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

User Manual Pharmacy Inventory (Finance)

Version	: 12th Edition
Document ID	: U.MANUAL_INV_FINANCE

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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
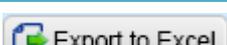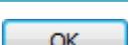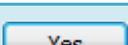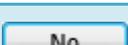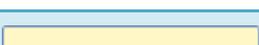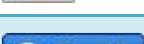
These are the sections within this document:

- 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	Login to PhIS	**Logout**	Logout from PhIS
⊠	Close All Open Tabs	🔄	Refresh Screen
➕	Expand Menu	➖	Collapse Menu
▶	Expand Module	◢	Collapse Module
➕	Add/Create New Record	💾	Save
✖	Close Window	📅	Calendar Icon
🖨	Save Transaction	🗑	Delete Record
Export to Excel	Export Report From PDF file to Excel file	OK	OK Button
Yes	Yes Button	No	No Button
○	Radio Button	☐	Checkbox
(pink box)	System Automatic Generate Record No.	(yellow box)	Automatically Display/Retrieve Box
C	Reset Login Screen	i	Show Help
🖥 Home	Display Home Tab	🔍 Search	Search Record
⊘	Cancel	(dropdown) ▼	Dropdown Box
🔍	Search Icon	*	Indicate Mandatory Field
✏	Edit Record	(empty box)	Empty Text Box
Cancel	Cancel Button		

Inventory Module Legend			
Generate RPL	Generate Request Purchase List	Vote Code	Add Vote Code
Verify	Verify record	Add Item	Add Drug/Non Drug
Send for Approval	Send for Approval	Approve	Approve record
Reject	Reject record		

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

3.0 Vote Code

3.1 Overview

User will be able to create vote code for the facility.

3.1.1 User Group

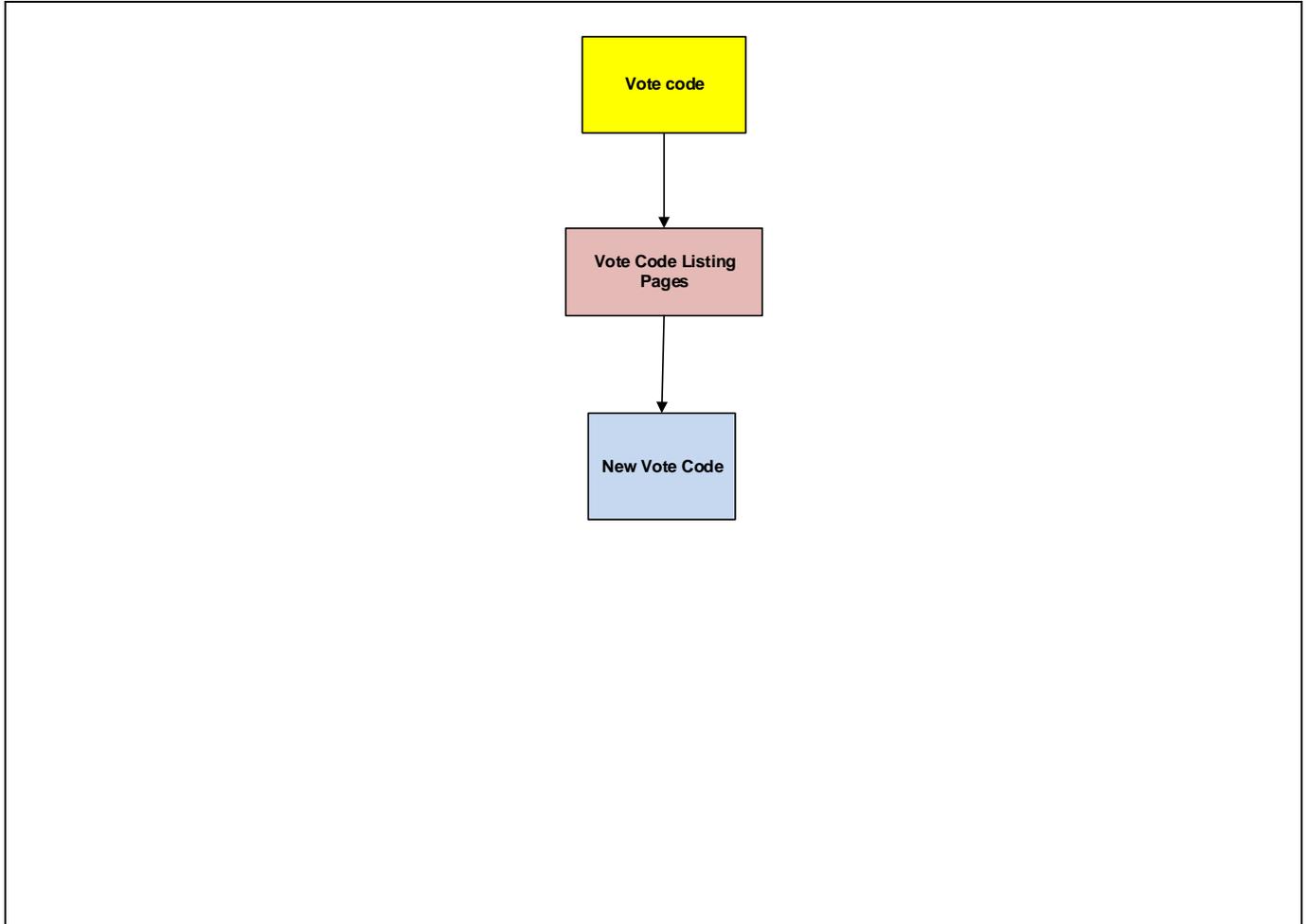This module is intended for Pharmacist.

Functional Diagram

Figure 3.1-1

3.2 Vote Code Listing Page

This page will display all the existing Vote Code.

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 [Q Search] 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	○ Yes ● No	Status	Active ▼	

Drug / Non-Drug List

« ‹ 1 / 1 › »   [1 - 3 / 3]

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

Figure 3.2-2 Existing Vote Code

3.3 New Vote Code

This function is used to create new Vote Code.

Figure 3.3-1 Create New Budget Allocation

Note

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

STEP 1
Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Vote Code'

STEP 2

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

Figure 3.3-2 New Transaction – Vote Code

Note

- ***PTJ Code*** *is defaulted to the facility's PTJ Code.*

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

- ***Object Description*** *is defaulted to Object Category*

- ***Sub Activity Description*** *is defaulted to Sub Activity Category*

- *New Vote Code **Status** is defaulted to 'Active'.*

- ***Carry Forward Vote*** *is defaulted to 'No'. If flag changed to 'Yes' Balanace 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
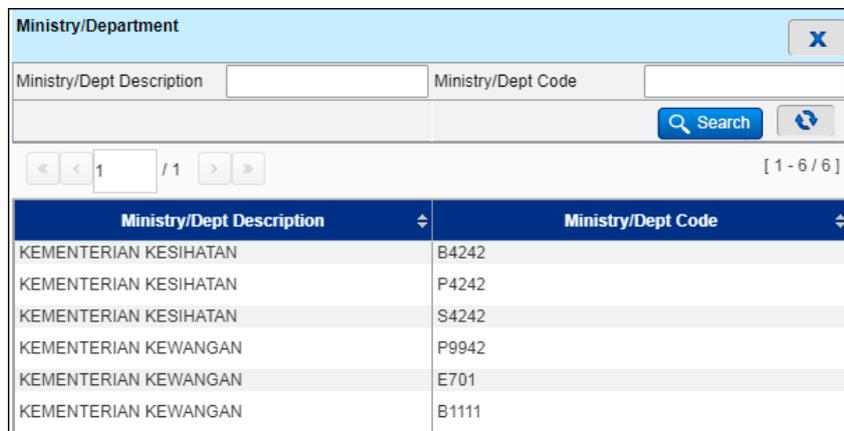
Figure 3.3-3 Search Ministry/Department

STEP 5
Select ***Activity Code*** as per Figure 3.3-4

Figure 3.3-4 Search Activity Code

STEP 5

Select *Object Code* as per Figure 3.3-4

Figure 3.3-5 Search Object Code

STEP 7

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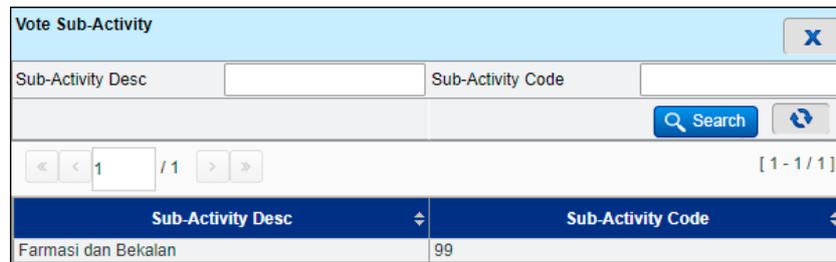
Figure 3.3-6 Sub Activity Code

<u>***Note***</u>

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

STEP 8

Click on the [💾] button to save the transaction

<u>***Note***</u>

- *Click on the* [Yes] *button in Figure 3.3-7*
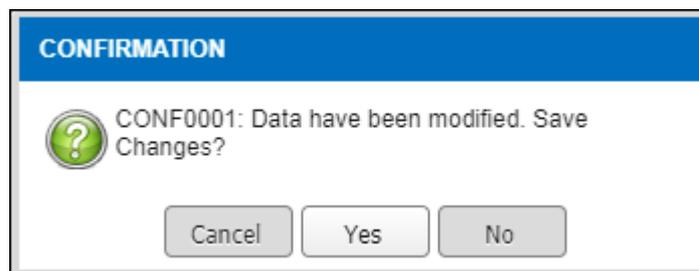
Figure 3.3-7 Save Confirm Alert Message

