

Padagis Report Automation Software

Introduction

Welcome to the Padagis Report Automation Software! This program is designed to simplify the creation of various regulatory reports, making the process more efficient and less time-consuming.

How It Works

Imagine you're a dealer in a card game where each player expects their hand to be dealt with specific cards (in a specific order) from multiple decks. Instead of manually arranging the cards, the Padagis Report Automation Software acts like a magic shuffler, dealing all hands simultaneously and efficiently.

In this scenario:

- **You** are the dealer.
- **Source Files:** Multiple Decks of Cards.
- **Report Templates:** The players expecting specific hands.

You can place all the decks in the shuffler, and it sorts all the cards and automatically deals them to the players in the correct order.

- **Raw Data (Cards):** The software extracts all the raw data from your Excel source files.
- **Program + Database (Shuffler):** The software stores and sorts the data in a database (SQLite) according to the specified time frames and report types.
- **Reports (Dealt Hands):** The software 'deals' the sorted data back to you as detailed, organized reports per your timeframe specifications.

PROGRAM STEPS

1. **Report Combination Selection:** Choose the report types you want to generate.
2. **Dynamic Requirements + Source File Folder Selection:** When you select the reports you'd like to run, the program dynamically determines the required source files for the selected combination. Gather the source files, place them in a designated folder, and direct the software to this location.
3. **Header + Source File Validation:** The software checks headers and required columns to determine if the necessary source files are present. Missing data or source files will prompt you to restart the process.
4. **Data Validation + Import:** The software validates data for accuracy before importing it into an SQLite database. If validations fail, you will be prompted to start over. If validations are successful, the database file will be generated, and you will move on. See Pages 5-7 for specific notes regarding common failed validations.
5. **Summary:** Review imported data and select report options.
6. **Report Options + Generation:** The user selects the report type, timeframe options, year and specific time period (if applicable) and clicks 'Generate Reports'. The final screen provides a button to 'View Reports', 'Delete Database', 'Restart' or 'Close'.

Data + Validation Requirements

Important Notes

- **CS Master Sheet Products + Warehouse Tab:** This document is the source of truth for the program. Ensure all products are listed correctly with the correct metadata. Incorrect data will lead to incorrect reports or unsuccessful validations.
- **Unique Source Files:** Each data source must be a unique sheet in the source file directory. If multiple versions of the same data source are detected, you'll be prompted to fix the issue and start over. For example, two different sales reports in the selected source file directory.
- **Multiple Warehouse DEA Numbers:** Each report style handles instances of multiple Warehouse DEA numbers in the sales data differently. See below 'Report Requirements + Validations Summary'.

Summary of Validations (See Pages 5-7 For Specific Common Errors)

- **All Source Files Must Be Closed:** Any open files in the source file directory will stop import.
- **Required Data:** A list of required fields for import to the SQLite DB are listed on the last page of this document. These specific fields are crucial for complete reports, and there can be no missing data for these columns of the source files.
- **'Y' or 'N' Validation:** Ensures a 'Y' or 'N' value in critical CS Master columns. There can be no unrecognized or missing values in the "Include In" columns of the CS Master.
- **Sales Data NDC Validation:** Ensures controlled product NDC numbers in sales report match those in the CS Master Sheet by matching the NDC column from the sales report with the NDC (No Dashes) column of the CS Master. There can be no unrecognized NDCs on the sales report.
- **Warehouse Reporting Registrant Validation:** Confirms all warehouse DEA numbers in sales data match known Padagis warehouse DEA numbers from "Warehouse Info" tab of the CS Master. There can be no unrecognized warehouses on the report.
- **Append MME Value:** Validates and appends MME value for NY reports based on a truncated NDC from the CS Master. There can be no NDCs to be included in NY reports (State Level or Excise) that do not have a matching MME value on the NDC/MME source file.
- **NY Customer License Validation (Excise Tax Report Only):** Ensures there is only one active CS license for all NY customers with relevant sales. If a license is missing, if multiple State CS license numbers exist or if a transaction falls outside the valid timeframe, the user is alerted to resolve the license issue on the Customer License Report before data import.
- **Warehouse Consistency Check (Excise Tax Report Only):** Ensures consistency of warehouse TINs and corporate addresses. Each warehouse that shares a TIN must share a corporate address, and vice-versa. This is crucial for the data sorting functionality of the Excise Tax report.

