



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

User Manual Pharmacy Inventory (Finance)

Version	: 6th Edition
Document ID	: U.MANUAL_INV_FINANCE



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Application reference: PhIS & CPS v1.6.1

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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

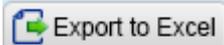
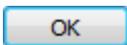
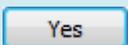
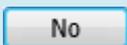
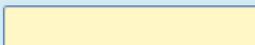
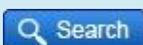
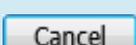
1.3 Organised Sections

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

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		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.

2.2 Latest Enhancement and Updates

Latest Functions	Page

3.0 Vote Code

3.1 Overview

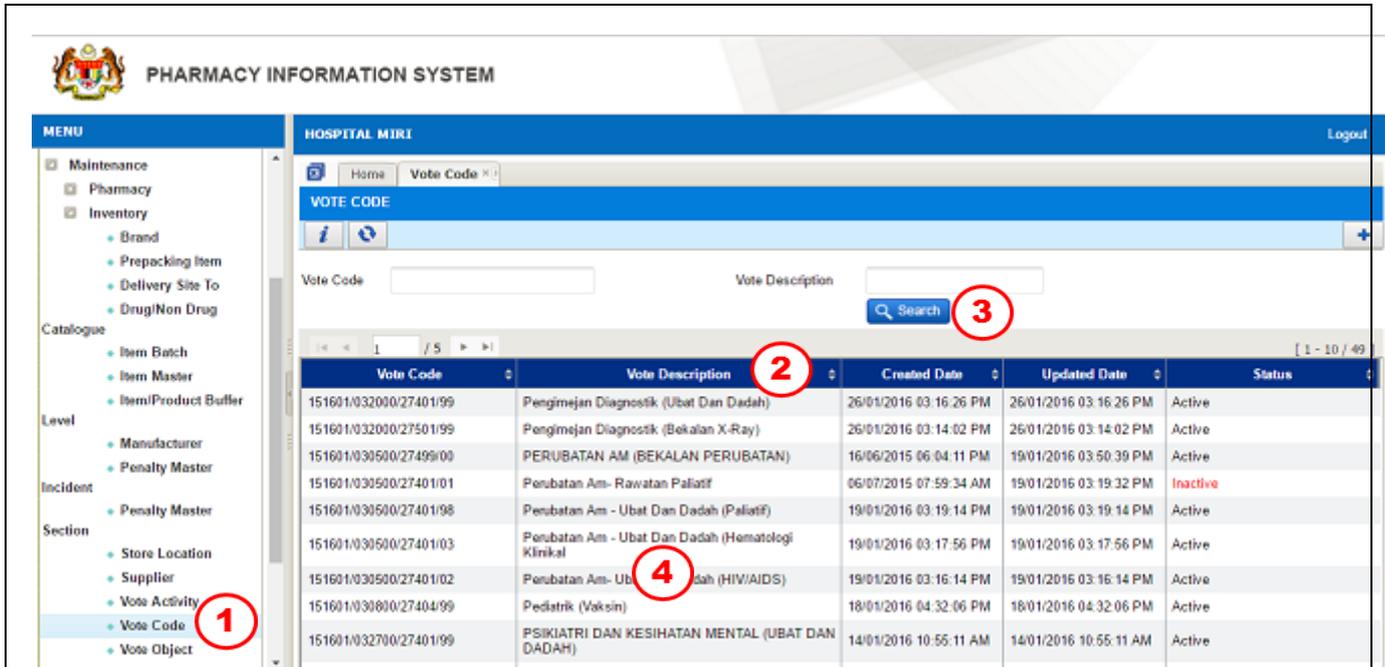
User will be able to create vote code for the facility.

3.1.1 User Group

This module is intended for Pharmacist.

3.2.1 Vote Code Listing Page

This page will display all the existing Vote Code.



PHARMACY INFORMATION SYSTEM

HOSPITAL MIRI Logout

Home Vote Code

VOTE CODE

Vote Code Vote Description Search **3**

Vote Code	Vote Description 2	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
151601/030500/27401/01	Perubatan Am- Rawatan Paliatif	06/07/2015 07:59:34 AM	19/01/2016 03:19:32 PM	Inactive
151601/030500/27401/98	Perubatan Am - Ubat Dan Dadah (Paliatif)	19/01/2016 03:19:14 PM	19/01/2016 03:19:14 PM	Active
151601/030500/27401/03	Perubatan Am - Ubat Dan Dadah (Hematologi Klinikal)	19/01/2016 03:17:56 PM	19/01/2016 03:17:56 PM	Active
151601/030500/27401/02	Perubatan Am- Ubat Dan Dadah (HIV/AIDS) 4	19/01/2016 03:16:14 PM	19/01/2016 03:16:14 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

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.

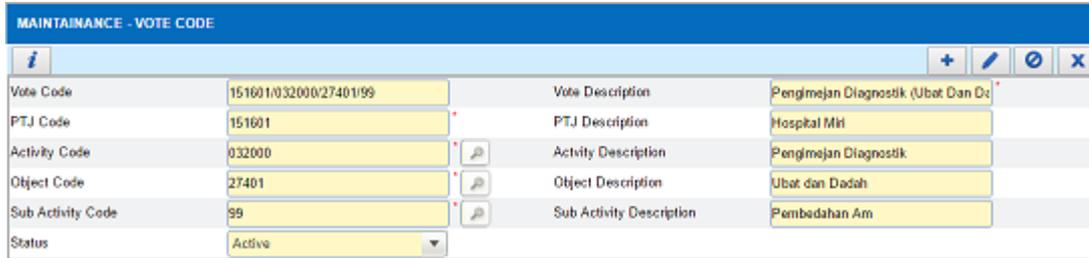
Table 3.2-1

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

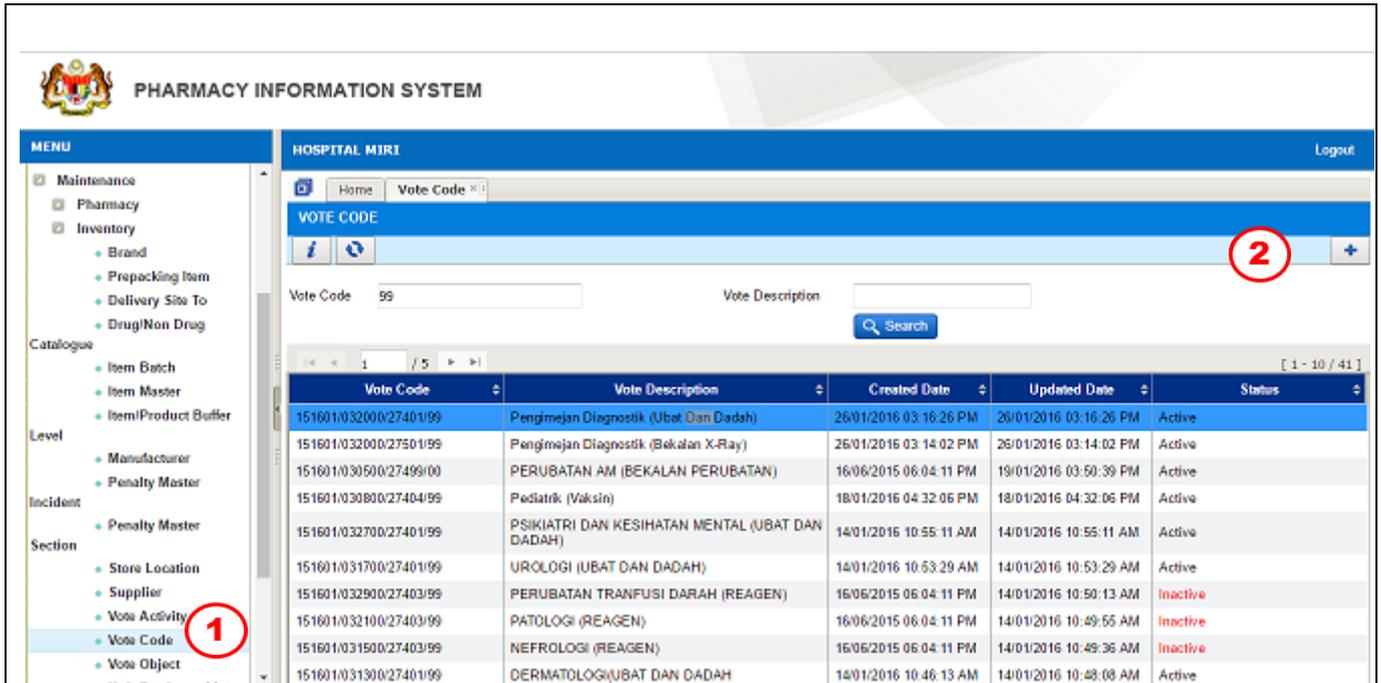


MAINTAINANCE - VOTE CODE			
i			
Vote Code	151601/032000/27401/99	Vote Description	Pengimejan Diagnostik (Ubat Dan D
PTJ Code	151601	PTJ Description	Hospital Miri
Activity Code	032000	Activity Description	Pengimejan Diagnostik
Object Code	27401	Object Description	Ubat dan Dadah
Sub Activity Code	99	Sub Activity Description	Pembedahan Am
Status	Active		

Figure 3.2-2 Existing Vote Code

3.3 New Vote Code

This function is used to create new Vote Code.



PHARMACY INFORMATION SYSTEM

MENU

- Maintenance
- Pharmacy
- Inventory
 - Brand
 - Prepacking Item
 - Delivery Site To
 - Drug/Non Drug
- Catalogue
 - Item Batch
 - Item Master
 - Item/Product Buffer
- Level
 - Manufacturer
 - Penalty Master
- Incident
 - Penalty Master
- Section
 - Store Location
 - Supplier
 - Vote Activity
 - Vote Code
 - Vote Object

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	Pediatric (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

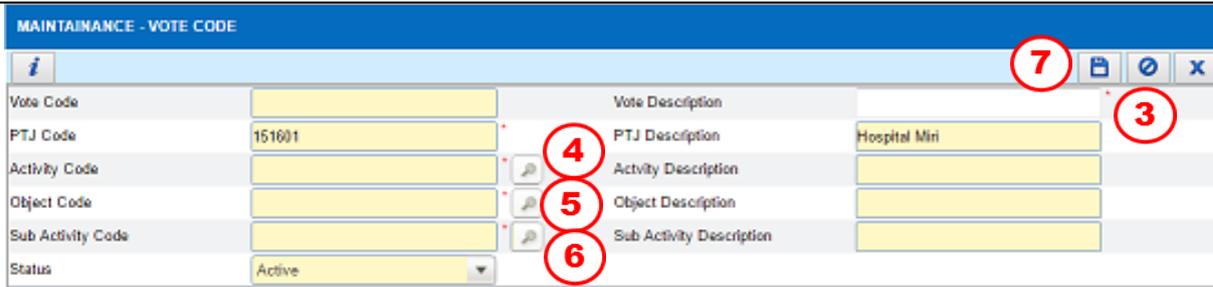


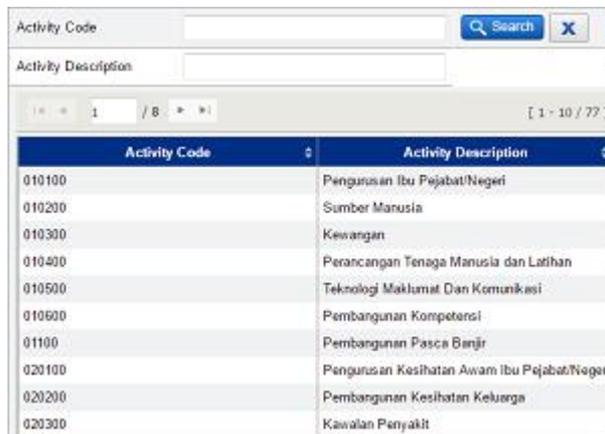
Figure 3.3-2 New Transaction – Vote Code

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 the new created transaction.
- New **Vote Code Status** is defaulted to 'Active'.

