



DRUG ACCOUNTABILITY/ INVENTORY INTERFACE

USER MANUAL

Version 3.0
October 1997

(Revised June 2004)

Revision History

Each time this manual is updated, the Title Page lists the new revised date and this page describes the changes. Either update the existing manual with the Change Pages document, or replace it with the updated manual.

Note: The Change Pages document may include unedited pages needed for two-sided copying. Only edited pages display the patch number and revision date in the page footer.

Date	Revision Pages	Patch Number	Description
06/04	vii 65 66-68 68a & 68b	PSA*3*41	In the Table of Contents, included sections 4.1. and 4.2. and corrected the page number for Chapter 6, the Index. Updated the first paragraph to include the new patch number. Added the subhead and numbering for section 4.1. Replaced the “Example: Error Screen for Any Failed Security Measures.” Removed the “Example: Successful Security Measures Screen” and related Note on page 66, resulting in the copy at the top of the page being changed, and the section being repaginated. Updated the “Example: Upload Status Report via MailMan” with the new data and date information. Included the new section “4.2. Unable to Locate the Invoice File.”
06/03	All	PSA*3*26	Updated manual to current Standards. Added information about new GUI Upload program, and deleted Prime Vendor information.
02/02	ii-a-ii-b; v-vi; 1-(2); 63-64; 91-92b; 107-110.	PSA*3*21	Add Revision History pages ii-a and ii-b. Replace pages v and vi with updated Table of Contents. Remove intranet information from Introduction. Replace pages 63-64 with revised Chapter Three Orders Menu of Section Two Prime Vendor Interface Menu. Replace pages 91-92 with pages 91-92b. Added new options to Chapter Three Orders Menu of Section Two Prime Vendor Interface Menu: Edit Verified Invoices, Delete Un-processed Invoices, and Setup Mail Message Recipients. Update Index to include new options; text shifted. Pages in parentheses not changed but included for two-sided copying.
10/97			Original Released User Manual.

<This page is intentionally left blank>

3.3.2.	Verify Invoices	49
3.3.3.	Print Orders	54
3.3.4.	Credit Resolution.....	56
3.3.5.	Edit Verified Invoices	56
3.3.6.	Delete Un-processed Invoices	58
3.3.7.	Setup Mail Message Recipients	58
3.4.	Maintenance Reports Menu.....	60
3.4.1.	Balance Adjustments History	60
3.4.2.	Drug Balances by Location	60
3.4.3.	Drug Transaction History	61
3.4.4.	Invoice Cost Summary	61
3.4.5.	Monthly Summary	61
3.4.6.	Outstanding Credits.....	62
3.4.7.	Processor and Verifier	63
3.4.8.	Stock and Reorder Level	63
3.4.9.	Transfer Signature Sheet	64
4.	Section Three: GUI Upload Program.....	65
4.1.	Upload the GUI Program	65
4.2.	Unable to Locate the Invoice File	68a
5.	Glossary	69
6.	Index	75

<This page is intentionally left blank>

4. Section Three: GUI Upload Program

 This option is locked with the PSA ORDERS key.

With the release of patch PSA*3*41, the *Upload and Process Prime Vendor Invoice Data* option (which was on the *Orders Menu* option) is replaced with a GUI program (that is resident on the Prime Vendor PC's desktop) which performs this function.

4.1. Upload the GUI Program

Click on the PSA_UPLOAD icon located on the Prime Vendor PC's desktop. The program checks for the existence of the invoice file and the security file. Security checks are run to ensure the file has not been tampered with.

