

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

Mapping INFORMATION PLATFORM
Welcome KathyFeeAdmin | Log out | FEMA Dictionary | MIP Help?

Home | Map Modernization | News & Events | Tools & Links | Map Viewer | **Workbench** | MIP User Care

Workbench Home | **Work Items** | Project Dashboard | Reports & Form Letters | Search & Retrieve Data | Create Project

Home » Workbench » Work Items

Work Item List - KathyFeeAdmin - February 17, 2009

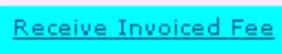
Claim a task by clicking the Claim button. Clicking on the Activity Name link will display information in the Work Item Details (below). Click on column names to sort by that column. The input fields filter your work item list.

- [Options](#): Add, remove, and reorder columns in your Work Items list
- [Refresh](#): Display new activities in your Work Items list and remove activities claimed by others
- [Activity Reference Guide](#): Display an overview of information needed to complete Studies activities

Action	Activity Name	Case Number	Project Name	Date Posted
Claim	Receive Invoiced Fee	09-05-0012P	The Villas at Dawson's Creek	02/17/2009



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

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

ReceiveMoreFee | Review

ReceiveMoreFee

Enter or modify a requestor's payment and click "Add Payment". Repeat for each payment received. Click "Continue".

* indicates a required field.

Fee Required: \$5,600.00
 Invoice Amount: \$480.00
 Fee Balance: \$480.00
 Payment Received with Application: Yes

* **Date Received** (MM/DD/YYYY)
 * **Amount Received**
 * **Payment Type**
Previous Case #
Payment Comment

Add Payment

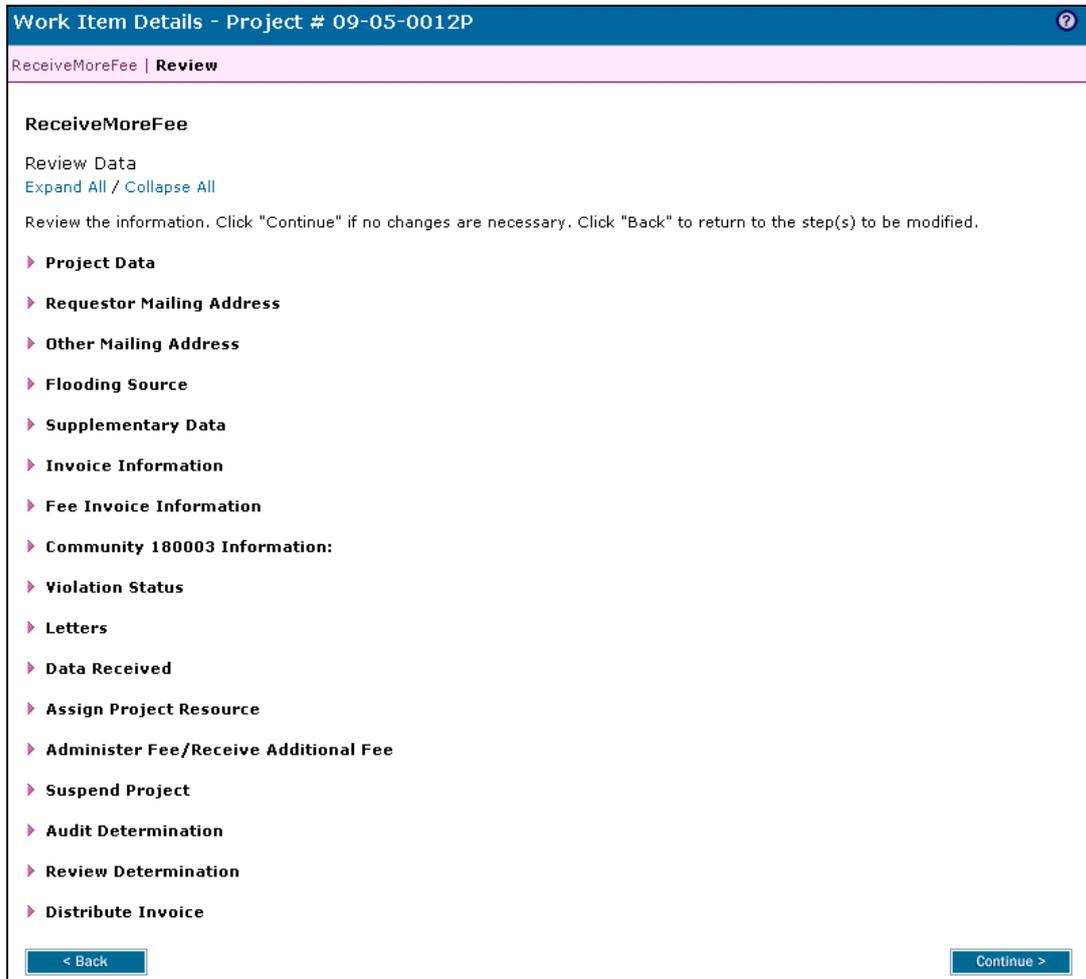
Date Received: 08/03/2008
 Amount Received: \$5,600.00
 Payment Type: Check/Money Order
 Previous Case Number:
 Payment Comment:

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 <i>each</i> entry prior to clicking the Continue button or data will not be saved.
---	--

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

7. Click on:  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 >](#)

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

ReceiveMoreFee | Review

ReceiveMoreFee [Complete Task](#)

Click "Complete Task" when you have completed this task. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.

The requestor submits requested fees.

Click to view the [workflow history](#) for this project.

[< Back](#)



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.