Report Requirements + Validations Summary

ARCOS

- **Required Source Files:** CS Master Sheet, Warehouse Data Tab (CS Master Workbook), Sales Report
- **Validations:** Required Data, 'Y' or 'N', Warehouse Reporting Registrant, Sales Data NDC
- **Time Period Option(s):** Monthly, Quarterly, Annual
- **Report Output File Type:** Formatted .txt file.
- **Handling of Multiple Warehouse DEA Numbers:** A separate report for each warehouse DEA number will be created if there are relevant sales as indicated on the CS Master Sheet.

DSCSA

- **Required Source Files:** CS Master Sheet, Warehouse Data Tab, Sales Report
- **Validations:** Required Data, 'Y' or 'N', Warehouse Reporting Registrant, Sales Data NDC
- **Time Period Option(s):** Quarterly, Annual
- **Report File Type:** Formatted .txt file.
- **Handling of Multiple Warehouse DEA Numbers:** A separate report for each warehouse DEA number will be created if there are instances of sales relevant sales as indicated on the CS Master Sheet.

MI State Level

- **Required Source Files:** CS Master Sheet, Warehouse Data Tab, Sales Report
- **Validations:** Required Data, 'Y' or 'N', Warehouse Reporting Registrant, Sales Data NDC
- **Time Period Option(s):** Quarterly, Annual
- **Report File Type:** Formatted excel file from template
- **Handling of Multiple Warehouse DEA Numbers:** All warehouse DEAs with relevant sales are included in the same report.

NY State Level

- **Required Source Files:** CS Master Sheet, Warehouse Data Tab, Sales Report, NDC/MME Workbook
- **Validations:** Required Data, 'Y' or 'N', Warehouse Reporting Registrant, Sales Data NDC, Append MME
- **Time Period Option(s):** Quarterly, Annual
- **Report File Type:** Formatted excel file from template.
- **Handling of Multiple Warehouse DEA Numbers:** A separate report for each warehouse DEA number will be created if there are relevant sales as indicated on the CS Master Sheet.

NY Excise Tax

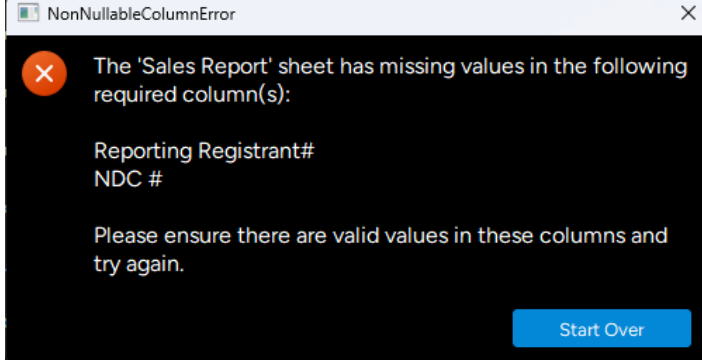
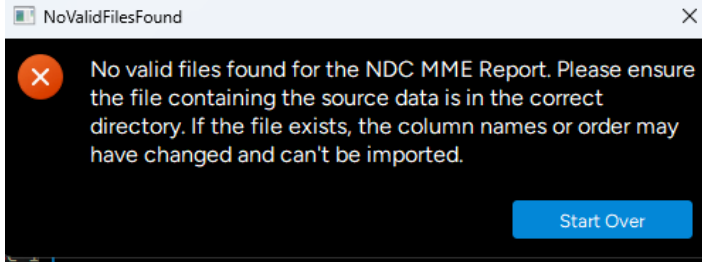
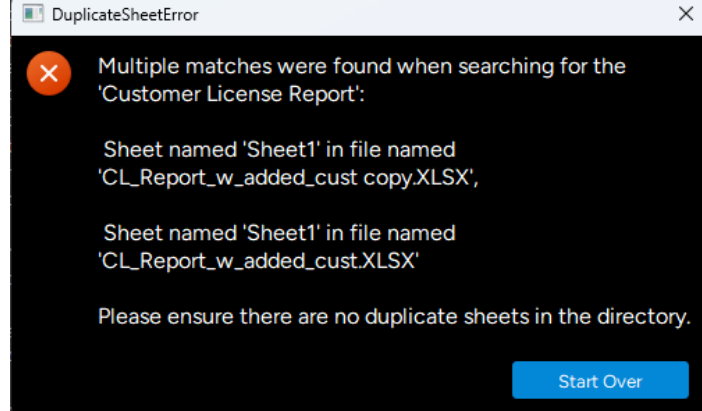
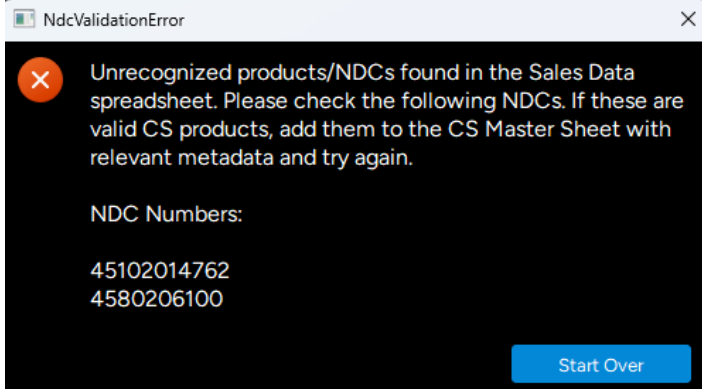
- **Required Source Files:** CS Master Sheet, Warehouse Data Tab, Sales Report, NDC/MME Workbook, Customer License Workbook
- **Validations:** Required Data, 'Y' or 'N', Warehouse Reporting Registrant, Sales Data NDC, Append MME, NY Customer License, Warehouse Consistency.
- **Time Period Option(s):** Annual only.
- **Report File Type:** Formatted excel file from template.
- **Handling of Multiple Warehouse DEA Numbers:** Warehouse DEA numbers with instances of sales relevant to NY State Level and Excise Tax reporting are grouped by TIN according to report specifications.
- **IsFirstSale Functionality:** The program checks if any customer licenses (matched by customer #) were valid before the report's start date. If a license existed previously, an "N" is placed in the 'IsFirstSale' column. If there's only one license, and its start date falls within the report period, the first relevant transaction is marked with a "Y."
- **Returns:** The software has no way to account for returns. Any returns must be manually added per the specifications on the report's template. If the software generates an Excise Report, there's a prompt to remind the user to check for returns.

