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

User Manual
Pharmacy Inventory
Purchase Order Carry Forward

Version	**: 13th Edition**
Document ID	**: U. MANUAL_INV_PURCHASE ORDER CARRY FORWARD**

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Reference ID : U. MANUAL_INV_PURCHASE ORDER CARRY FORWARD-13th E

Application Reference: PhIS & CPS v2.6.1

Table of Contents

1.0 Introduction 1
1.1 Overview of PhIS 1
1.2 Purpose and Objectives 1
1.3 Organised Sections 1
2.0 Application Standard Features 2
2.1 PhIS Legend 2
3.0 Purchase Order Carry Forward 4
Overview 4
User Group 4
Functional Diagram 4
Functional Description 4
3.1 Purchase Order Carry Forward (Facility) 5
3.1.1 Purchase Order Carry Forward Listing Page 5
3.1.2 Create New Purchase Order Carry Forward 7
3.2 Purchase Order Carry Forward (PKD) 13
3.2.1 Purchase Order Carry Forward Listing Page 13
3.2.2 Create New Purchase Order Carry Forward (PKD) 15
4.0 Acronyms 22
5.0 Links To Inventory Modules 22

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 care. 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 twelve (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(CDR), Parenteral Nutrition, IV Admixture & Eye Drop, Radiopharmaceuticals and Extemporaneous
8. Adverse Drug Reaction & Drug Allergic Card (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 (Purchase Order Carry Forward) 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 detail:

- Purchase Order Carry Forward

1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Purchase Order Carry Forward
- Section 4 : Acronyms
- Section 5 : Links to Inventory Modules

2.0 Application Standard Features

2.1 PhIS Legend

Standard Legend			
LOGIN	Login to PhIS	Logout	Logout from PhIS
Change Password	Change Login Password		Reset Login Screen
	Expand Menu		Collapse Menu
Home	Display Home Tab		Expand Module
	Collapse Module		Close All Open Tabs
	Refresh Screen	Search	Search Record
	Add/Create New Record		Show Help
	Print	*	Mandatory Field
	Calendar Icon		Search Icon
	Close Window		Radio Button
	Checkbox		Edit Record
	Cancel		Delete Record
	Save	Export to Excel	Export and Open Report in Excel Format
Add Item	Add Item to the list	Delete	Delete Item from the list
Request	Request for Approval	Cancel Request	Cancel the Request
Approve	Approve Transaction	Reject	Reject Transaction
Send for Approval	Send for Approval		Dropdown Box
	Automatically Display/Retrieve Box		Empty Text Box

Lampiran Q Module Legend			
	Print	Edit	Edit Record
	Edit Record	Delete	Delete
Search	Search	Send for Verification	Send For Verification
Send for Approval	Send For Approval	Verify	Verify
Reject	Reject	Approve	Approve
Confirm	Confirm	Add Item	Add Item
Vote Code	Add Vote Code	Vote Details	Add New vote Code
Add Facility	Add Facility	Add Additional Item	Add Additional Item
Generate EPO	Generate EPO	Generate RPL	Generate RPL

Note

- *To learn more about Login Information, kindly click Login Information Modules for descriptive step.*

3.0 Purchase Order Carry Forward

Overview

Purchase order carry forward can be used to carry the LPO No which have been created in current to next year. Only LPO No which don't have payment record can be carry forward.

User Group

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

Functional Diagram

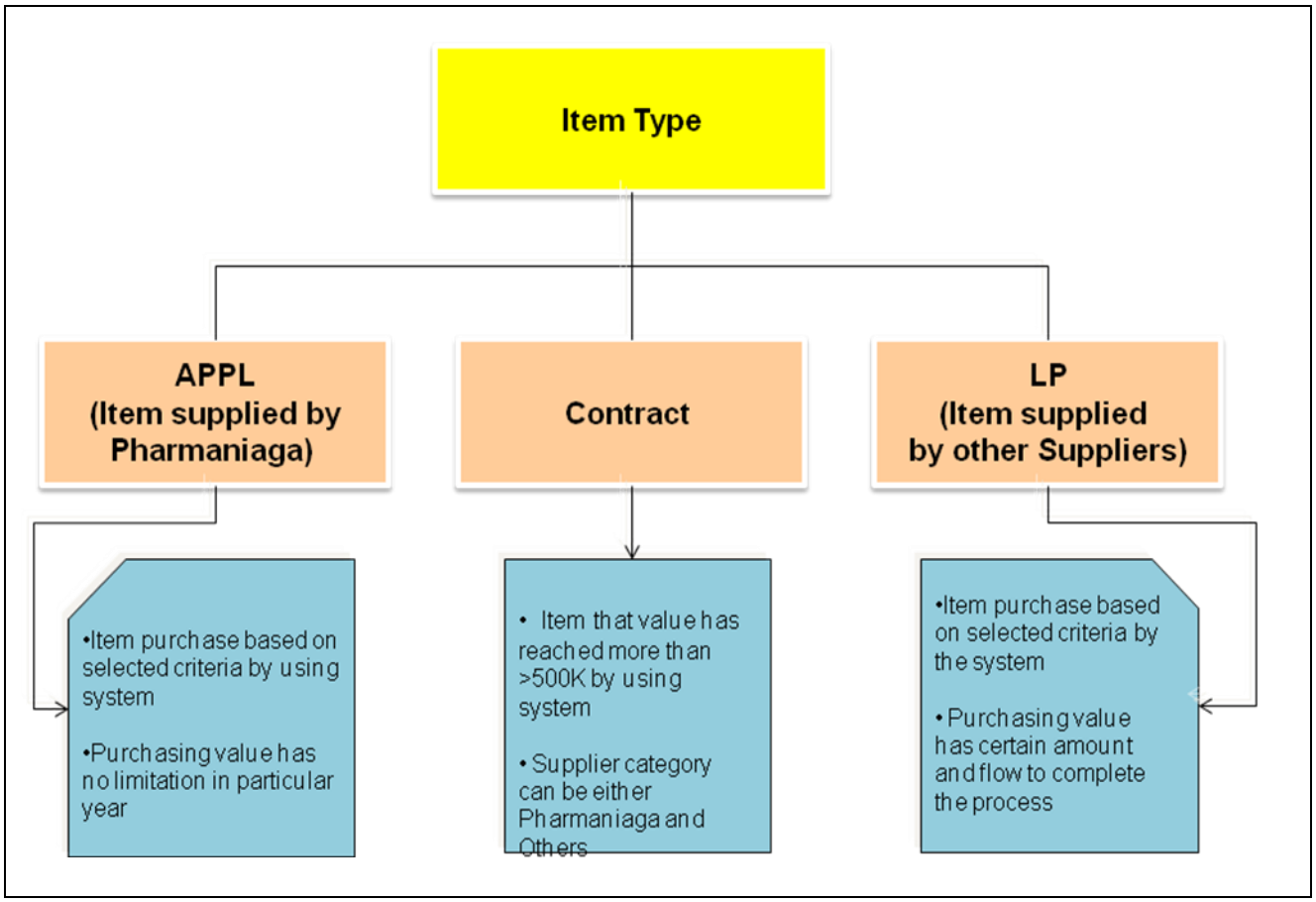


Figure 3.0-1

Functional Description

Purchase Order Carry Forward comprises of two (2) functions:

- **Create New Purchase Order Carry Forward**
  - **Facility Environment**
  - **PKD Environment**
- **Cancel LPO**
  - **Facility Environment**
  - **PKD Environment**

3.1 Purchase Order Carry Forward (Facility)

3.1.1 Purchase Order Carry Forward Listing Page

This function is used to search Purchase Order Carry Forward records.

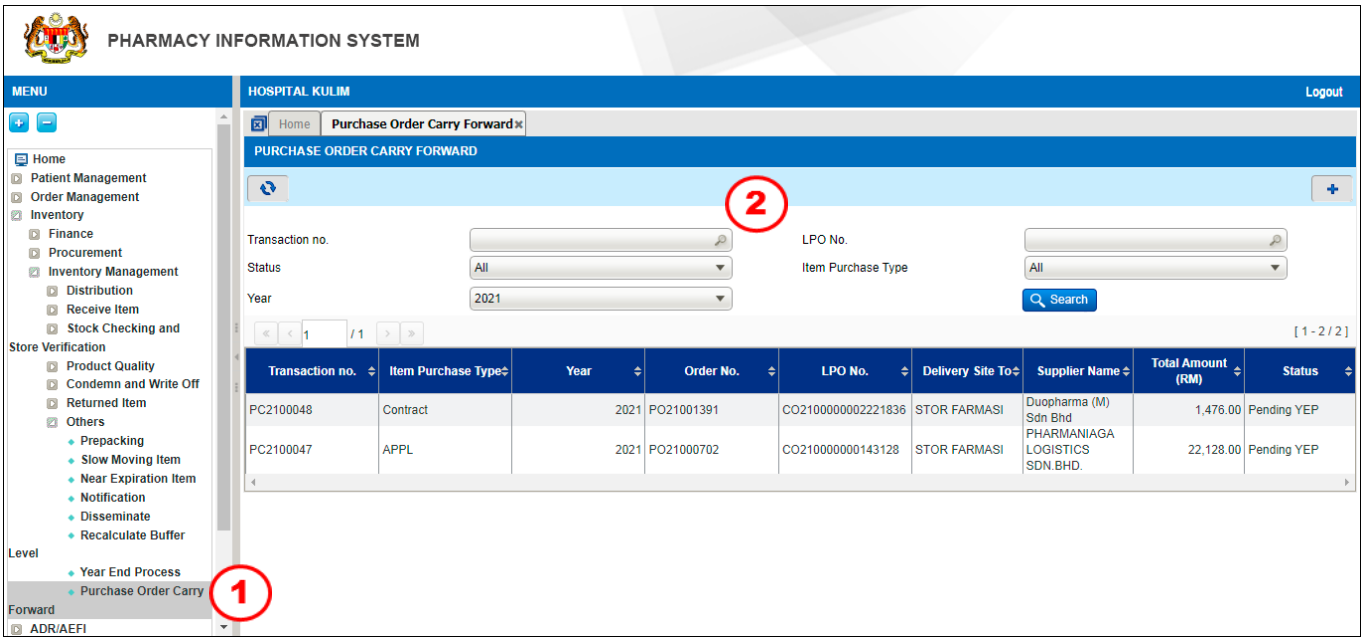


Figure 3.1.1-1 Purchase Order Carry Forward Listing Page

STEP 1

Click on the 'Inventory' menu followed by 'Inventory Management' and 'Others', and select 'Purchase Order Carry Forward '

STEP 2

To search for existing Purchase Order Carry Forward records, you may search by criteria as follow:

No	Field	Description	Remarks
a	Transaction No	Transaction Number	Display all existing transaction number
b	LPO No	LPO Number	Display all LPO number
c	Status	Search by: - All - Cancelled - Cancelled LPO - Closed - Open - Pending Vote - Pending YEP	Able to filter and search record(s)
d	Item Purchase Type	Search by: - All - APPL - Contract - LP	Able to filter and search record(s)
e	Year	Year	To select year