- *Click on the* OK *button in Figure 3.3-8*

INFORMATION

INFO0679: Record has been saved successfully

OK
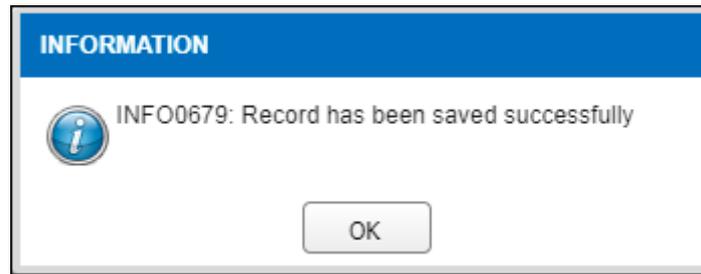
Figure 3.3-8 Information Message

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
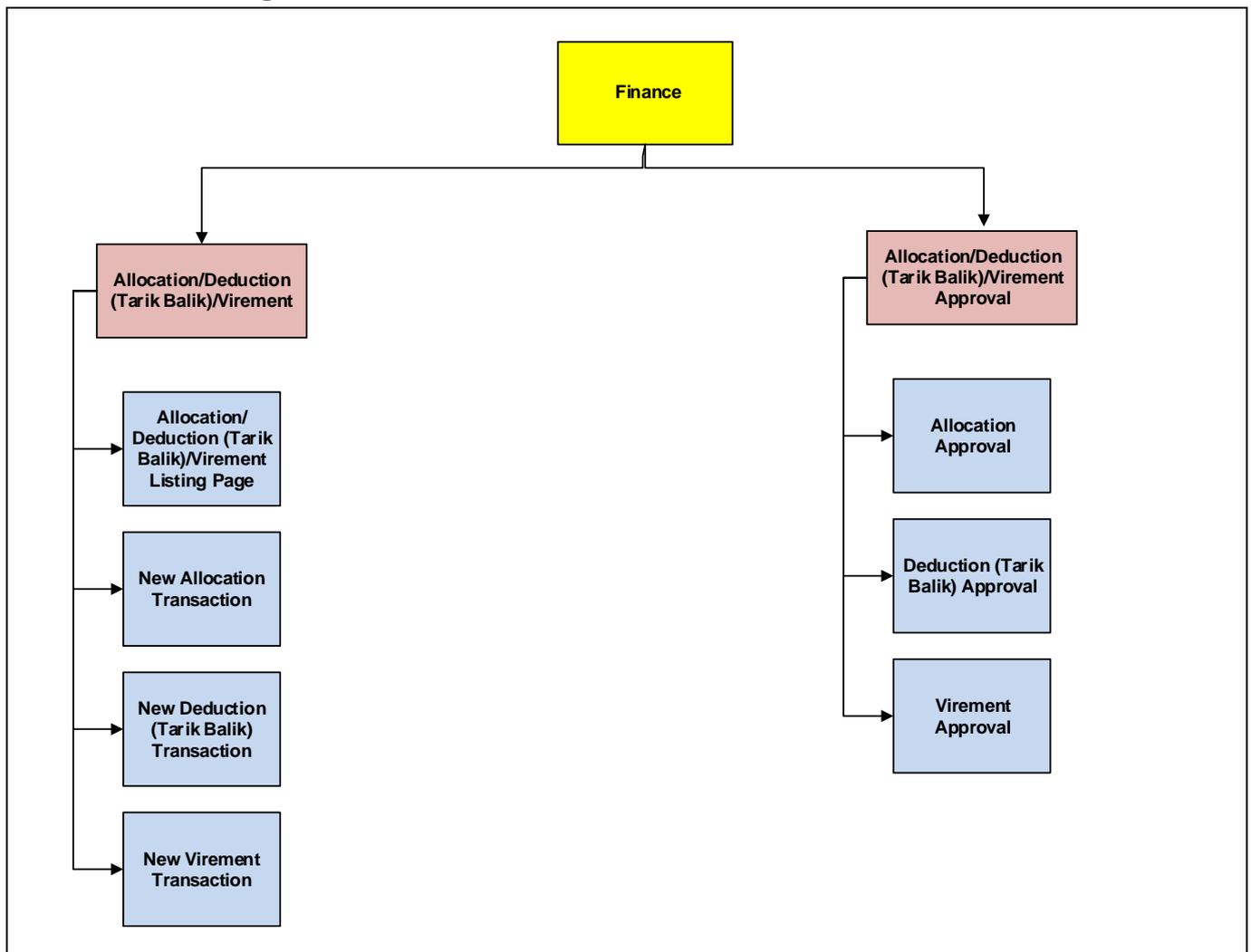
Figure 4.1-1

### 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).

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: - All - Allocation - Deduction - Virement	Transaction Type: • All – Will display all existing Allocation/deduction (Tarik Balik)/Virement transactions • Allocation – Will display existing allocation transaction(s) • Deduction – Will display existing deduction transaction(s) • Virement – Will display existing Virement transaction(s)
c	Transaction No.	Transaction No. is generated in a newly created transaction after	If Transaction Type is selected, corresponding Transaction No. will be

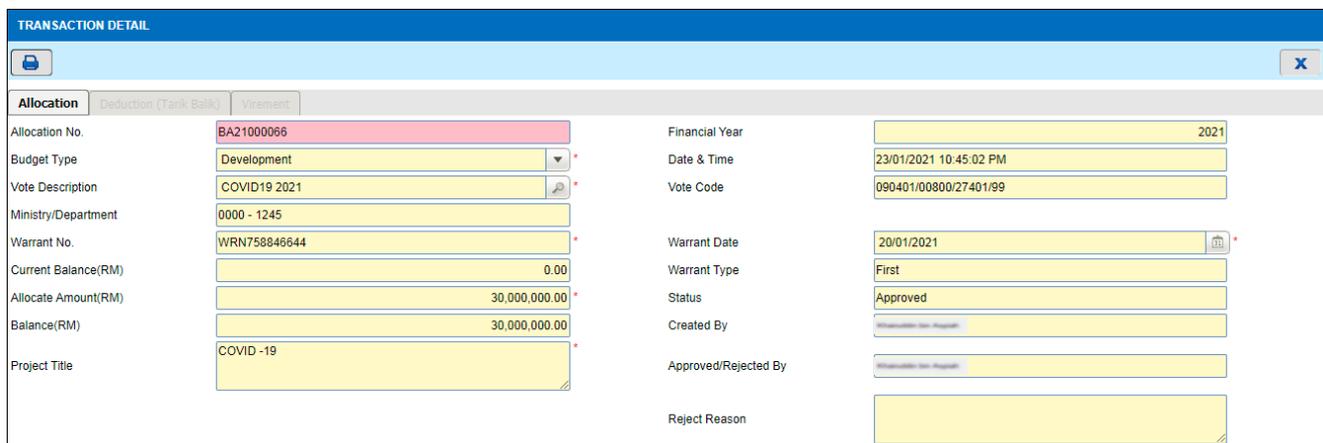|		the user saves the record	populated into this bandbox. If the Transaction Type is not selected then all Transaction No. will be populated into this bandbox and user can select any of the Transaction No.
D	Vote Description	Search for Vote Description from the band box	All Vote Description/Code will 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: - All - Approved - Cancelled - Open - Pending For Approval - Rejected	Status: • All • Approved – The Allocation/Deduction/Virement transaction is approved by the Pharmacist • Cancelled – The transaction is cancelled by the user. The transaction cannot be cancelled after it is sent for approval • Open – Newly created transaction status will default to Open. The status will maintain as Open after the user saves the transaction • Rejected – The transaction is rejected by the Pharmacist
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 [Q Search] 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
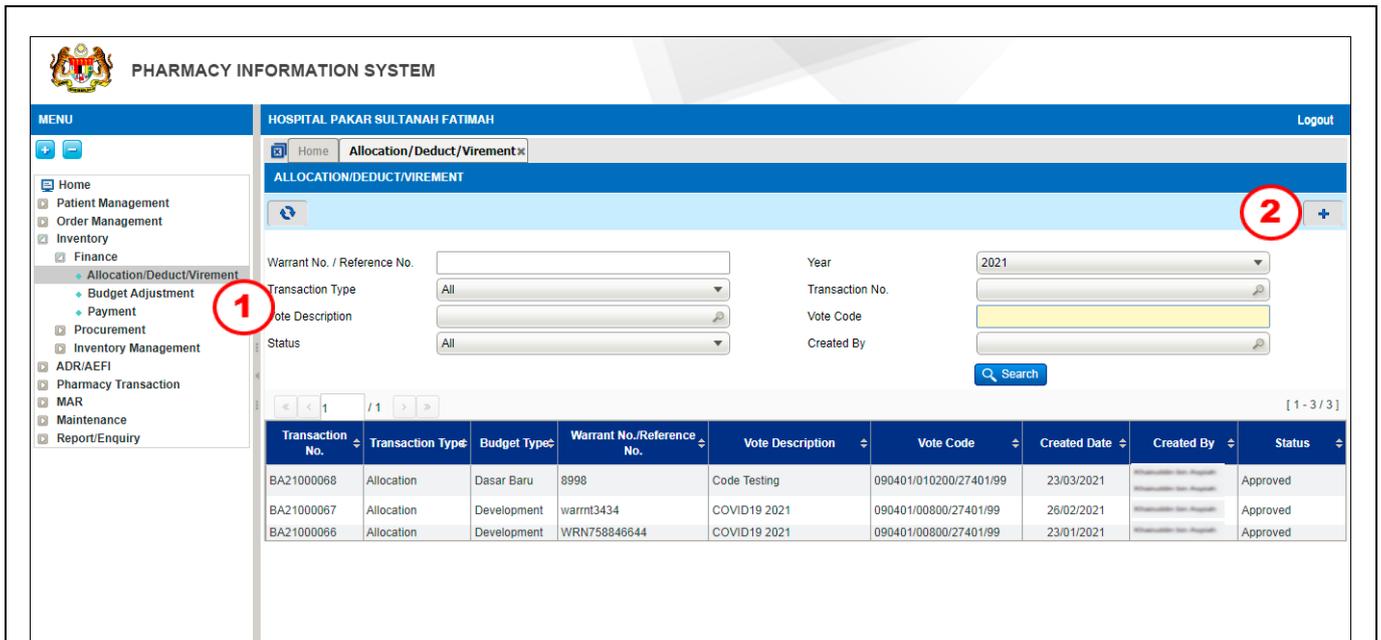

Figure 4.2.1-2 Existing Budget Allocation record

4.2.2 New Allocation Transaction

This function is used to record the budget allocation from MOH to the specified Vote Code(s) as per the warrant received by the facility.

