



Infor Operational Pricing
Management 1.1.0.2
Operations Guide

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About This Guide

Organization

This table shows the chapters of the guide:

Description
1 Operational Pricing Management Features
2 OPM to CBS MP Process
3 SQL Server
4 Application Studio
5 VBA Enabled Excel Workbook

Related Documentation

Listed below is a complete list of product documentation.

Infor Operational Pricing Management 1.1.0.2 Installation Guide

Infor Operational Pricing Management 1.1.0.2 Operations Guide

Infor Operational Pricing Management 1.1.0.2 Reference Guide

Infor Operational Pricing Management 1.1.0.2 User Guide

The most current version of product documentation is always available through the Infor Support Portal located at <https://support.infor.com/>. From the portal Home page, click Search > Browse Documentation > Core Banking, then select the appropriate Product and Release.

The product documentation is updated for each release. It is also updated for each subsequent Service Pack. The Knowledge Base (KB) article which lists all Service Packs and Patches for this Product and Release is 1927810. Select Notify to subscribe to the KB and be notified of subsequent Service Packs. The KB includes information about and a direct link to each individual Service Pack and the Patches. Each Service Pack contains Release Notes and Resolved Issues with specific information about the Service Pack and a complete set product documentation for that release level. Each patch contains Resolved Issues with specific information.

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Chapter 1: Operational Pricing Management Features

1

Operational Pricing Management (OPM) consists of a number of components including:

- SQL Server Database Tables, Functions, Views and Stored Procedures
- Application Studio Reports forming the Web Based User Interface
- C# programs used to transfer files and load data into SQL server between CBS and OPM
- VBA Enabled Excel Spreadsheet for User Input of Pricing Data and Controls
- C# programs that create inputs to CBS MP

Initialization

Two initialization tasks are required. They are as follows:

- 1 Execute OPMMP_OPM_CONTROL.exe to create a record indicating the Extract Process is available, and status is set to ON on the OPM.OPM_Control table.
- 2 Execute OPMMP_INITIALIZE_LFS_LFP.exe to initialize the following tables:
OPM.LAST_FILE_SENT
OPM.LAST_FILE_PROCESSED

This must be done prior to executing the Server Extraction Process.

Synchronize OPM and CBS

To synchronize OPM and CBS data, run the following programs:

- OPMMP_CBS_Initialization.exe
- OPMMP_OPM_Initialization.exe

Note: This is only done once, and must be done the first time OPM is installed.

CBS MP Extract - Daily Replica Creation

On each business day, the daily C# programs OPMMP_CBS_Transfer.exe and OPMMP_OPM_Receive.exe will run to transfer and load replicas of 11 CBS tables. These programs are detailed in the *Operational Pricing Management 1.1 Reference Guide*.

OPMMP_Extract_Data

OPMMP_Extract_Data.exe runs after Workflows are ready for extract. OPMMP_Extract_Data is a C# program that reads data from OPM database that are in Review status and ready for extract. The process also checks if the Review status has been in place for 30 minutes or longer. It executes the main stored procedure **opsp_Execute_Staging_MP_Extracts**.

The following ST (staging) tables are populated with extracted workflow data and are identified by the most recent file_id from LAST_FILE_SENT table. The following tables will contain that same file_id to identify the most recent specific extract:

- 1 ST.EXCEPTION_PRICE
- 2 ST.STANDARD_PRICE
- 3 ST.PROFILE
- 4 ST.PROFILE_TO_ACCOUNT
- 5 ST.AFFCOPY

After the extract of the Reviewed records, the status will be updated to Fully Extracted.

Upon completion of OPMMP_Extract_Data, the above ST tables will be transferred from OPM to CBS. Part of this transfer is the ST.LAST_FILE_SENT table. The transfer is done via OPMMP_OPM_Transfer.exe and OPMMP_CBS_Receive.exe, which are detailed in the next section.

OPMMP_OPM_Transfer.exe and OPMMP_CBS_Receive.exe

The OPMMP_OPM_Transfer.exe program selects all records from the ST tables with the most recent file_id and converts them into flat files. OPMMP_CBS_Receive.exe will process the flat files and load the data into the following tables on the CBS database:

- 1 OPM.EXCEPTION_PRICE
- 2 OPM.STANDARD_PRICE
- 3 OPM.PROFILE
- 4 OPM_PROFILE_TO_ACCOUNT
- 5 OPM.AFFCOPY
- 6 OPM.LAST_FILE_SENT

OPMMP_Populate_Staging

Upon successful completion of OPMMP_CBS_Receive.exe, OPMMP_Populate_Staging will execute in CBS server. OPMMP_Populate_Staging is a C# program that populates CBS staging input tables. The following is the flow of stored procedures executed by OPMMP_Populate_Staging. Any report generated from this process will be located the Reports sub-folder.

- 1 **OPM.opsp_Compare_LFS_Counts** - Compares staging table record counts to last file sent record count to verify the integrity of the transmission. If any of the record counts differ, the program will abort. If that code is received, the balance of this process should NOT run. The reason for the difference must be researched and resolved before restarting the process from the first step. A balancing report is produced. If the file_id from LAST_FILE_SENT and LAST_FILE_PROCESSED are the same, the process will stop with a return a code of +19001. It will produce a report LastFileSentCountCompare_ccyymmdd_hhmmss.pdf with message - LAST_FILE_SENT IS THE SAME AS LAST_FILE_PROCESSED.
- 2 **OPM.opsp_Exception_Price_To_Staging_Input** - CREATE CBS MAINTENANCE FROM OPM.EXCEPTION_PRICE table into CBS.STAGING_EXCEPTION_PRICE_INPUT
- 3 **OPM.opsp_Standard_Price_To_Staging_Input** - CREATE CBS MAINTENANCE FROM OPM_STANDARD_PRICE into CBS.STAGING_STANDARD_PRICE_INPUT
- 4 **OPM.opsp_Profile_To_Staging_Input** - CREATE CBS MAINTENANCE FROM OPM_PROFILE into CBS.STAGING_PROFILE_INPUT
- 5 **OPM.opsp_Profile_To_Deposit_Account_Staging** - CREATE CBS MAINTENANCE FROM OPM_PROFILE_TO_ACCOUNT into CBS.STAGING_DEPOSIT_ACCOUNT_INPUT
- 6 **OPM.opsp_Profile_To_Deposit_Account_History_Staging** - CREATE CBS MAINTENANCE FROM OPM_PROFILE_TO_ACCOUNT into CBS.STAGING_DEPOSIT_ACCOUNT_HISTORY_INPUT
- 7 **OPM.opsp_Profile_To_Group_Account_Staging** - CREATE CBS MAINTENANCE FROM OPM_PROFILE_TO_ACCOUNT into CBS.STAGING_GROUP_ACCOUNT_INPUT
- 8 **OPM.opsp_Profile_To_Group_Account_History_Staging** - CREATE CBS MAINTENANCE FROM OPM_PROFILE_TO_ACCOUNT into CBS.STAGING_GROUP_ACCOUNT_HISTORY_INPUT
- 9 **OPM.opsp_Affiliate_To_Exception_Price_Staging_Input** - CREATE CBS MAINTENANCE FROM OPM.AFFCOPY table into CBS.STAGING_EXCEPTION_PRICE_INPUT

