Disburser Administrator User Guide

G-Invoicing Release 3.1
Document Version 2.0
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Notices

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Chapter 1 - About G-Invoicing

G-Invoicing (G-INV) is a web-based application created to efficiently manage Intragovernmental (Intragov) Buy/Sell transactions between two federal agencies from the agreement of the General Terms & Conditions (GT&Cs) to the IPAC 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. Access to G-Invoicing is through a secure web-based portal certified to conform to Federal security standards.

G-Invoicing consists of two modules:

- Disburser Administrator
- Intragov Disburser

The G-Invoicing Disburser Administrator module allows administrators to manage agency user accounts, and to configure Data Access Group (DAG) and Reference Data information for the G-Invoicing Intragov Disburser module, which is where General Terms and Condition (GT&C) agreements and Orders are created.

About This Guide

This guide explains how to use the Disburser Administrator module to configure agency accounts, administrator accounts, and Intragov Disburser users for an agency's Intragov Disburser module. Specific administrator tasks may include creating and maintaining Intragov Disburser users, assigning roles to Intragov Disburser users, importing Reference Data, and managing Data Access Groups.

Audience

This guide is intended for the administrative units of the Federal Program Agencies (FPAs) which utilize G-Invoicing to process Buy/Sell transactions with other governmental agencies for reimbursable activities. A "user" is any individual authorized to access and view information within a G-Invoicing module, and to act upon it based on his/her roles and permissions.

Related Documentation

Please refer to the following documentation for further information:

- **Intragov Disburser User Guide** - Available on the Bureau of the Fiscal Service website at: Fiscal Service G-Invoicing Training Page
- **Disburser Administrator Module Online Help** - Available from the **Help** link at the top of each Disburser Administrator module page in G-INV.
- "**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 help for each page of the module, click the **Help** link at the top of each page.

The Help Topic that opens should correspond to the Disburser Administrator module page you are currently viewing. Help Topics contain links to various G-Invoicing procedures, concepts, and general system information.

Contacting Customer Support

For technical support:

Email: GInvoicing@stls.frb.org

Phone: (877) 440-9476

General information regarding the G-Invoicing program can be found on the Bureau of the Fiscal Service website at: G-Invoicing Home Page

Chapter 2 - Getting Started

Overview

This chapter provides an overview of the Primary Disburser Administrator (PDA) responsibilities, and TWAI User Provisioning. It also provides instructions on how to log in to the Disburser Administration module for the first time, and how to navigate the Disburser Administrator module.

Initial User Administrator Responsibilities

As part of the G-Invoicing enrollment process, a member of the G-Invoicing Agency Implementation Team (AIT) assists with the initial setup and configuration of your agency within the application. During this enrollment period, an initial agency User Administrator will be created by G-Invoicing staff members from information provided on your agency's enrollment form. After agency implementation/onboarding, the initial User Administrator for your agency is responsible for the following tasks:

- Create additional Agency Administrators (i.e., User Administrators, Organization Administrators), and Intragov Disburser Users as appropriate
- Assign and remove roles to agency Administrators and Intragov Disburser Users as needed
- Assign additional User Administrators to one or more Primary Access Data Groups (PDAGs)
- Assign and remove Secondary Data Access Groups (SDAGs) to agency Administrators and/or Intragov Disburser Users as needed
- Maintain a copy of signed G-Invoicing System Account Enrollment form on file for a period of seven years and make it available for examination by request
- Participate in an annual G-Invoicing system recertification process to review list of authorized users to determine if each user still requires access, and if the access is at the appropriate level

Once the initial User Administrator has been created for your agency, he or she will need to create additional users and grant them various administrator privileges within G-Invoicing. There are currently three separate Administrator roles that can be granted to G-Invoicing users:

- **User Administrator -** Permits the creation of users and assignment of roles and Data Access Groups to users, and permits the modification of existing user accounts
- **Organization Administrator -** Permits maintenance of Data Access Groups, which are needed to grant organization and account data to users, and allows for the management of Reference Data
- **Configuration Administrator -** Permits disburser account configuration (**Note**: This role is not currently in use, and should not be granted to new users or added to existing user accounts at this time. Users who currently hold this role may continue to hold it.)

Additional information on users, roles, and permissions can be found in Chapter 3 of this document, *Users and Roles*.

TWAI User Provisioning

The Treasury Web Application Infrastructure (TWAI) is a secure environment provided by the US Treasury to support several enterprise-wide Treasury applications.

For G-Invoicing access, TWAI uses the Treasury Security Identity Manager (ISIM) to initiate the process of assigning a User ID and password to each Disburser Administrator module user and each Intragov Disburser module user. (**Note**: Users who have access to the Disburser Administrator module may access both the Disburser Administrator and Intragov Disburser modules with a single User ID once they log in to G-INV through the Disburser Administrator Module. Please see the *Using G-Invoicing Multiple Account Access* section in this chapter for further information.)

ISIM manages user authentication and application level permissions. To receive a User ID, you must have a valid, official business email address; for the Primary User Administrator, the User ID generation process occurs automatically after a member of the G-Invoicing team creates and activates an agency in G-Invoicing. If you require access to more than one Treasury application, your User ID can be assigned across multiple Treasury applications that also use ISIM.

Logging In for the First Time

Once the Primary Disburser Administrator (PDA) account is created, the PDA user will normally receive two emails from the Treasury Security Identification Manager (ISIM), which is the Treasury system that grants user access to G-Invoicing, notifying them of their access to the G-Invoicing Disburser Administrator and G-Invoicing Intragov Disburser modules. The first email contains their G-Invoicing User ID. The second email (which they will receive shortly after receiving their User ID) contains their temporary password. Some users may receive a third email notifying them of a new Single Sign On/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.

CRITICAL NOTE: While it is important for any new user to log into G-Invoicing within the first 30 days of receiving their User ID and password, it is *especially* important for a PDA to do so. Otherwise, the PDA's G-Invoicing access will automatically be revoked from ISIM, which may in turn cause issues with their agency's overall account in G-Invoicing. It is also strongly recommended that once PDAs log in to the system for the first time, they create at least two additional users with the *User Administrator* role assigned to them. This will ensure that other users have the ability to administer their agency's user accounts if the PDA's account should be disabled or deleted due to inactivity.

All Disburser Administrators should also log in to G-Invoicing at least once every 120 days to ensure that their access is not automatically revoked by ISIM. As a courtesy, ISIM sends out reminders to all users via email 30 days, 20 days, and 10 days out from a G-Invoicing user's access being revoked due to inactivity, and when a user's account *is* revoked, ISIM will send an email to the user notifying them of their loss of G-Invoicing access. If a user's G-Invoicing access is ever revoked from ISIM, an agency User Administrator will need to log in to G-Invoicing and re-enable the user's account (provided the agency has at least one other user with the *User Administrator* role assigned to them). After 13 months of inactivity, a G-Invoicing user account will be permanently archived by ISIM, and an agency User Administrator may need to create a new account for the archived user within G-Invoicing.

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.

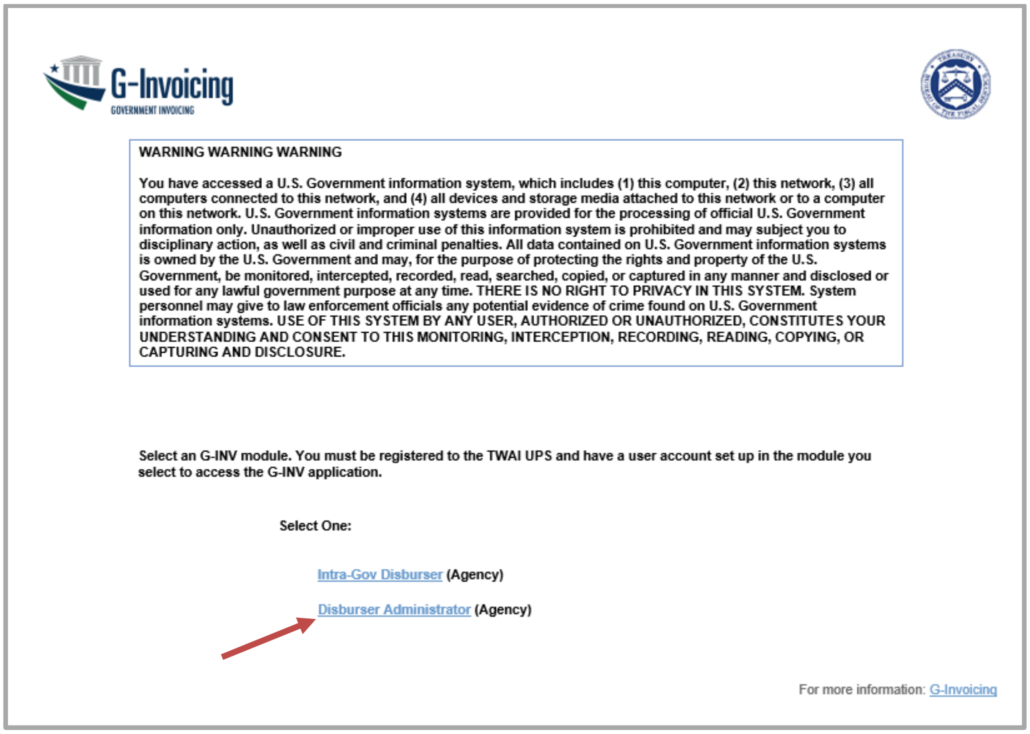
New Single Sign On/FSLDAP Account Creation Email Example

How to Log In 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 to your browser:
    - **Production:** https://www.igt.fiscal.treasury.gov
    - **QA/Training:** https://qa.igt.fiscal.treasury.gov/
2. Click on the Disburser Administrator link.



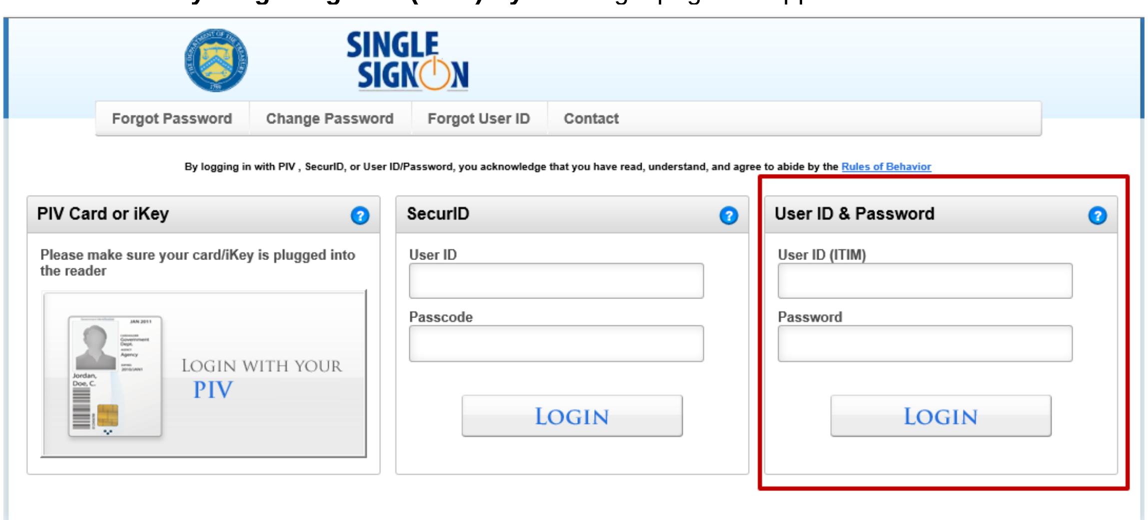
3. In the **User ID** box, type the User ID you received via email.
4. In the **Password** box, type the temporary password you received via email.

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**.

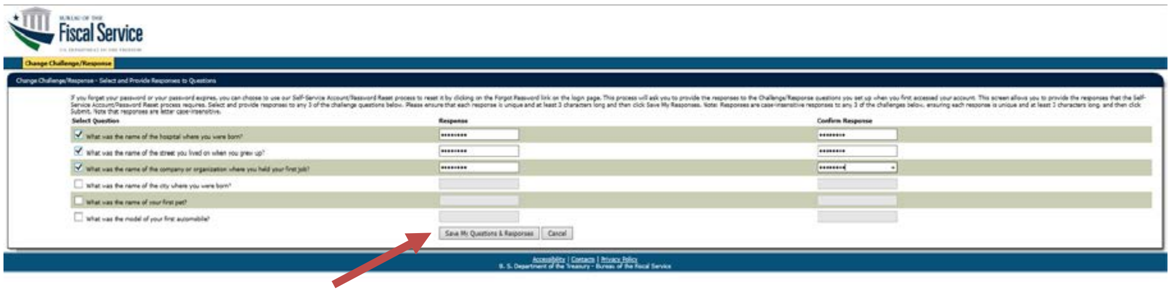
- If you have access to more than one agency account, a list of your available agencies will display on a new page. Select the account you would like to log in to. Once the account is selected, the Welcome page for that agency will display in G-Invoicing.
- If you only have access to one agency, the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

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



2. 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.

3. 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*.

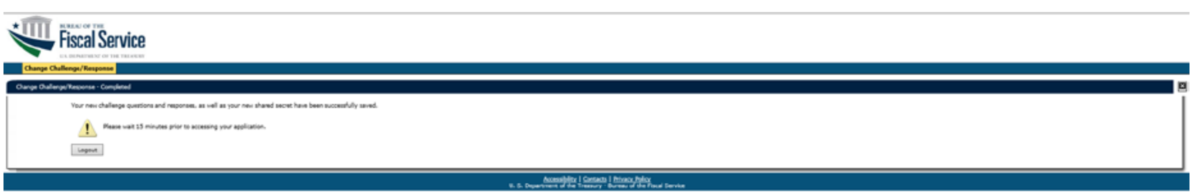


4. After you have completed filling out the fields for your three questions, click on the **Save My Questions & Responses** button.

