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**USER GUIDE FOR THE CONTROLLED SUBSTANCES REPORTING SYSTEM**

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User Guide for the Controlled Substances Reporting System

In accordance with s. 499.0121(14), Florida Statutes, the Florida Department of Business and Professional Regulation (DBPR) will require certain distributors authorized to distribute controlled substances to submit information from the sale or distribution of controlled substances. Such information shall be filed electronically with DBPR by the 20th day of the month following the month of sale. Distributors may begin transmitting controlled substance sale information to DBPR on October 1, 2011 for sales occurring in September.

DBPR uses a secure web site, the Controlled Substances Reporting System (CSR) located at https://www.myfloridalicense.com/csr/login.aspx, through with which manufacturers and distributors must transmit the required controlled substance sales information.

Information to Establish a CSR Account

Anyone reporting the monthly distribution of controlled substances will need to create a CSR account. To establish a new account the following entities must complete the online registration process: manufacturers, distributors, or report registrants (individuals that report on behalf of another entity). The individual that creates a CSR account is the report registrant. A report registrant falls into one of the reporting categories below:

Self Reporting: A self-reporting manufacturer or distributor may only transmit controlled substance sales information conducted under its DBPR permit.

Central Reporting: A central reporter may submit reports for one or more of its Florida licensed locations by adding each location (and permit) to its account. Only the central reporter is required to obtain an online CSR account. Third party reporting agents also fall into this category. A central reporting registrant does not require a DBPR permit; however, each entity for which they are reporting does require a Florida permit and valid DEA #.

Information that the reporting registrant will need to register includes: Company Name, Contact Person Name, Address, Email Address, and DEA Number (if applicable).

Information that the reporting registrant will need for each manufacturer or distributor that is added to the account includes: Name, Florida DBPR Permit Number, and DEA Number.

Assistance and Support

Assistance and information is available from the Drugs, Devices, and Cosmetics Program between the hours of 8:00 AM and 5:00 PM EST, Monday through Friday. The phone number is (850) 717-1800, or inquiries may be emailed to CSRHelp@dbpr.state.fl.us.

The DEA ARCOS web page located at http://www.deadiversion.usdoj.gov/arcos/index.html contains the ARCOS Registrant Handbook which provides detailed information regarding the formatting requirements.

For budgetary reasons software for electronic transmission of controlled substance sales information will NOT be provided by DBPR, although the Departments website may support electronic or real-time submission at some point in the future.

General System Information

30 Minute Timeout
After 30 minutes of inactivity your session will logout.

DBPR
Drugs, Devices, and Cosmetics Program

Updated: March 21, 2012
Browser

Locked Account/Password
After 3 unsuccessful password attempts, the account will be locked. The message you will receive is “FAILED: Account disabled.” The account will be reset during the night and available for use the following day.

However, if you need to access the system immediately perform the following steps:
- Click on Password Assistance and you will see the Password Assistance screen.

Password Assistance

If you can not remember your password, please enter your email address below and a temporary password will be emailed to you.

Enter Email Address:

- Enter your email address and click Submit. A message will be displayed indicating an email with a temporary password has been sent to your account.
Password Assistance

An email has been sent to your account and contains a temporary password. Please log on with the temporary password. After logging in, please go to My Account and change your temporary password.

• Once you receive the email you can log into CSR using the new password. Remember: the password is case sensitive and must be entered exactly as it is in the email.
• After successfully entering your email and the temporary password click Login. You will immediately be prompted to enter a new password.

Change Password

- Enter your temporary password in the Current Password field and a new password in the New Password and Confirm Password fields. Click Submit and you will be logged into the system.
Registration Screens

CSR Login Screen

DBPR has a secure web site, the Controlled Substances Reporting System (CSR), located at https://www.myfloridalicense.com/csr/login.aspx.
Click on the above link to navigate to this website, or copy and paste the website into the address link of your web browser.
Create a CSR Account

Click on the New User link at the bottom right side of the Login screen as shown below.
CSR Registration Step 1: Create New User/Account

Create an account using your email address. This will be the email address that will receive confirmation of monthly file submissions and error reports. Create a password and confirm the password by entering it a second time. If you need assistance creating a secure password, click on the Help link next to the Password field. Click Submit to continue with the registration process.

A message displays notifying you that an email has been sent to the email address provided with a link that you will be required to click on in order to complete the registration process. The link in the email will expire within 72 hours. Please click on the Close Window button, as shown below, and check your email account for an automated email from the CSR System.
CSR Registration: Confirmation email

For security purposes, you will be required to click on the link in the email where it says Click Here. Please do this within 72 hours, or encryption key will expire.

This is an automated confirmation of your request to register as a user (registered reporter) of the Controlled Substances Reporting System (CSR).

To continue with the registration process, click the following link: Click here

Please note that this link will expire in 72 hours. If you cannot complete registration within 72 hours, then you will need to log in again as a new user. You will be able to use the same email address.

