



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

User Manual Pharmacy Inventory (Finance)

Version	: 11th Edition
Document ID	: U.MANUAL_INV_FINANCE



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Reference ID : U.MANUAL_INV_FINANCE-11th EDITION

Application reference: PhIS & CPS v2.3.1



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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

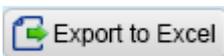
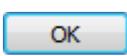
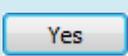
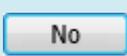
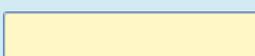
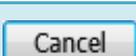
1.3 Organised Sections

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 : Budget Adjustment
- Section 6 : 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	<input type="checkbox"/>	Checkbox
	System Automatic Generate Record No.		Automatically Display/Retrieve Box
	Reset Login Screen		Show Help
	Display Home Tab		Search Record
	Cancel		Dropdown Box
	Search Icon	*	Indicate Mandatory Field
	Edit Record		Empty Text Box
	Cancel Button		



Inventory Module Legend

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

Note

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

3.0 Vote Code

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

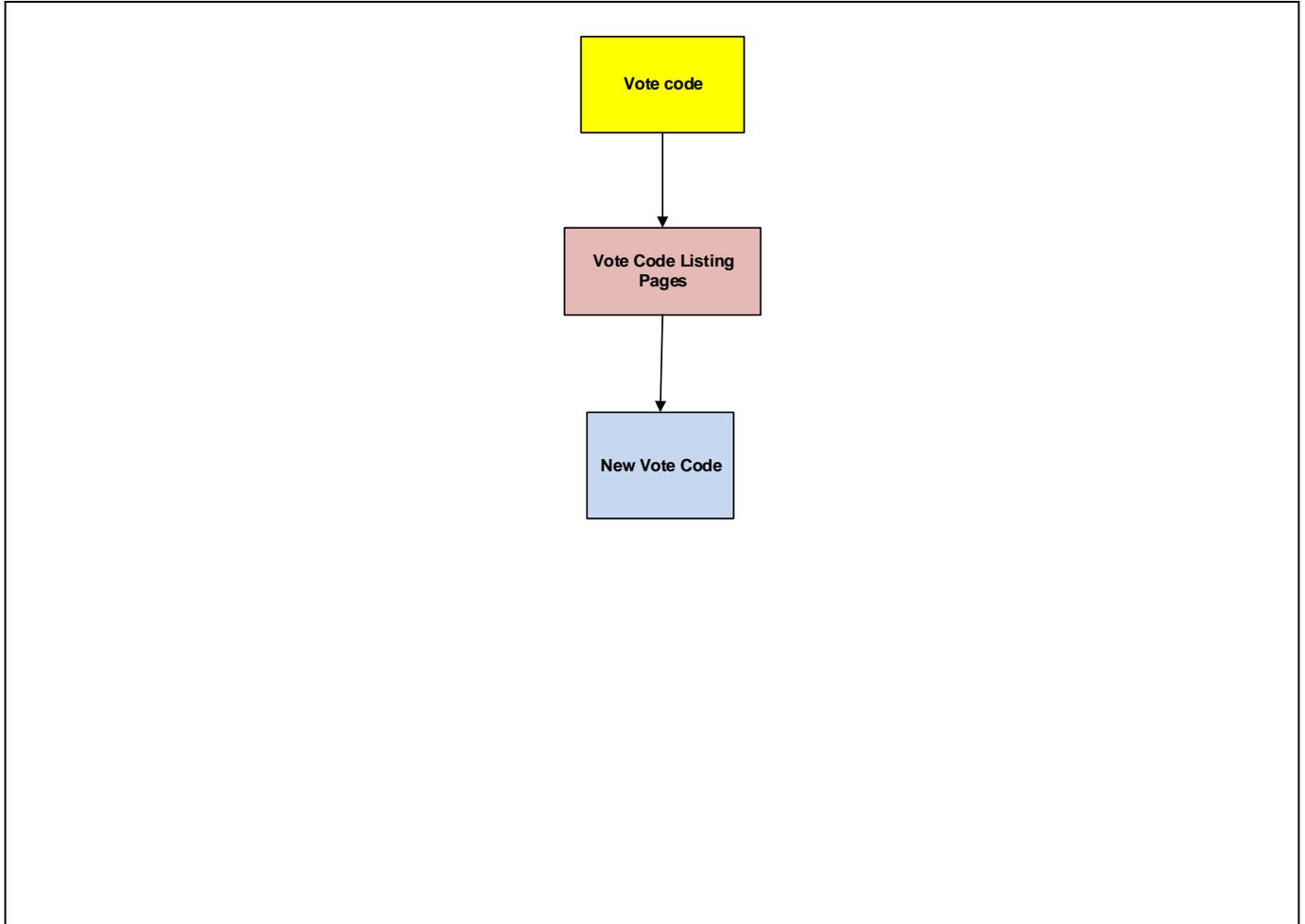


Figure 3.1-1

3.2 Vote Code Listing Page

This page will display all the existing Vote Code.

PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH

Logout

Home | Vote Code

VOTE CODE

Vote Code: Vote Description:

Search

[1 - 10 / 160]

Vote Code	Vote Description	Ministry/Department	Created Date	Updated Date	Status
090401/00800/27401/99	COVID19 2021	0000 - 1245	09/12/2020 09:46:42 AM	23/01/2021 10:43:45 PM	Active
090401/010200/27401/99	Code Testing	B4242 - KEMENTERIAN KESIHATAN	30/11/2020 04:24:44 PM	30/11/2020 04:24:44 PM	Active
090401/00800/27499/99	Peruntukan bagi COVID-19	B4242 - KEMENTERIAN KESIHATAN	19/11/2020 09:50:41 AM	19/11/2020 09:50:41 AM	Active
090401/010100/27401/99	11111	B4242 - KEMENTERIAN KESIHATAN	06/11/2020 03:24:57 PM	06/11/2020 03:27:56 PM	Active
090401/011500/27401/99	NEFROLOGI	B4242 - KEMENTERIAN KESIHATAN	09/01/2018 08:13:21 AM	02/04/23 PM	Active
090401/010800/27401/99	PEDIATRIK	B4242 - KEMENTERIAN KESIHATAN	09/01/2018 08:02:30 AM	11:26:13 AM	Inactive
090401/010800/27499/99	PEDIATRIK	B4242 - KEMENTERIAN KESIHATAN	09/01/2018 08:02:53 AM	11:26:13 AM	Inactive
090401/011900/27499/99	NEFROLOGI	B4242 - KEMENTERIAN KESIHATAN	09/01/2018 08:14:15 AM	11:26:13 AM	Inactive
090401/011900/27401/01	RADIOTERAPI DAN ONKOLOGI	B4242 - KEMENTERIAN KESIHATAN	09/01/2018 08:15:01 AM	11:26:13 AM	Inactive
090401/010800/27499/99	PEDIATRIK	B4242 - KEMENTERIAN KESIHATAN	09/01/2018 08:02:30 AM	11:26:13 AM	Inactive

Figure 3.2-1 Create New Budget Allocation

Note

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

STEP 1

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

STEP 2

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

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

Table 3.2-1

STEP 3

Click on the button to search for existing Vote Code

STEP 4

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

MAINTAINANCE - VOTE CODE

i
+
✎
⊘
✕

Vote Code	090401/011500/27401/99	Vote Description	NEFROLOGI *
Ministry/Department	B4242 - KEMENTERIAN KESIH *	PTJ Code	090401 / HPSF *
Activity Code	011500 *	Activity Description	Nefrologi
Object Code	27401 *	Object Description	Ubat dan Dadah
Sub Activity Code	99 *	Sub Activity Description	Nefrologi
Status			Active ▼

Drug / Non-Drug List

⏪
⏩
1 / 1
⏪
⏩

[1 - 6 / 6]

Drug/NonDrug Code	Drug/NonDrug Name	Updated Date	Delete
GLN0200068	Acetic Acid 0.5% in Aqueous	06/11/2020 02:04:15	<input type="checkbox"/>
GLN0200067	Acetic Acid 1% in Aqueous	06/11/2020 02:03:53	<input type="checkbox"/>
B03AE10903T1001XX	Ferrous CR 525mg, Folic 800mcg, Vit C, B1, B2, B3, B6, B12, Ca Pantothenate Tablet	21/04/2020 04:17:54	<input type="checkbox"/>
L04AD01000C1001XX	Ciclosporin 25mg Capsule Microemulsion	14/08/2019 09:28:30	<input type="checkbox"/>
L04AD01000C1002XX	Ciclosporin 100mg Capsule Microemulsion	14/08/2019 09:26:57	<input type="checkbox"/>
B03AC06000P3001XX	Iron Dextran 50mg/ml Injection (2ml Amp)	16/05/2019 12:14:30	<input type="checkbox"/>

Figure 3.2-2 Existing Vote Code

3.3 New Vote Code

This function is used to create new Vote Code.

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.
- **Activity Description** is defaulted to facility's name

- **Object Description** is defaulted to **Object Category**
- **Sub Activity Description** is defaulted to **Sub Activity Category**
- New **Vote Code Status** is defaulted to 'Active'.

STEP 3

Type the **Vote Description**

STEP 4

Select **Ministry/Department**

STEP 5

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

Vote Activity	
Activity Description	Activity Code
<input type="button" value="Search"/> <input type="button" value="Refresh"/>	
<input type="button" value="<"/> <input type="button" value="1"/> <input type="button" value="/ 10"/> <input type="button" value=">"/> [1 - 10 / 92]	
Activity Description	Activity Code
Peruntukan bagi perbelanjaan berkaitan COVID-19 (B6)	00800
Pengurusan Ibu Pejabat/Negeri	010100
Sumber Manusia	010200
Kewangan	010300
Pembangunan Pasca Banjir	01100
Pengurusan Perubatan Ibu Pejabat/Negeri	020100
Pengurusan Hospital	020200
Rawatan Kecemasan Dan Pesakit Luar	020300
Rawatan Am Pesakit Dalam	020400
Perubatan Am	020500

Figure 3.3-3 Search Activity Code

STEP 6

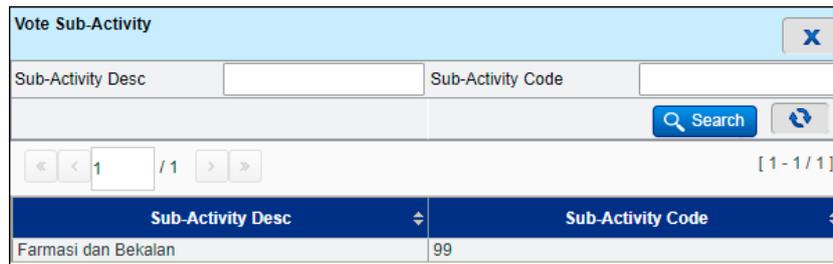
Select **Object Code** as per Figure 3.3-4

Search Vote Object	
Object Description	Object Code
<input type="button" value="Search"/> <input type="button" value="Refresh"/>	
<input type="button" value="<"/> <input type="button" value="1"/> <input type="button" value="/ 1"/> <input type="button" value=">"/> [1 - 10 / 10]	
Object Description	Object Code
Ubat dan Dadah	27401
Bekalan Reagen	27403
Bekalan Vaksin	27404
Bekalan Perubatan Kesihatan dan Pergigian	27499
Bekalan X-Ray	27501
Bekalan dan Bahan Fotografi Yang Lain	27599
Perkhidmatan Perubatan Pesara	29138
Pemberian Khas Kepada Kementerian/Jabatan Kerajaan -Mengurus	42231
Bantuan Am	42908
Pemberian dan Bantuan Lain	42999

Figure 3.3-4 Search Object Code

STEP 7

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



Sub-Activity Desc	Sub-Activity Code
Farmasi dan Bekalan	99

Figure 3.3-5 Sub Activity Code

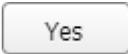
Note

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

STEP 8

Click on the  button to save the transaction

Note

- Click on the  button in Figure 3.3-6

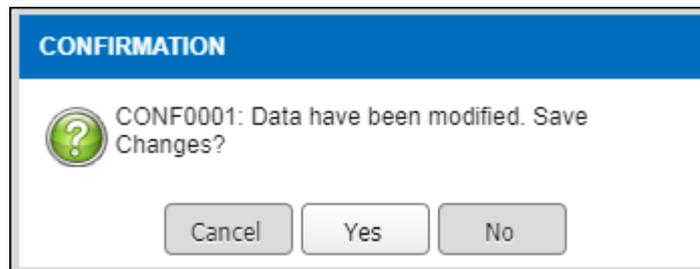
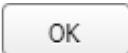


