



# **Disburser Administration User Guide for Intragov**

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# Chapter 1 - About G-Invoicing Disburser Administration for Intragov

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G-Invoicing 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's Intragov feature consists of two modules:

- Intragov Disburser Administration
- Intragov Disburser

G-Invoicing Disburser Administration module allows a Disburser Administrator to manage agency user accounts and to configure system behavior and integrations for the G-Invoicing Intragov Disburser module.

## About This Guide

This guide explains how to use the Disburser Administration module to configure Intragov Disburser users for an agency's Intragov Disburser module. These tasks include: setting up Intragov Disburser users, adding roles with permissions, and assigning the roles to Intragov Disburser users. An assignment may also include configuring Workflow functions, if the agency chooses to use invoice approvals. In addition, the Disburser Administrator sets up presentations, rule sets for orders and invoices, and creates tasks for uploading or downloading orders with attachments and invoices with attachments.

## Audience

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

## Related Documentation

Refer to the following documentation for further assistance:

- Intragov Disburser User Guide- Available in Knowledge Central and on the Intragov Disburser module Home page
- Disburser Administration module Online Help - Available from the Help link at the top of each page in the application

For additional assistance, contact 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 describes the Disburser Administration page you are viewing. Help Topics contain links to access procedures and concept information.

## Contacting Customer Support

For technical support, contact your Agency Implementation Team Lead. Information regarding the G-Invoicing program can be found at:

[https://www.fiscal.treasury.gov/fsservices/gov/acctg/g\\_invoice/g\\_invoice\\_home.htm](https://www.fiscal.treasury.gov/fsservices/gov/acctg/g_invoice/g_invoice_home.htm)

Email: [GInvoicing@stls.frb.org](mailto:GInvoicing@stls.frb.org)

Phone: (877)-440-9476



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# Chapter 2 - Getting Started

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# About the Disburser Administrator Role and Responsibilities

During G-Invoicing implementation, a member of the G-Invoicing Agency Implementation Team (AIT) assists your agency with initial setup and configuration, including the setup and assignment of the Disburser Administrator role to a designated agency user. After implementation, the Disburser Administrator is responsible for the tasks listed below.

As a Disburser Administrator, your responsibilities include the following:

- Create Intragovernmental roles containing appropriate permissions
- Create and manage Intragov Disburser users
- Assign roles to Intragov Disburser users and remove roles as appropriate
- Set up and maintain reference data values, such as units of measure, cost centers, business units, and department IDs.
- Define groups for certain data types (used in other configuration tasks, including some data access restrictions)
- Set up Intragov document presentations and rule sets
- Create integration tasks for file exchange
- Set up Workflow for invoice approval, if workflow is used by your agency
- Configure various options that control G-Invoicing behavior and functionality available to users

## TWAI Provisioning

The Treasury Web Application Infrastructure (TWAI) is a secure environment provided by the US Treasury to support several enterprise-wide Treasury applications. The TWAI uses Treasury User Provisioning Service (UPS) for G-Invoicing access to initiate a process to assign a User ID and password to each Disburser Administrator/Intragov Disburser user. UPS manages user authentication and application level permissions. To receive a User ID, you must have a valid email address. For the initial agency user, this process occurs automatically after a member of an agency initially creates and activates the Disburser Administrator/Intragov Disburser user in G-Invoicing. If you require access to more than one Treasury application, your User ID can be assigned across multiple applications.

## Logging In for the First Time

Once G-Invoicing creates your Disburser Administrator account, you receive two emails notifying you of your access to the G-Invoicing Disburser Administration and G-Invoicing Intragov Disburser modules. The first email contains your G-Invoicing User ID. The second (which you will receive up to 24 hours after receiving your User ID) contains your temporary password.

It is important to log into G-Invoicing within the first 90 days of receiving your User ID and password. After 90 days your temporary password will become invalid.

## How to Log In for the First Time

1. Type the following in your browser address box: **Error! Hyperlink reference not valid.**
2. In the **UserID** box, type the User ID you received via email.
3. In the **Password** box, type the temporary password you received via email.

4. Click **Submit**.
5. 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.
6. Retype your new password in the **Confirm New Password** field.
7. Click **Continue**. (Click Log in to Complete User Requirements on the Redirect Notification page.)
8. Do the following:
  - On the Treasury External User Rules of Behavior page, click **Accept**.
  - Complete your **Secondary Authentication Questions** and **Shared Secret**.
9. Click **Next** to log in with your new credentials.

## How to Request a Forgotten User ID

1. From the Disburser Administration login page, click the link next to **Forgot your User ID**. The Self Service page appears.
2. Type the letters or numbers that appear in the image. If you have difficulty reading the words, click New Image. (Alternatively, you can complete an Audio Test.)
3. Click **Next**.
4. On the Self Service page, type the email address associated with your G-Invoicing User ID.
5. Click **Next**.
6. On the Confirmation page, click **Finish**. You will receive an email with your User ID, if your account exists in G-Invoicing.

## How to Request a Forgotten Password

1. From the Disburser Administration login page, click the link next to **Forgot your Password**. The Self Service page appears.
2. Type the letters or numbers that appear in the image. If you have difficulty reading the words, click **New Image**. (Alternatively, you can complete an Audio Test.)
3. Click **Next**.
4. Type your G-Invoicing User ID in the text box and click **Next**.
5. On the Confirmation page, click **Finish**.
6. Look for an email with instructions on resetting your password. When you receive it, click the link in the email notification. **Important:** The link expires 24 hours after creation.
7. When the Password Reset Self Service page appears, type the letters or numbers in the image and click Next.
8. Type your User ID and click **Next**.
9. Answer the Secondary Authentication questions. (Answers are not case sensitive). Then click **Next**.
10. Type a new password in the **New Password** box using the password requirements displayed on the page.
11. In the **Confirm Password** box, retype your new password.

12. Click **Next**.
13. On the Password Confirmation page, click **Finish**. You will receive a confirmation email.

## Using G-Invoicing Multiple Account Access

G-Invoicing provides the ability for a single user to be associated with multiple agencies and Intragov accounts. The user can access the accounts in a single session using the same User ID and password without signing out of G-Invoicing.

**Note:** *You can only have access to one Disburser Administration module account.*

To access a different account in a single user session, select the account from the drop-down menu in the Intragov Disburser module banner. The Account Selection menu displays the agency user's associated accounts. When the user has completed his/her activities within one Disburser account, he/she may select another account from which to work. G-Invoicing will then navigate the user to the selected account's Home page.



*Disburser Administrator Page with Account Selection list box*

## About Tab Navigation

G-Invoicing Disburser Administration module supports tab navigation to the functional areas. The tabs and links that appear vary based on the roles and permissions assigned to you by the Disburser Administrator.

- **Users** tab – Add or import new users, manage user accounts, create and manage user roles, import Intragov Disburser users and run the Import Status report. See the Intragov Disburser Users chapter starting on page 8.
- **Groups** tab – Add or manage data groups for users, Cost Centers, Departments IDs, Bill-to Locations, and/or Business Units (as needed). See the Groups chapter starting on page 27.
- **Purchasing** tab – Configure attachment rules and settings associated with orders. (Requesting Agencies create orders specifying the types of goods/services, the Requesting Agency wants to buy from the Servicing Agency. The order is broken into two sections: the Header, and the Line Items.) See the Purchasing chapter starting on page 31.
- **Invoices** tab – Configure attachment rules and Workflow (if enabled) settings associated with invoices. Workflow is a G-Invoicing feature in which documents and invoices are passed to users for review and approval through a process flow configuration, based on various criteria. See the Invoices chapter starting on page 34.
- **Forms & Rules** tab – Define and manage rule sets, configure document presentations, and configure an invoice approval Workflow process. See the Forms & Rules chapter starting on page 54.
- **Integration** tab – Configure the tasks that define how file exchanges occur between G-Invoicing and your agency's Enterprise Resource Planning (ERP) system. An ERP is business management software, such as an internal accounting system, that manages an agency's accounting or procurement operations. See the Integration Tasks and Agent chapter starting on page 88.
- **Reference Data** tab – View and manage ERP SetIDs, Cost Centers, Department IDs, Cost Centers, and Unit of Measure (UOM) codes. See the Reference Data chapter starting on page 114.

## 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.
- **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

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## Overview

The Disburser Administrator creates new Intragov Disburser users, and creates and assigns roles to the users. The Disburser Administrator also has the responsibility for keeping Disburser users up to date, and disabling them when they leave the agency or no longer need access to G-Invoicing.

## Creating and Managing Users

You can manually add Disburser users or import a group of users in a bulk upload CSV file.

When setting up a new Disburser user for a role in the Intragov Disburser module, agencies should discuss and consider the following questions:

What role will the user play in Buy/Sell Activity?

- What GT&C agreements can the user view?
- Which orders can the user view?
- Which invoices can the user view?
- Which notifications does the user need to receive?
- Which areas of the Intragov Disburser module does the user need access to?

You can limit access to invoices, orders, and GT&Cs in various ways:

- Using the Business Unit, Cost Center and Department ID identifiers to categorize documents. You can create specific groups to control user access to documents, such as GT&C Agreements.
- Limiting the number of Agency Location Codes (ALCs) a Disburser user can view. An ALC is a unique identifier created by the government, but used by G-Invoicing as a specific identifier and assigned to an agency that received the goods or services from another agency.

## Manually Adding and Updating Intragov Users

Before you can complete the New User form, you must create certain attributes, such as groups and roles.

## 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.

**New User**  
Complete the form to create a new user. \* indicates required field

User Information	
* First Name:	<input type="text"/>
* Last Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
* Email Address:	<input type="text"/>
* Phone #:	<input type="text"/>
User's Manager:	Select One
Time Zone:	Eastern Standard Time(EST)
Currency:	US Dollar
* Agency:	Not Assigned
Implementation User:	<input type="checkbox"/>

3. Complete the following fields:
  - **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** - Select the user's manager from the list box. The selections correspond to the list of Disburser users able to access the Intragov Disburser module.
  - **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, for example Eastern Standard Time (America/New\_York).
  - **Currency** - Defaults to US Dollar.
  - **Agency** – Select the agency. During implementation, the G-Invoicing Agency Implementation Team configures the agency's account.
  - **Implementation User** – Select check box if the Disburser user needs temporary access during implementation of G-Invoicing. Not generally used.
4. Next, complete the Agency User Profile.

## Selecting the Agency User Profile

You can create a unique user alias used by G-Invoicing in invoice Workflow. The value provided in this field comes from the XML for an order upload to assign any invoices against the order to one user, or to a series of users. If you do not create an alias, G-Invoicing displays the first and last



name of the user during reassignment. If your agency does not use workflow, there is no need to complete this section.

G-Invoicing does not currently use the Business Unit, Cost Center, and Department ID codes in the User Profile, and the values selected in each of the three list boxes are informational. Use Role assignments to associate a user with Business Unit, Cost Center, or Department ID groups. See the topics *Creating Intragov Roles* on page 23 and *Adding a Group* on page 29 for more information.

Agency User Profile	
User Lookup:	<input type="text"/> +=~^%?';,/\!& not permitted in this field. Value must be unique
Business Unit:	Select One ▾
Cost Center:	Select One ▾
Department:	Select One ▾

*Agency User Profile*

## How to Complete the Agency User Profile

1. Complete User Information section as described in the previous procedure.
2. In the Agency User Profile section, enter a unique User Lookup value. G-Invoicing uses this value as a unique user identifier. The Intragov Disburser user can use this value, for example, when searching for a user to re-assign a task in Workflow.
3. Next, complete the Role Assignment section.

## Selecting the Role Assignment

You must assign a role to each Disburser user you create. A user can have more than one role. You must create roles before you can create users, as the assignment of at least one role is a required field. For more information on creating roles, see the section on *Creating and Managing Roles*, starting on page 23.

Role Assignment		
Assign	Role Name	Description
<input type="checkbox"/>	<a href="#">Administrator</a>	Default administrator
<input type="checkbox"/>	<a href="#">Intra-Gov Reject Invoices</a>	Intra-Gov Reject Invoice role
<input type="checkbox"/>	<a href="#">Intra-Gov Requesting Agency</a>	Requesting Agency Side
<input type="checkbox"/>	<a href="#">Intra-Gov Servicing Agency</a>	Intra-Gov Seller Role
<input type="checkbox"/>	<a href="#">IntraGovView</a>	Intra Gov Buy View Only

*Role Assignment*

## How to Assign Roles

1. Complete the User Information and User Profile sections as described in the previous procedures.
2. Select the role assignment(s) for the Intragov Disburser user.
3. Next, assign ALCs.

## Assigning ALCs

The remaining sections of the New User form contain additional permissions you can assign to the user. You can assign users specific ALCs to restrict access to orders and invoices.

ALC View Permissions	
Scope:	<input checked="" type="radio"/> View all ALCs <input type="radio"/> View the selected ALCs below

Assign ALCs – View Permission		
Assign	ALC Code	ALC Name
<input type="checkbox"/>	28043000	28043000 - [REDACTED]
<input type="checkbox"/>	91020026	91020026 - [REDACTED]
<input type="checkbox"/>	97200019	97200019 - [REDACTED]

*Permissions*

## How to Assign ALC Permissions

1. Complete the User Information, User Profile, and Role Assignment sections as described in the previous procedures.
2. From the ALC View Permissions section, select one of the following:
  - **View all ALCs.** This allows the Disburser user to view all the ALCs associated with the agency. Skip to step 4.
  - **View the selected ALCs below.** Go to the Assign ALCs – View Permission section to make your selections.
3. From the Assign ALCs – View Permission, select each **ALC Code** to associate with this Disburser user.
4. Click **OK** to create the Disburser user; otherwise, click **Cancel**.

G-Invoicing creates the new Disburser user and returns you to the Users lookup page. G-Invoicing also assigns a User ID to the new Disburser user.

**Note:** *Intragov agency configurations do not use the final section on the user page (XMVL Vendor Records View Permission).*

The screenshot shows the 'Users' page in the Intragov system. At the top, there is a navigation bar with tabs for 'Users', 'Groups', 'Purchasing', 'Invoices', 'Payments', 'Forms & Rules', 'Integration', and 'Reference Data'. Below this, there is a sub-navigation bar with 'Users', 'Roles', and 'Reports'. A notification box displays an information icon and the text 'INFO New user added successfully.' Below the notification, the 'Users' section is titled 'Users' and includes the instruction 'View the list of users and their current status.' There are two buttons: 'New User' and 'Import Users'. A search section includes 'Search: Basic Search | Detail Search' and a search input field with the text 'First OR Last Name' and a 'Search' button. A tip below the search field reads 'Tip: % wildcard will increase response time.' Below the search section is a table with the following data:

User ID	First Name	Last Name	Status	First Time Logon	Last Time Logon	Actions
<a href="#">hsaro500</a>	Harry	Smith	Active			<a href="#">Edit</a>
<a href="#">icapt500</a>	John	Jones	Active	4/23/2014 2:58 PM EDT	4/23/2014 3:16 PM EDT	<a href="#">Edit</a>
<a href="#">jone514</a>	Jane	Jones	Active			<a href="#">Edit</a>
<a href="#">majo500</a>	John	Major	Active	1/24/2014 9:32 AM EST	5/8/2014 8:25 AM EDT	<a href="#">Edit</a>

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### *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**. The Edit User page appears.
3. Update the necessary information.
4. Click **OK** to accept the changes; otherwise, click **Cancel**.

G-Invoicing returns you to the Users Summary page

## Importing Users

The Import Users page provides you with the ability to import multiple Disburser users in a CSV file. You can upload 500 users per file, in three concurrent CSV files totaling a maximum of 1500 records.

You can only assign one role using the Bulk Upload User process. Once user account creation completes, you can edit the user to add additional role assignment and restrict ALC permissions.

The CSV file must contain the following fields, in the order shown: You must include each column, but only required fields need a value.

Column #	Column Header	Description
1	FirstName	Required
2	LastName	Required
3	MiddleInitial	Enter a value or leave blank
4	Email	Required
5	Phone	Required
6	TimeZone	Required
7	User Lookup	Enter a value or leave blank
8	Role	Required <b>Note:</b> You must enter the exact role name as it appears in G-Invoicing. You can only add one role using the Import feature. The role name cannot contain a comma. (See the topic <i>Creating and Managing Roles</i> on page 23).
9		Leave blank
10		Leave blank
11		Leave blank
12		Leave blank
13	COMM	Users must enter <b>N</b> (Not Applicable) into this field because commercial functionality is not available in G-Invoicing.  <b>Note:</b> A future enhancement will remove this field that references Commercial.
14	IG	To assign a user access to the Intragov module, enter <b>Y</b> for (Intragov only).  <b>Note:</b> IG will be the only field currently used in G-Invoicing. A future enhancement will remove the COMM field.

## 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 displays the User Import Status Report page.

**User Import Status Report**  
Submit the filter criteria to run the report.

Report Types: User Import Status Report

Date Range: From 10/12/2016 To 10/12/2016

File Name	Date	Imported By	Total #	# Succeeded	# Failed	Comments
No results found.						

### *User Import Status Report*

## Running the User Import Status Report

The User Import Status Report provides you 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 link to the original import file gives you access to the import file.

The report contains the following information:

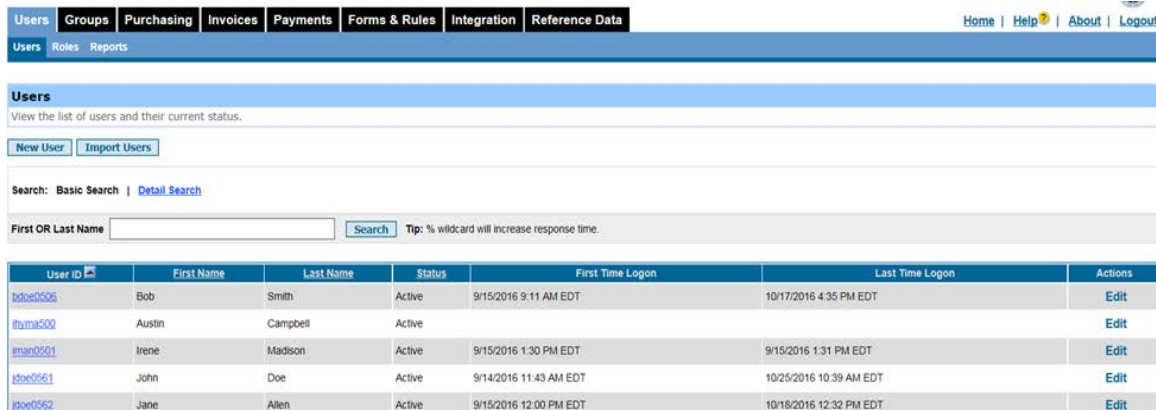
Field Name	Description
Report Type	Defaults to User Import Status Report
Date Range	Enter a start date and end date
<b>Report Results</b>	
File Name	Name of the CSV file
Date	Date of CSV file upload
Imported By	Name of the Disburser Administrator who imported the file
Total #	Total number of records imported
# Succeeded	Number of successful records
# Failed	Number of failed records, such as Lookup value is already in use, invalid value for Middle Name, role not found
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. From the Date Range, 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.

## Locating Users

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



User ID	First Name	Last Name	Status	First Time Logon	Last Time Logon	Actions
bdoe0505	Bob	Smith	Active	9/15/2016 9:11 AM EDT	10/17/2016 4:35 PM EDT	Edit
thyma500	Austin	Campbell	Active			Edit
lman0501	Irene	Madison	Active	9/15/2016 1:30 PM EDT	9/15/2016 1:31 PM EDT	Edit
jdoe0561	John	Doe	Active	9/14/2016 11:43 AM EDT	10/25/2016 10:39 AM EDT	Edit
jdoe0562	Jane	Allen	Active	9/15/2016 12:00 PM EDT	10/18/2016 12:32 PM EDT	Edit

### 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 setup
First Name	First name of the Disburser user
Last Name	Last name of the Disburser user
Status	Status of the Disburser user: <ul style="list-style-type: none"> <li>Active – Able to access and use G-Invoicing</li> <li>Disabled – No longer has access to G-Invoicing</li> </ul>
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

## 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.

The screenshot shows the 'Users' sub-tab selected in the top navigation bar. Below the navigation, there are buttons for 'New User' and 'Import Users'. The search area is titled 'Search: Basic Search | Detail Search' and contains a text input field labeled 'First OR Last Name' with a 'Search' button to its right. A tip below the button reads: 'Tip: % wildcard will increase response time.'

2. Enter the **First or Last Name** of the user. Use the % wildcard option to broaden your search results.
3. 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**.

The screenshot shows the 'Detail Search' page. The search area is titled 'Search: Basic Search | Detail Search'. It contains five text input fields: 'First Name', 'Last Name', 'User ID', 'E-Mail Address', and 'User Lookup'. A 'Search' button is located to the right of the 'User Lookup' field.

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)
4. Click **Search** to display the results.



## Managing User Notifications

Intragov Disburser users receive notifications through email to inform them of tasks to perform. You can select as many notifications as the Disburser user requires. Only a Disburser Administrator can set user notifications.

The types of notifications 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

For agencies using the Optional Feature “Invoice Routing”, which enables Workflow, G-Invoicing automatically assigns new Disburser users the default notification: **Intragov Invoice Activity**. The Intragov Invoice Activity Notification includes the Intragov Invoice Approval Notification. As the Intragov Disburser Administrator, you can only modify the notification schedule; you cannot change the name or description of this 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 Invoice Approval Notification	G-Invoicing sends this notification when Workflow assigns you as the Requesting Agency user an invoice to approve.
Intragov Invoice Rejected Notification	G-Invoicing sends this notification to the subscribed Servicing Agency user when the Requesting Agency rejects an invoice.
Intragov Order Approval Required Notification	G-Invoicing sends this notification to the subscribed Requesting Agency users (Pending Requesting Agency Approval) or Servicing Agency users (Pending Servicing Agency Approval) notifying them that an order requires approval from both the Funding Official and Program Official.
Intragov Order Created or Changed Notification	G-Invoicing sends this notification to subscribed Requesting Agency users and Servicing Agency users when an order creation or modification occurs by the Requesting Agency.
IPAC Request Exceptions-Agency is the Seller	G-Invoicing sends this notification to subscribed Servicing Agency users when an IPAC request record is in exception and the invoice requires a resolution.  IPAC is the system used by most Federal agencies for the settlement of interagency payments and collections and fund transfers for reimbursable activity.

By default, G-Invoicing sends notifications as soon as the event occurs. However, as the Intragov Disburser Administrator, you can choose to have them sent hourly, daily, or weekly. Since notifications available for scheduling depend on the Intragov Disburser user's permissions,

Intragov Disburser user roles should be assigned before the Administrator configures the notifications.”

Additionally, it is possible to combine notifications into groups so that G-Invoicing sends certain messages together using the same schedule. However, each notification can only have one schedule per user; therefore, a Disburser user cannot receive the same notification both immediately and at 6 PM each day.

## 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 Notification Schedules section, click **Add** to display the New Notifications page.
4. From the New Notification page, in the **Notification Name** field, enter a name for the notification.
5. In the **Notification Description** field, enter a description for the notification.
6. In the **Set Schedule** section, in the **Start Date** (Required) field, enter the date for the Disburser user to start receiving notifications, in the format MM/DD/YYYY.

