Assisted Acquisitions Series:

G-Invoicing Isn't Scary

October 31, 2023 / Halloween Edition

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Fiscal Service
U.S. DEPARTMENT OF THE TREASURY

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G-Invoicing Overview & Demo

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October 31, 2023


What is G-invoicing?
How will this impact me?
When am I required to use G-Invoicing?
Will my software be compliant?

Why Have We Built G-Invoicing

For FY22, Governmentwide Intragovernmental Buy/Sell Differences totaled $13.7 billion, remaining nearly equal to FY21.

The Audit Issue

- Since 1997, the Financial Report of the U.S. Government and has consecutively received a disclaimer of opinion from the Government Accountability Office (GAO).
- The inability to resolve differences in intragovernmental activity and balances between federal entities is a significant impediment to receiving an opinion.

What is G-Invoicing?

- Long-term solution for Federal Program Agencies (FPA) to manage their IGT Buy/Sell transactions and improve the quality of IGT data.

Problems Addressed and Benefits Provided:

- <u>Standardization</u> - Implements the Federal Intra-governmental Data Standard (FIDS) improving the reliability of IGT Buy/Sell data.
- <u>Automation</u> - Serves as an automated transaction broker, improving the transparency of the IGT Buy/Sell business process.
- <u>Communication</u> - Promotes Trading Partner communication leading to reduced adjustments, improved reconciliation.

Program Focus & Objectives

Data

A Federal Intragovernmental Data Standard (FIDS) which must serve as the foundation for the process and policy standardization activities

Policy

Clarify, enhance, and create guidance relating to IGT Buy/Sell processing, accounting and reporting

G-Invoicing
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Process

Standardized system solution where Federal Trading Partners can broker and exchange information in support of common accounting treatment

G-Invoicing unites Federal Trading Partners, provides transparency into IGT Buy/Sell Transactions, and drives more accurate accounting and reporting.

Data Standard

Federal Intragovernmental Data Standard (FIDS):

Data Elements

Interface Specifications

System Mapping / Validation Rules

System Integration Guide

FIDS – The foundation of the G-Invoicing Solution

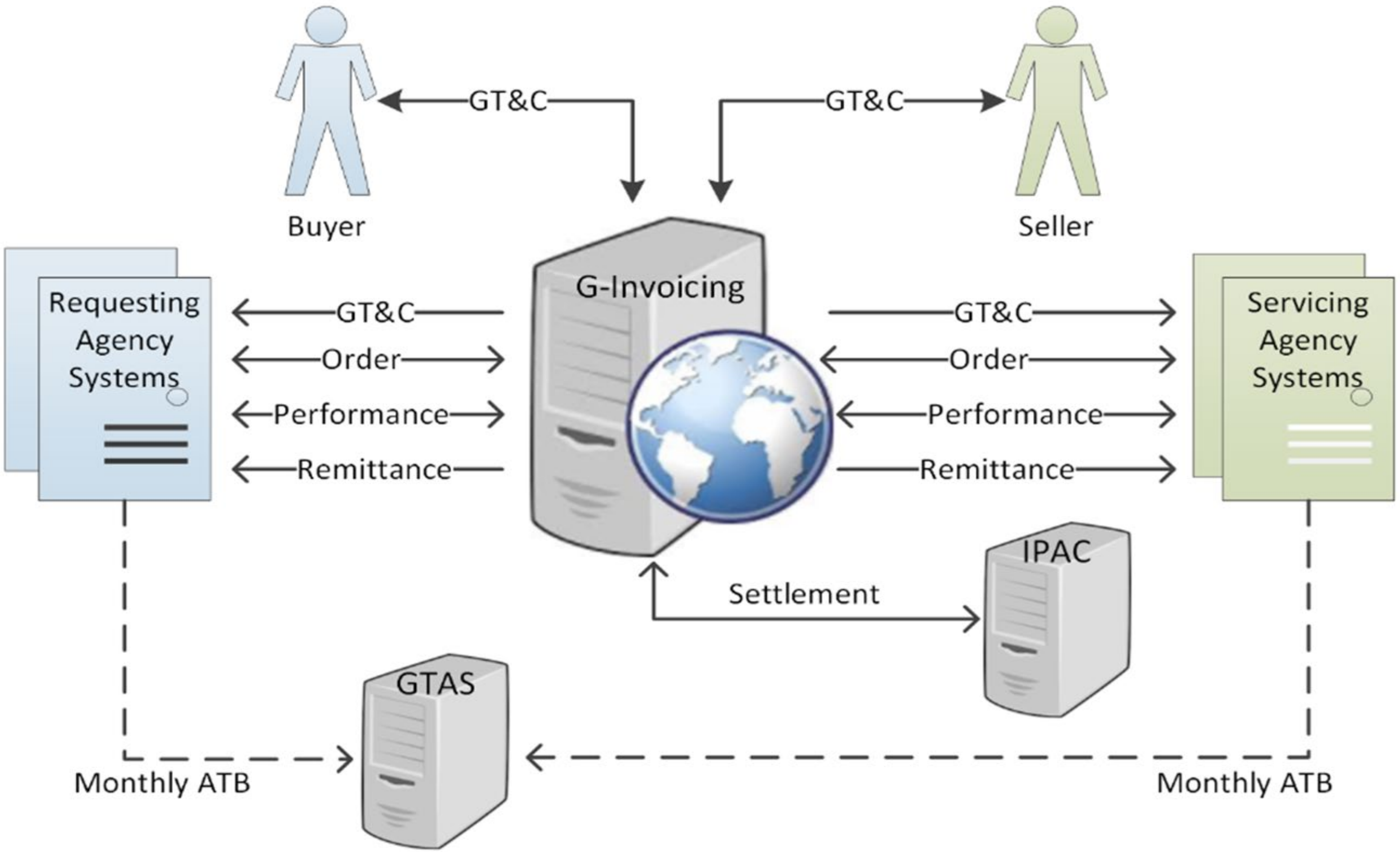
- System Releases implement attributes of the Data Standard
- Continued refinement based on collaborative feedback
- Latest updates available on the G-Invoicing website

https://www.fiscal.treasury.gov/g-invoice/resources.html#standards

OMB Data and Policy Alignment

- Multiple discussions between OMB and Treasury to discuss IGT Federal Acquisition Regulation (FAR) alignment took place throughout 2019
- Representatives from OMB (OFFM, OFPP), Treasury (G-Invoicing Program), GSA, DOT, DoD, DHS, VA, and NASA
- Analyzed FIDS to identify potential gaps, adverse effects of potential gaps, remedies and policy recommendations

IGT Process & Data Flow Architecture



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G-Invoicing Functionality

IGT User

- GT&C Agreements
- Orders
- Performance
- 7600EZ Invoices
- IPAC Settlement

Administrator

- Groups management
- GT&C Workflow management
- Creation of Admins & Users
- Assignment of roles and groups
- Account configuration
- Interface management
- Manage Feature Flags

What is General Terms & Conditions (GT&C)?

General Terms & Conditions is an agreement between Federal Program Agencies on the goods and/or services being exchanged. This supports the alignment of processes between trading partners and the use of a common set of terms, which replaces the various manual forms used today like the FS Form 7600A

- Requesting or Servicing Agency may initiate the GT&C
- Both Requesting and Servicing Agency must approve
- Trading Partner roles and responsibilities are identified
- Contact information and authorized officials are established
- Agency officials establish and approve the GT&C

GT&C can be back dated to account for work that has already been accomplished and/or future dated to handle long term activity. The associated Orders must have a Period of Performance within the GT&C dates

What are Orders?

Orders are goods or services between Federal Program Agencies generated from a fully approved General Terms & Conditions (GT&C). Order replaces the various manual forms used today like the FS Form 7600B or MIPR. Requesting and Servicing Agencies may create individual Orders in G-Invoicing and/or send Orders to G-Invoicing from their own systems

- Accounting terms of the IAA are completed
- Product/Service requirements are detailed
- Fiscal obligation is created

Orders can be back dated to account for work that has already been accomplished and/or future dated to handle long term activity

  - The Order's Period of Performance must fall within the GT&C start and end dates

What is Performance?

Performance Transactions are the exchange of data which indicates agreed upon IGT Buy/Sell activity has been properly accomplished. For additional information on Performance, Fiscal Service has published a G-Invoicing **Program Guide** for Basic Accounting and Reporting which defines the proper proprietary accounting treatment aligned to G-Invoicing transaction steps.

Performance must fall within the Order's Period of Performance (PoP) start and end dates

- Performance transactions can be back dated
    - Seller can submit a Performance transaction from a prior month
- Performance transaction can be future dated
    - Seller can schedule fixed monthly billing into the future

Performance is at the Order's Line/Schedule

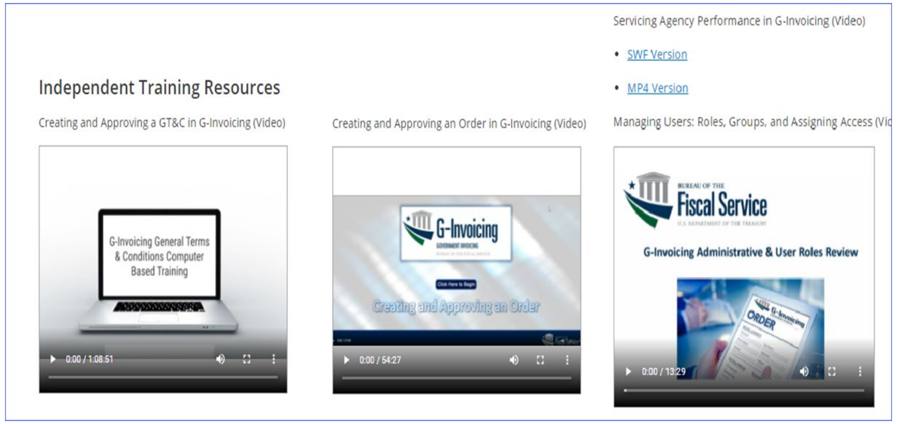
- The Unit of Measure (UOM), Quantity, Unit price, and Total amount are used when submitting Performance

G-Invoicing Knowledge and Training Offerings

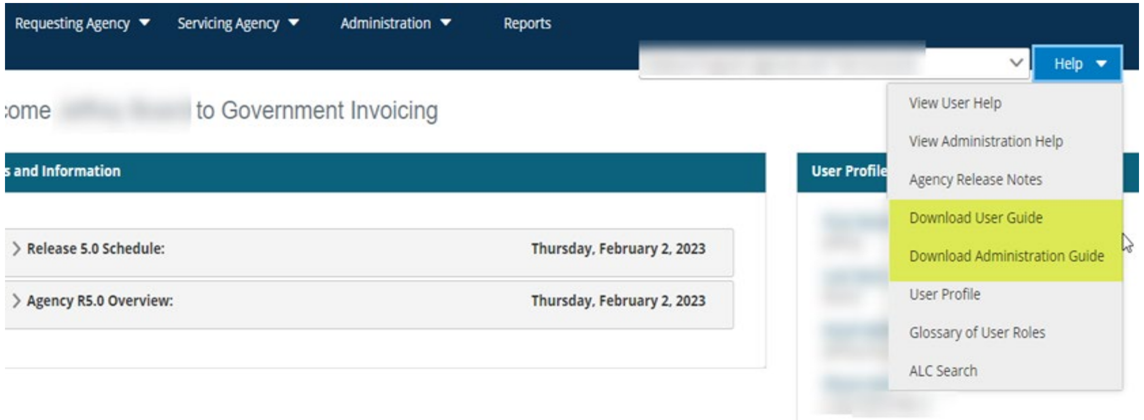
- Our Agency Implementation Team hosts a variety of training options. Register for Webinar-based Training and access to On-Demand Financial Management Training Videos here: https://www.fiscal.treasury.gov/training/

G-Invoicing General Terms & Conditions Webinar Training REGISTER	06/07/2023 07/05/2023 08/02/2023 08/23/2023	Online	Open to all federal agencies	Fiscal Accounting	IGT@fiscal.treasury.gov
G-Invoicing Office Hours REGISTER	05/16/2023 06/06/2023 06/20/2023 07/11/2023 07/25/2023 08/08/2023 08/22/2023	Online	Open to all federal agencies	Fiscal Accounting	IGT@fiscal.treasury.gov
G-Invoicing (GINV) Orders User Training Webinar REGISTER	05/17/2023 06/14/2023 07/12/2023 08/09/2023	Online	Open to all federal agencies	Fiscal Accounting	IGT@fiscal.treasury.gov
G-Invoicing (GINV) Performance User Training Webinar REGISTER	05/24/2023 06/21/2023 07/19/2023 08/16/2023	Online	Open to all federal agencies	Fiscal Accounting	IGT@fiscal.treasury.gov

- Independent Training Resources including pre-recorded G-Invoicing training videos are available through the G-Invoicing website: https://www.fiscal.treasury.gov/g-invoice/training.html



- User and Admin Guides available within G-Invoicing, under the Help dropdown tab



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Commonly Referenced Resources

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

G-Invoicing

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Backup Slides

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Reference Materials

Policy:

TFM Chapter 4700 – Appendix 8

Published:

November 2022 (Updated Annually)

Guidance:

G-Invoicing Program Guide for Basic Accounting and Reporting

Published:

August 2022

G-Invoicing System Integration Guide

Revised:

March 2021

G-Invoicing Rules of Engagement

Revised:

January 2022

The Mandate

- Mandated that all Federal Program Agencies (FPAs) who process IGT Buy/Sell transactions must implement G-Invoicing https://tfm.fiscal.treasury.gov/v1/p2/c470.html
- TFM Bulletin 2022-03 (Published December 14, 2021) – Defined the Monitoring and Enforcement metrics for G-Invoicing Mandate Compliance https://tfm.fiscal.treasury.gov/content/tfm/v1/bull/22-03.html

Program Guide

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

System Integration Guide

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

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

Rules of Engagement

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

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

OMB Max

- Access to the Trading Partner Directory and Agency Implementation Plans

  https://community.max.gov/display/CrossAgencyExternal/Bureau+of+the+Fiscal+Service+G-Invoicing

Federal Intra-governmental Data Standards (FIDS)

- Defines the data attributes and the system mapping & validation rules for the new IGT Buy/Sell data standard which is implemented through G-Invoicing.

  https://fiscal.treasury.gov/g-invoice/resources.html#standards

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IPAC Transaction Sub-Category Timeline

TFM Bulletin 2023-05 provided updates to the IPAC Timeline

- October 2023 – The new IPAC data element becomes required for the Bulk File.
- Delayed the removal of Buy/Sell option for both the IPAC User Interface and IPAC Bulk File until October 2025 (Fiscal Year 2026).

December 2021

- New data element available as optional in IPAC.

October 2022

- New data element required in the IPAC User Interface, optional in IPAC Bulk File.

October 2023

- New data element required in IPAC Bulk File

October 2025

- Removal of Buy/Sell option for both the IPAC User Interface and IPAC Bulk File.

G-Invoicing Implementation Mandate

TFM Chapter 4700 – Appendix 8 *(Published June 2020)*

Mandated that all Federal Program Agencies (FPAs) who process IGT Buy/Sell transactions must implement G-Invoicing according to the following guidelines:

https://tfm.fiscal.treasury.gov/v1/p2/c470.html

- GT&Cs must be fully approved prior to IGT Buy/Sell Order processing
- Requires planning and discussion with Trading partners

G-Invoicing Environments

QA-C

Quality Assurance – Current (QA-C)
URL:
https://qa.igt.fiscal.treasury.gov/

PROD

Production (Prod)
URL:
https://www.igt.fiscal.treasury.gov/

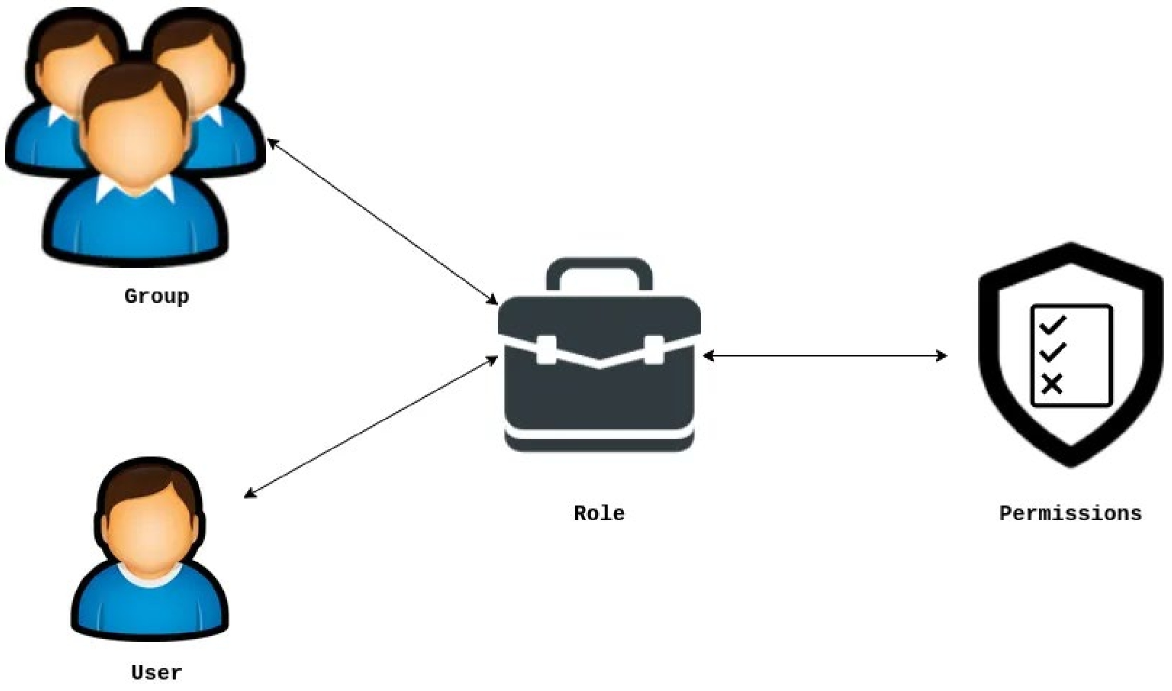
The U.S. Department of the Treasury, Bureau of the Fiscal Service policy prohibits the use / storage of production (real) data in QA-C (test) environments. Please modify the data so there is no real data in QA-C (test)

GT&C User Roles

Requesting Agency GT&C Roles:
- Requesting GT&C Viewer
- Requesting GT&C Creator
- Requesting GT&C Manager
- Requesting GT&C Supervising Manager
- Requesting GT&C Initial Approver
- Requesting GT&C Final Approver
- Requesting GT&C Supervising Approver

Servicing Agency GT&C Roles:
- Servicing GT&C Viewer
- Servicing GT&C Creator
- Servicing GT&C Manager
- Servicing GT&C Supervising Manager
- Servicing GT&C Initial Approver
- Servicing GT&C Final Approver
- Servicing GT&C Supervising Approver

GT&C Workflow Roles:
- GT&C Workflow Configuration Manager
- GT&C Workflow Reviewer



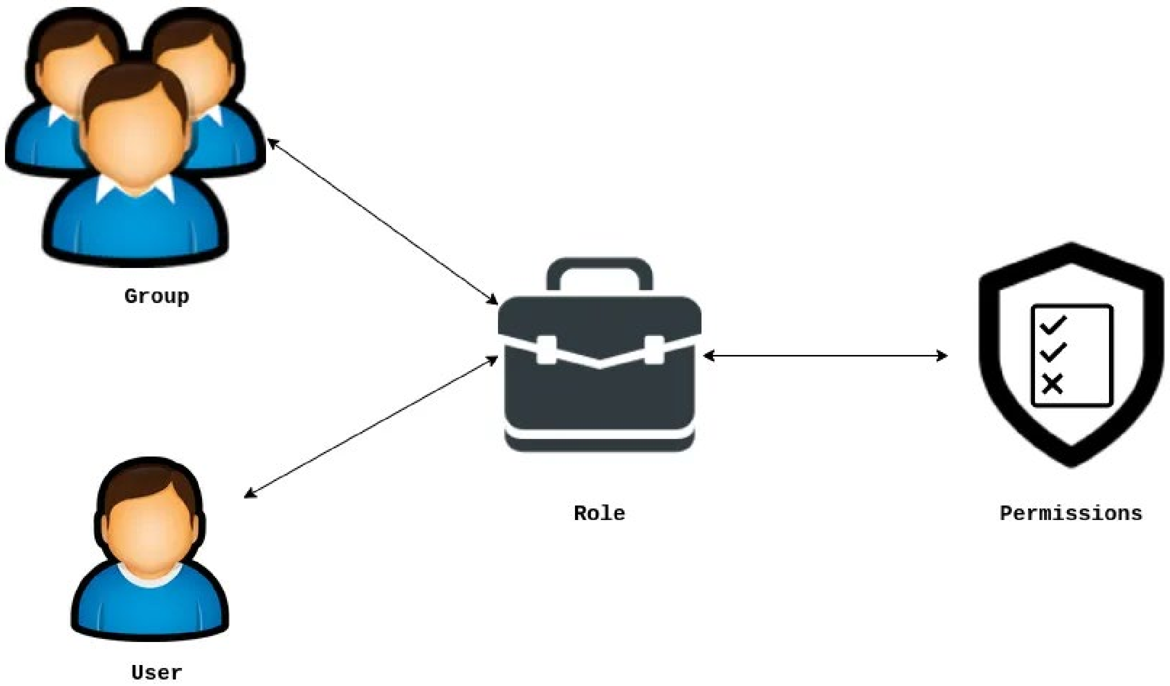
GT&C Workflow Functionality

- GT&C Workflow functionality allows Agencies to establish Routing Rules and capture Reviews during the GT&C process
  - Workflow can be set up for Internal and Shared Draft GT&C at the Account wide level or by individual Organizational Groups
- Roles:
  - GT&C Workflow Configurations Manager
    - This role allows the users to setup and maintain workflow rules and sequences for the specific group it's paired with. The rules will be applied as required for all children groups below the group where the Workflow Configuration Manager initially established them
  - GT&C Workflow Reviewer
    - This role allows the user to conduct workflow reviews on behalf of whichever groups they have paired with this role. The ability to conduct workflow reviews are not inherited by default for children group, rather this role has to be specifically assigned for each group the user needs to conduct review for. GT&C View access must be separately assigned to allow the user to view the GT&C to be able to conduct their reviews.
- Workflow Process:
  - Rules Engine Creation Phase with multiple rules/routing logic
  - Capturing Workflow Reviews/Comments Phase

Order User Roles

Requesting Agency Order User Roles:

- Requesting Order Manager
- Requesting Order Funding Official Approver
- Requesting Order Program Official Approver
- Requesting Order Viewer
- Requesting Order Supervising Manager
- Requesting Order Supervising Approver



Servicing Agency Order User Roles:

- Servicing Order Manager
- Servicing Order Funding Official Approver
- Servicing Order Program Official Approver
- Servicing Order Viewer
- Servicing Order Supervising Manager
- Servicing Order Supervising Approver

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Order Modification

Compare with Previous Mod button

Update Draft | Submit For Servicing Approval | Revert | Copy Order | Show Performance | Export History | Compare With Previous Mod

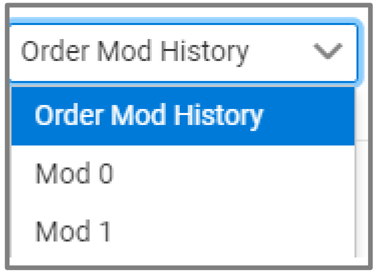
Compare With Previous Mod + Expand All

Section	Field Name	Modification 0	Modification 1
Header			
	Order Status	Open	Pending Servicing Approval
	Total Order Amount	$500.00	$10,500.00
Approvals			
Prepared By			
Line 1			
Schedule 2 New			
	Status		Active
	Unit Cost		$50.00
	Quantity		200
	Advance Pay Indicator		N
Funding Information			

