



Vendor Configuration, Ordering, and Receiving

User Guide

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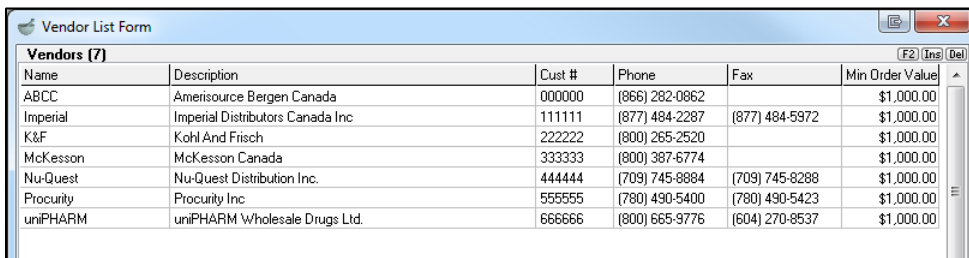
Vendor Configuration, Ordering, and Receiving

The following document provides information on the requirements and set-up of File Transfer Protocol (FTP) vendor ordering and receiving. Detailed instructions are given on how to configure your system for vendor communication, how to upload drug orders, and how to download invoices into your system.

Vendor Configuration

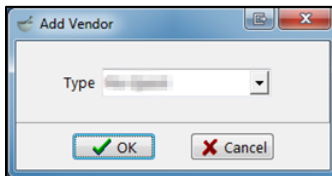
This section outlines the configuration settings required to setup File Transfer Protocol (FTP) ordering and receiving in Kroll.

1. From the main screen, go to **Utilities > Drug Ordering > Edit Vendor List**. The **Vendor List Form** will appear.



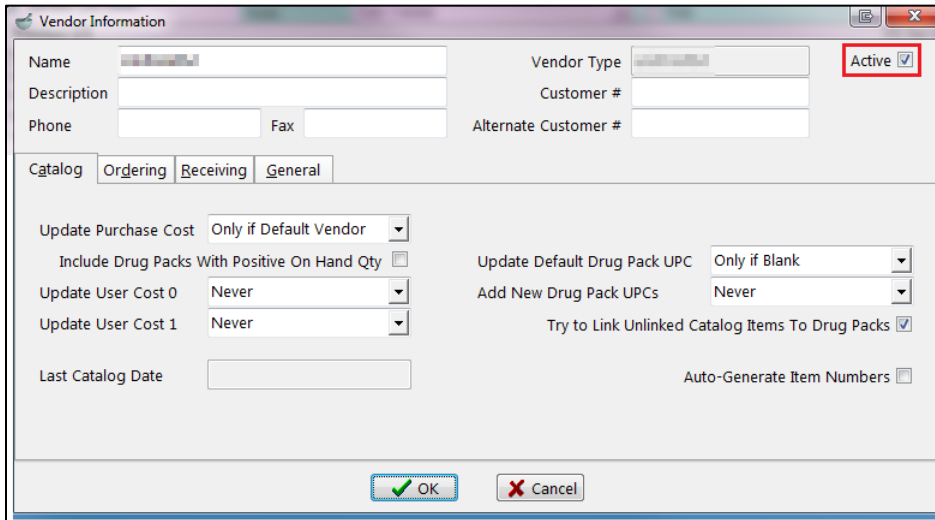
Vendors (7)					
Name	Description	Cust #	Phone	Fax	Min Order Value
ABCC	Amerisource Bergen Canada	000000	(866) 282-0862		\$1,000.00
Imperial	Imperial Distributors Canada Inc	111111	(877) 484-2287	(877) 484-5972	\$1,000.00
K&F	Kohl And Frisch	222222	(800) 265-2520		\$1,000.00
McKesson	McKesson Canada	333333	(800) 387-6774		\$1,000.00
Nu-Quest	Nu-Quest Distribution Inc.	444444	(709) 745-8884	(709) 745-8288	\$1,000.00
Procurity	Procurity Inc	555555	(780) 490-5400	(780) 490-5423	\$1,000.00
uniPHARM	uniPHARM Wholesale Drugs Ltd.	666666	(800) 665-9776	(604) 270-8537	\$1,000.00

2. Click **Ins** to add a new vendor entry. Select the vendor from the **Type** dropdown menu and click **OK**.



The Add Vendor dialog box contains a dropdown menu labeled "Type" and two buttons: "OK" and "Cancel".

3. Ensure the **Active** checkbox is checked. This will ensure the vendor record is active and orders for that vendor can be generated and received.



The screenshot shows a 'Vendor Information' dialog box with the following fields and options:

- Name: [Text Field]
- Description: [Text Field]
- Phone: [Text Field]
- Fax: [Text Field]
- Vendor Type: [Text Field]
- Customer #: [Text Field]
- Alternate Customer #: [Text Field]
- Active: (highlighted with a red box)
- Tabs: Catalog, Ordering, Receiving, General
- Update Purchase Cost: Only if Default Vendor (dropdown)
- Include Drug Packs With Positive On Hand Qty:
- Update User Cost 0: Never (dropdown)
- Update User Cost 1: Never (dropdown)
- Last Catalog Date: [Text Field]
- Update Default Drug Pack UPC: Only if Blank (dropdown)
- Add New Drug Pack UPCs: Never (dropdown)
- Try to Link Unlinked Catalog Items To Drug Packs:
- Auto-Generate Item Numbers:
- Buttons: OK, Cancel

- **Name:** Enter the name of the vendor.
- **Description:** Enter the vendor description.
- **Phone:** Enter the vendor's phone number.
- **Fax:** Enter the vendor's fax number.
- **Customer #:** Enter your pharmacy's unique vendor account number (provided by the vendor).
- **Alternate Customer #:** Enter an alternate customer number (if available).

Catalog Tab

This section describes the contents of the **Catalog** tab on the **Vendor Information** screen.

The screenshot shows the 'Vendor Information' window with the 'Catalog' tab selected. The 'Catalog' tab is highlighted with a red box. The window contains several input fields and dropdown menus for configuring vendor catalog settings. At the bottom, there are 'OK' and 'Cancel' buttons.

NOTE: The fields on this screen are determined by the values entered in the **User Cost 0 Label**, **User Cost 1 Label**, etc. fields in **File > Configuration > Store > Drug**. These values are also reflected on the Drug card, **General** tab.

Configuration > Store > Drug tab:

The screenshot shows the 'Store Level Configuration Parameters' window with the 'Drug' tab selected. The 'Drug' tab is highlighted with a red box. The window contains several input fields for configuring drug-related parameters. At the bottom, there are 'Ctrl ↑' and 'Ctrl ↓' buttons.

Drug Card > General tab:

The screenshot shows the 'Drug Card' window with the 'General' tab selected. The 'General' tab is highlighted with a red box. The window contains several input fields and a table of user costs. At the bottom, there are 'Ctrl ↑' and 'Ctrl ↓' buttons.

Purchase	\$4.95
User Cost 0	\$4.95
User Cost 1	\$4.95
User Cost 2	\$4.95
User Cost 3	\$4.95

- **Update Purchase Cost:** This configuration determines if and when the **Purchase** field on the Drug card gets updated during a **[Vendor]** catalog load
 - **Never:** The purchase price is never updated during a catalog load.
 - **Always:** The purchase price is always updated during catalog load, even for non-default vendors.
 - **Only if Default Vendor:** The purchase price is updated during a catalog load only if the vendor is set as the **Default Vendor** on the Drug card.

- **Include Drug Packs with Positive On Hand Qty:** When this option is unchecked, loading a catalog will only update the purchase price for drugs with a negative (-) or zero (0) on-hand quantity. The purchase price for drugs with a positive (+) on-hand quantity will not be updated during a catalog load; they will have prices updated through electronic invoice receiving or manual user manipulation.

When this option is checked, loading a catalog will update the purchase price for drugs with a negative (-), positive (+), and with zero (0) on-hand quantity. Note that the catalog price will override whatever is currently listed in the Purchase Price field on the Drug card.

NOTE: This option has no function when the **Update Purchase Cost** is set to **'Never'**.

- **Update User Cost 0:** This option determines if and when the **Update User Cost 0** field on a Drug card gets updated during a **[Vendor]** catalog load.
 - **Never:** The **Update User Cost 0** field is never updated during a catalog load.
 - **Always:** The **Update User Cost 0** field is always updated during a catalog load, even for non-default vendors.
 - **Only if Default Vendor:** The **Update User Cost 0** field is updated during a catalog load only if the vendor is set as the **Default Vendor** on the Drug card.
- **Update User Cost 1:** This option determines if and when the **User Cost 1** field on the Drug card gets updated during a **[Vendor]** catalog load.
 - **Never:** The **Update User Cost 1** field is never updated during a catalog load.
 - **Always:** The **Update User Cost 1** field is always updated during a catalog load, even for non-default vendors.
 - **Only if Default Vendor:** The **Update User Cost 1** field is updated via a catalog load only if the vendor is set as the **Default Vendor** on the Drug card.
- **Last Catalog Date:** This is a read-only field that displays the last time a catalog was uploaded into the Kroll system.
- **Drug Pack Tier Mapping:** This option is only applicable to Ontario pharmacies. The options in this dropdown menu **Default Regular Tier** and **Default ODB Tier**.

- **Update Default Drug Pack UPC:** This configuration determines if and when the default **UPC** field on the Drug card gets updated during a catalog load.
 - **Never:** The **UPC** field is never updated during a catalog load.
 - **Always:** The **UPC** field will get updated every time a catalog is loaded.
 - **Only if Blank:** The **UPC** field will only be updated during a catalog upload when the field is blank; otherwise the existing entry in the **UPC** field will remain unchanged.
 - **Only if Default Vendor:** The **UPC** field will only be updated during a catalog load only if only if the vendor is set as the **Default Vendor** on the Drug card.

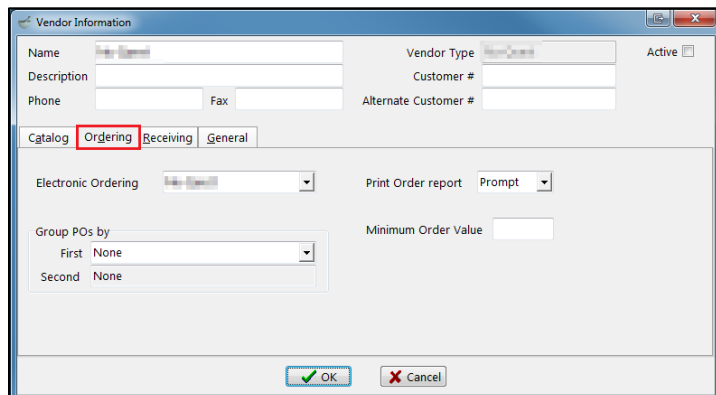
- **Add New Drug Pack UPCs:** This configuration determines if and when a new UPC that exist in the catalog but not in the Drug card gets added. **Note** that even when a new UPC is added as a result of this configuration, it will not be set as the default UPC; rather, it will be added as a supplementary UPC in the **UPC** tab on the Drug card.
 - **Never:** New drug pack UPCs will never be added to the Drug card during a catalog load.
 - **Always:** New drug pack UPCs will always be added to the Drug card during a catalog load.
 - **Only if Default Vendor:** New drug pack UPCs will only be added to the Drug card during a catalog load only if the vendor is set as the **Default Vendor** on the Drug card.

- **Try to Link Unlinked Catalog Items to Drug Packs:** When this option is checked, Kroll will attempt to link item numbers in the catalog that are not yet attached to the Drug card.

- **Auto-Generate Item Numbers:** When this option is checked, the item number that the vendor uses to identify order items is auto-generated. This option is normally used by Direct Vendors only, and is not permitted for vendors with **Electronic Ordering** (Ordering tab) and/or **Electronic Receiving** (Receiving tab) values set to anything other than 'None'.

Ordering Tab

This section describes the contents of the **Ordering** tab on the **Vendor Information** screen.



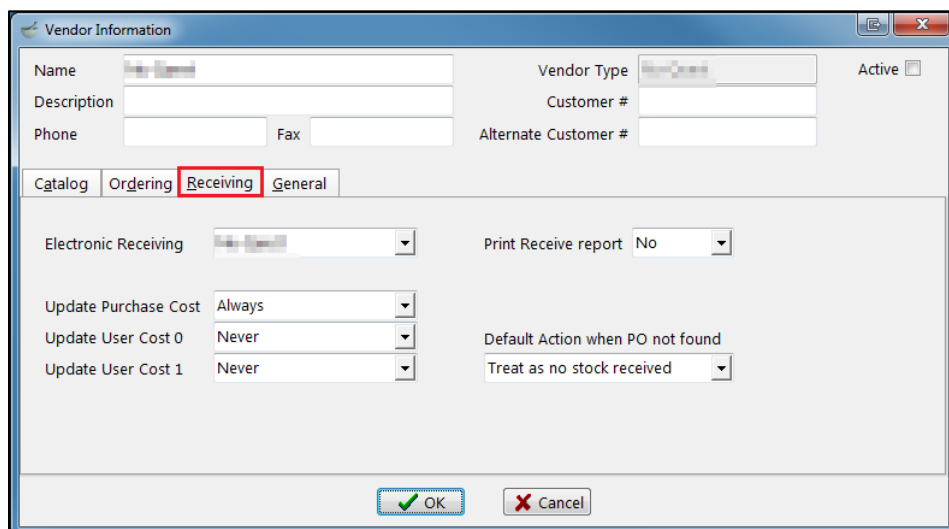
- **Electronic Ordering:** Select the appropriate option from the dropdown menu
- **Group POs by:** This option determines how purchase order (PO) items are grouped. The following options are available from the **First** and **Second** dropdown menus:
 - Catalog Special Handling
 - Drug Group (Ordering)
 - Drug Location
 - Drug Schedule

If you select **Drug Schedule**, for example, from the **First** dropdown menu, the PO items will be grouped by drug schedule, and a separate PO number will be generated for each drug schedule. If you select **Drug Group (Ordering)**, for example, from the **Second** dropdown menu, the items in each drug schedule PO will be subcategorized according to drug group.

- **Print Order report:** This option determines if a Print Order report is generated when placing an order.
 - **Yes:** A **Purchase Order** report will be sent directly to the printer once an order is placed.
 - **No:** A **Purchase Order** report will not be generated when an order is placed.
 - **Prompt:** The **Purchase Order** report options screen will appear once an order is placed. This screen allows you to configure report options prior to printing, previewing, or exiting the report.
- **Minimum Order Value:** Enter the minimum value of drugs required to place an order with the vendor.

Receiving Tab

This section describes the contents of the **Receiving** tab on the **Vendor Information** screen.



The screenshot shows the 'Vendor Information' window with the 'Receiving' tab selected. The 'Receiving' tab is highlighted with a red box. The form contains the following fields and options:

- Name: [Text Field]
- Description: [Text Field]
- Phone: [Text Field] Fax: [Text Field]
- Vendor Type: [Dropdown Menu]
- Customer #: [Text Field]
- Alternate Customer #: [Text Field]
- Active:
- Electronic Receiving: [Dropdown Menu]
- Print Receive report: [Dropdown Menu, set to 'No']
- Update Purchase Cost: [Dropdown Menu, set to 'Always']
- Update User Cost 0: [Dropdown Menu, set to 'Never']
- Update User Cost 1: [Dropdown Menu, set to 'Never']
- Default Action when PO not found: [Dropdown Menu, set to 'Treat as no stock received']
- Buttons: OK, Cancel

- **Electronic Receiving:** Select the vendor from the dropdown menu.
- **Update Purchase Cost:** This configuration determines if and when the **Purchase** field on the Drug card gets updated when an electronic invoice is received.
 - **Never:** The purchase price is never updated when an electronic invoice is received.
 - **Always:** The purchase price is always updated when an electronic invoice is received, even for non-default vendors.
 - **Only if Default Vendor:** The purchase price is updated when an electronic invoice is received, only if the vendor is set as the **Default Vendor** on the Drug card.

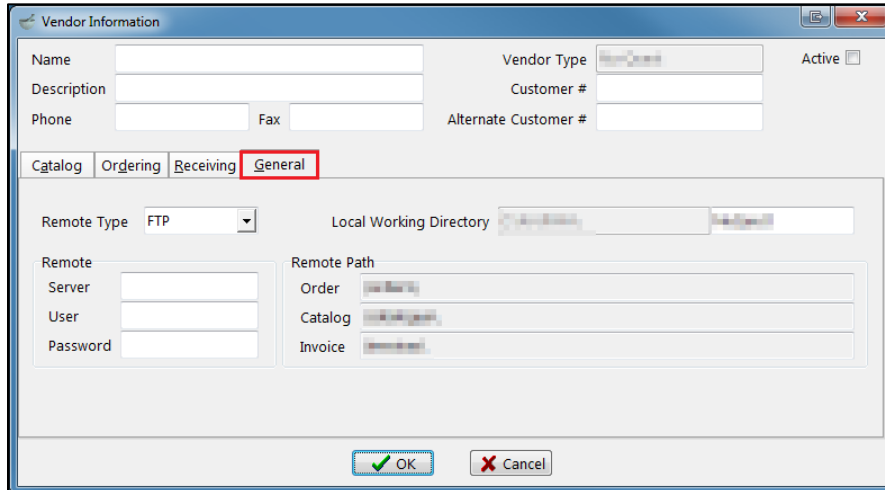
NOTE: Only items listed in the invoice will have their cost fields updated.

- **Update User Cost 0:** This option determines if and when the **Update User Cost 0** field on a Drug card gets updated when an electronic invoice is received.
 - **Never:** The **Update User Cost 0** field is never updated during a catalog load.
 - **Always:** The **Update User Cost 0** field is always updated during a catalog load, even for non-default vendors.
 - **Only if Default Vendor:** The **Update User Cost 0** field is updated during a catalog load only if the vendor is set as the **Default Vendor** on the Drug card.

