



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

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## **User Manual Pharmacy Inventory (Finance)**

<b>Version</b>	<b>: 4<sup>th</sup> Edition</b>
<b>Document ID</b>	<b>: U.MANUAL_INV_FINANCE</b>



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*Reference ID : U.MANUAL\_INV\_FINANCE-4<sup>th</sup> E*

*Application reference: PhIS & CPS v1.4.1*



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## 1.0 Introduction

### 1.1 Overview of PhIS

Pharmacy Information System or better known as PhIS is a complete and comprehensive system that integrates pharmacy related services that geared toward pharmacy excellence. This implementation would transform most of the current manual process to electronic system would benefit facility end user in the health care sector.

There are 12 modules to assist service delivery by the health care sector which comprises of:

1. Order Management
2. Inpatient Pharmacy
3. Outpatient Pharmacy
4. Medication Counselling
5. Ward Pharmacy
6. Pharmacy Inventory
7. Manufacturing of Cytotoxic Drug Reconstitution, Parenteral Nutrition, IV Admixture & Eye Drop , Radiopharmaceuticals and Extemporaneous
8. Adverse Drug Reaction & Drug Allergic (ADR & DAC)
9. Clinical Pharmacokinetics Services (TDM)
10. Drug Information & Consumer Education (DICE)
11. Medication Therapy Adherence Clinic (MTAC)
12. Data Mining (PhARM)

### 1.2 Purpose and Objectives

This user manual outlines the Pharmacy Inventory (Finance) sub-module and its key features and functionalities. The primary objective is to guide users through the process of completing PhIS application process.

User will understand the following activities in details:

- Allocation/Deduction (Tarik Balik)/Virement

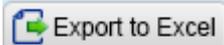
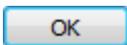
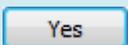
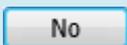
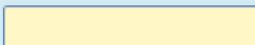
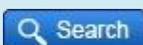
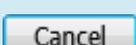
### 1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Vote Code
- Section 4 : Finance (Allocation/Deduct/Virement)
- Section 5 : Acronyms
- Section 6 : Link to Inventory Modules

## 2.0 Application Standard Features

### 2.1 PhIS Legend

Standard Legend			
	Login to PhIS		Logout from PhIS
	Close All Open Tabs		Refresh Screen
	Expand Menu		Collapse Menu
	Expand Module		Collapse Module
	Add/Create New Record		Save
	Close Window		Calendar Icon
	Save Transaction		Delete Record
	Export Report From PDF file to Excel file		OK Button
	Yes Button		No Button
	Radio Button	<input type="checkbox"/>	Checkbox
	System Automatic Generate Record No.		Automatically Display/Retrieve Box
	Reset Login Screen		Show Help
	Display Home Tab		Search Record
	Cancel		Dropdown Box
	Search Icon	*	Indicate Mandatory Field
	Edit Record		Empty Text Box
	Cancel Button		



Inventory Module Legend			
	Generate Request Purchase List		Add Vote Code
	Verify record		Add Drug/Non Drug
	Send for Approval		Approve record
	Reject record		

**Note**

- To learn more about Login Information, kindly click [Login Information](#) Modules for descriptive step.

### 3.0 Vote Code

#### Overview

User will be able to create vote code for the facility.

#### User Group

This module is intended for Pharmacist.

#### 3.1 Vote Code Listing Page

This page will display all the existing Vote Code.

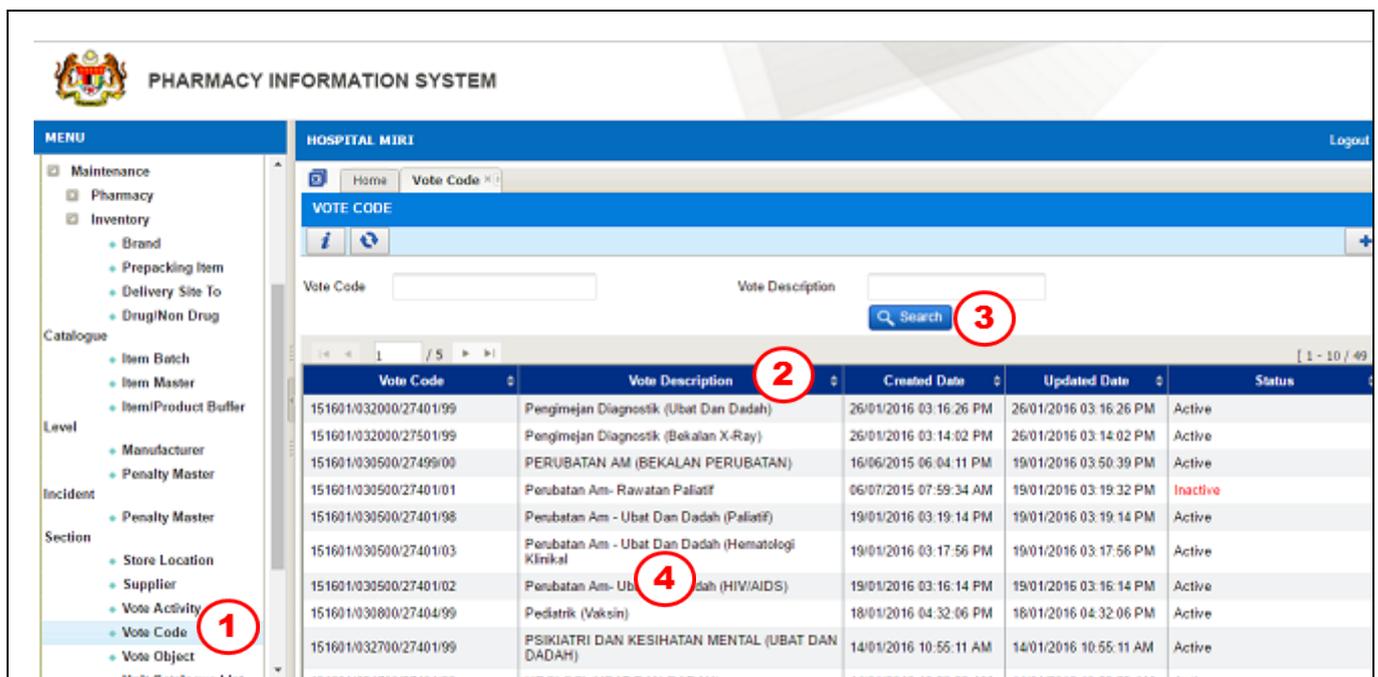


Figure 3.2-1 Create New Budget Allocation

#### Note

- Only user at the Pharmacy Store will have an access to this sub module set in the Login ID.
- This screen will allow users to search existing Vote Code with different criteria.

#### STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Vote Code'

#### STEP 2

To search for existing Vote Code transaction, users may search by criteria as follows:

No	Field	Description	Remark
a	Vote Code	PTJ Code/Vote Activity/Vote Object/Vote Sub Activity	This is a free text field and user can enter few Number.
b	Vote Description	The name of the vote code	This is a free text field and user can enter few words.

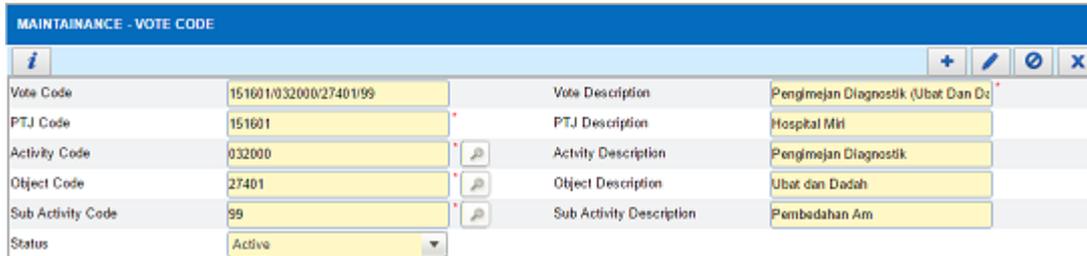
Table 3.2-1

**STEP 3**

Click on the  button to search for existing Vote Code

**STEP 4**

Double click on the selected record and the details will be displayed as shown in Figure 3.2-2

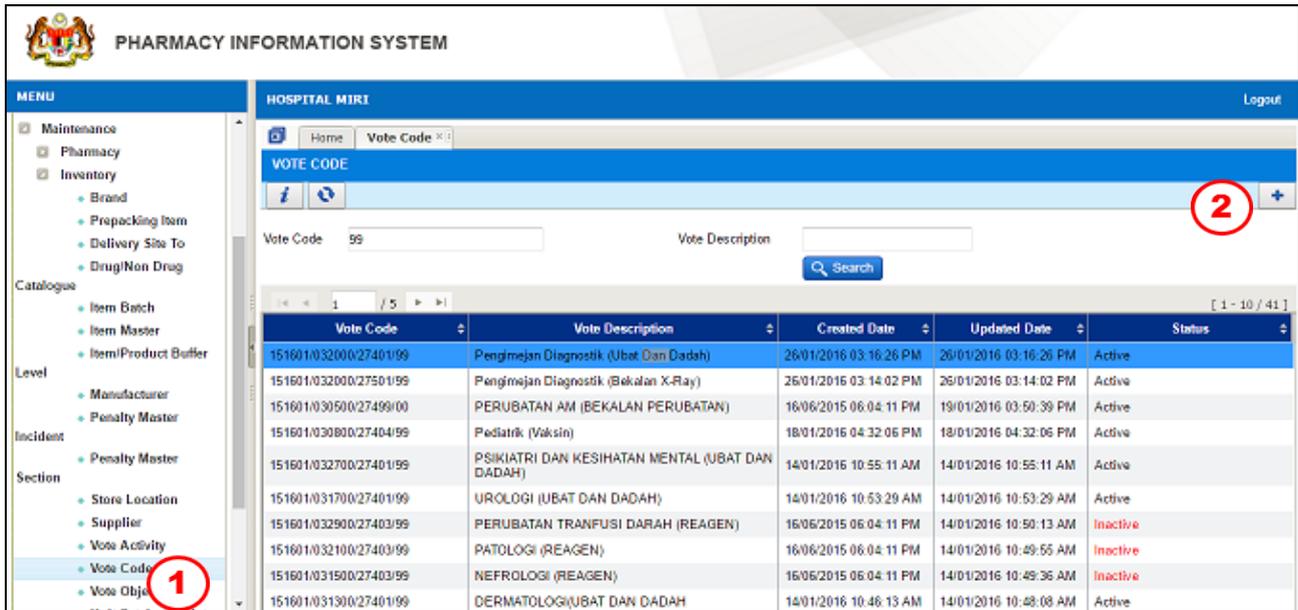


MAINTAINANCE - VOTE CODE			
i [ + ] [ edit ] [ refresh ] [ close ]			
Vote Code	151601/032000/27401/99	Vote Description	Pengimejan Diagnostik (Ubat Dan D
PTJ Code	151601	PTJ Description	Hospital Mid
Activity Code	032000	Activity Description	Pengimejan Diagnostik
Object Code	27401	Object Description	Ubat dan Dadah
Sub Activity Code	99	Sub Activity Description	Pembedahan Am
Status	Active		

**Figure 3.2-2 Existing Vote Code**

### 3.2 New Vote Code

This function is used to create new Vote Code.



**PHARMACY INFORMATION SYSTEM**

**HOSPITAL MIRI** Logout

Home | Vote Code

**VOTE CODE**

Vote Code: 99 | Vote Description: | Search

Vote Code	Vote Description	Created Date	Updated Date	Status
151601/032000/27401/99	Pengimejan Diagnostik (Ubat Dan Dadah)	26/01/2016 03:16:26 PM	26/01/2016 03:16:26 PM	Active
151601/032000/27501/99	Pengimejan Diagnostik (Bekalan X-Ray)	26/01/2016 03:14:02 PM	26/01/2016 03:14:02 PM	Active
151601/030500/27499/00	PERUBATAN AM (BEKALAN PERUBATAN)	16/06/2015 06:04:11 PM	19/01/2016 03:50:39 PM	Active
151601/030800/27404/99	Pediatrik (Vaksin)	18/01/2016 04:32:06 PM	18/01/2016 04:32:06 PM	Active
151601/032700/27401/99	PSIKIATRI DAN KESIHATAN MENTAL (UBAT DAN DADAH)	14/01/2016 10:55:11 AM	14/01/2016 10:55:11 AM	Active
151601/031700/27401/99	UROLOGI (UBAT DAN DADAH)	14/01/2016 10:53:29 AM	14/01/2016 10:53:29 AM	Active
151601/032900/27403/99	PERUBATAN TRANFUSI DARAH (REAGEN)	16/06/2015 06:04:11 PM	14/01/2016 10:50:13 AM	Inactive
151601/032100/27403/99	PATOLOGI (REAGEN)	16/06/2015 06:04:11 PM	14/01/2016 10:49:55 AM	Inactive
151601/031500/27403/99	NEFROLOGI (REAGEN)	16/06/2015 06:04:11 PM	14/01/2016 10:49:36 AM	Inactive
151601/031300/27401/99	DERMATOLOGI(UBAT DAN DADAH)	14/01/2016 10:48:13 AM	14/01/2016 10:48:08 AM	Active

Figure 3.3-1 Create New Budget Allocation

**Note**

- Hospital will create the vote code for itself while PKD will create for Clinics under it.

**STEP 1**

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Vote Code'

**STEP 2**

Click on the  button and the **Vote Code** tab will be displayed in the New Transaction screen as shown in the Figure 3.3-2

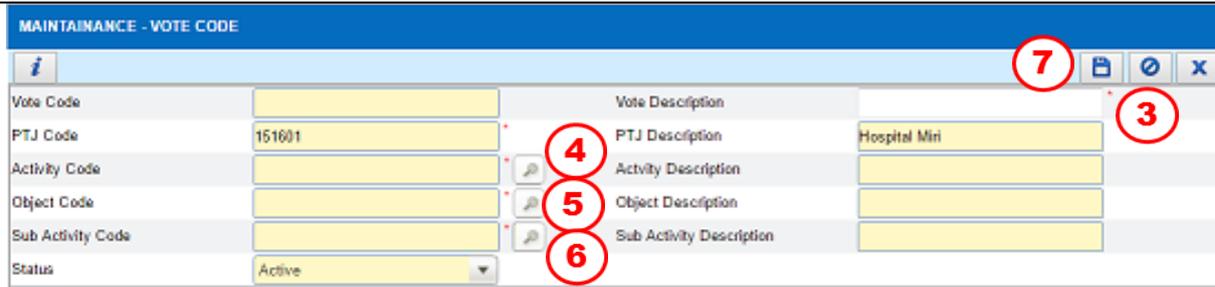


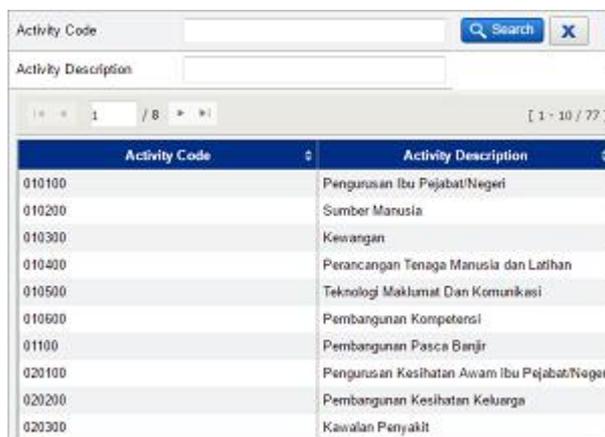
Figure 3.3-2 New Transaction – Vote Code

**Note**

- **PTJ Code** is defaulted to the facility's PTJ Code.
- **PTJ Description** is defaulted to facility's name
- The **Warrant Type** field will be emptied in a newly created transaction.
- Newly created Vote Code **Status** is defaulted to 'Active'.

