

# Maintenance Program Management (MPM) – Invoice Main Screen Job Aid: Tips and Reminders

- Check the Manage Invoice Screens for RMA, DMA and TMA for Job Aid on the Invoice Main Screen explaining the Month dropdowns for Manage \_\_\_\_ Invoice and Create \_\_\_\_ Invoice.
- An Adjustment Invoice should only be submitted when the Regular Invoice has already been submitted and is in a Payment Pending or Payment Completed status (Current Status:).

Current Status: Payment Completed [Show Payment Details](#)

[Show WorkFlow](#)

Assigned Role	Name	Action Performed	Date Performed	Status
---------------	------	------------------	----------------	--------

Current Status: Payment Pending

[Show WorkFlow](#)

Assigned Role	Name	Action Performed	Date Performed	Status
---------------	------	------------------	----------------	--------

- Adjustment Invoices should have only the correction that needs to be submitted for a given month and not the entire Invoice with changes.
  - Example: County submits a Regular Invoice and realizes they under charged one project by \$200. If –
    - the Current Status of the Regular Invoice is in a Payment Completed or Payment Pending state an Adjustment Invoice can be submitted for the \$200 correction only.
    - the Regular Invoice is currently being Reviewed by the Region (Current Status: Review by Region), the Regular Invoice can still be corrected by asking the Region to reject the Regular Invoice back to the Invoice County Editor to make correction and then resubmit the Regular Invoice.

Current Status: Review by Region

[Show WorkFlow](#)

Assigned Role	Name	Action Performed	Date Performed	Status
---------------	------	------------------	----------------	--------

- Only one Regular Invoice and one Adjustment Invoice can be submitted for each RMA, DMA or TMA in a given month.
- Multiple DMA or TMA projects can be submitted on one month's Regular Invoice or an Adjustment Invoice for corrections. Do not try to submit multiple Regular Invoices for DMA or TMA projects, with each Invoice listing only one project each. The MPM system only allows for One Regular Invoice and One Adjustment Invoice per month.
- Except for damaged claims, all RMA, DMA and TMA Invoices should be submitted through MPM. If submitting a damaged claim, send a paper copy as you have done in the past.
- There is a Cancel button available to the Invoice County Editor role when the Regular Invoice or Adjustment Invoice is in a Current Status of Open for Submission. If you made a mistake with either Invoice type, you can cancel/delete the Invoice.

[Submit](#) [Cancel](#) [Validate](#) [Save](#) [Back](#) [Print](#)