Table 3.1.1-1

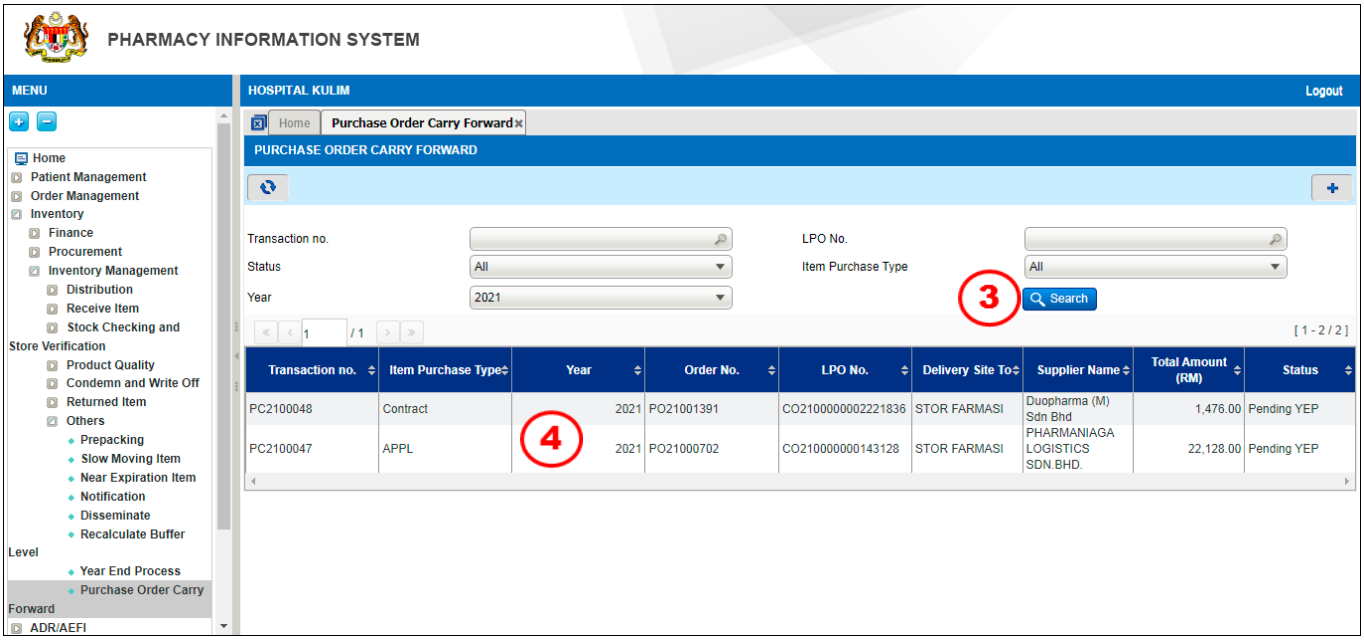


Figure 3.1.1-2 Purchase Order Carry Forward Listing Page

STEP 3

Click on the Search button after input criteria and the result display will be based on the entered criteria

Note

In circumstances of no criteria is input, the entire list of transaction will be displayed.

STEP 4

Double click on the selected record and the details will be displayed as shown in Figure 3.1.1-3

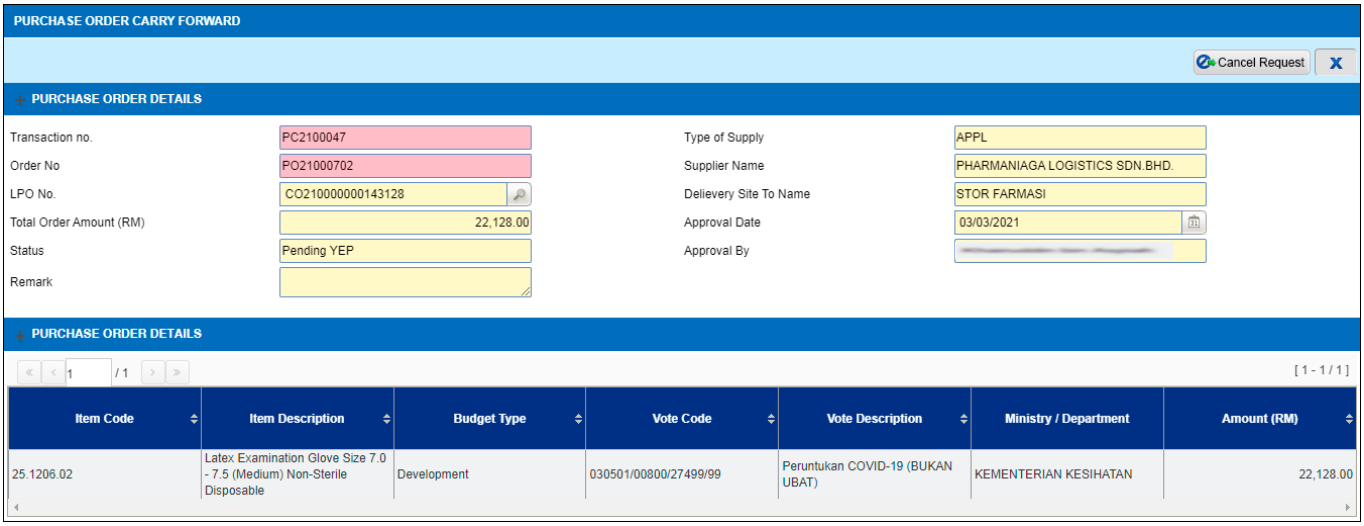


Figure 3.1.1-3 Purchase Order Carry Forward Record

3.1.2 Create New Purchase Order Carry Forward

To create new record for Purchase Order Carry Forward, perform steps below:

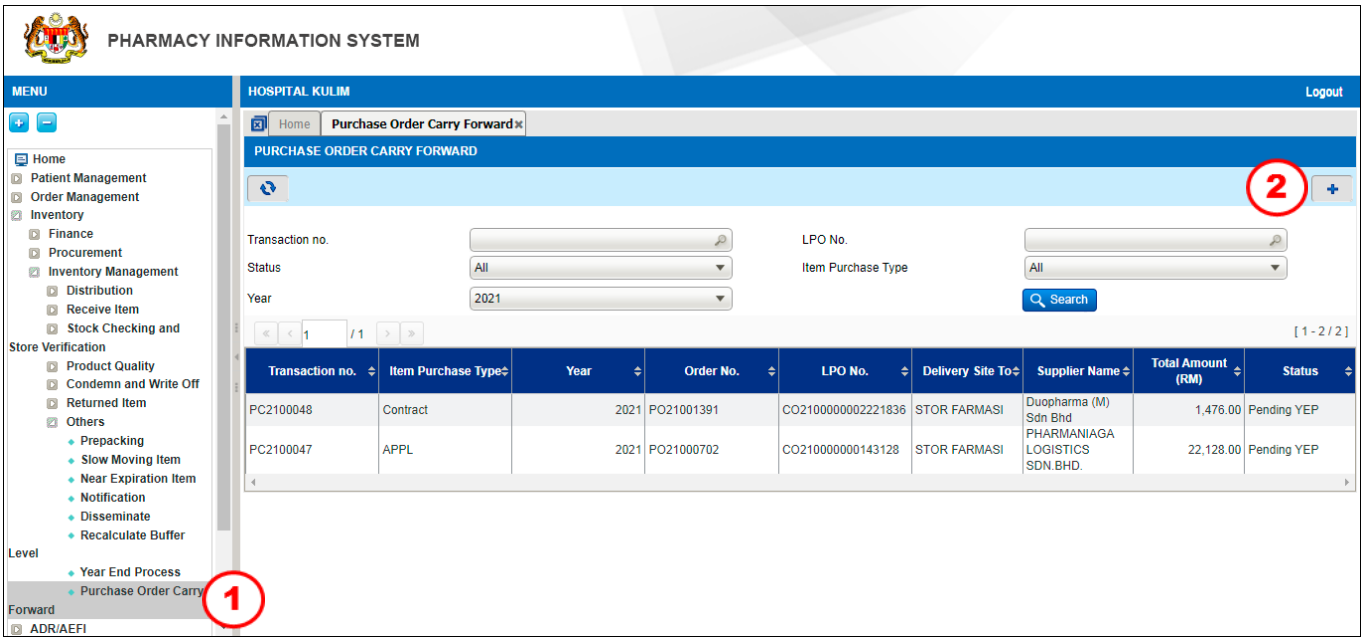


Figure 3.1.2-1 Purchase Order Carry Forward Listing Page

STEP 1

Click on 'Inventory' menu followed by 'Inventory Management' and 'Others', and select 'Purchase Order Carry Forward'

STEP 2

Click on the button and screen as per Figure 3.1.2-2 will be displayed

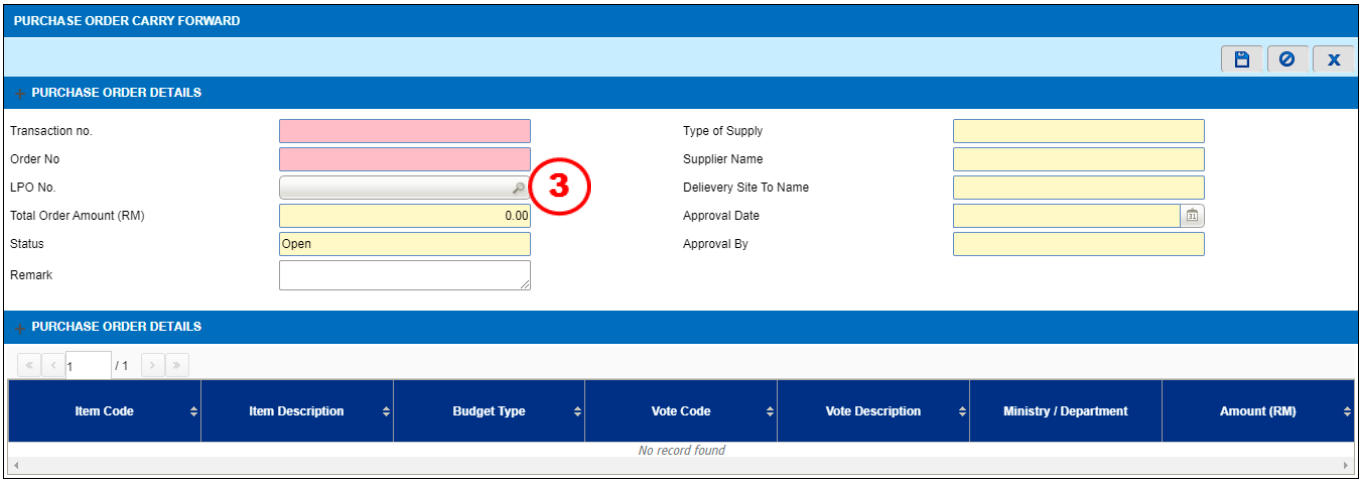


Figure 3.1.2-2 Purchase Order Details

STEP 3

Click on button to search LPO no

Note

Once click on search button, LPO number will be display as shown in Figure 3.1.2-3

