DEPARTMENT OF TRANSPORTATION DELPHI eINVOICING SYSTEM REVIEWER /APPROVER QUICK REFERENCE GUIDE





STEPS FOR REDISTRIBUTING AN INVOICE

REDISTRIBUTING AN INVOICE



Log Into the Delphi elnvoicing System

- On the DOT Delphi elnvoicing System Login page, enter your user name and password
- o Read the Rules of Behavior and check the box
- Select Login



2. Select the Responsibility

 Select the responsibility associated with the DOT OA for which you will review invoices to go to the Responsibility Home page



3. Select the Notifications Link

 Select the **Notifications** link to go to the Worklist page

For additional training resources, please visit the Delphi elnvoicing System website:

http://www.dot.gov/cfo/delphi-einvoicingsystem.html

Available Training Materials:

- Reviewer/Approver Web-Based Training (WBT)
- Reviewer/Approver User Manual,
- Frequently Asked Questions (FAQs)



Select Invoice to Review

- Select To Do Notifications from the View drop-down list
- From the results table, select the invoice you wish to review under the Subject header which will open the Action: Payment Request page



5. Select the Go to Redistribution Link

 Select the Go to Redistribution link on the Action: Payment Request page to go to the Invoice Redistribution page



6. Add Lines to Redistribute

 Select the plus icon in the PO lines table to add lines to the Invoice Details table



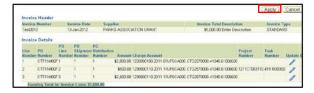
7. Update Line Numbers

 Select the update icon in the invoice Details table beside the lines you want to edit to go to the Update Invoice Lines page



8. Update Invoice Line Amount

- Enter the correct amount in the Amount field of the Update Invoice Lines page
- Select Apply to save and be directed back to the Invoice Redistribution page



9. Redistribute the Invoice

- Verify the Running Total for Invoice Lines matches the Invoice Total
- Select Apply to redistribute the invoice