

# COMET FSR FAQ

\*\*\*Please ignore any contracts for High School Pupil, Wisconsin Fast Forward and Youth Apprenticeship. Those program areas will be using their own forms like they have in the past and will continue with their normal reporting time frame and requirements.

- **FSR Entry Forms can be downloaded on the [DWD COntact Management & Expenditure Tracking Reports website](http://dwd.wisconsin.gov/comet/) <http://dwd.wisconsin.gov/comet/>.**



- **Each Supplier (WDB) can then download their FSR Entry Form.**



- **We have downloaded the FSR Form now what?**
  - You can add formulas if you want into the various fields. The FSR Forms are manually entered not uploaded, so formulas will not cause any issues with COMET.
  - The only field that is entered into COMET is the Expenditure Amount Columns.
  - The Goal and Budget amounts are entered by program area when they set up the contract.
  - If there are Memo or Expenditures on your contract that you did not use, just leave them blank or enter a zero.
  
- **What are the various statuses of FSRs in COMET and what do they mean?**
  - **Pending:** FSR that needs resolution before it can be submitted for approval
  - **Submitted:** FSR has been entered and submitted for approval by the program area
  - **Approved:** Program area has approved the submitted FSR
  - **Needs Changes:** FSR has been rejected by the program area and requires changes to be made before it is approved
  
- **Why can my COMET FSR not be submitted?**
  - When a COMET FSR is in "Pending" status, but cannot be submitted it could be for various system rules.
    - Program Revenues must equal Program Expenditures.
    - Expenditures and Obligations cannot exceed the contract amount.
  
- **How often are the FSR Entry Form, FSR Status Report and FSR Report updated?**
  - The FSR Status Report and the FSR Report should be published to the website by November 4<sup>th</sup>.
  - The reports and form are scheduled to update nightly.
  - **Only Approved FSRs** will update the expenditures and cumulative expenditure amounts on the online FRS reports and FSR form.