



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

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## **User Manual Pharmacy Inventory (Finance)**

<b>Version</b>	<b>: 12<sup>th</sup> Edition</b>
<b>Document ID</b>	<b>: U.MANUAL_INV_FINANCE</b>



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*Reference ID : U.MANUAL\_INV\_FINANCE-12<sup>th</sup> E*

*Application reference: PhIS & CPS v2.5.1*



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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

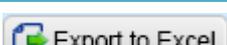
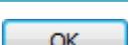
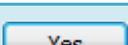
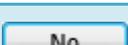
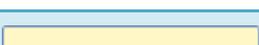
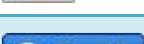
### 1.3 Organised Sections

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

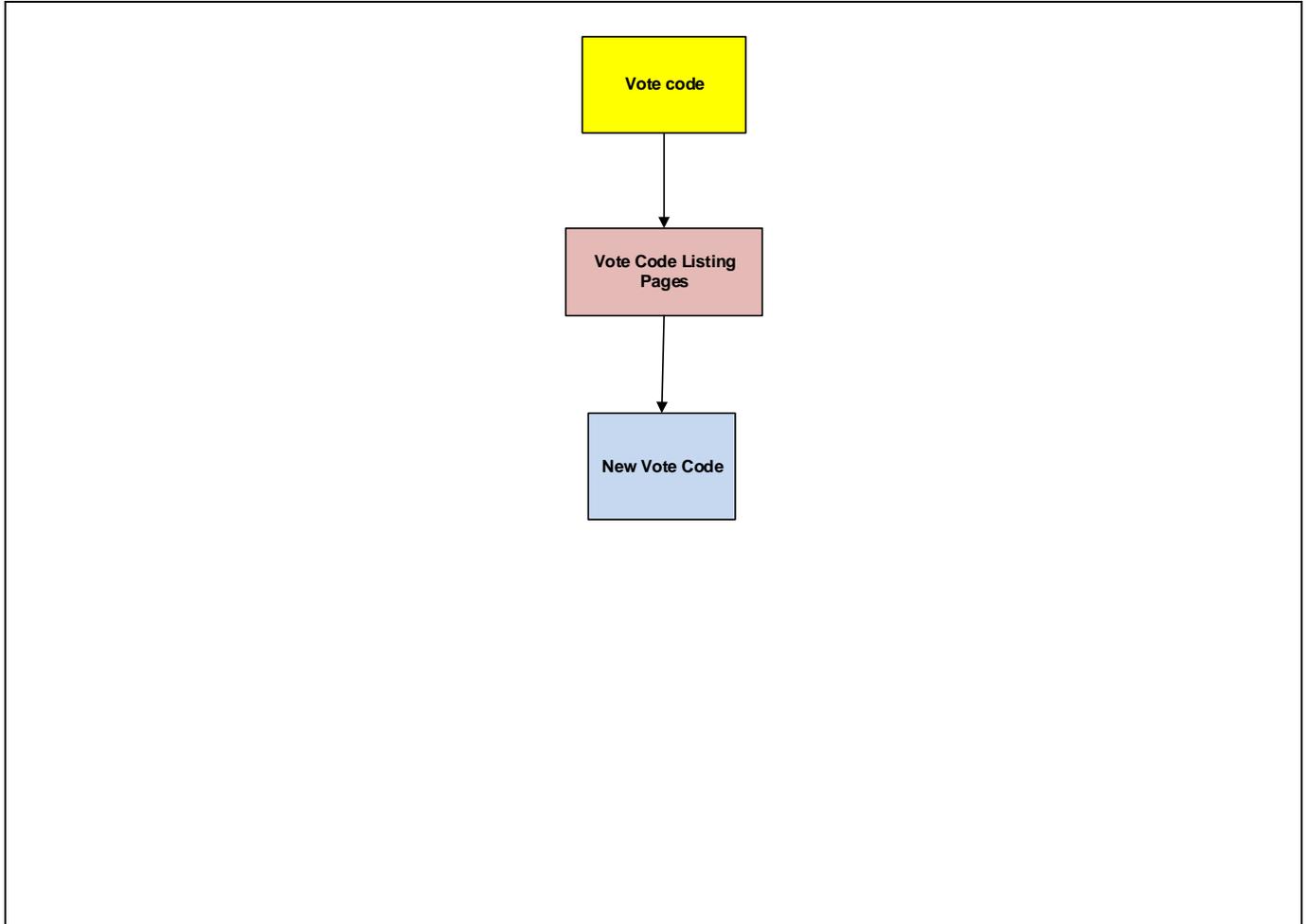


Figure 3.1-1

### 3.2 Vote Code Listing Page

This page will display all the existing Vote Code.

**PHARMACY INFORMATION SYSTEM**

HOSP. PAKAR SULTANAH FATIMAH Logout

Home | Vote Code

**VOTE CODE**

Vote Code:  Vote Description:  Search

[ 1 - 10 / 182 ]

Vote Code	Vote Description	Ministry/Department	Created Date	Updated Date	Status
090401/011023/27401/99	BEKALAN UBAT LP	P4242 - KEMENTERIAN KESIHATAN	15/08/2021 08:53:21 AM	09/11/2021 11:42:47 AM	Active
090401/011024/27501/99	FILEM XRAY APPL	P4242 - KEMENTERIAN KESIHATAN	15/08/2021 10:20:28 AM	15/08/2021 10:20:28 AM	Active
090401/011023/27501/99	FILEM XRAY LP	P4242 - KEMENTERIAN KESIHATAN	15/08/2021 10:19:47 AM	15/08/2021 10:19:47 AM	Active
090401/011024/27404/99	VAKSIN APPL	P4242 - KEMENTERIAN KESIHATAN	15/08/2021 10:18:26 AM	15/08/2021 10:18:26 AM	Active
090401/011023/27404/99	VAKSIN LP	P4242 - KEMENTERIAN KESIHATAN	15/08/2021 10:17:59 AM	15/08/2021 10:17:59 AM	Active
090401/011023/27499/99	BUKAN UBAT LP	P4242 - KEMENTERIAN KESIHATAN	15/08/2021 10:17:22 AM	15/08/2021 10:17:22 AM	Active
090401/011024/27499/99	BUKAN UBAT APPL	P4242 - KEMENTERIAN KESIHATAN	15/08/2021 10:16:49 AM	15/08/2021 10:16:49 AM	Active
090401/011024/27401/99	BEKALAN UBAT APPL	P4242 - KEMENTERIAN KESIHATAN	15/08/2021 08:54:58 AM	15/08/2021 10:16:46 AM	Active
090401/00000/27401/99	Ubat Kumpulan Wang Amanah Negara	E701 - KEMENTERIAN KEWANGAN	05/07/2021 08:48:23 AM	05/07/2021 08:48:23 AM	Active

**Figure 3.2-1 Vote Code Listing**

**Note**

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

**STEP 1**

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

**STEP 2**

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

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

**Table 3.2-1**

**STEP 3**

Click on the button to search for existing Vote Code

**STEP 4**

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



### MAINTAINANCE - VOTE CODE

+ ✎ ⊗ ✕

Vote Code	090401/011023/27401/99	Vote Description	BEKALAN UBAT LP *
Ministry/Department	P4242 - KEMENTERIAN KESIH *	PTJ Code	090401 / HPSF *
Activity Code	011023 *	Activity Description	OE KE DE (RECLASS 2021) - BEKA
Object Code	27401 *	Object Description	Ubat dan Dadah
Sub Activity Code	99 *	Sub Activity Description	OE KE DE (RECLASS 2021) - BEKA
Carry Forward Vote	<input type="radio"/> Yes <input checked="" type="radio"/> No	Status	Active

### Drug / Non-Drug List

[ 1 - 3 / 3 ]

Drug/NonDrug Code	Drug/NonDrug Name	Updated Date	Delete
B01AB05520P5003XX	Enoxaparin Sodium 60 mg Injection	25/11/2021 10:09:10	<input type="checkbox"/>
A06AB02000T1001XX	Bisacodyl 5 mg Tablet	29/09/2021 04:59:28	<input type="checkbox"/>
J07BX03000P3003	Recombinant Novel Coronavirus Vaccine (Adenovirus Type 5 Vector) Solution for Injection	23/09/2021 11:51:30	<input type="checkbox"/>

Figure 3.2-2 Existing Vote Code

### 3.3 New Vote Code

This function is used to create new Vote Code.

**PHARMACY INFORMATION SYSTEM**

HOSP. PAKAR SULTANAH FATIMAH

Logout

Home | Vote Code

**VOTE CODE**

Vote Code:  Vote Description:  [ 1 - 10 / 182 ]

Vote Code	Vote Description	Ministry/Department	Created Date	Updated Date	Status
090401/011023/27401/99	BEKALAN UBAT LP	P4242 - KEMENTERIAN KESIHATAN	15/08/2021 08:53:21 AM	09/11/2021 11:42:47 AM	Active
090401/011024/27501/99	FILEM XRAY APPL	P4242 - KEMENTERIAN KESIHATAN	15/08/2021 10:20:28 AM	15/08/2021 10:20:28 AM	Active
090401/011023/27501/99	FILEM XRAY LP	P4242 - KEMENTERIAN KESIHATAN	15/08/2021 10:19:47 AM	15/08/2021 10:19:47 AM	Active
090401/011024/27404/99	VAKSIN APPL	P4242 - KEMENTERIAN KESIHATAN	15/08/2021 10:18:26 AM	15/08/2021 10:18:26 AM	Active
090401/011023/27404/99	VAKSIN LP	P4242 - KEMENTERIAN KESIHATAN	15/08/2021 10:17:59 AM	15/08/2021 10:17:59 AM	Active
090401/011023/27499/99	BUKAN UBAT LP	P4242 - KEMENTERIAN KESIHATAN	15/08/2021 10:17:22 AM	15/08/2021 10:17:22 AM	Active
090401/011024/27499/99	BUKAN UBAT APPL	P4242 - KEMENTERIAN KESIHATAN	15/08/2021 10:16:49 AM	15/08/2021 10:16:49 AM	Active
090401/011024/27401/99	BEKALAN UBAT APPL	P4242 - KEMENTERIAN KESIHATAN	15/08/2021 08:54:58 AM	15/08/2021 10:16:46 AM	Active
090401/00000/27401/99	Ubat Kumpulan Wang Amanah Negara	E701 - KEMENTERIAN KEWANGAN	05/07/2021 08:48:23 AM	05/07/2021 08:48:23 AM	Active
090401/00000/27401/99	Ubat Kumpulan Wang Amanah Negara	E701 - KEMENTERIAN KEWANGAN	18/03/2021	27/05/2021	Active

Figure 3.3-1 Create New Budget Allocation

**Note**

- Hospital will create the vote code for itself while PKD will create for Clinics under it.

**STEP 1**

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

**STEP 2**

Click on the button and the **Vote Code** tab will be displayed in the New Transaction screen as shown in the Figure 3.3-2

**MAINTAINANCE - VOTE CODE**

Vote Code:  Vote Description:  [ 8 ]

Ministry/Department:  PTJ Code: 090401 / HPSF

Activity Code:  Activity Description:

Object Code:  Object Description:

Sub Activity Code:  Sub Activity Description:

Carry Forward Vote:  Yes  No Status: Active

**Drug / Non-Drug List**

Drug/Nondrug Code	Drug/NonDrug Name	Updated Date	Delete
-------------------	-------------------	--------------	--------

Figure 3.3-2 New Transaction – Vote Code

**Note**

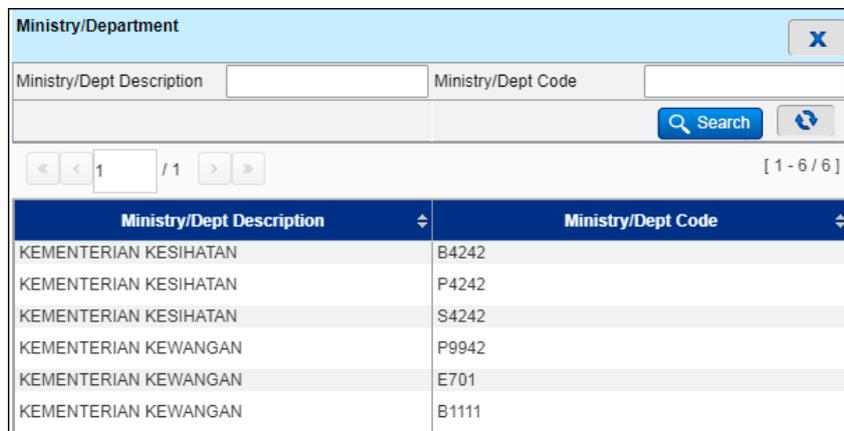
- **PTJ Code** is defaulted to the facility's PTJ Code.
- **Activity Description** is defaulted to facility's name
- **Object Description** is defaulted to Object Category
- **Sub Activity Description** is defaulted to Sub Activity Category
- New Vote Code **Status** is defaulted to 'Active'.
- **Carry Forward Vote** is defaulted to 'No'. If flag changed to 'Yes' Balance Amount, Pending Amount and Liability Amount will be carried from current year to next year

**STEP 3**

Type the **Vote Description**

**STEP 4**

Select **Ministry/Department** as per Figure 3.3-3

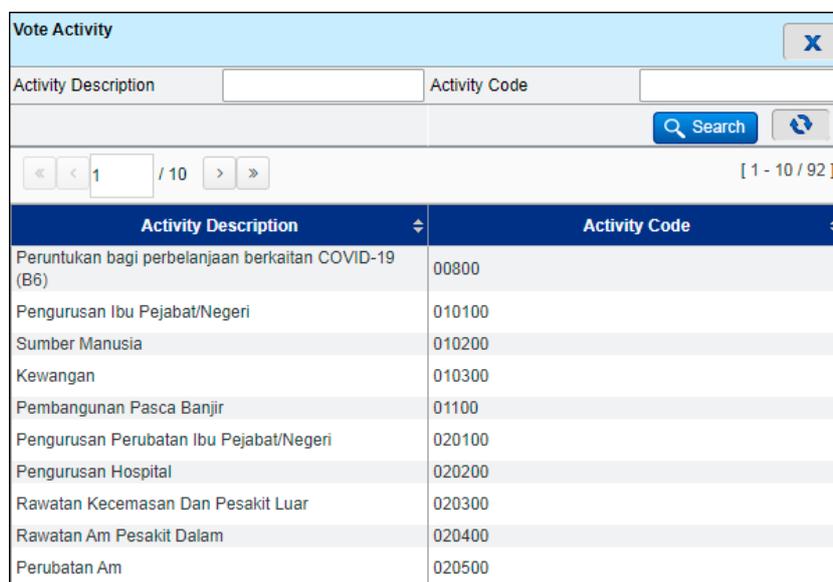


Ministry/Dept Description	Ministry/Dept Code
KEMENTERIAN KESIHATAN	B4242
KEMENTERIAN KESIHATAN	P4242
KEMENTERIAN KESIHATAN	S4242
KEMENTERIAN KEWANGAN	P9942
KEMENTERIAN KEWANGAN	E701
KEMENTERIAN KEWANGAN	B1111

**Figure 3.3-3 Search Ministry/Department**

**STEP 5**

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

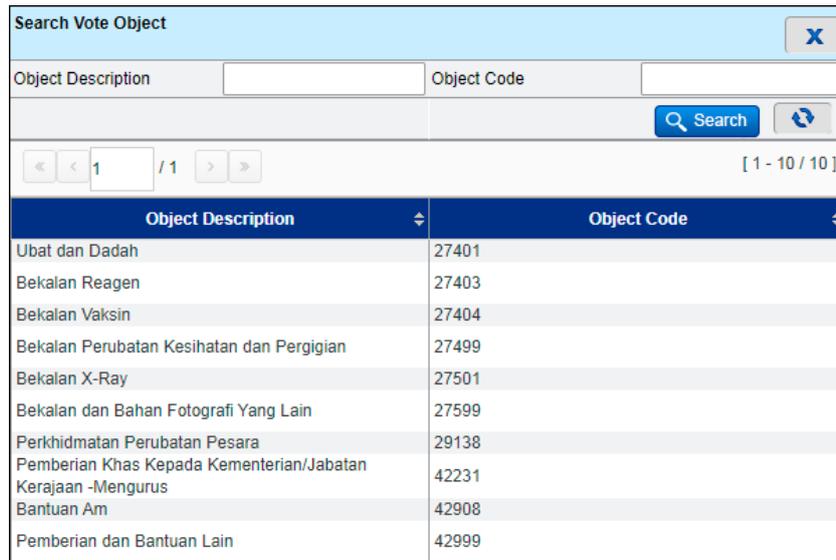


Activity Description	Activity Code
Peruntukan bagi perbelanjaan berkaitan COVID-19 (B6)	00800
Pengurusan Ibu Pejabat/Negeri	010100
Sumber Manusia	010200
Kewangan	010300
Pembangunan Pasca Banjir	01100
Pengurusan Perubatan Ibu Pejabat/Negeri	020100
Pengurusan Hospital	020200
Rawatan Kecemasan Dan Pesakit Luar	020300
Rawatan Am Pesakit Dalam	020400
Perubatan Am	020500

