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

Manufacturer Portal Users Guide







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Manufacturer Benefit Year (BY) Closeout Process

CMS is announcing the upcoming release of a set of new reports, the Benefit Year Closeout Invoice Reports for Manufacturers and Part D Sponsors. These reports will be released annually through the Third Party Administrator (TPA) approximately fifteen months after a benefit year's Quarter 17 invoice receipt date.

The close out reports will communicate to Manufacturers the status of all upheld disputes for the closed benefit year. These reports will provide information whether or not correction of the disputed Prescription Drug Event (PDE) record has occurred in a manner that resolved the issue that led to the dispute and whether the correction resulted in a financial or non-financial change to the invoice data.

This reporting process also allows the Part D Sponsor to remit payment for any gap discounts invoiced in Q17 that were successfully disputed and for any successful disputes from previous quarters of the benefit year in which the Part D Sponsor has only recently corrected. Manufacturers should note that successful disputes could result in a full adjustment, partial adjustment, or no adjustment to the gap discount amount.

The benefit year closeout reports will be released on an annual basis with the 2011 Benefit Year Closeout Invoice Reports expected for release on July 15, 2016. The TPA will send a notification when the reports are distributed. The file layouts for the new BY Closeout reports are located on the TPA website under the *References* section

The subsequent pages display the changes to the CGDP Portal in response to the BY Closeout reports for Manufacturers. Tabs affected with the BY Closeout updates are:

- Home tab
- Receipts tab
- Reports tab Invoice reports
- Reports tab Data reports
- Reports tab Tracking reports

CGDP Portal Home Tab

P	CELERIAN GROUP CO		TERS FOR MEDICARE & MEDICARD SER	WICES					Logged on as XH Test Environm	
	Home	Payments	Completed	Receipts	Reports	Disputes				
Μ	lanufact	urer Porta	al Cover	age Gap	Discour	nt Prog	rar	n 🚔		
C	orporate ID In XP1 <u>9</u> ✔ AL	voice Type P Nu L V ALL	Reporting mber Period	Status		1 - 3 out of 3	3	Welcome to Coverage Gap you can initiate a payment payments and receipt of p your reports.	Discount Portal wher t, check the status of payments as well as vie	
]	Invoice Type	Corporate ID	<u>P Number</u>	Reporting Period	<u>Status</u>	Select		For payment functions, st item from the list to the le	art by selecting a line aft of this message.	
	CY Closeout	XP1_9	P19	2016	Available	0			,	
	Quarterly	XP1_9	P19	201502	Available	0		5 Available Invoice is ready for payme Failed One or more items has an payment attempt Incomplete One or more items have n Pending All line items have been in successfully Successful All line items have been pi		
							6	Reporting Periods wit	h no invoice line ite	
								Filter by: P Number	ALL V	
								P Number	Reporting Period	
								P19	201601	
								P19	201504	
									001501	

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

The **Home** tab contains six 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. Filter region provides a user with the ability to search data listed by the defaulted Corporate ID.
- 3. Welcome Message region provides a message of activities that are available in the system.
- 4. Filter Results region displays results based on data entered into the Filter region. The Filter Results region may contain two types of distributed invoices, Quarterly invoices and CY Closeout invoices.
- 5. Status Definitions region provides definitions of the statuses displayed in the Filter Results region.
- 6. **No Invoice Activity region** displays all reporting periods that did not receive distributed invoices for assigned P numbers. This region provides notification to Manufacturers of periods where there was no coverage gap PDE activity available for the specified reporting period.

The upcoming pages will describe each region and its associated functions in detail.

Tabbed Region – Home

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

•	Home Reports Disputes					
1	Home	Payments	Completed	Receipts	Reports	Disputes

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

- Payments
- Completed
- Receipts

1	Home	Payments	Completed	Receipts	Reports	Disputes

Filter Region – Home

The **Filter region** on the **Home** tab contains six fields to assist a user with narrowing distributed invoice criteria:

2	A Corporate ID	B Invoice Type	C P Number	Reporting D Period	E Status	F 1 - 3 out of 3
	XP1_9 🗸	ALL 🗸	ALL 🗸	ALL 🗸	ALL 🗸	

- A. Corporate ID field defaults to the Corporate ID utilized to access the system.
- B. <u>Invoice Type</u> field allows a user to select the type of invoice to view from the drop down menu. Invoice types can be one of the following selections:
 - BY Closeout
 - Quarterly
- C. <u>P Number</u> field allows a user to select a P number, associated with the Corporate ID, from the drop down list.

Note: Manufacturers may have multiple P numbers associated with the Corporate ID. To view all P numbers for the Corporate ID, users can select 'ALL' from the drop down list.

- D. <u>Reporting Period</u> field allows a user select reporting periods for distributed invoices, by calendar year and quarter, in YYYYQQ format for quarterly data and by calendar year, in YYYY format for BY Closeout data. To view all distributed invoices, users can select 'ALL' from the drop down list.
- E. <u>Status</u> field allows a user select a specific status assigned to distributed invoices or allows a user to select 'ALL' to view all statuses assigned. Statuses can be one of five selections:
 - Available
 - Failed
 - Incomplete
 - Pending
 - N/A
 - Successful
- F. <u>Item Count</u> field displays the number of invoice line items displayed on the current page of the total number of invoices included for the reporting period.

Welcome Message Region

3

The **Welcome Message region** on the **Home** tab 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.

Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.

For payment functions, start by selecting a line item from the list to the left of this message.

Filter Results Region – Home

The **Filter Results region** on the **Home** tab displays information requested in the **Filter region – Home** based on the data selected in the <u>Invoice Type</u>, <u>P Number</u>, <u>Reporting Period</u>, or <u>Status</u> fields.

The **Filter Results region** contains five fields that assist a user in reviewing distributed invoices for processing payment initiations:

4	A Invoice Type B Corporate ID		C P Number	D <u>Reporting</u> <u>Period</u>	E <u>Status</u>	F <u>Select</u>
	CY Closeout	XP19	P19	2016	Available	0
	Quarterly	XP19	P19	201503	Available	0
	Quarterly	XP19	P19	201502	Available	0

- A. Invoice Type field displays the types of invoices available, either Quarterly or BY Closeout.
- B. Corporate ID field defaults to the Corporate ID utilized to access the system.
- C. <u>P Number</u> field displays a specific P number or all P numbers associated with the Corporate ID, based on the distributed invoice line selected in the **Filter region** on the **Home** tab.
- D. <u>Reporting Period</u> field displays BY Closeout invoices by calendar year, in YYYY format and quarterly invoices distributed by calendar year and quarter, in YYYYQQ form and by calendar year, in YYYY format for BY Closeout data. The field can display specific quarters or all distributed quarters, based on the selection criteria used in the **Filter region**.
- E. <u>Status</u> field displays the status of distributed invoices. The field can display data for one status type or display all statuses, based on the selection criteria used in the **Filter region**.
- F. <u>Select</u> radio button allows a user select an individual distributed invoice line to access the line items associated with the distributed invoice. This action also activates all tabs in the **Tabbed** region.

This example displays the populated Select radio button for a specific invoice line item.

4	A Invoice Type B Corporate ID		C <u>P Number</u>	D Reporting Period	E <u>Status</u>	F <u>Select</u>
	CY Closeout	XP19	P19	2016	Available	0
	Quarterly	XP19	P19	201503	Available	۲
	Quarterly	XP19	P19	201502	Available	0

Status Definitions Region

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

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

No Invoice Activity Region

The **No Invoice Activity region** on the **Home** tab provides a listing of P numbers without distributed invoices for specific reporting periods.

The **No Invoice Activity region** contains two fields that assist a user in reviewing reporting periods with no invoice distributions:

6)	Reporting Periods with Filter by: A P Number ALL V	h no invoice line items B Reporting Period ALL V
	P Number	Reporting Period
	P19	201601
	P19	201504
	P19	201501
	P19	201404

- A. <u>P Number</u> field displays a specific P number or all P numbers associated with the Corporate ID. Users are able to sort via the drop down menu in the field to view a specific <u>P Number</u>. Field defaults to 'ALL'.
- B. <u>Reporting Period</u> field displays reporting periods with no distributed invoices for <u>P Numbers</u> associated with the Corporate ID. Users are able to sort via the drop down menu in the field to view a specific <u>Reporting Period</u>. Field defaults to 'ALL'.

Closeout Process If there are no reporting periods to display in the **No Invoice Activity region**, the region will appear like this:

Reporting Periods with no invoice line items									
Filter by:	P Number	Reporting Period							
ΡN	umber	Reporting Period							
There is an invoice report for the selected P Number									

CGDP Portal Receipts Tab BY Closeout Invoices

The **Receipts** tab allows a user to review negative invoice line item amounts due from Sponsors for either adjusted PDE data for quarterly invoice processing or upheld disputes not previously invoiced for end of benefit year processing for BY Closeout processing. The invoice line item selected on the **Home** tab drives information displayed on the **Receipts** tab.

