



# CPRM Introduction & Refresher

Office of Professional Services  
& Human Capital Categories

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# What is CPRM?

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## Contract Payment Reporting Module

### CPRM was designed to:

- **Meet the reporting requirements of stakeholders:**
  - Office of Management and Budget (OMB)
  - Customers such as OMB's Office of Strategic;
- **Provide data for required Prices Paid Analysis;**
- **Track Obligations;**
- **Track Revenue.**

### What this means to Industry Partners:

- **Streamlined reporting capabilities;**
- **Reduced manual data calls and other task order activity reporting;**
- **Payment status is tracked.**

# CPRM Overview Training

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## GSA **Assist** Web Portal links you to the CPRM

- **Contractor Payment Reporting Module (CPRM)**
  - Awarded Task Order Reporting
  - Quarterly Invoice Reporting
  - Contractor Access Fee (CAF) reporting & remittance
- **Contractor User Registration**
  - Link to [web page](#) &
  - Link to *Registration Training* [slides](#)
- [Contractor Workflow Diagram](#) - reporting steps involved

# FOR CPRM Support...



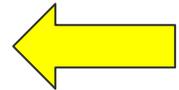
- **General IT Support - Contact GSA [ASSIST Help Desk](#)**

- User Account Registration Process Assistance
- Username / Password Reset and Recovery
- Contact Grouping
- Contract Registration
- User Account Updates
- Order Process Issues
- Workflow Support
- Problem Reports
- Security POC Contact

**877-472-4877**

(Outside the continental US  
**858-412-8075**)

- **OASIS CPRM Questions - Email [oasisCPRM@gsa.gov](mailto:oasisCPRM@gsa.gov)**



- **[CPRM Training Slides](#) and [OASIS-specific Information](#)**

- Formal CPRM Administrator training to be announced
- Recommend a primary & back-up be assigned



# CPRM Basics

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- [Register](#) for an Account
- Admin users (those who report invoices in CPRM) take/watch [CPRM Introductory Training](#)
- Add “Industry Partner Contacts”
- Report Task Orders
- Report Invoices quarterly, by the end of month following the quarter & remit CAF
- Report mods
- Closeout Task Orders once finalized

# How to Access the CPRM System



## All users access the CPRM system at the ASSIST Portal

- URL: <https://portal.fas.gsa.gov/web/guest>
- To register for a new ASSIST user account, users may self-register
  - Select menu option: Registration – Register Contractor
  - Select 'RBA: CPRM' on registration profile

The screenshot shows the GSA ASSIST portal interface. The top navigation bar includes 'HOME', 'MY PROFILE', and 'CONTRACTS'. The main content area is titled 'User Maintenance' and 'System Access for Example User'. Under the 'Modules \*' section, there are three radio button options: 'RBA: ITSS', 'RBA: CPRM' (which is selected and circled in red), and 'RBA: TOS'. Below this, there is a section for 'Select a default module \*' with the same three options. At the bottom of the form are 'Submit' and 'Cancel' buttons.

This role allows:

- View / Add / Edit Company Contact Data in CPRM
- View / Add / Edit Orders and Order Mods
- View / Add / Edit Invoice Data and Zero Invoice Data
- View / Add / Edit Contract Access Fee (CAF) Payment Data

**To add CPRM access to an existing ASSIST user account, edit your account profile and request additional access to CPRM - Your company POC must approve the role**



# How to Enter Contacts

The CPRM Industry Partner Contact form enables you to identify your company contact people for each of your company contracts supported in the CPRM. The GSA will reach out to these contacts when questions arise about data in the system.

