

Intra-governmental Transactions Working Group (ITWG)

May 10, 2022

Today's Agenda

- Tentative ITWG Schedule
- Program Updates
- Release 4.5
- SSAE 18
- FY21 IGT Buy/Sell Facts
- Post-Mandate Enhancement Timeline
- Reporting Snapshot
- Office Hours
- Reference Materials



Tentative ITWG Schedule

- ✓ March 8 Program Updates, What's Next, BizApp, Feature Management, G-Inv Implementation Timeline, G-Invoicing Production Statistics, Office Hours, March Survey, Reference Materials
- ✓ April 12 Program Updates, What's Next, Reporting Snapshot, Trading Partner Queue (TPQ) Maintenance, Connecting With Your Trading Partners, Office Hours, March Survey Results, Reference Materials
- May 10 Program Updates, Release 4.5, SSAE 18, FY21 IGT Buy/Sell Facts, Post-Mandate Enhancement Timeline, Reporting Snapshot, Office Hours, Reference Materials

Planned Dates: June 14, July 12, Aug 9 Future Topics:

Post-mandate enhancements



2-3:30 pm ET



Program Updates

- Q3 FY22 Implementation Plans are due to Treasury by June 30th
 - These submissions will be reflected on your Q3 Scorecard
 - Reminder: Please ensure that the correct Agency G-Invoicing POCs are captured on your quarterly submissions
- G-Invoicing Program Guide Under review for updates
 - Guide for Basic Accounting and Reporting
 - Brief update provided at Issues Resolution Committee (IRC) Meeting on April 20th on our revisions/updates
 - Treasury partnered with OMB to update the guide to include Budgetary transactions in the scenarios
 - Updated copy of the Program Guide shared with IRC participants
 - Feedback on the Program Guide was due May 6, 2022
 - https://www.fiscal.treasury.gov/ussgl/resources-g-invoicing-program-guide.html



Program Updates Continued

- Trading Partner Directory and POC Listing on OMB Max updated to reflect Q2 FY22 submissions
 - Q2 FY22 Implementation Plans and Attachments A/B are also on OMB Max
 - https://community.max.gov/display/CrossAgencyExternal/Bureau+of+the+Fis cal+Service+G-Invoicing
- Newly Revised Order Upload File Template Available
 - New file published on the G-Invoicing webpage on 4/26/22
 - Added some notes to help agencies avoid errors with their upload process
 - Agencies will need to add a # to the last row of the template to avoid a timeout issue with the application
 - Leading zeros will be stripped from fields in the CSV file when opened resulting in validation errors
 - Recommend that agencies fill out the spreadsheet in an Excel Workbook (.xlsx) format and then convert to CSV format for upload when finished to avoid the leading zeros issue.
 - https://fiscal.treasury.gov/g-invoice/resources.html



Program Updates Continued

- G-Invoicing Agency Options for In-Flight Orders PPT
 - New file published on the G-Invoicing webpage on 5/2/22
 - Advance PPQ will now be supported through the API
 - Minor updates to the steps outlined for Option D (User Interface)
 - https://fiscal.treasury.gov/g-invoice/resources.html



