Intragovernmental Disburser Module User Guide

G-Invoicing Release 3.1
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Notices

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Chapter 1 - About the Intragovernmental Disburser User Guide

G-Invoicing is a web-based application that was developed to efficiently manage Intragovernmental (Intragov) Buy/Sell transactions between two federal agencies from the creation of the General Terms & Conditions (GT&Cs) to the Intragovernmental Payment and Collection (IPAC) system payment notification. The United States Department of the Treasury's Bureau of the Fiscal Service offers G-Invoicing at no charge to all Federal agencies. The United States Department of the Treasury provides central payment services to Federal Program Agencies by operating the federal government's collections and deposit systems, providing government-wide accounting and reporting services, and managing the collection of delinquent debt owed to the government.

Users access G-Invoicing through a secure web-based portal, which has been certified to conform to Federal security standards. The G-Invoicing Intragov Disburser module is a fully integrated electronic solution which supports the buy/sell standard business process between two federal agencies: the **Requesting** and **Servicing Agencies**.

- A **Requesting Agency** initiates a trading partnership by adding a Servicing Agency as a trading partner. Acting as a buyer, the Requesting Agency may create, approve, reject, and close Interagency Agreement (IAA) GT&Cs and Orders.
- A **Servicing Agency** acts as a seller, and may create, approve, and close Interagency Agreement (IAA) GT&Cs, may approve and reject Orders, and may generate Performance off of Orders

G-Invoicing helps manage Intragov transactions by enabling users to establish trading partners, to create GT&Cs and Orders, and to generate Performance off of Orders.

A **GT&C** is a written agreement entered into between two Federal agencies, or major organizational units within an agency, which specifies the goods to be furnished or tasks to be accomplished by one agency (the Servicing Agency) in support of the other agency (the Requesting Agency). The standard Interagency Agreement (IAA) form is comprised of two parts: the GT&C Section IAA-7600A, and Order Requirements and Funding Information (aka Orders) Section IAA-7600B. The IAA is the recommended standard form to be used government-wide for all reimbursable agreements at the Buy/Sell level, including (but not limited to): agreements between agencies, agreements within agencies, grant-related agreements, and assisted acquisitions.

An **Order** provides specific details regarding the items/services the Requesting Agency is purchasing from the Servicing Agency, and any related funding information for the purchase. Orders contain two sections: the Header and the Line Items. The Header contains general information about the trading partners, the associated GT&C, amount, effective date, and payment term information. The Line Items enumerate the specific goods or services the agency wishes to order.

A **Performance** transaction is the exchange of data which indicates that the IGT Buy/Sell activity that has been agreed upon between Requesting and Servicing Agencies has been completed.

Settlement is the transfer of funds from the Requesting Agency to the Servicing Agency via IPAC once the exchange of goods and/or services between the two parties has been completed through Performance.

The **IPAC** system facilitates the transfer of funds for reimbursable activity between federal agencies, and allows all cash in transit to remain inside the government's Fund Balance with Treasury. IPAC's primary role is to provide a standardized mechanism for fund transfers, while allowing agencies to share descriptive data with one another. IPAC continues to manage the settlement of funds and store historical transaction data. All non-reimbursable activity and fund transfers not related to Buy/Sell activity should be processed through the Centralized Accounting Reporting System (CARS) CTA module, and not within G-Invoicing/IPAC.

About this Guide

The G-Invoicing Intragovernmental (Intragov) Disburser User Guide explains how to access and use the Intragov Disburser module to create partnerships between agencies so they may effectively manage the approval of their GT&C agreements and Orders, and to initiate fund settlement through the Performance process.

Audience

This guide is for members of U.S. Government agency administrative units that use G-Invoicing to process Buy/Sell transactions with other government agencies. A "user" is any individual authorized to access and view information, and act upon it within a G-Invoicing module based on the roles and permissions assigned to his/her user account.

Related Documentation

Please refer to the following documentation for further information:

- **Intragov Disburser Module Online Help** - Available from the **Help** link at the top of each page
- **Disburser Administrator User Guide** - Available on the Fiscal Service G-Invoicing Training Page
- **"How To"** videos are also available on the Fiscal Service G-Invoicing Training Page.

For additional assistance, please contact the Treasury Support Center at (877) 440-9476.

Using Online Help

To access context-sensitive online help for each page of the Intragov Disburser module, click the **Help** link at the top of each page.

The Help Topic that opens corresponds to the Intragov Disburser module page you are currently viewing. Help Topics contain links to access procedures and concept information.

Contacting Customer Support

For information or technical assistance, please contact the Treasury Support Center (TSC) by one of the methods below.

Email: GInvoicing@stls.frb.org

Phone: (877) 440-9476

Additional information regarding the G-Invoicing program can be found on the Fiscal Service G-Invoicing Home Page.

Chapter 2 - Intragov Disburser Module Overview

Logging In To G-Invoicing For the First Time

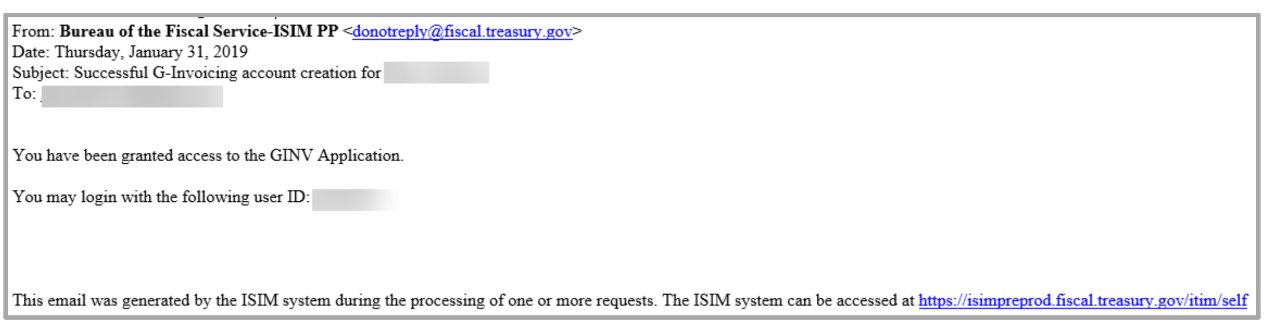
Upon account creation by an Agency Administrator, you will normally receive two system-generated e-mails from the Treasury Security Identification Manager (ISIM), the Treasury user provisioning system that grants access to G-Invoicing, notifying you of your access to the G-Invoicing Intragov Disburser module. The first email will contain your G-Invoicing User ID. The second email (which you should receive shortly after receiving your User ID email) will contain your temporary login password. Some users may receive a third email notifying them of a new Single Sign On (SSO)/FSLDAP account creation.

Please note that the emails you will receive from ISIM contain a generic ISIM URL. That URL is for signing in to the Treasury Single Sign On (SSO) system *only*, and may be used to access and update a user's SSO account information, change their SSO password, etc. To log in to G-Invoicing, you will need to access one of the URLs noted here.

If you do not receive one or more of the emails mentioned above, please be sure to check any Deleted or Junk mail folders you may have in your email system. If after checking your personal email folders you still cannot locate your User ID and/or temporary password emails for G-Invoicing, please contact the Treasury Support Center for assistance.

Once a year, G-Invoicing users will receive an email from the US Treasury Bureau of the Fiscal Service mandating that they complete **Security Awareness Training**. A link to the training will be provided in the email, along with the date the training must be completed by. If the training is not completed by that date, users will lose access to G-Invoicing, and must contact the Treasury Support Center to have their access restored.

CRITICAL NOTE: It is important to log into G-Invoicing within the first 30 days of receiving your User ID and temporary password: if you do not log in to the system for the first time within 30 days, your account will be disabled by ISIM. Once you log in to G-Invoicing and establish a permanent password, it is also important to log in to the system at least once every 120 days. If you do not log in to your account at least once per 120 days, your access to G-Invoicing will automatically be revoked by ISIM, and you will need to contact one of your agency's *User Administrators* to re-enable your account. After 13 months of inactivity, your G-Invoicing user account will be permanently archived by ISIM, and a User Administrator from your agency may need to create a new user account for you within G-Invoicing. As a courtesy, ISIM sends out reminders to individual users via email 30 days, 20 days, and 10 days out from their G-Invoicing user account being disabled due to inactivity. If and when your G-Invoicing user account is disabled, ISIM will also email you a notification.


From: **Bureau of the Fiscal Service-ISIM PP** <donotreply@fiscal.treasury.gov>
Date: Thursday, January 31, 2019
Subject: Successful G-Invoicing account creation for
To:

You have been granted access to the GINV Application.

You may login with the following user ID:

This email was generated by the ISIM system during the processing of one or more requests. The ISIM system can be accessed at https://isimpreprod.fiscal.treasury.gov/itim/self

New G-Invoicing User ID Email Example

From: **Bureau of the Fiscal Service-ISIM PP** <donotreply@fiscal.treasury.gov>
Date: Thursday, January 31, 2019
Subject: The ISIM System created a new Single Sign On (FSLDAP) account for
To:

The Bureau of the Fiscal Service's (BFS) user provisioning system (ISIM) has created a temporary Single Sign On (FSLDAP)account password for you.

Password:

Please logon to the ISIM system to change the temporary password issued to you above. ISIM can be accessed at https://isimpreprod.fiscal.treasury.gov/itim/self.

If you need assistance, please contact your application Help Desk or BFS Service Desk at 304-480-7777.

This email was generated by BFS user provisioning system (ISIM) during the processing of one or more requests.

New User Temporary Password Email Example

From: **Bureau of the Fiscal Service-ISIM PP** <donotreply@fiscal.treasury.gov>
Date: Thursday, January 31, 2019
Subject: Successfully created your account on Single Sign On (FSLDAP). Please logon to the ISIM System and change the new account password. Then you may begin using your new account.
To:

A new Single Sign On (FSLDAP) account has been created for you within The Bureau of the Fiscal Service's (BFS) user provisioning system (ISIM).
This Single Sign On (FSLDAP) account (user ID) will enable you to log into many Treasury applications such as PAM, SPS, OTCnet, ITS, GTAS, FedDebt, GFRS, Cashtrack, DebtCheck, PIR, TCMS, TCMM, TRES, DNP, ISIM, FIR, Debit Gateway, etc.

User ID:

Please logon to the ISIM system to change the temporary password that has been issued to you by separate email. ISIM can be accessed at https://isimpreprod.fiscal.treasury.gov/itim/self.

If you need assistance, please contact your application Help Desk or BFS Service Desk at 304-480-7777.

This email was generated by BFS user provisioning system (ISIM) during the processing of one or more requests.

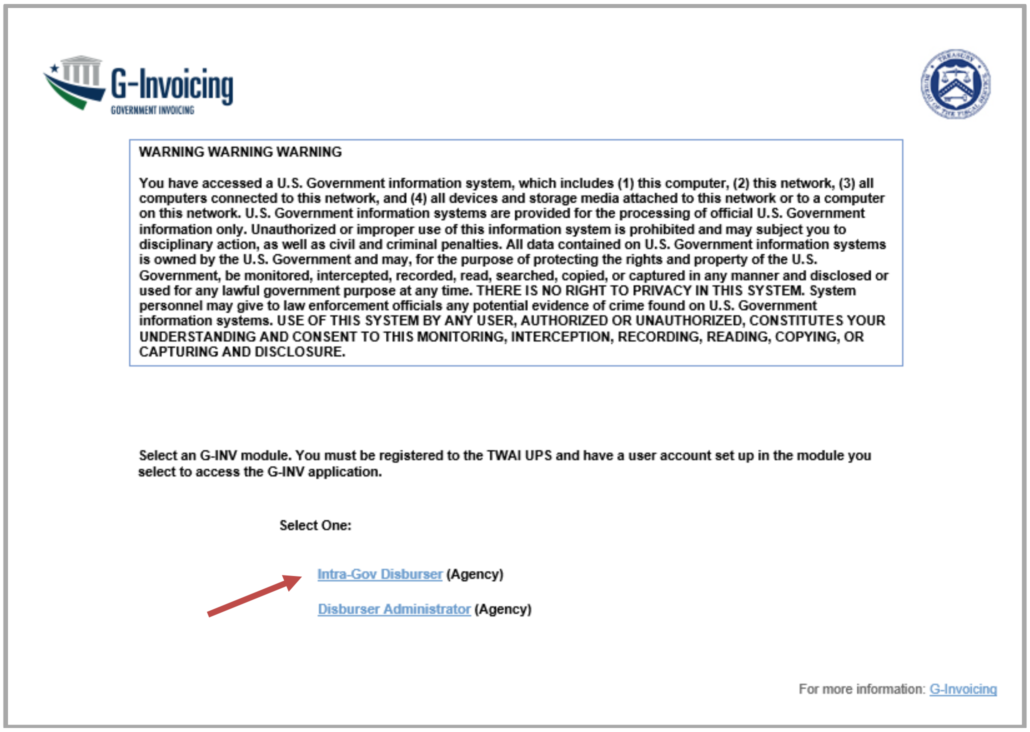
New Single Sign On/FSLDAP Account Creation Email Example

How to Log In To G-Invoicing for the First Time

CRITICAL NOTE: After receiving the email with your temporary password, please wait no less than 15-30 minutes before attempting to log in to G-Invoicing. If you try and log in before that time, there is a chance that your account information in the system may not have fully updated, and you may lock yourself out of your account.

Your initial temporary password is good for up to 24 hours. If you do not log in to G-Invoicing within that time, please contact the Treasury Support Center and request that a new temporary password be generated for you.

1. Type in or copy and paste one of the following URLs in your browser:
   - **Production:** https://www.igt.fiscal.treasury.gov
   - **QA/Training:** https://qa.igt.fiscal.treasury.gov/
2. Click on the **Intra-Gov Disburser** link. (Users who hold any administrative role may click on either the **Intra-Gov Disburser** or the **Disburser Administrator** links.)

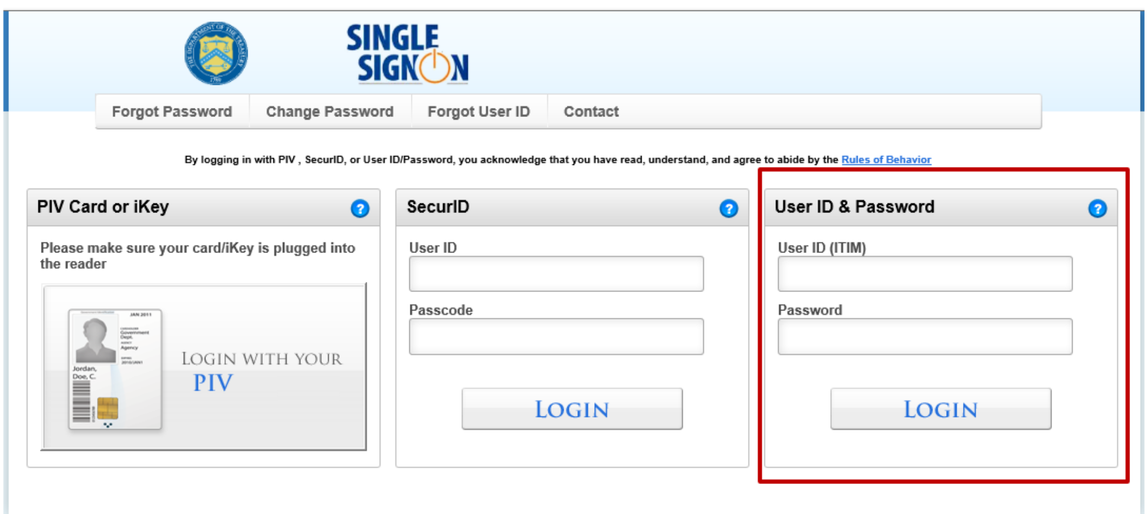


3. In the **User ID** box, type the User ID you received via email.
4. In the **Password** box, type the temporary password you received via email.

5. Click **Log In**.
6. On the Password Change page:
   - Type your temporary password in the **Password** field.
   - In the **New Password** field, create a new password using the password requirements on the screen.

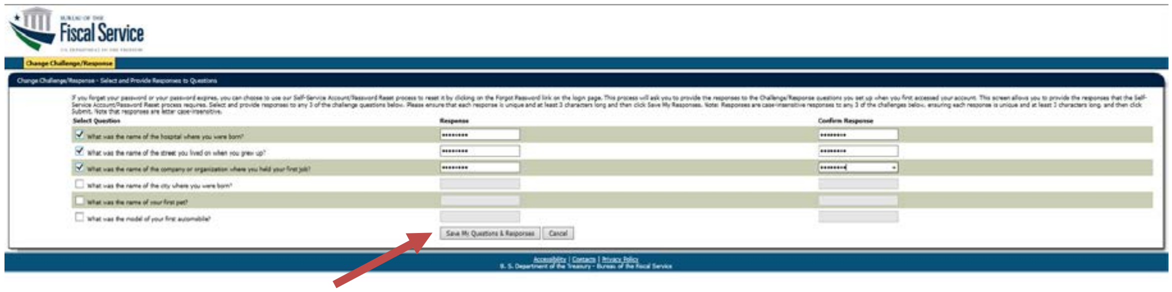
7. Retype your new password in the **Confirm New Password** field.
8. Click **Change Password**.
9. A message should display stating that your new password has been reset. Click **Continue**.

10. The **US Treasury Single Sign On (SSO) System** login page will appear.



11. Enter your G-Invoicing User ID and the permanent password you just created in to the **User ID & Password** section, and click on the **Login** button.

12. The Treasury SSO **Change Challenge/Response** page will appear. Select at least **three** of the questions, and fill in the appropriate **Response** and **Confirm Response** fields for each of those questions. Your responses for each question must be unique, and must be at least 3 characters long. The Response and Confirm Responses must match *exactly*.

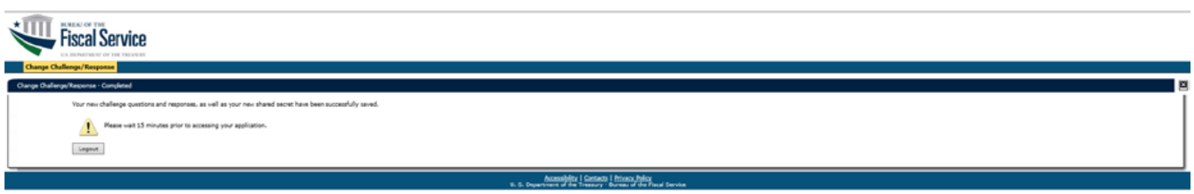


13. After you have completed filling out the fields for your three questions, click on the **Save My Questions & Responses** button.

14. The **Change Shared Secret** page will appear. Fill in both the **Shared Secret** and **Confirm Shared Secret** fields. Your shared secret must be at least 3 characters long, and the Shared Secret and Confirm Shared Secret must match *exactly*.

15. After you have completed filling out the fields for your shared secret, click on the **Save My Shared Secret** button.

16. The **Change Challenge/Response Logout** page will appear, and will ask you to please wait no less than 15 minutes before attempting to log in to G-Invoicing. Click on the **Logout** button to log out of SSO.



17. After logging out, you will be returned to the SSO login page.

18. After waiting 15 minutes or more, please click on the appropriate G-Invoicing URL:

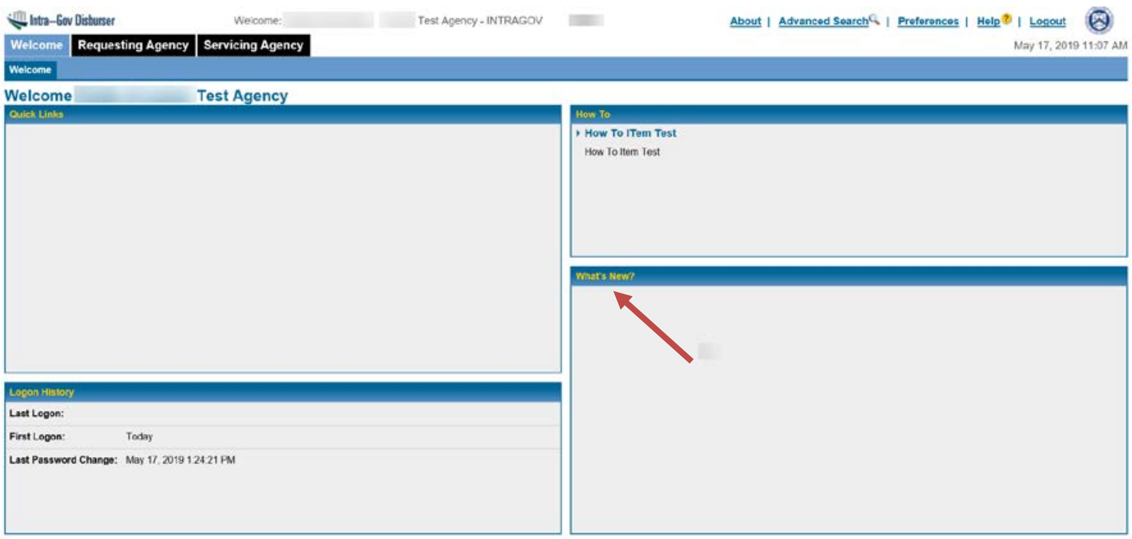
- **Production:** https://www.igt.fiscal.treasury.gov
- **QA/Training:** https://qa.igt.fiscal.treasury.gov/

19. Click on the **Intra-Gov Disburser** link. (Users who hold any administrative role may click on either the **Intra-Gov Disburser** or the **Disburser Administrator** links.)

20. Enter your User ID and password in to the appropriate fields, then click on **Log In**.

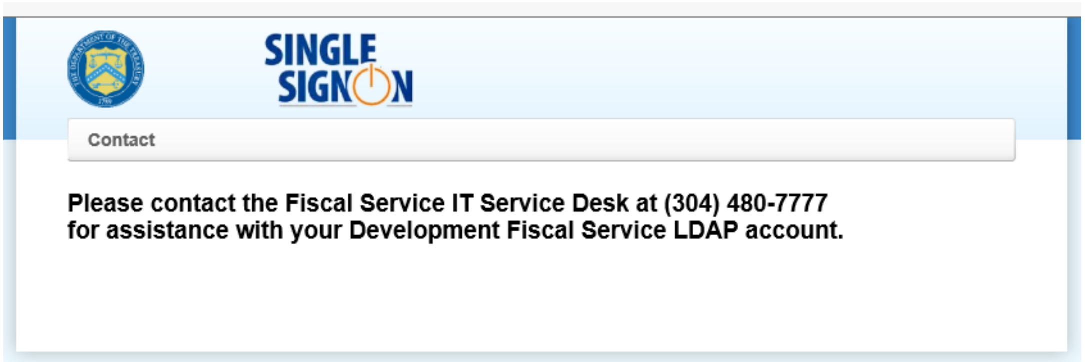
    - If you have access to more than one agency account, a list of your available agencies will display on a new page. Select the account you would like to log in to. Once the account is selected, the Welcome page for that agency will display in G-Invoicing.

- If you only have access to one agency, the Welcome page in G-Invoicing for that agency will display in G-Invoicing.
- Please review the **What's New?** section each time you log in as important information may be provided regarding any current system issues, upcoming releases, and scheduled maintenance outages related to G-Invoicing.



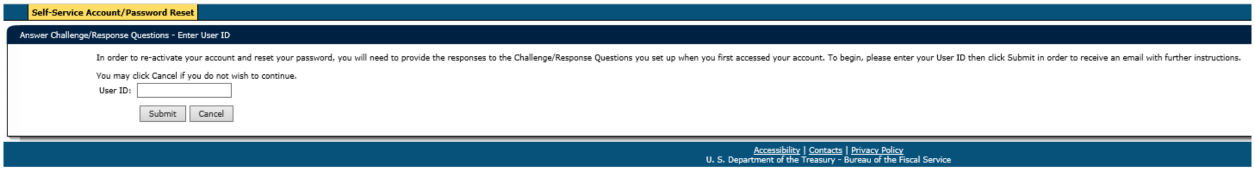
How to Request a Forgotten User ID

1. Click on the URL for the appropriate G-Invoicing environment.
2. Click on either the **Intra-Gov Disburser** or **Disburser Administrator** links, depending on your user roles.
3. From the Intra-Gov Disburser login page, click on the **Forgot your User ID?** link. The Treasury Single Sign On page appears.
4. Click on the **Forgot User ID** button, and follow the instructions to obtain your User ID.

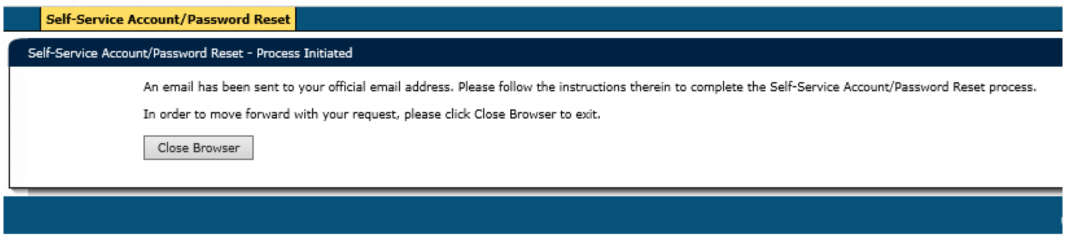


How to Request a Forgotten Password

1. Click on the URL for the appropriate G-Invoicing environment.
2. From the Intra-Gov Disburser login page, click on the **Forgot your Password?** link. The Treasury Self-Service Account/Password Reset page will appear.



3. Enter your User ID in the designated field, and click **Submit**.
4. The Self-Service Account/Password Reset Process Initiated page will appear. Click **Close Browser** to complete the request.



5. You should receive an email shortly from ISIM containing a new temporary password. Upon receiving the temporary password, please wait no less than 15-30 minutes before attempting to log in to G-Invoicing. It also advised that you clear out the cache on your internet browser before trying to log in to G-Invoicing with your temporary password.

Your temporary password is good for up to 24 hours. If you do not log in to G-Invoicing with it within that time, you will need to request another temporary password following the above steps.

If you do not receive an email containing a temporary password, please contact the Treasury Support Center to have one generated for you.

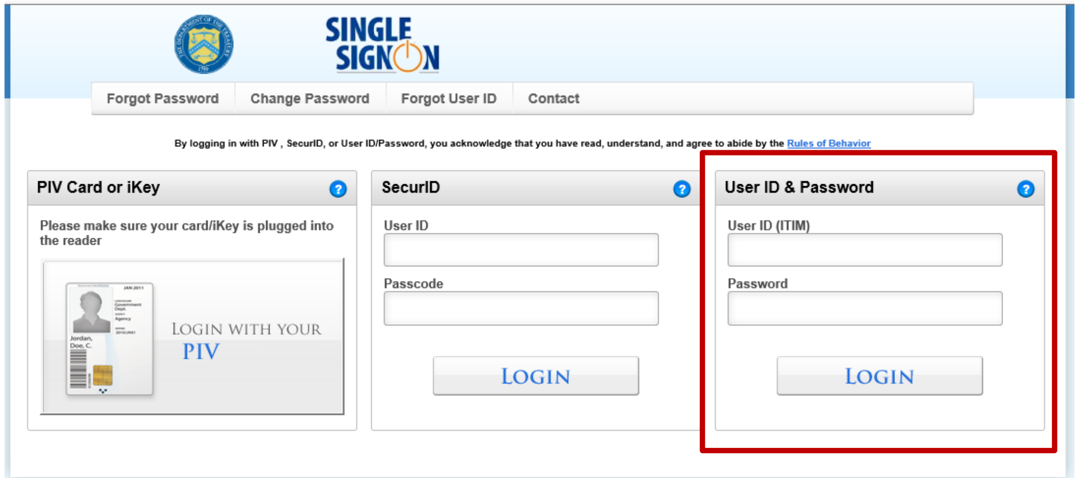
Managing Your Treasury Single Sign On Account

Users may update their **Treasury Single Sign On (SSO)** password or personal account information at any time. SSO is integral to allowing users with accounts in multiple Treasury applications (i.e., G-Invoicing, IPAC, IPP, etc.) to log in to each application using the same User ID and password.

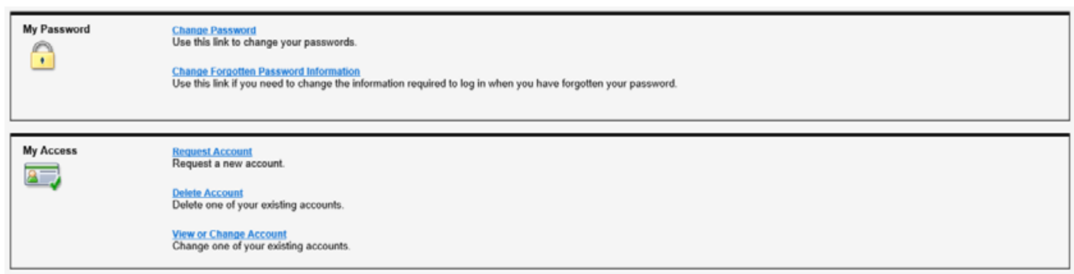
Please be aware that the G-Invoicing Support Team does not manage or support Treasury SSO accounts. For assistance with Treasury SSO accounts, users may contact the Bureau of the Fiscal Service IT Service Desk at **(304) 480-7777**. Please note that the Fiscal Service IT Service Desk is a separate entity from the Treasury Support Center.

How to Update your Treasury Single Sign On Account

1. Type in or copy and paste one of the following URLs in your browser:
   - **Production:** https://isim.fiscal.treasury.gov/itim/self
   - **QA/Training:** https://isimpreprod.fiscal.treasury.gov/itim/self
2. Enter your User ID and Password in to the appropriate fields and click **Login**.



3. Click on any of the available links to access your account information, and make any changes as needed.



G-Invoicing Multiple Account Access

A G-Invoicing user associated with multiple agencies may access all of their agency accounts in a single session using the same User ID and password without having to log in-and-out of G-Invoicing. (An agency account can be defined as an agency's instance in both the Intragov Disburser and Disburser Administration modules.)

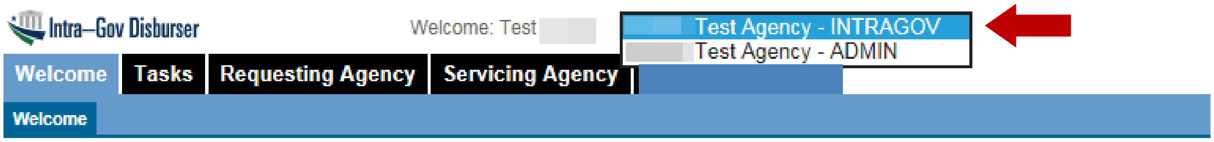
How to Log In To Multiple Agency Accounts

If you should have access to more than one agency account:

1. Click on the appropriate G-Invoicing URL.
2. Click on either **Intra-Gov Disburser** or **Disburser Administrator**.
3. Enter in your User ID and password, then click **Log In**.
4. The Agency Selection page will appear. Click on the agency account of your choice.

G-Invoicing will then display the Welcome page for the account you selected.

To access a different account once you have already logged in, you may use the **Account Selection** list box near the top of the page. The Account Selection box displays all of the user's associated accounts. When the user has completed activities within one account, the user can select another account from the list box, and G-Invoicing will navigate to the selected account's Welcome page.



Intragov Disburser module Welcome Page with Account Selection list box

A user that holds an Administrator role for an agency may also use the Account Selection box to toggle back and forth between the Disburser Administrator and Intragov Disburser modules for that agency within a single session.

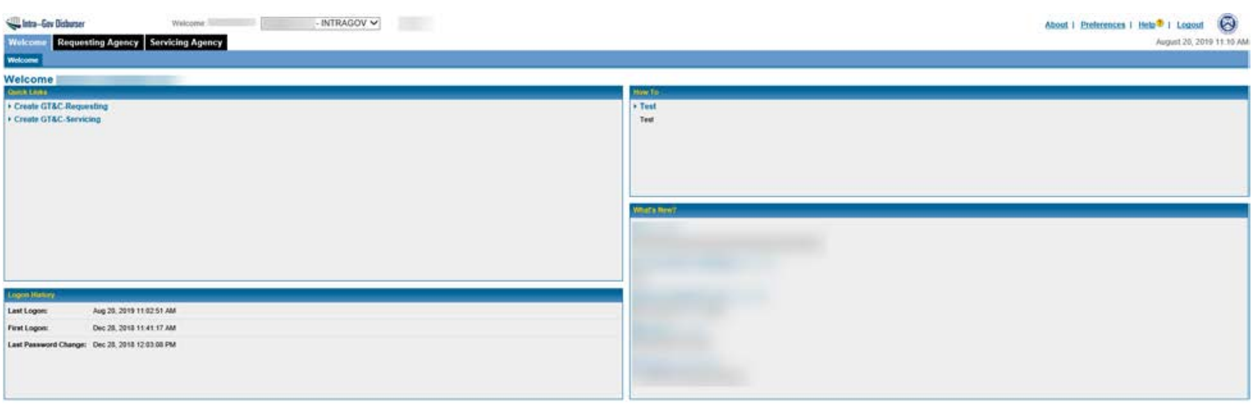
As a default, the Account Selection list box will always display the current account a user is logged in to.

About the Home Page

The Intragov Disburser Welcome Page provides a snap shot of information that is of most interest to agencies such as:

- **About Link –** Displays the latest G-Invoicing release version
- **Quick Links –** Links to areas of the Intragov Disburser module where you can perform work
- **Logon History –** A historical record of your first system log in to the most recent log in
- **How To –** Displays links to the latest versions of Release Notes and User Guides
- **What's New? –** Information about the latest release**,** current system issues (if any), and upcoming scheduled maintenance outages

Note: The Quick Links that appear on the Welcome page are dependent on the roles and permissions assigned to any given user by an agency User Administrator.



Intragov Disburser module Welcome page

Using Quick Links

The **Quick Links** panel on the Welcome page provides access to the most frequently used Intragov Disburser module options.

Quick Links	Description
Create GT&C - Requesting	Use to create General Terms and Conditions (GT&C) agreements when your agency is the agency **purchasing** goods or services
Create GT&C - Servicing	Use to create General Terms and Conditions (GT&C) agreements when your agency is the agency **furnishing** goods or services

About Tab Navigation

The G-Invoicing Intragov Disburser module supports tab navigation to the following functional areas, depending on your roles and permissions:

- **Requesting Agency** tab – Access to GT&Cs and Orders
- **Servicing Agenc**y tab – Access GT&Cs and Orders

About Link Navigation

Use the links at the top right section of the page to access the following:

- **About** – Provides the current application release version
- **Preferences** – The Preferences link is not currently used
- **Help** – The online help files, which will open and display the current page topic.
- **Logout** – Terminate your session within G-Invoicing. To complete disconnection from the G-Invoicing application, click “Logoff” on the second logout page.

Preferences

As of G-Invoicing Release 3.0, the **Preferences** link is obsolete, and should no longer be used. The link itself will be removed in a future G-Invoicing release.

Receiving Email Notifications

An Agency Administrator determines the notification messages you will receive from G-Invoicing by email based on your roles and permissions, and may add or delete your notification subscriptions as needed. To receive a notification not currently assigned to you, or to remove notifications assigned to you, please contact one of your agency’s User Administrators. (**Note**: G-Invoicing only sends notifications to the email address associated with your User ID, and does not send notifications to multiple email addresses or group email boxes.)