5. 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*.

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

7. 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.



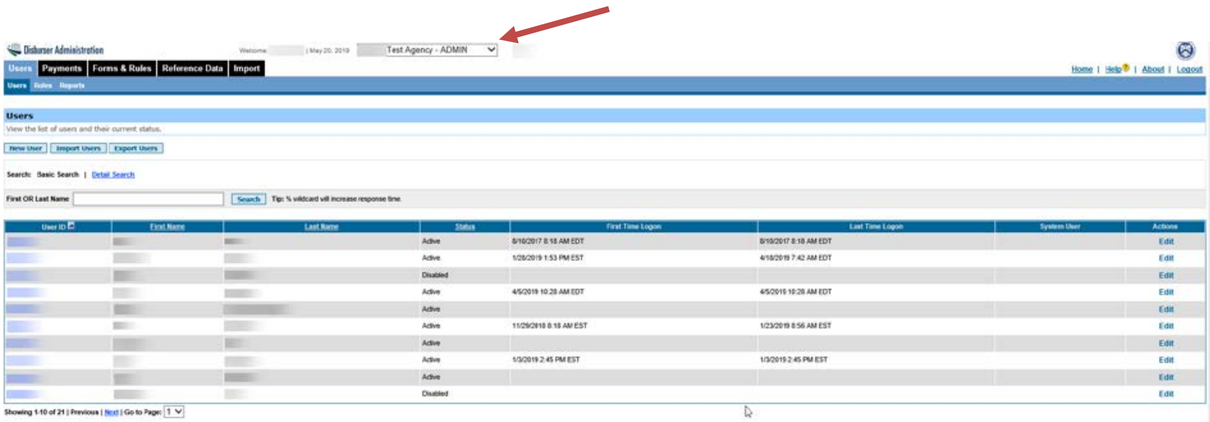
8. After logging out, you will be returned to the SSO login page.

9. 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/

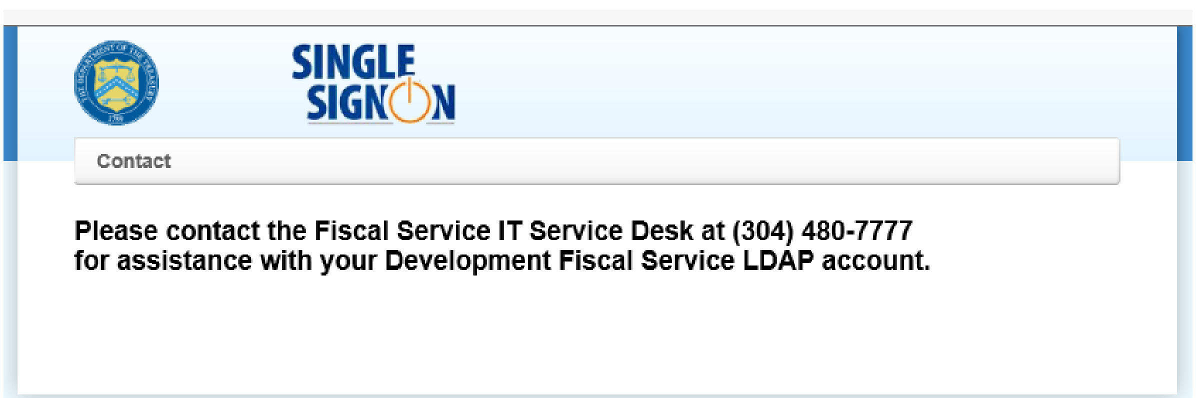
10. Click on the Disburser Administrator link.
11. Enter your User ID and password in to the appropriate fields, then click on **Log In**.

- 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 inside an agency account, administrators may toggle between the G-Invoicing **Disburser Administrator** and **Intragov Disburser** modules for all of their agencies in a single login session by clicking on the drop down menu that appears near the top of the page.



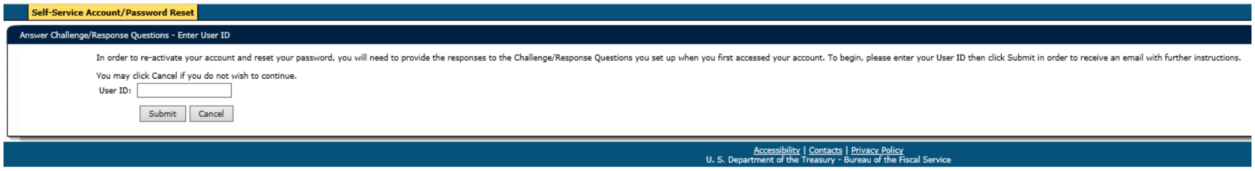
How to Request a Forgotten User ID

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.

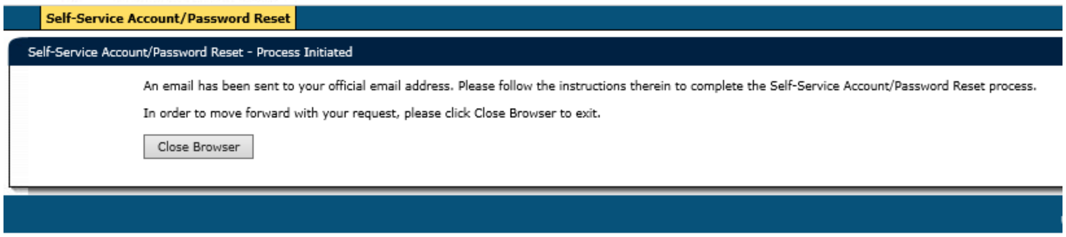


How to Request a Forgotten Password

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 within 12-24 hours 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.

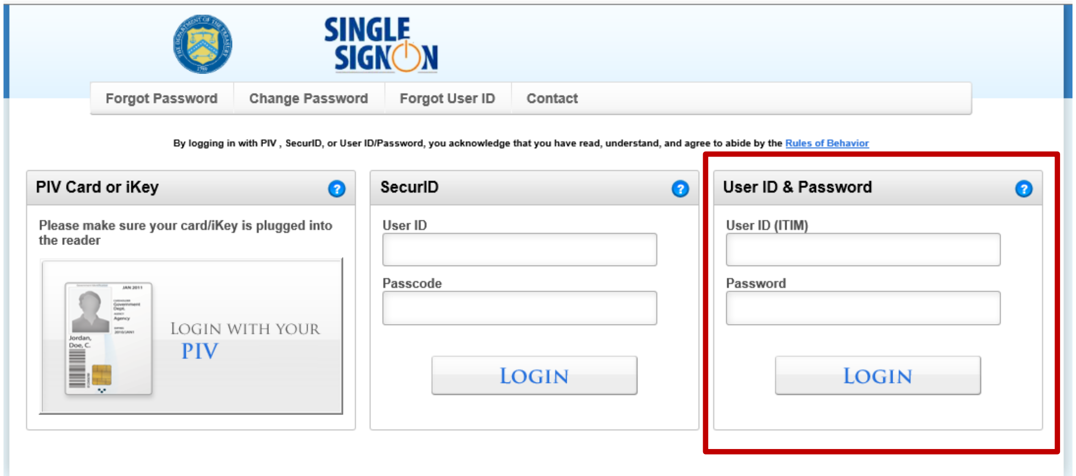
Managing Your Treasury Single Sign On Account

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.

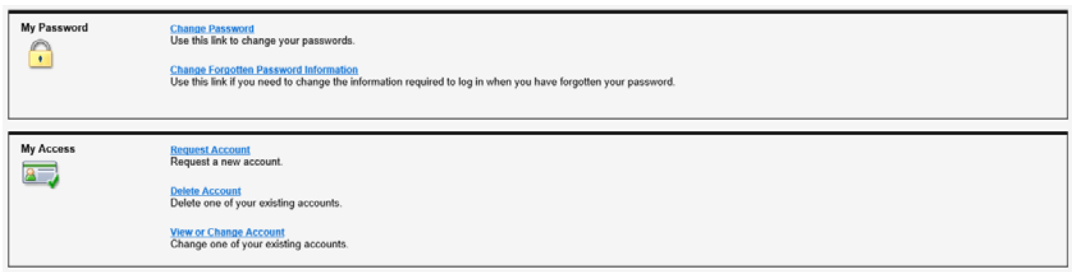
Please be aware that the G-Invoicing Support Team does not manage or support Treasury SSO accounts. For assistance with Treasury SSO accounts, users may contact the Bureau of the Fiscal Service IT Service Desk at **(304) 480-7777**. Please note that the Fiscal Service IT Service Desk is a separate entity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

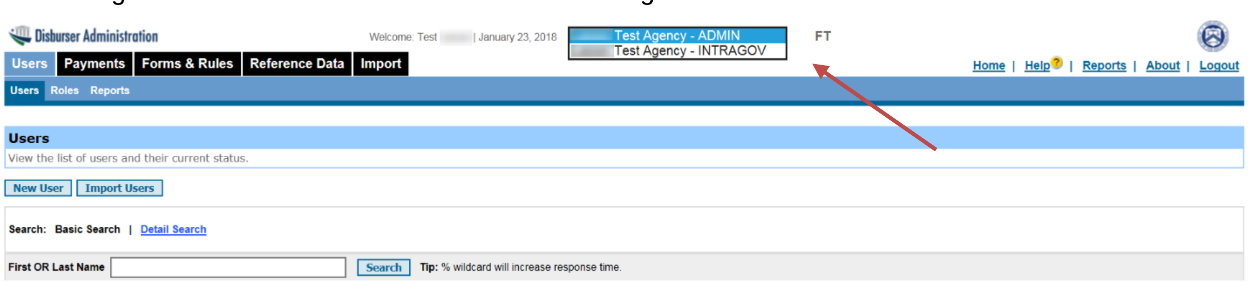


G-Invoicing Multiple Account Access

A single user may be associated with multiple agencies and Intragov accounts within G-Invoicing, and can access all of their accounts in a single session using the same User ID and password without have to sign in-and-out of the application.

To access a different account in a single user session, select the account from the **Account Selection** list box near the top of the page. The Account Selection list box displays all of the agency user's associated accounts; as a default, the list box will always display the account the user is currently logged in to. When the user has completed his/her activities within one Disburser account, he/she may select another account from the Account Selection box to perform work in. G-Invoicing will then navigate the user to the selected account's Welcome page.

Administrators will always have access to two modules for every agency that they hold administrator rights in: the Disburser Administrator and Intragov Disburser modules.



Disburser Administrator Page with Account Selection List Box

About Tab Navigation

The G-Invoicing Disburser Administrator module supports tab navigation to its various functional areas. The tabs and links that appear to users may vary depending on the roles and permissions assigned to any given user by an Agency Administrator that holds the *User Administrator* role.

- **Users** tab – Add or import new users, manage user accounts, manage user roles, import Intragov Disburser users and run the Import Status report. (Please see Chapter 3, *Users and Roles*, for further information.)
- **Payments** tab – Displays list of ALCs currently used by an agency.
- **Forms & Rules** tab – Not used in G-Invoicing at this time, and will be removed from the system in a future release.
- **Reference Data** tab – View and manage Cost Centers, Department IDs, and Business Units. (Please see Chapter 5, *Reference Data*.)
- **Import** tab – Import Secondary Data Access Groups (SDAGs) and Reference Data into G-Invoicing from .csv files. For further information on the Import function, please see the section *How to Upload Reference Data* in Chapter 5, and visit Chapter 6, *Secondary Data Access Groups (SDAGs)*.

About Link Navigation

Use the links at the top right section of the Disburser Administration module to access the following:

- **Help** – Click to open the help topics for the current page.
- **Reports** – Click for a limited number of pre-configured reports that are available for administrators to run. (Please see Chapter 7, *Reports*, for further information.)
- **About** – Click to display the current software release version.
- **Logout** – Click to log out of G-Invoicing. To disconnect from the G-Invoicing environment, you must click Logoff on the second logout page.

