



**Integrated Funds Distribution,  
Control Point Activity, Accounting  
and Procurement  
(IFCAP)**

**Generic Inventory Package (GIP)**

**POINT OF USE  
MANUAL**

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# Preface

## **Purpose of the Point of Use Manual**

The Point of Use Manual summarizes the functional changes made to the existing Generic Inventory Package (GIP) module of the Integrated Funds Distribution, Control Point Accounting And Procurement Package (IFCAP). It is meant to supplement, not replace, any existing User Manuals on GIP and will be useful to programmers, site managers, and IRM technical staff setting up or maintaining the point of use interface, and to all Acquisition & Materiel Management (A&MM) personnel utilizing GIP.

## **Reference Numbering System**

This document uses a numbering system to organize topics into sections that show the reader how the topics relate. For example, section 1.3 means this is the main topic for the third section of Chapter 1. If there were two subsections to this topic, they would be numbered 1.3.1 and 1.3.2. A section numbered 2.3.5.4.7 would be the seventh subsection of the fourth subsection of the fifth subsection of the third topic of Chapter 2. This numbering system tool allows the reader to more easily follow the logic of sections that contain several subsections.

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# 1. Overview

## 1.1 “What is Point of Use?”

Point of Use refers to the point in the inventory cycle where supplies actually get used. For us, this point is essentially the area from which medical staff retrieve items for use in patient care. Historically, these areas were usually a small room with several shelves or a closet. GIP usually represents these closets as the secondary inventory points.

Today, there are companies providing automated cabinets to use in place of the old closets. These cabinets enable items to be tracked by requiring information to be entered before a user can gain access. The computer on the cabinet keeps a ledger of all activity at the cabinet and a running total of the inventory for every item. It is even feasible to track supplies to a given patient.

## 1.2 “What can Point of Use do for us?”

Automation provides the following benefits:

- better control over who obtains supplies
- better control over the quantity and type of supplies obtained each time
- less need to frequently inventory the supplies manually
- the ability to reference information centrally

The end result of these benefits is better efficiency at a reduced cost.

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## 2. The “Revised” GIP

The items in the following section affect all users of GIP whether or not they are using a point of use interface.

### 2.1 Item Deletion

Items will not be eligible for deletion from a primary or secondary inventory point if they are on the active distribution orders for that inventory point. Active orders are those that are not yet posted or deleted. The restriction was added to maintain integrity within the due-in and due-out counts and to avoid problems created when trying to post an order containing an item in one of the affected inventory points.

Item deletion affects many parts of the GIP package. In addition to intentionally modifying items within an inventory point, the package allows background deletions such as the automatic purge of inactive items during the auto-generation process or the option to delete all items on a secondary inventory point prior to copying the items from another inventory point.

### 2.2 Vendor Data and Conversion Factors

The Vendor Data on an item in the Secondary Inventory Point cannot be modified when a distribution order containing that item is on a released order. The restriction adds more integrity to the due-in and due-outs generated by releasing orders. The conversion factor, part of the vendor data, is used at order release to calculate the due-ins and due-outs using the following equation:

$$\text{Due IN/OUT} = \text{Conversion Factor} * \text{QTY Ordered from the Primary}$$

If the conversion factor is edited after the order is released, the due-ins and due-outs are not updated properly when the order is posted or deleted because the system does not retain the old conversion factor value.

## **2.3 Editing the Item Short Description**

### **2.3.1 At the Primary:**

After modifying the description of an item in the primary inventory point, you will be given the option to save this new value as the description in all the distribution points containing the item.

### **2.3.2 At the Secondary:**

When adding a new item to the inventory, the default for the items, short description will be the description of that item in the source primary inventory point.

## **2.4 Standard Reorder Point**

The use of a zero standard reorder point to designate items as “order on demand” is no longer valid. Items to be ordered on demand must have nothing entered for a standard reorder point. Items having a standard reorder point, even of zero, will be considered by the autogeneration process in creating new distribution orders.

## **2.5 Multiple Sources for a Secondary Inventory Point**

Each Secondary inventory point may be stocked by one and only one primary inventory point. Part of the reason for this restriction is to allow the item description logic to function appropriately.

## **2.6 Usage Demand Item Report**

The usage demand report may now be run for one or more selected items. In addition, the user will have the option to sort items by item number or alphabetically by item description.

## **2.7 Order Form**

The Order Form now allows the user more flexibility. The user may choose to exclude items that do not have a normal stock level greater than zero and may choose to exclude the blank lines.

## 2.8 Scheduling the Autogeneration of Distribution Orders

Two new options have been added for selection in the TaskMan Schedule/Unschedule option [XUTM SCHEDULE]. The scheduler does not accommodate specification of individual inventory points or facilities. Each option will generate orders for all the secondary inventory points on your system as indicated below:

PRCP NON-SS ORDER BUILDER (For all secondary inventory points not linked to supply stations)

PRCP SUPPLY STA ORDER BUILDER (For all secondary inventory points linked to supply stations)

No reports will be generated as a result of these options and you will still need to release the orders through GIP.

Select Taskman Management Option: SCHEDULE/Unschedule Options

Select OPTION to schedule or reschedule: PRCP SUPPLY STA ORDER BUILDER

PRCP SUPPLY STATION ORDER BUILDER

Are you adding 'PRCP SUPPLY STA ORDER BUILDER' as a new OPTION SCHEDULING (the 52ND)? No// Y (Yes)

Edit Option Schedule

Option Name: PRCP SUPPLY STA ORDER BUILDER

Menu Text: PRCP SUPPLY STATION ORDER BUILDE TASK ID:

---

QUEUED TO RUN AT WHAT TIME:

DEVICE FOR QUEUED JOB OUTPUT:

QUEUED TO RUN ON VOLUME SET:

RESCHEDULING FREQUENCY:

TASK PARAMETERS:

SPECIAL QUEUEING:

Select OPTION to schedule or reschedule: PRCP NON-SS ORDER BULIDER  
PRCP NON-SS ORDER BUILDER

Are you adding 'PRCP NON-SS ORDER BULIDER' as  
a new OPTION SCHEDULING (the 53RD)? No// Y (Yes)

Edit Option Schedule

Option Name: PRCP NON-SS ORDER BULIDER

Menu Text: PRCP NON-SS ORDER BUILDER

TASK ID:

---

QUEUED TO RUN AT WHAT TIME:

DEVICE FOR QUEUED JOB OUTPUT:

QUEUED TO RUN ON VOLUME SET:

RESCHEDULING FREQUENCY:

TASK PARAMETERS:

SPECIAL QUEUEING:

---

### **3. The 'Interface-able' GIP**

The Interface-able GIP refers to the functionality of GIP when a secondary inventory point uses the POINT OF USE INTERFACE. This interface allows the communication of inventory information between the secondary inventory point and its associated automated supply cabinet.

#### **3.1 The Interface – Real time, but Queued**

The interface between GIP and the supply stations is real time. All transactions generated by GIP are sent immediately to the supply station for processing. Transactions are received real time from the supply stations but may not be immediately processed if the files affected in GIP are in use.

#### **3.2 Information Sent to the Supply Station from GIP**

##### **3.2.1 Regular Distribution Orders.**

GIP sends these orders at the time they are released. The information sent will list the GIP order number, all items ordered, the quantity of each item in the primary's unit of issue and the secondary's conversion factor.

##### **3.2.2 Item Information (Short description, Normal, Standard Reorder, and Emergency Levels, Unit of Issue, Conversion Factor, and Last Cost).**

This information is sent, dependent upon the specific supply station, whenever updates occur in GIP.

##### **3.2.3 Quantity on Hand (QOH) Query.**

A request to a specific supply station for a list of its current inventory items and levels.

### **3.3 Information Sent to GIP from the Supply Station**

#### **3.3.1 Restocking.**

This information will update the distribution order created in GIP. Once all items are received, GIP will receive a transaction from the supply station to automatically post the order.

#### **3.3.2 Item Activity.**

Items taken or returned or adjusted will be reported to GIP and stored in the INVENTORY TRANSACTION FILE (#445.2). The names of patients receiving items taken from the station will be converted to upper case for storage in GIP. Using case sensitivity to distinguish between patients will NOT be honored by GIP.

#### **3.3.3 Quantity on Hand (QOH) Response.**

This message is received after a query from GIP was sent to the supply station and its data will be stored in the GENERIC INVENTORY FILE (#445).

### **3.4 "Rules"**

GIP supports inventory points that do and do not interface to automated supply cabinets. When used, the interface allows cabinets some control of GIP functionality. Rules were established to clarify how the systems will work together.

#### **3.4.1 Linking a secondary inventory point with an automated supply cabinet**

- a. Specify the Supply Station for each linked inventory point  
The value of this field must be the vendor providing the cabinet to which this inventory point is interfaced. Once this is done, GIP will treat the inventory point as a supply station secondary.
- b. Inventory Point Name and Supply Station Name must be the same  
This field ties the two different systems to each other and must be formatted as:

<Site number> - <String up to 10 characters>

e.g.: 000-MYSTATION

- c. No outstanding distribution orders may exist on the secondary inventory point being linked to a supply station. The secondary's outstanding orders must be posted or deleted first.
- d. The secondary inventory point may be linked to one and only one primary. You will not be allowed to create the supply station association while the secondary is stocked by multiple primaries.

### **3.4.2 Identifying the secondary inventory point items as items stored in the supply station**

- a. The Normal Stock Level must be greater than zero. Items with no normal stock level or a normal stock level equal to zero on a supply station secondary will not be treated by GIP as items stocked in the supply station. Items with a non-zero normal stock level will be treated by GIP as items that are stocked in the supply station.

\*\*\* NOTE: Items for case carts or instrument kits should NOT be stored in the supply station nor in the supply station secondary because the processing of distribution orders for these items will not be handled by the interface.

This Normal Stock Level may not be edited to zero or from zero when the item is on a released order for a supply station secondary.

- b. Specific values associated with supply station items will be communicated to the supply station anytime the items are edited in the secondary.
- c. The Supply Station Quantity on Hand for an item is not transmitted to the supply station. This field is received with all transactions sent by the supply station and does not overwrite the GIP quantity on hand. It is instead kept in GIP along with the date and time it was received.

### **3.4.3 Creating distribution orders for the supply station**

- a. An order for a supply station secondary having a Regular Order Type will contain only supply station items. Consequently:

A regular order type cannot be edited to a different order type if the order is on a supply station secondary.

Emergency and Call-in Orders may contain all supply station items, no supply station items, or a mix of the both types of items.

The Emergency or Call-in order type cannot be edited to a regular order type on a supply station secondary but Emergency can be edited to Call-in and Call-in edited to Emergency

- b. Orders automatically generated for a supply station secondary will include only supply station items because these are the only items with normal stock levels.
- c. Regular orders will be sent to the supply station when released on GIP unless the orders are for instrument kits or case carts.
- d. Case cart and instrument kit items should not be included in the supply station secondary inventory point because orders for these items cannot be accommodated by the interface.
- e. Send Order  
If the supply station does not receive an order, there is an option available to send the order to the supply station. Only regular orders that have already been released and were considered supply station orders at the time of release may be sent to the supply station.

#### **3.4.4 Processing distribution orders for the supply station**

- a. Editing released orders for a supply station secondary is prohibited. Edits may be completed when entering the amount received at the supply station.
- b. Editing of normal stock level and vendor information for items in the released orders is also restricted.
- c. Posting of supply station orders will be controlled by the supply station. This is done automatically after receipt of all items in the order.
- d. Deletions are allowed at any time but when a released regular order for a supply station secondary is deleted from GIP, it must also be deleted manually on the supply station.



### **3.4.5 Overriding the interface**

- a. Removing the supply station flag from orders.

Only when the interface will be down for an extended period time, should you consider removing the supply station flag from an order. This allows you to process the order in GIP as though it were not for a supply station secondary. Once run, GIP will not accept any information about that order from the supply station and the supply station flag cannot be replaced.

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## 4. New and Modified Functionality

### 4.1 Options for Inventory Points and Their Settings

#### 4.1.1 Assigning a Supply Station Provider to a Secondary Inventory Point

The SUPPLY STATION (field #22 of the GENERIC INVENTORY FILE (#445)) allows you to identify the vendor of the supply station for a secondary inventory point. After this field is entered, GIP will treat the secondary inventory point as a supply station secondary.

To enable effective communications, the inventory point name must be the same as the supply station name. All supply station items in the secondary inventory point must have a non-zero normal stock level and must be associated with a bin in the supply station.

The supply station field can only be populated when:

- The secondary inventory point is stocked by only 1 primary
- The inventory point is a secondary inventory point
- The secondary inventory point has no outstanding distribution orders
- The secondary inventory point's name is no more than 10 characters long

An example where the supply station field cannot be populated:

```
Select Manager For Secondary Point Menu Option: Enter/Edit Inventory And
Distribution Points
Select STATION NUMBER ('^' TO EXIT): 999//          ANYTOWN, USA
```

```
          I N V E N T O R Y  version 5.1
```

```
(688) Secondary Inventory Point: SAMPLE          IFUSER,ONE
--> USAGE/DISTRIBUTION TOTALS NEEDS TO BE PURGED.
--> RECEIPTS HISTORY BY ITEM NEEDS TO BE PURGED.
--> TRANSACTION REGISTER NEEDS TO BE PURGED.
```

```
+-----+
| You have the option to edit ALL          |
| SECONDARY inventory points you have     |
| access to.                             |
+-----+
```

```
Select a 'Secondary' Type Inventory Point: SAMPLE 688-SAMPLE SECONDARY
```

```
Edit Inventory Parameters      Aug 15, 2000 10:57:58          Page: 1 of 2
INVENTORY POINT: 999-SAMPLE    TOTAL NUMBER OF ITEMS: 1
```

```
Description
Type of Inventory Point      : SECONDARY
Abbreviated Name             : SMPL
Keep Perpetual Inventory     : YES
Keep Transaction Register    : YES
```

```
Special Parameters
Months Inactive Before Item Deletion:
```

## New and Modified Functionality

(Supply Station Provider) : <== NOTE PARENTHESIS

### Flags

Print Emergency Stock Levels :  
Automatic Purge :

### Inventory Users

+ Enter ?? for more actions

AF All Fields FC (Fund Control Points)FL Flags  
DE Descriptive DP (Distribution Points)AU Authorized Users  
SP Special Parameters SB Stocked By MC MIS Costing  
Select Item(s): Next Screen// SP Special Parameters  
MOS INACTIVE BEFORE ITEM DEL.:  
Change this secondary to be stocked by only 1 primary before adding a  
supply station provider.

Edit Inventory Parameters Aug 15, 2000 10:58:20 Page: 1 of 2  
INVENTORY POINT: 999-SAMPLE TOTAL NUMBER OF ITEMS: 1

### Description

Type of Inventory Point : SECONDARY  
Abbreviated Name : SMPL  
Keep Perpetual Inventory : YES  
Keep Transaction Register : YES

### Special Parameters

Months Inactive Before Item Deletion:  
(Supply Station Provider) :

### Flags

Print Emergency Stock Levels :  
Automatic Purge :

### Inventory Users

+ Enter ?? for more actions

AF All Fields FC (Fund Control Points)FL Flags  
DE Descriptive DP (Distribution Points)AU Authorized Users  
SP Special Parameters SB Stocked By MC MIS Costing  
Select Item(s): Next Screen/SB Stocked By

CHECKING INVENTORY POINTS DISTRIBUTING TO '688-SAMPLE': <== CANNOT HAVE  
MULTIPLE

999-LYFE'S PRIMARY	TYPE: PRIMARY	PRIMARIES
999-HEIBY TEMP	TYPE: PRIMARY	
999-LYFE VOLUNTARY	TYPE: PRIMARY	

THIS SECONDARY INVENTORY POINT '999-SAMPLE' IS CURRENTLY DISTRIBUTED  
TO BY THE PRIMARY INVENTORY POINT '999-LYFE'S PRIMARY'.

DO YOU WANT TO REMOVE IT AS A PRIMARY DISTRIBUTION POINT? NO// ^

## Editing the inventory point to accommodate a supply station:

Select Manager For Secondary Point Menu Option: Enter/Edit Inventory And  
Distribution Points

Select STATION NUMBER ('^' TO EXIT): 999// ANYTOWN, USA

I N V E N T O R Y version 5.1

(688) Secondary Inventory Point: SAMPLE IFUSER,ONE  
--> USAGE/DISTRIBUTION TOTALS NEEDS TO BE PURGED.  
--> RECEIPTS HISTORY BY ITEM NEEDS TO BE PURGED.  
--> TRANSACTION REGISTER NEEDS TO BE PURGED.

## New and Modified Functionality

```
+-----+
| You have the option to edit ALL          |
| SECONDARY inventory points you have     |
| access to.                             |
+-----+
```

Select a 'Secondary' Type Inventory Point: UNLINKED SECONDARY  
688-UNLINKED SECONDARY SECONDARY

Edit Inventory Parameters Aug 15, 2000 10:58:24 Page: 1 of 2  
INVENTORY POINT: 999-UNLINKED SECONDARY TOTAL NUMBER OF ITEMS: 0

Description  
Type of Inventory Point : SECONDARY  
Abbreviated Name : UNLSEC  
Keep Perpetual Inventory : YES  
Keep Transaction Register : YES

Special Parameters  
Months Inactive Before Item Deletion:  
(Supply Station Provider) : <== NOTE PARENTHESIS

Flags  
Print Emergency Stock Levels :  
Automatic Purge :

Inventory Users

+ Enter ?? for more actions

AF All Fields FC (Fund Control Points)FL Flags  
DE Descriptive DP (Distribution Points)AU Authorized Users  
SP Special Parameters SB Stocked By MC MIS Costing  
Select Item(s): Next Screen// SP Special Parameters  
MOS INACTIVE BEFORE ITEM DEL.:  
A supply station IP cannot have a name longer than 10 characters.  
Edit the name before linking a supply station to this IP.

Edit Inventory Parameters Aug 15, 2000 10:58:40 Page: 1 of 2  
INVENTORY POINT: 999-UNLINKED SECONDARY TOTAL NUMBER OF ITEMS: 0

Description  
Type of Inventory Point : SECONDARY  
Abbreviated Name : UNLSEC  
Keep Perpetual Inventory : YES  
Keep Transaction Register : YES

Special Parameters  
Months Inactive Before Item Deletion:  
(Supply Station Provider) :

Flags  
Print Emergency Stock Levels :  
Automatic Purge :

Inventory Users

+ Enter ?? for more actions

AF All Fields FC (Fund Control Points)FL Flags  
DE Descriptive DP (Distribution Points)AU Authorized Users  
SP Special Parameters SB Stocked By MC MIS Costing  
Select Item(s): Next Screen// DE Descriptive  
INVENTORY POINT: 688-UNLINKED SECONDARY Replace ED... With  
Replace  
688-UNLINK  
ABBREVIATED NAME: UNLSEC//  
KEEP PERPETUAL INVENTORY?: YES//  
KEEP DETAILED TRX. HISTORY?: YES//

## New and Modified Functionality

Edit Inventory Parameters      Aug 15, 2000 10:59:06      Page: 1 of 2  
INVENTORY POINT: 999-UNLINKED SECONDARY      TOTAL NUMBER OF ITEMS: 0

Description  
Type of Inventory Point    : SECONDARY  
Abbreviated Name         : UNLSEC  
Keep Perpetual Inventory   : YES  
Keep Transaction Register : YES

Special Parameters  
Months Inactive Before Item Deletion:  
Supply Station Provider         :

Flags  
Print Emergency Stock Levels :  
Automatic Purge                :

Inventory Users  
+            Enter ?? for more actions  
AF   All Fields                    FC   (Fund Control Points)FL    Flags  
DE   Descriptive                  DP   (Distribution Points)AU    Authorized Users  
SP   Special Parameters    SB   Stocked By                    MC   MIS Costing  
Select Item(s): Next Screen// SP    Special Parameters  
MOS INACTIVE BEFORE ITEM DEL.:  
SS PROVIDER: OMNICELL

Description  
Type of Inventory Point    : SECONDARY  
Abbreviated Name         : UNLSEC  
Keep Perpetual Inventory   : YES  
Keep Transaction Register : YES

Special Parameters  
Months Inactive Before Item Deletion:  
Supply Station Provider         : OMNICELL

Flags  
Print Emergency Stock Levels :  
Automatic Purge                :

Inventory Users  
SP   Special Parameters    SB   Stocked By                    MC   MIS Costing  
Select Item(s): Next Screen//        NEXT SCREEN

### 4.1.2 Item Description Default in the Secondary Inventory Point

If not yet entered, the ITEM DESCRIPTION (Sub field #6 of INVENTORY ITEM (Field #1) of the GENERIC INVENTORY FILE (#445)) for an item in the secondary inventory point will default in the Enter/Edit Inventory Item Data [PRCP EDIT INVENTORY ITEMS] to the primary's description of the item.

#### NOTE

Secondaries are recommended to have one and only one primary. If there are multiple primaries, the default is the item description in the first primary the system identifies. If the item does not exist in this primary, the default will be blank.

```
Select Inventory File Maintenance Menu Option: ENter/Edit Inventory Item Data
Select STATION NUMBER ('^' TO EXIT): 999//          ANYTOWN, USA
```

I N V E N T O R Y version 5.1

```
(999) Secondary Inventory Point: MY SUPPLY STATION IP          IFUSER,ONE
--> USAGE/DISTRIBUTION TOTALS NEEDS TO BE PURGED.
--> RECEIPTS HISTORY BY ITEM NEEDS TO BE PURGED.
--> TRANSACTION REGISTER NEEDS TO BE PURGED.
--> QUANTITY DISCREPANCIES EXIST WITH THE SUPPLY STATION.
```

```
Select MY SUPPLY STATION IP ITEM: 706 RAZOR-SAFETY DISPOSABLE SINGLE EDGE
...OK? Yes//      (Yes)
RAZOR-SAFETY DISPOSA      NSN: 8530-01-347-9577
```

```
Edit Inventory Item Data      Aug 14, 2000 11:06:42      Page: 1 of 3
INVENTORY POINT: 999-MY SUPPLY STATION IP * * * IM#: 706 * * *
Descriptive-445:
Description-441: RAZOR-SAFETY DISPOSABLE SINGLE EDGE
NSN      : 8530-01-347-9577
Group Category :
Main Storage Lo:
Add Storage Loc:
Type Of Item   : PURCHASABLE
```

```
Issue Units      Levels
Unit per Issue: ? per ??      Norm Stock Level:
                                Emer Stock Level:
                                Temp Stock Level:
                                Delete Temp SL :
                                Stand Reord Pt :
                                Option Reord Pt :
```

```
+      Enter ?? for more actions
AF All Fields      QT Quantities      SP Special Parameters
DE Descriptive     CD Costing Data      DA (Drug Accountability)
IU Issue Units     DI Due Ins      VN Vendors
LE Levels          SI (Secondary Items) RI Remove Item From Inv
Select Item(s): Next Screen// DE Descriptive
```

```
...item description set to short description in primary.
ITEM DESCRIPTION: RAZOR-1 EDGE, DISP//
GROUP CATEGORY:
MAIN STORAGE LOCATION:
Select ADDITIONAL STORAGE LOCATION:
```

### 4.1.3 Editing the Item Description at the Primary Inventory Point

After editing an item description in the primary, you will be given the option to automatically replace the description for that item in all the primary's dependent inventory points with the description just entered.

