



## Government Invoicing (G-Invoicing): Rules of Engagement

### Background

The Bureau of Fiscal Service has decided to pursue a comprehensive Government-wide solution, known as G-Invoicing, that will enhance government-wide financial management and improve the quality of Intra-governmental Buy/Sell transactions (IGT) reporting by:

- ❖ Providing a common platform for brokering all IGT Buy/Sell activity
- ❖ Implementing a Federal IGT Buy/Sell Data Standard – Federal Intra-governmental Data Standards (FIDS)
- ❖ Providing transparent access to a common data repository of brokered transactions
- ❖ Reducing the number of adjustments processed through Intra-governmental Payment and Collection (IPAC) and Central Accounting and Reporting System (CARS)
- ❖ Facilitating the reconciliation and elimination of Intra-governmental Buy/Sell activity from the Financial Report of the U.S. Government (FR)

G-Invoicing's use by Federal entities for all Intra-governmental Buy/Sell activity has been mandated by the Bureau of Fiscal Service under the authority of 31 U.S.C. 3512(b) and 3513. The G-Invoicing transaction lifecycle is dependent upon your trading partner agreeing at key steps of the process (General Terms & Conditions (GT&C) and Order). Federal Program Agencies (FPAs) are encouraged to begin leveraging G-Invoicing functionality as trading partners become engaged to ensure compliance with the mandate. It is recognized that FPAs may benefit by first focusing on implementation of brokering of transactions that are intra-agency (i.e. transactions in which agency is both the Requesting and Servicing agency) to expedite the use of G-Invoicing and aid in change management. FPA's will also need to consider Enterprise Resource Planning (ERP) vendor readiness when engaging with trading partners beyond GT&Cs.

### Scope

Buy/Sell data is defined through the Treasury Financial Manual (TFM) Volume I, Part II, Chapter 4700, Appendices 3 and 8, as reimbursable activity in which goods or services are transferred between two FPAs. The TFM also utilizes Reciprocal Categories (RC), which are financial statement lines that offset each other to assist in the elimination of federal activity at the government-wide level in preparation of the FR. Buy/Sell activity is included in RC's 22 – Accounts Payable/Receivable, 23 – Advances/Prepayments, and 24 – Buy/Sell Costs and Revenues, see TFM Volume I, Part II, Chapter 4700, Appendix 3.

To facilitate Intra-governmental Buy/Sell activity, G-Invoicing has developed four stages; 1) General Terms & Conditions (GT&C), 2) Orders, 3) Performance, and 4) Settlement. Each of these stages maintain and facilitate the communication of data that will play a key role in the reduction of IGT Buy/Sell differences.



## The G-Invoicing Trading Partner Directory

Fiscal Service has established a G-Invoicing Trading Partner Directory to reflect the status of Agency Location Codes (ALC) targeted to be used in G-Invoicing. Each entity should review this G-Invoicing Trading Partner Directory to ensure their ALC's maintain and reflect the appropriate status. Requests to update the status of specific ALC's should be submitted to the [IGT@fiscal.treasury.gov](mailto:IGT@fiscal.treasury.gov) mailbox and Fiscal Service will update the directory accordingly. The G-Invoicing Trading Partner Directory will reflect the following status for both Intra-departmental Readiness and Intra-governmental Readiness. The Attachment A and Trading Partner Directory will be updated to include this new information no later than Quarter 4 of Fiscal Year 2020.

## New Columns in the G-Invoicing Trading Partner Directory

The **Intra-departmental Readiness** column should reflect the readiness level of an ALC to transact within G-Invoicing with entities within the same department (Example: Department of Treasury to Department of Treasury).

The **Intra-governmental Readiness** column should reflect the readiness level of an ALC to transact within G-Invoicing with entities outside of their department (Example: Department of the Treasury with Department of Defense).

## Definition of Statuses

**Awaiting Onboarding** status will reflect ALCs that have not yet established production accounts within G-Invoicing and are not ready to transact GT&Cs, Orders, or Performance within G-Invoicing.