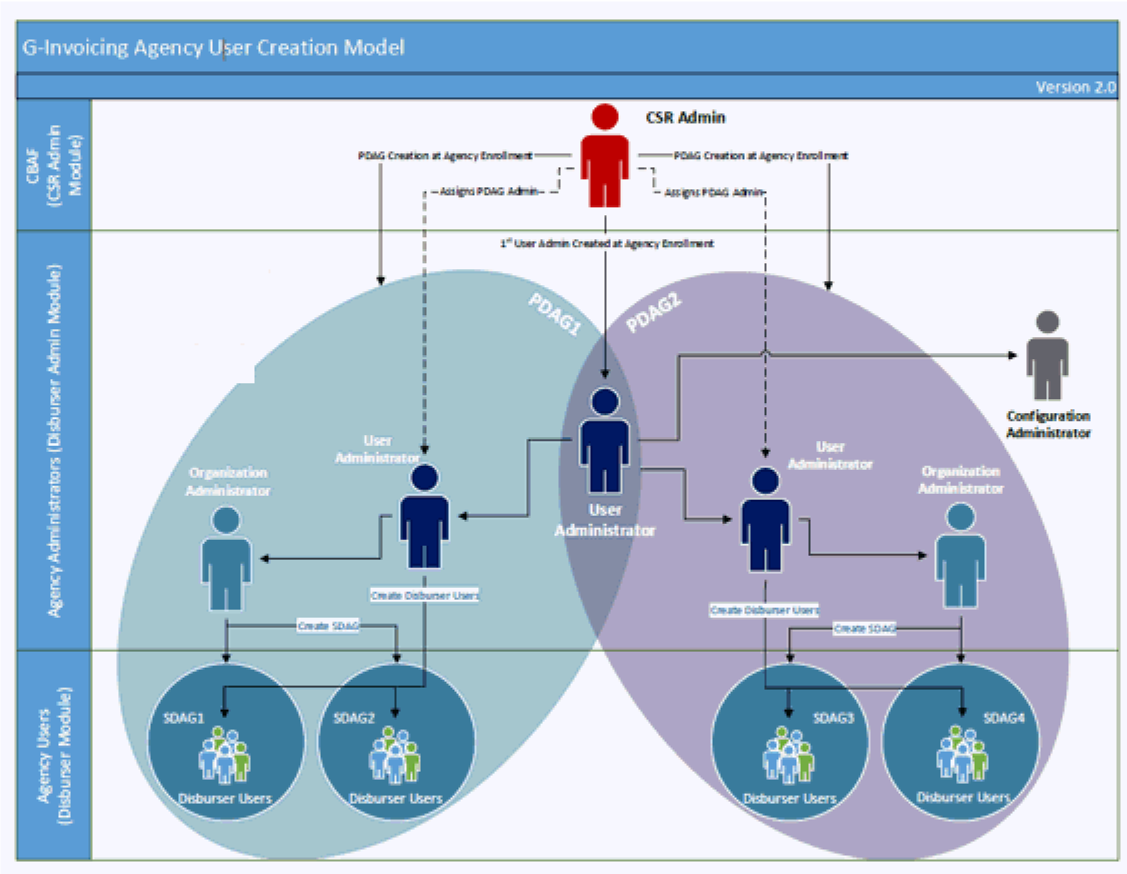
Chapter 3 – Users and Roles

Overview

Agency administrators that hold the *User Administra*tor role may perform various actions related to user accounts in the G-Invoicing Disburser Administrator module. These actions may include creating new Disburser users, assigning and removing roles and Data Access Groups to and from Disburser users, updating general Disburser user account information, and updating Disburser user account status.

User Administrators also have the responsibility for keeping Disburser user access up to date, and disabling user access when users leave the agency and/or no longer need access to G-Invoicing.

An overview of the G-Invoicing Agency User Creation and Access Model:



Creating and Managing Users

A User Administrator can manually add Disburser users to an agency and/or import a group of users in a bulk upload CSV file.

When setting up a new Disburser user with a role and Data Access Group in the Intragov Disburser module, agencies should consider and discuss the following:

- What role will the user play in Buy/Sell Activity?
- What GT&C agreements should the user be able to view?
    - Which notifications does the user need to receive?
    - To which areas of the Intragov Disburser module does the user need access?

- As a general rule, User Administrators should apply the least privilege principle when assigning access to disburser users. This requires that users be granted the most restrictive set of privileges or access needed for the performance of authorized tasks in order to limit the damage that can result from accident, error, or unauthorized use (please see the section *Intragov Roles and Permissions* in this chapter for the current User Roles Matrix).

You can limit access to GT&Cs in various ways:

- User Administrators may assign a Disburser user to **Data Access Groups (DAGs)**. DAGs limit the *Agency Location Codes* (ALCs) a Disburser user can view (an ALC is a unique identifier created by the government, and is used by G-Invoicing as a specific identifier that is assigned to an agency who receives goods or services from another agency.) There are two types of DAGs:

  a) **Primary Data Access Groups (PDAGs)** - limit access by ALC and by Treasury Account Symbol (TAS), and are normally created during the agency onboarding process by the G-Invoicing Support Team

  b) **Secondary Data Access Groups (SDAGs)** – created and managed by agency administrators, and can limit user access on a more granular level (please see Chapter 6, *Secondary Data Access Groups*, for more information)

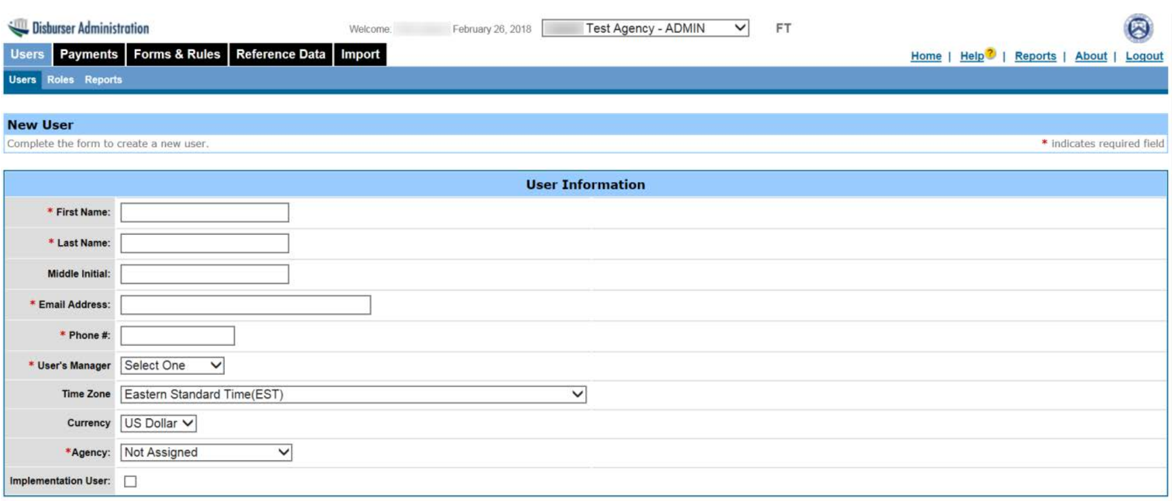
  Agency administrators may also assign Reference Data identifiers (Business Units, Cost Centers, and Department IDs) to SDAGs to limit user access to documents even further.

Manually Adding and Updating Intragov Users

Before you complete the New User form, you should ensure that certain attributes, such as Secondary Data Access Groups, have already been created for your agency.

How to Add a New Disburser User

1. From the Users tab, click **Users.** The Users Summary page appears.
2. Click **New User** to open the New User page.



3. Complete the following fields in the **User Information** section:
   - **First** and **Last Name** (Required) - Enter the first and last names of the Intragov Disburser user.

- **Middle Initial** - Enter the middle initial of the Intragov Disburser user.
- **Email Address** (Required) - Enter the Intragov Disburser user's email address.
- **Phone #** (Required) - Enter the Intragov Disburser user's phone number.
- **User's Manager** (Required) - Select the user's manager from the list box. The selections correspond to the list of User Administrators associated with the agency's account. If needed, a User Administrator can make themselves a User Manager when no other active User Administrator exists for the account.
- **Time Zone** - Select the time zone in which the Intragov Disburser user resides.

  G-Invoicing lists U.S. time zones first with Eastern Standard Time, as the default and then foreign time zones. EST is 5 hours behind Coordinated Universal Time (UTC). If you select this time zone, G-Invoicing makes no adjustment for DST (daylight saving time). If you want your audit logs to reflect the adjustment for DST, select Eastern Standard Time (America/New York) for example.
- **Currency** - Defaults to US Dollar.
- **Agency** (Required) – Select the agency. During implementation, the G-Invoicing Agency Implementation Team configures the agency's account.
- **Implementation User** – No longer used in G-INV, and can be left unchecked.

4. Next, you will be selecting the **Role Assignment**, which is covered in the section below.

Role and Data Access Group Assignment

You must assign *at least one role* to each Disburser user you create, although a user can have multiple roles if needed. In addition, you will need to add one or more **Data Access Groups (DAGs)** to each role you assign to a user. (For more information on managing roles, please see the section *Managing Roles* later in this chapter.)

CRITICAL NOTE: User Administrators should consider assigning a minimal number of DAGs to individual users' roles as possible as there is currently a limit to the number (1,000) of User Roles-to-DAG relationships the system will allow for any given user. Individual users who are assigned to many DAGs (and who hold any Administrator role) may receive an error message when trying to log in as an Administrator. If this should occur, the best course of action is to remove as many DAGs as possible from the users' roles, or remove the amount of roles assigned to those users. Please keep in mind that User Administrators may only add or remove DAGs from users' accounts that they themselves are assigned to.

For example, there are currently 23 User Roles available in G-Invoicing. If your agency only has one PDAG configured for it that contains 50 SDAGs, and you assign a user all 23 user roles, and then assign all 50 SDAGs assigned to each of those roles, it would create 1,150 instances for that user in the system. This would push the user 150 instances over the 1,000 limit, and the user will not be able to access the Disburser Administrator module.

How to Assign Roles and Data Access Groups to a User

1. Select the role assignment(s) for the Intragov Disburser user by clicking a box in the **Assign** column. Once you select a role, a magnifying glass icon will appear in the **Data Access Group** column for the applicable role.
2. Click on the **magnifying glass icon** in the **Data Access Group** column to add Primary Data Access Groups (PDAGs) and/or Secondary Data Access Groups (SDAGs) to the role. Depending on the role, you may be required to add at least one PDAG and/or SDAG to each role a user holds.
3. Select the desired Data Access Group(s) from the Available box.

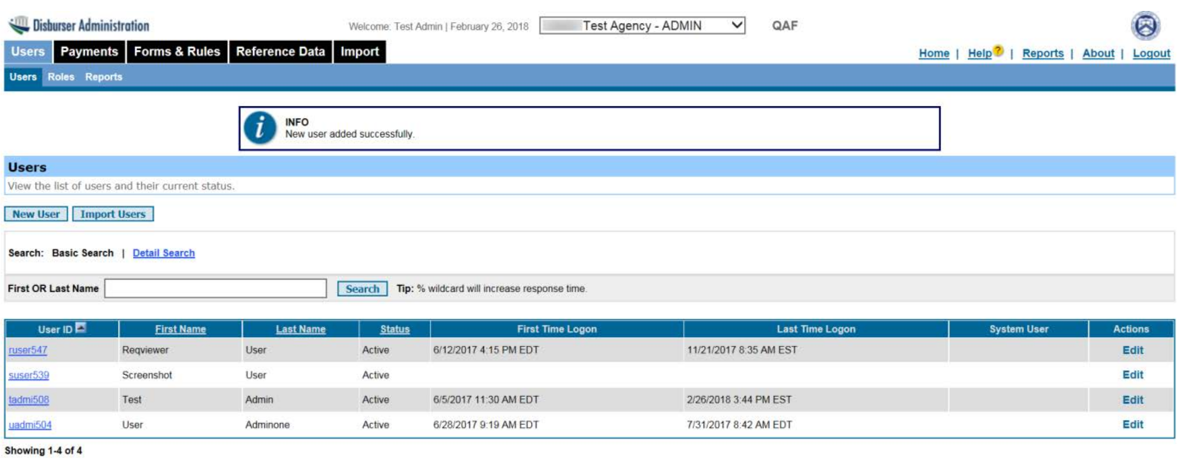
4. Click the **Add** button. The selected Data Access Groups will appear in the Selected box.
5. Click **Submit**.
6. (**Note**: Intragov agency configurations do not use the final section on the user page, “XMVL Vendor Records View Permission”.)
7. Once you have assigned Roles, you are ready to save the new user.

How to Save a User’s Profile

1. Click **Ok** under the “SetID selections associated to user view permission” section.
2. The Ok button will then display **Processing…**

After the account has finished processing, you should be returned to a list of users under the Users sub-tab with a message stating that your new user has been added successfully.

Note: After creating a new user, you may see a temporary User ID listed for them that looks something like “**Request – 12345678909876543 21”.** The temporary User ID should be replaced with the user’s real User ID within 5 minutes or so. If after a prolonged period of time you do not see the user’s real User ID, please contact the Treasury Support Center for assistance.



Users Page

How to Edit an Intragov Disburser User’s Profile

1. From the Users tab, click **Users**. The Users Summary page appears.
2. Click the user ID associated with the user you want to edit or click **Edit** under the actions column. The Edit User page appears.
3. Update the necessary information.
4. Click **OK** under the “**SetID selections associated to user view permission**” section to accept the changes; otherwise, click **Cancel**.

G-Invoicing will then return you to the Users Summary page.

CRITICAL NOTE: If you try and create a new user account with an email address that is already assigned to an existing user account within your agency, it will generate a generic error message stating that users should back out of the screen. If the error is received, User Administrators should click on the **User** tab to move out of the screen.

Importing Users

The Import Users page provides User Administrators with the ability to import multiple Disburser users in a CSV file.

User Administrators can upload 500 users per file, in up to three concurrent CSV files totaling a maximum of 1500 records. For example, if a User Administrator wanted to import 1500 users to an agency, he or she would create three (3) separate files containing 500 users each. The User Administrator would then be able to load the first file, and while it was still in the process of uploading, they would be able to upload the second file; while the first and second files were still uploading, the User Administrator would then be able to load the third and final file.

You can only assign one role per user using the Bulk Upload User import process. Once the users' account creation completes through the import process, additional roles to users' accounts may be added by editing their individual profiles.

The CSV file must contain the following columns in the exact order shown in the sample below. Each column must be included in the import file, but only fields tagged as **Required** need a value placed in them. Detailed information on each column may be found on the next two pages.

