

Coverage Gap Discount Program



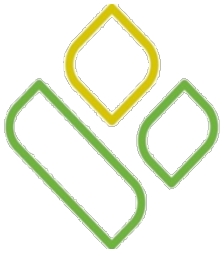
CGDP PORTAL DIRECT PAYMENT PROCESS



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Payments Tab Functionality



CGDP Portal DPP-Sponsors – **Topics**

In this training session you will learn about the Coverage Gap Discount Program (CGDP) Portal Direct Payment Process (DPP) – Sponsors **Payments** tab.

This training will introduce you to the following topics:

1. First look introduction to the **Payments** Tab
2. **Payments** Tab regions and functionality
 - **Tabbed region - Payments**
 - **Payments Invoice Reporting Period region**
 - **Payments Due region**
 - **Payments Filter region**
 - **Payment Information region**
 - **Payments Initiation region**
 - **Payment Initiation Upload region**
 - **Payments Pending Transactions region**
3. Work Instructions for utilizing the **Payments** tab functionality

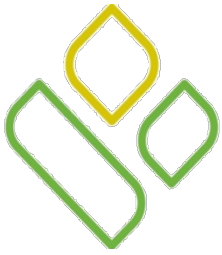
CGDP PORTAL DPP- SPONSORS



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Introduction to the Payments Tab



CGDP Portal DPP-Sponsors – Payments Tab

The **Payments** tab allows the user to review and process payment information for invoice line items by Manufacturer P Number.

This training session will describe each of the eight regions displayed on the **Payments** tab and provide direction on the functionality of each.

1 Home **Payments** Completed Receipts Reports

2 Invoiced Reporting Period: 201401 **3** Payments due 6/8/2014

4 P Number: P1__4 Parent Org. ID: H0__0 Contract Number: H5__9

Initiate All

6 P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__4	71.79	0.00	12/22/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Update All 12/22/2014 **Submit**

5 Payment Information

Total Invoiced	71.79
Total Failed	0.00
Total Deferred	0.00
Total Pending	0.00
Total Successful	0.00
Total Available	71.79

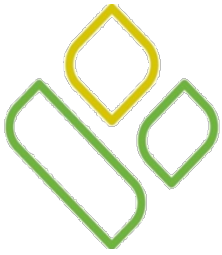
7 Payment Initiation Upload

Browse... **Upload**

8 Pending Transactions

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
No data				

Stop Payment(s)



CGDP Portal DPP-Sponsors Payments Tab Regions

The first three regions of the **Payments** tab are the **Tabbed region**, the **Invoiced Reporting Period region** and the **Payments Due region**:

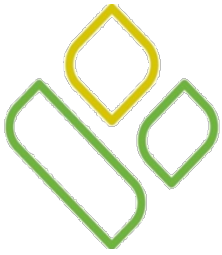
The screenshot shows the CGDP Payments portal interface. At the top left is the Palmetto GBA logo. In the center is the CMS logo. At the top right are navigation links: Contact Us | My Profile | Logout | Help | Reporting. Below the logos is a navigation menu with tabs: Home, Payments, Completed, Receipts, and Reports. The Payments tab is highlighted with a red box and a circled '1'. Below the navigation menu, the page displays 'Sponsor Portal', 'CGDP Payments', 'Invoiced Reporting Period: 201401' (with a circled '2'), and 'Payments due 6/8/2014' (with a circled '3').

The **Tabbed region - Payments** allows the user to access the **Payments** tab functionality and to select different activities to perform while accessing the system.

The **Payments Invoiced Reporting Period region displays** the selected reporting quarter based on the reporting period selected in the **Home Filter** region in YYYYQQ format.


The **Payments Due region** displays the final payment due date of all invoice line items for a specified reporting period, based on the calculation of distributed invoice receipt date plus 38 calendar days.

In this example the **Payments** tab is active, the **Payments Invoiced Reporting Period** for invoice line items appearing on the **Payments** tab is the 1st quarter of 2014 and the invoice line items are due by the date of 06/08/2014 listed in the **Payments Due region**.



CGDP Portal DPP-Sponsors Payments Filter Region

The fourth region of the **Payments** tab, the **Payment Filter region**, contains the following three fields to assist with narrowing invoice line item search criteria.

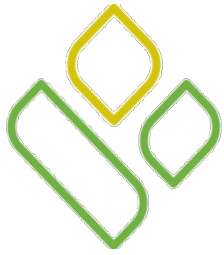
4 A P Number: P1__4 ▼ B Parent Org. ID: H0__0 C Contract Number: H5__9 ▼ 

A. P Number: allows the user to select specific P Numbers or the term 'ANY' from the drop down list for invoice line items associated with the Contract Number selected on the **Home** tab. The drop down list provides update capability to select another specific P Number for invoice line items within the same reporting period.

B. Parent Org. ID: defaults to the Parent Organization ID utilized to access the Portal.

C. Contract Number: displays the Contract Number for invoice line items. This field defaults based on the distributed invoice selected on the **Home** tab.

In the example the P Number field displays the P Number P1__4 selected from the drop down list, the Parent Org. ID field displays the default Parent Organization ID, H0__0, used to access the Portal and the Contract Number field displays the contract number H5__9 associated with the distributed invoice selected on the **Home** tab.



CGDP Portal DPP-Sponsors Payment Information Region

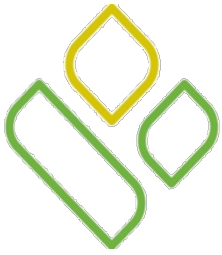
The fifth region of the **Payments** tab, the **Payment Information region**, provides a summary view of activities that occur on the **Payments** tab.

This region contains the following six fields to provide up-to-date data regarding invoice line item activity.

5

<u>Payment Information</u>		
A	Total Invoiced	71.79
B	Total Failed	0.00
C	Total Deferred	0.00
D	Total Pending	0.00
E	Total Successful	0.00
F	Total Available	71.79

- A. Total Invoiced: displays total dollar amount of invoice line items that require payment for the reporting period.
- B. Total Failed: displays the total dollar amount of invoice line items selected for payment that contained errors and did not complete the payment process for the reporting period.
- C. Total Deferred: displays the total dollar amount of deferred invoice line items with amounts due that are less than the allowable amount to the subsequent reporting period.
- D. Total Pending: displays the total dollar amount of invoice line items selected for payment for the reporting period.
- E. Total Successful: displays the total dollar amount of invoice line items that have successfully paid and are no longer visible in the **Payments Initiation** or **Payments Pending Transaction** regions of the **Payments** tab.
- F. Total Available: displays the total dollar amount of remaining invoice line items requiring payment.



CGDP Portal DPP-Sponsors Payments Initiation Region

The sixth region of the **Payments** tab, the **Payments Initiation region**, displays information requested in the **Payment Filter region**, based on the data selected in the P Number or Contract Number fields.

This region contains the following ten fields that assist in processing invoice line items for payment and will be discussed over the next several slides.

							<input type="checkbox"/> Initiate All
A	B	C					
P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed	
P1_4	71.79	0.00	12/22/2014	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/> Update All	12/22/2014			<input type="button" value="Submit"/>

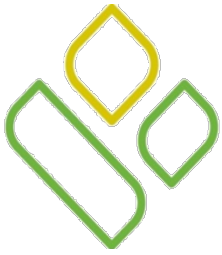
The first three fields of the **Payments Initiation region** are:

A. P Number: displays the Manufacturer P Number.

B. Invoiced Amt.: displays the invoice line item amounts due to the Manufacturer.

Note: This amount is automatically populated from the quarterly invoice and cannot be modified.

C. Previous Deferred Amount: displays amounts that qualified and were successfully deferred from prior reporting period(s).



CGDP Portal DPP-Sponsors Payments Initiation Region

The fourth field of the **Payments Initiation region** is:

D. Payment Date field: displays the current date of a generated invoice line item payment in MM/DD/YYYY format.

In the following example the Payment Date defaults to current date of 12/22/2014.

⑥

P Number	Invoiced Amt.	Previous Deferred Amount	^D Payment Date	Initiate Payment	Defer	Failed
P1__4	71.79	0.00	12/22/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Initiate All

Update All 12/22/2014

Submit

The Payment Date field also contains a Calendar icon to allow a user to update payment dates to a future date. Users can manually enter the date into the field or utilize the Calendar icon to populate the updated payment date in MM/DD/YYYY format.

In the following example the calendar has the date of 12/05/2014 selected.

