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# Financial Data Collection Tool User's Guide

**2015 Data Educational Program**

**January 27–30, 2015**

Palm Beach County Convention Center  
West Palm Beach, FL

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## Financial Data Collection Main Page

The **Financial Data Collection** main page provides the following:

- ❑ **About Financial Data Collection** section (1)—An overview of the product
- ❑ **Latest Enhancements** (2)—Click the link for additional information
- ❑ **System Alerts and Information** (3)—A listing of timely information regarding submitting data and current processing times for validation and submission
- ❑ **Quick Links** (4)—Click one of the Quick Links to quickly access the information you desire

The screenshot shows the main page of the Financial Data Collection tool. At the top, there is a blue header with the NCCI logo and the text "Financial Data Collection". Below the header is a navigation bar with links for "Deviations", "Call Data", "Edits", "Notifications", and "Tools". The main content area is divided into several sections:

- 1. About Financial Data Collection:** A section with a blue background and white text. A red arrow labeled "1" points to this section.
- 2. Latest Enhancements:** A section with a yellow background and black text. A red arrow labeled "2" points to this section.
- 3. System Alerts and Information:** A section with a yellow background and black text. A red arrow labeled "3" points to this section.
- 4. Quick Links:** A section with a blue background and white text. A red arrow labeled "4" points to this section.

At the bottom of the page, there is a footer with the text "(c) Copyright 2010 - 2014 National Council on Compensation Insurance, Inc. All Rights Reserved."

## Financial Data Collection Workflow

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**Financial Data Collection** allows you to perform several functions. The order in which you should perform such functions is as follows:

1. Access Financial Data-Related Resources via Tools Component
2. Review Deviation Information (update if necessary)
  - a. View DSR Premium Report (as needed)
  - b. View NAIC Premium Report (as needed)
3. Load Financial Data into **Financial Data Collection**
  - a. Import Call Data (if method of choice)
  - b. Copy Call Data (if method of choice)
  - c. Create Call Data (if method of choice)
4. Create Self-Audit Form
5. Search Call Data (as needed)
6. View All Calls (as needed)
  - a. View Calls Submitted to NCCI (as needed)
  - b. View Calls in Created, Updated, Validated, or Rejected Status (as needed)
  - c. View Call History (as needed)
7. Update Call Data via Edit Mode (ongoing as necessary)
8. Validate Call Data via Call Data Main or Edit Mode (ongoing as necessary)
9. View Call Data Edits (ongoing as necessary)
  - a. Add Explanations as needed
10. Delete Call Data for Presubmitted Calls (as needed; can only be completed before submitting a Financial Call)
11. Submit Call Data via Call Data Main or Edit Mode
  - a. Submit Self-Audit Form
12. View and Respond to Notifications (as needed)
13. Create a Correction (as needed)
14. Print Financial Calls (as needed)
  - a. View Print Request Queue (as needed)
15. Access and Print the Acknowledgment Contact Form to Submit to NCCI

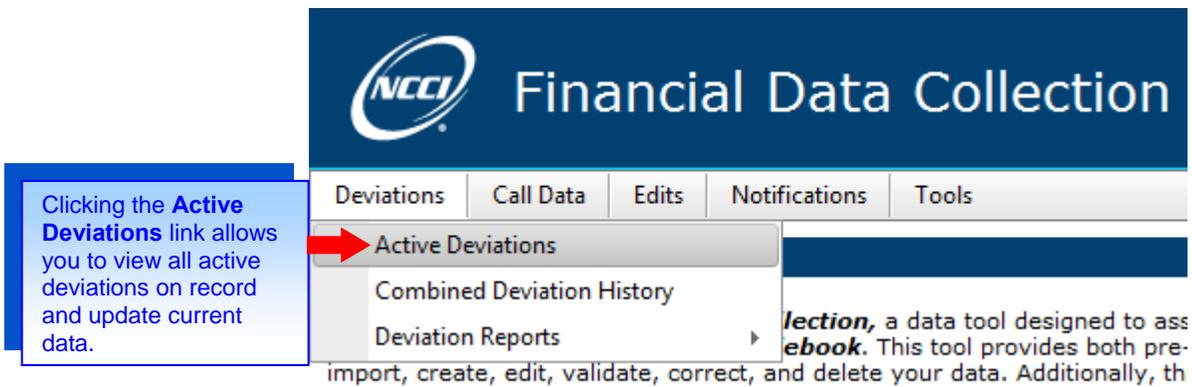
## Deviations

### View an Active Deviation

The **Deviations** component allows you to view, add, or change active deviation information. In addition, you can view active deviations for all states. The Active Deviation report displays active deviations, which indicate that the carrier filed a deviation after an NCCI loss cost or rate effective date.

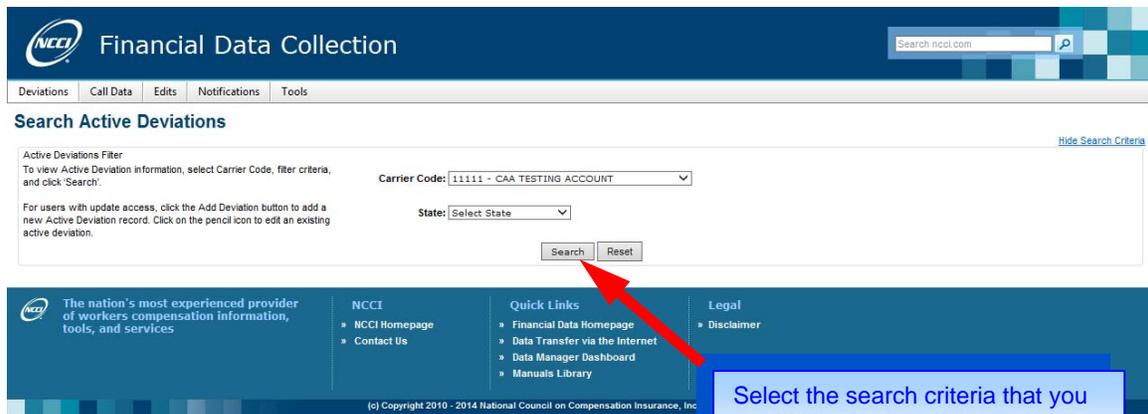
Follow the steps below to view/update your active deviation.

1. Hover over the **Deviations** tab and click **Active Deviations**.



2. Select the following search criteria:

- Carrier
- State



3. Click the **Search** button.

**Note:** If the search criteria you selected have no active deviations, a prompt will appear stating “No records returned—please search again.” However, at this time, you will be able to add a new record for the selected criteria.

4. Based on the search criteria you entered, an Active Deviation Results table displays with the following information:

**Associated Information:**

- State
- Active Flag
- Carrier Code
- Effective Date of Deviation
- NCCI DSR Level Effective Date
- Deviation Amount
- Comments
- Rolling Multiplier
- Filed or Calculated
- Basis of Rates (only displays when the state selected is Texas)

**Search Active Deviation Results**

										<input type="button" value="Add Deviation"/>	<input type="button" value="Report Request"/>
Edit	State	Active Flag	Carrier Code	Effective Date of Deviation	NCCI DSR Level Effective Date	Deviation Amount	Comments	Rolling Multiplier	Filed or Calculated		
	ILLINOIS	<input checked="" type="checkbox"/>	11111	10/06/2008	01/01/2008	0.283	test	N	C		
	ILLINOIS	<input type="checkbox"/>	11111	11/30/2009	04/01/2009	0.190	test	N	C		

**Note:** The results displayed will disappear if either criteria selection is changed. If you make a change, click the **Search** button again to generate results.

5. You now have the following options:
- Add information that is missing on the Active Deviation Results table
  - Change information for deviations within the current valuation year or subsequent years
  - Generate a report of the results that will be sent to your **DTV** mailbox
  - Switch to a different carrier and/or state to view different deviation information
6. When you are finished using the window, you have the following options:
- Click **Financial Data Collection** at the top of the window to return to the application main page
  - Hover over another tab at the top of the window to access another component

## Add/Update an Active Deviation

The **Deviations** component allows you to add or change active deviation information for all states. The Active Deviation report allows you to add new deviation records or update records for the current valuation year and subsequent.

Follow the steps below to **Add** an active deviation.

1. From the results screen of a search for active deviations, click the **Add Deviation** button.
2. Make selections or entries into all fields.

### Notes:

- The Deviation Effective Date must be greater than or equal to the selected NCCI DSR Level Effective Date.
- The Deviation Amount value in the "Add Active Deviation" area on the left is calculated from the values entered in the "Add Weighted Deviation" area on the right.
- Comments are optional.

3. Click the **Save** button.

The screenshot shows a software interface with two main panels: "Add Active Deviation" on the left and "Add Weighted Deviation" on the right. The "Add Active Deviation" panel contains several input fields: "State" (dropdown menu set to "Illinois"), "Active Flag" (dropdown menu set to "Yes"), "Carrier Code" (dropdown menu set to "11111 - CAA TESTING ACCOUNT"), "Deviation Effective Date" (text input field), "NCCI DSR Level Effective Date" (dropdown menu set to "01/01/2013"), "Rolling Multiplier" (dropdown menu set to "No"), "Filed/Calculated" (dropdown menu set to "Calculated"), "Deviation Amount" (text input field), and "Comments" (text area). The "Add Weighted Deviation" panel contains a text box with instructions: "Active Deviation Calculation screen provides the capability of entering more than one Deviation for a given State and Carrier. In addition, the ability for entering the corresponding percentage of Business Written for each Deviation is provided. Add rows for additional entries as needed. The weighted average of the Deviations will be calculated when complete." Below this is a table with two columns: "Deviation Amount" and "% of Business Written". The first row has input fields containing "0.000" and "0". Below the table is a "Total:" label followed by input fields for a sum and a percentage. An "Add Row" button is located to the right of the table. At the bottom of the interface, there are "Save" and "Cancel" buttons. A red arrow points to the "Save" button.

4. You now have the following options:
  - Add information that is missing on the Active Deviation Results table
  - Change information for deviations within the current valuation year or subsequent years
  - Generate a report of the results that will be sent to your **DTVI** mailbox
  - Switch to a different carrier and/or state to view different deviation information
  
5. When you are finished using the window, you have the following options:
  - Click **Financial Data Collection** at the top of the window to return to the application main page
  - Hover over another tab at the top of the window to access another component

Follow the steps below to **Update** an active deviation.

