Information for Life.

Assyst Point of Sale

Electronic Communications to McKesson

Version 4.14

User Guide

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Introduction to McKesson Electronic Transmissions

McKesson Canada is a vendor offering a variety of electronic transmissions for use with Assyst Point of Sale.

McKesson offers the following types of electronic file for download:

- **Invoices**
- **Catalogs**

McKesson is also able to accept electronic **purchase orders** from stores via the McKesson PharmaClik portal.

This guide is designed as a supplement to more generalized documentation as it specifically covers transfer and processing of electronic data files to and from McKesson.

Ordering from McKesson

As with many vendors, McKesson offers the ability to order product with Assyst Point of Sale by way of transmitting electronic order files.

This process is very similar to creation of purchase orders manually or via some form of autogenerated order. The difference is how the system handles the order when it is **Finalized.**

Creating the Order

Orders to be submitted electronically from Assyst Point of Sale may be created by **automatically generating** an order, or **creating an order manually**.

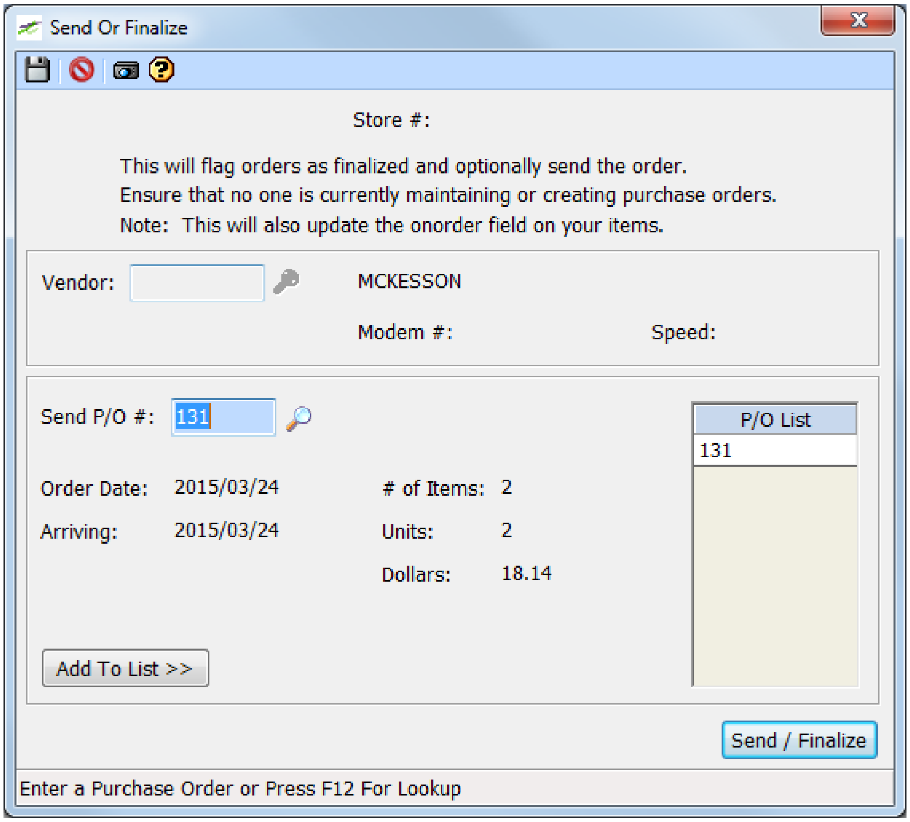
Whether autogenerating has occurred or not, any order may potentially be transmitted to McKesson electronically.

Creating the Transmission File

When any order is verified and ready to send, it is customary to indicate that the order has been **Finalized** in Assyst Point of Sale.

This ensures that On Order quantities are updated, and then locks the purchase order to make sure no further edits are made after the order is sent. This process ensures that purchase orders are only ever sent once to a vendor, eliminating the potential for conflicting or duplicate orders being received by the vendor.

If the order has been cleared from the screen, or more than one order is intended to be sent, navigate to **Send/Finalize** on the Order Processing ribbon group OR click on the **Send P/O** option in Create/Maintain.



Upon selecting the appropriate menu option, the system will require the selection of a vendor code. Enter the vendor code for McKesson or use the lookup to find the proper vendor code..

The system then prompts for which purchase orders, or P/Os are intended to be transmitted. Key in a purchase order number or use the lookup to select from unsent McKesson purchase orders.

After each purchase order number is selected from the list or manually keyed in, click on the **Add To List** button to add the purchase order to the upload.

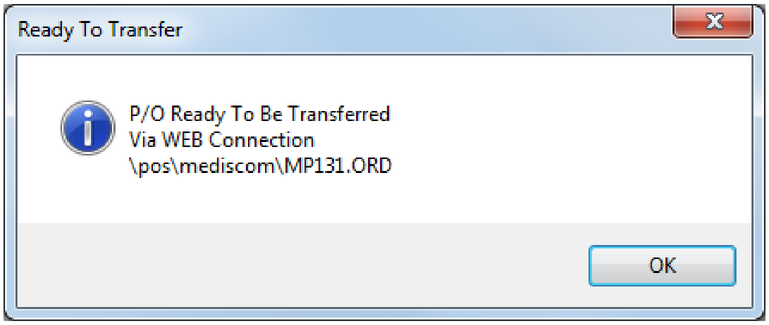
As each purchase order is confirmed for addition to the transmission queue, Assyst Point of Sale will show the purchase order number in the box at the right labelled **P/O List**. Additional purchase orders may be added at this time.

NOTE: This may also be performed from within **Create/Maintain** and may be invoked by clicking Send P/O on the Details tab**.** This approach will result in transmission of the selected purchase order only and may save steps for some users.

When all P/Os to be sent have been selected, click on the **Send/Finalize** button to create the upload file. At this time, the purchase order status is changed to **Transmitted**.

NOTE: The equivalent function in Assyst Rx-A is the Finalize button in the Create/Maintain P/O screen.

After successfully finalizing the purchase order, the system will display the location on the server wherein the purchase order may be found. The \pos\mediscom path is often mapped as drive M: or shared as mediscom.