Please do not reply to this email.

Thank you.

Florida Department of Business & Professional Regulation
Drugs, Devices, and Cosmetics Program
If you experience problems with the registration process, please contact the program staff at CSR.help@dbpr.state.fl.us or 850.717.1800.

The window below will open when you click on the link from your email. This screen will redirect you to the CSR Login page. Click on the 'Go to login screen' button as shown below.
CSR Registration: Log in to CSR System
Enter your email address and password. Click the Login button as indicated below.

Note that the Login screen also has a link for Password Assistance for existing CSR account holders who have forgotten their passwords. Click on this link if you already have a CSR account and have forgotten your password to request that a temporary password be emailed to you.
CSR Registration Step 2: Registered Reporter’s Demographic Data
Enter the Company Name, Address, Contact Person, and Phone Number for the account user (registered reporter). These fields are all required. Additionally, please provide the DEA number of the registered reporter, if applicable. Click Submit.
CSR Registration Step 3: Add Distributors to Account

If you are a self reporter, then you will only need to add your Florida permit to this account. If you are a central reporter, or reporting on behalf of another entity, then add all Florida permits for which this account will be reporting. To search for a Florida permit, enter the search criteria and click the Search button. Optional search fields are: Profession, License Number, and Name. Click Search.

If you are a self reporter, then you will only need to add your permit to the distributor list on your account. If you are adding more than one distributor to your account, then you will need to search for each permit that needs to be added to your account.

You can search for a permit by first selecting a profession from the drop down list for the appropriate permit type. To narrow your search, enter the Florida license/permit number or the company name or partial name. Then click Search.

At any point, you can click on the Home link to return to the Home Screen.
Search Results

Results from the search will display in a list as shown below. To select a permit, click on the Select link on the right side of the screen.

If multiple pages are returned from the search, then page numbers will be displayed in the bottom center of the screen. Click on the page numbers to navigate through the pages in the list. If you cannot find the permit you are looking for, click on the New Search button to return to the search screen.
Verify DEA Number against master file from DEA (updated weekly)

After selecting a permit from the above search results, you will be prompted to enter the DEA number of the distributor or manufacturer. Enter the DEA Number and click the Verify button as indicated below. Two checks will be conducted on the DEA Number. First, the system will check if the DEA Number is in a valid format and is a valid DEA Number. Next, the system will search for the DEA record from the DEA file. If the DEA Number is found, then the Name, City, and State from the DEA file will be displayed. The DEA File is uploaded weekly into the CSR system with data from the DEA Registration database. If a match is found, review the data from the DEA record and click the Confirm/Add button to add this distributor to your account.

If the DEA Number does not return the distributor that you expect, check the DEA Number you entered. You can modify the DEA Number and click the Verify button again to conduct another search on the DEA records. If you need to return to the Search Results, click on either the Cancel or Back button.

Note that if you enter a DEA Number and it is not found in the DEA File, it can still be added to your account. Simply click on the Confirm/Add button to add this distributor to your list. You will only be prevented from adding a distributor if the DEA Number is not in a valid format.

Please verify the distributor information. Enter the DEA number of the distributor. This number is required in order to add the distributor to your account so that you can submit monthly reports.

You must first verify the DEA Number entered is a valid DEA Number. Click on the Verify button to view information provided by the DEA for the DEA# you entered.

Name: S.S.T CORPORATION
Profession: Non-resident RX Drug Manufacturer
City: CLIFTON
State: NJ
License Number: 26-4
Enter DEA Number: RC0000000

Review the information in the “Record from DEA” box to confirm that this is the correct DEA#. Click the ‘Confirm/Add’ button to add this distributor to your list. Please note that you can still add this distributor to your account, even if the DEA# does not match the record from the DEA. If you need to select another permit and do not choose to add this distributor, click the ‘Back’ button. The DEA number you entered cannot be verified from Drug Enforcement Administration list. Click on Add to continue or enter a different number.

Confirm/Add Back
CSR Registration Complete: Distributor Added to List

Continue to add the distributors for which you will be reporting by clicking on the Add New button.

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Controlled Substances Reporting System

Add Distributors for Reporting
Registration Step 3 of 3

Distributor information has been added.

The Distributor List contains all of the distributors, including yourself if you are a self-reporter, which you have added to your account. You will need to add all distributors for which you will be submitting monthly distribution reports.

If you are a self-reporter, then you will only need to add your permit to the distributor list on your account. If you are a central reporter, then you can add multiple permits to your distributor list. You will need the DEA # and name and/or permit # of each distributor that will be added to your list, including yourself if you are a self-reporter.

Click on the Add New button to begin adding distributors to your list.

To remove a distributor from your list, click on the “x” box in the Action column.

At any point, you can click on the Home link in the upper right corner of the screen to return to the Home Screen.