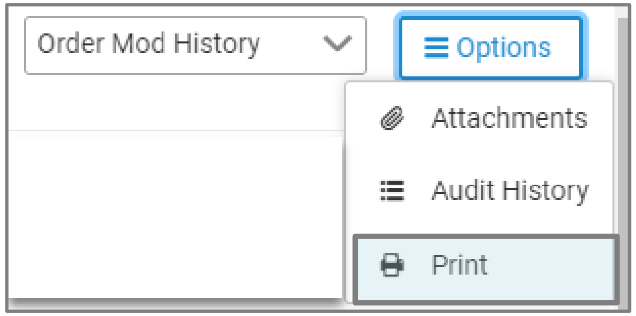
Reviewing/Printing Previous Order Modifications

Ability to view and print previous versions of Orders (7600B) out of G-Invoicing

1. Select Mod History from the Order Mod History Dropdown Menu



2. Select Options, Print:



3. G-Invoicing Downloads populated 7600B

Note: Read Only version is displayed when pervious Mod Order is selected. Modification must be created for Order Mod History menu to appear

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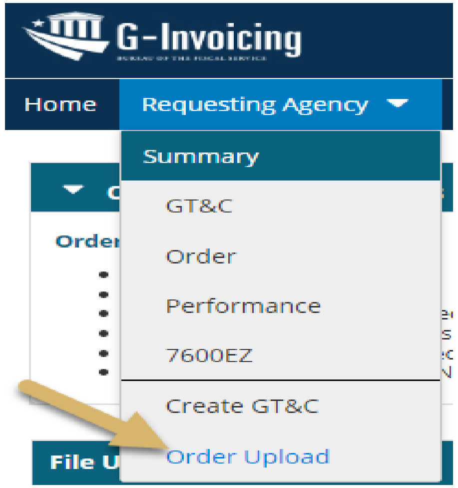
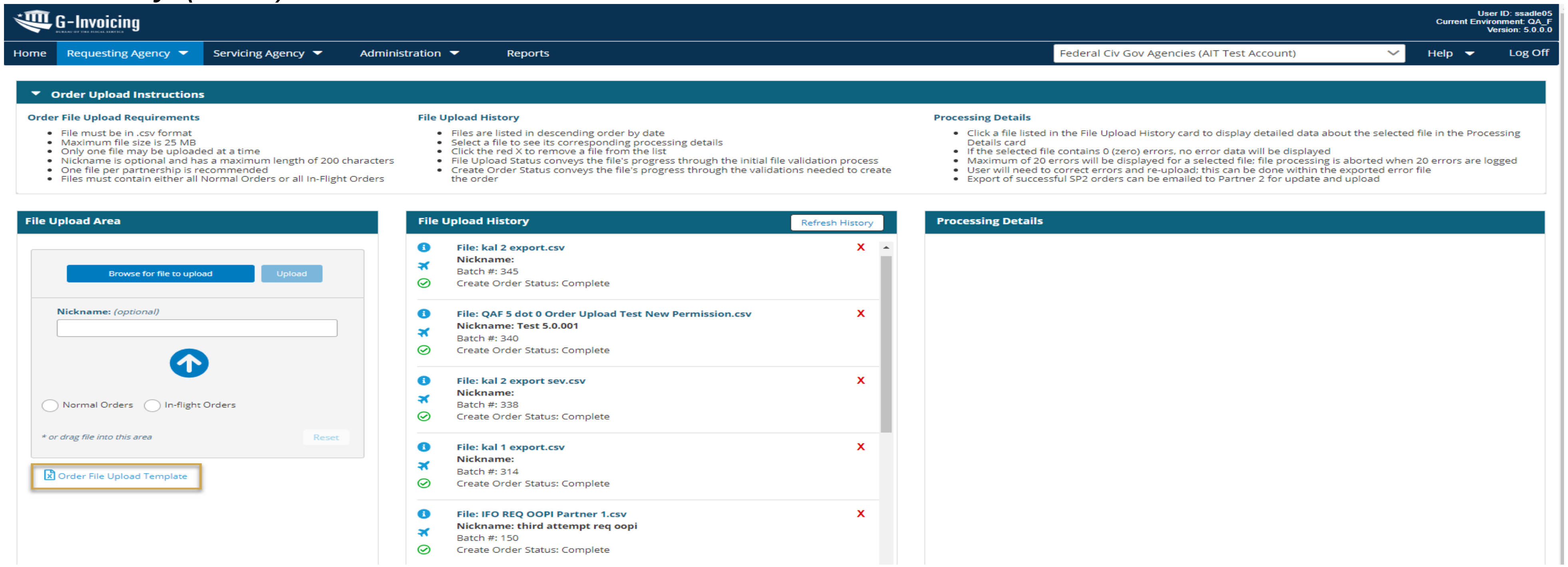
Order Upload

Order Upload allows for bulk upload of Orders into the G-Invoicing system via the User Interface (UI)

- Order Upload works with **Order File Upload Template** CSV located in G-Invoicing and [G-Invoicing: Resources (treasury.gov)]
- **Required Roles**: *Order Supervising Manager to view order upload page; Order Supervising Approver to upload files and create orders; Performance Supervising Manager to upload files and create orders with Advance Pre-Paid Quantity (PPQ)*





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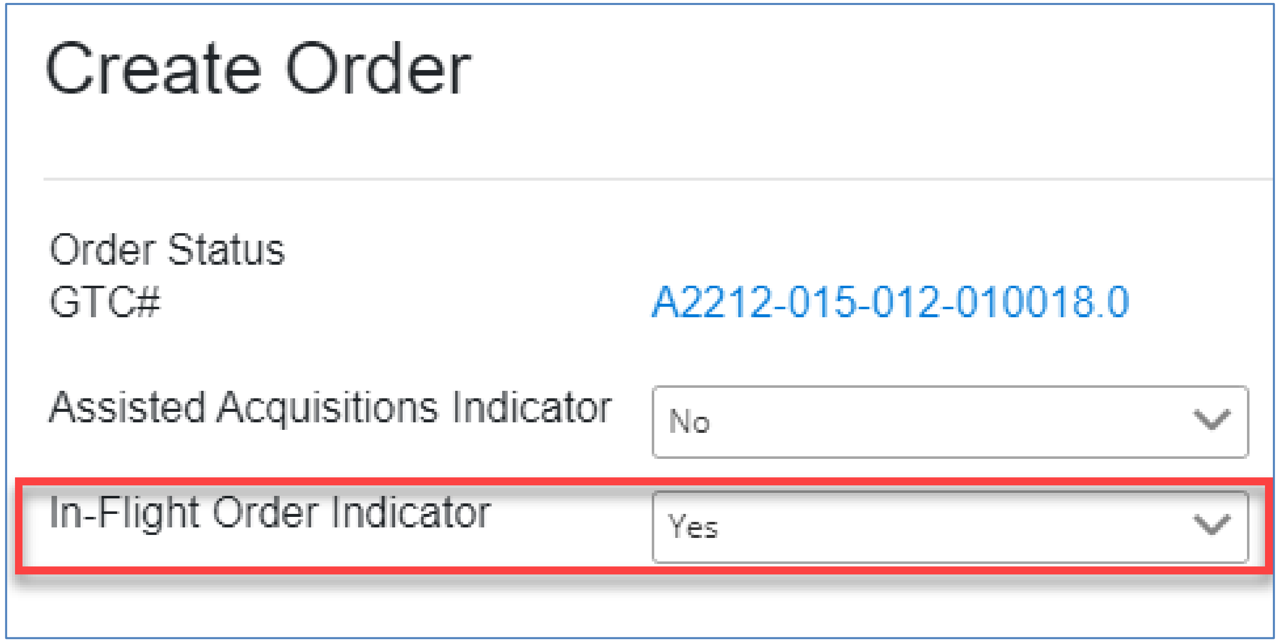
In-Flight Order (IFO) G-Invoicing UI

- New Order
- In-Flight Order (IFO) Indicator selection



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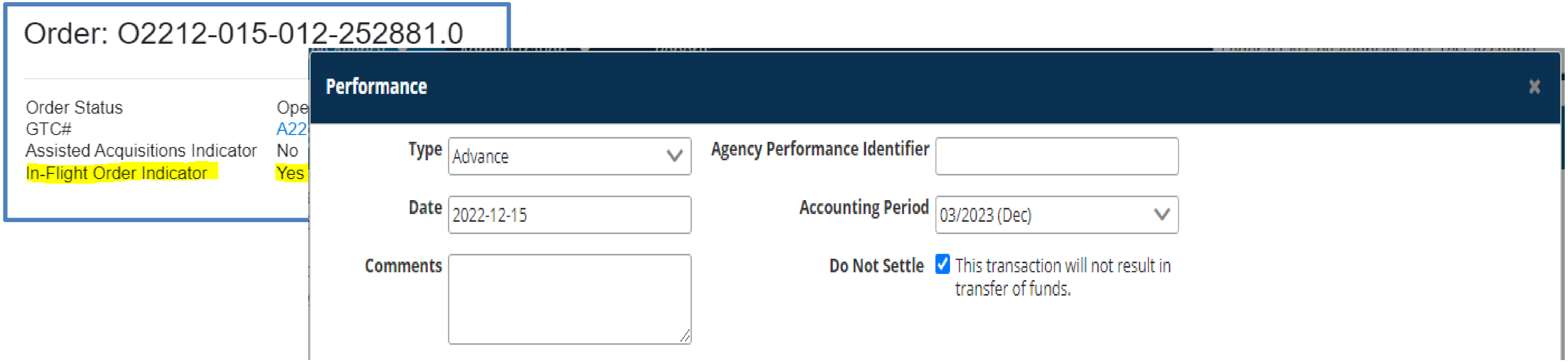
Advance PPQ (Prepaid Performance Quantity)

Servicing Agency creates Performance document, checks Do Not Settle box, and this transaction will not result in transfer of funds

- Shows previous settlement with no new IPAC Settlements to occur
- Only applies to Advance Line/Schedules
- Cannot be utilized for Delivered/Performed or Deferred Performance Type



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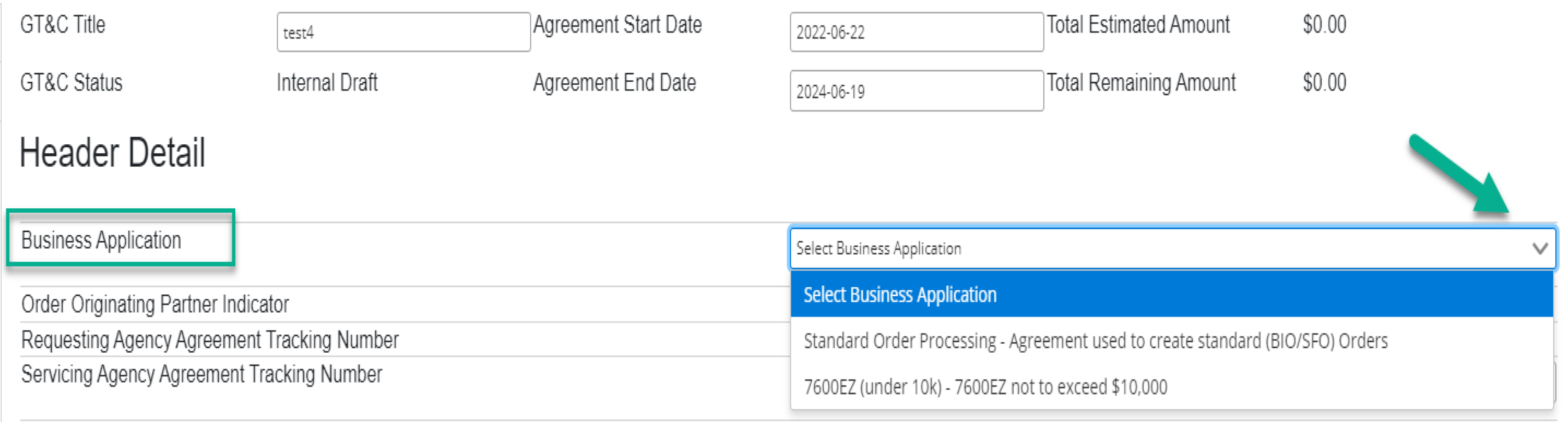
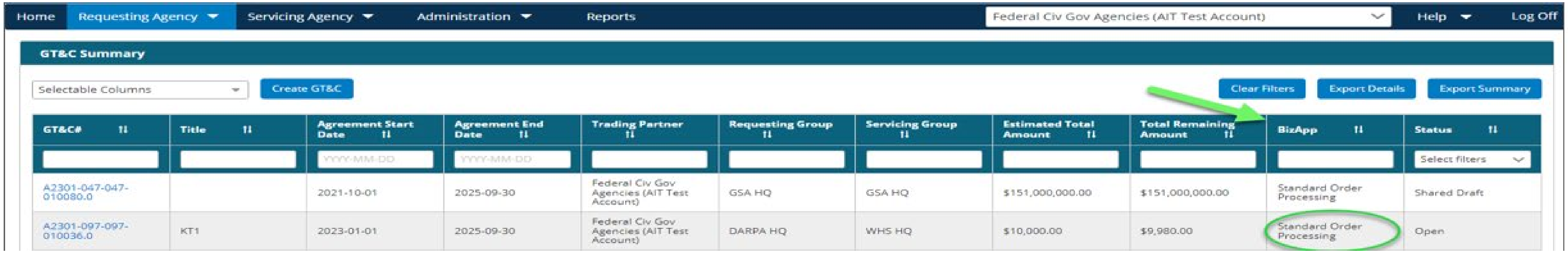
Business Application (BizApp)

BizApp allows users brokering GT&Cs to select what type of transaction is being brokered: *Standard Order Processing, 7600EZ, GSA Fleet Leasing, GSA Global Supply* and *GPO Printing*

BizApp is displayed in the GT&C Summary page as well as on GT&C Header





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7600EZ

7600EZ provides the flexibility for low dollar purchases to expedite transaction settlements by combining Order and Performance into the 7600EZ Invoice

- 7600EZ is available when *both trading partners* have the Feature Flag set to "Yes"
- 7600EZ Invoices reference the *agreed upon GT&C*
- 7600EZ is optional and *does not replace* current Standard Order Processing for Buyer Initiated or Seller Facilitated Orders

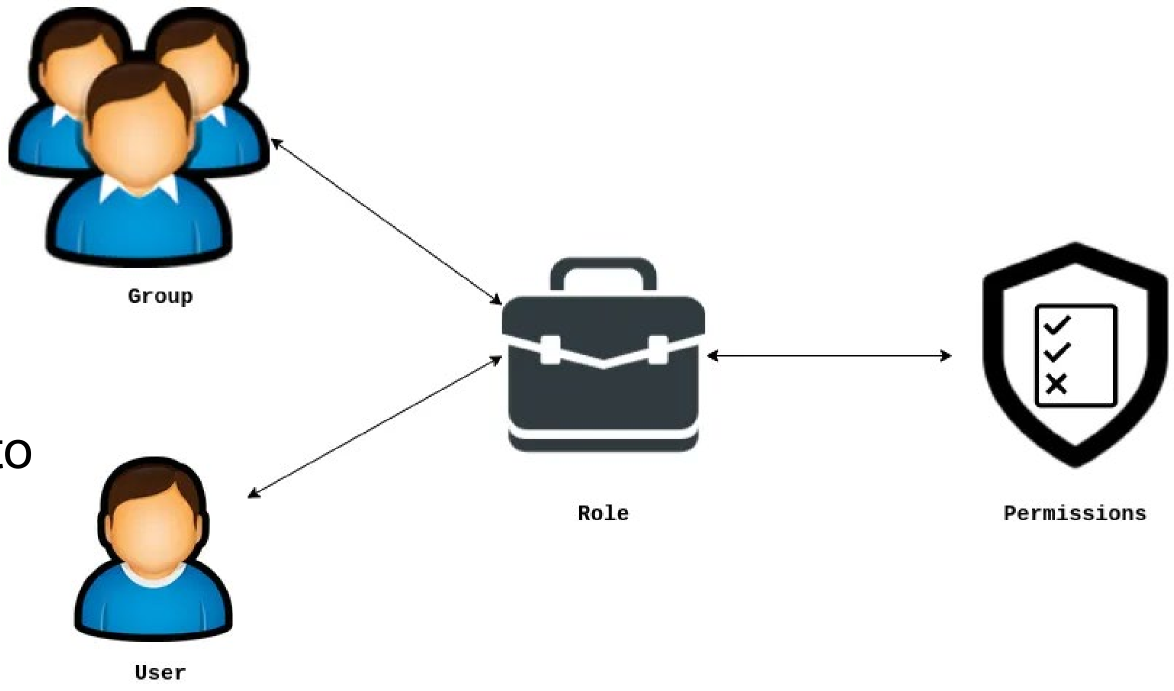
Performance User Roles

Requesting Agency Performance User Roles:

- Requesting Performance Manager
- Requesting Performance Supervising Manager

Servicing Agency Performance User Roles:

- Servicing Performance Manager
- Servicing Performance Supervising Manager



Performance User Roles also include permission to view Order documents for the assigned Organizational Group

Performance is always initiated by the Servicing Agency and the Order must be in Open Status

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Notifications

Notification emails are generated per user account, when actionable
- Users receive notifications if the changed document is viewable and actionable by **that** user account and Performance Notifications are enabled

Supervising Roles do not receive notifications

G-Invoicing 5.1 Introduced Order Notification Receiver Role

	Performance		
Roles Notified	Creation	Adjustment	Attachments
Order Viewer	n/a	n/a	n/a
Order Manager	n/a	n/a	n/a
*Performance Manager	X	X	X
*Order Notifications	X	X	X

NOTE: Adding or Deleting an Attachment to a Performance transaction will send out notifications

Performance Types

- The Performance Transactions available are reliant on how the Order was agreed upon:
  - Servicing Agency Performance Types
    - Delivered/Performed
    - Advance
    - Deferred Payment
    - Advance PPQ(IFO)
  - Requesting Agency Performance Types
    - Received/Accepted
- Performance Adjustments
  - Must reference a previous Performance Transaction

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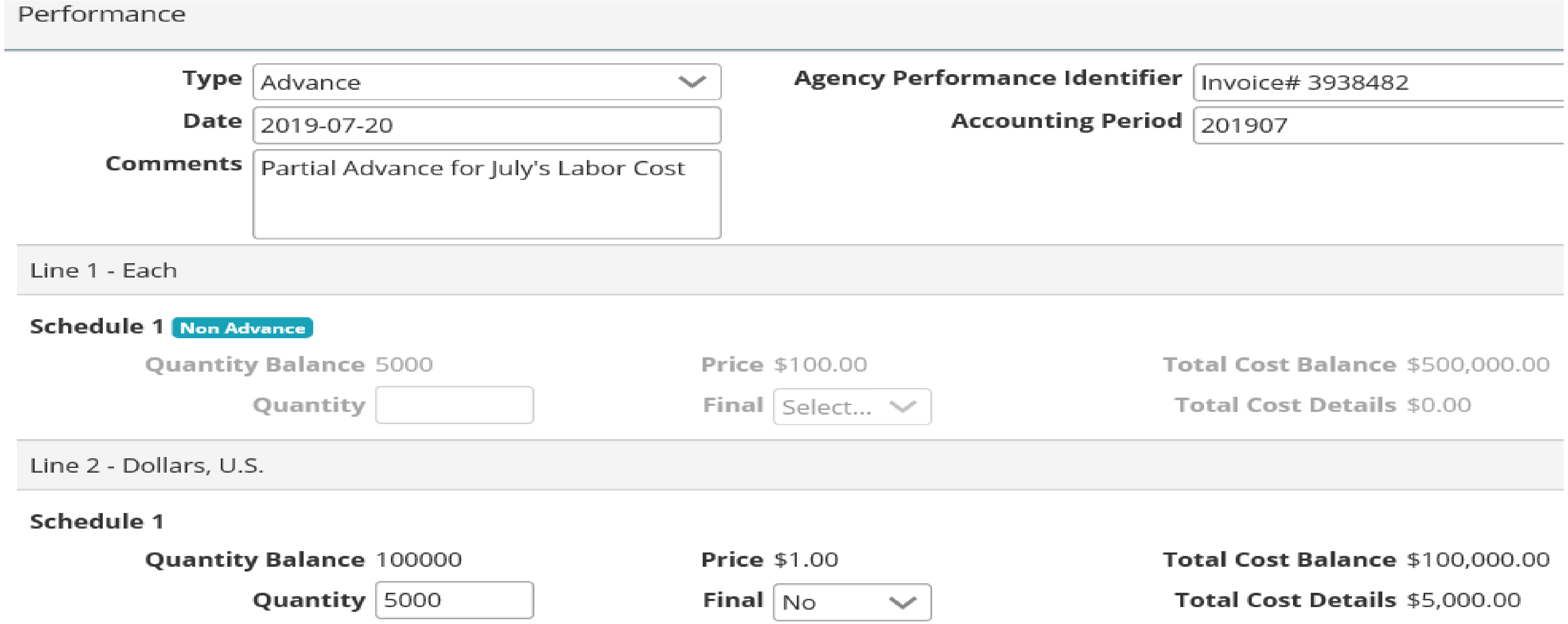
Advance Performance Type

- Order can have Advance & Non-Advance Schedules on the same Order Line
- Servicing Agency can only submit an Advance Performance Type on Schedules that were setup to allow Advances
- Servicing Agency can do a Partial or Full Advance on a Schedule


Performance

Type Advance
Date 2019-07-20
Comments Partial Advance for July's Labor Cost
Agency Performance Identifier Invoice# 3938482
Accounting Period 201907

Line 1 - Each

Schedule 1 Non Advance
Quantity Balance 5000 | Price $100.00 | Total Cost Balance $500,000.00
Quantity | Final Select... | Total Cost Details $0.00

Line 2 - Dollars, U.S.

