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

User Manual
Pharmacy Inventory - Slow Moving

Version	**: 4th Edition**
Document ID	**: U.MANUAL_INV_SLOW MOVING**

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Reference ID : U.MANUAL_INV_SLOW MOVING-4th E

Application reference: PhIS & CPSv1.4.1

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1.0 Introduction

1.1 Overview of PhIS

Pharmacy Information System or better known as PhIS, is a complete and comprehensive system that integrates pharmacy related services that geared toward pharmacy excellence. PhIS implementation would transform most of current manual process to electronic system would benefit facility end user in the health care sector.
There are 12 modules to assist services 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 Patient Management sub-module and its key features and functionalities. The primary objective is to guide user through the process of completing PhIS application process.

User will understand the following activities in details:

- Slow Moving Approval
- Disseminate

1.3 Organised Sections

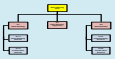
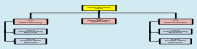
These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Slow Moving
- 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
	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 to Excel	Export Report From PDF file to Excel file	OK	OK Button
Yes	Yes Button	No	No Button
	Radio Button		Checkbox
	System Automatic Generate Record No.		Automatically Display/Retrieve Box
	Reset Login Screen		Show Help
Home	Display Home Tab	Search	Search Record
	Cancel		Dropdown Box
	Search Icon	*	Mandatory Field
	Edit Record		Empty Text Box
Cancel	Cancel Button		

Module Legend			
	List of slow moving item		Disseminate item
	List of existing disseminate item		Send Notification
	Send for Approval		To cancel the request

Note

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

3.0 Slow Moving Item

Overview

This module will be used by the user at the Pharmacy Store/Pharmacy Sub-Stores/Units to generate and distribute/disseminate slow moving item.

.

User Group

This module is intended for inventory user at the Pharmacy Store, Sub Store and Unit/Ward (subject to user assigned by the facility).

Functional Diagram

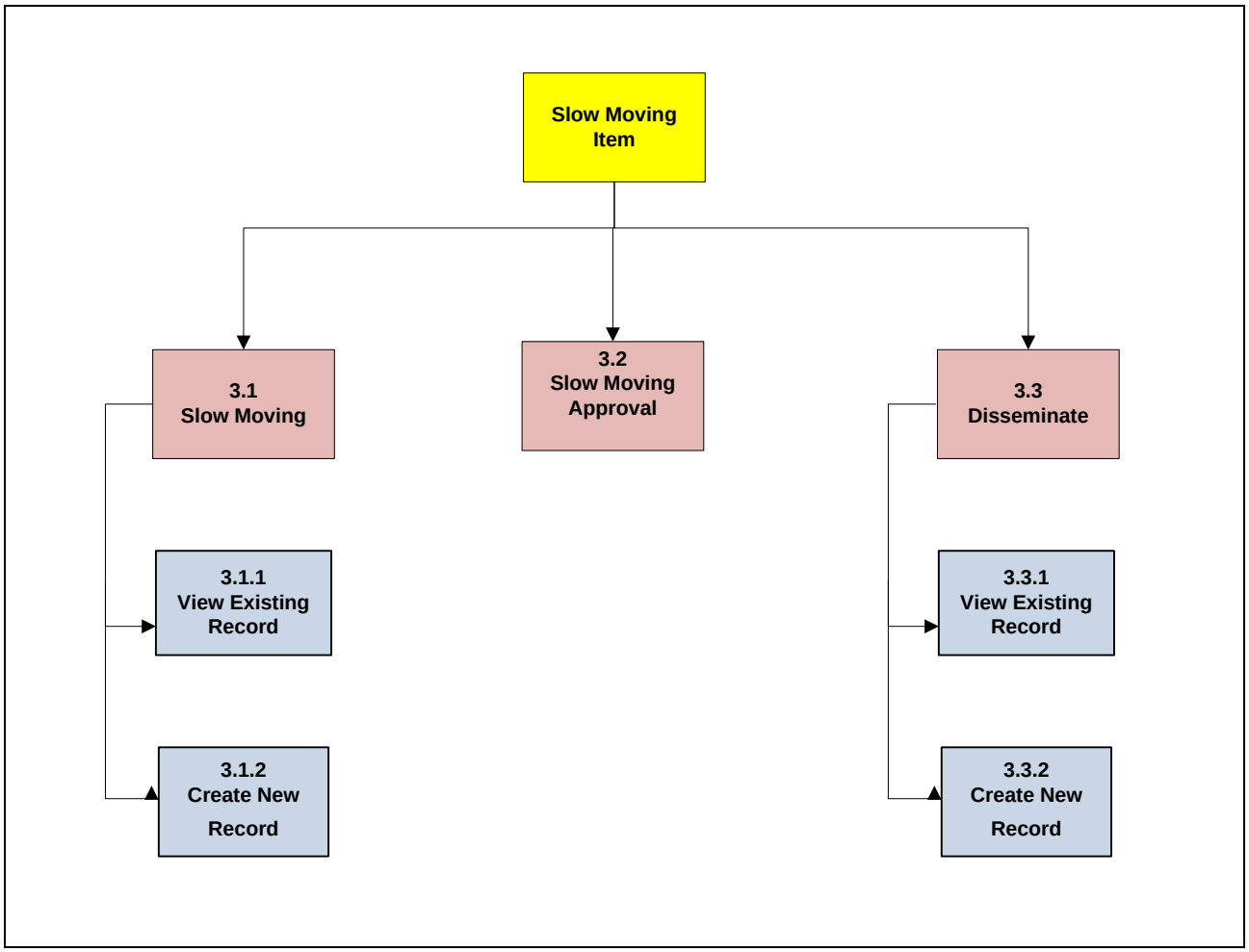


Figure 3.0-1

Functional Description

Slow Moving comprises of three (3) main functions:

- **Slow Moving**
  This function allows user to view all existing transaction and create a new transaction

- **Slow Moving Approval**
  This function is used for HOD to either approve or reject any slow moving transaction

- **Disseminate**
  This function allows user to view all existing transaction and create a new transaction

3.1 Slow Moving

Slow Moving Item is referring to the items purchased or received from other unit that have no issuing activities for a certain period of time.

3.1.1 View Existing Transaction

This page will display all the existing transaction of this sub-module based on the user's access right

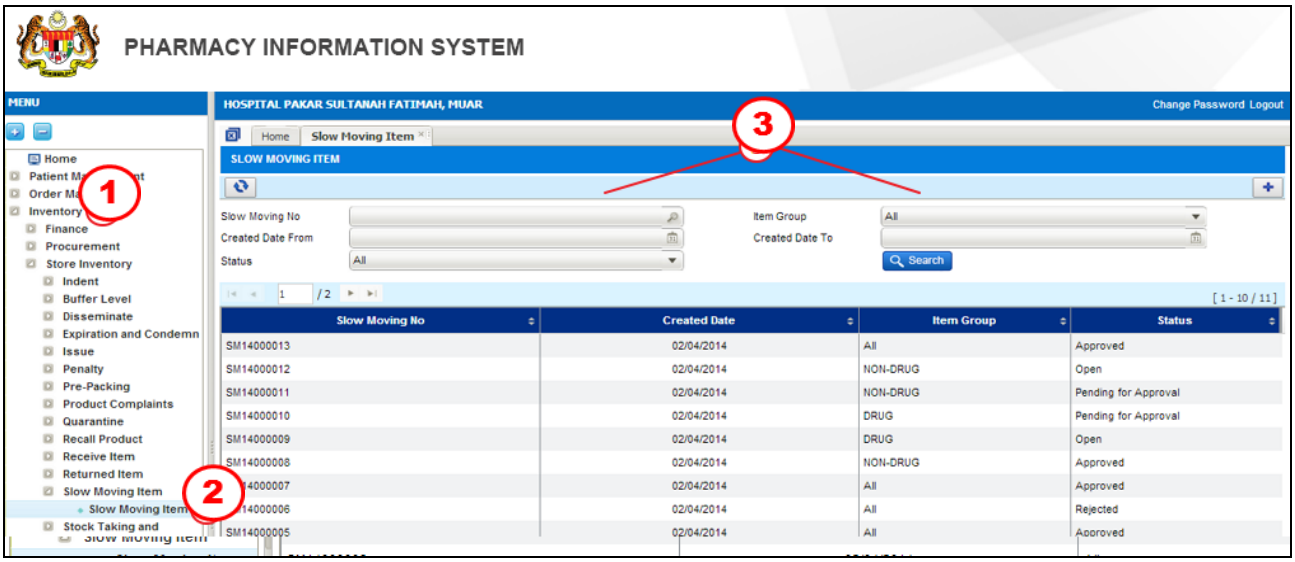


Figure 3.1.1-1 Slow Moving Item Listing Page

STEP 1

Click on **'Inventory'** menu and click on 'Store Inventory' sub-menu.

STEP 2

Click on **'Slow Moving Item'**

STEP 3

To search for existing Slow Moving Item record(s), user may search by criteria as follow:

No	Field	Description	Remarks
a	Slow Moving No	Slow Moving Number	Display all existing Slow Moving No. belongs to the ward/unit
b	Item Group	Search by : - All - Drug - Non drug	Able to filter and search record(s)
c	Created Date From	Start date for the slow moving transaction	Format field (dd/mm/yy)
d	Created Date To	End date for the slow moving transaction	Format field (dd/mm/yy)
e	Status	Search by: - All - Approved - Open - Pending For Approval - Cancelled - Rejected	Able to filter and search record(s)

Table 3.1.1-1 Slow Moving

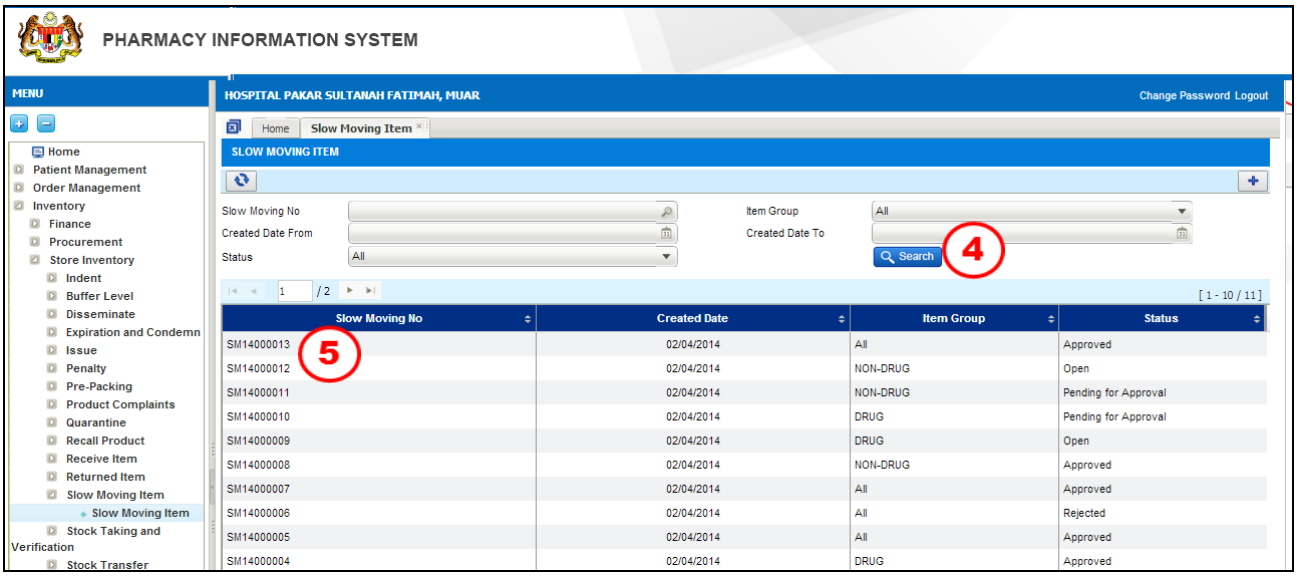


Figure 3.1.1-2 Slow Moving Item Listing Page

STEP 4

Click on the OK button to search the existing transaction

Note

List of Transaction No. displayed will be based on the selected/entered criteria as shown in Figure 3.1.1-2.

