

## Drug Accountability Setup Checklist

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
Obtain the new Purchase Order number on the system as close to COB T+1. The purchase order number is the new number on the new division IFCAP entries.			
1. The DA Pharmacy Locations need to be set up on the system.			
A. Drugs can be matched to the Drug File as they are received through Drug Accountability.			
B. Install the Drug Accountability GUI exe from PSA_3_41.ZIP on the PC that will be used to download and upload invoices from the prime vendor.			
C. Contact your prime vendor representative to activate your site and users on their system.			
D. Assign PSA GUI UPLOAD to the secondary menu of any user who will be doing the upload of invoices from the prime vendor.			
2. Assign security keys:			
A. PSAMGR to the pharmacist/manager who will oversee the DA program (locks certain options including Balance Adjustments)			
B. PSA ORDERS to any user who will be processing or verifying invoices			
3. Assign Menu Options to Drug Accountability users:			
A. <i>Drug Accountability Menu</i> [PSA DRUG ACCOUNTABILITY MENU]			
4. Schedule Background Jobs:			
A. <i>All Location Dispense/Purge</i> [PSA IV ALL LOCATIONS] This option should NOT be scheduled within one hour of the <i>Update AMIS Stats File</i> [PSGW UPDATE AMIS STATS] option to avoid locks of the			

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^PSD global. It SHOULD be scheduled after the <i>Compile IV Costs in Background</i> [PSJI BACKGROUND JOB] option to gather up-to-date IV dispensing data			
B. <i>Update AMIS Stats File</i> [PSGW UPDATE AMIS STATS]			
C. <i>Compile IV Costs in Background</i> [PSJI BACKGROUND JOB]			
<p>D. Suggested scheduling of Background Jobs:</p> <div data-bbox="142 578 953 675" style="border: 1px solid black; padding: 2px;">                     NAME: PSGW UPDATE AMIS STATS                      QUEUED TO RUN AT WHAT TIME: T+1@23:30                      RESCHEDULING REFREQUENCY: 1D                 </div> <div data-bbox="142 724 953 821" style="border: 1px solid black; padding: 2px;">                     NAME: PSJI BACKGROUND JOB                      QUEUED TO RUN AT WHAT TIME: T+1@01:00                      RESCHEDULING REFREQUENCY: 1D                 </div> <div data-bbox="142 870 953 967" style="border: 1px solid black; padding: 2px;">                     NAME: PSA IV ALL LOCATION                      QUEUED TO RUN AT WHAT TIME: T+1@02:00                      RESCHEDULING REFREQUENCY: 1D                 </div>			
E. Use the <i>Setup Mail Message Recipients</i> option to enter users for two mail groups used for notifying personnel of a change in NDC and/or Drug Price, and when drugs are below reorder levels: PSA NDC UPDATES and PSA REORDER LEVEL			
F. Populate the PHARMACY PRIME VENDOR mail group with procurement users. The members of this mail group will receive the Prime Vendor Line Item report from AAC. Make sure the group is set to Public, and that there are no “Authorized Users” entered.			
G. Add <i>PSA ORDERS ALERT</i> option to the User sign-on			

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event [XU USER SIGN-ON]. This will display a message to the user signing on stating the number of invoices that need to be processed or verified.			