

**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.

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## Prerequisites

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

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## Navigation

Via Menu Path	<b>Log in to the MIP → Workbench → Work Items →</b> <b>and</b> <b>Claim → Process Request</b>
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## 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.

The screenshot shows the Mapping Information Platform interface. The header includes the logo and navigation links. The main content area displays the 'Work Item Details' for Project # 09-05-0012P, with a tab for 'Invoice Info' selected. The 'Process Request' section contains instructions to enter an invoice amount and a 'Continue >' button.

Mapping  
INFORMATION PLATFORM

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Work Item List - AaronTaskLead - February 17, 2009

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

Project Data | Primary Address | Other Addresses | Flooding Source | Supplementary Data | **Invoice Info** | Fee Info | Community Information | Interim Letters | Violation Status | Letters | Review

**Process Request**


Invoice Information

Enter an Invoice Amount. Click "Continue".

\* indicates a required field.

< Back Save Work Continue >

Invoice Amount \$

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

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

Project Data | Primary Address | Other Addresses | Flooding Source | Supplementary Data | Invoice Info | **Fee Info** | Community Information | Interim Letters | Violation Status | Letters | Review

**Process Request**

Fee Information

Review Fee Information. Click "Continue".

\* indicates a required field.

< Back Save Work Continue >

Current Fee Information:

Fee Amount: \$5,600.00	Balance Due: \$0.00
Invoice Amount: \$480.00	

Payment History:

Date Received: 08/03/2008	Amount Received: \$5,600.00
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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