<table>
<thead>
<tr>
<th>Name</th>
<th>DEA #</th>
<th>Profession</th>
<th>License #</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>S S T CORPORATION</td>
<td>RC0000000</td>
<td>Non-resident RX Drug Manufacturer</td>
<td>26-4</td>
<td></td>
</tr>
</tbody>
</table>
Home Screen for Return Users Logging Back into CSR System
At any point during your session, you can click on the Home button to return to the CSR Home screen. The below screen is also the screen that displays upon login to the CSR system.

Account information, including the Contact Name and Email/Login, will always be visible on the top right corner of the screen as shown below. If you have completed the registration process, then the Registered Reporter # will be visible. This is a unique number given to each registered reporter. Links to navigate to the Home screen and to log out of the system are also found here.

From the Home screen, you can click on My Account to view the account information, make updates, or modify email address or password. You can also click on Manage Distributor List to view, add, or remove distributors on this account. The Upload Report function is used to submit monthly reports, review error reports, and view a history of files that have been uploaded. Two new functions with this release are the Manual Data Entry and No Trans features. Click Manual Data Entry to enter reporting records directly into the system, instead of uploading files. Use the No Trans feature to report on months with no transactions.

Note: If the Upload Report button is grayed out and the registered reporter # is missing, then you have not completed the registration process. Check your account to verify all the required information has been entered, by clicking on the My Account button. Next, verify you have added at least one distributor to your account, by clicking on the Manage Distributor List button.
After you have updated your information, your registration will be completed during the next registration process. Registrations are processed and uploaded into the system Monday – Friday at 8 AM, 12 Noon, and 4 PM. Once the registrations are uploaded to the system, then the Upload File button will be enabled and the registered reporter # will be displayed.
Manage Distributor List

This screen shows the distributors on your account for which you will be reporting. Add new distributors by clicking the Add New button. To remove a distributor from the list, click the ‘X’ box in the Action column as indicated below. A message will prompt you to continue with the delete if you choose to remove a distributor.

The Distributor List contains all of the distributors, including yourself if you are a self-reporter, which you have added to your account. You will need to add all distributors for which you will be submitting monthly distribution reports.

If you are a self reporter, then you will only need to add your permit to the distributor list on your account. If you are a central reporter, then you can add multiple permits to your distributor list. You will need the DEA # and name and/or permit # of each distributor that will be added to your list, including yourself if you are a self-reporter.

Click on the Add New button to begin adding distributors to your list.

To remove a distributor from your list, click on the ‘X’ box in the Action column.

At any point, you can click on the Home link in the upper right corner of the screen to return to the Home Screen.

<table>
<thead>
<tr>
<th>Name</th>
<th>DEA #</th>
<th>Profession</th>
<th>License #</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>SST CORPORATION</td>
<td>RC0000000</td>
<td>Non-resident Rx Drug Manufacturer</td>
<td>25-4</td>
<td></td>
</tr>
</tbody>
</table>

Add New  Home
My Account

The Account Information screen can be accessed from the Home screen by clicking the My Account button. From this screen, the login/email address can be updated by clicking on the Change Login/Email Address link in the top center of the screen. The password can also be changed by clicking on the Change Password link.
File Submission

The file submission process will follow the same requirements outlined in the ARCOS Registrant Handbook at [http://www.deadiversion.usdoj.gov/arcos/index.html](http://www.deadiversion.usdoj.gov/arcos/index.html). The file layout is outlined in the next section.

Registered reporters submitting for multiple locations can combine all reports into one file as long as a control record separates each report. Or, the reports for each location can be submitted as individual files.

Creating the File

DBPR recommends the use of Notepad and Microsoft Excel. Below are details related to each of these software tools. Any other type of software used may cause the file to contain data that is not compatible with the CSR system.

Special Notes:

- Remember, spacing counts. If you do not have information for a specific value you must include spaces for the length of the value. For example, if you do not have a correction number for the transaction you can leave it blank, but you must put 8 spaces between positions 58-65.
- Each transaction record must be 80 characters long. If 79 is the last character you must include a space in character 80 and then the return.
- Do not include extra returns, notes, or other characters after the last transaction record in the file. It will cause the file to have errors.

Notepad

Note: Make sure to save the notepad document as Text and encoding as ANSI. Other encoding types are not supported.
Open up Excel, in Column A, Row 1, enter your control record. Starting in Column A, Row 2 begin entering your transaction records. The whole control or transaction record must be entered into the one cell. You cannot use multiple cells.