F	PALMETTO GBA. a celerian group company	CENTERS FOR MEDICARE & ME	DICAD SERVICES			<u>Co</u>	ntact	<u>Us</u> <u>My Prof</u> i	ile <u>Logout</u> <u>He</u> Logge	p <u>Reporting</u> d on as XP1_6 est Environment
1	Home Pay	ments Complete	d Receipts	Reports	Disputes					
N	1anufacturer	Portal CG	DP Receipt	ts ② _{Reim}	bursement Re	port Year: 201	6 ¹	2		
3	Contract Number: ALL	✓ Corporate IE	: XP16 P Nun	nber: P1_6 🗸	1 - 5	out of 5	4	Recei	ot Information	for P1 <u>6</u>
)	Т	otal Owed	\$7,462.33
(5)	Contract Number	Invoiced Amount	Payment Date	<u>Status</u>	ļ	<u>EFTID</u>)	Tota	I Received	\$2,215.63
	H87	\$989.93		Pending	UD201	61_6H8_7		Tot	al Pending	\$4,887,70
	H84	\$3,897.86		Pending	UD201	61_6H8_4		Total O	utstanding	\$352.48
	H88	\$2,215.63		Received	UD201	61 <u>6</u> H8 <u>8</u>			acocarraing	<i>4002.10</i>
	H84	\$6.43		Deferred	UD201	61_6H8_4				
	H81	\$352.48		Outstanding	UD201	61_6H8_1	6		Possible Statu	ses
	¹ To view receipts for a di	fferent renortina neriod.	return to the Home t	ab and select the r	adio button			Received	Funds should r in your accoun	ow be available t
	line item that contains the	e desired reporting perio	ıd.					Pending	Payer has initia The debiting pr period and crea still remain	ited payment. ocess, holding diting process
								Outstanding	payer has not payment	et initiated
								Deferred	Payer has dete amount owed i bank's ACH mi	rmined that the s below their nimums
								Failed	Debiting of the or crediting of was unsuccess	Payer's account your account ful

For the BY Closeout, the differences between quarterly invoice processing and BY Closeout processing are:

- Update of the Invoice Reporting Period region to the Reimbursement Report Year region
- Update to the format of the <u>EFT ID</u> field pertaining to BY Closeout invoices in the **Receipts Transactions region**

All other **Receipts** tab functionality remains the same.

Coming up, the next page will display the regions that contain differences in the **Receipts** tab based on processing BY Closeout invoices. All other **Receipts** tab functionality remains the same as quarterly invoice processing.

Reimbursement Report Year Region

For BY Closeout invoicing, this section of the **Receipts** tab displays the specified reimbursement report period, in YYYY format, based on the invoicing period selected on the **Home** tab.

The example displays the report year listed in the **Reimbursement Report Year region** that completed invoice line items appearing in the **Receipts Filter Results** region are associated.

2 Reimbursement Report Year: 2016

This region also contains a footnote in regards to the data displayed in either the **Invoice Reporting** or **Reimbursement Report Year regions**. This footnote provides a user instruction on how to review receipt of payments for a different reporting period.

ITo view receipts for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period.

Receipts Transactions Region for BY Closeout Invoices

The Receipts Transactions region contains five fields that provide lists of negative invoice line items that are pending completion of the payment process from a Sponsor for both quarterly and BY closeout invoices. The invoices selected on the **Home** tab drives information displayed on the **Receipts** tab.

The fields displayed in the **Receipts Transactions region** are the same, with the only difference pertaining to the <u>EFT ID</u> field data for BY Closeout receipt invoice types:

	<u>E. <u>EFT ID</u> held displays EFT identifying information for BT closeout invoice receipts.</u>									
5	A Contract Number	B Invoiced Amount	C <u>Payment Date</u>	D <u>Status</u>	E <u>EFTID</u>					
	H87	\$989.93		Pending	UD20161_6H8_7					
	H84	\$3,897.86		Pending	UD20161_6H8_4					
	H88	\$2,215.63		Received	UD20161_6H8_8					
	H84	\$6.43		Deferred	UD20161_6H8_4					
l	H8_1	\$352.48		Outstanding	UD20161_6H8_1					

The format of the EFT ID for BY Closeout is UDYYYY9999H99999:

- **UD**: Upheld Dispute payment
- **YYYY**: BY Closeout reporting period
- **9999**: Manufacture P Number (**Note**: P Number displayed without the preceding 'P')
- **H9999**: Sponsor contract number

CGDP Portal Instructions – BY Closeout Invoice Receipts

Reviewing BY Closeout Invoices on the Receipts Tab

Manufacturers are able to utilize the CGDP Portal to view the status of BY Closeout negative invoice line items that are due for receipt. The **Receipts** tab provides Manufacturers with the capability to view the status invoice payments due from Sponsors.

This instruction provides direction on accessing the **Receipts** tab for BY Closeout invoicing and the functions available for use.

1) Authorized users of the Portal will enter the Corporate ID in the <u>User ID</u> field and the corresponding password into <u>Password</u> field the **Login form**.



2) After entering the <u>User ID</u> and <u>Password</u> successfully, a random security question appears from the three security questions selected during initial security data setup. Enter the correct answer and select the <u>Validate</u> button.



3) On the **Home** tab, select a type of invoice to view from the <u>Invoice Type</u> field.

						Contact Us My Profi	ile Logout <u>Help</u> <u>Reporting</u>
		FOR MEDICARE & MEDICAID SERV	ICES				Logged on as XP16 Test Environment
A CELERIAN GROOP COM	200						
Home	Payments	Completed	Receipts	Reports	Disputes		
Manufactu	irer Portal	Cover	age Gap	Discou	unt Progra	am 🚔	
Corporate ID Invo	ice Type P Numb	Reporting er Period	Status		1 - 2 out of 2	Welcome to Coverage Gap	p Discount Portal where
XP16 ALL	✓ ALL ·	ALL	ALL 🗸			payments and receipt of p	bayments as well as view
	P Number	Reporting	Status	Select		your reports.	art by coloring a line
CY Closeout	P16	2016	N/A	0		item from the list to the le	eft of this message.
Quarterly	P16	201502	Available	0			
						Available Invoice is read	y for payment initiations
						Failed One or more it payment attem	ems has an unsuccessful opt
						Incomplete One or more it	ems have not been paid
						successfully	ave been initiated
						Successful All line items h	ave been paid successfully
						Reporting Periods wit	th no invoice line items
						Filter by: P Number	Reporting Period
						P Number	Reporting Period
						P16	201601
						P16 P16	201504 201503

4) Populate the <u>Select</u> radio button for the reporting period and select the **Receipts** tab to view the invoice line items for the specific reporting period.

PALMETTO G		S FOR MEDICARE & MEDICAID SERVI	св			<u>Contact Us</u> <u>My Profi</u>	le Logout Help Reporting Logged on as XP16 Test Environment
Home	Payments	Completed	Receipts	Reports	Disputes		
Manufactu	irer Porta	Cover	age Gap	Discou	int Progra	am 🚔	
Corporate ID Invo XP1_6 ALL	oice Type P Numl	Reporting per Period	Status		1 - 2 out of 2	Welcome to Coverage Gap you can initiate a paymen payments and receipt of p	Discount Portal where t, check the status of ayments as well as view
CY Closeout Quarterly	P Number P16 P16	Reporting Period 2016 201502	<u>Status</u> N/A Available	Select		For payment functions, st. item from the list to the le	art by selecting a line ft of this message.
						Available Invoice is read Failed One or more it payment attern Incomplete One or more it Pending All line items h successfully Successful All line items h	y for payment initiations ems has an unsuccessful pt ems have not been paid ave been initiated ave been paid successfully
						Reporting Periods with Filter by: P Number ALL V P Number	h no invoice line items Reporting Period ALL V Reporting Period
						P16 P16 P16	201601 201504 201503

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

PALMETTO GBA: A CELERIAN GROUP COMPANY	CENTERS FOR MEDICARE A ME	SICAID SERVICES			Con	<u>tact Us</u> <u>My P</u>	rofile Logout Hel Logge T	p <u>Reporting</u> d on as XP1_6 est Environment
Home Pay	ments Completed	I Receipts	Reports	Disputes				
Manufacturer	Portal CG	DP Receipt	s			<u>a</u>		
Contract Number: ALL	Corporato ID	VD1 6 D.Num	Reim	oursement Rep	out of F	Red	eipt Information	for P1 6
Contract Number: ALL		: XPI0 P NUM		1-5	out or 5		Total Owed	\$7,462.33
						т	otal Received	\$2,215.63
Contract Number	Invoiced Amount	Payment Date	<u>Status</u>	E	EFTID	Т	otal Deferred	\$6.43
H8_7	\$989.93		Pending	UD2010	616H87	-	otal Pending	\$4,887.79
H8_4	\$3,897.86		Pending	UD2010	616H84	Tota	Outstanding	\$352.48
H8_8	\$2,215.63		Received	UD2010	616H88	c		
H8_4	\$6.43		Deferred	UD2010	616H84			
H8_1	\$352.48		Outstanding	UD2010	616H81		Possible Statu	ses
¹ To view receipts for a di line item that contains the	fferent reporting period, e desired reporting perio	return to the Home ta d.	b and select the r	adio button		Receiv Pendir Outstand	ed Funds should n in your account g Payer has initia The debiting pr period and crec still remain ling Payer has not y navment	ow be available ted payment. ocess, holding liting process vet initiated
						Deferr	Payment Payer has dete amount owed is bank's ACH min Debiting of the or crediting of the was unsuccess	rmined that the s below their nimums Payer's account your account ful

6) Review the invoice line items in the **Receipts Transactions region** and locate an invoice line item with the <u>Status</u> populated with Received.

