



**Florida Department of Business &
Professional Regulation**

Division of Drugs, Devices and Cosmetics

**User Guide for the
Controlled Substances Reporting System**

Table of Contents

User Guide for the Controlled Substance Reporting System.....	3
Browser Information... ..	4-7
Request Access.....	8-11
Application Access Requirements	12-14
Temporary Permits/Change of Ownership.....	14
General Information System	14
Help Page	15
My Account Page	16
My Main Page... ..	17
Search Reports Page.....	18
Search NDC Page... ..	19-20
Quick Quite to Icons... ..	21
File Submission.....	22
Creating the File... ..	22
File Layout.....	23
Control Record... ..	24
Transaction Record.....	25
Validation Checks	26
Validation Checks on Control Record	26
Validation Checks on Transaction Record... ..	27
How to Submit a Monthly Report	28-29
No Sales or Transactions to Report	30
Manual Data Entry... ..	31-32
View File Upload History... ..	33-36
Error and Warnings Descriptions.....	37-38
Corrections.....	39-42

User Guide for the Controlled Substance Reporting System

In accordance with s. 499.0121(14), Florida Statutes, the Florida Department of Business and Professional Regulation (DBPR), Division of Drugs, Devices, and Cosmetics (DDC) will require manufacturers and distributors authorized to distribute controlled substances to submit information for the sale or distribution of controlled substances. Such information shall be filed electronically with DBPR, DDC by the 20th day of the month following the month of sale, distribution, or transaction.

DBPR uses a secure website, Controlled Substance Reporting System (CSR) located at <https://www.myfloridalicense.com/ControlledSubstanceReporting>, through which manufacturers and distributors must transmit the required controlled substances sales information.

Information to Establish a CSR Account

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

- **Single Reporter:** A self-reporting manufacturer or distributor may only transmit controlled substance sales, purchases, distributions, or transactions conducted at its permitted establishment for the referenced DDC permit number.
- **Registered Central Reporter:** A registered central reporter may submit reports for one or more of its Florida licensed locations by adding each location (and permit) to its account. Only the central reporter is required to obtain an online CSR account. A registered central reporter does not require a DBPR permit; however, each establishment for which is being reported requires a Florida DDC permit and a valid DEA registration.

Assistance and Support

Assistance and information is available from the Division Drugs, Devices, and Cosmetics between the hours of 8AM-5PM Est., Monday through Friday. The phone number is (850)-717-1800, or inquiries may be emailed to: CSRHelp@myfloridalicense.com.

The DEA ARCOS web page located at <https://www.deadiversion.usdoj.gov/arcos/index.html>.

Browser Information

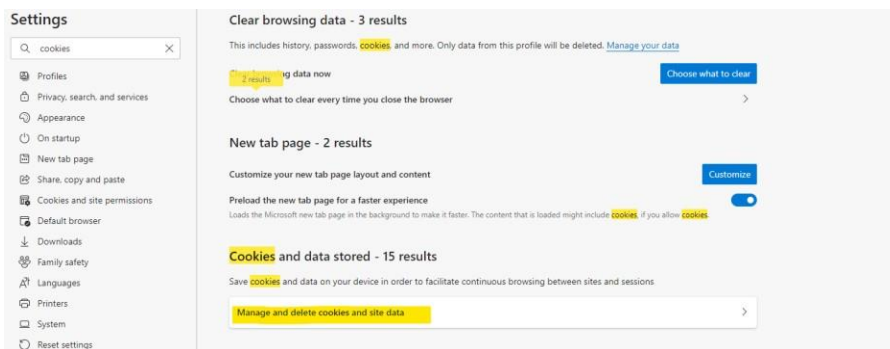
DBPR accepts multiple internet browsers (Internet Explorer, Google Chrome, Microsoft Edge), but your cookies have to be enabled. Please use the following steps for all internet browsers:

Microsoft Edge:

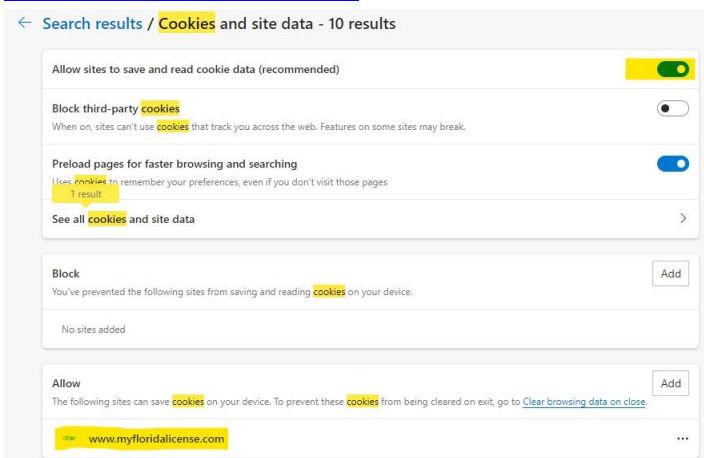
Please go to the 3 little dots at the top under the close button and go to settings:



In the search bar in settings, please search “cookies” and then click on “manage and delete cookies and site data

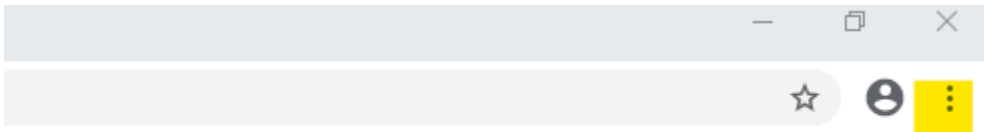


Please turn on “Allow sites to save and read cookie data (recommended). Please add www.myfloridalicense.com to allow cookies.

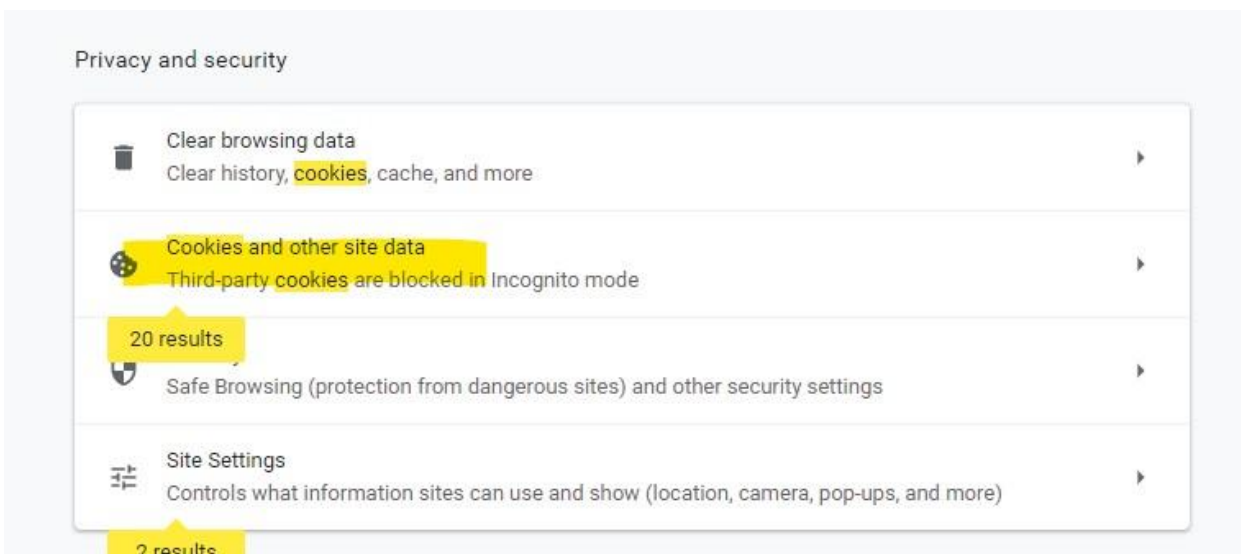


Google Chrome:

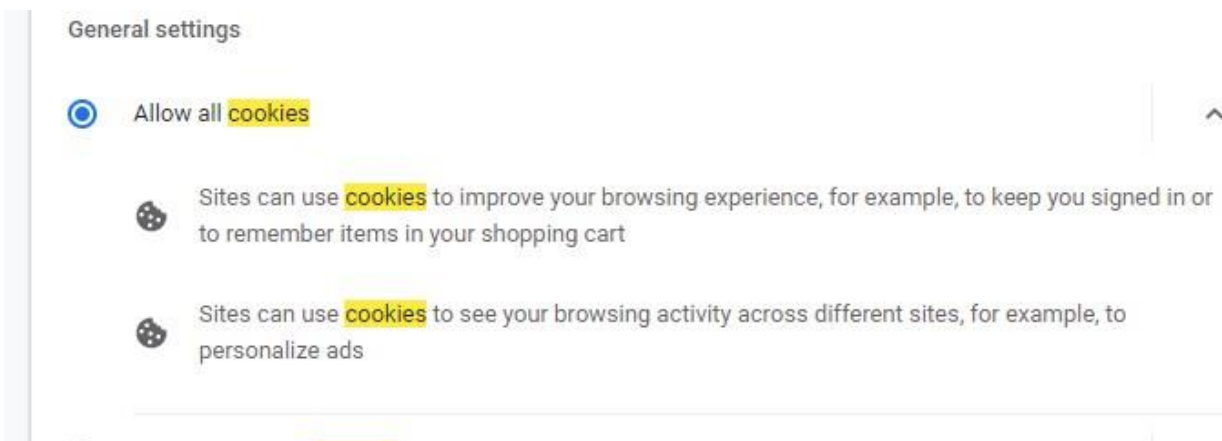
Please go to the 3 little dots at the top under the close button and go to settings:



In the search bar, search “cookies” and then click on “cookies and other site data”.

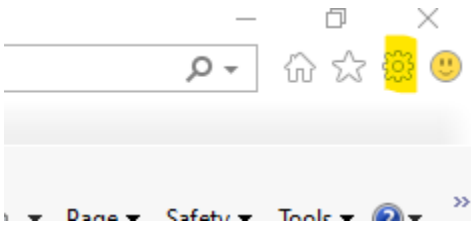


Please click on “allow all cookies”.

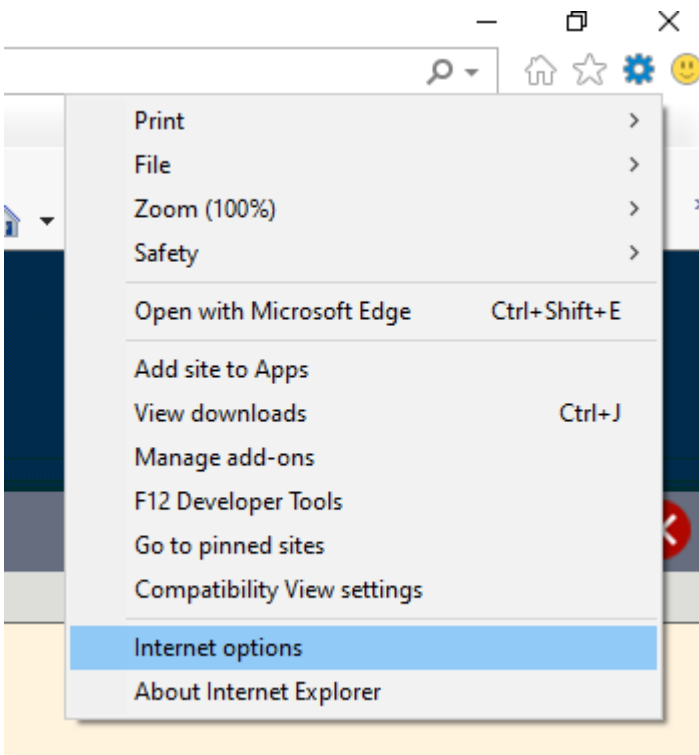


Internet Explorer

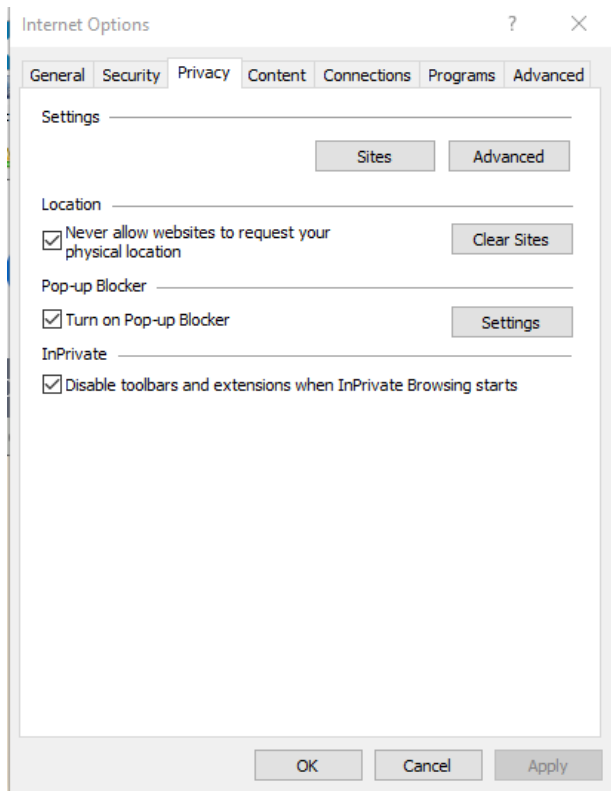
Please click on the settings icon below the exit button at the top right:



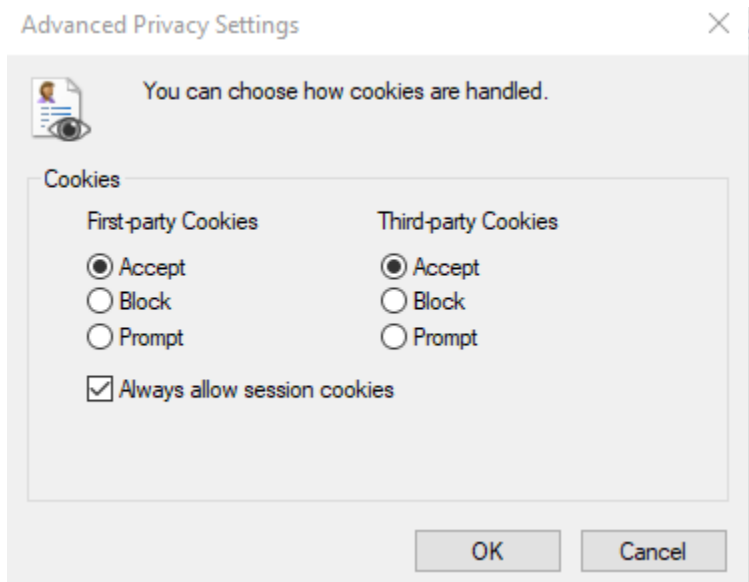
Click on “internet option”



Go to the “privacy tab” and click on “advanced”

