Department of Transportation (DOT)

Delphi eInvoicing System

Desktop User Guide – Reviewer Approver

Version 1

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BACKGROUND

The Department of Transportation (DOT) has implemented a program to transform and automate the grants payment process. This program will improve online invoice processing activities by having grant recipients submit invoices electronically via a new system called the Delphi eInvoicing System.

The Delphi eInvoicing System is a real-time invoicing tool that improves efficiency and data transparency by reducing the time between invoice submission and payment. It also provides grant recipients with accurate invoice status reporting capabilities.

The system will be available for invoice submission and processing from 6:00am ET Monday through 9:00pm ET Saturday. System maintenance will occur between 9:00pm ET Saturday through 6:00am ET Monday.

OVERVIEW

This Delphi eInvoicing System user manual is designed for you, a reviewer/approver, who is responsible for reviewing and approving an invoice submitted by a grant recipient against one or more grants.

This content in this manual has been standardized at the DOT level and addresses Delphi eInvoicing System functionality only. Specific guidance on individual Operating Administration (OA) business processes will be provided by your OA.

Additional Departmental and agency-specific training materials can be found on the DOT Delphi eInvoicing System website.

This manual covers three main sections, and there are several lessons within each section.

- Section 1.0 provides an overview of the Delphi eInvoicing System and instructions on activating and deactivating your account
- Section 2.0 provides an overview of navigating and searching within the Delphi eInvoicing System
- Section 3.0 provides instructions on how to review, approve, reject, and redistribute an invoice

Throughout this manual, you will see a red caption callout with the word “NOTE” written on the header. These callouts contain important information about using the system. Please be sure to read them.

NOTE

You will also see a similar callout in yellow with the words "OA PROCESS RECOMMENDATION". These captions will highlight functionalities within the system that may be used differently depending on what OA you serve as a reviewer/approver.

OA PROCESS RECOMMENDATION

LEARNING OBJECTIVES

After reviewing this user manual, you should be able to achieve the following objectives:

- Identify the function and purpose of the Delphi eInvoicing System
- Locate steps to gain access to the system
- Locate steps to use the system to search submitted invoices
- Locate steps to use the system to approve or reject a submitted invoice or credit memo
- Locate steps to use the system to redistribute an invoice to multiple PO lines

GLOSSARY

There are several concepts and terms associated with the Delphi eInvoicing System that may be new to you. These concepts and terms will be used throughout the manual and are defined in the Table 1 below.

KEY CONCEPT / TERM	DEFINITION
Credit Memo	A credit memo is submitted by a grant recipient to reconcile an account for an overpayment.
Escalation Notification	If an invoice is not processed within a set timeframe, an escalation notification will be generated by the system and sent to an additional user external to the approval hierarchy chain. This additional user is normally a supervisor or manager who will not take direct approval or rejection action on the invoice but will follow up with the reviewer/approver to ensure that action is taken in a timely manner.
First-In, First-Out (FIFO) Processing	First In, First Out (FIFO) processing is a Delphi eInvoicing System business requirement that automatically distributes an invoice across purchase order (PO) lines using first in, first out logic. For example, the system will automatically use the oldest line of funding available on the PO before moving on to

KEY CONCEPT / TERM	DEFINITION
	the next oldest line of funding available.
Grant	A grant is a financial award given to a recipient to carry out an approved project or activity.
Grant Number	A grant number is a unique identification number for a grant. These numbers are generated by the OA issuing the grant.
Invoice	There are two types of invoices in the Delphi eInvoicing System. The most common usage of the term invoice is used to request payment against a specific grant. The second type of invoice is a credit memo (defined above).
ISP	Oracle iSupplier is the enterprise application upon which the Delphi eInvoicing System is built.
Notifications	A notification is a message that is automatically and electronically sent to a reviewer/approver for review and/or action. Within the system, each reviewer/approver will be able to see notifications regarding the invoices in their queue awaiting review.
Obligation	An obligation is the amount of funding awarded to a grant recipient to carry out an approved project or activity. Issuance of a purchase order is an obligation transaction.
Payments	A payment is a disbursement of funds to a grant recipient to carry out an approved project or activity.
Purchase Order	A purchase order represents an obligation that has been made to a grant recipient. When creating an invoice for payment, the grant recipient selects one or more purchase orders to charge the invoice against.
Redistribution	Redistribution is a process that allows you to take what was automatically assigned during FIFO processing and manually select one or more distributions for the payment.
Reports	A report is an extract of data defining specific criteria to satisfy real-time reporting needs. Reviewer/approvers will be able to run reports from the Delphi eInvoicing System by using the Discoverer Viewer responsibility.
Responsibility	The name of the access that has been given to a reviewer/approver for the purpose of reviewing and approving invoices for a specific OA's grants. You may have multiple responsibilities from which to choose.
Standard Form (SF) 270	The Standard Form (SF) 270 is a request for advance or reimbursement.

KEY CONCEPT / TERM	DEFINITION
Standard Form (SF) 271	The Standard Form (SF) 271 is an outlay report and request for reimbursement for construction projects.

Table-1: Glossary Reviewer Approver User Manual

1.0 DELPHI eINVOICING SYSTEM OVERVIEW

In this section of this manual, you will review why DOT has moved to the Delphi eInvoicing System, the benefits of using the system, and the steps you must take to activate your user account. At the end of section 1.0, you should be able to:

- Identify the function and purpose of the Delphi eInvoicing system
- Locate the steps to gain access to the Delphi eInvoicing system within this manual
- Identify the reasons for deactivation and the process for reactivation

1.1 Delphi eInvoicing System Overview

The purpose of the Delphi eInvoicing System is to automate the grants payment process allowing the grant recipient to submit invoices electronically via the system. Once an invoice is submitted, you will have the ability to immediately approve or reject the invoice.

The system will:

- Allow for standardized invoice submission across all OAs within DOT
- Allow for viewing of submitted invoices and balances on open grants in real time
- Send system-generated rejection notices if funds are not available or adequate information is not provided
- Send system-generated notifications when an invoice or credit memo is waiting for review
- Send automated e-mail notifications for invoice approvals and rejections
- Allow for electronic invoice submission and the ability to electronically upload images or other files containing backup documentation for invoices

1.2 User Account Activation and Deactivation

To gain access to the Delphi eInvoicing System, you must contact your Delphi Security Officer to activate your user account.

Once your account has been activated, you will receive an e-mail with your user name and password. You must access your account within 45 days. Accounts not accessed within 45 days will be deactivated.

Once your account has been activated in the system, you will be able to perform invoice review and approval activities.

NOTE

- If you already have access to Delphi, any additional required responsibilities will be added to your existing account
- For more information on gaining access to the Delphi eInvoicing System and for a list of the Delphi Security Officers for each OA, please refer to the Delphi eInvoicing System website

There are two ways through which a reviewer/approver may be deactivated:

- Your account has been deactivated due to a period of inactivity or has been deactivated by mistake. If either of these occurs, contact your DOT Delphi Security Officer to begin the process for account reactivation
- You no longer need access to the system because you are changing roles or are leaving the OA. When this occurs contact your DOT Delphi Security Officer to initiate the deactivation process as soon as possible

NOTE

Please note, the OA for which you review and approve invoices can request to have your account deactivated at any time.

You have reached the end of section 1.0. In the next section, you will review navigating and searching within the Delphi eInvoicing System.

2.0 SYSTEM NAVIGATING AND SEARCHING

Once you receive your Delphi eInvoicing System account information and gain access, you can login and begin using the system. In section 2.0 you will review how to navigate within system and search for submitted invoices. At the end of this section, you should be able to:

- State how to use global links to navigate throughout the system
- Identify and differentiate between the various notification types
- Locate the steps on how to conduct an invoice search

2.1 Delphi eInvoicing System Global Links

2.1.1 Logging into the Delphi eInvoicing System

On the DOT Delphi eInvoicing System Login page (Image 2-1), you will enter the user name and generic password issued to you by DOT. Before you log on, you must agree to follow the rules of behavior established by DOT by reading the Rules of Behavior and checking the box. Upon selecting the **Login** button, you will be directed to the Change Password page.

Image 2-1: Delphi eInvoicing System Login Page

The Change Password page (Image 2-2) will appear the first time you access the Delphi eInvoicing System to allow you to change the DOT-issued generic password to a personal one. This page will appear again every 45 days to prompt you to change your password.

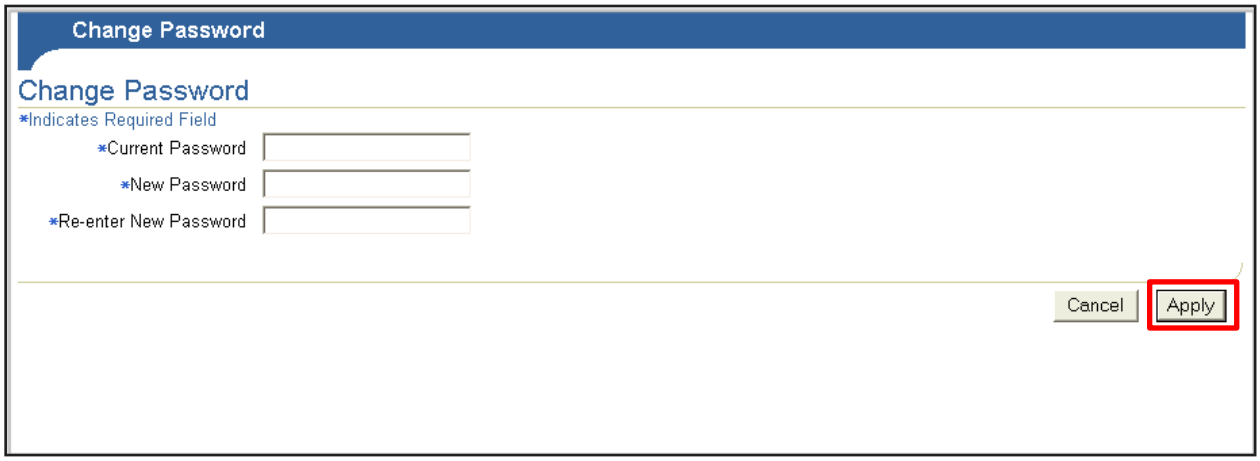


Image 2-2: Change Password Page

In the Current Password field, enter the generic password. In the New Password and Re-enter New Password fields, enter a personal password of your choice. Please note that your new password must be at least 12 characters long and must contain at least two (2) letters and at least two (2) numbers. The rules for creating and changing your password will be included in the initial e-mail sent to you containing your generic DOT-issued system password.

Once you enter your personal password, select **Apply**.

NOTE

Please make note of your user name and password, as you must enter them each time you need to access the system.

Once your password has been reset, you will be directed to the Navigator Home page (Image 2-3). On this page, you need to select the responsibility associated with the OA for which you currently need to review or approve an invoice.

Responsibility is the name of the access that has been given to a reviewer/approver. The access relates to a specific OA's grants. A reviewer/approver may review invoices for several different grants. In this example, the Federal Aviation Administration iSupplier Approver responsibility has been selected.

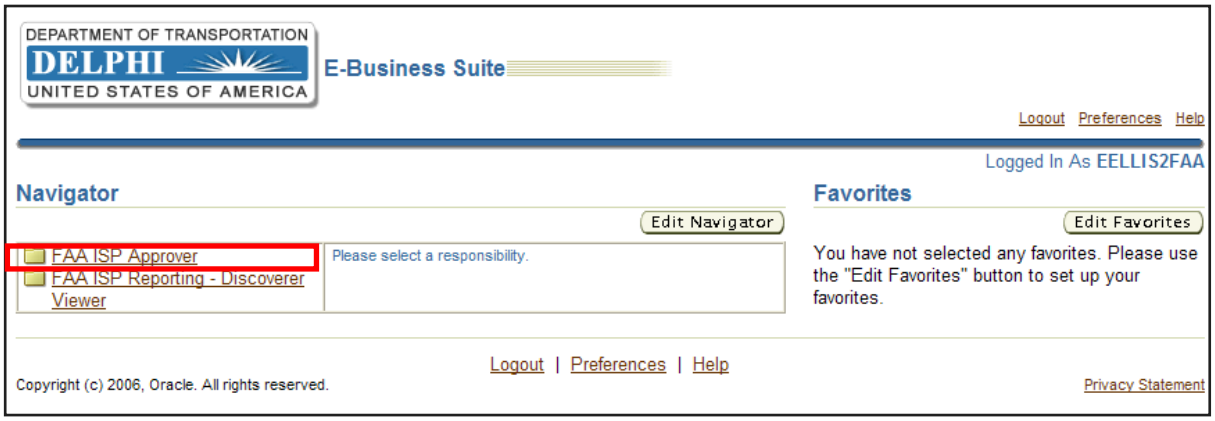


Image 2-3: Navigator Home Page

2.1.2 Responsibility Home Page

Once you have selected the appropriate responsibility, you will be taken to the relevant Responsibility Home page (Image 2-4) where you can view notifications and search for invoices awaiting your action.

NOTE

Please note, if you review invoices for multiple OAs, you will have separate user IDs and passwords for each OA that you review.

Image 2-4: Responsibility Home Page

On the Responsibility home page, there are three links at the upper-right corner of the screen: **Logout**, **Preferences** and **Help** (Image 2-5).

Image 2-5: Responsibility Home, Global Links

Logout, logs you out of Delphi eInvoicing System; automatic logout is scheduled for inactivity in excess of 30 minutes.

Preferences allow you to set user preferences.

Help displays the Oracle iSupplier Portal Help page.

On other subpages within the System, a fourth link—**Home**—will also be displayed in the upper-right corner of the screen. This link will take you back to the Responsibility home page.

2.1.3 Setting User Preferences

When the **Preferences** link is selected, the General Preferences page will appear (Image 2-6).

There are six sections within this page.

1. The first section, **Languages**, defaults to American English. System functionality does not allow the user to view the content in other languages.
2. The next section, **Accessibility**, gives you the option to modify accessibility features, such as screen reader use.
3. The third section, **Regional**, allows you to set your location and preferred date and time stamping.
4. The fourth section, **Change Password**, is where you can change or reset your password. Remember that your password must contain at least twelve (12) characters long and must contain at least two letters and at least two numbers to be valid.
5. The **Start Page** section allows you to specify which responsibilities you would like to view on your Responsibility home page. Be sure not to hide any responsibilities that you will need to use.
6. The final section, **Notifications**, allows you to select the email style and format in which you would like to receive e-mailed notifications.

