Pharmacy Information System (PhIS) and Clinic Pharmacy System (CPS)

Year End Process

CLFN / PBFN / PFB / PKD / Hospital

User's Guide

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1.0	Michelle Foo	Initial Documents
1.1	Michelle Foo	1) Combine 2 UG to 1 2) Revise Workflow 3) Change information base on operational scenario
1.2	Michelle Foo	1) Revise Workflow

		2) Change information base on operational scenario
1.8	Juridah Ayob	1) Recheck figure numbering
1.9	Juridah Ayob	1) Recheck format and numbering

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1.0 INTRODUCTION

1.1 Overview

Pharmacy Information System - Year End Process is a comprehensive system which auto summarizes all the transactions performed in a year.

- Year End Process is to run before the beginning of the new financial year.
  - For example, Year End Process of the year 2023 will run from 1/1/2024 and onwards.
- Year End Process of *Klinik Kesihatan* will be performed by the respective CLFN / PBFN / PFB / PKD at IWP.
- Hospital will perform Year End Process individually at facility.
- For facilities under the "Gabungan PTJ" Year End Process will be handled by the PKD or Hospital facility respectively.

1.2 Objective

- This User's Guide outlines the steps needed to carry out YEAR END PROCESS in CLFN / PBFN / PFB / PKD / HOSPITAL PhIS and CPS.

1.3 Pre-requisite

All Hospital & PKD that will be having Budget Carry Forward, need to change carry forward flag to 'Yes' at vote code screen and purchase order that will be carry forward, record needs to be created at the Purchase order carry forward screen with record status 'Pending YEP'.

Transaction which is not included in Budget Carry forward and Purchase Order Carry forward must be completed before running the year end process. Transaction includes:

1. Procurement
2. Receiving
3. Issuing
4. Payment

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2.0 Year End Process - Workflow

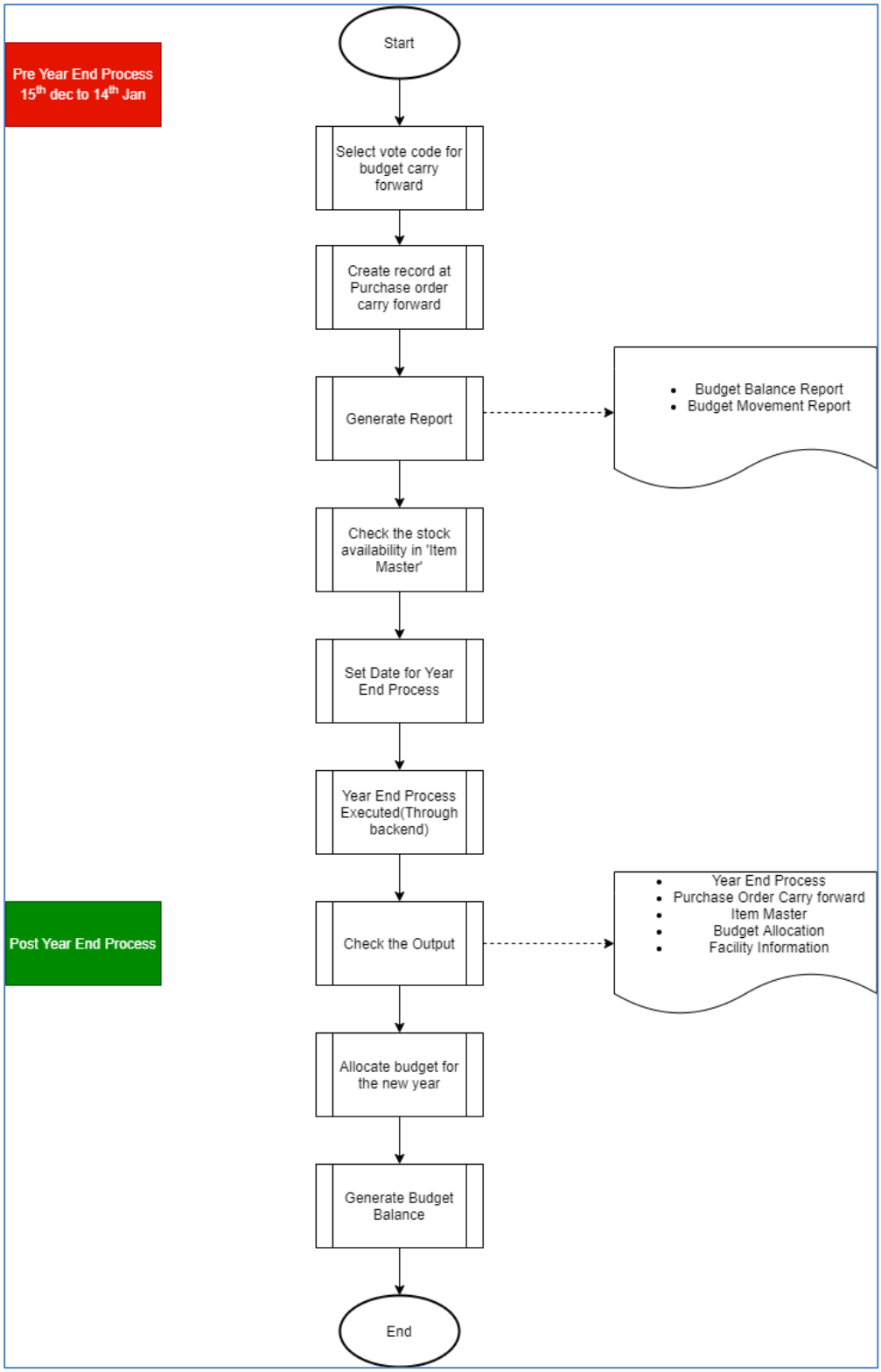

Figure 2-1: Workflow

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3.0 Steps to be Taken Before Year End Process – by CLFN / PBFN / PFB / PKD / Hospital

3.1 Login

CLFN / PBFN / PFB / PKD user will use IWP for the said process.

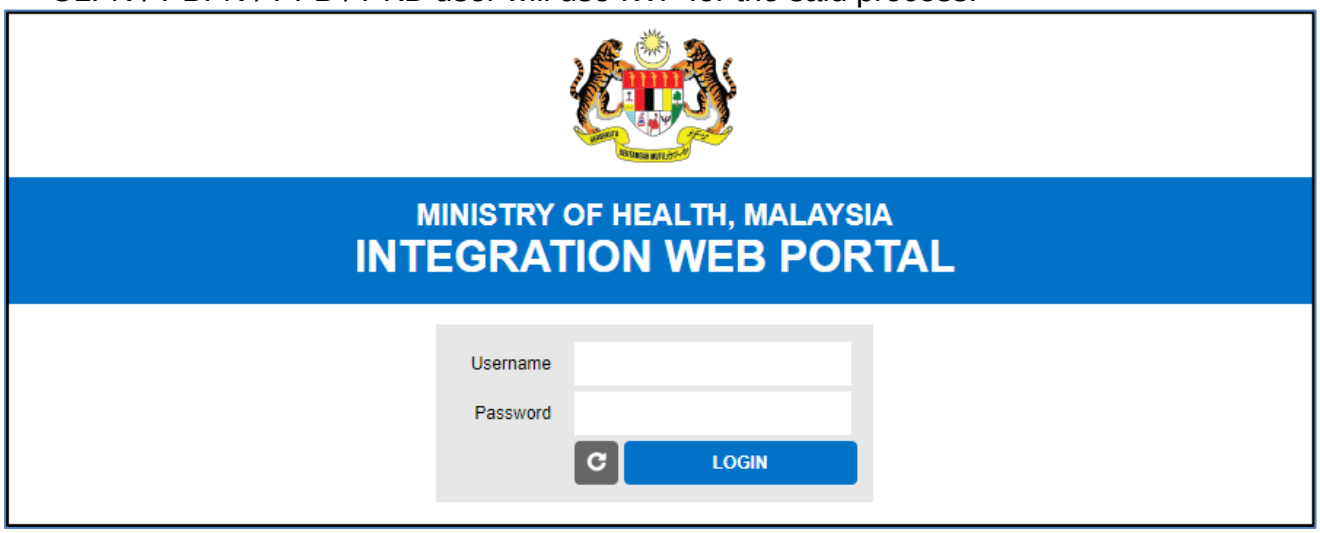

Figure 3-1-1: IWP Login Page

Hospital user will be navigated to the respective hospital home page upon successful login.

