



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

---

## System Design Document (SDD)

### Pharmacy Inventory

### Others

Version	: 1.0
Document ID	: PhIS_CPS/SDD/PI/OT



**CONFIDENTIAL COPYRIGHTED MATERIAL** – *The information includes all concepts, comments, recommendations, and material, contained herein shall remain the property of Pharmaniaga Logistics SdnBhd (PLSB). No portion of this document shall be disclosed, duplicated or used in whole or in part of any purpose other than the purpose of the Pharmacy Information System & Clinic Pharmacy System (PhIS& CPS) Project execution only.*



## **REVISION HISTORY**

<b>Version No</b>	<b>Date of Release</b>	<b>Prepared by</b>	<b>Reviewed by</b>	<b>List of changes from Previous Version</b>
1.0	20/12/2018	Ilya Syarah	Chew Ming Ping	Document baseline



## Table of Content

<b>1. INTRODUCTION.....</b>	<b>3</b>
<b>2. PURPOSE .....</b>	<b>3</b>
<b>3. DETAILED SYSTEM DESIGN.....</b>	<b>4</b>
3.1 PHARMACY INVENTORY OVERVIEW .....	4
3.2 OTHERS .....	4
3.2.1 Overview .....	4
3.2.2 Notification.....	5
3.2.3 Disseminate.....	13
3.2.4 Recalculate Buffer Level.....	23
3.2.5 Year End Process .....	29
3.2.6 Integration .....	29
<b>4. REFERENCES.....</b>	<b>29</b>
<b>5. ACRONYMS .....</b>	<b>29</b>
<b>6. APPENDIX.....</b>	<b>30</b>
6.1 YEAR END PROCESS – USER GUIDE .....	30



## 1. Introduction

Pharmaniaga Logistics Sdn. Bhd. executes software development, enhancement and maintenance projects for its clients. The term “project” is used to describe the full set of activities from the time the proposal is accepted and project initiation note or contract is signed to the time all the software and services are delivered according to the acceptance of the proposal/contract.

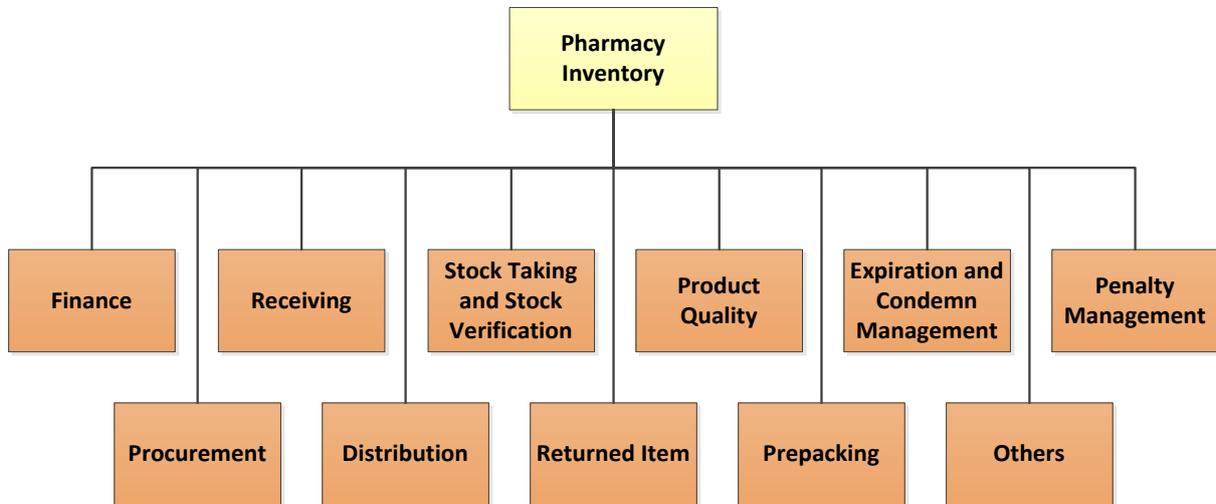
This process is to ensure both user requirements and software requirements of the projects developments are gathered appropriately from stakeholders and are documented in User Requirements Specification (URS) and System Design Documentation (SDD) specifically.

## 2. Purpose

The purpose of the document is to describe the purpose and functionality of the software product requested by client. This document outlines the project's details, requirements, interface, design issues, and components to ensure that each requirement has been met.

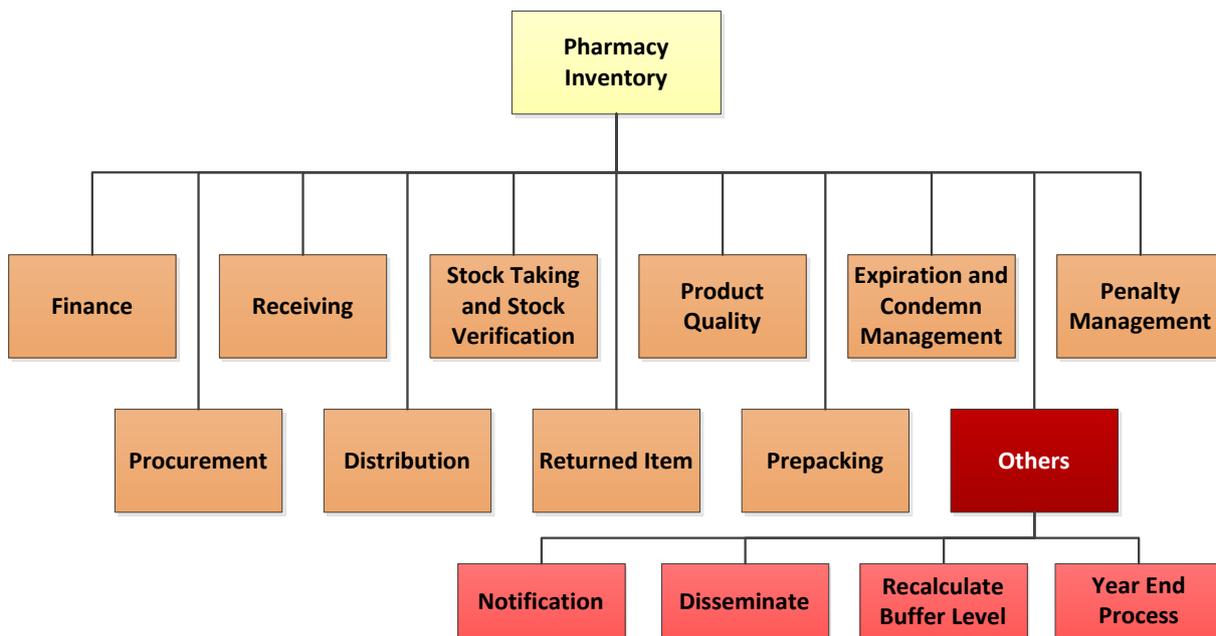
### 3. Detailed System Design

#### 3.1 Pharmacy Inventory Overview



#### 3.2 Others

##### 3.2.1 Overview

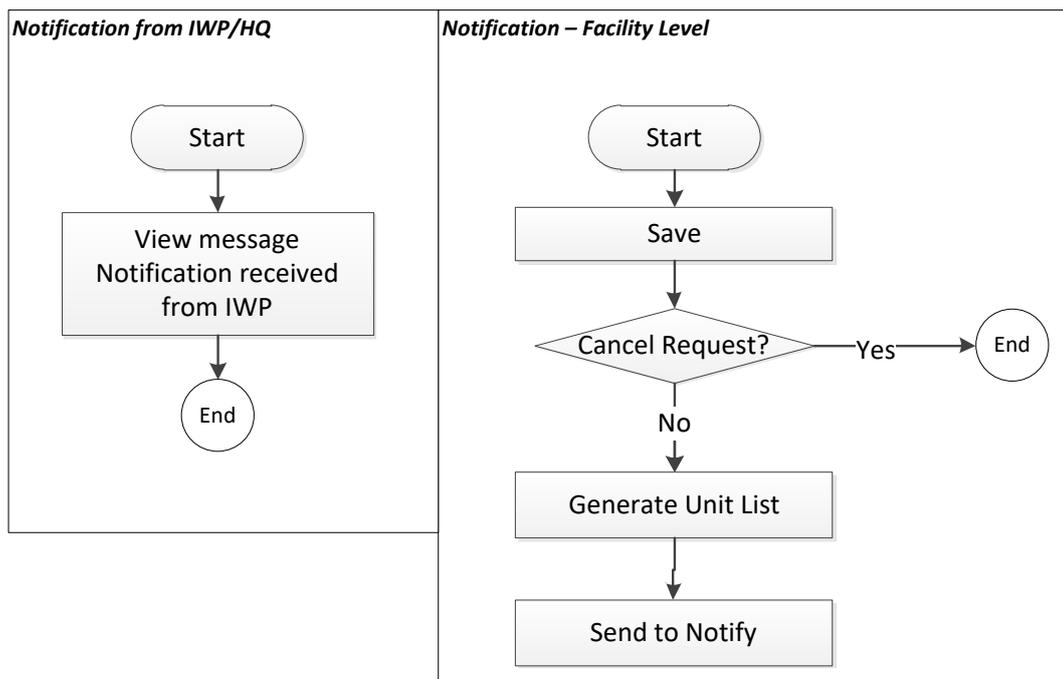


### 3.2.2 Notification

#### 3.2.2.1 Purpose

Notification function allows main store user to receive notification message from IWP/HQ regarding any announcement required to distribute to all facilities. Main store user able to only view the notification from IWP/HQ. All users from all units able to use the same notification screen to create new notification to be distributed within own facility.

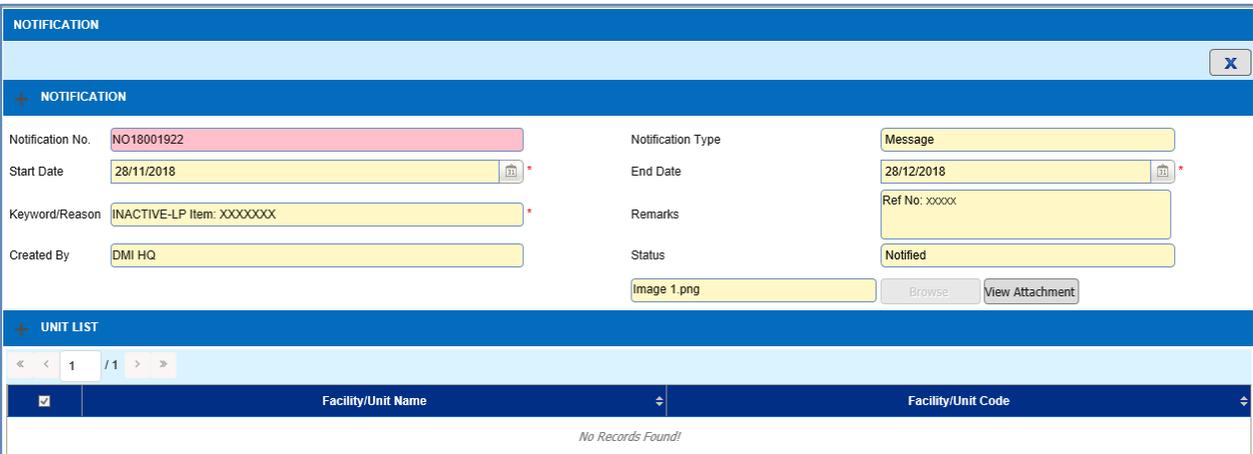
#### 3.2.2.2 Screen Navigation Diagram



### 3.2.2.3 Detail Functionality and Screen

#### 3.2.2.3.1 Notification – Home

##### 3.2.2.3.1.1 Screen Design

<b>ID</b>	NOTI.SD1
<b>Description</b>	To view notification received from IWP.
<b>Diagram</b>	<p>i. View notification received from IWP</p>  <p>ii. Double click on the notification record – View only</p> 
<b>Notes</b>	<ul style="list-style-type: none"> <li>View the Notification section at homepage</li> <li>Double click record to view the notification</li> </ul>
<b>Cross References</b>	

##### 3.2.2.3.1.2 Application Business Rules

No.	Name	Description
1.	View notification from IWP	<p>Notification record is created in IWP by HQ user. Once HQ user send the notification to facility, all facilities will receive same notification. In Hospital/KK facility, only level 1 user will be able to view the notification record.</p> <p>Columns in the notification are displayed based on:</p> <ol style="list-style-type: none"> <li>Notification Type: Display as 'Message' as per 'Notification Type' field in IWP Notification screen.</li> <li>Notification No.: Notification No. as generated in IWP Notification screen.</li> </ol>



No.	Name	Description
		iii. Title: Display based on field 'Keyword/Reason' from IWP Notification screen. iv. Date: Display based on notification record created date from IWP Notification screen. v. From Facility/Unit: Display as 'BPFKKM' for all notification from IWP. vi. Attachment: Symbol attachment will display if IWP send attachment.
2.	User access	Only level 1 user will be able to view the notification record created by IWP at homepage. Record is view-only. If need to distribute to other units, level 1 user able to create new notification record at facility level.

### 3.2.2.3.1.3 *Input Validation Rules*

None.