<u>CRITICAL NOTE</u>: Please ensure that you do **not** include any extra spaces in any CSV file cell (i.e., placing a space after a user's First Name). Doing so may limit the ability of User Administrators to easily locate user accounts using the Search functions.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	FirstName	LastName	MiddleInitial	Email	Phone	TimeZone	User Manager	Role	Agency	UserID	Password	ConfirmPassword	DataAccessGroup
2	Louis	Admin		ladmin@agency.gov	3145550000		super500	User Administrator					PDAG1
3	John	Viewer		jviewer01@agency.gov	3145550001	CST	super500	Requesting Viewer					SDAG1
4	Dexter	Manager		dmanager01@agency.gov	3145550002	CST	super500	Servicing GT&C Manager					
5	Charlie	Creator		ccreator01@agency.gov	3145550003	CST	super500	Servicing GT&C Creator					SDAG2
6													
7													
8													

Sample of a typical User Import .csv file

Please see the table on the following page(s) for a description of the User Import .csv file fields.

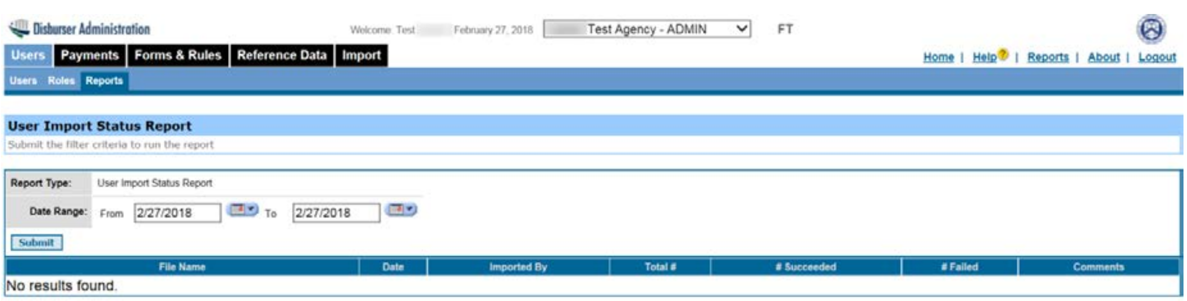
Column #	Column Header	Field Description
1	FirstName	Required Maximum length is 50 characters.
2	LastName	Required Maximum length is 50 characters.
3	MiddleInitial	Optional
4	Email	Required
5	Phone	Required Format: 3144441111 or 314-444-1111
6	TimeZone	Optional
7	User Manager	Required Enter the **UserID** of an *existing* user with the User Administrator role.
8	Role	Required **Note**: You must enter the exact role name as it appears in G-Invoicing, and the role name cannot contain a comma. Also, you can only add *one* role per user using the Import feature: additional roles can be added to users manually once they have been imported (please see the topic *Managing Roles* for more information.)
9	Agency	Optional
10	UserID	Required only for uploads to non-TWAI environments
11	Password	Required only for uploads to non-TWAI environments
12	Confirm Password	Required only for uploads to non-TWAI environments

Column #	Column Header	Field Description
13	DataAccessGroup	Optional *Please note the following*: The Data Access Group (DAG) name must already exist in the Disburser Account. Users should validate that the DAG is appropriate for the role type being assigned. The User Administrator that is uploading the bulk file must have access to the DAGs being assigned. Only one DAG may be assigned to a user on import All fields must be valid, or the user(s) will not be imported.

How to Import Users

1. From the Users tab, click the **Users** sub-tab. The Users summary page appears.
2. Click **Import Users**. The Import User page appears. G-Invoicing defaults the name “Import User List” in the Import Type text box.
3. Click **Browse** to locate and select the CSV file of user names to import.
4. Click **Import**. G-Invoicing displays a confirmation message and will display the User Import Status Report page when the file has completed processing.

   <u>CRITICAL NOTE</u>: Please be advised that depending upon the number of users you are attempting to import, the file may take some time processing. User Administrators should *not* attempt to re-upload the same file while the previous file is still processing as doing so will create duplicate user accounts.



User Import Status Report

Running the User Import Status Report

The User Import Status Report provides a User Administrator with the status associated with the importing of multiple Disburser users through a CSV file. The report supplies information on the number of successful and failed records. A User Administrator may access each file displayed in the report, even if there are any failed records noted, by clicking on any given file name.

The report contains the following information:

Field Name	Description
Report Type	Defaults to User Import Status Report
Date Range	Enter a start date and end date
Report Results	
File Name	Name of the CSV file
Date	Date of CSV file upload
Imported By	Name of the Agency Administrator who imported the file
Total #	Total number of records attempted on import
# Succeeded	Number of successful records
# Failed	Number of failed records
Comments	Time and date for the report

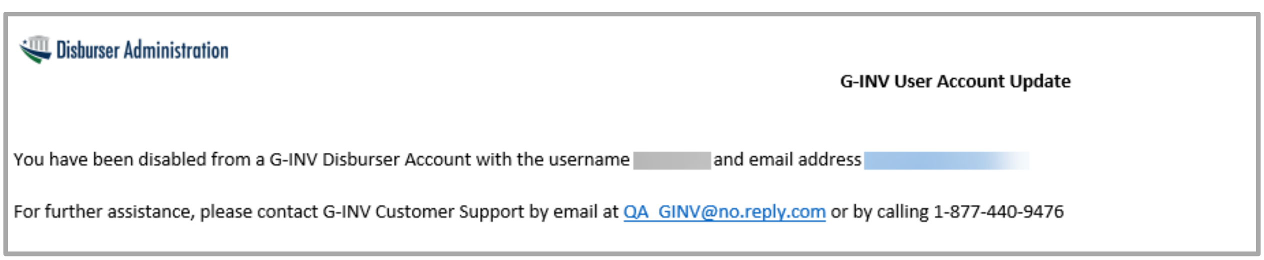
How to Run the User Import Status Report

1. From the Users tab, click the **Report** sub-tab. The User Import Status Report page appears.
2. In the Date Range field, enter a From and To date, or use the calendar icon to select dates. G-Invoicing retains the date range search criteria you entered for the duration of the session.
3. Click **Submit**. The results of a user import report appear.
4. Verify the success or failure of the upload.
5. In the **File Name** column, click the file name to open the CSV file.

Disabling an Intragov Disburser User's Profile

User Administrators must ensure that the Disburser accounts of users who are leaving an agency are disabled within two (2) business days following the user's separation date. If a user is involuntarily separated from an agency, their account must be disabled immediately (same day).

Once a user is disabled, G-Invoicing will automatically send an email to the user similar to the one below:


Disburser Administration

G-INV User Account Update

You have been disabled from a G-INV Disburser Account with the username and email address

For further assistance, please contact G-INV Customer Support by email at QA_GINV@no.reply.com or by calling 1-877-440-9476

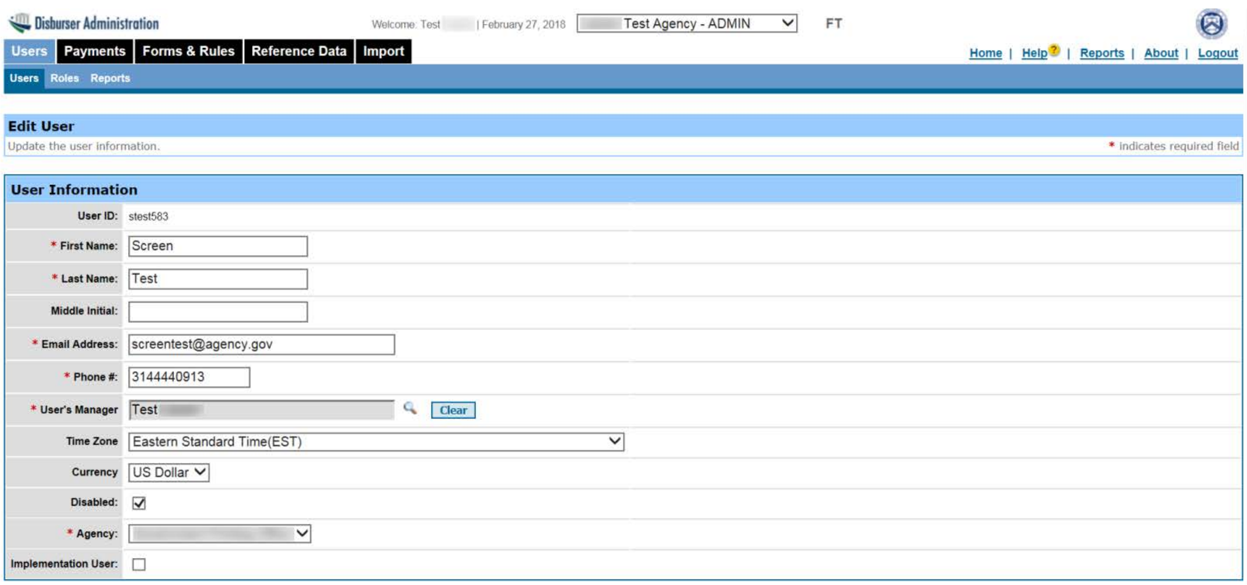
How to Disable an Intragov Disburser User's Profile

1. From the User's tab, click **Users.**

2. Click the user ID associated with the user you want to edit or click **Edit** under the actions column. The Edit User page appears.
3. Check the box next to **Disabled**.
4. Scroll down and click **Ok**.

   Note: Once the User's account is disabled in G-Invoicing, it is immediately moved to an **Inactive** status in ISIM, the Treasury's user provisioning system.

   - Accounts are also marked as Inactive in ISIM automatically after 120 days of user inactivity.
   - Accounts are permanently archived in ISIM after 13 months of inactivity, and cannot be reactivated. In the event of an account being archived, a new account for the affected user would need to be created in G-Invoicing.



Disable User Page

Re-Enabling an Intragov Disburser User's Profile

An Intragov User Profile that has been disabled may be re-enabled at any time.

How to Re-Enable an Intragov Disburser User's Profile

1) Log in to either the G-INV Production or QA/Training environments.
2) Select the account in question and click on the **Edit** button in the **Actions** column.
3) Uncheck the **Disabled** box.
4) Scroll down and press the **OK** button under the "**SetID selections associated to user view permission**" section in the account. (***Note:*** *Do not attempt to make any other modifications or updates to the account. All you want to do is hit the* ***Ok*** *button.)*
5) After that is done, the system may update the User ID for the account in G-INV to something like "**RequestID-12345678910**". This is normal behavior, and after 5 minutes or so, G-INV should display a brand new User ID for the account. During this window, please do *not* attempt to

modify or access the user account: the system needs to fully update before the account can be accessed again.

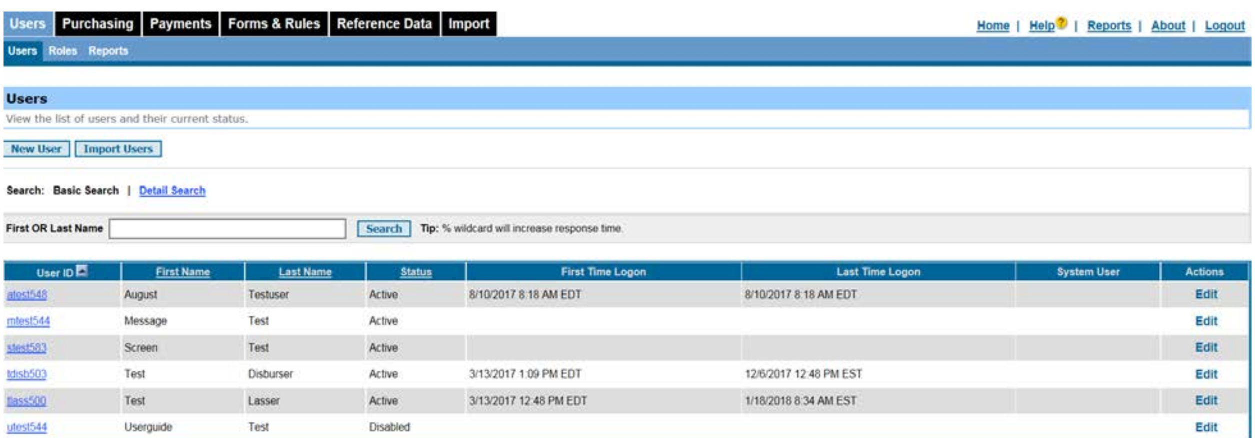
6) Once the User ID is updated, the user should receive two emails from the new user provisioning system: one will contain their new User ID, and one will contain their temporary login password for them. After receiving their temporary passwords, users should wait no less than 15-30 minutes for the system to complete its update before they attempt to log in to G-INV. If they try and log in before this time, the system may lock them out of their account.
7) After 15-30 minutes has passed, the users should then be able to visit either the Production or QA URLs and click on either the **Intra-Gov Disburser** or **Disburser Administrator** links to sign in, depending on what roles were assigned to their account. We also recommend that the user clear out the cache on their internet browser before trying to log in to G-INV.

Note: If after you hit the "Ok" button to push an account to ISIM, there is a chance that nothing else happens and the old User ID remains in the system. This is also an expected behavior, and the user should still receive emails from ISIM letting them know that a new account has been created for them/provide them with a temporary password.

If your user does not receive the email containing their temporary password, please instruct them to contact the Treasury Support Center and submit a service ticket for the issue.

Locating Users

From the Users page, a User Administrator can view all the Intragov Disburser users that currently exist for the agency, and can use the various search features to locate users. To access the Users page, click the **Users** sub-tab.



Users Page

The information in the table below describes the Users summary page. You can sort on User ID, First Name, Last Name, and Status.

