

RMA Invoicing using CHEMS

STEP 1: Generating files using the CHEMS software:

*** Create MPM Invoice Files for Submission ***

Description

Submitting an invoice to the DOT via the Maintenance Program Management (MPM) system requires three separate files you will create using the CHEMS invoicing program and upload using the MPM system. Each type of invoice, RMA, DMA, TMA will be submitted separately into different screens in MPM. You will create these three files for each type of invoice you plan to submit.

1. Daily Detail PDF
A PDF of a full detail invoice run in "expanded" report size option.
2. Invoice Cost Summary Template
A spreadsheet created by running the "Inv Template" report size option.
3. Equipment Summary Template
A spreadsheet created by running the "Eqp Template" report size option.

Daily Detail PDF

Select CHEMS-Reports, then Invoicing, then Job.

The screenshot shows the 'JOB_INVOICE_LIST' window with the following sections:

- Report Options:**
 - Labor Breakdown.....: D) Full Detail
 - Equipment Breakdown....: C) Full Detail
 - Inventory Breakdown.....: C) Full Detail
 - Inventory Category.....: MATERIAL
 - Journal Breakdown.....: C) Full Detail
 - Voucher Breakdown.....: C) Full Detail
 - Cash Rec Breakdown.....: C) Full Detail
 - Invoice Starting Date....: 12/1/2017
 - Invoice Ending Date.....: 12/31/2017
 - Month / Year.....: 12/2017
- Selected Items:**
 - Region.....: Selected
 - County.....: Selected
 - Job Type.....: All
 - Job Number.....: Selected
 - Activity Code...: All
- Output Options:**
 - Output Device: Screen
 - Report Size...: Expanded
 - Standard - Letter 8 Activities
 - Extended - Legal 15 Activities
 - Tabloid - Ledger 20 Activities
 - Expanded - Letter 6 Activities
 - Larger Description Column
 - Inv Template - Invoice Template
 - Eqp Template - Equipment Template
- Report Control:**
 - Combine Subjobs: ☐
 - Summary Sheet: ☒ ☒ DOT Information
 - Voucher Qty ID: ☐
 - Job Notes: ☐
 - Remit To: ☐
 - Notes Start Date: 12/1/2017
 - Notes End Date: 12/31/2017
 - Invoice Numbers: ☐
 - Validate Invoice(s): ☐

At the bottom, there is a button labeled 'F9 - Save / Run'.

Description

The required MPM daily detail invoice is a CHEMS full detail, don't combine sub-jobs, expanded size invoice saved in PDF format. Setup your invoice run as shown above by selecting the options outlined below.

- **Report Options**
Select "Full Detail" for all report option breakdowns, specify the date range and invoice month and year.
- **Report Control**
UN-check the "Combine Sub-jobs" box, Check the "Summary Sheet" and "DOT Information" boxes
- **Selected Items**
Select all activity codes and then select by either by job type or job number, whichever is easier to pick the desired type of project you will be submitting. RMA, DMA or TMA.
- **Output Options**
The output device should set to "Screen" and the size set to "Expanded".



Use the 'F6' key and select "Full Detail" to quickly set all breakdowns to "Full Detail".

Create and Save the Daily Detail PDF

1. Run the actual invoice by hitting 'F9' or clicking on "Save/Run".



2. Select the correct job numbers or type(s) for the invoice you are submitting. RMA,DMA or TMA. An easy way to select by project ID is to sort the Job Number selection box by Project ID by dragging the RMA column to the left most side and the popup will sort by project ID. Scroll down and highlight the desired projects for this invoice submission. Shift-Click on the first and last project ID in a range to highlight a block of projects, click OK. The invoice will run and show on the preview screen.