1. From the results screen of a search for active deviations, click the  icon by the record you want to update.

**Note:** You can only update records within the current valuation year or subsequent years.

2. Make any changes to the available fields.

**Note:** Comments are still optional.

3. Click the **Save** button.

4. You now have the following options:
  - Add information that is missing on the Active Deviation Results table
  - Change information for deviations within the current valuation year or subsequent years
  - Generate a report of the results that will be sent to your **DTVI** mailbox
  - Switch to a different carrier and/or state to view different deviation information

5. When you are finished using the window, you have the following options:
  - Click **Financial Data Collection** at the top of the window to return to the application main page
  - Hover over another tab at the top of the window to access another component

**Note:** For details on how to import active deviations, see the Import a Financial Call section that follows in this user's guide.

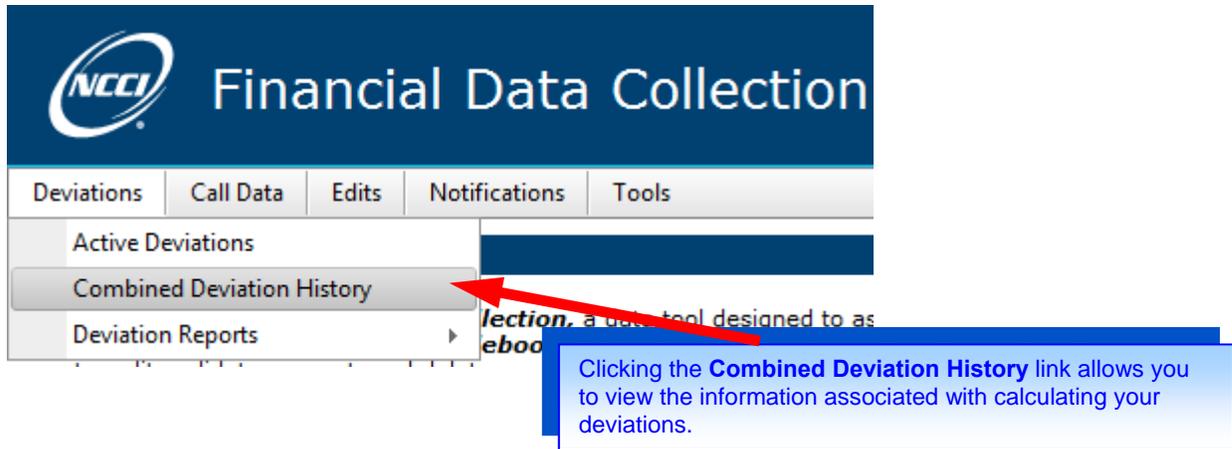
## View Combined Deviation History

The **Deviations** component allows you to view your company's Combined Deviation History. The Combined Deviation History shows a company's active deviation history and NCCI DSR Level changes affecting a given state. The screen displays the most current 10 years of information or the total number of years applicable to your company's reporting history, but not to exceed the most current 10 years.

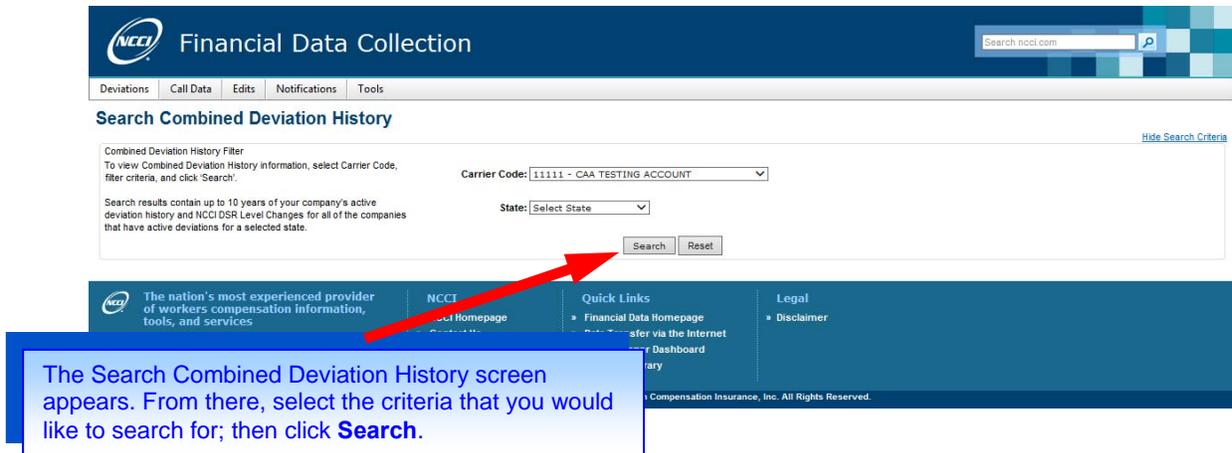
The Combined Deviation History displays all of a carrier's companies that have active deviations for a selected state. This information will assist carriers in identifying the elements that affect the calculations of the DSR premium for a given policy year.

Follow the steps below to view a combined deviation history.

1. Hover over the **Deviations** tab and click **Combined Deviation History**.



2. Select the following search criteria:
  - Carrier
  - State
3. Click the **Search** button.



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4. Based on the search criteria you entered, your company's Combined Deviation History for the state selected displays with the following information:
- Type of Filing
  - Carrier Code
  - Carrier Deviation Effective Date
  - NCCI DSR Level Effective Date
  - Carrier Deviation
  - Rolling Multiplier
  - NCCI Filing Change

The screenshot shows the 'Financial Data Collection' application interface. At the top, there is a navigation bar with tabs for 'Deviations', 'Call Data', 'Edits', 'Notifications', and 'Tools'. Below this is a search bar with the text 'Search ncci.com'. The main content area is titled 'Search Combined Deviation History' and includes a 'Hide Search Criteria' link. The search filter section contains a 'Carrier Code' dropdown menu set to '11111 - CAA TESTING ACCOUNT' and a 'State' dropdown menu set to 'All States'. There are 'Search' and 'Reset' buttons. Below the filter section is the 'Combined Deviation History Search Results' section, which includes a 'Report Request' button and a table of results. The table has 8 columns: State, Type Of Filing, Carrier Code, Carrier Deviation Effective Date, NCCI DSR Level Effective Date, Carrier Deviation, Rolling Multiplier, and NCCI Filing Change. The results show 12 rows of data for the state of ALABAMA, with various filing types (Carrier and NCCI) and effective dates from 2004 to 2007.

State	Type Of Filing	Carrier Code	Carrier Deviation Effective Date	NCCI DSR Level Effective Date	Carrier Deviation	Rolling Multiplier	NCCI Filing Change
ALABAMA	Carrier	11111	01/06/2005	03/01/2004	2.750	Y	
ALABAMA	NCCI			03/01/2005			0.993
ALABAMA	Carrier	11111	10/19/2005	03/01/2005	2.690	Y	
ALABAMA	Carrier	11111	02/08/2006	03/01/2005	2.850	N	
ALABAMA	NCCI			03/01/2006			1.050
ALABAMA	Carrier	11111	12/01/2006	03/01/2006	2.750	N	
ALABAMA	Carrier	11111	11/01/2007	03/01/2006	2.200	Y	
ALABAMA	NCCI			03/01/2007			0.945
ALABAMA	Carrier	11111	02/01/2006	03/01/2007	1.100	N	
ALABAMA	Carrier	11111	02/28/2007	03/01/2007	1.100	Y	
ALABAMA	Carrier	11111	03/05/2007	03/01/2007	1.200	Y	

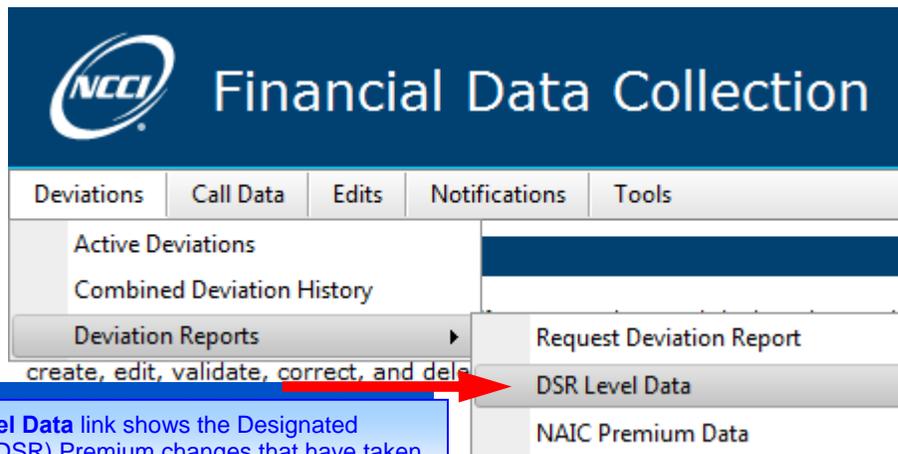
5. You now have the following options:
- Generate a report of the displayed information that will be sent to your **DTV** mailbox
  - Switch to a different carrier and/or state to view a different Combined Deviation History
6. When you are finished using the window, you have the following options:
- Click **Financial Data Collection** at the top of the window to return to the application main page
  - Hover over another tab at the top of the screen to access another component

## View a DSR Level Data Report

The historical NCCI-Designated Statistical Reporting (DSR) Level Data report displays data changes on a per-state basis.

Follow the steps below to view the historical NCCI DSR Level Data report.

1. Hover over the **Deviations** tab, select **Deviation Reports**, then click **DSR Level Data**.



Clicking the **DSR Level Data** link shows the Designated Statistical Reporting (DSR) Premium changes that have taken place for the selected state.

