



PFDC Quick Start Guide

Pool Financial Data Collection Tool Dashboard

The below are included on the main dashboard page:

1. Name—*Pool Financial Data Collection (PFDC)* tool
2. Carrier number selection and quarter drop-down list
3. Dashboards for each pool with direct links to the data and edits
4. Ability to upload data by clicking on the cloud

1 NCCI Pool Financial Data Collection Dashboard

2 33912 - NCCI TRAINING PROPERTY AND CASUALTY CO 3Q 2019*

4 Dashboard

3 (12) NATIONAL POOL Status: Staged

Carrier	Total Records
NPX	3/0
NP4	2/0
LGL	1/0
Adjustments	0
Data Grade 4 Explanations	0
Attachments	1

DATA GRADE 3 DATA GRADE 4 DATA GRADE 5

(18) MASSACHUSETTS Status: Staged

Carrier	Total Records
NPX	0/0
NP4	0/0
LGL	0/0
Adjustments	0
Data Grade 4 Explanations	0
Attachments	0

DATA GRADE 3 DATA GRADE 4 DATA GRADE 5

(08) NEW MEXICO Status: Staged

Carrier	Total Records
NPX	0/0
NP4	0/0
LGL	0/0
Adjustments	0
Data Grade 4 Explanations	0
Attachments	0

DATA GRADE 3 DATA GRADE 4 DATA GRADE 5

Carrier, Quarter, and Rejected Records

Located in the top right of the main page:

1. Carrier Information—Select your carrier number for your group. If you report for more than one carrier, additional carriers are viewable through the drop-down.
2. Quarter—Current quarter data is the default view and noted with an asterisk. This is the current quarter’s data that is available for updating. By clicking the drop-down arrow, you can select to view previous data as far back as four additional quarters. These quarters are closed for updating and noted with a lock icon.
3. Rejected Records—View your rejected submission details by clicking on this icon. The number displayed on top of the icon represents how many rejected records were received.

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2 3Q 2019*

3 [Rejected Records Icon]

Uploading a File

If you are submitting data in one or more data files, click the cloud icon on the upper-left portion of the screen.

- This will bring up a dialog box where you will search for the files saved on your computer
- Select the file(s) you wish to upload
- You will receive a successful upload message on the screen and an email confirmation that NCCI has received your file

Dashboard 

Rejected Records

Rejected records are records that the system could not identify. These records have not loaded to the database and are not included as part of your submission. You can choose to correct these records here in the reject screen and resubmit, delete the records, or choose to leave them here with no action.

Clicking on the Rejected Records icon from the main Dashboard page takes you to a list of all your Rejected Submissions where you can:

1. View the Reject Record and reason for rejection
2. Delete the Reject Record—To delete the rejected record, you must click the Delete box associated with the record and then click the Delete Selected button at the top right of the page
3. Resubmit a Record—Make the changes necessary to correct the data directly in the record and then click Re-Submit
4. Select All—Puts a check mark in the Delete boxes for all of the rejected records
5. Delete Selected—The Delete Selected button activates when a record is marked for deletion and must be clicked to remove the record



The screenshot shows the 'Rejected Submissions' page. At the top left, the text 'Rejected Submissions' is followed by a purple circle containing the number '1'. At the top right, there are two buttons: 'Select All' (with a purple circle '4' above it) and 'Delete Selected' (with a purple circle '5' above it). Below this is a table with one row. The first cell of the row contains 'DELETE' followed by a checkbox and a purple circle '2'. The second cell contains the 'Submission Line' 'NPX,CT,0180,12,33912,09302019,2005,210,0,0,0'. The third cell contains an orange circle with 'DG9' and a 'Re-Submit' button with a purple circle '3' above it. Below the table is a message box with the text: 'Message: 0654-04; DG9 – Invalid Reporting Year 2005 for the Pool Code 12, Pool State Code 210 and Report Code 0180 combination. POOL CODE, RECORD ID, OR REPORT CODE IS INVALID'.