Users | **Groups** | Purchasing | Invoices | Payments | Forms & Rules | Integration | Reference Data | [Home](#) | [Help](#) | [About](#) | [Logout](#)

Users | Roles | Reports

### Edit User

Update the user information. \* indicates required field

#### User Information

User ID: gcarg500

\* First Name:

\* Last Name:

Middle Initial:

\* Email Address:

\* Phone #:

User's Manager:

Time Zone:

Currency:

Disabled:

\* Agency:

Implementation User:

Disburser Module Access:  Commercial  Intra-Gov

#### Role Assignment

Assign roles to this user

Assigned	Role Name	Description
<input type="checkbox"/>	<a href="#">Administrator</a>	Default administrator
<input checked="" type="checkbox"/>	<a href="#">Intra-Gov Reject Invoices</a>	Intra-Gov Reject Invoice role
<input checked="" type="checkbox"/>	<a href="#">Intra-Gov Requesting Agency</a>	Requesting Agency Side
<input type="checkbox"/>	<a href="#">Intra-Gov Servicing Agency</a>	Intra-Gov Seller Role
<input type="checkbox"/>	<a href="#">IntraGovView</a>	Intra Gov Buy View Only

#### Notification Schedules

Notification Name	Message Description	Message Type	Actions
<a href="#">Intra-Gov Invoice Activity</a>	Intra-Gov Invoice Activity	Intra-Gov Invoice Approval Notification	<a href="#">Edit</a>   <a href="#">Remove</a>

#### User Audit Trail

Date	Activity	User	Comment
Oct 27, 2014 11:46:07 AM	Set up default notifications	jmajo500	Added Default Notification: Intra-Gov Invoice Activity
Oct 27, 2014 11:46:07 AM	AddNewUser	jmajo500	Add a new user and userID is gcarg500

7. Select how frequently the Intragov Disburser user should receive a notification. If you select an option other than Immediately in the Every field, enter a value and select a time from the Time list box. If you select Weekly, you must also select a day.

Select...	...Notifications to send...	...And configure...
Immediately	As soon as they are triggered	This is the default. There are no other configurations necessary.
Hourly	On an hourly interval basis	In the <b>Every</b> field, enter the interval between notifications. For example, to receive notifications every three hours, enter three in the <b>Every</b> field.  In the <b>Start Time</b> list box, select the time for the notifications to begin.
Daily	On a daily interval basis	In the <b>Every</b> field, enter the interval between notifications. For example, to receive notifications every two days, enter two in the <b>Every</b> field.  In the <b>Start Time</b> list box, select the time when the Disburser user ought to receive notifications.
Weekly	On a weekly interval basis	In the <b>Every</b> field, enter the interval between notifications. For example, to receive notifications every week, enter one in the <b>Every</b> field.  In the <b>Start Time</b> list box, select the time when the Disburser user should receive notifications.  In the day section, select the day of the week when the Disburser user should receive notifications.

- In the **Choose Messages** section, select the types of notification to receive.

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.

- Click **Submit**.

## Creating and Managing Roles

Agencies should consider their respective needs, Buy/Sell reimbursable activity processes, and organizational structure before creating new roles and defining the purpose each role will serve. Once you determine a role's purpose, consider the necessary permissions for each role to achieve its stated purpose.

You control the Intragov Disburser users access to components and features of G-Invoicing based on role. Thus, you create roles, assign permissions to the role, and then assign roles to the Intragov Disburser user. Multiple users can share roles but you must select at least one role assignment for each Intragov Disburser user. G-Invoicing Intragov Disburser user's tasks can include:

- Managing Trading Partners
- Creating, viewing, or approving GT&Cs
- Creating, viewing, or approving orders
- Creating, viewing approving, or managing invoices

## Intragov Roles and Permissions

Only Administration Permissions and Intragov Permissions apply to Intragov users. If the user's role does not have permission to a function, the user does not see the tab. For example, if the user's role does not have permission to Trading Partner Management, the user does not see the Trading Partners tab in the Intragov Disburser module.

<b>Administration</b>	
User Management	Create and delete roles, add or remove users, and maintain and 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.
Groups Management	Access to the Groups configuration (Groups Tab), and can create and maintain the following types of groups: Users, Suppliers, Cost Centers, Departments, and Business Units.
Invoices Management	Manage the general invoice configuration and Workflow categories, assign Task Management, and Task Delegation users (all of which are located on the Invoices Tab), and maintain the list of Cost Centers (Reference Data Tab).
Forms and Rules Management	Manage the configuration for the various presentations and rule sets on the Forms and Rules Tab. This includes all PO/BPO, invoice/credit memo and invoice/credit memo forms.
Integration Management	Create, run, and schedule data integration functions that control the files transferred into and out of G-Invoicing.
Reference Data Management	Can manage the reference data, including the ERP SetIDs, cost centers, business units, and UOMs.

<b>Intragov Permissions</b>	
<b>Permission Name</b>	<b>Description</b>
Trading Partner Management	View the Trading Partners tab. Add, remove and update Intragov partnerships between your agency and other agencies.
<b>Requesting Agency GT&amp;C Permissions</b>	
Requesting Agency: View GT&C	View Intragov GT&Cs within the Requesting Agency tab
Requesting Agency: Create, Edit, Delete, Modify GT&C	Create, Edit, Delete, Modify GT&Cs within the Requesting Agency tab
Requesting Agency: Approve, Reject, Close GT&C	Approve, Reject, Close GT&Cs within the Requesting Agency tab
<b>Requesting Agency Order Permissions</b>	
Requesting Agency: View Orders	View Intragov orders within the Requesting Agency tab
Requesting Agency: Create, Edit, Delete, Modify Orders	Create, Edit, Delete, Modify Orders within the Requesting Agency tab
Requesting Agency: Approve, Reject, Close Orders	Approve, Reject, Close Orders within the Requesting Agency tab
<b>Requesting Agency Invoice Permissions</b>	
Requesting Agency: View Invoices	View Intragov invoices within the Requesting Agency tab
Requesting Agency: Reject Invoices	Reject Intragov invoices within the Requesting Agency tab
Requesting Agency: Approve Invoices	Approve Intragov invoices within the Requesting Agency tab
<b>Invoice Workflow Permissions</b>	
Invoice Administration	Permit Requesting Agency users to see the Invoice Admin tab on invoices and perform functions specified within that tab
Requesting Agency: Task Management	Permit Requesting Agency users to reassign invoices assigned to other users using the Manage Tasks and Manage Queues functionality under the Tasks Tab
Requesting Agency: Delegate routing tasks	Permit Requesting Agency users to delegate routing tasks
<b>Servicing Agency GT&amp;C Permissions</b>	
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, Close GT&C	Approve, Reject, Close GT&Cs within the Servicing Agency tab
<b>Servicing Agency Order Permissions</b>	
Servicing Agency: View Orders	View Intragov orders within the Servicing Agency tab

Servicing Agency: Approve, Reject, Close Orders	Approve, Reject, Close Orders within the Servicing Agency tab
<b>Servicing Agency Invoice Permissions</b>	
Servicing Agency: Create Invoices	Create, save as draft, edit and void Intragov invoices within the Servicing Agency tab
Servicing Agency: View Invoices	View Intragov invoices within the Servicing Agency tab

## How to Create an Intragov Role

1. From the Users tab, click the **Roles** sub-tab. The Roles list page appears.
2. Click **New Role**. The New Role page appears.
3. Click **Administration Permissions** or **Intragov Permissions**.
4. In the **Role Name** box, type a name descriptive of the role. Do not use a comma or any of the following special characters in the role name: < / >
5. In the **Role Description** box, type a description for the role.
6. From **Administration Permissions** or **Intragov Permissions**, select the permission(s) you want to associate with the role.

**Note:** Roles that contain Intragov Permissions ONLY must have at least one view permission.

7. From the View Permissions Scopes section, do one of the following:
  - Select **View all** – Allows the role access to all groups.
  - Select **View permission are associated with the selected groups below** – Allows the role access to the groups selected from the Groups associated with View permission section.
  - Select each group to associate with this role.
8. Click **OK** to create the role; otherwise, click **Cancel**.

**Note:** The Disburser Administrator should consider creating a backup Disburser Administrator with certain administrator permissions. If a Disburser Administrator is absent for an extended period or leaves, a backup administrator can perform the duties of the Disburser Administrator without interruption to the agency.

## How to Edit an Intragov Role

1. From the Users tab, click the **Roles** sub-tab. The Roles list page appears.
2. In the row of the role whose permissions you want to change, click Edit. The Edit Role page appears.
3. Click **Intragov Permissions**.
4. From the Role Information section, enter the following:
  - In the **Role Name** (Required) box, edit the name descriptive of the role. Do not include a comma or any of the following special characters in the role name: < / >
  - In the **Role Description** (Required) box, edit the description for the role.
5. From **Administration Permissions** or **Intragov Permissions**, select the permission(s) you want to associate with the role.
6. From the View Permissions Scopes section, do one of the following:
  - Select **View all** to allow the role access to all groups.
  - Select **View permission are associated with the selected groups below** – Allows the role access to the groups selected from the Groups associated with View permission section.
  - Select each group to associate with this role.
7. Click **OK** to save the changes to the role; otherwise, click **Cancel**.

**Note:** You cannot delete roles. Use the edit function to update the roles that already exist.



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# Chapter 4 - Groups

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# Understanding Groups in G-Invoicing

G-Invoicing Group functionality allows you to maintain separation of duties and responsibilities.

Establishing distinct groups permits users to filter all activity for GT&Cs, orders, and invoices by group permissions.

Conversely, if a user is associated with a role that does not have specific group permissions (such as Business Unit, Cost Center, or Department ID), you must assign the **View all** permission when defining the role to allow the user access to documents.

Likewise, the Group functionality can be used to filter the visibility of certain users to other users for added restrictions, unless the user has View permission to all groups. **Note:** Access to an invoice through Workflow takes precedence over group filtering.

See the topic *Creating and Managing Roles* starting on page 23.

G-Invoicing provides a standard set of default groups, which cannot be changed or deleted.

Group Name	Description	Group Type	Actions
<a href="#">All Bill To Locations</a>	Contains all Bill To Locations. It cannot be modified or deleted.	Bill To Location	
<a href="#">All Business Units</a>	Contains all Business Units. It cannot be modified or deleted.	Business Unit	
<a href="#">All Cost Centers</a>	Contains all Cost Centers. It cannot be modified or deleted.	Cost Center	
<a href="#">All Departments</a>	Contains all Departments. It cannot be modified or deleted.	Department	
<a href="#">All Suppliers</a>	Contains all accepted Suppliers. It cannot be modified or deleted.	Supplier	
<a href="#">All Users</a>	Contains all Users. It cannot be modified or deleted.	User	
<a href="#">IGT Invoice Approvers</a>	IntraGov Invoice Approvers	User	<a href="#">Edit</a>   <a href="#">Delete</a>

Groups Page

Field Name	Description
Group Name	Name of the group created by G-Invoicing for default groups or by a Disburser Administrator  Click to view additional information on the group.
Description	Descriptive information regarding the group

Field Name	Description
Group Type	<p>Displays the group type:</p> <ul style="list-style-type: none"> <li>User – Users created in G-Invoicing</li> <li>Cost Center - Unit within an organization where managers are responsible for associated costs and for adhering to a budget. Organizations consider Cost Centers as an expense</li> <li>Department - Part of a larger organization with a specific responsibility or devoted to one of several major tasks</li> <li>Bill To Location - Not currently used in G-Invoicing</li> <li>Business Unit - Segment of a company, such as accounting</li> </ul> <p>Supplier – Vendors with whom the agency is doing business</p>

## Creating and Managing Groups

The Intragov Disburser Administrator can create custom groups for the agency.

*New Group Page*

### How to Create a Custom Group

1. Click the **Groups** tab. The Groups page appears.
2. On the Groups page, click **New Group**. The New Group page appears.
3. In the **Group Name** (Required) field, type a group name using any alphanumeric characters.
4. In the **Group Description** field, enter a short description.
5. From the **Group Type** list box, select a group type. The group type selected determines the choices available for assignment.
6. Select at least one member or item to include in the group.

7. Click **OK** to create the group; otherwise, click **Cancel**. The new group appears on the group summary page.

## How to Delete a Custom Group

1. From the Groups page, in the Action section of the group to delete, click **Delete**. A confirmation message appears.
2. Click **OK** to delete the group; otherwise, click **Cancel**. If you select **OK**, G-Invoicing deletes the group.

## How to Add Members or Items to an Existing Custom Group

1. Click the **Groups** tab. The Groups page appears.
2. On the Groups page, select the group where you want to add a member or click **Edit** in the Action column. The Group Details page appears.

User ID	First Name	Last Name	Status
jjone514	Jane	Jones	Active
jmajo500	John	Major	Active

3. Click **Edit Group Members**. A list of members currently associated with the group appears.
4. Click the link **Add Group Members**. The Add Group Members page displays a list of applicable members not yet associated with the group.
5. In the Assign column, select the members to assign to this group.
6. Click **Add Selected Members** to submit the changes.

## How to Remove Members or Items from an Existing Group

1. Click the **Groups** tab. The Groups summary page appears.
2. On the Groups page, select the group where you want to add a member or click **Edit** in the Action column. The Group Details page appears.
3. Click **Edit Group Members**. A list of members currently associated with the group appears.
4. Click the link **Remove Group Members**. The Remove Group Members page appears.
5. In the **Assign** column, select the members to remove from this group.
6. Click **Remove Selected Members** to submit the changes.

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# Chapter 5 - Purchasing

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## Overview

Use the Purchasing page to configure attachments for Orders and determine whether to apply the Order Revision Update Rule.

The screenshot shows the 'Purchasing' tab in the Intragov system. The navigation menu includes 'Users', 'Groups', 'Purchasing', 'Invoices', 'Payments', 'Forms & Rules', 'Integration', and 'Reference Data'. The 'General' sub-tab is active. The page title is 'View: Commercial | Intra Gov'. The main content area is titled 'Intra-Gov Order Attachment Configuration'. It includes a default file type restriction: 'Default file type is all(\*) G-DIV excludes the cmd, exe, bat, scr files.' There is a section for 'Upload Attachments' with a radio button set to 'Yes' and a text box containing '\*.gif \*.tif \*.jpg \*.doc \*.docx'. Below this is a button labeled 'Update Attachment Rules'. The second section is 'Intra-Gov Order Revision Update Rule', which has a checkbox checked for 'Update order only if revision number is greater than current order document revision number' and a button labeled 'Order Revision Update Rule'.

### Purchasing Tab

## Implementing Order Attachment Rules

You can configure this feature to allow upload of Order attachments and to define the allowable file types. To allow attachments in the PO Upload task, you must also grant an Intragov Disburser user the role containing the Purchase Order – Add/Delete Attachment permission to allow an attachment in the PO Upload task. The attachment file size cannot exceed approximately 10MB. G-Invoicing allows a maximum of 25 attachments.

**Note:** You cannot upload the following file types: *cmd, exe, bat, and scr.*

## How to Implement Attachment Rules

1. From the Purchasing tab, click the **Intragov** link. The Intragov Invoices General page appears.
2. In the Upload Attachments section:
  - Select **Yes**.
  - In the **List of file types for attachments** text box, type each file type you want to allow. Separate each type with a comma. For example, type *doc, docx, csv, txt*. If you enter *\*. \** or leave the field blank, the user can upload all file types except those specifically excluded by G-Invoicing.
  - Admins should also enter each extension type in upper AND lower case, and should also enter separate extension types for *jpg, jpeg, doc, .docx, xls, xlsx, etc.* For example, if an admin wanted to allow for *.jpg, .doc, and .xls* files as attachments, they would enter the following extension types: *jpg,JPG,jpeg,JPEG,doc,DOC,docx,DOCX,xls,XLS,xlsx,XLXS*
3. When done, click **Update Attachment Rules**.
4. If you no longer want to apply attachment rules to orders, in the Upload Attachments section, select **No**, and then click **Update Attachment Rules**.

## Applying the Order Revision Update Rule

Apply the revision update rule if you do not want the Intragov Disburser user to upload a modified order with the same number as the existing orders number. This rule ensures that each revision to an order has a number incrementally higher than the previous order number.

## How to Ensure Order Revision Numbers Are Incremented

1. From the Purchasing tab, click the **Intragov** link. The Intragov Invoices General page appears.
2. In the Intragov Order Revision Update rules section, select the check box for **Update order only if revision number is greater than current order document revision number**. Once you select this box, updates to existing Intragov Orders that do not contain a revision number greater than the current revision number will not load.
3. Click **Order Revision Update Rule**.
4. If you no longer want to enforce incremented order number revisions, de-select the checkbox, and then click **Order Revision Update Rule**.

The screenshot shows the 'Intra-Gov Order Revision Update Rule' configuration page. The page has a navigation bar with tabs: Users, Groups, Purchasing, Invoices, Payments, Forms & Rules, Integration, and Reference Data. The 'Purchasing' tab is active. The page title is 'General'. Below the title, there is a 'View: Commercial | Intra-Gov' section. The main content area is titled 'Intra-Gov Order Attachment Configuration'. It includes a default file type filter: 'Default file type is all(\*) G-DIV excludes the cmd,exe,bat,sct files.' Below this, there is a section for 'Upload Attachments' with radio buttons for 'Yes' (selected) and 'No'. To the right, there is a text input field for 'List of file types for attachments' containing 'gif,GIF,m.TIF,jpg,JPG,doc,DOC'. Below this is a button labeled 'Update Attachment Rules'. The bottom section is titled 'Intra-Gov Order Revision Update Rule' and contains a checkbox labeled 'Update order only if revision number is greater than current order document revision number' which is checked. Below this is a button labeled 'Order Revision Update Rule'.

## Chapter 6 - Invoices

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## Overview

Use the Invoices tab to configure general invoice settings for the Intragov Disburser module. If you have Invoice Workflow enabled for your agency, you can create Workflow categories, define the recipients of invoices, configure Workflow tasks, and delegate tasks when users are unavailable. Refer to the *Workflow User Guide* for additional information on using Workflow.

## Configuring General Options

From the General tab, click the Intragov link. You can set the Workflow Routing Assignment, Duplicate Invoice Rule, Edit Rules, and Attachment Configuration.

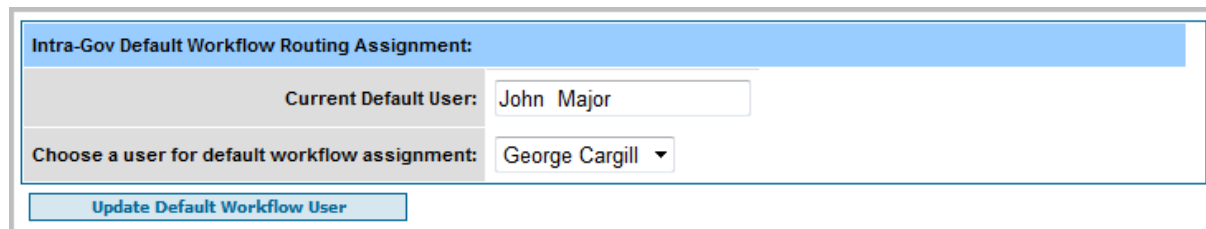


*Invoices General Tab*

## Updating the Default Workflow Routing Assignment

During agency account creation, G-Invoicing sets the default user to the agency's initial Disburser Administrator. The default user is the destination for Workflow assignments whenever G-Invoicing cannot determine a valid user from the current Workflow configuration. Other reasons G-Invoicing routes tasks to the Default User for include: Workflow enabled but not configured, or a task level assignment is to a disabled user.

**Note:** You can only assign an Intragov Disburser Administrator with Invoices Management this responsibility. If your agency does not enable Workflow, the Intragov Default Workflow Routing Assignment will not appear.



*Invoice Default Routing Assignment*

## How to Assign a Default Workflow User

1. From the Invoices tab, click the **General** sub-tab. The Invoices General page appears.
2. Click the **Intragov** link.

3. In the Intragov Default Workflow Routing Assignment section:
4. From the Choose a user to default Workflow assignment list box, select a default user.
5. Click Update Default Workflow User.

## Applying the Duplicate Invoice Number Rule

Use this option to prevent duplicate invoice numbers upon resubmission of a rejected invoice.

*Duplicate Invoice Rule*

## How to Apply the Duplicate Invoice Rule

1. From the Invoices tab, click the **General** sub-tab. The Invoices General page appears.
2. Click the **Intragov** link.
3. In the Intragov Duplicate Invoice Number Rule section, select the **Prevent Duplicate Invoice Numbers upon Resubmission of Rejected Invoice** check box.
4. Click Update Duplicate Invoice Number Rule to save your changes.

## Applying Invoice Attachment Rules

The Invoice Attachment Configuration allows you to configure the maximum number and type of attachments allowed on an invoice.

You can configure which file extensions to use, whether other Intragov Disburser users can delete the attachments, and whether to allow invoice downloads with attachments.

**Note:** G-Invoicing never allows the upload of *cmd*, *exe*, *bat*, *scr* file types.

*Invoice Attachment Rules*

## How to Apply the Invoice Attachment Rules

1. From the Invoices tab, click the **General** sub-tab. The Invoices General page appears.
2. Click the **Intragov** link.
3. In the Intragov Invoice Attachment Configuration section, do any of the following:
  - In the **Maximum number of Attachments per Invoice** box, type the maximum number of attachments to allow. G-Invoicing allows each attachment to be approximately 10MBs. As a best practice, G-Invoicing recommends a maximum of 25 attachments per invoice.
  - In the **List of the file types for attachments** box, type the file types users can upload, Invoice attachments file extensions are case sensitive. When you enter allowable file types, include variations, such as *xlsx*, *XLSX*, *pdf*, *PDF*, *gif*, *GIF*.

- Select **Yes** to allow other users, besides the user who originally added the attachments, to delete the attachment. (G-Invoicing does not currently support this feature.)
  - Select **Yes** to download invoices with their associated attachments with the Integration task Type: G-Invoicing Invoice Download.
4. Click **Update Attachment Rules** to save your changes.

## Configuring Workflow for Invoices

Agencies must enable Intragov Invoice Routing to use any of the Workflow functionality available from the Invoices tab. The following Invoice sub-tabs are not available if Workflow is disabled.

- Workflow Categories
- Queues
- Routing Maps
- Routing Table
- Task Management
- Task Delegations

### Workflow Categories

Use the Workflow Categories sub-tab to define the data values to route an invoice via Workflow. You can implement Workflow routing rules using the categories and Header data values in the invoices derived from the order data.

Typically, G-Invoicing recommends handling documents based on three fields from the order Header. Use these fields to control document access and invoice approvals.

- Header Business Unit (found within the Free Form Criteria feature)
- Header Cost Center (found within the Free Form Criteria feature)
- Contact Department ID (found within the Free Form Criteria feature)

If supplied, G-Invoicing automatically copies these fields to the invoice header from the order. The invoice header is the top portion of the invoice that contains the agency name, address, telephone and email address, the invoice number, date, payment terms, and a reference to an order. The actual data value supplied need not align perfectly with the field label (that is, the data may not actually be a Business Unit in that field).

The Workflow Category allows G-Invoicing to route different invoices on different paths. As such, you can route the documents for one group of Cost Centers differently from documents for another group of Cost Centers.