**STEP 3**

Type the Vote Description.

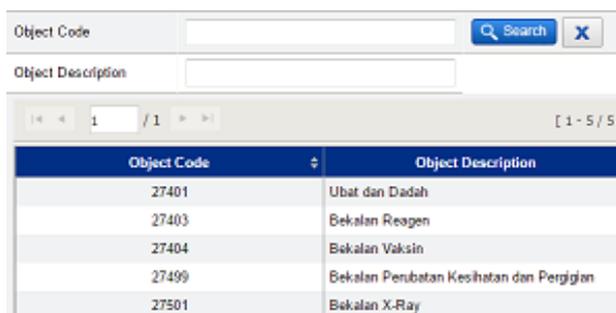


Activity Code	Activity Description
010100	Pengurusan Ibu Pejabat/Negeri
010200	Sumber Manusia
010300	Kewangan
010400	Perancangan Tenaga Manusia dan Latihan
010500	Teknologi Maklumat Dan Komunikasi
010600	Pembangunan Kompetensi
01100	Pembangunan Pasca Banjir
020100	Pengurusan Kesihatan Awam Ibu Pejabat/Negeri
020200	Pembangunan Kesihatan Keluarga
020300	Kawalan Penyakit

Figure 3.3-3 Search Vote Activity

**STEP 4**

Select **Vote Activity** as per Figure 3.3-3



Object Code	Object Description
27401	Ubat dan Dadah
27403	Bekalan Reagen
27404	Bekalan Vaksin
27499	Bekalan Penubatan Kesihatan dan Pergigian
27501	Bekalan X-Ray

Figure 3.3-4 Search Object Code

**STEP 5**

Select **Object Code** as per Figure 3.3-4



Activity Code	Sub Activity Code	Sub Activity Description
020600	99	Famasi dan Bekalan Kesihatan Awam

**Figure 3.3-5 Search Sub Activity Code**

**STEP 6**

Select **Sub Activity Code** as per Figure 3.3-5

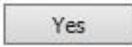
**Note**

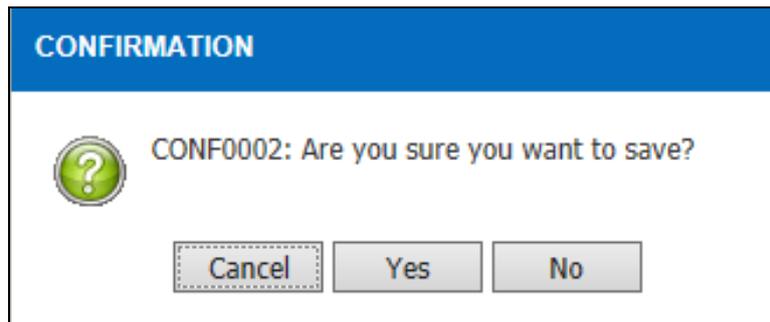
*Vote Activity, Vote Object and Vote Sub Activity is created by HQ*

**STEP 7**

Click on the  button to save the transaction

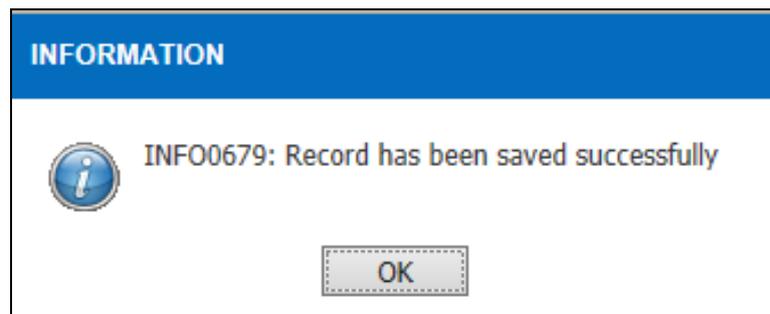
**Note**

- Click on the  button in Figure 3.3-6



**Figure 3.3-6 Save Confirm Alert Message**

- Click on the  button in Figure 3.3-7



**Figure 3.3-7 Data inserted successfully**

## 4.0 Finance

### Overview

User will be able to view the fund available for each Vote Code available in the facility; view and update the fund available, by performing Allocation, Deduction (Tarik Balik) or Virement transaction. Payment transaction will be created after receiving process from the supplier is done whether the receiving is in full or partial supply.

### User Group

This module is intended for Pharmacist and Assistant Pharmacist (subject to user assigned by the facility).

### Functional Diagram

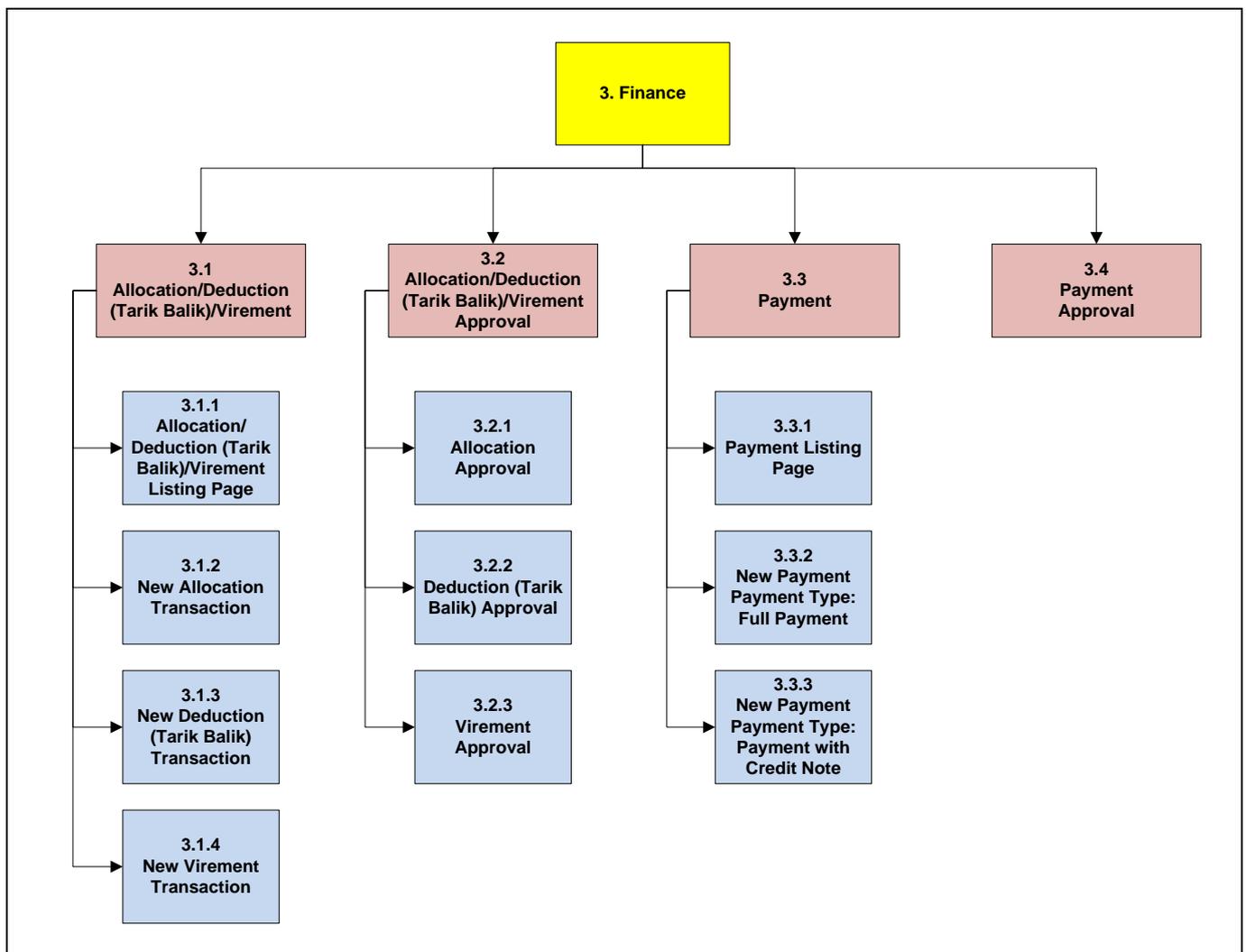


Figure 4.1-1

### Functional Description

Finance sub-module comprises of two (2) main functions:

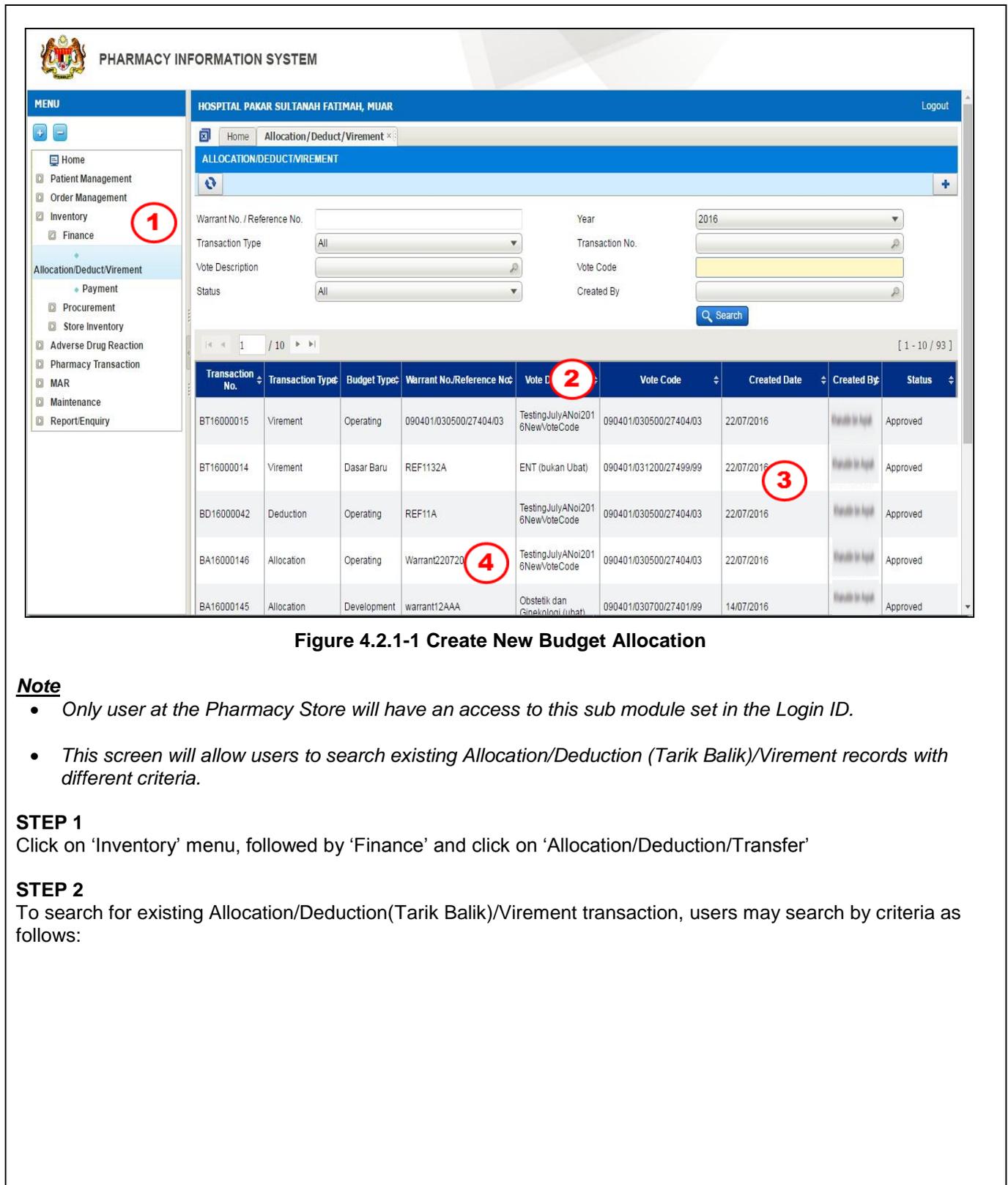
- Allocation/Deduction (Tarik Balik)/Virement**  
 The function of this sub-function is to record the Allocation, Deduction (Tarik Balik) and Virement transaction to any respective Vote Code(s). Every new transaction will have to be approved by the Pharmacist at the Pharmacy Store.
- Allocation/Deduction (Tarik Balik) /Virement Approval**  
 For the Head of Department/ Head of Unit/ Pharmacist to approve the 'Pending for Approval' Allocation/ Deduction (Tarik Balik) and Virement transaction(s).

## 4.2 Allocation/Deduction (Tarik Balik)/Virement

This sub module will be used to allocate/deduct an amount of budget and to transfer an amount of budget from one Vote Code to another vote code within the same facility.

### 4.2.1 Allocation/Deduction (Tarik Balik) /Virement Listing Page

This page will display all the existing Allocation/Deduction (Tarik Balik) /Virement transaction(s).



**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Allocation/Deduct/Virement

ALLOCATION/DEDUCT/VIREMENT

Warrant No. /Reference No. Year: 2016

Transaction Type: All Transaction No.

Vote Description Vote Code

Status: All Created By

Search

Transaction No.	Transaction Type	Budget Type	Warrant No./Reference No.	Vote Code	Created Date	Created By	Status
BT16000015	Virement	Operating	090401/030500/27404/03	TestingJulyANoi2016NewVoteCode	090401/030500/27404/03	22/07/2016	Approved
BT16000014	Virement	Dasar Baru	REF1132A	ENT (bukan Ubat)	090401/031200/27499/99	22/07/2016	Approved
BD16000042	Deduction	Operating	REF11A	TestingJulyANoi2016NewVoteCode	090401/030500/27404/03	22/07/2016	Approved
BA16000146	Allocation	Operating	Warrant220720	TestingJulyANoi2016NewVoteCode	090401/030500/27404/03	22/07/2016	Approved
BA16000145	Allocation	Development	warrant12AAA	Obstetik dan Ginekologi (ubat)	090401/030700/27401/99	14/07/2016	Approved

Figure 4.2.1-1 Create New Budget Allocation

**Note**

- Only user at the Pharmacy Store will have an access to this sub module set in the Login ID.
- This screen will allow users to search existing Allocation/Deduction (Tarik Balik)/Virement records with different criteria.

