

Intra-governmental Transactions Working Group (ITWG)

April 11, 2023

Today's Agenda

- Tentative ITWG Schedule
- Program Updates
- Implementation Progress Update
- Release 5.1
- Existing Orders with Missing Requesting Object Class Codes
- Whitelist (Allowed/Approved Characters)
- What's Next
- Value Based vs. Quantity Based Orders
- Treasury Single Sign-On (SSO) Migrating to CAIA
- Office Hours
- March Survey Results
- Survey Question



Tentative ITWG Schedule

- ✓ Feb 14 Program Updates, R5.1, Post-Mandate Enhancement Timeline, What's Next After R5.1, G-Invoicing Release Roadmap, Treasury SSO Accounts, TSC, Office Hours, Jan Survey Results
- ✓ March 14 Program Updates, Release 5.1, What's Next, Treasury SSO Accounts, Office Hours, Survey Questions
- □ April 11 Program Updates, Implementation Progress Update, Release 5.1, Existing Orders with Missing Requesting Object Class Codes, Whitelist (Allowed/Approved Characters), What's Next, Value Based vs. Quantity Based Orders, Treasury Single Sign-On (SSO) Migrating to CAIA, Office Hours, March Survey Results, Survey Question

Planned Dates: May 9, June 13, July 11 Future Topics:

- Post-mandate enhancements
- Multifactor Authentication



2:00 -3:30 pm ET



Program Updates

- Q2 FY23 Implementation Plans were due to Treasury by March 31st
 - Thank you for your timely submissions!
 - These submissions will be reflected on your Q2 Scorecard
 - Q3 FY22 Implementation Plans are due by June 30th
 - Reminder: Pull templates from G-Invoicing webpage each quarter to ensure you are submitting the most up-to-date versions
 - https://www.fiscal.treasury.gov/g-invoice/training.html
- G-Invoicing Rules of Engagement Under review for updates
 - Guide outlining the appropriate protocols for agencies to follow as they are transitioning Buy/Sell activity into G-Invoicing
 - Publication date TBD



Program Updates Continued

- TFM Bulletin 2023-05 published on 03/23/23
 - Delay the removal of Buy/Sell Transaction Sub-Category data element from IPAC until October 2025 (UI and Bulk File)
 - Update to the Q2 FY23 G-Invoicing IGT Scorecard Metric
 - Removes the agency compliance determination (Fully/Partially/Non-Compliant)
 - Eliminates the stoplight color ratings (Green/Yellow/Red)
 - Display three G-Invoicing Progress percentages (Overall, Inter-departmental & Intradepartmental)
 - Clarifying the use of Constructive Order Acceptance
 - Not changing the current Buyer Initiated Order (BIO) or Seller Facilitated Order (SFO) flows
 - Limited to GSA Rent Activity only
 - Additional conversations need to be held with agencies to determine if it will be available more broadly in the future



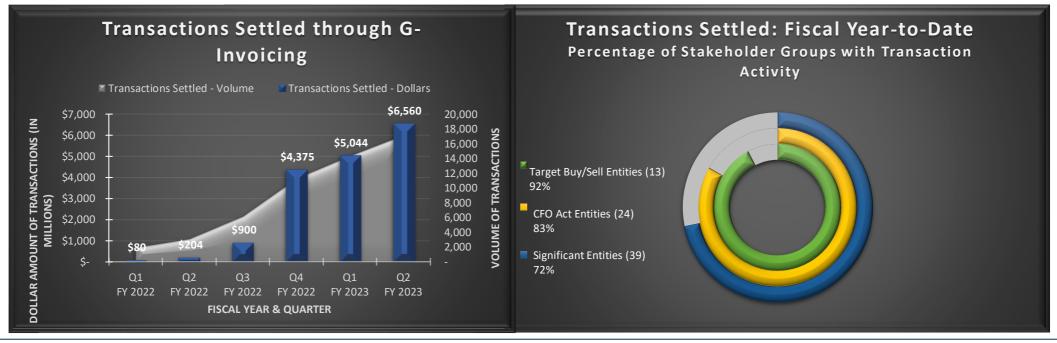
Program Updates Continued

- G-Invoicing R5.1 Overview Webinar
 - This session will highlight what changes agencies can expect to see in the application following R5.1
 - One offering: 05/09/23 (11:00am 12:30pm ET)
 - https://fiscal.treasury.gov/training/g-invoicing-release-5-1-overview.html