		IS IEDICAID SERVICES			<u>Con</u>	<u>tact Us</u> <u> </u>	<u>My Profi</u>	ile Logout <u>H</u> Logo	elp Reporting ged on as XP1_6 Test Environment
Home	Payments Complet	ed Receipts	Reports	Disputes					
nufactur	er Portal Co	GDP Receip	ts						
			Reimb	oursement Repo	ort Year: 2016	1	Recei	nt Information	n for P1 6
ontract Number:	ALL V Corporate I	D: XP16 P Nur	nber: P1_6 ∨	1 - 5 c	out of 5		т	iotal Owed	\$7.463
							Tota	I Received	\$2,21
ontract Number	Invoiced Amount	Payment Date	Status	E	FTID		Tota	I Deferred	\$
H8_7	\$989.93		Pending	UD2016	516H87		Tot	al Pending	\$4.88
H8_4	\$3,897.86		Pending	UD2016	516H84		Total O	utstanding	\$35
H8_8	\$2,215.63		Received	UD2016	51 <u>6H8</u> 8	L	, oral of	acocarraing	<i>400</i>
H8_4	\$6.43		Deferred	UD2016	516H84				
H8_1	\$352.48		Outstanding	UD2016	516H81			Possible Stat	uses
view receipts for	a different reporting period	l, return to the Home t	ab and select the r	adio button		Re	eceived	Funds should in your accou	now be availa nt
item that contain	s the desired reporting per	od.				Pe	ending	Payer has init The debiting p period and cre still remain	iated payment process, holdir editing process
						Out	standing	g Payer has not payment	yet initiated
						De	eferred	Payer has det amount owed bank's ACH m	ermined that is below their inimums
						F	ailed	Debiting of th or crediting of was unsucces	e Payer's acco f your account sful

7) Review the invoice line items in the **Receipts Transactions region** and locate an invoice line item with the <u>Status</u> populated with Deferred.

PAL A CELE	METTO GBA		IS DICAD SERVICES			<u>Cor</u>	itact Us	<u>s</u> <u>My Profi</u>	<u>le Logout H</u>	elp <u>Reporting</u> ed on as XP1_6 Test Environment
	Home	Payments Complete	d Receipts	Reports	Disputes					
Mar	nufactur	er Portal CO	DP Receip	ts			¢.			
_				Reim	oursement Re	port Year: 2010	⁵¹ –			
Co	ntract Number:	ALL 🗸 Corporate II	D: XP16 P Nur	mber: P1_6 🗸	1 - 5	out of 5		Receip	ot Information	<u>tor P1 6</u>
)		Tabal	otal Owed	\$7,462.33
Co	ntract Number	Invoiced Amount	Payment Date	<u>Status</u>		EFTID		Total	Deferred	\$2,215.03
	H8_7	\$989.93		Pending	UD201	616H87		Tota	Dererred	\$4 997 70
	H84	\$3,897.86		Pending	UD201	616H84		Total Or	itetanding	¢252.48
	H88	\$2,215.63		Received	UD201	616H88		Total Ot	ristanung	\$332.40
	H8_4	\$6.43		Deferred	UD201	61 <u>6H8</u> 4				
	H8_1	\$352.48		Outstanding	UD201	616H81			Possible Stat	USES
¹ To v	iew receipts for	a different reporting period	, return to the Home	tab and select the r	adio button			Received	Funds should in your account	now be available nt
line i	tem that contains	s the desired reporting perio	od.					Pending	The debiting period and cre still remain	ated payment. process, holding editing process
							0	outstanding	Payer has not payment	yet initiated
								Deferred	Payer has det amount owed bank's ACH m	ermined that the is below their inimums
								Failed	Debiting of th or crediting of was unsucces	e Payer's account ' your account sful

8) Review the invoice line items in the **Receipts Transaction region** and locate an invoice line item with the <u>Status</u> populated with Pending.

METTO GBA	CENTERS FOR MEDICARE & MEE	S ICAID SERVICES					Logge	ed on as XP16 Test Environment
Home	Payments Completed	Receipts	Reports	Disputes				
nufacture	er Portal CG	DP Receipt	s					
			Reimt	oursement Re	port Year: 2016	1		
ontract Number: 🛛	ALL V Corporate ID	: XP16 P Num	ber: P1_6 🗸	1 - 5	out of 5	Recei	pt Information	for P1 6
	·					T	otal Owed	\$7,462
ontract Number	Invoiced Amount	Payment Date	Status		FETID	Tota	I Received	\$2,215
	¢090.02	<u>r ujinent bute</u>	Donding	110201	61 649 7	Tota	l Deferred	\$
H8 4	\$3,897,86		Pending	UD201	61 6H8 4	Tot	al Pending	\$4,88
H8 8	\$2,215.63		Received	UD201	61 6H8 8	Total O	utstanding	\$35
H8_4	\$6.43		Deferred	UD201	616H84			
H8_1	\$352.48		Outstanding	UD201	616H81		Describle Obsta	
)		Possible Statu	ses
						Received	in your account	iow de avalla t
item that contains	a different reporting period, the desired reporting period	d.	b and select the h	adio buttori		Pending	Payer has initia The debiting p period and cre still remain	ated paymen rocess, holdir diting proces
						Outstandin	g Payer has not payment	yet initiated
						Deferred	Payer has dete amount owed i bank's ACH mi	ermined that is below their nimums
						Failed	Debiting of the or crediting of	Payer's account

Review the invoice line items in the Receipts Transactions region and locate an invoice line item with the <u>Status</u> populated with Outstanding.

PALMETTO GBA: a celerian group company	CINTERS FOR MEDICARE & MEDI	S DICAID SERVICES			<u>C</u>	ontact Us	<u>My Profi</u>	le Logout He Logge	lp <u>Reporting</u> ed on as XP1_6 Fest Environment
Home Pay	ments Completed	B Receipts	Reports	Disputes		2			
Contract Number: ALL	✓ Corporate ID	: XP16 P Num	Reimb ber: P1_6 V	oursement Rep 1 - 5	oort Year: 20 out of 5		Receir T	ot Information	for P1 6 \$7,462.33
Contract Number	Invoiced Amount	Payment Date	Status		EFTID	ר ר	Tota	Received	\$2,215.63
H8_7	\$989.93		Pending	UD201	61 <u>6H8</u> 7		Tota	Dererred	\$0.43
H8_4	\$3,897.86		Pending	UD201	616H84		Total Or	al Pending	\$4,887.79
H8 8	\$2,215,63		Received	UD201	61 6H8 8		Total OL	itstanding	\$352.48
H8_4	\$6.43		Deferred	UD201	616H84				
H8_1	\$352.48		Outstanding	UD201	616H81			Describle Obsta	
¹ To view receipts for a dil line item that contains the	ferent reporting period, desired reporting perio	return to the Home ta d,	ib and select the r	adio button		0	Received Pending utstanding Deferred Failed	Funds should r in your accoun Payer has initi The debiting p period and creis still remain Payer has not to payment Payer has dete amount owed bank's ACH mi Debiting of the or crediting of was unsuccess	oow be available t tated payment. roccess, holding diting process yet initiated rmined that the s below their nimums Payer's account your account ful

You have now completed reviewing BY Closeout invoice line item receipts.

CGDP Portal Reports – Invoice

The **Reports** – **Invoice** tab allows a user to review distributed invoice information for quarterly and BY Closeout invoices.

