

# Coverage Gap Discount Program



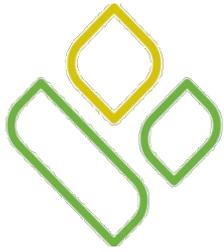
## *CGDP DIRECT PAYMENT PROCESS (DPP)*



**PALMETTO GBA®**

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*Payments Tab Functionality*



# CGDP Portal DPP-Manufacturers Topics

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

This training will introduce you to the following topics:

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

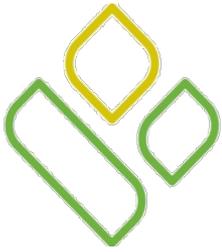
# *CGDP PORTAL DPP- MANUFACTURERS*



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*Introduction to the Payments Tab*



# CGDP Portal DPP-Manufacturers Payments Tab

The **Payments** tab allows the user to review and process payment information for invoice line items by Part D Sponsor Contract Number.

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

**1** Home Payments Completed Receipts Reports

**2** Invoiced Reporting Period: 201404

**3** Payments due 03/11/2015

**4** Contract Number: ANY Corporate ID: XP\_4 P Number: P\_6

**5** **Payment Information**

Total Invoiced	70360.45
Total Failed	0.00
Total Deferred	0.00
Total Pending	2561.76
Total Successful	0.00
Total Available	67798.69

**6**

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
E_4	106.50	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	
E_4	53.28	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	
E_8	69.63	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H_0	148.11	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	

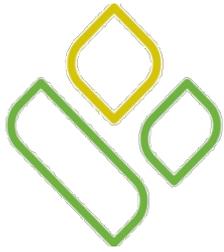
**7** **Payment Initiation Upload**

Browse... Upload

**8**

Contract Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
H_2	228.54	12/03/2014	12/03/2014	
H_9	223.66	12/01/2014	12/21/2014	<input type="checkbox"/>
H_9	2055.70	12/03/2014	12/21/2014	<input type="checkbox"/>
H_8	53.86	12/03/2014	12/30/2014	<input type="checkbox"/>

Submit Stop Payment



# CGDP Portal DPP-Manufacturers Payments Tab Regions

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

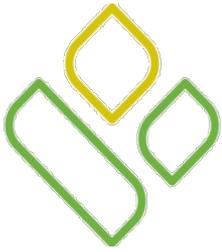
The screenshot displays the CGDP Portal interface. At the top left is the Palmetto GBA logo, and at the top center is the CMS logo. To the right of the CMS logo are links for 'Contact Us | My Profile | Logout | Help | Reporting'. Below the logos is a navigation menu with tabs: 'Home', 'Payments' (highlighted with a red box and a red circle containing '1'), 'Completed', 'Receipts', and 'Reports'. Below the navigation menu is a horizontal line. Below the line are three regions: 'Manufacturer Portal CGDP Payments' (with a red circle containing '1'), 'Invoiced Reporting Period: 201404' (with a red circle containing '2'), and 'Payments due 03/11/2015' (with a red circle containing '3').

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

The **Payments Invoiced Reporting Period region** displays the 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 4<sup>th</sup> quarter of calendar year 2014 will appear in the **Payment Initiation region** on the **Payments** tab.

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

In this example, the **Payments** tab is active, the **Payments Invoiced Reporting Period** for invoice line items appearing on the **Payments** tab is the 4<sup>th</sup> quarter of calendar year 2014 and the invoice line items are due by the date of 03/11/2015 listed in the **Payments Due region**.



# CGDP Portal DPP-Manufacturers Payments Filter Region

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

④ A Contract Number: ANY ▼ B Corporate ID: XP\_\_4 C P Number: P\_\_6 ▼ 

- A. Contract Number: allows the user to select specific Contract Numbers or the term ‘ANY’ from the drop down list, for invoice line items associated with P Number selected on the **Home** tab. The drop down list provides update capability to select another specific Contract Number for invoice line items within the same reporting period.
- B. Corporate ID: defaults to the Corporate ID, formerly the Mailbox ID, utilized to access the Portal.
- C. P Number: displays the P Number for invoice line items. This field defaults based on the distributed invoice selected on the **Home** page.

In this example, the Contract Number field displays the default selection of ‘ANY’, the Corporate ID field displays the default Corporate ID used to access the Portal and the P Number field displays the P Number associated with the distributed invoice selected on the **Home** tab.



# CGDP Portal DPP-Manufacturers Payment Information Region

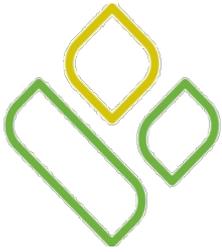
The fifth region of the **Payments** tab, the **Payment Information region**, provides a summary view of activities that occur on the **Payments** page.

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

5

<u>Payment Information</u>	
Total Invoiced	70360.45
Total Failed	0.00
Total Deferred	0.00
Total Pending	2561.76
Total Successful	0.00
Total Available	67798.69

- Total Invoiced: displays total dollar amount of invoice line items that require payment for the 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 Deferred: displays the total dollar amount of deferred invoice line items with amounts due that are less than the allowable amount to the subsequent reporting period.
- Total Pending: displays the total dollar amount of invoice line items selected for payment for the reporting period.
- 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.
- Total Available: displays the total dollar amount of remaining invoice line items requiring payment.



# CGDP Portal DPP-Manufacturers Payments Initiation Region

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

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

⑥

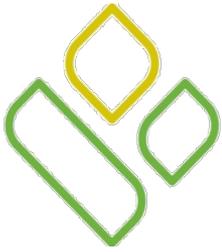
A Contract Number	B Invoiced Amt.	C Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
E__4	106.50	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	
E__4	53.28	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	
E__8	69.63	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H__0	148.11	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H__1	3.26	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H__3	54.70	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H__7	102.53	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Initiate All

Update All 12/04/2014

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

- A. Contract Number: displays the Part D Sponsor Contract Number.
- B. Invoiced Amt.: displays the invoice line item amounts due to the Part D Sponsor.  
**Note:** This amount is automatically populated from the quarterly invoice and cannot be modified.
- C. Previous Deferred Amount: displays amounts that qualified and were successfully deferred from prior reporting period(s).



# CGDP Portal DPP-Manufacturers Payments Initiation Region Payment Date field

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

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

In the following example, the Payment Date field defaults to current date of 12/04/2014.