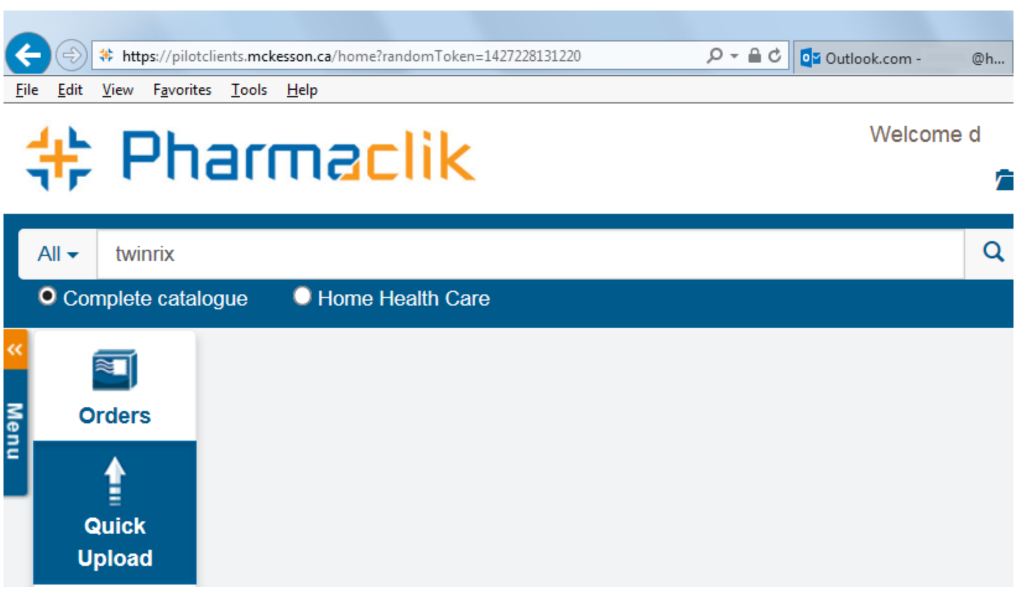


This file may now be selected for transfer to McKesson via the PharmaClik website.

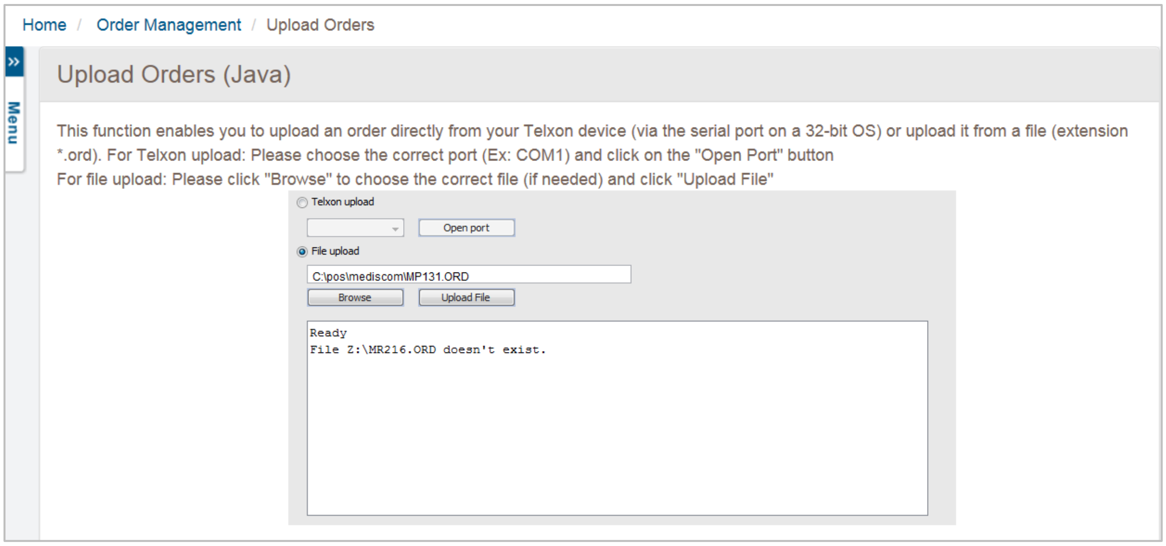
Uploading to PharmaClik

Once the transmission file has been created, a Windows workstation with access to files on the server will be able to upload the purchase order to McKesson.

On the McKesson website, click on the **PharmaClik** icon to access the main screen, or expand the menu at the left using the **>>** button. Then select **Quick Upload** from the panel at the left.



PharmaClik will then load an order upload window. Use the Browse button to navigate to your **mediscom** folder. Often this is set up as drive M. It may also be found on your server and may be shared out as mediscom. If you are unsure how to navigate to this folder, you may contact TELUS Health Support for assistance.



PharmaClik may not be set use the correct file path by default. If this is not defined as your **mediscom** folder, simply **Browse** to the proper folder and select the PO. The screen image above reflects that the file is being uploaded directly from the server.

After the purchase order was **Transmitted** or **Finalized** in Assyst Point of Sale or Rx-A, the system provided a filename within the **mediscom** folder on the server. This filename must be reflected in the box beneath the File Upload option. Filenames may be interpreted as follows:

MPx.ORD – Indicates a McKesson purchase order for Point of Sale purchase order x.

MRx.ORD – Indicates a McKesson purchase order for Assyst Rx-A purchase order x.

Once the filename in the field beneath the **File Upload** option is set correctly, click on the **Upload File** button. The order is delivered to McKesson's server for processing at this point. If any warnings, verifications, or additional processing is necessary you may perform these activities on the McKesson website.

NOTE: Changes made to purchase orders on PharmaClik after upload will not be reflected on your Assyst server.

For more information about the PharmaClik website, contact your McKesson e-Commerce representative or account representative.

If you are unable to find the transmission files located on your server, please call the TELUS Health Support team for assistance.

