

New Contract Variation Template

User Guide

Purpose

To support you and your colleagues in managing a practice's monthly payment schedule through PCSE Online, we are introducing a new Contract Variation template. This new template will:

- Reduce the need for any complex macros in the running and creation of the csv file
- proactively present any issues with the CV file as soon as possible to allow easier resolution to be undertaken.

This guide will give you an insight into:

- How the new Contract Variation template functions
- What date is required when inputting your data
- The checks that have been implemented within the tool
- How to create the required CSV files for upload.

Before you use this guide, you will need to download the new CV file which can be found [here](#). When you open the contract variation template, you will see six tabs at the bottom of the page:

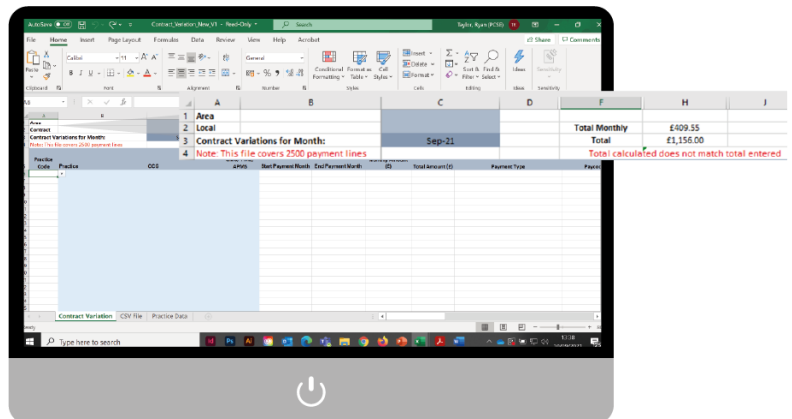
- Guidance
- Timeline
- Contract Variation Tab
- CSV File Tab
- Practice Data Tab
- Paycode Info

Contract Variation Tab

By default, the Contract Variation file will open on the **Contract Variation Tab**.

Within the top 4 rows of the spreadsheet, there is certain overarching control and support data.

This data is as follows in the table below:



Cell(s)	Title	Description
C1	Area	Free text field. Commissioner can enter any information required
C2	Local Contract	Free text field. Commissioner can enter any information required
C3	Contract Variation for Month	This is just the month of the CV. Note that this field is no longer used in any other fields so can be free format
H2	Total Monthly	Field calculated the total monthly amount that will be paid for information purposes
H3	Total	Field calculates the total value of all payments within the Contract variation
H4	Error	This error indicates if the total of all the monthly and ad hoc payments does not equal the total entered. If this is the case the user can then view the error messages in column U to identify which payments do not align



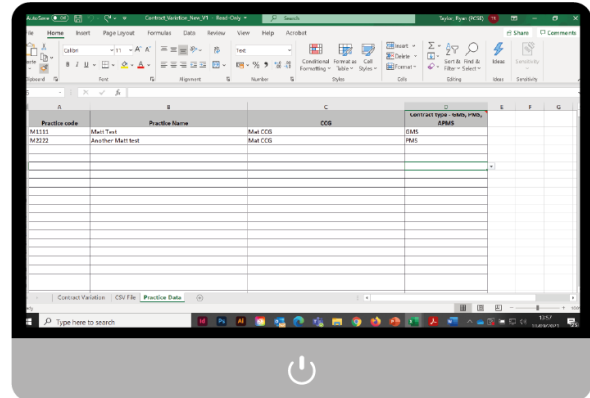
Keep in mind that this template has been built to allow up to **2500** lines to be added. If you need to add more than this, you will need to complete multiple CV.

Practice Details Tab

This tab is used to:

- Record the practices that relate to the commissioner
- Record the name of the commissioner and the contract type

This information is then used to filter through into the **Contract Variation** tab.



