



PALMETTO GBA

CGDP PORTAL DPP- MANUFACTURERS



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Reports - Batch Tab Functionality



CGDP Portal DPP-Manufacturers – **Topics**

In this training session you will learn about the Coverage Gap Discount Program (CGDP) Portal Direct Payment Process (DPP)- Manufacturers **Reports** tab and the **Reports – Batch** functionality.

This training will introduce you to the following topics:

- 1. First look introduction of the **Reports** Tab
- 2. **Reports** tab regions
 - Tabbed region Reports
 - Reports Current Cutoff Calendar region
 - Reports Type Selection region
 - **Reports Filter Batch region**
 - Reports Filter Results Batch region
- 3. Work Instruction for utilizing the **Reports Batch** functionality





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Introduction to the Reports – Batch Tab



CGDP Portal DPP-Manufacturers Reports Tab

The **Reports** tab allows the user to review invoice related reporting data.

This training session will describe each of the five regions displayed on the **Reports** tab and provide direction on the functionality of each. Regions four and five are specific to the **Reports** – **Batch** functionality.

| P/ | | 1y Profile Logout Help Reporting | | | | | | | |
|----------------------------------|--|--|-------------|----------------|---------------|-------------------------|----------------------|------------|--|
| Ċ | Home Payments Completed Receipts Reports | | | | | | ۵ | | |
| Manufacturer Portal CGDP Reports | | | | | | | | | |
| 3 | OInvoice | O Data O Disp | ute 🖲 Batch | OSponsor 10 | 99 Informatio | n) | Invoice Paid by | 01/12/2015 | |
| | | | | | | | Invoice Distribution | 12/04/2014 | |
| 4 | Corporate ID: | XP18 🗸 | | | | \bigcirc | Dispute Submission | 02/03/2015 | |
| | | | | | | | Dispute Distribution | 04/04/2015 | |
| 5 | Corporate ID | Last Downloa | d | | | | | | |
| | XP18 | Batch init. 201401 | 501 | 20141229 12:58 | 0 | 4 Failed / 3 Successful | | | |
| | XP18 | Batch init. none | 493 | 20141226 03:09 | 0 | File rejected | | | |





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Reports - Batch Tab Regions



The first three regions of the **Reports** tab are:

| PALMETTO GBA. | | | | | Conta | ontact Us My Profile Logout Help Reporting | | |
|---------------------------|----------------|---------|------------------------|------------|-------|---|--|--|
| 1 Home | | | | Reports | | 2 | | |
| Manufactu ③ ①Invoice ① | Data O Dispute | CGDP Re | eports nsor 1099 Ir | nformation | 2 | Current Cutoff C Reporting Period Invoice Paid by Invoice Distribution Dispute Submission Dispute Distribution | Calendar 201404 03/11/2015 01/31/2015 04/02/2015 06/01/2015 | |

The **Tabbed region** allows the user to select different activities to perform while accessing the system. The **Tabbed region** – **Reports** provides the access to the **Reports** tab to review the different invoice related reporting data.

The **Reports 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.

The **Reports Type Selection region** provides a user with four selections to display or download distributed files and reports. The following slide will describe the five types of report selections available.

In this example, the **Reports** tab is active, the **Reports Current Cutoff Calendar region** displays program dates for the 4th quarter of calendar year 2014 and the **Reports Type Selection region** radio button is populated for <u>Batch</u> reports.



CGDP Portal DPP-Manufacturers **Reports Type Selection Region**

The Reports Type Selection region provides four types of report selections for Manufacturers to utilize.

🕑 🔘 Invoice 🔾 Data 🔾 Dispute 🖲 Batch 🔾 Sponsor 1099 Information

• <u>Batch</u> reports: provides a user with reports containing uploaded batch file results when using 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.

Invoice O Data O Dispute OBatch O Sponsor 1099 Information

• <u>Invoice</u> reports: provides a user with the ability to select and view distributed invoice line item reports. The report provides abbreviated information for distributed invoice line item totals and provides the ability to download the collected information for review. The default selection for the **Report Type Selection region** is <u>Invoice</u>. <u>Invoice</u> reports will be presented in a separate training session.

OInvoice Data ODispute OBatch OSponsor 1099 Information

• <u>Data</u> reports: provides a user with reports containing detail information of Prescription Drug Event (PDE) submissions combined to create the total invoice line item amounts distributed to the Manufacturer. <u>Data</u> reports will be presented in a separate training session.

OInvoice O Data 🖲 Dispute OBatch O Sponsor 1099 Information

• <u>Dispute</u> reports: allows the user to submit disputes and review reports for the status of submitted disputes. <u>Dispute</u> reports will be presented in a separate training session.



CGDP Portal DPP-Manufacturers **Reports Type Selection Region (continued)**

OInvoice O Data O Dispute OBatch O Sponsor 1099 Information

- Sponsor 1099 Information reports: allows the user to view the information formerly collected in the EFT File. <u>Sponsor1099 Information reports will be presented in a separate training session.</u>
- •



CGDP Portal DPP-Manufacturers **Reports Filter – Batch Region**

The fourth region of the **Reports** tab, the **Reports Filter – Batch region**, displays when the <u>Batch</u> radio button is selected in the **Reports Type Selection region**.

The **Reports Filter – Batch region** contains one field that provides batch file data uploaded to the system based on the Manufacturer Corporate ID.



• <u>Corporate ID</u>: defaults to the Corporate ID, formerly the Mailbox ID, used to log into the Portal.



