

How to Submit an FSR in COMET

By
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2:00 PM CST

Admin Items



- **Prior to creating and submitting an FSR you must:**
 - Be registered in COMET;
 - Have your registration approved;
 - Have an active contract in COMET.
- **What you see on your COMET page will not necessarily coincide with the examples being shown.**
- **Please enter all questions into the chat and we will address them at the end of the presentation.**
- **A document will be provided w/ detailed instructions.**

Partners Developing Wisconsin's Workforce





- COMET is the Contract Management and Expenditure Tracking System for the Department of Workforce Development (DWD)/Division of Employment and Training (DET).

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Financial Status Report (FSR)



- FSRs are used to report monthly expenditures and are due at the end of the following reporting month.
- Example: The May FSR is due at the end of June.
- Log onto COMET using the following link:
<https://webapps.dwd.state.wi.us/COMET>.

STEP ONE: One FSR in Pending Status.



Welcome to COMET!

The CONtract Management and Expenditure Tracking (COMET) system.

FSRs in Pending status



Program	Program Count
WIOA Youth	1

FSRs in Needs Changes status

No Count

Invoices in Pending Status

No Count

Invoices in Rejected status

No Count

FSR Statuses



The Reference Tables for FSR Statuses provide detailed descriptions of each status.



Supplier ID: 0000071959

[Home](#) [My Contracts ▼](#) [My FSRs ▼](#) [My Invoices ▼](#) [My Details](#) [Reference Tables](#) [Logout](#)

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DWD.WISCONSIN.GOV

FSR Statuses



In the dropdown menu, select “FSR Statuses” and then press “Display”.

STATE OF WISCONSIN Supplier ID: 0000071959

DWD

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

Reference Tables

Tables:

FSR Statuses ▾

Display

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FSR Statuses



Reference Tables

Tables:

FSR Statuses



Display

code	Description	Detailed Description
PE	Pending	Is when the FSR is initially created and saved, but not yet "submitted" for approval.
SU	Submitted	Is after a Pending FSR has been submitted for approval.
AP	Approved	Is after a Submitted FSR is approved. The FSR is no longer editable and can only be rejected in order for corrections to be made.
NC	Needs Changes	Is when a Submitted or Approved FSR has been reject by the DET Budget or FSR Approver roles.
RS	Re-Submitted	Is after the Needs Changes FSR has been re-submitted for approval.
DE	Deleted	Once an FSR has been deleted it cannot be changed or resubmitted.

STEP ONE: One FSR in Pending Status.



Welcome to COMET!

The CONtract Management and Expenditure Tracking (COMET) system.

FSRs in Pending status



Program	Program Count
WIOA Youth	1

FSRs in Needs Changes status

No Count

Invoices in Pending Status

No Count

Invoices in Rejected status

No Count

STEP TWO: Create a new FSR



Create a new FSR by clicking on “My FSRs” and selecting “Add FSR Entry” from the dropdown menu.

Add FSR Entry

Adjustments to FSR

Welcome to COMET!

STEP THREE: Filtered Contract Search.



Applying search filters enables COMET suppliers to limit search results by program.

Left Side of Screen.

Search Contracts for Initial FSR Entry

Contract Number:

7545

Fiscal Year:

2022

Right Side of Screen.

Program:

American Rescue Plan Act

Sub Program:

Workforce Innovation Grant (WIG) - Workforce Innovation Grant

Search

STEP FOUR: Find the appropriate contract.



Find the appropriate contract in the search results grid and select the “Add FSR” hyperlink.

Left Side of Screen.

Search Contracts for Initial FSR Entry

Contract Number:

Fiscal Year:

FSR	Contract Number	Title	Program
Add FSR	7545	WIG Round X	American Rescue Plan Act

STEP FIVE UPPER HALF: The Final Report Section.



Select Yes or No for the “Final Report”.

Note: A supplier would select No for the “Final Report” if this were not their Final FSR Report.

Left Side of Screen.

Financial Status Report (FSR)

Contract Number:	7545
Contract Title:	WIG Round X
Program:	American Rescue Plan Act
Fiscal Year:	2022
Contract Total Amount:	\$1,000,000.00
Final Report:	<input type="radio"/> Yes <input checked="" type="radio"/> No

STEP FIVE UPPER HALF: The Report Period Section.



Enter the Month and Year for the Report Period.

Right Side of Screen.

Supplier Name:

Waukesha County

Sub Program:

Workforce Innovation Grant (WIG)

CFDA:

21.027

Contract Status:

Active/Released

Report Period:

Month: June ▼ Year: 2022

Supplier Comments:

STEP FIVE LOWER HALF: Reporting Expenditures



Under the "Expenditure Activities" grid, enter the expenditure amounts. All amounts must be reported life to date and the amounts must be reported on either an accrual basis or a cash basis depending on the program.