⑥

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
E__4	106.50	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	
E__4	53.28	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Initiate All

Update All 12/04/2014

Submit

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

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

⑥

**D**

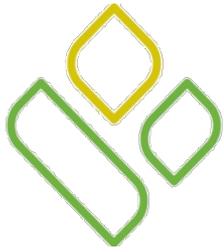
**Payment Date**

12/05/2014

December 2014

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

Go To Today Close



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

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

6

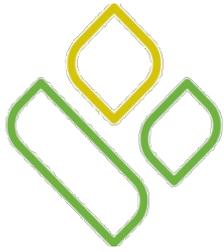
Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	<sup>E</sup> <input checked="" type="checkbox"/> Initiate All	<sup>F</sup> Initiate Payment	Defer	Failed
E__4	106.50	0.00	12/04/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
E__4	53.28	0.00	12/04/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
E__8	69.63	0.00	12/04/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
H__0	148.11	0.00	12/04/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
H__1	3.26	0.00	12/04/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
H__3	54.70	0.00	12/04/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
H__7	102.53	0.00	12/04/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Update All 12/04/2014

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

F. Initiate Payment: 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.

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



# CGDP Portal DPP-Manufacturers Payments Initiation Region Defer Field

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

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

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

⑥

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
H__1	3.26	0.00	12/04/2014	<input type="checkbox"/>	G <input type="checkbox"/>	

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

⑥

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
H0__2	5.20	5.20	12/05/2014	<input type="checkbox"/>	G <input type="checkbox"/>	
H0__2	4.86	4.86	12/05/2014	<input type="checkbox"/>	G <input type="checkbox"/>	



# CGDP Portal DPP-Manufacturers Payments Initiation Region Failed Field

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

H. **Failed**: provides an informational message when an invoice line item does not successfully process payments to the Part D Sponsor.

In the following example, the **Failed** field displays a message such as “Initiation Failure”, ‘Batch Initiation Failure’ or Batch Defer Failure.’

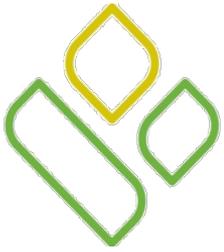
⑥

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	<sup>H</sup> Failed
E0__4	851.68	0.00	12/12/2014	<input type="checkbox"/>	<input type="checkbox"/>	Initiation Failure
H0__0	9.51	0.00	12/12/2014	<input type="checkbox"/>	<input type="checkbox"/>	Batch Initiation Failure
H1__9	1.46	0.00	12/12/2014	<input type="checkbox"/>	<input type="checkbox"/>	Batch Defer Failure
H4__0	165.07	0.00	12/12/2014	<input type="checkbox"/>	<input type="checkbox"/>	Batch Initiation Failure

In the following example, the displayed message ‘Please contact TPA’ appears.

⑥

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
E0__4	851.68	0.00				Please contact TPA
H4__0	165.07	0.00				Please contact TPA



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

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

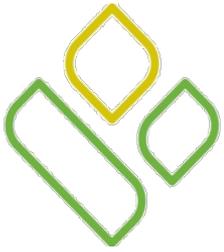
I. Update All Payment Date: allows the user to change the payment initiation date for all invoice line items.

Initiate All

⑥

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
E__4	106.50	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	
E__4	53.28	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	
E__8	69.63	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H__0	148.11	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H__1	3.26	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H__3	54.70	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H__7	102.53	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Update All 12/04/2014



# CGDP Portal DPP-Manufacturers Payments Initiation Region Submit Button

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

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

6

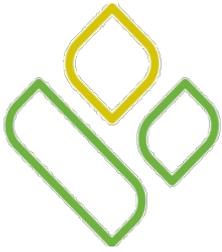
Initiate All

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
E__4	106.50	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	
E__4	53.28	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	
E__8	69.63	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H__0	148.11	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H__1	3.26	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H__3	54.70	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H__7	102.53	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Update All 12/04/2014

J

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



# CGDP Portal DPP-Manufacturers Payments Initiation Upload Region

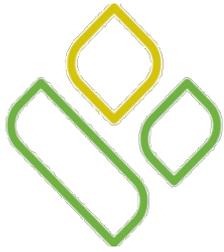
The seventh region of the **Payments** tab, the **Payment Initiation Upload region**, provides a location for uploading manually created payment files for Manufacturers working with large volumes of payments for a reporting period.

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

A screenshot of the 'Payment Initiation Upload' form. The form has a title bar with the text 'Payment Initiation Upload' and a red circled number '7' to its left. Below the title bar, there are two buttons: a 'Browse...' button labeled 'A' and an 'Upload' button labeled 'B'. The 'Upload' button is blue and the 'Browse...' button is grey.

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

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



# CGDP Portal DPP-Manufacturers Payments Pending Transactions Region

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

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

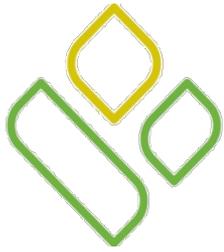
⑧ Pending Transactions 

A Contract Number	B Authorization Amt.	C Date Submitted	D Payment Date	E Stop Payment
H__2	228.54	12/03/2014	12/03/2014	
H__9	223.66	12/01/2014	12/21/2014	<input type="checkbox"/>
H__9	2055.70	12/03/2014	12/21/2014	<input type="checkbox"/>
H__8	53.86	12/03/2014	12/30/2014	<input type="checkbox"/>

F 

The first four fields are:

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



# CGDP Portal DPP-Manufacturers Payments Pending Transactions Region (continued)

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

8 Pending Transactions

Contract Number	Authorization Amt.	Date Submitted	Payment Date	E Stop Payment
H__2	228.54	12/03/2014	12/03/2014	
H__9	223.66	12/03/2014	12/21/2014	<input type="checkbox"/>
H__9	2055.70	12/03/2014	12/21/2014	<input type="checkbox"/>
H__8	53.86	12/03/2014	12/30/2014	<input checked="" type="checkbox"/>

F Stop Payment(s)

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

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

In this example, a future dated payment is marked for stop payment.

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

# *CGDP PORTAL DPP- MANUFACTURERS*

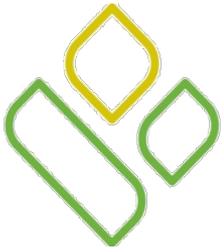


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*Payments Tab Functionality*

*Work Instructions*



# CGDP Portal DPP-Manufacturers Payments Functionality Work Instructions

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

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

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

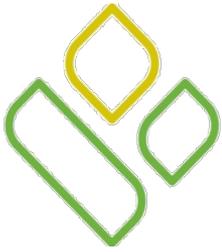
# *CGDP PORTAL DPP- MANUFACTURERS*



**PALMETTO GBA®**

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*Processing Invoice Payments  
Work Instruction*



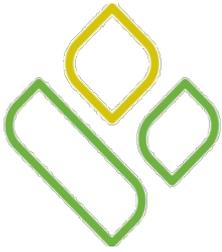
# CGDP Portal DPP-Manufacturers Processing Invoice Payments Work Instruction

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

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

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



# CGDP Portal DPP-Manufacturers Processing Invoice Payments

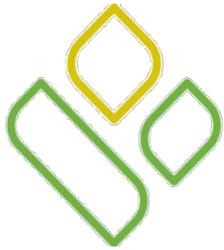
Select an available invoice line item from the **Payments Initiation region** for payment processing.

