Work Instruction

Fee Administrator - Receive Invoiced Fees

Purpose

This work instruction is used to outline the process in which the Fee Administrator will enter a fee received in response to an amount invoiced for an alluvial fan technical review. This activity only applies to revision cases where the fee type selected is Alluvial Fan and will not appear for any other type of revision case.

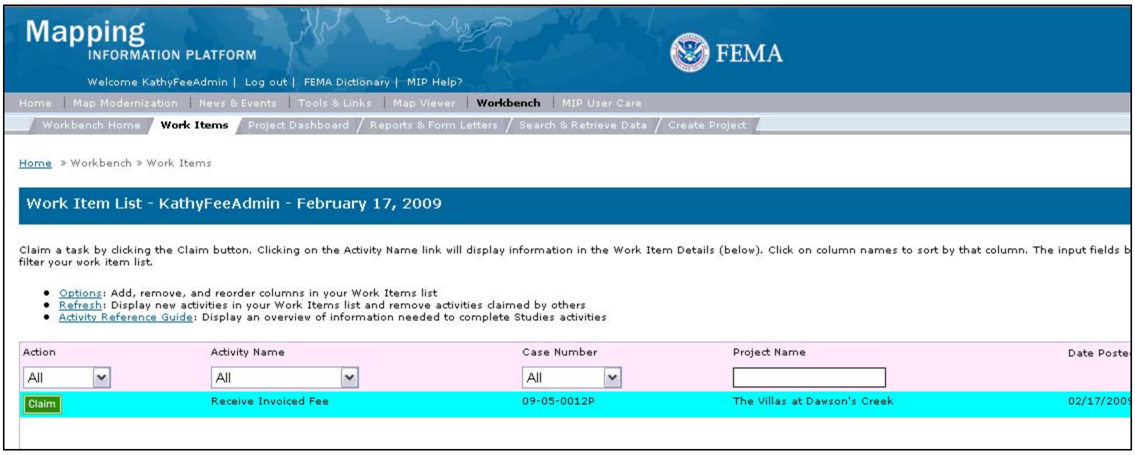
Prerequisites

- The Distribute Invoice activity is complete
- The project involves an alluvial fan

Navigation

Via Menu Path	**Log in to the MIP ➔ Workbench ➔ Work Items ➔** **and** **Claim ➔ Receive Invoiced Fee**

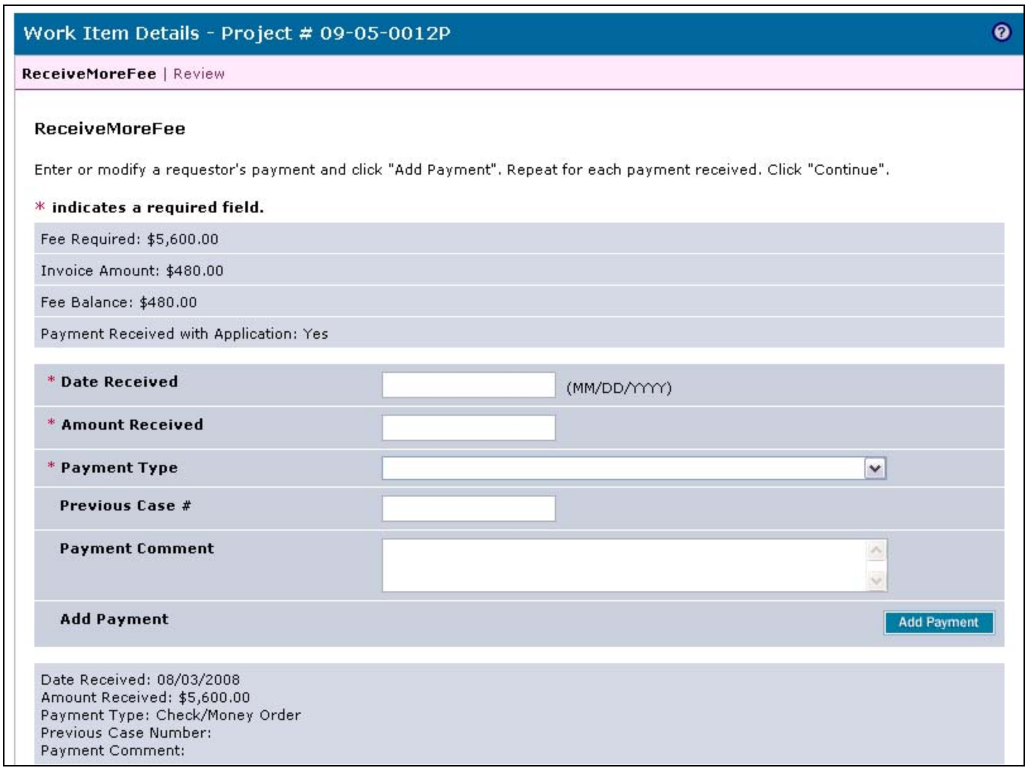
Work Steps



	Only claim an activity that you are certain you own or have been instructed to claim. Contact your manager if you claimed an activity in error.