Overall Implementation Progress

Fiscal Year 2023 Activity Processed Through G-Invoicing		
Orders Brokered Volume	2,577	
Orders Brokered Amount	\$4,462,159,175	





Release 5.1

- Allow only printable ASCII characters on Orders and Performance
 - Validation added to the UI & APIs on all Order & Performance free-form fields
 - Cleanup effort on existing data
- New Order & Performance APIs to support JSON
 - Supports all existing Order and Performance functionality
 - Order enhancement: Constructive Order Acceptance (COA)
 - Seller-Facilitated Order (SFO) that allows the Seller to provide all required Order fields on behalf of Buyer
 - COA will be limited to GSA Rent activity only for R5.1
 - Performance enhancement: Allows Advanced Previously Paid Quantities (PPQs) for In-flight Orders (IFO) through your ERP system
- Requesting Agency Object Class Code will become a Required Field
 - Agencies should review their existing Orders prior to R5.1 to ensure that this field is populated, if possible
- Item Code API Validation will not be included in this release
 - More discussions needed to ensure that it's released at a point that won't impact agencies.
- Copy Invoice functionality added for 7600EZ
- Two new user roles created (Requesting Order Notification Receiver and Servicing Order Notification Receiver)
 - Restoration of Pre-R5.0 notifications capabilities
- R5.1 deployment targeted for May 18th (Production) and May 26th (QAC)





Existing Orders with Missing Requesting Object Class Codes

• The G-Invoicing Production and QA environments are being reviewed for Orders with missing Requesting Agency Budget Object Class Codes. These Orders must be updated before R5.1 is deployed to ensure agencies are not impacted by the new validation rule. The missing code can cause validation errors when an affected Order is modified. An email has been sent to the agency PMA and MAs with instructions.

Production

- Agencies with affected Orders have been notified and will need to complete their required actions by <u>April 24, 2023</u>.
- Orders in a DRAFT status with the Requesting Agency will require Order Managers to provide the appropriate Budget Object Class Code.
- Orders in an Open status without Performance transactions will require Order Managers to insert appropriate Budget Object Class Codes by an Administrative Modification.
- All other Orders will require the agency to provide the Budget Object Class Codes in a spreadsheet provided and will be inserted via script. Production will be updated with the supplied values on May 1, 2023. Production will be reviewed again on May 10, 2023 to determine if additional updates will be required.

– QA

- All Orders missing the Budget Object Class Code will be updated via Script with Budget Object Class Code of "25.3 Goods and Services from Federal Sources".
- Note: The implementation of this change in will not update the "last updated" time stamp so that it does not trigger a mass download of updated Orders for agencies that are testing in QA environments.
- If any agency requires assistance with this task reach out to your assigned AIT



Whitelist (Allowed/Approved Characters)

Note: characters 10, 13, 149, 167, and 182 (red arrows) are permitted in the following fields only:

GT&C

GT&C Agreement Information fields

Order

Partner Info: Comments
Authority: Titles (all)
Authority: Citations (all)
Delivery: Place of Acceptance
Delivery: Place of Inspection

Billing: Billing Frequency Explanation

Item: Description

Schedule: Additional Accounting Classification

Schedule: Bona Fide Need

Schedule: Additional Information

Shipping Information: Location Description

Shipping Information: Special Shipping Information

<u>Performance</u>

Comments

Agency Performance ID









What's Next

Enhanced Order Modification Capabilities

- Performance during an Order Modification
 - Allow Performance to be reported while previously open Order is being modified
 - Currently, all Performance is stopped while an Order isn't in an Open state
- Order Revert
 - Allows Partner 1 to revert the Order back to its previously approved state when abandoning a proposed modification
 - Eliminates the need to reapprove the Order to get it back to its previously approved state
- Bi-directional Order Modification
 - Allow either trading partner to initiate an Order Modification
 - Currently, only Partner 1 may initiate Order Modifications