Figure 4.2.2-1 Create New Budget Allocation

Note
- *All facilities (Hospital/Pejabat Kesihatan Daerah/Klinik Kesihatan) will receive funding from the Ministry of Health Malaysia every year.*

- *The budget will be allocated to specified vote code as stated in the warrant.*

STEP 1
Click on 'Inventory' menu, followed by 'Finance' and click on 'Allocation/Deduction/Transfer'

STEP 2

Click on the ![plus] button and the ***Allocation*** tab will be displayed in the New Transaction screen as shown in the Figure 4.2.2-2
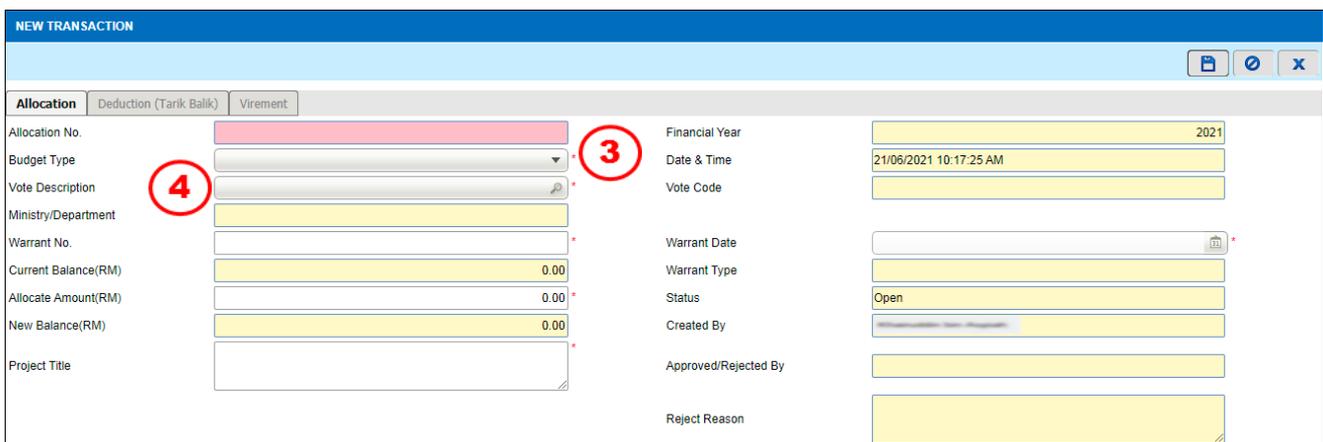

Figure 4.2.2-2 New Transaction - Allocation

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 defaut 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*

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] 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 [save] button to save the transaction

Note

- *Click on the [Yes] button in Figure 4.2.2-5*

CONFIRMATION

CONF0002: Are you sure you want to save?

Cancel   Yes   No
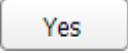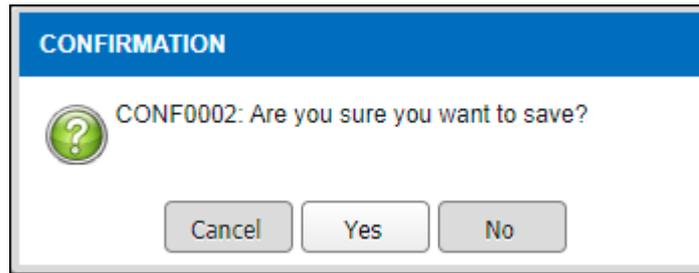
Figure 4.2.2-5 Save Confirm Alert Message

- *Click on the* OK *button in Figure 4.2.2-6*

INFORMATION

INFO0679: Record has been saved successfully

OK
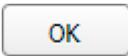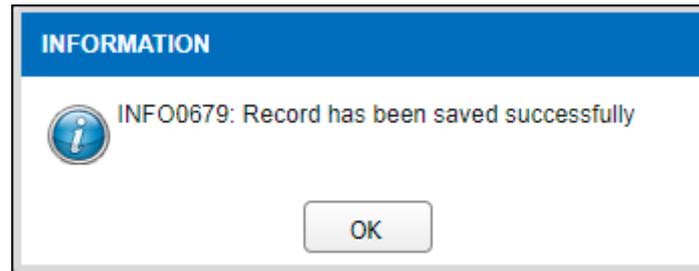
Figure 4.2.2-6 Data inserted successfully

- Send for Approval *button will be enabled.*

- Cancel Request *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 Send for Approval button to send the Allocation record to the Pharmacist/HOD for approval

Figure 4.2.2-7 Send For Approval

Figure 4.2.2-8 Alert Message Send for Approval
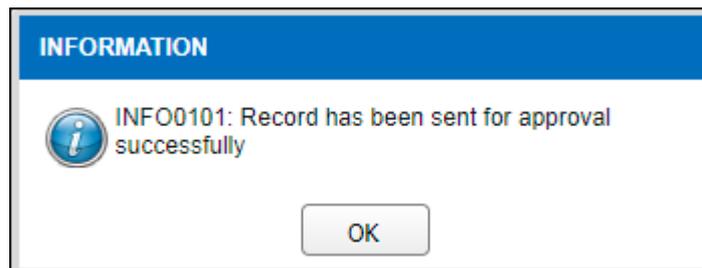
Figure 4.2.2-9 Successfully sent for Approval

Note

- *Click on the* Yes *button in Figure 4.2.2-8.*

- *Click on the* OK *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.

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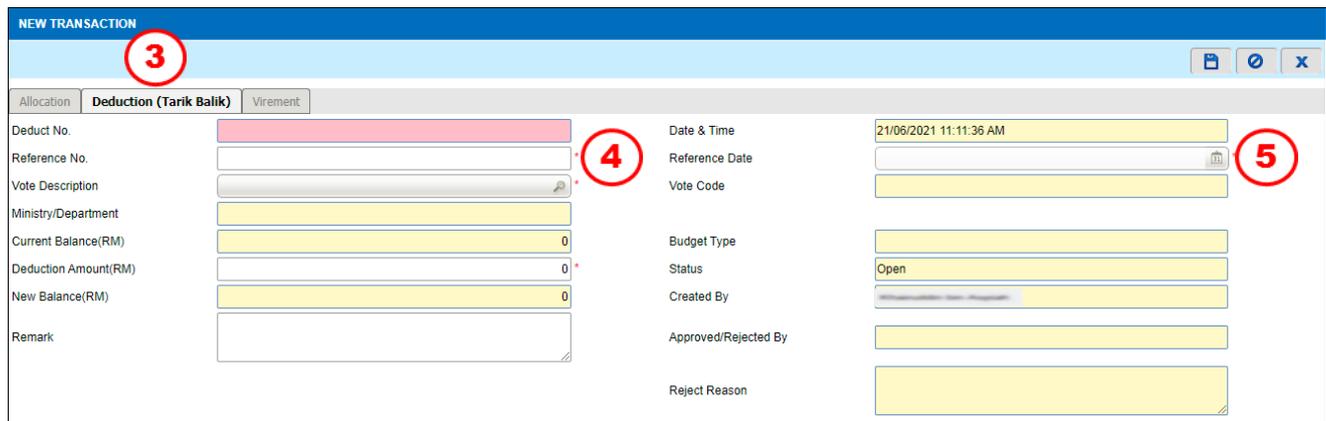
Figure 4.2.3-2 New Transaction - Deduction (Tarik Balik)

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 [31] icon

Note
User is allowed to select either current date or earlier date for the Reference Date.
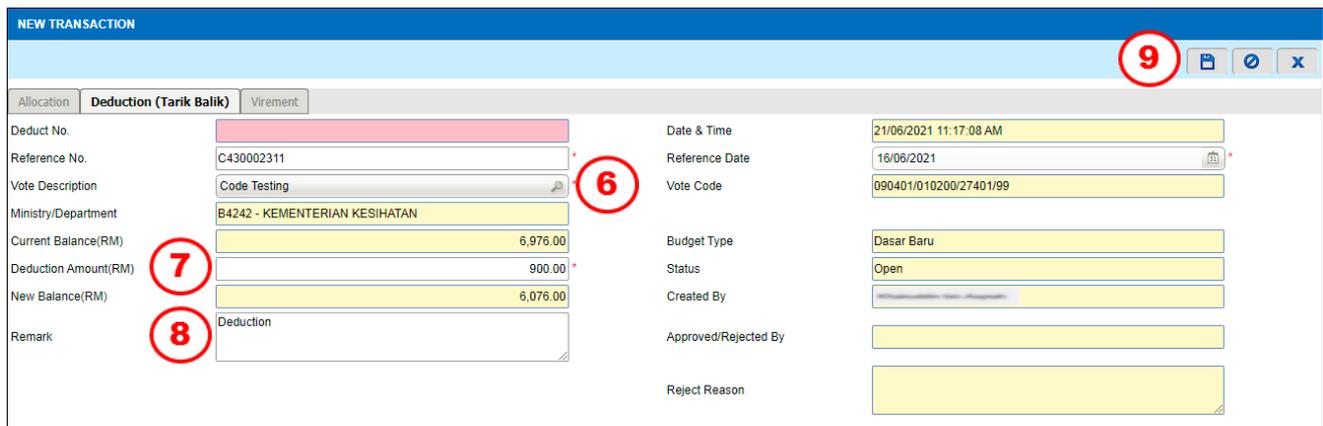
Figure 4.2.3-4 New Transaction – Deduction (Tarik Balik)