STEP 3

Type the Vote Description.

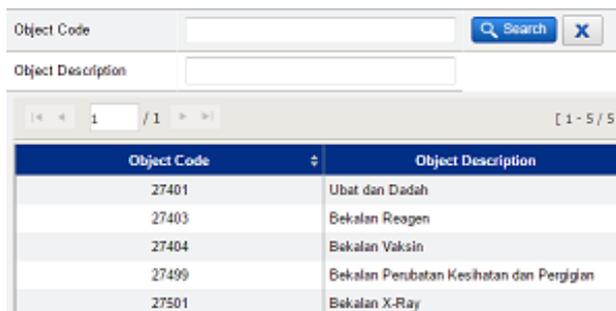


Activity Code	Activity Description
010100	Pengurusan Ibu Pejabat/Negeri
010200	Sumber Manusia
010300	Kewangan
010400	Perancangan Tenaga Manusia dan Latihan
010500	Teknologi Maklumat Dan Komunikasi
010600	Pembangunan Kompetensi
01100	Pembangunan Pasca Banjir
020100	Pengurusan Kesihatan Awam Ibu Pejabat/Negeri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

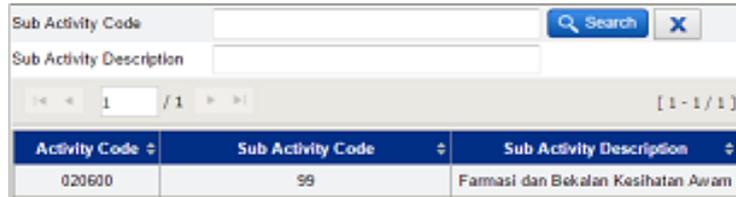


Object Code	Object Description
27401	Ubat dan Dadah
27403	Bekalan Reagen
27404	Bekalan Vaksin
27499	Bekalan Penubatan Kesihatan dan Pergigian
27501	Bekalan X-Ray

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

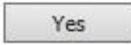
Note

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

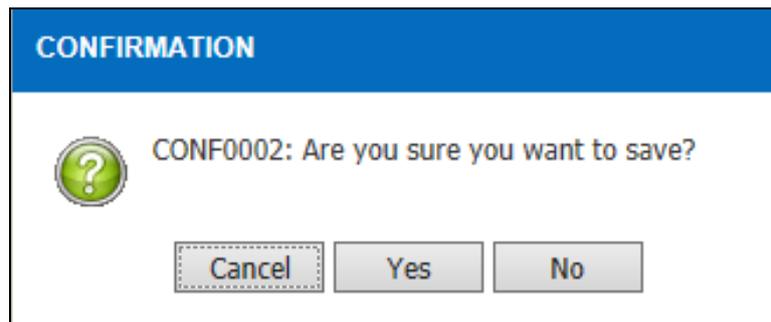
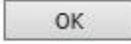


Figure 3.3-6 Save Confirm Alert Message

- Click on the  button in Figure 3.3-7

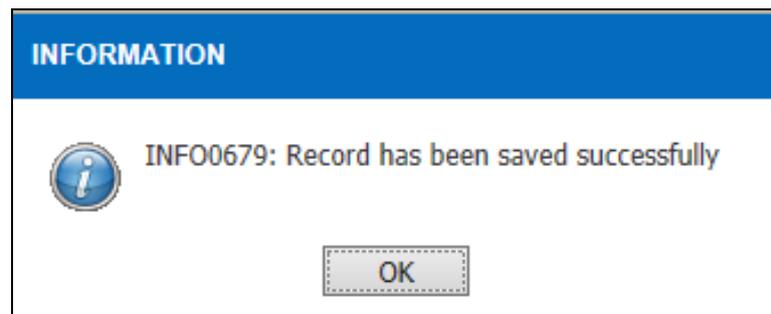


Figure 3.3-7 Data inserted successfully

4.0 Finance

4.1 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.

4.1.1 User Group

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

Functional Diagram

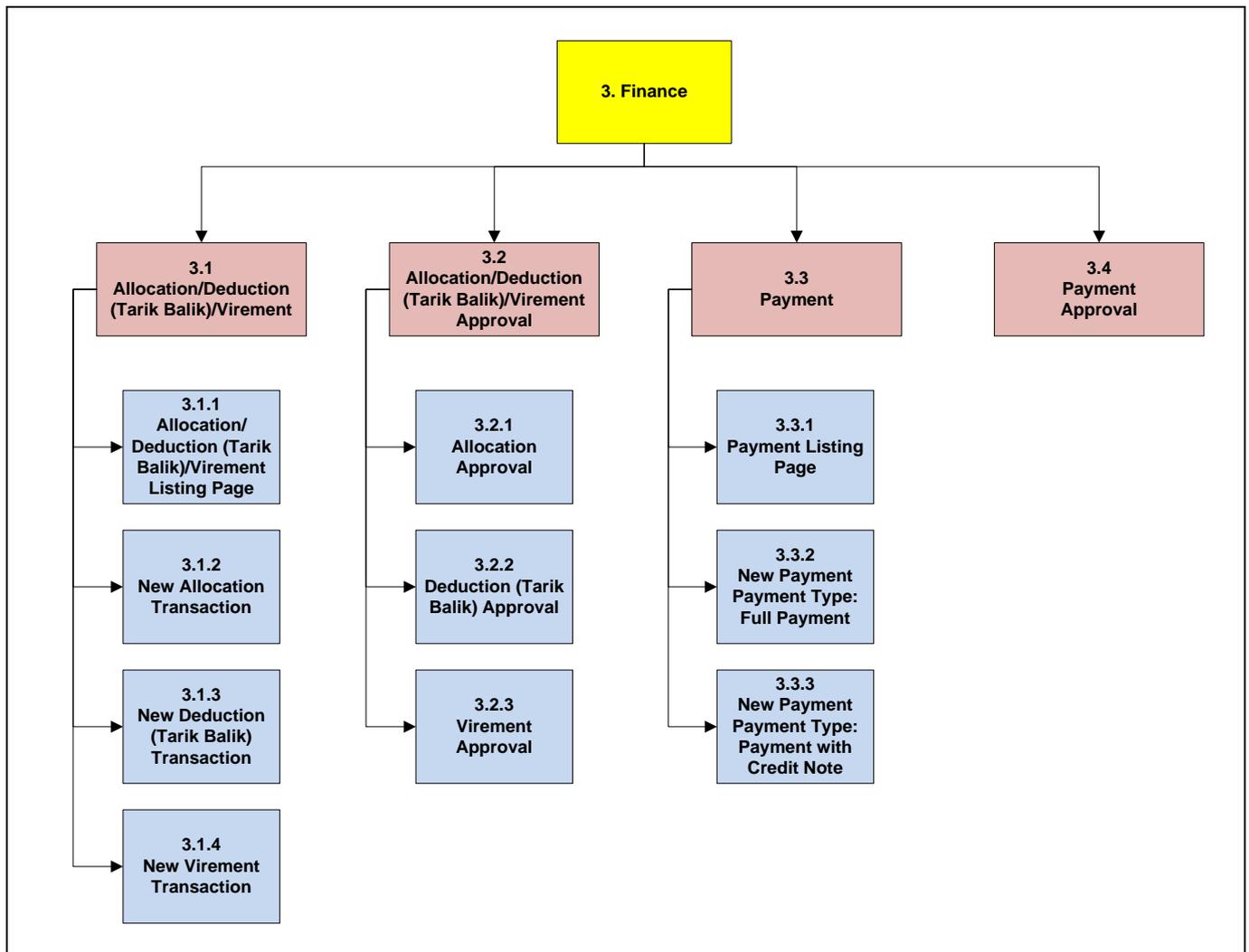


Figure 4.1-1

4.1.2 Functional Description

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

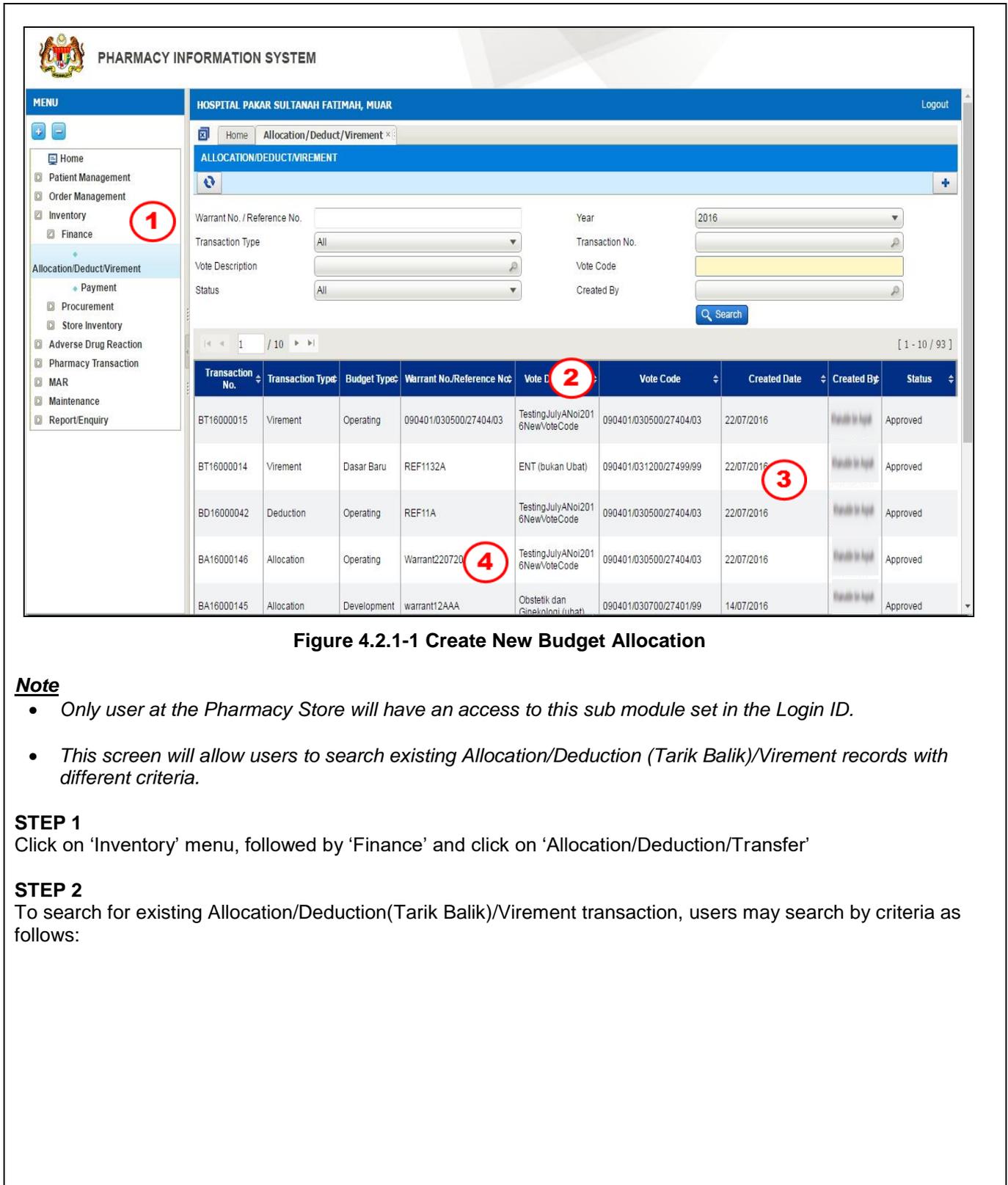
- Allocation/Deduction (Tarik Balik)/Virement**
 The function of this sub-function is to record the Allocation, Deduction (Tarik Balik) and Virement transaction to any respective Vote Code(s). Every new transaction will have to be approved by the Pharmacist at the Pharmacy Store.
- Allocation/Deduction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