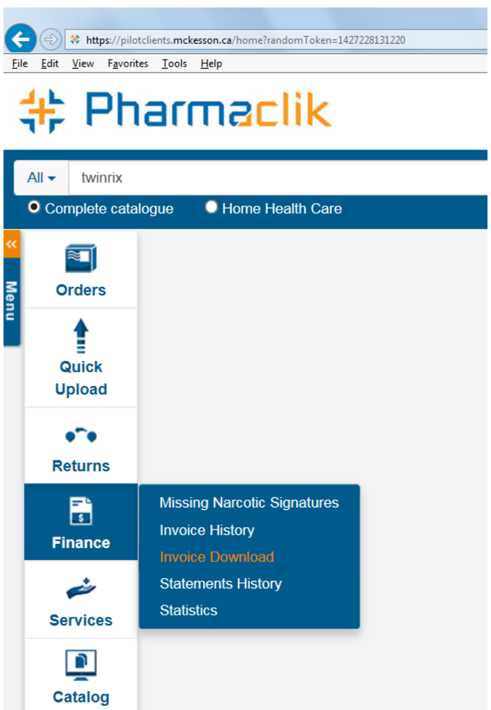
Receiving Electronic Invoices from McKesson

Electronic Invoices are available for download daily from McKesson via the PharmaClik website. These electronic invoices may be used to make receiving functions more efficient, as they contain the actual costs and quantities that McKesson has indicated on the hard copy of their invoice.

The idea behind receiving electronically is to permit receivers to simply verify the receive quantities and otherwise automate the receiving process.

Downloading Invoices

Invoices may be retrieved from the PharmaClik website daily. Typically invoices are available the day after product has been ordered from McKesson.

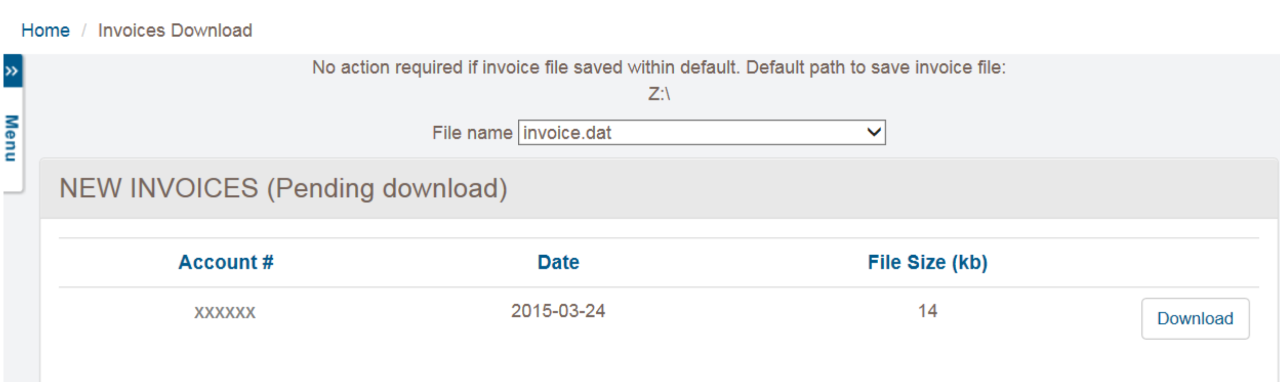


Invoices may be downloaded from PharmaClik by selecting the **Finance** menu option, then selecting **Invoice Download**.

A single invoice file for each day is made available for download. The file contains all invoices generated on that day.

Click on the download link for the desired file and save the file to the Mediscom folder on the server.

If you cannot find the Mediscom folder on your server, contact the TELUS Health Support team for guidance.



Receiving Electronically

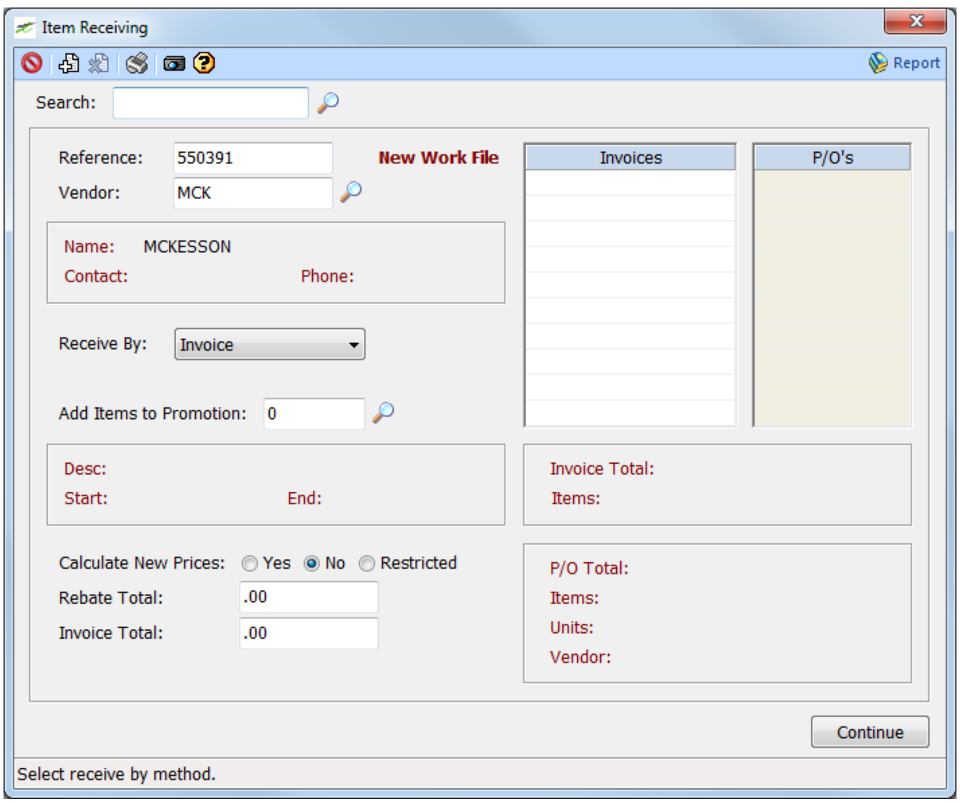
To start receiving from an electronic invoice, select **Receiving** from the Maintenance panel on the **POS Functions** ribbon group.

Create a new receiving session.

Next, type in the following information about to the receiving session:

Reference – Enter the invoice number, packing slip number, or alternative reference number desired to uniquely identify this receiving session.

