**<Agency Name>**

**G-Invoicing Implementation Plan**



*Template Version X.X,*

*<Month> <Day>,<Year>*

**Instructions**

**General Comments:**

* This document is a template to guide Agency development of G-Invoicing Implementation plans for their Agency stakeholders as well as to gather information needed by Treasury to share with trading partners. Agencies may modify this template to meet their needs; however, the submitted document should address the considerations outlined.
* In addition to this template, agencies will be submitting Attachment A. The information to be shared with your trading partners will be gathered via Attachment A. This Attachment should **not** be modified.
* Agency G-Invoicing Implementation plans must be submitted at the Department/Agency/Independent Commission level by June 28, 2019 via email [IGT@fiscal.treasury.gov](mailto:IGT@fiscal.treasury.gov). As part of planning, the Implementation Entities (for example, Bureau, Office, business line etc.) should be identified and included in the overall Implementation Plan and have an associated Attachment A submitted for each Implementation Entity. Additionally, the plan should include how each Implementation Entity aligns with an Agency Location Code(s).
* Any instructions (Italicized and blue font) should be removed/deleted prior to submitting the document.
* The [G-Invoicing website](https://www.fiscal.treasury.gov/fsservices/gov/acctg/g_invoice/g_invoice_home.htm) contains information such as the Federal Intragovernmental Data Standards (FIDS), training events, etc. that can be referenced for further information when completing this template.
* For questions regarding submission of the Agency G-Invoicing Implementation plans, please submit an email to [IGT@fiscal.treasury.gov](mailto:IGT@fiscal.treasury.gov).

**Table of Contents**

[1. Executive Summary 4](#_Toc523473953)

[2. Background 4](#_Toc523473954)

[2.1. G-Invoicing Background 4](#_Toc523473955)

[2.2. <Agency> IGT Buy/Sell Overview 4](#_Toc523473956)

[3. Planning and Preparation 5](#_Toc523473957)

[3.1. Responsible Organizations for Implementation 5](#_Toc523473958)

[3.2. Roadmap 5](#_Toc523473959)

[3.3. Readiness 5](#_Toc523473960)

[3.3.1. Getting Involved with G-Invoicing 5](#_Toc523473961)

[3.3.2. Federal Intragovernmental Data Standards (FIDS) 6](#_Toc523473962)

[3.3.3. Business or Process changes 6](#_Toc523473963)

[3.3.4. ERP and FM Systems 6](#_Toc523473964)

[4. Implementation 6](#_Toc523473965)

[5. Monitoring and Reporting 6](#_Toc523473966)

# Executive Summary

*<The executive summary should provide an overview of the overall implementation plan at the Department/Agency/Independent Commission level. This section should also identify the Implementation Entities, which are defined as the sub organization level which will transition to G-Invoicing as a collective Bureau, Office, business line, etc. including how the Implementation Entities align with Agency Location Code(s)*.*>*

# Background

## G-Invoicing Background

*<This is standard language and does not require modification>*

Government Invoicing (G-Invoicing) is the long-term sustainable solution to improve the quality of Intragovernmental Transactions (IGT) Buy/Sell data in support of more accurate financial management by Federal Trading Partners. G-Invoicing will address current Buy/Sell accounting and reporting challenges by providing a common platform for brokering all IGT Buy/Sell activity, implementing a Federal IGT Buy/Sell Data Standard, and providing transparent access to a common data repository of brokered transactions.

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

## <Agency> IGT Buy/Sell Overview

<*Provide an overview of IGT Buy/Sell conducted within your agency. This section should address items such as:*

* *Overview of Buy/Sell activity in Agency*
  + *Organizations responsible for management and execution*
  + *Centrally vs De-centrally executed*
  + *Describe lower level entities that may execute independently including how they align with ALC(s) >*

# Planning and Preparation

*<This section should address the planning and preparation steps to be taken to prepare for G-Invoicing onboarding. A sample outline of topics is provided. >*

## Responsible Organizations for Implementation

<*This should identify all of the key stakeholders within the agency. Key stakeholders to consider are:*

* *Overall lead responsible for G-Invoicing Implementation (consider project champion for the effort)*
* *IGT Buy/Sell Subject Matter Experts (SMEs) from Financial Management, Procurement, Accounting and/or Reimbursable Revenue Program Areas*
* *Financial Management Systems and Enterprise Resource Planning SMEs supporting IGT Buy/Sell*

## Roadmap

*<This section should identify the date that your agency will be compliant with the G-Invoicing mandate. Additionally, this section should identify the major milestones/steps the Agency is undertaking to align business processes, system changes, and implementation activity to support G-Invoicing adoption. Agencies should Identify Process and System “ready dates” for each step of the buy-sell process*

* + *General terms and conditions*
  + *Orders*
  + *Performance/Settlement>*

## Readiness

*<The remaining sections should provide additional details on how the agency will prepare for G-Invoicing and begin change management activities to align with the effort and prepare for implementation and adoption. Example subheadings are included>*

### Getting Involved with G-Invoicing

*<How the agency will become involved in G-Invoicing and learn about the effort and gather more information to inform internal implementation strategies. These efforts can include:*

* *Participation in G-Invoicing workgroups:*
  + *Intragovernmental Transactions Working Group (ITWG),*
  + *Internal Agency-level Intragovernmental Workgroup*
  + *ERP Vendor chaired G-Invoicing workgroups*
* *Financial Management Standards Committee (FMSC) G-Invoicing Subgroups*

### Federal Intragovernmental Data Standards (FIDS)

*<An overview of the approach to align current data elements in use by agencies with the FIDS and identify changes necessary to become FIDS compliant. >*

### Business or Process changes

*<Identify necessary changes to prepare for G-Invoicing and the steps needed to implement the changes in support of G-Invoicing Adoption. Examples of changes are:*

* *Standardized IGT Buy/Sell across all lines of business in accordance with Treasury Guidance*
* *Implement an agreement brokering process (if agency does not currently support agreements)*
* *Implement a process to ensure all Order with a performance period extending to June 30, 2021 or later will be included in G-Invoicing*
* *Implement a performance process (if agency does not currently have one)*
* *Align payment and collection practices in accordance with G-Invoicing effort* 
  + *Coordination with Trading Partners on whether settlement is being generated via G-Invoicing or IPAC (during transition period until June 2021 mandate when all buy/sell transaction will be generated via G-Invoicing)*
* *Discuss/coordinate process changes with primary trading partners>*

### ERP and FM Systems

*<Identify how changes to ERP/Financial Management systems will be addressed. Identify what system changes will be made by the software provider and when they will be available to implement. Additional considerations are:*

* *Determine G-Invoicing integration approach and required interfaces*
* *Any development changes to be made internally or by software provider*
* *Vendor Engagement plan*
* *Participation in governmentwide FMSC Subgroups to identify needed enhancements for your Agency*
* *Any system upgrades to be implemented and status of funding efforts*

# Implementation

Complete an Attachment A for each Implementation Entity to provide details of the implementation strategy.

<Briefly describe the overall implementation strategy at the Department/Agency/Independent Commission level>

# Monitoring and Reporting

*<This section should cover how the agency will internally handle monitoring and reporting of G-Invoicing readiness and progress towards meeting Treasury Mandate. Section should also cover providing quarterly updates required to Treasury via email to IGT@fiscal.treasury.gov regarding progress towards meeting mandate that can be shared with trading partners.>*