Maintenance Program Management (MPM)

County RMA Invoice Job Aid

This job aid will walk you through the steps necessary to upload and submit a monthly RMA invoice for a county. This job aid is directed at users that have the "County Invoice Editor/Approver" roles in the Acceptance version of MPM.

There are three important sections to a monthly RMA invoice: Cost Summary, Equipment Summary and Daily Detail.

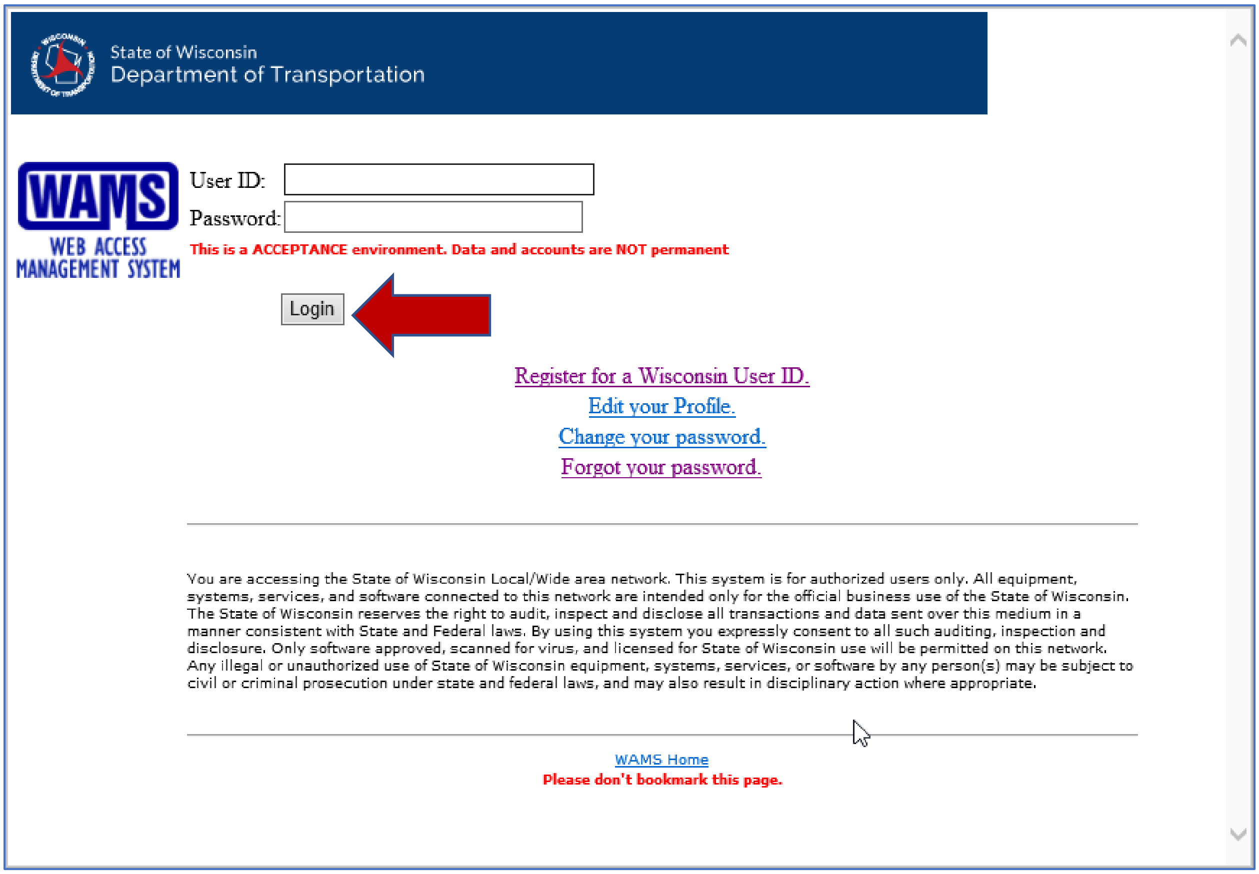
- The Cost Summary summarizes monthly charges for each Project ID, Job ID and Activity Code. Charges are broken out for Labor, Fringe, Small Tools, Equipment, Materials and Administrative Support.
- The Equipment Summary summarizes charging for each Equipment Unit, Percent to Charge and Classification code. Charges are broken out by Rate, Hours, County Total and State Share Total.
- The Daily Detail report should at minimum include **by date:**
    - Labor
        - employees, hours, rates, and fringe
    - Equipment
        - unit numbers, hours, rates, and small tools
    - Material cost and quantity
    - Admin charges
    - Subtotals by project ID and job ID
    - Grand totals

Each county can submit one (and only one) regular invoice and one (and only one) adjustment invoice per month. Invoices are created in one process and then can be managed in another process up to the point of submission for County approval. Once a county has approved an invoice, it is automatically available to DOT region staff for review and approval. One or more users with the Region Review role will review the invoice for accuracy and reasonableness and finalize the review for Region approval. Once the region approves the invoice, it is forwarded to DOT accounts payable staff for payment.