- **Update User Cost 1:** This option determines if and when the **User Cost 1** field on the Drug card gets updated when an electronic invoice is received .
 - **Never:** The **User Cost 1** field is never updated when an electronic invoice is received.
 - **Always:** The **User Cost 1** field is always updated when an electronic invoice is received.
 - **Only if Default Vendor:** The **User Cost 1** field is updated when an electronic invoice is received only if the vendor is set as the **Default Vendor** on the Drug card.
- **Print Receive report:** This option determines if a Print Receive report is generated when an electronic invoice is received.
 - **Yes:** The report will be sent directly to the printer once the **Processing Invoice File(s)** task is complete.
 - **No:** The report will not be printed after the **Processing Invoice File(s)** task is complete.
 - **Prompt:** The **Receiving Order Report** options screen will appear once the **Processing Invoice File(s)** task is complete. This screen allows you to configure report options prior to printing, previewing, or exiting the report.
- **Default Action when PO not found:** This option lets you set the default action when there is no PO found in Kroll that matches the PO coming in on the Vendor invoice file. This occurs when an order is sent to the vendor outside of the Kroll application.
 - **Treat as no stock received:** Inventory and prices for products in the invoice will not get updated in Kroll. The invoice will be marked as **Received**.
 - **Treat like no-PO received:** Inventory and prices for products in the invoice will get updated in Kroll even when there is no matching PO in the Kroll system. The invoice will be marked as **Received**.
 - **Skip PO:** Inventory and prices for products in the invoice will not get updated in Kroll. The invoice will be marked as **Outstanding** so it can be received later.

General Tab

This section describes the contents of the **General** tab on the **Vendor Information** screen.



The screenshot shows the 'Vendor Information' window with the 'General' tab selected. The 'Remote Type' dropdown is set to 'FTP'. The 'Remote' section includes fields for Server, User, and Password. The 'Remote Path' section includes fields for Order, Catalog, and Invoice. The 'Local Working Directory' field is also visible. The 'Active' checkbox is unchecked. The 'OK' and 'Cancel' buttons are at the bottom.

- **Remote Type:** This option lets you select the method by which orders are placed to the vendor. Most stores will use the option **FTP** (File Transfer Protocol).

NOTE: If you wish to change the **Remote Type** value, you must contact the vendor so that they can make the same configuration change on their end. If the store and the vendor have mismatched **Remote Type** values, orders will not be successfully sent or received.

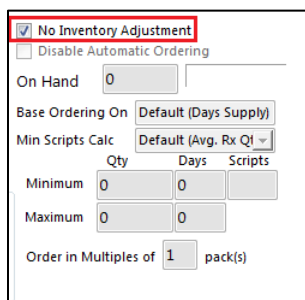
- **Remote:** This section determines what login credentials are needed when placing an order to a vendor, if applicable.
 - **Server:** Enter the FTP server name of the vendor or IP address.
 - **User:** Enter the user name that has been assigned by the vendor.
 - **Password:** Enter the password that has been assigned by the vendor.
- **Local Working Directory:** This field displays the path where the vendor files are temporarily stored.
- **Remote Path:** This field displays the path where the vendor order(s), catalog(s), and invoice(s) are stored. The remote path locations are defined by the vendor.

Preventing OTC Inventory Adjustments

Many pharmacies order OTC (over-the-counter) products separately from Rx (prescription) products. However, sometimes the invoice contains both OTC and Rx items. There are two ways to prevent your store from receiving OTC inventory and prices into Kroll when ordering both OTC and Rx items.

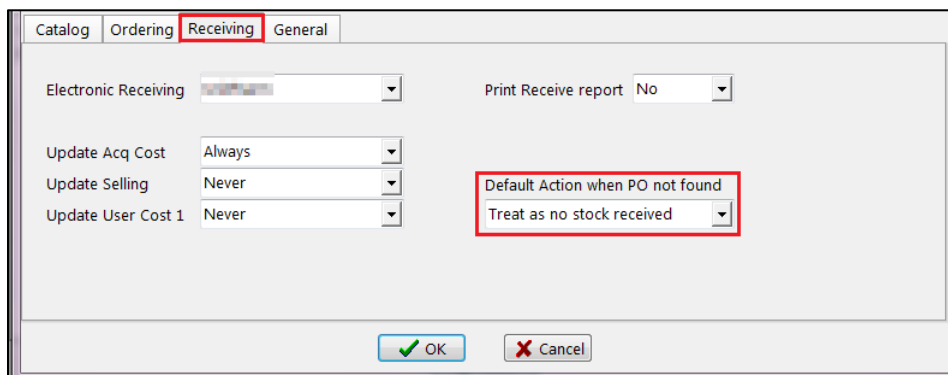
The first method of preventing OTC items from being received into Kroll is to run the **Drug Update Utility** to disable inventory adjustments for all Schedule 2 and/or Schedule 3 items. You will have to perform a drug search for the OTC items that you keep inventory for and manually activate the **No Inventory Adjustment** flag. You may want to use this method if you receive invoices that combine inventory and non-inventory items (e.g., when Rx items are mixed with OTC items in an invoice).

Drug Card > Ordering Tab:



The screenshot shows the 'Ordering' tab of a drug card. The 'No Inventory Adjustment' checkbox is checked and highlighted with a red box. Other visible fields include 'On Hand' (0), 'Base Ordering On' (Default (Days Supply)), 'Min Scripts Calc' (Default (Avg. Rx Qt)), and 'Order in Multiples of' (1 pack(s)).

The second method of preventing OTC items from being received into Kroll is to select **Treat as no stock Received** from the **Default Action when PO not found** dropdown menu found in **Utilities > Drug Ordering > Edit Vendor List > [Vendor Name] > Receiving** tab.



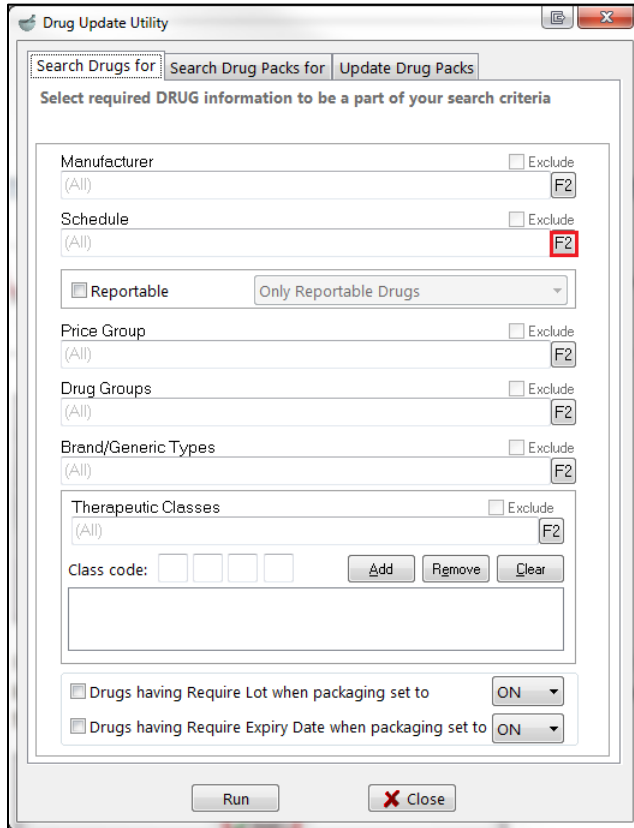
The screenshot shows the 'Receiving' tab of the Vendor Configuration window. The 'Default Action when PO not found' dropdown menu is highlighted with a red box and set to 'Treat as no stock received'. Other visible fields include 'Electronic Receiving', 'Update Acq Cost' (Always), 'Update Selling' (Never), 'Update User Cost 1' (Never), and 'Print Receive report' (No). 'OK' and 'Cancel' buttons are at the bottom.

When this configuration is set, OTC items ordered outside of the Kroll application will **NOT** have any inventory and prices updated during invoice receiving because there is no corresponding PO found in the system. Only catalog prices will be updated if necessary.

NOTE: If you order OTC and Rx items outside of the Kroll application, inventory and prices will not be updated for the Rx items as well and this may be problematic if you are keeping perpetual inventory for Rx drugs.

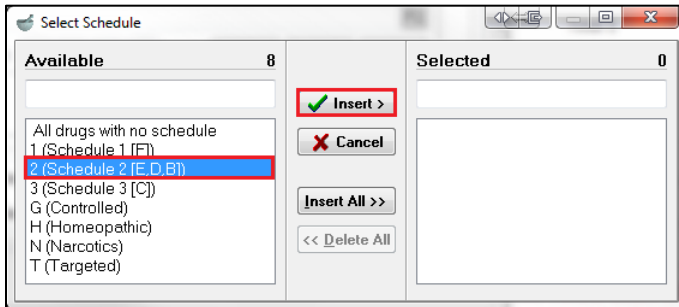
Running the Drug Update Utility:

1. Go to **Utilities > Drug > Drug Update Utility**.
2. Click the F2 button that appears next to the Schedule field under Search Drugs for tab.

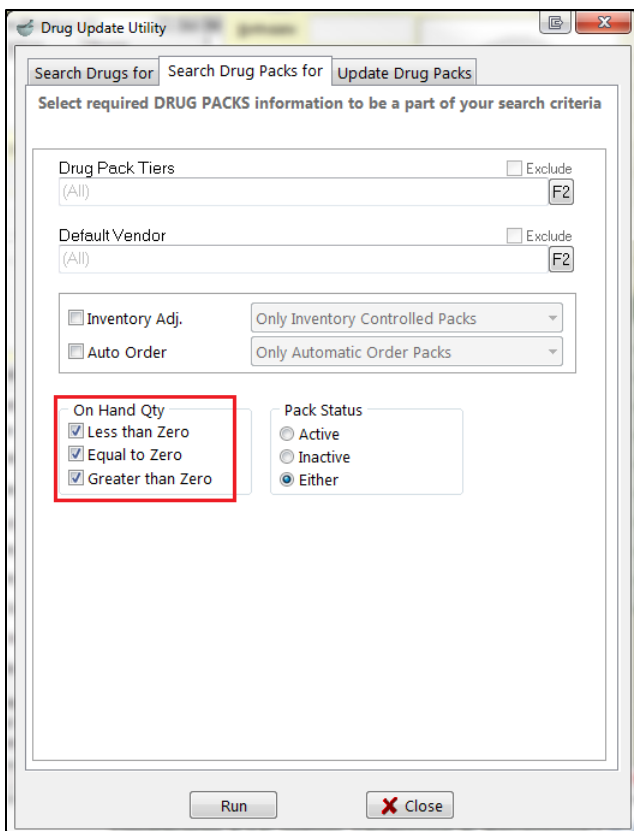


NOTE: All other fields should be set to **ALL**.

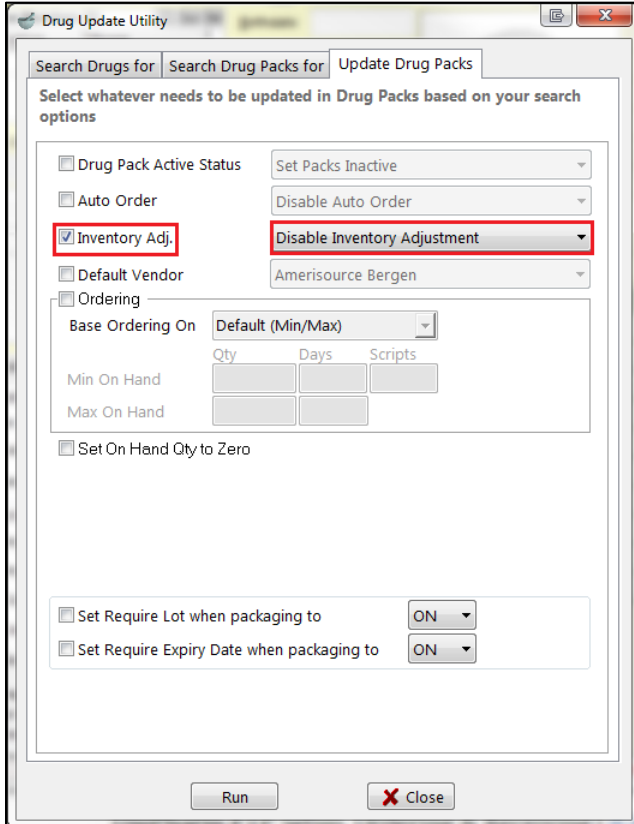
- From the **Select Schedule** form, highlight **2 (Schedule 2 [E,D,B])** from the **Available** list and click **Insert**. The item will appear in the **Selected** list. Do the same for **3 (Schedule 3 [C])** if necessary.



- Once all the applicable schedules have been selected to the right hand side, click **OK** or press **Enter** on the keyboard to return back to the **Drug Update Utility** screen.
- Select the **Search Drug Packs for** tab and ensure **Less than Zero**, **Equal to Zero**, and **Greater than Zero** are checked.



4. Select the **Update Drug Packs** tab and ensure **Inventory Adj.** is checked. Select **Disable Inventory Adjustment** from the dropdown menu.

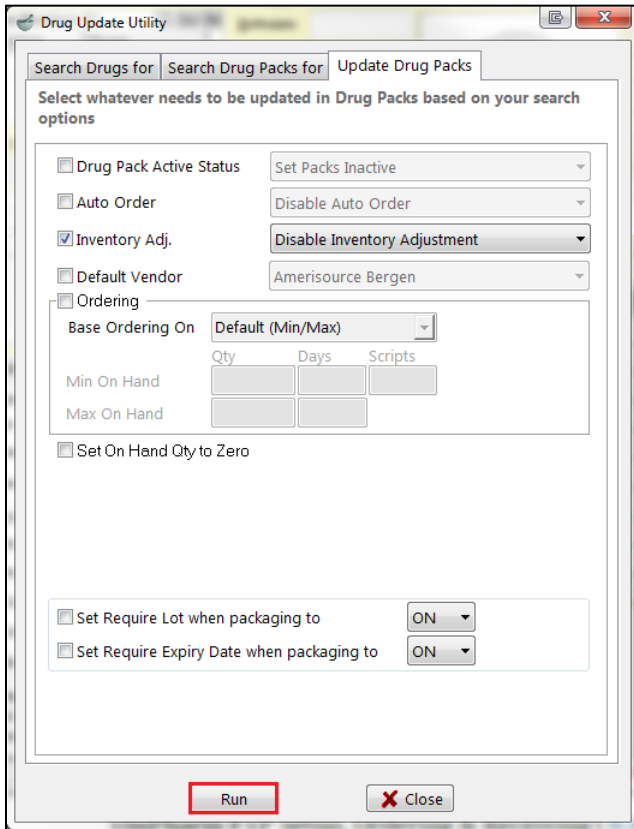


The screenshot shows the 'Drug Update Utility' window with the 'Update Drug Packs' tab selected. The window contains several configuration options:

- Drug Pack Active Status: Set Packs Inactive
- Auto Order: Disable Auto Order
- Inventory Adj.**: **Disable Inventory Adjustment**
- Default Vendor: Amerisource Bergen
- Ordering
 - Base Ordering On: Default (Min/Max)
 - Min On Hand: Qty, Days, Scripts
 - Max On Hand: Qty, Days
 - Set On Hand Qty to Zero
- Set Require Lot when packaging to: ON
- Set Require Expiry Date when packaging to: ON

Buttons at the bottom: Run, Close

- Click **Run** to inactivate inventory adjustments for the drug schedules selected in Schedule 2 and Schedule 3 (as mentioned above in step 3).



Drug Update Utility

Search Drugs for | Search Drug Packs for | **Update Drug Packs**

Select whatever needs to be updated in Drug Packs based on your search options

Drug Pack Active Status: Set Packs Inactive

Auto Order: Disable Auto Order

Inventory Adj.: **Disable Inventory Adjustment**

Default Vendor: Amerisource Bergen

Ordering

Base Ordering On: Default (Min/Max)

	Qty	Days	Scripts
Min On Hand			
Max On Hand			

Set On Hand Qty to Zero

Set Require Lot when packaging to: ON

Set Require Expiry Date when packaging to: ON

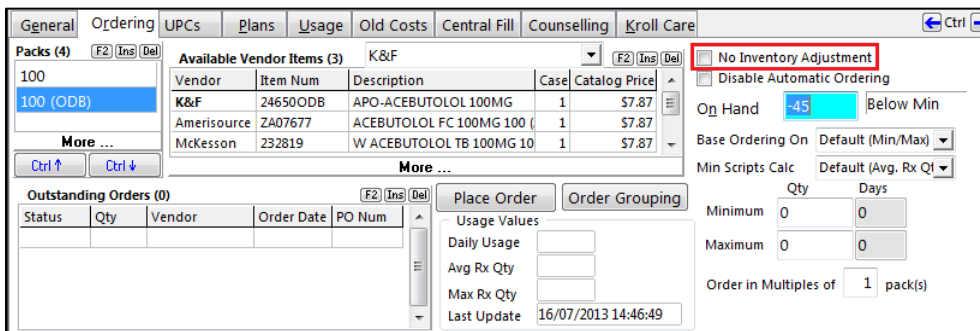
Run | Close

Reactivating Inventory Adjustments

- Perform a drug search from the Drug card and locate the drug for which you want to reactivate inventory adjustments.
- Select the drug record and click **Edit**.

F3 - Patient		F5 - Drug		F7 - Doctor		F9 - Workflow		F11 - Drop-off		F12 - New Rx		Alt-X - Start	
Search Criteria		Mixture <input type="checkbox"/>	<input checked="" type="checkbox"/> Edit	Ins Insert		Searching By		Brand(Generic) Name (Adv)					
apo-diclo		<input checked="" type="checkbox"/> Cancel	Copy Drug	<input type="checkbox"/> Advanced		17		Records Found					
#	▲ Brand Name	Generic Name	DefaultVendor	Strength	Pack Size	OnHand	DIN	Fo ^					
1	Apo-Diclo	Diclofenac Sodium		25mg	100		00839175	TA					
2	Apo-Diclo	Diclofenac Sodium		25mg	500		00839175	TA					
3	Apo-Diclo	Diclofenac Sodium		25mg	100 ODB		00839175	TA					
4	Apo-Diclo	Diclofenac Sodium		50mg	500 ODB		00839183	TA					

3. Select the **Ordering** tab on the Drug card and uncheck the **No Inventory Adjustment** option.

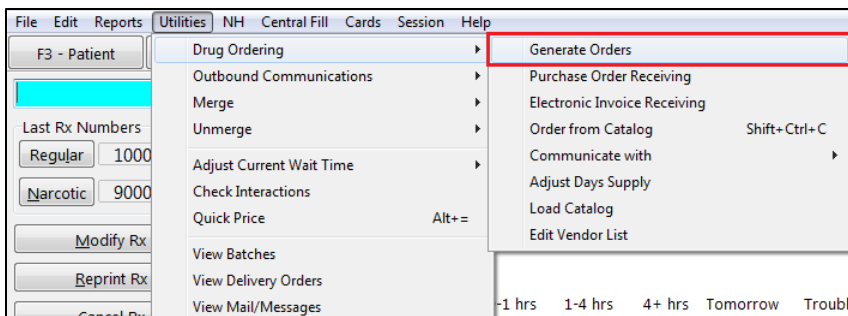


4. Click **Save** or press **Enter** on the keyboard from the F5-Drug Card to save changes.

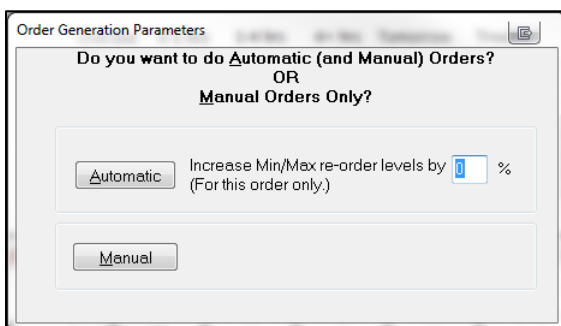
Generating an Order

This section outlines the process for generating orders and electronically sending them to a vendor.