STEP 6
Select *Vote Description* as per stated in the deduct circular as per Figure 4.2.3-3

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
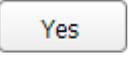
Note
- *Click on the [Yes] button in Figure 4.2.3-5*
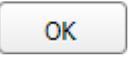
- *Click on the [OK] button in Figure 4.2.3-6.*

- *Click on the [X] 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

- [👍 Send for Approval] *button will be enabled.*

- [⟳ Cancel Request] *button will be enabled. Click on the button to cancel the transaction and the **Status** will change to 'Cancelled'.*

CONFIRMATION

CONF0002: Are you sure you want to save?

Cancel   Yes   No
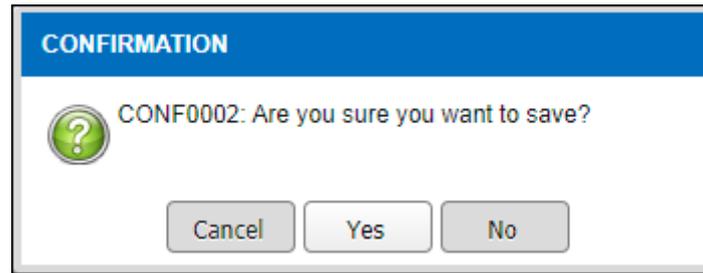
Figure 4.2.3-5 Save Confirm Alert Message

INFORMATION

INFO0679: Record has been saved successfully

OK
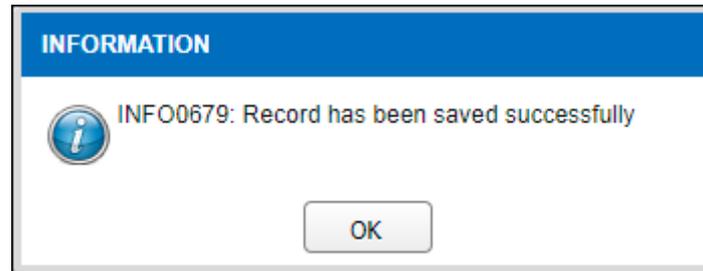
Figure 4.2.3-6 Data Saved Successfully

STEP 10

Click on the [Send for Approval] button to send the Deduction (Tarik Balik) record to the Pharmacist in charge for approval
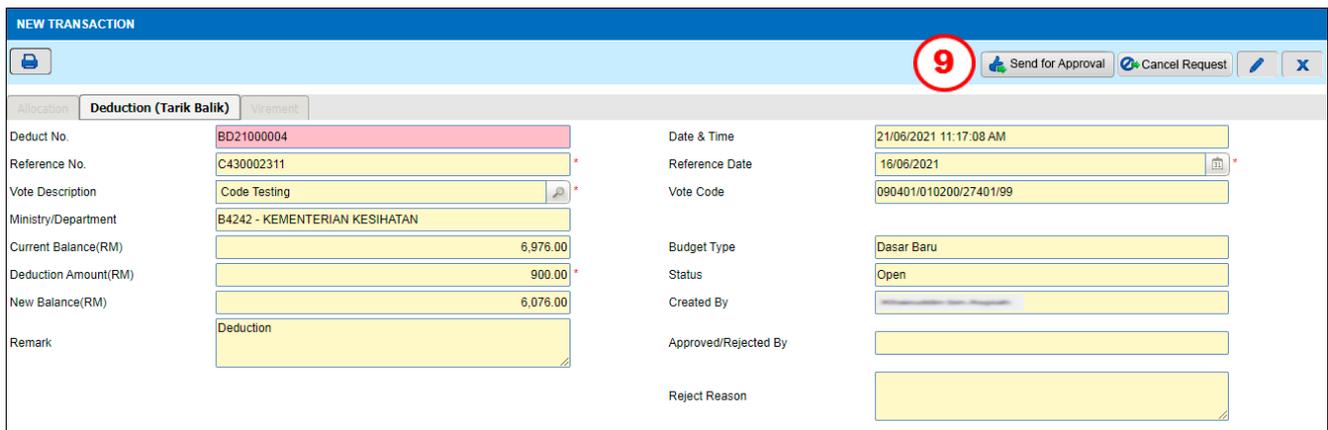
NEW TRANSACTION

⑨ Send for Approval | Cancel Request | ✎ | X

| Allocation | **Deduction (Tarik Balik)** | Virement |

Deduct No.	BD21000004		Date & Time	21/06/2021 11:17:08 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	Open
New Balance(RM)	6,076.00		Created By	
Remark	Deduction		Approved/Rejected By	
			Reject Reason	

Figure 4.2.3-7 New Transaction – Send for Approval

CONFIRMATION

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

Cancel   Yes   No
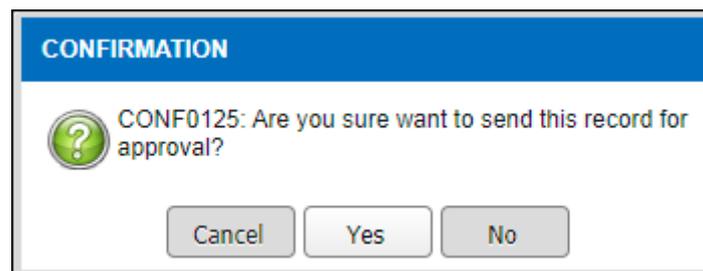
Figure 4.2.3-8 Alert Message Send for Approval
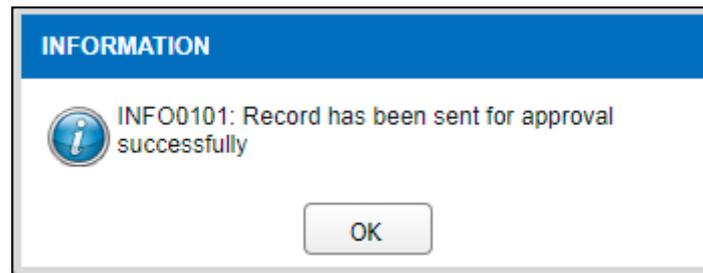
Figure 4.2.3-9 Information Alert Message

Note
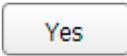
- *Click on the* Yes *button in Figure 4.2.3-8*

- *Click on the* OK *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.
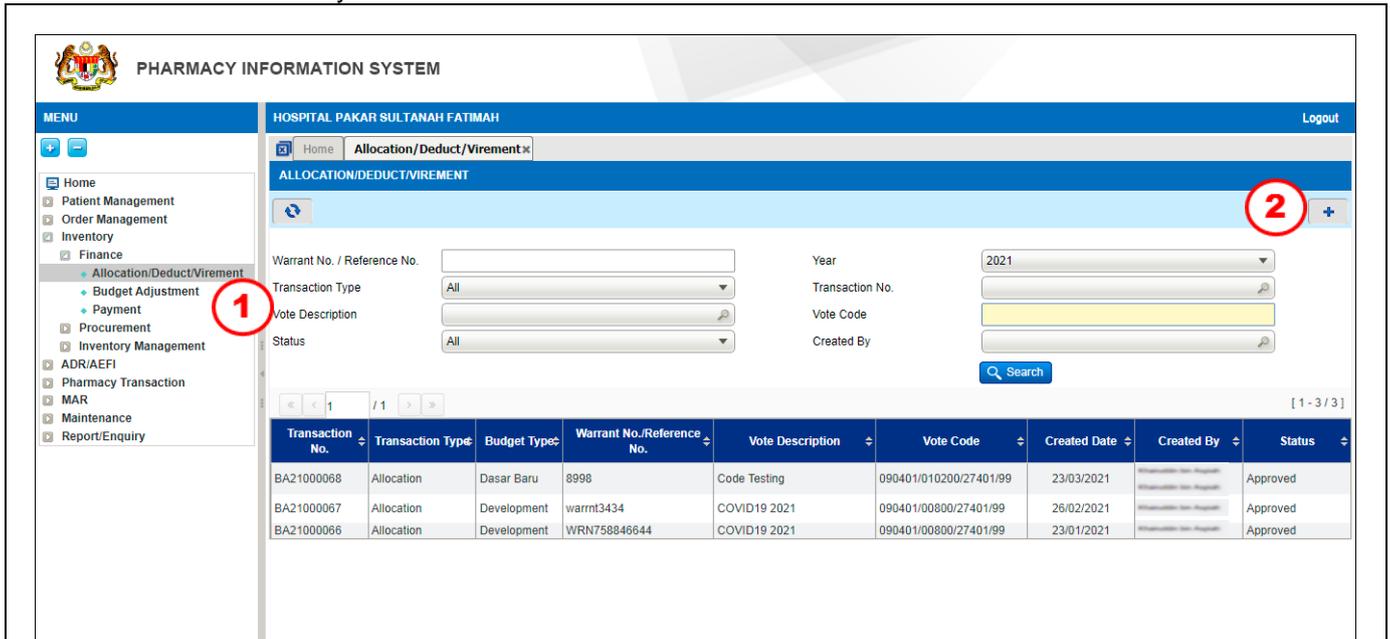
Figure 4.2.4-1 Create New Virement transaction