### 3.2.2.3.2 *Notification Listing*

#### 3.2.2.3.2.1 *Screen Design*

<b>ID</b>	NOTI.SD2																				
<b>Description</b>	To search existing Notification (Facility) record																				
<b>Diagram</b>																					
<table border="1"> <thead> <tr> <th>Notification No.</th> <th>Keyword/Reason</th> <th>Notification Type</th> <th>Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>NO18000219</td> <td>NO18001916 (PRODUCT RECALL)</td> <td>Message</td> <td>13/11/2018</td> <td>Notified</td> </tr> <tr> <td>NO18000158</td> <td>test</td> <td>Message</td> <td>24/09/2018</td> <td>Notified</td> </tr> <tr> <td>NO18000149</td> <td>3443</td> <td>Message</td> <td>18/09/2018</td> <td>Notified</td> </tr> </tbody> </table>		Notification No.	Keyword/Reason	Notification Type	Date	Status	NO18000219	NO18001916 (PRODUCT RECALL)	Message	13/11/2018	Notified	NO18000158	test	Message	24/09/2018	Notified	NO18000149	3443	Message	18/09/2018	Notified
Notification No.	Keyword/Reason	Notification Type	Date	Status																	
NO18000219	NO18001916 (PRODUCT RECALL)	Message	13/11/2018	Notified																	
NO18000158	test	Message	24/09/2018	Notified																	
NO18000149	3443	Message	18/09/2018	Notified																	
<b>Notes</b>	<ul style="list-style-type: none"> <li>Click on search button to search record</li> <li>Double click on transaction record to view the transaction</li> </ul>																				
<b>Cross References</b>																					



### 3.2.2.3.2.2 *Application Business Rules*

No.	Name	Description
1.	Search Transaction	Click on the 'Search' button to search the existing record: <ol style="list-style-type: none"> <li>i. If user enters multiple search criteria, system will display the search results based on the specified criteria</li> <li>ii. If no criteria entered, system will display all transactions</li> <li>iii. System will display the records that match any keyword entered regardless of the letter type (uppercase or lowercase).</li> </ol>
2.	View search result in listing page	Columns in search result listing are displayed based on: <ol style="list-style-type: none"> <li>i. Notification No: Display the 'Notification No' based on the notification record.</li> <li>ii. Keyword/Reason: Display the 'Keyword/Reason' based on the notification record.</li> <li>iii. Notification Type: Display the 'Notification Type' based on the notification record.</li> <li>iv. Date: Display the 'Start Date' based on the notification record.</li> <li>v. Status: Display the 'Status' based on the notification record.</li> </ol>
3.	Notification Transaction	Double click on any record to view the record details.
4.	Create New Transaction	Click on the 'Create New Record (+)' button to create new transaction record.
5.	Refresh Listing	Click on the 'Refresh' button to reset all search criteria: <ol style="list-style-type: none"> <li>i. Notification No – Display as empty field</li> <li>ii. Notification Type – Display as 'Message'</li> <li>iii. Start Date/End Date – Display as empty field</li> <li>iv. Keyword/Reason – Display as empty field</li> <li>v. Status – Display as 'All'</li> </ol> Search results will display all records based on above reset search criteria.
6.	User access	User from any unit regardless of unit level, is allowed to create new facility notification record however limited to the given user access role.

### 3.2.2.3.2.3 *Input Validation Rules*

No.	Name	Description	Mandatory	Format
1.	Notification No	Field will list all previous Notification record based on the Notification No. User able to search the list based on the selected Complaint No.	No	Searching field
2.	Notification Type	Always default to 'Message' and non-editable.	No	Read-only
3.	Start Date/End Date	Able to enter or select applicable date. Searching will be based on record 'Start Date'.	No	Calendar
4.	Keyword/Reason	User to enter free text value with maximum 100 characters.	No	Text field

5.	Status	Default to 'All' however user can select specific status: <ul style="list-style-type: none"> <li>Cancelled</li> <li>Notified</li> <li>Open</li> </ul> Values are displayed from Reference Codes maintenance screen with domain = 'DISSEMINATE_NOTIFICATION_STATUS'.		
----	--------	---	--	--

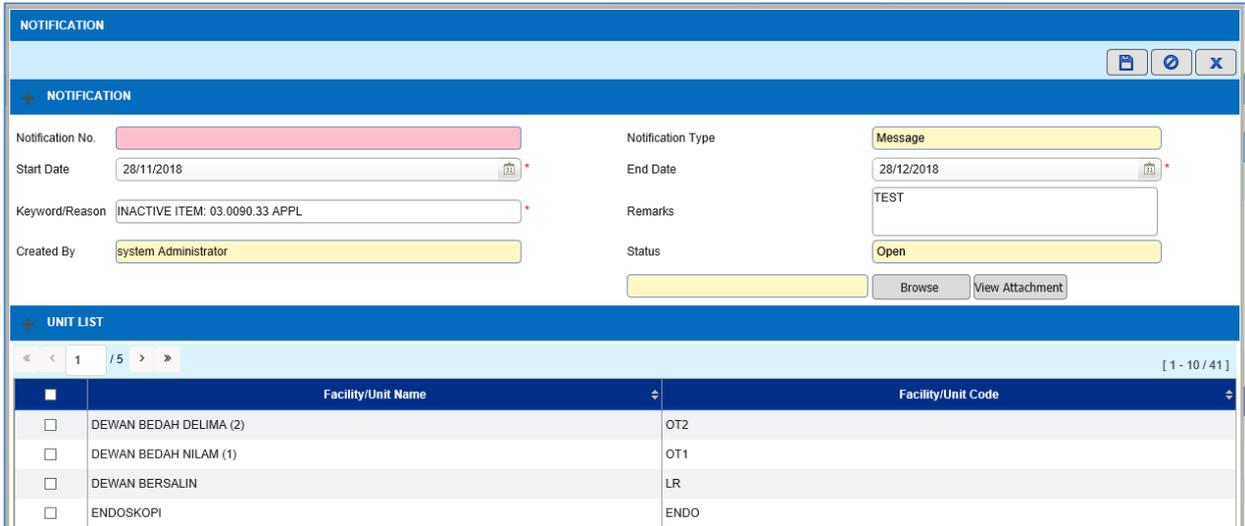
### 3.2.2.3.3 Create new Notification

#### 3.2.2.3.3.1 Screen Design

<b>ID</b>	FC-NF.SD2
<b>Description</b>	To create new Notification (Facility) record

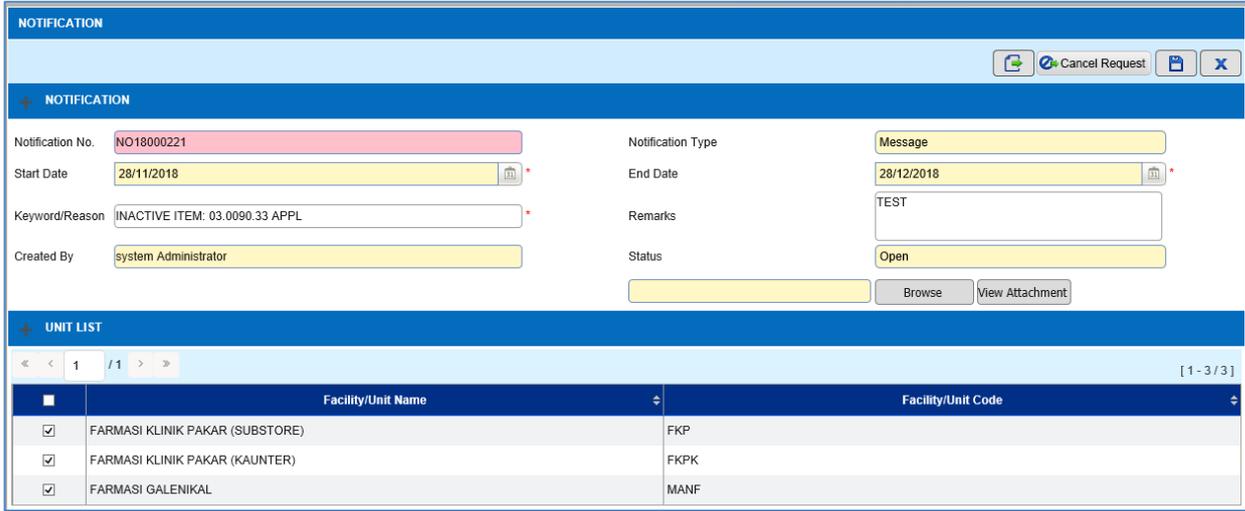
**Diagram**

i. Create new record



The screenshot shows a web form titled 'NOTIFICATION'. It has several input fields: 'Notification No.' (empty), 'Start Date' (28/11/2018), 'End Date' (28/12/2018), 'Keyword/Reason' (INACTIVE ITEM: 03.0090.33 APPL), 'Remarks' (TEST), and 'Status' (Open). There are also buttons for 'Browse' and 'View Attachment'. Below the form is a 'UNIT LIST' table with 5 rows and 2 columns: 'Facility/Unit Name' and 'Facility/Unit Code'. The rows are: DEWAN BEDAH DELIMA (2) with code OT2, DEWAN BEDAH NILAM (1) with code OT1, DEWAN BERSALIN with code LR, and ENDOSKOPI with code ENDO.

ii. Save record



The screenshot shows the same 'NOTIFICATION' form after saving. The 'Notification No.' field is now populated with 'NO18000221'. The 'UNIT LIST' table now has 3 rows, all of which are checked: FARMASI KLINIK PAKAR (SUBSTORE) with code FKP, FARMASI KLINIK PAKAR (KAUNTER) with code FKPK, and FARMASI GALENIKAL with code MANF.



iii. If 'Cancel Request':

NOTIFICATION			
X			
+ NOTIFICATION			
Notification No.	NO18000225	Notification Type	Message
Start Date	18/12/2018	End Date	31/03/2019
Keyword/Reason	Notification 18/12/2018	Remarks	
Created By	system Administrator	Status	Cancelled
		Browse View Attachment	
+ UNIT LIST			
[ 1 - 3 / 3 ]			
<input checked="" type="checkbox"/>	Facility/Unit Name	Facility/Unit Code	
<input checked="" type="checkbox"/>	UNIT STERILE	CSSU	
<input checked="" type="checkbox"/>	RADIOLOGI CT SCAN	CT	
<input checked="" type="checkbox"/>	KECEMASAN & TRAUMA	A&E	

iv. Click on 'Send to Notify' button

NOTIFICATION			
X			
+ NOTIFICATION			
Notification No.	NO18000221	Notification Type	Message
Start Date	28/11/2018	End Date	28/12/2018
Keyword/Reason	INACTIVE ITEM: 03.0090.33 APPL	Remarks	TEST
Created By	system Administrator	Status	Notified
		Browse View Attachment	
+ UNIT LIST			
[ 1 - 3 / 3 ]			
<input checked="" type="checkbox"/>	Facility/Unit Name	Facility/Unit Code	
<input checked="" type="checkbox"/>	FARMASI KLINIK PAKAR (SUBSTORE)	FKP	
<input checked="" type="checkbox"/>	FARMASI KLINIK PAKAR (KAUNTER)	FKPK	
<input checked="" type="checkbox"/>	FARMASI GALENIKAL	MANF	

v. View 'Notification' list

NOTIFICATION					
[ 1 - 6 / 6 ]					
Notification Type	Notification No	Title	Date	From Facility/Unit	Attachment
Message	NO18000221	INACTIVE ITEM: 03.0090.33 APPL	28/11/2018 01:00 PM	FARMASI LOGISTIK	

Notes

Cross References

PhIS\_CPS\_SDD\_PI v1.2

3.2.2.3.3.2 Application Business Rules

No.	Name	Description
1.	New notification record	Create new notification (facility level) record: <ol style="list-style-type: none"> <li>i. User to fill in all required details</li> <li>ii. Record status displayed as 'Open' by default</li> </ol>

No.	Name	Description
2.	Save record	On click of Save button: i. Record status remain as 'Open' ii. Button 'Save' is displayed iii. Button 'Cancel Request' is displayed iv. Button 'Send to Notify' is displayed
3.	Cancel Request	On click of 'Cancel Request' button status will update to 'Cancelled' and all fields will display as read-only. User able to 'Cancel Request' once already save record but before 'Send to Notify'.
4.	Send to Notify	On click of 'Send to Notify' button: i. Record status update to 'Notified'. ii. Screen display as read-only. iii. New notification created at homepage. Creator unit and assigned unit able to view the notification.