#### NOTE

Allowing different primaries to share a secondary is NOT recommended. If a primary's item description is updated to affect all items in that primary's distribution points and then the description for the same item is edited on a different primary distributing to this secondary, the second edit will overwrite the description specified by the first primary.

```
Select Inventory File Maintenance Menu Option: ENter/Edit Inventory Item Data
Select STATION NUMBER ('^' TO EXIT): 999// ANYTOWN, USA
```

```
I N V E N T O R Y version 5.1
```

```
(999) Primary Inventory Point: MY PRIMARY IP IFUSER,ONE
--> USAGE/DISTRIBUTION TOTALS NEEDS TO BE PURGED.
--> RECEIPTS HISTORY BY ITEM NEEDS TO BE PURGED.
--> DISTRIBUTION HISTORY NEEDS TO BE PURGED.
--> TRANSACTION REGISTER NEEDS TO BE PURGED.
```

```
Select LYFE'S PRIMARY ITEM: SOAP ANTISEP BAR 5C 31 SOAP ANTISEP BAR 5C
...OK? Yes// (Yes)
SOAP ANTISEP BAR 5C NSN: 6508-01-027-2103
```

```
Edit Inventory Item Data Aug 14, 2000 11:07:51 Page: 1 of 3
INVENTORY POINT: 999-MY PRIMARY IP * * * IM#: 31 * * *
Descriptive-445: SOAP, ANTISEPTIC BAR
Description-441: SOAP ANTISEP BAR 5C
NSN : 6508-01-027-2103
Group Category : 1001
Main Storage Lo: A,2,4,1
Add Storage Loc:
Type Of Item : PURCHASABLE
```

```
Issue Units Levels
Unit per Issue: 10 per BX Norm Stock Level: 250
Issue Multiple: 10 Emer Stock Level: 10
Min Issue Qty : 10 Temp Stock Level:
Delete Temp SL :
Stand Reord Pt : 50
Option Reord Pt :
```

```
+ Enter ?? for more actions
AF All Fields QT Quantities SP Special Parameters
DE Descriptive CD Costing Data DA (Drug Accountability)
IU Issue Units DI Due Ins VN Vendors
LE Levels SI Secondary Items RI Remove Item From Inv
Select Item(s): Next Screen// DE Descriptive
ITEM DESCRIPTION: SOAP, ANTISEPTIC BAR // SOAP ANTISEP BAR 5C
Do you want to update the DESCRIPTION for ALL distribution
points stocked by 999-MY PRIMARY IP? YES <= NOTE QUESTION
```

```
updating DESCRIPTION for distribution points.....
999-IFCAPTWO SECONDARY DESCRIPTION updated
999-IFCAPTHREE'S SECONDARY DESCRIPTION updated
999-IFCAPFOUR TEST DESCRIPTION updated
999-IFCAPONE'S SECONDARY DESCRIPTION updated
999-SAMPLE DESCRIPTION updated
999-UNLINKED SECONDARY DESCRIPTION updated
```



## New and Modified Functionality

```
          999-EXAMPLER  In use, could not update.  <= NOTE!!!  
          999-PYXIS    DESCRIPTION updated  
Building HL7 EDIT Transaction on item#31 for PYXIS  
station 999-PYXIS  
          999-MY SUPPLY STATION IP  DESCRIPTION updated  
Building HL7 EDIT Transaction on item#31 for OMNICELL  
station 999-MY SUPPLY STATION IP
```

### NOTE!!!

If the 'In use, could not update' MESSAGE DISPLAYS, you will need to manually update the item description in that inventory point later.

### 4.1.4 Inventory Point Names

You will not be allowed to edit the name of your secondary INVENTORY POINT (Field #.01 of the GENERIC INVENTORY FILE (#445)) using the option, Enter/Edit Inventory And Distribution Points [PRCP INVPT PARAM ENTER/EDIT], if it is attached to a supply station. The restriction supports the fact that Inventory Point Name is used to identify the linked inventory point to its associated supply station.

**IF THE GIP NAME DIFFERS FROM THE SUPPLY STATION NAME, GIP WILL BE UNABLE TO PROCESS INFORMATION FROM THE SUPPLY STATION AND THE SUPPLY STATION WILL NOT PROCESS INFORMATION SENT BY GIP.**

Select a 'Secondary' Type Inventory Point: MY SUPPLY STATION IP 999-MY  
 SUPPLY STATION IP SECONDARY

Edit Inventory Parameters Aug 14, 2000 12:53:33 Page: 1 of 2  
 INVENTORY POINT: 999-MY SUPPLY STATION IP TOTAL NUMBER OF ITEMS: 9

Description  
 Type of Inventory Point : SECONDARY  
 Abbreviated Name : OMNI  
 Keep Perpetual Inventory : YES  
 Keep Transaction Register : YES

Special Parameters  
 Months Inactive Before Item Deletion:  
 (Supply Station Provider) : OMNICELL

Flags  
 Print Emergency Stock Levels :  
 Automatic Purge :

Inventory Users  
 + Enter ?? for more actions  
 AF All Fields FC (Fund Control Points)FL Flags  
 DE Descriptive DP (Distribution Points)AU Authorized Users  
 SP Special Parameters SB Stocked By MC MIS Costing  
 Select Item(s): Next Screen// DE Descriptive  
 The inventory point name cannot be edited on a supply station secondary.  
 ABBREVIATED NAME: MSSIP//

WARNING: A 'NO' RESPONSE MAY CAUSE INTEGRITY PROBLEMS <= NOTE!!!  
 WITH THE SUPPLY STATION INTERFACE.  
 KEEP PERPETUAL INVENTORY?: YES// YES

WARNING: A 'NO' RESPONSE CAUSES GIP TO IGNORE INFORMATION <= NOTE!!!  
 FROM THE SUPPLY STATION.  
 KEEP DETAILED TRX. HISTORY?: YES// YES

**NOTE!!!**

When editing 'KEEP PERPETUAL INVENTORY?' and 'KEEP DETAILED TRX. HISTORY?' on supply station secondaries, it is recommended both questions are answered 'YES'

## New and Modified Functionality

### 4.1.5 Inactivating Inventory Points

You will not be allowed to inactivate inventory points if they:

1. are supply station secondaries or
2. have any outstanding (unposted and undeleted) distribution orders.

Select Manager For Primary Inventory Point Menu Option: ENTER/Edit Inventory And Distribution Points

Select STATION NUMBER ('^' TO EXIT): 999// Anytown, USA

I N V E N T O R Y version 5.1

(688) Primary Inventory Point: ONE PRIMARY IFUSER,ONE  
--> USAGE/DISTRIBUTION TOTALS NEEDS TO BE PURGED.  
--> RECEIPTS HISTORY BY ITEM NEEDS TO BE PURGED.  
--> DISTRIBUTION HISTORY NEEDS TO BE PURGED.  
--> TRANSACTION REGISTER NEEDS TO BE PURGED.

```
+-----+
| You have the option to edit ALL      |
| PRIMARY inventory points you have    |
| access to.                          |
+-----+
```

Select a 'Primary' Type Inventory Point: ON  
1 ONE PRIMARY 999-ONE PRIMARY PRIMARY  
2 ONLY PRIMARY 999-ONLY PRIMARY PRIMARY  
CHOOSE 1-2: 2 999-ONLY PRIMARY PRIMARY

Edit Inventory Parameters Aug 14, 2000 16:30:28 Page: 1 of 5

INVENTORY POINT: 999-ONLY PRIMARY TOTAL NUMBER OF ITEMS: 15

Description

Type of Inventory Point : PRIMARY  
Abbreviated Name : ONLY  
Keep Perpetual Inventory : YES  
Keep Transaction Register : YES

Special Parameters

Months Inactive Before Item Deletion: 6  
Primary Updated By Warehouse : YES  
Special Inventory Point Type :  
Department Number : 333  
Issue Book Sort : NSN SORT  
Regular Whse Issues Schedule : OTHER

Flags

+ Enter ?? for more actions  
AF All Fields FC Fund Control Points FL Flags  
DE Descriptive DP Distribution Points AU Authorized Users  
SP Special Parameters SB Stocked By MC MIS Costing  
Select Item(s): Next Screen// DE Descriptive  
INVENTORY POINT: 999-ONLY PRIMARY// @

You cannot delete inventory points after they are created.  
This action removes all the items, distribution points, users,  
etc., for the inventory point and changes the name to  
STATIONNUMBER-\*\*\*INACTIVE\_#\*\*\*' where # is the internal entry number.

ARE YOU SURE YOU WANT TO PROCEED? NO// Y (YES)  
You must first post or delete outstanding orders for this inventory point.

?? Required  
INVENTORY POINT: 999-ONLY PRIMARY//

## 4.1.5 Converting Secondary Inventory Points to Primary Inventory Points

Secondary inventory points linked to a supply station CANNOT be converted to primaries. The supply station may only be linked to a secondary inventory point because the interface functionality is inappropriate to the primary inventory point.

```
Select Inventory File Maintenance Menu Option: convert Secondary to Primary
Select STATION NUMBER ('^' TO EXIT): 999//          ANYTOWN, USA
```

```
      I N V E N T O R Y  version 5.1
```

```
(688) Primary Inventory Point: EXAMPLE PRIMARY          IFUSER,ONE
      --> USAGE/DISTRIBUTION TOTALS NEEDS TO BE PURGED.
      --> RECEIPTS HISTORY BY ITEM NEEDS TO BE PURGED.
      --> DISTRIBUTION HISTORY NEEDS TO BE PURGED.
      --> TRANSACTION REGISTER NEEDS TO BE PURGED.
```

```
+-----+
|Select the SECONDARY inventory point to CONVERT. It must |
|be one of the DISTRIBUTION POINTS for 999-EXAMPLE PRIMARY. |
+-----+
```

```
Select DISTRIBUTION POINT: SAMPLE 999-SAMPLE SECONDARY KEEP
PERPETUAL INV
```

```
+-----+
|This inventory point is linked to a supply station and cannot be |
|converted. |
+-----+
```

### 4.1.6 Adding Distribution Points to a Primary Inventory Point

If you attempt to make a secondary inventory point a distribution point of a primary and that secondary is already a distribution point to a different primary, you will get the message, DUPLICATE ENTRY or 'This secondary is already stocked by (another primary)'.  
A secondary inventory point cannot be linked to a supply station if that secondary is a distribution point for multiple primaries.

```
Select Manager For Primary Inventory Point Menu Option: ENter/Edit  
Inventory And Distribution Points
```

```
Select STATION NUMBER ('^' TO EXIT): 999// ANYTOWN, USA
```

```
I N V E N T O R Y version 5.1
```

```
(688) Primary Inventory Point: SINGLE PRIMARY IFUSER,ONE  
--> USAGE/DISTRIBUTION TOTALS NEEDS TO BE PURGED.  
--> RECEIPTS HISTORY BY ITEM NEEDS TO BE PURGED.  
--> DISTRIBUTION HISTORY NEEDS TO BE PURGED.  
--> TRANSACTION REGISTER NEEDS TO BE PURGED.
```

```
+-----+  
| You have the option to edit ALL          |  
| PRIMARY inventory points you have       |  
| access to.                              |  
+-----+
```

```
Select a 'Primary' Type Inventory Point: CANTEEN INVENTORY 999-CANTEEN  
INVENTORY PRIMARY
```

```
Edit Inventory Parameters Aug 15, 2000 16:23:51 Page: 1 of 3
```

```
INVENTORY POINT: 999-CANTEEN INVENTORY TOTAL NUMBER OF ITEMS: 1
```

```
Description
```

```
Type of Inventory Point : PRIMARY
```

```
Abbreviated Name : CANT
```

```
Keep Perpetual Inventory : YES
```

```
Keep Transaction Register : YES
```

```
Special Parameters
```

```
Months Inactive Before Item Deletion: 12
```

```
Primary Updated By Warehouse : YES
```

```
Special Inventory Point Type :
```

```
Department Number : 060
```

```
Issue Book Sort : NSN SORT
```

```
Regular Whse Issues Schedule : OTHER
```

```
Flags
```

```
+ Enter ?? for more actions
```

```
AF All Fields FC Fund Control Points FL Flags
```

```
DE Descriptive DP Distribution Points AU Authorized Users
```

```
SP Special Parameters SB Stocked By MC MIS Costing
```

```
Select Item(s): Next Screen// DP Distribution Points
```

```
Select a 'Secondary' Type Inventory Point: SAMPLE 999-SAMPLE SECONDARY
```

```
This secondary is already stocked by 999-BUSYIP.
```

### 4.1.7 Removing Supply Station Secondary Distribution Points

If you need to unlink a secondary inventory point from a supply station, or link it to a different supply station, you will first be required to delete or post all outstanding distribution orders for that secondary.

```
Select Manager For Primary Inventory Point Menu Option: ENter/Edit
Inventory And Distribution Points
Select STATION NUMBER ('^' TO EXIT): 999//          ANYTOWN, USA

          I N V E N T O R Y  version 5.1

(688) Primary Inventory Point: ONE PRIMARY          IFUSER,ONE
--> USAGE/DISTRIBUTION TOTALS NEEDS TO BE PURGED.
--> RECEIPTS HISTORY BY ITEM NEEDS TO BE PURGED.
--> DISTRIBUTION HISTORY NEEDS TO BE PURGED.
--> TRANSACTION REGISTER NEEDS TO BE PURGED.

+-----+
| You have the option to edit ALL          |
| PRIMARY inventory points you have      |
| access to.                             |
+-----+

Select a 'Primary' Type Inventory Point: ON
  1 ONE PRIMARY 999-ONE PRIMARY PRIMARY
  2 ONLY PRIMARY 999-ONLY PRIMARY PRIMARY
CHOOSE 1-2: 2 999-ONLY PRIMARY PRIMARY

Edit Inventory Parameters      Aug 15, 2000 10:34:25      Page: 1 of 5
INVENTORY POINT: 999-ONLY PRIMARY      TOTAL NUMBER OF ITEMS: 15
Description
Type of Inventory Point      : PRIMARY
Abbreviated Name             : ONLY
Keep Perpetual Inventory     : YES
Keep Transaction Register    : YES

Special Parameters
Months Inactive Before Item Deletion: 6
Primary Updated By Warehouse : YES
Special Inventory Point Type  :
Department Number            : 333
Issue Book Sort              : NSN SORT
Regular Whse Issues Schedule : OTHER

Flags
+      Enter ?? for more actions

AF All Fields      FC Fund Control Points  FL Flags
DE Descriptive    DP Distribution Points  AU Authorized Users
SP Special Parameters  SB Stocked By      MC MIS Costing
Select Item(s): Next Screen// DP Distribution Points
```

```
Select a 'Secondary' Type Inventory Point: SAMPLE 999-SAMPLE
SECONDARY

Edit Inventory Parameters      Aug 15, 2000 10:34:30      Page: 1 of 2
INVENTORY POINT: 999-SAMPLE      TOTAL NUMBER OF ITEMS: 9
Description
Type of Inventory Point      : SECONDARY
```

## New and Modified Functionality

Abbreviated Name : SMPL  
Keep Perpetual Inventory : YES  
Keep Transaction Register : YES

Special Parameters  
Months Inactive Before Item Deletion:  
(Supply Station Provider) :

Flags  
Print Emergency Stock Levels :  
Automatic Purge :

Inventory Users  
+ Enter ?? for more actions  
AF All Fields FC (Fund Control Points)FL Flags  
DE Descriptive DP (Distribution Points)AU Authorized Users  
SP Special Parameters SB Stocked By MC MIS Costing  
Select Item(s): Next Screen// SB Stocked By

CHECKING INVENTORY POINTS DISTRIBUTING TO '999-SAMPLE':  
999-ONLY PRIMARY TYPE: PRIMARY

THIS SECONDARY INVENTORY POINT '999-SAMPLE' STOCKED BY THE PRIMARY  
INVENTORY POINT '999-ONLY PRIMARY' HAS OUTSTANDING REGULAR ORDERS.

You must post or delete these orders before removing the primary  
distribution point.

Press RETURN to continue, '^' to exit: ^

### 4.1.8 Processor for Supply Station Transactions (Task Manager Option)

This option may not be accessed through the menus but can be selected from the Task Manager Schedule/Unschedule [XUTM SCHEDULE] option. This task should only be scheduled if your site will be using the supply station interface. An example is found under the instructions for setting your system up for this interface.

Schedule the HL7 processing job, [PRCP2 SUPPLY STATION TXN RUN], to run via the Schedule/Unschedule Options [XUTM SCHEDULE] option.

```

                                Edit Option Schedule
Option Name: PRCP2 SUPPLY STATION TXN RUN
Menu Text:  PROCESSOR FOR SUPPLY STATION TXN          TASK ID: 238541
-----
QUEUED TO RUN AT WHAT TIME:      SEP 11,2000@14:00
DEVICE FOR QUEUED JOB OUTPUT:
QUEUED TO RUN ON VOLUME SET:
RESCHEDULING FREQUENCY:  300S  <== Suggested interval of 3-5 minutes
TASK PARAMETERS:
SPECIAL QUEUEING:          Startup Persistent
-----

```



### 4.1.9 Updating Items on the Supply Station

When setting up the interface for the first time, you may use this option to update the item names in the supply station to correspond to what is appropriate for your inventory point. This option cannot correct problems due to the name's length in GIP exceeding the number of characters allowed by the vendor.

This option automatically generates a transaction for all supply station items in your secondary inventory point.

```
Select IFCAP MENU Option: primary Inventory Point Main Menu
```

```
Select STATION NUMBER ('^' TO EXIT): 999//          ANYTOWN, USA
Select Primary Inventory Point: MY PRIMARY  999-MY PRIMARY  PRIMARY
```

```
Select Primary Inventory Point Main Menu Option: manager For Primary Inventory P
oint Menu
```

```
Select Manager For Primary Inventory Point Menu Option: supply Station Item Update
```

```

                I N V E N T O R Y  version 5.1
(999) Primary Inventory Point: MY PRIMARY                                IFUSER,ONE
--> USAGE/DISTRIBUTION TOTALS NEEDS TO BE PURGED.
--> RECEIPTS HISTORY BY ITEM NEEDS TO BE PURGED.
--> DISTRIBUTION HISTORY NEEDS TO BE PURGED.
--> TRANSACTION REGISTER NEEDS TO BE PURGED.
--> OPENING MONTHLY INVENTORY BALANCES NEED TO BE SET.
```

```
Select a 'Secondary' Type Inventory Point: pyxis 688-PYXIS  SECONDARY
This option sends information about ALL items with a normal stock
level greater than zero to the linked supply station.
You must flag the transactions as 'ADD' or 'EDIT'.
```

```
Select 'Add' OR 'Edit' transactions: (A/E): a  ADD
Building HL7 EDIT Transaction on item#8 for PYXIS
station 688-PYXIS
Building HL7 EDIT Transaction on item#31 for PYXIS
station 688-PYXIS
Building HL7 EDIT Transaction on item#47 for PYXIS
station 688-PYXIS
Building HL7 EDIT Transaction on item#101 for PYXIS
station 688-PYXIS
Building HL7 EDIT Transaction on item#104 for PYXIS
station 688-PYXIS
Building HL7 EDIT Transaction on item#12002 for PYXIS
station 688-PYXIS
Building HL7 EDIT Transaction on item#12013 for PYXIS
station 688-PYXIS
```

## 4.2 Options Concerning Inventory Point Supplies

### 4.2.1 Normal Stock Level

All items in a secondary inventory point linked to a supply station, with a NORMAL STOCK LEVEL (Sub field #9 of INVENTORY ITEM (Field #1) of the GENERIC INVENTORY FILE (#445)) greater than zero are considered supply station items. Normal Stock Levels may be edited using the following options:

Enter/Edit Inventory Item Data [PRCP EDIT INVENTORY ITEMS]  
 Enter/Edit Items On Distribution Point [PRCP EDIT DISTR PT ITEMS] (when the perpetual inventory flag is set to NO)

If the supply station item being edited is on outstanding orders, you will not be allowed to change its normal stock level to zero because this action deletes the item from the supply station.

**NOTE:** Items representing case carts or instrument kits should not be stored in the supply station or in its associated secondary inventory point because the interface will not support the processing of distribution orders for these items.

#### 1. Editing the Normal Stock Level on a Supply Station Item to a non-zero value

Select Inventory File Maintenance Menu Option: ENter/Edit Inventory Item Data  
 Select STATION NUMBER ('^' TO EXIT): 999// ANYTOWN, USA

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```
(999) Secondary Inventory Point: MY STATION                IFUSER,ONE
--> USAGE/DISTRIBUTION TOTALS NEEDS TO BE PURGED.
--> RECEIPTS HISTORY BY ITEM NEEDS TO BE PURGED.
--> TRANSACTION REGISTER NEEDS TO BE PURGED.
--> QUANTITY DISCREPANCIES EXIST WITH THE SUPPLY STATION.
--> THERE ARE UNPROCESSED SUPPLY STATION TRANSACTIONS.
```

```
Select MY STATION ITEM: WOOZLES 12013      WOOZLES
...OK? Yes// (Yes)
      WOOZLES                          NSN: 7510-19-229-2298
```

```
Edit Inventory Item Data      Aug 14, 2000 14:19:43      Page: 1 of 3
INVENTORY POINT: 999-MY STATION * * * IM#: 12013 * * *
```

```
Description-445: WOOZLES
Description-441: WOOZLES
NSN              : 7510-19-229-2298
Group Category  :
Main Storage Lo :
Add Storage Loc :
Type Of Item    : PURCHASABLE
```

```
Issue Units          Levels
Unit per Issue: 1 per EA      Norm Stock Level: 90
                                Emer Stock Level: 20
                                Temp Stock Level:
                                Delete Temp SL :
```

## New and Modified Functionality

```
Stand Reord Pt : 30
Option Reord Pt :
+      Enter ?? for more actions
AF All Fields      QT Quantities      SP Special Parameters
DE Descriptive    CD Costing Data    DA (Drug Accountability)
IU Issue Units    DI Due Ins        VN Vendors
LE Levels        SI (Secondary Items) RI Remove Item From Inv
Select Item(s): Next Screen// LE Levels
There are outstanding regular orders for this item.
You cannot delete the normal level or make it 0

NORMAL STOCK LEVEL (1 per EA): (1-999999): 90// 45
EMERGENCY STOCK LEVEL (1 per EA): 20//
TEMPORARY STOCK LEVEL (1 per EA):
STANDARD REORDER POINT (1 per EA): 30//
OPTIONAL REORDER POINT (1 per EA):
```

Edit Inventory Item Data Aug 14, 2000 14:19:58 Page: 1 of 3

INVENTORY POINT: 999-MY STATION \* \* \* IM#: 12013 \* \* \*

Descriptive-445:

Description-441: WOOZLES

NSN : 7510-19-229-2298

Group Category :

Main Storage Lo:

Add Storage Loc:

Type Of Item : PURCHASABLE

```
Issue Units      Levels
Unit per Issue: 1 per EA
Norm Stock Level: 45
Emer Stock Level: 20
Temp Stock Level:
Delete Temp SL :
Stand Reord Pt : 30
Option Reord Pt :
```

```
+      Enter ?? for more actions
AF All Fields      QT Quantities      SP Special Parameters
DE Descriptive    CD Costing Data    DA (Drug Accountability)
IU Issue Units    DI Due Ins        VN Vendors
LE Levels        SI (Secondary Items) RI Remove Item From Inv
Select Item(s): Next Screen//
```

## 2. Editing the Normal Stock Level on a Supply Station Item to a zero value:

### NOTE

Editing the normal level to zero will remove an item from the supply station.

