



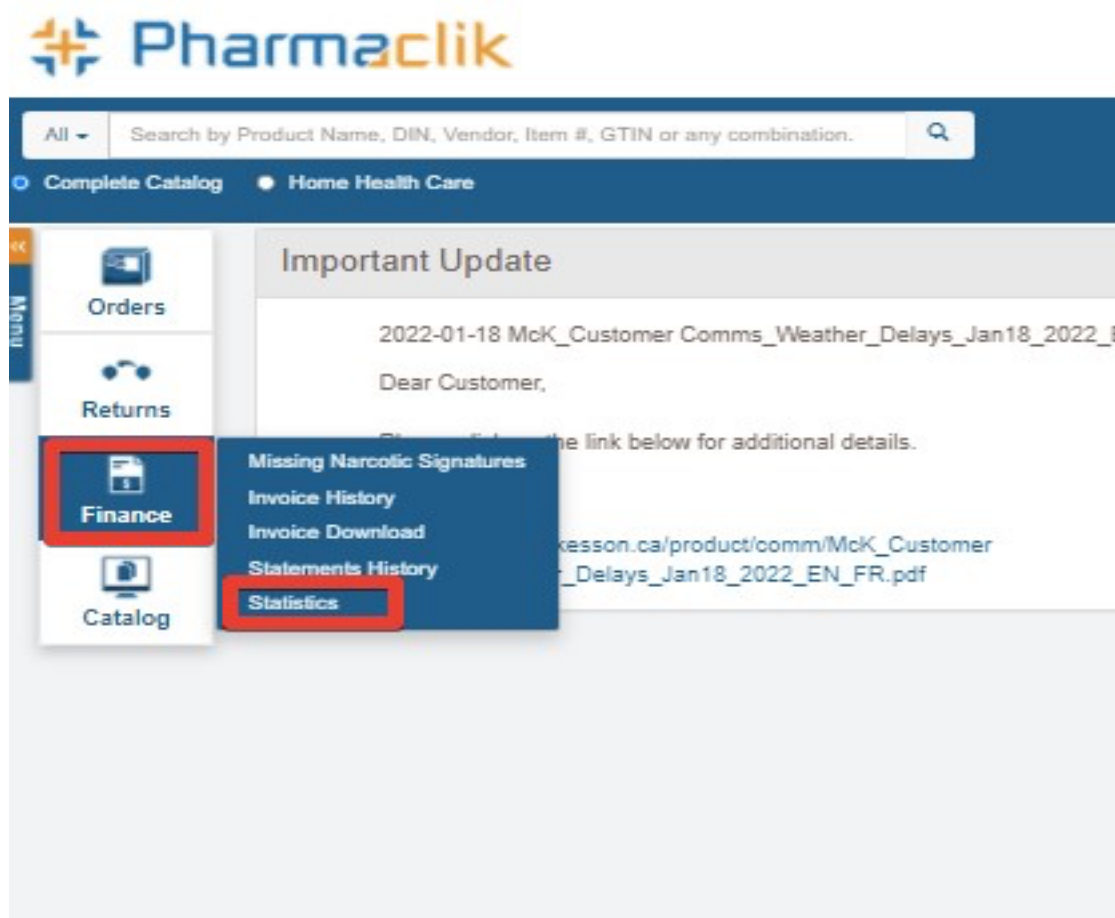
McKesson Purchase History Reports

How to Download a Purchase Report from McKesson

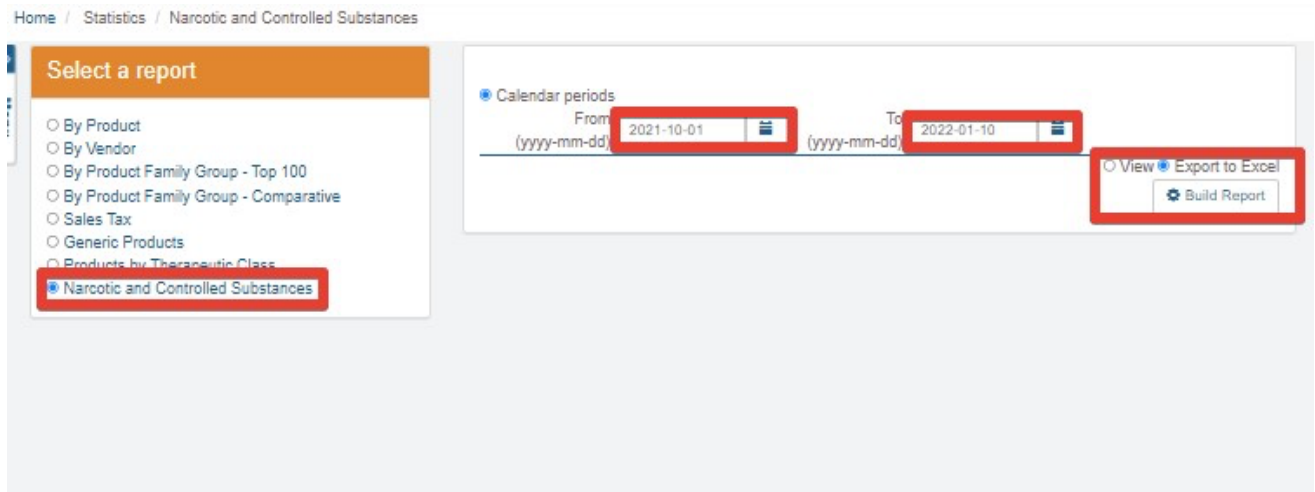
In order to add McKesson purchase data to the Narcotics Reconciliation Module you are required to download a report from the McKesson platform– this can be accomplished by accessing the Narcotics and Controlled Substances Report.

To begin, ensure that you are logged into the McKesson platform with an account that has permission