1. Go to **Utilities > Drug Ordering > Generate Order**.



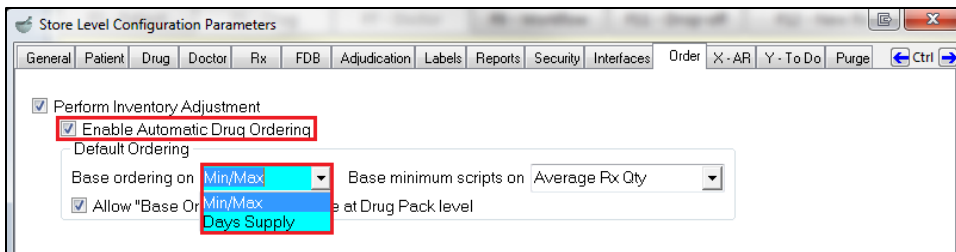
2. A prompt will appear asking if you want to generate an **Automatic** or **Manual** order. Select **Automatic** to generate an order based on the **Min/Max** or **Days Supply** values in the Drug card; select **Manual** to generate an order from the wholesaler catalog.



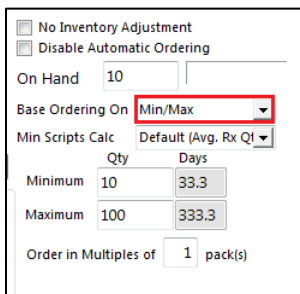
NOTE: A percentage field is available for instances where you want to inflate the quantity of drugs being ordered for all items in the order. For example, 'Increase Min/Max re-order levels by 10% (For this order only)' would cause the order quantity to increase by 10% for all items in the order.

Automatic Order (Perpetual Inventory)

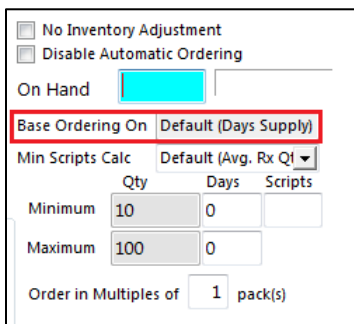
Automatic ordering can only be performed when the option **Enable Automatic Drug Ordering** is enabled in **File > Configuration > Store > Order**.



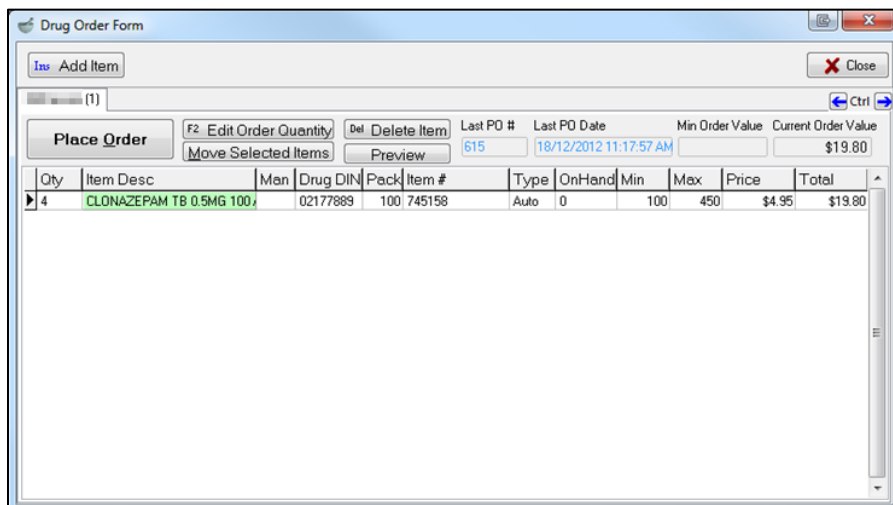
If you select **Min/Max** from the **Base ordering on** dropdown menu, automatic ordering will occur when the **Min/Max** values on the Drug card are below minimum.



If you select **Days Supply** from the **Base ordering on** dropdown menu, automatic ordering will occur when the **Days** value on the Drug card is below minimum. This value is determined by the average sales levels of the drug.



If **Automatic** ordering is selected, the system will check all drugs with automatic ordering enabled and generate a suggested order similar to the one below:



Qty	Item Desc	Man	Drug DIN	Pack	Item #	Type	OnHand	Min	Max	Price	Total
4	CLONAZEPAM TB 0.5MG 100		02177889	100	745158	Auto	0	100	450	\$4.95	\$19.80

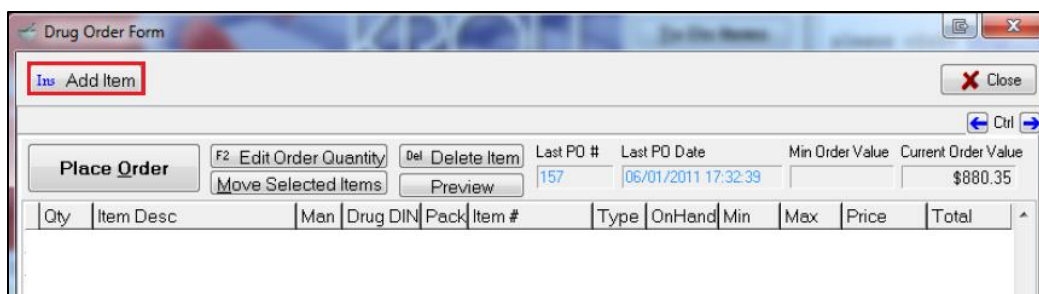
NOTE: Drugs that have an **On Hand** value lower than the **Minimum** will be place on order given that the drug has automatic ordering enabled. The **minimum** value is either entered manually by you or calculated based on the days' supply (i.e., usage).

Manual Order

If **Manual** ordering is selected, you can choose specific items from the catalog to be placed on order instead of having the system auto-generate a suggested order based on min/max and on-hand values.

Method 1: Ordering from the Drug Order Form

1. Click **Add Item** to access the wholesaler catalog.



Qty	Item Desc	Man	Drug DIN	Pack	Item #	Type	OnHand	Min	Max	Price	Total

The **Insert Order Item** screen will appear. You can search for items from this screen using the following criteria:

- Description
- Drug Identification Number (DIN)
- Item Number
- Pack Size
- UPC

NOTE: The method used to search for drugs in the wholesaler catalog is differing from the method used to search for drugs in Kroll. For example, if you are searching for Altace 10mg, typing 'Altace, 10' in the description field will yield 'no items found'.

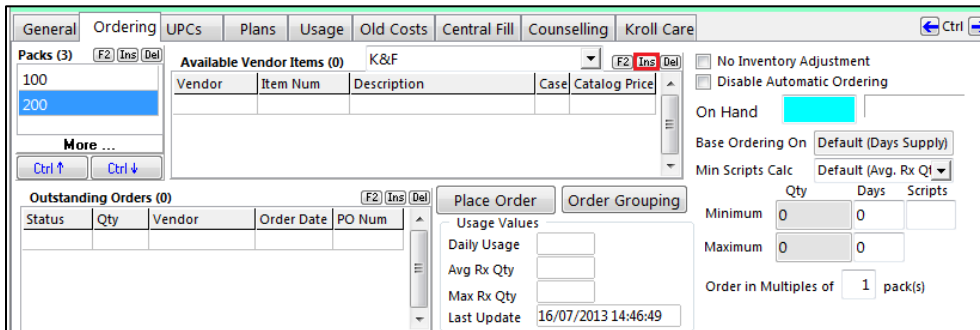
1. Highlight the drug and click **Select** to add the drug to the order.

Vendor	Item Num	Description	DIN	Pack	UPC	Price	Case	Last Updated
	5013616	APD GAIN 2% BONUS REFILL KIT 120	00885754	120	077131313616	\$59.47	1	28/01/2013
	5013614	APD GAIN 2% BONUS STARTER 120ML	00885754	120	077131313614	\$59.47	1	28/01/2013
	5000531	APD K 600MG 100	00602884	100	077131300531	\$8.99	1	28/01/2013
	5000533	APD K 600MG 1000	00602884	1,000	077131300533	\$89.90	1	28/01/2013
	24650	APD-ACEBUTOLOL 100MG 100'S	02147602	100	771313076777	\$7.87	1	14/01/2013
	246500DB	APD-ACEBUTOLOL 100MG 100'S	02147602	100	771313076777	\$7.87	1	14/01/2013
	24651	APD-ACEBUTOLOL 100MG 500'S	02147602	500	771313076784	\$39.35	1	14/01/2013
	246510DB	APD-ACEBUTOLOL 100MG 500'S	02147602	500	771313076784	\$39.35	1	14/01/2013
	24652	APD-ACEBUTOLOL 200MG 100'S	02147610	100	771313076791	\$11.77	1	14/01/2013
	246520DB	APD-ACEBUTOLOL 200MG 100'S	02147610	100	771313076791	\$11.77	1	14/01/2013
	24653	APD-ACEBUTOLOL 200MG 500'S	02147610	500	771313076807	\$58.85	1	14/01/2013
	246530DB	APD-ACEBUTOLOL 200MG 500'S	02147610	500	771313076807	\$58.85	1	14/01/2013
	24654	APD-ACEBUTOLOL 400MG 100'S	02147629	100	771313076814	\$24.66	1	14/01/2013
	246540DB	APD-ACEBUTOLOL 400MG 100'S	02147629	100	771313076814	\$24.66	1	14/01/2013

2. Enter the quantity you want ordered and click **OK**.

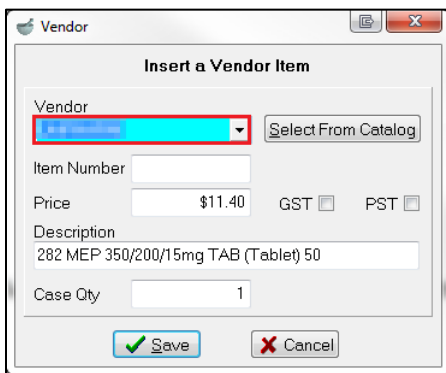
Method 2: Ordering from the Drug Card

1. Bring up the drug you want to order in the Drug card. Access the **Ordering** tab and click **Ins** in the **Available Vendor Items** section.



The screenshot shows the 'Ordering' tab in the software. The 'Available Vendor Items (0)' section is active, displaying a table with columns for Vendor, Item Num, Description, Case, and Catalog Price. The 'Ins' button is highlighted in red. Below this, there are fields for 'Usage Values' (Daily Usage, Avg Rx Qty, Max Rx Qty, Last Update) and 'Ordering' options (On Hand, Base Ordering On, Min Scripts Calc, Minimum, Maximum, Order in Multiples of).

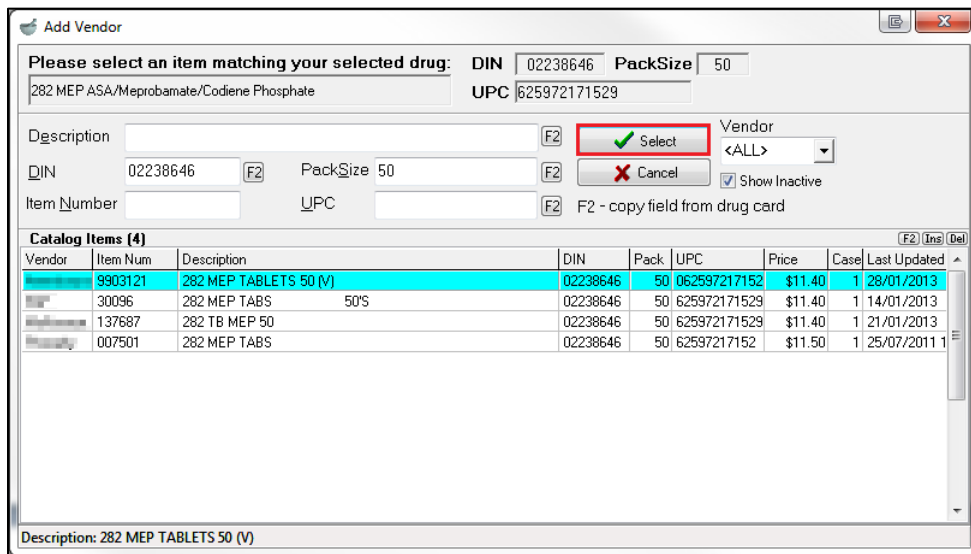
2. Select the appropriate vendor from the **Vendor** dropdown menu.



The screenshot shows the 'Vendor' dialog box titled 'Insert a Vendor Item'. It features a 'Vendor' dropdown menu (highlighted in red) and a 'Select From Catalog' button. Below these are fields for 'Item Number', 'Price' (displaying \$11.40), 'GST' and 'PST' checkboxes, 'Description' (282 MEP 350/200/15mg TAB (Tablet) 50), and 'Case Qty' (displaying 1). 'Save' and 'Cancel' buttons are at the bottom.

3. Enter the item number in the **Item Number** field and click **Save**. Or, click **Select From Catalog** to select the drug from the catalog.

- a. If you chose **Select From Catalog**, highlight the drug from the **Catalog Items** list and click **Select**.



Add Vendor

Please select an item matching your selected drug: DIN 02238646 PackSize 50
 282 MEP ASA/Meprobamate/Codiene Phosphate UPC 625972171529

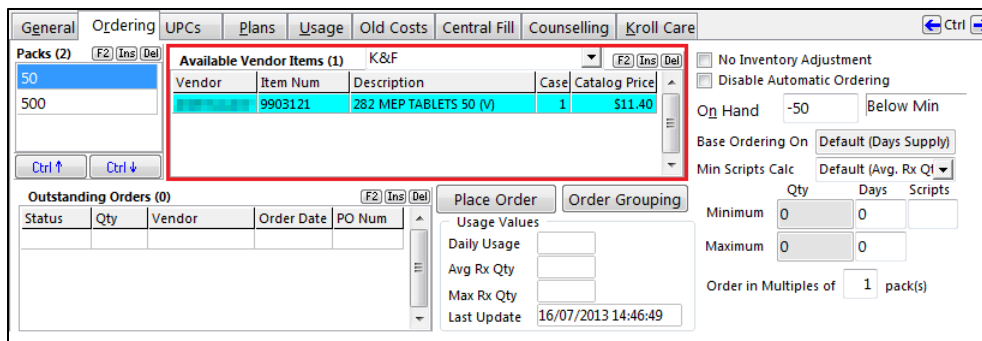
Description: _____ F2 Select Vendor: <ALL>
 Cancel Show Inactive

DIN 02238646 F2 PackSize 50 F2
 Item Number _____ UPC _____ F2 F2 - copy field from drug card

Vendor	Item Num	Description	DIN	Pack	UPC	Price	Case	Last Updated
9903121	282 MEP TABLETS 50 (V)		02238646	50	62597217152	\$11.40	1	28/01/2013
30096	282 MEP TABS	50'S	02238646	50	625972171529	\$11.40	1	14/01/2013
137687	282 TB MEP 50		02238646	50	625972171529	\$11.40	1	21/01/2013
007501	282 MEP TABS		02238646	50	62597217152	\$11.50	1	25/07/2011

Description: 282 MEP TABLETS 50 (V)

4. The item will be added to the **Available Vendor Items** list on the Drug card.



General Ordering UPCs Plans Usage Old Costs Central Fill Counselling Kroll Care

Packs (2) F2 (Ins) (Del)
 50
 500

Ctrl ↑ Ctrl ↓

Vendor	Item Num	Description	Case	Catalog Price
9903121	282 MEP TABLETS 50 (V)		1	\$11.40

Outstanding Orders (0) F2 (Ins) (Del)

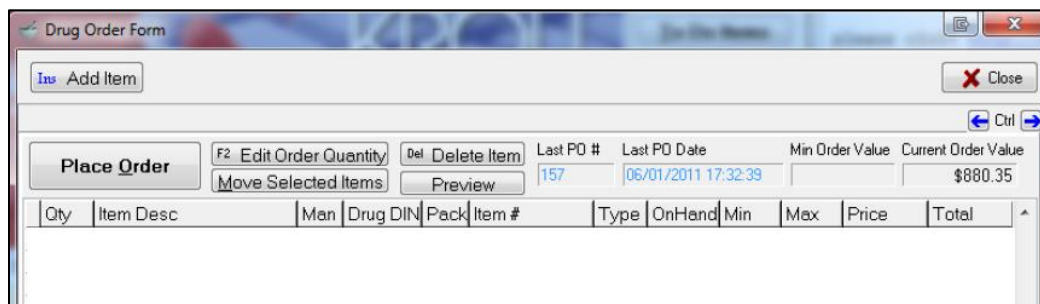
Place Order Order Grouping

Usage Values
 Daily Usage
 Avg Rx Qty
 Max Rx Qty
 Last Update 16/07/2013 14:46:49

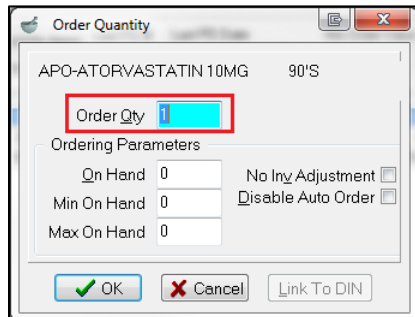
No Inventory Adjustment
 Disable Automatic Ordering
 On Hand -50 Below Min
 Base Ordering On Default (Days Supply)
 Min Scripts Calc Default (Avg. Rx Qt)
 Minimum 0 0
 Maximum 0 0
 Order in Multiples of 1 pack(s)

Drug Order Form Options

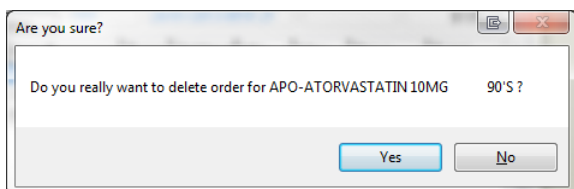
The **Drug Order Form** contains a list of items placed on order, regardless of whether the order is generated automatically or manually. The following options are available from the **Drug Order Form**.