```
Select Inventory File Maintenance Menu Option: ENter/Edit Inventory Item Data
Select STATION NUMBER ('^' TO EXIT): 999// ANYTOWN, USA
```

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(999) Secondary Inventory Point: MY STATION IP

IFUSER,ONE

```
--> USAGE/DISTRIBUTION TOTALS NEEDS TO BE PURGED.
--> RECEIPTS HISTORY BY ITEM NEEDS TO BE PURGED.
--> TRANSACTION REGISTER NEEDS TO BE PURGED.
--> QUANTITY DISCREPANCIES EXIST WITH THE SUPPLY STATION.
--> THERE ARE UNPROCESSED SUPPLY STATION TRANSACTIONS.
```

```
Select MY STATION IP ITEM: WOOZLES 12013 WOOZLES
...OK? Yes// (Yes)
WOOZLES NSN: 7510-19-229-2298
```

## New and Modified Functionality

```
Edit Inventory Item Data      Aug 14, 2000 13:56:49      Page:    1 of 3
INVENTORY POINT: 999-MY STATION * * * IM#: 12013 * * *
Descriptive-445: WOOZLES
Descriptive-441:
NSN      : 7510-19-229-2298
Group Category :
Main Storage Lo:
Add Storage Loc:
Type Of Item  : PURCHASABLE
```

```
Issue Units                      Levels
Unit per Issue: 1 per EA         Norm Stock Level: 90
                                 Emer Stock Level: 20
                                 Temp Stock Level:
                                 Delete Temp SL :
                                 Stand Reord Pt  : 30
                                 Option Reord Pt :
```

```
+          Enter ?? for more actions
AF  All Fields      QT  Quantities      SP  Special Parameters
DE  Descriptive    CD  Costing Data    DA  (Drug Accountability)
IU  Issue Units    DI  Due Ins        VN  Vendors
LE  Levels         SI  (Secondary Items) RI  Remove Item From Inv
Select Item(s): Next Screen// LE  Levels
```

```
Changing the level to zero will delete the item from the supply station.
NORMAL STOCK LEVEL (U OF I): 90// 0
Building HL7 DELETE Transaction on item#12013 for PYXIS
station 999-MY STATION
EMERGENCY STOCK LEVEL (1 per EA): 20//
TEMPORARY STOCK LEVEL (1 per EA):
STANDARD REORDER POINT (1 per EA): 30//
OPTIONAL REORDER POINT (1 per EA):
```

```
Edit Inventory Item Data      Aug 14, 2000 13:56:49      Page:    1 of 3
INVENTORY POINT: 999-MY STATION IP * * * IM#: 12013 * * *
Descriptive-445:
Description-441: WOOZLES
NSN      : 7510-19-229-2298
Group Category :
Main Storage Lo:
Add Storage Loc:
Type Of Item  : PURCHASABLE
```

```
Issue Units                      Levels
Unit per Issue: 1 per EA         Norm Stock Level: 0
                                 Emer Stock Level: 20
                                 Temp Stock Level:
                                 Delete Temp SL :
                                 Stand Reord Pt  : 30
                                 Option Reord Pt :
```

```
+          Enter ?? for more actions
AF  All Fields      QT  Quantities      SP  Special Parameters
DE  Descriptive    CD  Costing Data    DA  (Drug Accountability)
IU  Issue Units    DI  Due Ins        VN  Vendors
LE  Levels         SI  (Secondary Items) RI  Remove Item From Inv
Select Item(s): Next Screen// LE  Levels
```

### 3. Editing the Normal Level of a non-supply station number to a non-zero value:

#### NOTE

Editing the normal level from zero to non-zero will add items to the supply station.

```
Select Inventory File Maintenance Menu Option: ENter/Edit Inventory Item Data
Select STATION NUMBER ('^' TO EXIT): 999//      ANYTOWN, USA
```

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## New and Modified Functionality

```
(999) Secondary Inventory Point: MY STATION IP          IFUSER,ONE
--> USAGE/DISTRIBUTION TOTALS NEEDS TO BE PURGED.
--> RECEIPTS HISTORY BY ITEM NEEDS TO BE PURGED.
--> TRANSACTION REGISTER NEEDS TO BE PURGED.
--> QUANTITY DISCREPANCIES EXIST WITH THE SUPPLY STATION.
--> THERE ARE UNPROCESSED SUPPLY STATION TRANSACTIONS.
```

```
Select MY STATION IP ITEM: WOOZLES 12013 WOOZLES
...OK? Yes// (Yes)
WOOZLES NSN: 7510-19-229-2298
```

```
Edit Inventory Item Data Aug 14, 2000 13:56:49 Page: 1 of 3
INVENTORY POINT: 999-MY STATION IP * * * IM#: 12013 * * *
Descriptive-445:
Description-441: WOOZLES
NSN : 7510-19-229-2298
Group Category :
Main Storage Lo:
Add Storage Loc:
Type Of Item : PURCHASABLE
```

```
Issue Units Levels
Unit per Issue: 1 per EA Norm Stock Level: 0
Emer Stock Level: 20
Temp Stock Level:
Delete Temp SL :
Stand Reord Pt : 30
Option Reord Pt :
```

```
+ Enter ?? for more actions
AF All Fields QT Quantities SP Special Parameters
DE Descriptive CD Costing Data DA (Drug Accountability)
IU Issue Units DI Due Ins VN Vendors
LE Levels SI (Secondary Items) RI Remove Item From Inv
Select Item(s): Next Screen// LE Levels
```

```
Changing the level from zero will add the item to the supply station.
NORMAL STOCK LEVEL (U OF I): 0// 90
Building HL7 ADD Transaction on item#12013 for PYXIS
station 999-MY STATION
EMERGENCY STOCK LEVEL (1 per EA): 20//
TEMPORARY STOCK LEVEL (1 per EA):
STANDARD REORDER POINT (1 per EA): 30//
OPTIONAL REORDER POINT (1 per EA):
```

```
Edit Inventory Item Data Aug 14, 2000 13:56:49 Page: 1 of 3
INVENTORY POINT: 999-MY STATION IP * * * IM#: 12013 * * *
Descriptive-445:
Description-441: WOOZLES
NSN : 7510-19-229-2298
Group Category :
Main Storage Lo:
Add Storage Loc:
Type Of Item : PURCHASABLE
```

```
Issue Units Levels
Unit per Issue: 1 per EA Norm Stock Level: 90
Emer Stock Level: 20
Temp Stock Level:
Delete Temp SL :
Stand Reord Pt : 30
Option Reord Pt :
```

```
+ Enter ?? for more actions
AF All Fields QT Quantities SP Special Parameters
DE Descriptive CD Costing Data DA (Drug Accountability)
IU Issue Units DI Due Ins VN Vendors
LE Levels SI (Secondary Items) RI Remove Item From Inv
Select Item(s): Next Screen//
```

## 4.2.2 Editing a Secondary Inventory Point Item's Conversion Factor

The DISPENSING UNIT CONVERSION FACTOR (sub field #5 of the INVENTORY ITEM (field #1) of the GENERIC INVENTORY FILE (#445)) cannot be edited for items on released orders. GIP uses this field to calculate due-ins and due-outs when orders are released. The supply stations receive the conversion factor at the time of order release and use it to translate the order quantities into supply station amounts. If the value is edited after order release, the amount received at the supply station will differ from what GIP posts to the secondary and the due-ins and due-outs will be wrong.

```
Select Inventory File Maintenance Menu Option: ENter/Edit Inventory Item Data
Select STATION NUMBER ('^' TO EXIT): 999// ANYTOWN, USA
```

```
I N V E N T O R Y  version 5.1
```

```
(999) Secondary Inventory Point: MY STATION IFUSER,ONE
--> USAGE/DISTRIBUTION TOTALS NEEDS TO BE PURGED.
--> RECEIPTS HISTORY BY ITEM NEEDS TO BE PURGED.
--> TRANSACTION REGISTER NEEDS TO BE PURGED.
--> QUANTITY DISCREPANCIES EXIST WITH THE SUPPLY STATION.
--> THERE ARE UNPROCESSED SUPPLY STATION TRANSACTIONS.
```

```
Select MY STATION ITEM: WOOZLES 12013 WOOZLES
...OK? Yes// (Yes)
WOOZLES NSN: 7510-19-229-2298
```

```
Edit Inventory Item Data Aug 15, 2000 10:10:30 Page: 1 of 3
INVENTORY POINT: 999-MY STATION * * * IM#: 12013 * * *
Descriptive-445: WOOZLES
Description-441: WOOZLES
NSN : 7510-19-229-2298
Group Category :
Main Storage Lo:
Add Storage Loc:
Type Of Item : PURCHASABLE
```

```
Issue Units Levels
Unit per Issue: 4 per SF Norm Stock Level: 50
Emer Stock Level: 1
Temp Stock Level:
Delete Temp SL :
Stand Reord Pt : 5
```

```
+ Enter ?? for more actions
AF All Fields QT Quantities SP Special Parameters
DE Descriptive CD Costing Data DA (Drug Accountability)
IU Issue Units DI Due Ins VN Vendors
LE Levels SI (Secondary Items) RI Remove Item From
Inv
Select Item(s): Next Screen// VN Vendors
```

```
...adding inventory points as procurement sources
```

```
...checking currently stored procurement sources
999-ONE PRIMARY
UNIT per PURCHASE: 1 per EA
UNIT per RECEIPT: 1 per EA
CONVERSION FACTOR: 1
```

```
...checking mandatory source in the inventory point
Checking the released orders for this item...
To edit these values, you must first post or delete the following
order(s):
91
Press RETURN to continue, '^' to exit:
```

### 4.2.3 Item Deletion at the Primary and Secondary Inventory Points

The system will check unposted distribution orders prior to deleting an item from a primary or secondary inventory point. If the item is found on any outstanding orders, the deletion process will be stopped and a message will display indicating the orders that must first be deleted or posted. Options affected by this include:

- Auto-generate Orders [PRCP AUTOGENERATE PRIM/WHSE]
- Auto-generate Orders [PRCP2 AUTOGENERATE SECONDARY]
- Copy Primary To Secondary [PRCP COPY PRIMARY TO SECONDARY]
- Copy Secondary To Secondary [PRCP COPY SECOND TO SECOND]
- Distribution Order Processing [PRCP DIST ORDER PROCESSING]
- Enter/Edit Inventory Item Data [PRCP EDIT INVENTORY ITEMS]

```
Select Inventory File Maintenance Menu Option: ENter/Edit Inventory Item Data
Select STATION NUMBER ('^' TO EXIT): 999// ANYTOWN, USA
```

I N V E N T O R Y version 5.1

```
(999) Secondary Inventory Point: MY STATION IFUSER,ONE
--> USAGE/DISTRIBUTION TOTALS NEEDS TO BE PURGED.
--> RECEIPTS HISTORY BY ITEM NEEDS TO BE PURGED.
--> TRANSACTION REGISTER NEEDS TO BE PURGED.
--> QUANTITY DISCREPANCIES EXIST WITH THE SUPPLY STATION.
--> THERE ARE UNPROCESSED SUPPLY STATION TRANSACTIONS.
```

```
Select MY STATION ITEM: WOOZLES 12013 WOOZLES
...OK? Yes// (Yes)
WOOZLES NSN: 7510-19-229-2298
```

```
Edit Inventory Item Data Aug 15, 2000 09:13:54 Page: 1 of 3
```

```
INVENTORY POINT: 999-MY STATION * * * IM#: 12013 * * *
Descriptive-445:
Description-441: WOOZLES
NSN : 7510-19-229-2298
Group Category :
Main Storage Lo:
Add Storage Loc:
Type Of Item : PURCHASABLE
```

```
Issue Units Levels
Unit per Issue: 1 per EA Norm Stock Level: 45
Emer Stock Level: 20
Temp Stock Level:
Delete Temp SL :
Stand Reord Pt : 30
Option Reord Pt :
```

```
+ Enter ?? for more actions
AF All Fields QT Quantities SP Special Parameters
DE Descriptive CD Costing Data DA (Drug Accountability)
IU Issue Units DI Due Ins VN Vendors
LE Levels SI (Secondary Items) RI Remove Item From Inv
Select Item(s): Next Screen// RI Remove Item From Inv
Checking to see if this item is on an outstanding order....
This item cannot be deleted. You must first post, delete, or
remove the item from the following order(s):
92
<Press RETURN to continue>
```

### 4.2.4 Order Form

The Order Form [PRCP CATALOG/ORDER FORM PRINT] option allows you to generate a printout of all or some of the items in a specified inventory point. The printout can optionally include:

1. All items or just those with a non-zero normal stock level
2. Blanks for entering values

```
Select Stock Replenishment Menu Option: Order Form
Select STATION NUMBER ('^' TO EXIT): 999// ANYTOWN, USA
```

I N V E N T O R Y version 5.1

```
(999) Secondary Inventory Point: MY STATION IFUSER,ONE
--> USAGE/DISTRIBUTION TOTALS NEEDS TO BE PURGED.
--> RECEIPTS HISTORY BY ITEM NEEDS TO BE PURGED.
--> TRANSACTION REGISTER NEEDS TO BE PURGED.
--> QUANTITY DISCREPANCIES EXIST WITH THE SUPPLY STATION.
--> THERE ARE UNPROCESSED SUPPLY STATION TRANSACTIONS.
```

```
+-----+
|The Order Form prints the current or |
|selected inventory point's items    |
|sorted by main storage location and  |
|description. Blanks for daily      |
|ordering may be included.          |
+-----+
```

```
+-----+
|Select the month-year of the order  |
|form for 999-MY STATION.            |
+-----+
```

```
Print Catalog/Order Form for DATE: TODAY// (AUG 15, 2000)
Print only items with a non-zero normal level? YES// (YES)
Include blanks on printout? YES// N (NO)
DEVICE: HOME// UCX/TELNET
```

<\*> please wait <\*>

```
ORDER FORM FOR: 999-MY STATION AUG 15, 2000@12:47:46 PAGE 1
FOR THE MONTH-YEAR: AUG 2000 STAND NORM
```

UNIT DESCRIPTION COST	MI#	NSN	UNIT/IS	REOPT	STLVL
-----					
MAIN STORAGE LOCATION: ?					
KIT SHAVING-SURG PREP 3.00	104	6515001036659	1/KT	100	120
SOAP ANTISEP BAR 5C 0.09	31	6508010272103	1/BR	50	250
STERI PEEL 6 IN X 10 IN 0.09	47	6530012580953	1/EA	1000	1200
TOSYLATE SYRINGE 50MG/10ML 2.25	101	650501A991234A	1/EA	12	50
[END OF REPORT]-----[USER:IFUSER,ONE]					
<Press RETURN to continue>					



## 4.2.5 Querying the Supply Station for its Quantity on Hand

The Supply Station Quantity Discrepancy [PRCP SS QTYDISCREPANCIES] will display the date and time of the last query to the supply station and allow you to create a new query.

Select Secondary Inventory Point Main Menu Option: REPorts Menu

I N V E N T O R Y version 5.1

```
(999) Secondary Inventory Point: MY STATION          IFUSER,ONE
--> USAGE/DISTRIBUTION TOTALS NEEDS TO BE PURGED.
--> RECEIPTS HISTORY BY ITEM NEEDS TO BE PURGED.
--> TRANSACTION REGISTER NEEDS TO BE PURGED.
--> QUANTITY DISCREPANCIES EXIST WITH THE SUPPLY STATION.
```

Select Reports Menu Option: SUPPLY Station Quantity Discrepancy  
Select STATION NUMBER ('^' TO EXIT): 999// ANYTOWN, USA

I N V E N T O R Y version 5.1

```
(999) Secondary Inventory Point: MY STATION          IFUSER,ONE
--> USAGE/DISTRIBUTION TOTALS NEEDS TO BE PURGED.
--> RECEIPTS HISTORY BY ITEM NEEDS TO BE PURGED.
--> TRANSACTION REGISTER NEEDS TO BE PURGED.
--> QUANTITY DISCREPANCIES EXIST WITH THE SUPPLY STATION.
```

```
+-----+
|This report displays items whose  |
|on-hand quantity in 999-OMNICELL  |
|differs from the supply station's  |
|on-hand amount                    |
+-----+
```

```
+-----+
|The Last QOH update was received on |
|AUG 7,2000 at 12:56:02. If this date |
|is too old, you may now request an  |
|update.                             |
+-----+
```

Do you want to request a refresh of the supply station QOH? NO// Y (YES)

Sending request...

Please give GIP time to get the information before printing the report.

## 4.3 Options Concerning Distribution Orders

All orders autogenerated on supply station secondaries will contain only items considered by GIP to be items stocked in the supply station.

### 4.3.1 Regular Orders and Editing Order Type in Orders for Supply Station Secondaries

Once a regular order has been created for a supply station, its TYPE (field #3.5 of the INTERNAL ORDER/ADJ FILE (#445.3)) cannot be edited. Regular orders for a supply station secondary will contain only supply station items. No non-supply station items may be added to a regular order. Once released, you may delete but not edit the order. Orders deleted in GIP must also be manually deleted from the supply station.

#### NOTE

Items representing case carts or instrument kits should not be stored in the supply station or in its associated secondary inventory point because the interface will not support the processing of distribution orders for these items.

```
Select Stock Replenishment Menu Option: DIStribution Order Processing
Select STATION NUMBER ('^' TO EXIT): 999//          ANYTOWN, USA

          I N V E N T O R Y  version 5.1

(999) Secondary Inventory Point: MY STATION          IFUSER,ONE
--> USAGE/DISTRIBUTION TOTALS NEEDS TO BE PURGED.
--> RECEIPTS HISTORY BY ITEM NEEDS TO BE PURGED.
--> TRANSACTION REGISTER NEEDS TO BE PURGED.
--> QUANTITY DISCREPANCIES EXIST WITH THE SUPPLY STATION.

** Distribution from inventory point: 999-ONE PRIMARY **

Select DISTRIBUTION ORDER: 94          999-MY STATION    08-14-00    REGULAR ORDER

This is a regular order on a supply station secondary.
Its 'TYPE OF ORDER' cannot be edited to CALL_IN or EMERGENCY.

REMARKS:

Distribution Order Processing Aug 14, 2000 14:58:54          Page: 1 of 1
POST ITEMS TO SECONDARY: 999-MY STATION
  999-ONE PRIM DISTRIBUTION ORDER: 94          STATUS: << NOT RELEASED >>

  ITEM DESCRIPTION          UI  ORDERED  CONVFACT  QTY
ONHAND
  CATS (#12002)          EA  3        1        655

          Enter ?? for more actions

EI Edit Items On Order  DI Delete Item On Order  SO (Send Order)
CO Check Order/Items    DO Delete Order          PT (Picking Ticket Print)
EE E/E Inventory Items  RO Release Order        PO (Post Order)
```

## New and Modified Functionality

Select Item(s): Quit// QUIT

Select Stock Replenishment Menu Option: DISTribution Order Processing  
Select STATION NUMBER ('^' TO EXIT): 999// ANYTOWN, USA

Emergency and Call-in distribution orders may be a mix of both supply station and non-supply station items. The order type of these orders cannot be edited to Regular after the order is created.

I N V E N T O R Y version 5.1

(999) Secondary Inventory Point: MY STATION IFUSER,ONE  
--> USAGE/DISTRIBUTION TOTALS NEEDS TO BE PURGED.  
--> RECEIPTS HISTORY BY ITEM NEEDS TO BE PURGED.  
--> TRANSACTION REGISTER NEEDS TO BE PURGED.  
--> QUANTITY DISCREPANCIES EXIST WITH THE SUPPLY STATION.

\*\* Distribution from inventory point: 999-ONE PRIMARY \*\*

Select DISTRIBUTION ORDER: 85 999-MY STATION 08-04-00  
EMERGENCY  
RELEASED TO FILL

This order is for a supply station secondary.  
The order type cannot be changed to regular.  
TYPE OF ORDER: (C/E): EMERGENCY// R

Enter a code from the list.

Select one of the following:

C CALL-IN  
E EMERGENCY

This order is for a supply station secondary.  
The order type cannot be changed to regular.  
TYPE OF ORDER: (C/E): EMERGENCY// CALL-IN

REMARKS:

Distribution Order Processing Aug 14, 2000 14:59:07 Page: 1 of 1  
POST ITEMS TO SECONDARY: 999-MY STATION  
999-ONE PRIM DISTRIBUTION ORDER: 85 STATUS: RELEASED TO FILL

ITEM DESCRIPTION	UI	ORDERED	CONVFACT	QTY ONHAND
ARM BOARD 9 INCH LONG (#7)	RO	2	1	200
SOAP ANTISEP BAR 5C (#31)	BX	1	10	7374

Enter ?? for more actions

EI (Edit Items On Order)DI (Delete Item On Order)SO(Send Order)  
CO Check Order/Items DO (Delete Order) PT Picking Ticket Print  
EE E/E Inventory Items RO (Release Order) PO (Post Order)  
Select Item(s): Quit//

### 4.3.2 Sending an Order to the Supply Station

Only regular orders for a supply station secondary may be sent to the supply station. This will be done automatically when the order is released. If for some reason, the station does not receive the order, you may re-transmit it using the option, SO - Send Order on the Distribution Order Processing screen.

**NOTE**

Items representing case carts or instrument kits should not be stored in the supply station or in its associated secondary inventory point because the interface will not support the processing of distribution orders for these items.

This option may only be used on orders that have been released but are not yet posted. Orders whose supply station flag has been removed cannot be re-sent to the supply station and must be completed in GIP.

Distribution Order Processing Aug 11, 2000 15:16:45 Page: 1 of 1

POST ITEMS TO SECONDARY: 999-SUPPLY CAB

999-THE BEST PRIM DISTRIBUTION ORDER: 91 STATUS: RELEASED TO FILL

ITEM DESCRIPTION	UI	ORDERED	CONVFACT	QTY	ONHAND
CATS (#12002)	EA	3	1	655	
WOZLES (#12013)	EA	10	1	55	

Enter ?? for more actions

EI (Edit Items On Order)DI (Delete Item On Order)SO Send Order  
 CO Check Order/Items DO (Delete Order) PT Picking Ticket Print  
 EE E/E Inventory Items RO (Release Order) PO (Post Order)  
 Select Item(s): Quit// so Send Order  
 ORDER INFORMATION WILL BE TRANSMITTED TO THE SUPPLY STATION.

### 4.3.3 Removing the Supply Station Flag

The supply station flag is automatically added to the distribution order record when a regular order for a supply station secondary is released. This flag maintains the integrity of the GIP/SUPPLY STATION interface by insuring that all order processing will be driven by activity at the supply station.

If the interface will be down for extended periods of time, it may be necessary to disable this flag and allow the order to be processed manually in GIP using Remove Supply Station From Dist Order [PRCP2 REMOVE SS FROM DIST ORD]. Once run, the flag cannot be replaced into the order record.