Step 1: Sign on to the MPM application, UAT:

https://acceptance.dot.state.wi.us/mpm/

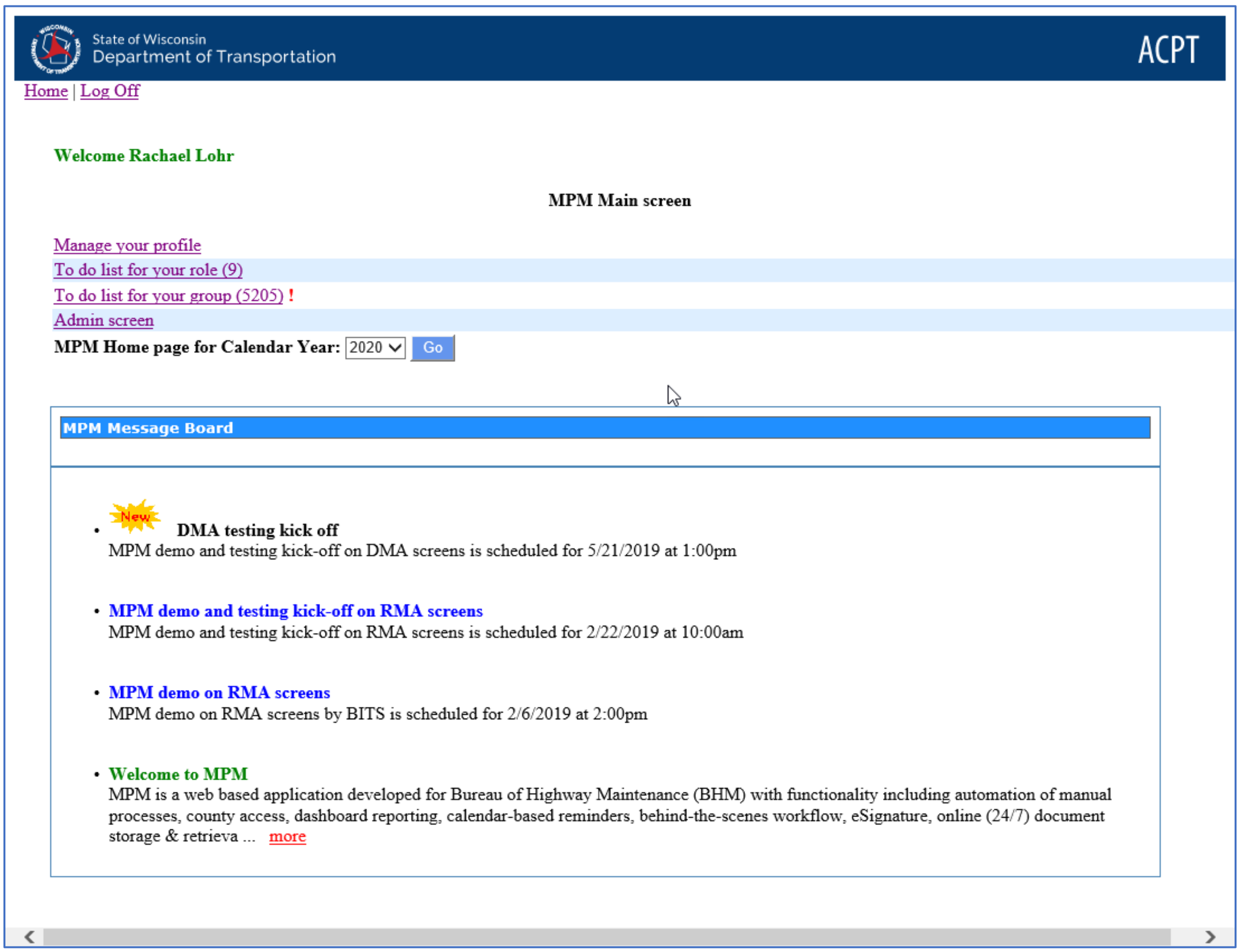
Note: You need to have a WAMS account for the user acceptance testing (UAT) environment (this is separate from your production account). To request access, use this: https://uaon.wisconsin.gov/WAMS/SelfRegController



After entering your User ID and Password, click on the Login link.

You will land on the MPM Main Screen. This screen presents several links:

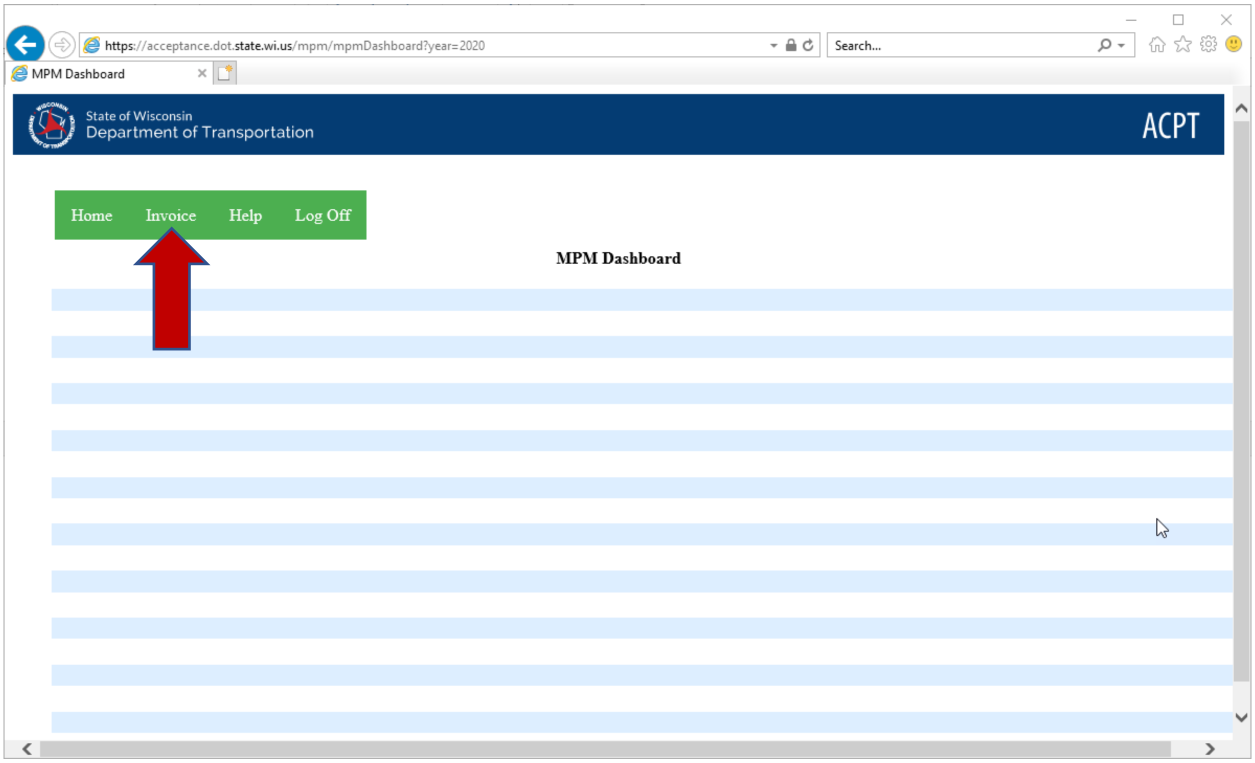
- Manage your profile – this option lets you view and edit your profile.
- To do list for your role – this option presents workflow items needing your attention.
- To do list for your group – this option presents workflow items needing group attention.
- Admin screen – this option presents links to view and manage the application.
- “Go” link to select the desired calendar year to work with.



Note: If a user doesn’t have any roles for Administrative functions, the link for the Admin screen will be displayed but it will take you to a page that just displays header information.

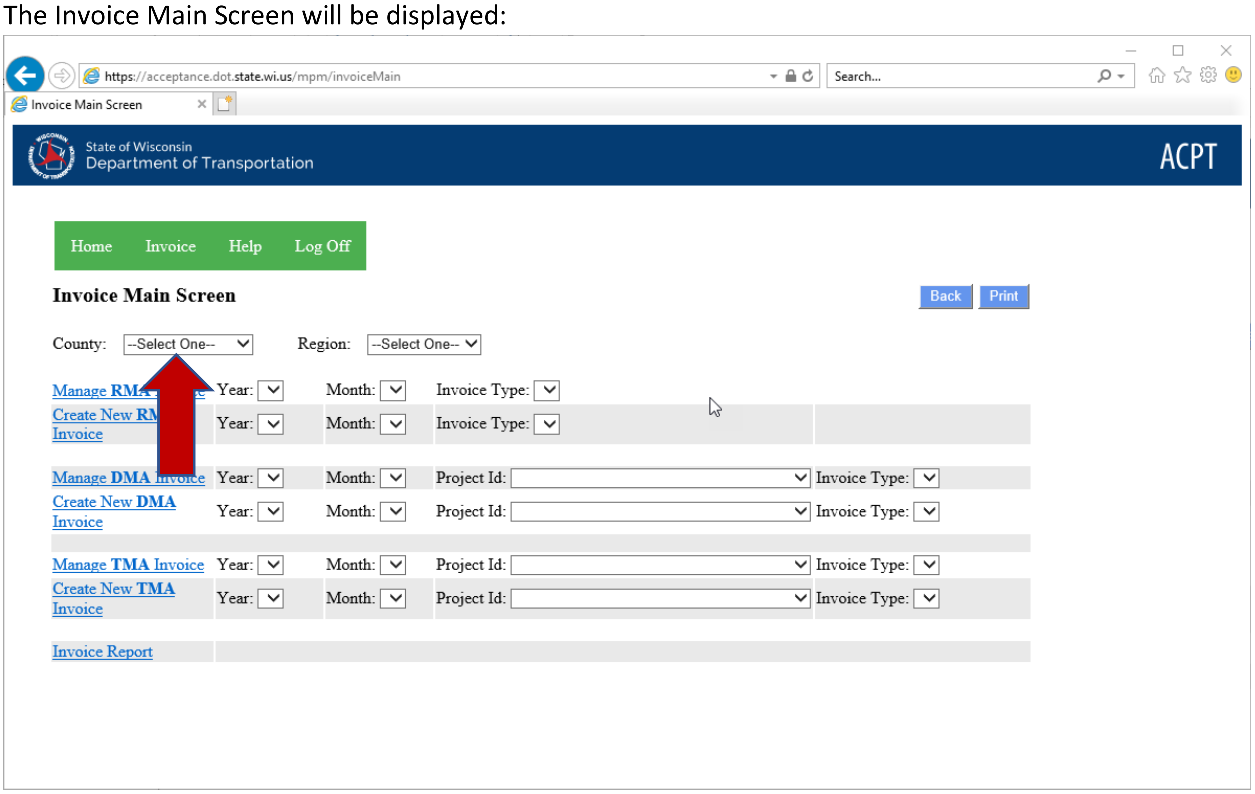
Step 2: Select the desired calendar year and click on Go:

The MPM Dashboard will be displayed:



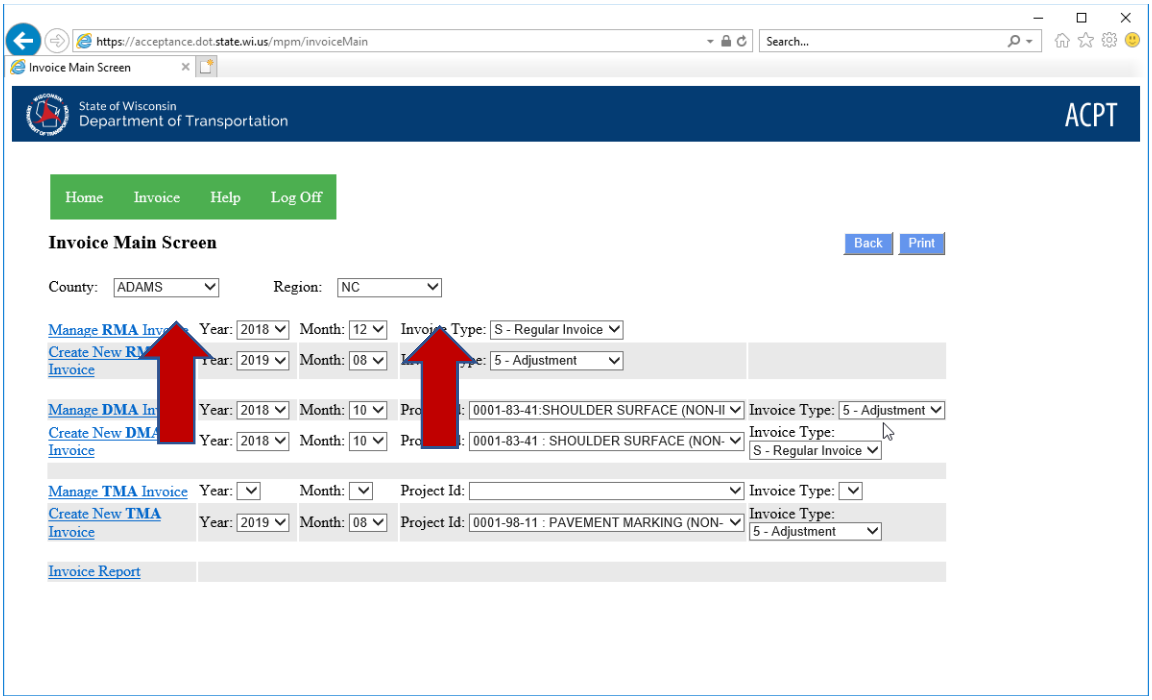
Step 3: Click on the Invoice link above

The Invoice Main Screen will be displayed:

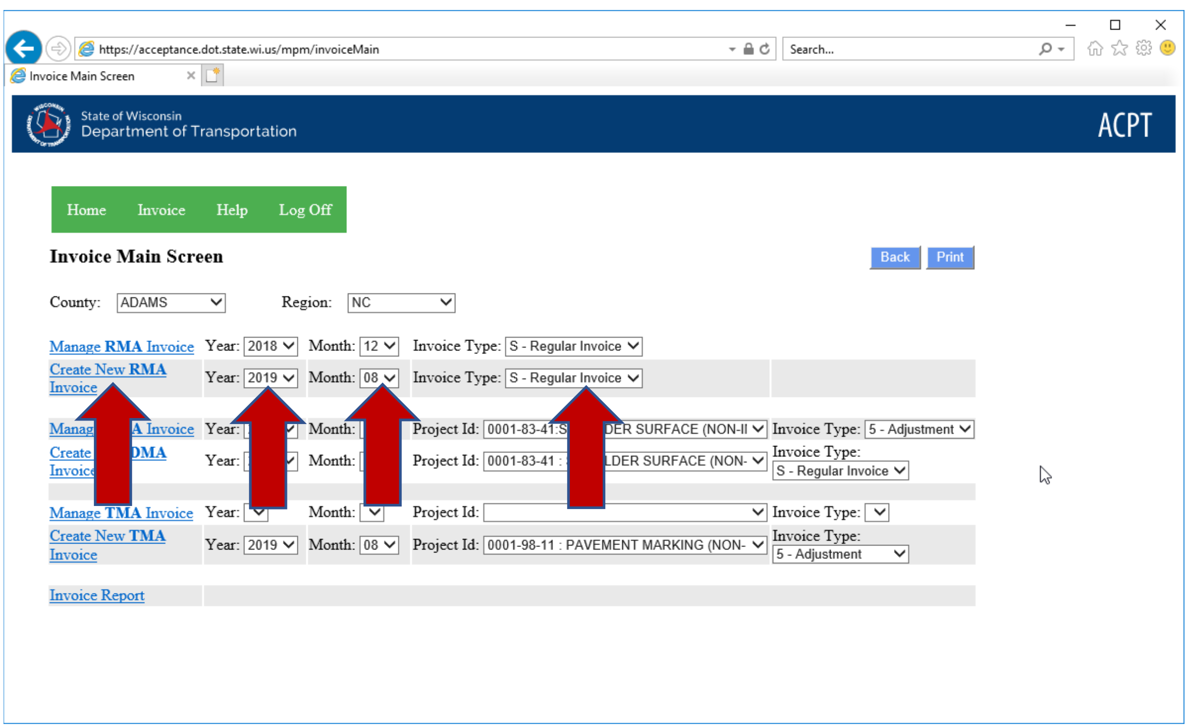


Step 4: Select County

Once you select a County, the Region will be automatically selected based on the County.



