Distributor File Status
## Quick Start Guide for Altria

About

The Distributor File Status application will check for data compliance errors in data that distributors have submitted to MSA for Altria. Data errors can become critical issues for both manufacturer and retailer, who usually need the data for sales and trade program fulfilment.

Logging In:

To log into your account, log into MSA *Data Services Portal*, then select "Altria Data Compliance" from the menu, as shown in *Figure 1*, below.
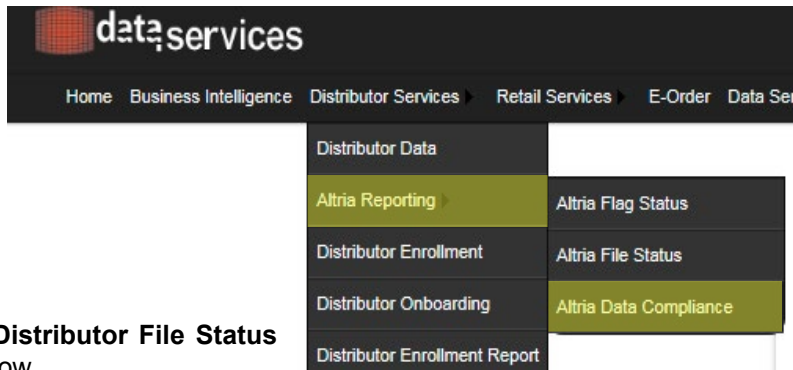
You should then see the **Distributor File Status** page, seen in *Figure 2*, below.

Figure 1

The Distributor File Status Application:

Figure 2 shows the initial view of the application, also called the *Program View*. The *Program View* allows you to clearly see errors at the Program level. Upon logging in, the error counts that you see are at the highest level you have access to for the most recent quarter and year.

You can see several separated sections of the application (clockwise, beginning from the top left):
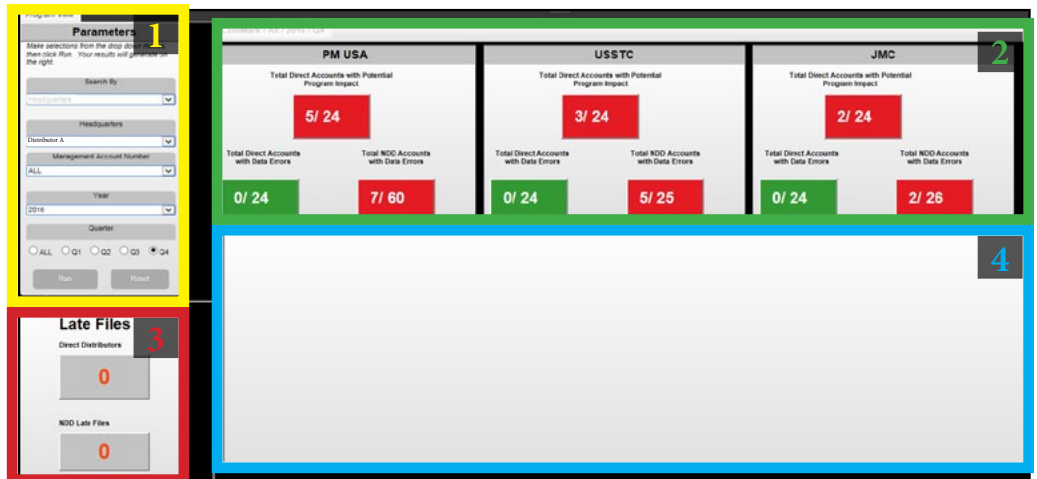

Figure 2

- **Parameter Panel (1):** Select parameters from the drop down menus and select run to update Program Panel and Late File/Error Count Panel.
- **Program Panel (2):** Divides the error counts by payment program. Select the "Total Direct Accounts with Potential Program Impact" button to display all accounts in the Tables Panel.
- **Late File/Error Count Panel (3):** When in the *Program View*, this panel will display the amount of *Late Files*. When an account is selected from the Tables Panel, *Remaining Errors* for that account will be displayed.
- **Tables Panel (4):** A list of selectable accounts with data details will display here .