CGDP Portal DPP-Manufacturers **Reports Filter Results – Batch Region**

The fifth and final region of the **Reports** tab, the **Reports Filter Results** – **Batch region**, displays when the <u>Batch</u> radio button is selected in the **Reports Type Selection region** and provides information on processed batch payment files.

| 5 | Corporate ID | Description | Batch ID | Date Time | Download | Status | Last Download |
|---|--------------|--------------------|-------------|----------------|------------|-------------------------|---------------|
| | XP18 | Batch init. 201401 | 501 | 20141229 12:58 | $^{\circ}$ | 4 Failed / 3 Successful | |
| | XP18 | Batch init. none | 493 | 20141226 03:09 | 0 | File rejected | |

This region contains the following seven fields used to review batched payment files loaded to the Portal.

- <u>Corporate ID</u>: defaults to the Corporate ID, formerly the Mailbox ID, utilized to access the Portal.
- <u>Description</u>: displays the batch file name loaded to the Portal.
- <u>Batch ID</u>: displays the system generated batch number. The numbering convention is based on the order the batch file is received by the Portal.
- <u>Date Time</u>: displays the batch file date and time for files loaded to the Portal. Date format is YYYYMMDD. Time format is HH:MM.
- <u>Download</u>: displays radio button that when selected allows downloading of batch file information loaded to the Portal.
- <u>Status</u>: provides the condition of the batch file loaded to the Portal. Batches can be successful, partially successful (containing line failures) or failed.
- <u>Last Downloaded</u>: 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.





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Reports – Batch Tab Functionality Work Instruction



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

In this section of the training session, a high level overview of the steps needed to utilize the **Reports – Batch** tab functionality will be presented on the following slides.



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

On the **Reports** tab, select the radio button for <u>Batch</u> in the **Reports Type Selection region**, verify the <u>Corporate</u> <u>ID</u> field defaults to the applicable Manufacturer Corporate ID, and select an applicable batch file to download and review.

In this example the <u>Batch</u> radio button is populated, the <u>Corporate ID</u> field displays the default selection of XP1_8 and the <u>Download</u> radio button corresponding to the <u>Batch ID</u> of 501 is populated.

| PALMETTO GBA. | | | | | | | | |
|---------------|-----------------------|--|--|----------------------------------|---|--|--|--------------------------|
| | Home | | | | | | | |
| M O Ir | Ianufac nvoice 〇 | turer Portal (Data O Dispute | Current Cutoff Calendar Reporting Period 201403 Invoice Paid by 01/12/2015 Invoice Distribution 12/04/2014 | | | | | |
| Cor | Corporate ID: XP1_8 V | | | | | | | 02/03/2015 04/04/2015 |
| Corp | orate ID | Description | Last Download | | | | | |
| XP | 918 918 | Batch init. 201401 Batch init. none | 501 493 | 20141229 12:58 20141226 03:09 | 0 | 4 Failed / 3 Successful File rejected | | |



To view the batch file report, select one of the following dialog boxes in the message that appears at the bottom of the screen.

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

| Do you want to open or save 501.txt (701 bytes) from 1#.1#.1##.#? | Open | Save 🔻 | Cancel | × |
|---|------|--------|--------|---|

Selecting the <u>Open</u> dialog box will allow a user to view all invoice line items displayed in the batch text file.

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

| 🗍 501.txt - Notepad | x |
|--|---|
| File Edit Format View Help | |
| <pre>XP18; P18; 201401; H06; CG140118H06; 20150115; N; Success; Initiated in a batch; 20141229; XP18; P18; 201401; H03; CG140118H03; 20141231; N; Success; Initiated in a batch; 20141229; XP18; P18; 201401; E34; CG140118E34; 20150131; N; Failed; Invoice has already been processed; 20141229 XP18; P18; 201401; H02; CG140118H02; 20150131; N; Failed; Invalid EFT; 20141229 XP18; P18; 201401; H04; CG140118H04; 20141230; N; Success; Initiated in a batch; 20141229; XP18; P18; 201401; H02; CG140118H04; 20150117; N; Failed; Invalid or missing Payment Method ID; 20141229 XP18; P18; 201401; H01; CG140118H01; 20151230; N; Failed; No EFT information available for sponsor; 20141229</pre> | 4 |



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 batch file item(s) in the <u>Last Download</u> field.

In the following example, the date of 20141229 and the time of 12:59 populate the <u>Last Download</u> field.

| PALMETTO GBA. | | | | | | | | | |
|--|-----------------------|--------------------|---------------|----------------|-------------|-------------------------|-----------------|--------------------------|--|
| | Home | | <u>ڪ</u> | | | | | | |
| Manufacturer Portal CGDP Reports Current Cutoff Calendar Reporting Period 201403 | | | | | | | | | |
| \bigcirc In | voice | 🔾 Data 🔾 Disp | ute 🛡 Bato | n O Sponsor | 1099 Inform | lation | Invoice Paid by | 12/04/2014 | |
| Corpo | Corporate ID: XP1_8 V | | | | | | | 02/03/2015 04/04/2015 | |
| Corpor | rate ID | Description | Last Download | | | | | | |
| XP1. | 8 | Batch init. 201401 | 501 | 20141229 12:58 | 0 | 4 Failed / 3 Successful | 20141229 12:5 | 9 | |
| XP1. | 8 | Batch init. none | 493 | 20141226 03:09 | 0 | File rejected | | | |





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Training Review



CGDP Portal DPP-Manufacturers –Training Review

In this training session you have learned about the CGDP Portal DPP-Manufacturers **Reports** tab and the **Reports** – **Batch** functionality.

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CGDP Portal DPP-Manufacturers – Questions

Questions?