Figure 3.3-6 Save Confirm Alert Message

- Click on the  button in Figure 3.3-7

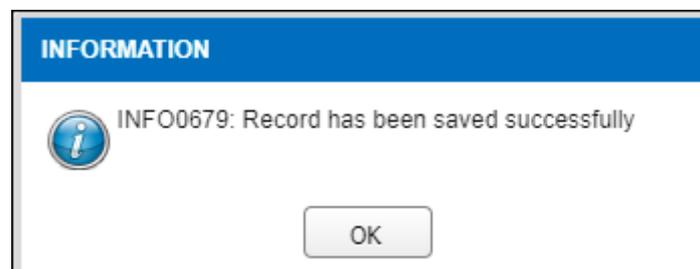


Figure 3.3-7 Data inserted successfully

4.0 Finance

4.1 Overview

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

4.1.1 User Group

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

Functional Diagram

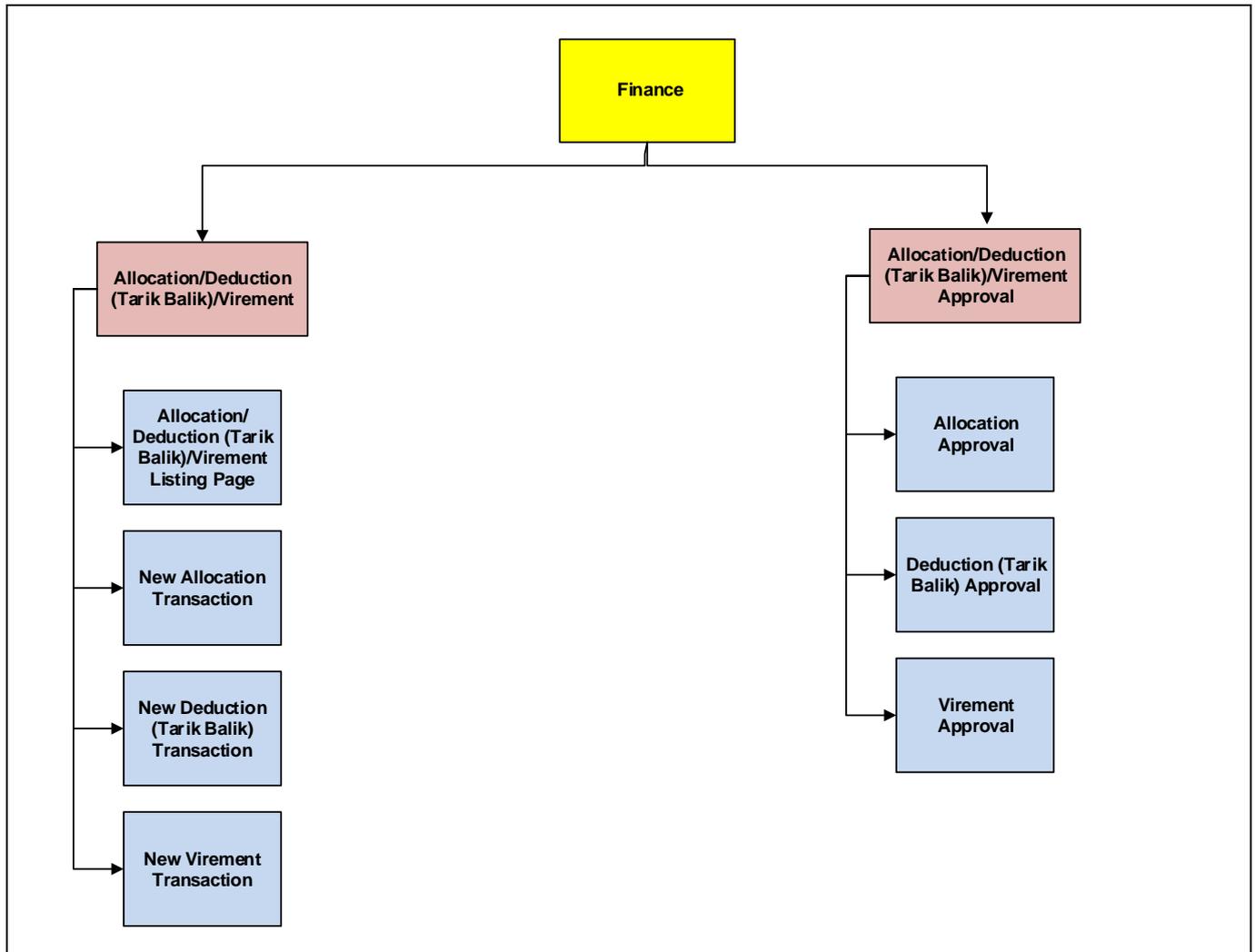


Figure 4.1-1

4.1.2 Functional Description

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

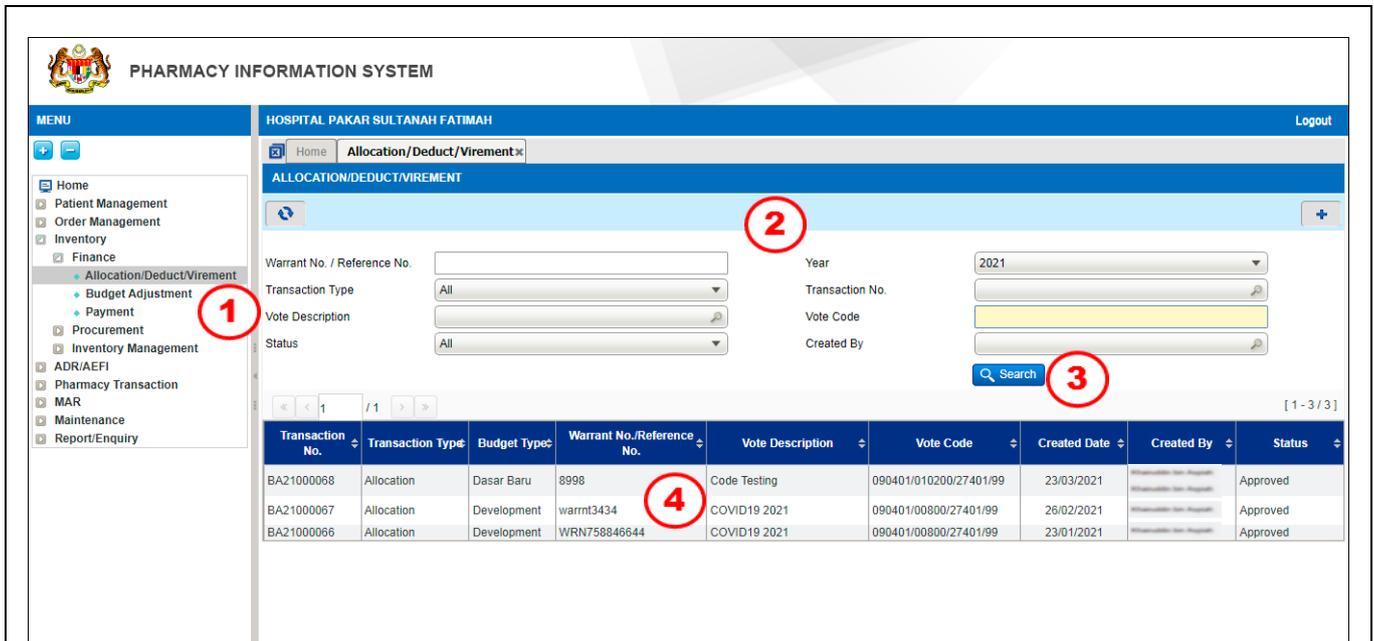
- Allocation/Deduction (Tarik Balik)/Virement**
 The function of this sub-function is to record the Allocation, Deduction (Tarik Balik) and Virement transaction to any respective Vote Code(s). Every new transaction will have to be approved by the Pharmacist at the Pharmacy Store.
- Allocation/Deduction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

4.2 Allocation/Deduction (Tarik Balik)/Virement

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

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

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



The screenshot shows the 'ALLOCATION/DEDUCT/VIREMENT' listing page. The left menu has 'Allocation/Deduct/Virement' highlighted (1). The search bar at the top contains 'Allocation/Deduct/Virement' (2). The search button is labeled 'Search' (3). The table below shows the following data:

Transaction No.	Transaction Type	Budget Type	Warrant No./Reference No.	Vote Description	Vote Code	Created Date	Created By	Status
BA21000068	Allocation	Dasar Baru	8998	Code Testing	090401/010200/27401/99	23/03/2021	Pharmacist [Name]	Approved
BA21000067	Allocation	Development	warrnt3434	COVID19 2021	090401/00800/27401/99	26/02/2021	Pharmacist [Name]	Approved
BA21000066	Allocation	Development	WRN758846644	COVID19 2021	090401/00800/27401/99	23/01/2021	Pharmacist [Name]	Approved

Figure 4.2.1-1 Allocation/Deduct/Virement

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/Deduct/Virement'

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. / Reference No.	Warrant No. is stated in the HQ warrant. 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 Warrant No.
b	Transaction Type	The Transaction Type will be displayed in the drop down box: <ul style="list-style-type: none"> All Allocation Deduction Virement 	Transaction Type: <ul style="list-style-type: none"> All – Will display all existing Allocation/deduction (Tarik Balik)/Virement transactions Allocation – Will display existing allocation transaction(s) Deduction – Will display existing deduction transaction(s) Virement – Will display existing Virement transaction(s)
c	Transaction No.	Transaction No. is generated in a newly created transaction after	If Transaction Type is selected, corresponding Transaction No. will be

		the user saves the record	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.
D	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
E	Vote Code	This field will be disabled for the user to select	Vote Code will be displayed if the user selects a Vote Description
F	Year	The value defaults to the current financial year	This field will display the current and last two (2) financial years
g	Status	The Status will be displayed in the drop down box: <ul style="list-style-type: none"> - All - Approved - Cancelled - Open - Pending For Approval - Rejected 	Status: <ul style="list-style-type: none"> • All • Approved – The Allocation/Deduction/Virement transaction is approved by the Pharmacist • Cancelled – The transaction is cancelled by the user. The transaction cannot be cancelled after it is sent for approval • Open – Newly created transaction status will default to Open. The status will maintain as Open after the user saves the transaction • Rejected – The transaction is rejected by the Pharmacist
h	Created By	Search for Created by the list option	User name will be displayed if the user create the trascation

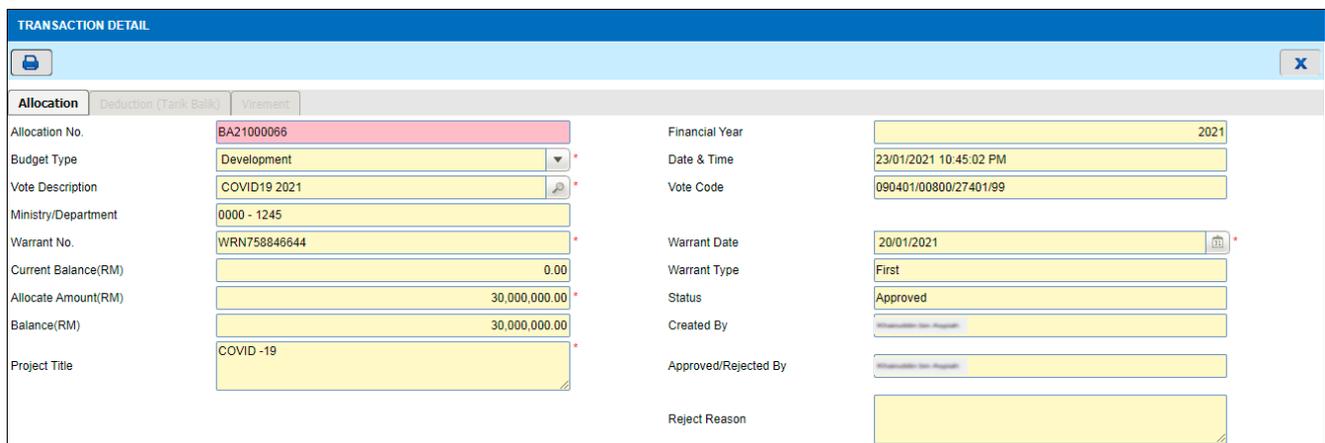
Table 4.2.1-1

STEP 3

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

STEP 4

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



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

- Allocation No.: BA21000066
- Budget Type: Development
- Vote Description: COVID19 2021
- Ministry/Department: 0000 - 1245
- Warrant No.: WRN758846644
- Current Balance(RM): 0.00
- Allocate Amount(RM): 30,000,000.00
- Balance(RM): 30,000,000.00
- Project Title: COVID -19
- Financial Year: 2021
- Date & Time: 23/01/2021 10:45:02 PM
- Vote Code: 090401/00800/27401/99
- Warrant Date: 20/01/2021
- Warrant Type: First
- Status: Approved
- Created By: [Redacted]
- Approved/Rejected By: [Redacted]
- Reject Reason: [Empty field]

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.

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	<input type="text"/>	Vote Code <input type="text"/>
Ministry/Department	<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Refresh"/>
<input type="button" value="<"/> <input type="button" value="1"/> / 10 <input type="button" value=">"/> <input type="button" value="»"/>		[21 - 30 / 96]
Vote Description	Vote Code	Ministry/Department
FORENSIK (BUKAN UBAT)	090401/023000/27499/99	B4242 - KEMENTERIAN KESIHATAN
KECEMASAN (BUKAN UBAT)	090401/020300/27499/01	B4242 - KEMENTERIAN KESIHATAN
Modular OT	090401/080700/27401/99	B4242 - KEMENTERIAN KESIHATAN
Modular OT	090401/080700/27499/99	B4242 - KEMENTERIAN KESIHATAN
NEFROLOGI	090401/011500/27401/99	B4242 - KEMENTERIAN KESIHATAN
NEFROLOGI	090401/011500/27403/99	B4242 - KEMENTERIAN KESIHATAN
NEFROLOGI (BUKAN UBAT)	090401/021500/27499/99	B4242 - KEMENTERIAN KESIHATAN
Nefrologi (Ubat)	090401/021500/27401/99	B4242 - KEMENTERIAN KESIHATAN
OBSTETRIK DAN GINEKOLOGI	090401/010700/27401/99	B4242 - KEMENTERIAN KESIHATAN
OBSTETRIK DAN GINEKOLOGI	090401/010700/27499/99	B4242 - KEMENTERIAN KESIHATAN

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 & Time** 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.
- **Vote Code field** will be emptied in a newly created transaction
- The **Warrant Type** field will be emptied in a newly created transaction.
- **Warrant 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.
- New Allocation **Status** is default to 'Open'.
- **Created By** will default to the user's Login ID.
- The **Ministry/Department** field will be emptied in a newly created transaction

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.

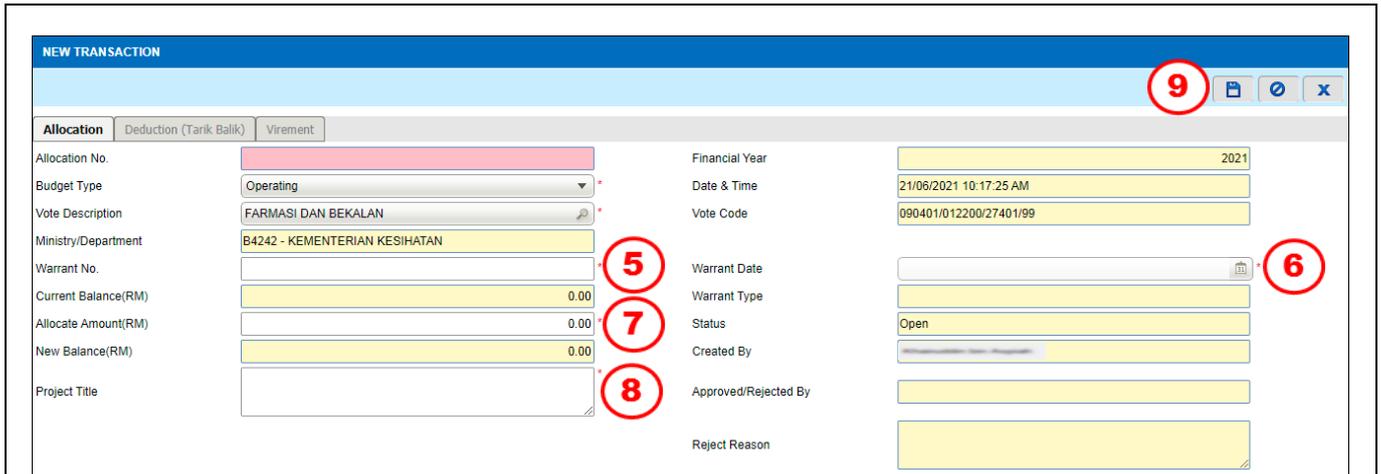


Figure 4.2.2-4 New Transaction – Allocation

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 smaller or equal to current 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

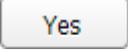
Note

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

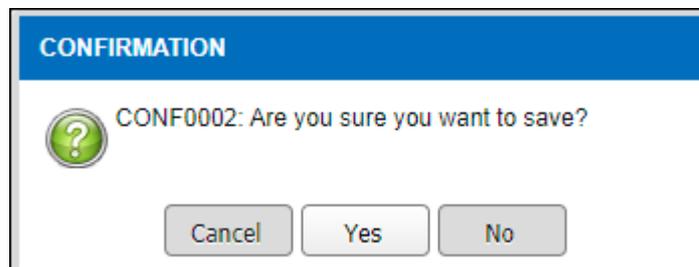
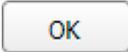


