HOW TO SUBMIT AN INVOICE IN COMET
WISCONSIN FAST FORWARD PROGRAM

Note

Prior to creating and submitting an invoice to receive reimbursement and report match, you must:

- Be registered in COMET
- Have your registration approved
- Have an active contract in COMET

If you have not yet registered in COMET, follow the instructions in the "How to Register as a Supplier in COMET" step by step instructions.

STEP 1

Logon to COMET using the following link: https://webapps.dwd.state.wi.us/COMET

Review the home screen for the status of your organization's invoices in COMET.

EXAMPLE – Two Invoices in Pending Status: A pending invoice has not yet been submitted by the supplier. This example does not feature rejected invoices, which require the supplier to revise and re-submit documentation.
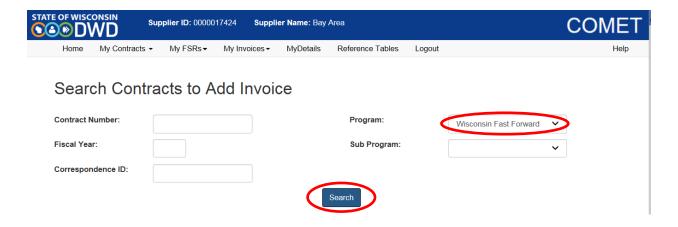
Invoices in Pending Status ⚠

PROGRAM	PROGRAM_COUNT
Wisconsin Fast Forward	2

Invoices in Rejected status

No Count

STEP 2

Create a new invoice by clicking on "My Invoices" and selecting "Add Invoice" from the dropdown menu.

STEP 3

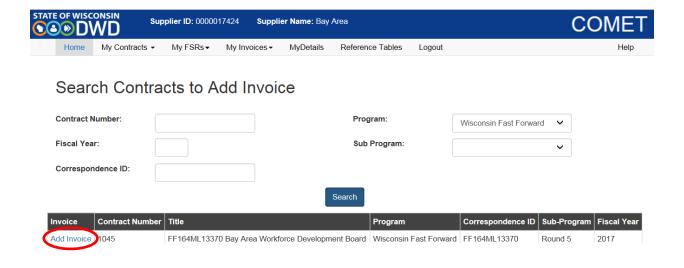Use the "Program" dropdown filter, select "Wisconsin Fast Forward" and click "Search".

> **EXAMPLE – Filtered Contract Search:** Applying search filters enables COMET suppliers to limit search results by program.

STEP 4

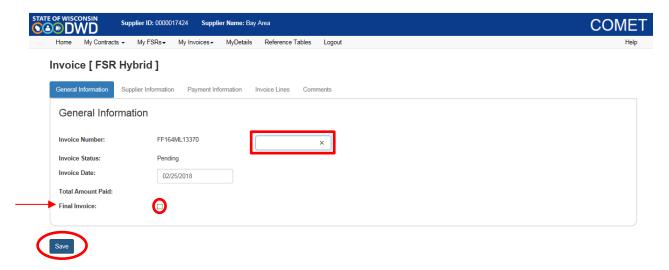Find the appropriate contract in the search results grid and select the "Add Invoice" hyperlink.

> **EXAMPLE – Contract 1045:** A supplier would click "Add Invoice" to create an invoice for Contract 1045.

STEP 5

Enter an invoice number on the General Information tab and select "Save". As the supplier, you may choose the invoice number.

> **NOTE:** The prefix is the Correspondence ID associated with the contract. The other tabs are disabled until COMET validates the invoice number.

> **"FINAL INVOICE":** If submitting a "Final Invoice", meaning the last request for reimbursement and the last report of match on this contract, select the check box to the right of "Final Invoice". If you unintentionally check this box or forget to check this box after submitting the invoice, contact DWD COMET staff to request a change.

STEP 6

Select "Save" to enable the "Submit" and "Delete" buttons, along with these tabs above: "Supplier Information", "Payment Information", "Invoice Lines", and "Comments".

DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please dial 7-1-1 for Wisconsin Relay Service. Please contact the Division of Employment and Training at 888-258-9966 and press 6 to request information in an alternate format, including translated to another language.

EXAMPLE – "Supplier Information" Tab: Click on the "Supplier Information" tab to display the name of your entity, the name, email address, and phone number for the individual associated with your COMET account, and payment type.

EXAMPLE – "Payment Information" Tab: The "Payment Information" tab should appear blank. These fields will be populated after the invoice has been paid. The Reference ID is the ACH number.

STEP 7

Use the "Invoice Lines" tab to provide all required details for submitting reimbursement requests and reporting match.

