STEP-BY-STEP EXPORT GUIDE

Kohl & Frisch purchases, *into NarcCount.*

Run a detailed narcotic purchase history in Kohl & Frisch's online ordering, upload it as it downloads, and reconcile it against your count. Every click, the exact settings, and what to do when something looks off.

1 **Kohl & Frisch**
Account Management

2 **The report**
Purchase History · NARCOTICS - All Vendors · Detail

3 **Upload it**
As it downloads

✓ **Reconciled**
Import fills the Purchased column

Before you start

- A Kohl & Frisch online login that can open **Account Management**.
- Two dates: your **last count** and **this count**.
- Nothing else. NarcCount opens the Excel file itself.

NarcCount does the fiddly part

- Finds the date, DIN, quantity and invoice columns, skips title and total rows, and puts back leading zeros Excel drops from DINs.
- Recognises invoice lines it already has, and skips them.
- Adds any DIN it has not seen before to Drug Management.

INSIDE 2 The dates 3 In Kohl & Frisch 4 CSV and upload 5 Check and fix

narccount.ca/help/export-from-kohl-frisch

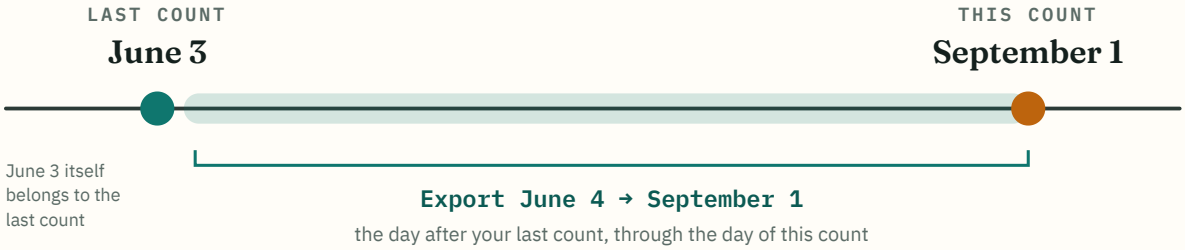
Scan for the live version of this guide. Updated 10 November 2026.

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STEP 1 · BEFORE YOU CLICK ANYTHING

Get the dates right *first.*

NarcCount reconciles each drug over a window: everything dated **after** your last count, up to and **including** the day of this count. Export exactly that window and the Purchased column lines up the first time.



FROM	TO
The day after your last count	The day of this count

WHERE TO FIND YOUR WINDOW

Open the count in NarcCount. Its start screen reads **"covering Jun 3, 2026 → Sep 1, 2026"** — the first date is your last count, so start the export the day after it.

OVERLAPPED BY A DAY?

Fine. A line that matches one already on file — same DIN, date, quantity and invoice number — is recognised and skipped. Upload the very same file twice and NarcCount stops you before anything is added.

ARRIVED ON A DIFFERENT DAY?

NarcCount counts a delivery on the day it was **received**. If a shipment arrived on a different day from its invoice date, press **Receiving** on that line after uploading and enter the real date.

YOUR FIRST COUNT IN NARCCOUNT

The first count of each drug sets its starting balance, so there is nothing to reconcile yet. Start exporting purchases for the count after it.

STEP 2 · IN KOHL & FRISCH

Run the purchase history *report.*

Account Management › Purchase History Report

TWO K&F SITES

K&F is moving customers to its new **K+F Connect** portal. These steps are for the classic K&F Online Services site (customer code and employee code). On K+F Connect, run its purchase history with the same choices — your dates, Narcotics from all vendors, detailed lines, Excel — and pages 4 and 5 apply unchanged.

01 **Sign in, then Account Management → Purchase History Report**
Account Management is along the top of the page; the report is in its list.

02 **Set From and To**
The window on page 2, typed in the date format the form shows beside each box.

03 **Report by Narcotics; leave supplier and product type blank**
The report's top then reads **NARCOTICS - All Vendors - All Product Types**. Not Report by Item Number: that report leaves out returns.

04 **Choose Excel File and Detail, then Submit**
Nothing happens? Your browser blocked a pop-up: allow pop-ups for the K&F site and submit again.