Expenditures Name	Budget	Goal	Expenditures
Program Expenditures			
- Participant Support Costs		\$250,000.00	5,000.00
- Subaward Expenditures		\$250,000.00	10,000.00
- Participant Training		\$250,000.00	1,000.00
- Subrecipient Expenditures		\$250,000.00	10,000.00
Program Income - Expense			0.00
Program Income - Revenue			0.00

STEP FIVE LOWER HALF: Reporting Memo Activities



Under the "Memo Activities" grid, enter match amounts. All amounts must be reported life to date and the amounts must be reported on either an accrual basis or a cash basis depending on the program requirements.

Memo Name	Goal	Expenditures
Match	\$250,000.00	10,000.00



Crosswalk: Cost Category to Budget Line Items

Line	Budget (Attachment B) Line Items	COMET Cost Category
A	Advertising	Subrecipient Expenditures
C	Construction - New	Subrecipient Expenditures
H	Equipment	Subrecipient Expenditures
J	Participant Training	Participant Training
K	Participant Support Costs	Participant Support Costs
X	Subawards (e.g. subrecipients) – Total Direct	Subaward Expenditures
Y	Subawards (e.g. subrecipients) – Total Indirect	Subaward Expenditures
Z	Program Income	Program Income (FSR)
	Match	COMET Memo Code



STEP SIX – “Submit”



Select “Submit” once the FSR is ready to be submitted for approval.

Memo Name	Goal	Expenditures
Match	\$250,000.00	<input type="text" value="10,000.00"/>

Save

Submit

STEP SIX – “Save”



You may select “Save” to return to the FSR later. The FSR will remain in a “Pending” status.

Memo Name	Goal	Expenditures
Match	\$250,000.00	<input type="text" value="10,000.00"/>

[Save](#)[Submit](#)

STEP SIX - Adjustments/Submit, A



To make adjustments and/or submit a “Pending” FSR, click on “My FSRs” and select “Adjustments to FSRs” from the dropdown menu.

STATE OF WISCONSIN
DWD

Supplier ID: 0000071959

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

Add FSR Entry
Adjustments to FSR

Welcome to COMET!



Enter the appropriate search parameters and click “Search”.

Left Side of Screen.

Search FSRs

Supplier Number:

Contract Number:

7545

Fiscal Year:

2022

Right Side of Screen.

Program:

American Rescue Plan Act

Sub Program:

Workforce Innovation Grant (WIG) - Workforce Innovation Grant

Search



STEP SIX - Adjustments/Submit, C



Click the “View FSRs” link for the appropriate contract.

Search FSRs

Supplier Number:

Contract Number:

Fiscal Year:

FSRs	Contract Number	Title	Supplier Name
View FSRs	7545	WIG Round X	Waukesha County



Click the “Select” link for the report that needs to be adjusted, submitted, or deleted.

Left Side of Screen.

FSRs for:

Waukesha County
American Rescue Plan Act

[Return](#)

FSR	Report Type	Report Month
Select	Monthly	AUGUST

Right Side of Screen.

Report Year	Status
2022	Submitted

STEP SIX - Adjustments/Submit, E



Select “Delete”, “Save”, or “Submit”. If you opt to “Delete”, you will no longer be able to edit this FSR.

Memo Name	Goal	Expenditures
Match	\$250,000.00	<input type="text" value="10,000.00"/>

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Delete


Save

Submit

STEP SEVEN



To view the status and details of a particular FSR, select the “My FSRs” tab and click “Adjustments to FSR”.

STATE OF WISCONSIN
 DWD

Supplier ID: 0000071959

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

Add FSR Entry
Adjustments to FSR

Welcome to COMET!



Search for all FSRs using the appropriate filter. Select the “View FSRs” link to view all FSRs for the appropriate contract.

Search FSRs

Supplier Number:

Program:

Contract Number:

Sub Program:

Fiscal Year:

Search

Reset

FSRs	Contract Number	Title	Supplier Name	Supplier Number	Program
View FSRs	7545	WIG Round X	Waukesha County	0000071959	American Rescue Plan Act

STEP NINE



Select the “Select” link to view details of a particular FSR. FSRs in “Pending”, “Submitted”, “Re-submitted”, or “Needs Changes” status are editable until DWD staff selects approve or reject. If an FSR is rejected it will appear in a “Needs Changes” status and all fields remain editable. If the status of the FSR is “Approved” or “Deleted”, you may still select the FSR; however, it will be available as view only.

Left Side of Screen.

FSR	Report Type	Report Month
Select	Monthly	AUGUST
Select	Monthly	JULY

Right Side of Screen.

Report Year	Status
2022	Submitted
2022	Pending



Please hold off on asking any questions at this time. I will be showing a quick demo of what to expect in COMET which may answer your questions.



Thank you!

Please send questions to:
BWTGRANTS@dwd.wisconsin.gov