



Department of Transportation (DOT)

Delphi eInvoicing System

Desktop User Guide – Super User



HOW TO USE THIS MANUAL

This manual is designed for use by a Delphi eInvoicing System “Super User” and comprises information pertinent to both a DOT grant recipient and a DOT grant reviewer/approver.

The Table of Contents will help you navigate the manual as follows:

1. The first GENERAL section offers background information on the Delphi eInvoicing System project, including its availability. It also provides an overview of the content available in this document.
2. The second GRANT RECIPIENT section outlines system functionality and processes specific to the grant recipient user role.
3. The third REVIEWER/APPROVER section outlines system functionality and processes specific to the reviewer/approver user role.

If you only need to view content for a grant recipient user, jump directly to the GRANT RECIPIENT section on **page 14**.

If you only need to view content for a reviewer/approver user, jump directly to the GRANT RECIPIENT section on **page 62**.

If you need assistance using the system, please call the Customer Service Center (CSC) Help Desk. Help Desk contact information can be found on the Delphi eInvoicing System [website](#).

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BACKGROUND

The Department of Transportation (DOT) has implemented a program to transform and automate the grants payment process. This program will improve online invoice processing activities by having grant recipients submit invoices electronically via a new system called the Delphi eInvoicing System.

The Delphi eInvoicing System is a real-time invoicing tool that improves efficiency and data transparency by reducing the time between invoice submission and payment. It will also give you accurate invoice status reporting capabilities.

The system will be available for invoice submission and processing from 6:00am ET Monday through 9:00pm ET Saturday. System maintenance will occur between 9:00pm ET Saturday through 6:00am ET Monday.

OVERVIEW

This Delphi eInvoicing System user manual provides information on the roles and functions of the grant recipient and reviewer/approver. Specifically, how grant recipients submit an invoice for payment against one or more grants and how reviewer/approvers review and approve an invoice submitted by a grant recipient against one or more grants.

The content in this manual has been standardized at the DOT level and addresses Delphi eInvoicing System functionality only. Additional Departmental and agency-specific training materials can be found on the DOT Delphi eInvoicing System [website](#).

Throughout this manual, you will see a red caption callout box with the word “NOTE” written on the header. These callouts contain important information about using the system. You will also see a similar callout box in yellow with the words “AGENCY PROCESS RECOMMENDATION”. These captions will highlight functionalities within the system that may be used differently.

NOTE

AGENCY PROCESS RECOMMENDATION

GRANT RECIPIENT ROLE AND RESPONSIBILITIES

LEARNING OBJECTIVES

Grant Recipient learning objectives include:

- Identifying the function and purpose of the Delphi eInvoicing System
- Locating the steps to gain access to the system
- Locating the steps on how to use the system to search saved and rejected invoices and view submitted invoices
- Locating the steps to create, save, and submit an invoice within the system

GLOSSARY

There are several concepts and terms associated with the Delphi eInvoicing System that may be new to you. These concepts and terms will be used throughout this manual and are defined in Table A1-1 below.

| KEY CONCEPT/ TERM | DEFINITION |
|-------------------------|--|
| Credit Memo | A credit memo is submitted by a grant recipient as a type of invoice to reconcile an account for overpayment. |
| Grant | A grant is a financial award given to a recipient to carry out an approved project or activity. |
| Grant Number | A grant number is a unique identification number for a grant. These numbers are generated by the agency from which the grant recipient receives the grant. |
| Invoice | There are two types of invoices in the Delphi eInvoicing System. The most common usage of the term invoice is used to request payment against a specific grant. The second type of invoice is a credit memo (defined above). |
| ISP | Oracle iSupplier is the enterprise application upon which the Delphi eInvoicing System is built. |
| Notifications | Notifications are electronic messages that the grant recipient will receive to inform him/her of actions that the reviewer/approver has taken on each invoice. |
| Obligation | An obligation is the amount of funding awarded to a grant recipient to carry out an approved project or activity. Issuance of a purchase order is an obligation transaction. |

| KEY CONCEPT/ TERM | DEFINITION |
|-------------------------------|---|
| Payment | A payment is a disbursement of funds to a grant recipient to carry out an approved project or activity. |
| Purchase Order (PO) | A purchase order represents an obligation that has been made to a grant recipient. When creating an invoice for payment, the grant recipient selects one or more purchase orders to charge the invoice against. |
| Report | A report is an extract of data defining specific criteria to satisfy audit, mandated, and real-time reporting needs. Grant recipients can query data from the Delphi eInvoicing System. |
| Responsibility | Responsibility is a term used in the Delphi eInvoicing System and refers to the name of the access that has been given to a grant recipient. This access relates to a specific agency's grants. A grant recipient may submit invoices to multiple agencies and, as a result, may have multiple responsibilities from which to choose. |
| Standard Form (SF) 270 | The Standard Form (SF) 270 is a request for reimbursement. |
| Standard Form (SF) 271 | The Standard Form (SF) 271 is an outlay report and request for reimbursement for construction projects. |

Table A1-1: Grant Recipient User Glossary

A1.0 DELPHI eINVOICING SYSTEM OVERVIEW

In this section of the manual, you will review why DOT has moved to the Delphi eInvoicing System, the benefits of using the system, and the steps you must take to activate your user account.

At the end of Section A1.0, you should be able to:

- Identify the function and purpose of the Delphi eInvoicing System
- Locate the steps to gain access to the system
- Identify the reasons for user account deactivation and the process for reactivation

A1.1 Delphi eInvoicing System Overview

The purpose of the Delphi eInvoicing System is to automate the grants payment process and allow the grant recipient to submit invoices for payment electronically. Once an invoice has been submitted, the grant reviewer/approver will have the ability to immediately approve or reject the invoice.

The system will:

- Allow for standardized invoice submission across all agencies within the DOT
- Allow for the viewing of submitted invoices and balances on open grants in real time
- Send system-generated rejection notices if funds are not available or adequate information is not provided
- Send automated e-mail notifications for invoice approvals and rejections
- Allow for electronic invoice submission and the ability to electronically upload images or other files containing backup documentation for invoices

A1.2 User Account Activation and Deactivation

Before accessing the Delphi eInvoicing System, a grant recipient must be an authenticated user. This authentication process is called eAuthentication. Complete details on this process can be found on the Delphi eInvoicing System [website](#).

Here are the steps required to activate a user account:

1. Once a DOT agency has established a grant, the agency submits an access request for the grant recipient to access the Delphi eInvoicing System.
2. The grant recipient will receive an e-mail invitation to register from the DOT.
3. The grant recipient will complete the Online Registration form.
4. The grant recipient will complete and print the Proof of Identity PDF form.
5. The grant recipient must have the Proof of Identity form validated by a Notary Public and mail the notarized form to the DOT.
6. The DOT will then validate the forms and approve the grant recipient's account, at which point they will receive separate e-mails with your user name and password.

NOTE

Please note that if a grant-receiving organization has multiple users who may submit invoices through the system, each individual user must complete the eAuthentication process and have the Proof of Identity form notarized and mailed to the DOT for account activation.

Each of the account activation steps is outlined in more detail below.

1. Once the agency has submitted a request for you to access the system, the grant recipient will receive an e-mail invitation to register for a user account from the DOT.
2. Here is an example of the invitation the grant recipient will receive (Image A1-1). Within the invitation, they will select the **link** to access the Online Registration form.

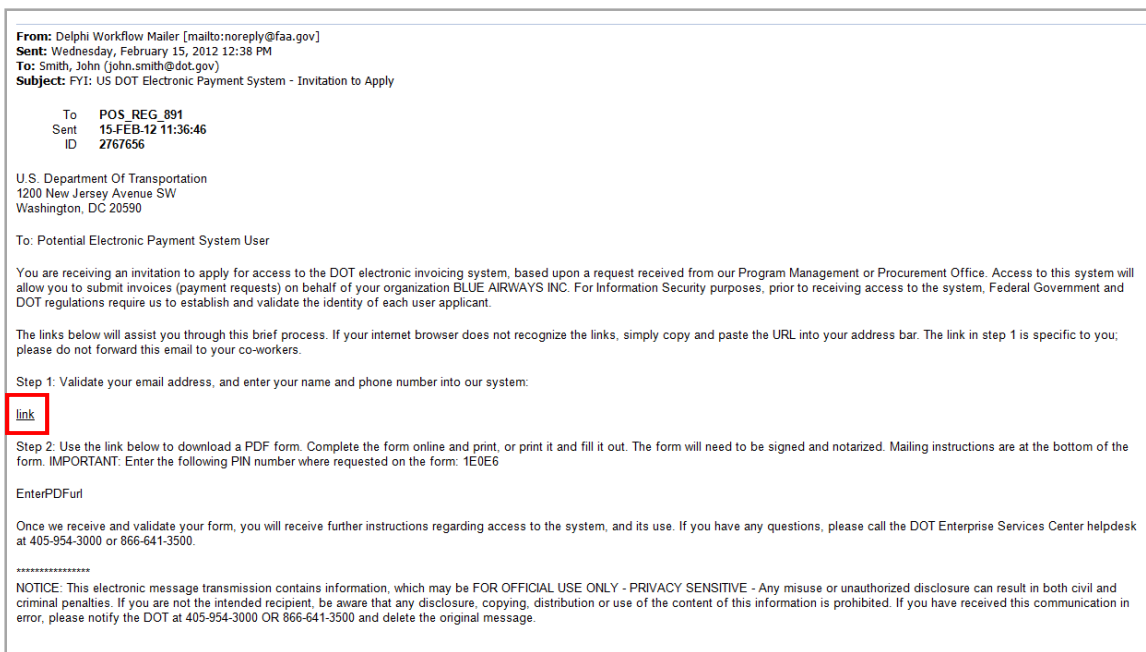


Image A1-1: Grant Recipient Registration Invitation

NOTE

Please note that the link provided in the invitation is a unique identifier to the individual to whom it was sent and cannot be shared with others.

If additional users within your organization need access to the system, the grant recipient should contact the agency they are invoicing.

3. After selecting the link in the invitation, the Online Registration form will open (Image A1-2). To complete this form, the grant recipient must enter your e-mail address, first name, last name, and phone number.

Image A1-2: Grant Recipient Online Registration Form

To submit the form, select **Submit** (Image A1-2).

- After the grant recipient has completed and submitted the Online Registration form, they return to the registration invitation.

This invitation contains the Proof of Identity form, which is in a PDF format. Select the **PDF link** to access the form (Image A1-3).

Image A1-3: Grant Recipient Registration Invitation Link to Proof of Identity PDF Form

Here is an example of the Proof of Identity PDF form (Image A1-4).

**U.S. Department of Transportation
Supplier Payment Request System
User Account Application**

Applicant Information

Applicant Name: _____ Enter full legal name
 Organization: _____ Enter the legal name of the organization you represent
 Work Address: _____ Enter work street address including suite/room/mail routing
 City: _____ Enter work city name
 State/Province: _____ Enter work state/province name
 Zip/Postal Code: _____ Enter work zip code or postal code
 Work Phone: _____ Enter work phone number including extension
 Work E-mail: _____ Enter work e-mail address (this will be your login)

Home Address

Home Address: _____ Enter home street address (must match ID)
 City: _____ Enter home city name
 State/Province: _____ Enter home state/province name
 Zip/Postal Code: _____ Enter home zip code or postal code

Identifying Information

The applicant must provide a Federal or State issued identification, such as a driver's license or passport. The identification must have a photo that will be verified by the Notary Public.

ID Number: _____ Enter ID Number from presented Gov't issued identification
 Issuing Authority: _____ Enter the name of the Government Issuing Office
 Expiration Date: _____ Enter the expiration date listed in the identification
 Unique PIN: _____ Enter the unique 5-digit PIN from your e-mail invitation

Signatures

On this _____ day of _____, 20____
 I, _____, did personally appear before me _____
 and presented identification as recorded herein. I have
 verified the photo of the presenter of the identification, and
 have verified the identifying information recorded herein,
 verified that the recorded address matches the
 identification, and witnessed their signature upon this form.

Applicant Signature: _____ Date: _____
 Affix Seal: _____

Mail via certified USPS, UPS, FedEx, etc. to:
 DOT Enterprise Services Center
 144 Accounts Payable, AMO-140
 PO Box 20710
 Oklahoma City, OK 73125

Notary Public: _____ Commission Expires: _____

Image A1-4: Proof of Identity PDF Form

The grant recipient will need to complete this form in its entirety, save it to their computer, and then print it out.

- Once printed, the grant recipient must take the form to a Notary Public to be validated and notarized. Once this is done, they must return the notarized form via certified mail (USPS, FedEx, UPS) to the address provided on the form.

NOTE

Please note that the grant recipient must populate the **Unique PIN** field with the PIN that was sent to them in a registration invitation e-mail.

- After the DOT receives the notarized Proof of Identity form, they will validate the form and approve the grant recipient's account. Once this is complete, they will receive their user name and password in separate e-mails. These credentials are used to access the system. Here is an example of an e-mail containing their approved user name (Image A1-5).

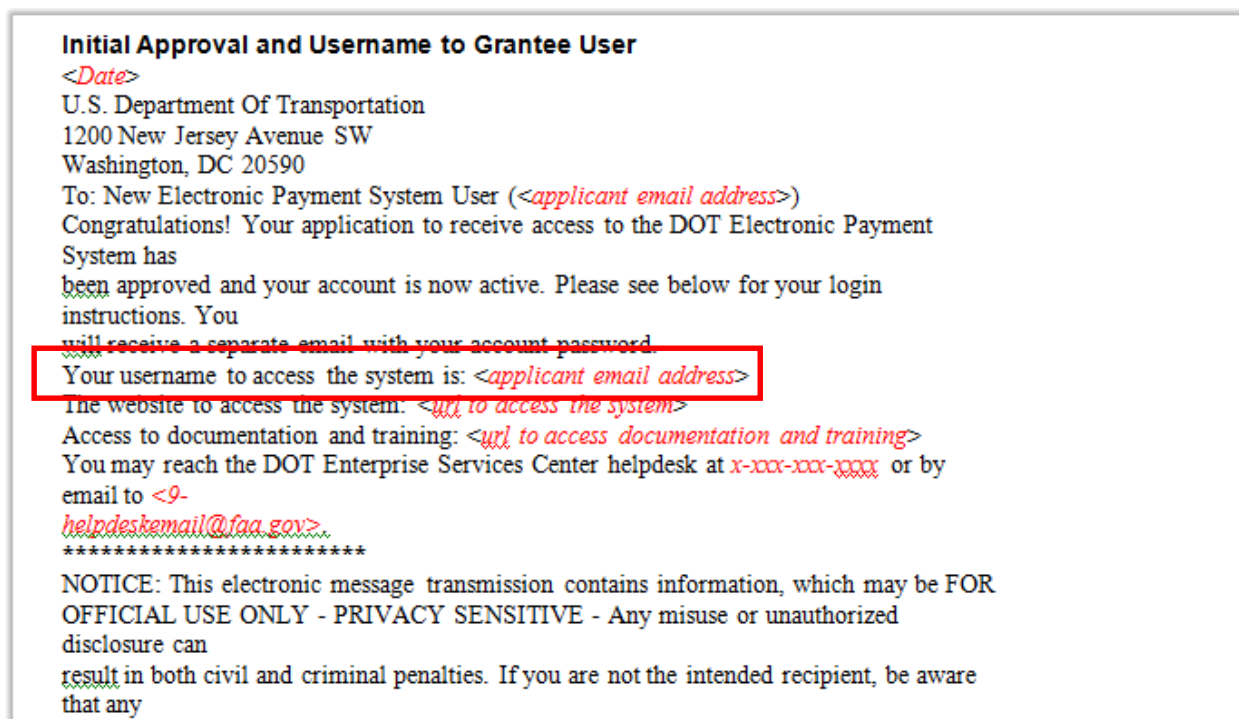


Image A1-5: Grant Recipient User Name E-mail

Notice that their user name will be the same as their e-mail address.

Here is an example of an e-mail containing a DOT-issued password (Image A1-6).

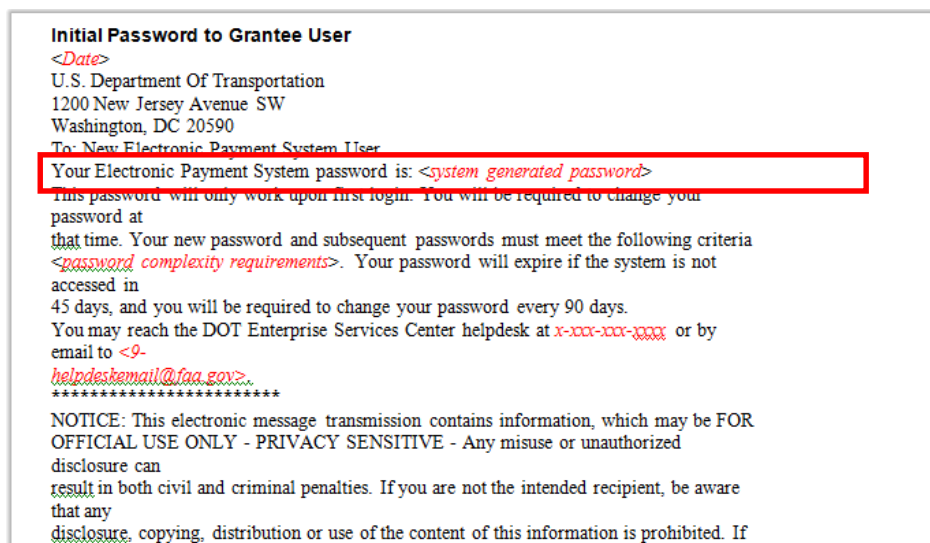


Image A1-6: Grant Recipient Initial Password E-mail

Once they have completed the registration process and obtained their user name and password, they can access the Delphi eInvoicing System. They should **activate their system account within 90 days** of receiving credentials to prevent their account from being deactivated.

Their account will remain valid unless it is deactivated due to a period of inactivity (it has not been logged into for 90 days) or their agency requests it to be deactivated.

If their account has been deactivated due to a period of inactivity, they should contact the Customer Service Center (CSC) Help Desk for account reactivation. If their account has been deactivated by mistake, they should contact to Help Desk to find out whether they need to go through the agency you invoice for account reactivation.

The process of logging into the system for the first time is detailed in Section A2.0.

A2.0 SYSTEM NAVIGATING AND SEARCHING

This section of the manual will describe how to search and navigate within the Delphi eInvoicing System.

At the end of this section, you should be able to:

- Locate the steps to use the global links to navigate throughout the system
- Locate the steps to use the Home tab to identify and distinguish the various notification types
- Locate the steps to use the Orders/Grants tab to review Purchase Orders/grants
- Locate the steps to use the Invoices tab to conduct an invoice search and review the status of a payment

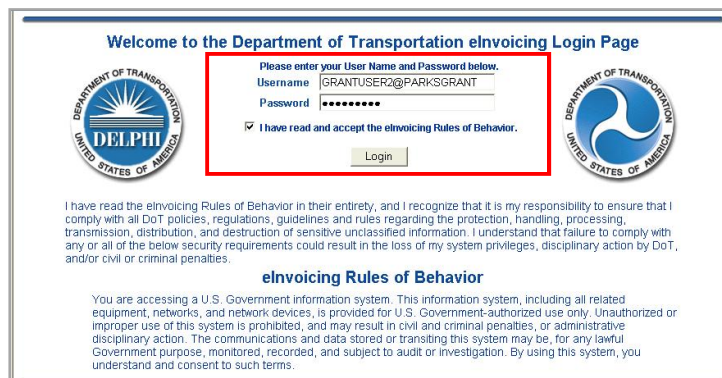
NOTE

All navigation should be made using the links and buttons provided in the Delphi eInvoicing System. Using navigational buttons on your web browser may result in errors.

A2.1 Delphi eInvoicing System Global Links

A2.1.1 Logging Into the Delphi eInvoicing System

Once on the DOT Delphi eInvoicing System Login page (Image A2-1), the grant recipient will enter the user name and generic password issued by the DOT. Before they log on, they must agree to follow the rules of behavior established by DOT by reading the Rules of Behavior and checking the box.



Welcome to the Department of Transportation eInvoicing Login Page

Please enter your User Name and Password below.

Username: GRANTUSER2@PARKSGRANT

Password: *****

☒ I have read and accept the eInvoicing Rules of Behavior.

Login

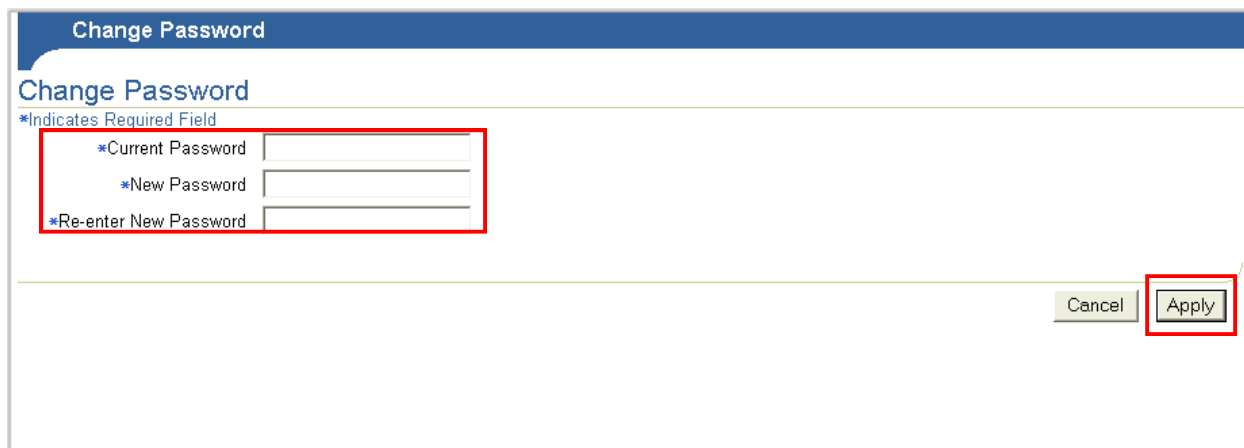
eInvoicing Rules of Behavior

I have read the eInvoicing 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.