It should be noted that only the practice code and contract type is essential for the CV template to work

Also, When adding the contract type, please ensure that there are no spaces after the contract type as this can cause confusion when the spreadsheet is looking up payment information and validating



Practice Details Tab

This tab is used to:

- Enter the actual payments you wish to submit via the PCSE portal

The cells on the Contract Variation tab are:

Cell(s)	Title	Description
A5 – A2555	Practice Code	Look up list that identifies the practice added to the Practice Data Tab
B5 – B2555	Practice	Name of the practice as held in the Practice Data tab
C5 – C2555	Commissioner	Name of the Commissioner as held in the Practice Data tab
D5 – D2555	GMS / PMS / APMS	Contract type of the practice as held in the Practice Data tab. This is used to identify pay codes and that a valid selection has been made for the practice.

	A	B	C	D
	Practice Code	Practice	Commissioner	GMS/ PMS/ APMS
5				
6	M11111	Practice 1	Demo Commissioner	GMS
7	M22222	Practice 2	Demo Commissioner	PMS
8	M11111	Practice 1	Demo Commissioner	GMS
9	M22222	Practice 2	Demo Commissioner	PMS
10	M11111	Practice 1	Demo Commissioner	GMS
11	M22222	Practice 2	Demo Commissioner	PMS

Amounts and Payment Period

One of the main changes in the CV is to allow commissioners to select the start and end month of the payment. For this to be created as multiple payments on upload to the Portal rather than having to have a macro create individual entries. Checks have been put in place to try and ensure that the months selected, and the total entered aligns correctly to ensure that totals are correct, and verification of financial information can be achieved more easily.

The fields used to define the period and amount are:

Cell(s)	Title	Description
F5 – F2555	Start Payment Month	Defines the first month's payment you wish to create. Note if you select a month in the past the template will present an error as this must always be current month or later. If you wish to do a retrospective, you will need to assign these to the current month and add notes in the description field.
H5 – H2555	End Payment Month	The last month you want to create a payment for. Note if you want to add a single monthly payment, you need to leave this field as blank.
J5 – J2555	Monthly Amount	This is the amount you wish to be paid each month.
K5 – K2555	Total Amount	This is the total amount for the period selected. Note if this does not equal the calculated value of number months x monthly amount an error message will be displayed in column U.
M5- M2555	Calc Total	Calculates what the total amount should be based on monthly amount entered and start and end months. Used as a check.

F	H	J	K
Start Payment Month	End Payment Month	Monthly Amount (£)	Total Amount (£)
May	April	50.00	50.00
May		50.00	50.00
April	April	50.00	50.00
April	March	50.00	456.00
June	May	50.00	50.00
September	January	9.00	50.00
August	July	50.55	50.00
April			
April			
April	July	100.00	400.00

The example above assumes the CV was created for upload in April



Remember, if the start month is in the past the Contract Variation will reject the entry.

Do not enter an end month for AdHoc payments

Payment Type Details

The Payment Type details now allows the user to either select the paycode they require or the payment type. Feedback on the previous CV indicated that commissioners did not always know the paycode that related to the service they wanted, so they had to spend time trying to identify the code and add this to the spreadsheet. This new version allows either the payment type or the paycode to be selected.

Depending on the selection the spreadsheet will then identify whether that is a valid option based on the practice contract type. If not, it will present an error in column U.

It should also be noted that should you select both a payment type and paycode, if these do not match then again, an error will be presented in column U.

The information captured within this section includes:

N	O	P	Q	R
Payment Type	Paycode	Calculated Payment Type	Calculated Paycode	Payment Description
Complex Care	COURP	Complex Care	ZCCG	Complex Care
Addn.Voluntary Levy		Addn.Voluntary Levy	ADDVP	Addn.Voluntary Levy
	CONGCP	Congestion charge	CONGCP	Congestion charge
Added Year Adjustment Employee's		Added Year Adjustment Employee's	URLS	Added Year Adjustment Employee's
Addn.Voluntary Levy		Addn.Voluntary Levy	ADDVOL	eregerge
Seafarers		Seafarers	ZSEAFG	Seafarers
GPV - ONLINE CONSULTATION SOFTWARE SYSTEMS		GPV - ONLINE CONSULTATION SOFTWARE SYSTEMS	GPOCSG	GPV - ONLINE CONSULTATION SOFTWARE S
List Size Adjustment		List Size Adjustment		List Size Adjustment
	ALCRRG	Alcohol Risk Red DES	ALCRRG	Alcohol Risk Red DES
Addn.Voluntary Levy	ADDVOL	Addn.Voluntary Levy	ADDVOL	Addn.Voluntary Levy