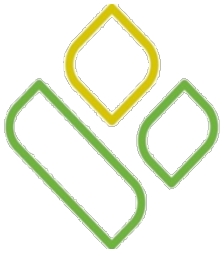
⑥

^D Payment Date

12/05/2014

December 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Go To Today Close



CGDP Portal DPP-Sponsors Payments Initiation Region Initiate All and Initiate Payment Fields

The fifth and sixth fields of the **Payments Initiation region** are:

6

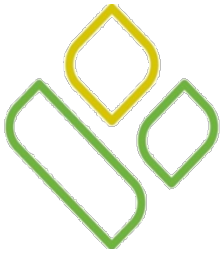
P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	^E <input checked="" type="checkbox"/> Initiate All	^F Initiate Payment	Defer	Failed
P1__4	71.79	0.00	12/22/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/> Update All	12/22/2014			

Submit

E. Initiate All: provides the functionality to populate the check box with a check mark, which selects all displayed invoice line items on the active page to be paid. The Payment Date field will default to the current calendar date when the Initiate All functionality is used.

F. Initiate Payment: provides the ability to populate the check box with a check mark to allow the payment process to begin for an individual invoice line item.

In the example the Initiate All check box is populated and all Initiate Payment check boxes for the invoice line items on the active page are populated.



CGDP Portal DPP-Sponsors Payments Initiation Region Defer Field

The seventh field of the **Payments Initiation region** is:

G. Defer: provides a check box available for selection when the Invoiced Amt. field *or* the combination of the Invoiced Amt. and the Previous Deferred Amount fields total less than the system-default allowable amount. The process provides the functionality to defer an invoice line item to a subsequent reporting period *if* the Sponsors' banking ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.

In this example the Invoiced Amt. field is less than the system-default allowable amount and Sponsor minimum ACH processing amount, which qualifies the invoice line item for deferral to the subsequent reporting period.

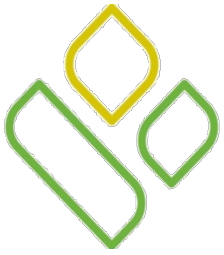
⑥

P Number	Invoiced Amt.	Previous Deferred Amount	PaymentDate	Initiate Payment	Defer	Failed
P1__9	9.54	0.00	12/23/2014	<input type="checkbox"/>	G <input type="checkbox"/>	
			<input type="checkbox"/> Update All	12/23/2014	<input type="button" value="Submit"/>	

In this example the Invoiced Amt. and the Previous Deferred Amount fields total less than the system-default allowable amount and Sponsor minimum ACH processing amount, which qualifies the invoice line item for deferral to the subsequent reporting period.

⑥

P Number	Invoiced Amt.	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed
P1__9	0.55	9.54	12/23/2014	<input type="checkbox"/>	G <input type="checkbox"/>	
			<input type="checkbox"/> Update All	12/23/2014	<input type="button" value="Submit"/>	



CGDP Portal DPP-Sponsors Payments Initiation Region Failed Field

The eighth field of the **Payments Initiation region** is:

H. Failed: provides an informational message when an invoice line item does not successfully process payments to the Manufacturer.

In this example the Failed field displays a message such as 'AUTHENTIC. ERROR (Care account is not set)'.

6

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	^H Failed
P1__4	279.64	0.00	12/22/2014	<input type="checkbox"/>	<input type="checkbox"/>	AUTHENTIC. ERROR (Care account is not set)

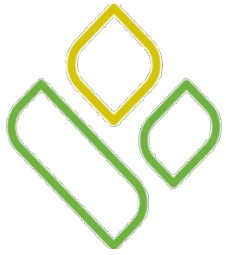
Update All 12/22/2014

In this example the displayed message 'Please contact TPA' appears.

6

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__8	851.68	0.00		Please contact TPA		
P1__8	165.07	0.00		Please contact TPA		

Update All 12/22/2014



CGDP Portal DPP-Sponsors Payments Initiation Region Update All Payment Date Field

The ninth field of the **Payments Initiation region** is:

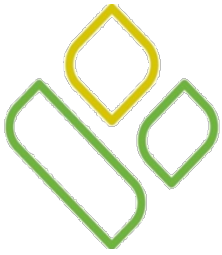
I. Update All Payment Date: allows the user to change the payment initiation date for all invoice line items.

Initiate All

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__4	71.79	0.00	12/22/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Update All 12/22/2014

Submit



CGDP Portal DPP-Sponsors Payments Initiation Region Submit Button

The tenth and final field of the **Payments Initiation region** is:

J. Submit : provides one-click functionality to process selected invoice line items for payment.

6

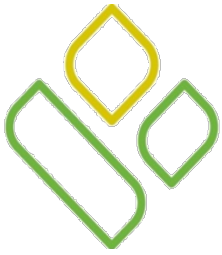
P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1_4	71.79	0.00	12/22/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Initiate All

Update All 12/22/2014

J

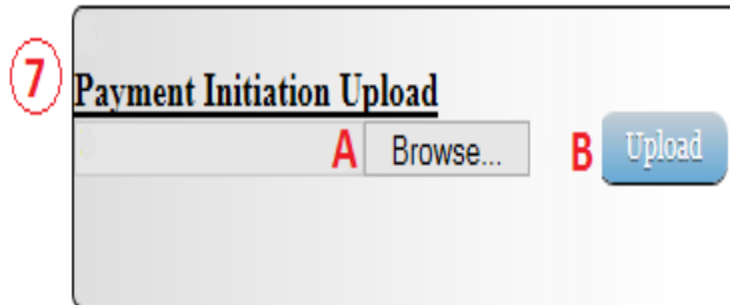
Instructions for utilizing the functionality available in the **Payments Initiation region** appear later in this training session.



CGDP Portal DPP-Sponsors Payments Initiation Upload Region

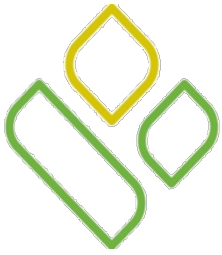
The seventh region of the **Payments** tab, the **Payment Initiation Upload region**, provides a location for uploading manually created payment files for Sponsors working with large volumes of payments for a reporting period.

This region contains the following two fields to assist with locating and uploading payment file data.



- A. Browse...: provides the ability to search for manually created batch text file payment data for selection and upload to the Portal.
- B. Upload: provides one-click functionality to upload batched payment file data to the Portal for processing.

Instructions for utilizing the **Payment Initiation Upload** process and completing the batch file formatting appear later in this training session.



CGDP Portal DPP-Sponsors Payments Pending Transactions Region

The eighth and final region of the **Payments** tab, the **Payments Pending Transactions region**, displays information regarding reassigned invoice line items from the **Payments Initiation region** based on payment selection.

This region contains the following six fields used to display invoice line items selected for payment.

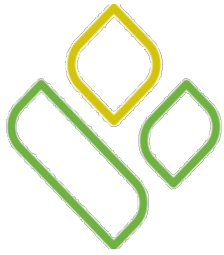
8 Pending Transactions

A P Number	B Authorization Amt.	C Date Submitted	D Payment Date	Stop Payment
P__2	228.54	12/03/2014	12/03/2014	
P__9	223.66	12/01/2014	12/21/2014	<input type="checkbox"/>
P__9	2055.70	12/03/2014	12/21/2014	<input type="checkbox"/>
P__8	53.86	12/03/2014	12/30/2014	<input type="checkbox"/>

Stop Payment(S)


The first four fields are:

- P Number:** displays the Manufacturer P Number.
- Authorization Amount:** displays the amount authorized, including amounts located in the Invoice Amt. and Previous Deferred Amount fields, as payment to the Manufacturer.
- Date Submitted:** displays the calendar date the invoice line item transferred from the **Payments Initiation** region to the **Payments Pending Transactions** region in MM/DD/YYYY format.
- Payment Date:** displays the calendar date that the request for withdrawal of scheduled funds initiates from users' bank account in MM/DD/YYYY format.




CGDP Portal DPP-Sponsors Payments Pending Transactions Region (continued)

The final two fields of the **Payments Pending Transaction region** are:

8 Pending Transactions 

P Number	Authorization Amt.	Date Submitted	Payment Date	E Stop Payment
P__2	228.54	12/03/2014	12/03/2014	
P__9	223.66	12/01/2014	12/21/2014	<input type="checkbox"/>
P__9	2055.70	12/03/2014	12/21/2014	<input type="checkbox"/>
P__8	53.86	12/03/2014	12/30/2014	<input checked="" type="checkbox"/>

F 

E. Stop Payment: provides a check box available for selection for future dated payments. When available for selection, the Stop Payment check box provides a user with the ability to stop payment processing prior to actual payment.