You are accessing a U.S. Government information system. This information system, including all related equipment, networks, and network devices, is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system is prohibited, and may result in civil and criminal penalties, or administrative disciplinary action. The communications and data stored or transiting this system may be, for any lawful Government purpose, monitored, recorded, and subject to audit or investigation. By using this system, you understand and consent to such terms.

Image A2-1: Delphi eInvoicing System Login Page

Upon selecting the **Login** button, they will be directed to the Change Password page (Image A2-2).



Change Password

Change Password

*Indicates Required Field

*Current Password

*New Password

*Re-enter New Password

Cancel Apply

Image A2-2: Change Password Page

The Change Password page will appear the first time you access the Delphi eInvoicing System, to allow them to change the DOT-issued generic password to a personal one. This page will appear again every 90 days to prompt them to change their password.

In the Current Password field, enter a generic password. In the New Password and Re-enter New Password fields, enter a personal password of your choice. Please note that the **new password must be at least 12 characters long and must contain at least one (1) letter and at least two (2) numbers**. The rules for creating and changing a password will be included in the initial e-mail sent to a grant recipient containing their generic DOT-issued system password (Image A1-6).

Once the personal password is entered, select **Apply**.

NOTE

The grant recipient should make note of their user name and password, as it must be entered each time they need to access the system.

Once the password has been reset, the grant recipient will be directed to the Navigator Home page (Image A2-3). If they invoice multiple agencies, multiple responsibilities will appear.

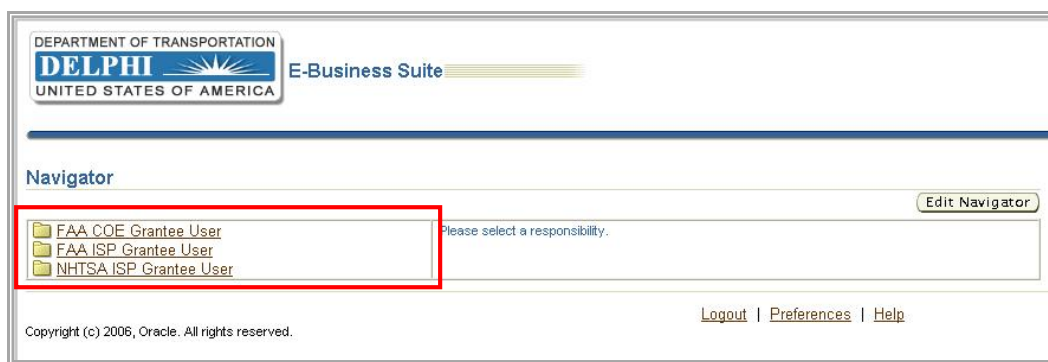


Image A2-3: Navigator Home Page

Responsibility is the name of the access that has been given to a grant recipient. This access relates to a specific agency's grants. The grant recipient may submit invoices to several different agencies and, as a result, may have multiple responsibilities from which to choose.

Next, they select the responsibility associated with the agency for which they currently need to create and submit an invoice. In this example, the Federal Aviation Administration iSupplier (FAA ISP) Grantee User responsibility has been selected.

A2.1.2 Responsibility Home Page

Once they have selected the appropriate responsibility, they will be taken to the relevant Responsibility Home page (Image A2-4). If they only submit invoices to one agency, they will be taken directly to that Responsibility Home page after logging into the system.

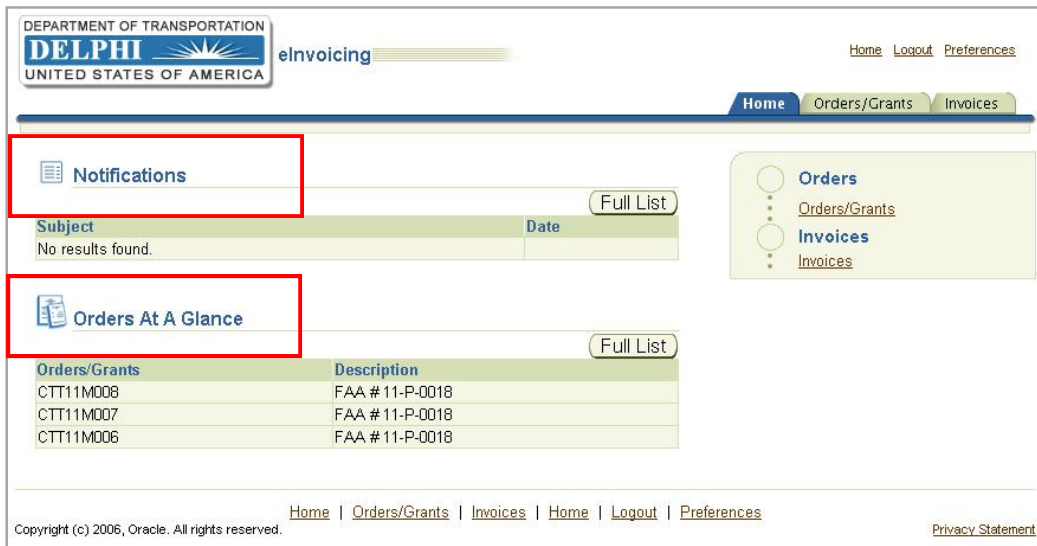


Image A2-4: Responsibility Home Page

On the Responsibility Home page they can view their Notifications and Orders at a Glance (Image A2-4).

On the Responsibility Home page, there are three global links at the upper-right corner of the screen—**Home**, **Logout**, and **Preferences** (Image A2-5).

Home returns you to the Navigator Home page from any subpage. **Logout** logs you out of the Delphi eInvoicing System; an automatic logout is scheduled for inactivity in excess of 30 minutes. **Preferences** allow you to set user preferences.



Image A2-5: Responsibility Home Page, Links

A2.1.3 Setting User Preferences

Once they have selected the **Preferences** link, the General Preferences page will appear (Image A2-6). There are multiple system preferences that they can set.

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E-Business Suite

Home Logout Preferences

General
• **Display Preferences**
• Access Requests

General Preferences Cancel Reset to Default Apply

Languages
Current Session Language American English ⓘ 1
Default Application Language American English ⓘ

Accessibility
Accessibility Features None ⓘ 2

Regional
Territory United States
Date Format dd-MMM-yyyy (13-Feb-2012)
Timezone (GMT -06:00) Central Time ⓘ 3
Number Format 10,000.00
Currency
Client Character Encoding Western European (Windows) ⓘ

Change Password
Known As
Old Password 4
New Password
Repeat Password

Start Page
Responsibility
Page 5

Notifications
Email Style HTML mail with attachments ⓘ 6
Notifications will be sent in your current default language, American English.

Cancel Reset to Default Apply

Image A2-6: General Preferences Page

1. The first section, Languages, defaults to American English. System functionality does not allow the user to view the content in other languages.

2. The next section, Accessibility, gives them the option to the modify accessibility features, such as screen reader use.
3. The third section, Regional, allows them to set their location and preferred date and time stamping.
4. The fourth section, Change Password, is where they can change or reset their password. Remember that passwords must be at least 12 characters long and must contain at least one letter and at least two numbers to be valid.
5. If they invoice more than one DOT agency, the next preferences section, Start Page, allows them to specify which Responsibility Home page they would like as their default page. For example, this would be useful if you invoice both the FAA and the FRA but invoice the FRA more often; in that case, they would want their FRA responsibilities to appear on their default Responsibility Home page.
6. The final section, Notifications, allows them to select the e-mail style and format in which they would like to receive e-mail notifications.

After making any changes to the default information on this page, select **Apply**.

7. NOTE: The other link on the left panel of the Preferences page is **Access Requests** (Image A2-6). Selecting this link will display all of their assigned responsibilities. However, they will only be able to view the responsibilities that they currently have and will not be able to request additional responsibilities through this page. Any request for additional access must be approved by the agency/agencies to which they submit invoices.

Once they have customized their preferences, they may return to the Navigator Home page by selecting the **Home** link in the top right-hand corner.

Upon returning to the Navigator Home page, they will notice additional **Edit Navigator** and **Edit Favorites** buttons (Image A2-7).

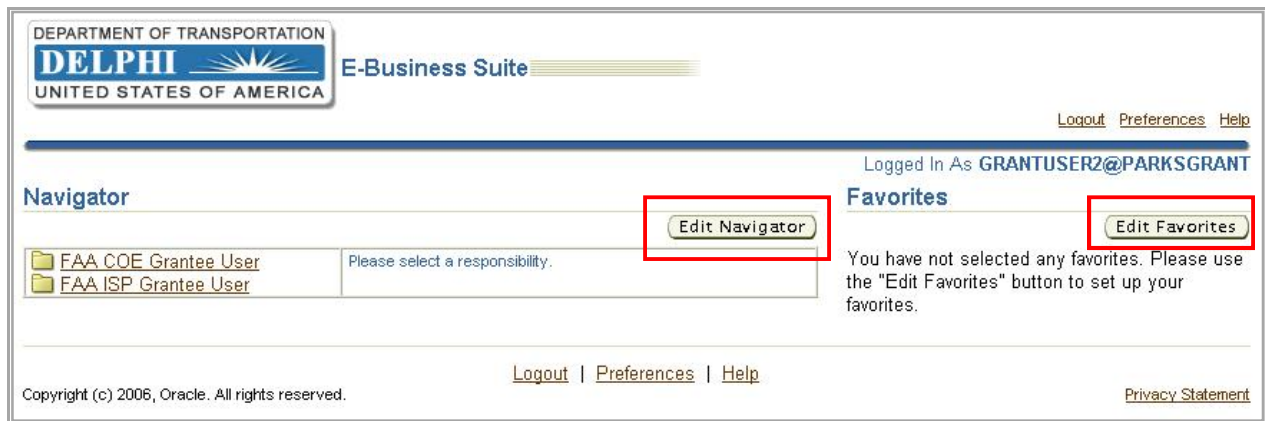


Image A2-7: Navigator Home Page, Edit Navigator and Edit Favorites Buttons

The **Edit Navigator** button allows them to edit the responsibilities that they want to show or hide on their Navigator Home page.

The **Edit Favorites** button appears on the screen but is disabled for DOT grant recipients.

A2.2 Delphi eInvoicing System Navigation Tabs

On the Responsibility Home page, there are three tabs in the upper-right corner of the screen—**Home**, **Orders/Grants**, and **Invoices** (Image A2-8).



Image A2-8: Responsibility Home Page, Tabs

The Home tab page contains two sections—Notifications and Orders at a Glance.

A2.2.1 Electronic Notifications

Notifications inform the grant recipient of actions that the reviewer/approver has taken on each invoice. Select the **Full List** button (Image A2-8) to open the Notifications page (Image A2-9).





Image A2-10: Notifications Search Page, Results

Their search results will display (Image A2-10) the type of notification, when it was sent, and its status. For example, this screen will display notifications informing them that an invoice has been approved or an invoice has been rejected and needs to be edited and resubmitted for approval.

Select the link in the **Subject** column (Image A2-10) of the notification they would like to review in more detail. This action opens the notification for your review (Image A2-11).

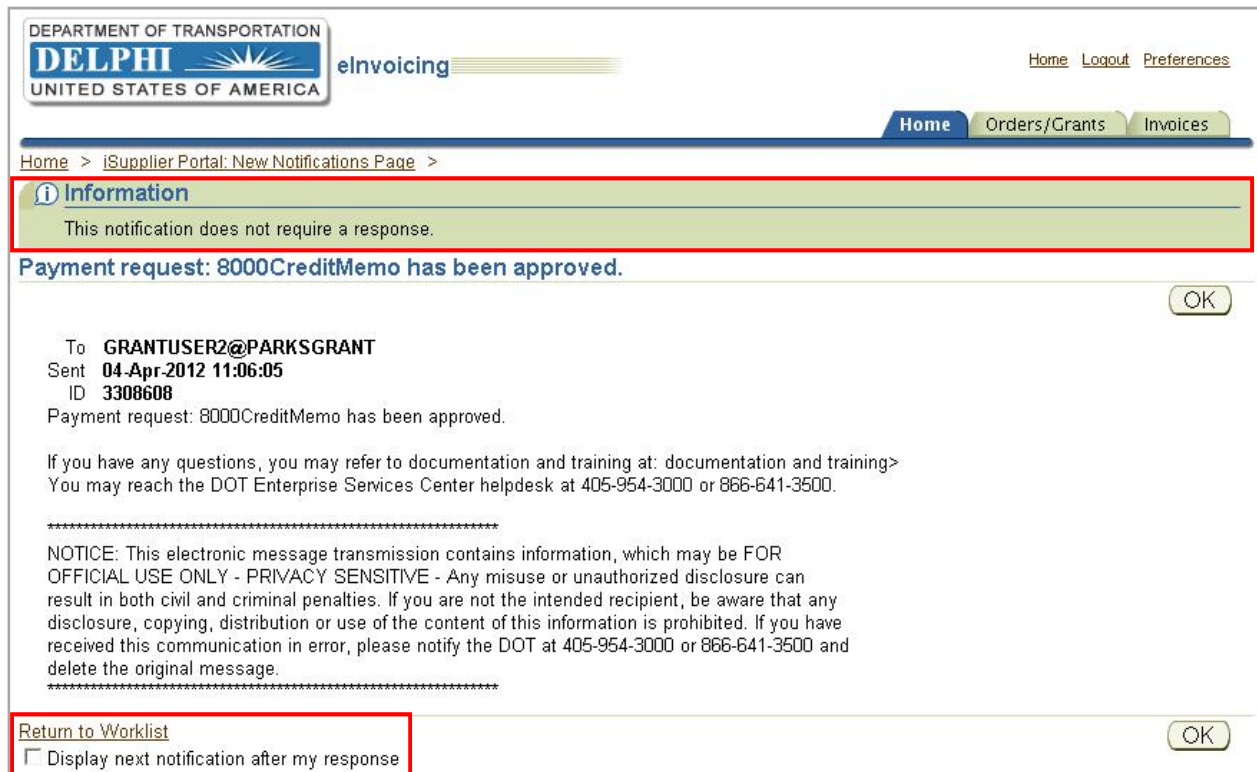


Image A2-11: Notification Details

The Notification Details screen lets you know whether a response is required or whether the notification is for your information only (Image A2-11). Upon reviewing the notification details, select the **Return to Worklist** link to go back to your notification search results, or select the **Display next notification after my response** check box and click **OK** to view the next notification in your queue.

A2.2.2 Searching for Purchase Orders/Grants

Now that they have viewed system notifications, notice the second section of the Home tab page—the previously mentioned Orders at a Glance section (Image A2-11). Here their last five approved Purchase Orders/Grants will automatically appear.

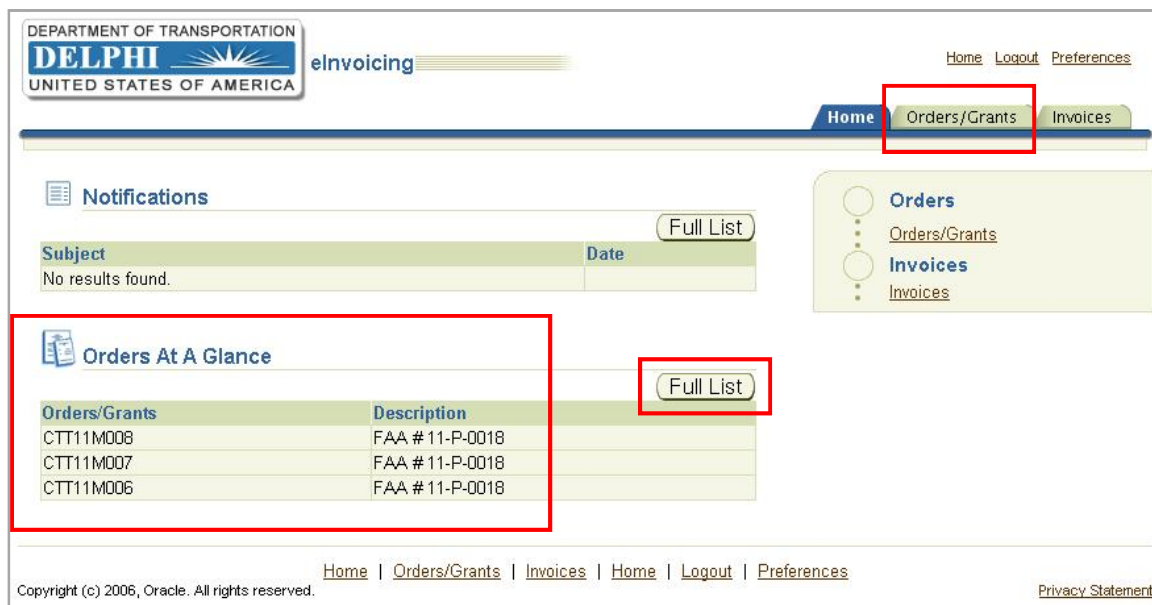


Image A2-12: Responsibility Home Page, Orders at a Glance Section

To see additional Purchase Orders/Grants, select **Full List** (Image A2-12). This option will take them directly to the Orders/Grants tab (Image A2-12), which is found to the right of the Home tab and provides detailed information on your full list of approved Purchase Orders/Grants.

The Orders/Grants tab allows them to view their last 25 Purchase Orders/Grants and Purchase Orders/Grants that were issued in the last six months (Image A2-13).

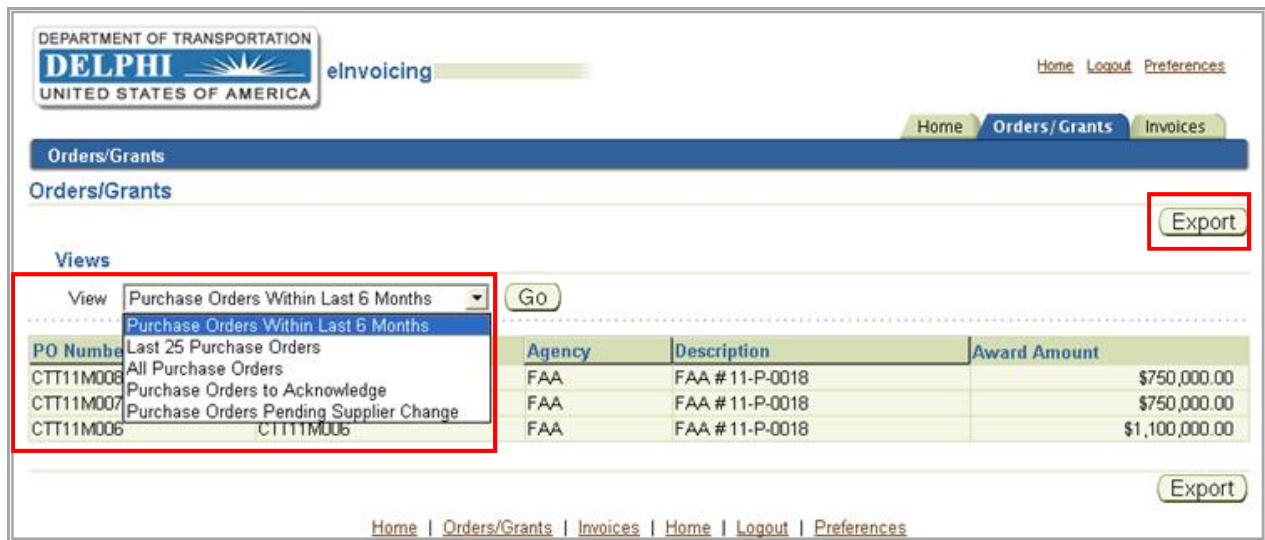


Image A2-13: Orders/Grants Page

Although the system lists Purchase Orders to Acknowledge and Purchase Orders Pending Supplier Change as view options, these options are not operational for the grant recipient.

In addition to viewing their Purchase Orders/Grants, they can select **Export** (Image A2-13) to export the results to Microsoft Excel as a .CSV file. This allows for easy sorting and also gives them the option to save the file for reporting purposes.

A2.2.3 Searching All Invoices

The Invoices tab (Image A2-14), which is located to the right of the Orders/Grants tab, is the final part of the System Navigation and Searching section.

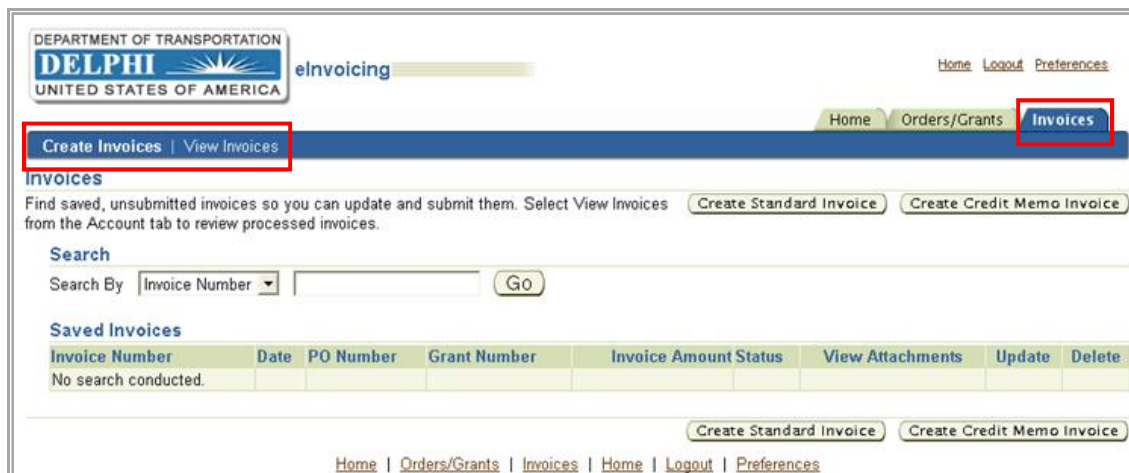


Image A2-14: Invoices Page, Invoices Tab

In the upper-left corner of the page, within the blue header, there are two links—**Create Invoices** and **View Invoices** (Image A2-14). These links are the two ways you can search for invoices within the system.