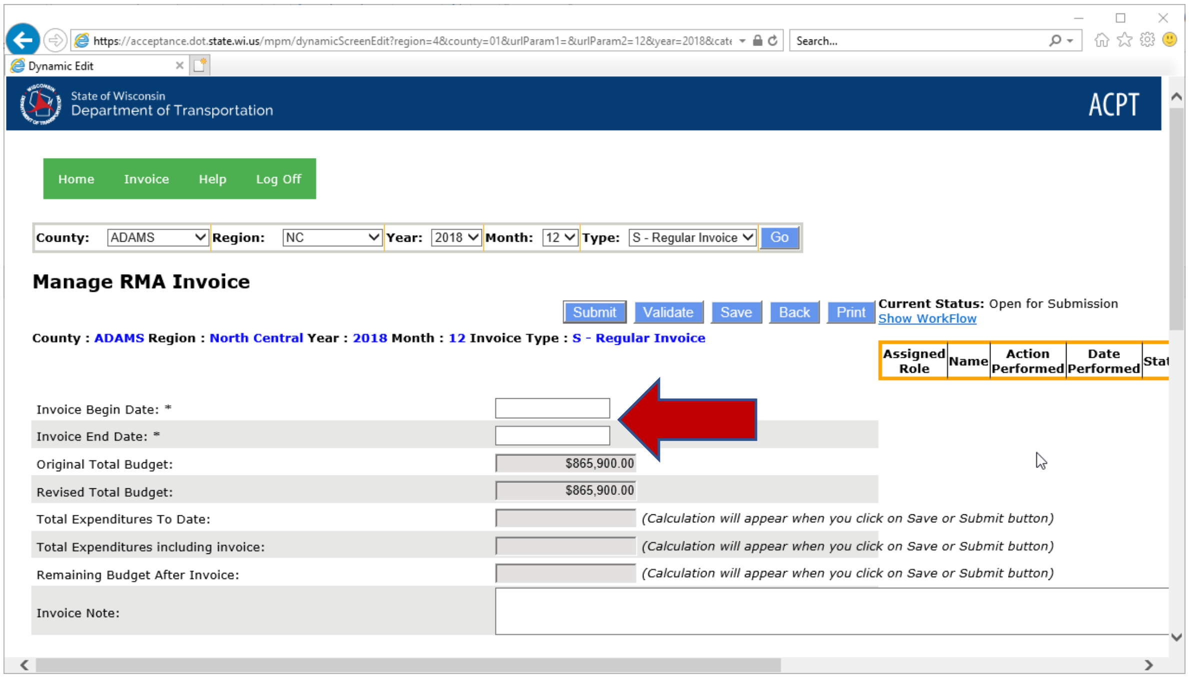
Step 5: To create an RMA invoice, select the Year, Month, Invoice Type and click on the Create New RMA Invoice link.



Step 6: Enter Invoice Begin Date and Invoice End Date

The validations related to begin and end dates include:

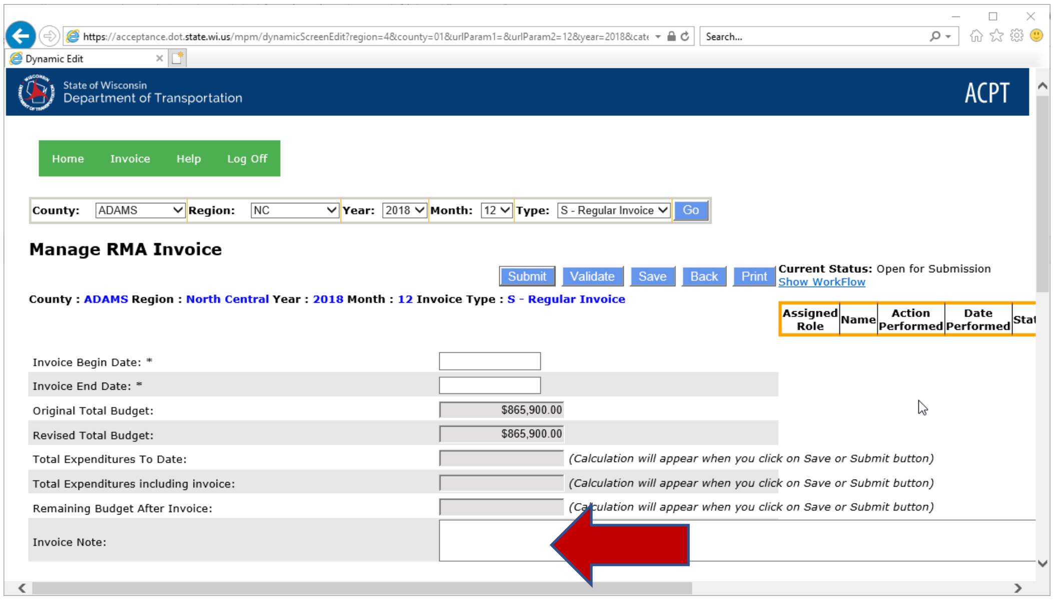
- **Invoice begin date can't be later than the end of the month following the current date (e.g. current date is 8/21, invoice begin date can't be later than 9/30).**
- **Invoice begin date can't be later than the invoice end date (e.g. if end date is 7/31, the begin date can't be 8/1).**
- **Invoice end date can't be later than the end of the month following the current date (e.g. current date 8/21, end date can't be later than 9/30).**



Click on Save after entering the beginning and ending dates.

