Work Instruction
Task Lead - Distribute Invoice

Purpose
This work instruction is used to outline the process in which the Task Lead sends an invoice for additional fees to a requestor. 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 Review Determination activity is complete
- Project involves Alluvial Fan

Navigation
Via Menu Path

Log in to the MIP ➔ Workbench ➔ Work Items ➔
and
Claim ➔ Distribute Invoice
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** to claim the activity

2. Click on: **Distribute Invoice** to enter the Distribute Invoice activity
3. Enter the Letter Date that appears on the final invoice that is mailed.

4. 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 link to show all data fields and information entered.

5. 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.

6. Click on:  Complete Task  to complete the activity

Results

The next activity is Receive Invoiced Fee conducted by the Fee Administrator.