

HOW TO SUBMIT A FINANCIAL ADJUSTMENT IN COMET

WIOA PROGRAMS

Introduction to Financial Adjustments

The Financial Adjustment (FA) is a type of invoice available for use with WIOA programs only. It allows Supplier Contacts to use COMET to correct accounting errors for received WIOA Programs payments.

The FA allows Supplier Contacts to "remove" all or part of a payment issued from a contract selected in error and "transfer" it to the correct contract. The Financial Adjustment changes only the accounting information for the payment issued. For convenience and to forego the need to create an additional transaction, Supplier Contacts may also enter an Amount Requested (if the budget for an Activity Name allows) on a Financial Adjustment.

Financial Adjustment rules:

- Contracts used in a Financial Adjustment must be in either **Active/Released or Pending Close** contract status.
- Contracts cannot be used in a Financial Adjustment if they are "active" in any other Pending, Submitted, Resubmitted, or Rejected status invoices or Financial Adjustments.
- Use a Financial Adjustment when you need to transfer expenditures **between two different** contracts.
- Use the invoice to transfer expenditures from one invoice Activity Name to another **within the same** contract.
- A prior payment for an Activity Name, via either an invoice or a Financial Adjustment, is required to transfer an expenditure from that specific invoice Activity Name.
- An amount up to the "Prior Payment" amount for an invoice Activity Name on one contract may be transferred to one or more invoice Activity Names on a different contract. You can split that amount across multiple Invoice Activity Names on a different eligible contract — expense transferals cannot exceed the amount of the "Prior Payment."
- To transfer all or part of a "Prior Payment," you must enter a **negative dollar amount** in the "Amount Requested" field for the invoice Activity Name (*example: \$-4,500.00*). The **negative amount** reflects the **removal of funds** from the original contract's invoice Activity Name. It's the system's way of indicating an expenditure reversal.
- The contracted budget for neither an invoice Activity Name nor a contract may be increased through a Financial Adjustment. A Financial Adjustment only moves already-paid expenditures. It is neither a budgeting tool nor does it add new funds to an Activity Name budget.
- The combined total of payments from both Financial Adjustment contracts must equal or exceed \$0.00. You're not creating a net-negative expenditure across contracts. The adjustment must be financially neutral or positive — you're reallocating funds, not reducing actual paid amounts.

NOTE – If you have not yet registered in COMET, follow the step-by-step instructions in "How to Register as a Supplier in COMET." Prior to creating and submitting any invoice in COMET, you must:

- Create DWD login credentials (username and password)
- Complete and submit a COMET registration form
- Receive approval to access COMET as a Supplier Contact
- Have COMET contract(s) in Active/Released status

Creating a Financial Adjustment

Login to COMET

STEP 1

Login to COMET using your DWD login credentials from DWD's Employment & Training Partners, at:
<https://dwd.wisconsin.gov/det/partners.htm>

EXAMPLE – Once logged in, you will land on the home screen as shown below.

The screenshot shows the COMET Home screen. At the top, there is a blue header with the 'STATE OF WISCONSIN DWD' logo on the left, 'Supplier ID: 0000000000' in the center, and 'Supplier Name: My Supplier Name' on the right. The 'COMET' logo is on the far right. Below the header is a navigation bar with links: 'Home' (highlighted with a red box), 'My Contracts', 'My FSRs', 'My Invoices', 'My Financial Adjustments', 'My Details', 'Reference Tables', 'Logout', and 'Help'. The main content area starts with a 'Welcome to COMET!' message in a red-bordered box, followed by the text 'The COntract Management and Expenditure Tracking (COMET) system.' Below this are several status sections: 'FSRs in Pending status' with a 'No Count' result, 'FSRs in Needs Changes status' with a 'No Count' result, 'Invoices in Pending Status' with a red warning triangle icon and a table showing one program, and 'Invoices in Rejected status' with a 'No Count' result. The table for 'Invoices in Pending Status' has two columns: 'Program' and 'Program Count'. The footer area includes a light blue bar with 'Hide/Show Footer' on the right, and a dark blue bar at the bottom with the text 'A proud partner of the americanjobcenter network' and several links: 'COMET', 'Contact Us', 'Terms of Use', 'DWD Home', and 'Accessibility'.