Step 7: Invoice Note

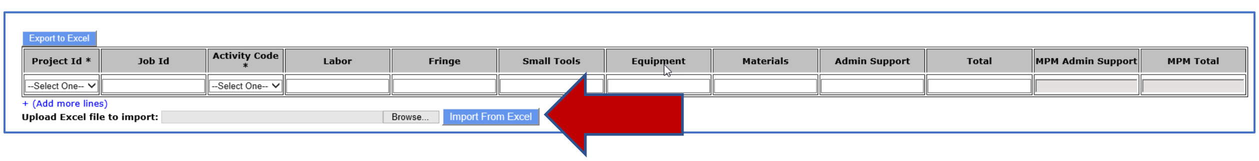
Optionally, you can add text to supplement your invoice information in the Invoice Note free form text box.



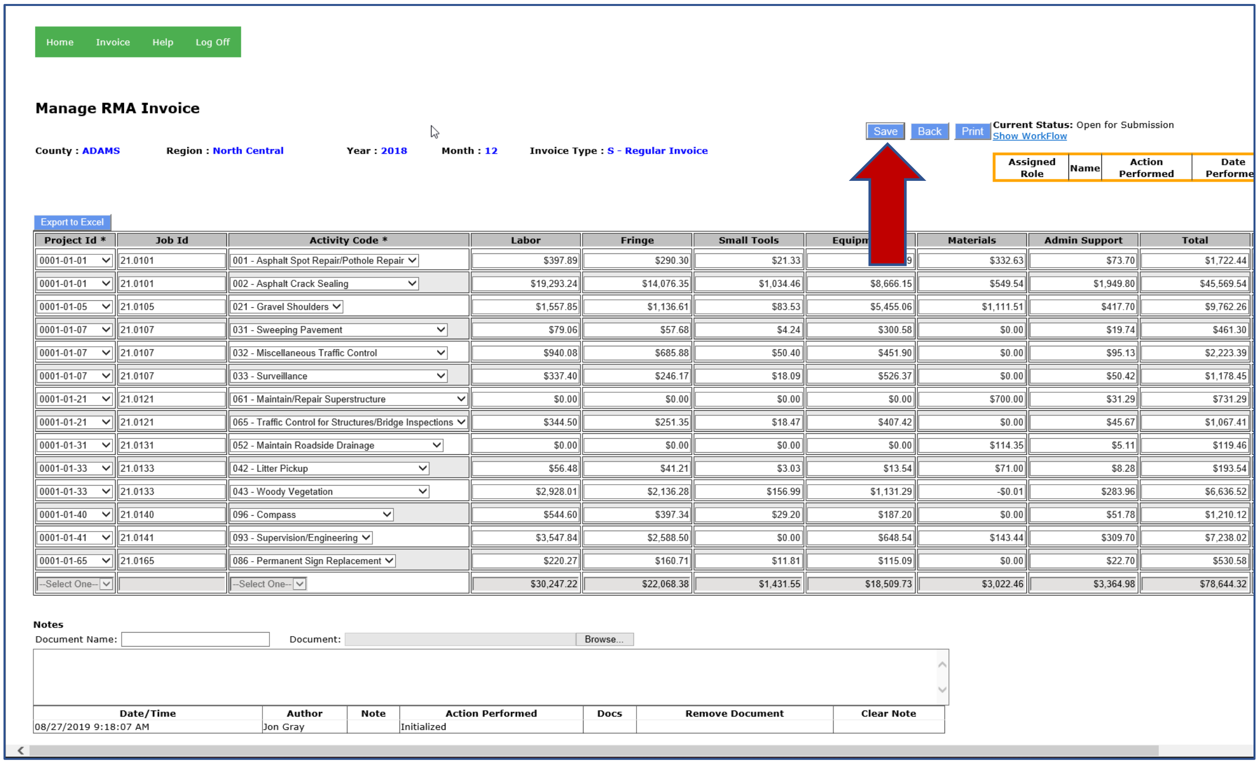
The grayed-out fields (Original Total Budget, Revised Total Budget, Total Expenditures to Date, Total Expenditures Including Invoice and Remaining Budget After Invoice) are all calculated by MPM and are not editable fields.

Step 8: Upload and Import Cost Summary

Use the Browse button to select the cost summary spreadsheet from your computer, then click on the Import From Excel button to load the data into the screen.