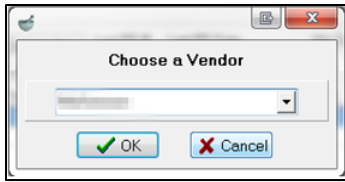
- **Add Item:** Selecting this option will pull up the **Insert Order Item** form which allows you to manually add products to the order by searching the wholesaler catalog.
- **Edit Order Quantity:** Highlighting an order item and selecting this option allows you to edit the quantity being ordered, along with other drug parameters such as **On Hand**, **Min On Hand**, **Max On Hand**, **No Inv Adjustment**, and **Disable Auto Order**.



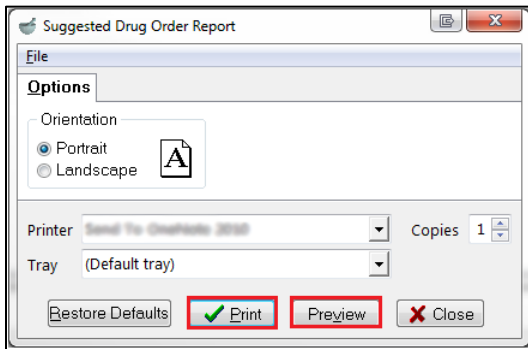
- **Delete Item:** Highlighting an item and selecting this option allows you to remove the item from the order. Note that the item will appear again on the next automatically generated order.



- **Move Selected Items:** Highlighting an item and selecting this option allows you to move the item from one wholesaler to another. Note that the default vendor on the Drug card remains unchanged so “moving a selected item” will apply to the current order only.



- **Preview:** Selecting this option allows you to print or preview the order before it is sent.



- **Place Order:** Selecting this option will call up the **Create Purchase Order** form and begin the process of sending an order to the wholesaler.

Placing an Order

This section outlines the process for placing orders and electronically sending them to a vendor. Once you have finished editing, deleting and /or adding items to the drug order, the order can be sent to the wholesaler as follows:

1. Click on **Place Order** from the **Drug Order Form** to call up the **Create Purchase Order** screen.

Qty	Item Desc	Man	Drug DIN	Pack	Item #	Type	OnHand	Min	Max	Price	Total
4	NOVO-AMPICILLIN 250MG CAP	00020877	100	00222133	Manual	0	0	0	0	\$34.34	\$137.36
4	NOVO-ATENDL 100MG TABLE	01912054	100	00096412	Manual	0	0	0	0	\$51.01	\$204.04
4	NOVO-ATENDL 50MG TABLE	01912062	30	00102418	Manual	0	0	0	0	\$9.31	\$37.24
3	NOVO-DOCUSATE 100MG CAP	02020084	1,000	00142273	Manual	0	0	0	0	\$31.32	\$93.96
4	NOVO-GESIC 325MG CAPLETS	00389218	1,000	00149989	Manual	0	0	0	0	\$13.07	\$52.28
4	NOVO-GESIC 325MG CAPS	00389218	100	02160281	Manual	0	0	0	0	\$1.31	\$5.24
4	NOVO-LORAZEM 0.5MG TABS	00711101	1,000	00148635	Manual	0	0	0	0	\$38.77	\$155.08
4	NOVO-METHOTREXATE 25MG	02099705	2	00102152	Manual	0	0	0	0	\$10.84	\$43.36
2	NOVO-NAPROX 375MG TABS	00627097	100	00614396	Manual	0	0	0	0	\$15.75	\$31.50
2	NOVO-RANIDINE 150MG TABS	00828564	100	02161065	Manual	0	0	0	0	\$19.44	\$38.88
7	NOVO-THEO SR 200MG TABS	02230086	100	00838441	Manual	0	0	0	0	\$11.63	\$81.41

2. A purchase order (PO) number will automatically be assigned to the order if you enabled **Auto Increment PO Numbers** in **File > Configuration > Store > Order**. If this option is not enabled, enter a PO number in the **PO Number** field. Click **OK** or press **Enter** to proceed.

Store Level Configuration Parameters

General Patient Drug Doctor Rx FDB Adjudication Labels Reports Security Interfaces **Order** X - AR Y - To Do Purge

Perform Inventory Adjustment

Enable Automatic Drug Ordering

Default Ordering

Base ordering on Days Supply Base minimum scripts on Average Rx Qty

Allow "Base Ordering On" Override at Drug Pack level

Auto Increment PO Numbers Next PO Number: 15

Create PO

PO Number: 15

Print Order: PROMPT

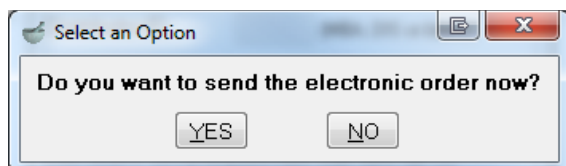
Narcotic Code:

View Vendor Create Cancel

If the vendor considers one or more items in your order to be a narcotic, enter the vendor-specific narcotic code in the **Narcotic Code** field.

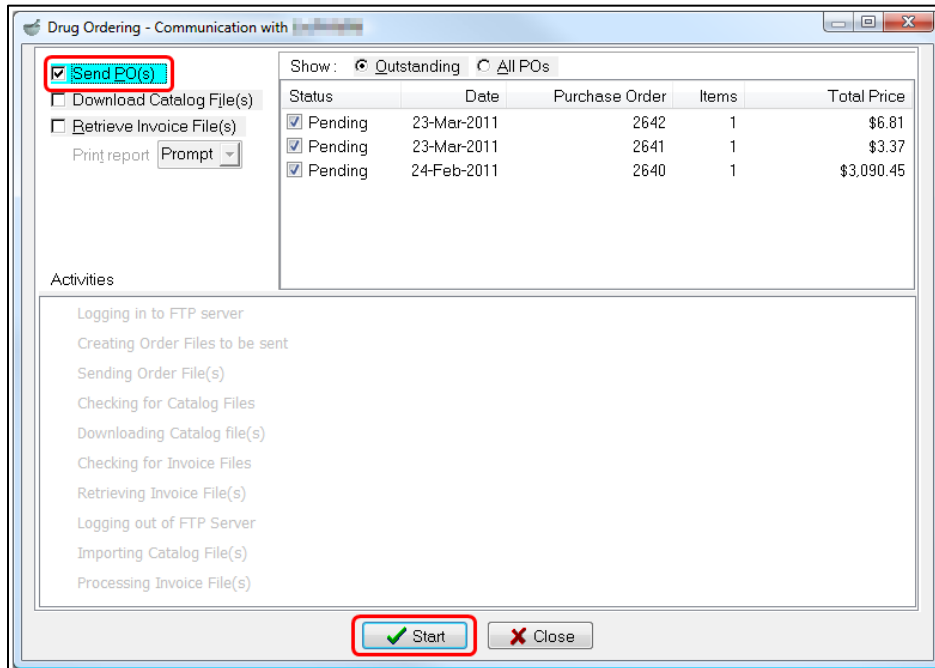
NOTE: Click **View Vendor** to view the vendor settings. Details listed on this screen are for information purposes only and cannot be edited.

3. Click **Create** or press **Enter** on the keyboard to generate the order so that it can be sent electronically to the Vendor.
4. Answer **Yes** when asked '**Do you want to send the electronic order now?**'

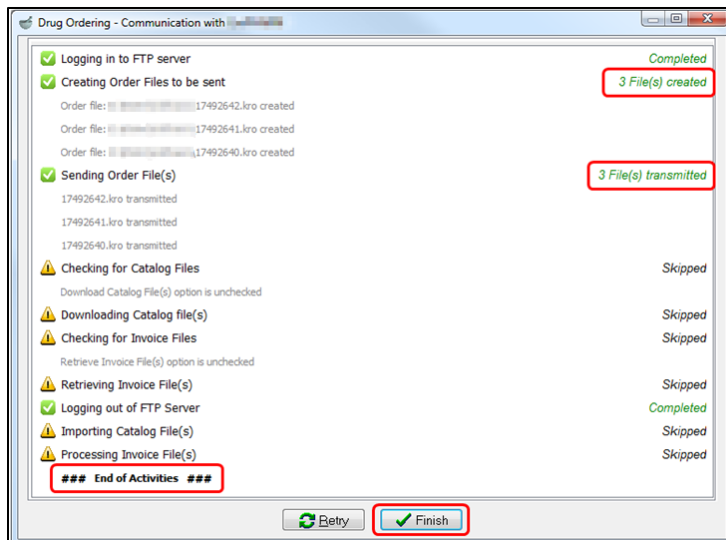


NOTE: Answering No will place the order into **Pending Orders** so that it can be sent at a later stage from **Utilities > Drug Ordering > Communication with > [Vendor name]**.

- Click **Start** or press **Enter** from **Drug Ordering > Communication with > [Vendor name]**. This will begin the process of sending the PO to the vendor.



- As the purchase order is being sent to the vendor, the **Activities** portion of the screen will begin to populate with the status of actions being taken.

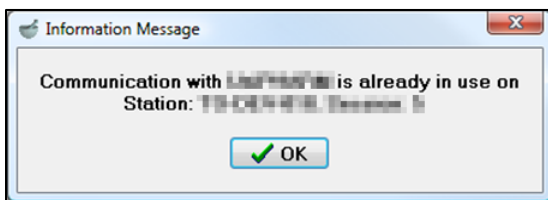


- When the order has been transmitted successfully, click **Finish** or press **Enter** to close the communication screen.

Communicating with a Vendor

This section outlines the process of communicating with a vendor after placing an order. Communicating with the vendor means establishing a connection between Kroll and the vendor's server for the purpose of exchanging information.

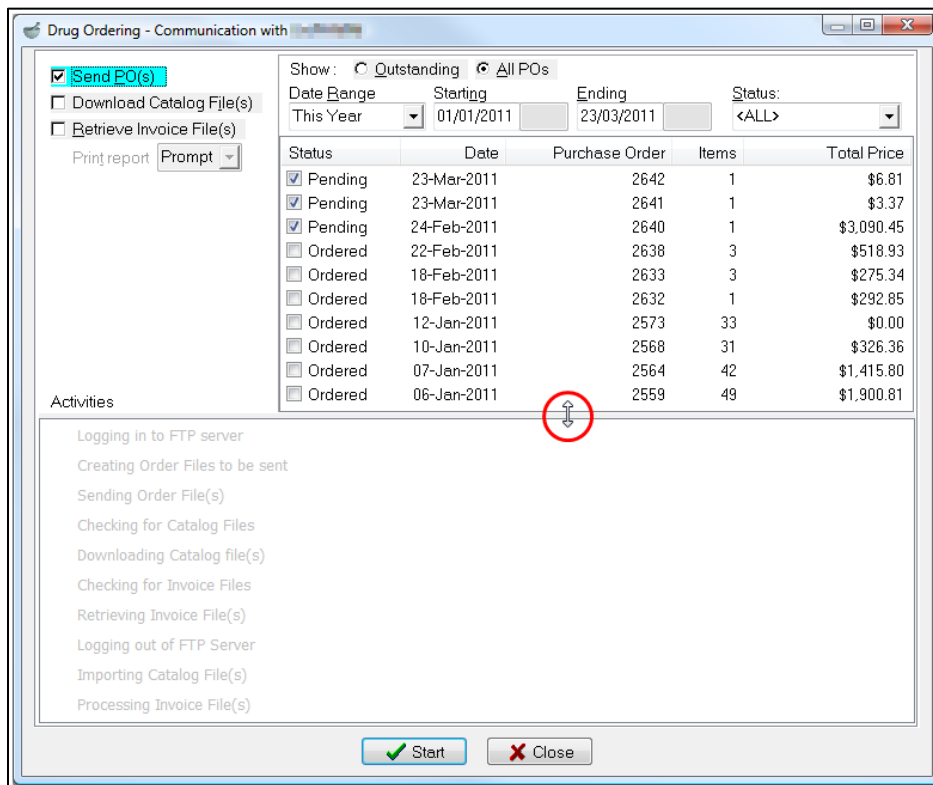
It is important to note that only one connection to the vendor's server can be established per customer account. Therefore, if the vendor communication screen is open on a terminal (or on a terminal at another store in the case of shared database), you will receive a message similar to the following until communication on that terminal has ended:



The vendor communication screen follows the standard Kroll application size of 800 x 600, but can be maximized or resized to take advantage of large monitors and/or high resolution screens.

The communication screen contains two sections: **Options** (top), and **Activities** (bottom). The **Options** section lets you decide which process or processes are executed when the communication is initiated. The **Activities** section is an information panel that shows all activities performed after the start of communication.

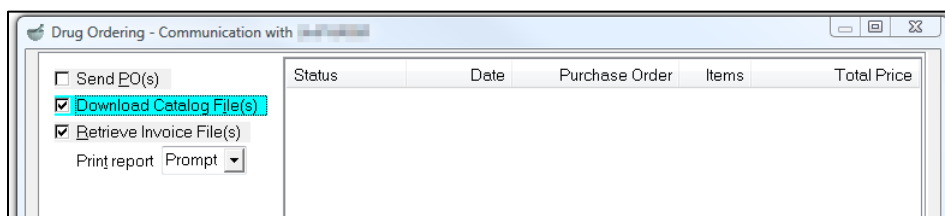
The **Options** and **Activities** sections can be resized by dragging the section divider up and down, as shown:



Options Section of the Communication Screen

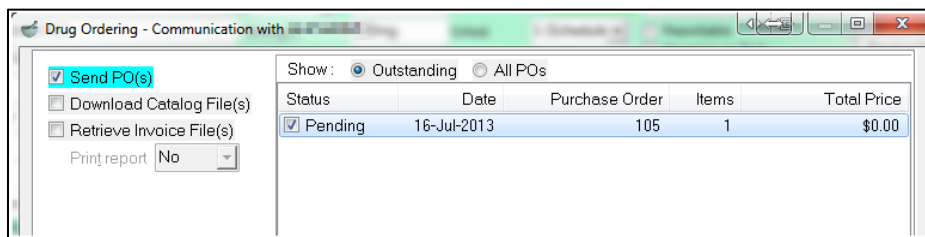
The Kroll application automatically decides which communication options to initiate, depending on how you access the vendor communication screen.

1. If you access the vendor communication screen through **Utilities > Drug Ordering > Communicate with > [Vendor name]**, then:
 - Send PO(s) option is **OFF**
 - Download Catalog File(s) option is **ON** (This option is always **ON** when accessing through this method to ensure that the latest catalog is uploaded into Kroll)
 - Retrieve Invoice File(s) option is **ON**



2. If you access the vendor communication screen by answering **Yes** to the 'Do you want to send the electronic order now?' prompt, then:

- Send PO(s) option is **ON**
- Download Catalog File(s) option is **OFF**
- Retrieve Invoice File(s) option is **OFF**



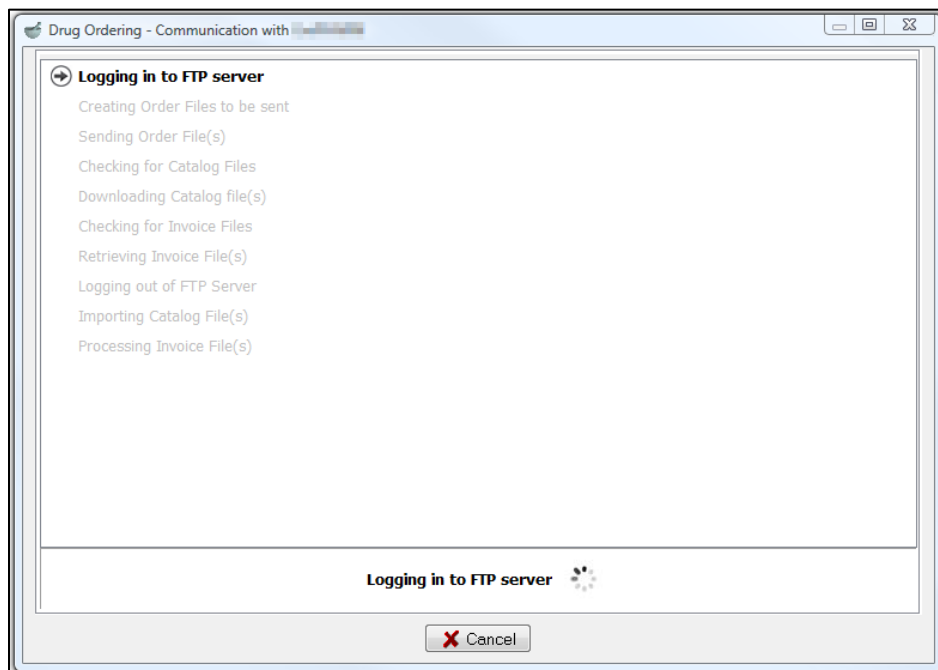
NOTE: You can manually change which processes will be initiated by turning **ON** or **OFF** any of these options whenever they are shown. Note that turning 'Send PO(s)' **OFF** will disable the top grid, and turning 'Retrieve Invoice File(s)' **OFF** will disable the 'Print Receiving Order Report' option.

Activities Section of the Communication Screen

The Activities panel displays all activities performed during the communication. It will include the following information:

- The activity being executed at each moment of communication
- The status of each activity (i.e. Completed, Skipped, or Cancelled)
- Extra information related to each activity
- The termination of communication with the vendor (End of Activities)

Once the communication process begins, the **Options** section will disappear and the **Activities** panel will expand to fill the whole screen.



Vendor communication consists of three processes:

- Sending PO(s)
- Downloading Catalog File(s)
- Retrieving Invoice File(s)

These processes are independent of each other and can be turned ON or OFF each time communication with a vendor is initiated.

Sending POs

This section explains the process of electronically communicating with a vendor by sending POs (purchase orders).

Once the **Send PO(s)** option is checked, you can send or re-send orders to the vendor's server. The following screen shows pending orders (**Outstanding**) in the system. Pending orders are orders that were generated but NOT transmitted to the vendor's server.