After making any changes to the default information on this page, select **Apply**.

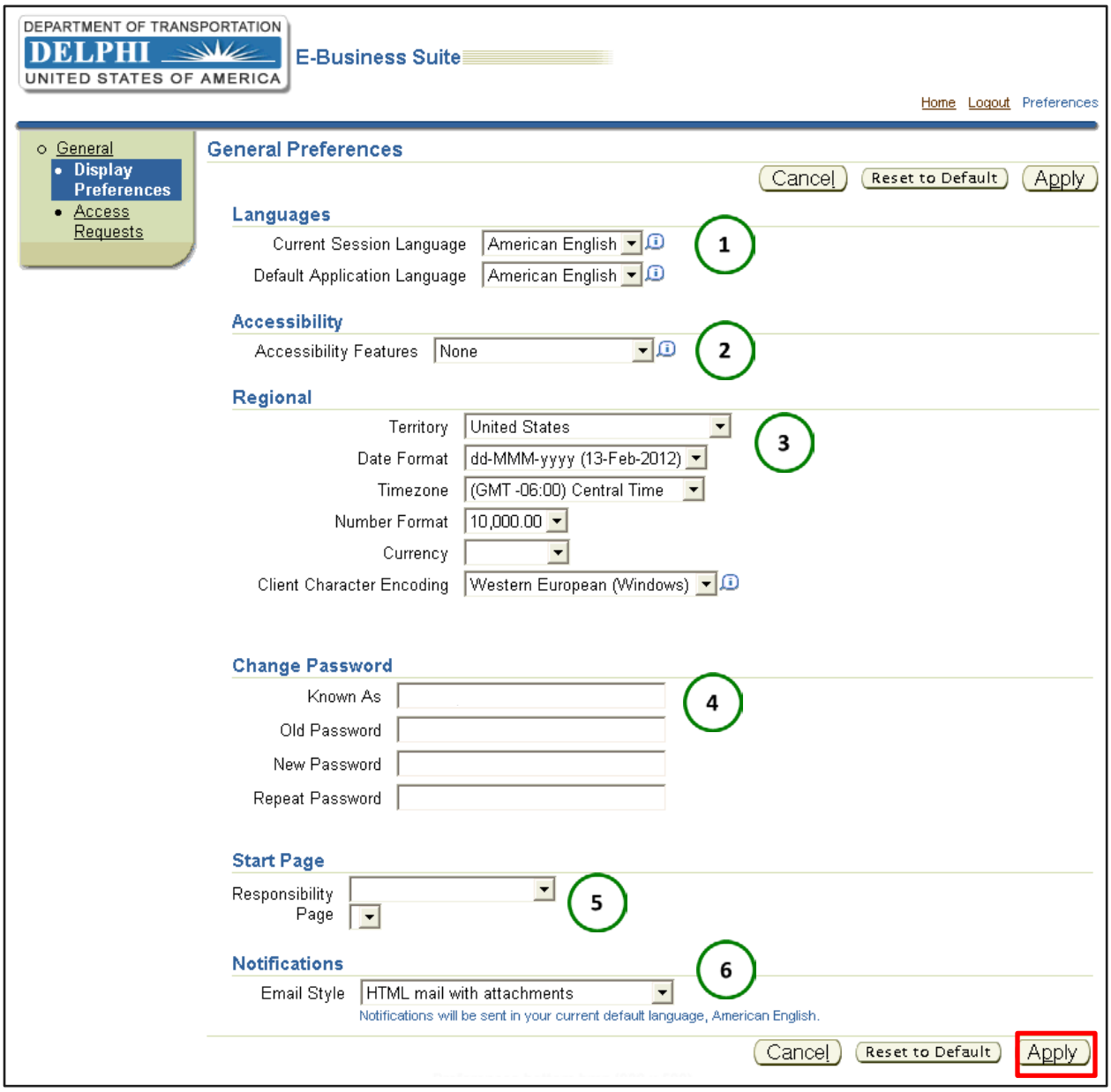


Image 2-6: General Preferences Page

The bottom link on the left panel of the General Preferences page is Access Requests (Image 2-7). Selecting this link will display all of your assigned responsibilities. However, you will only be able to view the responsibilities that you currently have and will not be able to request additional responsibilities through this page. Any request for additional access will have to be approved by your OA.

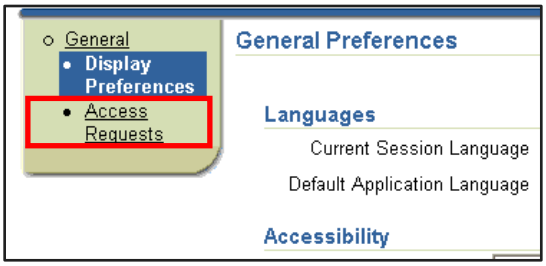


Image 2-7: General Preferences Page, Access Requests Link

Once you have customized your preferences, you can return to the Responsibility home page.

On the Responsibility home page, you will notice two buttons **Edit Navigator** and **Edit Favorites** (Image 2-8).

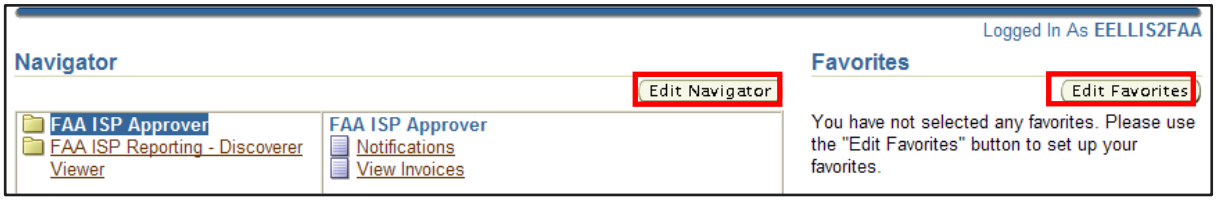


Image 2-8: Responsibility Home Page, Edit Navigator and Edit Favorites Buttons

The **Edit Navigator** button allows you to edit the responsibilities that you want to show or hide on your Navigator home page.

The **Edit Favorites** button appears on the screen but will be disabled for DOT grant reviewer/approvers.

2.2 Delphi eInvoicing System Notifications

On the Responsibility home page, select the **Notifications** link (Image 2-9). Once an invoice is created by the grant recipient, the system automatically generates a notification informing you to view and take action on an invoice.

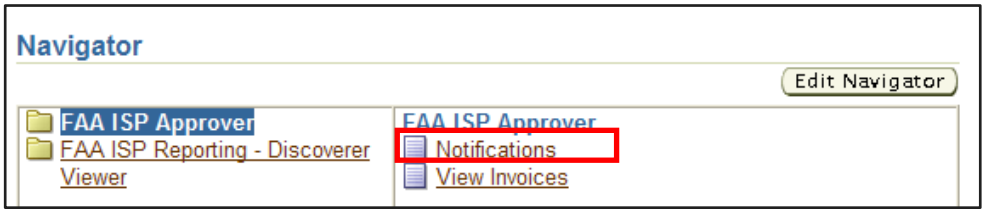


Image 2-9: Responsibility Home page, Notifications Link

Selecting this **Notifications** link will direct you to the Worklist page (Image 2-10).

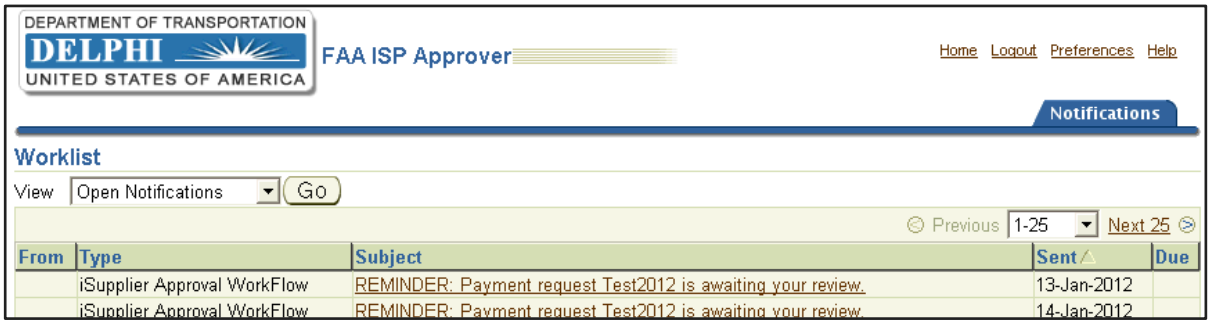


Image 2-10: Worklist Page

To filter through notifications, select the drop-down list for sorting options (Image 2-11). Within the drop-down list, you have the following options:

- All Notifications will result in every notification in your worklist
- Open Notifications will return any notifications that you have not yet viewed
- To Do Notifications are invoices waiting to be reviewed
- FYI Notifications are informational in nature and do not require any action
- Notifications From Me will not return any results

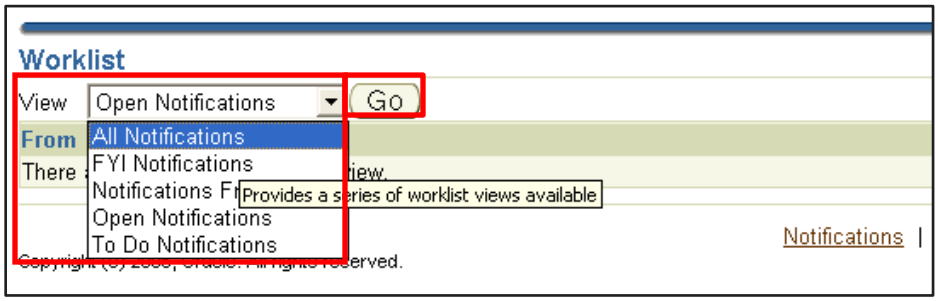


Image 2-11: Worklist, View Drop-Down List

Once you decide how you wish to view the notifications, select **Go**.

In the results table, you can sort by the following categories: Subject, Sent and Due (Image 2-12). No results will return under the From header, and the Type will return the same result for all notifications. The date listed under the Due header is the scheduled pay date in Delphi. Subject lines will reflect the type of notification and what action, if any, is required. To sort by any of these categories, select the desired category header.

Image 2-12: Worklist, Results Table

The results in your returned worklist may show any of the following notification types (Table 2-1).

NOTIFICATION TYPE	DESCRIPTION
FYI Approval Request E-mail	This notification lets you know that an invoice is awaiting your approval. You will receive this notification as an e-mail and as a worklist item.
Action: Approval Request	This notification is sent after the grant recipient has submitted an invoice and requires you to take action. It will only be sent as a worklist item and will require an "approve" or "reject" response.
FYI Threshhold	This notification is for your information only and is used within an auto-approved hierarchy when a preset threshold has been reached. This threshold will be a percentage of the total obligated amount on the Delphi PO. Any individual invoice that exceeds the threshold percentage generates this notification, but no action is required NOTE: This notification will only be sent on hierarchies that are auto-approved
Reminder	You will receive a reminder notification in a predetermined number of calendar days if you have not taken action to review or approve an invoice.
Escalation FYI	This notification is sent to a user external to the approval hierarchy chain based on a predetermined number of calendar days. Please note that the external user will continue to receive escalation notifications and you as the reviewer/approver will continue to receive reminder notifications until action is taken on the invoice.
Rejection Previous Approvers	This is an FYI only notification that is sent to any users who previously approved an invoice that is now being rejected.

Table2-1: Notification Types

You will receive both an FYI notification and an Action notification when a grant recipient has submitted an invoice. However, you can only approve or reject an invoice from the Action notification. The FYI notification is for informational purposes only. In section 3.0 you will review how to taken an action on an invoice by selecting the Action: Approval Request subject links.

2.3 Delphi eInvoicing System Searching

2.3.1 Searching All Invoices

As with your Notifications, you can search for invoices on your Responsibility home page (Image 2-13).

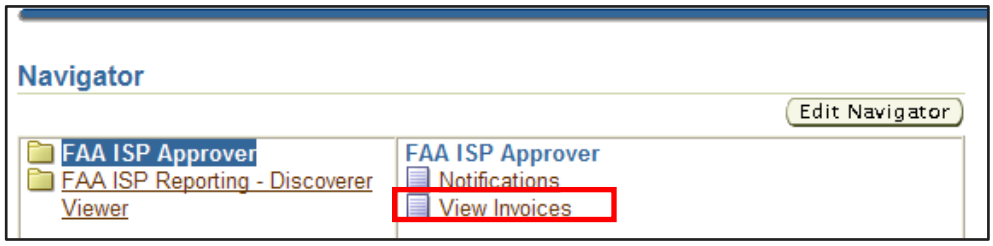


Image 2-13: Responsibility Home Page, View Invoices Link

NOTE

- Please note that only invoices created through the Delphi eInvoicing System can be accessed through the system search function
- An invoice that has been rejected cannot be viewed using the search function until the invoice is resubmitted by the grant recipient

Select the **View Invoices** link to go to the Invoice Summary page (Image 2-14).

The Invoice Summary page allows you to perform a Simple Search by entering criteria in multiple search fields: Invoice Number, Amount Due From, Amount Due To, Grant Number/PO Number, Invoice Date From, Invoice Date To, Due Date From, and Due Date To.

Invoice Number is a unique invoice identification number that is established by the grant recipient. In the Amount Due From and To fields you can search a range of invoice amounts by entering dollar amounts in the fields. Grant Number/PO Number is a unique grant/PO identification number is established by the supplier. In the Invoice Date From and To fields you can search a range of invoice dates by entering date from and to in the fields. Similarly in the Due Date From and To fields you can search a range of due dates.

When entering search values, you can use the percent sign as a wildcard to search for multiple items. For example, to search for all orders beginning with CTT, enter CTT%. The more specific your search, the more precise your returned results will be. For example, to search for all orders beginning with 27 and ending in 5, enter 27%5. This will eliminate all those items that only begin with 27 but do not end with 5.

To clear the search fields, select **Clear**.