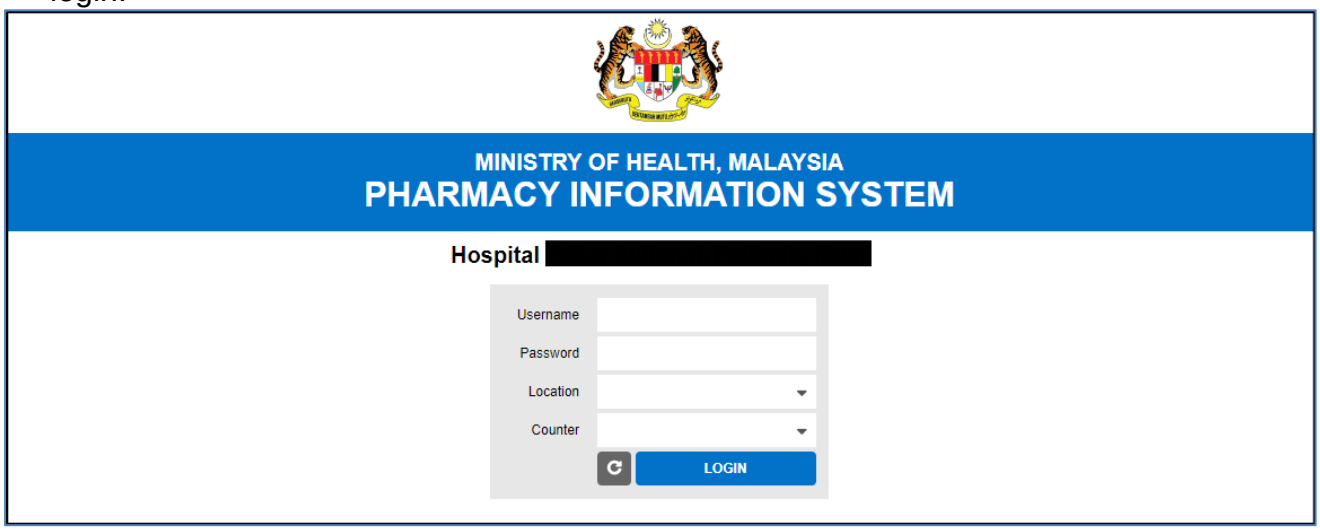

Figure 3-1-2: Example of Hospital Login Page

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3.2 Budget Carry forward

Vote code will be displayed at YEP screen under Budget Carry table as use reference before run YEP. For further information refer to quick guide PhIS_CPS_Quick_Guide_2.5_INV_MAINT_FACILITY_v1.0 and PhIS_CPS_Quick_Guide_2.6_INV_KK_YEP_Screen_v1.0

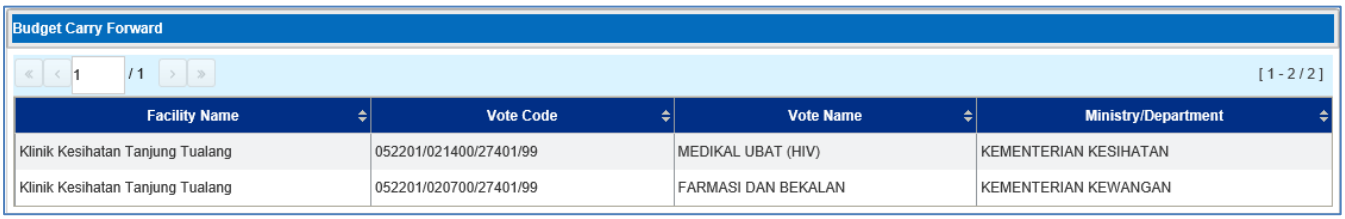
PhIS – Hospital	IWP - CLFN / PBFN / PFB / PKD	PhIS-KK
Steps: " Inventory" → "Inventory Management" → "Others' → "YEP"	Steps: "Maintainance" →"Inventory" → "YEP"	Steps: " Inventory" → "Inventory Management" → "Others' → "YEP"

Budget Carry Forward

1 / 1 [1 - 1 / 1]

Vote Code	Vote Name	Ministry/Department
030501/021600/27499/99	FARMASI UBAT	KEMENTERIAN KESIHATAN

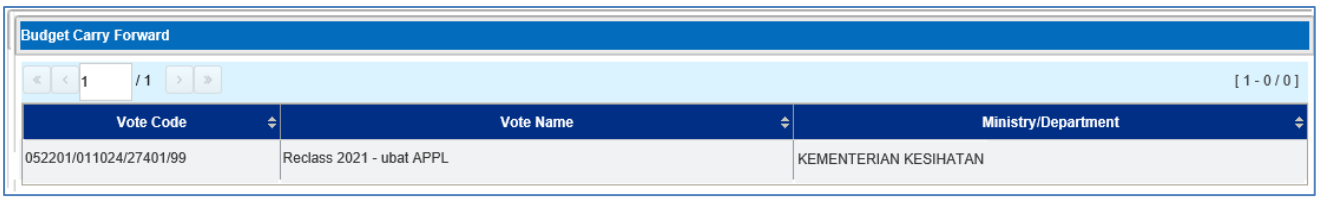
Figure 3-2-1 Example for Hospital: Vote Code with budget carry flag 'Yes' at YEP screen


Budget Carry Forward

1 / 1 [1 - 2 / 2]

Facility Name	Vote Code	Vote Name	Ministry/Department
Klinik Kesihatan Tanjung Tualang	052201/021400/27401/99	MEDIKAL UBAT (HIV)	KEMENTERIAN KESIHATAN
Klinik Kesihatan Tanjung Tualang	052201/020700/27401/99	FARMASI DAN BEKALAN	KEMENTERIAN KEWANGAN

Figure 3-2-2 Example for IWP(PKD): Vote Code with budget carry flag 'Yes' at YEP screen


Budget Carry Forward

1 / 1 [1 - 0 / 0]

Vote Code	Vote Name	Ministry/Department
052201/011024/27401/99	Reclass 2021 - ubat APPL	KEMENTERIAN KESIHATAN

Figure 3-2-3 Example for KK: Vote Code with budget carry flag 'Yes' at YEP screen (PKD will select the record for KK, at KK only information will be displayed)

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3.3 Purchase order Carry forward

Once the record is in 'Pending YEP' status, Purchase Order will be displayed at YEP screen under PO carry forward table as for reference before run YEP. For further information refer to quick guide PhIS_CPS_Quick_Guide_2.5_INV_PO_CARRY_ FORWARD_v1.0 and PhIS_CPS_Quick_Guide_2.6_INV_KK_YEP_Screen_v1.0.