#### 3.2.2.3.3.3 *Input Validation Rules*

No.	Name	Description	Mandatory	Format
1.	Notification No.	Auto-generated number by system. By default displayed as blank field, number is generated and stored in database once user saves the record.  Format: <Hardcoded prefix: NO><Current Year><Running Number 6 characters>  Example: NO18000252  Condition: Running number is reset each year	No	Read-only
2.	Notification Type	Default to 'Message'.	No	Read-only
3.	Start Date	Default to current date. User to select the notification start date. Able to select future date only. Unable to select backdated date.  Start Date value cannot be more than End Date value.	Yes	Calendar
4.	End Date	User to select notification end date. Able to select current and future date only, unable to select backdated date.	Yes	Calendar
5.	Keyword/Reason	User to enter free text value with maximum 200 characters.	Yes	Text field
6.	Remarks	User to enter free text value with maximum 1000 characters.	No	Text field
7.	Created By	Default value based on current user's (created by) first name and last name.	No	Read-only



Ministry of Health Malaysia



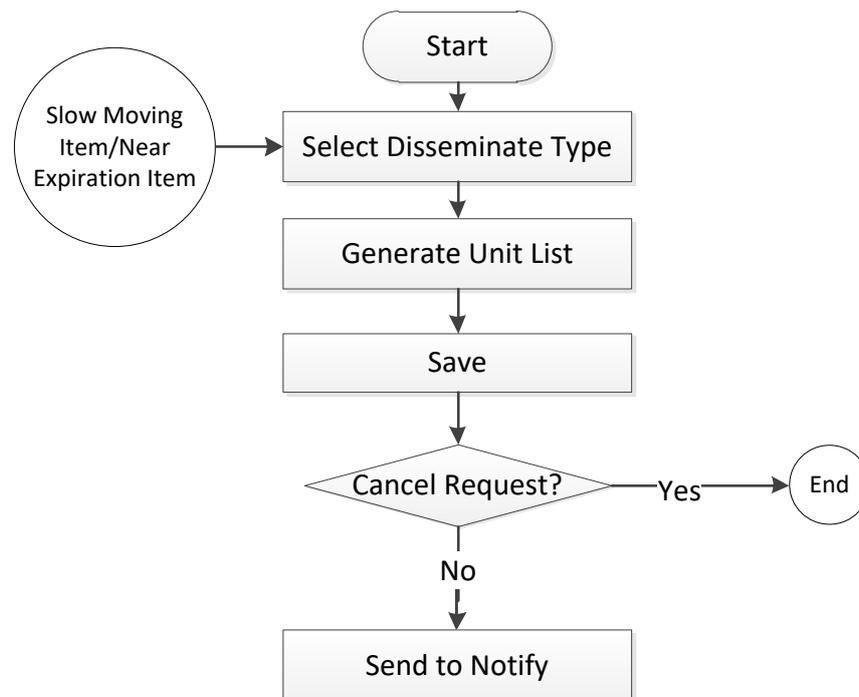
No.	Name	Description	Mandatory	Format
8.	Status	Record status according to action done by user: <ul style="list-style-type: none"><li>• Save – Status remain as 'Open'</li><li>• Cancel Request – Status updated as 'Cancelled'</li><li>• Send to Notify – Status updated as 'Notified'</li></ul> Values are displayed from Reference Codes maintenance screen with domain = 'DISSEMINATE_NOTIFICATION_STATUS'.	No	Read-only
9.	Attachment	User able to upload attachment by clicking on the 'Browse' button. Browse files in the user's local folder, once uploaded, click on 'View Attachment' button to view the uploaded file.	No	Read-only
10.	Unit List	Mandatory to select at least one unit before can save record. Only the selected unit will be able to view the notification at homepage.	Yes	Checkbox

### 3.2.3 Disseminate

#### 3.2.3.1 Purpose

Disseminate function allows main store/sub-store user to select list of items from 'Slow Moving Item' and 'Near Expiration Item' transaction. User then able to select the unit or facility to disseminate the list of items. Once user send the disseminate notification, only the selected unit/facility able to view the item list at homepage.

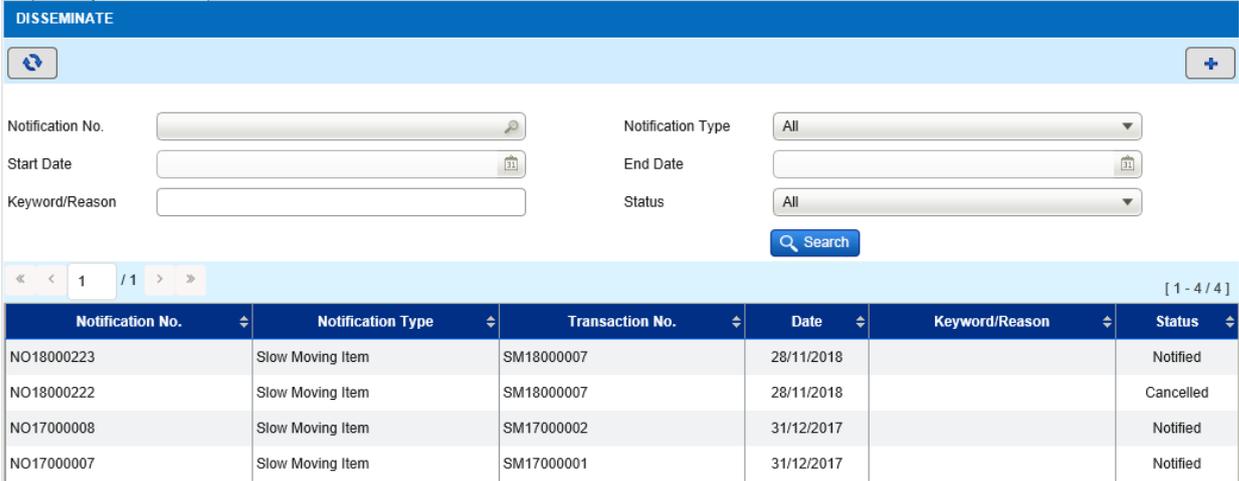
#### 3.2.3.2 Screen Navigation Diagram



### 3.2.3.3 Detail Functionality and Screen

#### 3.2.3.3.1 Disseminate Listing

##### 3.2.3.3.1.1 Screen Design

<b>ID</b>	DISM.SD1																														
<b>Description</b>	To search existing Disseminate record																														
<b>Diagram</b>	 <p>The screenshot shows a web interface titled 'DISSEMINATE'. It features a search form with the following fields: Notification No. (with a magnifying glass icon), Start Date (with a calendar icon), Keyword/Reason, Notification Type (dropdown menu set to 'All'), End Date (with a calendar icon), and Status (dropdown menu set to 'All'). A blue 'Search' button is located below the filters. Below the search form is a pagination bar showing '1 / 1' and a '[ 1 - 4 / 4 ]' indicator. The search results are displayed in a table with the following data:</p> <table border="1"> <thead> <tr> <th>Notification No.</th> <th>Notification Type</th> <th>Transaction No.</th> <th>Date</th> <th>Keyword/Reason</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>NO18000223</td> <td>Slow Moving Item</td> <td>SM18000007</td> <td>28/11/2018</td> <td></td> <td>Notified</td> </tr> <tr> <td>NO18000222</td> <td>Slow Moving Item</td> <td>SM18000007</td> <td>28/11/2018</td> <td></td> <td>Cancelled</td> </tr> <tr> <td>NO17000008</td> <td>Slow Moving Item</td> <td>SM17000002</td> <td>31/12/2017</td> <td></td> <td>Notified</td> </tr> <tr> <td>NO17000007</td> <td>Slow Moving Item</td> <td>SM17000001</td> <td>31/12/2017</td> <td></td> <td>Notified</td> </tr> </tbody> </table>	Notification No.	Notification Type	Transaction No.	Date	Keyword/Reason	Status	NO18000223	Slow Moving Item	SM18000007	28/11/2018		Notified	NO18000222	Slow Moving Item	SM18000007	28/11/2018		Cancelled	NO17000008	Slow Moving Item	SM17000002	31/12/2017		Notified	NO17000007	Slow Moving Item	SM17000001	31/12/2017		Notified
Notification No.	Notification Type	Transaction No.	Date	Keyword/Reason	Status																										
NO18000223	Slow Moving Item	SM18000007	28/11/2018		Notified																										
NO18000222	Slow Moving Item	SM18000007	28/11/2018		Cancelled																										
NO17000008	Slow Moving Item	SM17000002	31/12/2017		Notified																										
NO17000007	Slow Moving Item	SM17000001	31/12/2017		Notified																										
<b>Notes</b>	<ul style="list-style-type: none"> <li>Click on search button to search record</li> <li>Double click on transaction record to view the transaction</li> </ul>																														
<b>Cross References</b>																															

##### 3.2.3.3.1.2 Application Business Rules

No.	Name	Description
1.	Search Transaction	<p>Click on the 'Search' button to search the existing record:</p> <ol style="list-style-type: none"> <li>If user enters multiple search criteria, system will display the search results based on the specified criteria</li> <li>If no criteria entered, system will display all transactions</li> <li>System will display the records that match any keyword entered regardless of the letter type (uppercase or lowercase).</li> </ol>
2.	View search result in listing page	<p>Columns in search result listing are displayed based on:</p> <ol style="list-style-type: none"> <li>Notification No: Display the 'Notification No.' based on the transaction.</li> <li>Notification Type: Display the 'Disseminate Type' based on the transaction.</li> <li>Transaction No: Display the 'Transaction No.' based on the transaction.</li> <li>Date: Display the 'Start Date' based on the transaction.</li> <li>Keyword/Reason: Display the 'Keyword/Reason' based on the transaction.</li> </ol>



Ministry of Health Malaysia



No.	Name	Description
		vi. Status: Display the 'Status' based on the transaction. vii.
3.	Disseminate Transaction	Double click on any record to view the record details.
4.	Create New Transaction	Click on the 'Create New Record (+)' button to create new transaction record.
5.	Refresh Listing	Click on the 'Refresh' button to reset all search criteria: <ul style="list-style-type: none"> <li>i. Notification no – Display as empty field</li> <li>ii. Notification Type – Display as 'All'</li> <li>iii. Start Date/End Date – Display as empty field</li> <li>iv. Keyword/Reason – Display as empty field</li> <li>v. Status – Display as 'All'</li> </ul> Search results will display all records based on above reset search criteria.
6.	User access	User from any unit regardless of unit level, is allowed to create record however limited to the given user access role. Only can view records created from own unit only.

#### 3.2.3.3.1.3 Input Validation Rules

No.	Name	Description	Mandatory	Format
1.	Notification No.	Field will list all previous Disseminate transactions based on the Transaction No. User able to search the list based on the selected Transaction No.	No	Searching field
2.	Notification Type	Default to 'All' however user can select specific 'Notification Type': <ul style="list-style-type: none"> <li>• Slow Moving Item</li> <li>• Near Expiration Item</li> </ul> Values are displayed from Reference Codes maintenance screen with domain = 'NOTIFICATION_TYPE'.	No	Drop down list
3.	Start Date/End Date	Able to enter or select applicable date. Searching will be based on record 'Start Date' and 'End Date'.	No	Calendar
4.	Keyword/Reason	User to enter free text value with maximum 100 characters.	No	Text field
5.	Status	Default to 'All' however user can select specific status: <ul style="list-style-type: none"> <li>• Cancelled</li> <li>• Notified</li> <li>• Open</li> </ul> Values are displayed from Reference Codes maintenance screen with domain = 'DISSEMINATE_NOTIFICATION_STATUS'.	No	Drop down list



### 3.2.3.3.2 Create new Disseminate

#### 3.2.3.3.2.1 Screen Design

<b>ID</b>	DISM.SD2
<b>Description</b>	To create new Disseminate record.

#### Diagram

##### i. Create new record (Intra Facility)

The screenshot shows the 'DISSEMINATE' application window. At the top, there are navigation icons. Below the title bar, the 'DISSEMINATE' section contains a form with the following fields:

- Facility Type:  Intra Facility,  Inter Facility
- Unit Name: FARMASI LOGISTIK
- Unit Code: PS001
- Notification No. (highlighted in pink)
- Keyword/Reason
- Start Date (calendar icon)
- End Date (calendar icon)
- Remarks
- Status: Open
- Created By: system Administrator

Below the form is the 'DISSEMINATE ITEM' section, which includes a dropdown for 'Disseminate Type', a 'Transaction No.' field, and a 'History Of Disseminate' button. A table below shows columns: Item Code, Item Description, Batch No., Expiry Date, Stock Available (SKU), Packaging Description, Conversion Factor, PKU Quantity, and Offered (\$). The table is currently empty with the message 'No Record Found'.

At the bottom is the 'FACILITY/UNIT' section, which has a table with columns: Facility/Unit Name and Facility/Unit Code. This table is also empty with the message 'No Record Found'.

##### ii. Create new record (Inter Facility)

This screenshot is identical to the one above, but the 'Facility Type' is set to  Inter Facility and  Intra Facility. The rest of the form fields and the data tables remain the same.



iii. Create new record (Disseminate Type = Near Expiration Item)

DISSEMINATE ITEM									
Disseminate Type		Near Expiration Item		Transaction No.		E18000023		History Of Disseminate	
[ 1 - 3 / 3 ]									
Item Code	Item Description	Batch No.	Expiry Date	Stock Available (SKU)	Packaging Description	Conversion Factor	PKU Quantity	Offered Quantity (SKU)	
GLN0200091.01	Acetic Acid 3% in Aqueous	OLL333	30/10/2018	4,991,000 (ml)	bottle of 1000 ml	1,000	4,991.00 (bott)	10 (ml)	
J05AB01000T1002X.03	Acyclovir 800 mg Tablet	5AB0	27/10/2018	3 (tablet)	pack of 36 tablet	36	0.08 (pck)	3 (tablet)	
V08AB05000P3002a.01	Iopromide 370mg/100ml injectable solution	56754	30/10/2018	80 (vial)	pack of 10 vial	10	8.00 (pck)	10 (vial)	

iv. Create new record (Disseminate Type = Slow Moving Item)

DISSEMINATE ITEM									
Disseminate Type		Slow Moving Item		Transaction No.		SM18000007		History Of Disseminate	
[ 1 - 2 / 2 ]									
Item Code	Item Description	Batch No.	Expiry Date	Stock Available (SKU)	Packaging Description	Conversion Factor	PKU Quantity	Offered Quantity (SKU)	
12.2629.11	Disposable Needle 26 G x 25 mm	17056500	01/05/2022	9,000 (pc)	pack of 100 pieces	100	90.00 (pck)	5 (pc)	
12.0413.01	Yankeur Suction Tip	SLB709-1802	31/01/2023	700 (EA)	Pack of 100 Pieces	100	7.00 (pck)	9 (EA)	

v. Add Unit list (For Intra Facility)