- **Create Invoices** allows them to view all saved and unsubmitted or rejected invoices
- **View Invoices** allows them to view all invoices that have been saved, submitted, rejected, paid, or are pending approval. Please note that invoices searched and returned under **View Invoices** are view-only and cannot be edited

The Create Invoices link is covered in more detail in Section A3.0. This section provides information on the **View Invoices** link (Image A2-15). This link allows the grant recipient to perform a search on all of your invoices.

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Home Logout Preferences

Home Orders/Grants Invoices

Create Invoices View Invoices

Invoices

Find saved, unsubmitted invoices so you can update and submit them. Select View Invoices from the Account tab to review processed invoices.

Create Standard Invoice Create Credit Memo Invoice

Search

Search By Invoice Number Go

Saved Invoices

| Invoice Number | Date | PO Number | Grant Number | Invoice Amount Status | View Attachments | Update | Delete |
|----------------------|------|-----------|--------------|-----------------------|------------------|--------|--------|
| No search conducted. | | | | | | | |

Create Standard Invoice Create Credit Memo Invoice

Home | Orders/Grants | Invoices | Home | Logout | Preferences

Image A2-15: Invoices Page, View Invoices Link

NOTE

The grant recipient will only be able to search for invoices that have been created in the Delphi eInvoicing System.

The View Invoices page allows them to perform a Simple Search (Image A2-16) by entering criteria in multiple search fields: Invoice Number, Amount Due From, Amount Due To, Grant Number/PO Number, Invoice Date From, Invoice Date To, Due Date From, and Due Date To.

Image A2-16: Invoice Summary Page, Simple Search

- **Invoice Number:** This unique invoice identification number is established by the grant recipient or the agency that the grant recipient is invoicing
- **Amount Due From/Amount Due To:** The grant recipient can search a range of invoice amounts by entering dollar amounts in these fields. For example, to limit their search, they can search all invoices with an amount due of \$1,800 - \$3,000
- **Grant Number/PO Number:** This unique grant/PO identification number is established by the agency issuing the grant
- **Invoice Date From/Invoice Date To:** They can search a range of invoice dates by entering a date from and to in these fields. For example, to limit their search, they can view all invoices created between January 1, 2012, and January 15, 2012
- **Due Date From/Due Date To:** They can search a range of due dates by entering a date from and to in these fields. For example, to limit their search, they can view all invoices that were due between January 1, 2012, and January 15, 2012

When entering search values, they can use the percent sign (%) as a wildcard if they are unsure of the exact value. For example, to search for all orders beginning with CTT, enter CTT%. The more specific your search, the more precise the returned results will be. For example, to search for all orders beginning with 27 and ending in 5, enter 27%5.

To clear the search fields, select **Clear** (Image A2-16).

Once they have entered their search criteria, select **Go** (Image A2-16). All results will appear in a table where columns will be displayed (Image A2-17).

Export

Simple Search

Invoice Number

Amount Due From

Amount Due To

Grant Number/PO Number:

Invoice Date From

Invoice Date To

Due Date From

Due Date To

| Invoice Number | Invoice Date ▾ | PO Number | Grant Number | Invoice Amount | Status | Description | Type | Due Date | Paid Date | View |
|--------------------|----------------|-----------|--------------|----------------|------------------|--------------------------------------|-------------|-------------|-----------|----------------------|
| Test Save | 21-Feb-2012 | CTT11M008 | CTT11M008 | 6,000.00 | SAVED | | Standard | | | View |
| Test4321 | 19-Feb-2012 | CTT11M007 | CTT11M007 | 2,800.00 | PENDING APPROVAL | | Standard | 20-Mar-2012 | | View |
| Test5678CreditMemo | 18-Feb-2012 | CTT11M006 | CTT11M006 | <800.00> | REJECTED | Overpaid for Invoice number Test5678 | Credit Memo | 19-Mar-2012 | | View |

Image A2-17: Invoice Summary Page, Simple Search Results

The Description is pulled from the submitted invoice. The Due Date is the scheduled payment date in Delphi. The Status and Paid Date columns allow them to keep track of invoice processing. To sort by any of these categories, select the desired category header.

To export table data to a .CSV file in Microsoft Excel, select the **Export** button (Image A2-17).

A2.2.4 View Invoice Details

To view the details of a specific invoice, select the **View** link for that invoice in the far right column (Image A2-17). This directs the grant recipient to the Invoice Details page (Image A2-18).

[Create Invoices](#) | [View Invoices](#)

[Invoices: View Invoices >](#)

Invoice Details

Invoice Number: FAA_AM_001

Invoice Date: 07-Dec-2011

Currency: USD

Invoice Amount: 2

Description: ATTACHMENT

SF 271

Attachments

Image A2-18: Invoice Details Page

On the Invoice Details page, they can view the following information for the invoice: Invoice Number, Invoice Date, Currency, Invoice Amount, Description, and any additional attachments or backup documentation that was added to the invoice, including the SF270 or 271 Form. The Attachments icon and SF270/SF271 icons will only be present if these documents were uploaded to the invoice. To view the completed SF270 or 271 Form, select the applicable button (Image A2-18).

NOTE

Please note that the attachment link will open all attachments associated with the invoice. All SF270 and SF271 Forms will open in PDF. The grant recipient must have Adobe Acrobat Reader to view PDF files.

To return to the Invoice Details page, select the **Back** button at the top of your browser.

NOTE

This is the only time the grant recipient should use the web browser Back button when navigating in the Delphi eInvoicing System.

This completes the invoice search process. The next section of the manual will outline the steps required to create a standard invoice and credit memo.

A3.0 INVOICE CREATION

In this section, the grant recipient will learn how to perform their primary system task – creating an invoice.

At the end of this section, they should be able to:

- Locate the steps to create a standard invoice
- Locate the steps to create a credit memo
- Locate the steps on how to search and take action on a saved or rejected invoice

A3.1 Creating a Standard Invoice

To begin the process of creating an invoice, select the **Invoices** tab on the Responsibility home page, where they can then select **Create Standard Invoice** from the Invoices page (Image A3-1).

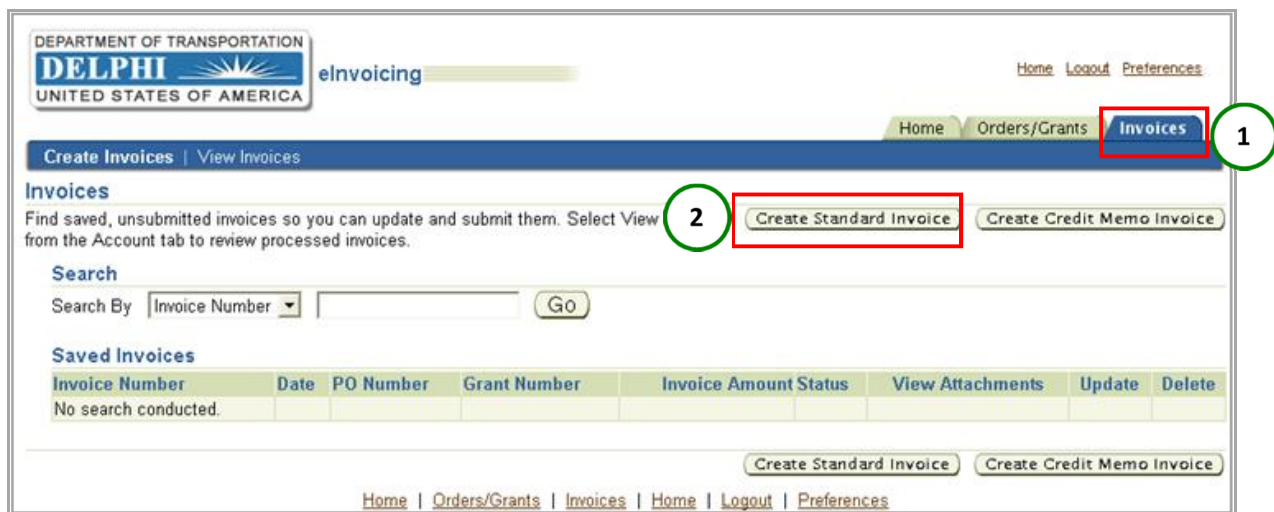


Image A3-1: Invoices Page, Create Standard Invoice Link

They will be directed to the Create Invoice: Purchase Orders page (Image A3-2) to begin the four-step process of creating the invoice.

A3.1.1 Searching Grants

The first step is to search for grants by using a Supplier name or Grant Number (Image A3-2).

Once they receive a grant, the Supplier name will be the name of their organization as it appears in the Delphi eInvoicing System, and the Grant Number is unique to their grant. They can also use the percentage sign as a wild card. It is recommended that they leave the percentage sign in the supplier name field, as it will display their own supplier name. Instead, they should narrow their search by entering their Grant Number.

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Home Logout Preferences

Home Orders/Grants Invoices

Create Invoices | View Invoices

Orders/Grants Lines to Invoice General Information Review and Submit

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next

Search
Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Supplier %

Grant Number

Go Clear

| Select PO Number | Grant Number | Award Amount | Amount Previously Invoiced | Available Balance | Agency Description: |
|----------------------|--------------|--------------|----------------------------|-------------------|---------------------|
| No search conducted. | | | | | |

Cancel Step 1 of 4 Next

Home Orders/Grants Invoices Home Logout Preferences

Image A3-2: Create Invoice: Purchase Orders Page

After they entered their search criteria, they select **Go** (Image A3-2). All grant search results will be returned in the table at the bottom of the screen (Image A3-3).

Search
Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Supplier PARKS ASSOCIATION G

Grant Number

Go Clear

Select Items: Add Items to Invoice List

Select All | Select None

| Select PO Number | Grant Number | Award Amount | Amount Previously Invoiced | Available Balance | Agency | Description: |
|---|--------------|--------------|----------------------------|-------------------|------------------------|--|
| <input type="checkbox"/> CTT11M008 | CTT11M008 | 750000 | 55000 | 695000 | FEDERAL AVIATION ADMIN | Grant with 3 line(s) totalling \$750000 |
| <input checked="" type="checkbox"/> CTT11M007 | CTT11M007 | 750000 | 525000 | 225000 | FEDERAL AVIATION ADMIN | Grant with 3 line(s) totalling \$750000 |
| <input type="checkbox"/> CTT11M006 | CTT11M006 | 1100000 | 14900 | 1085100 | FEDERAL AVIATION ADMIN | Grant with 2 line(s) totalling \$1100000 |

Cancel Step 1 of 4 Next

Image A3-3: Create Invoice: Purchase Orders Page, Search Results

The grant recipient can sort this table by selecting either the PO Number or the Award Amount category header. Once sorted, they select the PO Number/grant they want to invoice against (Image A3-3). Note that they have the option to select multiple PO Numbers/grants to invoice against.

To confirm, select **Next** (Image A3-3). This will direct them to the Create Invoice: Lines to Invoice page (Image A3-4).

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Home Logout Preferences

Home Orders/Grants **Invoices**

Create Invoices | View Invoices

Orders/Grants **Lines to Invoice** General Information Review and Submit

Create Invoice: Lines to Invoice

* Indicates required field
USD = US Dollar
Supplier Name **PARKS ASSOCIATION GRANT**

Cancel Back Step 2 of 4 Next

Orders/Grants Selected

| PO Number | Grant Number | Award Amount | Amount Previously Invoiced | Available Balance | Invoice Amount |
|-----------|--------------|--------------|----------------------------|-------------------|----------------|
| CTT11M007 | CTT11M007 | 750000 | 525000 | 225000 | 225000 |

Invoice Summary

Image A3-4: Create Invoice: Lines to Invoice Page

A3.1.2 Enter and Calculate Invoice Amount

On this page, the grant recipient will begin the second step of the invoice creation process. They will see a table that contains their grant's Award Amount, Amount Previously Invoiced, and Available Balance. In the last column, the grant recipient changes the available balance in the Invoice Amount column (Image A3-5).

NOTE

Please note that the Invoice Amount defaults to the full remaining Available Balance. The grant recipient must change the amount in the Invoice Amount field if they wish to invoice only part of the available balance.

In this case, the Invoice Amount defaulted to the full Available Balance of \$225,000, but the grant recipient needs to invoice only \$4,600 and will change the amount accordingly.

If the grant recipient selected multiple purchase orders to invoice against, they will appear in the next row of the table. They select **Calculate** to calculate the total they wish to invoice from all purchase orders (Image A3-5).

Create Invoice: Lines to Invoice

* Indicates required field
 USD = US Dollar
 Supplier Name **PARKS ASSOCIATION GRANT**

Cancel Back Step 2 of 4 Next

Orders/Grants Selected

| PO Number | Grant Number | Award Amount | Amount Previously Invoiced | Available Balance | Invoice Amount |
|-----------|--------------|--------------|----------------------------|-------------------|----------------|
| CTT11M007 | CTT11M007 | 750000 | 525000 | 225000 | 4600 |

Invoice Summary

Calculate Total (USD) 4,600.00

Cancel Back Step 2 of 4 Next

Image A3-5: Create Invoice: Lines to Invoice Page, Amount and Calculate Button

NOTE

If the grant recipient tried to enter an amount in the Invoice Amount field that exceeds their available balance, they will receive an error message stating that they do not have the funds available to invoice. They must reenter an invoice amount within their available balance.

Upon confirming the total invoice amount, select **Next** (Image A3-5) to advance to the Create Invoice: General Information page (Image A3-6).

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Home Logout Preferences

Home Orders/Grants **Invoices**

Create Invoices | View Invoices

Orders/Grants Lines to Invoice **General Information** Review and Submit

Create Invoice: General Information

* Indicates required field

* Invoice Number Test1234

* Invoice Date 18-Feb-2012
(example: 18-Feb-2012)

Invoice Description Enter description here.

Attachment None Add

Period of Performance Begin

Period of Performance End

Remit To

Name PARKS ASSOCIATION GRANT

SF270 SF271

Cancel Save Back Step 3 of 4 Next Finish

Cancel Save Back Step 3 of 4 Next Finish

Image A3-6: Create Invoice: General Information Page

A3.1.3 Invoice Identification Details

On this page, the grant recipient will enter an Invoice Number and Invoice Date (Image A3-6).

The **Invoice Number** should mirror the one from their internal accounting records or the one established by the agency that they invoice.

NOTE

Once an invoice has been submitted, its invoice number cannot be reused.

The grant recipient can also add an **Invoice Description** for the invoice (Image A3-6).

AGENCY PROCESS RECOMMENDATION #1

The grant recipient should refer to the agency that they are invoicing regarding how they should populate the Invoice Number field, as well as what information should be added in the Invoice Description field.

A3.1.4 Adding Supporting Documentation

To support the creation of their invoice, they have the option of adding external documents. The agency that they are invoicing may require that they add specific documents as backup documentation for their invoice. To add an attachment, select **Add** (Image A3-7).

Create Invoice: General Information

* Indicates required field

Cancel Save Back Step 3 of 4 Next Finish

* Invoice Number Test1234

* Invoice Date 18-Feb-2012
(example: 18-Feb-2012)

Invoice Description Enter description here.

Attachment Attachment List **Add**

Period of Performance Begin

Period of Performance End

Remit To

Name PARKS ASSOCIATION GRANT

SF270 SF271

Cancel Save Back Step 3 of 4 Next Finish

Image A3-7: Create Invoice: General Information Page, Add Button

This will direct them to the Add Attachment page, where they must enter a **Description** of the attachment under the Attachment Summary Information section (Image A3-8).

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Home Logout Preferences

Home Orders/Grants **Invoices**

Create Invoices | View Invoices

Invoices: Create Invoices >

Add Attachment

Cancel Add Another Apply

Attachment Summary Information

* Indicates required field

* Description Enter Description Here

Category From Supplier

Image A3-8: Add Attachment Page, Attachment Summary Information Section

AGENCY PROCESS RECOMMENDATION #2

The grant recipient should refer to the agency that they are invoicing regarding what should be included in the Attachment Description field, as well as what should be uploaded and populated in the Define Attachment section. This may include the agency's desired attachment type (File, URL, or text), format (Word, Excel, or PDF), and naming convention.

The screenshot displays a web form titled "Attachment Summary Information". It includes a legend: "* Indicates required field". The form has a "Description" field with the placeholder text "Enter Description Here" and a "Category" dropdown menu currently set to "From Supplier". Below this is the "Define Attachment" section. It features a "Type" group with three radio buttons: "File" (selected), "URL", and "Text". To the right of these is a large text area for the attachment content. A "Browse..." button is highlighted with a red rectangle next to the "File" type. At the bottom, there is a "Name" field with a note: "(Optional: provide a name to Text attachment)".

Image A3-9: Add Attachment Page, Define Attachment Section

Under the Define Attachment section, they can name the attachment and add it as a file, URL link, or text. It is recommended that they add files. Select **Browse** to find the attachment they wish to add (Image A3-9). This will open the Choose File window (Image A3-10).

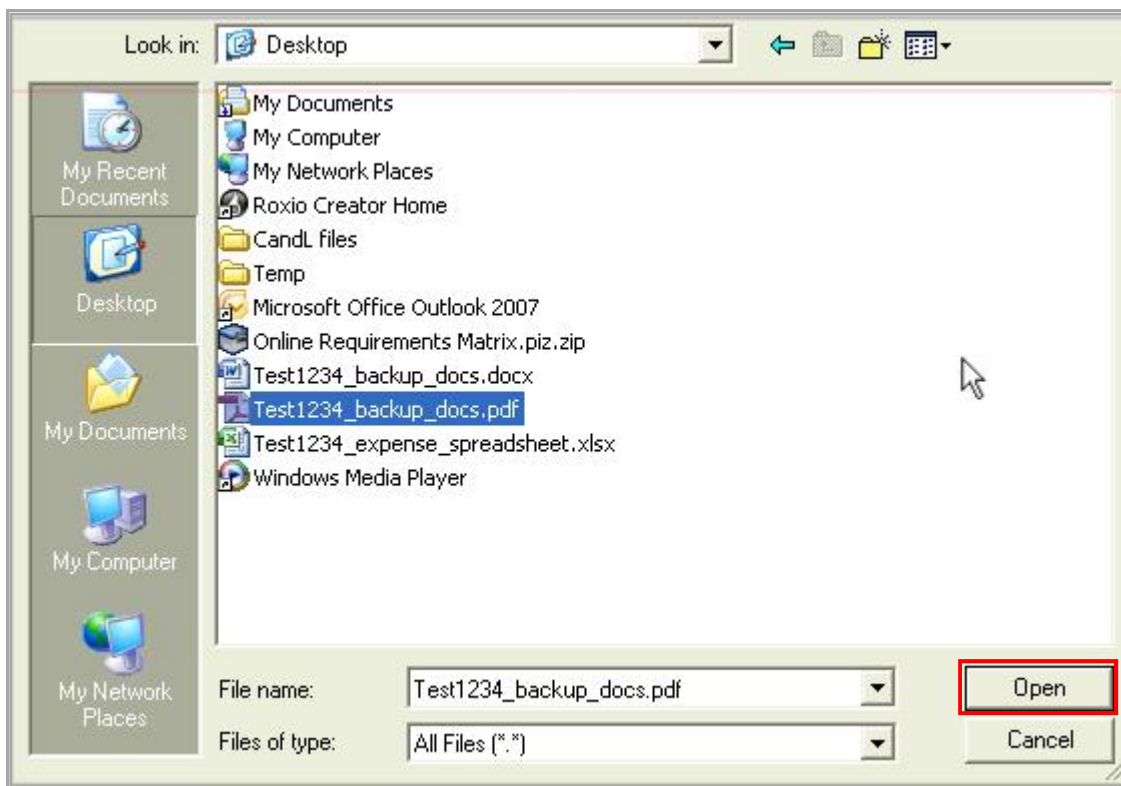


Image A3-10: Choose File Window

After identifying the correct file for upload, select **Open** (Image A3-10).

This will return them to the Add Attachment page. After entering all attachment information, select **Apply**.

NOTE

Attachments must be added one at a time. If a grant recipient needs to save a hard copy of any attachment, they should download and print the attachment from the eInvoicing system to ensure there are no version control issues. It is important to note that everything submitted through the system serves as official government documentation.

Once they have selected **Apply** on the Add Attachments page, they will return to the Create Invoice: General Information page to complete Step 3.



Image A3-11: Attachment Confirmation

Once back on this page, a confirmation appears stating that their attachment has been successfully added but not saved (Image A3-11). They can continue working on the Create Invoice: General Information page to complete Step 3 or select **Save** to save the information they have entered for the invoice so far.

NOTE

The grant recipient can select to return to the main Purchase Orders Search page. **They should not select Save if they wish to keep working on their invoice.**

To view, update, or delete attachments, select the **Attachment List** link (Image A3-12).

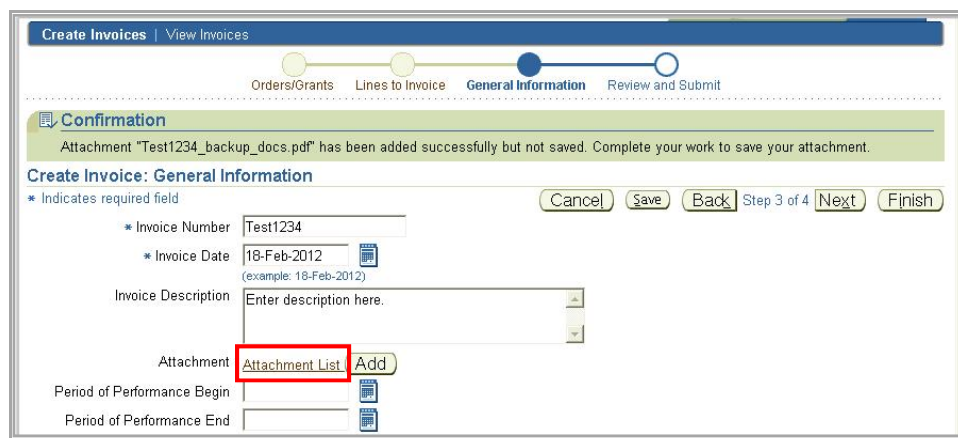


Image A3-12: Attachment List Link

The Attachments page appears, where they can select **Add Attachments** to add another attachment (Image A3-13).



