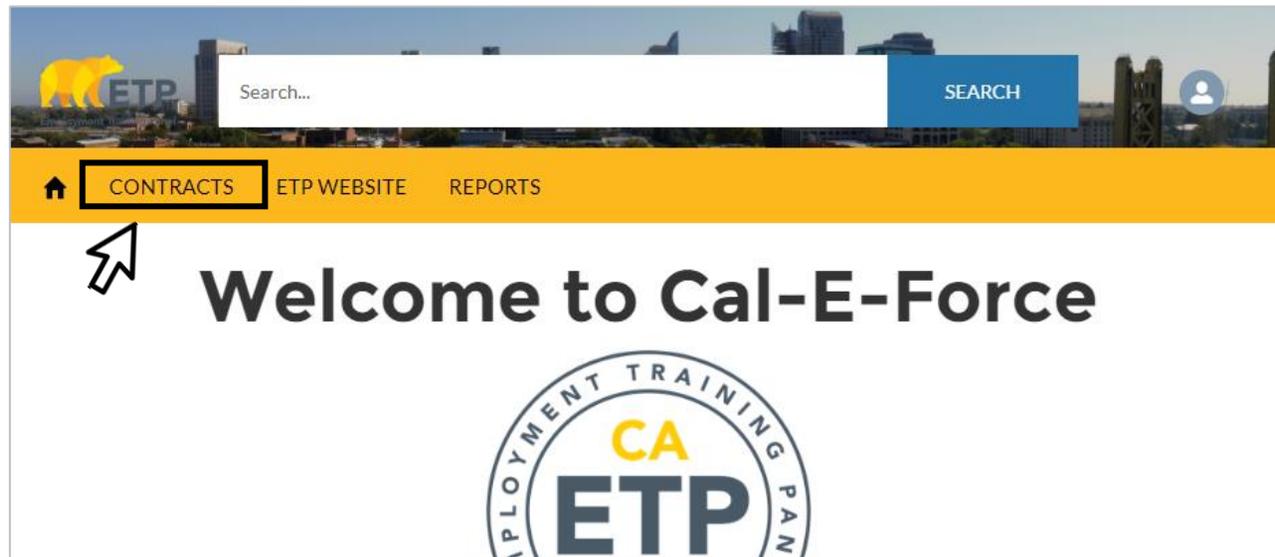
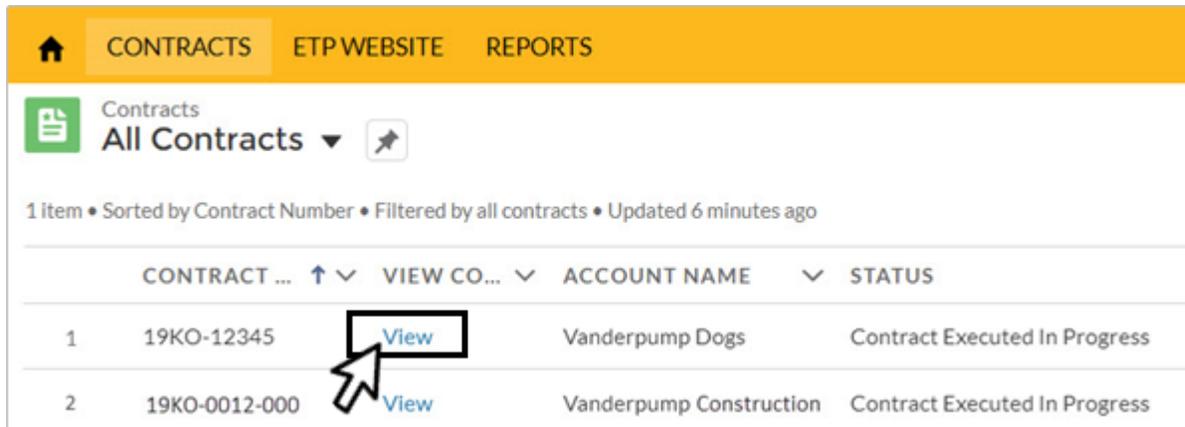


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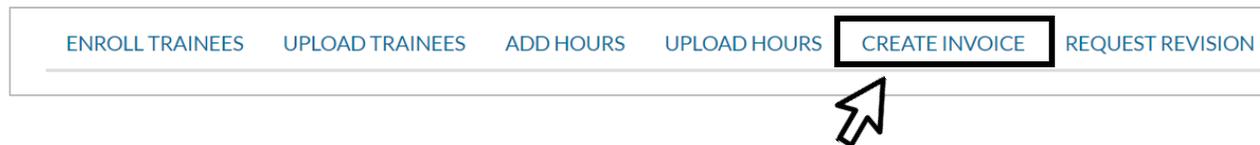
1. At the top of the landing page, select the **Contracts** button on the button bar.