The notifications currently available in G-Invoicing are:

Notification Name	Description
Intragov GT&C Created or Changed Notification	G-Invoicing sends this notification to a subscribed Requesting Agency or Servicing Agency user when a GT&C agreement creation or modification occurs by either agency.

Notification Name	Description
Intragov Order Created or Changed Notification	G-Invoicing sends this notification to a subscribed Requesting Agency or Servicing Agency user when an Order creation or modification occurs by either agency.
Intragov Performance Created	G-Invoicing sends this notification to a subscribed Requesting Agency or Servicing Agency user when a Performance creation occurs by either agency.

Chapter 3 - Trading Partner Queue and Trading Partner Directory

About Trading Partner Queue (TPQ)

The **Trading Partner Queue (TPQ)** is a G-Invoicing account made up of Federal Trading Partners (aka US Government Agencies) that are in queue/waiting to onboard to G-Invoicing. The TPQ account is managed by the US Treasury Bureau of the Fiscal Service, and provides agencies with existing Disburser Accounts in G-Invoicing the opportunity to initiate General Terms & Conditions (GT&Cs) agreements with their missing trading partners.

At this time, any GT&C created with an agency in the Trading Partner Queue *cannot* progress beyond a **Shared Draft** status. These Shared Draft GT&Cs will be retained in G-Invoicing, and will be made available to the missing trading partner when their agency's Disburser Account has been created in G-Invoicing. After that time, the Shared Draft GT&Cs can continue to be brokered by both trading partners.

Trading Partner Directory

In coordination with the Trading Partner Queue, the **Trading Partner Directory** provides all of the Trading Partner Reference Data needed to establish new trading partnerships within G-Invoicing.

The Trading Partner Directory includes up-to-date information on:

- Federal Trading Partners' G-Invoicing onboarding status
- IGT Buy/Sell Agency Location Codes (ALCs)
- Agency ID (AIDs)
- G-Invoicing Disburser Account names

The Trading Partner Directory may only be accessed via the US Office of Management and Budget (OMB) MAX website. For convenience, you may click here for a short cut to the Trading Partner Directory. Please note that you must have an OMB MAX account to be able to login to the site. For users who do not have an OMB MAX account, you may request one from the MAX home page.

For any OMB MAX-related account or login issues, please contact the OMB MAX team directly at:

- Phone: 202-395-6860
- Email: maxsupport@max.gov

OMB MAX Team Support Hours: M-F, 8:30AM-9:00PM EST / Sat-Sun, 9:00AM to 6:00PM EST

For any questions or concerns regarding Trading Partner Directory content, please contact the Bureau of the Fiscal Service directly via email at igt@fiscal.treasury.gov

Chapter 4 - General Terms and Conditions

Overview

The Interagency Agreement (IAA) form 7600A is the recommended standard paper form used for reimbursable agreements between two agencies. Patterned after the IAA 7600A form, the G-Invoicing GT&C (General Terms and Conditions) is an electronic form that contains the agreement sections of the IAA, and supports all related Orders. The agency that is purchasing goods or services is the **Requesting Agency**. The agency providing the goods or services is the **Servicing Agency**. Either the Requesting Agency or the Servicing Agency can initiate GT&Cs. The Requesting Agency and Servicing Agency work together to approve the GT&C. To complete the form, both parties must electronically approve the GT&C.

The agency creating the GT&C will be responsible for entering the partnering agency's name, their Agency ID (AID), and their ALC.

A brief representation of the Intragovernmental (IGT) Buy/Sell Transaction Lifecycle:

Intragovernmental Buy/Sell Transaction Lifecycle				
Stage	GT&C	Order	Performance Transaction	Fund Settlement
Platform	G-Invoicing	G-Invoicing	G-Invoicing	IPAC
Buy/Sell Business Events	• Trading partners' roles & responsibilities are identified • Contact information and authorized officials are established • Agency Officials will Establish & Approve GT&C	• Accounting terms of the IAA are completed • Product requirements are detailed • A fiscal obligation is created	• Goods/services are delivered/performed • The exchange of goods/services (Delivered/Received) • Accrual information is exchanged	• IPAC is initiated through the completion of the Performance Transaction • Funds are transferred

About GT&Cs

The information entered on the GT&C pages corresponds to the information contained in the paper version of the 7600A form, except for the Business Unit, Cost Center, and Department ID (agencies define those fields under the **Reference Data** tab in the Disburser Administrator module in G-Invoicing, based on specific needs within their organization). For example:

- **Business Units** can be a division within an agency, such as Accounting or Human Resources.
- **Cost Centers** can be units within an organization where managers are responsible for associated costs/adhering to a budget. Cost Centers are an *expense* for the organization.
- **Department IDs** can be a part of a larger organization with a specific responsibility, or devoted to one of several major tasks.

G-Invoicing provides some of the required information for the agency based on the partnerships the agency has already created, such as the ALC or the Agency ID, thus reducing the risk of data entry error. However, if either agency has more than one ALC or multiple Reference Data elements (i.e., Business Units, Cost Centers, or Department IDs), the agency must select the appropriate codes when creating the GT&C.

To be able to create a GT&C, agency *User Administrators* must assign an agency user at least one of the following roles:

- **Requesting or Servicing GT&C Manager** - Permits the agency user to Create, Edit, Delete, Modify, View, and Share GT&C agreements.
- **Requesting or Servicing GT&C Creator** – Permits the agency user to Create, Edit, Delete, Modify, and view GT&C agreements.

In addition, each role that is granted to a user must have at least one **Secondary Data Access Group (SDAG)** assigned to it. For additional information regarding user roles, SDAGs, and GT&C access, please contact one of your agency's User Administrators.

GT&Cs must be created manually though the online G-Invoicing application User Interface (UI).

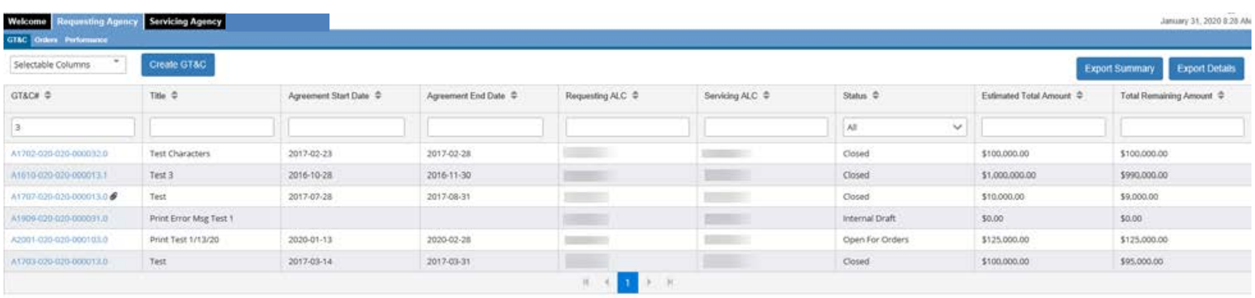
GT&C Summary Page

To access GT&Cs within G-Invoicing:

1. Click on either the **Requesting Agency** or **Servicing Agency** tabs.
2. Click on the **GT&C** sub-tab.

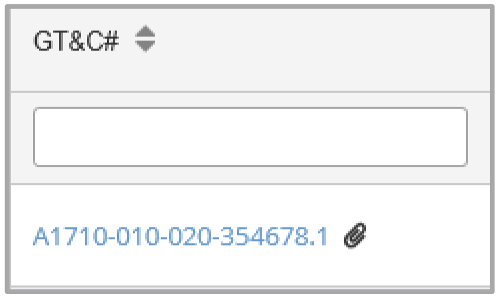
The **GT&C Summary Page** will appear. From this page, you should be able to access GT&Cs based on the roles you have been granted in G-Invoicing. If a giant blank space appears under the GT&C sub-tab after you click on it, and none of the GT&C columns, rows, or buttons appear like they do in the screen shot below, please click here for instructions.

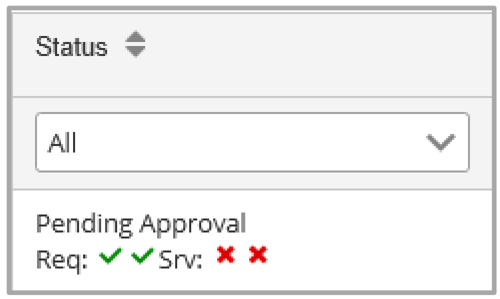
Note: In G-Invoicing Release 3.1, there was a modification made to the user access model that may grant users visibility to a good number of documents within the system that they may not have seen in the past. For any questions or concerns regarding documents you may now be able to view in your Summary Lists, please speak to one of your agency's G-Invoicing administrators.



GT&C Summary Page

The information displayed on the GT&C Summary Page is organized into eight default columns that include GT&Cs that are in *any* status. To narrow the amount of GT&Cs that are visible on the page, to adjust how the GT&Cs are organized on the page, or to display additional columns, please see the *Searching for GT&Cs* section.

Column Name	Description
GT&C#	G-Invoicing auto-generates the GT&C number in the format of A (literal), plus 4 digits for the current year and month, plus 3 digits for the Requesting Agency Department Code, plus 3 digits for the Servicing Agency Department Code, plus 6 digits for a sequence number, which starts at 1 and increments for every new GT&C. The sequence number restarts every MONTH at 1. The modification number appears after the decimal and is incremented with each change to the GT&C. Example: A1510-010-020-000001.0 Click on any GT&C# to view the agreement. **Note**: A paperclip icon immediately following a GT&C# indicates that the GT&C has one or more attachments added to it: 
Title	The name given to any GT&C by a Requesting or Servicing Agency.
Agreement Start Date	The Agreement Start Date represents the date the agreement between two agencies begins.
Agreement End Date	The Agreement End Date represents the date the agreement between two agencies ends.
Requesting ALC	Displays the ALC selected in the GT&C by the Requesting Agency.
Servicing ALC	Displays the Servicing ALC selected in the GT&C by the Requesting Agency during document creation.

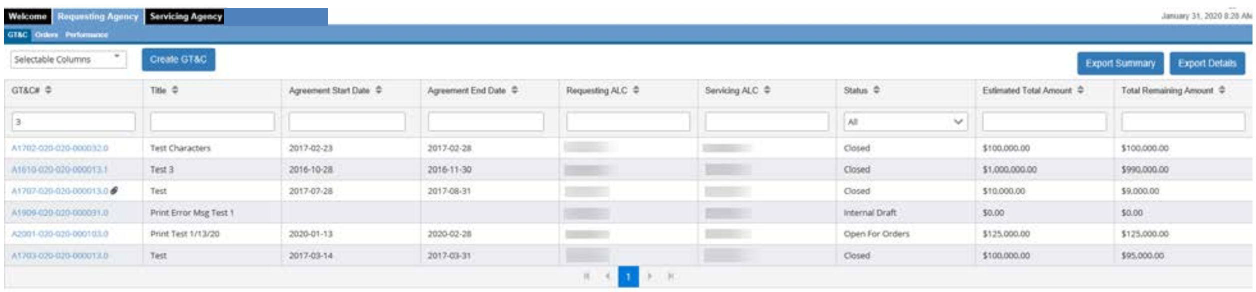
Column Name	Description
Status	Displays the current status of the GT&C: • **All** - Will display Orders in any status. • **Internal Draft** - A saved Draft of the GT&C that can be edited or completed at a later time. (**Note**: GT&Cs that are in an Internal Draft status are *not* visible to Servicing Agencies.) • **Pending Approval** - The Requesting Agency and/or Servicing Agency has yet to fully approve the GT&C. When a GT&C is in a Pending Approval status, indicators in the Status column will display whether or not Initial or Final Approvers from either the Requesting (Req) or Servicing (Srv) Agencies have taken action on the GT&C:  *One check* = GT&C has been Initially Approved *Two checks* = GT&C has been Finally Approved *X* = Has not been approved by either the Initial or Final Approver • **Rejected** – An agency has rejected the GT&C • **Closed** - The GT&C is no longer available to take action on. • **Open For Orders**- The GT&C is currently active, and can be used to request goods and/or services. • **Shared Draft** - The Requesting Agency has sent a draft of the GT&C to the Servicing Agency for review.
Estimated Total Amount	The sum of the Total Direct Cost Amount of the GT&C plus Total Overhead Fees and Charges Amount of the GT&C, if any.

Searching for GT&Cs

From the **GT&C Summary Page**, you may search for GT&Cs based on a variety of criteria, and may use filters to narrow the search results even further.

How to Search for GT&Cs

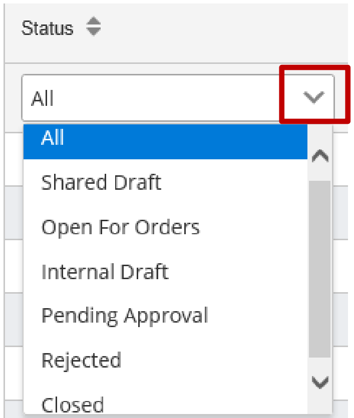
1. Click on either the Requesting Agency or Servicing Agency tabs.
2. Click on the **GT&C** sub-tab. The **GT&C Summary Page** should appear. (**Note:** Depending on the number of GT&Cs any given agency has recorded in the system, it may take a few moments for the list of GT&Cs to load on the Summary Page.)



GT&C Summary Page

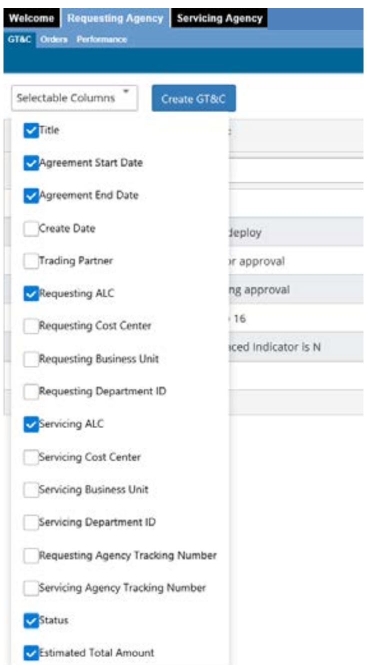
3. Use the boxes beneath each Column name (GT&C#, Title, Status, etc.) to filter the GT&Cs that appear on the page. For example, if you are searching for a single GT&C number such as A1908-020-020-000265.0, you can just type in the number 5 in the box below the GT&C# column name, and the system will display GT&Cs that contain “5” in their names:

The **Status** column includes a drop down menu that allows you to filter on a specific GT&C status:



Unless you select **All**, you may only filter search results by one specific Status value at a time.

4. If you wish to narrow the number of columns visible on the GT&C Summary Page, click on the **Selectable Columns** box and select/deselect the columns you would like to add or remove from view:



Note: If you decide to filter a GT&C search based on a given column value and then decide to hide that column from the GT&C Summary Page, the system will still retain the search filter, even though it may not be visible on the screen. For example, if you performed a search based on a specific Title, then decided to remove the **Title** column from your view on the screen, the system will still display the search results based on the specific Title you have selected as filter.

Additional items to keep in mind about filtering items on the GT&C Summary Page:

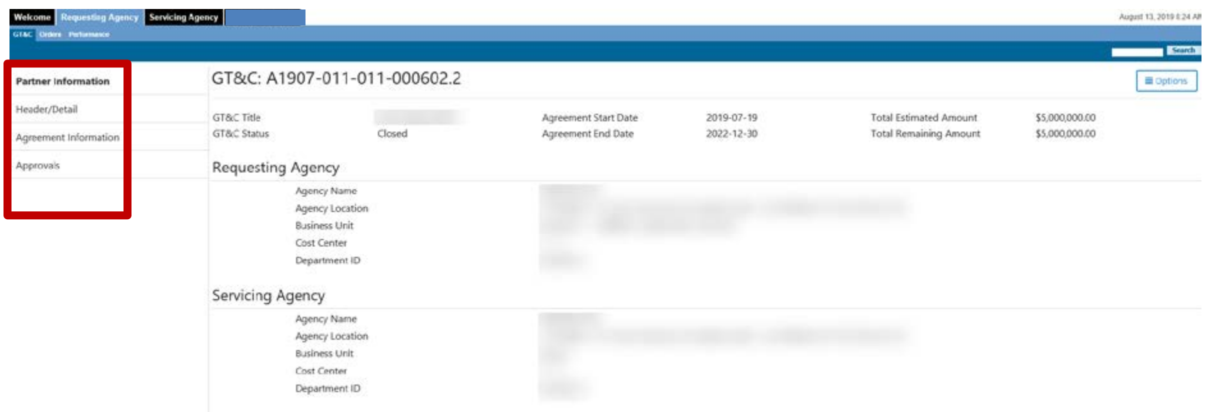
- The up and down arrows located to the right of the column names allow you to arrange the information that appears in the columns by alphanumerical order (A-to-Z/Z-to-A or lowest-to-highest/highest-to-lowest).
- If you have performed a search for GT&Cs using filtering options on the GT&C Summary Page, the system will *not* retain your search criteria once you move off of the page. For example, if you selected to hide the Status column from a filter on the GT&C Summary

Page, and you moved out of the GT&C tab and clicked on the Orders tab, the Status column will reappear on the GT&C Summary Page when you click back on the GT&C tab.

- GT&Cs in any **Draft** status will *not* appear on the GT&C Summary Page for Servicing Agencies.

Viewing GT&C Details

To view additional details for each GT&C, Requesting and Servicing Agencies may click on any **GT&C#** from the GT&C Summary Page. As a default, the **Partner Information** section for the GT&C will display first. Each section of the GT&C will appear on the left hand side of the page:



Click on any of the section names on the left hand side of the page to access the following:

Section Name	Description
Partner Information	Displays ALCs for the Requesting and Servicing Agencies, along with any Reference Data (i.e., Cost Center, Business Unit, and Department ID) information used on the GT&C.
Header/Detail	Displays information such as Requesting Agency and Servicing Agency Tracking Numbers, Termination Days, Agreement Type, Total Direct Cost Amount, etc.
Agreement Information	Displays information such as the Explanation of Overhead Fees and Charges, Roles, Restrictions, Clauses, etc.
Approvals	Displays the contact information for the GT&C Approvers.

Creating a GT&C

There are four major parts to creating a GT&C in G-Invoicing:

Part 1: The agency (either Requesting or Servicing) creating the form completes the **Partner Information** section (i.e., GT&C Title, Agreement Start and End Dates, Agency Name, etc.).

Part 2: From the **Header/Details** section, the initiating agency adds the details to the GT&C (Termination Days, Agreement Type, Total Direct Cost Amount, etc.). From the **Agreement Information** section, agencies may enter information such as Scope, Restrictions, and Clauses. Once those two sections are completed, the GT&C is shared with the partner agency; once it is shared, the initiating agency will not be able to edit the GT&C until it is either submitted or rejected by the partner agency.

Part 3: The partner agency (the agency that did *not* initiate the GT&C) enters their information on the GT&C before submitting it for approval.

Part 4: Once the Requesting and Servicing Agencies have completed their respective portions of the GT&C, they must both electronically approve the GT&C (please see the topic *Approving or Rejecting the GT&C* for further information).

The following procedures explain how to create a GT&C as the **Requesting Agency**; you would follow these exact same steps to create a GT&C as the **Servicing Agency**.

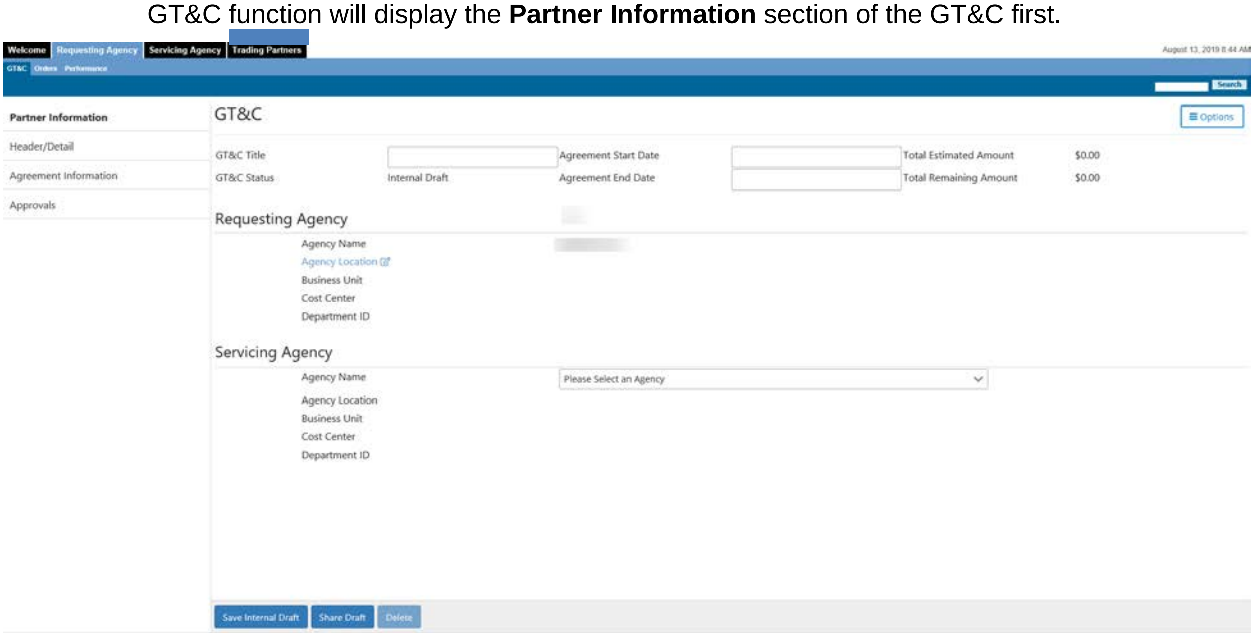
CRITICAL NOTE: During the create process, GT&Cs do *not* self-save. If you are creating a GT&C and should happen to move out of the GT&C sub-tab without saving the document as a **Draft** first, the GT&C will not be retained, and you will need to start the document over from scratch. For instructions on how to save a GT&C as a **Draft**, please visit here.

Once a GT&C is saved for the very first time, the system will auto-generate a **GT&C Number** for the document. G-Invoicing auto-generates the GT&C number in the format of A (literal), plus 4 digits for the current year and month, plus 3 digits for the Requesting Agency ID, plus 3 digits for the Servicing Agency ID, plus 6 digits for a sequence number, which starts at 1 and increments for every new GT&C. The sequence number restarts every MONTH at 1. The modification number appears after the decimal and is incremented with each change to the GT&C. Example: A1410-010-020-000001.0

How to Create a GT&C as the Requesting Agency – Part 1

Note: The agency that initiates the GT&C fills out *both* the Requesting Agency and Servicing Agency information to begin the GT&C.

1. From the **Requesting Agency** tab, click the **GT&C** sub-tab. **The GT&C Summary Page** will display.
2. Click **Create GT&C**. The **Create GT&C** user interface (UI) will appear. As default, the Create GT&C function will display the **Partner Information** section of the GT&C first.



3. At the top of the page, please enter a descriptive name for the GT&C in the **GT&C Title** field.
4. Click on the empty **Agreement Start Date** field. When the calendar box appears, select the appropriate date. You may use the arrows near the top of the calendar box to skip ahead by month or year. Alternatively, you may enter a date by hand in the open field at the top of the calendar box using this format: **yyyy-mm-dd**

   Note: Backdating GT&Cs is allowed (i.e., you may create a GT&C using a start date that is before the current date). However, Agreement End Dates must *always* be greater than the current date.
5. Click on the empty **Agreement End Date** field. End Dates must *always* be greater than the current date. When the calendar box appears, select the appropriate date. You may use the arrows near the top of the calendar box to skip ahead by month or year. Alternatively, you may enter a date by hand in the open field at the top of the calendar box using this format: **yyyy-mm-dd**

   Note: If a GT&C is created with an Agreement End Date that is before the current date, saved, and then sent along for approval, the **Approval** button will be disabled for agency Approvers. If this should occur, an agency Approver would need to **Reject** the GT&C. Once rejected, the GT&C can be updated with the proper End Date, and can then be resubmitted for approval.
6. In the **Requesting Agency** sub-section, click on **Agency Location**. The **Agency Location Selector** box will display. Please note that many of the sections in this box will be empty at this point.
7. Select an Agency Location Code (ALC) from the **Agency Location Code** drop down menu. (You may only select one ALC from the menu if your agency has access to multiple ALCs.)
8. Once an ALC is selected, the **Reference Data** (Cost Center, Business Unit, and Department ID) boxes will display with available selections based on the ALC you have chosen, and the **Secondary Data Access Groups** (SDAGs) that have been assigned to the roles granted to you as a G-Invoicing Disburser User. (For more information on SDAGs and user roles, please speak to one of your agency's G-Invoicing *User Administrators*.)

   Users may choose how the values for each Reference Data are displayed in their selection boxes by:

   - Selecting either **Code**, **Description**, or **Code + Description** under **Display Options** in the Agency Location Selector box
   - Selecting **Only Show Selectable**, which will only display Reference Data items that are available to be used on the GT&C by the user creating the GT&C
9. Select the appropriate **Reference Data** for your GT&C, if needed. For ease, you may search for the items available to you by:

   - Clicking in the empty field with the magnifying glass icon at the top of each type of Reference Data, and enter in a value. As you type, the system will automatically filter your choices for you. For example, if you have selected your Display Option as **Code + Description**, and you type in the letters "CA" in the Cost Center box, all of the Cost Centers that contain "CA" in their codes or descriptions will display in the Cost Center box.
   - For each Reference Data type, you may use the up-and-down scroll bar within each of their boxes to manually search for items.

   When you have located the item you want to add to the GT&C for each Reference Data type, **click on the box to the left of each item name**. You may add multiple Cost Centers, Business Units, and Department IDs to your GT&C, if appropriate.

10. After you have finished checking the boxes for each Reference Data item you would like to add to the GT&C, click on the **Select** button. (Clicking on **Cancel** will remove the Agency Selector Box from the UI, and will return you to the Partner Information section).

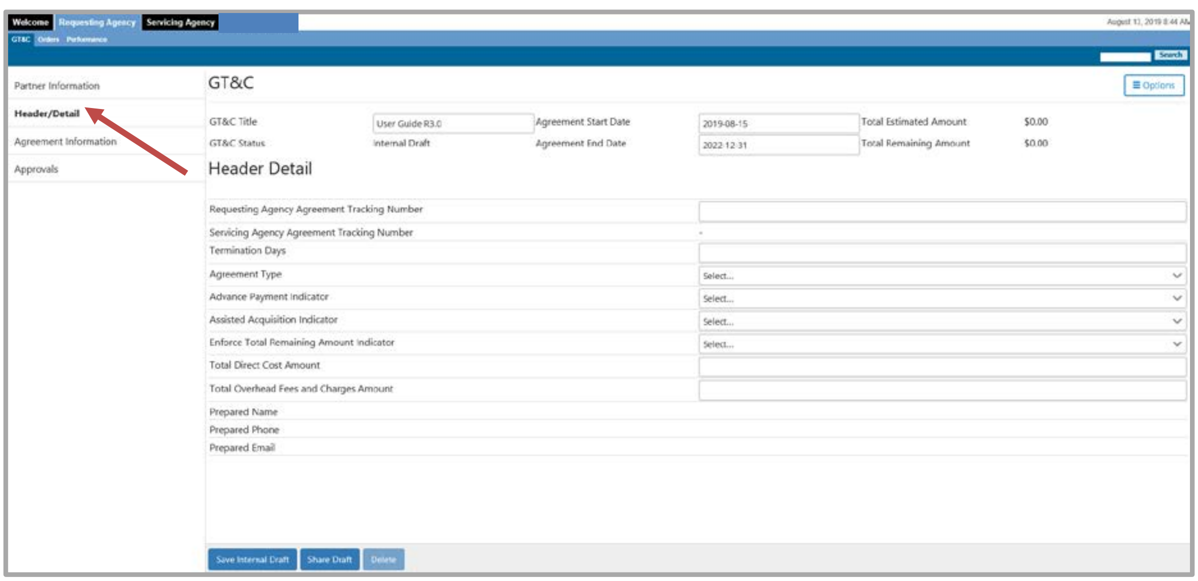
    After clicking the Select button, you will be returned to the Partner Information section of the GT&C.

    - If at a later time you need to add Reference Data to the GTC, click on **Agency Location** to bring up the Agency Selector Box once again, and follow the steps above.

    - To remove Reference Data from a GT&C, click on **Agency Location** to bring up the Agency Selector Box, **uncheck the box to the left of each item** that you would like to remove, then click on the **Select** button.

11. In the **Servicing Agency** sub-section, click on the drop down menu to the right of **Agency Name** and select an agency.
12. After an agency is selected, **Agency Location** becomes available to select. Click on Agency Location to bring up the **Agency Location Selector** box.
13. Click on the **Agency Location Code** field, and select an available Agency Location Code (ALC) from the drop down menu. If multiple ALCs appear in the drop down menu, you will only be able to select one ALC.
14. If desired, you may click on the **Agency User** field to select a Servicing Agency user from the drop down menu to add to the GT&C. This is an optional field.
15. If needed for the Servicing Agency, please follow steps 8-10 above to add Reference Data to the GT&C.

How to Create the GT&C as the Requesting Agency – Part 2



1. From the column on the far left side of the page, click on **Header/Detail**. Use the information in the table below to complete this portion of the GT&C relevant to the Requesting Agency. Please refer to US Treasury form 7600A for additional information on the terms used in the GT&C.

Field Name	Description	Corresponding field on the IAA 7600A form
Requesting Agency Agreement Tracking Number	Identifier used to track GT&Cs in the agency's own ERP (Enterprise Resource Planning) system (if they use the ERP for GT&Cs) or any method to organize GT&Cs outside of G-Invoicing that has unique identifiers. The agency can use this number to tie to the G-Invoicing unique GT&C number. Enter a number up to 30 alphanumeric characters. An Agency Administrator can configure it to be required in the GT&C Rule Sets.	N/A
Servicing Agency Agreement Tracking Number	This field will be unavailable to the Requesting Agency.	Block #3
Termination Days	Enter the number of days during which either party can terminate the GT&C. If you do not enter anything in this field, G-Invoicing defaults to 30 days.	Block #5
Agreement Type (Required)	Select one of the following: • **Single Order -** GT&C allows exactly one Order creation. • **Multiple Orders -** GT&C allows one or more Order creations.	Block #6
Advance Payment Indicator (Required)	Select one of the following: **Yes –** If Orders associated with this GT&C can include an advance payment. **No –** If Orders associated with this GT&C cannot include an advance payment.	Block #7
Assisted Acquisitions Indicator (Required)	Select **Yes** or **No** from the drop down menu. If 'Yes' is selected, then the **Assisted Acquistions** field in the Agreement Information section of the GT&C is required to be filled out. **Note**: Once a GT&C has been shared with a trading partner, this field cannot be modified.	Block #8
Enforce Total Remaining Amount Indicator	Amount will be calculated as Total Direct Cost Amount plus Total Overhead Fees and Charges Amount. Select **Yes** or **No** from the drop down menu.	N/A

Total Direct Cost Amount	Enter the total direct cost amount, in the format $$$$$$$.CC, up to 15 digits. The amount must be equal to or greater than $0.00.	Block #9
Total Overhead Fees and Charges Amount	Enter the total overhead fees and charges amount, in the format $$$$$$$.CC, up to 15 digits.	Block #9
Prepared Name	Name of the Disburser user who prepared the form. This field is read-only, and will auto-fill with the Preparer's information once the GT&C has been moved to a **Shared Draft** status.	N/A
Prepared Phone	Phone number of the Disburser user who prepared the form. This field is read-only, and will auto-fill with the Preparer's information once the GT&C has been moved to a **Shared Draft** status.	N/A
Prepared Email	Email address of the Disburser user who prepared the form. This field is read-only, and will auto-fill with the Preparer's information once the GT&C has been moved to a **Shared Draft** status.	N/A

2. From the column on the far left side of the page, click on **Agreement Information**, and if needed, fill out the fields based on information provided in the table below.

   Note: Users should be mindful of copying and pasting heavily formatted data from external documents into these fields (i.e., Word documents with numbering, bullets, etc.) as the system will often generate an error message due to formatting issues. If you should happen to receive an error message in any of the below fields after pasting heavily formatted data into them, it is advised that you completely remove all info from the affected field, save the GT&C, then attach the related document to the GT&C.

Field Name	Description	Corresponding field on the IAA 7600A form
Explanation of Overhead Fees and Charges	See the topic *How to Complete a GT&C Initiated by the Partner Agency*.	Block #10

Field Name	Description	Corresponding field on the IAA 7600A form
Scope	Enter the Requesting Agency's scope of the work performance for the entire IAA by the Servicing Agency (up to 4000 characters). You can attach the scope/statement of work/memorandum of understanding, which may contain roles and responsibilities. Please see the section *Adding Attachments to GT&Cs* for instructions.	Block #11
Roles	Enter the roles and responsibilities that the Requesting Agency must carry out to ensure the effective management and fulfillment of the IAA requirements (up to 4000 characters).	Block #12
Restrictions	State and/or attach unique requirements and/or mission specific restrictions specific to this GT&C, up to 4000 characters. Please see the section *Adding Attachments to GT&Cs* for instructions.	Block #13
Assisted Acquisitions (Conditional)	The agency's list of organizations (Offices, Bureaus, Divisions, etc.) that are authorized to request or provide acquisition assistance for the General Terms and Conditions (GT&C). If **Yes** was selected as the Assisted Acquisitions Indicator on the GT&C, then this field is required.	Block #17
Clauses	Include any additional Requesting Agency clause(s) and any amendment clauses. For example, if there is a termination, dispute, or protest clause specifically related to this agreement, include it as an attachment. Please see the section *Adding Attachments to GT&Cs* in this chapter for instructions.	Block #19
Assisted Acquisition Small Business Credit Clause	Standard clause: "The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency."	Block #14

Field Name	Description	Corresponding field on the IAA 7600A form
Disputes	Standard clause: “Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Transaction (IGT) Guide, at http://tfm.fiscal.treasury.gov/content/tfm/v1/p2/c470.html”.	Block #15

CRITICAL NOTE: If you are satisfied with the information you have entered in to the GT&C, please ensure that you save the GT&C as a **Draft** at this point. If you move out of the GT&C sub-tab without saving the document as a **Draft** first, the document will not be retained, and you will need to create the GT&C over from scratch.

How to Save and/or Share a GT&C as a Requesting Agency

After you finish entering GT&C information as a Requesting Agency, select one of the following:

- To save a current draft of the GT&C *without* allowing the other trading partner agency to access or view the GT&C, click **Save Internal Draft**. (This option is available to users who possess the *Requesting GT&C Creator* or the *Requesting GT&C Manager* role, and allows for future editing of the GT&C.)

  A GT&C in an **Internal Draft** status that has been saved may be deleted at any time by a *Requesting GT&C Creator* or *Requesting GT&C Manager* by clicking the **Delete** button. You cannot delete a GT&C that has moved to **Pending Approval** status. Instead, you may Approve or Reject the GT&C.