**Figure 3.3-4 Search Activity Code**

**STEP 5**

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

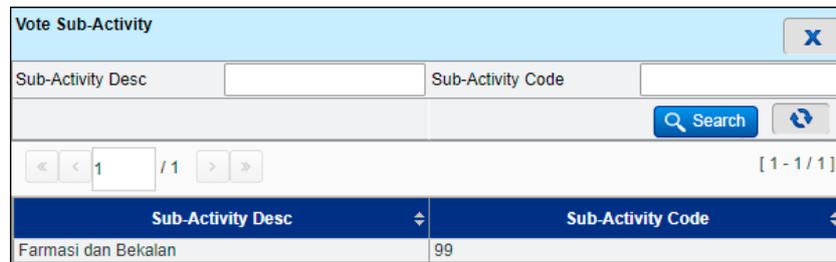


Object Description	Object Code
Ubat dan Dadah	27401
Bekalan Reagen	27403
Bekalan Vaksin	27404
Bekalan Perubatan Kesihatan dan Pergigian	27499
Bekalan X-Ray	27501
Bekalan dan Bahan Fotografi Yang Lain	27599
Perkhidmatan Perubatan Pesara	29138
Pemberian Khas Kepada Kementerian/Jabatan Kerajaan -Mengurus	42231
Bantuan Am	42908
Pemberian dan Bantuan Lain	42999

**Figure 3.3-5 Search Object Code**

**STEP 7**

Select **Sub Activity Code** as per Figure 3.3-6



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

**Figure 3.3-6 Sub Activity Code**

**Note**

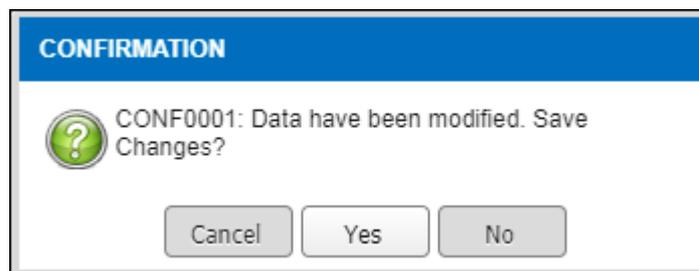
*Vote Activity, Vote Object and Vote Sub Activity is created by HQ*

**STEP 8**

Click on the  button to save the transaction

**Note**

- Click on the  button in Figure 3.3-7



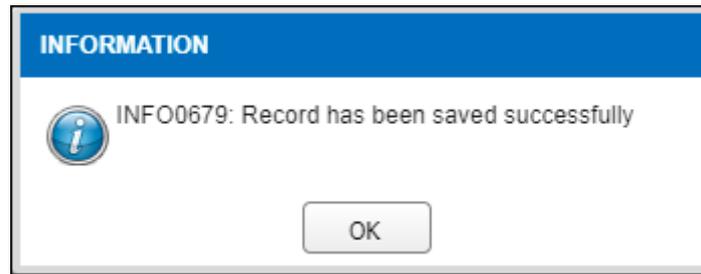
**CONFIRMATION**

CONF0001: Data have been modified. Save Changes?

Cancel Yes No

**Figure 3.3-7 Save Confirm Alert Message**

- Click on the  button in Figure 3.3-8



**Figure 3.3-8 Information Message**

## 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

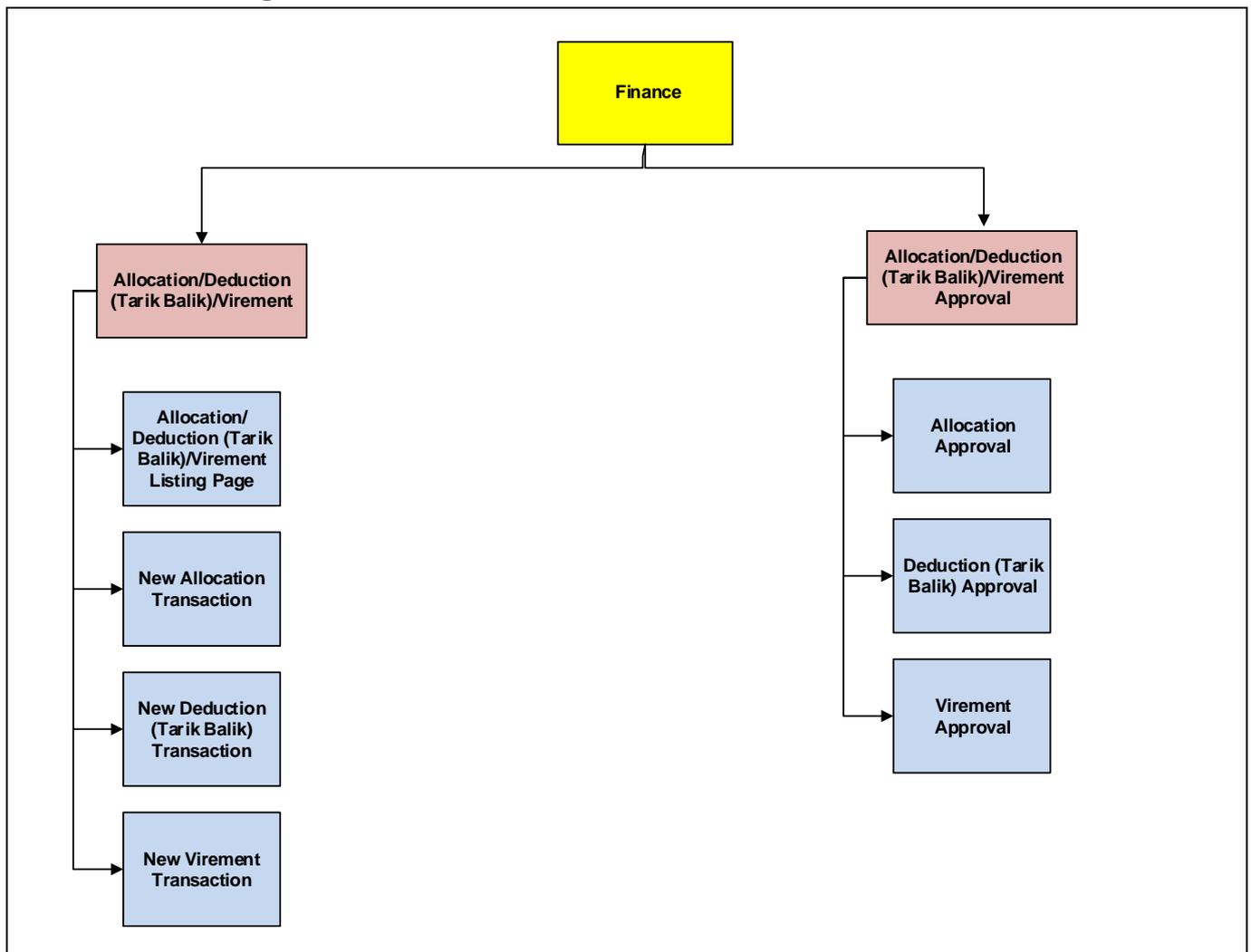


Figure 4.1-1

#### 4.1.2 Functional Description

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

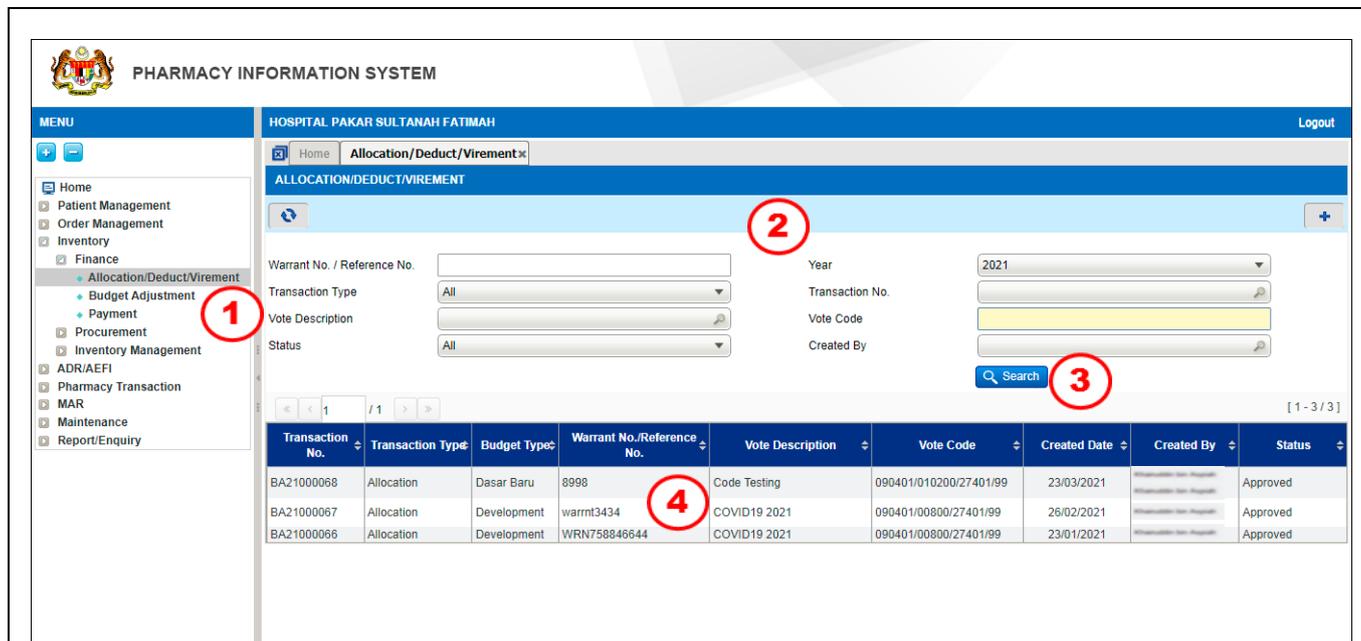
- Allocation/Deduction (Tarik Balik)/Virement**  
 The function of this sub-function is to record the Allocation, Deduction (Tarik Balik) and Virement transaction to any respective Vote Code(s). Every new transaction will have to be approved by the Pharmacist at the Pharmacy Store.
- Allocation/Deduction (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 'PHARMACY INFORMATION SYSTEM' interface for 'HOSPITAL PAKAR SULTANAH FATIMAH'. The left menu has 'Allocation/Deduct/Virement' highlighted with a red circle '1'. The search bar at the top has a red circle '2'. The search button has a red circle '3'. The table below has a red circle '4' over the 'Warrant No./Reference No.' column.

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 Store Admin	Approved
BA21000067	Allocation	Development	warrnt3434	COVID19 2021	090401/00800/27401/99	26/02/2021	Pharmacy Store Admin	Approved
BA21000066	Allocation	Development	WRN758846644	COVID19 2021	090401/00800/27401/99	23/01/2021	Pharmacy Store Admin	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"> <li>All</li> <li>Allocation</li> <li>Deduction</li> <li>Virement</li> </ul>	Transaction Type: <ul style="list-style-type: none"> <li>All – Will display all existing Allocation/deduction (Tarik Balik)/Virement transactions</li> <li>Allocation – Will display existing allocation transaction(s)</li> <li>Deduction – Will display existing deduction transaction(s)</li> <li>Virement – Will display existing Virement transaction(s)</li> </ul>
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"> <li>- All</li> <li>- Approved</li> <li>- Cancelled</li> <li>- Open</li> <li>- Pending For Approval</li> <li>- Rejected</li> </ul>	Status: <ul style="list-style-type: none"> <li>• All</li> <li>• Approved – The Allocation/Deduction/Virement transaction is approved by the Pharmacist</li> <li>• Cancelled – The transaction is cancelled by the user. The transaction cannot be cancelled after it is sent for approval</li> <li>• Open – Newly created transaction status will default to Open. The status will maintain as Open after the user saves the transaction</li> <li>• Rejected – The transaction is rejected by the Pharmacist</li> </ul>
h	Created By	Search for Created by the list option	User name will be displayed if the user create the trascation

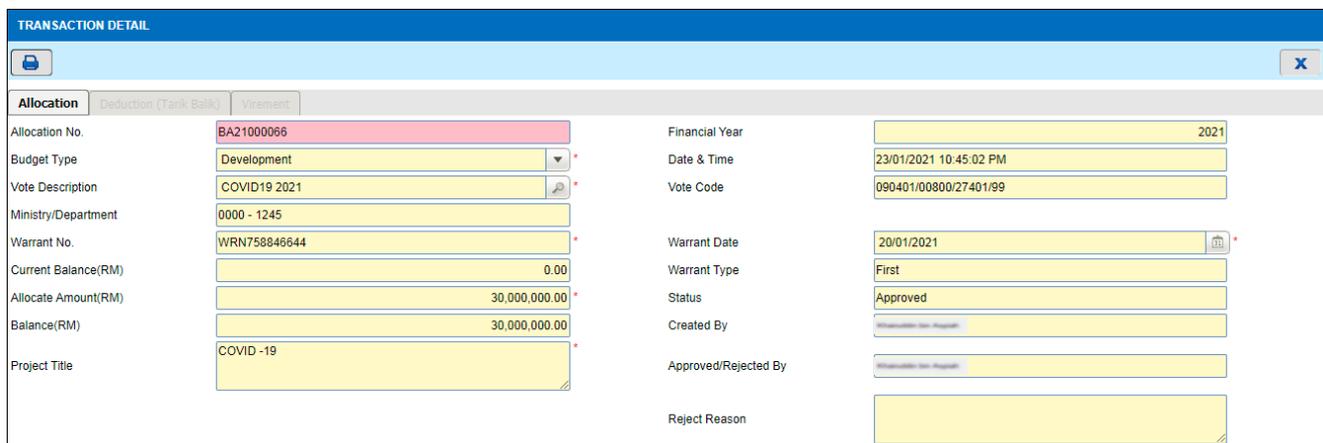
Table 4.2.1-1

**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



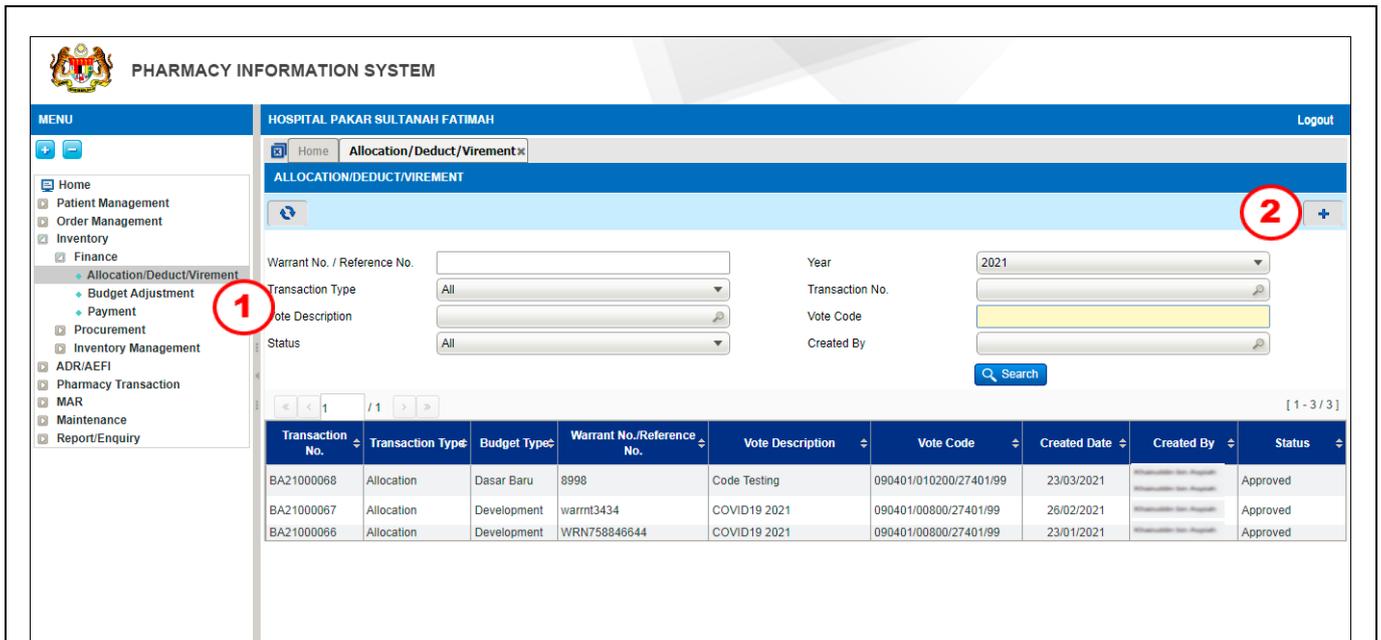
The screenshot shows a 'TRANSACTION DETAIL' window with the following fields and values:

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



Transaction No.	Transaction Type	Budget Type	Warrant No./Reference No.	Vote Description	Vote Code	Created Date	Created By	Status
BA2100068	Allocation	Dasar Baru	8998	Code Testing	090401/010200/27401/99	23/03/2021	Pharmacist (Hospital)	Approved
BA2100067	Allocation	Development	warrnt3434	COVID19 2021	090401/00800/27401/99	26/02/2021	Pharmacist (Hospital)	Approved
BA2100066	Allocation	Development	WRN758846644	COVID19 2021	090401/00800/27401/99	23/01/2021	Pharmacist (Hospital)	Approved

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

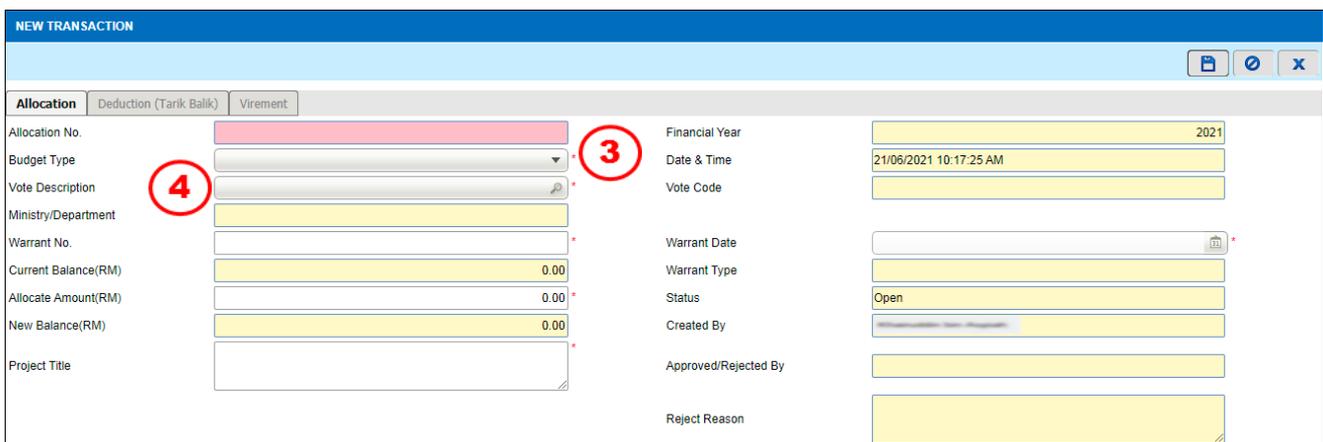


Figure 4.2.2-2 New Transaction - Allocation

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="&lt;"/> <input type="button" value="1"/> / 10 <input type="button" value="&gt;"/> <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

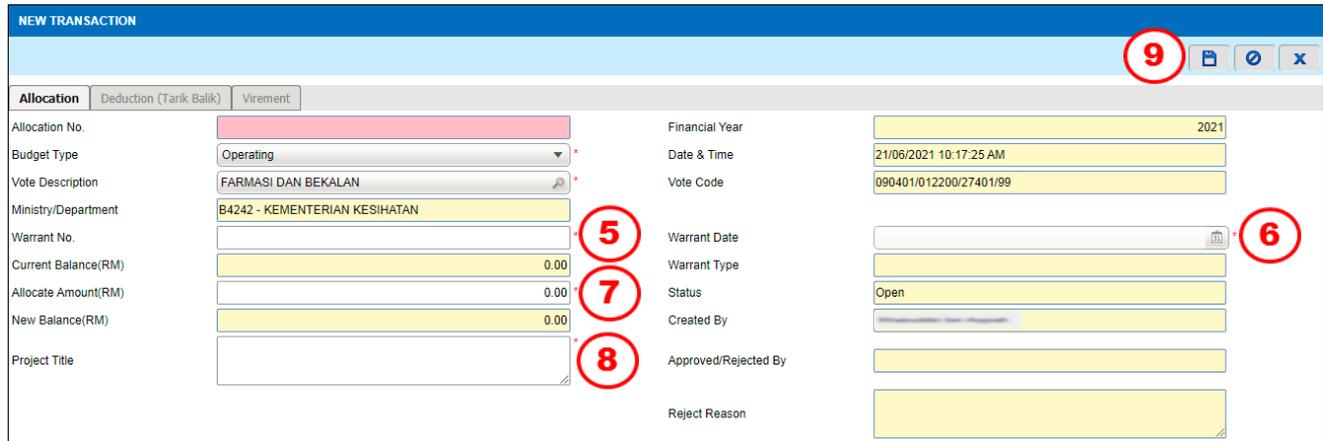
**STEP 4**

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.

- Ministry/Department and Budget Type will displayed auto after select vote description



NEW TRANSACTION			
Allocation No.	<input type="text"/>	Financial Year	2021
Budget Type	Operating	Date & Time	21/06/2021 10:17:25 AM
Vote Description	FARMASI DAN BEKALAN	Vote Code	090401/012200/27401/99
Ministry/Department	B4242 - KEMENTERIAN KESIHATAN	Warrant Date	<input type="text"/>
Warrant No.	<input type="text"/>	Warrant Type	<input type="text"/>
Current Balance(RM)	0.00	Status	Open
Allocate Amount(RM)	0.00	Created By	<input type="text"/>
New Balance(RM)	0.00	Approved/Rejected By	<input type="text"/>
Project Title	<input type="text"/>	Reject Reason	<input type="text"/>

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.  
 $New Balance (RM) = Current Balance (RM) + Allocate Amount (RM)$

#### STEP 8

Enter **Project Title** if applicable

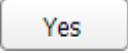
#### Note

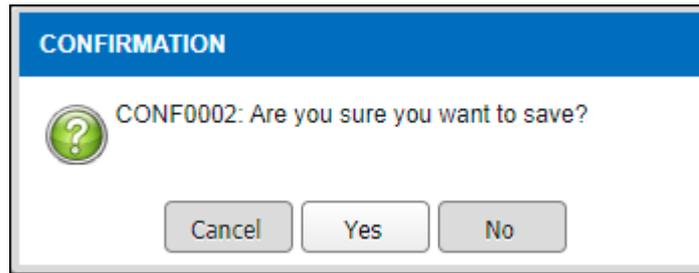
A maximum of hundred (100) characters is allowed in the **Project Title** field.

#### STEP 9

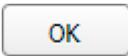
Click on the  button to save the transaction

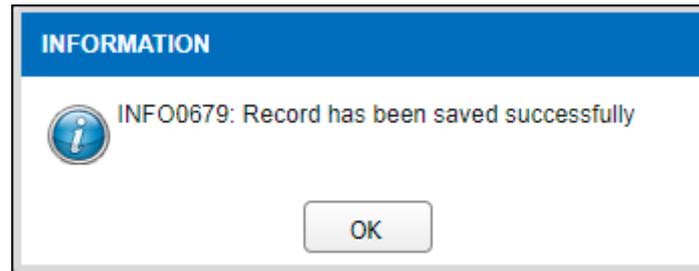
#### Note

- 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**

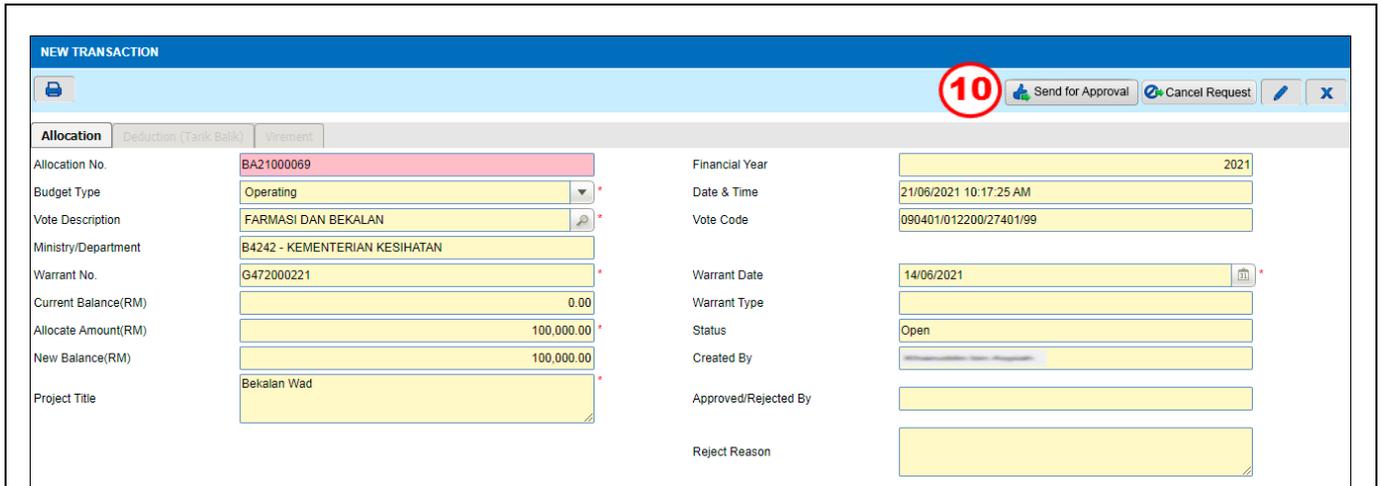
-  button will be enabled.
-  button will be enabled. Click on the button to cancel the transaction and the status will be changed to 'Cancelled'.
- **Allocation No** will be generated automatically. E.g.: BA13000001

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



Allocation	Deduction (Tarik Balik)	Virement	
Allocation No.	BA21000069	Financial Year	2021
Budget Type	Operating	Date & Time	21/06/2021 10:17:25 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	Open
Allocate Amount(RM)	100,000.00	Created By	
New Balance(RM)	100,000.00	Approved/Rejected By	
Project Title	Bekalan Wad	Reject Reason	

Figure 4.2.2-7 Send For Approval

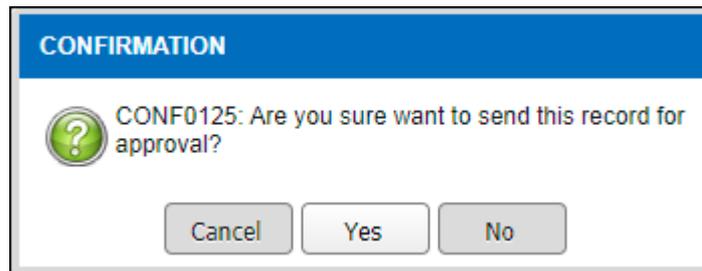


Figure 4.2.2-8 Alert Message Send for Approval

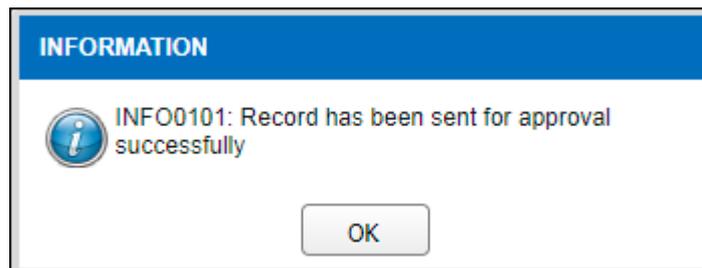


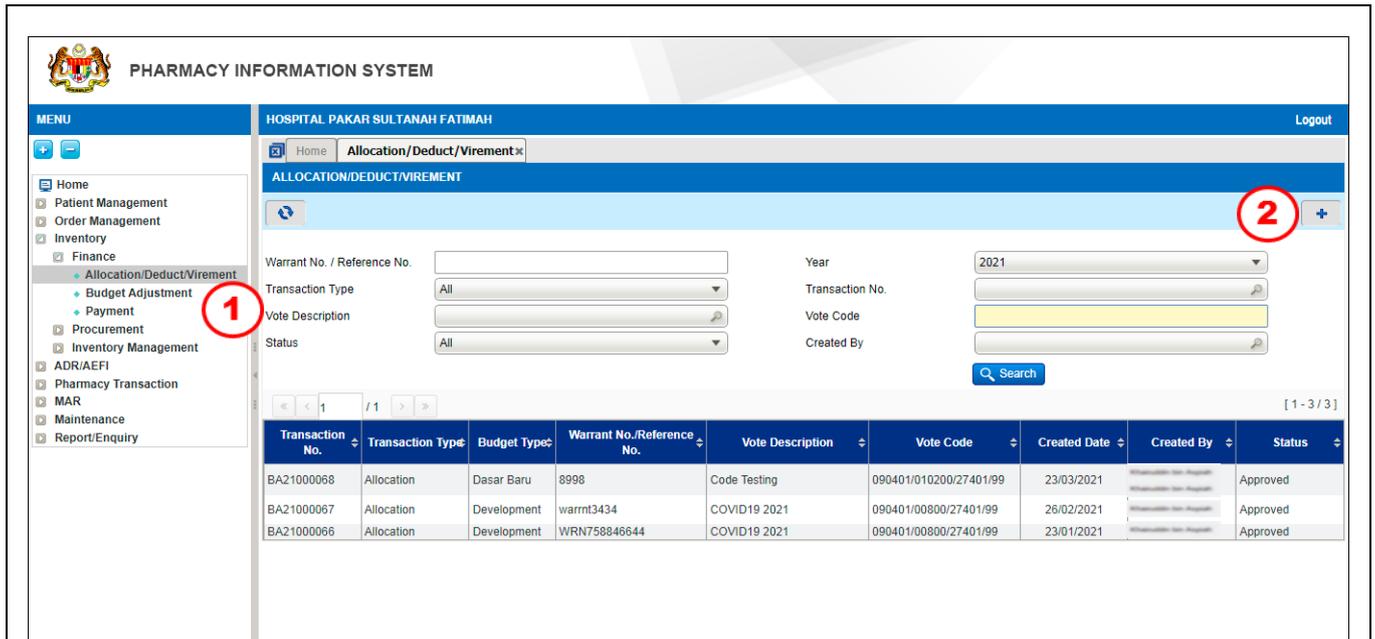
Figure 4.2.2-9 Successfully sent for Approval

**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	Pharmaceuticals Unit Manager	Approved
BA21000067	Allocation	Development	warrmt3434	COVID19 2021	090401/00800/27401/99	26/02/2021	Pharmaceuticals Unit Manager	Approved
BA21000066	Allocation	Development	WRN758846644	COVID19 2021	090401/00800/27401/99	23/01/2021	Pharmaceuticals Unit Manager	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

