

Contract Negative Invoice Balance Report Confirmation Instructions

Sponsors are required to convert the Contract Negative Invoice Balance Report into the Contract Negative Confirmation Balance Report. The following steps outline this conversion:

1. Sponsors have a Manufacturer Trailer Record for each drug manufacturer and the associated amount due. (Due amount may be zero) On each Manufacturer Trailer (GSNMT) populate:

Field 13 - DATE OF PAYMENT (CCYYMMDD)

Field 14 - PAYMENT AMOUNT (decimal is implied and formatted with over-punch characters)

2. On the Contract Trailer (GSNCT) populate:

Field 12 - DATE OF PAYMENT (CCYYMMDD)

Field 13 – TOTAL PAYMENT AMOUNT (decimal is implied and formatted with over-punch characters)

3. Delete all of the DETQT records from the file.
4. The Confirmation Report File ID will need to change from "10CNS" to "10CCN" in field 6 of the GSNCH, field 6 of the GSNMH, field 6 of the GSNMT and field 6 of the GSNCT records.
5. Rename the file as follows R.#####.RPT.SPON_NEG_CONFIRM
The ##### is a sequential number the Sponsor received on their Contract Negative Balance Report.
6. Save the file as either a flat file or a text file. You can use a text editor like Wordpad, Notepad or Textpad to create the text file.