  After an Internal Draft is saved, users may click on the **Options** box near the top right corner of the GT&C page and select **Audit History** to view the audit trail. The audit trail displays the approval and modification history for the GT&C. To return to the GT&C details page, click the “X” in the top right corner of the Audit History box to return to the GT&C.
- You may update an Internal Draft by making any necessary changes, then clicking **Update Internal Draft**.
- To forward the GT&C on to the other trading partner agency so that they may access and review the document, click **Share Draft**. (This option is *only* available to users who hold the *Requesting GT&C Manager* role.)

  Note: Once the GT&C is shared with a trading partner, the Requesting Agency will no longer be able to edit the document until it is either submitted or rejected by the Servicing Agency. However, it may be *deleted* completely by the Requesting Agency by clicking the **Delete** button. The option to delete a shared GT&C may only be performed by users with the *Requesting GT&C Manager* role, and will remove the GT&C completely from the Servicing Agency’s view. Once a GT&C has been promoted to **Pending Approval** status, it cannot be deleted, but it can be rejected (please see *Approving or Rejecting the GT&C* for more details).

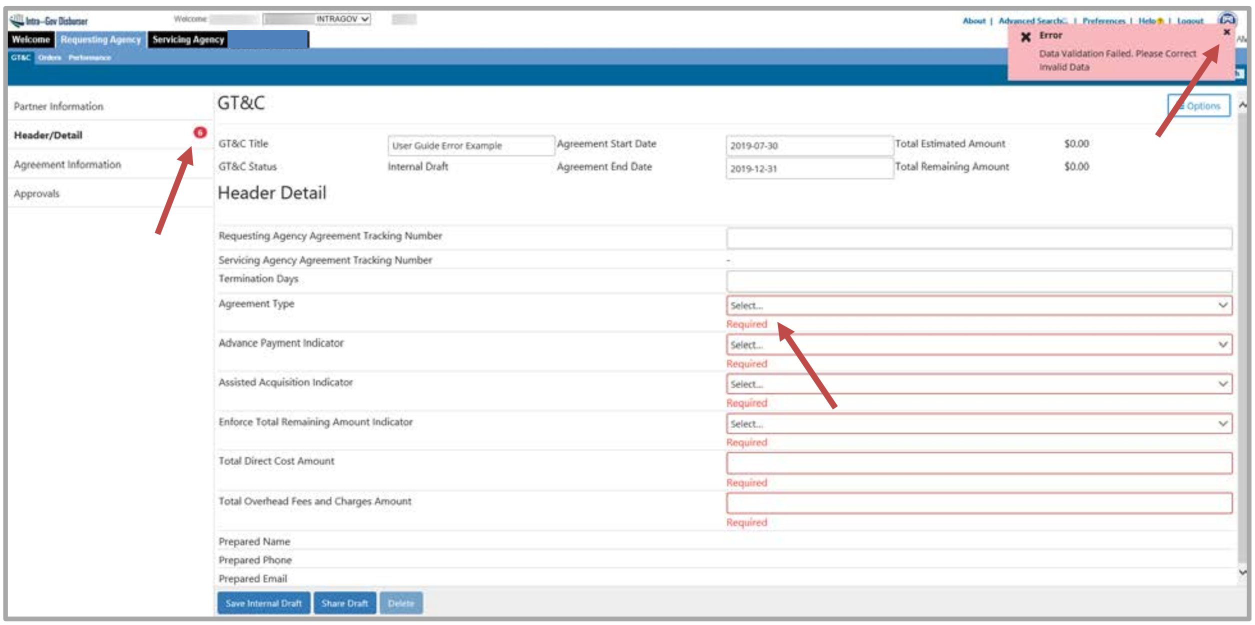
After you click on the **Share Draft** button, one of two things will occur:

- If the GT&C passes the data validation stage, a message stating “**Success – Draft GT&C Shared With Trading Partner**” will display, and notifications will be sent to the appropriate Servicing Agency users if they have subscribed to them.

- If the GT&C does not pass the data validation stage, a message stating “**Error: Data Validation Failed. Please Correct Invalid Data**” will appear near the top right corner of the GT&C. If you look on the left side of the GT&C page, a red oval will display to the right of one or more section names. The number in the middle of the red oval will denote the number of errors that need to be corrected within that section before the GT&C can be submitted for approval.

For each section that displays a red oval, click on the section name to view the specific data/fields that need to be addressed. The items that need to be corrected will be underlined in red, along with a brief description of the error provided just below the data/field itself.

In the example below, there were six errors noted in the **Header/Detail** section of the GT&C. Clicking on Header/Detail from the menu on the left side of the page revealed that there were a number of fields that were left empty, with the text “**Required**” displayed beneath them.



Filling out the fields by selecting one of the choices provided in the drop down menus will remove the red ovals from the section menu. You may also remove the large error message at the top of the Order by clicking on the red “X” in the far right side of the error message box.

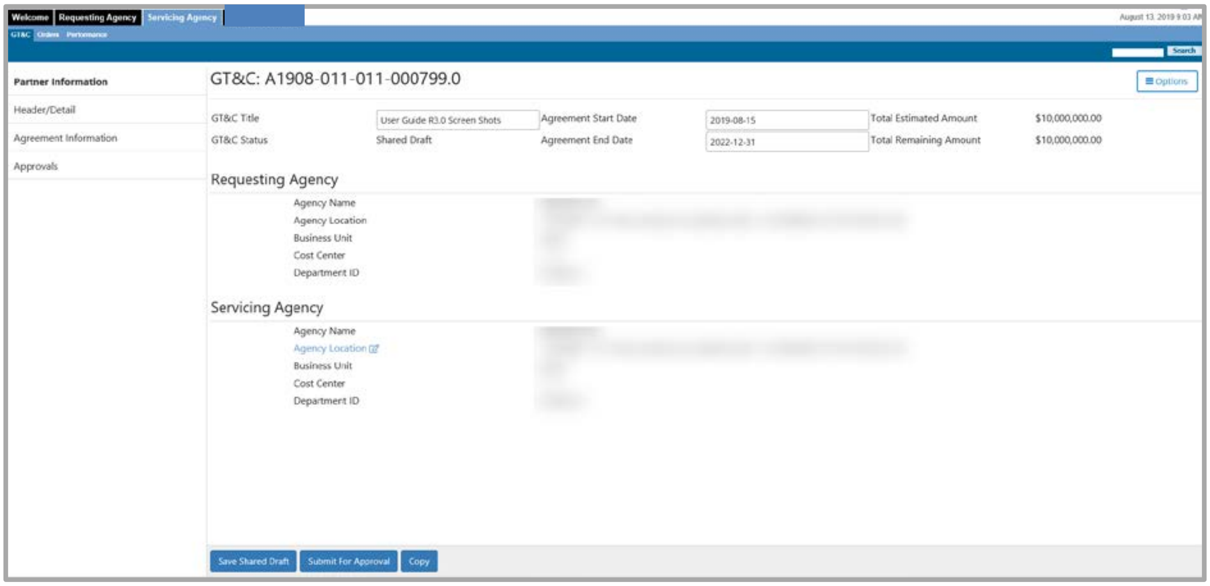
When all of the errors have been cleared, click on the **Share Draft** button to send the GT&C to the Servicing Agency. If the GT&C passes data validation, notifications will be sent to the appropriate Servicing Agency users via email if they have subscribed to them.

How to Complete a GT&C Initiated by the Partner Agency – Part 3

To complete a GT&C, the trading partner agency (in this case the Servicing Agency) logs into the G-Invoicing Intragov module and opens a GT&C in a **Shared Draft** status. The Servicing Agency reviews and enters any applicable information in the agreement fields, and then submits the GT&C to move it to the Approval stage.

CRITICAL NOTE: During this process, GT&Cs do *not* self-save. If you are completing a GT&C and should happen to move out of the GT&C sub-tab without saving the document as a **Draft** first, the information you have entered in to the GT&C will not be retained, and you will need to start over. For instructions on how to save a GT&C as a **Draft** as a Partner Agency, please visit here.

1. From the **Servicing Agency** tab, click the **GT&C** sub-tab.
2. From the **GT&C#** column, click the link for a GT&C in a *Shared Draft* status that the Servicing Agency needs to complete.



3. The GT&C will open, and will display the **Partner Information** section as a default. Complete or update the available fields in the Partner Information as described in the table below, if applicable.

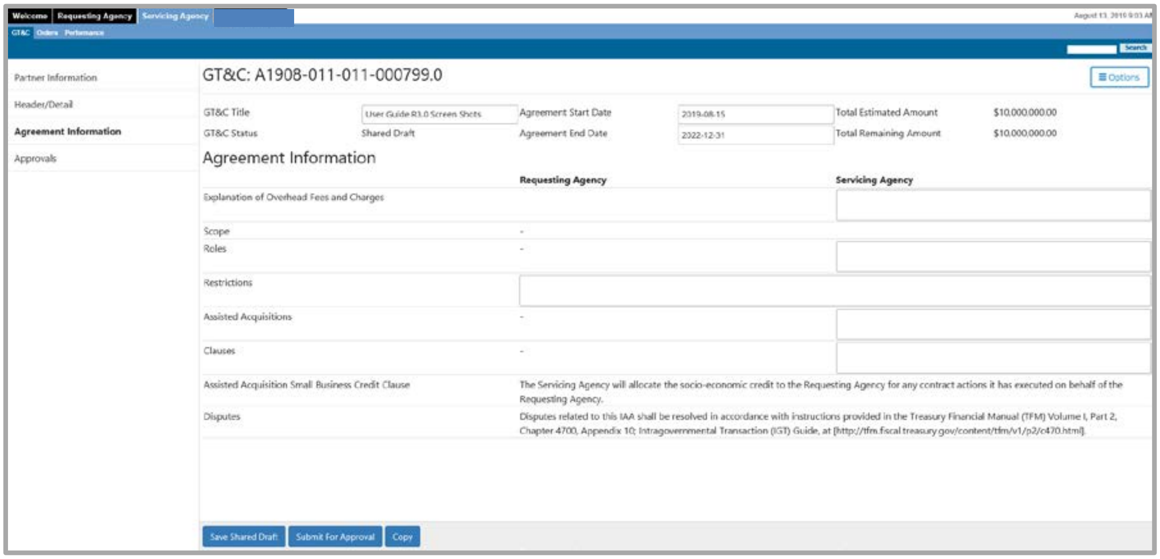
Name	Description	Corresponding field on the IAA 7600A form
GT&C Title	Enter a descriptive name for the GT&C.	N/A
Agreement Start Date (Required)	Enter the start date for the GT&C or click the calendar button to browse for the date.	Block #4
Agreement End Date (Required)	Enter the end date for the GT&C or click the calendar button to browse for the date.	Block #4

4. In the column on the left hand side of the page, click on **Header/Detail**, and complete or update the available fields as described in the table below, if applicable.

Name	Description	*Corresponding field on the* **IAA 7600A form**
Servicing Agency Agreement Tracking Number	Identifier used to track agreements in the agency's own ERP (if they use the ERP for agreements) or any method to organize agreements outside of G-Invoicing that has unique identifiers. The agency can use this number to tie to the G-Invoicing unique GT&C number. Enter a tracking number up to 30 alphanumeric characters. An Agency Administrator can configure it to be required.	Block #1
Termination Days	Enter the number of days during which either party can terminate the GT&C. If you do not enter anything in this field, G-Invoicing defaults to 30 days.	Block #5
Agreement Type (Required)	Select one of the following: • **Single Order -** GT&C allows exactly one Order creation. • **Multiple Orders -** GT&C allows one or more Order creations.	Block #6
Advance Payment Indicator (Required)	Select one of the following: **Yes –** If Orders associated with this GT&C can include an advance payment. **No –** If Orders associated with this GT&C cannot include an advance payment.	Block #7
Enforce Total Remaining Amount Indicator	Amount will be calculated as Total Direct Cost Amount plus Total Overhead Fees and Charges Amount.	N/A
Total Direct Cost Amount	Enter the total direct cost amount, in the format $$$$$$$.CC, up to 15 digits.	Block #9
Total Overhead Fees and Charges Amount	Enter the total overhead fees and charges amount, in the format $$$$$$$.CC, up to 15 digits.	Block #9

5. In the column on the left hand side of the page, click on **Agreement Information**, and complete or update the available fields as described in the table below, if applicable. Users should be mindful of copying and pasting heavily formatted data from external documents into these fields (i.e., Word documents with numbering, bullets, etc.) as the system will often generate an error message due to formatting issues.

   Note: If you should happen to receive an error message in any of the below fields after pasting heavily formatted data into them, it is advised that you completely remove all info from the field, save the GT&C, then attach the related document to the GT&C.



Name	Description	Corresponding field on the IAA 7600A form
Explanation of Overhead Fees and Charges	Enter if the Requesting Agency entered an amount in the Overhead Fees and Charges field.	Block #11
Roles	Enter the roles and responsibilities that the Servicing Agency must carry out to ensure the effective management and fulfillment of the IAA requirements, up to 4000 characters.	Block #12
Restrictions	State and/or attach unique requirements and/or mission specific restrictions specific to this GT&C, up to 4000 characters. Please see the topic *Adding Attachments to GT&Cs* for instructions.	Block #13

Name	Description	Corresponding field on the IAA 7600A form
Assisted Acquisitions (Conditional)	This field is required to be filled out for an Assisted Acquisition Agreement. Enter the names of organizations authorized to request acquisition assistance for the Intragov order, up to 4000 characters.	Block #17
Clauses	Enter any additional rules, conditions, regulations, etc., which need consideration or will dictate the behavior of any actions taken as part of this agreement. For Example: If there is a termination, dispute, or protest clause specifically related to this agreement, include it as an attachment. Please see the topic *Adding Attachments to GT&Cs* for instructions.	Block #20

CRITICAL NOTE: If you are satisfied with the information you have entered in to the GT&C, please ensure that you save the GT&C as a **Draft** at this point. If you move out of the GT&C sub-tab without saving the document as a **Draft** first, information you have entered in to the GT&C will not be retained, and you will need to start over.

How to Save a GT&C Initiated by the Partner Agency

After you finish entering the Servicing Agency GT&C information, select one of the following:

- To save a current draft of the GT&C click **Save Shared Draft**. (This option is available to users who possess the Servicing GT&C Creator or the Servicing GT&C Manager role, and allows for future editing of the GT&C by the Servicing Agency.) The updated Shared Draft will be visible to the Requesting Agency.

  Once a GT&C is saved, users can click on the **Options** box near the top right corner of the GT&C page and select **Audit History** to view the audit trail. The audit trail displays the approval and modification history for the GT&C. To return to the GT&C, click on the “X” in the top right corner of the Audit History box to remove it from view.
- You may update a **Shared Draft** by making any necessary changes, then clicking **Save Shared Draft**.
- Click on **Submit For Approval** to move the GT&C to a **Pending Approval** status. Once a GT&C is in a Pending Approval status, it becomes available for Requesting and Servicing Agencies to add their Approvals to it, or Reject it.

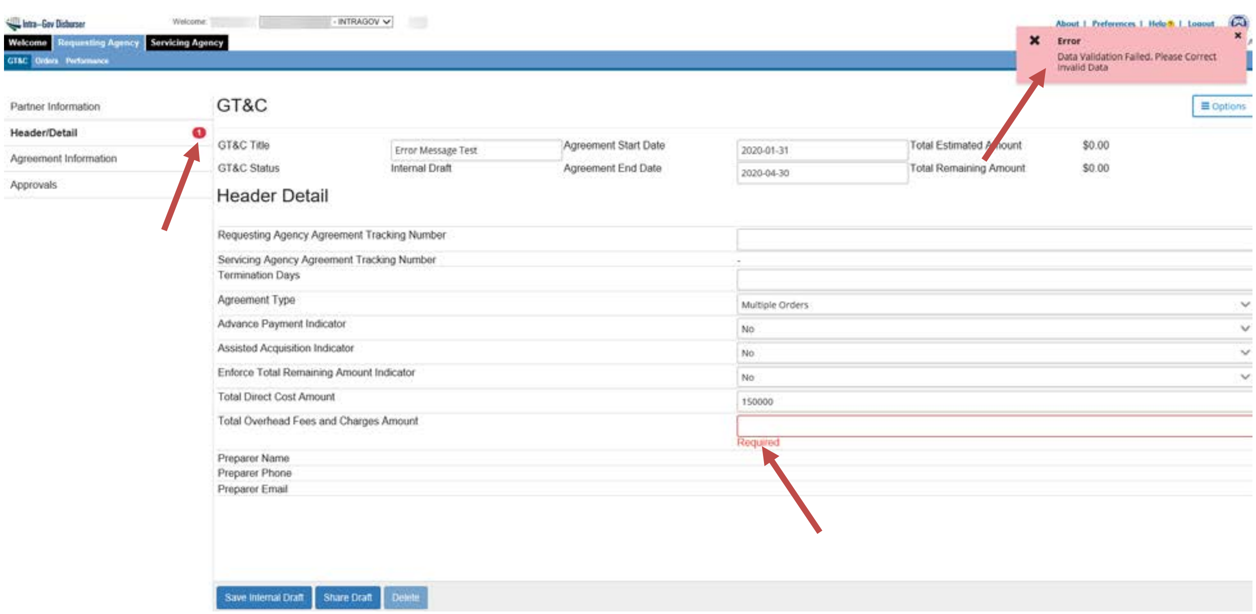
After you click on the **Submit For Approval** button, one of two things will occur:

- If the GT&C passes the data validation stage, a message stating "**Success – Draft GT&C Shared With Trading Partner**" will display, and notifications will be sent to the appropriate Servicing Agency users if they have subscribed to them.

- If the GT&C does not pass the data validation stage, a message stating "**Error: Data Validation Failed. Please Correct Invalid Data**" will appear near the top right corner of the GT&C. If you look on the left side of the GT&C page, a red oval will display to the right of one or more section names. The number in the middle of the red oval will denote the number of errors that need to be corrected within that section before the GT&C can be submitted for approval.

For each section that displays a red oval, click on the section name to view the specific data/fields that need to be addressed. The items that need to be corrected will be underlined in red, along with a brief description of the error provided just below the data/field itself.

In the example below, there was one error noted in the **Header/Detail** section of the GT&C. Clicking on Header/Detail from the menu on the left side of the page revealed that the Total Overhead Fees and Charges Amount field was left empty, with the text "**Required**" displayed beneath it.



Filling out the field will remove the red oval from the section menu. You may also remove the large error message at the top of the Order by clicking on the red "X" in the far right side of the error message box.

When all of the errors have been cleared, click on the **Submit For Approval** button to send the GT&C to the Requesting and Servicing Agency Approvers. If the GT&C passes data validation, notifications will be sent to the appropriate users via email if they have subscribed to them.

Adding Attachments to GT&Cs

Only Requesting Agency or Servicing Agency users with the *Manager* or *Approver* roles assigned to them are able to add attachments to a GT&C. Please be aware of the following when working with attachments:

- File name must be no more than 132 characters, including the file extension (.pdf, .docx, etc.)
- The only allowable characters in attachment file names are: lower case letters (a-z), upper case letters (A-Z), numbers 0 through 9, dashes, and underscores (i.e., a file named GT&C2019_mipr$ is not acceptable, but a file named GTC2019_mipr is)
- The maximum number of attachments allowed per GT&C is 25
- The upload file size limit for all allowable file types is 10MB per file
- Maximum size of all attachments combined per document is 25MB
- Either Requesting Agency or Servicing Agency Managers or Approvers can add attachments to a GT&C in any of the following states: **Internal Draft**, **Shared Draft**, **Pending Approva**l, or **Open For Orders**
- File types of .cmd, .exe, .bat, and .scr are *not* allowed as attachments at this time
- Buyers can view Seller attachments, but they cannot delete them.
- Sellers can view Buyer attachments, but they cannot delete them.

The following file extensions/types are accepted by G-Invoicing:

.doc	word
.docx	word
.xls	excel
.xlsx	excel
.xlsb	excel
.ppt	powerpoint
.pptx	powerpoint
.ppsx	powerpoint
.pps	powerpoint
.txt	text
.csv	text
.msg	email
.eml	email
.jpg	image
.gif	image
.png	image
.bmp	image

.pdf	image
.accdb	ms database
.mdb	ms database

How to Add Attachments to GT&Cs

1. From either the **Requesting Agency** or **Servicing Agency** tabs, select a GT&C from the GT&C Summary Page that you would like to add an attachment to, and open it by clicking on the GT&C #.
2. Click on the **Options** box near the top right corner of the GT&C page.
3. Open a GT&C in an Internal Draft, Shared Draft, Pending Approval, or Open For Orders status.
4. Click **Attachments** to open the Attachments box.

5. Click on **the Add Attachment** button. The Upload Attachment box will appear.
6. Click on the **Browse** button.
7. Locate the file on your machine or on your network, click on it, and then click on **Open**. You will be returned to the Upload Attachment box, with the file you selected visible at the bottom. If you would like to remove the file at this time, click on the "X" to the far right of the file name.
8. In the **Nickname** field, you may type in a name for the document (optional).
9. Click **Upload** to add the attachment to the GT&C. (Clicking **Cancel** will return you to the Browse function).

   A **Success: Attachment Added** message will appear. To close the Attachments box, click on the "X" in the top right corner of the box.

How to View Attachments to GT&Cs

1. From the **Requesting Agency** or **Servicing Agency** tabs, click the **GT&C** sub-tab.
2. Locate a GT&C from the **GT&C Summary List** and click on the **GTC#** to open it.
3. From any GT&C section, click on the **Options** box near the top right corner of the page.
4. Click on Attachments.
5. Locate the file you wish to view, and click on its **File Name**.
6. Click on **Open** to view the file, **Save** to store the file on your machine or network**, or Cancel** to return to the list of Attachments.

How to Delete Attachments from GT&Cs

1. From the **Requesting Agency** or **Servicing Agency** tab, click the **GT&C** sub-tab.
2. Locate a GT&C from the **GT&C Summary List** and click on the **GTC#** to open it.
3. From any GT&C section, click on the **Options** box near the top right corner of the page.
4. Click on Attachments.

5. Locate the file you wish to view, and click on the garbage can icon in the **Delete** column.
6. Click on **Yes** to delete the attachment. (Clicking on **No** returns you to the list of Attachments.)
   A Success: Attachment Deleted message will appear.

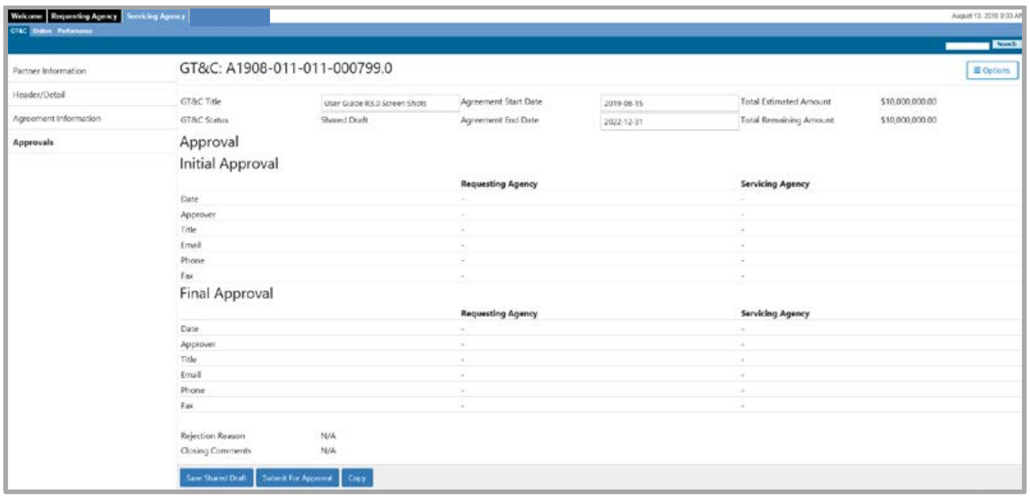
Approving or Rejecting the GT&C

Part 4 of creating a GT&C is the Approval process. Once the Requesting and Servicing Agencies have completed their respective portions, they must *both* electronically approve the GT&C.

If subscribed to the **Intragov GT&C Created or Changed Notification**, G-Invoicing notifies a Requesting Agency or Servicing Agency user when a GT&C is created or modified. To approve a GT&C, the Requesting or Servicing Agency user views the GT&C Summary List to select the GT&C with a **Pending Approval** status.

When a GT&C is in a **Pending Approval** status, the Requesting Agency and the Servicing Agency can Approve or Reject the GT&C. **(Note**: A GT&C in a Pending Approval status cannot be updated. If an update to a GT&C in a Pending Approval status is needed, a Requesting Agency or Servicing Agency Approver would need to Reject the GT&C. Once rejected, the GT&C can then be updated, and then resubmitted for Approval.)

Users must be assigned either the *Requesting GT&C Initial/Final Approver* roles or the *Servicing GT&C Initial/Final Approver* roles by an Agency Administrator to be able to approve GT&C agreements.



How to Approve a GT&C – Part 4

1. From the **Servicing Agency** tab, click the **GT&C** sub-tab. The GT&C Summary List appears.
2. From the **GT&C#** column, click on a GT&C with a status of **Shared Draft**. G-Invoicing will then open the GT&C, and will display the **Pending Information** section as a default.
3. Click on the **Submit for Approval** button at the bottom of the page.
4. Click **Yes** in the confirmation box to submit the GT&C for Approval. (Clicking **No** returns you to the previous screen.)
5. A Success: Draft GT&C Submitted for Approval message will display.

6. If you happen to possess the *Requesting* or *Servicing GT&C Initial Approver* role, the GT&C will remain open for you, and you may skip to Step 10. Otherwise, you will be returned to the GT&C Summary List.
7. A user with either the *Requesting* or *Servicing Initial Approver* role may log in to G-Invoicing and click on either the **Requesting Agency** or **Servicing Agency** tabs.
8. Click on the **GT&C** sub-tab. The GT&C Summary List will appear.
9. From the **GT&C#** column, click on a GT&C with a status of **Pending Approval**. G-Invoicing will then open the GT&C, and will display the **Pending Information** section as a default.
10. From the column on the left side of the page, click on **Approvals**. The Approvals section of the GT&C will then display.
11. Under the **Initial Approval** section, click on the notepad icon to the right of either **Requesting Agency** or **Servicing Agency**.
12. When selected, G-Invoicing populates the date, signer's name, email address, and phone number fields with information from the user's profile. Users will not be able to edit these fields.
13. Enter your occupational title in the **Title** field (optional).
14. Enter your fax number (optional).
15. Click the **Approve** button at the bottom of the page.
16. In the confirmation box, click **Yes** to Approve the GT&C. (Clicking on **No** returns you to the previous page.)
17. A Success: Draft GT&C Submitted for Approval message will display.

    - If you possess the *Requesting GT&C Initial Approver* role, the GT&C will be forwarded on to a user with the *Requesting GT&C Final Approver* role for final approval.
    - If you possess the *Servicing GT&C Initial Approver* role, the GT&C will be forwarded on to a user with the *Servicing GT&C Final Approver* role for final approval.
18. If you happen to possess the *Requesting* or *Servicing GT&C Final Approver* role, the GT&C will remain open for you, and you may skip to Step 22. Otherwise, you will be returned to the GT&C Summary List.
19. A user with either the *Requesting* or *Servicing Final Approver* role may log in to G-Invoicing and click on either the **Requesting Agency** or **Servicing Agency** tabs.
20. Click on the **GT&C** sub-tab. The GT&C Summary List will appear.
21. From the **GT&C#** column, click on a GT&C with a status of **Pending Approval**. G-Invoicing will then open the GT&C, and will display the **Pending Information** section as a default.
22. From the column on the left side of the page, click on **Approvals**. The Approvals section of the GT&C will then display.
23. Under the **Final Approval** section, click on the notepad icon to the right of either **Requesting Agency** or **Servicing Agency**.
24. When selected, G-Invoicing populates the date, signer's name, email address, and phone number fields with information from the user's profile. Users will not be able to edit these fields.
25. Enter your occupational title in the **Title** field (optional).
26. Enter your fax number (optional).
27. Click the **Approve** button at the bottom of the page.
28. In the confirmation box, click **Yes** to Approve the GT&C. (Clicking on **No** returns you to the previous page.)
29. A **Success: Draft GT&C Submitted for Approval** message will display.

    G-Invoicing will display the GT&C in both the Requesting Agency and Servicing Agency GT&C Summary Lists in an **Open for Orders** status after both agencies have fully granted their approvals. The system will also generate and send the *Intragov GT&C Created or Changed Notification* email to subscribed Requesting Agency and Servicing Agency users.

Note: Once a GT&C is approved by either the *Initial GT&C Approver* or the *Final GT&C Approver*, that same Approver may no longer Reject a GT&C.

How to Reject a GT&C

1. From the **Requesting Agency** or **Servicing Agency** tab, click on the **GT&C** sub-tab. The GT&C Summary List will appear.
2. From the **GT&C Summary List**, locate a GT&C in a **Pending Approval** status that you would like to Reject, and click on its **GT&C#**. The **Reject GT&C** box will display:

3. In the **Reject GT&C Reason** field, enter the reason for rejecting the GT&C (maximum of 1000 characters).
4. Click **Yes** to Reject of the GT&C. (Clicking **Cancel** will return you to the GT&C itself).
5. The **Confirmation** box will appear. Click **Yes** to Reject the GT&C. (Clicking on **No** will return you to the previous box.)
6. A **Success: GT&C Rejected** message will appear, and the GT&C will move to a **Rejected** status.

How to Resubmit a Rejected GT&C for Approval

A GT&C in a **Rejected** status may be updated, and then resubmitted for Approval.

1. From the **Requesting Agency** or **Servicing Agency** tab, click on the **GT&C** sub-tab. The GT&C Summary List will appear.
2. From the **GT&C Summary List**, locate a GT&C in a **Rejected** status that you would like to update and resubmit for Approval, and click on its **GT&C#**.
3. Make any necessary changes to the GT&C in any of the sections, then click on the **Update For Approval** button.
4. In the **Update For Approval** box, click **Yes**. (Clicking on **No** returns you to the GT&C itself.)
5. A **Success: Draft GT&C Submitted for Approval** message will appear, and the GT&C will move to a **Pending Approval** status.

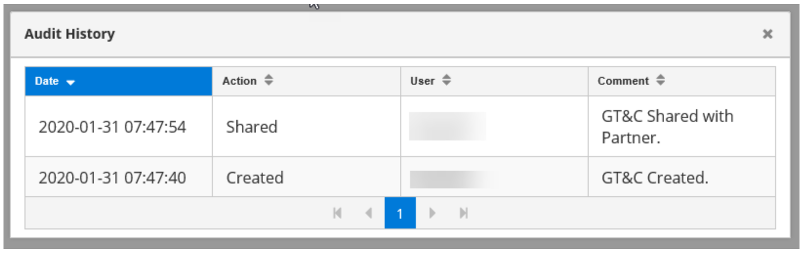
Viewing the GT&C Audit History

The GT&C Audit History displays all of the actions performed on a GT&C, including modifications, updates, status changes, the date the changes occurred, and the User ID of the person who performed the action on the GT&C. The same information appears on the audit trail for both the Requesting Agency and the Servicing Agency.

How to Access the GT&C Audit History

1. From the **Requesting Agency** tab or **Servicing Agency** tab, click the **GT&C** sub-tab.

2. From the GT&C Summary Page, click the link in the **GT&C#** column to open a GT&C.
3. From any GT&C page, click on the **Options** button.
4. Click on **Audit History**. The Audit History box will then appear:



Audit History

Date	Action	User	Comment
2020-01-31 07:47:54	Shared		GT&C Shared with Partner.
2020-01-31 07:47:40	Created		GT&C Created.

5. To return to the GT&C Summary Page, click on the “X” in the top right corner of the Audit History box.

Modifying a GT&C

GT&Cs with a status of “**Open For Orders**” may be modified by either agency at any time. In addition, GT&Cs displaying a status of “**Closed for Orders**”, but with dollar amounts available in the Total Remaining Amount to Obligate on the GT&C, can still be modified by either agency. Both agencies will have to approve any modifications before proceeding with the transaction process. After both agencies approve the changes, the GT&C would change from a “Closed for Orders” status to an “Open for Orders” status.

Note: If a GT&C has one or more Orders created off of it, please be aware of the following:

- Editable fields are determined dynamically depending upon if Orders have been created against the GT&C
- The Agreement Start Date on the GT&C cannot be changed if Orders have been created off of the GT&C
- The Agreement End Date on the GT&C cannot be modified in a way that falls outside the bounds of the existing Order(s)
- If Orders have been created against it, the GT&C Agreement Type will not be modifiable
- When the Enforce Total Remaining Amount Indicator is set to ‘Yes’ on the GT&C and Orders off of it exist, the system will not allow changes to amounts that do not equal or exceed the combined amount of the Orders. For example, if you change the Total Direct Cost Amount (which is a required field if the Enforce Total Remaining Amount Indicator is set to ‘Yes’), G-Invoicing updates the Total Estimated Agreement Amount: if it is now less than the Total Remaining Amount to Obligate, G-Invoicing shows the Total Remaining Amount to obligate as a negative figure. G-Invoicing will then display an error message when you submit your changes, and will not save your modifications.
- Advanced Payment Indicator on the GT&C may not be modified from ‘Yes’ to ‘No’ when Orders exist
- The ALCs on the GT&C may not be modified when Orders exist
- Additions to Reference Data on the GT&C are allowed. However, Reference Data removals are allowed *only* when the affected Reference Data is *not* listed on an existing Order

How to Modify the GT&C

1. Click the **Requesting Agency** tab or **Servicing Agency** tab then the **GT&C** sub-tab. The **GT&C Summary Page** will appear.
2. In the **GT&C#** column, locate the GT&C that you would like to modify, and click on the GT&C# to open the GT&C.

3. From any GT&C page, click on the **Modify** button at the bottom of the screen.
4. The following fields may be edited depending on whether you are the Requesting Agency or Servicing Agency (unless noted in the list of rules provided above):

Requesting Agency	Servicing Agency
Requesting Business Units	Servicing Business Units
Requesting Cost Centers	Servicing Cost Centers
Requesting Department IDs	Servicing Department IDs
GT&C Title	GT&C Title
Agreement End Date	Agreement End Date
Termination Days	Termination Days
Agreement Type	Agreement Type
Enforce Total Remaining Amount Indicator	Enforce Total Remaining Amount Indicator
Total Direct Cost Amount	Total Direct Cost Amount
Total Overhead Fees and Charges Amount	Total Overhead Fees and Charges Amount
Advance Payment Indicator	Advance Payment Indicator
Scope	Explanation of Overhead Fees and Charges
Requesting Roles	Servicing Roles
Restrictions	Restrictions
Requesting Assisted Acquisitions	Servicing Assisted Acquistions
Requesting Clauses	Servicing Clauses

5. Click on the **Update For Approval** button at the bottom of the page.
6. In the Update For Approval box, click on **Yes**. (Clicking on **No** returns you to the GT&C itself.)
7. A **Success: GT&C Submitted for Approval** message will appear.

The status of the GT&C will change to **Pending Approval**. For each modification made to a GT&C, an increasing number will be added after the decimal point in a GT&C number (i.e., GT&C# A1410-001-002-000234.**2** has been modified twice). After each modification is made to a GT&C, G-Invoicing will then send the **GT&C Created or Changed Notification** to subscribed users.