**STEP 1**

Click on 'Inventory' menu, followed by 'Finance' and click on 'Allocation/Deduction/Transfer'

**STEP 2**

To search for existing Allocation/Deduction(Tarik Balik)/Virement transaction, users may search by criteria as follows:

No	Field	Description	Remark
a	Warrant No.	Warrant No. is stated in the HQ warrant	This is a free text field and user can enter few words of Warrant No.
b	Reference No.	Reference No. stated in the Tarik Balik circular or Virement approval form	This is a free text field and user can enter few words of Reference No.
c	Transaction Type	The Transaction Type will be displayed in the drop down box: <ul style="list-style-type: none"> <li>- All</li> <li>- Allocation</li> <li>- Deduction</li> <li>- Virement</li> </ul>	Transaction Type: <ul style="list-style-type: none"> <li>• All – Will display all existing Allocation/deduction (Tarik Balik)/Virement transactions</li> <li>• Allocation – Will display existing allocation transaction(s)</li> <li>• Deduction – Will display existing deduction transaction(s)</li> <li>• Virement – Will display existing Virement transaction(s)</li> </ul>
d	Transaction No.	Transaction No. is generated in a newly created transaction after the user saves the record	If Transaction Type is selected, corresponding Transaction No. will be populated into this bandbox. If the Transaction Type is not selected then all Transaction No. will be populated into this bandbox and user can select any of the Transaction No.
e	Vote Description	Search for Vote Description from the band box	All Vote Description/Code will be populated from the Vote Code master. User can select any one
f	Vote Code	This field will be disabled for the user to select	Vote Code will be displayed if the user selects a Vote Description
g	Year	The value defaults to the current financial year	This field will display the current and last two (2) financial years
h	Status	The Status will be displayed in the drop down box: <ul style="list-style-type: none"> <li>- All</li> <li>- Approved</li> <li>- Cancelled</li> <li>- Open</li> <li>- Pending For Approval</li> <li>- Rejected</li> </ul>	Status: <ul style="list-style-type: none"> <li>• All</li> <li>• Approved – The Allocation/Deduction/Virement transaction is approved by the Pharmacist</li> <li>• Cancelled – The transaction is cancelled by the user. The transaction cannot be cancelled after it is sent for approval</li> <li>• Open – Newly created transaction status will default to Open. The status will maintain as Open after the user saves the transaction</li> <li>• Rejected – The transaction is rejected by the Pharmacist</li> </ul>

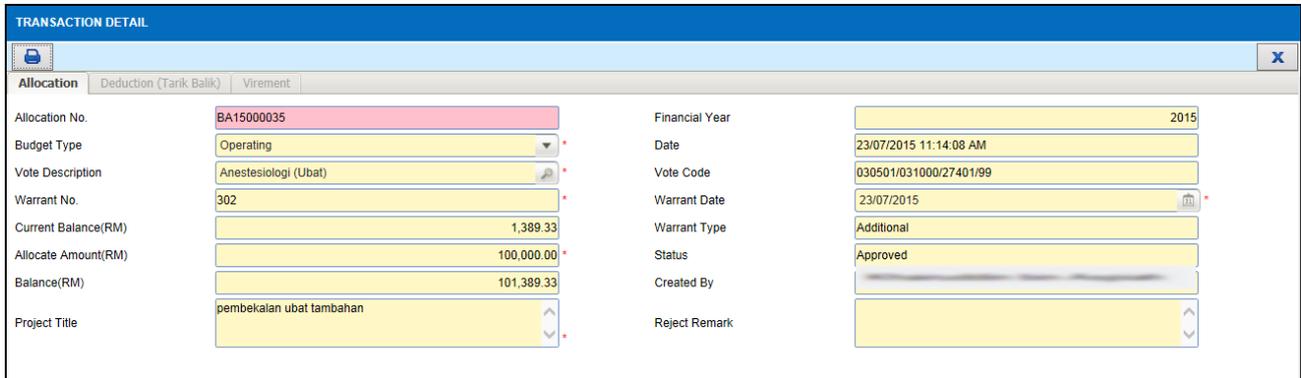
Table 4.2.1-1

**STEP 3**

Click on the  button to search for existing Allocation/Deduction(Tarik Balik)/Virement transaction

**STEP 4**

Double click on the selected record and the details will be displayed as shown in Figure 4.2.1-2



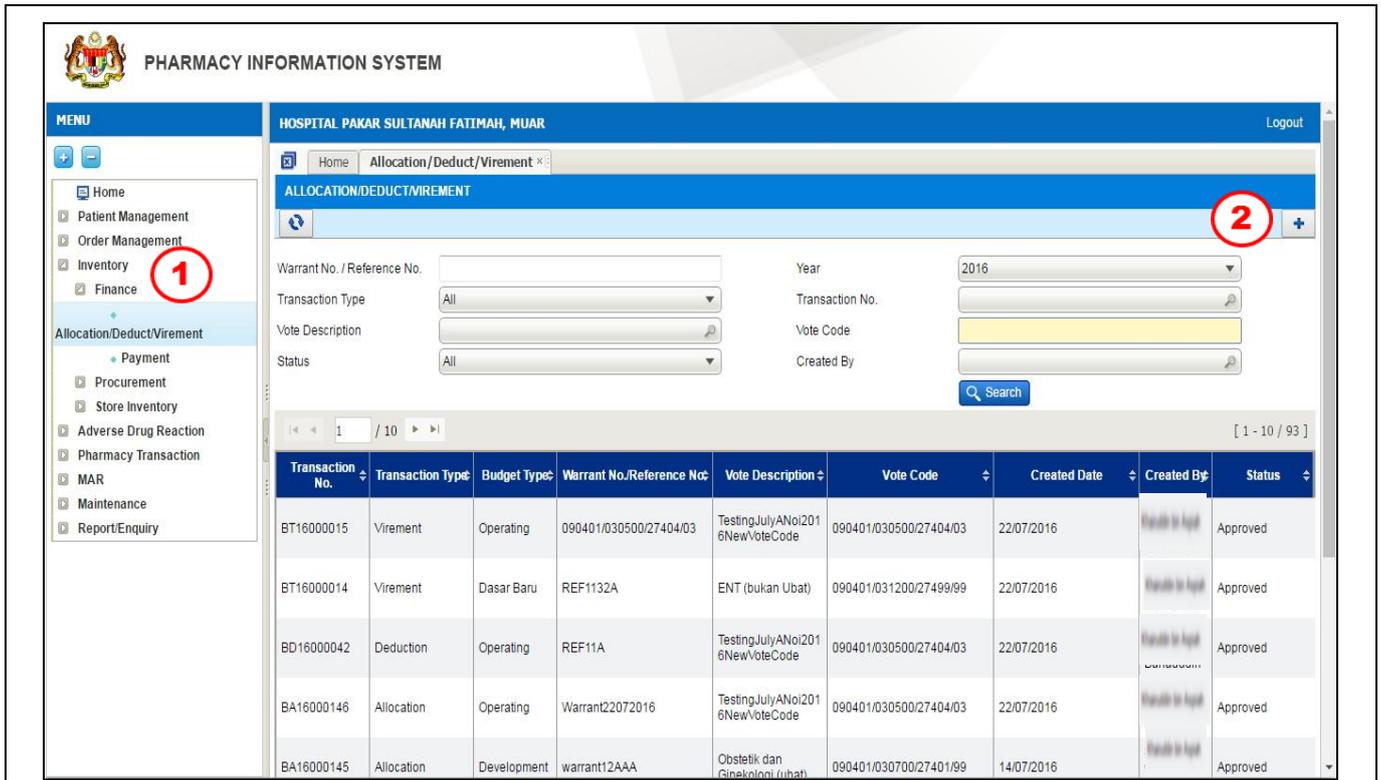
The screenshot shows a window titled "TRANSACTION DETAIL" with a blue header and a close button (X) in the top right. Below the header, there are three tabs: "Allocation" (selected), "Deduction (Tarik Balik)", and "Virement". The main area contains a form with the following fields:

Allocation No.	BA15000035	Financial Year	2015
Budget Type	Operating	Date	23/07/2015 11:14:08 AM
Vote Description	Anesthesiologi (Ubat)	Vote Code	030501/031000/27401/99
Warrant No.	302	Warrant Date	23/07/2015
Current Balance(RM)	1,389.33	Warrant Type	Additional
Allocate Amount(RM)	100,000.00	Status	Approved
Balance(RM)	101,389.33	Created By	
Project Title	pembekalan ubat tambahan	Reject Remark	

**Figure 4.2.1-2 Existing Budget Allocation record**

### 4.3 New Allocation Transaction

This function is used to record the budget allocation from MOH to the specified Vote Code(s) as per the warrant received by the facility.



Transaction No.	Transaction Type	Budget Type	Warrant No./Reference No.	Vote Description	Vote Code	Created Date	Created By	Status
BT16000015	Virement	Operating	090401/030500/27404/03	TestingJuliANoi2016NewVoteCode	090401/030500/27404/03	22/07/2016	Health	Approved
BT16000014	Virement	Dasar Baru	REF1132A	ENT (bukan Ubat)	090401/031200/27499/99	22/07/2016	Health	Approved
BD16000042	Deduction	Operating	REF11A	TestingJuliANoi2016NewVoteCode	090401/030500/27404/03	22/07/2016	Health	Approved
BA16000146	Allocation	Operating	Warrant22072016	TestingJuliANoi2016NewVoteCode	090401/030500/27404/03	22/07/2016	Health	Approved
BA16000145	Allocation	Development	warrant12AAA	Obstetrik dan Ginekologi (ubat)	090401/030700/27401/99	14/07/2016	Health	Approved

Figure 4.3-1 Create New Budget Allocation

**Note**

- All facilities (Hospital/Pejabat Kesihatan Daerah/Klinik Kesihatan) will receive funding from the Ministry of Health Malaysia every year.
- The budget will be allocated to specified vote code as stated in the warrant.

**STEP 1**

Click on 'Inventory' menu, followed by 'Finance' and click on 'Allocation/Deduction/Transfer'

**STEP 2**

Click on the  button and the **Allocation** tab will be displayed in the New Transaction screen as shown in the Figure 4.3-2

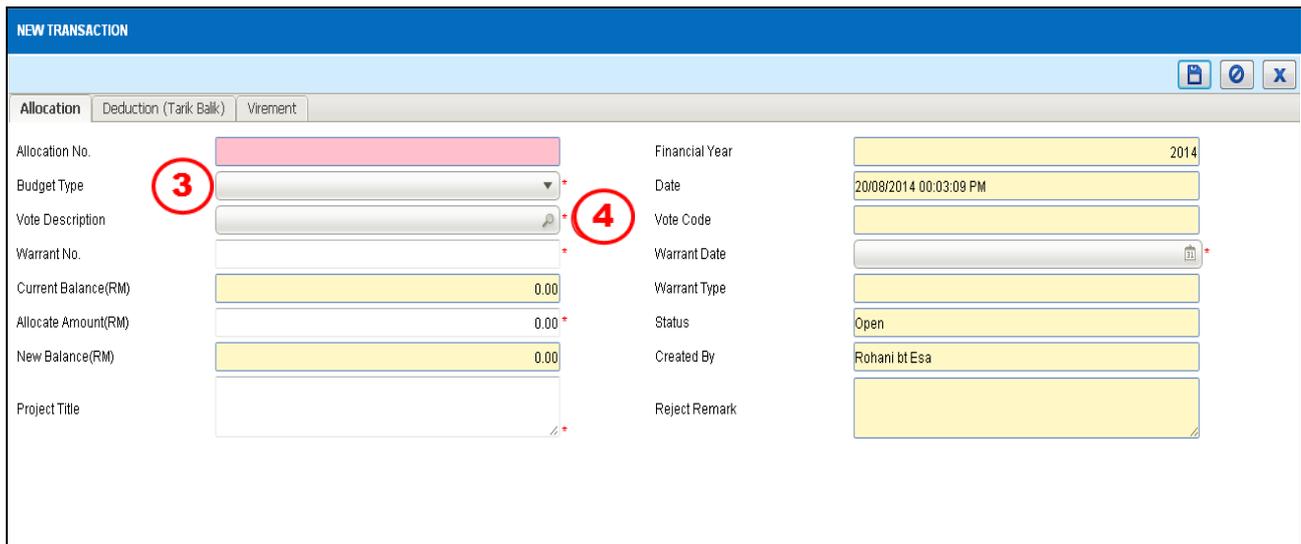
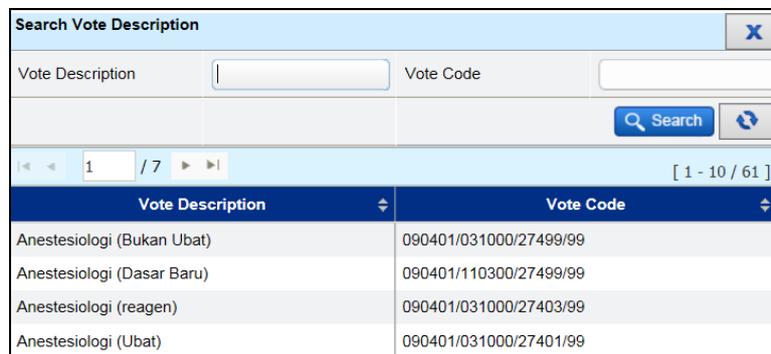


Figure 4.3-2 New Transaction – Allocation



Vote Description	Vote Code
Anesthesiologi (Bukan Ubat)	090401/031000/27499/99
Anesthesiologi (Dasar Baru)	090401/110300/27499/99
Anesthesiologi (reagen)	090401/031000/27403/99
Anesthesiologi (Ubat)	090401/031000/27401/99

Figure 4.3-3 Search Vote Description

**Note**

- **Financial Year** is defaulted to the current year. The value is non-editable and will be taken from the Hospital and Clinic Information.
- **Date** displayed defaults to the system Date Time. The value is non-editable and the format of this date is dd/MM/yyyy hh:mm:ss.
- The **Warrant Type** field will be emptied in a newly created transaction.
- Newly created Allocation **Status** is defaulted to 'Open'.
- **Created By** will defaults to the user Login ID.

**STEP 3**

Select **Budget Type** as per stated in the warrant from the drop down box:

- Dasar Baru
- Development
- One Off
- Operating

#### STEP 4

Select **Vote Description** as per stated in the warrant

#### Note

- **Vote Code** will be automatically displayed based on the **Vote Description** selected.
- **Current Balance (RM)** will be automatically displayed based on the **Vote Code** selected.
- If **Vote Description** is not available, the **Vote** has to be created before the **Budget Allocation** transaction can be proceeded.

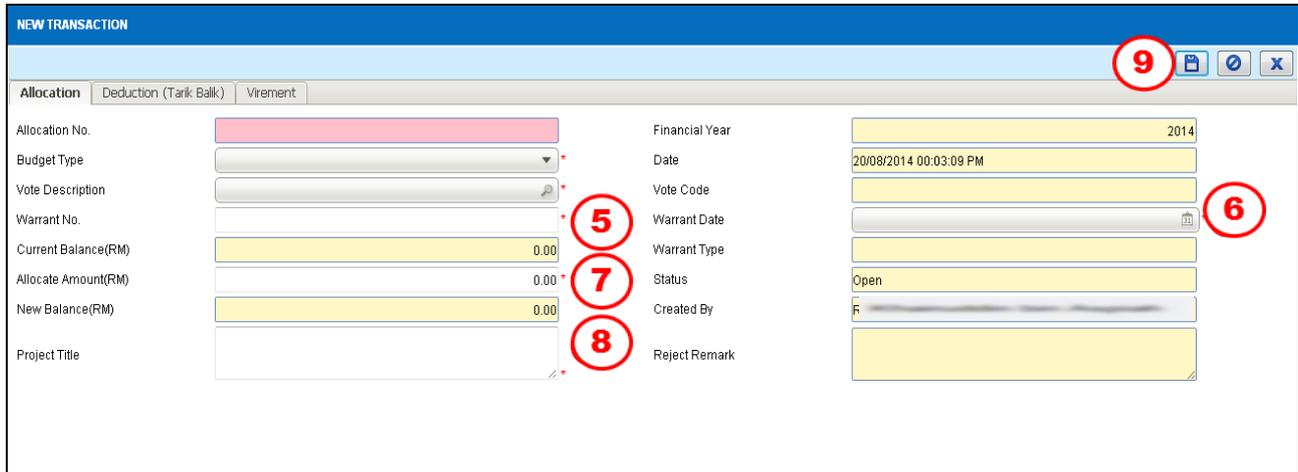


Figure 4.3-4 New Transaction – Allocation

#### STEP 5

Enter the **Warrant No.**

#### Note

Maximum length for the **Warrant No.** is forty (40) characters.

