oasisCPRM@gsa.gov

OASIS CPRM
Vouchers & CAF Remittance

Office of Professional Services
& Human Capital Categories

To access slides:
Industry Guidance and Resources,
OASIS homepage
Under CPRM +

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Quarterly Reporting & Zero Invoices

Quarterly Reporting Deadlines

- **Calendar Quarters** [G.3.2.4.]

- **All active task orders EVERY quarter**

- **Report the same for life of the order**

  - By invoice date **OR** paid date

- **Expectation → Invoiced CAF = Estimated CAF = paid CAF**

Calendar Quarters		CAF & Reporting Due Date
1st Quarter	January 1 - March 31	No later than April 30th
2nd Quarter	April 1 - June 30	No later than July 30th
3rd Quarter	July 1 - September 30	No later than October 30th
4th Quarter	October 1 - December 31	No later than January 30th

Zero Invoices

- **Intentional gap in reporting**

- **Satisfies quarterly reporting requirement**

- **Added the same way as new invoice data**

Order Number :

Reporting Invoice Data or Zero Invoice information for a reporting period? ◯ Invoice Data ● Zero Invoice Data

Please enter a Reporting Year and Period for the Zero Invoice Data Report

Reporting Year : [   ]

Reporting Period : [-- Select --]

Submit   Cancel

Enter CAF Payment Data (Vouchers)

CAF Payment Data Form   Report CAF payments and connect to Pay.gov

Access form via the CAF Payments dropdown, > Enter CAF Payment Data

Select your company. If you are supporting multiple divisions in your company, you will select one entry from multiple options.

Select the contract family for which you will be making the CAF payment. Once you select an option, the CAF Payment Allocations table will populate with all your task orders for which there is invoice data.

Enter the date that corresponds to when you will submit the actual payment.

The Voucher Number is a way for you and the GSA to communicate about a payment. Example of a Voucher Number might be '1st QTR 2023' or some type of payment tracking ID.

Reporting Module

IT-Solutions   CPRM

🏠 Welcome   CAF Payments ▾   Orders ▾   Invoice Data ▾   CPRM Communications ▾

CAF Payment Data

This information pertains to the reconciliation data needed to properly identify each Contract Access Fee (CAF) payment made by an Industry Partner contributions from multiple task orders). Therefore, each CAF payment remitted by an Industry Partner Awardee must be reported in this way. Howeve For further information regarding the electronic payment information packet please click here.

Contractor Company : -- Select --
Contract Family : --Select--
Report Date : 08/12/2019
Remit Payment Date : 08/12/2019
Voucher Number :
Total CAF Payment Amount : $

CAF Payment Allocations

NOTICE: The Estimated Outstanding CAF Payment amount is based upon the invoice data

Order Number	Total Obligated/Funded Amount	Last Invoice Date	Invoiced Amount	CAF Payment Reported	CAF Payment Received	Est Outstanding CAF Payment	Amount Allocated ℹ

Zero 'Amount Allocated' entries will not be saved.

Add CAF Payment Allocation for Order Number :   Add

Submit   Cancel

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Additional task orders may be added to the Allocations table using this Add feature. Start to type a Task Order number and the system will find matches. Select the correct match and click 'Add'.

The Total CAF Payment Amount should be the exact amount that you will remit to the GSA for this payment.

The Total CAF Payment Amount must be fully allocated to one or more task orders in the allocation table. The allocated amounts are entered in the Amount Allocated column.

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Vouchers (cont'd)

- **One voucher per contract**

- **Payment must match the voucher exactly**

- **CPRM calculates payment with the ESTIMATED CAF amount**

  - **If your INVOICED CAF (CAF Line Item Amount) differs from the EST CAF, you should pay what you invoiced**

  - **You need to note the amount to pay on your Order Data Page and enter it into the Amount Allocated field**

Report Date :	10/02/2023
Remit Payment Date :	10/02/2023
Voucher Number :	testytest
Total CAF Payment Amount :	$

CAF Payment Reported is the total of Pending and Reconciled payments.

CAF Payment Received only includes Reconciled payments

CAF Payment Allocations

Allocated : $0.00 / Remaining : $0.00

NOTICE: The Estimated Outstanding CAF Payment amount is based upon the invoice data your company has reported in the system. If you are missing invoice data, the Estimated Outstanding CAF Payment amount will be incorrect. All Invoice Data must be verified / validated.

Order Number	Total Obligated/Funded Amount	Last Invoice Date	Invoiced Amount	CAF Payment Reported	CAF Payment Received	Est Outstanding CAF Payment	Amount Allocated ℹ
JCREGTEST-2	$100,000.00	09/13/2023	$50.50	$50.12	$0.00	$(49.74)	$ 0.00

Zero 'Amount Allocated' entries will not be saved.

Remit CAF with Pay.gov

Pay Button

- **Enables you to remit your CAF payment to the GSA using U.S. Treasury's Pay.gov system**

- **Pay button appears on pending CAF Payment Data Forms and after you submit the CAF Payment Data Form**

- **You will leave CPRM and open a connection to Pay.gov, but your contract number and payment amount will be carried over**

- **Pay.gov payments are done by electronic bank transfer**

- **Return to the voucher in CPRM and check the status is "Pending"**

Click to initiate Payment using Pay.gov

Fill out payment information on the Pay.gov forms

Invoice Reconciliation

GSA reviews invoice reporting & CAF remittance

Reviews begin immediately following the reporting deadline *ex: Q3 review begins Nov 1*

CPRM Analysts:

- **Compare Order Data Page to what is reported by OCOs in FPDS-NG**

- **Ensure invoice or zero invoice was reported for each Task Order**

- **CAF invoiced = CAF remitted = Estimated CAF**

- **Review Prices Paid Data - PPD**

- **Ensure all required documents are attached to new task orders**

To resolve reporting and remittance issues:

- **Analysts reach out to Contractors**

- **Engage IOAs or ConOps as necessary**

Questions?

Thank you for attending the OASIS Training today!

Please type your question into the Q & A box. We will answer live but Q&A will be captured and emailed to participants.

Reminder! We can be reached at oasisCPRM@gsa.gov if you have future questions