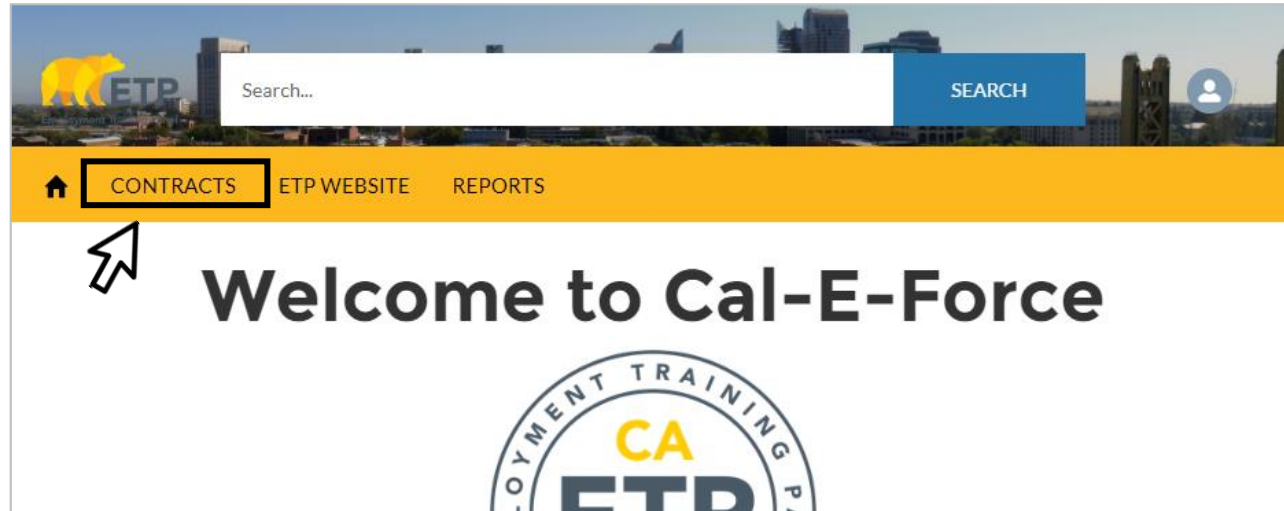


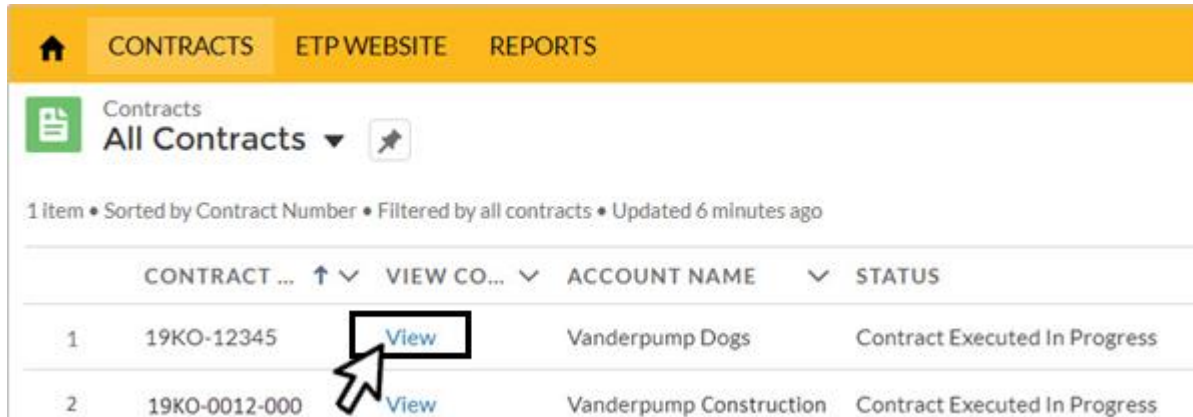
ETP CAL-E-FORCE REFERENCE GUIDE – UPLOAD FINAL PAYMENTS

To submit a final payment: The contract must contain trainees who have been approved for both a first and second progress payment

