

---

# Utilities Wholesaler Catalogue Suggest Retail Management

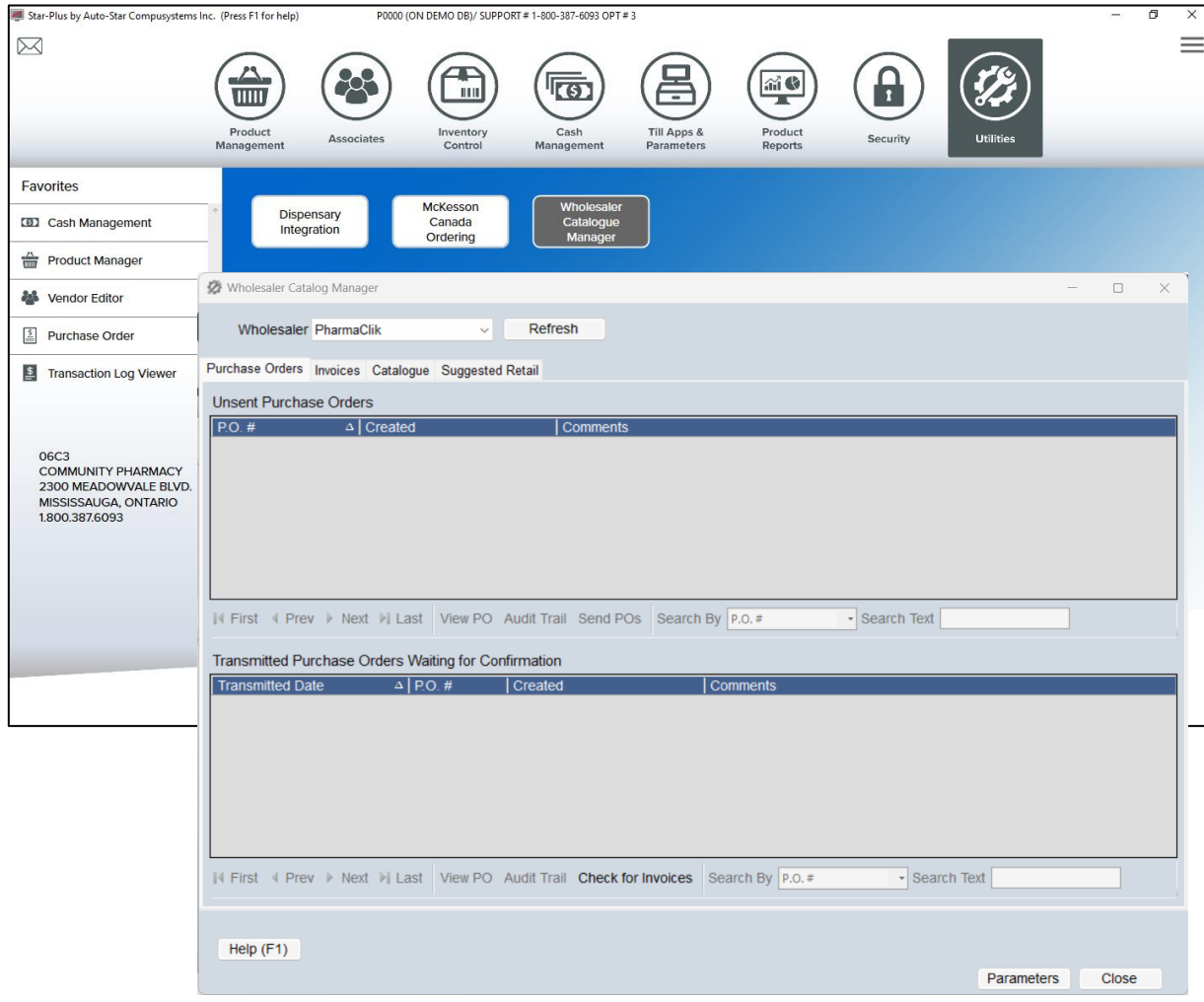
---

Pharmacy Technology Solutions — Issued October 2023

# Utilities: Wholesaler Catalogue Manager Suggested Retail Management

- The Suggested Retail application is in the Wholesaler Catalogue Manager.
- Items in the McKesson catalogue with a suggested retail that differs from your current retail will be listed; allowing you to easily update prices to keep them current.