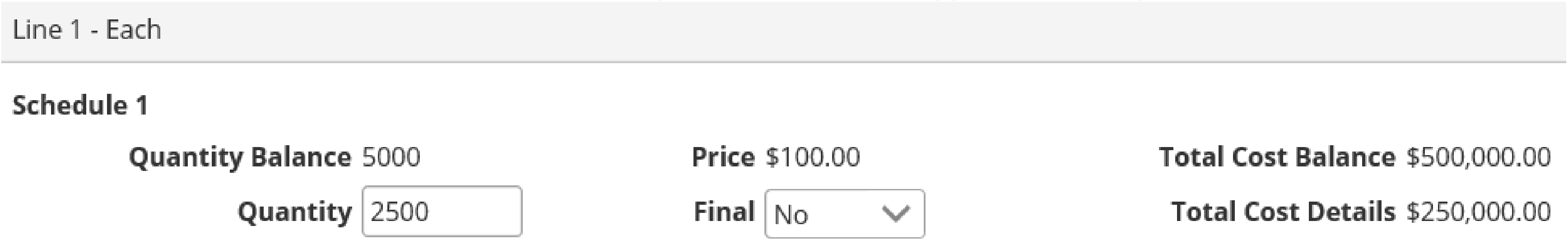
Schedule 1
Quantity Balance 100000 | **Price** $1.00 | **Total Cost Balance** $100,000.00
Quantity 5000 | **Final** No | **Total Cost Details** $5,000.00

Delivered/Performed Performance Type

Delivered/Performed Performance Type can be submitted in the following scenarios:

- Non-Advance Schedule

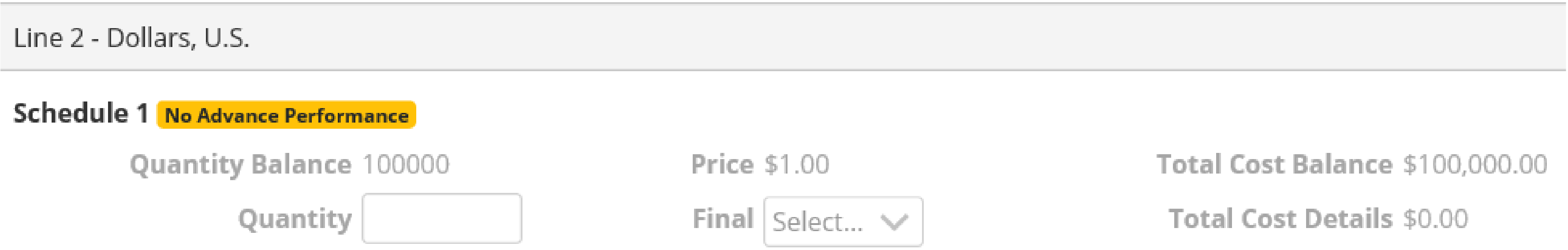
  Can submit a Delivered/Performed up to remaining Quantity/Amount on Schedule



- Advance Schedule

  Can submit a Delivered/Performed up to the Quantity/Amount that has already been Advanced

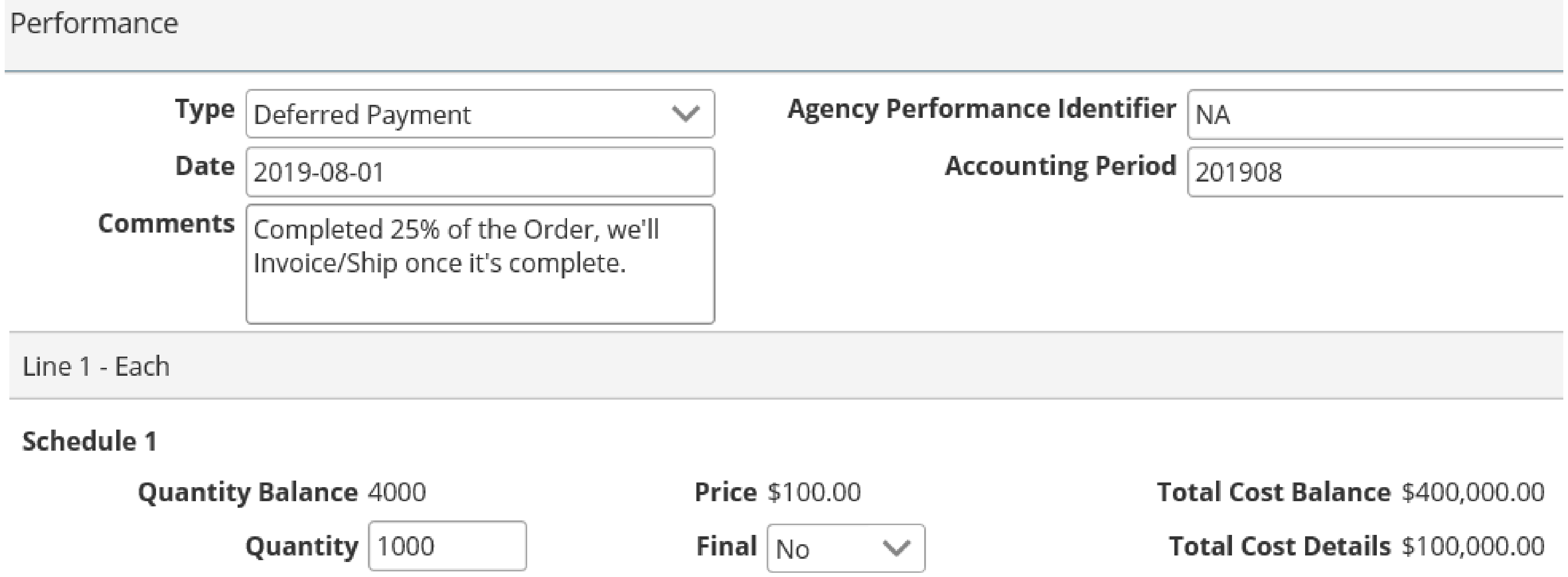
  <u>Can't</u> submit a Delivered/Performed on Advance Schedule without doing an Advance for the Quantity/Amount



Deferred Payment Performance Type

Deferred Payment type allows the Servicing Agency to submit a Performance Transaction, but it will not generate Settlement (These are called Informational Transactions)

- Can submit Deferred Payment up to remaining Quantity/Amount on Schedule
- Can’t submit Deferred Payment on Advance Schedule



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Deferred Payment Performance Type Rules

Deferred Payment Performance Type in G-Invoicing is considered a work-in-progress transaction type that is submitted by the Seller to a specific Schedule communicating work that has been performed but has not been billed and is not ready for settlement.

Rules for Deferred Payment Transactions

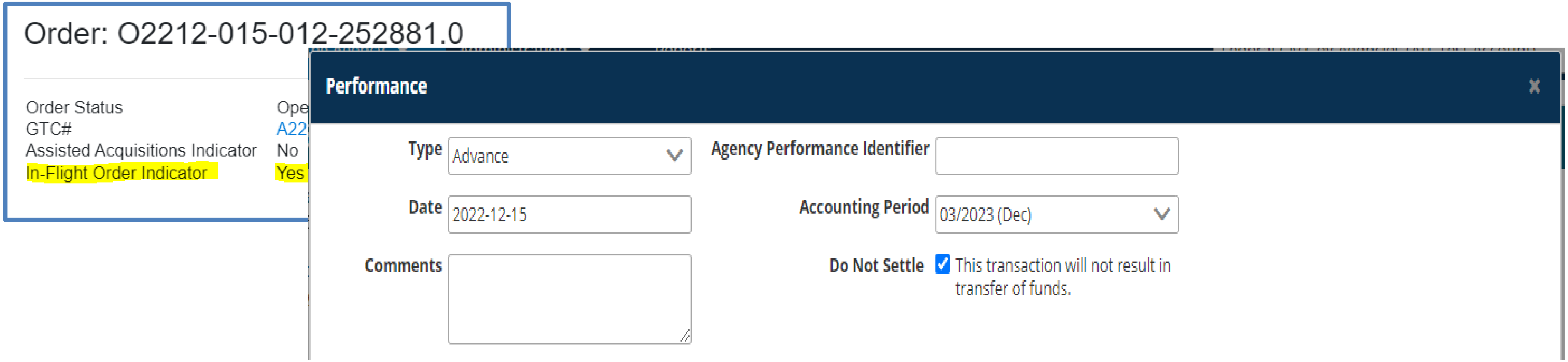
- Deferred Payments cannot exceed the undelivered balance on the order schedule.
- Deferred Payment reduces the amount of the undelivered balance for that accounting period.
- G-Invoicing will not transmit Deferred Payment Transactions to IPAC for settlement
- Deferred Payment transactions should be transmitted as a life-to-date balance
- Delivered/Performed transactions do NOT override Deferred Performance transactions made earlier that accounting period
- Only one deferred payment is active per schedule; a new Deferred Payment transaction will override the previous for the specified accounting period
- Deferred Payment transactions only apply to the Accounting Period referenced on the performance transaction (Must be an open accounting period)
- When two periods are open, a deferred payment can only be posted to the prior month

Undelivered </= Order Schedule – (Total of delivered/performed transactions + Active Deferred Payment)

Advance PPQ (Prepaid Performance Quantity)

*Servicing Agency creates Performance document, checks Do Not Settle box, and this transaction will not result in transfer of funds

- Shows previous settlement with no new IPAC Settlements to occur
- Only applies to Advance Line/Schedules
- Cannot be utilized for Delivered/Performed or Deferred Performance Type



*Note: Appropriate Transaction Candidates: Legacy Advance (only) transaction that have been entered into IPAC

Advance PPQ Previously Settled Status

Performance Transaction Details

Performance Header

Performance Number P2301-097-097-279652	**Type** Advance	**Status** Previously Settled
Order Number O2301-097-097-252989	**Performance Date** 2023-01-25 00:00	**Prepared By Name** Andrew Zeff
Reference Number	**Accounting Period** 04/2023 (Jan)	**Prepared By Phone Number**
Agency Performance ID	**Transaction Date** 2023-01-25 10:50	**Prepared By Email Address**

Comments

>> Performance Status: "Previously Settled"

Performance Details

Detail Number 1	**Item Description** IFO PPQ Demonstration 1	**Item Code** 1020	**Amount** $60,000.00
Line Number 1	**Requesting TAS** SP ATA AID 017 BPOA EPOA A X MAIN 1105 SUB 000	**Requesting BETC** DISNGF	**Quantity** 2,000.00
Schedule Number 1	**Servicing TAS** SP ATA AID 017 BPOA EPOA A X MAIN 8716 SUB 001	**Servicing BETC** COLAVRCT	**Unit Price** $30.00
Ref Detail	**Unit of Measure** Dollars, U.S.		**Perf. Indicator**

Performance Transaction Amount: To be Subtracted from available Order funds for remaining Order Line/Schedule fiscal availability:

Received/Accepted Performance Type

Requesting Agency can submit Received/Accepted

- Must reference a Delivered/Performed Performance Transaction
- Can Receive/Accept up to the amount indicated on the Delivered/Performed transaction
- Requesting Agency can always respond to a Delivered/Performed, but it will only drive Settlement & Adjustments when FOB-Destination is used on the Order and in non-advanced Schedules

Document Type	Transaction Date	Period	Performance Number	Document Quantity	Document Amount	Performance Date	Partial/ Final	Transfer Date	DRN	Remaining Quantity	Remaining Amount	Action
Line 1				5.00	$ 50,000.00					0.00	$ 0.00	
Schedule 1				5.00	$ 50,000.00					0.00	$ 0.00	
Line 2				15.00	$ 850,000.00					11.00	$ 650,000.00	
Schedule 1				5.00	$ 250,000.00					1.00	$ 50,000.00	
Delivery	2021-09-05	12/2021 (Sep)	P2109-012-015-042595	3.00	$ 150,000.00	2021-09-05	Partial			2.00	$ 100,000.00	Receive

Performance Adjustments

Performance Adjustments
- Must always reference a previous Performance Transaction
- Can do Adjustments to all Performance Types
- Servicing and Requesting Agencies can only adjust their own Performance Transactions
- Adjustments can't be for more than the referenced Performance Transaction
- Can't do Adjustments on a future dated Performance Transactions
  - If those need to be adjusted, they must be deleted and re-submitted

Line 2 - Dollars, U.S.

Schedule 1

Referenced Balance 20000 **Price** $1.00 **Total Cost Balance** $80,000.00

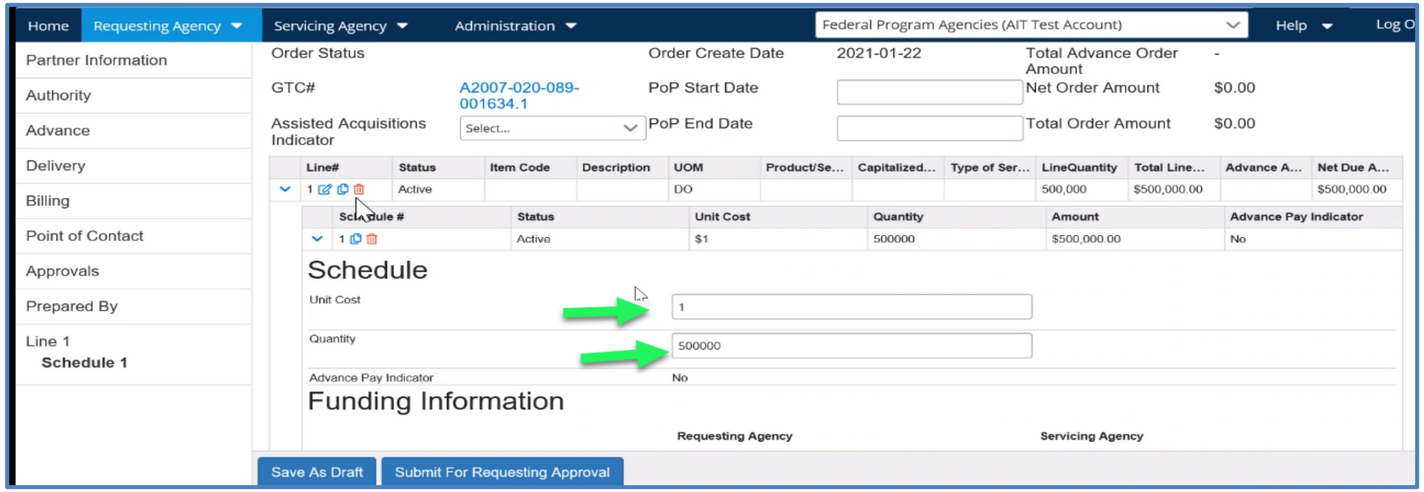
Quantity -5000 **Final** No **Total Cost Details** -$5,000.00

Value-Based Orders

The Performance for Value-Based Orders for Services and Price Adjustments.

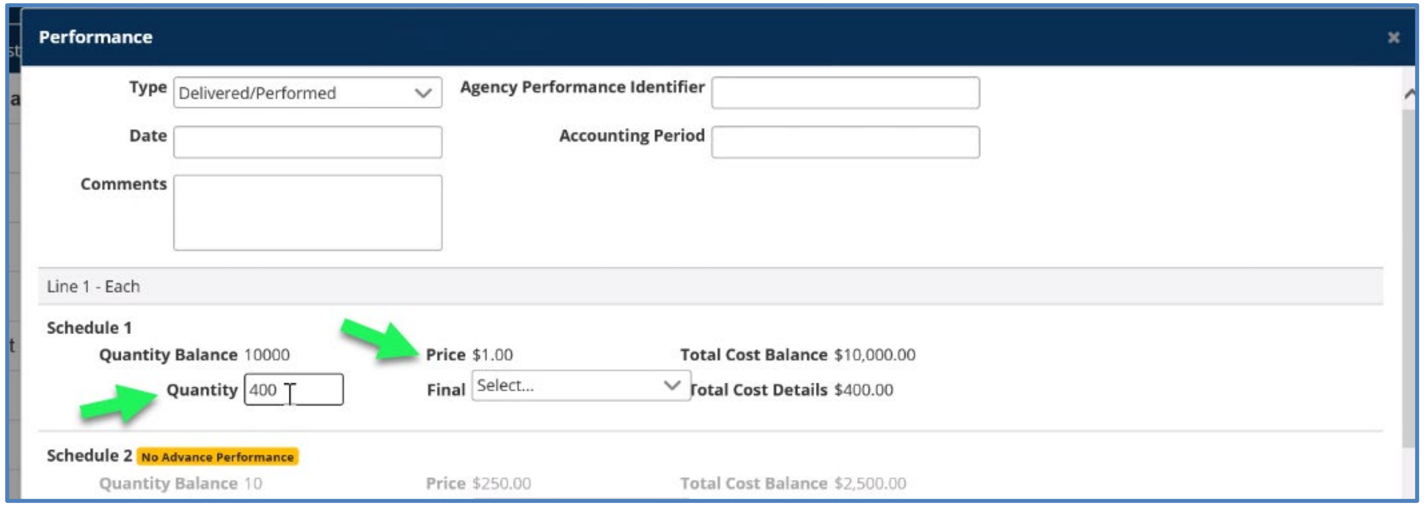
Order Schedule:

- UOM: DO
- Unit Cost: 1
- Quantity: Amount in $



Performance Transaction:

- Lower Quantity allowing for fiscal adjustment
- Final Flag: Set to "Final";
  - Indicating to G-Invoicing to zero sum balance for this schedule



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Performance Summary Page

Performance Summary Page provides sortable information about the performance transactions that a user has access to view with the ability to search and filter columns, as well as export details into a sortable excel spreadsheet

Home | Requesting Agency | Servicing Agency | Administration | Federal Civ Gov Agencies (AIT Test Account) | Help | Log Off

Performance Summary

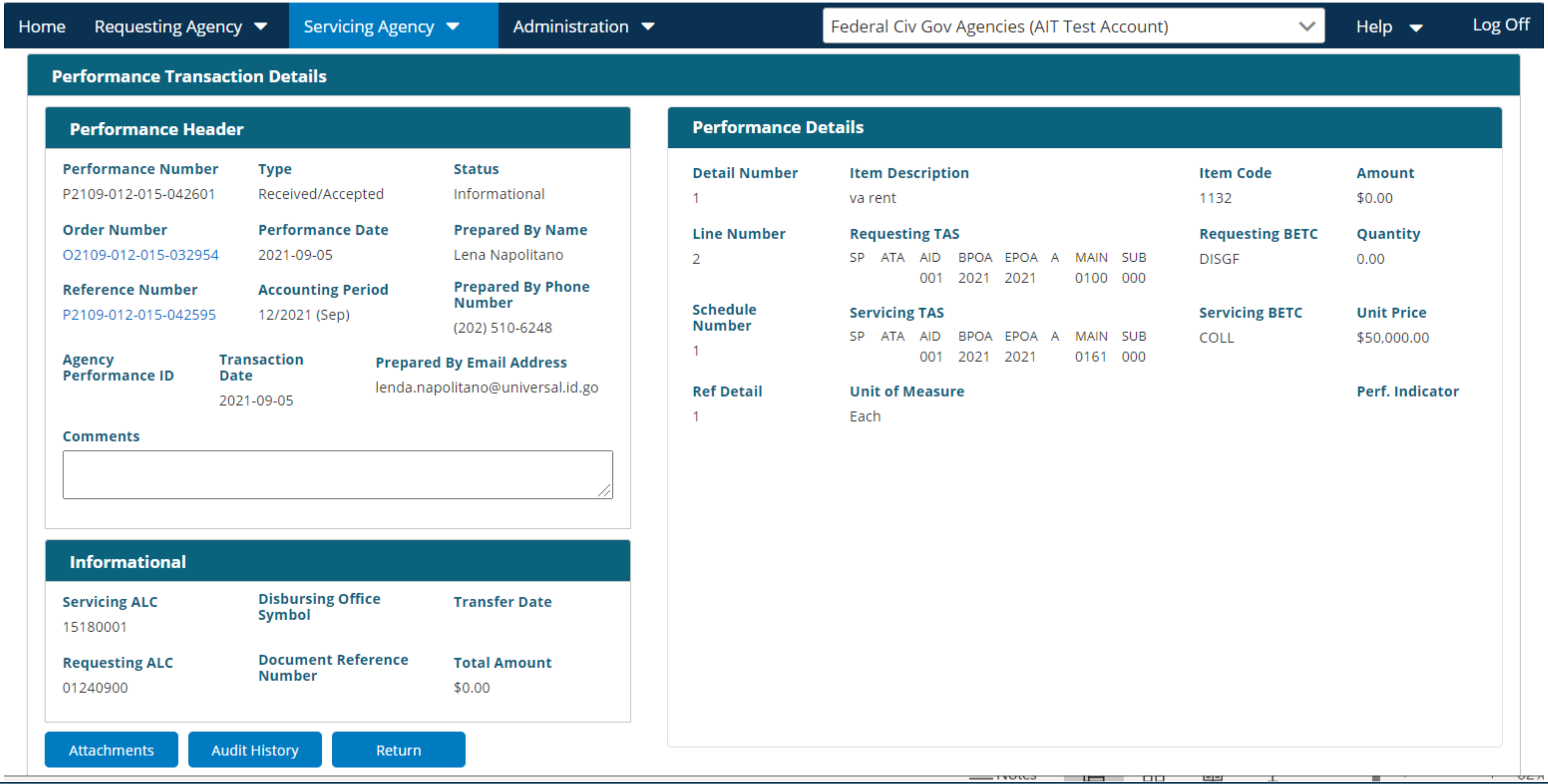
Selectable Columns

Clear Filters | Export Details

Performance#	Order#	Performance Date	Transaction Date	Accounting Period	Performance Type	Status
		YYYY-MM-DD	YYYY-MM-DD		Select filters	3 items selected
P2109-012-015-042601	O2109-012-015-032954	2021-09-05	2021-09-05	12/2021 (Sep)	Received/Accepted	Informational
P2109-012-015-042600	O2109-012-015-032954	2021-09-05	2021-09-05	12/2021 (Sep)	Delivered/Performed	Informational
P2109-012-015-042599	O2109-012-015-032954	2021-09-05	2021-09-05	12/2021 (Sep)	Received/Accepted	Settled
P2109-012-015-042598	O2109-012-015-032954	2021-09-05	2021-09-05	12/2021 (Sep)	Received/Accepted	Settled
P2109-012-015-042597	O2109-012-015-032954	2021-09-05	2021-09-05	12/2021 (Sep)	Delivered/Performed	Informational
P2109-012-015-042596	O2109-012-015-032954	2021-09-05	2021-09-05	12/2021 (Sep)	Advance	Settled
P2109-012-015-042595	O2109-012-015-032954	2021-09-05	2021-09-05	12/2021 (Sep)	Delivered/Performed	Informational
P2108-047-047-042532 (-)	O2011-047-047-032170	2021-08-31	2021-08-31	11/2021 (Aug)	Advance	Settled

Performance Details Page

Performance Transaction Detail Page provides critical details of the transaction including the referencing Order Line/Order Schedule and TAS



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Performance While Order Modification

- Performance will be allowed during an Order Modification when **all three conditions** are met:
    1. Order is being modified (Order Status: Draft/Partner1 Approval/Shared Partner2/Rejected)
    2. Previous Modification Number (n -1) is open
    3. Feature flag for 'PERFORMANCE_MOD' is Enabled for **both** partners
- Flow of Order Modification – Not Impacted
    - No impact to the existing Push Order/Performance APIs
    - Existing Performance is not affected by Order Modifications
        - Performance adjustments may be needed to allow for Order modifications
- G-Invoicing UI Updates:
    - Show current version on Order List and Details pages
    - Show "Performance ready" version from Order Balance Summary page
        - Will display the previous version of the Order
    - Allow user to view previous Order Mods

Performance While Order Modification (Cont.)

Servicing Agency's ability to create Performance Transactions during Order Modification and Approvals with Trading Partners

Performance during Modification Indicator:

Order: O2302-017-017-253144.1 | Select an Order Number | Viewing previous version of the Order

Order Status	Order Create Date	PoP Start Date	PoP End Date	Net Amount	Advance Amount	Total Amount	Remaining Amount
Open	2023-02-21	2022-09-16	2025-02-05	$10,000.00	$500.00	$10,500.00	$10,000.00

GT&C #	FOB Point	In-Flight Order	Servicing ALC	Servicing Group
A2302-017-017-010104	Source/Origin	Yes	00008597	Bureau1 - Bureau1

Originating Partner	CR days	Requesting ALC	Requesting Group
Servicing Agency	-	00008597	Bureau1 - Bureau1

Performance enabled Actions against current Order:

Document Type	Transaction Date	Period	Performance Number	Document Quantity	Document Amount	Performance Date	Partial/ Final	Transfer Date	DRN	Remaining Quantity	Remaining Amount	Action
Line 1				250.00	$ 10,500.00					200.00	$ 10,0[illegible]0	
Schedule 1				50.00	$ 500.00					0.00	$ 0.00	Create
Advance	2023-02-21	05/2023 (Feb)	P2302-017-017-279776	50.00	$ 500.00	2023-02-21				0.00	$ 0.00	Adjust
Schedule 2				200.00	$ 10,000.00					200.00	$ 10,000.00	Create

Performance While Order Modification (Cont.)

