



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

User Manual Pharmacy Inventory (Finance)

Version	: 8th Edition
Document ID	: U.MANUAL_INV_FINANCE



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Reference ID : U.MANUAL_INV_FINANCE-8th EDITION

Application reference: PhIS & CPS v1.8.1



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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

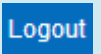
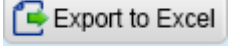
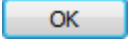
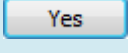
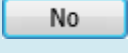
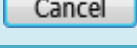
1.3 Organised Sections

These are the sections within this document:

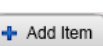
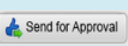
- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Vote Code
- Section 4 : Finance (Allocation/Deduct/Virement)
- Section 5 : Acronyms

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 RPL	Generate Request Purchase List	 + Vote Code	Add Vote Code
 Verify	Verify record	 + Add Item	Add Drug/Non Drug
 Send for Approval	Send for Approval	 Approve	Approve record
 Reject	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.

Functional Diagram

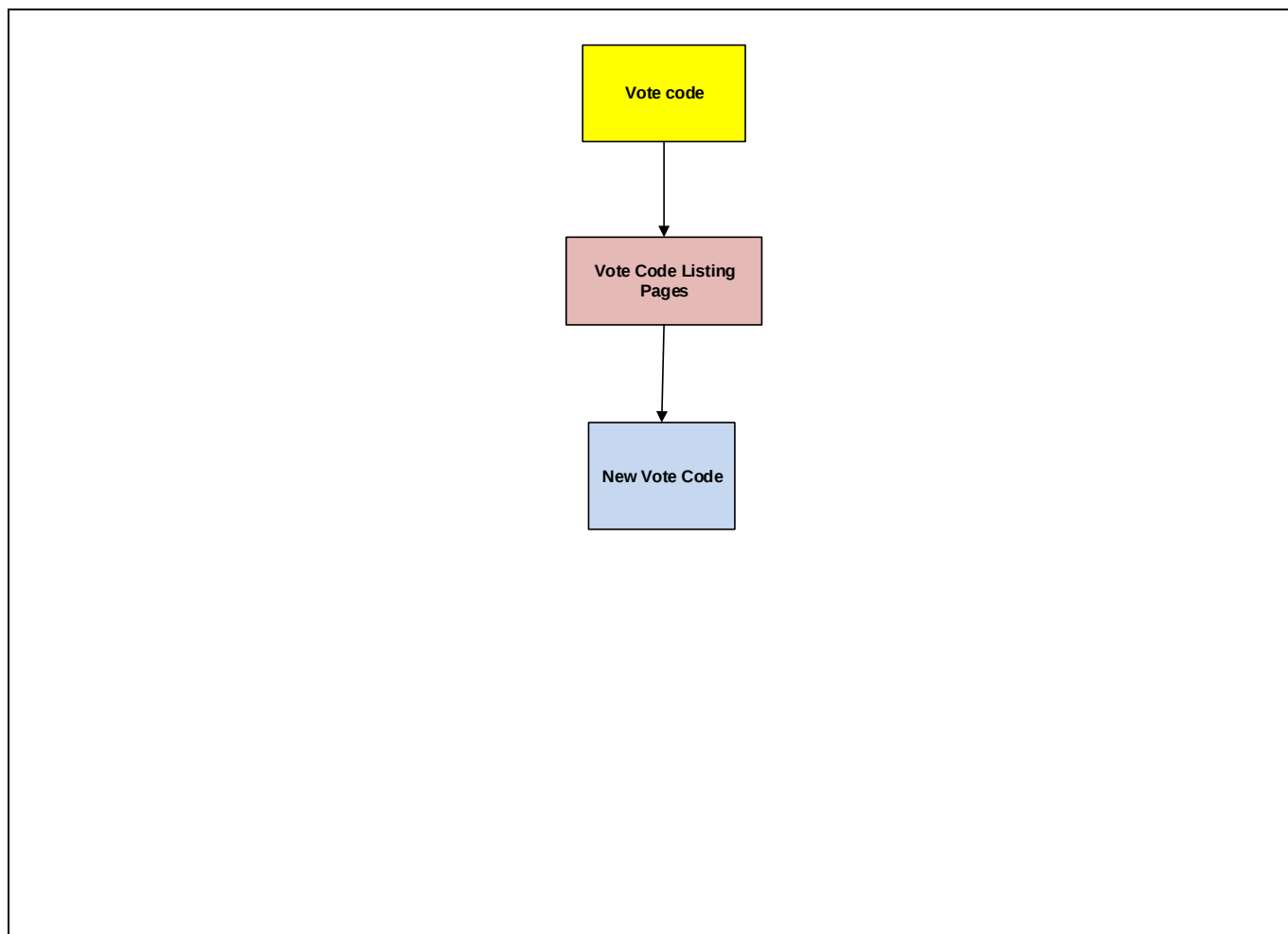


Figure 3.1-1

3.2.1 Vote Code Listing Page

This page will display all the existing Vote Code.

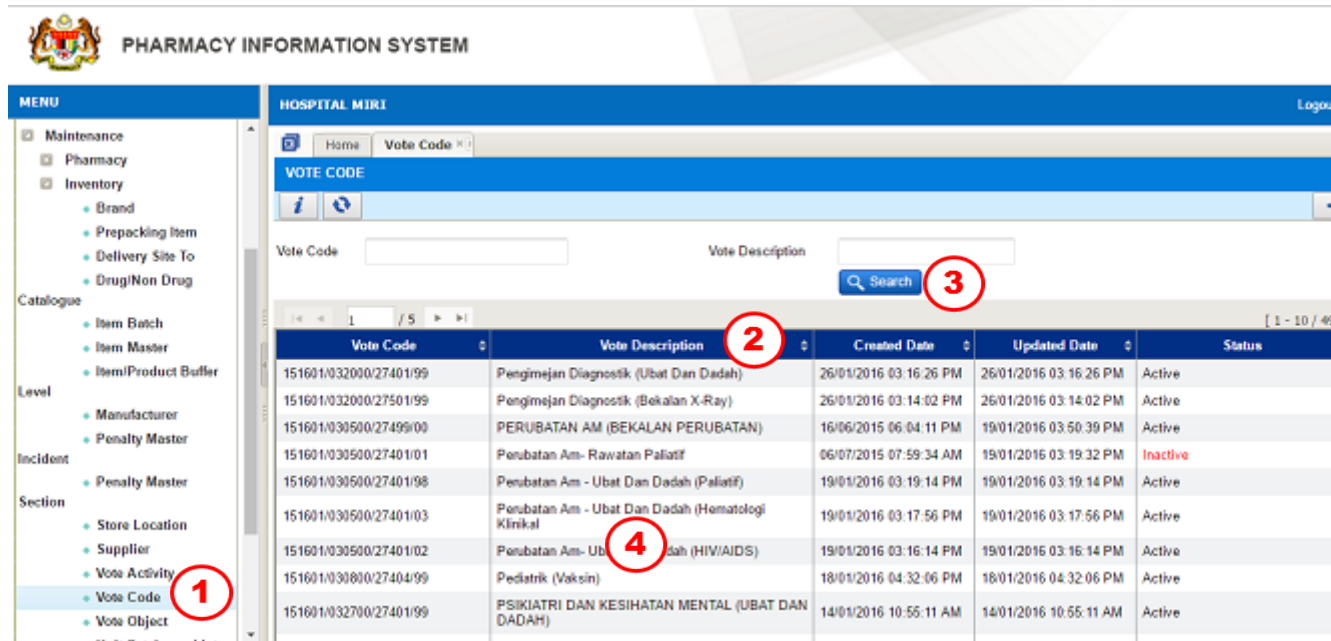


Figure 3.2-1 Create New Budget Allocation

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

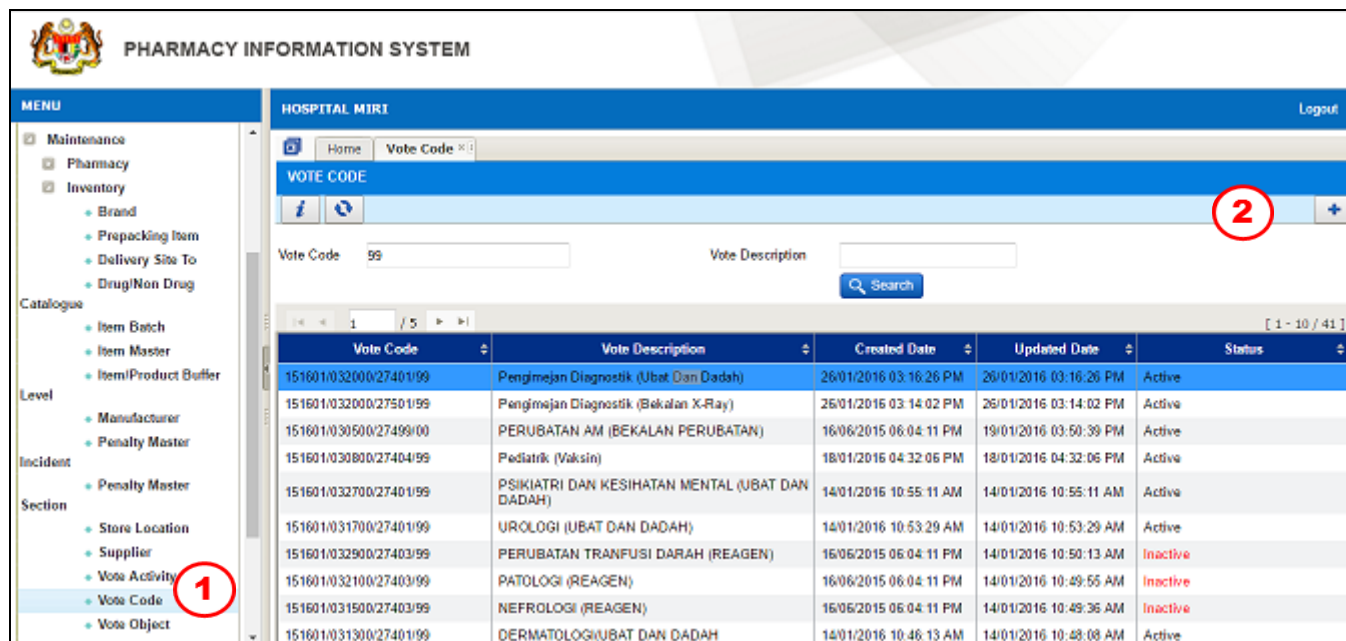
Double click on the selected record and the details will be displayed as shown in Figure 3.2-2

MAINTAINANCE - VOTE CODE			
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

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
151601/030500/27493/00	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

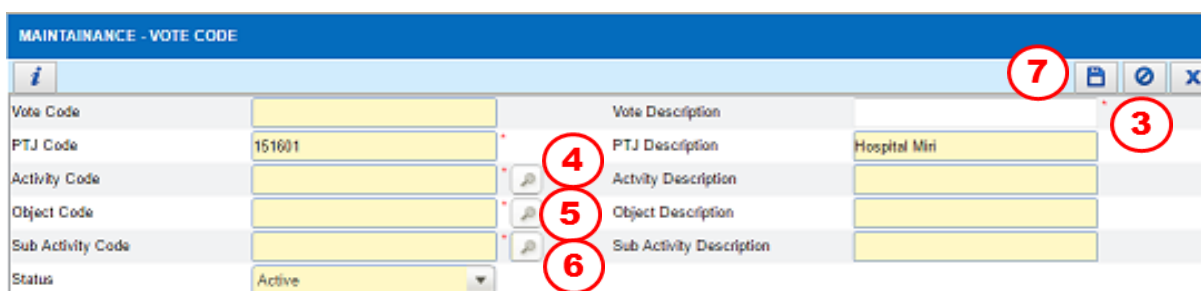


Figure 3.3-2 New Transaction – Vote Code

Note

- **PTJ Code** is defaulted to the facility's PTJ Code.
- **PTJ Description** is defaulted to facility's name
- New **Vote Code Status** is defaulted to 'Active'.