1. Click the **Utilities** icon.
- The function buttons that appear are related to **Utilities** in the Application bar above.
2. Click the **Wholesaler Catalogue Manager** function button.
3. Click the **Suggested Retail** tab.



# Wholesaler Catalogue Manager – Suggested Retail : AT A GLANCE



- The Suggested Retail tab in the Wholesaler Catalogue shows you all the items that are in the McKesson catalogue with a suggested retail that differs from your current retail.

- # Of Items** - This displays all the items loaded in the grid.
- Sort Option** – You can sort the records by clicking in any of the Column headers (i.e., Barcode, Description, Vin, Fineline, Suggested Retail, Retail, or Cost).
- Change the location of columns** – you can change the location of a column by clicking on the column and dragging it to the desired position.

Wholesaler Catalog Manager

Wholesaler: PharmaClik Refresh

# Of Items - 1039

Purchase Orders Invoices Catalogue Suggested Retail

Catalogue Items With Suggested Retail Processed: Dec 20/2023 14:43:46

Bar Code	Description	V.I.N.	Fineline	Unit Modality	Suggested Retail	Retail	Cost
<input type="checkbox"/> 01125000006	FISHERMANS FRIEND HONEYLEMO...	083021	CV	By Pack	2.99	2.29	1.67
<input type="checkbox"/> 01700019297	RIGHT GUARD XTREME AP FRESH E...	134665	DB	By Unit	7.29	4.29	4.89
<input type="checkbox"/> 02953700066	NATURE'S BOUNTY ULTRAPOTENC...	149197	NA	By Unit	16.49	14.09	10.80
<input type="checkbox"/> 02953759946	NATURE'S BOUNTY CRANBERRY G...	090457	NA	By Unit	16.49	14.79	10.80
<input type="checkbox"/> 03500046303	PALMOLIVE DISH ORIGINAL 828ML	140181	HT	By Case	5.29	0	4.22

- Search By option** you may search for items by Bar Code, Description or V.I.N and then type in Search Text what you are looking for.

<input type="checkbox"/> 03600050976	DEPEND REAL FIT UNDERWEAR MA...	159481	HK	By Case	41.89	37.49	32.04
<input type="checkbox"/> 03600050982	DEPEND REAL FIT UNDERWEAR M...	147148	HK	By Case	26.99	23.99	21.19

Search By:  Search Text:

Only Show Suggested If Higher Than Regular  
 Include Inactive  
 Include Zero On Hand  
 Include Items in Batch

Use the following filters to narrow or expand the list of items displayed:

- Only Show Suggested If Higher than Regular** – when checked (suggested), only items with a suggested retail higher than current will be displayed. Items with a lower suggested retail will be filtered.
- Include Inactive** – when checked, inactive items will be listed in addition to active.
- Include Zero On Hand** – when checked, items with no inventory will be included, in addition to items with a positive or negative on-hand.

Only Show Suggested If Higher Than Regular  
 Include Inactive  
 Include Zero On Hand  
 Include Items in Batch

- Include Items in Batch** – when checked, this option will show items that have recently been added to a Batch File for processing and label printing. If this option is not selected (suggested), items in Batches will not display in the grid.

# Utilities: Wholesaler Catalogue Manager Suggested Retail Management (cont'd)

4. Select the items that you want to import. Press and hold the **Ctrl** button on the keyboard and select the items that are needed.
5. Click the **Import** button.
6. Select either **Add To Batch** or **Update Now**.

- **Add To Batch** option will add the selected items into a Batch file, so that new labels can be printed by Batch before the prices are changed in Product Manager. Follow the steps on page 5 if using Add to Batch.
- **Update Now** option will change the retail price in Product Manager immediately and will add the price change to the Changed Items label queue in the Label Program. Follow the steps on page 7 if using Update Now.