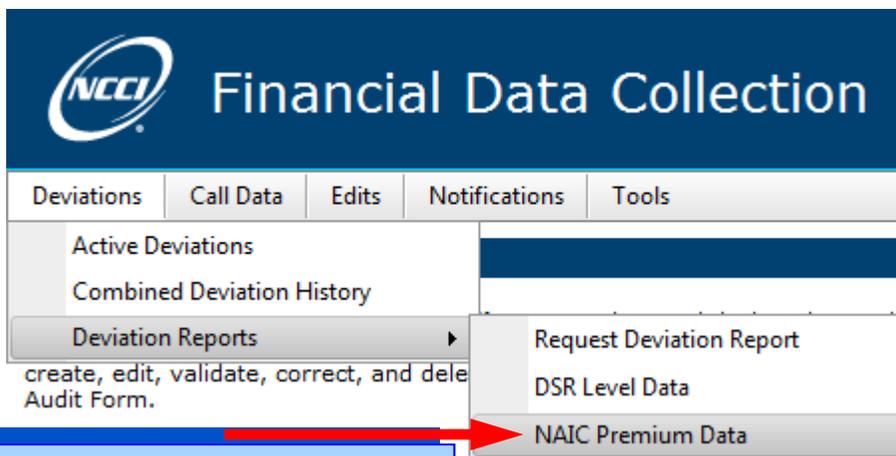
2. Select the state.
3. Click the **Search** button.
4. Based on the search criteria you entered, a chart with DSR Level Data displays with the following information:
  - State
  - NCCI DSR Level Effective Date
  - Use in DSR Calculation
  - DSR Deviation Value
5. You now have the following options:
  - Print the report using your Internet browser's **Print** feature
  - Download a CSV file to your **DTV** mailbox
6. When you are finished using the window, you have the following options:
  - Click **Financial Data Collection** at the top of the window to return to the application main page
  - Hover over another tab at the top of the window to access another component

## View an NAIC Premium Data Report

The National Association of Insurance Commissioners (NAIC) Premium Data report provides calendar year premium for each carrier within your company's reporting group, broken down by state. The premium amounts listed are used to create individual carrier weights used in calculating the expected deviation for that group.

Follow the steps below to view and/or print your NAIC Premium Report.

1. Hover over the **Deviations** tab, select **Deviation Reports**, then click **NAIC Premium Data**.



Clicking the **NAIC Premium Data** link allows you to view NAIC Premium Report information.

2. Select the following search criteria:
  - Carrier
  - Valuation Year
3. Click the **Search** button.
4. Based on the search criteria you entered, an NAIC Premium Report displays with the following information:
  - Carrier Code
  - State
  - Premium Written
5. When you are finished using the window, you have the following options:
  - Click **Financial Data Collection** at the top of the window to return to the application main page
  - Hover over another tab at the top of the window to access another component

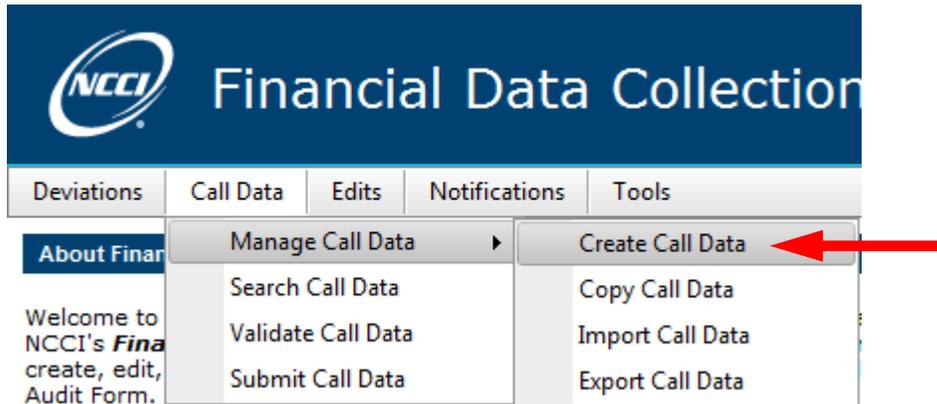
## Load/Validate/Submit Data

### Create a Financial Call

The **Manage Call Data** component allows you to input data on a Financial Call and per-state basis. Create Call Data is the first option to make a Financial Call in **Financial Data Collection**.

Follow the steps below to create a Call.

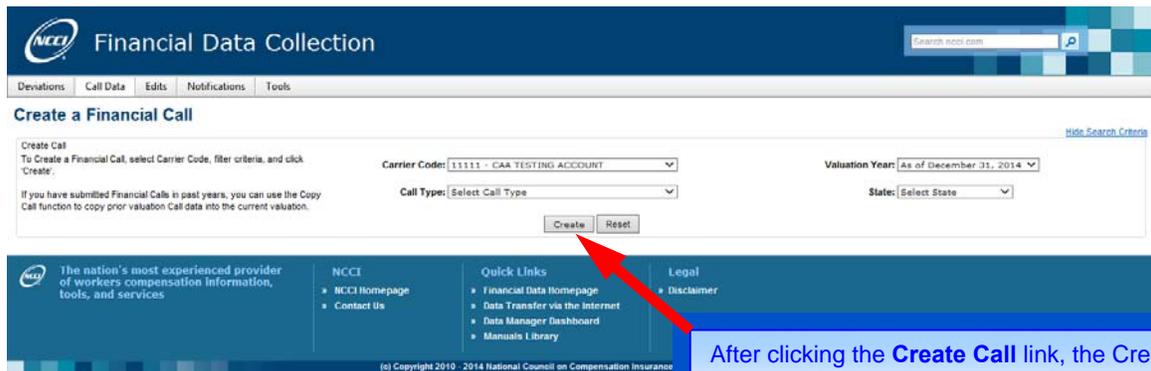
1. Hover over the **Call Data** tab, select **Manage Call Data**, then click **Create Call Data**.



2. Select the following search criteria:

- Carrier
- Call
- State
- Valuation Year

3. Click the **Create** button.

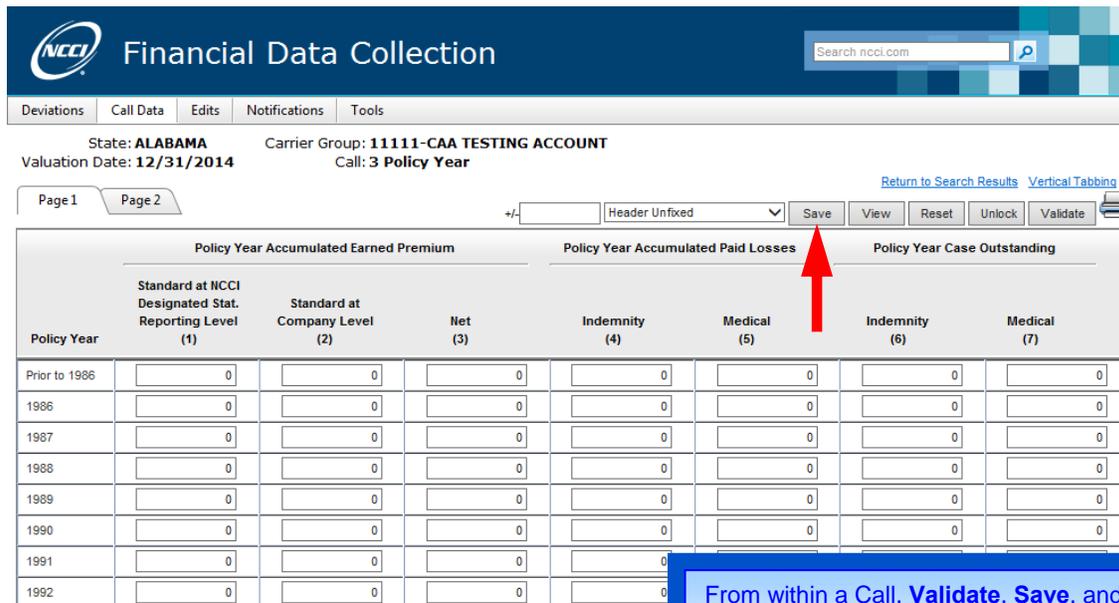


After clicking the **Create Call** link, the Create a Financial Call window appears. Select the criteria that you would like to create and click **Create**.

**Note:** An error message will display if you cannot create the selected Call.

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4. You are automatically taken into the data entry mode for the Call you selected. Here you can enter financial data in the applicable fields and click the **Save** button before moving to the next page within a Call or to another menu option in the tool.



5. You now have the following options:

- ❑ Click the **Save** icon at any time. If you attempt to leave **Page 1** of a multipage Call without clicking the **Save** icon, you will be prompted to confirm that this is what you want to do. If you leave a page without clicking the **Save** icon, your data will not be saved.
- ❑ Click one of the other page tabs at the top of the screen and select another page to add more data (with multipage Calls only).
- ❑ Use the +/- Incremental field to adjust only one data cell by a specific value entered in the field.
- ❑ Click the **Vertical Tabbing** link to switch from tabbing left-to-right to up-and-down. Once pressed, this link will change to **Horizontal Tabbing**, which will allow you to switch back.
- ❑ To freeze the header at the top of the screen while scrolling, use the drop-down that will be defaulted to **Header Unfixed** and select one of the **Header Fixed** options. You will have three options to select how many rows of data are viewable with the fixed header: **Small Grid** (fewest rows), **Medium Grid**, and **Large Grid** (most rows).
- ❑ Click the **Reset** button to revert all data back to the last save. Any changes you may have made subsequent to the last save will be lost.
- ❑ Click the **View** button to exit data entry mode and just view the last saved data.
- ❑ Click the **Print** icon to print the current Financial Call in HTML file format.
- ❑ Click the **Validate** button to validate the Call data that you are working on. Refer to the Validate Call Data via Edit Mode function.
- ❑ Click the **Submit** button to submit the Call data that you are working on. The **Submit** button will only appear on this screen once the Call has been validated. Refer to the Submit Call Data via Edit Mode function.
- ❑ After a Call has been Validated or Submitted, any **Edits** that flag on the Call can be viewed directly within the Call itself while in view mode. If a row has an Edit, an arrow icon will appear to the left. When clicked, a listing of all Edits for that row will appear.

6. When you are finished using the window, you have the following options:
- ❑ Click **Financial Data Collection** at the top of the window to return to the application main page
  - ❑ Hover over another tab at the top of the window to access another component

## Copy a Financial Call

The **Copy Call Data** function allows you to specify a Call type, then copy prior-year data to current-year data for the selected criteria.

**Note:** This function only applies to Calls #3, #3A, #5, #5A, #20, #21, #31, #32A, #32V, and #33.

Follow the steps below to copy the prior year's data into the current year Financial Call.

1. Hover over the **Call Data** tab, select **Manage Call Data**, then click **Copy Call Data**.
2. Select the following search criteria:
  - Carrier
  - Call Type
  - State—More than one state can be selected at the same time. Hold down the **Ctrl** key when clicking on multiple selections.
3. Click the **Copy** button.

Select the criteria that you would like to copy data from and click **Copy**.