**How to access this page:** CPRM Communications  Search Industry Partner Contacts  Add button

The screenshot displays the GSA Contract Payment Reporting Module interface. The main heading is "CPRM Industry Partner Contact". The form includes the following fields and annotations:

- Name:** A text input field with the annotation "Enter the contact person name."
- Contract Number:** A dropdown menu with "--Select--" and the annotation "Select the contract for which this person is a contact."
- Contractor Company:** A dropdown menu with "--Select--" and the annotation "Select the role for the contact person."
- Role:** A dropdown menu with "--Select--" and the annotation "Select the role for the contact person."
- Phone Number:** A text input field with the annotation "Enter the phone number and email address for the contact. A group email address, for your company, should be used for at least one person."
- Phone Ext.:** A text input field with the annotation "Enter the phone number and email address for the contact. A group email address, for your company, should be used for at least one person."
- Email Address:** A text input field with the annotation "Enter the phone number and email address for the contact. A group email address, for your company, should be used for at least one person."
- Comments:** A text area with the annotation "Enter the phone number and email address for the contact. A group email address, for your company, should be used for at least one person."
- Submit and Cancel buttons:** Located at the bottom of the form with the annotation "Click Submit to save your changes. Click Cancel to dismiss the form without saving any changes."

At the bottom of the page, there is a footer: "This is a U.S. General Services Administration Federal government computer system that is 'For Official Use Only'. Privacy Statement"

# New Task Orders

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- **Start off right when you bid on new work**
  - Be sure to bid a CAF at the proper customer rate as a separate CLIN
  - CAF is paid on ODCs such as travel, etc., so include those in the bid
  - If you see request for OASIS that doesn't include CAF, reach out to Ordering CO (OCO) or GSA OASIS team
  - Most CAF errors come from awards outside the OASIS structure

# New Task Orders

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- Hooray! You won an award!!
- Report New Task Orders within 30 days of Award
  - Select the contract number under which task was awarded
  - Enter the order number from the award document
  - Provide short description of services being provided, and select the functional area which most closely matches the majority of the services being provided

# How to Enter Order Data



The Order Data page enables you to report your task orders. The form functionality is customized based on the type of contract upon which the task order is awarded.

**How to access this page:** menu option Orders > Enter New Order Package

The screenshot shows the 'Order Data' form in the GSA Contract Payment Reporting Module. The form includes fields for Contract Number, Contractor Company, Order Number, Parent Order Number, Order Description, Functional Area, Predominant Order NAICS Code, Predominant Contract Type, Performance-based Contract, Issued using GSA assisted services, Sourcing Method of Award, Initial Period of Performance, and Estimated Ultimate Completion Date. Callout boxes provide instructions: 'Start by selecting the contract number associated to the task order award.' points to the Contract Number dropdown; 'Click the 'Guide Me' link to access the Help Document for the form.' points to the 'Guide Me' link in the top right; 'Tool tips will appear to the right-hand side to help you enter the correct information into the form field.' points to a tooltip for the Contract Number field; 'Some fields may change based on your contract selection.' points to a group of fields including Order Number, Parent Order Number, and Functional Area; 'Enter the Period of Performance start and end dates associated to the initial funded award.' points to the Initial Period of Performance date fields.

Always use your contract number in correspondence with the helpdesk

# Invoice Reporting

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- All Task Orders must be reported on quarterly in CPRM, by the last day in the month after the quarter closes (Jan 31st, April 30th, July 31st, Oct 31st)
  - For each task order you choose at the beginning of the PoP how to report:
    - When you submit the invoice to customer, or
    - When customer remits payment to you
  - Regardless of method, at least a **zero-invoice** must be posted by the last day of the month following the quarter
  - IDEALLY → Invoiced CAF = Estimated CAF = paid CAF

# Invoice Reconciliation

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- **GSA reviews invoice reporting and CAF remittance on starting on the 1st day of the 2nd month after the quarter (Feb 1st, May 1st, Aug 1st, Nov 1st)**
  - Compare Task Order to what is reported by OCOs in FPDS-NG
  - Ensure Invoice or Zero Invoice reported for each Task Order
  - Compare CAF invoiced to CAF remitted
  - Review Prices Paid data for T&M and Hour Task Orders
- **Work with Contractors to resolve reporting and remittance issues**
  - Engage OCOs or OASIS COs as necessary



# How to Enter Invoice Data

The Invoice Data form enables you to manually report the invoices submitted to your customer on this task order.