**Production Account Established** status will reflect ALCs that have been established in G-Invoicing production but are not ready to transact GT&Cs, Orders, or Performance within G-Invoicing.

**Ready for GT&Cs** status will reflect ALCs that are ready to transact at the GT&C level within G-Invoicing, as noted in the Readiness column, but are not yet ready to transact Orders and Performance within G-Invoicing. An agency should only update their status to "Ready for GT&Cs" if they have business that is ready to begin transacting GT&Cs for the specified ALC. There is a likelihood that not all of the specified ALCs IGT Buy/Sell activity is ready to transact through G-Invoicing. Therefore, Fiscal Service encourages agencies to use this status as a baseline measurement of their trading partner's readiness and conduct additional collaboration with their trading partner to confirm.

**Ready for Orders and Performance** status will reflect ALCs that are ready to transact at the Orders and Performance level within G-Invoicing as noted in the Readiness column. This stage indicates that an ALC is ready to execute the full front to end process within G-Invoicing. An agency should only update their status to "Ready for Orders and Performance" if they have business that is ready to begin transacting Orders and Performance for the specified ALC. There is a likelihood that not all of the specified ALCs IGT Buy/Sell activity is ready to transact through G-Invoicing. Therefore, Fiscal Service encourages agencies to use this status as a baseline measurement of their trading partner's readiness and conduct additional collaboration with their trading partner to confirm.



## **Purpose**

This Rules of Engagement document should be used by those agencies with Buy/Sell activity as they transition this business to G-Invoicing to assist in being compliant with the Bureau of Fiscal Service's implementation mandate. Through this document, appropriate protocol for interaction within the application is established through the documentation and/or communication of:

- A) The Scope and Type of Activity to be Facilitated Through G-Invoicing
- B) Rules for Early Implementation of G-Invoicing
- C) The Implementation of New Orders
- D) The Implementation of "In-Flight" Orders
- E) What Do I Do If My Trading Partner is Not in G-Invoicing?
- F) Additional System and Business Rules
- G) Appendices
  - 1. References to official guidance pertinent to the use and implementation of G-Invoicing
  - 2. Example of Order Period of Performances Required to be Implemented to G-Invoicing
  - 3. Flowchart for Trading Partner Engagement

## Rules of Engagement

### A) The Scope and Type of Activity to be Facilitated Through G-Invoicing

1. All federal intra-governmental transactions associated with the Buy/Sell IGT category as defined by TFM Volume I, Part II, Chapter 4700, Appendix 3. IGT Buy/Sell transactions are identified through Reciprocal Categories 22, 23, and 24.
2. IGT activity that is not considered Buy/Sell should be excluded from G-Invoicing and entities should continue to facilitate these transactions through current policy and procedures. These types of transactions should continue to be settled through the Intra-governmental Payments and Collections (IPAC) application. Example transactions that will continue to be facilitated directly through the IPAC application include, but are not limited to: Non-exchange expenditure transfers, benefits transactions with the Department of Labor and Office of Personnel Management, and custodial transfers between two Federal entities other than the General Fund of the U.S. Government.
3. Intra-Treasury Account Symbol (TAS) transactions are not required to be included in G-Invoicing and entities can continue to facilitate these transactions through current policy and procedures.
4. The mandated implementation for New Orders includes Orders with a Period of Performance beginning October 1, 2022 or later.
5. The mandated implementation for “In-Flight” Orders includes the conversion of Orders with a Period of Performance extending beyond September 30, 2023. In-Flight Orders are defined as Orders that originated or began outside of the G-Invoicing application and may require conversion to the G-Invoicing application.

### B) Rules for Early Implementation of G-Invoicing

1. G-Invoicing is designed to facilitate IGT Buy/Sell activity between two federal entities that have established their readiness to transact in G-Invoicing. Early implementation and use of G-Invoicing is permitted.
2. Both Servicing and Requesting entities involved in the GT&C and Order must concur on the early implementation and use of G-Invoicing to facilitate the specific activity prior to initiating transactions within the G-Invoicing application. Entities can leverage the G-Invoicing Trading Partner Directory to assist in determining their Trading Partner’s readiness to transact in G-Invoicing. In addition to leveraging the G-Invoicing Trading Partner Directory, agencies are encouraged to reach out to their trading partner prior to establishing documents (GT&Cs and Orders) to ensure their readiness to implement early.