STEP 5

Double click on the selected record and the Slow Moving Item window will be displayed

3.1.2 Slow Moving Item Create New Record

For a new transaction, the system will generate a slow moving item list based on the period selected.

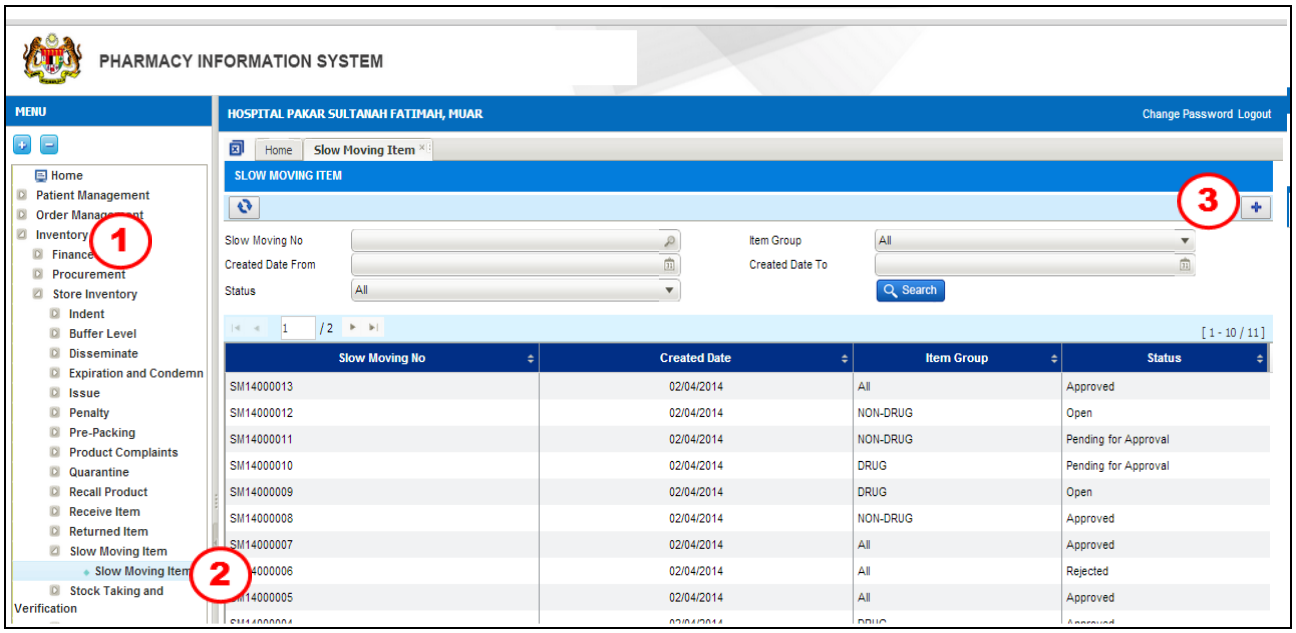


Figure 3.1.2-1 Slow Moving Item Listing Page

STEP 1
Click on 'Store Inventory' menu

STEP 2
Click on 'Slow Moving Item' sub menu

STEP 3
Click on the button to create new transaction

Note
Slow Moving Item screen will be displayed as shown in the Figure 3.1.2-2.

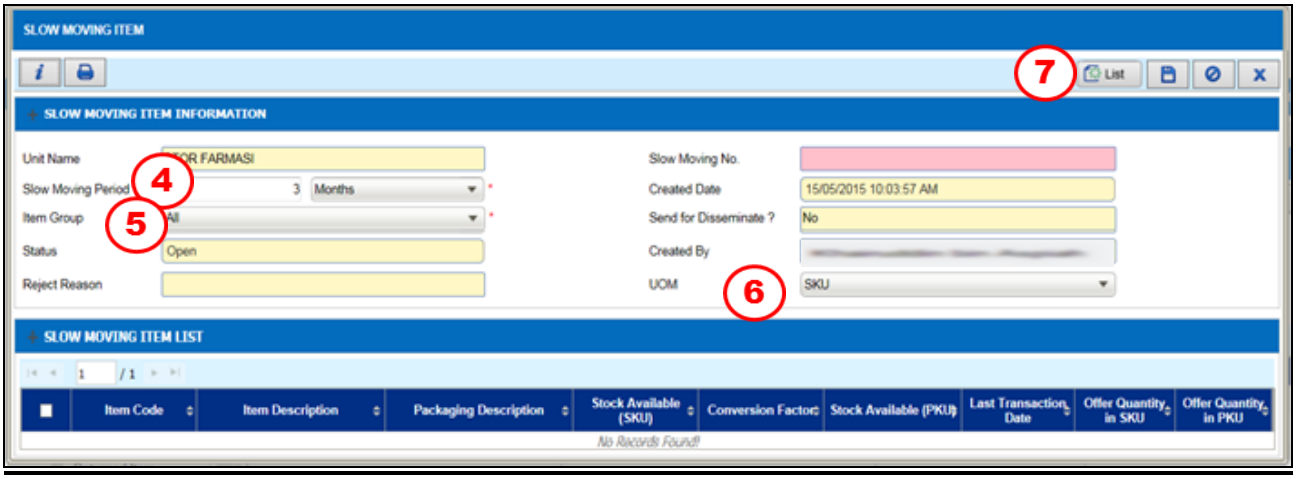


Figure 3.1.2-2 Create New Slow Moving Item Information

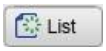
Note

- *Newly created Slow Moving Item record **Status** will default to 'Open'.*
- ***Unit Name** will be defaulted based on user's login ID.*
- ***Created Date** will be defaulted to system date/time.*
- ***Send for Disseminate** will be defaulted to 'No' as no dissemination is done yet. The value will change to 'Yes' after user clicked on the Disseminate button.*

STEP 4
Select Day(s)/Week(s)/Month(s) from the drop down box and enter the value in the ***Slow Moving Period*** field

STEP 5
Select ***Item Group*** from the dropdown box:
- All (Default)
- DRUG
- NON-DRUG

STEP 6
Select UOM from the dropdown box:
- SKU
- PKU

STEP 7
Click on the 

button to generate a slow moving list based on the selection criteria

Note
System will display Slow Moving Item List as shown in Figure 3.1.2-3.

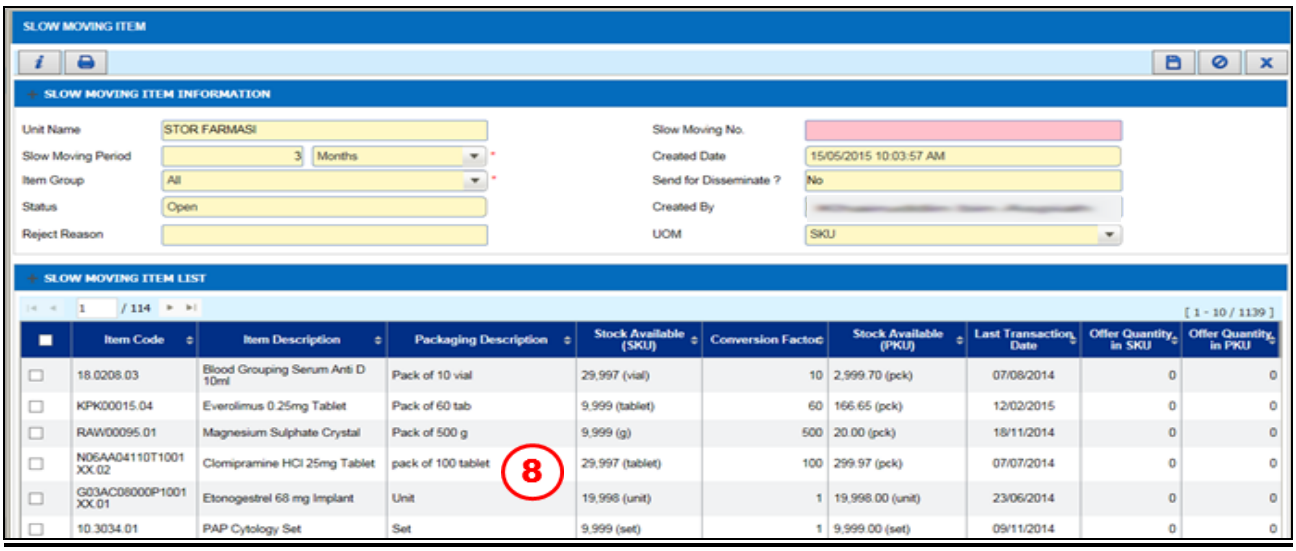


Figure 3.1.2-3 Slow Moving Item List

STEP 8
Double click on the selected item to view the item details as shown in the Figure 3.1.2-4

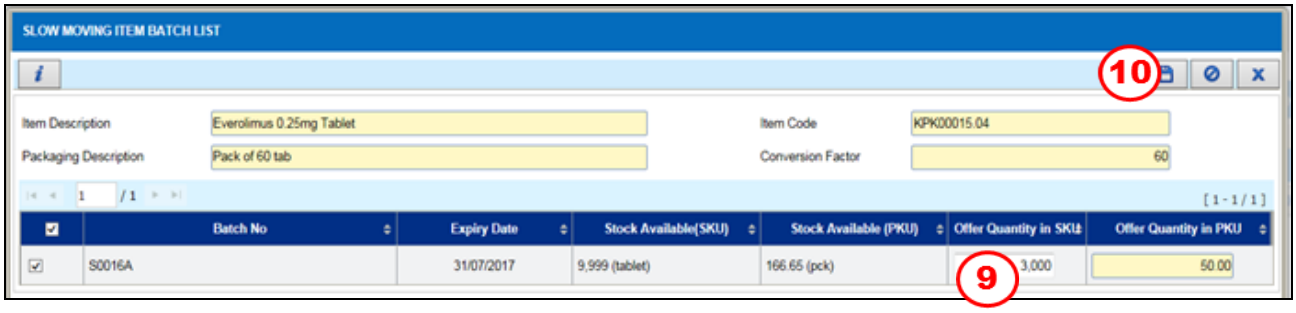


Figure 3.1.2-4 Slow Moving Item Batch List

Note

- ***Offer Quantity in SKU*** *cannot be more than* ***Available Quantity in SKU****.*
- ***Offer Quantity in PKU*** *will be automatically generated based on the value insert in* ***Offer Quantity in SKU****.*
- ***Offer Quantity in PKU*** *will be calculated based on the* ***Conversion Factor*** *for that particular item.*
- *Calculation: Offer Quantity in PKU = Offer Quantity in SKU/Conversion Factor*