**How to access this page:** on Order Data page, click the 'add' link above the Invoice Data table; select 'Invoice Data'

**Alternate access:** menu option Invoice Data  Enter New Invoice Data; select 'Invoice Data'

**Contract Payment Reporting Module**  
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Welcome CAF Payments Orders Invoice Data CPRM Communications

### Invoice Data

This information pertains to the invoice data reported by the Industry Partner awardees for an awarded task order. Generally, this will apply to the Industry Partner invoices as it is expected that the standard classification of charges will be used as defined here by the line item charge "types". If you choose (or are required) to deviate from this standard for an individual task order, you will be required to preserve this mapping of your invoiced charges for the purposes of administrative reporting. At task order close-out, it is expected that the total invoice data amount equal the total obligated/funded amount of the overall task order. To further ensure data consistency, the following guidelines, as applicable to your respective contract, must also be followed:

- a. For Fixed Price task orders that do not include CAF, include a separate CAF line item.
- b. For Fixed Price task orders that include CAF, do not include a separate CAF line item.
- c. For Time & Materials (T&M) or Labor-Hour (LH) task orders, report fully loaded labor category hourly rates and number of hours invoiced.
- d. For Cost-type orders, the direct costs are expected with "indirect" amounts recorded separately. Labor can be reported either as a lump sum under the Cost CLIN or broken out by individual labor category CLIN(s).
- e. "Not elsewhere classified" should only be used on an exception basis, and must be accompanied with a description.

In addition to these general guidelines, please refer to your respective contract or ordering guide for more information.

Order Number : 162019 VICTORIA

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

Invoice Number :

Invoice Remit or Paid Date :

Import Invoice Line Items :  No file chosen

Comments :

NOTICE: There are two ways Contractors can choose to pay CAF (must choose one method and stick with it). The two methods are: (1) when remitting the invoice to the CLIN. Example, if you are reporting for 4th Quarter (Oct - Dec), if you choose method (1), then within 30 days after the report quarter, you should report all invoices that were remitted you should report all invoices that you received payment on during Oct - Dec and pay CAF on those invoices.

Select to designate that you are entering Invoice Data.

This feature enables you to upload invoice line item data directly onto the form for a single invoice. The data must be formatted in a specific manner. This feature is also found under "Invoice Data→Upload Multiple Invoices"

Enter the date associated to the invoice. Note that the date must be greater than or equal to the POP start date and less than or equal to the current date. Please note the instructional text on the form

Line ID	Type / Description / Location	Purchase Line Fee Category	Price / Quantity / Unit	Total
	Type: -- Select -- Description: Location: -- Select --		Price: \$ Quantity: 1 Unit: -- Select --	\$
				Computed Total : \$0.00 Computed Estimated CAF Amount for Invoice : \$0.00

Use the line item table to report your invoice line items, at least 1 row per CLIN.

Click the 'Add Line Item' button to add new line items.

# Invoice Data - Upload Tools



- The tool for uploading Multiple invoices can be very efficient
- It works when the individual Invoice Task order upload does not
- Template for OASIS [gsa.gov/oasis](https://gsa.gov/oasis)

**Invoice Number :**

**Invoice Remit or Paid Date :**

**Import Invoice Line Items :**  No file chosen

**Comments :**

**Upload**

**NOTICE:** There are two ways Contractors can choose to pay CAF (must choose one method at Customer Agency, or (2) when paid by the Customer Agency.  
Example, if you are reporting for 4th Quarter (Oct - Dec), if you choose method (1), then within to your customer during Oct - Dec and pay CAF on these invoices. If you choose method (2), then received payment on dur...