```
Select Stock Replenishment Menu Option: REMOve Supply Station From Dist Order
Select DISTRIBUTION ORDER: 91          999-SUPPLY CAB    08-11-00
REGULAR ORDER
      RELEASED TO FILL
```

WARNING: RESTRICTIONS MAY COMPROMISE THE INTEGRITY OF INVENTORY DATA !!!

```
Restrict processing ONLY when a supply station or its interface is
down for extended periods of time.
Restrict all processing of this order to GIP? NO// YES
```

## 4.4 Reports

### 4.4.1 Supply Station Quantity Discrepancy

The Supply Station Quantity Discrepancy [PRCP SS QTYDISCREPANCIES] report is a new report that will list the latest quantity on hand for both the inventory point and the supply station. The quantity on-hand last reported by the supply station displays with the date reported for each item. Items not in GIP but in the supply station will not appear on the report.

The report option also facilitates a mechanism for querying the supply station to refresh all supply station quantities on hand within GIP.

```
Select Reports Menu Option: SUPply Station Quantity Discrepancy
Select STATION NUMBER ('^' TO EXIT): 999//          ANYTOWN, USA
```

I N V E N T O R Y version 5.1

```
(999) Secondary Inventory Point: MY STATION          IFUSER,ONE
--> USAGE/DISTRIBUTION TOTALS NEEDS TO BE PURGED.
--> RECEIPTS HISTORY BY ITEM NEEDS TO BE PURGED.
--> TRANSACTION REGISTER NEEDS TO BE PURGED.
--> QUANTITY DISCREPANCIES EXIST WITH THE SUPPLY STATION.
--> THERE ARE UNPROCESSED SUPPLY STATION TRANSACTIONS.
```

```
+-----+
|This report displays items whose
|on-hand quantity in 999-MY STATION
| differs from the supply station's
|on-hand amount
+-----+
```

```
+-----+
|The Last QOH update was received on
|AUG 1,2000 at 10:38:28. If this date
|is too old, you may now request an
|update.
+-----+
```

Do you want to request a refresh of the supply station QOH? NO// (NO)

DEVICE: HOME// UCX/TELNET

<\*> please wait <\*>

SUPPLY STATION QUANTITY DISCREPANCY REPORT AUG 11, 2000@16:05:02 PAGE 1  
FOR: 999-MY STATION

GIP	SUPPLY STATION	
QTY NOW	QTY (AS OF DATE and TIME)	ITEM NUMBER AND DESCRIPTION
191	48 (AUG 7,2000@16:28:45)	31 SOAP ANTISEP BAR 5C
60	1110 (AUG 7,2000@16:28:46)	47 STERI PEEL 6 IN X 10 IN
-21	34 (AUG 7,2000@16:28:47)	101 TOSYLATE SYRINGE 50MG/10ML
-15	103 (AUG 7,2000@16:28:48)	104 KIT SHAVING-SURG PREP

[END OF  
REPORT]-----[USER:IFUSER,ONE]

## 4.4.2 Inventory Sales Report

The INVENTORY SALES REPORT [PRCP INVENTORY SALES REPORT] list all distribution activity for items stocked in an inventory point. Items stocked in the primary are distributed to secondary inventory points and items in a supply station secondary are distributed to patients.

```
Select Reports Menu Option: INVENTORY Sales Report
Select STATION NUMBER ('^' TO EXIT): 999//      ANYTOWN, USA
```

I N V E N T O R Y version 5.1

```
(688) Secondary Inventory Point: MY STATION          IFUSER,ONE
--> USAGE/DISTRIBUTION TOTALS NEEDS TO BE PURGED.
--> RECEIPTS HISTORY BY ITEM NEEDS TO BE PURGED.
--> TRANSACTION REGISTER NEEDS TO BE PURGED.
--> QUANTITY DISCREPANCIES EXIST WITH THE SUPPLY STATION.
--> THERE ARE UNPROCESSED SUPPLY STATION TRANSACTIONS.
```

```
+-----+
|The Inventory Sales Report will
|display all sales from the Secondary
|inventory point. This report is
|sorted by description, the recipient
|and the date issued.
+-----+
```

```
+-----+
|Select the RECIPIENTS to display |
+-----+
Do you want ALL recipients? YES// (YES)
```

```
+-----+
| Currently selected recipients:
| << ALL RECIPIENTS >>
| You can DE-select one of the above recipients: by reselecting it.
+-----+
RECIPIENT:
```

```
+-----+
|Select the range of ISSUE DATES to |
|display                             |
+-----+
Start with Issue Date: AUG 01, 2000// (AUG 01, 2000)
End with Issue Date: AUG 15, 2000// (AUG 15, 2000)
*** Selected date range from AUG 01, 2000 to AUG 15, 2000 ***
+-----+
|Display Summary or ALL Data.       |
+-----+
Do you want to print a summary only? YES// N (NO)
```

DEVICE: HOME// UCX/TELNET

<\*> please wait <\*>

```
INVENTORY SALES FOR: MY STATION          AUG 15, 2000@12:45:56 PAGE 1
INVENTORY SALES DATE RANGE: AUG 01, 2000 TO AUG 15, 2000
DESCRIPTION          DATE ISSUED  QUANTITY  SELL COST  TOTAL
VALUE
-----
KIT SHAVING-SURG PREP          [104]
      IFPATIENT,ONE          08/04/00          10          0.000
0.00
      08/04/00          -3          0.000
0.00
      08/08/00          10          0.000
0.00
```





### 4.4.3 Quantity Distribution Report

The Quantity Distribution Report [PRCP QUANTITY DISTRIBUTION] summarizes the distributions each month from a specified inventory point.

Select Reports Menu Option: Quantity Distribution Report  
 Select STATION NUMBER ('^' TO EXIT): 999// ANYTOWN, USA

I N V E N T O R Y version 5.1

(688) Secondary Inventory Point: MY STATION IFUSER, ONE  
 --> USAGE/DISTRIBUTION TOTALS NEEDS TO BE PURGED.  
 --> RECEIPTS HISTORY BY ITEM NEEDS TO BE PURGED.  
 --> TRANSACTION REGISTER NEEDS TO BE PURGED.  
 --> QUANTITY DISCREPANCIES EXIST WITH THE SUPPLY STATION.  
 --> THERE ARE UNPROCESSED SUPPLY STATION TRANSACTIONS.

```

+-----+
|The Quantity Distribution Report lists|
|all sales from a supply station to a|
|recipient. This report is sorted by|
|description and date issued.        |
+-----+
    
```

```

+-----+
|Select the Items to display          |
+-----+
    
```

To select ALL items, press RETURN.  
 Select PYXIS ITEM:  
 Do you want to select ALL items? YES// (YES)  
 DEVICE: HOME// UCX/TELNET

<\*> please wait <\*>

QUANTITY DISTRIBUTION REPORT FOR: MY STATION AUG 15, 2000@15:33 PAGE 1  
 QUANTITY DISTRIBUTION DATE RANGE: AUG 1999 TO AUG 15, 2000

DESCRIPTION	MI#	UNIT/IS	REOPT	REOPT	S.LVL	S.LVL	S.LVL
KIT SHAVING-SURG PREP	104	1/KT	100			5	120
AUG99 SEP99 OCT99 NOV99 DEC99					JAN00	^	
...					...		
...					...	v	
FEB00 MAR00 APR00 MAY00 JUN00					JUL00	AUG00	AVG
...					13	...	1
...					39.00	...	3.25
SOAP ANTISEP BAR 5C	31	1/BR	50			10	250
AUG99 SEP99 OCT99 NOV99 DEC99					JAN00	^	
...					...		
...					...	v	
FEB00 MAR00 APR00 MAY00 JUN00					JUL00	AUG00	AVG
...					15	...	1
...					1.38	...	0.12
STERI PEEL 6 IN X 10 IN	47	1/EA	1000			50	1200
AUG99 SEP99 OCT99 NOV99 DEC99					JAN00	^	
...					...		
...					...	v	
FEB00 MAR00 APR00 MAY00 JUN00					JUL00	AUG00	AVG
...					20	...	2
...					1.30	...	0.11
TOSYLATE SYRINGE 50MG/10ML	101	1/EA	12			7	50
AUG99 SEP99 OCT99 NOV99 DEC99					JAN00	^	
...					...		
...					...	v	

## New and Modified Functionality

FEB00	MAR00	APR00	MAY00	JUN00	JUL00	AUG00	AVG
...	...	...	...	...	12	...	1
...	...	...	...	...	27.01	...	2.25

[END OF REPORT]-----[USER:IFUSER,ONE]  
<Press RETURN to continue>

#### 4.4.4 Usage Demand Item Report

The Usage Demand Item Report [PRCP USAGE DEMAND ITEM REPORT] lists the quantity of items used monthly and the total used within a specified period for a specified inventory point.

```
Select Reports Menu Option: USAGE Demand Item Report
Select STATION NUMBER ('^' TO EXIT): 999// ANYTOWN, USA
```

I N V E N T O R Y version 5.1

```
(688) Secondary Inventory Point: MY STATION IFUSER,ONE
--> USAGE/DISTRIBUTION TOTALS NEEDS TO BE PURGED.
--> RECEIPTS HISTORY BY ITEM NEEDS TO BE PURGED.
--> TRANSACTION REGISTER NEEDS TO BE PURGED.
--> QUANTITY DISCREPANCIES EXIST WITH THE SUPPLY STATION.
--> THERE ARE UNPROCESSED SUPPLY STATION TRANSACTIONS.
```

```
+-----+
|The Usage Demand Item Report will show|
|the quantity of items used within a  |
|specified date period.                |
+-----+
```

```
+-----+
|Select the date range which should be |
|used for displaying the usage.        |
+-----+
```

```
Start with Date: MAY 2000// (MAY 2000)
End with Date: AUG 2000// (AUG 2000)
*** Selected date range from MAY 2000 to AUG 2000 ***
-- TOTAL NUMBER OF DAYS: 92
```

```
+-----+
|Select the items to display.          |
+-----+
```

To select ALL items, press RETURN.  
Select MY STATION ITEM:

Do you want to select ALL items? YES// (YES)

```
+-----+
|Select the Group Categories to       |
|display                              |
+-----+
```

Do you want to select ALL group categories? YES// (YES)

```
+-----+
| Currently selected group categories: |
| << ALL GROUP CATEGORIES >>         |
| You can DE-select one of the above |
| group categories by reselecting it. |
+-----+
```

Select GROUP CATEGORY:

```
+-----+
|Select the order in which you want  |
|the item information to appear.     |
+-----+
```

Select one of the following:

- 1 ITEM DESCRIPTION
- 2 ITEM NUMBER

```
Sort by: ITEM DESCRIPTION//
DEVICE: HOME// UCX/TELNET
```

# New and Modified Functionality

<\*> please wait <\*>

USAGE DEMAND ITEM REPORT: MY STATION           AUG 15, 2000@15:36:05   PAGE 1  
 USAGE DATE RANGE FROM MAY 2000 TO AUG 2000 (92 DAYS)

DESCRIPTION	MI	UNIT/IS	LAST \$	AVG \$	ON-HAND	
-----						
GROUP: <<NONE>>						
ARM BOARD 9 INCH LONG	7	2/RO	0.000	0.000	0	
MAY00	0	0.00	JUN00	0	0.00	
AUG00	0	0.00				
-----					CUMULATIVE TOTAL	0 0.00
CATS	12002	1/EA	35.715	0.000	0	
MAY00						
0	0.00	JUN00	0	0.00	JUL00	
AUG00	0	0.00				
-----					CUMULATIVE TOTAL	0 0.00
COVER ARMBOARD 9 INCH	8	?/??	0.000	0.000	0	
MAY00	0	0.00	JUN00	0	0.00	
0.00						
AUG00	0	0.00				
-----					CUMULATIVE TOTAL	0 0.00
KIT SHAVING-SURG PREP	104	1/KT	3.000	0.000	-15	
MAY00	0	0.00	JUN00	0	0.00	
0.00						
AUG00	-14	0.00				
-----					CUMULATIVE TOTAL	-27 0.00

Press RETURN to continue, '^' to exit:

USAGE DEMAND ITEM REPORT: MY STATION           AUG 15, 2000@15:36:05   PAGE 2  
 USAGE DATE RANGE FROM MAY 2000 TO AUG 2000 (92 DAYS)

DESCRIPTION	MI	UNIT/IS	LAST \$	AVG \$	ON-HAND	
-----						
SOAP ANTISEP BAR 5C	31	1/BR	0.092	0.010	191	
MAY00	0	0.00	JUN00	0	0.00	
0.00						
AUG00	-14	-0.14				
-----					CUMULATIVE TOTAL	-29 -0.14
STERI PEEL 6 IN X 10 IN	47	1/EA	0.065	0.087	60	
MAY00	0	0.00	JUN00	0	0.00	
0.00						
AUG00	0	0.00				
-----					CUMULATIVE TOTAL	-20 0.00
TOSYLATE SYRINGE 50MG/10ML	101	1/EA	2.251	0.000	-21	
MAY00	0	0.00	JUN00	0	0.00	
0.00						
AUG00	-20	0.00				
-----					CUMULATIVE TOTAL	-32 0.00

[END OF REPORT]-----[USER: IFUSER, ONE]

### 4.4.5 Transaction Register Report

The Transaction Register Report [PRCP TRANSACTION REG REPORT] list all activity in an inventory point within a specified period of time.

Select Reports Menu Option: TRANsaction Register Report  
 Select STATION NUMBER ('^' TO EXIT): 999// ANYTOWN, USA

I N V E N T O R Y version 5.1

(688) Secondary Inventory Point: MY STATION IFUSER,ONE  
 --> USAGE/DISTRIBUTION TOTALS NEEDS TO BE PURGED.  
 --> RECEIPTS HISTORY BY ITEM NEEDS TO BE PURGED.  
 --> TRANSACTION REGISTER NEEDS TO BE PURGED.  
 --> QUANTITY DISCREPANCIES EXIST WITH THE SUPPLY STATION.  
 --> THERE ARE UNPROCESSED SUPPLY STATION TRANSACTIONS.

```

+-----+
|The Transaction Register Report prints|
|all activity for specified items,   |
|including the opening and closing   |
|balances. The current month-year   |
|balance on file appears under the   |
|calculated closing balance if the   |
|two values differ.                  |
+-----+
    
```

```

+-----+
|Enter the month-year range for     |
|printing the transaction register   |
+-----+
    
```

Print Transaction Register for beginning MONTH and YEAR: JUN 2009//AUG 2000 (AUG 2000)  
 Print Transaction Register for ending MONTH and YEAR: DEC 2008//FEB 2001 (FEB 2001)

```

+-----+
|You may now select to print only   |
|items whose calculated closing     |
|balance differs from the current   |
|on-hand inventory.                |
+-----+
    
```

Display only items out of balance? NO// (NO)

To select ALL items, press RETURN.  
 Select ITEM MASTER NUMBER:

Do you want to select ALL items? <YES/NO> Y (YES)  
 DEVICE: HOME// UCX/TELNET

<\*> please wait <\*>

TRANSACTION REGISTER REPORT FOR MY STATION AUG 15, 2001@15:34:38 PAGE 1  
 FOR THE MONTH OF AUG 2000

NSN	DESCRIPTION	[#MI]	U/I	SELLUNIT	SELL \$	QTY	INV \$
6505-01-A99-1234A	TOSYLATE SYRINGE 50MG/10ML	[#101]	U/I:	1/EA			
	DUE-IN: 0		DUE-OUT: 0				
	ISSUABLE + NONISSUABLE	OPEN BALANCE:				-11	24.76
U19	04 to: IFPATIENT,ONE		1/EA	0.000	0.00	-11	0.00
	vend DECREASES INVENTORY						
U23	04 to: IFPATIENT,ONE		1/EA	0.000	0.00	1	0.00
	return INCREASES INVENTORY						
U27	08 to: IFPATIENT,ONE		1/EA	0.000	0.00	-11	0.00
	vend DECREASES INVENTORY						
U31	08 to: IFPATIENT,ONE		1/EA	0.000	0.00	1	0.00
	return INCREASES INVENTORY						
		CLOSING BALANCE:				-31	24.76
		*** CURRENT INVENTORY BALANCES:				-21	24.76

6508-01-027-2103 SOAP ANTISEP BAR 5C [#31] U/I: 1/BR  
 DUE-IN: 0 DUE-OUT: 0  
 ISSUABLE + NONISSUABLE OPEN BALANCE: 198 1.95  
 Press RETURN to continue, '^' to exit:

TRANSACTION REGISTER REPORT FOR MY STATION AUG 15, 2001@15:34:38 PAGE 2  
 FOR THE MONTH OF AUG 2000

NSN	DESCRIPTION	[#MI]	U/I	SELLUNIT	SELL \$	QTY	INV \$
TRANSID	DT	TRANS./P.O.					
U17	04	to: IFPATIENT,ONE	1/BR	0.010	-0.11	-11	-0.11
vend DECREASES INVENTORY							
U21	04	to: IFPATIENT,ONE	1/BR	0.010	0.04	4	0.04
return INCREASES INVENTORY							
U25	08	to: IFPATIENT,ONE	1/BR	0.010	-0.11	-11	-0.11
vend DECREASES INVENTORY							
U29	08	to: IFPATIENT,ONE	1/BR	0.010	0.04	4	0.04
return INCREASES INVENTORY							
CLOSING BALANCE:						184	1.81
*** CURRENT INVENTORY BALANCES:						191	1.88

6515-00-103-6659 KIT SHAVING-SURG PREP [#104] U/I: 1/KT  
 DUE-IN: 0 DUE-OUT: 0  
 ISSUABLE + NONISSUABLE OPEN BALANCE: -8 36.00  
 U20 04 to: IFPATIENT,ONE 1/KT 0.000 0.00 -10 0.00  
 vend DECREASES INVENTORY  
 Press RETURN to continue, '^' to exit:

TRANSACTION REGISTER REPORT FOR MY STATION AUG 15, 2001@15:34:38 PAGE 3  
 FOR THE MONTH OF AUG 2000

NSN	DESCRIPTION	[#MI]	U/I	SELLUNIT	SELL \$	QTY	INV \$
TRANSID	DT	TRANS./P.O.					
U24	04	to: IFPATIENT,ONE	1/KT	0.000	0.00	3	0.00
return INCREASES INVENTORY							
U28	08	to: IFPATIENT,ONE	1/KT	0.000	0.00	-10	0.00
vend DECREASES INVENTORY							
U32	08	to: IFPATIENT,ONE	1/KT	0.000	0.00	3	0.00
return INCREASES INVENTORY							
CLOSING BALANCE:						-22	36.00
*** CURRENT INVENTORY BALANCES:						-15	36.00

6515-00-241-3931 ARM BOARD 9 INCH LONG [#7] U/I: 2/RO  
 DUE-IN: 0 DUE-OUT: 0  
 ISSUABLE + NONISSUABLE OPEN BALANCE: 0 0.00  
 CLOSING BALANCE: 0 0.00

6515-00-799-8049 COVER ARMBOARD 9 INCH [#8] U/I: ???  
 DUE-IN: 0 DUE-OUT: 0  
 ISSUABLE + NONISSUABLE OPEN BALANCE: 0 0.00  
 Press RETURN to continue, '^' to exit:

TRANSACTION REGISTER REPORT FOR MY STATION AUG 15, 2001@15:34:38 PAGE 4  
 FOR THE MONTH OF AUG 2000

NSN	DESCRIPTION	[#MI]	U/I	SELLUNIT	SELL \$	QTY	INV \$
TRANSID	DT	TRANS./P.O.					
CLOSING BALANCE:						0	0.00

6530-01-258-0953 STERI PEEL 6 IN X 10 IN [#47] U/I: 1/EA  
 DUE-IN: 0 DUE-OUT: 0  
 ISSUABLE + NONISSUABLE OPEN BALANCE: 60 5.20  
 U18 04 to: DOE,JOHN 1/EA 0.087 -0.87 -10 -0.87  
 vend DECREASES INVENTORY  
 U22 04 to: IFPATIENT,ONE 1/EA 0.087 0.87 10 0.87

## New and Modified Functionality

```
return INCREASES INVENTORY
U26      08 to: IFPATIENT,ONE      1/EA      0.087      -0.87      -10      -0.87
vend DECREASES INVENTORY
U30      08 to: IFPATIENT,ONE      1/EA      0.087      0.87      10      0.87
return INCREASES INVENTORY
                                CLOSING BALANCE:      60      5.20
```

```
7510-C1-887-1287  CATS                                [#12002] U/I: 1/EA
                                DUE-IN: 0      DUE-OUT: 0
                                ISSUABLE + NONISSUABLE OPEN BALANCE:      0      0.00
Press RETURN to continue, '^' to exit:
```

```
TRANSACTION REGISTER REPORT FOR MY STATION      AUG 15, 2001@15:34:38  PAGE 5
FOR THE MONTH OF AUG 2000
NSN      DESCRIPTION                                [#MI]
TRANSID  DT  TRANS./P.O.      U/I  SELLUNIT      SELL $      QTY  INV $
-----
                                CLOSING BALANCE:      0      0.00
```

```
TRANSACTION TYPE (TT) ABBREVIATIONS:  U = USAGE
R = RECEIVING                          A = MANUAL ADJUSTMENT
D = DISTRIBUTION (REGULAR ISSUES)      S = ASSEMBLE SETS
C = DISTRIBUTION (CALL-IN)             P = PHYSICAL COUNT
E = DISTRIBUTION (EMERGENCY)

[END OF REPORT]-----[USER:IFUSER,ONE]
<Press RETURN to continue>
```

## 4.5 Bulletins

These bulletins will be sent to the inventory point managers when there are problems with the HL7 transactions or information in the transactions. Reasons for rejection are varied. Some messages explain what needs to be done to correct the error. If the error is encountered while during the first phase off message processing, while validating the information in the HL7 transaction, the bulletin will contain the HL7 transaction. This transaction may be deciphered using appendix 3 of this manual.

The HL7 transaction number appearing in the message is a composite number representing the files in which the transaction is stored. The format for the HL7 transaction number is:

<File 773 ien> . <File 772 ien>. <optional 447.1>

The optional 447.1 suffix will appear only in cases where the error was found in the second phase of processing. This is the phase when information is being pulled from the AUTOMATED SUPPLY STATION PROCESSING QUEUE (file 447.1) by the tasked PRCP2 SUPPLY STATION TXN RUN job.

Messages that will appear in these bulletins include:

- HL7 transaction #HLTXN has missing or unexpected segments.
- HL7 transaction #HLTXN has the wrong message type.
- HL7 transaction #HLTXN has a bad order control code in ORC.
- HL7 transaction #HLTXN has a bad order control code/activity.
- HL7 transaction #HLTXN has bad values in the QRD fields.
- HL7 transaction #HLTXN has an indication that the supply station could not respond.
- HL7 transaction #HLTXN has an order not in GIP or primary is unknown.
- HL7 transaction #HLTXN has Please remove this order from the supply station.
- HL7 transaction #HLTXN has activity on a posted order.
- HL7 transaction #HLTXN has order activity rejected by GIP.
  - All Posting activity for this order must be done on GIP.
- HL7 transaction #HLTXN has no order number.
- HL7 transaction #HLTXN has an inventory point not in GIP.
- HL7 transaction #HLTXN has an IP that is not a secondary.
- HL7 transaction #HLTXN has a secondary IP not in the order.
- HL7 transaction #HLTXN has an invalid site specified.
- HL7 transaction #HLTXN has no station specified.
- HL7 transaction #HLTXN has a non-supply station IP.
- HL7 transaction #HLTXN has an excessive quantity transacted.
- HL7 transaction #HLTXN has an excessive quantity remaining.
- HL7 transaction #HLTXN has an item not in the order.
- HL7 transaction #HLTXN has an item not in the primary.



## New and Modified Functionality

HL7 transaction #HLTXN has an item not in the secondary.  
HL7 transaction #HLTXN has a non-supply station item.  
HL7 transaction #HLTXN has an invalid item.  
HL7 transaction #HLTXN has no item information.  
HL7 transaction #HLTXN has a case cart or instrument kit item.

Message indicating receipt of all ordered items was not processed.  
Please adjust the GIP to show this information.

GIP can't create a new record for HL7 transaction# HLTXN  
Contact your IRM if GIP continues to have trouble creating records.

QTY unit(s) of item# ITEM NAME was/were  
taken for RECIPIENT/returned from RECIPIENT/disposed of/adjusted  
out of the inventory/adjusted into the inventory  
by STAFF MEMBER  
Please adjust the GIP to show this information.

### 4.5.1 Notification of Ordered Items without a Refill Amount

This message will be seen whenever an order being posted has items for which GIP did not successfully receive a refill transaction.

#### PRCP\_NO\_REFILL

Subj: "Notification of ordered items without a refill amount" [#295408]  
Sent: 08 Aug 00 12:30 6 lines  
From: SUPPLY STATION INTERFACE

-----  
GIP did not get refill information on the following items in order 89  
to update 999-ONE PRIMARY or 999-MY STATION.

Please determine the correct quantities received and enter an emergency  
order to correct the counts in the primary and secondary inventory points.  
TOSYLATE SYRINGE 50MG/10ML

Enter message action (in IN basket): Ignore//

### 4.5.2 Notification of trouble with an HL7 Refill Transaction

This message will be sent when GIP is unable to process a refill transaction received from the supply station.

#### PRCP\_BAD\_ORDER

Subj: Notification of trouble with an HL7 refill transaction [#295568]  
13 Aug 00 06:05 10 lines  
From: SUPPLY STATION INTERFACE In 'IN' basket. Page 1 \*New\*

-----  
An HL7 item refill/post order transaction on order # 85 for the secondary

inventory point, 999-MY STATION, rejected.  
 Please note the problem and make any corrections.  
 HL7 transaction #3784.27647 has order activity rejected by GIP.  
 All Posting activity for this order must be done on GIP.