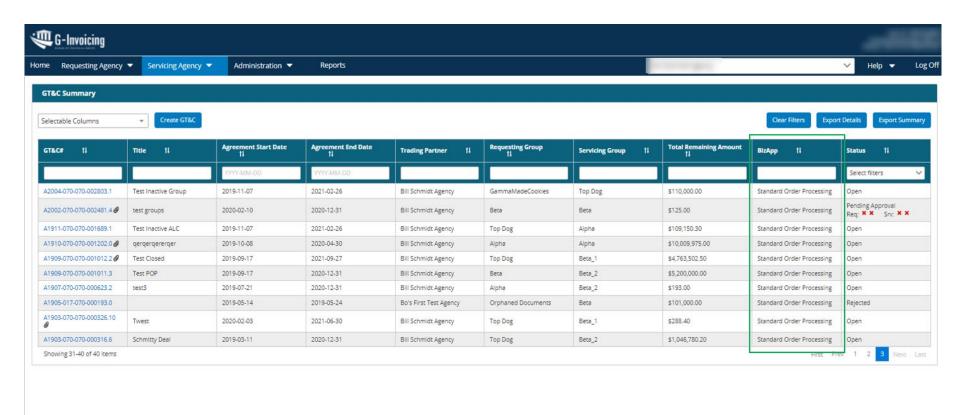
Release 4.5

- In-Flight Order Upload in QA-F
 - Partner 1 Order Validations
- EZ Invoice in QA-F in support of vendor efforts
 - Create & access EZ Invoices through the UI and API
- Business Application (BizApp) to the GT&C Header Detail tab
 - BizApp options will be defined by Treasury
- Name Change for the Open GT&C Status in G-Invoicing
 - Will reflect Open rather than Open for Orders
 - With EZ there will be no Orders (Invoices only)
- Feature Management to control Account access to post-mandate functionality
 - Certain features will be exposed to vendors for testing in QA-F
- Projected Release: June/July 2022
- R4.5 Overview Webinars will be added to the Training Page soon



Release 4.5 Previews

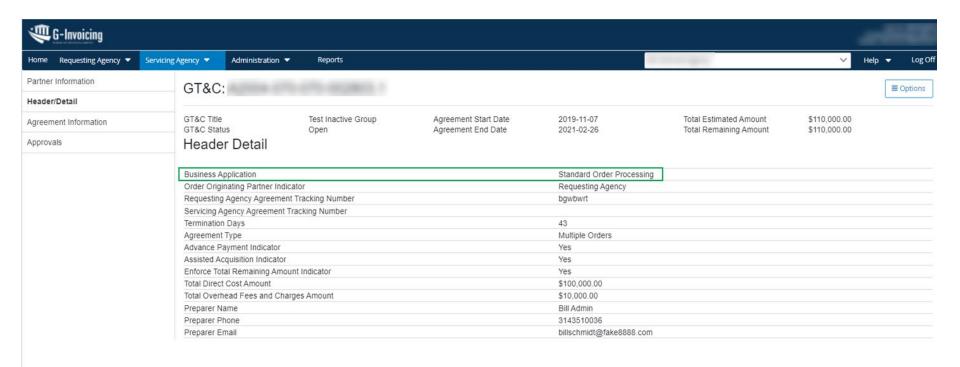
BizApp added to GT&C Summary List Page





Release 4.5 Previews

BizApp added to GT&C Header Detail Page





SSAE 18 Overview

- Separate Statement on Standards for Attestation Engagements (SSAE) 18 reports will be obtained for G-Invoicing and Intra-governmental Payments and Collections (IPAC) for the period of October 2021 through June 2022
 - Reports targeted to be issued on August 12
 - Bridge letters covering July through September targeted for mid-October
- SSAE 18 Reports will be a Service Organization Control (SOC) 1 Type 2
 - SOC 1 Internal controls over financial reporting
 - Type 2 Reports on the operating effectiveness of internal controls over a period of time, in addition to the controls' design



SSAE 18 Scope

- Control Objective 1: Physical Security (FISCAM Access Control)
- Control Objective 2: Resource Management (FISCAM Security Management)
- Control Objective 3: Customer Account Maintenance
- Control Objective 4: Change Management (FISCAM Configuration Management)
- Control Objective 5: Business Continuity and Resiliency
- Control Objective 6: Logical Access (FISCAM Access Control)
- Control Objective 7: System & Application Processing Activities
- Control Objective 8: Customer Account Set-up (G-Invoicing Only)



Complementary User Entity Controls (CUEC)

- What are Complementary User Entity Controls?
 - CUECs are controls that reside at the user entity which are organizations that utilize the services of a service organization
 - When using a service organization, there are certain controls that remain the responsibility of a User entity and will likely be reviewed and/or tested by the auditor of the user entity
 - CUECs must be properly implemented and operating effectively in conjunction with controls at the service organization for control objectives to be met



CUEC: G-Invoicing Account Setup & Administration

Control objectives 6: Logical Access and 8: Customer Account Set-up:

- User entities have approved individuals to be granted Account Administrator Rights.
- Account Administrators have been trained on their required duties based on User entities policies and procedures.
- The Agency maintains procedures to ensure that the User Access Rights within GINV are only granted to authorized individuals by the Account Administrator.
- User Access Rights within GINV is modified or removed in a timely manner by the Account Administrator in the event of employee job changes or separation.
- User Access Rights within GINV is reviewed on a periodic basis to ensure access remains appropriate and is commensurate with job responsibilities.
- Users are not assigned conflicting access rights by the Account Administrator within GINV.
- User entities are responsible for participating in the annual Agency recertification process.
- User entities are responsible for notifying FRB-STL immediately of any unauthorized or suspected fraudulent activity related to GINV user accounts.