Finish Strategic UI Reorganization Work

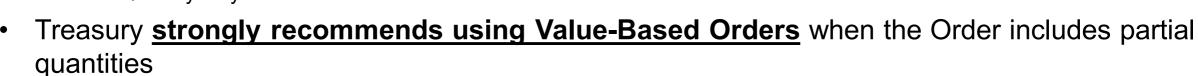
 Rearchitecting the G-Invoicing User Interface (UI) will accelerate time to market with new features and enhancements, ensure Accessibility compliance and improve consistency of the UI and User Experience



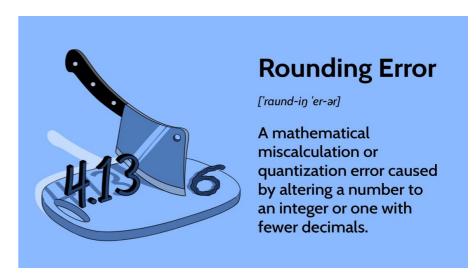


Value Based vs. Quantity Based Orders

- Two methods for setting up Orders in G-Invoicing
 - Value-Based Orders
 - UOM = 'DO' (US Dollars)
 - Unit Price = \$1.00
 - Quantity: Amount in \$
 - Quantity-Based Orders
 - UOM other than 'DO' (US Dollars)
 - Unit Price can be other than \$1.00
 - Quantity may be in whole or fractional amounts



- Rounding issues may occur when Unit Price is not \$1.00 and partial quantities are used with Delivered/Performed transactions
- This can result in an Overpay or Underpay situation
- Also may result in reconciliation issues with Order balances in ERP solutions if the ERP rounds differently than G-Invoicing



Value Based vs. Quantity Based Orders

- Overpay vs. Underpay Examples (Quantity-Based Orders)
 - Example 1 (Overpay)
 - Order/Schedule: Price = \$9.99, Quantity = 1.00
 - Delivered/Performed 0.50 units for \$5.00
 - Delivered/Performed <u>0.50</u> units for <u>\$5.00</u> 1.00 ✓ \$10.00 > \$9.99 X

- Example 2 (Underpay)
 - Order/Schedule: Price = \$4.01, Quantity = 1.00
 - Delivered/Performed 0.33 units for \$1.32
 - Delivered/Performed 0.33 units for \$1.32
 - Delivered/Performed <u>0.34</u> units for <u>\$1.36</u> 1.00 ✓ \$4.00 > \$4.01 X

- Future G-Invoicing Enhancement
 - New data element: Performance Amount
 - Performance Amount will allow agencies to correctly enter in the amount that will settle in IPAC vs.
 allowing the application to calculate it based on UOM and Unit Price
 - More details available on our webpage: https://www.fiscal.treasury.gov/g-invoice/resources.html#standards
 - Performance Amount File is located under Future G-Invoicing Features/Enhancements section
 - Also considering a system default to only allow Unit Price \$1.00 for Value Based Orders



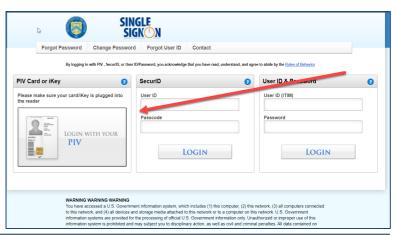
Treasury Single Sign-On (SSO) Migrating to CAIA

CAIA (Common Approach to Identity Assurance) provides a consistent user experience to authentication to the Fiscal Accounting applications. The CAIA solution is similar to the existing Treasury Single Sign-On system known as ISIM. ISIM will be replaced with SailPoint IdentityIQ to allow users to authenticate to Treasury applications using a form of multifactor authentication (1. PIV/PIV-I, CAC 2. Login.gov 3. ID.me)

- The new Treasury mandate is for CAIA to be implemented by **Q3 2023 (Calendar Year)** for all Fiscal Accounting applications.
- If you do not have a PIV-I/CAC card, an email will be coming with instructions to register with a Credentialing Service Provider (CSP) of your choice. If you have an existing account with either

Login.gov or ID.me, your work email address will need to be added.

