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.

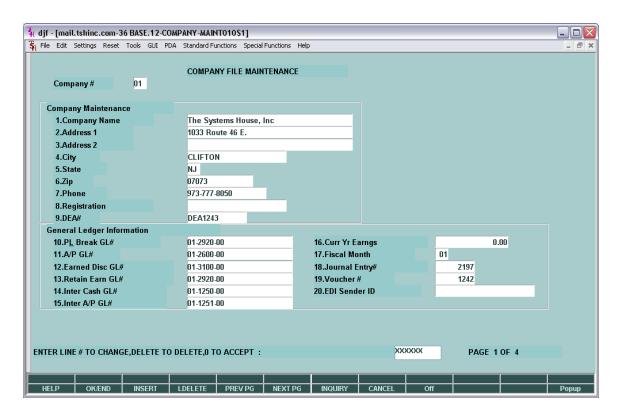
The MDS system allows you to track the sales and purchase of any item and will create a report in Excel Format and in DEA Compliant format for use in filing with the DEA/Federal government

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

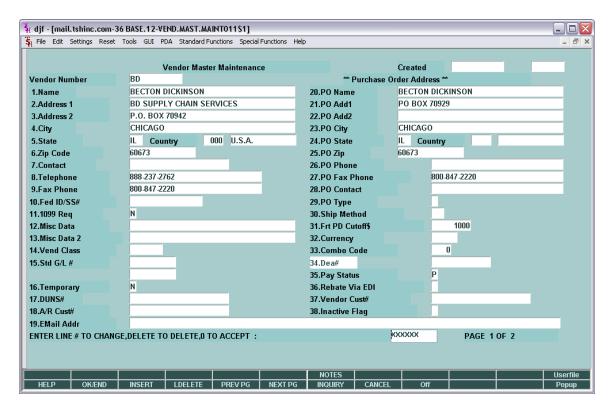
4 djf - [mail.tshinc.com-HYGEN-PROD.MAST.MAINT008\$2] 👣 File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help _ 8 × Product Master File Maintenance 00054-4571-25 INT PROD# 100694 Product# 39.Minimum GP % 0.00 57.Trans Shipping Ind В 0.00 40.Maximum GP% 58.Group Number 41.Price Hold Bypass 59.Controlled Drug Υ N 42.Disc Break Ind 60.Exp Date Required 43.Minimum PO Qty Π 61.Rebatable Υ 00054-4571-25 44.Dropship Ind 62.NDC Number 45.HPC Number 63.NSN Number 46.UNSPSC 64.Blanket PO MFG206 65.PO Group 47.Manuf. Code 48.Manuf. Product# 66.Drug Type 49.United Product# 67.MDS Flag 50.Contract Cost 68.Catch Weight Flag 0.0 51.Expiration Date 69.Min Average Weight 52.Warranty Period 0 70.Max Average Weight 0.0 53.Serial 71. Supply Method 54.Quantity Factor 1.00 72.Customer 0.0 55.Seasonal Item N 73.Lead Time 56.Temporary Item 74.Catalog Page 75.Mark Up % 0.00 76.Pref. Item to Sell KXXXXX ENTER LINE # TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT: PAGE 2 OF 5 NOTES PREV PG NEXT PG INQUIRY

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

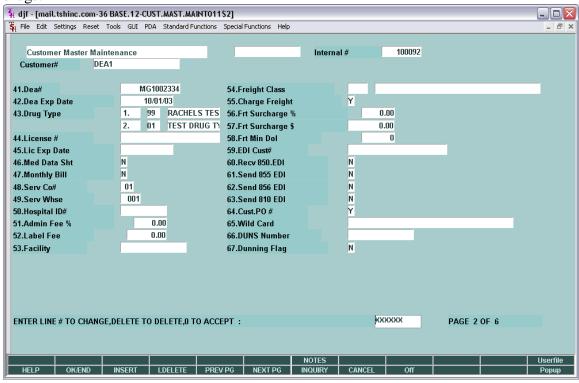
In Company Maintenance you must Setup your DEA Code



