



U.S. General Services Administration

Federal Acquisition Service

CPRM Industry Partner Meeting

February 01, 2016

Agenda

- Purpose of the CPRM Industry Partner Meeting
- Next CPRM Release, Mar. 10, 2016:
 - Reduce Duplicate CAF Vouchers
 - Rejected CAF Payments not included in CAF Totals
 - Work Type field will be mandatory (Alliant SB, Connections II)
- Reminder: CPRM Industry Partner Contact Information
- Updated Training Modules
- Live Training Feb 2-4

Purpose of CPRM Industry Partner Meeting

- A method to share the following:
 - Overview of next release of enhancements
 - Feedback on capabilities/requirements/future enhancements being considered
 - Opportunity to share Industry Partner comments or recommendations
 - Opportunity to discuss issues with the CPRM from the Industry Partner point of view
- Attendees
 - Voluntary
- Frequency
 - Quarterly

March 10, 2016 Release Summary

➤ Enhancements:

- CHG93409 - Reduce Duplicate CAF Vouchers
- CHG93418 - Rejected CAF Payments not included in CAF Totals
- CHG92648 - Work Type field will be mandatory (Alliant SB, Connections II)

CHG93409 - Reduce Duplicate CAF Vouchers

- The purpose of this change is to encourage people to not submit duplicate CAF Payment Data forms.
- We added the following:
 - Soft validation message that alerts users that Internet Explorer is the only browser to use for Pay.gov payments.
 - Shows up if you are using a browser other than Internet Explorer and either access the New CAF Payment Data form or click on the Pay button
 - Hard validation message if the system detects that the company has already submitted a CAF Payment Data form with the same voucher number.

CHG93409 - Reduce Duplicate CAF Vouchers

Accessing a new CAF Payment Data form

If you are using any browser other than Internet Explorer (IE) and click on Enter New CAF Payment, the system will present a message such as this to alert you that you should use Internet Explorer if you plan to use the Pay button to access Pay.gov to remit your CAF Payment.

GSA Contract Payment Reporting Module
You are signed in as

IT-Solutions CPRM

WELCOME CAF PAYMENTS ORDERS INVOICE DATA CPRM COMMUNICATIONS

CAF Payment Data

This information pertains to the reconciliation payment comprises of (i.e. actual payments us payments can only be combined by contract fa For further information regarding the electroni

CPRM has detected that your browser is not Microsoft Internet Explorer(IE).
If you plan to remit a CAF payment using the Pay button to connect to Pay.gov, please logout now and re-login using Internet Explorer. The US Treasury's Pay.gov system is optimized to only function correctly using IE.
Click OK to continue or Cancel to dismiss this message so that you can logout and re-login using the Internet Explorer browser.

OK Cancel

Contractor Company : -- Select --
Contract Family : --Select--
Report Date : 01/29/2016
Remit Payment Date : 01/29/2016
Voucher Number :
Total CAF Payment Amount : \$

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 ⓘ
Zero 'Amount Allocated' entries will not be saved.							

Add CAF Payment Allocation for Order Number: Add

CHG93409 - Reduce Duplicate CAF Vouchers

Clicking the Pay button on the New CAF Payment Created page

If you are using any browser other than Internet Explorer (IE) and click the Pay button on the CAF Payment confirmation page, the system will present a message such as this to alert you that you should use Internet Explorer if you plan to use the Pay button to access Pay.gov to remit your CAF Payment.

The screenshot displays the GSA Contract Payment Reporting Module interface. At the top left, the GSA logo is visible, and the user is signed in as 'You are signed in as'. The main navigation bar includes 'WELCOME', 'CAF PAYMENTS', 'ORDERS', 'INVOICE DATA', and 'CPRM COMMUNICATIONS'. The current page title is 'New CAF Payment Created'. A modal dialog box is open in the center, displaying the following text:

CPRM has detected that your browser is not Microsoft Internet Explorer(IE).
If you plan to remit a CAF payment using the Pay button to connect to Pay.gov, please logout now and re-login using Internet Explorer. The US Treasury's Pay.gov system is optimized to only function correctly using IE.
Click OK to continue or Cancel to dismiss this message so that you can logout and re-login using the Internet Explorer browser.

At the bottom of the dialog box, there are 'OK' and 'Cancel' buttons. Below the dialog box, the 'Pay' button is visible, along with a 'Return to Homepage' link. At the bottom of the page, there is a footer that reads: 'This is a U.S. General Services Administration Federal government computer system that is "For Official Use Only". Privacy Statement'.