Cell(s)	Title	Description
N5 – n2555	Payment Type	This is a drop-down option that allows you to select any payment type in the system. Once this has been selected the spreadsheet will identify the paycode based on the payment type and contract type. If a payment type is selected for a contract type where there is no paycode column Q will be blank and an error presented in column U.
O5 – O2555	Paycode	This is a drop-down option that allows you to select any paycode based on the practice contract type. If you select via the list, then the system will validate it is a valid paycode. However, if you paste over it with an invalid code, this will still be checked, and an error will be shown in column U.
P5 – P2555	Calculated Payment Type	The payment type is calculated based on whether the Payment type has been entered or the paycode. This field is then used to populate the payment type created as part of the CSV file.
Q5 – Q2555	Calculated Paycode	The payment type is calculated based on the contract type of the practice and payment type selected. Should an invalid combination be selected then this field will show an error message presented in column U.
R5 – R2555	Payment Description	This field defaults to the payment type; however, it can be overwritten. This field will be displayed in the statement's description. Note if you enter a comma this will be flagged as this causes issues when displaying in a statement as any text after the comma is ignored.

Adjustment type and Error

The adjustment type indicates whether the payment is a one-off payment that needs to be aligned to the next contractual payment date, or whether it is a monthly reoccurring payment.

If the payment is monthly, then the number of months can be 1 to 12 as it can be used if you want to make a single payment but ensure it is on the main contractual date rather than the next available date. These payments will always require an end month to be entered.

If you select A then this is a single payment only and no end date is required to be selected.

The fields shown are:

Cell(s)	Title	Description
S5 – S2555	Adjustment Type	Drop down selection. Can be M or A Note if no selection is made an error will be presented
T5 – T2555	Error Checking	This column shows the errors in relation to that line. It should be noted that only 1 error at a time will be shown, so it may transpire that when you resolve the initial error a new error may be displayed.

S	T
Payment Type (A)dhoc / (M)onthly	Error Checking
M	Error - Paycode selected not applicable for contract type
M	Error - No end month has been specified
M	Warning - Monthly selected but only 1 month payment entered
A	Error - Total does not match expected results
M	Error end month before start month
M	Error - Total does not match expected results
M	Error end month before start month
A	Error - Payment Type is not applicable to contract type
	Error - Paycode selected not applicable for contract type
	ok

The errors that may be encountered and the reason for this are defined below:

Error	Description
Error - entered paycode incorrect for payment type	Details where both a paycode and payment type have been selected in columns N and O but they do not align. To resolve, either remove one of the entries or ensure the two entries align.
Error - No end month has been specified	Details where the Adjustment Type of M has been selected but no end month for the payments has been specified. Note if you want to only pay 1 month but using the Main monthly date, you will need to have the same start and end month.
Error end month before start month	The end month selected is before the start month within the financial year. To fix, the end month will need to be selected on or after the start month.
Error - Total does not match expected results	Defines where the total entered does not align to the figure calculated. The calculated figure is based on the monthly amount and the start and end month and is shown in column M.
Error - AdHoc Selected and End month entered incorrectly	The solution has been developed so that if an adhoc adjustment type is selected then an end month is not required. This error defines if you have entered an end month
Error - no payment details have been selected	Defines where a practice has been entered but either the payment type or the paycode has been selected so the payment will not be able to be aligned to the correct payment details
Error - no contract type has been defined for the practice to allow paycode check to be performed	Defines where an entry has been specified but the contract type assigned to the practice within the Practice Data tab is not a valid contract type. Note: This may be created if there is space around the contract type
Error - the paycode entered is not applicable to the practice contract type	Defines where a paycode has been selected but this is not applicable to the contract type. Note this cannot be selected if using the drop down but may occur if the value is pasted into the spreadsheet, or the code was selected but then the practice contract type was amended.
Error - Payment Type is not applicable to contract type	Defines where a payment type has been selected, but when the system has tried to identify the paycode there is not a valid paycode for the contract type relating to that payment type. This is only the case for a few payment types and maybe in scenarios such as PMS baseline selected for a GMS or APMS contract type practice
Error - no start month defined	Defines where no start month has been selected
Error - Paycode selected not applicable for contract type	Same as "Error - Payment Type is not applicable to contract type" but performs the validation from a different perspective. Same fix applicable.
Error - Start month is before current month, this must be current month or later	Defines where the start month selected is before the current month. Note if this is left when the data is loaded the system will align the payments starting from the start month, so if loaded in September but the start month is August and end month march, then payments will be from August 2022 until March 2023
Error - no monthly amount entered	This is where no monthly figure has been entered for a payment line
Warning - Monthly selected but only 1 month payment entered	This is more a friendly warning that you have selected monthly but only entered 1 month