Program	Program Count
WIOA Governor's Setaside Projects	1

Review active invoices shown on COMET Home screen

Reviewing and resolving active invoices first ensures:

- Data integrity
- Compliance with system rules
- Fewer rejections or payment processing delays

STEP 2

COMET does not allow adding new invoices for any contract currently tied to "active" or unresolved invoice activity. "Active" invoices include any in Pending, Submitted, Resubmitted, or Rejected (still unresolved) statuses. Only contracts for "completed" invoices (those in Approved, Paid, Deleted, or Cancelled status) are available for adding a Financial Adjustment.

Before beginning a Financial Adjustment, determine whether any "active" invoices exist for the involved contracts. Review the invoices for WIOA contracts (Invoice type = invoice and Financial Adjustment) shown on your COMET Home/Welcome screen and shown for each invoice type to determine contract availability for Financial Adjustments.

- If **no "active" invoices exist**, you may **proceed to Add a Financial Adjustment, Step 5**.
- If "active" invoices for your contract of interest do exist, **hold off on creating a Financial Adjustment** until all the contract's invoices are moved to either Approved or Paid status.

EXAMPLE – The Home/Welcome screen image below shows one invoice in Pending status. A Pending invoice has not yet been submitted by the Supplier Contact. (Note that this image does not feature Rejected invoices, which require the Supplier Contact to revise and re-submit the invoice and/or its documentation.)

STATE OF WISCONSIN DWD

Supplier ID: 0000000000 Supplier Name: My Supplier Name

COMET

Home My Contracts My FSRs My Invoices My Financial Adjustments My Details Reference Tables Logout Help

Welcome to COMET!

The CONTRACT Management and Expenditure Tracking (COMET) system.

FSRs in Pending status
No Count

FSRs in Needs Changes status
No Count

Invoices in Pending Status ▲

Program	Program Count
WIOA Governor's Setaside Projects	1

Invoices in Rejected status
No Count

Hide/Show Footer

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STEP 3

EXAMPLE – To locate invoices, click 'My Invoices' in the header menu and select "Invoice Search/Corrections" from the dropdown.

STATE OF WISCONSIN DWD Supplier ID: 0000000000 Supplier Name: My Supplier Name COMET

Home My Contracts My FSRs My Invoices My Financial Adjustments My Details Reference Tables Logout Help

Add Invoice
Invoice Search/Corrections

Welcome to COMET!

The Contract Management and Expenditure Tracking (COMET) system.

FSRs in Pending status
No Count

FSRs in Needs Changes status
No Count

Invoices in Pending Status ▲

Program	Program Count
WIOA Governor's Setaside Projects	1

Invoices in Rejected status
No Count

EXAMPLE – Enter and/or select the desired 'Invoice Search' criteria to locate unresolved invoices to identify the contracts that may be used in your Financial Adjustment. Click 'Search.'

STATE OF WISCONSIN DWD Supplier ID: 0000000000 Supplier Name: My Supplier Name COMET

Home My Contracts My FSRs My Invoices My Financial Adjustments My Details Reference Tables Logout Help

Add Invoice
Invoice Search/Corrections

Invoice Search

Invoice Number:

Contract Number:

Contract Year:

Invoice Type:

Program:

Sub Program:

Invoice Status:

Final Invoice:

Search

Pending
Submitted
Approved
Rejected
Re-Submitted
Paid
Submitted/Re-Submitted
Deleted
Cancelled

EXAMPLE – Identify which contracts **are** and **are NOT** available for use in a Financial Adjustment from the Invoice Search screen search results grid. (To navigate to an invoice, click the link shown in the "Select" column.)

