

# HOW TO SUBMIT AN INVOICE IN COMET YOUTH APPRENTICESHIP 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 – One Invoice 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.

PROGRAM	PROGRAM_COUNT
Wisconsin Youth Apprenticeship	1

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.



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### STEP 3

Use the "Program" dropdown filter, select "Youth Apprenticeship" and click "Search".

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

The screenshot shows the top navigation bar with the STATE OF WISCONSIN DWD logo, Supplier ID: 0000017285, Supplier Name: Workforce Development Board of South, and the COMET logo. Below the navigation bar are links for Home, My Contracts, My FSRs, My Invoices, MyDetails, Reference Tables, Logout, and Help. The main heading is "Search Contracts to Add Invoice". There are input fields for "Contract Number:" and "Fiscal Year:". To the right, there are dropdown menus for "Program:" (set to "Youth Apprenticeship") and "Sub Program:" (set to "- No Sub Program Available"). A blue "Search" button is located below the dropdowns. Red circles highlight the "Program:" dropdown and the "Search" button.

### STEP 4

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

**EXAMPLE – Contract 1307:** A supplier would click "Add Invoice" to create an invoice for Contract 1307.

The screenshot shows the same search interface as above, but with a "Search" button highlighted. Below the search form is a table with the following data:

Invoice	Contract Number	Title	Program	Correspondence ID	Sub-Program	Fiscal Year
<a href="#">Add Invoice</a>	224		Youth Apprenticeship			2017
<a href="#">Add Invoice</a>	1307		Youth Apprenticeship			2018

The "Add Invoice" link for Contract 1307 is circled in red.

## 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 defaults as "YA". 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.

STATE OF WISCONSIN DWD Supplier ID: 000017285 Supplier Name: Workforce Development Board of South COMET

Home My Contracts My FSRs My Invoices MyDetails Reference Tables Logout Help

### Invoice [ FSR Hybrid ]

General Information Supplier Information Payment Information Invoice Lines Comments

**General Information**

Invoice Number: YA

Invoice Status: Pending

Invoice Date:

Total Amount Paid:

Final Invoice:

## STEP 6

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

The screenshot shows the top navigation bar with the STATE OF WISCONSIN DWD logo, Supplier ID: 0000017285, Supplier Name: Workforce Development Board of South, and the COMET logo. Below the navigation bar are links for Home, My Contracts, My FSRs, My Invoices, MyDetails, Reference Tables, and Logout. The main content area is titled "Invoice [ FSR Hybrid ]" and has tabs for General Information, Supplier Information, Payment Information, Invoice Lines, and Comments. The "General Information" tab is active, displaying the following fields:

Invoice Number:	YA	<input type="text" value="training"/>
Invoice Status:	Pending	
Invoice Date:	<input type="text" value="01/05/2018"/>	
Total Amount Paid:		
Final Invoice:	<input type="checkbox"/>	

At the bottom of the form, there are three buttons: "Save", "Submit", and "Delete". The "Submit" and "Delete" buttons are circled in red.

**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.

The screenshot shows the same top navigation bar as the previous image. The main content area is titled "Invoice [ FSR Hybrid ]" and has tabs for General Information, Supplier Information, Payment Information, Invoice Lines, and Comments. The "Supplier Information" tab is active, displaying the following fields:

Supplier Name:	Workforce Development Board of South	
Supplier Location:	MAIN	
Supplier Contact Information:		
Name:	Jane Smith	
Email:	SarahE.Reukema@dwd.wisconsin.gov	
Phone Number:	4568789	
Payment Type:	<input type="text" value="ACH Payment"/>	

At the bottom of the form, there are three buttons: "Save", "Submit", and "Delete".

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**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.

The screenshot shows the top navigation bar of the COMET system. It includes the State of Wisconsin DWD logo, the user's Supplier ID (000017285), and the Supplier Name (Workforce Development Board of South). The main navigation menu contains links for Home, My Contracts, My FSRs, My Invoices, MyDetails, Reference Tables, and Logout. The user's name, COMET, is displayed in the top right corner.

The main content area is titled "Invoice [ FSR Hybrid ]" and features five tabs: General Information, Supplier Information, Payment Information, Invoice Lines, and Comments. The "Payment Information" tab is currently selected and active.