Field Name	Description
User ID	User ID assigned during initial user account creation
First Name	First name of the Disburser user
Last Name	Last name of the Disburser user
Status	Status of the Disburser user: • Active – Able to access and use G-Invoicing • Disabled – No longer has access to G-Invoicing
First Time Logon	Date and time of the Disburser user's initial log on to G-Invoicing, requiring a User ID and a password to identify and authenticate the Disburser user.
Last Time Logon	Disburser user's most recent log on date and time
System User	A check in this column identifies an external entity that has access to an agency account in G-INV through a system interface (i.e., an ERP) for the purpose of exchanging data through web services. For current G-INV purposes, the System User is what allows agencies to push/pull Orders created in their own ERPs directly in to G-INV. **Note:** Agencies that utilize a System User *must* assign that System User roles and Data Access Groups just as they would a normal agency Disburser User. Otherwise, documents imported into G-Invoicing from an external ERP may not be visible to that agency's Disburser Users. (Please see *Order Configuration for ERPs* for more information.)
Actions	Click **Edit** to update a User's profile

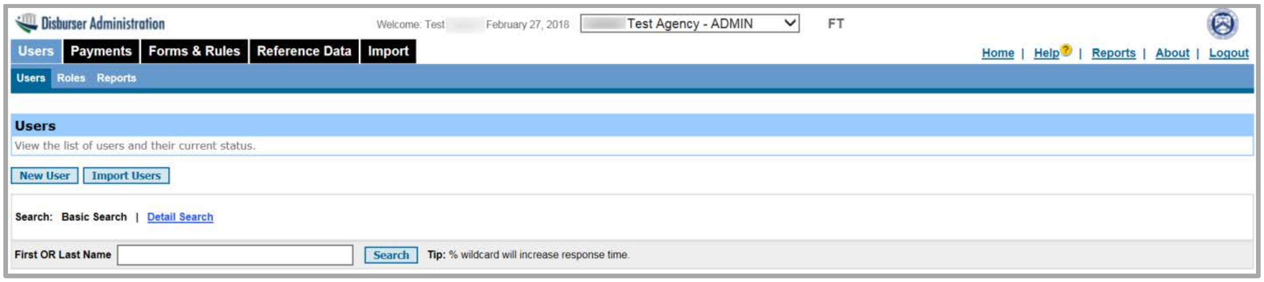
Using Basic Search and Detail Search

Use the **Basic Search** field to locate quickly a user by first or last name. When you return to the search page, G-Invoicing retains the values entered in the First or Last Name field for the duration of your current session.

Use **Detail Search** to narrow results by entering additional information. G-Invoicing retains the search criteria for the duration of your current session.

How to Search for a User – Basic Search

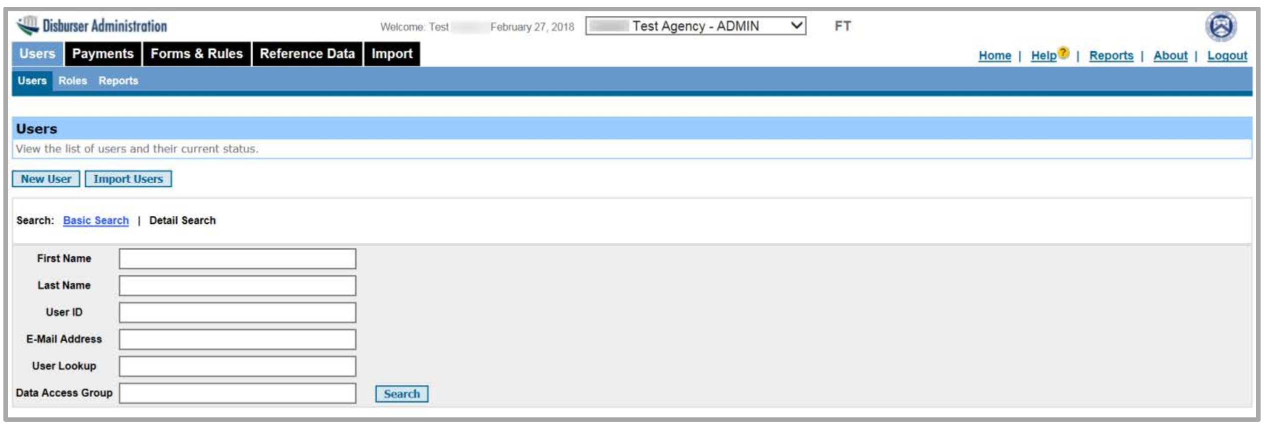
1. From the **Users** tab, click the **Users** sub-tab.
2. Click **Basic Search**. The Basic Search page appears.



3. Enter the **First or Last Name** of the user. Use the % wildcard option to broaden your search results.
4. Click **Search**. The results appear.

How to Search for a User – Detail Search

1. From the **Users** tab, click the **Users** sub-tab.
2. Click **Detail Search**.



3. Enter any of the following:
    - **First Name** - User's first name
    - **Last Name** - User's last name
    - **User ID** - User's User ID
    - **E-Mail Address** - User's email address
    - **User Lookup** - User lookup (user ID from the agency ERP system)
    - **Data Access Group** – Name of a PDAG or SDAG (will list any users associated with a particular Data Access Group)
4. Click **Search** to display the results.

Managing User Notifications

Intragov Disburser users receive notifications via email to inform them of tasks they may need to perform within the system. Only an agency user with the *User Administrator* role assigned to them can set user notifications, and may select as many notifications as a Disburser user requires if multiple notifications are available within the system. Users will only receive notifications for GT&Cs that fall within the users' assigned Roles and Data Access Groups.

The types of notifications that Intragov Disburser users receive by email include the notifications defined in the table below. Two important notes to consider during setup are that G-Invoicing will only send notifications to the email address associated with the User ID, and will not send notifications to multiple email addresses or group email boxes.

If a notification is unavailable for selection, check to see if the notification type has already been assigned to the Disburser user in a separate notification, or if G-Invoicing assigned the notification as part of a Workflow default notification.

Workflow Notification

The following table describes each notification type:

Notification	Description
Intragov GT&C Created or Changed Notification	G-Invoicing sends this notification to either the subscribed Requesting Agency or Servicing Agency user when a GT&C agreement creation or modification occurs by either agency.
Intragov Orders Created or Changed Notification	G-Invoicing sends this notification to either the subscribed Requesting Agency or Servicing Agency user when an Order creation or modification occurs by either agency.
Intragov Performance Created Notification	G-Invoicing sends this notification to either the subscribed Requesting Agency or Servicing Agency user when Performance is created by either agency.

By default, G-Invoicing sends notifications as soon as the event occurs.

How to Add a Notification for a User

1. From the Users tab, click the **Users** sub-tab. The Users summary page appears.
2. From the Users page, in the **User ID** column, select an Intragov Disburser user. The Edit User page appears.
3. In the Current Notifications section, click **Edit** to display the Choose Notifications page.

4. From the Choose Notifications page, click in the check box next to the name of the notification you would like to grant the user.
5. Click **Submit**.
6. You will be returned to the Edit User page. Scroll down to just under the “SetID selections associated to user view permission” section and click **Ok.**

Your change to the notification should now be saved.

Managing Roles

Agencies should consider their respective needs, Buy/Sell reimbursable activity processes, and organizational structure before assigning roles to users.

As an Agency Administrator with the User Administration role, you can control the Intragov Disburser users’ access to components and features of G-Invoicing based on role. Multiple users can share roles, but you must select at least one role assignment for each Intragov Disburser user. G-Invoicing Intragov Disburser users' tasks may include:

- Creating, viewing, approving, sharing, or rejecting GT&Cs
- Creating, viewing, approving, sharing, or rejecting Orders
- Creating, viewing, or updating Performance

Intragov Roles and Permissions

Only Administrator Permissions and Intragov Permissions apply to Intragov users. If the user's role does not have permission to a certain function, then the user does not see the available tab within the particular module. For example, if the user's role does not include permission to access or modify Trading Partner Management information, then the user does not see the Trading Partners tab in the Intragov Disburser module.

CRITICAL NOTE: If an agency does not assign either the *Requesting GT&C* or *Servicing GT&C Manager or Creator* roles to at least one user in each SDAG, one or more ALCs for that agency may not display in the GT&C user interface, or Reference Data for that agency may not be able to be added to a GT&C.

The current list of available G-Invoicing user roles is provided in the table below.

Current List of G-Invoicing User Roles

#	Role Name	Permissions	Permissions Description
1	User Administrator	User Management (create, modify, disable/enable users)	Permits User Management
2	Organization Administrator	Secondary Data Access Group Management and Reference Data Management	Permits Secondary Data Access Group Management and Reference Data Management
3	Configuration Administrator	Forms and Rules Management, Accounts Management	**Note:** This role is not in use at this time. Please do not assign this role to new users, or add to existing user accounts. Users who currently hold this role may continue to hold it. Permits Forms and Rules Management and Accounts Management
4	Requesting GT&C Manager	Requesting Agency: View GT&C; Requesting Agency: Create, Edit, Delete, Modify GT&C, Save Internal Draft, Share Draft	Permits GT&C Management
5	Requesting GT&C Initial Approver	Requesting Agency: View GT&C; Requesting Agency: Approve, Reject, Revert, Close GT&C	Permits Initial GT&C Approval

6	Requesting GT&C Final Approver	Requesting Agency: View GT&C; Requesting Agency: Approve, Reject, Revert, Close GT&C	Permits Final GT&C Approval
7	Requesting GT&C Creator	Requesting Agency: View GT&C; Requesting Agency: Create, Edit, Delete, Modify, Save Internal Draft	Permits GT&C internal draft creation
8	Requesting Viewer	Requesting Agency: View GT&C	Permits GT&C View (including GT&C-related information on Orders)
9	Requesting Order Manager	Requesting Agency: View Order; Requesting Agency: Create, Copy, Admin Change, Modify, Save Delete, Share Order	Permits Order Management
10	Requesting Order Funding Official Approver	Requesting Agency: View Order; Requesting Agency: Approve, Reject, Close Order	Permits the buying agency funding official to provide approval of purchase order
11	Requesting Order Program Official Approver	Requesting Agency: View Order; Requesting Agency: Approve, Reject, Close Order	Permits the buying agency program official to provide approval of purchase order
12	Requesting Order Viewer	Requesting Agency: View Order	Permits Order View.
13	Requesting Performance Manager	Requesting Agency: Create Performance	Permits creation of Performance from an Order
14	Servicing GT&C Manager	Servicing Agency: View GT&C; Servicing Agency: Create, Edit, Delete, Modify GT&C, Save Internal Draft, Share Draft	Permits GT&C Maintenance
15	Servicing GT&C Initial Approver	Servicing Agency: View GT&C; Servicing Agency: Approve, Reject, Revert, Close GT&C	Permits Initial GT&C Approval
16	Servicing GT&C Final Approver	Servicing Agency: View GT&C; Servicing Agency: Approve, Reject, Revert, Close GT&C	Permits Final GT&C Approval
17	Servicing GT&C Creator	Servicing Agency: View GT&C; Servicing Agency: Create, Edit, Delete, Modify, Save Internal Draft	Permits GT&C internal draft creation
18	Servicing Viewer	Servicing Agency: View GT&C	Permits GT&C View (including GT&C-related information on Orders)
19	Servicing Order Manager	Servicing Agency: View Order; Servicing Agency: Save Draft, Admin Change	Permits Order Management
20	Servicing Order Funding	Servicing Agency: View Order; Servicing Agency: Approve, Reject Order	Permits the selling agency funding official to provide approval of purchase order

	Official Approver		
21	Servicing Order Program Official Approver	Servicing Agency: View Order; Servicing Agency: Approve, Reject Order	Permits the selling agency program official to provide approval of purchase order
22	Servicing Order Viewer	Servicing Agency: View Order	Permits Order View
23	Servicing Performance Manager	Servicing Agency: Create Performance	Permits creation of Performance from an Order

Description of G-Invoicing Permissions

Administration Permissions	
User Management	Add/create users, modify user accounts, disable/enable user accounts, and maintain/update user information. Reserve this permission for only those users who are designated G-Invoicing administrators for an agency.
Accounts Management	View the Payments tab in the Disburser Administration module and the ALCs sub-tab.
Secondary Data Access Group Management	Provides for the ability to create, import, and maintain Secondary Data Access Groups (SDAGs).
Forms and Rules Management	Manage the configuration for the various presentations and rule sets on the Forms and Rules Tab. This includes all GT&C forms.
Reference Data Management	Manage the reference data, including Cost Centers, Business Units, and Department IDs.
Intragov Permissions	
Permission Name	**Description**
Requesting Agency GT&C Permissions	
Requesting Agency: View GT&C	View Intragov GT&Cs within the Requesting Agency tab
Requesting Agency: Create, Copy, Edit, Delete, Modify, Admin Change GT&C	Create, Copy, Edit, Delete, Modify GT&Cs within the Requesting Agency tab
Requesting Agency: Approve, Reject, Revert, Close GT&C	Approve, Reject, Revert, Close GT&Cs within the Requesting Agency tab
Requesting Agency: Save Internal Draft, Share Draft	Save GT&Cs for Internal visibility only, Share GT&C Drafts with Trading Partners.
Servicing Agency GT&C Permissions	
Servicing Agency: View GT&C	View Intragov GT&Cs within the Servicing Agency tab

Servicing Agency: Create, Edit, Delete, Modify GT&C	Create, Edit, Delete, Modify GT&Cs within the Servicing Agency tab
Servicing Agency: Approve, Reject, Revert, Close GT&C	Approve, Reject, Revert, Close GT&Cs within the Servicing Agency tab
Servicing Agency: Save Internal Draft, Share Draft	Save GT&Cs for Internal visibility only, Share GT&C Drafts with Trading Partners
Requesting Agency Order Permissions	
Requesting Agency: View Order	View Intragov Orders within the Requesting Agency tab
Requesting Agency: Create, Copy, Modify, Admin Change, Delete, Share Draft Order	Create, Copy, Modify, Admin Change, Delete, Share Draft Orders within the Requesting Agency tab
Requesting Agency: Approve, Reject, Close Order	Approve, Reject, Close Orders within the Requesting Agency tab
Servicing Agency Order Permissions	
Servicing Agency: View Order	View Intragov Orders within the Servicing Agency tab
Servicing Agency: Update Order, Admin Change	Update, Admin Change Orders within the Servicing Agency tab
Servicing Agency: Approve, Reject Order	Approve, Reject Orders within the Servicing Agency tab
Requesting Agency Performance Permissions	
Requesting Agency: Create Performance	Create Performance within the Requesting Agency tab
Servicing Agency Performance Permissions	
Servicing Agency: Create Performance	Create Performance within the Servicing Agency tab

CRITICAL NOTE: Agency Administrators should consider creating at least two backup administrators with certain administrator permissions. If an administrator with multiple roles and permissions is absent for an extended period or permanently leaves the agency, a backup administrator can perform the same duties without interruption to the agency.