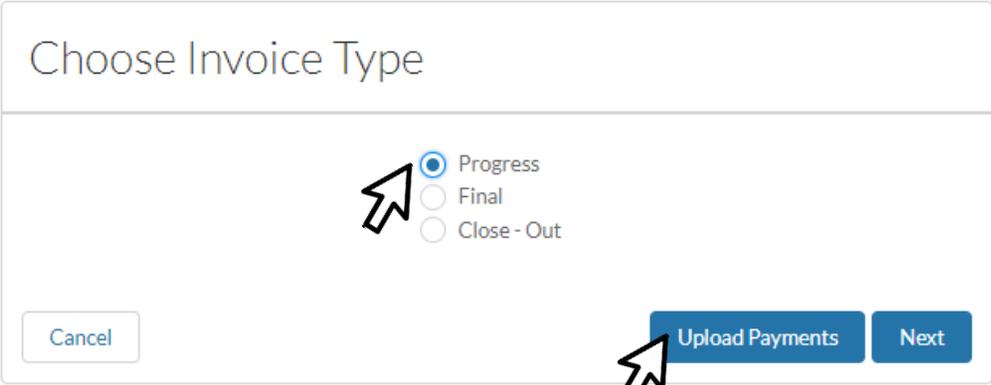
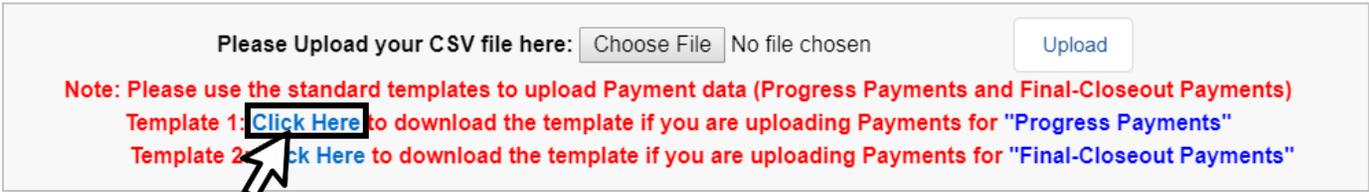
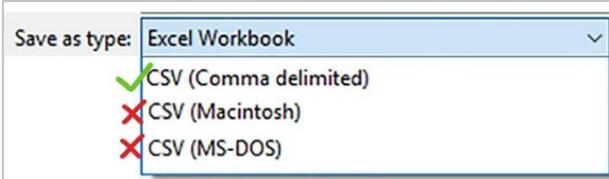
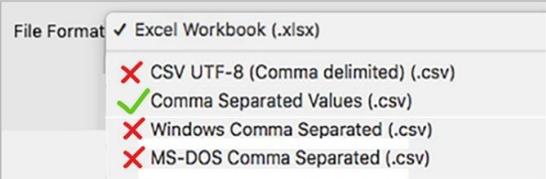
2. Click on the contract you would like to manually upload a progress payment for. The system will take you to your Contract Details page.



3. Select the **Create Invoice** button on the button bar at the top of the Contract Details page.



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<p>4. Choose Progress from the invoice types and click Upload Payments.</p>							
<p>5. If you do not have a CSV containing your invoice in the standard format, select Click Here next to Template 1 to download the template.</p>							
<p>6. In the “Type” column of the template, enter P1 for a Progress Payment 1 or P2 for a Progress Payment 2</p>	<table border="1" data-bbox="506 987 1052 1130"> <thead> <tr> <th>Type of Payment</th> <th>Type Code</th> </tr> </thead> <tbody> <tr> <td>Progress Payment 1</td> <td>P1</td> </tr> <tr> <td>Progress Payment 2</td> <td>P2</td> </tr> </tbody> </table>	Type of Payment	Type Code	Progress Payment 1	P1	Progress Payment 2	P2
Type of Payment	Type Code						
Progress Payment 1	P1						
Progress Payment 2	P2						
<p>7. If using a PC, save the file as a CSV (Comma delimited) file. If using a Mac, save as Comma Separated Values (.csv)</p>	<div style="display: flex; justify-content: space-around;"> <div data-bbox="506 1227 1115 1442"> <p>PC USERS:</p>  </div> <div data-bbox="1146 1227 1692 1442"> <p>MAC USERS:</p>  </div> </div>						

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8. When your CSV is prepared and the file is closed, click the **Choose File** button and select your CSV.

Please Upload your CSV file here: No file chosen

Note: Please use the standard templates to upload Payment data (Progress Payments and Final-Closeout Payments)
Template 1: [Click Here](#) to download the template if you are uploading Payments for "Progress Payments"

9. Click the **Upload** button.

Please Upload your CSV file here: No file chosen

10. The system will then provide you with a summary of what has been uploaded and any errors messages.

TRAINEE EMPLOYEE ID	TYPE
7903-Lala Kent	P1
7904 -Jax Taylor	P1
7907-Tom Schwartz	P1

11. Click the **Upload payments** button to complete your upload.

When you are satisfied with the records above, click the Upload Payments button to upload the payment records.

[Back to Invoice](#)

12. You will be taken to a confirmation message. **Do NOT navigate away until you receive a payment status email (from Cal-E-Force).** Once you receive an email, proceed by clicking the **Go To Create Invoice** button.

Your upload is processing. **Please do NOT close this tab or click away until you receive a payment status email.** Once the upload is done and you receive your status email, please proceed by clicking the "Go To Create Invoice" button

[Back to Invoice](#)

[Go Back](#)

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13. Cal-E-Force will display a summary of the invoice you have created. To submit the invoice, click the **Submit** button.

*To discard the invoice, click **Discard Invoice**.*

*To save a draft of your invoice and return to the Contract Detail Page, click **Back to Contract**.*

Vanderpump Dogs

Invoice Date 2019-06-19	Total Amount Requested \$730.13
Contract Number 19KO-12345	

PAYMENT TYPE	JOB NUMBER	NUMBER OF TRAINEES	TOTAL
P1	2	4	\$660.00
P2	2	1	\$70.13

Invoice Notes

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