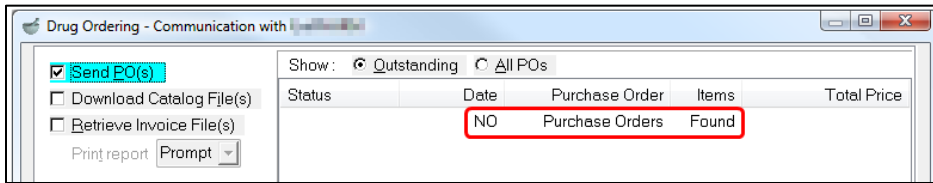
Status	Date	Purchase Order	Items	Total Price
<input checked="" type="checkbox"/> Pending	23-Feb-2011	2639	4	\$1,894.45
<input checked="" type="checkbox"/> Pending	22-Feb-2011	2638	3	\$518.93
<input checked="" type="checkbox"/> Pending	18-Feb-2011	2633	3	\$275.34
<input checked="" type="checkbox"/> Pending	18-Feb-2011	2632	1	\$292.85

The **All POs** option will show purchase orders that are **Pending** and **Ordered**. When this option is selected you can access the **Date Range** and **Status** controls, which filter orders to the specified parameters. Note that orders with a status of **Received** or **Cancelled** are not shown in this list, regardless of the date range or status specified.

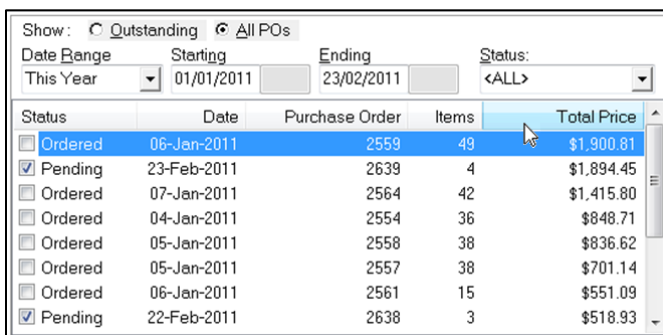
Status	Date	Purchase Order	Items	Total Price
<input checked="" type="checkbox"/> Pending	23-Feb-2011	2639	4	\$1,894.45
<input checked="" type="checkbox"/> Pending	22-Feb-2011	2638	3	\$518.93
<input checked="" type="checkbox"/> Pending	18-Feb-2011	2633	3	\$275.34
<input checked="" type="checkbox"/> Pending	18-Feb-2011	2632	1	\$292.85
<input type="checkbox"/> Ordered	12-Jan-2011	2573	33	\$0.00

- **Date Range:** This option lets you select a date ranged based on the date the PO was generated.
- **Status:** Select one of the following options from this dropdown menu:
 - **Order Pending:** Shows outstanding orders (orders that were not transmitted to the vendor's server).
 - **Ordered:** Shows orders that have been transmitted to the vendor's server.
 - **All:** Shows both Ordered and Pending orders.

Regardless of whether the grid is showing **Outstanding** or **All POs**, if there are no orders for the specified parameters, the grid will show **'No Purchase Orders Found'**.

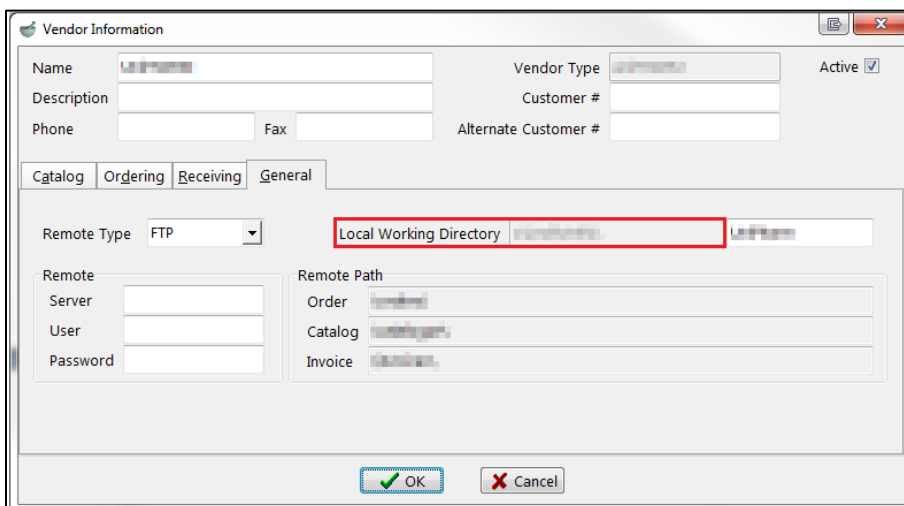


When there are POs in the grid, you can sort the POs by clicking the column headings. For example, clicking the **Total Price** column-title sorts the list by ascending price; clicking again will sort by descending price. Two or more order files can be sent at the same time.



Creating Order Files to be Sent

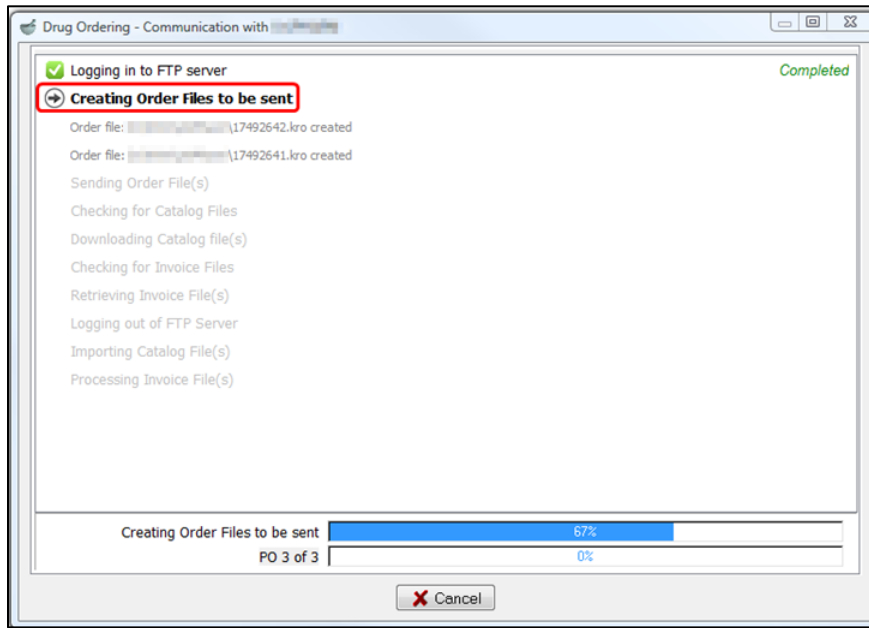
Once you have logged into the vendor's server the communication process will create the electronic file(s) to be sent, and the file(s) will be created according to the layout determined by the vendor. The file(s) will be saved in the designated vendor directory specified in the **Local Working Directory** field in the **General** tab on the **Vendor Information** screen.



The files will be temporarily stored there until they are picked up for transmission.

1. Click the **Start** button on the vendor communication screen to initiate the communication.

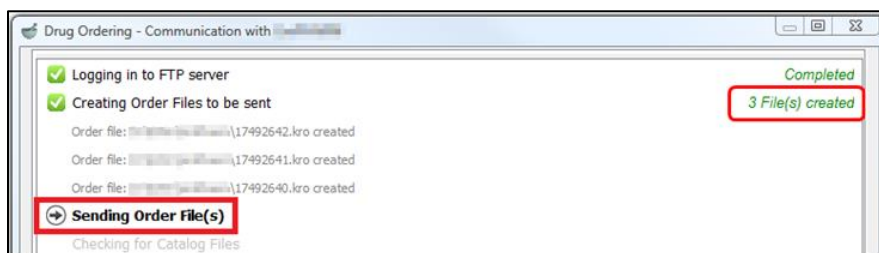
In the screen below, the activity **Logging into FTP Server** is completed and the **Creating Order Files to be sent** activity is beginning.



Note the two progress bars located at the bottom of the screen; the top progress bar indicates what percentage of all files have been created; in this case the progress is at 67% because two of the three files has been created. The bottom progress bar indicates the creation progress of each file; in this case the progress is at 0% because the system has not yet begun creating the third file.

The order file will be created in the designated vendor directory. Each vendor uses a unique file naming convention.

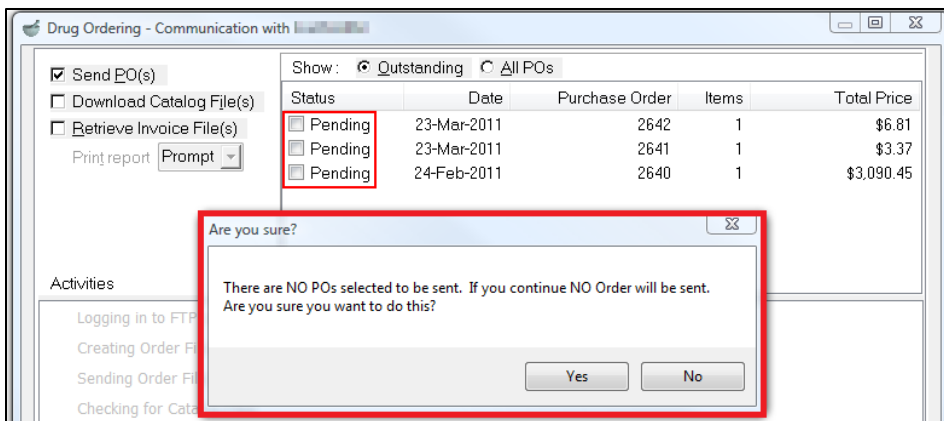
When all files have been created, the **Creating Order Files to be sent** activity will show a status of **Completed** and the number of files that were created will be displayed. Note that the **Sending Order File(s)** activity is now in progress.



If the **Send POs** option is NOT checked, the information panel will show that the **Creating Order Files to be sent** activity was **Skipped**, since you did not choose to send anything. The **Sending Order File(s)** activity will be skipped as well since no files were created for transmission to the vendor's server.



If the **Send POs** option is checked, but there are no outstanding POs selected, a prompt will appear asking if you want to continue:

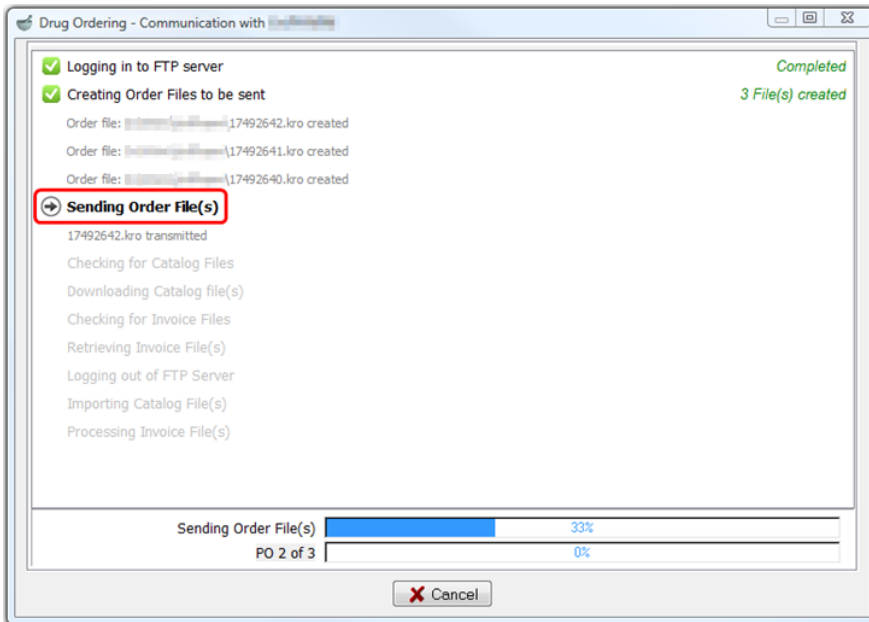


If you answer **Yes**, the information panel will show that the **Creating Order Files to be sent** activity was skipped since you did not choose to send the PO. Again, the **Sending Order File(s)** activity will be skipped since no files were created for transmission to the vendor's server.

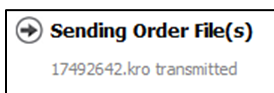


Sending Order File(s)

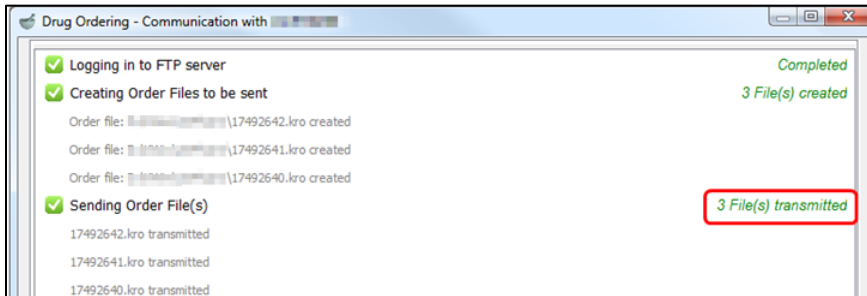
Once the order files have been generated, the **Sending Order File(s)** task will begin automatically, which transmits the order files to the vendor's sever. This process will pick up the saved files from the designated vendor directory and send them to the vendor's server. Similar to the order creation process, you can follow the progress of **Sending Order File(s)** from the information panel.



1. As soon as each file is successfully transmitted, they will be removed from the directory.



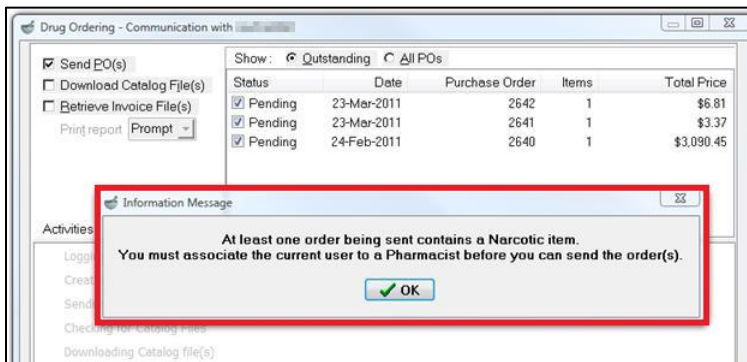
- Once all files have been transmitted, the information panel will show the number of files that were transmitted with a status of **Completed**.



Sending an Order with a Special Handling Item

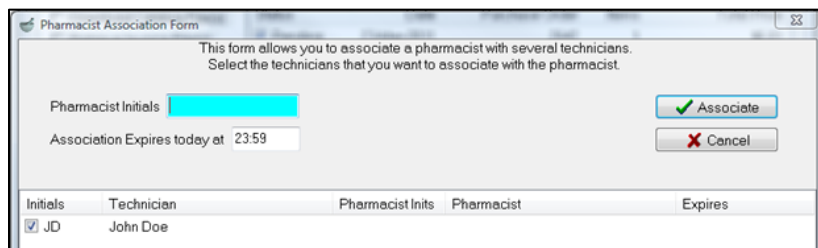
There may be instances where a vendor requires that a **Pharmacist License Number** be submitted every time an order containing a special handling item is sent to their server. In order to perform this action, follow the steps mentioned below:

During order transmission, if you have logged into Kroll as a technician, you must be associated with a pharmacist to send the narcotic order. If you are not associated with a pharmacist, the transmission process will stop and the following warning message will appear:



Click **OK** or press **Enter** on your keyboard. The **Pharmacist Association Form** will appear.

Have a pharmacist enter his or her initials in the **Pharmacist Initials** field. The corresponding **Technician** will be displayed at the bottom of the screen. Click the **Associate** button to associate the Technician to the Pharmacist.



Pharmacist Association Form

This form allows you to associate a pharmacist with several technicians.
Select the technicians that you want to associate with the pharmacist.

Pharmacist Initials

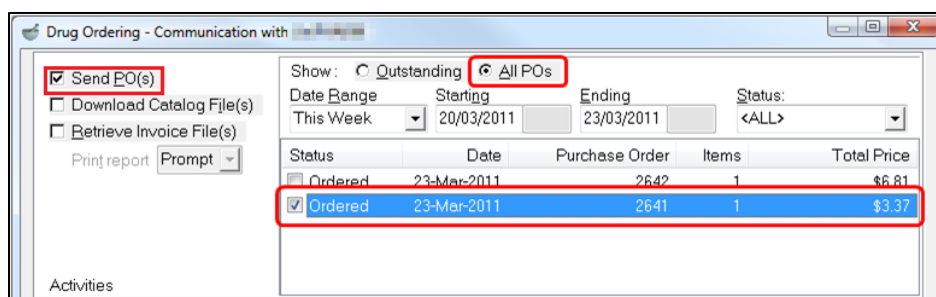
Association Expires today at 23:59

Initials	Technician	Pharmacist Inits	Pharmacist	Expires
<input checked="" type="checkbox"/> JD	John Doe			

Resending an Order

This option is used in instances where the file did not transmit to the vendor and needs to be resent.

1. Go to **Utilities > Drug Ordering > Communicate with > [Vendor name]**.
2. Place a checkmark next to Send PO(s). Click All POs and place a checkmark next to the PO(s) than need to be resent.



Drug Ordering - Communication with

Send PO(s)

Download Catalog File(s)

Retrieve Invoice File(s)

Print report

Show: Outstanding All POs

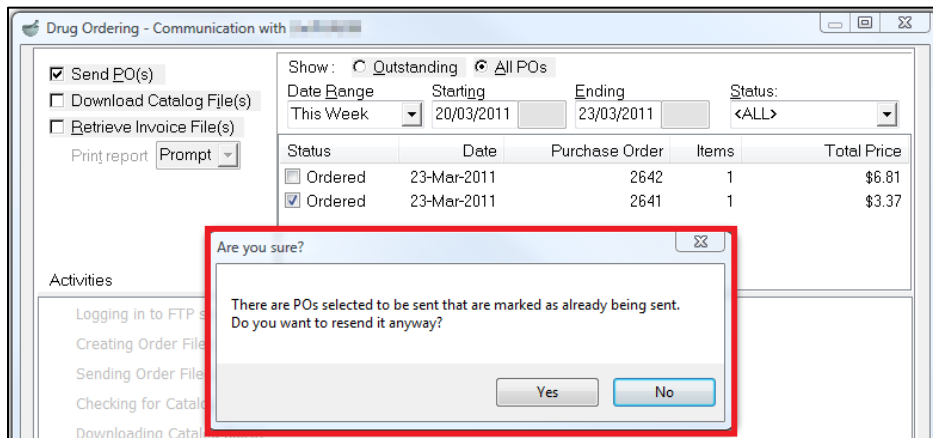
Date Range Starting 20/03/2011 Ending 23/03/2011 Status: <ALL>

Status	Date	Purchase Order	Items	Total Price
<input type="checkbox"/> Ordered	23-Mar-2011	2642	1	\$6.81
<input checked="" type="checkbox"/> Ordered	23-Mar-2011	2641	1	\$3.37

Activities

3. Click **Start** or press **Enter** on the keyboard to resend the PO(s).

4. Answer **Yes** to the prompt **'There are POs selected to be sent that are marked as already being sent. Do you want to resend it anyway?'**



Updating Catalog Files

This section outlines the process for updating catalog files. When you perform this task, you instruct the system to download one or more catalog files posted on the vendor's server.