[Create Invoices](#) | [View Invoices](#)

[Invoices: Create Invoices](#) >

Attachments

Search
Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Name

[▶ Show More Search Options](#)

Add Attachments

| File Name | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete |
|--------------------------|------|------------------------|---------------|-----------------------|--------------|----------|---|---|
| Test1234_backup_docs.pdf | File | Enter Description Here | From Supplier | GRANTUSER2@PARKSGRANT | 18-Feb-2012 | One-Time |  |  |

[Return to Create Invoice: General Information](#)

[Home](#) | [Orders/Grants](#) | [Invoices](#) | [Home](#) | [Logout](#) | [Preferences](#)

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Image A3-13: Attachments Page, Add Attachments Button

All of their added attachments will appear in the table beneath the **Add Attachments** button. They can select the **pencil icon** to update an attachment or the **trash bin icon** to delete an attachment (Image A3-13).

NOTE

The grant recipient should ensure that they have added the correct attachments to the invoice, or it will be rejected by the reviewer/approver. They should consult the agency they are invoicing if they have any questions regarding the required attachments, including the appropriate format and type. Generally recommended attachment file types are Word, Excel, and PDF files.

Select the **Create Invoice: General Information** link (Image A3-14) to return to Step 3 to continue creating the invoice.

Create Invoices | View Invoices

[Invoices: Create Invoices](#) >

Attachments

Search
Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.
Name
[Show More Search Options](#)

Add Attachments

| File Name | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete |
|--------------------------|------|------------------------|---------------|-----------------------|--------------|----------|--------|--------|
| Test1234_backup_docs.pdf | File | Enter Description Here | From Supplier | GRANTUSER2@PARKSGRANT | 18-Feb-2012 | One-Time | | |

[Return to Create Invoice: General Information](#)

[Home](#) | [Orders/Grants](#) | [Invoices](#) | [Home](#) | [Logout](#) | [Preferences](#)

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Image A3-14: Attachments Page, Return to Create Invoice Link

Back on the Create Invoice: General Information page, scroll down to the Period of Performance fields (Image A3-15).

Create Invoice: General Information

* Indicates required field

Step 3 of 4

* Invoice Number

* Invoice Date
(example: 18-Feb-2012)

Invoice Description

Attachment [Attachment List](#)

Period of Performance Begin

Period of Performance End

Remit To

Name **PARKS ASSOCIATION GRANT**

Step 3 of 4

Image A3-15: Create Invoice: General Information, Period of Performance

AGENCY PROCESS RECOMMENDATION #3

The grant recipient should note that Period of Performance is not a system required field; however, the agency that they invoice may require that they include it. They should refer to the contract their organization has with the agency to know what to input for the Period of Performance fields. If the period of performance is outside of the contracted dates, this must be noted to the reviewer/ approver.

A3.1.5 Adding a Standard Form (270 or 271)

There are two buttons at the bottom of the Create Invoice: General Information page that allow you to submit an electronic Standard Form: **SF270** and **SF271**. The purpose of the SF270 is to request reimbursement, and the purpose of the SF271 is to provide an outlay report and request for a reimbursement for construction projects. The electronic form appears by selecting either button. To add an SF270 or SF271 Form, select the applicable button (Image A3-16).

Image A3-16: Create Invoice: General Information, SF270 and SF271 Buttons

AGENCY PROCESS RECOMMENDATION #4

The grant recipient should refer to the agency that they are invoicing regarding which form (if any), the SF270 and SF271, they should complete.

NOTE

If the grant recipient adds the incorrect SF form type to an invoice, they must cancel the invoice and create it again.

In this example, the grant recipient has selected the SF270 button, and the SF270 form opens (Image A3-17).

Create Invoices | View Invoices

REQUEST FOR ADVANCE OR REIMBURSEMENT (SF270)

1a. Type of payment requested * **REIMBURSEMENT**

2. Basis of request * **ACCRUAL**

4. Federal grant or other identifying number assigned by federal agency

6. Employer identification number

8. Period covered by this request

From (DD-Mon-YYYY) To (DD-Mon-YYYY)

1b. Type of payment requested * **PARTIAL**

3. Federal sponsoring agency and organizational element to which this report is submitted

5. Partial payment request number for this request

7. Recipients account number or identifying number

Image A3-17: SF270 Form

NOTE

The information from the SF270 and SF271 must be manually entered each time the grant recipient creates an invoice. Information from the invoice does not transfer to attachments, but all information in both the invoice and the SF270/SF271 Forms **must match**, as any information in the system is an official government record. If they fill the SF270 or 271 Form out incorrectly, they can go back and edit it from the Create Invoice: General Information page.

AGENCY PROCESS RECOMMENDATION #5

If the agency requires the grant recipient to fill out the SF270 or SF271, they should refer to that agency regarding how to populate each field.

NOTE

Please note that if the reviewer/approver needs to see the signature of someone within the grant recipient's organization other than the person submitting the invoice (Image A3-18), this signature can be scanned and added to the invoice as an attachment.

Image A3-18: SF270 Certification Field and Back to Invoice Creation Button

Once they are finished entering information into the Form, they select **Back to Invoice Creation** (Image A3-18) to return to the Create Invoice: General Information page, where they can continue creating the invoice.

A3.1.6 Invoice Creation Action Buttons

Once a grant recipient has completed and saved the SF270 Form, the SF271 button disappears from the Create Invoice: General Information page (Image A3-19), as they cannot submit both the SF270 and SF271 on the same invoice.

Image A3-19: Create Invoice: General Information Page, Action Buttons

Before proceeding, please note that there are five buttons on which the grant recipient can take action (Image A3-19).

1. Selecting **Cancel** at any point in the process cancels only the work they have done since they last saved the invoice; if they have already saved but need to cancel the entire invoice, they must return to the Search function to find and delete the invoice.
2. If they want to save the information that they have created on the invoice thus far but are not ready to submit it, they should select **Save**. This action allows them to return to the invoice at a later time for future updates and submission.
3. Selecting **Back** takes them to the previous screen.
4. Selecting **Next** takes them to the next screen.
5. To finish and submit the invoice without going to the final review page, select **Finish**.

To see the Create Invoice: Review and Submit page, select **Next** to move to the final step.

A3.1.7 Review and Submit Invoice

The grant recipient is now on the Create Invoice: Review and Submit page (Image A3-20). This is the last step in creating the invoice, where they verify that the information on the invoice is correct. Once the information has been verified, they select **Finish** to submit the invoice.

Home | Orders/Grants | Invoices

Create Invoices | View Invoices

Orders/Grants | Lines to Invoice | General Information | **Review and Submit**

Create Invoice: Review and Submit

Supplier Name **PARKS ASSOCIATION GRANT** Invoice Date **18-Feb-2012** Cancel Save Back Step 4 of 4 **Finish**

Supplier Number **100485906** Invoice Description **Enter description here.**

Invoice Number **Test1234**

Total (USD) **4,600.00**

Cancel Save Back Step 4 of 4 **Finish**

Home | Orders/Grants | Invoices | Home | Logout | Preferences

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Image A3-20: Create Invoice: Review and Submit Page

This will direct them to a Confirmation page, where they can print the invoice for their records (Image A3-21).

Home Orders/Grants **Invoices**

Create Invoices | View Invoices

Confirmation

Invoice Test1234 was submitted to our Accounts Payable department on 18-Feb-2012. The confirmation number for this invoice is the invoice number. After the invoice has been processed, you can query its status by using the Invoices tab.

Invoice: Test1234

Supplier Name **PARKS ASSOCIATION GRANT** Invoice Date **18-Feb-2012**
 Supplier Number **100485906** Invoice Description **Enter description here.**
 Invoice Number **Test1234**

Total (USD) **4,600.00**

[Return to Invoices](#) [Printable Page](#)

[Home](#) | [Orders/Grants](#) | [Invoices](#) | [Home](#) | [Logout](#) | [Preferences](#)

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Image A3-21: Invoice Submission Confirmation Page

NOTE

If the grant recipient needs to print a hard copy of the invoice for their records, they should print from the system (Image A3-21) to ensure there are no version control issues.

To return to the Invoices tab, they select the **Return to Invoices** link (Image A3-21) at the lower left corner of the page.

A3.2 Creating a Credit Memo

In the previous lesson, you reviewed how to create a standard invoice; this lesson outlines the steps for submitting a credit memo. In the event that an overpayment has been made, the grant recipient will have to issue a credit memo to reconcile the applicable account.

Upon submitting a credit memo, they have 29 days to offset the credit memo with another invoice, or the agency will automatically create an Accounts Receivable record and initiate the collections process.

AGENCY PROCESS RECOMMENDATION #6

Unless otherwise noted, the grant recipient will have 29 days to offset the credit memo with another invoice; however, some agencies may set the offset threshold to a different number. The grant recipient should refer to the agency to which he/she is submitting the invoice to confirm the 29 day offset.

NOTE

A credit memo cannot be submitted against a closed or canceled grant. Instead, the grant recipient must remit payment to the agency via a method identified by that agency (e.g., via an external system like [pay.gov](https://www.pay.gov)).

The process for creating a credit memo mirrors the process for creating a standard invoice with the exception that the Invoice Amount in the credit memo must be a negative amount.

To begin the process of creating a credit memo, the grant recipient selects the Invoices tab on the Responsibility home page, where they can then select **Create Credit Memo Invoice** on the Invoices page (Image A3-22).

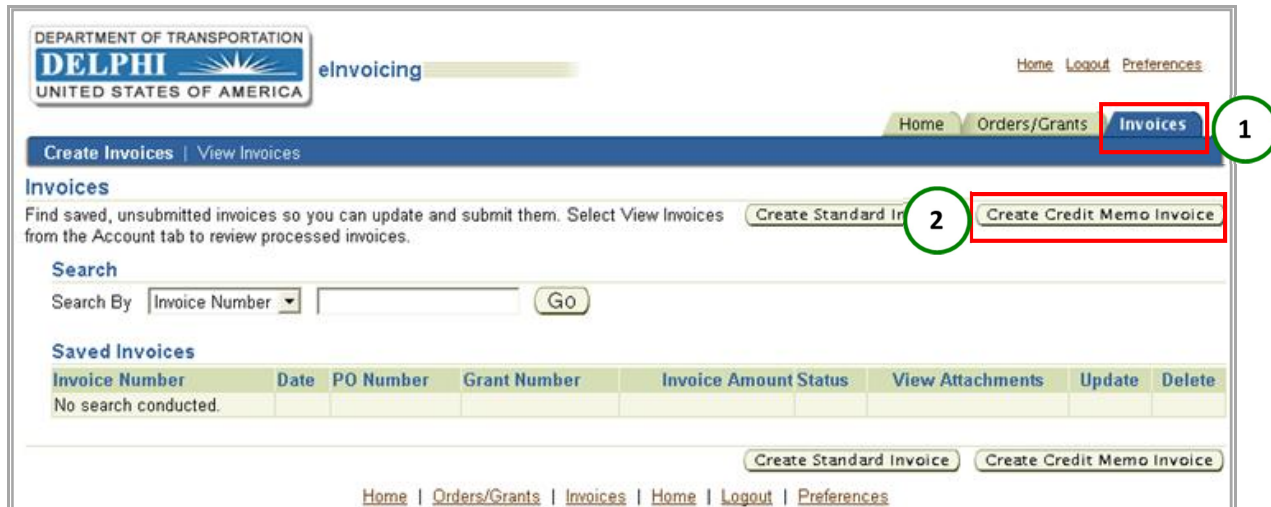


Image A3-22: Invoices Page, Create Credit Memo Invoice Button

This will direct the grant recipient to the Create Invoice: Purchase Orders page (Image A3-23), where they can begin the four-step process of creating the credit memo.

A3.2.1 Searching Grants

Step 1 is to search for the grants by using a "Supplier Name" or "Grant Number" (Image A3-23). Once the grant recipient receives a grant, the Supplier name will be the name of their organization, and the Grant Number is unique to their grant. They can also use the percentage sign as a wild card in their search. Similar to creating a standard invoice, it is recommended that they leave the percentage sign in the supplier name field as it will display their own supplier name. Instead, they should narrow their search by entering their grant number in the grant field.

DEPARTMENT OF TRANSPORTATION
DELPHI
UNITED STATES OF AMERICA

eInvoicing

Home Logout Preferences

Home Orders/Grants Invoices

Create Invoices | View Invoices

Orders/Grants Lines to Invoice General Information Review and Submit

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next

Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Supplier %

Grant Number

Go Clear

| Select PO Number | Grant Number | Award Amount | Amount Previously Invoiced | Available Balance | Agency | Description: |
|----------------------|--------------|--------------|----------------------------|-------------------|--------|--------------|
| No search conducted. | | | | | | |

Cancel Step 1 of 4 Next

Home | Orders/Grants | Invoices | Home | Logout | Preferences

Image A3-23: Create Invoice: Purchase Orders Page

After they have made their selection, they select **Go**. All of their grants will then be returned in a table at the bottom of the screen. From that table, they select the PO (or POs) for which were overpaid (Image A3-24).

Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Supplier

Grant Number

Select Items:

| Select | PO Number | Grant Number | Award Amount | Amount Previously Invoiced | Available Balance | Agency | Description: |
|--------------------------|-----------|--------------|--------------|----------------------------|-------------------|------------------------|--|
| <input type="checkbox"/> | CTT11M008 | CTT11M008 | 750000 | 55000 | 695000 | FEDERAL AVIATION ADMIN | Grant with 3 line(s) totalling \$750000 |
| <input type="checkbox"/> | CTT11M007 | CTT11M007 | 750000 | 529600 | 220400 | FEDERAL AVIATION ADMIN | Grant with 3 line(s) totalling \$750000 |
| <input type="checkbox"/> | CTT11M006 | CTT11M006 | 1100000 | 14900 | 1085100 | FEDERAL AVIATION ADMIN | Grant with 2 line(s) totalling \$1100000 |

Image A3-24: Create Invoice: Purchase Orders Page, Results Page

To confirm, they select **Next** (Image A3-24). This will direct them to the Create Invoice: Lines to Invoice page (Image A3-25).

Create Invoices | View Invoices

Orders/Grants **Lines to Invoice** General Information Review and Submit

Create Invoice: Lines to Invoice

* Indicates required field

USD = US Dollar

Supplier Name **PARKS ASSOCIATION GRANT**

Orders/Grants Selected

| PO Number | Grant Number | Award Amount | Amount Previously Invoiced | Available Balance | Invoice Amount |
|-----------|--------------|--------------|----------------------------|-------------------|-------------------------------------|
| CTT11M007 | CTT11M007 | 750000 | 529600 | 220400 | <input type="text" value="220400"/> |

Invoice Summary

Total (USD)

[Home](#) | [Orders/Grants](#) | [Invoices](#) | [Home](#) | [Logout](#) | [Preferences](#)

Image A3-25: Create Invoice: Lines to Invoice Page

A3.2.2 Enter and Calculate Credit Memo Amount

This page begins Step 2 of the credit memo creation process. The grant recipient will see a table that contains their grant's award amount, the amount previously invoiced, and the

available balance. In the last Invoice Amount column, they insert the amount for the credit memo they are creating.

NOTE

As a reminder, the Invoice Amount in the credit memo must be a negative amount. If the grant recipient enters a positive amount in the Invoice Amount field, they will receive an error message and will not be able to continue creating the credit memo until they enter a negative amount.

In this case, the Invoice Amount defaulted to the full Available Balance of \$220,400, but the grant recipient needs to record a credit of only \$1,800 and will change the amount accordingly (Image A3-26).

If the grant recipient chooses multiple purchase orders or grants against which to submit a credit memo, they will appear in the next row of the table. Select **Calculate** to calculate the total from all purchase orders/grants (Image A3-26).

Create Invoice: Lines to Invoice

* Indicates required field
 USD = US Dollar
 Supplier Name **PARKS ASSOCIATION GRANT**

Cancel Back Step 2 of 4 Next

Orders/Grants Selected

| PO Number | Grant Number | Award Amount | Amount Previously Invoiced | Available Balance | Invoice Amount |
|-----------|--------------|--------------|----------------------------|-------------------|----------------|
| CTT11M007 | CTT11M007 | 750000 | 529600 | 220400 | -1800 |

Invoice Summary

2 Calculate Total (USD) (1,800.00)

Cancel Back Step 2 of 4 3 Next

Image A3-26: Create Invoice: Lines to Invoice Page, Amount and Calculate Buttons

NOTE

Please note that a credit memo cannot exceed the total amount already invoiced. The grant recipient must ensure that they are looking at the amount invoiced and not the available balance when editing the credit amount.

After they have confirmed the total credit memo amount, they select **Next** (Image A3-26) to be directed to the Create Invoice: General Information page (Image A3-27).

A3.2.3 Credit Memo Identification Details

Step 3 of the credit memo creation process occurs on this page (Image A3-27), where the grant recipient enters an Invoice Number and Invoice Date. The invoice number should mirror the one from their internal accounting records or the one established by the agency to which they are submitting the credit memo. They can also add an Invoice Description for the credit memo.

The screenshot displays the 'Create Invoice: General Information' page. At the top, there are tabs for 'Home', 'Orders/Grants', and 'Invoices'. Below these is a progress bar with four steps: 'Orders/Grants', 'Lines to Invoice', 'General Information' (which is the active step), and 'Review and Submit'. The main heading is 'Create Invoice: General Information'. A note indicates that an asterisk (*) denotes a required field. The 'Invoice Number' field contains 'Test1234CreditMemo'. The 'Invoice Date' field shows '18-Feb-2012' with a calendar icon and a hint '(example: 18-Feb-2012)'. The 'Invoice Description' field contains 'Overpayment on invoice Test1234.'. Below these fields is an 'Attachment' section with 'None' selected and an 'Add' button. There are also fields for 'Period of Performance Begin' and 'Period of Performance End', each with a calendar icon. The 'Remit To' section shows the name 'PARKS ASSOCIATION GRANT' and two selection buttons, 'SF270' and 'SF271'. At the bottom, there are navigation buttons: 'Cancel', 'Save', 'Back', 'Next' (which is highlighted with a red box), and 'Finish'. The text 'Step 3 of 4' is also visible near the 'Next' button.

Image A3-27: Create Invoice: General Information Page

NOTE

When creating a credit memo, the grant recipient should either use the original invoice number with "Credit Memo" added to it (e.g., 23234CreditMemo), or include the original invoice number and comments in the Invoice Description field. For reference, they can also upload the original invoice to the credit memo as an attachment.

AGENCY PROCESS RECOMMENDATION #7

The grant recipient should refer to the agency to which they are submitting the credit memo regarding how they should populate the Invoice Number field and for specific guidance on what should be included in the Invoice Description field, as well as any required backup documentation that should be electronically attached.

They may select the **Save** button to save their credit memo for future updates or submission.

If they wish to continue submitting the credit memo, they select **Next** (Image A3-27). This will direct them to the Create Invoice: Review and Submit page (Image A3-28).

Image A3-28: Create Invoice: Review and Submit Page

A3.2.4 Review and Submit Credit Memo

The Create Invoice: Review and Submit page allows the grant recipient to complete Step 4 of the credit memo creation process. This page allows them to verify that all information on the credit memo is correct.

Once the information has been verified, they select **Finish** (Image A3-28) to submit the credit memo. This will direct them to a Confirmation page where they can print the credit memo for your records (Image A3-29).

Image A3-29: Credit Memo Submission Confirmation Page

NOTE

If the grant recipient needs to save a hard copy of any attachment or the credit memo itself, they should print from the system to ensure there are no version control issues. Note that everything submitted through the system serves as an official government record.

They select the **Return to Invoices** link at the bottom left hand side of the page (Image A3-29) to return to the Invoices tab.

A3.3 Invoice Searching

A3.3.1 Searching for a Saved and Unsubmitted or Rejected Invoice

The last task in this section is to search for a saved or rejected invoice for the purpose of submitting or resubmitting it. To do this, start from the Responsibility Home page, and select the **Invoices** tab in the top right-hand corner. Searching within the Create Invoices tab produces all invoices against which action can be taken – all saved and unsubmitted invoices, including rejected invoices, which can be altered, deleted, or resubmitted (Image A3-30).

Home | Orders/Grants | **Invoices**

Create Invoices | View Invoices

Invoices

Find saved, unsubmitted invoices so you can update and submit them. Select View Invoices from the Account tab to review processed invoices.

Create Standard Invoice Create Credit Memo Invoice

Search

Search By Invoice Number **Go**

Saved Invoices

| Invoice Number | PO Number | Grant Number | Invoice Amount | Status | View Attachments | Update | Delete |
|-------------------|-----------|--------------|----------------|--------|------------------|--------|--------|
| No search results | | | | | | | |

Create Standard Invoice Create Credit Memo Invoice

Home | Orders/Grants | Invoices | Home | Logout | Preferences

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Image A3-30: Invoices Page, Create Invoices Link

The use the drop-down list to search from the following: Invoice Amount, Currency, Invoice Date, Invoice Number, Purchase Order and Supplier. Once they have made their selection, they select **Go** to begin the search (Image A3-30).

NOTE

If no search criteria are entered, all open invoices will be displayed.

Search

Search By

Saved Invoices

| Invoice Number | Date | PO Number | Grant Number | Invoice Amount | Status | View Attachments | Update | Delete |
|--------------------|-------------|-----------|--------------|----------------|----------|------------------|--------|--------|
| Test5678CreditMemo | 18-Feb-2012 | CTT11M006 | CTT11M006 | -800 | REJECTED | | | |
| T201255 | 23-Dec-2011 | CTT11M007 | CTT11M007 | -1625 | REJECTED | | | |
| Test Save | 21-Feb-2012 | CTT11M008 | CTT11M008 | 6000 | SAVED | | | |
| Test1234CreditMemo | 18-Feb-2012 | CTT11M007 | CTT11M007 | -1800 | REJECTED | | | |

Image A3-31: Invoices Page, Search Results Table

Once their saved invoices appear in the table (Image A3-31), they can be sorted by selecting the following category headers: Invoice Number, Date, PO Number, Grant Number, Invoice Amount, and Status.