PhIS – Hospital	IWP - CLFN / PBFN / PFB / PKD	PhIS-KK
Steps: " Inventory" → "Inventory Management" → "Others' → "YEP"	Steps: "Maintainance" →"Inventory" → "YEP"	Steps: " Inventory" → "Inventory Management" → "Others' → "YEP"

PO Carry Forward

1 / 1 [1 - 10 / 10]

Item Purchase Type	Year	Order No	LPO No	Delivery Site To	Supplier Name	Total Amount (RM)	Order Status
LP	2023	PC2300018	CO159812031251	STOR FARMASI	3A PHARMA	10500.0	Pending YEP
LP	2023	PC2300019	CO9576226183161	STOR FARMASI	3A PHARMA	6000.0	Pending YEP
LP	2023	PC2300015	CO09543658787200	STOR FARMASI	AAQID GLOBAL RESOURCES	1200.0	Pending YEP

Figure 3-3-1 Example for Hospital: Purchase order carry forward record at YEP screen with status "Pending YEP"

PO Carry Forward

1 / 4 [16 - 18 / 18]

Item Purchase Type	Year	Order No	LPO No	Facility Name	Delivery Site To	Supplier Name	Total Amount(RM)	Order Status
LP	2023	PC2300041	LPO0067	Klinik Kesihatan Tanjung Tualang	UNIT FARMASI LOGISTIK	3A PHARMA	490.0	Pending YEP
LP	2023	PC2300042	CO59584816	Klinik Kesihatan Tanjung Tualang	UNIT FARMASI LOGISTIK	4U-TECH CORPORATION SDN. BHD.	3300.0	Pending YEP
LP	2023	PC2300044	CO94949599491	Klinik Kesihatan Tanjung Tualang	UNIT FARMASI LOGISTIK	4U-TECH CORPORATION SDN. BHD.	10000.0	Pending YEP

Figure 3-3-2 Example for IWP(PKD): Purchase order carry forward record at YEP screen with status "Pending YEP"

PO Carry Forward

1 / 4 [16 - 18 / 18]

Item Purchase Type	Year	Order No	LPO No	Delivery Site To	Supplier Name	Total Amount(RM)	Order Status
LP	2023	PC2300041	LPO0067	UNIT FARMASI LOGISTIK	3A PHARMA	490.0	Pending YEP
LP	2023	PC2300042	CO59584816	UNIT FARMASI LOGISTIK	4U-TECH CORPORATION SDN. BHD.	3300.0	Pending YEP
LP	2023	PC2300044	CO94949599491	UNIT FARMASI LOGISTIK	4U-TECH CORPORATION SDN. BHD.	10000.0	Pending YEP

Figure 3-3-3 Example for KK: Purchase order carry forward record at YEP screen with status "Pending YEP" (PKD will select the record for KK, at KK only information will be displayed)

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3.4 Generate Reports

To print reports of “Budget Balance” & “Budget Movements” for the current year.

PhIS - Hospital	IWP - CLFN / PBFN / PFB / PKD	PhIS - KK
Steps: • “Report/Enquiry” → “Inventory” → “Finance” → “Budget Balance By Vote”	Steps: • “Report/Enquiry” → “Inventory” → “Budget Balance”	Steps: • “Report/Enquiry” → “Inventory” → “Finance” → “Budget Balance By Vote”