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
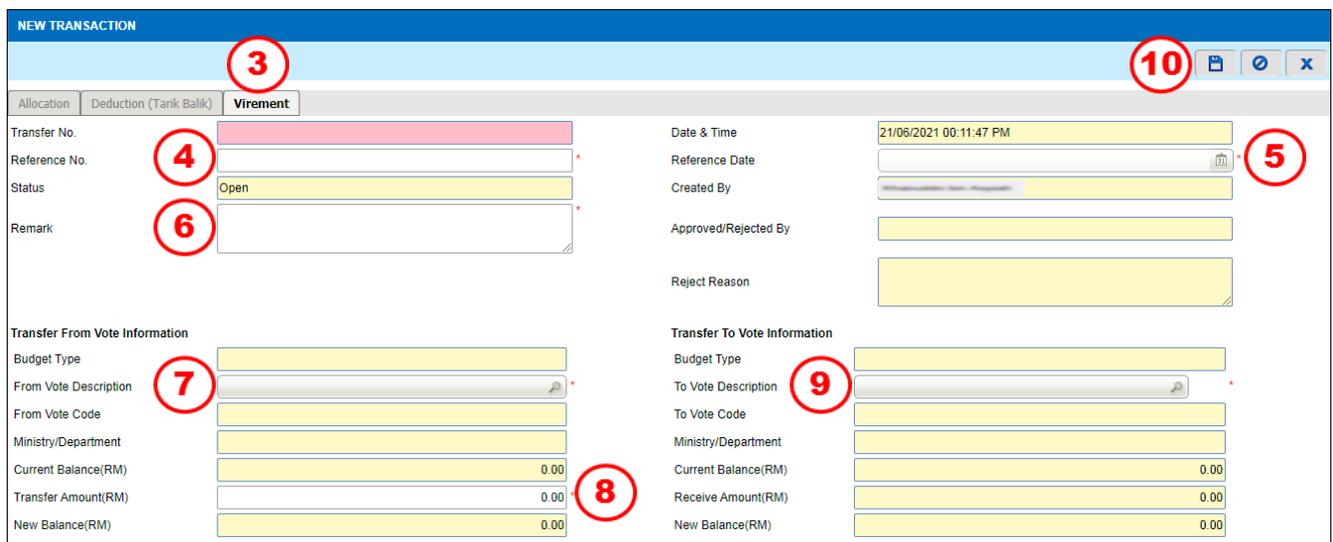
Figure 4.2.4 -2 New Transfer (Virement)

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 [31] 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
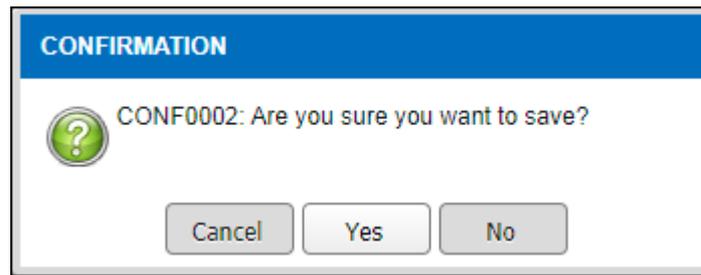
Figure 4.2.4-3 Save Confirm Alert Message

Note
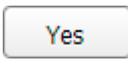
- *Click on the* [Yes] *button in Figure 4.2.4-3.*
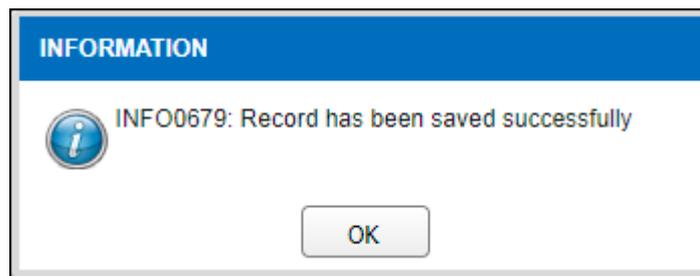
Figure 4.2.4-4 Data inserted successfully

- *Click on the* [OK] *button in Figure 4.2.4-4.*

- *Click on the* [X] *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* [OK] *button in Figure 4.2.4-4.*

- [Send for Approval] *button will be enabled.*

- [Cancel Request] *button will be enabled. Click on the button to cancel the transaction and the **Status** will be changed to 'Cancelled'.*

NEW TRANSACTION

Allocation	Deduction (Tarik Balik)	**Virement**

Transfer No.	BT21000003	Date & Time	21/06/2021 00:11:47 PM
Reference No.	R289000 *	Reference Date	16/06/2021 *
Status	Open	Created By	
Remark	Virement *	Approved/Rejected By	
		Reject Reason	

Transfer From Vote Information

Budget Type	Dasar Baru
From Vote Description	Code Testing *
From Vote Code	090401/010200/27401/99
Ministry/Department	B4242 - KEMENTERIAN KESIHATAN
Current Balance(RM)	6,976.00
Transfer Amount(RM)	76.00 *
New Balance(RM)	6,900.00

Transfer To Vote Information

Budget Type	Operating
To Vote Description	TUNTUTAN RAWATAN UBAT PESARA AWAM PERSEK *
To Vote Code	090401/090200/27401/99
Ministry/Department	B4242 - KEMENTERIAN KESIHATAN
Current Balance(RM)	0.00
Receive Amount(RM)	76.00
New Balance(RM)	76.00

Figure 4.2.4-5 Send For Approval

STEP 11

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

CONFIRMATION

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

Cancel   Yes   No

Figure 4.2.4-6 Alert Message Send for Approval

Note

- *Click on the* Yes *button in Figure 4.2.4-6.*

INFORMATION

INFO0101: Record has been sent for approval successfully

OK

Figure 4.2.4-7 Successfully sent for Approval
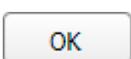
- *Click on the* OK *button in Figure 4.2.4-7.*

- *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.

Figure 4.3.1-1 Task List

Upon logging to the system, the HOD/Pharmacist will receive the 'Pending for Approval' Budget Virement transaction in the Task List at the Home Page.

Latest transaction will be on the last page of the Task List.

STEP 1
Click on the *Transaction No.* hyperlink and the Transaction Details for Allocation screen will be displayed as shown in Figure 4.3.1-2

STEP 2
Select one of the available buttons:

a) 👍 Approve button to Approve the Allocation transaction.

**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.*
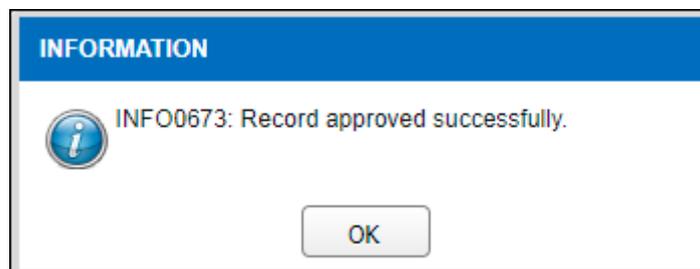
- *Warrant Type* will be displayed as *First* if the allocation to the vote code is for the first time and as *Additional* for subsequent allocation

- *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* [Yes] *button.*
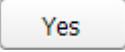
- *Click on the* [OK] *button.*

    a) [👎 Reject] 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*

CONFIRMATION

CONF0128: Are you sure you want to approve the record?

[Cancel] [Yes] [No]
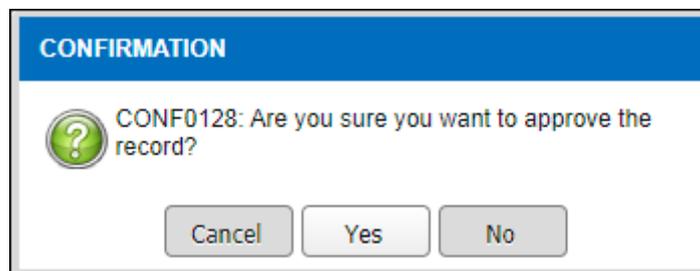
Figure 4.3.1-3 Confirmation Alert Message

INFORMATION

INFO0673: Record approved successfully.

[OK]

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

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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:

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


Figure 4.3.2-2 Transaction Details

STEP 2
Select one of the available buttons:

a) **Approve** 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* **Yes** *button.*
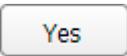
- *Click on the* **OK** *button.*

b) **Reject** 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.*

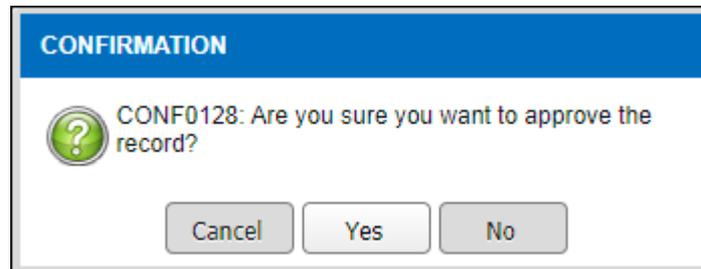- *Click on the* **🖶** *button to view/print the report as Figure 4.3.2-5*

CONFIRMATION

CONF0128: Are you sure you want to approve the record?