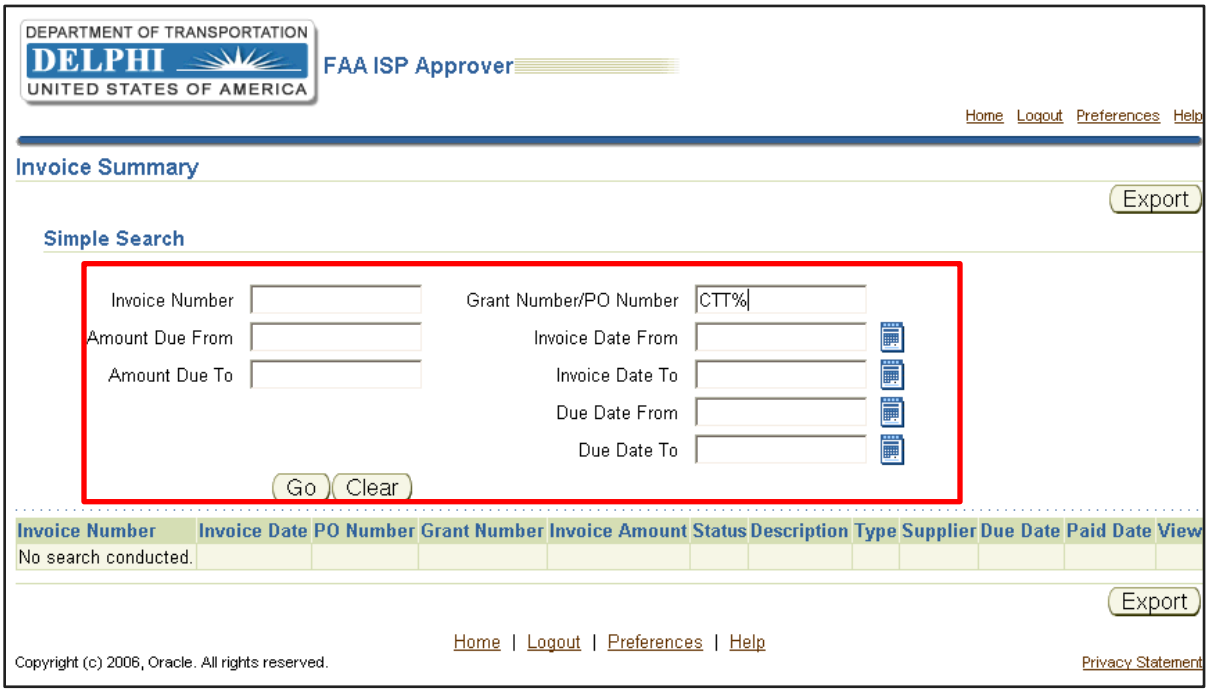
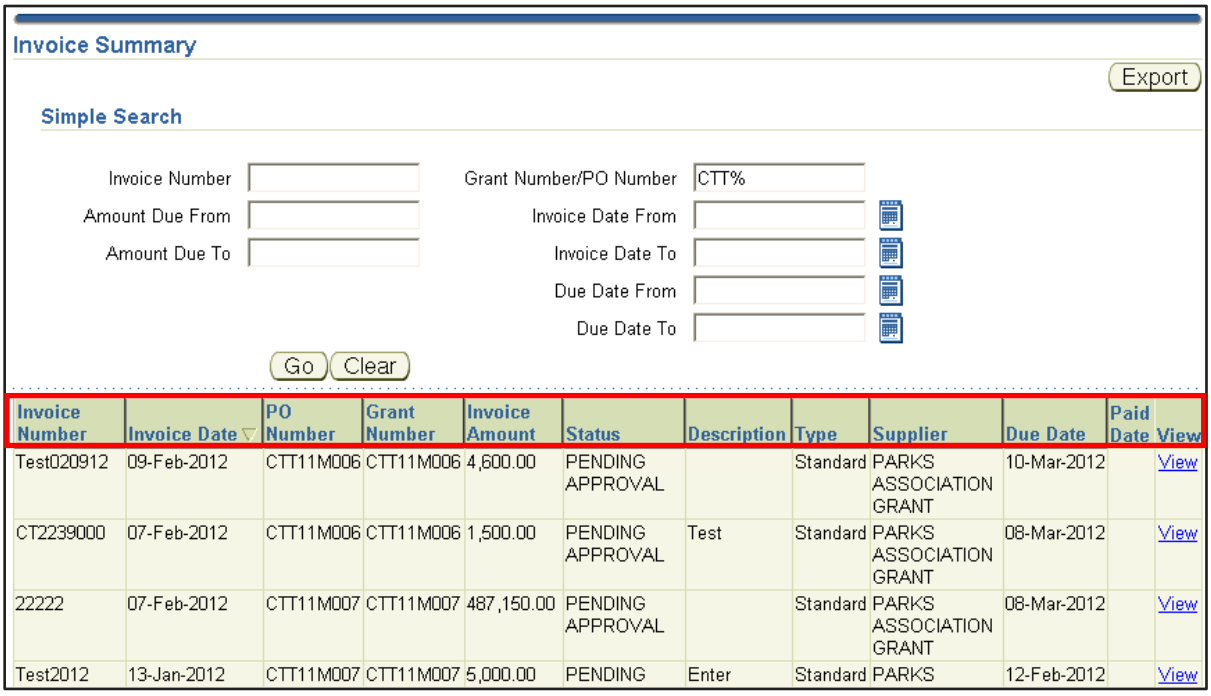


Image 2-14: Invoice Summary Page

Once you have entered your search criteria, select **Go**. All results will appear in a table where the following columns will be displayed: Invoice Number, Invoice Date, PO Number, Grant Number, Invoice Amount, Status, Description, Type, Supplier, Due Date, Paid Date, and View (Image 2-15).

The Description is pulled from the invoice submitted by the grant recipient. The Due Date is the scheduled payment date in Delphi. The Status and Paid Date columns are the ways in which you can keep track of invoice processing. To sort by any of these categories, select the desired column header.



Invoice Number	Invoice Date	PO Number	Grant Number	Invoice Amount	Status	Description	Type	Supplier	Due Date	Paid Date	View
Test020912	09-Feb-2012	CTT11M006	CTT11M006	4,600.00	PENDING APPROVAL		Standard	PARKS ASSOCIATION GRANT	10-Mar-2012		View
CT2239000	07-Feb-2012	CTT11M006	CTT11M006	1,500.00	PENDING APPROVAL	Test	Standard	PARKS ASSOCIATION GRANT	08-Mar-2012		View
22222	07-Feb-2012	CTT11M007	CTT11M007	487,150.00	PENDING APPROVAL		Standard	PARKS ASSOCIATION GRANT	08-Mar-2012		View
Test2012	13-Jan-2012	CTT11M007	CTT11M007	5,000.00	PENDING	Enter	Standard	PARKS	12-Feb-2012		View

Image 2-15: Invoice Summary Page, Results Table

To export table data to a .CSV file in Microsoft Excel, select the Export button (**Image 2-16 and Image 2-17**).

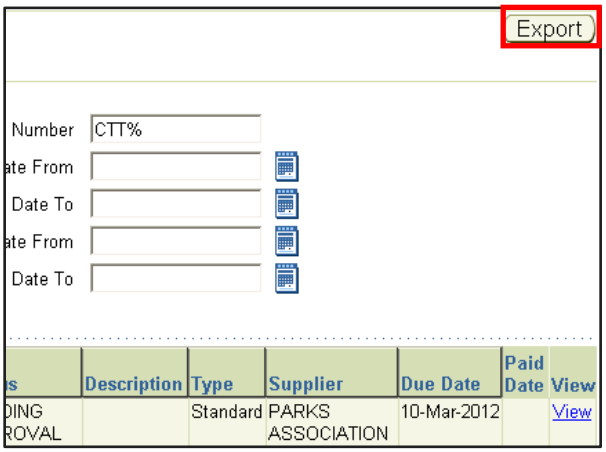


Image 2-16: Invoice Summary Page, Export Button

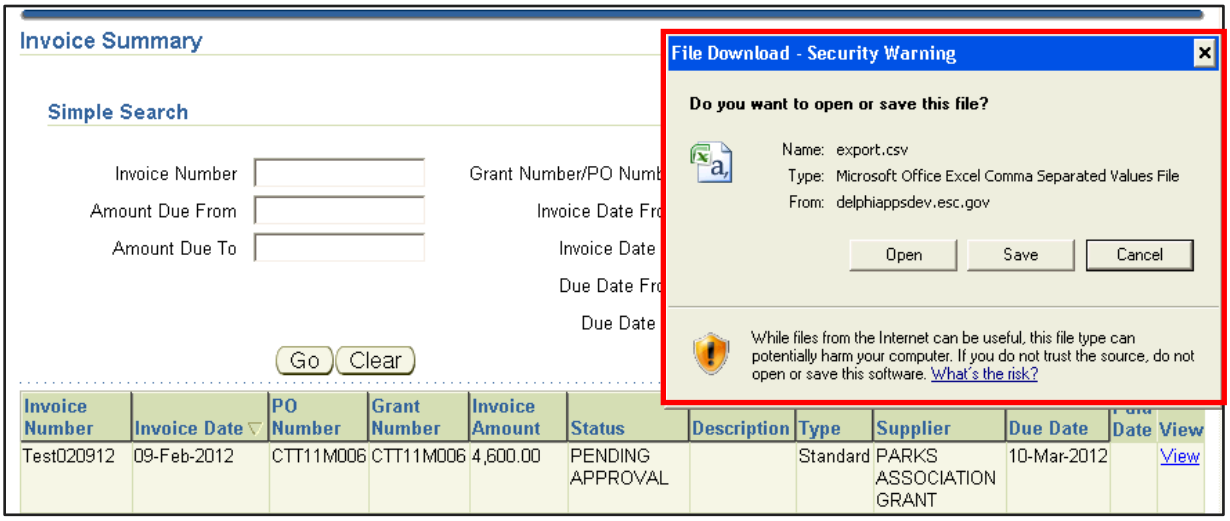
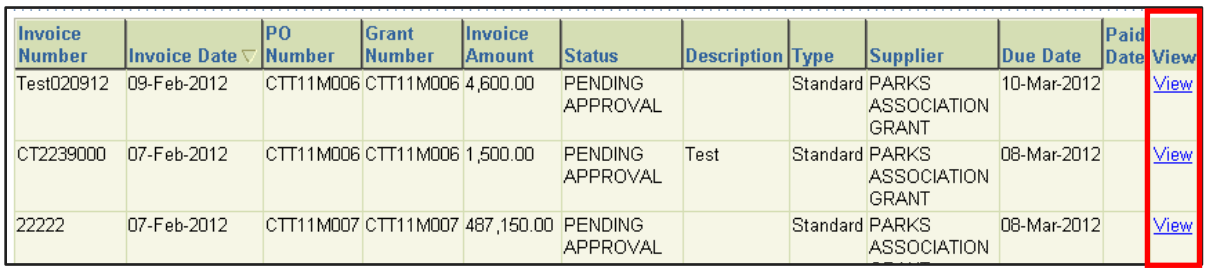


Image 2-17: Invoice Summary Page, Export File to .CSV

2.3.2 View Invoice Details

To view the details of a specific invoice, select the **View** link for that invoice in the far right column (Image 2-18). This will direct you to the Invoice Details page.



Invoice Number	Invoice Date	PO Number	Grant Number	Invoice Amount	Status	Description	Type	Supplier	Due Date	Paid Date	View
Test020912	09-Feb-2012	CTT11M006	CTT11M006	4,600.00	PENDING APPROVAL		Standard	PARKS ASSOCIATION GRANT	10-Mar-2012		View
CT2239000	07-Feb-2012	CTT11M006	CTT11M006	1,500.00	PENDING APPROVAL	Test	Standard	PARKS ASSOCIATION GRANT	08-Mar-2012		View
22222	07-Feb-2012	CTT11M007	CTT11M007	487,150.00	PENDING APPROVAL		Standard	PARKS ASSOCIATION	08-Mar-2012		View

Image 2-18: Invoice Summary Page, View link

On the Invoice Details page, you can view the following information for the invoice: Invoice Number, Invoice Date, Currency, Invoice Amount, Description, and any additional attachments or backup documentation uploaded by the grant recipient (Image 2-19).

NOTE

- The Attachments link will open all attachments associated with that invoice. Some attachments will be uploaded as PDFs, including all SF270/271 forms created in the Delphi eInvoicing System. You must have Adobe Acrobat Reader to view PDF files
- If you wish to see the full invoice history, you must go to the Action: Approval Request notification for that invoice. You can access the Notifications link on the Responsibility Home page

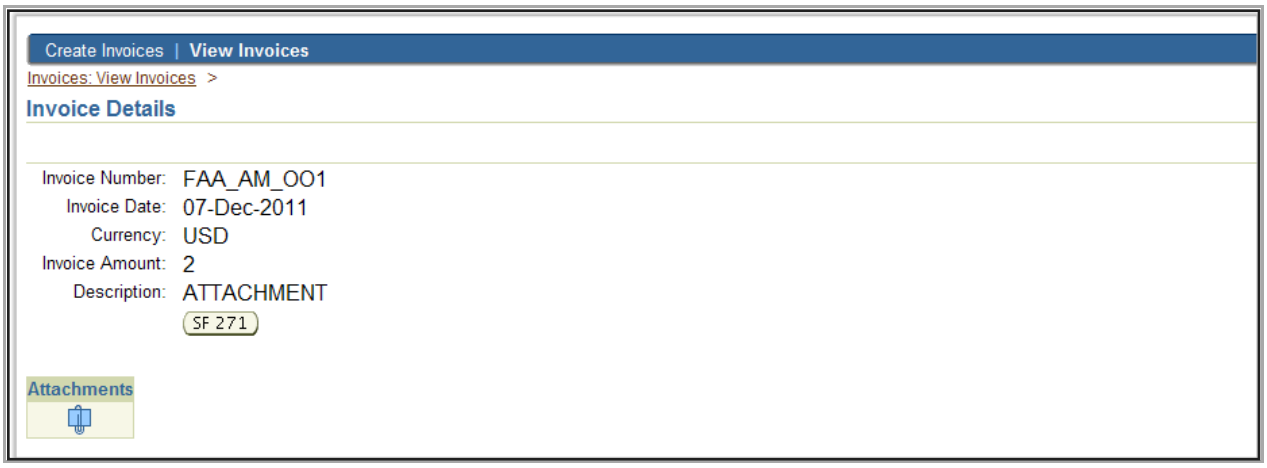


Image 2-19: Invoice Details Page

You have reached the end of section 2.0. In the next section, you will be provided with instructions on how to review, approve, reject, and redistribute an invoice.