Vendor – Enter the vendor code for McKesson, or use the lookup to find the correct code.



Receive By – If the vendor is configured for electronic ordering, typically this will automatically select Invoice. In version 4.14 and newer, this also may need to be selected manually depending on the default receiving method for the applicable vendor record and platform (Point of Sale or Rx-A).

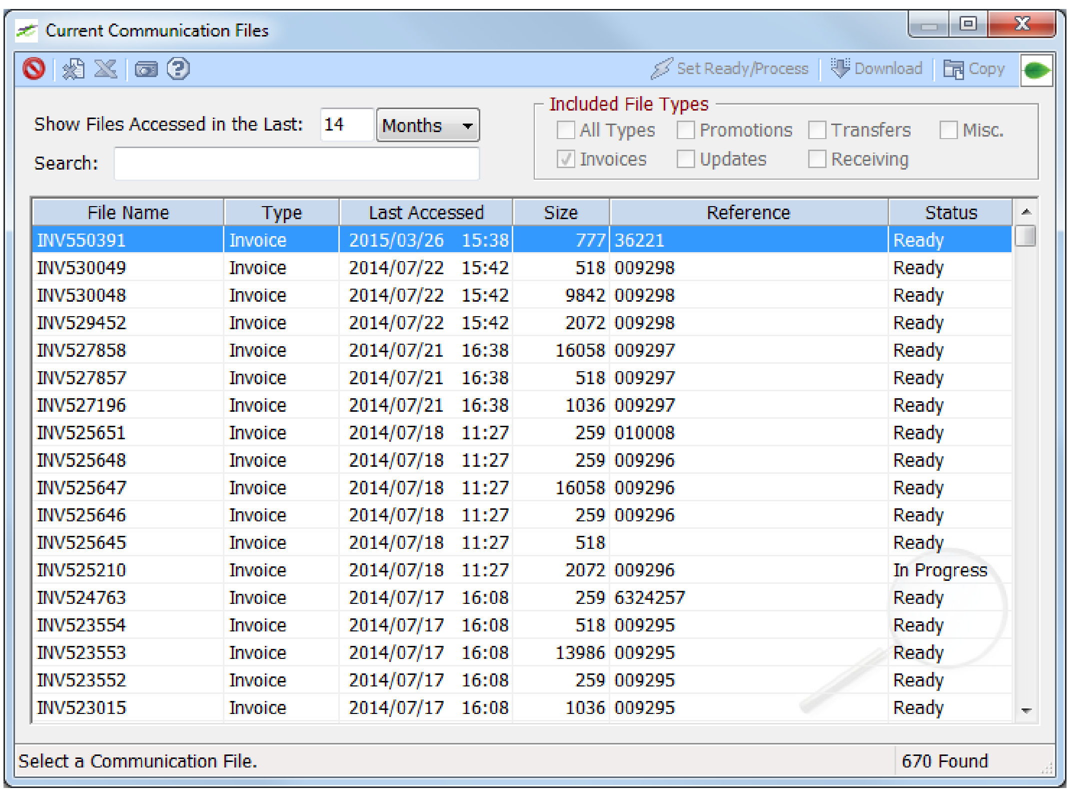
Add Items To Promotion – If all items on the receiving session are to be added to an existing promotion, key in the promotion number (if known) or use the lookup to select the desired promotion. If this does not apply to the current receiving session, do not modify this option.

Calculate New Prices – Select **Yes** to calculate new prices for products being received based on target margins and new receive costs. If **No** is selected, the system will retain existing pricing and will only change prices where indicated by the receiver. The use of the **Restricted** option will restrict the receiver's access to quantity fields only; the receiver is therefore unable to adjust costs or pricing from the receiving session.

Rebate Total / Invoice Total – If rebates are enabled, specify the Rebate Total and Invoice Total.

Invoices – Click on the first open field in the Invoices box and then select the lookup for a list of available electronic invoices available to be received.

NOTE: If a McKesson invoice file has been previously downloaded but not split into individual invoices, the system will prompt for confirmation before splitting the download into individual invoices. The prompt indicates that a McKesson invoice file was found and asks for permission to prepare the file for receiving. Click on **Yes** to split the invoice file into separate invoice files for receiving. If this step is not performed, the invoices contained in the McKesson invoice file will not be available for receiving.



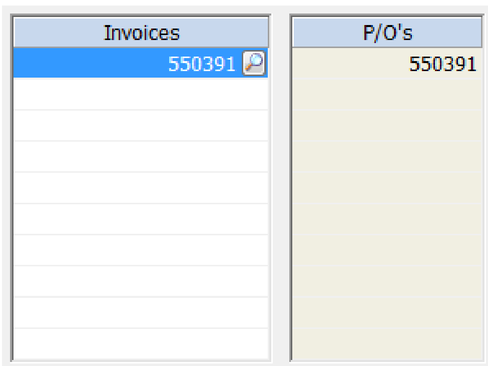
File Name	Type	Last Accessed	Size	Reference	Status
INV550391	Invoice	2015/03/26 15:38	777	36221	Ready
INV530049	Invoice	2014/07/22 15:42	518	009298	Ready
INV530048	Invoice	2014/07/22 15:42	9842	009298	Ready
INV529452	Invoice	2014/07/22 15:42	2072	009298	Ready
INV527858	Invoice	2014/07/21 16:38	16058	009297	Ready
INV527857	Invoice	2014/07/21 16:38	518	009297	Ready
INV527196	Invoice	2014/07/21 16:38	1036	009297	Ready
INV525651	Invoice	2014/07/18 11:27	259	010008	Ready
INV525648	Invoice	2014/07/18 11:27	259	009296	Ready
INV525647	Invoice	2014/07/18 11:27	16058	009296	Ready
INV525646	Invoice	2014/07/18 11:27	259	009296	Ready
INV525645	Invoice	2014/07/18 11:27	518		Ready
INV525210	Invoice	2014/07/18 11:27	2072	009296	In Progress
INV524763	Invoice	2014/07/17 16:08	259	6324257	Ready
INV523554	Invoice	2014/07/17 16:08	518	009295	Ready
INV523553	Invoice	2014/07/17 16:08	13986	009295	Ready
INV523552	Invoice	2014/07/17 16:08	259	009295	Ready
INV523015	Invoice	2014/07/17 16:08	1036	009295	Ready

By default, Assyst Point of Sale will display a list of invoices which have been downloaded within the last month. Use the options above the Search bar to select a different timeframe if the invoice is older. You may use the Search bar to help locate the invoice to be received if there are many invoices listed.

