Coverage Gap Discount Program (CGDP)
New CGDP Portal Direct Payment Process

Sponsor Portal Users Guide
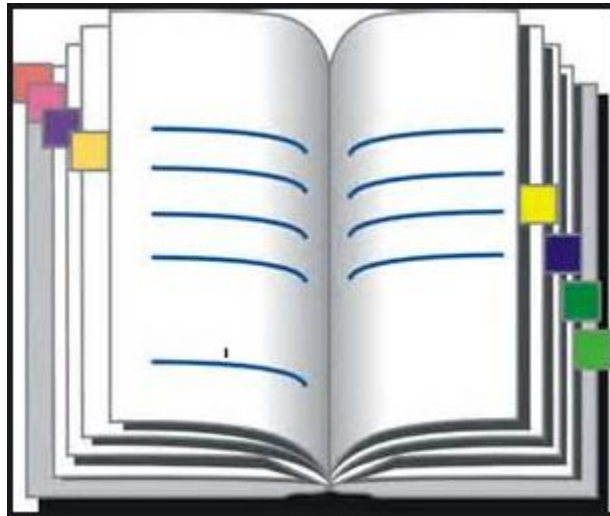
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Introduction

The Third Party Administrator (TPA) is the single point of contact between pharmaceutical Manufacturers and Part D Sponsors with the Coverage Gap Discount Program (CGDP). As stated in the Social Security Act (SSA), section1860D-14A(d)(3), the TPA is required to receive and transmit information between the Centers for Medicare & Medicaid Services (CMS), pharmaceutical Manufacturers, and other entities as appropriate. It is also required to receive, distribute, or facilitate the distribution of funds of pharmaceutical Manufacturers to appropriate entities, provide adequate and timely information to pharmaceutical Manufacturers, and permit Manufacturers to conduct periodic audits of the data and information used by the TPA to determine Manufacturer discounts for applicable drugs under the Medicare Coverage Gap Discount Program.

TPA Operations established CGDP TPA Mailboxes for Sponsors to fulfill the statutory requirements in the SSA. Within the mailbox, Sponsors can select from menu options to access invoices and reports, electronic funds transfer (EFT) file downloads and a payment confirmation guide.

This process presents the following challenges to the completion of the CGDP requirements:
- Actual payments may not match invoiced amounts
- Confirmations may not match actual payments
- Received payments may or may not be confirmed
- Misapplied payments may happen due to missing EFT identifiers

To help alleviate these challenges, the CGDP Portal Direct Payment Process (DPP) will provide Sponsors the ability to perform the following:

- Invoice review
- Invoice payment selection
- Invoice payment deferment
- Batch Invoice payment selection
- Automatic payment confirmation
- Payment receipt review
- Invoice dispute filing
- Reports retrieval

The CGDP Portal DPP allows Sponsors the ability to review invoice line item payments due from the Manufacturer. It also provides the ability to initiate bank-to-bank Automated Clearing House (ACH) transfers for invoice line item payments due back to Manufacturers, similar to the way online banking customers pay monthly bills. The CGDP Portal DPP will become the active system starting with the calendar year 2015 Q2 reporting period.

Utilizing the CGDP Portal DPP will eliminate the need for secure file transfer protocol (SFTP) mailboxes, conversion of invoice files to confirmation files, invoice line item amount payment discrepancies and downloading EFT files to complete the payment process. There will be no payment confirmation reports accepted after August 14, 2015 for any invoicing period

The Sponsor Portal DPP Users Guide will provide information on the functions available in the CGDP Portal DPP as well as tasked-based instructions for performing payment and receipt processing and report retrieval.

CGDP Portal DPP Icons

There are recurring icons and links throughout the CGDP Portal DPP that appear on the functional tabs in the system.

ICON/LINK	Definition
	Calendar icon provides an expanded calendar that allows users to select future months and dates.
Contact Us	*Contact Us* link provides contact information for the TPA Operations Team
Help	*Help* link provides access to the New Direct Payment Process Information section of the TPA Operations website
Logout	*Logout* link provides one-click access for logging out of the Web Portal DPP system
My Profile	*My Profile* link provides the ability to update the login password, security questions, or payment initiation PIN.
	Next Page icon provides access to move forward to next page in document
	Prior Page icon provides access to return to prior page in document, when available
	Printer icon provides users with displayed information formatted in a Microsoft Excel file.
Reporting	*Reporting* link provides a readable version of the data report.

CGDP Portal DPP Functions

CGDP Portal DPP Login

1) To access the CGDP Portal DPP system, Sponsors will enter his/her credential information provided by the TPA Operations Team.

   The User ID is the Parent Organization ID. The Parent Organization ID number categorizes the information loaded to the CGDP Portal DPP. Information is limited to only the Sponsor Contract Numbers associated with the Parent Organization ID.

   Note: Users will not have the ability to view other Sponsors' data.

CGDP Portal DPP Security Settings

2) There can potentially be 2 different roles within the portal: one for Administration purposes with no payment initiation capability and another strictly for Payment Initiation purposes. Accounts will be created with both roles for the primary contact by default, but the Payment Initiation role can be assigned to a different person upon receipt of written authorization sent in to the TPA Operations. All first time users with payment initiation authority will also be required to provide a 4 digit pass code for payment purposes.

3) The 4 digit PIN must be numeric and entered correctly when retyped. If not you will receive the error message(s) listed below.

4) All first time users, regardless of roles, will also be asked to provide answers to three selected security questions. Use the drop list to choose each question. Note: User must select three different questions.

5) The answers to each question should be entered in the *Answer #* boxes. Click *Save* once all three questions have been chosen and answered.

6) Once all three questions are answered, one of those questions will be randomly chosen again for you to answer. Once the answer is entered, click *Validate*.

7) After 3 failed attempts, you will receive the error message listed below. If you receive this message, please contact TPA Operations to have your account reset. The TPA Operations contact information can be found under the *Contact Us* link.

8) The user will also have the option to change his/her security information through the functions located under the My Profile link as seen below.

9) The user will have the option to *Change Password*, change *Two-Way Authentication*, or *Update Pin*.
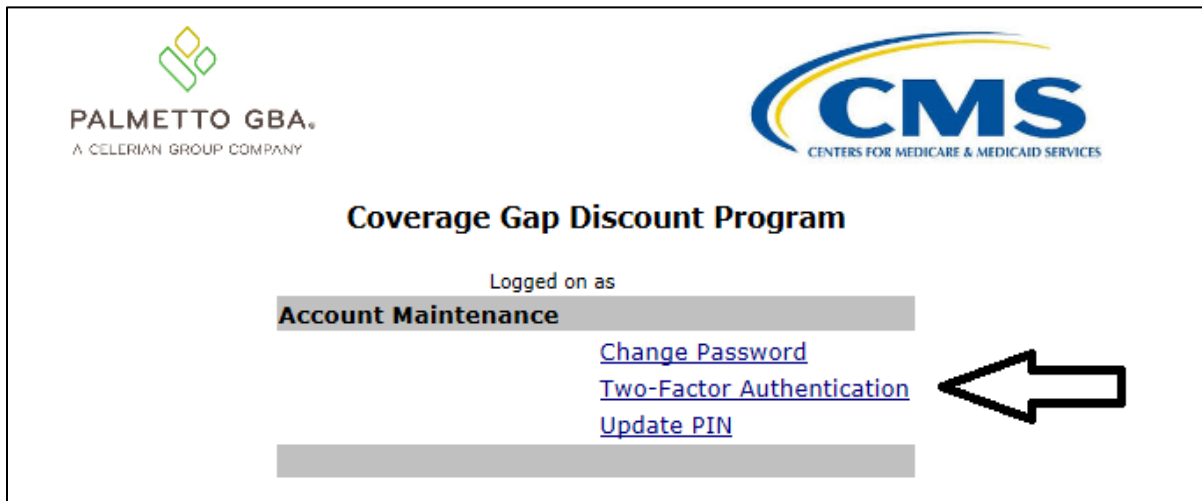
10) If the user chooses *Change Password,* the following screen will be displayed. The old password must be entered and the rules designated for password changes must be followed. Once the changes are made, click *Save*.
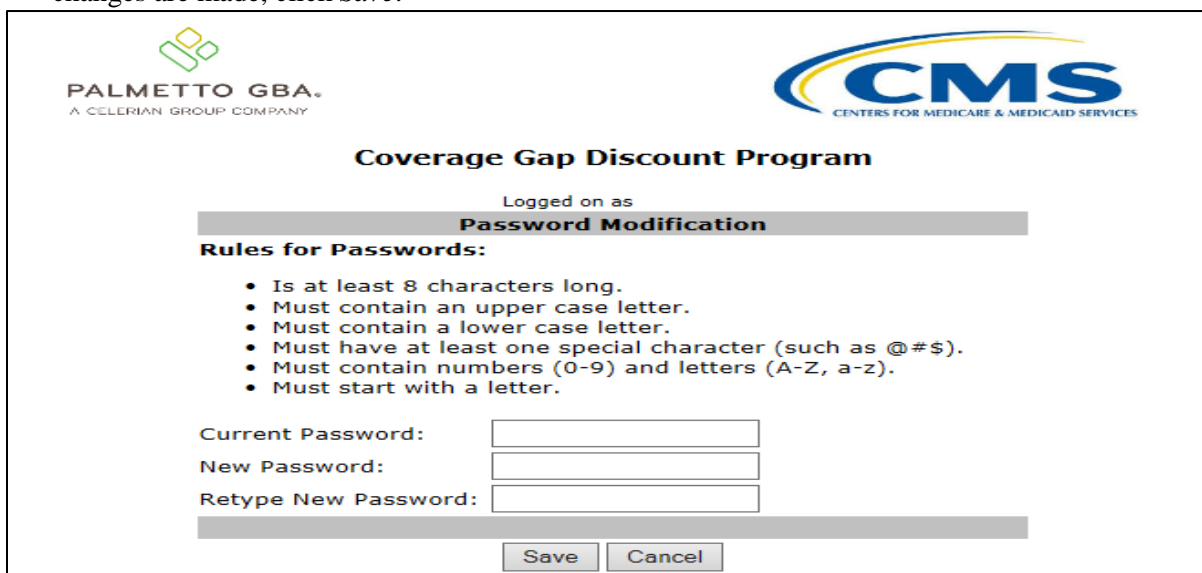
11) If the user chooses *Two-Factor Authentication* and wishes to change his/her security questions, the following screen will be displayed. Note: The current questions and answers will be displayed. Make the changes then click *Save*.

PALMETTO GBA.
A CELERIAN GROUP COMPANY

CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES

Coverage Gap Discount Program

Logged on as .

Two-Factor Authentication Information

Question #1: What was the house number and street name you lived in as a child? ⌄
Answer #1: ••••

Question #2: In what town or city was your first full time job? ⌄
Answer #2: ••••

Question #3: What time of the day was your first child born? (hh:mm) ⌄
Answer #3: ••••

Save   Cancel

12) If the user chooses *Update Pin* and he/she is authorized to initiate payments, the following screen will be displayed. The old pin must be entered and the new pin a four digit numeric code.

PALMETTO GBA.
A CELERIAN GROUP COMPANY

CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES

Coverage Gap Discount Program

Logged on as

PIN Modification

Old PIN:
New PIN:
Retype New PIN:

Save   Cancel

CGDP Portal DPP Home Tab

The **Home** tab allows the user to begin research and work with distributed invoices.

The **Home** tab has the following five regions.

1. **Tabbed region**: displays the tabbed page that is currently active. The tabbed region is available in all functionality of the system and provides a user with the ability to move throughout the system.
2. **Home Filter region**: allows the user to search data listed by the defaulted Parent Organization ID.
3. **Home Welcome Message region**: provides a message of activities that are available in the system.
4. **Home Filter Results region**: displays results based on data entered into the **Home Filter region**.
5. **Home Status Definitions region**: provides definitions of the statuses displayed in the **Home Filter Results region**.

The following pages will describe each region and its associated functions.

Tabbed Region - Home

After logging into the CGDP Portal DPP, the active tab displayed is the **Home** tab. The **Tabbed region** displays with the following available tabs:

- Home
- Reports

Selecting a distribution invoice line for review in the **Home Filter Results region** will activate the following tabs in the **Tabbed region**:

- Payments
- Completed
- Receipts

Home Filter Region

The **Home Filter region** contains the following four fields to assist a user with narrowing distributed invoice criteria:

    A.   Parent Org. ID: field defaults to the Parent Organization ID utilized to access the system.
    B.   Contract Number: allows the user to select a Sponsor Contract Number, associated with the Parent Organization ID, from the drop down list.
         Note: Sponsors may have multiple Contract Numbers associated with the Parent Organization ID. To view all Contract Numbers for the Parent Organization ID, users can select 'ANY' from the drop down list.
    C.   Reporting Period: allows the user to select reporting periods for distributed invoices, by calendar year and quarter, in YYYYQQ format. To view all distributed invoices, users can select 'ANY' from the drop down list.
    D.   Status: allows the user to select a specific status assigned to distributed invoices or allows a user to select 'ANY' to view all statuses assigned. Statuses can be one of five selections:
- Available
- Failed
- Incomplete
- Pending
- Successful

Home Welcome Message Region

The **Home Welcome Message region** provides a quick overview of some of the tasks that are available in the system as well as providing instruction for beginning the payment functionality process.

Home Filter Results Region

	A Parent Org. ID	B Contract Number	C Reporting Period	D Status	E Select
	H0__0	H3__9	201401	Pending	○
	H0__0	H5__9	201401	Available	○
	H0__0	H5__2	201401	Available	○
	H0__0	H5__0	201401	Available	○
	H0__0	H7__9	201401	Available	○
	H0__0	H7__1	201401	Available	○
	H0__0	H7__6	201401	Pending	○
	H0__0	H8__3	201401	Available	○
	H0__0	H9__7	201401	Available	○
	H0__0	S0__7	201401	Pending	○
	H0__0	S5__9	201401	Pending	○
	H0__0	S5__8	201401	Failed	○

The **Home Filter Results region** displays information requested in the **Home Filter region** based on the data selected in the Contract Number, Reporting Period, or Status fields.

The **Home Filter Results region** contains the following five fields that assist a user in reviewing distributed invoices for processing:

A. Parent Org. ID: field defaults to the Parent Organization ID utilized to access the system.
B. Contract Number: displays a specific Contract Number or all Contract Numbers associated with the Parent Organization ID, based on the distributed invoice line selected in the **Home Filter region**.
C. Reporting Period: displays invoices distributed by calendar year and quarter, in YYYYQQ format. Display can contain specific quarters or all distributed quarters, based on the selection in the **Home Filter region**.
D. Status: displays the status of distributed invoices. Display can contain data for one status type or display all statuses, based on the selection criteria entered in the **Home Filter region**.
E. Select: allows the user to select an individual distributed invoice line to access invoice line items associated with the invoice. This action also activates all tabs in the **Tabbed region**.

In the following example, the distributed invoice selected displays the status of Available.

Parent Org. ID	Contract Number	Reporting Period	Status	E Select
H0__0	H3__9	201401	Pending	○
H0__0	H5__9	201401	Available	●
H0__0	H5__2	201401	Available	○
H0__0	H5__0	201401	Available	○

Home Status Definitions

> ⑤ Available - Invoice is ready for payment initiations
> Failed - One or more items has an unsuccessful payment attempt
> Incomplete - One or more items have not been paid
> Pending - All line items have been initiated successfully
> Successful - All line items have been paid successfully

The **Home Status Definitions region** provides explanations of each of the statuses that may display in the **Home Filter Results region**.

CGDP Portal DPP Payments Tab

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

The **Payments** tab has the following eight regions:

1. **Tabbed region**: displays the tabbed page that is currently active.
2. **Payments Invoice Reporting Period region**: displays the specific quarter reporting period for invoice line items, in YYYYQQ format, based on the reporting period selected in the **Home Filter region**.
3. **Payments due region**: displays the date the invoice line items are due to Manufacturers, in MM/DD/YYYY format, based on the reporting period selected in the **Home Filter region**.
4. **Payments Filter region**: allows the user to search data listed by the defaulted Parent Org. ID.
5. **Payment Information region**: displays the numerical totals of all invoice line items and the different categories that each invoice line item may qualify as at a specific point in time. Invoice line items reclassify as payment functionality is processed.
6. **Payments Initiation region**: displays invoice line items based on P Number and Contract Number data entered into the **Payments Filter region**.
7. **Payment Initiation Upload region**: allows the user to create and upload multiple paid invoice line item data for ease in completing the payment initiation functionality, instead of working with each individual Manufacturer invoice line item.
8. **Payments Pending Transactions region**: displays invoice line items that are pending payment.

