

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



STEPS FOR SEARCHING ALL INVOICES

Welcome to the Department of Transportation DELPHI Login Page

Please enter your User Name and Password below:

Username:

Password:

☐ I have read and accept the DELPHI Rules of Behavior.

Login

I have read the DELPHI Rules of Behavior in their entirety, and I recognize that it is my responsibility to ensure that I comply with all DOT policies, regulations, guidelines and rules regarding the protection, handling, processing, transmission, distribution, and destruction of sensitive unclassified information. I understand that failure to comply with any or all of the below security requirements could result in the loss of my system privileges, disciplinary action by DOT, and/or civil or criminal penalties.

DELPHI Rules of Behavior

Why are DELPHI Rules of Behavior Needed?

Within DELPHI, as within all commercial-off-the-shelf (COTS) software packages, technical controls alone are inadequate in ensuring the proper separation of duties and security controls needed in federal applications.

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**

DEPARTMENT OF TRANSPORTATION
DELPHI
UNITED STATES OF AMERICA

E-Business Suite

Logged In As: EELLIS2FAA

Navigator

- FAA ISP Approver
- FAA ISP Reporting - Discoverer

Please select a responsibility.

Log out | Preferences | Help

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

DEPARTMENT OF TRANSPORTATION
DELPHI
UNITED STATES OF AMERICA

E-Business Suite

Logged In As: EELLIS2FAA

Navigator

- FAA ISP Approver
- FAA ISP Reporting - Discoverer
- View Invoices**

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

Log out | Preferences | Help

3. Select the View Invoices Link

- Select the **View Invoices** link to go to the Invoice Summary 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)

DEPARTMENT OF TRANSPORTATION
DELPHI
UNITED STATES OF AMERICA

FAA ISP Approver

Home | Logout | Preferences | Help

Invoice Summary

Simple Search

Invoice Number:

Grant Number/PO Number:

Amount Due From:

Amount Due To:

Invoice Date From:

Invoice Date To:

Due Date From:

Due Date To:

Go **Clear**

Invoice Number: Invoice Date PO Number Grant Number Invoice Amount Status Description Type Supplier Due Date Paid Date View

No search conducted.

Home | Logout | Preferences | Help

4. Enter Search Criteria

- Enter search criteria
- Select **Go**

DEPARTMENT OF TRANSPORTATION
DELPHI
UNITED STATES OF AMERICA

E-Business Suite

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Navigator

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- FAA ISP Reporting - Discoverer
- View Invoices**

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

Log out | Preferences | Help

Invoice Summary

Simple Search

Invoice Number:

Grant Number/PO Number:

Amount Due From:

Amount Due To:

Invoice Date From:

Invoice Date To:

Due Date From:

Due Date To:

Go **Clear**

Invoice Number	Invoice Date	PO Number	Grant Number	Invoice Amount	Status	Description	Type	Supplier	Due Date	Paid Date	View
Test00912	09-Feb-2012	CTT11M006	CTT11M006	4,600.00	PENDING APPROVAL	Standard PARKS ASSOCIATION GRANT	Test	Standard PARKS ASSOCIATION GRANT	08-Mar-2012		View
CT2239000	07-Feb-2012	CTT11M006	CTT11M006	1,500.00	PENDING APPROVAL	Standard PARKS ASSOCIATION GRANT	Test	Standard PARKS ASSOCIATION GRANT	08-Mar-2012		View
22222	07-Feb-2012	CTT11M007	CTT11M007	407,150.00	PENDING APPROVAL	Standard PARKS ASSOCIATION GRANT	Test	Standard PARKS ASSOCIATION GRANT	08-Mar-2012		View
Test2012	13-Jan-2012	CTT11M007	CTT11M007	5,000.00	PENDING	Standard PARKS ASSOCIATION GRANT	Enter	Standard PARKS ASSOCIATION GRANT	12-Feb-2012		View

5. View Search Results

- View search results including the status and paid date; to sort by any of the categories, select the desired column header
- Select **Export** button to export table data to a .CSV file
- Select the **View** link to go to the Invoice Details page for that invoice

Create Invoices | View Invoices

INVOICES - View Invoices - 1

Invoice Details

Invoice Number: FAA_AM_001

Invoice Date: 07-Dec-2011

Currency: USD

Invoice Amount: 2

Description: ATTACHMENT

Attachments

6. View Invoice Details

- Review the invoice details including SF270/SF271 forms and attachment details on the Invoice Details Page