



Kohl & Frisch Purchase History Reports – Cliffs Notes.

Downloading a Purchase History Report in the Kohl & Frisch platform

- Open K&F platform > Main Menu
- Account Management > Purchase History Report
- Select 'To' and 'From' dates. (The day of your last count and the day of your most recent count).
- Select "Narcotics" – Leave "Choose a Supplier" and "Choose a Product Type" blank.
- Excel File and Detail checked off.
- "Submit"
- Open File in Excel > File > Save As > Click Desktop > 'Save as Type' > CSV (Comma Delimited) > Title > Save.
- Open iApotheca > Upload File' > 'Choose File' > Go to Desktop > Select File > 'Open' > 'Upload File'