> The "Invoice Lines" tab contains three main sections:
> - **Header:** The beige, rectangular box header provides high-level contract details.
> - **Invoice Lines:** These lines display reimbursement requests.
> - **Memo Lines:** These lines display reported match.

STEP 8:

Select the "Edit Invoice" button, and use the pop-up box that appears to enter the amount(s) requested on the "Expenditure Activities" lines and report match on the corresponding "Memo Activities" lines.

Invoice [FSR Hybrid]

General Information Supplier Information Payment Information **Invoice Lines** Comments

Invoice Lines

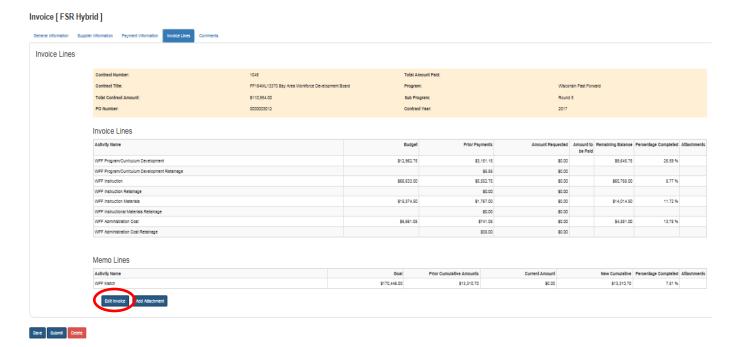| Contract Number:	1045	Total Amount Paid:	
Contract Title:	FF164ML13370 Bay Area Workforce Development Board	Program:	Wisconsin Fast Forward
Total Contract Amount:	$110,954.00	Sub Program:	Round 5
PO Number:	0000003012	Contract Year:	2017

Invoice Lines

Activity Name	Budget	Prior Payments	Amount Requested	Amount to be Paid	Remaining Balance	Percentage Completed	Attachments
WFF Program/Curriculum Development	$12,962.75	$3,151.15	$0.00		$9,645.75	25.59 %	
WFF Program/Curriculum Development Retainage		$6.85	$0.00				
WFF Instruction	$66,633.00	$5,552.75	$0.00		$60,788.00	8.77 %	
WFF Instruction Retainage		$0.00	$0.00				
WFF Instruction Materials	$15,874.50	$1,767.00	$0.00		$14,014.50	11.72 %	
WFF Instructional Materials Retainage		$0.00	$0.00				
WFF Administration Cost	$5,651.05	$741.05	$0.00		$4,881.00	13.78 %	
WFF Administration Cost Retainage		$38.00	$0.00				

Memo Lines

Activity Name	Goal	Prior Cumulative Amounts	Current Amount	New Cumulative	Percentage Completed	Attachments
WFF Match	$170,446.00	$13,310.70	$0.00	$13,310.70	7.81 %	

[**Edit Invoice**] [Add Attachment]

[Save] [Submit] [Delete]

EXAMPLE – Request Reimbursement and Report Match: The "Expenditure Activities grid" depict a WFF reimbursement request for "WFF Administration Costs," as well as "Memo Activities" grid featuring reported match.

Invoice Lines Information

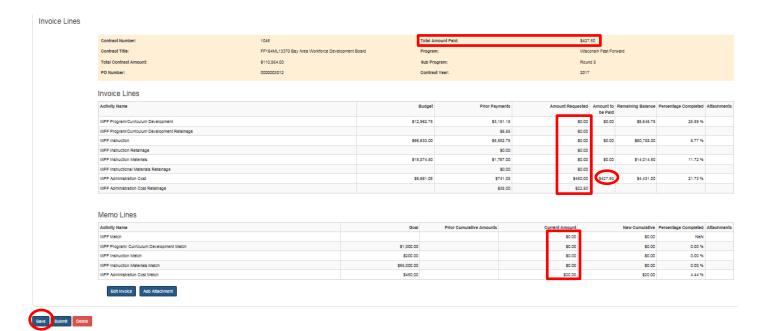| Contract Number: | 1045 | Total Amount Paid: | |
Contract Title:	FF164ML13370 Bay Area Workforce Development Board	Program:	Wisconsin Fast Forward
Total Contract Amount:	$110,954.00	Sub Program:	Round 5
PO Number:	0000003012	Contract Year:	2017

Expenditures Activities:

Activity Name	Budget	Prior Payments	Amount Requested [Refresh]	Amount to be Paid	Remaining Balance	Percentage Completed
WFF Program/Curriculum Development	$12,962.75	$3,151.15	0.00		$9,645.75	25.59 %
WFF Program/Curriculum Development Retainage		$5.85	0.00			
WFF Instruction	$66,633.00	$5,552.75	0.00		$60,788.00	8.77 %
WFF Instruction Retainage		$0.00	0.00			
WFF Instruction Materials	$15,874.50	$1,767.00	0.00		$14,014.50	11.72 %
WFF Instructional Materials Retainage		$0.00	0.00			
WFF Administration Cost	$5,661.05	$741.05	0.00		$4,881.00	13.78 %
WFF Administration Cost Retainage		$38.00	0.00			

Memo Activities:

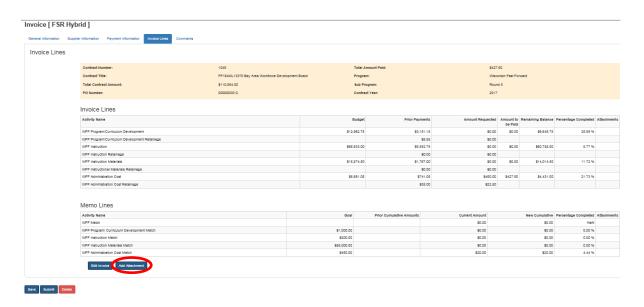| Activity Name	Goal	Prior Cumulative Amounts	Current Amount [Refresh]	New Cumulative	Percentage Completed
WFF Match			0.00	$0.00	NaN
WFF Program/ Curriculum Development Match	$1,000.00		0.00	$0.00	0.00 %
WFF Instruction Match	$200.00		0.00	$0.00	0.00 %
WFF Instruction Materials Match	$55,000.00		0.00	$0.00	0.00 %
WFF Administration Cost Match	$450.00		0.00	$0.00	0.00 %

[Save]

STEP 9

Select "Save" to keep your changes and populate fields with the values entered in the pop-up box. Notice the "Total Amount Paid" in the beige header updates to reflect the amount requested per sum of entered "Invoice Lines."

Invoice Lines

Contract Number:	1045	Total Amount Paid:	$427.50
Contract Title:	FF164ML13370 Bay Area Workforce Development Board	Program:	Wisconsin Fast Forward
Total Contract Amount:	$110,954.00	Sub Program:	Round 5
PO Number:	0000003012	Contract Year:	2017

Invoice Lines

Activity Name	Budget	Prior Payments	Amount Requested	Amount to be Paid	Remaining Balance	Percentage Completed	Attachments
WFF Program/Curriculum Development	$12,962.75	$3,151.15	$0.00	$0.00	$9,645.75	25.59 %	
WFF Program/Curriculum Development Retainage		$5.85	$0.00				
WFF Instruction	$66,633.00	$5,552.75	$0.00	$0.00	$60,788.00	8.77 %	
WFF Instruction Retainage		$0.00	$0.00				
WFF Instruction Materials	$15,874.50	$1,767.00	$0.00	$0.00	$14,014.50	11.72 %	
WFF Instructional Materials Retainage		$0.00	$0.00				
WFF Administration Cost	$5,661.05	$741.05	$450.00	$427.50	$4,431.00	21.73 %	
WFF Administration Cost Retainage		$38.00		$22.50			

Memo Lines

Activity Name	Goal	Prior Cumulative Amounts	Current Amount	New Cumulative	Percentage Completed	Attachments
WFF Match			$0.00	$0.00	NaN	
WFF Program/ Curriculum Development Match	$1,000.00		$0.00	$0.00	0.00 %	
WFF Instruction Match	$200.00		$0.00	$0.00	0.00 %	
WFF Instruction Materials Match	$55,000.00		$0.00	$0.00	0.00 %	
WFF Administration Cost Match	$450.00		$20.00	$20.00	4.44 %	

[Edit Invoice] [Add Attachment]

[Save] [Submit] [Delete]

STEP 10

COMET requires WFF suppliers to add invoice attachments. Select the "Add Attachment" button to include supportive documentation for WFF reimbursement requests and reported match.
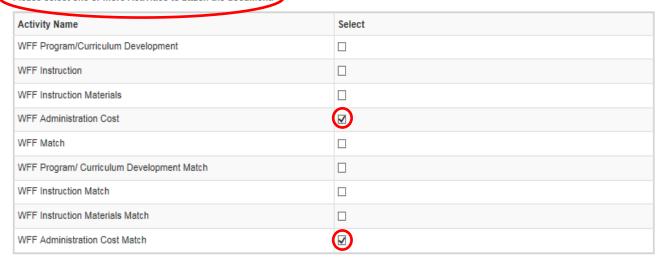
Invoice [FSR Hybrid]