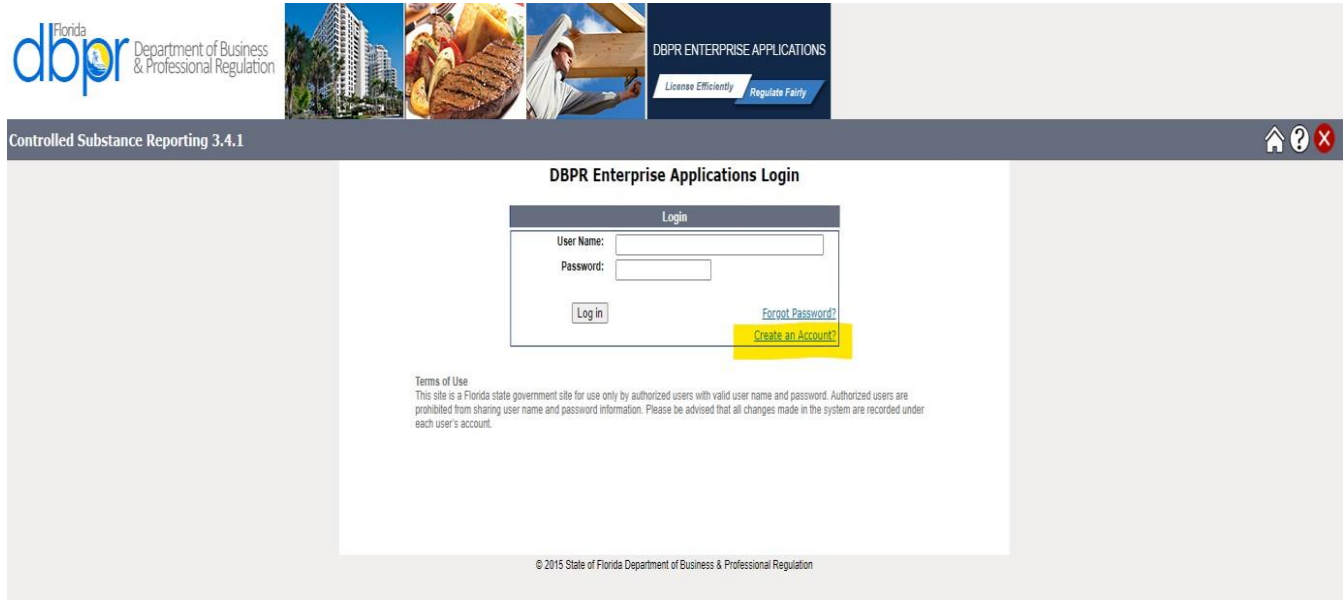


Make sure First-Party cookies and Third-party cookies have accept by them



Request Access

In order to request access to the Florida Controlled Substance Reporting (CSR) Website, you would visit: <https://www.myfloridalicense.com/ControlledSubstanceReporting> and select “create an account”



Click on the Controlled Substance Reporting Application icon:



Complete the Request Access Information. Red asterisks (*) indicates required fields.

Request Access

Request Access for Controlled Substance Reporting

* Email: * Retype your email to confirm:

* Business Name:

* First Name: * Last Name:

* Telephone: Extension:

* Address:

* City: * State: -- * ZIP:

The email address will be the User Name for the CSR account. All correspondence from our Department regarding controlled substances will be sent to the email provided. Verify the information entered is correct and select "New Account".

Request Access

Request Access for Controlled Substance Reporting

* Email: * Retype your email to confirm:

* Business Name:

* First Name: * Last Name:

* Telephone: Extension:

* Address:

* City: * State: * ZIP:

You will receive two emails from DBPR Controlled Substance Reporting. One email contains a link to the application with your username. A separate email will be sent with a temporary password and registration requirements.

Note: If emails were not in your inbox, then check your spam or junk folder for them, or contact DBPR at CSRHelp@myfloridalicense.com or 850-717-1800 for assistance.

DBPR Application Access

1 minute ago at 6:55 AM

From [DBPR Controlled Substance Reporting](#) >

A DBPR Enterprise password was created for you. Your Temporary Password is:

It is recommended to Copy/Paste the Temporary Password, as it is case sensitive.

To access the application:

1. Review the [requirements](#) for Florida Department of Business and Professional Regulation Controlled Substance Reporting access.
2. Navigate to Florida Department of Business and Professional Regulation Controlled Substance Reporting.
3. Log in by entering your User Name (provided in the DBPR introductory email) and the Temporary Password provided above.
4. Upon successfully logging on, you will be prompted to create your own unique password.
5. You will use this User Name and your new password every time you log onto Florida Department of Business and Professional Regulation Enterprise application.

If you have any questions please do not hesitate to contact DBPR Help at: CSRHelp@myfloridalicense.com

*** Note: This is an automated email. Do NOT reply to this message.

DBPR Application Access

2 minutes ago at 6:55 AM

From [DBPR Controlled Substance Reporting](#) >

[Florida Department of Business and professional regulation Controlled Substance Reporting access](#)

A DBPR Enterprise account has been created for User Name (Login):

Thank you for your submission requesting access to the Division of Drugs, Devices and Cosmetics' Controlled Substance Reporting system (CSR). In order to complete your registration and grant you access to the CSR, the Division needs to confirm your role as an authorized reporter for your company. You may confirm your reporting status by submitting a confirmation letter signed by an authorized agent of your company. The confirmation letter should be submitted on company letter head and should include the companies Drug Enforcement Administration (DEA) license number, DBPR license number and a statement that the company has authorized you to submit and review controlled substance reporting information on behalf of the company. If your company is a third party agent who reports on behalf of other companies, the confirmation letter from your company should also include the name, DEA license number and DBPR license number for all companies on whose behalf your company will be reporting, in addition to the information listed above.

Enter the email address/username and temporary password provided.

Once you successfully log in, you will be required to enter a new unique password using the password requirements listed below. Please be aware that the password expires every 90 days and will be required to be changed.

Change Password

New Password:

Confirm Password:

Password Requirements:
Passwords must be a minimum of eight characters in length. Passwords must contain three of the four options below:

- A. English uppercase characters (A through Z)
- B. English lowercase characters (a through z)
- C. Numerals (0 through 9)
- D. Non-alphabetic characters (i.e. !,\$,#,%)

Application Access Requirements

The CSR Reporter will need to determine how the reporter will use CSR by selecting “CSR Reporter chooses how they will use CSR”

The Maintain Application Access Requirements screen lists tasks as true or false. Once a task as been completed, it will be marked “true”. False indicates the task has not yet been completed or is still pending.

Maintain Application Access Requirements

- CSR Reporter chooses how they will use CSR

Application Access Requirement Steps		
Step Description	Complete	Step Order
CSR Reporter chooses how they will use CSR	False	1
CSR Reporter emails Letter of Authorization	False	2
DBPR will define Client/License Relationship	False	3
DBPR Review	False	4

[Export Grid](#) [Export All](#) [Cancel](#)

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On the next screen, you will request the role you are reporting for.

Maintain Application Access Requirements

- CSR Reporter chooses how they will use CSR

Define usage	
Role	Request Role
3rd Party Logistics Provider	<input type="checkbox"/>
Wholesale Distributor	<input type="checkbox"/>
Wholesale Manufacturer/Distributor	<input type="checkbox"/>

[Export Grid](#) [Export All](#) [Save](#) [Cancel](#)

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Maintain Application Access Requirements

- DBPR must approve a Letter of Authorization to use this system

Application Access Requirement Steps		
Step Description	Complete	Step Order
CSR Reporter chooses how they will use CSR	True	1
CSR Reporter emails Letter of Authorization	False	2
DBPR will define Client/License Relationship	False	3
DBPR Review	False	4

After you select the role, it'll take you back to the above page as the first step listing as "true" to state it's been completed. In order to complete the registration and grant you access to the CSR system, the Division needs to confirm your role as an authorized reporter for your company. You may confirm your reporting status by submitting a confirmation letter signed by an authorized agent of your company (instructions regarding the authorization letter is in the email provided to you at initial set up). The letter can be emailed to CSRHelp@myfloridalicense.com. The document can also be faxed to **850-414-8240** and attention it to CSRHelp

Once all the requirements have been fulfilled, a CSR administrator will grant you access to the system. Florida Division of Drugs, Devices and Cosmetics will email the contact person within 48 hours letting them know access has been granted or to request additional information before access can be granted.

Maintain Application Access Requirements

Application Access Requirement Steps		
Step Description	Complete	Step Order
CSR Reporter chooses how they will use CSR	True	1
CSR Reporter emails Letter of Authorization	True	2
DBPR will define Client/License Relationship	True	3
DBPR Review	True	4

To verify your access, please select the “Define Client/License Relationship” link to show all relationships that have been approved for you to use.

Maintain Application Access Requirements

⊙

Licenses associated to the client				
License Number	DEA	DEA Name	LIC Name	Trade Secret
██████████	██████████	██████████	██████████	<input checked="" type="checkbox"/>

Please note: All grids can be sorted by selecting any of the column titles, i.e. License Number, DEA, etc.

