Downloading New Catalog Files

User Guide

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Introduction

This document is intended to guide you through the steps on how to update your acquisition or purchase price on your drug files.

Updating the acquisition or purchase prices for drugs

1 - Verifying the drug cost

To verify that your drug file has not been updated to the new wholesale acquisition or vendor costs follow the steps below.

- 1. Select a Drug Card that has been affected by any provincial pricing changes.
- 2. Click 'Old Cost' tab.
- 3. If the price was updated **before any provincial pricing changes**, proceed to the next section *Verifying that settings are enabled to update your drug file.*

2 - Verifying that settings are enabled to update your drug file

- 1. Before downloading any catalog, it is advised to check the following settings:
- 2. Go to Utilities > Drug Ordering > Edit Vendor List and sign in
- 3. Double click on your vendor of choice
- 4. Ensure the following fields are selected with one of the following options:
 - 'Update Purchase Price' set to Always or Only if Default Vendor.
 - 'Include Drug Packs with Positive On Hand Qty' enabled if you want the prices changed when there
 is a positive on hand value, and disabled if you do not.
 - 'Update XXXXX Cost' where XXXXX = your vendor of choice to Never, Always or Only if Default Vendor.
- 5. Once you have completed the above settings, click OK.





3 - Downloading a Catalog

If your preferred vendor is McKesson, refer to section 4 Downloading a McKesson Catalog.

If your preferred vendor is **K&F** refer to section 5 *Downloading a K&F Catalog*.

If your preferred vendor is **Unipharm**, **Imperial BC** or **Imperial AB** refer to section 6 *Downloading a Catalog for Unipharm, Imperial BC or Imperial AB.*

4 - Downloading a McKesson Catalog

- 1. Launch Pharmaclik
- 2. Select the Catalog tab
- 3. Select Export Catalog
- 4. Select Generate







5. The following screen will display and the Status column will indicate 'Sent'.

🗜 Pharma	aclik	We	ilcome anwakhan Inbox (3) My	Profile - Help
Search by Product Nam	ne, DIN, Vendor, Item #, GTIN	l or any combination. Q		Select an Order
omplete Catalog 🛛 🔍 Home H	lealth Care			
me / Export Catalog				
rders Returns Finance	Catalog Services			
C Refresh	Request #	Request Date	File Size (kb)	Status
	393386	2018-04-01		Sent
				Page 1 / 1

6. Wait approximately 5-10 minutes and then refresh the page. The 'Sent' status will change to a **download icon** as shown below.

	H; Ph	narma <mark>cl</mark>	ik		Welcome pharmatalf Inbox	2) My Profile + Help O
•	All - Search Complete Catal	by Product Name, DIN, W	endor, Item #, GTIN or any combination.	٩		₩()+ 9 Select an Order -
Но	ome / Export Cat	talog				
с М	Orders	een generated. You can subr	mit only one catalog generation request every 2 i	tays.		
Ë.	e Teturns	Account #	Request #	Request Date	File Size (kb)	Status
	Finance		303340	2018-04-01	4758	Page 1/1
	Catalog Catalog Services					

- 7. Once the Pharmaclik Status returns the above icon, Click on the **download icon**.
- 8. Click on **Save As** and note where you are saving the file.
- Once the catalog is saved go to your Kroll application and select Utilities> Drug ordering > Load Catalog.





1-Start Screen			
File Edit Recent Reports	Utilities NH Cards Session Help	Version 10	
F3 - Patient F5 -	Drug Ordering	Generate Orders X - Si	tart
A	Merge	Purchase Order Receiving	
	Unmerge	Electronic Invoice Receiving	
Regular 2295973	Adjust Current Wait Time Check Interactions	Order from Catalog Shift+Ctrl+C Communicate with	
Narcotic 8092419	Quick Price	Alt+= Adjust Days Supply Load Catalog	McKesson Calendar
Modify Rx	View Batches Delivery Orders	Edit Vendor List	- Px Countr
Reprint Rx Cancel Rx	View Mail/Messages View Packager Batches	1-4 hrs 4+ hrs Tomorrow Trouble Total	New Ros 15 Repeat Ros 6
Modify Specific Rx #	View Pending Network Queue Labels	↓ 0 0 0 0 112	Total Rxs 21
Reprint Specific Rx #	Script Reentry Mode		Details
Counsel Rx	Credit Card Password Manager Database Maintenance		
	Drug	•	
	Patient/Rx Import		
	Printed Document Scan/Import		
TELUS Healthr			01042018 144504
			01/04/2018 14:45:04

10. A screen similar to below will appear and the download process will start.

🕖 Lo	oad Catalog 🛛 🛃
File	C:\Users\Kroll\Downloads\C0393386.zip /// (local):Pharmacy
	Parameters Vendor McKesson
Upda Warr Crea Insta Popu Unzij Load	Load Cancel Loading catalog ating Catalog from C:\Users\Kroll\Downloads\C0393386.zip ning: This update will take approximately 6 minutes. ting Temporary Tables lling UDFs Jating Temporary Tables pping C:\Users\Kroll\Downloads\C0393386.zip ling catalog ng catalog items to drug packs if necessary

11. Once the download is complete you can exit from the catalog load and your purchase prices will be updated.





5 - Downloading a K&F Catalog

1. From the Kroll application select Utilities> Drug ordering > Load Catalog > KF.

1-Start Screen								
File Edit Recent Reports F3 - Patient F5 - Last Rx Numbers Regular 2295973 Narcotic 8092419 Modify Rx	Utilities NH Cards Session Help Drug Ordering Merge Unmerge Adjust Current Wait Time Check Interactions Quick Price View Batches Delivery Orders	Version 10	Generate Orders Purchase Order Electronic Invoir Order from Cata Communicate v Adjust Days Sup Load Catalog Edit Vendor List	Receiving te Receiving tlog vith ply	Shift+ Ctrl+	× - Sta	rt Kesson	Calendar
<u>Reprint Rx</u> <u>Cancel Rx</u> Modify Specific Rx #	View Mail/Messages View Packager Batches View Pending Network Queue Labels	1~4	thrs 4+ hrs 0 7 0 0	Tomorrow 0	Trouble 0 0	Total 112 1092	New Rxs Repeat Rxs Total Rxs	15 6 21
Reprint Specific Rx # Counsel Rx	Script Rentry Mode Credit Card Password Manager Database Maintenance Drug Patient/Ri knpon Printed Document Scan/Import	;						Details
TELUS Health						520	1 01/04	/2018 14:45:04

- 2. Uncheck or deselect the Retrieve Invoice File(s) option.
- 3. Select **Download Catalog File** and then click on Communicate.

KF_FTP Cor	nmunication Forn q checked Purct	n nase Order will	be transmitt	ed
Show Pe	ending Orders	0	Show Sent (Orders
Status	Date	PO Num	Items	Total Price
🗖 Retrieve	a Invoice File(s)	1		
Downlow	ad Catalog File		Opd	ate(s) 💿 Full





6 - Downloading a Catalog for Unipharm, Imperial BC or Imperial AB

- 1. From the Kroll application, select Utilities> Drug Ordering> Communicate with.
- 2. Select the appropriate wholesaler Unipharm, or Imperial BC, or Imperial AB.
- 3. Select Download Catalog File.
- 4. Click Communicate.