intuitive notifications
 - Tied to workflow events
 - Options to add additional reviewers
 - Escalation path for “stuck” workflow items to keep documents moving
 - Workflow manager/super user to keep documents moving

GT&C Workflow - Next Steps

- October ITWG Discussion
- Post ITWG Survey
- Document requirements
 - Build out stories that capture MVP (minimal viable product)
- Design the solution
 - Beginning 4th Quarter 2020
 - Craft dashboards/screens
 - Incorporate feedback from User Centered Design sessions
 - Implement using existing G-Invoicing framework to start
 - Consider additional BPM (Business Process Model) or Case Management tools as additional features are implemented



GT&C Workflow - Survey Questions

- Are there any circumstances other than state changes that should trigger approval?
- Reviewers will only be able to make comments. In order for edits to be performed the document must be sent back to the requesting group. Will this satisfy needs?



In-Flight Orders – Proof of Concept

- Numerous FPAs have engaged during September and provided valuable feedback.
- Held touchpoints twice a week to discuss progress, answer questions, receive feedback from participants.
- FPAs collaborated and reported their effectiveness of locating their existing Order data.
 - This involved a review that showed which elements they were able to gather from the existing documentation/forms, systems, and which data elements had to be negotiated that weren't previously captured elsewhere.
- Different challenges were reported that are currently being evaluated.
 - Examples include existing Orders won't all be from the 7600 forms with different data sets, Buyer/Seller having different lines broken out, and G-Invoicing required elements not previously captured.

In-Flight Orders – POC Next Steps

- More FPAs have showed their interest in participating in the POC through October.
- Continue to host weekly touchpoints to receive feedback and address questions.
- Continue to collaborate with the POC participants and document findings to help better understand the challenges that FPAs will be encountering when uploading their in-flight Orders that extend into FY24.
 - Due to the mandate structure with new and in-flight Orders being phased, this could be used to help reduce the number of Orders that exist and need to be converted into G-Invoicing.
 - The in-flight Orders mandate for Orders extending into FY24 is 3 years away. FPAs should continue to evaluate the number of estimated impacted Orders proactively.

Primary/Subordinate Groups

- September ITWG Survey results were strongly in favor for administrative changes as opposed to modifications requiring reapprovals by both trading partners for Subordinate Groups and Document Inheritance Indicator.
- Treasury's decision is to move forward with administrative changes for both Subordinate Groups and the Document Inheritance Indicator.

G-Invoicing Program Contacts

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