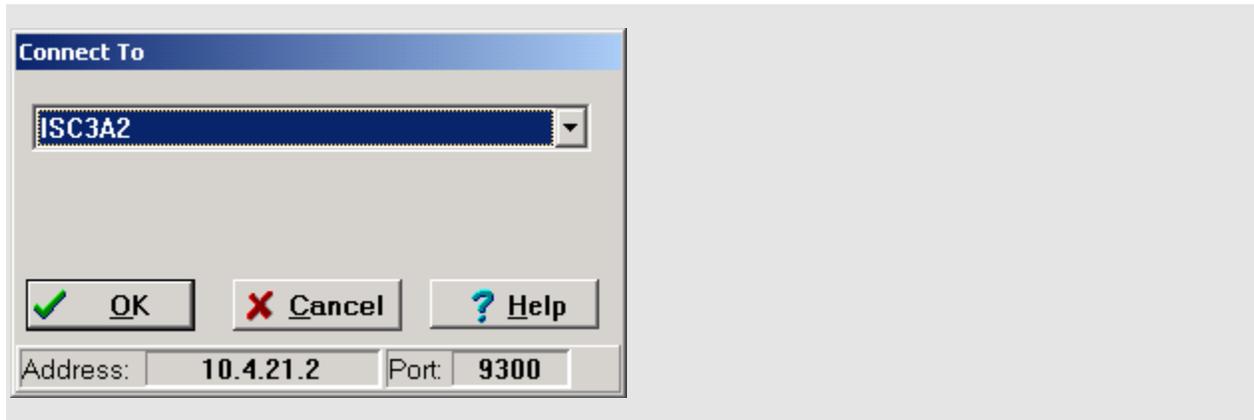
If any of the security measures fail, the operation is aborted with the following message:

Example: Error Screen for Any Failed Security Measures



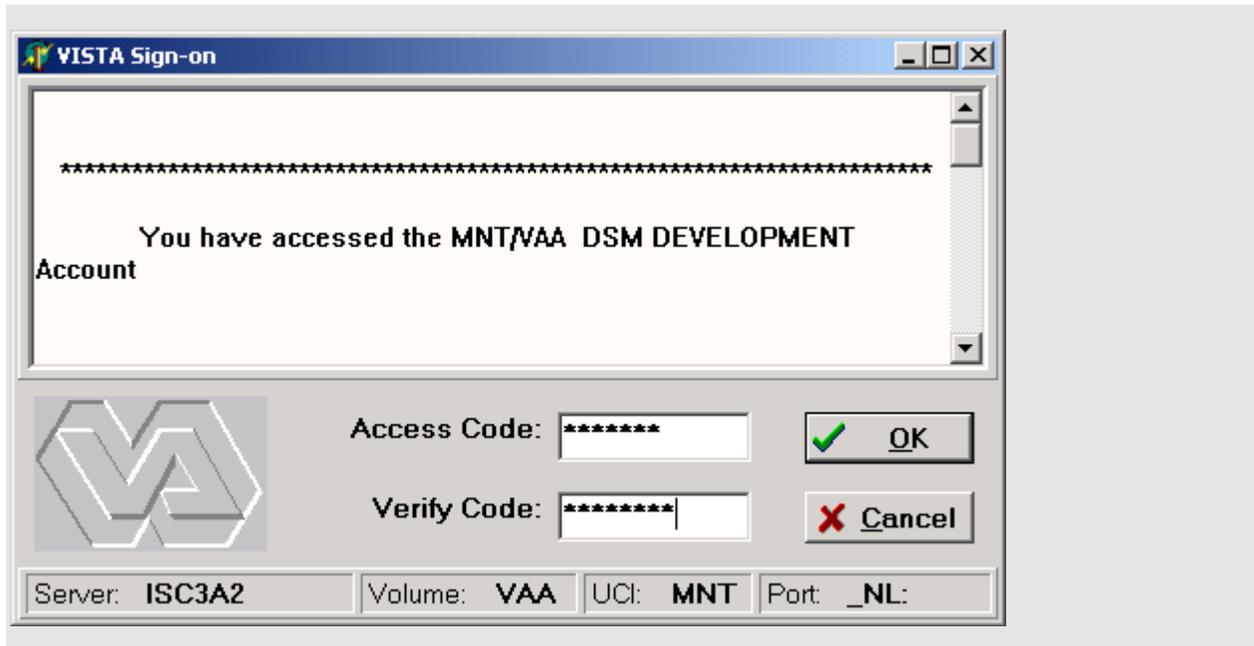
If all checks are passed successfully, the user will be prompted for the correct IP address:

Example: Connecting to the IP Address Screen



The user is then asked to enter a proper access and verify code combination.