PFDC Dashboard

1. Pool—Each Pool will have its own section on the Dashboard. You can click on the name of the pool to take you to all records associated with that pool.
2. Bar Graph—Hover over the bar graph for a summary of your expected, received, and missing records.
3. Transmittal—View, create, update, and print your NP-1 Transmittal Totals from this icon.
4. Status—View and Authorize your submission. Statuses are as follows:
 - a. Staged—The servicing carrier has access to the data for entry, correction, and authorization. You will see an icon with a red “X” above the status indicating that this data is not complete and cannot be authorized for use.
 - b. Authorized—When all expected data is received and all corrections have been made or explained, your data is ready to be authorized to NCCI for use. You will see a Thumbs Up icon above the status indicating that the data is ready to be authorized to NCCI for use. Upon authorization, the servicing carrier has read-only access to the data and a check mark icon will appear above the status. The Pool Data Validator now has access to review the submission for edit explanations and supporting documentation.
 - c. Approved—Data has been released for use by Accounting and Reserving.
5. Data Types—Shows the expected and/or submitted data types.
6. Total Records—Displays the number of records expected and received. Click on the record count hyperlink to take you to the records for that particular data type.
7. Additional Pool Information—Click on the record count hyperlink on the right to view details about your quarterly adjustments, Data Grade 4 explanations, and to view or submit your detail spreadsheets and other attachments.
8. Data Grades—View details of your edits by clicking on each link. The number of edits associated with each Data Grade are displayed in the red bubble on the Data Grade link. If these links are grey, there are no edits.



Record Details

Clicking on the Pool Name in the Dashboard takes you to your record details.

1. List of all submitted records for the Pool you selected.
2. Ability to filter the records.
3. Ability to update the records—If you wish to update a value, you may click directly into the field you wish to update and make the change. When you are done with making the changes, you must click Submit at the top right of the page to save the data. If you don't click Submit, the change will not be saved.
4. Ability to Delete a record—To delete a record from your submission, you must check the delete box on the left-hand side of the record and click the Delete button at the top right of the page. If any of the key fields such as the Transaction Code, Record Identifier, Report Code, Accident Year, or Pool State code associated with the record are incorrect, you must delete the record because these values are not updateable after submission.
5. Ability to Add a record—To add a record, click the Add button on the top right of the page. A box will appear asking for the transaction type you are adding and corresponding report code. After you make those selections, another box will appear to fill in the rest of the data you need to enter. Upon completion of the entry, click Create. Once that record is created, you must click Submit to save the data.

Pool Financial Data Collection

Dashboard

33912 - NCCI TRAINING PROPERTY AND CASUALTY CO
3Q 2019*
⋮

1 Records for Pool Code (12) National Pool - Quarter End Date 09/30/2019

5 Add
Delete
Delete All
Submit

Filters Records by ... Rows per page: 50 1-6 of 6 < >

2 Select multiple 'Transaction Codes' ▾
Select multiple 'Data Types' ▾
Select multiple 'Data Grades' ▾

DELETE	POOL TRANSACTION CODE	RECORD IDENTIFIER	POOL REPORT CODE	ACCIDENT YEAR	POOL STATE CODE		
<input type="checkbox"/>	NPX	CT	0280	2002	021	CLAIMS REPORTED	CLAIMS CLOSED WITHOUT PAYMENT
						90	81
						0	7

4

DELETE	POOL TRANSACTION CODE	RECORD IDENTIFIER	POOL REPORT CODE	POLICY YEAR	POOL STATE CODE			
<input type="checkbox"/>	NP4	S2	0100	1999	021	LOSS PAYMENTS - CURRENT ACCIDENT YEAR	LOSS PAYMENTS - SUBSEQUENT ACCIDENT YEAR	TOTAL LOSS PAYMENTS
						\$ 4.00	\$ 400.00	\$ 404.00
								OUTSTANDING LOSSES - CURRENT ACCIDENT YEAR
								\$ 5.00
								OUTSTANDING LOSSES - SUBSEQUENT ACCIDENT YEAR
								\$ 500.00
								TOTAL OUTSTANDING LOSSES
								\$ 505.00

EDITS

DELETE	POOL TRANSACTION CODE	RECORD IDENTIFIER	POOL REPORT CODE	POLICY YEAR	POOL STATE CODE			
<input type="checkbox"/>	NPX	IL	0106	1999	021	LOSS PAYMENTS - CURRENT ACCIDENT YEAR	LOSS PAYMENTS - SUBSEQUENT ACCIDENT YEAR	TOTAL LOSS PAYMENTS
						\$ 4.00	\$ 400.00	\$ 404.00
								OUTSTANDING LOSSES - CURRENT ACCIDENT YEAR
								\$ 5.00
								OUTSTANDING LOSSES - SUBSEQUENT ACCIDENT YEAR
								\$ 500.00
								TOTAL OUTSTANDING LOSSES
								\$ 505.00

EDITS

Record Filter

Filter—Located at the top of your Record Details page. Click directly into the filter box to choose how you want to view the data on the screen. By clicking in the Filter Box, a list of filter criteria will appear. You can continue to add filters until you get to the results you want to view.

