



McKesson Purchase History Reports – Cliff Notes.

How to Download a Purchase Report from McKesson

- Open McKesson > Menu > Finance > Statistics.
- Under 'Select a Report' > 'Narcotic and Controlled Substances'
- Select 'To' and 'From' date (the day of your last count and the day of your most recent count).
- 'Export to Excel' > 'Build Report'

The report will either save directly in your downloads or it will open your desktop and prompt you to save somewhere on your system, click 'Desktop' > 'Save' if you are prompted

- If the report goes to your downloads, you can keep them in here until you are ready to upload them.
- Once you have all your reports from McKesson, go back to iApotheca.
- 'Upload File' > 'Choose File'

If you saved the file in your desktop, when you were prompted, go to the desktop and upload from here – if you were not prompted the files are in your downloads

- Go to your 'Downloads' > select your report > 'Open File' > 'Upload File'