Under the "Payment Information" tab, there is a form with the following fields:

- Payment Voucher #:
- Invoice Voucher Amount:
- Reference ID:
- Reference Amount:
- Reference Date:

At the bottom of the form, there are three buttons: Save, Submit, and Delete.

## 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 to report match on the corresponding "Memo Activities" lines.

STATE OF WISCONSIN DWD Supplier Id: 000017295 Supplier Name: Workforce Development Board of South COMET

Home My Contracts My FSRs My Invoices My Details Reference Tables Logout

Invoice [FSR Hybrid]

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

**Invoice Lines**

Contract Number: 1307 Total Amount Paid:  
 Contract Title: Program: Youth Apprenticeship  
 Total Contract Amount: \$324,900.00 Sub Program:  
 PO Number: 0000003536 Contract Year: 2018

Activity Name	Budget	Prior Payments	Amount Requested	Amount to be Paid	Remaining Balance	Percentage Completed	Attachments
YA Coordinator Costs	\$172,725.00	\$172,520.00	\$0.00	\$205.00	\$205.00	99.88 %	
YA Student Costs	\$140,102.00	\$138,000.00	\$0.00	\$2,102.00	\$2,102.00	98.50 %	
YA Employer Costs	\$1,300.00	\$1,300.00	\$0.00	\$0.00	\$0.00	100.00 %	
YA Admin Costs	\$10,773.00	\$10,070.00	\$0.00	\$703.00	\$703.00	93.47 %	

**Memo Lines**

Activity Name	Goal	Prior Cumulative Amounts	Current Amount	New Cumulative	Percentage Completed	Attachments
Youth Apprenticeship Match	\$179,550.00	\$159,700.00	\$0.00	\$159,700.00	88.94 %	

**Edit Invoice** **Add Attachment**

**Save** **Cancel** **Delete**

COMET provides suppliers with the flexibility to submit reimbursement requests and report match in the following ways:

- Request reimbursement and report match.
- Request reimbursement only and report no match.
- Report match only and no request for reimbursement.

**EXAMPLE – Request Reimbursement and Report Match:** The "Expenditure Activities" grid depicts YA reimbursement requests for "YA Coordinator Costs", "YA Student Costs", and "YA Admin Costs," as well as "Memo Activities" grid featuring reported match.

Invoice Lines Information

Contract Number: 1307 Total Amount Paid:  
 Contract Title: Program: Youth Apprenticeship  
 Total Contract Amount: \$324,900.00 Sub Program:  
 PO Number: 0000003536 Contract Year: 2018

**Expenditures Activities:**

Activity Name	Budget	Prior Payments	Amount Requested	Amount to be Paid	Remaining Balance	Percentage Completed
YA Coordinator Costs	\$172,725.00	\$172,520.00	0.00		\$205.00	99.88 %
YA Student Costs	\$140,102.00	\$138,000.00	0.00		\$2,102.00	98.50 %
YA Employer Costs	\$1,300.00	\$1,300.00	0.00		\$0.00	100.00 %
YA Admin Costs	\$10,773.00	\$10,070.00	0.00		\$703.00	93.47 %

**Memo Activities:**

Activity Name	Goal	Prior Cumulative Amounts	Current Amount	New Cumulative	Percentage Completed
Youth Apprenticeship Match	\$179,550.00	\$159,700.00	0.00	\$159,700.00	88.94 %

**Save**

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## 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 "Expenditure Activities" lines

### Invoice Lines Information

Contract Number:	1307	<b>Total Amount Paid:</b>	<b>\$742.00</b>
Contract Title:		Program:	Youth Apprenticeship
Total Contract Amount:	\$324,900.00	Sub Program:	
PO Number:	000003536	Contract Year:	2018

#### Expenditures Activities:

Activity Name	Budget	Prior Payments	Amount Requested	Amount to be Paid	Remaining Balance	Percentage Completed
YA Coordinator Costs	\$172,725.00	\$172,520.00	205.00	\$205.00	\$0.00	100.00 %
YA Student Costs	\$140,102.00	\$138,000.00	100.00	\$100.00	\$2,002.00	98.57 %
YA Employer Costs	\$1,300.00	\$1,300.00	0.00	\$0.00	\$0.00	100.00 %
YA Admin Costs	\$10,773.00	\$10,070.00	437.00	\$437.00	\$266.00	97.53 %

#### Memo Activities:

Activity Name	Goal	Prior Cumulative Amounts	Current Amount	New Cumulative	Percentage Completed
Youth Apprenticeship Match	\$179,550.00	\$159,700.00	250.00	\$159,950.00	89.08 %



## STEP 10

COMET allows suppliers to add invoice attachments. Select the "Add Attachment" button to include supportive documentation.