ADD FACILITY/UNIT		
ADD FACILITY/UNIT		
[ 1 - 10 / 41 ]		
<input type="checkbox"/>	Unit Name	Unit Code
<input type="checkbox"/>	DEWAN BEDAH DELIMA (2)	OT2
<input type="checkbox"/>	DEWAN BEDAH NILAM (1)	OT1
<input type="checkbox"/>	DEWAN BERSALIN	LR
<input type="checkbox"/>	ENDOSKOPI	ENDO
<input type="checkbox"/>	FARMASI GALENIKAL	MANF
<input type="checkbox"/>	FARMASI KLINIK PAKAR (KAUNTER)	FKPK
<input type="checkbox"/>	FARMASI KLINIK PAKAR (SUBSTORE)	FKP
<input type="checkbox"/>	FARMASI METHADONE	METHA
<input type="checkbox"/>	FARMASI PESAKIT DALAM (FILLING)	FPDF
<input type="checkbox"/>	FARMASI PESAKIT DALAM (SUBSTORE)	FPD

vi. Add Facility list (For Inter Facility)

FACILITY				
SEARCH FACILITY				
Facility Name	<input type="text"/>	Facility Code	<input type="text"/>	
State	<input type="text"/>	Hospital Type	<input type="text"/>	
[ 1 - 4 / 4 ]				
<input type="checkbox"/>	Facility Name	Facility Code	State	Hospital Type
<input type="checkbox"/>	Pejabat Kesihatan Daerah Kinta	052200	Perak	PKD
<input type="checkbox"/>	Klinik Kesihatan Bandar Maharani	21-01060032	Johor	KK
<input type="checkbox"/>	Hospital Kulim	11-02060017	Kedah	Hospital
<input type="checkbox"/>	Klinik Kesihatan Greentown	21-08050045	Perak	KK



### vii. Add/Delete Unit/Facility List

FACILITY/UNIT	
< < 1 / 1 > >	[ 1 - 4 / 4 ]
Facility/Unit Name	Facility/Unit Code
<input type="checkbox"/> FARMASI KLINIK PAKAR (SUBSTORE)	FKP
<input type="checkbox"/> FARMASI KLINIK PAKAR (KAUNTER)	FKPK
<input type="checkbox"/> FARMASI PESAKIT DALAM (SUBSTORE)	FPD

### viii. History of Disseminate

HISTORY OF DISSEMINATE			
< < 1 / 2 > >	[ 1 - 10 / 14 ]		
Transaction No.	Frequency of Disseminate	Last Disseminate Date	Facility/Unit Name
SM17000001	11	18/05/2018	Unit/Facility
SM17000002	8	03/01/2018	Unit/Facility
SM18000001	7	13/06/2018	Unit/Facility
SM18000002	5	13/06/2018	Unit/Facility
SM18000003	5	12/02/2018	Unit/Facility
SM18000004	3	23/01/2018	Unit/Facility
SM18000005	1	29/01/2018	Unit/Facility
SM18000007	1	09/02/2018	Unit/Facility
SM18000008	1	14/02/2018	Unit/Facility
SM18000009	1	20/02/2018	Unit/Facility

### ix. Save record

DISSEMINATE								
<input type="button" value="Cancel Request"/> <input type="button" value="X"/>								
<b>DISSEMINATE</b>								
Facility Type: <input checked="" type="radio"/> Intra Facility <input type="radio"/> Inter Facility								
Unit Name: FARMASI LOGISTIK	Unit Code: PS001							
Notification No. NO18000222	Keyword/Reason:							
Start Date: 28/11/2018	End Date: 28/12/2018							
Remarks:	Status: Open							
Created By: system Administrator								
<b>DISSEMINATE ITEM</b>								
Disseminate Type: Slow Moving Item	Transaction No. SM18000007							
History Of Disseminate								
< < 1 / 1 > >	[ 1 - 2 / 2 ]							
Item Code	Item Description	Batch No.	Expiry Date	Stock Available (SKU)	Packaging Description	Conversion Factor	PKU Quantity	Offered Quantity (SKU)
12.2629.11	Disposable Needle 26 G x 25 mm	17056500	01/05/2022	9,000 (pc)	pack of 100 pieces	100	90.00 (pck)	5 (p
12.0413.01	Yankeur Suction Tip	SLB709-1802	31/01/2023	700 (EA)	Pack of 100 Pieces	100	7.00 (pck)	9 (E
<b>FACILITY/UNIT</b>								
< < 1 / 1 > >	[ 1 - 4 / 4 ]							
Facility/Unit Name	Facility/Unit Code							
<input type="checkbox"/> FARMASI KLINIK PAKAR (SUBSTORE)	FKP							



x. If 'Cancel Request' screen will display as below

DISSEMINATE
X

+ DISSEMINATE

Facility Type  Intra Facility  Inter Facility

Unit Name  Unit Code

Notification No.  Keyword/Reason

Start Date  End Date

Remarks  Status

Created By

+ DISSEMINATE ITEM

Disseminate Type  Transaction No.  History Of Disseminate

[ 1 - 2 / 2 ]

Item Code	Item Description	Batch No.	Expiry Date	Stock Available (SKU)	Packaging Description	Conversion Factor	PKU Quantity	Offered Quantity (SKU)
12.2629.11	Disposable Needle 26 G x 25 mm	17056500	01/05/2022	9,000 (pc)	pack of 100 pieces	100	90.00 (pck)	5 (pc)
12.0413.01	Yankeur Suction Tip	SLB709-1802	31/01/2023	700 (EA)	Pack of 100 Pieces	100	7.00 (pck)	9 (EA)

+ FACILITY/UNIT

[ 1 - 4 / 4 ]

Facility/Unit Name	Facility/Unit Code
FARMASI KLINIK PAKAR (SUBSTORE)	FKP
FARMASI KLINIK PAKAR (KAUNTER)	FKPK

xi. Click on 'Send Notification' button

DISSEMINATE
X

+ DISSEMINATE

Facility Type  Intra Facility  Inter Facility

Unit Name  Unit Code

Notification No.  Keyword/Reason

Start Date  End Date

Remarks  Status

Created By

+ DISSEMINATE ITEM

Disseminate Type  Transaction No.  History Of Disseminate

[ 1 - 2 / 2 ]

Item Code	Item Description	Batch No.	Expiry Date	Stock Available (SKU)	Packaging Description	Conversion Factor	PKU Quantity	Offered Quantity (SKU)
12.2629.11	Disposable Needle 26 G x 25 mm	17056500	01/05/2022	9,000 (pc)	pack of 100 pieces	100	90.00 (pck)	5 (pc)
12.0413.01	Yankeur Suction Tip	SLB709-1802	31/01/2023	700 (EA)	Pack of 100 Pieces	100	7.00 (pck)	9 (EA)

+ FACILITY/UNIT

[ 1 - 10 / 10 ]

Facility/Unit Name	Facility/Unit Code
FARMASI KLINIK PAKAR (KAUNTER)	FKPK
FARMASI GALENIKAL	MANF



xii. View Notification

NOTIFICATION					
< < 1 / 1 > >					[ 1 - 7 / 7 ]
Notification Type	Notification No	Title	Date	From Facility/Unit	Attachment
Slow Moving Item	NO18000223		28/11/2018 03:31 PM	FARMASI LOGISTIK	

xiii. Double click the Notification list



**Hospital Tanah Merah**  
KEMENTERIAN KESIHATAN MALAYSIA

**[SLOW MOVING/ NEAR EXPIRATION] ITEMS TO OFFER**

NOTIFICATION NO : NO18000223	CONTACT PERSON : system Administrator	EMAIL : admin@web.de
DISSEMINATE TYPE : SLOW MOVING ITEM	CONTACT NO : 13	DATE END : 28/12/2018
FROM UNIT : FARMASI LOGISTIK	DATE START : 28/11/2018	
UNIT CODE : PS001	ADDRESS : Hospital Tanah Merah	
CREATED DATE : 28/11/2018	REMARKS :	
TO FACILITY : -		

No	Item Code	Item Description	SKU	Expiry Date	Batch No	Packaging	Offered Quantity (SKU)
1	12.2629.11	Disposable Needle 26 G x 25 mm	pc	01/05/2022	17056500	pack of 100 pieces	5
2	12.0413.01	Yankeur Suction Tip	EA	31/01/2023	SLB709-1802	Pack of 100 Pieces	9

Printed Date : 28/11/2018      Printed By : system Administrator      Unit Name : FARMASI LOGISTIK      Source : PhIS  
Page 1 of 1

<b>Notes</b>	
<b>Cross References</b>	PhIS_CPS_SDD_PI v1.2

3.2.3.3.2.2 **Application Business Rules**

No.	Name	Description
1.	New Disseminate record	Create new Disseminate record: i. User to fill in all required details ii. Record status displayed as 'Open' by default iii. Able to create record to disseminate by 'Intra-Facility' or 'Inter-Facility'. iv. Select 'Disseminate Type' based on 'Near Expiration Item' or 'Slow Moving Item' record. v. Mandatory to add Unit List (for Intra-Facility) or Facility List (for Inter-Facility) before can save record.
2.	Add Unit List	For Intra-Facility, on click of 'Add' button in Facility/Unit section, system will list all active units within the facility. User able to select the unit and save the selected unit list. Only the selected unit will be able to view the disseminate notification at homepage.
3.	Add Facility List	For Inter-Facility, on click of 'Add' button in Facility/Unit section, system will list all facilities with 'Server Port' and 'Server IP' is not null in External Facilities maintenance screen. User able to select any facility and save the selected facility list. Only the selected facility will be able to view the disseminate notification at homepage.



No.	Name	Description
4.	Delete Unit/Facility	Once unit/facility added, to delete the added unit/facility, select the added unit/facility and click on 'Delete' button to remove the unit/facility.
5.	Save record	On click of Save button: i. Record status remain as 'Open' ii. Button 'Save' is displayed iii. Button 'Cancel Request' is displayed iv. Button 'Send to Notify' is displayed
6.	Cancel Request	On click of 'Cancel Request' button status will update to 'Cancelled' and all fields will display as read-only. User able to 'Cancel Request' once already save record but before 'Send to Notify'.
7.	Send to Notify	On click of 'Send to Notify' button: i. Record status update to 'Notified'. ii. Screen display as read-only. iii. New notification created at homepage. Creator unit/facility and assigned unit/facility able to view the notification. iv. User can only view the disseminate list, if needed, user may create new indent record to the creator unit/facility to request the disseminated stock quantity.
8.	Print Notification	Double click on the Notification record and 'Slow Moving/Near Expiration Items to Offer' form displayed in PDF format. User able to print the form for user's reference.
9.	History of Disseminate	Once 'Disseminate Type' selected, on click of 'History of Disseminate' button, details as below are displayed: i. Transaction No: Displays the transaction no. from the previous disseminate records. ii. Frequency of Disseminate: Displays the count of disseminate records created against the same Transaction No. iii. Last Disseminate Date: Display the last transaction start date. iv. Facility/Unit Name: Display hyperlink of 'Unit/Facility'. On click of the hyperlink, able to view the list of unit/facility selected in the previous disseminate record.

### 3.2.3.3.2.3 *Input Validation Rules*

No.	Name	Description	Mandatory	Format
1.	Facility Type	User to select either 'Intra-Facility' or 'Inter-Facility'.	Yes	Radio button
2.	Unit Name	Default to user's current unit name as per setup in User Profile maintenance screen.	No	Read-only
3.	Unit Code	Default to user's current unit code as per setup in User Profile maintenance screen.	No	Read-only

No.	Name	Description	Mandatory	Format
4.	Notification No.	Auto-generated number by system. By default displayed as blank field, number is generated and stored in database once user saves the record.  Format: <Hardcoded prefix: NO><Current Year><Running Number 6 characters>  Example: NO18000252  Condition: Running number is reset each year	No	Read-only
5.	Keyword/Reason	User to enter free text value with maximum 200 characters.	No	Read-only
6.	Start Date	Default to current date. User to select the notification start date. Able to select future date only. Unable to select backdated date.  Start Date value cannot be more than End Date value.	Yes	Calendar
7.	End Date	User to select notification end date. Able to select current and future date only, unable to select backdated date.	Yes	Calendar
8.	Remarks	User to enter free text value with maximum 1000 characters.	No	Text field
9.	Status	Record status according to action done by user: <ul style="list-style-type: none"> <li>• Save – Status remain as 'Open'</li> <li>• Cancel Request – Status updated as 'Cancelled'</li> <li>• Send to Notify – Status updated as 'Notified'</li> </ul> Values are displayed from Reference Codes maintenance screen with domain = 'DISSEMINATE_NOTIFICATION_STATUS'.	No	Read-only
10.	Created By	Default value based on current user's (created by) first name and last name.	No	Read-only
11.	Disseminate Type	User to select specific 'Notification Type': <ul style="list-style-type: none"> <li>• Slow Moving Item</li> <li>• Near Expiration Item</li> </ul> Values are displayed from Reference Codes maintenance screen with domain = 'NOTIFICATION_TYPE'.	No	Drop down list
12.	Transaction No.	If 'Disseminate Type' selected as 'Slow Moving Item':  If 'Disseminate Type' selected as 'Near Expiration Item':	No	Read-only

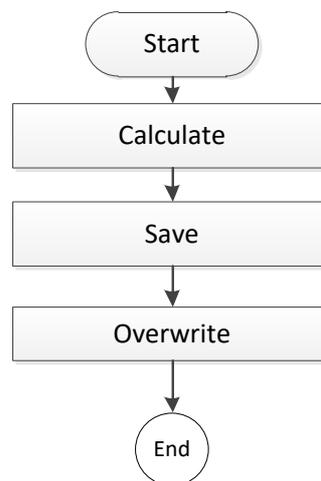


### 3.2.4 Recalculate Buffer Level

#### 3.2.4.1 Purpose

Recalculate Buffer Level screen is for user to recalculate the Minimum Storage Quantity, Buffer Level Quantity and Maximum Level Quantity for all the drugs/non-drugs within the Item/Product Buffer Level (Level 1 unit) or Unit Catalogue (Level 2/3 unit). Once values are recalculated, user able to Overwrite the existing values inside the Item/Product Buffer Level and Unit Catalogue screen. This function is to be done on ad-hoc basis only when required by user since already have backend scheduler to auto-recalculate and auto-overwrite every 6 months.