to access reports, and navigate to the Finance tab on the left-hand side of the page.

Upon clicking the Finance tab, you will see a drop-down list of account options– click on the Statistics option at the bottom of the list.

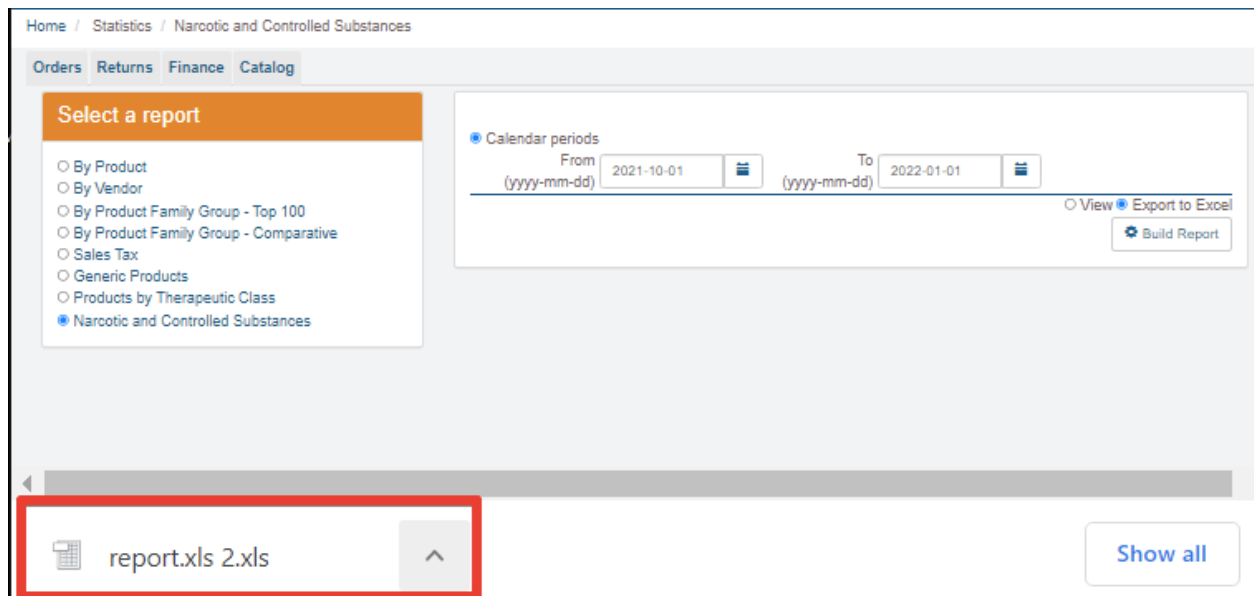


Upon selecting this option, you will be given the option to select a report- upon choosing the Narcotics and Controlled Substances option at the bottom of the list, you are able to filter your results according to date range.