The following pages will describe each region and its associated functions.

Tabbed Region - Payments
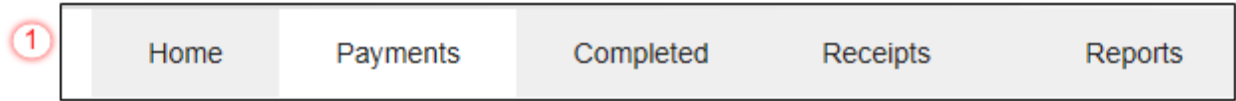
The **Tabbed region** allows the user to select different activities to perform while accessing the system. In this example, the **Payments** tab is active.

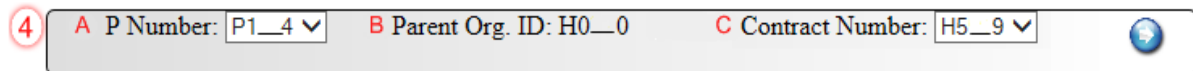## Payments Invoiced Reporting Period Region
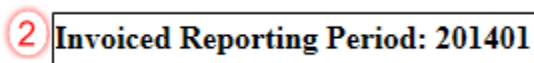
This section of the **Payments** tab displays the specified reporting quarter, in YYYYQQ format, based on the reporting period selected in the **Home Filter region**. In this example, the invoice line items for the 1st quarter of calendar year 2014 will appear in the **Payments Initiation region** on the **Payments** tab.

Payments Due Region
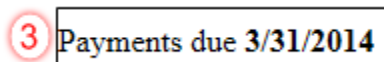
This section of the **Payments** tab displays the final payment due date of all invoice line items for a specified reporting period, based on the calculation of distributed invoice receipt date plus 38 calendar days. In this example, the invoice line items displayed in the **Payments Initiation region** are due by the date listed in the **Payments Due region**.

Payments Filter Region

The **Payments Filter region** contains the following three fields to assist a user with narrowing invoice line item search criteria.

A. <u>P Number</u>: displays the P Number for invoice line items. This field defaults based on the distributed invoice selected on the **Home** tab. The drop down list provides update capability to select another P Number from those assigned to the Parent Organization ID.
Note: this field will only allow update to P Numbers that have invoice line items in the same reporting period. In order to view a different reporting period, the user will need to return to the **Home** tab and select a distributed invoice with a different reporting period.

B. <u>Parent Org. ID</u>: field defaults to the Parent Organization ID utilized to access the system.

C. <u>Contract Number</u>: allows the user to select specific Contract Numbers from the drop down list. The drop down list provides update capability to select another Contract Number with invoice line items within the same reporting period. The field defaults to 'ANY', which displays all Contract Numbers for the reporting period.

Payment Information Region

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

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

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 less than the system-default 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.

Payments Initiation Region

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

This region contains the following nine fields that assist a user in processing invoice line items for payment.
   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 for deferment from the prior reporting period(s).

D. Payment/Failed Date: 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.

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

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

E. <u>Initiate All</u>: provides a user with 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.

In the following example, the <u>Initiate All</u> check box is populated and all check boxes for the invoice line items on the active page are populated.

The <u>Payment Date</u> will default to the current date when the <u>Initiate All</u> functionality is used.

Note: Selecting the <u>Initiate All</u> check box will only select invoice line items displayed in the active **Payments Initiation region**. To process all invoice line items utilizing the <u>Initiate All</u> function a user must select the *Next Page* icon, populate the <u>Initiate All</u> check box for the invoice line items displayed on the active page, and select the *Submit* button.

De-selecting the <u>Initiate All</u> check box will remove all <u>Initiate Payment</u> check marks for invoice line items on the active page.

F. <u>Initiate Payment</u>: allows the user to populate the check box with a check mark to allow the payment process to begin for an individual invoice line item.

G. Defer: provides a check box available for selection when the Invoiced Amt. or the combination of the Invoiced Amt. and the Previous Deferred Amount 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.

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 check box for line items that total less than the current system-default amount of $20.00 USD. Once the total amount of the Invoiced Amt. or the combination of the Invoiced Amt. and the Previous Deferred Amount fields is greater than the system-default allowable amount, the invoice line item amount is no longer eligible for deferment.

In the following example, the Invoiced Amt. is less than the system-default allowable 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	9.54	0.00	12/23/2014	☐	G ☐	
		☐ Update All 12/23/2014				Submit

In the following example, the Invoiced Amt. and the Previous Deferred Amount total less than the system-default allowable 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	☐	G ☐	
		☐ Update All 12/23/2014				Submit

In the following example, the Invoiced Amt. and the Previous Deferred Amount total more than the system-default allowable amount, which disqualifies the invoice line items for deferral to the subsequent reporting period.

6 P Number	Invoiced Amt.	Previous Deferred Amount	Payment/ Failed Date	Initiate Payment	Defer	Failed
P1__9	10.74	10.09	12/23/2014	☐	G ☐	
		☐ Update All 12/23/2014				Submit

H. <u>Failed</u>: provides a user an informational message when an invoice line item does not successfully process payments to the Manufacturer.

In the following example, the <u>Failed</u> field displays messages such as:
- Authentic. Error (Care account is not set)
- Initiation Failure
- Batch Initiation Failure

P Number	Invoiced Amt.	Previous Deferred Amount	Payment/ Failed Date	Initiate Payment	Defer	Failed
P1__8	851.68	0.00	12/22/2014	☐	☐	Initiation Failure
P1__8	165.07	0.00	12/22/2014	☐	☐	Batch Initiation Failure
P1__4	279.64	0.00	12/22/2014	☐	☐	AUTHENTIC. ERROR (Care account is not set)
		☐ Update All	12/22/2014			Submit

I.   Update All Payment Dates: allows the user to set a future date for all displayed invoice line items.

Note: Selection and update of the calendar date in the Update All Payment Dates field will only affect invoice line items displayed in the active **Payments Initiation region**.

To process *all* distributed invoice line items utilizing the Update All Payment Dates field, a user must select the *Next Page* icon, repeat the Update All Payment Dates action with the selected payment date for the invoice line items displayed on the active **Payments Initiation region** page, and select the *Submit* button.

P Number	Invoiced Amt.	Previous Deferred Amount	Payment/ Failed Date	Initiate Payment	Defer	Failed
				☐ Initiate All		
P1__4	71.79	0.00	12/22/2014	☐	☐	
			I ☐ Update All 12/22/2014			J Submit

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

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

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

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

The **Payments Initiation region** may display 'Please contact TPA' for invoice line items in lieu of the Payment Date, Initiate Payment, Defer and Failed fields. Users are required to contact the TPA Operations staff to request assistance with processing the invoice line items.

Examples of why 'Please contact TPA' may display are:
- Invalid banking information on file for Manufacturer
- Manufacturer is classified in Receivership status
- IRS Levy/Garnishment documentation requests

In the following example, the **Payments Initiation region** displays the message 'Please contact TPA.'

Payment Initiation Upload Region

⑦
Payment Initiation Upload
A Browse...   B Upload

The **Payment Initiation Upload region** provides a location for uploading manually created payment files for users working with large volumes of payments for a reporting period. This form contains two fields to assist a user with locating and uploading payment file data. Instructions and reference documents for batch file formatting appear in a later section of this manual to utilize the upload process.

A. *Browse…*: allows the user to search file data created to batch payment files for upload to system.
B. *Upload*: provides a user one-click functionality to upload batched payment file data to the system for processing.

Payments Pending Transactions Region

⑧ **Pending Transactions** 🔵

A P Number	B Authorization Amt.	C Date Submitted	D 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	☐
P__9	2055.70	12/03/2014	12/21/2014	☐
P__8	53.86	12/03/2014	12/30/2014	☐

F Stop Payment(s)

The **Payments Pending Transactions region** displays information regarding reassigned invoice line items from the **Payments Initiation region** based on payment selection.

This form contains the following six fields used to display invoice line items selected for payment.
A. P Number: displays the Manufacturer number.
B. Authorization Amt: displays the amount authorized, including amounts located in the Invoice Amt. and Previous Deferred Amount fields, as payment to the Manufacturer.
C. 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.
D. Payment Date: displays the calendar date that initiates the request for withdrawal of scheduled funds from user's bank account, in MM/DD/YYYY format.

E. <u>Stop Payment</u>: provides a check box available for selection for future dated payments. The Stop Payment check box allows the user to stop payment processing prior to actual payment. The <u>Stop Payment</u> checkbox only displays for pending invoice line item payments that contain a payment date greater than the current calendar date.

In the following example, the highlighted payment is not eligible for stop payment, due to the payment not being a future dated payment.

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	☐
P__9	2055.70	12/03/2014	12/21/2014	☐
P__8	53.86	12/03/2014	12/30/2014	☐

Pending Transactions
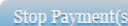
Stop Payment(s)

F. *Stop Payment(s)* <u>button</u>: 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 following example, a future dated payment is marked for stop payment.

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	☐
P__9	2055.70	12/03/2014	12/21/2014	☐
P__8	53.86	12/03/2014	12/30/2014	☑

Pending Transactions

F Stop Payment(s)

CGDP Portal DPP Work Instructions - Payments

Processing Invoice Payments

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.

This work instruction provides direction on the steps needed to process payments for individual invoice line items utilizing the current calendar day as payment initiation date.

1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

   In the following example, the CGDP DPP system login page displays.

2) On the **Home** tab, select the specific Contract Number from the drop down list located in the Contract Number field.

In the following example, ANY populates the Contract Number field drop down list.

3) Populate the Select radio button for the reporting period and select the **Payments** tab to view the invoice line items for the specific reporting period.

In the following example, the selected reporting period is 201401.

4) On the **Payments** tab, review the **Payment Information region** for pending items.

In the following example, the Total Pending field contains no pending items.

5) Review the **Payments Initiation region** for available invoice line items.

In the following example, the **Payments Initiation region** displays the first page of invoice line items for the selected reporting period.

6) To select an individual invoice line item for payment processing, populate a check mark in the Initiate Payment check box.

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

7) Select the *Submit* button, located at the bottom right of the **Payments Initiation region**, to process the invoice line item payment.

8) 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**.

9) The **Payments 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.

10) For final verification of the processed invoice line item, select the P Number from the drop down list in the **Payments Filter region** and enter in the specific P Number.

In the following example, P1__0 populates the P Number field drop down list and displays no invoice line item data in the **Payments Initiation region**.

You have now completed payment of an individual invoice line item.

Processing Future Dated Invoice Payments

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

This work instruction provides direction on the steps needed to process individual invoice line items for future calendar day payment processing.

1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

   In the following example, the CGDP DPP system login page displays.

2) On the **Home** tab, select the specific Contract Number from the drop down list located in the Contract Number field.

In the following example, ANY populates the Contract Number field drop down list.

3) Populate the Select radio button to choose the reporting period then select the **Payments** tab to view the invoice line items for the specific reporting period.

In the following example, the selected reporting period is 201401.

4) On the **Payments** tab, review the **Payments Initiation region** for available invoice line items.

In the following example, the **Payments Initiation region** displays the first page of invoice line items for the selected reporting period.

5) To update an invoice line item payment date, select the *Calendar* icon located to the right of the <u>Payment Date</u> field for the specific invoice line item.

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

To select the future dated individual invoice line item for payment processing, populate a check mark in the Initiate Payment check box.

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

6) Select the *Submit* button, located at the bottom right of the **Payments Initiation region**, to process the invoice line item payment.

7) Once the future dated invoice line item processes, the **Payments Pending Transactions region** will update with the newly added pending invoice payment.

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

Note: The **Payments Pending Transaction** of $101.12 also displays a check box in the Stop Payment field. Instructions for processing stop payments discussed in separate instruction.

8) The **Payment Information region** also 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 total amount of $101.12.

You have now completed payment of a future dated invoice line item.

Processing Deferred Invoices

Sponsors may use the deferred invoice line item process to defer payment of an invoice line item to a subsequent reporting period if their banking ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.

The design of the CGDP Portal DPP displays the <u>Defer</u> check box for the following situations:
A) Invoice line item amount totals less than system-default allowable amount
B) Invoice line item amount and previous deferred amounts total less that the system-default allowable amount

The <u>Defer</u> check box appears in the **Payments Initiation region** when line items 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, 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 work instruction provides direction on processing invoice line item deferment.

1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

   In the following example, the CGDP DPP system login page displays.

2) On the **Home** tab, select the specific Contract Number from the drop down list located in the Contract Number field.

In the following example, ANY populates the Contract Number field drop down list.

3) Populate the Select radio button for the reporting period then select the **Payments** tab to view the invoice line items for the specific reporting period.

In the following example, the selected reporting period is 201401.

4) On the **Payments** tab, review the **Payment Information region** for deferred items.

In the following example, the Total Deferred field contains no deferred items.

5) Review the invoice line items in the **Payments Initiation region** and locate an invoice line item with an active Defer check box.

In the following example, the invoice line items for $9.54 and $0.55 contain an active Defer check box.

Note: The design of the CGDP Portal DPP displays the Defer 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 that the system-default allowable amount.

6) Populate the Defer check box with a check mark to select the invoice line item requiring deferral to the subsequent reporting period.

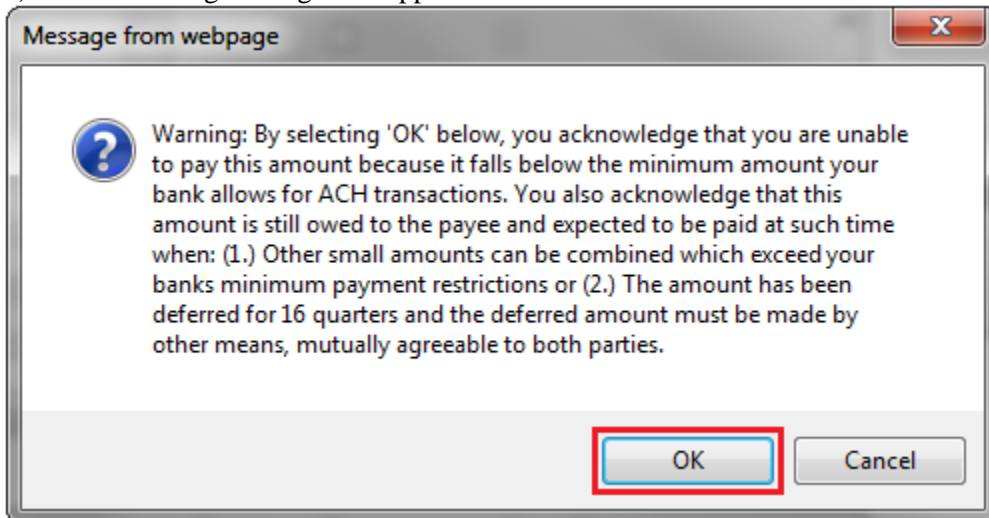In the following example, the invoice line items for $9.54 and $0.55 now contain check marks in the Defer check box.

P Number	Invoiced Amt.	Previous Deferred Amount	Payment/ Failed Date	Initiate Payment	Defer	Failed
P1__9	9.54	0.00	12/30/2014	☐	☑	
P1__8	10.74	0.00	12/30/2014	☐	☐	
P1__8	156.70	0.00	12/30/2014	☐	☐	
P1__7	0.55	0.00	12/30/2014	☐	☑	
		☐ Update All	12/30/2014			Submit

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

Invoice line items will no longer be available for deferment if the invoice line item(s) remains unprocessed for payment for 16 reporting periods. Invoice line item(s) in this status will require payment processing between the two entities.

7) Select the *Submit* button, located at the bottom right of the **Payments Initiation region**, to defer the invoice line item to the subsequent reporting period.

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

Message from webpage

? Warning: By selecting 'OK' below, you acknowledge that you are unable to pay this amount because it falls below the minimum amount your bank allows for ACH transactions. You also acknowledge that this amount is still owed to the payee and expected to be paid at such time when: (1.) Other small amounts can be combined which exceed your banks minimum payment restrictions or (2.) The amount has been deferred for 16 quarters and the deferred amount must be made by other means, mutually agreeable to both parties.

OK   Cancel

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 line is not the correct deferrable invoice to process, utilize the *Cancel* button to exit the message screen and update the invoice line item.

9) Select *OK* to defer the selected invoice line item.