After a GT&C is modified, both the Requesting and Servicing Agencies will be required to complete their approvals.

Approving a GT&C Modification

G-Invoicing notifies subscribed Requesting Agency or Servicing Agency users if a GT&C is in a **Pending Approval** status by sending the **Intragov GT&C Created or Changed Notification** via email. The applicable agency then opens the GT&C and Approves or Rejects the modification.

How to Approve a GT&C Modification

1. From the **Requesting Agency** or **Servicing Agency** tab, click the **GT&C** sub-tab. The GT&C Summary List appears.
2. From the **GT&C#** column, click on a GT&C with a status of **Pending Approval**. G-Invoicing will then open the GT&C, and will display the **Pending Information** section as a default.
3. Click on the **Submit for Approval** button at the bottom of the page.
4. Click **Yes** in the confirmation box to submit the GT&C for Approval. (Clicking **No** returns you to the previous screen.)
5. A Success: Draft GT&C Submitted for Approval message will display.
6. If you happen to possess the *Requesting* or *Servicing GT&C Initial Approver* role, the GT&C will remain open for you, and you may skip to Step 10. Otherwise, you will be returned to the GT&C Summary Page.
7. A user with either the *Requesting* or *Servicing Initial Approver* role may log in to G-Invoicing and click on either the **Requesting Agency** or **Servicing Agency** tabs.
8. Click on the **GT&C** sub-tab. The GT&C Summary Page will appear.
9. From the **GT&C#** column, click on a GT&C with a status of **Pending Approval**. G-Invoicing will then open the GT&C, and will display the **Pending Information** section as a default.
10. From the column on the left side of the page, click on **Approvals**. The Approvals section of the GT&C will then display.
11. Under the **Initial Approval** section, click on the note pad icon to the right of either **Requesting Agency** or **Servicing Agency**.
12. When selected, G-Invoicing populates the date, signer's name, email address, and phone number fields with information from the user's profile. Users will not be able to edit these fields.
13. Enter your occupational title in the **Title** field (optional).
14. Enter your fax number (optional).
15. Click the **Approve** button at the bottom of the page.
16. In the confirmation box, click **Yes** to Approve the GT&C. (Clicking on **No** returns you to the previous page.)
17. A **Success: Draft GT&C Submitted for Approval** message will display.

    - If you possess the *Requesting GT&C Initial Approver* role, the GT&C will be forwarded on to a user with the *Requesting GT&C Final Approver* role for final approval.
    - If you possess the *Servicing GT&C Initial Approver* role, the GT&C will be forwarded on to a user with the *Servicing GT&C Final Approver* role for final approval.

18. If you happen to possess the *Requesting* or *Servicing GT&C Final Approver* role, the GT&C will remain open for you, and you may skip to Step 22. Otherwise, you will be returned to the GT&C Summary Page.
19. A user with either the *Requesting* or *Servicing Final Approver* role may log in to G-Invoicing and click on either the **Requesting Agency** or **Servicing Agency** tabs.
20. Click on the **GT&C** sub-tab. The GT&C Summary Page will appear.

21. From the **GT&C#** column, click on a GT&C with a status of **Pending Approval**. G-Invoicing will then open the GT&C, and will display the **Pending Information** section as a default.
22. From the column on the left side of the page, click on **Approvals**. The Approvals section of the GT&C will then display.
23. Under the **Final Approval** section, click on the notepad icon to the right of either **Requesting Agency** or **Servicing Agency**.
24. When selected, G-Invoicing populates the date, signer's name, email address, and phone number fields with information from the user's profile. Users will not be able to edit these fields.
25. Enter your occupational title in the **Title** field (optional).
26. Enter your fax number (optional).
27. Click the **Approve** button at the bottom of the page.
28. In the confirmation box, click **Yes** to Approve the GT&C. (Clicking on **No** returns you to the previous page.)
29. A **Success: Draft GT&C Submitted for Approval** message will display.

G-Invoicing will display the GT&C in both the Requesting Agency and Servicing Agency GT&C Summary Pages in an **Open for Orders** status after both agencies have fully granted their approvals. The system will also generate and send the *Intragov GT&C Created or Changed Notification* email to subscribed Requesting Agency and Servicing Agency users.

Note: Once an Order is approved, neither the *Initial GT&C Approver* nor the *Final GT&C Approver* may reject a GT&C.

Deleting a GT&C

Only GT&Cs that are in an **Internal Draft** or **Shared Draft** status may be deleted. There are two items of note:

- A GT&C that has been saved may be deleted at any time by users with either the *Requesting GT&C Creator* or *Requesting GT&C Manager* role assigned to them.
- A GT&C draft that has been **shared** with a Servicing Agency may be deleted at any time by a Requesting Agency user that holds the *Requesting GT&C Manager* role.

How to Delete a GT&C

1. From the **Requesting Agency** tab, click the **GT&C** sub-tab. A list of existing GT&C agreements appears.
2. Click on any GT&C number that is in an **Internal Draft** or **Shared Draft** status.
3. Click on the **Delete** button at the bottom of the page. The **Delete** box will appear.
4. Click **Yes** to delete the GT&C. (Clicking on **No** will return you to the GT&C itself.)
5. A **Success: GT&C Deleted** message will display.

You will be returned to the GT&C itself. Please notice that the status of the GT&C will have updated to **Deleted**. You may click on any tab or sub-tab within G-Invoicing to move out of the deleted GT&C.

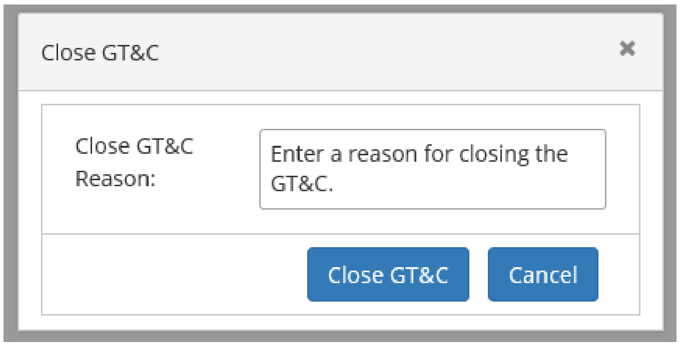
The GT&C that was just deleted will no longer appear on the GT&C Summary Page for either the Requesting or Servicing Agencies.

Closing a GT&C

Only Requesting Agency or Servicing Agency users with either the *Initial* or *Final GT&C Approver* roles may close a GT&C.

How to Close a GT&C

1. From the **Requesting Agency** or **Servicing Agency** tab, click the **GT&C** sub-tab. The GT&C Summary Page will appear.
2. Locate the GT&C you would like to close, and click on the **GT&C#**.
3. From any GT&C page, click on the **Close** button at the bottom of the screen. The **Close GT&**C box will appear:



4. Enter comments into the **Close GT&C Reason** field, which is required. (Maximum: 500 characters.)
5. Click on the **Close GT&C** button to close the GT&. (Clicking on **Cancel** will return you to the GT&C itself.)
6. Click on **Yes** in the Confirmation box to close the GT&C. (Clicking on **No** will return you to the Close GT&C box.)
7. A **Success: GT&C Closed** message will display, and the status of the GT&C will update to a **Closed** status.
8. Click on any tab or sub-tab within G-Invoicing to move out of the closed GT&C.

Copying a GT&C

A copy of an existing GT&C may be created by **Requesting Agencies** and **Servicing Agencies**. When copying GT&Cs, users should be aware of the following:

- Copies will open in an **Internal Draft** status, and a *new* GT&C number will be created for them once they are saved as an Internal Draft for the first time.
- Copying an existing GT&C will remove both the Requesting Agency and Service Agency **Approvals** if the original GT&C has passed the Approval stage
- Any attachments included on the original GT&C will *not* be copied over to the new GT&C
- Once a copy is created, it may be edited as needed

How to Copy a GT&C

1. From the **Requesting Agency** or **Servicing Agency** tab, click the **GT&C** sub-tab. The GT&C Summary Page will appear.
2. Locate the GT&C you would like to copy, and click on the **GT&C#**.

3. From any GT&C page, click on the **Copy** button at the bottom of the screen.
4. A copy of the GT&C, minus any Approvals that may have been recorded on the original GT&C, will appear in an **Internal Draft** status. Please note that a GT&C number for the copy will not be generated until it is saved as an Initial Draft.
5. Make any updates or changes to the copied GT&C, if needed. When you are ready to save the copy, click on the **Save Internal Draft** button at the bottom of the page.
6. In the **Save Internal Draft** box, click **Yes**. (Clicking on **No** returns you to the copied GT&C itself.)
7. A **Success: Internal Draft GT&C Saved** message will appear, and a GT&C number will be generated for the copied GT&C.

Printing a GT&C

You may print a hard copy of any given GT&C that is in any status except for **Delete**. Please be advised that a GT&C may only be printed after it has been saved at least one time.

How to Print a GT&C

1. From the **Requesting Agency** or **Servicing Agency** tab, click the **GT&C** sub-tab. The GT&C Summary Page will appear.
2. Locate the GT&C you would like to print, and click on its **GT&C**# to open it.
3. Click on the **Options** button near the top right side of the page, and then click on **Print** in the drop down menu.
4. The name of the .pdf file should appear in the lower left corner or the lower center of the page. Click on the **.pdf file name** to open it or click on **Open**; the file will open in a new tab, and the GT&C will display as a Treasury 7600A form.
    - To print the GT&C on paper, click on the **Print** icon in the top right corner of the .pdf. When the **.pdf Print box** appears, select the printer of your choice, then click on **Print**. (Clicking on Cancel returns you to the .pdf itself.)
    - To save the GT&C as a .pdf file, click on the **Download** icon near the top right corner of the .pdf**.** Then choose a file name, select a location to save your file, and click **Save**. (Clicking on Cancel returns you to the .pdf itself.)
5. Clicking on the “X” next to the file tab at the top of the page will close the .pdf, and will return you to the GT&C itself.

Exporting GT&C Summaries or Details to a CSV File

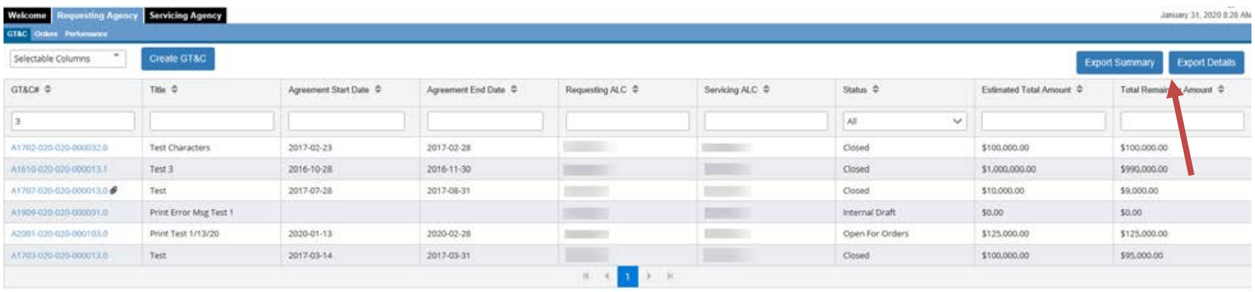
Users who hold the permission(s) related to viewing GT&Cs may export lists of their agency’s **GT&C Summaries** and **GT&C Details** to .csv files.

- **Export Summary** – Will export basic GT&C information as it appears on the GT&C Summary Page.
- **Export Details** – Will export much more detailed GT&C information, such as Termination Days.

Please note that the GT&C exports function will only return results based on any/all filters you may have selected on the **GT&C Summary Page**. For example, as a Requesting Agency, if you have selected only to display the GT&C Summary for GT&C number A1907-020-020-000242.0, and you click on the **Export Summary** button, the .csv file will only contain a list of that one GT&C Summary. If no filters have been selected, the .csv file will show all of your agency’s GT&C Summaries in any status.

How to Export GT&C Summaries or Details to a CSV File

1. From the Intragov Disburser module, click on either the **Requesting Agency** or **Servicing Agency** tabs.
2. Click on the **GT&C** sub-tab.
3. When the GT&C Summary Page appears, click on either the **Export Summary or Export Details** buttons.



4. Click on **Open** to display the .csv file immediately, or click **Save** to send the .csv file to a location on your machine or network.

Note: If any given GT&C has an unusually large amount of Reference Data (Cost Centers, Business Units, or Department IDs) added to it (normally 500 or more), and is included on a GT&C Summary or Details report that is being run, the formatting in the .csv file may be disrupted. In the event this occurs, users must reformat the report on their own, if needed.

Chapter 5 - Orders

Overview

The Order section of Interagency Agreement (IAA) Form 7600B provides specific details regarding the goods or services the Requesting Agency is purchasing from the Servicing Agency, and provides any related funding information. Only a **Requesting Agency** can initiate an Order from a GT&C.

A **Requesting Agency** may create individual Orders manually through the G-Invoicing Intragov Disburser module, or may send Orders to G-Invoicing from its own Enterprise Resource Planning (ERP) system. In both cases, if subscribed to the *Intragov Order Created or Changed Notification,* G-Invoicing notifies **Servicing Agency** users of a new Order creation, or of a change to an existing Order.

Note: Please be aware that Order appearance may differ slightly depending on what internet browser you are using. As a general rule, the G-Invoicing Support Team recommends using Internet Explorer (IE) whenever possible.

To be able to create Orders, a Disburser User must have the following roles assigned to their G-Invoicing user account:

- **Requesting Order Viewer -** Permits the agency user to View Orders.
- **Requesting Order Manager -** Permits the agency user to Create, Delete, Modify, Copy, Save, Admin Change, and Share Orders.
- **Requesting Viewer** – Permits the agency user to View specific GT&C information when accessing various Order-related pages.

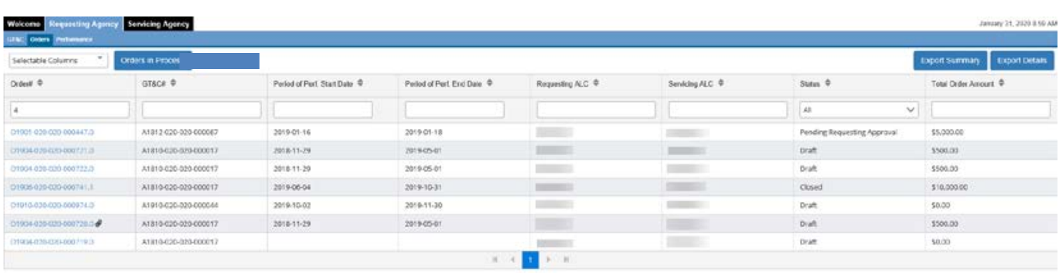
In addition, each role that is granted to a user must have at least one **Secondary Data Access Group (SDAG)** assigned to it. For additional information regarding user roles, SDAGs, and overall GT&C access, please contact one of your agency's User Administrators.

Orders Summary Page

To access Orders within G-Invoicing:

1. Click on either the **Requesting Agency** or **Servicing Agency** tabs.
2. Click on the **Orders** sub-tab.

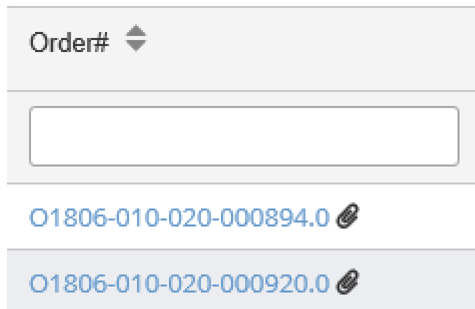
The **Orders Summary Page** should then appear. From this page, you should be able to access Orders based on the roles and SDAGs that have been assigned to your user account in G-Invoicing.



Orders Summary Page

Note: In G-Invoicing Release 3.1, there was a modification made to the user access model that may grant users visibility to a good number of documents within the system that they may not have seen in the past. For any questions or concerns regarding documents you may now be able to view in your Summary Lists, please speak to one of your agency's G-Invoicing administrators.

The information displayed on the Orders Summary Page is organized into eight default columns that include Orders that are in *any* status. To narrow the amount of Orders that are visible on the summary page at any given time, to adjust how the Orders are organized on the page, or to display additional columns, please see the Searching for Orders section.

Column Name	Description
Order#	Order numbers are auto-generated by G-Invoicing. You may access any Order by clicking on the Order# itself. An Order that has one or more attachments added to it will be indicated by a paperclip icon to the right of the Order number: 
GT&C#	The GT&C number any given Order is generated off of.
Period of Performance (POP) Start Date	The Start POP date represents the first date the Servicing Agency fulfills the order and delivers the goods and/or services.
Period of Performance (POP) End Date	The End POP date represents the last day the Servicing Agency fulfills the order and delivers the goods and/or services. The Period of Performance End Date may include activities associated with closing out the delivery of goods and/or services.
Requesting ALC	Displays the ALC selected in the GT&C by the Requesting Agency.
Servicing ALC	Displays the ALC selected in the GT&C by the Servicing Agency.

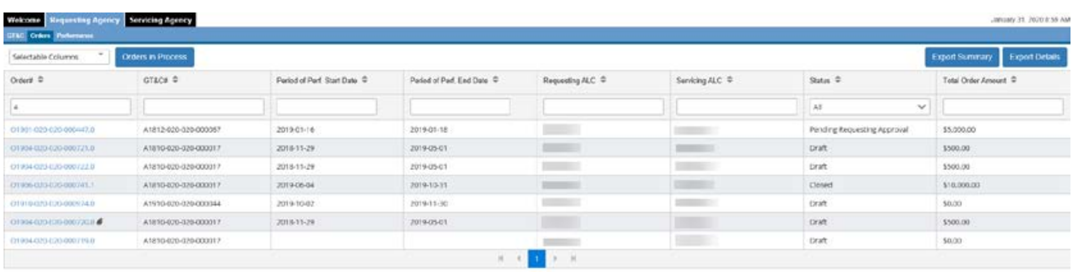
Column Name	Description
Status	Displays the current status of the Order: • **All** - Will display Orders in any status. • **Draft** - A saved Draft of the Order that can be edited or completed at a later time. (**Note**: Orders in a Draft status are *not* visible to Servicing Agencies.) • **Pending Requesting Approval** - The Requesting Agency has yet to approve the Order. • **Rejected** - An agency has rejected the Order. • **Closed** - The Order is no longer available to take action on. • **Open** - The Order is currently active, and can be used to request goods and/or services. • **Pending Servicing Approval** - The Servicing Agency has yet to approve the Order.
Total Net Amount	Total monetary amount of the Order, including Advance amounts, if any.

Searching for Orders

From the **Orders Summary Page**, you may search for Orders based on a variety of criteria, and may use filters to narrow the search results even further.

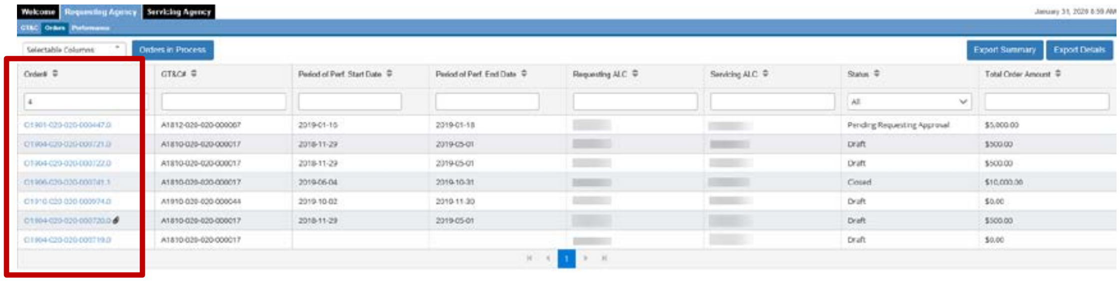
How to Search for Orders

1. Click on either the Requesting Agency or Servicing Agency tabs.
2. Click on the **Orders** tab. The **Orders Summary Page** should appear. (**Note:** Depending on the number of orders any given agency has recorded in the system, it may take a few moments for the list of Orders to load on the Summary Page.)

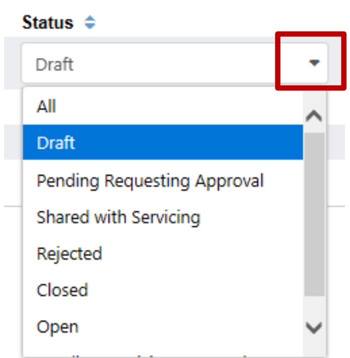


Orders Summary Page

3. Use the boxes beneath each Column name (Order#, GT&C#, Status, etc.) to filter the orders that appear on the page. For example, if you are searching for a single order number such as O1901-020-020-000447.0, you can just type in the number 4 in the box below the Order# column name, and the system will display orders that contain “4” in their names:

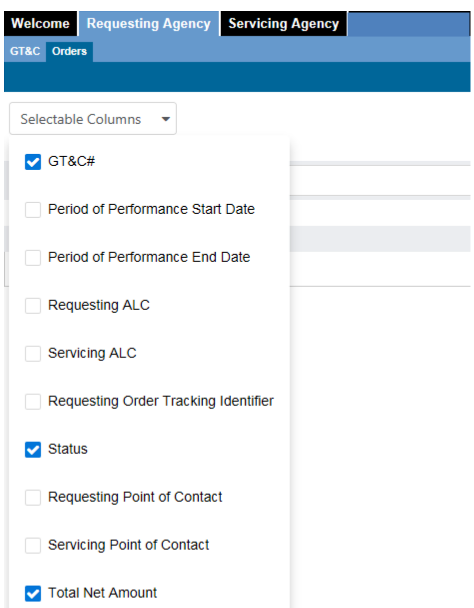


The **Status** column includes a drop down menu that allows you to filter on a specific Order status:



Unless you select **All**, you may only filter search results by one specific Status value at a time.

4. If you wish to narrow the number of columns visible on the Orders Summary Page, click on the **Selectable Columns** box and select/deselect the columns you would like to add or remove from view:



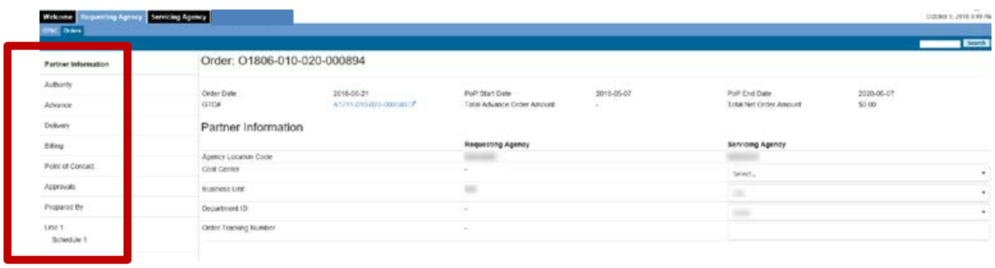
Note: If you decide to filter an Order search based on a given column value and then decide to hide that column from the Orders Summary Page, the system will still retain the search filter, even though it may not be visible on the screen. For example, if you performed a search based on a specific GT&C number, then decided to remove the **GT&C#** column from your view on the screen, the system will still display the search results based on the specific GT&C number you have selected as filter.

Additional items to keep in mind about filtering items on the Orders Summary Page:

- The up and down arrows located to the right of the column names allow you to arrange the information that appears in the columns by alphanumerical order (A-to-Z/Z-to-A or lowest-to-highest/highest-to-lowest).
- If you have performed a search for Orders using filtering options on the Orders Summary Page, the system will *not* retain your search criteria once you move off of the page. For example, if you selected to hide the Status column from a filter of the Orders summary, and you moved out of the Orders tab and clicked on the GT&C tab, the Status column will reappear on the Orders summary page when you click back on the Orders tab.
- Orders in a **Draft** status will *not* appear on the Order Summary Page for Servicing Agencies.

Viewing Order Details

To view additional details for each Order, Requesting and Servicing Agencies may click on any **Order #** from the Orders Summary Page. As a default, the **Partner Information** section for the Order will display first. Each section of the Order will appear on the left hand side of the page:



Click on any of the section names on the left hand side of the page to access the following:

Section Name	Description
Partner Information	Displays ALCs for the Requesting and Servicing Agencies, along with any Reference Data (i.e., Cost Center, Business Unit, and Department ID) information used for the Order.
Authority	Displays the Statutory and Program Authority information.
Advance	Displays the Advance Revenue and Payment information, if any.
Delivery	Displays information related to the negotiated terms of Performance reporting.
Billing	Displays information related to billing frequency and priority.
Point of Contact	Displays the contact information for the POC on the Order.
Approvals	Displays the contact information for the Order Approvers.
Prepared By	Displays the contact information for the person creating the Order.

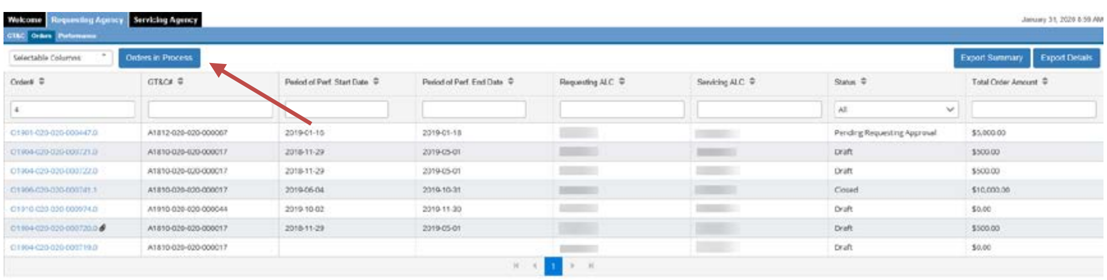
Section Name	Description
Line 1 Schedule 1	Clicking on either Line 1 or Schedule 1 will display the Line Item or Schedule Summaries of the Order.

Viewing Orders in Process

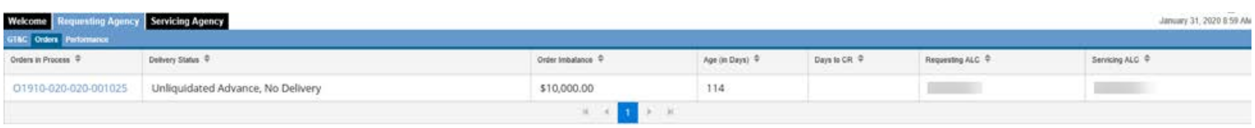
Orders may not be able to be Closed for several reasons. For example, an Order may have an unliquidated advance, an unpaid delivery, or a disputed delivery against it. G-Invoicing Disbursers may view all of these **Orders in Process** from either the Requesting Agency or Servicing Agency Order Summary Pages.

How to View Orders in Process

1. Click on either the **Requesting Agency** or **Servicing Agency** tabs.
2. Click on the **Orders** sub tab.
3. Click on the **Orders in Process** button.



4. A list of Orders currently in Process will display:



From the Orders in Process list, you should be able to see the appropriate Order numbers, their Delivery Status, the amount of the Order Imbalance, their Age (in days), the number of days until the Constructive Receipt is triggered, and the Requesting and Servicing ALCs on the Orders.

Sending / Receiving Orders Between Agency ERPs and G-Invoicing

The Requesting Agency of a fully approved GT&C that is in an **Open for Orders** status may send/push multiple orders from its own Enterprise Resource Planning (ERP) system to G-Invoicing via web services instead of creating them manually through the Intragov Disburser module user interface (UI). Once an Order is pushed from a Requesting Agency's ERP, the Order should automatically be created shortly in G-Invoicing. A **Servicing Agency** should then be able to pull the Order from G-Invoicing into their own ERP via web services, add their own information to the Order, then push the

Order from their own ERP back to G-Invoicing via web services. Requesting Agencies also have the ability to retrieve/pull Orders from G-Invoicing in to their own ERPs via web services.

G-Invoicing requires the **Requesting Agency** include their *Funding Official* and *Program Official* approvals in Orders created in an ERP, as the Requesting Agency will not be able to complete their approvals through the G-Invoicing Intragov Disburser module User Interface (UI).

Please keep the following in mind when sending Orders from an ERP:

- Once an order is successfully created in G-Invoicing, the **Servicing Agency** opens the Order through the G-Invoicing UI or their ERP, enters its own information, completes its approvals, and enters the required and optional **Schedule Details** information. The Servicing Agency may also make limited changes to the Order, if needed. (Please see the topic *How to Enter Schedule Details* for individual Schedule field descriptions.)

- If the **Requesting Agency** determines that a change to an Order that was submitted through their ERP is necessary, the Requesting Agency can submit a corrected file (the Requesting Agency *cannot* make manual changes to an Order submitted through an ERP in the G-Invoicing Intragov Disburser module UI). When a Requesting Agency submits a corrected file, the **Servicing Agency** must re-approve the Order.

Note: G-Invoicing allows users to upload a modified Order file with the same Order number as the original Order. However, an Administrator can require Order modifications contain a revision number that is higher than the previous version of the order if they chose to do so. (Please see the *Disburser Administrator User Guide* for additional information.)

For specific instructions on how to create and send an Order from an agency ERP to G-Invoicing (or how to pull an Order from G-Invoicing into an ERP), users should contact the ERP staff at their respective agencies directly.

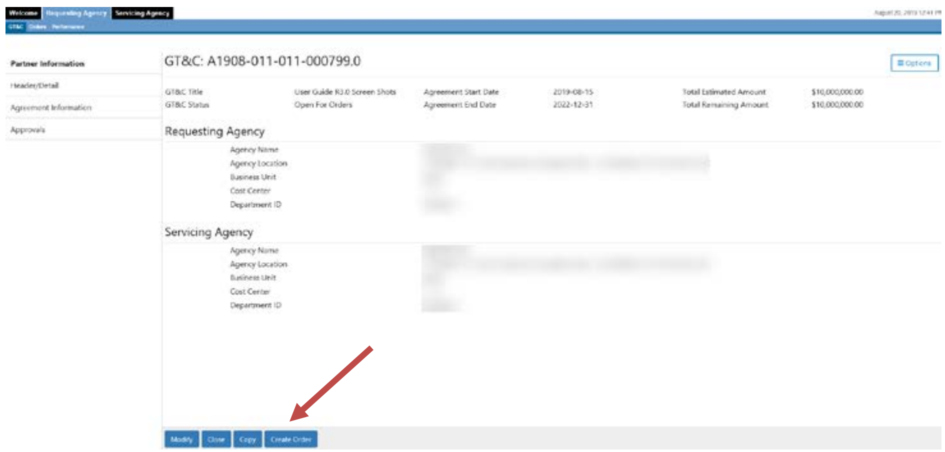
Manually Creating Orders

In the Intragov Disburser module, a **Requesting Agency** can manually create an Order directly from a GT&C that is in an **Open for Orders** status.

Please note that some Order fields may be automatically filled in based on information entered in to the GT&C. Also, fields that *cannot* be edited in an Order will have a single dash (-) displayed in them.

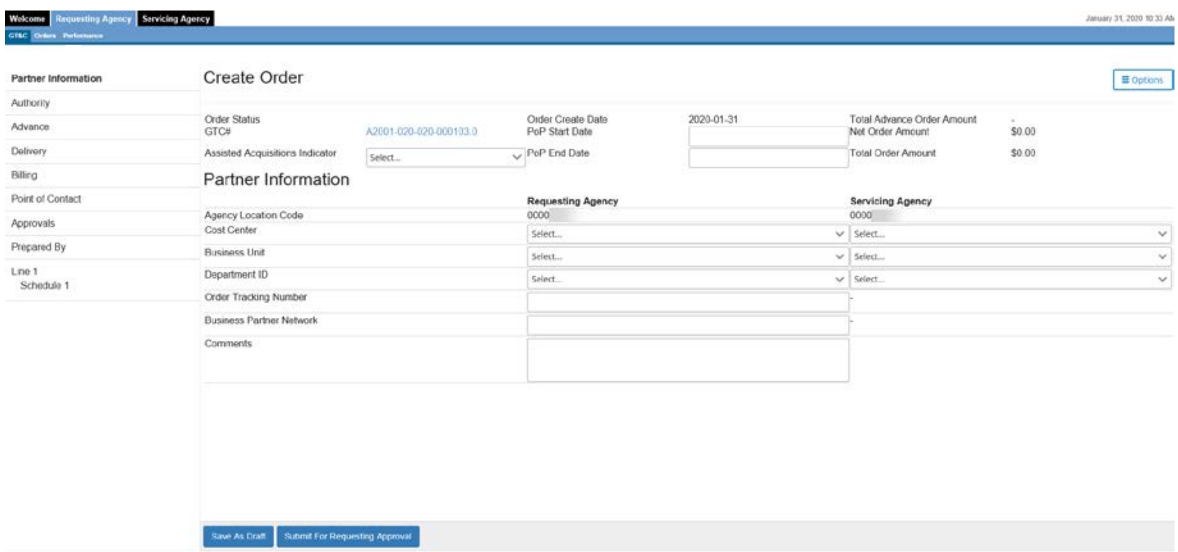
How to Manually Create a New Order from an Approved GT&C

1. Click on the **Requesting Agency** tab. A list of GT&Cs appears.
2. In the **GT&C#** column, click the link for a GT&C with a status of **Open for Orders**. The GT&C will then open.
3. Click on the **Create Order** button at the bottom of the page. The **Create Order** default page will appear.



As a default, the Create Order Page will open on the **Partner Information** section of the Order form.

The **Agency Location Codes (ALCs)** for both the Requesting and Servicing Agencies will automatically be filled in.



Create Order Default Page

4. Complete the fields near the top of the Order form based on information provided in the table below:

Field Name	Description
Assisted Acquisitions Indicator (Required)	Select **Yes** or **No** from the drop down menu based on the IAA information entered in to the GT&C.

Period of Performance (POP) Start Date (Required)	Enter the start date of the performance period, or click the calendar button to browse for the date. The Start POP date represents the first date the Servicing Agency fulfills the order and delivers the goods and/or services. The Performance Period may include activities associated with closing out the delivery of goods and/or services. **Note:** The date must be within the Agreement Start and End dates on the GT&C.
POP End Date (Required)	Enter the end date of the performance period, or click the calendar button to browse for the date. The End POP date represents the last day the Servicing Agency fulfills the order and delivers the goods and/or services. The Performance Period may include activities associated with closing out the delivery of goods and/or services. **Note:** The date must be within the Agreement Start and End dates on the GT&C.

5. Complete the **Partner Information** section of the Order based on information provided in the table below:

Field Name	Description
Requesting Agency Cost Center	Requesting Agency Cost Center information available in the drop down list will depend on the Cost Center information entered in the GT&C.
Requesting Agency Business Unit	Requesting Agency Business Unit information available in the drop down list will depend on the Business Unit information entered in the GT&C.
Requesting Agency Department ID	Requesting Agency Department ID information available in the drop down list will depend on the Department ID information entered in the GT&C.
Servicing Agency Cost Center Unit	Blank until the Servicing Agency selects a Cost Center from those entered in the GT&C.
Servicing Agency Business Unit	Blank until the Servicing Agency selects a Business Unit from those entered in the GT&C.
Servicing Agency Department ID	Blank until the Servicing Agency selects a Department ID from those entered in the GT&C.
Order Tracking Number	Enter an internal tracking number for your agency, if applicable. Maximum value: 50 characters.