CUEC: G-Invoicing Transaction Processing

Control objectives 7: System & Application Processing Activities

General Terms & Conditions (GT&C) Processing

- Changes/Cancellations to Agreements are valid and performed in a complete, accurate, and timely manner (e.g. review of change log) by the User entities.
- User entities monitor and correct unprocessed, erroneous, or otherwise invalid GT&C transactions and resubmit / correct GINV transactions in a timely manner.
- User entities are responsible for ensuring the soundness of any approval workflows implemented to facilitate GT&C approval.
- User entities are responsible for approving GT&C based on sound business criteria.

Order Processing

- User entities select correct Agency Location Codes and Treasury Account Symbols.
- User entities monitor and correct unprocessed, erroneous, or otherwise invalid order and order fulfillment transactions and resubmit / correct GINV transactions in a timely manner.
- User entities are responsible for approving any orders based on sound business criteria.



CEUC: G-Invoicing Transaction Processing

Control objectives 7: System & Application Processing Activities

Performance (Delivery/Receipt/Acceptance)

- User entities ensure delivery agrees to order and requesting agency completes receipt and acceptance (if necessary) in a timely manner and follows up with trading partner to resolve discrepancies.
- User entities ensures valid delivery, receipt and acceptance is transmitted to GINV completely, accurately, and timely.
- User entities ensure delivery, receipt and acceptance transactions are recorded in their respective accounting systems completely, accurately, and timely.
- User entities monitor and correct unprocessed, erroneous, or otherwise invalid delivery, receipt and acceptance transactions and resubmit /correct GINV transactions in a timely manner.



CUEC: G-Invoicing System Processing

Control objectives 7: System & Application Processing Activities

- User entities are responsible for ensuring systems are updated to reflect data transmitted from GINV (e.g. Enterprise Resource Provider Systems, Requisitioning Systems, Acquisition Systems, etc.).
- Transmission failures that cannot be systematically resent successfully to GINV are tracked and monitored through resolution. If issues cannot be resolved, GINV Customer Support is contacted in a timely manner.
- User entities are responsible for ensuring that transactions electronically submitted to GINV are authorized based on source system configurations/permissions granted to system IDs.



CUEC: IPAC Administration

Control objectives 6: Logical Access:

- User entities have approved individuals to be granted Master Administrator Rights.
- Master Administrators have been trained on their required duties based on User entities policies and procedures.
- User entities should define policies and procedures for adding, changing, and deleting user access to the IPAC in an authorized manner. User Access Rights within IPAC is modified or removed in a timely manner by the Master Administrator in the event of employee job changes or separation.
- Users are not assigned conflicting access rights by the Master Administrator within IPAC.
- User entities are responsible for participating in the annual Agency recertification process.



CUEC: IPAC Transaction Processing

Control objectives 7: System & Application Processing Activities

- User entities select correct Agency Location Codes and Treasury Account Symbols.
- User entities are responsible for notifying FRB-STL immediately of any unauthorized or suspected fraudulent activity related to IPAC user accounts.
- User entities are responsible for monitoring IPAC account activity and ensuring that transactions are authorized.



CUEC: IPAC System Processing

Control objectives 7: System & Application Processing Activities

- User entities are responsible for ensuring systems are updated to reflect data transmitted from IPAC.
- Transmission failures that cannot be systematically resent successfully to IPAC are tracked and monitored through resolution. If issues cannot be resolved, IPAC Customer Support is contacted in a timely manner.
- User entities are responsible for ensuring that transactions electronically submitted to IPAC are authorized based on source system configurations.