Note: For ‘Save as type’ make sure to select ‘Text (MS-DOS)’ when you save the document.
**File Layout**

Files should be named using the naming convention outlined below:

For production files, use PRRRRRYYMMNNN.txt where:
- P indicates to submit this file for production
- RRRRR is the unique registered reporter number that is shown in the CSR System at the top of the screen when the registered reporter is logged in (i.e. Registered reporter #18 would use 00018 in the file name)
- YYMM is the 2 digit year and month of the reporting period (i.e. July 2011 would be 1107 in the file name)
- NNN is the sequence number if multiple files are submitted under the same registered reporter number for the same reporting period (i.e. 001, 002, 003)

**Example:**
Company ABC reported for July 2011. The company’s registered reporter number is 25. The company submitted 2 files. The files should be named accordingly:
P000251107001.txt and P000251107002.txt

For text files, use TRRRRRYYMMNNN.txt where:
- T indicates to submit this file to test (before submitting to production)
- RRRRR is the unique registered reporter number that is shown in the CSR System at the top of the screen when the registered reporter is logged in (i.e. Registered reporter 18 would use 00018 in the file name)
- YYMM is the 2 digit year and month of the reporting period (i.e. July 2011 would be 1107 in the file name)
- NNN is a sequence number if multiple files are submitted under the same registered reporter number for the same reporting period (i.e. 001, 002, 003)

**Example:**
Company ABC is submitting a test file for July 2011. The company’s registered reporter number is 25. The company is submitting 2 test files. The files should be named accordingly:
T000251107001.txt and T000251107002.txt

The file layout required by the Florida DBPR Drugs, Devices, and Cosmetics Program is defined in the next sections. This is the same file layout that is used to submit ARCOS Reports to the U.S. Department of Justice Drug Enforcement Administration.
Control Record

The control record provides the system with identifying information about the report or reports being submitted. The control record must be the very first record in each file. Registered reporters submitting for multiple locations may combine all reports into one file as long as a control record separates each report within the file. Each file must have at least one control record and each file must begin with a control record.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Number</th>
<th>Field Length</th>
<th>Position Location</th>
<th>Required (Y/N)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting Registrant DEA Number</td>
<td>1</td>
<td>9</td>
<td>1-9</td>
<td>Yes</td>
<td>All submissions should = * The * indicates this is a control record.</td>
</tr>
<tr>
<td>Asterisk</td>
<td>2</td>
<td>1</td>
<td>10</td>
<td>Yes</td>
<td>All submissions should = last day of month</td>
</tr>
<tr>
<td>Last Day of Reporting Period (mm/dd/yyyy)</td>
<td>3</td>
<td>8</td>
<td>11-18</td>
<td>Yes</td>
<td>All submissions should = last day of month</td>
</tr>
<tr>
<td>Reporting Frequency (M or Q)</td>
<td>4</td>
<td>1</td>
<td>19</td>
<td>Yes</td>
<td>All submissions should = M</td>
</tr>
<tr>
<td>Central Reporter’s DEA Number</td>
<td>5</td>
<td>9</td>
<td>20-28</td>
<td>No</td>
<td>Central Reporter’s DEA Number, if applicable.</td>
</tr>
</tbody>
</table>

**Example:**
Company ABC is submitting a report on August 5, 2011 that covers transactions that occurred during July 2011. The control record would look like:
PA8888888*07312011M
## Transaction Record

Controlled substance transactions will be reported using the ARCOS transaction record.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Number</th>
<th>Field Length</th>
<th>Position Location</th>
<th>Required (Y/N)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting Registrant DEA Number</td>
<td>1</td>
<td>9</td>
<td>1-9</td>
<td>Yes</td>
<td>DEA Number of location where the controlled substance activities being reported have occurred.</td>
</tr>
<tr>
<td>Transaction Code</td>
<td>2</td>
<td>1</td>
<td>10</td>
<td>Yes</td>
<td>See ARCOS Handbook for a listing of valid transaction codes. Note that Inventory transaction codes (1, 3, 4, 5, and 8) do not need to be reported to Florida.</td>
</tr>
<tr>
<td>Action Indicator</td>
<td>3</td>
<td>1</td>
<td>11</td>
<td>No</td>
<td>See ARCOS Handbook; can be blank, A, I, or D</td>
</tr>
<tr>
<td>National Drug Code</td>
<td>4</td>
<td>11</td>
<td>12-22</td>
<td>Yes</td>
<td>NDC Number (Drug identifier)</td>
</tr>
<tr>
<td>Quantity</td>
<td>5</td>
<td>8</td>
<td>23-30</td>
<td>Yes</td>
<td>ARCOS Quality field</td>
</tr>
<tr>
<td>Unit</td>
<td>6</td>
<td>1</td>
<td>31</td>
<td>Yes</td>
<td>ARCOS Quality field</td>
</tr>
<tr>
<td>Recipient DEA #</td>
<td>7</td>
<td>9</td>
<td>32-40</td>
<td>Yes</td>
<td>DEA Number of recipient or CIVILDEF, OFFICER, RECALL, UNKNOWN, VESSELS, NATIVE, OR MILITARY</td>
</tr>
<tr>
<td>DEA Order Form Number</td>
<td>8</td>
<td>9</td>
<td>41-49</td>
<td>No</td>
<td>Only used when Schedules I and II controlled substances are transferred. This is the 9 digit number of the order form.</td>
</tr>
<tr>
<td>Transaction Date</td>
<td>9</td>
<td>8</td>
<td>50-57</td>
<td>Yes</td>
<td>Date the reportable activity occurred.</td>
</tr>
<tr>
<td>Correction Number</td>
<td>10</td>
<td>8</td>
<td>58-65</td>
<td>No</td>
<td>Uniquely identifies a record that has been rejected by the data validation procedures. Will be used to submit a correction transaction. Correction number will be listed on the error report and must be used when the correction is submitted.</td>
</tr>
<tr>
<td>Strength</td>
<td>11</td>
<td>4</td>
<td>66-69</td>
<td>No</td>
<td>ARCOS Strength</td>
</tr>
<tr>
<td>Transaction Identifier</td>
<td>12</td>
<td>10</td>
<td>70-79</td>
<td>Yes</td>
<td>Unique ID identifying ARCOS record within submitted file</td>
</tr>
<tr>
<td>Leave Blank</td>
<td>13</td>
<td>1</td>
<td>80</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

