# FINESTRA HEALTH CENTRE POS

MCKESSON CATALOGUE IMPORT HOW-TO

In this document you will find the instructions for Catalogue Import routine between McKesson and your Finestra POS system. The Best Practice recommendation is that you run the catalogue import **monthly.**

If you have any questions regarding the detail outlined in this document, please contact POSitec Customer Support at: **1.800.667.4605**

PHASE 1 – DOWNLOAD CATALOGUE FILE

1. On your ordering PC, double-click the **Pharmaclick POS Portal** icon. Click on Send Orders tab and you will see a screen similar to the following:
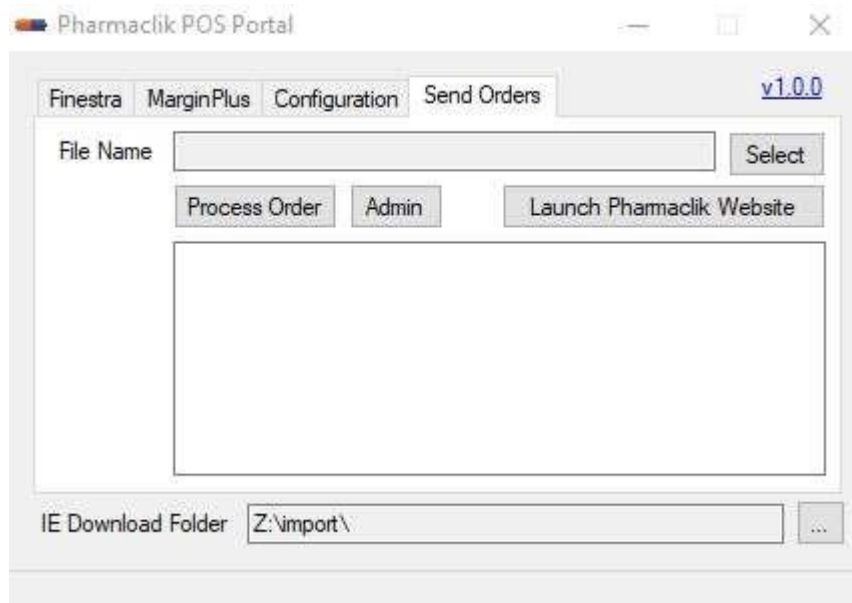
2. Select **Launch Pharmaclik Website.**
3. Log into Pharmaclik using your Front Store credentials, then select the correct account on the top right of the screen.
4. Select **Catalogue.**
5. Press **Generate**, this will send a request for a new catalogue to be generated. Click on the refresh circle occasionally until the new catalogue has been generated and is ready for download. This process can take between 10-30 minutes.
6. Once the catalogue file is ready for download, you will see a download icon under status. Click on that icon to download, then choose the **Save As** option at the bottom of the screen and save it to the "**McKesson"** folder on your Desktop.

> ➢ *NOTE: It is recommended you save the file to the existing "McKesson" folder on the Desktop. If you don't have a McKesson folder on your Desktop, we recommend creating one.*

PHASE 2 – EXTRACT THE MCKESSON CATALOGUE FILE

1. **Double-Click** the McKesson folder on Desktop.
2. **Right-Click** on the newly downloaded zip file, then choose **Extract All.**
   NOTE: An Extraction Wizard may appear. If so, use the free version available.
3. Select **Browse**, browse to the **"McKesson"** folder, then select **Extract.**
4. **Right-Click** on the new WEBCAT file, then select **Rename.**
5. Rename the catalogue file to **[date_WEBCAT].**

PHASE 3 – IMPORT CATALOGUE

1. With the Pharmaclik POS Portal still open, choose **"Finestra"** Tab and select **[Launch Vendor Update]**

2. In the *Update Type* drop down list, choose **[MCKESSON].**

3. In *Filename*, choose the **[Select File]** option, then browse to the **McKesson** folder.

4. Select the new **[date_WEBCAT] file**, then select **[Open].**

*NOTE: If you wish, you may select the date_WEBCAT.txt file by using a **[Double-Click]**.*

5. Select only the Update Options you wish to use.
   ***NOTE! We recommend using Cost, Vendor/Code and Add New only. ***

- *Retail* – will change the **Retail Price** for every existing item within the selected catalogue

- *Description* – will change the **Product Description** for every existing item within the select catalogue

- *Cost* – will change the **Supplier Cost** for every existing item within the selected catalogue

- *Vendor/Code* – will add the **Supplier** and the **Item/Order Number** to every existing item within the selected catalogue

- *Fineline* – will move every existing item within the selected catalogue to **Default Fineline 9999**

- *Primary Vendor* – will make **Default Vendor MCK** the Primary Supplier for every existing item within the select catalogue

- *Size/UOM* – will update the **Size/Unit of Measure** for every existing item within the selected catalogue

- *Manufacturer* – will change the **Manufacturer** for every existing item within the selected catalogue

- *Add New* – will **Create Items** found within the selected catalogue that currently *Do Not* exist in the Finestra system. If you select this option, every new item that has been created will belong to Fineline 9999. Use the Advanced Search to find and fix these items.

6. Select **Update**, this will launch a Notepad containing the catalogue information.

7. Review the Notepad to ensure data file is not corrupt, then **[X]** out.

8. If the file is good, select **[Yes]** to proceed with the update, if not select **[No].**

9. Select **[OK]** when the **Done** message appears.

**Note: While the file is being processed, if you get any error messages in the Vendor Update window, please call POSitec Customer Support to schedule a Reindex for store after hours, otherwise proceed with step 9.