# Maintenance Program Management (MPM)

# Working with Invoice Summaries and Daily Detail

# Objectives

- Cost Summary (Invoice Upload) requirements

- Equipment Summary (Equipment Upload) requirements

- Daily Detail PDF requirements

# Cost Summary (Invoice Upload)

| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Project ID | Job Id | Activity | Labor | Fringe | Small Tools | Equipment | Materials | Admin Support | Total |
| 2 | 0001-01-01 | JOB-123 | 005 | 123.45 | 10.77 | 3.82 | 678.98 | 103 | 48.67 | 954.1 |
| 3 | 0001-01-03 | AD8 | 013 | 1034.3 | 79.86 | 36.21 | 8405.31 | 2341.03 | 485.33 | 12263.9 |

- Cost Summary fields (columns)
    - Project ID
    - Job ID
    - Activity
    - Labor
    - Fringe
    - Small Tools
    - Equipment
    - Materials
    - Admin Support
    - Total

**Each field requires a specific format – see Job Aid**

# Equipment Summary (Equipment Upload)

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | Unit Nbr | Percentage to charge | Class Code | Rate | Hours | County Total | State Share Total |
| 2 | 203 | | 401 | 86.51 | 43 | 3719.93 | 3719.93 |
| 3 | 117 | 80.00 | 120 | 0.74 | 1040 | 769.6 | 615.68 |

- Equipment Summary fields (columns)
  - Unit Nbr
  - Percentage to Charge
  - Class Code
  - Rate
  - Hours
  - County Total
  - State Share Total

**Each field requires a specific format – see Job Aid**

# Tips and Tricks

- A single row containing column headers is required.

- Do not include grand totals at the end of the rows.

- Do not hide columns or rows.

- A single tab spreadsheet is required. Multiple tab spreadsheets will fail.

# Daily Detail PDF Attachment

| EMPLOYEE LABOR | Hours | Rate | Total | 001 RA_SPOTRP | 002 RA_CRAKSL |
|---|---|---|---|---|---|
| 12-11-17 OLSON, BRIAN S. | 3.00 | 22.5900 | 67.77 | 67.77 | |
| 12-15-17 BURDICK JR., HERBERT L. | 0.00 | 0.0000 | -0.01 | -0.01 | |
| 12-15-17 BURDICK JR., HERBERT L. | 2.50 | 22.5900 | 56.48 | 56.48 | |
| 12-19-17 HALL, DARRELL R. | 1.50 | 19.4000 | 29.10 | 29.10 | |
| 12-19-17 JENSEN, SCOTT K. | 0.00 | 0.0000 | -0.01 | -0.01 | |
| 12-19-17 JENSEN, SCOTT K. | 1.50 | 22.5900 | 33.89 | 33.89 | |
| 12-21-17 ABFALL, NATHAN P. | 1.00 | 19.4000 | 19.40 | 19.40 | |
| 12-21-17 JENSEN, SCOTT K. | 1.00 | 22.5900 | 22.59 | 22.59 | |
| 12-27-17 ABFALL, NATHAN P. | 0.50 | 19.4000 | 9.70 | 9.70 | |
| 12-27-17 JENSEN, SCOTT K. | 0.50 | 22.5900 | 11.30 | 11.30 | |
| 12-28-17 BURDICK JR., HERBERT L. | 2.00 | 22.5900 | 45.18 | 45.18 | |
| 12-28-17 JENSEN, SCOTT K. | 2.50 | 22.5900 | 56.48 | 56.48 | |
| **SUBTOTAL**  16.00 / 0.00 | **16.00** | | **351.87** | **351.87** | **0.00** |

| FRINGE BENEFITS | Rate | Total | 001 RA_SPOTRP | 002 RA_CRAKSL |
|---|---|---|---|---|
| | 72.96 | 256.72 | 256.72 | 0.00 |
| **SUBTOTAL** | | **256.72** | **256.72** | **0.00** |
| **\*\*\* LABOR SUBTOTAL** | | **608.59** | **608.59** | **0.00** |

# Daily Detail PDF Attachment

- Daily Detail report should at minimum include **<u>by date</u>**:
    - 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

# Maintenance Program Management (MPM)

# Upload and Submit a Monthly Invoice

# Objectives

- How to create and manage an invoice

- How to upload a Cost Summary (Invoice Upload)

- How to upload an Equipment Summary (Equipment Upload)

- How to attach the Daily Detail PDF

# Logging Into MPM



DOTMPMSupport@dot.wi.gov

# MPM Main Screen



State of Wisconsin
Department of Transportation

Home | Log Off

**Welcome**

MPM Main screen

Manage your profile
To do list for your role (9)
To do list for your group (5205) !
Admin screen