Category Name	Description	Invoice Type	PO Based	Actions
G-Inv Invoices	G-Inv Invoices	Web-Gov Invoice Type	PO Based	Update   Remove

Showing 1 of 1

[Create New Category](#)

*Workflow Category List*

## Creating a Category Definition

Use the Category Definition page to create or edit Workflow categories. G-Invoicing routes an invoice to specific users via criteria defined in the Workflow functionality, if all criteria is completed correctly. When you create workflow categories, you must ensure that the category definitions are mutually exclusive and exhaustive. That is, you must ensure that any given invoice received meets the criteria for exactly one Workflow category. If an invoice meets the criteria for zero Workflow categories, it will be routed to the default user specified under Invoice > General Options. If an invoice meets the criteria for more than one category, G-Invoicing will route to the first category encountered.

The screenshot shows the 'Category Definition' form in the Disburser Administration system. The form is titled 'Category Definition' and includes a sub-header: 'An invoice which meets all of the criteria specified below will be assigned this category. Criteria is only defined at the invoice header and summary level.'

The form contains the following sections and fields:

- Category Name:** A text input field.
- Description:** A text input field.
- Invoice Type:** A dropdown menu with 'Intra-Gov Invoice Type' selected and 'Standard' as the sub-option.
- Purchase Order (PO) Criteria:** Radio buttons for 'PO Based' (selected), 'Non-PO Based', and 'All (PO and Non-PO Based)'.
- Other Criteria:**
  - Bill To Group: None (dropdown)
  - Supplier Group: None (dropdown)
  - Cost Center Group: None (dropdown)
  - Invoices within: [ ] days of their due dates
  - Free Form Criteria: [Define free form criteria](#)

At the bottom of the form are 'Cancel' and 'Save' buttons.

*Category Definition*

## How to Create a Workflow Category

1. From the Invoices tab, click the **Workflow Categories** sub-tab. The Category List page appears.
2. Click **Create New Category**.
3. Type a name for the category in the **Category Name** field.
4. Type an informational description of the category in the **Description** field. Do not use special characters in the description.
5. In the Invoice Type section, select **Intragov Invoice Type**.
6. In the Purchase Order (PO) Criteria section, select **PO Based**.

7. In the **Other Criteria** section, use the information in the table below to make your selections:

Field Name	Description
Bill to Group	Not currently used in G-Invoicing.
Supplier Group	<p>Select the check box to include invoices that are part of a Supplier Group category and then select a group from the list box.</p> <ul style="list-style-type: none"> <li>• None</li> <li>• All Suppliers</li> <li>• [user added groups]</li> </ul> <p><b>Note:</b> <i>This list can differ depending on the groups you established.</i></p>
Cost Center Group	<p>Select the check box to include invoices that are part of a Cost Center Group category and then select a group from the list box.</p> <ul style="list-style-type: none"> <li>• None</li> <li>• All Cost Centers</li> <li>• [user added groups]</li> </ul> <p>This list can differ depending on the groups you established.</p>
Invoices within (number of days) days of their due dates	Select the check box to include invoices that are within a specified amount of days from their due date. Enter the number of days in the corresponding field.
Free Form Criteria	<p>See the topic <i>Defining Category Freeform Criteria</i> on page 39.</p> <p>You cannot select this field until you save this category definition. Once saved, you can update the category.</p>

8. Click **Save**. G-Invoicing returns you to the Category List page.

## Defining Category Free Form Criteria

Use the Category Free Form page to define Workflow category groups based on the data in the invoices themselves.

You can define categories for three sections of the invoice:

- Header Fields – These are the fields in the header section of the invoice, such as Bill To and Ship To information.
- Line Fields – These are the fields on the invoice line, such as amount, unit of measure, and quantity.

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**Category Free Form**

Please define the free form criteria below.

**Header Fields**

ID	Field	Operator	Value	Criteria Connector
1	None	None		None
2	None	None		None
3	None	None		None
4	None	None		None
5	None	None		None

Criteria Connector between header fields and line fields None

**Line Fields**

Select one of the following options before selecting the line fields. Default is "No lines". If you select the "One or More lines" option, specify the number of line minimum as 1. If the indicated number of lines exceeds the total number of the invoices, then "All lines" option will be executed.

No lines.
  All lines  
 One or More lines.  Number of lines to validate

ID	Field	Operator	Value	Criteria Connector
1	None	None		None
2	None	None		None
3	None	None		None
4	None	None		None
5	None	None		None

Criteria Connector between above fields and Distribution fields None

**Distribution Fields**

Select one of the following options before selecting the Distribution fields. Default is "No Distributions". If you select "One or More line distribution of a line" option, specify the number of line distributions per line for validation. Minimum is 1. If you select "One or More line distribution of an invoice" option, specify the number of line distributions on whole for validation. Minimum is 1. If the indicated number of line distributions exceeds the total number of the invoice, then "All Distributions" option will be executed.

No Distributions
  All Distributions  
 One or More line distribution of a line.
  One or More line distribution of an invoice.  
 Number of line distributions to validate

ID	Field	Operator	Value	Criteria Connector
1	None	None		None
2	None	None		None
3	None	None		None
4	None	None		None
5	None	None		None

Cancel
Save Criteria
Add More Criteria

*Category Freeform Criteria*

Tips for Defining Free Form Criteria Categories:

- Due to the complex logic required to establish a category based on line item or distribution fields, use only header fields to define the categories.

- After successfully defining the first category, define other categories that are different from the first. For example, if you define the first group with the Header Currency Code as “USD”, you should define another category where the Header Currency Code is “NOT USD”.

## How to Define Freeform Criteria for a Workflow Category

1. From the Invoices tab, click the **Workflow Categories** sub-tab. The Category List page appears.
2. In the row of the category where you want to add freeform criteria, click **Update**. The Category Definition page appears.
3. Select the **Free Form Criteria** checkbox and then click **Define free form criteria**. G-Invoicing displays the Category Free Form page.
4. Use the information in the table below to complete the Free Form definition.

Field Name	Description
<b>Header Fields</b>	
Field	Select the field to include in the category from the list box.
Operator	Select the operator from the list box. Operators include: <ul style="list-style-type: none"> <li>• None</li> <li>• Equals</li> <li>• Is greater than</li> <li>• Is greater than or equal to</li> <li>• Is less than</li> <li>• Is less than or equal to</li> <li>• Is not equal to</li> </ul>
Value	Enter the value that will compare to the value in the invoice field.
Criteria Connector	Select one of the following connectors: <ul style="list-style-type: none"> <li>• None – no connector used because there are no additional criteria.</li> <li>• Or – selects header 1 or header 2</li> <li>• AND – connects header 1 with header 2</li> </ul>
Criteria Connector between header fields and line fields	Select one of the following connectors: <ul style="list-style-type: none"> <li>• None – no connector is used</li> <li>• Or – selects header or line fields</li> <li>• AND – connects header with line fields</li> </ul>
<b>Line Fields</b>	
Select one of the following options before selecting the Line fields.	
<b>No lines</b> radio button	Click to exclude lines from validation of the selection criteria for the category (default).

One or More Lines radio button	Click to specify the exact number of lines to validate. If selected, enter a value in the <b>Number of lines to validate</b> field.
<b>All lines</b> radio button	Click to select all the lines in the validation of the category selection criteria.
Number of lines to validate	Enter the number of lines to validate. The minimum is 1. <b>Note:</b> <i>If the indicated number of lines exceeds the total number of lines in the invoice, G-Invoicing executes All Lines.</i>
Field	Select the field to include in the category from the list box.
Operator	Select the operator from the list box. Operators include: <ul style="list-style-type: none"> <li>• None</li> <li>• Equals</li> <li>• Is greater than</li> <li>• Is greater than or equal to</li> <li>• Is less than</li> <li>• Is less than or equal to</li> <li>• Is not equal to</li> </ul>
Value	Enter the numerical value for the field.
Criteria Connector	Select one of the following connectors: <ul style="list-style-type: none"> <li>• None – no connector is used</li> <li>• Or – selects line 1 or line 2</li> <li>• AND – connects line 1 with line 2</li> </ul>
Criteria Connector between above fields and Distribution fields	Select one of the following connectors: <ul style="list-style-type: none"> <li>• None – no connector is used</li> <li>• Or – selects line or Distribution fields</li> <li>• AND – connects line with Distribution fields</li> </ul>

5. Do one of the following:

- Click **Save Criteria** to save your entries and return to the Category Definition page
- Click **Cancel** to cancel your entries and returns you to the Category List page
- Click **Add More Criteria** to add additional lines to each section so you can enter more criteria

## Creating a Default Workflow Category

Establish a default category so that if your agency submits a document that does not match any existing category, G-Invoicing can route to the default category. Creation of the default category reduces the need for G-Invoicing to route invoices to the Current Default User as specified in the Default Workflow Routing Assignment section on the Invoices > General page. The default category should include criteria that are the opposite of the existing categories.



For Example: You can use cost centers to define a Workflow category. The cost centers include the following:

- Cost Center 1
- Cost Center 2
- Cost Center 3

To create a default category to route invoices that do not include those cost centers, define a category where the cost centers are not equal to Cost Centers 1, 2, or 3. Use the Category Free Form page to define the opposite of the existing category.

ID	Field	Operator	Value	Criteria Connector
1	Header Cost Code	is not equal to	Cost Center 1	AND
2	Header Cost Code	is not equal to	Cost Center 2	AND
3	Header Cost Code	is not equal to	Cost Center 3	None
4	None	None		None
5	None	None		None

Criteria Connector between header fields and line fields: None

*Example - Using the Category Free Form Page*

To ensure G-Invoicing does not route documents to the default category in error, name the default category with a name that comes later in the alphabet than the names of all the other categories as G-Invoicing begins sorting documents alphabetically. For example, if there are two categories, Alpha and Sigma, then Workflow checks the criteria for Alpha before checking the criteria for Sigma.

## Creating and Managing Queues

An additional feature for G-Invoicing invoice approval is the use of queues. A queue of invoices comprises a first-in, first-out list, created as a Workflow routing destination for the invoices. Workflow routes invoices to the queue, and the Intragov Disburser users who are designated as queue members review and either approve or reject the next available invoice on a first-in, first-out basis. You can use the Queues page to create queues as destinations for routing invoices in Workflow, add new queues, and assign users to a queue.

The Queue Administrator can view any invoices in their queue and reassign existing tasks. A document from a queue remains associated with it until task level completion, even while assigned to a queue member.

Queue Name	Queue E-mail	Actions
<a href="#">IGT Queue</a>	jmajor@igt123.gov	<a href="#">Update</a>   <a href="#">Remove</a>

### Invoices Queues Page

## How to Create a New Queue and Add Queue Members

1. From the Invoices tab, click the **Queues** sub-tab. The Queues page appears.
2. Click **New Queue**. The New Queue page appears.

Queue Name	Queue E-mail	Actions
<a href="#">IGT Queue</a>	jmajor@igt123.gov	<a href="#">Update</a>   <a href="#">Remove</a>

**New Queue**

Complete the form to create the queue. \* indicates required field

**Queue Information**

\* Queue Name:

Queue EMail:

Description:

Member Type: User  Enter "Last\_Name", "First\_Name Last\_Name" or "First\_Name Middle\_Initial Last\_Name", \* or % will search all.

Available Members	Selected Members
<input type="text"/>	<input type="text"/>

Members:

3. Complete the Queue Information as follows:
  - **Queue Name** (Required) - Enter a name for the queue.
  - **Queue Email** - Enter the email address of the Queue Administrator for the queue.
  - **Description** - Enter a description of the queue.
4. Do the following to add Disburser users to the queue:
  - Search for a Disburser user by entering a (%) wildcard in the field or enter a Disburser user and click the magnifying glass icon. The **Available Members** field displays the current members of the queue who meet the search criteria.
  - Click **Add** to move users listed in the Available Members list to the Selected Members list.
  - To remove a member from the **Selected Members** field, select a user and click **Remove**.
5. Click **Save** to save the queue; otherwise click **Reset** to remove all values entered on the page. When you click **Save**, the optional Queue Administrator(s) section appears.

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### Queue Detail

View or modify the queue detail. \* Indicates required field

#### Queue Information

\* Queue Name: Queue 1 test

Queue EMail:

Description:

Member Type: User % Enter "Last\_Name", "First\_Name Last\_Name" or "First\_Name Middle\_Initial Last\_Name", " " or % will search all.

Available Members	Selected Members
Bob Smith	U:Austin Campbell
Irene Madison	
Jane Allen	
John Doe	
Robert Mattison	

Members: Add >> << Remove

Save Reset

#### Queue Administrator(s) (Optional)

Select administrator(s) for the queue

Is Administrator	Member Name
<input type="checkbox"/>	Austin Campbell

Select Cancel

- Under **Is Administrator**, select the checkbox for the queue member you want to act as a Queue Administrator. Queue Administrators can view any tasks in the queue and can reassign tasks to other users.
- Click **Select** to save.

## How to Edit an Existing Queue

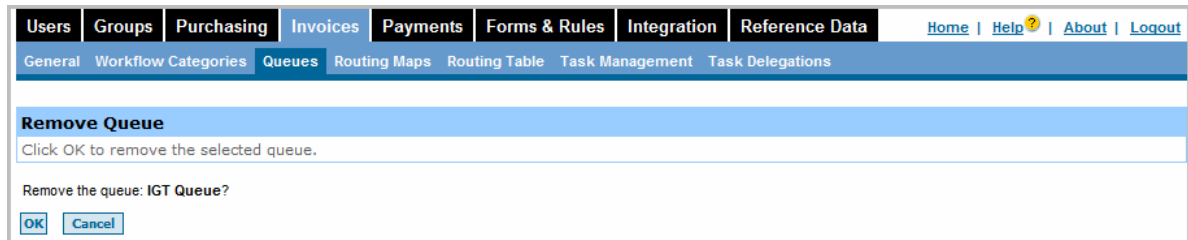
- From the Invoices tab, click the **Queues** sub-tab. The Queues page appears.
- Click the link for the Queue Name or in the Actions column, then click Update. The Queue Details page appears.
- Search for an Intragov Disburser user by entering a wildcard such as % in the field, or enter a user name. The Available Members field displays the current members of the queue that meet the search criteria.
- Make any desired changes to the queue name, descriptions, or selected members.
- Click **Save**.

## Removing Queues

Do not remove a queue configured for Workflow assignment or escalation. Escalation changes the assignment of a Workflow task to an individual or group if there is no action taken within a specified period. Both the original assignee, along with any individuals to whom the invoice has been routed through Workflow escalation, may perform the Workflow task. If the queue is removed, the invoice is assigned to the Current Default User as specified in the Default Workflow Routing Assignment section on the Invoices > General page. Prior to removal of a queue, review and edit your agencies Workflow configurations to ensure future invoices will not route to the queue.

## How to Remove a Queue

1. From the Invoices tab, click the **Queues** sub-tab. The Queues page appears.
2. From the Queues page, in the Actions column, click **Remove** in the same row as the queue to delete. The Remove Queue confirmation page appears.
3. Click **OK** to remove the queue; otherwise, click **Cancel**.



## Configuring Routing Maps

Workflow routing maps define the recipient of an invoice, connecting a document type to a routing destination. The value of a particular field within an invoice (Supplier, Cost Center, Department, Bill to Location or Business Unit) determines the logic that selects the Workflow invoice recipient. If the invoice meets the selected group criteria, Workflow routes the invoice to the selected destination for approval.

Different routing map combinations create a sequential Workflow tailored to the specific process requirements of an agency and allow for increased escalation levels.

Routing maps also return a list of Intragov Disburser users to select Workflow functions, such as reassignment. The destinations are Intragov Disburser users, concurrent Intragov Disburser user groups, queues, and parallel Intragov Disburser user groups. When using Workflow parallel groups all users within the group must simultaneously approve an invoice before it can go to the next level. If one member of the group rejects the invoice then G-Invoicing returns the invoice to the Servicing Agency.

A routing map consists of two parts: The map details (such as map name, logic, and permissions), and the mapping logic.

## How to Create a New Routing Map

1. From the Invoices tab, click the **Routing Maps** sub-tab. The Maps Used in Routing page appears.
2. Click **Create Map**. The Map Details page appears.
3. In the **Map Name** field, enter a name for the map.
4. In the **Description** field, enter a description for the map.
5. From the **Logic is Based on** list box, select the logic to use for this map. For example, select Cost Center to base the routing on Cost Centers.
6. In the **Permission** section, select **Approve Invoice**.
7. Click **Create**. G-Invoicing displays the Mapping Logic section.
8. Next, follow the steps in the Assigning Mapping Logic to continue.

## Assigning Mapping Logic

After completing the steps for creating a routing map, you must assign the mapping logic (the assignments) to the map. You can create a new mapping assignment, create a group before creating the map assignment, or choose to skip a level for this particular routing map.

Element Name	Description
<b>Create New Assignment</b>	Click to open the Map Logic Selection page to select a logic group and a recipient.
<b>Create New Group</b>	Click to open the New Group page to create a new group. Information on creating groups is in the Groups section of this guide. See page 26.

## How to Assign Mapping Logic to a Routing Map

- From the Map Details page, click **Create New Assignment**. The Map Logic Selection page appears.

- From Logic Group, select a logic group for the map. G-Invoicing displays the groups created on the Map Details Page.
- From Recipient, select one of the following:
  - A Group – G-Invoicing indicates Groups by a link. Click the link to view the Group Details page.
  - Skip this level - select to route the document to the next level of Workflow.
- Click **Save Assignment**. G-Invoicing displays the Map Details page.
- Click **Save**.

## How to Edit a Routing Map

- From the Invoices tab, click the **Routing Maps** sub-tab. The Maps Used in Routing page appears.
- In the **Actions** column, click **Update**. The Map Details page appears.
- Make any desired changes to the name, descriptions, or permissions for the map.
- Click **Save**.

## How to Skip a Level Using a Routing Map

**Note:** This procedure assumes you already created a routing map.

1. From the Invoices tab, click the **Routing Maps** sub-tab. The Maps Used in Routing page appears.
2. Click **Update** in the row for the map to update. The Map Details and Mapping Logic page appears.
3. In the Mapping Logic section, to skip a level for an existing assignment, click **Update** and select **Skip This Level** or Click **Create New Assignment**. The Map Logic Selection page appears (See Assigning Map Logic on page 47).
4. Click **Save Assignment**. G-Invoicing displays the Map Details page.
5. Click **Save**.

## How to Delete a Routing Map

**CAUTION:** Before deleting a routing map, verify that all routing assignments are re-assigned. Otherwise, all of your documents revert to the Current Default User.

1. From the Invoices tab, click the **Routing Maps** sub-tab. The Maps Used in Routing page appears.
2. In the **Actions** column, click **Remove** in the row of the map to delete. A confirmation message appears.
3. Click **Yes** to remove this map.

## Configuring Routing Tables

Like routing maps, routing tables define the logic that allows Workflow to select an invoice recipient, offering more escalation levels and providing the most comprehensive method to identify how data in the invoice controls the invoice assignment. However, the complexity of routing table logic, versus that of routing maps, results from its reliance on the fields within a document, rather than on group membership. The routing table potentially comprises multiple routing maps, each consisting of multiple assignment rules closely related to the Workflow designed specifically for an agency. The routing table contains a collection of assignment rules in the form of logic statements: "If field x operator 'value' and/or ...." Each rule gives an assignment to a destination. Additionally, routing tables return a list of Disburser users available for selection for Workflow functions, such as reassignment.

Because complex rules require many test scenarios to ensure all possible routing cases are completed, it is best to limit the complexity when creating assignment rules. Broader rules apply to greater sets of documents and are therefore less likely to miss a routing case. Please contact the Treasury Support Center should you require changes to the routing as G-Invoicing recommends only Treasury Support Center handle these changes.

## Managing Workflow Tasks

Generally, Workflow configuration assigns certain tasks to a specific Intragov Disburser user or groups of Intragov Disburser users. However, the Workflow configuration does not account for situations when Disburser users or groups are unavailable to perform these tasks. The Task Management page addresses invoices reassignment, which can be used to assign an invoice to another user for approval if the original assignee cannot approve. After Workflow task creation within the Forms & Rules tab, Workflow Configuration sub-tab, you do not need to redesign the Workflow process to resolve temporary scheduling issues.

### Task Management Page

Access the following pages from the Task Management sub-tab:

- Manage Tasks Page
- Lookup Users Page

	Task Owner	Invoice #	Type	Date Sent	Due Date	Amount
<input type="checkbox"/>	User: Mary Wright	INV10_58586_LN1_2	Edit	Dec 17, 2013 9:37 AM	Dec 20, 2013	18,019.56 USD
<input type="checkbox"/>	User: Mary Wright	INV10_58586_LN1_1	Edit	Dec 17, 2013 9:37 AM	Dec 20, 2013	9,109.55 USD
<input type="checkbox"/>	User: Terry Doe	INV10_58586_LN1_2	Edit	Nov 20, 2013 12:22 PM	Dec 20, 2013	18,019.56 USD
<input type="checkbox"/>	User: Terry Doe	INV10_58586_LN1_1	Edit	Nov 20, 2013 11:53 AM	Dec 20, 2013	9,109.55 USD
<input type="checkbox"/>	User: Mary Wright	INV9_58586_00006095_LN1_2	Edit	Nov 19, 2013 1:23 PM	Dec 10, 2013	20,019.56 USD
<input type="checkbox"/>	User: Mary Wright	INV9_58586_00006095_LN1_1	Edit	Nov 19, 2013 1:13 PM	Dec 10, 2013	10,009.55 USD
<input type="checkbox"/>	User: Mary Wright	INV7_58586_00006095_LN3_2_x	Edit	Nov 19, 2013 11:30 AM	Nov 23, 2013	300,059.66 USD
<input type="checkbox"/>	User: Mary Wright	INV7_58586_00006095_LN3_1	Edit	Nov 19, 2013 11:30 AM	Nov 23, 2013	250,049.12 USD
<input type="checkbox"/>	User: Mary Wright	INV7_58586_00006095_LN3	Edit	Nov 19, 2013 11:30 AM	Nov 23, 2013	160,068.90 USD
<input type="checkbox"/>	User: Mary Wright	INV7_58586_00006095_LN2_1	Edit	Nov 19, 2013 11:30 AM	Nov 23, 2013	90,029.44 USD

### Task Management User Page

## How to View All Tasks Configured for Workflow:

1. From the **Invoices** tab, click the **Task Management** sub-tab. The Manage Tasks page appears.
2. Click the **Intragov** link.
3. Click **Search**. All open tasks appear.

**Note:** Searches for all configured tasks may take a substantial time to run. Use the Detail Search to narrow your results. G-Invoicing retains your entered search criteria for the duration of a session.

## How to Reassign a Task:

1. From the Invoices tab, click **Task Management**. The Manage Tasks page appears
2. Click the **Intragov** link.
3. Click **Search**. All open tasks appear.
4. Select the check box associated with the task you want to reassign to another Intragov Disburser user and click **Reassign**. The Lookup Users page appears.



5. Enter information about who you want to assign the task to and click **Find**; or click **Find** to display all users. The Select User section displays the users who match the entered criteria.
6. Select the radio button next to the Intragov Disburser user to assign the task.
7. Click **Select**. The Confirm Reassignment page appears.
8. Click **OK** to confirm the reassignment; otherwise, click **Cancel**.

## Managing Workflow Task Delegations

Delegations are an automated task configured prior to the receipt of a task by an assigned user as part of Workflow. While agencies typically use re-assignments on a per-case basis for the review of unique issues, agencies often use the delegation feature for managing periods in which originally-assigned users are unavailable. These might include vacations or other absences. Delegation routes all tasks assigned to the original assigned user to the delegated user/assignee.