4. When the copy function is complete, the Copy Call Data Results screen appears.
5. When you are finished using the window, you have the following options:
  - Work on any of the Calls via **Search Call Data**
  - Click **Financial Data Collection** at the top of the window to return to the application main page
  - Hover over another tab at the top of the window to access another component

## Import a Financial Call

---

The **Import Call Data** component allows you to import current-year data from your system into **Financial Data Collection**. The Import feature also allows you to import prior years' data if needed.

To import a Financial Call data file, you must consider the following:

- ❑ The location of the source data
- ❑ The specifications (layout) of the output file

**Note:** All Calls can only be imported in a **Comma Delimited (CSV)** format.

Once the file has been created, follow the steps below to import it.

1. Hover over the **Call Data** tab, select **Manage Call Data**, then click **Import Call Data**.
2. Use the **Browse** button located next to the File Name field to select a file from your local hard drive from which Call data will be imported—or enter the file name—then click the **Send** button.

### Notes:

- ❑ The file name should not contain spaces or special characters
- ❑ The file name should be in the following format prior to importing:  
**FDC.[description].[call type].csv**

Where [description] is a user-defined description of the file and [call type] is defined as one of the following:

- 100** Call 1—Cal Year for Workers Comp Net Direct Written Premium
- 101** Call 1A—Cal Year for Direct Assign Net Direct Written Premium
- 102** Call 1B—Cal Year Alternate Equivalent Premium
- 103** Call 1C—Cal Year Kansas Municipalities Premium Exclusion
- 104** Call 1D—Cal Year New Mexico Small Policy Exemption
- 003** Call 3—Policy Year Call
- 030** Call 3A—Assigned Risk Policy Year Call
- 005** Call 5—Cal/Accident Year Call
- 050** Call 5A—Assigned Risk Cal/Accident Year Call
- 008** Call 8—Reconciliation Call
- 010** Call 10—Schedule Rating Premium Adjustment
- 110** Call 10T—Texas Policy Year Call for Schedule Rating Modifications
- 011** Call 11—F-Class (not required for valuations 2007 and subsequent)
- 014** Call 14—Calendar Year Expense
- 019** Call 19—Accident Year Countrywide Loss Adjust Expense
- 026** Call 26—N. Carolina Addendum for Calls #3, #5 & #19
- 031** Call 31—Large Loss and Catastrophe Call
- 020** Call 20—Large Deductible Policy Year Call
- 021** Call 21—Large Deductible Cal/Accident Year Call
- 032** Call 32V—Virginia Coal Mine Voluntary Call
- 132** Call 32A—Virginia Coal Mine Assigned Risk Call
- 033** Call 33—Virginia Coal Mine Large Loss and Catastrophe Call
- DEV** Deviation Import Record

**Examples:**

FDC.AlabamaCall3.003.csv  
FDC.99999Call5.005.csv  
FDC.NewHampshireCall8.008.csv

Upon completion of the import, a confirmation message displays: "Upload is successful."

**Note:** This confirmation message does not mean that the data has been loaded into **Financial Data Collection**. This only means that the system has received the file and will process it.

See Part 12 of NCCI's *Financial Call Reporting Guidebook* for detailed information on import files.

See the Supplemental Information section within this user's guide for additional details on emails you may receive after importing a file.

3. When you are finished using the window, you have the following options:
  - View and/or update the data you just imported from **Search Call Data**
  - Click **Financial Data Collection** at the top of the window to return to the application main page
  - Hover over another tab at the top of the window to access another component

## Search Calls

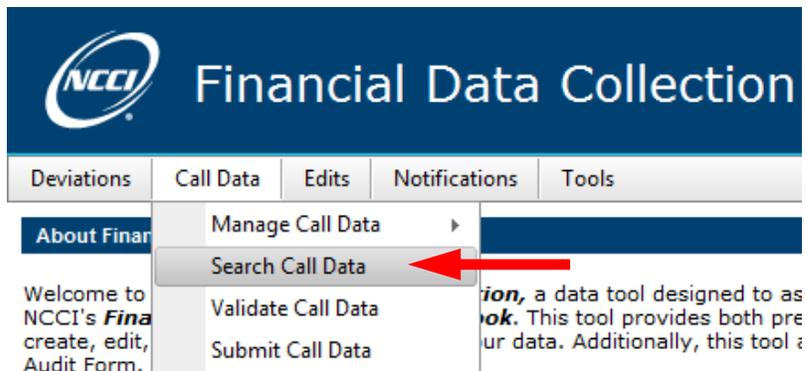
The **Search Call Data** option allows you to view all active data by Call or by state, Calls submitted to NCCI by Call or by state, and historical data by Call or by state.

From the Search Results screen, you may perform the following tasks:

- View specific Call data
- View edits for a specific Call
- Print Calls
- Update specific Call data
- Unlock Call data that you have recently edited so that another user can access the Call
- Validate Calls
- Delete Calls if the data has not yet been submitted to NCCI
- Submit Calls

Follow the steps below to view all active data.

1. Hover over the **Call Data** tab and click **Search Call Data**.



2. Use the following search criteria to filter what you want to view:
  - Carrier Code—Select one carrier from the list of all carriers within your Reporting Group
  - Call Type—Specify a Call or choose “All Calls” (default selection returning all Call types)
  - State—Specify a state or choose **Select State** (default selection of all states)

**Note:** This field defaults to the appropriate state for the following Calls and cannot be changed to another state for:

- Calls #1, #1A, #1C, #1D, #10T, #19, #26, #32V, #32A, and #33
- The Self-Audit Form and the Acknowledgment Form
- Calls #20 and #21, for only valuation years 2011 and subsequent

- Valuation Year—Defaulted to the current year, this is a selection of the six most recent valuations
- Call Status—An optional selection of Calls based on their current status: **Created**, **Rejected**, **Submitted**, **Updated**, **Validate Queued**, or **Validated** (defaults to **Select Call Status**, which is a display of all Calls regardless of status)

**Note:** The list of available Call types will update based on the selected state, and the list of available states will update based on the selected Call type.

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Financial Data Collection

Search ncci.com

Deviations | Call Data | Edits | Notifications | Tools

### Search for Financial Call Data

Search Call Data | Search Call History

[Hide Search Criteria](#)

**Call Data Filter**  
To view Financial Call data, select Carrier Code, filter criteria, and click Search.

Carrier Code: 11111 - CAA TESTING ACCOUNT | Valuation Year: As of December 31, 2014

Call Type: All Calls | State: All States

Call Status: Select Call Status

Search | Reset

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» Financial Data Homepage  
» Data Transfer via the Internet  
» Data Manager Dashboard  
» Manuals Library

Legal  
» Disclaimer

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After selecting the Carrier, Call Type, State, Valuation Year, and/or Search Criteria, click Search.

3. Click the **Search** button.

4. Based on the search criteria you entered, you can view the following for each Call:

- Call Type
- State
- Carrier
- Submission Date
- Submission Type (e.g., Original, Correction)
- Current User
- Call Status
- Last Validated

**Note:** If working on a correction, you will not be able to view the currently Submitted Call from here. Use **Search Call History**—an additional tab found on this screen—to view this data.

5. You now have the following options, or skip to Step 6 to take an action.

- The checkbox in the header column can be used to place a checkmark next to all Calls listed in the results. Checkmarks are needed prior to selecting any of the following options: (**Note:** You can also individually select any Call(s) in the search results.)
  - **Unlock**—This removes the lock from all selected Calls to allow other users within your company to make updates to any Call in the presubmission stage.
  - **Validate**—This sends all selected Calls through the edit validation process.
  - **Submit**—This sends all selected Calls through the submission process.
  - **Delete**—This deletes all selected Calls that have not been submitted to NCCI. Calls that have been submitted to NCCI cannot be deleted.
  - **Print**—This creates an HTML printout of the selected Calls that is sent to your **DTV** mailbox.
- Switch to different search criteria to view a different set of Call results.

6. For one individual Call from the search results at a time, you can do one of the following:
  - ❑ **View** the specified Call data by clicking the link found in the Call Type column. Printing, editing, validating, and submitting capabilities can be accessed through this option.
  - ❑ View **Edits** for the specified Call by clicking the corresponding > found in the first column. Full details of each Edit and the ability to provide an explanation can be accessed through this option. (**Note:** If a Call does not have the > in the first column, then that Call does not have any current Edits.)
  
7. When you are finished using the window, you have the following options:
  - ❑ Click **Financial Data Collection** at the top of the window to return to the application main page
  - ❑ Hover over another tab at the top of the window to access another component

## Validate Call Data via Call Data Main

The **Call Data** component allows you to search and validate Financial Call data via the **Validate Call Data** option. To use the validation function effectively, ensure that all Call data within any one state is available (already created and not being edited) to perform validation. Making all Calls within any one state available ensures that all types of validation are executed and all relevant edits are shown.

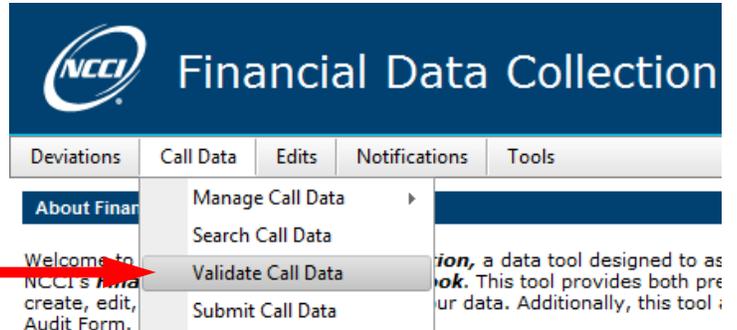
Follow the steps below to validate Financial Call data from the **Call Data** component main page.

1. Hover over the **Call Data** tab and click **Validate Call Data**.

From the **Call Data** tab, select **Validate Call Data**.

The **Validate Call Data** feature allows you to run your company's Financial Call data through proper quality checks prior to submitting it to NCCI.