STEP 3

Type the Vote Description.

Activity Code

Search

X

Activity Description

1

/ 8

[1 - 10 / 77]

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

/ 1

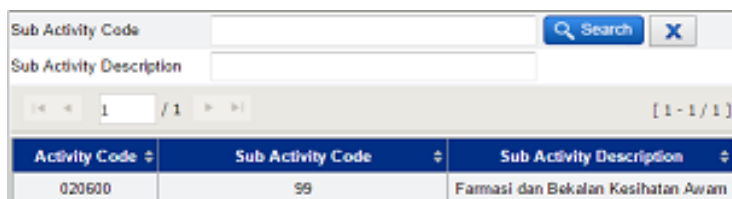
[1 - 5 / 5]

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	Farmasi 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

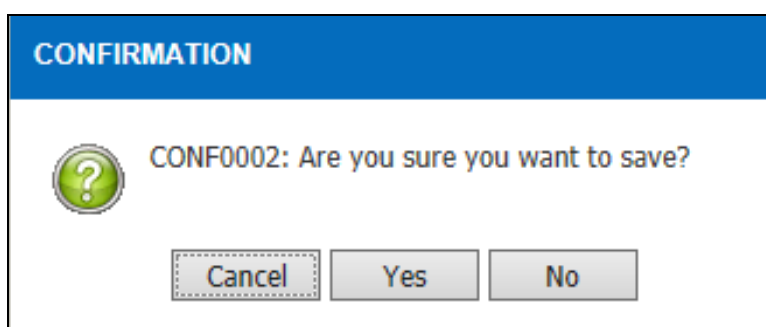
Vote Activity, Vote Object and Vote Sub Activity is created by HQ

STEP 7

Click on the  button to save the transaction

Note

- Click on the  button in Figure 3.3-6



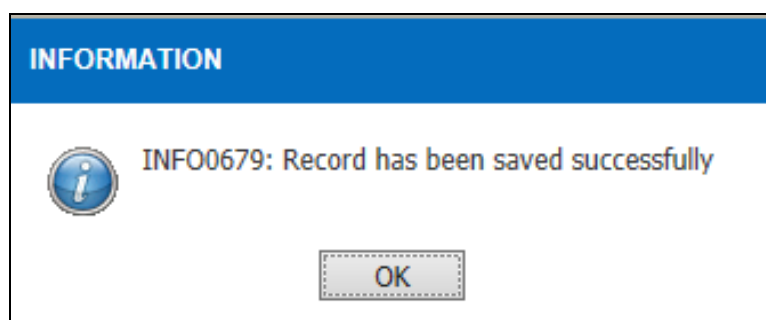
CONFIRMATION

CONF0002: Are you sure you want to save?

Cancel Yes No

Figure 3.3-6 Save Confirm Alert Message

- Click on the  button in Figure 3.3-7



INFORMATION

INFO0679: Record has been saved successfully

OK

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

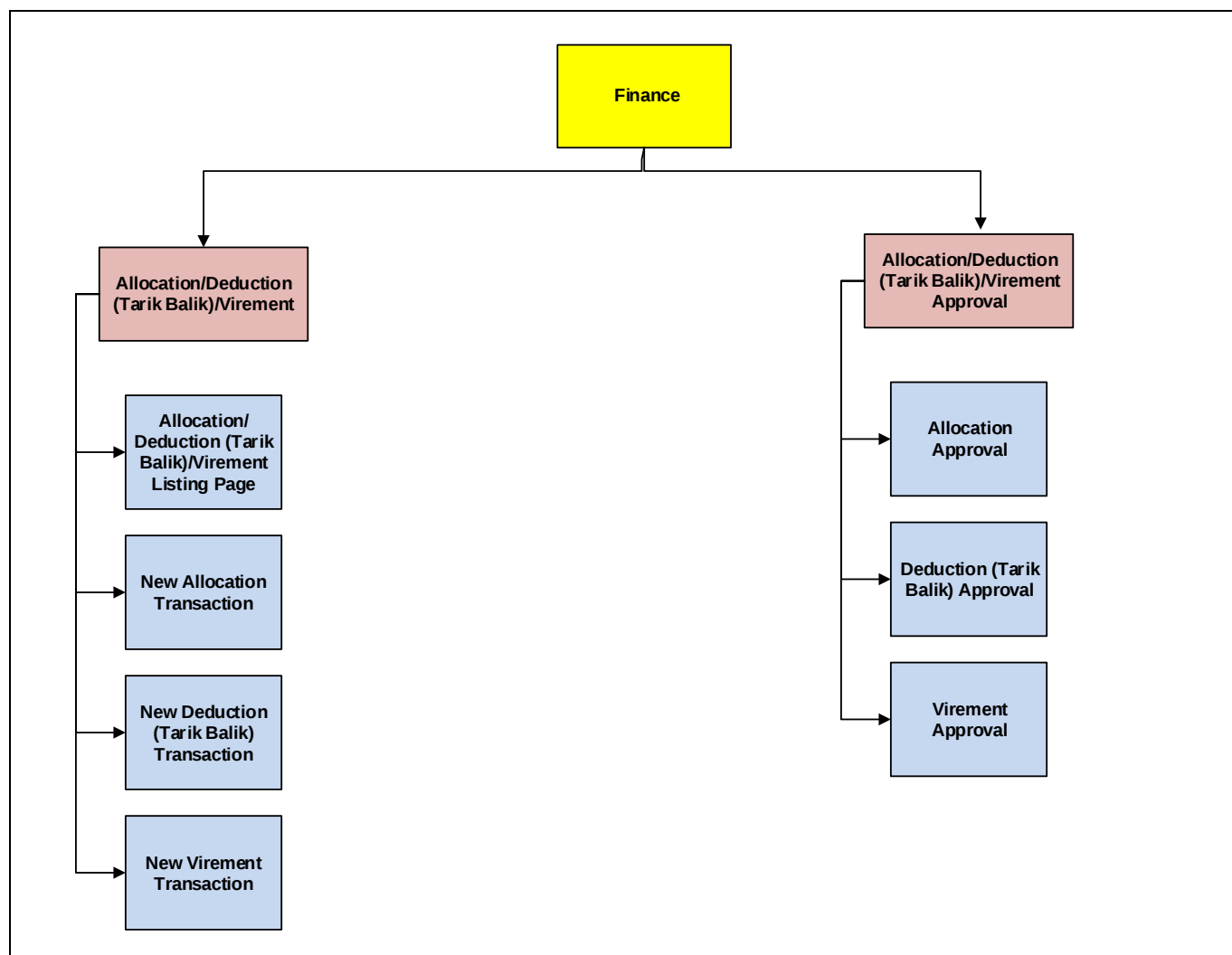


Figure 4.1-1

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**

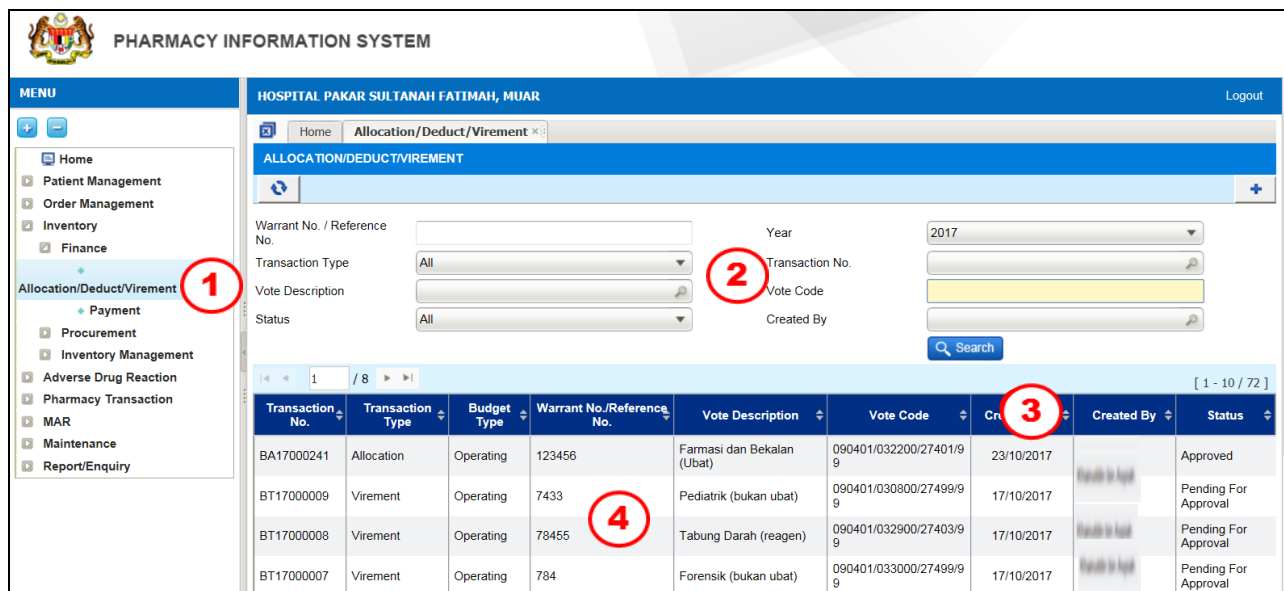
For the Head of Department/ Head of Unit/ Pharmacist to approve the 'Pending for Approval' Allocation/ Deduction (Tarik Balik) and Virement transaction(s).

