

CONTRACT MANAGEMENT SYSTEM (CFMS) TRAINING REFERENCE CHART

Take these courses If you	Navigation (ILT or Self Study)	Contract & Amendment Entry (ILT)	Contract & Amendment Accounting (ILT)	Electronic Approvals (Self Study)	Contract Payments (ILT)	Contract Refresher Workshop (ILT)
Approve Contracts, Amendments, Payments, etc.	X	X		X		X
Enter Contracts, Amendments, and/or Terminations	X	X				X
Enter Accounting	X		X			X
Pay Invoices	X				X	X

Notes: See course catalog in LEO for class duration and topics covered. Certain courses have prerequisites.

Electronic Approvals are taught as a part of the Contract & Amendment Entry Course or a separate Self Study handout may be requested exclusively for Electronic Approvals.

The particular course(s) requested should be based on the contract and/or payment system related job duties performed.