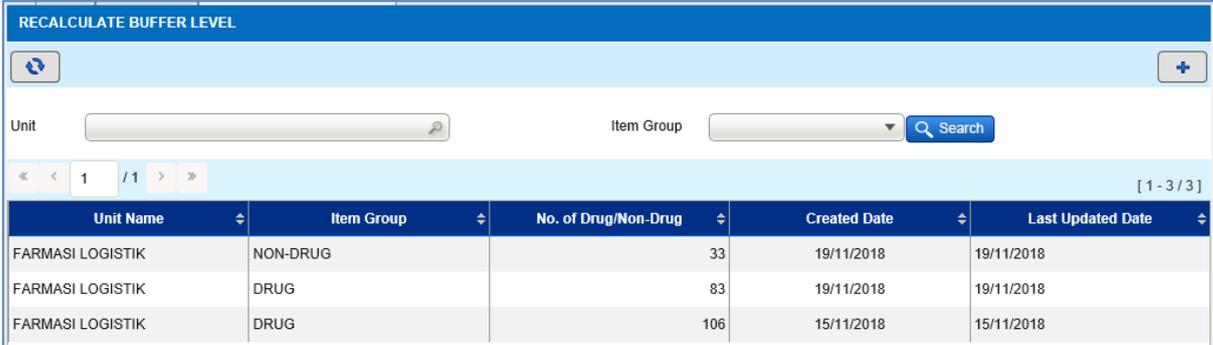
#### 3.2.4.2 Screen Navigation Diagram



### 3.2.4.3 Detail Functionality and Screen

#### 3.2.4.3.1 Recalculate Buffer Level Listing

##### 3.2.4.3.1.1 Screen Design

<b>ID</b>	RBL.SD1
<b>Description</b>	To search existing Recalculate Buffer Level record
<b>Diagram</b>	
<b>Notes</b>	<ul style="list-style-type: none"> <li>Click on search button to search record</li> <li>Double click on transaction record to view the transaction</li> </ul>
<b>Cross References</b>	

##### 3.2.4.3.1.2 Application Business Rules

No.	Name	Description
1.	Search Transaction	Click on the 'Search' button to search the existing record: <ol style="list-style-type: none"> <li>If user enters multiple search criteria, system will display the search results based on the specified criteria</li> <li>If no criteria entered, system will display all transactions</li> <li>System will display the records that match any keyword entered regardless of the letter type (uppercase or lowercase).</li> </ol>
2.	View search result in listing page	Columns in search result listing are displayed based on: <ol style="list-style-type: none"> <li>Unit Name: Display the 'Unit' selected in transaction.</li> <li>Item Group: Display the 'Item Group' selected in transaction.</li> <li>No. of Drug/Non-Drug: Display the count of drug/non-drug within the transaction.</li> <li>Created Date: Display the date value from 'Created Date Time' field in transaction.</li> <li>Last Updated Date: Display the date value from 'Last Updated Date Time' field in transaction.</li> </ol>
3.	Recalculate Buffer Level Transaction	Double click on any record to view the record details.
4.	Create New Transaction	Click on the 'Create New Record (+)' button to create new transaction record.



No.	Name	Description
5.	Refresh Listing	Click on the 'Refresh' button to reset all search criteria: i. Unit – Display as empty field ii. Item Group – Display as empty field Search results will display all records based on above reset search criteria.
6.	User access	User from any unit regardless of unit level, is allowed to create record however limited to the given user access role.

### 3.2.4.3.1.3 Input Validation Rules

No.	Name	Description	Mandatory	Format
1.	Unit	Field will list active requester units. User able to search the list based on the Requester Description and Requester Code. For level 1 user, list will display all level units. For level 2 user, list will display level 2 and 3 units. For level 3 user, list will display level 3 units only.	No	Searching field
2.	Item Group	Default to empty, however user can select specific Item Group: <ul style="list-style-type: none"> <li>• Drug</li> <li>• Non-Drug</li> </ul> Values are displayed from Reference Codes maintenance screen with domain = 'ITEM_GROUP'.	No	Drop down list

### 3.2.4.3.2 Create new Recalculate Buffer Level record

#### 3.2.4.3.2.1 Screen Design

<b>ID</b>	RBL.SD2
<b>Description</b>	To create new Recalculate Buffer Level record.
<b>Diagram</b>	
i. Create new record	
ii. Click on Calculate button	



**RECALCULATE BUFFER LEVEL**

Item Group: DRUG | Item Purchase Type: APPL  
 Unit: FARMASI LOGISTIK | Buffer Level: 60 Days  
 Min Storage Quantity: 30 Days | Max Storage Quantity: 90 Days  
 Created Date Time: 20/12/2018 4:57 | Last Updated Date Time: 20/12/2018 4:57  
 Calculation period: 180 Days

**BUFFER LEVEL ITEM**

Item Group	Drug/Non-Drug Code	Drug/Non-Drug Description	SKU	Min Storage Quantity	Current Buffer Level Quantity	Proposal Buffer Level Quantity	Max Storage Quantity
DRUG	N02BA01000T4001XX	Acetylsalicylic Acid 300 mg Soluble Tablet	tablet	203	400	407	610
DRUG	D08AA03000L6001XX	Acriflavine 0.1% Lotion	ml	2,850	5,700	5,700	8,550
DRUG	J05AB01000T1001XX	Acyclovir 200 mg Tablet	tablet	120	240	240	361
DRUG	J05AB01000P4001XX	Acyclovir 250mg/10ml Injection	vial	25	49	49	74
DRUG	C01CA24123P3001XX	Adrenaline Acid Tartrate 1mg/ml Injection	amp	2	3	3	5
DRUG	P02CA03000L8001XX	Albendazole 200 mg/5 ml Suspension	ml	83	0	167	250
DRUG	P02CA03000T1001XX	Albendazole 200 mg Tablet	tablet	19	38	38	58
DRUG	RAW00004	Alcohol 96% (For External Use Only)	ml	608	1,215	1,215	1,822
DRUG	A11CC03000C1001XX	Alfacalcidol 0.25mcg Capsule	capsule	0	0	0	0
DRUG	M04AA01000T1001XX	Allopurinol 300 mg Tablet	tablet	83	166	167	250

iii. Save record

**RECALCULATE BUFFER LEVEL**

Item Group: DRUG | Item Purchase Type: APPL  
 Unit: FARMASI LOGISTIK | Buffer Level: 60 Days  
 Min Storage Quantity: 30 Days | Max Storage Quantity: 90 Days  
 Created Date Time: 20/12/2018 4:57 | Last Updated Date Time: 20/12/2018 5:12  
 Calculation period: 180 Days

**BUFFER LEVEL ITEM**

Item Group	Drug/Non-Drug Code	Drug/Non-Drug Description	SKU	Min Storage Quantity	Current Buffer Level Quantity	Proposal Buffer Level Quantity	Max Storage Quantity
DRUG	N02BA01000T4001XX	Acetylsalicylic Acid 300 mg Soluble Tablet	tablet	203	400	407	610
DRUG	D08AA03000L6001XX	Acriflavine 0.1% Lotion	ml	2,850	5,700	5,700	8,550
DRUG	J05AB01000T1001XX	Acyclovir 200 mg Tablet	tablet	120	240	240	361
DRUG	J05AB01000P4001XX	Acyclovir 250mg/10ml Injection	vial	25	49	49	74
DRUG	C01CA24123P3001XX	Adrenaline Acid Tartrate 1mg/ml Injection	amp	2	3	3	5
DRUG	P02CA03000L8001XX	Albendazole 200 mg/5 ml Suspension	ml	83	0	167	250
DRUG	P02CA03000T1001XX	Albendazole 200 mg Tablet	tablet	19	38	38	58
DRUG	RAW00004	Alcohol 96% (For External Use Only)	ml	608	1,215	1,215	1,822
DRUG	A11CC03000C1001XX	Alfacalcidol 0.25mcg Capsule	capsule	0	0	0	0
DRUG	M04AA01000T1001XX	Allopurinol 300 mg Tablet	tablet	83	166	167	250

<b>Notes</b>	
<b>Cross References</b>	PhIS_CPS_SDD_PI v1.2



Ministry of Health Malaysia



### 3.2.4.3.2.2 Application Business Rules

No.	Name	Description
1.	New Recalculate Buffer Level record	Create new Recalculate Buffer Level record: i. User to fill in all required details. ii. Click on Calculate button to generate Buffer Level Item list.
2.	Calculate button	On click of 'Calculate' button, system will display: i. List of active drugs/non-drugs (based on facility status in drug/non-drug catalogue for level 1 or in unit catalogue for level 2/3). ii. Min Storage Quantity: Display auto calculated value based on calculation: consume quantity / calculation period * min storage quantity (Days value from Requester Unit Master of the selected unit). iii. Current Buffer Level Quantity: Displayed based on the current value of 'Buffer Level Quantity' of the selected unit's Item/Product Buffer Level (Level 1) or Unit Catalogue (Level 2/3). iv. Proposal Buffer Level Quantity: Display auto calculated value (editable) based on calculation: consume quantity / calculation period * buffer level quantity (from Requester Unit Master of the selected unit). v. Max Storage Quantity: Display auto calculated value based on calculation: consume quantity / calculation period * max storage quantity (from Requester Unit Master of the selected unit). Note: consume_qty = sum (issue_qty) + sum (dispense_qty) between (current_date – selected calculation period)
3.	Save record	On click of Save button: i. Only able to edit 'Calculation Period' and 'Proposal Buffer Level Quantity' fields. ii. Button 'Save' is displayed. iii. Button 'Calculate' is displayed. iv. Button 'Overwrite' is displayed. v. Able to view back the record in Recalculate Buffer Level listing page.
4.	Overwrite record	On click of Overwrite button: i. Value for 'Min Storage Qty', 'Buffer Level Qty' and 'Max Storage Qty' in Item/Product Buffer Level (Level 1 unit) or Unit Catalogue (Level 2/3 unit) will overwrite based on the calculated value in the Recalculate Buffer Level screen. ii. System will close the Recalculate Buffer Level screen and record will be removed from the listing page.
5.	Recalculate Buffer Level backend scheduler	Aside of calculate manually on Recalculate Buffer Level screen, there is also backend scheduler to auto-recalculate and auto-overwrite the value based on the calculation period selected in Facility Configuration screen. Scheduler is running twice a year. On 30th June and 31st December every year. This scheduler is enabled only when 'Buffer Level Auto Calculation' checkbox is selected in Facility Configuration screen.

### 3.2.4.3.2.3 Input Validation Rules

No.	Name	Description	Mandatory	Format
1.	Item Group	Default to empty, however user can select specific Item Group: <ul style="list-style-type: none"> <li>• Drug</li> <li>• Non-Drug</li> </ul> Values are displayed from Reference Codes maintenance screen with domain = 'ITEM_GROUP'.	Yes	Drop down list
2.	Item Purchase Type	This field will display only for users from level 1. Default to 'All' however user can select specific Item Purchase Type: <ul style="list-style-type: none"> <li>• APPL</li> <li>• LP</li> <li>• Contract</li> </ul> Values are displayed from Reference Codes maintenance screen with domain = 'ITEM_TYPE'.	Yes	Drop down list
3.	Unit	Field will list active requester units. User able to search the list based on the Requester Description and Requester Code. For level 1 user, list will display all level units. For level 2 user, list will display level 2 and 3 units. For level 3 user, list will display level 3 units only.	Yes	Searching field
4.	Buffer Level	Display value as setup in Maintenance > Requester Unit screen, Buffer Level in days.	No	Read-only
5.	Min Storage Quantity	Display value as setup in Maintenance > Requester Unit screen, Min Storage Level in days.	No	Read-only
6.	Max Storage Quantity	Display value as setup in Maintenance > Requester Unit screen, Max Storage Level in days.	No	Read-only
7.	Created Date Time	Default value based on record created date/time. Value is non-editable.	No	Read-only
8.	Last Updated Date Time	Default value based on record updated date/time. Value is non-editable.	No	Read-only
9.	Calculation Period	Default to empty, however user can select specific Calculation Period: <ul style="list-style-type: none"> <li>• 90 Days</li> <li>• 180 Days</li> </ul> Values are displayed from Reference Codes maintenance screen with domain = 'PERIODE_D'.	No	Drop down list
10.	Proposal Buffer Level Quantity	Default to the calculated value but editable. User can edit to any numeric values.	No	Text field



### 3.2.5 Year End Process

To refer to Year End Process user guide in Appendix 6.1.

### 3.2.6 Integration

No.	Name	Type	Description
1.	Notification from IWP	Internal	For Notification transaction, once notified by IWP, record will flow to facility for facility (Main store user) view the notification.

## 4. References

List out the documents in which the stated procedures in this document refer to.

