

MDS Arcos Training Guide

Djf 4/4/2008 2:55:02 PM

ARCOS Defined

The Automation of Reports and Consolidated Orders System (ARCOS) is the automated system developed by DEA to monitor selected controlled substances. ARCOS software enables the government to maintain a current and historical record of selected controlled substance inventories and transactions from the point of manufacture to the point of sale, distribution, or other disposition, and finally, to the dispensing (consumption) level.

The MDS system allows you to track the sales and purchase of any item and will create a report in Excel Format and in DEA Compliant format for use in filing with the DEA/Federal government

1. Setup of Company/Vendors/Customers/Products for Arcos Tracking
2. Entering DEA Form#'s from Order entry
3. Reporting tools
4. Data Elements

1. In product master maintenance you must flag the items as controlled drug = "Y"

Product Master File Maintenance	
Product #	00054-4571-25
INT PROD #	100694
39. Minimum GP %	0.00
40. Maximum GP%	0.00
41. Price Hold Bypass	
42. Disc Break Ind	N
43. Minimum PO Qty	0
44. Dropship Ind	Y
45. UPC Number	
46. UNSPSC	
47. Manuf. Code	MFG206
48. Manuf. Product#	
49. United Product#	
50. Contract Cost	
51. Expiration Date	
52. Warranty Period	0
53. Serial	N
54. Quantity Factor	1.00
55. Seasonal Item	N
56. Temporary Item	
57. Trans Shipping Ind	B
58. Group Number	
59. Controlled Drug	Y
60. Exp Date Required	Y
61. Rebatable	Y
62. NDC Number	00054-4571-25
63. NSN Number	
64. Blanket PO	N
65. PO Group	
66. Drug Type	02
67. MDS Flag	
68. Catch Weight Flag	
69. Min Average Weight	0.0
70. Max Average Weight	0.0
71. Supply Method	
72. Customer	
73. Lead Time	0.0
74. Catalog Page	
75. Mark Up %	0.00
76. Pref. Item to Sell	

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT : XXXXXX PAGE 2 OF 5

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	NOTES	INQUIRY	CANCEL	Off	Userfile	Popup
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In Company Maintenance you must Setup your DEA Code

For each Customer who purchases items , You must enter their DEA Code, exp date and enter any drug type if you want to limit them to specific schedules or type of drugs:

Customer Master Maintenance Internal # 100092
 Customer# DEA1

41.Dea#	MG1002334	54.Freight Class	
42.Dea Exp Date	10/01/03	55.Charge Freight	Y
43.Drug Type	1. 99 RACHELS TES 2. 01 TEST DRUG T	56.Frt Surcharge %	0.00
44.License #		57.Frt Surcharge \$	0.00
45.Lic Exp Date		58.Frt Min Dol	0
46.Med Data Sht	N	59.EDI Cust#	
47.Monthly Bill	N	60.Recv 850.EDI	N
48.Serv Co#	01	61.Send 855 EDI	N
49.Serv Whse	001	62.Send 856 EDI	N
50.Hospital ID#		63.Send 810 EDI	N
51.Admin Fee %	0.00	64.Cust.PO #	Y
52.Label Fee	0.00	65.Wild Card	
53.Facility		66.DUNS Number	
		67.Dunning Flag	N

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT : XXXXXXX PAGE 2 OF 6

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	NOTES	INQUIRY	CANCEL	Off	Userfile	Popup
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2. On Each Sale or Purchase you will be required to enter a DEA Form# - this is the Form 222 that should accompany the purchase and will later be reported in the Arcos reports..

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File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

Purchase Order Entry Catalog Display OFF Total

Co# 01 Vendor 115 ANDA INC. Whse# 001 P/O# 010491

LN#	Product#	Purch/UM	Req-Date	Src	Cost/UM	Dcnt%
	Description	DS-Price	Curr	ND-Customer	DS-Order#	MfgBO
1		/	04/04/08		/	
2		/			/	
3		/			/	
4		/			/	

UM	ONHAND	INPICK	BCKORD	ON ORD	AVAIL	IN TRANS	NEXT PO	CASE	BOX	UNIT
EA					0			1	1	1

SALES

Enter required Drug Form #: _____

MDS INQ	ST. INQ	Open PO	COMMENT	IMAGE	PRODTEXT	Cst Quote	Cat Disp			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