CBS Maintenance Execution

Upon successful completion of OPMMP_Populate_Staging, below CBS maintenance will execute in CBS server. The below .exe programs will process each staging input from OPM and post to CBS. Each maintenance creates reports of accepted and rejected reports. The reports can be found in the Reports sub-folder.

- 1 **CBSMP_Profile_Maintenance** - this program will post the OPM staging data from CBS.STAGING_PROFILE_INPUT to CBS.Profile table and creates maintenance report - Profile_Maintenance_ccyymmdd_hhmmss.pdf
- 2 **CBSMP_Deposit_Account_Maintenance** - this program will post the OPM staging data from CBS.STAGING_DEPOSIT_ACCOUNT_INPUT to CBS.Deposit_Account table and creates maintenance report - Deposit_Account_Maintenance_ccyymmdd_hhmmss.pdf
- 3 **CBSMP_Deposit_Account_History_Maintenance** - this program will post the OPM staging data from CBS.STAGING_DEPOSIT_ACCOUNT_HISTORY_INPUT to CBS.Deposit_Account_History table and creates maintenance report - Deposit_Account_History_Maintenance_ccyymmdd_hhmmss.pdf
- 4 **CBSMP_Exception_Price_Maintenance** - this program will post the OPM staging exception price and affiliate from CBS.STAGING_EXCEPTION_PRICE_INPUT to CBS.Exception_Price table and creates maintenance report Exception_Price_Maintenance_ccyymmdd_hhmmss.pdf
- 5 **CBSMP_Standard_Price_Maintenance** - this program will post the OPM staging data from CBS.STAGING_STANDARD_PRICE_INPUT to CBS.Standard_Price table and creates maintenance report - Standard_Price_Maintenance_ccyymmdd_hhmmss.pdf
- 6 **CBSMP_Group_Account_Maintenance** - this program will post the OPM staging data from CBS.STAGING_GROUP_ACCOUNT_INPUT to CBS.Group_Account table and creates maintenance report - Exception_Price_Maintenance_ccyymmdd_hhmmss.pdf
- 7 **CBSMP_Group_Account_History_Maintenance** - this program will post the OPM staging data from CBS.STAGING_GROUP_ACCOUNT_HISTORY_INPUT to CBS.Group_Account_History table and creates maintenance report - Group_Account_History_Maintenance_ccyymmdd_hhmmss.pdf

OPMMP_WorkflowRpt_LFP_Update

Upon successful completion of CBS Maintenance programs, OPMMP_WorkflowRpt_LFP_Update will execute. OPMMP_WorkflowRpt_LFP_Update is a C# program that performs the below steps. This program will run in the CBS server, and reports are located in the Reports sub-folder.

- 1 Generates below workflow reports via SQL Server stored procedures report extract and devExpress.
 - a **OPM.opsp_Affiliate_Workflow** - report is AffilateWorkflow_ccyymmdd_hhmmss.pdf
 - b **OPM.opsp_Exception_Price_Workflow** - report is ExceptionPrice_ccyymmdd_hhmmss.pdf

- c **OPM.opsp_Standard_Price_Workflow** - report is StandardPriceWorkflow_ccyymmdd_hhmmss.pdf
 - d **OPM.opsp_Profile_Workflow** - report is ProfileWorkflow_ccyymmdd_hhmmss.pdf
 - e **OPM.opsp_Profile_To_Account_Workflow** - ProfileToAccountWorkflow_ccyymmdd_hhmmss.pdf
- 2 Updates Last_File_Processed with most recent File_id from Last_File_Sent.
 - 3 Purge records > 30 days from all OPM staging tables.

OPMMP_CBS_Export_LastFileProcessed.exe and OPMMP_OPM_Import_LastFileProcessed.exe

OPMMP_CBS_Export_LastFileProcessed.exe will run after successful completion of OPMMP_WorkflowRpt_LFP_Update to send updated records to OPM. This process will execute from the CBS Server.

OPMMP_OPM_Import_LastFileProcessed.exe will run after successful completion of OPMMP_CBS_Export_LastFileProcessed.exe to receive updated records into OPM. This process will execute from OPM Server.

OPM Purge Programs

The following purge programs are scheduled based on client-specific requirements.

OPMMP_Purge

OPMMP_Purge is a C# program that deletes records from the following tables in the OPM database that are greater than 30 days. This program runs in OPM server.