There process to download catalog files consists of three tasks:

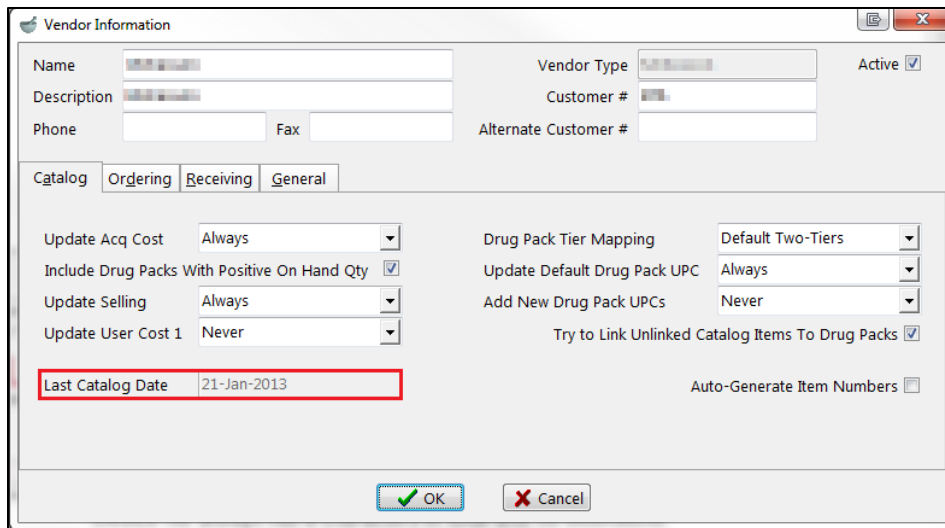
- Checking for catalog files
- Downloading catalog files
- Importing catalog files

Checking for catalog files and downloading catalog files are performed in sequence. Importing catalog files is executed after logging out of the vendor's server.

Checking for Catalog Files

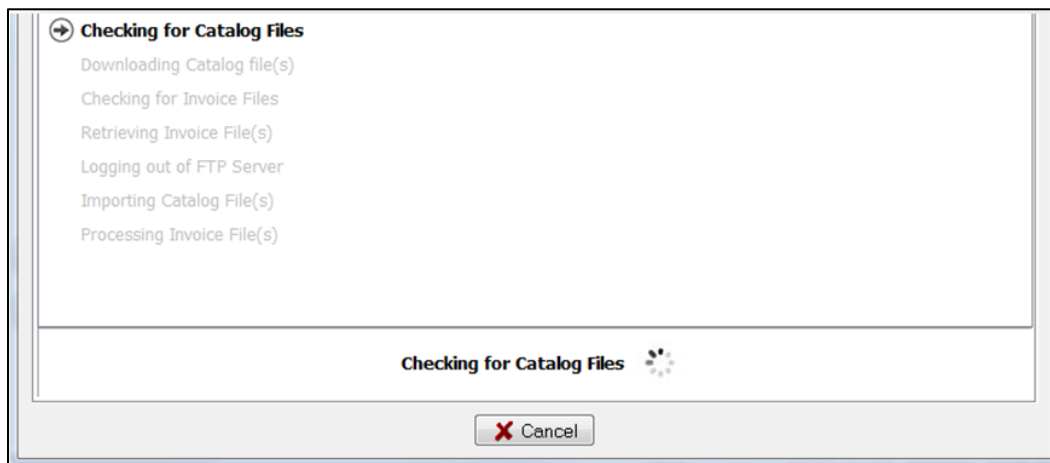
This task involves checking all available catalog files on the vendor’s server and determining if there are any new files that need to be imported into Kroll.

To see the last time a full or incremental catalog file was loaded into Kroll, go to **Utilities > Drug Ordering > Edit Vendor List** and double-click the vendor name. The system will reference the date listed in the **Last Catalog Date** field to determine if there are catalog files that require downloading and, if so, which ones; only new files will be considered.



The screenshot shows the 'Vendor Information' dialog box with the 'General' tab selected. The 'Last Catalog Date' field is highlighted with a red border and contains the text '21-Jan-2013'. Other fields include Name, Description, Phone, Fax, Vendor Type, Customer #, Alternate Customer #, and various update and mapping options.

When all of the tasks described in the **Sending POs** section are complete, the system will begin checking for catalog files.



The screenshot shows a progress dialog box titled 'Checking for Catalog Files'. The list of tasks includes: Downloading Catalog file(s), Checking for Invoice Files, Retrieving Invoice File(s), Logging out of FTP Server, Importing Catalog File(s), and Processing Invoice File(s). A 'Cancel' button is at the bottom.

When checking is complete the informational panel will show many files were found. The next task, **Downloading Catalog File(s)**, will already be in progress.



If no catalog files were found, the **Downloading Catalog File(s)** task will be skipped, as there are no files to download. Later, the **Importing Catalog File(s)** task will also be skipped.



There are two types of catalog files:

- Incremental catalog files
- Full catalog files

Each vendor has a unique catalog naming convention.

Incremental Catalog Files

Incremental catalog files are typically small files that contain information that has been changed or added from the last catalog. These files only update existing items and/or insert new ones into Kroll. Items that are in the current catalog database, but are not in the full catalog file will **not** be marked as “deleted” during an incremental catalog load.

Kroll will check the store’s province to retrieve proper catalog files.

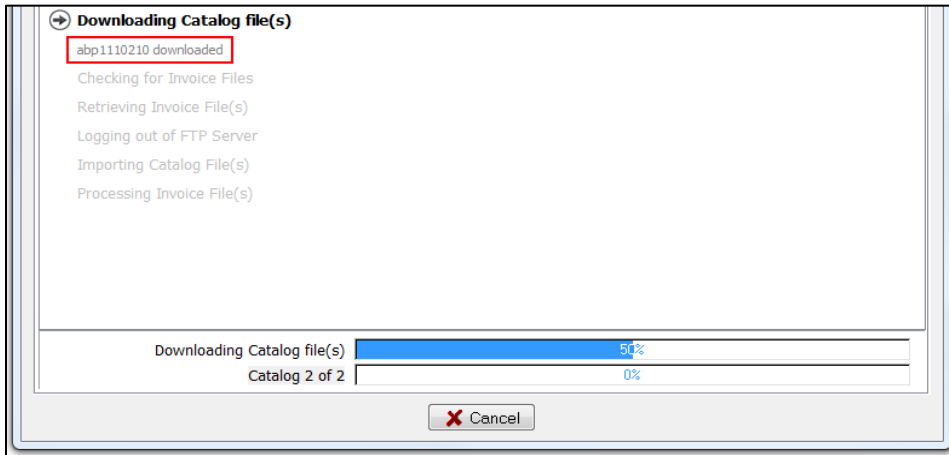
Full Catalog Files

Full catalog files replace the catalog that was previously loaded into Kroll. A majority of the items in full catalog files will already exist in the current catalog database; for these items, prices and other information will be updated as required. Items in full catalog files that do not exist in the current catalog database will be added. Lastly, items that were in the current catalog database, but are not in the full catalog file **will** be considered “deleted” and **you will not be able to add that item to future orders.**

Downloading Catalog Files

After **Checking for Catalog Files**, the **Downloading Catalog File(s)** task will begin. As soon as each file is downloaded, the information panel will show the corresponding filename. You can look at the two progress bars at the bottom of the screen to determine the progress of the download. The top progress bar shows what

percentage of all catalogs have been downloaded and the bottom progress bar shows what percentage of each catalog has been downloaded.



The catalog files will be downloaded in the designated vendor folder where they will sit until they are imported into Kroll. Once all catalog files are downloaded, the information panel will show a status of **Completed**.

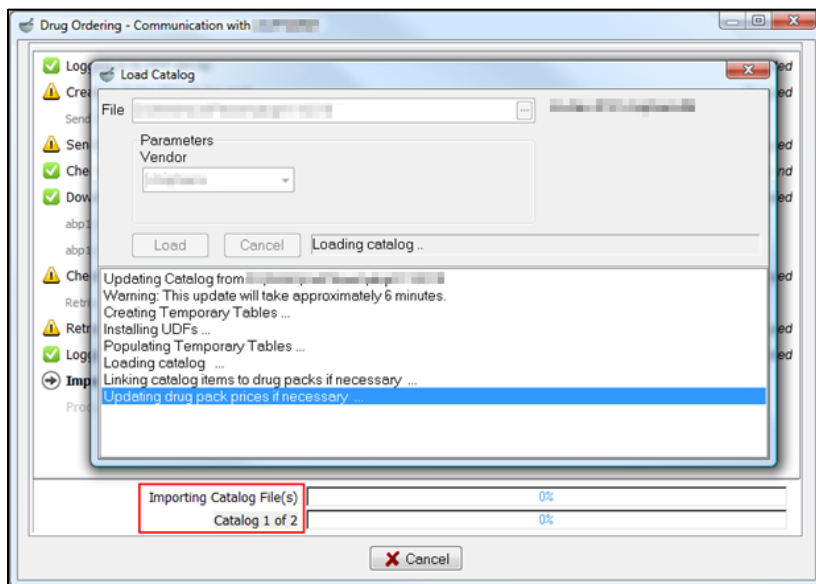


Importing Catalog Files

If incremental catalog files were found and downloaded from the vendor's server, they must be imported into Kroll. The **Importing Catalog Files** task is automatically performed after logging out of the vendor's server. This task will update new catalog information into the Kroll database.



The **Load Catalog** screen will appear. No intervention is required here; the information panel simply displays the progress of the catalog import.



When all files have been imported into the database, the information panel will show a status of **Completed**.



Receiving Invoice Files

This section outlines the process for receiving invoice files. When a pharmacy physically receives a drug order from the wholesaler, the order must be received into the Kroll system to update the **On Hand** values and **Pricing**. Once the **Retrieve Invoice File(s)** option is checked, you will be able to retrieve one or more invoice files posted on the vendor's server. The content of the invoices (e.g., shipped quantity, pricing) is determined by the vendor.

The process of retrieving invoice files consists of three tasks:

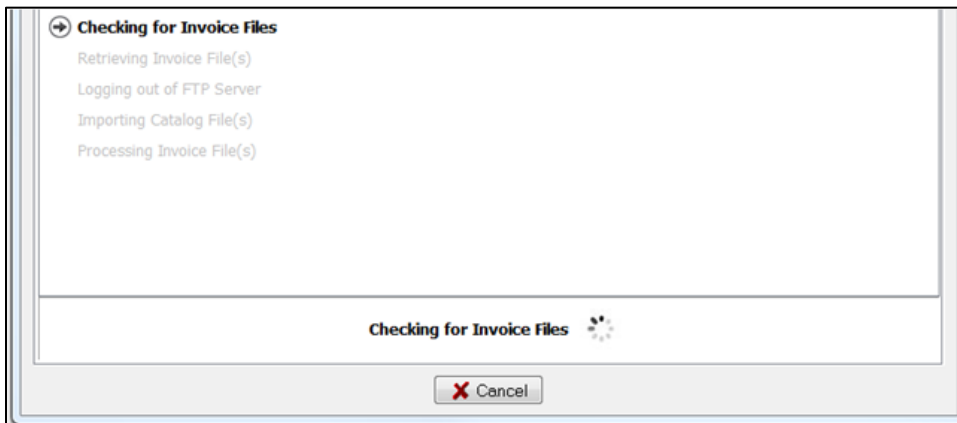
- Checking for invoice files
- Retrieving invoice files
- Processing invoice files

Checking for Invoice File(s) and **Retrieving Invoice File(s)** are done in sequence. The Processing Invoice File(s) task is executed after logging out of the vendor's server.

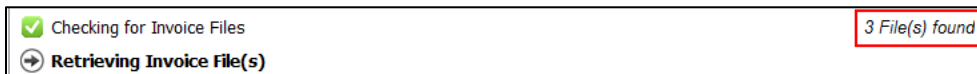
Checking for Invoice Files

Each vendor has a unique invoice file naming convention.

Similar with other tasks, the information panel will show when the **Checking for Invoice File(s)** task is in progress.



When the **Checking for Invoice File(s)** task is complete, the information panel will show a status of **Completed**, along with the number of invoice files that were found.

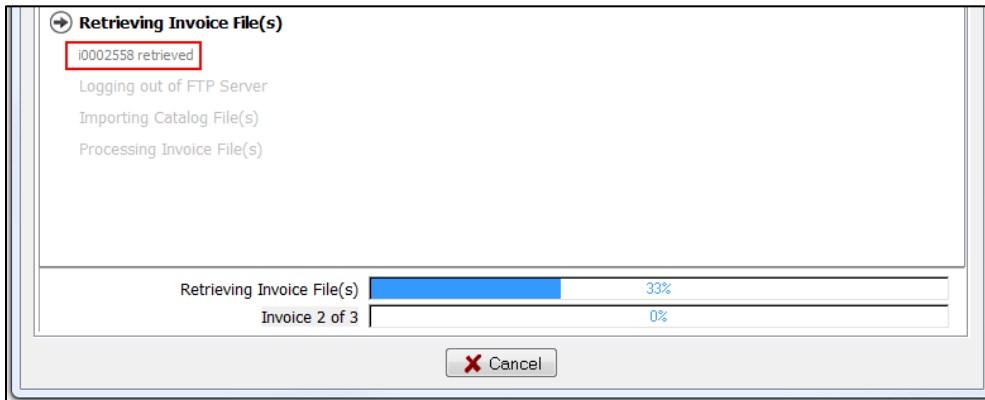


If no files were found, the **Retrieving Invoice File(s)** task will be skipped since there are no files to retrieve. Later, the **Processing Invoice File(s)** task will be skipped as well.



Retrieving Invoice Files

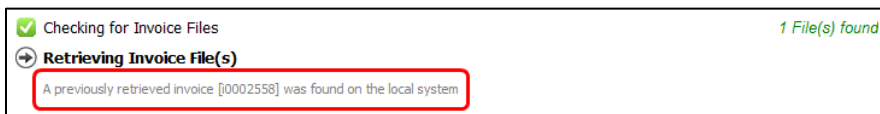
If invoice files were found during the **Checking for Invoice Files** task, the **Retrieve Invoice File(s)** activity will automatically initiate. As soon as each file is retrieved, the information panel will show the corresponding filename. You can follow the progress of each file being retrieved on the top progress bar; the bottom progress bar tracks what percentage of all invoices has been retrieved.



The invoice files will be temporarily saved in the designated vendor directory. The invoices will be saved in this folder until they are updated into the Kroll system.

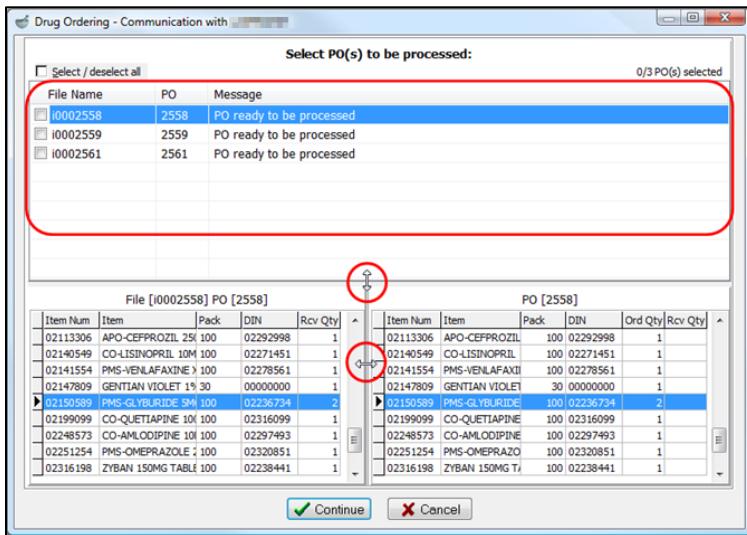


If an invoice file was retrieved from the vendor's server, but was not processed because you cancelled it, it will be picked up in the next communication process.



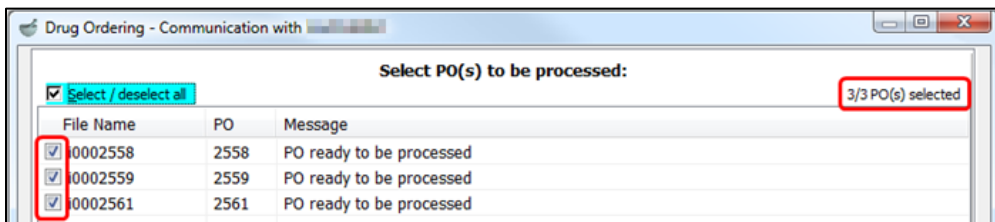
Processing Invoice Files

If invoice files were found and retrieved, the **Processing Invoice File(s)** activity will be automatically initiated. At this point, the communication process will try to match information in the invoice file to a purchase order in Kroll. When the process finds a match between an invoice file and a Kroll PO, you will see a screen similar to the one below:



The above screen contains a top panel and a bottom panel. The top panel shows a list of retrieved invoice files with associated PO numbers. As well, an information message is shown to the left of the PO number; this message will help you decide which file to process.

There is a checkbox on the upper left hand side of the screen that helps you select or deselect all invoice files/POs in the list. As well, there is an indicator on the upper right hand side that indicates x of y PO(s) have been selected.



The bottom panel shows a left and right grid; the information displayed is related to one of the invoice files shown in the top panel. The left grid shows the information contained in the invoice file. The right grid shows all the items within a PO in Kroll. You can resize the panels to show more or less information.

