

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
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Work Steps

Mapping INFORMATION PLATFORM
Welcome AaronTaskLead | 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 - AaronTaskLead - 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 field filters 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 P
All	All	All		
Claim	Distribute Invoice	09-05-0012P	The Villas at Dawson's Creek	02/17/



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

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Work Item List - AaronTaskLead - February 17, 2009

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

Distribute Invoice | Review

Distribute Invoice

Enter the mailing date of the Invoice. Click "Continue".

* indicates a required field.

Balance Due \$480.00

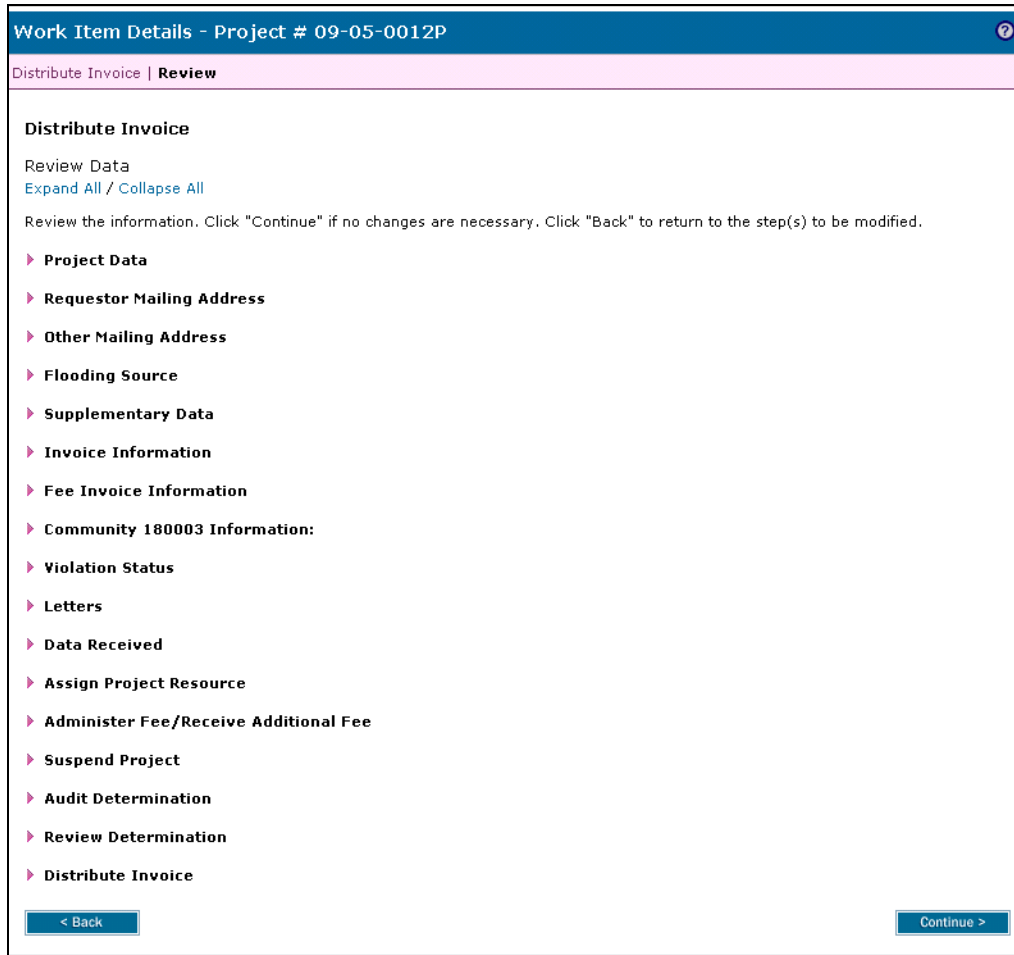
* Letter Date (MM/DD/YYYY)

Comments

Continue >

3. Enter the Letter Date that appears on the final invoice that is mailed.

4. Click on:  to move to the Review screen



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

Distribute Invoice | Review


Distribute Invoice

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**

< Back Continue >

 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 

The screenshot shows the Mapping Information Platform interface. At the top, there is a blue header with the FEMA logo and the text 'Mapping INFORMATION PLATFORM'. Below the header, there is a navigation bar with links for 'Home', 'Map Modernization', 'News & Events', 'Tools & Links', 'Map Viewer', 'Workbench', and 'MIP User Care'. The 'Workbench' link is highlighted. Below the navigation bar, there is a breadcrumb trail: 'Home » Workbench » Work Items'. The main content area is titled 'Work Item List - AaronTaskLead - February 17, 2009'. Below this, there is a section for 'Work Item Details - Project # 09-05-0012P'. The task is titled 'Distribute Invoice | Review'. There is a 'Complete Task' button. A text box contains the following instructions: '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 Engineer sends an invoice of additional fees to a requestor. Click to view the [workflow history](#) for this project.' At the bottom left, there is a '< Back' button.



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:  to complete the activity

Results

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

Last updated: March 2009