Temporary Permits/Change of Ownership

If the company has a majority ownership change (Rule 61N-1.001(2)(e), F.A.C.) and the DEA number changes, you are required to create a new account, so you are provided a new reporting registrant number. If it is the same DEA registration number, but with a new DDC permit (due to change of ownership), but the company says it is the same reporting person, DDC will require a new authorization letter for the new permit holder and DDC will add the new permit to your account.

General System Information

30 Minute Time-out

After 30 minutes of inactivity, your session will logout.

Locked Account/Password

- After 4 unsuccessful login attempts, the account will be locked. The message you will receive is **Login attempts exceed the limit: Click the Forgot Password link to reset your password**

Help Page

You may select the question mark (?) at the top to view the help page as seen below:

Help

CSR Help Information

If you have any questions, please do not hesitate to email:
CSRHelp@myfloridalicense.com

Or you may call Drug Devices & Cosmetics directly at:
Telephone: (850) 717-1800

My Account Page

You may view your “My account page” by clicking on “account” at the top. This is where you would change contact information. Only certain information may be changed on this screen as certain elements are account specific.

Manage My Account

0 Notifications found

Personal Information ⊙

Password Expiration: 2021-11-04 Days left: 90

User Name:

* First Name:

* Last Name:

* Phone: Extension:

* Email:

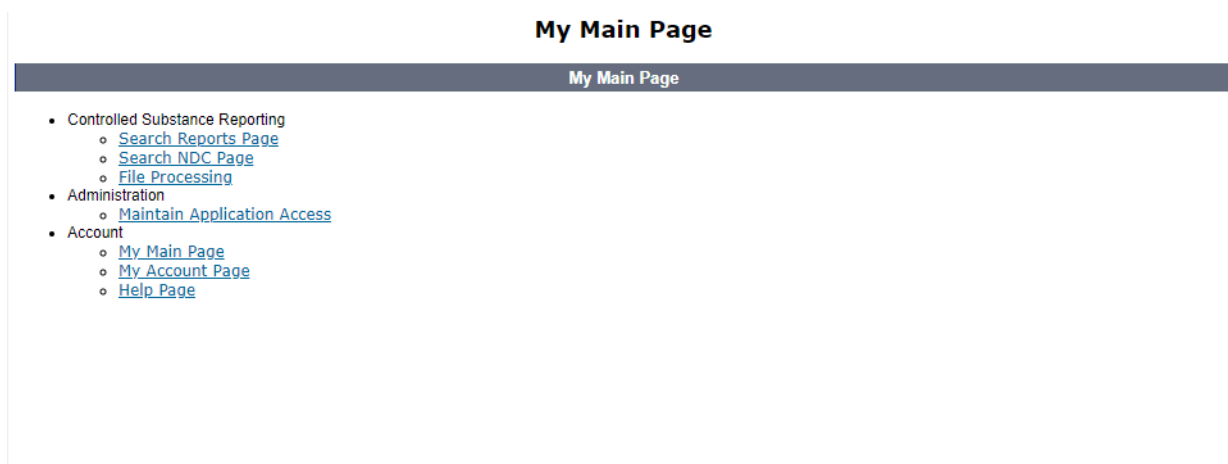
* Business Name:

* Business Address:

* City: * State: * ZIP:

My Main Page

You may view your “main page” by selecting “account” at the top and selecting “my main page”. You can navigate to multiple screens to search reports, NDC’s and to process a file.



The screenshot shows a web application interface. At the top, there is a dark blue header bar with the text "My Main Page" in white. Below the header, there is a navigation menu with the following items:

- Controlled Substance Reporting
 - [Search Reports Page](#)
 - [Search NDC Page](#)
 - [File Processing](#)
- Administration
 - [Maintain Application Access](#)
- Account
 - [My Main Page](#)
 - [My Account Page](#)
 - [Help Page](#)

Search Reports Page

Search Controlled Substance Reports

Search Transactions
(a Transaction Date range is recommended for fast results)

User Name: <input style="width: 90%;" type="text"/>	Report Period Ending Date: <input style="width: 90%;" type="text"/>	
Reporting Registrant DEA #: <input style="width: 90%;" type="text"/>	Associate Registrant DEA #: <input style="width: 90%;" type="text"/>	
NDC Number: <input style="width: 90%;" type="text"/>	Trade Product Name: <input style="width: 90%;" type="text"/>	
Transaction Identifier: <input style="width: 90%;" type="text"/>	Quantity: <input style="width: 90%;" type="text"/>	
Strength: <input style="width: 90%;" type="text"/>	Transaction Code: <input style="width: 90%;" type="text"/>	
	Unit: <input style="width: 90%;" type="text"/>	
DEA Order Form Number: <input style="width: 90%;" type="text"/>		
File Name: <input style="width: 90%;" type="text"/>		
Transaction From Date: <input style="width: 90%;" type="text"/>	Transaction To Date: <input style="width: 90%;" type="text"/>	
DEAs not in ARCOS: <input type="checkbox"/>	NDCs not in ARCOS: <input type="checkbox"/>	

Searching NDC's Page

We have created an NDC search page where you may enter an NDC number or a partial NDC number and you will be able to view that specific NDC or all NDC's that include those numbers you entered.

The Search Page:

Search NDC

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Search National Drug Code

NDC Number:	<input type="text"/>	Ingredient Key:	--
E77 flag:	--	Number of Ingredients:	<input type="text"/>
CSA Schedule:	--	UN Schedule:	--
Psychotropic Schedule:	--	Trade Product Name:	<input type="text"/>
Package Quantity:	<input type="text"/>	Package Measure:	<input type="text"/>
Drug Code:	<input type="text"/>	Salt Code:	<input type="text"/>
Ingredient Name:	<input type="text"/>	Ingredient Base Weight:	<input type="text"/>
Load From Date:	<input type="text"/>	Load To Date:	<input type="text"/>

Specific NDC Search:

Search NDC

⊙

Detail of ZOLPIDEM TARTRATE 5MG TABLET; 500 TA

NDC Number:	00781531705	Ingredient Key:	1
E77 Flag:	--	Number of Ingredients:	1
CSA Schedule:	4N	UN Schedule:	--
Psychotropic Schedule:	IV	Trade Product Name:	ZOLPIDEM TARTRATE 5MG TAB
Package Quantity:	500.000	Package Measure:	TAB
Drug Code:	2783.346	Ingredient Base Weight:	2.0095000
Ingredient Name:	ZOLPIDEM BITARTRATE(HEMI)	Load Date:	10/4/2019 2:19:56 PM

Search partial NDC:

Search NDC

Search National Drug Code	
NDC Number:	<input type="text" value="123"/>
E77 flag:	<input type="text" value="--"/>
CSA Schedule:	<input type="text" value="--"/>
Psychotropic Schedule:	<input type="text" value="--"/>
Package Quantity:	<input type="text"/>
Drug Code:	<input type="text"/>
Ingredient Name:	<input type="text"/>
Load From Date:	<input type="text"/>
Ingredient Key:	<input type="text" value="--"/>
Number of Ingredients:	<input type="text"/>
UN Schedule:	<input type="text" value="--"/>
Trade Product Name:	<input type="text"/>
Package Measure:	<input type="text"/>
Salt Code:	<input type="text"/>
Ingredient Base Weight:	<input type="text"/>
Load To Date:	<input type="text"/>