10) Once the defer process is complete, review the **Payment Information region** Total Deferred field for updated amounts.

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

11) To verify the deferred invoice line items, select the **Completed Payments** tab and review the data listed in the **Completed Payments Transactions region**.

In the following example, the listed invoice line items of $9.54 and $0.55 display as Deferred in the Payment Date field.

You have now completed processing a deferred invoice line item.

Initiate All Payment Processing Functionality

Sponsors are able to utilize the Initiate All functionality to process payment initiation 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 date. The Initiate All function also allows for updating payment initiation processing dates to a future date for any available invoice line items displayed in the active **Payments Initiation region**. The functionality also allows the de-selection of specific invoice line items from the payment initiation process such as deferrable invoice line items.

This work instruction provides direction on utilizing the Initiate All functionality and the available features that are included for processing payment initiation.

1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

   In the following example, the CGDP DPP system login page displays.

2) On the **Home** tab, select the specific Contract Number from the drop down list located in the Contract Number field.

In the following example, ANY populates the Contract Number field drop down list.

3) Populate the Select radio button for the reporting period then select the **Payments** tab to view the available invoice line items for the specific reporting period.

In the following example, the selected reporting period is 201401.

4) On the **Payments** tab, review the **Payment Information region** to view the balances displayed.

In the following example, the Total Failed, Total Deferred, Total Pending, and Total Successful fields contain zero amounts listed.

5) Review the invoice line items in the **Payments Initiation region** and locate the Initiate All check box.

In the following example, the **Payments Initiation region** and the Initiate All check box display.

6) Populate the <u>Initiate All</u> check box with a check mark to select all invoice line items displayed on the active page. Once the <u>Initiate All</u> check box is populated, the system displays an informational message.

In the following example, the populated <u>Initiate All</u> check box and an informational message display.
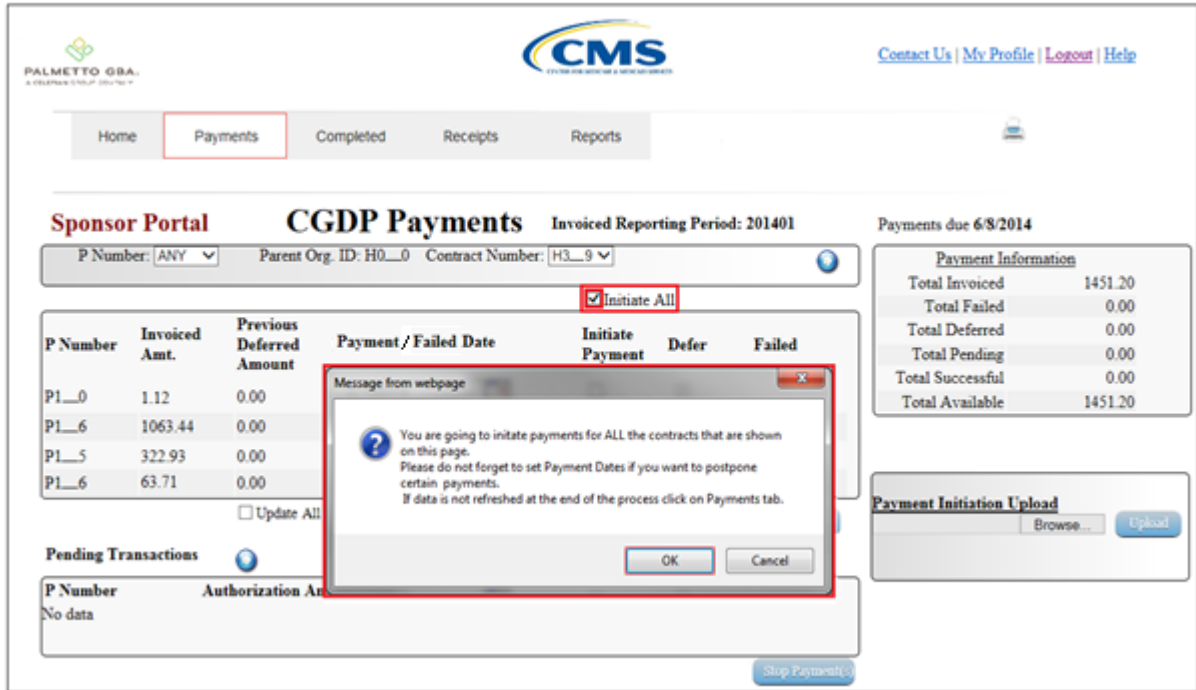
In the following example, the <u>Initiate All</u> informational message displays with the *OK* button highlighted.
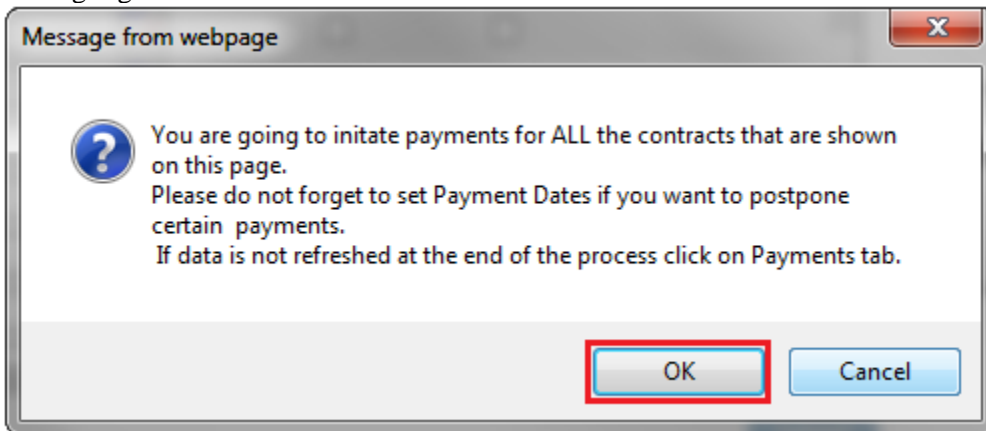
7) Select the *OK* button to accept the informational message.

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.

In the following example, the Initiate Payment field displays populated check marks for all invoice line items.

Note: The Initiate All check mark selects only those invoice line items that appear on the active **Payments Initiation region** page. **The population of the Initiate All check mark does NOT select all invoice line items for the reporting period.** In order to utilize the Initiate All functionality for all invoice line items, select each page in the **Payments Initiation region**, and complete the steps introduced in this work instruction, if applicable, prior to moving to the next page in the region. If any of the steps included in this instruction are incomplete prior to moving to the next page, all data entered on the current page will be lost.

8) The selection of the Initiate All check box provides the ability to select all displayed invoice line items for payment processing with the payment initiation date set as the current date. If it is determined that all invoice line items displayed should process for payment on the current date, select the *Submit* button to initiate the payment process.

If it is determined that invoice line items cannot be processed in the current reporting period or for the current date, the Initiate All functionality provides the ability to defer individual invoice line items to remove them from the payment processing functionality. It also provides the ability to update the payment initiation date to a future calendar date for all invoice line items or individual invoice line items.

9) To defer invoice line items that fall below the Sponsor banking ACH processing minimum threshold, populate the Defer field check box for those invoice line items. Selection of the Defer field check box automatically de-selects the Initiate Payment field check box for the invoice line item.

In the following example, the selected Defer check box populates for the invoice line item amount of $1.12.

10) To update the payment initiation date to a future date, select the *Calendar* icon to the right of the
Payment Date field. This action expands a calendar that allows selection of a future date for the
payment initiation to begin.

In the following example, the invoice line item of $1,063.44 displays the updated calendar date of
12/31/2014, which is visible in the Payment Date field and the expanded calendar.

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

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

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

In the following example, the <u>Defer</u> Warning Message displays with the <u>OK</u> button highlighted
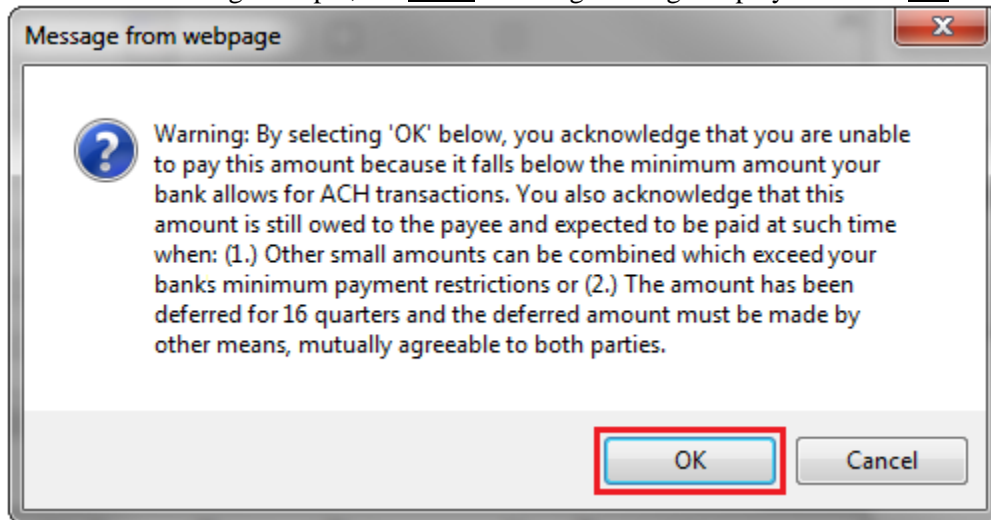
Note: Selecting the <u>OK</u> button to defer the invoice line item to the subsequent period creates an un-reversible event.

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 update the invoice line item.

13) Select *OK* to defer the selected invoice line item.

14) 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.

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

15) To review the deferred invoice line items, select the **Completed Payments** tab and review the data listed in the **Completed Payments Transactions region**.

In the following example, the listed invoice line items of $1.12 display as Deferred in the <u>Payment Date</u> field.

Note: the <u>Total Pending</u> field on the **Completed Payments** tab contains the total of invoice line items with payment initiation dates that were not future dated.

You have now completed processing invoice line items utilizing the <u>Initiate All</u> functionality.

Processing Payment Initiation Upload Batch Functionality

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 work instruction provides direction on processing invoice batch upload functionality.

1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.

2) On the **Home** tab, select the specific Sponsor Contract Number from the drop down list located in the Contract Number field.

In the following example, H0__7 populates the Contract Number field drop down list.

3) Populate the Select radio button for the reporting period then select the **Payments** tab to view the available invoice line items for the specific reporting period.

In the following example, the selected reporting period is 201403.

4) On the **Payments** tab, review the **Payments Initiation region** to view the invoice line items available for payment processing.

In the following example, the **Payments Initiation region** displays invoice line items available for payment initiation processing and the location of the *Printer* icon.

5) To view all invoice line items for a reporting period, select the *Printer* icon located between the links found in the upper right hand corner and the **Payments Due** region.

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**

The Microsoft Excel spreadsheet allows the user to view all invoice line items displayed on the active **Payments Initiation region** without requiring the user to scroll through the data. It provides a format that allows users the ability to massage invoice line item data required in creating Batch text files.

6) Select one of the following dialog boxes in the message that appears at the bottom of the screen:
   - *Open*: view the data in text file format
   - *Save*: save the data in text file format
   - *Cancel*: exit the decision message

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

Do you want to open or save **invoice_information.xlsx** from 1#.1#.1##.#?	Open	Save	▼	Cancel	×
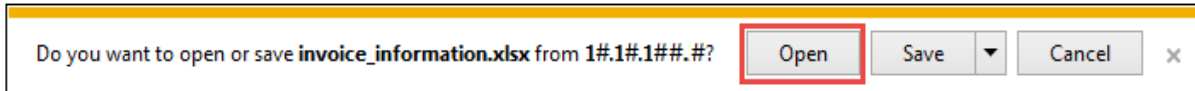
7) After selecting the *Open* button, the file information for the active Payment Initiation page will display in Microsoft Excel.

   In the following example, the invoice line items display in a Microsoft Excel spreadsheet with the current date displayed in the <u>Payment Date</u> field.

	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**.

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

9) For each invoice line item to be included in the batch text file, collect the following information:
   - Parent Organization ID
   - Reporting Period
   - Contract Number initiating payment
   - P Number due funds
   - EFT ID information
   - Payment date
   - Defer Invoice (Yes or No)

10) Once the information is collected for each invoice line item, create batch lines, using text format, for each invoice line item containing the following information:
Note: Refer to Appendix B in the Reference section for assistance with formatting batch text files.

- Batch Header Line: 'HDR' to notate header line followed by a semi-colon (;), Parent Organization ID followed by a semi-colon (;) and Reporting Period, in YYYYQQ format.

  Example of Batch Header line:
  - HDR;S5__4; 201403

- Batch Detail Line: 'DET' to notate detail line followed by a semi-colon (;), Contract Number followed by a semi-colon (;), P Number followed by a semi-colon (;), EFT ID information, in CGYYQQP####H#### format, followed by a semi-colon (;), Payment date, in YYYYMMDD format, followed by a semi-colon (;), 'N' for not Deferred or 'Y' for Deferred invoice line items.

  Example of a non-deferred invoice line item with payment date of 12/29/2014:
  - DET;H0__0;P1__0;CG14011__0H0__0;20141229;N
  Example of a deferred invoice line item with defer date of 01/15/2015:
  - DET;H0__0;P1__0;CG14011__0H0__0;20150115;Y

In the following example, the batch text file contains one header record and seven invoice line item records.
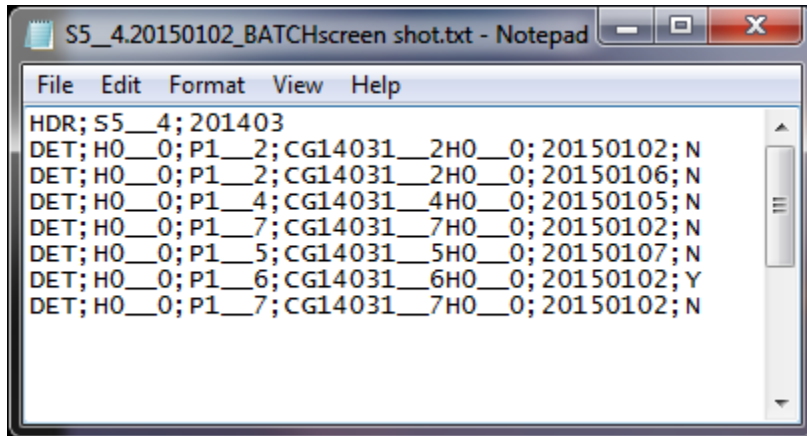
Note: Creation of batch text files can only contain invoice line items for the same reporting period.

11) Save the batch text file, once created with all selected invoice line items, using a Sponsor-determined file naming convention.

12) On the **Payments** tab, select the **Payment Initiation Upload region**.

13) Select the *Browse…* button to search for the batch text file to be loaded to the CGDP Portal DPP system.

In the following example, the highlighted button is the *Browse…* button
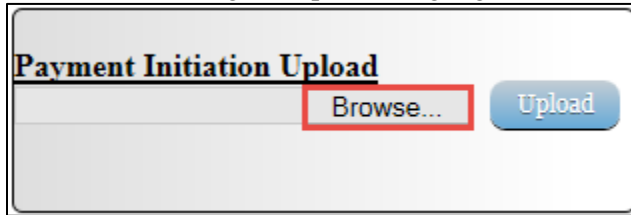
14) Locate and select the batch text file to load to the CGDP Portal DPP system

In the following example, the batch text file, S5__4.20150102_BATCH.txt, is located.
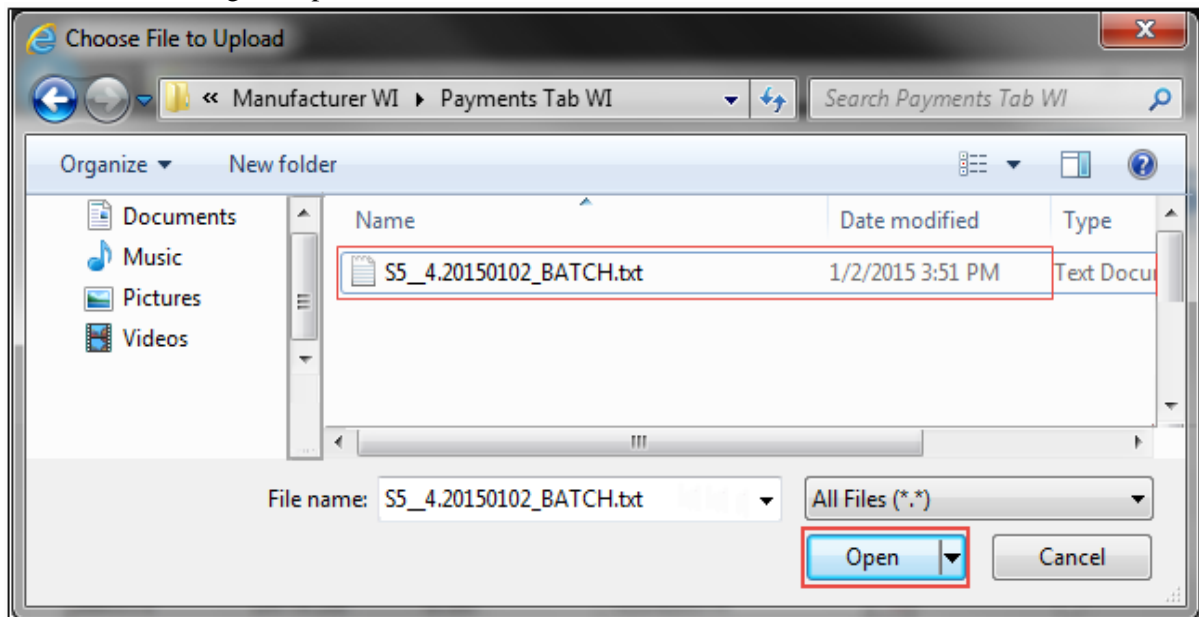
15) Click the *Open* button to upload the text file to the CGDP Portal DPP system.

