G-Invoicing

GOVERNMENT INVOICING

BUREAU OF THE FISCAL SERVICE

Implementation Playbook Checklist

- Organize a Cross-Functional Team
- Review Data Elements
- Inventory Processes and Data
- Design & Strategize
- Perform Change Management
- Update Systems
- Test Systems
- Process Transactions
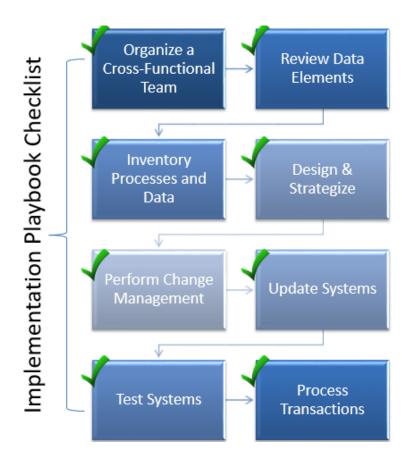
A Guide to preparing for the Governmentwide Rollout of G–Invoicing

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BACKGROUND:

Government Invoicing (G-Invoicing) is the long-term sustainable solution to improve the quality of Intragovernmental Transactions (IGT) - Buy/Sell data and reporting challenges by providing a common platform for brokering all IGT Buy/Sell activity, implementing a Federal IGT Buy/Sell Data Standard, and providing transparent access to a common data repository of brokered transactions.

Fiscal Service is providing this solution in accordance with 31 U.S.C. 3512(b) and 3513, which state the Secretary of the Treasury may develop an effective and coordinated system of accounting and financial reporting that integrates Treasury's accounting results and acts as the operating center for consolidating Treasury's results with those of other executive agencies. G-Invoicing has been mandated for use by all Federal Program Agencies (FPAs) by June 30, 2021.

Problem Being Solved

G-Invoicing is being designed and implemented to support Fiscal Service's efforts to improve the quality and reliability of Intragovernmental Buy/Sell data. The current environment is challenged by the following obstacles:

- Lack of communication between trading partners at all points in the IGT Buy/Sell transaction process inhibiting the ability to properly apply established accounting treatment policy.
- Lack of an automated broker allowing trading partners to initiate, exchange, and approve IGT Buy/Sell transactions on a common platform and integrate the resulting data from these activities into their accounting systems.
- Lack of an IGT Buy/Sell Data Standard supporting the exchange of data relating to General Terms & Conditions, Orders, Performance, and Fund Settlement.
- Limited data visibility due to no central repository for capturing IGT Buy/Sell Data currently housed within each trading partner's respective accounting system.

G-Invoicing will improve the quality and reliability of IGT Buy/Sell information through brokering transactions in accordance with the standard processes outlined in the Treasury Financial Manual (TFM), and ensuring the data captured complies with the Federal Intragovernmental Data Standard (FIDS). Each FPA will still be responsible for preparing their agencies' United States Standard General Ledger (USSGL) entries, following guidance issued in the TFM. However, IGT activity documented in G-Invoicing will allow each FPA involved in a transaction to accurately identify their respective accounting triggers. Additionally, the data captured in G-Invoicing may aid with identifying issues regarding reciprocal USSGL entries.

G-Invoicing Implementation Mandates

TFM Bulletin 2018-10 outlines the requirements and guidance for FPAs to implement G-Invoicing by June 30, 2021. TFM Bulletin 2018-10 will be replaced with policy in TFM Chapter 4700. Specifically, the mandate requires that the settlement (payments or collections) of all IGT Buy/Sell activity must be accomplished by the exchange of Performance Transactions through G-Invoicing against approved Orders.

As G-Invoicing is being developed and implemented incrementally, FPAs are encouraged to begin leveraging its functionality to ensure they are positioned to comply with the mandate by June 30, 2021. In support of this iterative adoption process, incremental milestones are outlined below for the definition and release of specific G-Invoicing functionality, which align to the IGT Buy/Sell lifecycle.

As each step of the lifecycle is implemented in G-Invoicing, the information sharing between trading partners improves the accuracy of accounting and reporting. The General Terms and Conditions (GT&C) will begin facilitating trading partner communication in a common repository. This will support the alignment of processes between trading partners and the use of a common set of terms, which will replace the various manual forms used today like the FS Form 7600A, Military Interdepartmental Purchase Request (MIPR), etc. Once trading partners begin entering orders in the G-Invoicing system, data in the common repository will be leveraged to support improved accuracy in accounting and reporting. In addition, trading partners will be positioned for future compliance when Fiscal Service requires Performance data to be exchanged so that G-Invoicing can initiate settlement to IPAC on behalf of the trading partners. At the time of the payment or collection, the performance and settlement steps will be fully supported by brokered GT&Cs and the accounting details included on the orders.