3.0 Reviewing the Invoice

In Section 3.0 you will review your primary system task, reviewing an invoice. At the end of this section, you should be able to:

- Identify the Delphi eInvoicing System approval hierarchy
- Identify First In, First Out processing rationale
- Locate the steps on how to use the system to approve an invoice
- Locate the steps on how to use the system to reject an invoice
- Locate the steps on how to use the system to redistribute an invoice across multiple PO lines

3.1 Delphi eInvoicing System Approval Hierarchy

3.1.1 Approval Hierarchy

Before using the System to approve or reject an invoice, it is important to understand how you were selected for this role. The System will rely on hierarchies to determine the order in which the invoice is approved. Within a single hierarchy, there can be different grant reviewers assigned to different levels. Your position in the hierarchy determines the order in which you will approve the invoice. Your position may change depending on the grant for which you are reviewing an invoice. You may be assigned to multiple approval hierarchies.

The invoice will be approved based on the order in which reviewer and approver levels have been arranged. These levels are predetermined by the hierarchy. Each level is defined for a reviewer/approver. The invoice status will continue to be "pending" until the last level approver approves it, at which point the status will be updated to APPROVED, PENDING PAYMENT, and a notification will be sent to the grant recipient (Figure 3-1).

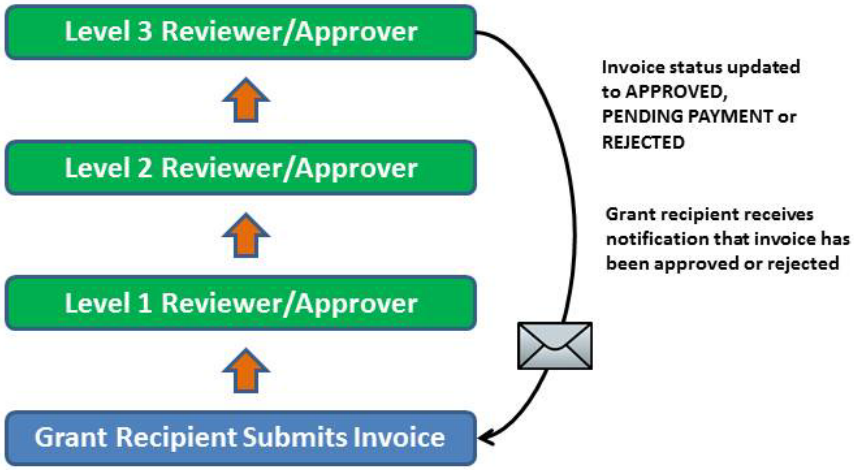


Figure 3-1: Approval Hierarchy Example

You may also approve an invoice that has multiple POs. In each case, the approval chain is determined according to the reviewer/approver hierarchy levels, not the PO order. Each PO may be reviewed and approved by a different set of people (Figure 3-2).

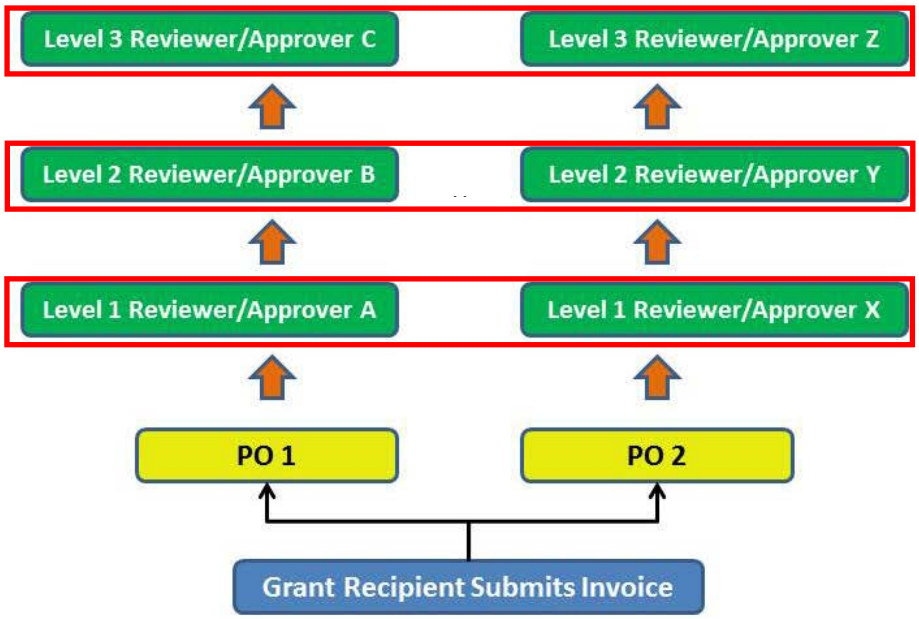


Figure 3-2: Approval Hierarchy, Multiple POs Example

NOTE

Please note, you may be required to approve an invoice more than once depending on how the hierarchy is set up; if the invoice is rejected and resubmitted; or if the invoice has been redistributed by another reviewer or approver in the hierarchy.

3.1.2 Auto-Approval

In addition, hierarchies can be set up to automatically approve invoices up to and including a predefined percentage of the total PO amount. As invoices are submitted, they are auto-approved until the total amount equals the set percentage. After the predefined threshold has been reached, the invoice can no longer be auto-approved and the reviewer/approver will receive a notification that he/she must now go into the system to approve the invoice according to the approval hierarchy.

For exmple (Figure 3-3), an award amount with an available balance of $1000 has a 90% predefined auto-approval threshold. The grant recipient submits multiple invoices that are auto-approved. Once the grant recipient invoices over $900.01, the reviewer levels are notified that the threshold has been reached and that they must now go into the system to approve subsequent invoices against the award amount.

Figure 3-3: Auto-Approval Example

OA PROCESS RECOMMENDATION #1

Most OAs will not use auto-approval. For OAs that do use auto-approval, the predefined auto-approval percentage thresholds can vary across OAs and grant programs; refer to the OA for which you review invoices for more information on their policies and procedures.

3.1.3 Escalation

The processing time for an invoice review is determined at the preset hierarchy level. The Delphi eInvoicing System will send you an automatic reminder when an invoice is awaiting your approval.

If an invoice is not processed within a set timeframe, an escalation notification will be generated by the system and sent to an additional user external to the approval hierarchy chain. This additional user is normally a supervisor or manager who will not take direct approval or rejection action on the invoice but will follow up with the reviewer/approver to ensure that action is taken in a timely manner.

For example (Figure 3-4), if the escalation is set to four calendar days, the reviewer will receive a reminder on day two that they must take action within two more days. If the reviewer/approver does not take action within two days, the reviewer/approver will receive another reminder to take action; at this time the approval process will be escalated, and the additional designated user external to the hierarchy will also receive a notification. This reminder and escalation notification process repeats until action is taken.

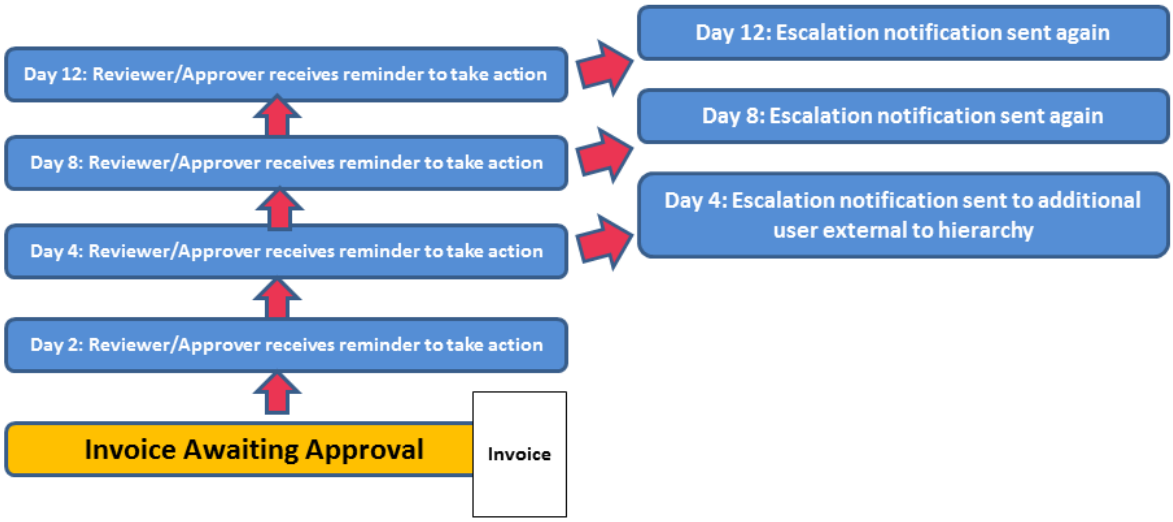


Figure 3-4: Escalation Example

3.2 First In, First Out (FIFO) Process

First In, First Out processing is a Delphi eInvoicing System business requirement that automatically distributes an invoice across Purchase Order lines using the first in, first out logic.

For example, when an invoice is submitted, the System automatically uses the oldest funds first, followed by the next oldest, and so on, until the invoice is fully covered. The goal is to use older funding in full before moving to newer funding.

A grant recipient will create an invoice using a Purchase Order/grant number. Every PO will have one to many lines. Every Line will have one to many Shipments. Every Shipment will have one to many Distributions. The FIFO process will look at all the distributions on the PO that were selected for available balances to invoice against. From those distributions with an

available balance, FIFO will apply the invoice amount according to the distribution with the oldest money, as determined by the budget year (Figure 3-5).

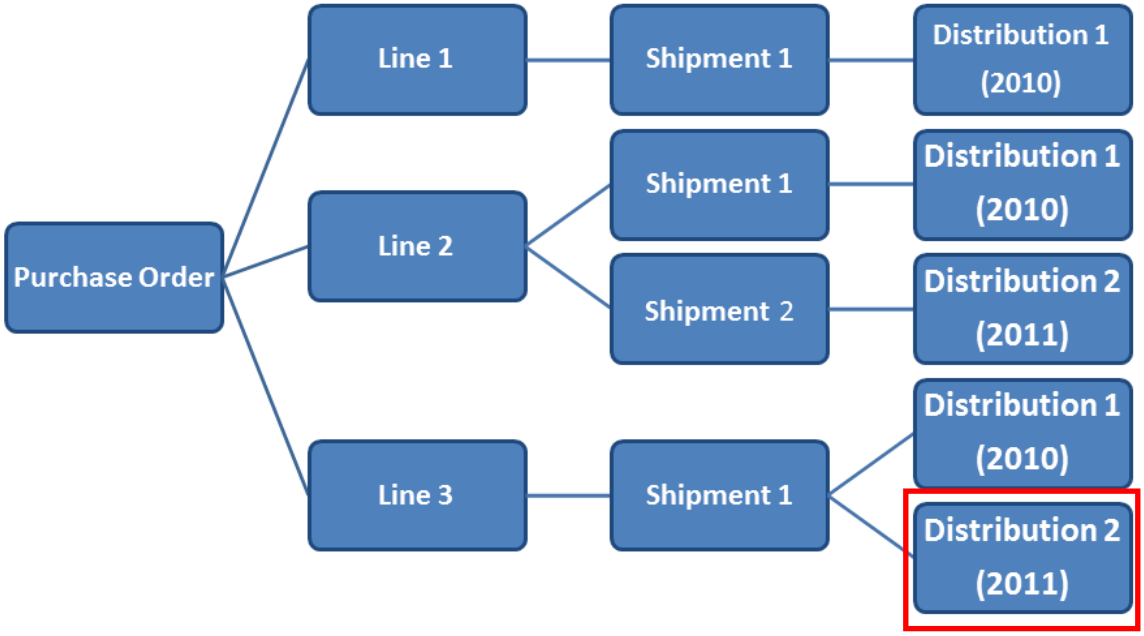


Figure 3-5: First In, First Out Example

NOTE

Some Grant Programs will not use the FIFO process. Please refer to the Grant Program for which you review invoices for more information on how funds will be applied to the invoice. If you do not use the FIFO process, you will need to redistribute funds on the invoice. Redistribution will be covered in greater detail in section 3.5.

3.3 Approving an Invoice

3.3.1 Select Invoice to Approve

To approve an invoice you will begin on the Responsibility Home page. From here, select the **Notifications** link (Image 3-1), which will direct you to the Worklist page.

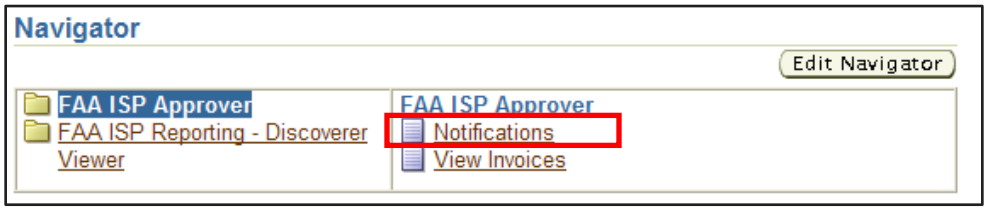


Image 3-1: Responsibility Home Page, Notifications Link

On the Worklist page, use the drop-down list and select “To Do Notifications” (Image 3-2).

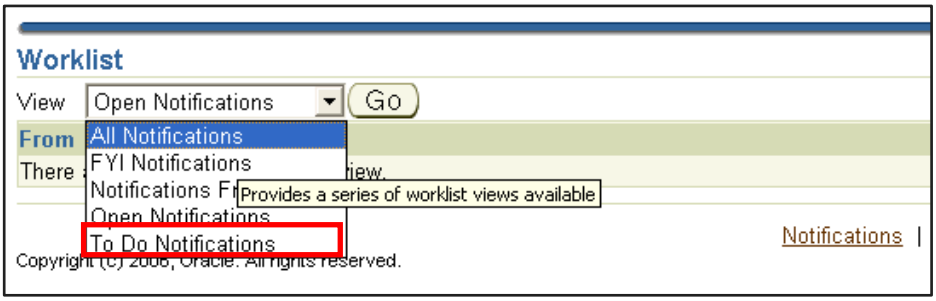


Image 3-2: Worklist page, Drop-Down List

From the results table, select the link under the Subject header of the notification you wish to review (Image 3-3).