Double-click on the invoice to select it for receiving.

Assyst Point of Sale then returns to the receiving session settings.

NOTE: While you may receive multiple invoices in a single session, be aware that the reference keyed into the Reference field will be stamped on all items received during the session. Assyst Point of Sale will not filter items by invoice where multiple invoices are being simultaneously received.



McKesson invoices may contain a cross-reference to a purchase order number. This cross-reference is often not a match for a store PO and comes from the electronic invoice file provided by McKesson.

Click on the **Continue** button to review the invoice file provided by McKesson.

A list of all items on the invoice will be displayed onscreen. Some stores may find that the **R. Qty.** or Receive Quantity is set to 0 for all items. The **Qty.** column contains the number of units shipped by McKesson as per the electronic invoice.

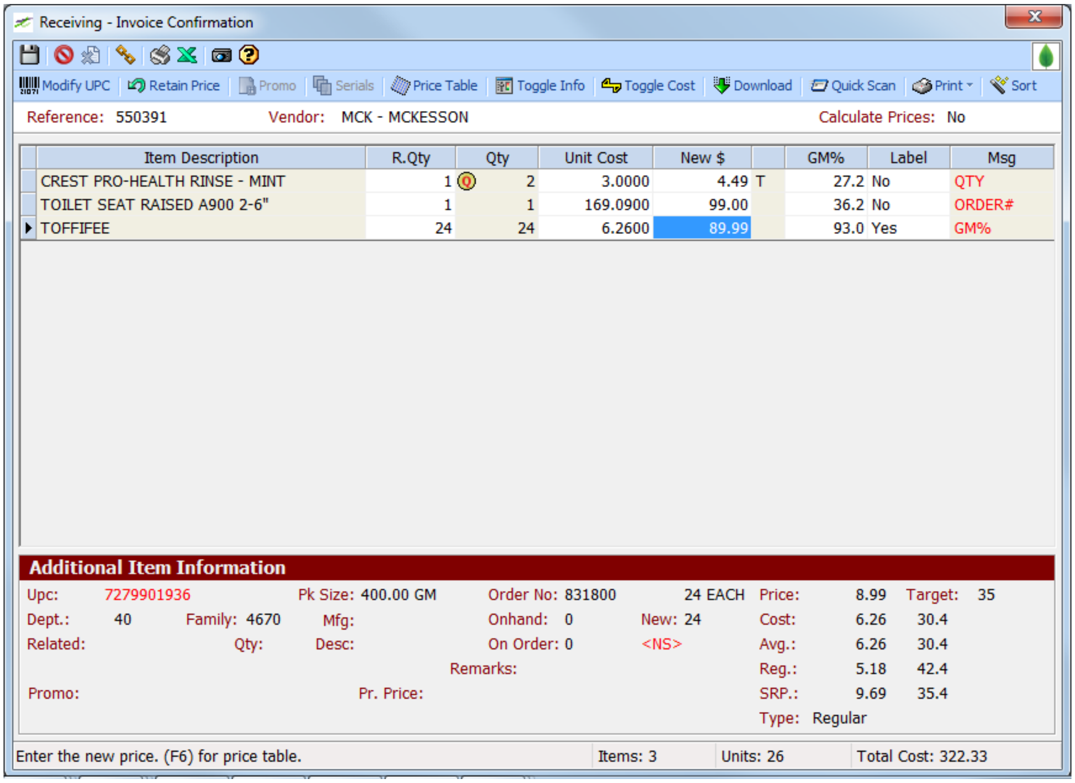
Some stores may have to key in the R. Qty for each product and/or use Quick Scan to confirm quantities.

The **Cost** column may vary among users, depending on whether **Unit** or **Total** costs are set to be displayed by default. To toggle between the Unit Cost per unit received to the Total Cost for all units of a product received, click on the **Toggle Cost** button on the toolbar.

NOTE: Some items may be listed on an invoice as a quantity of 1 when they actually are for a product which contains multiple resaleable units. In these circumstances, adjust the total cost and R. Qty accordingly.

The **New $** column contains the retail price of the item. A value may be keyed in manually in this field if the price is incorrect or is to be changed. If a new price is to be discarded in favor of the price currently on file, click on the **Retain Price** button on the toolbar.

NOTE: If the price has a T next to it, the product is on a price table. A price table may be adjusted by clicking on the **Price Table** button on the toolbar.



NOTE: Some users may not be able to access the price and cost fields. This is typically a result of limited permissions and/or use of the **Restricted** option for **Calculate New Prices**. Price calculations may also be affected by rounding settings.

GM% – This option displays the gross margin applicable to the item based on the displayed cost and price. To recalculate the retail price using a specific gross margin percentage, key in a different margin percentage. A value like 27% should be keyed in as 27.0.

The **Label** column indicates where a label has been requested. This will automatically change to a **Yes** whenever a retail price has changed. Where a retail price has not changed either by the use of automatic price calculation OR by a user's direct intervention:

Select **Yes** to enqueue a new shelf label for the item.

Select **All** to enqueue a new shelf label for all items on the same price table as the item.

Select **No** to enqueue no additional labels for the item.

The final column, labelled **Msg**, contains warnings about items in the receiving session. Examples include:

OR# - Indicates that the order number for the vendor on the item file is incorrect or missing. To correct an order number issue, click on the **Zoom** icon to view the item file and make modifications.

