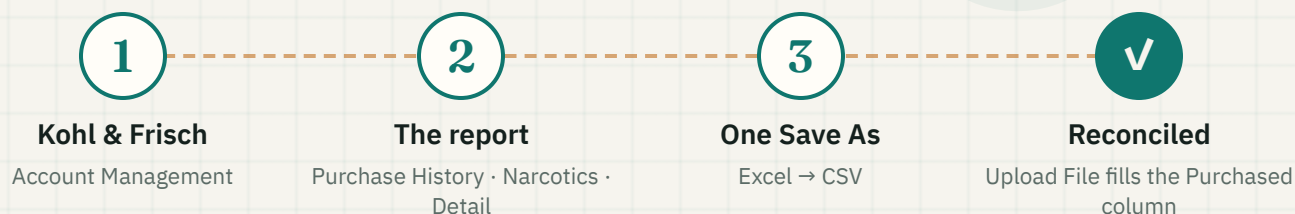


STEP-BY-STEP EXPORT GUIDE

Kohl & Frisch purchases, *into NarcCount.*

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



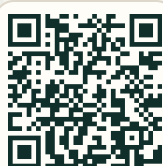
Before you start

- ✓ A Kohl & Frisch online login that can open **Account Management**.
- ✓ Two dates: your **last count** and **this count**.
- ✓ Excel, or any spreadsheet app that can save a CSV.

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

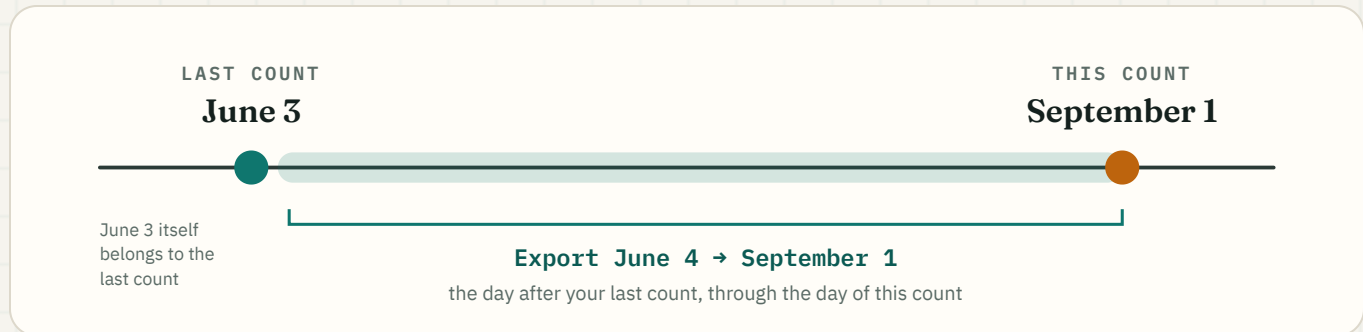
Scan for the live version of this guide. Updated 6 October 2026.

Kohl & Frisch and K+F Connect are trademarks of their respective owners. NarcCount is independent and is not affiliated with or endorsed by Kohl & Frisch.

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

The day after your last count

TO

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, 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 Choose Narcotics; leave supplier and product type blank

Blank means everything in the category.

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.
Category	Narcotics	K&F files narcotic, controlled and targeted lines under it. Page 5 checks they all came through.
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 • CSV, THEN NARCCOUNT

One Save As, *then upload*.

NarcCount reads .xlsx and CSV files directly. K&F's download can be an older Excel format, so the sure route is one Save As before you upload.

In Excel

- 01 Open the downloaded file
- 02 File → Save As
- 03 Choose CSV UTF-8 (Comma delimited)
On a Mac: Comma Separated Values (.csv).
- 04 Save it beside the original

From the count

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

From anywhere

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

Upload File

Import purchase, dispensing, or destruction records from a CSV or Excel export.

Record type

Purchases

Choose File

No file chosen

Upload

NARCCOUNT Upload File, with Purchases chosen.

Purchase Records

Controlled substances received into inventory.

Search DIN or drug...

Import purchases from a file

Export guides →

Choose File

No file chosen

Upload

CSV columns: Date, DIN, Quantity, Invoice. Not quite that format? Upload it anyway: Narccount fixes common layouts (title rows, other column names, ; separators, Excel files) and tells you what it changed, and the AI can read a PDF or photo for you to check. Unknown DINs are added to Drug Management automatically.

How to export from: **McKesson** **Kohl & Frisch** **Imperial**

NARCCOUNT Purchases → Import purchases from 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 is an older Excel file (.xls)"	Narccount reads .xlsx and CSV.	Excel → File → Save As → CSV, then upload the CSV.
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 receipt → 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.