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

In the following example, the populated Initiate Payment field check box corresponds to the invoice line item of \$8,031.77.

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
H0__4	8031.77	0.00	12/16/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
H0__8	775.07	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__0	190.05	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__4	3253.39	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__8	495.13	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__4	1095.71	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__2	2309.61	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__3	25697.69	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Update All 12/16/2014



# CGDP Portal DPP-Manufacturers Processing Invoice Payments Review Pending Transactions Region

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

In the following example, the invoice line item amount of \$8,031.77 displays in the **Payments Pending Transactions region**.

**Manufacturer Portal CGDP Payments** Invoiced Reporting Period: 201402

Contract Number: ANY Corporate ID: XP1\_5 P Number: P1\_5

Initiate All

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
H0_8	775.07	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_0	190.05	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_4	3253.39	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_8	495.13	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_4	1095.71	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_2	2309.61	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_3	25697.69	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_6	1893.18	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Update All 12/16/2014

**Pending Transactions**

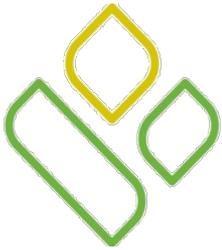
Contract Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
H0_4	8031.77	12/16/2014	12/16/2014	<input type="button" value="Stop Payment(s)"/>

**Payments due 10/09/2014**

**Payment Information**

Total Invoiced	4509374.69
Total Failed	0.00
Total Deferred	13.83
Total Pending	8031.77
Total Successful	0.00
Total Available	4501329.09

**Payment Initiation Upload**



# CGDP Portal DPP-Manufacturers Processing Invoice Payments Review Total Pending Field

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

In the following example, the Total Pending field displays the amount of \$8,031.77.

**Manufacturer Portal CGDP Payments** Invoiced Reporting Period: 201402

Contract Number: ANY Corporate ID: XP1\_\_5 P Number: P1\_\_5

Initiate All

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
H0__8	775.07	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H0__0	190.05	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H0__4	3253.39	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H0__8	495.13	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H0__4	1095.71	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H0__2	2309.61	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H0__3	25697.69	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H0__6	1893.18	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Update All 12/16/2014

**Payment Information**

Total Invoiced	4509374.69
Total Failed	0.00
Total Deferred	13.83
<b>Total Pending</b>	<b>8031.77</b>
Total Successful	0.00
Total Available	4501329.09

**Payment Initiation Upload**

**Pending Transactions**

Contract Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
H0__4	8031.77	12/16/2014	12/16/2014	<input type="button" value="Stop Payment"/>

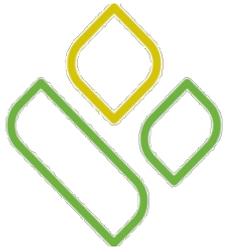
# *CGDP PORTAL DPP- MANUFACTURERS*



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*Processing Future Dated  
Invoice Payments  
Work Instruction*



# CGDP Portal DPP-Manufacturers Processing Future Dated Invoice Payments Work Instruction

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

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



# CGDP Portal DPP-Manufacturers Processing Future Dated Invoice Payments

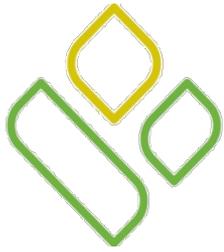
Select an available invoice line item from the **Payments Initiation** region for payment processing.

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

In the following example, the date selected on the calendar is 12/31/2014 for the invoice line item of \$775.07.

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed																																										
H0__8	775.07	0.00	12/31/2014 	<input type="checkbox"/>	<input type="checkbox"/>																																											
H0__0	190.05	0.00	 <b>December 2014</b> 	<input type="checkbox"/>	<input type="checkbox"/>																																											
H0__4	3253.39	0.00	<table border="1"><thead><tr><th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th></tr></thead><tbody><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td>29</td><td>30</td><td><b>31</b></td><td></td><td></td><td></td></tr></tbody></table>	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	<b>31</b>				<input type="checkbox"/>	<input type="checkbox"/>	
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	<b>31</b>																																													
H0__8	495.13	0.00		<input type="checkbox"/>	<input type="checkbox"/>																																											
H0__4	1095.71	0.00		<input type="checkbox"/>	<input type="checkbox"/>																																											
H0__2	2309.61	0.00		<input type="checkbox"/>	<input type="checkbox"/>																																											
H0__3	25697.69	0.00		<input type="checkbox"/>	<input type="checkbox"/>																																											
H0__6	1893.18	0.00		<input type="checkbox"/>	<input type="checkbox"/>																																											

Update All 12/16/2014 



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

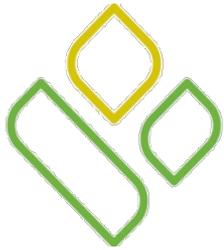
Populate a check mark in the Initiate Payment field check box and select the Submit button.

In the following example, the populated Initiate Payment field check box corresponds to the invoice line item of \$775.07 displaying a calendar date of 12/31/2014.

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
H0__8	775.07	0.00	12/31/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
H0__0	190.05	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__4	3253.39	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__8	495.13	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__4	1095.71	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__2	2309.61	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__3	25697.69	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__6	1893.18	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Update All 12/16/2014

**Note:** the Payment Date field for all other invoice line items displayed defaults to the current calendar date of 12/16/2014.



# CGDP Portal DPP-Manufacturers Processing Future Dated Invoice Payments Review Pending Transaction Totals

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

In the following example, the invoice line item amount of \$775.07 displays in the **Payments Pending Transactions region**.

The screenshot displays the CMS CGDP Payments portal interface. At the top, there are navigation tabs: Home, Payments (highlighted), Completed, Receipts, and Reports. The main header includes the CMS logo and navigation links: Contact Us, My Profile, Logout, Help, and Reporting. Below the header, the page title is "Manufacturer Portal CGDP Payments" with the "Invoiced Reporting Period: 201402".

The main content area features a search bar with fields for Contract Number (ANY), Corporate ID (XP1\_5), and P Number (P1\_5). Below the search bar is a table of invoices with columns: Contract Number, Invoiced Amt., Previous Deferred Amount, Payment Date, Initiate Payment, Defer, and Failed. The table lists several invoices, with the last one (HO\_7) having an amount of 121.71 and a payment date of 12/16/2014.