General Information   Supplier Information   Payment Information   Invoice Lines   Comments

Invoice Lines

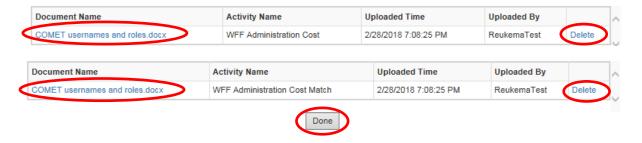| Contract Number: | 1045 | Total Amount Paid: | $427.50 |
Contract Title:	FF164ML13370 Bay Area Workforce Development Board	Program:	Wisconsin Fast Forward
Total Contract Amount:	$110,954.00	Sub Program:	Round 5
PO Number:	0000003012	Contract Year:	2017

Invoice Lines

Activity Name	Budget	Prior Payments	Amount Requested	Amount to be Paid	Remaining Balance	Percentage Completed	Attachments
WFF Program/Curriculum Development	$12,962.75	$3,151.15	$0.00	$0.00	$9,649.75	25.59 %	
WFF Program/Curriculum Development Retainage		$5.95	$0.00				
WFF Instruction	$66,633.00	$5,552.75	$0.00	$0.00	$60,788.00	8.77 %	
WFF Instruction Retainage		$0.00	$0.00				
WFF Instruction Materials	$15,874.50	$1,767.00	$0.00	$0.00	$14,014.50	11.72 %	
WFF Instructional Materials Retainage		$0.00	$0.00				
WFF Administration Cost	$5,661.05	$741.05	$450.00	$427.50	$4,431.00	21.73 %	
WFF Administration Cost Retainage		$38.00	$22.50				

Memo Lines

Activity Name	Goal	Prior Cumulative Amounts	Current Amount	New Cumulative	Percentage Completed	Attachments
WFF Match			$0.00	$0.00	NaN	
WFF Program/ Curriculum Development Match	$1,000.00		$0.00	$0.00	0.00 %	
WFF Instruction Match	$200.00		$0.00	$0.00	0.00 %	
WFF Instruction Materials Match	$55,000.00		$0.00	$0.00	0.00 %	
WFF Administration Cost Match	$450.00		$20.00	$20.00	4.44 %	

Edit Invoice   Add Attachment

Save   Submit   Delete

STEP 11

Select the checkbox to the right of the "Activity Name" to select which activity the documentation supports; select "Browse" to search for a file to attach; select "Done" once you have uploaded all the files.

EXAMPLE – WFF Administration Cost and WFF Administration Cost Match: This example illustrates how to attach documentation to the "WFF Administration Cost" and "WFF Administration Cost Match" lines.

Activity Lines Attachments

Please select one or more Activities to attach the document.

Activity Name	Select
WFF Program/Curriculum Development	☐
WFF Instruction	☐
WFF Instruction Materials	☐
WFF Administration Cost	☑
WFF Match	☐
WFF Program/ Curriculum Development Match	☐
WFF Instruction Match	☐
WFF Instruction Materials Match	☐
WFF Administration Cost Match	☑

1. Only .pdf, .doc, .docx, .xls, .xlsx, .tif, .tiff, .bmp, .jpg and .gif documents up to 4 MB can be uploaded.
2. The document name cannot contain special characters (such as @, &, #).
3. Your document will be scanned for viruses during the upload process. If a virus is found, your document will not be uploaded.

Upload document:

[_____] Browse...

Document Name	Activity Name	Uploaded Time	Uploaded By
COMET usernames and roles.docx	WFF Administration Cost	2/28/2018 7:08:25 PM	ReukemaTest
COMET usernames and roles.docx	WFF Administration Cost Match	2/28/2018 7:08:25 PM	ReukemaTest

Done

STEP 12

A "View" hyperlink appears on the line where the attachment was uploaded. Click on the "View" hyperlink to display the following information:

- Document Name
- Activity Name
- Uploaded Time
- Uploaded By

Invoice Lines

Activity Name	Budget	Prior Payments	Amount Requested	Amount to be Paid	Remaining Balance	Percentage Completed	Attachments
WFF Program/Curriculum Development	$12,962.75	$3,151.15	$0.00	$0.00	$9,645.75	25.59 %	
WFF Program/Curriculum Development Retainage		$5.85	$0.00				
WFF Instruction	$66,633.00	$5,552.75	$0.00	$0.00	$60,788.00	8.77 %	
WFF Instruction Retainage		$0.00	$0.00				
WFF Instruction Materials	$15,874.50	$1,767.00	$0.00	$0.00	$14,014.50	11.72 %	
WFF Instructional Materials Retainage		$0.00	$0.00				
WFF Administration Cost	$5,661.05	$741.05	$450.00	$427.50	$4,431.00	21.73 %	View
WFF Administration Cost Retainage		$38.00	$22.50				