ACTIVE APPS

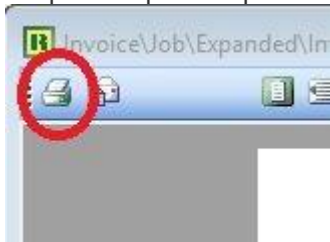
Search Characters

RMA	Job Number	Job Type	Description
0003-01-01	53321.551	STATE-R	STHS GENERAL MAINTENANCE
0003-01-04	53321.553	STATE-R	STHS ROADWAY CONCRETE MAINTENANCE
0003-01-05	53321.557	STATE-R	STHS ROADWAY SHOULDER MAINTENANCE
0003-01-07	53321.558	STATE-R	STHS ROUTINE MISC MAINTENANCE
0003-01-11	53321.552	STATE-R	STHS WINTER SNOW AND ICE CONTROL
0003-01-21	53321.554	STATE-R	STHS ROUTINE BRIDGE MAINTENANCE
0003-01-31	53321.555	STATE-R	STHS ROADSIDE MAINTENANCE
0003-01-33	53321.561	STATE-R	STHS ROADSIDE VEGETATION
0003-01-40	53321.572	STATE-R	STHS ADMIN NON PATROL SUPERVISION
0003-01-41	53191	STATE-P	OPERATIONS MANAGER
0003-01-50	53321.571	STATE-R	STHS ROUTINE BRIDGE MAINT & OPERA

ALL InActive

OK Cancel

- To save the invoice as a PDF click the printer icon on the upper left corner of the preview screen to open the printer options box.



- Check the "Print to File" box and select the PDF file type, specify a valid filename / location and click on OK to create the PDF file. Be sure the file extension (The dot and what follows the name itself) matches the type of file you selected. In this case the extension should be ".pdf"

Print

Printer

Name: NPI2DF3CF (HP Color LaserJet CM2320nf MFP) (redir... Properties

Type: NPI2DF3CF (HP Color LaserJet CM2320nf MFP) (redirected 2)

Where:

Page Range

☒ All

☐ Current Page

☐ Pages

Enter page numbers and/or page ranges separated by commas. For example, 1,3,5-12.

Copies

Number of copies: 1

☒ Collate

☒ Print to File

Type: PDF File

Where: C:\Users\MSCJJG\Desktop\Invoice\DailyDetail.pdf

Print All pages in range

OK Cancel

Invoice Cost Summary Template

The screenshot shows the 'JOB_INVOICE_LIST' window with the following configurations:

- Report Options:**
 - Labor Breakdown: D) Full Detail
 - Equipment Breakdown: C) Full Detail
 - Inventory Breakdown: C) Full Detail
 - Inventory Category: MATERIAL
 - Journal Breakdown: C) Full Detail
 - Voucher Breakdown: C) Full Detail
 - Cash Rec Breakdown: C) Full Detail
 - Invoice Starting Date: 12/1/2017
 - Invoice Ending Date: 12/31/2017
 - Month / Year: 12/2017
- Selected Items:**
 - Region: Selected
 - County: Selected
 - Job Type: All
 - Job Number: Selected
 - Activity Code: All
- Output Options (highlighted with a red circle):**
 - Output Device: Screen
 - Report Size: Inv Template
- Report Control:**
 - Combine Subjobs: ☐
 - Summary Sheet: ☒ ☒ DOT Information
 - Voucher Cty ID: ☐
 - Job Notes: ☐
 - Remit To: ☐
 - Notes Start Date: 12/1/2017
 - Notes End Date: 12/31/2017
 - Invoice Numbers: ☐
 - Validate Invoice(s): ☐
- Standard - Letter 8 Activities**
- Extended - Legal 15 Activities**
- Tabloid - Ledger 20 Activities**
- Expanded - Letter 6 Activities**
- Larger Description Column**
- Inv Template - Invoice Template**
- Eqp Template - Equipment Template**
- 'F6' For Standardized Report Picks**

9/16/2019 11:14:38 AM | F9 - Save / Run

Description

The required MPM invoice cost summary template is a CHEMS full detail, don't combine sub-jobs, Inv Template size report saved as an XLS data file. Setup your cost summary template run as shown above by selecting the options outlined below.