Example Performance during Order Modification:

Step A) Buyer Initiated Order (BIO)/FOB-Source/Order in Open status

- Mod=0
- Non-Advance Schedule: Quantity = 100
- Delivered/Performed: Quantity = 75
- Received/Accepted: Quantity = 0

Step B) Order is Modified by the Requesting Agency

- Mod=1
- Order Status could be: (Draft/Partner1 Approval/Shared Partner2/Rejected)
- Requesting Agency may submit up to Quantity = 75 Received/Accepted
- Servicing Agency may submit a Delivered/Performed up to Quantity = 25; provide a Delivered/Performed Adjustment: Quantity = -75
- Servicing Agency may submit a Deferred Payment: up to Quantity = 25

Note: Performance during Order Modification is available for *JSON endpoints* v2 and *XML endpoints v3* APIs

Performance & 7600EZ Report

Report

Performance & 7600EZ

Partner Indicator

Select Requesting or Servicing Agency

Required

Report Filters

Accounting Period(s)

Select Accounting Period(s)

Document Type(s)

Select Document Type(s)

Date Type

Select a Date Type

Start Date

YYYY-MM-DD

Order Number

Document Status(es)

Select Document Status(es)

Transaction Type

Select Transaction Type(s)

End Date

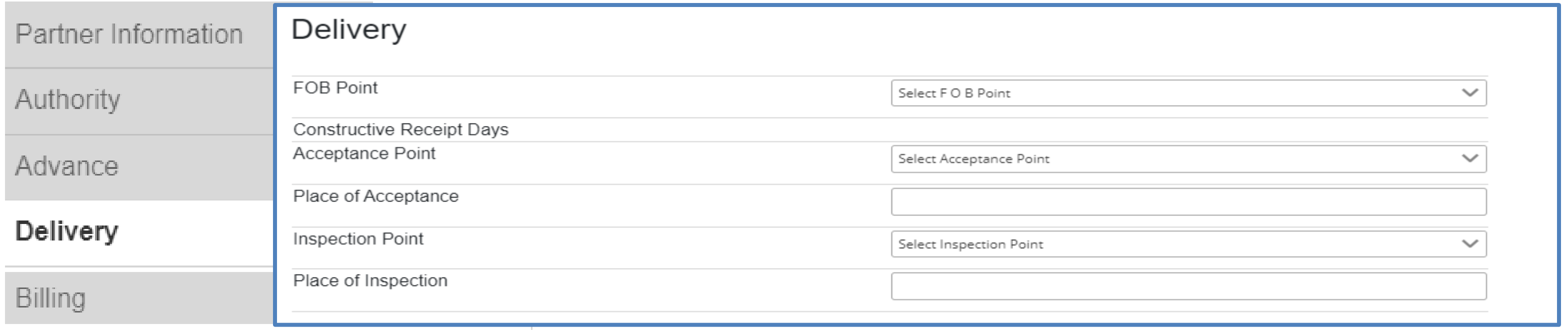
YYYY-MM-DD

Run Report | Reset | Zip Compression

Performance & 7600EZ Report Sample:

Parameters: Agency:Requesting																	
	Order/EZ Number	Order Mo	Order Peri	Order Peri	Order/EZ (	Requestin	Requestin	Requestin	Servicing A	Servicing	Servicing A	Requestin	Servicing A	Assisted A	Funding O	Funding A	Statut
	O2202-015-012-033399	0	2022-02-2	2026-02-2	2022-02-2	Departme	Dept of Ge	15100001	Departme	Dept of (	12400700			N			EA
	E2301-015-012-000122	0			2023-01-0	Departme	Dept of Ge	15100001	Departme	Comptro	12400700			N			

FOB Source/Origin



Performance Transaction Scenario	Step One	Step Two	Step Three
Advance	*Servicing(Seller) Advance	Servicing(Seller) Delivered/Performed	Requesting(Buyer) Received/Accepted (Optional)
Deferred/Accrual	Servicing(Seller) Deferred	*Servicing(Seller) Delivered/Performed	Requesting(Buyer) Received/Accepted (Optional)
Delivered/Performed	*Servicing(Seller) Delivered/Performed	Requesting(Buyer) Received/Accepted (Optional)	Requesting(Buyer) Received/Accepted (Optional)
Adjustment(-) Non-Advance	*Servicing(Seller) Adjustment		
Adjustment(-) Advance	*Servicing(Seller) Adjustment		

*IPAC Trigger to perform settlements

G-Invoicing/IPAC release of funds occurs:

- Advance Performance Transaction Created by Servicing TP Agency
- Delivered/Performed Performance Transaction (Manual/Automated) by Servicing(Seller)

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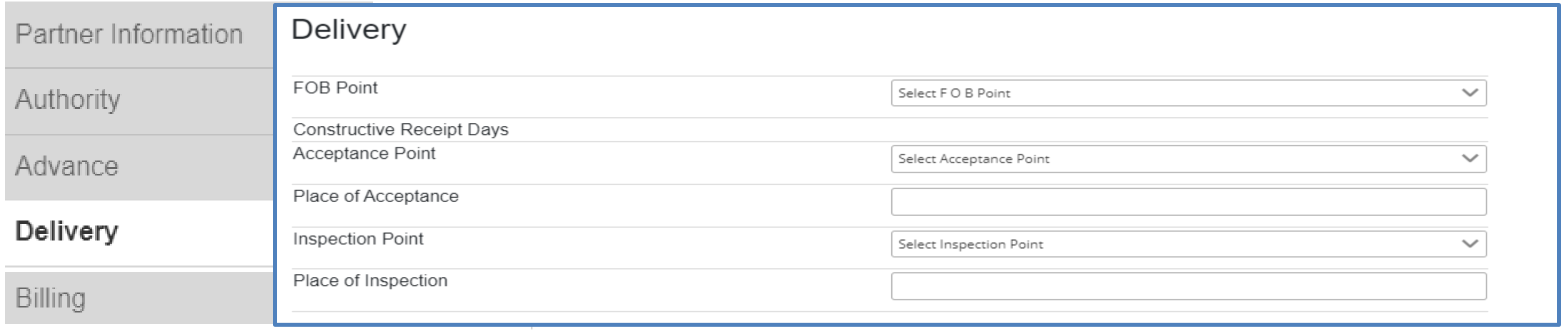
FOB Destination



Performance Transaction Scenario	Step One	Step Two	Step Three
Advance	*Servicing(Seller) Advance	Servicing(Seller) Delivered/Performed	Requesting(Buyer) Received/Accepted
Deferred/Accrual	Servicing(Seller) Deferred	Servicing(Seller) Delivered/Performed	*Requesting(Buyer) Received/Accepted
Delivered/Performed	Servicing(Seller) Delivered/Performed	*Requesting(Buyer) Received/Accepted	
Adjustment(-) Non-Advance	*Requesting(Buyer) Adjustment		
Adjustment(-) Advance	*Requesting(Buyer) Adjustment		

*IPAC Trigger to perform settlements

<u>G-Invoicing/IPAC release of funds occurs:</u>

- Advance Performance Transaction Created by Servicing TP Agency
- Requesting(Buyer) provides Received/Accepted Performance Transaction (Manual/Automated)
- Automated Requesting(Buyer) Received/Accepted after Constructive Receipt Days threshold reached

G-Invoicing GOVERNMENT INVOICING BUREAU OF THE FISCAL SERVICE

Feature Management Reports

- Feature Management Reports provide ability to review currently enabled features
- All Users can review these reports

Reports

Report

Agencies by Features

Run Report | Reset | Zip Compression

Agencies by Features Report Sample:

Agency Account Name	Agency Account	Feature Code	Requesting Flag	Servicing Flag	Feature Name	Feature	Active
Defense Logistics Agency	4061165	STANDARD	Yes	Yes	Standard Order	Agreement used	Yes
Department of Defense	3980235	EZ_10K	Yes	Yes	7600EZ (under	7600EZ not to	Yes
Department of Defense	3980235	ORDER_UPLOA	Yes	Yes	Batch Order	Upload Orders	Yes

Reports

Report

Features by Agencies

Run Report | Reset | Zip Compression

Features by Agencies Report Sample:

Feature Name	Feature Code	Feature	Active	Agency Account Name	Agency Account	Requesting Flag	Servicing Flag
7600EZ for GPO	EZ_PRINT	GPO	Yes	Defense Logistics Agency	4061165	No	No
7600EZ for GPO	EZ_PRINT	GPO	Yes	Department of Defense	3980235	Yes	No

G-Invoicing
GOVERNMENT INVOICING
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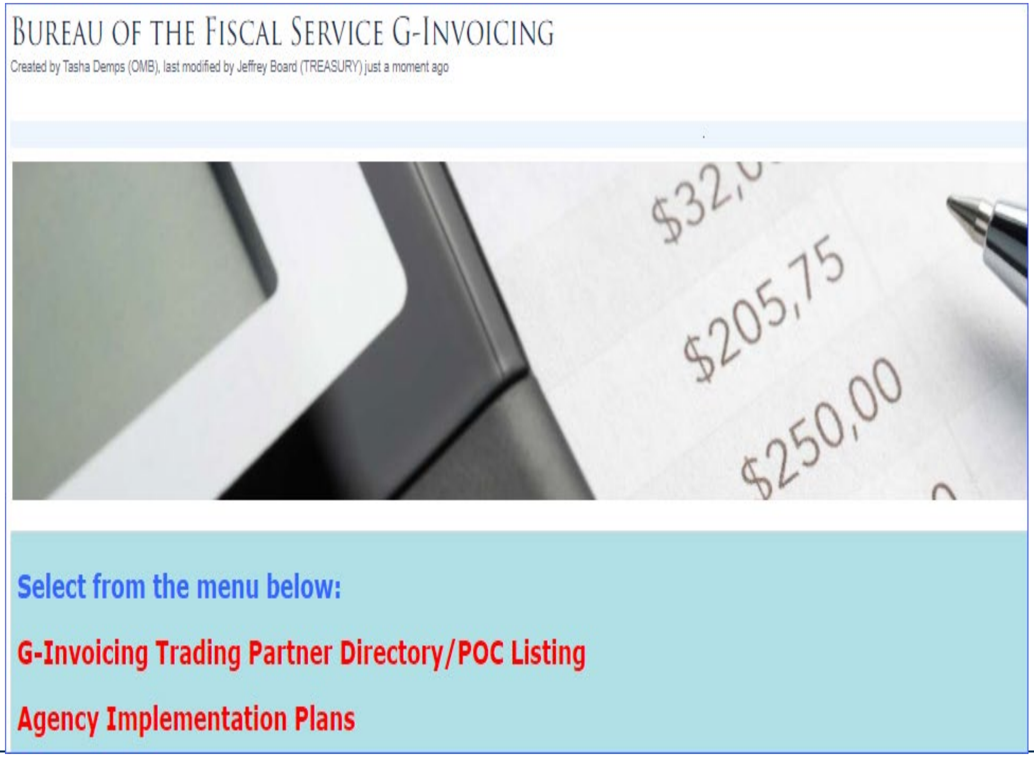
Connecting With Your Trading Partners

- Staying up to date on your Partners' progress is key to your own success in transitioning your IGT Buy/Sell activity to G-Invoicing

- Fiscal Service provides several utilities to facilitate effective communication with your Partners to gain an understanding of their implementation approach and timeline



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

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G-Invoicing
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You’re Not Alone – We’re Here To Help

Agency Implementation Team (AIT) ***STLS.Treasury.GInv.AIT@stls.frb.org***

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

Engagement | Outreach | Support

G-Invoicing AIT Contacts

Agency Implementation Team (AIT): stls.treasury.ginv.ait@stls.frb.org
Federal Reserve Bank of St. Louis

Robert Mattison, AIT Manager
(314) 444-3943
Robert.Mattison@stls.frb.org

Doug Larson, Senior Project Manager
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Olena.Napolitano@stls.frb.org

George Pierce, AIT
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George.Pierce@stls.frb.org

Shelley Sadler, AIT
(314) 444-3969
Shelley.Sadler@stls.frb.org

Andrew Zeff, AIT
(314) 444-4675
Andrew.Zeff@stls.frb.org

G-Invoicing
GOVERNMENT INVOICING
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G-Invoicing Program Contacts

For IGT Program Management and Agency Outreach Support

Andy Morris
Manager, Intragovernmental Transaction & Reconciliation Branch (ITRB)
Bureau of the Fiscal Service – Fiscal Accounting
andrew.r.morris@fiscal.treasury.gov

Jeff Board
G-Invoicing Product Owner, ITRB
Bureau of the Fiscal Service – Fiscal Accounting
jeffrey.board@fiscal.treasury.gov

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

For Intragovernmental Transactions Working Group Information

IGT@fiscal.treasury.gov

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

For Intragovernmental Reporting Point of Contact List for Agencies

https://www.fiscal.treasury.gov/gtas/intergovernmental-contact-list-for-agencies.html

G-Invoicing GOVERNMENT INVOICING BUREAU OF THE FISCAL SERVICE

Known CAIA Challenges - URL

- Updating your bookmarks for G-Invoicing
  - https://igt.fiscal.treasury.gov

If you use an ISIM SSO bookmark or a URL with a “www” in it you will be presented with error screens.


```
<!--
@username=%username%
@smretries=4
-->

<html>
<head>
    <META http-equiv='Content-Type' content='text/html;charset=UTF-8'>
    <META HTTP-EQUIV="Pragma" CONTENT="no-cache">
    <META HTTP-EQUIV="Expires" CONTENT="-1">
<SCRIPT src="/esso/common/esso_common_utils.js"></SCRIPT>
<SCRIPT language="JavaScript">
<!--
        getStylesheet(navigator, document);
//-->
</SCRIPT>
<noscript><link rel="Stylesheet" href="/esso/html/FMS/en/Styles.css" type="text/css"></noscript>
  <title>Fiscal Service Enterprise Single Sign On Log In</title>

<SCRIPT language='JavaScript'>
function pkiauth() {
        var sm_cookie = getCookie('SMSESSION');
        var tarURL = document.Login.target.value;
        if (sm_cookie == "LOGGEDOFF") {
                tarURL = 'https://www.igt.fiscal.treasury.gov/esso/smfmslogoutesso.html';
        }
        Set_Cookie( 'SSOAppURL', tarURL, 1, '/', '.fiscal.treasury.gov', '' );
        location.href="https://eroc.pkilogin1.fiscal.treasury.gov/cert/eroc/smfmsssopki.html";
}

function Set_Cookie( name, value, expires, path, domain, secure ){
        var today = new Date();
        today.setTime( today.getTime() );
        if ( expires ){
```


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G-Invoicing
GOVERNMENT INVOICING
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Known CAIA Challenges – Email Addresses

- Users were migrated to CAIA-SailPoint using the email address registered with ISIM to support a seamless transition to CAIA. **It is critically important that users enter that same email address into CAIA to access G-Invoicing**.
- Users may contact their User Administrator(s) to look up their accounts in G-Invoicing to ensure they are using the correct email address.
- If users did not use their original email address (IE domain changed), users will need to follow steps to reprovision their account (training material here).
- If users continue to have issues they may contact the TSC for assistance.

Treasury Support Center

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

GInvoicing@stls.frb.org | 1-877-440-9476 | 1-314-444-7346 (fax)

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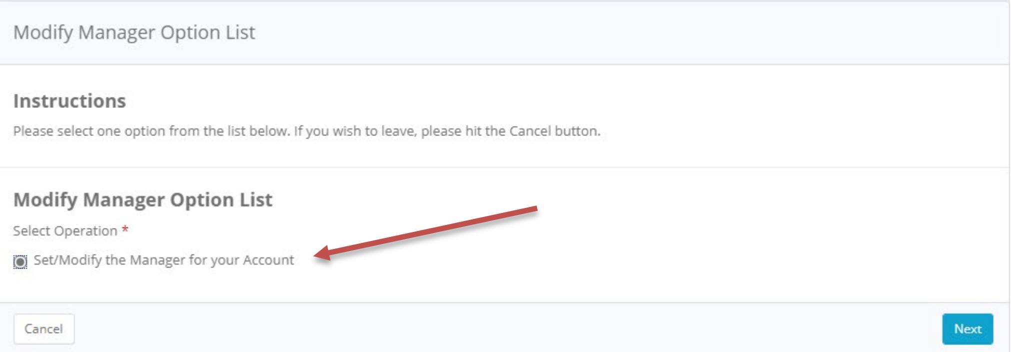
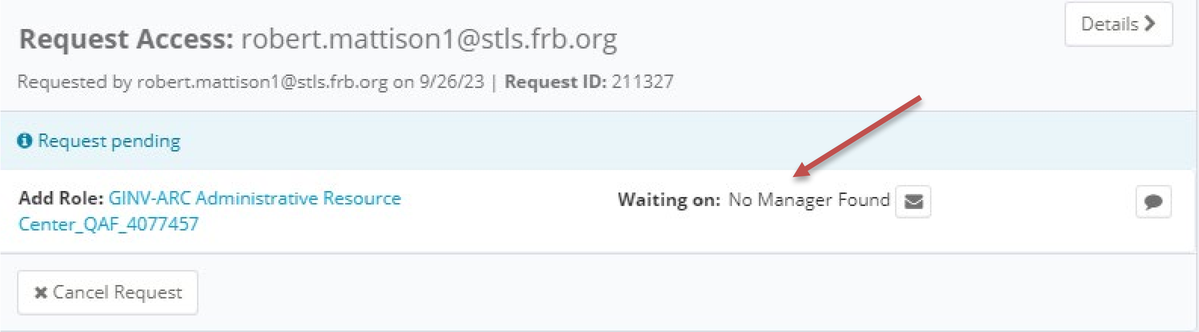
Known CAIA Challenges – Manager

- Users must set their manager in CAIA-SailPoint prior to requesting application roles.



- Failure to do so will result in a request that cannot be routed for approval.



- Review training video for procedures users must follow

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Whitelist (Allowed/Approved Characters)

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

<u>GT&C</u>

GT&C Agreement Information fields

<u>Order</u>

Partner Info: Comments
Authority: Titles (all)
Authority: Citations (all)
Delivery: Place of Acceptance
Delivery: Place of Inspection
Billing: Billing Frequency Explanation
Item: Description
Schedule: Additional Accounting Classification
Schedule: Bona Fide Need
Schedule: Additional Information
Shipping Information: Location Description
Shipping Information: Special Shipping Information

<u>Performance</u>

Comments
Agency Performance ID

G-Invoicing GT&C Free-Form Fields Whitelist

DEC	HEX	Character	DEC	HEX	Character	DEC	HEX	Character
10	A	LF	64	0x40	@	97	0x61	a
13	D	CR	65	0x41	A	98	0x62	b
32	0x20	<SPACE>	66	0x42	B	99	0x63	c
33	0x21	!	67	0x43	C	100	0x64	d
34	0x22	"	68	0x44	D	101	0x65	e
35	0x23	#	69	0x45	E	102	0x66	f
36	0x24	$	70	0x46	F	103	0x67	g
37	0x25	%	71	0x47	G	104	0x68	h
38	0x26	&	72	0x48	H	105	0x69	i
39	0x27	'	73	0x49	I	106	0x6A	j
40	0x28	(	74	0x4A	J	107	0x6B	k
41	0x29	)	75	0x4B	K	108	0x6C	l
42	0x2A	*	76	0x4C	L	109	0x6D	m
43	0x2B	+	77	0x4D	M	110	0x6E	n
44	0x2C	,	78	0x4E	N	111	0x6F	o
45	0x2D	-	79	0x4F	O	112	0x70	p
46	0x2E	.	80	0x50	P	113	0x71	q
47	0x2F	/	81	0x51	Q	114	0x72	r
48	0x30	0	82	0x52	R	115	0x73	s
49	0x31	1	83	0x53	S	116	0x74	t
50	0x32	2	84	0x54	T	117	0x75	u
51	0x33	3	85	0x55	U	118	0x76	v
52	0x34	4	86	0x56	V	119	0x77	w
53	0x35	5	87	0x57	W	120	0x78	x
54	0x36	6	88	0x58	X	121	0x79	y
55	0x37	7	89	0x59	Y	122	0x7A	z
56	0x38	8	90	0x5A	Z	123	0x7B	{
57	0x39	9	91	0x5B	[	124	0x7C	|
58	0x3A	:	92	0x5C	\	125	0x7D	}
59	0x3B	;	93	0x5D	]	126	0x7E	~
60	0x3C	<	94	0x5E	^	149	0x95	•
61	0x3D	=	95	0x5F	_	167	0xA7	§
62	0x3E	>	96	0x60	`	182	0xB6	¶
63	0x3F	?						

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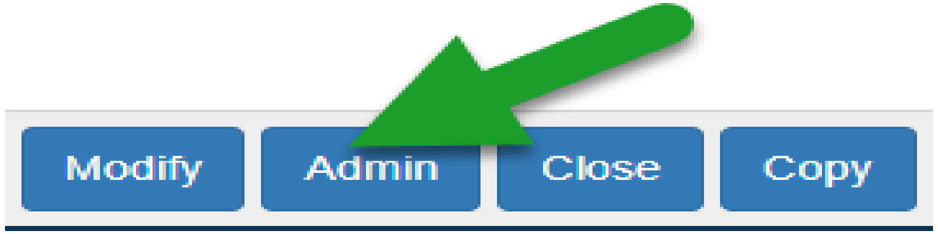
New IPAC Sub-Category Data Element

- Became required in the IPAC User Interface (UI) beginning in FY23
- Refer to TFM Chapter 4700 for more information on each of the sub-categories
  - https://tfm.fiscal.treasury.gov/content/tfm/v1/p2/c470.html
  - New IPAC Sub-Category Data Elements:

1. **Buy/Sell Transfer -** Appendix 8
2. **Non-Exchange Expenditure Transfer** - Appendix 9
3. **Benefits Transfer** - Appendix 7
4. **Capital Transfer** - Appendix 7
5. **Non-Exchange Custodial Transfer** - Appendix 10
6. **Exchange Custodial Transfer** - Appendix 10
7. **Investments** - Appendix 6
8. **Borrowings** - Appendix 6
9. **Other** - Used for activity that doesn’t fall under one of the other seven sub-categories

GT&C Administrative Changes



- Admin changes are allowable once a GT&C is in Open for Orders status (Fully Approved)
- Both the Requesting and Servicing Agency can do Admin Changes
- The GT&C Manager role gives access to Admin Changes
- Admin Changes don’t require approval by either agency
- The GT&C Federal Intragovernmental Data Standards (FIDS) contains a full list of what can be updated by an Admin Changes vs a Modification to the GT&C

Requesting Agency GT&C Administrative Changes

- Requesting Agency
  - Partner Information (4)
    - Requesting Group Identifier, Requesting Document Inheritence Indicator, Requesting Subordinate Group Identifier & Requesting Subordinate Group Name
  - Header/Detail (2)
    - Requesting Agreement Tracking Number
    - Order Originating Partner Indicator

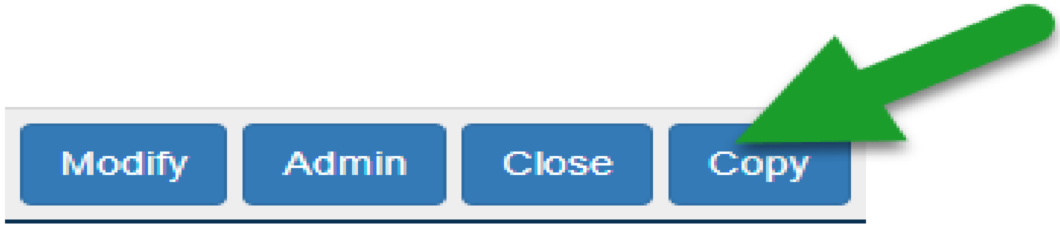
*Can’t be adjusted once Order has been created

Servicing Agency GT&C Administrative Changes

- Servicing Agency
  - Partner Information (4)
    - Servicing Group Identifier, Servicing Document Inheritence Indicator, Servicing Subordinate Group Identifier & Servicing Subordinate Group Name
  - Header/Detail (2)
    - Servicing Agreement Tracking Number
    - Order Originating Partner Indicator

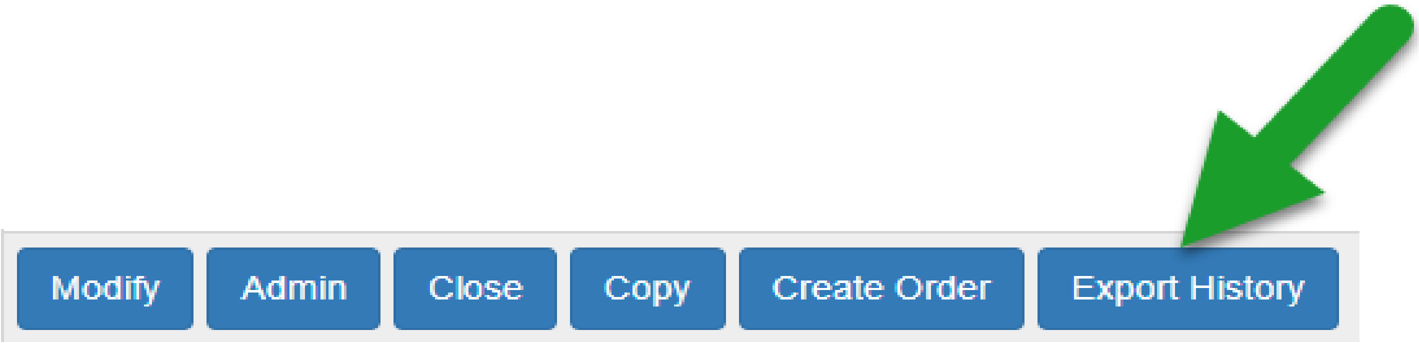
*Can't be adjusted once Order has been created