	PALMETTO GBA		AS R & MIDICAID SERVICES			<u>Contact Us My </u>	Profile <u>Logout</u>	Help Reporting Logged on as XHK7 Test Environment		
1	Home	Payments Comp	leted Receipts	Reports	Disputes					
	Manufacture	er Portal (CGDP Reports	;		2				
2 Report Type 3 Current Cutoff Calendar Invoice Data Tracking Batch Sponsor 1099 Information 3 Reporting Period 201601										
4	Corporate ID XP1_9	P Number Reportin	Period Invoice Type Invoice Type	1 - 4	out of 4	Invoice Paid By Invoice Distribution Dispute Submission	06/06/2016 04/30/2016 06/30/2016			
						Dispute Distribution	08/29/2016]		
(5)	Invoice Type	P Number	Reporting Period	Date L	paded	Download File	Last Dov	nload Date		
	CY Closeout	P19	2016	06/29/	2016	0	06/29/201	.6 @ 11:40 AM		
	Quarterly	P19	201504	01/29/	2010	0	06/29/201	.o @ 11:33 AM		
	Quarterly	P19	201502	08/26/	2015	Õ				

The **Reports – Invoice** tab contains five regions.

- 1. **Tabbed region** displays the tabbed page that is currently active. This tabbed region remains available during report type selection.
- 2. Report Type Selection region provides a user with five types of reports to view.
 - Invoice
 - Data
 - Tracking
 - Batch
 - Sponsor 1099 Information

This section will define the topic of Invoice reports.

Note: Description of the <u>Data</u>, <u>Tracking</u>, <u>Batch</u>, and <u>Sponsor 1099 Information</u> report types follow in subsequent sections of the manual for each report type.

- 3. **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.
- 4. **Reports Filter region** allows a user to search data listed by the defaulted Corporate 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 upcoming pages will describe, in detail, each region and the functions associated with Invoice Reports functionality.

Tabbed Region – Reports

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



Report Type Selection Region – Invoice

The **Report Type Selection region** provides a user with five report selections to display or download distributed files and reports.

- Invoice
- Data
- Tracking
- Batch
- Sponsor 1099 Information

The default selection for the **Report Type Selection region** is <u>Invoice</u>, displayed in this example.

Report Type 2 ● Invoice ○ Data ○ Tracking ○ Batch ○ Sponsor 1099 Information

The population of the <u>Invoice</u> radio button allows a user to select and view distributed invoice line reports. The report provides abbreviated information of distributed quarterly and BY Closeout invoices and provides the ability to download the information for review.

Note: Description of the <u>Data</u>, <u>Tracking</u>, <u>Batch</u>, and <u>Sponsor 1099 Information</u> report types follow in subsequent sections of the manual for each report type.

Current Cutoff Calendar Region

The **Current 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.

3	Current Cutoff Calendar							
	Reporting Period	201601						
	Invoice Paid By	06/06/2016						
	Invoice Distribution	04/30/2016						
	Dispute Submission	06/30/2016						
	Dispute Distribution	08/29/2016						

Reports Filter Region – Invoice

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

4	A Corporate ID	B P Number	C Reporting Period	D Invoice Type	E 1 - 4 out of 4
	XP19	ALL 🗸	ALL 🗸	ALL 🗸	

- A. Corporate ID field defaults to the Corporate ID utilized to access the system.
- B. <u>P Number</u> field displays the P number for distributed invoices. The drop down list provides update capability to select any P number from those assigned to the Corporate ID.
- C. <u>Reporting Period</u> field allows a user select reporting periods for quarterly distributed invoices, by calendar year and quarter, in YYYYQQ format or BY Closeout invoices by calendar year distributed, in YYYY format. To view all distributed invoices, users can select 'ALL' from the drop down list.
- D. <u>Invoice Type</u> field allows a user to select the type of invoice to view from the drop down menu. Invoice types can be one of the following selections:
 - BY Closeout
 - Quarterly
- E. <u>Item Count field displays the number of line items available on the current page of the total</u> number of line items included for the reporting period.

Reports Filter Results Region – Invoice

The **Reports Filter Results region – Invoices** displays information requested for quarterly or BY Closeout invoice reports.

The **Reports Filter Results region – Invoices** contains six fields used to review information of distributed invoices and allows a user to download the information for review.

5	A Invoice Type	B P Number	C Reporting Period	D Date Loaded	E Download File	F Last Download Date
	CY Closeout	P19	2016	06/29/2016	0	06/29/2016 @ 11:40 AM
	Quarterly	P19	201504	01/29/2016	0	06/29/2016 @ 11:33 AM
	Quarterly	P19	201503	10/29/2015	0	
	Quarterly	P19	201502	08/26/2015	0	

- A. <u>Invoice Type</u> field allows a user to select the type of invoice to view from the drop down menu. Invoice types can be one of the following selections:
 - BY Closeout
 - Quarterly
- B. <u>P Number</u> field displays a specific P number or all P numbers associated with the Opporate
- C. <u>Reporting Period</u> field displays the distributed invoice information by reporting period in YYYYQQ format for quarterly reports or YYYY for BY Closeout reports.
- D. <u>Date Loaded</u> field displays the date the distributed invoice summary files load to the Portal. Date format is DD/MM/YYYY.
- E. <u>Download File</u> field displays radio button to allow downloading of distributed invoice summary information loaded to the Portal.
- F. <u>Last Download Date</u> field displays the last date and time distributed invoice report data retrieved from the Portal. Date format is YYYY/MM/DD. Time format is HH:MM.

CGDP Portal Instructions – Invoice Reports

Accessing BY Closeout Invoice Reports

Manufacturers are able to utilize the CGDP Portal to view BY Closeout invoice summary reports of upheld dispute invoices due from Sponsors. The Manufacturer Reimbursement Summary Report allows Manufacturers to identify any amounts owed from the Sponsor for upheld disputes by specific contracts and by benefit year.

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

1. Authorized users of the Portal will enter the Corporate ID in the <u>User ID</u> field and the corresponding password into the <u>Password</u> field on the **Login form**.



2. After entering the <u>User ID</u> and <u>Password</u> successfully, a random security question appears from the three security questions selected during initial security data setup. Enter the correct answer and select the <u>Validate</u> button.



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

CELERIAN GROUP CO	GBA.	ERS FOR MEDICARE & MEDICALD SE	RVICES			Contact US My Prome	Logout Heip Keporti Logged on as XHK Test Environmen
Home	Payments	Completed	Receipts	Reports	Disputes		
lanufact	urer Porta	al Cove	rage Gap	Discoun	t Progra	m 🚔	
Corporate ID In XP1_9 V AL	voice Type P Nur L V ALL	Reporting nber Period	Status		1 - 2 out of 2	Welcome to Coverage Gap you can initiate a payment payments and receipt of pa	Discount Portal where , check the status of ayments as well as viev
Invoice Type	Corporate ID XP1_9	P Number	Reporting Period 2016	<u>Status</u> Available	Select	For payment functions, sta item from the list to the lef	rt by selecting a line t of this message.
Quarterly Quarterly	XP1_9 XP1_9	P19 P19	201503 201502	Available Available	0	Available Invoice is ready	for payment initiations
						Failed One or more ite payment attemp Incomplete One or more ite Pending All line items ha successfully	ms has an unsuccessfu ot ms have not been paid ve been initiated
						Successful All line items ha	ve been paid successfu
						Reporting Periods with	no invoice line item Reporting Period
						P Number	ALL V
						P19	201601
						P19 P19	201504 201501

4. On the **Reports** tab, populate the radio button for <u>Invoice</u> in the **Report Type Selection region** and select the applicable <u>Invoice Type</u> from the drop down list located in the **Reports Filter region** – **Invoice**.

PAL A CELE	METTO GBA		Contact Us My Profile Logout Help Repor Logged on as X Test Environr						
	Home	Payments Cor	npleted Receipts	Reports	Disputes				
	Manufacturer Portal CGDP Reports								
Col	rporate ID F XP19 [Number Report	ing Period Invoice Type	1-1	L out of 1	Reporting Period Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	201601 06/06/2016 04/30/2016 06/30/2016 08/29/2016		
	Invoice Type CY Closeout	P Number P19	Reporting Period 2016	Date 1	.oaded 0/2016	Download File	Last Dow	nload Date	

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

PALMETTO C	SBA. CENTERS	FOR MEDICARE & MEDICARD SE	<u>Contact Us</u> <u>My</u>	Profile Logout	Help Reporting Logged on as XHK7 Test Environment			
Home	Payments	Completed	Receipts	Reports	Disputes			
	urer Portal	CGDP						
Invoice O Dat	a \bigcirc Tracking \bigcirc B	atch 🔿 Sponsor	1099 Information	n		Current Cutoff (Reporting Period	201601	
Corporate ID XP1_9	P Number F	Reporting Period	Invoice Type	1 - :	L out of 1	Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	06/06/2016 04/30/2016 06/30/2016 08/29/2016	
Invoice Typ	e P Numi	ber Repo	orting Period	Date	oaded	Download File	Last Dow	nload Date
CY Closeou	t P1	9	2016	06/29	/2016		l.]

- 6. Select one of the decision buttons in the message that appears at the bottom of the screen.
 - <u>Open to view the data in text file format</u>
 - <u>Save</u> to save the data in text file format
 - <u>*Cancel*</u> to exit the decision message

This example displays the selected *Open* button.