F. Stop Payment(s): provides a user with one-click functionality to process the selected invoices for stop payment. This activity will remove the invoice line item from the **Payments Pending Transactions region** to the **Payments Initiation region**.

In the example a future dated payment is marked for stop payment.

Instructions for utilizing the functionality available in the **Payments Pending Transactions region** appear later in this training session.

CGDP PORTAL DPP- SPONSORS

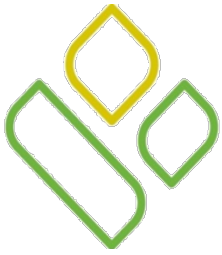


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Payments Tab Functionality

Work Instructions



CGDP Portal DPP-Sponsors Payments Functionality Work Instructions

You have now learned about the different regions and fields available on the **Payments** tab.

In this section of the training session, a high level overview of the steps needed to utilize the **Payments** tab functionality will be presented on the following topics:

- Processing Invoice Payments
- Processing Future Dated Invoice Payments
- Processing Deferred Invoices
- Initiate All Payment Processing Functionality
- Processing Payment Initiation Upload Batch Functionality
- Processing Stop Payments

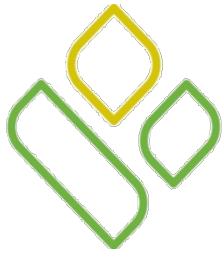
CGDP PORTAL DPP- SPONSORS



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*Processing Invoice Payments
Work Instruction*

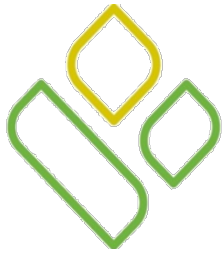


CGDP Portal DPP-Sponsors Processing Invoice Payments Work Instruction

Sponsors are required to process invoice line item payments on a quarterly basis within 38 calendar days from receipt of distributed invoices.

The CGDP Portal DPP allows the user to process payments for individual invoice line items with a default payment date of the current calendar day.

The following instruction will provide a high level overview of the steps needed to process payments for individual invoice line items utilizing the current calendar day as payment initiation date.



CGDP Portal DPP-Sponsors Processing Invoice Payments

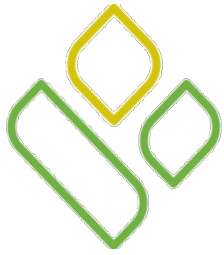
Select an available invoice line item from the **Payments Initiation region** for payment processing.

Populate a check mark in the Initiate Payment field check box and select the Submit button.

In the following example the populated Initiate Payment field check box corresponds to the invoice line item of \$101.12.

The screenshot displays the 'Sponsor Portal' for 'CGDP Payments'. The 'Invoiced Reporting Period' is set to 201401. The navigation menu includes 'Home', 'Payments' (highlighted), 'Completed', 'Receipts', and 'Reports'. The search filters are: P Number: ANY, Parent Org. ID: H0__0, and Contract Number: H3__9. A table lists invoice items with columns for P Number, Invoiced Amt., Previous Deferred Amount, Payment Date, Initiate Payment, Defer, and Failed. The first row (P1__0, \$101.12) has the 'Initiate Payment' checkbox checked. A 'Submit' button is located at the bottom right.

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__0	101.12	0.00	12/30/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
P1__6	1063.44	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	



CGDP Portal DPP-Sponsors Processing Invoice Payments Review Pending Transactions Region

Once the invoice line item processes, review the **Payments Pending Transactions region** for pending invoice line item payments.

In the following example the invoice line item amount of \$101.12 displays in the **Payments Pending Transactions region**.

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Home | **Payments** | Completed | Receipts | Reports

Sponsor Portal **CGDP Payments** Invoiced Reporting Period: 201401 Payments due 6/8/2014

P Number: ANY Parent Org. ID: H0__0 Contract Number: H3__9

Initiate All

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__6	1063.44	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Update All 12/30/2014

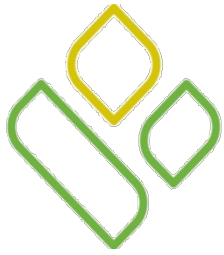
Pending Transactions

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
P1__0	101.12	12/30/2014	12/30/2014	

Payment Information

Total Invoiced	1164.56
Total Failed	0.00
Total Deferred	0.00
Total Pending	101.12
Total Successful	0.00
Total Available	1063.44

Payment Initiation Upload



CGDP Portal DPP-Sponsors Processing Invoice Payments Review Total Pending Field

The **Payment Information** region updates the Total Pending field with the amounts listed in the **Payments Pending Transactions** region.

In the following example the Total Pending field displays the amount of \$101.12.

The screenshot displays the CGDP Portal interface. At the top, there are logos for Palmetto GBA and CMS, along with navigation links: Contact Us, My Profile, Logout, Help, and Reporting. Below the logos is a navigation bar with tabs for Home, Payments (highlighted), Completed, Receipts, and Reports. The main content area is titled "Sponsor Portal" and "CGDP Payments" for the "Invoiced Reporting Period: 201401". It includes search filters for P Number (ANY), Parent Org. ID (H0__0), and Contract Number (H3__9). A "Payments due 6/8/2014" summary box is highlighted with a red border, showing a "Total Pending" of 101.12. Below this is a table of pending transactions with columns for P Number, Authorization Amt., Date Submitted, Payment Date, and Stop Payment. A "Payment Initiation Upload" section is also visible at the bottom right.

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__6	1063.44	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Payment Information	
Total Invoiced	1164.56
Total Failed	0.00
Total Deferred	0.00
Total Pending	101.12
Total Successful	0.00
Total Available	1063.44

Pending Transactions				
P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
P1__0	101.12	12/30/2014	12/30/2014	<input type="checkbox"/>

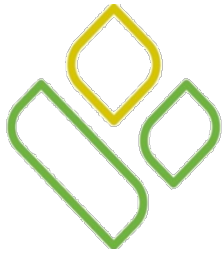
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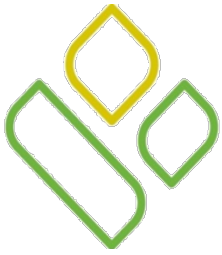
*Processing Future Dated
Invoice Payments
Work Instruction*



CGDP Portal DPP-Sponsors Processing Future Dated Invoice Payments Work Instruction

The CGDP Portal DPP provides the capability to select payment dates for invoice line items that differ from the default payment initiation date of the current calendar day.

The following instruction will provide a high level overview of the steps needed to process individual invoice line items for future calendar day payment processing.



CGDP Portal DPP-Sponsors Processing Future Dated Invoice Payments

Select an available invoice line item from the **Payments Initiation region** for payment processing.

Select the *Calendar* icon located to the right of the Payment Date field for the specific invoice line item and enter a date greater than the current calendar day.

In the following example the date selected on the calendar is 12/31/2014 for the invoice line item of \$101.12.

Sponsor Portal **CGDP Payments** Invoiced Reporting Period: 201401

P Number: ANY Parent Org. ID: H0__0 Contract Number: H3__9

Initiate All

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__0	101.12	0.00	12/31/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1__6	1063.44	0.00		<input type="checkbox"/>	<input type="checkbox"/>	

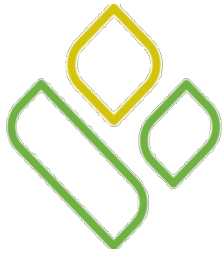
Update All

Submit

Calendar: December 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Go To Today Close




CGDP Portal DPP-Sponsors Processing Future Dated Invoice Payments Populate Initiate Payment Check Mark

Populate a check mark in the Initiate Payment field check box and select the Submit button.



In the following example the populated Initiate Payment field check box corresponds to the invoice line item of \$101.12 displaying a calendar date of 12/31/2014.


Home **Payments** Completed Receipts Reports

Sponsor Portal **CGDP Payments** Invoiced Reporting Period: 201401

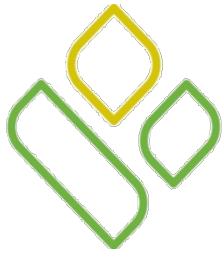
P Number: ANY ▾ Parent Org. ID: H0__0 Contract Number: H3__9 ▾ 

Initiate All

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__0	101.12	0.00	12/31/2014 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
P1__6	1063.44	0.00	12/30/2014 	<input type="checkbox"/>	<input type="checkbox"/>	



Note: the Payment Date field for all other invoice line items displayed defaults to the current calendar date of 12/30/2014.