CHG93409 - Reduce Duplicate CAF Vouchers

Clicking the Pay button when viewing a CAF Payment Data form that is 'Pending'

If you are using any browser other than Internet Explorer (IE) and click the Pay button on the CAF Payment confirmation page, the system will present a message such as this to alert you that you should use Internet Explorer if you plan to use the Pay button to access Pay.gov to remit your CAF Payment.

Contract Payment Reporting Module

You are signed in as

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WELCOME
CAF PAYMENTS ▾
ORDERS ▾
INVOICE DATA ▾
CPRM COMMUNICATIONS ▾

CAF Payment Data

This information pertains to the reconciliation payment comprises of (i.e. actual payments us payments can only be combined by contract fa

Status : Pending
 Report Date : 01/29/2016
 Remit Payment Date : 01/29/2016
 Voucher Number : ah-vchr-01
 Total CAF Payment Amount : \$5.00

CPRM has detected that your browser is not Microsoft Internet Explorer(IE).

If you plan to remit a CAF payment using the Pay button to connect to Pay.gov, please logout now and re-login using Internet Explorer. The US Treasury's Pay.gov system is optimized to only function correctly using IE.

Click OK to continue or Cancel to dismiss this message so that you can logout and re-login using the Internet Explorer browser.

Pay By clicking t 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
AH102315-01	\$1,200,000.00	10/26/2015	\$20,332.20	\$4,894.05	\$0.00	\$5.00

Created By : Alfred E. Buford (tbuford@caci.com / (703) 679-3866) on 01/29/2016 09:57:05 AM
 Last Updated By : Alfred E. Buford (tbuford@caci.com / (703) 679-3866) on 01/29/2016 09:57:05 AM

CHG93409 - Reduce Duplicate CAF Vouchers

Hard Validation message

Contract Payment Reporting Module
You are signed in as 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 payment comprises of (i.e. actual payments usually represent contributions from multiple task orders). Therefore, each CAF payment 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](#).

Contractor Company : MY COMPANY INC
 Contract Family : OASIS
 Report Date : 01/29/2016
 Remit Payment Date : 01/29/2016

If you enter the exact same voucher number as a different Pending or Rejected CAF Payment already entered in the CPRM system for your company, the system will present this red error message.

It would be best to exit from this form and find the existing CAF Payment Data form to edit.

Voucher Number : ah-vchr-01

The voucher number is a duplicate of another Pending or Rejected CAF Payment Data form in the system for your company. Please cancel this entry and edit the existing CAF Payment Data form for this voucher number.

CAF Payment Allocations

Allocated : \$6.00 / 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
AH102315-01	\$1,200,000.00	10/26/2015	\$20,332.20	\$4,900.05	\$0.00	N/A	\$ 6.00

Zero 'Amount Allocated' entries will not be saved.

CHG93418 - Rejected CAF Payments not included in CAF Totals

- CAF Payments that are remitted via Pay.gov may be rejected if the banks are not able to fully execute the transaction.
- This will show up as a Rejected CAF Payment.
- The purpose of this change is to not include the amounts of Rejected CAF Payments in the total amount received by GSA.

CHG93418 - Rejected CAF Payments not included in CAF Totals

Contract Payment Reporting Module

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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 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](#).

Contractor Company :

Contract Family :

Report Date : 12/07/2015

Remit Payment Date :

Voucher Number :

Total CAF Payment Amount : \$

CAF Payment Allocations

Allocated : \$0.00 / Remaining : \$0.00

NOTICE: The Estimated Outstanding CAF Payment amount is based on the Contract Payment Reporting Module. If you are missing invoice data, the Estimated Outstanding CAF Payment amount will be incorrect. All Invoice Data must be reported in this system.

Order Number	Total Obligated/Funded Amount	Last Invoice Date	Invoiced Amount	CAF Payment Reported	CAF Payment Received	Est Outstanding CAF Payment	Amount Allocated ?	
AH120715-01	\$5,000,000.00	12/02/2015	\$16,357.81	\$100.00	\$0.00	\$21.00	\$0.00 <input type="text"/>	✘
AH100615	\$5,400,000.00	04/01/2015	\$112,257.30	\$172.00	\$0.00	\$437.00	\$0.00 <input type="text"/>	✘

Zero 'Amount Allocated' entries will not be saved.

Add CAF Payment Allocation for Order Number :

Value in CAF Payment Reported will not include any values where the CAF Payment Data form has CAF Status = Rejected

CHG93418 - Rejected CAF Payments not included in CAF Totals

CAF Payment Data

One item found.