Chapter 4 - Forms & Rules

Overview

As of G-Invoicing Release 3.0, the **Forms & Rules** tab has been rendered obsolete, and will be removed in a future G-Invoicing release. Users who hold the *Configuration Administrator* role should not access or configure any items within the Forms & Rules tab at this time.

Chapter 5 – Reference Data

Overview

The **Reference Data** tab provides access to the reference information used to configure each agency's Intragov Disburser module within G-Invoicing. The reference information available in G-INV serves as a repository for frequently used information, and acts as a sorting mechanism. Only users that hold the *Organization Administrator* role have access to the Reference Data tab. Reference Data may be entered into the system manually, or may be uploaded via a CSV file.

CRITICAL NOTE: Once Reference Data is created, it must be associated with one or more Secondary Data Access Groups (SDAGs) before it is available to use in a GT&C.

The Reference Data tab contains the following sub-tabs:

- **Cost Centers** – User defined cost center, used to group GT&Cs
- **Department IDs -** User defined department identifier, used to group GT&Cs
- **Business Units -** User defined business unit, used to group GT&Cs

CRITICAL NOTE: For agencies that are configured to push/pull documents between their own ERP systems and G-Invoicing, Organization Administrators need to ensure that the Reference Data formatting entered in to G-Invoicing matches **exactly** to the Reference Data formatting in their agencies' ERP systems. For example, the Reference Data fields are case sensitive: if an agency ERP system contains a Cost Center named HEADQUARTERS using all capital letters, the Cost Center needs to be created in G-Invoicing as HEADQUARTERS using all capital letters.

Configuring Cost Centers

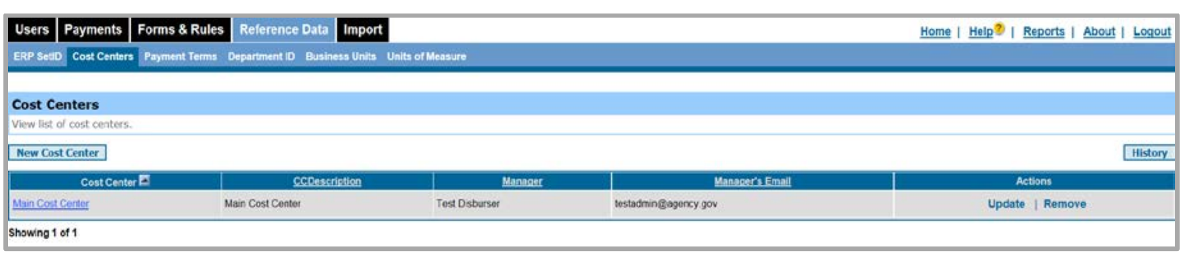
From the Cost Centers page, an Organization Administrator may view, create, and manage the cost centers for an agency. Organization Administrators can enter Cost Centers manually, or they may upload them from the Import tab.

When creating a GT&C, agencies can select from a list of Cost Center identifiers. (See the topic *Creating Rules Sets for GT&Cs* for instructions on how to make Cost Centers a required field on a GT&C.) Agencies must create Cost Centers before they are available to add to any given GT&C.

By creating a Cost Center and adding it to a Secondary Data Access Group (SDAG), only Intragov Disburser users who are members of that particular SDAG will be able to view GT&Cs associated with that Cost Center.

There is no synchronization of Cost Centers between G-Invoicing and an agency's ERP. Changes are not refreshed in either system, so all changes must be made manually to both systems.

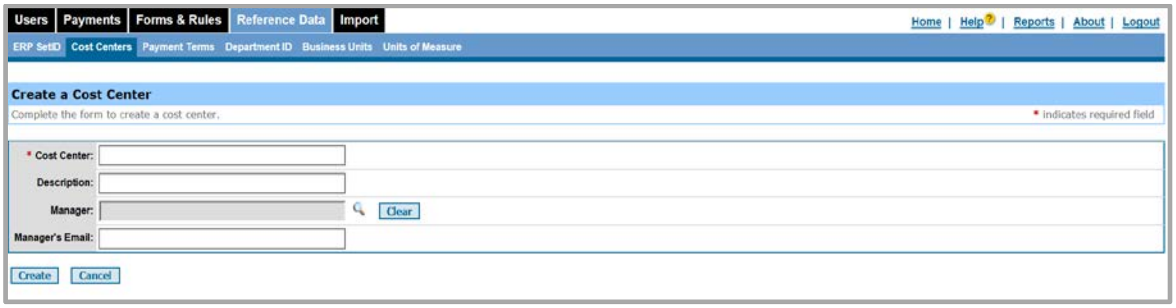
CRITICAL NOTE: For agencies that are configured to push/pull documents between their own ERP systems and G-Invoicing, Organization Administrators need to ensure that the Reference Data formatting entered in to G-Invoicing matches **exactly** to the Reference Data formatting in their agencies' ERP systems. For example, the Reference Data fields are case sensitive: if an agency ERP system contains a Cost Center named HEADQUARTERS in all capital letters, the Cost Center needs to be created in G-Invoicing as HEADQUARTERS in all capital letters.



Cost Centers Page

How to Create a Cost Center Manually

1. From the Reference Data tab, click the **Cost Centers** sub-tab. The **Cost Centers summary page** will appear.
2. Click **New Cost Center**. The **Create a Cost Center** page will appear.

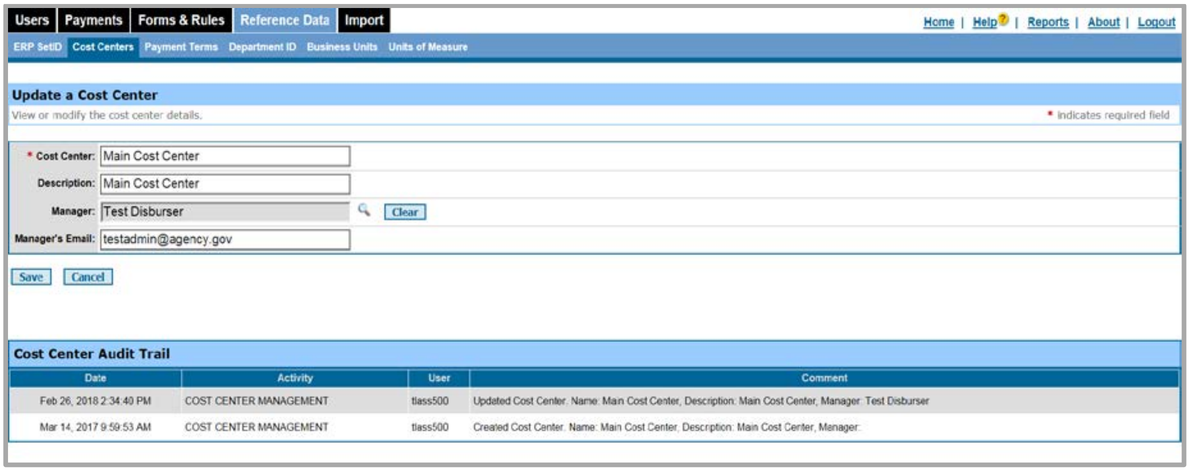


3. Enter the cost center name in the **Cost Center** field (Required). G-Invoicing accepts a maximum of 20 alphanumeric characters. Only standard ASCII characters permitted, with the exception of ' " < > &.
4. Enter a description for the cost center in the **Description** field. G-Invoicing accepts a maximum of 100 alphanumeric/ASCII characters.
5. In the **Manager** Field, enter the manager's name associated with the Cost Center. To search for a name, click in the **Manager** Field to access a Search dialog.
6. Enter search criteria in the **First** and/or **Last** fields and click **Search**. Use the wildcard symbol (%) to broaden the search results.
7. Enter the email address for the manager of the cost center in the **Manager's Email** field.
8. Click **Create**; the Cost Centers summary page will then appear. Otherwise, click **Cancel** to clear the fields.

How to Update a Cost Center

CRITICAL NOTE: If a Cost Center that is used in a Secondary Data Access Group (SDAG) is ever updated or deleted, the SDAG itself must also be modified to reflect the changes.

1. From the Reference Data tab, click the **Cost Centers** sub-tab. The **Cost Centers summary page** will appear.
2. From the Cost Centers summary page, click **Update** under the Actions column, in the row of the Cost Center you want to update. The **Update a Cost Center Page** will appear.

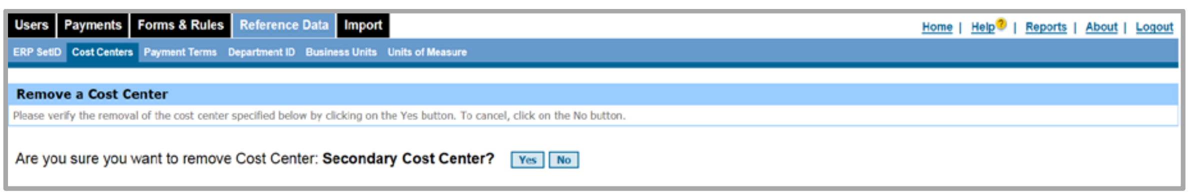


3. Make the desired changes to the Cost Center name, Description, Manager or Manager’s Email fields.
4. Click **Save**. The Cost Centers summary page will then appear.

How to Delete a Cost Center

CRITICAL NOTE: If a Cost Center that is used in a Secondary Data Access Group (SDAG) is ever updated or deleted, the SDAG itself must also be modified to reflect the changes.

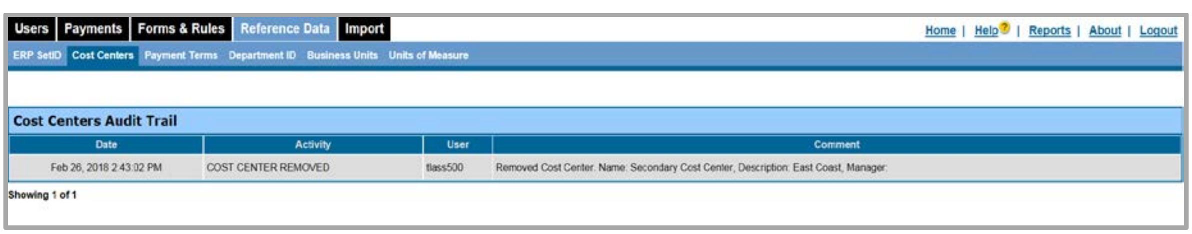
1. From the Reference Data tab, click the **Cost Centers** sub-tab. The **Cost Centers summary page** will appear.
2. On the Cost Centers summary page, click **Remove** in the Action column in the row of the Cost Center to delete. The **Remove a Cost Center** page will then appear.



3. To remove the Cost Center, click **Yes**; otherwise, click **No**. The Cost Centers page will then appear.

How to View the Cost Center Audit Trail

1. From the Reference Date tab, click the **Cost Centers** sub-tab. The **Cost Centers summary page** will appear.
2. To view a record of deleted cost centers, click the **History** button on the far right side of the Cost Centers summary page. The **Cost Centers Audit Trail** page will then appear.



Configuring Department IDs

From the Department IDs page, an Organization Administrator may view, create, and manage the Department IDs for your agency. Organization Administrators can enter Department IDs manually, or they may upload them from the Import tab.

When creating a GT&C, agencies can select from a list of Department IDs. (See the topic *Creating Rules Sets for GT&Cs* in Chapter 4 for instructions on how to make Department IDs a required field on a GT&C.) Agencies must create Department IDs before they are available to add to any given GT&C.

By creating a Department ID and adding it to a Secondary Data Access Group (SDAG), only Intragov Disburser users who are members of that particular SDAG will be able to view GT&Cs associated with that Department ID.