EXAMPLE:

Offer Quantity in SKU = 200
Conversion Factor = 50
Offer Quantity in PKU = 200/50
= 4

STEP 9

Select the check box and enter the ***Offer Quantity in SKU***

STEP 10

Click on the button to save the transaction

Note

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

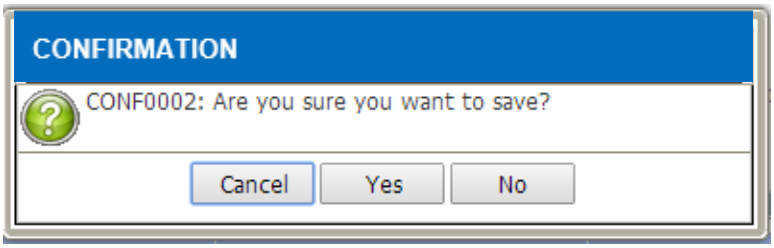


Figure 3.1.2-5 Save Record Alert Message

- *Click on the* OK *button in Figure 3.1.2-5*

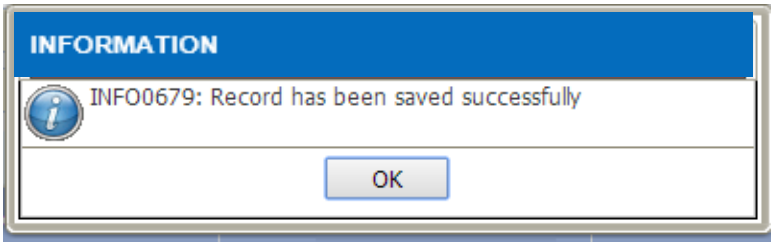


Figure 3.1.2-6 Save Record Alert Message

- *Click on the* OK *button in Figure 3.1.2-6*
- *Screen will return to the Slow Moving Item screen as shown in Figure 3.1.2-7.*
- *The quantity entered in the Slow Moving Item Batch List screen as shown in Figure 3.1.2-4 will be updated in the main screen.*

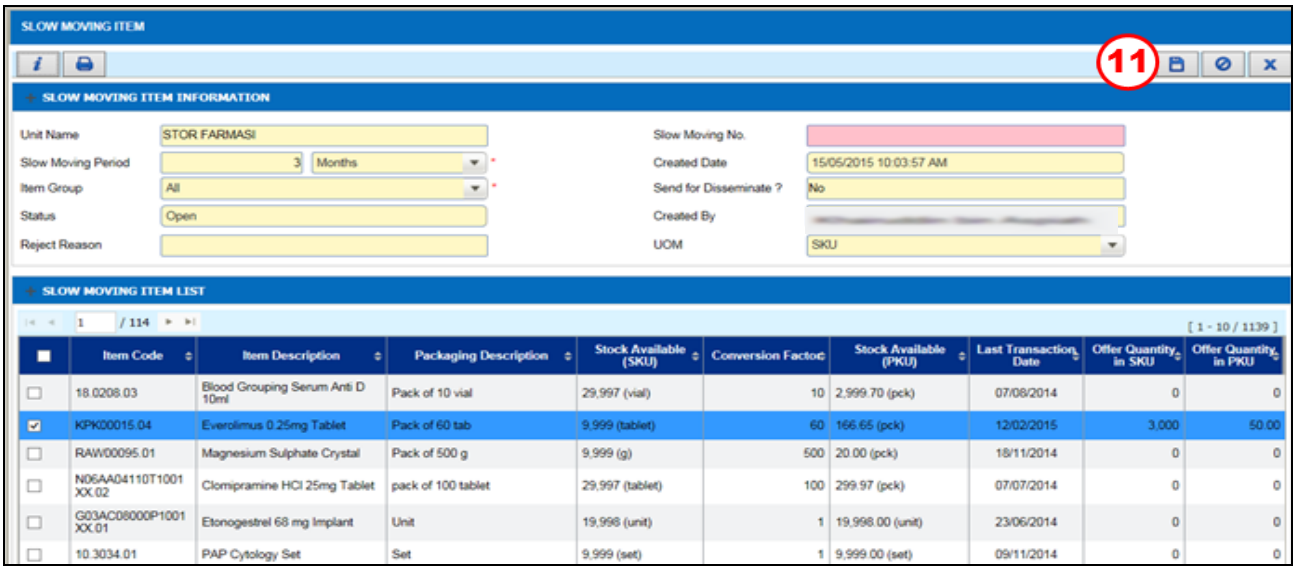


Figure 3.1.2-7 Slow Moving Item

STEP 11

Click on the button to save the Slow Moving Item record

Note

- ***Slow Moving Item*** *will be automatically generated for further reference and the* Send for Approval *button and button will be enabled*

Character	Description	Value
1-2	Slow Moving No	'SM'
3-4	Current year in 'YY' format	14
5-10	Running no	Starting from 000001. This running number will be restarted to 000001 of every new financial year

Table 3.1.2-1

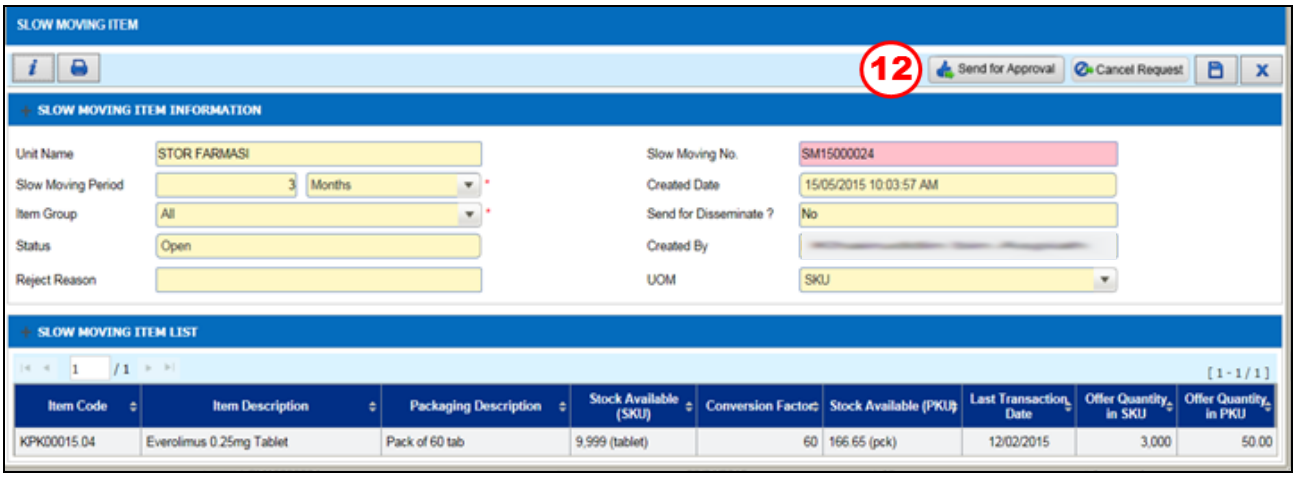


Figure 3.1.2-8 Slow Moving Item - Send for Approval

STEP 12

Click on the Send for Approval to send the transaction to HOD for approval or click on the to cancel the request

Figure 3.1.2-9 Send For Approval Record Alert Message

Note

- *Click on the* Yes *button to send the record for Approval. An alert message will be displayed and the* ***Status*** *will change to 'Pending for Approval'. This transaction will be available in the Approver's Task List for approval process.*

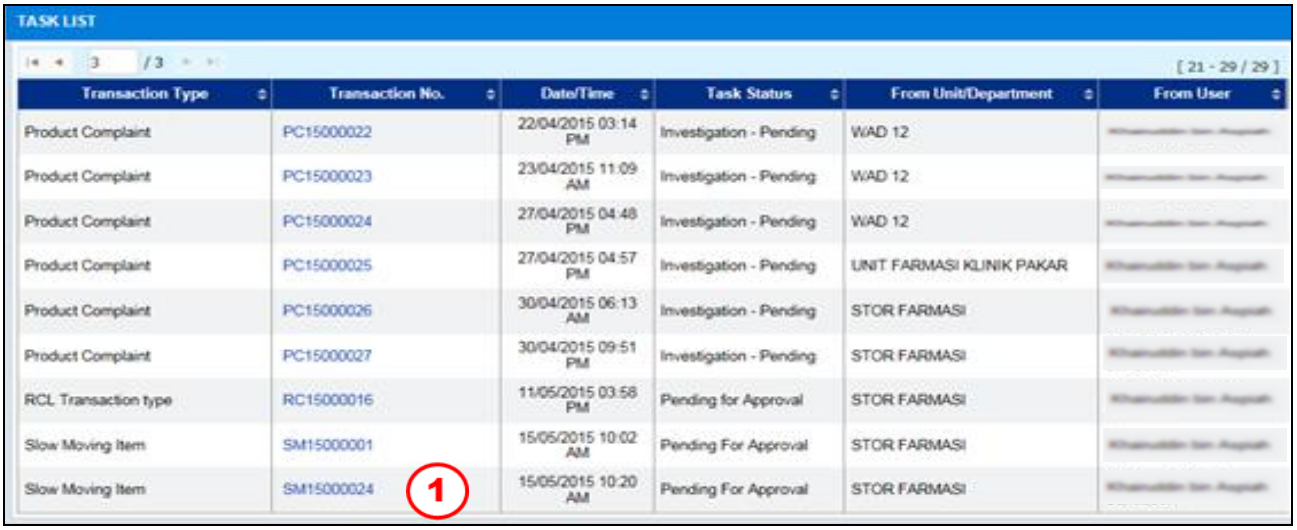
- *If user clicks on the* No *button or* Cancel *button, there will be no changes applied and the screen will return to the Slow Moving Item screen.*

Figure 3.1.2-10 Alert Message

- *Click on the* OK *button to confirm the request to be sent for approval.*

3.2 Slow Moving Approval

The Head of Department (HOD)/ Head of Unit will receive the 'Pending for Approval' Slow Moving Item transaction in the Task List.



Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
Product Complaint	PC15000022	22/04/2015 03:14 PM	Investigation - Pending	WAD 12	
Product Complaint	PC15000023	23/04/2015 11:09 AM	Investigation - Pending	WAD 12	
Product Complaint	PC15000024	27/04/2015 04:48 PM	Investigation - Pending	WAD 12	
Product Complaint	PC15000025	27/04/2015 04:57 PM	Investigation - Pending	UNIT FARMASI KLINIK PAKAR	
Product Complaint	PC15000026	30/04/2015 06:13 AM	Investigation - Pending	STOR FARMASI	
Product Complaint	PC15000027	30/04/2015 09:51 PM	Investigation - Pending	STOR FARMASI	
RCL Transaction type	RC15000016	11/05/2015 03:58 PM	Pending for Approval	STOR FARMASI	
Slow Moving Item	SM15000001	15/05/2015 10:02 AM	Pending For Approval	STOR FARMASI	
Slow Moving Item	SM15000024	15/05/2015 10:20 AM	Pending For Approval	STOR FARMASI	

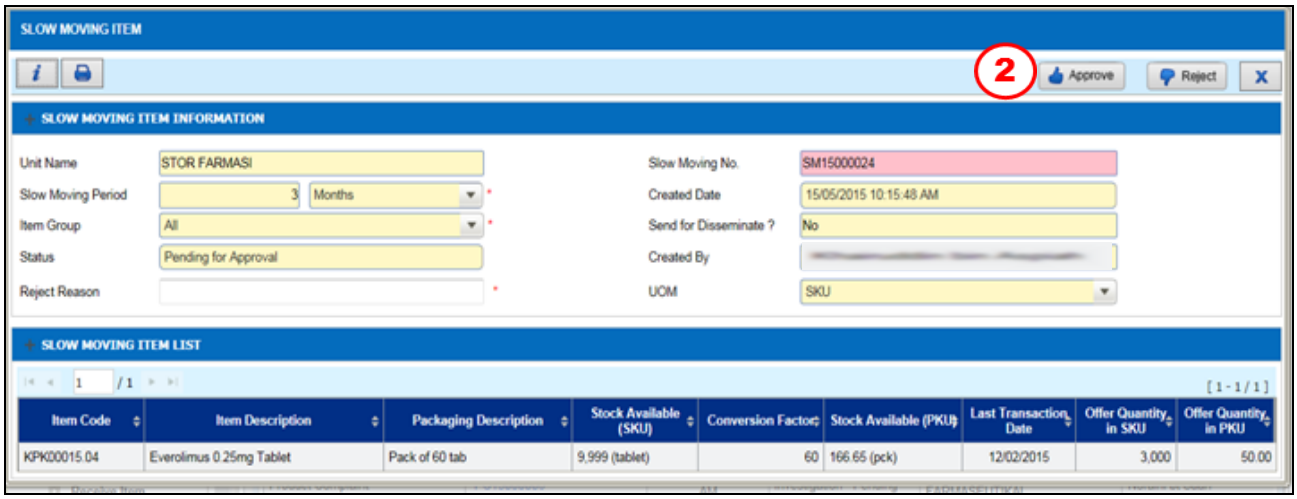
Figure 3.2-1 Task List

STEP 1

Click on the ***Transaction No.*** hyperlink and the Slow Moving Item screen will be displayed as shown in the Figure 3.2-2

Note

- *User is allowed to edit the **Offer Quantity in SKU** by double clicking on the Slow Moving Item List item before the transaction is approved.*
- ***Offer Quantity in SKU** changed cannot be more than **Available Offer Quantity in SKU.***



Item Code	Item Description	Packaging Description	Stock Available (SKU)	Conversion Factor	Stock Available (PKU)	Last Transaction Date	Offer Quantity in SKU	Offer Quantity in PKU
KPK00015.04	Everolimus 0.25mg Tablet	Pack of 60 tab	9,999 (tablet)	60	166.65 (pck)	12/02/2015	3,000	50.00

Figure 3.2-2 Slow Moving Item Approval

STEP 2

a) Click on the [Approve] button to approve the Slow Moving Item record and the ***Status*** will be displayed as 'Approved'

Note

- *Click on the [Yes] button in Figure 3.2-3 followed by the [OK] button in Figure 3.2-4. [Disseminate] button will be enabled for the user to proceed with disseminate process.*

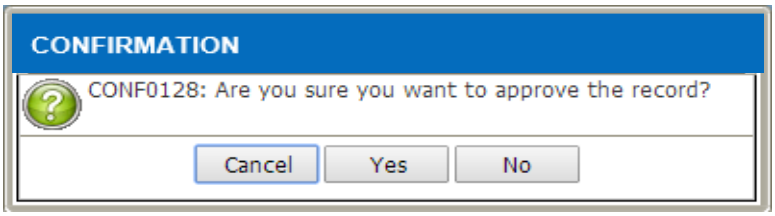


Figure 3.2-3 Approve Record Alert Message

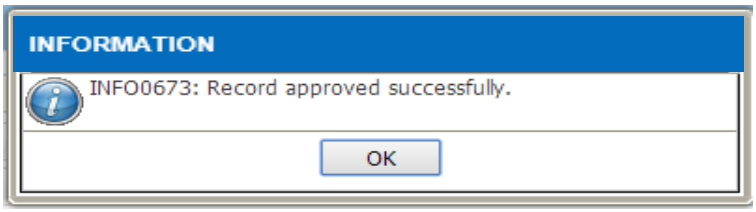


Figure 3.2-4 Approve Record Alert Message

- *If user clicks on the* No *button, there will be no changes applied and the screen will return to the Slow Moving Item screen.*

b) Click on the Reject button to reject the Slow Moving Item record and the status will be 'Rejected'

- ***Reject Reason*** *is mandatory to be entered to reject the Slow Moving Item transaction*

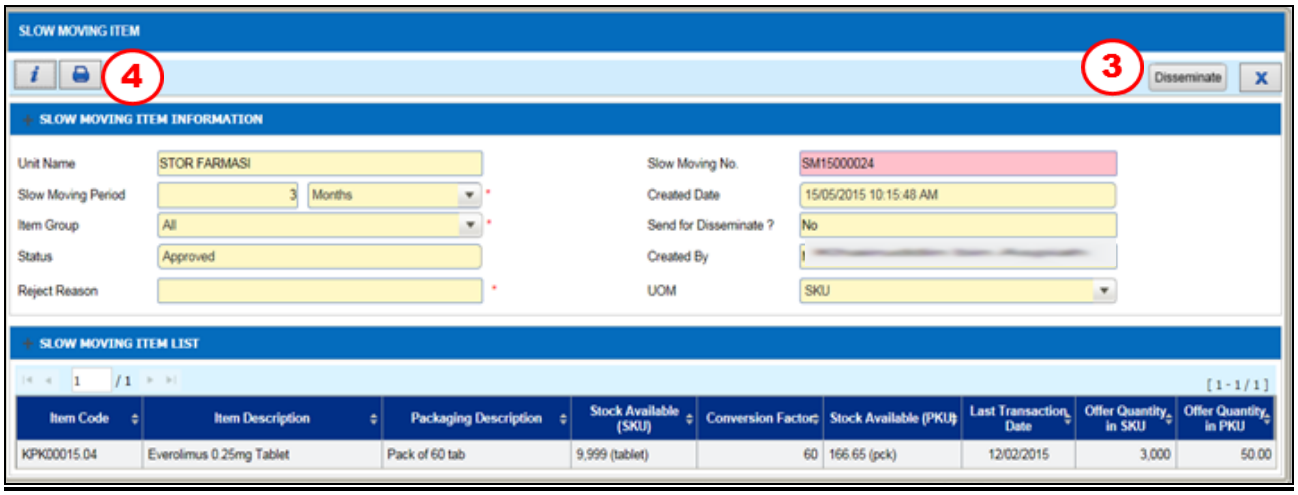


Figure 3.2-5 Slow moving Item Disseminate

STEP 3

Click on the Disseminate button

Note

*The **Slow Moving No.** will be available in the Disseminate screen*

STEP 4

Click on the button to generate report as shown in Figure 3.2-6

KEMENTERIAN KESIHATAN MALAYSIA
Hospital Pakar Sultanah Fatimah, Muar
SLOW MOVING ITEM REPORT

Slow Moving : SM15000024
Item Group : ALL

Status : Approved
Slow Moving Period : 3 Months
From : 14/02/201 **To :** 15/05/2015

NO	ITEM CODE	ITEM DESCRIPTION	BATCH NO	SKU	PACKAGING DESCRIPTION	STOCK AVAILABLE (SKU)	OFFERED QUANTITY IN SKU	LAST TRANSACTION DATE	EXPIRY DATE
1	KPK00015.04	Everolimus 0.25mg Tablet	S0016A	tablet	Pack of 60 tab	9,999	3,000	12/02/2015	31/07/2017

DISEDIAKAN OLEH	(DILULUSKAN)*
Nama	Nama
Jawatan : Pegawai Farmasi U48	Jawatan : Ketua Pegawai Farmasi
Unit : STOR FARMASI	Unit : STOR FARMASI
Jabatan : Pharmacy	Jabatan : Pharmacy
Tarikh : 15/05/2015	Tarikh : 15/05/2015

Printed Date : 15/05/2015 **Printed By** : Kamaliah Md Saman **Unit Name** : STOR FARMASI **Source** : PhIS

Page 1 of 1

Figure 3.2-6 Slow Moving Item Report

3.3 Disseminate

This page will display all existing transactions of the sub-module

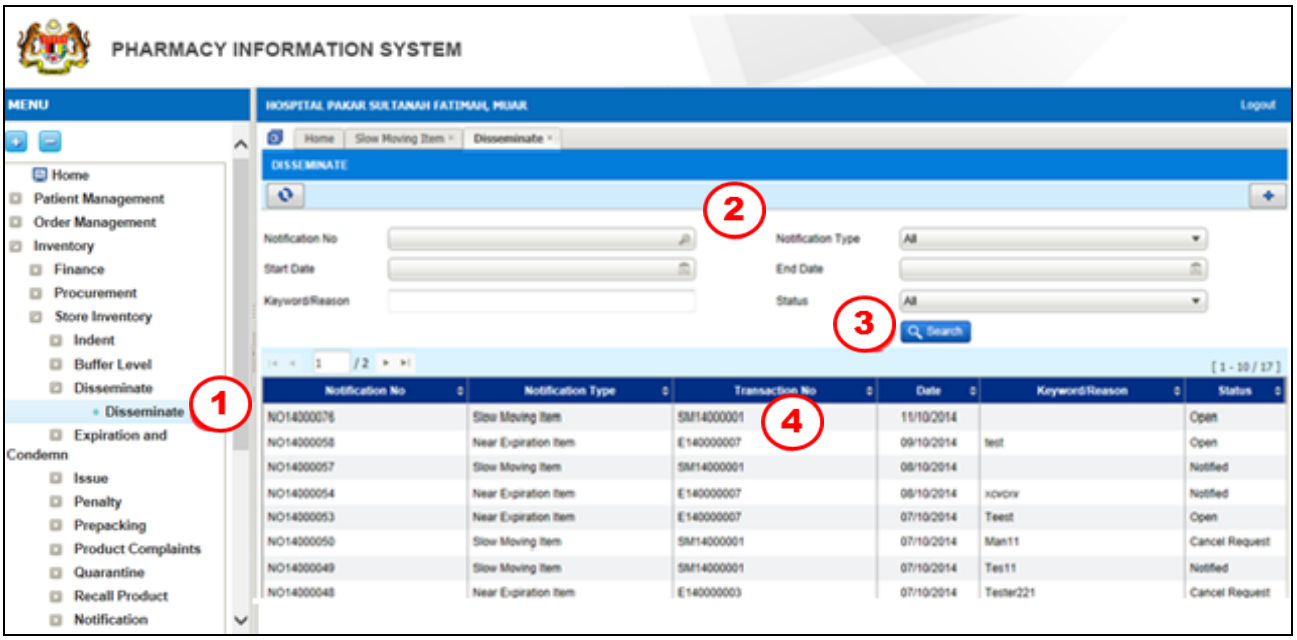


Figure 3.3-1 Disseminate

STEP 1
Click on 'Inventory' menu and click on 'Store Inventory' sub-menu, then click 'Disseminate'

STEP 2
To search for existing disseminate record(s), you may search by criteria as follows:

No	Field	Description	Remarks
a	Notification No	Notification Number	Display all existing Notification No
b	Notification Type	Search by : - All - Cancel Request - Notification - Slow moving	Able to filter and search record(s)
c	Start Date	Start date for the slow moving transaction	Format field (dd/mm/yy)
d	End Date	End date for the slow moving transaction	Format field (dd/mm/yy)
e	Keyword/Reason	Title for the notification	Display the information or title of the Disseminate item
F	Status	Search by: - All - Cancel Request - Notified - Open	Able to filter and search record(s)

Table 3.3-1

STEP 3
Click on the button to search the existing transactions

Note
The results displayed will be based on the entered criteria as shown in Figure 3.3-1.