Field Name	Description
Business Partner Network (Conditional)	This field is required if the Activity Address Code (AAC) field within the SLOA section of the Schedule is left empty. Type the Business Partner Network (BPN) code. Maximum length is 30 alphanumeric characters. The BPN is the source for trading partner information. The BPN compliments the System for Award Management (SAM) and helps identify trading partners at the level in an agency where reimbursable business occurs. It identifies the specific unit within an agency that is requesting or receiving the goods or services. G-Invoicing does not validate against System for Award Management (SAM) data. **Note**: BPN is the standard name for this data element, however, this may be a trading partner's DUNS or the Department of Defense Activity Address Code (DoDAAC)

6. Click on the **Authority** section on the left side of the page**,** and fill in the appropriate fields based on the information provided in the table below:

Field Name	Description	Corresponding field on the IAA 7600B form
Requesting Agency: Statutory Authority Fund Type Code (Required)	Select the appropriate fund type: • Franchise Fund • Revolving Fund • Working Capital Fund • Economy Act • Other Authority	Block #10a
Statutory Authority Fund Type Title (Conditional)	Enter the Requesting Agency statutory authority title, up to 100 characters. This field is required if Economy Act is not the Statutory Authority Fund Type.	Block #10a
Statutory Authority Fund Type Citation (Conditional)	Enter the Requesting Agency statutory authority citation, up to 100 characters. This field is required if Economy Act is not the Statutory Authority Fund Type.	Block #10a
Program Authority Title	Enter the Requesting Agency program authority title, up to 100 characters.	N/A
Program Authority Citation (Conditional)	This field is required if you entered a Program Authority Title. Enter a Program Authority Citation of up to 100 characters.	N/A

7. Click on the **Delivery** section on the left side of the page**,** and fill in the appropriate fields based on the information in provided in the table below:

Field Name	Description
FOB Point (Required)	The FOB (Freight On Board) Point identifies the Buyer and Seller agreed upon method for transfer of ownership. The Performance portion of G-Invoicing will be deployed as part of a later release. In the future, this selection will also control which Performance reporting rules are applied for Order settlement, and ultimately which Performance reports will trigger Order settlement. Select one of the following options where the transfer of responsibility for the goods will occur: • **Source/Origin** – Fund settlement is initiated by the Seller's Performance transaction when Performance Type is 'Delivered/Performed'. Source should be used when Sellers wish to control settlement. • **Destination** – Fund settlement is inititated by the Buyer's Performance transaction when Performance type is 'Received/Accepted' or after the Constructive Receipt days, previously agreed upon at the Order level, have expired. Destination should be used when Buyers wish to control settlement, but Sellers will be delivering goods or services to their final destination. • **Other** – This is treated the same as FOB Destination. However, "Other" should only be used when Sellers are delivering goods or services to a location that is somewhere between origin and destination. Fund settlement is initiated by the Buyer's Performance transaction when Performance type is 'Received/Accepted', or after the Constructive Receipt days, previously agreed upon at the Order level, have expired. **CRITICAL NOTE**: It is important to select the proper FOB Point as it will have a great impact on Performance.
Constructive Receipt Days (Conditional)	The CRD field is required to be filled in if the FOB Point has been selected as **Destination**. CRDs are the number of elapsed calendar days (from the Servicing Agencies delivered/performed action) after which received/accepted is assumed to occur by the Requesting Agency. The maximum amount of days that can be entered is 90. **Note**: This field can only be entered and/or modified by the Requesting Agency.

Field Name	Description
Acceptance Point	Select one of the following options where the acceptance of responsibility for the goods occurs: • Source/Origin • Destination
Place of Acceptance	Enter the location where the goods were delivered and/or accepted.
Inspection Point	Select one of the following options where the inspection of the goods occurs: • Source/Origin • Destination
Place of Inspection	Enter the location where the inspection of the goods occurs.

8. Click on the **Billing** section on the left side of the page**,** and fill in the appropriate fields based on the information in provided in the table below:

Field Name	Description
Priority Order Indicator	Select either **Yes** or **No** from the drop down menu.
Capital Planning and Investment Control	Identifies whether the Information Technology (IT) goods or services have been screened to ensure compliance with CPIC requirements.

9. Click on the **Point of Contact** section on the left side of the page**,** and fill in the appropriate fields based on the information provided in the table below:

Field Name	Description
Name (Required)	Enter the full name of the Requesting Agency Point of Contact (POC).
Email (Required)	Enter an official email address for the Requesting Agency POC.
Phone (Required)	Enter a phone number for the Requesting Agency POC.
Fax	Enter a fax number for the Requesting Agency POC.

Note: The Servicing Agency values for the Point of Contact fields will not appear until they are filled in by the Servicing Agency.

10. Click on the **Prepared By** section on the left side of the page**.** The fields provided in the table below should automatically be filled in for the **Preparer** of the Order:

Field Name	Description
Name	The full name of the person creating the Order.

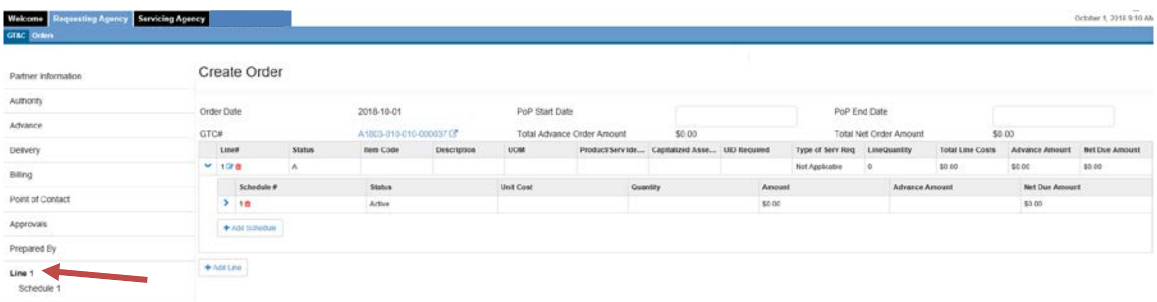
Field Name	Description
Phone	The business phone number of the person creating the Order.
Email	The official email address for the person creating the Order.

Entering Line Items

The Requesting Agency uses the **Line Item Details Page** to complete the line item information for the Order.

How to Enter Line Item Details

1. Click on **Line 1** in the menu on the left hand side of the page**.** A **Line Item Summary** for the first line item of the Order will display, along with a **Schedule Summary**:



Line Item Details Page

- By clicking on the arrow to the left of the **Line #** field, you can toggle the **Schedule Summary** on or off.
- By clicking on the arrow to the left of the **Schedule #** field, you can toggle the detailed Schedule information on or off.

Please note that since you are creating a new Order, the Line Item and Schedule Summaries will display several blank fields at this time; the fields will automatically be filled in once you start to enter specific Order data.

A **Line Item Summary** will display the following information:

Field Name	Description
Line#	Line number of the Order, sequentially starting at 1 Uploaded Orders can use a different convention.
Status	The current status of the Line Item should be automatically filled in.
Item Code	The Product Service Code/Federal Supply code for the item or service associated with the Order.
Description	A description of the goods or service.

Field Name	Description
Unit of Measure (UOM)	Standard unit or system of units by which a quantity is accounted for and expressed. Each UOM is either a goods or a service item.
Product/Service Identification	This is the National Stock Number (NSN) or other pertinent information associated with the Shipment.
Capitalized Asset	Indicates whether or not this item is a capitalized asset or not.
UID Required	Specifies whether or not the item requires a unique item identifier (UII) marking. (**T =** True**, F** = False)
Type of Service Required	• **Severable** - Services that are continuing and ongoing, such as help-desk support, janitorial services, for which the agency receives a benefit each time the service renders. • **Non Severable** - Work that results in a final product and for which a benefit occurs only when the entire project is complete, such as systems design. • **Not Applicable**
Line Quantity	The total number of units of the corresponding schedules.
Total Line Costs	The total price is the quantity x unit price.
Advance Amount	The total amount of the advance for this Order line.
Net Due Amount	Net amount due for this line item once the order line is fully invoiced It is the difference between the Obligation and Advance Amount.

2. Click on the notepad/pencil ( ) icon in the **Line #** field to enter or update the appropriate **Line Item Summary** fields based on the information in the table below:

Field Name	Description
Status	The current status of the Line Item should be automatically filled in. (**A** = Active**, C** = Cancelled)
Item Code (Required)	The Product Service Code/Federal Supply Code for the item or service associated with the Order. A complete list of available Product Service and Federal Supply Codes is published by GSA, and may be downloaded from here.
Description (Required)	Enter a description of the goods or service. Maximum character limit: 250.

Unit of Measure (UOM) (Required)	Standard unit or system of units by which a quantity is accounted for and expressed (i.e., DLR = Dollar, EA = Each). Each UOM is either a goods or a service item. As you enter in characters for the UOM, a drop down menu will appear with several UOMs to choose from when applicable.
UOM Description (Required)	The basic description of the unit of measure being exchanged. This field will automatically be filled in once a UOM is selected.
Product/Service Identifier	This is the National Stock Number (NSN) or other pertinent information associated with the Shipment.
UID Required Indicator	Specifies whether or not the item requires a unique item identifier (UII) marking. (Y=**Yes**, N=**No**).
Type of Service Requirements (Required)	• **Severable** - Services that are continuing and ongoing, such as help-desk support, janitorial services, for which the agency receives a benefit each time the service renders. • **Non Severable** - Work that results in a final product and for which a benefit occurs only when the entire project is complete, such as systems design. • **Not Applicable**

3. When you are finished completing all applicable fields, click **Ok**.

How to Add Additional Line Items

To add additional Line Items to an Order:

- If you are in the process of creating an Order, and would like to add additional Line Items to it:

1. Click on the **Add Line** button located just below the list of existing Line Items in the Line Item Summary.

   A new line should then appear below the last Line Item created.

- If you would like to add a Line Item to an Order that is in a **Draft** status:

1. Click on the **Orders** tab.
2. Click on the **Order #** of the Order you would like to perform work on.
3. Click on one of the Lines displayed in the menu on the left hand side of the page.
4. Click on the **Add Line** button.

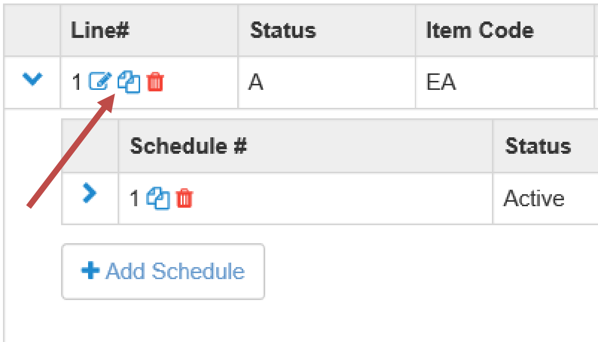
   A new line should then appear below the last Line Item created.

Copying Line Items

You may make an exact copy of an existing Line Item to add to the Order.

How to Copy a Line Item

1. Select an existing Line Item, and click on the “**Double Page”** icon in the **Line #** column:



2. An exact copy of the Line Item will be added to the Order underneath the original Line Item.

   If you make a copy of a Line Item that is in itself a copy, then the new Line Item will appear under the previous copy.

Deleting Line Items

How to Delete Line Items

To delete line items during the draft phase of an Order creation:

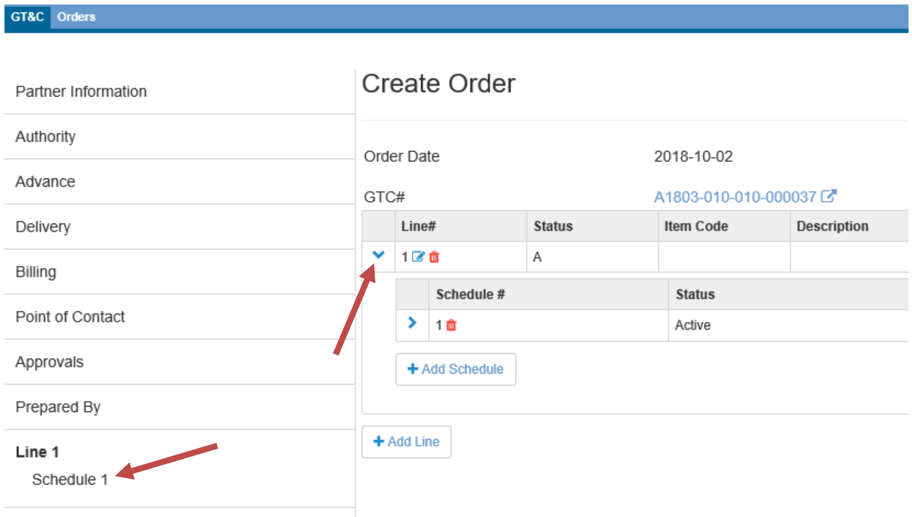
1. Click on the garbage can ( ) icon located in the **Line #** field of any given Line Item. The **Remove Line** box will appear.
2. Click on either **Yes** or **No** to delete the Line Item from the Order. Alternatively, you may click on the “X” in the top right hand corner of the box to dismiss the Remove Line request.

Entering Schedules

For each Line Item created, the Requesting Agency will use the **Schedule Details** page to complete the Schedule information for the Order.

To display the Schedule Summary for each individual Line Item:

1. Click on the arrow to the left of the **Line #** field in any Line Item to display the **Schedule Summary.** Alternatively, you may click on the **Schedule** link located in the menu on the left side of the page under any Line Item listed:

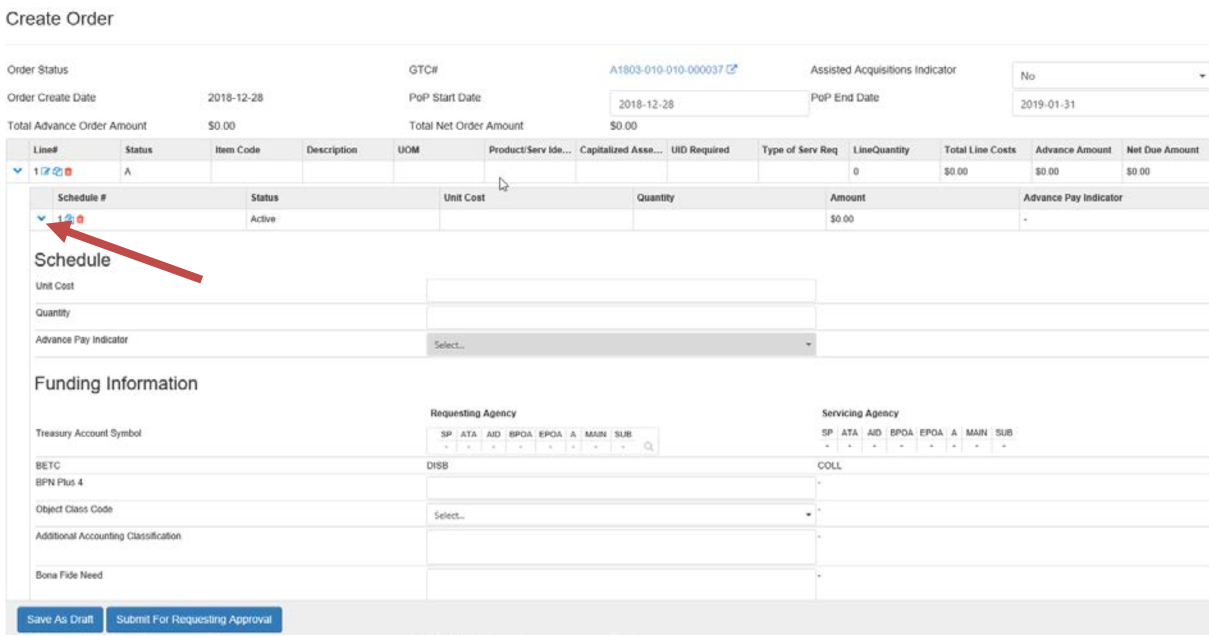


A **Schedule Summary** will display information noted in the table below. Please note that several Schedule Summary fields will remain empty until information is added to the **Schedule** itself.

Field Name	Description
Schedule #	Selected Order Schedule number.
Status	Current status of the Line item.
Unit Cost	The cost of the unit.
Quantity	The total number of units for this schedule.
Amount	The quantity x unit price for this schedule.
Advance Pay Indicator	Indicates whether or not this Order involves an Advance payment.

How to Enter Schedule Details

1. From the **Schedule Summary**, click on the arrow to the left of the **Schedule #** field. The **Schedule Details Page** will display.



Schedule Details Page

2. Fill out the appropriate fields in each section of the **Schedule** based on information provided in the table below.

Field Name	Description
Schedule	
Unit Cost (Required)	The cost of the unit.
Quantity (Required)	The total number of units for this schedule.
Advance Pay Indicator (Conditional)	This field is only required if **Advance** was noted on the GT&C (if it was not, this field will default to a selection of **No**). If Advance was noted on the GT&C, select **Yes** or **No** from the drop down menu.
Funding Information	
Treasury Account Symbol (See Description on the right for required values.)	Enter the Treasury Account Symbol (TAS) for the Requesting Agency by clicking on the magnifying glass icon on the right side of the field. You may select the proper TAS from the drop down menu, or you may manually enter each TAS component in the appropriate boxes. Please note that only TAS values related to **DISB** BETCs will be displayed in the drop down menu or will be accepted by the system if entered manually. The TAS is a grouping of three specific Treasury funding-related codes that identify specific Treasury accounts using receipt, appropriation, expenditure, and other fund account symbols and titles as assigned by the Department of the Treasury and Office of Management and Budget. **Required values**: **AID** (3 digits), **MAIN** (4 digits), and **SUB** (3 digits)

Field Name	Description
BETC (Required)	The BETC (Business Event Type Code) for the Requesting Agency will be listed as **DISB** by default, and cannot be edited. G-Invoicing limits the BETC value selection by transaction type: • Collection limited to Credit BETC • Payment limited to Debit BETC The BETC is an eight-character code used in the Central Accounting Reporting System (CARS) to indicate the type of activity being reported (borrowing, repayment, offsetting collection, receipt, disbursement, etc.). This code must accompany the TAS and the dollar amounts to classify the transaction against the fund balance with Treasury.
BPN Plus 4	Enter the BPN Plus 4 number, if applicable.
Object Class Code	Select an Object Class Code from the drop down menu. The Federal Government uses an Object Class Code to record its financial transactions according to the nature of the services provided or received when obligations first incur.
Additional Accounting Classification	Add any additional accounting information required for agency internal tracking purposes, if needed (320 alphanumeric characters maximum).
Bona Fide Need (Required)	Please enter sufficient information to describe and support the transaction (150 alphanumeric characters maxiumum).
SLOA (see below)	

How to Enter Standard Line of Accounting (SLOA) Information for the Requesting Agency

Use the Standard Line of Accounting (SLOA) fields to enter or edit identification codes used by the Requesting Agency or the Servicing Agency. The SLOA's variable length and alphanumeric codes provide a uniform system of reference information to the agency's original obligating document and verify that billings are properly charged. Shown on all purchase requests, resulting obligation and expenditure documents, SLOA codes convey key accounting information, such as the department within the agency using the funds, the specific appropriation charged for the purchase of goods/services, the organization responsible for accounting and reporting of the obligation and payment, and the payment type for the specific transaction.

To enter SLOA information:

3. Fill in the appropriate fields in the SLOA section based on the information provided in the table in the table below:

Field Name	Description	Source Reference
Accounting Classification Reference Number	Enter the Requesting Agency Accounting Classification Reference Number (ACRN). Maximum length is 2 alphanumeric characters. The ACRN comprises first of ten elements in a line of accounting. The two-digit ACRN identifies each separate line of accounting classification data on a document citing fund usage to ensure that the expenditure properly matches the corresponding obligation. Assign an ACRN to each line of accounting classification data starting with “AA.” When there is only one line of accounting classification data, the ACRN is “AA.” Assign alphanumeric ACRNs when alpha codes are exhausted. The alpha characters “I” and “O” are not used because these characters can be confused with ‘0” and “1”. Duplication of ACRNs does not occur within the same funding document.	
Reimbursable Flag	The Reimbursable Indicator is a single alphabetical code used to flag those expenditures incurred for a designated TAFS account that are considered reimbursable to the account.	A9 in SFIS; Examples: Direct, (D) or Reimbursable (R) Code,
Federal Award Identification Number	The Federal Award Identification Number (FAIN) is a unique number assigned to a financial assistance award by the awarding agency. This number will identify the award in several systems including: ASAP.gov, USASpending.gov, and Grants.gov. This number along with the CFDS will allow for more precise tracking of grant obligations and payments. Maximum length is 30 characters.	
Unique Record Identifier	An agency defined identifier that (when provided) is unique for every reported action. Maximum length is 70 characters.	
Activity Address Code (Conditional)	An AAC is required if the Business Partner Network (BPN) field in the Partner Information section of the Order is left empty. The Activity Address Code (AAC) used for shipping location. Maximum length is 6 characters.	

Field Name	Description	Source Reference
Budget Line Item	Enter a 16-character alphanumeric code that further sub-divides the Treasury Account Fund Symbol appropriation, below the Budget Sub Activity Line. For military personnel, value is Budget Sub-Activity (BSA) plus Budget Line Item (BLI).	B4 in SFIS; Further subdivides the Treasury Account Fund Symbol below sub-activity e.g., 111
Budget Fiscal Year	Enter a 4-digit year. The budget or financial year, as opposed to a calendar year. The U.S. Government's fiscal year runs from October 1 of the prior year through September 30 of the next year. For example, FY 2015 was from October 2014 through September 2015.	e.g., 2018
Security Cooperation (formerly Foreign Military Sales (FMS) Customer Code)	The Security Cooperation Customer represents the country receiving the product and/or service in the FMS transaction. Maximum length is 3 characters.	T21 in SFIS; Security Cooperation (SC) Customer
Security Cooperation Implementation Agency	A single character alphabetical code which identifies the US Military Department or Agency which has negotiated or facilitated a foreign military sales case on behalf of the US Government. The majority of FMS cases are implemented by the Army (IA Code B), Navy (IA Code P) or Air Force (IA Code D)	T27 in SFIS; Identifies the U.S. military department or agency that is executing the sale on behalf of the U.S. Government e.g., B=Army, D=Air Force, P=Navy
Sub-Allocation	Identifies an organization to which funds have been Sub-Allocated. Maximum length is 4 characters. Use of this data element is exclusive to sub-allocation purposes, useful for Financial Reporting.	e.g.,2054
Accounting Identifier	The Agency Accounting Identifier Code identifies the accounting system responsible for recording the accounting event. The Agency Accounting Identifier Code is intended to be an accounting system identifier, and therefore must be assigned to only one accounting system. Maximum length is 6 characters.	O3 in SFIS; Fiscal Station Number; Comptroller defined, e.g., 021001
Funding Center Identifier	Enter a 16-character alphanumeric code. A Funding Center is a clearly defined responsibility area within an organizational unit to which budget authority is assigned	Cost Object/Cost Accounting (CA) section in SFIS, e.g., Air Force = OAC, OBAN

Field Name	Description	Source Reference
Cost Center Identifier	Enter a 16-character alphanumeric code. A Cost Center is a clearly defined responsibility area where costs are incurred.	CA section in SFIS, e.g., Navy = BCN
Project Identifier	Enter a 25-character code. A planned undertaking of work to be performed or product to be produced having a finite beginning and end.	CA section in SFIS, e.g., Army = WBS
Activity Identifier	Enter a 16-character code. An Activity is a series of events, tasks, or units of work that are linked to perform a specific objective.	CA section in SFIS, e.g., Army = Activity/Network
Cost Element Code	Enter a 15-character alphanumeric code. A Cost Element is a classification of an organization's revenues, expenses or consumable resources. Cost Element Code only relates to primary cost. Cost Element Code does not relate to secondary cost which is identified as agency specific and not enterprise-level.	CA section in SFIS, e.g., Army = Commitment Item
Work Order Number	Enter a 16-character alphanumeric code that identifies an individual unit of work, batch, or lot of a distinct product or service.	CA section in SFIS, e.g., Army = Internal Order, Air Force = Job Order
Functional Area	Enter a 16-character alphanumeric code. A Functional Area is a logical division of a Component's business operations. It represents the Functions the Component performs.	CA section in SFIS, e.g., Army = Functional Area, Air Force = Budget/Project
Agency Security Cooperation Case Designator	Enter a 4-character alphanumeric code. A Security Cooperation Case Designator is used to reflect an FMS contractual sales agreement (Letter of Offer and Acceptance) between the U.S. and an eligible foreign country	T22 in SFIS; e.g., UAK
Parent Award Identifier (PAID)	The identifier of the procurement award under which the specific award is issued (such as a Federal Supply Schedule). Term currently applies to procurement actions only. Maximum length is 50 characters.	
Procurement Instrument Identifier (PIID)	The unique identifier for each contract, agreement or order. Maximum length is 50 characters.	

4. Fill in the appropriate **Shipping Information** fields based on the information provided in the table below:

Field Name	Description
Shipping Information	
Address Identifier	A code that identifies the end point of the shipment or the location the service is being performed.
Agency Title	The name of the agency at the ship to location.
Address 1 (Conditional)	This information must be entered if any other shipping information has been provided. This is the 1st address line associated with shipment.
Address 2	2nd address line associated with shipment
Address 3	3rd address line associated with shipment
City (Conditional)	This information must be entered if any other shipping information has been provided. The name of the city of the ship to location.
Postal Code (Conditional)	This information must be provided if the destination country is the US. The 5-digit (ZIP) code that geographically identifies individual Post Offices or metropolitan area delivery stations associated with every mailing address.
State (Conditional)	This information must be provided if the destination country is the US. The name of the state of the ship to location.
Country (Conditional)	This information must be entered if any other shipping information has been provided. The name of the country of the ship to location.
Location Description	The description of the ship to location (i.e.: military base, airport, etc.)
Special Shipping Information	Optional text field to include additional Shipping Information for the Delivery of Products. Enter specific information for shipping, shipping company, date/time, special instructions, etc.
Delivery POC Name	The name of the Point of Contact the shipment is being delivered to.
Delivery POC Title	Optional text field for the title of the Point of Contact the shipment is being delivered to.
Delivery POC Email	Enter the email address for the Point of Contact the shipment is being delivered to.
Deliver POC Phone	Enter the phone number for the Point of Contact the shipment is being delivered to.
Additional Info	Enter any additional information not covered in other areas

How to Add Additional Schedules to Line Items

To add additional Schedules to an Order:

- If you are in the process of creating an Order, and would like to add additional Schedules to it *before* saving the Order as a Draft:

1. Click on the **Add Schedule** button located just below the list of existing Schedules under the **Schedule Summary**. (**Note**: If you have the list of Schedule Details already expanded, you may scroll all the way to the bottom of the details list and click on the Add Schedule button).

   A new line should then appear below the last Schedule created.

- If you would like to add a Schedule to an Order that is in a **Draft** status:

1. Click on the **Orders** tab.
2. Click on the **Order #** of the Order you would like to perform work on.
3. Click on one of the Lines displayed in the menu on the left hand side of the page.
4. Click on the **Add Schedule** button.

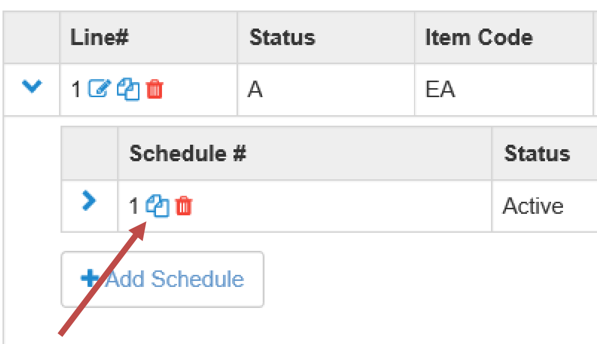
   A new line should then appear below the last Schedule created.

Copying Schedules

You may make an exact copy of an existing Schedule and add it to the Order.

How to Copy a Schedule

1. Select an existing Schedule, and click on the "**Double Page"** icon in the **Schedule #** column:



2. An exact copy of the Schedule will be added to the Order underneath the original Schedule.

   If you make a copy of a Schedule that is in itself a copy, then the new Schedule will appear under the previous copy.

Deleting Schedules

How to Delete Schedules

To delete Schedules during the Draft phase of an Order creation:

1. Click on the garbage can ( ) icon located in the **Schedule #** field of any given Schedule. The **Remove Line** box will appear.
2. Click on either **Yes** or **No** to delete the Schedule from the Line Item. Alternatively, you may click on the “X” in the top right hand corner of the box to dismiss the Remove Schedule request.

Saving Orders

A **Requesting Agency** may save an Order as a **Draft** at any time during the process of creating an Order. Saving an Order as a **Draft** allows a Requesting Agency user to return to the Order at any time to update and/or complete the Order.

CRITICAL NOTE: Orders do *not* self-save. If you happen move out of the Orders sub-tab without saving an Order first, any information you have entered in to the Order up until that point will not be retained, and you will need to start over.

A **Servicing Agency** may save an Order that is in a **Shared with Servicing** status**.** Doing so allows a Servicing Agency user the ability to update an Order without advancing it for approval.

Note: Once an Order is saved as a **Draft**, users will be *not* be able to delete it from G-Invoicing. Any unwanted Orders that have progressed beyond the Draft stage may be Rejected or Closed by users with the proper permissions. For additional information on User Roles and Permissions for Orders, please refer to the *Disburser Administrator User Guide.*

Please keep in mind that when an Order is in a **Draft** status, it will *not* be visible to the **Servicing Agency** until it is shared by the **Requesting Agency**.

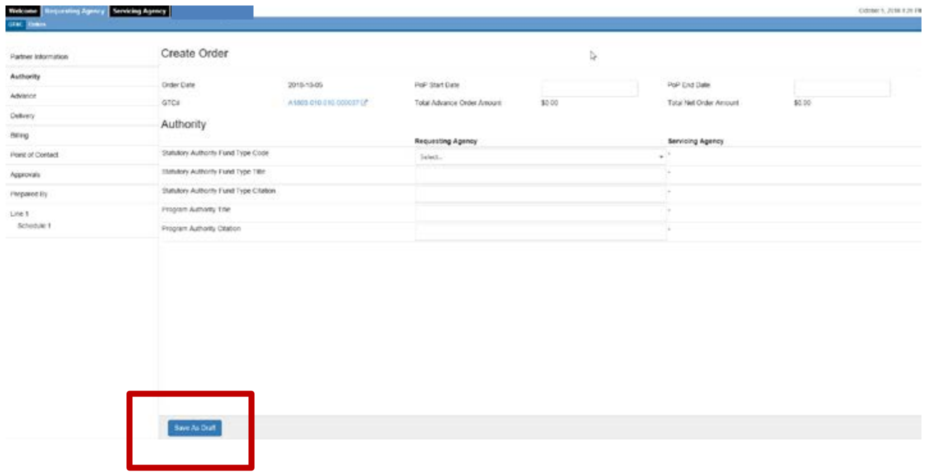
How to Save an Order as a Draft as a Requesting Agency

Note: Users who hold roles within G-Invoicing that allow them to create Orders will also have **Secondary Data Access Groups** (SDAGs) assigned to each of those roles within their G-Invoicing user account. If the SDAGs assigned to those roles have Reference Data (i.e., Cost Centers, Business Units, or Department IDs) configured for them, you will need to fill out the appropriate Reference Data fields in the Order before you will be able to save it. For additional information on SDAGs and/or Reference Data, please speak to a G-Invoicing *User Administrator* or *Organization Administrator* from your agency.

- To save an Order as a Draft at any during the **Create Order** process:

1. Click on the **Save As Draft** button that appears at the bottom of any Create Order page.

   A “**Success: Draft Saved**” message will appear, and an Order number will display at the top of the Order. The Order will also move to a **Draft** status.

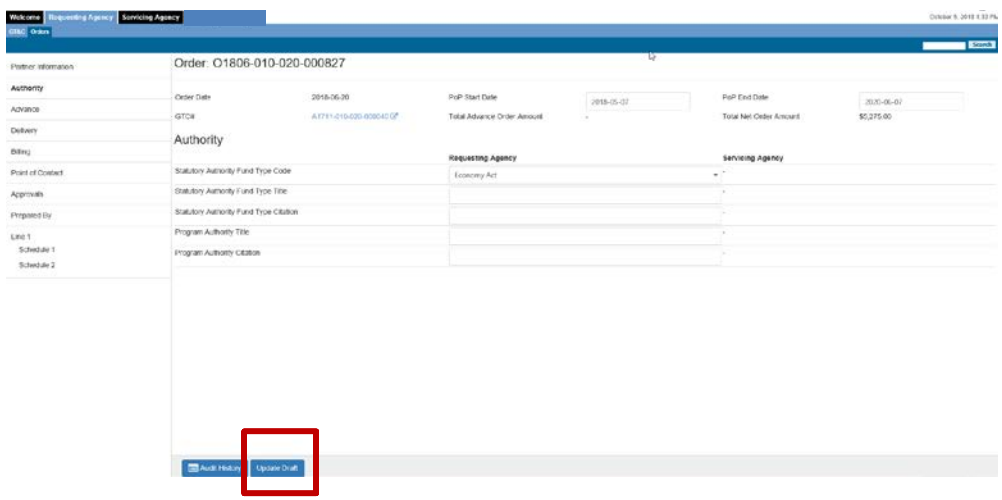


Sample Create Order Page

- To save an Order that is already in a **Draft** status:

1. Click on the **Update Draft** button that appears at the bottom of any Order page.

   A "**Success: Draft Updated**" message will display, and the Order will remain in a **Draft** status.



Sample Draft Order Page

How to Save an Order as a Servicing Agency

A **Servicing Agency** user may save the information they have entered in to an **Order** that is in a **Shared with Servicing** status if they should need to complete their work on it at a later time.

To save an Order that is in a **Shared with Servicing** status:

1. Click on the **Update** button at the bottom of each Order page.

   A "**Success Updated**" message will appear at the top of the Order. The Order will remain in a **Shared with Servicing** status.

Adding Attachments to Orders

Only Requesting Agency or Servicing Agency users with the *Manager* or *Approver* roles assigned to them are able to add or delete attachments to an Order. Please be aware of the following rules when working with Order attachments:

- File name must be no more than 132 characters, including the file extension (.pdf, .docx, etc.)
- The only allowable characters in attachment file names are: lower case letters (a-z), upper case letters (A-Z), numbers 0 through 9, dashes, and underscores (i.e., a file named ORDERS2018&2019_mipr$ is not acceptable, but a file named ORDERS 2018_2019_mipr is)
- The maximum number of attachments allowed per Order is 25
- The upload file size limit for all allowable file types is 10MB
- Maximum size of all attachments combined per document is 25MB
- Either Requesting Agency or Servicing Agency Managers or Approvers can add attachments to an Order in any of the following states: **Draft**, **Shared Draft**, **Pending Approval**, or **Open**
- File types of .cmd, .exe, .bat, and .scr are *not* allowed as attachments at this time
- Buyers can view a Seller's attachments, but they cannot delete them.
- Sellers can view a Buyer's attachments, but they cannot delete them.