- 1 ST.EXCEPTION_PRICE
- 2 ST.STANDARD_PRICE
- 3 ST.PROFILE
- 4 ST.PROFILE_TO_ACCOUNT
- 5 ST.AFFCOPY

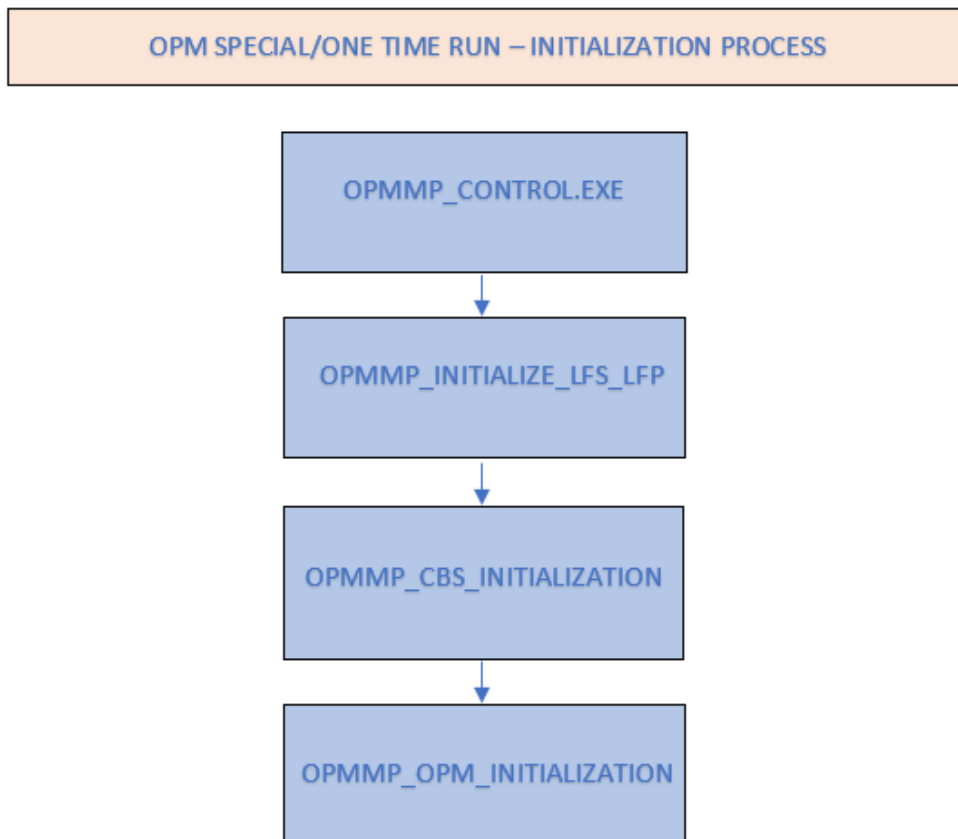
OPMMP_Workflow_Data_Archive

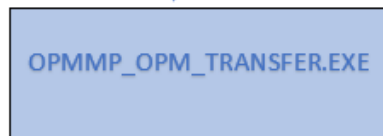
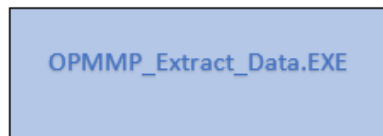
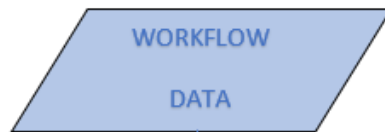
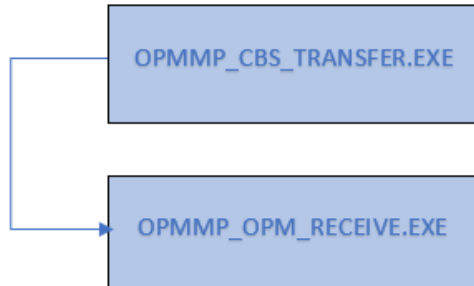
OPMMP_Workflow_Data_Archive is a C# program that archives and deletes records from OPM.OPT_x to OPM.Archive.x tables based on the OPM.Opt_Config settings. It executes stored procedure OPM.opsp_Data_Archive and runs in the OPM server.

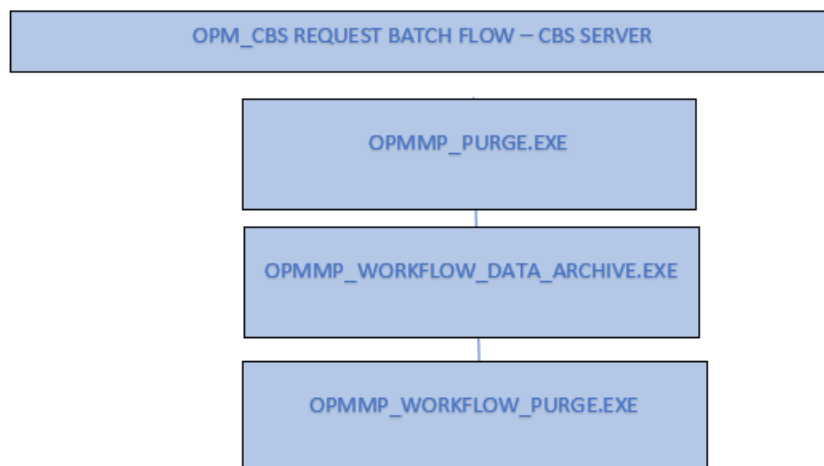
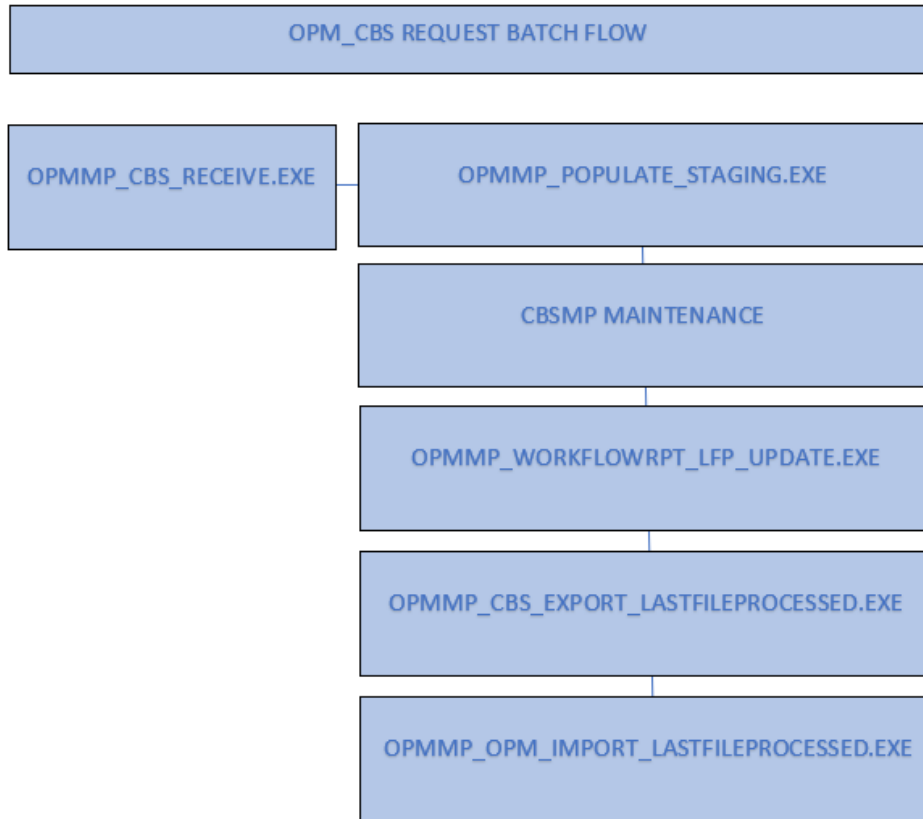
OPMMP_Workflow_Purge

OPMMP_Workflow_Purge is a C# program that deletes records from OPM.Archive.x tables based on the OPM.Opt_Config settings. It executes the stored procedure OPM.opsp_Archive_Purge and runs in the OPM server.