**MPM Home page for Calendar Year:** [2020 ▾] [Go]

**MPM Message Board**

- **New** **DMA testing kick off**
  MPM demo and testing kick-off on DMA screens is scheduled for 5/21/2019 at 1:00pm

- **MPM demo and testing kick-off on RMA screens**
  MPM demo and testing kick-off on RMA screens is scheduled for 2/22/2019 at 10:00am

- **MPM demo on RMA screens**
  MPM demo on RMA screens by BITS is scheduled for 2/6/2019 at 2:00pm

- **Welcome to MPM**
  MPM is a web based application developed for Bureau of Highway Maintenance (BHM) with functionality including automation of manual processes, county access, dashboard reporting, calendar-based reminders, behind-the-scenes workflow, eSignature, online (24/7) document storage & retrieva ...   more

# MPM Dashboard

# Invoice Main Screen

# Create an RMA Invoice

# Manage RMA Invoice

# Manage RMA Invoice

State of Wisconsin
Department of Transportation

Home     Invoice     Help     Log Off

County: [ADAMS ▾]  Region: [NC ▾]  Year: [2018 ▾]  Month: [12 ▾]  Type: [S - Regular Invoice ▾]  [Go]

## Manage RMA Invoice

[Submit]  [Validate]  [Save]  [Back]  [Print]  **Current Status:** Open for Subm
Show WorkFlow

County : **ADAMS** Region : **North Central** Year : **2018** Month : **12** Invoice Type : **S - Regular Invoice**

| Assigned Role | Name | Action Performed | Pe |
|---|---|---|---|

| | | |
|---|---|---|
| Invoice Begin Date: * | | |
| Invoice End Date: * | | |
| Original Total Budget: | $865,900.00 | |
| Revised Total Budget: | $865,900.00 | |
| Total Expenditures To Date: | | (Calculation will appear when you click on Save or Submit button) |
| Total Expenditures including invoice: | | (Calculation will appear when you click on Save or Submit button) |
| Remaining Budget After Invoice: | | (Calculation will appear when you click on Save or Submit button) |
| Invoice Note: | | |

# Manage RMA Invoice

# Manage RMA Invoice

# Manage RMA Invoice

| Equipment Number * | Percentage to Charge | Class Code * | Rate * | Hours | County Supervision Subtotal | State Share Total | MPM Class Code * | MPM Rate | MPM Total |
|---|---|---|---|---|---|---|---|---|---|
| --Select One-- ⌄ | | --Select One-- ⌄ | | | | | --Select One-- ⌄ | | |

+ (Add more lines)

**Upload Excel file to import:** [_____] [Browse...] [Import From 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 |

# System Validations

- **Common validation errors when submitting an invoice include:**
  - The Equipment Total in the Cost Summary and the State Share Total in the Equipment Summary are not an exact match
  - The Total and MPM Total in the Cost Summary are off by more than $1
  - The State Share Total and the MPM Total in the Equipment Summary are off by more than $1
  - The Equipment Number uploaded in the Equipment Summary is not valid for the county, month, or year
  - The Class Code uploaded in the Equipment Summary is not valid for the equipment number, month, or year

# System Validations: Equipment Summary

- **Some validations will still allow you to submit the invoice**
  - The uploaded Rate does not match the MPM Rate in the Equipment Summary

REMEMBER!

  - If the State Share Total and MPM Total are off by more than $1 in the Equipment Summary, a user cannot submit an invoice.