A3.3.2 Updating a Saved and Unsubmitted or Rejected Invoice

From the searched invoice results table, they will be able to:

1. Select the **Update** icon to edit the saved or rejected invoice requiring resubmission (Image A3-32).

Saved Invoices

| Invoice Number | Date | PO Number | Grant Number | Invoice Amount | Status | View Attachments | Update | Delete |
|--------------------|-------------|-----------|--------------|----------------|----------|------------------|--------|--------|
| Test5678CreditMemo | 18-Feb-2012 | CTT11M006 | CTT11M006 | -800 | REJECTED | | | |

Image A3-32: Search Results Table, Update Icon

Selecting **Update** will return them to the Create Invoice: Lines to Invoice page (Image A3-33) to update/create the invoice.

Home Orders/Grants Invoices

Create Invoices | View Invoices

Orders/Grants Lines to Invoice General Information Review and Submit

Create Invoice: Lines to Invoice

* Indicates required field
USD = US Dollar
Supplier Name PARKS ASSOCIATION GRANT

Cancel Back Step 2 of 4 Next

Orders/Grants Selected

| PO Number | Grant Number | Award Amount | Amount Previously Invoiced | Available Balance | Invoice Amount |
|-----------|--------------|--------------|----------------------------|-------------------|----------------|
| CTT11M006 | CTT11M006 | 1100000 | 48900 | 1051100 | -800 |

Invoice Summary

Calculate Total (USD) (800.00)

Cancel Back Step 2 of 4 Next

Image A3-33: Create Invoice: Lines to Invoice Page

Continue to follow the steps to edit and submit the invoice.

A3.3.3 Deleting a Saved and Unsubmitted or Rejected Invoice

2. Select the **Delete** icon to delete the saved invoice (Image A3-34).

| Invoice Number | Date | PO Number | Grant Number | Invoice Amount | Status | View Attachments | Update | Delete |
|----------------|-------------|-----------|--------------|----------------|----------|------------------|--------|--------|
| T201255 | 23-Dec-2011 | CTT11M007 | CTT11M007 | -1625 | REJECTED | | | |

Image A3-34: Search Results Table, Delete Icon

Selecting **Delete** will take them to a Warning page (Image A3-35); where they must confirm that they wish to delete the saved invoice.

Home Orders/Grants Invoices

Create Invoices | View Invoices

Warning

Do you want to delete invoice T201255 ?

No Yes

Home | Orders/Grants | Invoices | Home | Logout | Preferences

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Image A3-35: Delete Invoice Warning Page

NOTE

Here are a few points to remember when searching for a saved invoice:

- The grant recipient may use the percentage sign as a wildcard when searching for a saved invoice
- All searches are case-sensitive
- If searching for an invoice with multiple PO/grant numbers, the multiple PO/grant numbers will not be returned; instead, they will see the word “multiple” in the PO Number and Grant Number columns. To view these PO/grant numbers, select the **Update** icon associated with that invoice

GRANT RECIPIENT SUMMARY

For further review of the Delphi eInvoicing System course content, the grant recipient should refer to the Grant Recipient role Web-Based Training on the Delphi eInvoicing System [website](#).

REVIEWER/APPROVER ROLE AND RESPONSIBILITIES

LEARNING OBJECTIVES

Reviewer/approver learning objectives include:

- Locating steps to gain access to the system
- Locating steps to use the system to search submitted invoices
- Locating steps to use the system to approve or reject a submitted invoice or credit memo
- Locating steps to use the system to redistribute an invoice to multiple PO lines

GLOSSARY

| KEY CONCEPT/TERM | DEFINITION |
|--|---|
| Credit Memo | A credit memo is submitted by a grant recipient to reconcile an account for an overpayment. |
| Escalation Notification | If an invoice is not processed within a set timeframe, an escalation notification will be generated by the system and sent to an additional user external to the approval hierarchy chain. This additional user is normally a supervisor or manager who will not take direct approval or rejection action on the invoice but will follow up with the reviewer/approver to ensure that action is taken in a timely manner. |
| First-In, First-Out (FIFO) Processing | First In, First Out (FIFO) processing is a Delphi eInvoicing System business requirement that automatically distributes an invoice across purchase order (PO) lines using first in, first out logic. For example, the system will automatically use the oldest line of funding available on the PO before moving on to the next oldest line of funding available. |
| Grant | A grant is a financial award given to a recipient to carry out an approved project or activity. |
| Grant Number | A grant number is a unique identification number for a grant. These numbers are generated by the OA issuing the grant. |
| Invoice | There are two types of invoices in the Delphi eInvoicing System. The most common usage of the term invoice is |

| KEY CONCEPT/TERM | DEFINITION |
|-------------------------------|---|
| | used to request payment against a specific grant. The second type of invoice is a credit memo (defined above). |
| ISP | Oracle iSupplier is the enterprise application upon which the Delphi eInvoicing System is built. |
| Notifications | A notification is a message that is automatically and electronically sent to a reviewer/approver for review and/or action. Within the system, each reviewer/approver will be able to see notifications regarding the invoices in their queue awaiting review. |
| Obligation | An obligation is the amount of funding awarded to a grant recipient to carry out an approved project or activity. Issuance of a purchase order is an obligation transaction. |
| Payments | A payment is a disbursement of funds to a grant recipient to carry out an approved project or activity. |
| Purchase Order | A purchase order represents an obligation that has been made to a grant recipient. When creating an invoice for payment, the grant recipient selects one or more purchase orders to charge the invoice against. |
| Redistribution | Redistribution is a process that allows you to take what was automatically assigned during FIFO processing and manually select one or more distributions for the payment. |
| Reports | A report is an extract of data defining specific criteria to satisfy real-time reporting needs. Reviewer/approvers will be able to run reports from the Delphi eInvoicing System by using the Discoverer Viewer responsibility. |
| Responsibility | The name of the access that has been given to a reviewer/approver for the purpose of reviewing and approving invoices for a specific OA's grants. You may have multiple responsibilities from which to choose. |
| Standard Form (SF) 270 | The Standard Form (SF) 270 is a request for advance or reimbursement. |
| Standard Form (SF) 271 | The Standard Form (SF) 271 is an outlay report and request for reimbursement for construction projects. |

Table B1-1: Glossary Reviewer Approver User Manual

B1.0 DELPHI eINVOICING SYSTEM OVERVIEW

In this section of this manual, you will review why DOT has moved to the Delphi eInvoicing System, the benefits of using the system, and the steps you must take to activate your user account. At the end of section B1.0, you should be able to:

- Identify the function and purpose of the Delphi eInvoicing system
- Locate the steps to gain access to the Delphi eInvoicing system within this manual
- Identify the reasons for deactivation and the process for reactivation

B1.1 User Account Activation and Deactivation

To gain access to the Delphi eInvoicing System, the reviewer/approver must contact their Delphi Security Officer to activate their user account.

Once their account has been activated, they will receive an e-mail with their user name and password. They must access their account within 45 days. Accounts not accessed within 45 days will be deactivated.

Once their account has been activated in the system, they will be able to perform invoice review and approval activities.

NOTE

- If the reviewer/approver already have access to Delphi, any additional required responsibilities will be added to their existing account
- For more information on gaining access to the Delphi eInvoicing System and for a list of the Delphi Security Officers for each OA, the reviewer/approver should refer to the Delphi eInvoicing System [website](#)

There are two ways through which a reviewer/approver may be deactivated:

- Their account has been deactivated due to a period of inactivity or has been deactivated by mistake. If either of these occurs, they should contact their DOT Delphi Security Officer to begin the process for account reactivation
- They no longer need access to the system because they are changing roles or are leaving the OA. When this occurs, they should contact their DOT Delphi Security Officer to initiate the deactivation process as soon as possible

NOTE

The OA for which they review and approve invoices can request to have their account deactivated at any time.

B2.0 SYSTEM NAVIGATING AND SEARCHING

Once the reviewer/approver receives their Delphi eInvoicing System account information and gain access, they can login and begin using the system.

They should be able to:

- State how to use global links to navigate throughout the system
- Identify and differentiate between the various notification types
- Locate the steps on how to conduct an invoice search

B2.1 Delphi eInvoicing System Global Links

B2.1.1 Logging into the Delphi eInvoicing System

Similar to the logon process for grant recipients, reviewer/approvers will enter their user name and generic password issued to them by DOT. Before they log on, they must agree to follow the rules of behavior established by DOT by reading the Rules of Behavior and checking the box. Upon selecting the **Login** button, they will be directed to the Change Password page.

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. Management controls must be used to supplement the technical controls. Accordingly, the Office of Management and Budget (OMB) has established security requirements for agencies that supplement technical controls with management controls. Those requirements are published in OMB Circular No. A-130, Management of Federal Information Resources, Appendix III, Security of Federal Automated Information Systems, dated November 28, 2000 (see <http://www.whitehouse.gov/omb/circulars/a130/a130trans4.html>).

A-130 states: "Establish a set of rules concerning use of and behavior within the application. The rules shall be as stringent as necessary to provide adequate security for the application and the information in it. Such rules shall clearly delineate responsibilities and expected behavior of all individuals with access to the application. In addition, the rules shall be clear about the consequences of behavior not consistent with the rules."

Image B2-1: Delphi eInvoicing System Login Page

The Change Password page (Image B2-2) will appear the first time they access the Delphi eInvoicing System to allow them to change the DOT-issued generic password to a personal one. This page will appear again every 45 days to prompt them to change their password. Similar to change password process for grant recipients, reviewer/approver passwords must be at least 12 characters long. Once entered, they select **Apply** (Image B2-2).

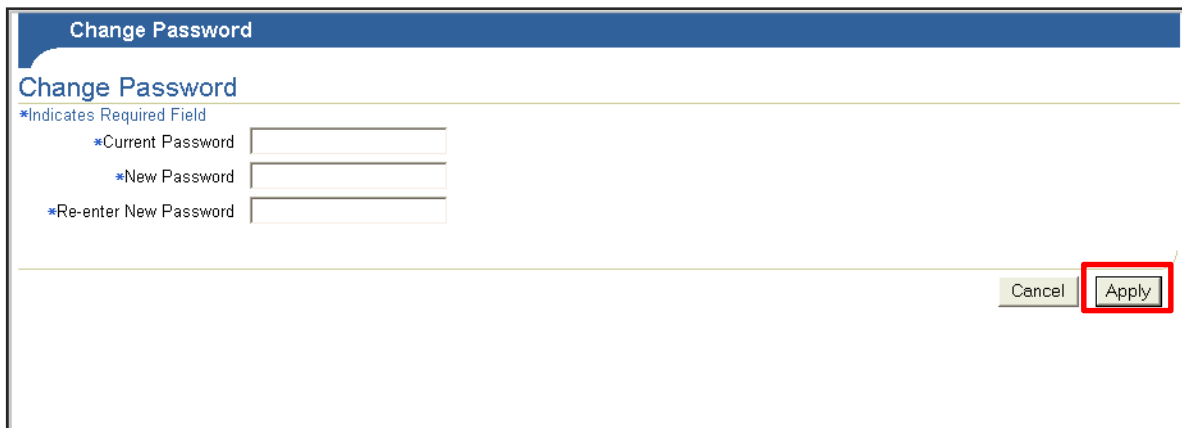


Image B2-2: Change Password Page

Once their password has been reset, they will be directed to the Navigator Home page (Image B2-3). On this page, they need to select the responsibility associated with the OA for which they currently need to review or approve an invoice.

As previous mentioned in the grant recipient section, **Responsibility** is the name of the access that has been given to a reviewer/approver. The access relates to a specific OA's grants. A reviewer/approver may review invoices for several different grants. In this example, the Federal Aviation Administration iSupplier Approver responsibility has been selected.

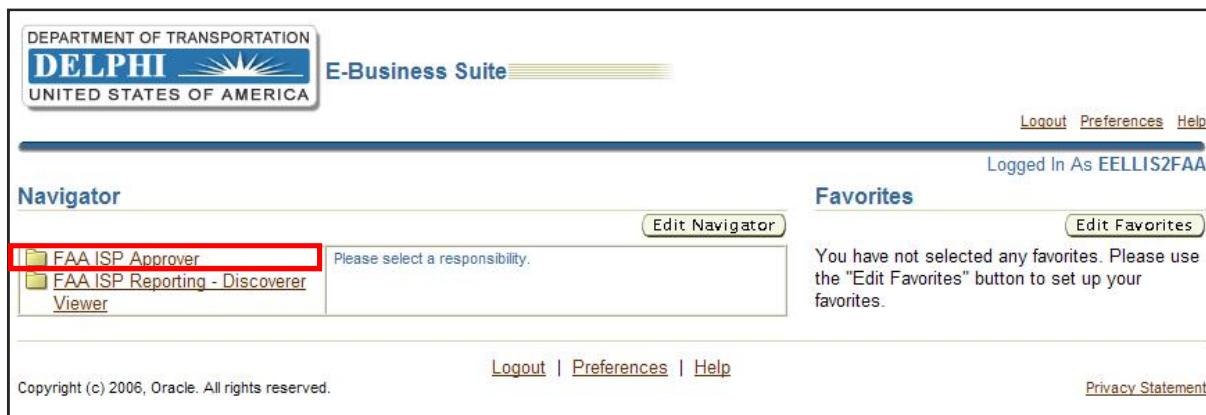


Image B2-3: Navigator Home Page

B2.1.2 Responsibility Home Page

Once they have selected the appropriate responsibility, they will be taken to the relevant Responsibility Home page (Image B2-4) where they can view notifications and search for invoices awaiting your action.

NOTE

If a reviewer/approver reviews invoices for multiple OAs, they will have separate user IDs and passwords for each OA that they review.



Image B2-4: Responsibility Home Page

On the Responsibility home page, there are three links at the upper-right corner of the screen: **Logout**, **Preferences** and **Help** (Image B2-5).



Image B2-5: Responsibility Home, Global Links

Logout, logs you out of Delphi eInvoicing System; automatic logout is scheduled for inactivity in excess of 30 minutes.

Preferences allow you to set user preferences.

Help displays the Oracle iSupplier Portal Help page.

On other subpages within the System, a fourth link—**Home**—will also be displayed in the upper-right corner of the screen. This link will take them back to the Responsibility home page.

B2.1.3 Setting User Preferences

When the **Preferences** link is selected, the General Preferences page will appear (Image B2-6).

There are six sections within this page.

1. The first section, **Languages**, defaults to American English. System functionality does not allow the user to view the content in other languages.
2. The next section, **Accessibility**, gives them the option to modify accessibility features, such as screen reader use.
3. The third section, **Regional**, allows them to set their location and preferred date and time stamping.
4. The fourth section, **Change Password**, is where they can change or reset their password. Remember that passwords must contain at least twelve (12) characters long and must contain at least two letters and at least two numbers to be valid.
5. The **Start Page** section allows them to specify which responsibilities they would like to view on their Responsibility home page.
6. The final section, **Notifications**, allows you to select the email style and format in which they would like to receive e-mailed notifications.

After making any changes to the default information on this page, select **Apply**.

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E-Business Suite

Home Logout Preferences

General
• Display Preferences
• Access Requests

General Preferences

Cancel Reset to Default Apply

Languages

Current Session Language American English ⓘ 1
Default Application Language American English ⓘ

Accessibility

Accessibility Features None ⓘ 2

Regional

Territory United States ⓘ 3
Date Format dd-MMM-yyyy (13-Feb-2012)
Timezone (GMT -06:00) Central Time
Number Format 10,000.00
Currency
Client Character Encoding Western European (Windows) ⓘ

Change Password

Known As 4
Old Password
New Password
Repeat Password

Start Page

Responsibility 5
Page

Notifications

Email Style HTML mail with attachments ⓘ 6
Notifications will be sent in your current default language, American English.

Cancel Reset to Default Apply

Image B2-6: General Preferences Page

The bottom link on the left panel of the General Preferences page is Access Requests (Image B2-7). Selecting this link will display all of their assigned responsibilities. However, they will only be able to view the responsibilities that they currently have and will not be able to request additional responsibilities through this page. Any request for additional access will have to be approved by their OA.

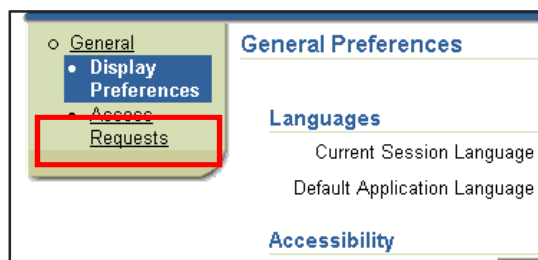


Image B2-7: General Preferences Page, Access Requests Link

Once they have customized their preferences, they can return to the Responsibility home page.

On the Responsibility home page, they will notice two buttons **Edit Navigator** and **Edit Favorites** (Image B2-8).

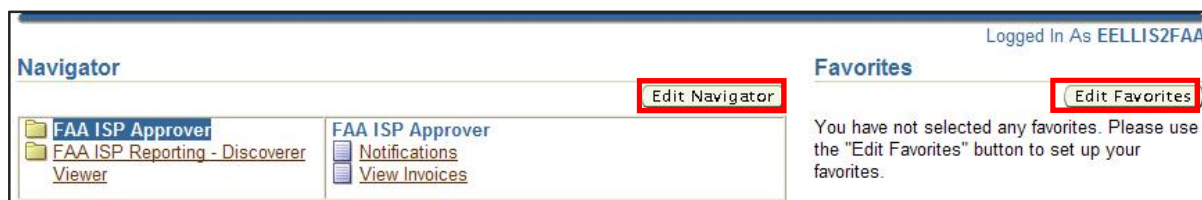


Image B2-8: Responsibility Home Page, Edit Navigator and Edit Favorites Buttons

The **Edit Navigator** button allows them to edit the responsibilities that they want to show or hide on your Navigator home page.

The **Edit Favorites** button appears on the screen but will be disabled for DOT grant reviewer/approvers.

B2.2 Delphi eInvoicing System Notifications

On the Responsibility home page, select the **Notifications** link (Image B2-9). Once an invoice is created by the grant recipient, the system automatically generates a notification informing you to view and take action on an invoice.

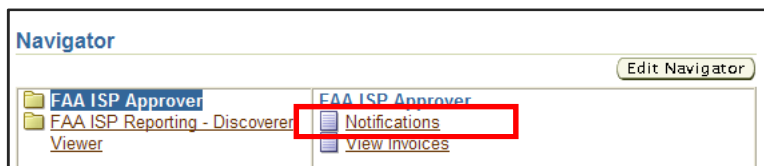


Image B2-9: Responsibility Home page, Notifications Link

Selecting this **Notifications** link will direct them to the Worklist page (Image B2-10).



Image B2-10: Worklist Page

To filter through notifications, they select the drop-down list for sorting options (Image B2-11). Within the drop-down list, they have the following options:

- All Notifications will result in every notification in your worklist
- Open Notifications will return any notifications that they have not yet viewed
- To Do Notifications are invoices waiting to be reviewed
- FYI Notifications are informational in nature and do not require any action
- Notifications From Me will not return any results

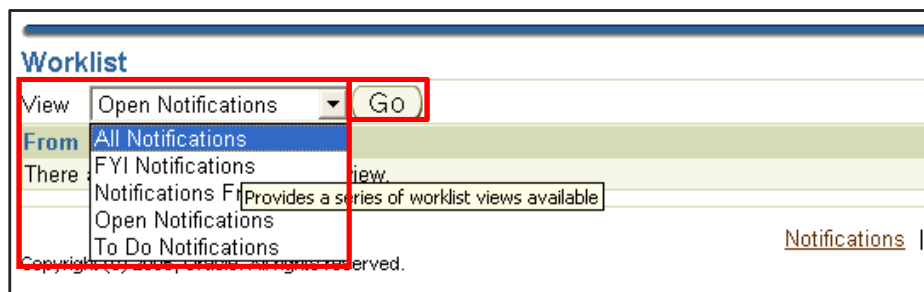


Image B2-11: Worklist, View Drop-Down List

Once they decide how to view the notifications, select **Go**.

In the results table, the reviewer/approver can sort by the following categories: Subject, Sent and Due (Image B2-12). No results will return under the From header, and the Type will return the same result for all notifications. The date listed under the Due header is the scheduled pay date in Delphi. Subject lines will reflect the type of notification and what action, if any, is required. To sort by any of these categories, select the desired category header.



| From | Type | Subject | Sent | Due |
|-----------------------------|------|---|-------------|-----|
| iSupplier Approval WorkFlow | | REMINDER: Payment request Test2012 is awaiting your review. | 13-Jan-2012 | |
| iSupplier Approval WorkFlow | | REMINDER: Payment request Test2012 is awaiting your review. | 14-Jan-2012 | |

Image B2-12: Worklist, Results Table

The results in your returned worklist may show any of the following notification types (Table B2-1).

| NOTIFICATION TYPE | DESCRIPTION |
|-------------------------------------|--|
| FYI Approval Request E-mail | This notification lets the reviewer/approver know that an invoice is awaiting approval. They will receive this notification as an e-mail and as a worklist item. |
| Action: Approval Request | This notification is sent after the grant recipient has submitted an invoice and requires the reviewer/approver to take action. It will only be sent as a worklist item and will require an "approve" or "reject" response. |
| FYI Threshold | This notification is for informational purposes only and is used within an auto-approved hierarchy when a preset threshold has been reached. This threshold will be a percentage of the total obligated amount on the Delphi PO. Any individual invoice that exceeds the threshold percentage generates this notification, but no action is required NOTE: This notification will only be sent on hierarchies that are auto-approved |
| Reminder | The reviewer/approver will receive a reminder notification in a predetermined number of calendar days if they have not taken action to review or approve an invoice. |
| Escalation FYI | This notification is sent to a user external to the approval hierarchy chain based on a predetermined number of calendar days. Please note that the external user will continue to receive escalation notifications and you as the reviewer/approver will continue to receive reminder notifications until action is taken on the invoice. |
| Rejection Previous Approvers | This is an FYI only notification that is sent to any users who previously approved an invoice that is now being rejected. |

Table B2-1: Notification Types

The reviewer/approver will receive both an FYI notification and an Action notification when a grant recipient has submitted an invoice. However, they can only approve or reject an invoice from the Action notification. The FYI notification is for informational purposes only.