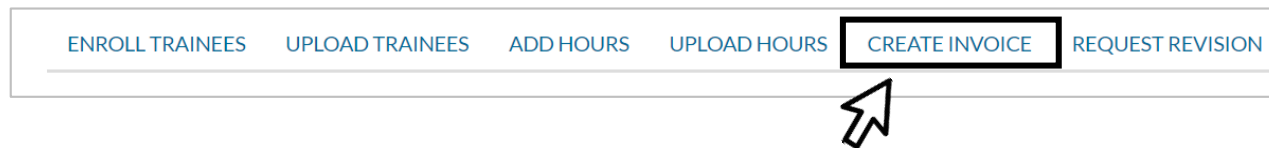
1. At the top of the landing page, select the **Contracts** button on the button bar.



2. Click on the contract you would like to upload a final invoice 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.



ETP CAL-E-FORCE REFERENCE GUIDE – UPLOAD FINAL PAYMENTS

4. Choose **Final** from the invoice types and click **Upload Payments**.

Choose Invoice Type

Progress
 Final
 Close - Out

Cancel

Upload Payments
Next

5. If you do not have a CSV containing your invoice in the standard format, select **Click Here** next to Template 2 to download the template.

Please Upload your CSV file here: Choose File No file chosen Upload

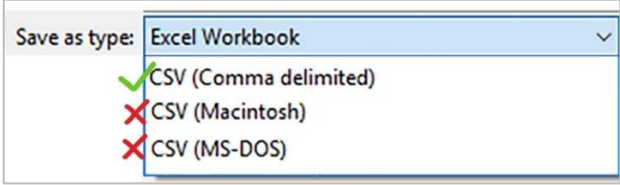
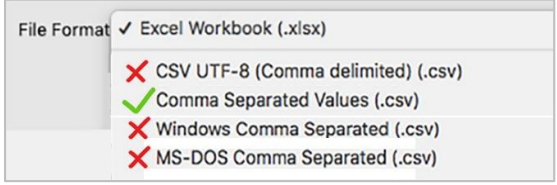
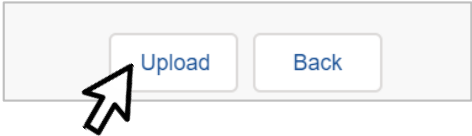
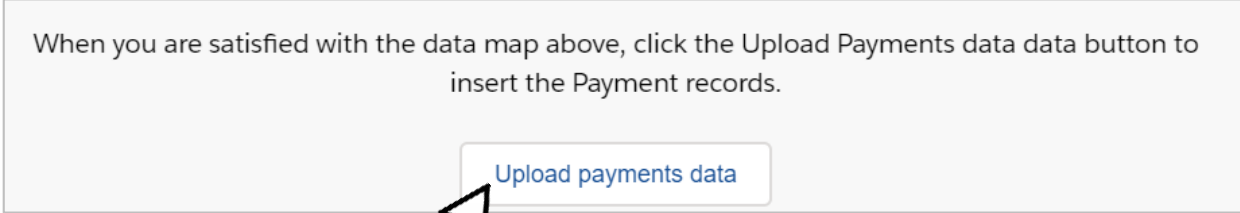
Note: Please use the standard templates to upload Payment data (Progress Payments and Final-Closeout Payments)

Template 2 Click Here to download the template if you are uploading Payments for "Final Payments"

6. Use the following formatting for the fields when creating your CSV.
Note: Both Final and Close-Out payments should use the Type 'Final'

Type	Training Completion Date	Retention Start Date
Final	mm/dd/yyyy	mm/dd/yyyy
Retention End Date	Wage After Retention	Health Benefits
mm/dd/yyyy	0.00	0.00
	*cannot use \$	*cannot use \$