SETTING	CHOOSE	WHY
From / To	**Day after last count → day of this count**	The same window NarcCount reconciles over.
Report by	**NARCOTICS - All Vendors - All Product Types**	K&F files narcotic, controlled and targeted lines under it, returns included. Not Item Number: it leaves out returns.
Supplier · Type	**Leave blank**	Blank means all of them.
Format	**Excel File**	The starting point for the CSV on page 4.
Report type	**Detail**	One line per invoice line, with its date. A Summary has totals only and can't be reconciled by date.

STEP 3 · STRAIGHT INTO NARCCOUNT

No Save As. *Just upload.*

NarcCount opens K&F's download as it is, whichever Excel format it comes in, so there is nothing to convert first.

What NarcCount takes

01 **The file exactly as it downloaded**

02 **Older Excel (.xls) or newer (.xlsx)**

03 **A CSV, if you already saved one**
Zipped is fine too, one file per zip.

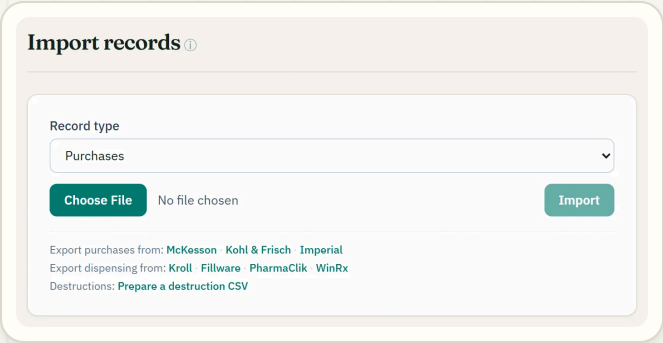
04 **Keep the original if you like**

From the count

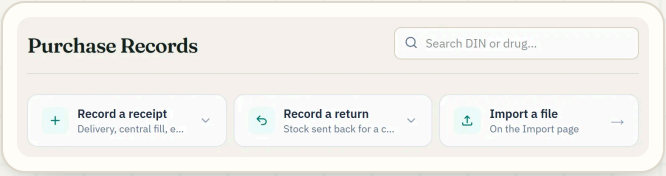
Open the count and follow its steps. **Step 2, Upload your purchase history**, takes the file and ticks itself off when the import lands.

From anywhere

Import → Record type **Purchases** → **Choose File** → **Import**. Or **Purchases** → **Import a file**.



NARCCOUNT Import records, with Purchases chosen.



NARCCOUNT Purchases → Import a file.

When you press Upload

- NarcCount says, in plain sentences, every change it made to read the file — nothing is changed silently.
- If a date such as 03/04/2026 could be read two ways, it asks you before importing a single line.
- New lines are added, lines already on file are skipped, and the original file is kept in **Documents**.

STEP 4 · CHECK, THEN FIX WHAT IS OFF

Check it *landed.*

Tick these off

- [ ] The import summary shows about as many lines as the report had.
- [ ] The count's **Purchased** column has numbers for the drugs you received.
- [ ] A targeted drug you received (a benzodiazepine, say) shows a Purchased number too.
- [ ] Click one Purchased total and check one invoice against the paper copy.

Keep it for inspection

The file you uploaded stays in **Documents**, and the import is in the activity log. Nothing has to be printed and filed.

WHAT YOU SEE	WHY	WHAT TO DO
Nothing happens when you press Submit	The browser blocked a pop-up.	Allow pop-ups for the K&F site and press Submit again.
The file has totals but no dates	Report type was Summary.	Run it again with **Detail**.
"This K&F report leaves out returns"	It was run by Item Number.	Run it again by **NARCOTICS - All Vendors - All Product Types**, Detail, and upload it — lines already on file are skipped.
"Locked with a password"	The file was saved with a password.	Open it, remove the password, save it, and upload it again.
No targeted drugs came through	The category you ran did not hold them.	Run the report for that category too and upload it — lines already on file are skipped.
Purchased looks low for one drug	Stock from another pharmacy (a central fill or emergency supply) is not on K&F's report.	**Purchases → Record a purchase** → Another pharmacy (central fill or emergency supply), with the date it arrived.
A delivery counted in the wrong window	It arrived on a different day from its invoice date.	Press **Receiving** on the line and enter the date it arrived.
"Already imported"	This exact file went in before.	Nothing to do. Export a fresh file if you meant a new window.

Stuck? We'll help.

Email **support@narccount.ca** with the file name and what you saw — never patient information. Every guide is at **narccount.ca/help**.