STEP 4
Double-click on the selected record and the details will be displayed

3.3.1 New Disseminate Record: Intra Facility

To create a new Disseminate record for Intra facility, perform the steps below

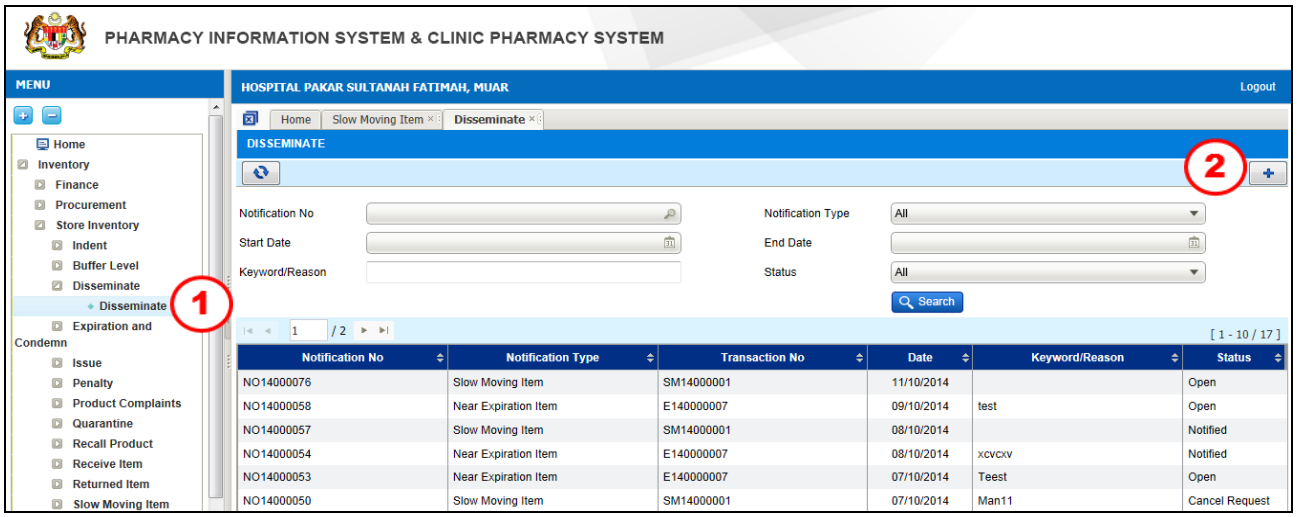


Figure 3.3.1-1 Disseminate

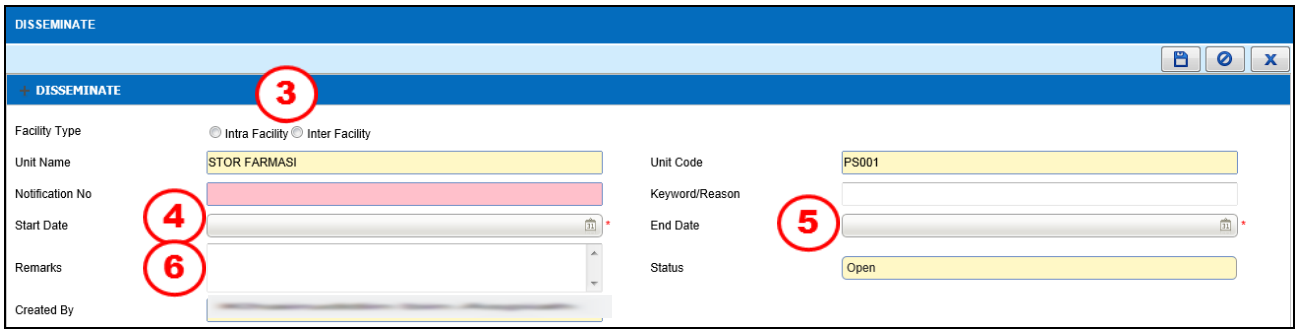


Figure 3.3.1-2 Disseminate

STEP 1
Click on 'Inventory' menu and click on 'Store Inventory' sub-menu then click 'Disseminate'

STEP 2
Click on button to create a new transaction

STEP 3
Select ***Intra Facility*** radio button

Note

- *A newly-created Disseminate record **Status** is defaulted as 'Open'.*
- ***Unit Name** and **Unit Code** are defaulted to the user's login ID.*

STEP 4
Select the ***Start Date*** for the item dissemination

STEP 5
Select the ***End Date*** for the item dissemination

STEP 6
Enter ***Remarks*** if applicable

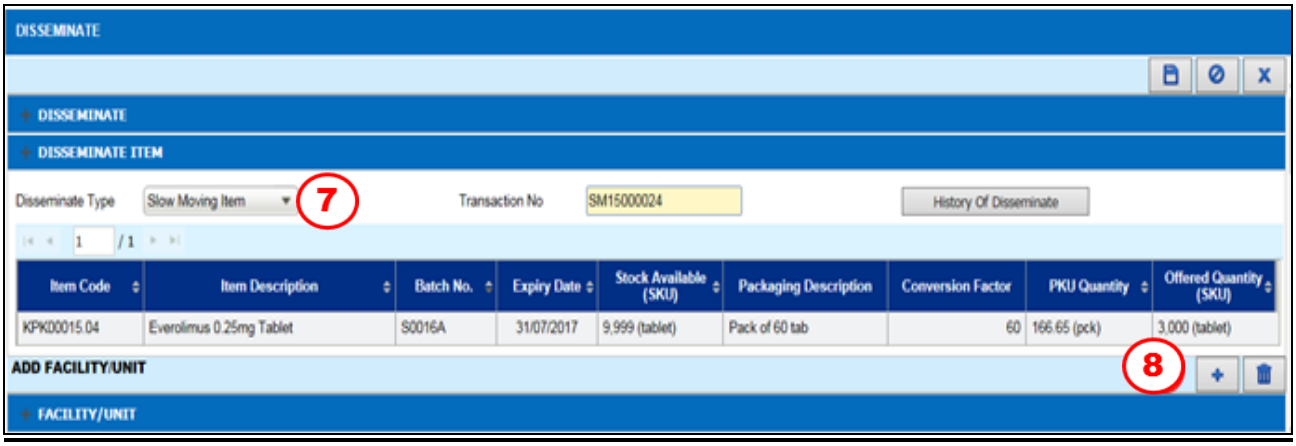


Figure 3.3.1-3 Disseminate Item

STEP 7
Select 'Slow Moving Item' from the ***Disseminate Type*** dropdown box and system will automatically take the latest Slow Moving transaction record.

Note

- *Click on* History Of Disseminate *after selecting the* ***Disseminate Type*** *to view list of dissemination as per Figure 3.3.1-4 (If there is any)*
- *Alert message will be prompt as per Figure 3.3.1-5 if user click on the* History Of Disseminate *without selecting the disseminate type*

STEP 8
Click on the button to add the facility/unit

Note
The list of ***Facility/Unit Name*** *will be displayed as per Figure 3.3.1-6.*

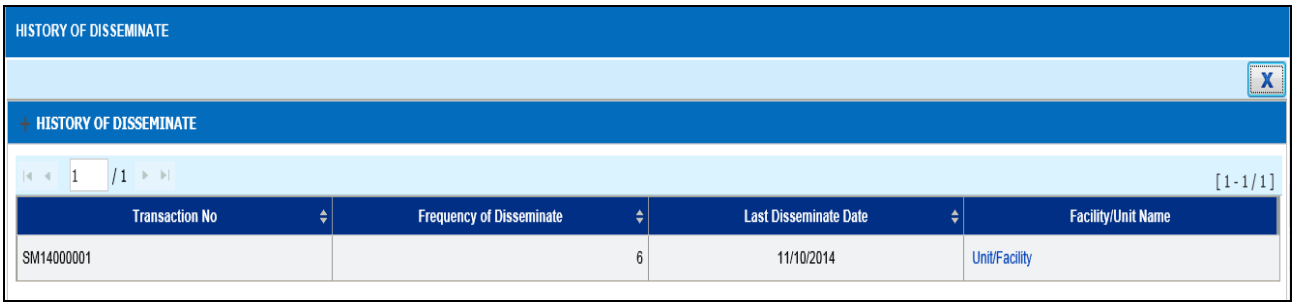


Figure 3.3.1-4 History of Disseminate

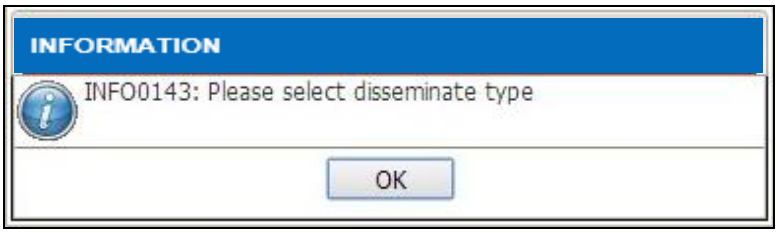
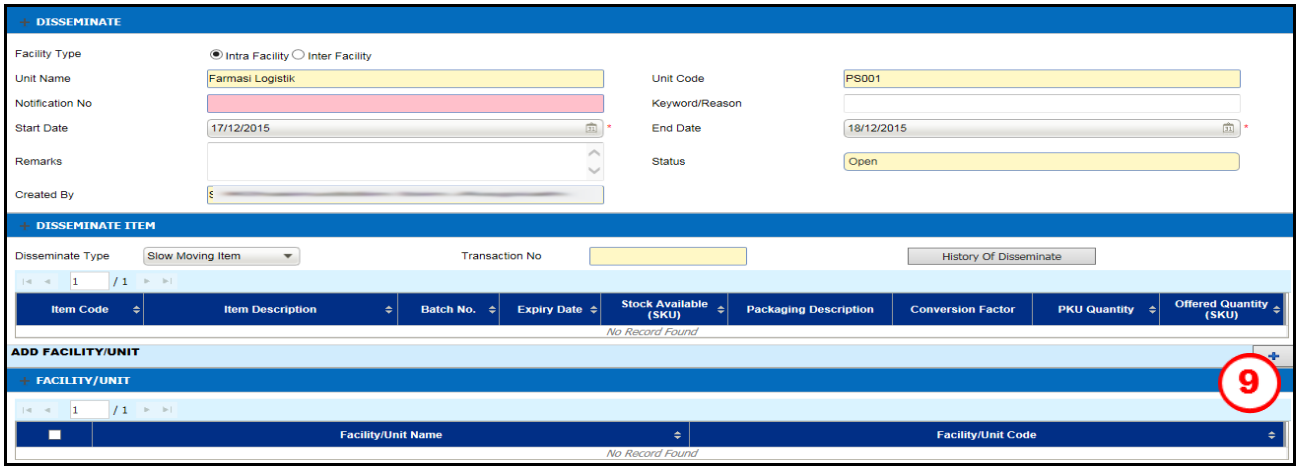


Figure 3.3.1-5 Alert Message



STEP 9

Click on the button to add the selected ***Facility/Unit Name*** into the 'Add Facility/Unit Name' section.