Scheduling Examples







Toggle OPM_CONTROL

It is possible to temporarily disable the execution of the Extract Process. To do this, run OPMMP_OPM_CONTROL with an OFF parameter, (i.e. OPMMP_OPM_CONTROL OFF). When no parameter is passed, it is defaulted to ON. This writes a record to the OPM_CONTROL table indicating the process is off. When the Extract Process starts, it checks the OPM_CONTROL table. If the most recent OPM_CONTROL record is OFF, the Extract Process stops.

Each time OPM_Control is toggled, execute the following C# programs to sync the OPM database:

- OPMMP_CBS_Initialization.exe
- OPMMP_OPM_Initialization.exe

LAST_FILE_SENT and LAST_FILE_PROCESSED INITIALIZATION

OPMMP_INITIALIZE_LFS_LFP sets the LAST_FILE_SENT table with the current timestamp and sets all table counts to zero. The LAST_FILE_PROCESSED table is synced with the same timestamp as the LAST_FILE_SENT table. This job must run only after OPMMP_OPM_CONTROL runs.

OPM Threshold and Threshold Control

Thresholds are used to provide warnings when a proposed exception price exceeds the maximum existing standard price charge defined for a service code which is a number service.

The OPM_Receive process will automatically create/update the threshold as part of refreshing the CBS data stored in OPM.

Automated Service Threshold Build

opsp_Threshold_Automated_Build

This stored procedure creates the thresholds for service codes that are defined as number services on the service code definition table.

Enterprise Currency Code is defined on the OPT_CONFIG table via the admin UI. This field is used to express the charges in a common currency to enable valid threshold comparison for multi-currency clients. Charges from standard price records whose currency code is not equal to the Enterprise Currency Code will be converted to Enterprise Currency Code.

The steps involved are as follows:

- 1 Populate OPT_SERVICE_AMOUNTS_TEMP table with the service code, activity charge, and range charge values where the standard_price.currency_code is not equal to the Enterprise Currency Code. Convert charges to the enterprise currency code.
- 2 Populate OPT_SERVICE_AMOUNTS_TEMP table with the service code, activity charge, and range charge values where the standard_price.currency_code is equal to the Enterprise Currency Code.
- 3 Select from OPT_SERVICE_AMOUNTS_TEMP and Populate OPT_SERVICE_MAXES_TEMP1 with the service code and max amount for max activity charge, max range 1 charge and so on for all ranges.
- 4 Select the max of the maxes from OPT_SERVICE_MAXES_TEMP1 and populate OPT_SERVICE_MAXES_TEMP2. i.e. we've written the max amounts of each respective field into the table - now we want the overall max for the service - which could be the Activity Charge field itself or any of the ranges.
- 5 Where a threshold control record exists, update the Service Thresholds Table to set the High Threshold by comparing the Max for each service to the Service thresholds control table and correspondingly multiplying it by the percentage amount indicated in that table.
- 6 For Services that are not present in the OPT_Service_Thresholds_Control Table, then set the OPT_Service_Thresholds.High Threshold = Max_Amount from OPT_SERVICE_MAXES_TEMP2.
- 7 For services that are brand new to the Service_Thresholds table - INSERT These records from the MAXES_TEMP2 table but of course - do the percentage logic.
- 8 For services that are brand new to the Service_Thresholds table - and also not present on the Service Thresholds Control. INSERT These records using the Max Amount from the MAXES_TEMP2 table.
- 9 Delete records from service Threshold that do not exist in standard pricing.
- 10 Delete records from service Threshold control that do not exist in service threshold.

Threshold control

This table allows the configuration of tolerances to the threshold calculated. The control record contains up to 10 ranges where a different variance percentage can be defined. If the desire is to not require a manager override of a threshold unless the price is greater than n percent variance from the max charge, then establish a threshold control record. By using the control ranges, a different variance percentage can be defined.

Example: Assume service code 1300 has a max charge of 10.00. Allow 20% variance up 5.00, 15% variance up to 8.00 and so on. The highest range variance defined is used when the max charge exceeds that value. Create threshold control with the following values: Service code - 1300, Range 1 price 5, Range 1 percentage 20, Range 2 price 8, Range 2 percentage 15. The threshold automated build will add 15% to the max charge, setting the threshold to 11.50 before a warning is issued.

The SQL Server Database consists of Tables, Functions, Views and Stored Procedures that support the data storage and functioning of Operational Pricing Management.

All Functions provided within the User Interface, Spreadsheet and Data Transfer program utilize the components of the SQL Server Database.

For details on the content of the SQL Server Database, please refer to the *Operational Pricing Management 1.1.0.2 Reference Guide*.

Chapter 4: Application Studio

4

The User Interface screens of Operational Pricing Management are Application Studio components. Further details are provided in the *Operational Pricing Management 1.1.0.2 Reference Guide*.

Spreadsheet Self-Check

Functionality

The Price Upload spreadsheet has an internally controlled version number. This version number is compared against a Database containing the latest version number when the spreadsheet is accessed. This is to ensure that the spreadsheet being used is the most current version.

If the spreadsheet determines that the version number in the database does not match its version number, then it automatically turns itself off and prevents further access.

Operations Impact

When a new version of the macro-enabled workbook is released, the version table must be updated to reflect that version number. For example, if a new version 2.0 is released, the version table must be updated to reflect version 2.0.

If a local copy of the previous version of the workbook is saved (for example, version 1.0), the self-check causes the spreadsheet to issue an alert and then turns itself off and prevents further access. In this instance, contact your System Administrator to retrieve the current version of the workbook.

Spreadsheet User Entitlement Checks

Functionality

The OPM Pricing Upload spreadsheet automatically checks for the Windows ID of the User in the OPM Entitlement Database. If the User ID is not found, the spreadsheet prevents any further access by the User.