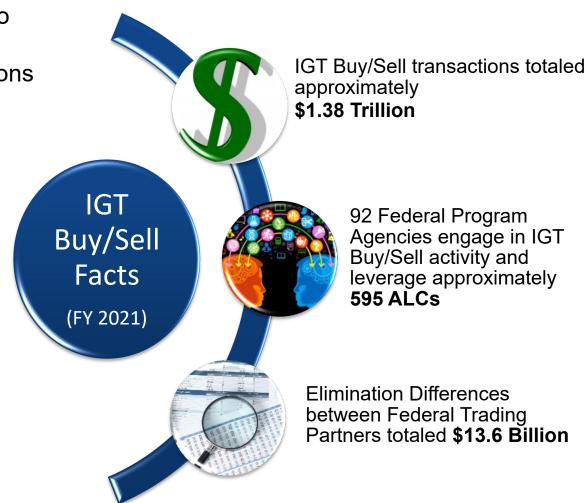


FY21 IGT Buy/Sell Facts

G-Invoicing is the solution to **improve** the **quality** of Intragovernmental Transactions (IGT) - Buy/Sell data

Benefits:

- Improve quality and reliability of Buy/Sell data
- Reduce Adjustments
- Facilitate reconciliation and elimination
- Improve Transparency





Post-Mandate Enhancement Timeline

 The following enhancements are high priority following the mandate based on Agency requests. These enhancements will also require further ERP integration changes:

Enhancement	Specifications Published	G-Invoicing Development Completed	Agency Implementation Date, if Required
7600-EZ (Low Dollar Purchases)	Q2 FY2022	*Q1 FY2023	Q1 FY2024
Constructive Order Acceptance (GSA Rent)	Q2 FY2022	*Q2 FY2023	Q1 FY2025
Enhanced Order Modification Functionality	Q2 FY2022	TBD	N/A
In-Flight Order Upload Tool for the User Interface	Q2 FY2022	*Q1 FY2023	N/A

^{*}Targeted Dates for Development Completion. Deployment to Production is expected to occur the quarter following.

 Note: Fiscal Service will continue to collaborate with ERP Vendors on establishing timelines for ERP Development.





Snapshot of What You are Reporting

G-Invoicing Mandate Readiness Levels by ALC	Percentage		
Target ALCs Establish in Production as of May 1st, 2022	94%		
Agencies Planning to use G-Invoicing APIs	82%		
Ready for GT&Cs Now	19%		
Ready for GT&Cs by Oct 1st, 2022	82%		
Ready for Orders Now	10%		
Ready for Orders by Oct 1 st , 2022	78%		
Ready for Performance Now	7%		
Ready for Performance by Oct 1st, 2022	78%		

Source: May 2022 Trading Partner Directory



Office Hours

- G-Invoicing Program conducts virtual Office Hours sessions twice monthly where we host targeted discussions as well as "open-mic" styled discussions
- Future Topics Include:
 - Managing Performance While an Order is in Modification (April 19th)
 - Open Topic (May 3rd)
 - GPO Trading Partner Spotlight (May 17th)
 - USPS Trading Partner Spotlight (May 31st)
 - NARA Trading Partner Spotlight (June 7th)
 - Trading Partner Spotlight: Providing Agencies a platform to discuss their G-Invoicing implementation approach with trading partners.

Note: If Agencies would like to volunteer for a Trading Partner Spotlight session, please reach out to IGT@fiscal.treasury.gov

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

G-Invoicing General Terms & Conditions Webinar Training REGISTER	03/02/2022 03/16/2022 04/06/2022 04/13/2022 05/04/2022 05/18/2022	Online	Open to all federal agencies	Fiscal Accounting	☑ <u>IGT@fiscal.treasury.gov</u>
G-Invoicing Office Hours REGISTER	03/01/2022 03/15/2022 04/05/2022 04/19/2022	Online	Open to all federal agencies	Fiscal Accounting	☑ <u>IGT@fiscal.treasury.gov</u>



Reference Materials

Policy:

TFM Chapter 4700 – Appendix 8 *Published:*

June 2021 (Updated Annually)

Guidance:

G-Invoicing Program Guide for Basic Accounting and Reporting Published:

February 2019

G-Invoicing System Integration Guide

Revised:

March 2021

G-Invoicing Rules of Engagement Revised:

January 2022

The Mandate

Mandated that all Federal Program Agencies (FPAs) who process IGT Buy/Sell transactions must implement G-Invoicing https://tfm.fiscal.treasury.gov/v1/p2/c470.html

Program Guide

Provides guidance regarding proper accounting treatment for IGT Buy/Sell transactions processed through G-Invoicing
 https://www.fiscal.treasury.gov/ussgl/resources-g-invoicing-program-guide.html