Memo Lines

Activity Name	Goal	Prior Cumulative Amounts	Current Amount	New Cumulative	Percentage Completed	Attachments
WFF Match			$0.00	$0.00	NaN	
WFF Program/ Curriculum Development Match	$1,000.00		$0.00	$0.00	0.00 %	
WFF Instruction Match	$200.00		$0.00	$0.00	0.00 %	
WFF Instruction Materials Match	$55,000.00		$0.00	$0.00	0.00 %	
WFF Administration Cost Match	$450.00		$20.00	$20.00	4.44 %	View

Activity Lines Attachments

Document Name	Activity Name	Uploaded Time	Uploaded By	
COMET usernames and roles.docx	WFF Administration Cost	2/28/2018 7:08:25 PM	ReukemaTest	Delete

Document Name	Activity Name	Uploaded Time	Uploaded By	
COMET usernames and roles.docx	WFF Administration Cost Match	2/28/2018 7:08:25 PM	ReukemaTest	Delete

Done

Select "Done" to close out of the pop-up box.

NOTE: Suppliers may open the attachment to view contents or delete attachments that may have been added in error. DWD staff may add attachments, making the information visible to suppliers. DWD staff cannot delete attachments added by the supplier and the supplier cannot delete attachments added by DWD staff. Additionally, attachments cannot be deleted after the invoice has been approved.

STEP 13

Click "Add Comments" button to include notes that are visible to the supplier and DWD staff. DWD staff will use the "Add Comments" feature to propose revisions for rejected invoices.

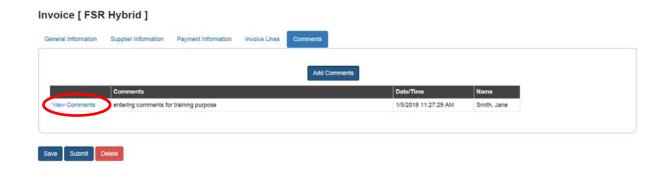> **NOTE:** Comments cannot be deleted. The delete button below the comments box deletes the invoice and not the comment.

STEP 14

Enter "Comments" in the pop-up box. Click the "Save" button to save comments. Select the "x", if you do not wish to submit comments.

> **NOTE:** Saved "Comments" include the date, time and name of the person who submitted the information.

STEP 15

Click the "View Comments" hyperlink to show the entire comment, if the comment is more characters than the screen below allows.

STEP 16

Select "Submit" once the invoice is complete.

NOTE: You may select "Save" to return to the invoice at a later time. The invoice will remain in a "Pending" status. If you opt to "Delete", you will no longer be able to edit this invoice.

STEP 17

Read through the "Acknowledgement" statement and select "OK" to submit the invoice. Selecting "Cancel" returns you to the previous screen.

STEP 18

View the home screen (Step 1) to review the status of your invoices.

Invoices in pending, submitted, or re-submitted status are editable until DWD staff selects approve or reject. If an invoice is rejected it will appear in a rejected status and all fields remain editable.
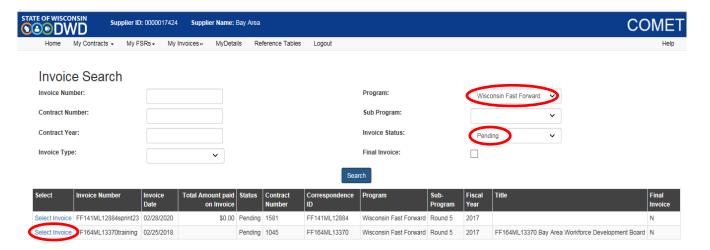
STEP 19

Select the "My Invoices" tab and click "Invoice Search/Corrections" to view the status and details of a particular invoice.

STEP 20

Search for all invoices using the appropriate filter and click on "Select Invoice" to view the invoice.

EXAMPLE – Pending Wisconsin Fast Forward Invoices: Only Wisconsin Fast Forward invoices in the Pending status will appear for selection. You may search for invoices in other statuses by changing the "Invoice Status" filter.

NOTE: If the status of the invoice is Approved, Paid, Deleted or Cancelled, you may still select the invoice; however it will be view only.