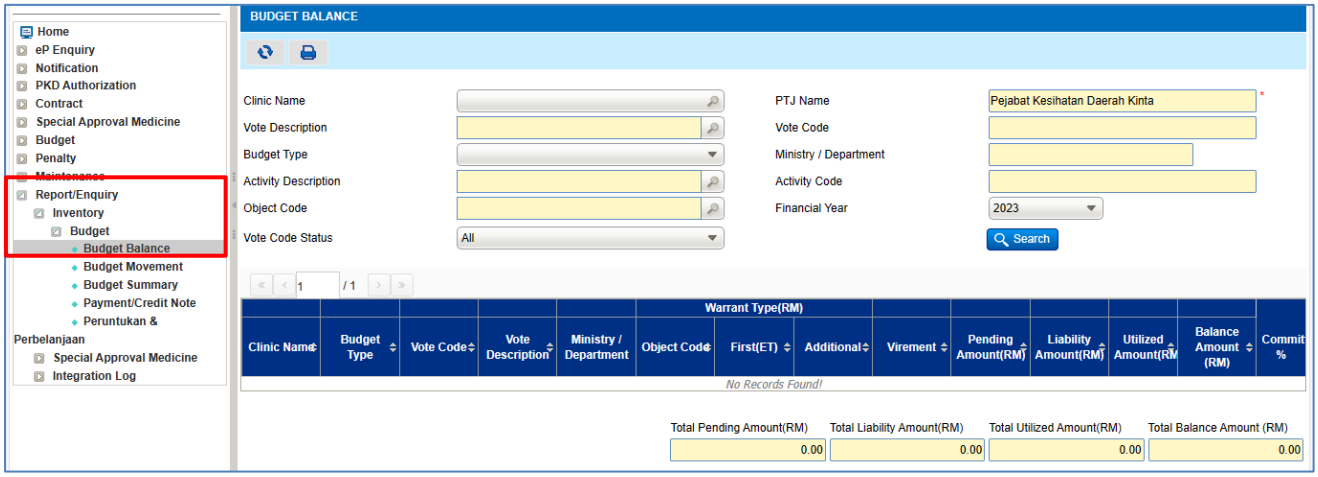

Figure 3-4-1: Example for IWP Budget Balance Page

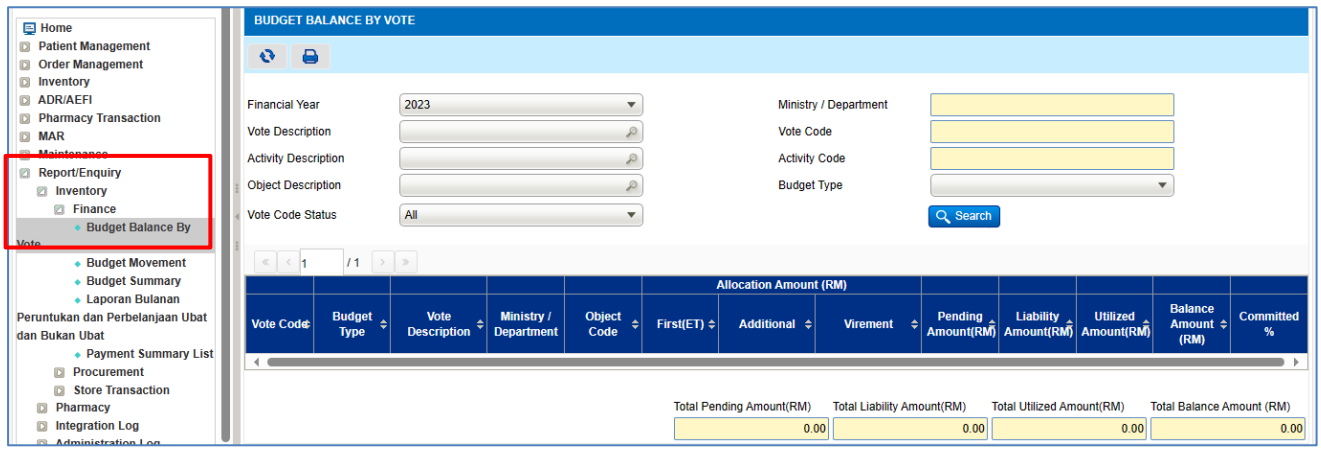

Figure 3-4-2: Example for KK Budget Balance Page

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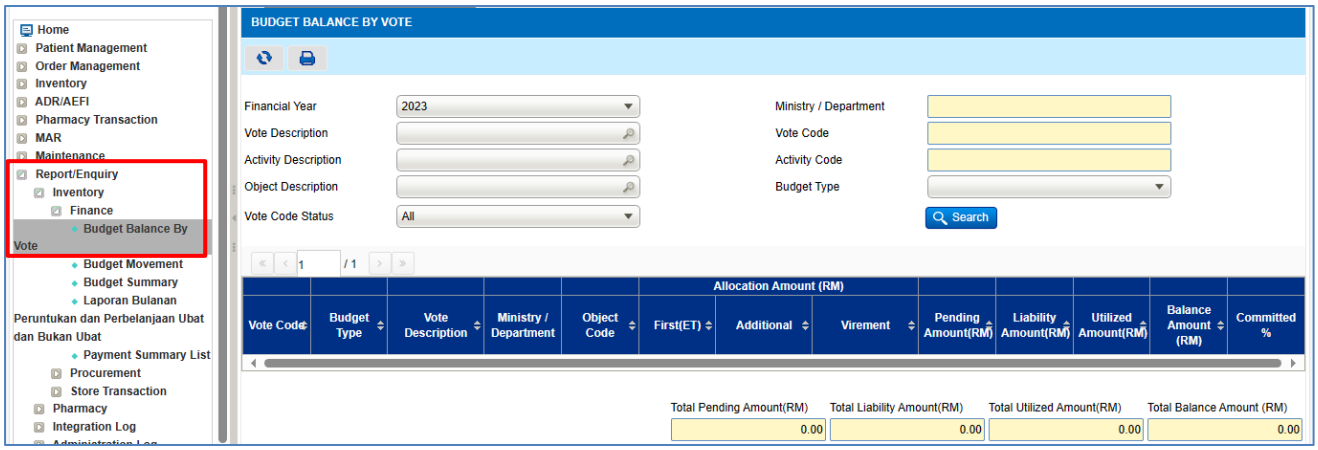

Figure 3-4-3: Example for Hospital Budget Balance Page

3.5 To Verify Current Financial Year Information

3.5.1 Facility Configuration screen

PhIS - Hospital	PhIS - CLFN / PBFN / PFB / PKD / KK
Steps: • "Maintenance" → "General" → "Facility Configuration" • Check the "Current Financial Year"	Steps: • "Maintenance" → "General" → "Facility Configuration" • Check the "Current Financial Year"

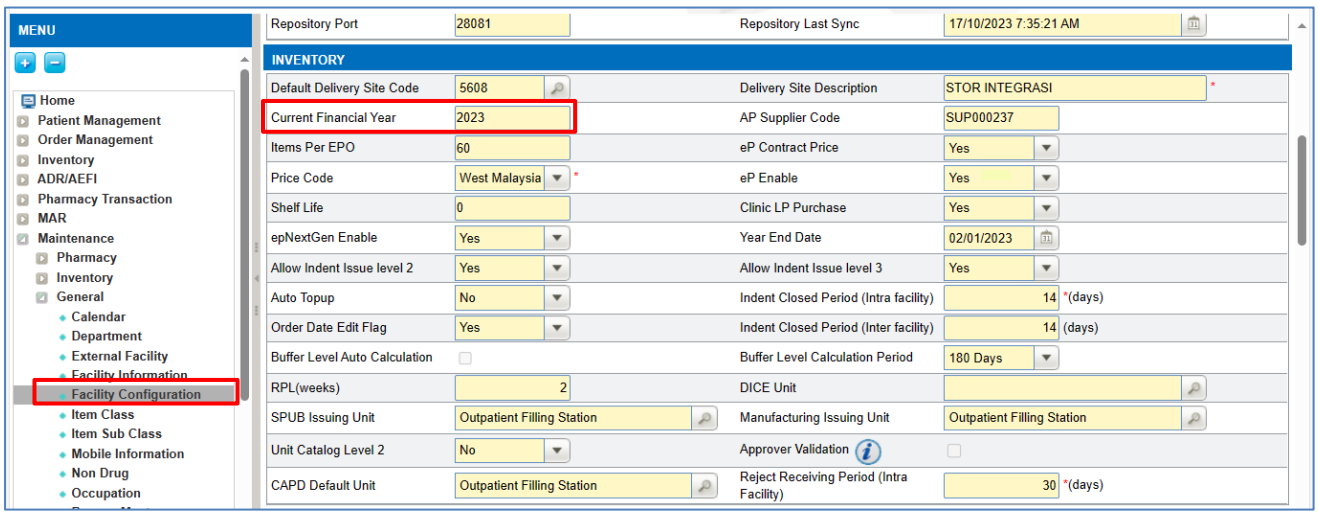

Figure 3-5-1-1: Example of Facility Configuration Page, "Current Financial Year" = 2023

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3.5.2 Year End Process screen

PhIS - Hospital	IWP - CLFN / PBFN / PFB / PKD	PhIS - CLFN / PBFN / PFB / PKD / KK
Steps: • "Inventory" → "Inventory Management" → "Others" → "Year End Process"	Steps: • "Maintenance" → "Inventory" → "Year End Process"	Steps: • "Inventory" → "Inventory Management" → "Others" → "Year End Process"

<u>For example:</u>
In year 2023, before the YEAR END PROCESS is performed, "Financial Year" should equal to the current year (2023).

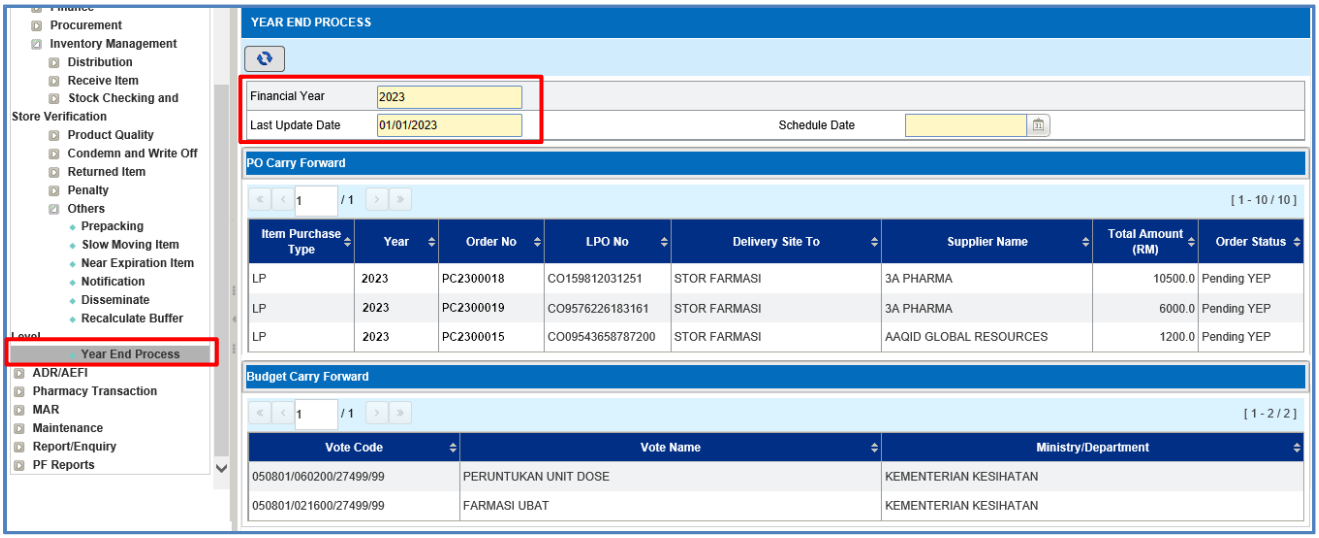

Figure 3-5-2-1: Example of Year End Process screen, "Financial Year" = 2023

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4.0 Schedule Year End Process Date – By CLFN / PBFN / PFB / PKD / KK / HOSPITAL