STATE OF WISCONSIN DWD Supplier ID: 0000000000 Supplier Name: My Supplier Name

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

Invoice Search

Invoice Number:

Contract Number:

Contract Year:

Invoice Type:

Program:

Sub Program:

Invoice Status:

Final Invoice:

Search

Active Invoices. Contracts are not available for use in a Financial Adjustment.

Click link to select and navigate to the Invoice.

Select	Invoice Number	Invoice Date	Total Amount paid on Invoice	Status	Contract Number	Correspondence ID	Program
Select Invoice	WIOA-DWG8-27-25TEST	08/27/2025		Pending	8045		WIOA Dislocated Worker
Select Invoice	YA8-27TEST	08/27/2025		Pending	5890		Youth Apprenticeship
Select Invoice	WIOA-DWGTEST8-15-25NMBR3TL	08/15/2025		Pending	6425		WIOA Governor's Setaside Projects

Dropdown menu options: Pending, Pending, Submitted, Approved, Rejected, Re-Submitted, Paid, Submitted/Re-Submitted, Deleted, Cancelled

STEP 4

Analysis like that used for invoices may be completed for Financial Adjustments. To identify contracts associated with "active" Financial Adjustments, repeat Steps 1-3 for Financial Adjustments.

EXAMPLE – Click 'My Financial Adjustments' in the header menu and select "Adjustment Search/Corrections" from the dropdown menu.

STATE OF WISCONSIN DWD Supplier ID: 0000000000 Supplier Name: My Supplier Name COMET

Home My Contracts My FSRs My Invoices My Financial Adjustments My Details Reference Tables Logout Help

Add Adjustment
Adjustment Search/Corrections

Welcome to COMET!

The Contract Management and Expenditure Tracking (COMET) system.

FSRs in Pending status
No Count

FSRs in Needs Changes status
No Count

Invoices in Pending Status ▲

Program	Program Count
WIOA Dislocated Worker	1
WIOA Governor's Setaside Projects	1
Youth Apprenticeship	1

Hide/Show Footer

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Enter criteria to locate Financial Adjustment invoices that are "complete" (Approved, Paid, Deleted, or Cancelled) to identify the contracts that may be used to add a Financial Adjustment.

EXAMPLE – Enter and/or select the desired criteria and click 'Search.'

STATE OF WISCONSIN DWD Supplier ID: 0000000000 Supplier Name: My Supplier Name COMET

Home My Contracts My FSRs My Invoices My Financial Adjustments My Details Reference Tables Logout Help

Search Financial Adjustments

Invoice Number:

Contract Number:

Invoice Status:

Contract Year:

PO Number:

Program:

Sub Program:

Adjustment Search/Corrections

Pending
Submitted
Approved
Rejected
Re-Submitted
Paid
Submitted/Re-Submitted
Deleted
Cancelled

Search

Add a Financial Adjustment

STEP 5

EXAMPLE – Once you have identified available contracts (those not associated with active invoices), enter or use dropdown criteria at 'Search Contracts to Add Financial Adjustment' to locate the contracts. Click 'Search.'

STATE OF WISCONSIN DWD Supplier ID: 0000015360 Supplier Name: Northwest Wisconsin Cep Inc COMET

Home My Contracts My FSRs My Invoices My Financial Adjustments My Details Reference Tables Logout Help

Search Contracts to Add Financial Adjustment

Contract Number:

PO Number:

Fiscal Year:

Program:

Sub Program:

Search **Reset**

Hide/Show Footer

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STEP 6

EXAMPLE – From the list, select the contract to remove or reverse expenditures **From:** and the contract to transfer or move the reversed expenditures **To:**, by clicking the radio button for each. After both contracts are selected, click "Add Financial Adjustment".