Use the Tasks Delegations page to delegate tasks configured for Workflow for a specific time. Periods cannot exceed one year. You can also delete active task delegations.

Route From	Route To	Effective	To	Created By	Created On	Deleted By	Deleted On	Status	Actions
Sally Smith	John Smith	May 31, 2014 11:00 PM	Jun 05, 2014 11:00 PM	John Major	May 30, 2014 8:07 AM			Active	Delete
John Major	Sally Smith	May 31, 2014 11:00 PM	Jun 30, 2014 11:00 PM	John Major	May 29, 2014 2:18 PM			Active	Delete

*Task Delegations Page*

### How to View Active Delegations

1. From the Invoices tab, click the **Task Delegations** sub-tab. The Task Delegation page appears.
2. Click **View Active Delegations**. The New Task Delegation page appears

### How to Create a New Task Delegation

1. From the Invoices tab, click the **Task Delegations** sub-tab. The Task Delegation page appears.
2. Click **New Delegation**. The New Task Delegation page appears.
3. From **Route From** (Required), click **Find**. The Lookup User page appears.



**New Task Delegation**

Delegation Information

\* Route From: <Please click Find to select> **Find**

\* Route To: <Please click Find to select> **Find**

\* Type:  User

\* Effective: 11/6/2015 12 00 AM

\* Expires: 11/7/2015 12 00 AM

**OK** **Cancel**

4. Enter a user name or email address, if known, and click **Find**. A list of users appears.

**Lookup User**

Find User

First Name:

Last Name:

E-mail:

User Lookup:

**Find**

**Select User**

	User Name	Email	User Lookup
<input type="radio"/>	Jones, John	jcapt@email.com	
<input type="radio"/>	Major, John	jsmith@dodagency1.gov	
<input type="radio"/>	Smith, Harry	hsargent@dodagency1.gov	
<input type="radio"/>	Smith, John	jsmith@dodagency1.gov	
<input type="radio"/>	Smith, Sally	ssmith@dodagency1.gov	

**Select** **Cancel**

5. Do the following:
  - In the **Select User** section, select the Intragov Disburser user you want to use in the task delegation.
  - Click **Select**. G-Invoicing returns to the New Task Delegation page.
6. On the Delegation Information page, do the following:
  - **From Route To**, repeat step 5.
  - **Type** field defaults to User.
  - **From Effective** (Required), select the month, day, year, hours, and minutes from the list boxes. The Effective date cannot be prior to or the same as the current date and time.
  - **From Expires** (Required) select, the month, day, year, hours, and minutes from the list boxes. The time for the Expires section cannot be more than one year greater than Effective time.

- Click **OK** to create the delegation; otherwise, click **Cancel**. If you selected OK, G-Invoicing displays all Task Delegations.

## How to Delete a Task Delegation

- Either perform the Basic or Detail Search or click **View Active Delegations**.

The screenshot shows the 'Tasks Delegations' page with the 'View Active Delegations' button selected. The search criteria are 'Route From OR To: John%'. The search results table is as follows:

Route From	Route To	Effective	To	Created By	Created On	Deleted By	Deleted On	Status	Actions
Sally Smith	John Smith	May 31, 2014 11:00 PM	Jun 05, 2014 11:00 PM	John Major	May 30, 2014 8:07 AM			Active	Delete
John Major	Sally Smith	May 31, 2014 11:00 PM	Jun 30, 2014 11:00 PM	John Major	May 29, 2014 2:18 PM			Active	Delete

- In the Actions column, click **Delete**. G-Invoicing removes the task delegation.

The screenshot shows the 'Tasks Delegations' page with the same search criteria. The 'Delete' button in the Actions column for the first row is highlighted. The search results table is as follows:

Route From	Route To	Effective	To	Created By	Created On	Deleted By	Deleted On	Status	Actions
Sally Smith	John Smith	May 31, 2014 11:00 PM	Jun 05, 2014 11:00 PM	John Major	May 30, 2014 8:07 AM			Active	Delete
John Major	Sally Smith	May 31, 2014 11:00 PM	Jun 30, 2014 11:00 PM	John Major	May 29, 2014 2:18 PM	John Major	May 30, 2014 8:49 AM	Deleted	

## Searching Workflow Task Delegations

Two search methods are available for users to pinpoint precise invoice details. Basic Search allows users to search for delegations based on "Route To" and "From Disburser" names. The Detail Search allows the user to narrow search results by entering additional criteria, such as Effective and Expiration Dates, Creation and Deletion information, and Status.

## How to Use Basic Search

- From the Invoices tab, click the **Task Delegations** sub-tab. The Task Delegations summary page appears.
- From the Search section, click the **Basic Search** link.
- In the Route From or Route To box, enter a name. Use the wildcard (%) character if you do not know the exact spelling.
- Click **Search**. The Tasks Delegations appear.

## How to Use Detail Search

- From the Invoices tab, click the **Task Delegations** sub-tab. The Task Delegations summary page appears.
- From the Search section, click the **Detail Search** link.

Users
Groups
Purchasing
Invoices
Payments
Forms & Rules
Integration
Reference Data
[Home](#) | [Help](#) | [About](#) | [Logout](#)

General
Workflow Categories
Queues
Routing Maps
Routing Table
Task Management
Task Delegations

### Tasks Delegations

New Delegation
View Active Delegations

Search: [Basic Search](#) | [Detail Search](#)

Route From	<input type="text"/>	
Route To	<input type="text"/>	
Effective Date	<input type="text"/>	mm/dd/yyyy
Expiration Date	<input type="text"/>	mm/dd/yyyy
Created By	<input type="text"/>	
Creation Date	<input type="text"/>	mm/dd/yyyy
Deleted By	<input type="text"/>	
Deletion Date	<input type="text"/>	mm/dd/yyyy
Status	<input type="text" value="All"/>	<input type="button" value="Search"/>

Route From	Route To	Effective	To	Created By	Created On	Deleted By	Deleted On	Status	Actions
No Records found.									

3. Complete any of the fields to narrow your search results.
4. Click **Search**. G-Invoicing displays the search results on the bottom of the page.

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## Overview

From the Forms & Rules tab, you can create presentations (templates) for orders and invoices to use in G-Invoicing.

Using rule sets, you can define a collection of business rules that apply to orders and invoices when upon submission and control the data entered into presentations.

- Configuring Presentations
- Creating and Editing Rule Sets
- Custom Fields
- PO Types
- Invoice
- Invoice Batch (for Intragov Invoice Upload)
- Workflow Configuration

The following sub-tabs apply to Commercial agencies only:

- Blanket PO Types
- eFile
- Self-Serve
- XMLV Configuration

## Configuring Presentations

A presentation controls the way G-Invoicing presents data to Intragov Disburser users and determines the way an order or invoice appears and behaves in the Intragov Disburser module.

Currently, G-Invoicing offers two presentations for Intragov orders and invoices.

Intragov ID	Used for This Document Type
_IPPIGPO	Orders
_IPPIGINV	Invoice

Use the Presentations page to view all the presentations currently available for your agency. You can edit the existing presentation and create new ones.

Name	ID	Type	Description	Actions
<a href="#">IGT Invoice Presentation</a>	_IPPIGINV	Invoice	IGT Invoice Presentation	<a href="#">Edit</a>
<a href="#">IGT Order Presentation</a>	_IPPIGPO	Purchase Order	IGT Order Presentation	<a href="#">Edit</a>

*Presentation Summary Page*

## Creating Order and Invoice Presentations

Use the New Presentation feature to create the presentations the Intragov trading partners require to view Orders and Invoices.

*New Presentation Page*

There are two parts to configuring the **order** presentation:

- Create a presentation.
- Assign the presentation to a PO type.

There are six parts to configuring invoice presentations:

- Assign invoice features on the Invoices > General page. See the topic General Tab Configurations on page 35. The features configured on this page apply to all invoices. Configure these features once.
- Configure invoice Header and Line item custom fields. See the topic Defining Custom Fields on page 71.
- Create a presentation.
- Create a rule set for the presentation.
- Assign validation fields for the rule set
- Assign the presentation to an invoice document type

## How to Create an Order Presentation

1. From the Forms & Rules tab, click the **Presentations** sub-tab. The Presentations summary page appears.
2. Click **New Presentation**. The New Presentation page appears.
3. In the **Name** (Required) box, type a descriptive name for the order presentation.
4. In the **ID** (Required) box, type the following G-Invoicing identifiers: \_IPPIGPO.
5. **From Use for Document Type** (Required), select Purchase Order.

6. Skip Custom Fields Display section, applies only to invoices.
7. Skip CLIN and SLIN Fields Display section; applies only to Commercial purchase orders, which are not available in G-Invoicing.
8. In the **Description** box (Required), type a description for this order presentation. The description appears on the summary page.
9. Click **OK** to create the presentation; otherwise, click **Cancel**.

## How to Create an Invoice Presentation

1. From the Forms & Rules tab, click the **Presentations** sub-tab. The Presentation summary page appears.
2. Click **New Presentation**. The New Presentation page appears.
3. In the **Name** box, type a descriptive name for the presentation.
4. In the **ID** box, type the G-Invoicing identifier: \_IPPIGINV.
5. From Use for Document Type, select Invoice.
6. From **Custom Fields Display**, select from the following to allow for the inclusion of custom fields in the header or line levels of the invoice:
  - Display Header Custom Field Section
  - Display Line Custom Field Section
7. Skip **Display CLIN and SLIN Field Section** (only applies to Commercial invoices, which are not available in G-Invoicing).
8. In the **Description** box, type a description for this invoice presentation. The description appears on the summary page.
9. Click **OK** to create the presentation; otherwise, click **Cancel**.

**Note:** See the topic *Configuring Custom Fields on page 70*.

## Next Steps

After creating a presentation, the Disburser Administrator associates it with a particular document type and to a rule set, which controls the information entered in the document.

## Creating and Editing Rule Sets for Invoices

With rule sets, you can define a collection of business rules that G-Invoicing applies to a document. Each rule set is associated with a document type: GT&C Agreements, Orders, or Invoices.

Name	Type	Description	Actions
<a href="#">Intra-Gov Invoice Ruleset</a>	Invoice	Rule set for IGT Invoices	<a href="#">Edit</a>   <a href="#">Edit Rules</a>

*Rule Sets Page*

## Creating Rule Sets for GT&Cs and Orders

You can create rules sets for GT&C agreements and orders and determine which fields they want to set as required. Use the Rule Set Fields Validated page to apply validation rules to fields for the Requesting Agency and/or the Servicing Agency.

To access the Rule Set Fields Validated page from the Rule Sets page, click **Edit Rules** in the Actions column of the rule set you want to validate.

**Note:** An order rule set is only applicable to a Requesting Agency.

## How to Create a GT&C Rule Set and Apply Validations

1. From the Forms & Rules tab, click the **Rule Sets** sub-tab. The Rule Sets summary page appears.
2. Click **New Rule Set**. The New Rule Set page appears.

The screenshot shows the 'New Rule Set' form in the Intragov system. The form is titled 'New Rule Set' and includes a 'Rule Set General Information' section. The 'Name' field is empty. The 'Type' dropdown is set to 'Intra-Gov GT&C'. The 'Description' dropdown is set to 'Intra-Gov Order'. There are 'OK' and 'Cancel' buttons at the bottom of the form.

3. In the Rule Set General Information section:
  - Type a **Name** for the rule set.
  - Select **Intragov GT&C** as the type of document to apply the rule set to from the **Type** list box.
  - Type a **Description** of the rule set.
4. Click **OK** to create the rule set; otherwise, click **Cancel**. If you selected **OK**, G-Invoicing returns you to the Rule Sets page.
5. Click **Edit Rules** in the Actions column of the rule set where you want to apply validations. The Rules Set Fields Validated page appears.
6. Select the check box next to a field where you want to apply validation rules, such as Requesting Agency Cost Center, and click **Edit**.



**Rule Set Fields Validated:**  
 Select the fields that you want to require validation. Click on "Edit" to configure the validation type and parameters. If you Edit a field currently not in use, it will be changed to in use after Edit is complete.

Use Field:	GT&C Fields	Actions
<input type="checkbox"/>	Requesting Agency Agreement Tracking Number	Edit
<input type="checkbox"/>	Servicing Agency Agreement Tracking Number	Edit
<input type="checkbox"/>	Requesting Agency Business Unit	Edit
<input checked="" type="checkbox"/>	Requesting Agency Cost Center	Edit
<input type="checkbox"/>	Requesting Agency Dept. ID	Edit
<input type="checkbox"/>	Servicing Agency Business Unit	Edit
<input type="checkbox"/>	Servicing Agency Cost Center	Edit
<input type="checkbox"/>	Servicing Agency Dept. ID	Edit
<input type="checkbox"/>	Requesting Agency ALC	Edit
<input type="checkbox"/>	Servicing Agency ALC	Edit

Submit

The Field Validation Details page appears.

**Field Validation Details:**  
 Select the validation for this field.

**Attributes:**

Field Name:	Requesting Agency Cost Center
Required Value (Not Nullable):	<input checked="" type="checkbox"/>

Submit    Back to Region

7. Select **Required Value (Not Nullable)** to make the selected field required on GT&C Agreements. Not Nullable means the field cannot be blank.
8. Click **Submit**.

## How to Create an Order Rule Set and Apply a Validation

1. From the Forms & Rules tab, click **Rule Sets**. The Rule Sets summary page appears.
2. Click **New Rule Set**. The New Rule Set page appears.

3. In the Rule Set General Information section:
  - Type a **Name** for the rule set.
  - Select **Intragov Order** as the type of document to apply the rule set to from the **Type** list box.
  - Type a **Description** of the rule set.
4. Click **OK** to create the rule set; otherwise, click **Cancel**. If you selected **OK**, G-Invoicing returns you to the Rule Sets page.
5. Click **Edit Rules** in the Actions column of the rule set where you want to apply validations. The Rules Set Fields Validated page appears.
6. Select the check box next to a field where you want to apply validation rules, such as Requesting Agency Cost Center, and click **Edit**.

Use Field:	Order Fields	Actions
<input type="checkbox"/>	Requesting Agency Business Unit	Edit
<input checked="" type="checkbox"/>	Requesting Agency Cost Center	<b>Edit</b>
<input type="checkbox"/>	Requesting Agency Dept. ID	Edit
<input type="checkbox"/>	Servicing Agency Business Unit	Edit
<input type="checkbox"/>	Servicing Agency Cost Center	Edit
<input type="checkbox"/>	Servicing Agency Dept. ID	Edit

The Field Validation Details page appears.

7. Select **Required Value (Not Nullable)** to make the selected field required. Not Nullable means the field cannot be blank.
8. Click **Submit**.

## Creating Rule Sets for Invoices

For each rule set, configure the tolerances for price and quantity. The tolerances set in the General Tolerance Information section apply to all documents within the assigned rule set. Tolerances also apply to all of the price and quantity fields for each presentation, whether they appear in the header or line item fields.

The Requesting Agency creates the rule set which will apply to the invoices the Servicing Agency creates.

## How to Create an Invoice Rule Set

1. From the Forms & Rules tab, click the **Rule Sets** sub-tab. The Rule Sets summary page appears.
2. Click **New Rule Set**. The New Rule Set page appears.

The screenshot shows the 'Edit Rule Set - Invoice Rule Set' form. The 'Rule Set General Information' section is filled out with 'Invoice Rule Set' for Name, Type, and Description. The 'PO Tolerance Information' section has 'Enable PO Tolerance Check' checked. The 'General Tolerance Information' section has 'Both' selected for 'Unit Price Check' and 'Extended Price Check' for both Goods and Services UOM. The 'Tax Options' section has 'Taxable' and 'Allow Zero Value for Taxable' unchecked. The 'PO Distribution Options' section has 'Proportional' selected for 'Quantity Distribution' and 'Enable Rounding' unchecked.

3. Configure the Rule Set General Information section as follows:
  - Type a **Name** for the rule set.
  - Select **Invoice** as the type of document to apply the rule set to from the **Type** list box.

- Type a short **Description** of the rule set.
  - If you want to require attachments, select **Enforce Attachments** to require the Servicing Agency user to include at least one attachment with an invoice. If an attachment is not included, G-Invoicing places the invoice in exception.
4. Skip the **Blanket PO Validations** section as this does not apply to Intragov transactions.
  5. Select the following to configure the PO Tolerance Information section:
    - **Enable PO Tolerance Check** - If you want G-Invoicing to validate the invoice quantity, unit price and extended price values against tolerance values defined in the General Tolerance Information area or in the Order XML upload. This field is the “master switch” to turn the tolerance checking feature on or off for this rule set.
    - **Enable Split Line Functionality** - To allow Servicing Agencies to submit invoices containing multiple lines that reference a single Order line. G-Invoicing disables this feature by default. Before enabling it, verify that your ERP system is capable of handling these types of invoices
    - **Copy PO UserDefined Fields Data to Invoice** box - G-Invoicing does not currently support this feature.
  6. Use the information in the following table to configure the General Tolerance Information section as follows:

Field Name	Description
<p style="text-align: center;"><b>General Tolerance Information</b></p> <p>Use tolerances to prevent the Servicing Agency from changing the values the Requesting Agency entered on the order.</p> <p>Tolerances entered in the order upload file override the tolerances defined in this section. However, G-Invoicing applies the <b>Check</b> value you enter for: Ceiling, Floor, or Both, as those values are not in the order upload file.</p> <p>Separate Values for Goods UOM and Services UOM</p> <p>Enter separate tolerance values for Goods and Services.</p>	
Unit Price Check:	<p>Apply one of the following:</p> <ul style="list-style-type: none"> <li>• Ceiling – Select to cause the price tolerance to apply to the upper limit for the unit price.</li> <li>• Floor – Select to cause the price tolerance to apply to the lower limit for the unit price.</li> <li>• Both – Select to cause the price tolerance to apply to both the upper and lower limits for the unit price.</li> </ul>
Unit Price Tolerance USD Only	<p>Enter the amount of variance to permit.</p> <p>Example: Assume you selected <i>Ceiling</i> for the Unit Price Check. If you enter a 5 for the Unit Price Tolerance, the Servicing Agency can enter a Unit Price up to \$5 higher than the PO unit price.</p> <p><b>Note:</b> Unit Price Tolerance does not apply to foreign currency POs and invoices.</p>
% Unit Price Tolerance	<p>Enter percentage of variance to permit</p> <p>Example:</p> <p>If the percentage of variance is 2% and the Unit Price is \$6.00, then the acceptable variance from the unit price is plus or minus \$.12.</p>
Extended Price Check	<p>Select one of the following:</p> <ul style="list-style-type: none"> <li>• Ceiling – Select to cause the price tolerance to apply to the upper limit for the extended price.</li> <li>• Floor – Select to cause the price tolerance to apply to the lower limit for the extended price.</li> <li>• Both – Select to cause the price tolerance to apply to both the upper and lower limits for the extended price.</li> </ul>
Extended Price Tolerance USD Only	<p>Enter the amount of tolerance to permit for the extended price.</p> <p><b>Note:</b> Extended Price Tolerance does not apply to foreign currency POs and invoices.</p>
% Extended Price Tolerance	<p>Enter the percentage of tolerance to permit for the extended price.</p>

Field Name	Description
Quantity Check	Select one of the following: <ul style="list-style-type: none"> <li>• Ceiling – Select to cause the price tolerance to apply to the upper limit for the quantity.</li> <li>• Floor – Select to cause the price tolerance to apply to the lower limit for the quantity.</li> <li>• Both – Select to cause the price tolerance to apply to both the upper and lower limits for the quantity.</li> </ul>
Quantity Tolerance	Enter the amount of tolerance to permit. <b>Note:</b> Quantity Tolerance applies to both USD and foreign currency POs and invoices.
% Quantity Tolerance	Enter the percentage of tolerance to permit.

7. Skip **Tax Options** and **PO Distribution Options**, as this does not apply to Intragov transactions.
8. Click **OK** to save rule set; otherwise, click **Cancel**.

## Applying Validations to Invoice Data Entry Fields

Use the Rule Set Fields Validated page to apply validation rules to fields.

To access the Rule Set Fields Validated page from the Rule Sets page, click **Edit Rules** in the Actions column of the rule set you want to validate.

Rule Set Fields Validated:		
Select the fields that you want to require validation. Click on "Edit" to configure the validation type and parameters. If you Edit a field currently not in use, it will be changed to in use after Edit is complete.		
Header <a href="#">Remit To</a> <a href="#">Bill To</a> <a href="#">Line Item</a> <a href="#">Distribution</a> <a href="#">Summary</a> <a href="#">Header Accounting</a>		
Use Field:	Invoice Fields	Actions
<input type="checkbox"/>	Invoice Receipt Date	<a href="#">Edit</a>
<input type="checkbox"/>	Additional Routed Entity	<a href="#">Edit</a>
<input type="checkbox"/>	Comments	<a href="#">Edit</a>
<input type="checkbox"/>	Header Cost Code	<a href="#">Edit</a>
<input type="checkbox"/>	Currency Code	<a href="#">Edit</a>
<input type="checkbox"/>	Customer ID	<a href="#">Edit</a>
<input type="checkbox"/>	Delivery Date	<a href="#">Edit</a>
<input type="checkbox"/>	Discount Day Increment	<a href="#">Edit</a>
<input type="checkbox"/>	Discount Due Date	<a href="#">Edit</a>

### Rule Set Validation Page

The links above the table provide access to the fields on the various sections of the invoice presentation. Click Edit in the Action column to apply validations to the selected field.

<b>Field Name</b>	<b>Description</b>
<b>Header link</b>	Click to access the fields in header section of the invoice presentation.
<b>Remit To link</b>	Click to access the Servicing Agency name and address fields on the invoice presentation.
<b>Bill To link</b>	Click to access the Requesting Agency name and address fields on the invoice presentation.
<b>Line Item link</b>	Click to access the fields in the line item section of the invoice presentation.
<b>Distribution link</b>	Commercial only, which is not available in G-Invoicing.
<b>Summary link</b>	Click to access the total fields on the invoice presentation.
<b>Header Accounting</b>	Commercial only, which is not available in G-Invoicing.

## Configuring Field Validation Rules

Use the Field Validation Details page to apply validation rules for the specified field. Disburser Administrators can apply validation rules to individual fields. For example, a field can be set to “required” or “read-only”. A field can have certain look-up values, date values, or numeric values. The Disburser Administrator can determine if the user should get a warning message or an error message.

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Presentations Rule Sets Custom Fields PO Types Invoice EFile Invoice Batch Self-Serve WorkFlow Configuration XMLV Configuration

**Field Validation Details:**

Select the validation for this field.