GT&C Copy Feature



- Only the Requesting Agency GT&C Manager has access to Copy an GT&C
- GT&Cs can be copied in any status: Internal Draft, Pending Requesting Approval, Shared with Servicing, Pending Servicing Approval, Closed, Rejected, and Open
- All GT&Cs that are Copied begin as an Internal Draft GT&C
- All the information on the GT&C at the time of the Copy will remain on the new Internal Draft GT&C
  - All approvals will be removed when the new Internal Draft GT&C is created
  - Existing attachments are not copied to the new Internal Draft GT&C

Modification History Report



- The report is accessible by both the Requesting and Servicing agency at anytime after a GT&C is Modified
- The report exports every GT&C field into a downloadable Excel file

	A	B	C	D	E
1	SENSITIVE BUT UNCLASSIFIED				
2	4/22/2021 12:20				
3	GT&C#	GT&C Mod#	Title	Order Originating Partner Indicator	Status
4	A1803-020-020-000006	4	CJIS Practice	R	Pending Approval
5	A1803-020-020-000006	2	CJIS Practice	R	Open For Orders
6	A1803-020-020-000006	1	CJIS Practice	R	Closed
7	A1803-020-020-000006		CJIS Practice	R	Open For Orders

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Organizational Groups Model Rules

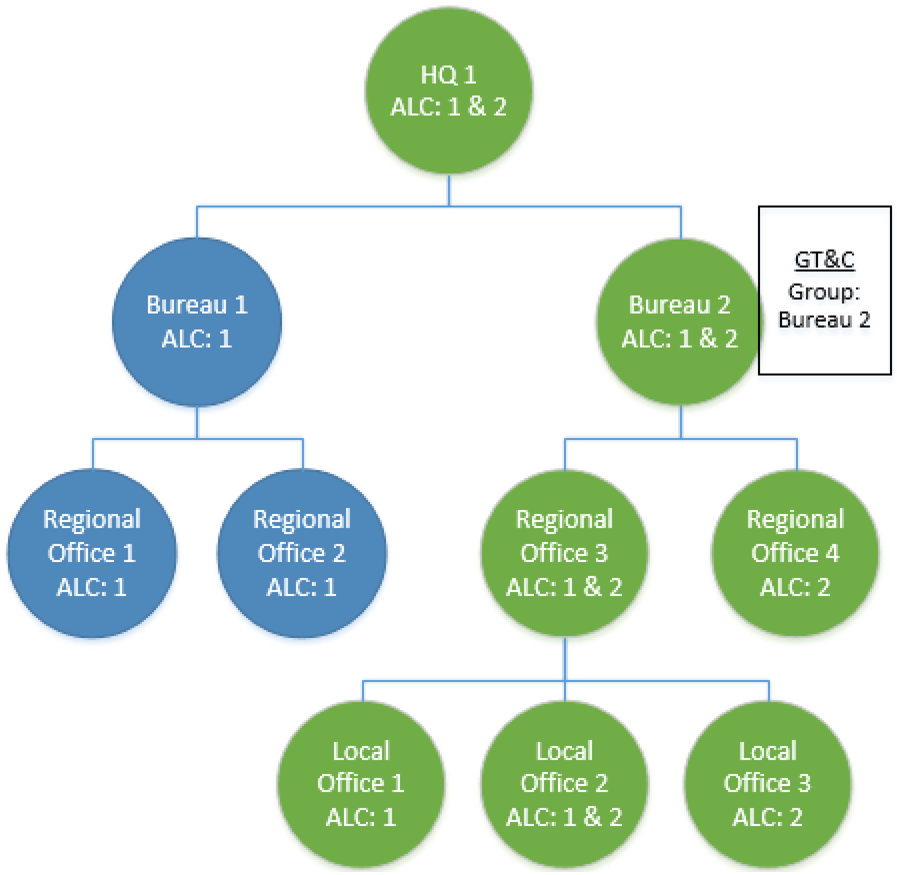
Organizational Model Rules

1. GT&Cs may be viewed by the group to which they are assigned, by any group above, and by any group below within the hierarchy
2. GT&Cs may only be edited, approved, rejected, modified and closed by the group to which they are assigned
3. Orders referencing a GT&C may be created in the same group as the GT&C or in any group below within the hierarchy
4. Orders may only be edited, approved, rejected, modified and closed by the group to which they are assigned
5. Orders may be viewed by the group to which they are assigned and by any group above within the hierarchy, but not by groups below
6. Performance against an Order must be reported by Performance Managers assigned to the same group in which the Order resides
7. System IDs are handled differently than human users; System IDs have access to assigned group(s) and any groups below within the hierarchy

Organizational Model: Rule 1

- Rule 1: GT&Cs may be viewed by the group to which they are assigned, by any group above, and by any group below within the hierarchy

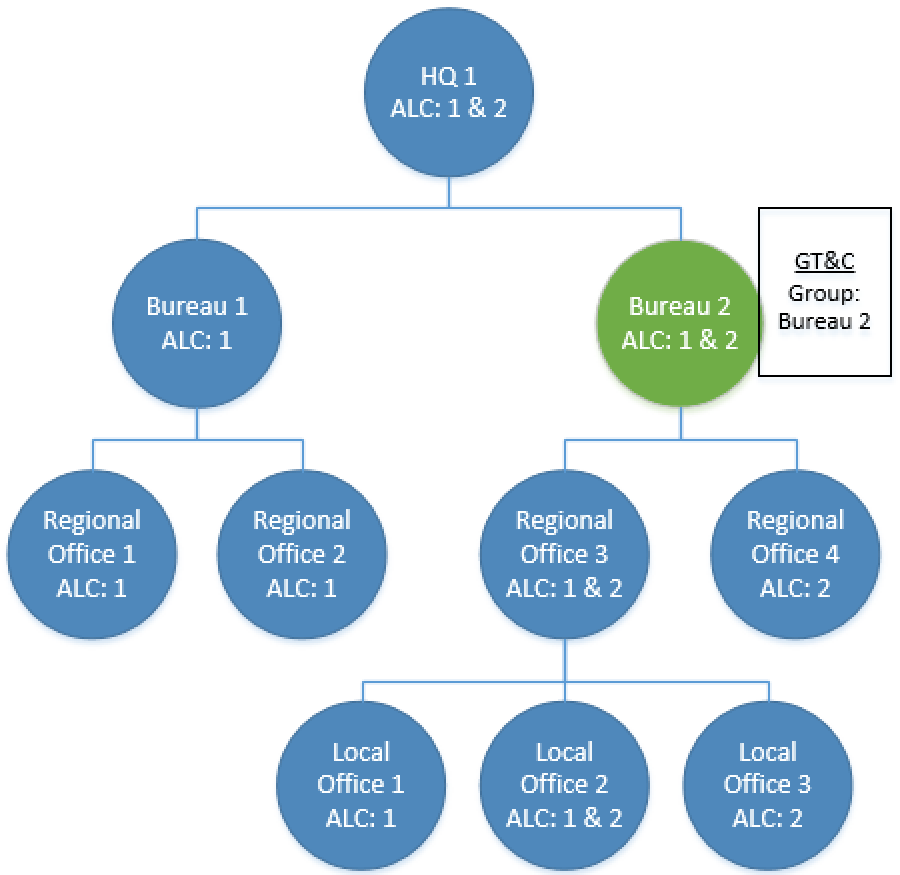
- **Groups that can view the GT&C**
  - **HQ 1**
  - **Bureau 2**
  - **Regional Offices 3 & 4**
  - **Local Offices 1-3**



Organizational Model: Rule 2

- Rule 2: GT&Cs may only be edited, approved, rejected, modified and closed by the group to which they are assigned

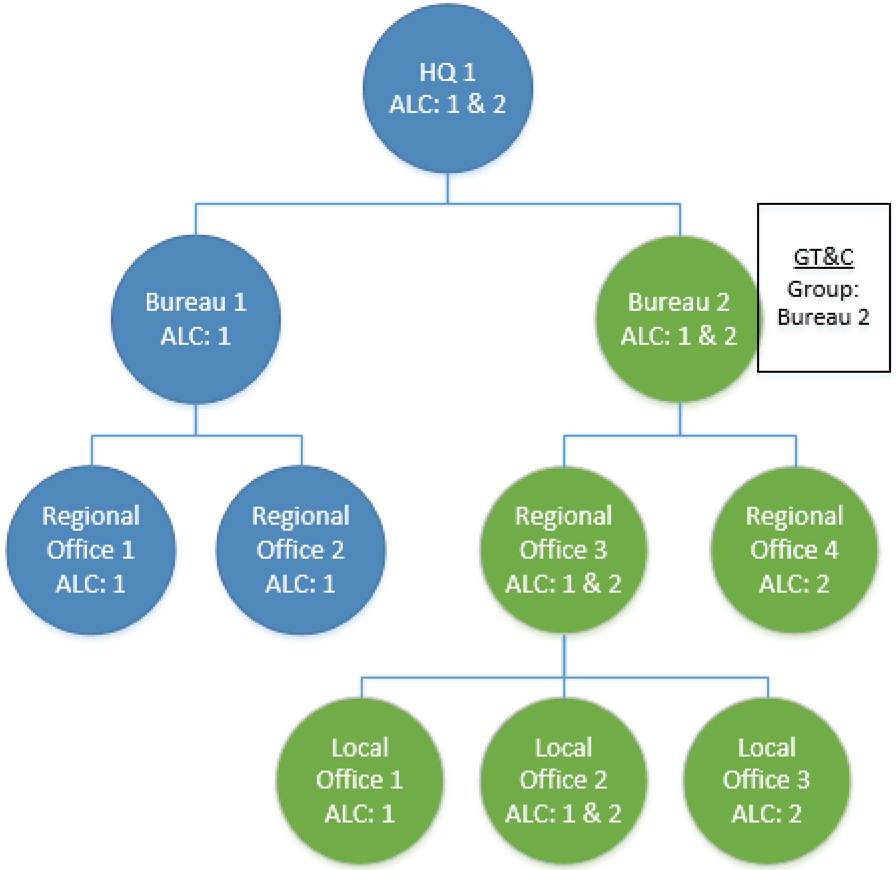
- Groups that can view the GT&C
  - HQ 1
  - Bureau 2
  - Regional Offices 3 & 4
  - Local Offices 1-3
- **Group that can act on the GT&C**
  - **Bureau 2**



Organizational Model: Rule 3

- Rule 3: Orders referencing a GT&C may be created in the same group as the GT&C or by any group below within the hierarchy

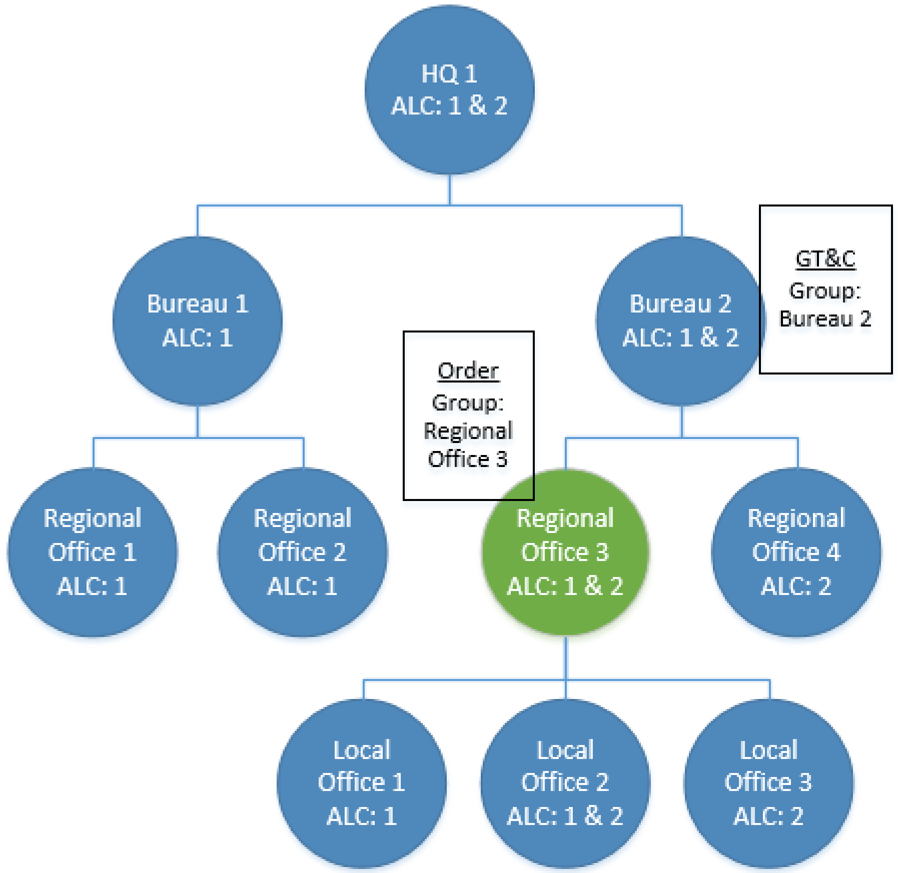
- Groups that can view the GT&C
  - HQ 1
  - Bureau 2
  - Regional Offices 3 & 4
  - Local Offices 1-3
- Group that can act on the GT&C
  - Bureau 2
- **Groups able to create Orders**
  - **Bureau 2**
  - **Regional Offices 3 & 4**
  - **Local Offices 1-3**



Organizational Model: Rule 4

- Rule 4: Orders may only be edited, approved, rejected, modified and closed by the group to which they are assigned

- <u>Groups able to create Orders</u>
  - Bureau 2
  - Regional Offices 3 & 4
  - Local Offices 1-3
- **<u>Group that can act on the Order</u>**
  - **Regional Office 3**



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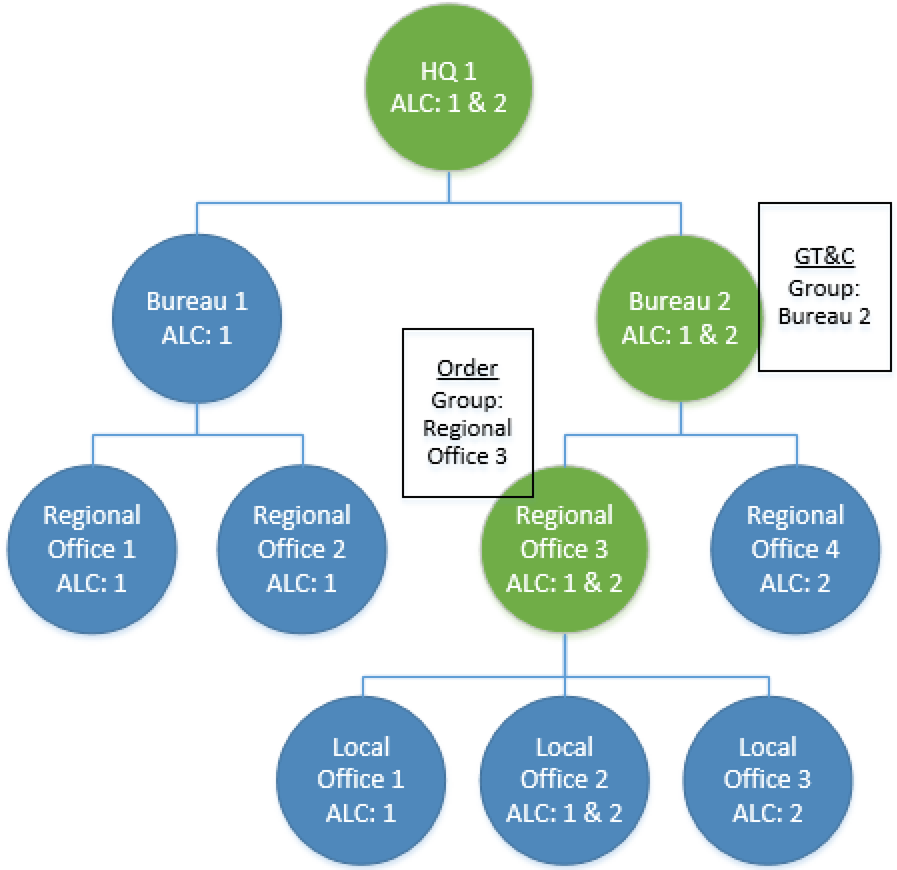
Organizational Model: Rule 5

- Rule 5: Orders may be viewed by the group to which they are assigned and by any group above within the hierarchy, but not by groups below

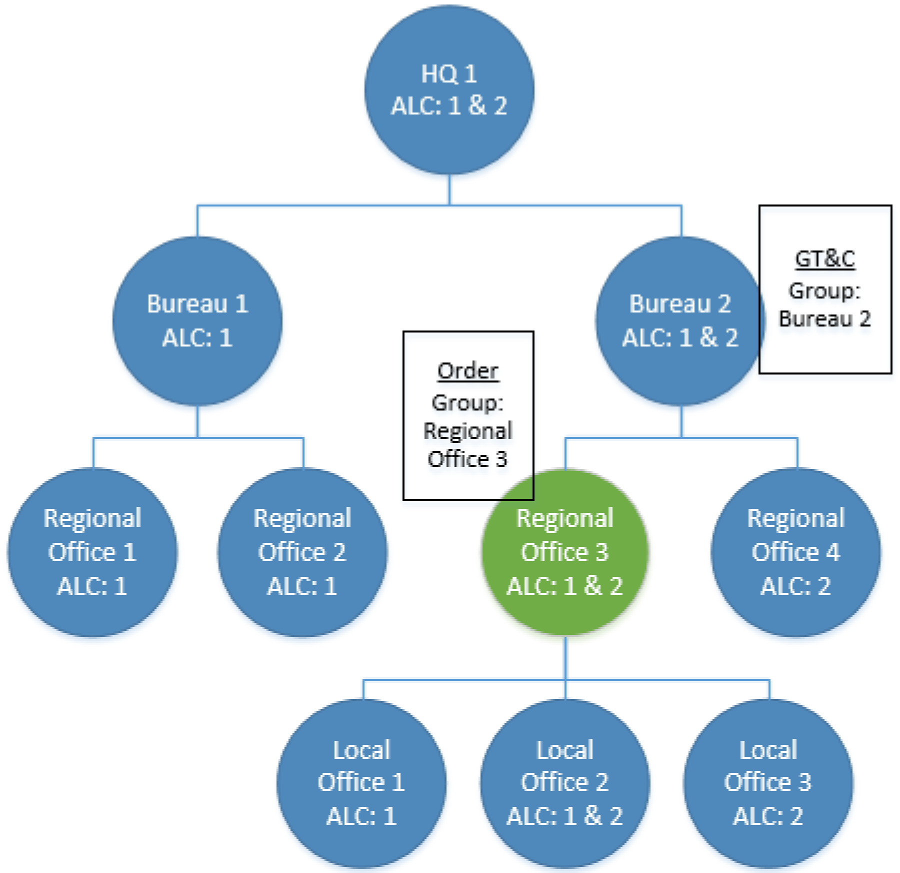
- Groups able to create Orders
  - Bureau 2
  - Regional Offices 3 & 4
  - Local Offices 1-3
- Group that can act on the Order
  - Regional Office 3
- **Groups able to view Order**
  - **HQ 1**
  - **Bureau 2**
  - **Regional Office 3**



Organizational Model: Rule 6

- Rule 6: Performance against an Order must be reported by Performance Managers assigned to the same Group in which the Order resides

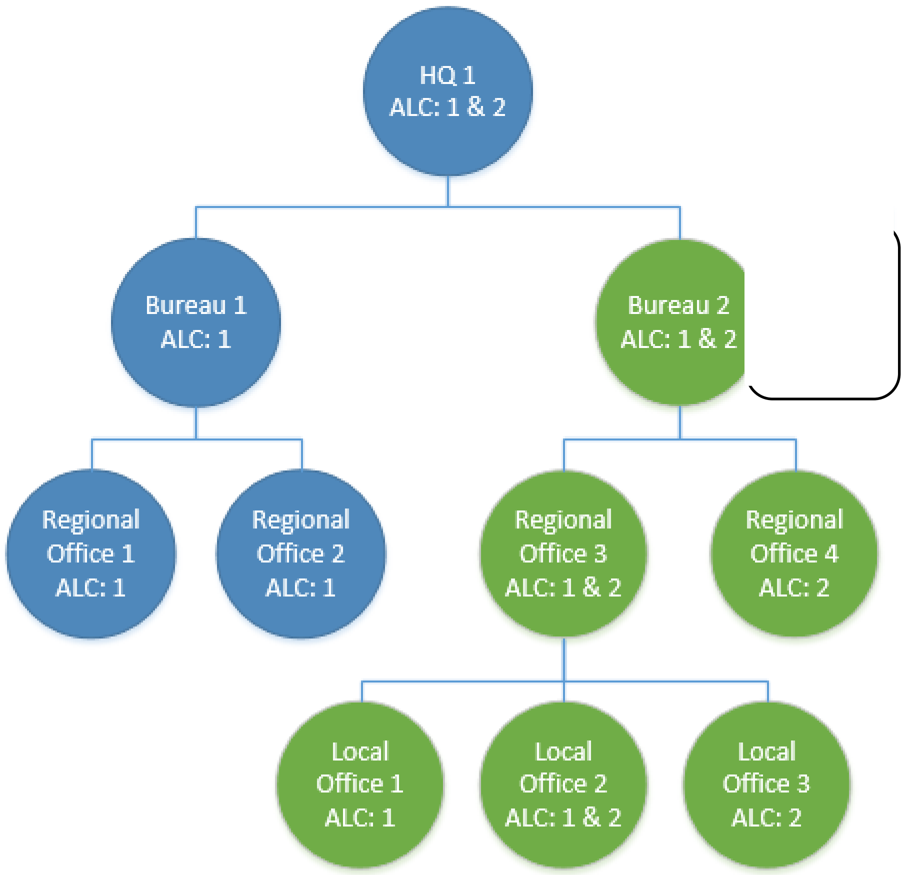
- <u>Groups able to create Orders</u>
  - Bureau 2
  - Regional Offices 3 & 4
  - Local Offices 1-3
- <u>Group that can act on the Order</u>
  - Regional Office 3
- <u>Groups able to view Order</u>
  - HQ 1
  - Bureau 2
  - Regional Office 3
- **<u>Group able to submit Performance</u>**
  - **Regional Office 3**



Organizational Model: Rule 7

- Rule 7: System IDs are handled differently than human users; System IDs have access to assigned group(s) and any groups below within the hierarchy

- **Groups to which System IDs have full access**
  - **Bureau 2 (where assigned)**
  - **Regional Offices 3 & 4**
  - **Local Offices 1-3**
- **Groups able to create Orders**
  - **Bureau 2**
  - **Regional Offices 3 & 4**
  - **Local Offices 1-3**
- **Groups able to create Performance**
  - **Bureau 2**
  - **Regional Offices 3 & 4**
  - **Local Offices 1-3**