Transaction No.	Transaction Type	Budget Type	Warrant No./Reference No.	Vote Code	Vote Code	Created Date	Created By	Status
BT16000015	Virement	Operating	090401/030500/27404/03	TestingJulyANoi2016NewVoteCode	090401/030500/27404/03	22/07/2016	Ready to Input	Approved
BT16000014	Virement	Dasar Baru	REF1132A	ENT (bukan Ubat)	090401/031200/27499/99	22/07/2016	Ready to Input	Approved
BD16000042	Deduction	Operating	REF11A	TestingJulyANoi2016NewVoteCode	090401/030500/27404/03	22/07/2016	Ready to Input	Approved
BA16000146	Allocation	Operating	Warrant220720	TestingJulyANoi2016NewVoteCode	090401/030500/27404/03	22/07/2016	Ready to Input	Approved
BA16000145	Allocation	Development	warrant12AAA	Obstetik dan Ginekologi (ubat)	090401/030700/27401/99	14/07/2016	Ready to Input	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"> - All - Allocation - Deduction - Virement 	Transaction Type: <ul style="list-style-type: none"> • All – Will display all existing Allocation/deduction (Tarik Balik)/Virement transactions • Allocation – Will display existing allocation transaction(s) • Deduction – Will display existing deduction transaction(s) • Virement – Will display existing Virement transaction(s)
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"> - All - Approved - Cancelled - Open - Pending For Approval - Rejected 	Status: <ul style="list-style-type: none"> • All • Approved – The Allocation/Deduction/Virement transaction is approved by the Pharmacist • Cancelled – The transaction is cancelled by the user. The transaction cannot be cancelled after it is sent for approval • Open – Newly created transaction status will default to Open. The status will maintain as Open after the user saves the transaction • Rejected – The transaction is rejected by the Pharmacist

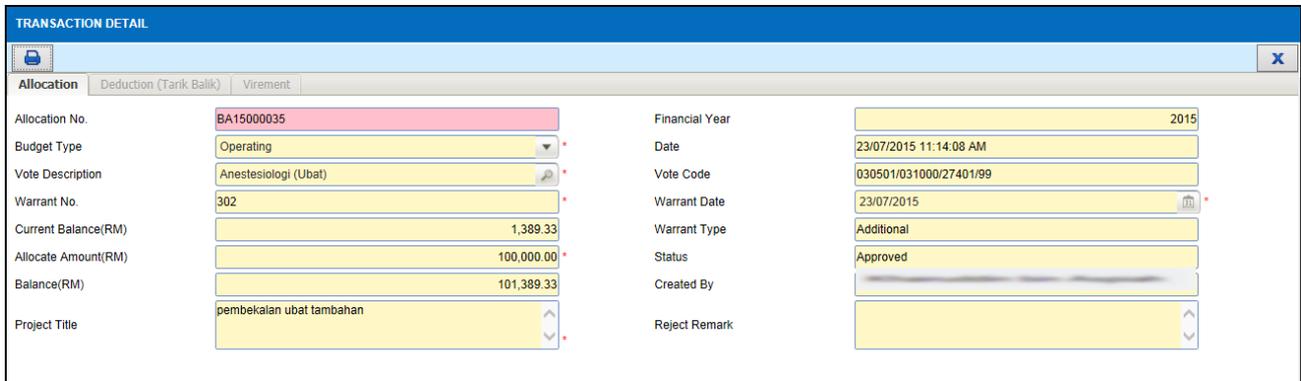
Table 4.2.1-1

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



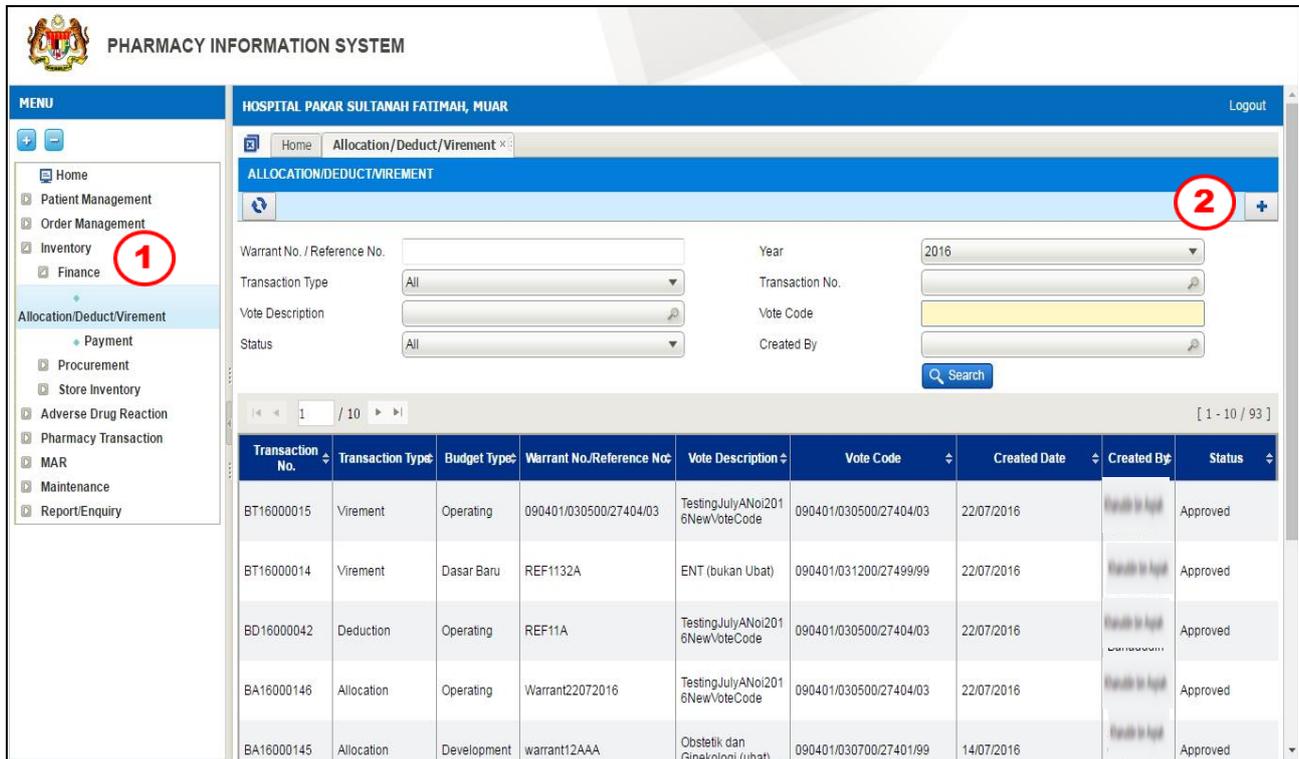
The screenshot displays a 'TRANSACTION DETAIL' window with a tabbed interface. The 'Allocation' tab is selected. The form contains the following fields:

Field	Value	Field	Value
Allocation No.	BA15000035	Financial Year	2015
Budget Type	Operating	Date	23/07/2015 11:14:08 AM
Vote Description	Anestesiologi (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	[Signature]
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.



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 Description	Vote Code	Created Date	Created By	Status
BT16000015	Virement	Operating	090401/030500/27404/03	TestingJulyANoi2016NewVoteCode	090401/030500/27404/03	22/07/2016	Health to top	Approved
BT16000014	Virement	Dasar Baru	REF1132A	ENT (bukan Ubat)	090401/031200/27499/99	22/07/2016	Health to top	Approved
BD16000042	Deduction	Operating	REF11A	TestingJulyANoi2016NewVoteCode	090401/030500/27404/03	22/07/2016	Health to top	Approved
BA16000146	Allocation	Operating	Warrant22072016	TestingJulyANoi2016NewVoteCode	090401/030500/27404/03	22/07/2016	Health to top	Approved
BA16000145	Allocation	Development	warrant12AAA	Obstetik dan Ginekologi (ubat)	090401/030700/27401/99	14/07/2016	Health to top	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

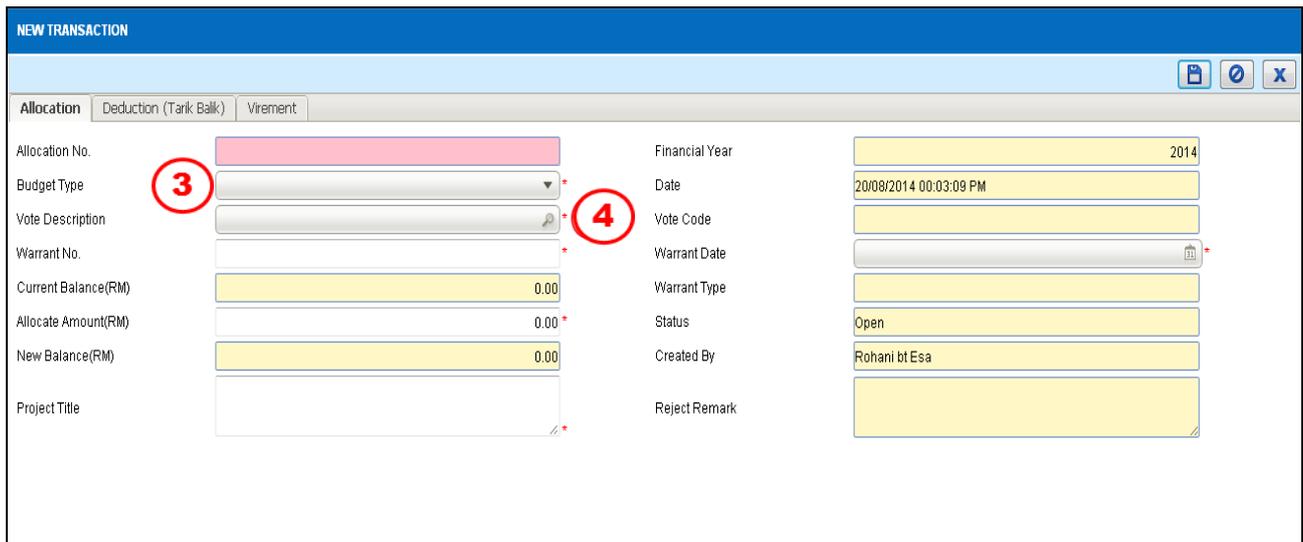
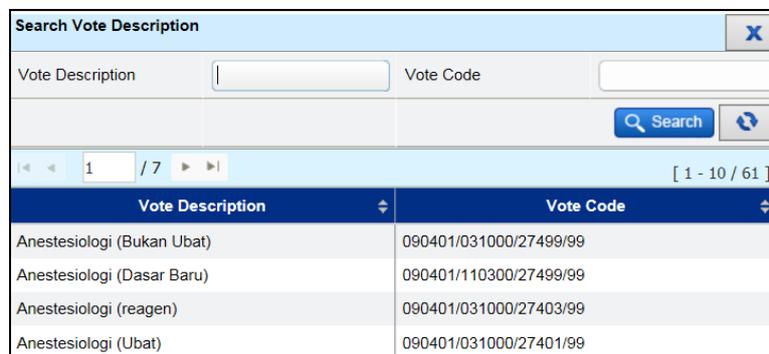