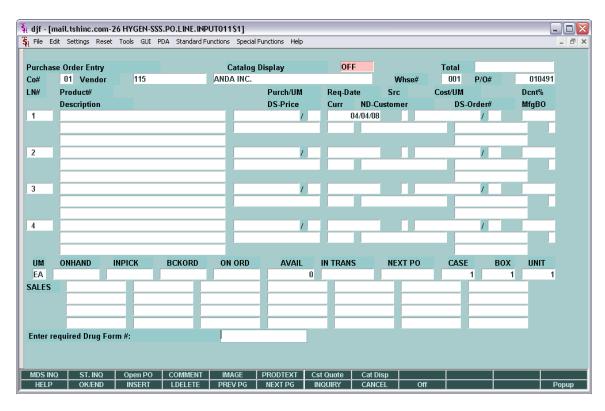
For Each Vendor you Purchase From you must enter the DEA Code:

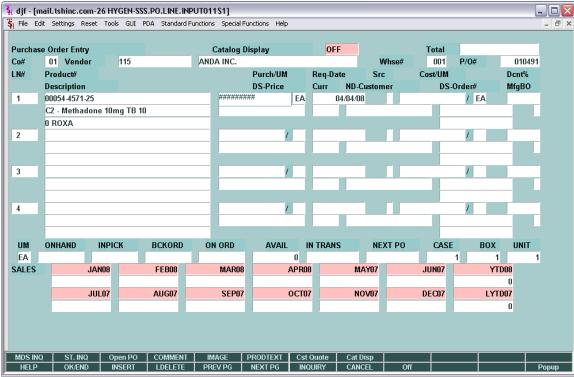


For each Customer who purchases items, You must enter their DEA Code, exp date and enter any drug type if you want to limit them to specific schedules or type of drugs:



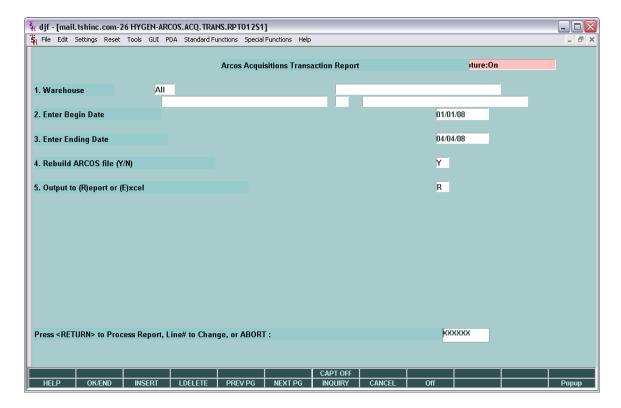
2. On Each Sale or Purchase you will be required to enter a DEA Form# - this is the Form 222 that should accompany the purchase and will later be reported in the Arcos reports..





3. 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 arcos 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
       "ACOUISITIONS":
       _____
```

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 DR	UG CODE#		LA 15
3 DATE	TRANSACTION	DATE	D2/	R 8
4 DEA#	COMPANY'S DI	EA# (2A-7N).		L 10.
5 TNX	TRANSACTION	CODES:		LA 3
	ADJ - ADJUS	ΓMENT		
	C/M - CREDIT	MEMO		
	INV - INVOIC	E		
OOP - ON ORDER POSTING				
POR - PURCHASE ORDER RCPT.				
PRA - PURCHASE RECEIPT ADJ				
	REC - RECEIF	T		
	TRN - TRANS	SFER		
6 QTY	QUANTITY	MR0,		RN 10
7 UM	UM			L 2
8 ASS.DEA#	ASSOCIATED	DEA# (2A-7N	J).	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:

= Release Company number CO = Product Master NDC# 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 = "D"ISPOSTIONS or "A"CQUISTIONS TYPE 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