Using the Application:

It takes three steps to see errors for a specific account and time period:

1. Narrow the data in the *Parameters Panel.* **Make selections from the drop down menus, then click "Run."**
2. Select a *Program* from the *Program Panel*. **Click on any red button from under any program.** The *Tables Panel* will now display all accounts available, as shown in *Figure 3,* below.
3. Select an *Account* from the *Tables Panel*. **Click on any underlined word or number to select that account and see its errors.**

Accounts View:

⌐ **Red Flag:** Indicated to correct the error before potential program impact directly associated with that account. The number of errors accumulates into a count to the left of the flag.

◆ **Red Diamond:** Indicated to correct the error before potential program impact indirectly associated with that account. The number of errors accumulates into a count to the left of the diamond.
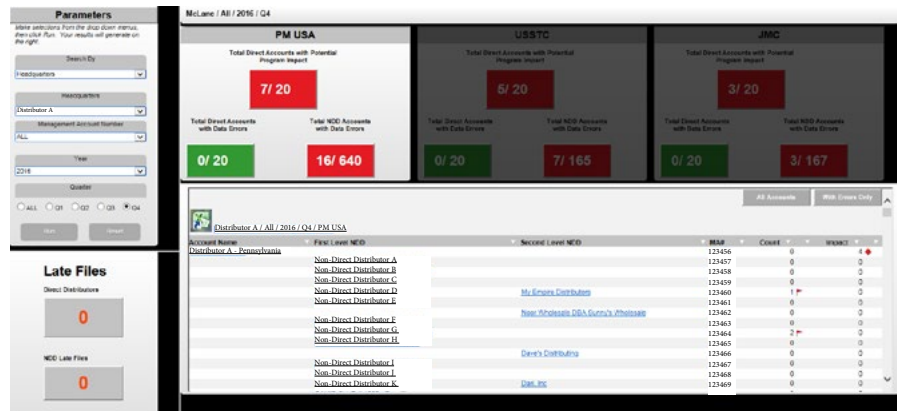

Figure 3

Error View:

After you complete the three steps, you will see the errors, organized by type and program, in pie charts where the *Program Panel* was, above the *Tables Panel*, which now lists those errors as shown in *Figure 4,* below.

You can click on different pie chart pieces to see more about those errors. To return to the full list of errors, click on the pie chart piece again. To exit that view, click the **X** button in the top right corner of the screen.
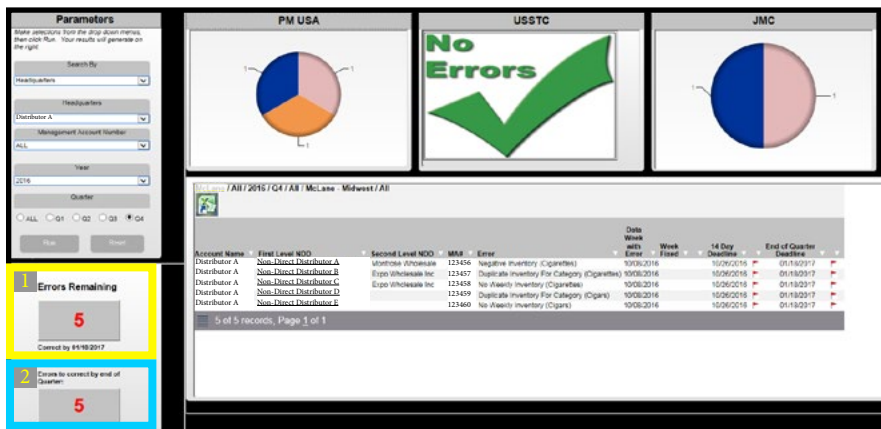

Figure 4

⌐ **Red Flag:** Indicates the deadline countdown has begun for the account to correct the error before a penalty impact.

▲ **Orange Triangle:** Indicates the deadline has passed for correcting the error without penalty.

Errors Remaining (1) - Total unresolved errors (including unresolvable errors such as Late File error and Cigarette Transshipment error)

Errors to Correct by End of Quarter (2) - Total unresolved errors (excluding unresolvable errors such as Late File errors and Cigarette Transshipment error)
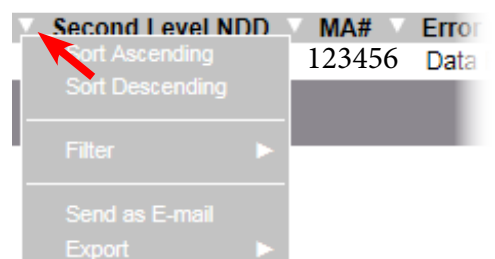
By clicking on the white arrow, you can customize the filtering options, sorting, and export the information in multiple formats.