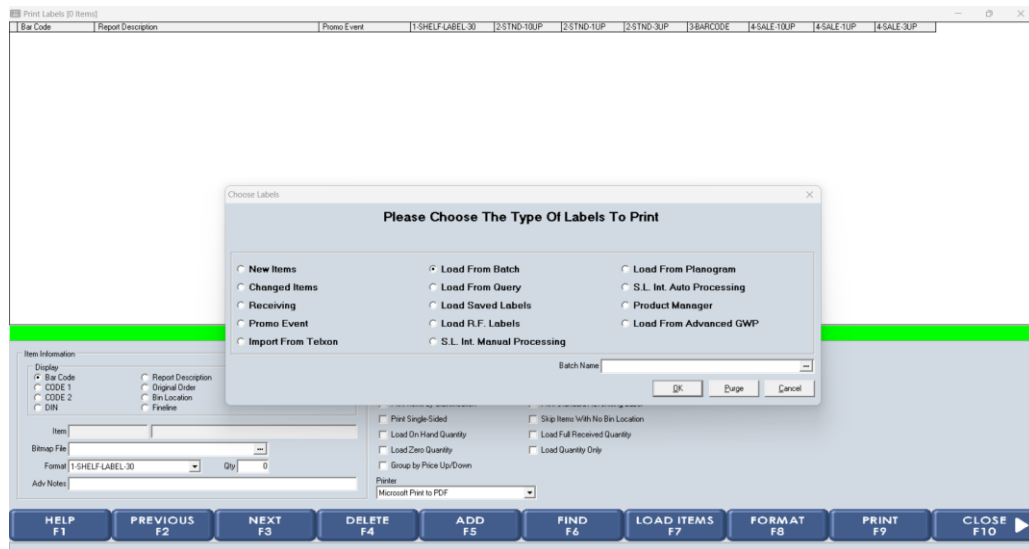
The screenshot shows the 'Wholesaler Catalogue Manager' application window. At the top, the 'Wholesaler' is set to 'PharmaClik' and there is a 'Refresh' button. The main area displays a table titled 'Catalogue Items With Suggested Retail' with columns for Bar Code, Description, V.I.N., Fineline, Unit Modality, Suggested Retail, Retail, and Cost. A modal dialog box is open in the center, titled 'Confirmed' and 'Update Retail Now or Add to Batch?'. It contains three buttons: 'Add To Batch', 'Update Now', and 'Cancel'. The 'Add To Batch' and 'Update Now' buttons are highlighted with a red box. At the bottom of the window, there are navigation buttons (First, Prev, Next, Last, Import) and search options. The 'Import' button is also highlighted with a red box. At the very bottom, there are checkboxes for 'Only Show Suggested If Higher Than Regular', 'Include Inactive', 'Include Zero On Hand', and 'Include Items in Batch', along with buttons for 'Deselect All', 'Select All', 'Parameters', and 'Close'.

Bar Code	Description	V.I.N.	Fineline	Unit Modality	Suggested Retail	Retail	Cost
<input type="checkbox"/> 07094212183	TOOTHBRUSH GUM ORACLEAN SO...	713792	OB	By Unit	2.79	0	1.17
<input type="checkbox"/> 07094212524	GUM TOOTHBRUSH TOOTH & TONG...	823328	OB	By Unit	1.89	0	1.17
<input checked="" type="checkbox"/> 06081504291	POLIGRIP ULTRAFRESH 40G	051032	OC	By Unit	6.99	6.29	4.37
<input checked="" type="checkbox"/> 06081504293	POLIGRIP STRONG HOLD 40G	051034	OC	By Unit	6.99	0	4.37
<input checked="" type="checkbox"/> 06081504292	POLIGRIP FREE 40G	051055	OC	By Unit	6.99	0	4.37
<input checked="" type="checkbox"/> 05610005513	FIXODENT CR ORIG				13.79	16.29	11.02
<input checked="" type="checkbox"/> 06968216200	POLIDENT TB DOUB				6.99	0	4.99
<input checked="" type="checkbox"/> 06081504020	POLIDENT DENTUR				11.29	0	8.74
<input checked="" type="checkbox"/> 77774715624	ATOMADENTURE C				8.79	7.29	5.31
<input checked="" type="checkbox"/> 05610008154	FIXODENT ULTRA P				10.29	8.99	6.53
<input checked="" type="checkbox"/> 06968216500	POLIDENT OVERNIG				11.29	0	8.74
<input checked="" type="checkbox"/> 05610077433	FIXODENT CR ORIG 05G				8.99	0	6.36
<input checked="" type="checkbox"/> 05610000780	FIXODENT PD EXTRAHOLD 77G	468033	OC	By Unit	7.49	0	6.00
<input checked="" type="checkbox"/> 06968216600	POLIDENT DAILY CARE 96	494518	OC	By Unit	11.29	0	8.74
<input checked="" type="checkbox"/> 06968204018	POLIDENT DAILY CARE TB 40	511212	OC	By Unit	7.79	0	4.99
<input checked="" type="checkbox"/> 06968204019	POLIDENT OVERNIGHT TB 40	511220	OC	By Unit	7.79	0	4.99
<input checked="" type="checkbox"/> 06081504021	POLIDENT PASTE 90ML	656116	OC	By Unit	7.99	0	4.99
<input checked="" type="checkbox"/> 05610004377	FIXODENT CONTROL SCOPE 57G	783597	OC	By Unit	8.99	0	6.36
<input checked="" type="checkbox"/> 05610001771	FIXODENT CONTROL 57G	875245	OC	By Unit	8.99	0	6.36