4.1 Schedule Year End Process

PhIS - Hospital	IWP - CLFN / PBFN / PFB / PKD
Steps: • "Inventory" → "Inventory Management" → "Others" → "Year End Process" • Select a future date (next financial year) & click button "Save"	Steps: • "Maintenance" → "Inventory" → "Year End Process" • Select a future date (next financial year) & click button "Save"

- "Schedule Date" field is enabled, and "Save" button is displayed only within date range "15th Dec 2023 12:00 AM" until "14th Mar 2024 11:59 PM".
- During "Schedule Date" selection, only date between "1st Jan 2024" until "15th Mar 2024" is allowed to be selected however user is not allowed to select backdated value.

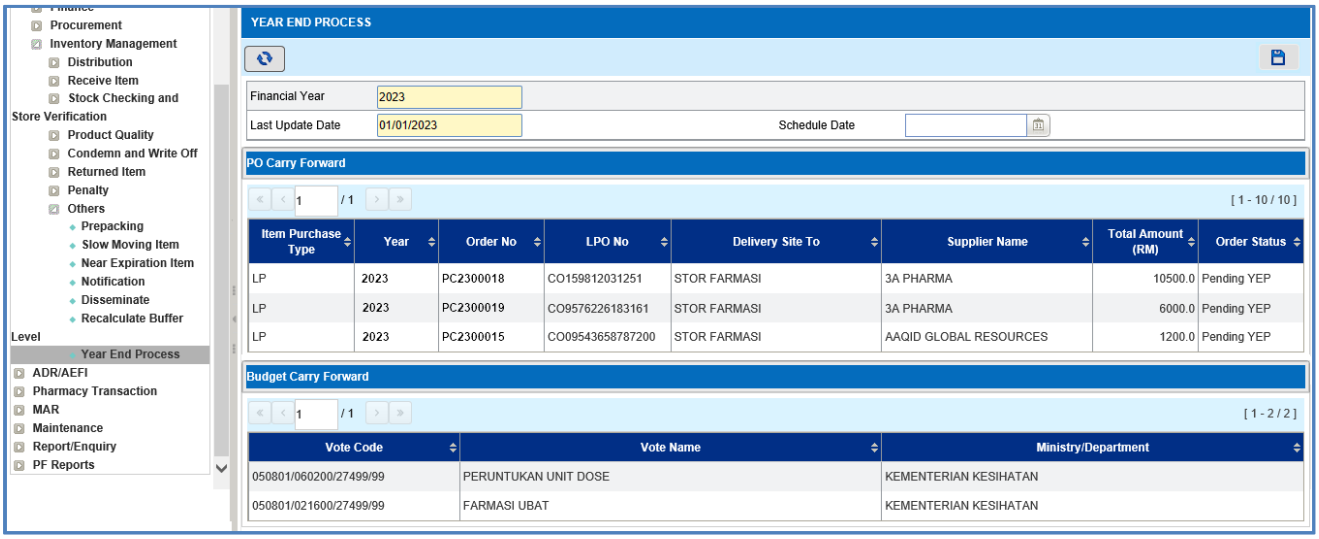

Figure 4-1: Example of Hospital's Year End Process screen

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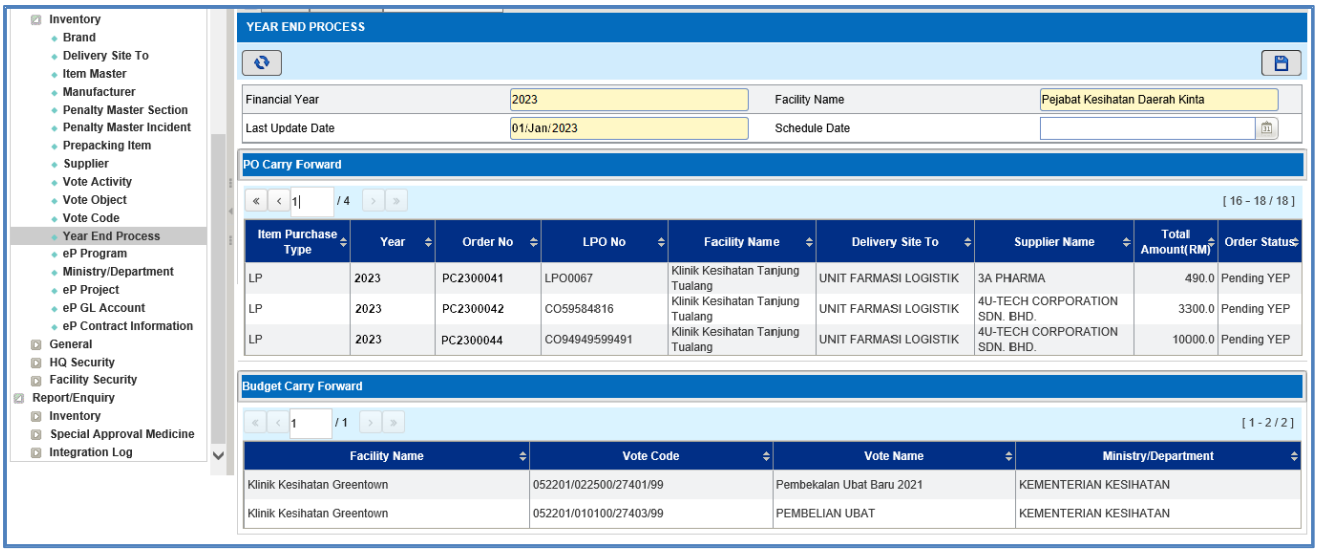

Figure 4-2: Example of IWP Year End Process screen

5.0 Year End Process Executed

5.1 Year End Process Execution

- System will automatically run YEAR END PROCESS at **1:00 AM** on the scheduled date.
  - E.g. On 15th Dec 2023, HOSPITAL user schedule 2023 YEAR END PROCESS to 1st Jan 2024. System will then automatically run YEAR END PROCESS at 1:00AM on 1st Jan 2024.

6.0 Verification Exercise – After Year End Process Completed

6.1 Year End Process Verification

PhIS - Hospital	IWP - CLFN / PBFN / PFB / PKD	PhIS – CLFN / PBFN / PFB / PKD / KK

Once "Year End Process" run (Immediately update):
• Last Update Date
• Financial Year
  ➢ Facility Information
  ➢ Year End Process
  ➢ Allocation / Deduction / Virement
  ➢ Purchase Order
• Item Master – All YTD Amount
• Budget Balance By Vote
• Budget Movement
• Purchase Order Carry Forward
	Once "Year End Process" run (Immediately update):
	• Last Update Date
	• Financial Year
	  ➢ Year End Process
	  ➢ Allocation / Deduction / Virement
	• Purchase Order Carry Forward
	• Budget Balance By Vote
	• Budget Movement
		Once "Year End Process" run (Update 1-2 hours after synchronization from IWP):
		• Last Update Date
		• Financial Year
		  ➢ Facility Information
		  ➢ Year End Process
		  ➢ Allocation / Deduction / Virement
		  ➢ Purchase Order
		• Item Master – All YTD Amount
		• Budget Balance By Vote
		• Budget Movement

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6.2 Year End Process Last Update Date Verification

Verify "Year End Process" screen,

- "Financial Year" should display as "2024" (New financial year).
- "Last Update Date" should display the "Schedule Date" set before Year End Process execution.
- PO Carry Forward and Budget Carry Forward table will be cleared.