CGDP Portal DPP-Sponsors

Processing Future Dated Invoice Payments

Review Pending Transaction Totals

Once the future dated invoice line item processes, the **Payments Pending Transactions region** will update with the newly added pending invoice payment and the Total Pending amounts field of the **Payment Information region** will display the updated balance.

In the following example the invoice line item amount of \$101.12 displays in the **Payments Pending Transactions** and **Payment Information regions**.

The screenshot displays the 'CGDP Payments' portal for the 'Invoiced Reporting Period: 201401'. The interface includes a navigation menu with 'Payments' selected, and a search bar with filters for 'P Number: ANY', 'Parent Org. ID: H0__0', and 'Contract Number: H3__9'. A 'Submit' button is located below the search filters.

The main content area is divided into several sections:

- Payment Information Summary:** A table showing totals for Invoiced, Failed, Deferred, Pending, Successful, and Available amounts. The 'Total Pending' amount of 101.12 is highlighted with a red box.
- Payments Pending Transactions:** A table listing pending transactions with columns for P Number, Authorization Amt., Date Submitted, Payment Date, and Stop Payment. A transaction with P Number P1__0 and an amount of 101.12 is shown, with a check box in the Stop Payment field.
- Payment Initiation Upload:** A section for uploading payment initiation files, featuring a 'Browse...' button and an 'Upload' button.

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__6	1063.44	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
P1__0	101.12	12/30/2014	12/31/2014	<input type="checkbox"/>

Payment Information	
Total Invoiced	1164.56
Total Failed	0.00
Total Deferred	0.00
Total Pending	101.12
Total Successful	0.00
Total Available	1063.44

Note: The invoice line item of \$101.12 located in the **Payments Pending Transactions region** also displays a check box in the Stop Payment field. Instructions for processing stop payments is discussed in a separate instruction.

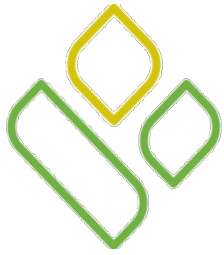
CGDP PORTAL DPP- SPONSORS



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*Processing Deferred Invoices
Work Instruction*



CGDP Portal DPP-Sponsors Processing Deferred Invoices Work Instruction

Sponsors are able to utilize the deferred process to defer payment of an invoice line item to a subsequent reporting period *if* the Sponsors' banking ACH process prevents payment of invoice line items that fall below a minimum ACH processing amount.

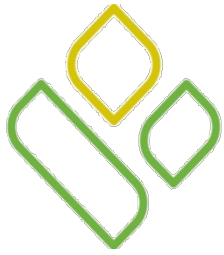
The design of the CGDP Portal DPP displays the Defer field check box for the following situations:

- Invoice line item amounts total less than system-default allowable amount
- Invoice line item amounts and previous deferred amounts total less than the system-default allowable amount

Note: Sponsors should only utilize deferment when the invoice line item amount is less than their banking ACH process minimum processing amount. The CGDP Portal DPP displays the Defer field check box for line items that total less than the current system-default amount of \$20.00 USD.

Invoice line items will no longer be available for deferment if the total of the individual invoice line item *or* the combination of invoice line item and previous deferred invoice line items total greater than the system-default allowable amount *or* the invoice line item remains unprocessed for payment for 16 reporting periods.

This instruction will provide a high level overview of the steps needed to process individual invoice line item deferment.



CGDP Portal DPP-Sponsors Processing Deferred Invoices

Select an invoice line item with an active Defer field check box in the **Payments Initiation region**.

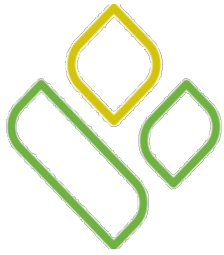
In the following example the invoice line items for \$9.54 and \$0.55 contain active Defer field check boxes.

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__9	9.54	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1__8	10.74	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1__8	156.70	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1__7	0.55	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Update All 12/30/2014

Note: The design of the CGDP Portal DPP displays the Defer field check box for the following situations:

- Invoice line item amounts located in the Invoiced Amt. field total less than system-default allowable amount.
- Invoice line item amounts located in both the Invoiced Amt. and the Previous Deferred Amount fields total less than the system-default allowable amount.



CGDP Portal DPP-Sponsors Processing Deferred Invoices Populate Defer Check Mark

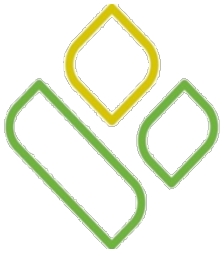
Populate the Defer field check box with a check mark to select the invoice line item(s) requiring deferral to the subsequent reporting period and select the Submit button.

In the following example the invoice line items for \$9.54 and \$0.55 now contain check marks in the Defer field check box and the Submit button is highlighted.

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__9	9.54	0.00	12/30/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
P1__8	10.74	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1__8	156.70	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1__7	0.55	0.00	12/30/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

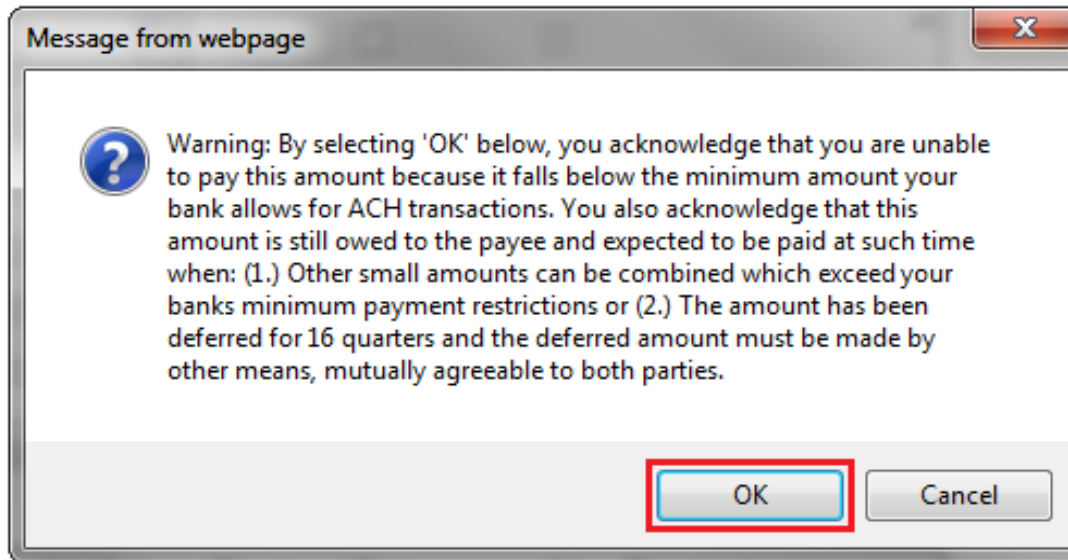
Update All 12/30/2014

Note: Selecting Defer is applicable only if the Sponsors' bank ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.



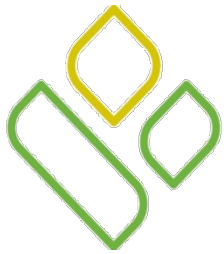
CGDP Portal DPP-Sponsors Processing Deferred Invoices Defer Qualifier Warning Message

The following message will appear after the Submit button is selected:



Note: Selecting the OK button to defer the invoice line item to the subsequent period creates an un-reversible event.

If it is determined that the selected invoice line is not the correct deferrable invoice to process, utilize the Cancel button to exit the message screen and select the applicable line item.



CGDP Portal DPP-Sponsors Processing Deferred Invoices Review Total Deferred Field

Once the defer process is complete review the **Payments Information region** Total Deferred field for updated amounts.

In the following example the Total Deferred field contains deferred items totaling \$10.09.