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 Description	Vote Code	Cr	Created By	Status
BA17000241	Allocation	Operating	123456	Farmasi dan Bekalan (Ubat)	090401/032200/27401/9	23/10/2017		Approved
BT17000009	Virement	Operating	7433	Pediatric (bukan ubat)	090401/030800/27499/9	17/10/2017		Pending For Approval
BT17000008	Virement	Operating	78455	Tabung Darah (reagen)	090401/032900/27403/9	17/10/2017		Pending For Approval
BT17000007	Virement	Operating	784	Forensik (bukan ubat)	090401/033000/27499/9	17/10/2017		Pending For Approval

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: - All - Allocation - Deduction - Virement	Transaction Type: - 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: - All - Approved - Cancelled - Open - Pending For Approval - Rejected	Status: • 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

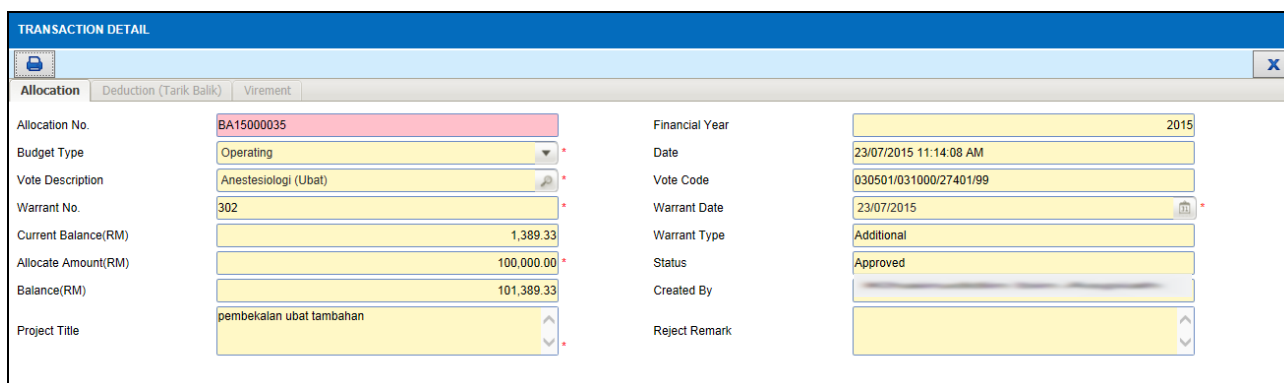
Table 4.2.1-1

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



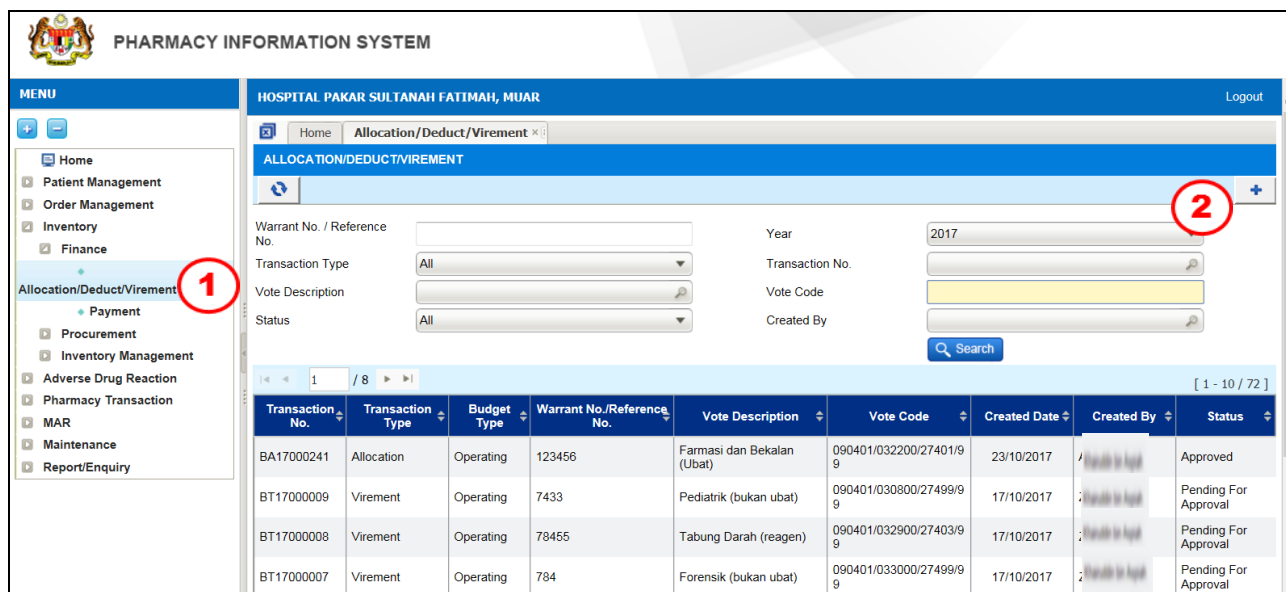
The screenshot shows the 'TRANSACTION DETAIL' window with the 'Allocation' tab selected. The details are as follows:

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	
Project Title	pembekalan ubat tambahan	Reject Remark	

Figure 4.2.1-2 Existing Budget Allocation record

4.2.2 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 2017

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
BA17000241	Allocation	Operating	123456	Farmasi dan Bekalan (Ubat)	090401/032200/27401/99	23/10/2017		Approved
BT17000009	Virement	Operating	7433	Pediatric (bukan ubat)	090401/030800/27499/99	17/10/2017		Pending For Approval
BT17000008	Virement	Operating	78455	Tabung Darah (reagen)	090401/032900/27403/99	17/10/2017		Pending For Approval
BT17000007	Virement	Operating	784	Forensik (bukan ubat)	090401/033000/27499/99	17/10/2017		Pending For Approval

Figure 4.2.2-1 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 4.2.2-2

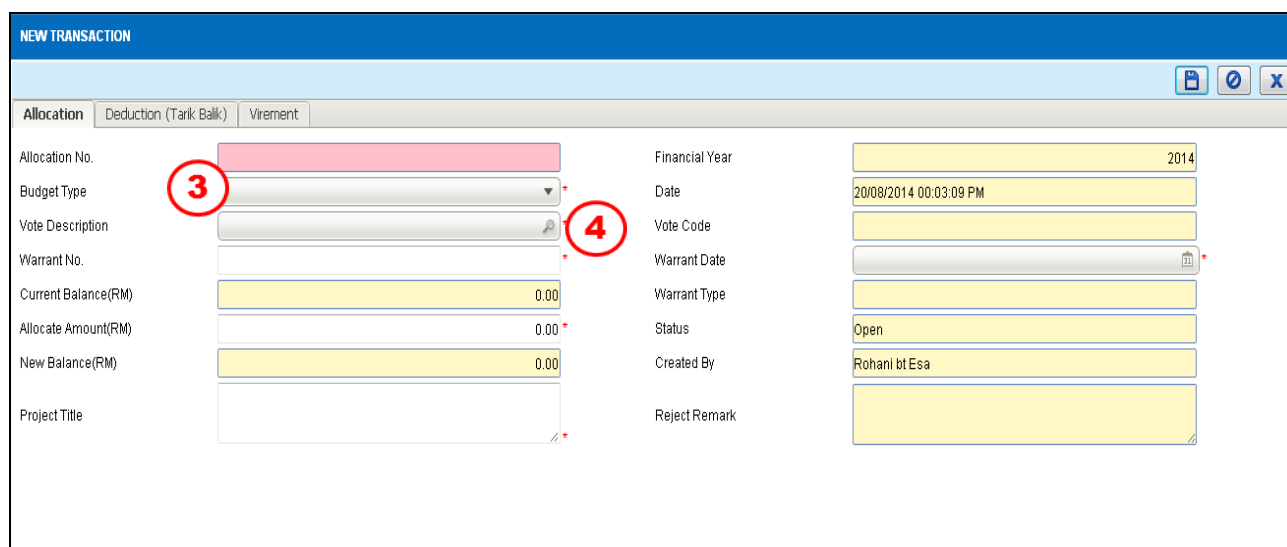


Figure 4.2.2-2 New Transaction – Allocation

Search Vote Description	
Vote Description	Vote Code
Search	
[1 - 10 / 61]	
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 4.2.2-3 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 proceed.

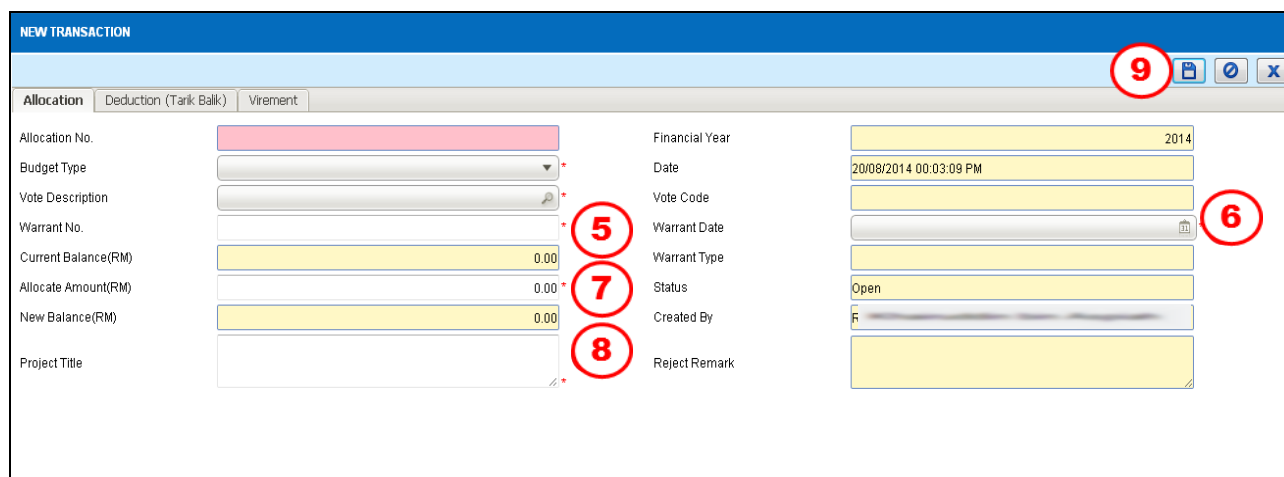


Figure 4.2.2-4 New Transaction – Allocation

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 4.2.2-5

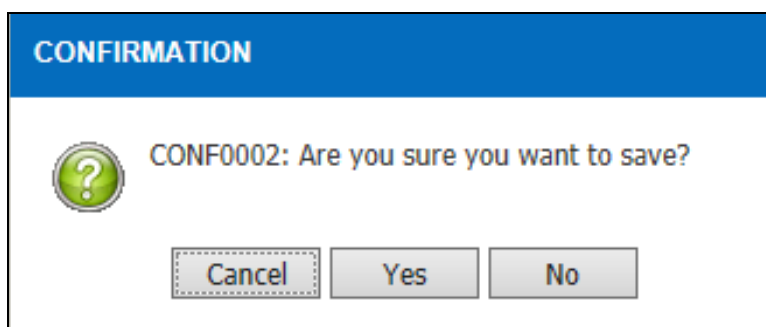


Figure 4.2.2-5 Save Confirm Alert Message

- Click on the  button in Figure 4.2.2-6

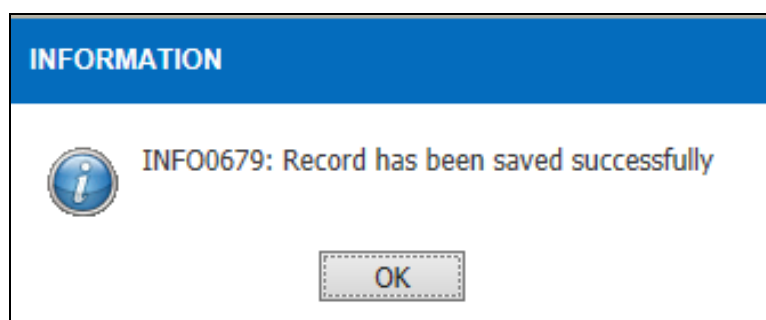
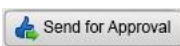