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Purchase Order Entry Catalog Display OFF Total

Co# 01 Vendor 115 ANDA INC. Whse# 001 P/O# 010491

LN#	Product#	Purch/UM	Req-Date	Src	Cost/UM	Dcnt%
	Description	DS-Price	Curr	ND-Customer	DS-Order#	MfgBO
1	00054-4571-25 C2 - Methadone 10mg TB 10 0 ROXA	#####	EA	04/04/08	/	EA
2		/			/	
3		/			/	
4		/			/	

UM	ONHAND	INPICK	BCKORD	ON ORD	AVAIL	IN TRANS	NEXT PO	CASE	BOX	UNIT
EA					0			1	1	1

SALES

JAN08	FEB08	MAR08	APR08	MAY07	JUN07	YTD08
						0
JUL07	AUG07	SEP07	OCT07	NOV07	DEC07	LYTD07
						0

MDS INQ	ST. INQ	Open PO	COMMENT	IMAGE	PRODTEXT	Cst Quote	Cat Disp			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

- Reporting Tools – on a quarterly or monthly basis (whichever you are reporting on)

You can run the acquisitions (purchase orders) and dispositions (sales orders) reports.

Both reports ask the warehouse or branch you are reporting on the beginning date and ending date for the transactions and if you want to rebuild the ARCOS file

Rebuilding the arcoss file is not necessary if you have not added transactions since the last build – each report will show the date that the Arcos information was last updated.

Acquisitions are based off the PO table and Dispositions are based off the Invoice table

Lastly each report asks if you want a traditional paper report in your capture or an excel export that is more suitable for customized reporting.

Examples of the report are below:

```
04 Apr 2008 ARCOS TRANSACTION REPORTING PG: 1
DRUG ENFORCEMENT ADMINISTRATION
CO: 01 HyGen Pharmaceuticals, Inc.
WHSE: 001 HyGen - ADR Pedigree
PERIOD: 01/01/08 TO 04/04/08
LAST ARCOS REBUILD: 13:31:23 04 APR 2008
"ACQUISITIONS":
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REPORTING NATIONAL ASSOCIATE DEA TRANS
REGISTRANT TNX DRUG CODE QUANTITY UM REGISTRATION# FORM# LOT NUMBER DATE REFERENCE#
```

 RH0331417 POR 58177-0914-01 100 EA PD0058063 056963345 Conv1 01/02/08 002250
 RH0331417 POR 68774-0162-01 4 EA RD0277409 056963346 7102561 04/01/08 002663

The Excel Output Option creates a spreadsheet with the same data and allows you to edit and modify the report before submitting to the DEA.

4. Data Elements.

Each Arcos Report utilizes the following information:

1 WHSE	WAREHOUSE CODE		RN 3
2 NDC#	NATIONAL DRUG CODE#		LA 15
3 DATE	TRANSACTION DATE	D2/	R 8
4 DEA#	COMPANY'S DEA# (2A-7N).		L 10.
5 TNX	TRANSACTION CODES :		LA 3
	ADJ - ADJUSTMENT		
	C/M - CREDIT MEMO		
	INV - INVOICE		
	OOP - ON ORDER POSTING		
	POR - PURCHASE ORDER RCPT.		
	PRA - PURCHASE RECEIPT ADJ		
	REC - RECEIPT		
	TRN - TRANSFER		
6 QTY	QUANTITY	MR0,	RN 10
7 UM	UM		L 2
8 ASS.DEA#	ASSOCIATED DEA# (2A-7N).		L 10
9 DEA.ORD#	DEA ORDER FORM#		R 9
10 LOT#	LOT NUMBER		L 15
11 REL.NO	RELEASE NO.		LA 11

Data Elements:

CO = Release Company number
 NDC# = Product Master NDC#
 REL.NO = Release number/PO#
 UM = Product master stocking unit of measure
 WHSE = Warehouse release sold from
 DATE = Invoice date from release
 DEA# = Dea# Code for company in Company File
 TYPE = "D"ISPOSTIONS or "A"QUISTIONS
 TNX = Transaction code (list above)
 DEA.ORD# = Dea Form# (entered in po or order entry)
 ASS.DEA# = Vendor DEA (from VEND.MAST) OR Customers DEA
 (from Release)
 QTY = Qty sold or bought (stocking unit of measure)

LOT# = Lot number Bought or sold