Figure 4.2.2-5 Save Confirm Alert Message

- Click on the  button in Figure 4.2.2-6

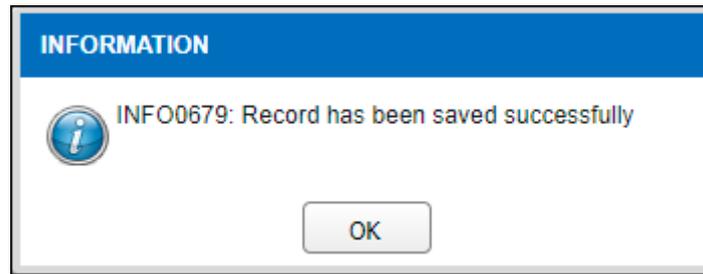


Figure 4.2.2-6 Data inserted successfully

-  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

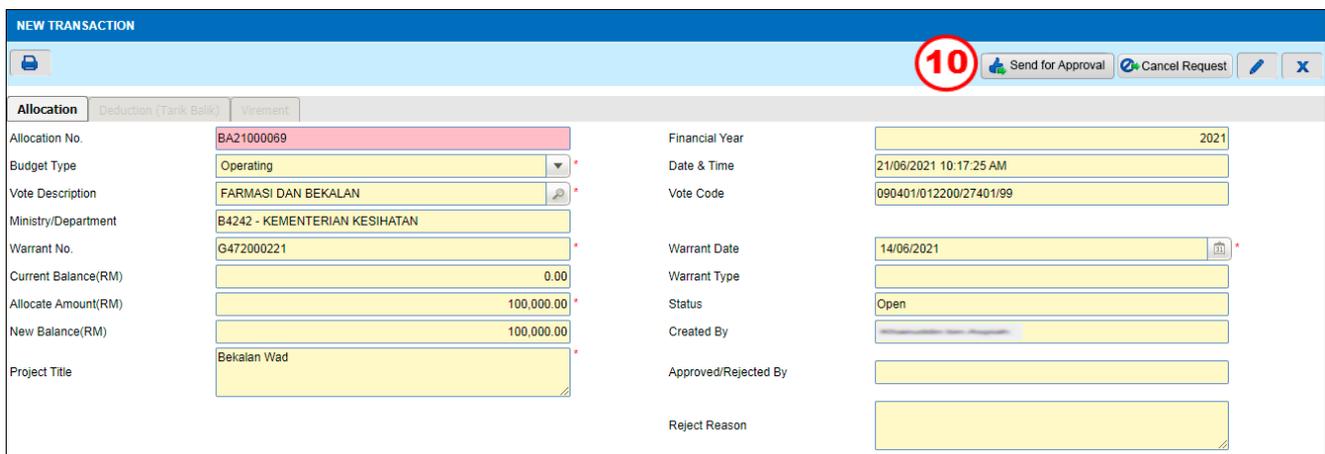


Figure 4.2.2-7 Send For Approval

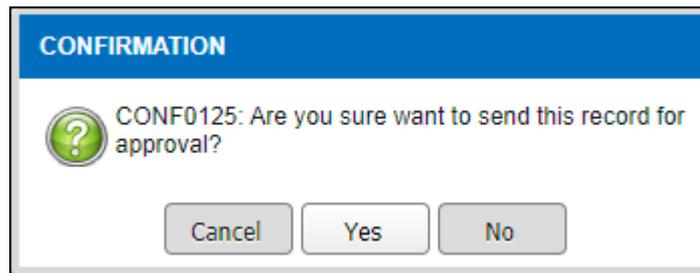


Figure 4.2.2-8 Alert Message Send for Approval

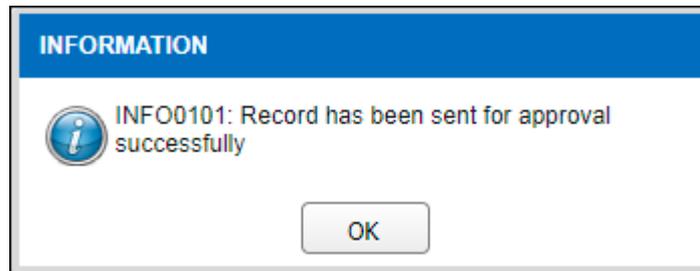


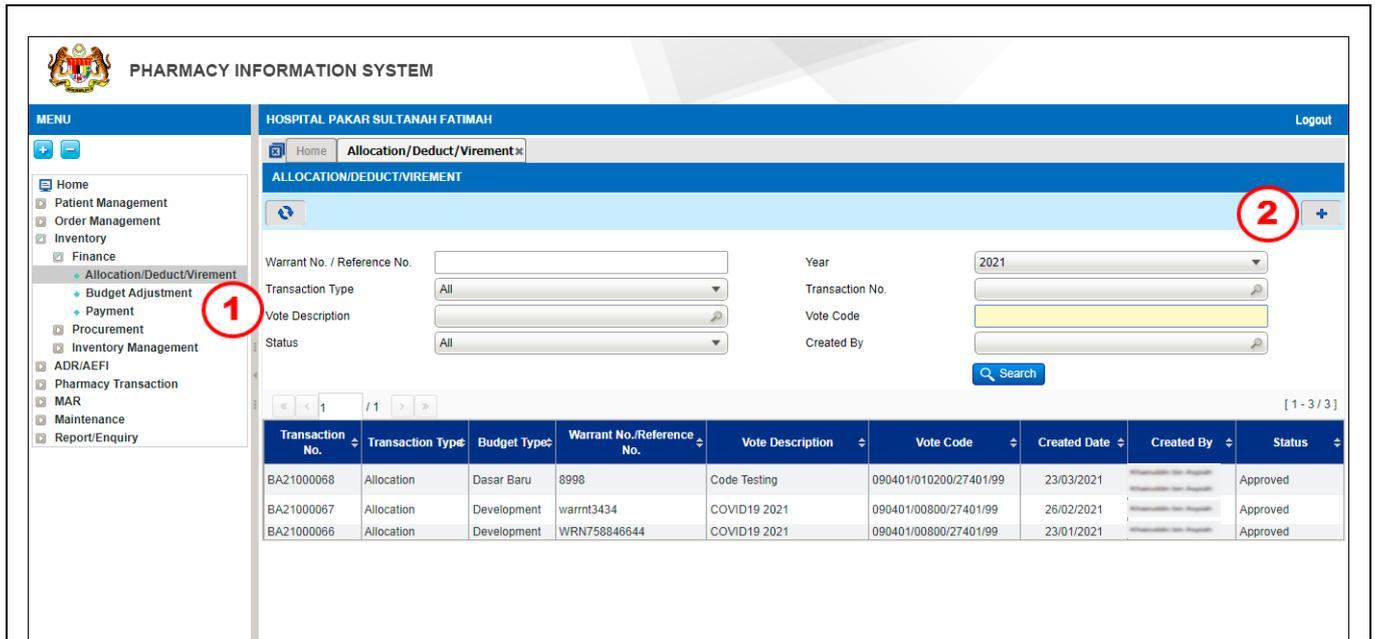
Figure 4.2.2-9 Successfully sent for Approval

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
BA21000068	Allocation	Dasar Baru	8998	Code Testing	090401/010200/27401/99	23/03/2021	Pharmacy Information System	Approved
BA21000067	Allocation	Development	warrmt3434	COVID19 2021	090401/00800/27401/99	26/02/2021	Pharmacy Information System	Approved
BA21000066	Allocation	Development	WRN758846644	COVID19 2021	090401/00800/27401/99	23/01/2021	Pharmacy Information System	Approved

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

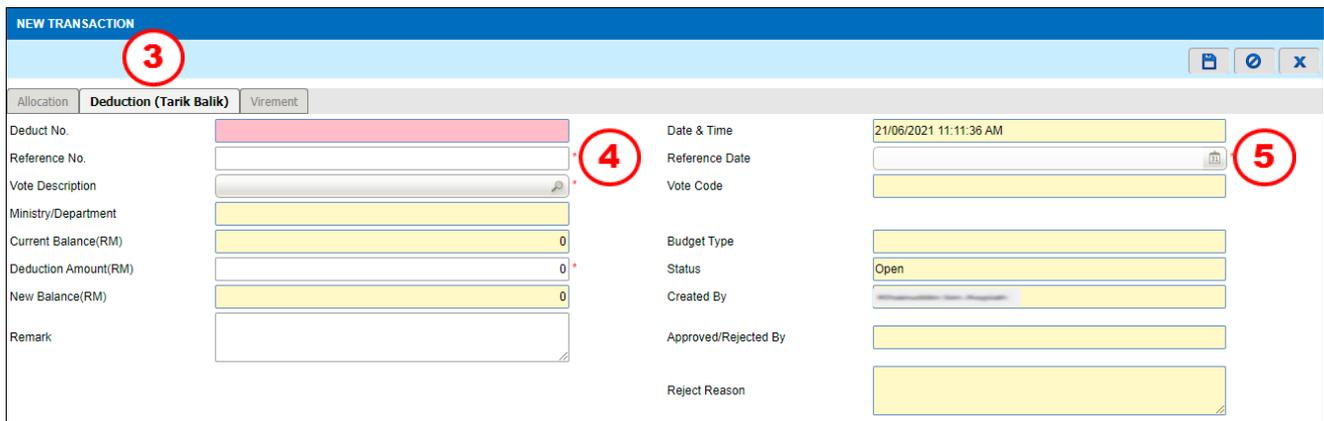


Figure 4.2.3-2 New Transaction - Deduction (Tarik Balik)

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.

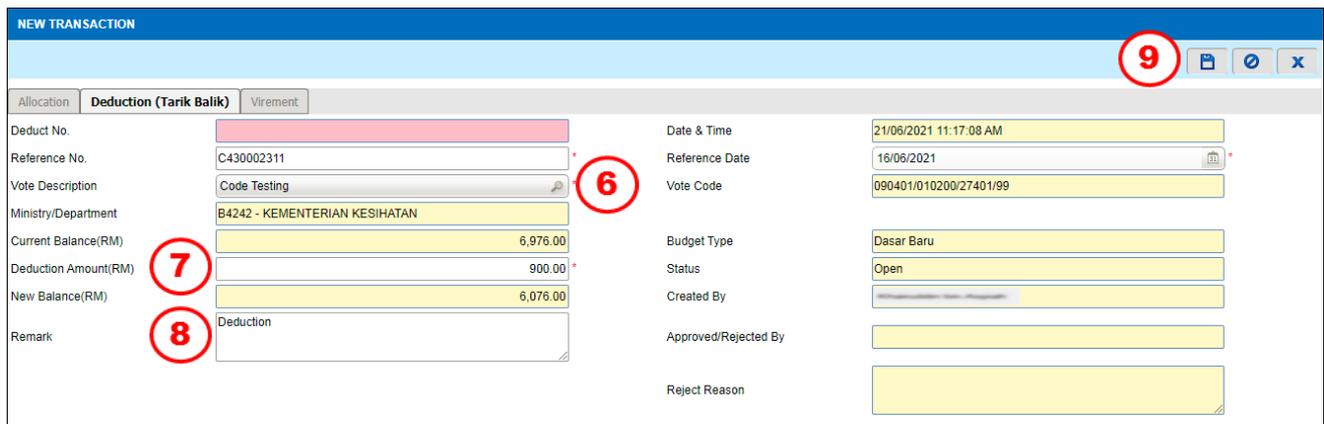


Figure 4.2.3-4 New Transaction – Deduction (Tarik Balik)

STEP 6

Select **Vote Description** as per stated in the deduct circular as per Figure 4.2.3-3

Search Vote Description			
Vote Description		Vote Code	
Budget Type	All	Ministry/Department	
		Search	Refresh
1 / 39		[1 - 10 / 384]	
Budget Type	Vote Description	Vote Code	Ministry/Department
Operating	TUNTUTAN RAWATAN UBAT PESARA AWAM PERSEKUTUAN	090401/090200/27401/99	B4242 - KEMENTERIAN KESIHATAN
Dasar Baru	TUNTUTAN RAWATAN UBAT PESARA AWAM PERSEKUTUAN	090401/090200/27401/99	B4242 - KEMENTERIAN KESIHATAN
One Off	TUNTUTAN RAWATAN UBAT PESARA AWAM PERSEKUTUAN	090401/090200/27401/99	B4242 - KEMENTERIAN KESIHATAN
Development	TUNTUTAN RAWATAN UBAT PESARA AWAM PERSEKUTUAN	090401/090200/27401/99	B4242 - KEMENTERIAN KESIHATAN
Operating	TRANSFUSI DARAH (BUKAN DARAH)	090401/022900/27499/99	B4242 - KEMENTERIAN KESIHATAN
Dasar Baru	TRANSFUSI DARAH (BUKAN DARAH)	090401/022900/27499/99	B4242 - KEMENTERIAN KESIHATAN
One Off	TRANSFUSI DARAH (BUKAN DARAH)	090401/022900/27499/99	B4242 - KEMENTERIAN KESIHATAN
Development	TRANSFUSI DARAH (BUKAN DARAH)	090401/022900/27499/99	B4242 - KEMENTERIAN KESIHATAN
Operating	Talasemia (Chelating Agent)	090401/100300/27401/99	B4242 - KEMENTERIAN KESIHATAN
One Off	Talasemia (Chelating Agent)	090401/100300/27401/99	B4242 - KEMENTERIAN KESIHATAN

Figure 4.2.3-3 Search Vote Description

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

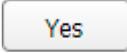
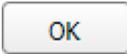
Note

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'.

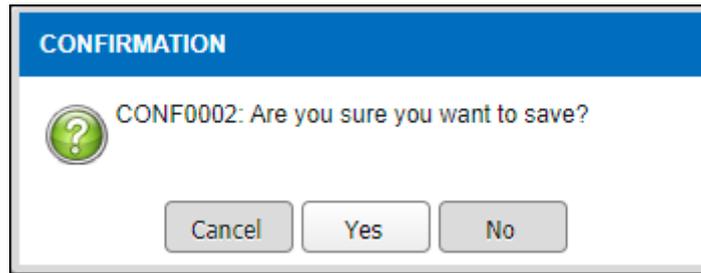


Figure 4.2.3-5 Save Confirm Alert Message

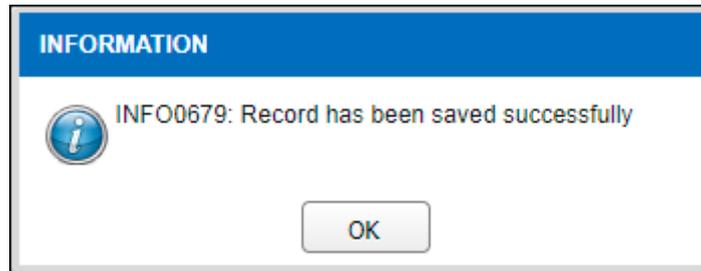
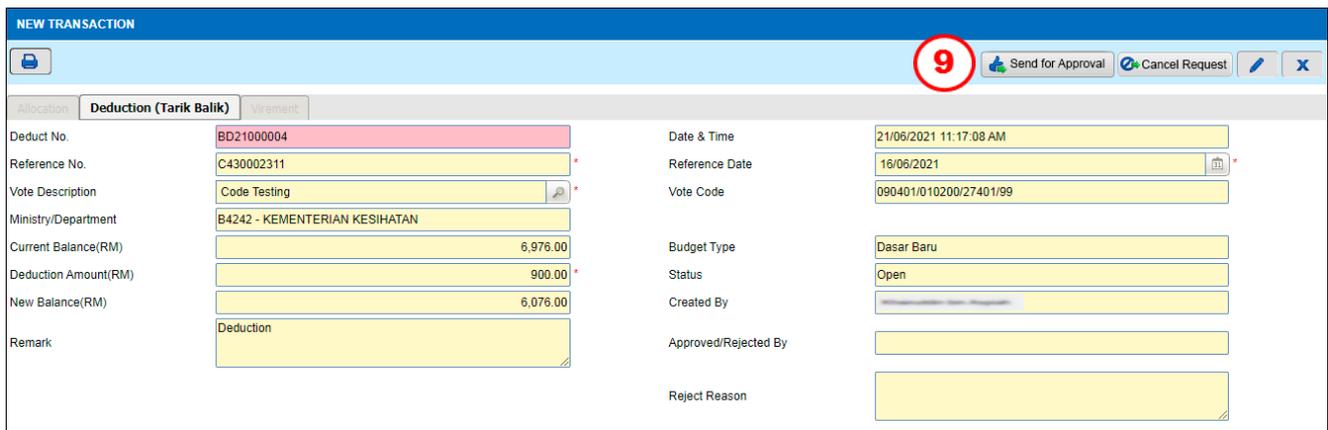


Figure 4.2.3-6 Data Saved Successfully

STEP 10

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



NEW TRANSACTION	
<div style="text-align: right;"> 9 Send for Approval Cancel Request </div>	
<div style="display: flex; justify-content: space-between;"> Allocation Deduction (Tarik Balik) Virement </div>	
Deduct No.	BD21000004
Reference No.	C430002311 *
Vote Description	Code Testing *
Ministry/Department	B4242 - KEMENTERIAN KESIHATAN
Current Balance(RM)	6,976.00
Deduction Amount(RM)	900.00 *
New Balance(RM)	6,076.00
Remark	Deduction
Date & Time	21/06/2021 11:17:08 AM
Reference Date	16/06/2021 *
Vote Code	090401/010200/27401/99
Budget Type	Dasar Baru
Status	Open
Created By	
Approved/Rejected By	
Reject Reason	