3. In the instance that either entity is not ready to implement the early use of G-Invoicing, entities should maintain current processes and procedures to facilitate, maintain, and settle Interagency Agreements (e.g. 7600A/B forms, IPAC, etc.)

**C) The Implementation and Maintenance of New Orders: Implementation Deadline of October 2022**

1. The mandated implementation deadline of October 1, 2022 for New Orders includes Orders with a Period of Performance beginning October 1, 2022 or later. Orders that are included in scope of the G-Invoicing mandate must implement the entire transaction lifecycle which includes GT&Cs, Orders, and Performance transactions which initiate fund settlement.
2. Compliance with the TFM mandate for New Orders will be measured by the agency's readiness identified on the G-Invoicing Trading Partner Directory as well as the successful implementation of all possible IGT Buy/Sell activity (GT&C, Orders, Performance, and Settlement) to G-Invoicing.
3. Agencies determined to not be compliant with the G-Invoicing mandate will be notated as such on the IGT Scorecard on a quarterly basis.
4. G-Invoicing GT&Cs will have an Originating Partner Indicator that will dictate the party responsible for facilitating the Orders within that GT&C to G-Invoicing. Originating Partner Indicator of "S" will indicate that the Servicing Agency is responsible for facilitating the Order and "R" will indicate that the Requesting Agency is responsible for facilitating.

**D) The Implementation and Maintenance of "In-Flight" Orders: Implementation Deadline of October 1, 2023**

1. The mandated implementation deadline of October 1, 2023 for "In-Flight" Orders includes the conversion of Orders with a Period of Performance extending beyond September 30, 2023. Orders that are included in scope of the G-Invoicing mandate must implement the entire transaction lifecycle which includes GT&Cs, Orders, and Performance transactions which initiate fund settlement.
2. While the mandate will only cover existing obligations with a Period of Performance extending beyond September 30, 2023, Fiscal Service encourages entities to work with their Trading Partners to convert all Orders that still require settlement via IPAC to the G-Invoicing application.
3. G-Invoicing GT&Cs will have an Originating Partner Indicator that will dictate the party responsible for facilitating the initial conversion of the "In-Flight" Orders within that GT&C to G-Invoicing. Originating Partner Indicator of "S" will indicate that the Servicing Agency is responsible for facilitating the Order and "R" will indicate that the Requesting Agency is



responsible for facilitating. For the conversion of “In-Flight” Orders, Fiscal Services encourages agencies to come to an agreement on the Originating Partner Indicator. In the instance that an agreement on this indicator cannot be achieved, the value of “R” should be used. Note: The Originating Partner Indicator only determines the agency responsible for the initial data entry of the Order and any subsequent modifications.

4. “In-Flight” Orders should only be converted to G-Invoicing as both the Servicing and Requesting agencies have established readiness to do so.
5. Prior to the establishment of an “In-Flight” Order, both the Servicing and Requesting entity should agree on the details regarding the Order. This includes the original amount of the Order as well as any amounts that have been previously settled via IPAC. Until the Order is officially converted to the G-Invoicing application, the settlement process should continue to be facilitated through the IPAC application. Additional information on the establishment of “In-Flight” Orders will be provided by the end of Calendar Year 2020.

#### **E) What Do I Do If My Trading Partner is Not in G-Invoicing?**

1. In the instance that one or both entities have not yet established readiness to transact in G-Invoicing at any level (GT&C, Order, and Performance), the Interagency Agreement should be facilitated through use of the 7600A and B paper forms as noted in Section G.3 below. Doing so will ensure the appropriate Federal Intra-governmental Data Standards will be captured and ease the process of converting the Order to G-Invoicing when possible.
2. If your agency has established readiness to transact the full IGT Buy/Sell lifecycle in G-Invoicing, however your Trading Partner has not, Fiscal Service will still consider your agency compliant with the G-Invoicing mandate.
3. Fiscal Service will continue to maintain the G-Invoicing Trading Partner Directory and work with agencies that have not established G-Invoicing readiness.