Creation CSV

The CSV tab identifies all the entries made on the CV tab and presents in the format for upload to the PCSE portal. If any errors are outstanding, they will be presented on this tab as a reminder that they need to be resolved before upload can be performed

	A	B	C	D	E	F	G	H	I
	Contractor Code	Payment Type	Payment Value	Payment Start Month	Payment End Month	Custom Payment Date	Description	Adjustment Type	
1	M1111	Error	50	May	May		Error	M	Errors still outstanding
2	M2222	Addn.Voluntary Levy	50	May			Addn.Voluntary Levy	M	Errors still outstanding
3	M1111	Congestion charge	50	April	April		Congestion charge	A	Errors still outstanding
4	M2222	Added Year Adjustment Employee's	50	April	March		Added Year Adjustment Employee's	A	Errors still outstanding
5	M1111	Addn.Voluntary Levy	50	June	May		eregerge	M	Errors still outstanding
6	M1111	GPFV - ONLINE CONSULTATION SOFTWARE SYSTEMS	50.55	August	July		GPFV - ONLINE CONSULTATION SOFTWARE SYSTEMS	M	Errors still outstanding
7	M1111	List Size Adjustment		April			List Size Adjustment	A	Errors still outstanding
8	M2222	Error		April			Error		Errors still outstanding
9	M1111	Addn.Voluntary Levy	100	April	July		Addn.Voluntary Levy		

Once all the data has been entered in the Contract Variation tab, the commissioner will then be required to create the CSV file. This can be performed in one of 2 ways:

Option 1 – CSV Button

Within the tab there is a button that will save the CSV tab data as a csv file. This save should be done in the same location as the CV template so you need to ensure the file has been saved before proceeding, however depending on your local set-up it may be saved into your documents folder.

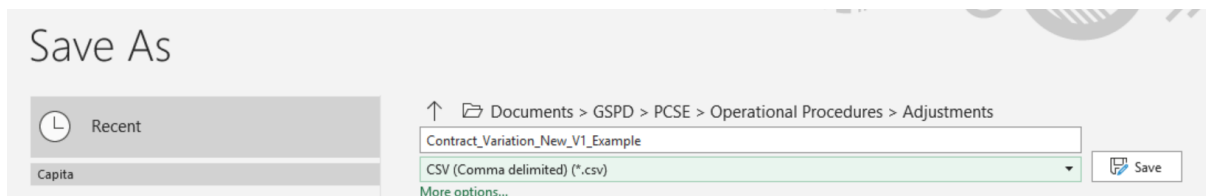
Once the Contract Variation file is saved, to create the CSV file just select the Export button. This will then save the data as a CSV file that is then ready for upload

Option 2 – Save As

If the export button does not work, there is a second option for creating the CSV file. This is using the save as function

To perform this approach:

- **Save the CV spreadsheet as excel file**
- **Select save again, but this time save the file as a CSV and not excel**



You can then select the location of the file.

The only issue with this is that it changes the whole CV file to CSV, so hence the importance of saving as a excel file first.

These files are then ready for upload to the PCSE portal as per the normal process.

Post Save Task – both options

Once the file is created, you will need to:

- Open the CSV file
- Select Columns J to O

A screenshot of an Excel spreadsheet. The columns are labeled J, K, L, M, N, and O at the top. The row numbers 3, 4, and 5 are visible on the left. The cells in columns J through O for rows 3, 4, and 5 are highlighted with a green border, indicating they are selected.

- Press Delete
- Press Save

This means that the CSV file will be cleansed and will be available for upload ok.

These files are then ready for upload to the PCSE portal as per the normal process.