ETP CAL-E-FORCE REFERENCE GUIDE – UPLOAD FINAL PAYMENTS

<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>	<p>PC USERS:</p>  <p>MAC USERS:</p> 																												
<p>8. When your CSV is prepared and the file is closed, click the Choose File button and select your CSV.</p>	<p>Please Upload your CSV file here: <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/></p> <p>Note: Please use the standard templates to upload Payment data (Progress Payments and Final-Closeout Payments) Template 2: Click Here to download the template if you are uploading Payments for "Final Payments"</p>																												
<p>9. Click the Upload button.</p>																													
<p>10. The system will then provide you with a summary of what has been uploaded and any errors messages.</p>	<table border="1" data-bbox="506 873 1871 1052"> <thead> <tr> <th>TRAINEE EMPLOYEE ID</th> <th>TYPE</th> <th>TRAINING COMPLETION DATE</th> <th>RETENTION START DATE</th> <th>RETENTION END DATE</th> <th>WAGE AFTER RETENTION</th> <th>HEALTH BENEFITS</th> </tr> </thead> <tbody> <tr> <td>7901-Stassi Schroeder</td> <td>Final</td> <td>4/3/2019</td> <td>4/4/2019</td> <td>7/3/2019</td> <td>\$15.85</td> <td>\$0.00</td> </tr> <tr> <td>7903-Lala Kent</td> <td>Final</td> <td>4/3/2019</td> <td>4/4/2019</td> <td>7/3/2019</td> <td>\$12.50</td> <td>\$1.75</td> </tr> <tr> <td>7904-Jax Taylor</td> <td>Final</td> <td>4/3/2019</td> <td>4/4/2019</td> <td>7/3/2019</td> <td>\$14.95</td> <td>\$0.00</td> </tr> </tbody> </table> <p><i>*If you receive an error message and would like to submit a special review request for a trainee, you must submit a manual invoice. See ETP Cal-E-Force Reference Guide – Final Payment.</i></p>	TRAINEE EMPLOYEE ID	TYPE	TRAINING COMPLETION DATE	RETENTION START DATE	RETENTION END DATE	WAGE AFTER RETENTION	HEALTH BENEFITS	7901-Stassi Schroeder	Final	4/3/2019	4/4/2019	7/3/2019	\$15.85	\$0.00	7903-Lala Kent	Final	4/3/2019	4/4/2019	7/3/2019	\$12.50	\$1.75	7904-Jax Taylor	Final	4/3/2019	4/4/2019	7/3/2019	\$14.95	\$0.00
TRAINEE EMPLOYEE ID	TYPE	TRAINING COMPLETION DATE	RETENTION START DATE	RETENTION END DATE	WAGE AFTER RETENTION	HEALTH BENEFITS																							
7901-Stassi Schroeder	Final	4/3/2019	4/4/2019	7/3/2019	\$15.85	\$0.00																							
7903-Lala Kent	Final	4/3/2019	4/4/2019	7/3/2019	\$12.50	\$1.75																							
7904-Jax Taylor	Final	4/3/2019	4/4/2019	7/3/2019	\$14.95	\$0.00																							
<p>11. Click the Upload payments button to complete your upload.</p>	<p>When you are satisfied with the data map above, click the Upload Payments data data button to insert the Payment records.</p> 																												

ETP CAL-E-FORCE REFERENCE GUIDE – UPLOAD FINAL PAYMENTS

12. You will be provided with a summary of the records uploaded successfully as well as any errors.

Messages

The records saved successfully are: The record Number is: 1
The records saved successfully are: The record Number is: 2
The records saved successfully are: The record Number is: 3

13. To submit the payments you have uploaded, you must click on the **Go To Create Invoice** button below Upload payments data.

When you are satisfied with the data map above, click the Upload Payments data data button to insert the Payment records.

[Go Back](#) [Back to Invoice](#) [Upload payments data](#) [Go To Create Invoice](#)

14. Click the **Submit** button.

Vanderpump Dogs

Invoice Date: 2019-06-19 Total Amount Requested: \$347.88

Contract Number: 19KO-12345

PAYMENT TYPE	JOB NUMBER	NUMBER OF TRAINEES	TOTAL
Final	2	3	\$347.88

Invoice Notes

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