#### STEP 6

Select **Warrant Date** from the  icon

#### Note

**Warrant Date** must be current date or later date.

#### STEP 7

Enter **Allocate Amount (RM)** as per stated in the warrant

#### Note

**New Balance (RM)** value will be automatically calculated by the system.  
 $\text{New Balance (RM)} = \text{Current Balance (RM)} + \text{Allocate Amount (RM)}$

#### STEP 8

Enter **Project Title** if applicable

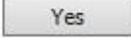
#### Note

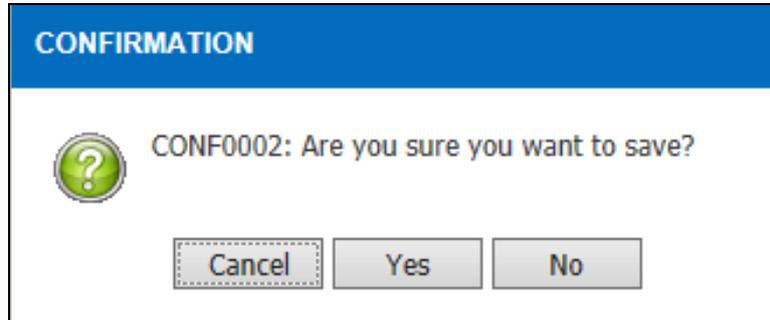
A maximum of hundred (100) characters is allowed in the **Project Title** field.

#### STEP 9

Click on the  button to save the transaction

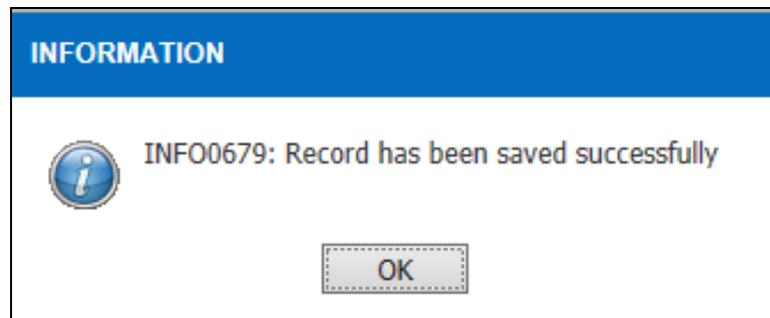
**Note**

- Click on the  button in Figure 4.3-5

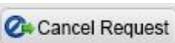


**Figure 4.3-5 Save Confirm Alert Message**

- Click on the  button in Figure 4.3-6



**Figure 4.3-6 Data inserted successfully**

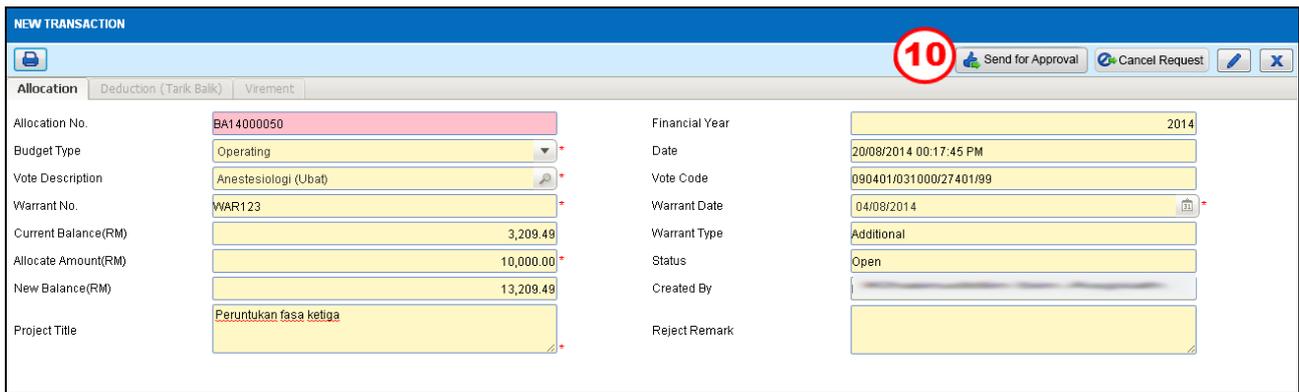
-  button will be enabled.
-  button will be enabled. Click on the button to cancel the transaction and the status will be changed to 'Cancelled'.
- Allocation No** will be automatically generated. E.g.: BA13000001

Character	Description	Value
1-2	Refer to budget allocation transaction	'BA'
3-4	Current year in 'YY' format	13
5-10	Running No	Starting from 000001. This running number will restart to 000001 every year.

**Table 4.3-1**

**STEP 10**

Click on the  button to send the Allocation record to the Pharmacist/HOD for approval



**NEW TRANSACTION**

Allocation: Deduction (Tarik Balik) | Virement

Allocation No. BA14000050 | Financial Year 2014

Budget Type Operating | Date 20/08/2014 00:17:45 PM

Vote Description Anestesiologi (Ubat) | Vote Code 090401/031000/27401/99

Warrant No. WAR123 | Warrant Date 04/08/2014

Current Balance(RM) 3,209.49 | Warrant Type Additional

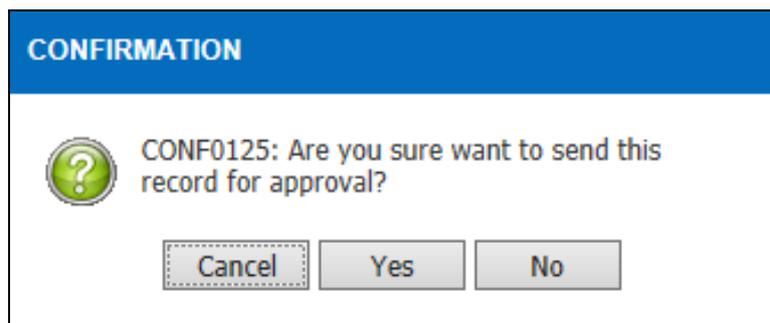
Allocate Amount(RM) 10,000.00 | Status Open

New Balance(RM) 13,209.49 | Created By

Project Title Peruntukan fasa ketiga | Reject Remark

**10** Send for Approval | Cancel Request

Figure 4.3-7 Send for Approval

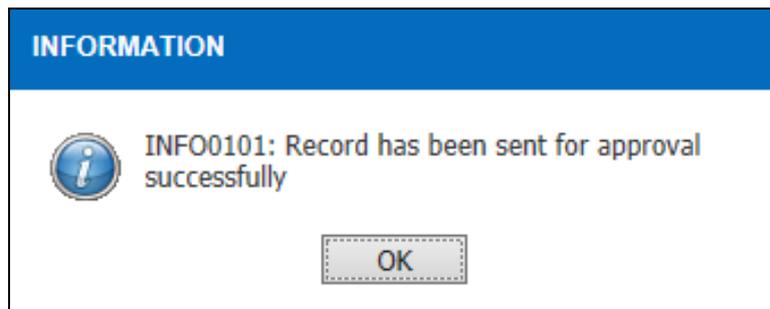


**CONFIRMATION**

CONF0125: Are you sure want to send this record for approval?

Cancel Yes No

Figure 4.3-8 Alert Message Send for Approval



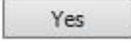
**INFORMATION**

INFO0101: Record has been sent for approval successfully

OK

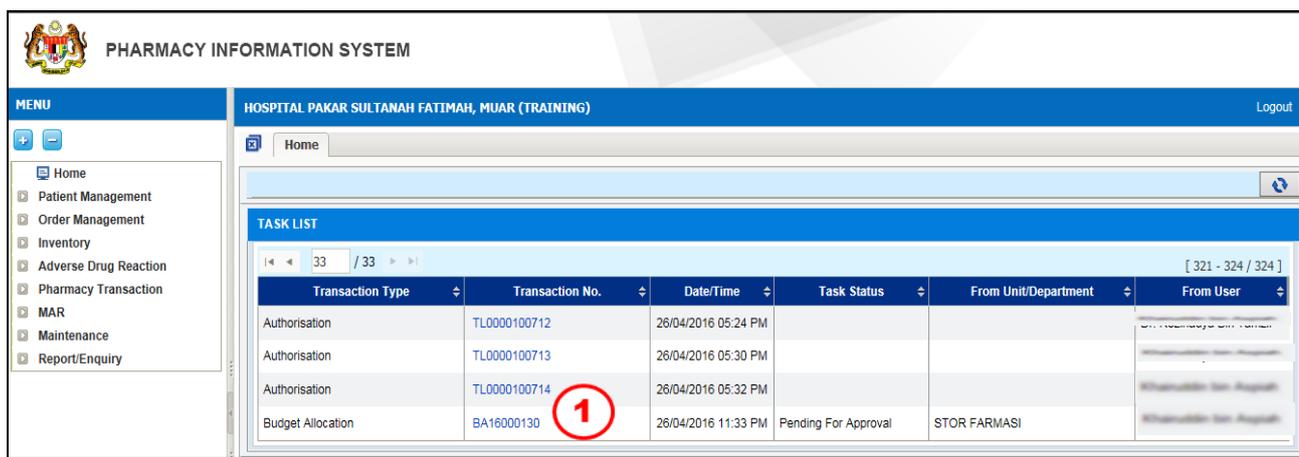
Figure 4.3-9 Successfully sent for Approval

**Note**

- Click on the  button in Figure 4.3-8.
- Click on the  button in Figure 4.3-9..
- The **Status** will be automatically changed to 'Pending for Approval'.
- The Pharmacist/HOD will receive a Pending for Approval Allocation/Deduction (Tarik Balik)/Virement record in the Task List.

### 4.3.1 Allocation Approval

To approve the Allocation transaction perform the step below.



**Figure 4.3.1-1 Task List**

Upon logging to the system, the HOD/Pharmacist will receive the 'Pending for Approval' Budget Virement transaction in the Task List at the Home Page.

Latest transaction will be on the last page of the Task List.

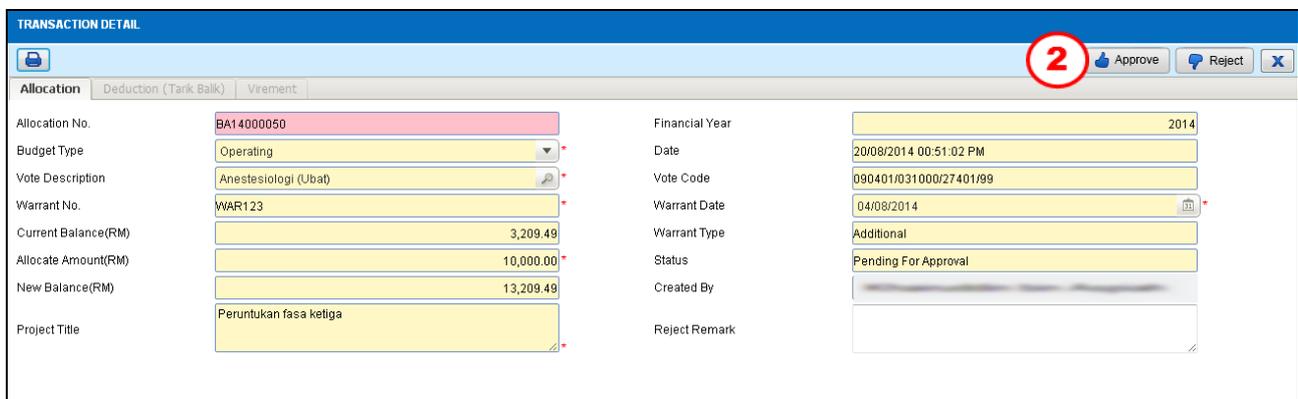
#### STEP 1

Click on the **Transaction No.** hyperlink and the Transaction Details for Allocation screen will be displayed as shown in Figure 4.3.1-2

#### STEP 2

Select one of the available buttons:

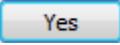
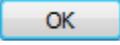
- a)  button to Approve the Allocation transaction.



**Figure 4.3.1-2 Transaction Details – Allocation**

#### Note

- The amount (RM) allocated will only be affected in the Budget Balance once the Allocation **Status** is 'Approved'.
- **Allocate Amount (RM)** is not allowed to be edited. In the circumstances that the **Allocate Amount (RM)** entered is wrong, user has to reject the transaction.

- **Warrant Type** will be displayed as **First** if the allocation to the vote code is for the first time and as **Additional** for subsequent allocation
- The **Status** will be automatically change to 'Approved'.
- Alert messages will be displayed after the user makes the selection as per Figure 4.3.1-3 and Figure 4.3.1-4.
- Click on the  button.
- Click on the  button.
- a)  button to Reject the Allocation transaction and the **Reject Remark** will be a mandatory field to be entered.

