

**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	<b>Log in to the MIP → Workbench → Work Items → and Claim → Administer Fee</b>
---------------	--

## Work Steps

Mapping  
INFORMATION PLATFORM

Welcome KathyFeeAdmin | 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 - KathyFeeAdmin - February 12, 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 fields below may filter 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 Posted
All	All	All		
<a href="#">Claim</a>	<a href="#">Administer Fee</a>	09-05-0009P	The Villas at Dawson's Creek	02/11/2009



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

Work Item Details - Project # 09-05-0009P ?

**AdministerFee** | Review

**AdministerFee**



Enter or modify a requestor's payment and click "Add Payment". Repeat for each payment received. Click "Continue".

**\* indicates a required field.**

Fee Required: \$4,800.00
Invoice Amount: \$0.00
Fee Balance: \$4,800.00
Payment Received with Application: No


* <b>Date Received</b>	<input type="text"/>	(MM/DD/YYYY)
* <b>Amount Received</b>	<input type="text"/>	
* <b>Payment Type</b>	<input type="text"/>	▼
<b>Previous Case #</b>	<input type="text"/>	
<b>Payment Comment</b>	<input type="text"/>	

**Add Payment**


	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 <i>each</i> entry prior to clicking the Continue button or data will not be saved.
---	--

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

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

8. Click on:  to move to the Review screen

Work Item Details - Project # 09-05-0009P

AdministerFee | Review

**AdministerFee**

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
- ▶ Fee Invoice Information
- ▶ Community 180003 Information:
- ▶ Assign Project Resource
- ▶ Administer Fee/Receive Additional Fee

< Back Continue >

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

Work Item Details - Project # 09-05-0009P

AdministerFee | Review

**AdministerFee**

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.

Fees submitted along with a new LOMC are entered.

Click to view the [workflow history](#) for this project.

< Back



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:

**Results**

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

Last updated: March 2009