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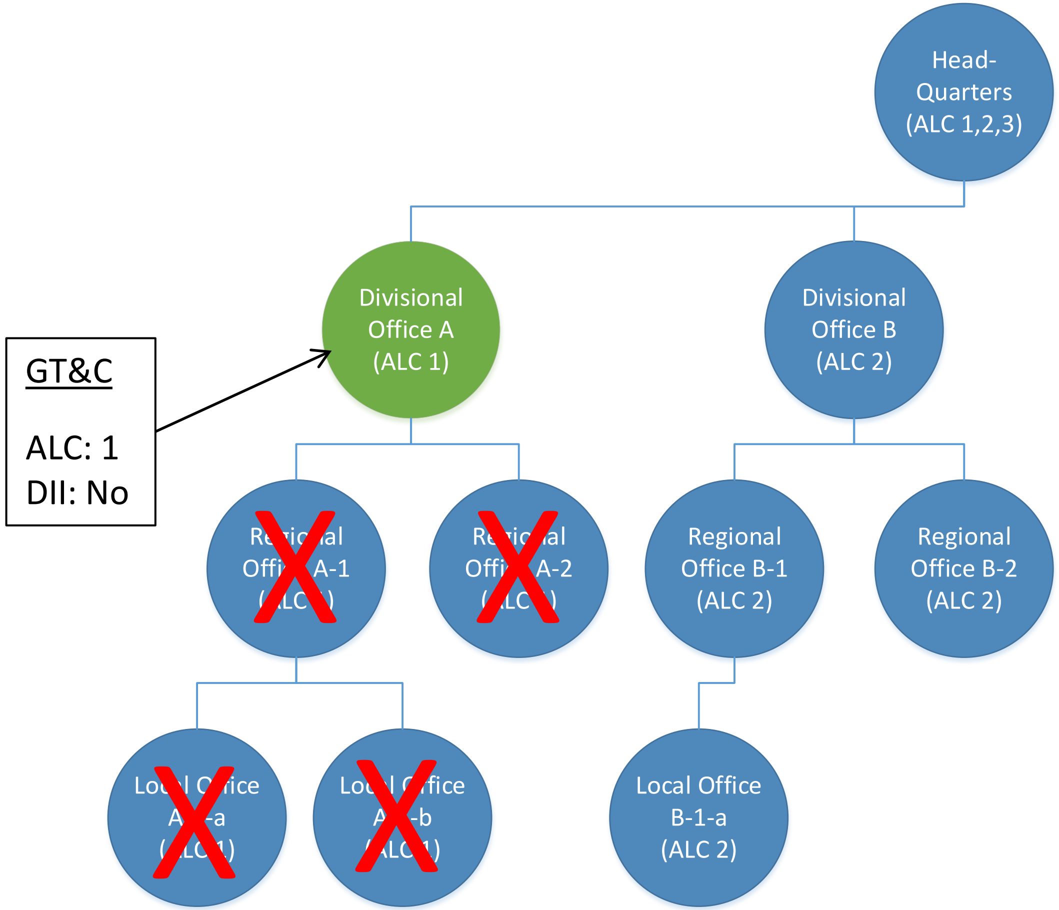
Primary Subordinate and Document Inheritance Indicator (DII)

Limiting GT&C Access Controls

- Document Inheritance Indicator (DII)
  - Two indicators, one on each side of the GT&C
  - GT&C may be limited to only the assigned group
  - Default setting is ‘Yes’ (descendants have access)
  - If ‘No’, descendants cannot see or use the GT&C
  - DII does not impact ascendant groups
- Several agencies asked for this feature
- DII updated via Admin Change or Modification



DII and Subordinate Groups

When a Parent Primary group is selected that has children and the user selects **No** for the DII:

- GINV shows the children groups below that group that have an overlap of the ALC(s) selected
- GINV also shows all groups outside the Primary Parent group selected that have an overlap of ALC(s) selected (this include above the Primary Parent Group selected)

When a Parent Primary group is selected and the user selects **Yes** for the DII:

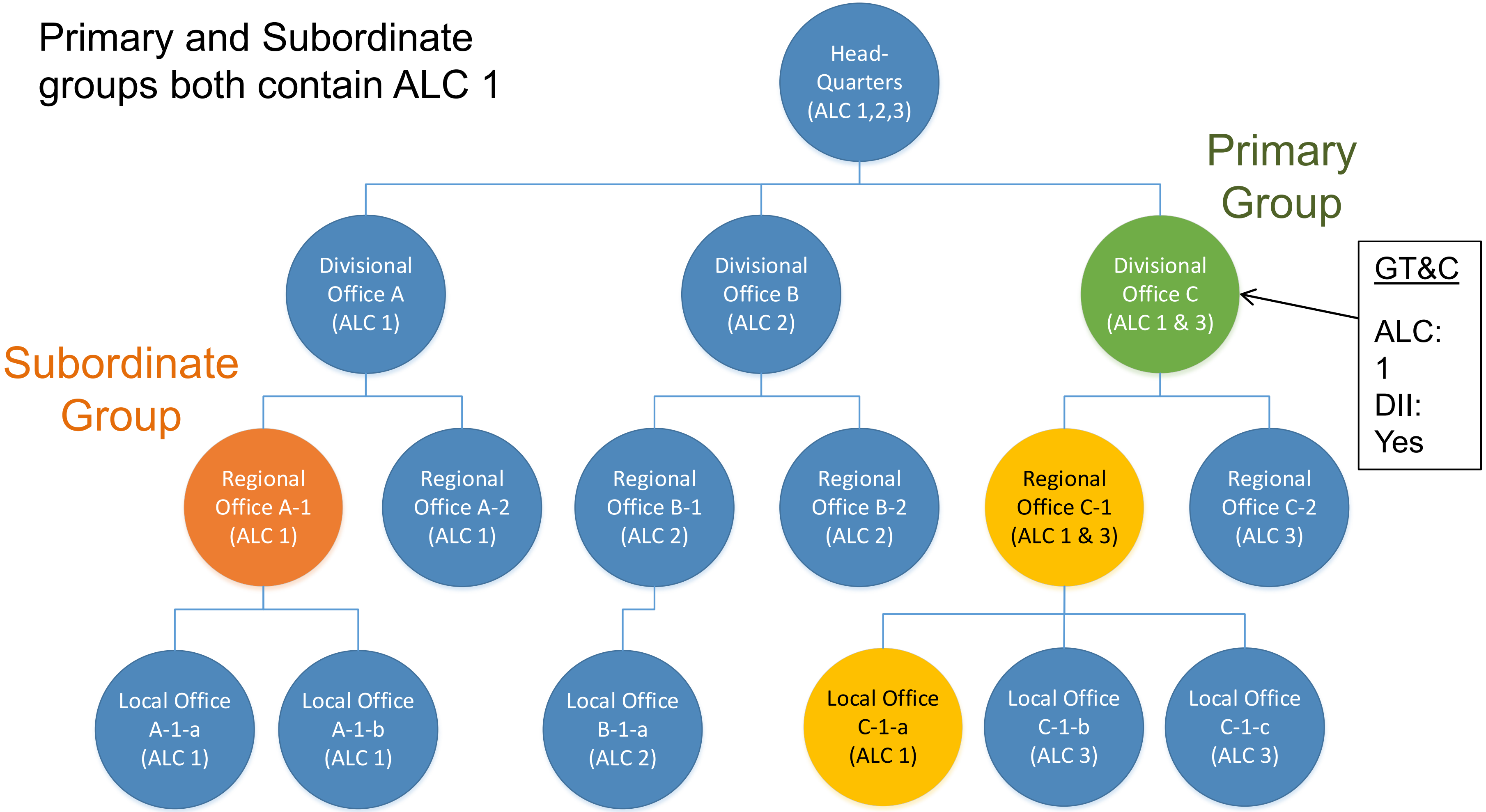
- GINV then removes the children groups below that group, because the children groups can already view the GT&C by normal view inheritance
- GINV also shows all other Groups outside the Primary Parent Group (and its children, so down the org) that have an overlap in ALC(s) selected

Extending GT&C Access Controls

- Allow other Group(s) in the organization to use a GT&C
- GT&C is still owned and maintained by a *Primary Group*
- Primary Group may share the agreement with one or more *Subordinate Groups* (aka, Subs)
  - Assignment of Subs is optional
  - Subs must reside in the same Agency Account as the Primary Group
  - GT&C Manager requires no access to Subordinate Groups
  - Subs must contain one or more of the GT&C's ALCs
  - Descendants of Subs do not have access to the GT&C through this primary/subordinate relationship
  - Subs may be updated via Admin Change or Modification

Sharing a GT&C with Subordinate Group

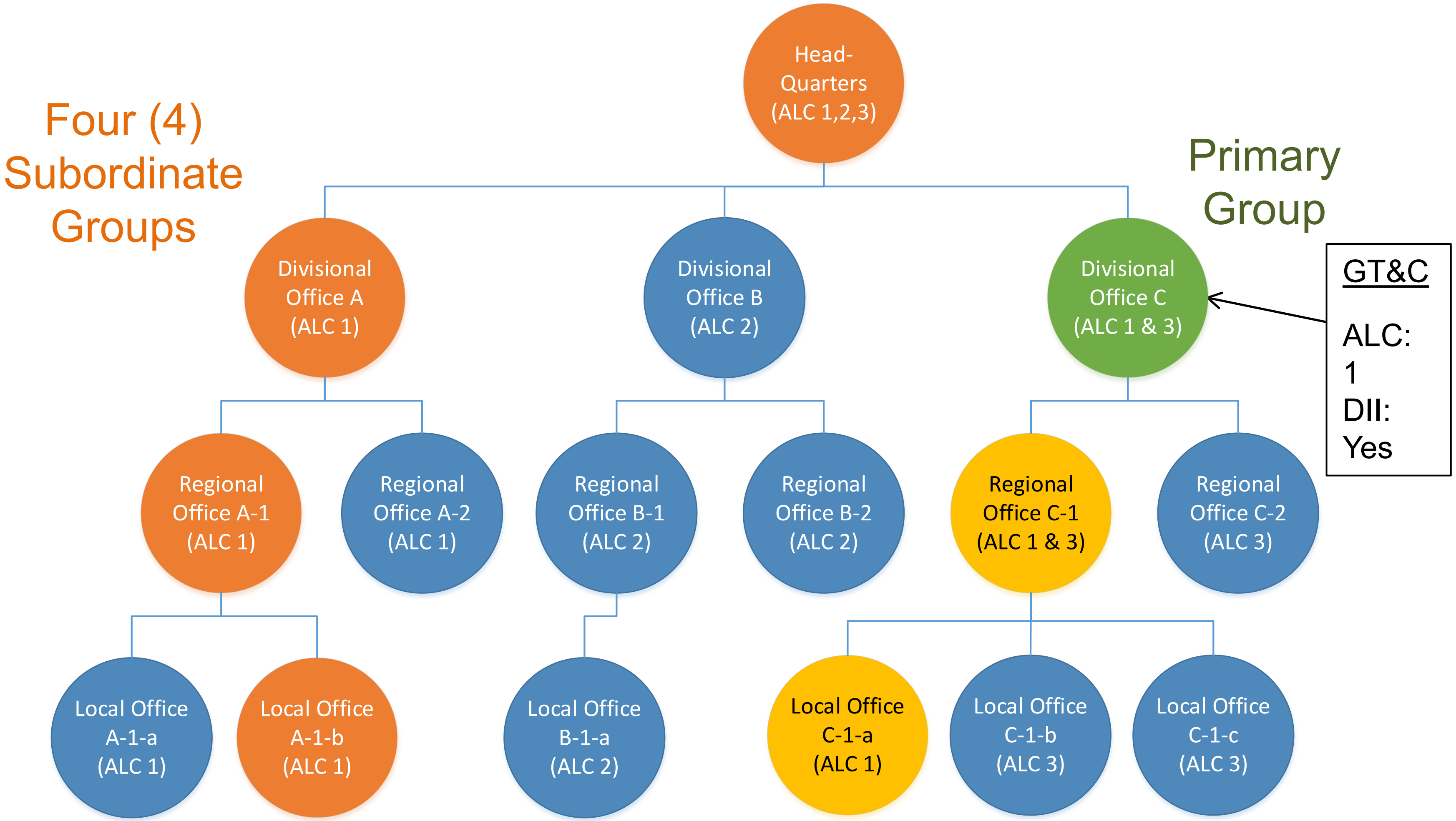
Primary and Subordinate groups both contain ALC 1



Descendants of Subordinate group are excluded

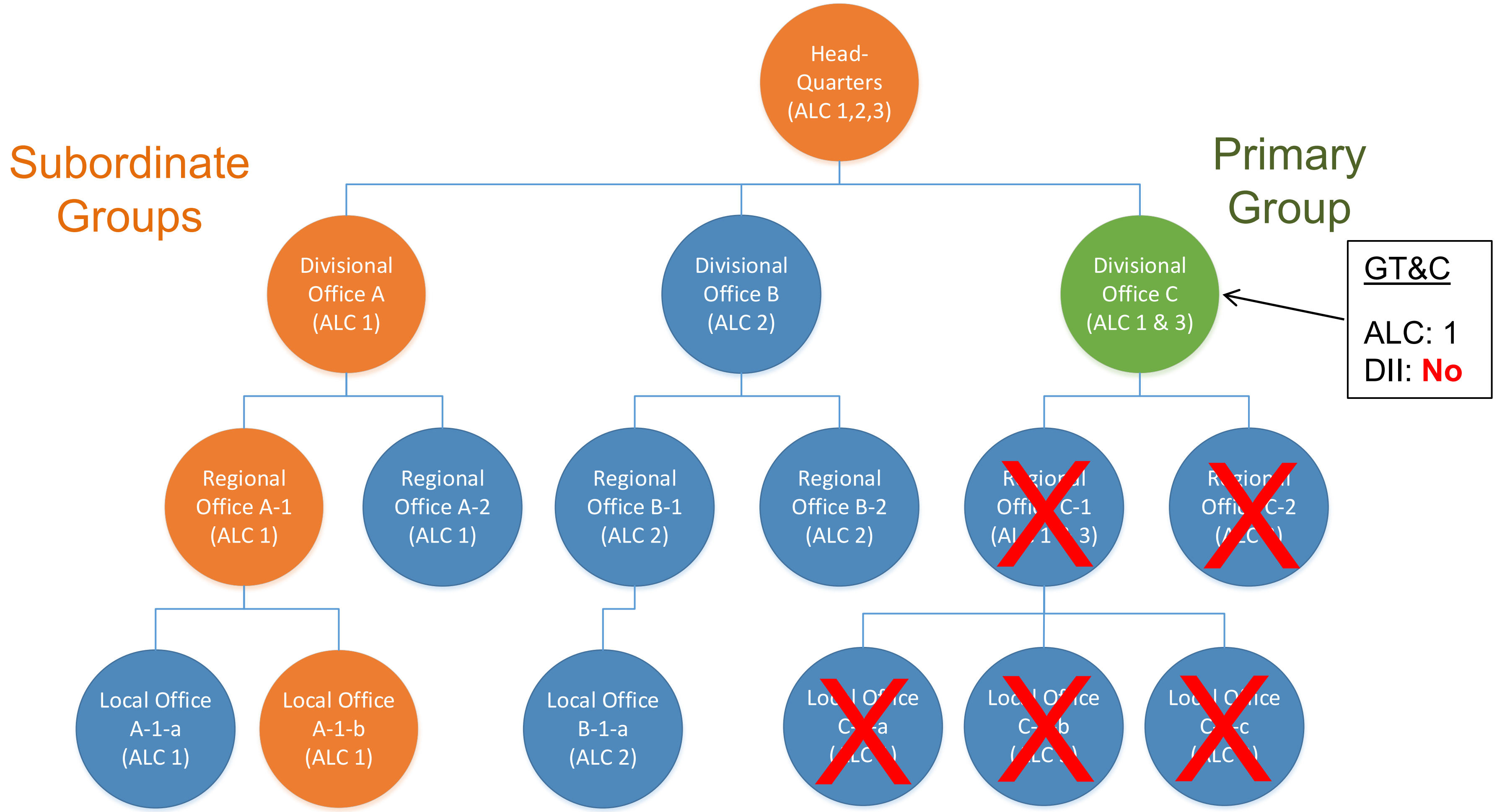
Descendants of Primary group not impacted

Multiple Subordinate Groups



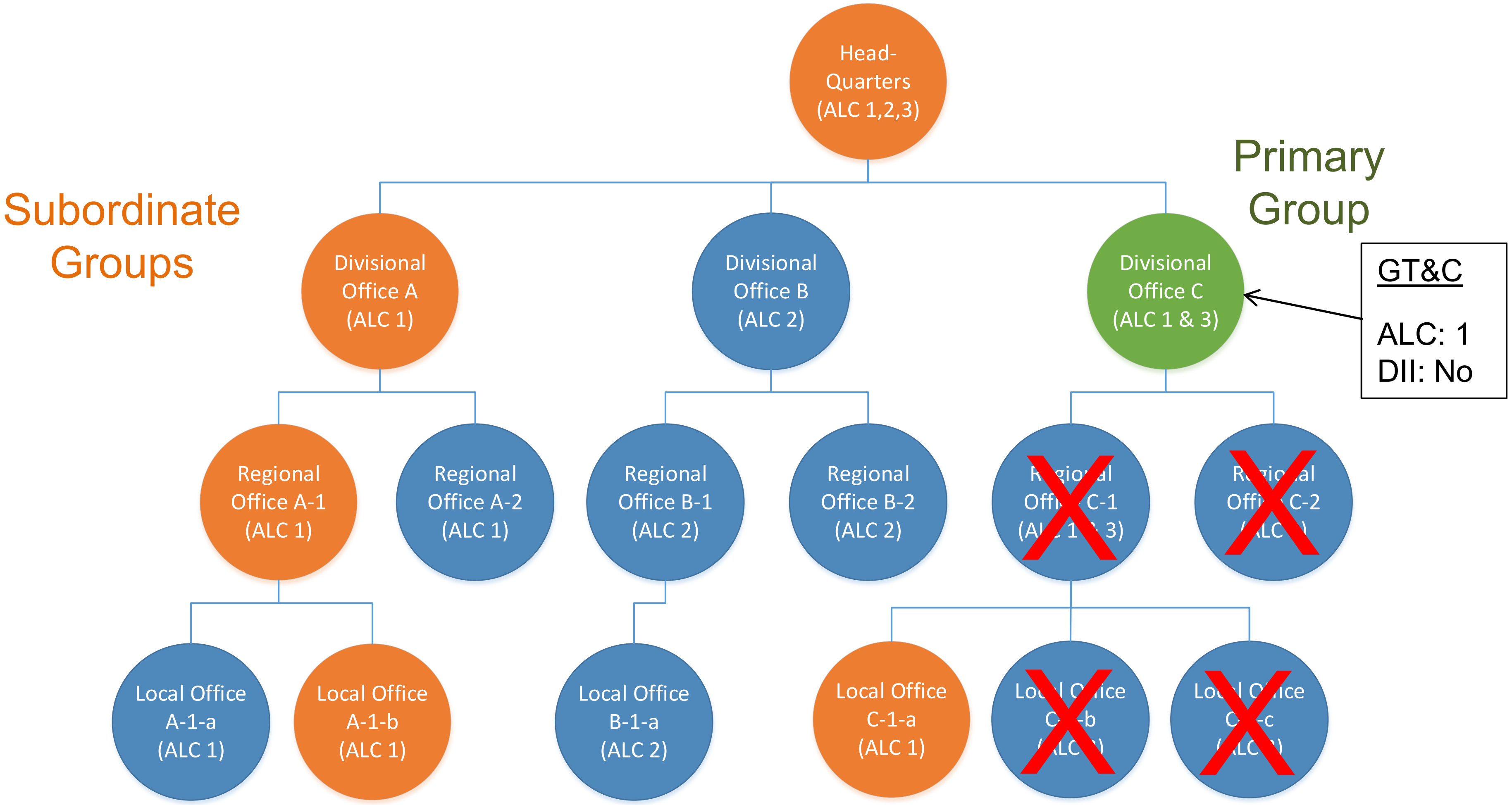
GT&C Manager in Divisional Office C does not require access to Subordinates

Combining the Two Access Controls #1



Document Inheritance Indicator used to block descendants of Primary Group

Combining the Two Access Controls #2



Subordinate Group assignment may override the Document Inheritance Indicator

Impact to System Interfaces

- **G-Invoicing APIs**
  - Pull Org (by GT&C Number will return all groups and ALCs eligible to create an Order under that GT&C
    - Eligible groups/ALCs will include extensions and limitations covered on prior slides
  - Pull GT&C (by GT&C Number) may be enhanced to include Subordinate Groups and Document Inheritance Indicator
    - Optional elements may be added to XML schema
- ERP vendors and interfacing agencies
  - Are encouraged to leverage G-Invoicing's Pull Org API
  - Agency systems not be concerned with DII and Subs unless they:
    - plan to reconstruct G-Invoicing's organizations
    - plan to duplicate G-Invoicing's rules used to determine which groups and ALCs are eligible to create an Order under a GT&C

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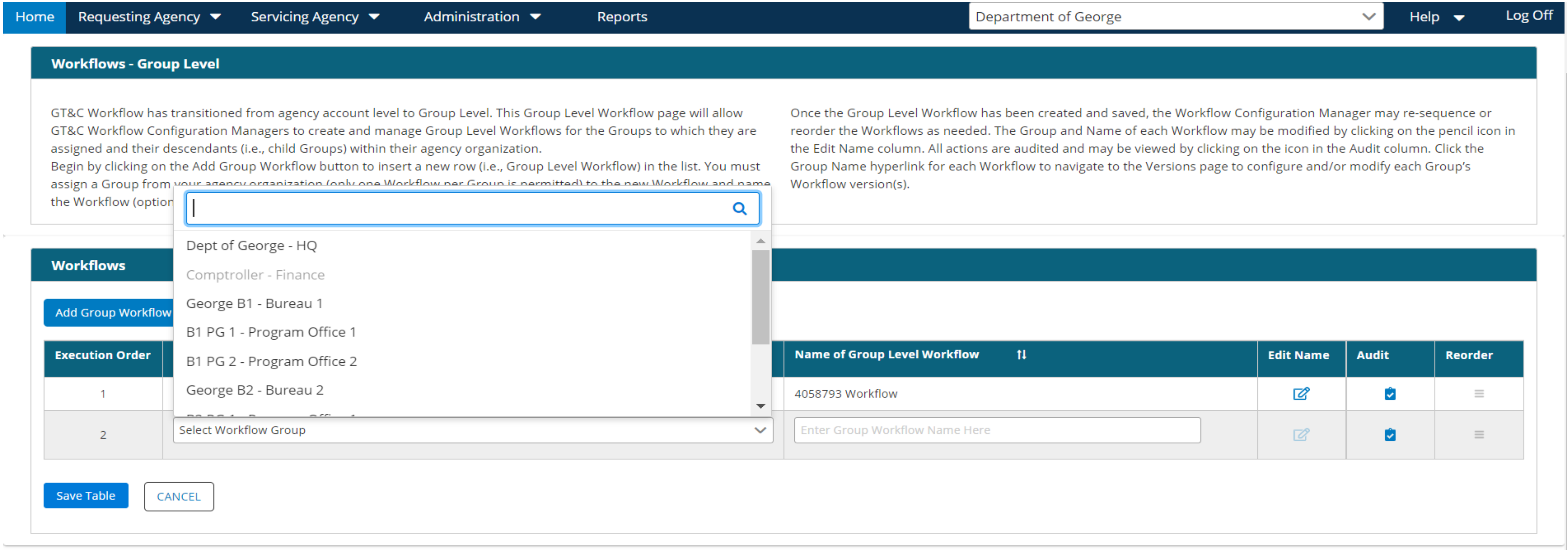
GT&C Workflow and Groups

GT&C Workflow

Group Level GT&C Rules

Workflow can now be customized per Org Group. When creating a new Workflow, the Workflow can be defined at an account wide level or by individual Org Groups



GT&C Workflow Roles

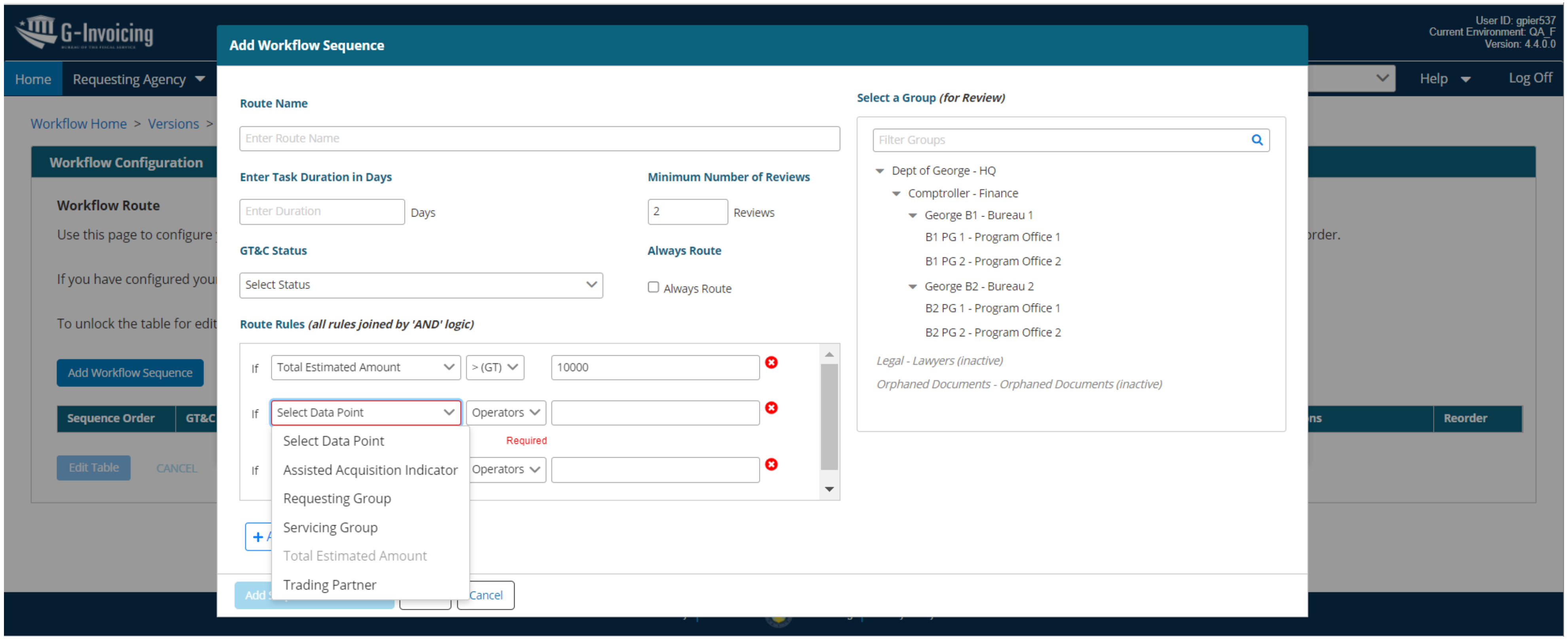
Workflow Configuration Manager role can be assigned to users for different groups they need to manage GT&C workflow for

- **GT&C Workflow Configuration Manager** role allows the users to setup and maintain workflow rules and sequences for the specific group it's paired with. The rules will be applied as required for all children groups below the group where the Workflow Configuration Manager initially established them

- **GT&C Workflow Reviewer** role allows the user to conduct workflow reviews on behalf of whichever groups they have paired with this role. The ability to conduct workflow reviews are not inherited by default for children group, rather this role has to be specifically assigned for each group the user needs to conduct review for. GT&C View access must be separately assigned to allow the user to view the GT&C to be able to conduct their reviews

GT&C Workflow Configuration

- ➢ Workflow Configuration Managers may add multiple rules/routing logic to a workflow sequence.
- ➢ All conditions must be true for the workflow step to be executed.