Once imported, the Cost Summary part of the screen will look similar to this:



Project Id *	Job Id	Activity Code *	Labor	Fringe	Small Tools	Equipm	Materials	Admin Support	Total
0001-01-01	21.0101	001 - Asphalt Spot Repair/Pothole Repair	$397.89	$290.30	$21.33	9	$332.63	$73.70	$1,722.44
0001-01-01	21.0101	002 - Asphalt Crack Sealing	$19,293.24	$14,076.35	$1,034.46	$8,666.15	$549.54	$1,949.80	$45,569.54
0001-01-05	21.0105	021 - Gravel Shoulders	$1,557.85	$1,136.61	$83.53	$5,455.06	$1,111.51	$417.70	$9,762.26
0001-01-07	21.0107	031 - Sweeping Pavement	$79.06	$57.68	$4.24	$300.58	$0.00	$19.74	$461.30
0001-01-07	21.0107	032 - Miscellaneous Traffic Control	$940.08	$685.88	$50.40	$451.90	$0.00	$95.13	$2,223.39
0001-01-07	21.0107	033 - Surveillance	$337.40	$246.17	$18.09	$526.37	$0.00	$50.42	$1,178.45
0001-01-21	21.0121	061 - Maintain/Repair Superstructure	$0.00	$0.00	$0.00	$0.00	$700.00	$31.29	$731.29
0001-01-21	21.0121	065 - Traffic Control for Structures/Bridge Inspections	$344.50	$251.35	$18.47	$407.42	$0.00	$45.67	$1,067.41
0001-01-31	21.0131	052 - Maintain Roadside Drainage	$0.00	$0.00	$0.00	$0.00	$114.35	$5.11	$119.46
0001-01-33	21.0133	042 - Litter Pickup	$56.48	$41.21	$3.03	$13.54	$71.00	$8.28	$193.54
0001-01-33	21.0133	043 - Woody Vegetation	$2,928.01	$2,136.28	$156.99	$1,131.29	-$0.01	$283.96	$6,636.52
0001-01-40	21.0140	096 - Compass	$544.60	$397.34	$29.20	$187.20	$0.00	$51.78	$1,210.12
0001-01-41	21.0141	093 - Supervision/Engineering	$3,547.84	$2,588.50	$0.00	$648.54	$143.44	$309.70	$7,238.02
0001-01-65	21.0165	086 - Permanent Sign Replacement	$220.27	$160.71	$11.81	$115.09	$0.00	$22.70	$530.58
--Select One--		--Select One--	$30,247.22	$22,068.38	$1,431.55	$18,509.73	$3,022.46	$3,364.98	$78,644.32

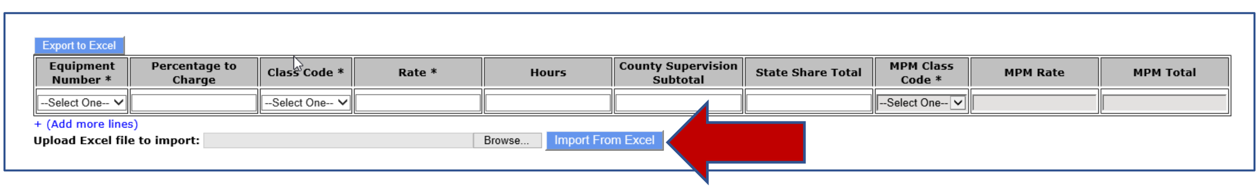
Date/Time	Author	Note	Action Performed	Docs	Remove Document	Clear Note
08/27/2019 9:18:07 AM	Jon Gray		Initialized			

Note that the screen was wider than I could fit into a single display. Use the scroll bar at the bottom of the screen to move to the right or left.

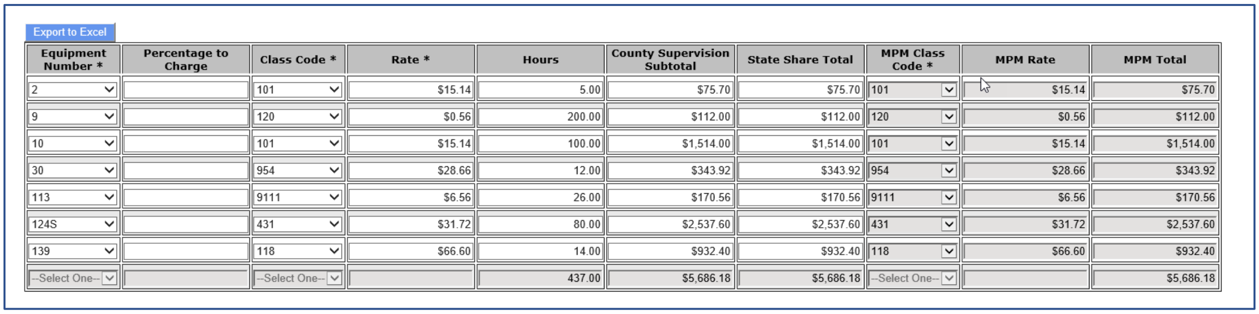
Step 9: Click on the Save button shown above (it's important to save after each import step).

Step 10: Upload and Import Equipment Summary

Use the Browse button to select the equipment summary spreadsheet from your computer, then click on the Import From Excel button to load the data into the screen.



