



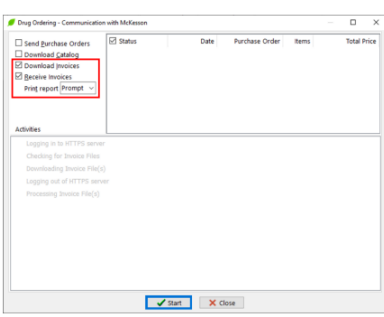
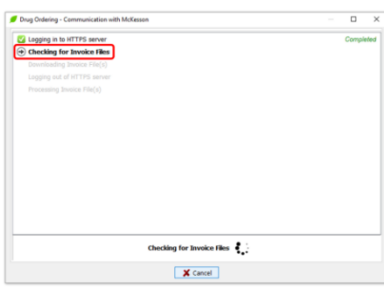
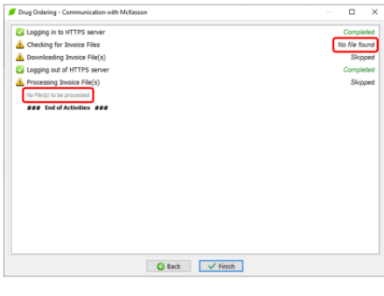
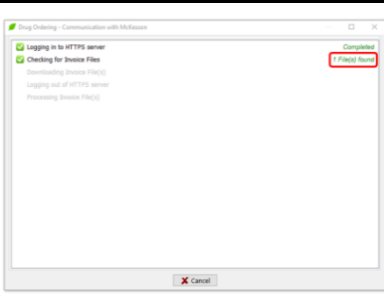
# Job Aid: McKesson Web Services Invoice Receiving

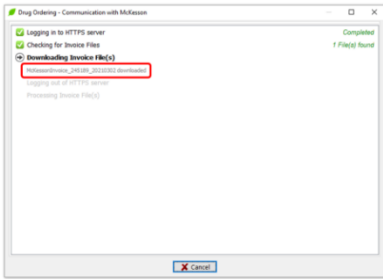
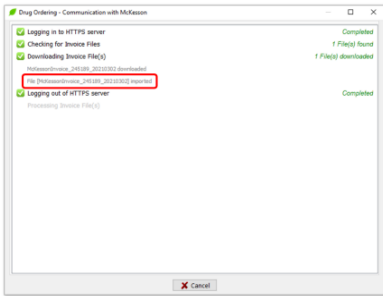
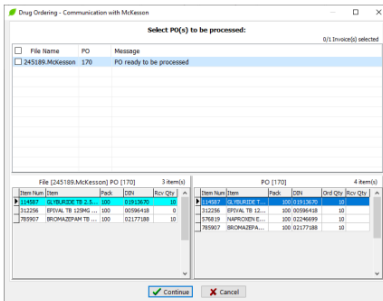
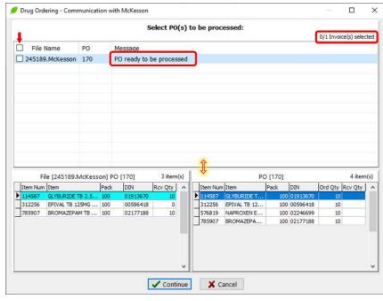
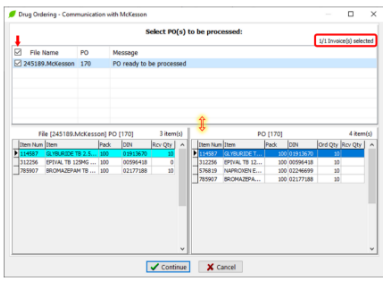
**Table of Contents**