To the right of the invoice table is a "Payment Information" summary box for "Payments due 10/09/2014". It shows the following values:

Payment Information	
Total Invoiced	4509374.69
Total Failed	0.00
Total Deferred	13.83
<b>Total Pending</b>	<b>8806.84</b>
Total Successful	0.00
Total Available	4500554.02

Below the invoice table is a "Pending Transactions" section with a table showing:

Contract Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
HO_4	8031.77	12/16/2014	12/16/2014	
HO_8	775.07	12/16/2014	12/31/2014	<input type="checkbox"/>

At the bottom right of the pending transactions table is a "Stop Payments" button. The "Stop Payment" checkbox for the \$775.07 invoice is highlighted with a red box.

**Note:** The invoice line item of \$775.07 located in the **Payments Pending Transactions region** also displays a check box in the Stop Payment field. Instructions for processing stop payments is discussed in a separate instruction.

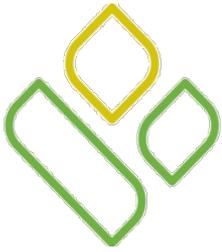
# *CGDP PORTAL DPP- MANUFACTURERS*



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*Processing Deferred Invoices  
Work Instruction*



# CGDP Portal DPP-Manufacturers

## Processing Deferred Invoices

### Work Instruction

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

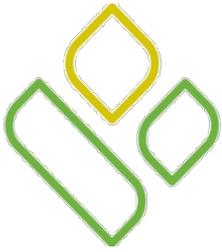
The design of the CGDP Portal DPP displays the Defer field check box for the following situations:

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

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

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

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



# CGDP Portal DPP-Manufacturers Processing Deferred Invoices

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

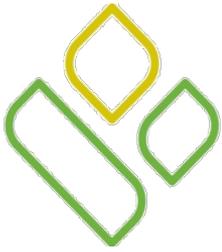
In the following example, the invoice line item for \$13.83 contains an active Defer field check box.

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed
H0__4	8031.77	0.00	12/15/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__8	775.07	0.00	12/15/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__7	13.83	0.00	12/15/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
H0__0	190.05	0.00	12/15/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__4	3253.39	0.00	12/15/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__8	495.13	0.00	12/15/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__4	1095.71	0.00	12/15/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Update All 12/15/2014  Submit

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

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



# CGDP Portal DPP-Manufacturers

## Processing Deferred Invoices

### Populate Defer Check Mark

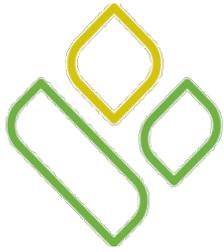
Populate the Defer field check box with a check mark to select the invoice line item(s) requiring deferral to the subsequent reporting period and select the Submit button.

In the following example, the invoice line item for \$13.83 now contains a check mark in the Defer field check box and the Submit button is highlighted.

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed
H0__4	8031.77	0.00	12/15/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__8	775.07	0.00	12/15/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__7	13.83	0.00	12/15/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
H0__0	190.05	0.00	12/15/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__4	3253.39	0.00	12/15/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__8	495.13	0.00	12/15/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__4	1095.71	0.00	12/15/2014	<input type="checkbox"/>	<input type="checkbox"/>	

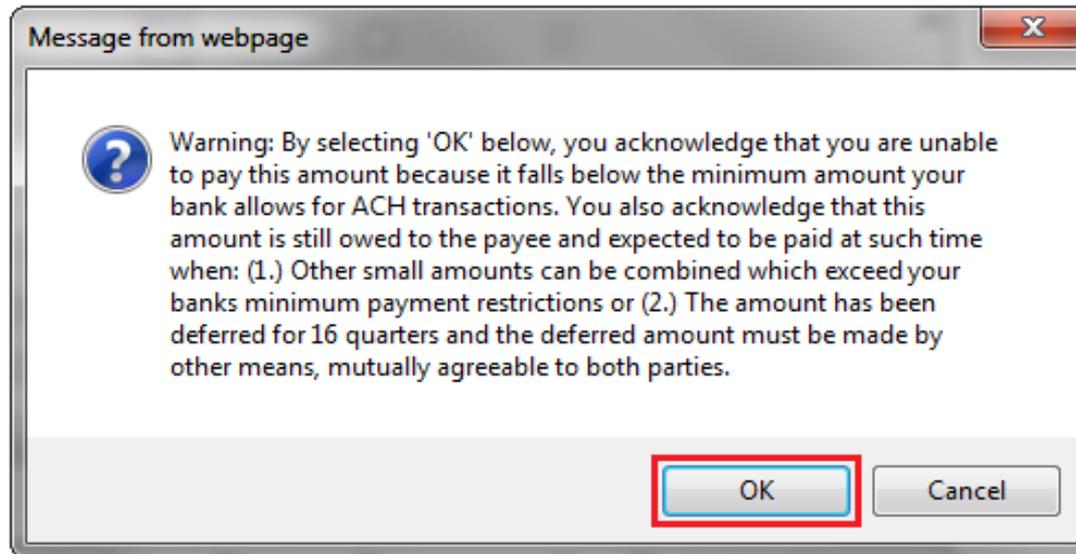
<  Update All 12/15/2014  **Submit**

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



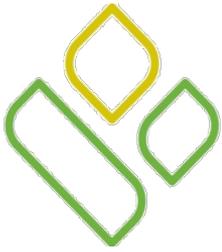
# CGDP Portal DPP-Manufacturers Processing Deferred Invoices Defer Qualifier Warning Message

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



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

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



# CGDP Portal DPP-Manufacturers Processing Deferred Invoices Review Total Deferred field

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

In the following example, the Total Deferred field contains deferred items totaling \$13.83.

The screenshot displays the 'Manufacturer Portal CGDP Payments' interface. At the top, there are navigation links for 'Home', 'Payments', 'Completed', 'Receipts', and 'Reports'. The 'Payments' tab is selected. Below the navigation, the page title is 'Manufacturer Portal CGDP Payments' with the 'Invoiced Reporting Period: 201402'. There are search filters for 'Contract Number: ANY', 'Corporate ID: XP1...5', and 'P Number: P1...5'. A 'Submit' button is next to the filters. Below the filters is a table of invoices with columns: 'Contract Number', 'Invoiced Amt.', 'Previous Deferred Amount', 'Payment Date', 'Initiate Payment', 'Defer', and 'Failed'. The table contains 8 rows of data. To the right of the table is a 'Payment Information' summary box with a red border, containing the following data:

Payment Information	
Total Invoiced	4509374.69
Total Failed	0.00
<b>Total Deferred</b>	<b>13.83</b>
Total Pending	0.00
Total Successful	0.00
Total Available	4509360.86

Below the 'Payment Information' box is a 'Payment Initiation Upload' section with a 'Browse...' button and an 'Upload' button. At the bottom of the page, there is an 'Update All' checkbox and a date selector set to '12/15/2014', along with a 'Submit' button.