The spreadsheet presents a Forms Menu of Activities based on the role assigned to the user. The roles are:

- Manager
- Reviewer
- Updater
- Inquirer

Spreadsheet Role-Based Menu Options

Role and Function Assignments

Function/Role	Manager	Review	Update	Inquire
New Exception Pricing Upload	X	X	X	
New Standard Pricing Upload	X	X	X	
Retrieve Exception Pricing Workflow for Change	X			
Retrieve Standard Pricing Workflow for Change	X	X		
Retrieve Exception Pricing Workflow for Review	X	X	X	X
Retrieve Standard Pricing Workflow for Review	X	X	X	
Retrieve Exception Pricing Workflow for Override				
Retrieve Exception Pricing Workflow for Inquiry				

Function/Role	Manager	Review	Update	Inquire
Retrieve Standard Pricing Workflow for Inquiry				
Retrieve System Exception Pricing for Change				
Retrieve System Standard Pricing for Change				
Service Controls - Blocked	X			
Service Controls - Threshold	X			
Service Controls - Control %	X			

Technical Aspects

- Uses table OPM.User_Setup.
- Uses stored procedure OPM.opsp_GetUserByWinId to drive the role capabilities.

Individual Worksheet Buttons

This is a table of buttons and the worksheets on which they appear.

Button / Function	New Pricing	System Pricing for Change	Change	Override	Review	Inquiry
MENU - Returns to menu if a maintenance sheet presents a dialog to save work locally	X	X	X	X	X	X
VALIDATE - Executes field default and edit procedures without attempting to commit to server	X	X	X	X	X	

Button / Function	New Pricing	System Pricing for Change	Change	Override	Review	Inquiry
UPLOAD - Executes field default, edit, and commit procedures to upload for processing	X	X	X	X	X	
OVERRIDE ALL - Marks all records in sheet as overridden				X		
REVIEW ALL - Marks all records in sheet as reviewed					X	
SHOW/HIDE TIERS - Shows or hides the tier columns	X	X	X	X	X	X
RETRIEVE - Retrieves existing exception pricing to add to sheet		X				

New Pricing Upload - Exception

Functionality

This option opens a new tab with an empty spreadsheet containing Price Upload Heading fields. A Workflow ID must be entered. The ID is validated to ensure it is a new Price Upload request and not an in-process/other type of request. A new Pricing Workflow can also be created to upload Exception Pricing.

This tab includes all fields in the Exception Pricing Record on the CBS System. See the Exception Price record exhibit.

Data can be manually entered or copied and pasted from another source.

Clicking the **VALIDATE** button checks the content of each row for data type validity, ensures all mandatory fields have been populated, auto-defaults blank optional fields, and edits based on your organization's specific edits as well as CBS edit rules for exception pricing data.

- Null fields are set to defaults as listed in section 3.12.
- Edits to be performed are listed in section 3.13. REJECT errors are issued for Failed Edits, and Warnings are issued for records that fail the Blocked Services and/or Volume Services that fail the Threshold Check.
- All REJECT errors must be corrected before the UPLOAD can be completed.
- Fields on the Price Upload Spreadsheet consist of:
 - Mandatory Fields
 - Fields with Hardcoded Defaults
 - Fields with Standard Pricing Defaults

The **UPLOAD** button executes the same steps as the **VALIDATE** button.

If there are no REJECT errors, the rows are uploaded to the server and they receive a corresponding success message (Warnings for Blocked/Threshold do not prevent the upload). The records are then available for CHANGE, OVERRIDE, or REVIEW as described in those sections. Record statuses are set as follows:

No errors - status is PASSED

At least one BLOCKED Service Code Exception- WARNING-BLOCKED

At least one Service THRESHOLD Exception - WARNING-THRESHOLD

At least one BLOCKED and at least one Service THRESHOLD exception - WARNING-BOTH

New Pricing Upload - Standard

Functionality

This option opens a new tab with an empty spreadsheet containing Price Upload Heading fields. A Workflow ID must be entered. The ID is validated to ensure it is a new Price Upload request and not an in-process/other type of request. A new Pricing Workflow can also be created to upload Exception Pricing.

This tab includes all fields in the Exception Pricing Record on the CBS System. See the Exception Price record exhibit.

Data can be manually entered or copied and pasted from another source.

Clicking the **VALIDATE** button checks the content of each row for data type validity, ensures all mandatory fields have been populated, auto-defaults blank optional fields, and edits based on your organization's specific edits as well as CBS edit rules for exception pricing data.

- Null fields are set to defaults as listed in section 3.12.
- Edits to be performed are listed in section 3.13. REJECT errors are issued for Failed Edits.
- All REJECT errors must be corrected before the UPLOAD can be completed.
- Fields on the Price Upload Spreadsheet consist of:
 - Mandatory Fields
 - Fields with Hardcoded Defaults
 - Fields with Standard Pricing Defaults from Inst 0, Region 0, Price List 1 (applicable only if record being uploaded is not for Inst 0, Region 0, Price List 1)

The **UPLOAD** button executes the same steps as the **VALIDATE** button.

If there are no REJECT errors, the rows are uploaded to the server and they receive a corresponding success message. The records are then available for CHANGE or REVIEW as described in those sections. Record statuses are set as follows:

No errors - status is PASSED

Retrieve Exception Workflow Pricing for Change

Functionality

This option allows previously uploaded pricing to be retrieved from a Workflow request in order to make changes to it.

Only records for this Workflow Request that have a PASSED or WARNING status are retrieved. Statuses of OVERRIDDEN, REVIEWED, and EXTRACTED are not eligible for change.

If the User executing the function is not the same user that initially uploaded the workflow, the Requester is updated to the current User's ID.

Data can be manually entered or copied and pasted from another source.

Clicking the **VALIDATE** button checks the content of each row for data type validity, ensures all mandatory fields have been populated, auto-defaults blank optional fields, and edits based on your organization's specific edits as well as CBS Edit rules for exception pricing data.

- Null fields are set to defaults as listed in section 3.12.
- Edits to be performed are listed in section 3.13. REJECT Errors are issued for Failed Edits and Warnings are issued for Blocked Services and/or Volume Services that fail the Threshold Check.
- All REJECT errors must be corrected before the UPLOAD can be completed.
- Fields on the Price Upload Spreadsheet consist of:
 - Mandatory Fields
 - Fields with Hardcoded Defaults
 - Fields with Standard Pricing Defaults

The **UPDATE** button executes the same steps as the **VALIDATE** button.