Cancel   Yes   No

Figure 4.3.2-3 Confirmation Alert Message
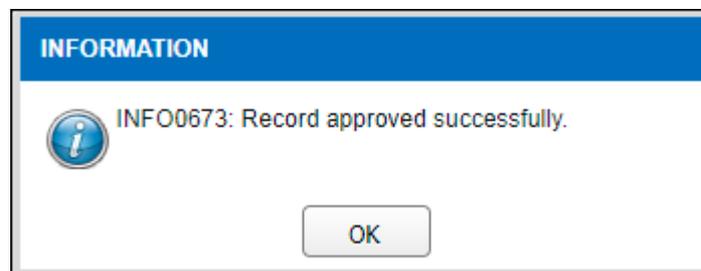
INFORMATION

INFO0673: Record approved successfully.

OK

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 :			**PELULUS :**		
Nama	:		**Nama**	:	
Jawatan	:	Penolong Pegawai Tadbir N32	**Jawatan**	:	Pegawai Farmasi UF52
Unit	:	STOR FARMASI	**Unit**	:	STOR FARMASI
Jabatan	:	Pharmacy	**Jabatan**	:	Pharmacy
Tarikh	:	08/07/2021	**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.

Figure 4.3.3-1 Task List

Note
Latest transaction will be shown on the last page of the Task List.

STEP 1
Click on the Transaction No. hyperlink and the Transaction Details screen will be displayed as shown in the Figure 4.3.3-2

Note
Pharmacist in charge is also able to refer to section 4.2.1 Allocation/Deduction (Tarik Balik) /Virement Listing Page to search for the 'Pending for Approval' Virement record.

Figure 4.3.3-2 Budget Virement Approval

STEP 2
Select either one of the available buttons

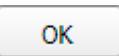a) [Approve] button to approve the Virement transaction

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) 👎 Reject *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* Yes *button.*

- *Click on the* OK *button.*

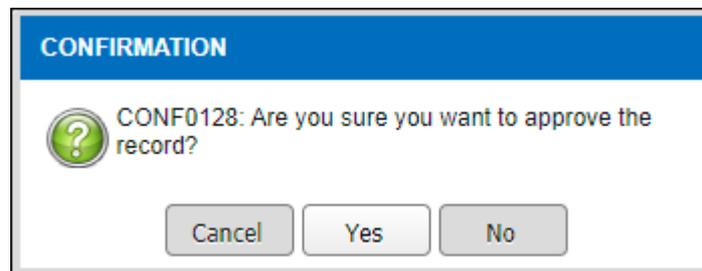- *Click on the* 🖨 *button to view/print the report as Figure 4.3.2-5*

CONFIRMATION

CONF0128: Are you sure you want to approve the record?

Cancel   Yes   No

Figure 4.3.3-3 Confirmation Alert Message

INFORMATION

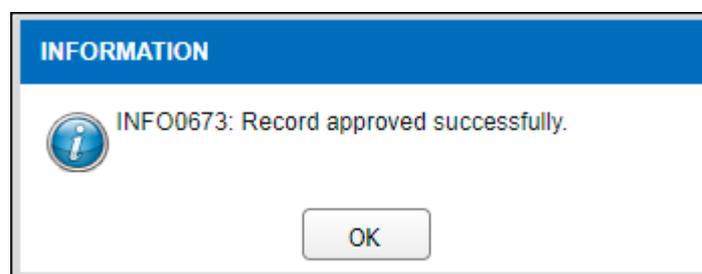INFO0673: Record approved successfully.

OK

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 adjustmet 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 / departmennt	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

Figure 4.4.1-2 Budget Adjustment Listing Page

STEP 3

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

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

STEP 4
Double click on the selected record and the details will be displayed as shown in Figure 4.4.1-3

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.

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

Figure 4.4.2-2 Budget Adjustment New Transaction

STEP 3
Select *Year*

Note
By default system will displayed current year

STEP 4

Click on the [🔍] to search for *LPO No*

Note

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

Search LPO Number

LPO Number		LPO Date From	
LPO Date To			🔍 Search

[1 - 10 / 657]

LPO Number	LPO Date
20000788	07/01/2020 02:04:00 PM
20000780	07/01/2020 02:31:00 PM
20000790	07/01/2020 01:51:00 PM
20000781	07/01/2020 02:27:00 PM
20000913	06/01/2020 01:05:00 PM
20000786	07/01/2020 02:23:00 PM
20000794	07/01/2020 02:01:00 PM
20000788A	07/01/2020 02:04:00 PM
20000784	07/01/2020 02:24:00 PM
20000778	07/01/2020 02:33:00 PM

Figure 4.4.2-3 LPO Number

- *Field will list all LPO had completed the payment by financial year.*

- *User able to search and select the LPO based LPO number and item purchase type*

- *Once selected LPO number, budget adjustment screen will be update as shown in Figure 4.4.2-4*

Figure 4.4.2-4 Budget Adjustment New Transaction

STEP 5
Select **Budget Adjustment Type**
- Voucher
- Others

STEP 6
Enter **Remaks**

STEP 7
Enter **Voucher / Reference No**

STEP 8

Click on the [🔍] to search for **To Vote Description**

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

To Vote Code			X
To Vote Description		To Vote Code	
Budget Type	All ▼	Ministry/Department	
			Q Search ↻
« ‹ 1 / 58 › »			[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*

Figure 4.4.2-6 Budget Adjustment New Transaction

STEP 9

Click on ![save button] 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 ![Yes button] button, record will be saved and appeared at Offer Details.*

- *If click on the* No *button, record will not be saved and proceed to Offer Details.*

INFORMATION

INFO0679: Record has been saved successfully

OK

Figure 4.4.2-9 Information Alert Messages

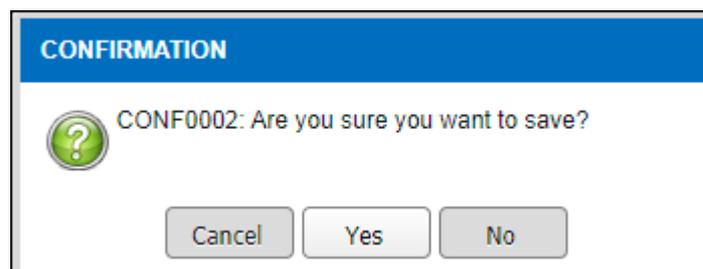- *Click on the* OK *button, record will be successfully saved and will be updated as Figure 4.4.2-10*

Figure 4.4.2-10 Budget Adjustment New Transaction

Note

- *User is allowed to cancel the request by clicking on the* Cancel Request *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 Send for Approval 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'.*

CONFIRMATION

CONF0035: Are you sure want to send this record for approval?

Cancel   Yes   No

Figure 4.4.2-11 Confirmation Alert Message

INFORMATION

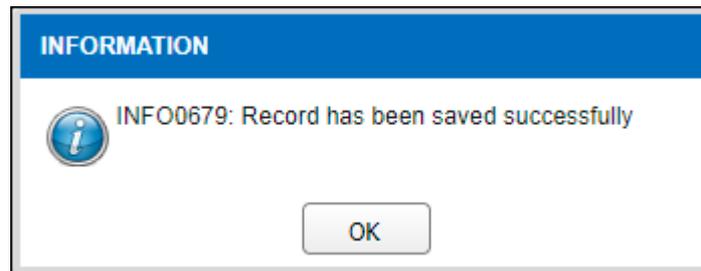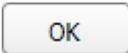INFO0101: Record has been sent for approval successfully

OK

Figure 4.4.2-12 Information Alert Message

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

Figure 4.4.2-13 Budget Adjustment New Transaction Approval

STEP 11

Click on the Approve button to approve the transaction

Note

- *User able to reject the transaction by click on* Reject *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'.*

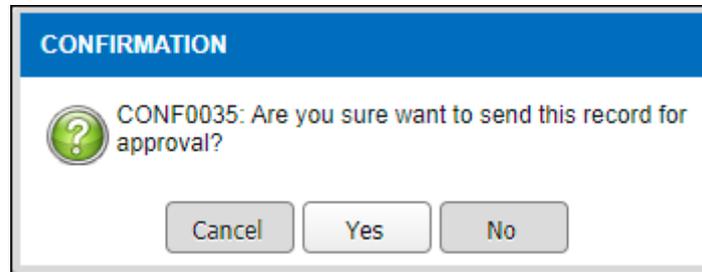**CONFIRMATION**

CONF0128: Are you sure you want to approve the record?

Cancel   Yes   No

Figure 4.4.2-14 Confirmation Alert Message

INFORMATION
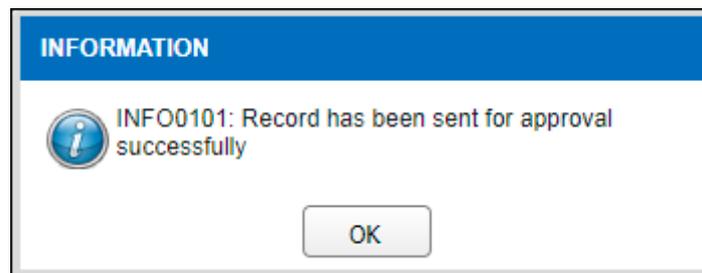
INFO0673: Record Approved Successfully.