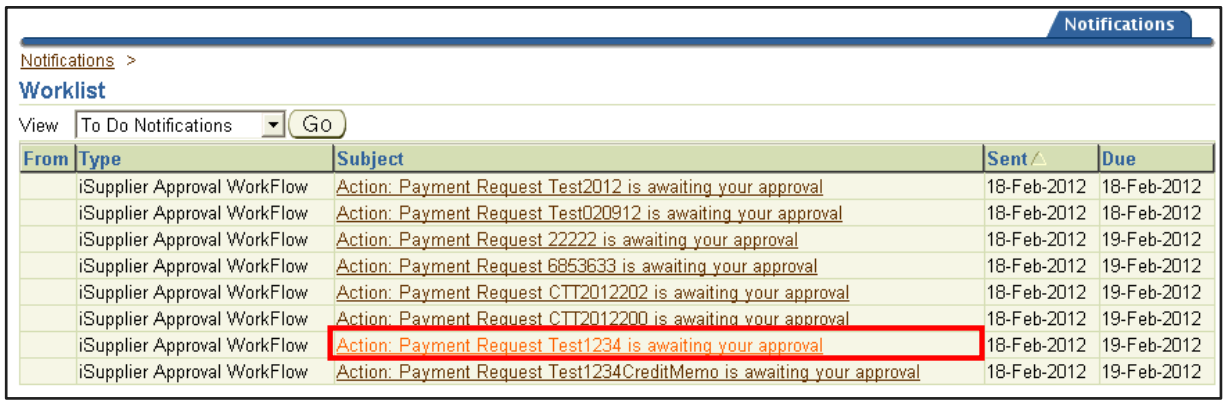


Image 3-3: Worklist Page, Notification Selection

3.3.2 Review Invoice Details

Once you select the subject link, you will be directed to the Action: Payment Request page (Image 3-4). From the Action: Payment Request page, you can review invoice information in detail.

NOTE

Please note that you must validate all data populated on the invoice, including on all attachments and the SF270 or 271 form (if required), before approving it.

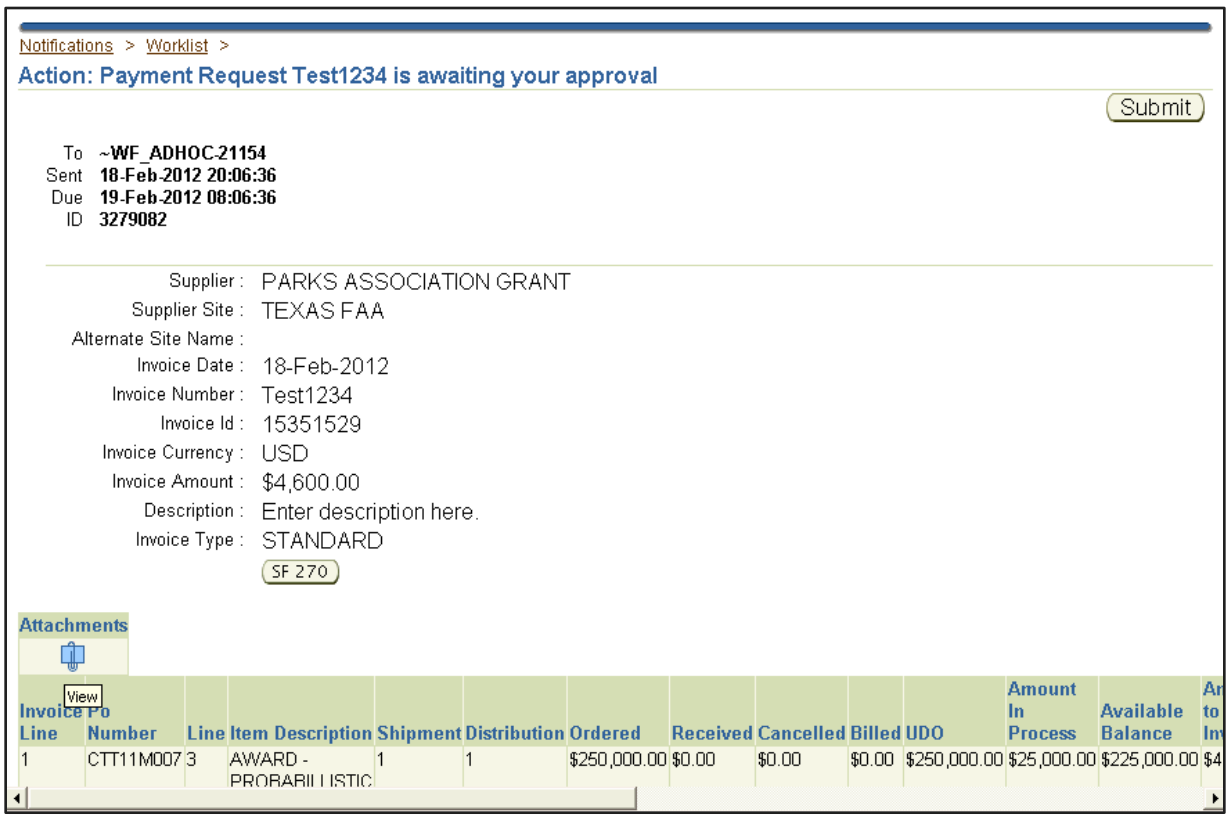


Image 3-4: Action: Payment Request Page

On the Action: Payment Request page, select the **SF270** or **SF271** buttons (Image 3-5) to review the details of the SF270 forms (Image 3-6).

OA PROCESS RECOMMENDATION #2

Please refer to the OA for which you review invoices to determine whether the grant recipient is required to submit the SF270 or SF271 Form (or other form), as well as how to populate the fields within the applicable required form.

Image 3-5: Action: Payment Request Page, SF270 Button

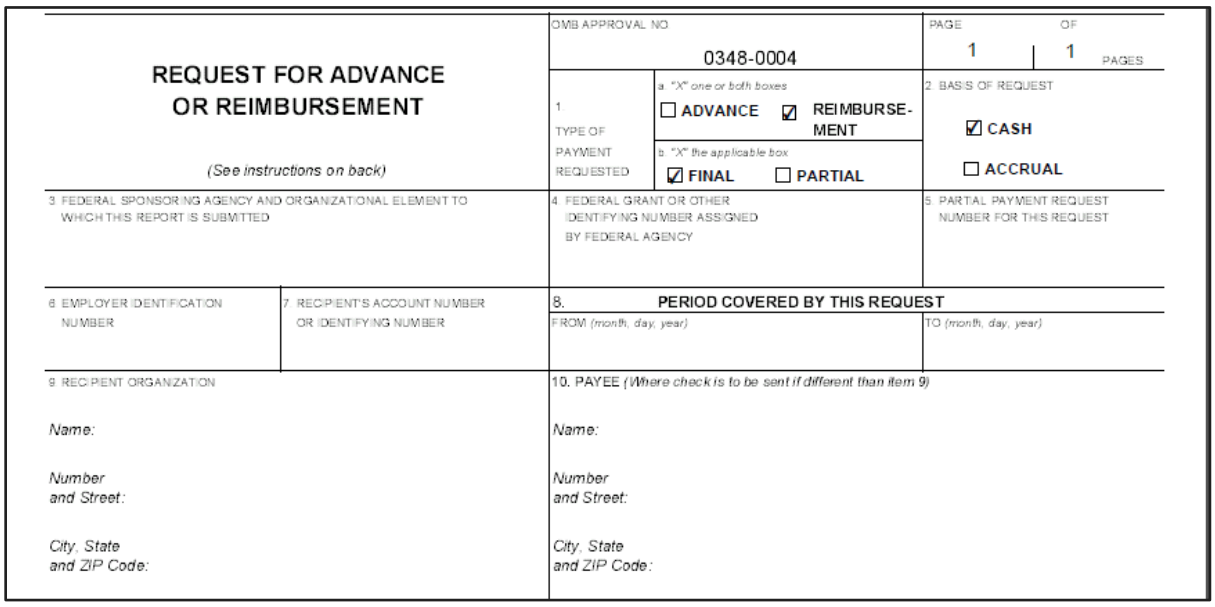


Image 3-6: SF270 Form

NOTE

To return to the Action: Payment Request page, select the Back button at the top of your browser. Note that this is the only time you should use the Web browser Back button when navigating in the Delphi eInvoicing System.

Back on the Action: Payment Request page, select the **Attachments** icon (Image 3-7). This will direct you to the Attachments page (Image 3-8) to view additional attachment details.

OA PROCESS RECOMMENDATION #3

Refer to the OA for which you review invoices to determine which types of attachments the grant recipient is required to submit as backup documentation in order for the invoice to be approved.

Image 3-7: Action: Payment Request Page, Attachment Icon

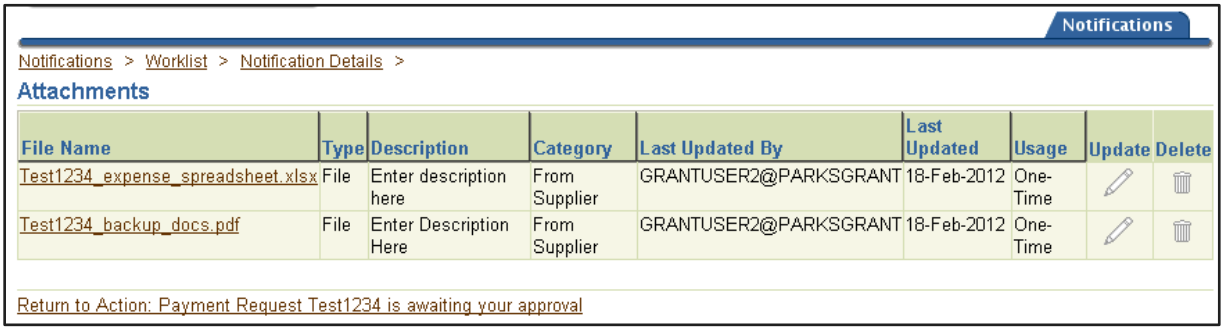


Image 3-8: Attachments Page

To view an attachment in more detail, select its file name link. The File Download window opens (Image 3-9), where you can open or save the attachment.

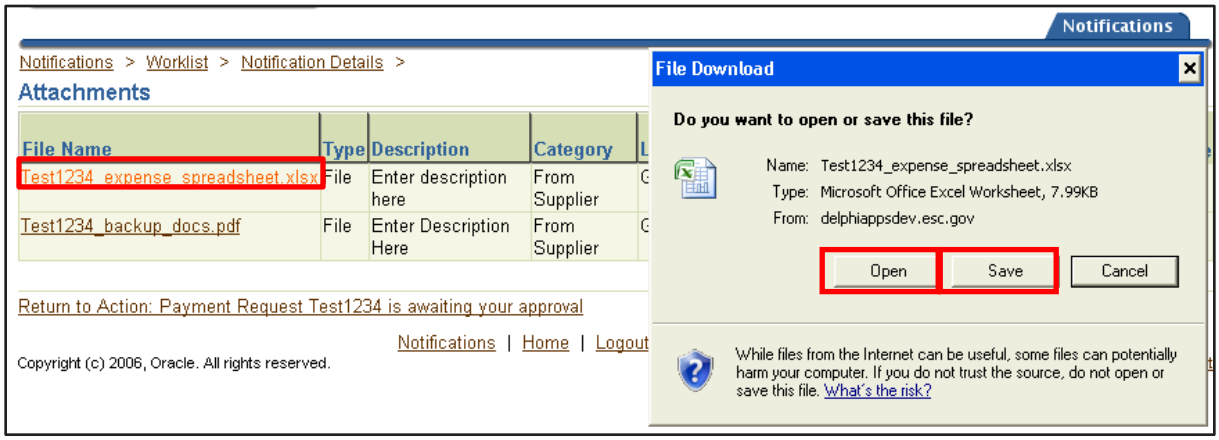


Image 3-9: Attachments page, File Download Window

After reviewing the attachment, select the **Return to Action link** (Image 3-10) to return to the Action: Payment Request page.

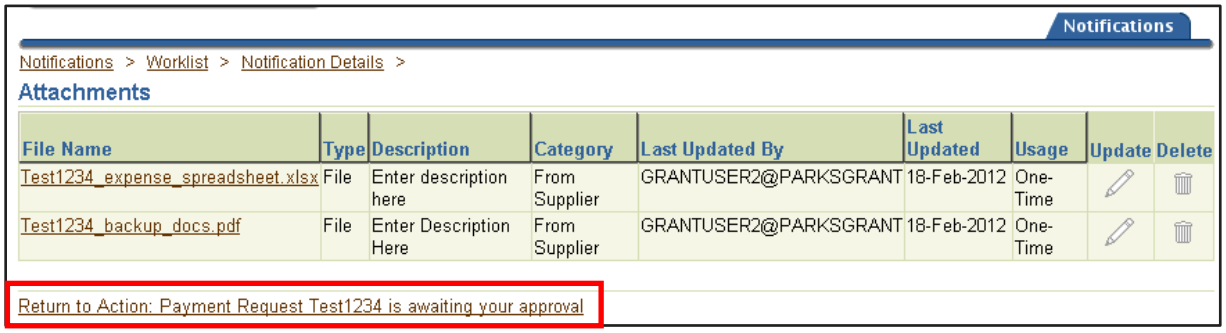


Image 3-10: Attachments page, Return to Action Link

3.3.3 Approve Invoice

Once you have reviewed the invoice and its backup documentation, you are ready to approve it.

At the bottom of the Action: Payment Request page, there is a Response section with an Approval Action drop-down list (Image 3-11). You have the following options: APPROVED, REJECTED: Good Services not received, REJECTED: Invoice Error, REJECTED: Other. Select APPROVE from the drop-down list.

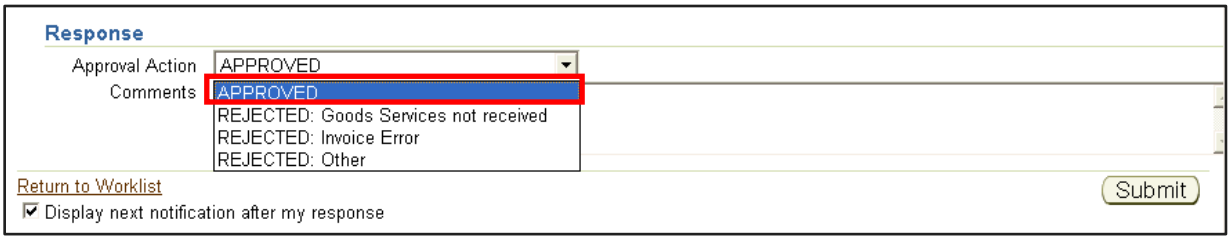


Image 3-11: Action: Payment Request Page, Approval Action Drop-Down List

It is recommended that you add comments when approving the invoice. Select the comments field (Image 3-12) to enter comments.