Applicable Rule Type	Rule Scope	Rate	Max Pmt
Contract Family	FAS 8(a) STARS II GWAC	0.75%	Unlimited

Label update

Payment Amount for 'Rejected' CAF Status is not included in Total below the table.

2 items found, displaying all items.

Voucher Number	Remit Date	Payment Amount	Status
JIMTEST-1201	12/01/2015	\$100.00	Pending
NMCR001	01/15/2015	\$708.79	Rejected

Total Amount (All Payments, Excluding Rejected Payments):

\$100.00

CHG92648 - Work Type field will be mandatory (Alliant SB, Connections II)

- The Work Type field has been an optional field for Alliant Small Business and Connections II.
- This change is to make the field mandatory.
- If any user enters or edits an order where the field has not yet been populated, the system will present a red error message after clicking submit.

CHG92648 - Work Type field will be mandatory (Alliant SB, Connections II)

GSA Contract Payment Reporting Module
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WELCOME **CAF PAYMENTS** **ORDERS** **INVOICE DATA** **CPRM MANAGEMENT**

Order Data

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

Contract Number : GS-06F-06XXZ (MY COMPANY INC)

Contract Family : FAS Alliant Small Business GWAC
Contractor Company : MY COMPANY INC

Order Number :

'Order Number' is required.

Is this order a sub-order to another order? : Yes No

'Is this order a sub-order to another order?' is required.

Parent Order Number :

Order Description:

'Order Description' is required.

Functional Area : No Functional Area

Work Type :

Please make a selection from 'Work Type'

Predominant Contract Type :

CHG92648 - Work Type field will be mandatory (Alliant SB, Connections II)

GSA Contract Payment Reporting Module
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[WELCOME](#) [CAF PAYMENTS](#) [ORDERS](#) [INVOICE DATA](#) [CPRM MANAGEMENT](#)

Order Data

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

Contract Number : GS00Q12NSD000X (MY COMPANY INC)

Contract Family : Connections II
Contractor Company : MY COMPANY INC

Order Number :

'Order Number' is required.

Is this order a sub-order to another order? : Yes No

'Is this order a sub-order to another order?' is required.

Parent Order Number : --Select--

Order Description :

'Order Description' is required.

Functional Area : No Functional Area

Work Type :

Select all that apply
Hold "Ctrl" and click to select multiple values

- Voice
- Data
- Video
- Wire/Cable
- Wireless

Please make a selection from 'Work Type'

Predominant Contract Type : --Select--

Reminder – New Featured Added in December 2015

CPRM INDUSTRY PARTNER CONTACTS

CPRM Industry Partner Contacts

➤ Purpose:

- On occasion, the GSA needs to reach out to the right people at an Industry Partner company. For example:
 - When there are questions about data entered into the CPRM system
 - To follow-up on a missing CAF Payment
- The new CPRM Industry Partner Contacts section provides a method for Industry Partners to identify up to three contact persons for each company contract.
 - The first contact per contract should be the Program Manager, or other required contact, per the language on your contract.
 - You may enter a 'group' email address as the contact information, if you have one or more persons monitoring your data in the CPRM system.

CPRM Industry Partner Contact Search

When this page is accessed by an Industry Partner user, the user will view the CPRM Industry Partner Contacts for their company contracts.

No data will be populated for you. You must enter the contacts for your contracts.

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WELCOME **CAF PAYMENTS** **ORDERS** **INVOICE DATA** **CPRM COMMUNICATIONS**

Search For CPRM Industry Partner Contacts

New menu option

Contract Family:
 Connections
 Connections II
 FAS 8(a) STARS II GWAC
Select all that apply
 Hold "Ctrl" and click to select multiple values

Show entries Search:

Name	Company Name	Contract Number	Role	Email Address	Last Updated Date	Contract Family
Fred Smith	MY COMPANY, INC.	GS00Q09BGD00XX	Contract Manager	fred.smith@myco.com	11/06/2015	FAS Alliant GWAC
Jane Doe	MY COMPANY, INC.	GS00Q14OADUXXX	Program Manager	jane.doe@myco.com	11/06/2015	OASIS
Tom Jones	MY COMPANY, INC.	GS00Q09BGD00XX	Program Manager	alliantgrp@myco.com	11/09/2015	FAS Alliant GWAC

Showing 1 to 3 entries Previous Next

Click on the Name to view the details.

Click on the Add button to enter a new CPRM Industry Partner Contact record.