```
MSH|^~\&|PRCP_SSTATION|PRCP_SS_VISTA|20000813000131||ORM~001|98|D|2.3|98||AL|NE
ORC|OF|85||~999-MYSTATION||||20000813000000|*MIDNIGHT*
RQD||||7~ARM BOARD 9 INCH LONG|0
NTE|1|O|5
```

Enter message action (in IN basket): Ignore//

### 4.5.3 Notification of Error in HL7 Supply Station Activity Transaction

This message is sent anytime GIP is unable to process a Usage, Return, or Adjustment transaction sent from the supply station.

#### PRCP\_BAD\_ACTIVITY

```
Subj: Notification of error in HL7 supply station activity transaction
[#295456] 09 Aug 00 10:16 8 lines
From: SUPPLY STATION INTERFACE In 'IN' basket. Page 1
```

```
-----
An HL7 utilization transaction for 999-MY STATION rejected.
HL7 transaction #3462.27325 has an item not in the secondary.
item# 31 SOAP ANTISEP BAR 5C
```

```
MSH|^~\&|PRCP_SSTATION|...|PRCP_SS_VISTA|...|20000809101609||RAS^001|0475|D|2.3||AL|AL|
ORC|RP|0|^999-MY STATION||||20000809101609|Guser^user, GEORGE|
RXA|0|1|20000809101609|31^SOAP ANTISEP BAR 5C|0|||IFUSER^FIVE,
|||||ADJI^inventory|55|
RXR|||||
```

Enter message action (in IN basket): Ignore//

### 4.5.4 Notification of Inventory Mismatches between Systems

This message is sent whenever an order or activity transaction is received which indicates the on-hand amount for an item within the supply station differs from the amount in the inventory point. Transactions causing this message to be sent will be processed as long as there are no other errors.

#### PRCP\_QTY\_MISMATCH

```
Subj: Notification of inventory mismatches between systems [#295504] 10 Aug 00 09:59
5 lines
From: SUPPLY STATION INTERFACE In 'IN' basket. Page 1
```

```
-----
An on-hand discrepancy with 999-MY STATION exists for
item SOAP ANTISEP BAR 5C (31).
```

```
The quantity in 999-MY STATION is 140
The quantity on the supply station is 55
```

```
(Information acquired from HL7 txn# 563.2757.447.1 )
```

Enter message action (in IN basket): Ignore//

### 4.5.5 Notification of Rejection of HL7 On-Hand Transaction

This message is sent whenever GIP is unable to successfully process the supply station's response to a quantity on-hand request.

#### PRCP\_BAD\_QUERY

```
Subj: Notification of rejection of HL7 on-hand transaction. [#295561]
11 Aug 00 16:14 16 lines
From: SUPPLY STATION INTERFACE In 'IN' basket. Page 1 *New*
-----
A query on hand response for 999-MY STATION could not be processed. Please
place the request again.
HL7 transaction #3782.27645 has an item not in the secondary.
item# 9999 Huffalumps

MSH|^~^&|PRCP_SSTATION|PRCP_SS_VISTA|20000811161615||OSR~Q06|97|D|2.3|97||AL|NE
MSA|AA|6883780|MESSAGE ACCEPTED
QRD|20000811161615|R|D|QOH||||STA|||S
ORC|OK||~999-MY STATION||||20000811161615
NTE|1|O|104~KIT SHAVING-SURG PREP~25
NTE|2|O|12002~CATS~111
NTE|3|O|12013~WOZLES~43
NTE|4|O|31~SOAP ANTISEP BAR 5C~150
NTE|5|O|47~STERI PEEL 6 IN X 10 IN~1129
NTE|6|O|7~ARM BOARD 9 INCH LONG~5
NTE|7|O|9999~Huffalumps~10
```

### 4.5.6 List of Differences in Item Name between GIP and the Supply Station

This message may be seen whenever any transaction received from the supply station contains an item name different from the name kept in GIP. Transactions causing this error will be processed if other errors are not present.

#### PRCP\_ITEM\_NAME

```
Subj: List item name differences between GIP and the Supply Station
[#295220] 04 Aug 00 09:59 5 lines
From: SUPPLY STATION INTERFACE In 'IN' basket. Page 1
-----
There is a name discrepancy in 999-MY STATION for item
31

ON GIP:
STATION: SOAP ANTISEP BAR 5C

(Information acquired from HL7 txn# 549.2743.447.1)

Enter message action (in IN basket): Ignore//
```

### 4.5.7 Notification of On-Hand Discrepancies found by a QOH Response

This message displays when a response received to an on-hand query shows on-hand quantities that differ from what is in the inventory point. This message is informational and does not result from an error in processing.

#### PRCP\_ALL\_ITEMS\_QTY\_UPDATE

Subj: Notification of on-hand discrepancies found by a QOH response.  
 [#286930] 15 May 00 13:51 9 lines  
 From: SUPPLY STATION INTERFACE In 'IN' basket. Page 1

-----  
 A supply station QOH response was received for 999-MY STATION.

Please investigate any discrepancies listed below.

Quantities			
SuplSta	GIP	Item No	Description (first 30 chars) **comments
32	0	7	ARM BOARD 9 INCH LONG
12	0	31	SOAP ANTISEP BAR 5C **Not in supply station

Enter message action (in IN basket): Ignore//

### 4.5.8 Notification of Items in a Supply Station not in GIP

This message appears whenever the response to a quantity on-hand query contains items that are not in GIP. This message does not prevent processing of the remaining response unless there are other errors.

#### PRCP\_BAD\_ITEM\_QOH

Subj: Notification of Items in Supply Station not in GIP [#295739] 23 Aug 00 15:56  
 2 lines  
 From: SUPPLY STATION INTERFACE In 'IN' basket. Page 1 \*New\*

-----  
 The supply station for 999-MY STATION contains an item not in IFCAP.  
 Item: 9999~huffalumps.

(Information acquired from HL7 txn# 558.2752)

Enter message action (in IN basket): Ignore//

## 4.6 Other messages

Two new messages may display when accessing a supply station inventory Point. They are as follows:

### 4.6.1 Quantity Discrepancies Exist With The Supply Station.

This message indicates a discrepancy in the quantity on-hand between a supply station and its linked secondary inventory point. The details related to this message are available in the Supply Station Quantity Discrepancy [PRCP SS QTY DISCREPANCIES] report. Adjusting the on-hand quantity in the supply station will also update the secondary inventory point but on-hand adjustments to the secondary inventory point will not be transmitted to the supply station.

### 4.6.2 There Are Unprocessed Supply Station Transactions.

This message indicates that the secondary inventory point has HL7 transactions from the supply station waiting to be processed into GIP. Transactions will not process if:

1. there is activity in the secondary inventory point, or
2. an order needs to be posted and there is activity occurring in the primary.

The Task Manager starts the job to process these transactions according to the parameters entered via the Schedule/Unschedule option. See 'Processor for Supply Station Transactions' in chapter 4.

Below is a display of the two new messages:

```

                                I N V E N T O R Y  version 5.1
(999) Secondary Inventory Point: MY STATION                                IFUSER,ONE
--> USAGE/DISTRIBUTION TOTALS NEEDS TO BE PURGED.
--> RECEIPTS HISTORY BY ITEM NEEDS TO BE PURGED.
--> TRANSACTION REGISTER NEEDS TO BE PURGED.
--> QUANTITY DISCREPANCIES EXIST WITH THE SUPPLY STATION.
--> THERE ARE UNPROCESSED SUPPLY STATION TRANSACTIONS.
```



## Setting Up Your System

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## 5. Setting your system up to use the supply station interface

Contact your supply station provider prior to setting up the interface. Schedule a time to bring up the interface that is convenient for the vendor, OA&MM staff, your IRM staff and system or network administrators. You may find it beneficial to hold a conference call of all the above parties to discuss which stations will be interfaced and what each group will do and when. Discuss the vendor's availability and how to contact him over the first few days after the interface is in place. If you are using the supply cabinet for items from different departments and your secondary has only supply items, ask the vendor to restrict the transactions you receive to the items in your secondary.

**PYXIS:** Verify PYXIS has your site number so they may store it in their system as your facility code. This information is entered at the PYXIS console in the option to set up site demographics.

**OMNICELL:** OMNICELL will use your site code in populating the OMNICELL supplier mapping table. Supply stations should be added to this table only when they will be interfaced to GIP.

### 5.1 Checklist for Network Administrator and IRM

Set up the TCP/IP according to MLLP requirements and the HL7 components as outlined in these instructions and the VISTA Health Level Seven (HL7) Site Manager & Developer Manual. Verify the HL7 Site Parameters have already been set up at your site and use the manual to determine how to set them up if they are not yet defined.

Serial connections are inappropriate for this interface.

Many vendors will require a modem to use in dialing onto the system to help them in providing support. Recent attention to security issues may require you to make special arrangements prior to setting up this interface that will allow them the access they need to assist you when problems arise.

If you are running multiple Task Managers concurrently, you may also need to make arrangements to run them in DCL context. This step is necessary to afford you control and prevent HL7 messages from being rejected. Instructions for running TaskMan in DCL context are available in the Kernel Systems Manual.

Although the Point of Use interface does not exactly match existing interfaces, IRM staff supporting the patient file or the Computerized Patient Record System (CPRS) will have some experience with concepts needed to set this interface up.



### 5.1.1 Applications

Update the applications

PRCP\_SS\_VISTA and  
PRCP\_SSTATION

to be ACTIVE using the option, EA Application Edit [HL EDIT APPL PARAM].

The other application protocol settings should be:

(STATUS) ACTIVE  
COUNTRY CODE US  
HL7 FIELD SEPARATOR |  
HL7 ENCODING CHARACTERS ~^\  
MAIL GROUP <the name of a mail group at your site to receive  
alerts from the HL7 package>

NOTE: Setting up the mail group on the application is recommended because it serves as an early alert to potential problems within the interface.

### 5.1.2 Event Drivers

For test accounts, update the Processing ID field for all the event protocols listed to "D" for debug. In the production accounts, the processing ID will be pulled from the HL7 site parameters. Verify you have the site parameters set up and refer to the HL7 Site Manager and Development Manual if you need to set them up. Edits to the event drivers should be made through the option, EP Protocol Edit [HL EDIT INTERFACE].

PRCP EV INV UPDATE  
PRCP EV ITEM UPDATE  
PRCP EV QOH REQ  
PRCP EV REFILL/POST  
PRCP EV REL ORDER

### 5.1.3 Links

For each vendor system (PYXIS, OMNICELL) you will use:

- 1) INCOMING LINKS (Listeners)
  - a) Get the IP address (from where the task manager runs) and a port number to use in receiving messages from the vendor's system into GIP. The National registry has reserved port number 9600 for receiving transmissions from

PYXIS (via the PRCPFRPYXS link) and 9601 for messages from OMNICELL (via the PRCPFROMNI link).

USE A DIFFERENT PORT NUMBER FOR EACH VENDOR.

The following ports are reserved nationally for this interface.

PYXIS	9600
OMNICELL	9601

Tell your administrator not to set up a new com file for the port and not to assign port 5000 for this interface. Use of port 5000 will complicate the ability to trouble shoot the interface. Also note that the RPC Broker should not be running on the port you plan to use. The Broker is NOT needed to support this interface.

If you are running multiple task managers, you will need to run them in DCL context as specified in the VISTA Health Level Seven (HL7) Site Manager & Developer Manual. The Kernel Systems Manual explains how to run TaskMan with DCL context.

- b) Plug each IP address and port number into the appropriate incoming link via the EL-EDIT LINK [HL EDIT LOGICAL LINKS] option:

Use link PRCPFRPYXS for PYXIS, and link PRCPFROMNI for OMNICELL)

```

Autostart "Enable"
LLP Type "TCP"
TCP/IP Service Type "SINGLE LISTENER"
TCP/IP Address <Use the IP address where Task Man runs>
TCP/IP Port <recommend 9600 or 9601, as stated above>
Exceeded Attempts Action <return>
Startup Node <return>
Persistent "YES"
    
```

## 2) OUTGOING LINKS (Client)

- a) Get all IP addresses needed to add the supply station to the network.
- b) Decide with the vendor what IP address and port number to use on the vendor system to receive GIP transactions. If the vendor system is already operating at your site, the IP address you need will be the one at which the vendor's server resides.
- c) Add the supply station system IP address and port number to the outgoing link for the appropriate vendor via the EL- EDIT LINK [HL EDIT LOGICAL LINKS] option:

(Use link PRCPSSPYXS for PYXIS, and link PRCPSSOMNI for OMNICELL)

## Setting Up Your System

Autostart	"Enable"
LLP Type	"TCP"
TCP/IP Service Type	"CLIENT(SENDER)"
TCP/IP Address	<Provided by your network administrator>
TCP/IP Port	<Discuss with vendor>
Exceeded Attempts Action	<return>
Startup Node	<return>
Persistent	"YES"

3) Start up the links

### **5.1.4 Check the System Manager and start the filers if none are running**

Instructions are available in the VISTA Health Level Seven (HL7) Site Manager & Developer Manual.

### **5.1.5 Remaining Tasks**

After completing these steps, and after OA&MM completes the steps in the following section 5.2 (Checklist for the Secondary Inventory Points), complete the remaining steps in section 5.4 (Other Recommendations)

## 5.2 Checklist for the Secondary Inventory Points

THERE MUST BE A ONE TO ONE RELATIONSHIP OF SUPPLY STATION TO SECONDARY INVENTORY POINT.

1. A secondary inventory point linked to a supply station can also be linked to one and only one primary inventory point.
2. The supply station name must be the Inventory Point Name (Field # .01 of the GENERIC INVENTORY FILE (#445)) preceded with your site number. For example if your Inventory Point Name is GOODS, the supply station name is 969-GOODS.
3. Use the SUPPLY STATION PROVIDER prompt under the SPECIAL PARAMETERS option on the Edit Inventory Parameters Screen to enter your supply station vendor (PYXIS or OMNICELL) for this secondary. This screen is found in the Manager option, Enter/Edit Inventory And Distribution Points [PRCP INVPT PARAM ENTER/EDIT]. The SUPPLY STATION PROVIDER value will be stored in SS PROVIDER (field #22 of the GENERIC INVENTORY FILE (#445)).
4. Set KEEP PERPUTAL INVENTORY? (Field #.5 of the GENERIC INVENTORY FILE (#445)) to YES. This allows access to all the GIP options you need.
5. Set KEEP DETAILED TRANSACTION HISTORY (Field #.6 of the GENERIC INVENTORY FILE (#445)) to YES. If NO, your supply station and inventory point activities will not be saved.
6. Set UNIT OF ISSUE (Sub field# 4 of INVENTORY ITEM (field #1) of the GENERIC INVENTORY FILE (#445)) to the unit that is given to the patient (lowest level of issue).
7. Set the NORMAL STOCK LEVEL (Sub field # 9 of INVENTORY ITEM (field #1) of the GENERIC INVENTORY FILE (#445)) on items stocked in the supply station secondary greater than zero. A zero or no value indicates the item is not on the supply station.
8. The secondary inventory point should not include any case cart or instrument kit items.

### 5.3 Checklist for the Supply Station Settings

1. The supply station name must match the name of its associated secondary inventory point.
2. The items stocked in the supply station must be associated with a single bin or partition in that station. Until this step is completed, the supply station does not recognize the item.

Linking one item to multiple bins within a supply station is NOT recommended because the secondary inventory point is item-focused not bin-focused. Integrity issues may result if an item is assigned to multiple bins.

3. Item names in the supply station should be the same as the names in the secondary inventory point if you are using OMNICELL. PYXIS station names must agree with the Item Short Description (field #.05) in the Item Master File (File 441)
4. Ask your vendor for the maximum length on item names. Verify the items description in your secondary inventory point do not exceed this length if you are using OMNICELL and that the item short description in the Item Master File does not exceed this length if you are using PYXIS.
5. Verify your item names do not contain the following punctuation characters:
  - | (pipe)
  - ~ (tilde)
  - ^ (caret or up-arrow)
6. If you are currently using a supply station, please note that the process for refilling the supply station will change after the interface is in place. Refills will be done against an order that displays for selection on the cabinet's screen.
7. Additional instructions for setting up the supply station are available from the vendor.
8. Balance the quantity on hand values

Adjust the values, if necessary, so they are the same in the supply station and the secondary inventory point. Adjustments at the supply station will be sent to GIP but adjustments in GIP will not be sent to the supply station.

## 5.4 Other Recommendations

### 5.4.1 Start the GIP Transaction Processing Queue

Schedule the HL7 processing job, [PRCP2 SUPPLY STATION TXN RUN], to run via the Schedule/Unschedule Options [XUTM SCHEDULE] option.

```

                                Edit Option Schedule
Option Name: PRCP2 SUPPLY STATION TXN RUN
Menu Text:  PROCESSOR FOR SUPPLY STATION TXN          TASK ID: 238541
-----
QUEUED TO RUN AT WHAT TIME:          SEP 11,2000@14:00
DEVICE FOR QUEUED JOB OUTPUT:
QUEUED TO RUN ON VOLUME SET:
RESCHEDULING FREQUENCY:    300S    <== Suggested interval of 3-5 minutes
TASK PARAMETERS:
SPECIAL QUEUEING:          Startup Persistent
-----

```

### 5.4.2 Test the Interface

Before setting up multiple supply stations, verify the interface is functioning properly.

1. Verify the supply station receives item information from GIP.
2. Request a quantity on-hand update and verify GIP receives the station's response.
3. Create a distribution order for one item. Both PYXIS and OMNICELL will allow the order to post even if you enter a zero for the ordered item. Verify GIP shows the order as posted.
4. Perform an adjustment or utilization transaction. Verify it shows up in GIP.

Do not use the "PI Ping (TCP Only) [HL PING] option under the Filer and Link Management options menu to test connectivity. This option is proprietary and handles only VISTA to VISTA connections. It is inappropriate for the Point of Use connections with vendor systems.

#### NOTES

Refills for supply station secondaries will be completed at the supply station by selecting a GIP generated order. Because the supply station systems are not bound by GIP rules keep the following points in mind:

1. Posted distribution orders for a supply station secondary may cause the primary inventory's on-hand amount to become negative. This will occur

## Setting Up Your System

when the technician restocking the secondary specifies a restock amount greater than the on-hand amount in the primary.

2. The refill amount entered at the supply station may conflict with the primary's unit of issue package multiple. The distribution order, generated by GIP, respects the unit of issue package multiple but the supply stations do not accommodate the multiple and, consequently, will not restrict a technician's entry. You may get around this by making the unit of issue multiple 1 for all items stocked in the supply station.
3. The reverse distribution order is supported by the supply station systems. Know how your supply cabinets handle this functionality.
4. The interface does not support processing of distribution for case carts and instrument kits. It is recommended that these items not be stocked in your supply station nor in its associated secondary inventory point.

<p><b>ORDERS CANCELLED IN GIP MUST BE REMOVED MANUALLY FROM THE SUPPLY STATION.</b></p>
---

### **5.4.3 Ask the vendor about accessing information related to communications**

Both PYXIS and OMNICELL have internal interfaces. Their server receives and sends information from/to GIP. They also send and receive information to/from their own cabinet. Sometimes problems can occur that are internal to the vendor's system. It is beneficial to have staff on site that can check the vendor's system to determine if transactions to GIP have been successfully built and acknowledged and that transactions are being successfully received from GIP.





## Appendix 1: Resolutions to Issues Raised by the Test Sites

Summary of issues covered in this section:

“I am not receiving information from the supply station”

The vendor is not receiving acknowledgements from VistA

1. Check to see if the IP and port at the listener is working properly.
2. Verify the PRCPFROMNI or PRCPFRPYXS link is set up properly .
3. Verify that the link’s status is appropriate.
4. Verify that the correct processes are running by listing all system jobs
5. Verify that if multiple Task managers are running they are in DCL context.

The vendor is receiving acknowledgements from VistA

1. Check the acknowledgements to see if they contain error text.
2. Verify that the background filer is running.

“The supply station is not receiving information from GIP”

“I am getting several messages on name mismatches”

“Refreshing the Quantity on-hand does not update GIP”

“I continue to get quantity on-hand mismatch messages”

“The interface is down and I need to post my orders”

“The background job PRCP2 SUPPLY STATION TXN RUN is using too much resource”

“The bulletin tells me that some items on an order were not filled”

“The order posted but GIP received no refill amount on any of the items”

Note:

Both PYXIS and OMNICELL have internal interfaces. Their server receives and sends information from/to GIP. They also send and receive information to/from their own cabinet. Sometimes problems can occur that are internal to the vendor’s system. It is beneficial to have some staff on site that can check the vendor system to determine if the vendor has built and successfully transmitted transactions to GIP and received them from GIP.

Issue Detail:

**“I am not receiving information from the supply station”**

Verify that the vendor is receiving an acknowledgement.

If the vendor is not receiving acknowledgements from VistA, connectivity issues, improperly set up VistA components, or vendor software problems may be the cause.

- 1) Check to see if the IP and port at the listener is working properly. Try pinging the port by entering the following text at the VMS prompt