Use this upload capability to upload an Excel or CSV file that contains invoice line items for the single invoice you are reporting on this form. The data will be imported directly into the form. Click the Guide Me link for more details about the data template.

**GSA Reporting Interface**

You are signed in as Kristi T Irvin

**CPRM**

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Welcome CAF Payments Orders Invoice Data CPRM Management CPRM Analyst Tools

### Invoice Data Package Upload

Upload Multiple Invoices (Upload Package)

This page allows you to upload a file containing data for multiple orders/multiple invoices.

- Invoice Data is uploaded per Invoice Number.
- An invoice and all its corresponding line items are uploaded as a unit.
- If a single line item fails to successfully upload, the entire invoice will be rejected.

Please take note of the following which may apply to your task orders. For more information regarding reporting requirements, please reach out to your GSA Program Office:

- For Fixed Price task orders that do not include CAF, include a separate CAF line item.
- For Fixed Price task orders that include CAF, do not include a separate CAF line item.
- For Time & Materials (T&M) or Labor Hour (LH) task orders, report fully loaded labor category hourly rates and number of hours invoiced.
- For Cost-type task orders, the direct costs are expected with "indirect" amounts recorded separately. Labor can be reported either as a lump sum under the Cost CLIN or broken out by individual labor category CLIN(s).
- Negative amounts can be entered on all CLIN Types except LH and T&M. Please verify that the amounts are correct before proceeding with the upload.
- Reminder: Labor rates should not be a negative value. Use a negative quantity of hours to capture discounts or credits.

Upload Invoice Data Package:  No file chosen

**Upload** **Cancel**

# How do I report the Invoice Detail?



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[Welcome](#) [CAF Payments](#) [Orders](#) [Invoice Data](#) [CPRM Management](#) [CPRM Analyst Tools](#)

## Invoice Data

This information pertains to the invoice data reported by the Industry Partner awardees for an awarded task order. Generally, this will apply to the Industry Partner invoices as it is expected that the standard classification of charges will be used as defined here by the line item charge "types". If you choose (or are required) to deviate from this standard for an individual task order, you will be required to preserve this mapping of your invoiced charges for the purposes of administrative reporting. At task order close-out, it is expected that the total invoice data amount equal the total obligated/funded amount of the overall task order. To further ensure data consistency, the following guidelines, as applicable to your respective contract, must also be followed:

- For Fixed Price task orders that do not include CAF, include a separate CAF line item.
- For Fixed Price task orders that include CAF, do not include a separate CAF line item.
- For Time & Materials (T&M) or Labor-Hour (LH) task orders, report fully loaded labor category hourly rates and number of hours invoiced.
- For Cost-type orders, the direct costs are expected with "indirect" amounts recorded separately. Labor can be reported either as a lump sum under the Cost CLIN or broken out by individual labor category CLIN(s).
- "Not elsewhere classified" should only be used on an exception basis, and must be accompanied with a description.

In addition to these general guidelines, please refer to your respective contract or ordering guide for more information.

**Order Number :** ██████████  
**Invoice Number :** ██████████  
**Invoice Remit or Paid Date :** 12/20/2019  
**Comments :**

9 items found, displaying all items.

Line Id	Type	Description	Location	Price	Quantity	Unit	Total
1	Accountants and Auditors	SME	Contractor Site	\$95.48	148	Hour	\$14,131.04
2	Business Operations Specialists, All Other	SME	Contractor Site	\$196.25	49	Hour	\$9,616.25
3	Financial Specialists, All Other	SME	Contractor Site	\$196.28	189.5	Hour	\$37,195.06
4	Business Operations Specialists, All Other	Journeyman	Contractor Site	\$143.22	68	Hour	\$9,738.96
5	Statisticians	Junior	Contractor Site	\$122.54	20	Hour	\$2,450.80
6	Business Operations Specialists, All Other	Junior	Contractor Site	\$111.38	899.9	Hour	\$100,230.86
7	Financial Specialists, All Other	Senior	Contractor Site	\$175.06	153	Hour	\$26,784.18
8	Travel	Travel	NA	\$1,168.98	1	Each	\$1,168.98
9	Contract Access Fee (CAF)	CAF	NA	\$503.29	1	Each	\$503.29

