

Course Name	Delphi eInvoicing System Training: Grant Reviewer/Approver
Operating Administration (OA)	FTA



OA Process Recommendations:

At various points within the Delphi eInvoicing System training, you will see yellow boxes containing the caption "OA Process Recommendation". These captions highlight functionalities and processes within the system that may be used differently by each OA.

1	Auto-Approval: 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.
OA Process Recommendation: OA will NOT use the auto-approval function	
OA Policies and Guidelines: <p>The FTA does not authorize the auto-approval feature, which allows for automatic reimbursement without the Delphi eInvoicing System Approver's review of supporting documentation. It is important that the Delphi eInvoicing System Approver pay close attention to the budget year on all requests for reimbursement. The First In, First Out (FIFO) cost application is used when disbursing funds. This means requests for reimbursement should first utilize the oldest funds under the oldest funding year when authorizing the expenditure of funds under a no-year appropriation. To verify the application of the FIFO application, Delphi eInvoicing System Approvers must run a Delphi PO Status Report to confirm the grantee's request for funds was requested under the oldest budget year. Questions should come to the FTA Office of Financial Management, Accounts Payable Division (TBP-52) at 202-366-9748.</p>	
2	SF270/271: 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.
OA Process Recommendation: The grant recipient should submit the SF270 form	
OA Policies and Guidelines:	
3	Attachments: Please 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.
OA Process Recommendation: Refer to agency Policies and Guidelines for specific instructions	
OA Policies and Guidelines:	

4	Rejection Comments: Please refer to the OA for which you review invoices for specific guidance regarding what to include in the Comments section for invoice rejections.
OA Process Recommendation: Refer to agency Policies and Guidelines for specific instructions	
OA Policies and Guidelines: <p>Before rejecting a grantee's invoice/request for reimbursement, the Delphi eInvoicing System Approver must make contact with the grant recipient representative and explain issues and reasons for rejecting the payment request. The name and telephone number of the person with whom the Delphi eInvoicing System Approver has spoken must be documented in the rejection Comments before rejecting the request for reimbursement.</p>	
5	Redistribution: 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.
OA Process Recommendation: OA will use the redistribution function	
OA Policies and Guidelines: <p>The redistribution function is needed if expenditures have been misapplied against the wrong line of accounting. Delphi eInvoicing System Approvers will not have the capability of redistributing funds and must contact the FTA Accounts Payable Division for assistance and guidance. The telephone number to contact is 202-366-9748, the main number to the FTA Office of Financial Management, Accounts Payable Division.</p>	