Do you want to open or save P1_9_2016_invoice_report.txt from a70lppaltedi003.a70adexmed.com?	Open	Save	•	Cancel	x	

7. After clicking the <u>Open</u> button, the text file information for the invoice line item will display.

This example displays an excerpt of a text file for BY Closeout invoice line items.

P1_9_2016_invoice_report.txt - Notepad	
File Edit Format View Help	
ТРАМН20160000012016040413103512UM5P19	<u> </u>
TPACH20160000012016040413103512UM5H38	
BYRH 201600000120122016040413103512UM5	
LBLR 20120000001P19H38009000000300{00000000000000000300}	
BYRT 2016000000120122016040413103512UM5000000000000000000000000000000000000	
TPACT201600000012016040413103512UM5H3_8000000000100000000300{00000000000000000	=
TPACH20160000022016040413103512UM5H37	
BYRH 201600000120122016040413103512UMS	
LBLR 20120000001P19H370090000000367{000000000{000000367}	
BYRT 2016000000120122016040413103512UM500000000000000000000367{0000000000000000	
TPACT201600000022016040413103512UM5H3_7000000000100000000367{000000000000000000367}UD20161_9H3_7	
TPAMT201600000012016040413103512UMSP19000000000200000000667{000000000000000000	-

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

9. The **Reports Filter Results region – Invoice** will display the date, in YYYYMMDD format, and time, in HH:MM format, of the last download of the specific BY Closeout report in the <u>Last</u> Download field.

PAL A CELI	METTO GBA		<u>Contact Us</u> <u>My</u>	Profile Logout	Help Reporting Logged on as XHK7 Test Environment			
	Home	Payments Comp	leted Receipts	Reports	Disputes			
	nufacture	Tracking O Batch	Current Cutoff Calendar					
Co	rporate ID P XP1_9	Number Reportir	ng Period Invoice Type V CY Closeout V	1 - 1	out of 1	Reporting Period Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	201601 06/06/2016 04/30/2016 06/30/2016 08/29/2016	
	Invoice Type CY Closeout	P Number P1_9	Reporting Period 2016	Date L 06/29	oaded /2016	Download File	Last Dow 06/29/2016	nload Date @ 11:40 AM

You have now completed accessing BY Closeout summary invoice reports.

CGDP Portal Reports – Data

The **Reports** – **Data** tab allows a user to review data information. The Manufacturer Reimbursement Detail Report will report any gap discount payments due from the Sponsor due to upheld disputes from Quarter 17 or previous quarters of the benefit year.

	PALMETTO A CELERIAN GROUP C	GBA:	CENTERS FOR MEDICARE & ME	<u>Contact Us My Profile Logout Help Reportir</u> Logged on as XH Test Environme			Help <u>Reporting</u> Logged on as XHK7 Test Environment				
1	Home	Payme	nts Completed	d Receipts	Reports	Disputes					
	Manufacturer Portal CGDP Reports										
2	Report Type O Invoice O D	ata O Track	king OBatch OSp	oonsor 1099 Informa	ation	3	Curre Reporting Pe	ent Cutoff Calen eriod	dar 201601		
4	Corporate ID	P Num	ber Reporting Pe	eriod Invoice Typ	pe 1-:	2 out of 2	Invoice Paid Invoice Dist	By 06 ribution 04	5/06/2016 4/30/2016		
		ALL					Dispute Sub Dispute Dist	ribution 08	8/29/2016 8/29/2016		
5	Invoice Type	P Number	Reporting Period	Date Loaded	Download File	Last Re Downloade	port ed Date	Download Spreadsheet	Last S Downl	preadsheet oaded Date	
	CY Closeout	P19	2016	06/29/2016	0	06/29/2016 @	0 11:40 AM	0	06/29/201	6 @ 11:42 AM	
	Quarterly	P19	201504	04/13/2015	0	06/29/2016 @	11:33 AM	0	06/29/201	l6 @ 11:36 AM	

The **Reports – Data** tab contains five regions.

- 1. **Tabbed region** displays the tabbed page that is currently active.
- 2. Report Type Selection region Data provides a user with five types of reports to view.
 - Invoice
 - Data
 - Tracking
 - Batch
 - Sponsor 1099 Information

This section will define the topic of <u>Data</u> reports.

Note: Description of the <u>Tracking</u>, <u>Batch</u>, and <u>Sponsor 1099 Information</u> report types follow in subsequent sections of the manual for each report type. Description and instruction of <u>Invoice</u> report types located in a prior section.

- 3. **Current Cutoff Calendar region** provides user with key program dates for proper processing of invoice line items.
- 4. **Reports Filter region Data** allows a user to search for data listed by the defaulted Corporate ID or P number.
- 5. **Reports Filter Results region Data** 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 upcoming pages will describe, in detail, each region and the functions associated with Data Reports functionality.

Tabbed Region – Reports

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

(1)	Home	Payments	Completed	Receipts	Reports	Disputes

Report Type Selection Region – Data

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

- Invoice
- Data
- Tracking
- Batch
- Sponsor 1099 Information

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

2	Report Typ	e				_
9	O Invoice	🖲 Data	O Tracking	O Batch	O Sponsor 1099 Information	

The population of the <u>Data</u> radio button provides a user with reports containing quarterly or BY Closeout detail information of the PDE's combined to create the total invoice line item amount distributed to the Manufacturer.

Current Cutoff Calendar Region

The **Current 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.

3	Current Cutoff	Calendar		
	Reporting Period	201601		
	Invoice Paid By	06/06/2016		
	Invoice Distribution	04/30/2016		
	Dispute Submission	06/30/2016		
	Dispute Distribution	08/29/2016		

Reports Filter Region – Data

The **Reports Filter region** – **Data** contains five fields to assist a user with narrowing invoice line item data search criteria.

(4)	A Corporate ID	B P Number	C Reporting Period	D Invoice Type	E 1 - 2 out of 2
	XP19 🗸	ALL 🗸	ALL 🗸	ALL 🗸	

- A. Corporate ID field defaults to the Corporate ID utilized to access the system.
- B. <u>P Number</u> field displays the P number for distributed invoices. The drop down list provides update capability to select any P number from those assigned to the Corporate ID.
- C. <u>Reporting Period</u> field allows a user select reporting periods for quarterly distributed invoices, by calendar year and quarter, in YYYYQQ format or BY Closeout invoices by calendar year distributed, in YYYY format. To view all distributed invoice reports, users can select 'ALL' from the drop down list.
- D. <u>Invoice Type</u> field allows a user to select the type of invoice to view from the drop down menu. Invoice types can be one of the following selections:
 - BY Closeout
 - Quarterly
- E. <u>Item Count</u> field displays the number of line items available on the current page of the total number of line items included for the reporting period

Reports Filter Results Region – Data

The Reports Filter Results region – Data displays information requested for data reports.

The **Reports Filter Results region** – **Data** contains eight fields that assist a user in reviewing invoice line item detail information of approved PDE files and provides the ability to download the detail information for review.

5	A Invoice Type	B P Number (Reporting Period	D Date Loaded	E Download File	F Last Report Downloaded Date	G Download Spreadsheet	H H Downloaded Date
	CY Closeout	P19	2016	06/29/2016	0	06/29/2016 @ 11:40 AM	0	06/29/2016 @ 11:42 AM
	Quarterly	P19	201504	04/13/2015	0	06/29/2016 @ 11:33 AM	0	06/29/2016 @ 11:36 AM

- A. <u>Invoice Type</u> field allows a user to select the type of invoice to view from the drop down menu. Invoice types can be one of the following selections:
 - BY Closeout
 - Quarterly
- B. <u>P Number</u> field displays a specific P number or all P numbers associated with the Corporate ID and based on the criteria selected in the **Reports Filter region Data**.
- C. <u>Reporting Period</u> field displays the distributed invoice summary by reporting period, in YYYYQQ format for quarterly reports and YYYY for BY Closeout reports.
- D. <u>Date Loaded</u> field displays the date the distributed invoice detail files load to the Portal. Date format is DD/MM/YYYY.
- E. <u>Download File</u> field displays a radio button to allow downloading of distributed invoice summary information loaded to the system in text file format.
- F. <u>Last Report Downloaded Date</u> field displays the last date and time distributed invoice summary data retrieved from the Portal. Date format is YYYYMMDD. Time format is HH:MM.

- G. <u>Download Spreadsheet</u> field displays a radio button to allow downloading of distributed invoice summary information loaded to the system in an Excel spreadsheet format.
- H. <u>Last Spreadsheet Downloaded Date</u> field displays the last date and time distributed spreadsheet invoice summary data retrieved from the Portal. Date format is YYYYMMDD. Time format is HH:MM.

CGDP Portal Instructions – Data Reports

Accessing BY Closeout Data Reports

Manufacturers are able to utilize the CGDP Portal to view detail data reports for BY Closeout invoice line items. The Manufacturer Reimbursement Detail Report only reports on upheld disputes in which the action taken by the Sponsor to resolve the dispute resulted in a partial or full repayment of the disputed gap discount amount and prior invoicing of the gap discount amount has not occurred for Sponsor payment to the Manufacturer.