B2.3 Delphi eInvoicing System Searching

B2.3.1 Searching All Invoices

As with your Notifications, the reviewer/approver can search for invoices on their Responsibility home page (Image B2-13).

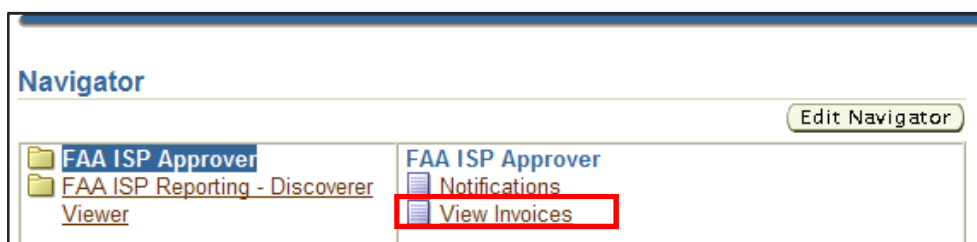


Image B2-13: Responsibility Home Page, View Invoices Link

NOTE

- Please note that only invoices created through the Delphi eInvoicing System can be accessed through the system search function
- An invoice that has been rejected cannot be viewed using the search function until the invoice is resubmitted by the grant recipient

Select the **View Invoices** link to go to the Invoice Summary page (Image B2-14).

The Invoice Summary page allows them to perform a Simple Search by entering criteria in multiple search fields: Invoice Number, Amount Due From, Amount Due To, Grant Number/PO Number, Invoice Date From, Invoice Date To, Due Date From, and Due Date To.

Invoice Number is a unique invoice identification number that is established by the grant recipient. In the Amount Due From and To fields they can search a range of invoice amounts by entering dollar amounts in the fields. Grant Number/PO Number is a unique grant/PO identification number is established by the supplier. In the Invoice Date From and To fields you they search a range of invoice dates by entering date from and to in the fields. Similarly in the Due Date From and To fields you can search a range of due dates.

When entering search values, they can use the percent sign as a wildcard to search for multiple items. For example, to search for all orders beginning with CTT, enter CTT%. The

more specific their search, the more precise their returned results will be. For example, to search for all orders beginning with 27 and ending in 5, enter 27%5. This will eliminate all those items that only begin with 27 but do not end with 5.

To clear the search fields, select **Clear**.

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DELPHI
UNITED STATES OF AMERICA

FAA ISP Approver

[Home](#) [Logout](#) [Preferences](#) [Help](#)

Invoice Summary

[Export](#)

Simple Search

Invoice Number Grant Number/PO Number

Amount Due From Invoice Date From

Amount Due To 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. | | | | | | | | | | | |

[Export](#)

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[Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

[Privacy Statement](#)

Image B2-14: Invoice Summary Page

Once you have entered your search criteria, select **Go**. All results will appear in a table where the following columns will be displayed: Invoice Number, Invoice Date, PO Number, Grant Number, Invoice Amount, Status, Description, Type, Supplier, Due Date, Paid Date, and View (Image B2-15).

The Description is pulled from the invoice submitted by the grant recipient. The Due Date is the scheduled payment date in Delphi. The Status and Paid Date columns are the ways in which you can keep track of invoice processing. To sort by any of these categories, select the desired column header.

Invoice Summary

Export

Simple Search

Invoice Number

Grant Number/PO Number

CTT%

Amount Due From

Invoice Date From

Amount Due To

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 |
|----------------|--------------|-----------|--------------|----------------|------------------|-------------|----------|-------------------------|-------------|-----------|----------------------|
| Test020912 | 09-Feb-2012 | CTT11M006 | CTT11M006 | 4,600.00 | PENDING APPROVAL | | Standard | PARKS ASSOCIATION GRANT | 10-Mar-2012 | | View |
| CT2239000 | 07-Feb-2012 | CTT11M006 | CTT11M006 | 1,500.00 | PENDING APPROVAL | Test | Standard | PARKS ASSOCIATION GRANT | 08-Mar-2012 | | View |
| 22222 | 07-Feb-2012 | CTT11M007 | CTT11M007 | 487,150.00 | PENDING APPROVAL | | Standard | PARKS ASSOCIATION GRANT | 08-Mar-2012 | | View |
| Test2012 | 13-Jan-2012 | CTT11M007 | CTT11M007 | 5,000.00 | PENDING | Enter | Standard | PARKS | 12-Feb-2012 | | View |

Image B2-15: Invoice Summary Page, Results Table

To export table data to a .CSV file in Microsoft Excel, select the Export button (**Image B2-16 and Image B2-17**).

Export

Number

CTT%

Date From

Date To

Date From

Date To

| s | Description | Type | Supplier | Due Date | Paid Date | View |
|------------------|-------------|----------|-------------------|-------------|-----------|----------------------|
| PENDING APPROVAL | | Standard | PARKS ASSOCIATION | 10-Mar-2012 | | View |

Image B2-16: Invoice Summary Page, Export Button

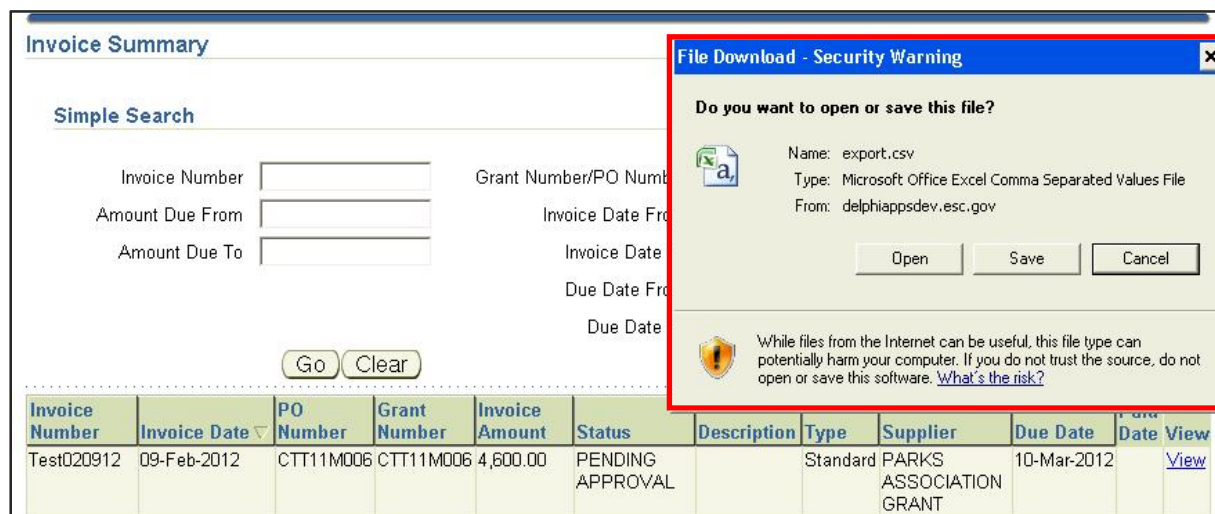


Image B2-17: Invoice Summary Page, Export File to .CSV

B2.3.2 View Invoice Details

To view the details of a specific invoice, select the **View** link for that invoice in the far right column (Image B2-18). This will direct them to the Invoice Details page.

| Invoice Number | Invoice Date | PO Number | Grant Number | Invoice Amount | Status | Description | Type | Supplier | Due Date | Paid Date | View |
|----------------|--------------|-----------|--------------|----------------|------------------|-------------|----------|-------------------------|-------------|-----------|----------------------|
| Test020912 | 09-Feb-2012 | CTT11M006 | CTT11M006 | 4,600.00 | PENDING APPROVAL | | Standard | PARKS ASSOCIATION GRANT | 10-Mar-2012 | | View |
| CT2239000 | 07-Feb-2012 | CTT11M006 | CTT11M006 | 1,500.00 | PENDING APPROVAL | Test | Standard | PARKS ASSOCIATION GRANT | 08-Mar-2012 | | View |
| 22222 | 07-Feb-2012 | CTT11M007 | CTT11M007 | 487,150.00 | PENDING APPROVAL | | Standard | PARKS ASSOCIATION GRANT | 08-Mar-2012 | | View |

Image B2-18: Invoice Summary Page, View link

On the Invoice Details page, they can view the following information for the invoice: Invoice Number, Invoice Date, Currency, Invoice Amount, Description, and any additional attachments or backup documentation uploaded by the grant recipient (Image B2-19).

- The Attachments link will open all attachments associated with that invoice. Some attachments will be uploaded as PDFs, including all SF270/271 forms created in the Delphi eInvoicing System. They must have Adobe Acrobat Reader to view PDF files
- If they wish to see the full invoice history, they must go to the Action: Approval Request notification for that invoice. They can access the Notifications link on the Responsibility Home page



Image B2-19: Invoice Details Page

B3.0 REVIEWING THE INVOICE

The reviewer/approver should be able to:

- Identify the Delphi eInvoicing System approval hierarchy
- Identify First In, First Out processing rationale
- Locate the steps on how to use the system to approve an invoice
- Locate the steps on how to use the system to reject an invoice
- Locate the steps on how to use the system to redistribute an invoice across multiple PO lines

B3.1 Delphi eInvoicing System Approval Hierarchy

B3.1.1 Approval Hierarchy

Before using the System to approve or reject an invoice, it is important to understand how the reviewer/approver was selected for this role. The System will rely on hierarchies to determine the order in which the invoice is approved. Within a single hierarchy, there can be different grant reviewers assigned to different levels. A reviewer/approvers position in the hierarchy determines the order in which they will approve the invoice. Their position may change depending on the grant for which you are reviewing an invoice. They may be assigned to multiple approval hierarchies.

The invoice will be approved based on the order in which reviewer and approver levels have been arranged. These levels are predetermined by the hierarchy. Each level is defined for a reviewer/approver. The invoice status will continue to be "pending" until the last level

approver approves it, at which point the status will be updated to APPROVED, PENDING PAYMENT, and a notification will be sent to the grant recipient (Figure B3-1).

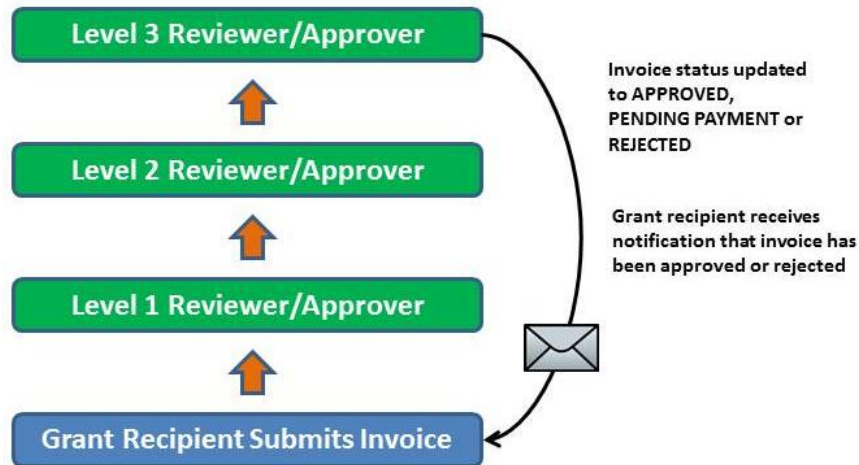


Figure B3-1: Approval Hierarchy Example

They may also approve an invoice that has multiple POs. In each case, the approval chain is determined according to the reviewer/approver hierarchy levels, not the PO order. Each PO may be reviewed and approved by a different set of people (Figure B3-2).

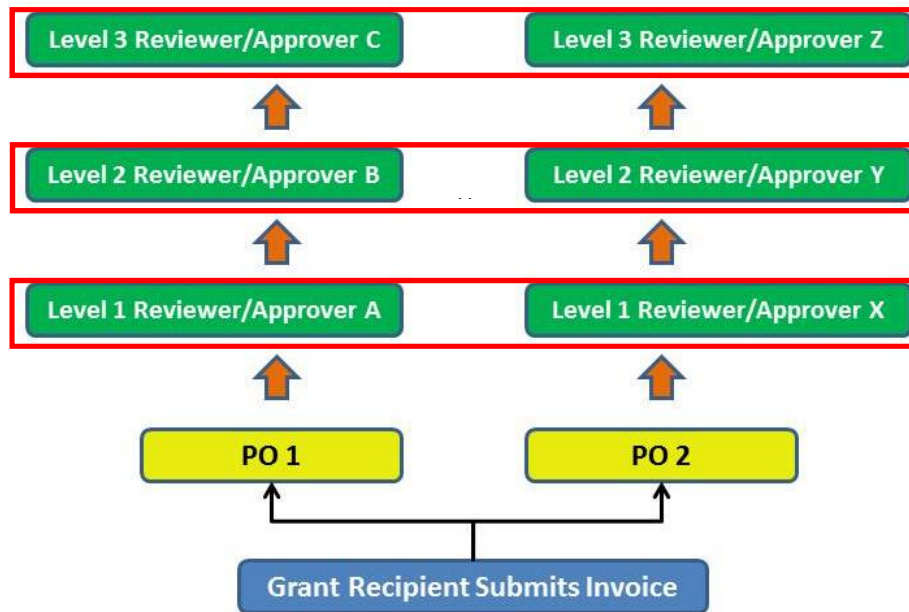


Figure B3-2: Approval Hierarchy, Multiple POs Example

NOTE

Please note, an individual may be required to approve an invoice more than once depending on how the hierarchy is set up; if the invoice is rejected and resubmitted; or if the invoice has been redistributed by another reviewer or approver in the hierarchy.

B3.1.2 Auto-Approval

In addition, hierarchies can be set up to automatically approve invoices up to and including a predefined percentage of the total PO amount. As invoices are submitted, they are auto-approved until the total amount equals the set percentage. After the predefined threshold has been reached, the invoice can no longer be auto-approved and the reviewer/approver will receive a notification that he/she must now go into the system to approve the invoice according to the approval hierarchy.

For example (Figure B3-3), an award amount with an available balance of \$1000 has a 90% predefined auto-approval threshold. The grant recipient submits multiple invoices that are auto-approved. Once the grant recipient invoices over \$900.01, the reviewer levels are notified that the threshold has been reached and that they must now go into the system to approve subsequent invoices against the award amount.



Figure B3-3: Auto-Approval Example

OA PROCESS RECOMMENDATION #1

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; the reviewer/approver should refer to the OA for which he/she reviews invoices for more information on the OA's policies and procedures.

B3.1.3 Escalation

The processing time for an invoice review is determined at the preset hierarchy level. The Delphi eInvoicing System will send you an automatic reminder when an invoice is awaiting your approval.

If an invoice is not processed within a set timeframe, an escalation notification will be generated by the system and sent to an additional user external to the approval hierarchy chain. This additional user is normally a supervisor or manager who will not take direct approval or rejection action on the invoice but will follow up with the reviewer/approver to ensure that action is taken in a timely manner.

For example (Figure B3-4), if the escalation is set to four calendar days, the reviewer will receive a reminder on day two that they must take action within two more days. If the reviewer/approver does not take action within two days, the reviewer/approver will receive another reminder to take action; at this time the approval process will be escalated, and the additional designated user external to the hierarchy will also receive a notification. This reminder and escalation notification process repeats until action is taken.

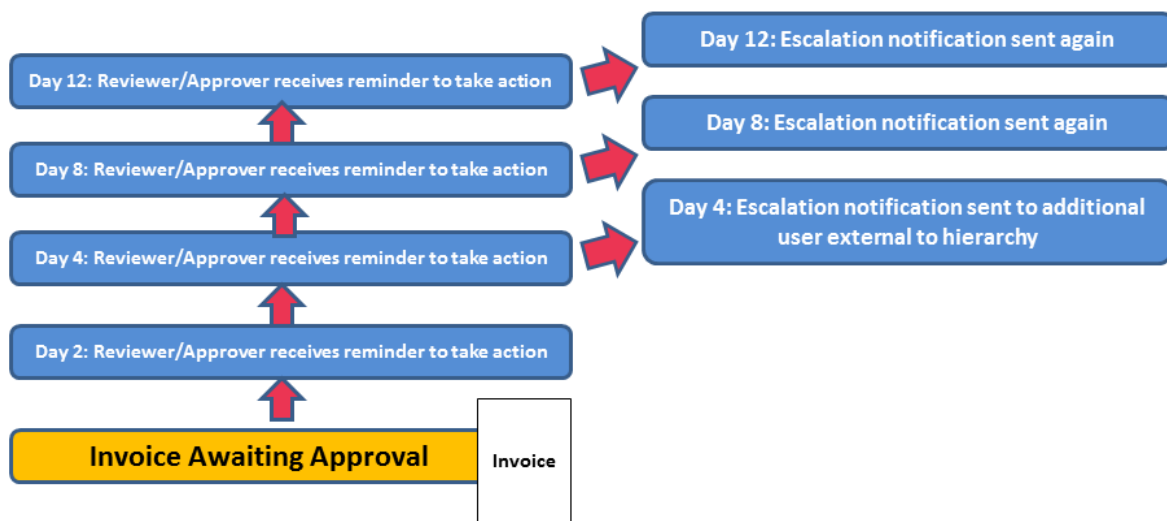


Figure B3-4: Escalation Example

B3.2 First In, First Out (FIFO) Process

First In, First Out processing is a Delphi eInvoicing System business requirement that automatically distributes an invoice across Purchase Order lines using the first in, first out logic.

For example, when an invoice is submitted, the System automatically uses the oldest funds first, followed by the next oldest, and so on, until the invoice is fully covered. The goal is to use older funding in full before moving to newer funding.

A grant recipient will create an invoice using a Purchase Order/grant number. Every PO will have one to many lines. Every Line will have one to many Shipments. Every Shipment will have one to many Distributions. The FIFO process will look at all the distributions on the PO that were selected for available balances to invoice against. From those distributions with an

available balance, FIFO will apply the invoice amount according to the distribution with the oldest money, as determined by the budget year (Figure B3-5).

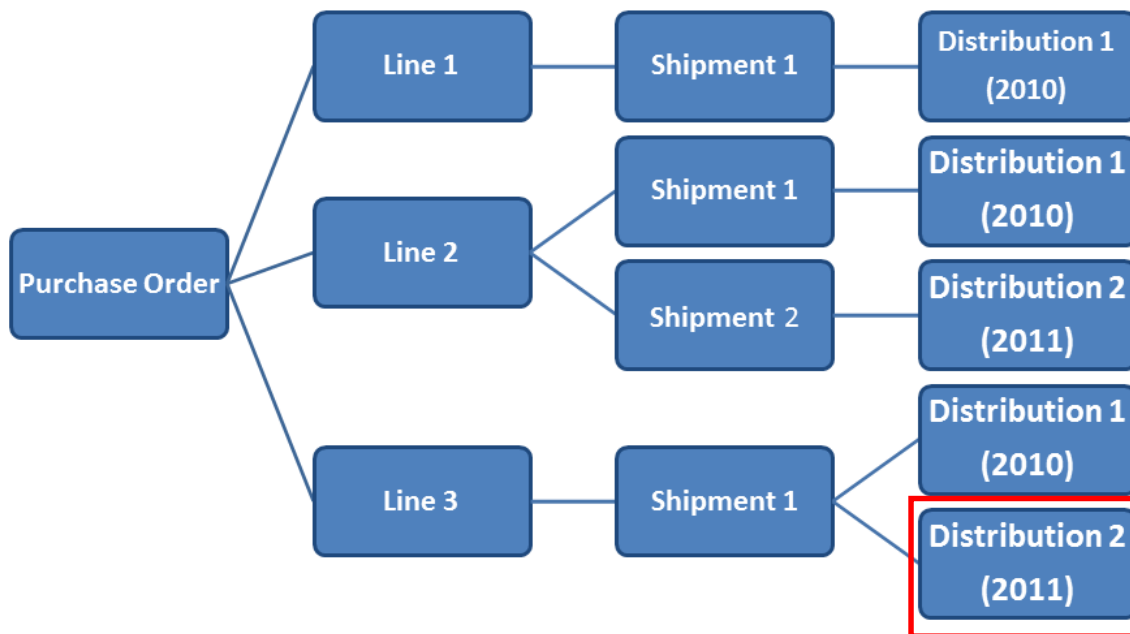


Figure B3-5: First In, First Out Example

NOTE

Some Grant Programs will not use the FIFO process. Please have them refer to the Grant Program for which they review invoices for more information on how funds will be applied to the invoice. If they do not use the FIFO process, they will need to redistribute funds on the invoice. Redistribution is covered in greater detail in section B3.5.

B3.3 Approving an Invoice

B3.3.1 Select Invoice to Approve

To approve an invoice they will begin on the Responsibility Home page. From here, have them select the **Notifications** link (Image B3-1), which will direct them to the Worklist page.

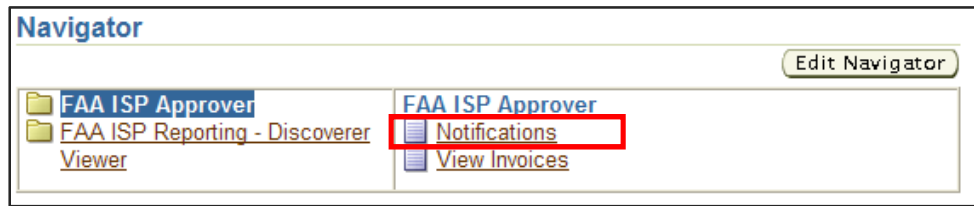


Image B3-1: Responsibility Home Page, Notifications Link

On the Worklist page, use the drop-down list and select "To Do Notifications" (Image B3-2).