**Note**

- **Reject Remark** is mandatory to reject the Allocation transaction and the **Status** will automatically change to 'Rejected'.
- Click on the  button to view/print the report as Figure 4.3.1-5

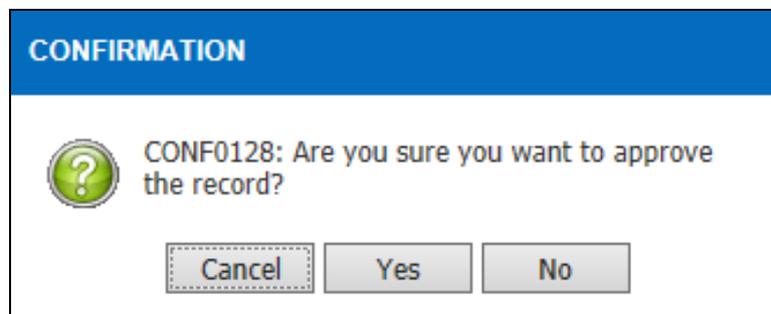


Figure 4.3.1-3 Confirmation Alert Message

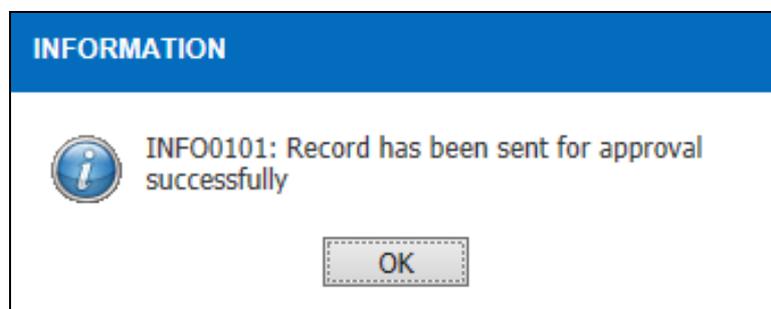


Figure 4.3.1-4 Information Alert Message



**KEMENTERIAN KESIHATAN MALAYSIA**  
**Hospital Pakar Sultanah Fatimah, Muar**  
**BUDGET ALLOCATION REPORT**

Transaction No. : BA1400050  
Vote Code : 0904010310002740109  
Vote Name : Anestesiologi (Ubat)  
Budget Type : Operating  
Status : Approved

Date	Warrant No.	Warrant Date	Warrant Type	Allocation Amount (RM)	Current Balance(RM)	Balance (RM)	Remarks
20/05/2014	WAR123	04/05/2014	Additional	10,000.00	3,209.49	13,209.49	Peruntukan lassa ketiga
<b>TOTAL (RM) :</b>				10,000.00	3,209.49	13,209.49	

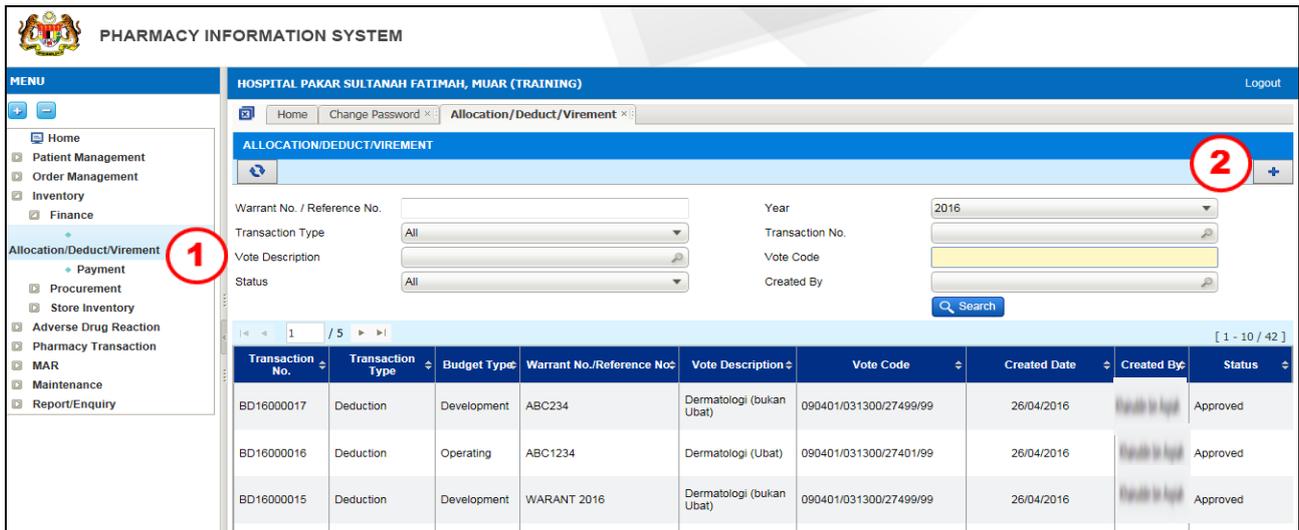
<p><b>Disedikan oleh:</b></p> <p><b>Nama :</b> [REDACTED]</p> <p><b>Jawatan :</b> Penolong Pegawai Tadbir N27</p> <p><b>Unit :</b> STOR FARMASI</p> <p><b>Jabatan :</b> Pharmacy</p> <p><b>Tarikh :</b> 20/05/2014</p>	<p><b>(DILULUSKAN)</b></p> <p><b>Nama :</b> [REDACTED]</p> <p><b>Jawatan :</b> Pegawai Farmasi U4B</p> <p><b>Unit :</b> STOR FARMASI</p> <p><b>Jabatan :</b> Pharmacy</p> <p><b>Tarikh :</b> 20/05/2014</p>
--	---

Printed Date : 20/05/2014      Printed By : Mohamad Azhar bin Bahaudin      Unit Name : STOR FARMASI      Source : PhIS

Figure 4.3.1-5 Allocation Report

### 4.3.2 New Deduction (Tarik Balik) Transaction

This function is used to record the budget deduction as from any Vote Code in the facility.



Transaction No.	Transaction Type	Budget Type	Warrant No./Reference No.	Vote Description	Vote Code	Created Date	Created By	Status
BD16000017	Deduction	Development	ABC234	Dermatologi (bukan Ubat)	090401/031300/27499/99	26/04/2016		Approved
BD16000016	Deduction	Operating	ABC1234	Dermatologi (Ubat)	090401/031300/27401/99	26/04/2016		Approved
BD16000015	Deduction	Development	WARANT 2016	Dermatologi (bukan Ubat)	090401/031300/27499/99	26/04/2016		Approved

Figure 4.3.2-1 Create New Deduction (Tarik Balik)

#### STEP 1

Click on 'Inventory' menu, followed by 'Finance' and click on 'Allocation/Deduction/Transfer'

#### STEP 2

Click on the  button and the **Allocation** tab will be displayed in the 'New Transaction' screen as shown in the Figure 4.5-2

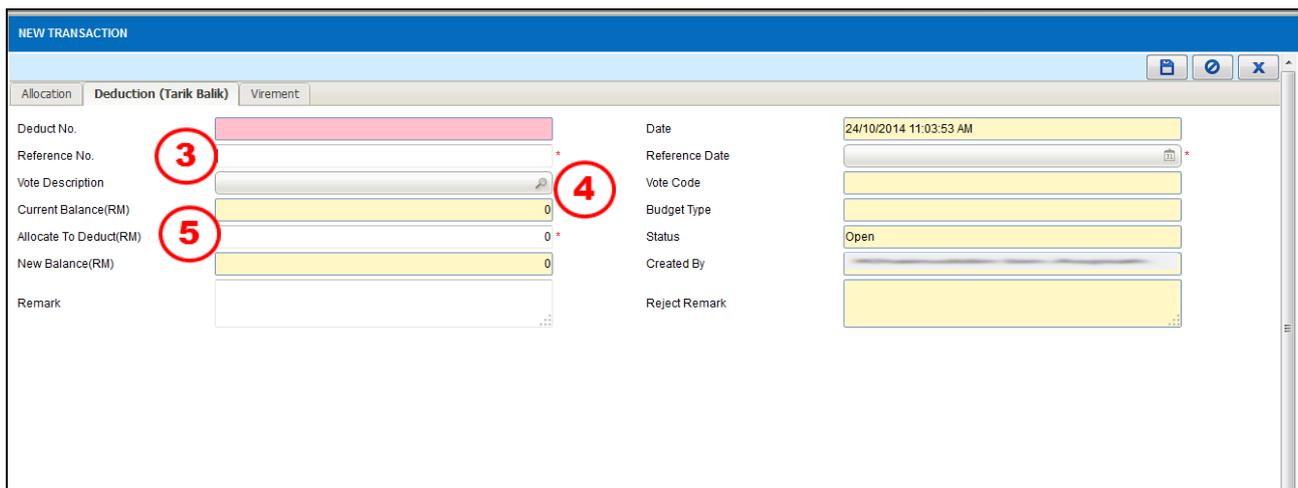


Figure 4.3.2-2 New Deduction (Tarik Balik) transaction

Search Vote Description		
Vote Description	<input type="text"/>	Vote Code <input type="text"/>
Budget Type	<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Refresh"/>
1 / 6		[ 1 - 10 / 51 ]
Vote Description	Vote Code	Budget Type
Anesthesiologi (Dasar Baru)	090401/110300/27499/99	Dasar Baru
Anesthesiologi (reagen)	090401/031000/27403/99	Operating
Anesthesiologi (Ubat)	090401/031000/27499/99	Operating
Anesthesiologi (Ubat)	090401/031000/27401/99	Operating
Bekalan ubat (10/14)	090401/032200/27401/99	Operating
Dermatologi (bukan Ubat)	090401/031300/27499/99	Operating
Dermatologi (Ubat)	090401/031300/27401/99	Operating
ENT (bukan Ubat)	090401/031200/27499/99	Operating
ENT (Ubat)	090401/031200/27401/99	Operating
ENT (Ubat)	090401/031200/27401/99	Dasar Baru

Figure 4.3.2-3 Search Vote Description

**STEP 3**

Select **Deduction (Tarik Balik)** tab as Figure 4.3.2-2

**Note**

- **Date** will be displayed as default to the system Date Time. The value is non-editable and the format of this date is dd/MM/yyyy hh:mm:ss.
- Newly created Deduction (Tarik Balik) **Status** defaults to 'Open'.
- **Created By** will be defaulted to the user Login ID.

**STEP 4**

Enter **Reference No.**

**Note**

**Reference No.** will be unique for the financial year.

**STEP 5**

Select **Reference Date** from the  icon

**Note**

User is allowed to select either current date or earlier date for the Reference Date.

NEW TRANSACTION	
Allocation Deduction (Tarik Balik) Virement	
Deduct No.	<input type="text"/>
Reference No.	<input type="text"/>
Vote Description	<input type="text"/>
Current Balance(RM)	<input type="text" value="0"/>
Allocate To Deduct(RM)	<input type="text" value="0"/>
New Balance(RM)	<input type="text" value="0"/>
Remark	<input type="text"/>
Date	<input type="text" value="24/10/2014 11:08:00 AM"/>
Reference Date	<input type="text"/>
Vote Code	<input type="text"/>
Budget Type	<input type="text"/>
Status	<input type="text" value="Open"/>
Created By	<input type="text" value="Rohani bt Esa"/>
Reject Remark	<input type="text"/>

Figure 4.3.2-4 New Transaction – Deduction (Tarik Balik)

**STEP 6**

Select **Vote Description** as per stated in the deduct circular

**Note**

- This field will display the Vote Description from Vote Code Master for budget deduction.
- **Vote Code** will be automatically displayed based on the Vote Description selected.
- **Current Balance (RM)** value will be automatically displayed based on the Vote Description selected.

**STEP 7**

Enter the **Allocate to Deduct (RM)** amount as per stated in the deduct circular

**Note**

**Balance (RM)** value will be automatically calculated by the system.

**STEP 8**

Enter **Remark** if applicable

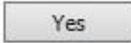
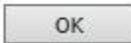
**Note**

A maximum of hundred (100) characters is allowed in the Remark field.

**STEP 9**

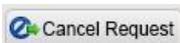
Click on the  button to save the transaction

**Note**

- Click on the  button in Figure 4.3.2-5
- Click on the  button in Figure 4.3.2-6.
- Click on the  button to close the screen.
- **Deduction No** will be generated for future reference. E.g: BD13000001

Character	Description	Value
1-2	Refer to budget deduction transaction	'BD'
3-4	Current year in 'YY' format	13
5-10	Running No	Starting from 000001. This running number will restart to 000001 every year.

**Table 4.3.2-1**

-  button will be enabled.
-  button will be enabled. Click on the button to cancel the transaction and the **Status** will be changed to 'Cancelled'.

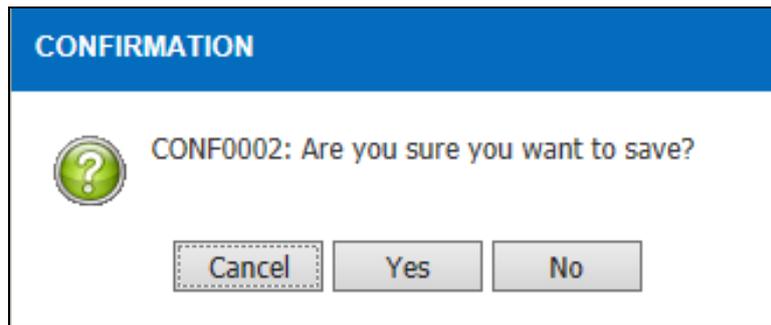


Figure 4.3.2-5 Save Confirm Alert Message

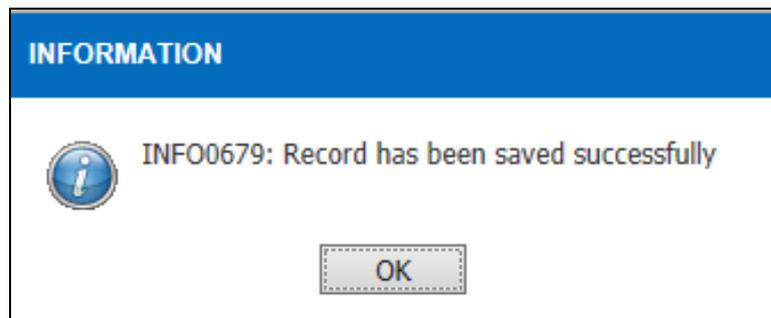
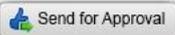


Figure 4.3.2-6 Data inserted successfully

**STEP 10**

Click on the  button to send the Deduction (Tarik Balik) record to the Pharmacist in charge for approval

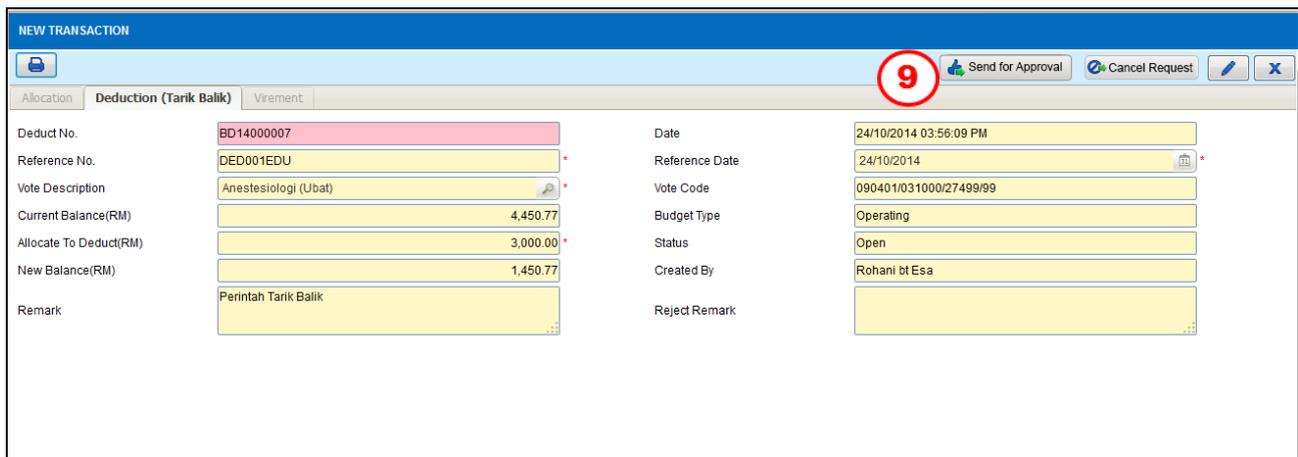


Figure 4.3.2-7 New Transaction – Send for Approval

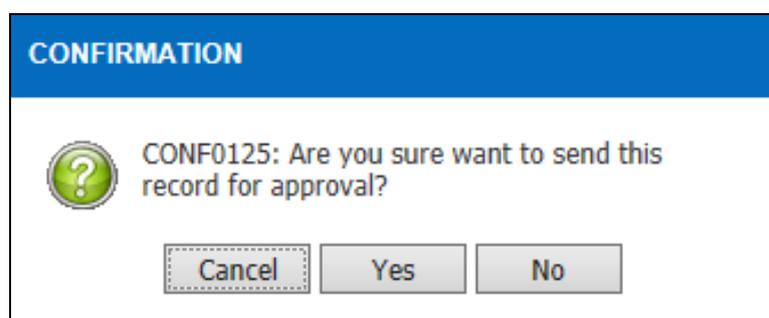


Figure 4.3.2-8 Alert Message Send for Approval

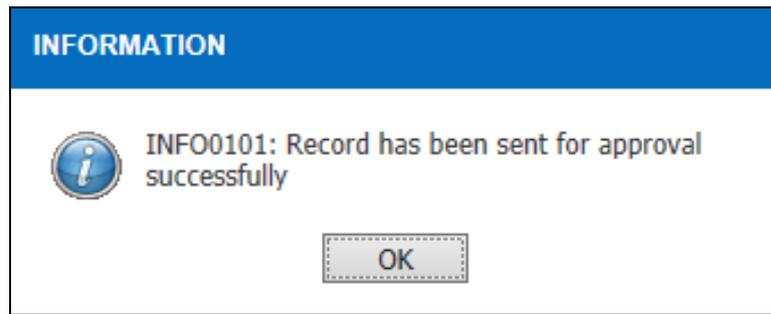


Figure 4.3.2-9 Information Alert Message

**Note**

- Click on the  button in Figure 4.3.2-8
- Click on the  button in Figure 4.3.2-9
- The **Status** will be automatically changed to 'Pending for Approval'.
- The Pharmacist in charge will receive a Pending for Approval Deduction (Tarik Balik) record in the Task List.