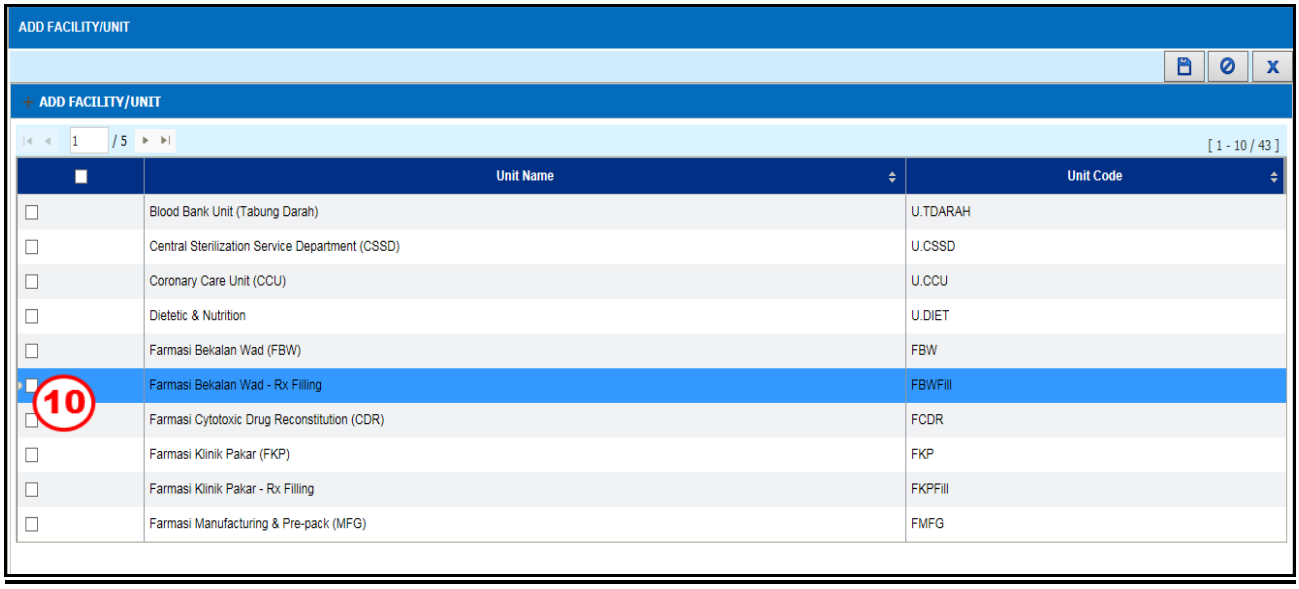


Figure 3.3.1-6 Add Facility/Unit

STEP 10

Select the check box to add the Facility/Unit Name based on the selection for ***Facility Type***

Note

User is allowed to select more than 1 check box.

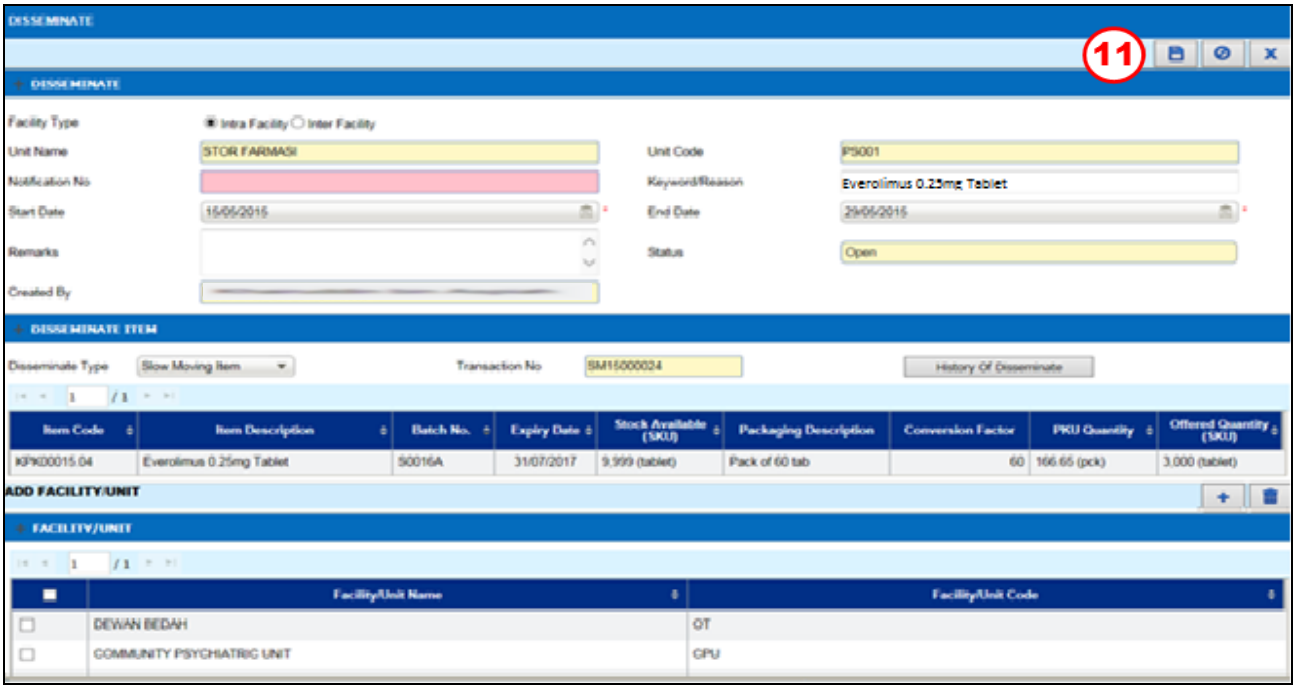


Figure 3.3.1-7 Disseminate

STEP 11

Click on the button to save the disseminate record

Note

- *After saving the record, alert messages will be displayed as per Figure 3.3.1-8 and Figure 3.3.1-9.*

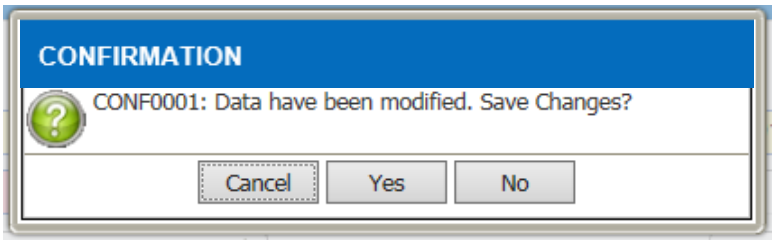


Figure 3.3.1-8 Save Record Alert Message

- *Click on the* Yes *button.*

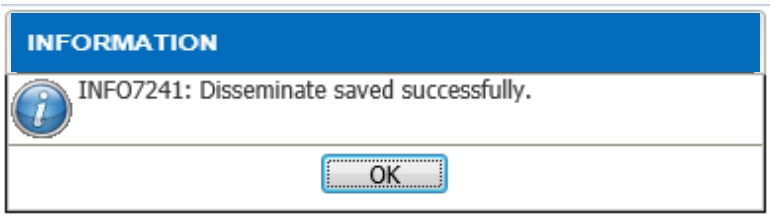


Figure 3.3.1-9 Save Record Alert Message

- *Click on the* OK *button.*

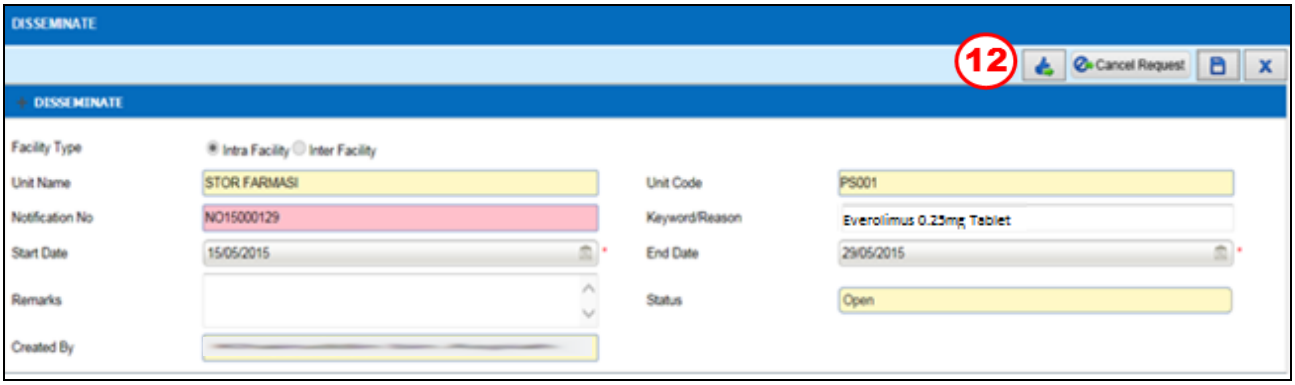


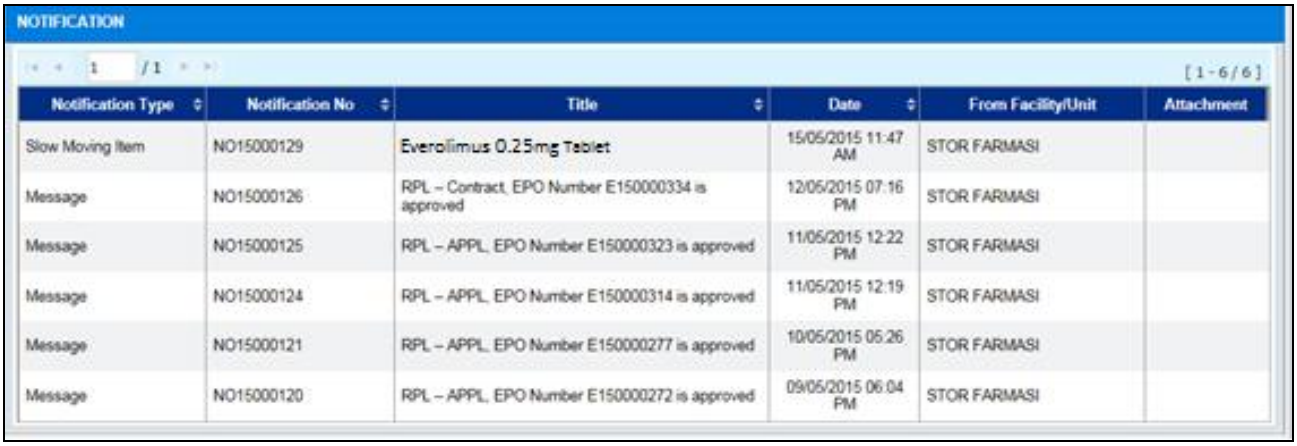
Figure 3.3.1-10 Disseminate Send Notification

