Pharmaclik Rx Dispensing Reports – Cliff Notes

- On the main server, you will go to the 'Mckesson PTS Utilities' folder.
- You should see 'iApotheca Data Extraction Utilities' >

  If you do not see this the tool may need to be replaced on your system, call 1 (800) 209 – 6052 with your pharmacy name and PID and we will send the activation email off for you

- In the iApotheca Data Extraction Utilities folder, you should see iApotheca Narcotics Reconciliation Data Extraction tool…double click this.
- You will enter in the start date (YYYY-MM-DD) (the day of your last count) > click enter.
- You will enter in the end date (YYYY-MM-DD) (the day of your most recent count) > click enter.
- 'Run for all drugs' > 'Y' > Click Enter.
- iApothecaNarcoticsReconciliation.csv will be the report to upload.
- Go back to iApotheca > Upload File > Drag and Drop iApothecaNarcoticsReconciliation.csv and click 'Upload File'