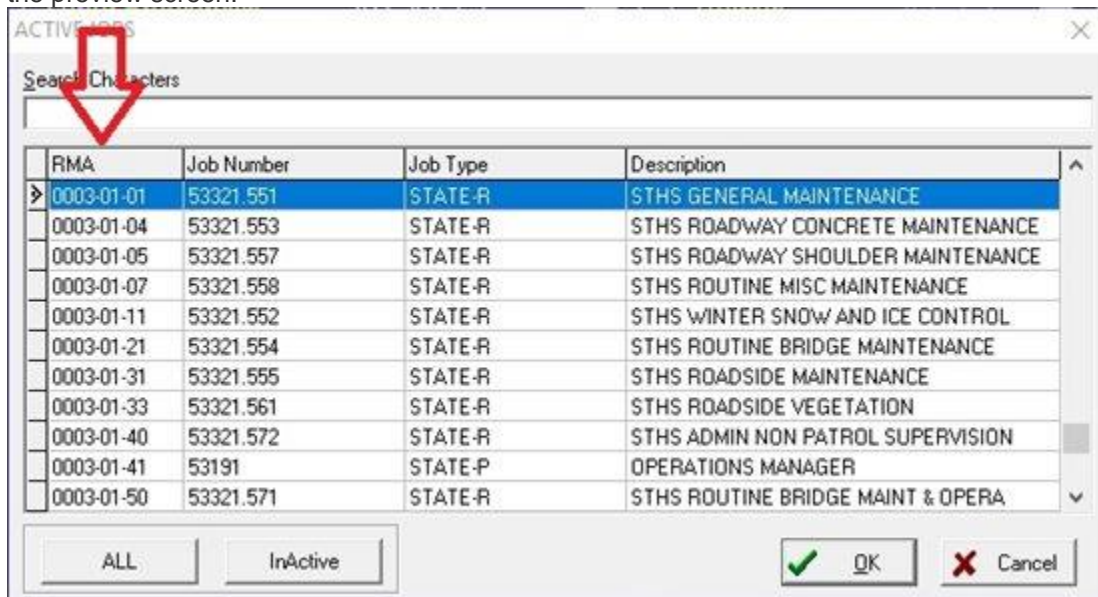
- Change the Report Size to "Inv Template"
- Report Options
Select "Full Detail" for all report option breakdowns, specify the date range and invoice month and year.
- Report Control
UN-check the "Combine Sub-jobs" box, Check the "Summary Sheet" and "DOT Information" boxes
- Selected Items
Select all activity codes and then select by either by job type or job number, whichever is easier to pick the desired type of project you will be submitting. RMA, DMA or TMA.
- Output Options
The output device should set to "Screen" and the size set to "Inv Template".

Create and Save the Invoice Cost Summary Template

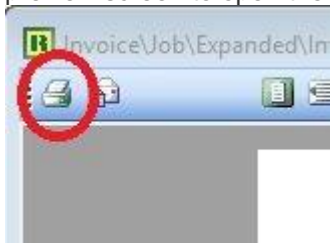
1. Run the template report by hitting 'F9' or clicking on "Save/Run".



2. Select the correct job numbers or type(s) for the invoice you are submitting. RMA,DMA or TMA. An easy way to select by project ID is to sort the Job Number selection box by Project ID by dragging the RMA column to the left most side and the popup will sort by project ID. Scroll down and highlight the desired projects for this invoice submission. Shift-Click on the first and last project ID in a range to highlight a block of projects, click OK. The invoice will run and show on the preview screen.

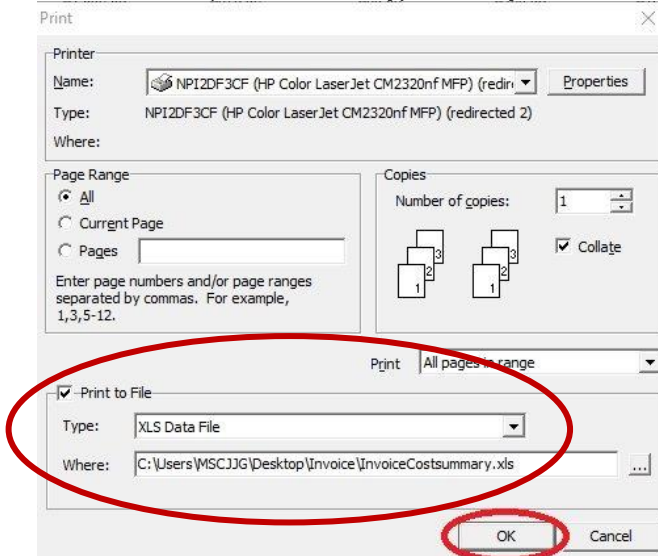


3. To save the template as a XLS data file click the printer icon on the upper left corner of the preview screen to open the printer options box.