Figure 4.2.3-7 New Transaction – Send for Approval

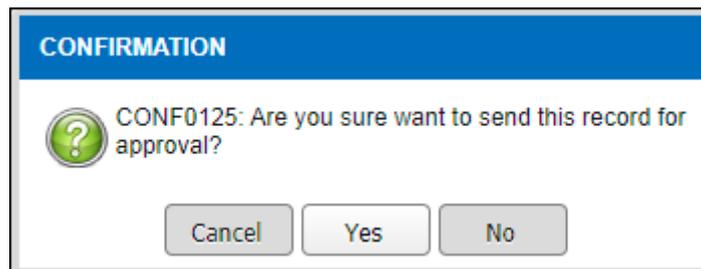


Figure 4.2.3-8 Alert Message Send for Approval

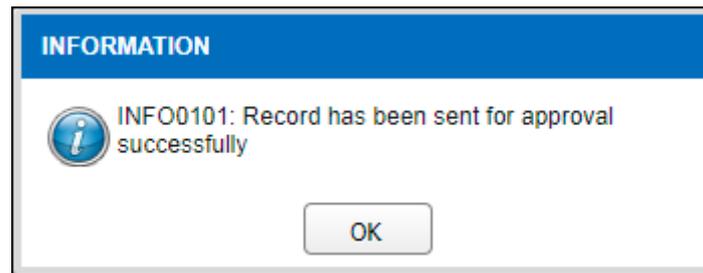
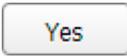


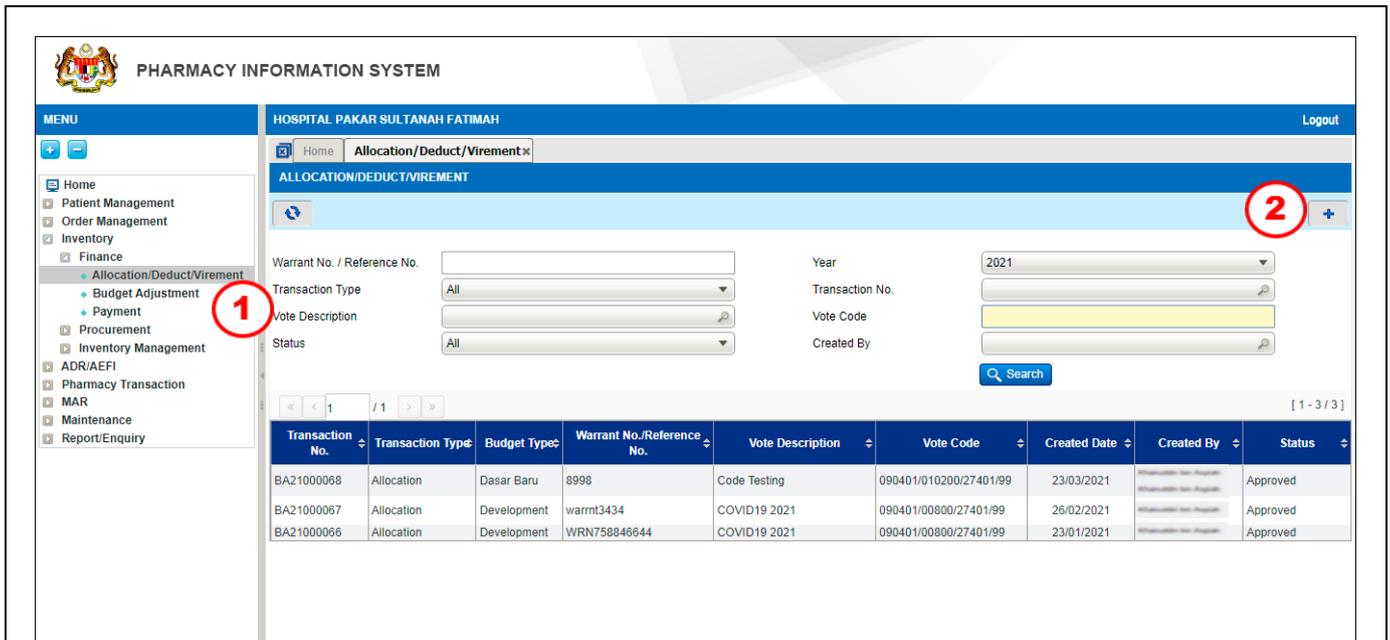
Figure 4.2.3-9 Information Alert Message

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.



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH

Home Allocation/Deduct/Virement*

ALLOCATION/DEDUCT/VIREMENT

Warrant No. / Reference No. Year 2021

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
BA21000068	Allocation	Dasar Baru	8998	Code Testing	090401/010200/27401/99	23/03/2021		Approved
BA21000067	Allocation	Development	warrnt3434	COVID19 2021	090401/00800/27401/99	26/02/2021		Approved
BA21000066	Allocation	Development	WRN758846644	COVID19 2021	090401/00800/27401/99	23/01/2021		Approved

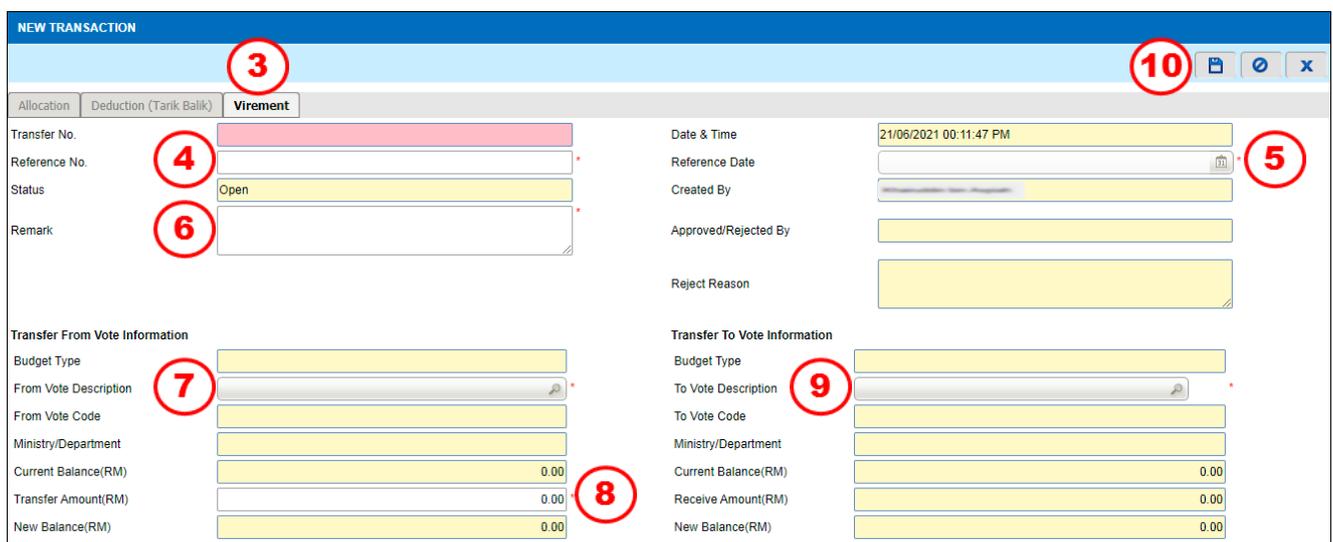
Figure 4.2.4-1 Create New Virement transaction

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



NEW TRANSACTION

Allocation Deduction (Tarik Balik) **Virement**

Transfer No. 

Reference No. 

Status Open

Remark

Date & Time 21/06/2021 00:11:47 PM

Reference Date

Created By

Approved/Rejected By

Reject Reason

Transfer From Vote Information

Budget Type

From Vote Description 

From Vote Code

Ministry/Department

Current Balance(RM) 0.00

Transfer Amount(RM) 0.00

New Balance(RM) 0.00

Transfer To Vote Information

Budget Type

To Vote Description 

To Vote Code

Ministry/Department

Current Balance(RM) 0.00

Receive Amount(RM) 0.00

New Balance(RM) 0.00

Figure 4.2.4 -2 New Transfer (Virement)

STEP 3

Select **Virement** tab

Note

- **Date & Time** 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

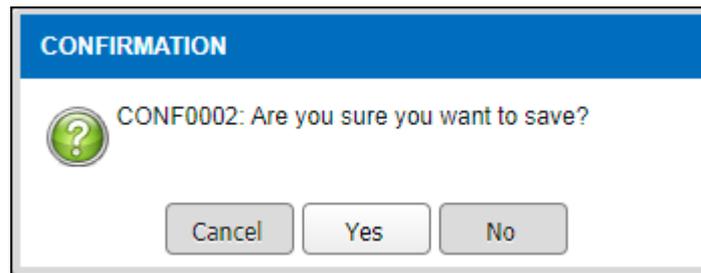
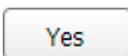


Figure 4.2.4-3 Save Confirm Alert Message

Note

- Click on the  button in Figure 4.2.4-3.

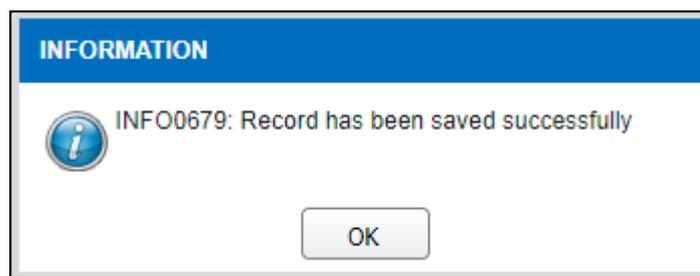
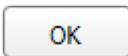


Figure 4.2.4-4 Data inserted successfully

- 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

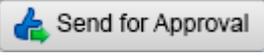
- Click on the  button in Figure 4.2.4-4.
-  button will be enabled.
-  button will be enabled. Click on the button to cancel the transaction and the **Status** will be changed to 'Cancelled'.

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

Figure 4.2.4-6 Alert Message Send for Approval

Note

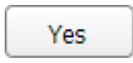
- Click on the  button in Figure 4.2.4-6.

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.

TASK LIST						
Transaction Type: All <input type="button" value="Search"/>						
1 / 8						[1 - 10 / 80]
Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Receive Internal	RT16000190	Non-Drug	20/09/2016 02:55 PM	Pending For Approval	WAD 11	
Receive Internal	RT17000211	Non-Drug	14/06/2017 01:18 PM	Pending For Approval	NICU	
Payment	PM21000841	Drug	16/03/2021 11:43 AM	Pending For Approval	STOR FARMASI	
Budget Allocation	BA21000069		21/06/2021 11:03 AM	Pending For Approval	STOR FARMASI	
Deduction (Tarik Balik)	BD21000004		21/06/2021 12:06 PM	Pending For Approval	STOR FARMASI	
Budget Virement	BT21000003		21/06/2021 12:30 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:

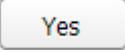
- a)  button to Approve the Allocation transaction.

TRANSACTION DETAIL			
			 2 <input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="X"/>
<div style="display: flex; border-bottom: 1px solid gray;"> Allocation Deduction (Tarik Balik) Virement </div>			
Allocation No.	BA21000069	Financial Year	2021
Budget Type	Operating	Date & Time	21/06/2021 10:45:27 AM
Vote Description	FARMASI DAN BEKALAN	Vote Code	090401/012200/27401/99
Ministry/Department	B4242 - KEMENTERIAN KESIHATAN	Warrant Date	14/06/2021
Warrant No.	G472000221	Warrant Type	
Current Balance(RM)	0.00	Status	Pending For Approval
Allocate Amount(RM)	100,000.00	Created By	
New Balance(RM)	100,000.00	Approved/Rejected By	
Project Title	Bekalan Wad	Reject Reason	

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

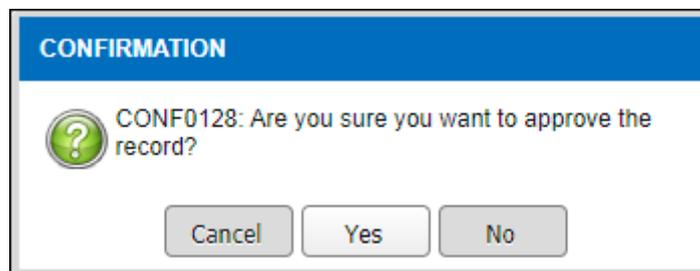


Figure 4.3.1-3 Confirmation Alert Message

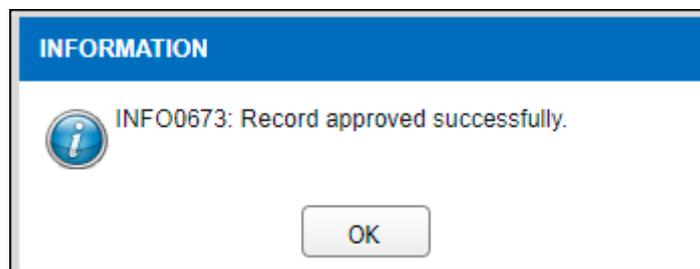


Figure 4.3.1-4 Information Alert Message



KEMENTERIAN KESIHATAN MALAYSIA
Hospital Pakar Sultanah Fatimah
BUDGET ALLOCATION REPORT

Allocation No. : BA21000069
Vote Code : 090401/012200/27401/99
Vote Name : FARMASI DAN BEKALAN
Budget Type : Operating
Status : Approved

Approved/Rejected By : _____

Date	Warrant No.	Warrant Date	Warrant Type	Allocation Amount (RM)	Current Balance(RM)	Balance (RM)	Remarks
21/06/2021	G472000221	14/06/2021	First	100,000.00	0.00	100,000.00	Bekalan Wad
TOTAL (RM) :				100,000.00	0.00	100,000.00	

<p>Disediakan oleh:</p> <p>Nama : _____</p> <p>Jawatan : Pegawai Farmasi UF48</p> <p>Unit : STOR FARMASI</p> <p>Jabatan : Pharmacy</p> <p>Tarikh : 21/06/2021</p>	<p>(DILULUSKAN)</p> <p>Nama : _____</p> <p>Jawatan : Pegawai Farmasi UF48</p> <p>Unit : STOR FARMASI</p> <p>Jabatan : Pharmacy</p> <p>Tarikh : 21/06/2021</p>
---	---

Printed Date : 21/06/2021 Printed By : _____ Unit Name : STOR FARMASI Source : PHIS

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:

TASK LIST						
Transaction Type: All <input type="button" value="Search"/>						
[1 - 10 / 80]						
Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Receive Internal	RT16000190	Non-Drug	20/09/2016 02:55 PM	Pending For Approval	WAD 11	
Receive Internal	RT17000211	Non-Drug	14/06/2017 01:18 PM	Pending For Approval	NICU	
Payment	PM21000841	Drug	16/03/2021 11:43 AM	Pending For Approval	STOR FARMASI	
Budget Allocation	BA21000069		21/06/2021 11:03 AM	Pending For Approval	STOR FARMASI	
Deduction (Tarik Balik)	BD21000004		21/06/2021 12:06 PM	Pending For Approval	STOR FARMASI	
Budget Virement	BT21000003		21/06/2021 12:30 PM	Pending For Approval	STOR FARMASI	

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			
			<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="X"/>
<div style="display: flex; justify-content: space-between;"> Allocation: Deduction (Tarik Balik) Virement </div>			
Deduct No.	BD21000004	Date & Time	21/06/2021 11:54:19 AM
Reference No.	C430002311	Reference Date	16/06/2021
Vote Description	Code Testing	Vote Code	090401/010200/27401/99
Ministry/Department	B4242 - KEMENTERIAN KESIHATAN		
Current Balance(RM)	6,976.00	Budget Type	Dasar Baru
Deduction Amount(RM)	900.00	Status	Pending For Approval
New Balance(RM)	6,076.00	Created By	
Remark	Deduction	Approved/Rejected By	
		Reject Reason	

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

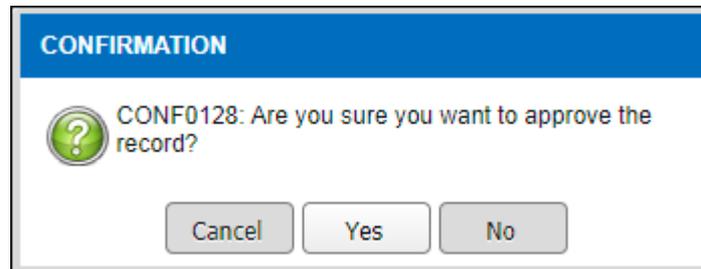


Figure 4.3.2-3 Confirmation Alert Message

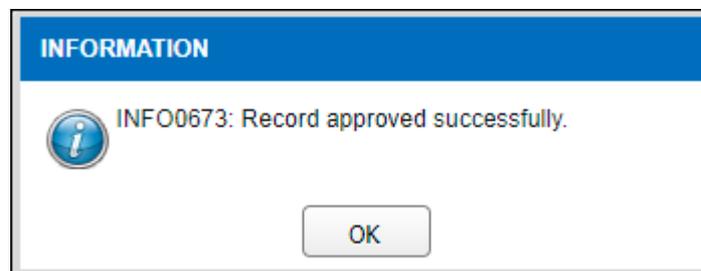


Figure 4.3.2-4 Information Alert Message



KEMENTERIAN KESIHATAN MALAYSIA
Hospital Pakar Sultanah Fatimah
BUDGET DEDUCTION REPORT

Deduction No : BD21000004
Vote Code : 090401/010200/27401/99
Vote Name : Code Testing
Budget Type : Dasar Baru
Status : Approved
Approved/Rejected By :

Date	Reference No.	Deduction Amount (RM)	Current Balance(RM)	Balance (RM)	Remarks
21/06/2021	C430002311	900.00	6,976.00	6,076.00	Deduction
TOTAL (RM) :		900.00	6,976.00	6,076.00	

<p>Disediakan oleh:</p> <p>Nama : [Redacted]</p> <p>Jawatan : Pegi [Redacted]</p> <p>Unit : STOR FARMASI</p> <p>Jabatan : Pharmacy</p> <p>Tarikh : 21/06/2021</p>	<p>(DILULUSKAN)</p> <p>Nama : [Redacted]</p> <p>Jawatan : Pegawai Farmasi UF48</p> <p>Unit : STOR FARMASI</p> <p>Jabatan : Pharmacy</p> <p>Tarikh : 21/06/2021</p>
---	--

Printed Date : 21/06/2021 Printed By : [Redacted] 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.

