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: ![Claim](image) to claim the activity

2. Click on: ![Receive Invoiced Fee](image) to enter the Receive Invoiced Fee

**Work Item Details - Project # 09-05-0012P**

ReceiveInvoicedFee | Review

ReceiveInvoicedFee

Enter or modify a requestor’s payment and click “Add Payment”. Repeat for each payment received. Click “Continue”.

* indicates a required field.

** Date Received**
** Amount Received**
** Payment Type**

Previous Case #

Payment Comment

Add Payment

Date Received: 08/03/2008
Amount Received: $300.00
Payment Type: Check/Money Order
Previous Case Number:
Payment Comment:
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

   Work Item Details - Project # 09-05-0012P

   ReceiveMoreFee | Review

   ReceiveMoreFee
   Review Data
   Expand All / Collapse All

   Review the information. Click "Continue" if no changes are necessary. Click "back" to return to the step(s) to be modified.

   - Project Data
   - Requestor Mailing Address
   - Other Mailing Address
   - Flooding Source
   - Supplementary Data
   - Invoice Information
   - Fee Invoice Information
   - Community 180003 Information:
   - Violation Status
   - Letters
   - Data Received
   - Assign Project Resource
   - Administer Fee/Receive Additional Fee
   - Suspend Project
   - Audit Determination
   - Review Determination
   - Distribute Invoice

   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 >

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