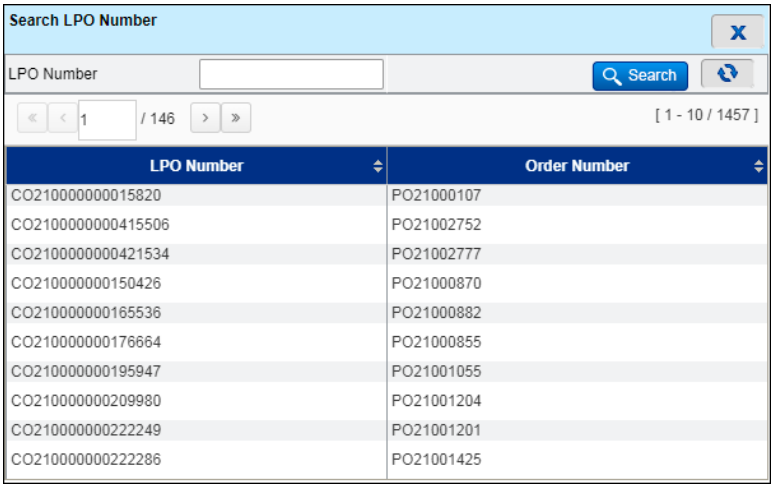


Figure 3.1.2-3 LPO Number

Note

- *Only LPO No with no payment record will appear in the list.*
- *Once selected LPO number record will be display as shown in Figure 3.1.2-4*

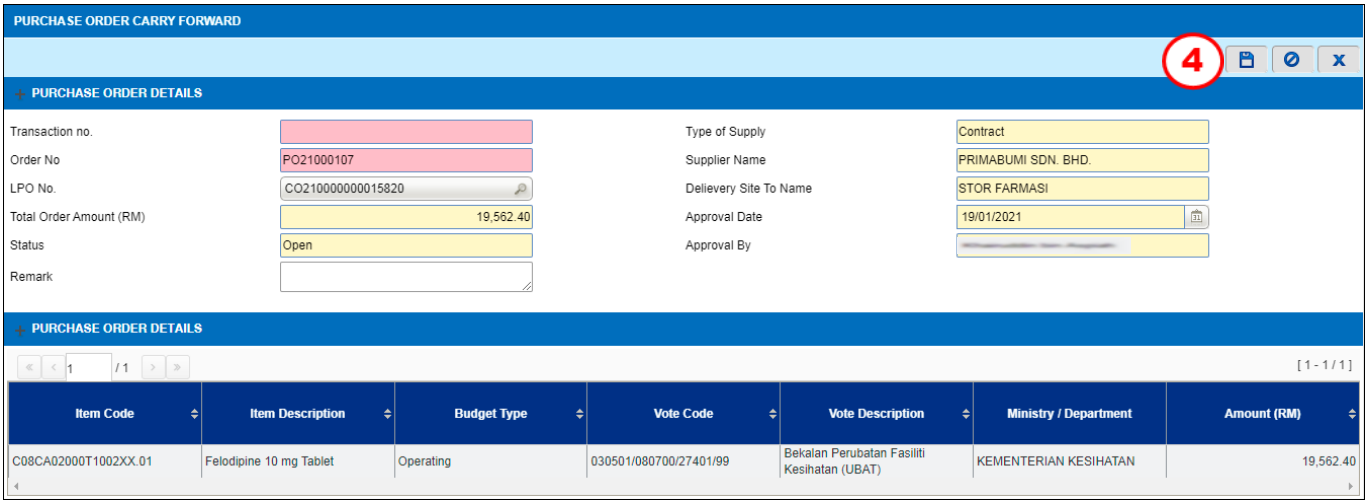


Figure 3.1.2-4 Purchase Order Details

Note

After selecting LPO No, item details will appear on the screen:

I. *Item code*
II. *Item description*
III. *Budget Type*
IV. *Vote code*
V. *Vote description*
VI. *Ministry/Department*
VII. *Amount*

STEP 4

Click on button to save the record

Note

- *After saving the record, alert message will be displayed as per Figure 3.1.2-5 & Figure 3.1.2-6.*

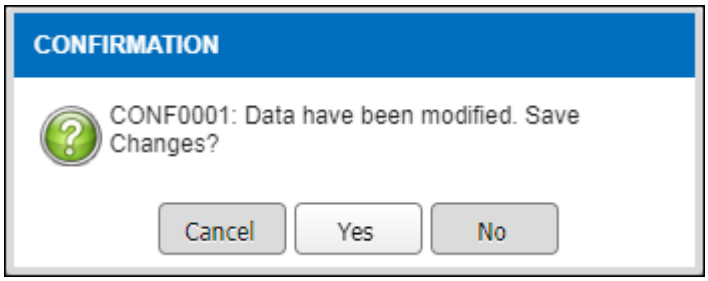


Figure 3.1.2-5 Save Record Alert Message

- *Click on the* Yes *button.*

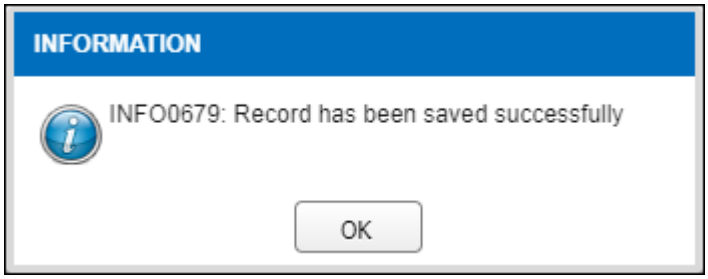


Figure 3.1.2-6 Save Record Alert Message

- *Click on the* OK *button.*

- ***Order No.*** *will be generated automatically by system and the* Proceed *button and* Cancel Request button *will be enabled.*

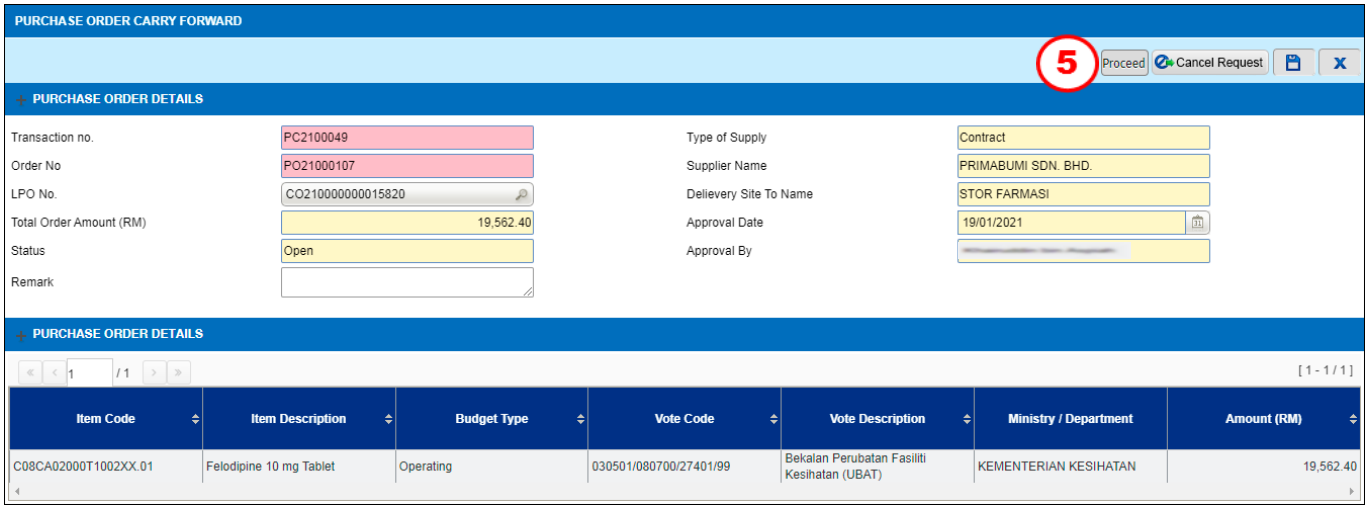


Figure 3.1.2-7 Purchase Order Details

STEP 5

Click on Proceed button to proceed

Note

- *After saving the record, alert message will be displayed as per Figure 3.1.2-8 & Figure 3.1.2-9.*

