



Delphi e-Invoicing System
User Bulletin #2
December 19, 2012



Dear System User:

Over the last month, we are seeing more and more sponsors using our new e-Invoicing system. We have a long way to go, but are making progress. Thanks so much for your help and understanding as we work together to move forward. As I've said before, please don't hesitate to give me or Jean a call or email if you have any questions.

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1. About Those Credit Memos

If you inadvertently sent in an invoice that overstated your expenditures, an overpayment will occur. In that event, the DELPHI system has a process for you to create a Credit Memo to reconcile the account. However, there are issues with the "Credit Memo" function in the e-Invoicing system. We are not going to get into the weeds about this, but the bottom line is: **Before you start working on a Credit Memo, please contact Jean LoGiudice.**

2. Training Resources

There's a lot of information out there to help you learn about e-Invoicing. The best single source is the U.S. Dept. of Transportation website for Delphi:

<http://www.dot.gov/policy-initiatives/delphi-einvoicing-system-training-materials>

This website has a copy of the web-based training. It also has a copy of the Delphi User Guide for Grant Recipients. You can download or simply print a copy of it (it's about 50 pages long). There are also **Quick Reference Guides** to help you prepare invoices and stuff.

FAA has its own website with training information at:

http://www.faa.gov/airports/aip/grant_payments/

This site also has a link to the DOT website.



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3. Don't Forget the Attachments

When you submit your payment requests on e-Invoicing, you must submit supporting documentation. If you have been identified as a “nominal risk sponsor”, you have to provide an Invoice Summary that provides key backup information. ANE has a template excel spreadsheet that you can adjust to suit your needs. The template can be found on our regional website at:

http://www.faa.gov/airports/new_england/

If you have been notified (via letter) that you are a “moderate risk sponsor”, then you need to attach an Invoice Summary and a copy of the contractor pay requests (i.e. invoices).

4. Annual Reporting

Every year, you have to submit the following financial reports annually to that summarize grant expenditures and the status of project funds:

- SF – 425, Federal Financial Report (a PDF template and instructions can be downloaded from <http://www.faa.gov/airports/resources/forms/>), we'll get this form on our regional website soon.
- For Construction projects, a completed SF – 271, Outlay Report and Request for Reimbursement for Construction Program (download from our regional website).
- For non-construction projects, a completed SF-270, Request for Advance or Reimbursement (download from our regional website).

Please submit one of each form per open grant. These reports are due 90 days after the end of a federal fiscal year, for each open grant, per the AIP Grant Payment Policy (http://www.faa.gov/airports/aip/grant_payments/). We will provide a regional deadline for submission of these forms. Until further notice, please mail these forms to Jean's attention.

5. A Few Reminders

- Please, please, please: **Only whole dollar AIP payment reimbursement requests are to be submitted.** Truncate the amount (no up or down rounding).
- Please use the following structure for your grant payment numbers: **LOCID-AIP#-YEAR-Invoice#** (e.g. BVY-032-2012-01)
- For help, remember the DELPHI Help Line: 1-866-641-3500 Option 4, Option 3
- If you have any questions about how to close or amend a grant, please contact Jean or your Project Manager.