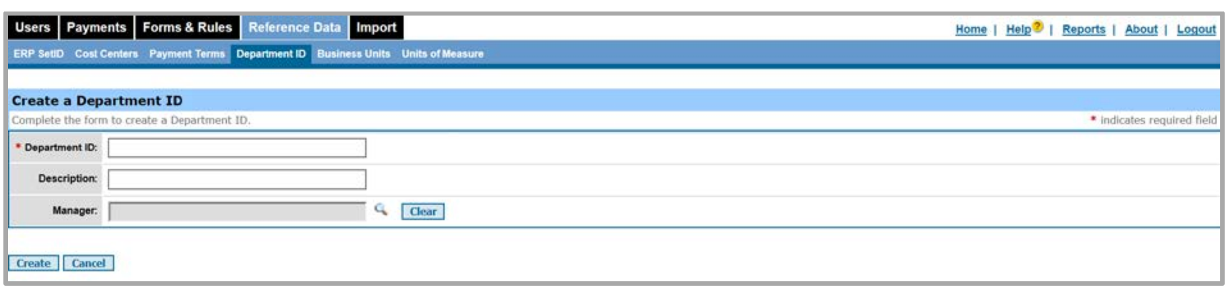
There is no synchronization of Department IDs between G-Invoicing and an agency's ERP. Changes are not refreshed in either system, so all changes must be made manually to both systems.

CRITICAL NOTE: For agencies that are configured to push/pull documents between their own ERP systems and G-Invoicing, Organization Administrators need to ensure that the Reference Data formatting entered in to G-Invoicing matches **exactly** to the Reference Data formatting in their agencies' ERP systems. For example, the Reference Data fields are case sensitive: if an agency ERP system contains a Department ID named HEADQUARTERS using all capital letters, the Department ID needs to be created in G-Invoicing as HEADQUARTERS using all capital letters.

Manage Department IDs Page

How to Create a Department ID Manually

1. From the Reference Data tab, click the **Department ID** sub-tab. The **Manage Department IDs** page will appear.
2. Click **New Department ID**. The **Create a Department ID** page will appear.



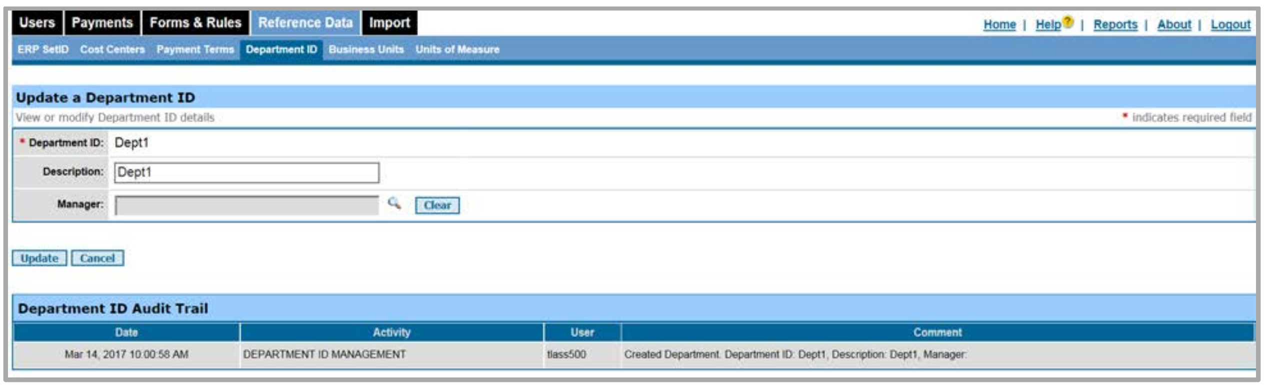
3. Enter an identifier for the new department in the **Department ID** (Required) field. G-Invoicing accepts a maximum of 20 characters. Only standard ASCII characters are permitted, with the exception of
   ' " < > &.

4. Enter a description of the new department in the **Description** field. G-Invoicing accepts a maximum of 100 alphanumeric/ASCII characters.
5. Click in the **Manager** Field to access a Search dialog.
6. Enter search criteria in the First and/or Last fields and click **Search**. Use the wildcard symbol (%) to broaden the search results.
7. Click **Create** to add a new Department ID; the Manage Department IDs summary page will appear. Otherwise, click **Cancel** to clear the fields.

How to Update a Department ID

CRITICAL NOTE: If a Department ID that is used in a Secondary Data Access Group (SDAG) is ever updated or deleted, the SDAG itself must also be modified to reflect the changes.

1. From the Reference Data tab, click the **Department ID** sub-tab. The **Manage Department IDs** page will appear.
2. From the Manage Department IDs page, click **Update** under the **Actions** column in the row of the Department ID you want to update. The **Update a Department ID** page will appear.

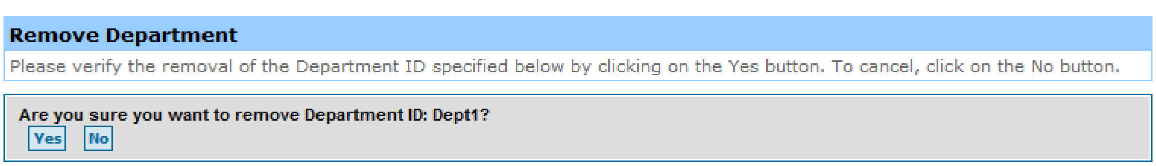


3. Make the desired changes to the **Description** or **Manager** fields.
4. Click **Update** to save your changes**;** the Manage Department IDs page will then appear. Otherwise**,** click **Cancel**.

How to Delete a Department ID

CRITICAL NOTE: If a Department ID that is used in a Secondary Data Access Group (SDAG) is ever updated or deleted, the SDAG itself must also be modified to reflect the changes.

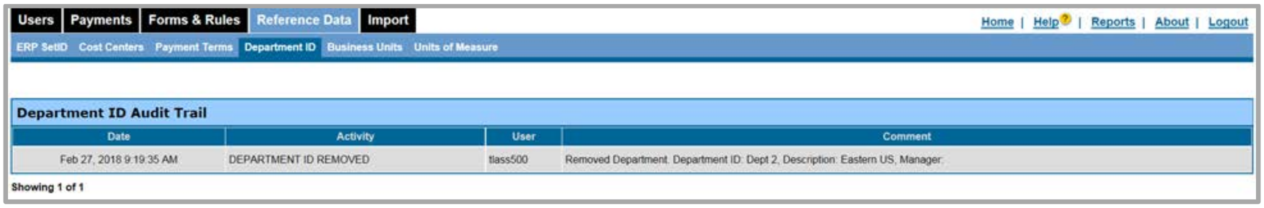
4. From the Reference Data tab, click the **Department ID** sub-tab. The **Manage Department IDs** page will appear.
5. From the Manage Department IDs page, click **Remove** under the **Actions** column in the row of the Department ID that you want to delete. The **Remove Department** confirmation page will then appear.



6. To remove the Department ID, click **Yes**; otherwise, click **No**. The Manage Department IDs page will appear after either choice is selected.

How to View the Department ID Audit Trail

1. From the Reference Data tab, click the **Department ID** sub-tab. The **Manage Department IDs** page will appear.
2. To view a record of Department IDs, click the **History** button on the far right side of the page. The **Department ID Audit Trail** page will then appear.



Configuring Business Units

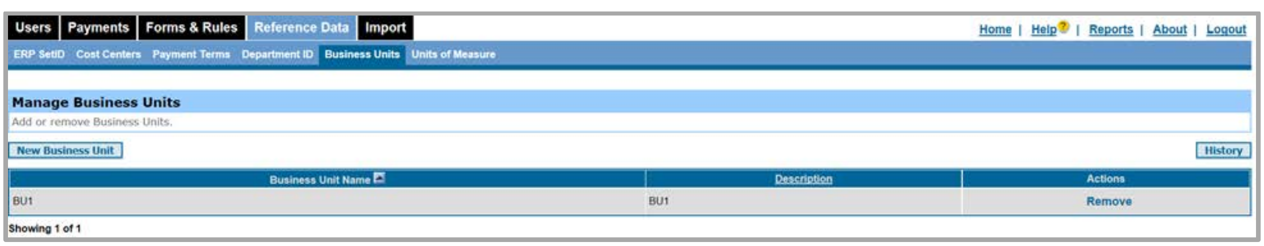
From the Business Units page, an Organization Administrator may view, create, and manage the Business Units for an agency. Organization Administrators can enter Business Units manually, or they may upload them from the Import tab.

When creating a GT&C, agencies can select one or more Business Units from a list of available options. (See the topic *Creating Rules Sets for GT&Cs* in Chapter 4 for instructions on how to make Business Units a required field on a GT&C.) Agencies must create Business Units before they are available to add to any given GT&C.

By creating a Business Unit and adding it to a Secondary Data Access Group (SDAG), only Intragov Disburser users that are members of that SDAG will be able to view GT&Cs associated with that Business Unit.

There is no synchronization of business units between G-Invoicing and an agency's ERP. Changes are not refreshed in either system, so all changes must be made manually to both systems.

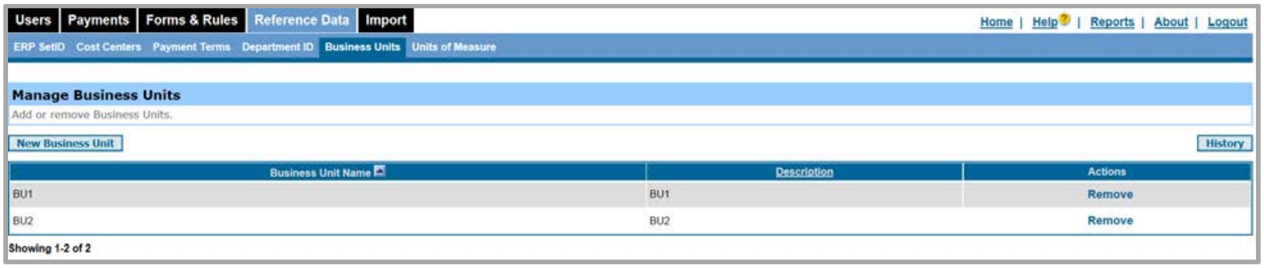
CRITICAL NOTE: For agencies that are configured to push/pull documents between their own ERP systems and G-Invoicing, Organization Administrators need to ensure that the Reference Data formatting entered in to G-Invoicing matches **exactly** to the Reference Data formatting in their agencies' ERP systems. For example, the Reference Data fields are case sensitive: if an agency ERP system contains a Business Unit named HEADQUARTERS using all capital letters, the Business Unit needs to be created in G-Invoicing as HEADQUARTERS using all capital letters.



Business Units Page

How to Create a Business Unit Manually

1. From the **Reference Data** tab, click the **Business Units** sub-tab. The **Manage Business Units** page will appear.
2. Click **New Business Unit**. The **Create a Business Unit** page will appear.



3. Enter an identifier for the new business unit in the **Business Unit** (Required) field. G-Invoicing allows a maximum of 100 characters. Only standard ASCII characters allowed, with the exception of ' " < > &.
4. Enter a description of the new business unit in the **Description** field. G-Invoicing accepts a maximum of 100 alphanumeric/ASCII characters.

   Note: Although the Description is not a required field, if a description is not entered for any given Business Unit (BU), the BU will not appear in the Reference Data Report. It is therefore advised to enter a description for all BUs.
5. Click **Create** to add the new business unit to the Manage Business Units page; the Manage Business Units page will appear. Otherwise, click **Cancel**.

How to Update a Business Unit

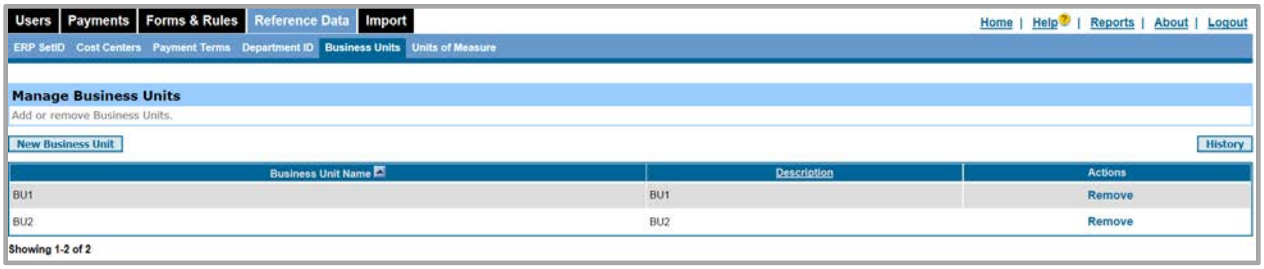
CRITICAL NOTE: If a Business Unit that is used in a Secondary Data Access Group (SDAG) is ever updated or deleted, the SDAG itself must also be modified to reflect the changes.

1. From the **Reference Data** tab, click the **Business Unit** sub-tab. The **Manage Business Units** page will appear.
2. From the Manage Business Units page, click **Update** under the **Actions** column in the row of the Business Unit you want to update. The **Update a Business Unit** page will appear.
3. Make the desired changes to the **Description** field.
4. Click **Update** to save your changes**;** the Manage Business Units page will appear. Otherwise**,** click **Cancel**.

How to Delete a Business Unit

CRITICAL NOTE: If a Business Unit that is used in a Secondary Data Access Group (SDAG) is ever deleted, the SDAG itself must also be modified to reflect the changes.