System Integration Guide

 Details how FPAs may utilize automated data exchanges to communicate IGT Buy/Sell activities to/from G-Invoicing

https://fiscal.treasury.gov/files/g-invoice/g-invoicing-system-integration-guidev1.1.pdf

Rules of Engagement

 Outlines protocol for Trading Partner interaction in support of transitioning IGT Buy/Sell business processes to G-Invoicing

https://www.fiscal.treasury.gov/files/g-invoice/g-invoicing-rules-of-engagement.pdf

OMB Max

Access to the Trading Partner Directory and Agency Implementation Plans https://community.max.gov/display/CrossAgencyExternal/Bureau+of+the+Fiscal+Service+G-Invoicing

Federal Intragovernmental Data Standards (FIDS)

 Defines the data attributes and the system mapping & validation rules for the new IGT Buy/Sell data standard which is implemented through G-Invoicing. https://fiscal.treasury.gov/g-invoice/resources.html#standards



Appendix

- Production Activity (Slide 26)
- Post-Mandate Enhancements (Slide 27)
- Thresholds for Compliance (Slide 28)
- FY23 Non-Impacted Business Lines (Slide 29)
- Progress Towards the G-Inv Mandate (Slide 30)
- Trading Partner Queue Maintenance (Slide 31)
- Resource, Knowledge, and Training Offerings (Slides 32-34)
- G-Invoicing Program Contacts (Slide 35)



Production Activity

As of April 30, 2022

Total Open Orders	Total Open Orde	otal Open Order Dollar Amo \$11,932,011,883			TXN Settled in GINV 4,003			Amount Settled in GINV \$415,256,909			
924	\$11,932										
op 5 Buyer Side - Open	Orders		Тор	5 S	eller S	ide - O	pen Or	ders			
Top 5 Order Requesting	Number Of Orders	Total Order A	mount					Numbe	er Of Orders	Total Ord	er Amou
Department of Veterans Affairs	857	\$11,790,37	79,520 Depar	Department of Veterans Affairs					858	\$11,79	0,384,8
lousing and Urban Development (ARC)	27	\$81,16	56,672 Treas	sury Fra	nchise Fun	d (ARC)			32	\$5	4,446,67
Pepartment of Justice (DOJ) (ATF)	4	\$5,75	59,696 Hous	Housing and Urban Development (ARC) Department of Justice (DOJ) (FBI) Bureau of Engraving and Printing					27	\$8	1,166,6
OHS - Office of Inspector General (ARC)	3	\$4,40	00,010 Depa						4	\$	5,759,6
nter-American Foundation (ARC)	3								1		\$200,5
Other Agencies	30	\$46,84		r Agenci	ies				2		\$53,4
Grand Total	924	\$11,932,01		d Total					924	\$11,93	2,011,8
SINV Settlement by Top	5 Buying Agen	cies	GIN	IV Se	ettlem	ent By	/ Fiscal	Year			
	TXN Count	t Amoun	t Total			FY	2021			FY 2022	
Department of Veterans Affairs	3,817	7 \$343,58	31,878							1,613	
lousing and Urban Development (ARC)	81	1 \$64,72	25,239	1500					1,483		
Department of Justice (DOJ) (ATF)	49	\$2,65	56,046 #								
ederal Mediation & Conciliation Service (ARC) 12	\$88	89,048	1000							
OHS - Office of Inspector General (ARC)	11	\$1,43	12,018								
Other Agencies	33	\$ \$1,99	92,680	500							
				200				329			
Grand Total	4,003	\$415,25	56,909				244	323			288
			56,909	0	10	36	244	SES			288
GINV Settlement by Top	5 Selling Agen	cies		0 200M	10	36	244	SES		\$187M	288
INV Settlement by Top		cies unt Amoun	t Total	_	10	36	244	323	\$143M	\$187M	288
SINV Settlement by Top	5 Selling Agen TXN COL	cies unt Amoun 317 \$343,58	t Total	_	10	36	244	323	\$143M	\$187M	288
Department of Veterans Affairs Housing and Urban Development (ARC)	5 Selling Agen TXN Cot 3,8	cies unt Amount 317 \$343,58 81 \$64,72	t Total	_	10	36	244	323	\$143M	\$187M	288
Department of Veterans Affairs Housing and Urban Development (ARC) Treasury Franchise Fund (ARC)	5 Selling Agen TXN COL 3,8	cies unt Amoun 117 \$343,58 81 \$64,72 50 \$4,17	t Total 81,878 E 925,239	200M	_10	36		323	\$143M	\$187M	\$38N
	5 Selling Agen TXN COL 3,8	cies unt Amoun 117 \$343,58 81 \$64,72 50 \$4,17 49 \$2,65	t Total 81,878 E 25,239 Tunonut 76,759 W	200M	10	36 \$2M	\$29M	\$15M	\$143M	\$187M	