1. Transaction Codes—select specific transaction types to view
2. Data Types—select the data types associated with the transaction types selected
3. Data Grades—you can view your edits by data grade
4. Record ID—refine results to the specific type of record—i.e., premiums or losses that you want to view
5. Pool State Code—view data for specific states

Records for Pool Code (12) National Pool

Transaction Codes = NP4 X Data Types = Losses X Data Grade = DG 4 X Record Ids = S2 - LOSS X Pool State Codes = 011 - ALABAMA X Click to filter records

Rows per page: 50 0 of 0

Edits

View and correct your edits:

1. On a record that indicates there are edits associated with data, click the arrow on the right side of the record to display the edits on the Record—no Edit indicator and no arrow indicate that no edits are invoking on that record
2. All edits will be listed for the record in this section
3. To correct an edit, click on the data element to be corrected, enter the correct data, and click **Submit** in the upper-right hand side of the page to save the change

3

DELETE	POOL TRANSACTION CODE	RECORD IDENTIFIER	POOL REPORT CODE	POLICY YEAR	POOL STATE CODE	Reset					
<input type="checkbox"/>	NP4	S2	0100	1999	021						
LOSS PAYMENTS - CURRENT ACCIDENT YEAR	4.00	LOSS PAYMENTS - SUBSEQUENT ACCIDENT YEAR	400.00	TOTAL LOSS PAYMENTS	404.00	OUTSTANDING LOSSES - CURRENT ACCIDENT YEAR	5.00	OUTSTANDING LOSSES - SUBSEQUENT ACCIDENT YEAR	500.00	TOTAL OUTSTANDING LOSSES	505.00

1

2

EDITS

0626-09 (DG4)

CLAIM COUNTS MUST BE GREATER THAN ZERO IF OUTSTANDING LOSSES ARE REPORTED
Reported NP4 Outstanding Losses for Current Accident Year \$5.00, NP4 Prior Year Outstanding Losses for Subsequent Accident Year \$0.00, and NPX Combined Total Claims Outstanding 0.

0641-07 (DG4)

NP4 LOSS PAYMENTS MUST BE EQUAL TO INDEMNITY LOSS PAYMENTS + MEDICAL LOSS PAYMENTS
NP4 Loss Payments for Subsequent Accident Year \$400.00 must be equal to Medical Loss Payments \$6000.00 + Indemnity Loss Payments for Subsequent Accident Year \$400.00.

0661-09 (DG4)

NP4 LOSS PAYMENTS MUST BE EQUAL TO INDEMNITY LOSS PAYMENTS + MEDICAL LOSS PAYMENTS
Total NP4 Loss Payments \$404.00 must be equal to Medical Total Loss Payments \$404.00 + Indemnity Total Loss Payments \$11000.00.

0612-04 (DG5)

CLAIM COUNTS MUST BE GREATER THAN ZERO IF LOSS PAYMENTS ARE REPORTED
Total Claim Counts 0 cannot be equal to zero if NP4 Loss Payments for Current Accident Year \$4.00 or NP4 Prior Year Loss Payments for Subsequent Accident Year \$0.00 are reported.

Edit Explanations

To explain an edit:

1. All edits will be listed for the record in this section.
2. To explain an edit, click on the blue message box icon within the edit. If no explanation box is on the edit message, the edit must be corrected—no explanation applies.
3. The edit message will display in the explanation screen.
4. Click the + icon on the right-hand side of the screen.
5. The + icon will bring up a box where you can enter your explanation.
6. Enter the explanation for the edit.
7. Click Add to save the explanation.

DELETE	POOL TRANSACTION CODE	RECORD IDENTIFIER	POOL REPORT CODE	POLICY YEAR	POOL STATE CODE	Reset					
<input type="checkbox"/>	NP4	S2	0100	1999	021						
LOSS PAYMENTS - CURRENT ACCIDENT YEAR	LOSS PAYMENTS - SUBSEQUENT ACCIDENT YEAR	TOTAL LOSS PAYMENTS	OUTSTANDING LOSSES - CURRENT ACCIDENT YEAR	OUTSTANDING LOSSES - SUBSEQUENT ACCIDENT YEAR	TOTAL OUTSTANDING LOSSES						
\$	4.00 \$	400.00 \$	404.00 \$	5.00 \$	500.00 \$	505.00					