STEP 12

Click on the button to send the notification to the selected facility/unit

Note

*After sending the notification, the system will automatically generate the **Notification No.** and it will be displayed on the home page of the selected facility/unit. For example: NO14000*



Notification Type	Notification No	Title	Date	From Facility/Unit	Attachment
Slow Moving Item	NO15000129	Everolimus 0.25mg Tablet	15/05/2015 11:47 AM	STOR FARMASI	
Message	NO15000126	RPL – Contract, EPO Number E150000334 is approved	12/05/2015 07:16 PM	STOR FARMASI	
Message	NO15000125	RPL – APPL, EPO Number E150000323 is approved	11/05/2015 12:22 PM	STOR FARMASI	
Message	NO15000124	RPL – APPL, EPO Number E150000314 is approved	11/05/2015 12:19 PM	STOR FARMASI	
Message	NO15000121	RPL – APPL, EPO Number E150000277 is approved	10/05/2015 05:26 PM	STOR FARMASI	
Message	NO15000120	RPL – APPL, EPO Number E150000272 is approved	09/05/2015 06:04 PM	STOR FARMASI	

Figure 3.3.1-11 Notification

3.3.2 New Disseminate Record: Inter Facility

To create a new disseminate record between facilities, perform the steps below:

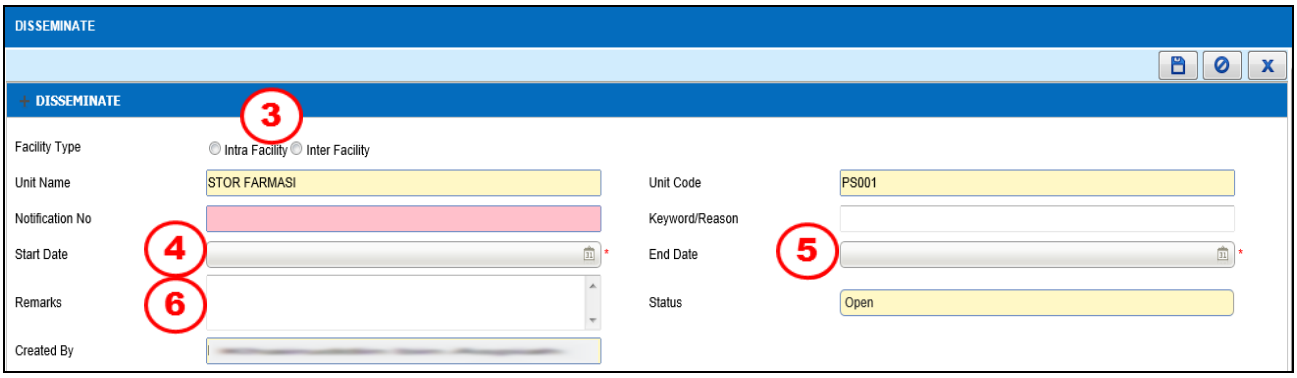


Figure 3.3.2-1 Disseminate

This function allows users to notify of slow moving item that are offered between facilities.

Note
Repeat STEP 1 and STEP 2 *from Section [3.3.1 New Disseminate Record: Intra Facility](#) to create a new transaction and the Disseminate screen will be displayed as per Figure 3.3.2-1.*

STEP 3
Select ***Inter Facility*** radio button for ***Facility Type***

Note
- *A newly-created Disseminate record **Status** is defaulted as 'Open'.*
- ***Unit Name*** *and* ***Unit Code*** *is defaulted to the user's login ID.*

STEP 4
Select the ***Start Date*** for the item dissemination

STEP 5
Select the ***End Date*** for the item dissemination

STEP 6
Enter ***Remarks*** if applicable

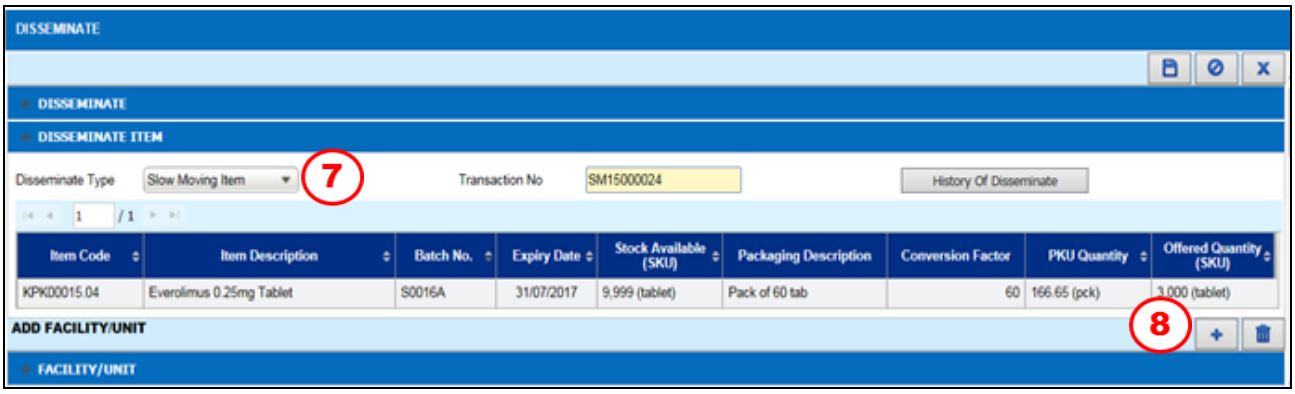


Figure 3.3.2-2 Disseminate Item

STEP 7
Select Slow Moving Item from the ***Disseminate Type*** dropdown box

Note

- *Click on* History Of Disseminate *after selecting the Disseminate Type to view list of dissemination as per Figure 3.3.2-3.*

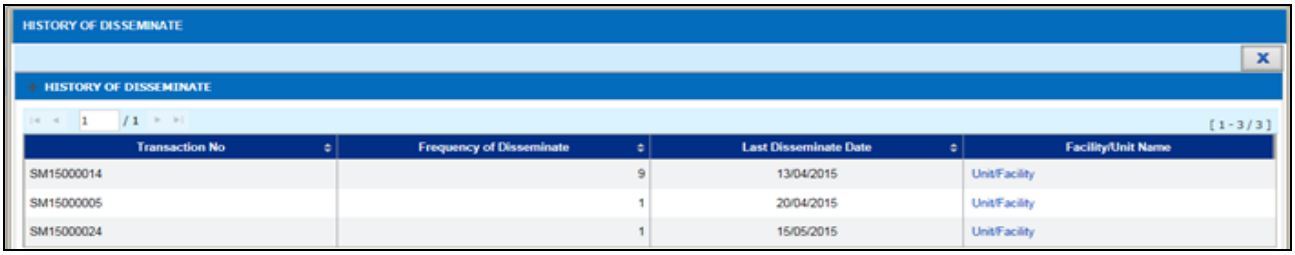


Figure 3.3.2-3 History of Disseminate

- *Alert message will be prompt as per Figure 3.3.2-4 if user click on the* History Of Disseminate *without selecting the disseminate type.*

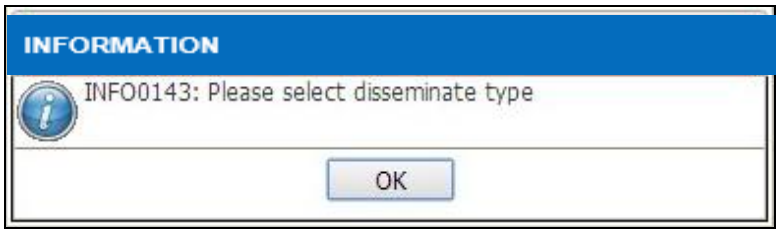


Figure 3.3.2-4 Alert Message

STEP 8

Click on the button and the 'Facility' screen will be displayed as shown in Figure 3.3.2-5

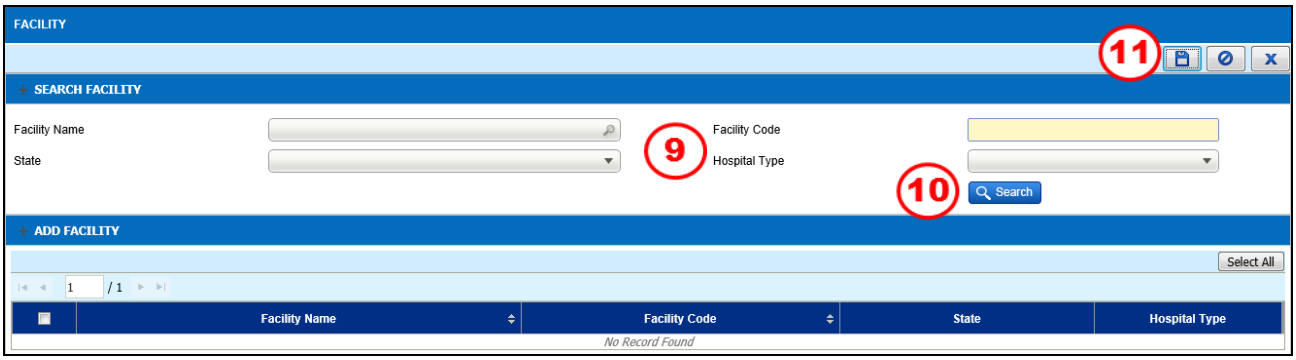


Figure 3.3.2-5 Add Facility

STEP 9

Select ***State*** or ***Hospital Type*** from the drop down box

STEP 10

Click on the Search button

Note

- *The list of **Facility Name** will be displayed based on the **State** or **Hospital Type**.*

- *Select the button to add the facility name.*

Note

Click on the button to add the selected ***Facility Name*** into the Add Facility/Unit Name section.