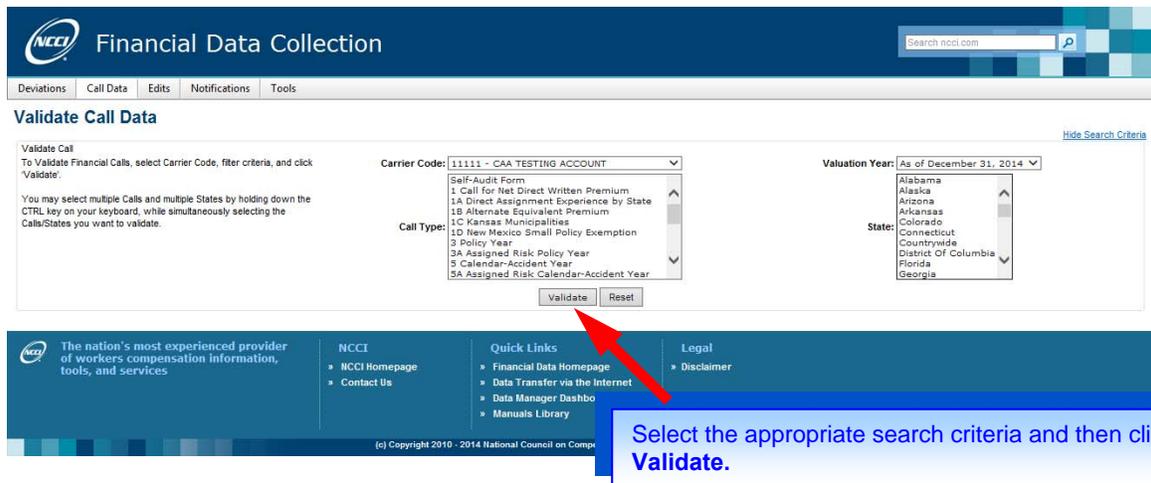
This feature applies extremely comprehensive edit checks that are consistent with internal NCCI edit checks!



2. Use the following search criteria to filter the Call(s) that you want to validate:

- Carrier
- Call Type—Specify a Call type(s) (can select more than one Call type)
- State—Specify a state(s) (can select more than one State)
- Valuation Year

**Note:** Multiple Calls and/or States can be selected by holding down the **Ctrl** key and clicking the Calls/States desired.



3. Click the **Validate** button.

4. The screen displays a results table of Call data to be validated (i.e., "CALL DATA IS QUEUED FOR VALIDATION") by State/Call.

To access detailed results of the validation, perform a search on either current Edits or available Calls.

**Note:** Each validation is processed in the order it was received within the queue. The validation results are not processed in real time.

5. You now have the following options:
- Hover over the **Call Data** tab and click **Search Call Data** to view the status of the validation and to see if any edits have been identified.
  - Hover over the **Edits** tab and click **Search Current Edits** to view any identified edits. Refer to "View Edits and Add Explanations" in the Edit Functions section of this user's guide.
  - Select different criteria to have a different set of Calls be validated.
6. When you are finished using the window, you have the following options:
- Click **Financial Data Collection** at the top of the window to return to the application main page
  - Hover over another tab at the top of the window to access another component

## Submit Call Data via Call Data Main

The **Call Data** component allows you to search and submit Financial Call data via the **Submit Call Data** option. To use the submission function effectively, ensure that all Call data within any one state is available (already created, not being edited, and has been validated) to perform submission. Making all Calls within any one state available ensures that all types of validation during submission are executed and all relevant post-submission errors are shown.

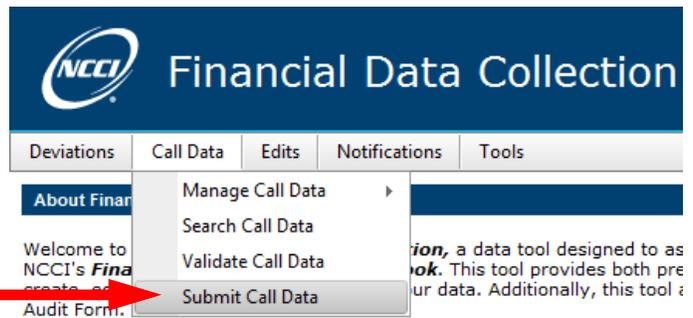
Follow the steps below to submit Financial Call data from the **Call Data** component main page.

1. Hover over the **Call Data** tab and click **Submit Call Data**.

From the **Call Data** tab, select **Submit Call Data**.

This feature allows you to submit your company's Financial Call data to NCCI.

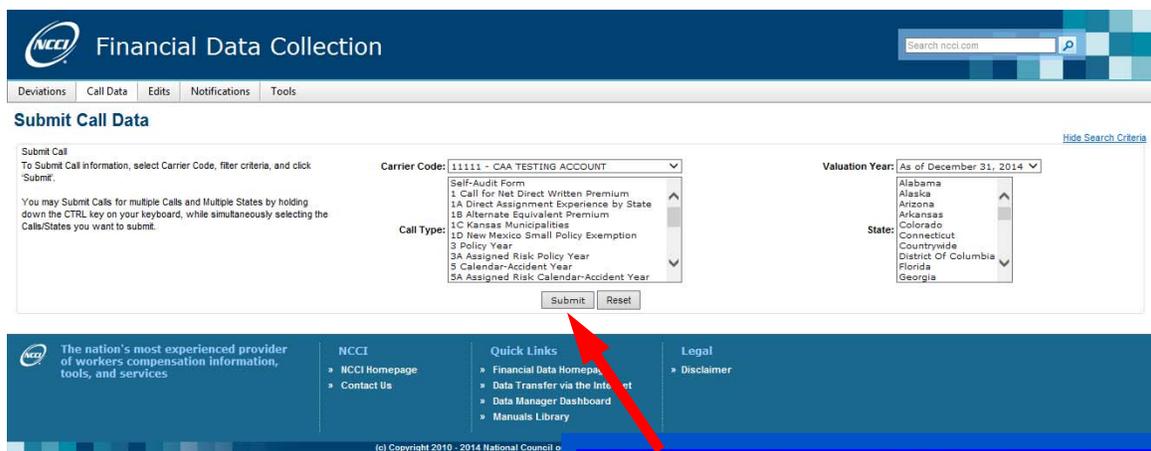
This feature will reapply all comprehensive edit checks to ensure that quality data has been sent.



2. Use the following search criteria to filter the Call(s) that you want to validate:

- Carrier
- Call Type—Specify a Call type(s) (can select more than one Call type)
- State—Specify a state(s) (can select more than one State)
- Valuation Year

**Note:** Multiple Calls and/or States can be selected by holding down the **Ctrl** key and clicking the Calls/States desired.



Select the appropriate search criteria and then click **Submit**.

3. Click the **Submit** button.

4. The screen displays a results table of Call data to be validated (i.e., "CALL DATA IS QUEUED FOR SUBMISSION") by State/Call.

**Note:** Each submission is processed in the order it was received within the queue. The submission results are not processed in real time.

5. You now have the following options:
- Hover over the **Call Data** tab and click **Search Call Data** to view the status of the submission and to see if any additional edits have been identified.
  - Select different criteria to submit a different set of Calls.
6. When you are finished using the window, you have the following options:
- Click **Financial Data Collection** at the top of the window to return to the application main page
  - Hover over another tab at the top of the window to access another component

## Delete Call Data

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The **Call Data** component allows you to locate and remove Financial Call information from **Financial Data Collection** if it has not yet been submitted to NCCI.

**Note:** The delete option will not function for Calls that have already been submitted to NCCI or when you perform a search for Call history.

Follow the steps below to delete Financial Calls in the presubmission stage.

1. Click the **Call Data** tab and click **Search Call Data**.
2. Use the following search criteria to filter what Call(s) you might want to delete:
  - Carrier Code
  - Call Type
  - Valuation Year
  - State
  - Call Status
3. Click the **Search** button.
4. Select each Financial Call you want to delete by marking each Call's checkbox. You can select multiple Calls to be deleted at the same time.

Once you have selected all Calls to be deleted, click the **Delete** button at the top of the search results.

5. A Confirmation Message is displayed asking that you confirm your delete action. Click **OK** to delete the Call(s).

### Notes:

- If you delete a Call with a "Correction" **Submission Type** that is in the "Staging" area (not yet submitted to NCCI) and go back to the Search Call Results page, the Call will revert and be displayed as the previous submission.
  - If you delete an "Original" Submission Type that is in the "Staging" area (not yet submitted to NCCI) and go back to the Search Call Results page, the Call will no longer be displayed.
6. You now have the following options:
    - Click **Financial Data Collection** at the top of the window to return to the application main page
    - Hover over another tab at the top of the window to access another component

## Edit Functions

### View Edits and Add Explanations

The **Edits** component allows you to search and view all edits generated through validation of your Call data. You may also search for all edits for all Calls by carrier.

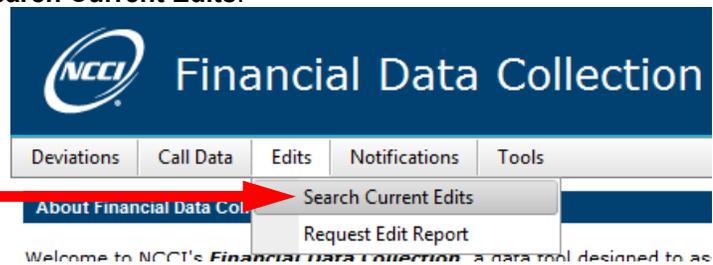
This function provides the capability to enter Call data explanations into the Edit Details, along with the capability to copy explanations for the current state or across all states. It also allows you to acquire a better understanding of how calculations are applied to your data.

Follow the steps below to view, enter, or copy explanations of all Financial Call Edits.

1. Hover over the **Edits** tab and click **Search Current Edits**.

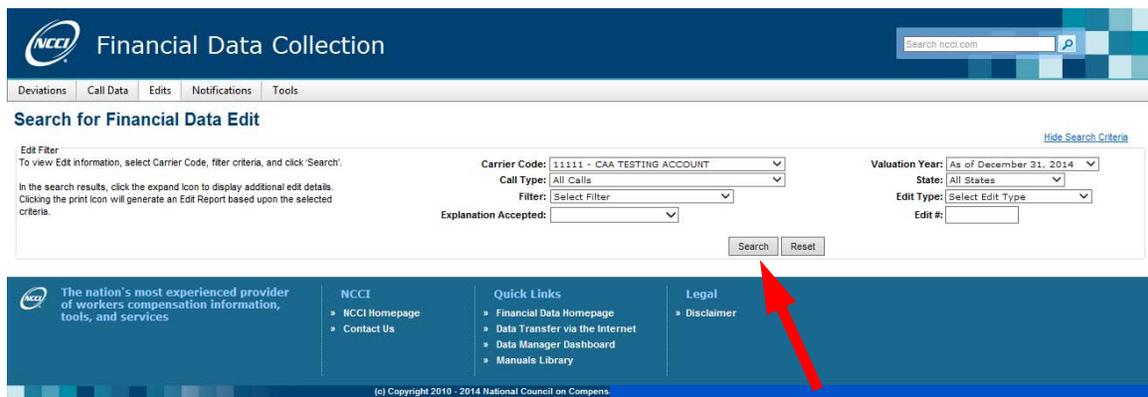
After validating your company's data, edit logs can be viewed.