With the increased sharing of information in a common repository coupled with the agreement between trading partners at each step of the lifecycle, a decrease in Buy/Sell intragovernmental elimination differences is expected. If an intragovernmental elimination difference still occurs, G-Invoicing will provide a repository of detailed information to research the difference, which will help both the trading partners and Fiscal Service resolve the difference.

Mandate with Incremental Milestones

Release	Transaction Cycle Being Implemented	Requirements Draft Released	Requirements Finalized	Release Date	Deadline for FPAs Implementation
2.1	General Terms & Conditions (GT&Cs)	March 2017	June 2017	March 2018	
2.2	Orders	July 2017	May 2018	March 2019	**Agency Implementation Plans-June 28, 2019**
2.3	Performance Transaction	September 2018	February 2019	August 2019	
TBD	Settlement	March 2019[1]	April 2019[1]	January 2020	
TBD	Enhancements	N/A	N/A	Thru June 2020	**Mandate-June 30, 2021**

Note: As Fiscal Service collaborates with the FPAs on requirements for the performance and settlement lifecycle, changes to past lifecycle requirements might occur.

[1] Performance specifications were extended to include settlement data.

Playbook

The G-Invoicing incremental milestones noted above describe the critical pathway for G-Invoicing development, much foundational work and preparation remains for FPAs prior to implementation. For some FPAs, simply brokering an Agreement with their trading partners departs from current practices, while FPAs with more robust Enterprise Resource Planning (ERP) systems face the challenge of linking their IGT Buy/Sell processes to their trading partners via the exchange and approval of Order and Settlement data. Additionally, the submission of Performance including Receipt & Acceptance information by the Seller and Buyer respectively coupled with an approved Order to support fund settlement represents a significant paradigm shift from current Intragovernmental Payment and Collection (IPAC) processes. Strong change management will be required by FPAs to properly position their resources and systems for onboarding to G-Invoicing. To assist agencies with implementation, this playbook recommends 8 key steps to prepare agencies for the implementation of G-Invoicing.

PLAYBOOK FOR G-INVOICING IMPLEMENTATION:

Step 1: Organize a Cross-Functional Team

Create an agency G-Invoicing work group including areas currently supporting the IGT Buy/Sell business line. The work group should include individuals from agreement managing organizations, procurement/acquisitions, financial management, accounting, and program management for ERP systems supporting acquisition/FM/accounting functions. This team will be involved with overseeing and leading the implementation and adoption of G-Invoicing within your FPA.

A. *Appoint a G-Invoicing Project Champion*

Your FPA team should have an appointed project champion who will serve as the G-Invoicing program sponsor, main point of contact, and overall lead within the FPA. This individual will act as a liaison to Treasury and is empowered to represent and speak on behalf of your FPA's G-Invoicing interests to Treasury and organize and/or direct resources to support G-Invoicing implementation.

B. *Engage with Fiscal Service*

This team should engage with Fiscal Service and leverage our G-Invoicing Program Team's resources to educate your agency about the current state of the initiative and the path forward towards implementation. Your agency should do this by joining the Intragovernmental Transactions Working Group (ITWG) and engaging with the Fiscal Service G-Invoicing Outreach Team. Information on these and other engagement activities can be found on the G-Invoicing website.

C. *Connect & Communicate*

Your agency should connect and communicate with your trading partners. Fiscal Service will provide platforms via our ITWG and regularly scheduled office hours. Agencies should gain knowledge of their trading partner's business practice and collaborate on any implementation questions. Agencies should also identify their top trading partners and form collaborative relationships and prioritize business lines. The G-Invoicing Program Team will be using information from agency implementation plans to communicate your top trading partners' implementation timelines. If you need assistance identifying your top trading partners, please contact your AIT (see next step).

D. *Contact Fiscal Service to get an Agency Implementation Team (AIT) representative*

The AIT is a key resource to guide FPAs through the G-Invoicing onboarding and rollout process. The AIT will facilitate an onboarding kickoff session to introduce the project team to the onboarding process. Additionally, the AIT will assist FPAs in planning, identify supporting resources, and develop a training plan for FPA G-Invoicing Administrators and Users. Agencies are required to submit a G-Invoicing Agency Implementation Plan by June 28, 2019. The template can be found on the G-Invoicing website. The AIT can coordinate communication with Treasury regarding plan content or submission. More information on AIT assistance can be found on FAQ's on the G-Invoicing website.

Step 2: Review Data Elements

Review the Federal Intragovernmental Data Standards (FIDS) and, as noted above, participate in the ITWG where FIDS are vetted for changes. FPAs should explore how their current system(s) will interface with G-Invoicing to exchange required data. The team should lead an assessment of all data elements and source systems, in coordination with stakeholders and system owners, to compare their existing data elements to the new FIDS. Any variances should be documented and resolved. Collaboration with the information technology teams is necessary to ensure data exchanges can flow smoothly from system to system.