If there are no REJECT errors, the rows are uploaded to the server and they receive a corresponding success message. Warnings for Blocked/Threshold errors will not prevent the upload. The records are then available for CHANGE, OVERRIDE, or REVIEW as described in those sections. Record statuses are set as follows:

No errors - status is PASSED

At least one BLOCKED Service Code Exception - WARNING BLOCKED

At least one Service THRESHOLD Exception - WARNING THRESHOLD

At least one BLOCKED and at least one Service THRESHOLD exception - WARNING BOTH

Updating data retrieved for Change causes all previously loaded data that has not been reviewed, extracted, or overridden for this Workflow Request to be deleted and replaced by what is being loaded.

Retrieve Standard Workflow Pricing for Change

Functionality

This option allows previously uploaded pricing to be retrieved from a Workflow request in order to make changes to it.

Only records for this Workflow Request that have a PASSED or WARNING status are retrieved. Statuses of REVIEWED and EXTRACTED are not eligible for change.

If the User executing the function is not the same user that initially uploaded the workflow, the Requester is updated to the current User's ID.

Data can be manually entered or copied and pasted from another source.

Clicking the **VALIDATE** button checks the content of each row for data type validity, ensures all mandatory fields have been populated, auto-defaults blank optional fields, and edits based on your organization's specific edits as well as CBS Edit rules for exception pricing data.

- Null fields are set to defaults as listed in section 3.12.
- Edits to be performed are listed in section 3.13. REJECT Errors are issued for Failed Edits.
- All REJECT errors must be corrected before the UPLOAD can be completed.
- Fields on the Price Upload Spreadsheet consist of:
 - Mandatory Fields
 - Fields with Hardcoded Defaults
 - Fields with Standard Pricing Defaults from Inst 0, Region 0, Price List 1 (applicable only if record being uploaded is not for Inst 0, Region 0, Price List 1)

The **UPDATE** button executes the same steps as the **VALIDATE** button.

If there are no REJECT errors, the rows are uploaded to the server and receive a corresponding success message. The records are then available for CHANGE or REVIEW as described in those sections. Record statuses are set as follows:

No errors - status is PASSED

Updating data retrieved for Change causes all previously loaded data that has not been reviewed or extracted for this Workflow Request to be deleted and replaced by what is being loaded.

Retrieve Workflow Errors for Override - Exception

Functionality

This option is only available to Users with the Manager role. It is used to retrieve all records from a Workflow request that have been marked as WARN due to a Threshold or Blocked Service error.

Users then have the option to override each record individually or override all records in the sheet.

Users cannot override a record if they are the Requester. For example, if manager Jill is the Requester, then Jill cannot override her own records. A different user with the role of manager must provide the override.

Changing a record's status to **overridden** is the only maintenance allowed on the sheet. No other changes can be made.

After marking the desired records as **overridden** (not all records need to be marked), Users can apply the update back to the tool using the **UPDATE** button. All overridden records are then eligible for extract.

Retrieve Exception Workflow Pricing for Review

Functionality

This option allows Users to retrieve pricing from a previously uploaded Workflow request for review. This option extracts only those records that are not in a status of PASSED.

Users then have the option to review each detail record one at a time or review all records in the request.

Users cannot review a record if they are the Requester. For example, if reviewer John is the Requester, then John cannot review his own records. A different user with the role of REVIEWER or MANAGER must perform the review.

Changing a record's status to **reviewed** is the only maintenance allowed on the sheet. No other changes can be made.

After marking the desired records as **reviewed** (not all records need to be marked), Users can apply the update back to the tool using the **UPDATE** button. All reviewed records are then eligible for extract.

Retrieve Standard Workflow Pricing for Review

Functionality

This option allows Users to retrieve pricing from a previously uploaded Workflow request for review. Only records that are not in a status of PASSED are extracted.

Users have the option to review each detail record one at a time or review all records in the request.

Users cannot review a record if they are the Requester. For example, if reviewer John is the Requester, then John cannot review his own records. A different user with the role of REVIEWER or MANAGER must perform the review.

Changing a record's status to **reviewed** is the only maintenance allowed on the sheet. No other changes can be made.

After marking the desired records as **reviewed** (not all records need to be marked), Users can apply the update back to the tool using the **UPDATE** button. All reviewed records are then eligible for extract.

Retrieve Exception Workflow Pricing for Inquiry

Functionality

This option allows Users to retrieve pricing from a previously uploaded Workflow request in order to view its contents. All records in the Workflow request are retrieved regardless of the record status.

Users are not allowed to perform any action on the data after the pricing is retrieved.

The inquiry cannot be saved as a local file. This prevents the user from saving an old workflow and using it for a new workflow. This is necessary because the data may have changed during the interim. System pricing should be retrieved when beginning work for a repeat effort.

Retrieve Standard Workflow Pricing for Inquiry

Functionality

This option allows Users to retrieve pricing from a previously uploaded Workflow request in order to view its contents. All records in the Workflow request are retrieved regardless of the record status.

Users are not allowed to perform any action on the data after the pricing is retrieved.

The inquiry cannot be saved as a local file. This prevents the user from saving an old workflow and using it for a new workflow. This is necessary because the data may have changed during the interim. System pricing should be retrieved when beginning work for a repeat effort.

Retrieve System Pricing for Change - Exception

Functionality

This option retrieves data only from the imported exception pricing table (no workflow ID attached).

This option allows Users to set filters to retrieve system exception pricing records. Mandatory filters are: Institution, Appl Code, Account Number, and Service Code. Optional filters are: Origin, Effective Date, and Expiration Date

Users are able to apply multiple sets of filters to retrieve data.

Users can manually enter data or copy and paste data from another source.

The **VALIDATE** button checks the content of each row for data type validity, ensures all mandatory fields have been populated, auto-defaults blank optional fields, and edits based on your organization's specific edits as well as CBS Edit rules for exception pricing data.

- Null fields are populated as listed in section 3.12.
- Edits to be performed are listed in section 3.13. REJECT errors are issued for Failed Edits and Warnings are issued for records that fail the Blocked Service and/or Volume Services that fail the Threshold Check.

- All REJECT errors must be corrected before the UPLOAD can be completed.
- Fields on the Price Upload Spreadsheet consist of:
 - Mandatory Fields
 - Fields with Hardcoded Defaults
 - Fields with Standard Pricing Defaults

The **UPLOAD** button executes the same steps as the **VALIDATE** button.