- Login.gov
- <u>ID.me</u>
- If you have a PIV-I/CAC and have not linked, please do so immediately.
 - Instructions for linking your PIV-I or CAC can be found <u>here</u> and verified <u>here</u>.
 - Select "Login with Your PIV" on the login page





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:
 - G-Inv/GTAS Reconciliation Reports (April 4th)
 - Open Topic (April 18th)
 - GPO as a Buyer (May 2nd)
 - Open Topic (May 16th)
 - GSA Fleet as a Seller (TBD)
 - GPO as a Seller (TBD)
 - 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





March Survey Results

- 1. How can we improve the ITWG to make it more meaningful to agencies?
 - Not many suggestions received. Appears that our meetings are hitting the appropriate topics and have been providing meaningful discussions/conversations.
- 2. What topics would you like to be discussed in future ITWGs?
 - GSA Rent and DHS Security
 - References to areas in our policy/guidance in relation to the topics being discussed (if applicable)
- 3. Are there any new challenges/hurdles not already identified in your implementation plans that we can help resolve?
 - Concerns around legacy processes vs. G-Invoicing resulting in reconciliation issues
 - If an agency isn't ready to do the full performance lifecycle in G-Invoicing, continue to leverage legacy processes (ex. 7600 forms) and don't create Orders in G-Invoicing until you are ready to do the full performance lifecycle
 - Refer to our Rules of Engagement where we have a Flowchart outlining the various agency scenarios
 - https://www.fiscal.treasury.gov/g-invoice/resources.html#standards



Survey Question

1. Does your agency have any issues/concerns with us adding a system validation to lock down \$1.00 for the Unit Price on all Value Based Orders (UOM = US Dollars)? If yes, please explain.

*Link to Survey Question: https://www.surveymonkey.com/r/XNZS5J9

Please submit feedback by COB Friday, April 21st



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
Andrew.R.Morris@fiscal.treasury.gov

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

Glnvoicing@stls.frb.org 1-877-440-9476





Appendix

- Post-Mandate Enhancement Timeline (Slide 20)
- G-Invoicing Release Roadmap (Slide 21)
- Connecting With Your Trading Partners (Slide 22)
- Knowledge and Training Offerings (Slides 23 25)
- Treasury Support Center (Slide 26)
- Commonly Referenced Resources (Slide 27)
- Reference Materials (Slide 28)



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	G-Invoicing Development Completed	Available in Production	Release Number	Agency Implementation Date, if Required
**7600-EZ (Low Dollar Purchases)	*Q1 FY2023	Q2 FY2023	5.0	Q1 FY2024
**Constructive Order Acceptance (GSA Rent)	*Q2 FY2023	Q3 FY2023	5.1	Q1 FY2025
**Enhanced Order Modification Functionality	*Q1 FY2024	Q2 FY2024	TBD	N/A
In-Flight Order Upload Tool for the User Interface	*Q1 FY2023	Q2 FY2023	5.0	N/A

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

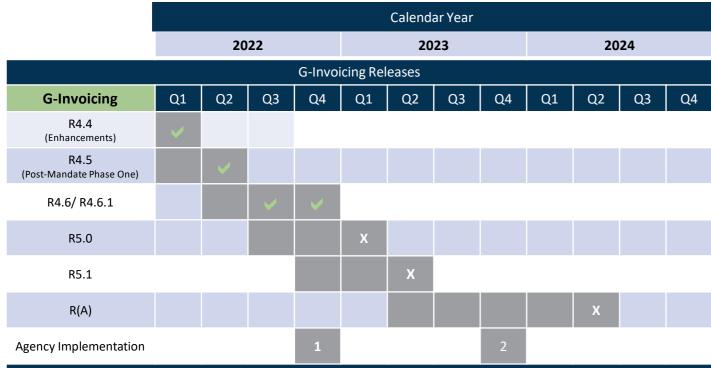
Note: Specifications for each enhancement published Q2 FY2022.