The screenshot displays the CGDP Portal interface. At the top, there are logos for Palmetto GBA and CMS, along with navigation links: Contact Us | My Profile | Logout | Help | Reporting. Below the logos is a navigation bar with tabs: Home, Payments (highlighted), Completed, Receipts, and Reports. The main content area is titled "Sponsor Portal" and "CGDP Payments" with an "Invoiced Reporting Period: 201401". There are search filters for P Number (ANY), Parent Org. ID (H0_0), and Contract Number (H3_9). A "Payment Information" summary box on the right shows: Total Invoiced (177.53), Total Failed (0.00), Total Deferred (10.09), Total Pending (0.00), Total Successful (0.00), and Total Available (167.44). The "Total Deferred" field is highlighted with a red box. Below this is a table of invoices:

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__8	10.74	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1__8	156.70	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Below the table are "Initiate All" and "Update All" buttons. At the bottom, there is a "Pending Transactions" section with a table that currently has "No data". A "Payment Initiation Upload" section includes a "Browse..." button and an "Upload" button. A "Stop Payment(s)" button is located at the bottom right.

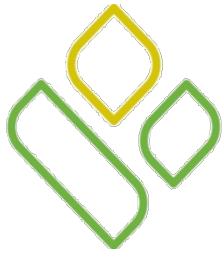
CGDP PORTAL DPP- SPONSORS



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***Initiate All Payment Processing
Work Instruction***



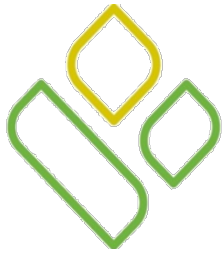
CGDP Portal DPP-Sponsors Initiate All Payment Processing Work Instruction

Sponsors are able to utilize the Initiate All functionality to process payment initiations for multiple invoice line items loaded to the CGDP Portal DPP.

The Initiate All function provides the capability to select all invoice line items located in the active **Payments Initiation region** to initiate payment processing on the current calendar date.

The Initiate All function also allows the deferment of invoice line items from the payment initiation process and allows updating payment initiation processing dates to a future calendar date for any available invoice line items displayed in the active **Payments Initiation region**.

This instruction will provide a high level overview of the steps needed to utilize the Initiate All functionality and the available features that are included for processing payment initiation.



CGDP Portal DPP-Sponsors Initiate All Payment Processing

Populate the Initiate All field check box with a check mark to select all invoice line items displayed on the active page of the **Payments Initiation** region.

Once the Initiate All field check box is populated, the system displays an informational message. Select the OK button to accept the informational message.

In this example the populated Initiate All field check box and informational message display.

Sponsor Portal **CGDP Payments** Invoiced Reporting Period: 201401

P Number: ANY Parent Org. ID: H0__0 Contract Number: H3__9

Initiate All

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__0	1.12	0.00				
P1__6	1063.44	0.00				
P1__5	322.93	0.00				
P1__6	63.71	0.00				

Update All

Pending Transactions

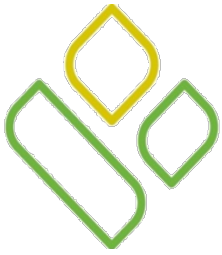
P Number	Authorization An
No data	

Message from webpage

You are going to initiate payments for ALL the contracts that are shown on this page. Please do not forget to set Payment Dates if you want to postpone certain payments. If data is not refreshed at the end of the process click on Payments tab.

OK Cancel

Stop Payment(s)



CGDP Portal DPP-Sponsors Initiate All Payment Processing Populate Initiate All Check Box

The **Payments Initiation region** displays the Initiate Payment field check box with a check mark populated for all invoice line items available on the active page.

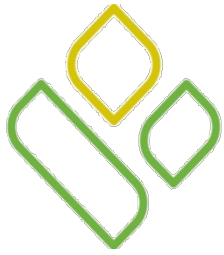
P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	<input checked="" type="checkbox"/> Initiate All	Initiate Payment	Defer	Failed
P1__0	1.12	0.00	12/30/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
P1__6	1063.44	0.00	12/30/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
P1__5	322.93	0.00	12/30/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
P1__6	63.71	0.00	12/30/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Update All 12/30/2014

Note: The Initiate All field check mark selects only those invoice line items that appear on the active **Payments Initiation region** page. The Submit button must be selected prior to moving to the next page in the **Payments Initiation region**.

To process *all* invoice line items utilizing the Initiate All function a user must select the Next Page icon, populate the Initiate All field check box for the invoice line items displayed on the active page, and select the Submit button for each page in the **Payments Initiation region**.

If any of the steps are incomplete prior to moving to the next page in the **Payments Initiation region**, all data entered on the current **Payments Initiation region** page will be lost.



CGDP Portal DPP-Sponsors

Initiate All Payment Processing

Initiate All Functionality

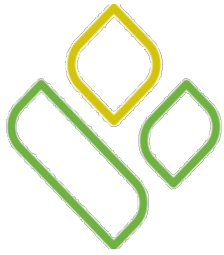
The selection of the Initiate All field check box provides the ability to select all displayed invoice line items for payment processing with the payment initiation date set as the current calendar date.

If it is determined that all invoice line items displayed should process for payment on the current calendar date, select the Submit button to initiate the payment process.

The Initiate All functionality also provides the following options:

- If it is determined that specific invoice line items should not be included in the Initiate All process for the current reporting period, the ability to de-select individual invoice line items to remove them from the payment processing functionality exists.
- If it is determined that invoice line items qualify for deferment for the current reporting period, the Initiate All functionality provides the ability to defer individual invoice line items to remove them from the payment processing functionality.
- If it is determined that invoice line items should not be processed for the current calendar date, the Initiate All functionality provides the ability to update the payment initiation date to a future calendar date for individual invoice line items using the Calendar icon or all displayed invoice line items using the Update All Payment Date field.

The deferment and future date functionality, as part of the Initiate All functionality, are discussed on the next two slides.



CGDP Portal DPP-Sponsors Initiate All Payment Processing Populate Defer Check Boxes

Populate the Defer field check box to defer invoice line items that qualify due the total invoice amount falling below the Sponsors' banking ACH processing minimum threshold requirement.

Selection of the Defer field check box automatically de-selects the Initiate Payment field check mark for the invoice line item(s).

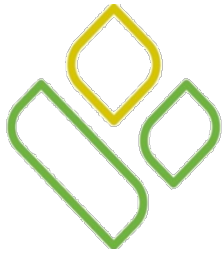
In the following example the selected Defer field check mark populates for the invoice line item amount of \$1.12 and removes the check mark in the Initiate Payment field.

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__0	1.12	0.00	12/30/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
P1__6	1063.44	0.00	12/30/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
P1__5	322.93	0.00	12/30/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
P1__6	63.71	0.00	12/30/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Initiate All

Update All 12/30/2014

Submit



CGDP Portal DPP-Sponsors Initiate All Payment Processing Future Payment Date

For selecting future payment initiation dates for individual invoice line items, select the *Calendar* icon to the right of the Payment Date field. This action expands a calendar that allows selection of a future calendar date for the payment initiation to begin.

In the following example the individual invoice line item of \$1,063.44 displays an updated calendar date and remains selected as part of the Initiate All functionality.

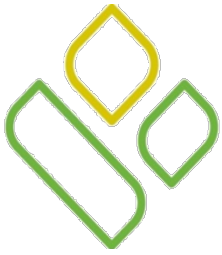
P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1__0	1.12	0.00	12/30/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
P1__6	1063.44	0.00	12/31/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
P1__5	322.93	0.00	12/30/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
P1__6	63.71	0.00	12/30/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Initiate All

Update All 12/30/2014

Submit

For selecting future payment initiation dates for *all* displayed invoice line items, populate the Update All Payment Date field check box and select the *Calendar* icon to the right of the Update All Payment Date field to expand the calendar to select the future calendar date for payment initiation to begin.

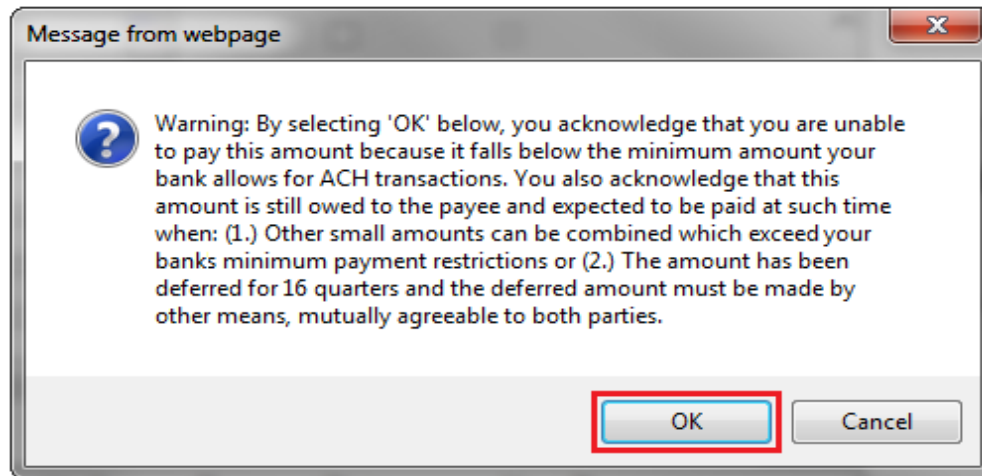


CGDP Portal DPP-Sponsors Initiate All Payment Processing Defer Qualifier Warning Message

Once all de-selected invoice line items, deferred invoice line items, or update of payment initiation dates are completed, select the Submit button to begin the payment initiation process.

