Work Instruction
Fee Administrator –
Administer Fees

Purpose

This work instruction is used to outline the process conducted by the Fee Administrator to Record Initial Fees in the MIP. The process is the same for the Receive Additional Fees activity.

The steps include:

- Denoting date and amount received
- Entering Payment Type and any comments

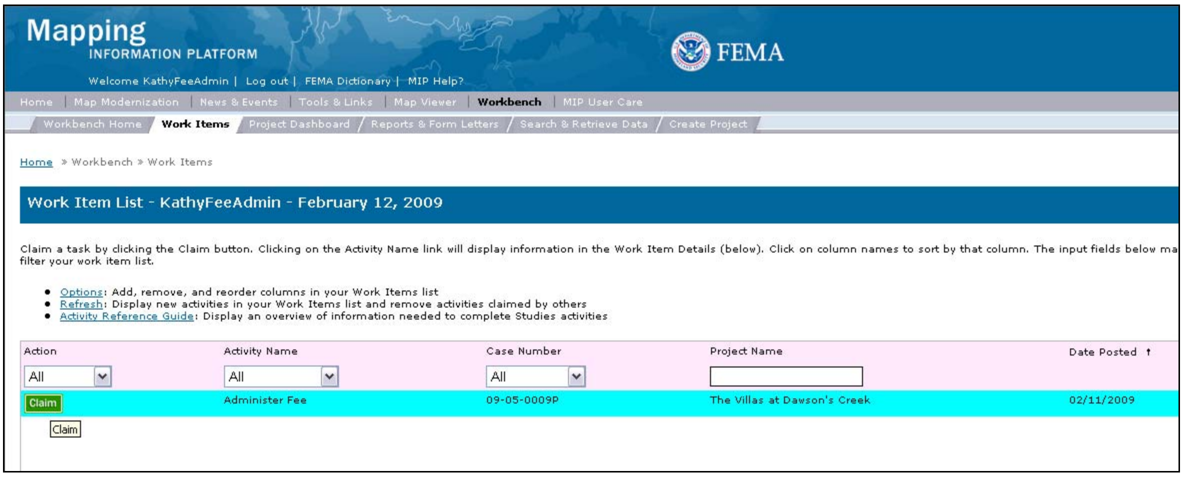
Prerequisites

- The Create Project activity is complete
- Fee applies to the project

Navigation

Via Menu Path	**Log in to the MIP ➔ Workbench ➔ Work Items ➔** **and** **Claim ➔ Administer Fee**

Work Steps

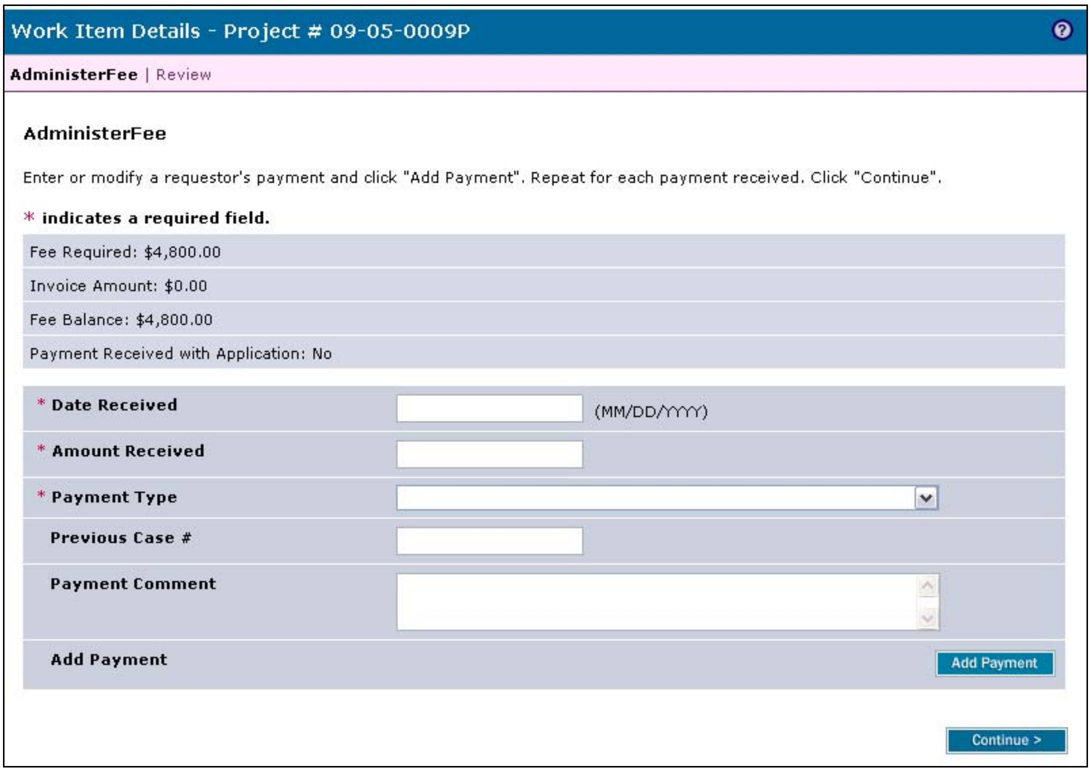


	Only claim an activity that you are certain you own or have been instructed to claim. Contact your manager if you claimed an activity in error.