Figure 4.3-2 New Transaction – Allocation



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

Figure 4.3-3 Search Vote Description

Note

- **Financial Year** is default 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.
- New Allocation **Status** is default to 'Open'.
- **Created By** will default to the user's 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 displayed automatically based on the **Vote Description** selected.
- **Current Balance (RM)** will be displayed automatically 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.

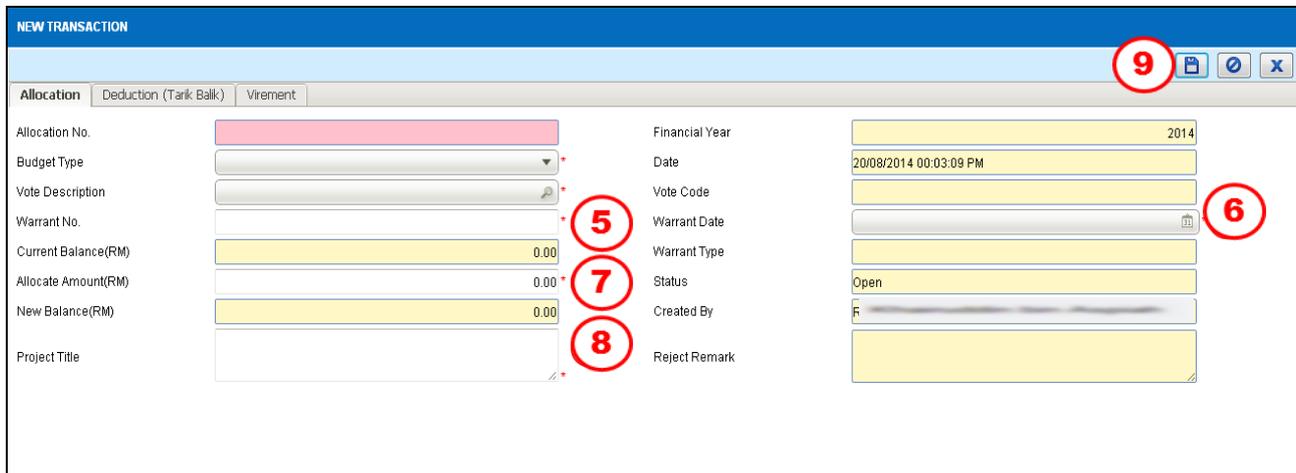


Figure 4.3-4 New Transaction – Allocation

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 calculated automatically 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

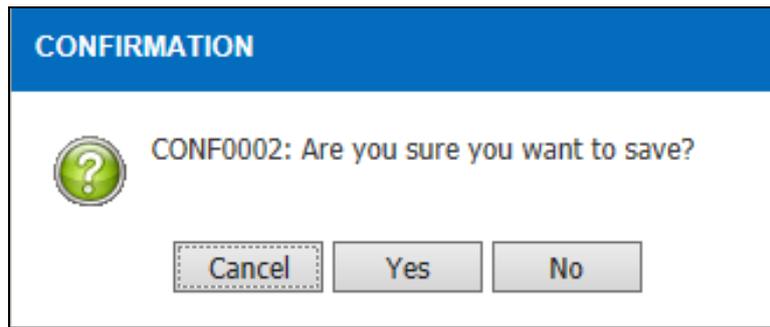


Figure 4.3-5 Save Confirm Alert Message

- Click on the  button in Figure 4.3-6

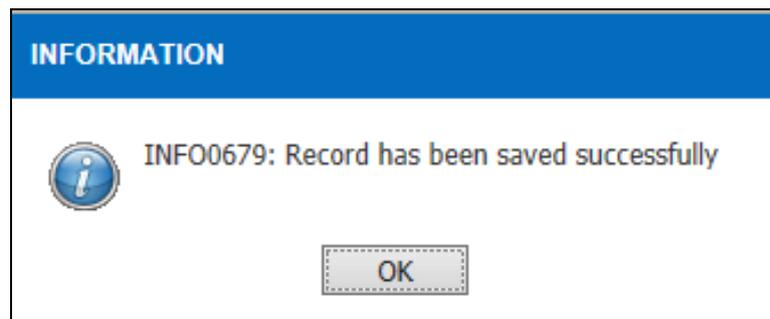
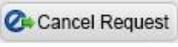


Figure 4.3-6 Data inserted successfully

-  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 generated automatically. 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

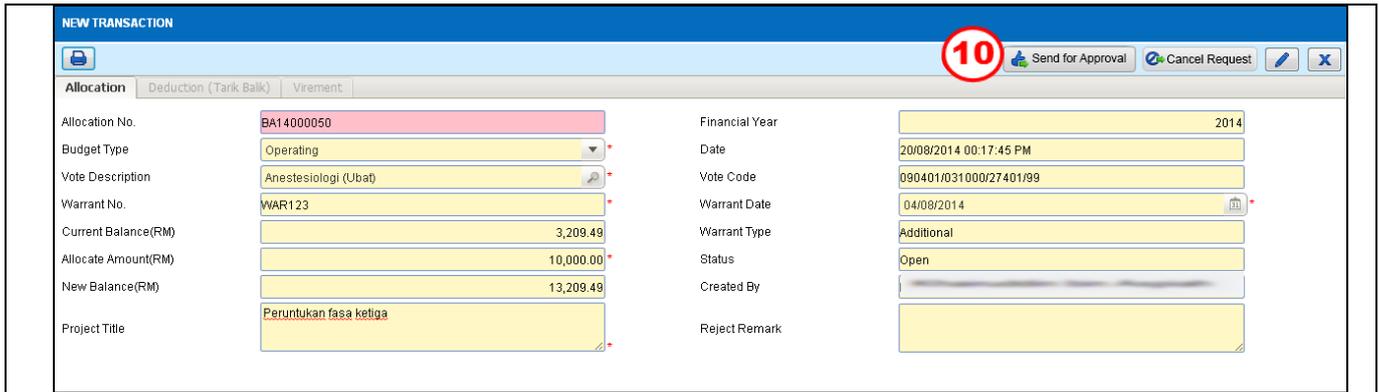


Figure 4.3-7 Send for Approval

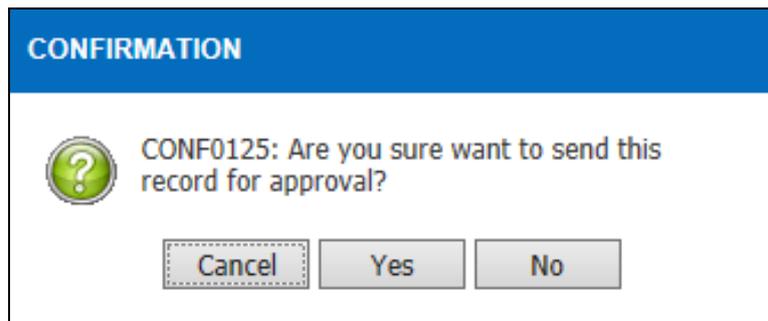


Figure 4.3-8 Alert Message Send for Approval

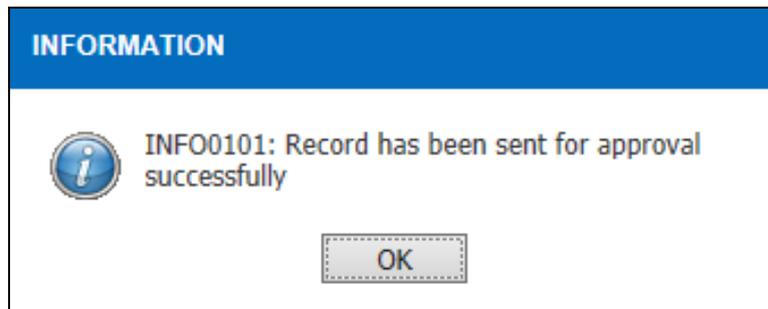


Figure 4.3-9 Successfully sent for Approval

Note

- Click on the  button in Figure 4.3-8.
- Click on the  button in Figure 4.3-9.
- The **Status** will be change automatically 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.

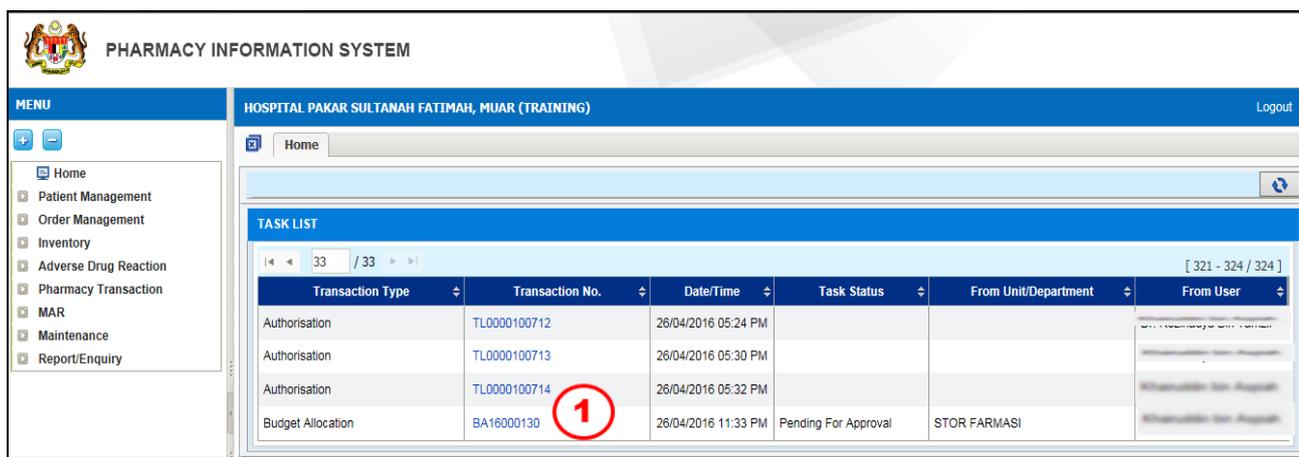


Figure 4.3.1-1 Task List

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.

