

ETP CAL-E-FORCE REFERENCE GUIDE – DELETING A DRAFT INVOICE

It is not necessary to delete a draft invoice. The next time the user creates an invoice of the same invoice type, the invoice will simply pick up where the draft last left off. At this point, the user will be able to edit the invoice. However, if you wish to delete a draft invoice, please use the following directions:

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



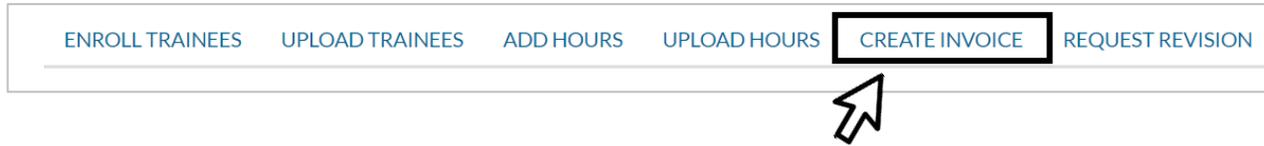
2. Click on the contract for which you would like to manually submit a progress payment. The system will take you to your Contract Details page.

The screenshot shows the 'Contracts' page. At the top is a yellow navigation bar with a home icon, 'CONTRACTS', 'ETP WEBSITE', and 'REPORTS'. Below the navigation bar is a green icon and the text 'Contracts All Contracts'. Below this is a summary line: '1 item • Sorted by Contract Number • Filtered by all contracts • Updated 6 minutes ago'. Below the summary line is a table with columns: 'CONTRACT ...', 'VIEW CO...', 'ACCOUNT NAME', and 'STATUS'. The table has two rows of data. The first row has a 'View' link highlighted with a black box and a mouse cursor pointing to it.

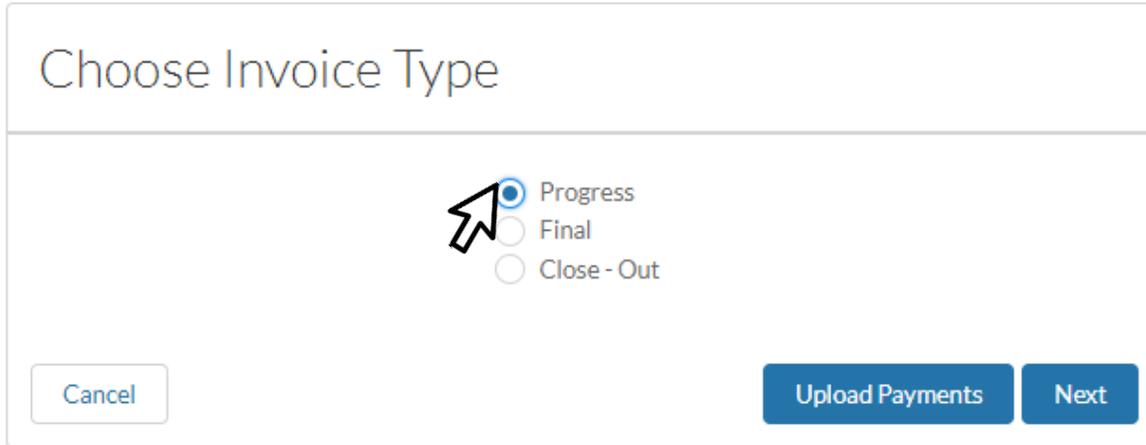
	CONTRACT ...	VIEW CO...	ACCOUNT NAME	STATUS
1	19KO-12345	View	Vanderpump Dogs	Contract Executed In Progress
2	19KO-0012-000	View	Vanderpump Construction	Contract Executed In Progress

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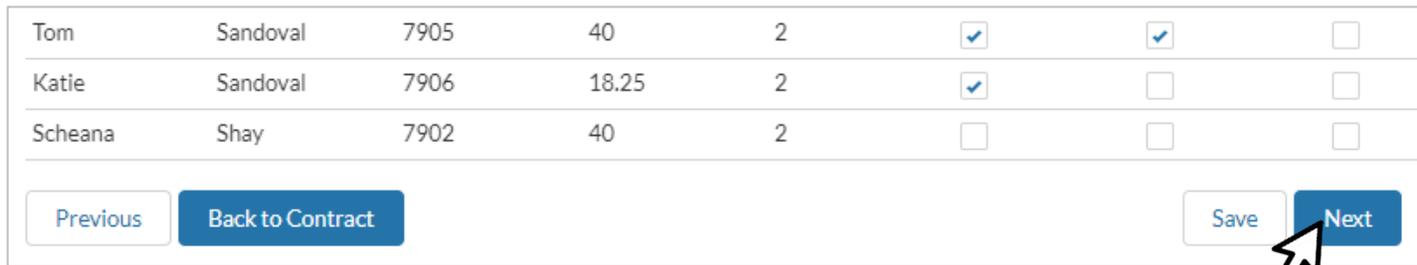
3. Select the **Create Invoice** button on the button bar at the top of the Contract Details page.



4. Choose the invoice type of your draft invoice from the invoice types and click **Next**.



5. The invoice will pick up where you last left off in your draft. Select one or more trainees. Click the **Next** button at the bottom of the page.



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6. If deleting a **final** invoice, you must enter *wage* and *retention dates* that meets the minimum requirements before clicking the Next button (Since the invoice won't be submitted, the data does not need to be accurate).

Tom	Schwa...	7907	16.25	2	<input type="checkbox"/>	Jul 1, 2019	Jul 2, 2019	Sep 30, 2019	\$0.00	\$0.00
Giggy	Vander...	7917	15	1	<input checked="" type="checkbox"/>	Jul 15, 2019	Jul 16, 2019	Oct 14, 2019	\$50.00	\$0.00

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7. The system will provide you with a summary of the added payments. Click the **Discard Invoice** button.

Vanderpump Dogs - 111

Invoice Date Total Amount Requested
Contract Number \$540.00
19KO-12345

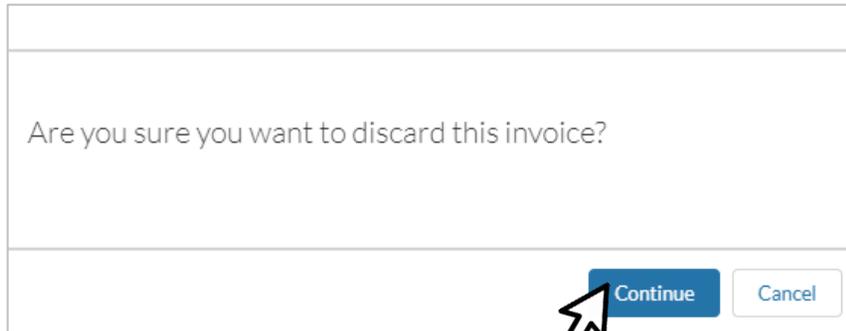
PAYMENT TYPE	JOB NUMBER	NUMBER OF TRAINEES	TOTAL
P1	2	1	\$180.00
P2	2	1	\$360.00

Invoice Notes

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8. When asked if you are sure you want to delete the invoice, click **Continue**.



Are you sure you want to discard this invoice?

The image shows a confirmation dialog box with a white background and a thin grey border. The text 'Are you sure you want to discard this invoice?' is centered in the main area. At the bottom right, there are two buttons: a blue 'Continue' button and a white 'Cancel' button with a grey border. A black mouse cursor is pointing at the 'Continue' button.