**Job Aid: McKesson Web Services Invoice Receiving .....2**

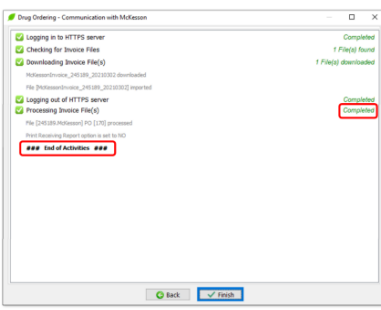
**Important Notes .....5**

## Job Aid: McKesson Web Services Invoice Receiving

<p>Receiving an Invoice: page 36 of the <a href="#">user guide</a></p>	<p>Navigate to Utilities &gt; Drug Ordering &gt; Communicate with &gt; McKesson &gt; Communicate.</p> <p>Check the boxes for download invoices and receiving invoices.</p>	
	<p>Click Start or press Enter on the keyboard to check for invoice files.</p>	
	<p>When checking for invoice files task is complete, the information panel will show the number of invoice files found. If found no files, the downloading invoice files task will be skipped since there are no files to download. Later, it will skip the processing invoice files task as well.</p>	
	<p>If found invoice files during the checking for invoice files task, the downloading invoice files activity will automatically initiate.</p>	

	<p>As soon as each file is downloaded, the information panel will show the corresponding filename</p>	
	<p>The invoice files will be temporarily saved in the designated vendor folder. The invoices will be kept in this folder until they are imported into the Kroll system.</p>	
	<p>If invoice files were found and downloaded, the communication process would try to match the invoice file's information to Kroll's purchase order. When the process finds a match between an invoice file and a PO in Kroll, you will see a screen similar to the one below:</p>	
	<p>This screen contains a top panel and a bottom panel. The top panel shows a list of downloaded invoice files with associated Purchase Order numbers. An information message is also shown to the left of the PO number; this message will help you decide which file to process.</p>	
	<p>A checkbox on the upper left-hand side of the screen helps you select or deselect all invoice files/POs in the list. An indicator on the upper right-hand side indicates x of y PO(s) have been selected. Note that you can resize the top and bottom panels at any time.</p>	

	<p>The bottom panel shows the 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 selected 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.</p>	
	<p>The invoice file on the left (invoice file number 245189) is associated with PO 170 on the right in the above screen. The invoice file contains only three items. The idea is to see the information inside the invoice file compared to the PO's information in the Kroll system before the file is processed. If available, clicking on any item on either side of the grid will highlight the opposite side's corresponding item.</p>	
	<p>Select the invoice that needs to be received and click Continue to process the downloaded invoice files</p>	
	<p>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 ###." Two new buttons, Back and Finish will appear at the bottom of the communication screen to indicate that communication has finished.</p>	

	<p>Click Finish or press Enter on the keyboard to close the communication screen. Click Back to start another communication with McKesson.</p>	
--	--	--

## Important Notes

- When the system does not find a matching PO in Kroll, you must decide what to do with the invoice. This happens only for orders placed directly in Pharmaclik.
- There are three options to choose from:
  - Treat as no stock received:** This option will receive the invoice file, considering that no equivalent PO exists in Kroll; however, on-hand quantities will NOT be updated; only catalog prices will be updated, if necessary. This option should be used when an order was placed outside of the Kroll system 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, considering that no equivalent PO exists in Kroll. 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 system for items with inventory and prices monitored within Kroll (e.g. an order placed directly on Pharmaclik).
  - Skip this PO:** This option means the invoice file will not be processed and will be ignored. Please, read the “What to do with Invoices NOT selected to be processed and invoices skipped?” section for more information. McKesson Web Services 45 You can use the information displayed on the bottom panel's left grid to help you make the decision. Once the decision is made, click OK to continue
- Canceling invoices that should NOT be processed. Invoices downloaded but not received and for any reason should NOT be processed, and then you must cancel them on the Invoices screen. Utilities > Drug Ordering > Electronic Invoice Receiving.

- Use always “Purchase Order” screen to track your orders Utilities > Drug Ordering > Purchase Order Receiving. Receiving is NOT allowed on the Invoices screen. You must always receive invoices using the communication screen instead. Invoices downloaded but not received will appear again on McKesson's following communication.