**Computed Total :** \$201,819.42

For T&M or Hourly rate contracts, Prices Paid are reported at the Labor Category level for each CLIN

# Invoice - Reporting Prices Paid



## One line item for each different labor rate

For Time & Materials (T&M) or Labor-Hour (LH) task orders, report fully loaded labor category hourly rates and number of hours invoiced.

<b>Invoice Number</b>	Travel
<b>Invoice Remit or Paid Date</b>	Accountants and Auditors
<b>Import Invoice Line Item</b>	Actuaries
<b>Comments</b>	Administrative Services Managers
	Adult Basic and Secondary Education and Literacy Teachers and Instructors
	Advertising and Promotions Managers
	Aerospace Engineering and Operations Technicians
	Aerospace Engineers
	Agricultural Engineers
	Agricultural Sciences Teachers, Postsecondary
	Agricultural and Food Science Technicians
	Animal Scientists
	Anthropologists and Archeologists
	Anthropology and Archeology Teachers, Postsecondary
	Appraisers and Assessors of Real Estate
	Arbitrators, Mediators, and Conciliators
	<b>Architectural and Engineering Managers</b>
<b>Line ID</b>	
Type	Architectural and Engineering Managers
Description	Senior
Location	Contractor Site
	Labor
Price / Quantity / Unit	Price : \$
	Quantity :
	Unit : Hour
Total	\$ 0.00

Computed Total : \$0.00  
Computed Estimated CAF Amount for Invoice : \$0.00

Submit Add Line Item Cancel

Select the “Type” of labor category from the pull-down

Type in a Description (e.g., “Senior”) to discriminate among other labor categories of the same type

Select a location from the pull down (contractor or gov’t site)

# Invoice - Reporting Prices Paid



## One line item for each different labor rate

Invoice Number :

Invoice Remit or Paid Date :

Import Invoice Line Items :  No file chosen

Comments :

NOTICE: There are two ways Contractors can choose to pay CAF (must choose one method and stick with it). The two methods are: (1) when remitting the invoice to the Customer Agency, or (2) when paid by the Customer Agency.  
Example: If you are reporting for 4th Quarter (Oct - Dec), if you choose method (1), then within 30 days after the report quarter, you should report all invoices that were remitted to your customer during Oct - Dec and pay CAF on these invoices. If you choose method (2), then within 30 days after the report quarter, you should report all invoices that you received payment on during Oct - Dec and pay CAF on those invoices.

Line ID	Type / Description / Location	Purchase Line Fee Category	Price / Quantity / Unit	Total	
	Type: Architectural and Engineering Managers Description: Senior Location: Contractor Site	Labor	Price : \$ 199.980000 Quantity : 120 Unit : Hour	\$ 23997.60	

Computed Total : \$23997.60  
Computed Estimated CAF Amount for Invoice : \$0.00

Next, in the column marked “Price / Quantity / Unit” list the hourly labor rate, and the number of hours for the period covered by the invoice. Ensure “hours” is selected as the unit.

CPRM will calculate the Total invoiced amount in the last column.

Click “Add line item” to add additional items - one line like this for every different labor category that had charges on the invoice you’re creating.

Create line items for other (non-labor) costs, including CAF

Click Submit to save. Invoices can be edited and re-submitted.

# How to Enter CAF Payment Data



The CAF Payment Data form enables you to report your CAF Payments for each of your Task Orders reported in the system.

**How to access this page:** menu option CAF Payments  Enter CAF Payment Data

**Contract Payment 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 Act contribution from multiple task orders. Therefore, each CAF payment remitted by an Industry 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

Order Number	Total Obligated/Funded Amount	Last Invoice Date	Invoiced Amount	CAF Payment Reported	CAF Payment Received	Est Outstanding CAF Payment	Amount Allocated
Add CAF Payment Allocation for Order Number: <input type="text"/> Add							

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.

