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.
STEP 2
Create a new invoice by clicking on "My Invoices" and selecting "Add Invoice" from the dropdown menu.

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

STEP 3
Use the "Program" dropdown filter, select "Wisconsin Fast Forward" and click "Search".

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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".
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.
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.

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."

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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.
**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](image-url)

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]

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Activity Name</th>
<th>Uploaded Time</th>
<th>Uploaded By</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMET usernames and roles.docx</td>
<td>WFF Administration Cost</td>
<td>2/20/2010 7:00:25 PM</td>
<td>ReukenaTest</td>
</tr>
<tr>
<td>COMET usernames and roles.docx</td>
<td>WFF Administration Cost Match</td>
<td>2/20/2010 7:00:25 PM</td>
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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

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.

![Invoice Screen](image)

**STEP 16**
Select "Submit" once the invoice is complete.

![Invoice Screen](image)

**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.

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**STEP 17**
Read through the "Acknowledgement" statement and select "OK" to submit the invoice. Selecting "Cancel" returns you to the previous screen.

![Acknowledgement](image)

**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.

![COMET](image)
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.