STEP 11

Click on the button to save the transaction

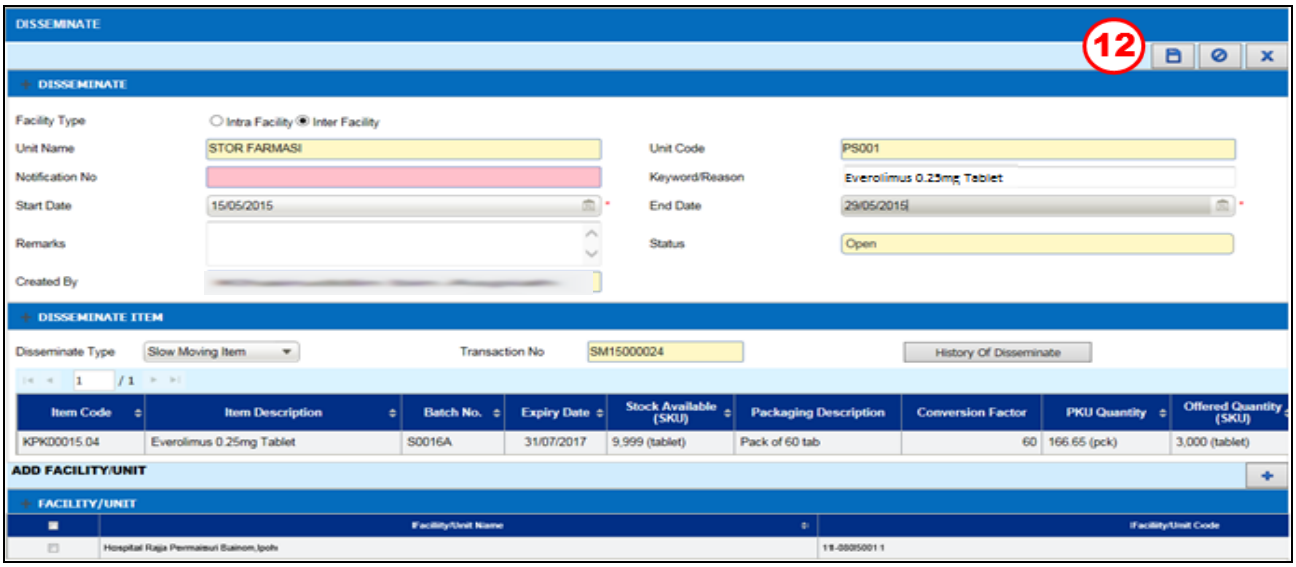


Figure 3.3.2-6 Disseminate

STEP 12

Click on the button to save the disseminate record

Note

- *An alert message will be displayed as per Figure 3.3.2-7 and Figure 3.3.2-8.*

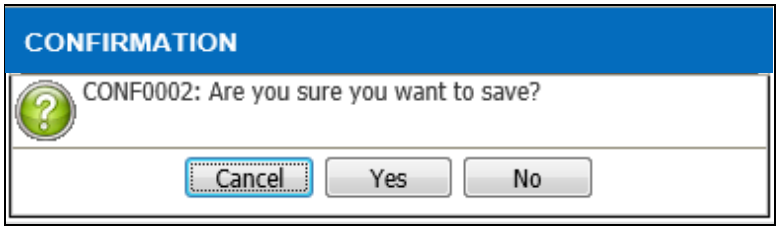


Figure 3.3.2-7 Save Record Alert Message

- *Click on the* Yes *button in Figure 3.3.2-7*

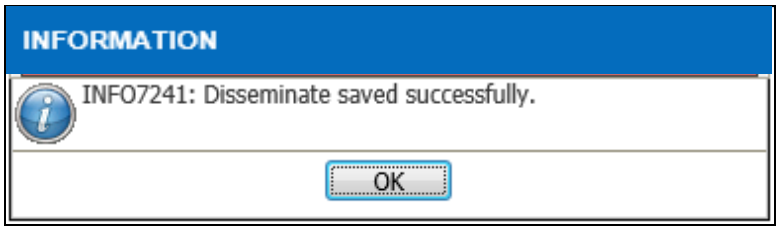


Figure 3.3.2-8 Save Record Alert Message

- *Click on the* OK *button in Figure 3.3.2-8*

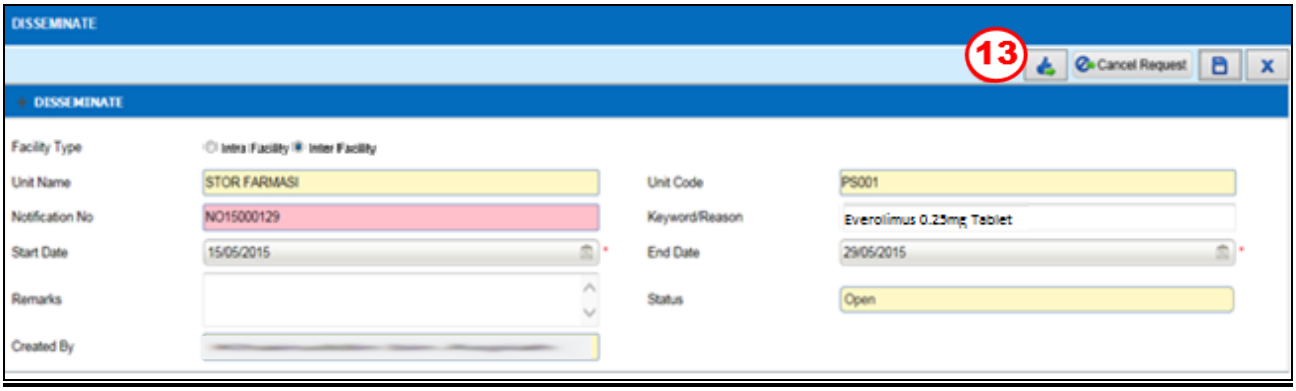


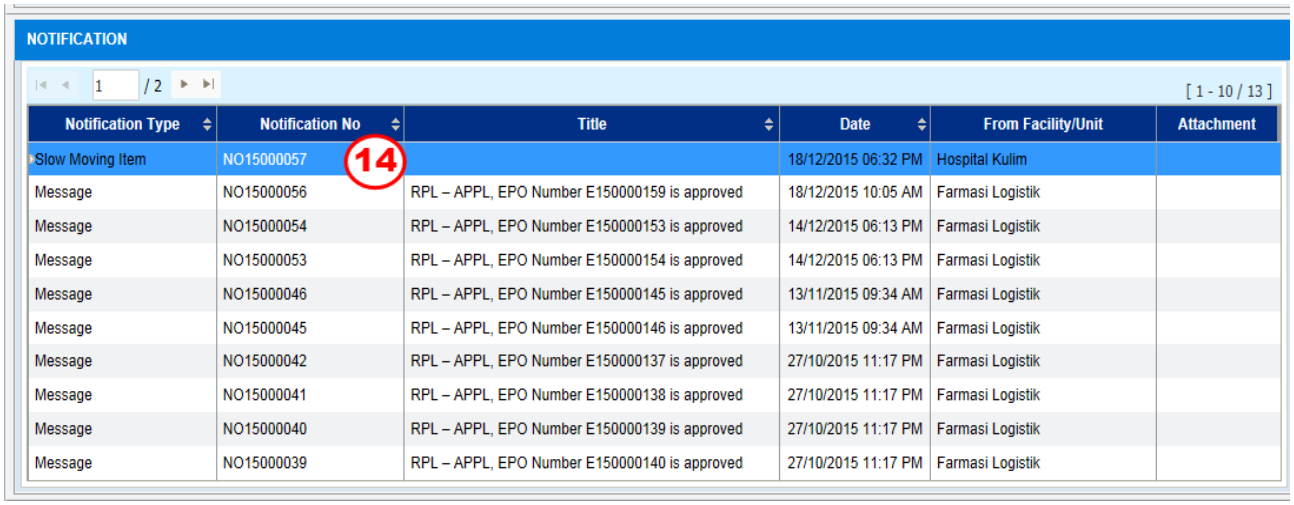
Figure 3.3.2-9 Disseminate Send Notification

STEP 13

Click on the button to send the notification to the selected facility/unit

Note

After sending the notification, the system will automatically generate the Notification No. and it will be displayed on the home page of the selected facility/unit. For example: NO15000057 in Figure 3.3.2-10



Notification Type	Notification No	Title	Date	From Facility/Unit	Attachment
Slow Moving Item	NO15000057		18/12/2015 06:32 PM	Hospital Kulim	
Message	NO15000056	RPL – APPL, EPO Number E150000159 is approved	18/12/2015 10:05 AM	Farmasi Logistik	
Message	NO15000054	RPL – APPL, EPO Number E150000153 is approved	14/12/2015 06:13 PM	Farmasi Logistik	
Message	NO15000053	RPL – APPL, EPO Number E150000154 is approved	14/12/2015 06:13 PM	Farmasi Logistik	
Message	NO15000046	RPL – APPL, EPO Number E150000145 is approved	13/11/2015 09:34 AM	Farmasi Logistik	
Message	NO15000045	RPL – APPL, EPO Number E150000146 is approved	13/11/2015 09:34 AM	Farmasi Logistik	
Message	NO15000042	RPL – APPL, EPO Number E150000137 is approved	27/10/2015 11:17 PM	Farmasi Logistik	
Message	NO15000041	RPL – APPL, EPO Number E150000138 is approved	27/10/2015 11:17 PM	Farmasi Logistik	
Message	NO15000040	RPL – APPL, EPO Number E150000139 is approved	27/10/2015 11:17 PM	Farmasi Logistik	
Message	NO15000039	RPL – APPL, EPO Number E150000140 is approved	27/10/2015 11:17 PM	Farmasi Logistik	

Figure 3.3.2-10 Notification for Slow Moving Item

STEP 14

Click on the ***Notification No*** i.e NO 5000057 to generate Slow Moving Item Report in Figure 3.3.2-10

KEMENTERIAN KESIHATAN MALAYSIA
Hospital Kulim
[SLOW MOVING/ NEAR EXPIRATION] ITEMS TO OFFER

NOTIFICATION NO	: NO15000057	**CONTACT**	:				
DISSEMINATE TYPE	: SLOW MOVING ITEM	**CONTACT NO**	: 019 497 6639	**EMAIL**	:		
FROM UNIT	: STOR FARMASI	**DATE START**	: 18/12/2015	**DATE END**	: 24/12/2015		
UNIT CODE	: PS001	**ADDRESS**	:				
CREATED DATE	: 18/12/2015	**REMARKS**	:				
TO FACILITY	: ,Jabatan Kesihatan Wilayah Persekutuan Kuala Lumpur,KK Bandar MaharaniKlinik Kesihatan Sungai Besi						

No	Item Code	Item Description	SKU	Expiry Date	Batch No	Packaging Description	Offered Quantity (SKU)
1	J01CR02961P4001XX.02	Amoxicillin 500mg + Clavulanate 100mg Inj	vial	01/11/2016	3402714	Vial	1,000

Printed Date : 18/12/2015 **Printed By** : FADLIZA MOHD HUSSEIN **Unit Name** : Farmasi Logistik **Source** : PhIS

Page 1 of 1

Figure 3.3.2-11 Slow Moving Item Report to Offer

Note
After click Notification No the system will automatically display Slow Moving Item Report in Figure 3.3.2-11

4.0 Acronyms

Abbreviation	Definition
MOH	Ministry of Health
KKM	Kementerian Kesihatan Malaysia
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
PKU	Packaging Keeping Unit
SKU	Store Keeping Unit

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