If there are no REJECT errors, the rows are uploaded to the server and receive a corresponding success message (Warnings for Blocked/Threshold errors do not prevent the upload). The records are then available for CHANGE, OVERRIDE, or REVIEW as described in those sections. Record statuses are set as follows:

No errors - status is PASSED

At least one BLOCKED Service Code Exception- FAILED BLOCKED

At least one Service THRESHOLD Exception - FAILED THRESHOLD

At least one BLOCKED and at least one Service THRESHOLD exception - FAILED BOTH

Once the upload is successful, the sheet is protected and the **UPLOAD** button is disabled. The session must be closed and reopened before retrieving the workflow to add more records or make additional changes.

Retrieve System Pricing for Change - Standard

Functionality

This option retrieves data only from the imported exception pricing table (no workflow ID attached).

This option allows Users to set filters to retrieve system exception pricing records. Mandatory filters are: Institution, Appl Code, Account Number, and Service Code. Optional filters are: Origin, Effective Date, and Expiration Date

Users are able to apply multiple sets of filters to retrieve data.

Users can manually enter data or copy and paste data from another source.

The **VALIDATE** button checks the content of each row for data type validity, ensures all mandatory fields have been populated, auto-defaults blank optional fields, and edits based on your organization's specific edits as well as CBS Edit rules for exception pricing data.

- Null fields are populated as listed in section 3.12.
- Edits to be performed are listed in section 3.13. REJECT errors are issued for Failed Edits.
- All REJECT errors must be corrected before the UPLOAD can be completed.

- Fields on the Price Upload Spreadsheet consist of:
 - Mandatory Fields
 - Fields with Hardcoded Defaults
 - Fields with Standard Pricing Defaults from Inst 0, Region 0, Price List 1 (applicable only if the record being uploaded is not for Inst 0, Region 0, Price List 1)

The **UPLOAD** button executes the same steps as the **VALIDATE** button.

If there are no REJECT errors, the rows are uploaded to the server and receive a corresponding success message. The records are then available for CHANGE or REVIEW as described in those sections. Record statuses are set as follows:

No errors - status is PASSED

Once the upload is successful, the sheet is protected and the **UPLOAD** button is disabled. The session must be closed and reopened before retrieving the workflow to add more records or make additional changes.

Blocked Service Upload Spreadsheet

Functionality

This spreadsheet allows users with a Manager role to upload Blocked Service Code Data to the Pricing Tool.

When the BLOCKED SERVICE spreadsheet is created, it is populated with all the rows found in the Blocked_Services table.

Users can enter a Service Code and a Blocked Reason.

Click the **UPDATE** button to upload all entered data into the Pricing Tool.

- The Blocked_Services table is replaced with the contents of the spreadsheet.

The audit table has one entry, BLOCKED SERVICES MASS UPLOAD, with the user and date time stamp.

Service Threshold Upload Spreadsheet

Functionality

This spreadsheet allows users with a Manager role to upload User Threshold Overrides by Service Code into the Pricing Tool.

The spreadsheet consists of:

- Service Code
- High Threshold Override
 - A user-entered amount. Can be any value. Must be entered in USD.
 - Updating the High Threshold Override sets the Override and Active Flags to **Y**.
- Range Price fields 1 - 10
 - Ranges cannot overlap. For example, if range 1's price is 20.00, then range 2's price must be at least 20.01.
 - Ranges must be entered sequentially, lowest to highest. For example, if a value in range 1 is entered, a value cannot be entered in range 3 until range 2 has a value.
 - Unused ranges should be left blank or set to zero.
- Range Percent fields 1 - 10
 - Range Percent should only be entered if range price is greater than zero.

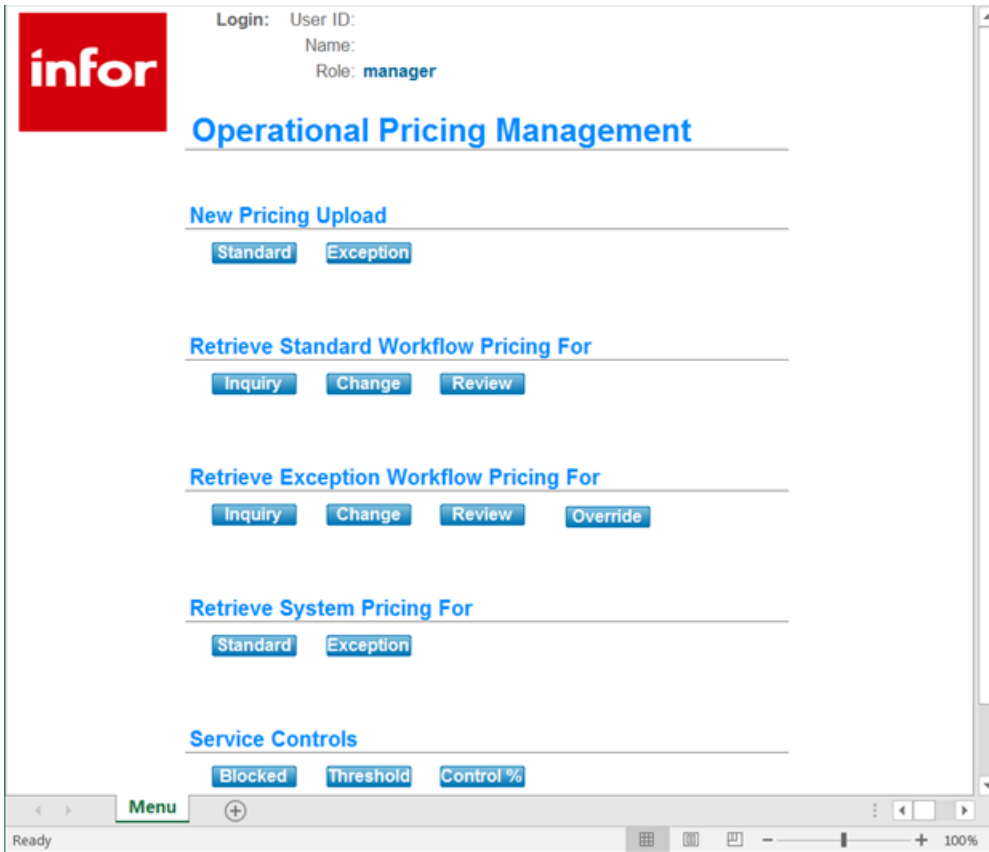
Users can enter data into the spreadsheet.

The **UPDATE** button uploads all data entered into the Pricing Tool.