The following file extensions/types are accepted by G-Invoicing:

.doc	word
.docx	word
.xls	excel
.xlsx	excel
.xlsb	excel
.ppt	powerpoint
.pptx	powerpoint
.ppsx	powerpoint
.pps	powerpoint
.txt	text
.csv	text
.msg	email
.eml	email
.jpg	image
.gif	image
.png	image
.bmp	image
.pdf	image

.accdb	ms database
.mdb	ms database

How to Add an Attachment to an Order

1. From the Requesting Agency or Servicing Agency tab, click the Orders sub-tab.
2. Click the link in the **Order#** column to open the order.
3. At the bottom of the order page, click the **Attachments** button to open the Attachments box.
4. Click on the **Add Attachment** button.
5. In the **Nickname** field, enter a description of the uploaded document (up to132 characters).
6. Click **Browse**.
7. Locate the file you would like to attach to the Order, then click **Open**.
8. Click **Upload**.

   G-INV will then display an "**Attachment added**" message. Click on the "X" in the upper right hand corner of the Attachments box to close it out, or click on the Add Attachment button to add another attachment.

How to View an Attachment to an Order

1. From the Requesting Agency or Servicing Agency tab, click the Orders sub-tab.
2. Click the link in the **Order#** column to open the order.
3. At the bottom of the page, click on the **Attachments** button to open the Attachments box.
4. Click on any file in the **File Name** column to view the attachment.

   Attachments may be sorted in each column first-to-last/last-to-first by click on the up and down arrow icons next to each column name.

How to an Delete Attachment to an Order

1. From the Requesting Agency or Servicing Agency tab, click the Orders sub-tab.
2. Click the link in the **Order#** column to open the order.
3. At the bottom of the order page, click the **Attachments** button to open the Attachments box.
4. Click on the **garbage can icon** in the **Delete** column of the attachment you would like to remove from the Order.
5. When the **Delete Attachment** box displays, click on **Yes**.

   G-Invoicing will then display an "**Attachment Deleted**" message. Click on the "X" in the upper right hand corner of the Attachments box to close it out, or click on any garbage can icon to delete another file.

Submitting an Order for Approval

The **Requesting Agency** and **Servicing Agency** are both required to submit Orders for approval. Once the Requesting Agency has finished creating an Order and approves it, the Order then becomes available for the Servicing Agency to approve.

To submit an Order for approval, please ensure that all *required* fields are completed.

How to Submit an Order for Approval as the Requesting Agency

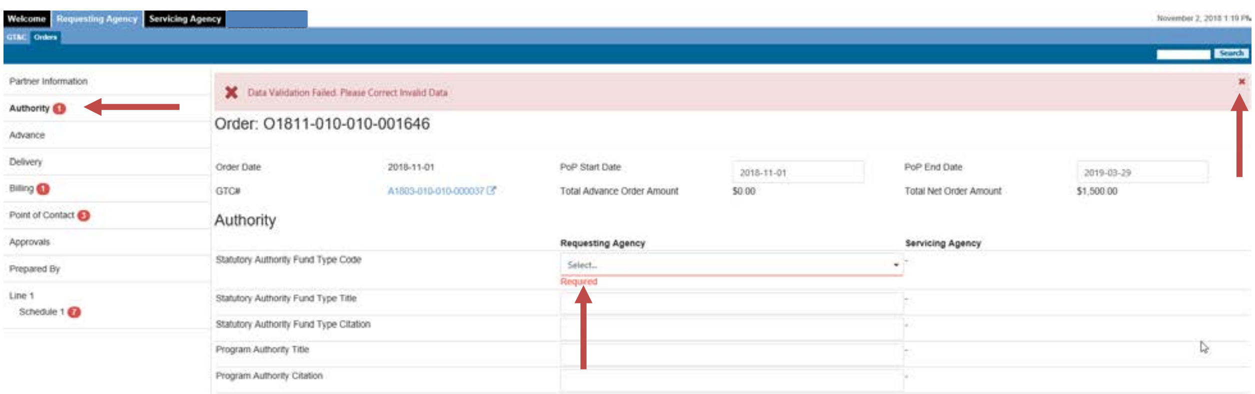
1. Locate an Order from the Orders tab, and click on the **Order #**.
2. Click on the **Submit For Requesting Approval** button at the bottom of any Order screen.

   - If the Order passes the data validation stage, a message stating "**Success – Order submitted for Requesting Agency Approval**" will display, and notifications will be sent to the Requesting Agency approvers if they have subscribed to them.

   - If the Order does not pass the data validation stage, a message stating "**Data Validation Failed. Please Correct Invalid Data**" will appear at the top of the Order. If you look on the left side of the Order page, a red oval will display to the right of one or more section names. The number in the middle of the red oval will denote the number of errors that need to be corrected within that section before the Order can be submitted for approval.

For each section that displays a red oval, click on the section name to view the specific data/fields that need to be addressed. The items that need to be corrected will be underlined in red, along with a brief description of the error provided just below the data/field itself.

In the example below, there was one error noted in the **Authority** section of the Order. Clicking on **Authority** in the menu on the left revealed that the Statutory Authority Fund Type Code field was left empty, with the text "**Required**" displayed beneath it.



Filling out the field by selecting one of the choices provided in the drop down menu will remove the red oval from the section menu. You may also remove the large error message at the top of the Order by clicking on the red "X" in the far right side of the error message box.

When all of the errors have been cleared, click on the **Submit For Requesting Approval** button to forward the Order on for approvals. If the Order passes data validation, notifications will be sent to the Requesting Agency approvers via email if they have subscribed to them.

After an Order has been successfully sent to the Servicing Agency for approval, it moves to a **Shared with Servicing** status. Once the Order has been shared with the Servicing Agency for approval, the Requesting Agency will *not* be able to edit the Order.

How to Submit an Order for Approval as the Servicing Agency

1. Login to the G-Invoicing **Intra-Gov Disburser** module.
2. From the **Servicing Agency** tab, click the **Orders** sub-tab. The Order Summary Page appears.
3. Search for an Order in a **Shared with Servicing** status, then click on the **Order#** to view it.
4. The Order opens with the **Partner Information** section displaying by default. Complete the Partner Information section of the Order based on information provided in the table below:

Field Name	Description
Servicing Agency Cost Center	Servicing Agency Cost Center information available in the drop down menu will depend on the Cost Center information entered in the GT&C.
Servicing Agency Business Unit	Servicing Agency Business Unit information available in the drop down menu will depend on the Business Unit information entered in the GT&C.
Servicing Agency Department ID	Servicing Agency Department ID information available in the drop down menu will depend on the Department ID information entered in the GT&C.
Order Tracking Number	Enter an internal tracking number for your agency, if applicable. Maximum value: 50 characters.
Business Partner Network (Conditional)	This field is required if the Activity Address Code (AAC) field within the SLOA section of the Schedule is left empty. Type the Business Partner Network (BPN) code. Maximum length is 30 alphanumeric characters. The BPN is the source for trading partner information. The BPN compliments the System for Award Management (SAM) and helps identify trading partners at the level in an agency where reimbursable business occurs. It identifies the specific unit within an agency that is requesting or receiving the goods or services. G-Invoicing does not validate against System for Award Management (SAM) data. **Note**: BPN is the standard name for this data element, however, this may be a trading partner's DUNS or the Department of Defense Activity Address Code (DoDAAC)

5. Click on the **Authority** section on the left side of the page**,** and fill in the appropriate fields based on the information provided in the table below:

Field Name	Description	Corresponding field on the IAA 7600B form
Servicing Agency: Statutory Authority Fund Type Code (Required)	Select the appropriate fund type: • Franchise Fund • Revolving Fund • Working Capital Fund • Economy Act • Other Authority	Block #10a

Field Name	Description	Corresponding field on the IAA 7600B form
Statutory Authority Fund Type Title (Conditional)	This field is required if Economy Act is not the Statutory Authority Fund Type. Enter the Servicing Agency statutory authority title, up to 100 characters.	Block #10a
Statutory Authority Fund Type Citation (Conditional)	This field is required if Economy Act is not the Statutory Authority Fund Type. Enter the Servicing Agency statutory authority citation, up to 100 characters.	Block #10a
Program Authority Title	Enter the Servicing Agency program authority title, up to 100 characters.	N/A
Program Authority Citation (Conditional)	If you entered a Program Authority Title, enter the Program Authority Citation up to 100 characters.	N/A

6. Click on the **Advance** section on the left side of the page, and fill in the appropriate fields based on information in the table below:

Field Name	Description
Advance Revenue Recognition Methodology (Conditional)	This field is required if the agency selected "**Yes**" for **Advance Payment** on the GT&C agreement. Identify the Revenue Recognition Methodology that both parties will use to account for the Requesting Agency's expense and the Servicing Agency's revenue as costs incurred by the Servicing Agency in providing the goods and services for this Order against ALL advances for this Order. • **Straight Line** – Select if the same amount recognized each month. • **Accrual Per Work Completed** – Select if accruing revenue/expense other than on a straight-line basis. • **Monthly** – Select if basing the accrual on work completed and invoiced on a monthly basis. • **Other** – Select if using another regular period w, such as bimonthly or quarterly. Describe the method in the Description If Method is "Other" text box. You should work closely with the Requesting and Servicing Agency's Finance staff to complete this information.
Advance Revenue Recognition Description (Conditional)	This field is required if 'Other' was selected for the Advance Revenue Recognition Methodology Enter a description for the method, such as bimonthly, quarterly, etc. for posting accruals.

Field Name	Description
Advance Payment Authority Title (Conditional)	This field is required if one or more Advance fields or Amounts are entered in the Order. Enter the Requesting Agency's specific authority that allows advances.
Advance Payment Authority Citation (Conditional)	This field is required if one or more Advance fields or Amounts are entered in the Order. Enter the Requesting Agency's specific authority that allows advances.

7. Click on the **Billing** section on the left side of the page, and fill in the appropriate fields based on the information in the table below:

Field Name	Description
Billing Frequency (Required)	Select the billing frequency: • Weekly • Monthly • Quarterly • Other
Billing Frequency Explanation (Conditional)	If the Servicing Agency selected "**Other**" in the **Billing Frequency** box, enter a description for the frequency.

8. Click on the **Point of Contact** section on the left side of the page**,** and fill in the appropriate fields based on the information provided in the table below:

Field Name	Description
Name (Required)	Enter the full name of the Servicing Agency Point of Contact (POC).
Email (Required)	Enter an official email address for the Servicing Agency POC.
Phone (Required)	Enter a phone number for the Servicing Agency POC.
Fax	Enter a fax number for the Servicing Agency POC.

9. Click on a **Line** from the list on the left side of the page.
10. Click on the notepad/pencil ( ) icon in the **Line #** field to enter or update the appropriate **Line Item Summary** fields based on the information in the table below:

Field Name	Description
Capitalized Asset Indicator (Required)	Indicates whether or not this item is a capitalized asset. Select **Yes** or **No** from the drop down menu, then click **Ok**.

11. From the menu on the left hand side of the page, click on the **Schedule** for each **Line number** on the Order, and fill in the appropriate fields based on information in the table below:

Field Name	Description
Funding Information	
Treasury Account Symbol (See Description on the right for required values.)	Enter the Treasury Account Symbol (TAS) for the Servicing Agency by clicking on the magnifying glass icon on the right side of the field. You may select the proper TAS from the drop down menu, or you may manually enter each TAS component in the appropriate boxes. Please note that only TAS values related to **COLL** BETCs will be displayed in the drop down menu or will be accepted by the system if entered manually. The TAS is a grouping of three specific Treasury funding-related codes that identify specific Treasury accounts using receipt, appropriation, expenditure, and other fund account symbols and titles as assigned by the Department of the Treasury and Office of Management and Budget. **Required values**: **AID** (3 digits), **MAIN** (4 digits), and **SUB** (3 digits)
BETC (Required)	The BETC (Business Event Type Code) for the Servicing Agency will be listed as **COLL** by default, and cannot be edited. • Collection limited to Credit BETC • Payment limited to Debit BETC The BETC is an eight-character code used in the Central Accounting Reporting System (CARS) to indicate the type of activity being reported (borrowing, repayment, offsetting collection, receipt, disbursement, etc.). This code must accompany the TAS and the dollar amounts to classify the transaction against the fund balance with Treasury.
BPN Plus 4	Enter the BPN Plus 4 number, if applicable.
Object Class Code	Select an object class code from the list and click add to move it to the list box to the right. The Federal Government uses an Object Class Code to record its financial transactions according to the nature of the services provided or received when obligations first incur.
Additional Accounting Classification	Add any additional accounting information required for agency internal tracking purposes, if needed (320 alphanumeric characters maximum).
SLOA (see below)	

Use the Standard Line of Accounting (SLOA) fields to enter or edit identification codes used by the Requesting Agency or the Servicing Agency. The SLOA's variable length and alphanumeric codes provide a uniform system of reference information to the agency's original obligating document and verify that billings are properly charged. Shown on all purchase requests, resulting obligation and expenditure documents, SLOA codes convey key accounting information, such as the department within the agency using the funds; the specific appropriation charged for the purchase of goods/services; the organization responsible for accounting and reporting of the obligation and payment; and the payment type for the specific transaction.

The SLOA fields include fiscal year dates, accounting codes, and agency disbursing identification.

To Enter SLOA Information as the Servicing Agency:

12. Fill in the appropriate fields in the SLOA section based on the information provided in the table below:

Field Name	Description	Source Reference
Accounting Classification Reference Number	Enter the Servicing Agency Accounting Classification Reference Number (ACRN). Maximum length is 2 alphanumeric characters. The ACRN comprises first of ten elements in a line of accounting. The two-digit ACRN identifies each separate line of accounting classification data on a document citing fund usage to ensure that the expenditure properly matches the corresponding obligation. Assign an ACRN to each line of accounting classification data starting with "AA." When there is only one line of accounting classification data, the ACRN is "AA." Assign alphanumeric ACRNs when alpha codes are exhausted. The alpha characters "I" and "O" are not used because these characters can be confused with '0" and "1". Duplication of ACRNs does not occur within the same funding document.	
Reimbursable Flag	The Reimbursable Indicator is a single alphabetical code used to flag those expenditures incurred for a designated TAFS account that are considered reimbursable to the account.	A9 in SFIS; Examples: Direct, (D) or Reimbursable (R) Code,
Federal Award Identification Number	The Federal Award Identification Number (FAIN) is a unique number assigned to a financial assistance award by the awarding agency. This number will identify the award in several systems including: ASAP.gov, USASpending.gov, and Grants.gov. This number along with the CFDS will allow for more precise tracking of grant obligations and payments. Maximum length is 30 characters.	
Unique Record Identifier	An agency defined identifier that (when provided) is unique for every reported action. Maximum length is 70 characters.	

Field Name	Description	Source Reference
Activity Address Code (Conditional)	This field is required if the Business Partner Network (BPN) field within the Partner Information section of the Schedule is left empty. The Activity Address Code (AAC) used for shipping location. Maximum length is 6 characters.	
Budget Line Item	Enter a 16-character alphanumeric code that further sub-divides the Treasury Account Fund Symbol appropriation, below the Budget Sub Activity Line. For military personnel, value is Budget Sub-Activity (BSA) plus Budget Line Item (BLI).	B4 in SFIS; Further subdivides the Treasury Account Fund Symbol below sub-activity e.g., 111
Budget Fiscal Year	Enter a 4-digit year. The budget or financial year, as opposed to a calendar year. The U.S. Government's fiscal year runs from October 1 of the prior year through September 30 of the next year. For example, FY 2015 was from October 2014 through September 2015.	e.g., 2018
Security Cooperation (formerly Foreign Military Sales/FMS Customer Code)	The Security Cooperation Customer represents the country receiving the product and/or service in the FMS transaction. Maximum length is 3 characters.	T21 in SFIS; Security Cooperation (SC) Customer
Security Cooperation Implementation Agency	A single character alphabetical code which identifies the US Military Department or Agency which has negotiated or facilitated a foreign military sales case on behalf of the US Government. The majority of FMS cases are implemented by the Army (IA Code B), Navy (IA Code P) or Air Force (IA Code D)	T27 in SFIS; Identifies the U.S. military department or agency that is executing the sale on behalf of the U.S. Government e.g., B=Army, D=Air Force, P=Navy
Sub-Allocation	Identifies an organization to which funds have been Sub-Allocated. Maximum length is 4 characters. Use of this data element is exclusive to sub-allocation purposes, useful for Financial Reporting.	e.g.,2054

Field Name	Description	Source Reference
Accounting Identifier	The Agency Accounting Identifier Code identifies the accounting system responsible for recording the accounting event. The Agency Accounting Identifier Code is intended to be an accounting system identifier, and therefore must be assigned to only one accounting system. Maximum length is 6 characters.	O3 in SFIS; Fiscal Station Number; Comptroller defined, e.g., 021001
Funding Center Identifier	Enter a 16-character alphanumeric code. A Funding Center is a clearly defined responsibility area within an organizational unit to which budget authority is assigned	Cost Object/Cost Accounting (CA) section in SFIS, e.g., Air Force = OAC, OBAN
Cost Center Identifier	Enter a 16-character alphanumeric code. A Cost Center is a clearly defined responsibility area where costs are incurred.	CA section in SFIS, e.g., Navy = BCN
Project Identifier	Enter a 25-character code. A planned undertaking of work to be performed or product to be produced having a finite beginning and end.	CA section in SFIS, e.g., Army = WBS
Activity Identifier	Enter a 16-character code. An Activity is a series of events, tasks, or units of work that are linked to perform a specific objective.	CA section in SFIS, e.g., Army = Activity/Network
Cost Element Code	Enter a 15-character alphanumeric code. A Cost Element is a classification of an organization's revenues, expenses or consumable resources. Cost Element Code only relates to primary cost. Cost Element Code does not relate to secondary cost which is identified as agency specific and not enterprise-level.	CA section in SFIS, e.g., Army = Commitment Item
Work Order Number	Enter a 16-character alphanumeric code that identifies an individual unit of work, batch, or lot of a distinct product or service.	CA section in SFIS, e.g., Army = Internal Order, Air Force = Job Order
Functional Area	Enter a 16-character alphanumeric code. A Functional Area is a logical division of a Component's business operations. It represents the Functions the Component performs.	CA section in SFIS, e.g., Army = Functional Area, Air Force = Budget/Project
Agency Security Cooperation Case Designator	Enter a 4-character alphanumeric code. A Security Cooperation Case Designator is used to reflect an FMS contractual sales agreement (Letter of Offer and Acceptance) between the U.S. and an eligible foreign country	T22 in SFIS; e.g., UAK

Field Name	Description	Source Reference
Parent Award Identifier (PAID)	The identifier of the procurement award under which the specific award is issued (such as a Federal Supply Schedule). Term currently applies to procurement actions only. Maximum length is 50 characters.	
Procurement Instrument Identifier (PIID)	The unique identifier for each contract, agreement or order. Maximum length is 50 characters.	

13. Fill in the appropriate **Shipping Information** fields based on the information provided in the table below:

Shipping Information	
Field Name	**Description**
Additional Info	Enter any additional information not covered in other areas

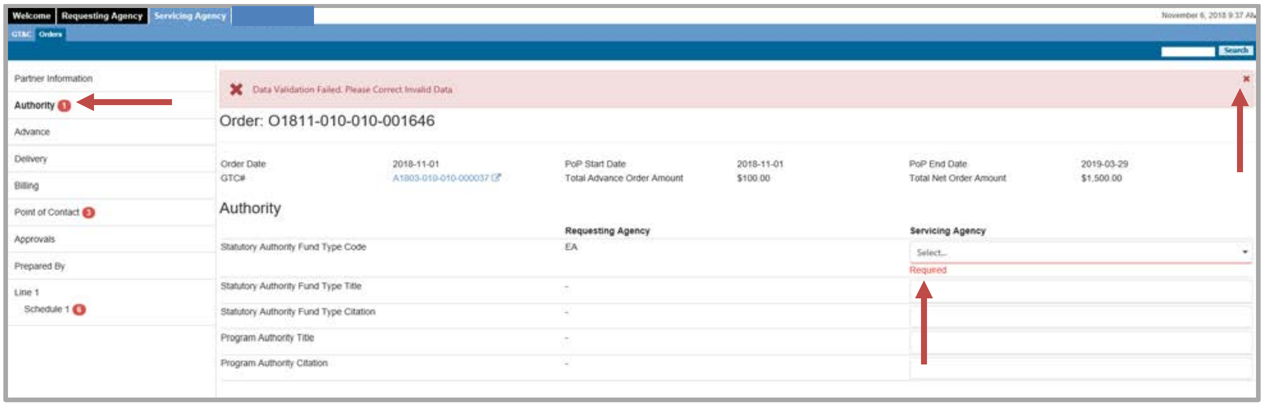
14. Click on the **Submit For Servicing Approval** button at the bottom of any Order screen.
15. In the **Submit for Approval** box, click on **Yes**. (Clicking **No** returns you to the previous screen).

    - If the Order passes the data validation stage, a message stating “**Success – Order submitted for Servicing Agency Approval**” will display, and notifications will be sent to the Servicing Agency approvers if they have subscribed to them.

    - If the Order does not pass the data validation stage, a message stating “**Data Validation Failed. Please Correct Invalid Data**” will appear at the top of the Order. If you look on the left side of the Order page, a red oval will display to the right of one or more section names. The number in the middle of the red oval will denote the number of errors that need to be corrected within that section before the Order can be submitted for approval.

For each section that displays a red oval, click on the section name to view the specific data/fields that need to be addressed. The items that need to be corrected will be underlined in red, along with a brief description of the error provided just below the data/field itself.

In the example below, there was one error noted in the **Authority** section of the Order. Clicking on Authority in the menu on the left revealed that the Statutory Authority Fund Type Code field was left empty, with the text “**Required**” displayed beneath it.



Filling out the field by selecting one of the choices provided in the drop down menu will remove the red oval from the section menu. You may also remove the large error message at the top of the Order by clicking on the red "X" in the far right side of the error message box.

When all of the errors have been cleared, click on the **Submit For Servicing Approval** button to forward the Order on for approvals. If the Order passes data validation, notifications will be sent to the Servicing Agency approvers via email if they have subscribed to them.

Approving an Order

Users must have the following roles assigned to their G-Invoicing user accounts to be able to approve Orders, along with the appropriate Secondary Access Data Groups (SDAGs)*:

- **Requesting Agency**: *Requesting Order Funding Official Approver* or *Requesting Order Program Official Approver* role(s), plus *Requesting Viewer** role

- **Servicing Agency**: *Servicing Order Funding Official Approver* or *Servicing Order Program Official Approver* role(s), plus *Servicing Viewer** role

*****The *Requesting Viewer* or *Servicing Viewer* roles allow Order Approvers to view any GT&C-related information on the Order forms. For more information on User Roles and SDAGs, please contact your local User Administrator, or review the *Disburser Administrator User Guide*.

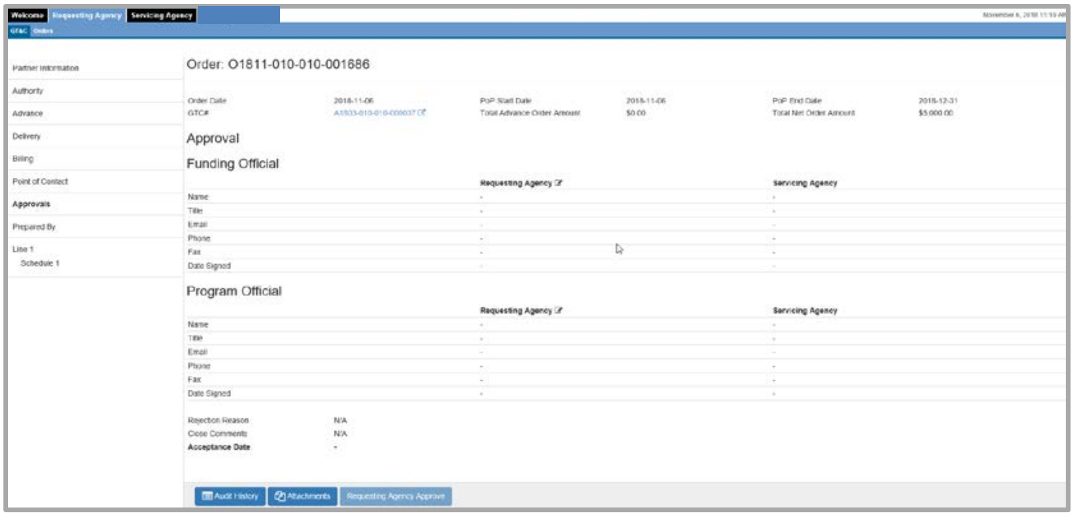
Both the Requesting Agency and Servicing Agency are required to submit an Order for approval. When the Order has a status of "Pending Requesting Agency Approval," the Requesting Agency accesses the Order Approvals page to approve the Requesting Agency portion of the Order. The Order shows as "Open" only after the Program Official and Funding Official from each agency sign the Order. Once the Order is in the "Open" state, the Servicing Agency can take action on it.

Note: If the Requesting Agency creates an Order in its own ERP and sends the Order to G-Invoicing, the two approvals by the Requesting Agency will automatically be entered in to the Order in G-Invoicing, and only the Servicing Agency must approve the Order through the G-Invoicing Intragov Disburser module user interface (UI). The Order will display a status of **Pending Servicing Agency Approval** until the Servicing Agency approves the Order.

How to Approve an Order as the Requesting Agency

1. Login to the G-Invoicing **Intra-Gov Disburser** module.
2. From the **Requesting Agency** tab, click the **Orders** sub-tab. The Order Summary Page appears.

3. Search for an Order in a **Pending Requesting Approval** status, then click on the **Order#** to view it.
4. Click on **Approvals** from the menu on the left side of the Order. The Order Approvals Page appears:



Requesting Agency Order Approvals Page

5. In the **Funding Official** section, click on the notepad icon ( ) to the right of **Requesting Agency**. The following information will appear:

Field Name	Description
Name	The full name of the Requesting Funding Official approving the Order will automatically be filled in.
Title (Required)	Manually enter the position title of the Requesting Funding Official.
Email	The official email address of the Requesting Funding Official approving the Order will automatically be filled in.
Phone	The phone number of the Requesting Funding Official approving the Order will automatically be filled in.
Fax (Optional)	Manually enter a fax number for the Requesting Funding Official, if needed.
Date Signed	The date the Order was signed by the Requesting Funding Official will automatically be filled in.

Note: To remove all of the Requesting Agency Funding Official information during this stage, click on the garbage can icon ( ) to the right of **Requesting Agency**.

6. Click on the **Requesting Agency Approve** button at the bottom of the Order.
7. The **Approve Order** box will appear. To approve the Order, click **Yes**. (If you click **No**, you will be returned to the previous page.)
8. A “**Success Requesting Agency Approve Successful** message will display.

Next, information provided in the table below will need to be entered for the **Requesting Agency Program Official**. If the user who performed the Funding Official approval also holds the *Requesting Program Official Approver* role, they may continue the Requesting Agency approval process in the same session. Otherwise, a user with the proper role will need to login to G-Invoicing, and complete the Requesting Agency approval process as the Program Official.

1. In the **Program Official** section, click on the notepad icon ( ) to the right of **Requesting Agency**. The following information will appear:

Field Name	Description
Name	The full name of the Requesting Program Official approving the Order will automatically be filled in.
Title (Required)	Manually enter the position title of the Requesting Program Official.
Email	The official email address of the Requesting Program Official approving the Order will automatically be filled in.
Phone	The phone number of the Requesting Program Official approving the Order will automatically be filled in.
Fax (Optional)	Manually enter a fax number for the Requesting Program Official, if needed.
Date Signed	The date the Order was signed by the Requesting Funding Official will automatically be filled in.

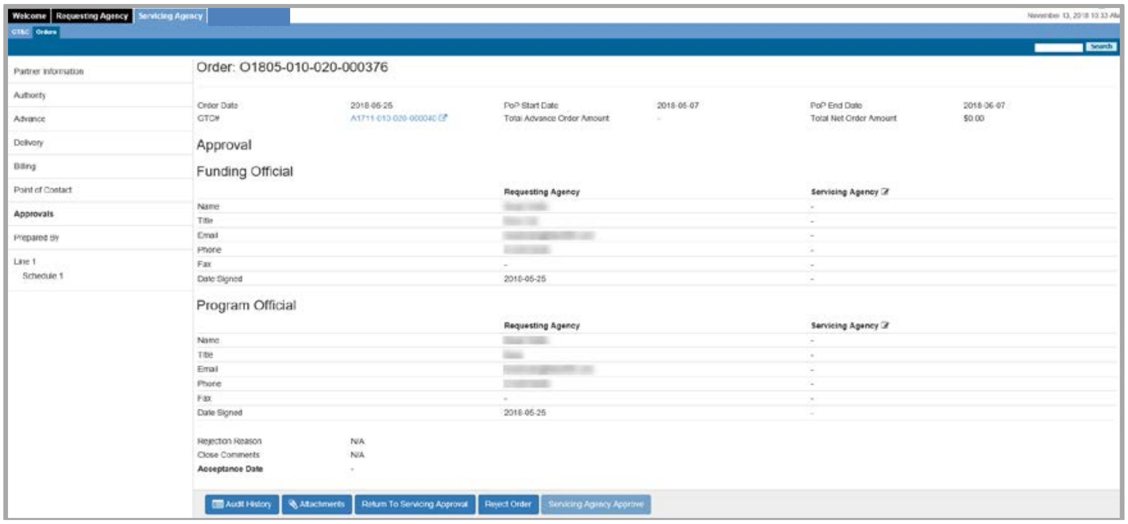
Note: To remove all of the Requesting Agency Program Official information during this stage, click on the garage can icon ( ) to the right of **Requesting Agency**.

2. Click on the **Requesting Agency Approve** button at the bottom of the Order.
3. The **Approve Order** box will appear. To approve the Order, click **Yes**. (If you click **No**, you will be returned to the previous page.)
4. A "**Success Requesting Agency Approve Successful** message will display.

   After both the Requesting Agency Funding and Program Officials have approved the Order, the Requesting Agency Approve Button disappears from the bottom of the Order Approvals Page, and the Order itself changes to a **Shared With Servicing** status.

How to Approve an Order as the Servicing Agency

1. Login to the G-Invoicing **Intra-Gov Disburser** module.
2. From the **Servicing Agency** tab, click the **Orders** sub-tab. The Order Summary Page appears.
3. Search for an Order in a **Pending Servicing Approval** status, then click on the **Order#** to view it.
4. Click on **Approvals** from the menu on the left side of the Order. The Order Approvals Page appears:



Order Approvals Page

5. In the **Funding Official** section, click on the notepad icon ( ) to the right of **Servicing Agency**. The following information will appear:

Field Name	Description
Name	The full name of the Servicing Funding Official approving the Order will automatically be filled in.
Title (Required)	Manually enter the position title of the Servicing Funding Official.
Email	The official email address of the Servicing Funding Official approving the Order will automatically be filled in.
Phone	The phone number of the Servicing Funding Official approving the Order will automatically be filled in.
Fax (Optional)	Manually enter a fax number for the Servicing Funding Official, if needed.
Date Signed	The date the Order was signed by the Servicing Funding Official will automatically be filled in.

Note: To remove all of the Servicing Agency Funding Official information during this stage, click on the garbage can icon ( ) to the right of **Servicing Agency**.

6. Click on the **Servicing Agency Approve** button at the bottom of the Order.
7. The **Approve Order** box will appear. To approve the Order, click **Yes**. (If you click **No**, you will be returned to the previous page.)
8. A “**Success Servicing Agency Approve Successful”** message will display.

Next, information provided in the table below will need to be entered for the **Servicing Agency Program Official**. If the user who performed the Funding Official approval also holds the *Servicing Program Official Approver* role, they may continue the Servicing Agency approval process in the same session.

Otherwise, a user with the proper role will need to login to G-Invoicing, and complete the Servicing Agency approval process as the Program Official.

1. In the **Program Official** section, click on the notepad icon ( ) to the right of **Servicing Agency**. The following information will appear:

Field Name	Description
Name	The full name of the Servicing Program Official approving the Order will automatically be filled in.
Title (Required)	Manually enter the position title of the Servicing Program Official.
Email	The official email address of the Servicing Program Official approving the Order will automatically be filled in.
Phone	The phone number of the Servicing Program Official approving the Order will automatically be filled in.
Fax (Optional)	Manually enter a fax number for the Servicing Program Official, if needed.
Date Signed	The date the Order was signed by the Servicing Program Official will automatically be filled in.

Note: To remove all of the Servicing Agency Program Official information during this stage, click on the garage can icon ( ) to the right of **Servicing Agency**.

2. Click on the **Servicing Agency Approve** button at the bottom of the Order.
3. The **Approve Order** box will appear. To approve the Order, click **Yes**. (If you click **No**, you will be returned to the previous page.)
4. A "**Success Requesting Agency Approve Successful**" message will display.

   After both the Requesting Agency Funding and Program Officials have approved the Order, the Requesting Agency Approve Button disappears from the bottom of the Order Approvals Page, and the Order itself changes to an **Open** status.

Rejecting Orders

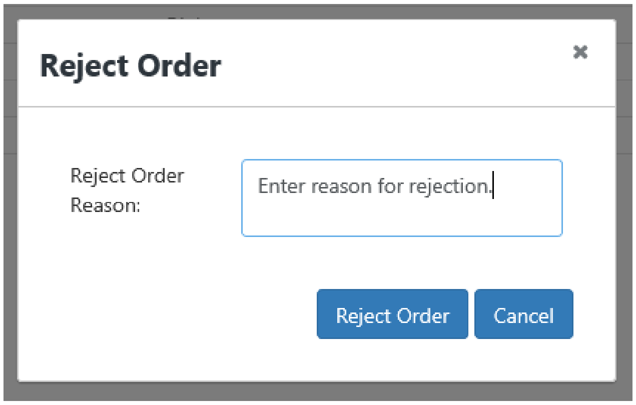
A user with the *Requesting/Servicing Funding Official Approver* or *Requesting/Servicing Program Official Approver* roles may **Reject** an Order. Please be aware of the following:

- Users may only reject an Order that is in a Pending Requesting Agency Approval or Pending Servicing Agency Approval status.
- If an Order has been approved by one of the Requesting or Servicing Agency Approvers, it may still be rejected by the other approver from the same agency. For instance, if an Order is approved by a Requesting Agency Funding Official, the same Order may be rejected by the Requesting Agency Program Official.
- Once a Funding Official has already approved an Order, they will not be able to reject the Order. Likewise, once a Program Official has approved an Order, they will not be able to reject the same Order.

- An Order in a **Rejected** status may be moved back to a **Draft** status by a Requesting Manager so that it may be updated/corrected and resubmitted for approval. Please see the topic *How to Return a Rejected Order Back to a Draft Status*.
- An Order in a **Pending Servicing Agency Approval** status may be sent from a Servicing Approver back to a Servicing Manager to be updated/corrected. Please see the topic *How to Return an Order to a Shared with Servicing Status*.