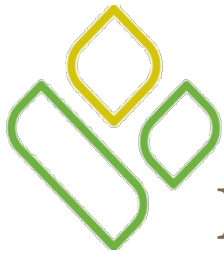
If deferred invoice line items are included in the submission of the payment initiation process, the Portal will display a deferment qualifications warning message.

In the following example the Defer Warning Message displays with the OK button highlighted.



Note: Selecting the OK button to defer the invoice line(s) item to the subsequent period creates an un-reversible event.

If it is determined that the selected invoice line is not the correct deferrable invoice to process, utilize the Cancel button to exit the message screen and select the applicable line item.



CGDP Portal DPP-Sponsors Initiate All Payment Processing Review Total Deferred and Total Pending Fields

Once the Initiate All process is completed, review the **Payment Information region** for updated amounts.

In the following example the **Payment Information region** Total Deferred field displays a balance of \$1.12 and the Total Pending field displays a balance of \$1,450.08.

Sponsor Portal **CGDP Payments** Invoiced Reporting Period: 201401

Payments due 6/8/2014

P Number: ANY Parent Org. ID: H0__0 Contract Number: H3__9

Initiate All

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
No data						

Update All 12/30/2014

Payment Information

Total Invoiced	1451.20
Total Failed	0.00
Total Deferred	1.12
Total Pending	1450.08
Total Successful	0.00
Total Available	0.00

Pending Transactions

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
P1__6	1063.44	12/30/2014	12/31/2014	<input type="checkbox"/>
P1__5	322.93	12/30/2014	12/30/2014	
P1__6	63.71	12/30/2014	12/30/2014	

Payment Initiation Upload

Note: the Total Pending field displays the total amount of invoice line items populating the **Payments Pending Transaction region**.

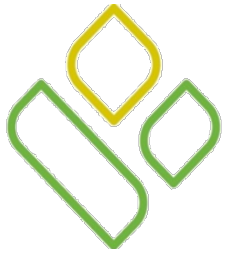
CGDP PORTAL DPP- SPONSORS



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*Processing Payment Initiation
Batch Upload
Work Instruction*



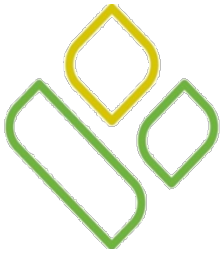
CGDP Portal DPP-Sponsors Processing Payment Initiation Batch Upload Work Instruction

Sponsors are able to utilize the Payment Initiation Upload functionality to select multiple invoice line items for payment processing into one batch text file versus utilizing individual invoice line item processing or the Initiate All system functionality.

A batch text file is a creation of a semi-colon delimited text file, which is loaded to the CGDP Portal DPP system for processing.

Once the upload is completed, results of the batch text file upload are available for review via the Reports – Batch functionality.

This instruction will provide a high level overview of the steps needed to process invoice batch uploads.



CGDP Portal DPP-Sponsors Processing Payment Initiation Batch Upload

On the **Payments** tab select the Printer icon, located beneath the links found in the upper right hand corner, to view all displayed invoice line items in a Microsoft Excel spreadsheet.

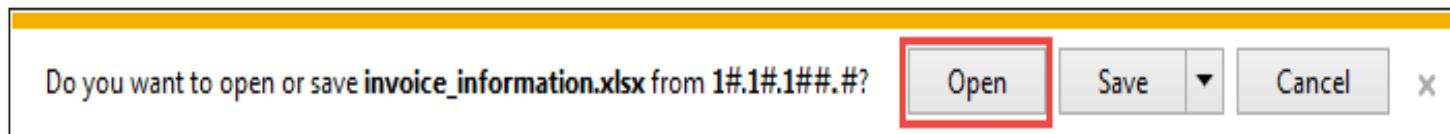
In the following example the Printer icon is displayed beneath the links found in the upper right hand corner on the **Payments** tab.

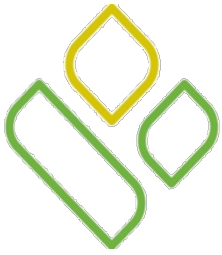


Select one of the following decision buttons in the message that appears at the bottom of the screen:

- Open: view the data in Microsoft Excel format
- Save: save the data in Microsoft Excel format
- Cancel: exit the decision message

In the following example the selected dialog box, Open, allows a user to view all invoice line items displayed on the active page of the **Payments Initiation region**.





CGDP Portal DPP-Sponsors Processing Payment Initiation Batch Upload Printer Icon Microsoft Excel Output

The file information for the active page in the **Payments Initiation region** will display in Microsoft Excel after selecting the *Open* button.

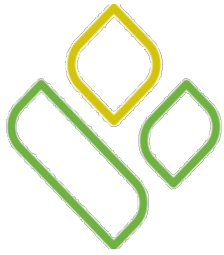
The *Printer* icon allows a user to view formatted information regarding active invoice line items displayed on the **Payments** tab in a Microsoft Office Excel spreadsheet format. The Excel spreadsheet contains three tabs:

- Invoice line item data corresponding to the active **Payments Initiation region** page displayed
- Invoice line item data corresponding to the active **Payments Pending Transactions region** page displayed
- Summary of total invoice amounts displayed in the **Payment Information region**

In the following example the Excel tab displays invoice line items for the active **Payments Initiation region** page. Seven invoice line items are displayed in Excel format.

	A	B	C	D	E	F
1	P NUMBER	INVOICE AMT	PREVIOUS DEFERRED AMT	PAYMENT DATE	FAILED DUE TO	
2	P1##2	284.54	0.00	01/12/15		
3	P1##2	691.19	0.00	01/02/15		
4	P1##4	23.69	0.00	01/02/15		
5	P1##7	167.56	0.00	01/02/15		
6	P1##5	714.68	0.00	01/02/15		
7	P1##6	2.5	0.00	01/02/15		
8	P1##7	96.41	0.00	01/02/15		
9						

Note: The *Printer* icon will only download and display invoice line items for the active **Payments Initiation region** page. To view all invoice line items for a reporting period, select the *Printer* icon on each page of the **Payments Initiation region**.



CGDP Portal DPP-Sponsors

Processing Payment Initiation Batch Upload

Batch Text File

Utilize the excel file(s) to determine which invoice line items to include in the batch text file.

Each batch must contain two types of records, a Header record and Detail records, for each invoice line item to be included in the batch text file. Information required for each type of record is as follows:

Header Record Information

- Parent Organization ID
- Reporting Period

Detail Record Information

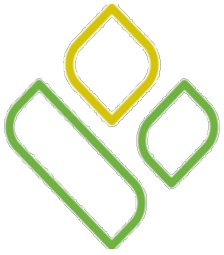
- Contract Number initiating payment
- P Number due funds
- EFT ID information
- Payment date
- Defer Invoice (Yes or No)

Once the information is collected for each invoice line item, create batch lines using text format.

In the following example the batch text file contains one header record and seven invoice line item detail records.

```
S5_4.20150102_BATCHscreen shot.txt - Notepad
File Edit Format View Help
HDR; S5__4; 201403
DET; HO__0; P1__2; CG14031__2HO__0; 20150102; N
DET; HO__0; P1__2; CG14031__2HO__0; 20150106; N
DET; HO__0; P1__4; CG14031__4HO__0; 20150105; N
DET; HO__0; P1__7; CG14031__7HO__0; 20150102; N
DET; HO__0; P1__5; CG14031__5HO__0; 20150107; N
DET; HO__0; P1__6; CG14031__6HO__0; 20150102; Y
DET; HO__0; P1__7; CG14031__7HO__0; 20150102; N
```

Note: Creation of batch text files can only contain invoice line items for the same reporting period.