```
Telnet <space> <IP address> <space> <Port#>
```

If the ping is successful, the system will display instructions to escape, (<cntl> ).

To check to see if the port is busy, type UCX at the VMS prompt, then type ‘show dev’. You will see a table similar to the one displayed below.

(Note: type ‘exit’ at the ucx prompt to escape ucx)

```
UCX> show dev
```

Device_socket	Type	Port		Service	Remote Host
		Local	Remote		
bg3	STREAM	515	0	LPD	0.0.0.0
bg4	STREAM	512	0	REXEC	0.0.0.0
bg5	STREAM	514	0	RSH	0.0.0.0
bg6	STREAM	23	0	TELNET	0.0.0.0
bg7	STREAM	2005	0	XMINET2005	0.0.0.0
bg8	STREAM	2010	0	XMINET2010	0.0.0.0
bg9	STREAM	2011	0	XMINET2011	0.0.0.0
bg10	STREAM	2012	0	XMINET2012	0.0.0.0
bg18	DGRAM	520	0		0.0.0.0
bg21	DGRAM	123	0		0.0.0.0
bg26	STREAM	25	0	XMINETMM	0.0.0.0
bg28	STREAM	110	0	XMPOP	0.0.0.0
bg30	STREAM	9000	0	XWB	0.0.0.0
bg5167	STREAM	4625	5500		152.128.1.59
=> bg5169	STREAM	4626	5500		152.128.1.58
=> bg5174	STREAM	9600	0		0.0.0.0
=> bg5175	STREAM	9600	4137		152.128.1.58
bg6451	STREAM	23	1098	TELNET	152.128.3.7
bg6732	STREAM	23	1591	TELNET	152.128.3.217
bg6736	STREAM	23	1101	TELNET	152.128.3.174
bg6754	STREAM	23	1050	TELNET	152.128.3.197

```
UCX>
```

You should see 3 entries for each vendor associated with this interface. In this case, the entries are bg5174, bg5175, and bg5169:

bg5174 has your local port (9600) and a remote port of 0 with an IP address of 0. This line represents the listener.

bg5175 shows a local port of 9600, a remote port that is not zero and the IP address of your vendor system. This link represents your connection from the vendor to your system.

## Appendix 1

bg5169 has a non-zero local port, the vendor's remote port and the vendor's IP address. This link represents a connection to the vendor.

If the IP addresses are all zero, it means there is no connection.

The UCX-type table is usually displayed on PC systems after entering the following text at a DOS prompt:

```
Netstat <space> -an <return>
```

- 2) Verify that the PRCPFROMNI or PRCPFRPYXS link is connected to the correct IP address and port on VistA. This is the same address and port the vendor uses when sending transactions to VistA.
- 3) Verify that the link's status is reading or alternating between reading and idle. If on VMS, you may use the following function in VMS to verify the system link monitor is accurately displaying the link's status:

To display all active HL7 listeners, type the following at the VMS prompt:

```
Show <space> sys/cluster/proc=HLS* <return>
```

The response may look something like this:

```
OpenVMS V7.1-2 on node ISC2A1 24-JAN-2001 14:26:44.95 Uptime 43 03:10:08
  Pid Process Name State Pri I/O CPU Page flts Pages
20264D07 HLSrv:170 HIB 5 8915 0 00:00:03.17 368 203
2025CF51 HLSrv:171 HIB 5 8877 0 00:00:02.97 337 187
```

The number after HLSrv: is the ien of the link. You can find out the name of the link by viewing ^HLCS(870,ien,0).

- 4) Verify that the correct processes are running by listing all system jobs