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 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 Voucher Number is a way for you and the GSA to communicate about a payment. Example of a Voucher Number might be '1<sup>st</sup> QTR 2014' or some type of payment tracking ID.

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

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.

# How to Remit CAF with Pay.gov



The Pay button enables you to remit your CAF payment to the GSA using the U.S. Treasury's Pay.gov system.

- Pay button appears after you submit the CAF Payment Data form
- Pay button appears on pending CAF Payment Data forms

## 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 payment represent contributions from multiple task orders). Therefore, each CAF payment remitted by an Industry Partner Awardee must be reported by. However, keep in mind that payments can only be combined by contract family for task orders that have been reported in this system 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 : \$123124.00

Pay

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

## CAF Payment Allocation

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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## New CAF Payment Created

Thank you for reporting your Contract Access Fee (CAF) payment to the General Services Administration. Because there is often a delay between your remit date and the actual date the funds are posted to our financial ledger, the payment you just reported will generally show an initial "pending" status among your list of payments. When the payment is properly identified, the status will change to "reconciled."

We monitor these "pending" payments very closely. If after several business days, the reported payment remains "pending" we will contact you. If you have any questions or concerns regarding a specific payment, please feel free to contact us proactively.

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

**Click to initiate Payment using Pay.gov**

Pay

Return to Homepage

Fill out payment information on the Pay.gov forms

- Pay.gov payments are done by electronic bank transfer
- [CPRM Help Document](#) for more information.

# How to Enter MODS



The Order Mod Data form enables you to report the changes to the task order as reflected on the modification award document.

**How to access this page:** on Order Data page, click the 'add' link above the Order Modifications table

**GSA Contract Payment Reporting Module**

IT-Solutions CPRM

Welcome CAF Payments Orders Invoice Data CPRM Management CPRM Analyst Tools

### Edit Order Mod Data

This information pertains to a modification for an awarded task order as reported by the Prime Industry Partner Awardee.

Order Number : 47QFCA18F0021  
Contractual Mod Number :   
Contract Number : GS00Q14OADU309  
Initial Order Description : Engineering  
Period of Performance : 02/01/2018 to 04/30/2019  
Estimated Ultimate Completion Date : 04/30/2019  
Mod Type : -- Select --  
Order Mod Description :   
Mod Award Date :   
Mod Obligated/Funded Amount : \$0.00  
Total Obligated/Funded Amount : \$16,806,602.00  
Total Estimated Value : \$23359326

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**Callout Box 1:** The Period of Performance reflects the overall order's performance start and end dates. If the modification extended or shortened the overall period of performance, edit the end date to accurately reflect the end date for the order.

**Callout Box 2:** Enter a short description on the nature of the mod.

**Callout Box 3:** Enter the increase/decrease to the awarded, funded amount as reflected on the modification award document. The amount should not include un-exercised options.

**Callout Box 4:** The Total Estimated Value is automatically updated to match the Total Obligated/Funded Amount when a mod increases the Total Obligated/Funded Amount beyond the previously entered Total Estimated Value. This value may be edited on the Order Data form, if needed.

# Task Order Closeout

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- **At the quarter following the “ultimate completion date”, contractors should close out their task order in CPRM**
  - The OCO should issue a closeout mod to remove any un-expensed obligated funds **OR** the contractor can submit a Release of Claims in CPRM
  - The company should ensure all invoices are properly reported, and sum to the remaining obligated balance.
  - GSA will complete final reconciliation of task order and then mark it “closed” in CPRM
  - CPRM notifies when a task order reaches the “ultimate completion date”

# Questions?

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**Thank you for attending the OASIS Training today.  
Please type your question into the chat area.  
Questions will be captured and we will also email  
out to everyone.**