# *CGDP PORTAL DPP- MANUFACTURERS*



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



# CGDP Portal DPP-Manufacturers Initiate All Payment Processing Work Instruction

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Manufacturers 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 calendar date.

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

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



# CGDP Portal DPP-Manufacturers Initiate All Payment Processing

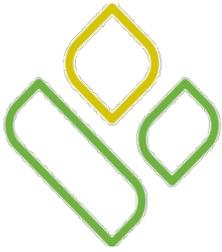
Populate the Initiate All field check box with a check mark to select all invoice line items displayed on the active page of the **Payments Initiation region**.

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

In the following example, the populated Initiate All field check box and an informational message display.

The screenshot displays a table with the following columns: Contract Number, Invoiced Amt., Previous Deferred Amount, Payment Date, Initiate Payment, Defer, and Failed. The 'Initiate All' checkbox is checked. An informational message dialog box is overlaid on the table, containing the text: 'You are going to initiate payments for ALL the contracts that are shown on this page. If correct click OK. If any information is incorrect or if you would like to make changes click Cancel.' The 'OK' button is highlighted.

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
S5__1	1341.33	0.00		<input checked="" type="checkbox"/>		
S5__2	80.03	0.00				
S5__7	18.53	0.00				
S5__6	129.92	0.00				
S5__7	209.69	0.00				
S5__5	226.98	0.00				
S5__3	87.82	0.00				
S5__5	1.52	0.00				



# CGDP Portal DPP-Manufacturers Initiate All Payment Processing Populate Initiate All Check Box

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

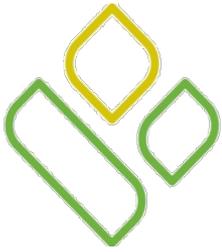
<input checked="" type="checkbox"/> Initiate All						
Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
S5__1	1341.33	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
S5__2	80.03	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
S5__7	18.53	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
S5__6	129.92	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
S5__7	209.69	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
S5__5	226.98	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
S5__3	87.82	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
S5__6	1.53	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Update All 12/19/2014

**Note:** The Initiate All field 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.** The Submit button must be selected prior to moving to the next page in the **Payments Initiation region**.

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

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



# CGDP Portal DPP-Manufacturers

## Initiate All Payment Processing

### Initiate All Functionality

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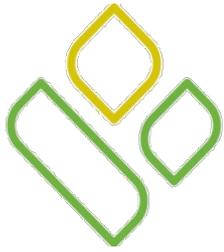
The selection of the Initiate All field check box provides the ability to select all displayed invoice line items for payment processing with the payment initiation date set as the current calendar date.

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

The Initiate All functionality also provides the following options:

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

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



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

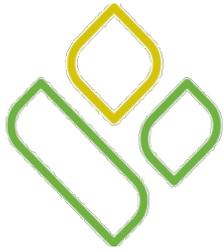
Populate the Defer field check box to defer invoice line items that qualify due the total invoice amount falling below the Manufacturers' banking ACH processing minimum threshold requirement.

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

In the following example, the selected Defer field check box populates for the invoice line item amounts of \$18.53 and \$1.53 and removes the check mark in the Initiate Payment field.

<input checked="" type="checkbox"/> Initiate All							
Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	<b>Defer</b>	Failed	
S5__2	80.03	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
S5__7	18.53	0.00	12/19/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
S5__6	129.92	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
S5__7	209.69	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
S5__5	226.98	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
S5__3	87.82	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
S6__5	1.53	0.00	12/19/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
S7__4	261.97	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Update All 12/19/2014



# CGDP Portal DPP-Manufacturers Initiate All Payment Processing Future Payment Date

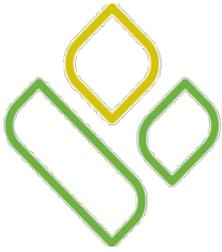
For selecting future payment initiation dates for individual invoice line items, select the *Calendar* icon to the right of the Payment Date field. This action expands a calendar that allows selection of a future calendar date for the payment initiation to begin.

In the following example, the invoice line items of \$80.03 and \$209.69 display updated calendar dates and remain selected as part of the Initiate All functionality.

<input checked="" type="checkbox"/> Initiate All						
Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
S5__2	80.03	0.00	12/31/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
S5__7	18.53	0.00	12/19/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
S5__6	129.92	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
S5__7	209.69	0.00	12/23/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
S5__5	226.98	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
S5__3	87.82	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
S6__5	1.53	0.00	12/19/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
S7__4	261.97	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Update All 12/19/2014 Submit

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

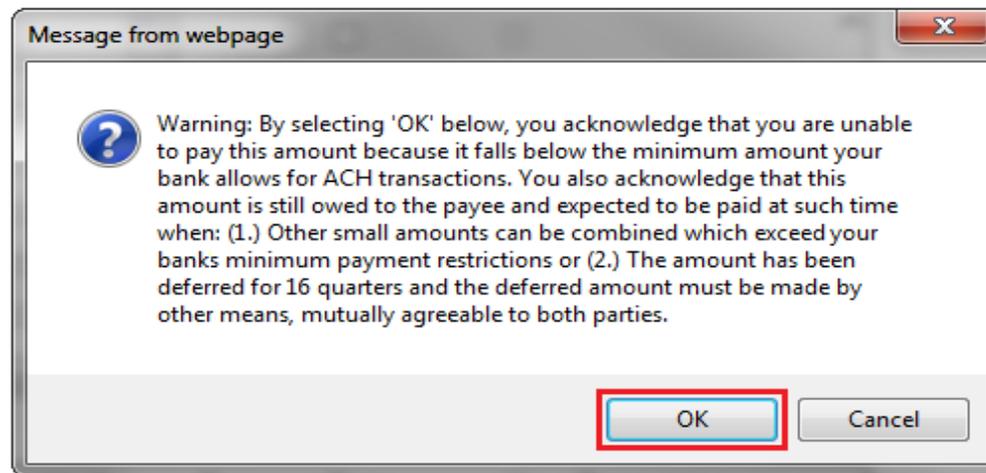


# CGDP Portal DPP-Manufacturers Initiate All Payment Processing Defer Qualifier Warning Message

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

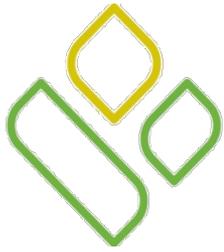
If deferred invoice line items are included in the submission of the payment initiation process, the Portal will display a deferment qualifications warning message.