Search NDC

Search Results				
NDC Number	Ingredient Name	Trade Product Name	Ingredient Base Weight	Drug Code
700921123**	MEPERIDINE HYDROCHLORIDE (PETHIDINE HCL)	MEPERIDINE HCL 10MG/ML IN .9% SOD.CH	0.0087150	9230.005
70004039123	SUFENTANIL BASE	SUFENTANIL 13.75MCG/55ML (0.25MCG/ML)	0.0000138	9740.000
70004030123	HYDROMORPHONE HYDROCHLORIDE	HYDROMORPHONE HCL 0.1MG/ML IN 0.9% S	0.0048763	9150.005
69761001230	ANABOLIC STEROIDS (21CFR SECTION 1300.01)	ESTRADIOL 12.5 MG PELLET	0.3750000	4000.000
69699021230	HYDROMORPHONE HYDROCHLORIDE	HYDROMORPHONE HCL 20MCG/ML W/ BUPIV.	0.0035464	9150.005
69452011232	ALPRAZOLAM	ALPRAZOLAM 1MG TABLET; 1,000 TABLETS	1.0000000	2882.000
69452011230	ALPRAZOLAM	ALPRAZOLAM 1MG TABLET; 500 TABLETS	0.5000000	2882.000
692480123**	CP 47,497 C8 HOMOLOG / 5-(1,1-DIMETHYLOCTYL)-2-(1...	CP-47,497 C8 HOMOLOGUE	1.0000000	7298.000
68071236806	OXYCODONE HYDROCHLORIDE	OXYCODONE HYDROCHLORIDE 5MG TABLETS;	0.0268950	9143.005
680712368**	OXYCODONE HYDROCHLORIDE	OXYCODONE HYDROCHLORIDE 5MG TABLETS;	0.0044825	9143.005

1 2 3 4 5 6 7 8 9 10 ...

Export Grid Export All Cancel

[Save this Data set for use on another page](#)

Quick Guide to Icons



Home Icon – Will take the user to the “My Main Page”.



Log Off Icon – Will log out of the Controlled Substance Reporting System.



Question Mark Icon – Will take the user to the “Help Page”.



- Collapse Icon – Retains the search criteria



Error – When a file received an error, this symbol will show by the detail of the record and needs to be corrected in order for that transaction to be saved in the system and considered to be reported to the Department.



Warning – When a file received a warning, this symbol will show up by the transaction and should be reviewed to determine if a correction is needed.

Sea	
NDC Number:	<input type="text"/>
E77 flag:	-- <input type="text" value="pattern match search"/>

Pattern Match Search – are search fields where you can put in part of the search data to pull information from the system. Ex: it will bring back any NDC number that has 1234 within the entire field.

File Submission

The file submission process will follow the same requirements outlined in the ARCOS Registrant Handbook. The file layout is outlined in the next section.

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

Creating the File

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

Special Notes:

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

 *P045962107001 - Notepad

File Edit Format View Help

FA1234567*07312021M

FA1234567S 0040911806900000018 AA1234567 07012021 0000000000

Note: Make sure to save the notepad document as a text document.

File Layout

Files should be named using the naming convention outlined below:

For production files, use PRRRRRYMMNNN.txt where:

- P indicates to submit this file for production
- RRRRR is the unique registered reporter number that is shown in the CSR system on “manage my account” page. It also is included in the “upload file” pop-up (explained in sections below).
- YYMM is the 2 digit year and month of the reporting period (i.e. July 2021 would be 2107 in the file name).
- NNN is the sequence number if multiple files are submitted under the same registered reporter number for the same reporting period (i.e. 001, 002 ,003)

Example:

Company ABC reported for July 2021. The company’s registered reporter number is 4596. The company submitted 2 files. The files should be named accordingly:
P0045962107001.txt and P0045962107002.txt

The file layout required by the Florida DBPR Drugs, Devices, and Cosmetics is defined in the next section. This is the same file layout that is used to submit ARCOS reports to the U.S. Department of Justice, Drug Enforcement Administration (DEA).

Control Record

The control record provides the system with identifying information about the report(s) being submitted. The control record must be the very first record in each file. Each file must have at least one control record and each file must begin with a control record.

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

Example:

Company ABC is submitting a report on July 5, 2021 that covers transactions that occurred during June 2021. The control record would look like:
PA1234567*06312021M

Transaction Record

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

Field Name	Field Number	Field Length	Position Location	Required (Y/N)	Comments
Reporting Registrant DEA Number	1	9	1-9	Yes	DEA Number of location where the controlled substance activities being reported have occurred.
Transaction Code	2	1	10	Yes	See ARCOS Handbook for a listing of valid transaction codes. Note that Inventory transaction codes (1, 3, 4, 5, and 8) do not need to be reported to Florida.
Action Indicator	3	1	11	No	See ARCOS Handbook; can be blank, A, I, or D
National Drug Code	4	11	12-22	Yes	NDC Number (Drug identifier)
Quantity	5	8	23-30	Yes	ARCOS Quality field
Unit	6	1	31	Yes	ARCOS Quality field
Associate DEA Number	7	9	32-40	Yes	The DEA registration number of the reporting firm's customer (purchaser or recipient) or supplier (shipper or seller) for which the transaction took place (e.g. for a "S" transaction code, enter the customer's DEA #; for a "P" transaction code, enter the supplier's DEA #. For more details, please see the ARCOS Registrant Handbook
DEA Order Form Number	8	9	41-49	No	Only used when Schedules I and II controlled substances are transferred. This is the 9 digit number of the order form.
Transaction Date	9	8	50-57	Yes	Date the reportable activity occurred.
Correction Number	10	8	58-65	No	Leave Blank

Strength	11	4	66-69	No	ARCOS Strength
Transaction Identifier	12	10	70-79	Yes	Unique ID identifying ARCOS record within submitted file
Leave Blank	13	1	80	No	

Example:

Company ABC is submitting a report that covers transactions that occurred during July 2021. Sample transaction records would look like:

PP8888888R 00409118069000000018 EF567890100404184407012021 0000000001
PP8888888R 00409118069000000018 EF567890100404184407012021 0000000002

Validation Checks

Certain validation checks will be performed on the file name.

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

Certain validation checks will be performed on the records in the file. Also refer to validation checks that are identified in the ARCOS Registrant Handbook.

Validation Checks on Control Record

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

1. The first record is a control record;
2. The reporting period is M for Monthly;
3. Reporting period is a valid data format MMDDYYYY and is not prior to July 2011 and is not later than the current date;
4. Registered Reporter Number is a valid DEA registration number;
5. Control record is no more than 28 characters.

Validation Checks on Transaction Record

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

1. DEA number matches the Reporting Registrant number in the control record and is a valid DEA number;
2. Action Indicator is blank, or "A", "D", or "I";
3. Action indicator fields I blank if a correction number is present;
4. Transaction date format is MMDDYYYY and is not prior to July 2011 and is not later than the current date;
5. Transaction date is within the reporting registrants report period unless action indicator is D, A, or A (Delete, Adjustment, or Late Transaction);
6. Quantity field is numeric;
7. Unit field must be blank, D, K, 1, 2, 3, 4, 5, or 6;
8. Strength must be blank numeric
9. Transaction ID must be numeric;
10. Correction number, if applicable, must be numeric and must match the correction number assigned by the Department in the error report;
11. Transaction code is a valid ARCOS transaction code;
12. Associate registrant number is not the same as the reporting registrant number;
13. Associate registrant number is not a valid DEA number;
14. Transaction record must be 80 characters.

How to Submit a Monthly Report

On your main page, you will click on “File Processing”



We have two options to submitting files.

Option #1: Submitting the file in a note pad document (like explained in the create a file section on page 15 & 16). And clicking on “upload file” shown the below screenshots.

Option #2: Submitting it through FTP (File Transfer Protocol). Automated processes may upload files by copy and pasting: <ftp://sftp.dbpr.state.fl.us> in your “file explorer”. Login using the below:

Username: csrftp

password Kj25gYSt

Individuals should also upload files in this manner for files larger than 4 megabytes.

The screenshot shows the "File Processing" web interface. It has a dark header with the title "File Processing" and a close button. Below the header is a section titled "Upload a File" with the text "DBPR supports several ways to upload a file:" and a list of instructions:

- Automated processes may upload files to <ftp://sftp.dbpr.state.fl.us>. Login using account `csrftp` and password `Kj25gYSt`
- Individual should also upload files in this manner for files larger than 4 megabytes
- Click the Upload a file button to upload a file from this page

Below the instructions is an "Upload a file" button. Below that is a section titled "Search File Uploads" with the following fields:

- User Name: [Redacted]
- Load File: [Dropdown menu]
- Load Date From: [Text input]
- File Create Date From: [Text input]
- File Name: [Text input]
- To: [Text input]
- To: [Text input]

At the bottom of the search section are "Search" and "Clear" buttons. There are also radio buttons for "Errors/warnings" (selected) and "All Records".