Post-Mandate Enhancements

- Below is a priority list of the Post-Mandate Enhancements.
 - Order Upload
 - Low Dollar Purchases (7600-EZ)
 - Constructive Order Acceptance (GSA Rent)
 - Allow Performance against an open Order while it's being modified
 - Allow Order Maintenance while GT&C is being modified
 - Revert a modified GT&C or Order back to open status
 - Allow Zero Quantity Refund
 - Correct rounding issues

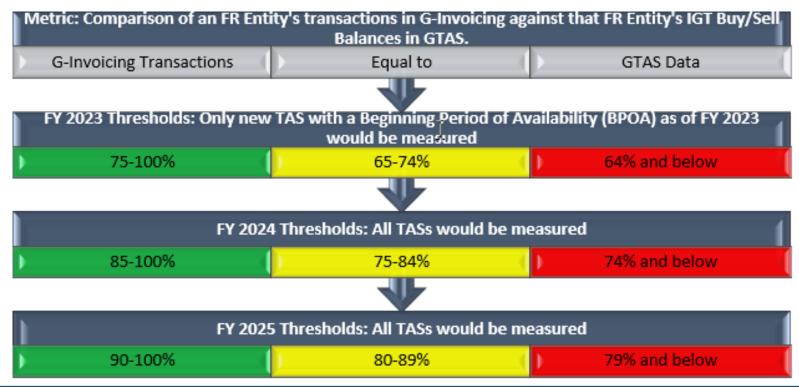




Thresholds for Compliance

TFM Bulletin 2022-03 (Published December 14, 2021)

- Defined the Monitoring and Enforcement metrics for G-Invoicing Mandate Compliance.
 https://tfm.fiscal.treasury.gov/content/tfm/v1/bull/22-03.html
- Ranges are based on the dollar amount of Buy/Sell activity in G-Invoicing as compared to the FR Entities' GTAS data and will increase each fiscal year.





FY23 Non-Impacted Business Lines

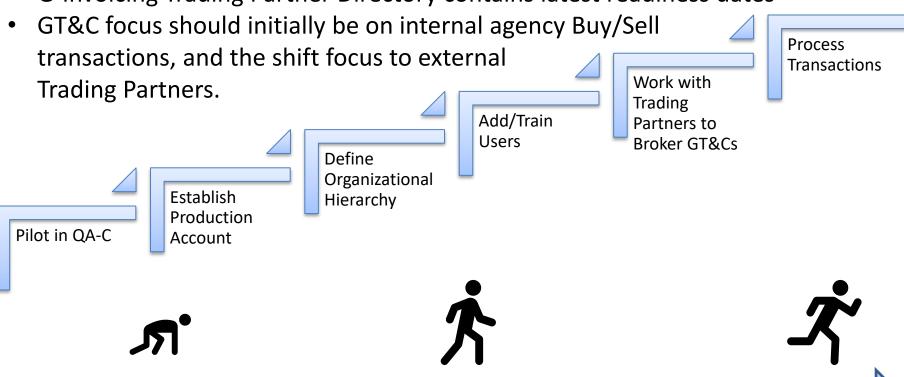
- 7600EZ Process Transactions under \$10,000 and business lines listed below. Entities will transition this activity to G-Invoicing and can begin using this new process flow by FY 2024.
 - GSA Fleet Leasing
 - GSA Global Supplies
 - Government Publishing Office (GPO) select orders for publishing and printing
- GSA Rent Will be leveraging the new Constructive Order Acceptance functionality. The Servicing Agency will supply all required Order data. The Requesting Agency will have 7 calendar days to review, correct, or approve the submitted Order. GSA Rent business line leveraging the G-Invoicing Constructive Order Acceptance functionality will begin in FY 2024.

