

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



STEPS FOR REDISTRIBUTING AN INVOICE

1. Log Into the Delphi eInvoicing System

- On the DOT Delphi eInvoicing System Login page, enter your user name and password
- 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 eInvoicing System website:

<http://www.dot.gov/cfo/delphi-einvoicing-system.html>

Available Training Materials:

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

4. 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