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



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

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



# CGDP Portal DPP-Manufacturers Initiate All Payment Processing Review Total Deferred and Total Pending fields

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

In the following example, the **Payment Information region** Total Deferred field displays a balance of \$32.61 and the Total Pending field displays a balance of \$4,084.49.

**Manufacturer Portal CGDP Payments** Invoiced Reporting Period: 201402

Contract Number: ANY Corporate ID: XP1\_5 P Number: P1\_5

Initiate All

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
H4_6	20.40	0.00	12/19/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H4_7	21.64	0.00	12/19/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H4_2	20.69	0.00	12/19/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H4_2	69.69	0.00	12/19/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H4_2	100.14	0.00	12/19/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H4_7	1.77	0.00	12/19/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H4_4	0.53	0.00	12/19/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Update All 12/19/2014

**Payment Information**

Total Invoiced	36314.70
Total Failed	0.00
Total Deferred	32.61
Total Pending	4084.49
Total Successful	0.00
Total Available	32197.60

**Payment Initiation Upload**

**Pending Transactions**

Contract Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
S5_1	1341.33	12/19/2014	12/19/2014	
S5_2	80.03	12/19/2014	12/31/2014	<input type="checkbox"/>
S5_6	129.92	12/19/2014	12/19/2014	
S5_7	209.69	12/19/2014	12/23/2014	<input type="checkbox"/>
S5_5	226.98	12/19/2014	12/19/2014	
S5_3	87.82	12/19/2014	12/19/2014	
S7_4	261.97	12/19/2014	12/19/2014	
S7_0	1116.47	12/19/2014	12/31/2014	<input type="checkbox"/>
S8_1	24.13	12/19/2014	12/19/2014	
S9_9	606.15	12/19/2014	12/29/2014	<input type="checkbox"/>

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

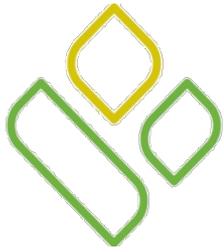
# *CGDP PORTAL DPP- MANUFACTURERS*



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*Processing Payment Initiation  
Batch Upload  
Work Instruction*



# CGDP Portal DPP-Manufacturers Processing Payment Initiation Batch Upload Work Instruction

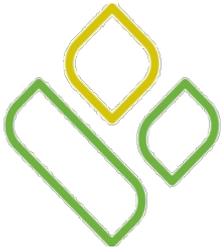
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Manufacturers are able to utilize the **Payment Initiation Upload** functionality to select multiple invoice line items for payment processing into one batch text file versus utilizing individual invoice line item processing or the Initiate All system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

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

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

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



# CGDP Portal DPP-Manufacturers Processing Payment Initiation Batch Upload

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

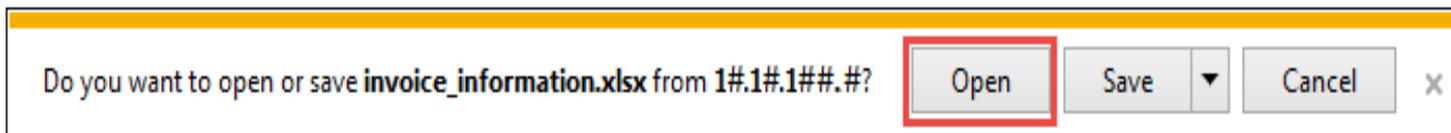
In the following example, the *Printer* icon is displayed beneath the links found in the upper right hand corner on the **Payments** tab.

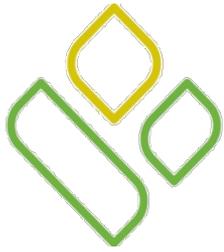


Select one of the following dialog boxes in the message that appears at the bottom of the screen:

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

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





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

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

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

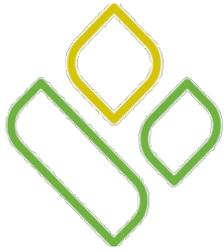
- Invoice line item data corresponding to the active **Payments Initiation region** page displayed
- Invoice line item data corresponding to the active **Payments Pending Transactions region** page displayed
- Summary of total invoice amounts displayed in the **Payment Information region**

In the following example, the invoice line item for \$1,825.55 for the active **Payments Initiation region** page displays in a Microsoft Excel spreadsheet with the current date displayed in the Payment Date.

The screenshot shows a Microsoft Excel spreadsheet titled "invoice\_information.xlsx [Group] - Microsoft Excel". The spreadsheet has a ribbon with tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, and View. The active sheet is "CGDP Payments". The spreadsheet contains the following data:

	A	B	C	D	E	J
1	CONTRACT ID	INVOICE AMT	PREVIOUS DEFERRED AMT	PAYMENT DATE	FAILED DUE TO	
2	E3##4	1825.55	0.00	12/26/2014		

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



# CGDP Portal DPP-Manufacturers Processing Payment Initiation Batch Upload Batch Text File

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

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

### Header Record Information

- Parent Organization ID
- Reporting Period

### Detail Record Information

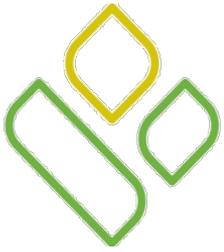
- P Number initiating payment
- Contract Number due funds
- EFT ID information
- Payment date
- Defer Invoice (Yes or No)

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

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

```
Batch_Text_File_XP1__8_12.29.14.txt - Notepad
File Edit Format View Help
HDR;XP1__8;201401
DET;P1__8;E3__4;CG14011__8E3__4;20150131;N
DET;P1__8;H0__3;CG14011__8H0__3;20141231;N
DET;P1__8;H0__6;CG14011__8H0__6;20150115;N
DET;P1__8;H0__1;CG14011__8H0__1;20141230;N
DET;P1__8;H0__4;CG14011__8H0__4;20141230;N
DET;P1__8;H0__2;CG14011__8H0__2;20150131;N
DET;P1__8;H0__2;CG14011__8H0__2;20150117;N
```

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



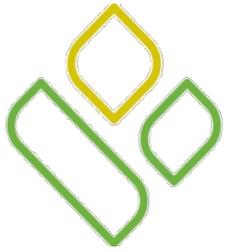
# CGDP Portal DPP-Manufacturers Processing Payment Initiation Batch Upload Payment Initiation Upload region

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

A screenshot of a web application interface. At the top, the text "Payment Initiation Upload" is displayed in a bold, black font. Below this, there is a text input field containing the file path "C:\Public\CGDP\_DPP\_P". To the right of the input field is a light blue button with the text "Browse...". Further to the right is a blue button with the text "Upload", which is highlighted with a red rectangular border. The entire interface is enclosed in a light gray rounded rectangle.