1 EDITS	
2	<p>0626-09 (DG4)</p> <p>CLAIM COUNTS MUST BE GREATER THAN ZERO IF OUTSTANDING LOSSES ARE REPORTED</p> <p>Reported NP4 Outstanding Losses for Current Accident Year \$5.00, NP4 Prior Year Outstanding Losses for Subsequent Accident Year \$0.00, and NPX Combined Total Claims Outstanding 0.</p>
	<p>0641-07 (DG4)</p> <p>NP4 LOSS PAYMENTS MUST BE EQUAL TO INDEMNITY LOSS PAYMENTS + MEDICAL LOSS PAYMENTS</p> <p>NP4 Loss Payments for Subsequent Accident Year \$400.00 must be equal to Medical Loss Payments \$4000.00 + Indemnity Loss Payments for Subsequent Accident Year \$400.00.</p>
	<p>0661-09 (DG4)</p> <p>NP4 LOSS PAYMENTS MUST BE EQUAL TO INDEMNITY LOSS PAYMENTS + MEDICAL LOSS PAYMENTS</p> <p>Total NP4 Loss Payments \$404.00 must be equal to Medical Total Loss Payments \$404.00 + Indemnity Total Loss Payments \$11000.00.</p>
	<p>0612-04 (DG5)</p> <p>CLAIM COUNTS MUST BE GREATER THAN ZERO IF LOSS PAYMENTS ARE REPORTED</p> <p>Total Claim Counts 0 cannot be equal to zero if NP4 Loss Payments for Current Accident Year \$4.00 or NP4 Prior Year Loss Payments for Subsequent Accident Year \$0.00 are reported.</p>

3 X 0626-09 - CLAIM COUNTS MUST BE GREATER THAN ZERO IF OUTSTANDING LOSSES ARE REPORTED 4

No Explanations Available

Explanation

- 5 Please explain the nature or cause of the data discrepancy.

Explanation

Your explanation goes here.

6

7

CANCEL ADD

Transmittal

Clicking on the Transmittal Letter icon from the Dashboard takes you to Transmittal Management where you can:

1. View/update your Transmittal entries and total—Key in your NP-1 totals.
2. Edit and correct your Transmittal—The amounts entered will cross-validate to the NP-4 data. Any differences between the NP-1 and NP-4 data will be highlighted. Make necessary corrections to either the NP-1 or NP-4 data before finalizing the NP-1 transmittal.
3. Print your Transmittal—Print a formatted hard copy of the transmittal letter for signature.
 - Once signed, save the document image and upload the signed document from the Attachments link on the dashboard.

Transmittal Management for Pool Code (12)

1 Transmittal Totals 3 	
NP-2 Ceded Premiums	
CEDED PREMIUM - TRAUMATIC	-1.00
CEDED PREMIUM - OCCUPATIONAL DISEASE	0.00
CEDED PREMIUM - ME ACCIDENT PREVENTION	0.00
CEDED PREMIUM - ME SAFETY	0.00
Total:	-1.00
2 NP-3 Loss Payments	
LOSS PAYMENTS - TRAUMATIC	0.00
LOSS PAYMENTS - OCCUPATIONAL DISEASE	0.00
LOSS PAYMENTS - ME ACCIDENT PREVENTION	0.00
LOSS PAYMENTS - ME SAFETY	0.00
Total:	0.00
NP-4 Servicing Carrier Allowance	
SERVICING CARRIER ALLOWANCE - TRAUMATIC	20.00
SERVICING CARRIER ALLOWANCE - OCCUPATIONAL DISEASE	0.00
SERVICING CARRIER ALLOWANCE - ME SAFETY	0.00
SERVICING CARRIER ALLOWANCE - ME ACCIDENT PREVENTION	0.00
Total:	20.00

Attachments

From the attachment link on the dashboard page, you can upload and submit your detail spreadsheets for each pool submission.

1. Click the cloud upload icon associated with the data you are uploading
2. Once uploaded, you can click the arrow on the right-hand side of the screen to verify that the data was uploaded and click on the file to download and view

Note: The Attachment count on the Dashboard will reflect the number of files uploaded for Pool and Carrier.

Attachment Management for Pool Code (12)

 NP1 - Transmittal Letter	
 NP1 - Reconciliation	
 NP2 - Premium Detail	
 NP3 - Paid Losses Detail	
 NP5 - Other Charges Detail	
 NP5 - Reconciliation	
 NP5 - SCA	
 NP6 - Outstanding Losses Detail	
 NP10 - Petition for Servicing Carrier Allowance	
 Other	

Authorize

1. From the main Dashboard page, if all data has been received and all edits have been corrected and/or explained, you will see a “thumbs up” icon. This thumbs up icon indicates that your data is ready to be authorized to NCCI for use. Click this icon to submit your electronic data and attached documents.
 - If all data has not been received and/or edits remain unaddressed, you will see an “X” icon in this box. Please continue to work on your data submission until all data is entered and all edits have been addressed.
 - Please pay particular attention if you submit data for multiple pools and/or multiple carriers. Data must be authorized for each pool and carrier combination to complete the submission.
 - Once your data has been authorized, you can no longer make changes to that submission. If you need to make additional changes after the data has been authorized, you will need to call your Pool Data Validator to release the data to you for updating and reauthorization.

(12) NATIONAL POOL