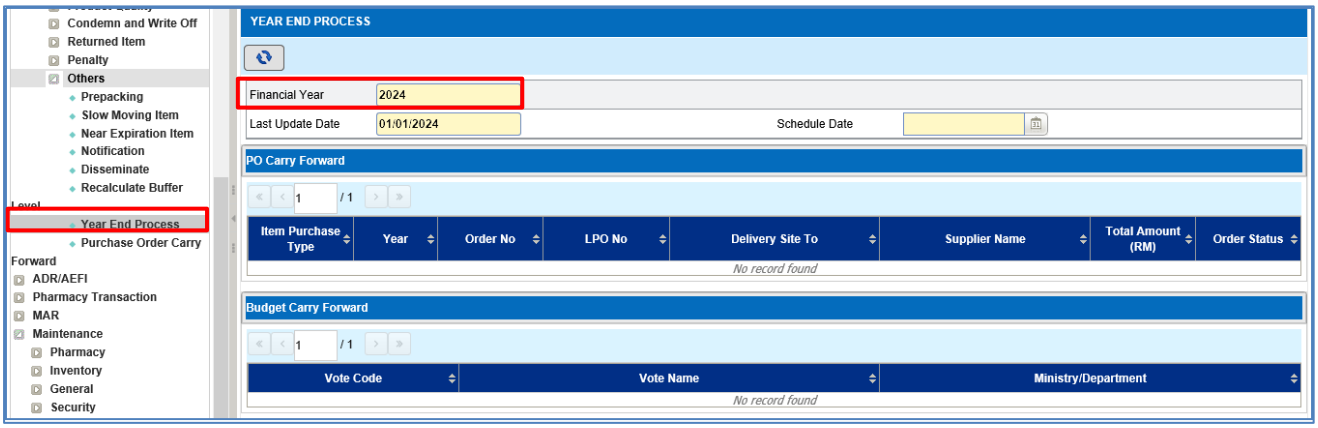

Figure 6-2-1: Example of Year End Process screen (after YEAR END PROCESS)

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6.3 Financial Year Information Verification

The following screens should display the new financial year:

- Facility Configuration screen
- "Year End Process" screen
- New transaction of Budget – "Allocation/Deduction/Virement" screen
- New transaction of "Purchase Order" screen

E.g., Once YEAR END PROCESS is completed, "Financial Year" should update to new financial year.

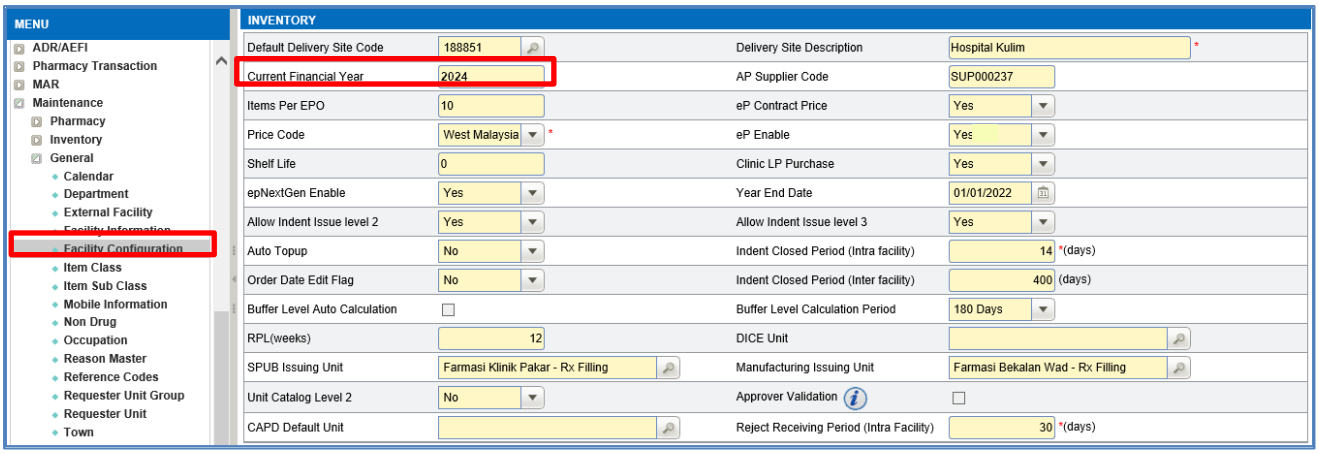

Figure 6-3-1: Example of Facility Configuration screen (after YEAR END PROCESS)

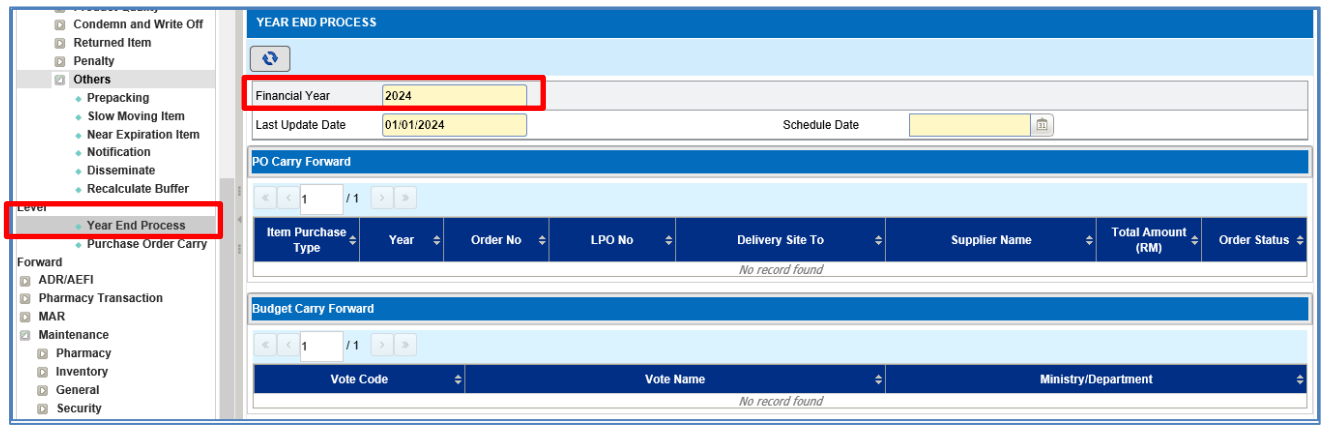

Figure 6-3-2: Example of Year End Process screen (after YEAR END PROCESS)