16) In the **Payment Initiation Upload region**, the computer location of the batch text file populates the field to the left of the *Browse…* button.

In the following example, the selected batch file name displays to the left of the *Browse…* button.
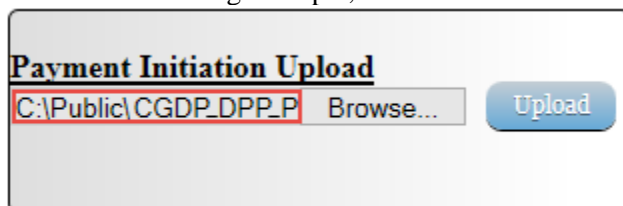
17) Select the *Upload* button to load the text file to the CGDP Portal DPP system.

In the following example, the button selected is the *Upload* button.

Payment Initiation Upload

C:\Public\CGDP_DPP_P | Browse... | Upload
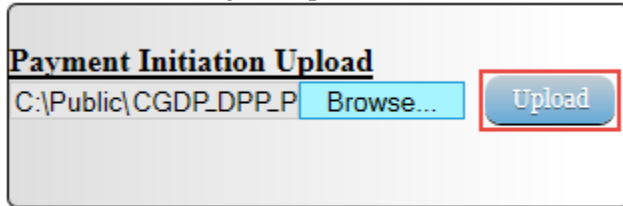
18) After the Payment Initiation Upload process completes, the CGDP Portal DPP system will display a system-generated message providing information of the success/failure of invoice line items included in the batch text file.

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

Message from webpage

⚠ File upload result
Successful: 4,
Failed: 3
Please go to Report tab then select Batch to see the details.

OK
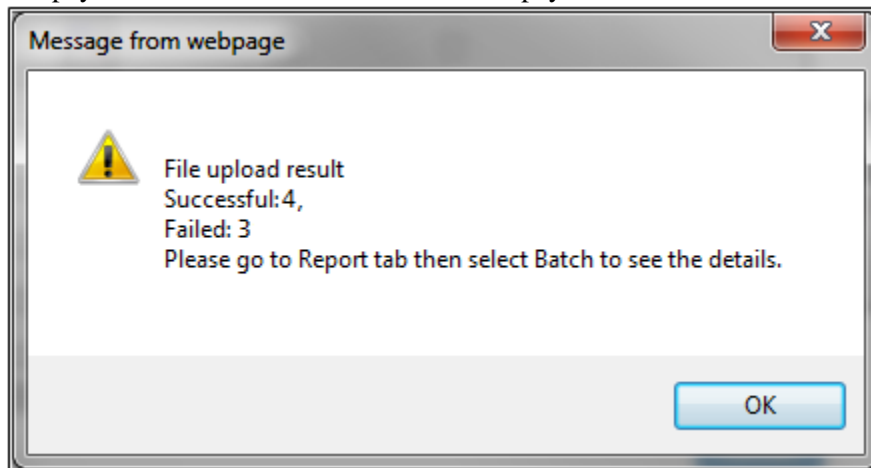
19) Select the *OK* button to close the system message.

20) The invoice line items that failed the batch initiation process display failed messages in the <u>Failed</u> column of the **Payments Initiation region** of the **Payments** tab.

In the following example, the **Payments Initiation region** displays failed messages and the **Payment Information region** displays the total dollar amount of failed invoice line items.

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

In the following example, the **Payments Pending Transaction region** displays the successful, pending, and authorized invoice line item amounts and the **Payment Information region** displays the Total Pending dollar amount of pending invoice line items.

22) The successfully deferred invoice line item totals display in the **Payment Information region**.

In the following example, the **Payment Information region** displays the Total Deferred dollar amount of deferred invoice line items.

23) To verify the deferred items, select the **Completed Payments** tab and view the information displayed in the **Payment Information region** Total Deferred field and the **Completed Payments Transactions region**.

In the following example, the **Completed Payments** tab is visible and the deferred items display in the **Payment Information** and **Completed Payments Transactions region**s.

24) To review the batch text successful files and failed files, select the **Reports** tab and populate the Batch radio button.

In the following example, the displayed **Reports – Batch** page with the Batch radio button selected.

25) Populate the radio button in the Download column to correspond to the reviewable batch file.

In the following example, the selected items are the batch file containing Failed and Successful line items.

26) Select one of the following dialog boxes in the message that appears at the bottom of the screen:
- *Open*: view the data in text file format
- *Save*: save the data in text file format
- *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the batch text file.

27) 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 batch processing with error messages listed in the file.
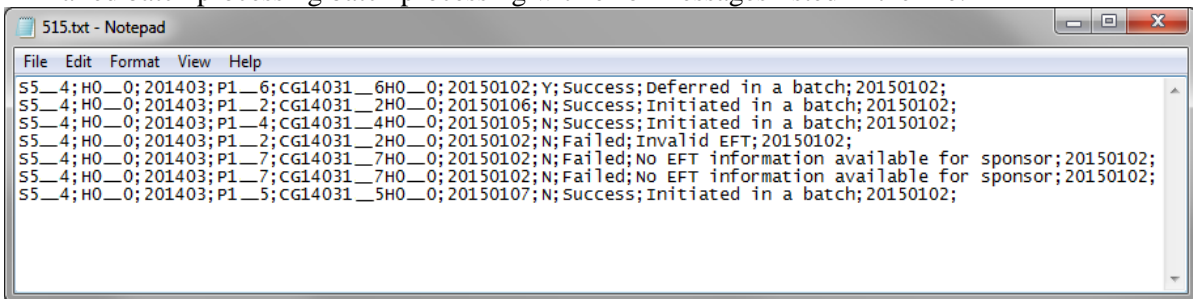
Note: Refer to the *Help* link located in the top right of any Portal tab or refer to Appendix B for system code descriptions displayed in batch reports.

You have now completed creation, upload, and review of a batch text file for the **Payment Initiation Upload** functionality.

Processing Stop Payments

The CGDP Portal DPP allows Sponsors to stop the payment processing of future dated invoice line items prior to the completion of the payment 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 **Payment Initiation region** for reprocessing.

This work instruction provides direction on the steps needed to process stop payments for pending invoice line item payments.

1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

   In the following example, the CGDP DPP system login page displays.

2) On the **Home** tab, select the specific Contract Number from the drop down list located in the Contract Number field.

In the following example, ANY populates the Contract Number field drop down list.

3) Populate the Select radio button to choose the reporting period then select the **Payments** tab to view the invoice line items for the specific reporting period.

In the following example, the selected reporting period is 201401.

4) On the **Payments** tab, review the **Payment Information region** to verify the Total Pending line amount listed.

In the following example, the Total Pending field displays the amount of $280.88, which is the combined total of items listed in the **Payments Pending Transactions region**.

5) Review the **Payments Pending Transactions region** to verify the existence of future dated invoice line items available for stop payment processing. 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 an active check box in the Stop Payment field.

In the following example, the stop payment eligible invoice line item amounts displays in the **Payments Pending Transactions region**.

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.

6) To process a stop payment for future dated invoice line items, populate the check box in the Stop Payment field with a check mark.

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

7) Select the *Stop Payment(s)* button, located at the bottom right of the **Payments Pending Transactions region**, to process the invoice line item stop payment.

The following message will appear after the *Stop Payment(s)* button is selected:
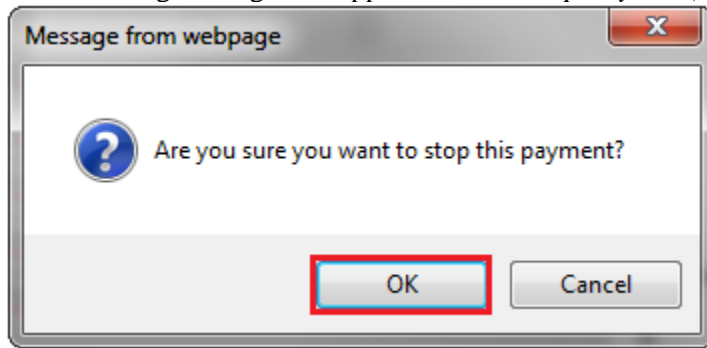
Note: Selecting the *OK* button to stop pay the invoice line item creates an un-reversible event.

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

If the *OK* button 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

8) Select the *OK* button to process the stop payment for the invoice line item.

9) Once the stop payment functionality processes, review both the **Payment Information region** to verify the Total Pending field amount no longer includes the amount of the stop paid invoice line item(s) and the **Payments Pending Transactions region** no longer contains the invoice line item(s).

In the following example, the invoice line item for $58.61 relocates to the **Payments Initiation region** for re-processing, the **Payment Information region** displays an updated balance of $222.27 in the Total Pending field, and the **Payments Pending Transactions region** no longer contains the invoice line item for $58.61.

10) For final verification of the processed invoice line item stop payment, select the P Number from the drop down list in the **Payments Filter region** and enter in the specific Contract Number.

In the following example, P1__0 populates the P Number field drop down list and displays the reinstated invoice line item data in the **Payments Initiation region**.

You have now completed a stop payment of an invoice line item.

CGDP Portal Completed Payment Tab

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

The **Completed Payments** tab has six **region**s:

1. **Completed Payments Tabbed Region**: displays the tabbed page that is currently active.
2. **Completed Payments Invoiced Reporting Period region**: displays the specified quarterly reporting period for the invoice line items, in YYYYQQ format, based on the reporting period selected in the **Home Filter region**.
3. **Completed Payments Filter region**: allows the user to search data listed by the defaulted <u>Parent Org. ID</u>.
4. **Completed Payments Payment Information region**: displays the numerical totals of all invoice line items and the different categories that each invoice line item may qualify as at a specific point in time. Invoice line items reclassify as they process through the system.
5. **Completed Payments Transactions region**: displays results based on data entered into the **Completed Payments Filter region**.

The following pages will describe, in detail, each region and the functions associated with each.

Completed Payments Tabbed Region
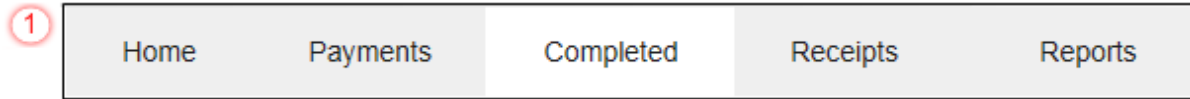
The **Tabbed region** allows the user to select different activities to perform while accessing the system. In this example, the **Completed** tab is active.

Completed Payments Invoiced Reporting Period Region
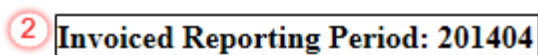
This section of the **Completed Payments** tab displays the specified reporting quarter, in YYYYQQ format, based on the reporting period selected in the **Home Filter region**. In this example, the invoice line items for the 4th quarter of calendar year 2014 will appear in the **Completed Payments Transactions region** of the **Completed Payments** tab.

Completed Payments Filter Region
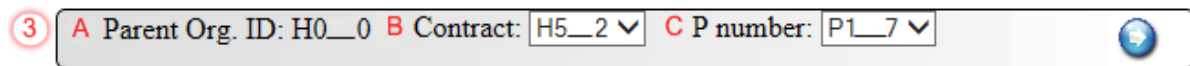
The **Completed Payments Filter region** contains three fields to assist a user with narrowing invoice line item search criteria.

A. Parent Org. ID: field defaults to the Parent Organization ID utilized to access the system.
B. Contract Number: allows the user to select specific Contract Numbers from the drop down list. The drop down list provides update capability to select another Contract Number with completed invoice line items within the same reporting period. The field defaults to 'ANY', which displays all Contract Numbers for the reporting period.
C. P Number: displays the P Number for completed invoice line items. This field defaults based on the distributed invoice selected on the **Home** tab. The drop down list provides update capability to select another P Number from those assigned to the Parent Organization ID.
   Note: this field will only allow update to P Numbers that have completed invoice line items in the same reporting period. In order to view a different reporting period, the user will need to return to the **Home** tab and select a distributed invoice with a different reporting period.

Completed Payments Payment Information Region

The **Completed Payments Payment Information region** provides a summary view of activities that occur on the **Completed Payments** tab. This region contains the following six fields that provide up-to-date data regarding completed invoice line item activity.

A. Total Invoiced: displays total dollar amount of invoice line items that completed processing for the reporting period.
B. Total Pending: displays the total dollar amount of invoice line items selected for payment for the reporting period.
C. Total Deferred: displays the total dollar amount of deferred invoice line items with amounts less than the system-default allowable amount to the subsequent reporting period.
D. 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.
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 Outstanding: displays the total dollar amount of remaining invoice line items requiring processing.

Completed Payments Transactions Region

The **Completed Payments Transactions** region provides a detail view of successful payments or deferred invoices. This region contains four fields that provide up-to-date data regarding paid invoice activity.

A. P Number: displays the Manufacturer P Number.
B. Invoiced Amt.: displays the invoice line item amounts due to the Manufacturer.
C. Payment Date: displays information regarding the status of the payment.
   - Displays 'Deferred' if invoice line item selected to be deferred to subsequent reporting period.
   - Displays calendar date, in MM/DD/YYYY format, for the date that initiates the request for withdrawal of scheduled funds from user's bank account.
D. EFT ID: displays EFT identifying information in the specified format of CG for Coverage Gap; YYQQ for the reporting period; #### for the P Number and ##### for the Contract Number. Example: CG14011__7H5__2.

CGDP Portal DPP Work Instructions – Completed Payments

Utilizing the Completed Payments Tab

Sponsors are able to utilize the CGDP DPP system to view the status of invoice line items that have completed processing. The **Completed Payments** tab provides Sponsors with the capability to view deferred invoices or finalized invoice payments.

This work instruction provides direction on accessing the **Completed Payments** tab and the functions available for use.

1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

   In the following example, the CGDP DPP system login page displays.

2) On the **Home** tab, select the specific Contract Number from the drop down list located in the Contract Number field.

In the following example, ANY populates the Contract Number field drop down list.

3) Populate the Select radio button to choose the reporting period then select the **Completed Payments** tab to view the invoice line items for the specific reporting period.

In the following example, the selected reporting period is 201401.

4) On the **Completed Payments** tab, select the applicable <u>Contract Number</u> from the drop down list located in the **Completed Payments Filter** region.

In the following example, H3__9 populates the <u>Contract Number</u> field drop down list.

5) On the **Completed Payments** tab, review the **Payment Information** region for deferred, pending, and successful invoice line items.

In the following example, the <u>Total Deferred</u> field contains a total of $2.86 and the <u>Total Successful</u> field contains at a total of $27.13.

6) Review the invoice line items in the **Completed Payments Transaction** region and locate an invoice line item with the Payment Date populated with Deferred.

In the following example, the invoice line item of $2.86 displays with the Payment Date of Deferred in the **Completed Payments Transaction** region.

7) Review the invoice line items in the **Completed Payments Transaction** region and locate an invoice line item with the Payment Date populated with a date payment processing completed.

In the following example, the invoice line item of $27.13 displays with the completed Payment Date of 12/30/2014 in the **Completed Payments Transaction** region.