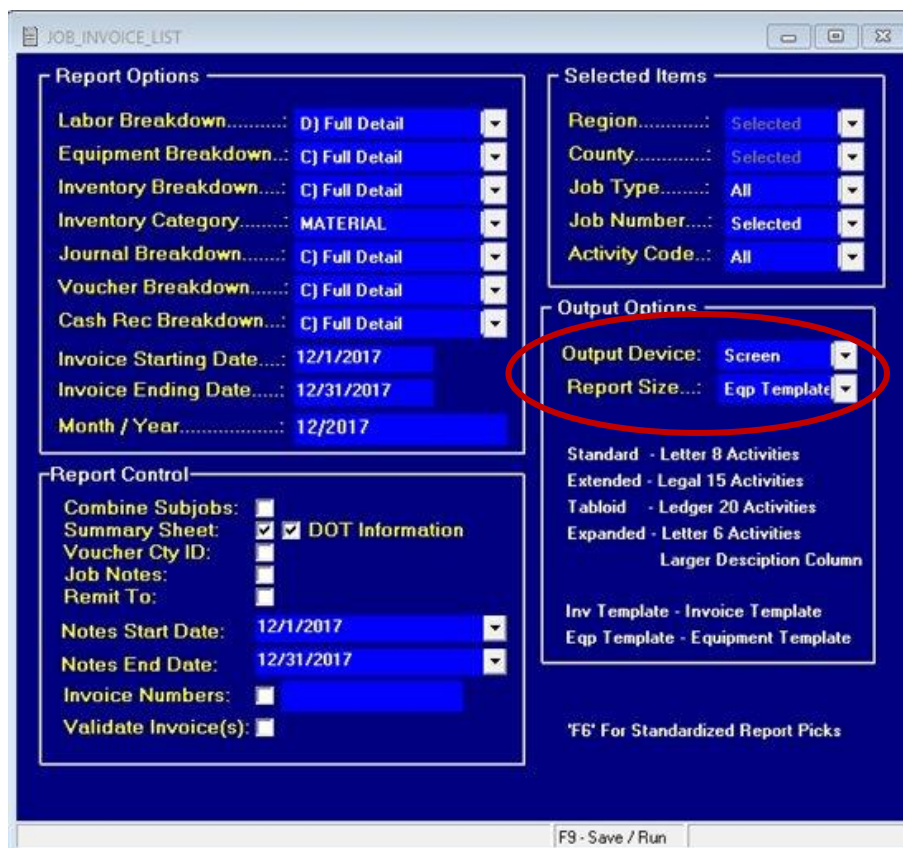


4. Check the "Print to File" box and select the XLS Data file type, specify a valid filename / location and click on OK to create the template file. Be sure the file extension (The dot and what follows

the name itself) matches the type of file you selected. In this case the extension should be ".xls"



Equipment Summary Template



Description

The required MPM equipment summary template is a CHEMS full detail, don't combine sub-jobs, "Eqp

Template" size report saved as an XLS data file. Setup your equipment summary template run as shown above by selecting the options outlined below.

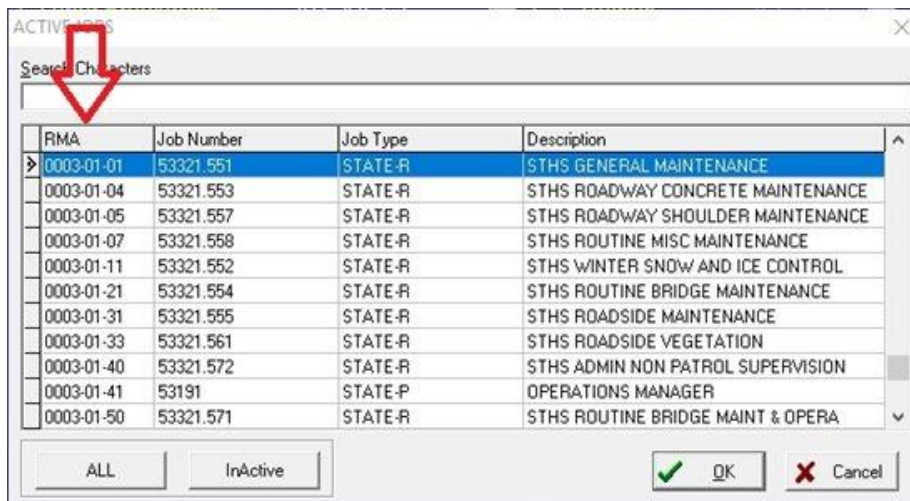
- Change the Report Size to "Eqp Template"
- Report Options
Select "Full Detail" for all report option breakdowns, specify the date range and invoice month and year.
- Report Control
UN-check the "Combine Sub-jobs" box, Check the "Summary Sheet" and "DOT Information" boxes
- Selected Items
Select all activity codes and then select by either by job type or job number, whichever is easier to pick the desired type of project you will be submitting. RMA, DMA or TMA.
- Output Options
The output device should set to "Screen" and the size set to "Eqp Template".