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

1. Authorized users of the Portal will enter the Corporate ID in the <u>User ID</u> field and the corresponding password into the <u>Password</u> field on the **Login form**.



2. After entering the <u>User ID</u> and <u>Password</u> successfully, a random security question appears from the three security questions selected during initial security data setup. Enter the correct answer and select the <u>Validate</u> button.



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

Home Pay Manufacturer Corporate ID Invoice Typ XP1_9 V ALL Invoice Type Corpor Corporate Value	yments Co Portal pe P Number Image: ALL Image: AL	Reporting Period ALL ~	Receipts	Reports Discour	Disputes 1 - 2 out of 2	Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.
Manufacturer Corporate ID Invoice Type XP1_9 ~ ALL Invoice Type Corporate ID Invoice Type	Portal PP Number P Number ALL Prate ID P N	Reporting Period ALL V	Status ALL	Discoun	1 - 2 out of 2	Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.
Corporate ID Invoice Type XP1_9 V ALL Invoice Type Corpor	pe P Number V ALL V rate ID P N	Reporting Period ALL ✓	Status		1 - 2 out of 2	Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.
Invoice Type Corpor	rate ID PN	umber	Reporting			
Ouerterly XP1	9 P	1_9	Period 2016 201502	Status Available		For payment functions, start by selecting a line item from the list to the left of this message.
Quarteriy XP1	9 P	1_9	201502	Available	0	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
						Reporting Periods with no invoice line items Filter by: P Number Reporting Period ALL
						P Number Reporting Period P19 201601 P19 201504 P19 201501

4. On the **Reports** tab, populate the radio button for <u>Data</u> in the **Report Type Selection region** and select the specific <u>Invoice Type</u> from the drop down list located in the **Reports Filter region** – **Data**.

PAL A CELE		GBA:		S SICALD SERVICES			C	ontact Us My Prof	ile <u>Logout</u>	<u>Help</u> <u>Reporting</u> Logged on as XHK7 Test Environment
	Home	Payme	nts Completed	Receipts	Reports	Disputes				
Mai Repo	nufac	turer P	ortal CG	DP Report	ts		Cur	rrent Cutoff Caler	1 dar	
Cor	porate ID (P1_9 🗸	P Numi ALL	ber Reporting Pe	eriod Invoice Typ	De 1-: ▼	1 out of 1	Invoice Pa Invoice Di Dispute Di Dispute Di	id By 0 stribution 0 ubmission 0 istribution 0	6/06/2016 4/30/2016 6/30/2016 8/29/2016	
Invo	ice Type Closeout	P Number	Reporting Period	Date Loaded 06/29/2016	Download File	Last Ro Download	eport led Date	Download Spreadsheet O	Last : Down	Spreadsheet Iloaded Date

5. To view the detail invoice line item report in a text file format, populate the <u>Download File</u> radio button that corresponds to the applicable <u>P Number</u> in the **Reports Filter Results region – Data**.

PAL A CELE		GBA:		S D SERVICES			<u>Co</u>	ntact Us My Pri	ofile <u>Logout</u>	<u>Help</u> <u>Reporting</u> Logged on as XHK7 Test Environment
	Home	Paymer	ts Completed	Receipts	Reports	Disputes				
Ma Repo		turer Po	ortal CGD	P Report	ts		Curr	rent Cutoff Cale	endar)
	rporate ID	P Numb	er Reporting Perio	sor 1099 Informa od Invoice Typ CY Closeout	ne 1-1	out of 1	Reporting I Invoice Pai Invoice Dis Dispute Su Dispute Dis	Period d By tribution bmission stribution	201601 06/06/2016 04/30/2016 06/30/2016 08/29/2016	
Invo CY	oice Type Closeout	P Number P19	Reporting Period	Date Loaded 06/29/2016	Download File	Last Re Download	eport ed Date	Download Spreadsheet O	Last t Dowi	Spreadsheet nloaded Date

- 6. Select one of the decision buttons in the message that appears at the bottom of the screen.
 - <u>*Open*</u> to view the data in text file format
 - <u>Save</u> to save the data in text file format
 - <u>Cancel</u> to exit the decision message

This example displays the selected <u>Open</u> button.

Do you want to open or save P19_2016_detail_report.txt from a70lppaltedi003.a70adexmed.com?	Open	Save 🔻 Cancel 🗙

7. After clicking the <u>Open</u> button, the text file information for the invoice line item will display.

P1 9_2016_detail_report.txt - Notepad	J
File Edit Format View Help	
TPAMH20160000012016032310030612UMDP19	
TPALH201600000120122016032310030612UMD009	
DETMD000000100_9633910 000006192272020010000015000201212010118 0000001326G0000000000 =	4
DETMD000000200_9643910 000003571290070280000012000201206070116 0000000150{0000000000000000000000000000	
TPALT201600000120122016032310030612UMD00_90000000000000000001476g00000000000000000000001476p	
TPAMT201600000012016032310030612UMDP190000000002000000001476g00000000000000000000001476p	
	,

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

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

PAL A CELI		GBA:		S ICAID SERVICES			<u>Co</u>	ntact Us <u>My Profil</u>	le <u>Logout</u>	<u>Help</u> <u>Reporting</u> Logged on as XHK7 Test Environment
	Home	Payme	ents Completed	Receipts	Reports	Disputes				
Ma Repo		turer P	ortal CG	DP Report	ts		Curr	ent Cutoff Calend	Jar	
	voice № D rporate ID XP1 <u>9</u> ✓	P Numl	king O Batch O Sp ber Reporting Pe	riod Invoice Typ	pe 1-	1 out of 1	Reporting P Invoice Paid Invoice Dist Dispute Sul Dispute Dis	eriod d By 06 tribution 04 omission 06 tribution 08	201601 6/06/2016 7/30/2016 6/30/2016 7/29/2016	
Inve	oice Type Closeout	P Number P19	Reporting Period	Date Loaded	Download File	Last Ro Download	eport led Date D 10:29 AM	Download Spreadsheet O	Last S Down	Spreadsheet loaded Date

10. To view the detail invoice line item report in an Excel spreadsheet format, populate the <u>Download</u> <u>Spreadsheet</u> radio button that corresponds to the applicable <u>P Number</u> in the **Reports Filter Results region – Data**.

PAL A CELE	METTO RIAN GROUP C	GBA:	CENTERS FOR MEDICARE & MEDIC	S CAID SERVICES			<u>Co</u>	ntact Us My Profil	<u>e Logout</u>	<u>Help</u> <u>Reporting</u> Logged on as XHK7 Test Environment
	Home	Payme	nts Completed	Receipts	Reports	Disputes				
Ma Repo	nufac	turer P	ortal CG	DP Repor	ts		Cur	ent Cutoff Calend	lar	
	voice ● D rporate ID KP1 <u>9</u> ✓	P Numl	ing ○ Batch ○ Spo ber Reporting Per ▼ ALL ▼	iod Invoice Typ CY Closeout	pe 1-	1 out of 1	Reporting I Invoice Pai Invoice Dis Dispute Su Dispute Dis	Period d By 06 tribution 04 bmission 06 stribution 08	201601 /06/2016 /30/2016 /30/2016 /29/2016	
Invo	oice Type Closeout	P Number	Reporting Period	Date Loaded 06/29/2016	Download File	Last R Download	eport led Date @ 10:29 AM	Download Spreadsheet I	Last S Down	Spreadsheet Ioaded Date

11. A separate window may open requiring a user to make a selection regarding the information contained in the data file summary section. Since Excel spreadsheets can only contain a limited number of lines of data, multiple sections may be available for download.

number of h	mes of data, mattiple sections may be available for download.	
Select Spread	adsheet Section - Internet Explorer	x
https://app	ps. tpadministrator.com /tpacgdp/SpreadsheetSelectionServlet	
Due to the most e secti Section 1 Section 2	e large volume of data needed to generate this report, efficient option at this time is to download the report in tions. Please select each section from the list below.	the
Section 3 Section 4 Section 5 Section 6		
Section 7 Section 8 Section 9		

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

- <u>Open</u> to view the data in Excel spreadsheet format
- <u>Save</u> to save the data in Excel spreadsheet format
- <u>Cancel</u> to exit the decision message

This example displays the selected <u>Open</u> button.

Do you want to open or save P19_2016_readable_detail_report.xlsx from a70lppaltedi003.a70adexmed.com?	Open	Save 🔻	Cancel	×	
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13. After clicking the <u>Open</u> button, an Excel spreadsheet containing the invoice line item summary will display.