Document	Description/ Expansion

## 5. Acronyms

Item	Description
UOM	Unit of Measurement
BPF	Bahagian Perkhidmatan Farmasi
HQ	Headquarters



## 6. Appendix

### 6.1 Year End Process – User Guide



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

---

## Year End Process

### PKD/MUSN/MUSB/PBFN/Hospital

### User's Guide

<b>Version</b>	<b>: 1.5</b>
<b>Document ID</b>	<b>: PhIS_YEP_UG</b>

**REVISION HISTORY:**

Version No	Date of Release	Prepared By	Reviewed / Verified by	List of changes from previous Version
1.0	01/12/2015	Gan May Hui	Shamsul-'Ariza (SA)	Initial Documents
1.1	18/12/2015	Gan May Hui	Shamsul-'Ariza (SA)	1) Combine 2 UG to 1 2) Revise Workflow 3) Change information base on operational scenario
1.2	31/10/2016	Shamsul-'Ariza Shuib	Siti Nuratikah Salleh (SA)	1) Revise Workflow 2) Change information base on operational scenario
1.3	30/10/2017	Siti Nur Zarifah Normansor	Chew Ming Ping & Zainura Said (SA)	1) Table of Contents 2) Update attachment
1.4	14/11/2017	Siti Nur Zarifah Normansor	Chew Ming Ping & Zainura Said (SA)	1) Table of Contents 2) Verification Exercise
1.5	09/11/2018	Ilya Syarah	Chew Ming Ping & Zainura Said (SA)	Update information and screenshot based on application version 1.8

**VERIFIED & ACKNOWLEDGED BY:**

Name	Role / Designation	Organization	Signature & Date
Chew Ming Ping	Team Leader, SA & QC	Pharmaniaga Logistics Sdn Bhd	

Name	Role / Designation	Organization	Signature & Date
		Bahagian Perkhidmatan Farmasi (BPF), KKM	
		Bahagian Pengurusan Maklumat (BPM)	

**PEER REVIEW & VERIFICATION:**

Version No	Reviewed / Verified By	List of changes from Previous Version
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



PhIS & CPS Project  
User Guide – Year End Process



© 2011-2018 Pharmacy Information System & Clinic Pharmacy System (PhIS& CPS) Project

**CONFIDENTIAL COPYRIGHTED MATERIAL**—The information includes all concepts, comments, recommendations, and material, contained herein shall remain the property of Pharmacy Information System & Clinic Pharmacy System (PhIS& CPS) Project. No portion of this document shall be disclosed, duplicated or used in whole or in part of any purpose other than the purpose of the Pharmacy Information System & Clinic Pharmacy System (PhIS& CPS) Project execution only



## TABLE OF CONTENTS

<b>1.0 INTRODUCTION .....</b>	<b>35</b>
1.1 OVERVIEW.....	35
1.2 OBJECTIVE .....	35
<b>2.0 YEAR END PROCESS - WORKFLOW.....</b>	<b>36</b>
<b>3.0 STEPS TO BE TAKEN BEFORE YEAR END PROCESS – BY PKD / MUSN / MUSB / PBFN / KK / HOSPITAL .....</b>	<b>37</b>
3.1 LOGIN .....	37
3.2 GENERATE REPORTS .....	38
3.3 TO VERIFY CURRENT FINANCIAL YEAR INFORMATION.....	39
3.3.1 FACILITY INFORMATION SCREEN .....	39
3.3.2 YEAR END PROCESS SCREEN .....	39
<b>4.0 SCHEDULE YEAR END PROCESS DATE – BY PKD/ MUSN / MUSB / PBFN / KK / HOSPITAL.....</b>	<b>40</b>
4.1 SCHEDULE YEAR END PROCESS .....	40
<b>5.0 YEAR END PROCESS EXECUTED .....</b>	<b>41</b>
5.1 YEAR END PROCESS EXECUTION .....	41
<b>6.0 VERIFICATION EXERCISE – AFTER THE YEAR END PROCESS COMPLETED .....</b>	<b>41</b>
<b>7.0 ACTIVITY AFTER YEAR END SUCCESSFULLY DONE .....</b>	<b>44</b>
<b>8.0 ACRONYMS .....</b>	<b>45</b>



## 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 2018 will run from 1/1/2019 and onwards.
- YEAR END PROCESS of *Klinik Kesihatan* will be performed by the respective PKD / MUSN / MUSB / PBFN at IWP.
- Hospital will performed 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

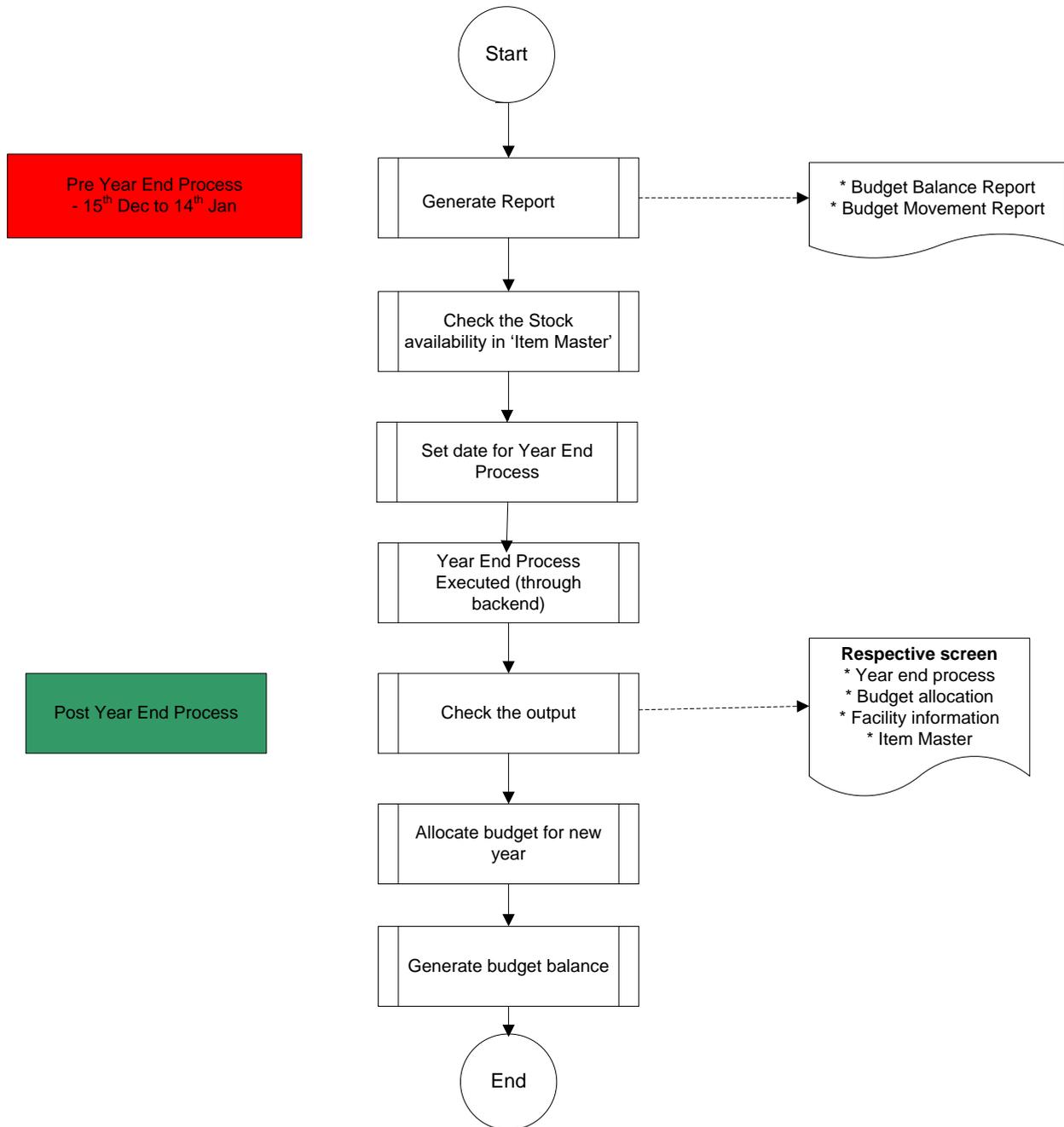
- This User’s Guide outlines the steps needed to carry out YEAR END PROCESS in PKD / MUSN / MUSB / PBFN / HOSPITAL PhIS and CPS.

### 1.3 Prerequisite

All PhIS & CPS transaction must be completed before running the year end process. Transaction includes:

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

**2.0 YEAR END PROCESS - WORKFLOW**

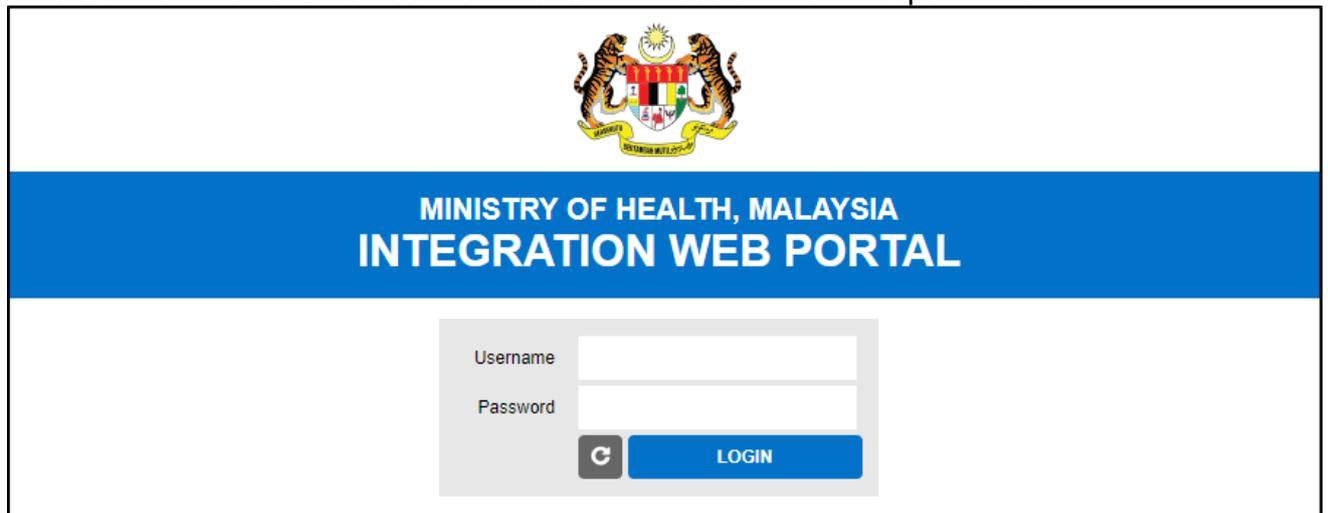


**Figure 2-1: Workflow**

### 3.0 STEPS TO BE TAKEN Before Year End Process – by PKD / MUSN / MUSB / PBFN / KK / HOSPITAL

#### 3.1 Login

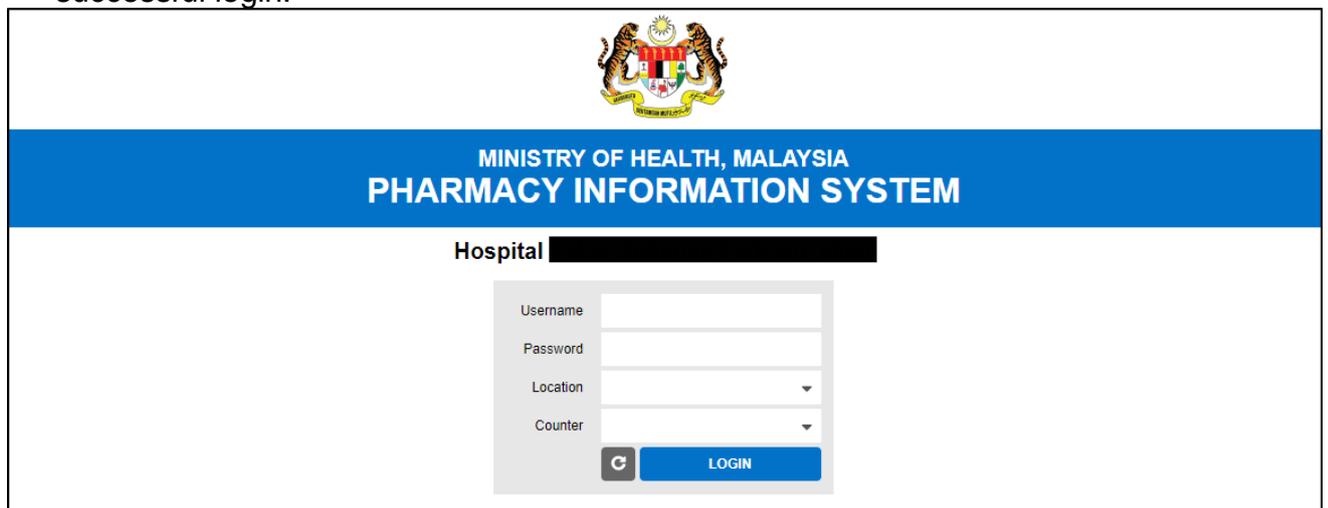
PKD / MUSN / MUSB / PBFN user will use IWP for the said process.



The screenshot shows the login page for the Ministry of Health, Malaysia Integration Web Portal. At the top center is the national coat of arms. Below it is a blue banner with the text "MINISTRY OF HEALTH, MALAYSIA INTEGRATION WEB PORTAL". The main content area contains a login form with two input fields: "Username" and "Password". Below these fields is a grey button with a circular refresh icon and a blue button labeled "LOGIN".