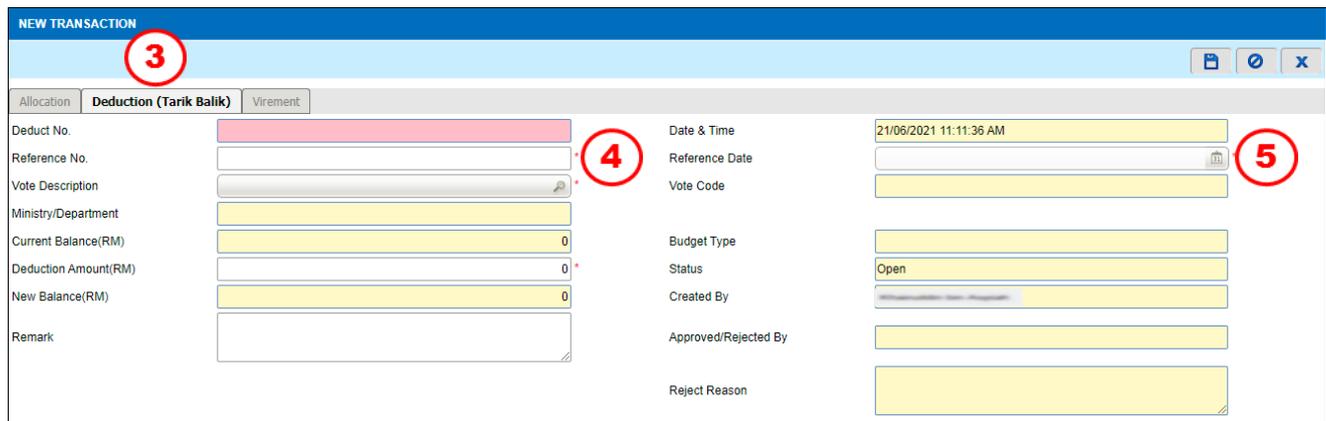


Figure 4.2.3-2 New Transaction - Deduction (Tarik Balik)

#### 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**

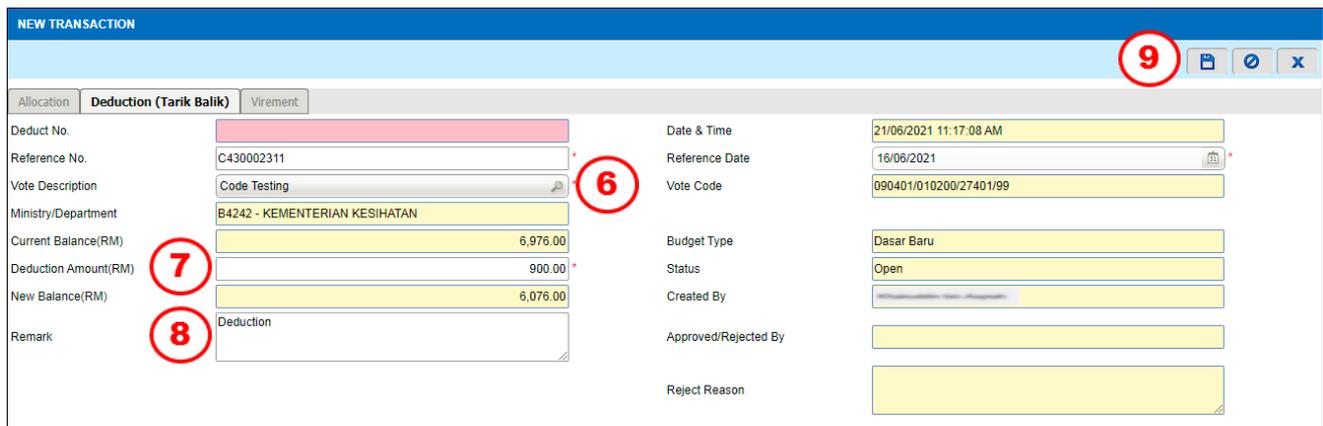
**Reference No.** will be unique for the financial year.

**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	<input type="text"/>	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="Previous"/> <input type="button" value="Next"/>		[ 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.
- **Ministry/Department and Budget Type** will displayed auto after select vote description.

**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

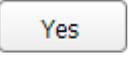
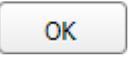
**Note**

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'.

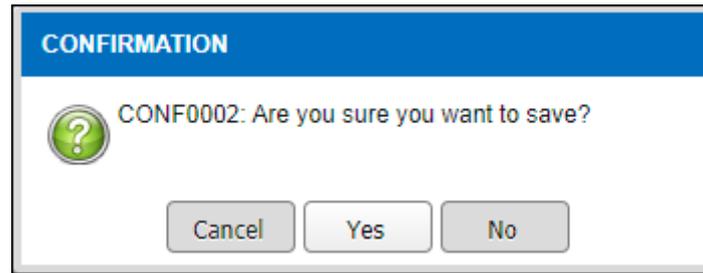


Figure 4.2.3-5 Save Confirm Alert Message

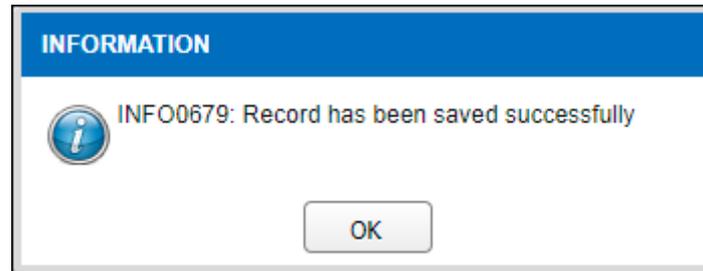
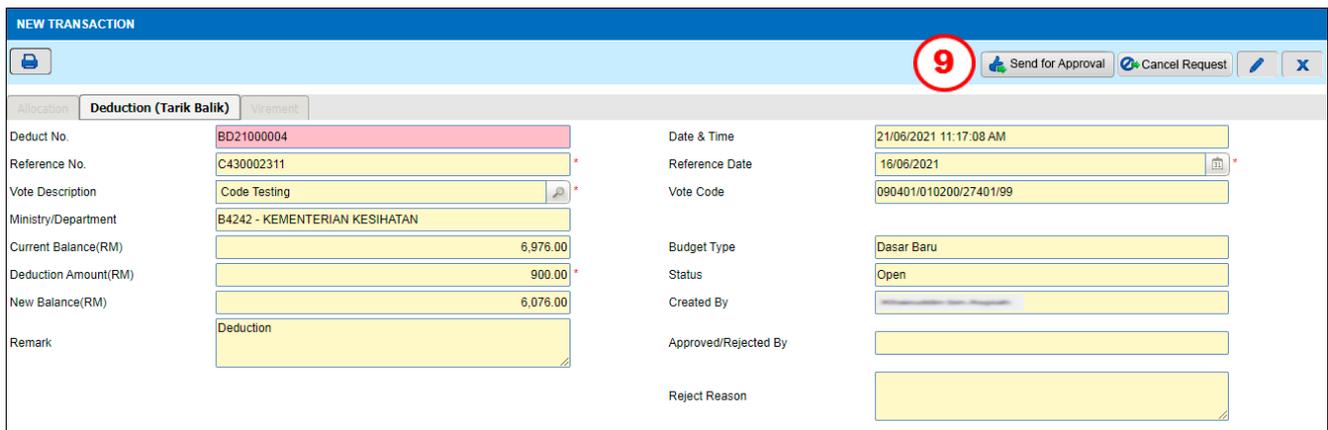


Figure 4.2.3-6 Data Saved Successfully

**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;"> <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;">9</span> <span>Send for Approval</span> <span>Cancel Request</span> </div>	
<div style="display: flex; justify-content: space-between;"> <span>Allocation</span> <span>Deduction (Tarik Balik)</span> <span>Virement</span> </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

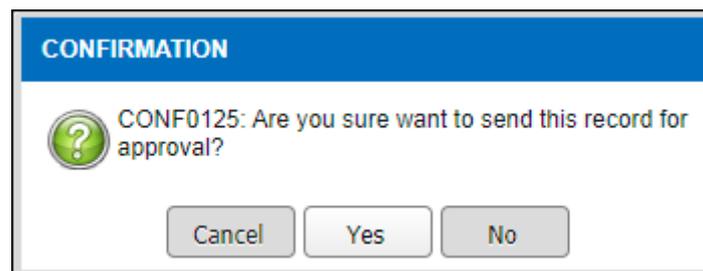
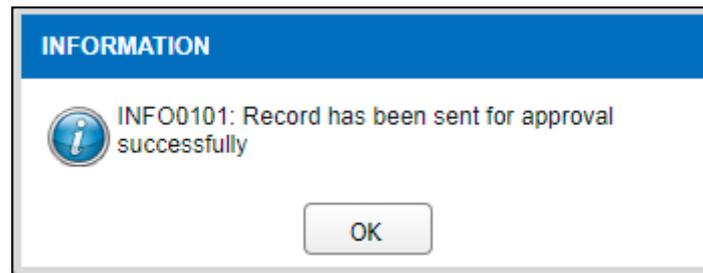
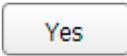


Figure 4.2.3-8 Alert Message Send for Approval



**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.

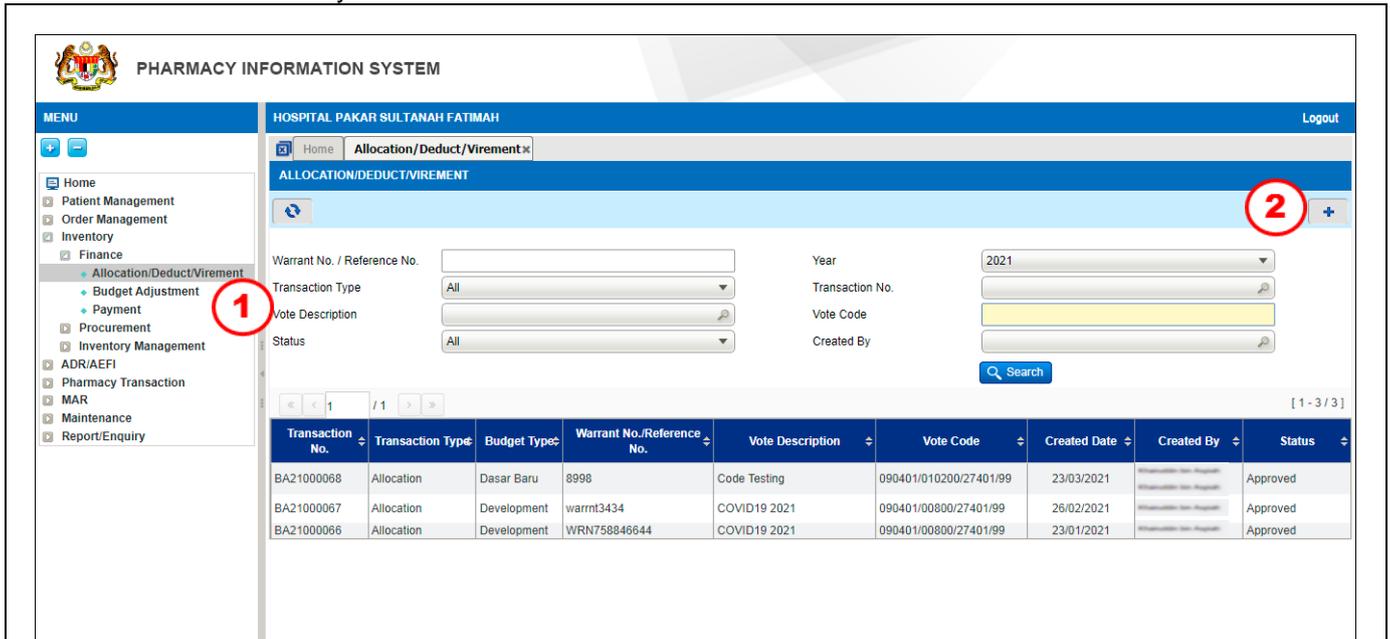


Figure 4.2.4-1 Create New Virement transaction

#### 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

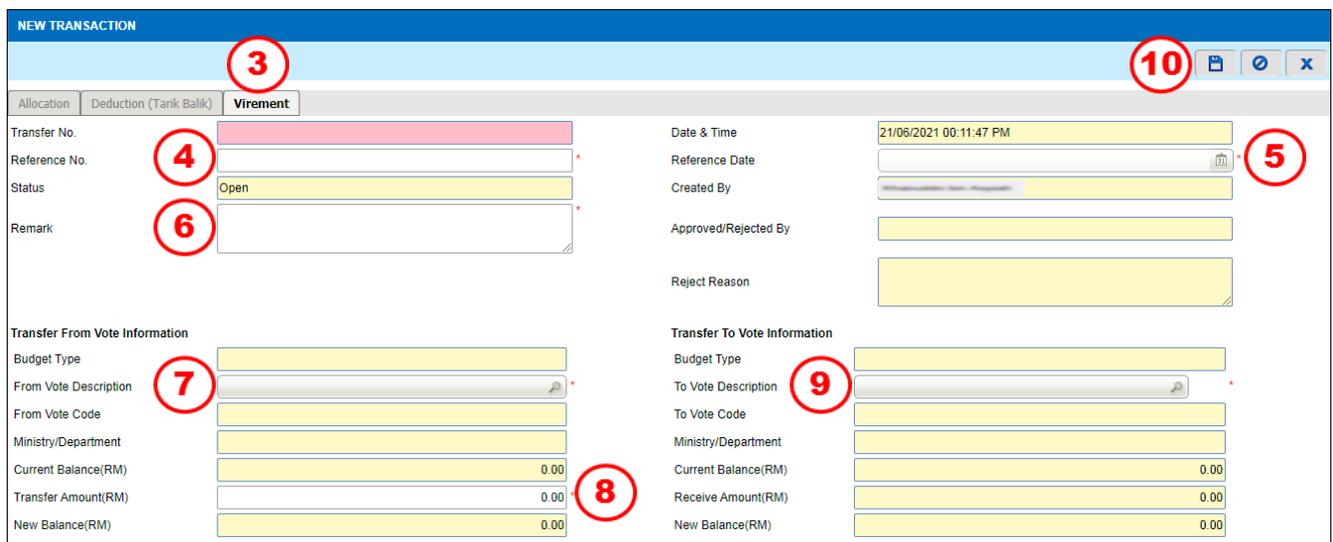


Figure 4.2.4 -2 New Transfer (Virement)

#### 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**

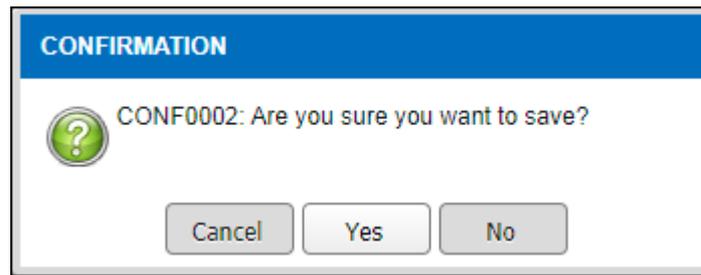
Select **To Vote Description**

**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.

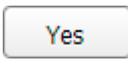
**STEP 10**

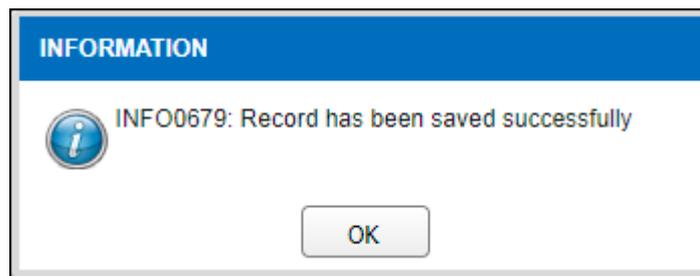
Click on the  button to save the transaction



**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**

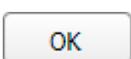
Click on the  button to send the Budget Virement record to the Pharmacist/HOD for approval

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:

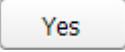
- a)  button to Approve the Allocation transaction.