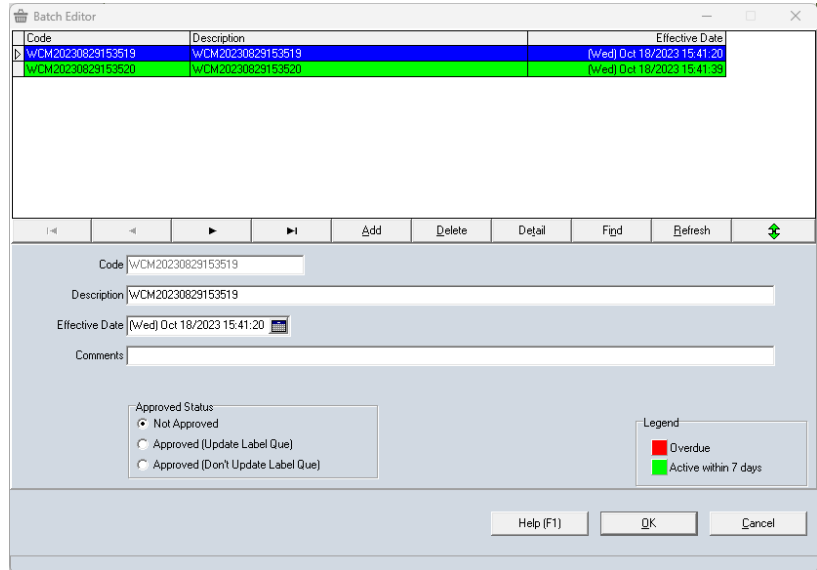
# Product Management: Label Program – Load From Batch

- If you opt to use **Add to Batch** when importing suggested retails, you will need to print shelf labels by batch and then approve the batch.
- Best practice is to first print the shelf labels with the new retail price, once you have put the labels up you will then need to approve the batch so that it will update Product Manager. This is best if you are putting the labels up later in the day.

1. Click the **Product Management** application button from the POS Main Menu.
  - The function buttons that appear are related to the Product Management in the Application bar above.
2. Click the **Label Program** function button.
3. Click the **F7 Load Items** button.
4. Click the **Load from Batch** option.
5. Click the look-up button in the **Batch Name** field.



6. Select the batch you want to print and click **OK**.
  - Batch files created by Wholesaler Catalogue Manager will have a Code and Description beginning with WCM followed by Date/Time.



# Product Management: Label Program – Load From Batch (cont'd)

- All items that were in the Batch will now appear on the screen.
- This window will tell you how many sheets of label paper are required based on the number of labels to be printed.
- If you use adhesive, multiple-label sheets to print one or several labels you can select the Starting Label point.
- You will need to insert the applicable label paper into the printer before continuing.



To reuse a partial sheet of labels, type the value for the label position you would like to start printing from in the **Starting Label** field.