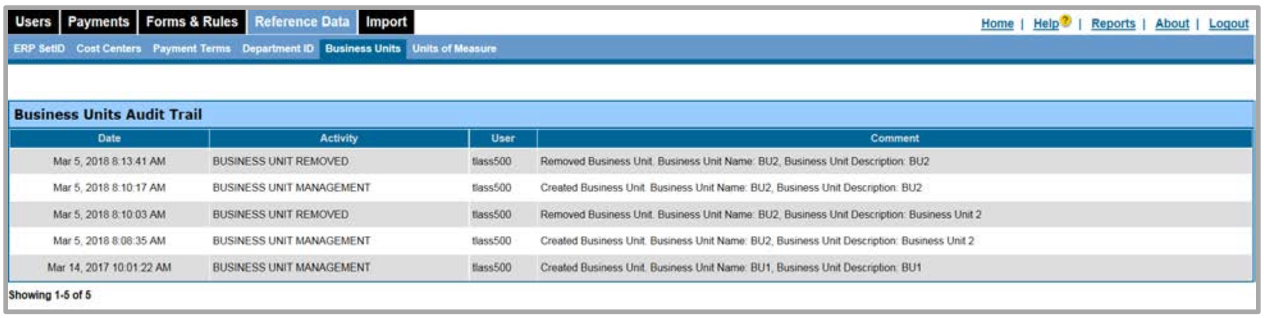
1. From the **Reference Data** tab, click the **Business Units** sub-tab. The **Manage Business Unit** page will appear.
2. Click the **Remove** link under the actions column to remove. The **Remove a Business Unit** confirmation page will appear.



3. Click **Yes** to remove the Business Unit; the Manage Business Units page will appear. Otherwise, click **No**.

How to View the Business Units Audit Trail

1. From the **Reference Data** tab, click the **Business Units** sub-tab. The **Manage Business Units** page will appear.
2. To view a record of all Business Units, click the **History** button on the far right side of the page. The **Business Units Audit Trail** page will appear.



Uploading Reference Data

Reference Data for any given agency may be uploaded to G-Invoicing using a CSV file instead of having to enter the information manually.

How to Upload Reference Data Using CSV Files

(Only users with the Organization Administrator role can perform this work.)

File upload rules:

- *File format must be .csv*
- *User must have access, through an assigned role, to at least one PDAG within the appropriate disburser account.*
- *Only two columns should be used in the .csv file, and should be organized according to the example provided below. Do not attempt to add any additional columns to the .csv file.*

1. Click on the **Import** tab. The Secondary Data Access Group/Reference Data Import page appears.

2. From the **Import Type** dropdown, select **Reference Data**.
3. Click on **Browse** to locate the file to be uploaded.
4. Click **Import**.
5. Review system confirmation.
6. Click **OK** to confirm import or click **Cancel** to revert changes.

	A	B	C	D	E
1	Cost Center	Cost Center Description			
2	HQ	Headquarters			
3	Business Unit	Business Unit Description			
4	BU1	Detroit			
5	BU2	San Francisco			
6	Department ID	Department ID Description			
7	Dept1	Billing			
8	Dept2	HR			
9	Dept3	Legal			
10					
11					

Sample of how a typical Reference Data upload .csv file might look

Chapter 6 - Secondary Data Access Groups (SDAGs)

Overview

A **Secondary Data Access Group (SDAG)** is an agency-managed data access group to which a subset of Organizational Filters and Account Filters within the Primary Data Access Group (PDAG) are assigned.

SDAGs define the access a user has to specific documents and notifications within G-Invoicing. In addition to ALCs, SDAGs may contain other Organizational Filters such as Reference Data (Cost Centers, Business Units, and Department IDs), and Account Filters (which include one or more TAS elements). All aspects of SDAGs are managed locally by an Agency Administrator.

At least one SDAG must be assigned to each role a user holds within their G-Invoicing user account, where appropriate (i.e., the *Trading Partner Manager* role does not require an SDAG be assigned to it). Please see the *How to Assign SDAGs to User Roles* section below for instructions on how to add SDAGs to users' accounts.

How to Create a New SDAG (.csv file upload process)

(Only users with the *Organization Administrator* role can perform this work.)

File upload rules:

- File format must be .csv
- Please be advised that asterisks act as wild card values (i.e., if you would like to grant users of a certain SDAG access to all available Cost Centers for an agency, you would place an * in its Cost Center cell). However, this is not recommended as it may grant way more user access to documents than intended.
- A vertical bar character (**|**) must be used to separate multiple ALCs or Account Filters within a single cell
- Please place an apostrophe (‘) before the very first leading zero of an ALC if it is the only ALC you are placing in a single cell. This will preserve all of the leading zeros of the ALC number when you upload the file. (**Note**: Once you move out of the cell, the apostrophe will change to a small arrow in the upper left corner of the cell.)
- Do not use commas in any of the cells
- Ensure that there are no extra spaces at the end of SDAG names, ALCs, Account Filters, or Reference Data (Cost Centers/Department IDs/Business Unit) names
- User must have access, through an assigned role, to at least one PDAG within the appropriate disburser account
- All SDAGs must contain a name and a description in the .csv file
- Each SDAG name must be unique in the .csv file
- SDAG ALC values must already exist within PDAG
- SDAG Account Filter values cannot be less restrictive than PDAG values
- Cost Center, Business Unit and Dept. ID values must already exist in a disburser account
- Once SDAGs are uploaded, they can be assigned to the roles each user is granted. If SDAGs are not assigned to the roles each user is granted, the users will not be able to view documents associated with those SDAGs within the system.

1. Click on the **Import** tab. The Secondary Data Access Group/Reference Data Import page appears.
2. From the **Import Type** dropdown, select **Secondary Data Access Group**.
3. From the **Primary Data Access Group** dropdown, select the PDAG.
4. Click **Browse** to find and select the file to upload.
5. Click **Import**.
6. Review system confirmation.
7. Click **OK** to confirm import or click **Cancel** to revert changes.

	A	B	C	D	E	F	G
1	SDAG	SDAG Description	ALC	Account Filters	Cost Center	Business Unit	Department ID
2	SDAG1	ALC 000 BU1 Dept1	00000000	*000**	Main Cost Center	BU1	Dept1
3	SDAG2	ALC 000 BU2 Dept 2	00000000	*000**	Main Cost Center	BU2	Dept2
4	SDAG3	Both ALCs No BU or Dept	00000000|00000000	*0974930005|*0974930005	Main Cost Center		
5							
6							
7							

Sample of a Typical SDAG Upload .csv File

How to Modify an Existing SDAG (.csv file upload process)

(Only users with the *Organization Administrator* role can perform this work.)

<u>CRITICAL NOTE</u>: To make changes to an existing SDAG, it is strongly encouraged that users download and modify the last successful import to avoid inadvertent deletion of established SDAG structures. For instance, if your PDAG has 20 SDAGs currently loaded in the system, and you want to add one more SDAG to it, you would add the new SDAG to the last successfully imported spreadsheet that contains your 20 current SDAGs. If you attempt to load a new spreadsheet with ***just*** the one new SDAG, it will only load the new SDAG, and will remove the 20 SDAGs currently loaded to your PDAG.

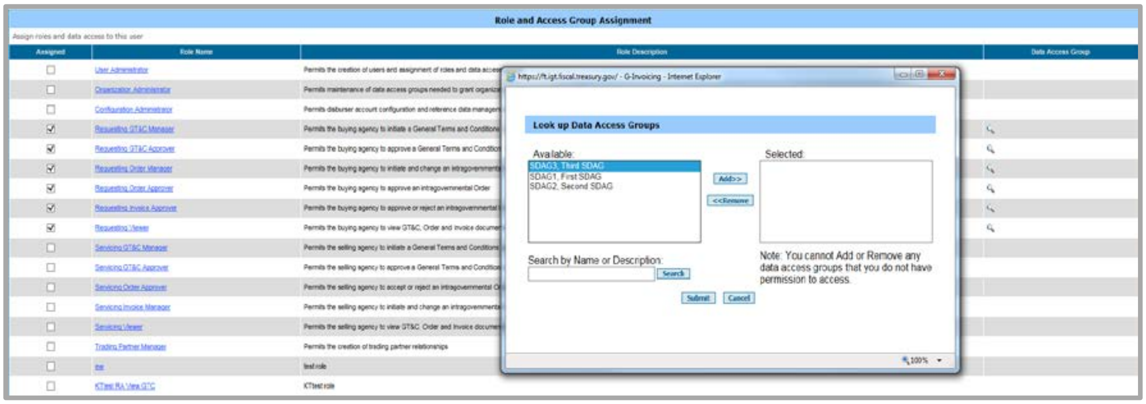
1. Click on the **Import** tab. The Secondary Data Access Group Import Status page appears.
2. Click on the **Import Status** subtab.
3. From **Primary Data Access Group** dropdown, select the appropriate **PDAG**.
4. Enter Date Range of last successful import.
5. Click **Submit** to display the results.
6. Open and modify file with new values (according to File Upload Rules provided in the "How to Create a New SDAG" section above).
7. Save file to your desktop. You may want to change the name of the file to reflect the current date.
8. From the **Reference Data** tab, click **Import** sub-tab. The Secondary Data Access Group/Reference Data Import page appears.
9. From the **Import Type** dropdown, select **Secondary Data Access Group**.
10. From the **Primary Data Access Group** dropdown, select the appropriate **PDAG**.
11. Click **Browse** to locate the updated file you would like to upload.
12. Click **Import**.
13. Review system confirmation message. It will display how many SDAGs are to be removed or loaded to your PDAG.
14. Click **OK** to confirm import or click **Cancel** to revert changes.

How to Assign SDAGs to User Roles

(Only users with the *User Administrator* role can perform this work.)

1. From the **User** tab, click on the **Users** sub-tab.
2. Click on an existing **User ID**.
3. Under the Role and Access Group Assignment section, click on the magnifying glass icon in the **Data Access Group** column of the Role Name you would like to grant the user SDAG access to.

4. Highlight one of the available SDAGs in the **Available** box, and click on the **Add** button to the right of the box. The SDAG should now appear in the Selected box.
5. Click **Submit**. After the system finishes loading, the SDAG(s) should now appear in the Data Access Group column
6. Repeat for each role you would like to add a SDAG to.
7. When you are finished adding SDAGs to the user's roles, scroll down and click **Ok** in the "SetID selections associated to user view permission" section.



Assign SDAG to User Role Page

Account Filters

A Treasury Account Symbol (TAS) is an identification code assigned by Treasury to a fund account. **Account Filters** consist of a combination of the following TAS components:

- **Allocation Transfer Agency (ATA) -** The Agency Identifier of the agency receiving funds through an allocation transfer. (Size: 3 characters)

- **Agency Identifier (AID)** – Agency Identifier of account owner. Used in conjunction with the main account code, the Agency Identifier represents the department, agency or establishment of the U.S. Government that is responsible for the TAS. (Size: 3 Characters)

- **Main Account (MAIN) -** Identifies the type and purpose of the fund. (Size: 4 Characters)

- **Sub-Account (SUB) -** Identifies an available receipt or other Treasury-defined subdivision of the main account. (Size: 3 Characters)

Each PDAG is assigned all the account filters associated to that agency. This defines their data domain. Those account filters can then be assigned to a SDAG to allow data access at a more granular level. Applying account filters to govern data access also allows for the correct TAS information to appear on the Order Schedule form.

Account filters were implemented, in part, to prevent the use of another agency's TAS without their permission (for payment of an invoice, for example). However, under certain circumstances, an agency might deem it necessary to grant access to one or more of their TAS numbers to another agency. If you believe than an external agency should be granted access to one or more of your TAS numbers, please contact the Treasury Service Center at (877) 440-9476 to begin the approval process.

Chapter 7 – Order Configuration for ERPs

Overview

The **Requesting Agency** of a fully approved GT&C that is in an **Open for Orders** status may create multiple Orders in its own Enterprise Resource Planning (ERP) system, and then push them to G-Invoicing via web services instead of entering them manually through the G-INV Intragov Disburser module user interface (UI). Once an Order is generated in a Requesting Agency's ERP, an Order should automatically be created shortly afterwards in G-Invoicing. Once an Order is created by a Requesting Agency and pushed from their ERP to G-Invoicing, a **Servicing Agency** may add their own information to the Order from their own ERP, and then push that information to G-Invoicing via web services. Both the Requesting and Servicing Agencies may also retrieve/pull Orders from G-INV in to their own ERPs via web services.

If an agency did not have the ability to push/pull Orders between their ERP and G-INV configured during their G-Invoicing onboarding process, they may submit a request to have it configured by contacting the Treasury Support Center.

Please note that agencies may need to perform some configuration work on their end before their ERPs are able to push or pull Orders to and from G-Invoicing. For additional information regarding G-Invoicing and ERP integration requirements, please contact your agency's ERP team, or visit the Bureau of the Fiscal Service website and view the *G-Invoicing System Integration Guide*, which may be found here: G-Invoicing Resources Page.

Only Orders may be pushed/pulled though an agency's ERP. GT&Cs are required to be created manually through the G-Invoicing Intragov Disburser module UI.

Chapter 8 – Reports

Overview

A limited number of reports are available in the G-Invoicing Disburser Administrator module.

The report(s) that are currently available to agencies in G-Invoicing are:

- **User Profile Report** – Displays the Data Access Groups (DAGs) and Roles that are assigned to each agency user, along with other user profile information

How to Run a User Profile Report

1. Log in to the G-Invoicing Disburser Administrator module. As a default, the page will open in the **Users** tab.
2. Click on the **Users** sub-tab.
3. Click on the **Export Users** button.
4. The “Do you want to open or save **ExportData.csv** from **localhost**?” message box will appear at the bottom of the page. Click on either **Open** or **Save**.
   - If you click **Open**, the report will appear in an Excel spread sheet in.csv format.
   - If you click **Save**, the report can be opened after you save the file to a location on your machine or network.