Only Industry Partners may add contact records for their company contracts.

Add New Industry Partner Contact

The 'Add New' page is visible only to Industry Partner users.


Contract Payment Reporting Module
 You are signed in as

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WELCOME CAF PAYMENTS ORDERS INVOICE DATA CPRM COMMUNICATIONS

CPRM Industry Partner Contact

Name :

Contract Number : -- Select --

Contract Family :

Contractor Company :

Role : -- Select --

Phone Number :

Phone Extn :

Email Address :

Comments :

Required field. Enter the name. If found in ASSIST Registration for your company, then the system will populate the phone number and email address as a courtesy. You can edit the data as needed here and it will not affect the registration data, which remains unchanged.

Required field. Select one contract that the person is associated to. The system will populate the Contract Family and Contractor Company.

Required field. Select the role that the contact person holds with respect to the contract.

Required fields. Enter the phone and email address. Phone extension is optional.

Comments (optional)

Submit Cancel

Click Submit to save the record, or Cancel to dismiss the form without saving.

Industry Partner Contact Confirmation



The screenshot displays the GSA Contract Payment Reporting Module interface. At the top left, the GSA logo is visible next to the text 'Contract Payment Reporting Module' and 'You are signed in as'. To the right, there are tabs for 'IT-Solutions' and 'CPRM'. Further right, there are links for 'Guide Me', 'Site Help', 'Contact Us', 'Need Assistance', and 'Log Out'. Below this is a dark blue navigation bar with a home icon and the following menu items: 'WELCOME', 'CAF PAYMENTS', 'ORDERS', 'INVOICE DATA', and 'CPRM COMMUNICATIONS'. The main content area is titled 'CPRM Industry Partner Contact Confirmation' and contains the text: 'Thank you for your submission. Your confirmation number is IPC000000000104.' At the bottom right of the content area, there is a button labeled 'Return to Contact Search'. A yellow callout box points to this button with the text: 'Clicking this button will open the Search for CPRM Industry Partner Contacts page.'

View Industry Partner Contact

The 'View' page is visible to Industry Partners in your company and to GSA users.

Contract Payment Reporting Module
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CPRM Industry Partner Contact

Name : Peter Dons
Contract Number : GS00Q140ADUXXX
Contract Family : OASIS
Contractor Company : MY COMPANY, INC.
Role Name : Financial Manager

Phone Number : 455-455-4566 [📞](#)
Email Address : peter.dons@myco.com
Comments :

Created By : Jane E. Doe (jane.doe@myco.com / (415) 845-4545 on 11/09/2015 05:29:14 PM
Last Updated By : Jane E. Doe (jane.doe@myco.com / (415) 845-4545 on 11/09/2015 05:29:14 PM

Data is displayed so that you can view who created and last edited the record.

Click Edit to put the form into Edit mode.
Click Delete to delete the record.
Click Cancel to dismiss the form and return to the Search CPRM Industry Partner Contacts page

Only Industry Partner users have access to the Edit and Delete buttons.

Edit Industry Partner Contact

The 'Edit' page is visible only to Industry Partner users.

Contract Payment Reporting Module
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WELCOME **CAF PAYMENTS** **ORDERS** **INVOICE DATA** **CPRM COMMUNICATIONS**

CPRM Industry Partner Contact

Name:

Contract Number:

Contract Family: OASIS

Contractor Company: MY COMPANY, INC.

Role: Role Name:

Phone Number:

Phone Extn:

Email Address:

Comments:

If you choose the role 'Other', then you must type in the Role Name.

Click Submit to save the record, or Cancel to dismiss the form without saving.

OTHER TOPICS

Updated Training Materials

The screenshot displays the GSA ASSIST web application interface. At the top left is the GSA ASSIST logo. To the right, a user is logged in with the text "Welcome," and contact information: "AASBS HELPDESK: 877-472-4877" and "AASBS.HELPDESK@GSA.GOV". Below this is a navigation bar with tabs: "WELCOME", "MY PROFILE", "CAF PAYMENTS", "ORDERS", "INVOICE DATA", and "CPRM COMMUNICATIONS". Two additional tabs, "IT-Solutions" and "CPRM", are visible above the main navigation bar.

Contract Payment Reporting Module

Action Items

Type	Age (Days)	Order Number	Requestor	Contract Family
You have no action items				

Showing 0 results.

Welcome to the Contract Payment Reporting Module

The Module was designed to meet the reporting needs of stakeholders, including the Office of Management and Budget (OMB) and client agencies, and to facilitate the Contract Access Fee (CAF) payment reconciliation by GSA's Industry Partners.