### 4.3.3 Deduction (Tarik Balik) Approval

To approve/reject Deduction (Tarik Balik) transaction, Pharmacist in charge needs to perform the steps below:

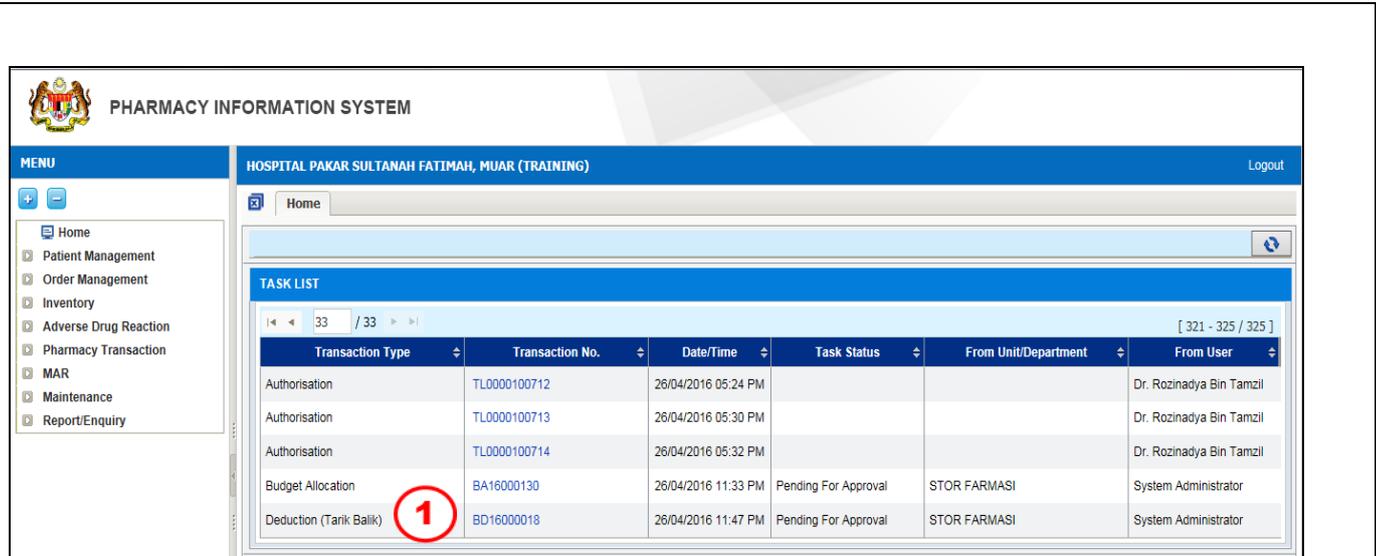


Figure 4.3.3-1 Task List

#### STEP 1

Click on the **Transaction No.** hyperlink and the Transaction Details for Deduction (Tarik Balik) screen will be displayed as shown in Figure 4.3.3-2

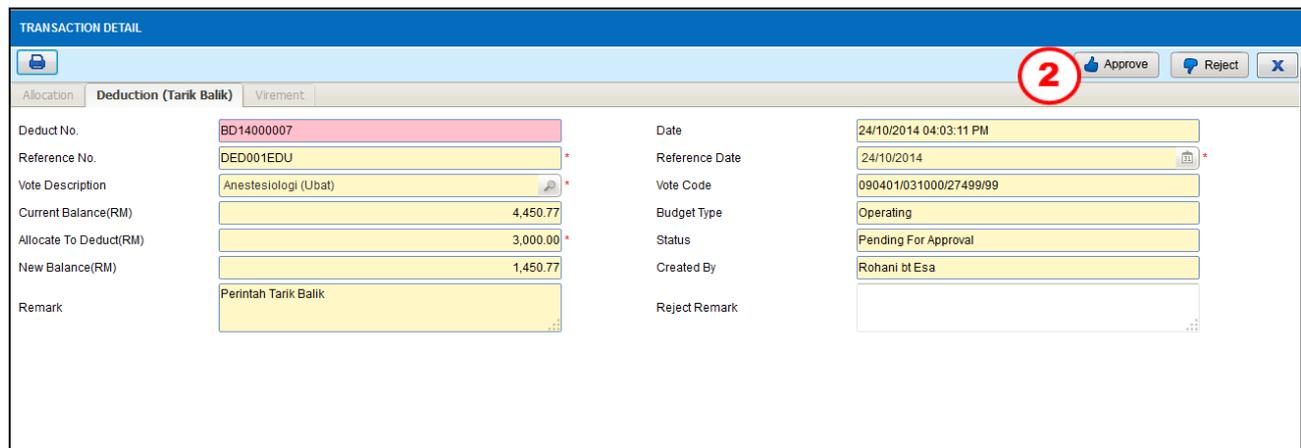


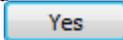
Figure 4.3.3-2 Transaction Details

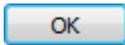
#### STEP 2

Select one of the available buttons:

- a)  button to Approve the Deduction (Tarik Balik) transaction.

#### Note

- The amount (RM) deducted will only be effected in the Budget Balance once the Allocation Status is 'Approved'.
- The **Status** will automatically change to 'Approved'.
- Alert messages will be displayed after the user makes the selection as per Figure 4.3.3-3 and Figure 4.3.3-4.
- Click on the  button.

- Click on the  button.

- b)  button to Reject the Allocation transaction and the **Reject Remark** will be a mandatory field to be entered

**Note**

- **Reject Remark** is mandatory to reject the Deduction (Tarik Balik) transaction and the **Status** will automatically change to 'Rejected'.

Click on the  button to view/print the report as Figure 4.3.3-5

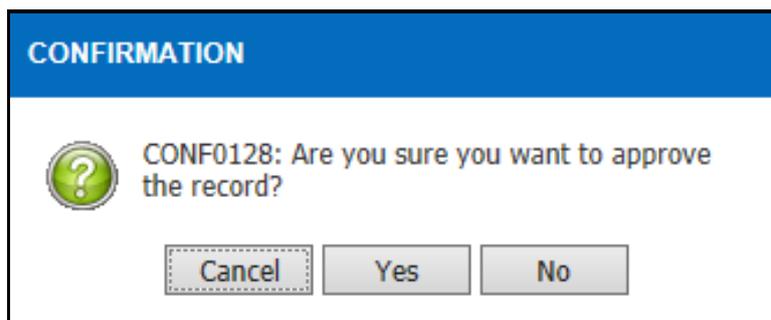


Figure 4.3.3-3 Confirmation Alert Message

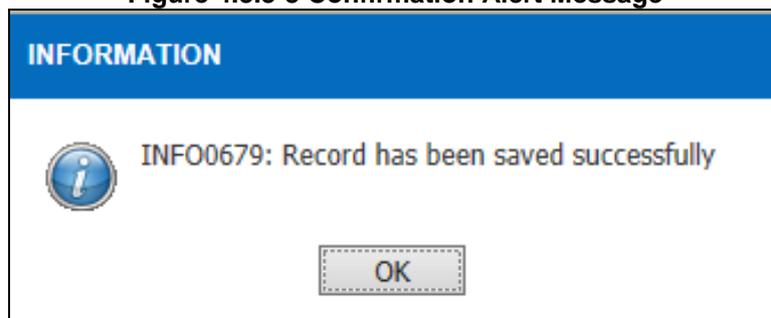


Figure 4.3.3-4 Information Alert Message



**KEMENTERIAN KESIHATAN MALAYSIA**  
**Hospital Pakar Sultanah Fatimah, Muar**  
**BUDGET DEDUCTION REPORT**

Transaction No : BD14000001  
Vote Code : 090401/032200/27499/99  
Vote Name : Farmasi dan Bekalan (bukan ubat)  
Budget Type : Operating  
Status : Approved

Date	Reference No.	Deduction Amount (RM)	Current Balance(RM)	Balance (RM)	Remarks
20/08/2014	WDR123	50,000.00	152,172.53	102,172.53	Perintah tarik balik
<b>TOTAL (RM) :</b>		50,000.00	152,172.53	102,172.53	

<b>Disediakan oleh:</b>	<b>(DILULUSKAN)</b>
<b>Nama :</b> Rohani bt Esa	<b>Nama :</b> Mohamad Azhar bin Bahauddin
<b>Jawatan :</b> Penolong Pegawai Tadbir N27	<b>Jawatan :</b> Pegawai Farmasi U48
<b>Unit :</b> STOR FARMASI	<b>Unit :</b> STOR FARMASI
<b>Jabatan :</b> Pharmacy	<b>Jabatan :</b> Pharmacy
<b>Tarikh :</b> 20/08/2014	<b>Tarikh :</b> 29/08/2014

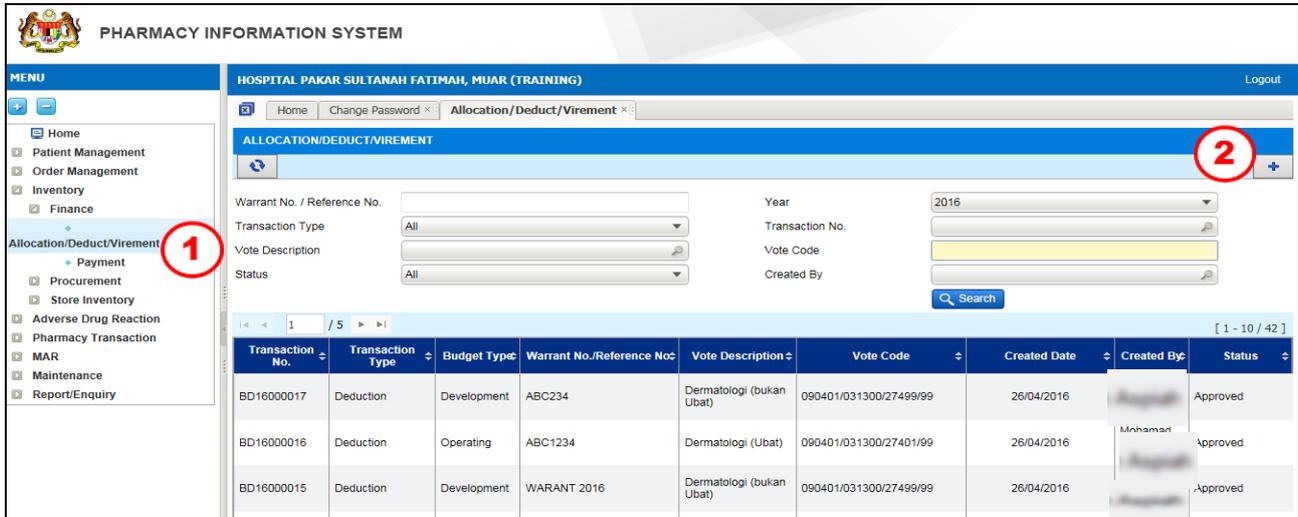
Printed Date : 29/08/2014      Printed By : Mohamad Azhar bin Bahauddin      Unit Name : STOR FARMASI      Source : PhIS

Page 1 of 1

Figure 4.3.3-5 Deduction (Tarik Balik) Report

### 4.3.4 New Virement Transaction

This function of this screen is to transfer Amount (RM) from one vote code to another Vote Code within the same facility.



Transaction No.	Transaction Type	Budget Type	Warrant No./Reference No.	Vote Description	Vote Code	Created Date	Created By	Status
BD16000017	Deduction	Development	ABC234	Dermatologi (bukan Ubat)	090401/031300/27499/99	26/04/2016	Muhammad	Approved
BD16000016	Deduction	Operating	ABC1234	Dermatologi (Ubat)	090401/031300/27401/99	26/04/2016	Muhammad	Approved
BD16000015	Deduction	Development	WARANT 2016	Dermatologi (bukan Ubat)	090401/031300/27499/99	26/04/2016	Muhammad	Approved

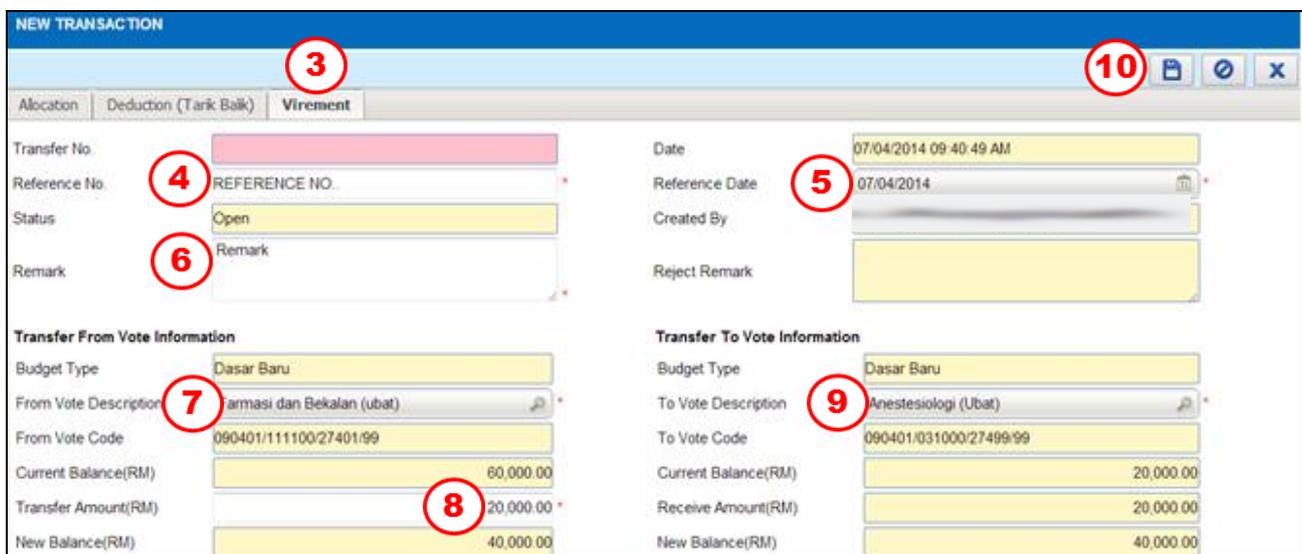
Figure 4.3.4-1 Create New Virement transaction

#### STEP 1

Click on 'Inventory' menu, followed by 'Finance' and click on 'Allocation/Deduction/Transfer'

#### STEP 2

Click on the  button and the **Allocation** tab will be displayed in the New Transaction screen as shown in the Figure 4.3.4-2



Transfer From Vote Information		Transfer To Vote Information	
Budget Type	Dasar Baru	Budget Type	Dasar Baru
From Vote Description	farmasi dan Bekalan (ubat)	To Vote Description	Anestesiologi (Ubat)
From Vote Code	090401/111100/27401/99	To Vote Code	090401/031000/27499/99
Current Balance(RM)	60,000.00	Current Balance(RM)	20,000.00
Transfer Amount(RM)	20,000.00	Receive Amount(RM)	20,000.00
New Balance(RM)	40,000.00	New Balance(RM)	40,000.00

Figure 4.3.4 -2 New Transfer (Virement)

### STEP 3

Select **Virement** tab

#### Note

- **Date** will be displayed as default to the system Date Time. The value is non-editable and the format of this date is dd/MM/yyyy hh:MM:ss.
- Newly created Virement **Status** defaults to 'Open'.
- **Created By** will be defaulted to the user Login ID.