How to Reject an Order

1. From the **Requesting Agency** or **Servicing Agency** tab, click the **Orders** sub-tab. G-Invoicing will then display the Order Summary page.
2. Locate an Order in a **Pending Requesting Agency Approval** or **Pending Servicing Agency Approval** status that you wish to reject, and click on its name in the **Order#** column to open it.
3. Click the **Reject** button on the bottom of the page. G-Invoicing displays the Reject Order box.
4. In the **Reject Order Reason** field, type in a comment, and then click **Reject Order**.



5. The **Confirmation** box will appear. Click **Yes** to reject the Order. (If you click **No**, you will be returned to the **Reject Order** box.)
6. A message stating "**Success Order Rejected**" will appear at the top of the Order.

   The Order will then move to a **Rejected** status, and will only be visible to the Requesting Agency.

Please be aware that once an Order is rejected, the **Funding Official** and **Program Official** information contained in its **Approvals** section will disappear.

How to Return a Rejected Order Back to a Draft Status

Once an Order has been rejected, a **Requesting Agency** may leave the Order in a **Rejected** status, or they may return the Order back to a **Draft** status. Once the Order is back in a **Draft** status, it may then be updated/corrected, and then resubmitted for approval. To return a rejected Order to a **Draft** status:

1. From the **Requesting Agency** tab, click the **Orders** sub-tab. G-Invoicing will then display the **Order Summary** page.
2. Locate an Order in a **Rejected** status that you wish to return to **Draft**, and click on its name in the **Order#** column to open it.
3. Click the **Return To Draft** button on the bottom of the page.
4. A "**Success Updated**" message will display at the top of the Order.

The Order will move to a **Draft** status. A Requesting Manager will then be able to update the Order and resubmit it for approval.

How to Return an Order to a Shared with Servicing Status

A Servicing Agency Approver may return an Order in a **Pending Servicing Approval** status back to a Servicing Manager to be updated/corrected without rejecting the Order outright. To move an Order from **Pending Servicing Approval** back to a **Shared with Servicing** status:

1. From the **Servicing Agency** tab, click the **Orders** sub-tab. G-Invoicing will then display the **Order Summary** page.
2. Locate an Order in a **Pending Servicing Agency Approval** status that you wish to return to the Servicing Agency for corrections, and click on its name in the **Order#** column to open it.
3. Click the **Return To Servicing Approval** button on the bottom of the page.
4. A "**Success Updated**" message will display at the top of the Order.

   The Order will move to a **Shared with Servicing** status. A Servicing Manager will then be able to update the Order, and resubmit it for approval.

Viewing the Order Audit History

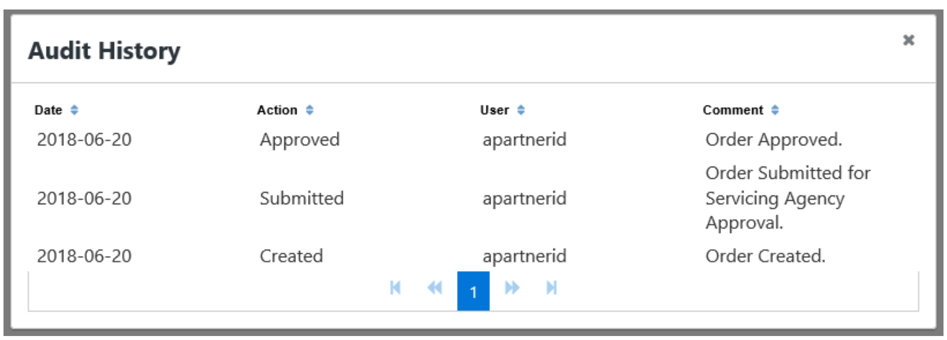
The Requesting Agency or Servicing Agency can access an Order Audit History to view the actions taken on an Order once it has been saved as a Draft. G-Invoicing organizes actions taken on an Order chronologically, with the newest actions displayed at the top of the window.

The Order Audit History cannot be edited.

How to View an Order Audit History

1. Under the Requesting or Servicing Agency tabs, click on **the Orders** tab.
2. Click on any **Order #**.
3. Click on the **Audit History** button near the bottom of any Order screen.

   The Audit History box will display:



The Order Audit History displays the following information:

Field Name	Description
Date	Date of the action
Action	Type of action taken, such as “Order Create” or “Order Update”
User	The User ID of the user who performed the associated action
Comment	A brief explanation of the action taken

Modifying an Order

Only **Requesting Agencies** have the ability to modify Orders that are in an **Open** or **Closed** status. Please note that modifying an Order will do the following:

- Any existing **Approvals** will be removed from the Order, and any modifications made to the Order will require the Order to be re-approved by both the Requesting and Servicing Agencies
- Any existing **Advance** information from the Order will be removed, and will need to be re-entered in to the Order if necessary

If there is any Performance against an Order, there will be restrictions on what fields can be modified on the Order:

- An **Order Line** cannot be cancelled if there is any performance against it
- An **Order Schedule** cannot be cancelled if there is any performance against it
- The **Order Schedule Quantity** cannot be lowered such that the remaining balance for any Performance Type drops below zero

How to Modify an Order

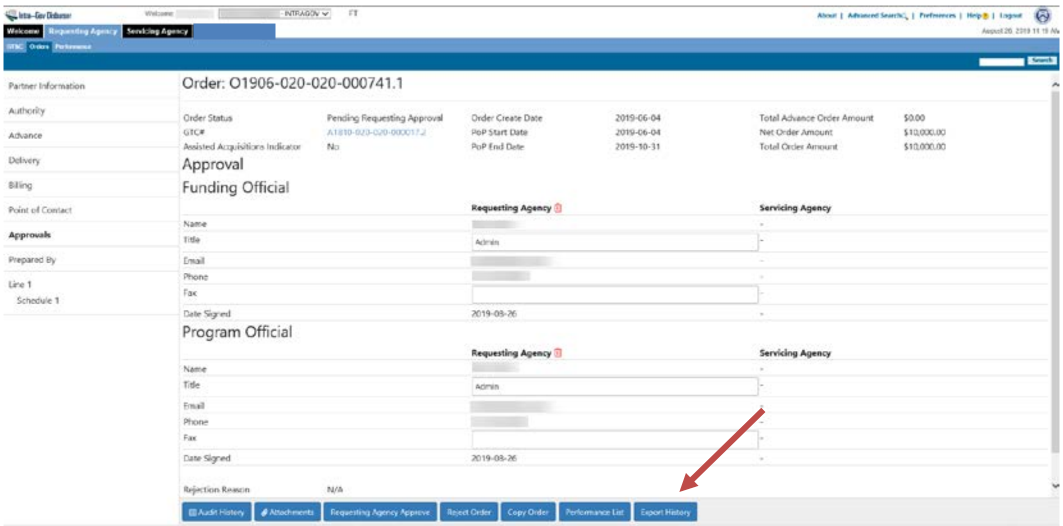
1. Click on the **Orders** sub-tab, and locate an Order in an **Open** or **Closed** status.
2. Click on the **Order#**.
3. Click on the **Modify** button on the bottom of any Order page.
4. Click on **Yes** to modify the Order. (Clicking **No** will return you to the previous Order page.)
5. A **Success: Draft Updated** message should appear, and the Order number should update with a new version number following the decimal (i.e., if the original Order number was O1806-010-020-000948.0, it will update to O1806-010-020-000948.1). The status of the Order will move to **Draft**.
6. Click on the Order sections in the column on the left hand side of the page to access the fields that are available for modification. It is advised that you save your modifications often by clicking on the **Update Draft** button at the bottom of each Order page as Orders do not self-save.
7. When you are done making all of the needed modifications, click on **Submit for Requesting Approval**.
8. Click on **Yes** to submit the Order for Requesting Approval. (Clicking on **No** will return you to the previous page.)

   After clicking Yes, a **Success: Updated** message should appear, and the modified Order will be required to be re-approved by both the Requesting and Servicing Agencies. The status of the Order will update to **Pending Servicing Approval**.

Once an Order has been modified, you may export its entire modification history to an Excel file.

How to Export an Order Modification History

1. From the Intragov Disburser module, click on either the **Requesting Agency** or **Servicing Agency** tabs.
2. Click on the **Orders** sub-tab.
3. When the **Orders Summary Page** appears, locate an Order that you know has been modified, and click on the **Order#** to open it.
4. Click on the **Export History** button at the bottom of the screen:



5. Click on **Open** to display the .csv file immediately, or click **Save** to send the .csv file to a location on your machine or network.

   When you open the Modification History file, the *original* Order details will appear on the last line of the spread sheet. Each subsequent modification made to the Order will appear in the lines directly above it, starting with the number "1" noted in the **Order Mod Number** column.

Making Admin Changes to an Order

Limited administrative changes (i.e., updates to Point of Contact information) may be made to an Order in an **Open** status that has Performance against it. Admin Changes to an Open Order do not require the Order to be re-approved, and do not have any effect on an Order's Open status.

How to Make an Admin Change to an Order

1. Click on the **Orders** sub-tab, and locate an Order in an Open status that has Performance against it.
2. Click on the **Order#**.
3. Click on the **Admin** button located at the bottom of any Order page.
4. Click on the Order sections in the column on the left hand side of the page to access the fields that are available for Admin Changes.
5. Once all Admin Changes have been made, click on the **Save** button on the bottom of any Order page. (**Note:** If you would like to *cancel* your changes, click on the **Cancel** button at the bottom of the page. When the Cancel Admin Changes box appears, click on **Yes** to cancel the changes, or click on **No** to return to the Order itself.)
6. Click on **Yes** if you would like to proceed with the change. (Clicking on **No** will return you to the previous Order page.)

7. After clicking on Yes, a **Success: Updated** message should display.

Copying an Order

A copy of an existing Order may be created by **Requesting Agencies** only. When copying Orders, Requesting Agency users should be aware of the following:

- Copies will open in a **Draft** status with a new Order number
- Copying an existing Order will remove both the Requesting Agency and Service Agency **Approvals** if the original Order has passed the Approval stage
- Copying an Order will remove any **Advance** information that may have been contained in the original Order
- Any attachments included on the original Order will *not* be copied over to the new Order
- If a copy is made from an existing Order that has passed its POP End Date, the POP End Date on the new Order will automatically be entered as the day after the new Order was created. For example, if the POP End Date on the original Order was 4/2/2019, and a copy of that Order was made on 4/18/2019, the POP End Date on the new Order will automatically be entered as 4/19/2019
- Once a copy is created, it may be edited as needed

How to Copy an Existing Order

1. From the Requesting Agency **Orders** sub tab, click on the **Order#** of any existing Order on the Orders Summary Page.
2. At the bottom of the page, click on **Copy Order**.
3. If you wish to copy the Order, click **Yes** in the **Copy Order** box. Otherwise, click **No** to return to the original Order page.
4. After clicking “Yes”, a **Success: New Draft Created** message will appear, and you will automatically be placed on the first page of the new Order.

Printing an Order

You may print a hard copy of any given Order that is in any status except for **Delete**. Please be advised that an Order may only be printed after it has been saved at least one time.

How to Print an Order

1. From the **Requesting Agency** or **Servicing Agency** tab, click the **Order** sub-tab. The Order Summary Page will appear.
2. Locate the Order you would like to print, and click on its **Order#** to open it.
3. Click on the **Options** button near the top right side of the page, and then click on **Print** in the drop down menu.
4. The name of the .pdf file should appear in the lower left corner or in the lower center of the page. Click on the **.pdf file name** to open it or click on **Open**; the file will open in a new tab, and the Order will display as a Treasury 7600B form.
    - To print the Order on paper, click on the **Print** icon in the top right corner of the .pdf. When the **.pdf Print box** appears, select the printer of your choice, then click on **Print**. (Clicking on Cancel returns you to the .pdf itself.)
    - To save the Order as a .pdf file, click on the **Download** icon near the top right corner of the .pdf**.** Then choose a file name, select a location to save your file, and click **Save**. (Clicking on Cancel returns you to the .pdf itself.)

5. Clicking on the “X” next to the file tab at the top of the page will close the .pdf, and will return you to the Order itself.

Deleting an Order

Orders may only be deleted by **Requesting Agencies** if they are in a **Draft** status. Unwanted Orders that have moved beyond the Draft stage may be rejected by Agency Approvers during the Approval stage and left in a Rejected status, or may be updated and resubmitted for approval.

Orders that have Modifications generated from them *cannot* be deleted. To tell if an Order has been modified, look at any given Order number: if the number has anything greater than zero past the decimal point, it has been modified. For example, if an Order number appears as O1904-020-020-000722.0, it has not been modified. If an Order number appears as O1904-020-020-000722.2, it has been modified twice.

How to Delete an Order

1. From the **Requesting Agency** tab, click on the **Orders** sub-tab. G-Invoicing displays the Orders Summary page.
2. Locate an Order in an **Open** status that you would like to delete, and click on the **Order#** to view it.
3. Click on the **Delete** button at the bottom of the Order page.
4. Click on **Yes** to delete the Order. (Clicking on **No** will return you to the Order page.)
5. A **Success Updated** message box will appear, and the Order Status will move to Deleted.
6. Click on the **Orders** sub tab to return to the Orders Summary page. The Order you have just deleted should no longer appear in the Summary list.

Closing Orders

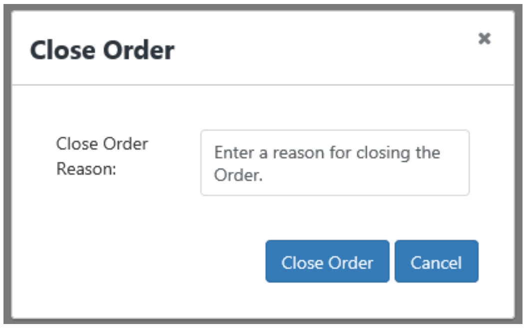
Only **Requesting Agencies** may close Orders. Please note that you will not be able to close an Order that has any outstanding Performance against it. An Order may also not be closed when it is out of balance:

- The **Advance** amount must equal the amount Delivered/Performed
- The **Deferred Payment** amount must equal the amount Delivered/Performed
- **Amount Delivered/Performed** must equal the amount Received/Accepted if the FOB Point is **Destination**
- **Amount Delivered/Performed** must equal the amount Received/Accepted if the amount Received/Accepted is provided

  Note: Received/Accepted is not required when FOB Point is **Source**.

How to Close an Order

1. From the **Requesting Agency** tab, click the **Orders** sub-tab. G-Invoicing displays the Order Summary page.
2. Locate an Order in an **Open** status that you would like to close, and click on the **Order#** to view it.
3. The Order will display the **Partner Information** section as the default. At the bottom of any Order page, click on the **Close Order** button.
4. The **Close Order** box will appear:



5. In the **Close Order Reason** field, enter the reason why you are closing the Order.
6. Click the **Close Order** button to close the Order. (Clicking **Cancel** will return you to the previous screen.)
7. The **Confirmation** box will appear. Click **yes** if you are sure you would like to close the Order. (Clicking **No** returns you to the **Close Order** box.)
8. A "**Success Order Closed**" message will appear at the top of the Order.

   The Order will then move to a **closed** status.

Once an Order is closed, it cannot be reopened.

Exporting Order Summaries or Details to a CSV File

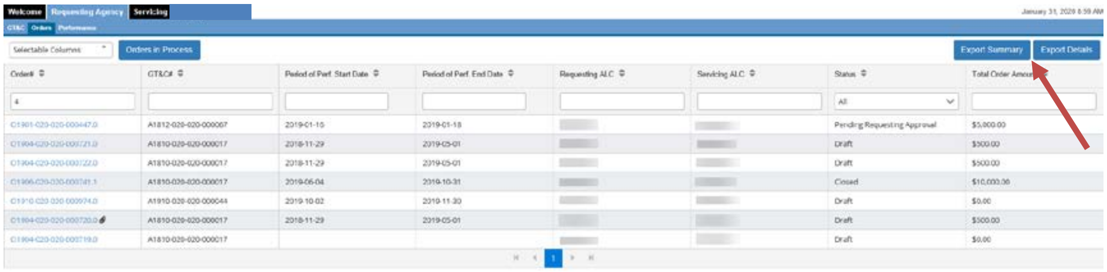
Users who hold the permission(s) related to viewing Orders may export lists of their agency's **Order Summaries** and **Order Details** to .csv files.

- **Export Summary** – Will export basic Order information as it appears on the Orders Summary page.
- **Export Details** – Will export much more detailed Order information, such as Line Item data.

Please note that the Orders exports function will only return results based on any/all filters you may have selected on the **Orders Summary** page. For example, as a Requesting Agency, if you have selected only to display Order Summaries for GT&C number A1711-012-000001 that are in a Draft status, and you click on the **Export Summary** button, the .csv file will only contain a list of Order Summaries that match those filters. If no filters have been selected, the .csv file will show all of your agency's Order Summaries in any status.

How to Export Order Summaries or Details to a CSV File

1. From the Intragov Disburser module, click on either the **Requesting Agency** or **Servicing Agency** tabs.
2. Click on the **Orders** sub-tab.
3. When the Orders Summary page appears, click on either the **Export Summary or Export Details** buttons.



4. Click on **Open** to display the .csv file immediately, or click **Save** to send the .csv file to a location on your machine or network.

Chapter 6 - Performance

Overview

A Performance transaction is the exchange of data within G-Invoicing which indicates the completion of the IGT Buy/Sell activity that has been agreed upon between Requesting and Servicing Agencies.

The Performance portion of the Buy/Sell process uses Federal Intragovernmental Data Standards (FIDS) to enforce the exchange of data, which in turn ensures accurate and timely accounting entries. **Performance Transactions** provide key triggers for the recording of accounting entries related to Accruals, Advances, and Liquidations.

It is important to note that Performance may initiate **Settlement** based on the following:

- **Freight on Board (FOB) Point** determines which partner controls the movement of funds
- **FOB Point** and **Constructive Receipt Days** have been agreed to on the Order
- **FOB Source**: *Seller* initiates Settlement with Delivered/Performed transaction
- **FOB Destination**: *Buyer* initiates Settlement with Received/Accepted transaction

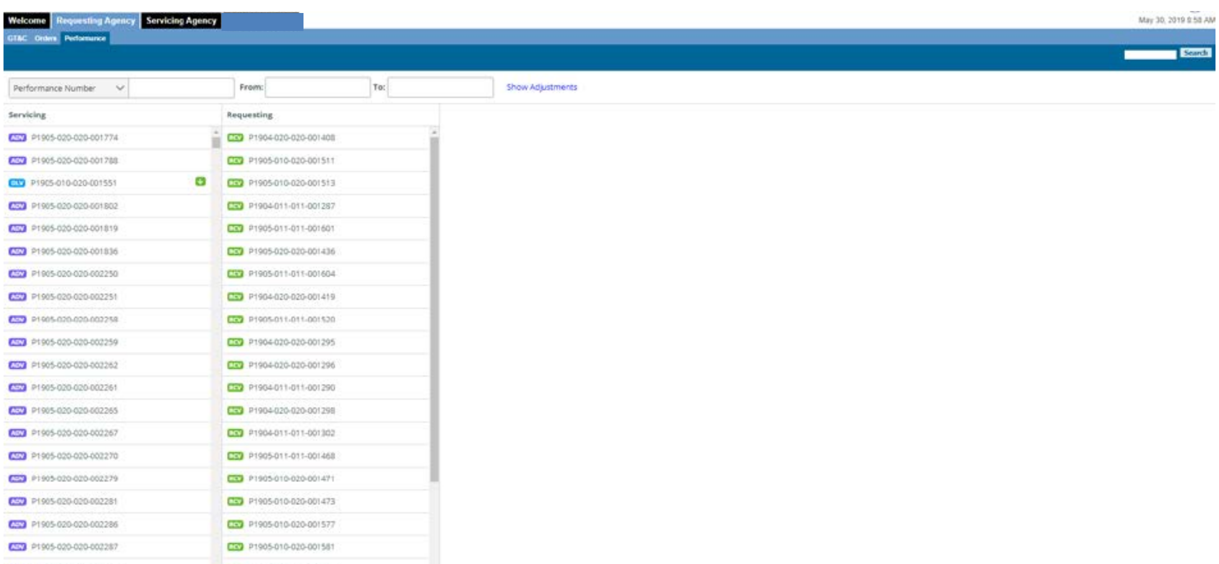
For additional information on Performance, Fiscal Service has published a G-Invoicing Program Guide for Basic Accounting and Reporting which defines the proper proprietary accounting treatment aligned to G-Invoicing transaction steps.

Performance Summary Page

To access Performance within G-Invoicing:

1. Click on either the **Requesting Agency** or **Servicing Agency** tabs.
2. Click on the **Performance** sub tab.

The **Performance Summary Page** should then appear. From this page, you should be able to access Performance information based on the roles you have been granted in G-Invoicing.



Performance Summary Page

Note: In G-Invoicing Release 3.1, there was a modification made to the user access model that may grant users visibility to a good number of documents within the system that they may not have seen in the past. For any questions or concerns regarding documents you may now be able to view in your Summary Lists, please speak to one of your agency's G-Invoicing administrators.

Performance will display on the summary page in two separate columns: **Servicing** and **Requesting**. As a default, the items are listed by their Performance number, and the Performance for all items generated off of all Orders for any given agency will display.

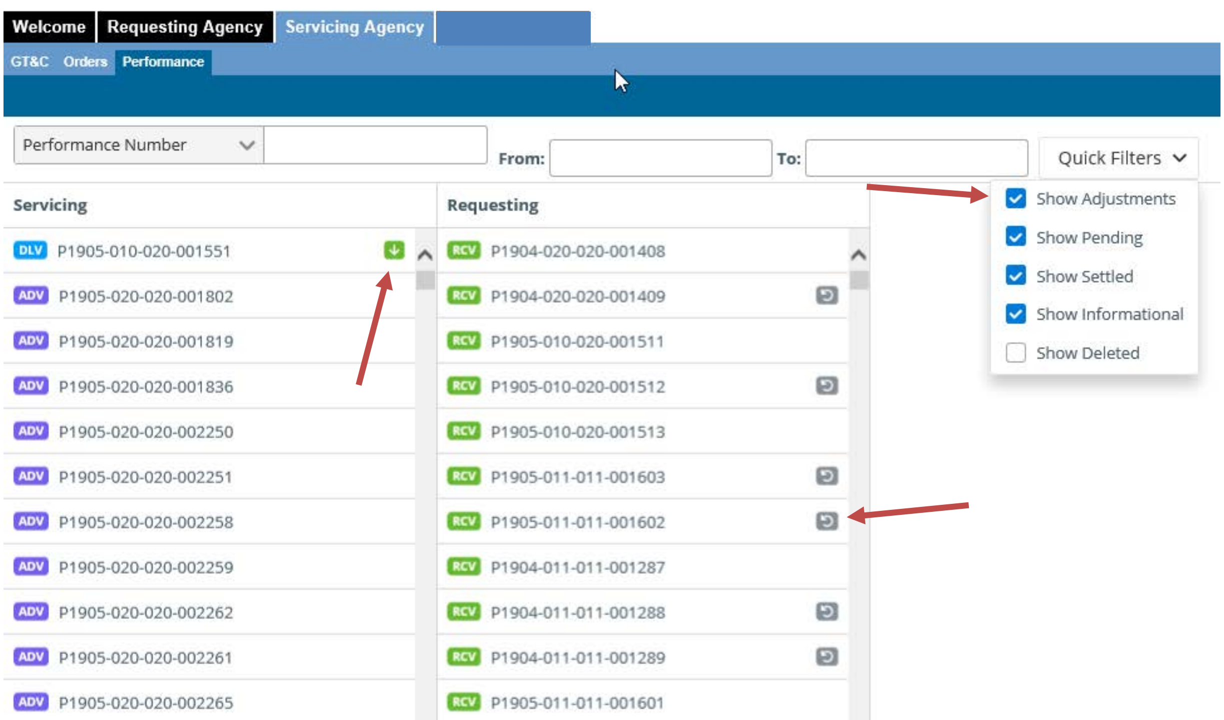
To the left of each Performance number in the **Servicing** column, a three letter code will denote the type of Performance:

- **ADV** – Advance
- **DFR** – Deferred Payment
- **DLV** – Delivered/Performed

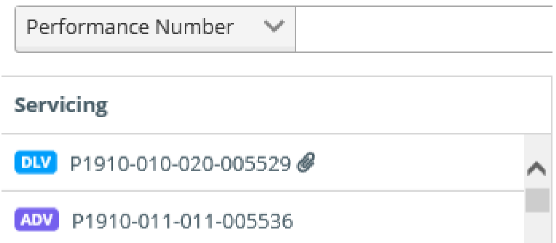
A **down arrow** to the right of a Performance number in the **Servicing** column indicates that items or services from an Order have been received by the Requesting Agency.

In the **Requesting** column, the three letter code that displays to the left of the Performance number should always be **RCV** (Received).

To display Adjustments that may have been made to any Performance, click on **Quick Filters** on the right side of the Summary Page, and select **Show Adjustments** in the drop down menu. The Performance in the **Requesting** column that have Adjustments made to them will display a gray arrow icon to the right of their Performance numbers. (You may also choose several other options from the Quick Filters drop down menu, such as **Show Pending**, **Show Deleted,** etc.)



Performance that has one or more attachments added to it will be noted by a paperclip icon to the right of the Performance number:

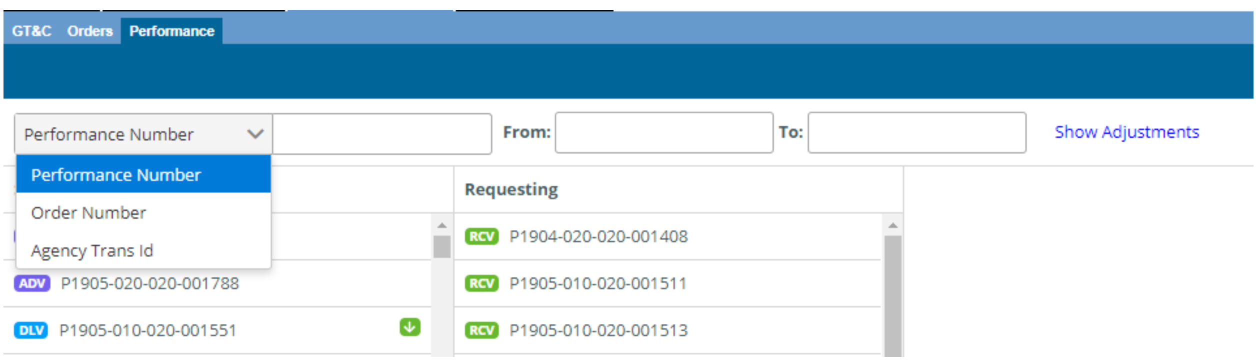


Searching for Performance

Users may narrow the items displayed on the Performance Summary page and/or search for specific Performance by a number of ways.

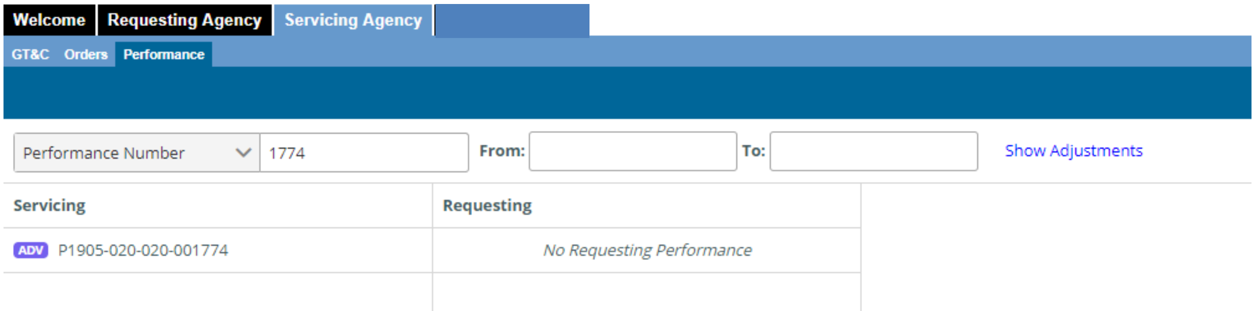
How to Search for Performance

1. Click on either the **Requesting Agency** or **Servicing Agency** tabs.
2. Click on the **Performance** sub tab.
3. From the drop down menu, select either **Performance Number** (the default choice), **Order Number**, or **Agency Trans ID**. (**Note**: The Agency Trans, or Transaction, ID is an optional internal tracking number entered in to the Performance by individual agencies themselves.)

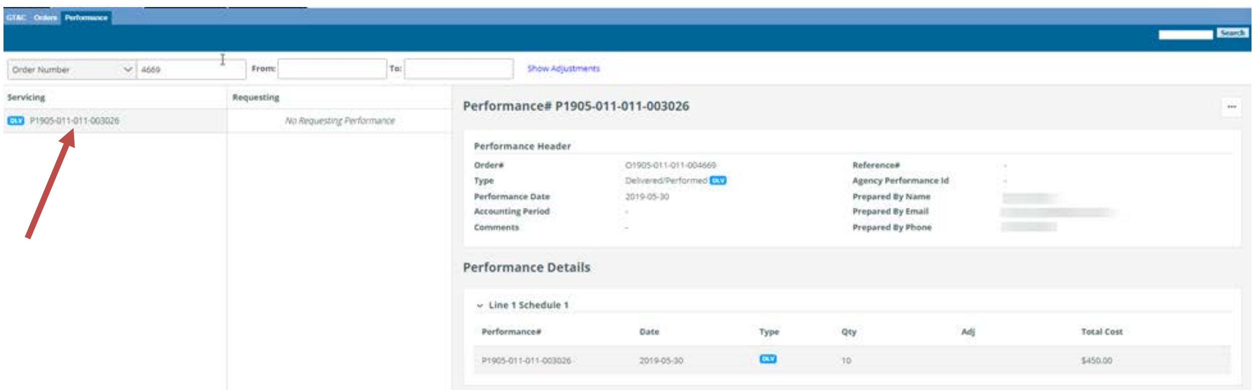


4. In the field to the right of the drop down menu, enter the Performance, Order, or Agency Trans ID you are searching for.

   For example, if you wish to only display Performance P1905-020-020-001774, you would select Performance Number from the drop down menu, then enter in 1774 in the field to the right of the drop down menu:



5. As soon as you have completed entering in the number you are searching for, the results should automatically display on the summary page.
6. Click on the **Performance Number** to display the associated Performance Header and Performance Details:



7. If a Performance has multiple actions taken against it (i.e., Adjustments), clicking on each Performance Number in the Performance Details box will automatically display the Performance Header up above.

By default, **Performance Adjustments** do *not* automatically display in the Performance list. To display any Performance that has Adjustments made to it, click on the **Quick Filters** button to the right of the **From** and **To** fields, and select **Show Adjustments** from the drop down menu.

You may also search for Performance by date by clicking on the **From** and **To** fields, and selecting the appropriate day and year from the calendar boxes that display.

How to View Performance Created From a Single Order

You may view all of the Performance created off of a single Order from the Order itself.

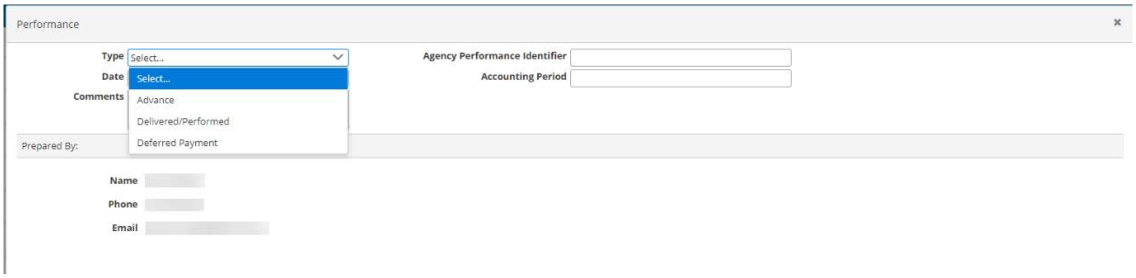
1. Click on either the **Requesting Agency** or **Servicing Agency** tabs.
2. Click on the **Orders** sub-tab.
3. From the **Orders Summary Page**, locate an Order that you know has Performance generated off of it, and click on the **Order#** to open the Order.
4. From the bottom of any Order page, click on the **Performance List** button.
5. A list of Performance generated from that single Order will display.

Creating Performance

Only **Servicing Agencies** may create Performance off of an Order. Please note that if you are creating the very first Performance off of an Order, you must create that Performance from the Order itself; additional/future Performance for that same Order can then be created off of an existing Performance.

How to Create the Initial Performance for an Order

1. From the Order you would like to create an initial Performance for, click on the **Create Performance** button at the bottom of the page. The **Performance** box will appear:



2. In the **Type** field, select a **Performance Type** from the drop down menu (required): **Advance**, **Delivered/Performed**, or **Deferred Payment**.
3. Click on the **Date** field. When the calendar box displays, select a **Performance Date** that falls between the start and end dates of the Order.

   Note: If you future-date a Performance (i.e., if today is 2019-08-06, and you set the Performance Date as 2019-08-07), you will not be able to take any action on that Performance other than Delete it until 2019-08-07.

4. The **Comments**, **Agency Performance Identifier**, and **Accounting Period** fields are all optional. Enter information in to one or more of these fields, or skip to Step 5.
5. The **Schedule** information for each **Line** of the Order will display. Enter in a **Quantity** for each Line and Schedule, and select either **Yes** or **No** from the **Final** field drop down menu.
6. Click on the **Create** button to generate the Performance. (Clicking on **Cancel** will return you to the Order itself.)
7. A **Success: Performance Added** message will display.

How to Create Additional Performance for an Order

Once an initial Performance is created for an Order, a **Servicing Agency** user may create additional Performance for the same Order using the steps outlined above, or they may create it directly from the existing Performance.

To create additional Performance for an Order:

1. From the **Servicing Agency** tab, click on the **Performance** sub-tab.
2. Locate an existing Performance for an Order, and click on the **Performance number** to open it.
3. Click on the **Actions** button, which is denoted with the three periods (…) on the far right side of the screen under the Export Details button.
4. Select **Create Order Performance** from the drop down menu.
5. In the **Type** field, select a **Performance Type** from the drop down menu (required): **Advance**, **Delivered/Performed**, or **Deferred Payment**.

6. Click on the **Date** field. When the calendar box displays, select a **Performance Date** that falls between the start and end dates of the Order.

   Note: If you future-date a Performance (i.e., if today is 2019-08-06, and you set the Performance Date as 2019-08-07), you will not be able to take any action on that Performance other than Delete it until 2019-08-07.

7. The **Comments**, **Agency Performance Identifier**, and **Accounting Period** fields are all optional. Enter information in to one or more of these fields, or skip to Step 5.
8. The **Schedule** information for each **Line** of the Order will display. Enter in a **Quantity** for each Line and Schedule, and select either **Yes** or **No** from the **Final** field drop down menu.
9. Click on the **Create** button to generate the Performance. (Clicking on **Cancel** will return you to the Order itself.)
10. A **Success: Performance Added** message will display.