**Attributes:**

<b>Field Name:</b>	Custom Field 2 alias "Contracting Officer Phone Number"
<b>Required Value (Not Nullable):</b>	<input type="checkbox"/>
<b>Severity:</b>	<input checked="" type="radio"/> Warning Only <input type="radio"/> Error
<b>Default Value (If not specified by Supplier):</b>	<input type="text"/>
<b>Alias Name (Custom buyer specific name):</b>	
<b>Read Only Value:</b>	<input checked="" type="checkbox"/>
<b>Field Type:</b>	Alphanumeric ▼

**Lookup Configurations:**

**Validation Parameters:**

<b>Current Type:</b>	No Validation
----------------------	---------------

**OR Change Validation Type:**

<b>Change To:</b>	<input type="text"/>
-------------------	----------------------

**Validation Conditions:**

ID	Field Name	Operator	Value	Connector
<input type="button" value="Add Conditions"/> <input type="button" value="Remove Last Condition"/> <input type="button" value="Delete All Conditions"/>				

Please Note for Validation Condition Field "VALUE":

1. Enter dates in "MM/DD/YYYY" format.
2. Enter numeric values for currency e.g.: \$10,000.15 as 10000.15.
3. Operator "Contains and Contains Ignore Case" if for alphanumeric fields and values only.
4. For operators ">", "<", "> or equals", "< or equals" the values should be either date or numeric.

*Field Validation Details Page*

The information in the following table describes the Field Validation Details page. Not all options are available for every field.



Field Name	Description
<b>Attributes</b>	
Field Name	Name of the field
Required Value (Not Nullable)	Select to require a value in the field on the invoice.
Severity	Select one of the following to occur when the required value is not entered: <ul style="list-style-type: none"> <li>• <b>Warning</b> – Causes an error message to display if the required value is not present. However, the user can bypass the message and submit the invoice.</li> <li>• <b>Error</b> – Displays a red box around the missing value and prevents the submission of the document.</li> </ul>
Default Value	G-Invoicing fills in the field with the value entered here upon submission of the invoice, if you do not submit a value.
Alias Name	Enter the custom buyer specific name.
Read Only Value	For custom fields only, select to make a user-defined custom field on an Invoice read only.  <i><b>Note:</b> If you designate a custom field as read only, the field is blank on the invoice and not editable.</i>
Field Type	For custom fields only, select one of the following attributes: <ul style="list-style-type: none"> <li>• Alphanumeric</li> <li>• Date</li> <li>• Numeric</li> </ul>
<b>Lookup Configurations</b>	
Add Field Lookup button	Click to open the Field Validation Details page for the selection Lookup.
<b>Validation Parameters</b>	
Current Type	Current validation parameter
<b>OR Change Validation Type</b>	

Field Name	Description
Change To list box	<p>Select an appropriate validation type to update the validation parameters. For example, if you are editing the rules for a date field, select Date.</p> <ul style="list-style-type: none"> <li>• Alphanumeric</li> <li>• Currency</li> <li>• Date</li> <li>• Email</li> <li>• Float</li> <li>• Integer</li> <li>• Postal Code</li> <li>• State</li> <li>• Tax – Not used in Intragov</li> <li>• Unit of Measure – No additional validation parameters</li> <li>• No Validation – No validation needed</li> </ul>
Alphanumeric options	<p>Legal characters            Illegal Characters            Max Length</p>
Currency options	<p>Zero Value Allowed            Negative Value Allowed            Force Negative Value            From Amount            To Amount            Number of Decimal Places Allowed</p>
Date options	<p>Past Date Allowed            Number of Past Days Allowed            Future Days            Range Checking</p>
Email options	<p>Legal Domains (Use a comma to separate multiple entries.)            Illegal Domains (Use a comma to separate multiple entries.)</p>
Float options	<p>Zero Value Allowed            Negative Value Allowed            Force Negative Value            From Float            To Float            Number of Decimal Places Allowed</p>

Field Name	Description
Integer Options	Zero Value Allowed Negative Value Allowed Force Negative Value From Integer To Integer
Postal Code	Legal Postal Codes (Use a comma to separate multiple entries.) Illegal Postal Codes (Use a comma to separate multiple entries.)
State	Use Country Code – From: Select the section from which to get the country code, and then select the specific field. Legal States (Use a comma to separate multiple entries.) Illegal States (Use a comma to separate multiple entries.)
<b>Validation Conditions</b>	
ID	Identification number
Field Name	Select a field to use for the condition.
Operator	Select the type of evaluation to use for the condition.  <i>Note:</i>  <i>Use Contains and Contains Ignore Case for alphanumeric fields and values only.</i>  <i>Use &gt;, &lt;, &gt; or equals, &lt; or equals, for date or numeric values only.</i>
Value	Enter the value to use for evaluating the field. For dates, use the MM/DD/YYYY format. For currency, omit the dollar sign and comma. Example: Enter \$10,000.15 as 10000.15.
Connector	Select a connector to add more evaluation criteria.

## How to Prevent Invoice Backdating

1. From the Forms & Rules tab, click the **Rule Sets** sub-tab. The Rule Sets summary page appears.
2. Click **Edit Rules** under the Actions column of the row of the rule set to edit. The Rule Set Fields Validated page appears.
3. Click the **Header** link to display the Header invoice fields.
4. In the Use Field column, select the checkbox next to **Invoice Date** and then click **Edit** in the Action column. The Field Validation Details page appears.

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Presentation Rule Sets Custom Fields PO Types Invoice of IR Invoice Batch Self Serve Workflow Configuration XML Configuration

### Field Validation Details:

Select the validation for this field.

#### Attributes:

Field Name: Invoice Date

Required Value (Not Nullable):

Severity:  Warning Only  Error

Default Value (if not specified by Supplier):

Alias Name (Custom buyer specific name):

Field Type: Date

#### Lookup Configurations:

[Add Field Lookup](#)

#### Validation Parameters:

Current Type: No Validation

#### OR Change Validation Type:

Change To:

Past Date Allowed:

Number of past days allowed:  From

Future Days:  From

Range Checking: Date value greater than  Date value less than

#### Validation Conditions:

ID	Field Name	Operator	Value	Connector
<a href="#">Add Conditions</a>	<a href="#">Remove Last Condition</a>	<a href="#">Delete All Conditions</a>		

Please Note for Validation Condition Field VALUE:  
 1. Enter dates in "MM/DD/YYYY" format.  
 2. Enter numeric values for currency e.g. \$10,000.15 as 10000.15.  
 3. Operator "Contains and Contains Ignore Case" if for alphanumeric fields and values only.  
 4. For operators ">", "<", "> or equals", "< or equals" the values should be either date or numeric.

[Submit](#) [Back to Region](#)

5. In the Attributes section, do the following:
  - Select the **Required Value (Not Nullable)** checkbox.
  - In the **Severity** field, select **Error**.
6. In the OR Change Validation Type section, do the following:
  - From **Change To**, select **Date**. The date parameters appear.
  - Select the **Past Date Allowed** check box.
  - In the Number of past days allowed field, enter 0.
7. Click **Submit** and then **Back to Region**. The Rule Set Fields page appears.
8. Select the checkbox next to **Invoice Date** and then click **Submit**.

## Configuring Custom Fields

G-Invoicing provides custom fields for agencies to add agency-specific data to all invoices submitted by the Servicing Agency, which may be useful if the data is not otherwise captured in agency reports. You can configure up to six custom fields at the invoice header level, and up to four custom fields at the invoice line level.

When you create the invoice presentation, there are two custom field selections: Display Header Custom Field Section and Display Line Custom Field Section. See the topic *How to Create an Invoice Presentation* on page 57.

You are responsible for enabling the use of the fields, as well as labeling them. Once you enable and label the fields, they are visible to the agencies.

When downloading invoices to the ERP system with user-defined fields, the label is not transferred, only the data entered by the Intragov Disburser user.

### Considerations:

- You are responsible for integrating the agency's information with the ERP system and may need to edit the Extensible Markup Language (XML) invoice file to accommodate the new fields. XML is a general-purpose markup language that supports a wide variety of applications. Its primary purpose is to facilitate the sharing of data across different information systems. Contact G-Invoicing Customer Support for more information.
- Use care when deleting or changing the label for user-defined fields, because changes affect all invoices that include them.

## Defining Custom Fields

From the Custom Fields sub-tab under Forms & Rules, you can add up to six (6) custom header fields and four (4) custom line fields.

**Define Custom Fields:**  
Input Label and Description for user defined fields. Click on "submit" to save the changes.

**Custom Fields General Information**

Type:  (Dropdown menu options: Invoice, Intra-Gov Invoice)

Header:  (History)

Field Name	Field Label	Field Description
Custom Field 1	<input type="text"/>	<input type="text"/>
Custom Field 2	<input type="text"/>	<input type="text"/>
Custom Field 3	<input type="text"/>	<input type="text"/>
Custom Field 4	<input type="text"/>	<input type="text"/>
Custom Field 5	<input type="text"/>	<input type="text"/>
Custom Field 6	<input type="text"/>	<input type="text"/>

*Define Custom Fields Page*

## How to Label Custom-Defined Fields

- From the Forms & Rules tab, click the **Custom Fields** sub-tab. The Define Custom Fields page appears.
- From the Custom Fields General Information section, select **Intragov Invoice** from the **Type** box.
- For Header fields:
  - In the **Field Label** text box, enter a name for the field.
  - In the **Field Description** text box, enter a description for the field.
  - Repeat step 3 for each custom header field.
  - Click **Submit**.

- To add custom fields at the line item level, click the **Line item** link.
4. For Line item fields:
    - In the **Field Description** field, enter a description for the field.
    - In the **Type** list box, select a data type for the custom field.
  5. Repeat step 4 for each custom line field
  6. Click **Submit**.

## Applying Validation Rules to Custom Fields

Once you define the custom fields, you can make the custom fields required to ensure the Servicing Agency user enters information into a user-defined field on an invoice. You can also include a warning or error message, provide a default value, and determine the field type (alphanumeric, numeric, or date).

**Important:** If you make the field required, do not also select the *Read Only Value* check box. This would prevent the Servicing Agency user from entering data into a required field.

## How to Configure Validations for Custom Fields

1. From the Forms & Rules tab, click the **Rule Sets** sub-tab. The Rule Sets Summary page appears.
2. Click **Edit Rules** in the row of the Intragov Invoice Rule set you want to edit.
3. Find the custom field you want to configure.
4. Click **Edit** to open the Field Validation Details page.
5. Do any of the following:
  - Select the **Required Value (Not Nullable)** check box to require the Servicing Agency user to enter information into the custom field.
  - Select **Severity** as **Warning Only** (G-Invoicing returns an error message but allows the user to continue) or **Error** (the user must supply a value to continue).
  - Enter a value in the **Default Value (if not specified by Supplier)**. The Servicing Agency user can overwrite this value on the invoice.
  - Do not select **Read Only Value**, if this is a required field.
  - From Field Type, select **Alphanumeric**, **Numeric**, or **Date**.

**Field Validation Details:**  
Select the validation for this field.

**Attributes:**

Field Name:	Custom Field 1 alias "IG Header1 Description"
Required Value (Not Nullable):	<input checked="" type="checkbox"/>
Severity:	<input checked="" type="radio"/> Warning Only <input type="radio"/> Error
Default Value (If not specified by Supplier):	<input type="text"/>
Alias Name (Custom buyer specific name):	<input type="text"/>
Read Only Value:	<input type="checkbox"/>
Field Type:	Alphanumeric ▾

6. Click **Submit**.
7. Click **Back to Region** to return to the Rules Set Fields Validated page.
8. Repeat steps 3-7 for each custom field you want to update.
9. Ensure you selected the checkboxes for the field(s) you updated and click **Submit** to apply your updates.

## Configuring PO Types

The PO Types sub-tab lets you view all of the order types configured for the agency. G-Invoicing maps the PO Type to the order presentation.

**PO Types**  
View the list of purchase order types. You must have at least a default type.

Name	Default	Code	Type Indicator	Presentation	Actions
<a href="#">IGT PO Type</a>		I	Header	IGT Order Presentation	<a href="#">Edit</a>

*PO Types*

## How to Define the Default Order Type and Map it to the Presentation

1. From the Forms & Rules tab, click the **PO Type** sub-tab. The summary page appears.
2. Click **New PO Type**. The New PO Type page appears.

**New PO Type**  
Complete the form to create a new purchase order type.

**Purchase Order Type Information**

Name:	<input type="text"/>
Default Type:	<input type="checkbox"/>
Code:	<input type="text"/>
Type Indicator:	<input checked="" type="radio"/> Header
Documents and Availability:	<input checked="" type="checkbox"/> Invoice <input type="text"/> months
Presentation:	IGT Order Presentation

3. Type **IGT PO Type** in the **Name** box.
4. Select the **Default Type** checkbox to set this as the default order.
5. If applicable, type the code used in the agency's ERP system to designate this order type in the **Code** field. This value must match the value used in the ERP system.

G-Invoicing defaults the **Type Indicator** as Header.

6. Select **Invoice** as the Documents and Availability.

In the **months** box, if you type a number, for example 60 months, the Servicing Agency can only create invoices from orders 60 months from the Order Creation Date. Leave blank if you do not want any restrictions.

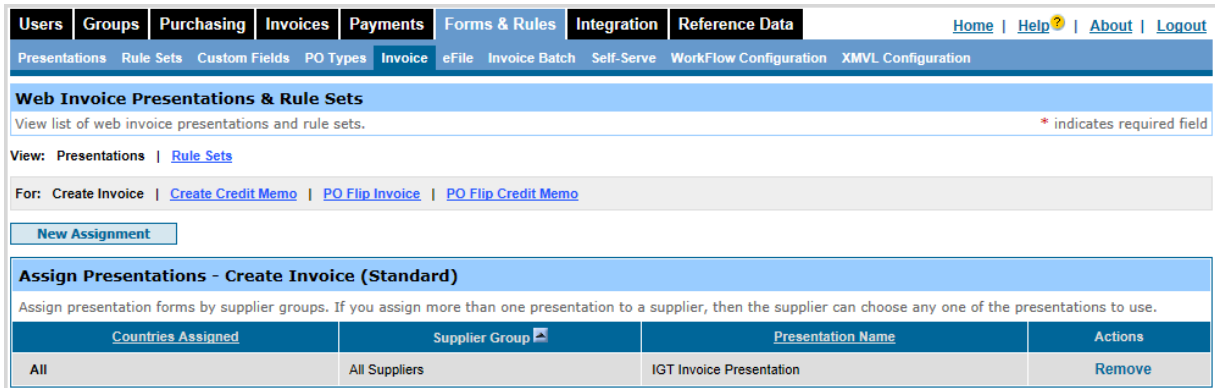
7. Select IGT Order Presentation from the **Presentation** list box.
8. Click **OK** to create the PO type; otherwise, click **Cancel**.

## Assigning Invoice Presentations and Rule Sets

From the Invoice sub-tab, you can assign the presentation and rule set to each type of invoice.

The Assign Presentations - Create Invoice page displays the assigned invoice presentations for an agency.





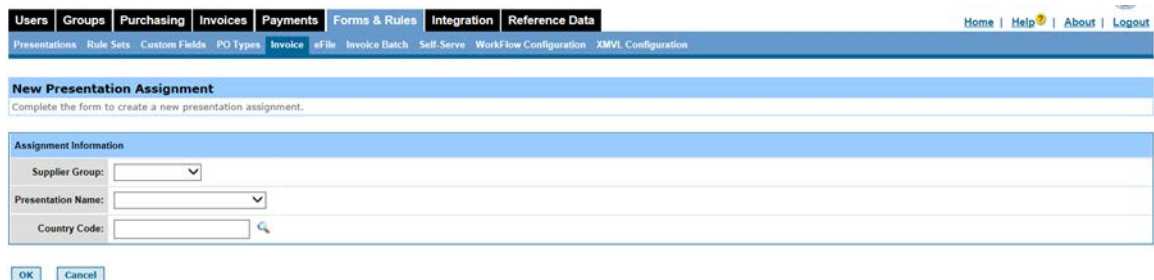
Assign Presentations Page

The following table describes the Assign Presentations - Create Invoice page fields.

Field Name	Description
<b>Assign Presentations – Create Invoice (Standard)</b>	
Countries Assigned	Countries where this presentation is used; G-Invoicing defaults to All
Supplier Group	Supplier group that uses this presentation
Presentation Name	Presentation name assigned to the document type selected


## How to View Assigned Invoice Presentations:

1. From the Forms & Rules tab, click the **Invoice** sub-tab. The Web Invoice Presentations & Rule Sets page appears.
2. In the View section, click the **Presentations** link.
3. In the **For** section, click a document to view the assignments. G-Invoicing displays all of the assigned presentations.
4. From the New Presentation Assignment page, you assign a presentation type to a supplier group.



## How to Assign an Invoice Presentation

1. From the Forms & Rules tab, click the **Invoice** sub-tab. The Web Invoice Presentations & Rule Sets page appears.
2. In the View section, click the **Presentations** link.
3. In the **For** section, click a document to assign a presentation.
4. Click **New Assignment**. The New Presentation Assignment page appears.

5. From the **Supplier Group** list box, select a group.
6. From the **Presentation Name** list box, select an Intragov presentation to use.
7. Click the  button to search for a country code.
8. Click **OK** to assign the presentation; otherwise, click **Cancel**.

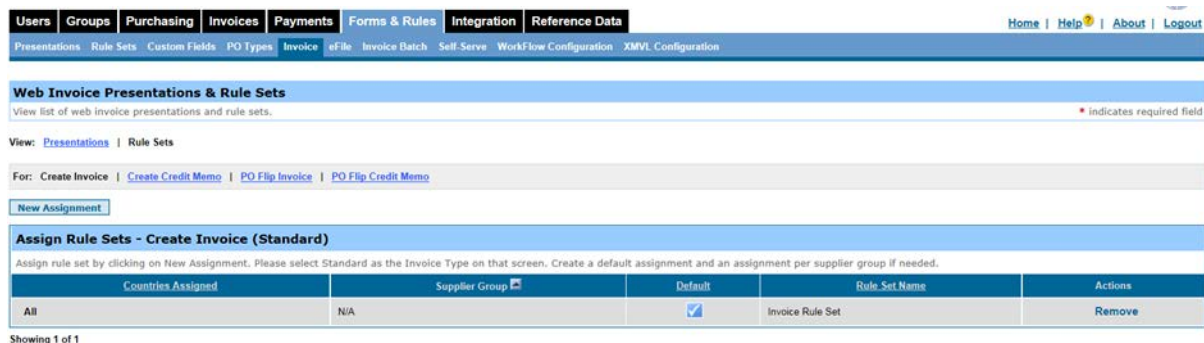
## How to Delete a Presentation Assignment

1. From the Forms & Rules tab, click the **Invoice** sub-tab. The Web Invoice Presentations & Rule Sets page appears.
2. In the View section, click **Presentations**.
3. In the **For** section, click the document to remove an assignment.
4. In the same row as the presentation assignment to delete, click **Remove** in the Actions column. G-Invoicing deletes the presentation assignment.

## Assigning Rule Sets

With rule sets, you can define a collection of business rules to apply to invoices upon submission and enter the data into the presentations. Each rule set is associated with a document type.

The **Rule Sets** link displays the rule sets assigned to the presentation. The Assign Rule Sets - Create Invoice (Standard) page displays the assigned invoice rule set for an agency.



*Assign Rule Sets - Create Invoice (Standard) Page*


The following table defines the Assign Rule Sets - Create Invoice (Standard) page fields.

Field Name	Description
<b>Assign Rule Sets – Create Invoice (Standard)</b>	
Countries Assigned	Countries where this rule set is used
Supplier Group	Supplier Group that uses this presentation
Default	A checkmark indicates if a rule set is the default rule set, i.e. rule set selected if a specified condition is not met
Rule Set Name	Rule set name assigned to the document type selected.

## How to Assign an Invoice Rule Set

1. From the Forms & Rules tab, click the **Invoice** sub-tab.
2. In the View section, click **Rule Sets**.

- In the **For** section, click the document to assign a rule set.
- Click **New Assignment**. The New Rule Set Assignment page appears.

- Select **Default Assignment** to make this the default.
- From the **Supplier Group** list box, select a group.
- From the **Rule Set** list box, select the rule set to use.
- From the **Country Code** box, click the search button  to locate a country code.
- Click **OK** to assign the presentation; otherwise, click **Cancel**.

## How to Delete a Rule Set Assignment

- From the Forms & Rules tab, click the **Invoice** sub-tab.
- In the View section, click **Rule Sets**.
- In the **For** section, click the document to remove an assignment.
- In the same row as the rule set assignment to delete, click **Remove** in the Actions column. G-Invoicing deleted the rule set assignment.
- Invoice Batch

## Invoice Batch

From the Invoice Batch sub-tab, you can create presentations and assign a rule set for PO-Based Intragov invoice uploads. Setting up an Invoice batch, PO-Based Invoice with a presentation and rule set is required for processing IGT invoices created via the invoice upload integration task.

PO Type	Default	Country Code	Presentation Name	Actions
IGT PO Type		US	IGT Invoice Presentation	Remove

Invoice Batch functionality encompasses the following topics to successfully upload invoices.

- Invoice Batch Presentation Configuration
- Invoice Batch Rule Sets Configuration
- Intragov Invoice Upload Integration Task – For more information, see page 97.
- Invoice Attachment Rules – For more information, refer to *Creating Rule Sets for Invoices* starting on page 61 and the next section: *About Invoice Attachments*.

## About Invoice Attachments

Intragov agencies can attach documents to PO- Based invoices. G-Invoicing allows multiple attachments per uploaded invoice. The number of attachments allowed per invoice is set in the Invoice Attachment Configuration option located on the Invoices' General sub-tab. The maximum file size per file cannot exceed 10 MBs.

As the file uploads process, G-Invoicing performs attachment validations. Breaking one or more of the following attachment rules cause exceptions.

- Attachment File Name and/or Alias are greater than 132 characters.
- Attachment name contains an invalid character. Valid characters include:
  - ABCDEFGHIJKLMNOPQRSTUVWXYZ
  - abcdefghijklmnopqrstuvwxyz
  - 1234567890\_ < blank space>
- Attachment file name is not unique. The file name attachment cannot have the same prefix AND suffix as the invoice file.
- The invoice has more than the maximum allowable number of attachments defined by a Disburser Administrator.
- Attachment tags exist but there are no attachments.
- Attachment file size is greater than 10 MBs (if exceeded, none of the attachments will upload).
- Files with invalid G-Invoicing attachment file extensions are used: .cmd, .exe, .bat, .scr
- Attachment file type submitted was not an allowable file type configured by the Disburser Administrator.
- The Intragov Invoice Rule Set requires attachments but attachments are not included.
- The Invoice Batch Rule Set requires attachments but attachments are not included.

## Assign Presentations

From the Invoice Batch sub-tab, assign a presentation and rule set to the PO-Based Invoice type for use with invoice uploads.

The screenshot shows the 'Assign Presentations - PO-Based Invoice' page in the Disburser Administration system. The page title is 'Assign Presentations - PO-Based Invoice' and it includes a sub-header: 'For each PO type, assign a presentation to use for PO-based standard invoice.' Below this is a table with the following columns: PO Type, Default, Country Code, Presentation Name, and Actions. One row is visible for 'IGT PO Type' with 'IGT Invoice Presentation' assigned as the presentation name and a 'Remove' action button.

PO Type	Default	Country Code	Presentation Name	Actions
IGT PO Type		US	IGT Invoice Presentation	Remove

Showing 1 of 1

### Assign Presentations – PO Based Invoice

## How to Assign Invoice Batch PO-Based Invoice Presentation

1. From the Forms & Rules tab, click the **Invoice Batch** sub-tab. The Agency Entered Invoice Presentations page appears.
2. In the View section, click the **Presentations** link.
3. In the For section, click the **PO-Based Invoice**
4. Click **New Assignment**. The Edit Assign Presentation page appears.