TASK LIST						
Transaction Type: All <input type="button" value="Search"/>						
[1 - 10 / 80]						
Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Receive Internal	RT16000190	Non-Drug	20/09/2016 02:55 PM	Pending For Approval	WAD 11	
Receive Internal	RT17000211	Non-Drug	14/06/2017 01:18 PM	Pending For Approval	NICU	
Payment	PM21000841	Drug	16/03/2021 11:43 AM	Pending For Approval	STOR FARMASI	
Budget Allocation	BA21000069		21/06/2021 11:03 AM	Pending For Approval	STOR FARMASI	
Deduction (Tarik Balik)	BD21000004		21/06/2021 12:06 PM	Pending For Approval	STOR FARMASI	
Budget Virement	BT21000003		21/06/2021 12:30 PM	Pending For Approval	STOR FARMASI	

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.

TRANSACTION DETAIL			
		<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="X"/>	
<div style="display: flex; justify-content: space-between;"> Allocation Deduction (Tarik Balik) Virement </div>			
Transfer No.	BT21000003	Date & Time	21/06/2021 00:21:48 PM
Reference No.	R289000	Reference Date	16/06/2021
Status	Pending For Approval	Created By	
Remark	Virement	Approved/Rejected By	
		Reject Reason	
Transfer From Vote Information		Transfer To Vote Information	
Budget Type	Dasar Baru	Budget Type	Operating
From Vote Description	Code Testing	To Vote Description	TUNTUTAN RAWATAN UBAT PESARA AWAM PERSEKLI
From Vote Code	090401/010200/27401/99	To Vote Code	090401/090200/27401/99
Ministry/Department	B4242 - KEMENTERIAN KESIHATAN	Ministry/Department	B4242 - KEMENTERIAN KESIHATAN
Current Balance(RM)	6,976.00	Current Balance(RM)	0.00
Transfer Amount(RM)	76.00	Receive Amount(RM)	76.00
New Balance(RM)	6,900.00	New Balance(RM)	76.00

Figure 4.3.3-2 Budget Virement Approval

STEP 2

Select either one of the available buttons

- a) button to approve the Virement transaction

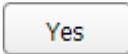
Note

- 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

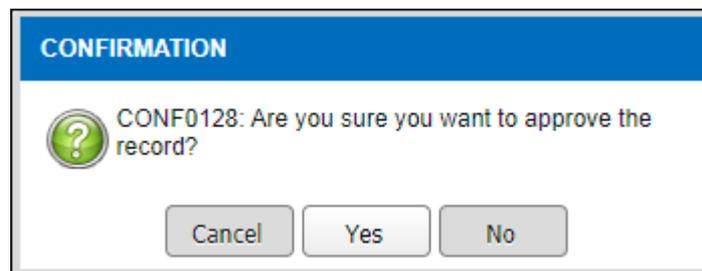


Figure 4.3.3-3 Confirmation Alert Message

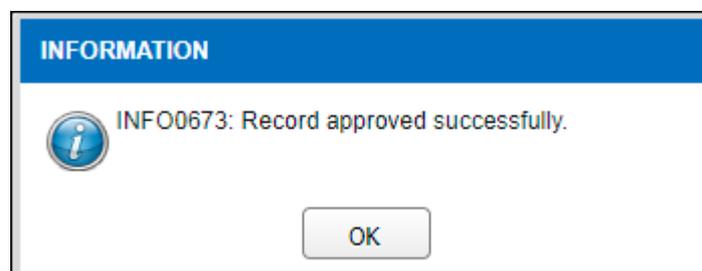


Figure 4.3.3-4 Information Alert Message



									
KEMENTERIAN KESIHATAN MALAYSIA									
Hospital Pakar Sultanah Fatimah									
BUDGET VIREMENT REPORT									
Transfer No.	: BT21000003								
Status	: Approved								
Approved/Rejected By	: _____								
Date	Reference No	From Vote	Previous Balance(RM)	Transfer Amount(RM)	Balance (RM)	To Vote	Previous Balance(RM)	Receive Amount(RM)	Balance (RM)
21/06/2021	R289000	Code Testing 090401/010200/27401/99 Dasar Baru	6,976.00	76.00	6,900.00	TUNTUTAN RAWATAN UBAT PESARA AWAM PERSEKUTUAN 090401/090200/27401/99 Operating	0.00	76.00	76.00
Disediakan oleh:					(DILULUSKAN)				
Nama	: _____				Nama	: _____			
Jawatan	: Pegawai Farmasi UF48				Jawatan	: Pegawai Farmasi UF48			
Unit	: STOR FARMASI				Unit	: STOR FARMASI			
Jabatan	: Pharmacy				Jabatan	: Pharmacy			
Tarikh	: 21/06/2021				Tarikh	: 21/06/2021			
Printed Date	: 21/06/2021	Printed By	: _____		Unit Name	: STOR FARMASI		Source	: PhIS
Page 1 of 1									

Figure 4.3.3-5 Budget Virement Report

4.4 Budget Adjustment

Budget adjustment record will adjust the amount specified from one vote to other vote and will update the budget balance, utilize amount and create budget movement record for both vote codes.

4.4.1 Budget Adjustment (Facility) Listing Page

This function is used to search budget adjustment (facility) records.

Transaction No.	Budget Type	Vote Code/Description From	Ministry / Department	LPO No.	Created Date	Status
BJ20000011	Operating	090401/022200/27401/99 /FARMASI DAN BEKALAN (UBAT)	B4242 - KEMENTERIAN KESIHATAN	20000913	10/11/2020	Open
BJ20000010	Operating	090401/080500/27401/99 /PESARA (UBAT)	B4242 - KEMENTERIAN KESIHATAN	200110500	09/11/2020	Approved
BJ20000009	Operating	090401/022200/27401/99 /FARMASI DAN BEKALAN (UBAT)	B4242 - KEMENTERIAN KESIHATAN	20000913	06/11/2020	Approved
BJ20000008	Operating	090401/022900/27499/99 /TRANSFUSI DARAH (BUKAN DARAH)	B4242 - KEMENTERIAN KESIHATAN	LPO3160	06/11/2020	Approved
BJ20000007	Operating	090401/022000/27501/99 /RADIOLOGI X-RAY (FILEM)	B4242 - KEMENTERIAN KESIHATAN	LPO3156	06/11/2020	Approved
BJ20000006	Operating	090401/022200/27401/99 /FARMASI DAN BEKALAN (UBAT)	B4242 - KEMENTERIAN KESIHATAN	20000499	06/11/2020	Cancelled
BJ20000005	Operating	090401/022200/27401/99 /FARMASI DAN BEKALAN (UBAT)	B4242 - KEMENTERIAN KESIHATAN	20000498	06/11/2020	Cancelled

Figure 4.4.1-1 Budget Adjustment Listing

STEP 1

Click on the 'Inventory' menu followed by 'Finance' and select 'Budget Adjustment'

STEP 2

To search for existing Budget Adjustment records, you may search by criteria as follow:

No	Field	Description	Remarks
a	Year	Search by specific year	Display year based on created module
b	Vote Description From	Select vote description from the calendar	Filter and search existing records based on date The date format will be 'DD/MM/YYYY'. i.e. 01/01/2020
c	Ministry / Department	Search by ministry / department	Display all the ministry / department
d	LPO No	Search by LPO number	Display all LPO number
e	Transaction No	Search by transaction number	Display all transaction number
f	Status	Search by: - All - Approved - Cancelled - Open - Pending for Approval - Rejected	Able to filter and search record(s)

Table 4.4.1-1



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH Logout

Home Budget Adjustment

BUDGET ADJUSTMENT

Year: 2020 Transaction No.:

Vote Description From: Vote Code From:

Ministry / Department: Status: All

LPO No.: Search **3**

Transaction No.	Budget Type	Vote Code/Description From	Ministry / Department	LPO No.	Created Date	Status
BJ20000011	Operating	090401/022200/27401/99 /FARMASI DAN BEKALAN (UBAT)	B4242 - KEMENTERIAN KESIHATAN	20000913	10/11/2020	Open
BJ20000010	Operating	090401/080500/27401/99 /PESARA (UBAT)	B4242 - KEMENTERIAN KESIHATAN 4	200110500	09/11/2020	Approved
BJ20000009	Operating	090401/022200/27401/99 /FARMASI DAN BEKALAN (UBAT)	B4242 - KEMENTERIAN KESIHATAN	20000913	06/11/2020	Approved
BJ20000008	Operating	090401/022900/27499/99 /TRANSFUSI DARAH (BUKAN DARAH)	B4242 - KEMENTERIAN KESIHATAN	LPO3160	06/11/2020	Approved
BJ20000007	Operating	090401/022000/27501/99 /RADIOLOGI X-RAY (FILEM)	B4242 - KEMENTERIAN KESIHATAN	LPO3156	06/11/2020	Approved
BJ20000006	Operating	090401/022200/27401/99 /FARMASI DAN BEKALAN (UBAT)	B4242 - KEMENTERIAN KESIHATAN	20000499	06/11/2020	Cancelled
BJ20000005	Operating	090401/022200/27401/99 /FARMASI DAN BEKALAN (UBAT)	B4242 - KEMENTERIAN KESIHATAN	20000498	06/11/2020	Cancelled

Figure 4.4.1-2 Budget Adjustment Listing Page

STEP 3

Click on the 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 4.4.1-3

BUDGET ADJUSTMENT NEW TRANSACTION

Transaction No.: BJ20000009 Date & Time: 06/11/2020 01:38:01 PM

Year: 2020 Created By:

LPO No.: 20000913 Voucher/ Reference No: 555

Budget Adjustment Type: Others Status: Approved

Remark: 222 Reject Reason:

Adjustment From Vote Information

Budget Type: Operating Adjustment To Vote Information

From Vote Description: FARMASI DAN BEKALAN (UBAT) To Vote Description: TUNTUTAN RAWATAN UBAT PES

From Vote Code: 090401/022200/27401/99 To Vote Code: 090401/090200/27401/99

Ministry/Department: B4242 - KEMENTERIAN KESIHATAN

Current Balance(RM): 2,737,622.21 Current Balance(RM): 149,582.00

Adjustment Amount(RM): 6,500.00 Adjustment Amount(RM): 6,500.00

Balance(RM): 2,744,122.21 Balance(RM): 143,082.00

ITEM DETAILS

Item Code	Item Description	Packaging Description	PKU	Unit Price(RM)	eP Approved Quantity	Received Quantity	Paid Amount(RM)
N05AL01000T1001XX.02	Sulpiride 200 mg Tablet	Box of 500 tab	box	65.00	100	100	6,500.00

Figure 4.4.1-3 Budget Adjustment Record

4.4.2 Create New Budget Adjustment (Facility)

To create new budget adjustment in facility perform the step below.

Transaction No.	Budget Type	Vote Code/Description From	Ministry / Department	LPO No.	Created Date	Status
BJ20000011	Operating	090401/022200/27401/99 /FARMASI DAN BEKALAN (UBAT)	B4242 - KEMENTERIAN KESIHATAN	20000913	10/11/2020	Open
BJ20000010	Operating	090401/080500/27401/99 /PESARA (UBAT)	B4242 - KEMENTERIAN KESIHATAN	200110500	09/11/2020	Approved
BJ20000009	Operating	090401/022200/27401/99 /FARMASI DAN BEKALAN (UBAT)	B4242 - KEMENTERIAN KESIHATAN	20000913	06/11/2020	Approved
BJ20000008	Operating	090401/022900/27499/99 /TRANSFUSI DARAH (BUKAN DARAH)	B4242 - KEMENTERIAN KESIHATAN	LPO3160	06/11/2020	Approved
BJ20000007	Operating	090401/022000/27501/99 /RADIOLOGI X-RAY (FILEM)	B4242 - KEMENTERIAN KESIHATAN	LPO3156	06/11/2020	Approved
BJ20000006	Operating	090401/022200/27401/99 /FARMASI DAN BEKALAN (UBAT)	B4242 - KEMENTERIAN KESIHATAN	20000499	06/11/2020	Cancelled
BJ20000005	Operating	090401/022200/27401/99 /FARMASI DAN BEKALAN (UBAT)	B4242 - KEMENTERIAN KESIHATAN	20000498	06/11/2020	Cancelled

Figure 4.4.2-1 Budget Adjustment

STEP 1

Click on 'Inventory' menu followed by 'Finance', and select 'Budget Adjustment'

STEP 2

Click on the  button and screen as per Figure 4.4.2-2 will be displayed

Item Code	Item Description	Packaging Description	PKU	Unit Price(RM)	eP Approved Quantity	Received Quantity	Paid Amount(RM)
No record found							

Figure 4.4.2-2 Budget Adjustment New Transaction

STEP 3

Select **Year**

Note

By default system will displayed current year

STEP 4

Click on the  to search for **LPO No**

Note

- Once click on search button list of LPO number will be display as shown in Figure 4.4.2-3

Search LPO Number	
LPO Number	LPO Date From
LPO Date To	<input type="button" value="Search"/>
[1 - 10 / 657]	
LPO Number	LPO Date
20000788	07/01/2020 02:04:00 PM
20000780	07/01/2020 02:31:00 PM
20000790	07/01/2020 01:51:00 PM
20000781	07/01/2020 02:27:00 PM
20000913	06/01/2020 01:05:00 PM
20000786	07/01/2020 02:23:00 PM
20000794	07/01/2020 02:01:00 PM
20000788A	07/01/2020 02:04:00 PM
20000784	07/01/2020 02:24:00 PM
20000778	07/01/2020 02:33:00 PM

Figure 4.4.2-3 LPO Number

- Field will list all LPO had completed the payment by financial year.
- User able to search and select the LPO based LPO number and item purchase type
- Once selected LPO number, budget adjustment screen will be update as shown in Figure 4.4.2-4