Figure 4.2.2-6 Data inserted successfully

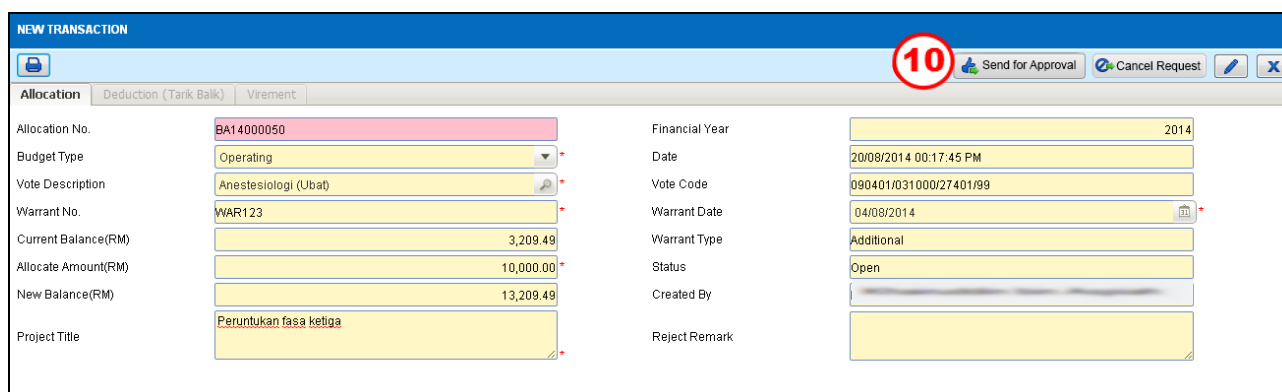
-  button will be enabled.
-  button will be enabled. Click on the button to cancel the transaction and the status will be changed to 'Cancelled'.
- Allocation No** will be generated automatically. E.g.: BA13000001

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 4.2.2-1

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 Anesthesiologi (Ubat) Vote Code 090401/031000/27401/99

Warrant No. WAR123 Warrant Date 04/08/2014

Current Balance(RM) 3,209.49 Warrant Type Additional

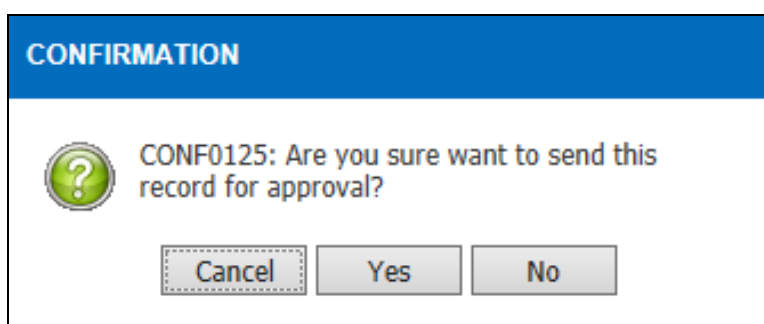
Allocate Amount(RM) 10,000.00 Status Open

New Balance(RM) 13,209.49 Created By

Project Title Peruntukan fasa ketiga Reject Remark

10 Send for Approval Cancel Request

Figure 4.2.2-7 Send for Approval

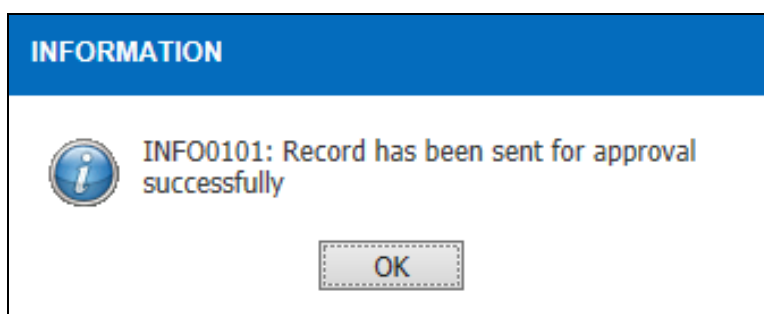


CONFIRMATION

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

Cancel Yes No

Figure 4.2.2-8 Alert Message Send for Approval



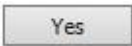
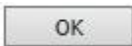
INFORMATION

INFO0101: Record has been sent for approval successfully

OK

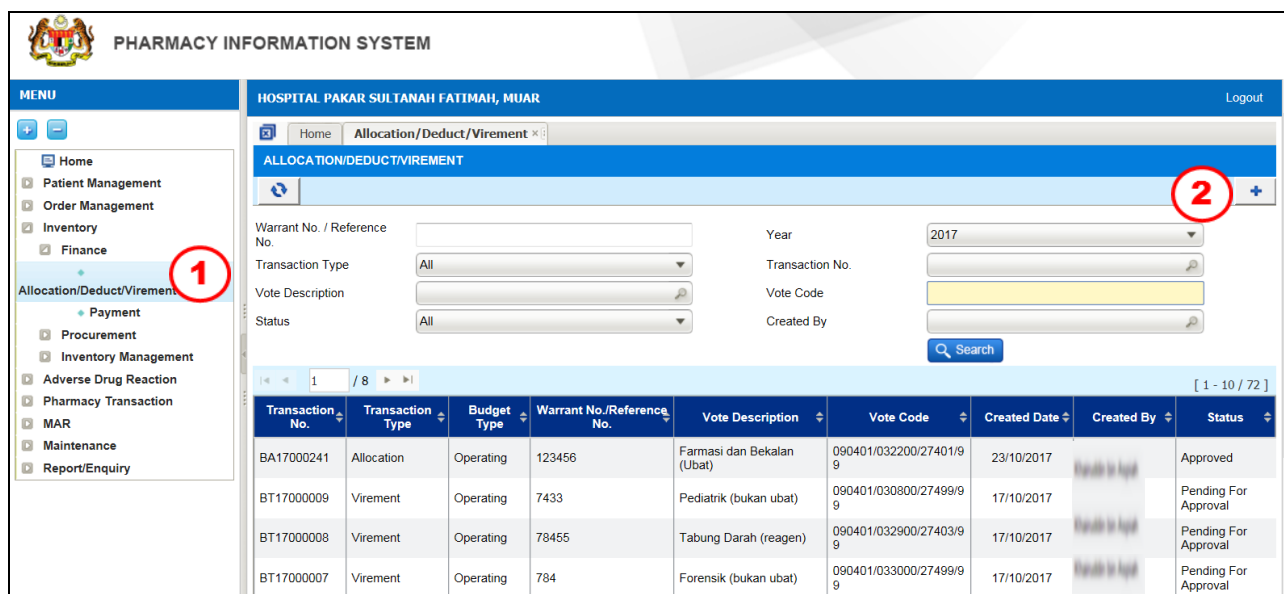
Figure 4.2.2-9 Successfully sent for Approval

Note

- Click on the  button in Figure 4.2.2-8.
- Click on the  button in Figure 4.2.2-9.
- 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.

4.2.3 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
BA17000241	Allocation	Operating	123456	Farmasi dan Bekalan (Ubat)	090401/032200/27401/9	23/10/2017		Approved
BT17000009	Virement	Operating	7433	Pediatric (bukan ubat)	090401/030800/27499/9	17/10/2017		Pending For Approval
BT17000008	Virement	Operating	78456	Tabung Darah (reagen)	090401/032900/27403/9	17/10/2017		Pending For Approval
BT17000007	Virement	Operating	784	Forensik (bukan ubat)	090401/033000/27499/9	17/10/2017		Pending For Approval

Figure 4.2.3-1 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 4.2.3-2

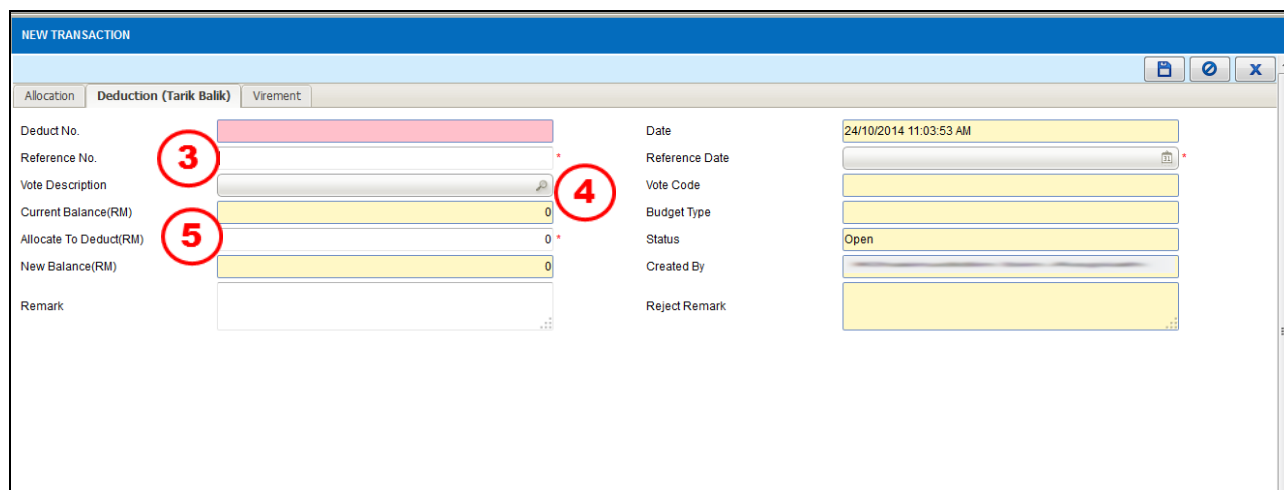


Figure 4.2.3-2 New Deduction (Tarik Balik) transaction

Search Vote Description		
Vote Description		Vote Code
Budget Type		Search 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 4.2.3-3 Search Vote Description

STEP 3

Select **Deduction (Tarik Balik)** tab as Figure 4.2.3-2

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.