```
Processes in DSM Environment DSMMANAG on NODE ISC2A1, 30-JAN-2001 09:16
```

PID	Process Name	State	Device	UCI,VOL	Routine	Cmds	Refs	DIO	Login
2026815F	HLClnt:173	HIB		DEV,FEY	HLCSTCP2	362411	130820	261	14:39
2026881A	HLClnt:172	HIB		DEV,FEY	HLCSTCP2	363338	130996	906	14:45
202662BA	HLSrv:174	HIB		DEV,FEY	HLCSTCP1	457601	58384	770	15:10
20273300	CZEKAJ_9872	CUR	TNA771	DEV,FEY	%SY	511402	17601	1653	08:32
2024548A	BTask 314307	HIB		DEV,FEY	HLCSIN	113609	973206	32049	07:50
2026815F	HLClnt:173	HIB		DEV,FEY	HLCSTCP2	362411	130820	261	14:39
20244C99	BTask 314308	HIB		DEV,FEY	HLCSOUT	614295	177121	1427	07:52
20200292	BTask 293858	HIB		MNT,DEM	HLCSIN	794732	208292	77114	11:18
20200283	BTask 484829	HIB		DEV,FEY	HLCSMM1	319878	505071	10	11:18
20200276	HLmgr:484823	HIB		DEV,FEY	HLCSLM	123283	257545	87921	11:18
2026815F	HLClnt:173	HIB		DEV,FEY	HLCSTCP2	362411	130820	261	14:39
20200276	HLmgr:484823	HIB		DEV,FEY	HLCSLM	123283	257545	87921	11:18
20200280	BTask 484828	HIB		DEV,FEY	HLCSOUT	149394	430506	1784	11:18
20272CD5	IFUSER								
	LEF TNA770 MNT,VBB DIED			109586	117631	2886	08:18		
2020025C	BTask 484825	HIB		DEV,FEY	HLCSIN	196597	-19574	54195	11:17
2020025A	BTask 293859	HIB		MNT,DEM	HLCSOUT	142826	411919	7433	11:17
2020023C	DSM_DDP03_29	HIB						573	11:16
2020023B	DSM_DDP02_29	HIB						17	11:16
2020023A	DSM_DDP01_29	HIB						184	11:16
20200239	DSM_RECOVER_29	HIB						1220	11:16
20272E4F	SU 8671	LEF	TNA773	MNT,VBB	XMJDIR	42680	5302	447	09:05
20200237	DSM_GARCOL_29	HIB						20363	11:16
20200236	DSM_DEMON_29	HIB						838265	11:16

Process names starting:

HLCInt:nnn where nnn is the ien of a link represents the job sending data to the vendor. In this interface, the link's name in the HL7 application is PRCPSSOMNI or PRCPSSPYXS.

HLSrvnnn: where nnn is the ien of a listening link represents the job associated with the link receiving data from the vendor. In this interface, this link's name in the HL7 application is PRCPFROMNI or PRCPFRPYXS.

BTask with a routine of HLCSIN or HLCSOUT represent inbound and outbound filer jobs.

BTask with a routine of HLCSLM represent the Link Manager job

BTask with a routine of HLCSMM1 represent the HL7 protocol job for MailMan

- 5) If you are running multiple task managers concurrently and not in DCL context, verify the listener is running on the right node.

To determine the correct node, first get the job number. Use the VMS statement 'Show <space> sys/cluster/proc=HLS\*' as in the above example to get the job number.

Once you have the job number, use the option Number Base Changer from Kernel to convert the job number to hexadecimal. Within the routine enter at the Base prompt 10, then enter your task number. The number returned is in hexadecimal. In VMS enter the text 'show process/ID=<hexadecimal number>'. The response indicates the node on which the process is running. If this node is not correct, both you and the vendor will need to update the link information in you systems to use the IP address corresponding to the correct node.

NOTE: you can avoid this problem by running TaskMan in DCL context.

If the vendor is receiving acknowledgements from VistA, the problem could be that the transactions are being rejected by VistA or that the Point of Use Filer is not running.

- 1) Verify the vendor is not receiving acknowledgements with error messages in them. These error messages will appear in the MSA segment. Two examples are shown:

MSA|CR|1111|Processing ID Mismatch with Event Driver

In this case, you need to verify all the event protocols for this interface are

populated with a processing ID only if the interface is being run from the test or training system. If it is being run from the production system, the field in the protocol should be blank and the site parameters should indicate the system is a production system.

MSA|CR|281|Receiving Application is Inactive

Indicates the HL7 applications (PRCP\_SSTATION and PRCP\_SS\_VISTA) are inactive. In this case, transactions will be re-sent after the applications are activated. If there has been extensive traffic in the time the interface has been down, you may end up with an error, causing some transactions to be lost.

- 2) Verify that the background filer is running  
You can do this by verifying the task PRCP2 SUPPLY STATION TXN RUN is scheduled to run in the Task Manager and that it reschedules according to its defined rescheduling frequency.

**“The supply station is not receiving information from GIP”**

- 1) Verify that the PRCPSSOMNI (OMNICELL) or PRCPSSPYXS (PYXIS) link is up.
- 2) Verify that the vendor is receiving transactions. It could be that the vendor system has been unable to process what it is receiving.

**“I am getting several messages on name mismatches”**

- 1) Correct the name in the secondary inventory point if you are using OMNICELL and in file 441 if you are using PYXIS.
- 2) If the names appear to be the same on the message, there may be trailing spaces in the GIP name. You can edit the name to remove these spaces.
- 3) Verify the length of the names in GIP does not exceed the limit provided by your vendor.
- 4) Verify the names in the vendor system are in upper case, just as in GIP and that they do not contain the following characters: (|) pipe,(~) tilde, or (^) caret.

**“Refreshing the Quantity on-hand does not update GIP”**

- 1) The Supply Station Quantity Discrepancy Report has an option to refresh the supply station quantity on-hand. The option does refresh the totals in GIP but not GIP's quantity on-hand. The fields refreshed are 2 new fields introduced by patch

PRC\*5.1\*1. These are the supply station quantity on-hand and the date and time the last message was received from the supply station.

### **“I continue to get quantity on-hand mismatch messages”**

The quantity on-hand mismatch message results when the supply station value reported to VistA does not agree with GIP's quantity on-hand for an item. If you are putting up the interface for the first time on a station, you often need to adjust the inventory in GIP. Because of timing considerations, you may need to adjust the quantity on some of the items more than once.

If the interface has been working well, new problems may be caused by the following:

- lost transactions
- errored transactions
- posting of emergency or call-in orders for supply station items (These orders update the quantity in the secondary but not the supply station)
- storing an item in more than one bin of the supply station

The best way to determine the problem is to print for the item a transaction register report in GIP and compare it to the transaction log generated off the supply station system.

### **“The interface is down and I need to post my orders”**

If the orders are already refilled on the supply station, but the supply station activity is not being communicated to GIP, contact your IRM. When the problem cannot be resolved in a timely manner, use the Remove Supply Station Flag option in the Primary Manager's Menu to allow posting to be done in GIP. Prior to posting the order in GIP, remember to edit the ordered quantities to be the quantities actually refilled in the supply station. Please also note that posting in GIP will restrict the quantity to not exceed the amount in the primary.

When the interface comes up, the supply station refill messages for this order will be rejected and you will get a MailMan message.

If the order did not reach the supply station, you may delete the regular order and post an emergency or call-in order. This step may result in mismatches even if you adjust the totals in the supply station. The reason for the mismatch is that all transactions occurring on the supply station, including adjustments, are transmitted to the secondary inventory point. Therefore, the secondary is updated by the order (due to the emergency or call-in order) and then again by the adjustment to the supply station. You can refill the items using a supply station generated order. Refills on supply station generated orders will be

transmitted to GIP but will reject because the supply station order number does not exist in GIP.

**“The background job PRCP2 SUPPLY STATION TXN RUN is using too much resource”**

This has been a sign that there was an error incurred while processing a transaction. The symptoms included an incomplete record entry in file 447.1 and a job that appeared to be looping in routine PRCPHL70. One of the HL7 filers also had locked the problem record in file 447.1. The error was discovered by checking for a PRCPHL\* routine in the error monitor. Beyond repairing the bug in the PRCPHL\* routine, it was necessary to:

- a. Determine what caused the error to create an environment where the error would not recur before the code could be fixed. This may mean changing a feature of the inventory point or supply station, removing the flag indicating they are linked to one another, or taking down the interface.
- b. Determine what the transaction was trying to do and notify supply of the unprocessed transaction
- c. Remove the problem record from file 447.1 via a DIK call
- d. Stop and Restart the problem filer which has the bad record locked. This action will also serve to purge any variables set up by the defective process.

**“The bulletin tells me that some items on an order were not filled”**

This message indicates GIP either did not receive or could not process transactions on items in a GIP order from the supply station. Possible causes include items not assigned to bins in the supplier, items not being labeled by the supplier as supply items, and the rejection of item refill transactions due to bad information or changing the GIP item to be a non-supply station item. Users will get MailMan messages on these rejections. Transactions producing name and/or quantity mismatch messages will be processed unless there is some other error.

**“The Order posted but GIP received no refill amount on any of the items”**

If you are using OMNICELL, verify the system did not ‘age’ the order. You may set the aging period yourself. As an order reaches this length of time, OMNICELL will remove it from their system. If the order is for a station linked to an inventory point, they will also send GIP a transaction indicating the order is complete.





## Appendix 2: HL7 Implementation for Point of Use

This appendix provides an overview of the HL7 transaction packets that are used by this interface.

### Message

This is HL7's unit of communication. It conveys a single activity and takes the following format:

Header Segment (MSH)

Segment Name <delimiter> <field> <delimiter> <field> <delimiter>...

Segment Name <delimiter> <field> <delimiter> <field> <delimiter>...

The Message Header (MSH)

Sequence	Element Name	Comments
1	Field Separator	(the pipe character)
2	Encoding Characters	~^&
3	Sending Application	PRCP_SS_VISTA or PRCP_SSTATION
4	Sending Facility	
5	Receiving Application	PRCP_SS_VISTA or PRCP_SSTATION
6	Receiving Facility	
7	Date/Time of Message	YYYYMMDDHHMMSS
8	Security	
9	Message Type	Message ~Event This denotes a type of activity or information contained in the message and implies the segments that will be included in the message
10	Message Control ID	System generated number, in VISTA this number is preceded with the site number
11	Processing ID	P – Production Mode T – Test Mode D – Debug Mode (In Vista, pulled from Site Parameters unless overrode in event protocol)
12	Version ID	HL7 version to use (2.3)
13	Sequence Number	
14	Continuation Pointer	
15	Accept Acknowledgement Type	AL – Always

		NE - Never
16	Application Acknowledgement Type	AL – Always NE - Never
17	Country Code	
18	Character Set	
19	Principal Language of Message	

Each receiving system will respond to these messages with an acknowledgement. The acknowledgement transaction will always include an MSH segment and an MSA segment.

#### MSA

Sequence	Element Name	Comments
1	Acknowledgment Code	AA – Application Acknowledge AE – Application Error AR - Application Reject CA – Commit Acknowledge CE – Commit Error CR – Commit Reject
2	Message Control ID	(of the message it is responding to)
3	Text Message	If an error occurred, there may be some text here
4	Expected Sequence Number	
5	Delayed Acknowledgement Type	
6	Error Condition	

Within this interface, the following Message /Event Types are used:

#### **Sent to the Supply Station**

Message	Event	Activity
MFN	Z01	Item Record Updates
ORM	O01	Order Notifications
OSQ	Q06	Quantity On Hand Query

#### **Received from the Supply Station**

Message	Event	Activity
ORM	O01	Item Refill
ORM	O01	Order Complete
OSR	Q06	Quantity on Hand Response (Application acknowledgement to OSQ/QO6 message)
RAS	O01	Inv. Activity (Adjustment, Disposal, Return, Usage)

## Appendix 2

Specific information may be obtained from the HL7 Manual (VISTA Health Level Seven Site Manager & Developer Manual) and through the data dictionaries.

HL7 messages used in this interface are kept in 2 separate files.

- a. File 773 (^HLMA) contains the MSH segment
- b. File 772 (^HL(772,)) contains the remaining segments

File 773 (HL7 MESSAGE ADMINISTRATION) contains the MSH segment which is built by the VA HL7 package. A status of the transaction is stored at the P node. These statuses are outlined in the HL7 manual and include:

- 1 Pending transmission
- 1.5 Being transmitted
- 1.7 Awaiting response
- 2 Awaiting application acknowledgment
- 3 Successfully completed
- 4 Error
- 5 Error during generation
- 6 Error during processing
- 7 Application level error
- 8 Being generated
- 9 Awaiting processing

File 773 also contains the internal entry number to the File 772 record.

The file has the following cross-references:

“AC” (Set only while the transaction is in processing)

^HLMA(“AC”,”O” or “I”, Link#, ien)

- where
- O denotes outbound transactions,
  - I denotes inbound transactions
  - Link# refers to the ien in file 870 for the link supporting the transaction
  - ien is the internal entry number to file 773 (^HLMA)

“AD” Date/Time File

^HLMA(“AD”,YYMMDD.HHMMSS, ien)

- where
- YYY is the FileMan year
  - ien is the internal entry number to file 773 (^HLMA)

^HLMA(“AH”, receiving application#, message control ID, ien)

- where
- receiving application# is the ien in file 771 (^HL(771,)) for the receiving application (PRCP\_SS\_VISTA for GIP or PRCP\_SSTATION for the supply station)
  - message control ID is a unique number to identify the transaction

ien is the internal entry number to file 773 (^HLMA)

^HLMA("C", message control ID, ien)

message control ID is a unique number to identify the transaction

ien is the internal entry number to file 773 (^HLMA)

HL(772 (HL7 MESSAGE TEXT)

Contains all but the MSH segment. These segments, unlike the MSH are built by GIP.

For ACK transactions, the MSA segment will contain the message processing ID of the originating message. If errors occur, the message of the error will also be displayed here.

### Appendix 3: Point of Use HL7 Message Details

All transactions are transmitted within the MLLP specifications outlined in the (Health Level Seven) HL7 standard and are packaged as follows:

Starting block = ASCII 11  
 Data  
 Carriage return  
 Ending block = ASCII 28  
 Carriage return

*Item Attribute Edit*

Message Type: MFN

Event Type: Z01

**MSH**

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	1	R		Field Separator
2	4	R	~^ &	Encoding Characters
3	180	O	PRCP_SS_VISTA	Sending Application
4	180	O		Sending Facility
5	180	O	PRCP_SSTATION	Receiving Application
6	180	O		Receiving Facility
7	26	O	(date/time of transaction)	Date/Time Of Message
8	40	O		Security
9	7	R	MFN~Z01	Message Type
10	20	R	(number)	Message Control ID
11	3	R	P (production) or D (debug)	Processing ID
12	8	R	2.3	Version ID
13	15	O		Sequence Number
14	180	O		Continuation Pointer
15	2	O	AL	Accept Acknowledgement Type
16	2	O	NE	Application Acknowledgment Type
17	2	O	US	Country Code
18	6	O		Character Set
19	60	O		Principal Language Of Message

**MFI**

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	60	R	445~Generic Inventory	Master File Identifier
2	180	O		Master File Application Identifier
3	3	R	UPD	File-Level Event Code
4	26	O	<YYYYMMDDHHMMSS>	Entered Date/Time
5	26	O		Effective Date Time
6	2	R	NE	Response Level Code

**MFE**

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	3	R	MAD <if adding> MDL <if deleting> MUP <if editing>	Record-Level Event Code
2	20	C		MFN Control ID
3	26	O		Effective Date/Time
4	200	R	<Item ID> ~ <Item Name>	Primary Key Value - MFE

**ZIM**

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	70	R	<Item Number> ~ <Item Name>	Entry being changed
2	40	R	<Supply Station Code, not used> ~ <Supply Station Name, formatted as NNN-TEXT>	Location affected by change
3	7	O	<numeric (patient units), if exists>	Normal Level
4	7	O	<numeric (patient units), if exists>	Standard Reorder Point
5	7	O	<numeric (patient units), if exists>	Emergency Level
6	35	O	<2 character code> ~ <30 character Unit Name, not used>	Unit of Issue
7	7	O	<numeric, (conversion factor from restock to patient units)>	Conversion Factor
8	11	O	<decimal number, if exists>	Last Cost
9	??			UPN

**Item Name Edit**

Message Type: MFN

Event Type:Z01

**MSH**

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	1	R		Field Separator
2	4	R	~^ &	Encoding Characters
3	180	O	PRCP_SS_VISTA	Sending Application
4	180	O		Sending Facility
5	180	O	PRCP_SSTATION	Receiving Application
6	180	O		Receiving Facility
7	26	O	(date/time of transaction)	Date/Time Of Message
8	40	O		Security
9	7	R	MFN~Z01	Message Type
10	20	R	(number)	Message Control ID
11	3	R	P (production) or D (debug)	Processing ID
12	8	R	2.3	Version ID
13	15	O		Sequence Number
14	180	O		Continuation Pointer
15	2	O	AL	Accept Acknowledgement Type
16	2	O	NE	Application Acknowledgment Type
17	2	O	US	Country Code
18	6	O		Character Set
19	60	O		Principal Language Of Message

## Appendix 3

### MFI

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	60	R	441~item Master	Master File Identifier
2	180	O		Master File Application Identifier
3	3	R	UPD	File-Level Event Code
4	26	O	<YYYYMMDDHHMMSS>	Entered Date/Time
5	26	O		Effective Date Time
6	2	R	NE	Response Level Code

### MFE

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	3	R	MAD <if adding> MDL <if deleting> MUP <if editing>	Record-Level Event Code
2	20	C		MFN Control ID
3	26	O		Effective Date/Time
4	200	R	<Item ID> ~ <Item Name>	Primary Key Value - MFE

### *Distribution Order Detail Notification*

Message Type: ORM

Event Type:O01

### MSH

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	1	R		Field Separator
2	4	R	~^ \&	Encoding Characters
3	180	O	PRCP_SS_VISTA	Sending Application
4	180	O		Sending Facility
5	180	O	PRCP_SSTATION	Receiving Application
6	180	O		Receiving Facility
7	26	O	(date/time of transaction)	Date/Time Of Message
8	40	O		Security
9	7	R	ORM~O01	Message Type
10	20	R	(number)	Message Control ID
11	3	R	P (production) or D (debug)	Processing ID
12	8	R	2.3	Version ID
13	15	O		Sequence Number
14	180	O		Continuation Pointer
15	2	O	AL	Accept Acknowledgement Type
16	2	O	NE	Application Acknowledgment Type
17	2	O		Country Code
18	6	O		Character Set
19	60	O		Principal Language Of Message

The following 3 segments repeat. Each segment appears once for each item ordered.

### ORC

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	2	R	RF <code for refill order request>	Order Control
2	22	C	<GIP Order Number, 6 digit number>	Placer Order Number
3	22	C		Filler Order Number
4	22**	O	<Supply Station ID, not used> ~ <Supply Station Name, 30 char max, formatted as NNN-TEXT>	Placer Group Number
5	2	O		Order Status
6	1	O		Response Flag
7	200	O		Quantity/Timing
8	200	O		Parent
9	26	O	<order release or resend, formatted YYYYMMDDHHMMSS>	Date/Time of Transaction
10	120	O	<User ID, use 0> ~<User releasing or sending transaction in HL7 format e.g. Last~First~MI>	Entered By
11	120	O		Verified By
12	120	O		Ordering Provider
13	80	O		Enterer's Location
14	40	O		Call Back Phone Number
15	26	O		Order Effective Date/Time
16	200	O		Order Control Code Reason
17	60	O		Entering Organization
18	60	O		Entering Device
19	120	O		Action By
20	40	O		Advanced Beneficiary Notice Code
21	60	O		Ordering Facility Name
22	106	O		Ordering Facility Address
23	48	O		Ordering Facility Phone Number
24	106	O		Ordering Provider Address

### RQD

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	4	O		Requisition Line Number
2	60	C		Item Code – Internal
3	60	C		Item Code – External
4	60**	C	<Item ID, numeric> ~ <Item Name>	Hospital Item Code
5	6**	O	<number ranging from -999999 to 999999 in restock units.>	Requisition Quantity
6	60	O	<restock unit>	Requisition Unit of Measure
7	30	O		Department Cost Center
8	30	O		Item Natural Account Code
9	60	O		Deliver To ID
10	8	O		Date Needed

### NTE

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	4	O	1	Set ID – NTE
2	8	O	RQD (implies addendum to RQD)	Source of Comment
3	64k	O	<conversion factor> ~ <patient issue units>	Comment

Note that the units of issue can change after an order was placed and before the time the refill is logged.



**Refills**

Message Type: ORM

Event Type: 001 (ORS 001)

**MSH**

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	1	R		Field Separator
2	4	R	~^ \&	Encoding Characters
3	180	O	PRCP_SSTATION	Sending Application
4	180	O		Sending Facility
5	180	O	PRCP_SS_VISTA	Receiving Application
6	180	O		Receiving Facility
7	26	O	YYYYMMDDHHMMSS	Date/Time Of Message
8	40	O		Security
9	7	R	ORM~001	Message Type
10	20	R	(number)	Message Control ID
11	3	R	P (production) or D (debug)	Processing ID
12	8	R	2.3	Version ID
13	15	O		Sequence Number
14	180	O		Continuation Pointer
15	2	O	AL	Accept Acknowledgement Type
16	2	O	NE	Application Acknowledgment Type
17	2	O	US	Country Code
18	6	O		Character Set
19	60	O		Principal Language Of Message

**ORC**

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	2	R	OF <order refilled as requested>	Order Control
2	22	C	<GIP Order Number, 6 digit number>	Placer Order Number
3	22	C		Filler Order Number
4	22**	O	<Supply Station ID, not used> ~ <Supply Station Name, 30 char max, formatted as NNN-TEXT>	Placer Group Number
5	2	O		Order Status
6	1	O		Response Flag
7	200	O		Quantity/Timing
8	200	O		Parent
9	26	O	<refill time, formatted YYYYMMDDHHMMSS>	Date/Time of Transaction
10	120	O	<User refilling the item in HL7 format e.g. Last~First~M.I.>	Entered By
11	120	O		Verified By
12	120	O		Ordering Provider
13	80	O		Enterer's Location
14	40	O		Call Back Phone Number
15	26	O		Order Effective Date/Time
16	200	O		Order Control Code Reason
17	60	O		Entering Organization
18	60	O		Entering Device
19	120	O		Action By
20	40	O		Advanced Beneficiary Notice Code
21	60	O		Ordering Facility Name
22	106	O		Ordering Facility Address
23	48	O		Ordering Facility Phone Number
24	106	O		Ordering Provider Address

**RQD**

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	4	O		Requisition Line Number
2	60	C		Item Code – Internal
3	60	C		Item Code – External
4	60**	C	<Item ID> ~ <Item Name, up to 60 char max>	Hospital Item Code
5	6**	O	<Quantity received, in restock units between the range of – 999999 to 999999>	Requisition Quantity
6	60	O		Requisition Unit of Measure
7	30	O		Department Cost Center
8	30	O		Item Natural Account Code
9	60	O		Deliver To ID
10	8	O		Date Needed

**NTE**

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	4	O	1	Set ID – NTE
2	8	O	O (letter O for other system)	Source of Comment
3	64k	O	<Quantity on hand after, in patient units after refill was completed. Numbers range from –999999 to 999999>	Comment

**Order Completion**

Message Type: ORM

Event Type: 001 (^ORS 001)

**MSH**

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	1	R		Field Separator
2	4	R	~^ \&	Encoding Characters
3	180	O	PRCP_SSTATION	Sending Application
4	180	O		Sending Facility
5	180	O	PRCP_SS_VISTA	Receiving Application
6	180	O		Receiving Facility
7	26	O	YYYYMMDDHHMMSS	Date/Time Of Message
8	40	O		Security
9	7	R	ORM~001	Message Type
10	20	R	(number)	Message Control ID
11	3	R	P (production) or D (debug)	Processing ID
12	8	R	2.3	Version ID
13	15	O		Sequence Number
14	180	O		Continuation Pointer
15	2	O	AL	Accept Acknowledgement Type
16	2	O	NE	Application Acknowledgment Type
17	2	O	US	Country Code
18	6	O		Character Set
19	60	O		Principal Language Of Message

## Appendix 3

### ORC

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	2	R	FU < for order refilled, unsolicited>	Order Control
2	22	C	<GIP Order Number, 6 digit number>	Placer Order Number
3	22	C		Filler Order Number
4	22**	O	<Supply Station ID, not used> ~ <Supply Station Name, 30 char max, formatted as NNN-TEXT>	Placer Group Number
5	2	O		Order Status
6	1	O		Response Flag
7	200	O		Quantity/Timing
8	200	O		Parent
9	26	O	< formatted YYYYMMDDHHMMSS>	Date/Time of Transaction
10	120	O	<User completing the refill in HL7 format e.g. Last~First~M.I.>	Entered By
11	120	O		Verified By
12	120	O		Ordering Provider
13	80	O		Enterer's Location
14	40	O		Call Back Phone Number
15	26	O		Order Effective Date/Time
16	200	O		Order Control Code Reason
17	60	O		Entering Organization
18	60	O		Entering Device
19	120	O		Action By
20	40	O		Advanced Beneficiary Notice Code
21	60	O		Ordering Facility Name
22	106	O		Ordering Facility Address
23	48	O		Ordering Facility Phone Number
24	106	O		Ordering Provider Address

### *Quantity on Hand Query*

Message Type: OSQ

Event Type: Q06

### MSH

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	1	R		Field Separator
2	4	R	~^/&	Encoding Characters
3	180	O	PRCP_SS_VISTA	Sending Application
4	180	O		Sending Facility
5	180	O	PRCP_SSTAION	Receiving Application
6	180	O		Receiving Facility
7	26	O	(date/time of transaction - YYYYMMDDHHMMSS)	Date/Time Of Message
8	40	O		Security
9	7	R	OSQ^Q06	Message Type
10	20	R	(number)	Message Control ID
11	3	R	P (production) or D (debug)	Processing ID
12	8	R	2.3	Version ID
13	15	O		Sequence Number
14	180	O		Continuation Pointer
15	2	O	AL	Accept Acknowledgement Type
16	2	O	AL	Application Acknowledgment Type
17	2	O	US	Country Code
18	6	O		Character Set
19	60	O		Principal Language Of Message

**QRD**

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	26	R	<formatted YYYYMMDDHHMMSS>	Query Date/Time
2	1	R	R	Query Format Code
3	1	R	D	Query Priority
4	10	R	QOH	Query ID
5	1	O		Deferred Response Type
6	26	O		Deferred Response Date/Time
7	10	R		Quantity Limited Request
8	60	R		Who Subject Filter
9	60	R	STA	What Subject Filter
10	60	R		What Department Data Code
11	20	O		What Data Code Value Qual.
12	1	O	S	Query Results Level

**QRF**

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	20	R	Supply Station	Where Subject Filter
2	26	O		When Data Start Date/Time
3	26	O		When Data End Date/Time
4	60	O		What User Qualifier
5	60	O	<Supply station ID, not used> ~ <Supply Station Name, 30 char max, formatted as NNN-TEXT>	Other QRY Subject Filter
6	12	O		Which Date/Time Qualifier
7	12	O		Which Date/Time Status Qualifier
8	12	O		Date/Time Selection Qualifier
9	60	O		When Quantity/Timing Qualifier

***Quantity On Hand Information***

Message Type: OSR

Event Type: Q06

**MSH**

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	1	R		Field Separator
2	4	R	~^\&	Encoding Characters
3	180	O	PRCP_SSTATION	Sending Application
4	180	O		Sending Facility
5	180	O	PRCP_SS_VISTA	Receiving Application
6	180	O		Receiving Facility
7	26	O	(YYYYMMDDHHMMSS)	Date/Time Of Message
8	40	O		Security
9	7	R	OSR^Q06	Message Type
10	20	R	(number)	Message Control ID
11	3	R	P (production) or D (debug)	Processing ID
12	8	R	2.3	Version ID
13	15	O		Sequence Number
14	180	O		Continuation Pointer
15	2	O	AL	Accept Acknowledgement Type
16	2	O	NE	Application Acknowledgement Type
17	2	O	US	Country Code
18	6	O		Character Set
19	60	O		Principal Language Of Message

## Appendix 3

### MSA

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	2	R	AA, AE, or AR <for Application accept, error or reject>	Acknowledgement Code
2	20	R	<>	Message Control ID
3	80	O	<First line of reason for error>	Text Message
4	15	O	1	Expected Sequence Number
5	1	B		Delayed Acknowledgement type
6	100	O		Error Condition

### ERR (optional)

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	80	R	<additional space for reason for error>	Error Code and Location

### QRD

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	26	R	<formatted YYYYMMDDHHMMSS>	Query Date/Time
2	1	R	R <for record oriented response>	Query Format Code
3	1	R	D <for deferred>	Query Priority
4	10	R	QOH	Query ID
5	1	O		Deferred Response Type
6	26	O		Deferred Response Date/Time
7	10	R		Quantity Limited Request
8	60	R		Who Subject Filter
9	60	R	STA <for Status>	What Subject Filter
10	60	R		What Department Data Code
11	20	O		What Data Code Value Qual.
12	1	O	S < for status only>	Query Results Level

**ORC**

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	2	R	OK < for order accepted & OK>	Order Control
2	22	C		Placer Order Number
3	22	C		Filler Order Number
4	22**	O	<Supply Station ID, not used> ~ <Supply Station Name, 30 char max, formatted as NNN-TEXT>	Placer Group Number
5	2	O		Order Status
6	1	O		Response Flag
7	200	O		Quantity/Timing
8	200	O		Parent
9	26	O	<QOH time, formatted YYYYMMDDHHMMSS>	Date/Time of Transaction
10	120	O		Entered By
11	120	O		Verified By
12	120	O		Ordering Provider
13	80	O		Enterer's Location
14	40	O		Call Back Phone Number
15	26	O		Order Effective Date/Time
16	200	O		Order Control Code Reason
17	60	O		Entering Organization
18	60	O		Entering Device
19	120	O		Action By
20	40	O		Advanced Beneficiary Notice Code
21	60	O		Ordering Facility Name
22	106	O		Ordering Facility Address
23	48	O		Ordering Facility Phone Number
24	106	O		Ordering Provider Address

(The following segment occurs for each item in the supply station.)

**NTE**

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	4	O	(sequence number in item list)	Set ID – NTE
2	8	O	O (letter O for other system)	Source of Comment
3	64k	O	<Item ID> ~ <Item Name> ~ <Quantity on hand after, in patient units. Values range from -999999 to 999999>	Comment

**Adjustments**

Message Type: RAS

Event Type: 001

**MSH**

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	1	R		Field Separator
2	4	R	~^ \&	Encoding Characters
3	180	O	PRCP_SSTATION	Sending Application
4	180	O		Sending Facility
5	180	O	PRCP_SS_VISTA	Receiving Application
6	180	O		Receiving Facility
7	26	O	(YYYYMMDDHHMMSS)	Date/Time Of Message
8	40	O		Security
9	7	R	RAS~001	Message Type
10	20	R	(number)	Message Control ID
11	3	R	P (production) or D (debug)	Processing ID
12	8	R	2.3	Version ID
13	15	O		Sequence Number
14	180	O		Continuation Pointer
15	2	O	AL	Accept Acknowledgement Type
16	2	O	NE	Application Acknowledgment Type
17	2	O	US	Country Code
18	6	O		Character Set
19	60	O		Principal Language Of Message

**PID (optional)**

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	4	O		Set ID – Patient ID
2	20	O		Patient Id (External ID)
3	20	R	0	Patient ID (Internal ID)
4	20	O		Alternate Patient ID – PID
5	48	R	<Patient name in Last~First~MI or other recipient of supplies as last name>	Patient Name
6	48	O		Mother's Maiden Name
7	26	O		Date/Time of Birth
8	1	O		Sex
9	48	O		Patient Alias
10	1	O		Race
11	106	O		Patient Address
12	4	B		County Code
13	40	O		Phone Number – Home
14	40	O		Phone Number – Business
15	60	O		Primary Language
16	1	O		Marital Status
17	3	O		Religion
18	20	O		Patient Account Number
19	16	O		SSN Number – Patient
20	25	O		Driver's License Number - Patient
21	20	O		Mother's Identifier
22	3	O		Ethnic Group
23	60	O		Birth Place
24	2	O		Multiple Birth Indicator
25	2	O		Birth Order
26	4	O		Citizenship
27	60	O		Veterans Military Status
28	80	O		Nationality
29	26	O		Patient Death Date and Time
30	1	O		Patient Death Indicator

## ORC

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	2	R	RP <for order replace requested>	Order Control
2	22	C	0	Placer Order Number
3	22	C		Filler Order Number
4	22**	O	<Supply Station ID, not used> ~ <Supply Station Name, 30 char max, formatted as NNN-TEXT>	Placer Group Number
5	2	O		Order Status
6	1	O		Response Flag
7	200	O		Quantity/Timing
8	200	O		Parent
9	26	O	<time of adjustment, formatted YYYYMMDDHHMMSS>	Date/Time of Transaction
10	120	O		Entered By
11	120	O		Verified By
12	120	O		Ordering Provider
13	80	O		Enterer's Location
14	40	O		Call Back Phone Number
15	26	O		Order Effective Date/Time
16	200	O		Order Control Code Reason
17	60	O		Entering Organization
18	60	O		Entering Device
19	120	O		Action By
20	40	O		Advanced Beneficiary Notice Code
21	60	O		Ordering Facility Name
22	106	O		Ordering Facility Address
23	48	O		Ordering Facility Phone Number
24	106	O		Ordering Provider Address

## RXA

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	4	R	0	Give Sub-ID Counter
2	4	R	1	Administration Sub-ID Counter
3	26	R	<formatted YYYYMMDDHHMMSS>	Date/Time Start of Administration