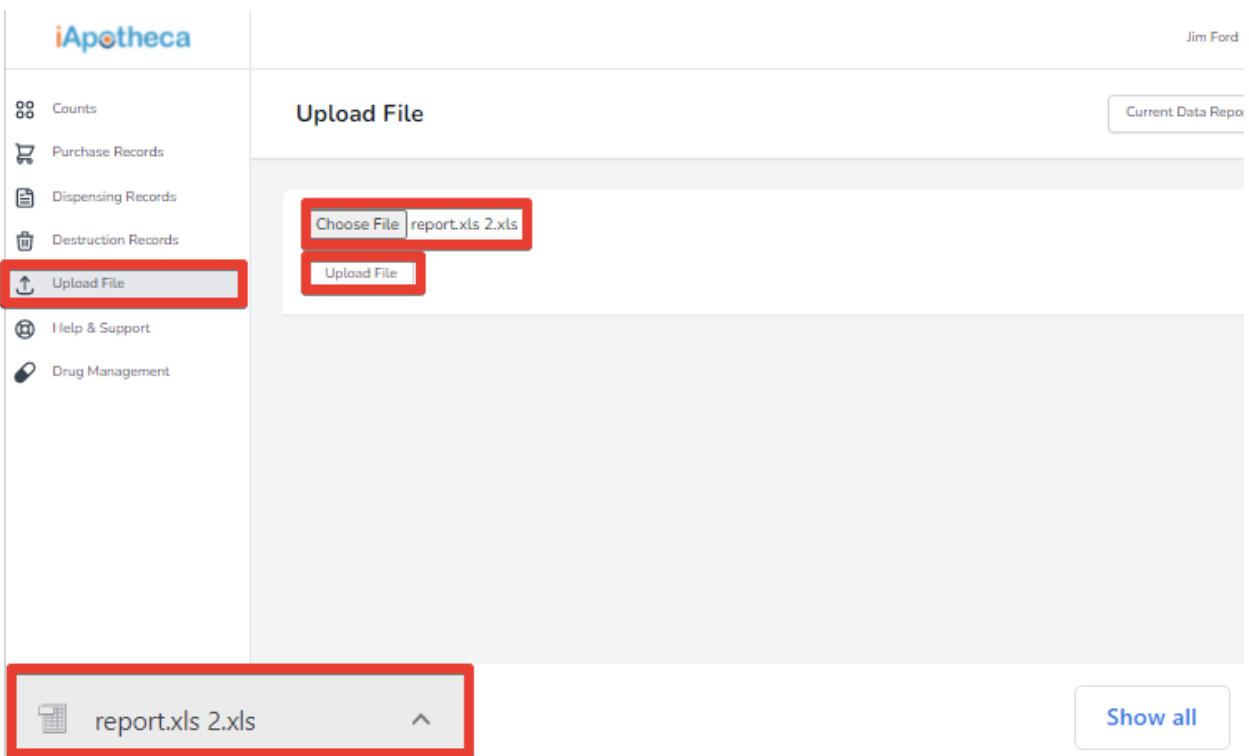


Select the appropriate date range, then choose the 'Export to Excel' option and click 'Build Report'.

The report will usually go into the downloads, or you may be prompted to save the report.



You will go back to iApotheca and then 'Upload File', you can 'Choose File' to open your desktop to search for the report, or you will be able to drag and drop the report from your downloads.



Once the report has been uploaded, you will see a confirmation screen.

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