The screenshot shows the 'Edit Assign Presentation' form. The navigation bar includes 'Users', 'Groups', 'Purchasing', 'Invoices', 'Payments', 'Forms & Rules', 'Integration', and 'Reference Data'. The 'Forms & Rules' tab is active, and the 'Invoice Batch' sub-tab is selected. The form title is 'Edit Assign Presentation' with the instruction 'Update the presentation information.' The 'Assignment Information' section contains the following fields:

- PO Type:** Radio button selected for 'IGT PO Type'.
- Default Assignment:** Unchecked checkbox.
- Presentation Name:** Dropdown menu showing 'IGT Invoice Presentation'.
- Country List:** Dropdown menu showing 'US (UNITED STATES)'.

Buttons for 'OK' and 'Cancel' are located at the bottom left of the form.

5. Select **IGT PO Type**. G-Invoicing selects it by default.
6. From **Presentation Name**, select the name given to your IGT Invoice Presentation
7. Select US (United States) from **Country List**.
8. Click **OK** to assign the presentation; otherwise, click **Cancel**.


## How to Assign Invoice Batch PO-Based Invoice Rule Sets

1. From the Forms & Rules tab, click the **Invoice Batch** sub-tab. Agency Entered Invoice Presentation and Rule Sets page appears
2. In the View section, click the **Rule Sets** link.
3. In the **For** section, click PO-Based Invoice.
4. Click **New Assignment**. The New Rule Assignment Presentation page appears.

The screenshot shows the 'New Rule Set Assignment' form. The navigation bar is the same as in the previous screenshot. The form title is 'New Rule Set Assignment' with the instruction 'Complete the form to create a new rule set assignment.' The 'Assignment Information' section contains the following fields:

- PO Type:** Radio button selected for 'IGT PO Type'.
- Default Assignment:** Checked checkbox.
- Supplier Group:** Empty dropdown menu.
- Rule Set:** Dropdown menu showing 'Intra-Gov Invoice Ruleset'.
- Country Code:** Empty text field with a search icon.

Buttons for 'OK' and 'Cancel' are located at the bottom left of the form.

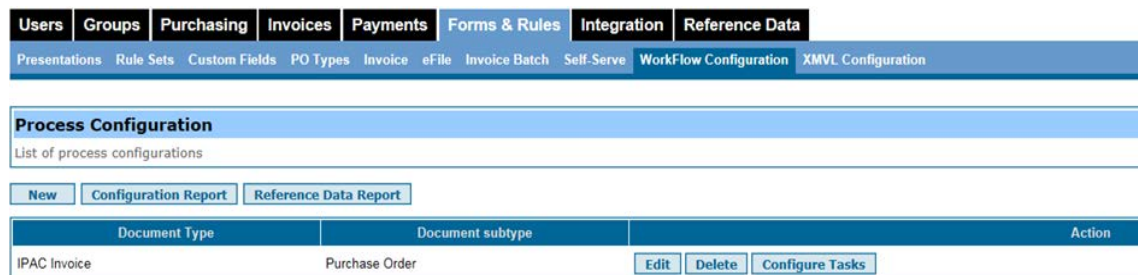
5. Select **IGT PO Type**. G-Invoicing selects it by default.
6. Select **Default Assignment**.
7. From **Rule Set**, select the Intragov invoice rule set.
8. From the **Country Code** box, click the search button  to locate a country code.
9. Click **OK** to assign the presentation; otherwise, click **Cancel**.

## Configuring Workflow Processes for Invoices

You can configure Workflow Tasks within the Workflow Configuration sub-tab. Tasks denote the required levels of approval in a Workflow process, and specific routing destinations assigned during task creation. G-Invoicing routes documents based on the specified routing after document filtering according to the Workflow category.

### Viewing the Process Configuration Page

The Process Configuration page displays all Workflow processes configured for the Intragov Disburser module. G-Invoicing organizes the processes by document type and subtype. To access the Process Configuration page, click the Workflow Configuration sub-tab.



Document Type	Document subtype	Action
IPAC Invoice	Purchase Order	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Configure Tasks</a>

#### *Process Configuration Page*

From the Process Configuration page, access the following options:

- **New** - Create a new process configuration
- **Configuration Report** - Lists the current default user, the process and task configurations
- **Reference Data Report** - Lists user Groups, Queue assignments, Business Units, Department IDs, routing maps and tables, and Workflow categories
- **Configure Tasks** - Configure the tasks associated with the Workflow

### Creating a New Process Configuration

The New Process configuration page defines the Workflow process for a document type and subtype.

**Users** | **Groups** | **Purchasing** | **Invoices** | **Payments** | **Forms & Rules** | **Integration** | **Reference Data** | [Home](#) | [Help?](#) | [About](#) | [Logout](#)

Presentations | Rule Sets | Custom Fields | PO Types | Invoice | EFile | Invoice Batch | Self-Serve | **Workflow Configuration** | XML Configuration

**New Process configuration**

This page allows you to configure a new workflow process. \* indicates required field

**Process configuration**

\* Document Type: Select one

\* For:  PO Based  Non PO Based

Assign Task to active users only:

\* Assignment level:  At Header Level

[Add](#) [Reset](#) [Cancel](#)

*New Process Configuration Page*

## How to Configure a New Workflow Process

1. From the Forms & Rules tab, click the **Workflow Configuration** sub-tab. The Process Configuration page appears.
2. Click **New**. The New Process Configuration page appears.
3. From the **Document Type** (Required) list, select **IPAC Invoice**. This is currently the only option to choose in G-Invoicing.
4. In the For section, select **PO Based** as Servicing Agencies can only create invoices from orders.
5. To assign the task to an active user only, select the **Assign Task to Active Users Only**.
6. Click **Add**.

## How to Edit a Process Configuration

1. From the Forms & Rules tab, click the **Workflow Configuration** sub-tab. The Process Configuration page appears.
2. In the **Action** column, click **Edit** to open the New Process Configuration page.
3. In the **For** section, make the desired changes.
4. Click **Update** to save the changes, otherwise click **Cancel**.

## How to Delete a Process

1. From the Forms & Rules tab, click the **Workflow Configuration** sub-tab. The Process Configuration page appears.
2. In the **Action** column, click **Delete**. G-Invoicing displays a confirmation message.

## Viewing Task Configurations

Tasks specify the required levels of approval in a Workflow and are associated with a Workflow process configuration. For example, if two levels of approval are required, you must configure two tasks for each type of document.

Determine the number of task levels you need before you begin. Once created, you cannot edit a task's level. For instance, if you create a series of three tasks, and then another task is required between task two and three, you must delete task three, insert the new task, and then recreate task three.

To access the Task Configurations page from the Workflow Configuration sub-tab, click **Configure Tasks** in the Action section.



Document Type	Document Subtype	Task Level	Routing Action	Action
IPAC Invoice	Purchase Order	1	Authorization	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Assign</a>

*Task Configurations Page*

The Task Configurations page displays all tasks configured for the selected Workflow process and provides access to the New Task Configuration page. G-Invoicing displays the following information in the Task Configuration page.

Field Name	Description
Document Type	Workflow document type: <ul style="list-style-type: none"> <li>IPAC Invoice- applies to Intragov only invoices</li> </ul>
Document Subtype	Document subtype for the Workflow task: <ul style="list-style-type: none"> <li>Purchase Order – Applies to Intragov invoices</li> </ul>
Task Level	Level at which this task takes place
Routing Action	Type of routing action associated with this task: <ul style="list-style-type: none"> <li>Authorize - Requesting Agency Disburser user invoice task approval</li> </ul>

From the New Task Configuration page, you can configure Workflow tasks, including:

- The task’s level of approval (1, 2, or 3)
- The Authorize routing action for the task required of the Requesting Agency (Confirm and Edit do not apply to Intragov invoices)
- The permissions required to re-assign the task. (You can restrict an Authorization task to Disburser users assigned the Authorization permission, but this is not a recommended practice.)
- Label the Authorize button on the invoice. (for example, Approve)

Other configurable settings include Auto Approval, which permits automatic approvals for invoice amount equal to or less than the amount entered (though zero indicates no automatic approval), as well as skipping a level. G-Invoicing can skip a task level in Workflow, and an invoice routes to the next level of Workflow. Workflow treats a skipped level as though approval occurred at the skipped level, which the audit trail records. For moving an invoice past the approval step, G-Invoicing recommends using the skip a task level method rather than using the auto approval option.



Users	Groups	Purchasing	Invoices	Payments	Forms & Rules	Integration	Reference Data
<a href="#">Home</a>   <a href="#">Help</a>   <a href="#">About</a>   <a href="#">Logout</a>							
<a href="#">Presentations</a>   <a href="#">Rule Sets</a>   <a href="#">Custom Fields</a>   <a href="#">PO Types</a>   <a href="#">Invoice</a>   <a href="#">EFile</a>   <a href="#">Invoice Batch</a>   <a href="#">Self-Serve</a>   <a href="#">Workflow Configuration</a>   <a href="#">XMLV Configuration</a>							
<b>New Task Configuration</b>							
This page allows you to configure a workflow task for a Workflow Process of type IPAC Invoice and subtype Purchase Order. * indicates required field							
* Task Level:	1						
Assigned at:	<input checked="" type="radio"/> Header Level						
<b>Auto approval</b>							
Auto approve this task if the total amount is less than/equal the value below.							
Amount:	0.00						Maximum.
<b>Routing action</b>							
What action the user needs to perform for this workflow task.							
<input checked="" type="radio"/> Authorization							
<input type="radio"/> Confirmation							
<input type="radio"/> Edit	Assign Edit Task for user of this function:						
	<input type="radio"/> Distribution Only <input type="radio"/> Accounting Only <input checked="" type="radio"/> Distribution and Accounting						
	Apply Ceiling Limit to Distribution: <input type="checkbox"/>						
	Select a Ruleset for Validation: Use Default ▼						
	Also Select a specific presentation to use: Use Default ▼						
<b>Permissions</b>							
What user permissions do you wish to override:							
<input checked="" type="checkbox"/> Reassign this task to another user							
When task is reassigned, only show list of users:							
<input checked="" type="radio"/> All users							
<input type="radio"/> With same permissions as task action							
<input type="radio"/> Based on routing map. <input type="text" value="Select one"/>							
<input type="radio"/> Based on routing table. <input type="text" value="Select one"/>							
<input checked="" type="checkbox"/> Reject invoice back to supplier							
<input type="checkbox"/> Reject comments required.							
<input type="checkbox"/> Edit with this task (Use the list boxes in the above section to define a unique Ruleset and Presentation for an Edit override.)							
<b>Notification:</b>							
Enable notifications on this level.							
<input type="checkbox"/> Send user email of task:							
Re-notify: <input type="text"/> days after no action taken.							
<b>Customization</b>							
Customize this workflow task:							
* Custom task name: <input type="text"/>							
Custom "Yes" (i.e.Approve, etc.) label: <input type="text"/>							
Please enter any special instruction that you would like to present to the task owner (1024 characters max) label: <input type="text"/>							
<input type="button" value="Add"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>							

### New Task Configuration Page

## How to Configure a New Task

1. From the Forms & Rules tab, click the **Workflow Configuration** sub-tab. The Process Configuration page appears.
2. From the **Action** column, in the row of the process you want to configure, click **Configure Tasks**. The Task Configurations page appears.
3. Click **New**. The New Task Configuration page appears

4. Use the information in the table below to complete the task configuration.

<b>Field Name</b>	<b>Description</b>
<b>New Task Configuration</b>	
Task Level (Required)	Enter the level for this task. This defaults to an incremented task level number.
Assigned at	G-Invoicing default is Header Level.
<b>Auto Approval</b>	
Amount	Enter a maximum amount for the invoice for automatic approval by G-Invoicing.  G-Invoicing automatically approves the task for values equal to or less than the amount entered.
<b>Routing Action</b>	
Authorization button	Select to assign authorization task (approve or reject the invoice).
Confirmation button	Do not select. This Routing Action applies to Commercial invoices only. Commercial functionality is not available within G-Invoicing.
<b>Edit</b> radio button	Do not select. This Routing Action applies to Commercial invoices only. Commercial functionality is not available within G-Invoicing.
Apply Ceiling Limit to Distribution check box	There is no Commercial functionality within G-Invoicing.
Select a Ruleset for Validation	There is no Commercial functionality within G-Invoicing.
Also Select a specific presentation to use	There is no Commercial functionality within G-Invoicing.
<b>Permissions</b>	

Field Name	Description
Reassign this task to another user check box	<p>Select to give the Requesting Agency user performing this task the permission to reassign the task. Then choose one of the following options:</p> <ul style="list-style-type: none"> <li>• <b>All users</b> – When reassigning an invoice, displays a list box of all Requesting Agency users to select.</li> <li>• <b>With same permissions as task action</b> – When reassigning an invoice, displays a list box of Requesting Agency users available for selection assigned to the same type of task. For example, if the task is an authorize task, then only Requesting Agency users who are also assigned to an authorize task are displayed.</li> <li>• <b>Based on routing map</b> - When reassigning an invoice, displays a list box of Requesting Agency users available for selection assigned to the same task type from a Workflow routing map.</li> <li>• <b>Based on routing table</b> - When reassigning an invoice, displays a list box of Requesting Agency users available for selection assigned to the same task type from a Workflow routing map.</li> </ul>
Reject invoice back to supplier check box	Select to allow the task owner to reject invoices, regardless of their assigned permissions back to the Servicing Agency.
	<b>Reject comments required.</b> Select the check box if the Requesting agency requires comments from the Requesting Agency user when rejecting an invoice. Comments help the Servicing Agency determine the reason for the invoice rejection.
Edit with this task check box	Applies to Commercial invoices only. There is no commercial functionality within G-Invoicing.
<b>Notification</b>	
Send user email of task check box	Select to send task owner an email notification when G-Invoicing routes them a task.
Re-notify days after no action taken	Enter the number of days to allow before notifying if action needed on the invoice. G-Invoicing sends the email before the task escalates.
<b>Customization</b>	
Custom task name (Required)	Enter the name for the task.
Custom "" Label	Enter a label for the Authorization task button that displays on the invoice. The label name should reflect the action. For example, for an approval task, enter <b>Approve</b> .
Special Instructions	Enter any special instructions for the task owner. G-Invoicing displays the instructions on the invoice when the task owner views it for Workflow. G-Invoicing accepts a maximum 1024 characters.

5. Do one of the following:

- Click **Add** to create the new task configuration
- Click **Reset** to clear the fields and begin again.
- Click **Cancel** to return to the Task Configurations page without saving your entries.

## New User Configurations for Workflow

Use the New User Configurations page to specify rules for assigning tasks and escalation.

**New User Configurations**

This form allows you to configure users for assignment and escalation in a Workflow Process of type IPAC Invoice and subtype Purchase Order at task level 1

\* Workflow Category: IGT Invoices

**Assignee(s)**

Select a user to assign this task.

Based on:

Routing Map Select one

Routing Table Select one

Route to first user ID passed in PO set Select one

User Select one

Group  Parallel Action All Users

Queue Select one

Skip This Level

**Escalation User(s)**

If task is not performed within a specified period of time

Escalate 0 Days after no action taken

To user based on:

Routing Map Select one

Routing Table Select one

Route to third user ID passed in PO set Select one

User Select one

Group  Parallel Action Select one

Queue Select one

Update Reset Cancel

*New User Configurations Page*

## How to Assign Task Configurations to Users

1. On the Forms & Rules tab, click **Workflow Configuration**. The Process Configuration page appears.
2. From the Action column, click **Configure Tasks** for the Document subtype. The Task Configurations page appears.
3. Click **Assign** in the same row as the Routing Action task to assign the task to a Disburser user. The User Configuration page appears.
4. Click **New** to access the New User Configurations page.

5. From the **Workflow Category** (Required) list box, select a Workflow category for this task. G-Invoicing lists the Workflow Categories in alphabetical order.
6. From the Assignee(s) section, select the Disburser user assignment, and then select the assignee from the corresponding list box.
7. To skip this level in the Workflow, go to Step 8. Otherwise, go to Step 9.
8. In the Assignee section, select **Skip This Level**, and then go to Step 12.
9. To add escalation users, go to Step 10. Otherwise, go to Step 14.
10. In the Escalation User(s) section, in the **Escalate** field, enter the numbers of days to wait before the invoice escalates to another user.
11. In the **To User Based On** section, select the user assignment, and then select the assignee from the corresponding list box.
12. To add another level of escalation, in the **Then Escalate** field, enter the numbers of days to wait before the invoice escalates a second time.
13. In the **To User Based On** section, select the user assignment, and select the assignee from the corresponding list box.
14. Click **Add**.

## Chapter 8 - Integration

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## About Integration Tasks

In the Integration Tab, you can configure G-Invoicing to upload and download order and invoice files, and upload payment files to Intragovernmental Payment and Collection (IPAC). The Integration task is a required action to transfer files between G-Invoicing and an agency ERP system. An agent is a configuration tool that identifies communication activities. The tasks and agents control the export and import of files by G-Invoicing.

G-Invoicing Integration tasks parameters identify the location files are sent and when the files are transferred. G-Invoicing agents execute the tasks, and one agent can run multiple tasks. Monitor the log file to verify the tasks are completed.

In G-Invoicing, the Requesting Agency will upload orders and the Servicing agency will upload invoices. Once invoice approval occurs (if Workflow enabled) or received (if Workflow not enabled), G-Invoicing sends an IPAC Extract file to IPAC to transfer the funds. If the transfer is successful, G-Invoicing displays the IPAC transaction information. G-Invoicing also displays an error message if the payment in IPAC was unsuccessful.

## Task Types

G-Invoicing provides the following Intragov integration tasks:

- **Intragov Order Upload Task** – This task allows Requesting Agencies to upload into G-Invoicing orders created in a system external to G-Invoicing. The file name for the order cannot be more than 132 characters.
- **Intragov Order Download Task** - This task specifies an order download between one agency and the TWAI. It identifies the location G-Invoicing sends files and when the files transfer to the ERP System. G-Invoicing provides two tasks for downloading orders, one as the buyer and one as the seller.
- **Intragov Invoice Upload Task** - This task allows Servicing Agencies to upload Intragov invoices created in a system external to G-Invoicing.
- **Intragov Invoice Download Task** – This task allows Requesting Agencies to download Intragov invoices from G-Invoicing.
- **Intragov IPAC Extract Task** - This task allows agencies to export the Intragovernmental Payment and Collection (IPAC) file. This file signals an approved invoice is ready for payment.

## How to Create an Order Upload Task

1. From the Integration tab, click the **Tasks** sub-tab. The Tasks summary page appears.
2. Click **New Task** to open the Agent Task Wizard.

Users Groups Purchasing Invoices Payments Forms & Rules Integration Reference Data

Tasks Agents Monitor Log

**Agent Task Wizard - Step 1: Choose An Agent Task**

Name and configure the task type you want your agent to perform.

\*Task Nickname:

\*Task Type:

3. Do the following:
  - **Task Nickname** (Required) - Enter a name for the task. This name appears on the Tasks tab summary page.
  - **Task Type** (Required) – Select **GINV Intragov Order Upload**.
  - Click **Next**.

4. On the Configuring Your Task page:

**Users** **Groups** **Purchasing** **Invoices** **Payments** **Forms & Rules** **Integration** **Reference Data**

Tasks Agents Monitor Log

### Edit Task - Order Upload Requestor - Task Configuration

Rename or change the configuration of this task.

View: Task Configuration | [Task Parameters](#) | [Driver Parameters](#) | [Transformations](#) | [Schedule](#)

\*Task Nickname:

\*Task Type:

\*ERP Agent Driver Class:

Driver Notes:

- Select **GINV Intragov Order Upload driver**.
  - Click **Next**.
5. On the Setting Your Task's Execution Parameters page, click **Next**.
  6. On the Configuring Your Task's Driver page, do the following:



- Click **Add All Parameters**.
  - For the following fields, enter the value determined by the agency in conjunction with the G-Invoicing Agency Implementation Team (AIT). Use the following name convention for the production server: [agencyname].IG\_PO.PROD. You must include the period after the prefix. For example: USMC.OrderUp.PROD
    - XCHG-FILEPREFIX: [AGENCY].OrderUp.PROD
    - XCHG-FILESUFFIX: xml
    - DIR-Upload: /data/igt/FROM.[AGENCY]
    - Upload processed file path: /data/igt/ARCHIVE/agency/[AGENCY]/Order
- Note:** For test regions, replace “PROD” with QAF or QA.
- Click **Next**.

7. On the Configuring Data Transformations page, do the following:

- In the **Content** box of the G-Invoicing Flat File Inbound Transformation, type **OrderIntraGovXMLUpload**.
  - From the **Transformation Name** box, select **GINV Intragov Order XML Transformation**.
  - Leave the **Content** box of the G-Invoicing Intragov Order XML Transformation blank.
  - Click **Add Transformation**.  
*Note: It does not matter in which order you add these two transformations, as long as the G-Invoicing Flat File Inbound Transformation has "1" in the Order column, as G-Invoicing must perform this transformation first.*
  - Click **Next**.
8. On the Selecting a Schedule for Your Task page, do the following:
- Enter a **Start Date** (Required).
  - Select the **Time Zone** from the list box.
  - Select a **Basic Schedule** or an **Advanced Schedule**.
    - For the **Basic Schedule**, configure the start time and a schedule interval.
    - For a **Basic Schedule**, enter the scheduled time and click **Add Time**.
    - To limit the run time to certain days, select **Limit Runnable Months or Days** check boxes and select the months and days to run.
  - For an **Advanced Schedule**, enter the start time in milliseconds.
    - For example, to set up an integration task to run every ½ hour, enter 1800000 in the **Schedule** box. 1800000 is 30 minutes in milliseconds (30\*60\*1000)
  - To prevent the task from running on holidays, enter the date of the holiday and click **Add Holiday**.

**Agent Task Wizard - IGT Order Upload - Step : Selecting A Schedule For Your Task**

Select the dates and times on which you'd like your task to be run.

**Set Schedule**

\* Start Date:  Time Zone:

**Basic Schedule**

Scheduled Time(s):  
 :

01:00

Limit Runnable Months to:

JAN  FEB  MAR  APR  MAY  JUN   
JUL  AUG  SEP  OCT  NOV  DEC

Limit Runnable Days to:  
Where Day of the Month Matches

01  02  03  04  05  06  07   
08  09  10  11  12  13  14   
15  16  17  18  19  20  21   
22  23  24  25  26  27  28   
29  30  31  Last

Or Day of the Week Matches:

SUN  MON  TUE  WED  THU  FRI  SAT

**Advanced Schedule**

Schedule:

**Schedule Holiday(s)**

Holidays(s):

/

First  OF

9. Click **Finish**.

You must assign the newly created task to an agent before you can activate the task. See the topic *Creating and Configuring an Agent* on page 108.

## How to Create an Order Download Task

An agency cannot download orders that it uploaded. The Servicing Agency can download all the Requesting Agency orders, regardless of how the buyer created them.

1. From the Integration tab, click the **Tasks** sub-tab. The Tasks summary page appears.
2. Click **New Task** to create an order download task between one agency and the TWAI.
3. On the Choose an Agent Task page, do the following:
  - Enter a name in the **Task Nickname** (Required). This name appears on the Tasks tab summary page.
  - Select **GINV Intragov Order Download** as the **Task Type**.