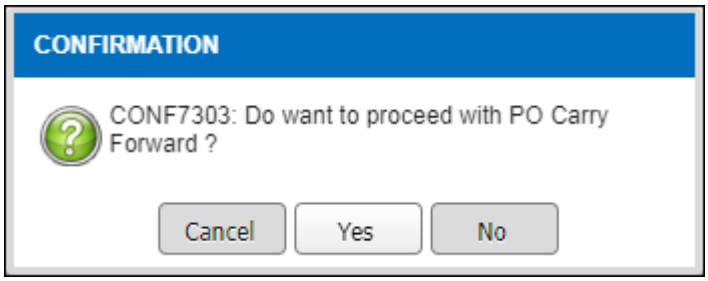


Figure 3.1.2-8 Save Record Alert Message

- *Click on the* Yes *button.*

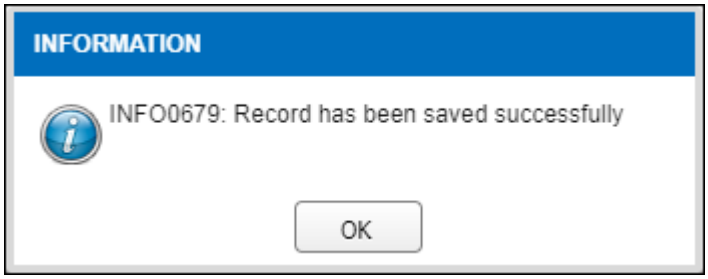


Figure 3.1.2-9 Save Record Alert Message

- *Click on the* OK *button.*

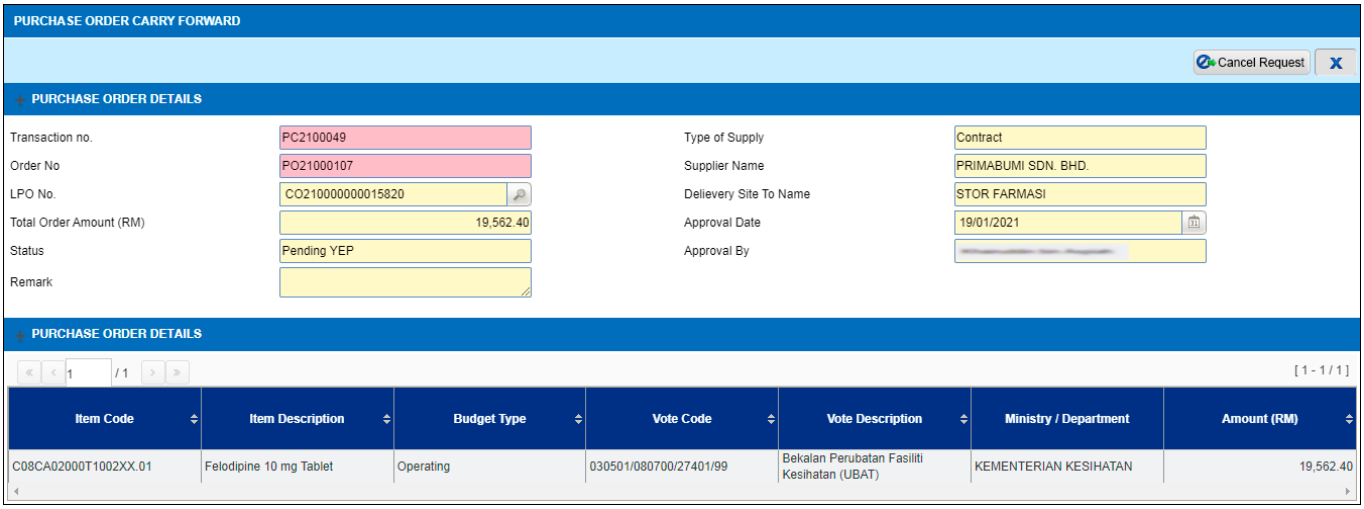


Figure 3.1.2-10 Purchase Order Details

Note

- *Status will change to 'Pending YEP'*
- *All field are displayed as read-only*
- *LPO No which has record status 'Open' or 'Pending YEP' at purchase order carry forward will not be allowed to proceed to make payment record*
- *To cancel the transaction, click on* Cancel Request *button*
- *Cancel can be done at record status 'Open' and 'Pending YEP'*

- *Status will change to 'Cancelled' as shown in Figure 3.1.2-11*

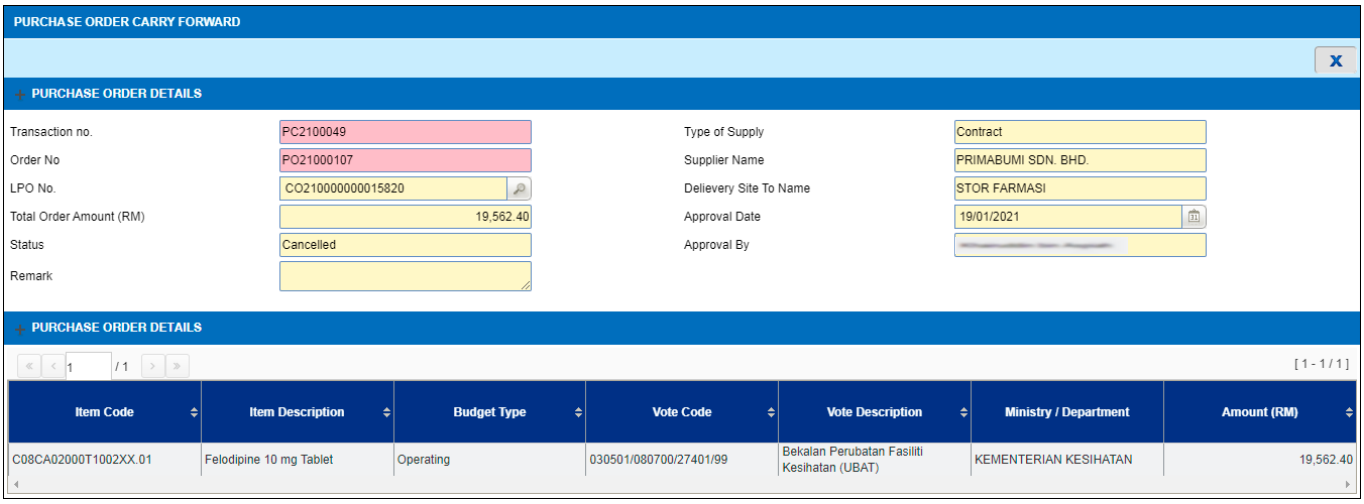


Figure 3.1.2-11 Puchase Order Details (Cancelled Status)

Note

After YEP has been run for the facility, record which has status 'Pending YEP' at purchase order carry forward screen will change status to 'Pending Vote' as shown in Figure 3.1.2-12

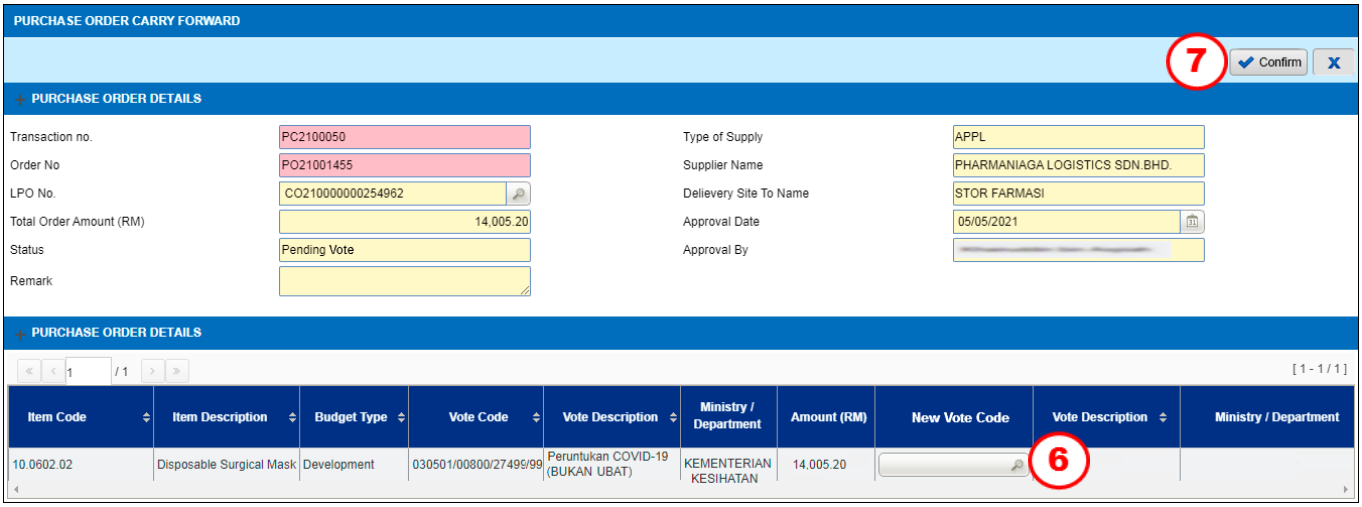


Figure 3.1.2-12 Purchase Order Details

Note

- *New vote code needs to be selected for the LPO No which has been carry forward. User can use the same or new vote code. Mandatory to fill up the field*
- *Only vote code which have allocation will be displayed when user search at the new vote code field*

STEP 6

Click on button to select new vote code

STEP 7

Click on Confirm button to confirm the transaction

Note

Once click on confirm, record will be shown in Figure 3.1.2-13

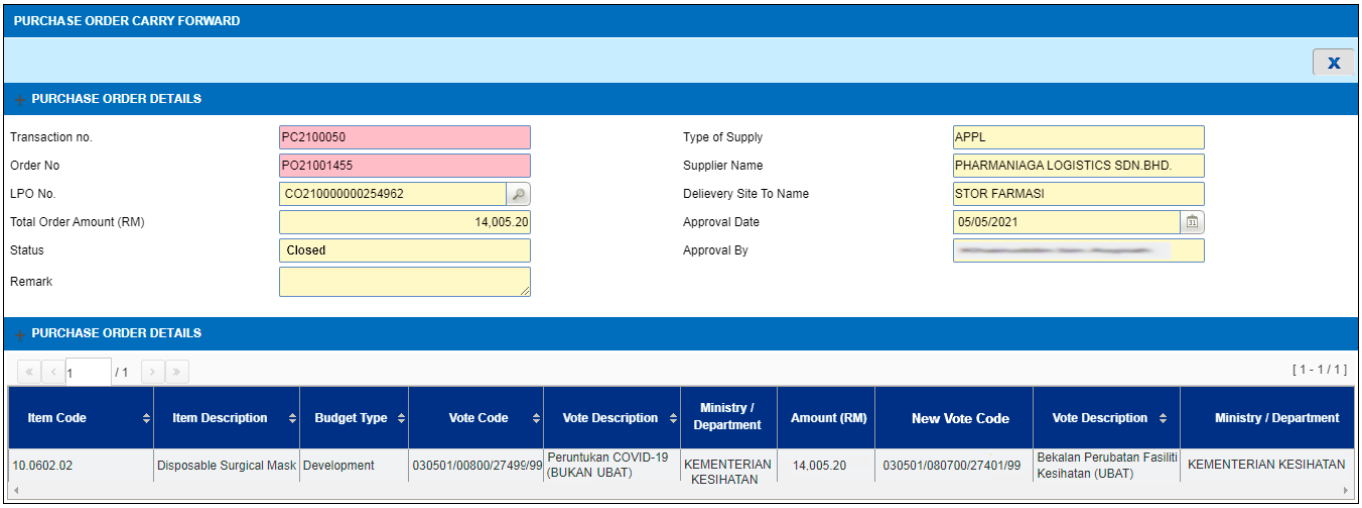


Figure 3.1.2-13 Purchase Order Details

Note

Click on *to close the record*

3.2 Purchase Order Carry Forward (PKD)

3.2.1 Purchase Order Carry Forward Listing Page

This function is used to search Purchase Order Carry Forward records:

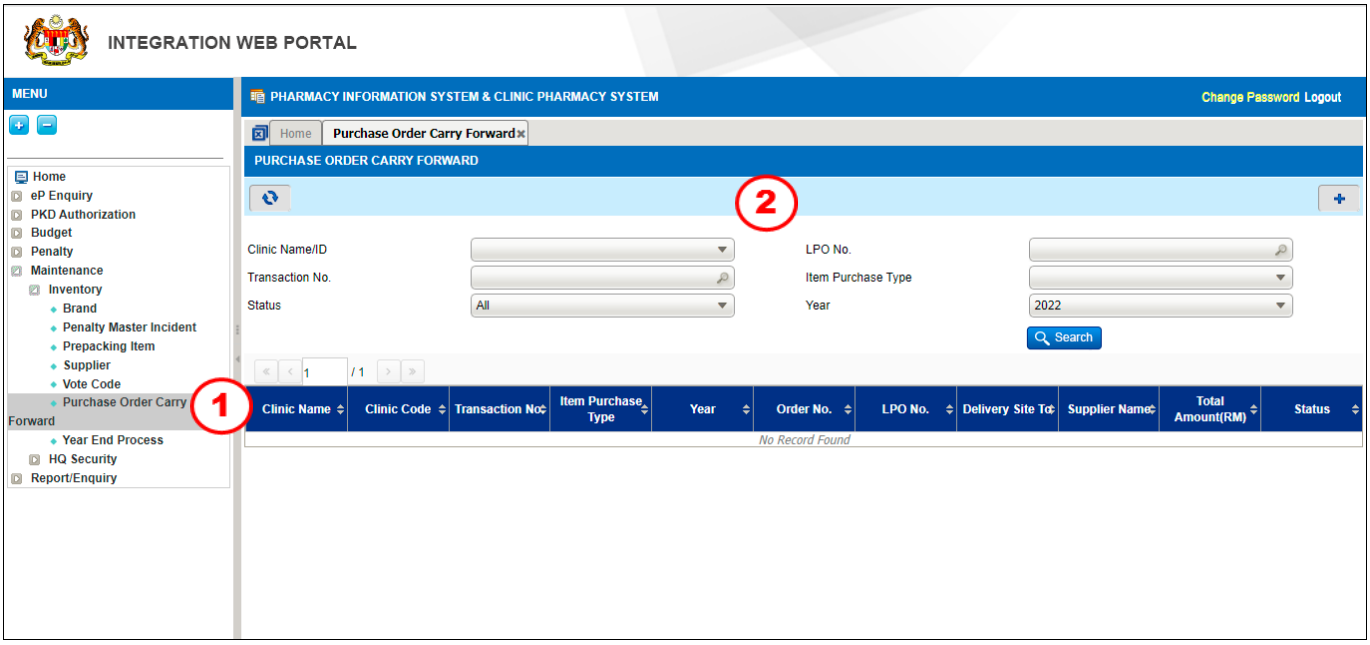


Figure 3.2.1-1 Purchase Order Carry Forward Listing Page

STEP 1

Click on the 'Maintenance' menu followed by 'Inventory' and select 'Purchase Order Carry Forward '

STEP 2

To search for existing Purchase Order Carry Forward records, you may search by criteria as follow:

No	Field	Description	Remarks
a	Clinic Name/ID	Clinic Name or Clinic ID	Display clinic name/id
b	LPO No	LPO Number	Display all LPO number
c	Transaction No	Transaction Number	Display all existing transaction number
b	Item Purchase Type	Search by: - All - APPL - Contract - LP	Able to filter and search record(s)
d	Status	Search by: - All - Cancelled - Cancelled LPO - Closed - Open - Pending Vote - Pending YEP	Able to filter and search record(s)
e	Year	Year	To select year

Table 3.2.1-1

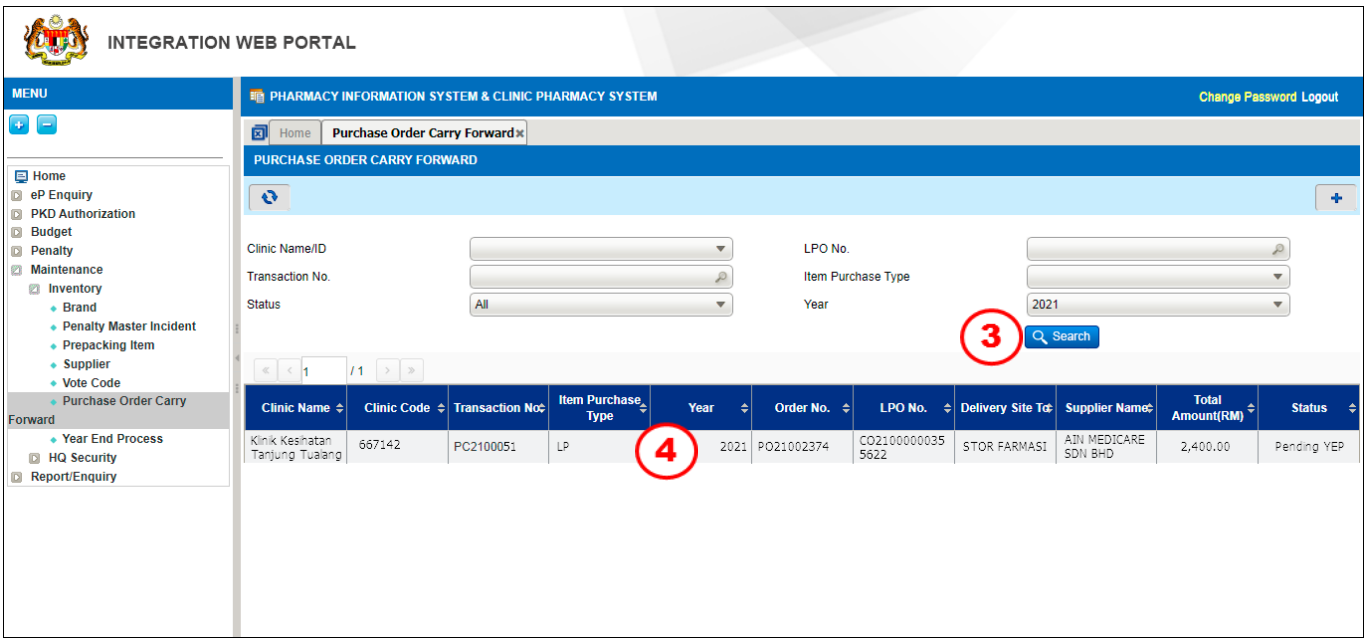


Figure 3.2.1-2 Purchase Order Carry Forward Listing Page

STEP 3

Click on the Search button after input criteria and the result display will be based on the entered criteria

Note

In circumstances of no criteria is input, the entire list of transaction will be displayed.

STEP 4

Double click on the selected record and the details will be displayed as shown in Figure 3.2.1-3

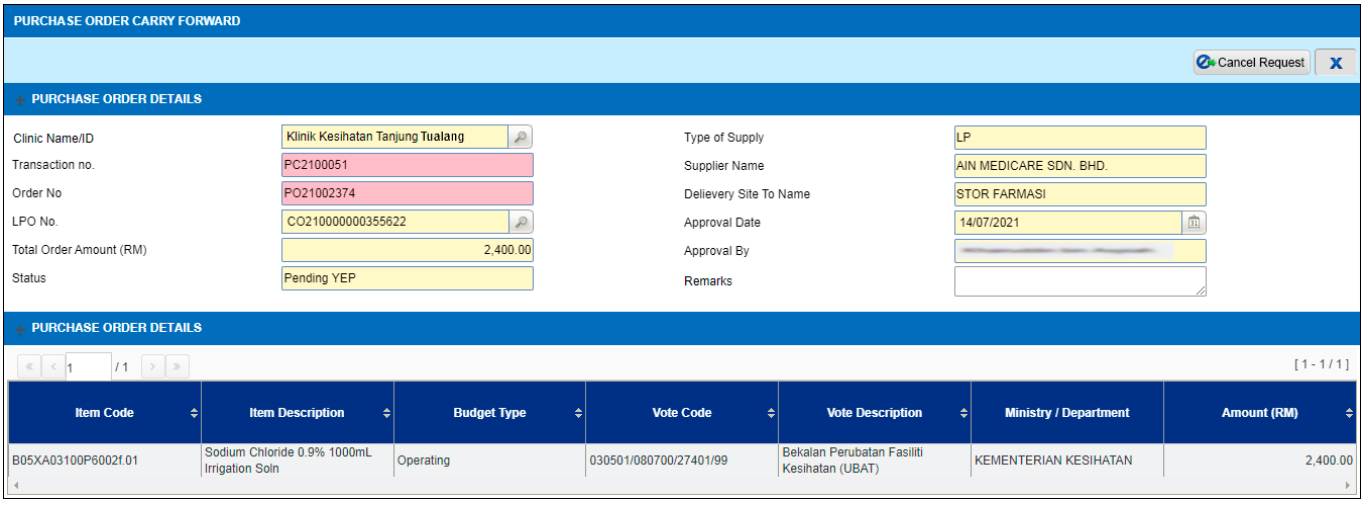


Figure 3.2.1-3 Purchase Order Carry Forward Record

3.2.2 Create New Purchase Order Carry Forward (PKD)

To create new purchase order carry forward (PKD Environment), perform the steps below:

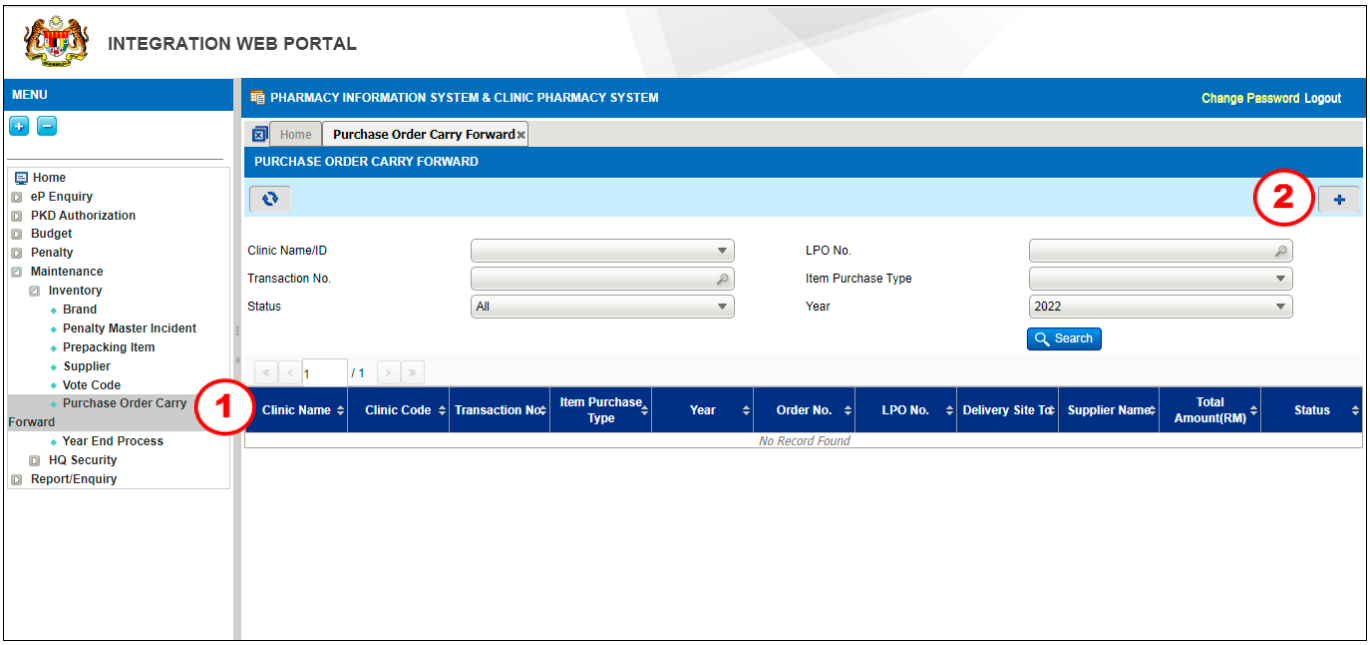


Figure 3.2.2-1 Purchase Order Carry Forward Listing Page

STEP 1
Click on 'Maintenance' menu followed by 'Inventory' and select 'Purchase Order Carry Forward'