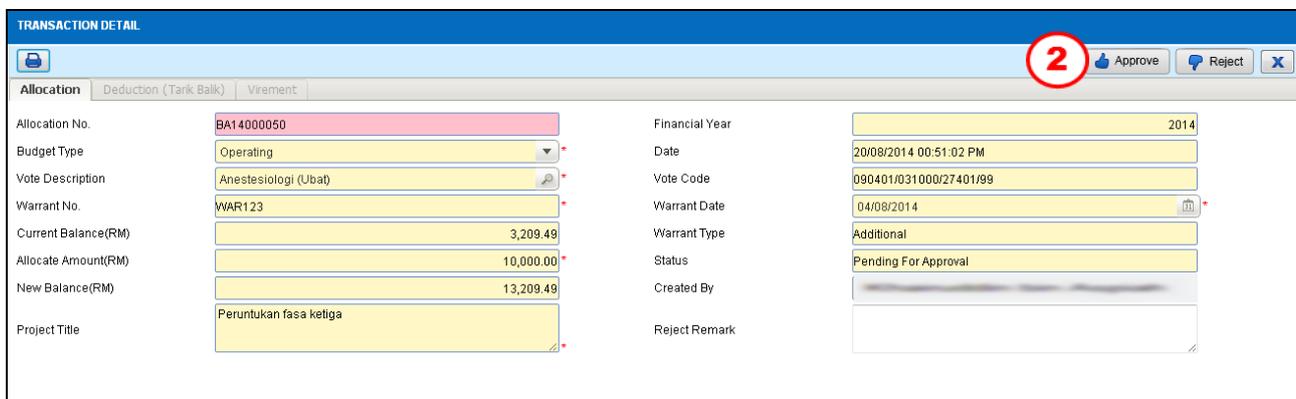
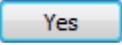
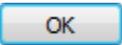


Figure 4.3.1-2 Transaction Details – Allocation

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 change automatically 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 change automatically to 'Rejected'.
- Click on the  button to view/print the report as Figure 4.3.1-5

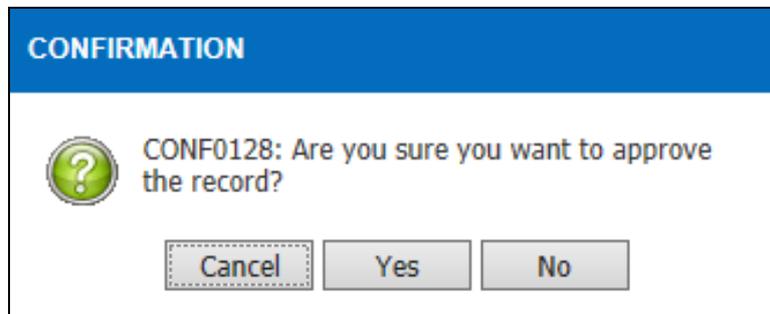


Figure 4.3.1-3 Confirmation Alert Message

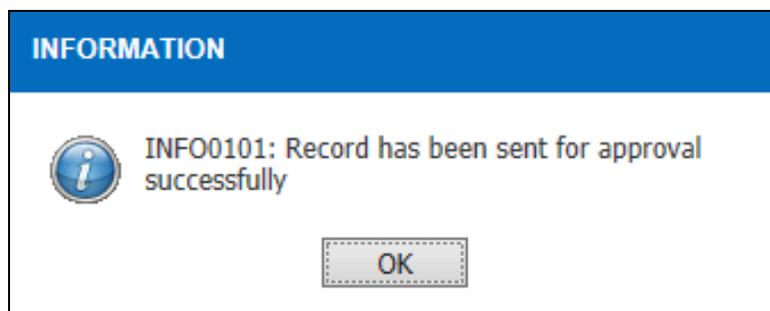


Figure 4.3.1-4 Information Alert Message





KEMENTERIAN KESIHATAN MALAYSIA
Hospital Pakar Sultanah Fatimah, Muar

BUDGET ALLOCATION REPORT

Transaction No. : BA14000050
Vote Code : 000401/031000/27401/99
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 fasa ketiga
TOTAL (RM) :				10,000.00	3,209.49	13,209.49	

Disediakan oleh:

Nama : [REDACTED]

Jawatan : Penolong Pegawai Tadbir N27

Unit : STOR FARMASI

Jabatan : Pharmacy

Tarikh : 20/05/2014

(DILULUSKAN)

Nama : [REDACTED]

Jawatan : Pegawai Farmasi U45

Unit : STOR FARMASI

Jabatan : Pharmacy

Tarikh : 20/05/2014

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

Page 1 of 1

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.

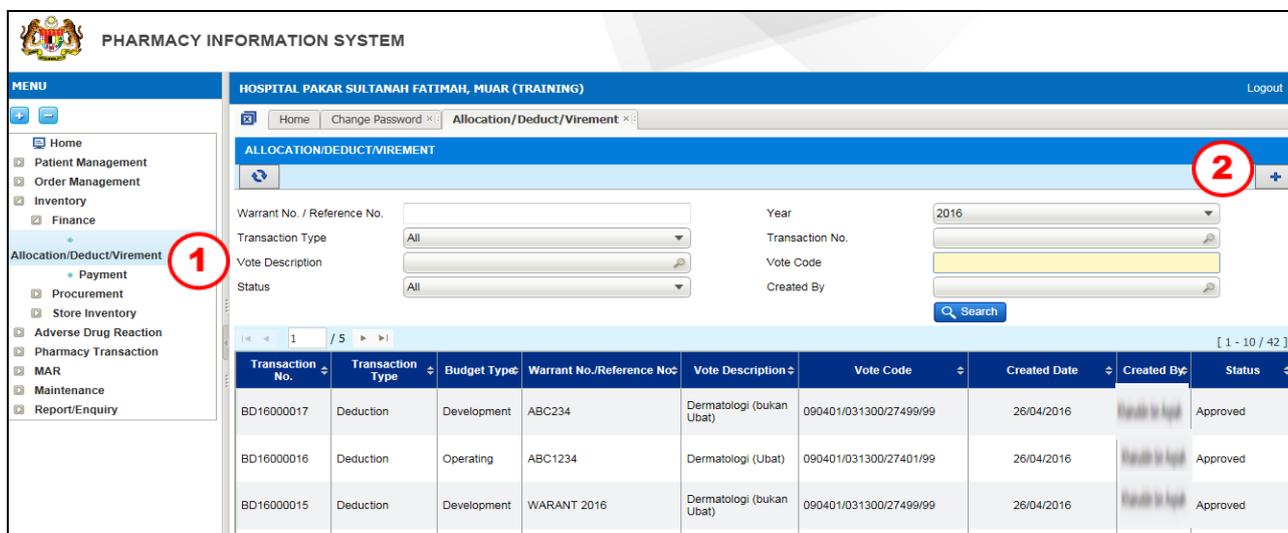


Figure 4.3.2-1 Create New Deduction (Tarik Balik)

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

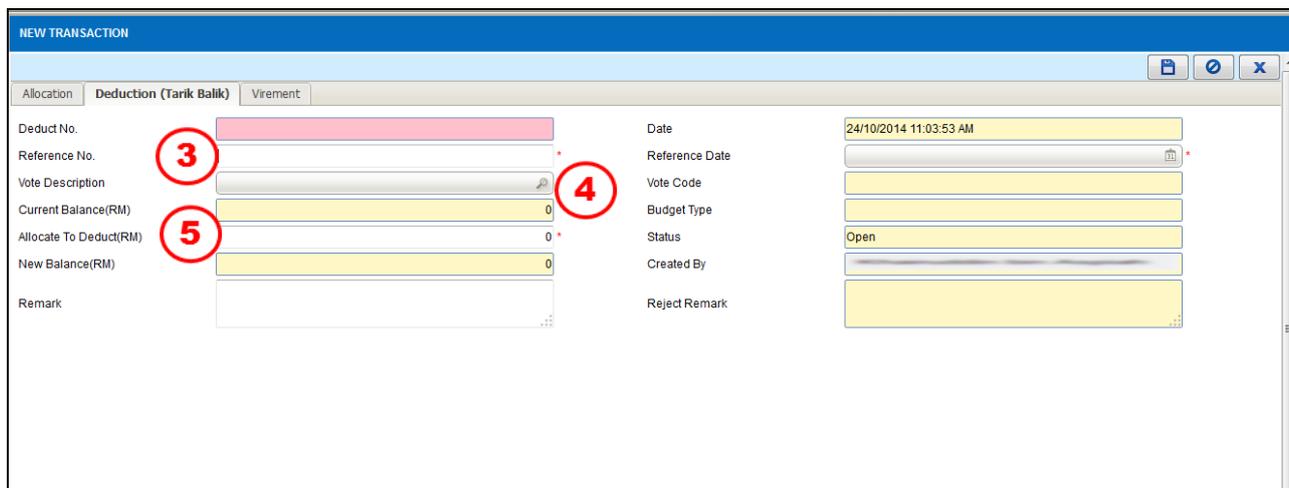


Figure 4.3.2-2 New Deduction (Tarik Balik) transaction

Search Vote Description		
Vote Description	<input type="text"/>	Vote Code
Budget Type	<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Refresh"/>
<div style="text-align: right;">[1 - 10 / 51]</div>		
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.
- New Deduction (Tarik Balik) **Status** defaults to 'Open'.
- **Created By** will default 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.

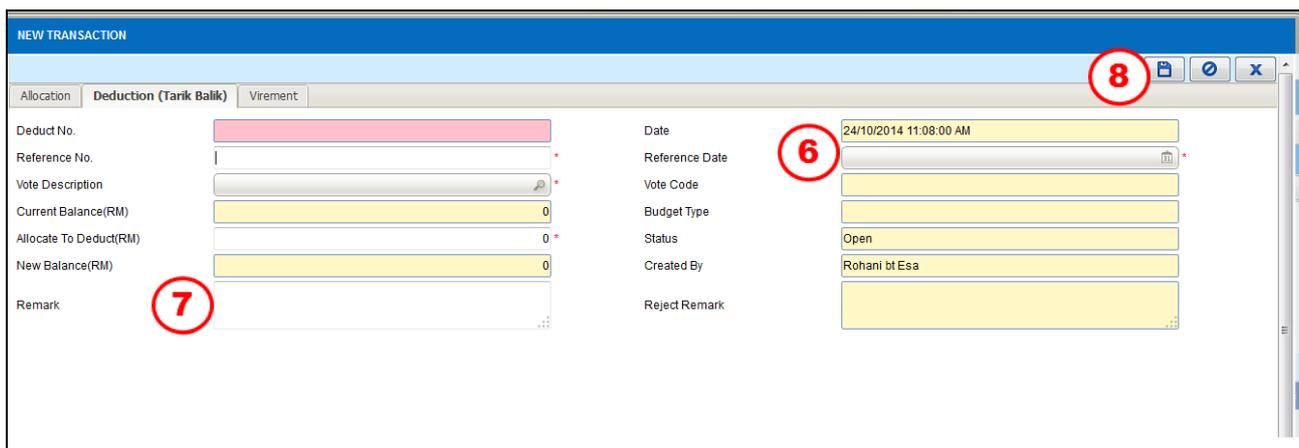


Figure 4.3.2-4 New Transaction – Deduction (Tarik Balik)

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 displayed automatically 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 calculated automatically by the system.

