

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



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:	
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: Attachments will not be accepted.	
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: Comments for invoice rejections should include - specific reason(s) for rejection, i.e. Line 11 - incorrect calculation(s); Box 8 - Period Covered Date(s) does not follow dates listed on previous SF 270.	

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 NOT use the redistribution function	
OA Policies and Guidelines: RITA will NOT use the redistribution function.	