	D 💕 🖬 🔣 🖬	X 🗓 🛍	• •	• 🛕 🖮	- I			P19_2016	_readable_deta	iil_report.xlsx -	Microsoft Exc	cel					-	- 0 <mark>- X</mark>	
F	ile Home I	nsert Pag	e Layout	Formulas	Data	Review Vie	w Acrobat										~	() – e	23
The	A Fonts *	largins Orient	ation Size	Print Area +	Breaks Backg	round Print Titles	Width: Automa Height: Automa Scale: 1009	atic Gridlin atic Vi G	ew <table-cell> Heading ew 🐼 View int 🔲 Print</table-cell>	s Bring Forward *	Send Se Backward *	ection Align	Group Rotate						
	F7	• (=	f_x																~
	А	В	С	D	E	F	G	н	- I	J	К	L	М	N	0	Р	Q	R	E
	TPAMH - MANUFACTURER P-NUMBER (pos 36-40)	TPAMH - REPORT YEAR (pos 6-9)	TPALH - LABELER CODE (pos 40-	DETMD - RECORD TYPE CODE	DETMD - SEQUENCE NO (pos 6-12)	DETMD - PRODUCT SERVICE ID (pos 13-31)	DETMD - PRESCRIPTION SERVICE REFERENCE NO	DETMD - FILL NUMBER (pos 44-45)	DETMD - DAYS SUPPLY (pos 46-48)	DETMD - QUANTITY DISPENSED (pos 49-58)	DETMD - DATE OF SERVICE (pos 59-66)	DETMD - SERVICE PROVIDER ID	DETMD - SERVICE PROVIDER ID	DETMD - REPORTED GAP DISCOUNT	DETMD - REPORTED GAP DISCOUNT	DETMD - UPHELD DISPUTE REIMBURSEMENT AMOUNT	DETMD - DISPUTED REPORT ID (pos 117-	DETMD - DISPUTE REASON CODE	=
	. ,		44)	(pos 1- 5)	. ,	. ,	(pos 32-43)	. ,	. ,	. ,	. ,	QUALIFIER (pos 67-68)	(pos 69-83)	PREVIOUS	CURRENT	(pos 106-116)	122)	(pos 123- 125)	
1				·								. ,		(pos 84-94)	(pos 95-105)				
2	P19	2016	00_9	DETMD	0000001	00_9633910	000006192272	02	001	15.000	20121201	01	18	132.67	0.00	(132.67)	201204	D04	
3	P1_9	2016	00_9	DETMD	0000002	00_9643910	000003571290	07	028	12.000	20120607	01	16	15.00	0.00	(15.00)	201202	D04	
4				ļ															•
114 4	DETAIL RE	PORT (page	1) / 97																
		(A11 (#)														0		-

14. Once review of Excel spreadsheet is complete, return to the **Reports** tab.

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

Home Payments Completed Receipts Disputes Manufacturer Portal CGDP Reports Image: Completed Image: Completed) GBA:		S AID SERVICES			Cor	ntact Us <u>My Prof</u> i	ile <u>Logout</u>	<u>Help</u> <u>Reportir</u> Logged on as XHK7 Test Environment
Manufacturer Portal CGDP Reports	Home	Payment	ts Completed	Receipts	Reports	Disputes				
Report Type Current Cutoff Calendar Invoice Data Tracking Batch Sponsor 1099 Information	Manufact	turer Pc	ng O Batch O Spo	DP Report	tS		Curr Reporting P	ent Cutoff Calen	dar 201601	
Corporate ID P Number Reporting Period Invoice Type 1 - 1 out of 1 XP1_9 ALL ALL CY Closeout Dispute Submission 06/30/2016 Dispute Distribution 08/29/2016	Corporate ID XP1_9 V	P Numbe	er Reporting Per	iod Invoice Typ CY Closeout	e 1-∶ ✓	1 out of 1	Invoice Paic Invoice Dist Dispute Sub Dispute Dis	d By 00 ribution 04 pmission 04 tribution 04	6/06/2016 4/30/2016 6/30/2016 8/29/2016	
Invoice Type P Number Reporting Period Date Loaded Download File Last Report Download Last Spreadsheet Division Date Loaded Download File Downloaded Date Spreadsheet Downloaded D	Invoice Type	P Number	Reporting Period	Date Loaded	Download File	Last Re Download	eport led Date	Download Spreadsheet	Last S Down	Spreadsheet loaded Date

You have now completed accessing BY Closeout detail data reports.

CGDP Portal Reports – Tracking

The **Reports** – **Tracking** tab provides Manufacturers with the capability to select and view the cumulative BY Closeout reports that provide the status of all upheld disputes for the closed benefit year. The Upheld Dispute Tracking Report for Manufacturers is a report that will provide the Manufacturer with the status of invoiced PDEs that were disputed and subsequently upheld. The purpose of the report is to inform Manufacturers of any adjustment or deletion activity undertaken by the Sponsor in response to the upheld dispute.

As a reminder, Manufacturers should consider that not all adjustments to the PDE record in response to an upheld dispute would result in a full or even partial reimbursement of the gap discount to the Manufacturer. Part D Sponsors can make changes to both financial and/or non-financial elements on the PDE record to resolve the issue that lead to the successfully disputed PDE, for example through an adjustment to a field such as Fill Number, Days' Supply or Quantity Dispensed on the PDE record. This type of resolution may or may not result in the Manufacturer receiving the gap discount amount back.

	PALMETTO GBA		S SERVICES		<u>2</u>	ontact Us <u>My Pro</u>	file <u>Logout</u>	Help <u>Reporting</u> Logged on as XHK7 Test Environment
1	Home	Payments Completed	Receipts	Reports Disp	utes			
ľ	Manufacture	er Portal CGD	P Reports			2		
2	Report Type O Invoice O Data (Tracking OBatch OSpon	sor 1099 Information		3 Cu Reporting	r rent Cutoff Cale 9 Period	endar 201601	
4	Corporate ID XP1_9 V	P Number Reporting Perio	d Invoice Type CY Closeout 🗸	1 - 1 out of 1	Invoice P Invoice D Dispute S	aid By Distribution Submission	06/06/2016 04/30/2016 06/30/2016	
						Distribution	08/29/2016	
5	Invoice Type	P Number	Reporting ID	Date Loaded	Download	l File	Last Dowr	nload Date
	CY Closeout	P19	2016	06/14/2016	0		06/29/2016	@ 2:33 PM

The **Reports** – **Tracking** tab contains five regions.

- 1. **Tabbed Region** displays the tabbed page that is currently active. This tabbed region remains the same during report type selection.
- 2. **Report Type Selection region** provides a user with five types of reports to view.
 - Invoice
 - Data
 - Tracking (BY Closeout only)
 - Batch (Quarterly Invoices)
 - Sponsor 1099 Information

This section will define the topic of <u>Tracking</u> reports.

Note: Description of the <u>Batch</u> and <u>Sponsor 1099 Information</u> report types follow in subsequent sections of the manual for each report type. Description and instruction of <u>Invoice</u> and <u>Data</u> report types located in prior sections.

- 3. **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.
- 4. **Reports Filter region Tracking** allows the user to search data listed by the defaulted Corporate ID.
- 5. **Reports Filter Results region Tracking** 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 upcoming pages will describe each region and the functions associated with Reports – Tracking functionality.

Tabbed Region - Reports

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

(1)	Home	Payments	Completed	Receipts	Reports	Disputes
-----	------	----------	-----------	----------	---------	----------

Report Type Selection Region - Tracking

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

- Invoice
- Data
- Tracking
- Batch
- Sponsor 1099 Information

This example displays the populated <u>Tracking</u> radio button.

2 Report Type-Invoice O Data
Tracking O Batch O Sponsor 1099 Information

The population of the <u>Tracking</u> radio button allows a user to select and view a tracking report that will provide the history of gap discounts invoiced in Q17, successfully disputed but not invoiced due to the Manufacturer invoicing cycle ending after 17 quarters and payable by any Part D Sponsors. It will also provide changes that the Part D Sponsor made to non-financial data on the PDE record if that change resolves the issue that was the basis of the dispute for all upheld disputes for the benefit year. Any successful disputes or appeals from previous quarters of the benefit year for which the Part D Sponsor has not taken action would be included in this report as well.

Current Cutoff Calendar Region

The **Current 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.

3	Current Cutoff Calendar					
	Reporting Period	201601				
	Invoice Paid By	06/06/2016				
	Invoice Distribution	04/30/2016				
	Dispute Submission	06/30/2016				
	Dispute Distribution	08/29/2016				

Reports Filter Region – Tracking

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

4	A Corporate ID	B P Number	C Reporting Period	D Invoice Type	E 1 - 1 out of 1
	XP1_9 🗸	ALL 🗸	ALL 🗸	CY Closeout 🗸	

- A. Corporate ID field defaults to the Corporate ID utilized to access the system.
- B. <u>P Number</u> field displays the P number for distributed invoices. The drop down list provides update capability to select any P number from those assigned to the Corporate ID.
- C. <u>Reporting Period</u> field allows a user select reporting periods for quarterly distributed invoices, by calendar year and quarter, in YYYYQQ format or BY Closeout invoices by calendar year distributed, in YYYY format. To view all distributed invoices, users can select 'ALL' from the drop down list.
- D. <u>Invoice Type</u> field allows a user to select the type of invoice to view from the drop down menu. Invoice types can be one of the following selections:
 - BY Closeout
 - Quarterly not applicable for Manufacturer tracking
- E. <u>Item Count field displays the number of line items available on the current page of the total number of line items included for the reporting period.</u>

Reports Filter Results Region – Tracking

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

The **Report Filter Results region** – **Tracking** contains 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.