Once you click on “upload a file”, the below screen displays up:

File Upload

Registered Reporter Number: 4596

Select a file to Upload: No file chosen


DBPR Controlled Substance Reporting file naming standard is PRRRRRYMMNNN.bt where:

- P indicates to submit this file for production
- RRRRR is the unique registered reporter number
- YYMM is the 2 digit year and month of the reporting period (i.e. July 2011 would be 1107 in the file name)
- NNN is the sequence number if multiple files are submitted under the same registered reporter number for the same reporting period (i.e. 001, 002, 003)

No Sales or Transaction to Report

If you have no sales or transactions during the month, then you can submit a no sales or transactions report. Please go to the “Search Reports Page” by clicking on “Controlled Substance Reporting” at the top. Click on “New”.

Search Controlled Substance Reports




Search Transactions
(a Transaction Date range is recommended for fast results)

User Name:	<input type="text"/>	Report Period Ending Date:	<input type="text"/>
Reporting Registrant DEA #:	-- <input type="text"/>	Associate Registrant DEA #:	<input type="text"/>
NDC Number:	<input type="text"/>	Trade Product Name:	<input type="text"/>
Transaction Identifier:	<input type="text"/>	Quantity:	<input type="text"/>
Strength:	<input type="text"/>	Transaction Code:	-- <input type="text"/>
DEA Order Form Number:	<input type="text"/>	Unit:	-- <input type="text"/>
File Name:	<input type="text"/>	Transaction To Date:	<input type="text"/>
Transaction From Date:	<input type="text"/>	NDCs not in ARCOS:	<input type="checkbox"/>
DEAs not in ARCOS:	<input type="checkbox"/>		

You would then select the box “No transactions to report” and then enter the “Report Period Ending Date” as shown below:

Search Controlled Substance Reports



New Controlled Substance Report

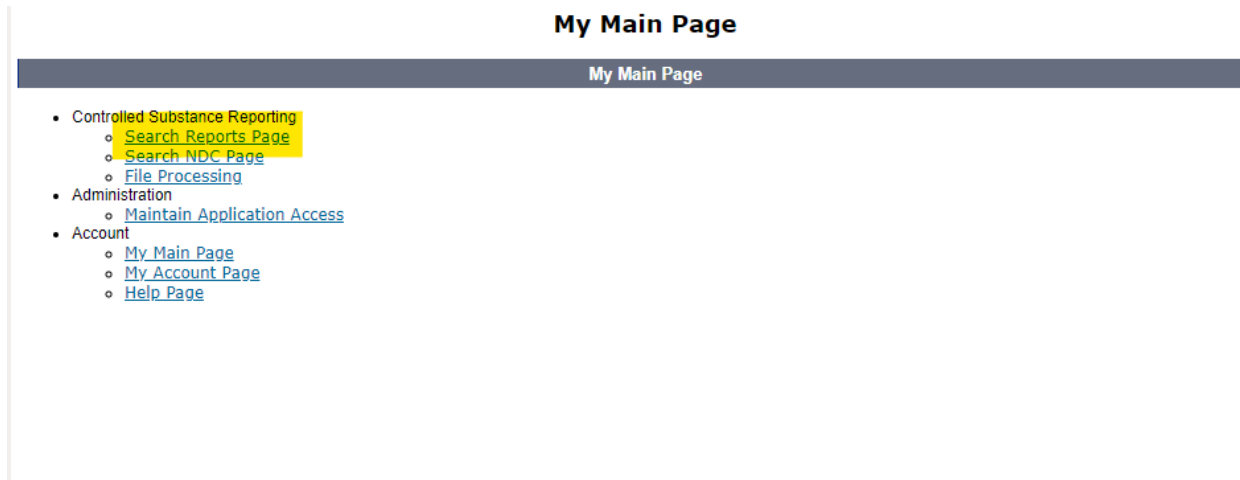
* User Name:	<input type="text"/>	* Report Period Date:	9/30/2021 <input type="text"/>
* Reporting Registrant DEA #:	-- <input type="text"/> *	No transactions to report:	<input checked="" type="checkbox"/>
* Associate Registrant DEA #:	<input type="text"/>	* Transaction Code:	7-No ARCOS Activity for the Current R <input type="text"/>
* Transaction Date:	<input type="text"/>	Transaction Identifier:	<input type="text"/>
* NDC Number:	<input type="text"/>	Strength:	<input type="text"/>
* Quantity:	0 <input type="text"/>	DEA Order Form Number:	<input type="text"/>
Unit:	-- <input type="text"/>	Trade Product Name:	<input type="text"/>
File Name:	<input type="text"/>		

To submit a no transactions report via FTP process, the file will need to include the control record and the transaction record will need to include the DEA number, the activity code 7, the transaction date in the correct field position, and a transaction identifier.

```
File Edit Format View Help
RA0888888*03312022M
RA08888887          03312022          0000000001
```

Manual Data Entry

If you would like to do a manual data entry, you would go to the “Search Reports Page” from your main page.



You will click on “new” at the bottom of the page.

The screenshot shows a form titled "Search Controlled Substance Reports". At the top, there is a dark blue header bar with the text "Search Transactions" and a sub-header "(a Transaction Date range is recommended for fast results)". Below the header, there are several input fields and checkboxes:

User Name:	<input type="text"/>	Report Period Ending Date:	<input type="text"/>
Reporting Registrant DEA #:	<input type="text"/>	Associate Registrant DEA #:	<input type="text"/>
NDC Number:	<input type="text"/>	Trade Product Name:	<input type="text"/>
Transaction Identifier:	<input type="text"/>	Quantity:	<input type="text"/>
Strength:	<input type="text"/>	Transaction Code:	<input type="text"/>
DEA Order Form Number:	<input type="text"/>	Unit:	<input type="text"/>
File Name:	<input type="text"/>	Transaction To Date:	<input type="text"/>
Transaction From Date:	<input type="text"/>	NDCs not in ARCOS:	<input type="checkbox"/>
DEAs not in ARCOS:	<input type="checkbox"/>		

At the bottom of the form, there are three buttons: "Search", "Clear", and "New" (highlighted in yellow).

You will input the data for the transaction. Once you enter your transaction date, the “report period date” will auto-fill

Search Controlled Substance Reports

New Controlled Substance Report

<p>* User Name: <input type="text"/></p> <p>* Reporting Registrant DEA # <input type="text"/></p> <p>* Associate Registrant DEA #: <input type="text"/></p> <p>* Transaction Date: <input type="text" value="9/12/2021"/></p> <p>* NDC Number: <input type="text"/></p> <p>* Quantity: <input type="text"/></p> <p>Unit: <input type="text" value="--"/></p> <p>File Name: <input type="text"/></p>	<p>* Report Period Date: <input type="text" value="9/30/2021"/></p> <p>No transactions to report: <input type="checkbox"/></p> <p>* Transaction Code: <input type="text" value="--"/></p> <p>Transaction Identifier: <input type="text" value="1"/></p> <p>Strength: <input type="text"/></p> <p>DEA Order Form Number: <input type="text"/></p> <p>Trade Product Name: <input type="text"/></p>
---	--

Once you enter the data and hit “save”, you will receive the below message:

- **Operation completed successfully**

View File Upload History

There are two ways to view upload history. You may go to “search reports page” or “file processing” page.