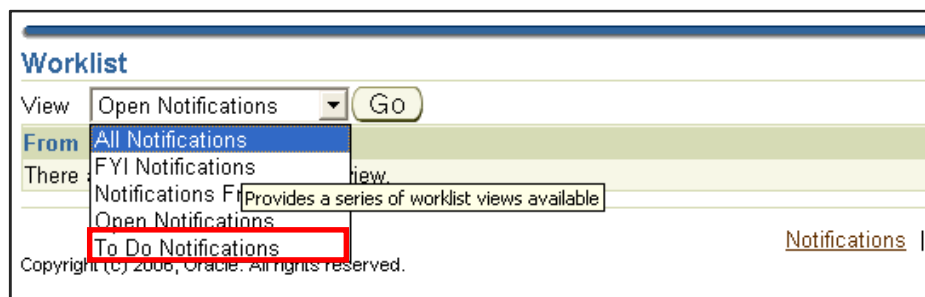


Image B3-2: Worklist page, Drop-Down List

From the results table, select the link under the Subject header for the notification to review (Image B3-3).

| Notifications | | | | |
|-----------------------------|------------------------|--|-------------|-------------|
| Notifications > | | | | |
| Worklist | | | | |
| View | To Do Notifications Go | | | |
| From | Type | Subject | Sent | Due |
| iSupplier Approval WorkFlow | | Action: Payment Request Test2012 is awaiting your approval | 18-Feb-2012 | 18-Feb-2012 |
| iSupplier Approval WorkFlow | | Action: Payment Request Test020912 is awaiting your approval | 18-Feb-2012 | 18-Feb-2012 |
| iSupplier Approval WorkFlow | | Action: Payment Request 22222 is awaiting your approval | 18-Feb-2012 | 19-Feb-2012 |
| iSupplier Approval WorkFlow | | Action: Payment Request 6853633 is awaiting your approval | 18-Feb-2012 | 19-Feb-2012 |
| iSupplier Approval WorkFlow | | Action: Payment Request CTT2012202 is awaiting your approval | 18-Feb-2012 | 19-Feb-2012 |
| iSupplier Approval WorkFlow | | Action: Payment Request CTT2012200 is awaiting your approval | 18-Feb-2012 | 19-Feb-2012 |
| iSupplier Approval WorkFlow | | Action: Payment Request Test1234 is awaiting your approval | 18-Feb-2012 | 19-Feb-2012 |
| iSupplier Approval WorkFlow | | Action: Payment Request Test1234CreditMemo is awaiting your approval | 18-Feb-2012 | 19-Feb-2012 |

Image B3-3: Worklist Page, Notification Selection

B3.3.2 Review Invoice Details

Once the subject link is selected, they will be directed to the Action: Payment Request page (Image B3-4). From the Action: Payment Request page, review invoice information in detail.

NOTE

Please note that they must validate all data populated on the invoice, including on all attachments and the SF270 or 271 form (if required), before approving it.

[Notifications](#) > [Worklist](#) >

Action: Payment Request Test1234 is awaiting your approval
Submit

To: ~WF_ADHOC-21154
 Sent: 18-Feb-2012 20:06:36
 Due: 19-Feb-2012 08:06:36
 ID: 3279082

Supplier: PARKS ASSOCIATION GRANT
 Supplier Site: TEXAS FAA
 Alternate Site Name:
 Invoice Date: 18-Feb-2012
 Invoice Number: Test1234
 Invoice Id: 15351529
 Invoice Currency: USD
 Invoice Amount: \$4,600.00
 Description: Enter description here.
 Invoice Type: STANDARD

SF 270

Attachments

| Invoice Po | Line | Number | Line Item Description | Shipment | Distribution | Ordered | Received | Cancelled | Billed | UDO | Amount In Process | Available Balance | Ar to Inv |
|------------|------------|--------|------------------------|----------|--------------|--------------|----------|-----------|--------|--------------|-------------------|-------------------|-----------|
| 1 | CTT11M0073 | 3 | AWARD - PROBATIONISTIC | 1 | 1 | \$250,000.00 | \$0.00 | \$0.00 | \$0.00 | \$250,000.00 | \$25,000.00 | \$225,000.00 | \$4 |

Image B3-4: Action: Payment Request Page

On the Action: Payment Request page, select the **SF270** or **SF271** buttons (Image B3-5) to review the details of the SF270 forms (Image B3-6).

OA PROCESS RECOMMENDATION #2

Please have them refer to the OA for which they 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.

| | |
|---|-------------------------|
| Supplier : | PARKS ASSOCIATION GRANT |
| Supplier Site : | TEXAS FAA |
| Alternate Site Name : | |
| Invoice Date : | 18-Feb-2012 |
| Invoice Number : | Test1234 |
| Invoice Id : | 15351529 |
| Invoice Currency : | USD |
| Invoice Amount : | \$4,600.00 |
| Description : | Enter description here. |
| Invoice Type : | STANDARD |
| | SF 270 |
| Attachments  | |

Image B3-5: Action: Payment Request Page, SF270 Button

| | | | | | |
|--|--|--|---|--|----------------------|
| REQUEST FOR ADVANCE OR REIMBURSEMENT <i>(See instructions on back)</i> | | OMB APPROVAL NO. 0348-0004 | | PAGE 1 | OF 1 PAGES |
| | | 1 TYPE OF PAYMENT REQUESTED | <small>a. "X" one or both boxes</small> <input type="checkbox"/> ADVANCE <input checked="" type="checkbox"/> REIMBURSEMENT <small>b. "X" the applicable box</small> <input checked="" type="checkbox"/> FINAL <input type="checkbox"/> PARTIAL | 2 BASIS OF REQUEST <input checked="" type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL | |
| 3 FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED | | 4 FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY | | 5 PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST | |
| 6 EMPLOYER IDENTIFICATION NUMBER | 7 RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER | 8. PERIOD COVERED BY THIS REQUEST FROM (month, day, year) TO (month, day, year) | | | |
| 9 RECIPIENT ORGANIZATION Name: Number and Street: City, State and ZIP Code: | | 10. PAYEE (Where check is to be sent if different than item 9) Name: Number and Street: City, State and ZIP Code: | | | |

Image B3-6: SF270 Form

NOTE

To return to the Action: Payment Request page, select the Back button at the top of the browser. Remind them this is the only time they should use the Web browser Back button when navigating in the Delphi eInvoicing System.

Back on the Action: Payment Request page, the reviewer/approver selects the **Attachments** icon (Image B3-7). This will direct them to the Attachments page (Image B3-8) to view additional attachment details.

OA PROCESS RECOMMENDATION #3

Tell them to refer to the OA for which they 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.

| | |
|-----------------------|-------------------------|
| Supplier : | PARKS ASSOCIATION GRANT |
| Supplier Site : | TEXAS FAA |
| Alternate Site Name : | |
| Invoice Date : | 18-Feb-2012 |
| Invoice Number : | Test1234 |
| Invoice Id : | 15351529 |
| Invoice Currency : | USD |
| Invoice Amount : | \$4,600.00 |
| Description : | Enter description here. |
| Invoice Type : | STANDARD |
| | SF 270 |

Attachments



Image B3-7: Action: Payment Request Page, Attachment Icon

| Notifications | | | | | | | | |
|---|------|------------------------|---------------|-----------------------|--------------|----------|--------|--------|
| Notifications > Worklist > Notification Details > | | | | | | | | |
| Attachments | | | | | | | | |
| File Name | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete |
| Test1234_expense_spreadsheet.xlsx | File | Enter description here | From Supplier | GRANTUSER2@PARKSGRANT | 18-Feb-2012 | One-Time | | |
| Test1234_backup_docs.pdf | File | Enter Description Here | From Supplier | GRANTUSER2@PARKSGRANT | 18-Feb-2012 | One-Time | | |

[Return to Action: Payment Request Test1234 is awaiting your approval](#)

Image B3-8: Attachments Page

To view an attachment in more detail, select its file name link. The File Download window opens (Image B3-9), where you can open or save the attachment.

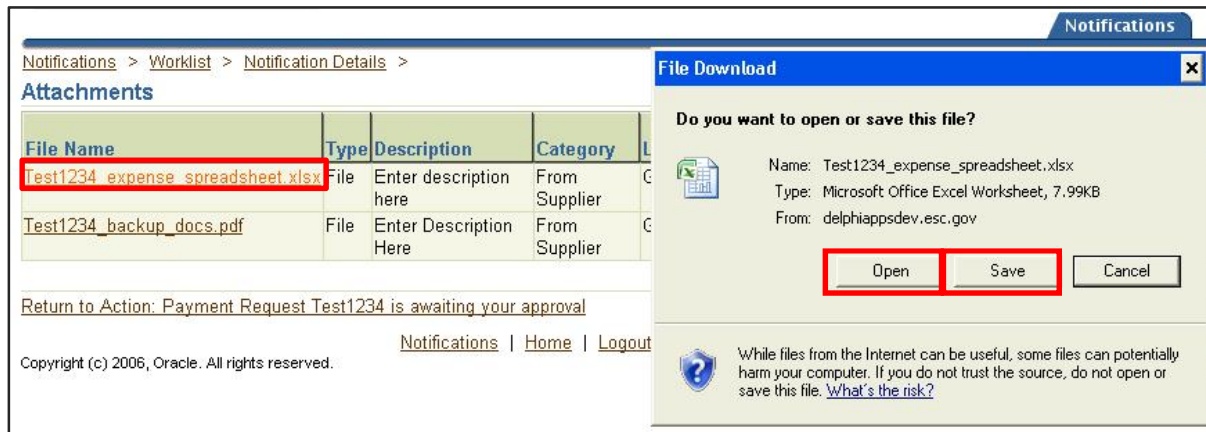


Image B3-9: Attachments page, File Download Window

After reviewing the attachment, select the **Return to Action link** (Image B3-10) to return to the Action: Payment Request page.

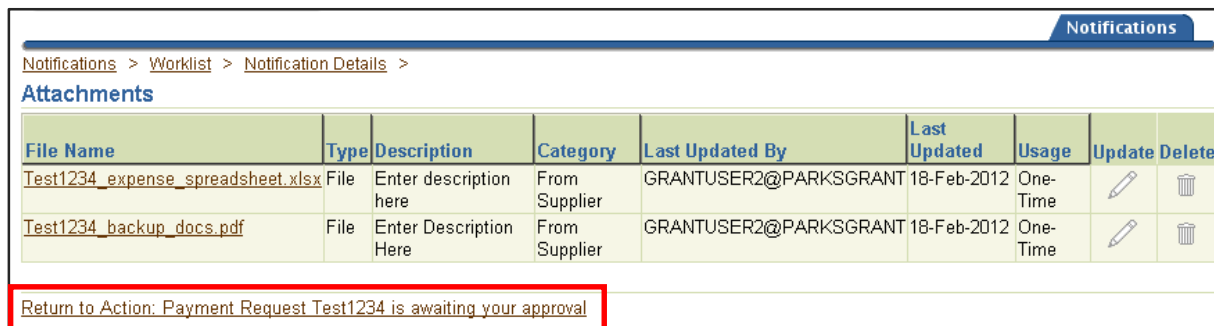



Image B3-10: Attachments page, Return to Action Link

B3.3.3 Approve Invoice

Once the invoice is reviewed and its backup documentation, they are ready to approve it.

At the bottom of the Action: Payment Request page, there is a Response section with an Approval Action drop-down list (Image B3-11). They have the following options: APPROVED, REJECTED: Good Services not received, REJECTED: Invoice Error, REJECTED: Other. Select APPROVE from the drop-down list.



Response

Approval Action: APPROVED

Comments: APPROVED
REJECTED: Goods Services not received
REJECTED: Invoice Error
REJECTED: Other

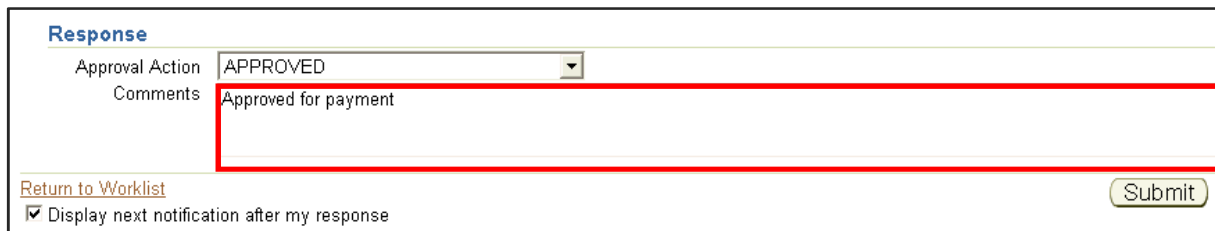
[Return to Worklist](#)

☒ Display next notification after my response

Submit

Image B3-11: Action: Payment Request Page, Approval Action Drop-Down List

It is recommended that they add comments when approving the invoice. Select the comments field (Image B3-12) to enter comments.



Response

Approval Action: APPROVED

Comments: Approved for payment

[Return to Worklist](#)

☒ Display next notification after my response

Submit

Image B3-12: Action: Payment Request Page, Comments field

Select the check box to display the next notification in the queue after the approved invoice is submitted (Image B3-13).



Response

Approval Action: APPROVED

Comments: Approved for payment

[Return to Worklist](#)

☒ Display next notification after my response

Submit

Image B3-13: Action: Payment Request Page, Check Box

NOTE

- Note: To view additional invoices, the link at the bottom of the page will direct them back to the Worklist; however, if they select this link prior to submitting approval for the invoice currently appearing on the screen, the entries will NOT be saved
- To review all invoices in the queue in order, select the “Display next notification after my response” check box in the lower-left corner. This will immediately direct you to the next invoice on the worklist after submission

To complete the approval process, select the **Submit** button at the lower-right corner of the screen (Image B3-14). After submission, you will be directed back to the Worklist page.

The screenshot shows a form titled "Response". It has two main sections: "Approval Action" with a dropdown menu set to "APPROVED", and "Comments" with the text "Approved for payment". At the bottom left, there is a link "Return to Worklist" and a checked checkbox "Display next notification after my response". At the bottom right, the "Submit" button is highlighted with a red rectangular box.

Image B3-14: Action: Payment Request Page, Submit Button

B3.4 Rejecting an Invoice

B3.4.1 Select Invoice to Reject

The initial steps in rejecting an invoice are similar to approving an invoice, but there are important changes to note. They begin by selecting the **Notifications** link (Image B3-15) on the Responsibility Home page. This will direct them to the Worklist page.

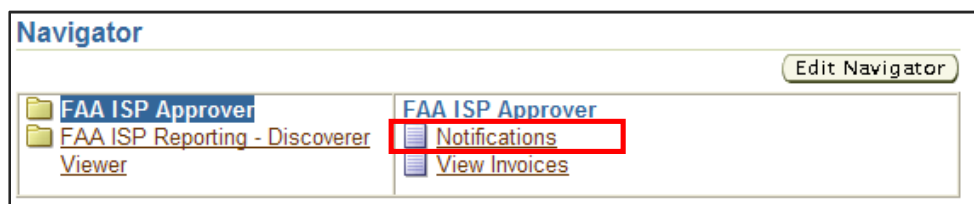


Image B3-15: Responsibility Home Page, Notifications Link

On the Worklist page, use the drop-down list and select "To Do Notifications" (Image B3-16).

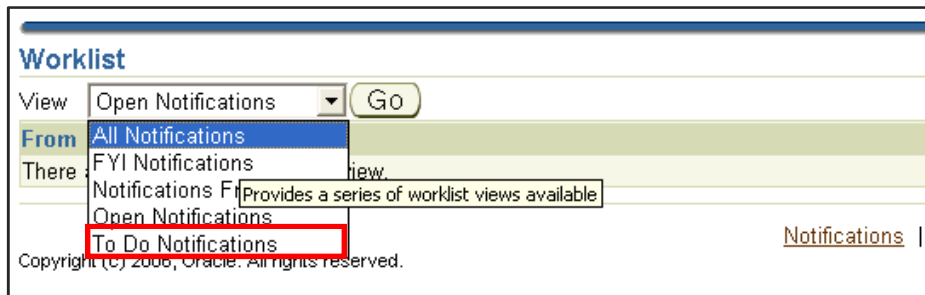


Image B3-16: Worklist page, Drop-Down List

From the results table, select the link under the Subject header for the notification to be reviewed (Image B3-17).

| Notifications | | | | |
|------------------------------------|---|--|-------------|-------------|
| Notifications > | | | | |
| Worklist | | | | |
| View | To Do Notifications <input type="button" value="Go"/> | | | |
| From | Type | Subject | Sent | Due |
| iSupplier Approval WorkFlow | | Action: Payment Request Test2012 is awaiting your approval | 18-Feb-2012 | 18-Feb-2012 |
| iSupplier Approval WorkFlow | | Action: Payment Request Test020912 is awaiting your approval | 18-Feb-2012 | 18-Feb-2012 |
| iSupplier Approval WorkFlow | | Action: Payment Request 22222 is awaiting your approval | 18-Feb-2012 | 19-Feb-2012 |
| iSupplier Approval WorkFlow | | Action: Payment Request 6853633 is awaiting your approval | 18-Feb-2012 | 19-Feb-2012 |
| iSupplier Approval WorkFlow | | Action: Payment Request CTT2012202 is awaiting your approval | 18-Feb-2012 | 19-Feb-2012 |
| iSupplier Approval WorkFlow | | Action: Payment Request CTT2012200 is awaiting your approval | 18-Feb-2012 | 19-Feb-2012 |
| iSupplier Approval WorkFlow | | Action: Payment Request Test1234 is awaiting your approval | 18-Feb-2012 | 19-Feb-2012 |
| iSupplier Approval WorkFlow | | Action: Payment Request Test1234CreditMemo is awaiting your approval | 18-Feb-2012 | 19-Feb-2012 |

Image B3-17: Worklist Page, Notification Selection

Once subject link is selected, they will be directed to the Action: Payment Request page (Image B3-18).

[Notifications](#) > [Worklist](#) >

Action: Payment Request Test1234 is awaiting your approval

[Submit](#)

To: ~WF_ADHOC-21154
 Sent: 18-Feb-2012 20:06:36
 Due: 19-Feb-2012 08:06:36
 ID: 3279082

Supplier: PARKS ASSOCIATION GRANT
 Supplier Site: TEXAS FAA
 Alternate Site Name:
 Invoice Date: 18-Feb-2012
 Invoice Number: Test1234
 Invoice Id: 15351529
 Invoice Currency: USD
 Invoice Amount: \$4,600.00
 Description: Enter description here.
 Invoice Type: STANDARD

[SF 270](#)

Attachments

[View](#)

| Line | Number | Line Item Description | Shipment | Distribution | Ordered | Received | Cancelled | Billed | UDO | Amount In Process | Available Balance | Ar to Inv |
|------|------------|-------------------------|----------|--------------|--------------|----------|-----------|--------|--------------|-------------------|-------------------|-----------|
| 1 | CTT11M0073 | AWARD - PROBABLE HISTIC | 1 | 1 | \$250,000.00 | \$0.00 | \$0.00 | \$0.00 | \$250,000.00 | \$25,000.00 | \$225,000.00 | \$4 |

Image B3-18: Action: Payment Request Page

B3.4.2 Reject the Invoice

Once the invoice is reviewed and its backup documentation completed, they are ready to reject it.

At the bottom of the page, there is a Response section with an Approval Action drop-down list. You have the following options: "APPROVED," "REJECTED: Good Services not received," "REJECTED: Invoice Error," "REJECTED: Other."

Select the appropriate rejection type from the options in the drop-down list (Image B3-19).

Response

Approval Action: [APPROVED](#)

Comments: [APPROVED](#)
[REJECTED: Goods Services not received](#)
[REJECTED: Invoice Error](#)
[REJECTED: Other](#)

[Return to Worklist](#) [Submit](#)

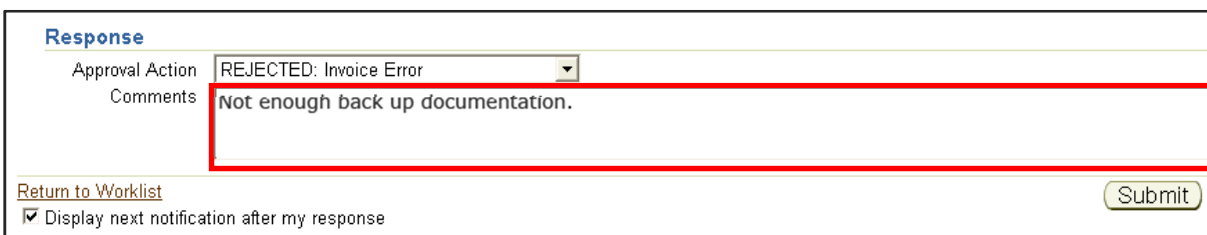
☒ Display next notification after my response

Image B3-19: Action: Payment Request Page, Approval Action Drop-Down List

All rejected invoices require comments to be submitted in the comments field (Image B3-20). This field has a limit of 255 characters. This message will be sent directly to the grant recipient. Failing to enter comments will result in an error message when attempting to submit.

OA PROCESS RECOMMENDATION #4

Have the reviewer/approver refer to the OA for which they review invoices for specific guidance regarding what to include in the comments section for invoice rejections.



Response

Approval Action: REJECTED: Invoice Error

Comments: Not enough back up documentation.

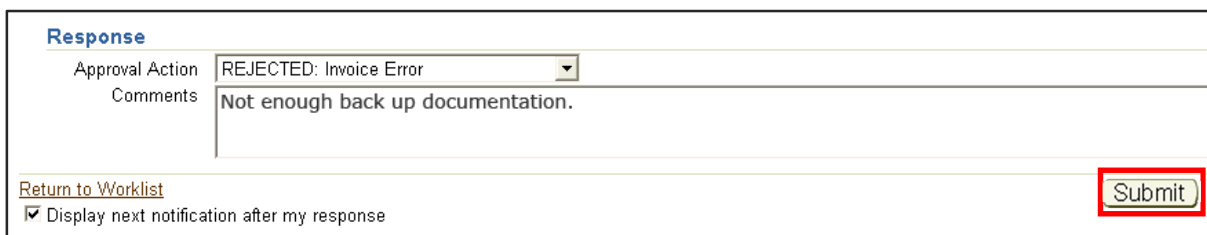
[Return to Worklist](#)

☒ Display next notification after my response

Submit

Image B3-20: Action: Payment Request Page, Comments Field

To complete the rejection process, select the **Submit** button at the bottom right corner of the screen (Image B3-21). Upon submission they will be directed back to the Worklist page.