Once imported, the equipment summary part of your screen will look similar to this:



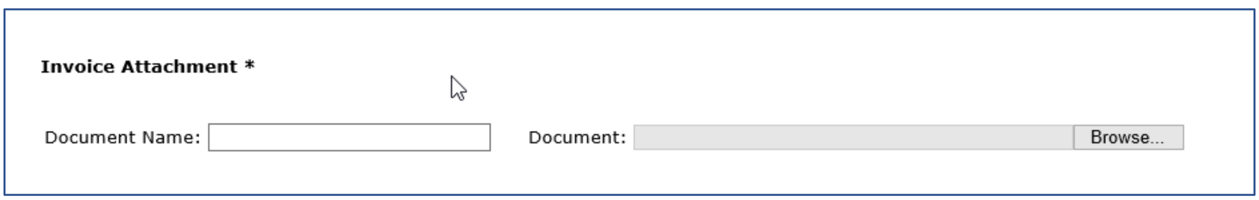
Export to Excel

Equipment Number *	Percentage to Charge	Class Code *	Rate *	Hours	County Supervision Subtotal	State Share Total	MPM Class Code *	MPM Rate	MPM Total
2		101	$15.14	5.00	$75.70	$75.70	101	$15.14	$75.70
9		120	$0.56	200.00	$112.00	$112.00	120	$0.56	$112.00
10		101	$15.14	100.00	$1,514.00	$1,514.00	101	$15.14	$1,514.00
30		954	$28.66	12.00	$343.92	$343.92	954	$28.66	$343.92
113		9111	$6.56	26.00	$170.56	$170.56	9111	$6.56	$170.56
124S		431	$31.72	80.00	$2,537.60	$2,537.60	431	$31.72	$2,537.60
139		118	$66.60	14.00	$932.40	$932.40	118	$66.60	$932.40
--Select One--		--Select One--		437.00	$5,686.18	$5,686.18	--Select One--		$5,686.18

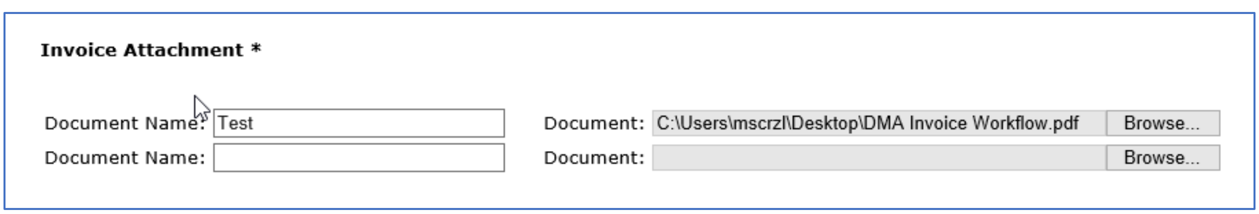
Step 11: Click on the Save button shown above (it's important to save after each import step).

Step 12: Upload Daily Details

Give the document a name and then use the Browse button to select the file to upload to MPM.

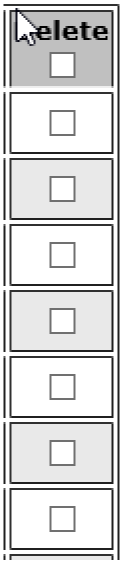


Once uploaded, a new line will be added to upload additional files if needed:



Step 13: Click on the Save button shown above (it's important to save after each import step).

Step 14: Deleting uploaded items.

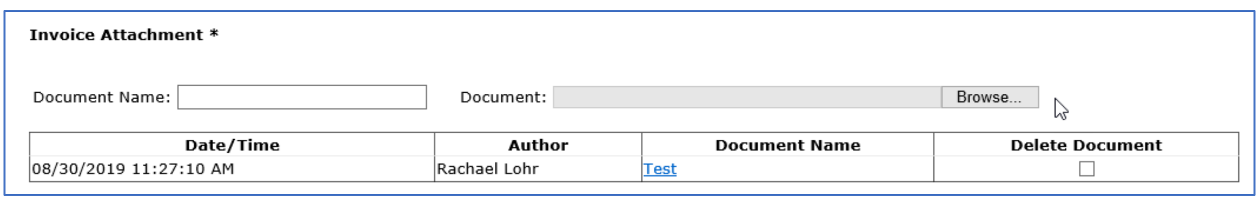


Once you have uploaded and saved the three parts of the invoice, you have options to delete any or all the uploaded items.

For line items, the far right side of the grid will show check boxes. Individual lines can be removed by clicking in the check box corresponding to that line.

All lines can be removed by selecting the check box in the cell that says “Delete” at the top.

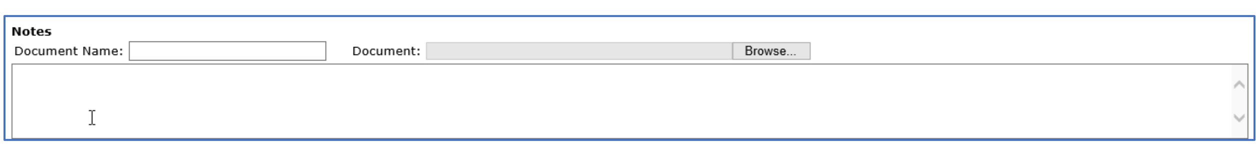
Attached files will have individual check boxes (no delete all option).



Once you have selected the items you want deleted, click on the Save link. The items will be removed, and the remaining items become the saved invoice.

Step 15: Notes

There are two ways to attach notes. You can either upload documents (like a Word file or Excel spreadsheet) or type directly into a text box. The upload for Notes documents works just like the invoice attachment upload:



Step 16: Screen Controls

There are several buttons at the top right of the screen that affect the classification request:

- Submit – This submits the change request for approval from a user with the County Approver role. Invoices that have validation issues can't be submitted.
- Validate – This applies validation rules and warns you of any errors or omissions.
- Save – This saves the classification request to the database. You could come back later, continue working or submit the request for approval.
- Back – This takes you to the screen you were on previously. Be sure to click the save button before using the Back button to make sure your work is saved.
- Print – This prints a copy of the screen you are on.