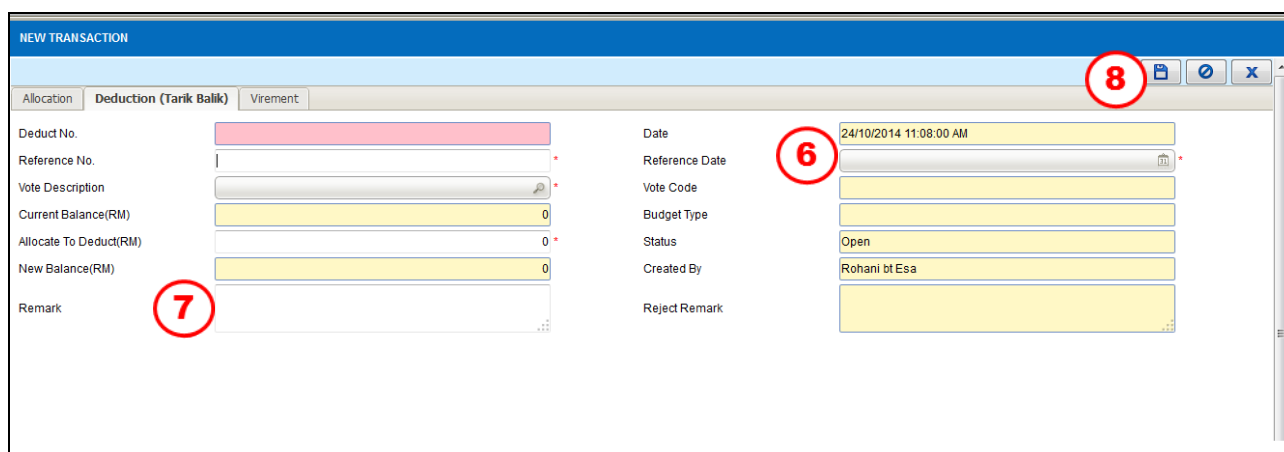


Figure 4.2.3-4 New Transaction – Deduction (Tarik Balik)

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

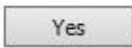
Note

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

STEP 9

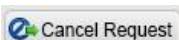
Click on the  button to save the transaction

Note

- Click on the  button in Figure 4.2.3-5
- Click on the  button in Figure 4.2.3-6.
- 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 4.2.3-1

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

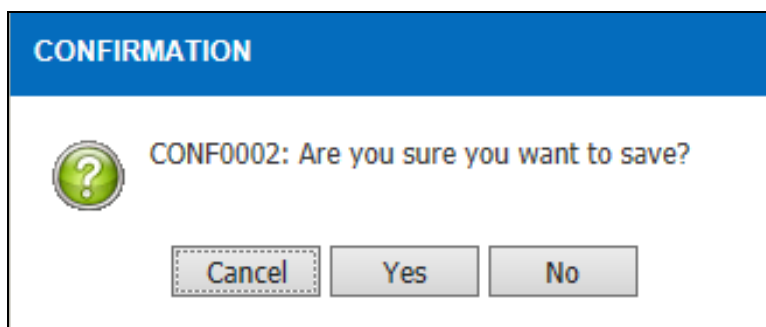


Figure 4.2.3-5 Save Confirm Alert Message

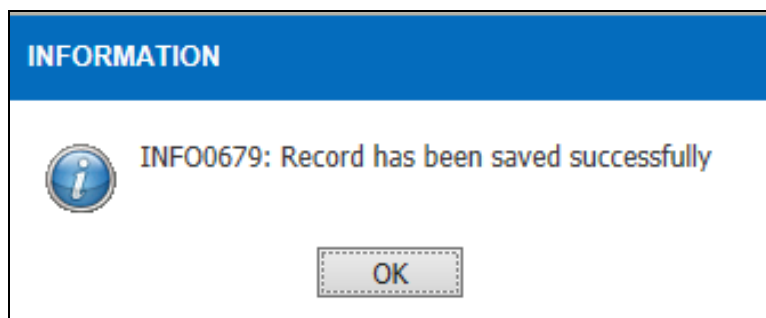
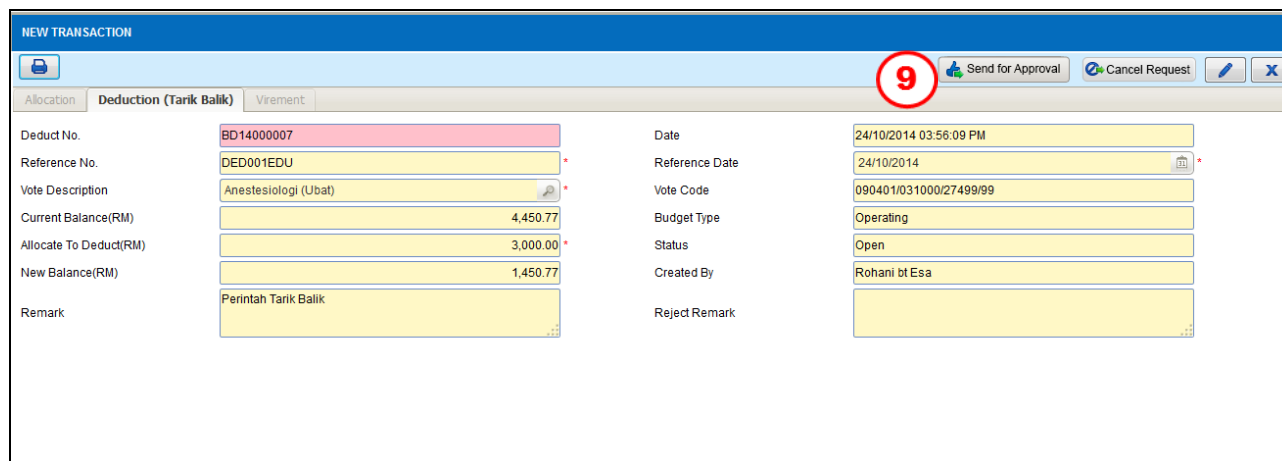


Figure 4.2.3-6 Data inserted successfully

STEP 10

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



NEW TRANSACTION

Allocation Deduction (Tarik Balik) Virement

9 Send for Approval Cancel Request

Deduct No.	BD14000007	Date	24/10/2014 03:56:09 PM
Reference No.	DED001EDU *	Reference Date	24/10/2014 *
Vote Description	Anestesiologi (Ubat) *	Vote Code	090401/031000/27499/99
Current Balance(RM)	4,450.77	Budget Type	Operating
Allocate To Deduct(RM)	3,000.00 *	Status	Open
New Balance(RM)	1,450.77	Created By	Rohani bt Esa
Remark	Perintah Tarik Balik	Reject Remark	

Figure 4.2.3-7 New Transaction – Send for Approval

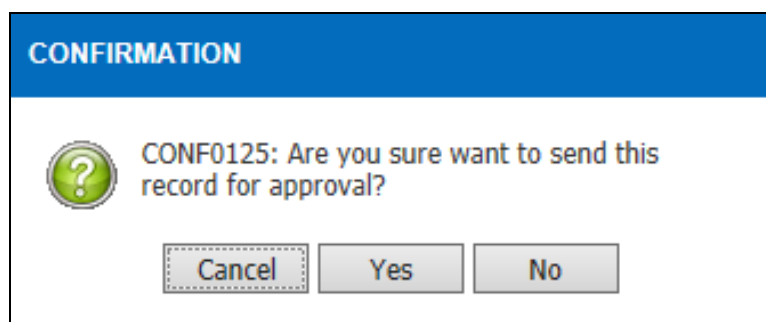


Figure 4.2.3-8 Alert Message Send for Approval

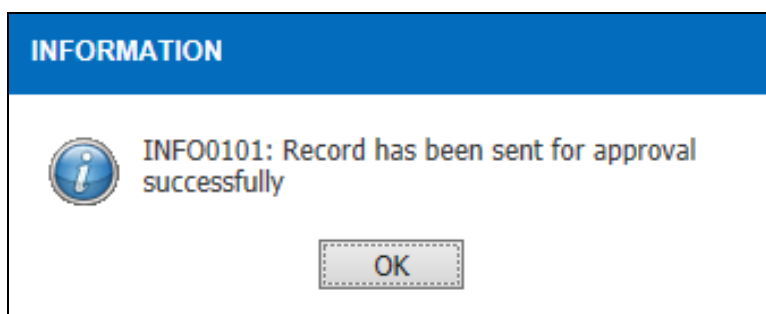
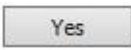


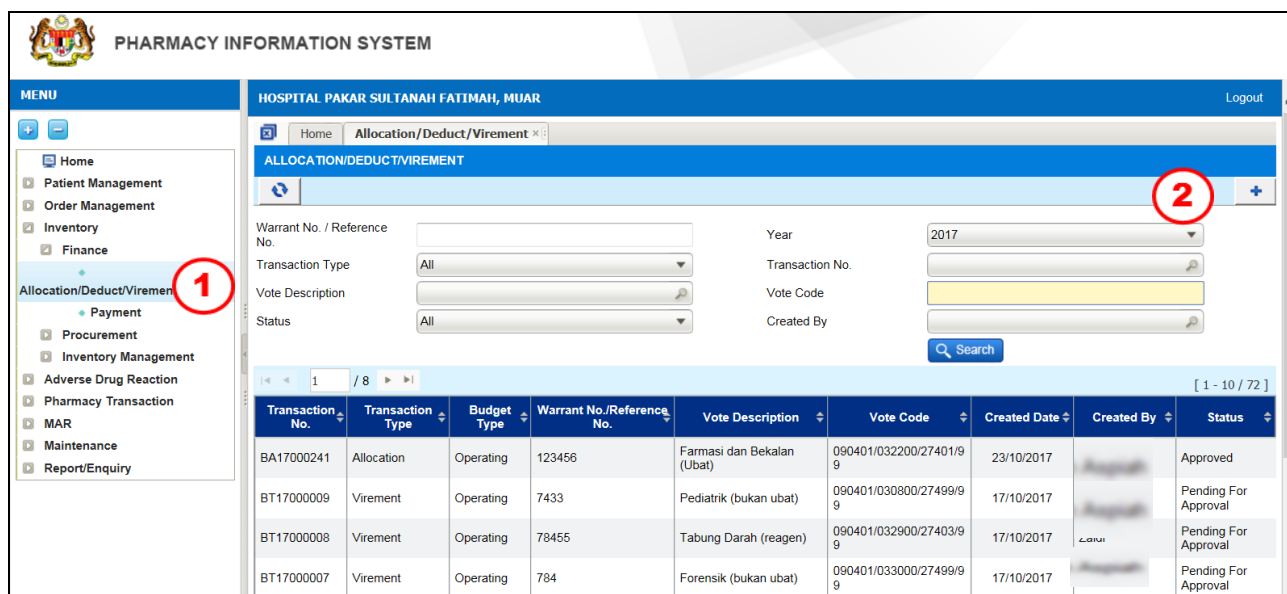
Figure 4.2.3-9 Information Alert Message

Note

- Click on the  button in Figure 4.2.3-8
- Click on the  button in Figure 4.2.3-9
- 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.

