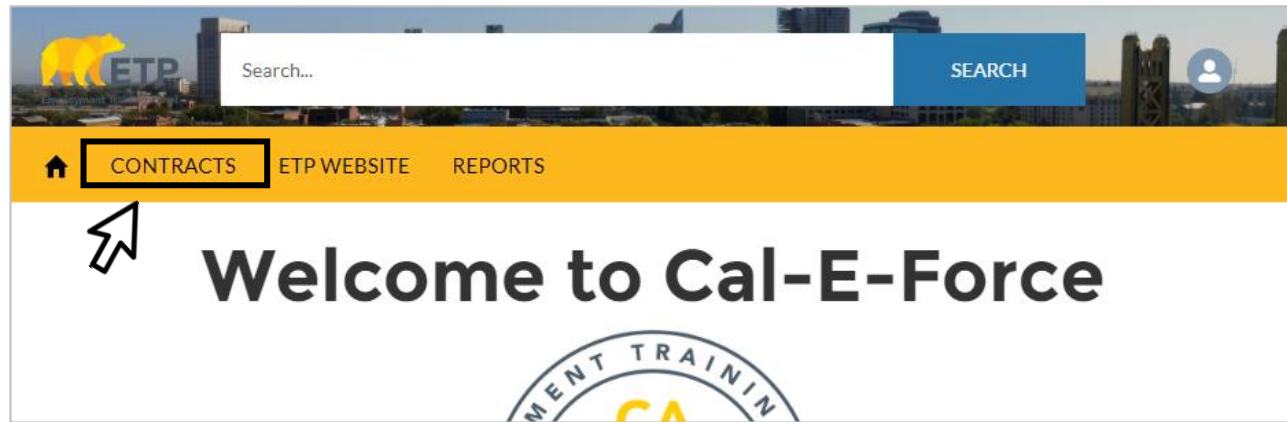


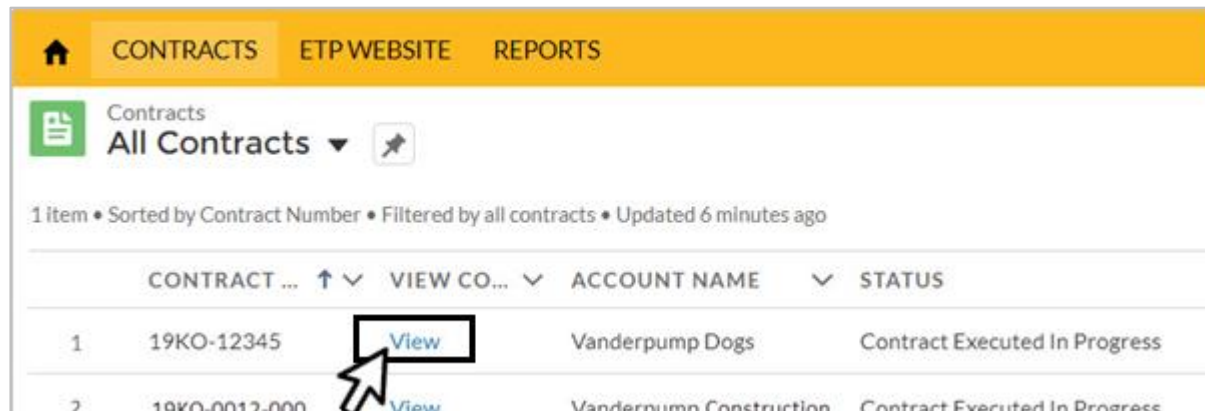
ETP CAL-E-FORCE REFERENCE GUIDE – MANUAL CLOSE-OUT PAYMENTS

To submit a close-out payment: All enrolled trainees with 8 or more hours must be approved for both a first and second progress payment. If the contract contains such trainees, you must either (1) drop the trainees (Reference Card Link) or (2) submit all progress payments and wait for approval (Reference Card Link).

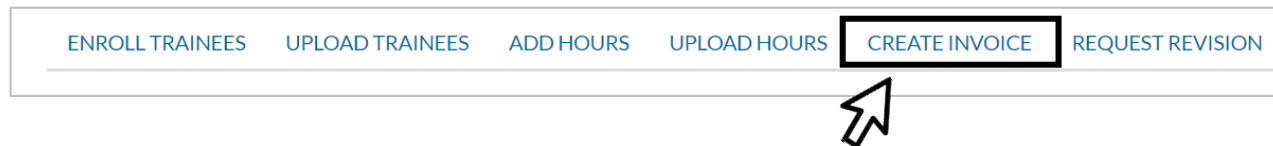
1. At the top of the landing page, select the **Contracts** button on the button bar.