STEP 8

Enter **Remark** if applicable

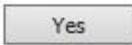
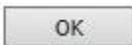
Note

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

STEP 9

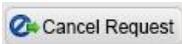
Click on the  button to save the transaction

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 change to 'Cancelled'.

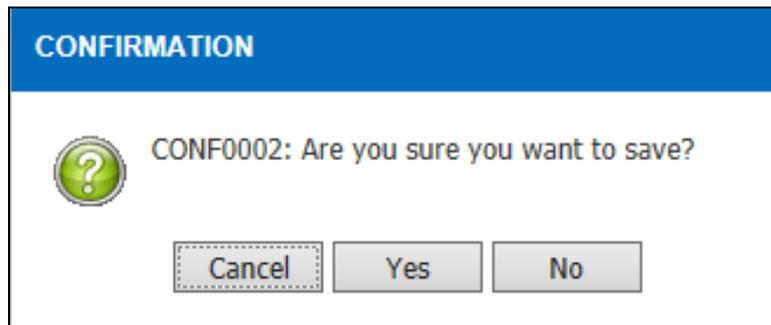


Figure 4.3.2-5 Save Confirm Alert Message

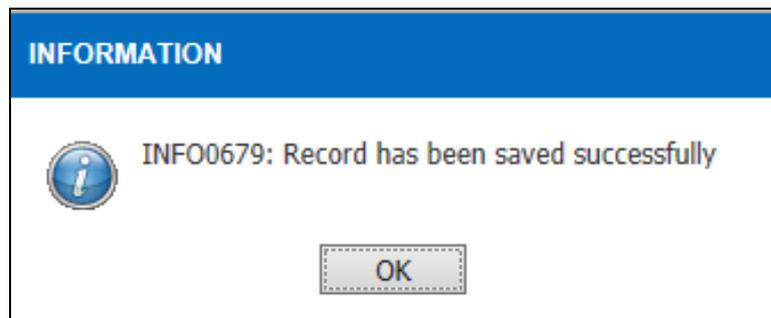
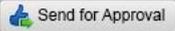


Figure 4.3.2-6 Data inserted successfully

STEP 10

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

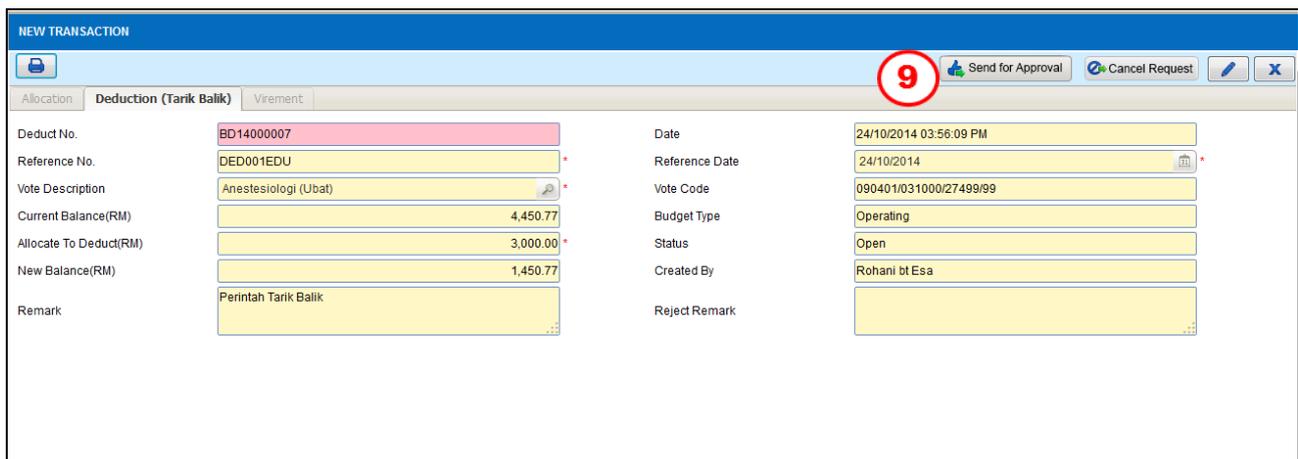


Figure 4.3.2-7 New Transaction – Send for Approval

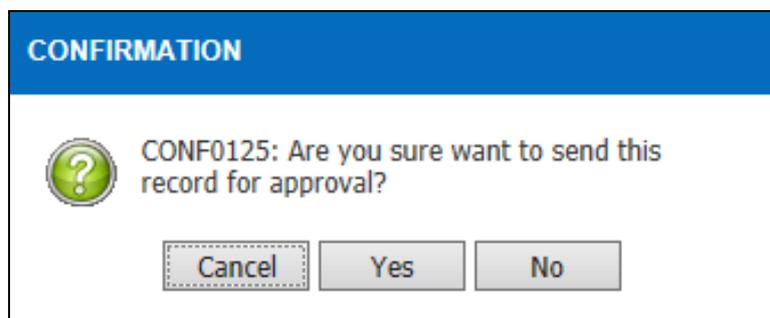


Figure 4.3.2-8 Alert Message Send for Approval

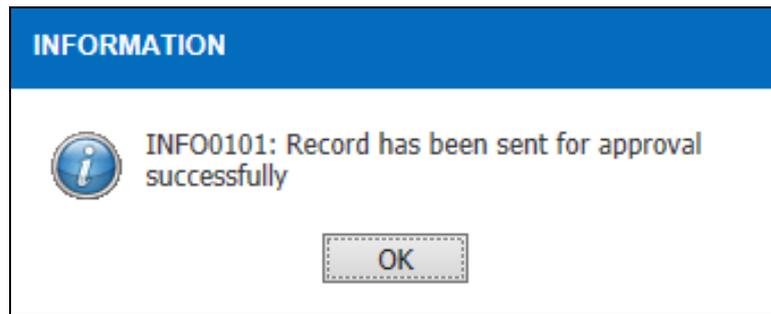


Figure 4.3.2-9 Information Alert Message

Note

- Click on the button in Figure 4.3.2-8
- Click on the button in Figure 4.3.2-9
- The **Status** will change automatically 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:

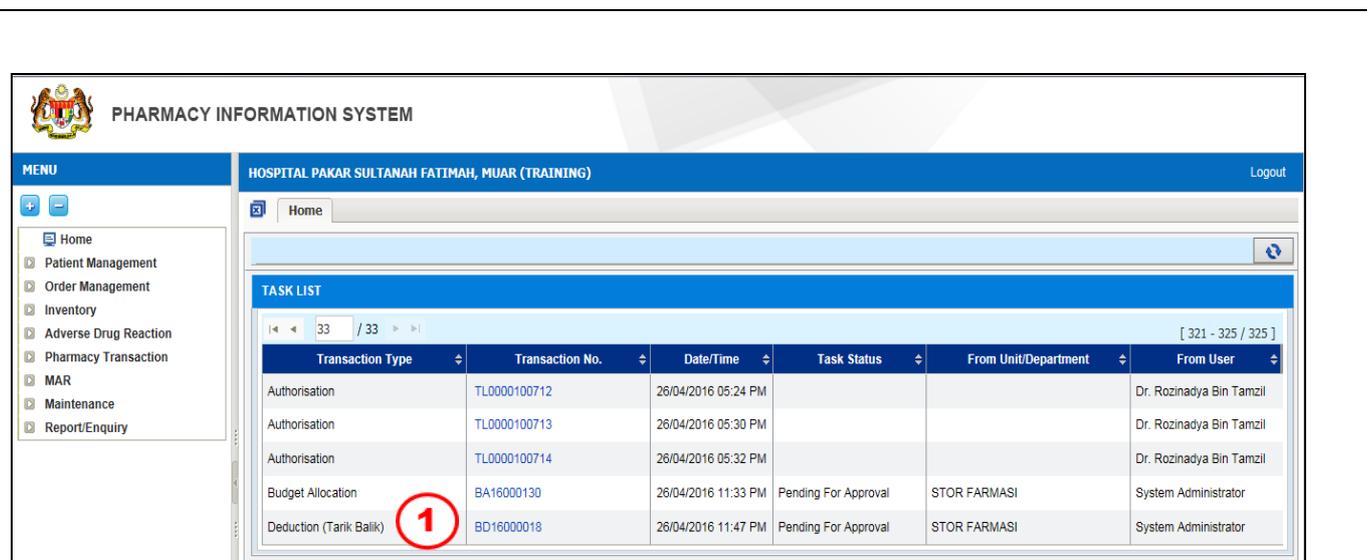


Figure 4.3.3-1 Task List

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

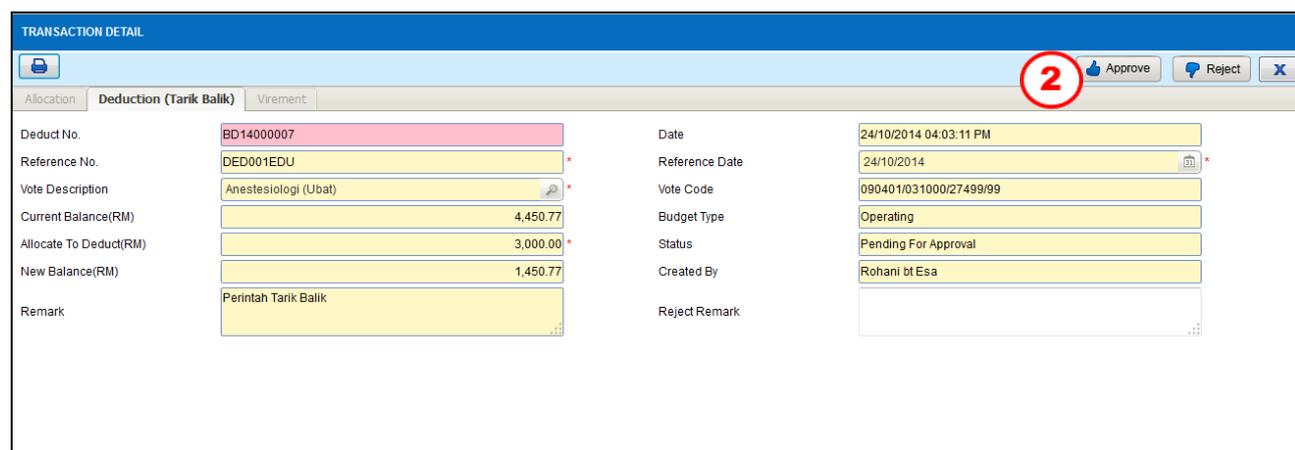


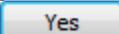
Figure 4.3.3-2 Transaction Details

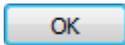
STEP 2

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 change automatically 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 change automatically to 'Rejected'.