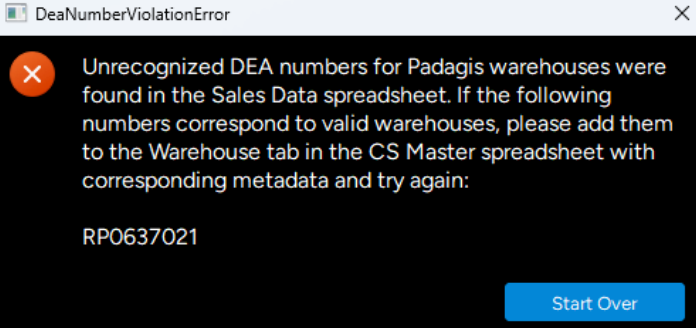
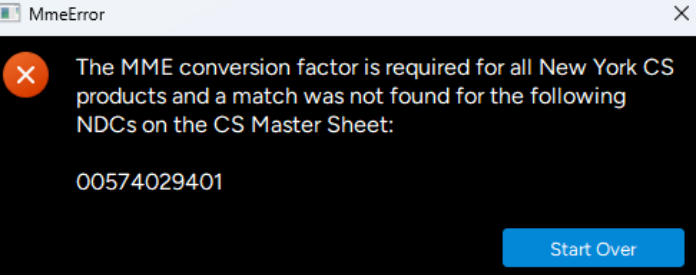
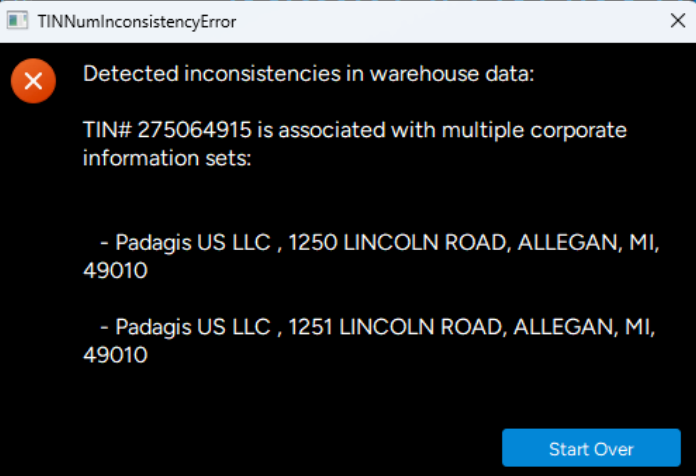
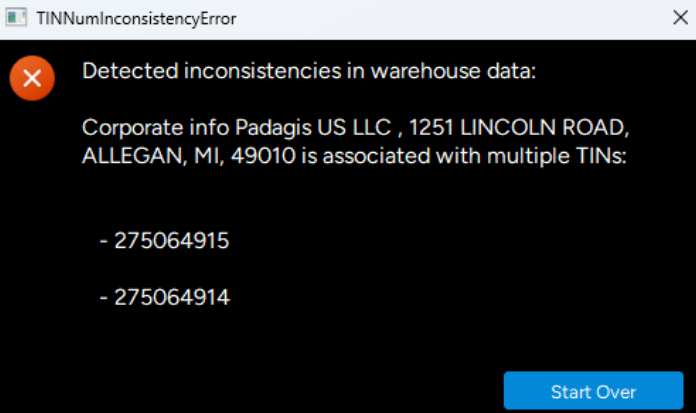
Data Sources + Required Columns

