

Course Name	Delphi eInvoicing System Training: Grant Reviewer/Approver
Operating Administration (OA)	FAA Office of Airports (AIP)



OA Process Recommendations:

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

1	<p>Auto-Approval: Most OAs will not use auto-approval. For OAs that do use auto-approval, the predefined auto-approval percentage thresholds can vary across OAs and grant programs; refer to the OA for which you review invoices for more information on their policies and procedures.</p>
<p>OA Process Recommendation: OA will NOT use the auto-approval function</p>	
<p>OA Policies and Guidelines:</p> <p>The FAA Office of Airports is currently drafting policies that will be issued specifying the use and assignment of auto-approval features. Please refer to the final Office of Airports Grants Payments Policy (once it is issued) for these details.</p>	
2	<p>SF270/271: Please refer to the OA for which you review invoices to determine whether the grant recipient is required to submit the SF270 or SF271 Form (or other form), as well as how to populate the fields within the applicable required form.</p>
<p>OA Process Recommendation: The grant recipient should submit the SF271 form</p>	
<p>OA Policies and Guidelines:</p> <p>The FAA Office of Airports policy will also require the grant recipient to submit the SF270 when applicable.</p>	
3	<p>Attachments: Please refer to the OA for which you review invoices to determine which types of attachments the grant recipient is required to submit as backup documentation in order for the invoice to be approved.</p>
<p>OA Process Recommendation: Refer to agency Policies and Guidelines for specific instructions</p>	
<p>OA Policies and Guidelines:</p> <p>The FAA Office of Airports is currently drafting policies that will be used to specify which supporting documentation must be attached to payment requests. Please refer to the final Office of Airports Grants Payments Policy (once it is issued) for these details.</p>	
4	<p>Rejection Comments: Please refer to the OA for which you review invoices for specific guidance regarding what to include in the Comments section for invoice rejections.</p>
<p>OA Process Recommendation: Refer to agency Policies and Guidelines for specific instructions</p>	
<p>OA Policies and Guidelines:</p> <p>The DOT employee (reviewer/approver) will enter the reason the invoice is rejected.</p>	

5	Redistribution: Please refer to the OA for which you review invoices for specific guidance regarding the use of redistribution of funds on an invoice; some OAs will opt not to use this functionality.
OA Process Recommendation: OA will NOT use the redistribution function	
OA Policies and Guidelines: The FAA Office of Airports personnel must not redistribute funds on a submitted grant payment request during their review. The Delphi Invoicing System will automatically distribute payment requests across accounting lines on a First In, First Out (FIFO) basis. No action will be required by FAA Office of Airport personnel regarding the redistribution of accounting lines for a payment request.	