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

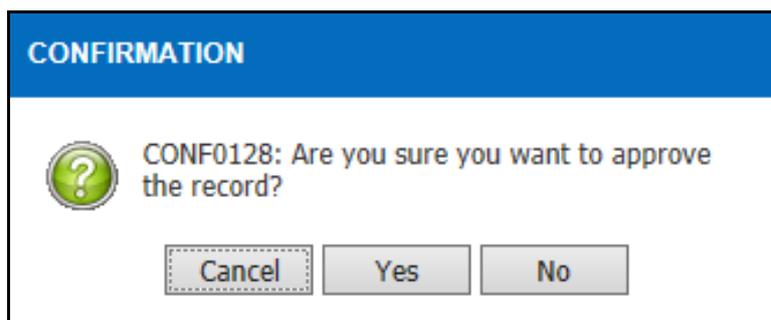


Figure 4.3.3-3 Confirmation Alert Message

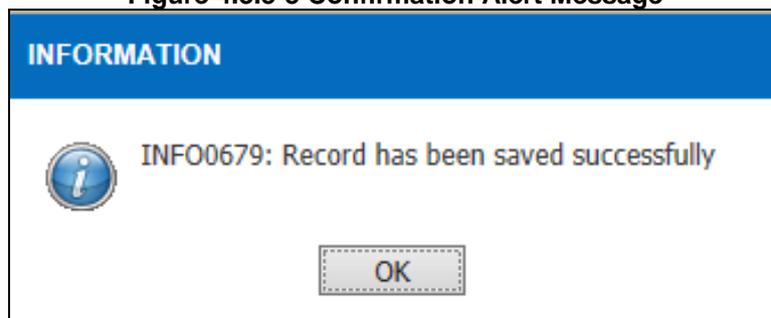


Figure 4.3.3-4 Information Alert Message



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
TOTAL (RM) :		50,000.00	152,172.53	102,172.53	

Disediakan oleh:

Nama : Rohani bt Esa
Jawatan : Penolong Pegawai Tadbir N27
Unit : STOR FARMASI
Jabatan : Pharmacy
Tarikh : 20/08/2014

(DILULUSKAN)

Nama : Mohamad Azhar bin Bahauddin
Jawatan : Pegawai Farmasi U48
Unit : STOR FARMASI
Jabatan : Pharmacy
Tarikh : 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.

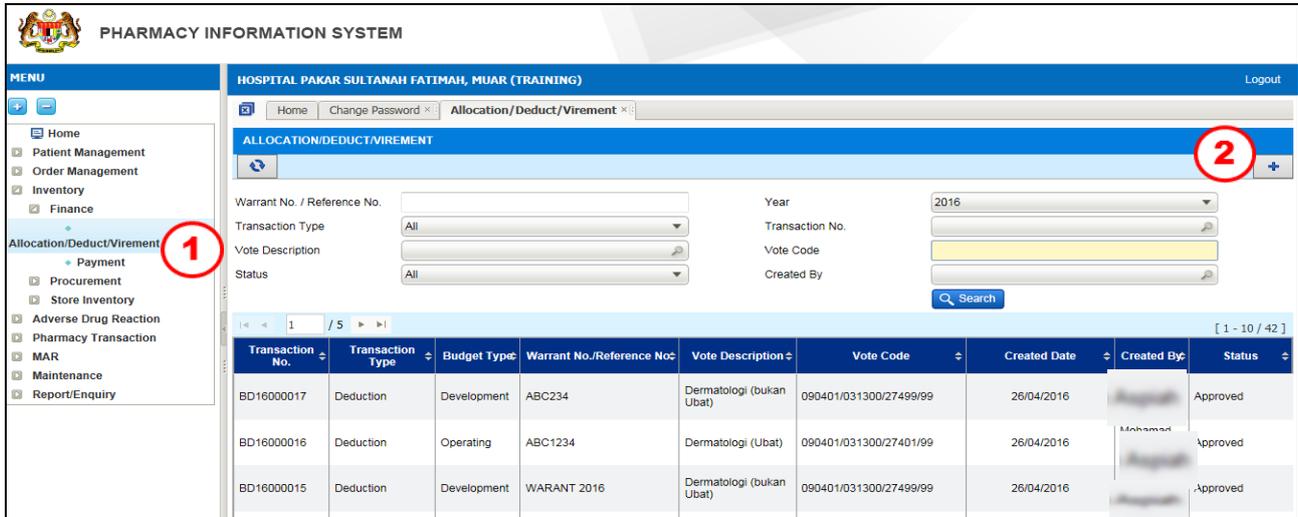


Figure 4.3.4-1 Create New Virement transaction

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

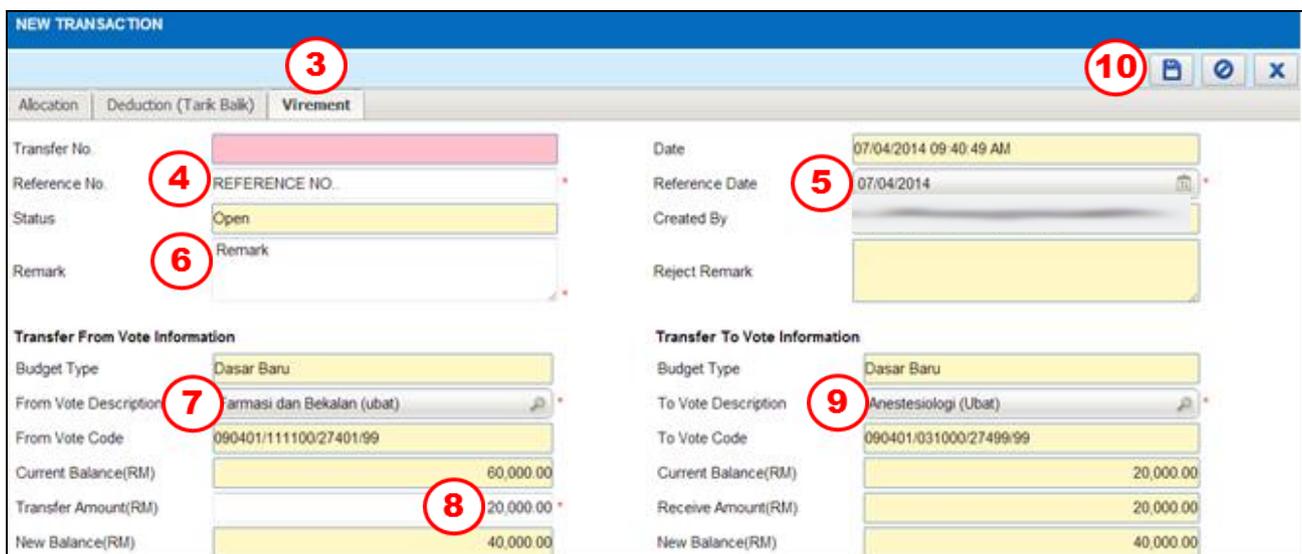


Figure 4.3.4 -2 New Transfer (Virement)

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.
- New Virement **Status** defaults to 'Open'.
- **Created By** will default 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 display automatically based on the **From Vote Description** selected.
- **Current Balance (RM)** will display automatically based on the **From Vote Description** selected.

STEP 8

Enter **Transfer Amount (RM)**

Note

- **Receive Amount (RM)** will be updated automatically 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 display automatically based on the Vote Code selected.
- **Current Balance (RM)** will display automatically based on the **To Vote Description** selected.

STEP 10

Click on the  button to save the transaction

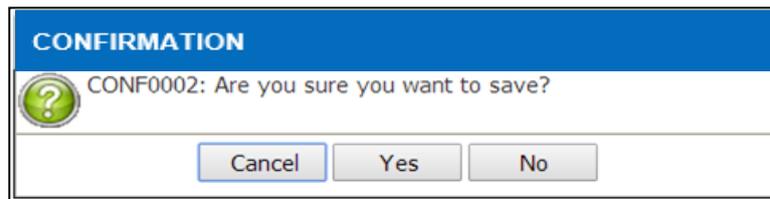
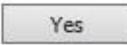


Figure 4.3.4-3 Save Confirm Alert Message

Note

- Click on the  button in Figure 4.3.4-3.

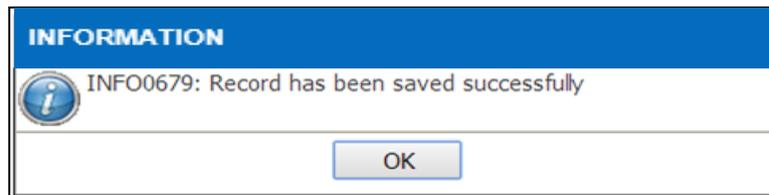
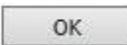
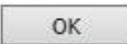


Figure 4.3.4-4 Data inserted successfully

- 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'.

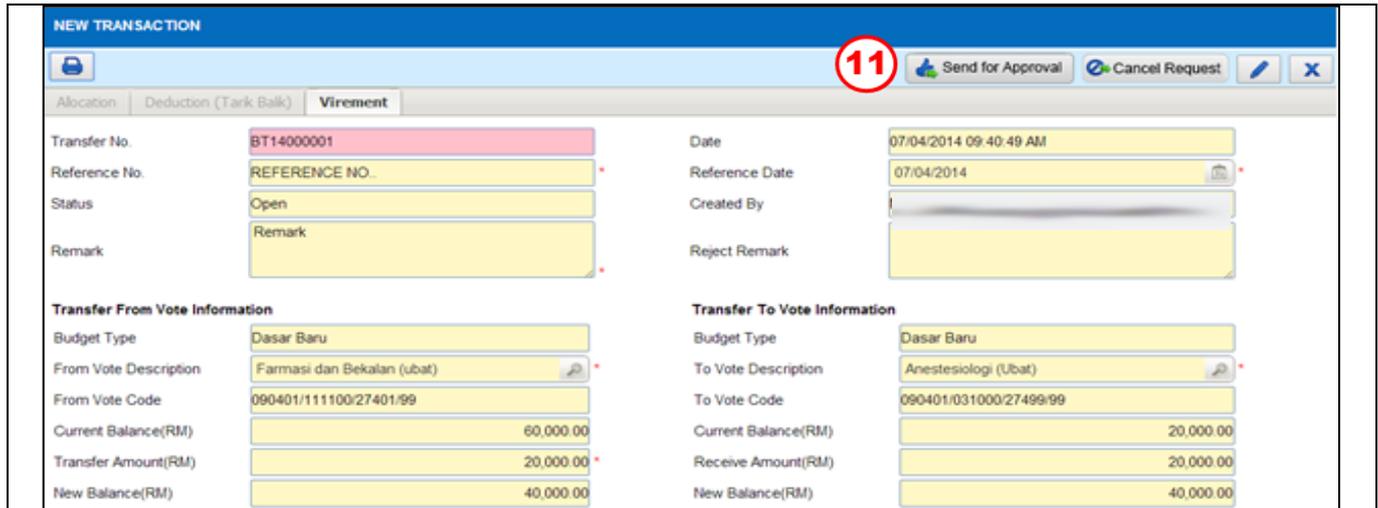


Figure 4.3.4-5 Send For Approval

STEP 11

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

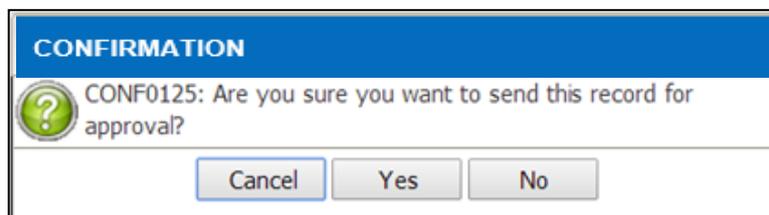


Figure 4.3.4-6 Alert Message Send for Approval

Note

- Click on the  button in Figure 4.3.4-6.