**Example:**

Company ABC is submitting a report that covers transactions that occurred during July 2011. Sample transaction records would look like:

```
PP8888888R 00409118069000000018 EF5678901004041844404012011 0000000001
PP8888888R 00409118069000000018 EF5678901004041844404012011 0000000002
```
Validation Checks

Certain validation checks will be performed on the file name.

1. Verify the file name pattern matches the naming convention identified in the previous section;
2. Verify a file with the same name has not already been submitted;
3. Validate that the registered reporter ID in the file name matches the registered reporter ID of the user logged in;
4. Verify the month and year in the file name (YYMM) is a valid month and year;
5. Verify file extension is .txt.

Certain validation checks will be performed on the records in the file. Also refer to validation checks that are identified in the ARCOS Registrant Handbook at http://www.deadiversion.usdoj.gov/arcos/index.html.

Validation Checks on Control Record

Certain validation checks will be performed on the control record. If the control record has errors, the entire file will be rejected and will need to be resubmitted with the corrected control record. Validation checks include:

1. The first record is a control record;
2. The reporting period is ‘M’ for Monthly;
3. Reporting period is a valid data format MMDDYYYY and is not prior to July 2011 and is not later than the current date;
4. Registered Reporter Number is a valid DEA registration number;
5. Control record is not more than 28 characters.

Validation Checks on Transaction Record

Certain validation checks will be performed on each transaction record. If the transaction record has errors, a correction number will be assigned to each transaction record having an error. You will be notified after the file has been processed by email. You can then log into the CSR system and view the Upload History to see the results of the submission, including number of records loaded, transactions that had errors, and assigned correction numbers. Validation checks that will result in errors include:

1. Reporting Registrant DEA number matches the Reporting Registrant number in the control record and is a valid DEA Registrant number;
2. Action indicator field is blank or “A”, “D” or “I”;
3. Action indicator fields is blank if a correction number is present;
4. Transaction date format is MMDDYYYY and is not prior to July 2011 and is not later than the current date;
5. Transaction date is within the reporting registrant’s report period unless action indicator is D, A, or I (Delete, Adjustment, or Late transaction);
6. Quantity field is numeric;
7. Unit field must be blank, D, K, 1, 2, 3, 4, 5, or 6;
8. Strength must be blank numeric;
9. Transaction ID must be numeric;
10. Correction number, if applicable, must be numeric and must match the correction number assigned by the Department in the error report;
11. Transaction code is a valid ARCOS transaction code;
12. Associate registrant number is not the same as the reporting registrant number;
13. Associate registrant number is not a valid DEA number;
14. Transaction record must be 80 characters.
No Sales to Report
If you have no sales or transactions during the month, then you can submit a no sales report. There are 2 ways to submit a no sales report.

Option #1 – This is the simplest way.
- Enter the control record.
- For the transaction record enter your DEA # followed by transaction code 7.

Example:

```
RR00000000*07312011M
RR00000007
```

Option #2
- Enter the control record as specified above.
- Enter the transaction record as specified above but only enter:
  - DEA#
  - Transaction Code = 7
  - Transaction Date
  - Transaction Identifier

- Note: The transaction record values must be entered in the correct position and the record length must be 80 characters. Enter spaces when no values are entered. Other characters such as tab characters are not valid and will cause the file to error.

Example:

```
BM1234567*07312011M
BM12345677 07312011 0000000001
```
Submit Monthly Report
Log into the CSR system using the user id and password created during the registration process. To submit a monthly report, click on the ‘Upload Report’ button as shown in the screen shot below.