Reports

- [CPRM Task Order Awards](#)
- [CPRM Task Orders by Company](#)

Training

- [Access to Training Modules](#)

Pricing Estimation Tool (PET)

[Pricing Estimation Tool \(PET\)](#)

Directory

Registration: [Client](#), [Contractor](#), [GSA](#), [Registering for Clients or Contractors](#)

IT-Solutions: [Overview](#), [Web site](#), [GSA](#), [Browser Requirements](#), [Firewall issues](#), [Help Lite - Vendors](#), [Help Lite - Clients](#)

System Announcements

[Entries](#)

CPRM Informational Links

Updated Training Materials

GSA ASSIST Close Window

FAQs | Tell Me About... | Glossary | Index

Search for a Help Doc

Help - CPRM Training Modules

The CPRM has a number of training modules to help you learn how to use the system. In each case, please download the PowerPoint show from the links below. Once downloaded to your computer, double-click to start the show.

Module 1
 CPRM Industry Partner Overview Training Module
 [Last Update: December 2015] The training module below provides a high-level overview of the Industry Partner (Contractor) responsibilities in the Contract Payment Reporting Module (CPRM).

Version	Download
Powerpoint Show - Silent (no audio narration)	 CPRM_Overview_Training_Contractors_100215.ppsx

Module 2
 CPRM Advanced Instruction on Workflow and System Access
 [Last Update: December 2015] The training module below provides detailed instruction for Contractor Users on the CPRM Contractor Workflow and how to access the CPRM system.

Version	Download
Powerpoint Show - Silent (no audio narration)	 LIVE_CPRM_Advanced_Training_Workflow_Access_Module_Contractors_100215.ppsx
Powerpoint Show - Narrated with audio	Click Here to Access

Module 3
 CPRM Advanced Instruction on Order Data and Order Mod Data
 [Last Update: December 2015] The training module below provides detailed instruction for Contractor Users on the how to enter Order Data and Order Modification Data into the CPRM System.

Version	Download
Powerpoint Show - Silent (no audio narration)	 LIVE_CPRM_Advanced_Training_Order_Data_Module_Contractors_100215.ppsx
Powerpoint Show - Narrated with Audio	Click Here to Access

Module 4
 CPRM Advanced Instruction on Invoice Data and CAF Payment Data
 [Last Update: December 2015] The training module below provides detailed instruction for Contractor Users on the how to enter Invoice Data and CAF Payment Data into the CPRM System.

Version	Download
Powerpoint Show - Silent (no audio narration)	 LIVE_CPRM_Advanced_Training_Invoice_CAF_Module_Contractors_100215.ppsx
Powerpoint Show - Narrated with Audio	Click Here to Access

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All Modules were updated in December 2015 and will be updated again for the March Release

Live Training Feb 2-4

- Each training session may be accessed at the session start time using this link:
<https://meet.gsa.gov/cprm-training/>
- **Training Topic 1: CPRM Overview**
 - Description: The CPRM Overview provides a high-level introduction to all features in the CPRM. This training topic is recommended for anyone who wishes to have a high-level understanding of the CPRM system.
 - Session 1: Tuesday, Feb. 2, 2016 7-8:30am PST / 10-11:30am EST
 - Session 2: Tuesday, Feb. 2, 2016 10-11:30am PST / 1-2:30pm EST
- **Training Topic 2: CPRM Orders / Order Mods / Industry Partner Contacts**
 - Description: This training provides advanced instruction on how to enter Order data, Order Modification data, and Industry Partner Contact data into the CPRM. The training will provide detailed data entry instruction with examples for different contract families. This training topic is recommended for anyone who enters data for their company into the CPRM.
 - Session 1: Wednesday, Feb. 3, 2016 7-8:30am PST / 10-11:30am EST
 - Session 2: Wednesday, Feb. 3, 2016 10-11:30am PST / 1-2:30pm EST
- **Training Topic 3: CPRM Invoice Data / CAF Payment Data**
 - Description: This training provides advanced instruction on how to enter Invoice data and CAF Payment data into the CPRM. The training will provide detailed data entry instruction with examples for different contract families. This training topic is recommended for anyone who enters data for their company into the CPRM.
 - Session 1: Thursday, Feb. 4, 2016 7-8:30am PST / 10-11:30am EST
 - Session 2: Thursday, Feb. 4, 2016 10-11:30am PST / 1-2:30pm EST

Open Discussion

- Comments
- Feedback
- Questions