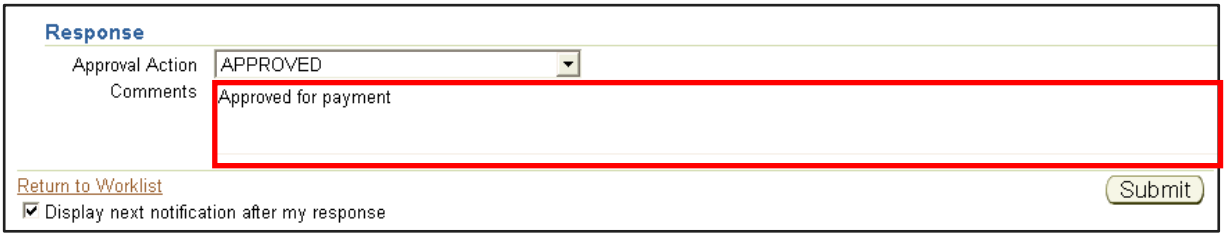


Image 3-12: Action: Payment Request Page, Comments field

Select the check box to display the next notification in your queue after you submit this approved invoice (Image 3-13).

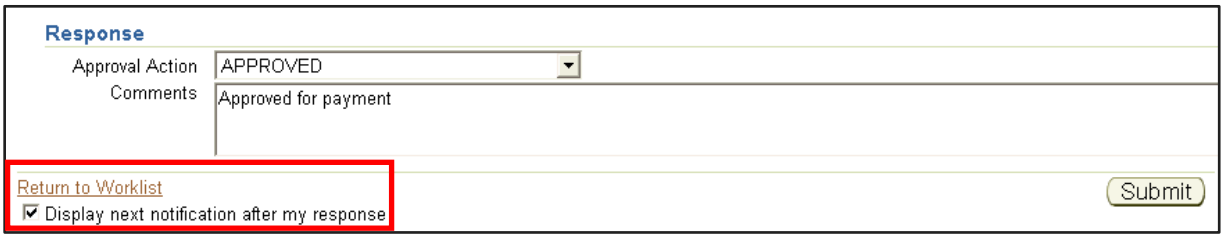


Image 3-13: Action: Payment Request Page, Check Box

NOTE

- To view additional invoices, the link at the bottom of the page will direct you back to the Worklist; however, if you select this link prior to submitting approval for the invoice currently appearing on the screen, your entries will NOT be saved
- To review all invoices in the queue in order, select the "Display next notification after my response" check box in the lower-left corner. This will immediately direct you to the next invoice on the worklist after submission

To complete the approval process, select the **Submit** button at the lower-right corner of the screen (Image 3-14). After submission, you will be directed back to the Worklist page.

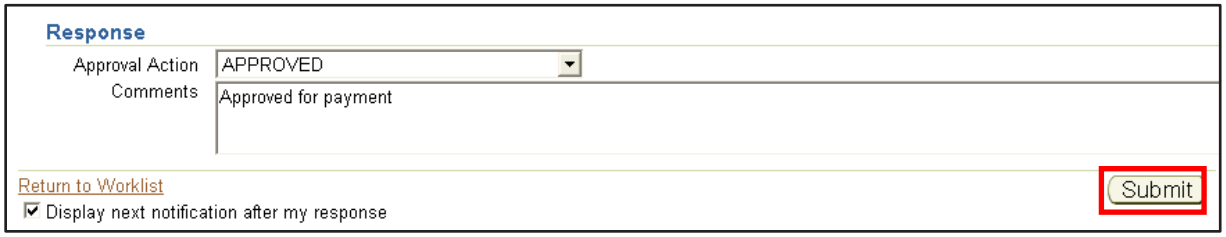


Image 3-14: Action: Payment Request Page, Submit Button

3.4 Rejecting an Invoice

3.4.1 Select Invoice to Reject

The first few steps in rejecting an invoice are similar to approving an invoice, but there are important changes to note. Begin by selecting the **Notifications** link (Image 3-15) on the Responsibility Home page. This will direct you to the Worklist page.

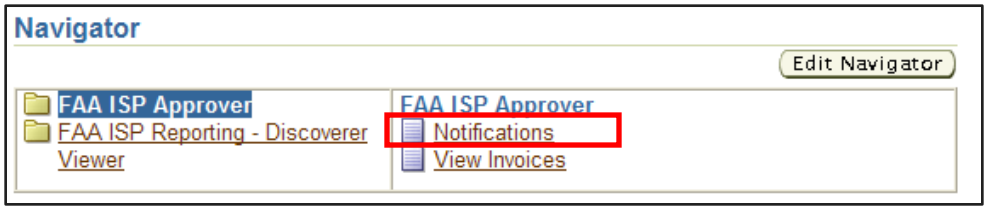


Image 3-15: Responsibility Home Page, Notifications Link

On the Worklist page, use the drop-down list and select “To Do Notifications” (Image 3-16).

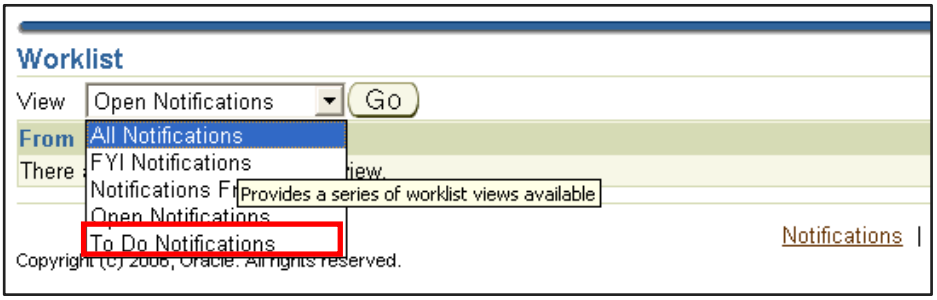


Image 3-16: Worklist page, Drop-Down List

From the results table, select the link under the Subject header of the notification you wish to review (Image 3-17).

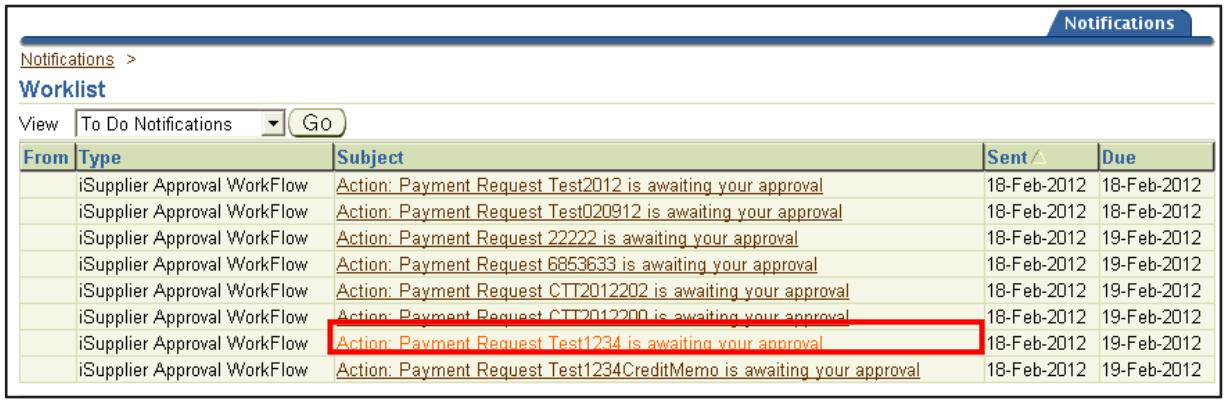


Image 3-17: Worklist Page, Notification Selection

Once you select the subject link, you will be directed to the Action: Payment Request page (Image 3-18).

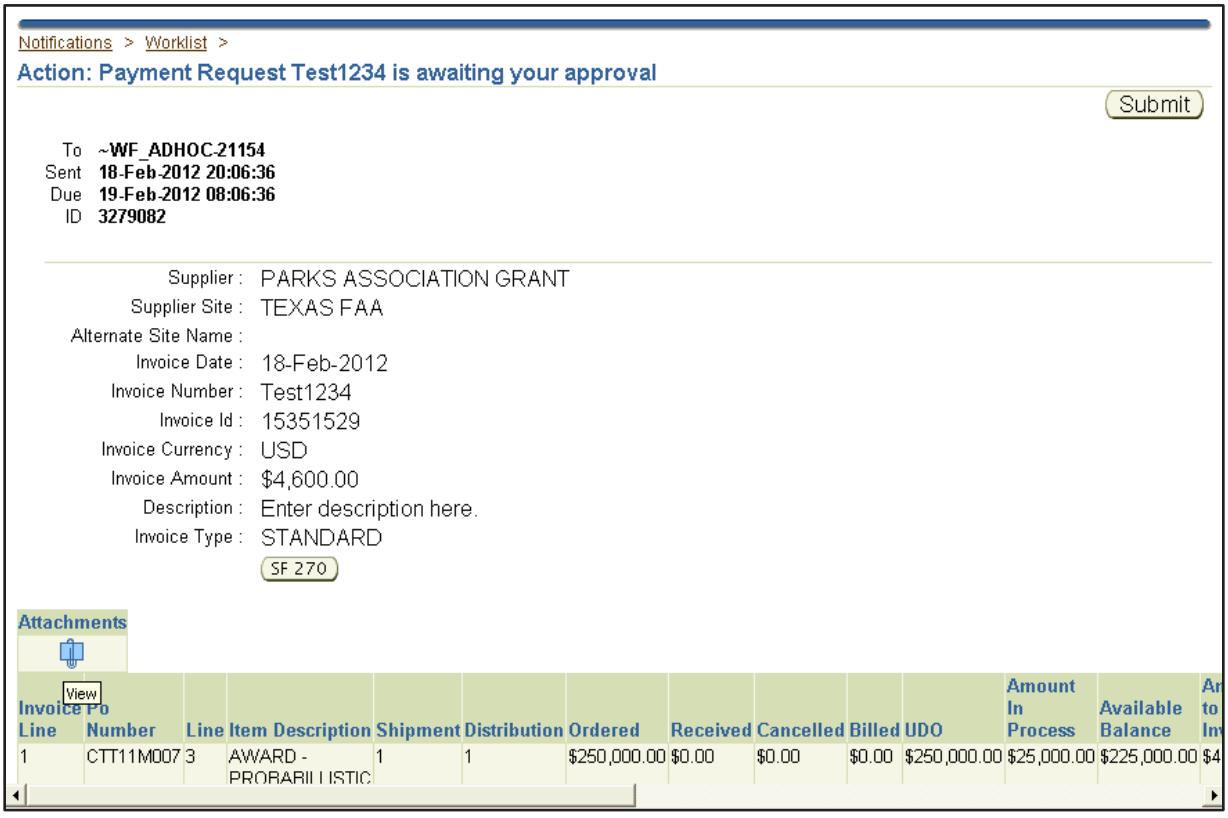


Image 3-18: Action: Payment Request Page

3.4.2 Reject Invoice

Once you have reviewed the invoice and its backup documentation, you are ready to reject it.

At the bottom of the page, there is a Response section with an Approval Action drop-down list. You have the following options: "APPROVED," "REJECTED: Good Services not received," "REJECTED: Invoice Error," "REJECTED: Other."

Select the appropriate rejection type from the options in the drop-down list (Image 3-19).

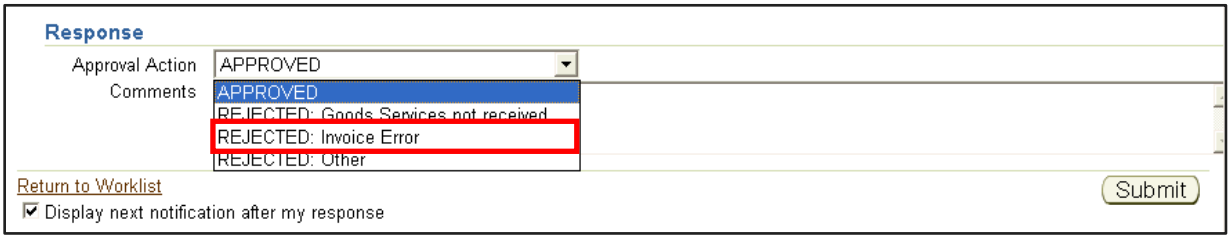


Image 3-19: Action: Payment Request Page, Approval Action Drop-Down List

For all rejected invoices, you are required to submit comments in the comments field (Image 3-20). This field has a limit of 255 characters. This message will be sent directly to the grant recipient. Failing to enter comments will result in an error message when attempting to submit.

OA PROCESS RECOMMENDATION #4

Please refer to the OA for which you review invoices for specific guidance regarding what to include in the comments section for invoice rejections.

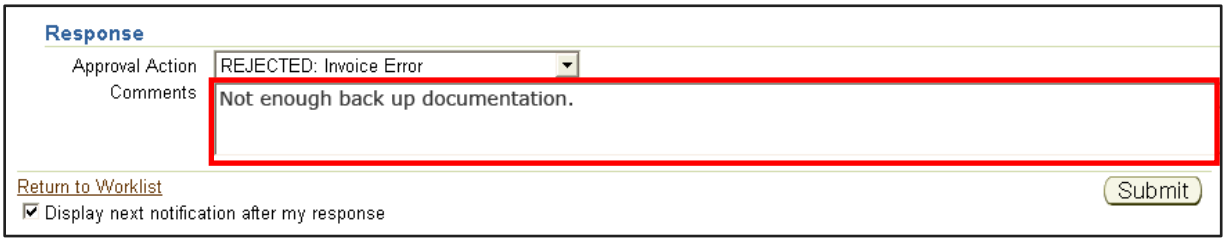


Image 3-20: Action: Payment Request Page, Comments Field

To complete the rejection process, select the **Submit** button at the bottom right corner of the screen. Upon submission you will be directed back to the Worklist page.

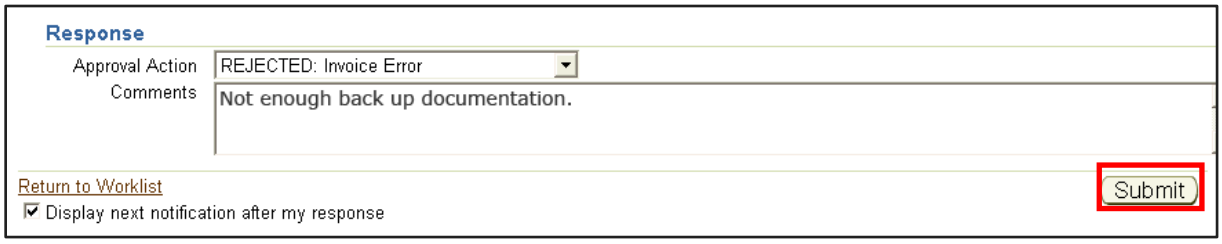


Image 3-21: Action: Payment Request Page, Submit Button

NOTE

- Please note that if the amount of the invoice is incorrect or any necessary documents have not been attached to the invoice, you must reject the invoice and provide an explanation in the Comments field regarding which information must be corrected or which documents must be added in order for the invoice to be approved
- While the grant recipient will not be able to view the Approval Action selection, they will be able to view your rejection comments
- Anything that is submitted in the comments section will be sent to the grant recipient in an e-mail; all comments submitted will be considered official US Government communication

3.5 Redistributing Across Multiple PO Lines

3.5.1 Select Invoice to Redistribute

Redistribution allows you to change the funding source assigned during FIFO processing and allows you to manually select one or more different funding sources for the invoice payment.