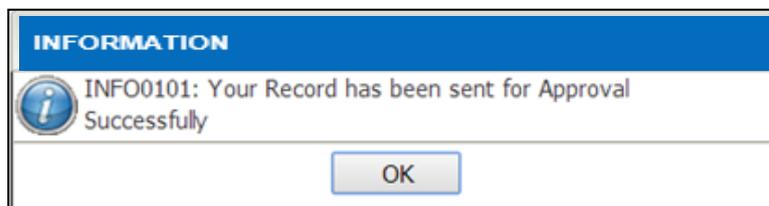


Figure 4.3.4-7 Successfully sent for Approval

- Click on the  button in Figure 4.3.4-7.
- The **Status** will change automatically 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 1	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	
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 change automatically 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 change automatically 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	peembekalan ubat tambahan
TOTAL (RM) :				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

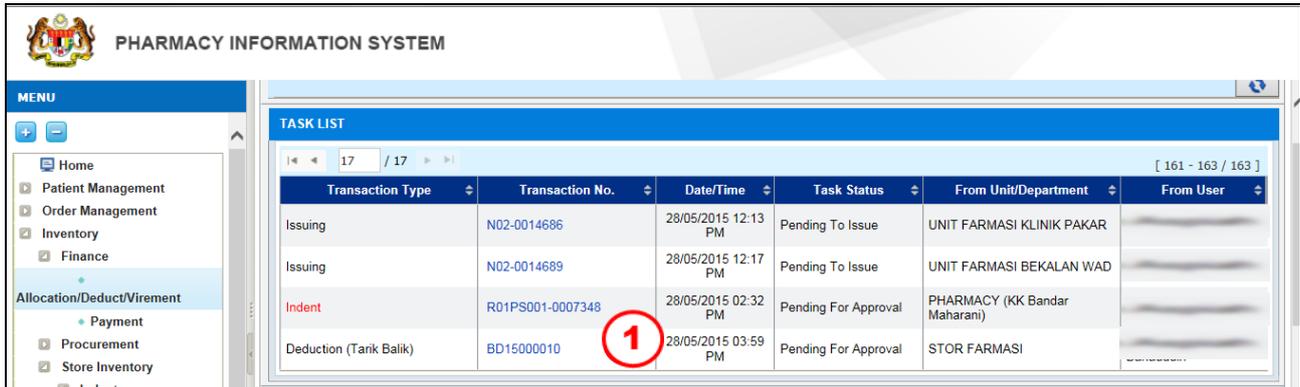
Unit Name : Farmasi Logistik

Source : PHS

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

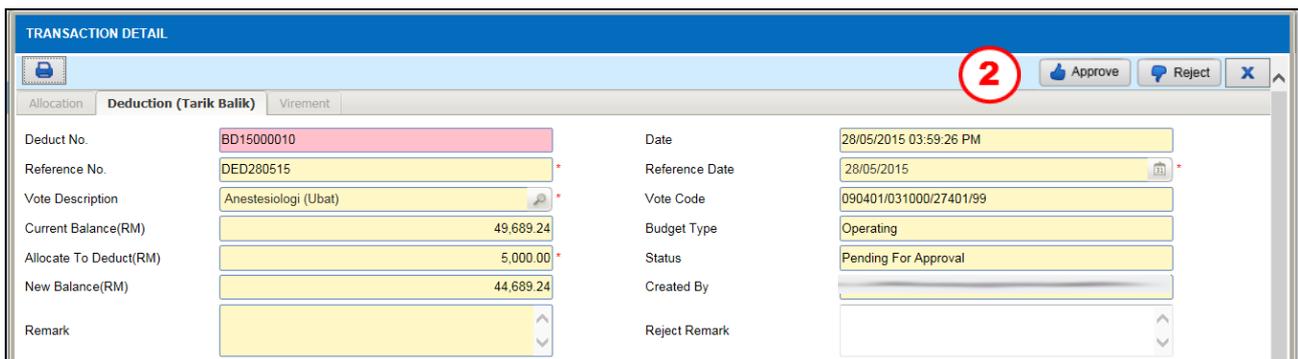
Latest transaction will be shown at the last page of the Task List.

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	
Deduct No.	BD15000010
Reference No.	DED280515
Vote Description	Anestesiologi (Ubat)
Current Balance(RM)	49,689.24
Allocate To Deduct(RM)	5,000.00
New Balance(RM)	44,689.24
Remark	
Date	28/05/2015 03:59:26 PM
Reference Date	28/05/2015
Vote Code	090401/031000/27401/99
Budget Type	Operating
Status	Pending For Approval
Created By	
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 change automatically 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 change automatically to 'Rejected'.



KEMENTERIAN KESIHATAN MALAYSIA
Hospital Kulim
BUDGET DEDUCTION REPORT

Transaction No : 8015000035
Vote Code : 030501/020400/27401/00
Vote Name : health class
Budget Type : Dasar Baru
Status : Approved

Date	Reference No.	Deduction Amount (RM)	Current Balance(RM)	Balance (RM)	Remarks
08/07/2015	2020	1,000.00	1,000,000.00	999,000.00	
TOTAL (RM) :		1,000.00	1,000,000.00	999,000.00	

Disediakan oleh:

Nama : 

Jawatan : Pegawai Farmasi US2

Unit : Farmasi Logistik

Jabatan : Pharmacy

Tarikh : 08/07/2015

(DILULUSKAN)

Nama : 

Jawatan : Pegawai Farmasi US2

Unit : Farmasi Logistik

Jabatan : Pharmacy

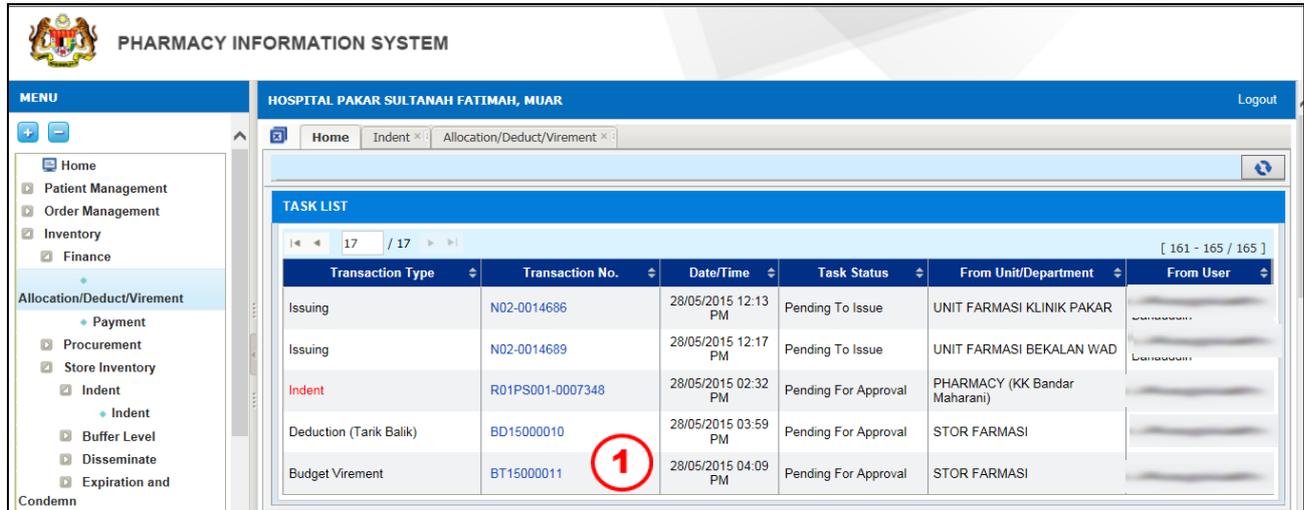
Tarikh : 08/07/2015

Printed Date : 23/07/2015 Printed By : PADLIZA MOHD HUSSEN 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

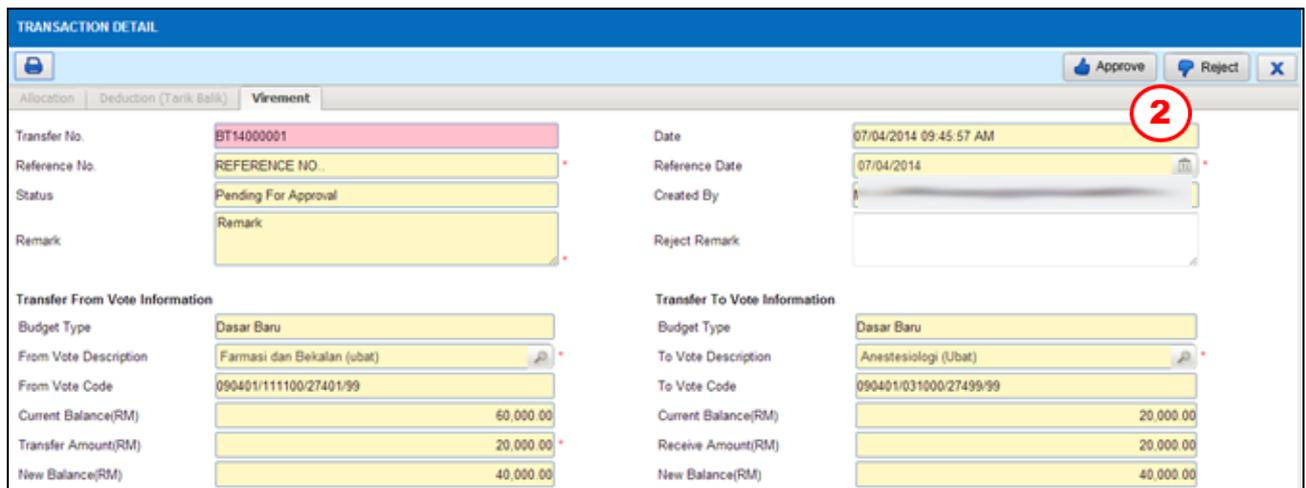
Latest transaction will be shown on the last page of the Task List.

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 change automatically 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 030501/010200/27401/99 Dasar Baru	999,000.00	10,000.00	989,000.00	Anestesiologi (Bukan Ubal) 030501/031000/27499/99 Dasar Baru	25,000.00	10,000.00	35,000.00

Diadilkan oleh:

Nama : P. [Redacted]

Jawatan : Pegawai Farmasi US2

Unit : Farmasi Logistik

Jabatan : Pharmacy

Tarikh : 07/07/2015

(DILULUSKAN)

Nama : P. [Redacted]

Jawatan : Pegawai Farmasi US2

Unit : Farmasi Logistik

Jabatan : Pharmacy

Tarikh : 07/07/2015

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

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