This can be done from within the **Edits** tab by selecting **Search Current Edits**.



2. Select or enter the following search criteria:

- Carrier Code
- Call Type
- Valuation Year
- State
- Edit Type (Pre-Submission, Post-Submission)
- Filter (an optional selection to further limit your results)
- Explanation Accepted
- Edit Number



Select the appropriate criteria, then click **Search**.

3. Click the **Search** button.

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4. Based on the search criteria you entered, the Error Log displays the following:

- State
- Edit #
- Observation/Claim #
- Call
- Edit Description
- Carrier Explanation

**Note:** If the search produces no results, the following message will appear: “No Edits Found—Please Search Again.”

**Search for Financial Data Edit**

Hide Search Criteria

Edit Filter  
To view Edit information, select Carrier Code, filter criteria, and click 'Search'.  
In the search results, click the expand icon to display additional edit details. Clicking the print icon will generate an Edit Report based upon the selected criteria.

Carrier Code: 90015 - RPFS 15 - VARIOUS CARRIER LOSS  
Valuation Year: As of December 31, 2014  
Call Type: All Calls  
State: Mississippi  
Edit Type: PRE-SUBMISSION EDITS  
Filter: Select Filter  
Explanation Accepted:

Search Reset

State	Edit #	Observation/ Claim #	Call	Edit Description	Carrier Explanation
MISSISSIPPI	301	X	3 Policy Year	Sum of NCCI DSR Premium for all years not = line (X). Sum of the column: 822,500; Line X: 747,250. Please correct the data.	
MISSISSIPPI	767	2011	3 Policy Year	Departure from NCCI DSR premium level not equal to expected. Voluntary NCCI DSR Premium: 208,000; Voluntary Company Standard Premium: 270,000; Ratio: 1.298. Please examine the deviation history we have on file for your company. If our information is incorrect, please make the necessary changes. If the deviation history is correct, please correct the data.	
MISSISSIPPI	767	2012	3 Policy Year	Departure from NCCI DSR premium level not equal to expected. Voluntary NCCI DSR Premium: 197,000; Voluntary Company Standard Premium: 280,000; Ratio: 1.421. Please examine the deviation history we have on file for your company. If our information is incorrect, please make the necessary changes. If the deviation history is correct, please correct the data.	
MISSISSIPPI	767	2013	3 Policy Year	Departure from NCCI DSR premium level not equal to expected. Voluntary NCCI DSR Premium: 300,000; Voluntary Company Standard Premium: 320,000; Ratio: 1.067. Please examine the deviation history we have on file for your company. If our information is incorrect, please make the necessary changes. If the deviation history is correct, please correct the data.	
MISSISSIPPI	767	2014	3 Policy Year	Departure from NCCI DSR premium level not equal to expected. Voluntary NCCI DSR Premium: 117,500; Voluntary Company Standard Premium: 117,000; Ratio: 0.999. Please examine the deviation history we have on file for your company. If our information is incorrect, please make the necessary changes. If the deviation history is correct, please correct the data.	

From the Financial Data Edits search results, you may either click the arrow icon for a specific error or click the **Print** icon to request a print image report of all the errors found on the Search Results page.

5. You may click the **Print** icon to request an “Edit Log Data” report that can subsequently be picked up in your **DTV** mailbox in HTML format.

6. Click the applicable > to view a detailed description of the edit, as well as provide an explanation about the edit.

7. A new row displays the following edit description detail:

- Edit #
- Observation/Claim #
- Edit Status
- Valuation
- Call Type
- State
- Submission Type
- Create Date

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- ❑ Edit Description
- ❑ Carrier Explanation Accepted
- ❑ Explanation

### Notes:

- ❑ You may click the **Associated Call View** link within the Edit Detail to display the Call that the edit applies to. This will take you out of the Edits Results screen and to the Call in view mode
- ❑ From the **Associated Call View**, you can view the edit again by clicking the > for the appropriate observation row.

The screenshot displays the 'Financial Data Collection' web application. At the top, there is a navigation bar with the NCCI logo and a search bar. Below the navigation bar, the 'Search for Financial Data Edit' section is visible. It includes an 'Edit Filter' section with instructions and a search criteria form. The search criteria form contains the following fields: Carrier Code (90015 - RPFS 15 - VARIOUS CARRIER LOSS), Call Type (All Calls), Filter (Select Filter), Explanation Accepted (empty), Valuation Year (As of December 31, 2014), State (Mississippi), Edit Type (PRE-SUBMISSION EDITS), and Edit # (empty). There are 'Search' and 'Reset' buttons. Below the search criteria is a table of search results. The first result is for Mississippi, Edit # 301, Observation/Claim # X, and Call 3 Policy Year. The Edit Description is 'Sum of NCCI DSR Premium for all years not = line (X). Sum of the column: 822,500; Line X: 747,250. Please correct the data.' Below the search results is the 'Edit Detail' for the selected edit. It shows the Edit # (301), Observation (X), Edit Status (Corrected Edit), Valuation (12/31/2014), Call Type (3 Policy Year), State (Mississippi), and Type (Correction). There is an 'Associated Call View' button. Below the edit details is a section for 'Carrier Explanation Accepted: 0' and an 'Explanation:' text area. At the bottom of the edit detail are 'Save', 'Copy Mississippi', and 'Copy All States' buttons. Two red arrows point from a blue callout box to the 'Associated Call View' button and the 'Explanation:' text area.

**Search for Financial Data Edit**

Hide Search Criteria

**Edit Filter**  
To view Edit information, select Carrier Code, filter criteria, and click 'Search'.  
In the search results, click the expand icon to display additional edit details. Clicking the print icon will generate an Edit Report based upon the selected criteria.

Carrier Code: 90015 - RPFS 15 - VARIOUS CARRIER LOSS  
Call Type: All Calls  
Filter: Select Filter  
Explanation Accepted:   
Valuation Year: As of December 31, 2014  
State: Mississippi  
Edit Type: PRE-SUBMISSION EDITS  
Edit #:

Search Reset

State	Edit #	Observation/Claim #	Call	Edit Description	Carrier Explanation
MISSISSIPPI	301	X	3 Policy Year	Sum of NCCI DSR Premium for all years not = line (X). Sum of the column: 822,500; Line X: 747,250. Please correct the data.	

**Edit Detail For 90015 - RPFS 15 - VARIOUS CARRIER LOSSES VARIOUS STATES**

Edit #: 301  
Valuation: 12/31/2014  
Type: Correction  
Observation: X  
Call Type: 3 Policy Year  
Create Date: 10/31/2014  
Edit Status: Corrected Edit  
State: Mississippi  
Associated Call View

Description: Sum of NCCI DSR Premium for all years not = line (X). Sum of the column: 822,500; Line X: 747,250. Please correct the data.

Carrier Explanation Accepted: 0  
Explanation:

Save Copy Mississippi Copy All States

Once in Edit Detail, you may either select **Associated Call View** to assist in the troubleshooting effort or you may provide an explanation of the edit.

8. Enter an explanation for the specific edit that you want saved into the Edit Detail, then click the **Save** button.

9. If you want to copy edit explanations into other edits, click one of the following buttons:
- Copy Current State**—to copy the explanation into the Edit Detail for all occurrences of this edit for this Call type and current state
  - Copy All States**—to copy the explanation into the Edit Detail for all occurrences of this edit for this Call type and all states
10. You now have the following options:
- Click the **v** to close the Edit Detail screen
  - Click a different edit's **>** to view its detailed description
  - Change the search criteria to perform a different search
11. When you are finished using the window, you have the following options:
- Click **Financial Data Collection** at the top of the window to return to the application main page
  - Hover over another tab at the top of the window to access another component

## Request a Financial Data Edit Report

This function allows you to request a Financial Data Edit Report that provides a listing of all currently existing edits. You may then retrieve it from your **DTVI** mailbox as a CSV file.

Follow the steps below to request a Financial Data Edit Report.

1. Hover over the **Edits** tab and click **Request Edit Report**.

The screenshot shows the NCCI Financial Data Collection web application. At the top, there is a navigation bar with tabs for 'Deviations', 'Call Data', 'Edits', 'Notifications', and 'Tools'. The 'Edits' tab is active, and a red arrow points to the 'Request Edit Report' link. Below the navigation bar, there is a search bar and a form with the following fields: 'Carrier Code' (a dropdown menu), 'Edit Type' (a dropdown menu set to 'PRE-SUBMISSION EDITS'), and 'Valuation Year' (a dropdown menu set to 'As of December 31, 2014'). There are 'Submit' and 'Reset' buttons at the bottom of the form. The footer contains the NCCI logo, a description of the organization, and various links including 'NCCI Homepage', 'Contact Us', 'Quick Links', and 'Legal'.

2. Select the following criteria:

- Carrier Code
- Edit Type
- Valuation Year

3. Click the **Submit** button. You will be taken to the Report and Print Request Queue screen, which will show that the report is being processed.

The screenshot shows the 'Report and Print Request Queue' screen. At the top, there is a navigation bar with tabs for 'Deviations', 'Call Data', 'Edits', 'Notifications', and 'Tools'. The 'Edits' tab is active. Below the navigation bar, there is a search bar and a table with the following columns: 'Report Type', 'Report Description', 'Status', and 'Request Date'. The table contains one row with the following data: 'Report Queue', 'DETAIL EDIT EXTRACT', 'To be Processed', and an empty cell. A red arrow points to the 'Request Date' column header. The footer contains the NCCI logo, a description of the organization, and various links including 'NCCI Homepage', 'Contact Us', 'Quick Links', and 'Legal'.

Financial Data Edit Report Request confirmation.