Select PO(s) to be processed:

File Name	PO	Message
<input type="checkbox"/> i0002558	2558	PO ready to be processed
<input checked="" type="checkbox"/> i0002559	2559	PO ready to be processed
<input type="checkbox"/> i0002561	2561	PO ready to be processed

Short - partial quantity shipped

File [i0002559] PO [2559]					PO [2559]					
Item Num	Item	Pack	DIN	Rcv Qty	Item Num	Item	Pack	DIN	Ord Qty	Rcv Qty
00048124	APO-PROPRANOLOL 20MG	100	00663719	0	00024109	RATIO-OXYCOET TABLETS	100	00608165	3	
00148619	NOVO-TRIMEL 40MG/5MG	400	00726540	1	00046029	APO-ALLOPURINOL 100MG TABLETS	100	00402818	1	
00407627	PMS-FLUOROMETHOLONE	5	02238568	3	00048124	APO-PROPRANOLOL 20MG TABS	100	00663719	1	
02183218	PMS-CLARITHROMYICIN 5	250	02247574	1	00048272	APO-SULFATRIM DS 800/160MG	100	00445282	1	
					00048546	APO-TRIAZO 0.123MG TABS	70	00808563	2	
					00067637	APO-TRIMP 25MG TABS	100	00740802	1	
					00097006	BETADERM 0.05% CREAM	454	00716618	1	
					00107656	SYNTHROID 0.075MG TABS	100	02172089	2	
					00113100	TEGRETOL CR 200MG TABLETS	100	00773611	1	
					00120352	FRISILUM 10MG TABS	30	02221799	1	
					00148619	NOVO-TRIMEL 40MG/5MG/ML SUSP	400	00726540	1	
					00154641	NOVO-LEXIN 250MG SUSPENSION	100	00342092	1	
					00164194	LIVOSTIN 0.5MG EYE DROPS	5	02131625	2	
					00197848	AVANDIA 4MG TABS	100	02241113	2	
					00227629	PREVEX 8 CREAM	30	00804541	1	
					00243352	FUCIDIN CREAM	30	00586668	1	
					00244913	AVALIDE 300MG/12.5MG TABLETS	90	02241819	1	
					00262949	APO-FLUNISOLIDE 0.025% NASAL	25	02239288	2	
					00308643	AVELOX 400MG TABLETS	30	02242965	1	
					00358135	PMS-GABAPENTIN 100MG CAPSULES	100	02243446	2	
					00407627	PMS-FLUOROMETHOLONE 0.1% OPHTH	5	02238568	4	

In the above screen, the invoice file on the left (i0002559) is associated with PO 2559 on the right. The invoice file contains only four items. The idea is to allow you to see information inside the invoice file compared to information in the PO before the file is processed. Clicking on any item on either side of the grid will highlight the corresponding item on the opposite side if available.

Looking at the right-hand grid above, item 00148619 (NOVO-TRIMEL 40MG/5ML SUSP), which is highlighted in red, was ordered for one pack (Ord Qty column). Comparing with the left grid, we can see that the received quantity (Rcv Qty column) is also one pack, which means everything ordered was received.

Looking at the right-hand grid below, item 00407627 (PMS-FLUOROMETHOLONE 0.1%), which is highlighted in aqua, was ordered for four packs, but the invoice file indicates that the vendor only sent three packs. Take note of the floating yellow message that reads “Short-Partial quantity shipped”.

Drug Ordering - Communication with [Vendor Name]

Select PO(s) to be processed: 0/3 PO(s) selected

Select / deselect all

File Name	PO	Message
<input type="checkbox"/> i0002558	2558	PO ready to be processed
<input type="checkbox"/> i0002559	2559	PO ready to be processed
<input type="checkbox"/> i0002561	2561	PO ready to be processed

Short - partial quantity shipped

File [i0002559] PO [2559]

Item Num	Item	Pack	DIN	Rcv Qty
00048124	APO-PROPRANOLOL 20MG	100	00663719	0
00148619	NOVO-TRIMEL 40MG/SMG	400	00726540	1
00407627	PMS-FLUOROMETHOLONE	5	02238568	3
02183218	PMS-CLARITHROMYCIN 5	250	02247574	1

PO [2559]

Item Num	Item	Pack	DIN	Ord Qty	Rcv Qty
00024109	RATIO-OXYCOCET TABLETS	100	00608165	3	
00046029	APO-ALLOPURINOL 100MG TABLETS	100	00402818	1	
00048124	APO-PROPRANOLOL 20MG TABS	100	00663719	1	
00048272	APO-SULFATRIM DS 800/160MG	100	00445282	1	
00048546	APO-TRIAZO 0.125MG TABS	70	00808563	2	
00067637	APO-TRIMIP 25MG TABS	100	00740802	1	
00097006	BETADERM 0.05% CREAM	454	00716618	1	
00107656	SYNTHROID 0.075MG TABS	100	02172089	2	
00113100	TEGRETOL CR 200MG TABLETS	100	00773611	1	
00120352	FRISIUM 10MG TABS	30	02221799	1	
00148619	NOVO-TRIMEL 40MG/SMG/ML SUSP	400	00726540	1	
00154641	NOVO-LEXIN 250MG SUSPENSION	100	00342092	1	
00164194	LIVOSTIN 0.5MG EYE DROPS	5	02131625	2	
00197848	AVANDIA 4MG TABS	100	02241113	2	
00227629	PREVEX B CREAM	30	00804541	1	
00243352	FUCIDIN CREAM	30	00586668	1	
00244913	AVALIDE 300MG/12.5MG TABLETS	90	02241819	1	
00262949	APO-FLUNISOLIDE 0.025% NASAL	25	02239288	2	
00308643	AVELOX 400MG TABLETS	30	02242965	1	
00358135	PMS-GABAPENTIN 100MG CAPSULES	100	02243446	2	
00407627	PMS-FLUOROMETHOLONE 0.1% OPHTH	5	02238568	4	

Continue Cancel

Looking at the right-hand grid below, item 000481124 (APO-PROPRANOLOL 20MG), which is highlighted in aqua, is out of stock and nothing was shipped, although the left-hand grid indicates that one pack was ordered. Take note of the floating yellow message that reads “[Vendor name] Short (No Stock)”.

[Vendor Name] Short (No Stock)

File [i0002559] PO [2559]

Item Num	Item	Pack	DIN	Rcv Qty
00048124	APO-PROPRANOLOL 20MG	100	00663719	0
00148619	NOVO-TRIMEL 40MG/SMG	400	00726540	1
00407627	PMS-FLUOROMETHOLONE	5	02238568	3
02183218	PMS-CLARITHROMYCIN 5	250	02247574	1

PO [2559]

Item Num	Item	Pack	DIN	Ord Qty	Rcv Qty
00024109	RATIO-OXYCOCET TABLETS	100	00608165	3	
00046029	APO-ALLOPURINOL 100MG TABLETS	100	00402818	1	
00048124	APO-PROPRANOLOL 20MG TABS	100	00663719	1	
00048272	APO-SULFATRIM DS 800/160MG	100	00445282	1	
00048546	APO-TRIAZO 0.125MG TABS	70	00808563	2	

On the right-hand grid below, item 02170538 (PMS-CLARITHROMYCIN 500MG TABS) was ordered, but the invoice file on the left indicates that the vendor sent item 02170530 as a substitution. Take note of the floating yellow box that reads “Substitute for 02170538 – substitution”. The vendor will only send substitutions for customers that provide consent to do so.

Substitute for 02170538 - substitution					PO [2559]					
Item Num	Item	Pack	DIN	Rcv Qty	Item Num	Item	Pack	DIN	Ord Qty	Rcv Qty
00048124	APO-PROPRANOLOL 20MG	100	00663719	0	00704197	ACULAR LS 0.4% OPHTH. SOLUTION	5	02248722	3	3
00148619	NOVO-TRIMEL 40MG/5MG	400	00726540	1	00762856	ZIMAR OPHTHALMIC SOLUTION	5	02257270	3	3
00407627	PMS-FLUOROMETHOLONE	5	02238568	3	00776088	APO-BISOPROLOL 5MG TABS	100	02256134	1	1
02183218	PMS-CLARITHROMYCIN 5	250	02247574	1	00807994	APO-CLOBAZAM 10MG TABS	30	02244638	1	1
					00866749	NOVO-FURANTOIN 50MG CAPS	100	02231015	1	1
					02016491	REMINYL ER 16MG CAPSULES	30	02266725	1	1
					02039071	APO-GLICLAZIDE 80MG TABS	100	02245247	2	2
					02047462	CLINDAMYCIN 1% SOLUTION	60	00000000	1	1
					02054609	ANUZINC HC PLUS OINTMENT	30	02247692	1	1
					02081768	AVALIDE 300MG/25MG TABLETS	90	02280213	1	1
					02105989	APO-DESMOPRESSIN 0.2MG TABS	100	02284049	1	1
					02113306	APO-CEFPROZIL 250MG TABS	100	02292998	1	1
					02140549	CO-LISINAPRIL 10MG TABLETS	100	02271451	1	1
					02147569	AVIANE 28 DAY (ALLESSE)	28	02298546	1	1
					02147809	GENTIAN VIOLET 1% SOLUTION	30	00000000	1	1
					02150589	PMS-GLYBURIDE 5MG TABS	100	02236734	2	2
					02170538	PMS-CLARITHROMYCIN 500MG TABS	100	02247574	1	1

When the **Processing Invoice File(s)** task does not find a matching PO in Kroll, you must decide what to do with the invoice. You will see a screen similar to the one below.

Drug Ordering - Communication with [Vendor Name]

For each PO please, select an option:

File [i0006055] PO [00000000000000] 1 PO(s) total

- Treat as no stock received
- Treat like non-PO receive
- Skip this PO

File [i0006055] PO [00000000000000] No PO available in KROLL

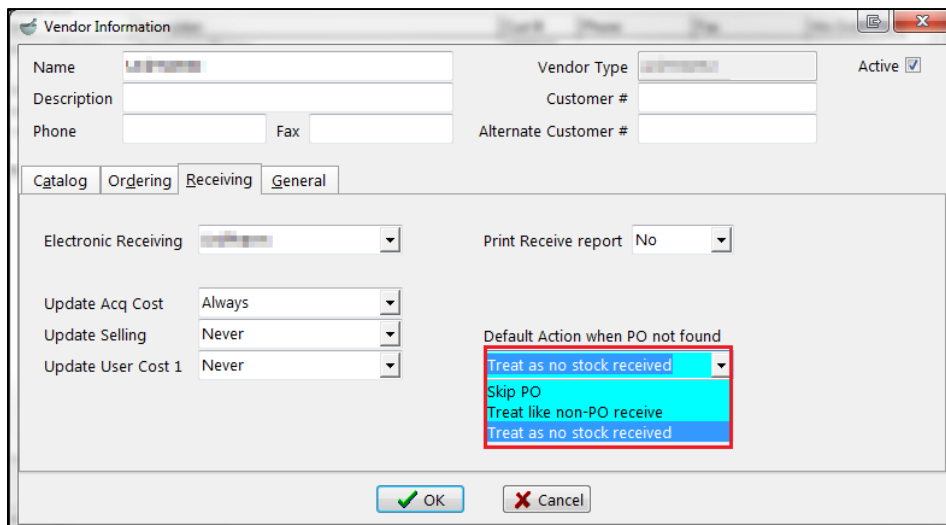
Item Num	Item	Pack	DIN	Ord Qty	Rcv Qty
00463547	N/A	28	02155990	100	

OK Cancel

There are three options to choose from:

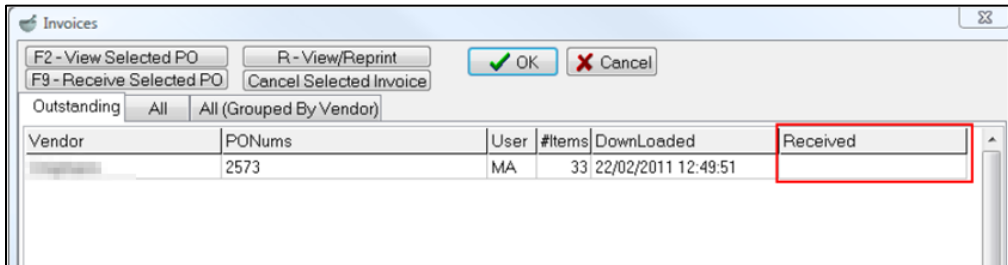
- **Treat as no stock received:** This option will receive the invoice file, taking into consideration that no equivalent PO exists in Kroll; however, no on-hand quantities will be updated; only catalog prices will be updated, if necessary. This option should be used when an order was placed outside of the Kroll application for items that do not have inventory and prices monitored within Kroll (e.g., OTC items).
- **Treat like non-PO receive:** This option will receive the invoice file, taking into consideration that no equivalent PO exists in Kroll, and the process will update the on-hand quantity and prices for associated drug packs, if available. This option should be used when an order was placed outside of the Kroll application for items that have inventory and prices monitored within Kroll (e.g., Rx order sent directly from the vendor's website).
- **Skip this PO:** This option means the invoice file will not be processed and will remain outstanding.

To set a default action for this option, go to **Utilities > Drug Ordering > Edit Vendor List > [Vendor name] > Receiving** and select the appropriate option from the **Default Action when PO not found** dropdown menu.



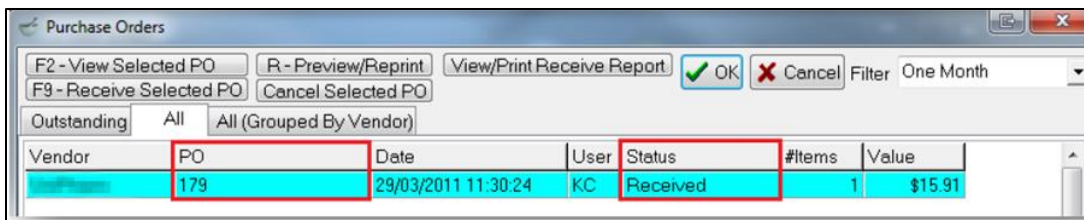
The screenshot shows the 'Vendor Information' dialog box with the 'Receiving' tab selected. The 'Default Action when PO not found' dropdown menu is open, displaying the following options: 'Treat as no stock received', 'Skip PO', 'Treat like non-PO receive', and 'Treat as no stock received'. The first and last options are highlighted in blue. Other fields in the dialog include 'Name', 'Description', 'Phone', 'Fax', 'Vendor Type', 'Customer #', 'Alternate Customer #', 'Active' (checked), 'Electronic Receiving', 'Print Receive report', 'Update Acq Cost', 'Update Selling', and 'Update User Cost 1'.

If you do not select an invoice file/PO equivalent, the invoice will sit in **Utilities > Drug Ordering > Electronic Invoice Receiving** with no **Received** date.

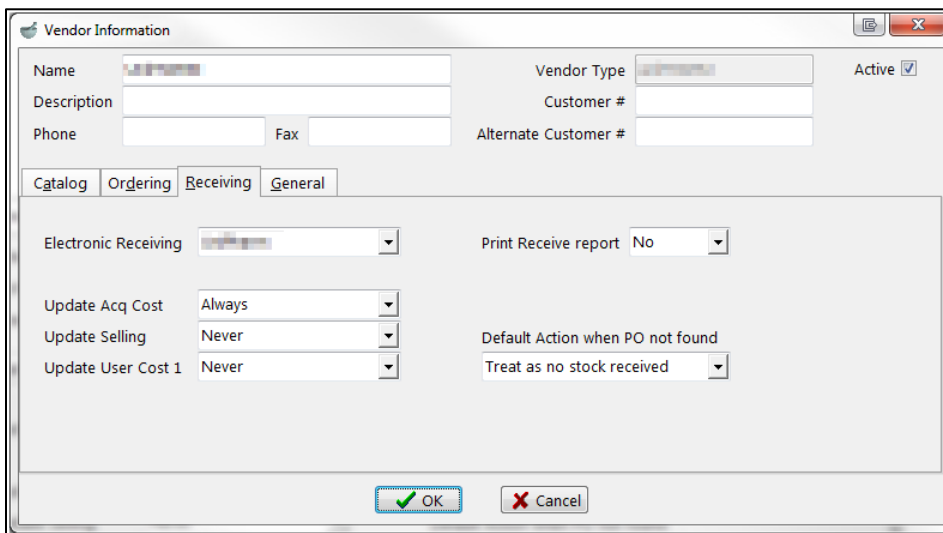


Processing an invoice consists of four steps:

1. **Update Purchase Order information in Kroll:** In this step, the purchase order status will be set to “Received” or “Partially Received”. This step will not be executed when the file/PO is configured to be treated like a non-PO receive, or no stock received.



2. **Update Drug Pack Prices:** In this step, the system will look at the **Receiving** settings set in **Utilities > Drug Ordering > Edit Vendor List > [Vendor name] > Receiving** to determine if and where drug pack prices are updated. This step will not be executed when the file/PO is configured to be treated as “no stock received”.



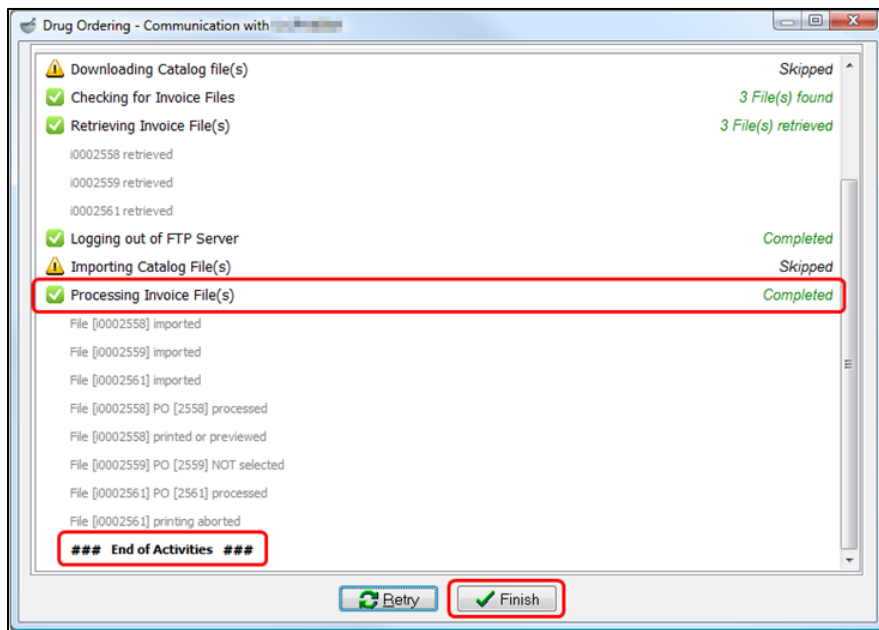
3. **Adjust Drug Pack Inventory:** In this step, the on-hand quantity of a drug pack will be adjusted if the following settings are in place:

- Perform Inventory Adjustment in **File > Configuration > Store > Order** must be turned on.
- No Inventory Adjustment in the Ordering tab on the Drug card must be turned off.