2. Click on the 'View' link for the contract you would like to manually submit a close-out invoice. 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.




ETP CAL-E-FORCE REFERENCE GUIDE – MANUAL CLOSE-OUT PAYMENTS

4. Choose **Closeout** from the invoice types and click **Next**.

Choose Invoice Type

Progress
 Final
 Close - Out

5. Check the checkbox(es) for **all** trainee(s). Ensure all dates and wage data have been entered.

**If the  icon appears, see the [Special Review Request](#) section at the end of this document*

Close-Out Invoice

Search

| FIRST NAME | LAST NAME | EMPL... ID | TOTAL HOURS | JOB NUM... | P4 | TRAINING COMPLETION DATE | RETENTION START DATE | RETENTION END DATE | WAGE AFTER RETENTION | HEALTH BENEFITS |
|------------|-----------|------------|-------------|------------|-------------------------------------|--------------------------|----------------------|--------------------|----------------------|-----------------|
| Kristen | Doute | 7900 | 19.25 | 2 | <input checked="" type="checkbox"/> | Apr 3, 2019 | Apr 4, 2019 | Jul 3, 2019 | \$14.75 | \$2.00 |
| Stassi | Schro... | 7901 | 19.25 | 2 | <input checked="" type="checkbox"/> | Apr 3, 2019 | Apr 4, 2019 | Jul 3, 2019 | \$16.00 | \$0.70 |

6. Click the **Next** button at the bottom of the page.

ETP CAL-E-FORCE REFERENCE GUIDE – MANUAL CLOSE-OUT PAYMENTS

7. The system will provide you with a summary of the progress payments that have been submitted and any errors messages.

Vanderpump Dogs - 12

Invoice Date
2019-06-17


Total Amount Requested
\$119.63

Contract Number
19KO-12345

| PAYMENT TYPE | JOB NUMBER | NUMBER OF TRAINEES | TOTAL |
|--------------|------------|--------------------|----------|
| Final | 2 | 1 | \$119.63 |

8. Click the **Submit** button to complete your upload.

[Previous](#) [Back to Contract](#) [Discard Invoice](#) [Submit](#)





9. You will now be taken to the **Invoice Details** page for the invoice you successfully submitted.

 Invoice
1

Status: Requested
Back To Contract: 19KO-12345

ETP CAL-E-FORCE REFERENCE GUIDE – MANUAL CLOSE-OUT PAYMENTS

SPECIAL REVIEW REQUEST

1. If the  icon appears to the right of a trainee, the trainee does not fall within the set guidelines for a close-out invoice. Scroll over the  to view help text with the reason for the special review.


Close-Out Invoice



| FIRST NAME | LAST NAME | EMPL... ID | P4 | TRAINING COMPLETION DATE | RETENTION START DATE | RETENTION END DATE | WAGE AFTER RETENTION | HEALTH BENEFITS |
|------------|-----------|------------|-------------------------------------|--|---|---|----------------------|--|
| Kristen | Doute | 7900 | <input checked="" type="checkbox"/> | Apr 3, 2019  | Apr 4, 2019  | Jul 3, 2019  | \$14.75 | \$2.00 |
| Stassi | Schro... | 7901 | <input checked="" type="checkbox"/> | Apr 3, 2019  | Apr 4, 2019  | Jul 3, 2019  | \$12.00 | \$0.70   |

Special Review Reason: Health benefit + post wage should be greater than minimum wage

2. To remove the trainee from the invoice, uncheck the checkbox next to their name.

| FIRST NAME | LAST NAME | EMPL... ID | TOTAL HOURS | JOB NUM... | P4 |
|------------|-----------|------------|-------------|------------|-------------------------------------|
| Kristen | Doute | 7900 | 19.25 | 2 | <input type="checkbox"/> |
| Stassi | Schro... | 7901 | 19.25 | 2 | <input checked="" type="checkbox"/> |

3. If you would like to submit the trainee for special review, click on the  icon, fill out the **Special Review Notes** indicating why the trainee should be approved for the invoice, and click the **Save** button.

Special Review Notes

Enter Special Review Notes....