4.2.4 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
BA17000241	Allocation	Operating	123456	Farmasi dan Bekalan (Ubat)	090401/032200/27401/99	23/10/2017		Approved
BT17000009	Virement	Operating	7433	Pediatric (bukan ubat)	090401/030800/27499/99	17/10/2017		Pending For Approval
BT17000008	Virement	Operating	78455	Tabung Darah (reagen)	090401/032900/27403/99	17/10/2017		Pending For Approval
BT17000007	Virement	Operating	784	Forensik (bukan ubat)	090401/033000/27499/99	17/10/2017		Pending For Approval

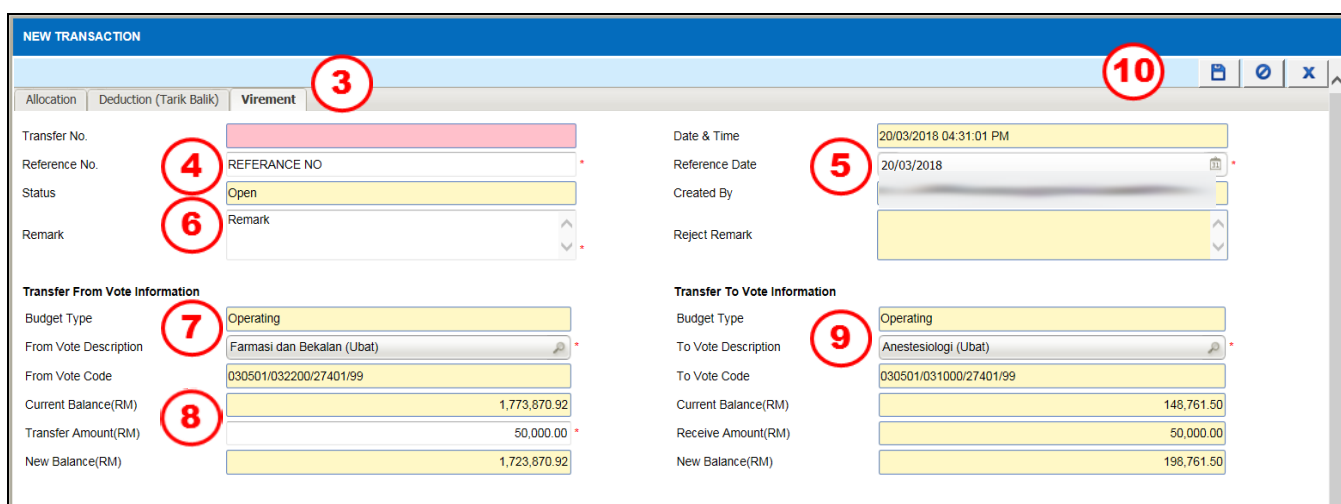
Figure 4.2.4-1 Create New Virement transaction

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 4.2.4-2



Transfer From Vote Information	Transfer To Vote Information
Budget Type	Budget Type
From Vote Description	To Vote Description
From Vote Code	To Vote Code
Current Balance(RM)	Current Balance(RM)
Transfer Amount(RM)	Receive Amount(RM)
New Balance(RM)	New Balance(RM)

Figure 4.2.4 -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

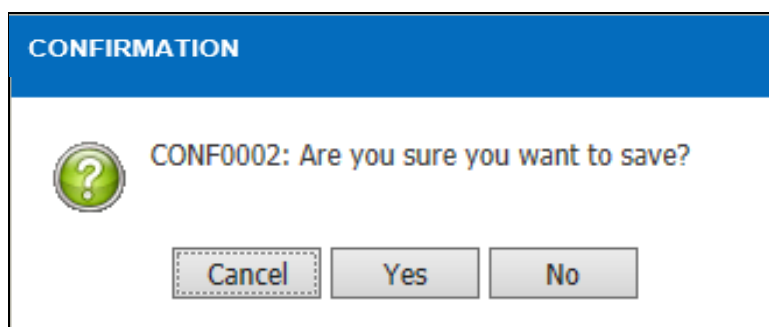
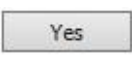


Figure 4.2.4-3 Save Confirm Alert Message

Note

- Click on the  button in Figure 4.2.4-3.

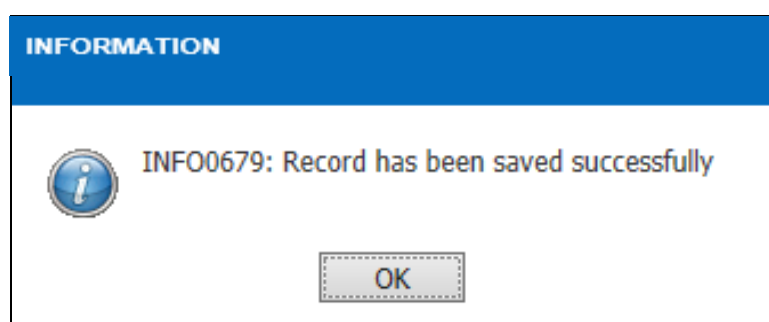
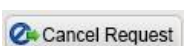


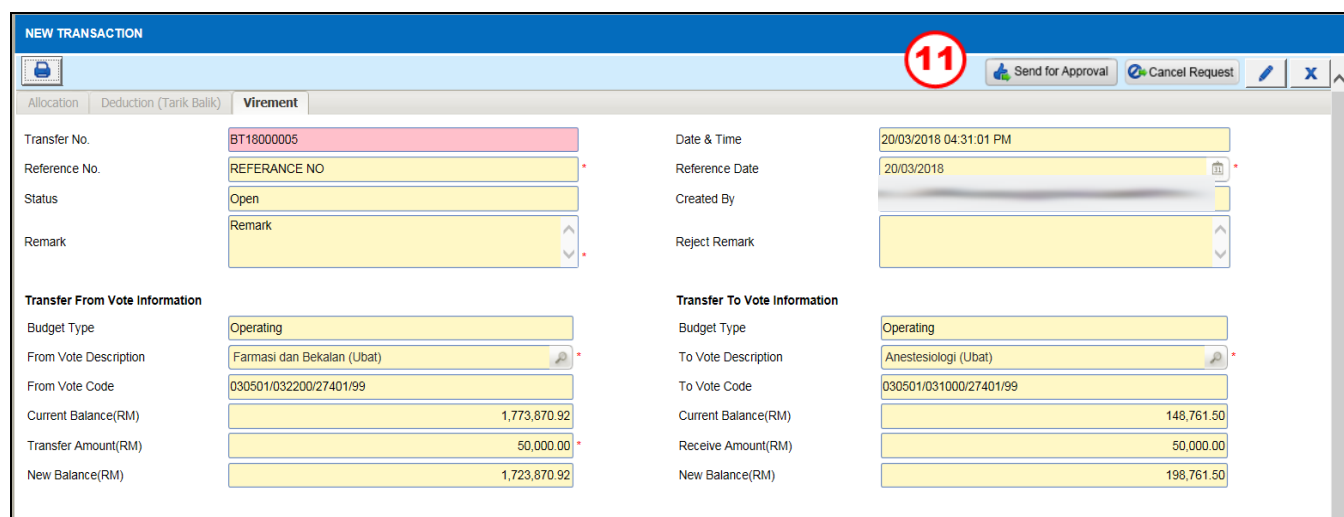
Figure 4.2.4-4 Data inserted successfully

- Click on the  button in Figure 4.2.4-4.
- 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 4.2.4-1

- Click on the  button in Figure 4.2.4-4.
-  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 (Tarik Balik) | **Virement**

Transfer No. BT18000005 Date & Time 20/03/2018 04:31:01 PM

Reference No. REFERENCE NO Reference Date 20/03/2018

Status Open Created By

Remark Remark Reject Remark

Transfer From Vote Information

Budget Type Operating

From Vote Description Farmasi dan Bekalan (Ubat)

From Vote Code 030501/032200/27401/99

Current Balance(RM) 1,773,870.92

Transfer Amount(RM) 50,000.00

New Balance(RM) 1,723,870.92

Transfer To Vote Information

Budget Type Operating

To Vote Description Anestesiologi (Ubat)

To Vote Code 030501/031000/27401/99

Current Balance(RM) 148,761.50

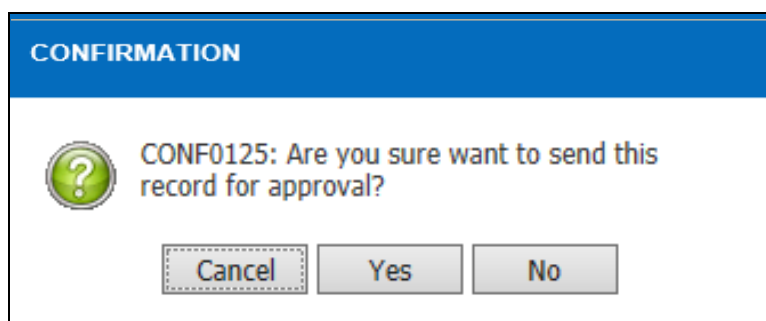
Receive Amount(RM) 50,000.00

New Balance(RM) 198,761.50

Figure 4.2.4-5 Send For Approval

STEP 11

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



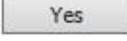
CONFIRMATION

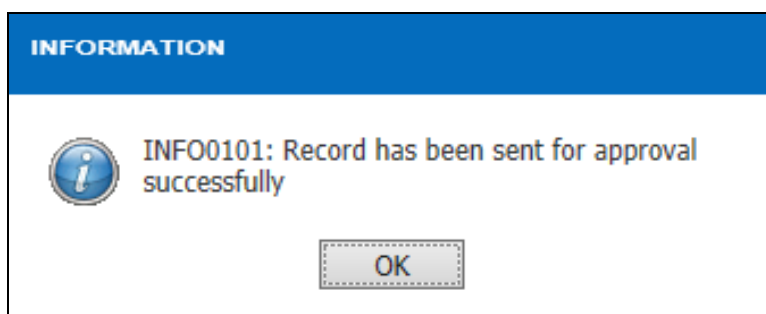
CONF0125: Are you sure want to send this record for approval?

Cancel Yes No

Figure 4.2.4-6 Alert Message Send for Approval

Note

- Click on the  button in Figure 4.2.4-6.