You have now completed reviewing completed invoice line items.

CGDP Portal Receipt Status Tab

The **Receipt Status** tab allows the user to review invoice line item information for updated invoiced line items by Manufacturer P Number.

The **Receipt Status** tab has the following six regions:

1. **Receipt Status Tabbed region**: displays the tabbed page that is currently active.
2. **Receipt Status Invoiced Reporting Period region**: displays the specified quarterly reporting period for the invoice line items, in YYYYQQ format, based on the reporting period selected in the **Home Filter** region.
3. **Receipt Status Filter region**: allows the user to search data listed by the defaulted Parent Org. ID.
4. **Receipt Status Payment Information region**: displays the numerical totals of all invoice line items and statuses that each invoice line item may qualify as at a specific point in time. Invoice line item statuses reclassify as they process through the system.
5. **Receipt Status Filter Results region**: displays results based on data entered into the **Receipt Status Filter region**.
6. **Receipt Status definitions**: provides definitions of the statuses displayed in the **Receipt Status Filter Results region**.

The following pages will describe, in detail, each region and the functions associated with each.

Tabbed Region – Receipt Status

The **Tabbed** region provides the user with the ability to select different activities to perform while accessing the system. In this example, the **Receipts** tab is active.

Receipt Status Invoiced Reporting Period Region
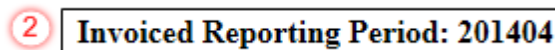
This section of the **Receipt Status** page displays the specified reporting period, in YYYYQQ format, based on the reporting period selected in the **Home Filter** region. In this example, the invoice line items for the 4th quarter of calendar year 2014 will appear in the **Receipt Status Filter Results** region of the **Receipt Status** tab.

Receipt Status Filter Region
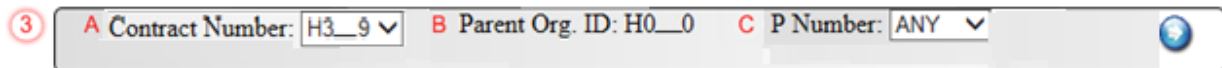
The **Receipt Status Filter** region contains three fields to assist a user with narrowing invoice line item search criteria.

A. Contract Number: allows the user to select specific Contract Numbers from the drop down list. The drop down list provides update capability to select another Contract Number with invoice line items due within the same reporting period. The field defaults to 'ANY', which displays all Contract Numbers for the reporting period. **Note**: this field will only allow update to Contract Numbers that have invoice line items for the same reporting period. In order to view a different reporting period, the user will need to return to the **Home** tab and select a distributed invoice with a different reporting period

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

C. P Number: displays the P Number for invoice line items. This field defaults based on the distributed invoice selected on the **Home** tab. The drop down list provides update capability to select another P Number from those assigned to the Parent Organization ID.

Receipt Status Payment Information Region

The **Receipt Status Payment Information** region provides a summary view of activities that occur on the **Receipts** page. This region contains four fields provide up-to-date data regarding invoice line item activity.

    A. Total Owed: displays total dollar amount of invoice line items due from Manufacturers.
    B. Total Received: displays the total dollar amount of invoice line items received from Manufacturers.
    C. Total Deferred: displays the total dollar amount of deferred invoice line items less than the system-default allowable amount not received from Manufacturers.
    D. Total Pending: displays total dollar amount of payments initiated but not yet finalized
    E. Total Outstanding: displays the total dollar amount of remaining invoice line items requiring payment from Manufacturers.

Receipt Status Filter Results Region

The **Receipt Status Filter Results** region contains five fields that provide lists of invoice line items that are waiting for payment from a Manufacturer.

    A. P Number: displays the Manufacturer P Number.
    B. Invoiced Amt.: displays the invoice line item amounts due from the Manufacturer.
    C. Payment Date: displays the date the invoice line items processed.
    D. EFT ID: displays EFT identifying information in the specified format of CG for Coverage Gap; YYQQ for the reporting period; four-digit P Number and five-digit Sponsor number for invoice line items displaying the status of Received.
           • Example: CG14011__0H0__0
    E. Status: displays the status of invoice line items listed in the **Receipt Status Filter Results** region.

Receipt Status Definition Region

The **Receipt Status Definitions** region provides explanations of each of the statuses that may display in the **Receipt Status Filter Results** region.

CGDP Portal DPP Work Instructions – Receipt Status

Utilizing the Receipt Status Tab

Sponsors are able to utilize the CGDP DPP system to view the status of invoice line items that are due for receipt. The **Receipt Status** tab provides Sponsors with the capability to view the status invoice payments due from Manufacturers.

This work instruction provides direction on accessing the **Receipt Status** tab and the functions available for use.

1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

   In the following example, the CGDP DPP system login page displays.

2) On the **Home** tab, select the specific Contract Number from the drop down list located in the Contract Number field.

In the following example, ANY populates the Contract Number field drop down list.

3) Populate the Select radio button for the reporting period then select the **Receipt Status** tab to view the invoice line items for the specific reporting period.

In the following example, the selected reporting period is 201401.

4) On the **Receipt Status** tab, select the applicable <u>Contract Number</u> from the drop down list located in the **Receipt Status Filter** region.

In the following example, H3__9 populates the <u>Contract Number</u> field drop down list.

5) On the **Receipt Status** tab, review the **Payment Information** region for deferred, received, and outstanding invoice line items.

In the following example, the <u>Total Deferred</u> field contains a total of $2.86; the <u>Total Received</u> field contains a total of $613.10; <u>Total Pending</u> field contains $0.00 and the <u>Total Outstanding</u> field contains at a total of $171.59.

6) Review the invoice line items in the **Receipt Status Transaction** region and locate an invoice line item with the <u>Status</u> populated with Deferred.

In the following example, the invoice line item of $2.86 displays the Status of Deferred.

7) Review the invoice line items in the **Receipt Status Transaction** region and locate an invoice line item with the Status populated with Received.

In the following example, the invoice line item of $613.10 displays the Status of Received.

8) Review the invoice line items in the **Receipt Status Transaction** region and locate an invoice line item with the Status populated with Pending.

In the following example, the invoice line item of $0.00 displays the Status of Pending.

9) Review the invoice line items in the **Receipt Status Transaction** region and locate an invoice line item with the Status populated with Outstanding.

In the following example, the invoice line item of $171.59 displays the Status of Outstanding.

You have now completed reviewing invoice line item receipts.

CGDP Portal Reports – Summary

The **Reports - Summary** tab allows the user to review distributed invoice information.

The **Reports - Summary** tab has the following five regions:

1. **Reports Tabbed region**: displays the tabbed page that is currently active. This tabbed region remains the same during report type selection.
2. **Reports Current Cutoff Calendar region**: provides a user with key program dates for proper processing of distributed invoices. This calendar region remains the same during report type selection.
3. **Report Type Selection region**: provides a user with five types of reports to view.
    *   Invoice
    *   Data
    *   Dispute
    *   Tracking
    *   Batch
    *   Manufacturer 1099 Information
    This section of the users guide will define the topic of Summary reports.
4. **Reports Filter region**: allows the user to search data listed by the defaulted Parent Org. ID.
5. **Reports Filter Results region**: displays results based on data selected in the **Report Type Selection** region. Details displayed in this region depend on the report type selection made.

The following pages will describe each region and the functions associated with Reports – Summary functionality.

Reports Tabbed Region

The **Tabbed region** allows the user to select different activities to perform while accessing the system. In this example, the **Reports** tab is active.

Reports Current Cutoff Calendar Region

The **Reports Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.

Reports Type Selection – Summary Region

The **Reports Type Selection region** provides a user with five selections to display or download distributed files and reports:

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

The default selection for the **Report Type Selection** region is Invoice, displayed in the following example.
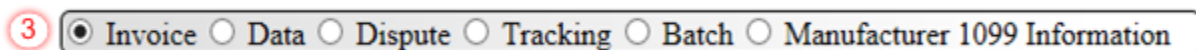
The population of the Invoice radio button allows the user to select and view distributed invoice line reports. The report provides abbreviated information of distributed invoices and provides the ability to download the information for review.

Note: Definition of the Data, Dispute, Tracking, Batch and Manufacturer 1099 Information report type selections provided later in the manual for each report type.

Reports Filter – Summary Region

The **Reports Filter – Summary region** contains the following two fields to assist a user with narrowing distributed invoice search criteria.

    A. Parent Org. ID: field defaults to the Parent Organization ID utilized to access the system.

    B. Contract: displays the Contract Number for distributed invoices. The drop down list provides update capability to select another Contract Number from those assigned to the Parent Organization ID.

       Note: this field will only allow update to Contract Numbers that have distributed invoices in the same reporting period. In order to view a different reporting period, the user will need to return to the **Home** tab and select a list with a different reporting period.

Reports Filter Results – Summary Region

A Parent Org ID	B Contract Number	C Reporting Period	D Date Loaded	E Download	F Last Download
H0__0	H1__6	201404	12/19/2014	○	12/23/2014 @ 03:23 PM
	H1__8	201404	12/19/2014	○	12/23/2014 @ 03:44 PM
	H1__9	201404	12/19/2014	○	
	H2__3	201404	12/19/2014	○	
	H2__2	201404	12/19/2014	○	
	S0__7	201404	12/19/2014	○	
	S5__9	201404	12/19/2014	○	
	S5__8	201404	12/19/2014	○	

The **Reports Filter Results - Summary region** displays information requested for invoice reports.

The Summary results region contains the following six fields used to review abbreviated information of distributed invoices and provides the user the ability to download the information for review.

    A. Parent Org. ID: defaults to the Parent Organization ID utilized to access the system.

    B. Contract Number: displays a specific Sponsor Contract Number or all Sponsor Contract Numbers associated with the Parent Organization ID .

    C. Reporting Period: displays the distributed invoice summary by reporting period, in YYYYQQ format.

    D. Date Loaded: displays the invoice distribution date. This date corresponds to the end of month following reporting period closing. Date format is DD/MM/YYYY.

    E. Download: displays radio button to allow downloading of distributed invoice summary information loaded to the Portal.

    F. Last Download: displays the last date and time distributed invoice summary data retrieved from the Portal. Date format is YYYY/MM/DD. Time format is HH:MM.

CGDP Portal DPP Work Instructions – Summary Reports

Accessing Summary Reports

Sponsors are able to utilize the CGDP DPP system to view summary reports of received invoice line items for processing. The Reports – Summary tab allows Sponsors to view the summary invoice line items due from Manufacturers.

This work instruction provides direction on accessing the **Reports – Summary** tab and the functions available for use.

1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

   In the following example, the CGDP DPP system login page displays.

2) On the **Home** tab, select the **Reports** tab view the report types available for the Sponsor for the reporting period.

In the following example, the selected tab is the **Reports** tab.

3) On the **Reports** tab, populate the <u>Invoice</u> radio button in the **Reports Type Selection** region and select the applicable <u>Contract Number</u> from the drop down list located in the **Reports Filter – Summary region**.

In the following example, the highlighted <u>Invoice</u> radio button displays and ANY populates the <u>Contract Number</u> field drop down list.

4) To view the summary invoice line item report, populate the radio button that corresponds to the applicable <u>Contract Number</u> in the **Reports Filter Results – Summary region**.

In the following example, the radio button corresponding to <u>Contract Number</u> H__1 is populated.

5) Select one of the following decision buttons in the message that appears at the bottom of the screen:
- *Open*: view the data in text file format
- *Save*: save the data in text file format
- *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the text file.

6) After selecting the *Open* button, the text file information for the invoice line item will display.

In the following example, an excerpt of a text file for an invoice line item displays.

7) Once review of text file is complete, return to the **Reports** tab.

8) The **Reports Filter Results – Summary region** will display the date, in YYYYMMDD format, and time, in HH:MM format, of the last download of the specific invoice line item(s) in the Last Download field.

In the following example, the date of 20150102 and the time of 01:16 populate the Last Download field.

You have now completed accessing invoice line item summary reports.

CGDP Portal Reports – Data

The **Reports – Data** tab provides the user with the ability to review distributed invoice information.

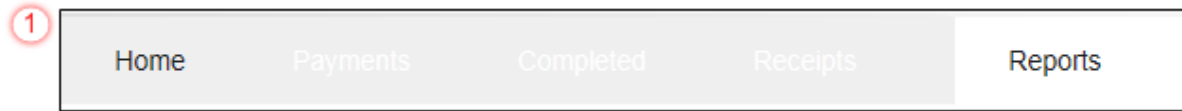The **Reports – Data** tab has the following five regions:

1. **Reports Tabbed region**: displays the tabbed page that is currently active. This tabbed region remains the same during report type selection.
2. **Reports Current Cutoff Calendar region**: provides user with key program dates for proper processing of distributed invoices. This calendar region remains the same during report type selection.
3. **Report Type Selection region**: provides a user with four types of reports to view.
    - Invoice
    - Data
    - Dispute
    - Tracking
    - Batch
    - Manufacturer 1099 Information

    This section of the users guide will define the topic of Data reports.
4. **Reports Filter region**: allows the user to search data listed by the defaulted Parent Org. ID.
5. **Reports Filter Results region**: displays results based on data selected in the **Report Type Selection** region. Details displayed in this region depend on the report type selection made.
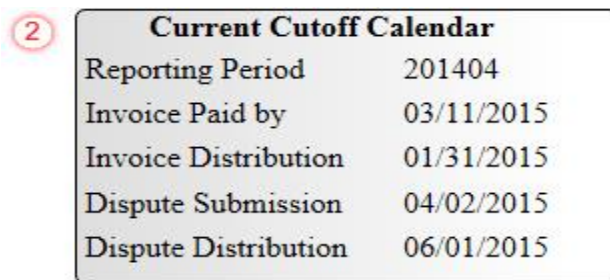
The following pages will describe each region and the functions associated with Data Reports functionality.

Reports Tabbed Region

The **Tabbed region** allows the user to select different activities to perform while accessing the system. In this example, the **Reports** tab is active.

Reports Cutoff Calendar Region

| Current Cutoff Calendar	
Reporting Period	201404
Invoice Paid by	03/11/2015
Invoice Distribution	01/31/2015
Dispute Submission	04/02/2015
Dispute Distribution	06/01/2015

The **Reports Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.

Reports Type Selection – Data Region

The **Reports Type Selection region** provides a user with four selections to display or download distributed files and reports:

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

The following example displays the <u>Data</u> radio button populated.

The population of the <u>Data</u> radio button allows the user to select and view distributed invoice line reports. The report provides detail information of distributed invoices and provides the ability to download the detail information for review.

Note: Definition of the <u>Dispute, Tracking</u>, <u>Batch</u> and <u>Manufacturer 1099 Information</u> report type selections provided for later in the manual for each report type.

Reports Filter – Data Region

The **Reports Filter – Data region** contains #### fields to assist a user with narrowing distributed invoice search criteria.

    A. Parent Org. ID field: field defaults to the Parent Organization ID utilized to access the system.

    B. Contract field: displays the Contract Number for distributed invoices. The drop down list provides update capability to select another Contract Number from those assigned to the Parent Organization ID.

        Note: this field will only allow update to Contract Numbers that have distributed invoices in the same reporting period. In order to view a different reporting period, the user will need to return to the **Home** tab and select a list with a different reporting period.

Reports Filter Results – Data Region

The **Reports Filter Results - Data region** displays detail information requested for invoice reports.
The **Reports Filter Results - Data region** contains the following six fields used to review summary information of distributed invoices and provides the user the ability to download the detail information for review.

    A. Parent Org. ID: field defaults to the Parent Organization ID utilized to access the system.

    B. Contract Number: displays a specific Sponsor Contract Number or all Sponsor Contract Numbers associated with the Parent Organization ID.

    C. Reporting Period: displays the distributed invoice summary by reporting period, in YYYYQQ format.

    D. Date Loaded: displays the invoice distribution date. This date corresponds to the end of month following reporting period closing. Date format is DD/MM/YYYY.

    E. Download File: displays radio button to allow downloading of distributed invoice summary information loaded to the system.

    F. Last Report Download Date: displays the last date and time distributed invoice summary data retrieved from the Web Portal. Date format is YYYYMMDD. Time format is HH:MM.

    G. Download Spreadsheet: displays radio button to have file downloaded in spreadsheet form

    H. Last Spreadsheet Download Date: displays date in which the last spreadsheet was downloaded

Accessing Data Reports

Sponsors are able to utilize the CGDP DPP system to review detail data reports for distributed invoice line items. The **Reports – Data** tab allows Sponsors to view detailed distributed invoice line item data for clarification.