STEP 2

Click on the button and screen as per Figure 3.2.2-2 will be displayed

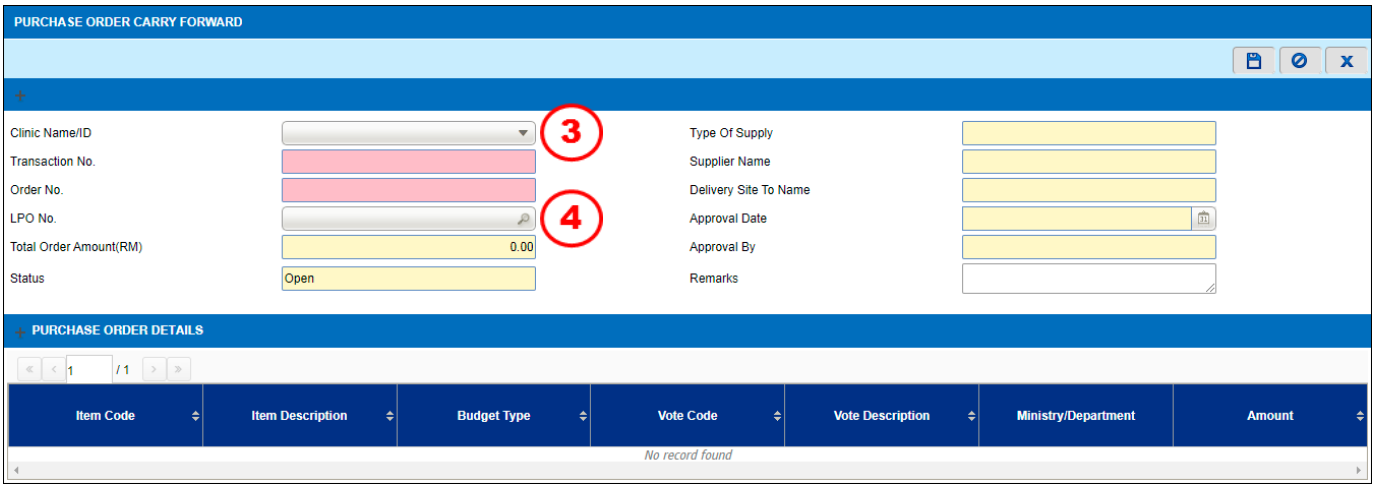


Figure 3.2.2-2 Purchase Order Details

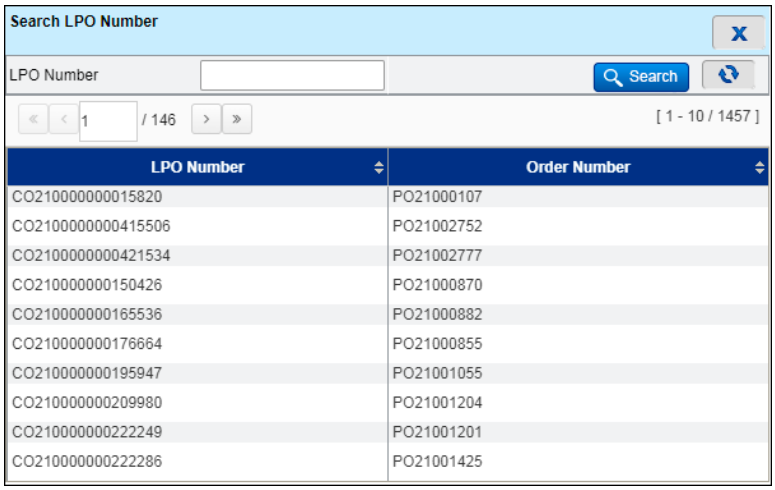
STEP 3
Select Clinic Name/ID

STEP 4

Click on button to search LPO no

Note

Once click on search button, LPO number will be display as shown in Figure 3.2.2-3

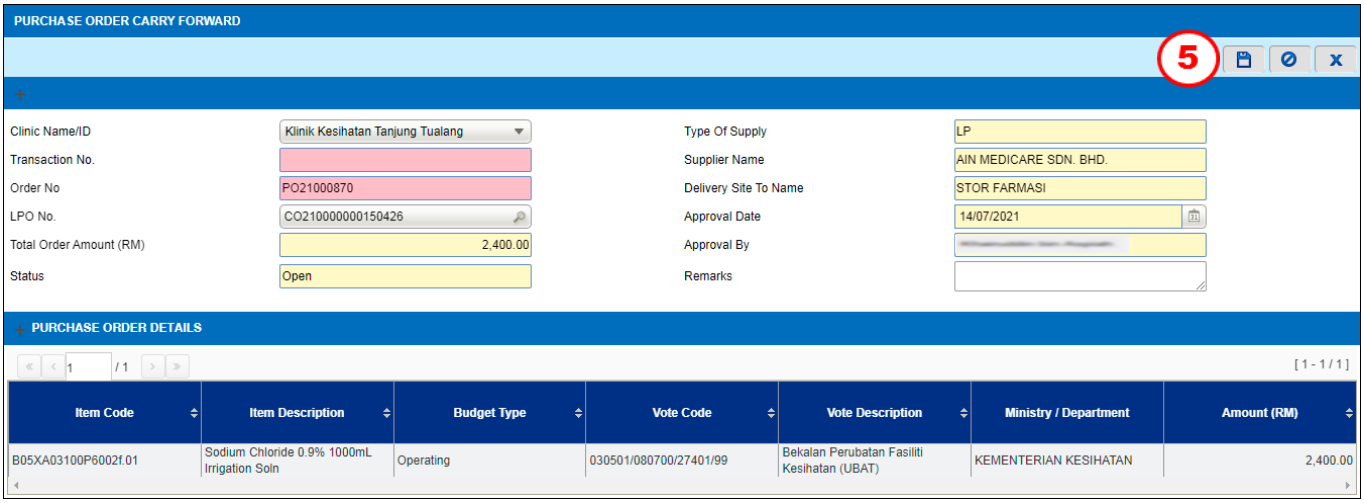


LPO Number	Order Number
CO210000000015820	PO21000107
CO2100000000415506	PO21002752
CO2100000000421534	PO21002777
CO210000000150426	PO21000870
CO210000000165536	PO21000882
CO210000000176664	PO21000855
CO210000000195947	PO21001055
CO210000000209980	PO21001204
CO210000000222249	PO21001201
CO210000000222286	PO21001425

Figure 3.2.2-3 LPO Number

Note

- *Only LPO No with no payment record will appear in the list.*
- *Once selected LPO number record will be display as shown in Figure 3.2.2-4*



Item Code	Item Description	Budget Type	Vote Code	Vote Description	Ministry / Department	Amount (RM)
B05XA03100P6002f.01	Sodium Chloride 0.9% 1000mL Irrigation Soln	Operating	030501/080700/27401/99	Bekalan Perubatan Fasiliti Kesihatan (UBAT)	KEMENTERIAN KESIHATAN	2,400.00

Figure 3.2.2-4 Purchase Order Details

Note

After selecting LPO No, item details will appear on the screen:

I. *Item code*
II. *Item description*
III. *Budget Type*
IV. *Vote code*
V. *Vote description*
VI. *Ministry/Department*
VII. *Amount*

STEP 5

Click on button to save the record

Note

- *After saving the record, alert message will be displayed as per Figure 3.2.2-5 & Figure 3.2.2-6.*

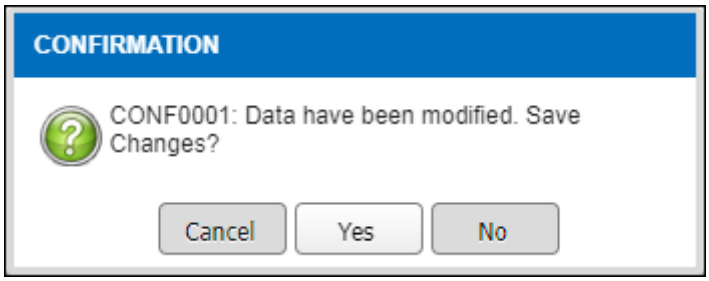


Figure 3.2.2-5 Save Record Alert Message

- *Click on the* Yes *button.*

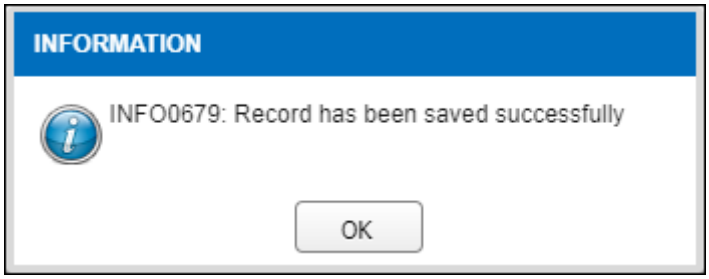


Figure 3.2.2-6 Save Record Alert Message

- *Click on the* OK *button.*

- ***Order No.*** *will be generated automatically by system and the* Proceed *button and* Cancel Request button *will be enabled.*

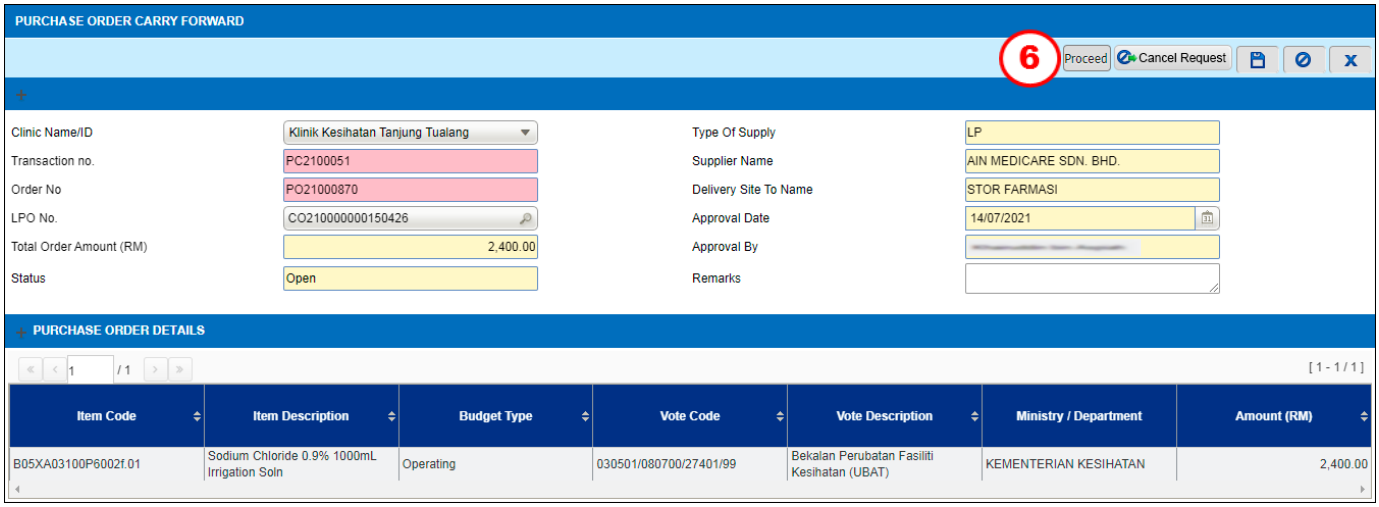


Figure 3.2.2-7 Purchase Order Details

STEP 6

Click on Proceed button to proceed

Note

- *After saving the record, alert message will be displayed as per Figure 3.2.2-8 & Figure 3.2.2-9.*

