

Work Instruction Task Lead - Process Request Invoice

Purpose

This work instruction is used to outline the process in which the Task Lead denotes that an invoice is required for an alluvial fan case. The Invoice Info screen within the Process Request activity will only appear if the fee type selected for the case is Alluvial Fan, Levee, Bern or other structural measure, or PMR. This differs from the general processing of this activity only on two screens:

- Invoice Info
- Fee Info

The other Process Request module should be viewed for the full simulation of that activity.

Prerequisites

- The Review Data Received activity is complete
- Project includes Alluvial Fan

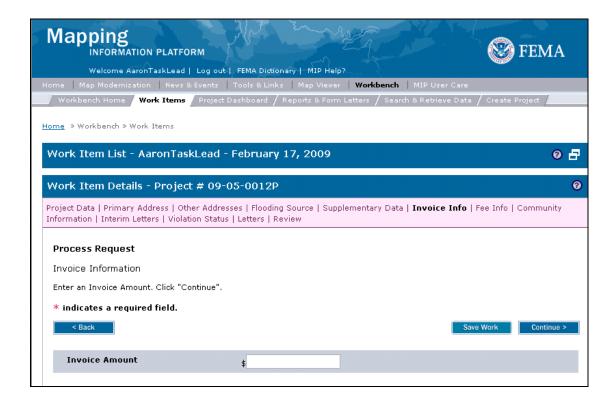
Navigation

Via Menu Path	Log in to the MIP → Workbench → Work Items →
	and
	Claim → Process Request



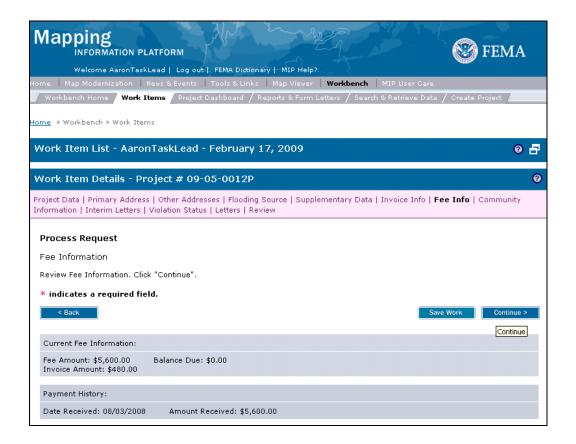
Work Steps

This work instruction starts at the Invoice Info screen within the Process Request activity. Assume the reviews of the other screens were completed.



- 1. Click to enter the Invoice Amount
- 2. Click on: activity to complete the other screens in the Process Request







Note the Task Lead does nothing different on the Fee Info screen but note the Invoice Amount is now populated in the table below. The remainder of the activity is completed as usual.

Results

The workflow will proceed as normal with the addition of the Distribute Invoice activity to be conducted by the Task Lead and Receive Invoiced Fees to be completed by the Fee Administrator.

Last Updated: March 2009