

Payroll Based Journal (PBJ) XML File Preparation and Submission

Training Outline

- XML File Basics
- XML File Creation
- XML File Validation
- Hire/Termination/Rehire
- XML Submission Process
- Final File Validation Report
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XML File Basics

- XML Defined - EXtensible Markup Language
- Designed to store and transport data
- Data is stored in plain text format
- XML Elements
- An XML document contains XML elements
- Elements are identified by tags
- May contain text, attributes or other elements
- XML Syntax
- Element Tags
- Case Sensitive
- XML Declaration
- Root and Child Elements
- Nested Elements
- Entity References

XML File Creation

- XSD Defined - XML Schema Document
- Defines legal building blocks of an XML document
- Utilizing the XSD to Generate XML
- Eclipse (Java Code)
- Visual Studio (.NET Code)
- Excel (XML Mappings)

- PBJ XML File Example
- Available in PBJ Data Specs on CMS.gov

XML File Validation

- XSD Constraints
- XML Validation Tools
- Development Tools
- Text Editors
- Online XML Validators
- XML File Validation
- CMS QIES Systems for Providers Welcome Page

Hire/Termination/Rehire

Employees with multiple hire dates are not accommodated in a single file, multiple files must be submitted for each hire date with staffing hour data that is only applicable to the specified hire date. Please follow the instructions below:

- Upload the XML file with the original hire date and termination date and staffing hours that were worked during that period.
- Upload the second XML file with the rehire date and staffing hours that were worked during that period.

XML Submission Process

- The confirmation message only confirms successful receipt of the file by the CASPER Reporting and PBJ systems. It does NOT confirm the file has processed or the XML files have been accepted by the CASPER Reporting and PBJ systems.
- It is highly recommended that you print this message or otherwise note the submission ID and date information. You will need this information to identify the corresponding system-generated Final Validation Report in the CASPER Reporting system. The confirmation message is cleared once you perform another PBJ File Submission function.
- NOTE: After your submitted PBJ data file is successfully received by the CASPER Reporting and PBJ systems, the CASPER Reporting and PBJ systems validate the file structure and data content. Within 24 hours of a successful submission, a system-generated final validation report is created in the CASPER reporting system.
- This report provides a detailed account of any errors found during the validation of the file in the PBJ submission system. This report is generally created within minutes of the submission, but the time does vary depending on the size of your file and concurrent system activity.

Final File Validation Report

- Automatically generated by the CASPER Reporting and PBJ systems
- Provides detailed information about each XML file contained in the submission zip file, but only displays the XML files where the Facility ID could be verified by the CASPER Reporting and PBJ

systems

- Includes the following for each XML file that was successfully processed:
 - The status of XML file processing - Accepted or Rejected
 - Identification items to identify the XML file
 - Error messages associated to the XML file, if applicable
- Review carefully to determine the status of the processing of each XML file included in the submission zip file. XML files with fatal errors and a status of Rejected are not saved into the CASPER Reporting and PBJ systems.
- If fatal errors are returned on the Validation Report, corrections should be made to the XML file. The corrected XML file should be resubmitted to the PBJ system.
- The report is automatically deleted from the VR folder after 60 days.
- CMS highly recommends that you print or save a copy of the report prior to the system deletion.
- To view the PBJ Final File Validation Report you must be logged into CMSNet.
- PBJ Final File Validation Report provides feedback about the processing status of each XML file included in the submission zip file.
- It is vitally important that you print and carefully review each PBJ Final File Validation Report.

Types of Error Messages - Fatal

Two types of errors could display on the VR:

Fatal

- If the XML file contains one or more fatal errors, it is rejected and NOT accepted by the PBJ system.
- The fatal error(s) must be corrected and the XML file must be resubmitted to the PBJ system.
- If an XML file contains both Fatal and Warning errors, Fatal errors take precedence; the XML file is rejected.
- Depending on the fatal error received it's possible a PBJ Final File VR will not be generated for the Facility. If this is the case you will need to run the PBJ Submitter Final File Validation Report to determine why the PBJ Final File VR was not generated. Instructions for the PBJ Submitter Final File Validation report will be outlined in Module 11– Other CASPER Reports for PBJ.

Warning

- If the XML file contains only warning messages, the XML file is accepted by the PBJ system
- Evaluate the message to determine if the error must be addressed

User Guide References

- Refer to the PBJ User's Guide for additional information about the potential error messages that may appear on the PBJ Final File Validation Report.
- The above guide is available in the PBJ application and on the CMS QIES welcome page.

QTSO Help Desk Support

- If you require assistance with the CASPER Reporting and PBJ systems, contact the QTSO Help Desk by:
 - Phone at (800) 339-9313
 - E-mail at help@qtso.com