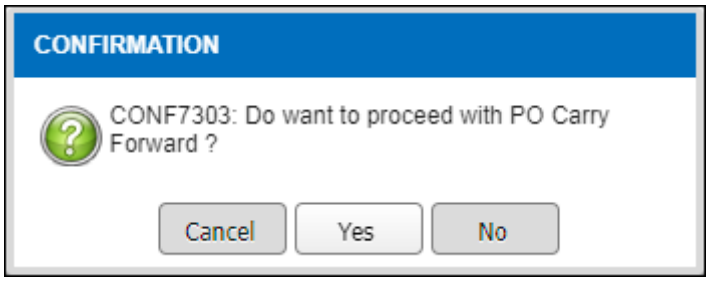


Figure 3.2.2-8 Save Record Alert Message

- *Click on the* Yes *button.*

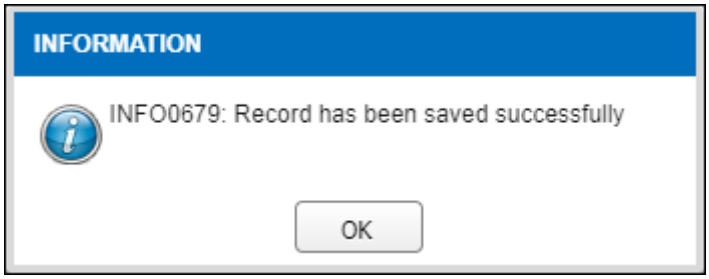


Figure 3.2.2-9 Save Record Alert Message

- *Click on the* OK *button.*

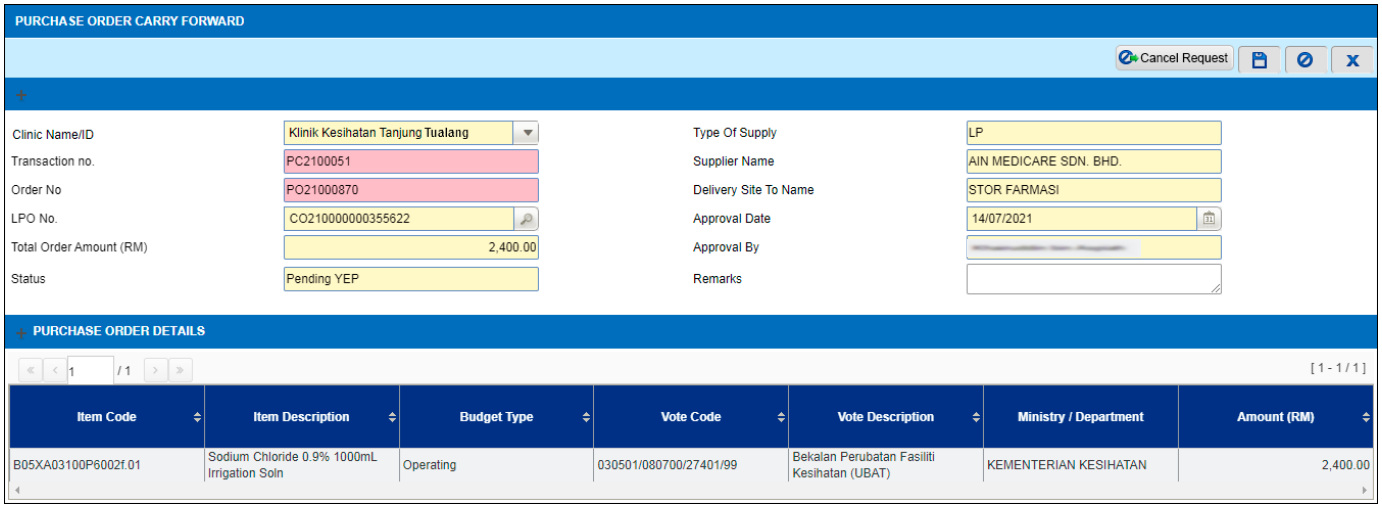


Figure 3.2.2-10 Purchase Order Details

Note

- *Status will change to 'Pending YEP'*
- *All field are displayed as read-only*
- *LPO No which has record status 'Open' or 'Pending YEP' at purchase order carry forward will not be allowed to proceed to make payment record*
- *To cancel the transaction, click on* Cancel Request *button*
- *Cancel can be done at record status 'Open' and 'Pending YEP'*
- *Status will change to 'Cancelled' as shown in Figure 3.1.2-11*

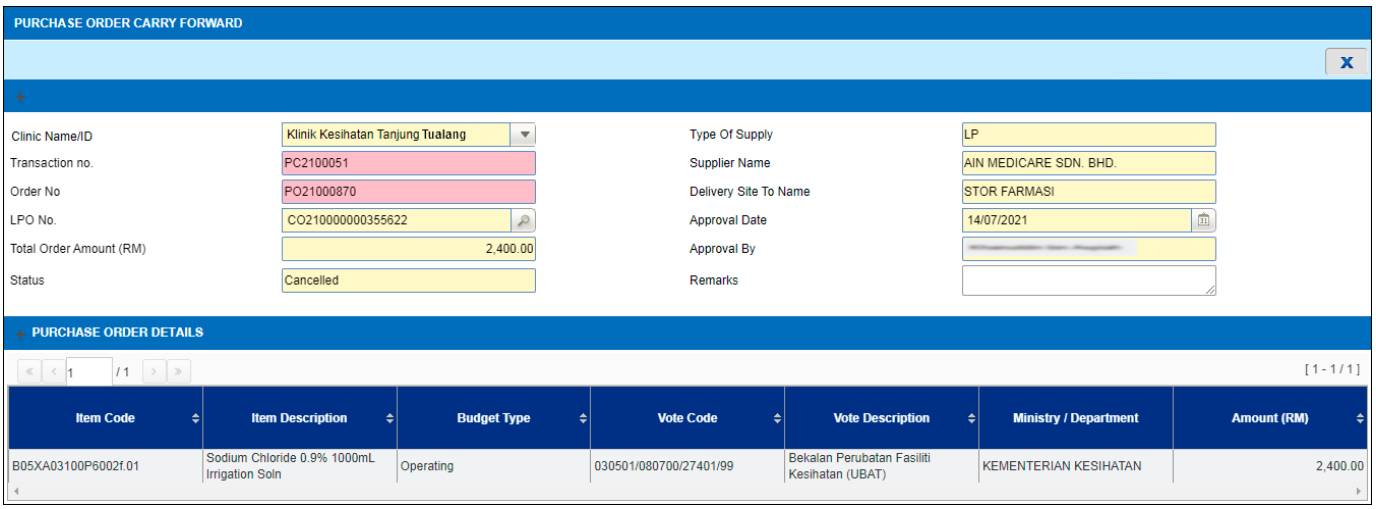


Figure 3.1.2-11 Puchase Order Details (Cancelled Status)

Note

After YEP has been run for the facility, record which has status 'Pending YEP' at purchase order carry forward screen will change status to 'Pending Vote' as shown in Figure 3.1.2-12

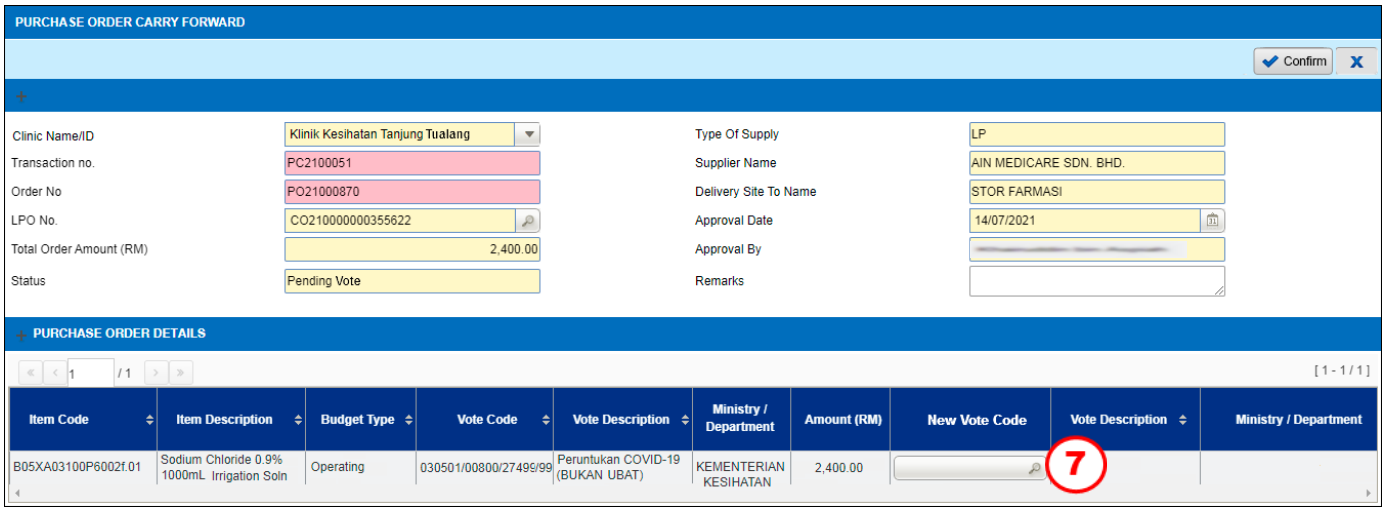


Figure 3.1.2-12 Purchase Order Details

Note

- *New vote code needs to be selected for the LPO No which has been carry forward. User can use the same or new vote code. Mandatory to fill up the field*
- *Only vote code which have allocation will be displayed when user search at the new vote code field*