Search Contracts to Add Financial Adjustment

Contract Number: Program:

PO Number: Sub Program:

Fiscal Year:

Contract to transfer expenditure From:

Select	Contract Number	PO Number	Title	Program	Sub-Program	Fiscal Year
<input checked="" type="radio"/>	5804	0000009106	WIOA Youth PY21/FY22	WIOA Youth		2022
<input type="radio"/>	7745	0000012197	WIOA Youth PY24/FY25	WIOA Youth		2025

Contract to transfer expenditure To:

Select	Contract Number	PO Number	Title	Program	Sub-Program	Fiscal Year
<input type="radio"/>	6425	0000009541	DocuSign License	WIOA Governor's Setaside Projects	DocuSign License	2022
<input type="radio"/>	4790	0000007881	WIOA Youth PY20/FY21	WIOA Youth		2021
<input type="radio"/>	5804	0000009106	WIOA Youth PY21/FY22	WIOA Youth		2022
<input type="radio"/>	7745	0000012197	WIOA Youth PY24/FY25	WIOA Youth		2025
<input type="radio"/>	5946	0000008981	RR Annual Allotment PY21/FY22	WIOA Rapid Response	RR Annual Allotment	2021
<input type="radio"/>	6933	0000009886	RR Annual Allotment PY22/FY23	WIOA Rapid Response	RR Annual Allotment	2022
<input checked="" type="radio"/>	4812	0000007881	WIOA Adult PY20/FY21	WIOA Adult		2021
<input type="radio"/>	4801	0000007881	WIOA DLW PY20/FY21	WIOA Dislocated Worker		2021
<input type="radio"/>	5926	0000009106	WIOA Adult PY21/FY22	WIOA Adult		2022
<input type="radio"/>	5937	0000009106	WIOA DLW PY21/FY22	WIOA Dislocated Worker		2022
<input type="radio"/>	8045	0000010977	WIOA DLW PY24/FY25	WIOA Dislocated Worker		2024

STEP 7

Clicking "Add Financial Adjustment" triggers presentation of the Financial Adjustment invoice screen, where you will enter the information for your expenditure reversal.

- The Financial Adjustment consists of five tabs, "Supplier Information," "Payment Information," "Invoice Lines," and "Comments." Complete the tabs moving from left to right, starting with the "General Information" tab.
- Data entry is required in Financial Adjustment tabs and in tab pop outs. Each contain buttons that perform operations on data entered. "Available Page-Level Actions," like "Save," "Submit," and "Delete" apply either to the whole tab or Financial Adjustment. Buttons in the tab pop outs, like "Save" and "Refresh," perform operations on data contained in the pop out.
- Until the General Information tab is completed, saved, and invoice number validated by COMET, the other Financial Adjustment tabs are locked. They are unlocked and become available for use by clicking the "Save" button. The save also brings the "Submit" and "Delete" buttons into view.

On the "General Information" tab, the "Invoice Number" is comprised of pre-filled prefix and text entry fields. The invoice number prefix, "FA," indicates to the COMET system and to DWD Accounts Payable staff that this is a Financial Adjustment type invoice, i.e. an expense reversal.

As the supplier, you may enter whatever invoice number you wish, without spaces, symbols, or punctuation. Underscores and hyphens may be used to separate words or numbers. You may wish to name the invoice in a way that ties it to your own financial system, to the date, or Financial Status Report (FSR). The field is limited to 28 characters.

It is required to select a Report Period from the "Month" and "Year" dropdown menus to specify the FSR in which you have reported or will report the expenses. The Report Period aids review of the Financial Adjustment and expenditures, in conjunction with your documentation.

Prior to invoice submission or deletion, invoices are in "Pending" status. This means that invoice data entry or documentation attachment are not yet completed. "Invoice Date" is the date of invoice creation.

EXAMPLE – On the "General Information" tab, enter an Invoice Number. Select a Report Period from the "Month" and "Year" dropdown menus.