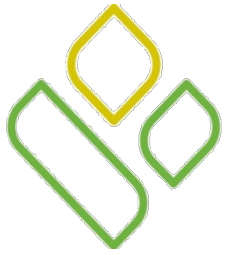


CGDP Portal DPP-Sponsors Processing Payment Initiation Batch Upload Payment Initiation Upload Region

Locate the **Payment Initiation Upload region** and select the *Browse...* button to search for the batch text file to be loaded to the CGDP Portal DPP system and select the *Upload* button to load the text file.

In the following example the batch text file is populating the *Browse...* field and the *Upload* button is selected.

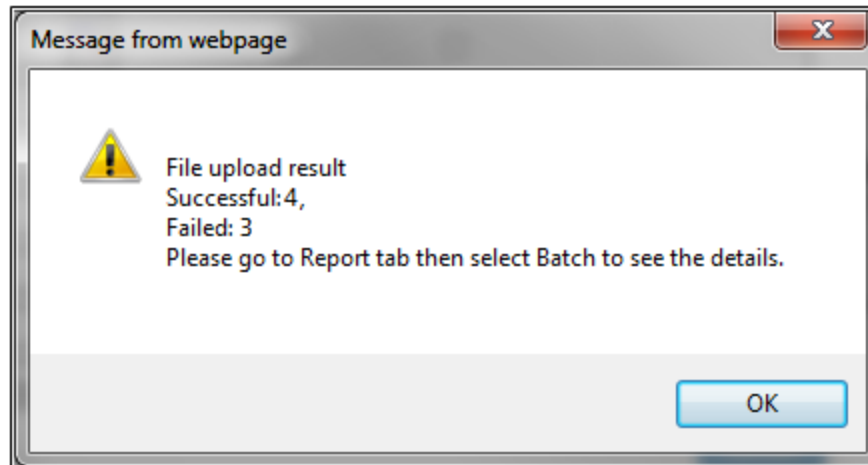
A screenshot of a web interface titled "Payment Initiation Upload". Below the title is a text input field containing the file path "C:\Public\CGDP_DPP_P". To the right of the input field is a light blue button labeled "Browse...". Further to the right is a blue button labeled "Upload", which is highlighted with a red rectangular border, indicating it is the selected or active element.

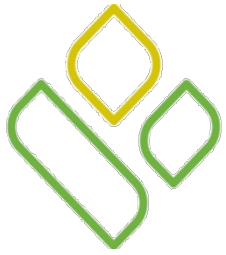


CGDP Portal DPP-Sponsors Processing Payment Initiation Batch Upload Batch File Upload Results Message

After the Payment Initiation Upload process completes, the CGDP Portal DPP system will display a system-generated message providing information of the success or failure of the file upload results included in the batch text file.

In the following example the system message displays that four files successfully completed payment initiation and three files failed payment initiation.





Processing Payment Initiation Batch Upload Review Pending and Failed Batch Transactions

The invoice line items that failed the batch initiation process display failed messages in the Failed field of the **Payments Initiation region**.

The successfully initiated invoice line item payments display in the **Payments Pending Transactions region** of the **Payments** tab.

In the following example the **Payments Initiation region** displays failed messages, the **Payments Pending Transactions region** displays the successful and authorized invoice line item amounts and the **Payment Information region** displays the Total Failed, Total Deferred and Total Pending dollar amounts of applicable invoice line items.

Initiate All

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P1002	284.54	0.00	<input type="text" value="01/02/2015"/>	<input type="checkbox"/>	<input type="checkbox"/>	Failure
P1077	167.56	0.00	<input type="text" value="01/02/2015"/>	<input type="checkbox"/>	<input type="checkbox"/>	Failure
P1137	96.41	0.00	<input type="text" value="01/02/2015"/>	<input type="checkbox"/>	<input type="checkbox"/>	Failure

Update All

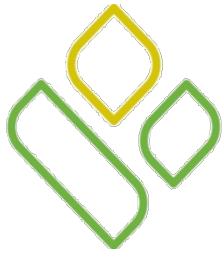
Pending Transactions

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
P1022	691.19	01/02/2015	01/06/2015	<input type="checkbox"/>
P1024	23.69	01/02/2015	01/05/2015	<input type="checkbox"/>
P1125	714.68	01/02/2015	01/07/2015	<input type="checkbox"/>

Payment Information

Total Invoiced	1980.57
Total Failed	548.51
Total Deferred	2.50
Total Pending	1429.56
Total Successful	0.00
Total Available	0.00

Payment Initiation Upload



CGDP Portal DPP-Sponsors Processing Payment Initiation Batch Upload Batch Reports

Select the **Reports** tab, populate the Batch radio button then select Download radio button corresponding to the applicable batch file to review the successful and failed batch text files.

In the following example the populated Batch and Download radio buttons are displayed on the **Reports – Batch** tab.

Sponsor Portal **CGDP Reports**

Home Payments Completed Receipts **Reports**

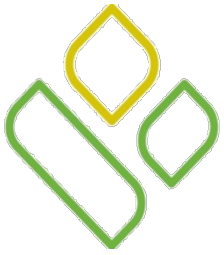
Invoice Data Dispute Tracking **Batch** Manufacturer 1099 Information

Parent Org. ID: S5__4

Current Cutoff Calendar

Reporting Period	201403
Invoice Paid by	01/12/2014
Invoice Distribution	12/04/2014
Dispute Submission	02/03/2015
Dispute Distribution	04/04/2015

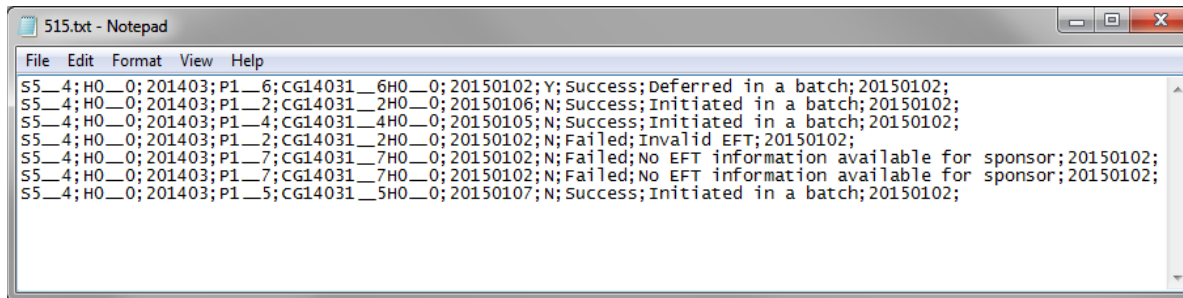
Primary ID	Description	Batch ID	Date Time	Download	Status	Last Download
S5__4	Batch init. 201403	515	20150102 03:25	<input checked="" type="radio"/>	3 Failed / 4 Successful	



CGDP Portal DPP-Sponsors Processing Payment Initiation Batch Upload Batch Report Download File

Review the downloaded batch text file for line items containing failures and update the **Payment Initiation Upload** batch text file to correct the errors prior to reloading the batch text file to the CGDP Portal DPP system.

In the following example the downloaded batch text file displays seven lines, three of which failed batch processing with error messages listed in the file.

A screenshot of a Notepad window titled "515.txt - Notepad". The window contains seven lines of text, each representing a batch processing record. The records are separated by semicolons and include fields for status, date, sponsor, and error messages. Three records show "Failed" status with specific error descriptions.

```
File Edit Format View Help
S5__4;H0__0;201403;P1__6;CG14031__6H0__0;20150102;Y;Success;Deferred in a batch;20150102;
S5__4;H0__0;201403;P1__2;CG14031__2H0__0;20150106;N;Success;Initiated in a batch;20150102;
S5__4;H0__0;201403;P1__4;CG14031__4H0__0;20150105;N;Success;Initiated in a batch;20150102;
S5__4;H0__0;201403;P1__2;CG14031__2H0__0;20150102;N;Failed;Invalid EFT;20150102;
S5__4;H0__0;201403;P1__7;CG14031__7H0__0;20150102;N;Failed;No EFT information available for sponsor;20150102;
S5__4;H0__0;201403;P1__7;CG14031__7H0__0;20150102;N;Failed;No EFT information available for sponsor;20150102;
S5__4;H0__0;201403;P1__5;CG14031__5H0__0;20150107;N;Success;Initiated in a batch;20150102;
```

Note: Error descriptions can be reviewed by selecting the [Help](#) link at the top right of the **Payments** tab and reviewing the system codes listing and resolution requirements for error issues.