Troubleshooting tip: If the ‘Upload Report’ button is disabled (grayed out) your registration is not yet complete. To complete your registration, verify that at least one location is included in your “Manage Distributor List.” Registrations are processed and uploaded into the system Monday – Friday at 8 AM, 12 Noon, and 4 PM. Once the registrations are uploaded to the system, then the ‘Upload Report’ button will be enabled and the registered reporter # will be displayed.
Upload File

On the File Upload screen, click the Browse button to select your monthly report file from the file browser. Verify the file name follows the naming conventions defined in the File Layout section of this document. You can also click on the File Name Format link to see the required naming conventions for test and production files.

NOTE: It is strongly recommended that your monthly report is first submitted as a test file. You can do this by selecting the checkbox circled in red as indicated in the screen shot below. Test files will be processed for errors and will give you an opportunity to correct the file before submitting your monthly report as a production file. It is extremely important to test your files if you have not previously submitted a file to the CSR system so that you can ensure the file format is correct and that all validation checks will pass. Test files are NOT uploaded into the CSR system. They are only processed for errors. Please allow up to 72 hours for processing. The results will be available by logging into the CSR system and checking the status by clicking on the View Upload History link.

To upload a file, click the 'Browse' button and select a file. If you are submitting a test file, be sure to check the checkbox below that indicates this is a test. Test files will not be loaded into the CSR system and do not constitute your monthly report. The test file should only be used to view errors that occur during processing so that you can correct them before submitting your actual monthly report. It is recommended that you first submit a test file and ensure all errors are corrected before submitting the actual monthly file.

When you are ready to submit your file, click the 'Upload' button. Please allow up to 72 hours to process a report, at which point you will receive an email indicating number of records loaded and number of errors. You will need to log back into the CSR System to view the errors and assigned correction numbers using the View Upload History link. If you require assistance, please contact the Department at CSRweb@dbpr.state.fl.us.

Please refer to the User Guide for more detailed information.
View File Upload History

To view a listing of both production and test files that have been submitted, click on the View Upload History link. This page displays a listing of all files that have been submitted. Please allow up to 72 hours for processing. Files that have been submitted, but not yet processed will have a processing status of ‘Submitted’. After the file has been processed, checked for errors, and loaded into the CSR system, the processing status will change to either ‘Processed’ or ‘View Error’. To see a list of errors or to export an error report, click on the ‘View Error’ link.

NOTE: A file that begins with ‘P’ is a production file that will be processed and loaded into the CSR system. A file that begins with ‘T’ is a TEST file only. TEST files are processed for errors, but will not be loaded into the CSR system.

For questions regarding file submissions, call (850) 717-1800 or email CSRHelp@dbpr.state.fl.us.
View Error Report

Click on the View Error link for the file submission that needs to be reviewed. A detailed listing of errors displays. If a transaction record needs to be corrected, a correction number will be assigned by the CSR system and will be displayed in the “Correction #” column. You will need to use this correction number when you submit the corrected transaction record. Corrections should be submitted in the next reporting period.

As an example, a message that states “Warning: Unable to validate Recipient DEA number in detail record” is only a warning that does not need to be corrected if the DEA number is accurate.

For transaction records that did not load, you will see the text “Record not loaded” as part of the error message. A correction number was not assigned because it was not loaded into the CSR system. If you feel the record needs to be included in the report, please correct the record and resubmit in the next reporting period, making sure to set the Action Indicator field in the record to ‘I’ to indicate an insertion.

Please refer to the ARCOS Handbook for additional details on how to submit corrections, including deletions, insertions, and adjustments.

The “Transaction #” in the error report corresponds to the transaction number submitted in the file so that you can reference the exact record in your file that received the error.