Create and Save the Equipment Summary Template

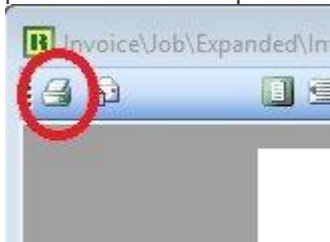
1. Run the template report by hitting 'F9' or clicking on "Save/Run".



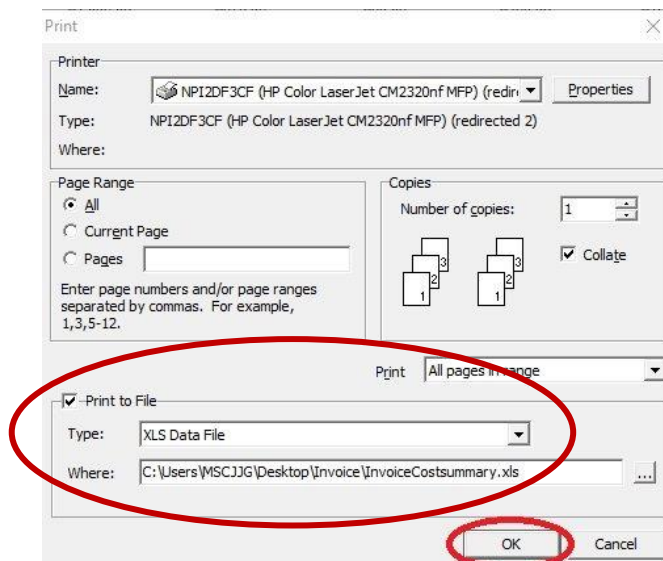
2. Select the correct job numbers or type(s) for the invoice you are submitting. RMA,DMA or TMA. An easy way to select by project ID is to sort the Job Number selection box by Project ID by dragging the RMA column to the left most side and the popup will sort by project ID. Scroll down and highlight the desired projects for this invoice submission. Shift-Click on the first and last project ID in a range to highlight a block of projects, click OK. The invoice will run and show on the preview screen.



- To save the template as a XLS data file click the printer icon on the upper left corner of the preview screen to open the printer options box.



- Check the "Print to File" box and select the XLS Data file type, specify a valid filename / location and click on OK to create the template file. Be sure the file extension (The dot and what follows the name itself) matches the type of file you selected. In this case the extension should be ".xls"



STEP 2: Sign on to the MPM application, Production:

Use this link to sign on to the Production MPM environment:

<https://trust.dot.state.wi.us/mpm/>

Wisconsin Department of Transportation

State of Wisconsin
Department of Transportation

WAMS
WEB ACCESS
MANAGEMENT SYSTEM

User ID:

Password:

Login

[Register for a Wisconsin User ID.](#)
[Edit your Profile.](#)
[Change your password.](#)
[Forgot your password.](#)