A. *Map IGT Buy/Sell related data elements in your ERP(s) or Agency Systems to FIDS*
- Inventory data elements in use supporting IGT Buy/Sell processes in agency systems today
  - GT&C / Agreements
  - Orders
  - Performance & Settlement
- Compare current data elements to the FIDS
- Identify gaps and determine source of data required
- Review FIDS data mapping with ERP stakeholders

Step 3: Inventory Processes and Data

Perform an inventory of IGT Buy/Sell agency data and associated processes and systems. Agencies should complete a 360-degree assessment including the following:

A. *Identify all IGT Buy/Sell stakeholders within your organization; examine their processes and analyze the impact to them (Systems, Procurement, Financial Management, Budget, etc.).*

B. *Take an inventory of all IGT Buy/Sell agreements including amount, number, ALC structure, and top or complex trading partner relationships.*

C. *Take an inventory of all systems that hold IGT Buy/Sell data and ensure data can be encapsulated in G-Invoicing.*

D. *Review how Financial Management activities trigger your FPAs accounting actions and* reference the G-Invoicing Program Guide.

E. *Read Treasury policy and stay updated on new guidance including:*
- Treasury Financial Manual (TFM) Volumes and Bulletins (Chapter 4700)
- G-Invoicing Website
- FIDS and Interface Specifications
- G-Invoicing Newsletter
- G-Invoicing System Integration Guide

Step 4: Design & Strategize

Plan changes to systems and business processes to capture IGT Buy/Sell related data associated with General Terms and Conditions, Orders, Performance, and Settlement.

A. *Ensure an understanding of the G-Invoicing Business Model*
- Your AIT can provide an overview of the business model and related documentation.

B. *Review the G-Invoicing Systems Integration Guide*
- The Systems Integration Guide provides an overview of integration planning. Review of the Systems Integration Guide may be best suited for information technology experts within your FPA. Areas of focus are:
  o Protocol: XML Schema Documentation
  o Communication Channel
  o Data Elements: XML Tag, Constraints and Optionality
  o Interface Specifications
  o Systems Mapping and Validation Rules (SM&VR)

C. *Join the Financial Management Steering Committee (FMSC) Subgroup for the Vendor of your ERP and FM system*

The subgroups serve as a forum to consolidate FPA customer voices for G-Invoicing adoption and assist with planning for ERP integration. Areas of focus for discussion and coordination are:

- Conveying the overall need for including G-Invoicing functionality in software offerings
- Changes necessary to support FIDS
- FPA requirements for integration with G-Invoicing
- Process and functionality changes for end-users with newly required data elements
- Details on how G-Invoicing functionality will be implemented within ERP offerings

D. *Reference the G-Invoicing website for documentation regarding vendor's approaches to incorporating G-Invoicing functionality within the Federal offerings.*

- Software providers' plans for updating software offerings to support G-Invoicing
  o Release timeline
  o System integration and related testing

Step 5: Perform Change Management

Implement changes to existing operating procedures to ensure alignment with required G-Invoicing process flows. Ensure that data processed and exchanged with FPA Trading Partners is in a format consistent with the FIDS System Mapping and Validation Rules (i.e., G-Invoicing data standards and interface specifications).

The key to preparing for G-Invoicing is to adjust your processes now, ensuring your systems are in alignment with FIDS and the G-Invoicing "to be" process model. Some areas of focus and change management activity in alignment with the G-Invoicing development and implementation timeline starting with GT&Cs, Orders, Performance, and finally Settlement are outlined with these interim change management steps:

A. *GT&Cs*
   - Negotiate with your trading partners and begin exchanging FIDS elements
   - GT&C's are the foundation of the trading partner relationship. G-Invoicing system process flows start here and information flows to the Orders, Performance, and finally Settlement

B. *Orders*
   - Connect all Orders to your agreements
   - Capture trading partner data on these Orders
   - Agree on TAS/BETC information for both sides of the Order
   - Exchange FIDS on Orders

C. *Performance & Settlement*
   - Seller should send notification to Buyer showing record of performance
   - Buyer should confirm performance, receipt of goods or services
   - Match Order to settlement for goods or services
   - Exchange FIDS on Performance
   - Ensure your Order number is on your IPAC transactions during the transition
   - Communicate with trading partners to align accrual account to transfer and receipt

D. *Ensure Compliance with Fiscal Service Policies and Guidelines*
   - Ensure that the daily Shared Accounting Module (SAM) ALC/TAS BETC Listing is current for your FPA activity, and that it lists all active TAS/BETC combinations. FPAs are responsible for ensuring the timeliness and completeness of this SAM ALC/TAS BETC Listing, as G-Invoicing will use SAM as the source for TAS/BETC at the time of Order creation.
   - Fiscal Service requires agencies to be a Central Accounting and Reporting System (CARS) TAS/BETC Reporter to leverage G-Invoicing. FPAs should work closely with Fiscal Service to make the CARS Reporting transition if they have not already done so. For more information, please refer to this CARS link.
   - FPAs will need to capture the Component TAS format in their internal accounting systems to leverage G-Invoicing. Reporting transactions in the String TAS format will not be an available option in G-Invoicing.