1. Click on:  to claim the activity

2. Click on:  to enter the Receive Invoiced Fee



3. Click to enter Date Received

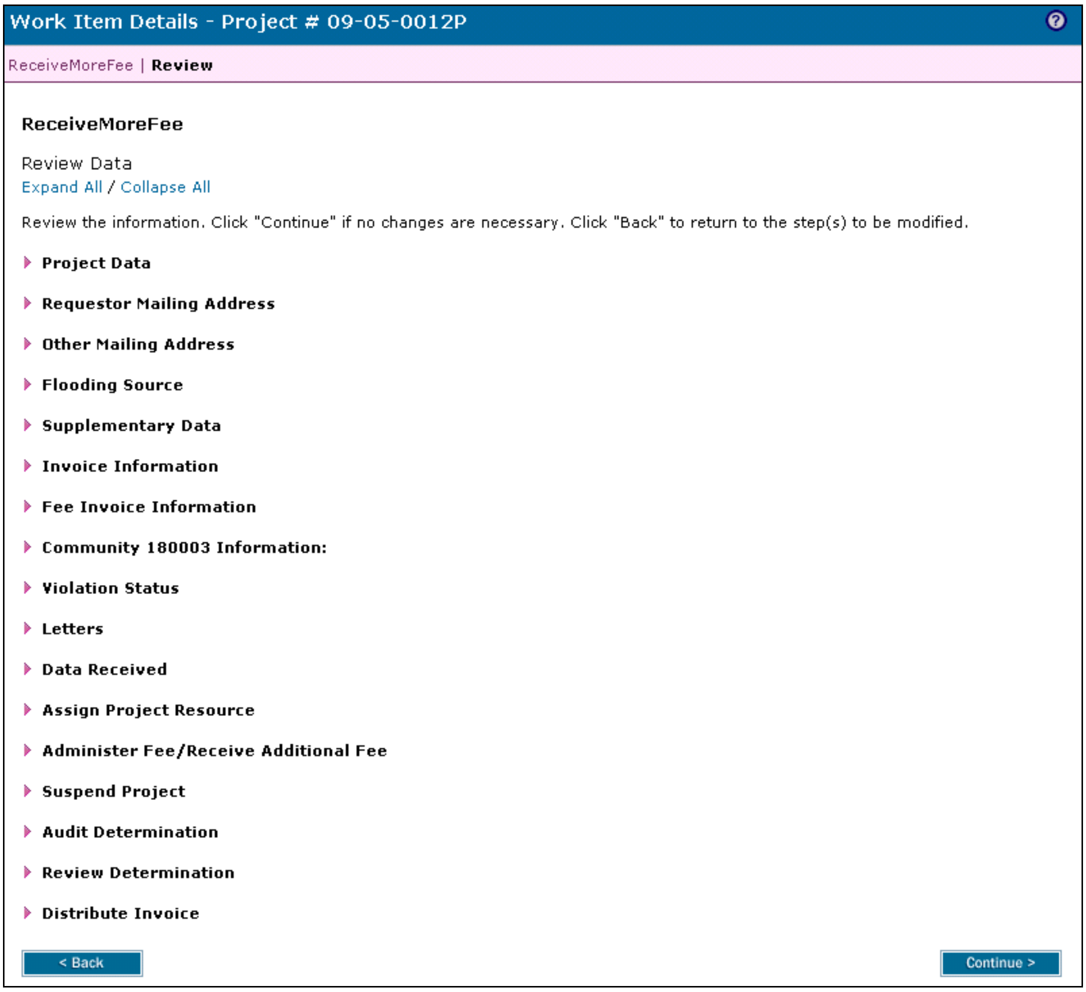
4. Click to enter Amount Received

5. Click the Payment Type dropdown box to select the payment type

	The Add Payment button must be clicked in order to save the information after *each* entry prior to clicking the Continue button or data will not be saved.

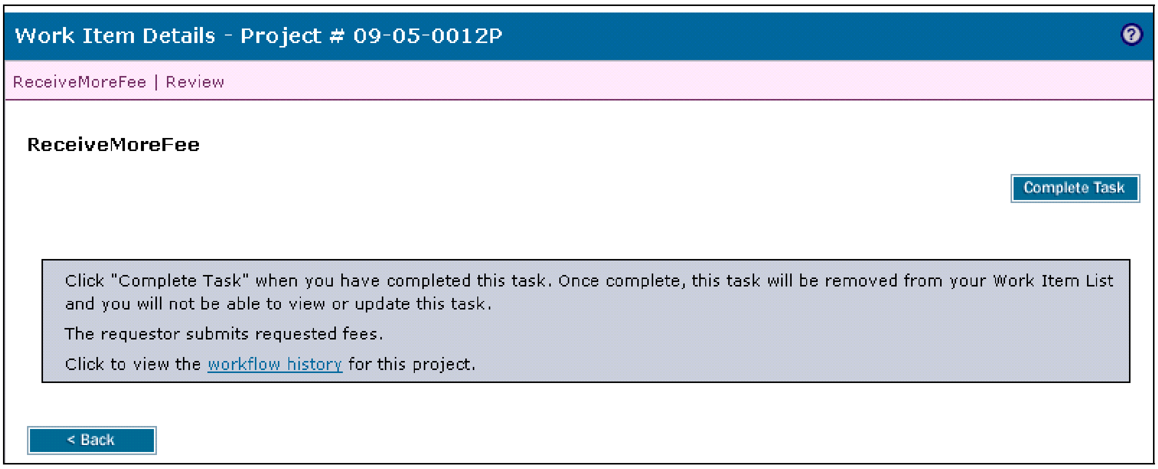
6. Click on: Add Payment to add the entry to the table

7. Click on: Continue > to move to the Review screen



	On the Review screen, click the twisties to the left of the listed name to expand a single element. To view all elements, click the Expand All hot link to show all data fields and information entered.

8. Review the information and click Continue >



	Once you click Complete Task you cannot return to this task. Confirm all information is correct before clicking the Complete Task button. Click the Back button to make any changes to previous screens.

9. Click on: Complete Task to complete activity

Results
Possible next activities are Distribute Determination conducted by the Task Lead or Suspend Due to Fee Invoice by the Revision Project Lead.

Last Updated: March 2009