### STEP 4

Enter **Reference No.**

#### Note

**Reference No.** will be unique for the financial year.

### STEP 5

Select **Reference Date** from the  icon

#### Note

User is allowed to select either current date or earlier date for the **Reference Date**.

### STEP 6

Enter **Remark** if applicable

#### Note

A maximum of hundred (100) characters is allowed in the **Remark** field.

### STEP 7

Select **From Vote Description**

#### Note

- **From Vote Code** will be automatically displayed based on the **From Vote Description** selected.
- **Current Balance (RM)** will be automatically displayed based on the **From Vote Description** selected.

### STEP 8

Enter **Transfer Amount (RM)**

#### Note

- **Receive Amount (RM)** will be automatically updated with the same value of the **Transfer Amount (RM)**.
- **New Balance (RM)** for both Vote Codes will be automatically updated.

### STEP 9

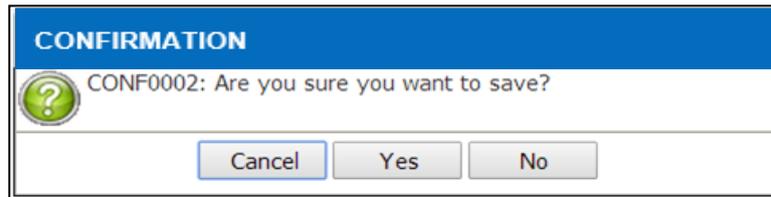
Select **To Vote Description**

#### Note

- **To Vote Code** will be automatically displayed based on the Vote Code selected.
- **Current Balance (RM)** will be automatically displayed based on the **To Vote Description** selected.

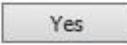
### STEP 10

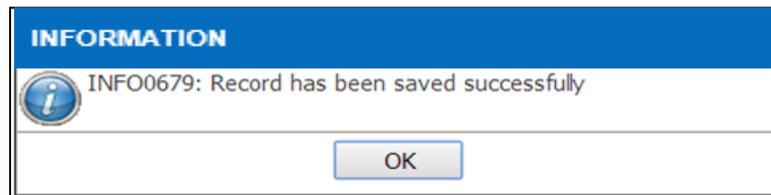
Click on the  button to save the transaction



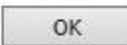
**Figure 4.3.4-3 Save Confirm Alert Message**

**Note**

- Click on the  button in Figure 4.3.4-3.

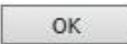
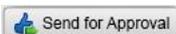
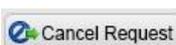


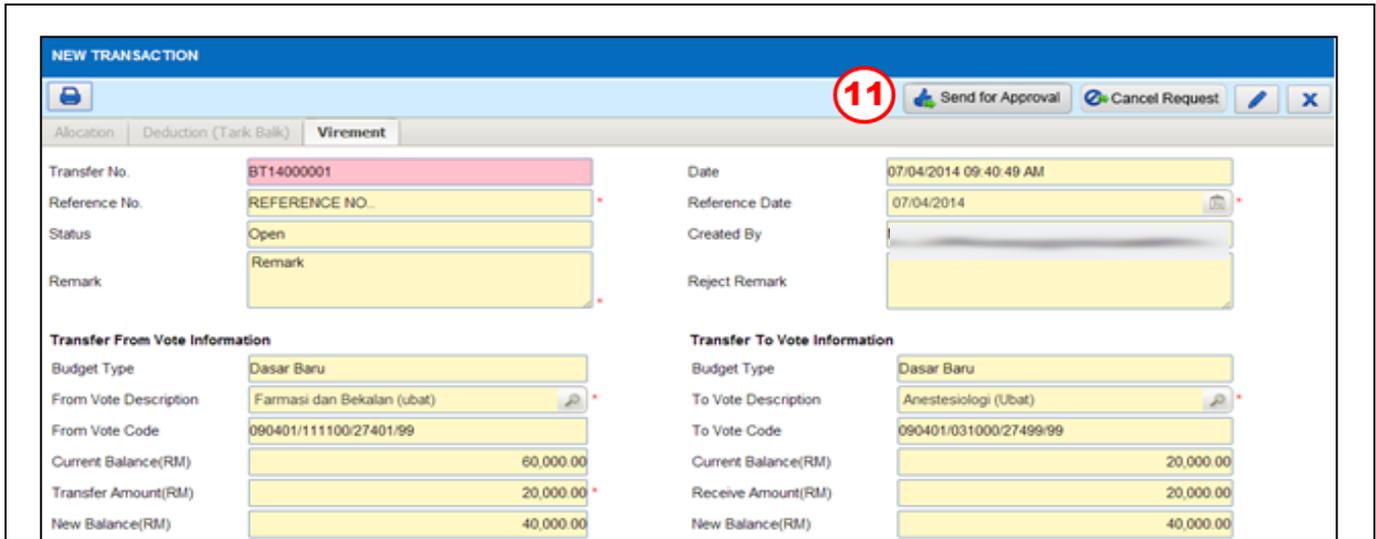
**Figure 4.3.4-4 Data inserted successfully**

- Click on the  button in Figure 4.3.4-4.
- Click on the  button to close the screen.
- **Transfer No** will be generated for future reference. E.g: BT13000001

Character	Description	Value
1-2	Refer to budget deduction transaction	'BT'
3-4	Current year in 'YY' format	13
5-10	Running No	Starting from 000001. This running number will restart to 000001 every year.

**Table 4.3.4-1**

- Click on the  button in Figure 4.3.4-4.
-  button will be enabled.
-  button will be enabled. Click on the button to cancel the transaction and the **Status** will be changed to 'Cancelled'.



NEW TRANSACTION					
Allocation		Deduction (Task Balk)		Virement	
Transfer No.	BT1400001	Date	07/04/2014 09:40:49 AM		
Reference No.	REFERENCE NO.	Reference Date	07/04/2014		
Status	Open	Created By			
Remark	Remark	Reject Remark			
<b>Transfer From Vote Information</b>		<b>Transfer To Vote Information</b>			
Budget Type	Dasar Baru	Budget Type	Dasar Baru		
From Vote Description	Farmasi dan Bekalan (ubat)	To Vote Description	Anestesiologi (Ubat)		
From Vote Code	090401/111100/27401/99	To Vote Code	090401/031000/27499/99		
Current Balance(RM)	60,000.00	Current Balance(RM)	20,000.00		
Transfer Amount(RM)	20,000.00	Receive Amount(RM)	20,000.00		
New Balance(RM)	40,000.00	New Balance(RM)	40,000.00		

Figure 4.3.4-5 Send For Approval

**STEP 11**

Click on the  button to send the Budget Virement record to the Pharmacist/HOD for approval

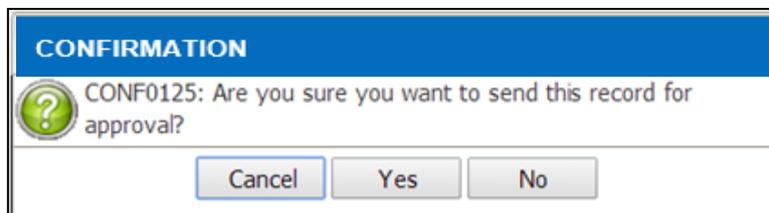
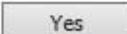


Figure 4.3.4-6 Alert Message Send for Approval

**Note**

- Click on the  button in Figure 4.3.4-6.

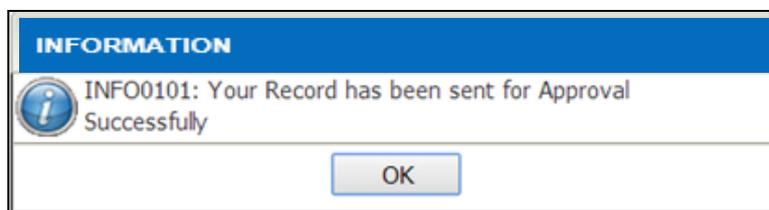
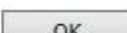


Figure 4.3.4-7 Successfully sent for Approval

- Click on the  button in Figure 4.3.4-7.
- The **Status** will automatically change to 'Pending for Approval'.
- The Pharmacist in charge will receive a Pending for Approval Virement record in the Task List.

#### 4.4 Allocation/Deduction (Tarik Balik)/Virement Approval

This function of this screen is to approve or reject the Allocation/Deduction (Tarik Balik)/Virement transaction(s).

##### 4.4.1 Allocation Approval

Upon logging into the system, the HOD / Pharmacist will receive the 'Pending for Approval' Allocation transaction in the Task List at the PhIS Home Page.

TASK LIST						
No	Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
1	Budget Allocation	BA14000007	02/04/2014 04:17 PM	Pending For Approval	STOR FARMASI	

Figure 4.4.1-1 Task List

**Note**

Latest transaction will be shown on the last page of the Task List.

**STEP 1**

Click on the Transaction No. hyperlink and the Transaction Details screen will be displayed as shown in the Figure 4.4.1-2

**Note**

Pharmacist in charge is also able to refer to section [4.2.1 Allocation/Deduction/Virement Listing Page](#) to search for the 'Pending for Approval' Allocation record.

TRANSACTION DETAIL							
Allocation		Deduction (Tarik Balik)		Virement		<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="X"/>	
Allocation No.	BA14000007	Financial Year	2014				
Budget Type	Dasar Baru	Date	02/04/2014 03:56:00 PM				
Vote Description	kawalan pesakit-berjangkit	Vote Code	090401/020300/27401/01				
Warrant No.	DBA908080808	Warrant Date					
Current Balance(RM)	9,950,000.00	Warrant Type	Additional				
Allocate Amount(RM)	500,000.00	Status	Pending For Approval				
New Balance(RM)	500,000.00	Created By	Mohamad Azhar bin Bahauddin				
Project Title	Dasar Baru MERS-CoV	Reject Remark					

Figure 4.4.1-2 Approve/Reject Allocation

**STEP 2**

Select either one of the available button

- a)  button to approve the Allocation transaction

**Note**

- The **Status** will automatically changed to 'Approved'.
- The **Amount (RM)** allocated will only be effected in the Budget Balance once the Allocation Status is 'Approved'.
- **Allocate Amount (RM)** is not allowed to be edited. In the circumstances that the Allocate Amount (RM)

- entered is wrong, the user has to reject the transaction.
- **Warrant Type** will be displayed as **First** if the allocation to the vote code is for the first time.
- **Warrant Type** will be displayed as **Additional** for subsequent allocation.
-  button is enabled for the user to view and print the transaction report.
- b)  button to reject the Allocation transaction.

**Note**

- **Reject Remark** is mandatory to reject the Allocation transaction.
- The **Status** will be automatically changed to 'Rejected'.



**KEMENTERIAN KESIHATAN MALAYSIA**  
**Hospital Kulim**  
**BUDGET ALLOCATION REPORT**

Transaction No. : BA15000035  
Vote Code : 0305010310002740199  
Vote Name : Anestesiologi (Ubat)  
Budget Type : Operating  
Status : Approved

Date	Warrant No.	Warrant Date	Warrant Type	Allocation Amount (RM)	Current Balance(RM)	Balance (RM)	Remarks
23/07/2015	302	23/07/2015	Additional	100,000.00	1,389.33	101,389.33	penyediaan ubat tambahan
<b>TOTAL (RM) :</b>				100,000.00	1,389.33	101,389.33	

**Diaedakan oleh:**

Nama : 

Jawatan : Pegawai Farmasi US2

Unit : Farmasi Logistik

Jabatan : Pharmacy

Tarikh : 23/07/2015

**(DILULUSKAN)**

Nama : 

Jawatan : Pegawai Farmasi US2

Unit : Farmasi Logistik

Jabatan : Pharmacy

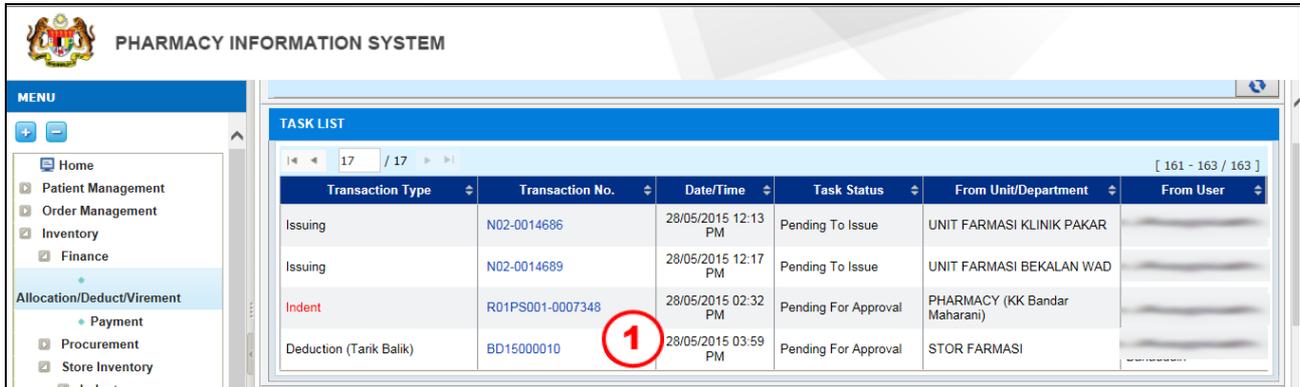
Tarikh : 23/07/2015

Printed Date : 23/07/2015      Printed By : FADLIZA MOHD HUSSEN      Unit Name : Farmasi Logistik      Source : PhIS

**Figure 4.4.1-3 Budget Allocation Report**

#### 4.4.2 Deduction (Tarik Balik) Approval

Upon logging into the system, the HOD / Pharmacist will receive the 'Pending for Approval' Deduction (Tarik Balik) transaction in the Task List at the PhIS Home Page.



Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
Issuing	N02-0014686	28/05/2015 12:13 PM	Pending To Issue	UNIT FARMASI KLINIK PAKAR	
Issuing	N02-0014689	28/05/2015 12:17 PM	Pending To Issue	UNIT FARMASI BEKALAN WAD	
Indent	R01PS001-0007348	28/05/2015 02:32 PM	Pending For Approval	PHARMACY (KK Bandar Maharani)	
Deduction (Tarik Balik)	BD15000010	28/05/2015 03:59 PM	Pending For Approval	STOR FARMASI	

Figure 4.4.2-1 Task List

**Note**

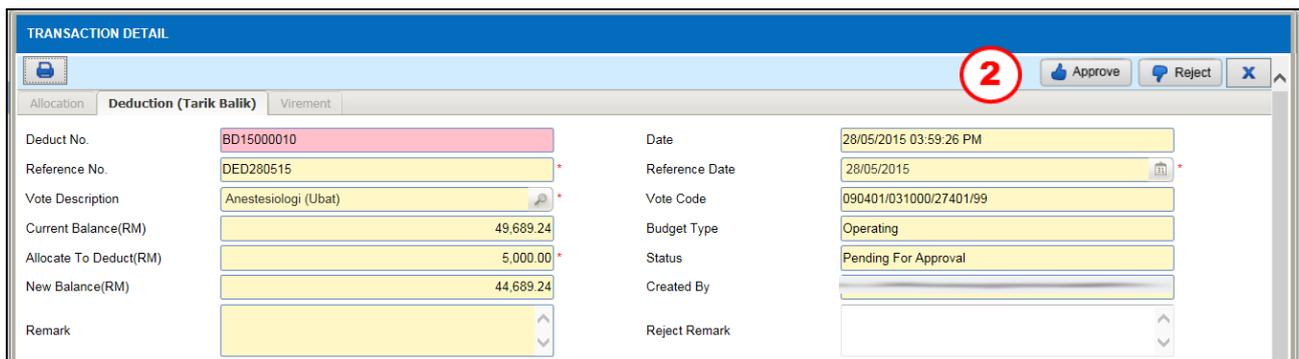
Latest transaction will be shown at the last page of the Task List.

**STEP 1**

Click on the Transaction No. hyperlink and the Transaction Details screen will be displayed as shown in the Figure 4.4.2-2

**Note**

Pharmacist in charge is also able to refer to section 4.2.1 [Allocation/Deduction \(Tarik Balik\) /Virement Listing Page](#) to search for the 'Pending for Approval' Deduction (Tarik Balik) record.



TRANSACTION DETAIL		Approval Buttons: <span>Approve</span> <span>Reject</span>	
Deduct No.	BD15000010	Date	28/05/2015 03:59:26 PM
Reference No.	DED280515	Reference Date	28/05/2015
Vote Description	Anestesiologi (Ubat)	Vote Code	090401/031000/27401/99
Current Balance(RM)	49,689.24	Budget Type	Operating
Allocate To Deduct(RM)	5,000.00	Status	Pending For Approval
New Balance(RM)	44,689.24	Created By	
Remark		Reject Remark	

Figure 4.4.2-2 Budget Deduction (Tarik Balik) Approval

**STEP 2**

Select either one of the available button

- a)  button to approve the Deduction (Tarik Balik) transaction

**Note**

- The **Status** will be automatically changed to 'Approved'.
- The amount deducted will only be effected in the Budget Balance once the Deduction (Tarik Balik) status is 'Approved'.
- **Allocate to Deduct (RM)** is not allowed to be edited. In the circumstances that the Allocate to Deduct (RM) entered is wrong, user has to reject the transaction.

-  button is enabled for the user to view and print the transaction report.
- b)  button to reject the Deduction (Tarik Balik) transaction.
  - **Reject Remark** is mandatory to reject the Deduction (Tarik Balik) transaction.
  - The **Status** will be automatically changed to 'Rejected'.



**KEMENTERIAN KESIHATAN MALAYSIA**  
**Hospital Kulim**  
**BUDGET DEDUCTION REPORT**

Transaction No : 8015000035  
Vote Code : 030501/020450/27401/00  
Vote Name : health class  
Budget Type : Dasar Baru  
Status : Approved

Date	Reference No.	Deduction Amount (RM)	Current Balance(RM)	Balance (RM)	Remarks
05/07/2015	2020	1,000.00	1,000,000.00	999,000.00	
<b>TOTAL (RM) :</b>		1,000.00	1,000,000.00	999,000.00	

**Disediakan oleh:**

Nama : 

Jawatan : Pegawai Farmasi US2

Unit : Farmasi Logistik

Jabatan : Pharmacy

Tarikh : 05/07/2015

**(DILULUSKAN)**

Nama : 

Jawatan : Pegawai Farmasi US2

Unit : Farmasi Logistik

Jabatan : Pharmacy

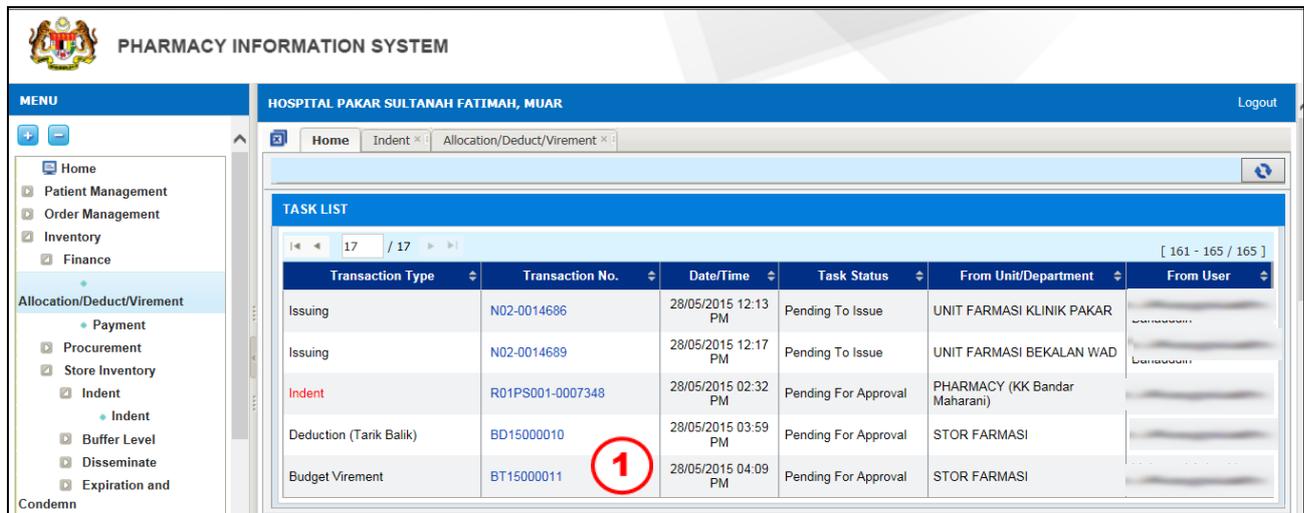
Tarikh : 05/07/2015

Printed Date : 23/07/2015      Printed By : FADLIZA MOHD HUSSEIN      Unit Name : Farmasi Logistik      Source : PhIS

**Figure 4.4.2-3 Budget Deduction (Tarik Balik) Report**

### 4.4.3 Virement Approval

Upon logging into the system, the HOD / Pharmacist will receive the 'Pending for Approval' Virement transaction in the Task List at the PhIS Home Page.



Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
Issuing	N02-0014686	28/05/2015 12:13 PM	Pending To Issue	UNIT FARMASI KLINIK PAKAR	
Issuing	N02-0014689	28/05/2015 12:17 PM	Pending To Issue	UNIT FARMASI BEKALAN WAD	
Indent	R01PS001-0007348	28/05/2015 02:32 PM	Pending For Approval	PHARMACY (KK Bandar Maharani)	
Deduction (Tarik Balik)	BD15000010	28/05/2015 03:59 PM	Pending For Approval	STOR FARMASI	
Budget Virement	BT15000011	28/05/2015 04:09 PM	Pending For Approval	STOR FARMASI	

Figure 4.4.3-1 Task List

**Note**

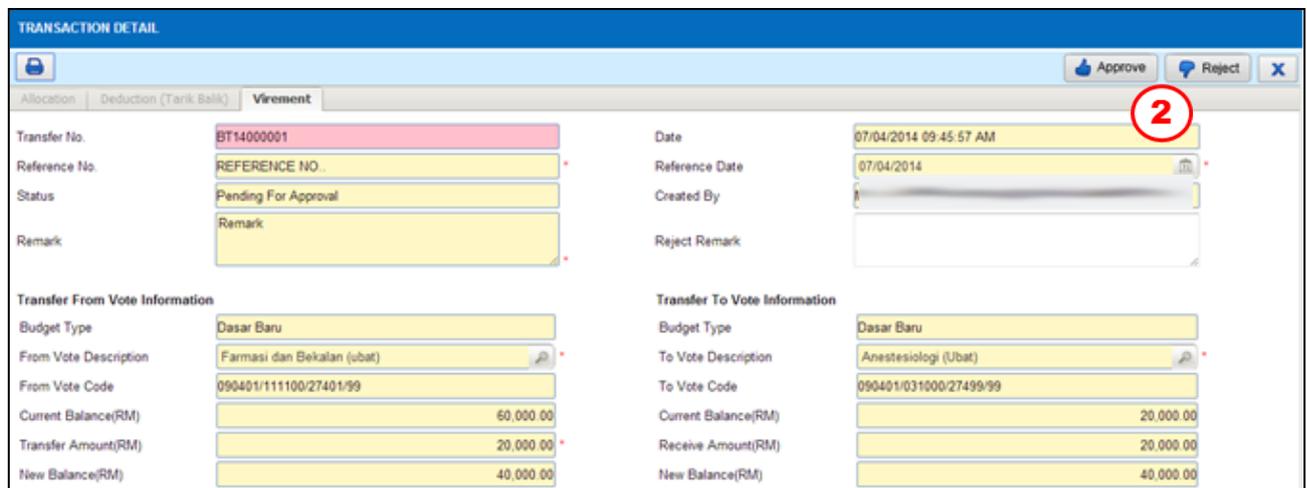
Latest transaction will be shown on the last page of the Task List.

**STEP 1**

Click on the Transaction No. hyperlink and the Transaction Details screen will be displayed as shown in the Figure 4.4.3-2

**Note**

Pharmacist in charge is also able to refer to section 4.2.1 [Allocation/Deduction \(Tarik Balik\) /Virement Listing Page](#) to search for the 'Pending for Approval' Virement record.

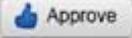


Transfer From Vote Information		Transfer To Vote Information	
Transfer No.	BT14000001	Date	07/04/2014 09:45:57 AM
Reference No.	REFERENCE NO.	Reference Date	07/04/2014
Status	Pending For Approval	Created By	
Remark	Remark	Reject Remark	
Budget Type	Dasar Baru	Budget Type	Dasar Baru
From Vote Description	Farmasi dan Bekalan (ubat)	To Vote Description	Anestesiologi (Ubat)
From Vote Code	090401/111100/27401/99	To Vote Code	090401/031000/27499/99
Current Balance(RM)	60,000.00	Current Balance(RM)	20,000.00
Transfer Amount(RM)	20,000.00	Receive Amount(RM)	20,000.00
New Balance(RM)	40,000.00	New Balance(RM)	40,000.00

Figure 4.4.3-2 Budget Virement Approval

**STEP 2**

Select either one of the available buttons

- a)  button to approve the Virement transaction

**Note**

- The **Status** will be automatically changed to 'Approved'.
- The **Amount (RM)** transferred will only be effected in the Budget Balance once the Virement status is 'Approved'.
- **Transfer Amount (RM)** is not allowed to be edited. In the circumstances that the Transfer Amount (RM) entered is wrong, the user has to reject the transaction.
-  button is enabled for the user to view and print the transaction report.

- b)  button to reject the Budget Virement transaction.

- **Reject Remark** is mandatory to reject the Budget Virement transaction.
- The **Status** will be automatically changed to 'Rejected'.



**KEMENTERIAN KESIHATAN MALAYSIA**  
**Hospital Kulim**  
**BUDGET VIREMENT REPORT**

Transaction No. : BT15000006  
Status : Approved

Date	Reference No	From Vote	Previous Balance(RM)	Transfer Amount(RM)	Balance (RM)	To Vote	Previous Balance(RM)	Releive Amount(RM)	Balance (RM)
07/07/2015	000	HR 030501/010200/2740 1/99 Dasar Baru	999,000.00	10,000.00	989,000.00	Anestesiologi (Bukan Ubat) 030501/031000/27499/99 Dasar Baru	25,000.00	10,000.00	35,000.00

<p>Disedikan oleh:</p> <p>Nama : P. [Redacted]</p> <p>Jawatan : Pegawai Farmasi US2</p> <p>Unit : Farmasi Logistik</p> <p>Jabatan : Pharmacy</p> <p>Tarikh : 07/07/2015</p>	<p>(DILULUSKAN)</p> <p>Nama : P. [Redacted]</p> <p>Jawatan : Pegawai Farmasi US2</p> <p>Unit : Farmasi Logistik</p> <p>Jabatan : Pharmacy</p> <p>Tarikh : 07/07/2015</p>
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**Figure 4.4.3-3 Budget Virement Report**



## 5.0 Acronyms

Abbreviation	Definition
MOH	Ministry of Health
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
eP	e-Perolehan
LPO	Local Purchase Order
DO	Delivery Order
CN	Credit Note

## 6.0 Links to Inventory Modules

No	Module	PDF Links	No	Module	PDF Links
1	<i>Finance</i>	<a href="#">Click Here</a>	15	<i>Internal Indent</i>	<a href="#">Click Here</a>
2	<i>Procurement Standard APPL</i>	<a href="#">Click Here</a>	16	<i>Issue</i>	<a href="#">Click Here</a>
3	<i>Procurement standard LP</i>	<a href="#">Click Here</a>	17	<i>Receive From Supplier</i>	<a href="#">Click Here</a>
4	<i>Procurement Standard Contract</i>	<a href="#">Click Here</a>	18	<i>Receive Inter Facility</i>	<a href="#">Click Here</a>
5	<i>Procurement Standard Quotation</i>	<a href="#">Click Here</a>	19	<i>Receive Intra Facility</i>	<a href="#">Click Here</a>
6	<i>Procurement Standard (RFQ)</i>	<a href="#">Click Here</a>	20	<i>Return to Supplier</i>	<a href="#">Click Here</a>
7	<i>Procurement Non Standard (Requisition Order)</i>	<a href="#">Click Here</a>	21	<i>Return to Supplying Unit</i>	<a href="#">Click Here</a>
8	<i>Quarantine</i>	<a href="#">Click Here</a>	22	<i>Slow Moving</i>	<a href="#">Click Here</a>
9	<i>Product Complaint</i>	<a href="#">Click Here</a>	23	<i>Stock Taking And Verification</i>	<a href="#">Click Here</a>
10	<i>Recalculate Buffer Level</i>	<a href="#">Click Here</a>	24	<i>Stock Transfer</i>	<a href="#">Click Here</a>
11	<i>Expiration And Condemn</i>	<a href="#">Click Here</a>	25	<i>Year End</i>	<a href="#">Click Here</a>
12	<i>Recall Product</i>	<a href="#">Click Here</a>	26	<i>Penalty</i>	<a href="#">Click Here</a>
13	<i>Payment</i>	<a href="#">Click Here</a>	27	<i>IWP Budget</i>	<a href="#">Click Here</a>
14	<i>External Indent</i>	<a href="#">Click Here</a>	28	<i>IWP Order Authorization</i>	<a href="#">Click Here</a>