OA PROCESS RECOMMENDATION #5

Please refer to the OA for which you review invoices for specific guidance regarding the use of redistribution of funds on an invoice; some OAs will opt not to use this functionality.

It is important to note that the redistribution process only allows you to redistribute funds within a PO number.

NOTE

If the funds need to be redistributed across multiple POs, please reject the invoice and cite the reasons for rejection in the comments section.

The first few steps are similar to the invoice approval process, but there are important changes to note. Begin by selecting the **Notifications** link on the Responsibility Home page (Image 3-22).

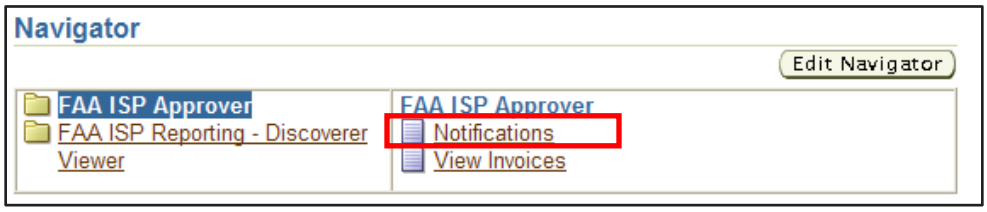


Image 3-22: Responsibility Home Page, Notifications Link

On the Worklist page, use the drop-down list and select "To Do Notifications" (Image 3-23).

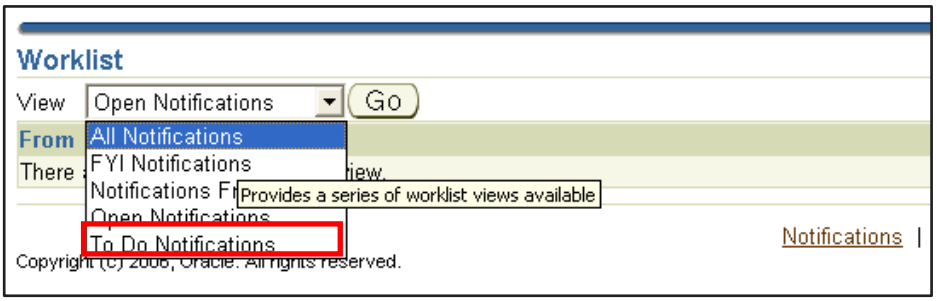


Image 3-23: Worklist page, Drop-Down List

From the results table, select the link under the Subject header of the notification you wish to review (Image 3-24).

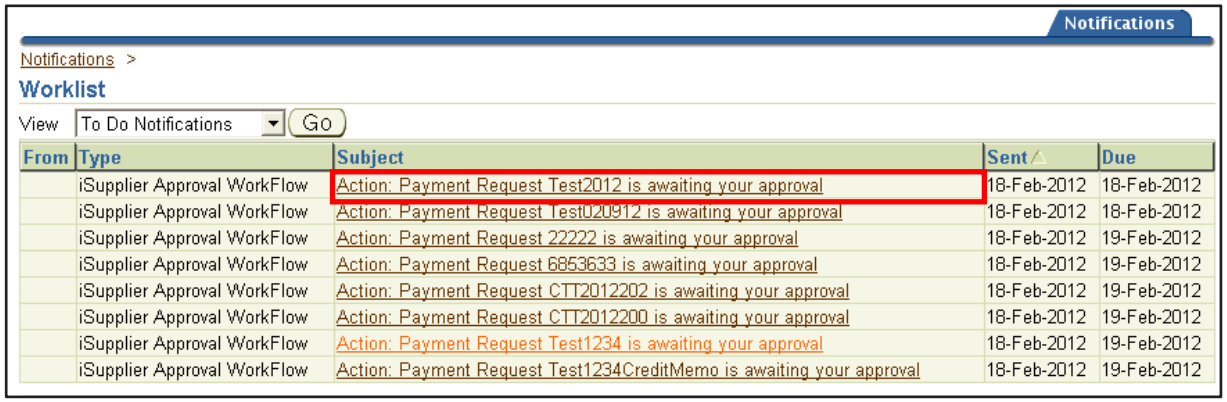


Image 3-24: Worklist page, Notification Selection

Once you select the subject link, you will be directed to the Action: Payment Request page (Image 3-25).

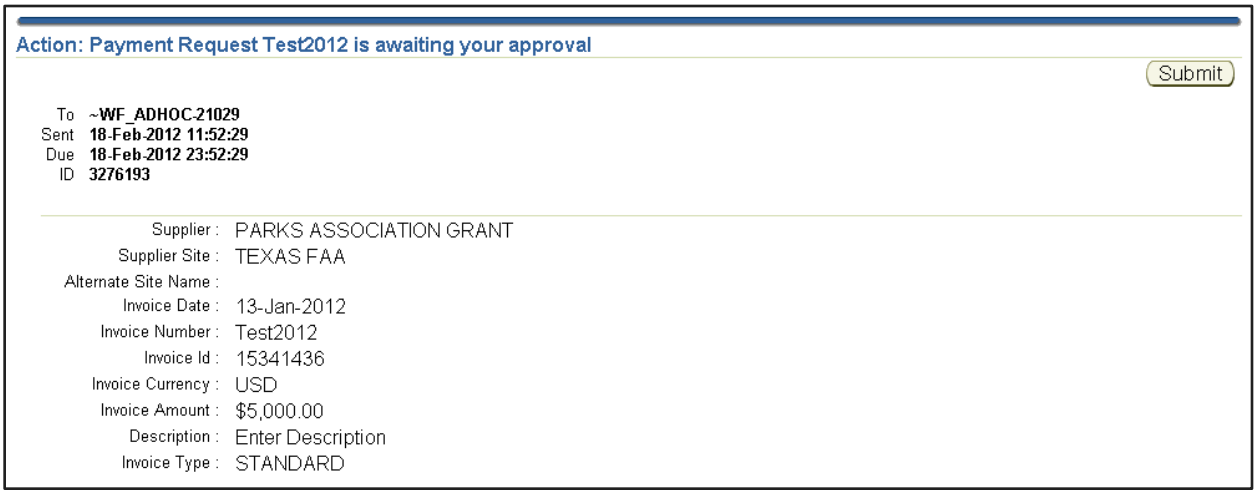


Image 3-25: Action: Payment Request Page

On the Action Payment Request page, select the **Go to Redistribution link** directly above the Action History section (Image 3-26). This will direct you to the Invoice Redistribution page.

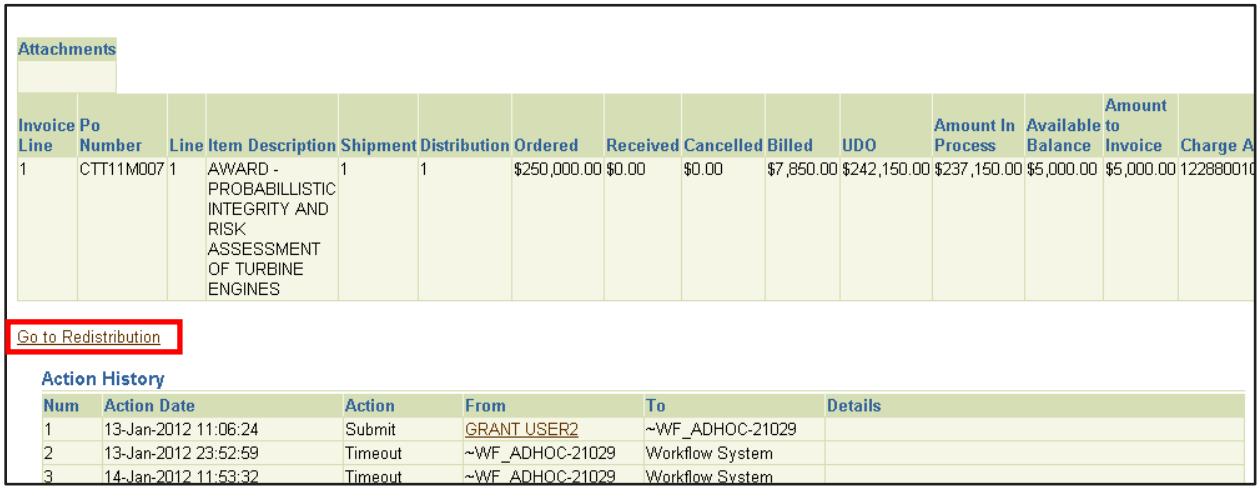


Image 3-26: Action: Payment Request Page, Go to Redistribution Link

3.5.2 Invoice Redistribution Page Review

On the Invoice Redistribution page, there are three tables: Invoice Header, Invoice Details, and PO Lines (Image 3-27).

The "Invoice Header" table provides an overview of the invoice, including the Invoice Number, Invoice Date, Supplier, Invoice Total, Description, and Invoice Type. The "Invoice Details" table lists the number of PO lines, amounts, and charge accounts within the invoice. The "PO Lines" table lists all the lines under each PO number.

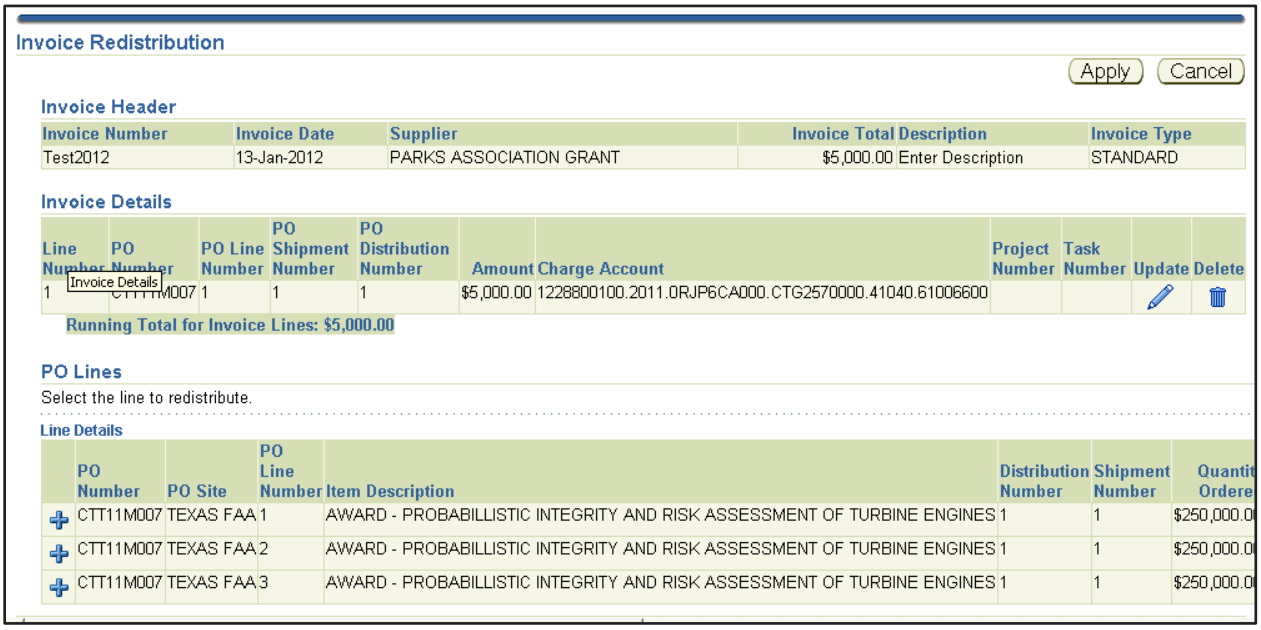


Image 3-27: Invoice Redistribution Page

You can choose to redistribute funds among available lines within a PO. The total funding for all PO lines must remain the same as the original invoice (Image 3-28).

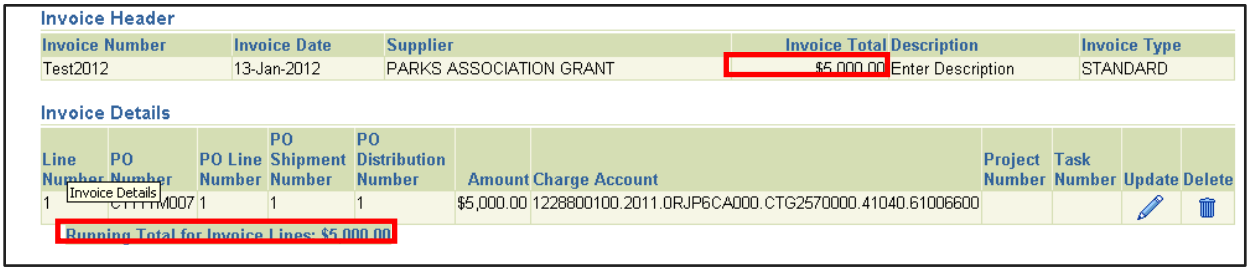


Image 3-28: Invoice Redistribution Page, Matching Invoice Totals

3.5.3 Add Lines to Redistribute

From the PO Lines table, you can add an additional PO line/grant by selecting the **plus** icon beside the appropriate PO Number/Grant Number you want to invoice against (Image 3-29).

