

Imperial Distributor Purchase History Reports

In order to begin pulling off a purchase report from Imperial Distributors, you will go to 'Reports' > 'Item search'



Under 'Reports' select 'Item Class'



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Item Search									
Reports		All	Searc	:h					
Item		All	Desc, DIN	I, UPC, Vendor N	ame				
Start Date	- 1	Manufacturer			End Date				
Start Dute		Item Class	-		Line Date	01/24/2022			
Export to Exce	el								
PDF Manufact	urer	Type	Doc No	Date	ltem #	Description	Class		
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You will need to process 2 reports with Imperial Distributors. NC Brand and NC Generic. These will be processed one at a time.

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Oclinical & Specialty \	Website					
Order Catalog	Return T	Reports/Inquiries	Service	•		
Item Search						
Reports	Item Class	 Search 	h			
Item Class	NC Brand	*				
Start Date	HHC Brand HHC Generic	Ē		End Date	01/24/2022	
Export to Excel	NC Brand					
PDF Manufacturer	OTC Brand OTC Generic	: No	Date	Item #	Description	Class
i≪ ≪ Page 0	RX Brand RX Generic					

Select 'NC Brand' to begin, then filter your report by the desired date range. This date range will typically be the day of your last count to the date of your most recent count.

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Item Search		eturn	*	Repo	rts/In	quirie	5 *	Servi	ice 🔻			
Reports	Item	n Class			•	Searc	ch					
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Start Date	01/	24/20	21							End Date	01/24/2022	
			Nove	mber	2020		٠				-	
Export to Excel	SU	MO	TU	WE	TH	FR	SA					
DF Manufacturer	1	2	3	4	5	6	7	Date		Item #	Description	Class
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H 4 Page 0	15	16	17	18	19	20	21					
	22	23	24	25	26	27	28					
	29	30	1	2	3	4	5					
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You will then click 'search' to retrieve the report

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Clinical & Specialty Order Catalog	Website	Reports/Inquirie	s 🔻 Service 🎙			1
Item Search						
Reports	Item Class	▼ Searc	ch			
Item Class	NC Brand	*				
Start Date	11/13/2020			End Date	01/09/2022	6
Export to Excel						
DF Manufacture	г Туре	Doc No	Date	Item #	Description	Class
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Once the report has been retrieved, click 'Export to Excel'

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Orde	r • Catalog •	Return •	Reports/Inqu	uiries 🔻 Servia	e •			
Iten	n Search							
	Reports	Item Class	* S	learch				
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र ह	most to Evcal							
PDF	Manufacturer	Туре	Doc No	Date	Item #	(Description	Class
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1	PURDUE PHARMA	INV	2342047	01/05/2022	405976	DILAU [W] 10	DID TAB 4MG 0 TB [MBO]	NC-B

Once the report has been exported, it will appear as a download. This file will need to be converted using the Imperial Converter tool.

PDF	Manufacturer	Type	Doc No	Date	Item #	Description	Class
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	PURDUE PHARMA	INV	2342047	01/05/2022	405976	DILAUDID TAB 4MG [W] 100 TB [MBO]	NC-B
	BGP PHARMA	INV	2336767	01/03/2022	122202	KADIAN SR 100MG [W] 50 CP	NC-B
	JANSSEN	INV	2330048	12/28/2021	310565	CONCERTA 36MG [W] 100 TB	NC-B
	BGP PHARMA	INV	2325071	12/23/2021	122202	KADIAN SR 100MG [W] 50 CP	NC-B
Ð	PURDUE PHARMA	INV	2325074	12/23/2021	410598	HYDROMORPH CONTIN 9MG [W] 60 CP	NC-B
	PURDUE PHARMA	INV	2320211	12/21/2021	409639	MS IR TABS 5MG [W] 60 TB	NC-B
	BGP PHARMA	INV	2313915	12/17/2021	122202	KADIAN SR 100MG [W] 50 CP	NC-B
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Once the report has been downloaded, you will open the Imperial Reader and drag and drop or copy/paste the file into the folder Imperial Reader folder.



From here, you will open the Imperial-processor-amdx64

	is PC > Downloads > ImperialReader				- 71	O Search ImperialReader
Downloads of A	Name	Date modified	Type	Size	0	j= startinipenanceader
Documents #	finn estates	2021 11 12 0.54 654	Microsoft Excel C	2 1/2		
Pictures x	imp_catalog	2021-01-15 11:24 AM	Application	6.055 KB		
	imperial-processor-x86	2021-01-15 11:24 AM	Application	6,055 KB		
	item_search (11)	2022-01-24 8:34 AM	Microsoft Excel W	20 KB		
ImperialReader	LICENSE	2021-01-15 11:24 AM	File	2 KB		
	README	2021-01-15 11:24 AM	Text Document	2 KB		
3D Objects						
Documents						
Downloads						
Music						
Pictures						
Videos						
Windows (C)						

It will ask you, if you would like to process the file, select 'Y' for Yes and hit enter.



Please note, if there is anything missing from the Imperial catalog the tool will prompt you to fill in pack size, fill in pack size accordingly – click enter and the Imperial catalog will be adjusted going forward



The report that will be eligible to uploaded into the iApotheca platform will be listed as "report-to-upload"

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Downloads 🖈 ^	Name	Date modified	Туре	Size			
Documents 🖈	imp_catalog	2022-01-24 8:37 AM	Microsoft Excel C	2 KB			
Pictures 🖈	imperial-processor-amd64	2021-01-15 11:24 AM	Application	6,055 KB			
	imperial-processor-x86	2021-01-15 11:24 AM	Application	6,055 KB			
	Item_search (11)	2022-01-24 8:34 AM	Microsoft Excel W	20 KB			
ImperialReader	LICENSE	2021-01-15 11:24 AM	File	2 KB			
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DneDrive his PC 3D Objects Desktop Documents Downloads Music Pictures Videos	P report-to-upload	2022-01-24 8:37 AM	Microsoft Excel C	10 KB			

Once the report-to-upload has been generated, you will open up the iApotheca Narcotics Reconciliation platform and go to 'Upload File'

	iAp⊚theca	
88	Counts	Upload File
R	Purchase Records	
	Dispensing Records	
団	Destruction Records	Choose File No file chosen
£	Upload File	Upload File
0	Help & Support	
ø	Drug Management	

Here you will be able to retrieve the 'report-to-upload' from the Imperial folder or you can drag and drop this report.

If you have any troubles with this guide, feel free to call 1 (800) 209-6052 or email support@iapotheca.com