BUDGET ADJUSTMENT NEW TRANSACTION							
Transaction No.		Date & Time	22/06/2021 02:09:02 PM				
Year	2020	Created By					
LPO No.	20000790	Voucher/ Reference No					
Budget Adjustment Type	Others	Status	Open				
Remark		Reject Reason					
Adjustment From Vote Information		Adjustment To Vote Information					
Budget Type	Operating	Budget Type					
From Vote Description	FARMASI DAN BEKALAN (UBAT)	To Vote Description					
From Vote Code	090401/022200/27401/99	To Vote Code					
Ministry/Department	B4242 - KEMENTERIAN KESIHATAN	Ministry/Department					
Current Balance(RM)	2,731,122.21	Current Balance(RM)	0.00				
Adjustment Amount(RM)	9,000.00	Adjustment Amount(RM)	9,000.00				
New Balance(RM)	2,740,122.21	New Balance(RM)	0.00				
ITEM DETAILS							
[1 - 1 / 1]							
Item Code	Item Description	Packaging Description	PKU	Unit Price(RM)	eP Approved Quantity	Received Quantity	Paid Amount(RM)
N02AX02110P3001XX.01	Tramadol HCl 50 mg/ml Injection	Pack of 10 amp	pack	10.00	900	900	9,000.00

Figure 4.4.2-4 Budget Adjustment New Transaction

STEP 5

Select **Budget Adjustment Type**

- Voucher
- Others

STEP 6

Enter **Remaks**

STEP 7

Enter **Voucher / Reference No**

STEP 8

Click on the  to search for **To Vote Description**

Note

- Once click on search button list of vote description will be display as shown in Figure 4.4.2-5

To Vote Code X			
To Vote Description	<input type="text"/>	To Vote Code	<input type="text"/>
Budget Type	All	Ministry/Department	<input type="text"/>
			<input type="button" value="Search"/> <input type="button" value="Refresh"/>
<input type="button" value="<"/> <input type="button" value="1"/> <input type="button" value=">"/> [1 - 10 / 380]			
Budget Type	To Vote Description	To Vote Code	Ministry/Department
Operating	TUNTUTAN RAWATAN UBAT PESARA AWAM PERSEKUTUAN	090401/090200/27401/99	B4242 - KEMENTERIAN KESIHATAN
Dasar Baru	TUNTUTAN RAWATAN UBAT PESARA AWAM PERSEKUTUAN	090401/090200/27401/99	B4242 - KEMENTERIAN KESIHATAN
One Off	TUNTUTAN RAWATAN UBAT PESARA AWAM PERSEKUTUAN	090401/090200/27401/99	B4242 - KEMENTERIAN KESIHATAN
Development	TUNTUTAN RAWATAN UBAT PESARA AWAM PERSEKUTUAN	090401/090200/27401/99	B4242 - KEMENTERIAN KESIHATAN
Operating	TRANSFUSI DARAH (BUKAN DARAH)	090401/022900/27499/99	B4242 - KEMENTERIAN KESIHATAN
Dasar Baru	TRANSFUSI DARAH (BUKAN DARAH)	090401/022900/27499/99	B4242 - KEMENTERIAN KESIHATAN
One Off	TRANSFUSI DARAH (BUKAN DARAH)	090401/022900/27499/99	B4242 - KEMENTERIAN KESIHATAN
Development	TRANSFUSI DARAH (BUKAN DARAH)	090401/022900/27499/99	B4242 - KEMENTERIAN KESIHATAN
One Off	Talasemia (Chelating Agent)	090401/100300/27401/99	B4242 - KEMENTERIAN KESIHATAN
Development	Talasemia (Chelating Agent)	090401/100300/27401/99	B4242 - KEMENTERIAN KESIHATAN

Figure 4.4.2-5 To Vote Code

- Once selected vote description, budget adjustment screen will be update as shown in Figure 4.4.2-6

Figure 4.4.2-6 Budget Adjustment New Transaction

STEP 9

Click on  button to save the transaction

Note

- If user selected not enough vote code balance alert message will be displayed as shown in Figure 4.4.2-7

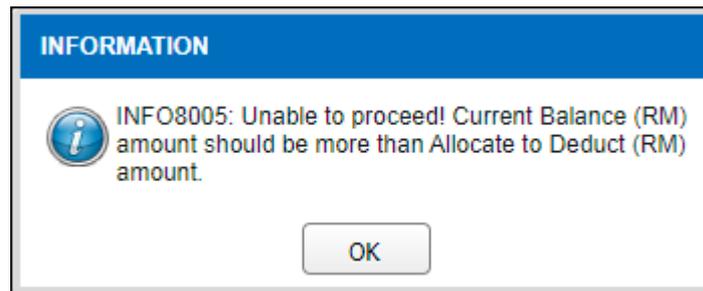


Figure 4.4.2-7 Information Alert Message

- An alert message will be displayed as shown in Figure 4.4.2-8 and Figure 4.4.2-9

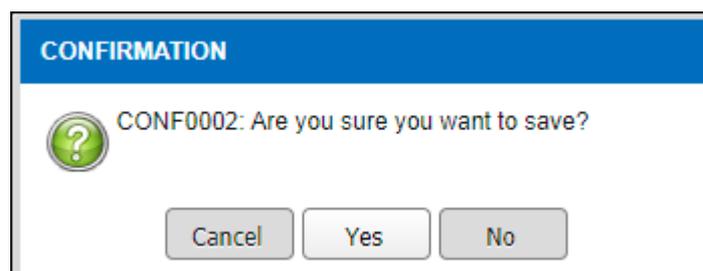


Figure 4.4.2-8 Confirmation Alert Messages

- If click on the  button, record will be saved and appeared at Offer Details.
- If click on the  button, record will not be saved and proceed to Offer Details.

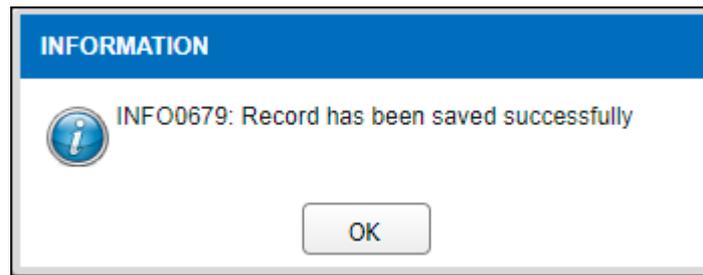
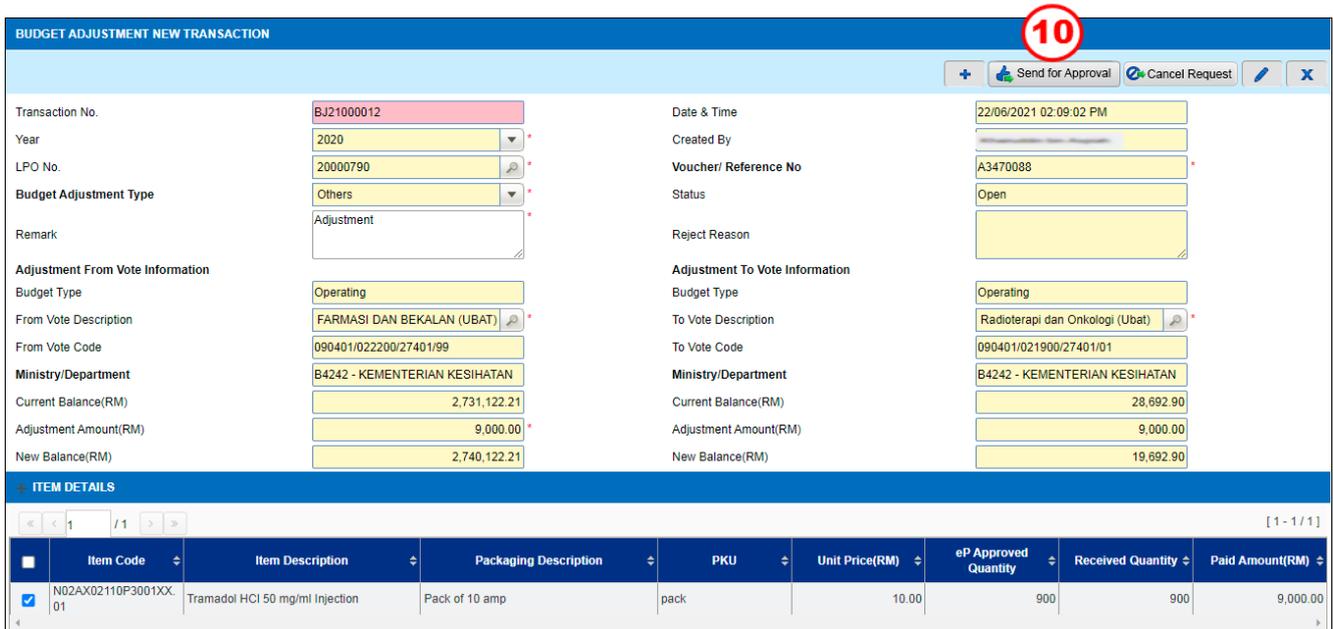


Figure 4.4.2-9 Information Alert Messages

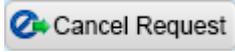
- Click on the  button, record will be successfully saved and will be updated as Figure 4.4.2-10



Item Code	Item Description	Packaging Description	PKU	Unit Price(RM)	eP Approved Quantity	Received Quantity	Paid Amount(RM)
N02AX02110P3001XX.01	Tramadol HCl 50 mg/ml Injection	Pack of 10 amp	pack	10.00	900	900	9,000.00

Figure 4.4.2-10 Budget Adjustment New Transaction

Note

- User is allowed to cancel the request by clicking on the  button.
- The **Status** will be automatically changed to 'Cancelled'.
- User able to edit the record by click on  button.
- To create new record click on  button.

STEP 10

Click on the  button to send the transaction for approval

Note

- System will display an alert message for confirmation as displayed in Figure 4.4.2-11.
- Message Information will be displayed once user select the 'Yes' button as per Figure 4.4.2-12.
- The **Status** will be change automatically to 'Pending for Approval'.

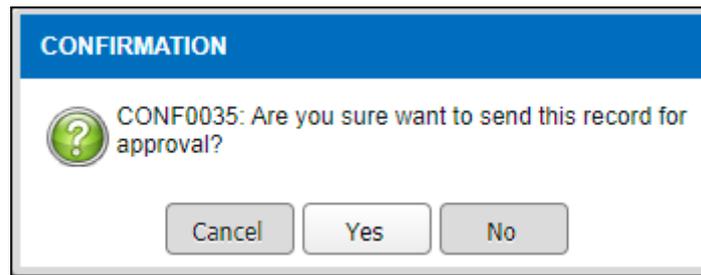


Figure 4.4.2-11 Confirmation Alert Message

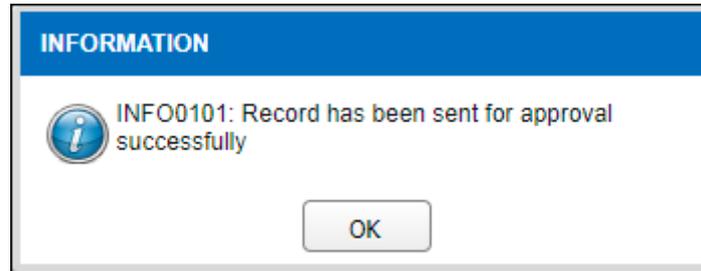


Figure 4.4.2-12 Information Alert Message

- Click on the  button, record will be successfully saved and will be updated as Figure 4.4.2-13

11

BUDGET ADJUSTMENT NEW TRANSACTION

+
Approve
Reject
✎
✕

Transaction No.	BJ21000012	Date & Time	22/06/2021 03:54:40 PM
Year	2020	Created By	
LPO No.	20000790	Voucher/ Reference No	A3470088
Budget Adjustment Type	Others	Status	Pending For Approval
Remark	Adjustment	Reject Reason	
Adjustment From Vote Information		Adjustment To Vote Information	
Budget Type	Operating	Budget Type	Operating
From Vote Description	FARMASI DAN BEKALAN (UBAT)	To Vote Description	Radioterapi dan Onkologi (Ubat)
From Vote Code	090401/022200/27401/99	To Vote Code	090401/021900/27401/01
Ministry/Department	B4242 - KEMENTERIAN KESIHATAN	Ministry/Department	B4242 - KEMENTERIAN KESIHATAN
Current Balance(RM)	2,731,122.21	Current Balance(RM)	28,692.90
Adjustment Amount(RM)	9,000.00	Adjustment Amount(RM)	9,000.00
New Balance(RM)	2,722,122.21	New Balance(RM)	19,692.90

ITEM DETAILS

Item Code	Item Description	Packaging Description	PKU	Unit Price(RM)	eP Approved Quantity	Received Quantity	Paid Amount(RM)
<input checked="" type="checkbox"/> N02AX02110P3001XX.01	Tramadol HCl 50 mg/ml Injection	Pack of 10 amp	pack	10.00	900	900	9,000.00

Figure 4.4.2-13 Budget Adjustment New Transaction Approval

STEP 11

Click on the  button to approve the transaction

Note

- User able to reject the transaction by click on  button and user need to enter reject reason.
- System will display an alert message for confirmation as displayed in Figure 4.4.2-14.
- Message Information will be displayed once user select the 'Yes' button as per Figure 4.4.2-15.

- The **Status** will be change automatically to 'Approved'.

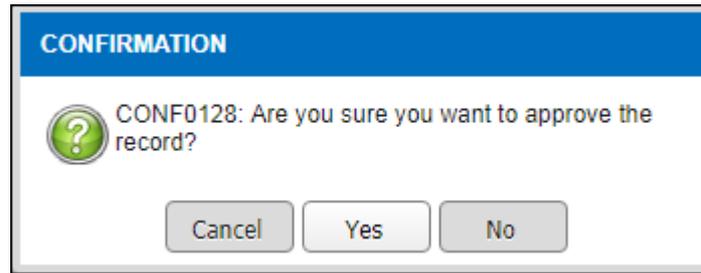


Figure 4.4.2-14 Confirmation Alert Message

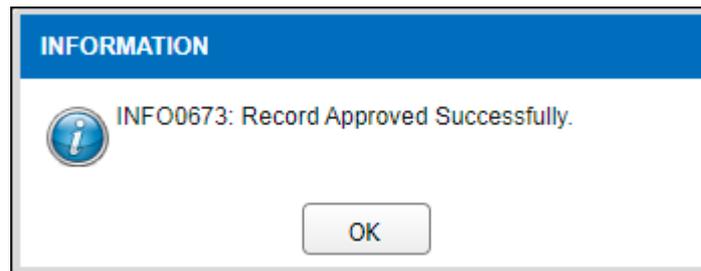


Figure 4.4.2-15 Information Alert Message

- Click on the  button, record will be successfully approved and will be updated as Figure 4.4.2-16

BUDGET ADJUSTMENT NEW TRANSACTION

Transaction No.	BJ21000012	Date & Time	22/06/2021 03:54:40 PM
Year	2020	Created By	
LPO No.	20000790	Voucher/ Reference No	A3470088
Budget Adjustment Type	Others	Status	Approved
Remark	Adjustment	Reject Reason	
Adjustment From Vote Information		Adjustment To Vote Information	
Budget Type	Operating	Budget Type	Operating
From Vote Description	FARMASI DAN BEKALAN (UBAT)	To Vote Description	Radioterapi dan Onkologi (Ubat)
From Vote Code	090401/022200/27401/99	To Vote Code	090401/021900/27401/01
Ministry/Department	B4242 - KEMENTERIAN KESIHATAN	Ministry/Department	B4242 - KEMENTERIAN KESIHATAN
Current Balance(RM)	2,731,122.21	Current Balance(RM)	28,692.90
Adjustment Amount(RM)	9,000.00	Adjustment Amount(RM)	9,000.00
New Balance(RM)	2,722,122.21	New Balance(RM)	19,692.90

ITEM DETAILS

Item Code	Item Description	Packaging Description	PKU	Unit Price(RM)	eP Approved Quantity	Received Quantity	Paid Amount(RM)
N02AX02110P3001XX.01	Tramadol HCl 50 mg/ml Injection	Pack of 10 amp	pack	10.00	900	900	9,000.00

Figure 4.4.2-16 Budget Adjustment New Transaction

4.4.3 Budget Adjustment (PKD) Listing Page

This function is used to search budget adjustment (PKD) records.