## Notifications

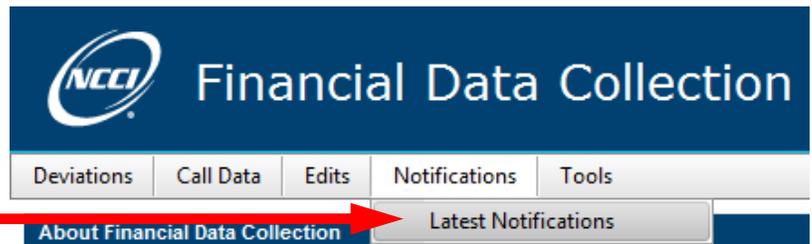
### View Latest Notifications

The **Notifications** component allows you to view all of the latest Call edit notifications from NCCI for explanations that may be questionable. You can view all edit notifications for all states or at a state level. In addition, you have the opportunity to respond with an explanation.

Follow the steps below to view, enter, or copy explanations of all Financial Call errors.

1. Hover over the **Notifications** tab and click **Latest Notifications**.

Once sent, notifications can be viewed. This can be done from within the **Notification** tab by selecting **Latest Notifications**.



2. From the Carrier Code drop-down, select a Carrier Code or select **All Carriers** to view any notifications for any carrier within your reporting group.

A screenshot of the NCCI Financial Data Collection application showing the search results for notifications. The interface includes a search bar with the text 'Search ncci.com' and a search icon. Below the search bar, there is a dropdown menu for 'Carrier Code' set to 'All Carriers'. A red arrow points to the 'Search' button. The search results are displayed in a table with columns for 'Carrier Code', 'Carrier Name', and 'Event Date'. The table shows 14 notifications, with the first six rows visible. The 'Event Date' column shows dates ranging from 09/30/2014 to 10/16/2014.

Carrier Code	Carrier Name	Event Date
> 22222	CAA TESTING ACCOUNT	10/16/2014
> 90007	RPFS 7 - VARIOUS CARRIERS VARIOUS STATES	10/10/2014
> 22222	CAA TESTING ACCOUNT	10/02/2014
> 22222	CAA TESTING ACCOUNT	10/01/2014
> 22222	CAA TESTING ACCOUNT	09/30/2014
> 90007	RPFS 7 - VARIOUS CARRIERS VARIOUS STATES	09/30/2014

3. Click the **Search** button.

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4. Based on the search criteria you entered, a Notification List Search Result is displayed.

**Note:** Notifications can only be sent on submitted Calls. If a Call is being corrected, a notification cannot be sent or responded to.

5. You now have the following options:

- Click the **>** next to the notification list to expand the screen to view all notifications requiring attention for all event dates.
- Click the **v** next to the notification list to collapse the screen for all event dates.
- Click the **>** next to the Carrier Code to expand the screen to view all notifications requiring attention for a given event date.
- Click the **v** next to the Carrier Code to collapse the notifications list for a given event date.
- Click the **Expand All** button to expand the screen to view all notifications for all event dates and all carriers at once. (**Note:** Once clicked, the button will switch to **Collapse All**, which will close all notification items.)
- Click the **Report Request** button, and a CSV file will be sent to your **DTV** mailbox, containing a listing of all notifications that exist.



Notifications Search Results

Expand All Report Request

Notification List (14)

Carrier Code	Carrier Name	Event Date				
22222	CAA TESTING ACCOUNT	10/16/2014				
Valuation Date	St	Call Type	Observation	Edit Number	Reason	Call View
12/31/2013	KS	3A Assigned Risk Policy Year	2011	269	<a href="#">CORRECT PREVIOUS VALUATION</a>	<a href="#">Associated Call View</a>
12/31/2013	KS	3A Assigned Risk Policy Year	Z	403	<a href="#">ADDITIONAL EXPLANATION REQUIRED</a>	<a href="#">Associated Call View</a>

6. Click the applicable **Reason** link to view the Edit Detail screen. Reasons may include:

- Additional Explanation Required
- Correct Current Valuation
- Correct Previous Valuation

7. The Edit Detail pop-up window displays, showing the information on the edit that the notification was sent about.

- See "View Edits and Add Explanations" in this section of the user's guide for information on the Edit Detail screen

8. The **Explanation of Notification** field shows additional NCCI inquiries about the edit. If an explanation is required, enter your error explanation within the **Explanation** field, then click the **Respond to Notification** checkbox. Failure to mark this checkbox will result in the notification remaining.

9. You now have the following options:

- Click the **Associated Call View** link to view the associated call information
- Click the **Save** button to save the explanation and update the Edit Detail
- Repeat Steps 6 through 8 for another notification
- Click the  button to close out the Error Log Detail

10. When you are finished using the window, you have the following options:

- ❑ Click **Financial Data Collection** at the top of the window to return to the application main page
- ❑ Hover over another tab at the top of the window to access another component

**Note:** At 6:00 p.m., an automatic system process will generate an email message about any notification created during that same day. This message will be generated for each carrier that received a notification and will state that the carrier has a notification(s) in ***Financial Data Collection***. This message will be sent to all the personal email addresses of people who have access to the tool.

While notifications are sent and responded to in real time, this message will still be sent even if the notification has already been responded to.

## Supplemental Information

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### Import Reject Information

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If you are using Import as your method of loading data into *Financial Data Collection*, there are three possible emails that you may receive once you have submitted your file for import. The first email you may receive looks like this:

**From:** Customer\_Service@ncci.com  
**Sent:** Wednesday, November 16, 2011 9:50 AM  
**To:** Financial Data Collection User  
**Cc:** NANMGATE\_QA  
**Subject:** QA - Unapproved Data Transmitted

Your data file has been rejected because you have not been authorized and certified to send in this specific data type.

Please contact customer service to implement the certification and approval process.

**Mailbox:** 1004588  
**File Name:** FDC.SuccessfullImport2011.008.csv  
**File Size:** 379  
**Carrier group:** 33333  
**FCOLINFRASTRUCTURE TESTERDONOTUSE**

**Wed Nov 16 09:48:56 EST 2011**

**If you have any questions, please contact NCCI Customer Service—  
1-800-NCCI-123 or customer\_service@ncci.com**

You will only receive this email if you do not have access to *Data Transfer via the Internet (DTVI)* and are, therefore, unable to import. To resolve this issue, you must contact NCCI's Customer Service Center to adjust your access.

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The second email informs you of a successful transmission. If your access is properly set up, you will receive this email every time you send a file to NCCI through **DTVI**. This is just a notification that NCCI has received a file. *It does not mean that your file was successfully loaded into **Financial Data Collection**.* The email looks like this:

**From: Customer\_Service@ncci.com**  
**Sent: Wednesday, November 16, 2011 9:51 AM**  
**To: Financial Data Collection User**  
**Cc: NANMGATE\_QA**  
**Subject: QA - Successful Transmission**

**Thank you for submitting your file to NCCI. Your file has been successfully transmitted to your mailbox.**

**Mailbox: 1004588**  
**File Name: FDC.90021NM2010.003.csv**  
**Carrier group: 33333**  
**File Size: 1974**  
**FCOLINFRASTRUCTURE TESTERDONOTUSE**  
**Wed Nov 16 09:50:46 EST 2011**

**If you have any questions, please contact NCCI Customer Service-  
1-800-NCCI-123 or [Customer\\_Service@NCCI.com](mailto:Customer_Service@NCCI.com)**

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The last possible email you may get only comes in the event that there was a problem loading your file into ***Financial Data Collection***. The email will look like this:

**From:** nanmgate\_qa@ncci.com  
**Sent:** Wednesday, November 16, 2011 9:52 AM  
**To:** Financial Data Collection User  
**Subject:** PICKUP:NCCI FDC Error File in your Electronic Mailbox

**Your Financial Data submission file has been rejected. A Report has been delivered to your electronic mailbox at NCCI's web site.**

**This file will remain in your mailbox for eight (8) days after this notice was sent to you. Please pick this file up from the following mailbox:**

**Mailbox:** 1004588  
**Carrier Group:** 33333  
**Name:** FCOLINFRASTRUCTURE TESTERDONOTUSE [user\\_name@ncci.com](mailto:user_name@ncci.com) **File Name:** fdc.1116-095116.txt **File Size:** 296 **Wed Nov 16 09:51:34 EST 2011**

**If you have any questions, please contact NCCI Customer Service- 1-800-NCCI-123 or [Customer\\_Service@NCCI.com](mailto:Customer_Service@NCCI.com)**

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In the event that you do get the reject notice, you are instructed to go and view your **DTVI** mailbox, where you will find a text file that contains information that may help you fix your import file.

The screenshot shows a web interface titled "Data Transfer via the Internet" with a navigation bar containing "Logout", "Login to Mailbox", "Browse Directory and Receive Files", and "Send File". Below the navigation bar is the heading "DTVI User Directory Contents". A table with the following columns is displayed: Mailbox, Batch#, Size, Filename, Creation Date, Creation Time, and Format. The table contains 11 rows of data. Two red arrows point to the last row of the table.

Mailbox	Batch#	Size	Filename	Creation Date	Creation Time	Format
1004588	0000579	7,660	fdc_Call312011MissingClaims.031.csv	Oct 24, 2012	9:52 AM	B
1004588	0015219	6,008	fdc_Call312012MissingClaims.031.csv	Oct 24, 2012	9:53 AM	B
1004588	0012154	492	fdc_Call312010MissingClaims.031.csv	Oct 24, 2012	9:54 AM	B
1004588	0016012	1,581	FDC_90001CO2011.003.csv	Oct 24, 2012	10:55 AM	B
1004588	0002895	1,581	FDC_90001CO2011.030.csv	Oct 24, 2012	11:52 AM	B
1004588	0010117	1,533	FDC_90001CO2011.005.csv	Oct 24, 2012	12:09 PM	B
1004588	0013762	262	FDC_90001CO2011.008.csv	Oct 24, 2012	12:09 PM	B
1004588	0004744	317	fdc.1024-121110.txt	Oct 24, 2012	12:11 PM	A

Below are some common examples of such files, along with possible solutions. This is not an exhaustive list of all possible rejections. If you are unable to find your issue below, or are still unable to correct your file, you may contact NCCI for assistance (either the Customer Service Center or your Financial Data Validator).