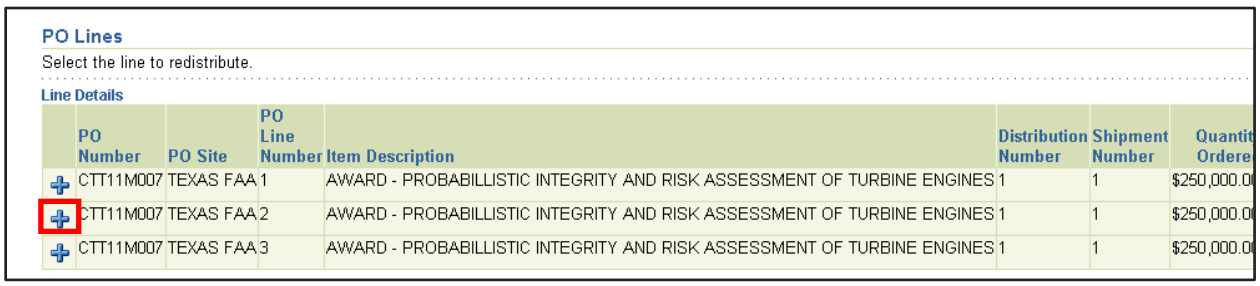


Image 3-29: Invoice Redistribution Page, Adding a PO Line

Once you select the **plus** icon, that line is added to the Invoice Details table (Image 3-30).

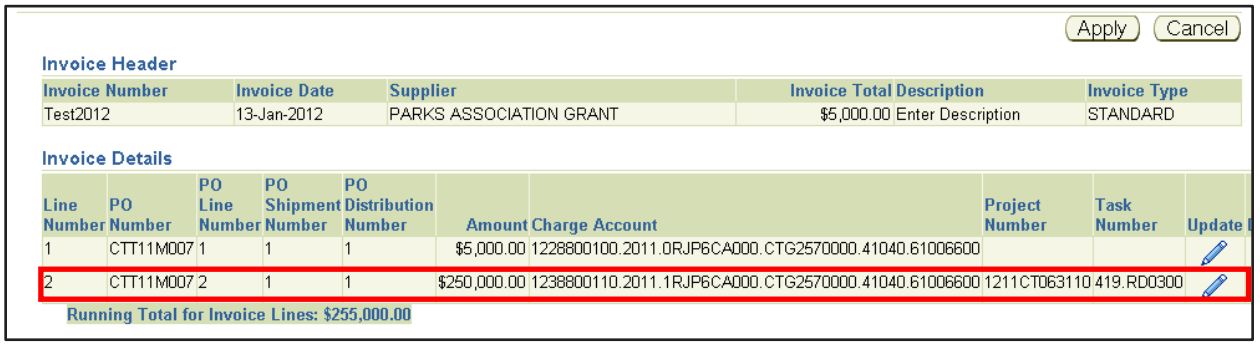


Image 3-30: Invoice Redistribution Page, 2nd PO Line Added

Select the **plus** icon again to add another PO line to redistribute. The additional PO line now appears in the Invoice Details table (Image 3-31).

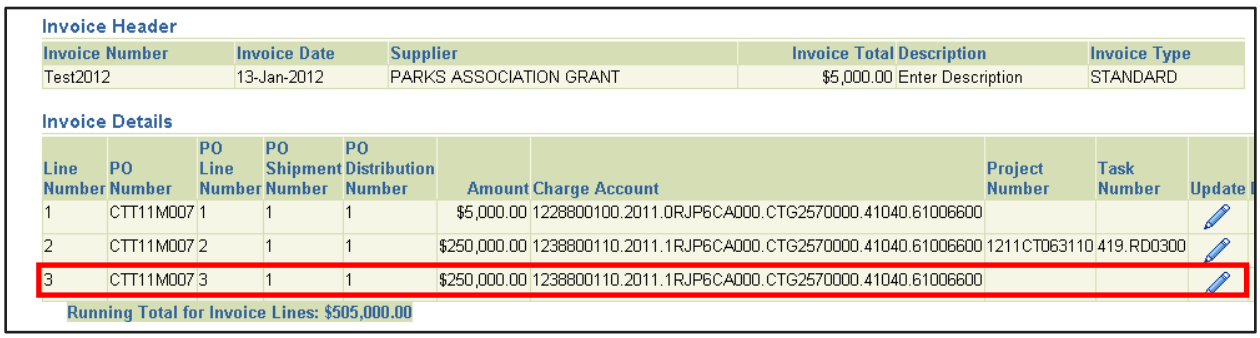


Image 3-31: Invoice Redistribution Page, 3rd PO Line Added

3.5.4 Update Line Amount

Once you've added the PO lines to the Invoice Details table you must update the line amounts so that the Running Total for Invoice Lines matches the original Invoice Total.

From the Invoice Details table, you can update or delete the lines by selecting the **Update** and **Delete** icons on the right-hand side of the table (Image 3-32).

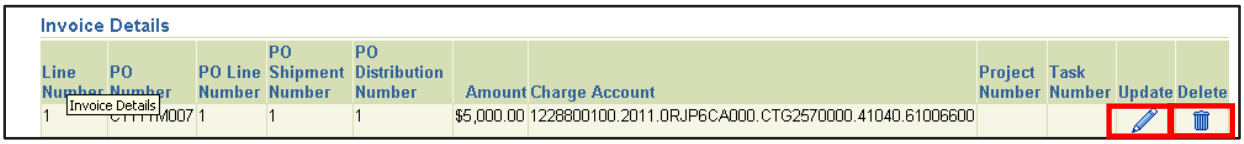


Image 3-32: Invoice Redistribution Page, Update and Delete Icons

Selecting the **Update** icon beside the line you want to edit (Image 3-33), this will direct you to the Update Invoice Line page.

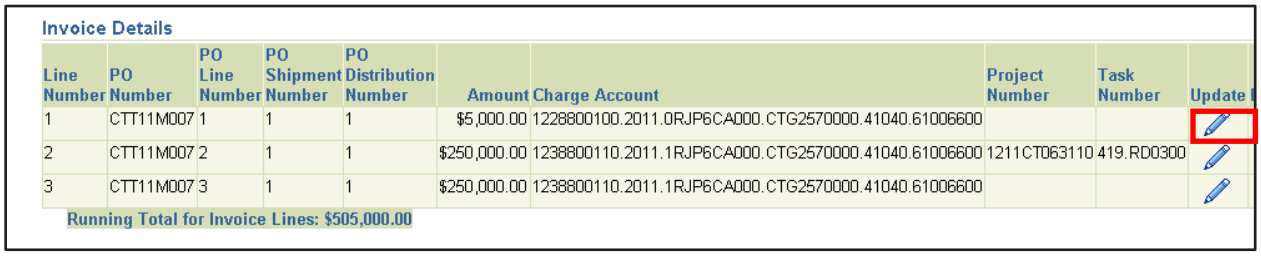


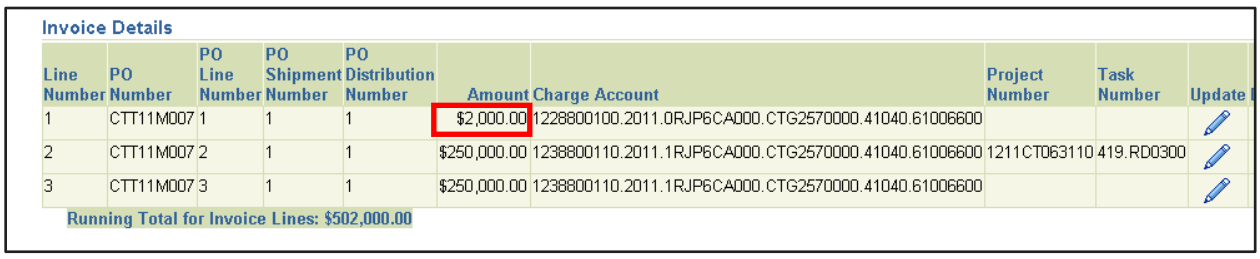
Image 3-33: Invoice Redistribution Page, Update Line

On the Update Line page (Image 3-34), enter the correct amount in the Amount field, and select Apply to save and be directed back to the Invoice Redistribution page.

Please note that selecting the Cancel button on the Update Invoice Line page will direct you back to the Invoice Redistribution page, and no changes will be reflected.

Image 3-34: Update Invoice Line Page

On the Invoice Redistribution page, the change in amount will be reflected in the Invoices Details table under the Amount column (Image 3-35).



Invoice Details

Line Number	PO Number	PO Line Number	PO Shipment Number	PO Distribution Number	Amount	Charge Account	Project Number	Task Number	Update
1	CTT11M007	1	1	1	$2,000.00	1228800100.2011.0RJP6CA000.CTG2570000.41040.61006600			
2	CTT11M007	2	1	1	$250,000.00	1238800110.2011.1RJP6CA000.CTG2570000.41040.61006600	1211CT063110	419.RD0300	
3	CTT11M007	3	1	1	$250,000.00	1238800110.2011.1RJP6CA000.CTG2570000.41040.61006600			

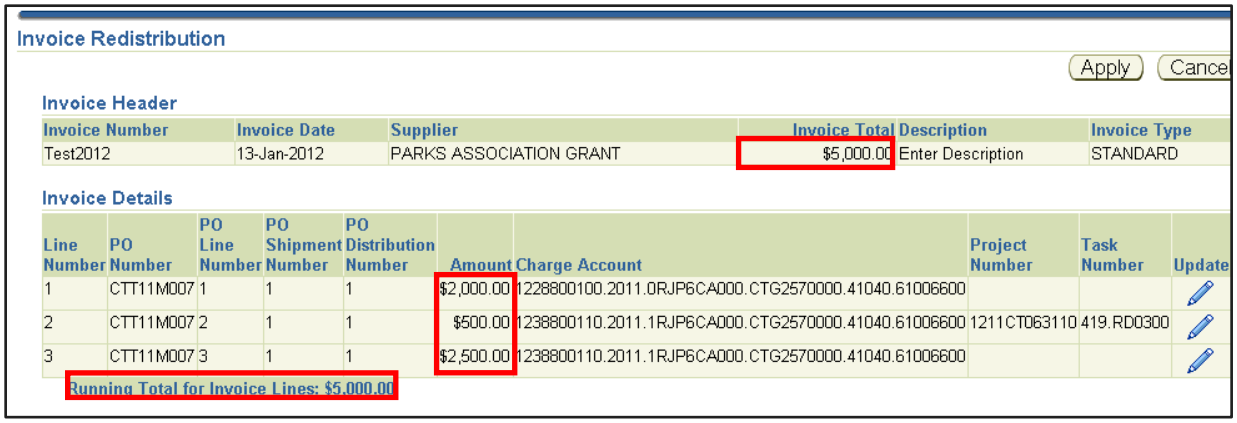
Running Total for Invoice Lines: $502,000.00

Image 3-35: Invoice Redistribution Page, View Updated Line

Repeat the steps to update the remaining line numbers. The Running Total for Invoice Lines will change to reflect each update.

3.5.5 Redistribute Invoice

Once you've updated all line numbers in the Invoice Details table, you must ensure that the Running Total for Invoice Lines matches the original Invoice Total (Image 3-36).



Invoice Redistribution

Apply Cance

Invoice Header

Invoice Number	Invoice Date	Supplier	Invoice Total	Description	Invoice Type
Test2012	13-Jan-2012	PARKS ASSOCIATION GRANT	$5,000.00	Enter Description	STANDARD

Invoice Details

Line Number	PO Number	PO Line Number	PO Shipment Number	PO Distribution Number	Amount	Charge Account	Project Number	Task Number	Update
1	CTT11M007	1	1	1	$2,000.00	1228800100.2011.0RJP6CA000.CTG2570000.41040.61006600			
2	CTT11M007	2	1	1	$500.00	1238800110.2011.1RJP6CA000.CTG2570000.41040.61006600	1211CT063110	419.RD0300	
3	CTT11M007	3	1	1	$2,500.00	1238800110.2011.1RJP6CA000.CTG2570000.41040.61006600			

Running Total for Invoice Lines: $5,000.00

Image 3-36: Invoice Redistribution Page, Verify Invoice Total Matches Running Total

NOTE

Please note that redistribution totals must always equal the amount of the original invoice. If the amounts of the PO lines do not match the Invoice Total, you will receive an error message. If the invoice amount itself needs to be changed, you must reject the invoice, and the grant recipient must correct the amount.

Once all changes have been made in the Invoice Details table for all lines, select the **Apply** button (Image 3-37). This will direct you back to the Action: Payment Request page where

you can then approve the invoice. Selecting the **Cancel** button will direct you back to the Action: Payment Request page and no changes will be reflected.

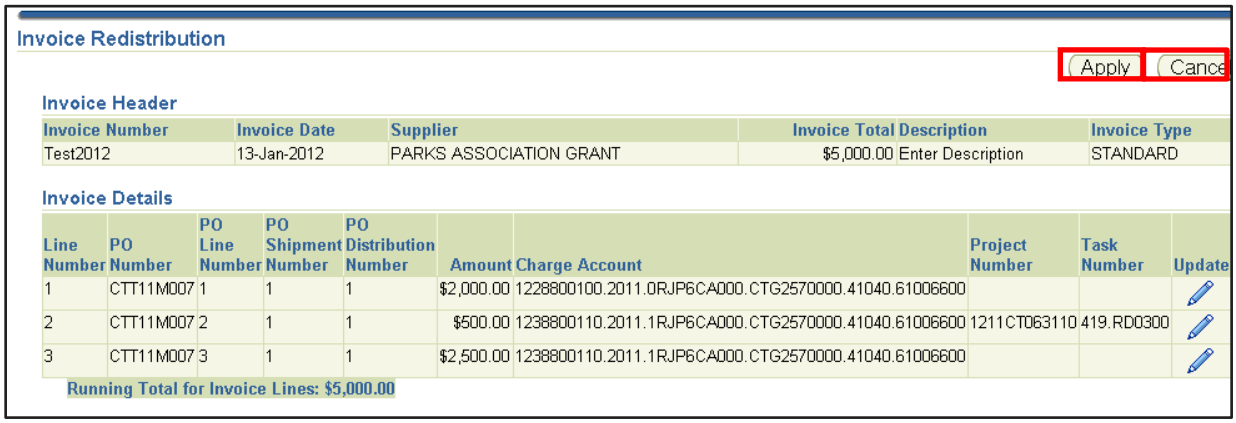


Image 3-37: Invoice Redistribution Page, Apply Button

NOTE

Please note that if you perform redistributions on an invoice but are not the first reviewer/approver in the approval hierarchy, the entire invoice will be sent back to the first reviewer/approver to take action once you have approved the redistributed invoice.

SUMMARY

You should now have a better understanding of how to use the Delphi eInvoicing System. If you need assistance using the system, please call the Customer Service Center (CSC) Help Desk. Help Desk contact information can be found on the Delphi eInvoicing System website.

For further review of the Delphi eInvoicing System course content, refer to the Reviewer/Approver role Web-Based Training on the Delphi eInvoicing System website.