STEP-BY-STEP EXPORT GUIDE

McKesson purchases, *into NarcCount.*

Download your narcotic and controlled-substance purchase history from McKesson's PharmaClik ordering site and reconcile it against your count. Every click, the exact settings, and what to do when something looks off.

1 **PharmaClik**
McKesson's ordering site

2 **The report**
Narcotics and Controlled Substances, as Excel

3 **Import**
NarcCount reads it and shows what it did

✓ **Reconciled**
The Purchased column fills in

Before you start

- [x] A PharmaClik login that can open **Finance → Reporting**.
- [x] Two dates: your **last count** and **this count**.
- [x] NarcCount open in another browser tab.

NarcCount does the fiddly part

- [x] Takes the file as it downloads — any Excel format, or CSV.
- [x] Finds the date, DIN, quantity and invoice columns, skips title and total rows, and puts back leading zeros Excel drops from DINs.
- [x] Recognises invoice lines it already has, and skips them.

INSIDE 2 The dates 3 In PharmaClik 4 In NarcCount 5 Check and fix

narccount.ca/help/export-from-mckesson

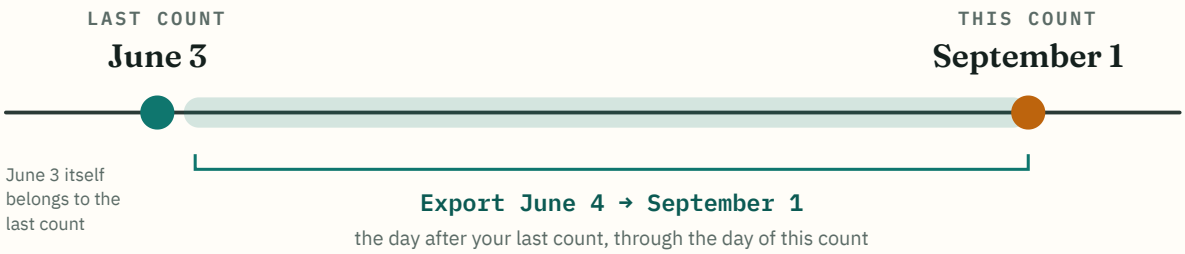
Scan for the live version of this guide. Updated 10 November 2026.

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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 PHARMACLIK

Build the report *in McKesson.*

Finance › Reporting › Narcotics and Controlled Substances

01 **Sign in to PharmaClik**
Use your store's McKesson ordering login. Reports need a user with reporting access: if Finance shows no Reporting option, ask whoever manages your McKesson users to add it.

02 **Open Finance, then Reporting**
Finance is in the menu down the left-hand side. Reporting is one of the choices in its list.

03 **Choose Narcotics and Controlled Substances**
This is the report built for controlled-substance purchases. Pick it from the list of reports.

04 **Set the date range**
From the day after your last count, to the day of this count — the window on page 2.

05 **Choose Export to Excel, then Build Report**
The file lands in your Downloads folder, or your browser asks where to save it. Keep the name it is given, or rename it with the count date so you can find it at inspection time.

SETTING	CHOOSE	WHY
Report	**Narcotics and Controlled Substances**	Holds the controlled-substance lines you reconcile, each with its invoice date.
Dates	**Day after last count → day of this count**	The same window NarcCount reconciles over.
Output	**Export to Excel**	NarcCount reads the workbook directly.
Store	**The store you are counting**	Running several stores? One file per store, uploaded into that store in NarcCount.

MENU LOOKS DIFFERENT?
McKesson updates PharmaClik from time to time. Look under Finance for a report of narcotic and controlled-substance purchases with a date range and an Excel export: that is the one. Still stuck? Email support@narccount.ca and we will find it with you.

STEP 3 · IN NARCCOUNT

Upload it. *NarcCount reads it.*

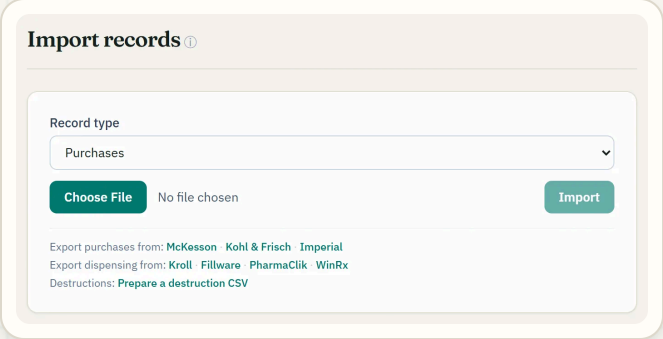
Two doors lead to the same importer. Use whichever you are standing in front of.

From the count

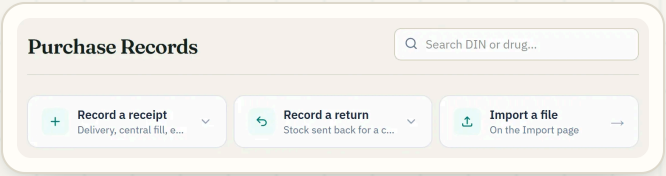
Open the count and follow its steps. **Step 2, Upload your purchase history**, takes the file and ticks itself off when the import lands.

From anywhere

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



NARCCOUNT Import records, with Purchases chosen.



NARCCOUNT Purchases → Import a file.

What happens when you press Upload

01 **It reads the file and says what it changed**
Every fix is one plain sentence you can check — “Found the column headings on row 4”. Nothing is changed silently.

02 **It asks when a date could go either way**
If every date in the file could be day-first or month-first (03/04/2026), you confirm the order before a single line is imported.

03 **It imports, and reports the totals**
New lines are added, lines already on file are skipped, and any DIN it has not seen before is added to Drug Management. The original file is kept in **Documents** for your records.

> AN OLDER .XLS FILE?
> Upload it as it is. NarcCount reads every Excel format (.xls, .xlsx, .xlsb), CSV, OpenDocument and Numbers files, so there is nothing to convert.

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.
- [ ] Click one Purchased total: the invoices behind it are listed.
- [ ] 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 downloads after Build Report	The browser blocked a pop-up or download.	Allow pop-ups and downloads for the PharmaClik site, then build the report again.
The report is empty	The dates or the store are not what you meant.	Check From, To and the store, then rebuild.
"Locked with a password"	The file was saved with a password.	Open it, remove the password, save it, and upload it again.
"Already imported"	This exact file went in before.	Nothing to do. Upload a fresh export if you meant a new window.
Some lines "could not be read"	Title, subtotal or blank lines with no DIN.	Normal. NarcCount lists what it skipped so you can check.
Purchased looks low for one drug	Stock from another pharmacy (a central fill or emergency supply) is not on McKesson'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.

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**.