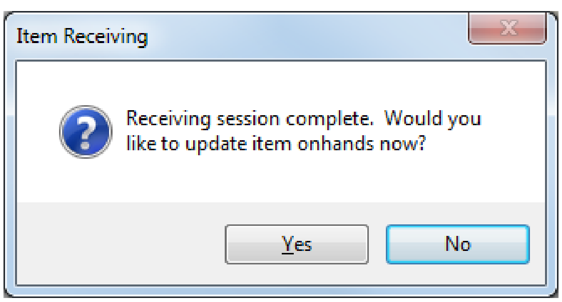
GM% - Indicates that the actual margin percentage differs greatly from the item's target margin. This warning is intended to notify the receiver of any potential errors involving pricing. In the illustration on the preceding page, the receiver incorrectly entered the new retail price as $89.99 instead of $8.99. This could be corrected by keying in a new Price in the New $ column or a new gross margin percentage in the GM% column.

QTY – Indicates that the quantity received differs from the quantity listed on the electronic invoice. This is most commonly seen in the event that an item has been short or over-shipped by the vendor.

NOF – If an item appears with NOF in the warning column, the item selected is not on file. Zoom into the item to add it to the system while customizing its department, family, tax and other settings at the same time. To skip receiving the item, change the R. Qty to 0. The item will therefore not be received.

NOTE: McKesson's invoices list products such as price tags, bags, and vials. It is common to simply zero out these quantities and not receive these non-resale products into inventory.

When finished, click **Save** to save the receiving session in progress. Assyst Point of Sale will display the prompt pictured below.



Click on the **Yes** button if the invoice receiving session is truly complete. If you select this option, the system will update the onhands of all items on the invoice subject to any corrections made by the user prior to saving the session.

If you are not finished receiving the invoice, click on the **No** button. The system will then retain the receiving session in progress as it exists without updating onhands. This may be helpful when receiving a large invoice that has not yet been fully verified.

NOTE: To receive a previously suspended receiving session, from within Receiving, use the Search bar at the top of the receiving window to either look up or key in the reference number for the suspended session.

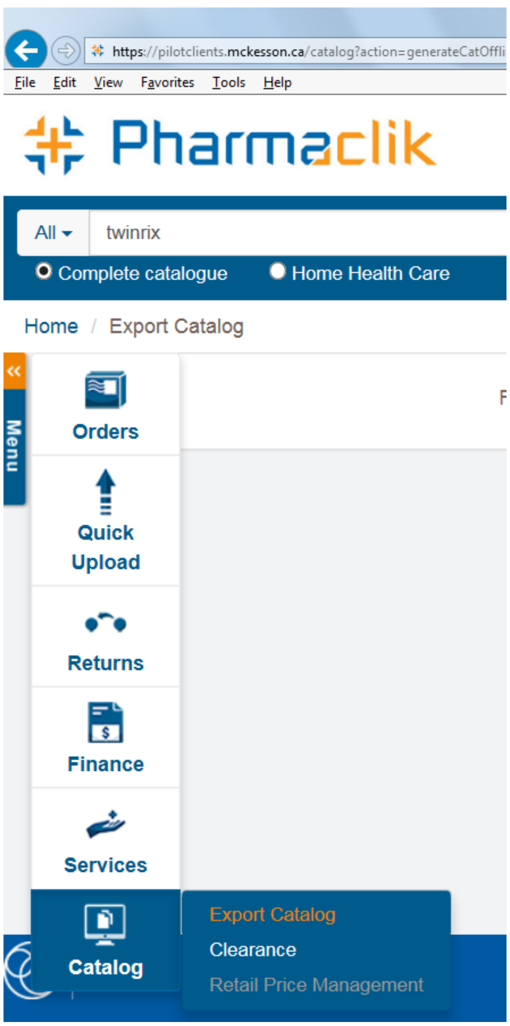
McKesson Catalog

McKesson also offers the ability integrate their electronic catalog with Assyst Point of Sale.

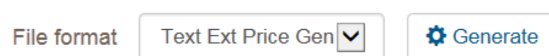
If you do not have the McKesson catalog installed and would like to use this function, please contact the TELUS Health Support team.

Downloading Catalog Updates

If you have the McKesson catalog installed, you may download catalog updates on demand from PharmaClik, as frequently as once per week.



After logging into PharmaClik, select the **Catalog** menu option and the selection **Export Catalog**.



Set the file format to **Text Ext Price Gen**, then click on **Generate**.

McKesson's PharmaClik site will then create a full catalog which can be downloaded and saved to the **mediscom** folder on the server.

The catalog is updated automatically when Assyst Point of Sale is next launched.

Using the Catalog

Assyst Point of Sale offers the ability to browse the McKesson catalog from within the application.

Open **Item Maintenance** and click on the lookup icon. Select the Catalog option at the top and ensure the McKesson catalog is selected. Toggle between search options by pressing **Enter** or click on the lookup icon while the **Search** bar is blank.

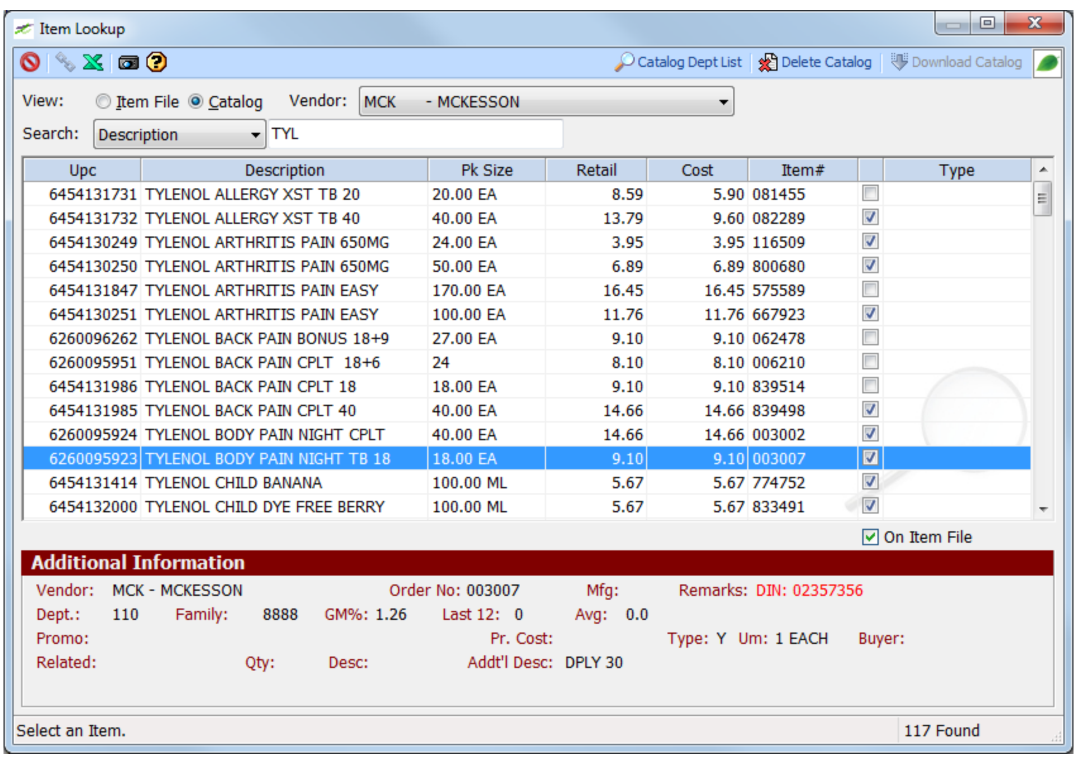
NOTE: Catalog lookup may also be found by clicking on **Catalog** in the POS Functions ribbon group, located on the **Maintenance** panel. From here, catalog entries may be reviewed in greater detail than listings generated using the lookup in Item Maintenance.