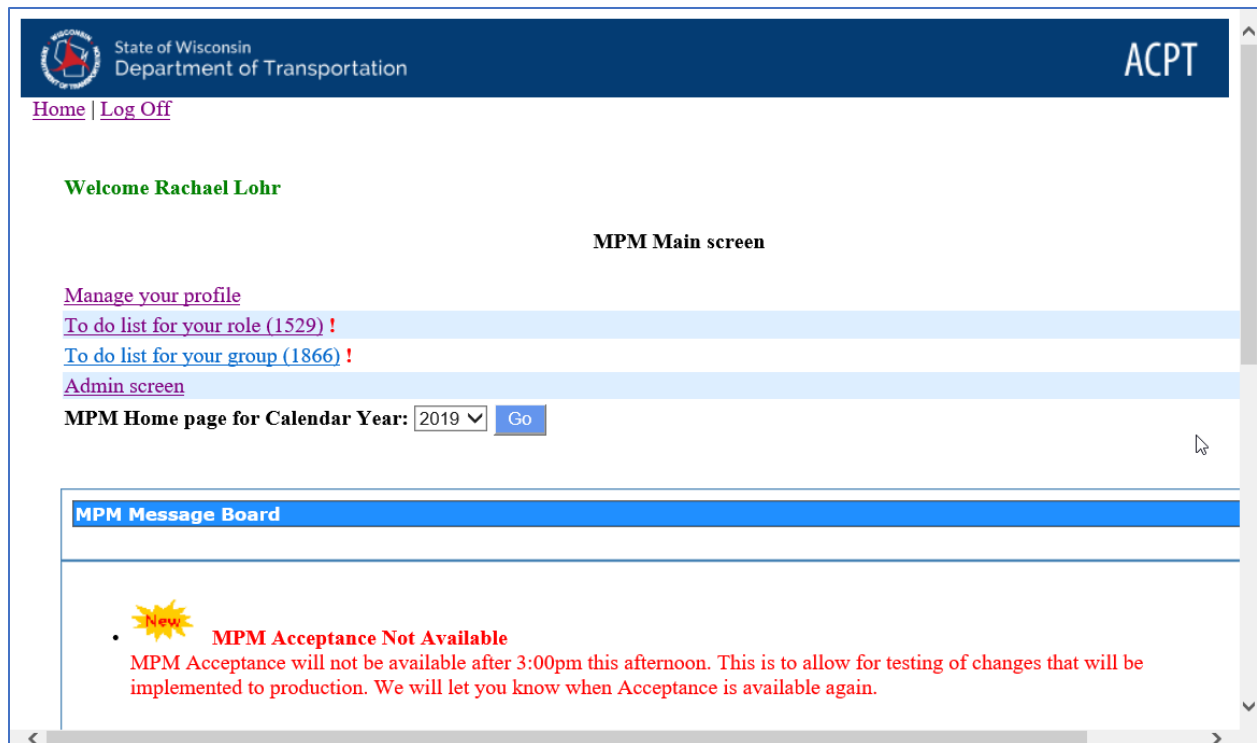
You are accessing the State of Wisconsin Local/Wide area network. This system is for authorized users only. All equipment, systems, services, and software connected to this network are intended only for the official business use of the State of Wisconsin. The State of Wisconsin reserves the right to 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.

[WAMS Home](#)
Please don't bookmark this page.

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.