The screenshot displays the "Financial Adjustment" form in the COMET system. The "General Information" tab is active. The form includes the following fields and annotations:

- Invoice Number:** Pre-filled with "FA". Annotation: "Prefix - Auto filled".
- Invoice Status:** Set to "Pending".
- Invoice Date:** Set to "09/12/2025". Annotation: "Invoice Date = invoice creation date - Auto filled".
- Total Amount Paid:** Empty field.
- Report Period:** Two dropdown menus for "Month" and "Year". Annotation: "Required Data Entry".

At the bottom, the "Available Page-Level Actions" section contains a "Save" button. The top navigation bar shows the user is logged in as "My Supplier Name" with a "Supplier ID" of "0000000000".

After the General Information tab is complete, click the "Save" button in the Available Page-Level Actions.

Note that "Available Page-Level Actions" are for functions that impact the **entire** (all tabs) Financial Adjustment. Individual tabs or pop outs may have their own "Save," buttons that impact the information in the tab or pop out.

The click of the "Save" button prompts system checks to validate that the data entered meets system requirements. If all is well, the save will be successful, and you may proceed to complete the rest of the Financial Adjustment tabs. If validations find an issue that requires correction, then correct the issue indicated in the error message and click "Save" again. Repeat this process until the save is successful.

EXAMPLE – One validation checks to see if contracts selected for the Financial Adjustment are involved with an active invoice (that is, an invoice in Pending, Submitted, Resubmitted, or Rejected status). If so, you will receive this message:

STATE OF WISCONSIN DWD Supplier ID: 0000000000 Supplier Name: My Supplier Name COMET

Home My Contracts My FSRs My Invoices My Financial Adjustments My Details Reference Tables Logout Help

Financial Adjustment

Please review individual tab to correct Save errors.

General Information Supplier Information Payment Information Invoice Lines Comments

General Information

Cannot create an invoice until all prior invoices are approved.

Invoice Number: FA test_for_documentation

Invoice Status: Pending

Invoice Date: 09/15/2025

Total Amount Paid:

Report Period: Aug 2025

This Save error message indicates that one of the contracts for the Financial Adjustment is in use in another invoice that has a status of Pending, Submitted, Re-Submitted, or Rejected.

Only contracts that are NOT involved in "active" invoices may be invoked for a Financial Adjustment.

Available Page-Level Actions: Save

Hide/Show Footer

In addition, a successful "Save" also triggers the appearance of two additional "Available Page-Level Actions" buttons, "Submit" and "Delete."

Available Page-Level Actions: Save Submit Delete

A successful "Save" also unlocks the four remaining Financial Adjustment tabs. Two tabs require no data entry and use of one tab is optional:

- "Supplier Information" is system populated with your contact information.
- "Payment Information" populates with payment information after the Financial Adjustment is Paid.
- While not required, use the "Comments" tab to share information with your Financial Adjustment reviewer. Use of this tab is shown in Step 12.

STEP 8

EXAMPLE – Proceed to the "Invoice Lines" tab to enter desired expense reversal and assignment for each contract you selected.

The upper portion of the Financial Adjustment shows your selected *Contract to transfer expenditure From:*

- A prior payment was received from this contract's Activity Name line(s) in error.
- An accounting change is desired to reverse all or a portion of the payment.
- Amounts to be reversed must be entered as negative, that is, preceded by a hyphen.
- The sum of all amounts entered for each Activity Name line must be negative.
- Once completed, the Financial Adjustment will restore the budget(s) for impacted Activity Name line(s) to contract pre-payment amount(s).

The lower portion of the Financial Adjustment shows your selected *Contract to transfer expenditure To:*

- This contract contains the Activity Name line(s) to which you want to assign all or portions of the reversed payment.
- The sum of all amounts entered for each Activity Name line must equal zero or greater.
- Once completed, the Financial Adjustment will reduce the contract budget for the Activity Name line(s) of this contract to reflect the applied payment(s).