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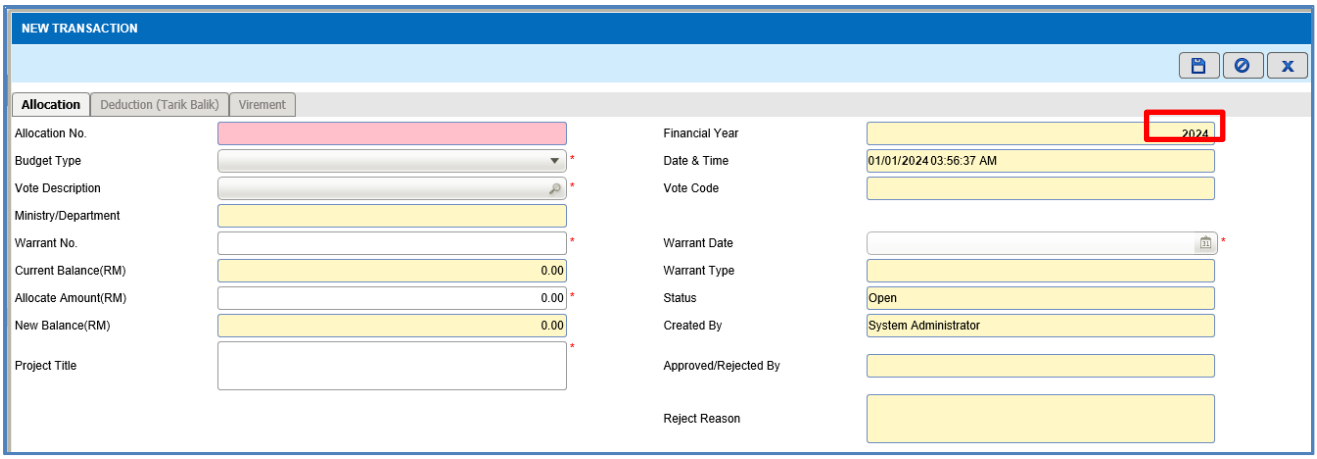

Figure 6-3-3: Example of "New Transaction" Budget Allocation screen (after YEAR END PROCESS)

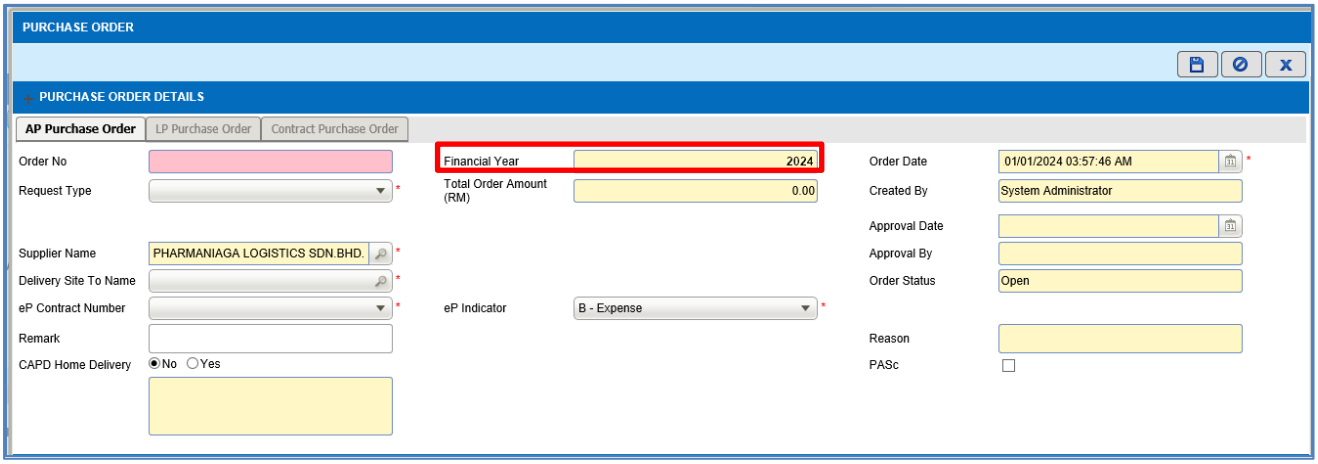

Figure 6-3-4: Example of New Purchase Order screen (after YEAR END PROCESS)

6.4 Item Master Verification

All YTD Amount field should initialize to zero:

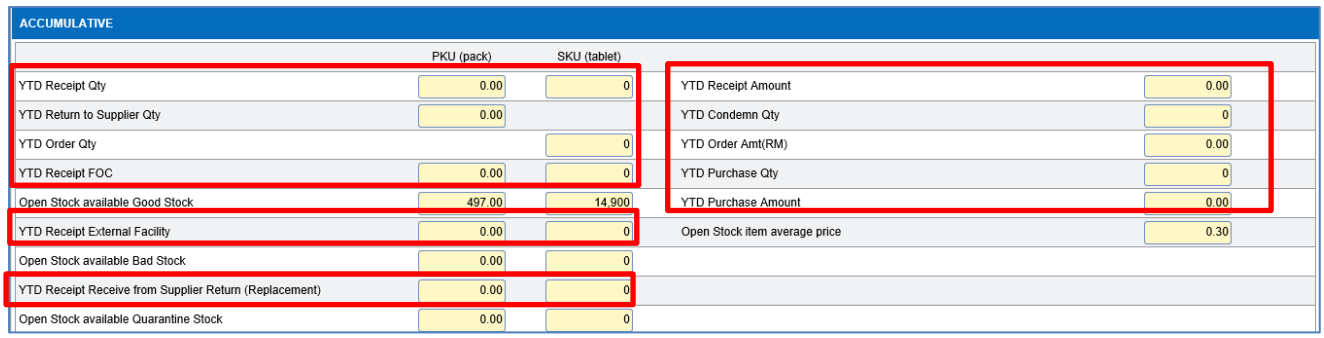

Figure 6-4-1: Example of Item Master screen (after YEAR END PROCESS)

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6.5 Budget Balance By Vote

Should display '0' for vote code which is not selected as to be budget carry forward in the previous financial year and will display Balance amount, Pending amount and Liability amount for vote code which has been carry forward from the previous financial year in Budget Balance By Vote.

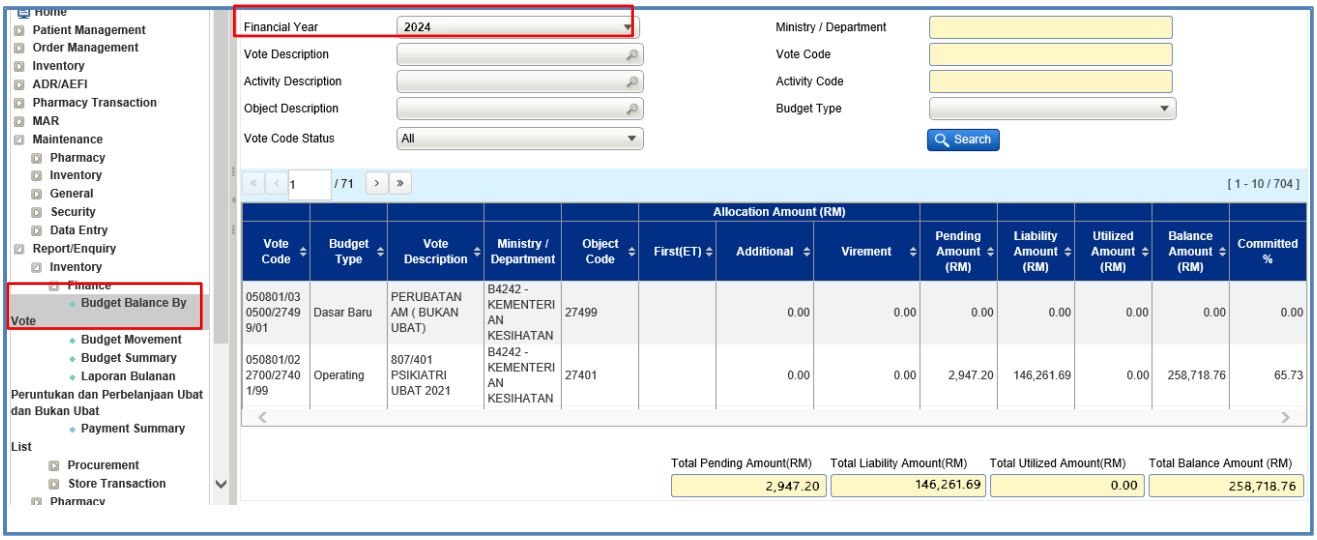

Figure 6-5-1: Example of Budget Balance By Vote

6.6 Budget Movement Verification

At the previous financial year for the vote code which has been selected to be carry forward,3 transaction will be created to display the budget carry forward movement.