This work instruction provides direction on accessing the **Reports - Data** tab and the functions available for use.

1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.

2) On the **Home** tab, select the **Reports** tab view the report types available for the Sponsor for the reporting period.

In the following example, the selected tab is the **Reports** tab.

3) On the **Reports** tab, populate the <u>Data</u> radio button located in the **Report Type Selection** region.

In the following example, the <u>Data</u> radio button is populated.

4) On the **Reports** tab, select the applicable Contract Number from the drop down list located in the **Reports Filter – Data region**.

In the following example, ANY populates the Contract Number field drop down list.

5) To view the detail invoice line item report, populate the radio button that corresponds to the applicable Contract Number in the **Reports Filter Results – Data region**.

In the following example, the radio button corresponding to Contract Number H__1 is populated.

Select one of the following decision buttons in the message that appears at the bottom of the screen:
- *Open*: view the data in text file format
- *Save*: save the data in text file format
- *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the text file.

Do you want to open or save **S5__0_H0__1_201403.txt** from **1#.1#.1##.#?** | Open | Save | ▼ | Cancel | ✕

6) After selecting the *Open* button, the text file information for the invoice line item will display.

In the following example, the text file for an invoice line item displays.

S5820_H0151_201403.txt - Notepad

File   Edit   Format   View   Help

TPACH201403000001620141117152705105CSMH0##1

TPAMH201403000000120141117152705105CSMP1##1

PTOT 2013070000001P1##1H0##10000000003218{0000000001402E0000000001815N

PTOT 2014030000002P1##1H0##10000000000000{0000000281638{0000000281638{

TPAMT20140300000012014111715270510CSMP1##100000020000000003218{0000000283040E0000000279822ECG14031##1H0##1

7) Once review of text file is complete, return to the **Reports** tab.

8) The **Reports Filter Results – Data region** will display the date and time of the last download of the specific invoice line item(s) in the Last Download field.

In the following example, the date of 12/31/2014 and the time of 3:44 PM populates the Last Download field.

You have now completed accessing invoice line item data reports.

CGDP Portal Reports – Tracking

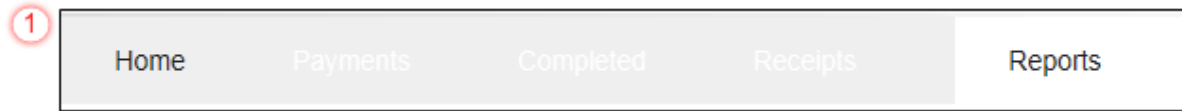The **Reports – Tracking** tab provides the user with the ability to review distributed invoice information.

The **Reports – Tracking** tab has five regions:

1. **Reports Tabbed region**: displays the tabbed page that is currently active. This tabbed region remains the same during report type selection.
2. **Reports Current Cutoff Calendar region**: provides a user with key program dates for proper processing of distributed invoices. This calendar region remains the same during report type selection.
3. **Report Type Selection region**: provides a user with five types of reports to view.
   - Invoice
   - Data
   - Dispute
   - Tracking
   - Batch
   - Manufacturer 1099 Information

   This section of the users guide will define the topic of Tracking reports.
4. **Reports Filter region**: allows the user to search data listed by the defaulted Parent Org. ID.
5. **Reports Filter Results region**: displays results based on data selected in the **Report Type Selection** region. Details displayed in this region depend on the report type selection made.
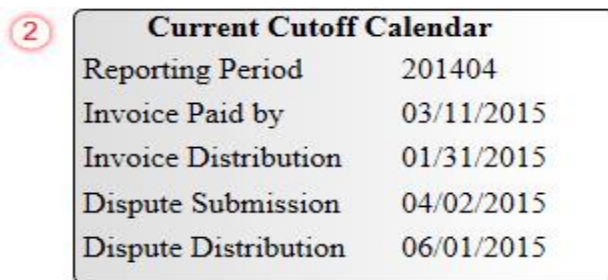
The following pages will describe each region and the functions associated with Reports – Tracking functionality.

Reports Tabbed Region

The **Tabbed region** allows the user to select different activities to perform while accessing the system. In this example, the **Reports** tab is active.

Reports Cutoff Calendar Region

The **Reports Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.

Reports Type Selection – Tracking Region

The **Reports Type Selection region** provides a user with five selections to display or download distributed files and reports:

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

The following example displays the Tracking radio button populated.

The population of the Tracking radio button allows the user to select and view the cumulative benefit year reports that provide the status of each Gap Discount PDE saved in the CMS database.

Note: Definition of the Dispute, Batch and Manufacturer 1099 Information report type selections provided for later in the manual for each report type.

Reports Filter – Tracking Region

The **Reports Filter – Tracking** region contains the following two fields to assist a user with narrowing distributed invoice search criteria.

A. Parent Org. ID: field defaults to the Parent Organization ID utilized to access the system.
B. Contract: displays the Contract Number for distributed invoices. The drop down list provides update capability to select another Contract Number from those assigned to the Parent Organization ID.
   Note: this field will only allow update to Contract Numbers that have distributed invoices in the same reporting period. In order to view a different reporting period, the user will need to return to the **Home** tab and select a list with a different reporting period.

Reports Filter Results – Tracking Region

The **Reports Filter Results - Tracking** region displays information requested for invoice reports.

The **Report Filter Results – Tracking region** contains the following six fields used to review the cumulative benefit year reports that provide the status of each Gap Discount PDE saved in the CMS database and allows the user to download the information for review.

A. Parent Org. ID: field defaults to the Parent Organization ID utilized to access the system.
B. Contract Number: displays a specific Sponsor Contract Number or all Sponsor Contract Numbers associated with the Parent Organization ID.
C. Reporting ID: displays the distributed invoice summary by reporting period, in YYYYQQ format.
D. Date Loaded: displays the invoice distribution date. This date corresponds to the end of month following reporting period closing. Date format is DD/MM/YYYY.
E. Download File: displays radio button to allow downloading of distributed invoice summary information loaded to the Portal.
F. Last Download Date: displays the last date and time distributed invoice summary data retrieved from the Portal. Date format is YYYY/MM/DD. Time format is HH:MM.

CGDP Portal DPP Work Instructions – Tracking Reports

Accessing Tracking Reports

Sponsors are able to utilize the CGDP DPP system to view summary reports of received invoice line items for processing. The **Reports – Tracking** tab provides Sponsors with the capability to view the summary invoice line items due from Manufacturers.

This work instruction provides direction on accessing the **Reports – Tracking** tab and the functions available for use.

1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

   In the following example, the CGDP DPP system login page displays.

2) On the **Home** tab, select the **Reports** tab view the report types available for the Sponsor for the reporting period.

In the following example, the selected tab is the **Reports** tab.

3) On the **Reports** tab, populate the radio button for <u>Tracking</u> in the **Reports Type Selection** region and select the applicable <u>Contract Number</u> from the drop down list located in the **Reports Filter – Tracking** region.

In the following example, the highlighted <u>Tracking</u> radio button displays and ANY populates the <u>Contract Number</u> field drop down list.

4) To view the cumulative benefit year reports, populate the radio button that corresponds to the applicable <u>Contract Number</u> in the **Reports Filter Results – Tracking** region.

In the following example, the radio button corresponding to <u>Contract Number</u> H__1 is populated.

5) Select one of the following decision buttons in the message that appears at the bottom of the screen:
   - *Open*: view the data in text file format
   - *Save*: save the data in text file format
   - *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the text file.

6) After selecting the *Open* button, the file information for the invoice line item will display.

In the following example, an excerpt of a cumulative benefit year report file displays.
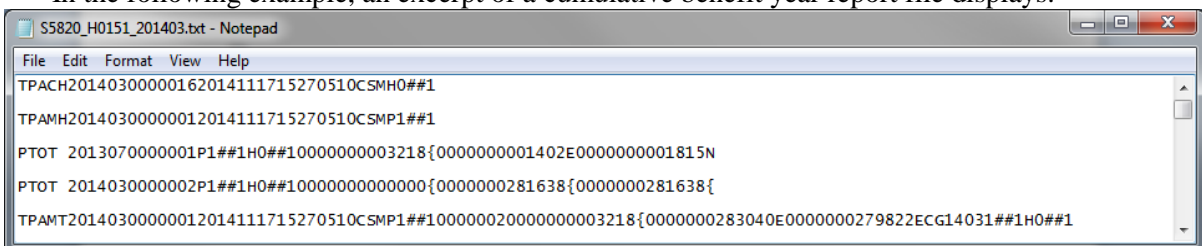
7) Once review of text file is complete, return to the **Reports** tab.

8) The **Reports Filter Results – Tracking** region will display the date, in YYYYMMDD format, and time, in HH:MM format, of the last download of the specific invoice line item(s) in the Last Download field.

In the following example, the date of 20150102 and the time of 01:16 populate the Last Download field.

You have now completed accessing tracking reports in the Portal.

CGDP Portal Reports – Dispute

The **Reports – Disputes** tab provides the user with the ability to review distributed invoice information.
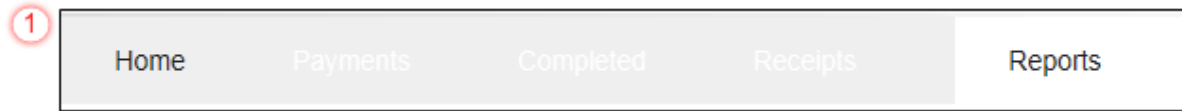
The **Reports – Disputes** page has five regions:

1. **Reports Tabbed region**: displays the tabbed page that is currently active. This tabbed region remains the same during report type selection.
2. **Reports Current Cutoff Calendar region**: provides user with key program dates for proper processing of distributed invoices. This calendar region remains the same during report type selection.
3. **Report Type Selection region**: provides a user with four types of reports to view.
   - Invoice
   - Data
   - Dispute
   - Batch
   This section of the users guide will define the topic of Dispute reports.
4. **Reports Filter region**: allows the user to search data listed by the defaulted Parent Org. ID.
5. **Reports Filter Results region**: displays results based on data selected in the **Report Type Selection** region. Details displayed in this region depend on the report type selection made.
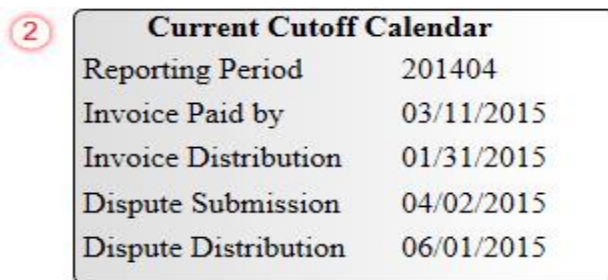
The following pages will describe each region and the functions associated with Data Reports functionality.

Reports Tabbed Region

The **Tabbed region** allows the user to select different activities to perform while accessing the system. In this example, the **Reports** tab is active.
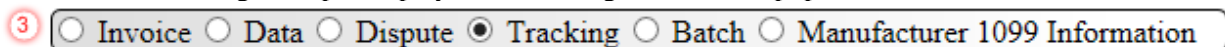
Reports Cutoff Calendar Region

The **Reports Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.

Reports Type Selection – Dispute Region

The **Reports Type Selection region** provides a user with five selections to display or download distributed files and reports:

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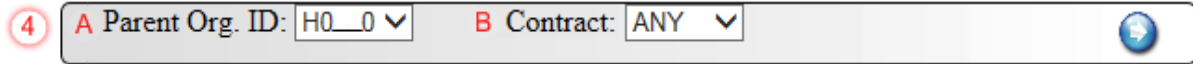- Tracking
- Batch
- Manufacturer 1099 Information

The following example displays the Dispute button populated.

The population of the Dispute radio button allows the user to select, submit, and view disputed invoice line reports.

Note: Definition of the Batch and Manufacturer 1099 Information report type selection provided for later in the manual.

Reports Filter – Dispute Region

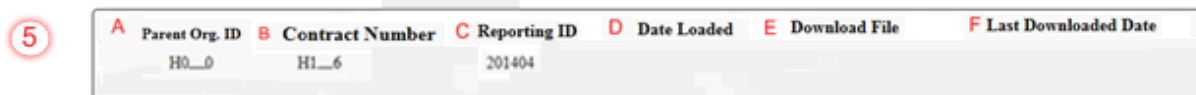The **Reports Filter – Dispute region** contains the following #### fields to assist a user with narrowing distributed invoice search criteria.

    A. Parent Org. ID: field defaults to the Parent Organization ID utilized to access the system.

    B. Contract: displays the Contract Number for distributed invoices. The drop down list provides update capability to select another Contract Number from those assigned to the Parent Organization ID.
        Note: this field will only allow update to Contract Numbers that have distributed invoices in the same reporting period. In order to view a different reporting period, the user will need to return to the **Home** tab and select a list with a different reporting period.

Reports Filter Results – Dispute Region

The **Reports Filter Results – Disputes region** displays information requested for invoice reports.

The **Reports Filter Results – Disputes region** contains the following #### fields used to submit disputes and review reports for the status of submitted disputes.

    A. Parent Org. ID: (currently displaying Primary ID) field defaults to the Parent Organization ID utilized to access the system.

    B. Contract Number: displays a specific Sponsor Contract Number or all Sponsor Contract Numbers associated with the Parent Organization ID.

    C. Reporting Period: displays the distributed invoice summary by reporting period, in YYYYQQ format.

    D. Report Type: displays the type of report available (Resolution)

    E. Date Loaded: displays the invoice distribution date. This date corresponds to the end of month following reporting period closing. Date format is DD/MM/YYYY.

    F. Download File: displays radio button to allow downloading of distributed invoice summary information loaded to the system.

    G. Last Download Date: displays the last date and time distributed invoice summary data retrieved from the Web Portal. Date format is YYYY/MM/DD. Time format is HH:MM.

CGDP Portal DPP Work Instructions – Dispute Reports

Submitting Disputes

Sponsors are able to utilize the CGDP DPP system to submit disputes of distributed invoice line items. The **Reports – Dispute** tab provides Sponsors with the capability to submit and view disputed invoice line items.

This work instruction provides direction on accessing the **Reports - Dispute** tab and the functions available for use.

1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

   In the following example, the CGDP DPP system login page displays.

2) On the **Home** tab, select the **Reports** tab view the report types available for the Manufacturer for the reporting period.

In the following example, the selected tab is the Reports tab.

3) On the **Reports** tab, populate the <u>Dispute</u> radio button located in the **Report Type Selection** region.

In the following example, the <u>Dispute</u> radio button is populated.

4) On the **Reports** tab, select the applicable <u>Contract Number</u> from the drop down list located in the **Reports – Dispute Filter** region.

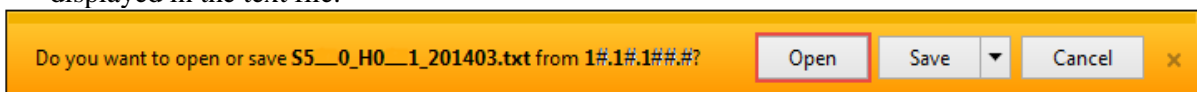In the following example, ANY populates the <u>Contract Number</u> field drop down list.

5) To view the detail invoice line item report, populate the radio button that corresponds to the applicable <u>Contract Number</u> in the **Reports Filter Results – Dispute region**.

In the following example, the radio button corresponding to <u>Contract Number</u> H__3 is populated.

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

- *Open*: view the data in text file format
- *Save*: save the data in text file format
- *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the text file.

Do you want to open or save **S5__0_H0__1_201403.txt** from **1#.1#.1##.#?**   Open   Save   ▼   Cancel   ✕

6) After selecting the *Open* button, the text file information for the invoice line item will display.

In the following example, the text file for an invoice line item displays.

S5820_H0151_201403.txt - Notepad

File   Edit   Format   View   Help

TPACH201403000001620141117152705105CSMH0##1

TPAMH201403000000120141117152705105CSMP1##1

PTOT 2013070000001P1##1H0##10000000003218{0000000001402E0000000001815N

PTOT 2014030000002P1##1H0##10000000000000{0000000281638{0000000281638{

TPAMT201403000000120141117152705105CSMP1##10000000200000000003218{0000000283040E0000000279822ECG14031##1H0##1

7) Once review of text file is complete, return to the **Reports** tab.

8) The **Reports Filter Results – Dispute region** will display the date and time of the last download of the specific invoice line item(s) in the Last Download Date field.

