



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 --



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.

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.

The screenshot shows the GSA Reporting Module interface. At the top, there are navigation tabs for 'IT-Solutions' and 'CPRM'. Below that, a breadcrumb trail shows 'Welcome > CAF Payments > Orders > Invoice Data > CPRM Communications'. The main heading is 'CAF Payment Data'. A notice states: '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 reported by an Industry Partner Awardee must be reported in this way. However, for further information regarding the electronic payment information packet please click here.' The form includes several input fields: 'Contractor Company' (dropdown), 'Contract Family' (dropdown), 'Report Date' (text field with '08/12/2019'), 'Remit Payment Date' (text field with '08/12/2019' and a calendar icon), 'Voucher Number' (text field), and 'Total CAF Payment Amount' (text field with a dollar sign). Below these is the 'CAF Payment Allocations' table with columns: 'Order Number', 'Total Obligated/Funded Amount', 'Last Invoice Date', 'Invoiced Amount', 'CAF Payment Reported', 'CAF Payment Received', 'Est Outstanding CAF Payment', and 'Amount Allocated'. A note below the table says 'Zero Amount Allocated entries will not be saved.' At the bottom, there is an 'Add CAF Payment Allocation for Order Number' field with an 'Add' button, and 'Submit' and 'Cancel' buttons.

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

New CAF Payment Created

Thank you for reporting your Contract Access Fee (CAF) payment to the General Services Administration financial ledger, the payment you just reported will generally show an initial "pending" status and We monitor these "pending" payments very closely. If after several business days, the reported If you have any questions or concerns regarding a specific payment, please feel free to contact By clicking the Pay button below, you will leave the Contract Payment Reporting Module and

Click to initiate Payment using Pay.gov

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 Awardee and to "allocate" those payment amounts against the individual task orders the payment comprises of (i.e. actual payments usually represent contributions from multiple task orders). Therefore, each CAF payment remitted by an Industry Partner Awardee must be reported in this way. However, keep in mind that payments can only be combined by contract family for task orders that have been reported in this system. For further information regarding the electronic payment information packet please [click here](#).

Status : Pending
Contractor Company : AMERICAN SYSTEMS CORPORATION (DUNS: 077799799)
Report Date : 01/06/2020
Remit Payment Date : 01/06/2020
Voucher Number : 123321
Total CAF Payment Amount : \$12321.00

By clicking the Pay button, you will leave the Contract Payment Reporting Module and enter the U.S. Treasury Pay.gov website.

CAF Payment Allocations
One item found.

Order Number	Total Obligated/Funded Amount	Last Invoice Date	Invoiced Amount	CAF Payment Reported	CAF Payment Received	CAF Payment Amount
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Online Payments

Step 1: Enter Payment Information
Pay Via Bank Account (PDC) [View Account](#)

Required fields are indicated with a red asterisk *

Account Holder Name: _____
Payment Amount: \$12.00
Account Type: _____
Routing: _____
Account: _____
Contract Account: _____
Check: _____

Pay.gov

Payment Date: 01/06/2014
Select the "Continue with ACH Payment" button to continue to the next step in the ACH Detail Payment Process
[Continue with ACH Payment](#) [Cancel](#)

Note: Please avoid refreshing the site using your browser's Back Button - this may lead to incomplete data being transferred and pages being loaded incorrectly. Please use the links provided whenever possible.

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