Example: Access and Verify Code Screen

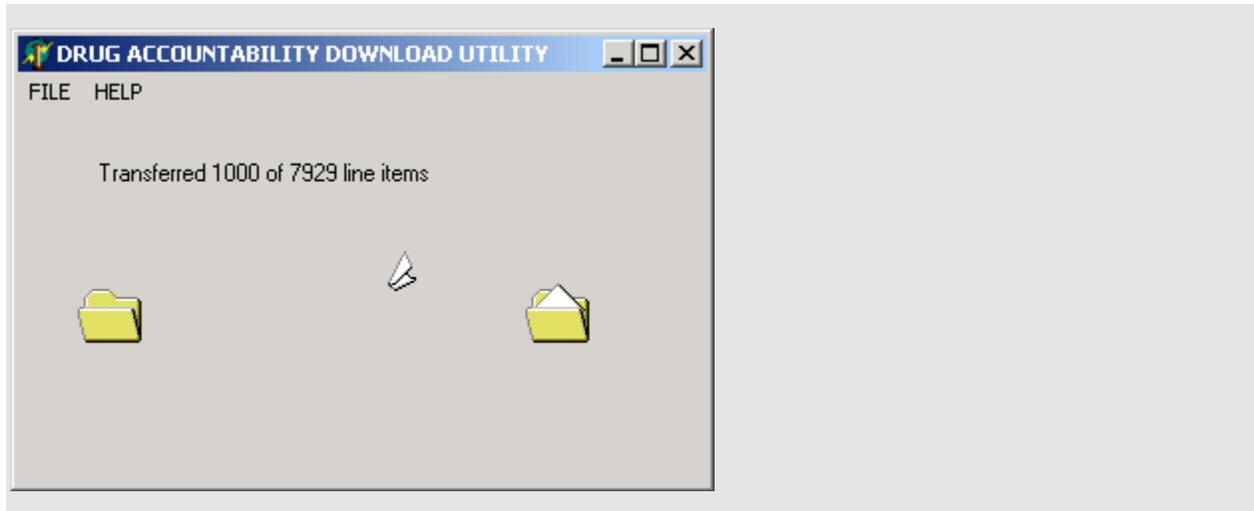


After successful logon, the program will upload the invoice files into **VISTA**. A running tally of the process is displayed.



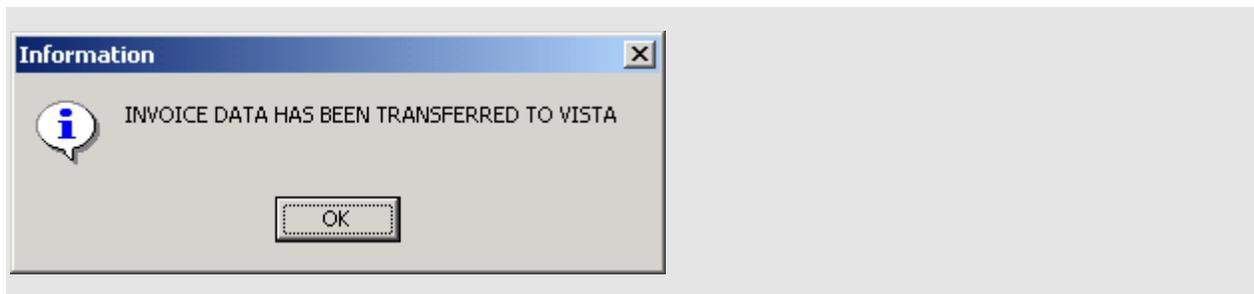
Note: Due to the speed of the transfer, the ‘file to file’ progress display may not show at all. The program can upload a 360kb file in less than 30 seconds.