In the following example, the date of 12/31/2014 and the time of 3:44 PM populates the Last Download Date field.

You have now completed submitting a distributed invoice line item dispute report.

Accessing Dispute Reports

Sponsors are able to utilize the CGDP DPP system to submit and review dispute reports for received invoice line items. The **Reports – Dispute** tab provides Sponsors with the capability to submit and view disputed invoice line items.

This work instruction provides direction on accessing the **Reports – Dispute** tab and the functions available for use.

1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

   In the following example, the CGDP DPP system login page displays.

2) On the **Home** tab, select the **Reports** tab view the report types available for the Manufacturer for the reporting period.

In the following example, the selected tab is the **Reports** tab.

3) On the **Reports** tab, populate the <u>Dispute</u> radio button located in the **Report Type Selection** region.

In the following example, the <u>Dispute</u> radio button is populated.

4) On the **Reports** tab, select the applicable <u>Contract Number</u> from the drop down list located in the **Reports Filter** – **Dispute region**.

In the following example, ANY populates the <u>Contract Number</u> field drop down list.

5) To view the detail invoice line item report, populate the radio button that corresponds to the applicable <u>Contract Number</u> in the **Reports Filter Results** – **Dispute region**.

In the following example, the radio button corresponding to <u>Contract Number</u> H__4 is populated.

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

- *Open*: view the data in text file format
- *Save*: save the data in text file format
- *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the text file.

Do you want to open or save **S5__0_H0__1_201403.txt** from **1#.1#.1##.#?** | Open | Save | ▼ | Cancel | ✕

7) After selecting the *Open* button, the text file information for the invoice line item will display.

In the following example, the text file for an invoice line item displays.

S5820_H0151_201403.txt - Notepad

File   Edit   Format   View   Help

```
TPACH20140300000162014111715270510CSMH0##1

TPAMH20140300000012014111715270510CSMP1##1

PTOT 2013070000001P1##1H0##10000000003218{0000000001402E0000000001815N

PTOT 2014030000002P1##1H0##10000000000000{0000000281638{0000000281638{

TPAMT20140300000012014111715270510CSMP1##10000002000000003218{0000000283040E0000000279822ECG14031##1H0##1
```

8) Once review of text file is complete, return to the **Reports** tab.

9) The **Reports Filter Results – Dispute region** will display the date and time of the last download of the specific invoice line item(s) in the Last Download field.

In the following example, the date of 12/31/2014 and the time of 3:44 PM populates the Last Download field.

You have now completed accessing invoice line item dispute reports.

CGDP Portal Reports – Batch

The **Reports – Batch** tab provides the user with the ability to review payment batch information.

The **Reports – Batch** tab has five regions:

1. **Reports Tabbed region**: displays the tabbed page that is currently active.
2. **Reports Current Cutoff Calendar region**: provides a user with key program dates for proper processing of invoice line items.
3. **Report Type Selection region**: provides a user with four types of reports to view.
   - Invoice
   - Data
   - Dispute
   - Tracking
   - Batch
   - Manufacturer 1099 Information

   This section of the users guide will define the topic of <u>Batch</u> reports.
4. **Reports Filter region**: allows the user to search data listed by the defaulted Parent Org. ID.
5. **Reports Filter Results region**: displays results based on data selected in the **Report Type Selection** region. Details displayed in this region depend on the report type selection made.

The following pages will describe each region and the functions associated with Batch Reports functionality.

Reports Tabbed Region

The **Tabbed region** allows the user to select different activities to perform while accessing the system. In this example, the **Reports** tab is active.

Reports Current Cutoff Calendar region

The **Reports Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.

Reports Type Selection - Batch Region

The **Reports Type Selection region** provides a user with four selections to display or download distributed files and reports:
- Invoice
- Data
- Dispute
- Tracking
- Batch
- Manufacturer 1099 Information

The following example displays the <u>Batch</u> radio button populated.

The population of the <u>Batch</u> radio button provides a user with reports containing uploaded batch file results when utilizing the **Payment Initiation Upload** process. The user is able to view batch file status for successful upload, partial upload or failed batch file uploads and review errors associated with failed records.

Reports Filter – Batch Region

The **Reports Filter – Batch region** contains one field that defaults to the Parent Organization ID utilized to access the system.

Reports Filter Results – Batch Region

The **Reports Filter Results – Batch region** contains seven fields used to review batched payment initiation files loaded to the system.

A. Parent Org. ID: field defaults to the Parent Organization ID utilized to access the system.
B. Description: displays the batch file name loaded to the system.
C. Batch ID: displays the system generated batch-numbering convention based on the order the batch file received by the system.
D. Date Time: displays the batch file date and time for files loaded to the system. Date format is YYYYMMDD. Time format is HH:MM.
E. Download: displays radio button to allow downloading of batch file information loaded to the system.
F. Status: provides the condition of the batch file loaded to the system. Batches can be successful, partially successful (containing line failures) or failed.
G. Last Download: displays the last date and time batch summary data retrieved from the Web Portal. Date format is YYYYMMDD. Time format is HH:MM

CGDP Portal DPP Work Instructions – Batch Reports

<u>**Accessing Batch Reports**</u>
Sponsors are able to utilize the **Reports - Batch** functionality to review the outcome of the payment processing batch text files for multiple invoice line items. Once batch upload is completed, results of the batch text file upload are available for review via the **Reports – Batch** functionality.

This work instruction provides direction on accessing invoice batch reports functionality.

1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

   In the following example, the CGDP DPP system login page displays.

2) On the **Home** tab, select the **Reports** tab view the report types available for the Sponsor for the reporting period.

In the following example, the selected tab is the **Reports** tab.

3) To review the successful and failed batch text files, select the **Reports** tab and populate the <u>Batch</u> radio button.

In the following example, the displayed **Reports – Batch** page with the <u>Batch</u> radio button selected.

4) Populate the radio button in the <u>Download</u> column to correspond to the reviewable batch file.

In the following example, the selected batch file contains one Successful file in the <u>Status</u> field.

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

- *Open*: view the data in text file format
- *Save*: save the data in text file format
- *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the batch text file.

6) Review the downloaded batch text file for line items containing the successful line items(s).

In the following example, the downloaded batch text file displays one successful line item.

7) Once review of text file is complete, return to the **Reports** tab.

8) The **Reports Filter Results – Batch region** will display the date, in YYYYMMDD format, and time, in HH:MM format, of the last download of the specific invoice line item(s) in the <u>Last Download</u> field.

In the following example, the date of 20150102 and the time of 11:03 populate the <u>Last Download</u> field.

9) Populate the radio button in the <u>Download</u> column to correspond to the reviewable batch file.

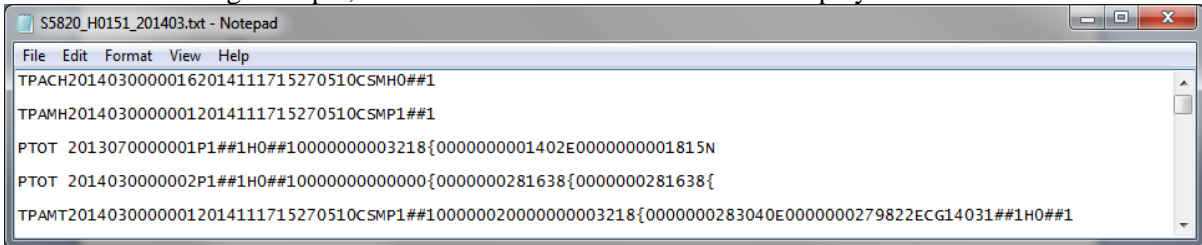In the following example, the selected batch file contains seven Failed files in the <u>Status</u> field.

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

- *Open*: view the data in text file format
- *Save*: save the data in text file format
- *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the batch text file.

Do you want to open or save **508.txt** (746 bytes) from **1#.1#.1##.#?** | Open | Save ▼ | Cancel | ✕

11) Review the downloaded batch text file for line items containing Failed.

In the following example, the downloaded batch text file displays seven lines that failed batch processing batch processing with error messages listed in the file.
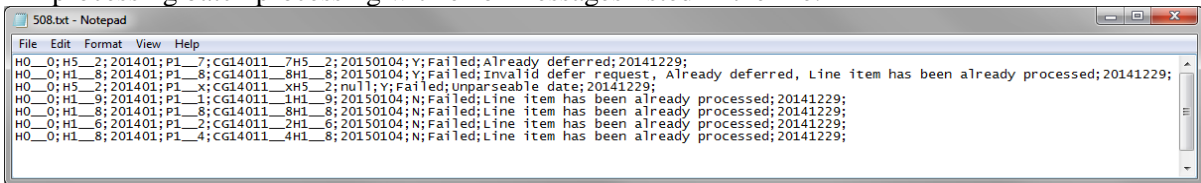
12) Once review of text file is complete, return to the **Reports** tab.

13) The **Reports Filter Results – Batch region** will display the date, in YYYYMMDD format, and time, in HH:MM format, of the last download of the specific invoice line item(s) in the Last Download field.

In the following example, the date of 20150102 and the time of 11:15 populate the Last Download field.

You have now completed accessing of Batch Reports.

CGDP Portal Reports – Manufacturer 1099 Information
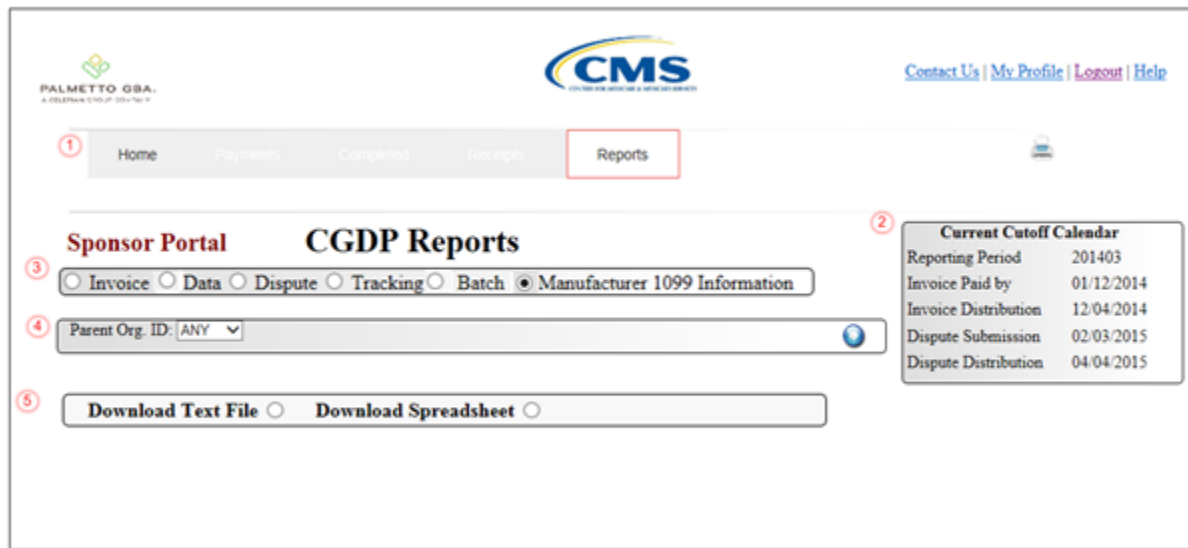
The **Reports – Manufacturer 1099 Information** tab provides the user with the ability to review payment batch information.

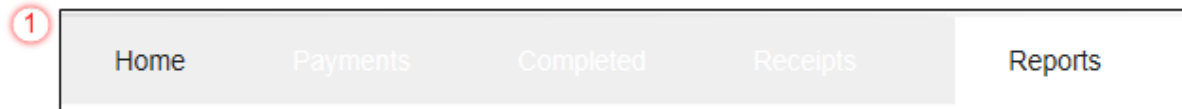The **Reports – Manufacturer 1099 Information** tab has five regions:

1. **Reports Tabbed region**: displays the tabbed page that is currently active.
2. **Reports Current Cutoff Calendar region**: provides a user with key program dates for proper processing of invoice line items.
3. **Report Type Selection region**: provides a user with four types of reports to view.
   - Invoice
   - Data
   - Dispute
   - Tracking
   - Batch
   - Manufacturer 1099 Information

   This section of the users guide will define the topic of <u>Manufacturer 1099 Information</u> reports.
4. **Reports Filter region**: allows the user to search data listed by the defaulted Parent Org. ID.
5. **Reports Filter Results region**: displays results based on data selected in the **Report Type Selection** region. Details displayed in this region depend on the report type selection made.
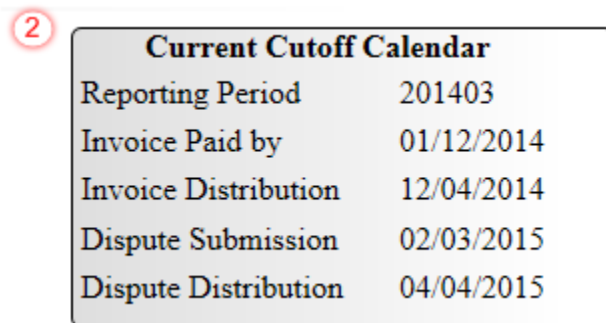
The following pages will describe each region and the functions associated with <u>Manufacturer 1099 Information</u> Reports functionality.

Reports Tabbed Region

The **Tabbed region** allows the user to select different activities to perform while accessing the system. In this example, the **Reports** tab is active.

Reports Current Cutoff Calendar region

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

The **Reports Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.

Reports Type Selection – Manufacturer 1099 Information

The **Reports Type Selection region** provides a user with four selections to display or download distributed files and reports:
- Invoice
- Data
- Dispute
- Tracking
- Batch
- Manufacturer 1099 Information

The following example displays the Manufacturer 1099 Information radio button populated.
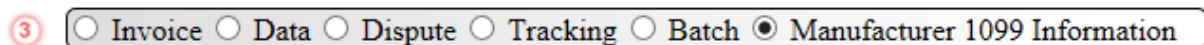
The population of the Manufacturer 1099 Information radio button provides a user with reports1099 information for each drug manufacturer. Since the TPA will no longer distribute EFT files, the report will give the user the same relevant information so that manufacturers can be easily identified. The user is able to view the file by text or spreadsheet.

Reports Filter – Manufacturer 1099 Information

The **Reports Filter – Batch region** contains one field that defaults to the Parent Organization ID utilized to access the system.

Reports Filter Results – Manufacturer 1099 Information

The **Reports Filter Results – Batch region** contains seven fields used to review batched payment initiation files loaded to the system.

    A. Download Text File: View the data in a text format
    B. Download Spreadsheet: View the data on a spreadsheet

CGDP Portal DPP Work Instructions – Manufacturer 1099 Information Reports

Accessing Manufacturer 1099 Information Reports

Sponsors are able to utilize the **Manufacturer 1099 Information Reports** functionality to

This work instruction provides direction on accessing the 1099 information reports functionality.

1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

   In the following example, the CGDP DPP system login page displays.

2) On the **Home** tab, select the **Reports** tab view the report types available for the Sponsor for the reporting period.

In the following example, the selected tab is the **Reports** tab.

3) To review the Manufacturer 1099 Information, select the **Reports** tab and populate the Manufacturer 1099 Information radio button.

In the following example, the Manufacturer 1099 Information radio button selected.

4) Populate the radio button in the <u>Download Text File</u> column.

In the following example, the selected file <u>Download Text File</u> button is selected.

5) Select one of the following decision buttons in the message that appears at the bottom of the screen:
- *Open*: view the data in text file format
- *Save*: save the data in text file format
- *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the batch text file.

6) In the following example, the downloaded file displays what type of information will be available on the <u>Manufacturer 1099 Report</u> by choosing the Download Text File option.
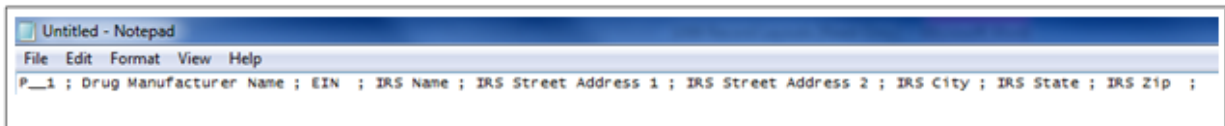
7) Once review of text file is complete, return to the **Reports** tab.

8) Populate the radio button in the <u>Download Spreadsheet</u> column.