To enter data, click the "Edit Invoice" button at the bottom left of the Financial Adjustment.

STATE OF WISCONSIN

Supplier ID: 0000000000

Supplier Name: My Supplier Name

COMET

Home
My Contracts
My FSRs
My Invoices
My Financial Adjustments
My Details
Reference Tables
Logout
Help

Financial Adjustment

General Information
Supplier Information
Payment Information
Invoice Lines
Comments

Contract to transfer expenditure **From:**

Contract Number: 5804

Contract Title: WIOA Youth PY21/FY22

Total Contract Amount: \$947,554.00

PO Number: 0000009106

Program: WIOA Youth

Sub Program:

Contract Year: 2022

Invoice Lines

Activity Name	Budget	Prior Payments	Amount Requested	Amount to be Paid/Transfer	Remaining Balance	Percentage Completed
Youth In School	\$473,777.00	\$0.00	\$0.00	\$0.00	\$473,777.00	0.00%
Youth Out of School	\$473,777.00	\$76,770.00	-\$76,770.00	(\$76,770.00)	\$473,777.00	0.00%

Contract to transfer expenditure **To:**

Contract Number: 8045

Contract Title: WIOA DLW PY24/FY25

Total Contract Amount: \$826,227.00

PO Number: 0000010977

Total Amount Paid: \$3,230.00

Program: WIOA Dislocated Worker

Sub Program:

Contract Year: 2024

Invoice Lines

Activity Name	Budget	Prior Payments	Amount Requested	Amount to be Paid/Receive	Remaining Balance	Percentage Completed
INV Program Exp	\$100,000.00	\$12,600.00	\$80,000.00	\$80,000.00	\$7,400.00	92.60%

Edit Invoice
Add Attachment
View Attachment

Available Page-Level Actions:

Submit
Delete

Hide/Show Footer

STEP 9

EXAMPLE – Clicking "Edit Invoice" triggers the "Financial Adjustment Information" pop up in which you will enter the Amount(s) Requested for your transactions. If you wish to close the pop out, click the circled "x" button in the upper right corner.

X

Financial Adjustment Information

Contract to transfer expenditure From:

Contract Number:	5804	Program:	WIOA Youth
Contract Title:	WIOA Youth PY21/FY22	Sub Program:	
Total Contract Amount:	\$947,554.00	Contract Year:	2022
PO Number:	0000009106		

Expenditures Activities:

For an expenditure to transfer, enter a negative dollar amount (using hyphen key).
 For a payment, enter a positive dollar amount.

Activity Name	Budget	Prior Payments	Amount Requested	Amount to be Paid/Transfer	Remaining Balance	Percentage Completed
Youth In School	\$473,777.00	\$0.00	\$ 0.00	\$0.00	\$473,777.00	0.00%
Youth Out of School	\$473,777.00	\$76,770.00	\$ 0.00	\$0.00	\$397,007.00	16.20%

Contract to transfer expenditure To:

Contract Number:	8045	Total Amount Paid:	\$0.00
Contract Title:	WIOA DLW PY24/FY25	Program:	WIOA Dislocated Worker
Total Contract Amount:	\$826,227.00	Sub Program:	
PO Number:	0000010977	Contract Year:	2024

Expenditures Activities:

Activity Name	Budget	Prior Payments	Amount Requested	Amount to be Paid/Receive	Remaining Balance	Percentage Completed
INV Program Exp	\$100,000.00	\$12,600.00	\$ 0.00	\$0.00	\$87,400.00	12.60%

Save

Contract to transfer expenditure **From**:

In the "Amount Requested" column, enter the dollar amount that you wish to transfer (reverse) or be paid.

- Note** that amounts that you wish to reverse **must be entered as negative (preceded by a hyphen)**. Enter amounts that you wish to be paid as positive amounts.
- Note** that in the **Contract to transfer expenditure From**, it is **required** that the **sum of all amounts entered** for all Activity Name lines **must be negative**.