### Invoice [ FSR Hybrid ]

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

Contract Number:	1307	Total Amount Paid:	\$742.00
Contract Title:		Program:	Youth Apprenticeship
Total Contract Amount:	\$324,900.00	Sub Program:	
PO Number:	000003536	Contract Year:	2018

Activity Name	Budget	Prior Payments	Amount Requested	Amount to be Paid	Remaining Balance	Percentage Completed	Attachments
YA Coordinator Costs	\$172,725.00	\$172,520.00	\$205.00	\$205.00	\$0.00	100.00 %	<a href="#">View</a>
YA Student Costs	\$140,102.00	\$138,000.00	\$100.00	\$100.00	\$2,002.00	98.57 %	
YA Employer Costs	\$1,300.00	\$1,300.00	\$0.00	\$0.00	\$0.00	100.00 %	
YA Admin Costs	\$10,773.00	\$10,070.00	\$437.00	\$437.00	\$266.00	97.53 %	

Activity Name	Goal	Prior Cumulative Amounts	Current Amount	New Cumulative	Percentage Completed	Attachments
Youth Apprenticeship Match	\$179,550.00	\$159,700.00	\$250.00	\$159,950.00	89.08 %	

[Edit Invoice](#)   [Add Attachment](#)

## 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 – YA Coordinator Costs:** This example illustrates how to attach documentation to the "YA Coordinator Costs" line.

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Please select one or more Activities to attach the document.

Activity Name	Select
YA Coordinator Costs	<input checked="" type="checkbox"/>
YA Student Costs	<input type="checkbox"/>
YA Employer Costs	<input type="checkbox"/>
YA Admin Costs	<input type="checkbox"/>
Youth Apprenticeship Match	<input type="checkbox"/>

1. Only .pdf, .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:

Document Name	Activity Name	Uploaded Time	Uploaded By
BOSS Purchase Order.pdf	YA Coordinator Costs	1/5/2018 11:29:10 AM	JaneSmith09

## 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
YA Coordinator Costs	\$172,725.00	\$172,520.00	\$0.00		\$205.00	99.88%	<a href="#">View</a>
YA Student Costs	\$140,102.00	\$138,000.00	\$0.00		\$2,102.00	98.50%	
YA Employer Costs	\$1,300.00	\$1,300.00	\$0.00		\$0.00	100.00%	
YA Admin Costs	\$10,773.00	\$10,070.00	\$0.00		\$703.00	93.47%	

⊞

Activity Lines Attachments

Document Name	Activity Name	Uploaded Time	Uploaded By	
BOSS Purchase Order.pdf	YA Coordinator Costs	1/5/2018 11:29:10 AM	JaneSmith09	<input type="button" value="Delete"/>

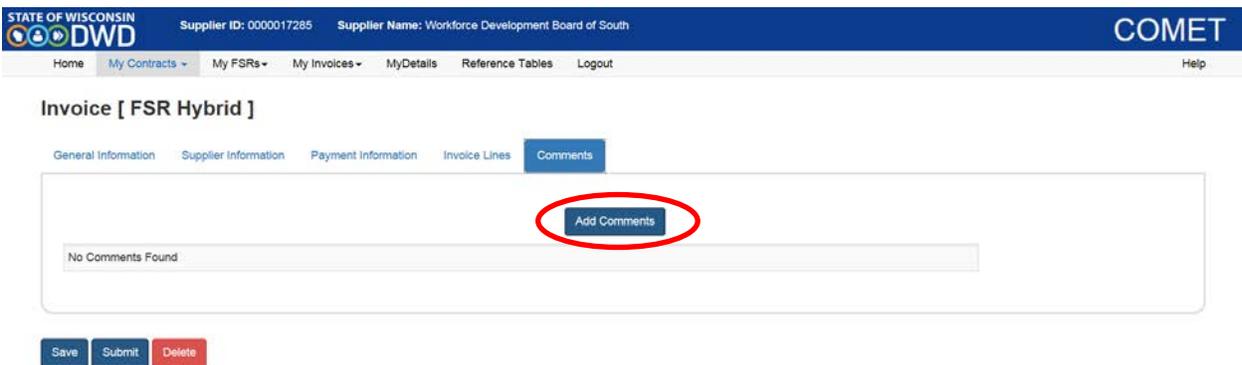
Select "Done" to close out of the pop-up box.