Option #1:

Click on “Search Reports Page” from your Main Page:

My Main Page

My Main Page

- Controlled Substance Reporting
 - [Search Reports Page](#)
 - [Search NDC Page](#)
 - [File Processing](#)
- Administration
 - [Maintain Application Access](#)
- Account
 - [My Main Page](#)
 - [My Account Page](#)
 - [Help Page](#)

Search Controlled Substance Reports

Search Transactions
(a Transaction Date range is recommended for fast results)

User Name: <input type="text"/>	Report Period Ending Date: <input type="text"/>
Reporting Registrant DEA #: <input type="text"/>	Associate Registrant DEA #: <input type="text"/>
NDC Number: <input type="text"/>	Trade Product Name: <input type="text"/>
Transaction Identifier: <input type="text"/>	Quantity: <input type="text"/>
Strength: <input type="text"/>	Transaction Code: <input type="text"/>
DEA Order Form Number: <input type="text"/>	Unit: <input type="text"/>
File Name: <input type="text"/>	Transaction To Date: <input type="text"/>
Transaction From Date: <input type="text"/>	NDCs not in ARCOS: <input type="checkbox"/>
DEAs not in ARCOS: <input type="checkbox"/>	

If you want to search all uploaded data, just click on “search”. You can also sort by clicking on the column heads.

Search Controlled Substance Reports

Search Results							
Results are limited to 2500 rows. Please refine your search							
Reporting Registrant DEA #	NDC Number	Associate Registrant DEA #	Transaction Date	Upload Date	DEA Order Form	Transaction Code	Transaction Identifier
	69315090505		8/22/2021	8/30/2021		S	2
	69315090505		8/21/2021	8/30/2021		S	2
	69315090505		8/21/2021	8/30/2021		S	1
	69315090505		8/13/2021	8/30/2021		S	1
	69315090505		8/10/2021	8/30/2021		P	1
	69315090405		6/7/2021	7/8/2021		S	6
	69315090505		6/7/2021	7/8/2021		S	8
	69315090410		6/7/2021	7/8/2021		S	7
	69315090505		6/7/2021	7/8/2021		S	8
	69315090410		6/7/2021	7/8/2021		S	11

1 2 3 4 5 6 7 8 9 10 ...

Total Records: 2500

Export Grid Export All Cancel

If you would like to export all data that you have uploaded previously, you may click on “export all” and it will download the data as an excel spreadsheet. If you want a grid view only you may click on “export grid” and it’ll only show the grid as shown above in an excel spreadsheet.

Option #2:

Click on “File Processing” from your main page.

My Main Page

My Main Page	
•	Controlled Substance Reporting
o	Search Reports Page
o	Search NDC Page
o	File Processing
•	Administration
o	Maintain Application Access
•	Account
o	My Main Page
o	My Account Page
o	Help Page

File Processing

Upload a File

DBPR supports several ways to upload a file:

- Automated processes may upload files to <ftp://sftp.dbpr.state.fl.us>. Login using account *csrftp* and password *Kj25gYSt*
- Individual should also upload files in this manner for files larger than 4 megabytes
- Click the Upload a file button to upload a file from this page

Search File Uploads

User Name:	<input type="text"/>	<input type="radio"/> Errors/warnings	<input checked="" type="radio"/> All Records
Load File:	<input type="text" value="--"/>	File Name:	<input type="text"/>
Load Date From:	<input type="text"/>	To:	<input type="text"/>
File Create Date From:	<input type="text"/>	To:	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>			



If you would like to view all files, you can select “all records”. If you would like to only show files with errors/warnings, you may select “error/warnings”. For this example, I selected “all records”.

File Processing

Load Log

File Name	Processed Date	Known as	Last step completed	Upload Date	Detail Records Saved	Line Count	Errors	Warnings
P045962105003.TXT	07-29-2021 10:54 AM	CSR Transaction File Upload	Parsed with errors	07-29-2021 10:54 AM	0	1	1	0
P045962105002.TXT	07-29-2021 10:50 AM	CSR Transaction File Upload	File records have been reprocessed	07-29-2021 10:40 AM	8	9	0	3
P045962105001.TXT	07-29-2021 10:40 AM	CSR Transaction File Upload	The file finished processing	07-29-2021 10:38 AM	9	10	0	0
P045962106004.TXT	07-22-2021 02:08 PM	CSR Transaction File Upload	The file finished processing	07-22-2021 02:08 PM	6	6	0	0
P045962106003.TXT	07-09-2021 09:39 AM	CSR Transaction File Upload	Parsed with errors	07-09-2021 09:39 AM	0	1	1	0
P045962002001.TXT	07-08-2021 09:21 AM	CSR Transaction File Upload	The file finished processing	07-08-2021 09:20 AM	12	13	0	0
P045962106002.TXT	07-08-2021 09:05 AM	CSR Transaction File Upload	File records have been reprocessed	07-08-2021 09:05 AM	4	6	1	4
P045962106001.TXT	07-08-2021 08:51 AM	CSR Transaction File Upload	The file finished processing	07-08-2021 08:51 AM	12	13	0	0
P045961901004.TXT	09-29-2020 10:21 AM	CSR Transaction File Upload	Details Archived	09-29-2020 10:20 AM	0	0	0	0
P045961901004.TXT	09-29-2020 10:21 AM	CSR Transaction File Upload	Details Archived	09-29-2020 10:19 AM	0	0	0	0

1 2

Total File Count: 16

To view the data, click on the "file name".

File Processing

Detail of Log 21674

File Name:	P045962105002.TXT	File Size:	759
Saved Records:	8	Total Records:	9
Last step completed:	File records have been reprocessed	Create Date:	7/29/2021
Upload By:		Description:	CSR Transaction File U
Errors:	0	Warnings:	3

For this example, I am selecting "all records". You can view all of your error/warnings in one table when you click on "all records". (a list of warnings and errors will be in the sections below.)

File Processing

Edit Record Detail

Record Type	Data	Detail Resolution
Control	FA5895884*05312021M	0 Errors/Warnings
Transaction	3 6931509050500000001 UNKNOWN 05222021 0000000000	⚠️ The Receiving DEA number is not valid Please verify the DEA number correct
Transaction	6931509051000000001 UNKNOWN 05222021 0000000000	0 Errors/Warnings
Transaction	0022831530300000003 05032021 0000000010	0 Errors/Warnings
Transaction	002283156030000000 05052021 0000000000	0 Errors/Warnings
Transaction	6931509040100000001 UNKNOWN 05062021 0000000000	⚠️ The Receiving DEA number is not valid Please verify the DEA number correct
Transaction	F 0005402352400000002 19X50000305052021 0000000000	0 Errors/Warnings
Transaction	0007110134100000001 05052021 0000000000	0 Errors/Warnings
Transaction	3 0007110144100000001 UNKNOWN 05052021 0000000000	⚠️ The Receiving DEA number is not valid Please verify the DEA number correct

Total Saved Records: 9

Error and Warnings Descriptions

The following are error messages you may receive in the error report. They are classified into two categories: Errors and Warnings. If you receive errors, you can fix the errors and re-process the changes (corrections are explained in the last section).

Errors

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

Error Message	Error Description
Invalid DEA Number	DEA Number is not valid. Please verify the DEA number is correct.
Reporting Registrant DEA # may not equal to the Associate Registrant DEA #.	In the transaction records the first DEA number should be the company transferring the drugs. The second DEA number is the company receiving the drugs. These 2 DEA numbers cannot match. They must be different companies.
Invalid action indicator. Valid values are blank, "A", "D", or "I".	Check the action indicator in the transaction records. Only "A", "D", "I" (i), and blank are valid.
Quantity required as a number	Check the quantity number in the transaction record. Only numbers are allowed. Check that letter "O" was not entered instead of the number zero. Verify the number entered is 7 numbers in length.
Record Length Invalid	Check the length of the transaction record. It must be 80 characters. Enter spaces for values not entered. To count the characters, place your cursor at the beginning of the line and press the right arrow key and count each time you press it.
Invalid strength test	The strength field is used to report three different kinds of data. 1) The purity of a bulk raw material. 2) The fractional portion of a standard NDC package size. 3) The percentage by which a package exceeds a standard NDC package size. This is a number field. You will receive an invalid strength test if a character (A-Z) or special character is entered. See ARCOS for valid numbers.