INFORMATION

INFO0101: Record has been sent for approval successfully

OK

Figure 4.2.4-7 Successfully sent for Approval

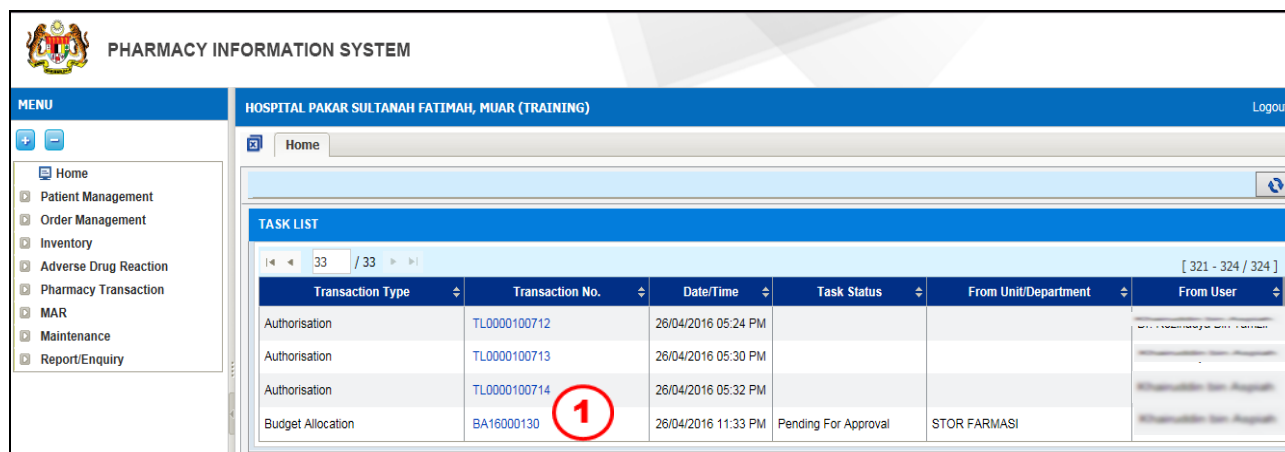
- Click on the  button in Figure 4.2.4-7.
- The **Status** will change automatically to 'Pending for Approval'.
- The Pharmacist in charge will receive a Pending for Approval Virement record in the Task List.

4.3 Allocation/Deduction (Tarik Balik)/Virement Approval

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

4.3.1 Allocation Approval

To approve the Allocation transaction perform the step below.



Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
Authorisation	TL0000100712	26/04/2016 05:24 PM			
Authorisation	TL0000100713	26/04/2016 05:30 PM			
Authorisation	TL0000100714	26/04/2016 05:32 PM			
Budget Allocation	BA16000130	26/04/2016 11:33 PM	Pending For Approval	STOR FARMASI	

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.

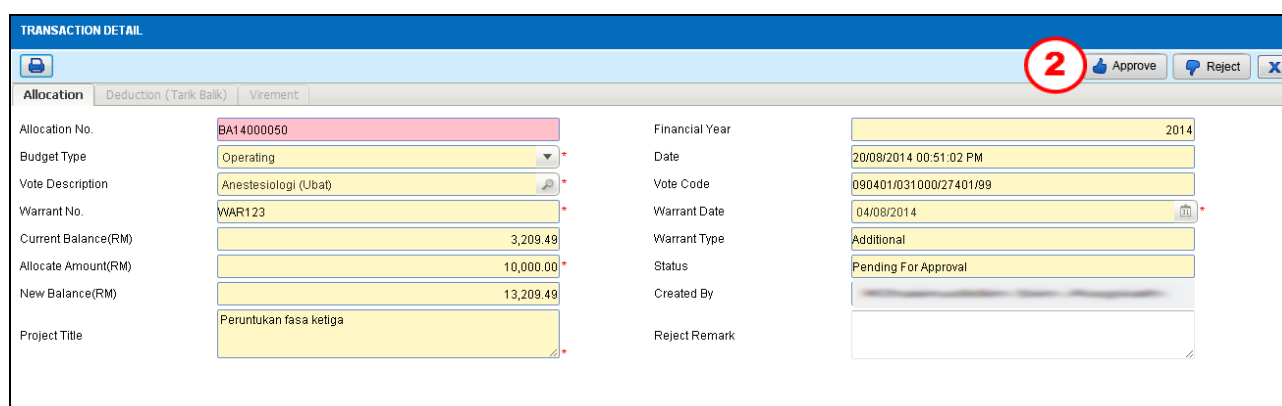
STEP 1

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)  **Approve** button to Approve the Allocation transaction.

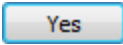
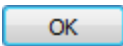


Allocation		Deduction (Tarik Balik)		Virement	
Allocation No.	BA14000050	Financial Year	2014		
Budget Type	Operating	Date	20/08/2014 00:51:02 PM		
Vote Description	Anestesiologi (Ubat)	Vote Code	090401/031000/27401/99		
Warrant No.	WVAR123	Warrant Date	04/08/2014		
Current Balance(RM)	3,209.49	Warrant Type	Additional		
Allocate Amount(RM)	10,000.00	Status	Pending For Approval		
New Balance(RM)	13,209.49	Created By			
Project Title	Peruntukan fasa ketiga	Reject Remark			

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

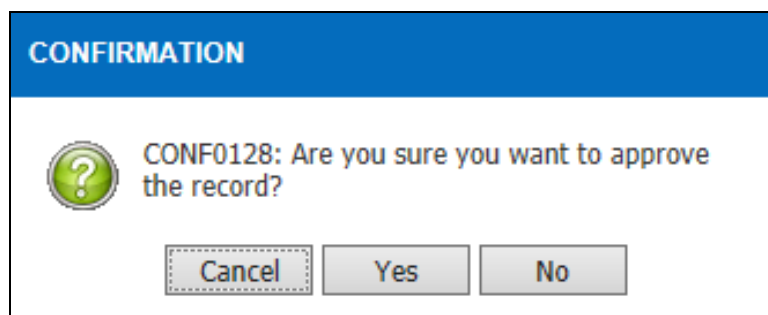


Figure 4.3.1-3 Confirmation Alert Message

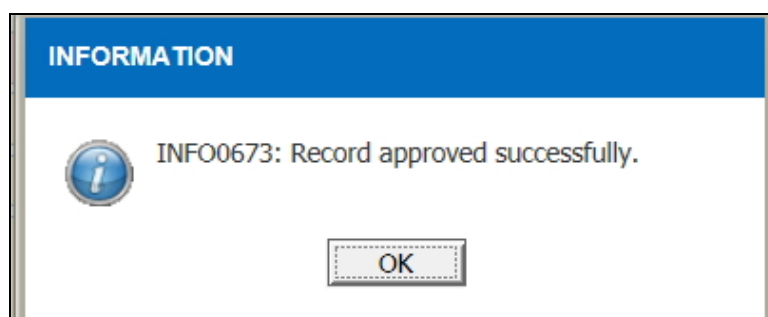


Figure 4.3.1-4 Information Alert Message



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

Transaction No. : BA14000050
Vote Code : 090401.031000/27401.99
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 : 

Jawatan : Penolong Pegawai Tadbir N27

Unit : STOR FARMASI

Jabatan : Pharmacy

Tarikh : 20/05/2014

(DILULUSKAN)

Nama : 

Jawatan : Pegawai Farmasi U48

Unit : STOR FARMASI

Jabatan : Pharmacy

Tarikh : 20/05/2014

Printed Date : 20/05/2014

Printed By : Mohamed Azhar bin Bahaudin

Unit Name : STOR FARMASI

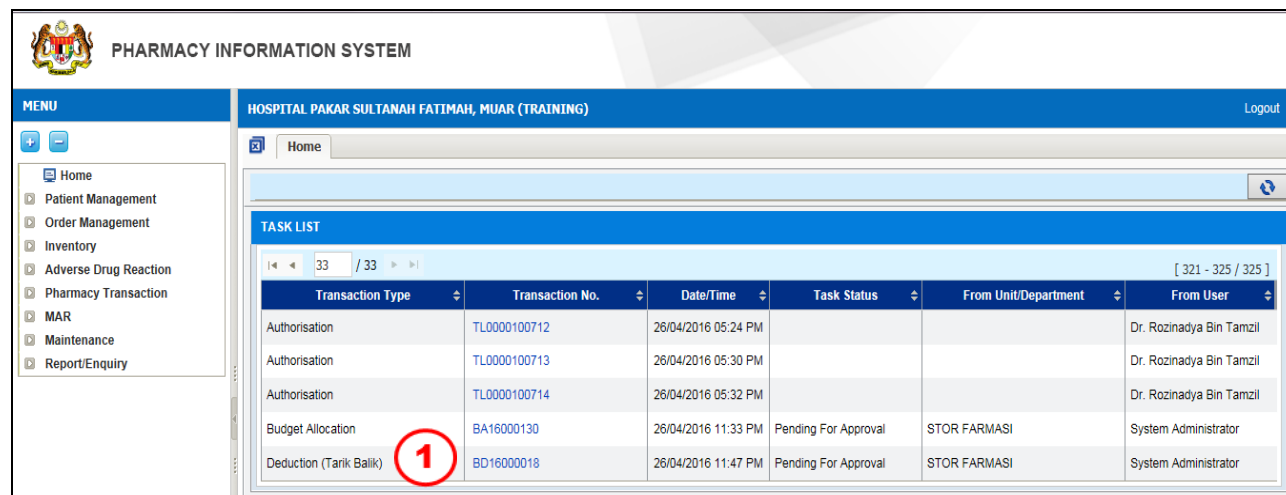
Source : PhIS

Page 1 of 1

Figure 4.3.1-5 Allocation Report

4.3.2 Deduction (Tarik Balik) Approval

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

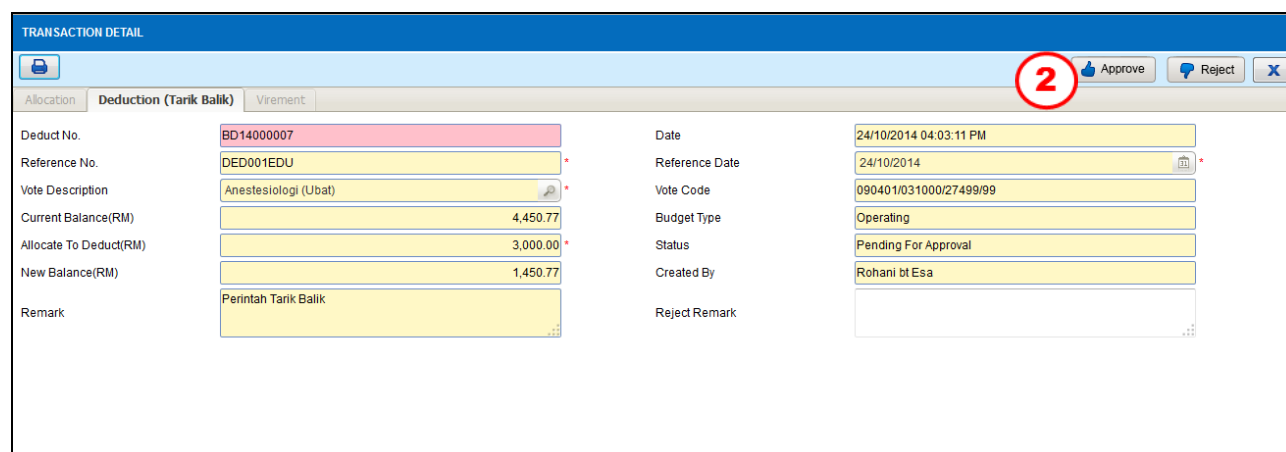


Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
Authorisation	TL0000100712	26/04/2016 05:24 PM			Dr. Rozinadya Bin Tamzil
Authorisation	TL0000100713	26/04/2016 05:30 PM			Dr. Rozinadya Bin Tamzil
Authorisation	TL0000100714	26/04/2016 05:32 PM			Dr. Rozinadya Bin Tamzil
Budget Allocation	BA16000130	26/04/2016 11:33 PM	Pending For Approval	STOR FARMASI	System Administrator
Deduction (Tarik Balik)	BD16000018	26/04/2016 11:47 PM	Pending For Approval	STOR FARMASI	System Administrator