TRANSACTION DETAIL			
			 <span style="border: 2px solid red; border-radius: 50%; padding: 2px 5px;">2</span> <input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="X"/>
<div style="display: flex; border-bottom: 1px solid gray;"> <div style="flex: 1; padding: 2px;">Allocation</div> <div style="flex: 1; padding: 2px;">Deduction (Tarik Balik)</div> <div style="flex: 1; padding: 2px;">Virement</div> </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

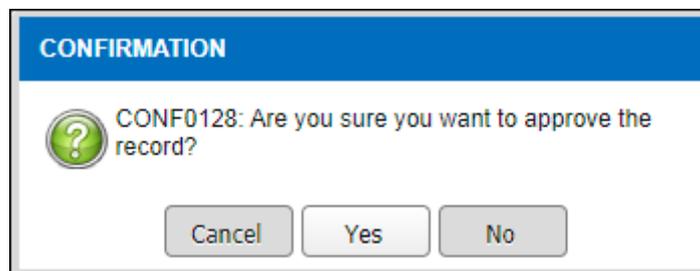
#### Note

- 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.

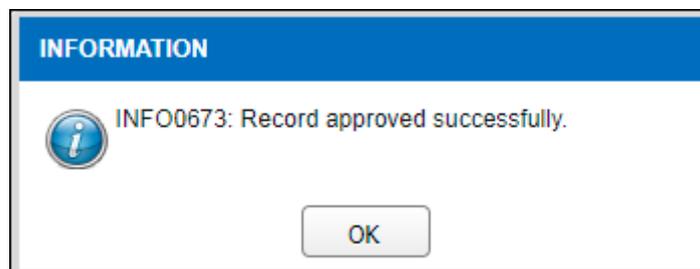
- **Warrant Type** will be displayed as **First** if the allocation to the vote code is for the first time and as **Additional** for subsequent allocation
- The **Status** will change automatically to 'Approved'.
- Alert messages will be displayed after the user makes the selection as per Figure 4.3.1-3 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**  
**Hosp. Pakar Sultanah Fatimah**  
**BUDGET ALLOCATION REPORT**

Allocation No. : BA21000099  
Vote Code : 090401/011024/27401/99  
Vote Name : BEKALAN UBAT APPL  
Budget Type : Development  
Status : Approved  
Approved/Rejected By : \_\_\_\_\_

Date	Warrant No.	Warrant Date	Warrant Type	Current Balance(RM)	Allocation Amount (RM)	New Balance (RM)	Remarks
17/10/2021	91003083	16/10/2021	Additional	91,484.07	400,000.00	491,484.07	appl ubat

PEMOHON :	PELULUS :
Nama : _____	Nama : _____
Jawatan : Penolong Pegawai Tadbir N32	Jawatan : Pegawai Farmasi UF52
Unit : STOR FARMASI	Unit : STOR FARMASI
Jabatan : Pharmacy	Jabatan : Pharmacy
Tarikh : 17/10/2021	Tarikh : 17/10/2021

Printed Date : 02/12/2021      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;"> <span>Allocation: Deduction (Tarik Balik)</span> <span>Virement</span> </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	

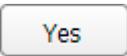
Figure 4.3.2-2 Transaction Details

#### 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

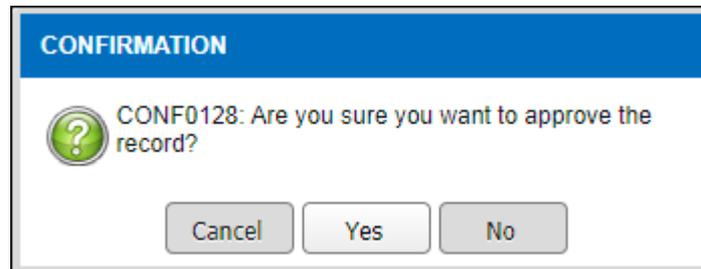


Figure 4.3.2-3 Confirmation Alert Message

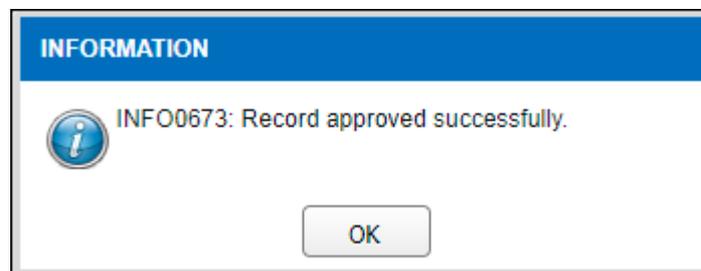


Figure 4.3.2-4 Information Alert Message



KEMENTERIAN KESIHATAN MALAYSIA  
Hosp. Pakar Sultanah Fatimah  
BUDGET DEDUCTION REPORT

Deduction No : BD21000004  
Vote Code : 090401/00800/27499/99  
Vote Name : PPE COVID19  
Budget Type : One Off  
Status : Approved

Approved/Rejected By :

Date	Reference No.	Current Balance(RM)	Deduction Amount (RM)	New Balance (RM)	Remarks
08/07/2021	91002036	137,679.95	3.72	137,676.23	waran tarik balik

PEMOHON :

Nama :  
Jawatan : Penolong Pegawai Tadbir N32  
Unit : STOR FARMASI  
Jabatan : Pharmacy  
Tarikh : 08/07/2021

PELULUS :

Nama :  
Jawatan : Pegawai Farmasi UF52  
Unit : STOR FARMASI  
Jabatan : Pharmacy  
Tarikh : 08/07/2021

Printed Date : 02/12/2021

Printed By :

Unit Name : STOR FARMASI

Source : PhIS

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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"/>						
						[ 81 - 85 / 85 ]
Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Issuing	I02PS001-0085348	Drug	26/10/2021 02:38 PM	Pending To Issue	FARMASI BEKALAN WAD	
Received From Supplier	P210005250	Non-Drug	26/10/2021 03:30 PM	Pending for Approval	STOR FARMASI	
Received From Supplier	P210005251	Non-Drug	26/10/2021 03:31 PM	Pending for Approval	STOR FARMASI	
Issuing	I02PS001-0085352	Drug	26/10/2021 03:50 PM	Pending To Issue	DEWAN BEDAH	
Budget Virement	BT21000001		02/12/2021 12:07 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;"> <span>Allocation</span> <span>Deduction (Tarik Balik)</span> <span style="border: 1px solid black; padding: 2px;">Virement</span> </div>			
Transfer No.	BT21000001	Date & Time	02/12/2021 00:07:42 PM
Reference No.	A772	Reference Date	02/12/2021
Status	Pending For Approval	Created By	
Remark	Virement to Wabak COVID 19 vote	Approved/Rejected By	
		Reject Reason	
<b>Transfer From Vote Information</b>		<b>Transfer To Vote Information</b>	
Budget Type	One Off	Budget Type	Operating
From Vote Description	PPE COVID19	To Vote Description	WABAK COVID19
From Vote Code	090401/00800/27499/99	To Vote Code	090401/050100/27499/99
Ministry/Department	B4242 - KEMENTERIAN KESIHATAN	Ministry/Department	B4242 - KEMENTERIAN KESIHATAN
Current Balance(RM)	1,926.23	Current Balance(RM)	0.00
Transfer Amount(RM)	900.00	Receive Amount(RM)	900.00
New Balance(RM)	1,026.23	New Balance(RM)	900.00

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**

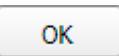
- The **Status** will change automatically to 'Approved'.
- The **Amount (RM)** transferred will only be effected in the Budget Balance once the Virement status is 'Approved'.

- **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

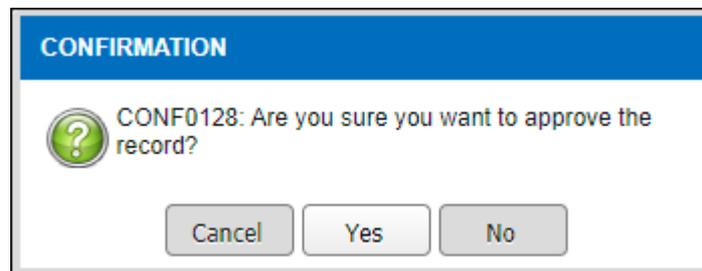


Figure 4.3.3-3 Confirmation Alert Message

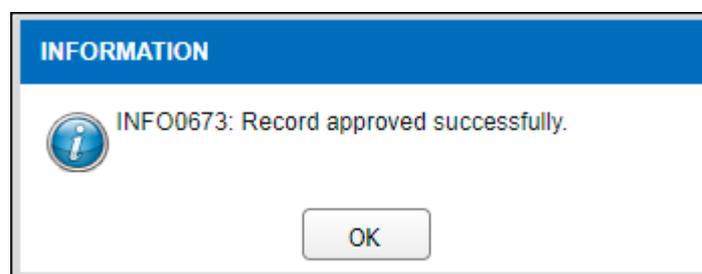


Figure 4.3.3-4 Information Alert Message



KEMENTERIAN KESIHATAN MALAYSIA

Hosp. Pakar Sultanah Fatimah

BUDGET VIREMENT REPORT

Transfer No. : BT21000001

Status : Approved

Approved/Rejected By : \_\_\_\_\_

Date	Reference No	From Vote			To Vote				
		Vote	Current Balance(RM)	Transfer Amount(RM)	New Balance (RM)	Vote	Current Balance(RM)	Receive Amount(RM)	New Balance (RM)
02/12/2021	A772	PPE COVID19 090401/00800/27499/99 One Off	1,926.23	900.00	1,026.23	WABAK COVID19 090401/050100/27499/99 Operating	0.00	900.00	900.00

PEMOHON :		PELULUS :	
Nama :	_____	Nama :	_____
Jawatan :	Pegawai Farmasi UF48 (PFK)	Jawatan :	Pegawai Farmasi UF48 (PFK)
Unit :	STOR FARMASI	Unit :	STOR FARMASI
Jabatan :	Pharmacy	Jabatan :	Pharmacy
Tarikh :	02/12/2021	Tarikh :	02/12/2021

Printed Date : 02/12/2021

Printed By : \_\_\_\_\_

Unit Name : STOR FARMASI

Source : PhIS

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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.

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.:   **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 <b>4</b>	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.: BJ21000001 Date & Time: 21/12/2021 03:55:24 PM

Year: 2021 Created By:

LPO No.: 2100105828 Voucher/ Reference No: RE44335

Budget Adjustment Type: Others Status: Approved

Remark: Adjustment Reject Reason:

Adjustment From Vote Information

Budget Type: Operating Adjustment To Vote Information

Budget Type: Development

From Vote Description: Ubat LP To Vote Description: BEKALAN UBAT LP

From Vote Code: 090401/080700/27401/99 To Vote Code: 090401/011023/27401/99

Ministry/Department: B4242 - KEMENTERIAN KESIHATAN Ministry/Department: P4242 - KEMENTERIAN KESIHATAN

Current Balance(RM)	2,936,479.78	Current Balance(RM)	503,475.72
Current Utilized Amount(RM)	7,107.20	Current Utilized Amount(RM)	0.00
Adjustment Amount(RM)	405.50	Adjustment Amount(RM)	405.50
New Utilized Amount(RM)	6,701.70	New Utilized Amount(RM)	405.50
Balance(RM)	2,936,885.28	Balance(RM)	503,070.22

**ITEM DETAILS**

Item Code	Item Description	Packaging Description	PKU	Unit Price(RM)	eP Approved Quantity	Received Quantity	Paid Amount(RM)
N01BB52974G1001XX03	Lidocaine 25mg, Prilocaine 25mg Cream (5g/tube)	pack of 5 x 5g	pack	40.55	10	10	405.50
D03AX00000G4001XX01	Protein Free Haemodialysate 10% Jelly	tube of 20 gram	tube	18.12	50	0	0.00

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	<input type="text"/>
LPO Date From	<input type="text"/>
LPO Date To	<input type="text"/>
[ 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.	<input type="text"/>	Date & Time	21/12/2021 03:34:24 PM				
Year	2021	Created By	<input type="text"/>				
LPO No.	2100105828	Voucher/ Reference No	<input type="text"/>				
Budget Adjustment Type	Others	Status	Open				
Remark	<input type="text"/>	Reject Reason	<input type="text"/>				
Adjustment From Vote Information		Adjustment To Vote Information					
Budget Type	Operating	Budget Type	<input type="text"/>				
From Vote Description	Ubat LP	To Vote Description	<input type="text"/>				
From Vote Code	090401/080700/27401/99	To Vote Code	<input type="text"/>				
Ministry/Department	B4242 - KEMENTERIAN KESIHATAN	Ministry/Department	<input type="text"/>				
Current Balance(RM)	2,936,479.78	Current Balance(RM)	0.00				
Current Utilized Amount(RM)	7,107.20	Current Utilized Amount(RM)	0.00				
Adjustment Amount(RM)	405.50	Adjustment Amount(RM)	405.50				
New Utilized Amount(RM)	6,701.70	New Utilized Amount(RM)	0.00				
New Balance(RM)	2,936,885.28	New Balance(RM)	0.00				
ITEM DETAILS							
[ 1 - 2 / 2 ]							
Item Code	Item Description	Packaging Description	PKU	Unit Price(RM)	eP Approved Quantity	Received Quantity	Paid Amount(RM)
<input checked="" type="checkbox"/> N01BB52974G1001XX.03	Lidocaine 25mg, Prilocaine 25mg Cream (5g/tube)	pack of 5 x 5g	pack	40.55	10	10	405.50
<input checked="" type="checkbox"/> D03AX00000G4001XX.01	Protein Free Haemodialysate 10% Jelly	tube of 20 gram	tube	18.12	50	0	0.00

**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 <span style="float: right;">X</span>			
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="&lt;"/> <input type="text" value="1"/> <input type="button" value="&gt;"/> <input type="button" value="»"/>		[ 1 - 10 / 580 ]	
Budget Type	To Vote Description	To Vote Code	Ministry/Department
Operating	WABAK COVID19	090401/050100/27499/99	B4242 - KEMENTERIAN KESIHATAN
Dasar Baru	WABAK COVID19	090401/050100/27499/99	B4242 - KEMENTERIAN KESIHATAN
One Off	WABAK COVID19	090401/050100/27499/99	B4242 - KEMENTERIAN KESIHATAN
Development	WABAK COVID19	090401/050100/27499/99	B4242 - KEMENTERIAN KESIHATAN
Kumpulan Wang Amanah Negara	WABAK COVID19	090401/050100/27499/99	B4242 - KEMENTERIAN KESIHATAN
Dasar Baru	VAKSIN LP	090401/011023/27404/99	P4242 - KEMENTERIAN KESIHATAN
Development	VAKSIN LP	090401/011023/27404/99	P4242 - KEMENTERIAN KESIHATAN
One Off	VAKSIN LP	090401/011023/27404/99	P4242 - KEMENTERIAN KESIHATAN
Operating	VAKSIN LP	090401/011023/27404/99	P4242 - KEMENTERIAN KESIHATAN
Kumpulan Wang Amanah Negara	VAKSIN LP	090401/011023/27404/99	P4242 - 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

**BUDGET ADJUSTMENT NEW TRANSACTION**

9
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Transaction No.		Date & Time	21/12/2021 03:34:24 PM
Year	2021	Created By	
LPO No.	2100105828	Voucher/ Reference No	RE44335
Budget Adjustment Type	Others	Status	Open
Remark	Adjustment	Reject Reason	
<b>Adjustment From Vote Information</b>		<b>Adjustment To Vote Information</b>	
Budget Type	Operating	Budget Type	Kumpulan Wang Amanah Negara
From Vote Description	Ubat LP	To Vote Description	WABAK COVID19
From Vote Code	090401/080700/27401/99	To Vote Code	090401/050100/27499/99
Ministry/Department	B4242 - KEMENTERIAN KESIHATAN	Ministry/Department	B4242 - KEMENTERIAN KESIHATAN
Current Balance(RM)	2,936,479.78	Current Balance(RM)	0.00
Current Utilized Amount(RM)	7,107.20	Current Utilized Amount(RM)	0.00
Adjustment Amount(RM)	405.50	Adjustment Amount(RM)	405.50
New Utilized Amount(RM)	6,701.70	New Utilized Amount(RM)	405.50
New Balance(RM)	2,936,885.28	New Balance(RM)	-405.50

**ITEM DETAILS**

Item Code	Item Description	Packaging Description	PKU	Unit Price(RM)	eP Approved Quantity	Received Quantity	Paid Amount(RM)
N01BB52974G1001XX.03	Lidocaine 25mg, Prilocaine 25mg Cream (5g/tube)	pack of 5 x 5g	pack	40.55	10	10	405.50
D03AX00000G4001XX.01	Protein Free Haemodialysate 10% Jelly	tube of 20 gram	tube	18.12	50	0	0.00

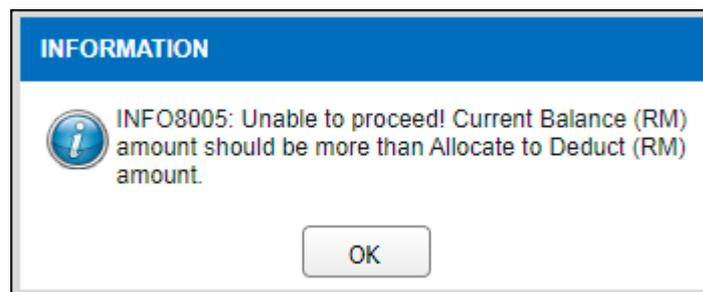
**Figure 4.4.2-6 Budget Adjustment New Transaction**

**STEP 9**

Click on button to save the transaction

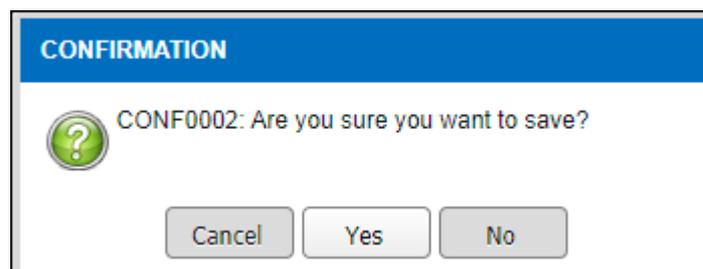
**Note**

- 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.