Example: Uploading of Invoices Screen



After the data has been uploaded, the program will display this message:

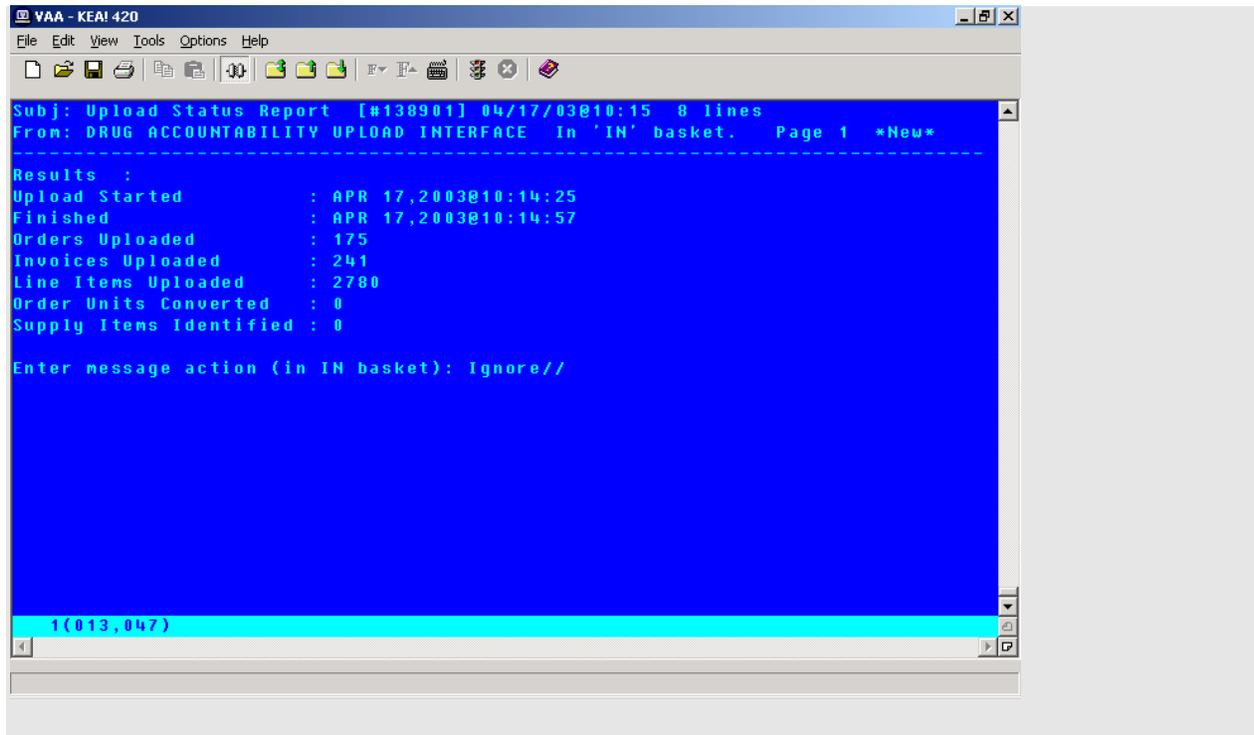
Example: Successful Upload Screen



The utility will automatically shut down at this point.

An upload status report will be sent to the user via MailMan detailing the status of the upload.