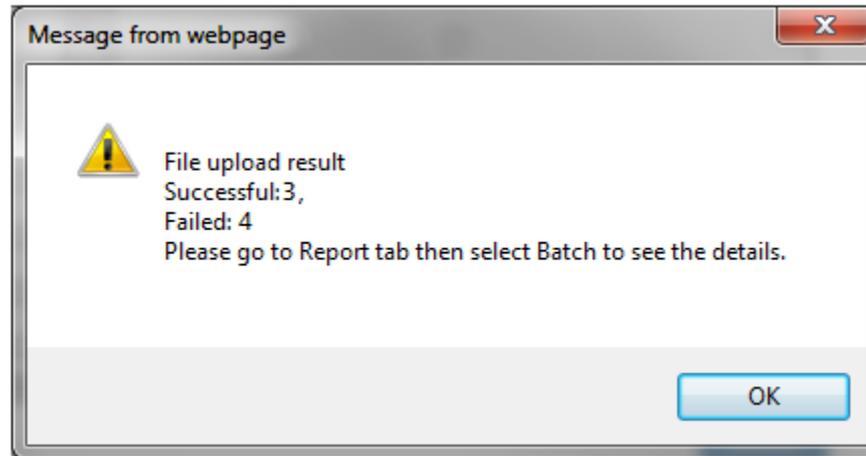


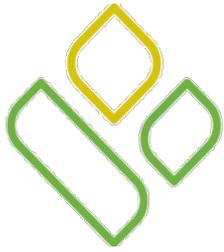
# CGDP Portal DPP-Manufacturers Processing Payment Initiation Batch Upload Batch File Upload Results Message

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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 three files successfully completed payment initiation and four files failed payment initiation.





# CGDP Portal DPP-Manufacturers Processing Payment Initiation Batch Upload Review Pending and Failed Batch Transactions

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

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

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

Initiate All

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
E3__4	1825.55	0.00	12/29/2014	<input type="checkbox"/>	<input type="checkbox"/>	Batch Initiation Failure
H0__1	1974.28	0.00	12/29/2014	<input type="checkbox"/>	<input type="checkbox"/>	Batch Initiation Failure
H0__2	3028.95	0.00	12/29/2014	<input type="checkbox"/>	<input type="checkbox"/>	Batch Initiation Failure
H0__2	1851.03	0.00	12/29/2014	<input type="checkbox"/>	<input type="checkbox"/>	Batch Initiation Failure

Update All 12/04/2014

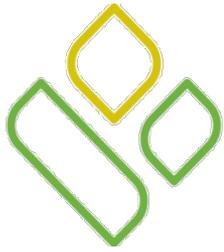
**Payment Information**

Total Invoiced	506829.46
Total Failed	8679.81
Total Deferred	0.00
Total Pending	9860.88
Total Successful	0.00
Total Available	488288.77

**Payment Initiation Upload**

**Pending Transactions**

Contract Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
H0__3	4258.61	12/29/2014	12/31/2014	<input type="checkbox"/>
H0__6	3702.06	12/29/2014	01/15/2015	<input type="checkbox"/>
H0__4	1900.21	12/29/2014	12/30/2014	<input type="checkbox"/>



# CGDP Portal DPP-Manufacturers Processing Payment Initiation Batch Upload Batch Reports

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

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

**Manufacturer Portal CGDP Reports**

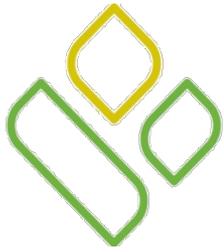
Invoice  Data  Dispute  Batch  Sponsor 1099 Information

Corporate ID:

Corporate ID:	Description	Batch ID	Date Time	Download	Status	Last Download
XP1__8	Batch init. 201401	501	20141229 12:58	<input checked="" type="radio"/>	4 Failed / 3 Successful	
XP1__8	Batch init. none	493	20141226 03:09	<input type="radio"/>	File rejected	

**Current Cutoff Calendar**

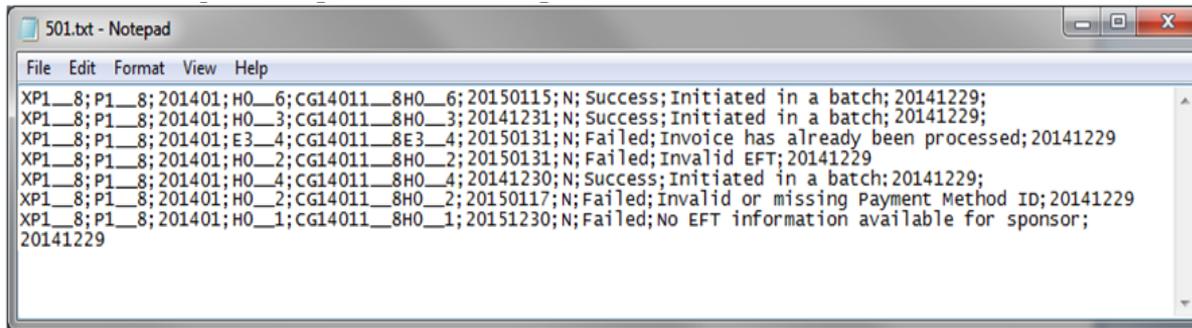
Reporting Period	201403
Invoice Paid by	01/12/2014
Invoice Distribution	12/04/2014
Dispute Submission	02/03/2015
Dispute Distribution	04/04/2015



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

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

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

A screenshot of a Notepad window titled "501.txt - Notepad". The window contains seven lines of text, each representing a batch processing record. The records are separated by semicolons and include status information such as "Success" or "Failed" along with error messages. The records are:  
1. XP1\_\_8;P1\_\_8;201401;H0\_\_6;CG14011\_\_8H0\_\_6;20150115;N;Success;Initiated in a batch;20141229;  
2. XP1\_\_8;P1\_\_8;201401;H0\_\_3;CG14011\_\_8H0\_\_3;20141231;N;Success;Initiated in a batch;20141229;  
3. XP1\_\_8;P1\_\_8;201401;E3\_\_4;CG14011\_\_8E3\_\_4;20150131;N;Failed;Invoice has already been processed;20141229  
4. XP1\_\_8;P1\_\_8;201401;H0\_\_2;CG14011\_\_8H0\_\_2;20150131;N;Failed;Invalid EFT;20141229  
5. XP1\_\_8;P1\_\_8;201401;H0\_\_4;CG14011\_\_8H0\_\_4;20141230;N;Success;Initiated in a batch;20141229;  
6. XP1\_\_8;P1\_\_8;201401;H0\_\_2;CG14011\_\_8H0\_\_2;20150117;N;Failed;Invalid or missing Payment Method ID;20141229  
7. XP1\_\_8;P1\_\_8;201401;H0\_\_1;CG14011\_\_8H0\_\_1;20151230;N;Failed;No EFT information available for sponsor;  
20141229