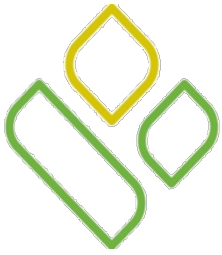
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*Processing Stop Payments
Work Instruction*



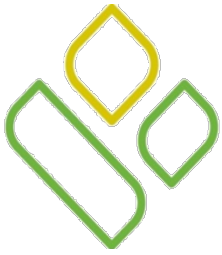
CGDP Portal DPP-Sponsors Processing Stop Payments Work Instruction

The CGDP Portal DPP provides Sponsors with the capability to stop the payment processing of future calendar dated invoice line items prior to the completion of the payment initiation process.

The Stop Payment process is only available for pending invoice line item payments that contain a payment date greater than the current calendar date.

Selecting a pending invoice line item payment for stop payment will reassign the stopped invoice line item to the **Payments Initiation region** for reprocessing.

The following instruction will provide a high level overview of the steps needed to process stop payments for pending invoice line item payments.



CGDP Portal DPP-Sponsors Processing Stop Payments

Future dated invoice line items available for stop payment processing reside in the **Payments Pending Transactions** region.

Future dated invoice line items available for stop payment processing will display a date greater than the current calendar date in the Payment Date field and contain an active check box in the Stop Payment field.

In the following example the stop payment eligible invoice line item amounts and active checkboxes display in the **Payments Pending Transactions** region.

Sponsor Portal **CGDP Payments** Invoiced Reporting Period: 201401

P Number: ANY Parent Org. ID: H0_0 Contract Number: H3_9

Initiate All

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P0_0	190.05	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P0_4	53.39	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P0_8	45.13	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P0_7	121.71	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Update All 12/30/2014

Payments due 6/8/2014

Payment Information

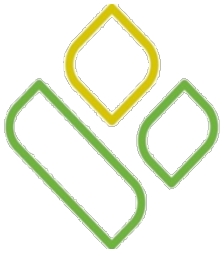
Total Invoiced	704.99
Total Failed	0.00
Total Deferred	13.83
Total Pending	280.88
Total Successful	0.00
Total Available	410.28

Payment Initiation Upload

Pending Transactions

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
P1_0	58.61	12/30/2014	12/31/2014	<input type="checkbox"/>
P0_6	32.06	12/30/2014	01/15/2015	<input type="checkbox"/>
P0_4	190.21	12/30/2014	12/31/2014	<input type="checkbox"/>

Note: the Stop Payment process is only available for pending invoice line item payments that contain a payment date greater than the current calendar date.



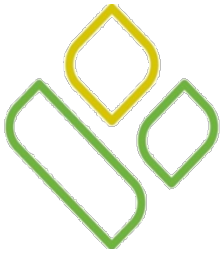
CGDP Portal DPP-Sponsors Processing Stop Payments Populate Stop Payment Check Mark

Populate the check box in the Stop Payment field with a check mark and select the Stop Payment(s) button, located at the bottom right of the **Payments Pending Transactions** region, to process a stop payment for future calendar dated invoice line items.

In the following example the populated Stop Payment check box corresponds to the future calendar dated invoice line item of \$58.61.

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
P1__0	58.61	12/30/2014	12/31/2014	<input checked="" type="checkbox"/>
P0__6	32.06	12/30/2014	01/15/2015	<input type="checkbox"/>
P0__4	190.21	12/30/2014	12/31/2014	<input type="checkbox"/>

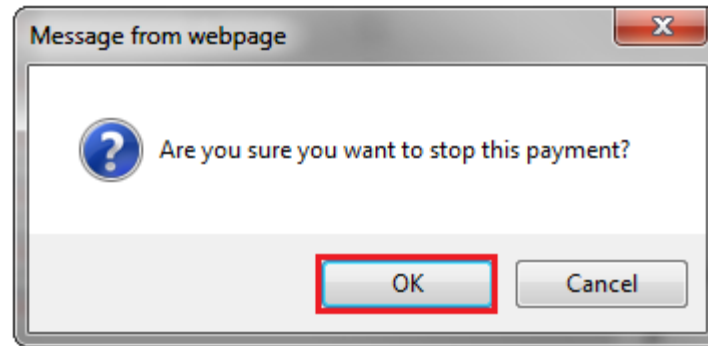
[Stop Payment\(s\)](#)



CGDP Portal DPP-Sponsors Processing Stop Payments Stop Payment(s) Message

The following message will appear after the Stop Payment(s) button is selected.

To proceed, select the OK button to process the stop payment for the invoice line item(s).

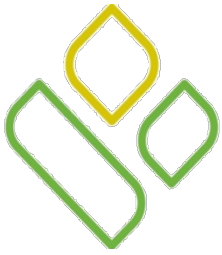


Note: Selecting the OK button to stop pay the invoice line item removes the invoice line item from the payment initiation process in the **Payments Pending Transactions region**.

If it is determined that the selected invoice line is not the correct invoice to process a stop payment, utilize the Cancel button to exit the message screen and select the applicable line item.

If the OK button is selected in error, reprocess the invoice line item utilizing one of the following work instructions:

- Processing Invoice Line Item payments
- Processing Future Dated Invoice Line Item payments



CGDP Portal DPP-Sponsors Processing Stop Payments Review Pending Transaction Totals

Once the stop payment functionality processes, review the following:

- **Payments Initiation region:** verify the reinstated invoice line item(s) reappears
- **Payment Information region:** verify the Total Pending field amount
- **Payments Pending Transactions region:** verify that the invoice line item(s) no longer appear in the region.

In the following example the **Payment Initiation region** displays the reinstated invoice line item for \$58.61, the **Payment Information region** displays an updated balance in the Total Pending field, the **Payments Pending Transactions region** no longer contains the invoice line item for \$58.61.

The screenshot displays the CGDP Payments portal interface. At the top, there are logos for Palmetto GBA and CMS, along with navigation links: Contact Us, My Profile, Logout, Help, and Reporting. Below the logos is a navigation bar with tabs: Home, Payments (highlighted), Completed, Receipts, and Reports. The main content area is titled "Sponsor Portal CGDP Payments" and includes an "Invoiced Reporting Period: 201401". There are search filters for P Number (ANY), Parent Org. ID (H0_0), and Contract Number (H3_9). A "Payments due 6/8/2014" summary box shows: Total Invoiced (704.99), Total Failed (0.00), Total Deferred (13.83), Total Pending (222.27), Total Successful (0.00), and Total Available (468.89). The main table lists payment items with columns: P Number, Invoiced Amt., Previous Deferred Amount, Payment Date, Initiate Payment, Defer, and Failed. The row for P1__0 with an amount of 58.61 is highlighted. Below this is a "Payment Initiation Upload" section with a "Browse..." button and an "Upload" button. At the bottom, a "Pending Transactions" table shows: P Number, Authorization Amt., Date Submitted, Payment Date, and Stop Payment. The row for P0__4 with an amount of 190.21 is highlighted. A "Stop Payment(s)" button is located at the bottom right of the Pending Transactions table.

P Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
P0__0	190.05	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P0__4	53.39	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P0__8	45.13	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P0__7	121.71	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1__0	58.61	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
P0__6	32.06	12/30/2014	01/15/2015	<input type="checkbox"/>
P0__4	190.21	12/30/2014	12/31/2014	<input type="checkbox"/>

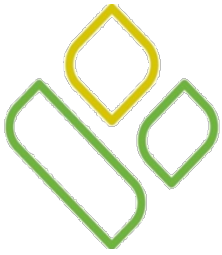
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Training Review

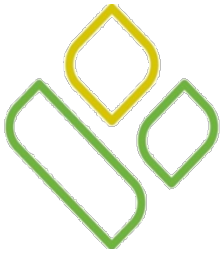


CGDP Portal DPP-Sponsors Training Review

In this training session you learned about the CGDP Portal DPP – Sponsors **Payments** tab.

This training introduced you to the following topics:

1. First look introduction to the **Payments** Tab
2. **Payments** Tab regions
 - **Tabbed region – Payments**
 - **Payments Invoice Reporting Period region**
 - **Payments Due region**
 - **Payments Filter region**
 - **Payment Information region**
 - **Payments Filter Results region**
 - **Payment Initiation Upload region**
 - **Payments Pending Transactions region**
3. Work Instruction for utilizing the **Payments** tab functionality



CGDP Portal DPP-Sponsors Questions

Questions?