OK

Figure 4.4.2-15 Information Alert Message
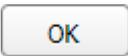
- *Click on the* OK *button, record will be successfully approved and will be updated as Figure 4.4.2-16*

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)
☑	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 4.4.2-16 Budget Adjustment New Transaction

4.4.3 Budget Adjustment (PKD) Listing Page

This function is used to search budget adjustment (PKD) records.
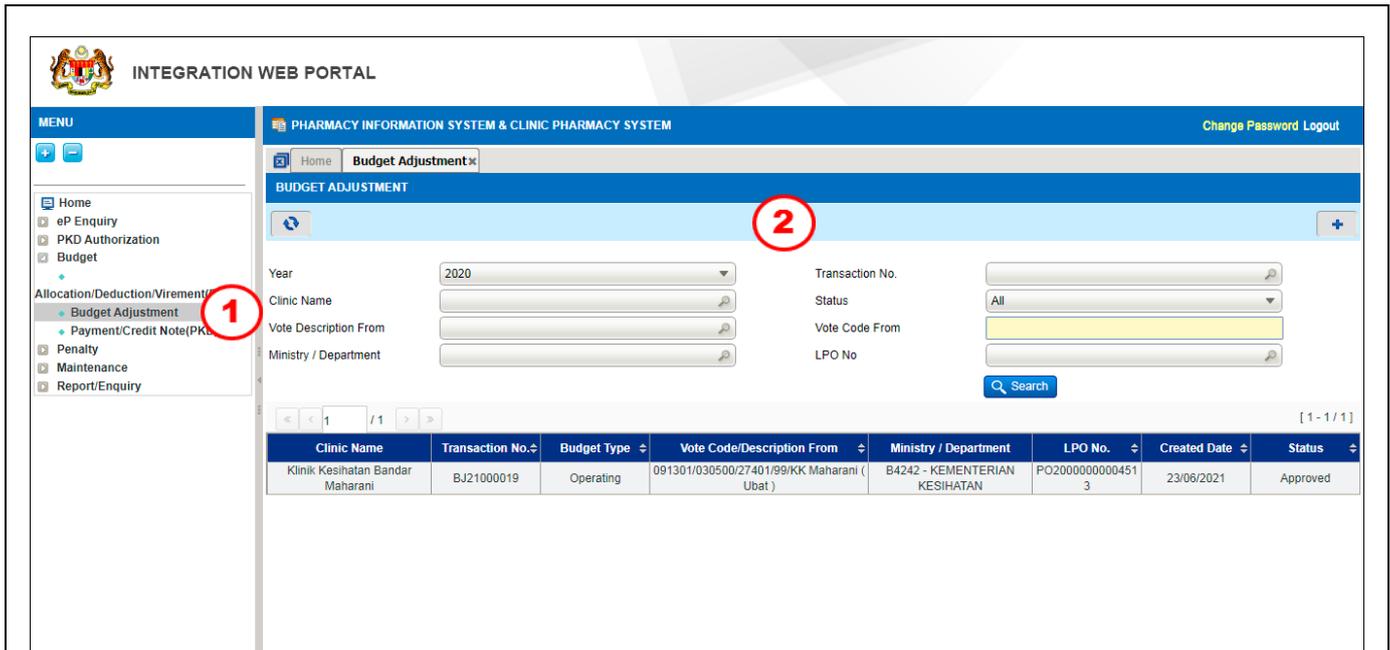
Figure 4.4.3-1 Budget Adjustment Listing

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 / departmennt	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

Figure 4.4.3-2 Budget Adjustment Listing Page

STEP 3

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

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

STEP 4
Double click on the selected record and the details will be displayed as shown in Figure 4.4.3-3

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BUDGET ADJUSTMENT NEW TRANSACTION

Transaction No.	BJ21007843		Date & Time	21/12/2021 04:24:52 PM
Year	2021	*	Created By	XXX
Clinic Name	Klinik Kesihatan Buntong	*	Voucher/ Reference No	12004296
LPO No.	CO166998		Status	Approved
Budget Adjustment Type	Voucher	*	Remarks	Adjustment
Reject Reason				

Adjustment From Vote Information

Budget Type	Development	
From Vote Description	Pembelian Bukan Ubat KWC	*
From Vote Code	052201/00800/27499/99	
Ministry/Department	B4242 - KEMENTERIAN KESIHATAN	
Current Balance(RM)	57,804.64	
Current Utilized Amount(RM)	835.00	
Adjustment Amount(RM)	835.00	*
New Utilized Amount(RM)	0.00	
Balance(RM)	58,639.64	

Adjustment To Vote Information

Budget Type	Operating	
To Vote Description	Pembeliaan Ubat APPL	*
To Vote Code	052201/990100/27401/99	
Ministry/Department	B4242 - KEMENTERIAN KESIHATAN	
Current Balance(RM)	145,029.58	
Current Utilized Amount(RM)	0.00	
Adjustment Amount(RM)	835.00	
New Utilized Amount(RM)	835.00	
Balance(RM)	144,194.58	

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 4.4.3-3 Budget Adjustment Record

U.MANUAL_INV_FINANCE-12th E   Page 48

4.4.4 Create New Budget Adjustment (PKD)

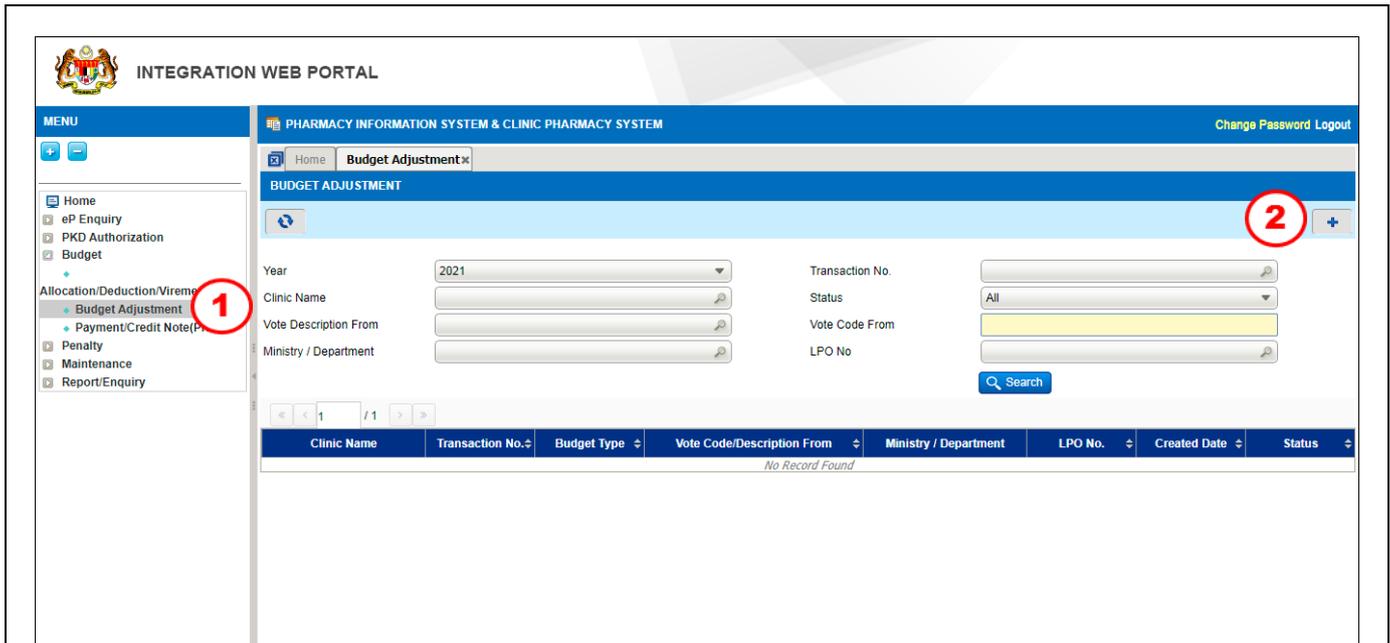To create new budget adjustment in PKD perform the step below.

Figure 4.4.4-1 Budget Adjustment

STEP 1

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

STEP 2

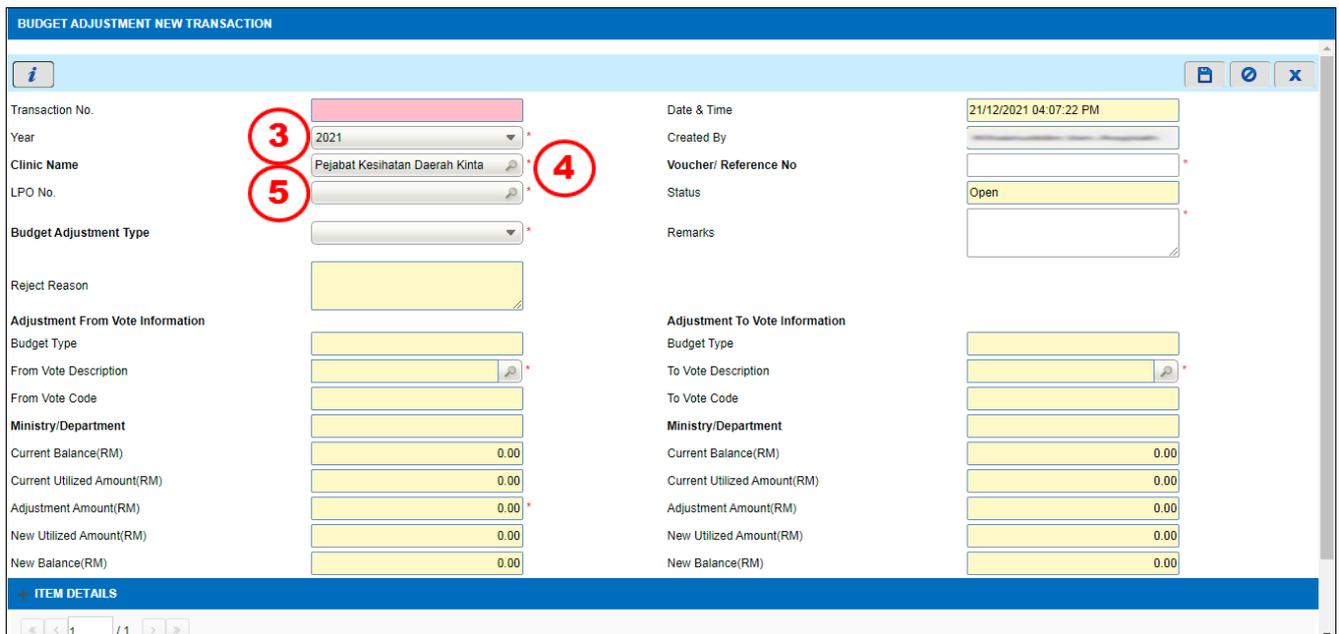Click on the [+] button and screen as per Figure 4.4.4-2 will be displayed