Figure 4.3.2-1 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 4.3.2-2



TRANSACTION DETAIL	
Allocation Deduction (Tarik Balik) Virement	
Deduct No.	BD14000007
Reference No.	DED001EDU
Vote Description	Anestesiologi (Ubat)
Current Balance(RM)	4,450.77
Allocate To Deduct(RM)	3,000.00
New Balance(RM)	1,450.77
Remark	Perintah Tarik Balik
Date	24/10/2014 04:03:11 PM
Reference Date	24/10/2014
Vote Code	090401/031000/27499/99
Budget Type	Operating
Status	Pending For Approval
Created By	Rohani bt Esa
Reject Remark	

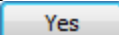
Figure 4.3.2-2 Transaction Details

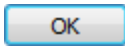
STEP 2

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 4.3.2-3 and Figure 4.3.2-4.
- 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 4.3.2-5

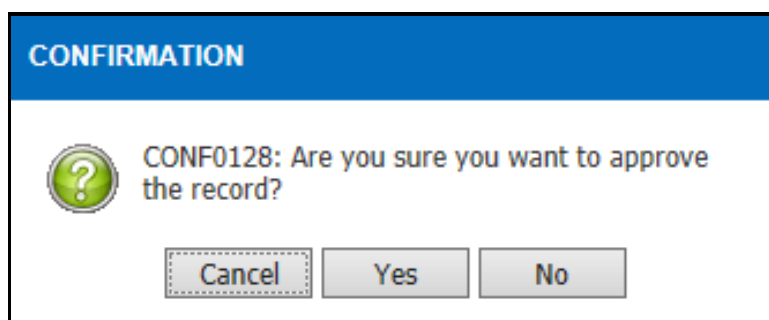


Figure 4.3.2-3 Confirmation Alert Message

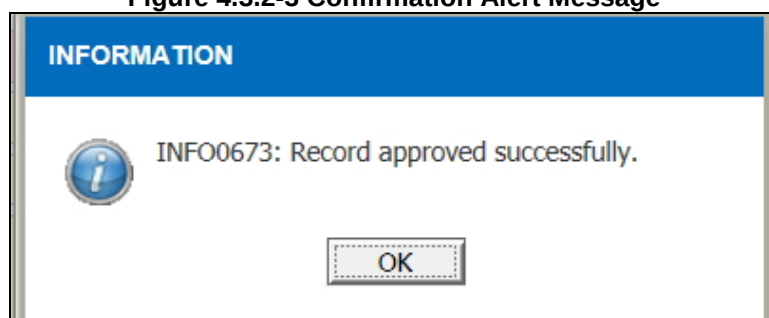


Figure 4.3.2-4 Information Alert Message



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 : 

Jawatan : Penolong Pegawai Tadbir N27

Unit : STOR FARMASI

Jabatan : Pharmacy

Tarikh : 20/08/2014

(DILULUSKAN)

Nama : 

Jawatan : Pegawai Farmasi U48

Unit : STOR FARMASI

Jabatan : Pharmacy

Tarikh : 29/08/2014

Printed Date : 29/08/2014

Printed By : Mohamad Azhar bin Bahaudin

Unit Name : STOR FARMASI

Source : PhIS

Page 1 of 1

Figure 4.3.2-5 Deduction (Tarik Balik) Report

4.3.3 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.

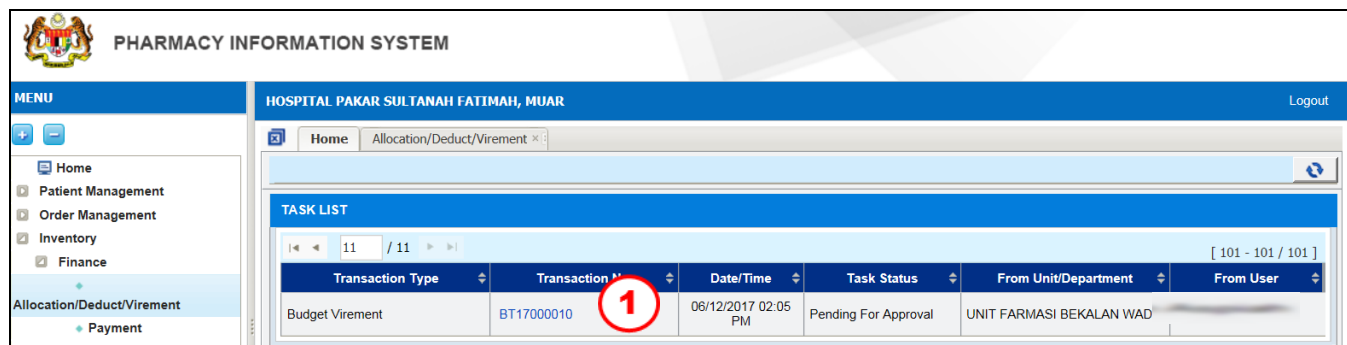


Figure 4.3.3-1 Task List

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 4.3.3-2

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.

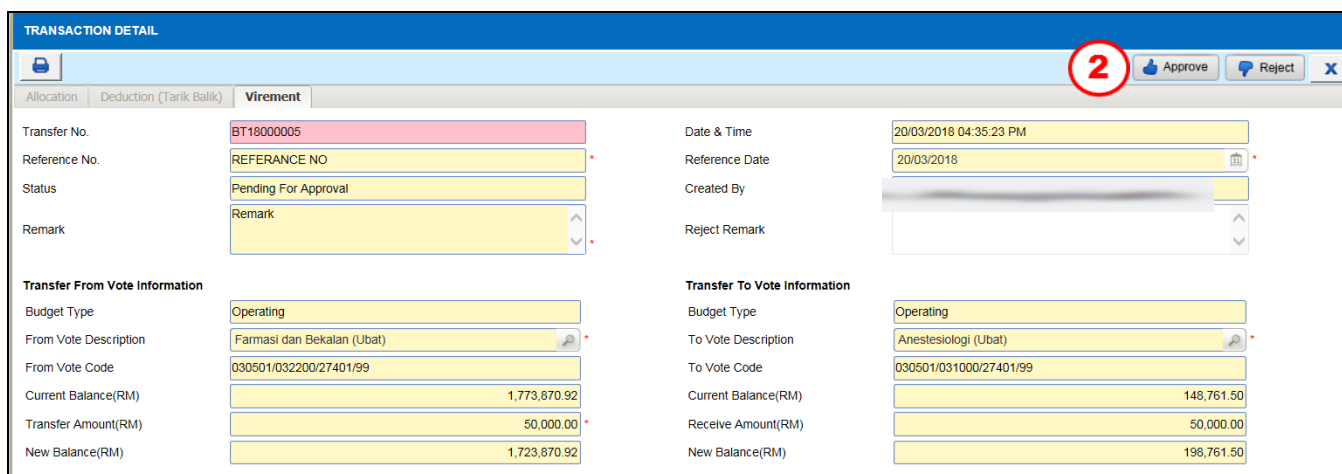
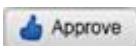


Figure 4.3.3-2 Budget Virement Approval

STEP 2

Select either one of the available buttons

- a)  button to approve the Virement transaction

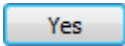
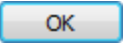
Note

- 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.

Note

- **Reject Remark** is mandatory to reject the Budget Virement transaction.
- The **Status** will be automatically changed to 'Rejected'.
- 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.
- Click on the  button to view/print the report as Figure 4.3.2-5

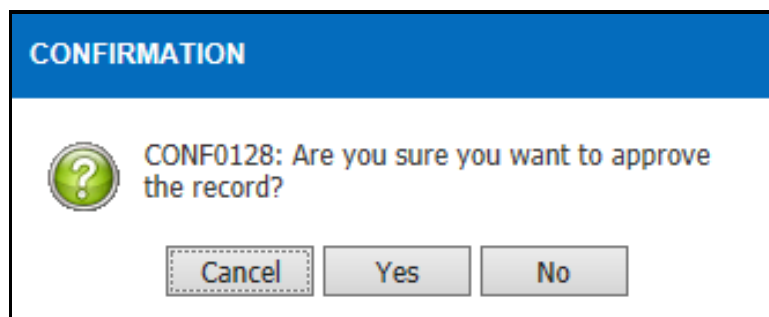


Figure 4.3.3-3 Confirmation Alert Message

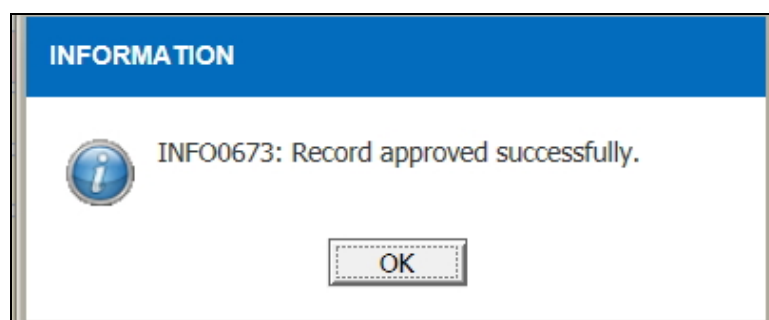


Figure 4.3.3-4 Information Alert Message



KEMENTERIAN KESIHATAN MALAYSIA
Hospital Kulim
BUDGET VIREMENT REPORT

Transaction No. : BT18000005
Status : Approved

Date	Reference No	From Vote	Previous Balance(RM)	Transfer Amount(RM)	Balance (RM)	To Vote	Previous Balance(RM)	Recieve Amount(RM)	Balance (RM)
20/03/2018	REFERENCE NO	Farmasi dan Bekalan (Ubat) 030501/032200/27401/99 Operating	1,773,870.92	50,000.00	1,723,870.92	Anestesiologi (Ubat) 030501/031000/27401/99 Operating	148,761.50	50,000.00	198,761.50

Disediakan oleh: Nama : [REDACTED] Jawatan : [REDACTED] Unit : Farmasi Logistik Jabatan : Pharmacy Tarikh : 20/03/2018	(DILULUSKAN) Nama : [REDACTED] Jawatan : [REDACTED] Unit : Farmasi Logistik Jabatan : Pharmacy Tarikh : 20/03/2018
--	--

Figure 4.3.3-5 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>	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