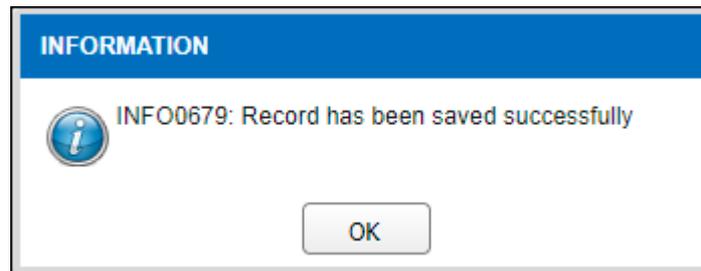
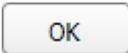


Figure 4.4.2-9 Information Alert Messages

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

10

**BUDGET ADJUSTMENT NEW TRANSACTION**

+
Send for Approval
Cancel Request
✎
✕

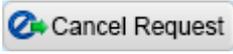
Transaction No.	BJ21000001	Date & Time	21/12/2021 03:34:24 PM
Year	2021	Created By	
LPO No.	2100105828	Voucher/ Reference No	RE44335
Budget Adjustment Type	Others	Status	Open
Remark	Adjustment	Reject Reason	
<b>Adjustment From Vote Information</b>		<b>Adjustment To Vote Information</b>	
Budget Type	Operating	Budget Type	Development
From Vote Description	Ubat LP	To Vote Description	BEKALAN UBAT LP
From Vote Code	090401/080700/27401/99	To Vote Code	090401/011023/27401/99
Ministry/Department	B4242 - KEMENTERIAN KESIHATAN	Ministry/Department	P4242 - KEMENTERIAN KESIHATAN
Current Balance(RM)	2,936,479.78	Current Balance(RM)	503,475.72
Current Utilized Amount(RM)	7,107.20	Current Utilized Amount(RM)	0.00
Adjustment Amount(RM)	405.50	Adjustment Amount(RM)	405.50
New Utilized Amount(RM)	6,701.70	New Utilized Amount(RM)	405.50
New Balance(RM)	2,936,885.28	New Balance(RM)	503,070.22

**ITEM DETAILS**

Item Code	Item Description	Packaging Description	PKU	Unit Price(RM)	eP Approved Quantity	Received Quantity	Paid Amount(RM)
<input checked="" type="checkbox"/> N01BB52974G1001XX.03	Lidocaine 25mg, Prilocaine 25mg Cream (5g/tube)	pack of 5 x 5g	pack	40.55	10	10	405.50
<input checked="" type="checkbox"/> D03AX00000G4001XX.01	Protein Free Haemodialysate 10% Jelly	tube of 20 gram	tube	18.12	50	0	0.00

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'.

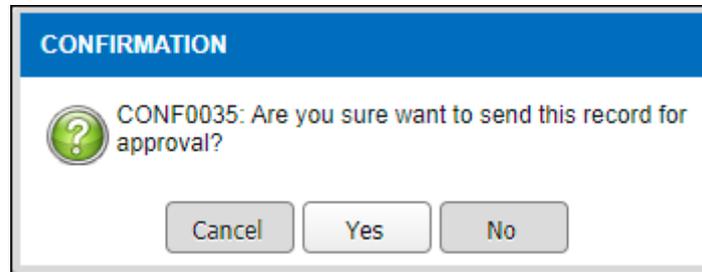


Figure 4.4.2-11 Confirmation Alert Message

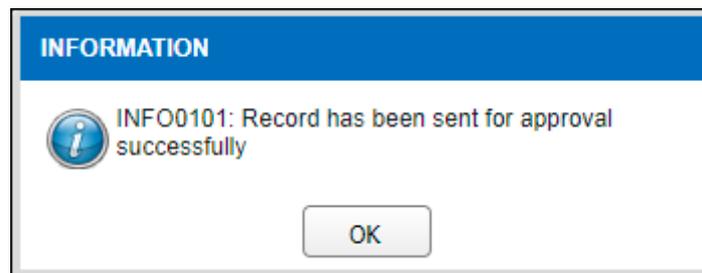


Figure 4.4.2-12 Information Alert Message

- 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 ✎ ✕

<p>Transaction No. <input type="text" value="BJ21000001"/></p> <p>Year <input type="text" value="2021"/></p> <p>LPO No. <input type="text" value="2100105828"/></p> <p>Budget Adjustment Type <input type="text" value="Others"/></p> <p>Remark <input type="text" value="Adjustment"/></p> <p>Adjustment From Vote Information</p> <p>Budget Type <input type="text" value="Operating"/></p> <p>From Vote Description <input type="text" value="Ubat LP"/></p> <p>From Vote Code <input type="text" value="090401/080700/27401/99"/></p> <p>Ministry/Department <input type="text" value="B4242 - KEMENTERIAN KESIHATAN"/></p> <p>Current Balance(RM) <input type="text" value="2,936,479.78"/></p> <p>Current Utilized Amount(RM) <input type="text" value="7,107.20"/></p> <p>Adjustment Amount(RM) <input type="text" value="405.50"/></p> <p>New Utilized Amount(RM) <input type="text" value="6,701.70"/></p> <p>New Balance(RM) <input type="text" value="2,936,885.28"/></p>	<p>Date &amp; Time <input type="text" value="21/12/2021 03:34:24 PM"/></p> <p>Created By <input type="text" value=""/></p> <p>Voucher/ Reference No <input type="text" value="RE44335"/></p> <p>Status <input type="text" value="Pending For Approval"/></p> <p>Reject Reason <input type="text" value=""/></p> <p>Adjustment To Vote Information</p> <p>Budget Type <input type="text" value="Development"/></p> <p>To Vote Description <input type="text" value="BEKALAN UBAT LP"/></p> <p>To Vote Code <input type="text" value="090401/011023/27401/99"/></p> <p>Ministry/Department <input type="text" value="P4242 - KEMENTERIAN KESIHATAN"/></p> <p>Current Balance(RM) <input type="text" value="503,475.72"/></p> <p>Current Utilized Amount(RM) <input type="text" value="0.00"/></p> <p>Adjustment Amount(RM) <input type="text" value="405.50"/></p> <p>New Utilized Amount(RM) <input type="text" value="405.50"/></p> <p>New Balance(RM) <input type="text" value="503,070.22"/></p>
--	--

**ITEM DETAILS**

Item Code	Item Description	Packaging Description	PKU	Unit Price(RM)	eP Approved Quantity	Received Quantity	Paid Amount(RM)
<input checked="" type="checkbox"/> N01BB52974G1001XX.03	Lidocaine 25mg, Prilocaine 25mg Cream (5g/tube)	pack of 5 x 5g	pack	40.55	10	10	405.50
<input checked="" type="checkbox"/> D03AX00000G4001XX.01	Protein Free Haemodialysate 10% Jelly	tube of 20 gram	tube	18.12	50	0	0.00

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'.

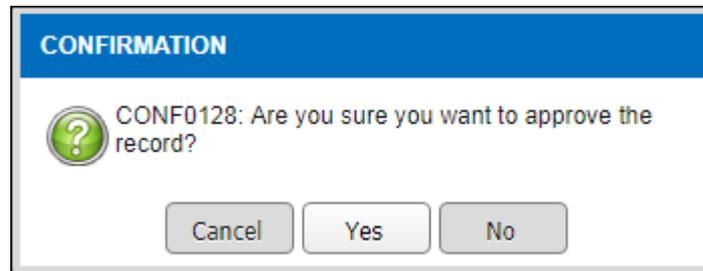


Figure 4.4.2-14 Confirmation Alert Message

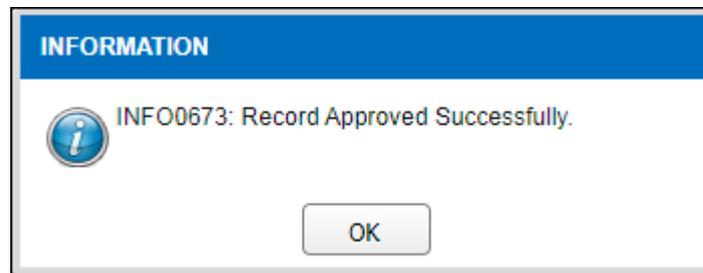
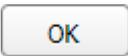


Figure 4.4.2-15 Information Alert Message

- 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.	BJ21000001			Date & Time	21/12/2021 03:55:24 PM				
Year	2021			Created By					
LPO No.	2100105828			Voucher/ Reference No	RE44335				
Budget Adjustment Type	Others			Status	Approved				
Remark	Adjustment			Reject Reason					
Adjustment From Vote Information				Adjustment To Vote Information					
Budget Type	Operating			Budget Type	Development				
From Vote Description	Ubat LP			To Vote Description	BEKALAN UBAT LP				
From Vote Code	090401/080700/27401/99			To Vote Code	090401/011023/27401/99				
Ministry/Department	B4242 - KEMENTERIAN KESIHATAN			Ministry/Department	P4242 - KEMENTERIAN KESIHATAN				
Current Balance(RM)	2,936,479.78			Current Balance(RM)	503,475.72				
Current Utilized Amount(RM)	7,107.20			Current Utilized Amount(RM)	0.00				
Adjustment Amount(RM)	405.50			Adjustment Amount(RM)	405.50				
New Utilized Amount(RM)	6,701.70			New Utilized Amount(RM)	405.50				
Balance(RM)	2,936,885.28			Balance(RM)	503,070.22				
ITEM DETAILS									
[ 1 - 2 / 2 ]									
Item Code	Item Description	Packaging Description	PKU	Unit Price(RM)	eP Approved Quantity	Received Quantity	Paid Amount(RM)		
<input checked="" type="checkbox"/> N01BB52974G1001XX.03	Lidocaine 25mg, Prilocaine 25mg Cream (5g/tube)	pack of 5 x 5g	pack	40.55	10	10	405.50		
<input checked="" type="checkbox"/> D03AX00000G4001XX.01	Protein Free Haemodialysate 10% Jelly	tube of 20 gram	tube	18.12	50	0	0.00		

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.

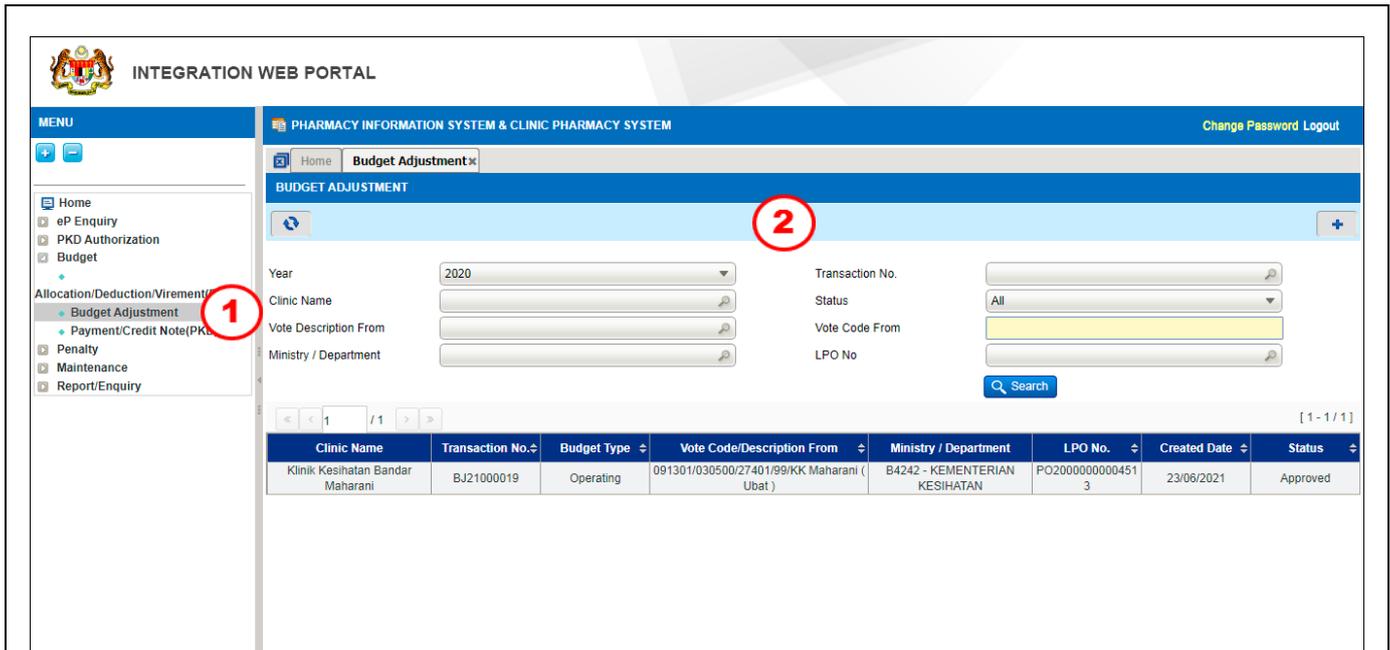


Figure 4.4.3-1 Budget Adjustment Listing

#### STEP 1

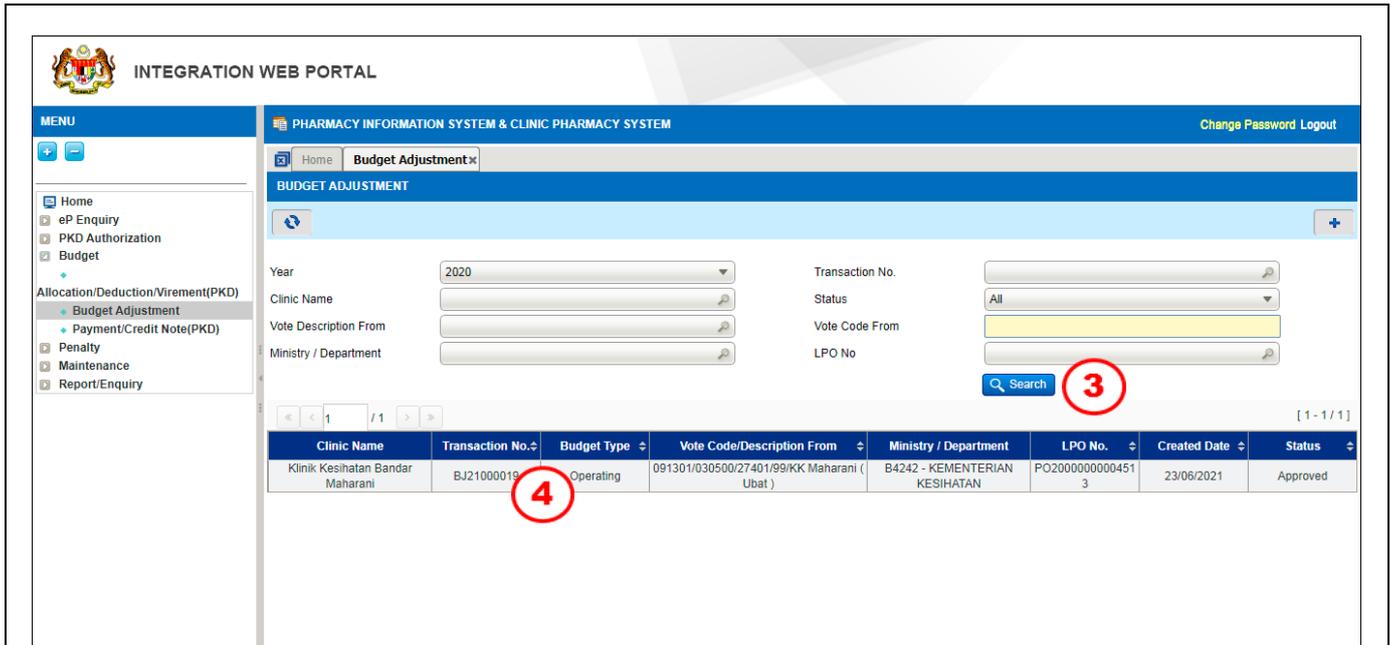
Click on the 'Budget' menu followed by 'Budget Adjustment'