Step 6: Update Systems

Implement ERP system changes as necessary to ensure G-Invoicing data exchange requirements are supported. Leverage ITWG and Financial Management Standards Committee (FMSC) working groups to ensure best practices are followed. Additionally, in-house developed solutions may require updates. As noted in Step 4.d, vendor planning information can be found on the G-Invoicing website .

Detailed specifications can be found on the G-Invoicing website or in the G-Invoicing System Integration Guide.

Step 7: Test Systems

Establish a G-Invoicing test account to test system changes as necessary to ensure exchanges are accurate and reliable. FPAs are strongly encouraged to first focus on testing transactions that are inter-agency (i.e. transactions in which the agency is both the requesting and servicing agency) to gain familiarity with the processes.

A. Establish Test Account
- Complete G-Invoicing System Enrollment Form provided by your AIT
- Determine if interface capabilities are needed. If so, reference the System Integration Guide.
- Establish and configure test account
- Design and test FPA permission model in the Quality Assurance test region (i.e., QA-C)
- Assign FPA User Roles and add Users to application

B. *Test Systems*
- GT&C
    - Identify and begin brokering test agreements with trading partners in G-Invoicing
    - Configure systems and test pulling GT&Cs, if needed

- Orders
    - Negotiate test Orders with trading partners in G-Invoicing within the user interface or by system integration
    - Configure systems and test pushing and pulling Orders from agency systems, if needed

- Performance and Settlement
    - Exchange test Performance transactions with trading partners in G-Invoicing within the user interface or by system integration
    - Configure systems and test for pushing and pulling performance and settlement information (remittance data), if needed

Step 8: Process Transactions

This last step encapsulates all the execution activities in Steps 1-7 which prepares your organization for processing production transactions. The activities of this step will very likely overlap the activities of those previous steps. Additionally, these efforts will be long-term as implementation and rollout must be synchronized with the development activities outlined for G-Invoicing as well as your trading partners' implementation schedules. Major efforts will include:

A. *Establish Production Account*
- Follow similar process as setting up test account (Step 7a).

B. *Identify Trading Partners Ready to Engage in Brokering Transactions in G-Invoicing*
- The G-Invoicing transaction lifecycle is dependent upon your trading partner agreeing at key steps of the process (GT&C and Order).   Additionally, the servicing agency must be prepared to generate performance transactions for settlement to occur in G-Invoicing. This should be considered as your organization adopts G-Invoicing. FPAs are encouraged to begin leveraging G-Invoicing functionality as trading partners become engaged to ensure compliance with the mandate by June 30, 2021. FPAs are strongly encouraged to first focus on implementing brokering of transactions that are inter-agency (i.e. transactions in which agency is both the requesting and servicing agency) to expedite the use of G-Invoicing. As noted in Step 1.C, the G-Invoicing Program Team will be using information from agency implementation plans to communicate your top trading partners' implementation timelines.

B. *Adopt G-Invoicing Functionality*
- GT&C Download (r2.1)
  - Implement change management actions for GT&Cs
  - Begin brokering agreements with trading partners in G-Invoicing via the user interface
  - Configure systems for pulling GT&Cs, if needed
- Orders (r2.2)
  - Implement change management actions for Orders
  - Negotiate Orders with trading partners in G-Invoicing within the user interface or by system integration
  - Configure systems for pushing and pulling Orders, if needed

- Performance and Settlement (r2.3/TBD)
  - Implement change management actions for performance and settlement
  - Exchange Performance transactions with trading partners in G-Invoicing within the user interface or by system integration
  - Configure systems for pushing and pulling performance and settlement information (remittance data), if needed

CONCLUSION:

For several years, Fiscal Service has been working to improve the quality and reliability of Intragovernmental Buy/Sell data. G-Invoicing offers a significant enhancement to the transaction lifecycle of reimbursable activities and Buy/Sell transactions. It replaces the former paper-based reimbursable agreement process with an application for the electronic origination, review, and approval of interagency agreements, performance and the settlement of payment and collection transactions. Consistent, system-negotiated, business events will trigger related accounting activities, which can be recorded in each FPA's respective accounting system.

FPAs will have a mechanism to broker transactions and share information with one another, which lays the groundwork to drive improved transaction processing and financial reporting, and to drive efficiency of operations Governmentwide. Efforts should begin now to start along the road towards full G-Invoicing implementation by June 30, 2021.

For Further Information, Please Contact:

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