1. Click on: Claim to claim the activity

	Certain triggers are set up within MIP so that when a fee is to be received, the activity to record this fee will appear on the Fee Administrator's workbench at the same time the Task Lead receives the Review Data Received Activity. The full fee amount has to be received and recorded in order for the Task Lead to complete the Process Request activity.

2. Click on: Administer Fee to enter the Administer Fee activity



	At any time, click the ? to see helpful hints regarding each screen
	The Fee Required amount and whether the payment was received with the Application will be entered by the Project Administrator when they create the project in MIP. This information appears at the top of the screen.

3. Click to enter Date Received in MM/DD/YYYY format

4. Click to enter Amount Received in U.S. dollars

	If Transfer from Previous Case is selected as the Payment Type, then enter the Previous Case Number that corresponds to the case from which the fees were transferred.

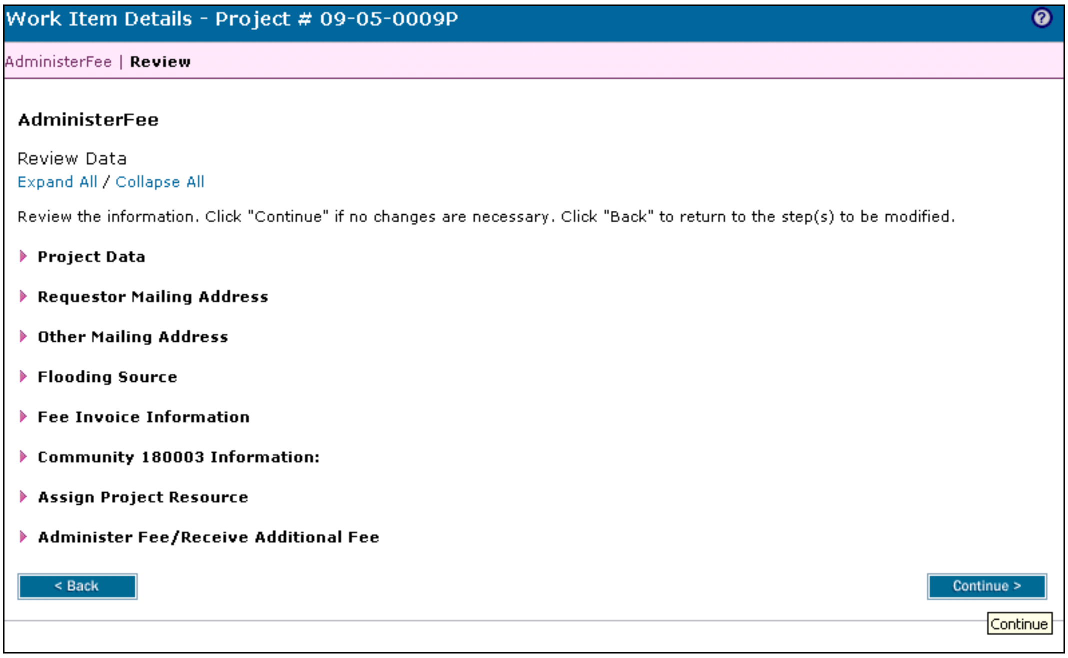
5. Click the Payment Type dropdown box and select the applicable payment type

	The Add Payment button must be clicked in order to save the information after *each* entry prior to clicking the Continue button or data will not be saved.

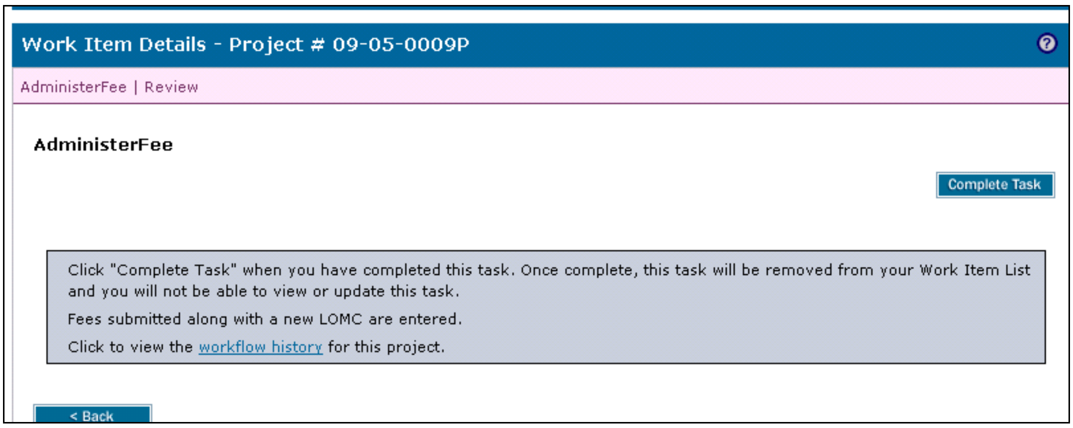
6. Click on: Add Payment to add the entry to the table

7. If applicable, enter additional payments the same way.

8. Click on: Continue > to move to the Review screen



9. On the Review screen, click the Expand All link or the twisties to the left of the information to review the data entered to ensure accuracy. If changes are necessary, click the Back button. If no changes are required, 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.

10. Click on: **Complete Task**

Results
This activity is now complete. The next activity is Review Data Received performed by the Task Lead.

Last updated: March 2009