Response

Approval Action: REJECTED: Invoice Error

Comments: Not enough back up documentation.

[Return to Worklist](#)

☒ Display next notification after my response

Submit

Image B3-21: Action: Payment Request Page, Submit Button

NOTE

- Remind them that if the amount of the invoice is incorrect or any necessary documents have not been attached to the invoice, the invoice must be rejected and an explanation in the Comments field regarding which information must be corrected or which documents must be added in order for the invoice to be approved must be provided
- While the grant recipient will not be able to view the Approval Action selection, they will be able to view your rejection comments
- Anything that is submitted in the comments section will be sent to the grant recipient in an e-mail; all comments submitted will be considered official US Government communication

B3.5 Redistributing Across Multiple PO Lines

B3.5.1 Select Invoice to Redistribute

Redistribution allows the funding source assigned during FIFO processing to be changed and allows them to manually select one or more different funding sources for the invoice payment.

OA PROCESS RECOMMENDATION #5

Have the reviewer/approver refer to the OA for which they review invoices for specific guidance regarding the use of redistribution of funds on an invoice; some OAs will opt not to use this functionality.

It is important to note that the redistribution process only allows for the redistribution of funds within a PO number.

NOTE

If the funds need to be redistributed across multiple POs, please reject the invoice and cite the reasons for rejection in the comments section.

The first few steps are similar to the invoice approval process, but there are important changes to note. Begin by selecting the **Notifications** link on the Responsibility Home page (Image B3-22).

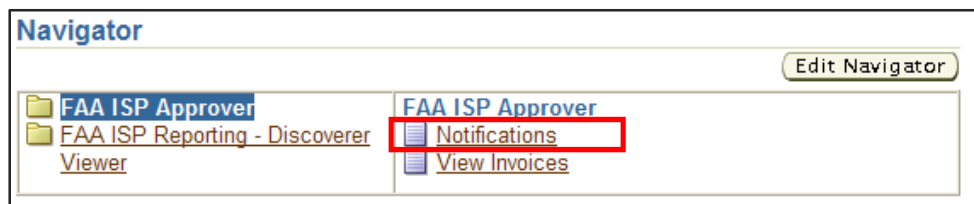


Image B3-22: Responsibility Home Page, Notifications Link

On the Worklist page, use the drop-down list and select "To Do Notifications" (Image B3-23).

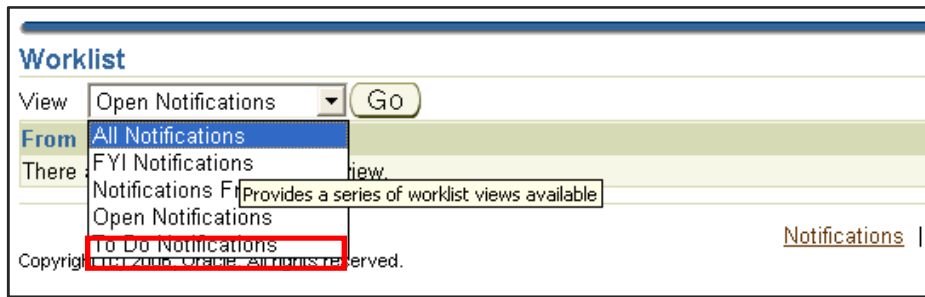


Image B3-23: Worklist page, Drop-Down List

From the results table, select the link under the Subject header for the notification to be reviewed (Image B3-24).

| Notifications | | | | |
|-----------------------------|---------------------|--|-------------|-------------|
| Notifications > | | | | |
| Worklist | | | | |
| View | To Do Notifications | | Go | |
| From | Type | Subject | Sent | Due |
| iSupplier Approval WorkFlow | | Action: Payment Request Test2012 is awaiting your approval | 18-Feb-2012 | 18-Feb-2012 |
| iSupplier Approval WorkFlow | | Action: Payment Request Test020912 is awaiting your approval | 18-Feb-2012 | 18-Feb-2012 |
| iSupplier Approval WorkFlow | | Action: Payment Request 22222 is awaiting your approval | 18-Feb-2012 | 19-Feb-2012 |
| iSupplier Approval WorkFlow | | Action: Payment Request 6853633 is awaiting your approval | 18-Feb-2012 | 19-Feb-2012 |
| iSupplier Approval WorkFlow | | Action: Payment Request CTT2012202 is awaiting your approval | 18-Feb-2012 | 19-Feb-2012 |
| iSupplier Approval WorkFlow | | Action: Payment Request CTT2012200 is awaiting your approval | 18-Feb-2012 | 19-Feb-2012 |
| iSupplier Approval WorkFlow | | Action: Payment Request Test1234 is awaiting your approval | 18-Feb-2012 | 19-Feb-2012 |
| iSupplier Approval WorkFlow | | Action: Payment Request Test1234CreditMemo is awaiting your approval | 18-Feb-2012 | 19-Feb-2012 |

Image B3-24: Worklist page, Notification Selection

Once the subject link is selected, they will be directed to the Action: Payment Request page (Image B3-25).

Action: Payment Request Test2012 is awaiting your approval

Submit

To ~WF_ADHOC-21029

Sent 18-Feb-2012 11:52:29

Due 18-Feb-2012 23:52:29

ID 3276193

Supplier: PARKS ASSOCIATION GRANT

Supplier Site: TEXAS FAA

Alternate Site Name:

Invoice Date: 13-Jan-2012

Invoice Number: Test2012

Invoice Id: 15341436

Invoice Currency: USD

Invoice Amount: \$5,000.00

Description: Enter Description

Invoice Type: STANDARD

Image B3-25: Action: Payment Request Page

On the Action Payment Request page, select the **Go to Redistribution link** directly above the Action History section (Image B3-26). This will direct them to the Invoice Redistribution page.

Attachments

| Invoice Po | Line | Number | Line | Item Description | Shipment | Distribution | Ordered | Received | Cancelled | Billed | UDO | Amount In Process | Available to Balance | Amount Invoice | Charge A |
|------------|-----------|--------|------|---|----------|--------------|--------------|----------|-----------|------------|--------------|-------------------|----------------------|----------------|-----------|
| 1 | CTT11M007 | 1 | | AWARD - PROBABILLISTIC INTEGRITY AND RISK ASSESSMENT OF TURBINE ENGINES | 1 | 1 | \$250,000.00 | \$0.00 | \$0.00 | \$7,850.00 | \$242,150.00 | \$237,150.00 | \$5,000.00 | \$5,000.00 | 122880010 |

Go to Redistribution

Action History

| Num | Action Date | Action | From | To | Details |
|-----|----------------------|---------|-----------------|-----------------|---------|
| 1 | 13-Jan-2012 11:06:24 | Submit | GRANT_USER2 | ~WF_ADHOC-21029 | |
| 2 | 13-Jan-2012 23:52:59 | Timeout | ~WF_ADHOC-21029 | Workflow System | |
| 3 | 14-Jan-2012 11:53:32 | Timeout | ~WF_ADHOC-21029 | Workflow System | |

Image B3-26: Action: Payment Request Page, Go to Redistribution Link

B3.5.2 Invoice Redistribution Page Review

On the Invoice Redistribution page, there are three tables: Invoice Header, Invoice Details, and PO Lines (Image B3-27).

The "Invoice Header" table provides an overview of the invoice, including the Invoice Number, Invoice Date, Supplier, Invoice Total, Description, and Invoice Type. The "Invoice

Details” table lists the number of PO lines, amounts, and charge accounts within the invoice. The “PO Lines” table lists all the lines under each PO number.

Invoice Redistribution

Apply

Cancel

Invoice Header

| Invoice Number | Invoice Date | Supplier | Invoice Total | Description | Invoice Type |
|----------------|--------------|-------------------------|---------------|-------------------|--------------|
| Test2012 | 13-Jan-2012 | PARKS ASSOCIATION GRANT | \$5,000.00 | Enter Description | STANDARD |

Invoice Details

| Line Number | PO Number | PO Line Number | PO Shipment Number | PO Distribution Number | Amount | Charge Account | Project Number | Task Number | Update | Delete |
|-------------|-----------|----------------|--------------------|------------------------|------------|--|----------------|-------------|--------|--------|
| 1 | CTT11M007 | 1 | 1 | 1 | \$5,000.00 | 1228800100.2011.0RJP6CA000.CTG2570000.41040.61006600 | | | | |

Running Total for Invoice Lines: \$5,000.00

PO Lines

Select the line to redistribute.

Line Details

| PO Number | PO Site | PO Line Number | Item Description | Distribution Number | Shipment Number | Quantity Ordered |
|-----------|-----------|----------------|---|---------------------|-----------------|------------------|
| | CTT11M007 | TEXAS FAA 1 | AWARD - PROBABILLISTIC INTEGRITY AND RISK ASSESSMENT OF TURBINE ENGINES | 1 | 1 | \$250,000.00 |
| | CTT11M007 | TEXAS FAA 2 | AWARD - PROBABILLISTIC INTEGRITY AND RISK ASSESSMENT OF TURBINE ENGINES | 1 | 1 | \$250,000.00 |
| | CTT11M007 | TEXAS FAA 3 | AWARD - PROBABILLISTIC INTEGRITY AND RISK ASSESSMENT OF TURBINE ENGINES | 1 | 1 | \$250,000.00 |

Image B3-27: Invoice Redistribution Page

The funds can be redistributed among available lines within a PO. The total funding for all PO lines must remain the same as the original invoice (Image B3-28).

Invoice Header

| Invoice Number | Invoice Date | Supplier | Invoice Total | Description | Invoice Type |
|----------------|--------------|-------------------------|---------------|-------------------|--------------|
| Test2012 | 13-Jan-2012 | PARKS ASSOCIATION GRANT | \$5,000.00 | Enter Description | STANDARD |

Invoice Details

| Line Number | PO Number | PO Line Number | PO Shipment Number | PO Distribution Number | Amount | Charge Account | Project Number | Task Number | Update | Delete |
|-------------|-----------|----------------|--------------------|------------------------|------------|--|----------------|-------------|--------|--------|
| 1 | CTT11M007 | 1 | 1 | 1 | \$5,000.00 | 1228800100.2011.0RJP6CA000.CTG2570000.41040.61006600 | | | | |

Running Total for Invoice Lines: \$5,000.00

Image B3-28: Invoice Redistribution Page, Matching Invoice Totals

B3.5.3 Add Lines to Redistribute

From the PO Lines table, add an additional PO line/grant by selecting the **plus** icon beside the appropriate PO Number/Grant Number to be invoiced against (Image B3-29).

PO Lines
Select the line to redistribute.

Line Details

| | PO Number | PO Site | PO Line Number | Item Description | Distribution Number | Shipment Number | Quantity | Order |
|--|-----------|-----------|----------------|---|---------------------|-----------------|----------|--------------|
| | CTT11M007 | TEXAS FAA | 1 | AWARD - PROBABILLISTIC INTEGRITY AND RISK ASSESSMENT OF TURBINE ENGINES | 1 | 1 | | \$250,000.00 |
| | CTT11M007 | TEXAS FAA | 2 | AWARD - PROBABILLISTIC INTEGRITY AND RISK ASSESSMENT OF TURBINE ENGINES | 1 | 1 | | \$250,000.00 |
| | CTT11M007 | TEXAS FAA | 3 | AWARD - PROBABILLISTIC INTEGRITY AND RISK ASSESSMENT OF TURBINE ENGINES | 1 | 1 | | \$250,000.00 |

Image B3-29: Invoice Redistribution Page, Adding a PO Line

Once the **plus** icon is selected, that line is added to the Invoice Details table (Image B3-30).

Apply Cancel

Invoice Header

| Invoice Number | Invoice Date | Supplier | Invoice Total | Description | Invoice Type |
|----------------|--------------|-------------------------|---------------|-------------------|--------------|
| Test2012 | 13-Jan-2012 | PARKS ASSOCIATION GRANT | \$5,000.00 | Enter Description | STANDARD |

Invoice Details

| Line Number | PO Number | PO Line Number | PO Shipment Number | PO Distribution Number | Amount | Charge Account | Project Number | Task Number | Update |
|-------------|-----------|----------------|--------------------|------------------------|--------------|--|----------------|-------------|--------|
| 1 | CTT11M007 | 1 | 1 | 1 | \$5,000.00 | 1228800100.2011.0RJP6CA000.CTG2570000.41040.61006600 | | | |
| 2 | CTT11M007 | 2 | 1 | 1 | \$250,000.00 | 1238800110.2011.1RJP6CA000.CTG2570000.41040.61006600 | 1211CTD63110 | 419.RD0300 | |

Running Total for Invoice Lines: \$255,000.00

Image B3-30: Invoice Redistribution Page, 2nd PO Line Added

Select the **plus** icon again to add another PO line to redistribute. The additional PO line now appears in the Invoice Details table (Image B3-31).

Invoice Header

| Invoice Number | Invoice Date | Supplier | Invoice Total | Description | Invoice Type |
|----------------|--------------|-------------------------|---------------|-------------------|--------------|
| Test2012 | 13-Jan-2012 | PARKS ASSOCIATION GRANT | \$5,000.00 | Enter Description | STANDARD |

Invoice Details

| Line Number | PO Number | PO Line Number | PO Shipment Number | PO Distribution Number | Amount | Charge Account | Project Number | Task Number | Update |
|-------------|-----------|----------------|--------------------|------------------------|--------------|--|----------------|-------------|--------|
| 1 | CTT11M007 | 1 | 1 | 1 | \$5,000.00 | 1228800100.2011.0RJP6CA000.CTG2570000.41040.61006600 | | | |
| 2 | CTT11M007 | 2 | 1 | 1 | \$250,000.00 | 1238800110.2011.1RJP6CA000.CTG2570000.41040.61006600 | 1211CTD63110 | 419.RD0300 | |
| 3 | CTT11M007 | 3 | 1 | 1 | \$250,000.00 | 1238800110.2011.1RJP6CA000.CTG2570000.41040.61006600 | | | |

Running Total for Invoice Lines: \$505,000.00

Image B3-31: Invoice Redistribution Page, 3rd PO Line Added

B3.5.4 Update Line Amount

Once the PO lines are added to the Invoice Details table the line amounts must be updated so that the Running Total for Invoice Lines matches the original Invoice Total.

From the Invoice Details table, lines can be updated or deleted by selecting the **Update** and **Delete** icons on the right-hand side of the table (Image B3-32).



| Invoice Details | | | | | | | | | |
|-----------------|-----------|----------------|--------------------|------------------------|------------|--|----------------|-------------|---|
| Line Number | PO Number | PO Line Number | PO Shipment Number | PO Distribution Number | Amount | Charge Account | Project Number | Task Number | |
| 1 | CTT11M007 | 1 | 1 | 1 | \$5,000.00 | 1228800100.2011.0RJP6CA000.CTG2570000.41040.61006600 | | |   |

Image B3-32: Invoice Redistribution Page, Update and Delete Icons

Select the **Update** icon beside the line to be edited (Image 3B-33), this will bring up the Update Invoice Line page.




| Invoice Details | | | | | | | | | |
|---|-----------|----------------|--------------------|------------------------|--------------|--|----------------|---------------------|---|
| Line Number | PO Number | PO Line Number | PO Shipment Number | PO Distribution Number | Amount | Charge Account | Project Number | Task Number | Update |
| 1 | CTT11M007 | 1 | 1 | 1 | \$5,000.00 | 1228800100.2011.0RJP6CA000.CTG2570000.41040.61006600 | | |  |
| 2 | CTT11M007 | 2 | 1 | 1 | \$250,000.00 | 1238800110.2011.1RJP6CA000.CTG2570000.41040.61006600 | 1211 | CT063110.419.RD0300 |  |
| 3 | CTT11M007 | 3 | 1 | 1 | \$250,000.00 | 1238800110.2011.1RJP6CA000.CTG2570000.41040.61006600 | | |  |
| Running Total for Invoice Lines: \$505,000.00 | | | | | | | | | |

Image B3-33: Invoice Redistribution Page, Update Line

On the Update Line page (Image B3-34), enter the correct amount in the Amount field, and select Apply to save and be directed back to the Invoice Redistribution page.

Please note that selecting the Cancel button on the Update Invoice Line page will direct the user back to the Invoice Redistribution page, and no changes will be reflected.

| | | | |
|---------------------|-----------------------------------|--------------------------------------|---------------------------------------|
| Update Invoice Line | | <input type="button" value="Apply"/> | <input type="button" value="Cancel"/> |
| Line Number | 1 | | |
| Amount | <input type="text" value="2000"/> | | |
| | | <input type="button" value="Apply"/> | <input type="button" value="Cancel"/> |

Image B3-34: Update Invoice Line Page

On the Invoice Redistribution page, the change in amount will be reflected in the Invoices Details table under the Amount column (Image B3-35).

| Invoice Details | | | | | | | | | |
|---|-----------|----------------|--------------------|------------------------|--------------|--|----------------|-------------|--------|
| Line Number | PO Number | PO Line Number | PO Shipment Number | PO Distribution Number | Amount | Charge Account | Project Number | Task Number | Update |
| 1 | CTT11M007 | 1 | 1 | 1 | \$2,000.00 | 1228800100.2011.0RJP6CA000.CTG2570000.41040.61006600 | | | |
| 2 | CTT11M007 | 2 | 1 | 1 | \$250,000.00 | 1238800110.2011.1RJP6CA000.CTG2570000.41040.61006600 | 1211CT063110 | 419.RD0300 | |
| 3 | CTT11M007 | 3 | 1 | 1 | \$250,000.00 | 1238800110.2011.1RJP6CA000.CTG2570000.41040.61006600 | | | |
| Running Total for Invoice Lines: \$502,000.00 | | | | | | | | | |

Image B3-35: Invoice Redistribution Page, View Updated Line

Repeat the steps to update the remaining line numbers. The Running Total for Invoice Lines will change to reflect each update.

B3.5.5 Redistribute Invoice

Once updated all line numbers in the Invoice Details table, must be checked to ensure that the Running Total for Invoice Lines matches the original Invoice Total (Image B3-36).

| Invoice Redistribution | | | | | | | Apply | Cancel |
|---|--------------|-------------------------|--------------------|------------------------|--------------|--|----------------|-------------|
| Invoice Header | | | | | | | | |
| Invoice Number | Invoice Date | Supplier | Invoice Total | Description | Invoice Type | | | |
| Test2012 | 13-Jan-2012 | PARKS ASSOCIATION GRANT | \$5,000.00 | Enter Description | STANDARD | | | |
| Invoice Details | | | | | | | | |
| Line Number | PO Number | PO Line Number | PO Shipment Number | PO Distribution Number | Amount | Charge Account | Project Number | Task Number |
| 1 | CTT11M007 | 1 | 1 | 1 | \$2,000.00 | 1228800100.2011.0RJP6CA000.CTG2570000.41040.61006600 | | |
| 2 | CTT11M007 | 2 | 1 | 1 | \$500.00 | 1238800110.2011.1RJP6CA000.CTG2570000.41040.61006600 | 1211CT063110 | 419.RD0300 |
| 3 | CTT11M007 | 3 | 1 | 1 | \$2,500.00 | 1238800110.2011.1RJP6CA000.CTG2570000.41040.61006600 | | |
| Running Total for Invoice Lines: \$5,000.00 | | | | | | | | |

Image B3-36: Invoice Redistribution Page, Verify Invoice Total Matches Running Total

NOTE

Remind them that redistribution totals must always equal the amount of the original invoice. If the amounts of the PO lines do not match the Invoice Total, they will receive an error message. If the invoice amount itself needs to be changed, they must reject the invoice, and the grant recipient must correct the amount.

Once all changes have been made in the Invoice Details table for all lines, select the **Apply** button (Image B3-37) which returns them back to the Action: Payment Request page where they approve the invoice. Selecting the **Cancel** button will direct them back to the Action: Payment Request page and no changes will be reflected.

Invoice Redistribution

Invoice Header

| Invoice Number | Invoice Date | Supplier | Invoice Total | Description | Invoice Type |
|----------------|--------------|-------------------------|---------------|-------------------|--------------|
| Test2012 | 13-Jan-2012 | PARKS ASSOCIATION GRANT | \$5,000.00 | Enter Description | STANDARD |

Invoice Details

| Line Number | PO Number | PO Line Number | PO Shipment Number | PO Distribution Number | Amount | Charge Account | Project Number | Task Number | Update |
|-------------|-----------|----------------|--------------------|------------------------|------------|--|----------------|-------------|--------|
| 1 | CTT11M007 | 1 | 1 | 1 | \$2,000.00 | 1238800100.2011.0RJP6CA000.CTG2570000.41040.61006600 | | | |
| 2 | CTT11M007 | 2 | 1 | 1 | \$500.00 | 1238800110.2011.1RJP6CA000.CTG2570000.41040.61006600 | 1211CT063110 | 419.RD0300 | |
| 3 | CTT11M007 | 3 | 1 | 1 | \$2,500.00 | 1238800110.2011.1RJP6CA000.CTG2570000.41040.61006600 | | | |

Running Total for Invoice Lines: \$5,000.00

Image B3-37: Invoice Redistribution Page, Apply Button

NOTE

Remind them that if they perform redistributions on an invoice but are not the first reviewer/approver in the approval hierarchy, the entire invoice will be sent back to the first reviewer/approver to take action once they have approved the redistributed invoice.

REVIEWER/APPROVER SUMMARY

For further review of the Delphi eInvoicing System course content, refer the reviewer/approver to the Reviewer/Approver role Web-Based Training on the Delphi eInvoicing System [website](#).