Assisted Acquisitions Series:

G-Invoicing Isn’t Scary

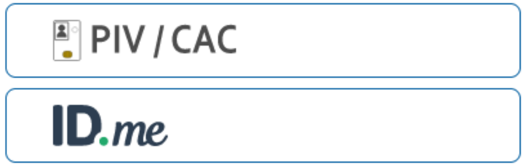
October 31, 2023 / Halloween Edition

G-Invoicing Resources

- G-Invoicing Administrator/Point of Contact
  - Agency policy
  - Training guidance
  - Support guidance
- Treasury Support Center
  - G-Invoicing enrollment
  - Access questions
  - Password resets

G-Invoicing Basics

- Request access from your agency administrator.
- Sign in using a trusted authentication provider (e.g., using a PIV or CAC card or online through ID.me).
- Maintain your system access – G-Invoicing logins expire after 120 days.



User Guide

TIP

Set a recurring calendar reminder every 90 days!

FEDLINK Manual IAA

FEDLINK INTERAGENCY/NAFI/CU AGREEMENT

INTERAGENCY AGREEMENT 2023-
between the LIBRARY OF CONGRESS and the
Member:

GENERAL TERMS AND CONDITIONS

___ Federal Agency ___ Non-Appropriated Fund Instrumentality(NAFI) ___ Commercial User

___ Tribal Government(TG)

1. PURPOSE

This FEDLINK Interagency/NAFI/CU Agreement (IAA) is a reimbursable agreement under which the Member requests and the Library of Congress FEDLINK program provides the following services: assisted acquisition of commercial information services, publications in any format, and library support services; related accounting services; and related education, information and support services. This document establishes general terms and conditions for the IAA. This IAA is a multiple order IAA.

2. ANNUAL ORDERS

This IAA will be supplemented by annual orders (Annual Orders) that state the Member's service requirements, obligate funding, and provide accounting information. Each Annual Order will include a Service Schedule that records the allocation of Member funds for one or more FEDLINK services requested by the Member.

3. AUTHORITY

The Member requests that FEDLINK provide the following services and allocates the funds obligated to this Annual Order as shown below:

Service ID and Description	Transfer Pay Service Dollars	FEDLINK Admin Fee	Total Obligated to FEDLINK
BZ-Books PreAward	$15,000.00	$900.00	$15,900.00
CR-Copyright Clearance Center, Inc.	$3,500.00	$210.00	$3,710.00
EH-EBSCO Publishing-(DE-03CSFC70101)	$40,640.00	$2,438.40	$43,078.40
EL-Elsevier B.V.	$23,290.67	$1,397.44	$24,688.11
IE-IEEE	$4,182.00	$250.92	$4,432.92
IZ-Electronic Resources	$23,000.00	$1,380.00	$24,380.00
SZ-Serials PreAward	$47,400.00	$2,844.00	$50,244.00
TOTAL TO TRANSFER IN ADVANCE:	$157,012.67	$9,420.76	$166,433.43

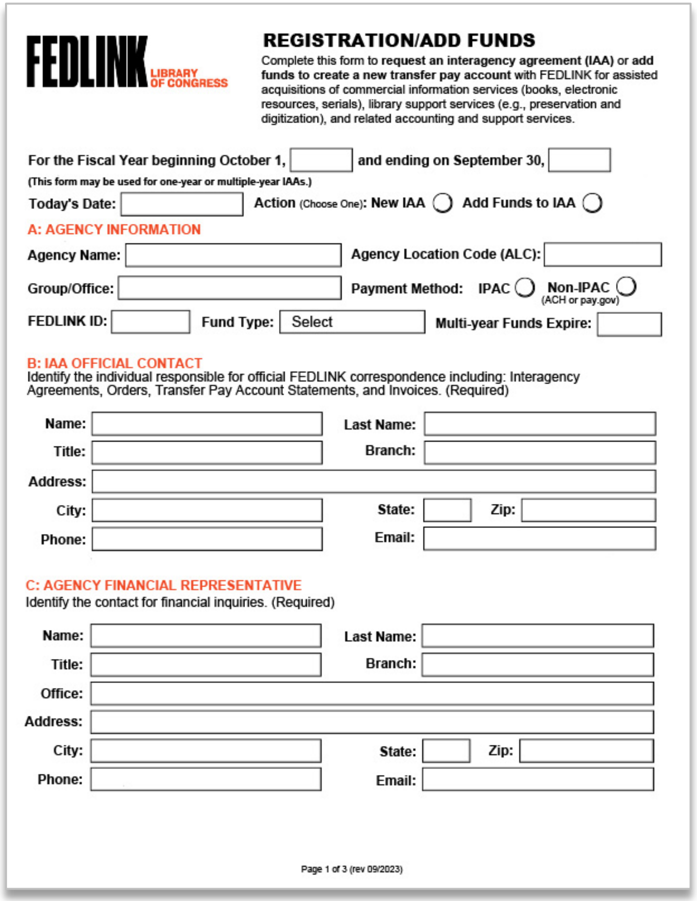
FEDLINK LIBRARY OF CONGRESS

Manual IAA vs G-Invoicing

Traditional IAA	G-Invoicing
• Uses FEDLINK-specific IAA.	• Uses government-wide forms. • 7600 A and 7600 B
• Includes FEDLINK GT&C in the document.	• Includes GT&C terms in the system. • Lists FEDLINK specifics on a GT&C addendum.

• Offers a multi-year IAA.
  • Up to 5 years
  • No dollars on GT&C
	• Offers a multi-year IAA.
	  • Up to 5 years
	  • Estimated amount required on GT&C

FEDLINK IAA Registration



FEDLINK LIBRARY OF CONGRESS

REGISTRATION/ADD FUNDS

Complete this form to **request an interagency agreement (IAA)** or **add funds to create a new transfer pay account** with FEDLINK for assisted acquisitions of commercial information services (books, electronic resources, serials), library support services (e.g., preservation and digitization), and related accounting and support services.

For the Fiscal Year beginning October 1, ____ and ending on September 30, ____
(This form may be used for one-year or multiple-year IAAs.)

Today's Date: ____ Action (Choose One): New IAA ◯ Add Funds to IAA ◯

A: AGENCY INFORMATION

Agency Name: ____ Agency Location Code (ALC): ____
Group/Office: ____ Payment Method: IPAC ◯ Non-IPAC ◯ (ACH or pay.gov)
FEDLINK ID: ____ Fund Type: Select Multi-year Funds Expire: ____

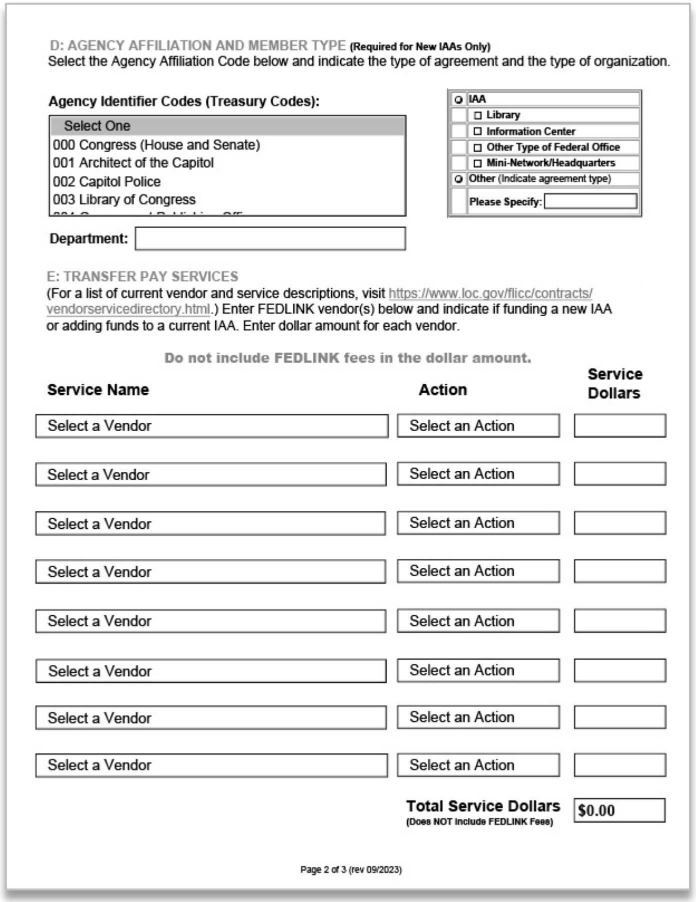
B: IAA OFFICIAL CONTACT
Identify the individual responsible for official FEDLINK correspondence including: Interagency Agreements, Orders, Transfer Pay Account Statements, and Invoices. (Required)

Name: ____ Last Name: ____
Title: ____ Branch: ____
Address: ____
City: ____ State: ____ Zip: ____
Phone: ____ Email: ____

C: AGENCY FINANCIAL REPRESENTATIVE
Identify the contact for financial inquiries. (Required)

Name: ____ Last Name: ____
Title: ____ Branch: ____
Office: ____
Address: ____
City: ____ State: ____ Zip: ____
Phone: ____ Email: ____

Page 1 of 3 (rev 09/2023)



D: AGENCY AFFILIATION AND MEMBER TYPE (Required for New IAAs Only)
Select the Agency Affiliation Code below and indicate the type of agreement and the type of organization.

Agency Identifier Codes (Treasury Codes):
Select One
000 Congress (House and Senate)
001 Architect of the Capitol
002 Capitol Police
003 Library of Congress

IAA
☐ Library
☐ Information Center
☐ Other Type of Federal Office
☐ Mini-Network/Headquarters
Other (Indicate agreement type)
Please Specify: ____

Department: ____

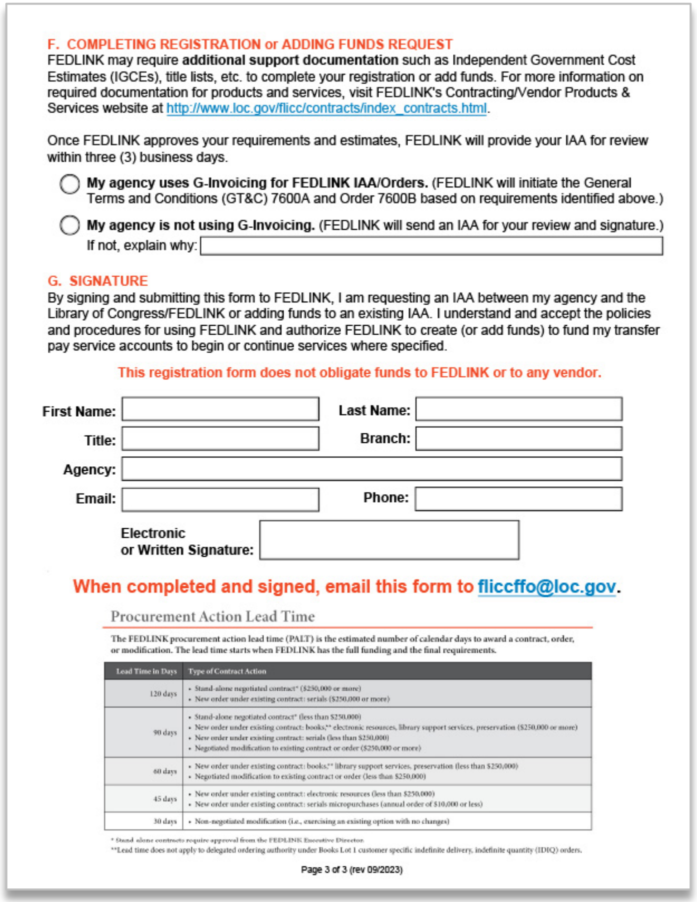
E: TRANSFER PAY SERVICES
(For a list of current vendor and service descriptions, visit https://www.loc.gov/flicc/contracts/vendorservicedirectory.html.) Enter FEDLINK vendor(s) below and indicate if funding a new IAA or adding funds to a current IAA. Enter dollar amount for each vendor.

Do not include FEDLINK fees in the dollar amount.

Service Name	Action	Service Dollars
Select a Vendor	Select an Action	
Select a Vendor	Select an Action	
Select a Vendor	Select an Action	
Select a Vendor	Select an Action	
Select a Vendor	Select an Action	
Select a Vendor	Select an Action	
Select a Vendor	Select an Action	
Select a Vendor	Select an Action	

Total Service Dollars (Does NOT include FEDLINK Fees) $0.00

Page 2 of 3 (rev 09/2023)



F. COMPLETING REGISTRATION or ADDING FUNDS REQUEST
FEDLINK may require **additional support documentation** such as Independent Government Cost Estimates (IGCEs), title lists, etc. to complete your registration or add funds. For more information on required documentation for products and services, visit FEDLINK's Contracting/Vendor Products & Services website at http://www.loc.gov/flicc/contracts/index_contracts.html.

Once FEDLINK approves your requirements and estimates, FEDLINK will provide your IAA for review within three (3) business days.

◯ **My agency uses G-Invoicing for FEDLINK IAA/Orders.** (FEDLINK will initiate the General Terms and Conditions (GT&C) 7600A and Order 7600B based on requirements identified above.)

◯ **My agency is not using G-Invoicing.** (FEDLINK will send an IAA for your review and signature.) If not, explain why: ____

G. SIGNATURE
By signing and submitting this form to FEDLINK, I am requesting an IAA between my agency and the Library of Congress/FEDLINK or adding funds to an existing IAA. I understand and accept the policies and procedures for using FEDLINK and authorize FEDLINK to create (or add funds) to fund my transfer pay service accounts to begin or continue services where specified.

This registration form does not obligate funds to FEDLINK or to any vendor.

First Name: ____ Last Name: ____
Title: ____ Branch: ____
Agency: ____
Email: ____ Phone: ____
Electronic or Written Signature: ____

When completed and signed, email this form to fliccffo@loc.gov.

Procurement Action Lead Time

The FEDLINK procurement action lead time (PALT) is the estimated number of calendar days to award a contract, order, or modification. The lead time starts when FEDLINK has the full funding and the final requirements.

Lead Time in Days	Type of Contract Action
120 days	• Stand-alone negotiated contract* ($250,000 or more) • New order under existing contract: serials ($250,000 or more)
90 days	• Stand-alone negotiated contract* (less than $250,000) • New order under existing contract: books,** electronic resources, library support services, preservation ($250,000 or more) • New order under existing contract: serials (less than $250,000) • Negotiated modification to existing contract or order ($250,000 or more)
60 days	• New order under existing contract: books,** library support services, preservation (less than $250,000) • Negotiated modification to existing contract or order (less than $250,000)
45 days	• New order under existing contract: electronic resources (less than $250,000) • New order under existing contract: serials micropurchases (annual order of $10,000 or less)
30 days	• Non-negotiated modification (i.e., exercising an existing option with no changes)

* Stand-alone contracts require approval from the FEDLINK Executive Director.
**Lead time does not apply to delegated ordering authority under Books Lot 1 customer specific indefinite delivery, indefinite quantity (IDIQ) orders.

Page 3 of 3 (rev 09/2023)

https://www.loc.gov/flicc/onlinedoc/FIT/Registration.pdf

Procurement Action Lead Times (PALTs)

The PALT starts when the IAA is signed and funded by the Agency.

Lead Time in Days	Type of Contract Action
120 days	• Stand-alone negotiated contract* ($250,000 or more) • New order under existing contract: serials ($250,000 or more)
90 days	• Stand-alone negotiated contract* (less than $250,000) • New order under existing contract: books,** electronic resources, library support services, preservation ($250,000 or more) • New order under existing contract: serials (less than $250,000) • Negotiated modification to existing contract or order ($250,000 or more)
60 days	• New order under existing contract: books,** library support services, preservation (less than $250,000) • Negotiated modification to existing contract or order (less than $250,000)
45 days	• New order under existing contract: electronic resources (less than $250,000) • New order under existing contract: serials micropurchases (annual order of $10,000 or less)
30 days	• Non-negotiated modification (i.e., exercising an existing option with no changes)

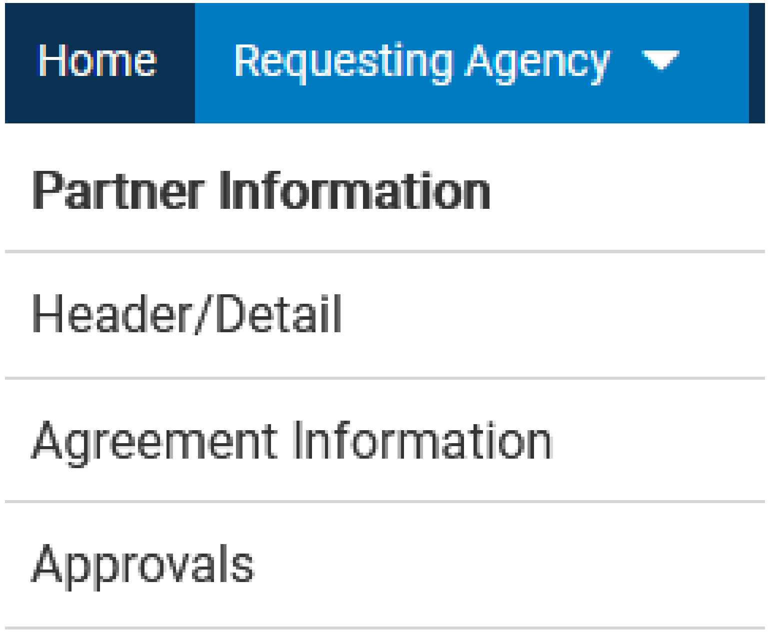
* Stand-alone contracts require approval from the FEDLINK Executive Director.

**Lead time does not apply to delegated ordering authority under Books Lot 1 customer specific indefinite delivery, indefinite quantity (IDIQ) orders.

https://www.loc.gov/flicc/contracts/index_contracts.html

General Terms and Conditions (GT&C)

GT&C Section Navigation



GT&C Agreement

Options for Creating a GT&C

FEDLINK or your agency can initiate a GT&C.

TIP

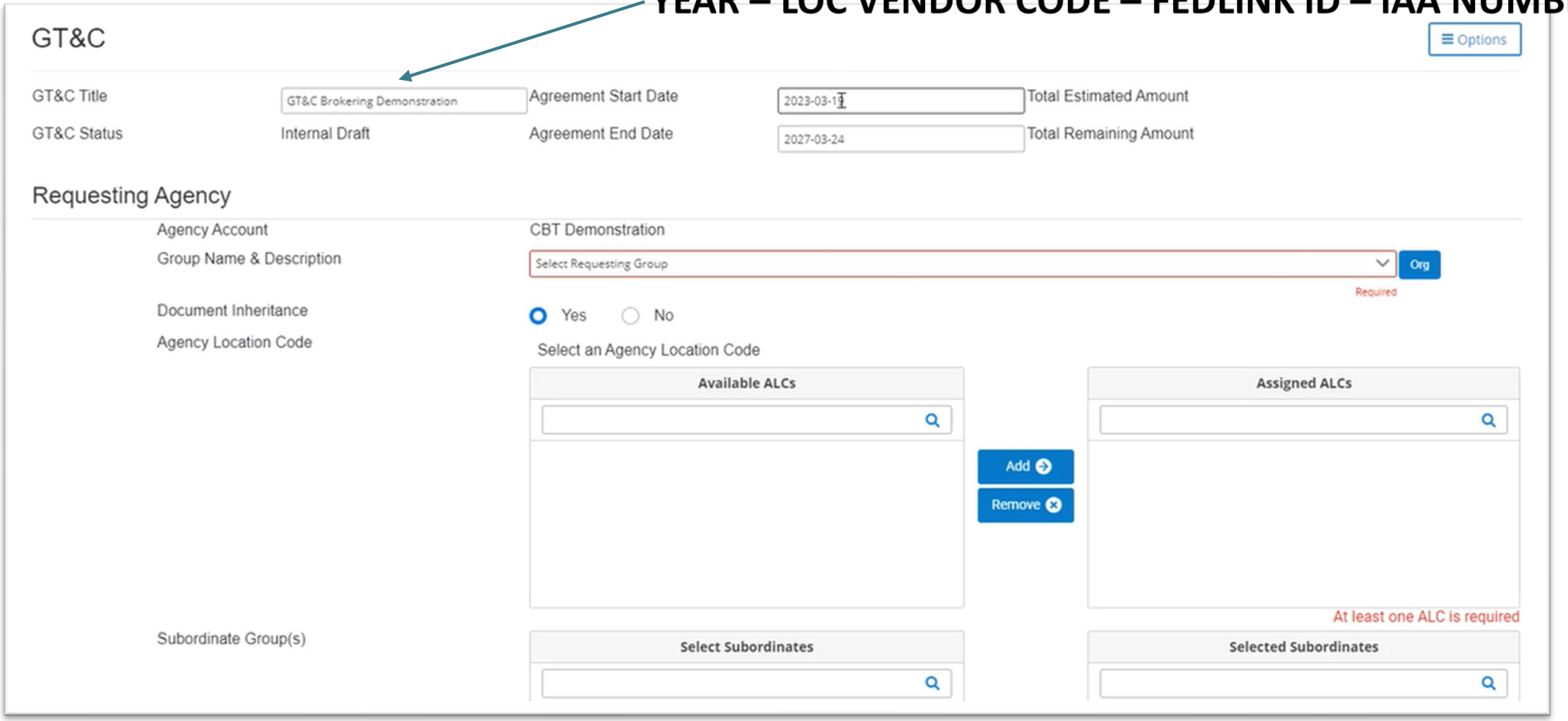
We recommend taking advantage of FEDLINK's services to initiate the GT&C.

- Reduces your amount of data entry in the system.
- Provides the advantage of familiarity with the system.
- Saves time – all requirements appear in the first draft.