After entering each value, click the blue "Refresh" button to populate fields with the values entered in the pop-up box. The "Amount to be Paid/Transfer," the "Remaining Balance," and "Percentage Completed" columns update to reflect your entries.

Contract to transfer expenditure **To**:

In the "Amount Requested" column, enter the dollar amount that you wish to transfer or be paid.

- Note** that the reversed amount(s) that you wish to assign to this contract **must be entered as a positive**. Enter amounts that you wish to be paid as positive amounts.
- Note** that in the **Contract to transfer expenditure To**, it is **required** that the **sum of all amounts entered** for all Activity Name lines **must equal zero or greater**.

After entering each value, click the blue "Refresh" button to populate fields with the values entered in the pop-up box. The "Amount to be Paid/Receive," the "Remaining Balance," and "Percentage Completed" columns update to reflect your entries. In addition, the "Total Amount Paid" field in the orange header updates to reflect the sum of "Amount Requested" for **all invoice Activity Names in the entire Financial Adjustment**. If an amount shows, this is the amount of any payment made in this transaction, in addition to the expense reversal.

EXAMPLE – In this transaction, the Supplier contact wishes to reverse \$70,000.00 of the previous payment \$76,770.00 that was received and wishes to receive a payment of \$3,000.00, from contract 5804. We can also see that the Amount to Transfer from contract 5804 to contract 8045 is \$70,000.00. In addition, the Supplier Contact wishes to receive a payment of \$15,000.00 from contract 8045. The total amount paid for this transaction is \$18,000.00.

Financial Adjustment Information



Contract to transfer expenditure From:

Contract Number:	5804	Contract Title:	WIOA Youth PY21/FY22	Program:	WIOA Youth
Total Contract Amount:	\$947,554.00	Sub Program:			
PO Number:	0000009106	Contract Year:	2022		

Expenditures Activities:

Activity Name	Budget	Prior Payments	Amount Requested	Amount to be Paid/Transfer	Remaining Balance	Percentage Completed
Youth In School	\$473,777.00	\$0.00	\$ 3,000.00	\$3,000.00	\$470,777.00	0.63%
Youth Out of School	\$473,777.00	\$76,770.00	\$ -70,000.00	(\$70,000.00)	\$467,007.00	1.43%

Contract to transfer expenditure To:

Contract Number:	8045	Total Amount Paid:	\$18,000.00
Contract Title:	WIOA DLW PY24/FY25	Program:	WIOA Dislocated Worker
Total Contract Amount:	\$826,227.00	Sub Program:	
PO Number:	0000010977	Contract Year:	2024

Expenditures Activities:

Activity Name	Budget	Prior Payments	Amount Requested	Amount to be Paid/Receive	Remaining Balance	Percentage Completed
INV Program Exp	\$100,000.00	\$12,600.00	\$ 85,000.00	\$85,000.00	\$2,400.00	97.60%

Save

When you are satisfied with your Financial Adjustment, click the "Save" button to keep your changes and close the pop out. You will return to the overall Financial Adjustment, with the five tabs.

STEP 10

All transactions entered in COMET require Supporting Documentation. In the Financial Adjustment "Invoice Lines" tab, click the "Add Attachment" button to upload your documents to the Financial Adjustment. If you wish to review or delete added attachments, click the "View Attachments" button.

STEP 11

EXAMPLE – In the Financial Adjustment Attachments pop out, click "Choose file" to browse, locate, and upload documents. You will see a notification that the upload is occurring and a confirmation when the upload is complete. While only one document is required, you may upload as many as you need to explain your transaction.

✕

Financial Adjustment Attachments

Please upload one or more document that applies to the entire Financial Adjustment.