5	A Invoice Type	B P Number	C Reporting ID	D Date Loaded	E Download File	F Last Download Date
	CY Closeout	P19	2016	06/14/2016	0	06/29/2016 @ 2:33 PM

- A. <u>Invoice Type</u> field displays the type of invoice selected in the **Reports Filter region**. Invoice types can be one of the following selections:
 - BY Closeout
 - Quarterly– not applicable for Manufacturer tracking
- B. <u>P Number</u> field displays a specific P number or all P numbers associated with the Opporte
- C. <u>Reporting ID</u> field displays the BY Closeout tracking report by corresponding reporting period, in YYYY format.
- D. <u>Date Loaded</u> field displays the date the distributed BY Closeout tracking files load to the Portal. Date format is DD/MM/YYYY.
- E. <u>Download File</u> field displays radio button to allow downloading of BY Closeout information loaded to the Portal.
- F. <u>Last Downloaded Date</u> field displays the last date and time BY Closeout data retrieved from the Portal. Date format is YYYY/MM/DD. Time format is HH:MM.

CGDP Portal Instructions – Tracking Reports

Accessing Tracking Reports

Manufacturers are able to utilize the CGDP Portal to view reports of disputed invoice line item history. The **Reports** – **Tracking** tab provides Manufacturers with the capability to select and view the cumulative BY Closeout report that provides the status of all upheld disputes for the closed benefit year. Information provided in the tracking report will communicate whether or not correction of the disputed PDE record has occurred in a manner that resolved the issue that led to the dispute and whether the correction resulted in a financial or non-financial change to the invoice data. Any successful disputes or appeals from previous quarters of the benefit year for which the Part D Sponsor has not taken action would be included in this report as well.

This instruction provides direction on accessing the **Reports – Tracking** tab and the functions available for use. The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

1. Authorized users of the Portal will enter the Corporate ID in the <u>User ID</u> field and the corresponding password into the <u>Password</u> field on the **Login form**.



 After entering the <u>User ID</u> and <u>Password</u> successfully, a random security question appears from the three security questions selected during initial security data setup. Enter the correct answer and select the <u>Validate</u> button.



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

	GBA.	CMS TERS FOR MEDICARE & MEDICARD SER	IVICES			Contact Us My Profile	Logout Help Reporting Logged on as XHK7 Test Environment
Home	Payments	Completed	Receipts	Reports	Disputes		
1anufact	urer Porta	al Cover	rage Gap	Discoun	t Progra	im 🚔	
Corporate ID In [XP1_9 ♥] [AL]	voice Type P Nu L V ALL	Reporting mber Period	Status		1 - 2 out of 2	Welcome to Coverage Gap you can initiate a payment payments and receipt of pay	Discount Portal where , check the status of ayments as well as view
Invoice Type CY Closeout	Corporate ID XP1_9	P Number	Reporting Period 2016	<u>Status</u> Available	Select	For payment functions, sta item from the list to the left	rt by selecting a line ft of this message.
Quarterly Quarterly	XP19 XP19	P1_9 P1_9	201503 201502	Available Available	0	Available Invoice is ready Failed One or more ite payment attem Incomplete One or more ite Pending All line items has successfully Successful All line items has backers Successful All line items has backers	for payment initiations ms has an unsuccessful pt ms have not been paid we been initiated
						Reporting Periods with Filter by: P Number ALL V	no invoice line items Reporting Period ALL ✓
						P Number	Reporting Period
						P19 P19	201601 201504
						P19 P19	201501 201404

4. On the **Reports** tab, populate the radio button for <u>Tracking</u> in the **Report Type Selection** region and select the applicable <u>Invoice Type</u> of BY Closeout from the drop down list located in the **Reports Filter region – Tracking**.

PAL A CELE	METTO GBA		S ID SERVICES			<u>Contact Us</u>	<u>My Profile Logout </u>	Help <u>Reporting</u> Logged on as XHK7 Test Environment
	Home F	Payments Completed	Receipts	Reports	Disputes			
Ma Repo	nufacture rt Type- voice O Data 💽	Tracking O Batch O Spor	OP Reports			Current Cuto	off Calendar	
Cor	rporate ID P P1_9 ♥ /	Number Reporting Period	CY Closeout V	1 - 1	out of 1	Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	06/06/2016 04/30/2016 06/30/2016 08/29/2016	
	Invoice Type CY Closeout	P Number P19	Reporting ID 2016	Date 06/1	Loaded 4/2016	Download File	Last Downloa	ded Date

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

PALMETTO GE		S AD SERVICES		<u>Contact Us</u> <u>M</u>	y Profile Logout Help Reporting Logged on as XHK7 Test Environment		
Home	Payments Completed	Receipts Receipts	eports Disputes				
Manufactu	Manufacturer Portal CGDP Reports 🚔						
Report Type O Invoice O Data	Tracking O Batch O Spo	nsor 1099 Information		Current Cutoff Reporting Period	Calendar 201601		
Corporate ID XP1_9 V	P Number Reporting Per ALL V ALL V	iod Invoice Type CY Closeout V	1 - 1 out of 1	Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	06/06/2016 04/30/2016 06/30/2016 08/29/2016		
CY Closeout	P Number P19	Reporting ID 2016	Date Loaded 06/14/2016	Download File	Last Downloaded Date		

- 6. Select one of the decision buttons in the message that appears at the bottom of the screen.
 - <u>Open</u> to view the data in text file format
 - *Save* to save the data in text file format
 - <u>*Cancel*</u> to exit the decision message

This example displays the selected <u>Open</u> button.

Do you want to open or save P1_9_2016_tracking_report.txt from a701ppaltedi003.a70adexmed.com	n? Open	Save 🔻	Cancel	(
---	---------	--------	--------	---

7. After selecting the <u>Open</u> button, the file information for the invoice line item will display.

P1_9_2016_CYtracking_report.txt - Notepad				×
File Edit Format View Help				
UDTMH20160000032016041312411312UMTP19				
UDTBH201600000012016041312411312UMT2011				
DETUD0000001201103D0400_50000000387887200000961915300201108290113	005026025	030000030000	0000000000000003	
DETUD0000002201103D0400_50000000366584300000669556205201107020113	005026025	02500000416700065026025	02500000416700003	
DETUD0000004201103D0600_50000000194252400000713879900201109060112	005026025	02500000250000065026025	02500000025000000101	
DETUD0000010201117D0400500000012006504200000015360901201102180119	005027225	0250000030000065027225	018000002500000199	·
DETUD0000013201117D0400500000012006503900000015360904201104280119	005027225	0250000030000065027225	01800000250000003	=
DETUD0000014201117D0400_500000012006504100000017358200201105230119	005027225	0250000030000065027225	01800000250000003	
UDTBT201600000012016041312411312UMT201100000000140000000000000000000000000	00012			
UDTBH201600000022016041312411312UMT2012				
DETUD0000001201203D0400_500000004126949200000122749501201208100115	005027510	0090000060000065027510	0090000060000003	
DETUD0000002201205D1400_80000005439485700000158397006201212260113	008043815	0300000300000078043815	0300000300000003	
DETUD0000003201212D1400_80000002875302100060628560506201201270111	008043815	0300000300000078043815	0300000300000003	
UDTBT201600000022016041312411312UMT20120000000000000000000000000000000000	00003			
UDTMT201600000032016041312411312UMTP19000000000170000000000000000000000000	000015			-

- 8. Once review of text file is complete, return to the **Reports** tab.
- 9. The **Reports Filter Results region Tracking** 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</u> <u>Downloaded Date</u> field.

PALMETTO GE		<u>Contact Us</u> <u>I</u>	<u>My Profile Logout Help Reporting</u> Logged on as XHK7 Test Environment		
Home	Payments Completed	Receipts	eports Disputes		
Manufactur	P Number Reporting Per ALL V ALL V	DP Reports	1 - 1 out of 1	Current Cuto Reporting Period Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	ff Calendar 201601 06/06/2016 04/30/2016 06/30/2016 08/29/2016
CY Closeout	P Number P19	Reporting ID 2016	Date Loaded 06/14/2016	Download File	Last Downloaded Date 06/30/2016 @ 11:30 AM

You have now completed accessing BY Closeout tracking reports in the Portal.