This step will not be executed when the file/PO is configured to be treated as “no stock received”.

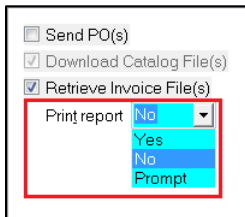
4. **Update Catalog Prices:** In this step, the system will look at the **Catalog File Loading** rules set in **Utilities > Drug Ordering > Edit Vendor List > [Vendor name]** to determine if and where drug pack prices are updated via the catalog.

When the **Processing Invoice File(s)** task is complete, the status will show as **Completed** and the information panel will show the message “**### End of Activities ###**”. As well, two new buttons, **Retry** and **Finish**, will appear at the bottom of the communication screen to indicate that communication has finished. Click **Finish** or press Enter on the keyboard to close the communication screen. Click **Retry** or press **CTRL+R** to start another communication with the vendor.

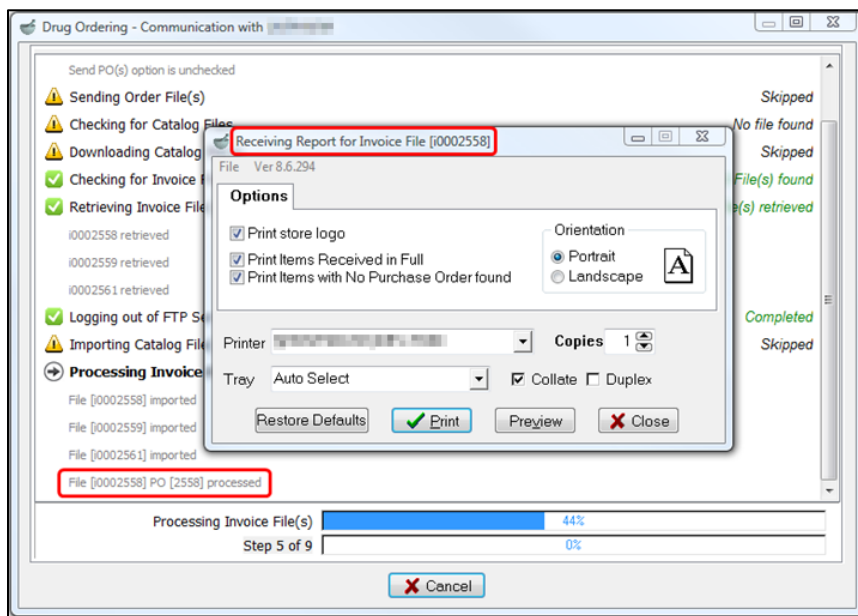


Receiving Order Reports

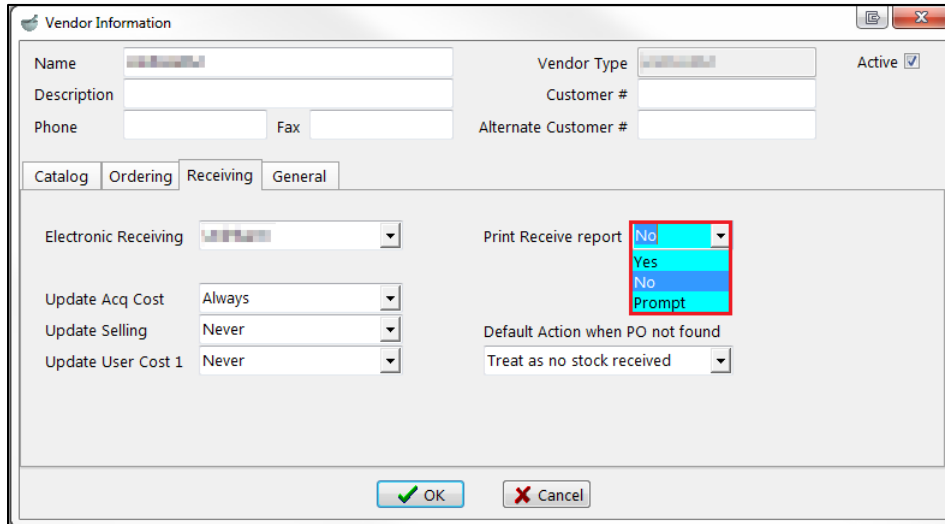
The **Receiving Order Report** is generated after the **Processing Invoice File(s)** task is complete. The report shows how many items were ordered and received, as well as the dollar amount invoiced. From the communication screen (**Utilities > Drug Ordering > Communicate with > [Vendor name]**), there are three options for printing the report:



- **No:** The report will not be printed after the **Processing Invoice File(s)** task is complete.
- **Yes:** The report will be sent directly to the printer once the **Processing Invoice File(s)** task is complete.
- **Prompt:** The **Receiving Order Report** options screen will appear once the **Processing Invoice File(s)** task is complete. This screen allows you to configure report options prior to printing, previewing, or exiting the report.



To set a default action for this option, go to **Utilities > Drug Ordering > Edit Vendor List > [Vendor name] > Receiving** and select the appropriate option from the **Print Receive report** dropdown menu.



Vendor Information

Name: [Redacted] Vendor Type: [Redacted] Active

Description: [Redacted] Customer #: [Redacted]

Phone: [Redacted] Fax: [Redacted] Alternate Customer #: [Redacted]

Catalog | Ordering | Receiving | General

Electronic Receiving: [Redacted]

Update Acq Cost: Always

Update Selling: Never

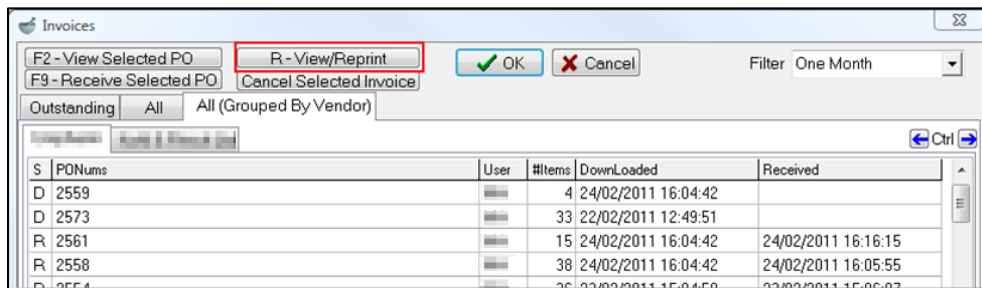
Update User Cost 1: Never

Print Receive report: **No** (dropdown menu open with options: No, Yes, No, Prompt)

Default Action when PO not found: Treat as no stock received

OK Cancel

You can also print the **Receiving Order Report** by going to **Utilities > Drug Ordering > Electronic Invoice Receiving**, highlighting the **PO**, and clicking **View/Reprint**.



Invoices

F2 - View Selected PO R-View/Reprint OK Cancel Filter: One Month

F9 - Receive Selected PO Cancel Selected Invoice

Outstanding All All (Grouped By Vendor)

S	PONums	User	#Items	DownLoaded	Received
D	2559		4	24/02/2011 16:04:42	
D	2573		33	22/02/2011 12:49:51	
R	2561		15	24/02/2011 16:04:42	24/02/2011 16:16:15
R	2558		38	24/02/2011 16:04:42	24/02/2011 16:05:55
D	2554		26	23/02/2011 15:04:50	23/02/2011 15:06:07

Depending on the content of the invoice, the **Receiving Order Report** can have one section (Regular or Narcotic) as illustrated below:

Receiving Order Report												
Vendor: ██████████										File [J0002551]		
ReceivingOrderReport										Printed on: 24/03/2011 13:06:36		
Regular												
Order Qty	Prev Recv'd	Recv'd Qty	New OnHand	PO#	Item #	Description	Form	DIN	Pack Size	Invoice Acq.Cost	Price Diff.	Total Amount
Items Received In Full												
1	0	1	900	2551	00244913	AVALIDE 300MG/12.5MG TABL...	TAB	02241819	90	120.31	0.00	120.31
1	0	1	1,320	2551	02047462	CLINDAMYCIMSOLUTION	ML	02266938	60	13.57	0.00	13.57
1	0	1	8	2551	00744995	DEPO-MEDROL 40MG W/100C...	ML	00260428	2	11.29	0.00	11.29
2	0	2	90	2551	00388314	HYDRON AB.2%OINTMENT	GM	02242985	15	2.50	0.00	5.00
2	0	2	66	2551	00488338	LUMIGAN0300PHTHALMIC	ML	02245860	3	35.85	0.00	71.70
1	0	1	180	2551	02035038	METROGEL 0.75%	GM	02092832	60	43.76	0.00	43.76
1	0	1	360	2551	00703835	NASACORTCPUMISPRAY	DOS	02213834	120	25.56	0.00	25.56
1	0	1	2,300	2551	00154641	NOVO-LENX 250MG SUSPENS...	ML	00342092	100	13.27	0.00	13.27
1	0	1	360	2551	00616748	PEDAPRED 3MG/5ML SOLUTION	ML	02230619	120	16.22	0.00	16.22
4	0	4	1,136	2551	02287662	PMS-RAMIPRILL10MGCAPS	CAP	02247919	100	61.00	0.00	244.00
3	0	3	48	2551	02303113	PHS-RESERONATE 35MG TAB...	TAB	02302209	4	19.27	0.00	57.81
2	0	2	72	2551	00348557	PROCTOHYKIN HC SUPPOSTO...	SLP	02242528	12	7.78	0.00	15.56
1	0	1	300	2551	00684282	SYNTHROID 0.137MG TABLETS	TAB	02233852	100	18.64	0.00	18.64
1	0	1	240	2551	02055770	WELLBUTRIN XL 300MG TABLETS	TAB	02275104	90	106.32	0.00	106.32
SubTotal											763.01	
Total											763.01	

Or, the report may contain two sections (Regular and Narcotic), as illustrated below:

Receiving Order Report													
Vendor: [REDACTED]										File [i0002561]			
Receiving Order Report										Printed on: 24/03/2011 13:09:10			
Narcotics													
Order Qty	Prev Recv'd	Recv'd Qty	New OnHand	PO#	Item #	Description	Form	DIN	Pack Size	Invoice Acq_Cost	Price Diff.	Total Amount	
Items Received In Full													
1	0	1	965	2561	00703702	OXYCONTIN 40MG CR TABLETS	TAB	02202476	50	124.64	0.00	124.64	
2	0	2	2,950	2561	00241646	RATIO-LENOLTEC #4	TAB	00621463	100	16.05	0.00	32.10	
3	0	3	3,705	2561	00015503	TYLENOL #4 TABLETS	TAB	02163918	100	18.77	0.00	56.31	
SubTotal												213.05	
Total												213.05	
Regular													
Order Qty	Prev Recv'd	Recv'd Qty	New OnHand	PO#	Item #	Description	Form	DIN	Pack Size	Invoice Acq_Cost	Price Diff.	Total Amount	
Items Received In Full													
1	0	1	224	2561	00664870	ARO-CALCITONIN 200IU NASAL	DOS	02247585	28	48.31	0.00	48.31	
1	0	1	3,505	2561	00046649	ARO-DIAZEPAM 10MG TABLETS	TAB	00405337	100	8.67	0.00	8.67	
1	0	1	861	2561	00071407	ARO-FLURAZEPAMMGAPS	CAP	00521698	100	8.10	0.00	8.10	
3	0	3	504	2561	02147510	AVIANE21DAY (ALLESSE)	TAB	02298538	21	9.74	0.00	29.22	
1	0	1	960	2561	00452482	FLOVENT HFA 125MCG METER ...	DOS	02244292	120	45.61	0.00	45.61	
1	0	1	1,080	2561	00452516	FLOVENT HFA 250MCG METER ...	DOS	02244293	120	91.21	0.00	91.21	
1	0	1	993	2561	02309896	PMS-BURBORON SR 150MG TA...	TAB	02313421	100	50.40	0.00	50.40	
1	0	1	6,175	2561	02048791	PMS-PERICHLOR 12% ORAL S...	ML	02240433	475	8.35	0.00	8.35	
1	0	1	9	2561	02230514	SAN-HIDROXYPROGESTERONE...	INJ	02322250	1	22.00	0.00	22.00	
1	0	1	940	2561	00107409	SYNTHROID 0.2MG TABS	TAB	02172143	100	9.25	0.00	9.25	
1	0	1	1,458	2561	00389619	TARO-WARFARINMG TABS	TAB	02242680	100	17.47	0.00	17.47	
1	0	1	1,034	2561	02082964	TEVA-BETAHESTINE 16MG TAB...	TAB	02280191	100	35.57	0.00	35.57	
SubTotal												374.16	
Total												374.16	
Grand Total												587.21	

The subsections highlighted in green in the above image categorize the items in the report as follows:

- **Items Received in Full:** Order Qty = Previously Received + Received Quantity.
- **Items Partially Received:** Order Qty > Previously Received + Received Quantity.
- **Over Received Items:** Order Qty < Previously Received + Received Quantity.
- **Items Not Received:** Received Qty = 0.
- **Non-PO Received Items:** Items ordered outside of the Kroll application.
- **No Stock Received Items:** Items that are marked as received, but on-hand quantities were not updated in the Drug cards.
- **Discontinued Items:** Discontinued by the vendor.
- **Items Cancelled by Customer:** Items that were ordered, but later cancelled by the customer.

The following columns appear in the report:

- **Order Qty:** Displays the quantity that was ordered.
- **Prev Recv'd:** Displays the quantity that was previously received by other invoices at the time the report is printed.
- **Recv'd Qty:** Displays the quantity shipped by the vendor in this invoice.

Note that an item can appear in the **Prv Recv'd** category in one Receiving Order Report, and later appear in the **Items Received in Full** category in another Receiving Order Report. The following example demonstrates this scenario:

- Invoice file i0000037 with item number 02129732 (Naprelan 375mg Tabs) has a **Prv Recv'd** quantity of one, but because the **Order Qty** is three and nothing was previously received, it is treated as a partially received item. A vendor message (**Vendor Msg**) will indicate that “additional quantity from alternate warehouse” is on its way.

Vendor: ██████████										File [i0000037]			
ReceivingOrderReport										Printed on: 24/03/2011 13:40:47			
Regular													
Order Qty	Prev Recv'd	Recv'd Qty	New On Hand	PO#	Item #	Description	Form	DIN	Pack Size	Invoice Acq.Cost	Price Diff.	Total Amount	
Items Partially Received													
3	0	1	100	2586	02129732	NAPRELAN375MGTABLES	TAB	02242505	75	76.51	0.00	76.51	
<i>Vendor Msg: additional quantity from alternate warehouse</i>													
SubTotal												76.51	

- Later, in invoice file i000038, the vendor sends two more packs of Naprelan 375mg Tabs (item number 02129732). Since the received quantity in this invoice plus the quantity that was previously received is equal to the order quantity, the item is now considered **Received in Full**.

Vendor: [REDACTED]										File [i0000038]		
Receiving Order Report										Printed on: 24/03/2011 13:37:29		
Regular												
Order Qty	Prev Recv'd	Recv'd Qty	New On Hand	PO#	Item #	Description	Form	DIN	Pack Size	Invoice Acq. Cost	Price Diff.	Total Amount
Items Received In Full												
3	0	3	126	2586	00868364	ALESSE 21 DAY TABLETS	TAB	02236974	21	16.02	0.00	48.06
1	0	1	313	2586	02280261	APO-TRAMADOL/ACB7.5/325...	TAB	02336790	100	62.64	0.00	62.64
1	0	1	301	2586	02140549	CO-LISINAPRIL 10MG TABLETS	TAB	02271451	100	56.64	0.00	56.64
1	0	1	20	2586	00762864	COMBIGAN OPHTHALMIC SOLN	ML	02248347	10	44.33	0.00	44.33
2	0	2	277	2586	02026656	LYRICA 75MG CAPSULES	CAP	02268434	60	104.19	0.00	208.38
3	1	2	250	2586	02129732	NAPRELAN 375MG TABLETS	TAB	02242505	75	76.51	0.00	153.02
<i>Vendor Msg: balance of quantity shipped from alternate warehouse</i>												
1	0	1	281	2586	02251254	PMS-OMEPRAZOLE 20MG CAPS	CAP	02320851	100	110.00	0.00	110.00
SubTotal											683.07	
Total											683.07	

- **Invoice Acq. Cost:** The price for the item in this invoice. This price can be the same as what is currently in your system, or it may be different if prices have changed since it was last purchased.
- **Price Diff:** The difference between the price of the item in Kroll before receiving and the price of the item in this invoice.

	Acq Cost Before Receiving	Price of the Item on the Invoice File	Acq Cost After Receiving	Price Diff. = Invoice Price minus Acq Cost
Norflex	\$92.55	\$99.99	\$92.55	\$99.99 - \$92.55 = \$7.44
Uremol	\$6.49	\$9.99	\$9.99	\$9.99 - \$6.49 = \$3.50

The acquisition cost may or may not be updated depending on the configurations set in **Electronic Ordering and Receiving**. When the price for an item is not updated, the report will display a reason:

Order Qty	Prev Recv'd Qty	Recv'd Qty	New OnHand	PO#	Item #	Description	Form	DIN	Pack Size	Invoice Acq.Cost	Price Diff.	Total Amount
Regular												
Items Received In Full												
10	0	10	17,130		4	00189803 NORFLEX TABS	TAB	01966154	100	99.99	7.44	999.90
<small>OrigPck Acq Cost was not updated ([Vendor] Update Acq Cost When Receiving = Only If Default Vendor but Vendor is NOT default)</small>												
15	0	15	18,075		4	00225409 UREMOL 10 CREAM	GM	01946099	75	9.99	3.50	149.85
10	0	10	-		4	02241834 VAGISIL WIPES	N/A	00000000		4.33	-	43.30
<small>OrigPck NOT found, inventory was not adjusted</small>												
SubTotal												1193.05
Total												1193.05

- **Total Amount:** The value of the number of packs ordered for an item multiplied by the **Invoice Acq. Cost**.