



# 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	<b>Project ID</b>	<b>Job Id</b>	<b>Activity</b>	<b>Labor</b>	<b>Fringe</b>	<b>Small Tools</b>	<b>Equipment</b>	<b>Materials</b>	<b>Admin Support</b>	<b>Total</b>
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
		Percentage					
1	Unit Nbr	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

<u>EMPLOYEE LABOR</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>	001	002
				RA_SPOTRP	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	
<b>SUBTOTAL</b> 16.00/0.00	<b>16.00</b>		<b>351.87</b>	<b>351.87</b>	<b>0.00</b>
<u>FRINGE BENEFITS</u>		<u>Rate</u>	<u>Total</u>	001	002
				RA_SPOTRP	RA_CRAKSL
		72.96	256.72	256.72	0.00
<b>SUBTOTAL</b>			<b>256.72</b>	<b>256.72</b>	<b>0.00</b>
<b>*** LABOR SUBTOTAL</b>			<b>608.59</b>	<b>608.59</b>	<b>0.00</b>



# Daily Detail PDF Attachment

- 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



# 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



State of Wisconsin  
Department of Transportation



User ID:

Password:

Login

[Register for a Wisconsin User ID.](#)

[Edit your Profile.](#)

[Change your password.](#)

[Forgot your password.](#)

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You are accessing the State of Wisconsin Local/Wide area network. This system is for authorized users only. All equipment, systems, services, and software connected to this network are intended only for the official business use of the State of Wisconsin. The State of Wisconsin reserves the right to audit, inspect and disclose all transactions and data sent over this medium in a manner consistent with State and Federal laws. By using this system you expressly consent to all such auditing, inspection and disclosure. Only software approved, scanned for virus, and licensed for State of Wisconsin use will be permitted on this network. Any illegal or unauthorized use of State of Wisconsin equipment, systems, services, or software by any person(s) may be subject to civil or criminal prosecution under state and federal laws, and may also result in disciplinary action where appropriate.

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

# MPM Main Screen



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Department of Transportation

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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

### MPM Message Board

-  **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 & retrieval ... [more](#)



Log Off

# Invoice Main Screen



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Department of Transportation

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## Invoice Main Screen

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County:  Region:

[Manage RMA Invoice](#) Year:  Month:  Invoice Type:

[Create New RMA Invoice](#) Year:  Month:  Invoice Type:

[Manage DMA Invoice](#) Year:  Month:  Project Id:  Invoice Type:

[Create New DMA Invoice](#) Year:  Month:  Project Id:  Invoice Type:

[Manage TMA Invoice](#) Year:  Month:  Project Id:  Invoice Type:

[Create New TMA Invoice](#) Year:  Month:  Project Id:  Invoice Type:

[Invoice Report](#)

# Create an RMA Invoice



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[Manage RMA Invoice](#) Year:  Month:  Invoice Type:

[Create New RMA Invoice](#) Year:  Month:  Invoice Type:

[Manage DMA Invoice](#) Year:  Month:  Project Id:  Invoice Type:

[Create New DMA Invoice](#) Year:  Month:  Project Id:  Invoice Type:

[Manage TMA Invoice](#) Year:  Month:  Project Id:  Invoice Type:

[Create New TMA Invoice](#) Year:  Month:  Project Id:  Invoice Type:

[Invoice Report](#)

# Manage RMA Invoice



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County:  Region:  Year:  Month:  Type:

## Manage RMA Invoice

Current Status: Open for Submission  
[Show WorkFlow](#)

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

Assigned Role	Name	Action Performed	Per
---------------	------	------------------	-----

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



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County:  Region:  Year:  Month:  Type:

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[Show WorkFlow](#)

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Invoice Begin Date: \*   
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Original Total Budget:

Revised Total Budget:

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



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County:  Region:  Year:  Month:  Type:

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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
---------------	------	------------------

[Export to Excel](#)

Project Id *	Job Id	Activity Code *	Labor	Fringe	Small Tools	Equipment	Materials	Admin Support	Total	MPM Admin Support	MPM Total
--Select One--		--Select One--									

[+ \(Add more lines\)](#)

Upload Excel file to import:

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

[Home](#) [Invoice](#) [Help](#) [Log Off](#)

## Manage RMA Invoice

County : **ADAMS**

Region : **North Central**

Year : **2018**

Month : **12**

Invoice Type : **S - Regular Invoice**

[Save](#)

[Back](#)

[Print](#)

**Current Status:** Open for Submission  
[Show WorkFlow](#)

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

[Export to Excel](#)

Project Id *	Job Id	Activity Code *	Labor	Fringe	Small Tools	Equipment	Materials	Admin Support	Total
0001-01-01 ▾	21.0101	001 - Asphalt Spot Repair/Pothole Repair ▾	\$397.89	\$290.30	\$21.33	\$606.59	\$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

### Notes

Document Name:  Document:  [Browse...](#)

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

# Manage RMA Invoice

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
--Select One-- ▾		--Select One-- ▾					--Select One-- ▾		

[+ \(Add more lines\)](#)

Upload Excel file to import:

Browse...

Import From Excel

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



# 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	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
0022-01-61 ▾	321.S	085 - Temporary/Emergency Sign Repair ▾	\$42.34	\$29.90	\$0.22	\$105.92 x	\$0.00	\$8.13	\$186.51	\$8.13	\$186.51	<input type="checkbox"/>
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:

Date/Time	Author	Document Name	Delete Document
08/30/2019 11:27:10 AM	Rachael Lohr	<a href="#">Test</a>	<input type="checkbox"/>

# Manage RMA Invoice

## Invoice Attachment \*

Document Name:  Document:

## Invoice Attachment \*

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

Document Name:  Document:





# 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)