4	26	R		Date/Time End of Administration
5	100	R	<Item ID,> ~ <Item Name, up to 60 char max>	Administered code
6	20	R	<Quantity transacted in patient units, absolute value>	Administered Amount
7	60	C		Administered Unite
8	60	O		Administered Dosage
9	200	O		Administered Note
10	200	O	<User Code, use 0> ~<Name of User doing the adjustment, formatted in HL7 e.g. LAST,FIRST,MI>	Administered Provider
11	200	C		Administered-at Location
12	20	C		Administered Per (Time Unit)
13	20	O		Administered Strength
14	60	O		Administered Strength Units
15	20	O		Substance Lot Number
16	26	O		Substance Expiration Date
17	60	O		Substance Manufacturer Name
18	200	O	<Code> ~ <Reason for adjustment> Code = ADJ I for inventory increases, ADJD for decreases	Substance Refusal Reason
19	200	O	<Quantity remaining after adjustments were completed, number ranging from -999999 to 999999 in patient units)	Indication
20	2	O		Completion Status
21	2	O		Action Code-RXA



## Appendix 3

### RXR

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	60	R	OTH	Route
2	60	O		Site
3	60	O		Administration Device
4	60	O		Administration Method
5	60	O		Routing Instruction

### *Discards*

Message Type: RAS

Event Type:O01

### MSH

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	1	R		Field Separator
2	4	R	~^\&	Encoding Characters
3	180	O	PRCP_SSTATION	Sending Application
4	180	O		Sending Facility
5	180	O	PRCP_SS_VISTA	Receiving Application
6	180	O		Receiving Facility
7	26	O	(YYYYMMDDHHMMSS)	Date/Time Of Message
8	40	O		Security
9	7	R	RAS~O01	Message Type
10	20	R	(number)	Message Control ID
11	3	R	P (production) or D (debug)	Processing ID
12	8	R	2.3	Version ID
13	15	O		Sequence Number
14	180	O		Continuation Pointer
15	2	O	AL	Accept Acknowledgement Type
16	2	O	NE	Application Acknowledgment Type
17	2	O	US	Country Code
18	6	O		Character Set
19	60	O		Principal Language Of Message

**PID (optional)**

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	4	O	0 <Patient name in Last~First~MI or other recipient of supplies as last name>	Set ID – Patient ID
2	20	O		Patient Id (External ID)
3	20	R		Patient ID (Internal ID)
4	20	O		Alternate Patient ID – PID
5	48	R		Patient Name
6	48	O		Mother’s Maiden Name
7	26	O		Date/Time of Birth
8	1	O		Sex
9	48	O		Patient Alias
10	1	O		Race
11	106	O		Patient Address
12	4	B		County Code
13	40	O		Phone Number – Home
14	40	O		Phone Number – Business
15	60	O		Primary Language
16	1	O		Marital Status
17	3	O		Religion
18	20	O		Patient Account Number
19	16	O		SSN Number – Patient
20	25	O		Driver’s License Number - Patient
21	20	O		Mother’s Identifier
22	3	O		Ethnic Group
23	60	O		Birth Place
24	2	O		Multiple Birth Indicator
25	2	O		Birth Order
26	4	O		Citizenship
27	60	O		Veterans Military Status
28	80	O		Nationality
29	26	O		Patient Death Date and Time
30	1	O		Patient Death Indicator

**ORC**

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	2	R	RP <for order replace requested> 0	Order Control
2	22	C		Placer Order Number
3	22	C		Filler Order Number
4	22**	O		Placer Group Number
5	2	O	<time of adjustment, formatted YYYYMMDDHHMMSS>	Order Status
6	1	O		Response Flag
7	200	O		Quantity/Timing
8	200	O		Parent
9	26	O		Date/Time of Transaction
10	120	O		Entered By
11	120	O		Verified By
12	120	O		Ordering Provider
13	80	O		Enterer’s Location
14	40	O		Call Back Phone Number
15	26	O		Order Effective Date/Time
16	200	O		Order Control Code Reason
17	60	O		Entering Organization
18	60	O		Entering Device
19	120	O		Action By
20	40	O		Advanced Beneficiary Notice Code
21	60	O		Ordering Facility Name
22	106	O		Ordering Facility Address
23	48	O		Ordering Facility Phone Number
24	106	O		Ordering Provider Address

## Appendix 3

### RXA

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	4	R	0	Give Sub-ID Counter
2	4	R	1	Administration Sub-ID Counter
3	26	R	<formatted YYYYMMDDHHMMSS>	Date/Time Start of Administration
4	26	R		Date/Time End of Administration
5	100	R	<Item ID,> ~ <Item Name, up to 60 char max>	Administered code
6	20	R	<Quantity transacted in patient units (absolute value)>	Administered Amount
7	60	C		Administered Unite
8	60	O		Administered Dosage
9	200	O		Administered Note
10	200	O	<User Code, use 0> ~<Name of User disposing of the supplies,	Administered Provider
11	200	C	formatted in HL7 e.g. LAST,FIRST,MI>	Administered-at Location
12	20	C		Administered Per (Time Unit)
13	20	O		Administered Strength
14	60	O		Administered Strength Units
15	20	O		Substance Lot Number
16	26	O		Substance Expiration Date
17	60	O		Substance Manufacturer Name
18	200	O	DISP ~ <Reason for adjustment> ALWAYS DECREASES INVENTORY	Substance Refusal Reason
19	200	O	<Quantity remaining after disposal, number ranging from – 999999 to 999999 in patient units)	Indication
20	2	O		Completion Status
21	2	O		Action Code-RXA

### RXR

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	60	R	OTH	Route
2	60	O		Site
3	60	O		Administration Device
4	60	O		Administration Method
5	60	O		Routing Instruction

**Returns**

Message Type: RAS

Event Type: O01

**MSH**

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	1	R		Field Separator
2	4	R	~^ &	Encoding Characters
3	180	O	PRCP_SSTATION	Sending Application
4	180	O		Sending Facility
5	180	O	PRCP_SS_VISTA	Receiving Application
6	180	O		Receiving Facility
7	26	O	(YYYYMMDDHHMMSS)	Date/Time Of Message
8	40	O		Security
9	7	R	RAS~O01	Message Type
10	20	R	(number)	Message Control ID
11	3	R	P (production) or D (debug)	Processing ID
12	8	R	2.3	Version ID
13	15	O		Sequence Number
14	180	O		Continuation Pointer
15	2	O	AL	Accept Acknowledgement Type
16	2	O	NE	Application Acknowledgment Type
17	2	O	US	Country Code
18	6	O		Character Set
19	60	O		Principal Language Of Message

**PID (optional)**

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	4	O		Set ID – Patient ID
2	20	O	0	Patient Id (External ID)
3	20	R		Patient ID (Internal ID)
4	20	O	<Patient name in Last~First~MI or other recipient returning supplies as last name>	Alternate Patient ID – PID
5	48	R		Patient Name
6	48	O		Mother's Maiden Name
7	26	O		Date/Time of Birth
8	1	O		Sex
9	48	O		Patient Alias
10	1	O		Race
11	106	O		Patient Address
12	4	B		County Code
13	40	O		Phone Number – Home
14	40	O		Phone Number – Business
15	60	O		Primary Language
16	1	O		Marital Status
17	3	O		Religion
18	20	O		Patient Account Number
19	16	O		SSN Number – Patient
20	25	O		Driver's License Number - Patient
21	20	O		Mother's Identifier
22	3	O		Ethnic Group
23	60	O		Birth Place
24	2	O		Multiple Birth Indicator
25	2	O		Birth Order
26	4	O		Citizenship
27	60	O		Veterans Military Status
28	80	O		Nationality
29	26	O		Patient Death Date and Time
30	1	O		Patient Death Indicator

## Appendix 3

### ORC

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	2	R	LI < for link order to patient care>	Order Control
2	22	C	0	Placer Order Number
3	22	C		Filler Order Number
4	22**	O	<Supply Station ID, not used> ~ <Supply Station Name, 30 char max, formatted as NNN-TEXT>	Placer Group Number
5	2	O		Order Status
6	1	O		Response Flag
7	200	O		Quantity/Timing
8	200	O		Parent
9	26	O	<time of adjustment, formatted YYYYMMDDHHMMSS>	Date/Time of Transaction
10	120	O		Entered By
11	120	O		Verified By
12	120	O		Ordering Provider
13	80	O		Enterer's Location
14	40	O		Call Back Phone Number
15	26	O		Order Effective Date/Time
16	200	O		Order Control Code Reason
17	60	O		Entering Organization
18	60	O		Entering Device
19	120	O		Action By
20	40	O		Advanced Beneficiary Notice Code
21	60	O		Ordering Facility Name
22	106	O		Ordering Facility Address
23	48	O		Ordering Facility Phone Number
24	106	O		Ordering Provider Address

### RXA

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	4	R	0	Give Sub-ID Counter
2	4	R	1	Administration Sub-ID Counter
3	26	R	<formatted YYYYMMDDHHMMSS>	Date/Time Start of Administration
4	26	R		Date/Time End of Administration
5	100	R	<Item ID,> ~ <Item Name, up to 60 char max>	Administered code
6	20	R	<Quantity transacted in absolute value>	Administered Amount
7	60	C		Administered Unite
8	60	O		Administered Dosage
9	200	O		Administered Note
10	200	O	<User Code, use 0> ~<Name of User returning the supplies, formatted in HL7 e.g. LAST,FIRST,MI>	Administered Provider
11	200	C		Administered-at Location
12	20	C		Administered Per (Time Unit)
13	20	O		Administered Strength
14	60	O		Administered Strength Units
15	20	O		Substance Lot Number
16	26	O		Substance Expiration Date
17	60	O		Substance Manufacturer Name
18	200	O	RTRN ~ <Reason for return> INCREASES INVENTORY	Substance Refusal Reason
19	200	O	<Quantity remaining, number ranging from -999999 to 999999 in patient units)	Indication
20	2	O		Completion Status
21	2	O		Action Code-RXA

**RXR**

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	60	R	OTH	Route
2	60	O		Site
3	60	O		Administration Device
4	60	O		Administration Method
5	60	O		Routing Instruction

*Usage*

Message Type: RAS

Event Type: 001

**MSH**

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	1	R		Field Separator
2	4	R	~^\&	Encoding Characters
3	180	O	PRCP_SSTATION	Sending Application
4	180	O		Sending Facility
5	180	O	PRCP_SS_VISTA	Receiving Application
6	180	O		Receiving Facility
7	26	O	(YYYYMMDDHHMMSS)	Date/Time Of Message
8	40	O		Security
9	7	R	RAS~001	Message Type
10	20	R	(number)	Message Control ID
11	3	R	P (production) or D (debug)	Processing ID
12	8	R	2.3	Version ID
13	15	O		Sequence Number
14	180	O		Continuation Pointer
15	2	O	AL	Accept Acknowledgement Type
16	2	O	NE	Application Acknowledgment Type
17	2	O	US	Country Code
18	6	O		Character Set
19	60	O		Principal Language Of Message

## Appendix 3

### PID

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	4	O		Set ID – Patient ID
2	20	O		Patient Id (External ID)
3	20	R	0	Patient ID (Internal ID)
4	20	O		Alternate Patient ID – PID
5	48	R	<Patient name in Last~First~MI or other recipient of supplies as last name>	Patient Name
6	48	O		Mother's Maiden Name
7	26	O		Date/Time of Birth
8	1	O		Sex
9	48	O		Patient Alias
10	1	O		Race
11	106	O		Patient Address
12	4	B		County Code
13	40	O		Phone Number – Home
14	40	O		Phone Number – Business
15	60	O		Primary Language
16	1	O		Marital Status
17	3	O		Religion
18	20	O		Patient Account Number
19	16	O		SSN Number – Patient
20	25	O		Driver's License Number - Patient
21	20	O		Mother's Identifier
22	3	O		Ethnic Group
23	60	O		Birth Place
24	2	O		Multiple Birth Indicator
25	2	O		Birth Order
26	4	O		Citizenship
27	60	O		Veterans Military Status
28	80	O		Nationality
29	26	O		Patient Death Date and Time
30	1	O		Patient Death Indicator

### ORC

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	2	R	LI <for link order to patient care>	Order Control
2	22	C	0	Placer Order Number
3	22	C		Filler Order Number
4	22**	O	<Supply Station ID, not used> ~ <Supply Station Name, 30 char max, formatted as NNN-TEXT>	Placer Group Number
5	2	O		Order Status
6	1	O		Response Flag
7	200	O		Quantity/Timing
8	200	O		Parent
9	26	O	<time of adjustment, formatted YYYYMMDDHHMMSS>	Date/Time of Transaction
10	120	O		Entered By
11	120	O		Verified By
12	120	O		Ordering Provider
13	80	O		Enterer's Location
14	40	O		Call Back Phone Number
15	26	O		Order Effective Date/Time
16	200	O		Order Control Code Reason
17	60	O		Entering Organization
18	60	O		Entering Device
19	120	O		Action By
20	40	O		Advanced Beneficiary Notice Code
21	60	O		Ordering Facility Name
22	106	O		Ordering Facility Address
23	48	O		Ordering Facility Phone Number
24	106	O		Ordering Provider Address

**RXA**

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	4	R	0	Give Sub-ID Counter
2	4	R	1	Administration Sub-ID Counter
3	26	R	<formatted YYYYMMDDHHMMSS>	Date/Time Start of Administration
4	26	R		Date/Time End of Administration
5	100	R	<Item ID,> ~ <Item Name, up to 60 char max>	Administered code
6	20	R	<Quantity transacted in patient units, absolute value>	Administered Amount
7	60	C		Administered Unite
8	60	O		Administered Dosage
9	200	O		Administered Note
10	200	O	<User Code, use 0> ~<Name of User obtaining the supplies, formatted in HL7 e.g. LAST,FIRST,MI>	Administered Provider
11	200	C		Administered-at Location
12	20	C		Administered Per (Time Unit)
13	20	O		Administered Strength
14	60	O		Administered Strength Units
15	20	O		Substance Lot Number
16	26	O		Substance Expiration Date
17	60	O		Substance Manufacturer Name
18	200	O	USGE ~ <Reason for usage, if any> DECREASES	Substance Refusal Reason
19	200	O	INVENTORY <Quantity remaining after items were obtained, number ranging from -999999 to 999999 in patient units)	Indication
20	2	O		Completion Status
21	2	O		Action Code-RXA

**RXR**

Sequence	Maximum Length	OPT	Description/Format	Element Name
1	60	R	OTH	Route
2	60	O		Site
3	60	O		Administration Device
4	60	O		Administration Method
5	60	O		Routing Instruction



## Glossary

<b>1358</b>	VA Form 1358, Obligation or Change in Obligation.
<b>2138</b>	VA Form 90-2138, Order for Supplies or Services. First page of a VA Purchase Order.
<b>2139</b>	VA Form 90-2139, Order for Supplies or Services (Continuation). This is a continuation sheet for the 2138 form.
<b>2237</b>	VA Form 90-2237, Request, Turn-in and Receipt for Property or Services. Used to request goods and services.
<b>A&amp;MM</b>	Acquisition and Materiel Management Service.
<b>AACS</b>	Automated Allotment Control System--Central computer system developed by VHA to disburse funding from VACO to field stations.
<b>Accounting Technician</b>	Fiscal employee responsible for obligation and payment of received goods and services. Accounting Technicians process accounting transactions and transmit them to FMS.
<b>Activity Code</b>	The last two digits of the AACS number. It is defined by each station.
<b>ADP Security Officer</b>	The individual at your station who is responsible for the security of the computer system, both its physical integrity and the integrity of the records stored in it. Includes overseeing file access.
<b>Agent Cashier</b>	The person in Fiscal Service (often physically located elsewhere) who makes or receives payments on debtor accounts and issues official receipts.
<b>Allowance table</b>	Reference table in FMS that provides financial information at the level immediately above the AACS, or sub-allowance level.
<b>Amendment</b>	A document, which changes the information contained in a specified Purchase Order. Amendments are processed by the Purchasing & Contracting section of A&MM and obligated by Fiscal Service.
<b>AMIS</b>	Automated Management Information System.
<b>Application Coordinator</b>	The individuals responsible for the implementation, training and trouble-shooting of a software package within a service. IFCAP requires there be an Application Coordinator

	designated for Fiscal Service, Supply Service, and for the Control Points (Requesting Services).
<b>Approve Requests</b>	The use of an electronic signature by a Control Point Official to approve a 2237, 1358 or other request form and transmit said request to Supply/Fiscal.
<b>Authorization</b>	A charge to an obligated 1358. Each authorization represents a deduction from the balance of a 1358 to cover an expense. Authorizations are useful when you have expenses from more than one vendor for a single 1358.
<b>Authorization Balance</b>	The amount of money remaining that can be authorized against the 1358. The service balance minus total authorizations.
<b>Batch Number</b>	A unique number assigned by the computer to identify a batch (group) of Code Sheets. Code Sheets may be transmitted by Batch Number or Transmission Number.
<b>Breakout Code</b>	A set of A&MM codes which identifies a vendor by the type of ownership (e.g., Minority-owned, Vietnam Veteran Owned, Small Business Total Set Aside, etc.).
<b>Budget Analyst</b>	Fiscal employee responsible for distributing and transferring funds.
<b>Budget Object Code</b>	Fiscal accounting element that tells what kind of item or service is being procured. Budget object codes replace sub accounts in IFCAP 5.0. Budget object codes are listed in the left column of MP4 Part V, Appendix B-1.
<b>Budget Sort Category</b>	Used by Fiscal Service to identify the allocation of funds throughout their facility.
<b>Ceiling Transactions</b>	Funding distributed from Fiscal Service to IFCAP Control Points for spending. The Budget Analyst initiates these transactions using the Funds Distribution options.
<b>Classification of Request</b>	An identifier a Control Point can assign to track requests that fall into a category, e.g., Memberships, Replacement Parts, Food Group III.
<b>Common Numbering Series</b>	This is a pre-set series of Procurement and Accounting Transaction (PAT) numbers used by Purchasing and Contracting, Personal Property Management, Accounting Technicians and Imprest Funds Clerks to generate new Purchase Orders/Requisitions/Accounting Transactions on IFCAP. The Application Coordinators establish the Common Numbering Series used by each facility.
<b>Control Point</b>	Financial element, existing ONLY in IFCAP that corresponds to the ACCS number in FMS. Also the division

	of monies to a specified service, activity or purpose from an appropriation.
<b>Control Point Clerk</b>	The user within the service who is designated to input requests (2237s) and maintain the Control Point records for a Service.
<b>Control Point Official</b>	The individual authorized to expend government funds for ordering of supplies and services for their Control Point(s). This person has all of the options the Control Point Clerk has plus the ability to approve requests by using their electronic signature code.
<b>Control Point Official's Balance</b>	A running record of all the transactions generated and approved for a Control Point. Provides information that shows the total amount of funds committed, obligated and remaining to be spent for a specified fiscal quarter.
<b>Control Point Requestor</b>	The lowest level Control Point user, who can only enter temporary requests (2237s, 1358s) to a Control Point. This user can only view or edit their own requests. A Control Point Clerk or Official must make these requests permanent before they can be approved and transmitted to A&MM.
<b>Cost Center</b>	“Subsection” of a Fund Control Point. Cost centers allow fiscal staff to create total expense reports for a section or service, and allow requestors to assign requests to that section or service. Cost centers are listed in the left column of MP-4 Part V, Appendix B-1.
<b>Cost Center</b>	A subdivision of a Fund Control Point, which tells which service/section, is being charged for a request/order.
<b>Date Committed</b>	The date that you want IFCAP to commit funds to the purchase.
<b>Default</b>	A suggested response that is provided by the system.
<b>Deficiency</b>	When a budget has obligated and expended more than it was funded (see MP-4, Part V, Section C).
<b>Delinquent Delivery Listing</b>	A listing of all the Purchase Orders that have not had all the items received by the Warehouse in IFCAP. It is used to contact the vendor for updated delivery information.
<b>Direct Delivery Patient</b>	A patient who has been designated to have goods delivered directly to him/her from the vendor.
<b>Discount Item</b>	This is a trade discount on a Purchase Order. The discount can apply to a line item or a quantity. This discount can be a percentage or a set dollar value.
<b>Distribution Order</b>	A list of supplies and the quantity needed to restock an inventory point.
<b>EDI Vendor</b>	A vendor with whom the VA has negotiated an arrangement to accept and fill orders electronically.

## Glossary

<b>Electronic Data Interchange (EDI)</b>	Electronic Data Interchange is a method of electronically exchanging business documents according to established rules and formats.
<b>Electronic Signature</b>	The electronic signature code replaces the written signature on all IFCAP documents used within your facility. Documents going off-station will require a written signature as well.
<b>Expenditure Request</b>	A Control Point document that authorizes the expenditure of funds for supplies and/or services (e.g., 2237, 1358, etc.).
<b>FCP</b>	Fund Control Point (see Control Point).
<b>Federal Tax ID</b>	A unique number that identifies your station to the Internal Revenue Service.
<b>Fiscal Balance</b>	The amount of money on a 1358 and any adjustments to that 1358 that have been obligated by Fiscal Service. This amount is reduced by any liquidations submitted against the obligation.
<b>Fiscal Quarter</b>	The fiscal year is broken into four three-month quarters. The first fiscal quarter begins on October 1.
<b>Fiscal Year</b>	Twelve-month period from October 1 to September 30.
<b>FMS</b>	Financial Management System, which has replaced CALM as the primary accounting system for administrative appropriations. FMS has a comprehensive database that provides for flexible on-line and/or batch processing, ad-hoc reporting, interactive query capability and extensive security. FMS is concerned with budget execution, general ledger, funds control, accounts receivable, accounts payable and cost accounting.
<b>FOB</b>	Freight on Board. An FOB of "Destination" means that the vendor has included shipping costs in the invoice, and no shipping charges are due when the shipper arrives at the warehouse with the item. An FOB of "Origin" means that shipping charges are due to the shipper, and must be paid when the shipper arrives at the warehouse with the item.
<b>FPDS</b>	Federal Procurement Data System.
<b>FTEE</b>	Full Time Employee Equivalent. An FTEE of 1 stands for 1 fiscal year of full-time employment. This number is used to measure workforces. A part-time employee that worked half days for a year would be assigned an FTEE of 0.5, as would a full-time employee that worked for half of a year.
<b>Fund Control Point</b>	CALM accounting element that is not used by FMS.

<b>Funds Control</b>	A group of Control Point options that allow the Control Point Clerk and/or Official to maintain and reconcile their funds.
<b>Funds Distribution</b>	A group of Fiscal options that allows the Budget Analyst to distribute funds to Control Points and track Budget Distribution Reports information.
<b>GBL</b>	Government Bill of Lading. A document that authorizes the payment of shipping charges in excess of \$250.00.
<b>GL</b>	General Ledger.
<b>Identification Number</b>	A computer-generated number assigned to a code sheet.
<b>Imprest Funds</b>	Monies used for cash or 3rd party draft purchases at a VA facility.
<b>Integrated Supply Management System (ISMS)</b>	ISMS is the system that replaced LOG I for Expendable Inventory.
<b>Item File</b>	A listing of items specified by A&MM as being purchased repetitively. This file maintains a full description of the item, related stock numbers, vendors, contract numbers and a procurement history.
<b>Item History</b>	Procurement information stored in the Item File. A history is kept by Fund Control Point and is available to the Control Point at time of request.
<b>Item Master Number</b>	A computer generated number used to identify an item in the Item File.
<b>Inventory Point</b>	An entity which identifies supplies stored in a common area
<b>Justification</b>	A written explanation of why the Control Point requires the items requested. Adequate justification must be given if the goods are being requested from other than a mandatory source.
<b>Justification</b>	A written explanation of why the Control Point requires the items requested. Adequate justification must be given if the goods are being requested from other than a mandatory source.
<b>Liquidation</b>	The amount of money on the invoice from the vendor for the authorization. They are processed through payment/invoice tracking.
<b>LOG I</b>	LOG I is the name of the Logistics A&MM computer located at the Austin Data Processing Center. This system continues to support the Consolidated Memorandum of Receipt.
<b>Mandatory Source</b>	A Federal Agency that sells supplies and services to the VA. VA Supply Depot, Defense Logistics Agency (DLA), General Services Administration (GSA), etc.
<b>MSC Confirmation Message</b>	A MailMan message generated by the Austin Message Switching Center that assigns an FMS number to an IFCAP

	transmission of CALM Code Sheets.
<b>Obligation</b>	The commitment of funds. The process Fiscal uses to set aside monies to cover the cost of a Purchase Order.
<b>Obligation (Actual) Amount</b>	The actual dollar figure obligated by Fiscal Service for a Purchase Order. The Control Point's records are updated with actual cost automatically when Fiscal obligates the document on IFCAP.
<b>Obligation Data</b>	A Control Point option that allows the Control Point Clerk to enter data not recorded by IFCAP.
<b>Obligation Number</b>	The C prefix number that Fiscal Service assigns to the 1358.
<b>Organization Code</b>	Accounting element functionally comparable to Cost Center, but used to organize purchases by the budget that funded them, not the purposes for spending the funds.
<b>Outstanding 2237</b>	A&MM report that lists all the IFCAP generated 2237s pending action in A&MM.
<b>PAID</b>	Paid Accounting Integrated Data.
<b>Partial</b>	A Receiving Report (VA document that shows receipt of goods) for only some of the items ordered on a Purchase Order.
<b>Partial Date</b>	The date that a warehouse clerk created a receiving report for a shipment.
<b>PAT Number</b>	Pending Accounting Transaction number - the primary FMS reference number.
<b>Personal Property Management</b>	A section of A&MM Service responsible for screening all requests for those items available from a Mandatory Source, VA Excess or Bulk sale. They also process all requisitions for goods from Federal Agencies and equipment requests. In addition, they maintain the inventory of Warehouse stocked items and all equipment (CMRs) at the facilities they support.
<b>PPM</b>	Personal Property Management.
<b>Primary Inventory Point</b>	An entity that dispenses supplies to the secondary inventory point. It may receive supplies from the warehouse or a vendor.
<b>Procurement Request Cards</b>	VA Form 10-7142. Used to order items repetitively.
<b>Program Code</b>	Accounting element that identifies the VA initiative or program that the purchase will support.
<b>Prompt Payment Terms</b>	The discount given to the VA for paying the vendor within a set number of days (e.g., 2% 20 days means the VA will save 2% of the total cost of the order if the vendor is paid within 20 days of receipt of goods).

<b>Purchase History Add (PHA)</b>	Information about purchase orders which is automatically sent to Austin for archiving. This same transaction is also used to send a PO for EDI processing.
<b>Purchase Order</b>	A government document authorizing the purchase of the goods or services at the terms indicated.
<b>Purchase Order Acknowledgment</b>	Information returned by the vendor describing the status of items ordered (e.g., 10 CRTs shipped, 5 CRTs backordered).
<b>Purchase Order Status</b>	The status of completion of a purchase order (e.g., Pending Contracting Officer's Signature, Pending Fiscal Action, Partial Order Received, etc.).
<b>Purchasing Agents</b>	A&MM employees legally empowered to create purchase orders to obtain goods and services from commercial vendors.
<b>Quarterly Report</b>	A Control Point listing of all transactions (Ceilings, Obligations, Adjustments) made to a Control Point's Funds.
<b>Quotation for Bid</b>	Standard Form 18. Used by Purchasing Agents to obtain written bids from vendors.
<b>Receiving Report</b>	Report that Warehouse Clerk creates to record that the warehouse has received an item.
<b>Receiving Report</b>	The VA document used to indicate the quantity and dollar value of the goods being received.
<b>Reference Number</b>	Also known as the Transaction Number. The computer generated number that identifies a request. It is comprised of the: Station Number-Fiscal Year-Quarter - Control Point - 4 digit Sequence Number.
<b>Repetitive (PR Card) Number</b>	See Item Master Number.
<b>Repetitive Item List</b>	A method the Control Point uses to order items in the Item File. The Control Point enters the Item Master Number, the quantity and vendor and IFCAP can sort and generate requests from the list.
<b>Requestor</b>	See "Control Point Requestor."
<b>Requisition</b>	An order from a Government vendor.
<b>Running Balance</b>	A running record of all the transactions generated and approved for a Control Point. Provides information that shows the total amount of funds committed, obligated, and remaining to be spent for a specified fiscal quarter.
<b>Secondary Inventory Point</b>	The entity which receives supplies from the primary and stores them until they are used by patients
<b>Section Request</b>	A temporary request for goods and/or services entered by a Control Point Requestor. These requests may or may not be made permanent by the Control Point Clerk/Official.

<b>Service Balance</b>	The amount of money on the on the original 1358 and any adjustments to that 1358 when created by that service in their Fund Control Point. This amount is reduced by any authorizations created by the service.
<b>SF-18</b>	Request for Quotation.
<b>SF-30</b>	Amendment of Solicitation/Modification of Contract.
<b>Short Description</b>	A phrase that describes the item in the Item Master file. It is restricted to 3 to 60 characters and consists of what the item is, the kind of item, and the size of item (e.g., GLOVE-SURGICAL MEDIUM).
<b>Site Parameters</b>	Information (such as Station Number, Cashier's address, printer location, etc.) that is unique to your station. All of IFCAP uses a single Site Parameter file.
<b>Sort Group</b>	An identifier a Control Point can assign to a project or group of like requests. It is used to generate a report that will tell the cost of requests.
<b>Sort Order</b>	The order in which the budget categories will appear on the budget distribution reports.
<b>Special Remarks</b>	A field on the Control Point Request that allows the CP Clerk to enter information of use to the Purchasing Agent or vendor. This field can be printed on the Purchase Order.
<b>Stacked Documents</b>	The POs, RRs & 1358s that are sent electronically to Fiscal and stored in a file rather than being printed immediately.
<b>Status of Funds</b>	Fiscal's on-line status report of the monies available to a Control Point. FMS updates this information automatically.
<b>Sub-control Point</b>	A specific budget within a Control Point, defined by a Control Point user.
<b>Sub-cost Center</b>	A subcategory of Cost Center. In IFCAP 5.0, the last two digits of the cost center, if anything other than "00" will be the 'sub-cost center' that is sent to FMS. IFCAP will not use a 'sub-cost center' field, but will send FMS the last two digits of the cost center as the FMS 'sub-cost center' field, unless the last two digits of the cost center are '00'.
<b>Supply Station</b>	An automated machine which stores supplies and retains logs of interactions with staff to acquire or refill the contained supplies.
<b>Supply Station Secondary</b>	A secondary inventory point that is interfaced to an automated supply station.
<b>Tasked Job</b>	A job, usually a printout that has been scheduled to run at a predetermined time. Tasked jobs are set up to run without having a person watching over them.



<b>TDA</b>	See "Transfer of Disbursing Authority."
<b>Total Authorizations</b>	The total amount of the authorizations created for the 1358 obligation.
<b>Total Liquidations</b>	The total amount of the liquidation against the 1358 obligation.
<b>Transaction Number</b>	The number of the transaction that funded a Control Point (See Budget Analyst User's Guide). It consists of the Station Number - Fiscal Year - Quarter - Control Point - Sequence Number.
<b>Transmission Number</b>	A sequential number given to a data string when it is transmitted to the Austin DPC; used for tracking message traffic.
<b>Type Code</b>	A set of A&MM codes that provides information concerning the vendor size and type of competition sought on a purchase order.
<b>Vendor file</b>	An IFCAP file of vendors solicited by the facility. This file contains ordering and billing addresses, contract information, FPDS information and telephone numbers. File 440 contains information about the vendors solicited by your station. The debtor's address may be drawn from this file, but is maintained separately. If the desired vendor is not in the file, contact A&MM Service to have it added.
<b>Vendor ID Number</b>	The ID number assigned to a vendor by FMS.
<b>VRQ</b>	FMS Vendor Request document. When users send vendor information to FMS, FMS sends a VRQ document to IFCAP with the vendor information, ensuring that the information in the IFCAP vendor file matches the information in the FMS vendor table.



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