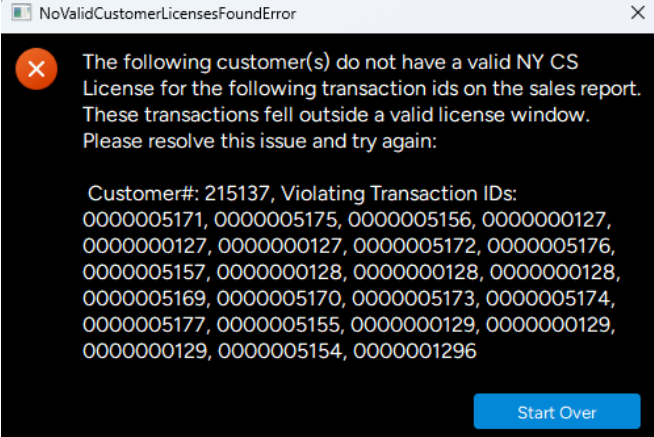
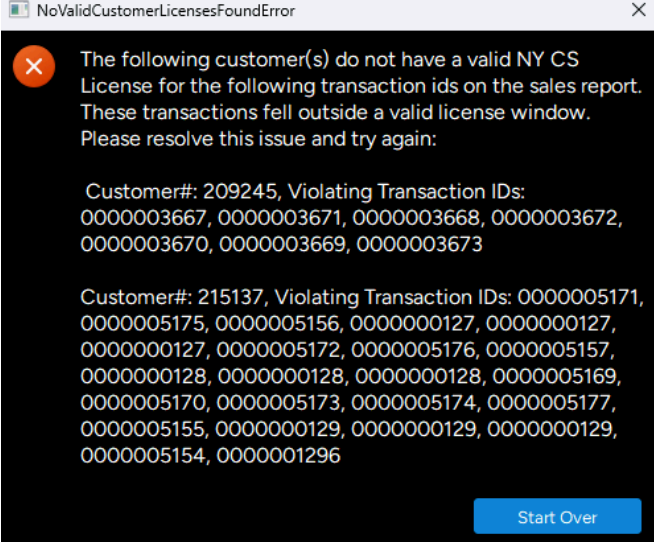
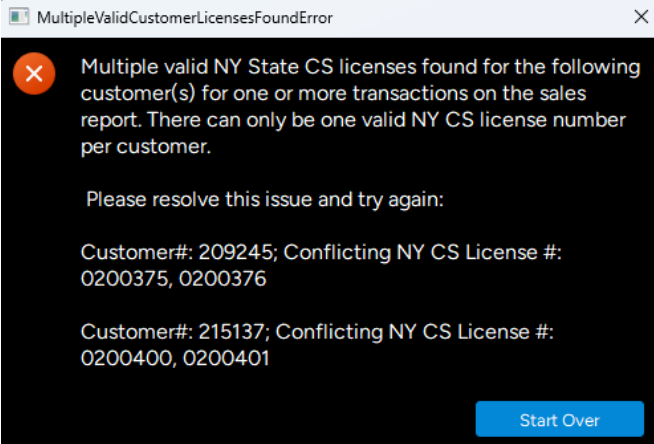
Sales Report • Reporting Registrant # • Transaction ID • Transaction Date • Ship-To-Customer • Ship-To-Name • Address [Ship-to] • City [Ship-to] • State [Ship-to] • Zip Code [Ship-to] • DEA Reg Nbr • Material Description • Quantity • NDC #	Warehouse Tab in CS Master • Corporate Name • TIN Number • DEA NUMBER • NY CS License Number • NY SED License Number • Address • City • State • Zip • Business Activity • Corporate Address • Corporate City • Corporate State • Corporate Zip
CS Master Sheet • NDC No Dashes • Include In Arcos Reports? ['Y' or 'N'] • Include In DSCSA Reports? ['Y' or 'N'] • Include In MI State Reports? ['Y' or 'N'] • Include In NY State and Excise Tax Reports? ['Y' or 'N'] • CS Strength (mg) • Size • Unit • Strength • WAC • Items Each Per Case Min Order Quantity	Customer License Data • Customer • License Type • License Number • Valid From • Valid To
NDC/MME Data • Nine Digit NDC • MME Conversion Factor	

COMMON IMPORT + VALIDATION ERRORS

This section outlines common errors that may occur during the import process and provides steps to resolve them. If an error occurs, the import process will be halted, and an error message will be displayed. Below are descriptions of the possible errors along with screenshots to help you identify and resolve the issues.