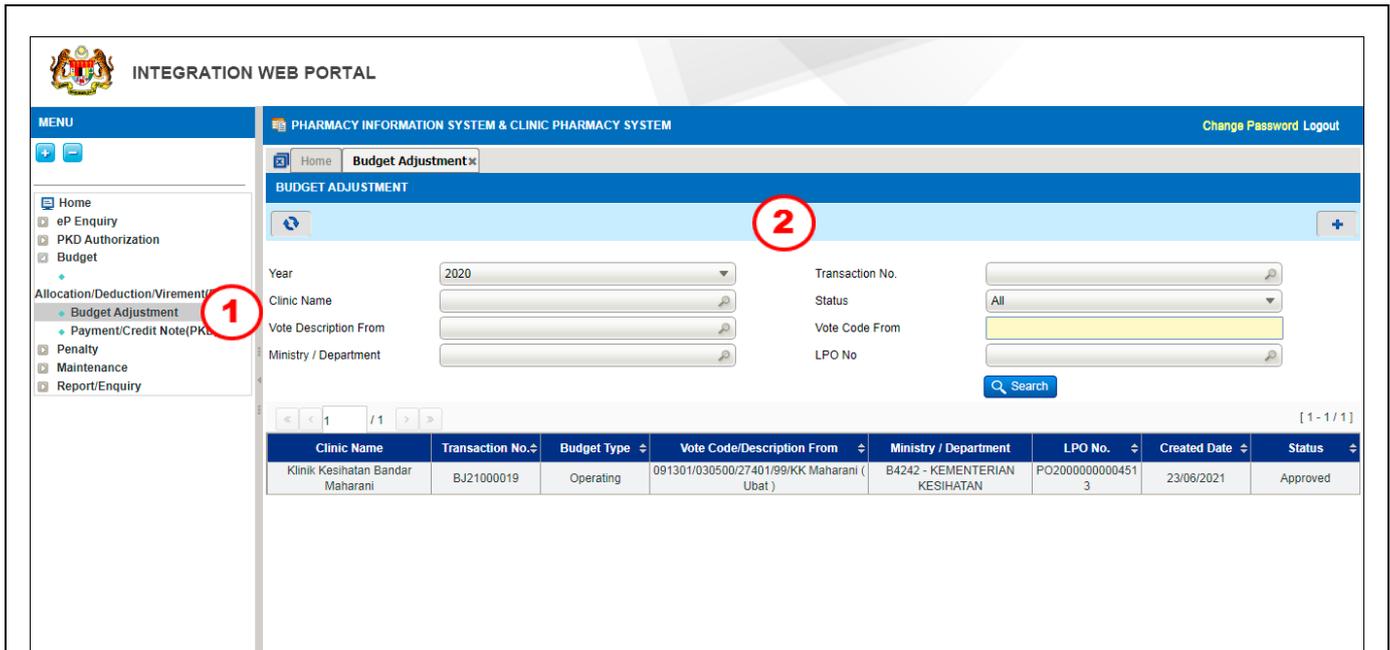


Figure 4.4.3-1 Budget Adjustment Listing

STEP 1

Click on the ‘Budget’ menu followed by ‘Budget Adjustment’

STEP 2

To search for existing Budget Adjustment records, you may search by criteria as follow:

No	Field	Description	Remarks
a	Year	Search by specific year	Display year based on created module
b	Clinic Name	Search by clinic name	Display active facilities and belong to same PTJ code with user
c	Vote Description From	Select vote description from the calendar	Filter and search existing records based on date The date format will be ‘DD/MM/YYYY’. i.e. 01/01/2020
d	Ministry / Department	Search by ministry / department	Display all the ministry / department
e	Transaction No	Search by transaction number	Display all transaction number
f	Status	Search by: - All - Approved - Cancelled - Open - Pending for Approval - Rejected	Able to filter and search record(s)
g	LPO No	Search by LPO number	Display all LPO number

Table 4.4.3-1

INTEGRATION WEB PORTAL

PHARMACY INFORMATION SYSTEM & CLINIC PHARMACY SYSTEM

Home Budget Adjustment x

BUDGET ADJUSTMENT

Year: 2020
 Clinic Name: Klinik Kesihatan Bandar Maharani
 Vote Description From: KK Maharani (Ubat)
 Ministry / Department: B4242 - KEMENTERIAN KESIHATAN

Transaction No.:
 Status: All
 Vote Code From:
 LPO No.: PO2000000000451

Search (3)

Clinic Name	Transaction No.	Budget Type	Vote Code/Description From	Ministry / Department	LPO No.	Created Date	Status
Klinik Kesihatan Bandar Maharani	BJ21000019 (4)	Operating	091301/030500/27401/99/KK Maharani (Ubat)	B4242 - KEMENTERIAN KESIHATAN	PO20000000004513	23/06/2021	Approved

Figure 4.4.3-2 Budget Adjustment Listing Page

STEP 3

Click on the 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 4.4.3-3

BUDGET ADJUSTMENT NEW TRANSACTION

Transaction No.: BJ21000019
 Year: 2020
 Clinic Name: Klinik Kesihatan Bandar Maharani
 LPO No.: PO20000000004513
 Budget Adjustment Type: Others
 Remarks: Adjustment

Date & Time: 23/06/2021 03:17:06 PM
 Created By: [User Name]
 Voucher/ Reference No: T43000878
 Status: Approved

Adjustment From Vote Information
 Budget Type: Operating
 From Vote Description: KK Maharani (Ubat)
 From Vote Code: 091301/030500/27401/99
 Ministry/Department: B4242 - KEMENTERIAN KESIHATAN

Adjustment To Vote Information
 Budget Type: Operating
 To Vote Description: KK Maharani (Bukan Ubat)
 To Vote Code: 091301/030500/27499/99
 Ministry/Department: B4242 - KEMENTERIAN KESIHATAN

Current Balance(RM): 1,969,527.56
 Adjustment Amount(RM): 378.00
 Balance(RM): 1,969,905.56

Current Balance(RM): 226,776.59
 Adjustment Amount(RM): 378.00
 Balance(RM): 226,398.59

ITEM DETAILS

Item Code	Item Description	Packaging Description	PKU	Unit Price(RM)	eP Approved Quantity	Received Quantity	Paid Amount(RM)
H02AB06000L9002.02	Prednisolone 2.5mg/5mL Syrup	bottle of 100 ml	bottle	1.89	200	200	378.00

Figure 4.4.3-3 Budget Adjustment Record

4.4.4 Create New Budget Adjustment (PKD)

To create new budget adjustment in PKD perform the step below.

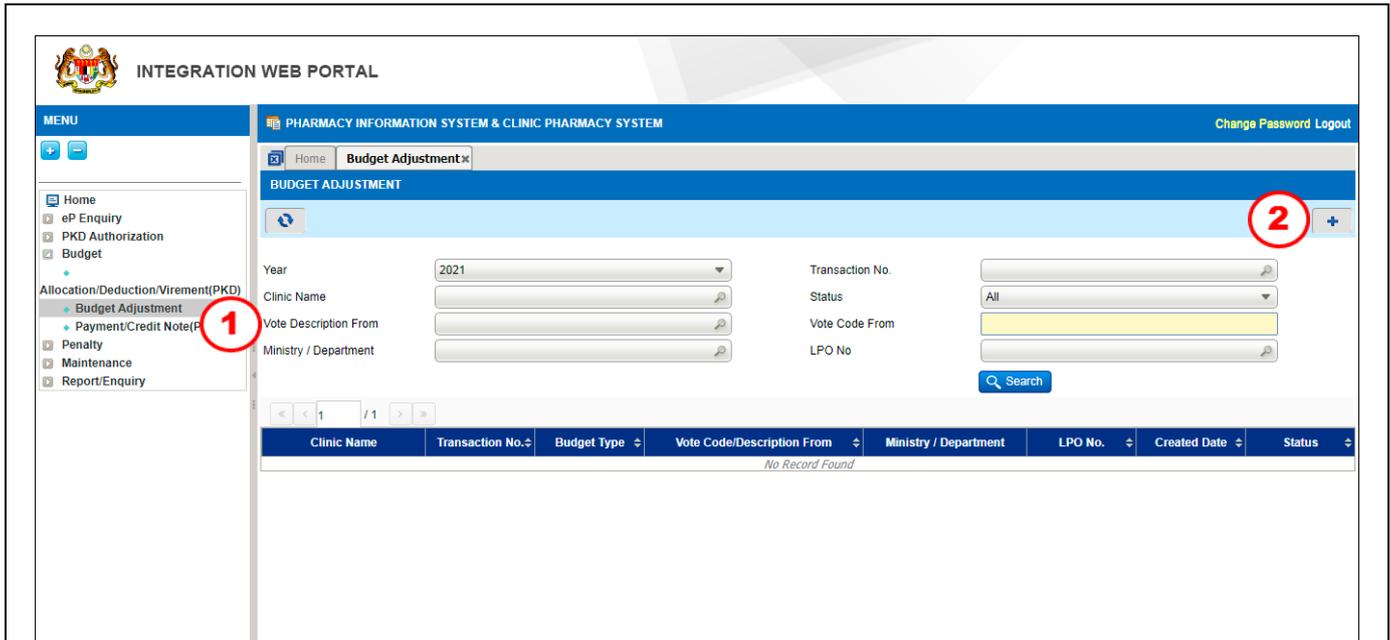


Figure 4.4.4-1 Budget Adjustment

STEP 1

Click on 'Budget' menu followed by select 'Budget Adjustment'

STEP 2

Click on the  button and screen as per Figure 4.4.4-2 will be displayed

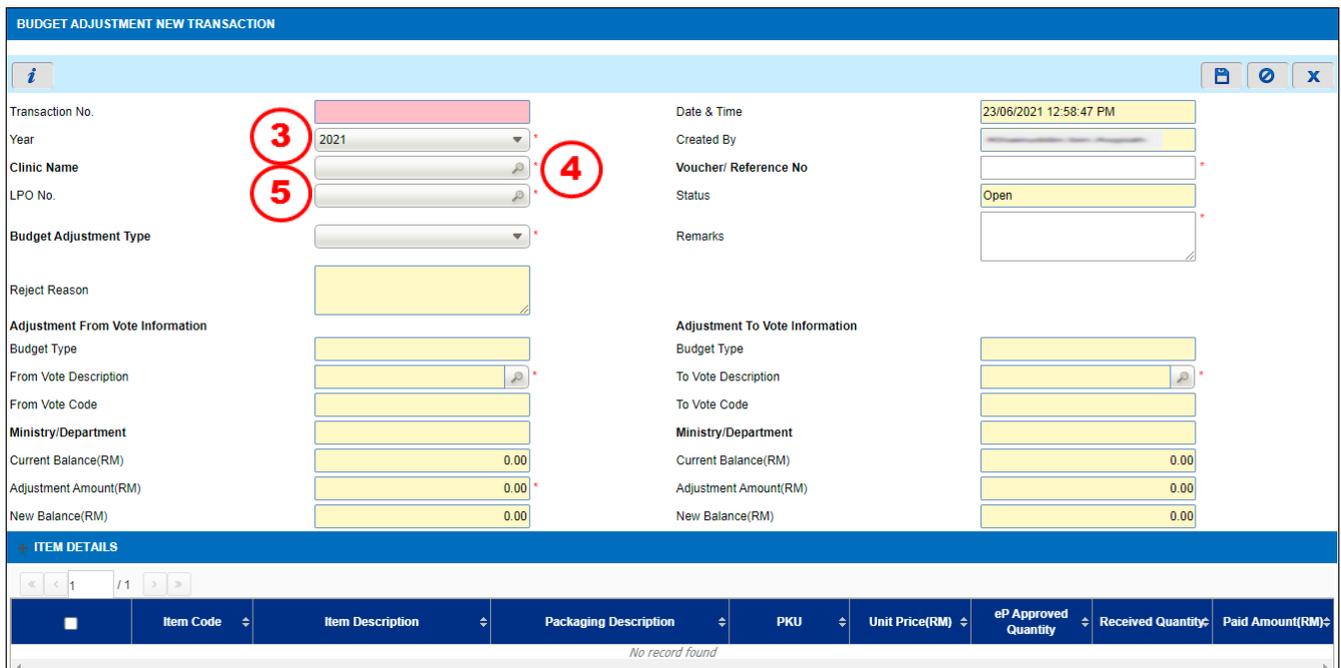


Figure 4.4.4-2 Budget Adjustment New Transaction

STEP 3

Select **Year**

Note

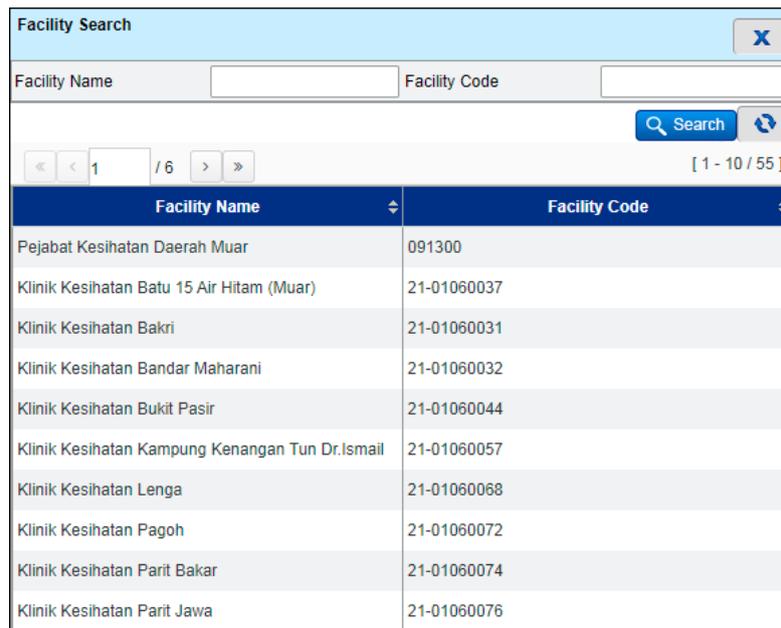
By default system will displayed current year

STEP 4

Click on the  to search for **Clinic Name**

Note

- Field will list active facilities and belongs to same PTJ code with user's login facility.
- User able to search the clinic name based on the Facility Name or/and Facility Code.
- Once click on search button list of clinic name will be display as shown in Figure 4.4.4-3



The screenshot shows a web interface titled "Facility Search". It has two input fields: "Facility Name" and "Facility Code". Below these is a "Search" button with a magnifying glass icon and a refresh icon. A pagination bar shows "1 / 6" and "[1 - 10 / 55]". The main content is a table with two columns: "Facility Name" and "Facility Code".