If a different catalog is required, use the drop-down menu to select from a list of available electronic catalogs by the vendor codes to which they are tied.

By default, Assyst Point of Sale will search by Description within the catalog.

To toggle direct searches of other fields such as DIN, UPC, Wholesaler's/Vendor's order #, Department or Description, press **Enter** or use the drop-down menu.

The catalog search works in much the same way as Item lookup functions do in Assyst Point of Sale, where you can select from a list of matching items and review individual items.



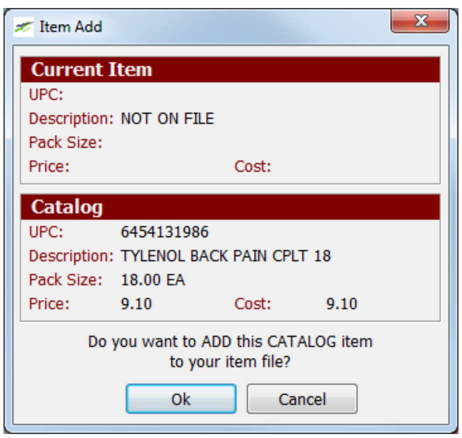
NOTE: When searching by DIN, only an exact match will result in the display of an item in the catalog. If there is not an exact match, the system will indicate no results found.

Where a search of the catalog finds multiple matches, a list of available matches is displayed. A scrollbar and/or the Page Up/Page Down keys on the keyboard may be used to scroll through lists of items which have more than 14 items listed.

Items with a checkmark in the box to the right of the Item #, such as the item highlighted above, are part of the current item file. Items not on the store's item file will be identified by the absence of a checkmark.

A snapshot of the item is displayed at the bottom of the screen. The snapshot details displayed here are based on information set in the catalog.

If the item is to be added to the local item file, double-click on it.



Click OK to add the item to your item file or Cancel to quit without adding the item to the store item file.

NOTE: If you wish to see the item's full catalog entry, access the Catalog lookup on the POS Functions ribbon group.

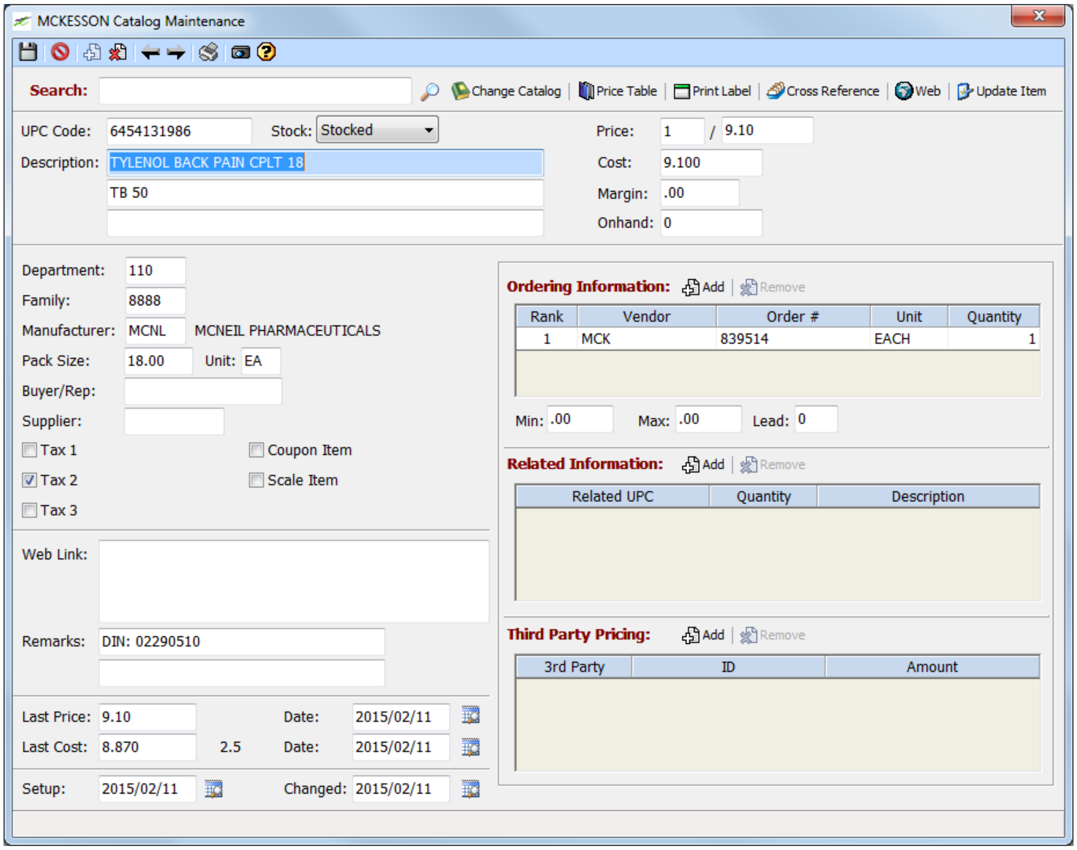
If accessed from the **Catalog** option on the ribbon, double-clicking on the item will display the entire catalog entry for the item.