<table>
<thead>
<tr>
<th>Error Info</th>
<th>Transaction #</th>
<th>Correction #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test mode: Control record warning. DEA number not on file.</td>
<td>102</td>
<td>102</td>
</tr>
<tr>
<td>Test mode: Reporting Registrant DEA number in detail record does not match control record.</td>
<td>102</td>
<td>102</td>
</tr>
<tr>
<td>Test mode: Invalid DEA number</td>
<td>103</td>
<td>103</td>
</tr>
<tr>
<td>Invalid transaction year = 2010</td>
<td>103</td>
<td>103</td>
</tr>
<tr>
<td>Text mode: DEA number not on file</td>
<td>103</td>
<td>103</td>
</tr>
<tr>
<td>Test mode: Invalid record length = 57 for record = 4</td>
<td>103</td>
<td>103</td>
</tr>
<tr>
<td>Test mode: DEA number not on file</td>
<td>103</td>
<td>103</td>
</tr>
<tr>
<td>Test mode: Recipient DEA number not on file</td>
<td>103</td>
<td>103</td>
</tr>
<tr>
<td>Test mode: Error, Reporting Registrant DEA number cannot match Recipient DEA number</td>
<td>103</td>
<td>103</td>
</tr>
<tr>
<td>Invalid transaction month = 13</td>
<td>103</td>
<td>103</td>
</tr>
<tr>
<td>Test mode: DEA number not on file</td>
<td>103</td>
<td>103</td>
</tr>
<tr>
<td>Test mode: DEA number not on file</td>
<td>103</td>
<td>103</td>
</tr>
<tr>
<td>Test mode: Invalid transaction date = 06/22/2011</td>
<td>103</td>
<td>103</td>
</tr>
<tr>
<td>Test mode: Transaction date not in reporting period</td>
<td>103</td>
<td>103</td>
</tr>
<tr>
<td>Test mode: DEA number not on file</td>
<td>103</td>
<td>103</td>
</tr>
<tr>
<td>Test mode: Invalid transaction date = 12/22/2011</td>
<td>103</td>
<td>103</td>
</tr>
<tr>
<td>Test mode: Transaction date not in reporting period</td>
<td>103</td>
<td>103</td>
</tr>
<tr>
<td>Test mode: DEA number not on file</td>
<td>103</td>
<td>103</td>
</tr>
<tr>
<td>Test mode: Control record warning. DEA number not on file.</td>
<td>102</td>
<td>102</td>
</tr>
<tr>
<td>Test mode: Reporting Registrant DEA number in detail record does not match control record</td>
<td>123</td>
<td>123</td>
</tr>
</tbody>
</table>
**Error Descriptions**

The following are error messages you may receive in the error report. They are classified into 2 categories: Errors and Warnings. If you receive these errors in a test file, you can fix the errors and resubmit the file. If you receive these errors in a production file, then you will receive a correction number and you must resubmit the transactions with the correction number, see Corrections for more details.

**Errors**

Errors need to be fixed in order for the file or transactions to be processed.

<table>
<thead>
<tr>
<th>Error Message</th>
<th>Error Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Error: Recipient DEA number invalid</td>
<td>Re-verify the recipient DEA number. The format may not be correct. It must begin with 2 letters followed by 7 numbers.</td>
</tr>
<tr>
<td>Error: Reporting Registrant DEA number cannot match Recipient DEA number</td>
<td>In the transaction records the first DEA number should be the company transferring the drugs. The second DEA number is the company receiving the drugs. These 2 DEA numbers cannot match. They must be different companies.</td>
</tr>
<tr>
<td>Invalid action indicator. Valid values are blank, “A”, “D”, or “I”.</td>
<td>Check the action indicator in the transaction records. Only “A”, “D”, “I” (i), and blank are valid.</td>
</tr>
<tr>
<td>Invalid correction number = 000Test1</td>
<td>Check the correction number in the transaction record. Only numbers are allowed. Check that letter “O” was not entered instead of the number zero. Verify the number entered is 8 numbers in length. Verify the number entered is the number provided in the original error report.</td>
</tr>
<tr>
<td>Invalid quantity = 00Test88</td>
<td>Check the quantity number in the transaction record. Only numbers are allowed. Check that letter “O” was not entered instead of the number zero. Verify the number entered is 7 numbers in length.</td>
</tr>
<tr>
<td>Invalid record length = 60 for record = 3. Record not loaded.</td>
<td>Check the length of the transaction record. It must be 80 characters. Enter spaces for values not entered. To count the characters, place your cursor at the beginning of the line and press the right arrow key and count each time you press it.</td>
</tr>
<tr>
<td>Invalid strength test</td>
<td>The strength field is used to report three different kinds of data. 1) The purity of a bulk raw material. 2) The fractional portion of a standard NDC package size. 3) The percentage by which a package exceeds a standard NDC package size. This is a number field. You will receive an invalid strength test if a character (A-Z) or special character is entered. See ARCOS for valid numbers.</td>
</tr>
<tr>
<td>Invalid transaction date = 06/20/2011</td>
<td>Verify the transaction date in the transaction record is valid. The CSR application did not start until 7/1/2011. Dates entered prior to 7/1/2011 are invalid.</td>
</tr>
<tr>
<td>Invalid transaction date, day = 32</td>
<td>Verify the transaction date in the transaction record is valid. Specifically, check the day entered is correct. Only 1 through 31 are valid days.</td>
</tr>
<tr>
<td>Invalid transaction date, month = 13</td>
<td>Verify the transaction date in the transaction record is valid. Specifically, check the month entered is correct. Only 1 through 12 are valid months.</td>
</tr>
<tr>
<td>Error Message</td>
<td>Error Description</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Invalid transaction date, year = 5000</td>
<td>Verify the transaction date in the transaction record is valid. Specifically, check the year entered is correct.</td>
</tr>
<tr>
<td>Reporting Registrant DEA number in detail record does not match control record</td>
<td>For each control record in the file, the transactions following it must begin with the same DEA number as the DEA number entered in the preceding control record.</td>
</tr>
<tr>
<td>Transaction date not in reporting period.</td>
<td>Verify the transaction date in the transaction record is valid. The date on each transaction record should be in the month entered in the control record.</td>
</tr>
</tbody>
</table>

**Warnings**

Warnings do not need to be fixed for the file or transactions to be processed. They are provided for information only.