<u>Note:</u> These activities will be included in the compliance calculation and were factored into Fiscal Service setting a 75% threshold to achieve compliance. If those identified make up more than 25% of an entity's IGT Buy/Sell activity, they should reach out to Fiscal Service.



Progress Towards the G-Inv Mandate

- Agency focus should be on completing Organizational model, and train agency trainers in preparation for brokering GT&Cs.
- G-Invoicing Trading Partner Directory contains latest readiness dates





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

Trading Partner Queue (TPQ) Maintenance

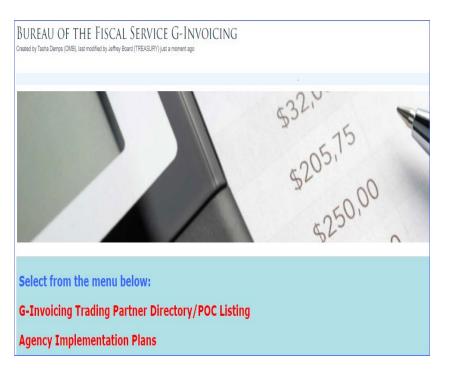
- The TPQ was established as a temporary placeholder for agencies to initiate GT&Cs with their Trading Partner's ALCs until the agency was onboarded to Production
- The TPQ decommissioned on 05/01/2022
 - The TPQ was disabled to prevent any additional GT&Cs from being created
 - All future GT&Cs will need to be established with the Trading Partner's Production Account
 - Trading Partner discussions are encouraged to determine readiness for brokering GT&Cs. Contact information for Trading Partner POCs can be found in the Trading Partner Directory.
- Existing GT&Cs will need to be migrated to an Agency Production Account
 - All agencies who currently have GT&Cs in the TPQ will be contacted over the next few months to schedule the migration of these GT&C's to their Agency Production Account





Connecting With Your Trading Partners

- Staying up to date on your Partners' progress is key to your own success in transitioning your IGT Buy/Sell activity to G-Invoicing
- Fiscal Service provides several utilities to facilitate effective communication with your Partners to gain an understanding of their implementation approach and timeline



- G-Invoicing's OMB Max page contains data related to each Agency's Implementation Status including the following:
 - Implementation Plans for Significant Reporting Entities who receive IGT Scorecards
 - Trading Partner Directory which displays enrollment status and transaction processing readiness by Implementation Entity
 - Visit our OMB Max site to access these resources: https://community.max.gov/x/szd0ZQ



Knowledge and Training Offerings

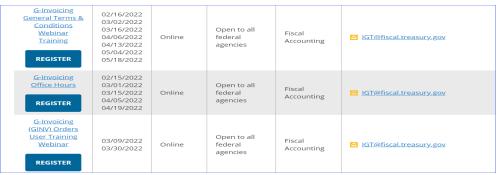
G-Invoicing Learning Opportunities

- Our Agency Implementation Team hosts a variety of training options.
- Independent Training Resources including pre-recorded G-Invoicing training videos are available through the G-Invoicing website:

https://www.fiscal.treasury.gov/g-invoice/training.html



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









You're Not Alone – We're Here To Help

Agency Implementation Team (AIT)

- Education
 - Business Process Walkthroughs
 - Application Demos
 - User Training
- Account Establishment
- Enrollment Assistance
- Production Support
- Assistance with Agency-Led Implementation Team



Engagement | Outreach | Support



G-Invoicing Program Contacts

For IGT Program Management and Agency Outreach Support

Andy Morris
Manager, Intragovernmental Transaction & Reconciliation Branch (ITRB)
Bureau of the Fiscal Service – Fiscal Accounting
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Jeff Board G-Invoicing Product Owner, ITRB Bureau of the Fiscal Service – Fiscal Accounting jeffrey.board@fiscal.treasury.gov

Keith Jarboe IGT Agency Outreach, Engagement & Onboarding Bureau of the Fiscal Service – Fiscal Accounting keith.jarboe@fiscal.treasury.gov



For Intragovernmental Transactions Working Group Information

IGT@fiscal.treasury.gov https://www.fiscal.treasury.gov/g-invoice/

For G-Invoicing Application Support

STLS.G-Inv.CBAF@stls.frb.org

