

# G-Invoicing In-Flight Orders

## Quick Reference Guide

This guide is a companion reference to FEDLINK's Fiscal Spotlight: [Landing Your In-flight Orders in G-Invoicing](#) and provides information about converting remaining balances from legacy IAAs to G-Invoicing. For general G-Invoicing information, please see our other [G-Invoicing Resources](#).

FEDLINK does not require conversion of in-flight orders; however, your agency may want to convert remaining open balances to G-Invoicing. Please check with your agency's financial team for more guidance.

If your agency does not require conversion of in-flight orders, FEDLINK will continue to process refunds to your agency or to the U.S. Treasury for as long as the Treasury continues to offer relief options (IPAC) outside of G-Invoicing.



### Contact Us

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## → Steps to work with FEDLINK to convert IAAs to G-Invoicing

FEDLINK helps you with every step of the four-step conversion process.

**Step One:** Send an email to [fliccfft@loc.gov](mailto:fliccfft@loc.gov) to schedule a meeting to discuss the details of your agreements. This meeting will help decide whether your agency or FEDLINK will create the required G-Invoicing documentation. You'll need to know who in your agency's finance and/or acquisitions department should approve the transaction and who will sign the forms.

**Step Two:** Both your agency and FEDLINK will compare current account balances and reconcile open orders and balances to ensure both parties agree.

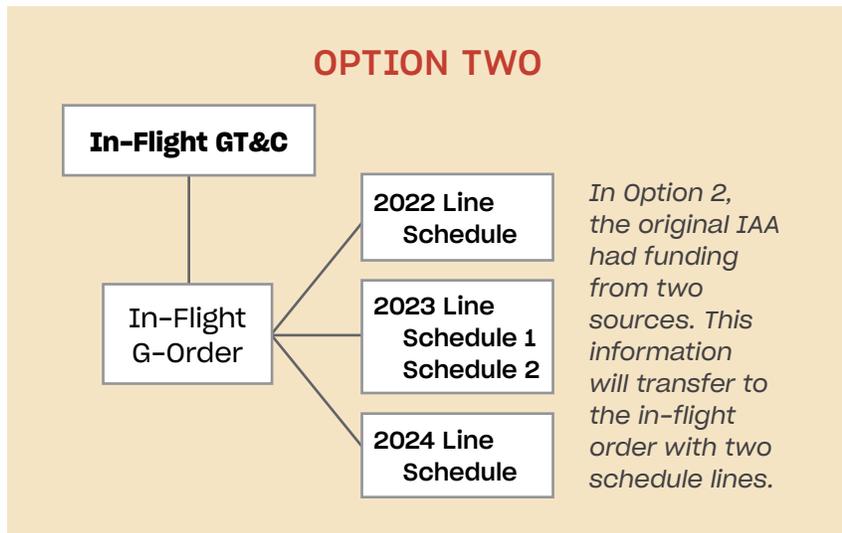
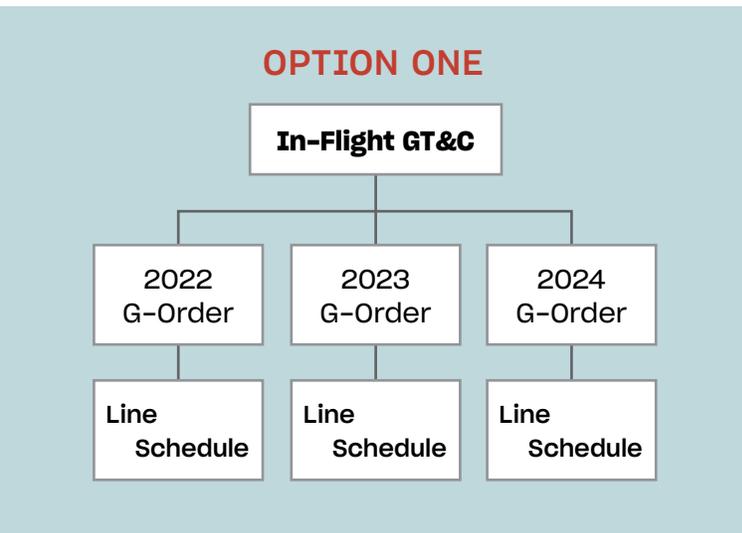
**Step Three:** When preparing your G-Invoicing documentation, you can choose to complete the General Terms and Conditions Agreement (FS Form 7600A) within your agency or have FEDLINK prepare it for you. FEDLINK has experience working with the G-Invoicing system and can help reduce the related processing requirements. View the [sample form](#) to see data fields.

Since the in-flight orders were issued subject to a previous General Terms and Conditions Agreement (GT&C), FEDLINK cannot allow any custom text or changes to the initial terms and conditions of the agreement. FEDLINK will attach copies of the original GT&C(s) to the in-flight document in G-Invoicing.

**Step Four:** Create the in-flight orders (FS Form 7600B). FEDLINK will enter the summary summary-level account balance of the remaining open funds into G-Invoicing. Detailed account status information, including assisted acquisition orders and payments, appears on your FEDLINK monthly statement.

You can choose one of two options for your converted G-Orders:

- » **Option One** allows you to select a separate G-Order for each IAA.
- » **Option Two** features one G-Order with an order line for each IAA by year. Each order line has the required schedules with the original funding information for the IAA. See the examples below.



When the agency and FEDLINK have each entered two approvals, the G-Order is open in G-Invoicing. After conversion, FEDLINK will enter performance in G-Invoicing to record funds used to pay vendor invoices. This will reduce the outstanding balances of the G-Orders on the books of FEDLINK and your agency. After converting in-flight orders, FEDLINK will continue sending monthly statements reporting open obligations, paid invoices, and available balances. Sharing monthly reports with your agency’s fiscal office helps with reconciling balances in G-Invoicing with FEDLINK statements.

## ➔ Where can I find more information?

For any questions, please contact FEDLINK at [fliccffe@loc.gov](mailto:fliccffe@loc.gov) or call our hotline at (202) 707-4900. Visit the FEDLINK [Account Management](#) webpage for G-Invoicing resources, FAQs, sample forms, and webinar recordings.