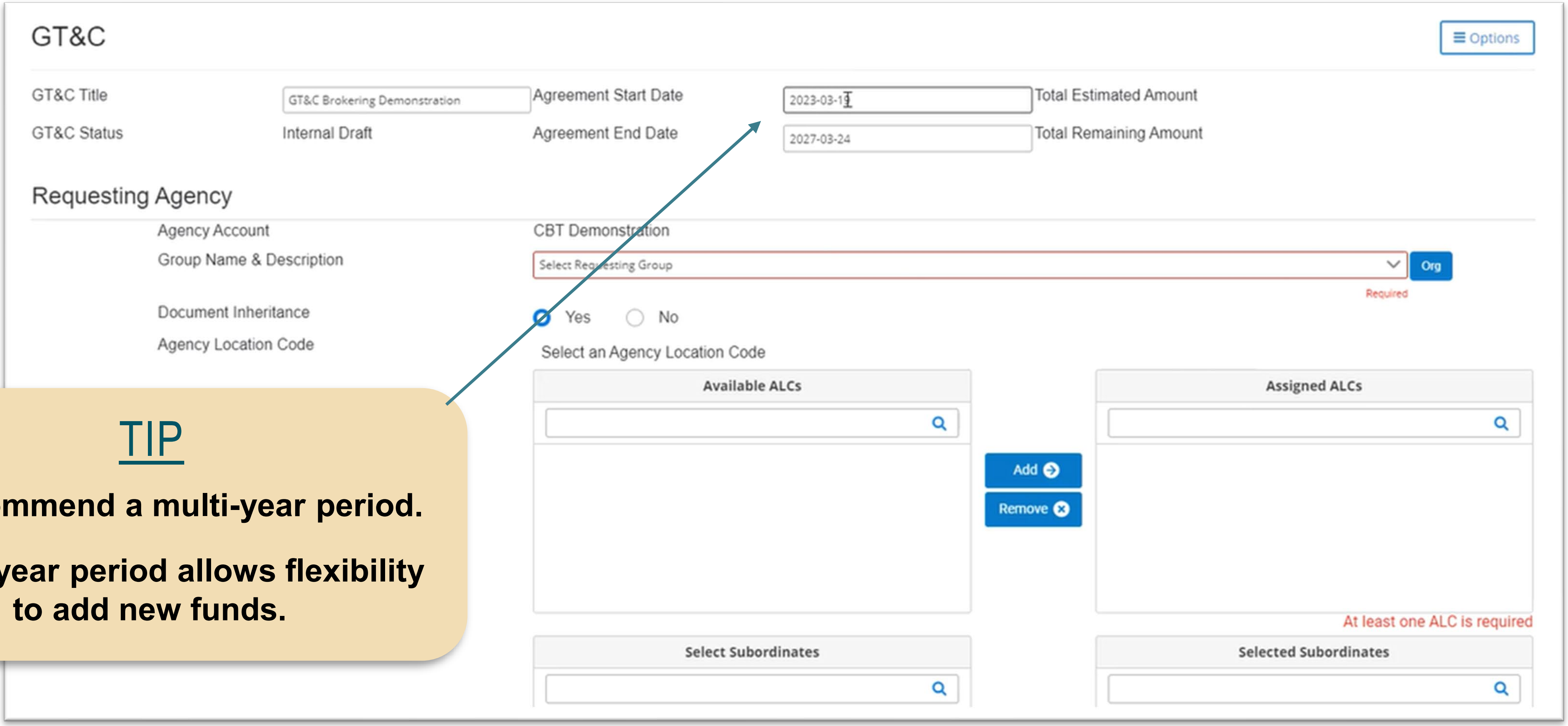
GT&C Partner Information Part 1

YY-######-AAAA-0000

YEAR – LOC VENDOR CODE – FEDLINK ID – IAA NUMBER



GT&C Partner Information Part 2



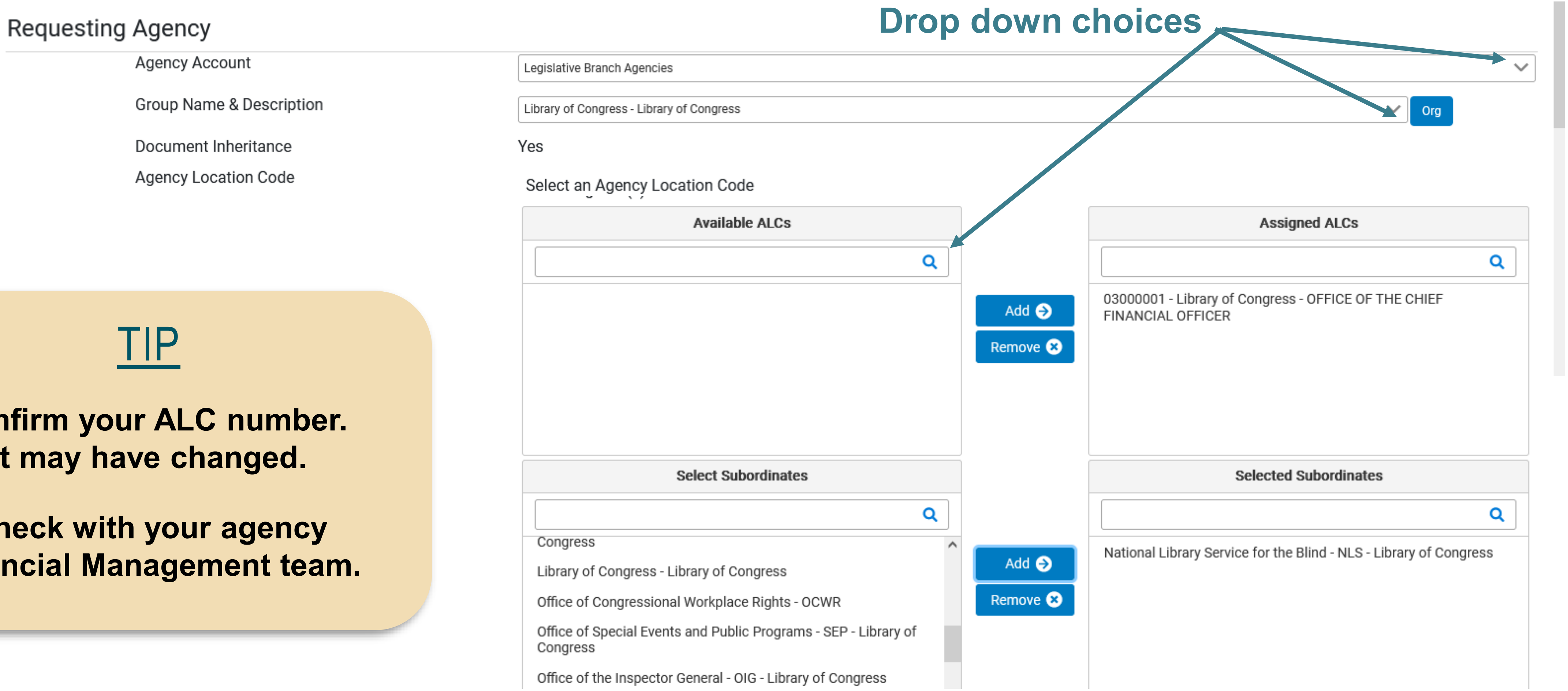
TIP

We recommend a multi-year period.

A multi-year period allows flexibility to add new funds.

GT&C Partner Information Part 3

Agency Location Code (ALC)



TIP

Confirm your ALC number.
It may have changed.

Check with your agency Financial Management team.

GT&C Header Detail Part 1

Header Detail

Business Application	Standard Order Processing - Agreement used to create standard (BIO/SFO) Orders
Order Originating Partner Indicator	
Requesting Agency Agreement Tracking Number	
Servicing Agency Agreement Tracking Number	
Termination Days	
Agreement Type	
Advance Payment Indicator	Yes
Assisted Acquisition Indicator	Yes
Enforce Total Remaining Amount Indicator	Yes

TIP

Select “Standard Order Processing” from the drop down list. EZ is not available in FY2024 with FEDLINK.

GT&C Header Detail Part 2

Header Detail

Business Application	Standard Order Processing - Agreement used to create standard (BIO/SFO) Orders
Order Originating Partner Indicator	Servicing Agency
Requesting	
Servicing	G24-123445-ABCD-0000
Terminat	60
Agreeme	Multiple
Advance	Yes
Assisted	Yes
Enforce T	Yes

TIP

Servicing = FEDLINK

We recommend FEDLINK as the order initiating partner. We can accommodate the requesting agency.

Changes to this field require a whole new GT&C.

GT&C Header Detail Part 3

Header Detail

Business Application	
Order Originating Partner Indicator	
Requesting Agency Agreement Tracking Number	
Servicing Agency Agreement Tracking Number	
Termination Days	60
Agreement Type	Multiple
Advance Payment Indicator	
Assisted Acquisition Indicator	
Enforce Total Remaining Amount Indicator	

60

MULTIPLE ORDERS

TIP

While a 60-day timeline is recommended, this timeline is not limited.

We recommend multiple orders to save time if additional orders are needed later.

GT&C Header Detail Part 4

= Required

Header Detail

Business Application	Standard Order Processing - Agreement used to create standard (BIO/SFO) Orders
Order Originating Partner Indicator	Servicing Agency
Requesting Agency Agreement Tracking Number	
Servicing Agency Agreement Tracking Number	G24-123445-ABCD-0000
Termination Days	60
Agreement Type	Multiple
* Advance Payment Indicator	Yes
* Assisted Acquisition Indicator	Yes
Enforce Total Remaining Amount Indicator	

Both fields must be "Yes."

GT&C Locked Boxes

TIP

Selection cannot be changed after GT&C is shared.

Assisted Acquisitions Indicator (Required)	Select **Yes** or **No** from the drop-down menu. If 'Yes' is selected, then the **Assisted Acquisitions** field in the Agreement Information section of the GT&C is required to be filled out. **Note**: Once a GT&C has been moved to a Shared Draft status, this indicator cannot be edited/updated/modified in any way.	Block #8 GT&C Header
Assisted Acquisitions (Conditional)	This is required with an Assisted Acquisition Agreement. Enter the names of organizations authorized to request acquisition assistance for the Order, up to 4,000 alphanumeric characters. **Note**: Once the GT&C has moved to a Pending Approval status, this field cannot be edited/updated/modified in any way.	Block #17 (Requesting Agency) and Block #18 (Servicing Agency) GT&C Agreement

Requester must provide a response. Text cannot be changed after GT&C is shared.

Contact FEDLINK before entering any alternative text. Any changes require a new GT&C.

GT&C Header Detail Part 5

Header Detail

Business Application	Standard Order Processing - Agreement used to create standard (BIO/SFO) Orders
Order Originating Partner Indicator	Servicing Agency
Requesting Agency Agreemen	
Servicing Agency Agreement	G24-123445-ABCD-0000
Termination Days	60
Agreement Type	Multiple
Advance Payment Indicator	Yes
Assisted Acquisition Indicator	Yes
Enforce Total Remaining Amount Indicator	Yes

TIP

Enforce Total Remaining Amount Indicator can be "Yes" or "No."

If "Yes" is selected, G-Invoicing will not allow order total to exceed the GT&C total.

GT&C Agreement Information

TIP

FEDLINK completes the "Servicing Agency" fields.

GT&C: A2310-003-003-031921.0

GT&C Title	G24-123456-AAAA-0000	Agreement Start Date	2023-10-01	Total Estimated Amount	$1,040,000.00
GT&C Status	Open	Agreement End Date	2027-09-30	Total Remaining Amount	$0.00

Agreement Information

	Requesting Agency	Servicing Agency
Explanation of Overhead Fees and Charges		Transfer Pay fee is 6.00% for each Inter-agency Agreement (IAA) with ser vice dollars totaling less than $500,000 OR 4.00% on service dollars total ing $500,000 or more.
Scope		
Roles	Will provide funding. Will notify FEDLINK of changed requirements.	FEDLINK program provides the following services: assisted acquisition o f commercial information services, publications in any format, and librar y support services; related accounting services; and related education, in formation and support services.
Restrictions		
Assisted Acquisitions	FEDLINK: Section 103 of P.L. 106-481 (2 U.S.C. section 182c)	Section 103 of P.L. 106-481 (2 U.S.C. section 182c) FEDLINK program pr ovides the following services: assisted acquisition of commercial inform ation services, publications in any format, and library support services; re lated accounting services; and related education, information and suppo rt services.
Clauses		See attached FEDLINK GT&C Addendum.

TIP

This field is mandatory. Use FEDLINK language or name of agency authorized to use assisted acquisitions.

FEDLINK Required GT&C Text

GT&C Agreement

Roles	FEDLINK program provides the following services: assisted acquisition of commercial information services, publications in any format, and library support services; related accounting services; and related education, information and support services.

Assisted Acquisitions	Section 103 of P.L. 106-481 (2 U.S.C. section 182c) FEDLINK program provides the following services: assisted acquisition of commercial information services, publications in any format, and library support services; related accounting services; and related education, information and support services.

Servicing Clauses	See attached FEDLINK GTC Addendum.

GT&C Reminders

GT&C Agreement

- **Don’t** reference the **Economy Act.**
  - **FEDLINK is a revolving fund** – Economy Act does not govern the transaction when an intragovernmental revolving fund statute provides specific authority for funds to be transferred.

  General Accountability Office. B-301561, June 14, 2004.

- **Don’t** add activities for FEDLINK when you complete the requester’s role or assisted acquisitions.

18.	Requesting Assisted Acquisitions	Funding will be obligated using standard agency practices under terms and condition consistent with Unites States Government regulations and processes. The Servicing Agency is solely responsible for all required pre-award activity, including but not limited to acquisition strategy, the procurement process and the terms and conditions of any contract or other vehicle necessary to fulfill the requirements of this IAA; for contract award; and for contract administration, including but not limited to acceptance and inspection.

TIP

FEDLINK does NOT accept or inspect goods or services.

GT&C Approvals

GT&C: A2310-003-003-031921.0

GT&C Title	G24-123456-AAAA-0000	Agreement Start Date	2023-10-01
GT&C Status	Pending Approval	Agreement End Date	2027-09-30

Approval

Initial Approval

	Requesting Agency
Name	MARIA THOMPSON
Title	Financial Manager
Email	marthompson@loc.gov
Phone	2027079307
Fax	

TIP

This information is pulled in from your profile:

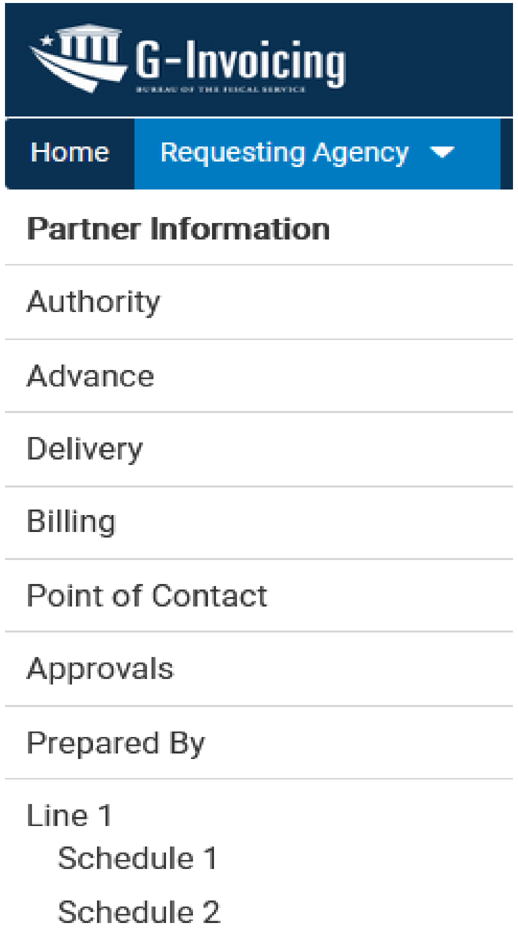
Phone numbers

- **No dashes**
- **No parentheses**

Do NOT enter a fax number. Leave the box empty.

G-Invoicing Orders

Order Section Navigation



Order Authority

Order Essentials

- If requested, FEDLINK can initiate the order for your agency.
- The agency that initiates the order is established on the GT&C. Any agency change will require a new GT&C.
- Order preparation begins when the GT&C is approved.
- Once approved, GT&C becomes “open.”

Order Authority

Order Authority

Servicer (FEDLINK) Orders

Statutory Authority

Statutory Authority Fund Type Code	Revolving Fund
Statutory Authority Fund Type Title	FEDLINK
Statutory Authority Fund Type Citation	2 U.S.C. section 182c

Order Delivery

FEDLINK is **ALWAYS** the “FOB Source.”

Delivery

FOB Point	Source/Origin

Order Billing

TIP

FEDLINK requires advance payment.
Select “Other” and enter “Payment is due upon receipt of the signed annual order.”

Billing

Billing Frequency	Other
Billing Frequency Explanation	Payment is due upon receipt of the signed annual order
Priority Order Indicator	
Capital Planning and Investment Control	No

Order Lines and Schedules

- **One Line / Two Schedules***
  - **Normal** Line – FEDLINK administrative fees (not refundable)
  - **Advance** Line – Service dollars (refundable)

Order Status	Open
GTC#	A2310-003-003-031921.0
Assisted Acquisitions Indicator	Yes
In-Flight Order Indicator	No

Line#	Status	Item Code	Description
1	Active	9999 - MISCELLANE...	TOTAL SERVICE I

Schedule #	Status
1	Active
2	Active

---

* FEDLINK recommends this simplified structure for streamlined assisted acquisitions.

TIP

FEDLINK sends monthly reports (also see “Performance”).

Order Lines and Schedules

Multiple Treasury Account Symbols (TAS)

Requesting Agency

SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB
		190	2023	2023		0800	000

Requesting Agency

SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB
		190			X	0101	000

FEDLINK Preferred Arrangement

One Line: Use multiple schedules under the Line to identify funding.

- **Non Advance Line** – Administrative Fees (TAS A)
- **Non Advance Line** – Administrative Fees (TAS B)

- **Advance Line** – Service Dollars (TAS A)
- **Advance Line** – Service Dollars (TAS B)
- **Advance Line** – Service Dollars (TAS C)

TIP

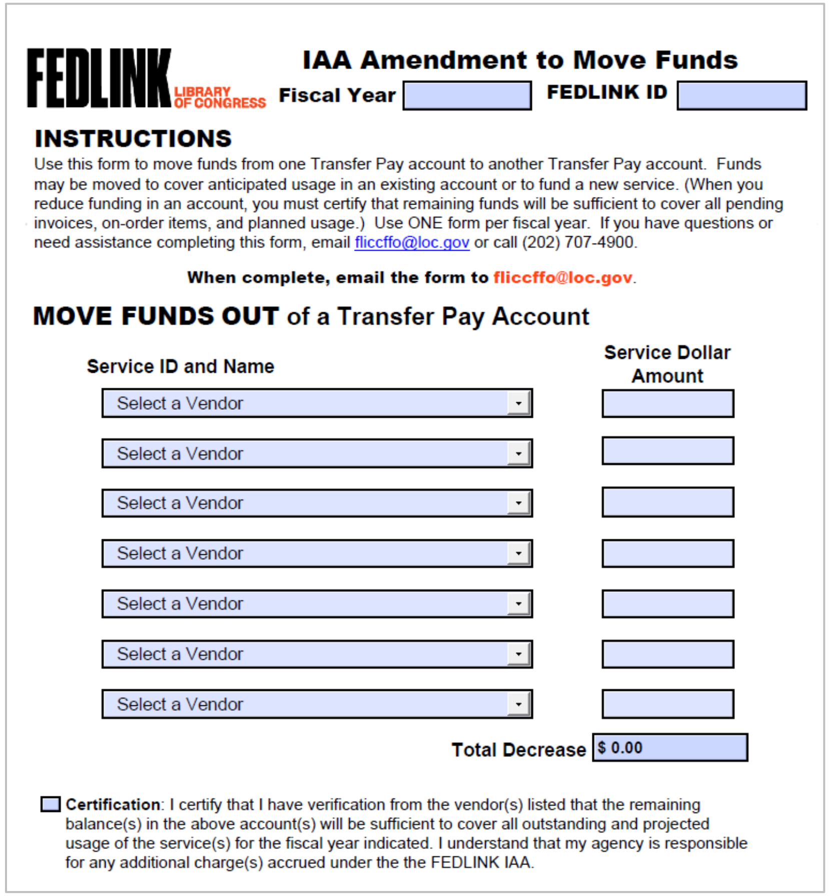
Be sure to identify the TAS for each product.

Frequently Asked Questions

- **What should we do if our fiscal office can’t process the G-Order?**
  - Switch to a manual IAA.
  - Cancel in process G-Invoicing orders.
  - Cancel or hold the GT&C for use in a later year (if you selected a multi-year Period of Performance).
- **Can we do a GT&C so we get scorecard credit?**
  - No.
- **Why are the FEDLINK fees on a non advance line?**
  - FEDLINK fees are not refundable. These fees are for pre-agreement work (e.g., negotiating with vendors, assisting with requirements development, creating and amending customer agreements, etc.).

Frequently Asked Questions (continued)

- **How do I move funds in G-Invoicing?**
  - Use the Move Funds form and email to fliccffo@loc.gov. **(FEDLINK does not adjust lines in G-Invoicing.)**
  - FEDLINK tracks funds in its accounting system.



FEDLINK LIBRARY OF CONGRESS

IAA Amendment to Move Funds

Fiscal Year ____ **FEDLINK ID** ____

INSTRUCTIONS

Use this form to move funds from one Transfer Pay account to another Transfer Pay account. Funds may be moved to cover anticipated usage in an existing account or to fund a new service. (When you reduce funding in an account, you must certify that remaining funds will be sufficient to cover all pending invoices, on-order items, and planned usage.) Use ONE form per fiscal year. If you have questions or need assistance completing this form, email fliccffo@loc.gov or call (202) 707-4900.

When complete, email the form to fliccffo@loc.gov.

MOVE FUNDS OUT of a Transfer Pay Account

Service ID and Name	Service Dollar Amount
Select a Vendor	
Select a Vendor	
Select a Vendor	
Select a Vendor	
Select a Vendor	
Select a Vendor	
Select a Vendor	

Total Decrease $ 0.00

☐ **Certification**: I certify that I have verification from the vendor(s) listed that the remaining balance(s) in the above account(s) will be sufficient to cover all outstanding and projected usage of the service(s) for the fiscal year indicated. I understand that my agency is responsible for any additional charge(s) accrued under the the FEDLINK IAA.

https://www.loc.gov/flicc/onlinedoc/FIT/MoveFunds.pdf

TIP

Move Funds transactions appear in your monthly report.

Frequently Asked Questions (continued)

- **How do I submit my Military Interdepartmental Purchase Request (MIPR)?**
  - A MIPR is not needed.
- **Do I submit quotes as attachments?**
  - Submit your quotes by email (fliccffo@loc.gov) with your Registration form.
  - FEDLINK does not require quotes as attachments in G-Invoicing.
- **How do I add funds later in the year?**
  - If you selected **multiple orders** on the GT&C, create a new order.
  - If you selected a **single order** GT&C, create a new GT&C and a new order.

Performance

Initial Performance

- FEDLINK is FOB Source.
- After order is approved, FEDLINK begins work.
  - FEDLINK collects normal and advance funds upfront.
- Funds transfer immediately by IPAC.
- Service dollars appear in Advance Account.

What Is a Performance Adjustment?

A performance adjustment reflects a payment to a third party vendor for the services ordered by the customer. FEDLINK reports the payment in G-Invoicing and reduces the balance on the original Advance Line.

Advance

Advance Revenue Recognition Methodology	Monthly

TIP

FEDLINK sends monthly electronic statements with copies of the invoices attached.

Can Lines Be Modified in G-Invoicing?

- An **Order Line** cannot be canceled if there is performance against it.
  - Reduce the Line to the amount used.
- An **Order Schedule** cannot be canceled if there is performance against it.
  - Reduce the Schedule to the amount used.
- The **Order Schedule Quantity** cannot have a performance type balance below zero.

Questions and Answers

Contact us:

fliccffo@loc.gov

More information:

www.loc.gov/flicc

G-Invoicing FAQ