#### 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

Change Password Logout

Home Budget Adjustment

BUDGET ADJUSTMENT

Year: 2020

Transaction No.:

Clinic Name:

Status: All

Vote Description From:

Vote Code From:

Ministry / Department:

LPO No.:

Search

[ 1 - 1 / 1 ]

Clinic Name	Transaction No.	Budget Type	Vote Code/Description From	Ministry / Department	LPO No.	Created Date	Status
Klinik Kesihatan Bandar Maharani	BJ21000019	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

<p>Transaction No. <input type="text" value="BJ21007843"/></p> <p>Year <input type="text" value="2021"/></p> <p>Clinic Name <input type="text" value="Klinik Kesihatan Buntong"/></p> <p>LPO No. <input type="text" value="CO166998"/></p> <p>Budget Adjustment Type <input type="text" value="Voucher"/></p> <p>Reject Reason <input type="text"/></p> <p>Adjustment From Vote Information Budget Type <input type="text" value="Development"/></p> <p>From Vote Description <input type="text" value="Pembelian Bukan Ubat KWC"/></p> <p>From Vote Code <input type="text" value="052201/00800/27499/99"/></p> <p>Ministry/Department <input type="text" value="B4242 - KEMENTERIAN KESIHATAN"/></p> <p>Current Balance(RM) <input type="text" value="57,804.64"/></p> <p>Current Utilized Amount(RM) <input type="text" value="835.00"/></p> <p>Adjustment Amount(RM) <input type="text" value="835.00"/></p> <p>New Utilized Amount(RM) <input type="text" value="0.00"/></p> <p>Balance(RM) <input type="text" value="58,639.64"/></p>	<p>Date &amp; Time <input type="text" value="21/12/2021 04:24:52 PM"/></p> <p>Created By <input type="text" value="XXX"/></p> <p>Voucher/ Reference No <input type="text" value="12004296"/></p> <p>Status <input type="text" value="Approved"/></p> <p>Remarks <input type="text" value="Adjustment"/></p> <p>Adjustment To Vote Information Budget Type <input type="text" value="Operating"/></p> <p>To Vote Description <input type="text" value="Pembelian Ubat APPL"/></p> <p>To Vote Code <input type="text" value="052201/990100/27401/99"/></p> <p>Ministry/Department <input type="text" value="B4242 - KEMENTERIAN KESIHATAN"/></p> <p>Current Balance(RM) <input type="text" value="145,029.58"/></p> <p>Current Utilized Amount(RM) <input type="text" value="0.00"/></p> <p>Adjustment Amount(RM) <input type="text" value="835.00"/></p> <p>New Utilized Amount(RM) <input type="text" value="835.00"/></p> <p>Balance(RM) <input type="text" value="144,194.58"/></p>
---	---

ITEM DETAILS

/ 1 
[ 1 - 5 / 5 ]

	Item Code	Item Description	Packaging Description	PKU	Unit Price(RM)	eP Approved Quantity	Received Quantity	Paid Amount(RM)
<input checked="" type="checkbox"/>	14.0000.01	Alcohol Prep Pad	Pack of 200 Pieces	pack	4.06	300	0	0.00
<input checked="" type="checkbox"/>	09.0402.03	Cotton Wool 0.6g (Balls)	pack of 250 Balls	pack	4.18	40	0	0.00
<input checked="" type="checkbox"/>	12.2629.13	Disposable Needle 21 G x 40 mm	pack of 100 pieces	pack	8.35	300	0	0.00
<input checked="" type="checkbox"/>	12.2629.15	Disposable Needle 23 G x 25 mm	pack of 100 pieces	pack	8.35	500	100	835.00
<input checked="" type="checkbox"/>	12.3651.02	Disposable Syringe 3 ml	pack of 100 pieces	pack	29.35	300	0	0.00

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.

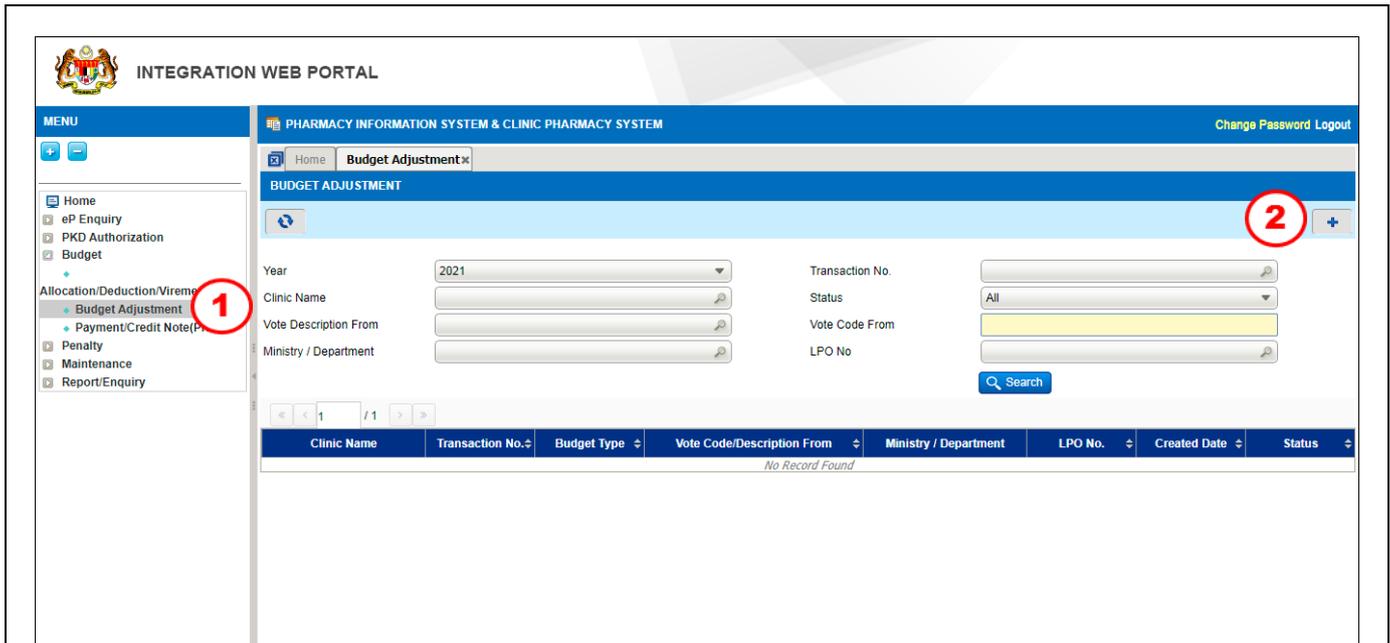


Figure 4.4.4-1 Budget Adjustment

**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

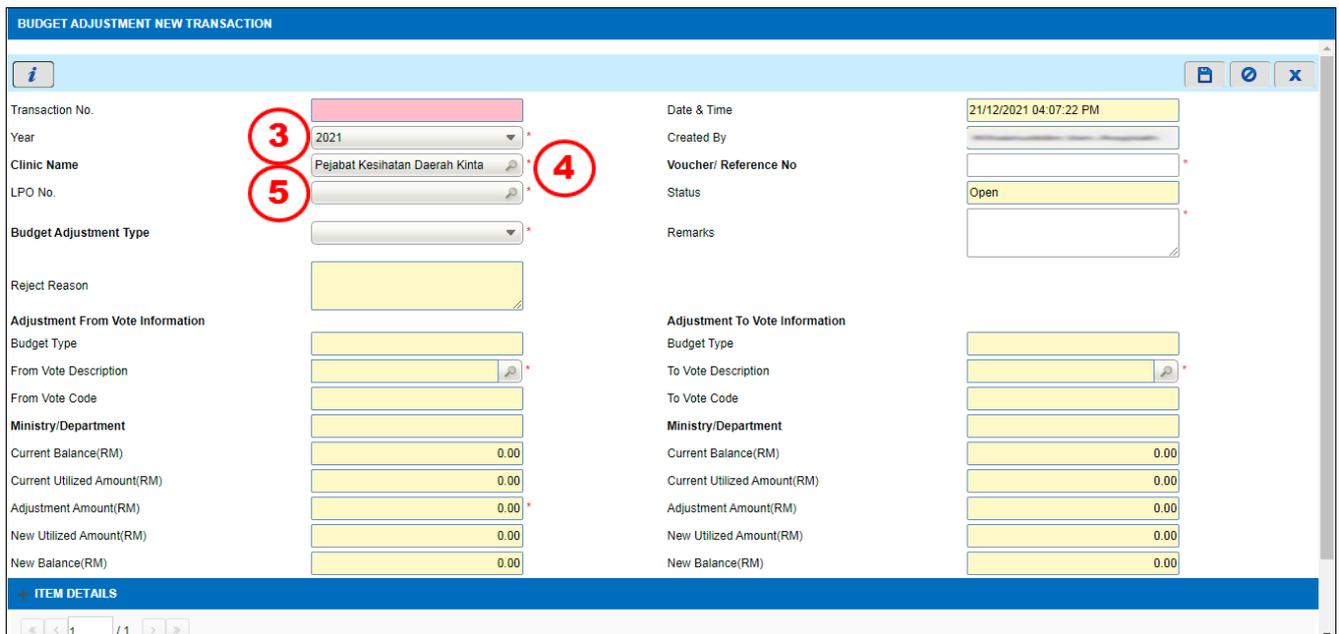


Figure 4.4.4-2 Budget Adjustment New Transaction

**STEP 3**

Select **Year**

**Note**

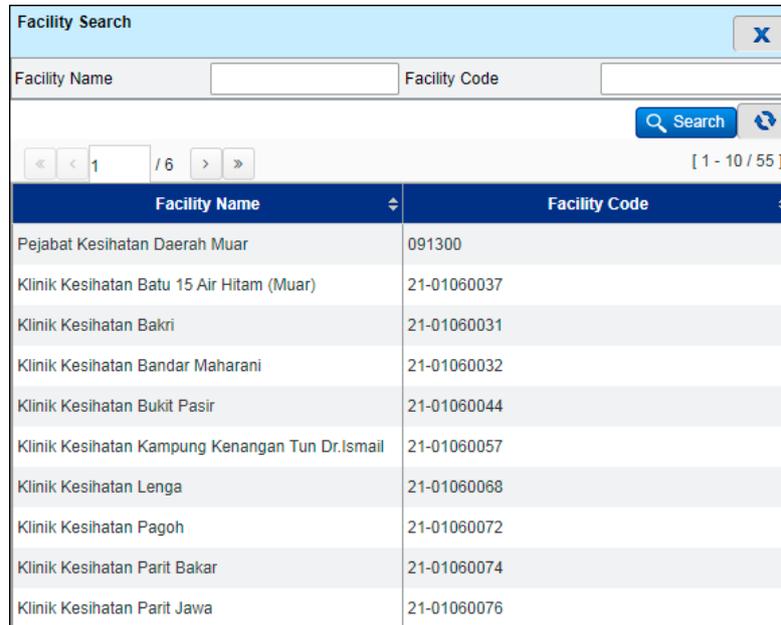
By default system will displayed current year

#### 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 'Facility Search' window with search fields for 'Facility Name' and 'Facility Code', a 'Search' button, and a table of results. The table has two columns: 'Facility Name' and 'Facility Code'. The results list various health facilities and their corresponding codes.

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.
PO2000000004513	12/01/2020
CO20000000012939	11/01/2020
CO20000000012991	11/01/2020
CO20000000012888	11/01/2020
CO20000000012990	11/01/2020
CO20000000012961	11/01/2020
CO20000000012989	11/01/2020
PO2000000004048	12/01/2020
PO2000000004052	12/01/2020
CO20000000012993	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	21/12/2021 04:12:44 PM				
Year	2021	Created By					
Clinic Name	Klinik Kesihatan Buntong	Voucher/ Reference No	12004296				
LPO No.	CO166998	Status	Open				
Budget Adjustment Type	Voucher	Remarks					
Reject Reason							
Adjustment From Vote Information		Adjustment To Vote Information					
Budget Type	Development	Budget Type					
From Vote Description	Pembelian Bukan Ubat KWC	To Vote Description					
From Vote Code	052201/00800/27499/99	To Vote Code					
Ministry/Department	B4242 - KEMENTERIAN KESIHATAN	Ministry/Department					
Current Balance(RM)	57,804.64	Current Balance(RM)	0.00				
Current Utilized Amount(RM)	835.00	Current Utilized Amount(RM)	0.00				
Adjustment Amount(RM)	835.00	Adjustment Amount(RM)	835.00				
New Utilized Amount(RM)	0.00	New Utilized Amount(RM)	0.00				
New Balance(RM)	58,639.64	New Balance(RM)	0.00				
ITEM DETAILS							
[ 1 - 5 / 5 ]							
Item Code	Item Description	Packaging Description	PKU	Unit Price(RM)	eP Approved Quantity	Received Quantity	Paid Amount(RM)
14.0000.01	Alcohol Prep Pad	Pack of 200 Pieces	pack	4.06	300	0	0.00
09.0402.03	Cotton Wool 0.6g (Balls)	pack of 250 Balls	pack	4.18	40	0	0.00
12.2629.13	Disposable Needle 21 G x 40 mm	pack of 100 pieces	pack	8.35	300	0	0.00
12.2629.15	Disposable Needle 23 G x 25 mm	pack of 100 pieces	pack	8.35	500	100	835.00
12.3651.02	Disposable Syringe 3 ml	pack of 100 pieces	pack	29.35	300	0	0.00

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 **Remarks**

**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 <span style="float: right;">X</span>			
From 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"/>
			[ 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

<p>Transaction No. <input type="text"/></p> <p>Year: 2021</p> <p>Clinic Name: Klinik Kesihatan Buntong</p> <p>LPO No.: CO166998</p> <p>Budget Adjustment Type: Voucher</p> <p>Reject Reason: <input type="text"/></p> <p>Adjustment From Vote Information</p> <p>Budget Type: Development</p> <p>From Vote Description: Pembelian Bukan Ubat KWC</p> <p>From Vote Code: 052201/00800/27499/99</p> <p>Ministry/Department: B4242 - KEMENTERIAN KESIHATAN</p> <p>Current Balance(RM): 57,804.64</p> <p>Current Utilized Amount(RM): 835.00</p> <p>Adjustment Amount(RM): 835.00</p> <p>New Utilized Amount(RM): 0.00</p> <p>New Balance(RM): 58,639.64</p>	<p>Date &amp; Time: 21/12/2021 04:12:44 PM</p> <p>Created By: <input type="text"/></p> <p>Voucher/ Reference No: 12004296</p> <p>Status: Open</p> <p>Remarks: Adjustment</p> <p>Adjustment To Vote Information</p> <p>Budget Type: Operating</p> <p>To Vote Description: Pembelian Ubat APPL</p> <p>To Vote Code: 052201/990100/27401/99</p> <p>Ministry/Department: B4242 - KEMENTERIAN KESIHATAN</p> <p>Current Balance(RM): 145,029.58</p> <p>Current Utilized Amount(RM): 0.00</p> <p>Adjustment Amount(RM): 835.00</p> <p>New Utilized Amount(RM): 835.00</p> <p>New Balance(RM): 144,194.58</p>
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ITEM DETAILS