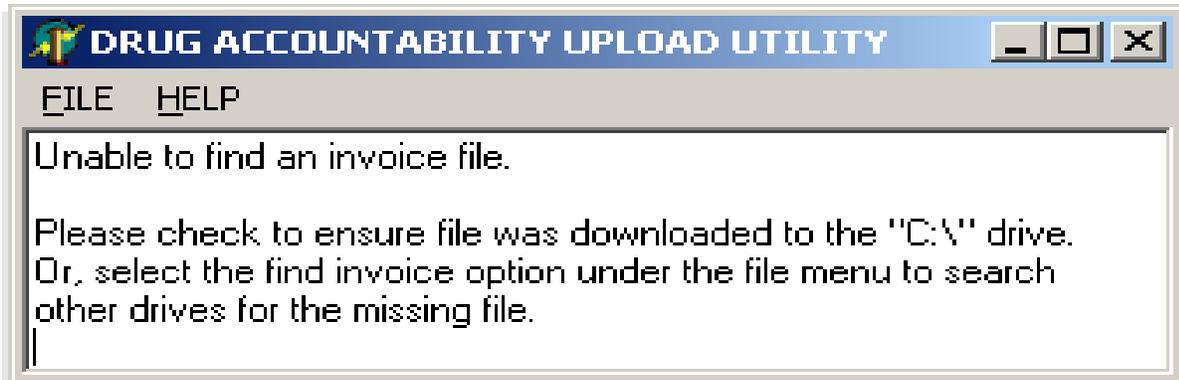
Example: Upload Status Report via MailMan



4.2. Unable to Locate the Invoice File

With the new Prime Vendor Process, the user should download the Invoice file to drive “C:” on their PC. In some instances, this may not be feasible so the file must be stored in an alternate location. When the upload utility is executed, it only searches for the file on the “C:\” drive. If the file cannot be located, the following message displays:

Example: Error Message When Invoice File Not Found

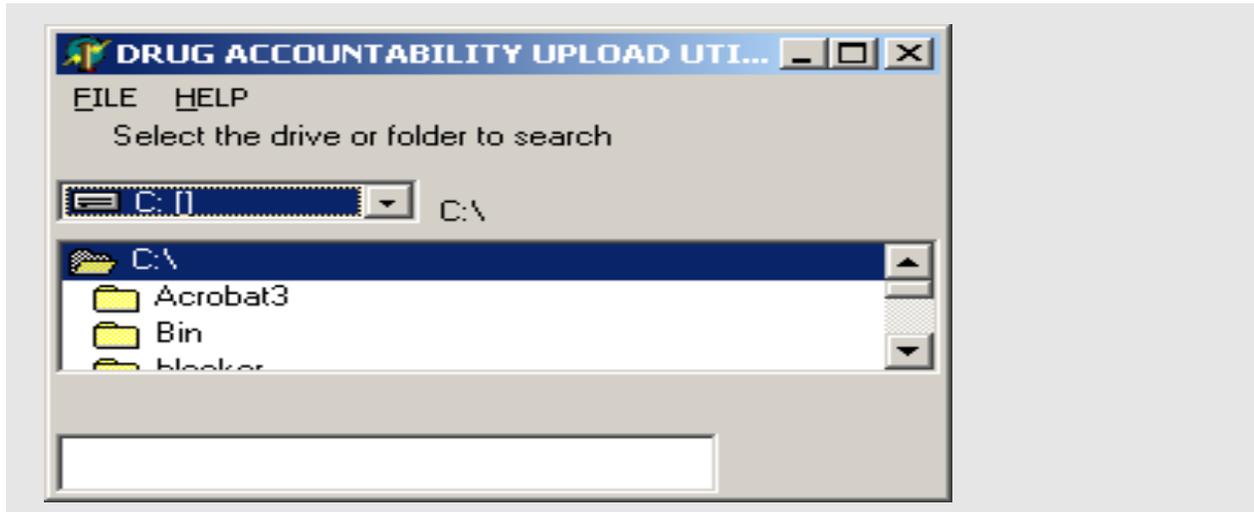


The user should then select the Find Invoice option located under the File menu.

Example: Finding the Invoice File



The user can then navigate to where they stored the file on their PC.



When the appropriate folder is opened, the program will search for the Invoice file using pre-defined search parameters. If the file is found, the filename will display in the text box at the bottom of the screen.

Example: Invoice File Found