**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 [ FSR Hybrid ]

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

[Add Comments](#)

Comments	Date/Time	Name
<a href="#">View Comments</a> entering comments for training purpose	1/5/2018 11:27:29 AM	Smith, Jane

[Save](#)   [Submit](#)   [Delete](#)

## 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.

### Invoice [ FSR Hybrid ]

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

Invoice Lines

Contract Number:	1307	Total Amount Paid:	\$742.00
Contract Title:		Program:	Youth Apprenticeship
Total Contract Amount:	\$124,905.00	Sub Program:	
PO Number:	000003536	Contract Year:	2018

Invoice Lines

Activity Name	Budget	Prior Payments	Amount Requested	Amount to be Paid	Remaining Balance	Percentage Completed	Attachments
YA Coordinator Costs	\$172,728.00	\$172,520.00	\$205.00	\$205.00	\$0.00	100.00 %	<a href="#">View</a>
YA Student Costs	\$140,152.00	\$136,000.00	\$100.00	\$100.00	\$2,000.00	98.57 %	
YA Employer Costs	\$1,300.00	\$1,300.00	\$0.00	\$0.00	\$0.00	100.00 %	
YA Admin Costs	\$10,775.00	\$10,010.00	\$437.00	\$437.00	\$266.00	97.53 %	

Memo Lines

Activity Name	Goal	Prior Cumulative Amounts	Current Amount	New Cumulative	Percentage Completed	Attachments
Youth Apprenticeship Match	\$179,550.00	\$159,700.00	\$200.00	\$159,900.00	89.08 %	

[Edit Invoice](#)   [Add Attachment](#)

[Save](#)   [Submit](#)   [Delete](#)

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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**

By submitting your reimbursement request, you (the grantee) certify that the expenditures included in your reimbursement request:

- Represent actual and necessary costs incurred in support of approved grant activities;
- Are accurate and true to the best of your knowledge;
- Have not been reimbursed previously;
- Are adequately documented in the records of the grantee to fully substantiate the propriety, purposes and amounts of such expenditures, and such documentation will be (a) submitted as part of the reimbursement request (when required for reimbursement), and/or (b) maintained by the grantee (as described in the grant agreement or department policies) and provided to the department as part of any audit or as otherwise requested;
- and Comply with all other applicable state and federal rules and standards included in statute, administrative code, and policy.

Failure to comply with the above provisions may result in recoupment of funds and exclusion from future participation in DWD grant programs.

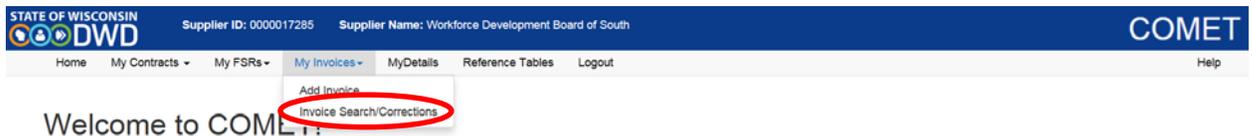
## STEP 18

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 – Rejected Youth Apprenticeship Invoices:** Only Youth Apprenticeship invoices in the Rejected status will appear for selection. You may search for invoices in other statuses by changing the "Invoice Status" filter.

STATE OF WISCONSIN DWD Supplier ID: 0000017285 Supplier Name: Workforce Development Board of South COMET

Home My Contracts My FSRs My Invoices MyDetails Reference Tables Logout Help

Invoice Search

Invoice Number:

Contract Number:

Contract Year:

Invoice Type:

Program: Youth Apprenticeship

Sub Program: - No Sub Program Available

Invoice Status: Rejected

Final Invoice:

Search

Select	Invoice Number	Invoice Date	Total Amount paid on Invoice	Status	Contract Number	Correspondence ID	Program	Sub-Program	Fiscal Year	Title	Final Invoice
Select Invoice	YAtraining	01/05/2018	\$742.00	Rejected	1307		Youth Apprenticeship		2018		N

**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.