**Note:** Reject notices will now display an exhaustive listing of all errors found within the specified import file.

File Name: fcol.successfulimport2006.008.csv  
 Processed On: 08252006-133802  
 ERROR: Call Data Already Exists in staging, File IMPORT ORIG Failed! If you are trying to import a CORRECTION file, please change the Header to reflect a CORRECTION  
 ERROR: Processing failure. Please contact NCCI customer service  
 Program is abending while processing data record number 0 in file  
 /appl10/fco/data/inbound/706904.fcol.successfulimport2006.008.csv  
 The header is printed below.  
 11111,TESTING COMPANY,2005,8,,,,,  
 The record in error is printed below.  
 42,3421894,789325,1632389,55324,82123  
 ERROR: Processing failure. Please contact NCCI customer service  
 \*\*\*\*\*File Rejected\*\*\*\*\*

**Cause:** You may already have a Call in staging or in production.  
**Solution:** Do a search Call for the Call(s) that you are trying to import. If they exist, you must determine if you should delete what is there.

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File Name: fcol.invalidcarriercodecorrection.008.csv  
Processed On: 08252006-135203  
1080 NOT a valid Carrier  
ERROR: Processing failure. Please contact NCCI customer service  
\*\*\*\*\*File Rejected\*\*\*\*\*

**Cause:** The carrier listed in your header record is not valid.  
**Solution:** View your import file in Notepad and verify the carrier code listed in the first line.

---

File Name: fcol.invalidcharacter1correction.008.csv  
Processed On: 08252006-135206  
Invalid valuation year 2007, please enter the valuation year to be less than current year and greater than 1997  
ERROR: Processing failure. Please contact NCCI customer service  
\*\*\*\*\*File Rejected\*\*\*\*\*

**Cause:** The valuation year entered in the header record is not valid. You cannot import files for valuations greater than or equal to the current year or earlier than 1997.  
**Solution:** View your import file in Notepad and verify the valuation year listed in the first line.

---

File Name: fcol.invalidcharacter1correction.008.csv  
Processed On: 08252006-135801  
11111,2005-12-31  
Data is not numeric, please check  
Program is abending while processing data record number 0 in file  
/appl10/fco/data/inbound/706904.fcol.invalidcharacter1correction.008.csv  
The header is printed below.  
11111,TESTING COMPANY,2005,8,N,,C,,,,  
The record in error is printed below.  
42,3421894,789325,1632389,55324,82123.00  
ERROR: Processing failure. Please contact NCCI customer service  
\*\*\*\*\*File Rejected\*\*\*\*\*

**Cause:** The file contains data that is nonnumeric. For most Calls, only whole numbers are accepted, and no symbols are allowed. There are a few instances in which a decimal or a date is requested.  
**Solution:** Make sure that there are no decimals or symbols in your file (e.g., %, \$, etc.).

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File Name: fcol.invalidheadercorrection.008.csv  
Processed On: 08252006-140402  
Invalid Header Record  
The header record is shown below  
11111,TESTING COMPANY,,8,,C,,  
ERROR: Processing failure. Please contact NCCI customer service  
\*\*\*\*\*File Rejected\*\*\*\*\*

**Cause:** The first line in your file has invalid values.  
**Solution:** View your file in Notepad and verify that the first line is correct. Refer to the Import Record Layout available in **Financial Data Collection** for proper header record examples.

---

File Name: fcol.invalidstatecorrection.008.csv  
Processed On: 08252006-140404  
Contact 706904 NOT ALLOWED to submit data for Carrier 11111  
ERROR: Processing failure. Please contact NCCI customer service  
\*\*\*\*\*File Rejected\*\*\*\*\*

**Cause:** The User ID used to import the file is not associated with the carrier code listed in the header record.  
**Solution:** View your file in Notepad and verify that in the first line the carrier code is correct.

---

File Name: fcol.extralinesatendoffilecorrection.008.csv  
Processed On: 08252006-135201  
Invalid Format: Incorrect number of records  
\*\*\*\*\*File Rejected\*\*\*\*\*

**Cause:** There are an incorrect number of rows in the file.  
**Solution:** View your file in Notepad and verify that no rows are missing for the Call or that there are extra rows.

---

File Name: fcol.missingcolumnscorrection.008.csv  
Processed On: 08252006-140605  
The data record columns are not correct  
Program is abending while processing data record number 0 in file  
/appl10/fco/data/inbound/706904.fcol.missingcolumnscorrection.008.csv  
The header is printed below.  
11111,TESTING COMPANY,2005,8,N,,C,,  
The record in error is printed below.  
42,3221894,789325,1642389,65324  
ERROR: Processing failure. Please contact NCCI customer service  
\*\*\*\*\*File Rejected\*\*\*\*\*

**Cause:** There are an incorrect number of data elements in one of the rows.  
**Solution:** Verify that each row has the proper number of data elements.

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File Name: fcol.invalidstatecorrection.008.csv  
Processed On: 08252006-140801  
Invalid State code 55  
Program is abending while processing data record number 0 in file  
/appl10/fco/data/inbound/706904.fcol.invalidstatecorrection.008.csv  
The header is printed below.  
11111,TESTING COMPANY,2005,8,,,,C,,,,  
The record in error is printed below.  
55,3221894,789325,1642389,65324,82123  
ERROR: Processing failure. Please contact NCCI customer service  
\*\*\*\*\*File Rejected\*\*\*\*\*

**Cause:** The state code used is not a valid state code.  
**Solution:** Verify that your file contains valid NCCI state codes.

---

File Name: fcol.successfulimport2006reason22001characters.008.csv  
Processed On: 08312006-135608  
ERROR: Data either exists in staging or not in PROD,IMPORT CORR Failed!!!  
ERROR: Processing failure. Please contact NCCI customer service  
Program is abending while processing data record number 0 in file  
/appl10/fco/data/inbound/706904.fcol.successfulimport2006reason22001characters.008.csv  
The header is printed below.  
11111,TESTING COMPANY,2005,8,,,,C,,,,  
The record in error is printed below.  
06,3011894,789325,1632389,55324,82123  
ERROR: Processing failure. Please contact NCCI customer service  
\*\*\*\*\*File Rejected\*\*\*\*\*

**Cause:** You are attempting to import a correction when an original does not exist in production or there is already something in staging.  
**Solution:** If there is no original, modify your file so that it is an original. If something exists in staging, you must delete it before importing.

---

File Name: fcol.invalidstate.110.csv  
Processed On: 09012006-115201  
Call 10T should only be reported for state 42  
Program is abending while processing data record number 0 in file  
/appl10/fco/data/inbound/706904.fcol.invalidstate.110.csv  
The header is printed below.  
11111,TESTING COMPANY,2005,110,,,,,  
The record in error is printed below.  
35,2002,1,1.2,1.4,1.1  
ERROR: Processing failure. Please contact NCCI customer service  
\*\*\*\*\*File Rejected\*\*\*\*\*

**Cause:** The state code is not 42 on a Call 10T import file.  
**Solution:** Call 10T is only accepted for the state of Texas. The only acceptable state code is 42 for this import file.

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File Name: fcol.al.003.csv  
Processed On: 01032007-142201  
Header Rec: 11111,TESTING COMPANY,2006,003,0,0,0,

Format: %5s,%[^,],%4d,%[^,],%[^,],%[^,],%[^,],%[^,]  
Call Year: 2006  
CarrCd: 11111  
CarrName: TESTING COMPANY  
0 NOT a valid answer(Y or N).  
\*\*\*\*\*File Rejected\*\*\*\*\*

**Cause:** Header record contains an invalid answer to the question on Page 3 of the Call.  
**Solution:** View your file in Notepad and verify that the 5th data element is either a "Y" or an "N."

---

File Name: fcol.georgiacall31.031.csv  
Processed On: 10052006-110601  
Call Year: 2004  
CarrCd: 11111  
CarrName: TESTING COMPANY  
Call Type: 031  
Call 031 states are: 10  
ERROR: Call Data Already Exists, File IMPORT ORIG Failed! If you are trying to import a CORRECTION file, please correct the Header to reflect a CORRECTION  
ERROR: while processing record number 2 in file.  
The record in error is printed below.  
3154TEST1A2A,TESTPOL01,0,10,3,12/11/1994,10/20/1995,0,23000000,250000,750000,10000  
0,0,0

\*\*\*\*\*File Rejected\*\*\*\*\*

**Cause:** An original already exists in production.  
**Solution:** If you are trying to import a correction, the header record must be marked as a correction. Review the Import Record Layout for information regarding correction imports.

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File Name: fcol.wvorig.031.csv  
Processed On: 10052006-141218  
Call Year: 2004  
CarrCd: 11111  
CarrName: TESTING COMPANY  
Call Type: 031  
Call 031 states are: 1  
Policy Date: 11/10/1995, Accident Date: 06/11/1996  
Call 031 states are: 1  
Policy Date: 01/01/1997, Accident Date: 09/10/1997  
Call 031 states are: 1  
Policy Date: 04/01/1997, Accident Date: 03/22/1998  
Call 031 states are: 1  
Policy Date: 10/01/1990, Accident Date: 09/04/1991  
ERROR: Invalid Claim# 140-654, Claim numbers cannot exceed 18 characters  
ERROR: while processing record number 5 in file.  
The record in error is printed below.  
140-654,4195406,0,1,3,10/1/1990,9/4/1991,0,260325,247160,0,46884,10380,0

\*\*\*\*\*File Rejected\*\*\*\*\*

**Cause:** Invalid claim number.

**Solution:** Claim numbers can only be alphanumeric. No symbols are allowed (e.g., "-", "%", etc.).

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# **Supplemental Information**



## Presenter Biographies

**James Friedl** has been with NCCI for six years and currently works as a lead data analyst on NCCI's Data Collection Team. His primary role is leading and working on enhancement projects to continually improve the company's online tools—primarily the ***Financial Data Collection*** tool, but also others such as ***Data Manager Dashboard*** and the ***Policy Data Collection*** tool.

Since joining NCCI, James has also worked on the Financial Data Validation team as the main technical support involved in projects and analysis, and the Data Quality team in support of compliance programs and data edits of various data types.

**Yohay Berger** has been with NCCI for 14 years and currently works in the Application Development Department of the Information Technology Division. His primary role is lead developer for the ***Financial Data Collection*** and the ***Data Manager Dashboard*** tools. Yohay is also a member of the development teams for the ***Aggregate Data Quality Incentive Program*** and ***Medical Data Collection*** tool. This entails working with business partners to develop business requirements and working with IT partners to develop design and coding solutions for NCCI's Web applications.

Yohay has also held positions at NCCI in Customer Operations and Data Collection.