<table>
<thead>
<tr>
<th>Error Message</th>
<th>Error Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Control record warning, DEA number not on file.</td>
<td>This is a warning and it is OK to proceed with processing the file. It means the CSR system has not received the DEA number from DEA yet.</td>
</tr>
<tr>
<td>DEA number not on file.</td>
<td>This is a warning and it is OK to proceed with processing the file. It means the CSR system has not received the DEA number from DEA yet.</td>
</tr>
<tr>
<td>Recipient DEA number not on file.</td>
<td>This is a warning and it is OK to proceed with processing the file. It means the CSR system has not received the DEA number from DEA yet.</td>
</tr>
<tr>
<td>Warning: unable to validate Reporting Registrant DEA number in detail record</td>
<td>This is a warning and it is OK to proceed with processing the file. It means the CSR system has not received the DEA number from DEA yet.</td>
</tr>
</tbody>
</table>
Corrections

Corrections can be made at anytime, within the month they were reported or in a following month.

Submit Corrections in the Same Month
To report corrections in the same month that the error occurred, submit an additional file. For example, if file 001 and 002 were submitted, then submit a 3rd file 003.

Example:
Company ABC submitted 2 files for August 2011. The company submitted a 3rd file with correction records for transactions that occurred in August 2011. The files should be named accordingly:
P000251108001.txt --- file 1 submitted
P000251108002.txt --- file 2 submitted
P000251108003.txt --- file 3 submitted with correction records

Submit Corrections in the Following Month
Corrections from the previous month can be included in the same file as the transaction records for the current month. Remember the transaction date should be the date from the previous month and the correction record should include the correction number.

Example:
Company ABC is submitting a report that covers transactions that occurred during September 2011 and included a correction record for the month of August 2011. Sample transaction records would look like:
PP8888888R 00409118069000000018 EF567890100404184409012011 0000000001
PP8888888R 00409118069000000018 EF56789010040418440801201100000001 0000000002
Manual Data Entry

This feature is new to Release 1.02. The manual data entry feature is for users who have a low volume of transactions or do not have the means to provide an upload file.

Select Distributor

1. Select the distributor to report on from the drop-down list, choose the year and month to report for and click the Enter Detail button. The "No Transaction" checkbox will be grayed out and inaccessible unless that option was chosen from the Home page. You will also have the opportunity to check the box stating that your information is a trade secret at this time. Once you have selected a distributor, report year and report month

2. Click Enter Detail

![Screen capture of the Controlled Substances Reporting System](image)

Enter Detail

1. Enter the NDC, Quantity, To DEA# and choose the Transaction Code. Transaction Date will be set at today’s date and un-editable.

2. Click Submit. Your record will be saved to the database and will appear in a list at the bottom of the page.
### Controlled Substances Reporting System

**Name:** John Doe  
**Account:** testregistrant@gmail.com  
**Registered Reporter:** 21  
**User Guide**  
**Home**  
**Log Out**

**Select Distributor to Report:** A-S Medication Solutions, LLC  
**Year Reporting:** 2012  
**Month Reporting:** January  
**No Transaction**

- My company considers this information a trade secret, as defined by section 668.002(4) F.S., which has value and provides an advantage or an opportunity to obtain an advantage over those who do not know or use it. My company has taken measures to prevent the disclosure of the information to anyone other than those who have been selected to have access for limited purposes, and my company intends to continue to take such measures. The information is not, and has not been, reasonably obtainable without our consent by other persons by use of legitimate means. The information is not publicly available elsewhere.

![Image](image.png)

<table>
<thead>
<tr>
<th>NDC</th>
<th>Quantity</th>
<th>To DEA#</th>
<th>Transaction Code</th>
<th>Transaction Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>9999999999</td>
<td>45</td>
<td>AB1234567</td>
<td>Unsolicited Return</td>
<td>04/13/2012</td>
</tr>
</tbody>
</table>

**Submit**

**Add New**

<table>
<thead>
<tr>
<th>NDC</th>
<th>Quantity</th>
<th>DEA#</th>
<th>Trans Code</th>
<th>Transaction Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>9999999999</td>
<td>2</td>
<td>AB1234567</td>
<td>04/13/2012</td>
</tr>
</tbody>
</table>

**Total Records:** 1
**No Transaction**

This feature is new to release 1.02.
To submit for a month where you have no transactions:

1. Click the No Trans button

You will notice that the No Transaction checkbox is checked and grayed out.

2. Select a Distributor Report, Select a Year Reporting, Select a Month Reporting
3. Click Submit No Tran button. Your No Trans record will be saved to the database.