# Deleting Uploaded Items

| Project Id * | Job Id | Activity Code * | Labor | Fringe | Small Tools | Equipment | Materials | Admin Support | Total | MPM Admin Support | MPM Total | Delete |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 0022-01-01 | 321.AR | 001 - Asphalt Spot Repair/Pothole Repair | $1,052.30 | $743.13 | $5.39 | $1,605.21 | $1,990.50 | $246.08 | $5,642.61 | $246.08 | $5,642.61 | ☐ |
| 0022-01-03 | 321.CR | 011 - Emergency Repair of Concrete Pavement | $669.15 | $472.55 | $3.43 | $510.34 | $0.00 | $75.49 | $1,730.96 | $75.49 | $1,730.96 | ☐ |
| 0022-01-03 | 321.CR | 012 - Non-emergency Repair of Concrete Pavement | $1,440.82 | $1,017.51 | $7.37 | $1,375.01 | $2,223.77 | $276.54 | $6,341.02 | $276.54 | $6,341.02 | ☐ |
| 0022-01-05 | 321.SR | 021 - Gravel Shoulders | $377.29 | $266.44 | $1.93 | $1,064.24 | $289.17 | $91.16 | $2,090.23 | $91.16 | $2,090.23 | ☐ |
| 0022-01-07 | 321.M | 031 - Sweeping Pavement | $50.70 | $35.80 | $0.26 | $74.79 | $0.00 | $7.37 | $168.92 | $7.37 | $168.92 | ☐ |
| 0022-01-07 | 321.M | 032 - Miscellaneous Traffic Control | $1,164.55 | $822.41 | $5.96 | $1,260.66 | $0.00 | $148.36 | $3,401.94 | $148.36 | $3,401.94 | ☐ |
| 0022-01-07 | 321.M | 033 - Surveillance | $3,200.83 | $2,260.43 | $16.38 | $6,936.08 | $0.00 | $566.07 | $12,979.79 | $566.07 | $12,979.79 | ☐ |
| 0022-01-21 | 321.BS | 062 - Maintain/Repair Substructure | $74.10 | $52.33 | $0.38 | $50.30 | $0.00 | $8.08 | $185.19 | $8.08 | $185.19 | ☐ |
| 0022-01-31 | 321.F | 051 - Clean/Repair/Replace Drainage Structure | $2,563.29 | $1,810.20 | $13.12 | $2,479.44 | $1,322.58 | $373.40 | $8,562.03 | $373.40 | $8,562.03 | ☐ |
| 0022-01-31 | 321.F | 052 - Maintain Roadside Drainage | $7,044.11 | $4,974.55 | $36.06 | $10,631.29 | $1,717.42 | $1,112.80 | $25,516.23 | $1,112.80 | $25,516.23 | ☐ |
| 0022-01-31 | 321.F | 053 - Maintain/Repair Buildings | $539.95 | $381.31 | $2.76 | $358.59 | $0.00 | $58.49 | $1,341.10 | $58.49 | $1,341.10 | ☐ |
| 0022-01-31 | 321.F | 054 - Maintain Facility Grounds | $1,159.65 | $818.94 | $5.94 | $1,328.84 | $47.01 | $153.23 | $3,513.61 | $153.23 | $3,513.61 | ☐ |
| 0022-01-31 | 321.F | 055 - Maintain Safety Appurtenances | $901.42 | $636.58 | $4.61 | $1,176.36 | $31.94 | $125.44 | $2,876.35 | $125.44 | $2,876.35 | ☐ |
| 0022-01-33 | 321.V | 041 - Mowing | $14,551.44 | $10,276.23 | $74.48 | $37,666.63 | $0.00 | $2,853.14 | $65,421.92 | $2,853.14 | $65,421.92 | ☐ |
| 0022-01-33 | 321.V | 042 - Litter Pickup | $155.66 | $109.93 | $0.80 | $398.04 | $394.50 | $48.29 | $1,107.22 | $48.29 | $1,107.22 | ☐ |
| 0022-01-33 | 321.V | 043 - Woody Vegetation | $999.91 | $706.14 | $5.12 | $1,064.61 | $0.00 | $126.58 | $2,902.36 | $126.58 | $2,902.36 | ☐ |
| 0022-01-40 | 321.A | 094 - Training | $0.00 | $0.00 | $0.00 | $0.00 | $120.00 | $5.47 | $125.47 | $5.47 | $125.47 | ☐ |
| 0022-01-41 | 191 | 093 - Supervision/Engineering | $4,992.30 | $3,525.56 | $25.56 | $1,560.35 | $65.59 | $463.72 | $10,633.08 | $463.72 | $10,633.08 | ☐ |
| 0022-01-61 | 321.S | 081 - Permanent Sign Repair | $914.51 | $645.83 | $4.68 | $618.44 | $47.60 | $101.74 | $2,332.80 | $101.74 | $2,332.80 | ☐ |
| 0022-01-61 | 321.S | 085 - Temporary/Emergency Sign Repair | $42.34 | $29.90 | $0.22 | $105.92 × | $0.00 | $8.13 | $186.51 | $8.13 | $186.51 | ☐ |
| Total | | --Select One-- | $41,894.32 | $29,585.77 | $214.45 | $70,265.14 | $8,250.08 | $6,849.58 | $157,059.34 | $6,849.58 | $157,059.34 | |

# Deleting Uploaded Items

**Invoice Attachment ***

Document Name: [_____]     Document: [_____] Browse...

| Date/Time | Author | Document Name | Delete Document |
|-----------|--------|---------------|-----------------|
| 08/30/2019 11:27:10 AM | Rachael Lohr | Test | ☐ |

# Manage RMA Invoice

**Invoice Attachment \***

Document Name: [                    ]    Document: [                              ] Browse...

**Invoice Attachment \***

Document Name: [Test              ]    Document: [C:\Users\mscrzl\Desktop\DMA Invoice Workflow.pdf] Browse...

Document Name: [                    ]    Document: [                              ] Browse...

# **Resources**

- Job Aids and Training Videos are available on the MPM Forum Page:


  http://www.chems.info/vb/forum/mpm

# Thank You

[DOTMPMSupport@dot.wi.gov](mailto:DOTMPMSupport@dot.wi.gov)