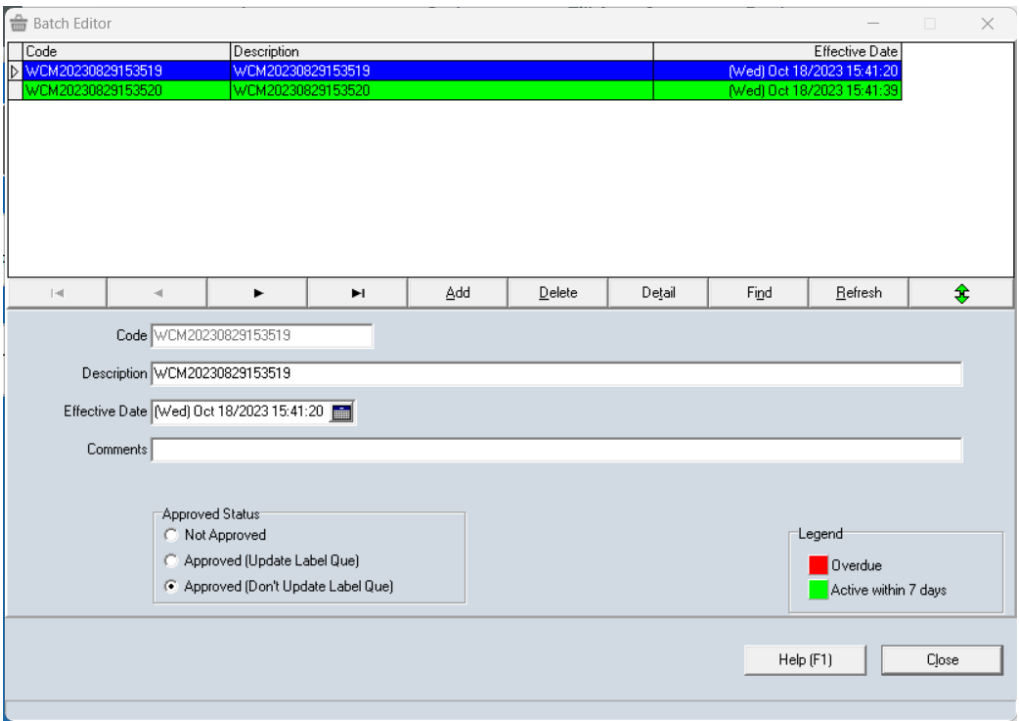
7. Click the **F9 Print** button.
8. Click the **OK** button.

Bar Code	Report Description	Promo Event	1-SHELF-LABEL-30	2-STND-10UP	2-STND-TUP	2-STND-3UP	3-BARCODE	4-SALE-10UP
00834640001	SLIM FAST ORIGINAL PD CHOCOLATEY ROYALE 530G		1	0	0	0	0	0
00834640050	SLIM FAST KETO PD BROWNIE BATTER 390G		1	0	0	0	0	0
01111100943	DOVE HAND WASH LOTUS PNK RICE WATER 200ML		1	0	0	0	0	0

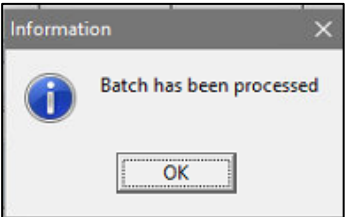
## Product Management: Label Program – Load From Batch (cont'd)

- Once the labels have been printed and put up on the shelves, the Batch file must be approved to update the new retail prices in Product Manager.

- Click the **Product Management** application button from the POS Main Menu.
  - The function buttons that appear are related to the Product Management in the Application bar above.
- Click the **Batch Editor** function button.
- Select the Batch file to approve.
- Ensure that the **Effective Date** is Now.
- Click the **Approved** (Don't Update Label Que) option.
- Click the **Refresh** button to update the screen.



- Select **OK** once the Batch has been processed.
  - Once the file has processed out it will be deleted from the screen.
- Click on **Close** to exit out of the Batch Editor.



# Product Management: Label Program – Update Now

If you opt to **Update Now** this will change the retail price in Product Manager immediately and will add the price change to the Changed Items label queue in the Label Program.

1. Click the **Product Management** application button from the POS Main Menu.
  2. The function buttons that appear are related to the Product Management in the Application bar above.
  3. Click the **Label Program** function button.
  4. Click the **F7 Load Items** button.
  5. Click the **Changed Items** option.
  6. Click the **OK** button.
- All items that were selected in the Suggested Retail tab in Wholesaler Catalogue Manager will appear here.



*Purge Option – This can be used to clear out information from the New Items, Changed Items, Receiving or Saved Labels queues. If you have not used these queues before it is recommended that you purge the queues before you use them.*

7. Click the **F9 Print** button.
8. Click the **OK** button.

Bar Code	Report Description	Promo Event	1-SHELF-LABEL-30	2-STND-10UP	2-STND-1UP	2-STND-3UP	3-BARCODE	4-SALE-10UP	4-SALE-3UP
00834640001	SLIM FAST ORIGINAL PD CHOCOLATEY ROYALE 530G		1	0	0	0	0	0	0
008346400F0	SLIM FAST KETO PD BROWNIE BATTER 380G		1	0	0	0	0	0	0
01111100943	DOVE HAND WASH LOTUS PINK RICE WATER 200ML		1	0	0	0	0	0	0