Vote Code	Vote Description	Ministry / Department	Budget Type	Date	Transaction Type	Reference No	LPO No	Transaction Amount (RM)	Pending Amount (RM)	Liability Amount (RM)	Utilized Amount (RM)	Balance Amount (RM)
030501/021600/27499/99	FARMASI UBAT	P4242 - KEMENTERIAN KESIHATAN	Operating	16/12/2023	PO eP Approved	PO21003269	LPO3269	0.00	3,479.40	1,020.00	450.00	64,050.60
030501/021600/27499/99	FARMASI UBAT	P4242 - KEMENTERIAN KESIHATAN	Operating	16/12/2023	PO eP Approved Excess	PO21003269	LPO3269	100.00	3,479.40	1,120.00	450.00	63,950.60
030501/021600/27499/99	FARMASI UBAT	P4242 - KEMENTERIAN KESIHATAN	Operating	01/01/2024	Purchase Order Carry Forward	PC2100116	LPO3256	660.00	3,479.40	460.00	0.00	64,610.60
030501/021600/27499/99	FARMASI UBAT	P4242 - KEMENTERIAN KESIHATAN	Operating	01/01/2024	Balance Amount Carry Forward to next year	BCF2200122		64,610.60	3,479.40	460.00	450.00	0.00
030501/021600/27499/99	FARMASI UBAT	P4242 - KEMENTERIAN KESIHATAN	Operating	01/01/2024	Pending Amount Carry Forward to next year	BCF2200123		3,479.40	0.00	460.00	450.00	0.00
030501/021600/27499/99	FARMASI UBAT	P4242 - KEMENTERIAN KESIHATAN	Operating	01/01/2024	Liability Amount Carry Forward to next year	BCF2200124		460.00	0.00	0.00	450.00	0.00

Figure 6-6-1: Budget Movement screen in Previous financial year (after YEAR END PROCESS)

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In the new financial year, no record will be displayed for budget movement in Budget Movement screen for the vote code which is not selected to be carry forward. Only for vote code which is selected to be carry forward in the previous financial year will have budget movement.

OPENING BALANCE(RM)

Pending Amount(RM)	Liability Amount(RM)	Balance Amount(RM)
3,479.40	460.00	64,610.60

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CURRENT BALANCE(RM)

Total Allocation (RM)					
First(ET)	Additional/Virement	Pending Amount(RM)	Liability Amount(RM)	Utilized Amount(RM)	Balance Amount(RM)
0.00	0.00	3,479.40	460.00	0.00	64,610.60

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BUDGET MOVEMENT

Vote Code	Vote Description	Ministry / Department	Budget Type	Date	Transaction Type	Reference No	LPO No	Transaction Amount(RM)	Pending Amount(RM)	Liability Amount(RM)	Utilized Amount(RM)	Balance Amount(RM)
030501/021600/27499/99	FARMASI UBAT	P4242 - KEMENTERIAN KESIHATAN	Operating	01/01/2024	Balance Amount Carry Forward to next year	BCF2200122		64,610.60	0.00	0.00	0.00	64,610.60
030501/021600/27499/99	FARMASI UBAT	P4242 - KEMENTERIAN KESIHATAN	Operating	01/01/2024	Pending Amount Carry Forward to next year	BCF2200123		3,479.40	3,479.40	0.00	0.00	64,610.60
030501/021600/27499/99	FARMASI UBAT	P4242 - KEMENTERIAN KESIHATAN	Operating	01/01/2024	Liability Amount Carry Forward to next year	BCF2200124		460.00	3,479.40	460.00	0.00	64,610.60

Figure 6-6-2: Budget Movement screen in New financial year (after YEAR END PROCESS)

6.7 Purchase Order Carry Forward

At purchase order carry forward listing screen, all the record status will be updated to 'Pending Vote'.

PURCHASE ORDER CARRY FORWARD

Transaction no. | LPO No.
Status: All | Item Purchase Type: All
Year: 2023 | Search

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Transaction no.	Item Purchase Type	Year	Order No.	LPO No.	Delivery Site To	Supplier Name	Total Amount (RM)	Status
PC2100042	LP	2023	PO23003522	CO9576226183161	PERKHIDMATAN PATOLOGI	3A PHARMA	1,100.00	Pending Vote
PC2100041	LP	2023	PO23003521	LPO3521	UNIT PENTADBIRAN	3D Gens Sdn Bhd	1,430.00	Pending Vote
PC2100040	LP	2023	PO23003520	LPO3520	UNIT PENTADBIRAN	51 AVENUE PHARMACY SDN	1,100.00	Pending Vote

Figure 6-7-1: Purchase Order Carry Forward screen (after YEAR END PROCESS)

At the budget movement screen, transaction will be created to deduct the liability and add the balance in the previous financial year

BUDGET MOVEMENT

Vote Code	Vote Description	Ministry / Department	Budget Type	Date	Transaction Type	Reference No	LPO No	Transaction Amount (RM)	Pending Amount (RM)	Liability Amount (RM)	Utilized Amount (RM)	Balance Amount (RM)
030501/011024/27401/99	PPP / PFI (RECLASS 2021) - UBAT APPL	P4242 - KEMENTERIAN KESIHATAN	Development	01/01/2024	Purchase Order Carry Forward	PC2400017	LPO3076LP001	400.00	40,801.32	640,422.70	0.00	3,218,775.97
030501/011024/27401/99	PPP / PFI (RECLASS 2021) - UBAT APPL	P4242 - KEMENTERIAN KESIHATAN	Development	01/01/2024	Purchase Order Carry Forward	PC2400019	CO9576226183161	6,000.00	40,801.32	634,422.70	0.00	3,224,775.97

Figure 6-7-2: Budget Movement screen (after YEAR END PROCESS)

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7.0 Year End Post Activity

- User can proceed with new budget allocation for the respective vote code.
- User can proceed with new procurement.
- User can generate Budget Balance and Budget Movement report for the new year.

8.0 Acronyms

Abbreviation	Definition
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
E.g.	For Example
IWP	Integration Web Portal
HQ	Head Quarter
KK	Klinik Kesihatan
CFLN	Cawangan Farmasi Logistik Negeri
PBFN	Pusat Bekalan Farmasi Negeri
PFB	Pejabat Farmasi Bahagian
PO	Purchase Order
PKD	Pejabat Kesihatan Daerah
PKU	Packaging Keeping Unit
SKU	Store Keeping Unit
YEP	Year End Process
YTD	Year To Date

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