Facility Name	Facility Code
Pejabat Kesihatan Daerah Muar	091300
Klinik Kesihatan Batu 15 Air Hitam (Muar)	21-01060037
Klinik Kesihatan Bakri	21-01060031
Klinik Kesihatan Bandar Maharani	21-01060032
Klinik Kesihatan Bukit Pasir	21-01060044
Klinik Kesihatan Kampung Kenangan Tun Dr.Ismail	21-01060057
Klinik Kesihatan Lenga	21-01060068
Klinik Kesihatan Pagoh	21-01060072
Klinik Kesihatan Parit Bakar	21-01060074
Klinik Kesihatan Parit Jawa	21-01060076

Figure 4.4.4-3 Facility Search

STEP 5

Click on the  to search for **LPO No**

Note

- Once click on search button list of LPO number will be display as shown in Figure 4.4.4-4

Search LPO Number	
LPO Number	Purchase Order Type All
Search	
1 / 70 [1 - 10 / 695]	
LPO Number	LPO Date.
PO20000000004513	12/01/2020
CO200000000012939	11/01/2020
CO200000000012991	11/01/2020
CO200000000012888	11/01/2020
CO200000000012990	11/01/2020
CO200000000012961	11/01/2020
CO200000000012989	11/01/2020
PO20000000004048	12/01/2020
PO20000000004052	12/01/2020
CO200000000012993	11/01/2020

Figure 4.4.4-4 LPO Number

- Field will list all LPO had completed the payment by financial year.
- User able to search and select the LPO based LPO number and item purchase type
- Once selected LPO number, budget adjustment screen will be update as shown in Figure 4.4.4-5

BUDGET ADJUSTMENT NEW TRANSACTION							
Transaction No.		Date & Time	23/06/2021 12:58:47 PM				
Year	2020	Created By					
Clinic Name	Klinik Kesihatan Bandar Maharani	Voucher/ Reference No					
LPO No.	PO20000000004513	Status	Open				
Budget Adjustment Type	Others	Remarks					
Reject Reason							
Adjustment From Vote Information		Adjustment To Vote Information					
Budget Type	Operating	Budget Type					
From Vote Description	KK Maharani (Ubat)	To Vote Description					
From Vote Code	091301/030500/27401/99	To Vote Code					
Ministry/Department	B4242 - KEMENTERIAN KESIHATAN	Ministry/Department					
Current Balance(RM)	1,969,527.56	Current Balance(RM)	0.00				
Adjustment Amount(RM)	378.00	Adjustment Amount(RM)	378.00				
New Balance(RM)	1,969,905.56	New Balance(RM)	0.00				
ITEM DETAILS							
1 / 1 [1 - 1 / 1]							
Item Code	Item Description	Packaging Description	PKU	Unit Price(RM)	eP Approved Quantity	Received Quantity	Paid Amount(RM)
H02AB06000L9002.02	Prednisolone 2.5mg/5mL Syrup	bottle of 100 ml	bottle	1.89	200	200	378.00

Figure 4.4.4-5 Budget Adjustment New Transaction

STEP 6

Select **Budget Adjustment Type**

- Voucher
- Others

STEP 7

Enter **Voucher / Reference No**

STEP 8
Enter **Remaks**

STEP 9

Click on the  to search for **To Vote Description**

Note

- Once click on search button list of vote description will be display as shown in Figure 4.4.4-6

To Vote Code			
From Vote Description		To Vote Code	
Budget Type	All	Ministry / Department	
Search			
[1 - 10 / 16]			
Budget Type	From Vote Description	To Vote Code	Ministry / Department
One Off	reagent	091301/030500/27403/99	B4242 - KEMENTERIAN KESIHATAN
Development	reagent	091301/030500/27403/99	B4242 - KEMENTERIAN KESIHATAN
Operating	reagent	091301/030500/27403/99	B4242 - KEMENTERIAN KESIHATAN
Dasar Baru	reagent	091301/030500/27403/99	B4242 - KEMENTERIAN KESIHATAN
Development	KK Maharani (vaksin)	091301/030500/27404/99	B4242 - KEMENTERIAN KESIHATAN
One Off	KK Maharani (vaksin)	091301/030500/27404/99	B4242 - KEMENTERIAN KESIHATAN
Dasar Baru	KK Maharani (vaksin)	091301/030500/27404/99	B4242 - KEMENTERIAN KESIHATAN
Operating	KK Maharani (vaksin)	091301/030500/27404/99	B4242 - KEMENTERIAN KESIHATAN
Development	KK Maharani (Bukan Ubat)	091301/030500/27499/99	B4242 - KEMENTERIAN KESIHATAN
Operating	KK Maharani (Bukan Ubat)	091301/030500/27499/99	B4242 - KEMENTERIAN KESIHATAN

Figure 4.4.4-6 To Vote Code

- Once selected vote description, budget adjustment screen will be update as shown in Figure 4.4.4-7

BUDGET ADJUSTMENT NEW TRANSACTION

10

Transaction No.		Date & Time	23/06/2021 03:01:25 PM
Year	2020	Created By	
Clinic Name	Klinik Kesihatan Bandar Maharani	Voucher/ Reference No	T43000878
LPO No.	PO2000000004513	Status	Open
Budget Adjustment Type	Others	Remarks	Adjustment
Reject Reason			
Adjustment From Vote Information		Adjustment To Vote Information	
Budget Type	Operating	Budget Type	Operating
From Vote Description	KK Maharani (Ubat)	To Vote Description	KK Maharani (Bukan Ubat)
From Vote Code	091301/030500/27401/99	To Vote Code	091301/030500/27499/99
Ministry/Department	B4242 - KEMENTERIAN KESIHATAN	Ministry/Department	B4242 - KEMENTERIAN KESIHATAN
Current Balance(RM)	1,969,527.56	Current Balance(RM)	226,776.59
Adjustment Amount(RM)	378.00	Adjustment Amount(RM)	378.00
New Balance(RM)	1,969,905.56	New Balance(RM)	226,398.59

ITEM DETAILS

Item Code	Item Description	Packaging Description	PKU	Unit Price(RM)	eP Approved Quantity	Received Quantity	Paid Amount(RM)
H02AB06000L9002.02	Prednisolone 2.5mg/5mL Syrup	bottle of 100 ml	bottle	1.89	200	200	378.00

Figure 4.4.4-7 Budget Management New Transaction

STEP 10

Click on  button to save the transaction

Note

- If user selected not enough vote code balance alert message will be displayed as shown in Figure 4.4.4-8

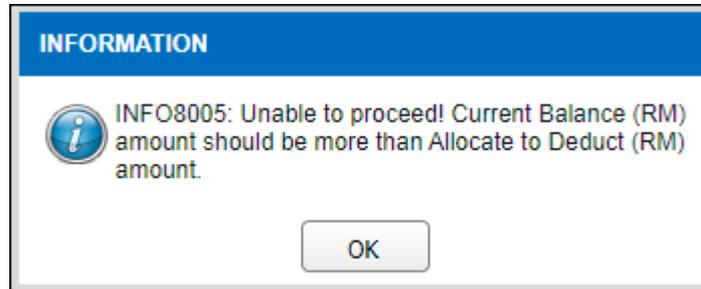


Figure 4.4.4-8 Information Alert Message

- An alert message will be displayed as shown in Figure 4.4.4-9 and Figure 4.4.4-10

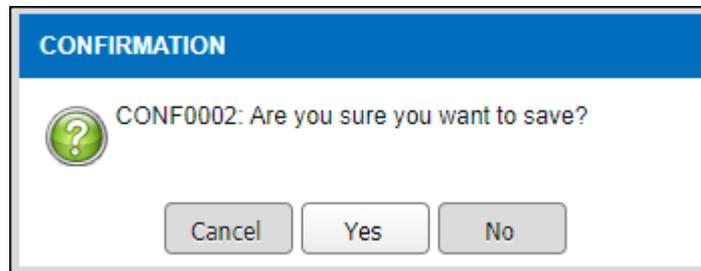
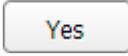


Figure 4.4.4-9 Confirmation Alert Messages

- If click on the  button, record will be saved and appeared at Offer Details.
- If click on the  button, record will not be saved and proceed to Offer Details.

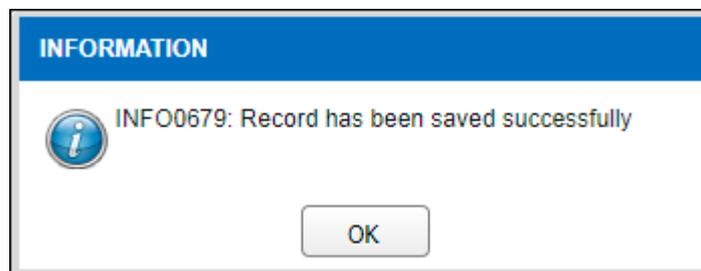
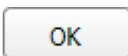


Figure 4.4.4-10 Information Alert Messages

- Click on the  button, record will be successfully saved and will be updated as Figure 4.4.4-11

BUDGET ADJUSTMENT NEW TRANSACTION

11

i

+

Send for Approval

Cancel Request

✎

✕

Transaction No.	BJ21000019	Date & Time	23/06/2021 03:01:25 PM
Year	2020	Created By	
Clinic Name	Klinik Kesihatan Bandar Maharani	Voucher/ Reference No	T43000878
LPO No.	PO2000000004513	Status	Open
Budget Adjustment Type	Others	Remarks	Adjustment
Reject Reason			
Adjustment From Vote Information		Adjustment To Vote Information	
Budget Type	Operating	Budget Type	Operating
From Vote Description	KK Maharani (Ubat)	To Vote Description	KK Maharani (Bukan Ubat)
From Vote Code	091301/030500/27401/99	To Vote Code	091301/030500/27499/99
Ministry/Department	B4242 - KEMENTERIAN KESIHATAN	Ministry/Department	B4242 - KEMENTERIAN KESIHATAN
Current Balance(RM)	1,969,527.56	Current Balance(RM)	226,776.59
Adjustment Amount(RM)	378.00	Adjustment Amount(RM)	378.00
New Balance(RM)	1,969,905.56	New Balance(RM)	226,398.59

ITEM DETAILS

←

1 / 1

→

[1 - 1 / 1]

	Item Code	Item Description	Packaging Description	PKU	Unit Price(RM)	eP Approved Quantity	Received Quantity	Paid Amount(RM)
<input checked="" type="checkbox"/>	H02AB06000L9002.02	Prednisolone 2.5mg/5mL Syrup	bottle of 100 ml	bottle	1.89	200	200	378.00

Figure 4.4.4-11 Budget Adjustment New Transaction

Note

- User is allowed to cancel the request by clicking on the button.
- The **Status** will be automatically changed to 'Cancelled'.
- User able to edit the record by click on button.
- To create new record click on button.

STEP 11

Click on the button to send the transaction for approval

Note

- System will display an alert message for confirmation as displayed in Figure 4.4.4-12.
- Message Information will be displayed once user select the 'Yes' button as per Figure 4.4.4-13.
- The **Status** will be change automatically to 'Pending for Approval'.

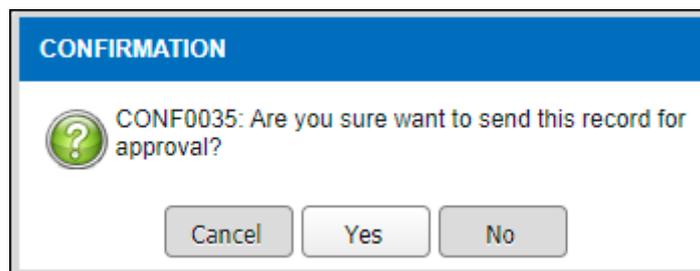


Figure 4.4.4-12 Confirmation Alert Message

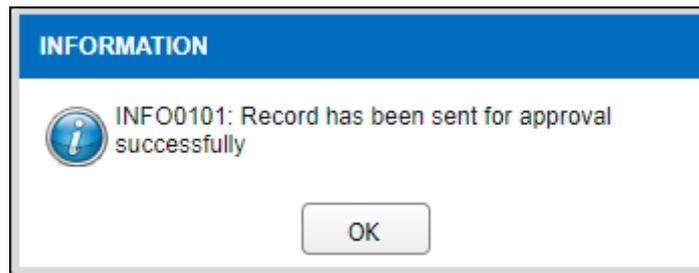


Figure 4.4.4-13 Information Alert Message

- Click on the  button, record will be successfully saved and will be updated as Figure 4.4.2-14

BUDGET ADJUSTMENT NEW TRANSACTION

12

Transaction No.	BJ21000019	Date & Time	23/06/2021 03:01:25 PM
Year	2020	Created By	
Clinic Name	Klinik Kesihatan Bandar Maharani	Voucher/ Reference No	T43000878
LPO No.	PO2000000004513	Status	Pending For Approval
Budget Adjustment Type	Others	Remarks	Adjustment
Reject Reason			
Adjustment From Vote Information		Adjustment To Vote Information	
Budget Type	Operating	Budget Type	Operating
From Vote Description	KK Maharani (Ubat)	To Vote Description	KK Maharani (Bukan Ubat)
From Vote Code	091301/030500/27401/99	To Vote Code	091301/030500/27499/99
Ministry/Department	B4242 - KEMENTERIAN KESIHATAN	Ministry/Department	B4242 - KEMENTERIAN KESIHATAN
Current Balance(RM)	1,969,527.56	Current Balance(RM)	226,776.59
Adjustment Amount(RM)	378.00	Adjustment Amount(RM)	378.00
New Balance(RM)	1,969,905.56	New Balance(RM)	226,398.59

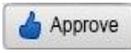
ITEM DETAILS

[1 - 1 / 1]

	Item Code	Item Description	Packaging Description	PKU	Unit Price(RM)	eP Approved Quantity	Received Quantity	Paid Amount(RM)
<input checked="" type="checkbox"/>	H02AB06000L9002.02	Prednisolone 2.5mg/5mL Syrup	bottle of 100 ml	bottle	1.89	200	200	378.00

Figure 4.4.4-14 Budget Adjustment New Transaction Approval

STEP 12

Click on the  button to approve the transaction

Note

- User able to reject the transaction by click on  button and user need to enter reject reason.
- System will display an alert message for confirmation as displayed in Figure 4.4.4-15.
- Message Information will be displayed once user select the 'Yes' button as per Figure 4.4.4-16.
- The **Status** will be change automatically to 'Approved'.

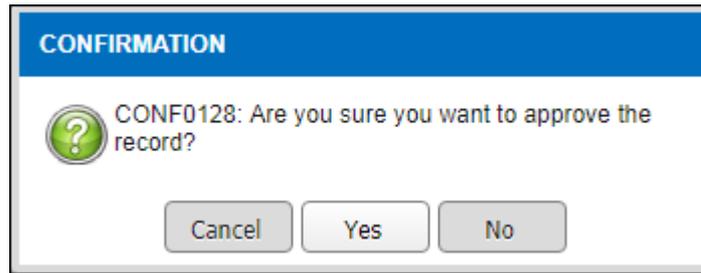


Figure 4.4.4-15 Confirmation Alert Message

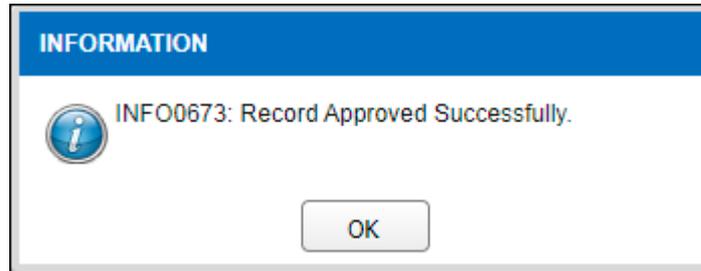


Figure 4.4.4-16 Information Alert Message

- Click on the  button, record will be successfully approved and will be updated as Figure 4.4.4-17

BUDGET ADJUSTMENT NEW TRANSACTION

Transaction No. BJ21000019 Date & Time 23/06/2021 03:17:06 PM

Year 2020 Created By [Redacted]

Clinic Name Klinik Kesihatan Bandar Maharani Voucher/ Reference No T43000878

LPO No. PO2000000004513 Status Approved

Budget Adjustment Type Others Remarks Adjustment

Reject Reason [Empty]

Adjustment From Vote Information

Budget Type Operating Adjustment To Vote Information

From Vote Description KK Maharani (Ubat) To Vote Description KK Maharani (Bukan Ubat)

From Vote Code 091301/030500/27401/99 To Vote Code 091301/030500/27499/99

Ministry/Department B4242 - KEMENTERIAN KESIHATAN Ministry/Department B4242 - KEMENTERIAN KESIHATAN

Current Balance(RM) 1,969,527.56 Current Balance(RM) 226,776.59

Adjustment Amount(RM) 378.00 Adjustment Amount(RM) 378.00

Balance(RM) 1,969,905.56 Balance(RM) 226,398.59

ITEM DETAILS

Item Code	Item Description	Packaging Description	PKU	Unit Price(RM)	eP Approved Quantity	Received Quantity	Paid Amount(RM)
H02AB06000L9002.02	Prednisolone 2.5mg/5mL Syrup	bottle of 100 ml	bottle	1.89	200	200	378.00

Figure 4.4.4-17 Budget Adjustment New Transaction

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