Figure 3-1-1: IWP Login Page

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



The screenshot shows the login page for the Ministry of Health, Malaysia Pharmacy Information System. At the top center is the national coat of arms. Below it is a blue banner with the text "MINISTRY OF HEALTH, MALAYSIA PHARMACY INFORMATION SYSTEM". Below the banner is a "Hospital" label followed by a blacked-out text field. The main content area contains a login form with four input fields: "Username", "Password", "Location" (with a dropdown arrow), and "Counter" (with a dropdown arrow). Below these fields is a grey button with a circular refresh icon and a blue button labeled "LOGIN".

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

### 3.2 Generate Reports

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

PHIS - Hospital	IWP - PKD / MUSN /MUSB / PFBN	PHIS - KK
<p>Steps:</p> <ul style="list-style-type: none"> <li>• “Report/Enquiry” → “Inventory” → “Finance” → “Budget Balance By Vote”</li> </ul>	<p>Steps:</p> <ul style="list-style-type: none"> <li>• “Report/Enquiry” → “Inventory” → “Budget Balance”</li> </ul>	<p>Steps:</p> <ul style="list-style-type: none"> <li>• “Report/Enquiry” → “Inventory” → “Finance” → “Budget Balance By Vote”</li> </ul>

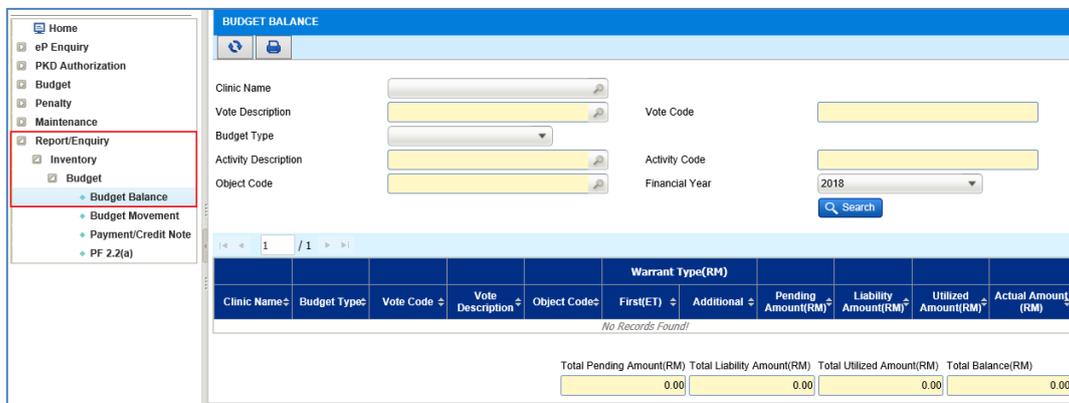


Figure 3-2-1: IWP Budget Balance Page

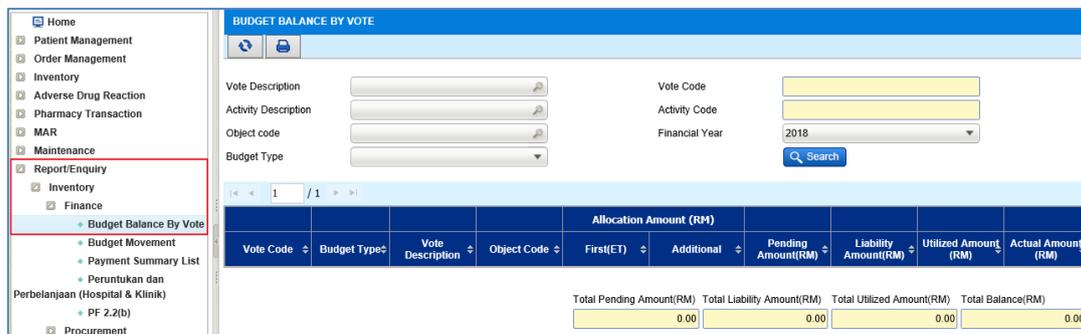


Figure 3-2-2: Example of KK Budget Balance Page

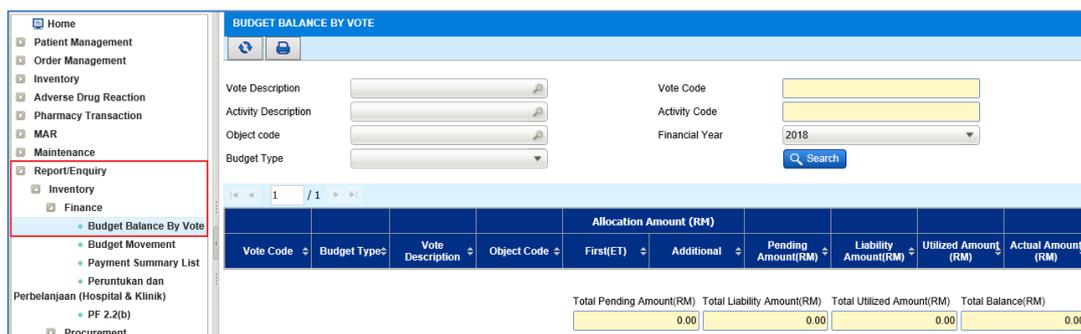


Figure 3-2-3: Example of Hospital Budget Balance Page

### 3.3 To Verify Current Financial Year Information

#### 3.3.1 Facility Information screen

PHIS - Hospital	PHIS - PKD / MUSN / MUSB / PBFN / KK
<b>Steps:</b> <ul style="list-style-type: none"> <li>• “Maintenance” → “General” → “Facility Information”</li> <li>• Check the “Current Financial Year”</li> </ul>	<b>Steps:</b> <ul style="list-style-type: none"> <li>• “Maintenance” → “General” → “Facility Information”</li> <li>• Check the “Current Financial Year”</li> </ul>

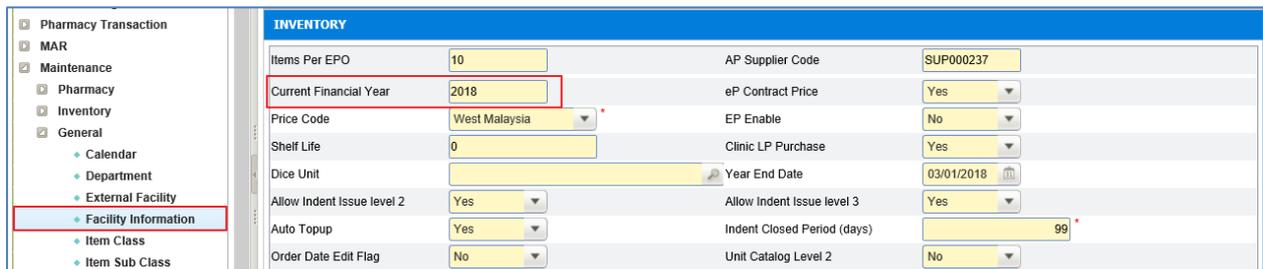


Figure 3-3-1-1: Example of Facility Information Page, “Current Financial Year” = 2018

#### 3.3.2 Year End Process screen

PHIS - Hospital	IWP - PKD / MUSN / MUSB / PBFN	PHIS - PKD / MUSN / MUSB / PBFN / KK
<b>Steps:</b> <ul style="list-style-type: none"> <li>• “Inventory” → “Inventory Management” → “Others” → “Year End Process”</li> </ul>	<b>Steps:</b> <ul style="list-style-type: none"> <li>• “Maintenance” → “Inventory” → “Year End Process”</li> </ul>	<b>Steps:</b> <ul style="list-style-type: none"> <li>• “Inventory” → “Inventory Management” → “Others” → “Year End Process”</li> </ul>

For example:

In year 2018, before the YEAR END PROCESS is performed, “Financial Year” should equal to the current year (2018).

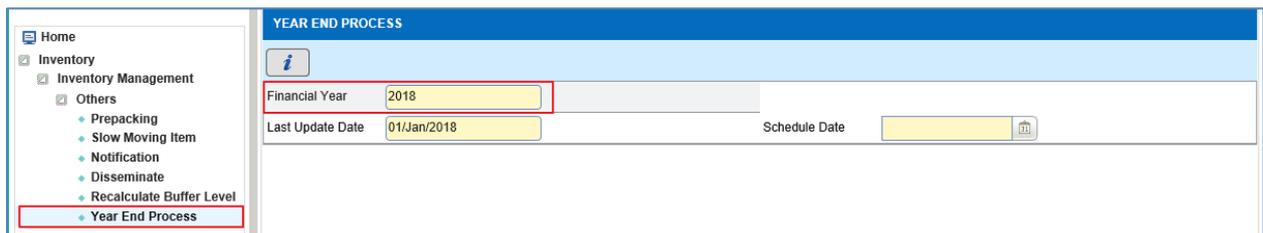


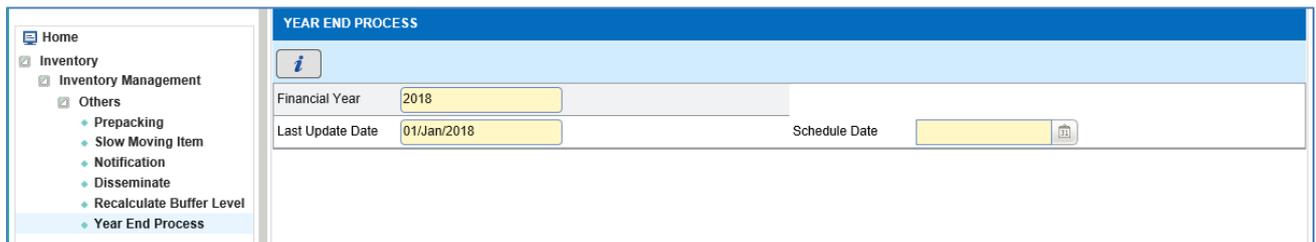
Figure 3-3-2-1: Example of Year End Process screen, “Financial Year” = 2018

## 4.0 SCHEDULE YEAR END PROCESS DATE – By PKD/ MUSN / MUSB / PBFN / KK / HOSPITAL

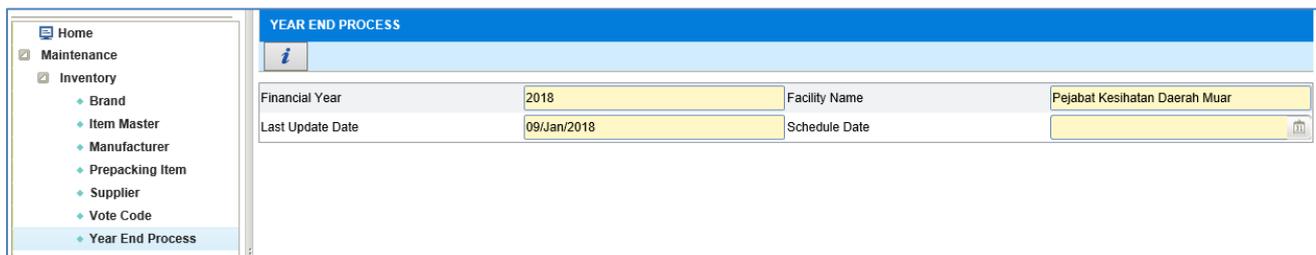
### 4.1 Schedule YEAR END PROCESS

PhIS - Hospital	IWP - PKD / MUSN / MUSB / PBFN
<p>Steps:</p> <ul style="list-style-type: none"> <li>• “Inventory” → “Inventory Management” → “Others” → “Year End Process”</li> <li>• Select a future date (next financial year) &amp; click button “Save”</li> </ul>	<p>Steps:</p> <ul style="list-style-type: none"> <li>• “Maintenance” → “Inventory” → “Year End Process”</li> <li>• Select a future date (next financial year) &amp; click button “Save”</li> </ul>

- “Schedule Date” field is enabled and button “Save” is displayed only within date range “15<sup>th</sup> Dec 2018 12:00 AM” until “14<sup>th</sup> Mar 2019 11:59 PM”.
- During “Schedule Date” selection, only date between “1<sup>st</sup> Jan 2019” until “15<sup>th</sup> Mar 2019” is allowed to be selected however user is not allowed to select backdate value.



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



**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 15<sup>TH</sup> Dec 2018, HOSPITAL user schedule 2018 YEAR END PROCESS to 1<sup>ST</sup> Jan 2019. System will then automatically run YEAR END PROCESS at 1:00AM on 1<sup>ST</sup> Jan 2019.