Invalid transaction date	Verify the transaction date in the transaction record is valid. The CSR application did not start until 7/1/2011. Dates entered prior to 7/1/2011 are invalid.
Invalid transaction date (day)	Verify the transaction date in the transaction record is valid. Specifically, check the day entered is correct. Only 1 through 31 are valid days.
Invalid transaction date (month)	Verify the transaction date in the transaction record is valid. Specifically, check the month entered is correct. Only 1 through 12 are valid months.

Warnings

Warnings need to be reviewed to determine if the transaction needs to be corrected.

Warning Message	Error Description
Missing or invalid Control record	The DEA registration number is incorrect or it is an incorrect reporting period. Please review and determine if the control record needs to be corrected.
Unable to validate Reporting Registrant DEA number in detail record	This is a warning and It means the CSR system has not received the DEA number from DEA yet or the DEA number might be entered incorrectly.
Possible duplicate. The record was loaded	Use the Search Reports interface to remove the record if invalid
The record saved with an invalid NDC	NDC number is not verifiable.
The Reporting Registrant DEA Number is not valid	Please verify the DEA number is correct
The Associate Registrant DEA Number is not valid	Please verify the DEA number is correct

Corrections

In order to make a correction for an error or a warning, you would go to “file processing” from your main page and locate the file with the errors and/or warnings.

Load Log								
File Name	Processed Date	Known as	Last step completed	Upload Date	Detail Records Saved	Line Count	Errors	Warnings
P045962105003.TXT	07-29-2021 10:54 AM	CSR Transaction File Upload	Parsed with errors	07-29-2021 10:54 AM	0	1	1	0
P045962105002.TXT	07-29-2021 10:50 AM	CSR Transaction File Upload	File records have been reprocessed	07-29-2021 10:40 AM	8	9	0	3
P045962106003.TXT	07-09-2021 09:39 AM	CSR Transaction File Upload	Parsed with errors	07-09-2021 09:39 AM	0	1	1	0
P045962106002.TXT	07-08-2021 09:05 AM	CSR Transaction File Upload	File records have been reprocessed	07-08-2021 09:05 AM	4	6	1	4

Total File Count: 4

Export Grid Export All Cancel

Click on the file you would like to view your errors and then click on “error records”

File Processing			
Detail of Log 21663			
File Name:	P045962106003.TXT	File Size:	
Saved Records:	0	Total Records:	1
Last step completed:	Parsed with errors	Create Date:	7/9/2021
Upload By:	DCARPENTER95@OUTLOOK.COM	Description:	CSR Transaction File
Errors:	1	Warnings:	0

View Load Log **Error Records** Warning Records All Records Cancel

You may then type in the data box and correct your record and then hit “reprocess changes”

To make a correction for a warning, please use the “Search Reports Page” discussed previously on Page 18. However before doing this, locate the specific file name by using the “File Processing” tab and selecting “Errors/warnings” depicted in the below screen. After this, click on the “Search” tab to view files with all applicable errors and warnings.

File Processing

Upload a File

DBPR supports several ways to upload a file:

- Automated processes may upload files to <ftp://sftp.dbpr.state.fl.us>. Login using account *csrftp* and password *Kj25gYSt*
- Individual should also upload files in this manner for files larger than 4 megabytes
- Click the Upload a file button to upload a file from this page

Search File Uploads

User Name:

 Errors/warnings All Records

Load File:
File Name:

Load Date From:
To:

File Create Date From:
To:

At the “Load Log” screen below, copy the file name for the targeted transaction record with the warning flag that requires revision. Next, drill down on that targeted file by clicking on its hyperlink.

File Processing

Load Log

File Name	Processed Date	Known as	Last step completed	Upload Date	Detail Records Saved	Line Count	Errors	Warnings
P045952002001.TXT	07-07-2021 05:58 PM	CSR Transaction File Upload	The file finished processing	07-07-2021 05:58 PM	15	17	1	1

Total File Count: 1

File Processing




Detail of Log 20660


File Name: P045952002001.TXT	File Size: 1254
Saved Records: 15	Total Records: 17
Last step completed: The file finished processing	Create Date: 7/7/2021
Upload By: [REDACTED]	Description: CSR Transaction File Upload
Errors: 1	Warnings: 1

Select the "Warning Records" tab to view the details. (In the below example, the targeted transaction record has a transaction identifier number of 7.)

File Processing




Edit Record Detail

Record Type	Data	Detail Resolution
Transaction	[REDACTED] S 1747807620600000001 UNKNOWN 02012020 0000000007	 The Associate Registrant DEA number is not valid Please verify the DEA number is correct


Total Warning Records: 1

Transaction Identifier #7




Use the "Search Reports Page" tab to go to the below screen, then paste the copied name into the "File Name" field and click on the "Search" tab.

Search Controlled Substance Reports



Search Transactions
(a Transaction Date range is recommended for fast results)

User Name: [REDACTED]	Report Period Ending Date: <input type="text"/>
Reporting Registrant DEA #: [REDACTED] <input checked="" type="checkbox"/>	Associate Registrant DEA #: <input type="text"/>
NDC Number: <input type="text"/>	Trade Product Name: <input type="text"/>
Transaction Identifier: <input type="text"/>	Quantity: <input type="text"/>
Strength: <input type="text"/>	Transaction Code: <input type="text" value="--"/>
DEA Order Form Number: <input type="text"/>	Unit: <input type="text" value="--"/>
File Name: <input type="text" value="P045952002001.TXT"/>	
Transaction From Date: <input type="text"/>	Transaction To Date: <input type="text"/>
DEAs not in ARCOS: <input type="checkbox"/>	NDCs not in ARCOS: <input type="checkbox"/>



Each transaction record for that file will appear as an individual row in the displayed table (see below example). Select the transaction record (row) that relates to the warning to view and edit. To identify the targeted transaction record, this can be accomplished by several ways. One of the easiest ways is to click onto the "Transaction Identifier" hyperlink below to sort by that column, then look for the specific "transaction identifier" number for that transaction record. (For details on the transaction identifier, please see the last row in the table on page 26 of this document.) Once the targeted transaction record is located, click on the hyperlink for that row in the table to view the details to edit the data. (For this example, as noted above, the targeted transaction record has a transaction identifier number of 7.)

Select the hyperlink (redacted DEA number) in this row to drill down.

Search Controlled Substance Reports

Search Results

Reporting Registrant DEA #	NDC Number	Associate Registrant DEA #	Transaction Date	Upload Date	DEA Order Form	Transaction Code	Transaction Identifier
[REDACTED]	42858080301	[REDACTED]	2/1/2020	7/7/2021	18XK00008	S	9
[REDACTED]	51224010150	[REDACTED]	2/1/2020	7/7/2021		S	8
[REDACTED]	17478076206	UNKNOWN	2/1/2020	7/7/2021		S	7
[REDACTED]	13668000805	[REDACTED]	2/1/2020	7/7/2021		S	6
[REDACTED]	00054017713	[REDACTED]	2/1/2020	7/7/2021		S	5
[REDACTED]	31722019401	[REDACTED]	2/1/2020	7/7/2021	18XK00012	S	4
[REDACTED]	00781537701	[REDACTED]	2/1/2020	7/7/2021		S	3

Search Controlled Substance Reports

Detail of RC0377603

For this specific example, add the customer's DEA registration number here for correction and then select the "Save" tab.

- User Name: [REDACTED]
- Reporting Registrant DEA #: [REDACTED]
- Associate Registrant DEA #: UNKNOWN
- Transaction Date: 2/1/2020
- NDC Number: 17478076206
- Quantity: 1
- Unit: --
- File Name: P045952002001.TXT
- Report Period Date: 2/29/2020
- No transactions to report:
- Transaction Code: S-Sale, Disposition, or Transfer
- Transaction Identifier: 7
- Strength: [REDACTED]
- DEA Order Form Number: [REDACTED]
- Trade Product Name: DRONABINOL 5MG USP CAPSULE, 60 C