Frequently Asked Questions

1. What are the process steps in transacting an Order through G-Invoicing?

A: The first step in transacting an Order through G-Invoicing is to create a General Terms and Conditions (GT&C) document. This is done in the Treasury G-Invoicing portal.

The second step is to create an Order referencing the GT&C. If your accounting system has an interface to G-Invoicing, you would create the Order in your accounting system. Otherwise, you would create the Order in Treasury G-Inv. You need to determine if you are a performer or a grantor when creating the Order. A Grantor would generally create a Buyer-Initiated-Order (BIO). A Performer would create a Seller Facilitated Order (SFO).

The third step is to approve the Order and send it over to the other side (either a performer or a grantor). The other side then needs to approve the order.

Once the Order is approved by both the grantor and the performer, the order moves to an ‘Open’ Status. It then is available for further transactions.

1. What are the acronyms used in G-Invoicing

A: Delivered/Performed is D/P, Received/Accepted is R/A. GT&C is General Terms and Conditions.

1. What are the different documents created in G-Invoicing.

A: The documents created in G-Invoicing are GT&C, Order, Performance, Deferred Performance and Settlement.

1. What are the different types of performance

A: When we say “Performance”, it could be Delivered/Performed, Received/Accepted, Negative Performance.

1. What is a negative performance?

A: A negative performance is a transaction that is used when you need to ‘undo’ a previously accepted performance. For example, the performer sent a ‘Delivered/Performed’ transaction for 10 units at $10 each for a total value of $100. You accepted the D/P and then you determined that 2 units were defective. You have a choice at this stage. You could contact the seller and ask to be sent a credit memo for $20 or you could initiate a negative performance for $20 referencing the original performance. The Order cannot be closed until all the performances are reconciled.

1. When should I use a negative performance?

A: It is generally better to use a negative performance when you have reached out to the seller and there is a delay in the seller creating a credit memo. In that scenario you should consider creating a negative credit memo.

1. What are the steps following a negative performance?

A: After you create a negative performance, the seller is required to issue you a credit memo to match the negative performance. The Order cannot be closed until the performances

1. What is the purpose of specifying FOB point?

A: Treasury G-Invoicing requires an agency to specify an FOB point for the purpose of determining when the settlement occurs. Settlement occurs when a bill (or Performance) is paid out by Treasury on behalf of the grantor. If the order specifies “FOB Source”, then the settlement occurs immediately upon receipt of the Performance. If the order specifies “FOB Destination”, then the settlement only occurs after the grantor has performed a ‘Receipt/Acceptance’.

1. Does IPAC go away with G-Invoicing?

A: IPAC does not truly go away. However, on Intra-Governmental Transactions (IGT), Treasury G-Invoicing will interface with IPAC and pay/collect on behalf of IPAC. As such the bulk-file upload to IPAC will become unnecessary.

1. In SAP, I create a Purchase Requisition and then a Purchase Order. Is there an equivalent of SAP Purchase Requisition in Treasury G-Invoicing?

A: In the standard SAP delivery of G-Invoicing there is no equivalent of a SAP Purchase Requisition in G-Invoicing. The SAP Purchase Order created from the Purchase Requisition is the equivalent of Treasury G-Invoicing Order. However, an agency implementation of SAP G-Invoicing may involve use of a Purchase Requisition prior to creating a Purchase Order.

1. If I am using SAP G-Invoicing what are the process steps?

Answer: the first step is to make sure that the GT & C has been pulled into SAP. The next step is to determine if you are acting as a grantor and creating a buyer initiated order or if you are acting as a performer and creating a seller facilitated order. In the case of a buyer initiated order, you will create a purchase order in SAP. The purchase order automatically posts an obligation in the background. You can configure the system to not post an obligation until the performer has approved the order. Once the purchase order is created, you will sync the order to the hub and from the hub to G invoicing treasury. Once treasury receives the G invoicing order it generates a G invoicing number. You need to sync the G invoicing number into SAP and update the purchase order so that the purchase order is now linked to the Treasury G-invoicing Order.

As a parallel step the Treasury G-invoicing order is sent over to the performer. If the performer is also using SAP, the Treasury G-invoicing order is pulled into the hub. On the performer side hub, it is required that the performer perform an initial approval of the order. The order is then pulled into ERP. The performer is then required to review the order in ERP, fill in any missing information and perform a second approval. In ERP it is required that there be two signatures performing the approval. One is the funding official and the second is the Program official. Once the ERP order is approved, it is synced back to the hub and from the hub to Treasury G-invoicing. Treasury then sends the performer approved order to the grantor. The order is then sent to the hub and from the hub to ERP.

This completes the cycle of creating an Order.

1. I what is the difference between a buyer initiated order and a seller facilitated order

A: A buyer initiated order is started by a grantor issuing a purchase order that is then sent to treasury and from treasury sent over to the seller to except. A seller facilitated order originates from the seller and is sent over to treasury and then to the buyer for acceptance. Any modifications to a buyer initiated order are initiated by the buyer. Any modifications to a seller initiated order are initiated by the seller.

1. From a business process perspective, who is a program official, and who is a funding official.

A: a program official is one who understands the requirements behind a procurement action, either as a buyer, or as a seller. In contrast, a funding official is the one who ensures that there is adequate funding available, and from a treasury guidelines and agency perspective

Is following all regulations.

1. Who is trading partner in G-Invoicing

A: a trading partner is a term used to identify the party with whom inter-governmental transactions are being conducted.

1. How do I identify if a government agency with whom I am doing business is ready to transact in treasury G invoicing?

A: treasury maintains a trading partner readiness workbook on its website, which is frequently updated and is available to determine if a particular government agency is ready to transact in treasury G invoicing.

1. If I am a buyer, what are the transactions that precede settlement?

A: As a buyer I first need to have an order with the seller in an open status. Then the seller would issue a bill also called a delivered/performed through treasury. Once the bill is received, depending on whether the order is FOB source or FOB destination, a receipt/acceptance is required. For orders that are FOB source, there is no receipt/acceptance. If the order is FOB destination, then for every delivered/performed, receipt/acceptance needs to be performed. Once the delivered/performed or the receipt/acceptance is synced to treasury, settlement occurs and cash is transferred to the seller by Treasury. In the case of the buyer, delivered/performed or receipt/acceptance triggers the posting of a vendor invoice against the Purchase Order and settlement triggers an outgoing cash posting (clearing of the vendor invoice).

1. What is a reference performance? Where is it used?

A: A reference performance is required when a seller issues a credit. The credit should refer to the original invoice against which the credit being issued. The original invoice is called ‘reference performance’.

1. What is an amendment?

A: An amendment to a G-Invoicing order is one where the original order is modified. An admin change denotes a change to the Order that is not considered an amendment. Changing the FOB point or net value of the order or period of performance are considered amendments. An amendment keeps the original order number but has a .1, .2 at the end for each amendment. Each amendment needs to be accepted by the Trading Partner. Until the amended order is accepted, the order is in a ‘shared with partner’ status. In the current version, performances cannot be issued against an order that is not in an ‘Open’ status.

1. What is the document type used for G-Invoicing Purchase Orders.

A: In the standard system you could use NB as the Purchase Order type. Ensure NB is specified in the configuration table for G-invoicing.