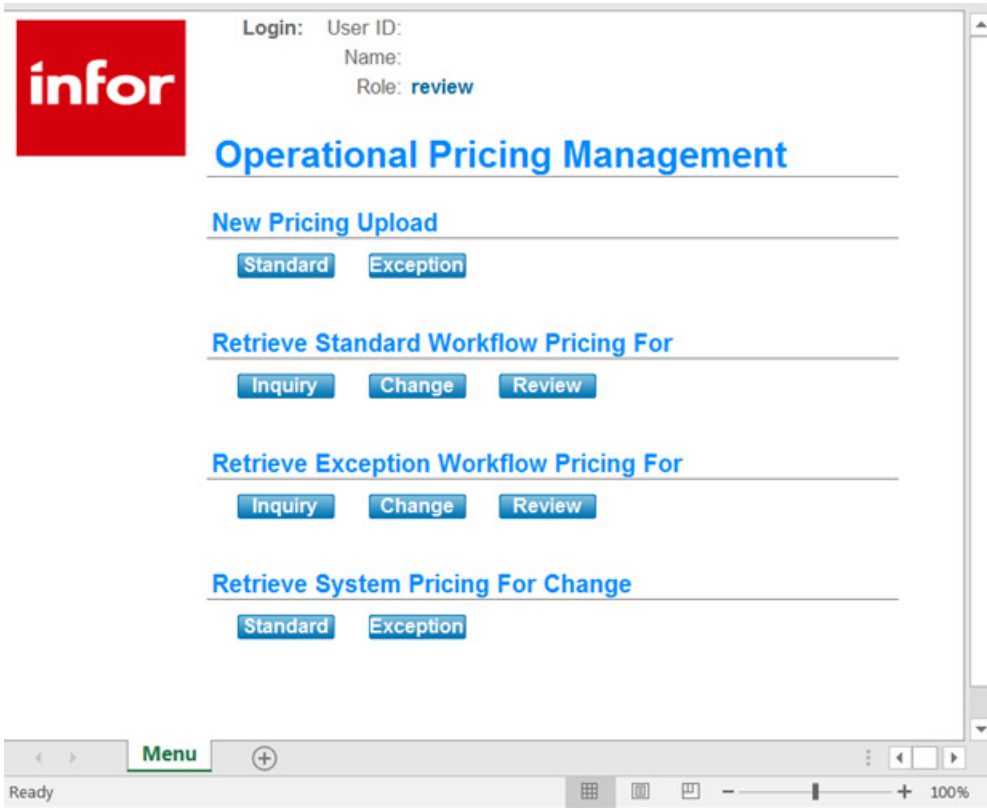
- If a row fails any of the range tests, it is marked as failed and the update is not be completed.
- New records that do not exist in the Service_Thresholds and/or Service_Thresholds_Control tables in the Pricing Tool are automatically added. The High Threshold Override (user value) is set to the value uploaded, the High Threshold (system calculated value) is set to zero, and the Override and Active Flags are set to **Y**, which indicates that a User Override is in effect on the service.
 - If all the range fields are blank or zero, then no Service_Thresholds_Control row is created.
- Records that already exist in the tool for the service code are updated as follows:
 - If the High Threshold Override field is greater than zero, the fields are updated with the new Threshold Override Amount. Override and Active Flags are set to **Y**, which indicates that a User Override is in effect on the service and the service is active.
 - If Range1-Price is greater than zero, then the Service_Thresholds_Control record is updated with the contents of the Rangex-Price and Rangex-Percent fields from the spreadsheet.
- The Threshold Upload Spreadsheet does not allow users to set the Active Flag to **deactivated** or delete records from the Service_Thresholds table. This must be done through the Online Threshold Management Panel in the Pricing Tool.

User Entitlement Menu Samples

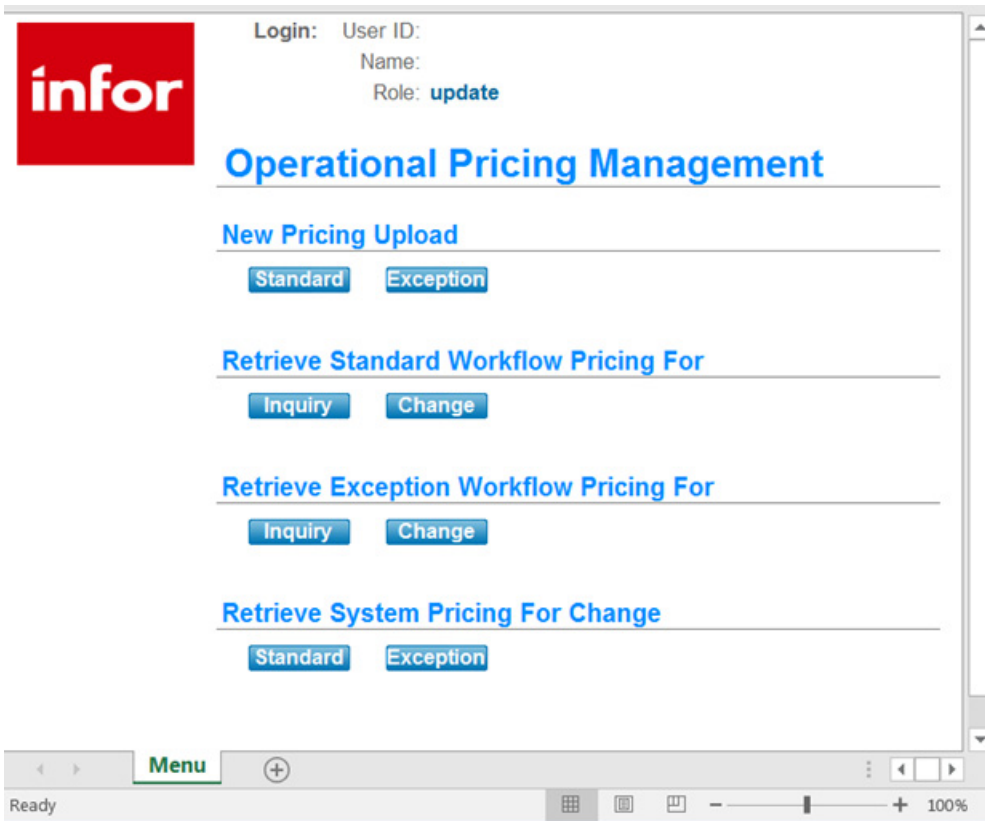
Manager Role



Reviewer



Updater



Inquirer