As illustrated on the following page, a more complete set of details for the item are listed. Many fields are similar to those which normally appear in Item Maintenance.

The following additional functions may be performed in Catalog Maintenance while a specific item is displayed onscreen:

Print Label – Enqueue a shelf label for the item displayed

Save – Click on the diskette icon in the top left of the window to save the changes to the item



Items are typically automatically updated when a new catalog file has been obtained, subject to system settings governing catalog update automation.

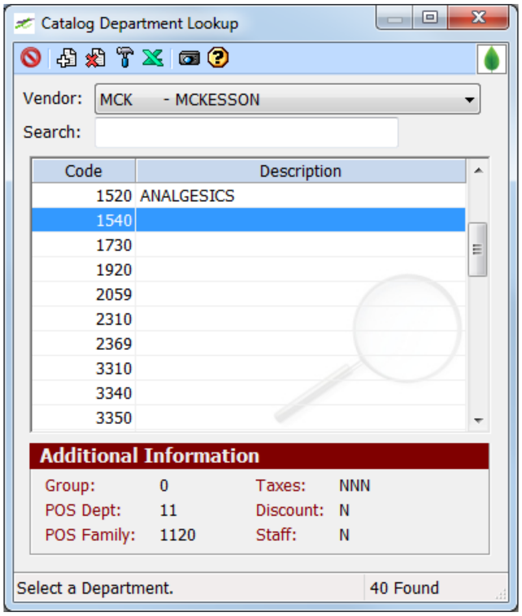
For users of Assyst Point of Sale version 4.14 build 51 or higher, ordering information on an item record can be exempted from auto-update. To exempt the item from automatic update, select the "Use" flag next to the McKesson order number information for an item.

This will help to alleviate issues relating to a catalog which does not show the proper reorder quantities on the catalog, and thus ensure that such items are ordered properly.

Department Cross References (X-Ref)

McKesson categorizes items into departments. In the catalog, items will display a different department. Some items may display a department of 0 if a department is not properly defined in the catalog.

You can access the Cross Reference from the **Catalog** option on the **Maintenance** panel, located on the **POS Functions** ribbon group. With an item selected, click on **Cross Reference** to access the cross reference list.



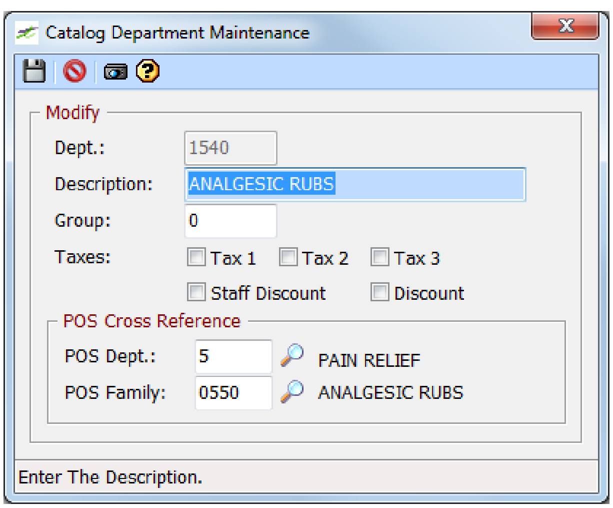
The purpose of the cross-reference is to automatically assign items imported from the McKesson catalog to departments and families used by individual stores. This bridges the gap and ensures that all imported items appear in a valid department at each store.

If this function is not used, items imported will need to have a valid department set on the item before it may be sold. Families and other settings may also require review as they're imported

NOTE: If a cross-reference list has not been set up, these may be configured from within the list.

Highlight the desired McKesson department number and click on the **Modify** button to access the applicable cross-reference record. To add a new cross-reference entry, click on the **Add New** button.

Use the options as follows:



Dept. – Set the uppermost Dept. option to contain the McKesson department number.

Group – Set the group number in McKesson's catalog to be used. This may not be applicable in all situations.

Tax (1,2,3) – Select the taxes which apply to each Tax ID set in the store configuration for items in the selected McKesson department.

Staff Discount – Set this option to indicate whether items in this category are intended to be discountable to staff.

NOTE: This option is for informational purposes only and is not used by the system. The setting which determines whether an item is discountable to staff is located on the store's local Department file, as configured in Department Maintenance.

Discount – Set whether items in this McKesson department are generally discountable or not.

NOTE: Settings for taxes and discounts to regular customers may be adjusted on individual items imported from the McKesson catalog.

The lower section of the Cross Reference window allows for the definition of a department and family to be used for items in the applicable McKesson department.

POS Dept. – Select the department number to which imported items in the selected McKesson department should be assigned when imported into the store item file.

POS Family – Select the family to which imported items in the selected McKesson department should be assigned when imported into the store item file. This is optional and may be used by stores using the family category option.

Click the **Save** icon to save changes to the cross-reference record.

To delete an existing cross-reference record, highlight the desired entry in the list and click on the **Delete** button**.**

This process is optional, and is meant to save time in importing items from the catalog into a store's item file in the Assyst Point of Sale application.

Adding Items from the Catalog

After a catalog update or full catalog has been downloaded, the new information is integrated with the existing catalog the next time an Assyst Point of Sale session is opened.

In the case of McKesson, if a UPC match is found on the catalog, the system will update the individual item files automatically if configured to do so.

If an item exists on the McKesson catalog but does not exist in the store's Item file, Assyst Point of Sale will update the catalog entry for the item only. The item may be imported from the catalog by clicking on **Update Item** in the **Catalog Maintenance** window.

Items not on the store item file may also be added by double-clicking on an entry listed in **Catalog** lookup from **Item Maintenance**.

Updating Items from the Catalog

The catalog is always updated when a new catalog is downloaded.

Some stores may wish to have their own item records automatically updated at this time as well. This could be limited to information such as order numbers, “Regular Cost”, or applied more broadly.

To arrange for this functionality to be enabled or disabled, please contact TELUS Health Support for further assistance.