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



^{**}Both Trading Partners must enable Feature Flags to use this Functionality.

G-Invoicing Release Roadmap



All timelines are tentative and based on known requirements as of January 2022 "X" denotes targeted quarter for deployment

1 = Implementation date mandated for new orders with a performance period beginning October 1, 2022 or later. 2 = Implementation date mandated for all orders with a period of performance extending beyond September 30, 2023.

Additional releases will be added as planning occurs for future Program Increments. The following link can be used to reference the <u>Services Quick Reference Guide</u> for additional information regarding the versions of Application Program Interface (API), XML, specifications, Federal Intragovernmental Data Standards (FIDS) and System Mapping & Validation Rules (SM&VR) supported by each release.

R4.4 (03/03/2022) – GT&C Workflow by OrgGroup, new Performance Reporting, and general enhancements

R4.5 (Release 06/30/2022) – Phase one of new Order Upload and 7600EZ capabilities, plus infrastructure for Treasury and federal agencies to declare readiness to use new features.

R4.6/R4.6.1 (Released 09/15/2022 & 11/03/2022) – Phase II Order Upload and 7600EZ capabilities, ATB

Summary Report, limited storage of non-printable characters on GT&Cs, and application stability and performance enhancements.

R5.0 (Target 02/16/2023) – Post-mandate functionality for 7600EZ capabilities, Order Upload and advanced Pre-Paid Performance Quantity (PPQ) for IFO, and Feature Management and Feature reports. Enhancements to the User Interface include improved date and time handling and Product Service Code (PSC - Item Code) validation.

R5.1 (Target Q2/2023) – Limit non-printable characters on Orders and Performance to

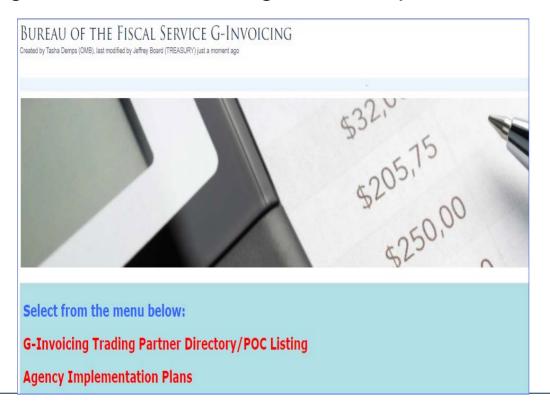
support Vendor integration, Constructive Order Acceptance available through new JSON APIs for Orders and Performance, and 7600 EZ copy invoice functionality

R(A) (Tentative Target Q2/2024) – Feature candidates include Enhanced Order Modification, Enhanced GT&C Modification, User Interface enhancements, or other post-mandate features - to be prioritized.



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



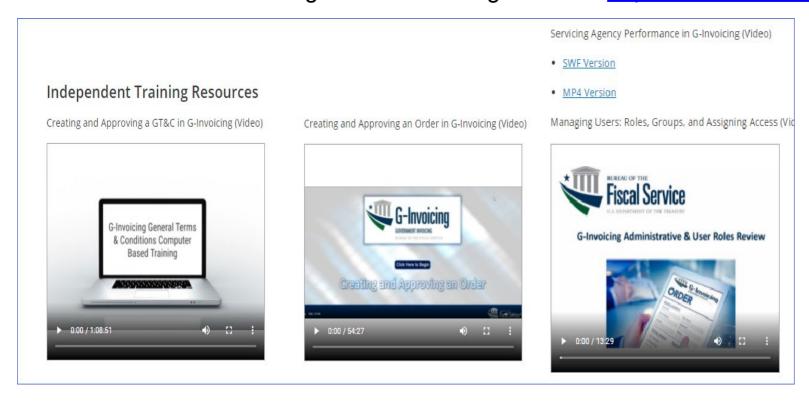
- G-Invoicing's OMB Max page contains data related to each Agency's Implementation Status including the following:
 - Implementation Plans for Significant Reporting Entities who receive IGT Scorecards
 - Trading Partner Directory which displays enrollment status and transaction processing readiness by 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