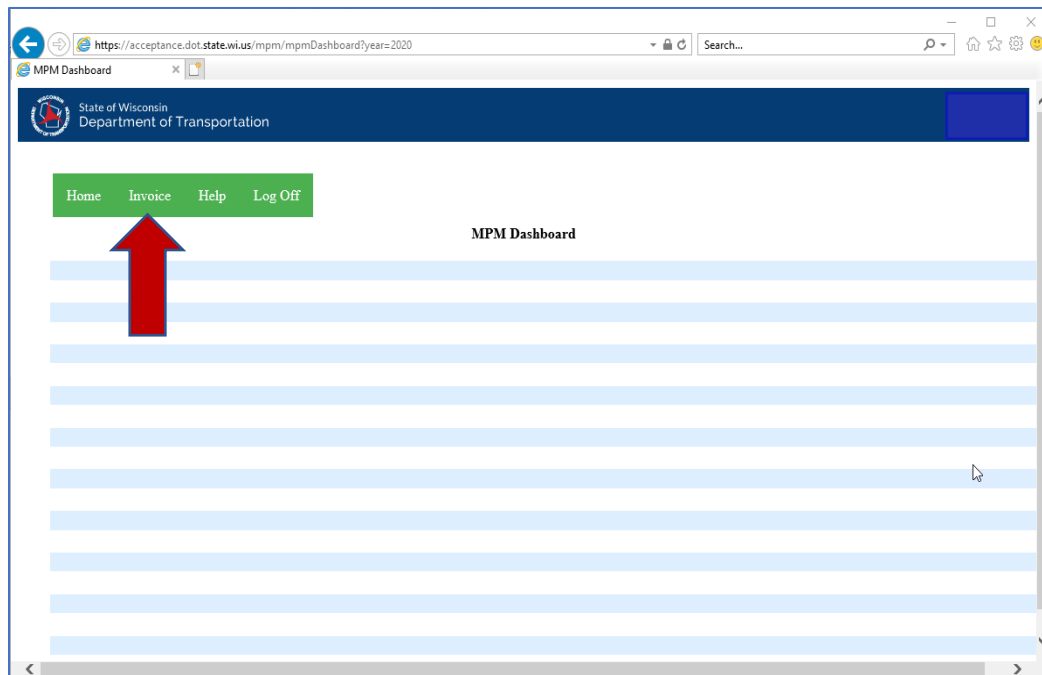


Note: If a user doesn't have any roles for Administrative functions, the link for the Admin screen will be displayed but it will take you to a page that just displays header information.

STEP 3: Select the desired calendar year and click on Go:



The MPM Dashboard will be displayed:



STEP 4: Click on the Invoice link above.

The Invoice Main Screen will be displayed:

Invoice Main Screen

County: Region:

Link	Year	Month	Invoice Type	Begin Date	End Date
RMA Invoice Status Report	2020				
Manage RMA Invoice					
Create New RMA Invoice				<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>
DMA Invoice Status Report	2020				
Manage DMA Invoice					
Create New DMA Invoice				<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>
TMA Invoice Status Report	2020				
Manage TMA Invoice					
Create New TMA Invoice				<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>

Select the County you want to work with.

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

State of Wisconsin
Department of Transportation

Home Financial Report Survey Rates Equipment Material Facilities LOS RMA DMA TMA Reimbursement Invoice Reports Help Log Out

Invoice Main Screen

County: --Select One-- Region: --Select One--

Back Print

Invoice Type	Year	Month	Invoice Type	Begin Date	End Date
RMA Invoice Status Report	2020				
Manage RMA Invoice					
Create New RMA Invoice					
DMA Invoice Status Report					
Manage DMA Invoice					
Create New DMA Invoice					
TMA Invoice Status Report					
Manage TMA Invoice					
Create New TMA Invoice					

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).

It is important to enter the correct begin and end dates for the billing period. Equipment rates are validated against what was valid in that billing period. E.g. If the billing period is January 1 to January 31 and unit ABC changed the classification code on January 15, the invoice will allow two entries for the unit in the equipment summary, one with the correct code/rate for the unit from January 1 to January 14 and another with the correct code/rate for the unit from January 15 to January 31. If the equipment unit is reclassified on February 1, the code/rate for that classification would not be billable on the January invoice.

STEP 6: Invoice Note

Optionally, you can add text to supplement the charging details 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 7: Upload and Import Charge Detail

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

Once imported, the charge detail part of the screen will look similar to this:

Manage RMA Invoice

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

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

[Save](#) [Back](#) [Print](#)

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	\$8,666.15	\$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	\$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...](#)

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

STEP 9: Upload and Import Equipment Detail

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

[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](#)

Once imported, the equipment detail 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 10: Click on the Save button shown above (it's important to save after each import step).

STEP 11: Upload Daily Details

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

Invoice Attachment *

Document Name:

Document:

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

Invoice Attachment *

Document Name:

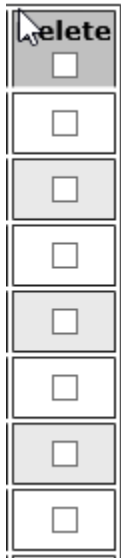
Document:

Document Name:

Document:

STEP 12: Click on the Save button shown above (it's important to save after each import step).

STEP 13: 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).

Invoice Attachment *

Document Name: Document:

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

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 14: 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:

Notes

Document Name: Document:

STEP 15: 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.

Common problems (and how to fix them):

- Equipment not classified (Submit a classification request with the Bureau of Highway Maintenance)
- Equipment rates don't match what's in MPM (change your accounting system to the rate published by the Bureau of Highway Maintenance)
- Equipment detail total not matching the equipment summary total (verify that you have included the same project IDs in both of the spreadsheets you generated in CHEMS; if needed, delete the MPM data, regenerate from CHEMS and upload again).

STEP 16: Submit the Invoice

Once your invoice is complete, click on the Submit button. This puts it into the work flow. The next step is the County Approval of the invoice. Once the invoice is approved, it automatically goes to the region for review and approval. Once the region has reviewed and approved, it goes to our Accounts Payable staff and payment is made in 1-2 days.