Upload Document

1. Only .pdf, .doc, .docx, .xls, .xlsx, .tif, .tiff, .bmp, .jpg, .png and .gif documents up to 4 MB can be uploaded.
 2. **Filenames may contain letters, numerals, hyphens (-), and underscores (_) only.** Filenames containing spaces and non-alphanumeric characters (such as ~ ! @ # \$ % ^ & * () { } [] ; ' , . / =) will not upload.
 3. Your document will be scanned for viruses during the upload process. If a virus is found, your document will not be uploaded.

Document to upload:

Choose File

 No file chosen

Document Name	Uploaded Time	Uploaded By	Action
No Attachments			

Done

✕

Financial Adjustment Attachments

Upload Document

1. Only .pdf, .doc, .docx, .xls, .xlsx, .tif, .tiff, .bmp, .jpg, .png and .gif documents up to 4 MB can be uploaded.
 2. **Filenames may contain letters, numerals, hyphens (-), and underscores (_) only.** Filenames containing spaces and non-alphanumeric characters (such as ~ ! @ # \$ % ^ & * () { } [] ; ' , . / =) will not upload.
 3. Your document will be scanned for viruses during the upload process. If a virus is found, your document will not be uploaded.

Document to upload:

Choose File

 No file chosen

Document Uploaded Successfully: Documentation Sample.pdf [35654 bytes]

Document Name	Uploaded Time	Uploaded By	Action
No Attachments			

Done

✕

Financial Adjustment Attachments

Upload Document

1. Only .pdf, .doc, .docx, .xls, .xlsx, .tif, .tiff, .bmp, .jpg, .png and .gif documents up to 4 MB can be uploaded.
 2. **Filenames may contain letters, numerals, hyphens (-), and underscores (_) only.** Filenames containing spaces and non-alphanumeric characters (such as ~ ! @ # \$ % ^ & * () { } [] ; ' , . / =) will not upload.
 3. Your document will be scanned for viruses during the upload process. If a virus is found, your document will not be uploaded.

Document to upload:

Choose File

 No file chosen

Document Name	Uploaded Time	Uploaded By	Action
Documentation Sample.pdf	9/16/2025 7:38:32 AM	dollytest	Delete

Done

If you wish to close the pop out, click the circled "x" button in the upper right corner. Click the "Done" button when you are finished uploading documents.

You have completed your Financial Adjustment. If you wish to add a Comment, proceed to Step 12. Otherwise, go to Step 13.

STEP 12

Use of the "Comments" tab is optional. Click the "Comments" tab in the Financial Adjustment. Click the "Add Comments" button to trigger the appearance of a Comments pop out.

EXAMPLE – In the "Comments" pop out, enter your desired text to share information with your Financial Adjustment reviewer or to add additional explanation about your transaction.

STATE OF WISCONSIN DWD Supplier ID: 0000000000 Supplier Name: My Supplier Name COMET

Home My Contracts My FSRs My Invoices My Financial Adjustments My Details Reference Tables Logout Help

Financial Adjustment

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

Comments

No Comments Found

Add Comments

When you are finished, click the pop out "Save" button to add your comments to the Financial Adjustment.

Comments

The spreadsheet XYZ.xlsx contains supporting documentation for both the September 2025 Financial Adjustment and for my WIOA Adult Invoice. Please call me if you have any questions.

Text Limit: 1000 | Text Entered: 180

Save

You will see your comments in the "Comments" tab.

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

Home My Contracts My FSRs My Invoices My Financial Adjustments My Details Reference Tables Logout Help

Financial Adjustment

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

Comments

Action	Comments	Date/Time	Name
View Comments	The spreadsheet XYZ.xlsx contains supporting documentation for both the September 2025 Financial Adj...	9/16/2025 8:47:25 AM	dollytest

Add Comments

Available Page-Level Actions: Save Submit Delete

Hide/Show Footer

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If the Financial Adjustment reviewer enters comments in response, you will receive an email message advising you that your invoice requires your attention. Return to this tab to review the comments.

STEP 13

Click the "Submit" button from "Available Page-Level Actions" to submit your completed Financial Adjustment.