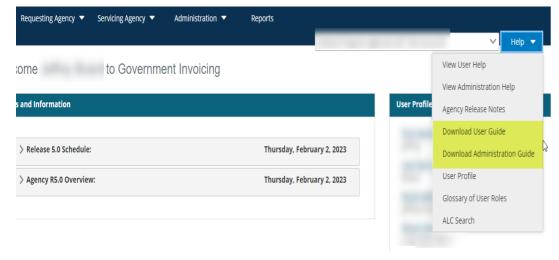




Knowledge and Training Offerings Cont.

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





 For your awareness, there are User and Admin Guides available within G-Invoicing, under the Help dropdown for you to reference as well.



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



Treasury Support Center (TSC)

- The Treasury Support Center is able to manage and escalate all G-Invoicing requests/issues to the appropriate support teams including the following:
 - Enrolling in G-Invoicing

G-Invoicing features & functionality

Access Questions

G-Invoicing application errors & issues

- Resetting your Password
- Due to the large volume of agency requests/issues received through various email boxes and contacts, we are encouraging all G-Invoicing issues/requests to be escalated through the Treasury Support Center via email GInvoicing@stls.frb.org or via phone 1-877-440-9476.
 - This process will ensure all requests/issues are routed to the appropriate support staff and reviewed in a timely manner. If the
 request/issue is of high urgency, please call the Treasury Support Center and request an immediate escalation.
 - The Treasury Support Contact information can be found on the Fiscal Service website: https://www.fiscal.treasury.gov/g-invoice/contact.html
 - Agencies should refer to
 OMB Max if they need help identifying their Master/User Admins

Treasury Support Center

The Treasury Support Center, provided by the Federal Reserve Bank of St. Louis, is open Monday through Friday, 7:00am through 8:00pm.







GInvoicing@stls.frb.org

1-877-440-9476

1-314-444-7346 (fax)



Commonly Referenced Resources

Resource Name	Purpose	Located?
Trading Partner Directory	Look up trading partner G-Invoicing status and points of contact	OMB Max https://community.max.gov/x/szd0ZQ
G-Invoicing User Guide	General purpose resource for G-Invoicing resource. Includes detailed walk-throughs for using various application features	Within G-Invoicing under the "Help Menu"
G-Invoicing Administrator Guide	Resource for G-Invoicing users with administrator roles. Includes detailed walk-throughs for administrator only features	Within G-Invoicing under the "Help Menu"
G-Invoicing Self Paced Learning Videos	Recorded demonstrations and walk-throughs for G-Invoicing features	In the Training section of the Fiscal Service G-Invoicing page. G-Invoicing: Training (treasury.gov)
G-Invoicing Instructor Led Webinars	Instructor led webinars held weekly the focuses on brokering documents in G-Invoicing and will include advanced features post R5.0	Bureau of the Fiscal Service - Training (treasury.gov)
Treasury Support Center	Help Desk to assist with G-Invoicing issues	GInvoicing@stls.frb.org 1-877-440-9476 Available Monday through Friday, 7:00am through 8:00pm (Eastern)



Reference Materials

Policy:

TFM Chapter 4700 – Appendix 8

Published:

November 2022 (Updated Annually)

Guidance:

G-Invoicing Program Guide for Basic Accounting and Reporting

Published:

August 2022

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
- 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

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

<u>Federal Intra-governmental Data Standards (FIDS)</u>

• 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