Adding Attachments to Performance

Only users with the *Requesting Performance Manager* and *Requesting Order Viewer* or *Servicing Performance Manager* and *Servicing Order Viewer* roles assigned to them are able to add and delete attachments to Performance. Please be aware of the following rules when working with Performance attachments:

- File name must be no more than 132 characters, including the file type (.pdf, .docx, etc.)
- The only allowable characters in attachment file names are: lower case letters (a-z), upper case letters (A-Z), numbers 0 through 9, dashes, and underscores (i.e., a file named PERFORMANCE 2018&2019_mipr$ is not acceptable, but a file named PERFORMANCE 2018_2019_mipr is)
- File size cannot exceed 10MBs
- The maximum number of attachments allowed per Performance is 25
- Maximum size of all attachments combined per document is 25MB
- File types of .cmd, .exe, .bat, and .scr are *not* allowed as attachments at this time
- Buyers can view a Seller's attachments, but they cannot delete them.
- Sellers can view a Buyer's attachments, but they cannot delete them.

The following file extensions/types are accepted by G-Invoicing:

.doc	word
.docx	word
.xls	excel
.xlsx	excel
.xlsb	excel
.ppt	powerpoint
.pptx	powerpoint
.ppsx	powerpoint

.pps	powerpoint
.txt	text
.csv	text
.msg	email
.eml	email
.jpg	image
.gif	image
.png	image
.bmp	image
.pdf	image
.accdb	ms database
.mdb	ms database

How to Add Attachments to Performance

1. From the **Requesting Agency** or **Servicing Agency** tabs, click on the **Performance** sub tab.
2. Locate a **Performance Number** you would like to add an attachment to and click on it. The Performance Header and Performance Details of the specific Performance will appear on the right side of the screen.
3. Click on the **Actions** box, which is the button with three dots in it on the far right side of the page:
4. Click on **Attachments** from the drop down menu. The Attachments box will appear.
5. Click on the **Add Attachment** button.
6. Enter in a nickname for the attachment in the **Nickname** field.
7. Click on the **Browse** button.
8. Select a file from your machine or local network, then click on the **Open** button.
9. After your file appears in the **Upload Attachment** box, click on the **Upload** button. (Clicking on the **Cancel** button will remove the file you selected and returns you to the Browse function of the Upload Attachment box. Alternatively, you may also click on the small “x” to the right of the file name to cancel the upload.)
10. A **Success: Attachment Added** message will appear, and your file will appear in the Attachments box.
11. Click on the “X” in the upper right hand corner of the Attachments box to remove it from view.

How to View an Attachment to a Performance

1. From the **Requesting Agency** or **Servicing Agency** tabs, click on the **Performance** sub tab.
2. Locate a **Performance Number** you would like to view an attachment for and click on it. The Performance Header and Performance Details of the specific Performance will appear on the right side of the screen.
3. Click on the **Actions** box, which is the button with three dots in it on the far right side of the page:
4. Click on **Attachments** from the drop down menu. The Attachments box will then appear.

How to an Delete Attachment to a Performance

1. From the **Requesting Agency** or **Servicing Agency** tabs, click on the **Performance** sub tab.
2. Locate a **Performance Number** you would like to add an attachment to and click on it. The Performance Header and Performance Details of the specific Performance will appear on the right side of the screen.

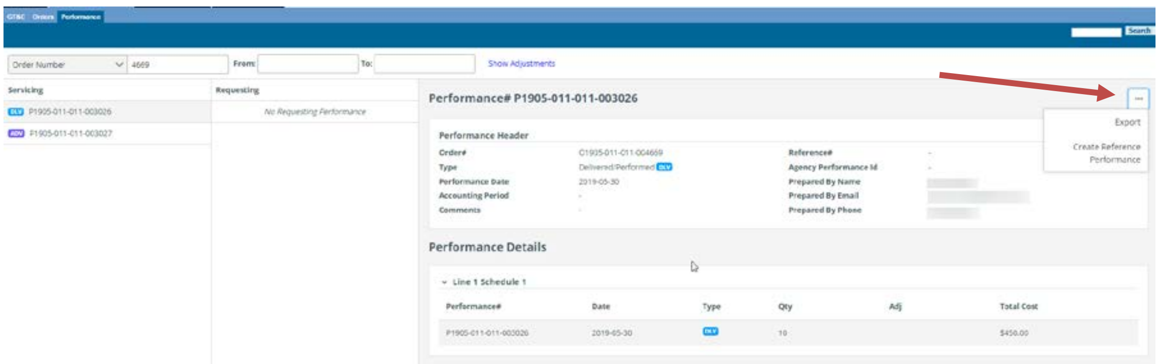
3. Click on the **Actions** box, which is the button with three dots in it on the far right side of the page:
4. Click on **Attachments** from the drop down menu. The Attachments box will appear.
5. Locate the file you would like to delete, and click on the **garbage can icon** for it in the **Delete** column.
6. The **Delete Attachment** box will appear. Click on **Yes** to delete the file. (Clicking on No returns you to the Attachments box.)

Taking Action on Performance

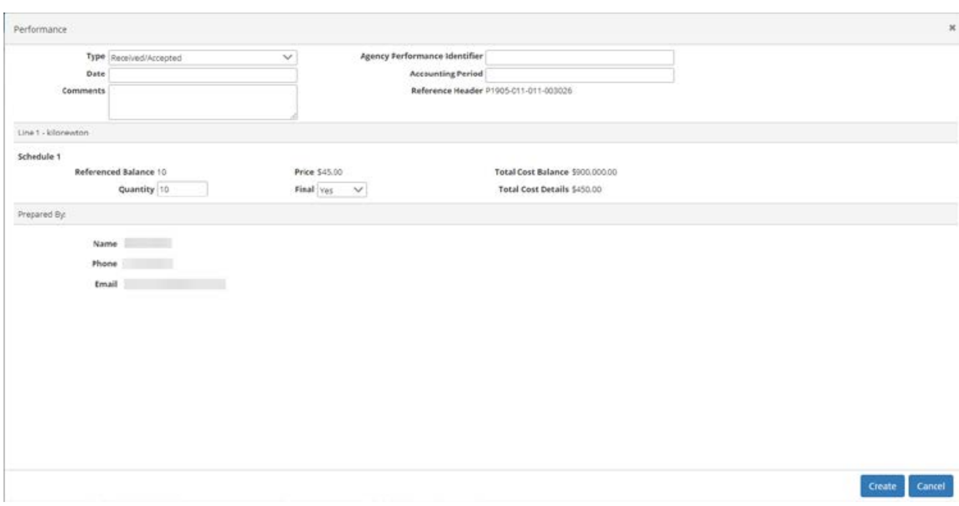
Once created, a **Requesting Agency** may take action on Performance.

How to Take Action on Performance

1. From the **Requesting Agency** tab, click on the **Performance** sub tab.
2. Locate the Performance Number you would like to take action on and click on it.
3. The Performance Header and Performance Details page should appear on the right side of the page.
4. Click on the Actions box, which is the button with three dots in it on the far right side of the page:

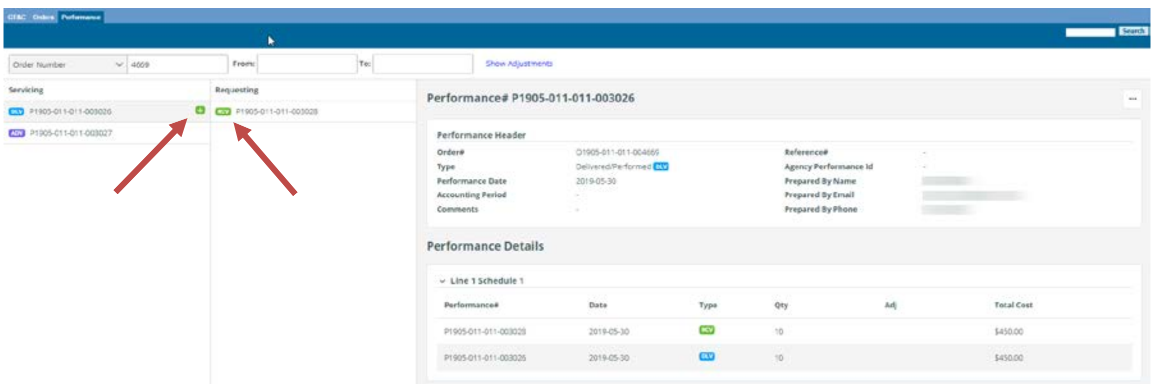


5. Click on **Create Reference Performance**. The Create Reference Performance box will appear.
6. The **Type** field will always display as **Received/Accepted**, and cannot be modified. The rest of the fields in the section at the top of the box are optional.
7. In the **Schedule** section, enter in a **Quantity**, and select either **Yes** or **No** from the drop down menu in the **Final** field:



8. Click on the **Create** button at the bottom of the box to generate the Performance. A **Success: Performance Added** message will display. (Clicking on **Cancel** will return you to the Performance Summary page.
9. After Performance is created by the Requesting Agency, the action will be reflected on the Performance Summary Page.

   In the example provided in the screen shot below, the **Requesting Agency** generated Performance stating that they had received all 10 items from a Performance type of Delivered/Performed that was created by the Servicing Agency. The Performance with a DLV code in the **Servicing** column has updated with a green down arrow icon to the right of its Performance Number indicating that the Servicing Agency has received Performance from the Requesting Agency. The Performance that was just created by the Requesting Agency indicating that they received the items now appears in the **Requesting** column with a RCV code to the left of its Performance Number:



Performance Business Scenarios Based On FOB Type

The following tables present various business scenarios you may encounter when working with Performance that deal with different FOB types:

Performance – FOB Source

Scenario		Performance Transactions		
		Step 1	Step 2	Step 3
FOB Source	Advance	Seller Advance	Seller Delivered/Performed	(Optional) Buyer Received/Accepted
FOB Source	Collect (pull)	Seller Delivered/Performed	(Optional) Buyer Received/Accepted	
FOB Source	Deferred Billing	Seller Deferred Payment	Seller Delivered/Performed	(Optional) Buyer Received/Accepted
FOB Source	Adjustment Non-Advance	Seller (-) Delivered/Performed		
FOB Source	Adjustment Advance	Seller (-) Advance		

- Delivered/Performed is required in every case (by Seller)
- Advance followed by Delivered/Performed for Liquidation
- Deferred Payment is followed by Delivered/Performed (to Collect on Work in Progress)
- Delivered/Performed on Schedules that are a mix of Advanced and Non-Advanced cannot be reported in a single Performance transaction as the Settlement status on the Performance Header can only display a single value; separate Performance transactions must be created for the Advanced and Non-Advanced items

Performance – FOB Destination

Scenario		Performance Transactions		
		Step 1	Step 2	Step 3
FOB Destination	Advance	Seller Advance	Seller Delivered/Performed	Buyer Received/Accepted
FOB Destination	Pay (push)	Seller Delivered/Performed	Buyer Received/Accepted	
FOB Destination	Deferred Billing	Seller Deferred Payment	Seller Delivered/Performed	Buyer Received/Accepted
FOB Destination	Adjustment Non-Advance	Buyer (-) Received/Accepted		
FOB Destination	Adjustment Advance	Seller (-) Advance		

- Delivered/Performed by Seller is followed by Received/Accepted by Buyer
- Constructive Receipt enforced by G-Invoicing after 'n' days. **Note**: Number of days ('n') is negotiated on the Order
- Optional for FOB Source and/or Advance Payment Indicator is Yes

Adjustments to Performance

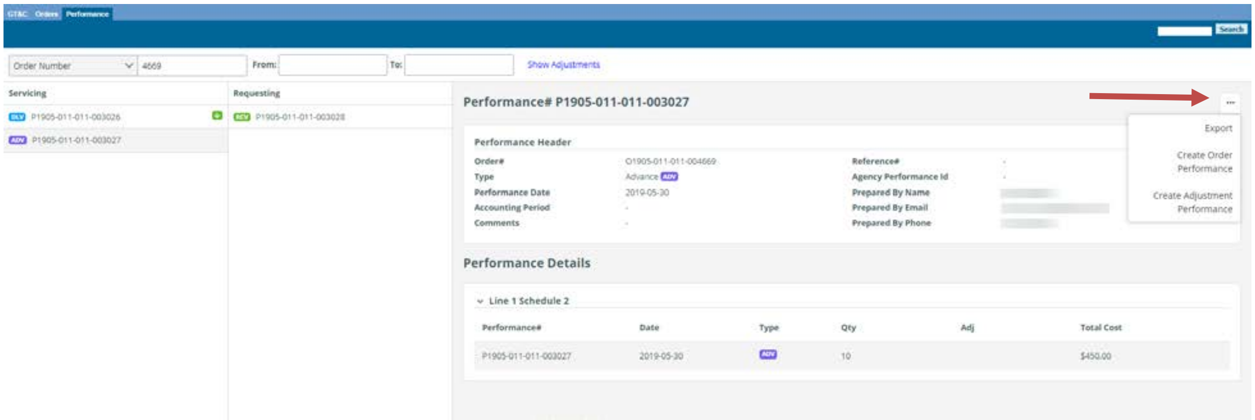
When a correction to a Performance is required, an **Adjustment** may be made to it. Please be aware of the following:

- An Adjustment must reference a previous Performance
- Adjustments to Performance are made by entering negative quantity amounts
- FOB Point determines which trading partner adjustments initiate Settlement

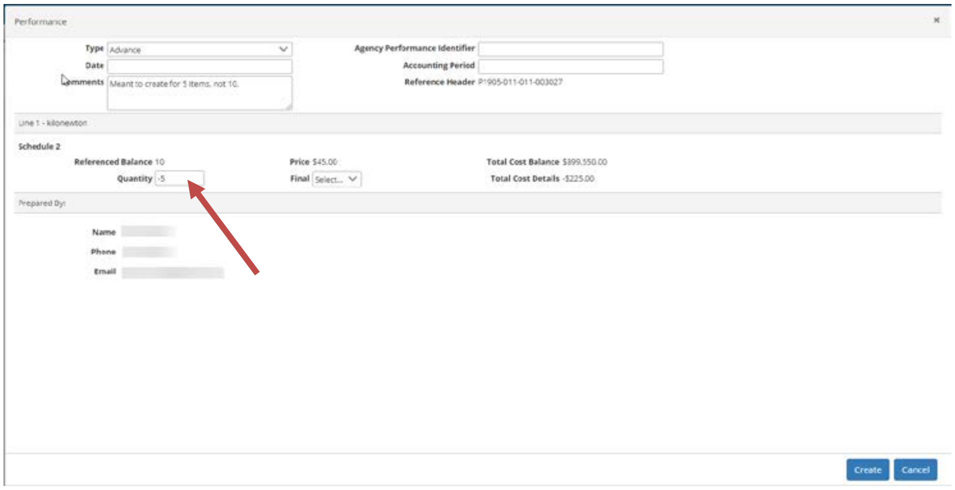
How to Make an Adjustment to Performance

Example #1: A Servicing Agency created a Performance with a Quantity of 10 items, when the amount actually needed to be 5.

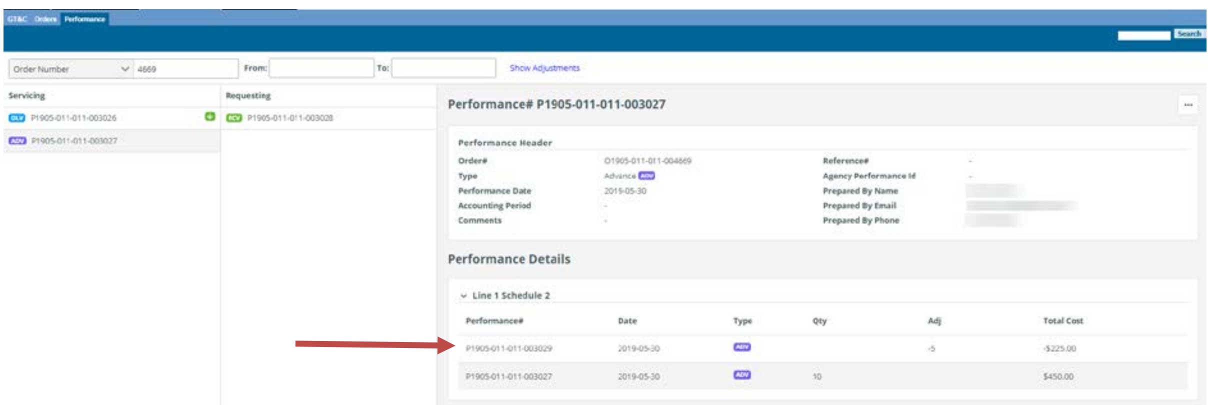
1. From the **Serving Agency** tab, click on the **Performance** sub tab.
2. Locate the Performance Number you would like to Adjust, and click on it. The Performance Header and Performance Details of the Performance will display.
3. Click on the **Actions** box, which is the button with three dots in it on the far right side of the page:



4. Click on **Create Adjustment Performance** from the drop down menu. The Performance Adjustment box will appear.
5. In the **Quantity** field, enter the amount you would like to adjust. In this case, a -5 was entered to lower the amount.

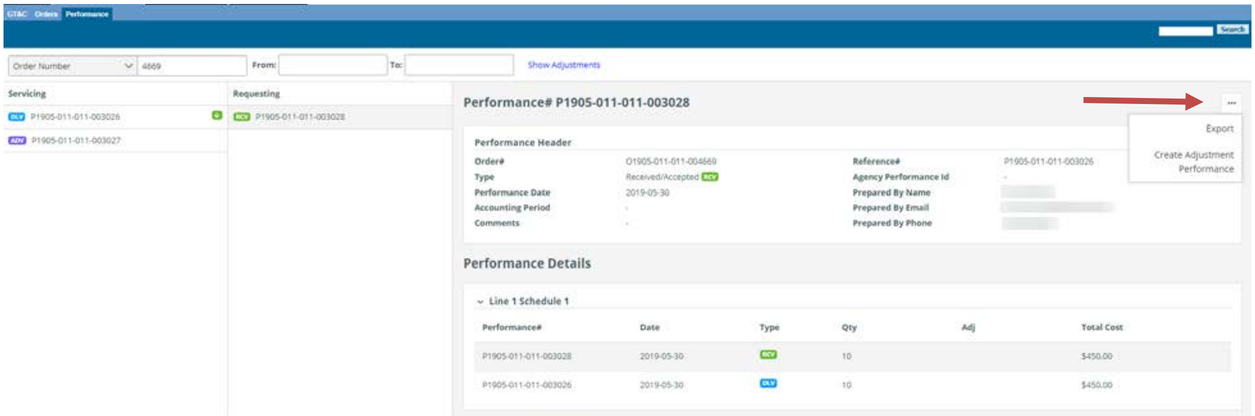


6. Click on the **Create** button to generate the Adjustment. (Clicking on **Cancel** returns you to the previous page.)
7. The Adjustment will display under the Performance Details section of the Performance.

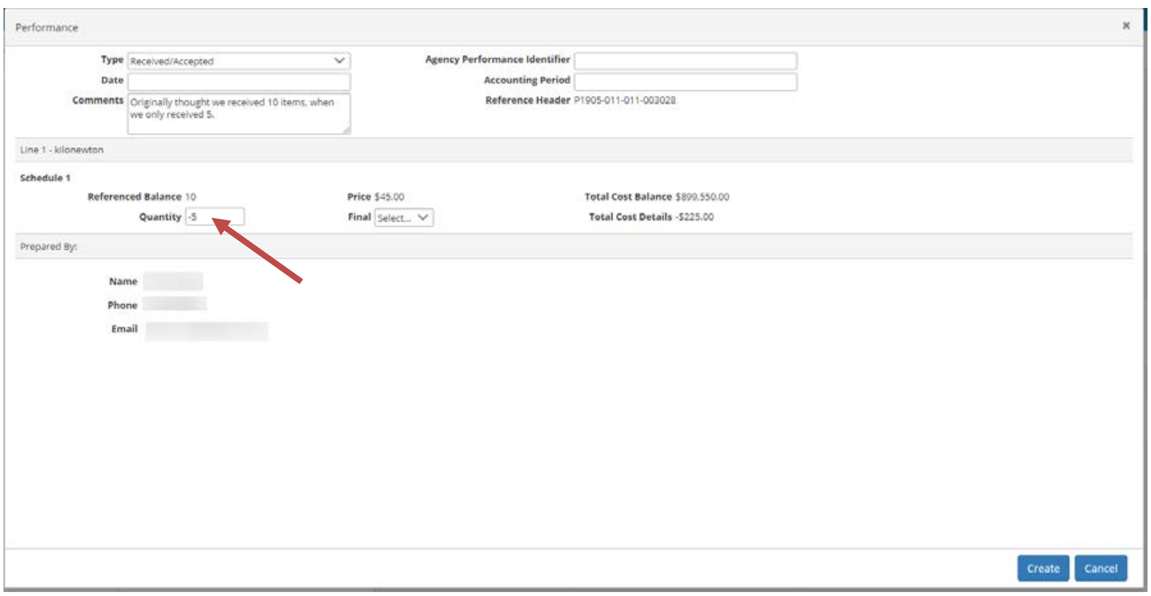


Example #2: A **Requesting Agency** stated that they received all 10 items on a Performance when they actually received 5.

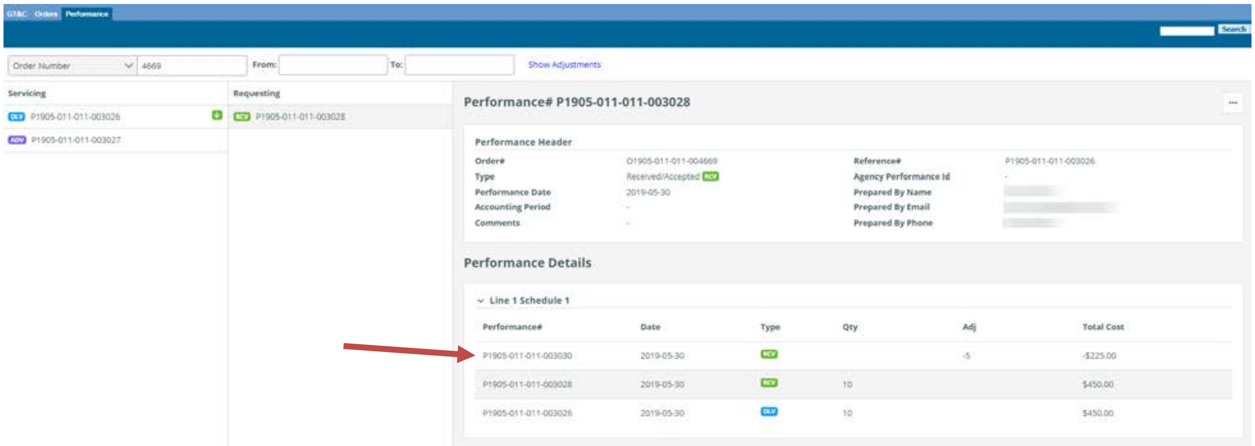
1. From the **Requesting Agency** tab, click on the **Performance** sub tab.
2. Locate the Performance Number you would like to Adjust, and click on it. The Performance Header and Performance Details of the Performance will display.
3. Click on the **Actions** box, which is the button with three dots in it on the far right side of the page:



4. Click on **Create Adjustment Performance** from the drop down menu. The Performance Adjustment box will appear.
5. In the **Quantity** field, enter the amount you would like to adjust. In this case, a -5 was entered to lower the amount:



6. Click on the **Create** button to generate the Adjustment. (Clicking on **Cancel** returns you to the previous page.)
7. The Adjustment will display under the Performance Details section of the Performance.

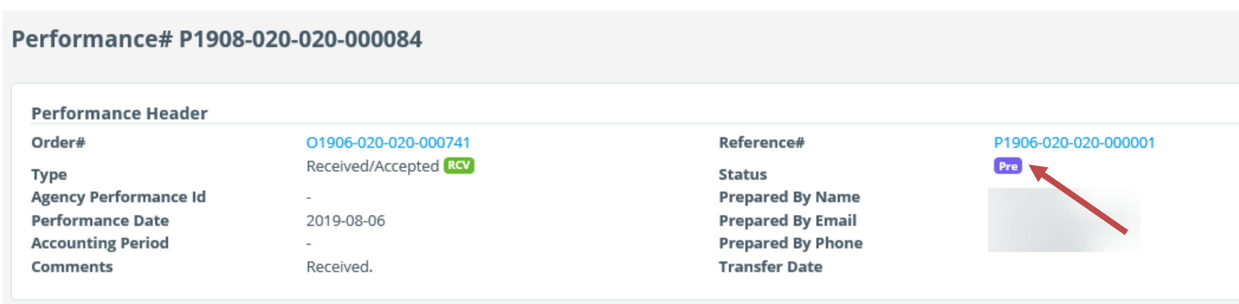


Performance Settlement Status

The **Settlement** status of a Performance may be tracked from within the Performance itself.

How to View a Performance Settlement Status

1. From the **Requesting Agency** or **Serving Agency** tabs, click on the **Performance** sub tab.
2. Locate the Performance Number you would like to view the status on, and click on it. The Performance Header and Performance Details of the Performance will display.
3. The Settlement status will appear in the **Performance Header** to the right of the **Status** field:



The Settlement status that may display for any given Performance:

- **Pre-Performance (PRE)**: For any Performance reported prior to the availability of the Settlement feature in G-Invoicing (Release 3.0)
- **Informational (INF)**:The Performance does not trigger Settlement
- **Pending (PND)**: A Performance that triggers Settlement, but has not yet been settled via IPAC (this includes Performance that is future-dated)
- **Settled (STL)**: The Performance has been settled via IPAC
- **Deleted (XXX)**: If a future Performance has been deleted by a user
- **Error (ERR):** If the Settlement of a Performance has failed. In the event of an Error, please contact the Treasury Support Center for assistance.

Settlement Cutoff Dates

G-Invoicing will hold Settlement requests to IPAC on the last three (3) business days of the month, and on the last five (5) business days from the end of the year.

Performance transactions that are in a **Pending** status during these timeframes will remain in a Pending status until after 12:00AM EST on the first business day of the following month. These transactions will also be included in the accrual balance. For example, a seller sends a Delivered/Performed FOB Source transaction of $100 with a Performance Date of 7/29. This $100 will be included in the accrual balance, but the funds will not settle until 8/1.

Deleting Performance

Only **Servicing Agencies** may delete an existing Performance.

Please note that a Performance may only be deleted if it is **future-dated**. For example, if you are working in the system as a Servicing Agency on 2019-08-**06**, and want to delete a Performance that has a Performance date of 2019-08-**07**, you may do so. You would not be able to delete a Performance with a date of 2019-08-06 or earlier.

Corrections to existing Performance that are not future-dated may be made through the Adjustments process.

How to Delete Performance

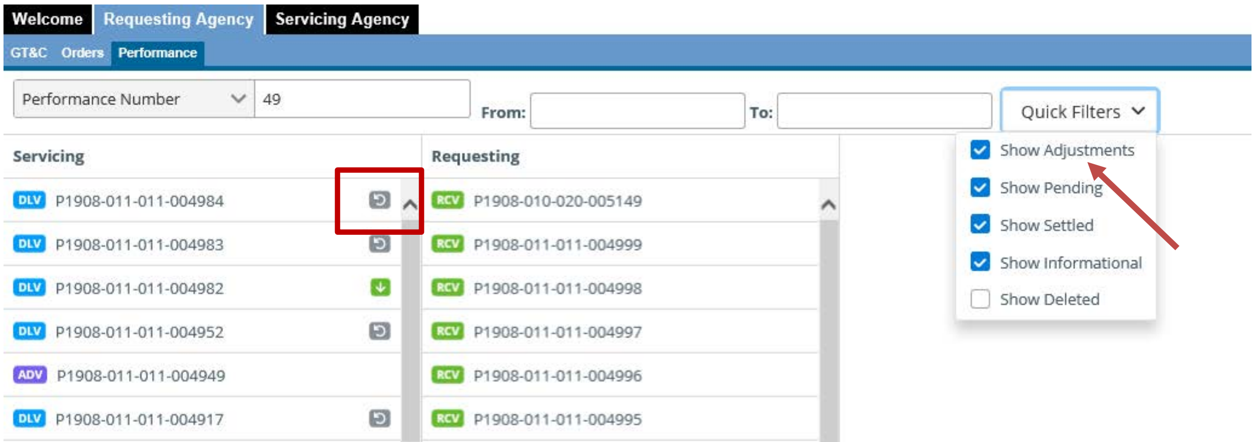
1. From the **Servicing Agency** tab, click on the **Performance** sub-tab.
2. From the **Performance Summary Page**, locate the Performance you would like to delete, and click on the **Performance number** to open it.
3. Click on the Actions button, which is denoted by three periods (…) on the right side of the screen just above the Performance Header section.
4. From the drop down menu, click **Delete**. The **Delete Performance** box will appear.
5. Click on **Yes** to delete the Performance. (Clicking on **No** returns you to the Performance itself.)
6. A **Success: Successfully Removed Performance PXXXX-XXX-XXX-XXXXXX** message will display, and the Performance will be removed from view from the Performance Summary Page if you do not have **Show Deleted** selected as a Quick Filter.

Exporting Performance Information

Performance information may be exported from G-Invoicing to a .csv file.

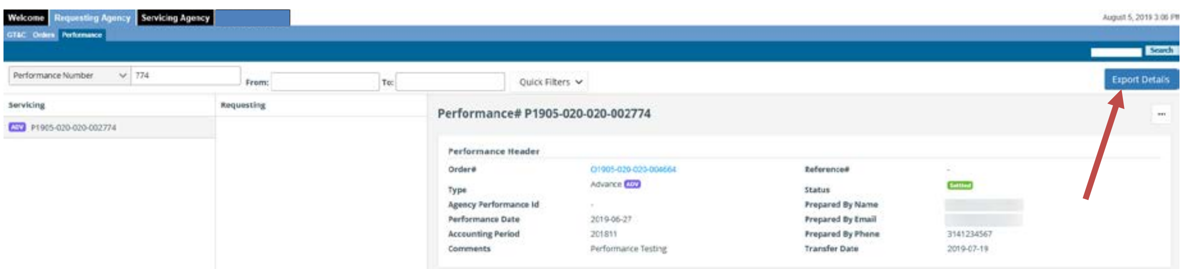
Please note that the Performance export function will only return results based on any/all filters you may have selected on the **Performance Summary** page. For example, as a Servicing Agency, if you have selected only to display details for Performance number P1907-020-020-000039, and you click on the **Export Details** button, the .csv file will only contain details for that one Performance. If no filters have been selected, the .csv file will show a list of Performance numbers without Adjustments.

By default, the Performance Summary page does *not* automatically display Performance that has Adjustments made to it. If you need to export Performance information that includes Adjustments to a .csv file, click on the **Quick Filters** button**,** then select **Show Adjustments** from the drop down menu to display those items before clicking on the **Export Details** button. As a reminder, Performance that has one or more Adjustments made to it display with a gray, circular arrow to the right of its Performance number.



How to Export Performance Information

1. From either the **Requesting Agency** or **Servicing Agency** tabs, click on the **Performance** sub tab.
2. Locate the **Performance Number(s)** you would like to export.
3. If you need to export Performance Adjustments, click on **Show Adjustments**. Otherwise, proceed to step 4.
4. Click on the **Export Details** button on the right side of the page:



5. When the file export box appears at the bottom of the page, click on **Open** to immediately view the file, or click on **Save** to place the file on your machine or your local network. (Clicking on **Cancel** will remove the file export box from view.)

Appendix/Troubleshooting

Overview

The items contained in this section include troubleshooting tips that may not fall easily into one or more of the chapters above.

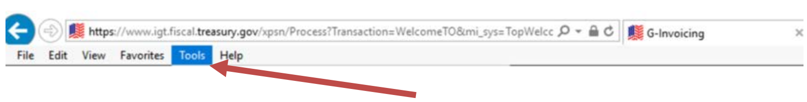
G-Invoicing Requesting or Servicing Agency Summary Page View Issues

As of G-Invoicing Release 3.0, users may experience an issue in Internet Explorer (IE) whereby their GT&C, Orders, or Performance Summary Pages appear as a blank white space beneath the various tabs located at the top of the page if Treasury-related URLs are entered in to the Compatibility View Settings in IE. This issue can be resolved easily by using another internet browser such as Chrome or Firefox. If users *must* use IE to log in to G-Invoicing, please follow the instructions below.

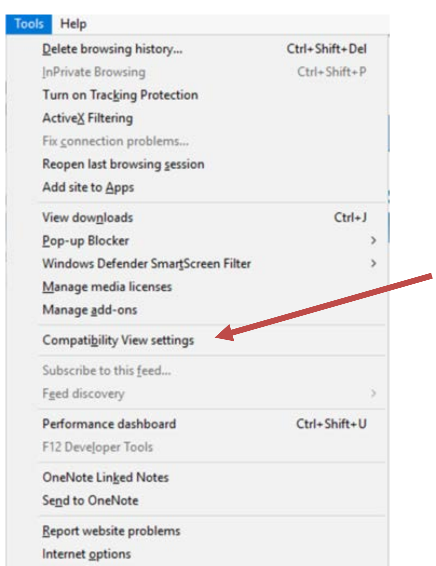
How to Adjust the IE Compatibility View Settings

1. Log out of G-Invoicing.
2. Select **Help** from the Internet Explorer menu bar, and click on **About Internet Explorer** to verify your current version of IE (while this may happen in multiple IE versions, it most commonly affects IE 11):

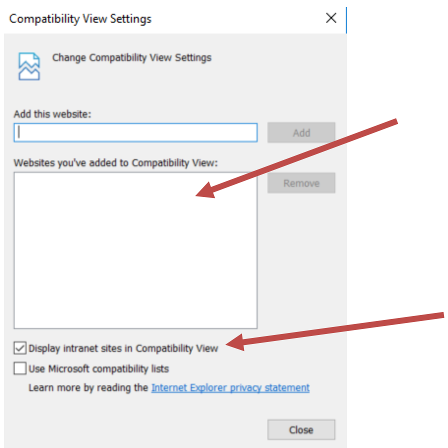
3. Select **Tools** from the Internet Explorer menu bar.



4. Click on **Compatibility View settings**.



5. If any Treasury-related URLs appear (i.e., treas.gov or treasury.gov) in the "**Websites you've added to Compatibility View**" box, copy them to a separate document and save them; you will need the URLs in the event you have troubles reaching the G-Invoicing login page or any other Treasury applications. If you *do* experience issues with other applications after removing the Treasury URLs, you will need to contact your local IT Department directly for assistance.
6. Select **Remove** for each of the URLs listed.
7. Uncheck the **Display intranet sites in Compatibility View** setting.
8. Click on the **Close** button.



9. Clear the cache on IE.
10. Log back in to G-Invoicing.

Again, if you are able to use either Chrome and/or Firefox, you should be able to see the Summary Pages without any issues. Please be aware that, if the Summary Page loads just fine, and you can see the layout of the Summary Pages with all of the columns displayed but no GT&Cs/Orders/Performance appear, it is normally due to a user account permissions issue, and you should contact one of your agency's G-Invoicing User Administrators for further assistance.

Note: If the **Display intranet sites in Compatibility View** check box reappears after a reboot, you will need to contact your IT Department for additional assistance. There may be workstation security policies enforcing this setting, and your IT Department should be able to assist you.