STEP 7

Click on button to select new vote code

STEP 8

Click on Confirm button to confirm the transaction

Note

Once click on confirm, record will be shown in Figure 3.1.2-12

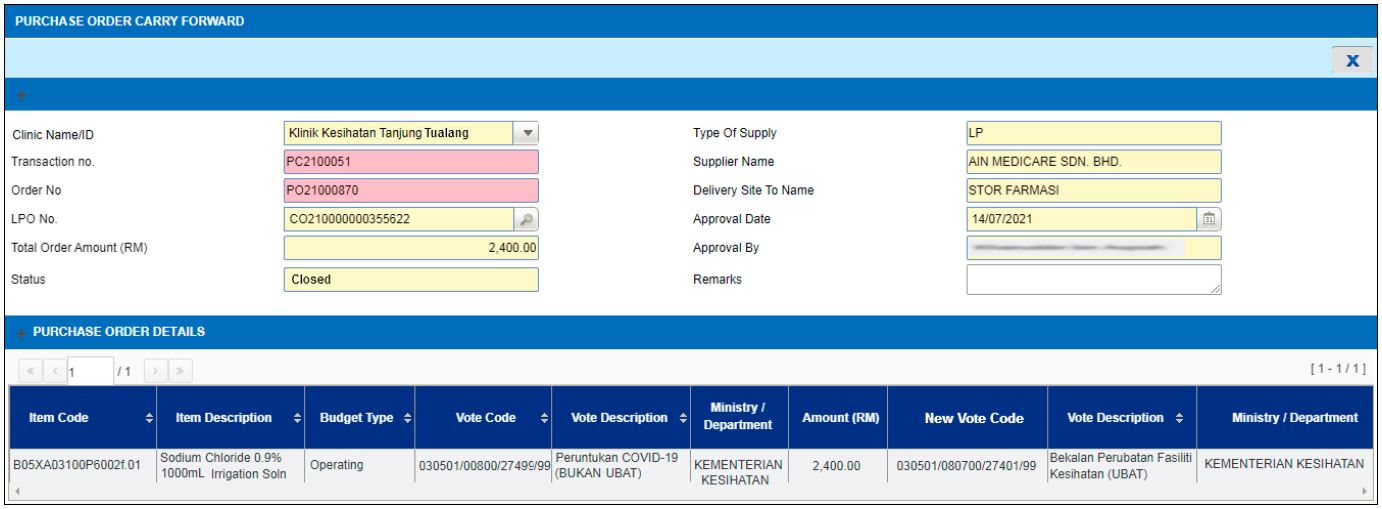
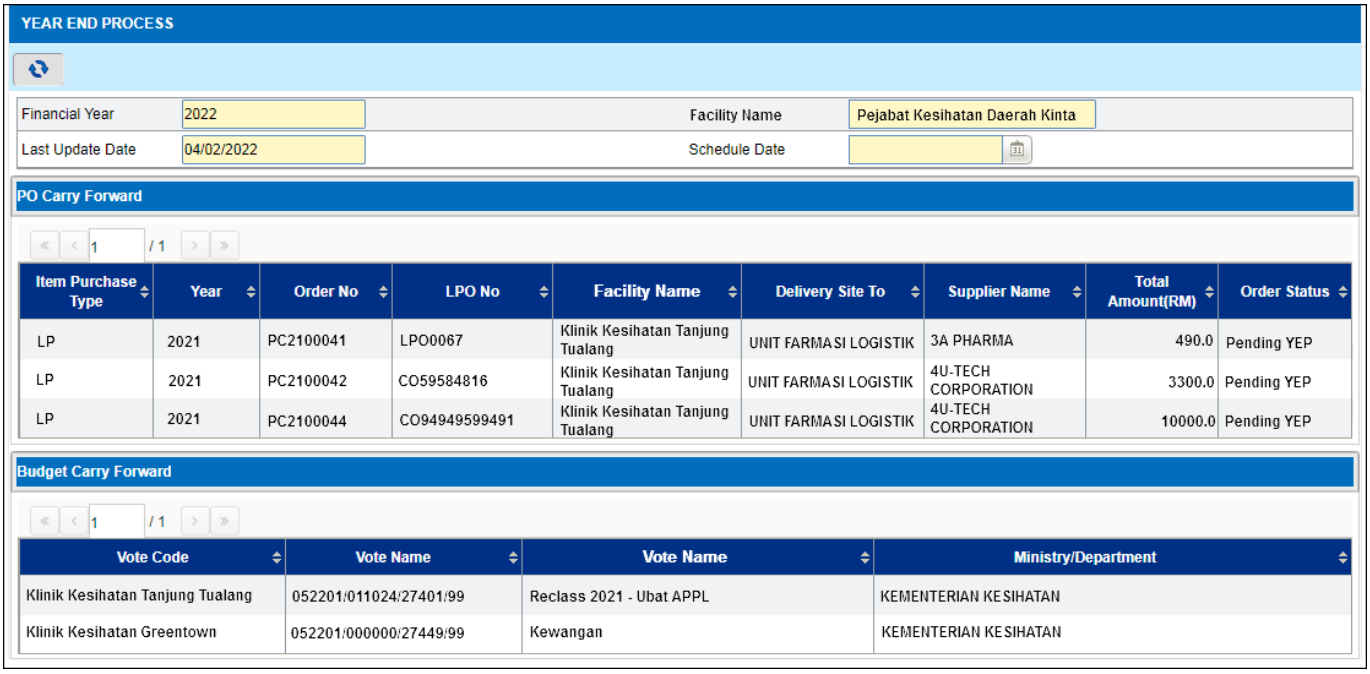


Figure 3.1.2-12 Purchase Order Details

Note

- *Click on X to close the record*
- *PKD & KK Year End Process screen will display same info for PO and budget carry forward before Year End Process has been run.*
- *Year End Process for PKD Screen will be shown in Figure 3.1.2-13*



YEAR END PROCESS

Financial Year	2022	Facility Name	Pejabat Kesihatan Daerah Kinta
Last Update Date	04/02/2022	Schedule Date	

PO Carry Forward

1 / 1

Item Purchase Type	Year	Order No	LPO No	Facility Name	Delivery Site To	Supplier Name	Total Amount(RM)	Order Status
LP	2021	PC2100041	LPO0067	Klinik Kesihatan Tanjung Tualang	UNIT FARMASI LOGISTIK	3A PHARMA	490.0	Pending YEP
LP	2021	PC2100042	CO59584816	Klinik Kesihatan Tanjung Tualang	UNIT FARMASI LOGISTIK	4U-TECH CORPORATION	3300.0	Pending YEP
LP	2021	PC2100044	CO94949599491	Klinik Kesihatan Tanjung Tualang	UNIT FARMASI LOGISTIK	4U-TECH CORPORATION	10000.0	Pending YEP

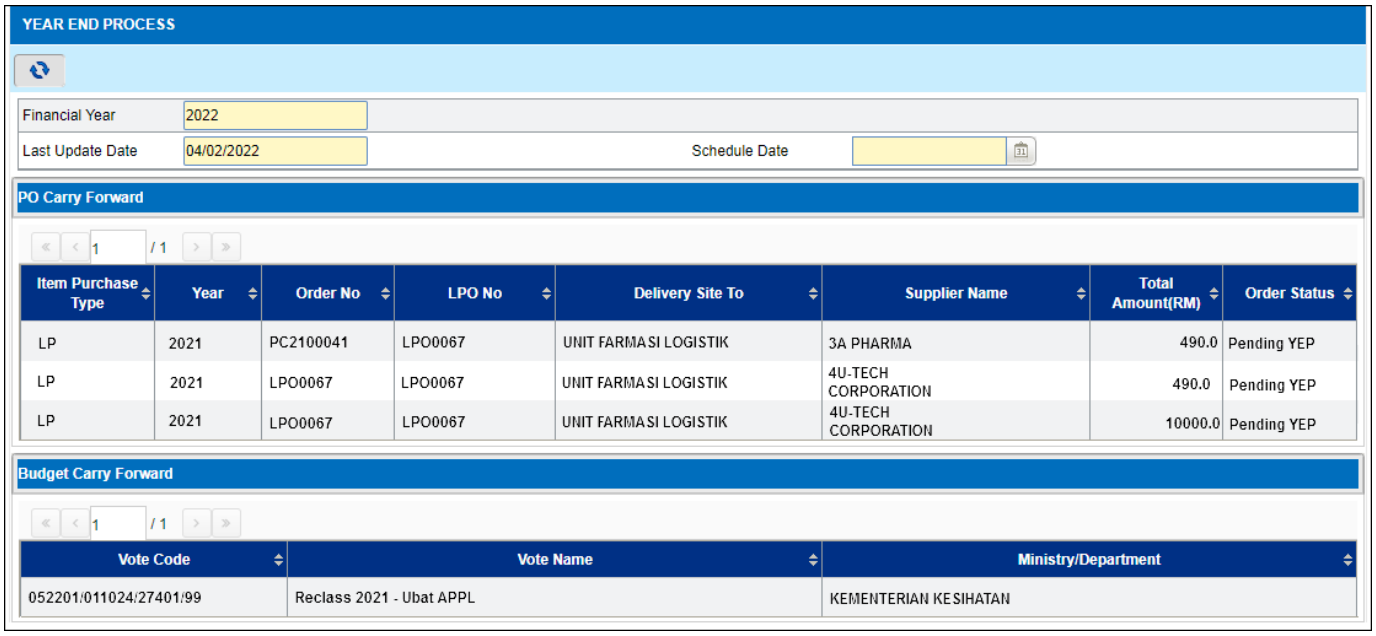
Budget Carry Forward

1 / 1

Vote Code	Vote Name	Vote Name	Ministry/Department
Klinik Kesihatan Tanjung Tualang	052201/011024/27401/99	Reclass 2021 - Ubat APPL	KEMENTERIAN KESIHATAN
Klinik Kesihatan Greentown	052201/000000/27449/99	Kewangan	KEMENTERIAN KESIHATAN

Figure 3.1.2-13 PKD Year End Process

- *Year End Process for KK screen will display as shown in Figure 3.1.2-14*



YEAR END PROCESS

Financial Year	2022		
Last Update Date	04/02/2022	Schedule Date	

PO Carry Forward

1 / 1

Item Purchase Type	Year	Order No	LPO No	Delivery Site To	Supplier Name	Total Amount(RM)	Order Status
LP	2021	PC2100041	LPO0067	UNIT FARMASI LOGISTIK	3A PHARMA	490.0	Pending YEP
LP	2021	LPO0067	LPO0067	UNIT FARMASI LOGISTIK	4U-TECH CORPORATION	490.0	Pending YEP
LP	2021	LPO0067	LPO0067	UNIT FARMASI LOGISTIK	4U-TECH CORPORATION	10000.0	Pending YEP

Budget Carry Forward

1 / 1

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

Figure 3.1.2-14 KK Year End Process

4.0 Acronyms

Abbreviation	Definition
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
MOH	Ministry Of Health
HQ	Headquarters
UOM	Unit Of Measure
SKU	Store Keeping Unit
PKU	Packaging Keeping Unit
RFQ	Request for Quotation

5.0 Links To Inventory Modules

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