## 6.0 VERIFICATION EXERCISE – AFTER THE YEAR END PROCESS COMPLETED

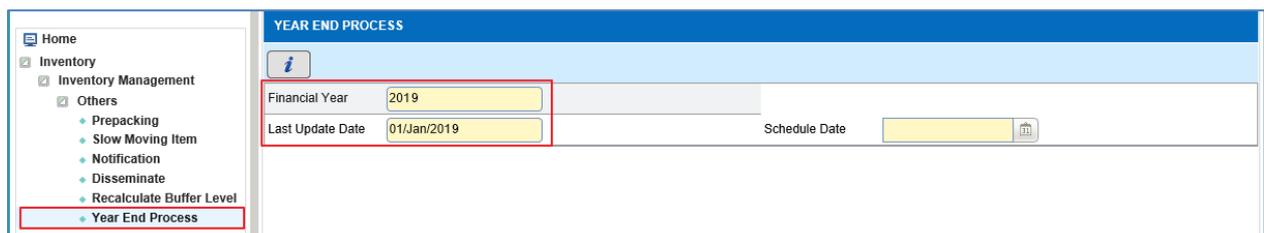
### 6.1 YEAR END PROCESS Verification

PHIS - Hospital	IWP - PKD / MUSN /MUSB / PFBN	PhIS – PKD / MUSN / MUSB / PBFN / KK
Once “Year End Process” run (Immediately update): <ul style="list-style-type: none"> <li>• Last Update Date</li> <li>• Financial Year                             <ul style="list-style-type: none"> <li>➢ Facility Information</li> <li>➢ Year End Process</li> <li>➢ Allocation / Deduction / Virement</li> <li>➢ Purchase Order</li> </ul> </li> <li>• Item Master – All YTD Amount</li> <li>• Budget Balance By Vote</li> <li>• Budget Movement</li> </ul>	Once “Year End Process” run (Immediately update): <ul style="list-style-type: none"> <li>• Last Update Date</li> <li>• Financial Year                             <ul style="list-style-type: none"> <li>➢ Year End Process</li> <li>➢ Allocation / Deduction / Virement</li> </ul> </li> </ul>	Once “Year End Process” run (Update 1-2 hours after synchronization from IWP): <ul style="list-style-type: none"> <li>• Last Update Date</li> <li>• Financial Year                             <ul style="list-style-type: none"> <li>➢ Facility Information</li> <li>➢ Year End Process</li> <li>➢ Allocation / Deduction / Virement</li> <li>➢ Purchase Order</li> </ul> </li> <li>• Item Master – All YTD Amount</li> <li>• Budget Balance By Vote</li> <li>• Budget Movement</li> </ul>

### 6.2 Year End Process Last Update Date Verification

Verify “Year End Process” screen,

- “Financial Year” should display as “2019” (New financial year)
- “Last Update Date” should display the “Schedule Date” set before Year End Process execution.



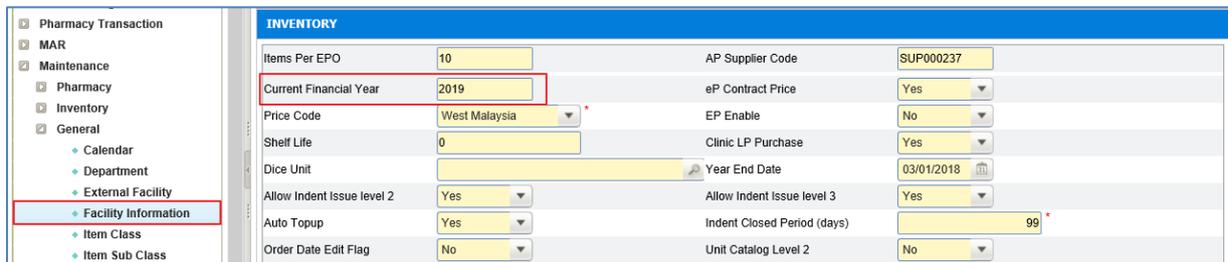
**Figure 6-2-1: Example of Year End Process screen (after YEAR END PROCESS)**

### 6.3 Financial Year Information Verification

The following screens should display the new financial year:

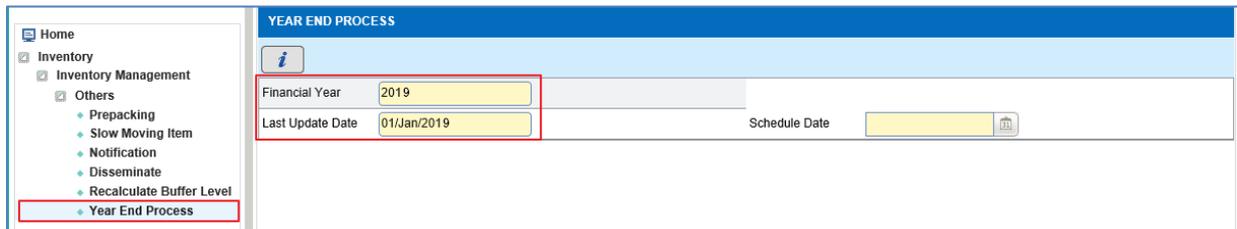
- Facility Configuration screen
- “Year End Process” screen
- New transaction of Budget – “Allocation/Deduction/Virement” screen
- New transaction of “Purchase Order” screen

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



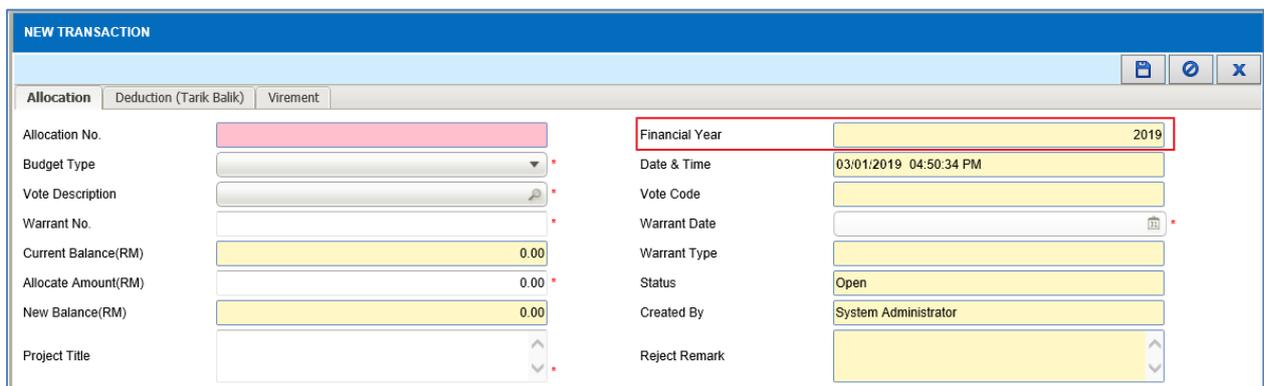
INVENTORY			
Items Per EPO	10	AP Supplier Code	SUP000237
Current Financial Year	2019	eP Contract Price	Yes
Price Code	West Malaysia	EP Enable	No
Shelf Life	0	Clinic LP Purchase	Yes
Dice Unit		Year End Date	03/01/2018
Allow Indent Issue level 2	Yes	Allow Indent Issue level 3	Yes
Auto Topup	Yes	Indent Closed Period (days)	99
Order Date Edit Flag	No	Unit Catalog Level 2	No

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



YEAR END PROCESS			
Financial Year	2019	Schedule Date	
Last Update Date	01/Jan/2019		

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



NEW TRANSACTION			
Allocation	Deduction (Tarik Balik)	Virement	
Allocation No.		Financial Year	2019
Budget Type		Date & Time	03/01/2019 04:50:34 PM
Vote Description		Vote Code	
Warrant No.		Warrant Date	
Current Balance(RM)	0.00	Warrant Type	
Allocate Amount(RM)	0.00	Status	Open
New Balance(RM)	0.00	Created By	System Administrator
Project Title		Reject Remark	

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



**PURCHASE ORDER**

**PURCHASE ORDER DETAILS**

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: [Redacted] | Financial Year: 2019

Request Type: [Redacted] | Total Order Amount (RM): 0.00

Supplier Name: PHARMANIAGA LOGISTIC SDN.BHD. | Order Date: 03/01/2019 04:54:57 PM

Delivery Site To Name: KLINIK KESIHATAN | Created By: System Administrator

Order Status: Open | eP Status: [Redacted]

Remark: [Redacted] | Reason: [Redacted]

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:

**ACCUMULATIVE**

	PKU (pack)	SKU (g)		
YTD Receipt Qty	0.00	0	YTD Receipt Amount	0.00
YTD Return to Supplier Qty	0.00		YTD Condemn Qty	0
YTD Order Qty		0	YTD Order Amt(RM)	0.00
YTD Receipt FOC	0.00	0	YTD Purchase Qty	0
Open Stock available Good Stock	5.00	4,600	YTD Purchase Amount	0.00
YTD Receipt External Facility	0.00	0	Open Stock item average price	0.00
Open Stock available Bad Stock	0.00	0		
YTD Receipt Receive from Supplier Return (Replacement)	0.00	0		
Open Stock available Quarantine Stock	0.00	0		

Figure 6.4.1: Example of Item Master screen (after YEAR END PROCESS)

### 6.5 Budget Balance By Vote

Should display '0' for budget balance in Budget Balance By Vote

**BUDGET BALANCE BY VOTE**

Vote Description: PERUBATAN AM (UBAT) | Vote Code: 053301/010500/27401/01

Activity Code: [Redacted] | Financial Year: 2019

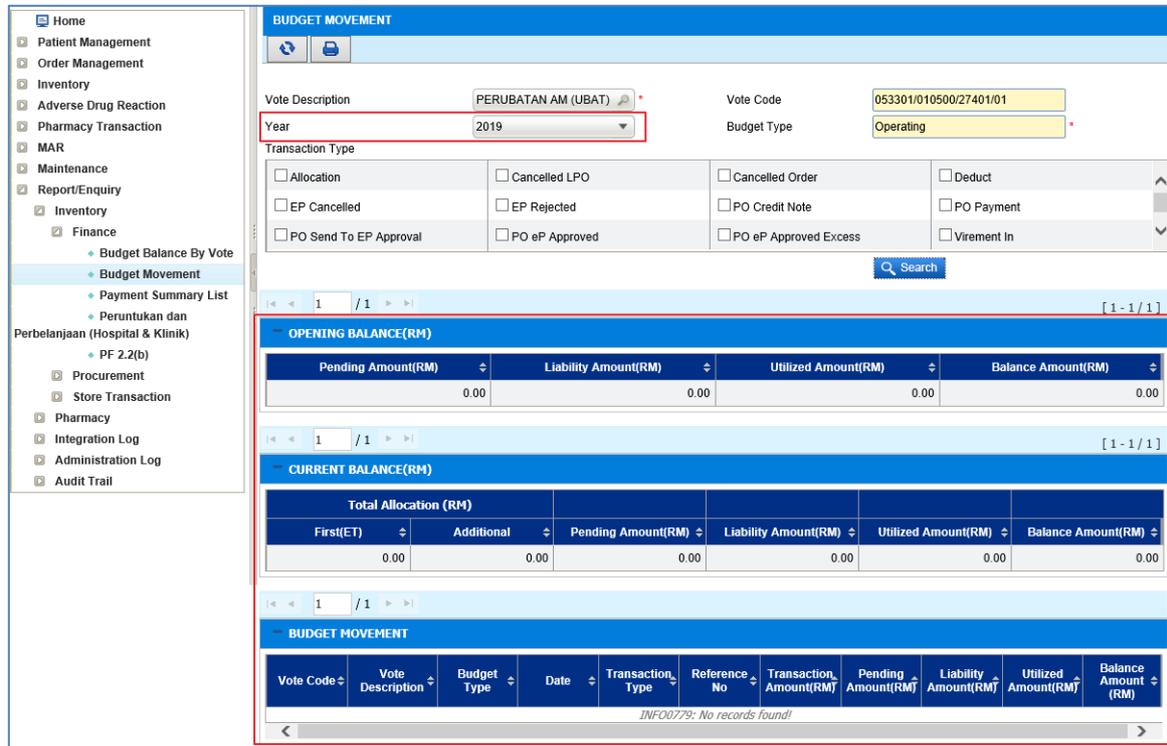
Budget Type: [Redacted]

Vote Code	Budget Type	Vote Description	Object Code	Allocation Amount (RM)		Pending Amount(RM)	Liability Amount(RM)	Utilized Amount(RM)	Actual Amount(RM)
				First(ET)	Additional				
053301/010500/27401/01	Operating	PERUBATAN AM (UBAT)	27401		0.00	0.00	0.00	0.00	0.00
Total Pending Amount (RM)				Total Liability Amount (RM)		Total Utilized Amount (RM)		Total Balance(RM)	
				0.00		0.00		0.00	

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

### 6.6 Budget Movement Verification

Should be no record for budget movement and balance = 0 in Budget Movement screen:



The screenshot shows the 'BUDGET MOVEMENT' screen with the following details:

- Vote Description:** PERUBATAN AM (UBAT)
- Vote Code:** 053301/010500/27401/01
- Year:** 2019
- Budget Type:** Operating

**Transaction Type** options include Allocation, Cancelled LPO, Cancelled Order, Deduct, EP Cancelled, EP Rejected, PO Credit Note, PO Payment, PO Send To EP Approval, PO eP Approved, PO eP Approved Excess, and Virement In.

**OPENING BALANCE(RM)** table:

Pending Amount(RM)	Liability Amount(RM)	Utilized Amount(RM)	Balance Amount(RM)
0.00	0.00	0.00	0.00

**CURRENT BALANCE(RM)** table:

Total Allocation (RM)					
First(ET)	Additional	Pending Amount(RM)	Liability Amount(RM)	Utilized Amount(RM)	Balance Amount(RM)
0.00	0.00	0.00	0.00	0.00	0.00

**BUDGET MOVEMENT** table:

Vote Code	Vote Description	Budget Type	Date	Transaction Type	Reference No	Transaction Amount(RM)	Pending Amount(RM)	Liability Amount(RM)	Utilized Amount(RM)	Balance Amount (RM)
INFO0779: No records found!										

Figure 6-6-1: Budget Movement screen (after YEAR END PROCESS)

## 7.0 ACTIVITY AFTER YEAR END SUCCESSFULLY DONE

- 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
MUSB	Makmal Ubat Stor Bahagian
MUSN	Makmal Ubat Stor Negeri
PO	Purchase Order
PKD	Pejabat Kesihatan Daerah
PKU	Packaging Keeping Unit
SKU	Store Keeping Unit
YEP	Year End Process
YTD	Year To Date