Item Code	Item Description	Packaging Description	PKU	Unit Price(RM)	eP Approved Quantity	Received Quantity	Paid Amount(RM)
<input checked="" type="checkbox"/>	14.0000.01	Alcohol Prep Pad	pack	4.06	300	0	0.00
<input checked="" type="checkbox"/>	09.0402.03	Cotton Wool 0.6g (Balls)	pack	4.18	40	0	0.00
<input checked="" type="checkbox"/>	12.2629.13	Disposable Needle 21 G x 40 mm	pack	8.35	300	0	0.00
<input checked="" type="checkbox"/>	12.2629.15	Disposable Needle 23 G x 25 mm	pack	8.35	500	100	835.00
<input checked="" type="checkbox"/>	12.3651.02	Disposable Syringe 3 ml	pack	29.35	300	0	0.00

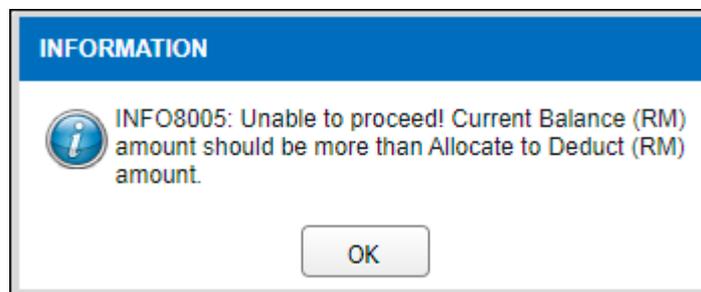
**Figure 4.4.4-7 Budget Management New Transaction**

**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

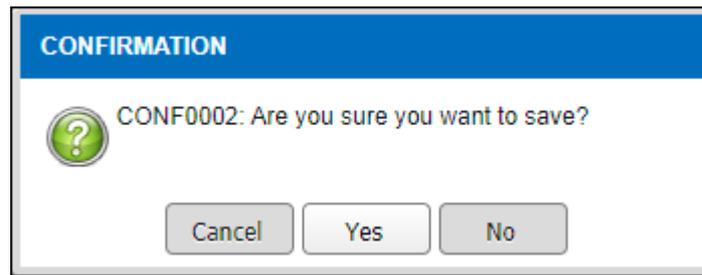


Figure 4.4.4-9 Confirmation Alert Messages

- 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.

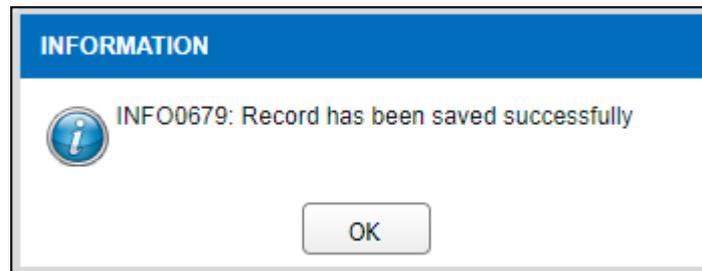
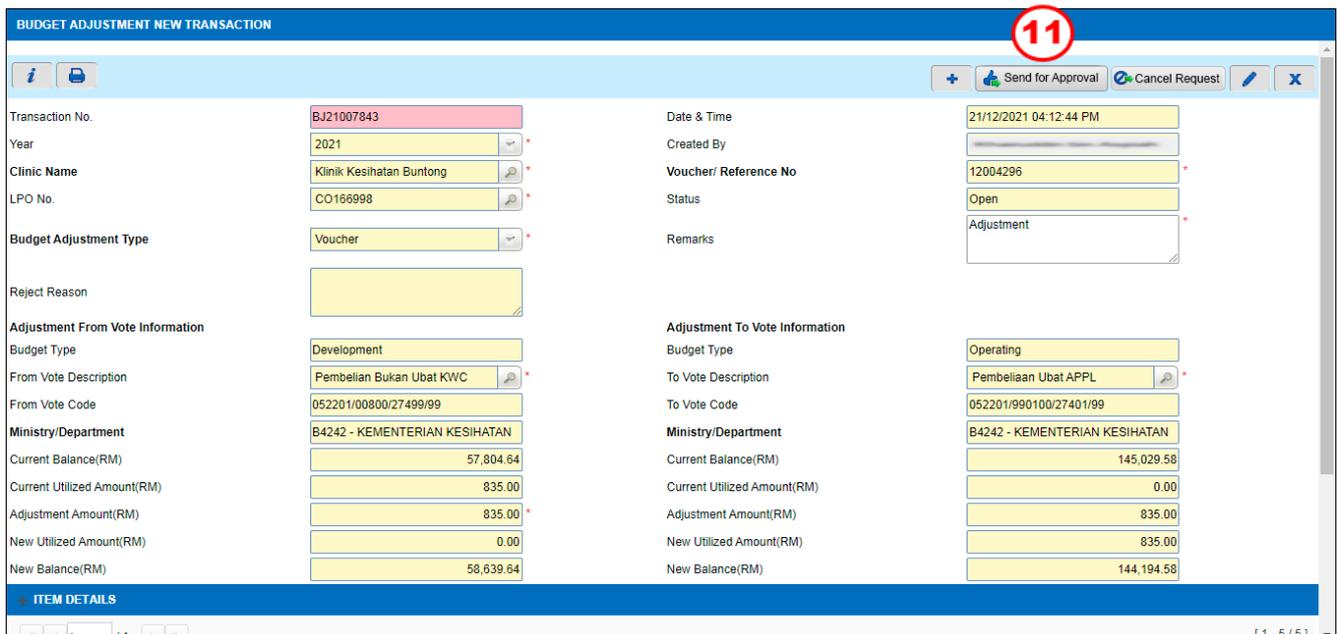


Figure 4.4.4-10 Information Alert Messages

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



BUDGET ADJUSTMENT NEW TRANSACTION			
Transaction No.	BJ21007843	Date & Time	21/12/2021 04:12:44 PM
Year	2021	Created By	
Clinic Name	Klinik Kesihatan Buntong	Voucher/ Reference No	12004296
LPO No.	CO166998	Status	Open
Budget Adjustment Type	Voucher	Remarks	Adjustment
Reject Reason			
Adjustment From Vote Information		Adjustment To Vote Information	
Budget Type	Development	Budget Type	Operating
From Vote Description	Pembelian Bukan Ubat KWC	To Vote Description	Pembelian Ubat APPL
From Vote Code	052201/00800/27499/99	To Vote Code	052201/990100/27401/99
Ministry/Department	B4242 - KEMENTERIAN KESIHATAN	Ministry/Department	B4242 - KEMENTERIAN KESIHATAN
Current Balance(RM)	57,804.64	Current Balance(RM)	145,029.58
Current Utilized Amount(RM)	835.00	Current Utilized Amount(RM)	0.00
Adjustment Amount(RM)	835.00	Adjustment Amount(RM)	835.00
New Utilized Amount(RM)	0.00	New Utilized Amount(RM)	835.00
New Balance(RM)	58,639.64	New Balance(RM)	144,194.58

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'.

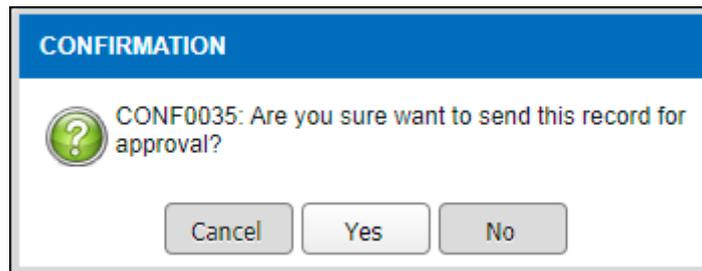


Figure 4.4.4-12 Confirmation Alert Message

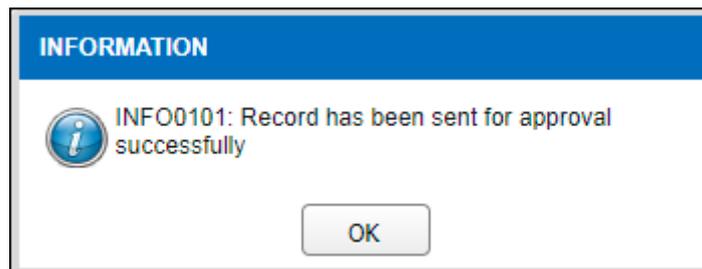


Figure 4.4.4-13 Information Alert Message

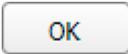
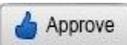
- Click on the  button, record will be successfully saved and will be updated as Figure 4.4.2-14

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'.

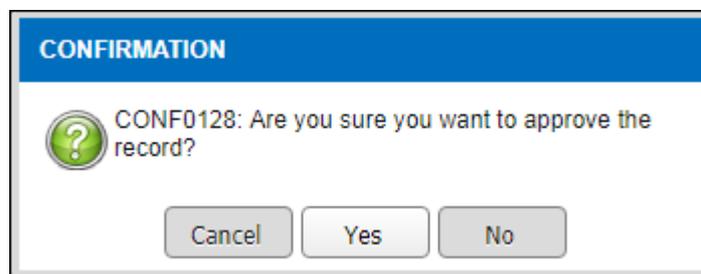


Figure 4.4.4-15 Confirmation Alert Message

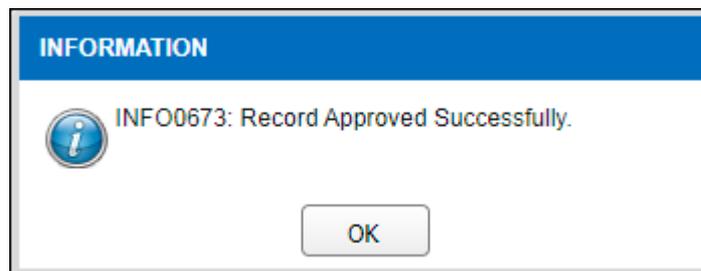
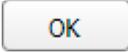


Figure 4.4.4-16 Information Alert Message

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

BUDGET ADJUSTMENT NEW TRANSACTION

<p>Transaction No. <input type="text" value="BJ21007843"/></p> <p>Year <input type="text" value="2021"/></p> <p>Clinic Name <input type="text" value="Klinik Kesihatan Buntong"/></p> <p>LPO No. <input type="text" value="CO166998"/></p> <p>Budget Adjustment Type <input type="text" value="Voucher"/></p> <p>Reject Reason <input type="text"/></p> <p>Adjustment From Vote Information</p> <p>Budget Type <input type="text" value="Development"/></p> <p>From Vote Description <input type="text" value="Pembelian Bukan Ubat KWC"/></p> <p>From Vote Code <input type="text" value="052201/00800/27499/99"/></p> <p>Ministry/Department <input type="text" value="B4242 - KEMENTERIAN KESIHATAN"/></p> <p>Current Balance(RM) <input type="text" value="57,804.64"/></p> <p>Current Utilized Amount(RM) <input type="text" value="835.00"/></p> <p>Adjustment Amount(RM) <input type="text" value="835.00"/></p> <p>New Utilized Amount(RM) <input type="text" value="0.00"/></p> <p>Balance(RM) <input type="text" value="58,639.64"/></p>	<p>Date &amp; Time <input type="text" value="21/12/2021 04:24:52 PM"/></p> <p>Created By <input type="text"/></p> <p>Voucher/ Reference No <input type="text" value="12004296"/></p> <p>Status <input type="text" value="Approved"/></p> <p>Remarks <input type="text" value="Adjustment"/></p> <p>Adjustment To Vote Information</p> <p>Budget Type <input type="text" value="Operating"/></p> <p>To Vote Description <input type="text" value="Pembelian Ubat APPL"/></p> <p>To Vote Code <input type="text" value="052201/990100/27401/99"/></p> <p>Ministry/Department <input type="text" value="B4242 - KEMENTERIAN KESIHATAN"/></p> <p>Current Balance(RM) <input type="text" value="145,029.58"/></p> <p>Current Utilized Amount(RM) <input type="text" value="0.00"/></p> <p>Adjustment Amount(RM) <input type="text" value="835.00"/></p> <p>New Utilized Amount(RM) <input type="text" value="835.00"/></p> <p>Balance(RM) <input type="text" value="144,194.58"/></p>
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ITEM DETAILS

  / 1 
[ 1 - 5 / 5 ]

<input type="checkbox"/>	Item Code	Item Description	Packaging Description	PKU	Unit Price(RM)	eP Approved Quantity	Received Quantity	Paid Amount(RM)
<input checked="" type="checkbox"/>	14.0000.01	Alcohol Prep Pad	Pack of 200 Pieces	pack	4.06	300	0	0.00
<input checked="" type="checkbox"/>	09.0402.03	Cotton Wool 0.6g (Balls)	pack of 250 Balls	pack	4.18	40	0	0.00
<input checked="" type="checkbox"/>	12.2629.13	Disposable Needle 21 G x 40 mm	pack of 100 pieces	pack	8.35	300	0	0.00
<input checked="" type="checkbox"/>	12.2629.15	Disposable Needle 23 G x 25 mm	pack of 100 pieces	pack	8.35	500	100	835.00
<input checked="" type="checkbox"/>	12.3651.02	Disposable Syringe 3 ml	pack of 100 pieces	pack	29.35	300	0	0.00

Figure 4.4.4-17 Budget Adjustment New Transaction

- User able to create new budget adjustment by click on  button

## 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>	<a href="#">Click Here</a>	15	<i>Internal Indent</i>	<a href="#">Click Here</a>
2	<i>Procurement Standard APPL</i>	<a href="#">Click Here</a>	16	<i>Issue</i>	<a href="#">Click Here</a>
3	<i>Procurement standard LP</i>	<a href="#">Click Here</a>	17	<i>Receive From Supplier</i>	<a href="#">Click Here</a>
4	<i>Procurement Standard Contract</i>	<a href="#">Click Here</a>	18	<i>Receive Inter Facility</i>	<a href="#">Click Here</a>
5	<i>Procurement Standard Quotation</i>	<a href="#">Click Here</a>	19	<i>Receive Intra Facility</i>	<a href="#">Click Here</a>
6	<i>Procurement Standard (RFQ)</i>	<a href="#">Click Here</a>	20	<i>Return to Supplier</i>	<a href="#">Click Here</a>
7	<i>Procurement Non Standard (Requisition Order)</i>	<a href="#">Click Here</a>	21	<i>Return to Supplying Unit</i>	<a href="#">Click Here</a>
8	<i>Quarantine</i>	<a href="#">Click Here</a>	22	<i>Slow Moving</i>	<a href="#">Click Here</a>
9	<i>Product Complaint</i>	<a href="#">Click Here</a>	23	<i>Stock Taking And Verification</i>	<a href="#">Click Here</a>
10	<i>Recalculate Buffer Level</i>	<a href="#">Click Here</a>	24	<i>Stock Transfer</i>	<a href="#">Click Here</a>
11	<i>Expiration And Condemn</i>	<a href="#">Click Here</a>	25	<i>Year End</i>	<a href="#">Click Here</a>
12	<i>Recall Product</i>	<a href="#">Click Here</a>	26	<i>Penalty</i>	<a href="#">Click Here</a>
13	<i>Payment</i>	<a href="#">Click Here</a>	27	<i>IWP Budget</i>	<a href="#">Click Here</a>
14	<i>External Indent</i>	<a href="#">Click Here</a>	28	<i>IWP Order Authorization</i>	<a href="#">Click Here</a>