#### **F) Additional System and Business Rules**

1. A Disburser Account must be created and users (system and/or human users) must have roles/permissions assigned.
2. A Partner ID must be established by each agency client and each Partner ID must be assigned a digital certificate to access G-Invoicing through an API Gateway. For additional information regarding integration, please reference the G-Invoicing System Integration Guide located on the Bureau of Fiscal Service G-Invoicing Program website.

3. An Order cannot be initiated in G-Invoicing until an agreed upon GT&C has been approved by both the Buyer and Seller and is in “Open for Orders” status.
4. Performance transactions cannot be initiated in G-Invoicing until an agreed upon Order has been approved by both the Buyer and Seller and is in an “Open” status.
5. An Order within G-Invoicing cannot be closed until both the Buyer and Seller establish concurrence on balances within each Performance type (e.g. Seller’s Delivered/Performed vs Buyer’s Received/Accepted) and the outstanding Order has been reduced to a quantity of zero.

## G) Appendices

### 1. References to Official Guidance Pertinent to the Use and Implementation of G-Invoicing

- i. [Treasury Financial Manual, Volume I, Part II, Chapter 4700](#)
- ii. [G-Invoicing OMB MAX Page](#)
  1. G-Invoicing Trading Partner Directory
  2. Agency Implementation Plans
  3. Agency Implementation Plans Dashboard Tool
  4. Dashboard Tool User Guide
- iii. [Bureau of Fiscal Service’s G-Invoicing Program Website](#)
  1. Frequently Asked Questions
  2. Federal Intra-governmental Data Standards (FIDS)
  3. System Mapping and Validation Rules (SM&VR)
  4. System Integration Guide
  5. System Interface Specifications
  6. G-Invoicing Program Guide

### 2. Examples of Order Period of Performance Required to be Implemented to G-Invoicing

- i. Whether or not an Order will need to be initiated or converted to the G-Invoicing application can be determined by using two rules, if the answer is Yes to either, then the Order will need initiated or converted to G-Invoicing:
  1. Implementation Deadline Rule for New Orders: Is the beginning Period of Performance on the Order on or after October 1, 2022?
  2. Implementation Deadline Rule for “In-Flight” Orders: Is the ending Period of Performance extending beyond September 30, 2023?

Order Period of Performance		Rule 1	Rule 2	Needs Implemented?	Implementation Deadline
Beginning POP	Ending POP				
Before 10/01/2022	Before 09/30/2023	No	No	No	N/A
On/After 10/01/2022	Before 09/30/2023	Yes	No	Yes	October 2022
Before 10/01/2022	After 9/30/2023	No	Yes	Yes	October 2023

### 3. Chart for Trading Partner Engagement

Taking into consideration your Agencies readiness, you can determine how to engage with your trading partner based on the chart below<sup>1</sup>:

Ready for GT&Cs		Ready for Orders and Performance		Trading Partner Engagement	
Intra-departmental	Intra-governmental	Intra-departmental	Intra-governmental	Intra-departmental	Intra-governmental
No	No	No	No	Conduct transactions via 7600 A/B	Conduct transactions via 7600 A/B
Yes	No	No	No	Negotiate GT&C in G-Invoicing; Complete 7600 B	Conduct transactions via 7600 A/B
Yes	Yes	No	No	Negotiate GT&C in G-Invoicing; Complete 7600 B	Negotiate GT&C in G-Invoicing; Complete 7600 B
Yes	Yes	Yes	No	Negotiate full lifecycle in G-Invoicing	Negotiate GT&C in G-Invoicing; Complete 7600 B
Yes	Yes	Yes	Yes	Negotiate full lifecycle in G-Invoicing	Negotiate full lifecycle in G-Invoicing

<sup>1</sup> A response of “Yes” indicates that your trading partner is ready to transact that activity within G-Invoicing. A response of “No” indicates that your trading partner is not ready to transact that activity within G-Invoicing.