- Click **Next**.
4. On the Configuring Your Task page, do the following:
- From the **ERP Agent Driver Class (Required)** list box, select one of the following:
    - **GINV Intragov Requestor Order Download Driver** - Returns orders on which your agency is the Requesting Agency
    - **GINV Intragov Servicer Order Download Driver** - Returns orders when your agency is the Servicing Agency.
    - In most cases, choose the default GINV Intragov Requestor Order Download Driver.

- Click **Next**.
5. On the Setting Your Task's Execution Parameters page:

- Select the **Parameter Name**. There are two default parameters: **Require empty/default files** and **Order Template**. From the Order Template box, select **GINVintraGovOrderExport.template**
  - If there is an existing Intragov Order Download task that has parameters available for reuse, select the task name under **Or copy parameters from another task**, and click **Copy Parameters**. This replaces the previous step of manually adding parameters.
  - If necessary, select new values for the parameters for a task. For example, setting **Require empty/default files** to TRUE downloads empty files.
  - Click **Next**.
6. On the Configuring Your Task's Driver page:

- Add or copy parameters from a previous task to configure a task's driver.

- Use the following information to configure the XCHG-FILEPREFIX: [Agency]. OrderDownR.PROD. For Example, USMC.OrderDownR.PROD  
For test regions, replace “PROD” with QA or QAF
  - If an Intragov Order Download task already exists and has parameters for reuse, select the name of that task under Or copy parameters from another task, and click Copy Parameters. This replaces the previous step of manually adding parameters.
  - After adding or copying parameters, the parameters table under Parameters currently passed to the task’s Driver populates with the default values. Enter the following, removing [AGENCY] and entering the name agreed to during the implementation process:
    - **Dir-Download** (specifies the directory the order file will be sent to):  
/data/igt/TO.[AGENCY]
    - **DIR-Attachment** (specifies the directory the order attachment will be sent to):  
/data/igt/agency/[AGENCY]
    - **XCHG-ATTACH-FILEPREFIX:** [AGENCY].OrderDownR.ATTCH.PROD
- Note: The G-Invoicing Agency Implementation Team works with you to set up the correct directory path and file names.*

- Click **Next**.

7. On the Document Filters page,

- Click **Next** to accept the Default Document Set. If you need to create a new document filter from the Document Filters page, click Add to open the Build Document Set page.

**Agent Task Wizard - Intra-Gov Order Download - Document Filters: Build Document Set**

Edit the document set that you created.

---

**Document Set Information:**

**\* Set Name:**

**Set Description:**

---

**Selected Conditions:**

**Available Filters:**

- Has been Downloaded
- Has not been Downloaded
- Order Status is 'Open'

**Basic Filters:**       **Free Form Filter:**

**Current Document Filter:**

Is not uploaded Intra-Gov Order  
 AND Is Intra-Gov Order  
 AND Is Owned by You

- To download only new orders, select **Has not been Downloaded**, and click **Add**.
- Click **OK** to finish adding the filters. G-Invoicing returns to the summary page.

8. Click **Next**.
9. On the Configuring Data Transformations page,

- Click **Add Transformation**.
  - In the **Content** box, type **OrderIntraGovXMLDownload**.
  - Click **Next**.
10. On the Selecting a Schedule for Your Task page:
    - Enter a **Start Date** (Required).
    - Select the **Time Zone** from the list box.
    - Select a **Basic Schedule** or an **Advanced Schedule**.
    - For the **Basic Schedule**, configure the start time and a schedule interval. For the **Advanced Schedule**, configure the start time and set a holiday schedule.
    - For a Basic Schedule, enter the scheduled time and click **Add Time**.
    - To limit the run time to certain days, select Limit Runnable Months or Days check boxes and select the months and days to run.
    - For an **Advanced Schedule**, enter the start time in seconds.
    - To prevent the task from running on holidays, enter the date of the holiday and click **Add Holiday**.
  11. Click **Finish**.

You must assign the newly created task to an agent before you can activate the task. See the topic *Creating and Configuring an Agent* on page 108.

## How to Create an Invoice Upload Task

1. From the Integration tab, click the **Tasks** sub-tab. The Tasks summary page appears.
2. Click **New Task** to create a task to upload Intragov invoices from the Servicing Agency to G-Invoicing.

3. On the Choose an Agent Task page, do the following:
  - Enter a name for the task in **Task Nickname** (Required). This name appears on the Tasks tab summary page.
  - Select **GINV Intragov Invoice Upload** in the **Task Type** (Required) list box.
  - Click **Next**.

4. On the Configuring Your Task page:

- Select **GINV Intragov Invoice upload driver** in the **ERP Agent Driver Class** (Required) list box.
  - Click **Next**.
5. On the Setting Your Task's Execution Parameters page, click **Next**. There are no parameters to set.
  6. On the Configuring Your Task's Driver page, do the following:



Users Groups Purchasing Invoices Payments Forms & Rules Integration Reference Data Home Help About Logout

Tasks Agents Monitor Log

### Edit Task - Invoice Upload Servicer - Driver Parameters

Setup the parameters that let our driver talk to your ERP.

View: Task Configuration | Task Parameters | Driver Parameters | Transformations | Schedule

Select a driver parameter to add:

Parameter Name: DIR-Upload

Description: UPLOAD DIRECTORY PATH

Add Parameter Add All Parameters Custom Parameter

Or copy parameters from another task:

Parameter Name: Order Upload Requestor

Copy Parameters

Parameters currently passed to your task's Driver:

Parameter Name	Parameter Value	Actions
DIR-Upload	/data/igt/FROM [AGENCY]	Remove
Upload Action	3	Remove
Upload processed file path	/data/igt/ARCHIVE/agency/[AGENCY]/Invoice	Remove
XCHG-FILEPREFIX	[AGENCY] InvoiceUp PROD	Remove
XCHG-FILESUFFIX	xml	Remove

OK Cancel

- Use the following information to configure the XCHG-FILEPREFIX (adding a period (.) after the prefix):
  - [AGENCY].InvoiceUp.PROD For example, USMC.InvoiceUp.PROD.
  - For test regions, replace “PROD” with QA or QAF
  - Use the following example as a naming convention for invoices: USMC.InvoiceUp.invoice1
- To configure the additional task parameters, you must do the following:
  - To add individual parameters, navigate to **Select a driver parameter to add**, select **DIR-Upload**, Upload processed file path, and Upload Action, and click **Add Parameter**. To add all parameters at once, click **Add All Parameters**.
  - If an Intragov Invoice Upload task already exists with parameters to reuse, select the task name under Or copy parameters from another task, and click **Copy Parameters**. This replaces the previous step of manually adding parameters.
  - After adding or copying parameters, the parameters table under Parameters currently passed to a task's Driver populates. Enter the following, substituting the agency's name:
    - In DIR-Upload: /data/igt/FROM.[AGENCY]
    - In Upload processed file path: /data/igt/ARCHIVE/agency/[AGENCY]/Invoice
    - Upload ACTION – Defaults to “3”.
- Click **Next**.

## 7. From the Configuring Data Transformations page, do the following:

**Edit Task - Invoice Upload Servicer - Transformations**  
Define transformations to map ERP data to the G-INV.

View: [Task Configuration](#) | [Task Parameters](#) | [Drive Parameters](#) | [Transformations](#) | [Schedule](#)

Select a transformation to add:

Transformation Name:

Description:

Name	Content	Order	Actions
GINV Flat File Inbound Transformation	InvoiceIntraGovXMLUpload	1	<input type="button" value="Remove"/>

- Click **Add Transformation**.
- Enter InvoiceIntraGovXMLUpload in the Content box.
- Click Next.

## 8. On the Selecting a Schedule for Your Task page:

- Enter a **Start Date** (Required).
- Select the **Time Zone** from the list box.
- Select a Basic Schedule or an Advanced Schedule.
- For the basic schedule, configure the start time and a schedule interval. For the advanced schedule, configure the start time and set a holiday schedule.
- For a basic schedule, enter the scheduled time and click **Add Time**.
- To limit the run time to certain days, select Limit Runnable Months or Days check boxes and select the months and days to run.
- For an Advanced Schedule, enter the start time in seconds.
- To prevent the task from running on holidays, enter the date of the holiday and click **Add Holiday**.

9. Click **Finish**.

You must assign the newly created task to an agent before you can activate the task. See the topic *Creating and Configuring an Agent* on page 108.

## How to Create an Intragov Invoice Download Task

1. From the Integration tab, click the **Tasks** sub-tab. The Tasks summary page appears.
2. Click **New Task** to open the Agent Task Wizard.

3. On the Choose an Agent Task page:
  - Enter a name for the task in the **Task Nickname** (Required) field. This name appears on the Tasks tab summary page.
  - Select **GINV Intragov Invoice Download** from the **Task Type** (Required) list box.
  - Click **Next**.
4. On the Configuring Your Task page, do the following:

- Select **GINV Intragov Requestor Invoice Download Driver** from the **ERP Agent Driver Class** (Required) list box.
- Click **Next**.

5. On the Setting Your Task's Execution Parameters page, do the following:

- Two default parameters: Require empty/default files and Invoice Template. From the **Invoice Template** list, **select GINVintraGovInvoiceExport.template**.  
If a task requires additional configuration:
- If an Intragov Invoice Download task already exists with parameters to reuse, select the task name under Or copy parameters from another task, and click Copy Parameters. This replaces the previous step of manually adding parameters.
- If necessary, select new values for the parameters for a task. For example, setting Require empty/default files to TRUE downloads empty files.
- Click **Next**.

6. On the Configuring Your Task's Driver page, do the following:

Parameters currently passed to your task's Driver:		
Parameter Name	Parameter Value	Actions
DIR-Attachment	<input type="text" value="/data/igt/agency/[AGENCY]"/>	<a href="#">Remove</a>
DIR-Download	<input type="text" value="/data/IGT/TO.[AGENCY]"/>	<a href="#">Remove</a>
XCHG-FILEPREFIX	<input type="text" value="[AGENCY].InvoiceDown.PROD"/>	<a href="#">Remove</a>
XCHG-FILESUFFIX	<input type="text" value="xml"/>	<a href="#">Remove</a>
XCHG-ATTACH-FILEPREFIX	<input type="text" value="[AGENCY].InvoiceDown.ATTCH.PROD"/>	<a href="#">Remove</a>

- From Parameter Name: select DIR-Download.
- Click **Add All Parameters** and configure as follows:
  - XCHG-FILEPREFIX: [AGENCY].InvoiceDown.PROD. For example, USMC.InvoiceDown.PROD.
  - XCHG-FILESUFFIX: xml
  - DIR- Download: Type your agency name, as assigned by the G-Invoicing implementation team. /data/igt/TO.[AGENCY]

- DIR-Attachment: Type your agency name, as assigned by the G-Invoicing implementation team. /data/igt/agency/[AGENCY]
- XCHG-ATTACH-FILEPREFIX: [AGENCY].InvoiceDown.ATTCH.PROD

**Note:** The G-Invoicing Agency Implementation Team works with you to set up the correct directory path and file names.

- Alternatively, click **Copy Parameters**, to copy parameters from a previous task's driver configuration.
  - Click **Next**.
7. On the Document Filters page, click **Next** to accept the Default Document Set. If you need to create a new document filter from the Document Filters page, click **Add** to open the Build Document Set page.

**Agent Task Wizard - Intra-Gov Invoice Download - Document Filters: Build Document Set**

Edit the document set that you created.

---

**Document Set Information:**

\*Set Name:

Set Description:

---

**Selected Conditions:**

**Basic Filters:**
 **Free Form Filter:**

**Available Filters:**

- Has Been Posted
- Less than 60 days old.
- Less than 90 days old.
- Less than 30 days old.
- Is PO Based.

---

**Current Document Filter:**

Is Commercial Invoice  
 AND Is Ready to Post  
 AND Is Owned by You  
 AND Invoice Status is 'Received'

8. If you only want to download new invoices, Select **Has not been Downloaded**, and click **Add**.
9. Click **OK** to finish adding the filters. G-Invoicing returns to the Document Filters page.
10. Click **Next**.
11. On the Configuring Data Transformations page, click **Next**. G-Invoicing does not require transformations.

Users	Groups	Purchasing	Invoices	Payments	Forms & Rules	Integration	Reference Data
Tasks	Agents	Monitor	Log				

**Edit Task - Invoice Download Requestor - Transformations**

Define transformations to map ERP data to the G-INV.

View: [Task Configuration](#) | [Task Parameters](#) | [Driver Parameters](#) | [Document Filters](#) | **Transformations** | [Schedule](#)

Select a transformation to add:

Transformation Name:	GINV Flat File Inbound Transformation
Description:	Sends your inbound document to WLI for transformation to the XML format. The value that you supply below should be the name of your JPD Process in WLI. If you don't know your process name, please contact GINV Services to receive one.

[Add Transformation](#)

Transformations currently performed on your task's data:

Name	Content	Order

[OK](#)   [Cancel](#)

12. On the Selecting a Schedule for Your Task page:

- Enter a **Start Date** (Required).
- Select the **Time Zone** from the list box.
- Select a Basic Schedule or an Advanced Schedule.
- For the Basic Schedule, configure the start time and a schedule interval. For the advanced schedule, configure the start time and set a holiday schedule.
- For a basic schedule, enter the scheduled time and click **Add Time**.
- To limit the run time to certain days, select **Limit Runnable Months or Days** check boxes and select the months and days to run.
- For an Advanced Schedule, enter the start time in seconds.
- To prevent the task from running on holidays, enter the date of the holiday and click **Add Holiday**.

13. Click **Finish**.

You must assign the newly created tasks to an agent before you can activate the task. See the topic *Creating and Configuring an Agent* on page 108.

## How to Create an IPAC Extract Task

1. From the Integration tab, click the **Tasks** sub-tab. The Tasks summary page appears.

<b>Users</b>	<b>Groups</b>	<b>Purchasing</b>	<b>Invoices</b>	<b>Payments</b>	<b>Forms &amp; Rules</b>	<b>Integration</b>	<b>Reference Data</b>
<b>Tasks</b> Agents Monitor Log							
<b>Agent Task Wizard - Step 1: Choose An Agent Task</b>							
Name and configure the task type you want your agent to perform.							
*Task Nickname:		<input type="text" value="IPAC Download"/>					
*Task Type:		<input type="text" value="GINV IPAC Extract"/>					
<input type="button" value="Next &gt;&gt;"/>		<input type="button" value="Cancel"/>					

- Click **New Task** to open the Agent Task Wizard.
  - In the **Task Nickname** field, enter a name for the task. This name appears on the Tasks tab summary page.
  - Select GINV IPAC Extract as the Task Type.
  - Click **Next**.
- Select **G-INV IPAC Extract** Driver from the **ERP Agent Driver Class (Required)** list box and then click **Next**.

<b>Edit Task - IPAC Download - Task Configuration</b>	
Rename or change the configuration of this task.	
View: Task Configuration   <a href="#">Task Parameters</a>   <a href="#">Driver Parameters</a>   <a href="#">Document Filters</a>   <a href="#">Transformations</a>   <a href="#">Schedule</a>	
*Task Nickname: <input type="text" value="IPAC Download"/>	
*Task Type: <input type="text" value="GINV IPAC Extract"/>	
*ERP Agent Driver Class: <input type="text" value="GINV IPAC Extract Driver"/>	
Driver Notes:	<input type="text" value="The GINV IPAC Extract Driver will extract and format IPAC transactions that can either be sent directly to IPAC or made available for download to the Agency."/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

- The Setting Your Task's Execution Parameters page displays the default parameters. In most cases, leave the default values and go to the next step. If necessary, select new values for the parameters for a task. For example, if you set the "Require empty/default files" to TRUE, G-Invoicing downloads empty files.



5. Click **Next** to advance to the Configuring Your Task's Driver page.
  - Select **IPAC-DIR-Download** from the Parameter Name list. G-Invoicing displays “Download Directory Path” in the Description field.
  - Click **Add All Parameters**.
  - In the Parameters Currently Passed to Your task's Driver pane, ensure G-Invoicing has these parameters set:
    - [AGENCY] is assigned by the G-Invoicing Agency Implementation Team (AIT).
    - XCHG-FILEPREFIX: IPAC\_EXTRACT.[AGENCY].PROD
    - XCHG-FILESUFFIX: txt
    - IPAC-DIR-Download: data/igt/TO.IPAC/OUTBOX



6. Click **Next** to advance to the Document Filters page.
7. On the Document Filters page, click **Next** to accept the Default Document Set. To create a new Document Filter set, click **Add** from the Document Filters page in the Agent Task Wizard – IPAC Extract: Document Filters page.

Users	Groups	Purchasing	Invoices	Payments	Forms & Rules	Integration	Reference Data	Home	Help ?	About	Logout
Tasks	Agents	Monitor	Log								
<b>Agent Task Wizard - IPAC Extract: Document Filters</b>											
Setup the parameters that let our driver talk to your ERP.											
Selected Document Sets:											
<input type="button" value="Add"/>											
Name	Description	Actions									
<a href="#">Default Document Set</a>	A default set containing recommended document selection criteria.	<input type="button" value="Edit"/> <input type="button" value="Remove"/>									
<input type="button" value=" &lt;&lt; Back"/> <input type="button" value=" Next &gt;&gt; "/> <input type="button" value=" Cancel"/>											

### *Document Filters*

## How to Add Document Filters for the IPAC Extract

1. From the Document Filters page, click **Add** on the Document Filters page to open the Build Document Set page.

<b>Agent Task Wizard - Intra-Gov IPAC Extract - Document Filters: Build Document Set</b>	
Edit the document set that you created.	
Document Set Information:	
* Set Name:	Default Document Set
Set Description:	A default set containing recommended document selection criteria.
Selected Conditions:	
<input checked="" type="radio"/> Basic Filters: <input type="radio"/> Free Form Filter:	
Available Filters:	<div style="border: 1px solid gray; padding: 5px;">           Is Ready to Post            Has Been Posted            Invoice Status is 'Received'         </div> <input type="button" value="Add"/>
Current Document Filter:	<div style="border: 1px solid gray; padding: 5px;">           You are Initiator         </div> <input type="button" value="Remove"/>

2. In the Available Filters section, do the following:
  - Select **Is Ready to Post** for a new process, and click **Add** or, select **Has Been Posted**, for a revised process, and click **Add**.
  - Select **Invoice Status is Received** and click **Add**.
  - Click **OK**.
3. On the Configuring Data Transformations page:
  - From the Transformation Name list, select **G-Invoicing Flat File Outbound Transformation**.
  - Click **Add Transformation** to add a new transformation.
  - In the Content box, type `InvoicestagesIPACExtract`.

Users Groups Purchasing Invoices Payments Forms & Rules Integration Reference Data Home | Help | About | Logout

Tasks Agents Monitor Log

### Edit Task - IPAC Download - Transformations

Define transformations to map ERP data to the G-INV.

View: [Task Configuration](#) | [Task Parameters](#) | [Driver Parameters](#) | [Document Filters](#) | [Transformations](#) | [Schedule](#)

Select a transformation to add:

Transformation Name:

Description:

Transformations currently performed on your task's data:

Name	Content	Order	Actions
GINV Flat File Outbound Transformation	InvoicestagesIPACExtract	1	<input type="button" value="Remove"/>

- Click **Next**.
4. From the Intragov Extract –Schedule page, set up a schedule to run the task.
    - Enter a **Start Date** (Required).
    - Select the **Time Zone** from the list box.
    - Select a Basic Schedule or an Advanced Schedule.
    - For the basic schedule, configure the start time and a schedule interval. For the advanced schedule, configure the start time and set a holiday schedule.
    - For a basic schedule, enter the scheduled time and click **Add Time**.
    - To limit the run time to certain days, select **Limit Runnable Months or Days** check boxes and select the months and days to run.
    - For an advanced schedule, enter the start time in seconds.
    - To prevent the task from running on holidays, enter the date of the holiday and click Add Holiday.
  5. Click **Finish**.

## Creating and Configuring an Agent

You must create a G-Invoicing agent to execute the tasks you configured. One agent can run multiple tasks.

## How to Create an G-Invoicing Agent to Execute Integration Tasks

1. From the Integration tab, click the **Agents** sub-tab. The Agents summary page appears.
2. Click **New Agent**.
3. Enter an agent name in the **Agent ID** field such as enter "<Agency> Agent"

4. Click **Assign Tasks**
5. Select the appropriate tasks to assign to this agent.

Assign	Task Nickname
<input type="checkbox"/>	<a href="#">IGT Order Upload</a>
<input type="checkbox"/>	<a href="#">IPAC Download</a>
<input type="checkbox"/>	<a href="#">IPAC Extract</a>
<input type="checkbox"/>	<a href="#">IGT Order Download</a>
<input type="checkbox"/>	<a href="#">IGT Invoice Upload task</a>
<input type="checkbox"/>	<a href="#">IGT Invoice Download</a>

6. Click **OK** to create the agent; otherwise, click **Cancel**.

## How to Activate a Task

1. From the Integration tab, click the **Tasks** sub-tab. The Tasks Summary page appears.

Task Nickname	Task Status	Actions
<a href="#">IGT Invoice Download</a>	Deactivated but assigned.	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Activate</a>
<a href="#">Intra-Gov IPAC Extract</a>	Deactivated but assigned.	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Activate</a>
<a href="#">QA_VTEST</a>	Scheduled to run.	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">De-Activate</a>   <a href="#">Start</a>

2. Click the **Activate** link under the Actions column for each task you created.

The next time the time set in Schedule occurs, the task runs.

## Starting Tasks Manually

Use the Start function to start a task immediately, rather than wait for its scheduled time to run.

Task Nickname	Task Status	Actions
<a href="#">IGT Invoice Download</a>	Scheduled to run.	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">De-Activate</a>   <a href="#">Start</a>
<a href="#">IGT Invoice Upload</a>	Scheduled to run.	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">De-Activate</a>   <a href="#">Start</a>
<a href="#">IGT Order Download</a>	Scheduled to run.	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">De-Activate</a>   <a href="#">Start</a>
<a href="#">IGT Order Upload</a>	Scheduled to run.	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">De-Activate</a>   <a href="#">Start</a>
<a href="#">IPAC Download</a>	Scheduled to run.	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">De-Activate</a>   <a href="#">Start</a>

Task Page - Start

## How to Manually Start a Task

1. From the Integration tab, click the **Tasks** sub-tab. The list of currently configured tasks appears.
2. From the Tasks page, in the Actions column, in the row of the task to start, click the **Start** link. The task starts.

## Monitoring Tasks and Agents

Use the Monitor sub-tab to determine whether tasks in G-Invoicing executed.

Agent ID	Agent Status	Task Nickname	Task Status	Last Executed	Last Status	Request Created	Request Status	Next Scheduled
IPAC Agent	Flat Lined	IGT Order Download	Active	5/14/2014 12:01:20 AM	<a href="#">Nothing To Export</a>	5/9/2014 12:01:11 AM	<a href="#">Building Document</a>	5/15/2014 12:00:00 AM
IPAC Agent	Flat Lined	IPAC Download	Active	5/14/2014 12:01:20 AM	<a href="#">Nothing To Export</a>			5/15/2014 12:00:00 AM
IPAC Agent	Flat Lined	IGT Invoice Download	Active	5/14/2014 12:01:20 AM	<a href="#">Nothing To Export</a>			5/15/2014 12:00:00 AM
IPAC Agent	Flat Lined	IGT Upload task	Active			5/7/2014 3:01:49 AM	<a href="#">In Progress</a>	5/15/2014 3:00:00 AM
IPAC Agent	Flat Lined	IPAC Extract	Active	5/14/2014 12:01:45 AM	<a href="#">Complete</a>			5/15/2014 12:00:00 AM

Showing 1-5 of 5

Integration Tab - Agent Monitor

The information in the table below describes the Agent Monitor page.