 The 'Sales Report' sheet has missing values in the following required column(s): Reporting Registrant# NDC # Please ensure there are valid values in these columns and try again. Start Over	NonNullableColumnError Reason: There are missing values in required columns from the source files. In this example, there are missing values in the Reporting Registrant and NDC # column of the Sales Report. This error occurs when data is missing from any required column. How To Resolve: Ensure that all required columns contain valid data.
 No valid files found for the NDC MME Report. Please ensure the file containing the source data is in the correct directory. If the file exists, the column names or order may have changed and can't be imported. Start Over	NoValidFilesFound Reason: Required source files are missing for the selected report combination. In this example, the NDC MME source file is missing. How To Resolve: Ensure all required source files are in the specified directory for the selected report combination.
 Multiple matches were found when searching for the 'Customer License Report': Sheet named 'Sheet1' in file named 'CL_Report_w_added_cust copy.XLSX', Sheet named 'Sheet1' in file named 'CL_Report_w_added_cust.XLSX' Please ensure there are no duplicate sheets in the directory. Start Over	DuplicateSheetError Reason: Multiple source files matched the expected file type in the directory. In this example, there are two Customer License Reports in the source directory when there should be only one. How To Resolve: Ensure only one copy of each required source file is in the directory.
 Unrecognized products/NDCs found in the Sales Data spreadsheet. Please check the following NDCs. If these are valid CS products, add them to the CS Master Sheet with relevant metadata and try again. NDC Numbers: 45102014762 4580206100 Start Over	NdcValidationError Reason: There is an unrecognized NDC on the sales report when comparing to the values in the CS Master. This is to ensure all sales are recognized for report accuracy. How To Resolve: Ensure all NDCs on the sales report have a matching value on the CS Master.

 DeaNumberViolationError Unrecognized DEA numbers for Padagis warehouses were found in the Sales Data spreadsheet. If the following numbers correspond to valid warehouses, please add them to the Warehouse tab in the CS Master spreadsheet with corresponding metadata and try again: RP0637021 Start Over	DeaNumberViolationError Reason: There is an unrecognized Padagis DEA number on the sales report, meaning it does not match the DEA numbers listed in the CS Master's warehouse tab. How To Resolve: All instances of Padagis warehouses must be recognized by the program to ensure accuracy.
 MmeError The MME conversion factor is required for all New York CS products and a match was not found for the following NDCs on the CS Master Sheet: 00574029401 Start Over	MmeError Reason: A NY State or Excise Report is selected, and there is not a matching MME value in the NDC MME Report. How To Resolve: Ensure all relevant products have a matching MME value in the NDC MME Workbook.
 TINNumInconsistencyError Detected inconsistencies in warehouse data: TIN# 275064915 is associated with multiple corporate information sets: - Padagis US LLC , 1250 LINCOLN ROAD, ALLEGAN, MI, 49010 - Padagis US LLC , 1251 LINCOLN ROAD, ALLEGAN, MI, 49010 Start Over	TINNumInconsistencyError (Example 1) Reason: A NY Excise Tax report has been selected, and there are two different corporate addresses listed for the same TIN in the Warehouse tab. How To Resolve: Ensure warehouses sharing a TIN also have the same corporate address.
 TINNumInconsistencyError Detected inconsistencies in warehouse data: Corporate info Padagis US LLC , 1251 LINCOLN ROAD, ALLEGAN, MI, 49010 is associated with multiple TINs: - 275064915 - 275064914 Start Over	TINNumInconsistencyError (Example 2) Reason: A NY Excise Tax report has been selected, and there are two different TIN numbers associated with the same address. How To Resolve: Ensure warehouses with the same address also share a TIN.

	NoValidCustomerLicensesFoundError (Example 1) Reason: A NY Excise Tax report has been selected, and a customer with relevant sales either has transactions that fall outside the stated license window or no matching NY State CS license was found. How To Resolve: Check that all transactions fall within the valid license period.
	NoValidCustomerLicensesFoundError (Example 2) Reason: Same as above but showing two customers without a matching license. How To Resolve: Same as above.
	MultipleValidCustomerLicensesFoundError Reason: A NY Excise Tax report has been selected, and there are two matching CS License numbers for the same customer. How To Resolve: Ensure only one State CS License number is associated with the listed customer.