In the following example, the selected Download <u>Spreadsheet</u> button is selected.
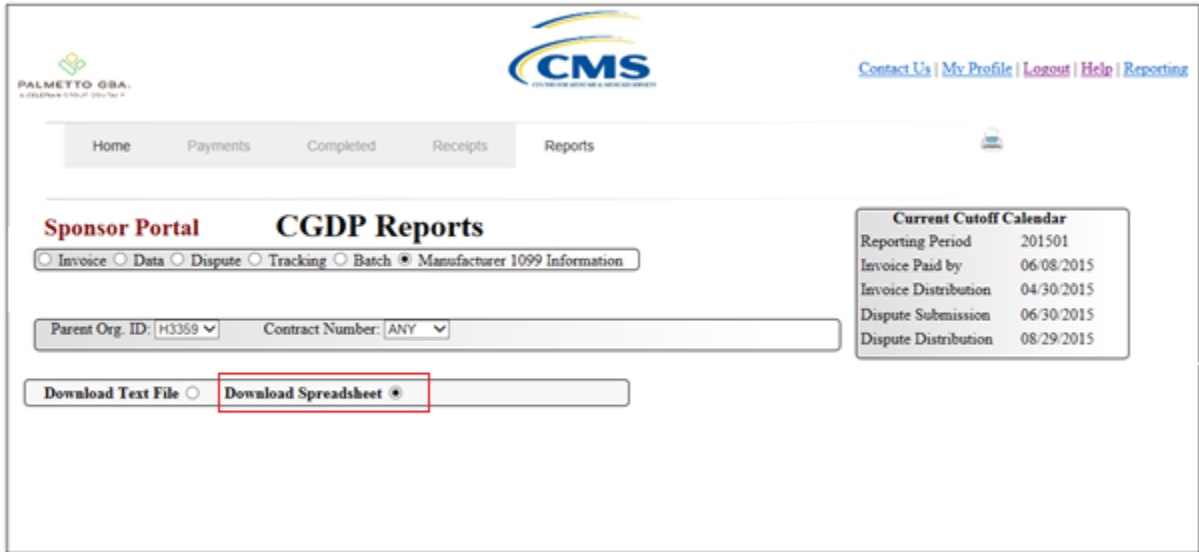
9) Select one of the following decision buttons in the message that appears at the bottom of the screen:

- *Open*: view the data in text file format
- *Save*: save the data in text file format
- *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the batch text file.
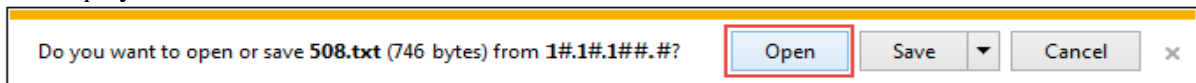
10) In the following example, the downloaded file displays what type of information will be available on the <u>Manufacturer 1099 Report</u> by choosing the <u>Download Spreadsheet</u> File option.

	A	B	C	D	E	F	G	H	I
1	P Number	Drug Manufacturer Name	EIN	IRS Name	IRS Street Address 1	IRS Street Address 2	IRS City	IRS State	IRS Zip
2									
3									

11) Once review of text file is complete, return to the **Reports** tab.

You have now completed accessing of the <u>Manufacturer 1099 Information</u> Reports.

CGDP Portal DPP Work Instructions – Reporting Link

Accessing the Reporting Link

Sponsors are able to utilize the **Reporting** functionality to view a readable version of the data/detail report in Microsoft Excel. This is an ad hoc reporting tool that can be used to filter invoice related information.

This work instruction provides direction on accessing the Reporting link.

1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

    In the following example, the CGDP DPP system login page displays.

2) On the **Home** tab, in the upper right hand corner select *Reporting.*

3) There are 3 sections in which information can be filtered. The first section, in the example listed below, can be filtered by *Parent Org. ID, Contract Number, P Number, Status, Reporting Period, Invoice Amount or Payment Status Date.*

Note: If a filter is not chosen, all available information for all the Contract numbers the Parent Org. ID is responsible for along with all available reporting periods will be provided.

4) The second section can also be filtered by the following categories; *Select Contract Number, Select P Number, Select By Status of Invoices* or *Reporting Period.*

Note: If a filter is not chosen, all available information for all the Contract numbers the Parent Org. ID is responsible for along with all available reporting periods will be provided once the *Run Query for Detailed Report* button is selected.

5) In the example below, H__50 is selected for reporting period 201502. Once the filters are set, choose *Run Query for Detailed Report* and then click the *Open* decision button.

6) After clicking the *Open* button, the reporting information will display in Microsoft Excel. In the following example the *Parent Org. ID, Contract, P Number, Invoice Amount, Reporting Period, Status Date and Status Description* is displayed.

7) If there were no results yielded from the filter, the following message will be displayed.

8) The third and final section of the *Reporting* link is the *Sponsor Summary Report*. The information can be filtered by *Summary Report for Contract Number, Reporting Period, and Sponsor Status*.

Note: If a filter is not chosen, once the *Run Sponsor Summary Query* button is clicked, all company related information will be displayed for all available reporting periods.

9) In the example below, H0__0 is selected and the *Sponsor Status* selected is *Pending*. Once the filters are set, choose *Run Sponsor Summary Query* and then click the *Open* decision button.

10) After clicking the Open button, the reporting information will display in Microsoft Excel.

In the following example the *Parent Org ID, Contract, Reporting Period, No. of Pending, Pending Amount, Total No. and Total Invoice Amount is* displayed.

You have now completed accessing of *Reporting* Link.

References

Appendix A: Acronym List

Acronym	Description
ACH	Automated Clearing House
CGDP	Coverage Gap Discount Program
CMS	Centers for Medicare and Medicaid Services
DPP	Direct Payment Process
EFT	Electronic Funds Transfer
GBA	Government Benefits Administrators
PDE	Prescription Drug Event
SFTP	Secure File Transfer Protocol
SSA	Social Security Act
TPA	Third Party Administrators

Appendix B: System Code Descriptions

Error Code	Error Description
A	Available
C	Successful
CF	Clearing House Failure
D	Deferred
DB	Deferred in Batch
F	Failed
F0	Unknown failure
F001	File rejected: Each record must be in a new line
F002	File rejected: File must start with a header record
F003	File rejected: Invalid Header record
F004	File rejected: Invalid Detail record
F005	Primary ID must be 6 characters and start with XP
F006	File rejected: Each header record must contain 'HDR', Primary ID and Reporting period
F007	Invalid defer request
F008	Detail record must contain 'DET', Manufacturer, Sponsor, EFT Scheduled Date, Defer (optional)
F010	Manufacturer is not formatted properly
F011	Header row without details
F012	Already deferred
F013	No EFT information available for Sponsor
F015	Reporting period length must be 6 characters
F016	Invalid header
F017	No EFT information available for Manufacturer
F020	Contract length must be 5 characters
F023	Line item has been already processed
F025	Unparseable date
F030	Date in the past
F035	Invalid EFT
F040	Primary Id and logon do not match
F045	Line item not found.
F050	Line item not found. Attempt to pay negative invoice
F085	Scheduled payment date before invoice distribution date
F103	Single amount exception velocity amount
F105	AUTHENTICATION ERROR (Care account is not set)
F110	Payment method not found
F115	Invalid payment request
F120	Your request cannot be processed. Please revise your data and retry
F125	Routing number not found
F130	Declined
F135	Configuration is required to use the requested service

Error Code	Error Description
F140	The credentials specified do not process for the merchant location specified
F145	Terminal disabled
F150	Other UNKNOWN ERROR
F205	Read timed out
F207	Failed to create service
F209	Processing system error
F211	Invalid or missing Payment Method ID
F212	User not authorized to perform this transaction/amount
F27	Scheduled payment date after payment deadline
F305	File records belong to more than one quarter
F310	Failed - Closed / Invalid Acct
F315	Failed - Non-Sufficient funds
F320	Failed - Suspended
F325	Failed - Charged Back
F330	Failed - Resolved
F335	Invalid or missing account last four
FB	Batch Initiation Failure
FDB	Batch Defer Failure
FS120	*Your request cannot be processed. Please revise your data and retry*
FS135	*Configuration is required to use the requested service*
FS140	*The credentials specified do not process for the merchant location specified*
FS145	*Terminal disabled*
FS155	*AUTHENTICATION ERROR (Care account is not set)*
FS160	Payment method not found during scheduled job
FS165	Invalid payment request during scheduled job
FS170	Request failed during a scheduled job
FS255	Read timed out on scheduled job
I	Incomplete
INI	Payment Initiated
INIB	Initiated in a Batch
INIS	Payment Initiated by Scheduler
P	Pending
S	Scheduled Payment for Future Date
SP	Stopped Payment
W27	Scheduled payment date after payment deadline, not used

Appendix C: Sponsor Payment Initiation Upload Batch Input Requirements

Utilize this reference document to format text files for use in the Payment Initiation Upload process.

Collect payment initiation information of the Parent Organization ID and reporting period to be included in the header record to create a batch upload file.

The format of the header record will be as follows:

Data Type	Length	Description
HDR	03	Header record type for batch
Data divider	01	; (semicolon)
Parent Org. ID	05	Responsible Contract Number or ST Number
Data divider	01	; (semicolon)
Reporting Period	06	Year and Quarter of invoice, in YYYYQQ format
EOL	Variable	End of line indicator – Example – CRLF

Collect payment initiation information of the individual invoice line items selected to be processed and included in the detail record to complete the batch upload file.

The format of the detail record(s) will be as follows

Data Type	Length	Description
DET	03	Detail record type for batch
Data divider	01	; (semicolon)
Contract Number	05	Submitting Contract Number
Data divider	01	; (semicolon)
P Number	05	Manufacturer P Number
Data divider	01	; (semicolon)
EFT ID	15	CG for Coverage Gap, YYQQ for reporting period, P Number, Contract Number. Example of format: CGYYQQ####H####
Data divider	01	; (semicolon)
Payment Initiation Date	08	Date payment of invoice to begin processing, in CCYYMMDD format
Data divider	01	; (semicolon)
Defer	01	Designation for deferment of invoice. Y for Yes to Defer. N for No to Defer.
Data divider	01	; (semicolon)
EOL	Variable	End of line indicator – Example – CRLF

Glossary

Term	Definition
Authorization Amount	Displays the amount authorized for payment processing, including amounts located in the <u>Invoice Amt.</u> and <u>Previous Deferred Amount fields</u>.
Available	Status designation of an invoice that denotes that an item is ready for payment initiation.
Batch	Report type that displays batch files uploaded to the system with status and ability to download files for review.
Batch ID	Displays the batch numbering convention, system generated, based on the order the batch file received by the system.
Contact Us	Provides contact information for requesting assistance from the TPA Operations team.
Contract Number	Pending contract number assigned by CMS which allows participation in the Coverage Gap Discount Program
Corporate ID	Numerical designation assigned by CMS to Manufacturers. For Manufacturers, the current Mailbox ID will be the Corporate ID.
Data	Report type that displays the detail information of distributed invoices and invoice line items and provides the ability to download files for review.
Date Loaded	Displays the invoice distribution date. This date corresponds to the end of month following reporting period closing. Date format is DD/MM/YYYY.
Date Submitted	Displays the calendar date, in MM/DD/YYYY format, the invoice line item was processed for payment initiation.
Date Time	Displays the batch file date and time for files loaded to the system. Date format is YYYYMMDD. Time format is HH:MM.
Defer	Provides a check box available for selection when the <u>Invoiced Amt.</u> or the combination of the <u>Invoiced Amt.</u> and the <u>Previous Deferred Amount</u> total less than the system-defaulted allowable amount. Invoice line items can only be deferred if the Manufacturer or Sponsors banking ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.
Deferred	Status designation of an invoice that denotes that invoice amount falls below minimum. Invoice line items can only be deferred if the Manufacturer or Sponsors banking ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.
Description (Batch)	Displays the batch file name loaded to the system.
Dispute	Report type that provides the ability to enter dispute requests and review the status of entered requests.
Dispute Distribution	Current Cutoff Calendar field that displays the current reporting period data. Displays the date Dispute distributions are due to be loaded to the Portal.
Dispute Submission	Current Cutoff Calendar field that displays the current reporting period data. Displays the date Dispute submissions are due to be entered into the Portal.
Download	Displays a radio button to allow downloading of distributed invoice summary information loaded to the system.
EFTID	Displays EFT identifying information in the specified format of CG for Coverage Gap; YYQQ for the reporting period; #### for the P Number and ##### for the Contract Number. Example: CG14031##1H1##1.

Term	Definition
Failed (Status)	Status designation of an invoice that denotes that one or more items has an unsuccessful payment attempt.
Failed (Code)	Provides an informational message when an invoice line item does not successfully process payments to Manufacturers or Sponsors.
Help	Provides link to reference guides and system code messages and descriptions.
Incomplete	Status designation of an invoice that denotes that one or more items have not been paid.
Initiate Payment	Provides a check box to allow the payment process to begin for an individual invoice line item.
Invoice	Report type that displays the summary information of distributed invoices and provides the ability to download files for review.
Invoice Distribution	Current Cutoff Calendar field that displays the current reporting period data. Displays the date distributed invoices were posted to the Portal.
Invoice Paid by	Current Cutoff Calendar field that displays the current reporting period data. Displays the final due date all invoice line items are to be processed for payment.
Invoiced Amount	Displays the invoice line item amounts due to either the Manufacturer or Sponsor.
Invoiced Reporting Period	Region of the active tab that provides the reporting period of the invoice line items displayed.
Last Download	Displays the last date and time distributed invoice summary data retrieved from the Web Portal. Date format is YYYY/MM/DD. Time format is HH:MM.
Logout	Provides one-click access for logging out of the system.
Manufacturer	Any entity which is engaged in the production, preparation, propagation, compounding, conversion or processing of prescription drug products, either directly or indirectly, by extraction from substances of natural origin, or independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis. Such term does not include wholesale distributors or retail pharmacies licensed under State law. *From Medicare Coverage Gap Discount Program Agreement, item I.j.*
My Profile	Provides ability to enter and review business contact information for Manufacturers and Sponsors.
Outstanding	Status designation of an invoice that denotes no payment activity has taken place
P Number	Pending contract number assigned by CMS which allows participation in the Coverage Gap Discount Program
Parent Org. ID	Numerical designation assigned by CMS to Sponsor.
Payment Date	Displays the current date of a generated invoice line item payment, in MM/DD/YYYY format.
Payments Due	Region of the active tab that provides the final date invoice line item payments are due to be initialized.
Pending	Status designation of an invoice that denotes that all line items have been initiated successfully.
Previous Deferred Amount	Displays amounts that qualified for deferment from the prior reporting period(s).
Received	Status designation of an invoice that denotes payment is in the applicable bank account

Term	Definition
Reporting Period	Quarter and Calendar year, in YYYYQQ format, that prescription drug event data is distributed to Manufacturers and Sponsors.
Sponsor	A Part D Plan (PDP) sponsor, Medicare Advantage (MA) organization offering a MA-prescription drug (PD) plan, a Program of All-Inclusive Care for the Elderly (PACE) organization offering a PACE plan including qualified prescription drug coverage, and a cost plan offering qualified prescription drug coverage. *From Pub. 100-18: Medicare Prescription Drug Benefit Manual, section 20.*
Status	The current designation of an invoice line item within the system.
Status (Batch)	Displays the condition of the batch file loaded to the system. Batches can be successful, partially successful (containing line failures) or failed.
Stop Payment	Provides a check box with the ability to stop payment processing prior to actual payment for future dated payments.
Successful	Status designation of an invoice that denotes that all line items have been paid successfully.
Total Available	Displays the total dollar amount of remaining invoice line items requiring payment.
Total Deferred	Displays the total dollar amount of deferred invoice line items with amounts less than the allowable amount to the subsequent reporting period.
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.
Total Invoiced	Displays the total dollar amount of invoice line items that require payment for the reporting period.
Total Outstanding	Displays the total dollar amount of remaining invoice line items requiring processing.
Total Owed	For Manufacturers: Displays the total dollar amount of negative invoice line items due from Sponsors. For Sponsors: Displays the total dollar amount of invoice line items due from Manufacturers
Total Pending	Displays the total dollar amount of invoice line items selected for payment for the reporting period.
Total Received	For Manufacturers: Displays the total dollar amount of negative invoice line items received from Sponsors. For Sponsor: Displays the total dollar amount of invoice line items received from Manufacturers.
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.
User ID	Credential information provided by TPA to Manufacturer or Sponsor for access to system. User ID is the Parent Organization ID (Parent Org. ID)