Field Name	Description
Agent ID	The name assigned when the user created the agent
Agent Status	Not currently used
Task Nickname	Label assigned to the task by you to easily identify and distinguish it when more than one task exists
Task Status	Status of the task: <ul style="list-style-type: none"> <li>• <b>Active</b> – scheduled to run</li> <li>• <b>Inactive</b> – not scheduled to run</li> </ul>
Last Executed	The most recent date G-Invoicing performed the task
Last Status	The most recent status of the task Click to view Task History.
Request Created	Date the task initiated
Request Status	Status of the request as it executes. Once complete, the field is empty. Click to view the Task Requests.
Next Scheduled	Date and time the task will next execute

## How to Monitor a Task or an Agent

1. From the Integration tab, click the **Agents** sub-tab. G-Invoicing displays all of the agents and tasks established for an agency.
2. Click **Refresh**. G-Invoicing updates the page.

## Viewing Task History

Use the Task History page to view the history for a particular task. From the Monitor page, click the link for the status in the Last Status column.

Agent ID	Start Time	End Time	Elapsed Time	# of Retries	Status
IPAC Agent	5/14/2014 12:01:20 AM	5/14/2014 12:01:45 AM	00:00:26	0	Complete
IPAC Agent	5/13/2014 12:01:15 AM	5/13/2014 12:01:22 AM	00:00:07	0	Complete
IPAC Agent	5/12/2014 1:21:31 PM	5/12/2014 1:21:42 PM	00:00:11	0	Complete
IPAC Agent	5/11/2014 12:01:14 AM	5/11/2014 12:01:19 AM	00:00:05	0	Complete
IPAC Agent	5/10/2014 2:06:39 PM	5/10/2014 2:06:50 PM	00:00:11	0	Complete
IPAC Agent	5/9/2014 12:01:11 AM	5/9/2014 12:01:29 AM	00:00:18	0	Complete
IPAC Agent	5/8/2014 12:00:10 AM	5/8/2014 12:00:20 AM	00:00:10	0	Complete
IPAC Agent	5/7/2014 12:00:53 AM	5/7/2014 12:01:35 AM	00:00:42	0	Complete
IPAC Agent	5/6/2014 12:00:19 AM	5/6/2014 12:00:51 AM	00:00:31	0	Complete
IPAC Agent	5/5/2014 12:00:41 AM	5/5/2014 12:01:17 AM	00:00:36	0	Complete

Showing 1-10 of 15 | Previous | Next | Go to Page: 1

Integration Tab - Agent Monitor > History

# Viewing the Integration Log

Use the Log sub-tab to query and view log information for the tasks.

The screenshot shows the 'Integration' tab selected in the top navigation bar. Below it, the 'Log' sub-tab is active. The interface includes a 'Query Parameters' section with dropdown menus for Agent ID (All), Task (All), and Status (All), and a date range selector set from 08/27/2016 to 10/27/2016. A 'Submit' button is located below the query parameters. Below the query section is a 'Summary' table with columns: Total Files, Total Files Failed, Total Record Success, Record Exceptions, Record Failures, and Total Record Count. All values in this table are 0. Below the summary is a 'Details' table with columns: Agent ID, Task, Status, Timestamp, and Message. The details table currently shows 'No Records found.'

Log Page

Summary Level	
Total Files	Displays the total number of files included in the task
Total Files Failed	Displays the total number of failed files in the task returned by the query
Total Record Success	Displays the total number of records in this task successfully handled by the task
Record Exceptions	Displays the number of records in this task that have exceptions
Record Failures	Displays the number of records in this task that failed to upload or download
Total Record Count	Displays the total number of records contained in the task for this query
Detail Level	
Agent ID	Displays the name of the agent a program that executes scheduled functions
Task	Displays the name of the task associated with the agent.
Status	Displays the status of the task  The statuses include either: <ul style="list-style-type: none"> <li>• Success</li> <li>• Failure</li> <li>• Exception</li> </ul>
Timestamp	Displays the date and time the status of the task occurred

Message	Displays G-Invoicing generated comments for the task
---------	--

## How to View the Log File

1. From the Integration tab, click the **Log** sub-tab. G-Invoicing displays the Log Query Parameters.
2. Enter parameters for your query using the following information (G-Invoicing retains your entered search criteria for the duration of the session):

Field Name	Description
<b>Query Parameters</b>	
Agent ID	Select an agent to query. An agent is a program that executes scheduled functions.
Task	Select an Intragov agent task to query. The Intragov tasks include: <ul style="list-style-type: none"> <li>• G-Invoicing IPAC Extract</li> <li>• G-Invoicing Intragov Invoice Download</li> <li>• G-Invoicing Intragov Invoice Upload</li> <li>• G-Invoicing Intragov PO Download</li> </ul>
Status	Select the status to search. The choices include: <ul style="list-style-type: none"> <li>• File Success</li> <li>• Record Exceptions</li> <li>• File/Record Failures</li> </ul>
Date Range	From: Enter a date for the query to begin, or click Calendar (📅) to browse for a date. To: Enter a date for the query to end, or click Calendar (📅) to browse for a date. Date range must be within 90 days of current date.

3. Click **Submit**. G-Invoicing displays a Summary and Details of the executed tasks.

## Chapter 9 - Reference Data

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## About Reference Data

The Reference Data tab provides you access to the reference information used to configure the Disburser module for G-Invoicing. Reference information available in G-Invoicing serves as a repository for frequently used information and as a sorting mechanism.

The Reference Data tab contains the following sub-tabs:

- ERP SetID – A unique identifier associated with one or more business units of a single vendor G-Invoicing uses ERP SetIDs to limit viewing of Commercial XML records. These do not apply to Intragov.
- Cost Centers – User defined cost center, used to group orders and invoices
- Department IDs - User defined department identifier, used to group orders and invoices
- Business Units - User defined business unit, used to group orders and invoices
- Payment Terms – Not used by Intragov

G-Invoicing uses ERP SetIDs to limit viewing of Commercial XML records. These do not apply to Intragov.

## Configuring Cost Centers

From the Cost Centers page, you can view, create, and manage the cost centers for your agency. You can enter cost centers manually or upload them with the help of the Treasury Support Center.

When creating a GT&C, agencies can select from a list of cost center identifiers. See the topic *Creating Rules Sets for GT&Cs and Orders* on page 58. You must create cost centers before they are available to add to the GT&C.

You can use cost centers in G-Invoicing to group certain orders and invoices. By creating a cost center group, and then restricting access by adding that group to a role, only Intragov Disburser users with that role are able to view GT&Cs, orders, and invoices associated with the cost center.

No synchronization exists between G-Invoicing cost centers and those in an ERP. Updates do not occur in either system if there are changes. You must make any updates manually.

Cost Center	CCDescription	Manager	Manager's Email	Actions
EastCoast	East Coast Cost Centers	John Doe	John.doe@stls.frb.test.org	Update   Remove

Cost Centers Page

## How to Create a Cost Center

1. From the Reference Data tab, click the **Cost Centers** sub-tab. The Cost Centers view page appears.
2. Click **New Cost Center**. The Create Cost Center page appears.

**Users** **Groups** **Purchasing** **Invoices** **Payments** **Forms & Rules** **Integration** **Reference Data** [Home](#) | [Help](#) | [About](#) | [Logout](#)


ERP SetID **Cost Centers** Payment Terms Department ID Business Units Units of Measure

**Create a Cost Center**


Complete the form to create a cost center. \* indicates required field

\* Cost Center:

Description:

Manager:  

Manager's Email:

3. Enter the cost center name in the **Cost Center** field (Required). G-Invoicing accepts a maximum of 20 alphanumeric. 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"
6. Click  in the **Manager** field to access a Search dialog.
7. Enter search criteria in the **First** and/or **Last** fields and click **Search**. Use the wildcard symbol (%) to broaden the search results.
8. Enter the email address for the manager of the cost center in the **Manager's Email** field.
9. Click **Create**; otherwise, click **Cancel** to clear the fields. The Cost Centers view page appears.

## How to Update a Cost Center

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

The screenshot shows the 'Update a Cost Center' page. At the top, there are navigation tabs: Users, Groups, Purchasing, Invoices, Payments, Forms & Rules, Integration, and Reference Data. Below these are sub-tabs: ERP SetID, Cost Centers, Payment Terms, Department ID, Business Units, and Units of Measure. The main heading is 'Update a Cost Center' with a subtitle 'View or modify the cost center details.' and a note '\* indicates required field'. The form contains the following fields:

- Cost Center:** CC101
- Description:** Cost Center 101
- Manager:** John Major (with a search icon and a 'Clear' button)
- Manager's Email:** (empty)

Below the form are 'Save' and 'Cancel' buttons. Underneath is a section titled 'Cost Center Audit Trail' with a table:

Date	Activity	User	Comment
Jun 4, 2014 7:33:31 AM	COST CENTER MANAGEMENT	jmajo500	Updated Cost Center. Name: CC101, Description: Cost Center 101, Manager: John Major
Jun 4, 2014 7:31:58 AM	COST CENTER MANAGEMENT	jmajo500	Created Cost Center. Name: CC100, Description: Cost Center 100, Manager: John Major

3. Make the desired changes to the Description, Manager or Manager's Email fields.
4. Click **Save**. The Cost Centers view page appears.

## How to Delete a Cost Center

1. From the Reference Data tab, click the **Cost Centers** sub-tab. The Cost Centers view page appears.
2. On the Cost Centers page, click **Remove** in the Action column in the row of the cost center to delete. The Remove a Cost Center page appears.

**Note:** If the cost center is a member of a group, you must remove it from any groups it belongs to prior to deleting the cost center. G-Invoicing displays an error message if you attempt to delete a cost center that is in use in a cost center group. See the topic *Understanding Groups in G-Invoicing* on page 28.

The screenshot shows the 'Remove a Cost Center' page. At the top, there are navigation tabs: Users, Groups, Purchasing, Invoices, Payments, Forms & Rules, Integration, and Reference Data. Below these are sub-tabs: ERP SetID, Cost Centers, Payment Terms, Department ID, Business Units, and Units of Measure. The main heading is 'Remove a Cost Center' with a subtitle 'Please verify the removal of the cost center specified below by clicking on the Yes button. To cancel, click on the No button.' Below this is a confirmation message: 'Are you sure you want to remove Cost Center: CC101?' with 'Yes' and 'No' buttons.

3. Click **Yes**. The Cost Centers view pages appears.

## How to View the Cost Center Audit Trail

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

Users		Groups		Purchasing		Invoices		Payments		Forms & Rules		Integration		Reference Data	
<a href="#">Home</a>   <a href="#">Help</a>   <a href="#">About</a>   <a href="#">Logout</a>															
ERP SetID		Cost Centers		Payment Terms		Department ID		Business Units		Units of Measure					
Cost Centers Audit Trail															
Date		Activity		User		Comment									
Jun 4, 2014 7:33:05 AM		COST CENTER REMOVED		jmajo500		Removed Cost Center. Name: CC200, Description: Cost Center 200, Manager: John Smith									

## Configuring Department IDs

From the Department IDs page, you can view, create, and manage the department IDs configured for your agency. You can enter department IDs manually or you can upload them with the help of the Treasury Support Center.

When creating a GT&C, agencies can select one or more from a list of department IDs. See the topic, *Creating Rules Sets for GT&Cs and Orders* on page 58.

G-Invoicing uses the department ID to group certain orders and invoices. By creating a department ID group, and then restricting access by adding that group to a role, only users with that role are able to view GT&Cs, orders, and invoices associated with that department ID.


No synchronization exists between G-Invoicing department IDs and those in an ERP. Updates do not occur in either system if there are changes. You must make any updates manually.

Users		Groups		Purchasing		Invoices		Payments		Forms & Rules		Integration		Reference Data	
<a href="#">Home</a>   <a href="#">Help</a>   <a href="#">About</a>   <a href="#">Logout</a>															
ERP SetID		Cost Centers		Payment Terms		Department ID		Business Units		Units of Measure					
Manage Department IDs															
Add, update or remove Department IDs.															
<input type="button" value="New Department ID"/>														<input type="button" value="History"/>	
Department ID		Description		Manager		Actions									
<a href="#">Dept ID100</a>		Department ID 100		John Major		Update   Remove									
<a href="#">Dept ID200</a>		Department ID 200		John Smith		Update   Remove									

*Manage Department IDs Page*

## How to Create a Department ID

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

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; otherwise, click **Cancel** to clear the fields. The Manage Department IDs page appears.

## How to Update the Department ID

1. From the Reference Data tab, click the **Department ID** sub-tab. The Manage Department IDs page appears.
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 appears.

Date	Activity	User	Comment
Oct 27, 2016 10:34:24 PM	DEPARTMENT ID MANAGEMENT	wbeed502	Created Department. Department ID: Dept5, Description: 22nd Division, Manager:

3. Make the desired changes to the **Description** or **Manager** fields.
4. Click **Update** to save your changes; otherwise, click **Cancel**. The Manage Department IDs page appears.

## How to Delete a Department ID

1. From the Reference Data tab, click the **Department ID** sub-tab. The Manage Department IDs page appears.
2. 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 appears.

**Note:** If the department ID is a member of a group, you must remove it from any groups it belongs to prior to deleting the department ID from G-Invoicing. See the topic *Understanding Groups in G-Invoicing* on page 28.

**Remove Department**

Please verify the removal of the Department ID specified below by clicking on the Yes button. To cancel, click on the No button.

Are you sure you want to remove Department ID: Dept1?

3. To remove the department ID, click **Yes**; otherwise, click **No**. The Manage Department IDs page appears.

## How to View the Department ID Audit Log

1. From the Reference Date tab, click the **Department ID** sub-tab. The Manage Department IDs page appears.
2. To view a record of deleted department IDs, click the **History** button on the summary page. The Department ID Audit trail page appears.

Department ID Audit Trail			
Date	Activity	User	Comment
Jun 4, 2014 7:40:55 AM	DEPARTMENT ID REMOVED	jmajo500	Removed Department. Department ID: Dept ID200, Description: Department ID 200, Manager: John Smith

## Configuring Business Units

From the Business Units page, you can view, create, and manage the business units configured for your agency. You can enter business units manually or upload them with the help of G-Invoicing Customer Support.

When creating a GT&C, agencies may select one or more business units from a list of available options. See the topic Creating Rules Sets for GT&Cs and Orders on page 58. You must create business units before they are available to add to the GT&C.

You can use business units to group certain orders and invoices. By creating a business unit group, and then restricting access by adding that group to a role, only users with that role are able to view GT&Cs, orders, and invoices associated with that business unit.

**Important Note-** 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.

Business Unit Name	Description	Actions
BU 1	Business Unit 1	Remove
BU 2	Business Unit 2	Remove

*Business Units Page*

## How to Create a Business Unit

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

Complete the form to create a Business Unit \* indicates required field

\* Business Unit:

Description:

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.
5. Click **Create** to add the new business unit to the Manage Business Units page; otherwise click **Cancel**. The Manage Business Unit page appears.

## How to Remove a Business Unit

1. From the Reference Data tab, click the **Business Units** sub-tab. The Manage Business Unit page appears.
2. Click the **Remove** link in the same row as the Business Unit to remove. A Remove a Business Unit confirmation page appears.

**Note:** If the business unit is a member of a group, you must first remove it from any groups it belongs to before deleting the business unit from G-Invoicing. See the topic *Understanding Groups in G-Invoicing* on page 28.

Remove a Business Unit

Please verify the removal of the Business Unit specified below by clicking on the Yes button. To cancel, click on the No button.

Are you sure you want to remove Business Unit: BU 2?

3. Click **Yes** to remove the Business Unit; otherwise, click **No**. The Manage Business Unit page appears.

## How to View the Business Units Audit Trail

1. From the Reference Data tab, click the **Business Units** sub-tab. The Manage Business Unit page appears.
2. To view a record of additions and deletions made to all the business units, click the **History** button. The Business Units Audit Trail page appears.

Date	Activity	User	Comment
Jun 4, 2014 7:47:34 AM	BUSINESS UNIT REMOVED	jmajo500	Removed Business Unit. Business Unit Name: BU3, Business Unit Description: Business Unit 3
Jun 4, 2014 7:47:15 AM	BUSINESS UNIT MANAGEMENT	jmajo500	Created Business Unit. Business Unit Name: BU3, Business Unit Description: Business Unit 3
Jun 4, 2014 7:47:02 AM	BUSINESS UNIT MANAGEMENT	jmajo500	Created Business Unit. Business Unit Name: BU2, Business Unit Description: Business Unit 2
Jun 4, 2014 7:46:52 AM	BUSINESS UNIT MANAGEMENT	jmajo500	Created Business Unit. Business Unit Name: BU1, Business Unit Description: Business Unit 1



## Configuring Units of Measure

Use Units of Measure (UOM) to account for how an item on an order or invoice is measured. A UOM is a standard unit or system of units by which a quantity is accounted for and expressed. No relationship exists between G-Invoicing UOMs and those in an agency ERP system.

From the Manage Units of Measure page, you can view a list of existing UOMs. You can enter UOMs manually or upload them with the help of the Treasury Support Center.

UOM Code	IPP System Code	Description	Goods/Services	Actions
<a href="#">EA</a>	EA	Each	Goods	<a href="#">Update</a>   <a href="#">Remove</a>
<a href="#">HR</a>	HR	Hourly Rate	Service	<a href="#">Update</a>   <a href="#">Remove</a>
<a href="#">PKG</a>	PK	Package	Goods	<a href="#">Update</a>   <a href="#">Remove</a>

*Units of Measure Page*

The information in the table below describes the Manage Units of Measure page.

Field Name	Description
UOM Code	Agency-entered code for the unit of measure. This field is sortable.
G-Invoicing System Code	Code for the unit of measure within G-Invoicing About the DLR (Dollar Only) system code: <ul style="list-style-type: none"> <li>DLR allows Requesting Agencies to issue orders with an order line that only specifies the total dollar amount, without regard for unit price. G-Invoicing uses the default value of 1.00 times the quantity entered at the Schedule level to calculate the Extended Price of the item.</li> <li>On the Servicing Agency side, G-Invoicing only displays a value in the Extended Price field. For example, if the value of the service is \$10,000, G-Invoicing displays \$10,000 in the Extended Price field and displays no value in either the Quantity or Unit Price fields.</li> </ul>
Description	Agency-entered description of the unit of measure This description appears in the Units of Measure column on the Order and in the U.O.M. column on the Invoice. G-Invoicing accepts a maximum of 100 alphanumeric/ASCII characters.
Goods/Services	Indicates whether the unit of measure is for goods or services Generally, goods are items and services are business functions, such as consulting.

## How to Create a New Unit of Measure

- From the Reference Data tab, click the **Units of Measure** sub-tab. The Manage Units of Measure page appears.
- Click **New Unit of Measure**. The Create a Unit of Measure page appears.

- Enter a maximum of three (3) alphanumeric characters for the new unit of measure in the **UOM Code** (Required) field.
- Select **Goods** or **Service** from the **UOM Type** (Required). Goods are items, such as computers, and services are business functions, such as consulting services.

5. Select an **G-Invoicing System Code** (Required) from the list box. If you selected Goods in step 4, G-Invoicing displays only system codes for Goods; if you selected Services, G-Invoicing displays only system codes for Services.
6. Enter a description for the new UOM in the **Description** (Required) field. This description appears in the Units of Measure column on the Order and in the U.O.M. column on the Invoice. G-Invoicing accepts a maximum of 100 alphanumeric/ASCII characters.
7. Click **Create** to add a new UOM to G-Invoicing; otherwise, click **Cancel**. The Manage Units of Measure page appears.

## How to Update a UOM

1. From the Reference Data tab, click the **Units of Measure** sub-tab. The Manage Units of Measure page appears.
2. Click **Update** in the Actions column of the UOM you want to change. The Update a Unit of Measure page appears.

**Note:** You cannot change a UOM used in an existing order or invoice.

The screenshot shows the 'Update a Unit of Measure' page. At the top, there is a navigation menu with tabs: Users, Groups, Purchasing, Invoices, Payments, Forms & Rules, Integration, and Reference Data. The 'Reference Data' tab is active, and within it, the 'Units of Measure' sub-tab is selected. Below the navigation, there is a breadcrumb trail: ERP SetID > Cost Centers > Payment Terms > Department ID > Business Units > Units of Measure. The main content area is titled 'Update a Unit of Measure' and contains the text 'View or modify Unit of Measure Details'. A legend indicates that an asterisk (\*) denotes a required field. The form includes the following fields:
 

- \* UOM Code:** A text input field containing 'CO'.
- \* IPP System Code:** A dropdown menu showing 'CO'.
- UOM Type:** A text label showing 'Goods'.
- \* Description:** A text input field containing 'Container'.

 Below the form are two buttons: 'Update' and 'Cancel'. At the bottom of the page, there is a section titled 'Unit of Measure Audit Trail' which is a table with the following columns: Date, Activity, User, and Comment.

3. Make a change in one or more of the fields.
4. Click **Update** to save; otherwise click **Cancel**. The Manage Units of measure page appears. .

## How to Remove a UOM

1. From the Reference Data tab, click the **Units of Measure** sub-tab. The Manage Units of Measure page appears.
2. Click **Remove** in the Actions column of the UOM you want to delete. G-Invoicing displays the Remove a Unit of Measure confirmation message.

**Note:** You cannot remove a UOM contained within an existing order or invoice. Removing the UOM does not remove the G-Invoicing System Code. Once you remove a UOM, the G-Invoicing System Code becomes available for matching with a new UOM.

The screenshot shows the 'Remove a Unit of Measure' confirmation dialog. At the top, there is a navigation bar with tabs for Users, Groups, Purchasing, Invoices, Payments, Forms & Rules, Integration, and Reference Data. The 'Units of Measure' sub-tab is selected. Below the navigation bar, there is a header for 'Remove a Unit of Measure' and a message: 'Please verify the removal of the Unit of Measure specified below by clicking on the Yes button. To cancel, click on the No button.' At the bottom, there is a confirmation question: 'Are you sure you want to remove Unit of Measure: PKG?' with 'Yes' and 'No' buttons.

3. Click **Yes** to remove the UOM, or click **No** to retain the UOM. The Manage Units of Measure page appears.

## How to View the UOM Audit Trail

1. From the Reference Data tab, click the **Units of Measure** sub-tab. The Manage Units of Measure page appears.
2. To view a record of deleted UOMs, click the **History** button on the summary page. The Units of Measure Audit Trail page appears.

The screenshot shows the 'Unit of Measure Audit Trail' page. At the top, there is a navigation bar with tabs for Users, Groups, Purchasing, Invoices, Payments, Forms & Rules, Integration, and Reference Data. The 'Units of Measure' sub-tab is selected. Below the navigation bar, there is a header for 'Unit of Measure Audit Trail' and a table with the following data:

Date	Activity	User	Comment
Jun 4, 2014 8:28:04 AM	UOM REMOVED	jmajo500	Removed UOM Code CUR, UOM Type:Goods, IPP System Code:CUR, Description:Currency