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

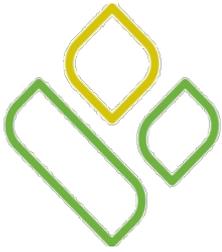
# *CGDP PORTAL DPP- MANUFACTURERS*



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*Processing Stop Payments  
Work Instruction*



# CGDP Portal DPP-Manufacturers Processing Stop Payments Work Instruction

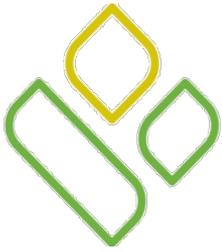
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The CGDP Portal DPP allows Manufacturers to stop the payment processing of future calendar dated invoice line items prior to the completion of the payment process.

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 **Payments Initiation region** for reprocessing.

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



# CGDP Portal DPP-Manufacturers Processing Stop Payments

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

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

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

**Manufacturer Portal CGDP Payments** Invoiced Reporting Period: 201402

Contract Number: ANY Corporate ID: XP1-5 P Number: P1-5

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment Date	Initiate Payment	Defer	Failed
HO_0	190.05	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HO_4	3253.39	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HO_8	495.13	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HO_4	1095.71	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HO_2	2309.61	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HO_3	25697.69	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HO_6	1893.18	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HO_7	121.71	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Initiate All

Update All 12/16/2014

**Payments due 10/09/2014**

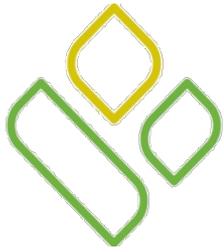
Payment Information	
Total Invoiced	4509374.69
Total Failed	0.00
Total Deferred	13.83
Total Pending	8806.84
Total Successful	0.00
Total Available	4500554.02

**Pending Transactions**

Contract Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
HO_4	8031.77	12/16/2014	12/16/2014	<input type="checkbox"/>
HO_8	775.07	12/16/2014	12/31/2014	<input checked="" type="checkbox"/>

Stop Payments

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



# CGDP Portal DPP-Manufacturers

## Processing Stop Payments

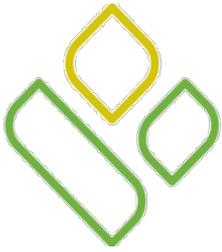
### Populate Stop Payment Check Mark

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

In the following example, the populated Stop Payment field check box corresponds to the future calendar dated invoice line item of \$775.07.

Pending Transactions 				
Contract Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
HO__4	8031.77	12/16/2014	12/16/2014	
HO__8	775.07	12/16/2014	12/31/2014	<input checked="" type="checkbox"/>

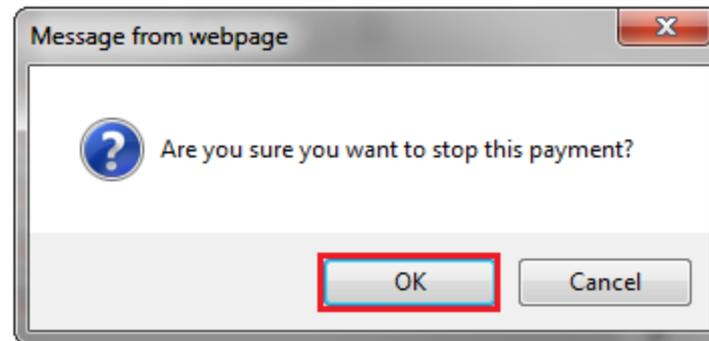
[Stop Payment\(s\)](#)



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

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

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

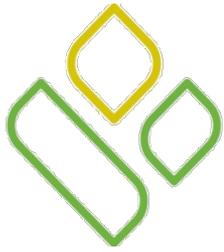


**Note:** Selecting the OK button to stop pay the invoice line item removes the invoice line item from the payment initiation process in the **Payments Pending Transactions** region.

If it is determined that the selected invoice line is not the correct invoice to process 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



# CGDP Portal DPP-Manufacturers Processing Stop Payments Review Pending Transaction Totals

Once the stop payment functionality processes, review the **Payments Initiation region** to verify the reinstated invoice line item reappears, the **Payment Information region** to verify the Total Pending field amount and the **Payments Pending Transactions region** to verify that the invoice line item(s) no longer appear in the region.

In the following example, the **Payment Initiation region** displays the reinstated invoice line item for \$775.07, the **Payment Information region** displays an updated balance in the Total Pending field and the **Payments Pending Transactions region** no longer contains the invoice line item for \$775.07.

The screenshot displays the CGDP Portal interface for Manufacturers. The top navigation bar includes the Palmetto GBA logo, the CMS logo, and links for Contact Us, My Profile, Logout, Help, and Reporting. Below the navigation bar, the main content area is titled "Manufacturer Portal CGDP Payments" with an "Invoiced Reporting Period: 201402".

The interface features several key sections:

- Contract Information:** Contract Number: ANY, Corporate ID: XP1\_5, P Number: P1\_5.
- Payment Information Summary:** A table showing payment statistics for the reporting period.
- Payment Initiation Upload:** A section for uploading payment initiation files, including a "Browse" button and an "Upload" button.
- Pending Transactions:** A table listing pending transactions, including a "Stop Payment" button.

Category	Amount
Total Invoiced	4509374.69
Total Failed	0.00
Total Deferred	13.83
<u>Total Pending</u>	<u>8031.77</u>
Total Successful	0.00
Total Available	4501329.09

Contract Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
H0_4	8031.77	12/16/2014	12/16/2014	<input type="button" value="Stop Payment(s)"/>

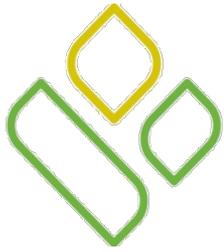
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*Training Review*



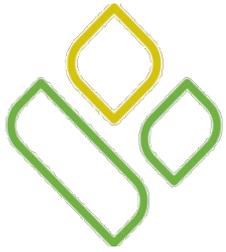
# CGDP Portal DPP-Manufacturers Training Review

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In this training session you learned about the CGDP Portal DPP-Manufacturers **Payments** tab.

This training introduced you to the following topics:

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



# CGDP Portal DPP-Manufacturers **Questions**

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Questions?