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*
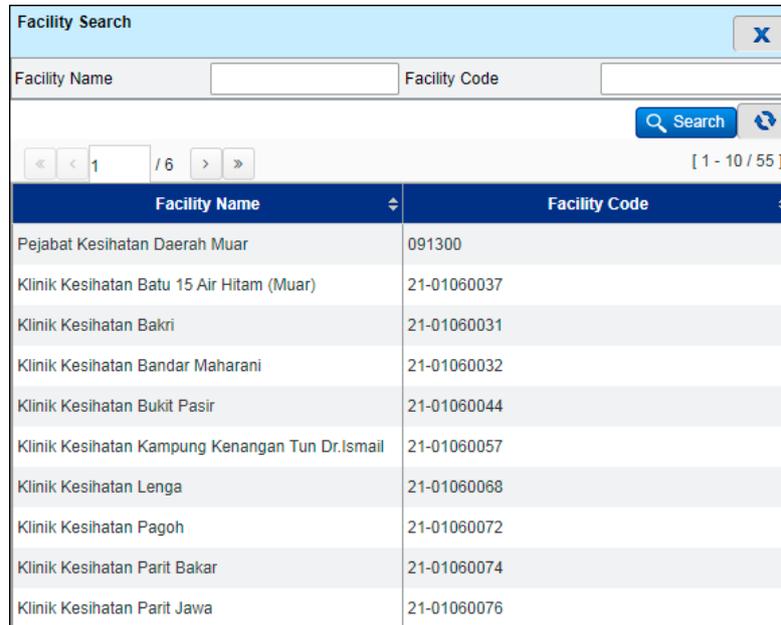
Facility Search	X

Facility Name		Facility Code	

Q Search

« ‹ 1 / 6 › »   [1 - 10 / 55]

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*

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*

Figure 4.4.4-5 Budget Adjustment New Transaction

STEP 6
Select **Budget Adjustment Type**
- Voucher
- Others

STEP 7
Enter **Voucher / Reference No**

STEP 8
Enter **Remaks**

STEP 9

Click on the [🔍] to search for **To Vote Description**

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

To Vote Code			X
From Vote Description		To Vote Code	
Budget Type	All ▼	Ministry / Department	

🔍 Search ↻

| « | ‹ | 1 | / 2 | › | » | | [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

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	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	Pembeliaan 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

ITEM DETAILS [1 - 5 / 5]

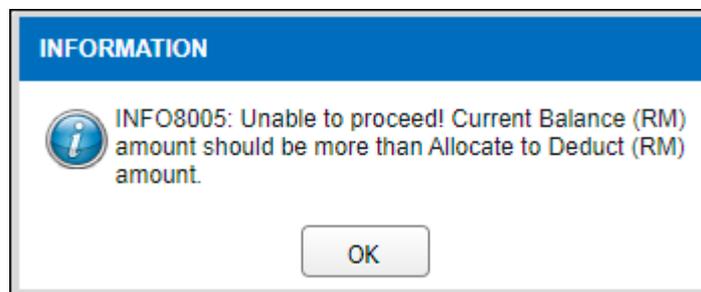|	Item Code	Item Description	Packaging Description	PKU	Unit Price(RM)	eP Approved Quantity	Received Quantity	Paid Amount(RM)
☑	14.0000.01	Alcohol Prep Pad	Pack of 200 Pieces	pack	4.06	300	0	0.00
☑	09.0402.03	Cotton Wool 0.6g (Balls)	pack of 250 Balls	pack	4.18	40	0	0.00
☑	12.2629.13	Disposable Needle 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 4.4.4-7 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*

INFORMATION

INFO8005: Unable to proceed! Current Balance (RM) amount should be more than Allocate to Deduct (RM) amount.

OK

Figure 4.4.4-8 Information Alert Message

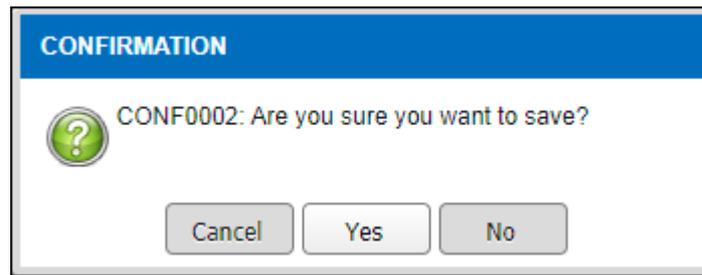- *An alert message will be displayed as shown in Figure 4.4.4-9 and Figure 4.4.4-10*

Figure 4.4.4-9 Confirmation Alert Messages

- *If click on the* Yes *button, record will be saved and appeared at Offer Details.*

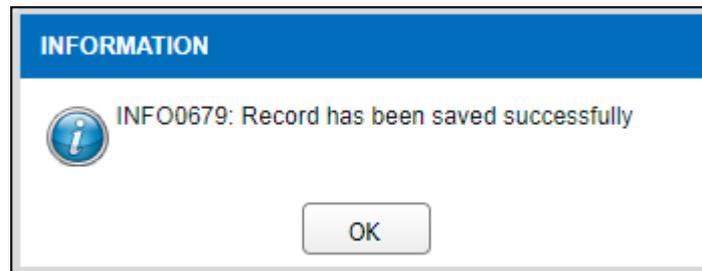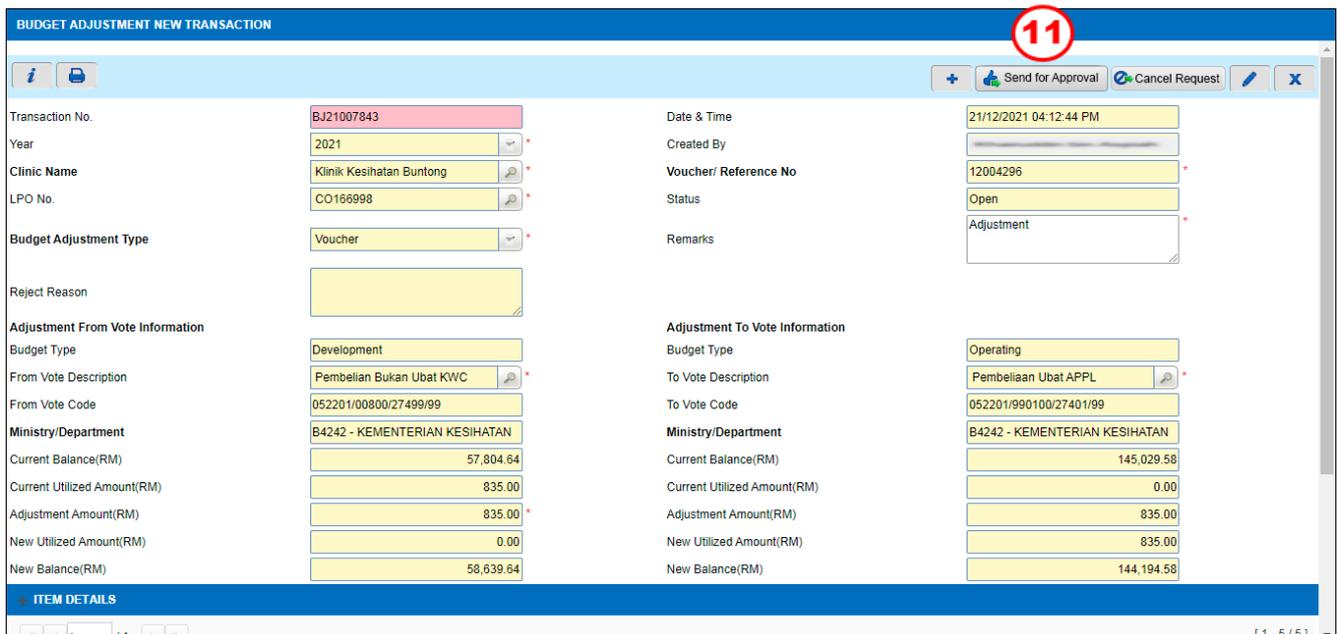- *If click on the* No *button, record will not be saved and proceed to Offer Details.*

Figure 4.4.4-10 Information Alert Messages

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

Figure 4.4.4-11 Budget Adjustment New Transaction

Note

- *User is allowed to cancel the request by clicking on the* Cancel Request *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 [👍 Send for Approval] 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'.*

CONFIRMATION

CONF0035: Are you sure want to send this record for approval?

Cancel   Yes   No

Figure 4.4.4-12 Confirmation Alert Message

INFORMATION

INFO0101: Record has been sent for approval successfully

OK

Figure 4.4.4-13 Information Alert Message

- *Click on the* [OK] *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 [Approve] button to approve the transaction

Note

- *User able to reject the transaction by click on [Reject] 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.*

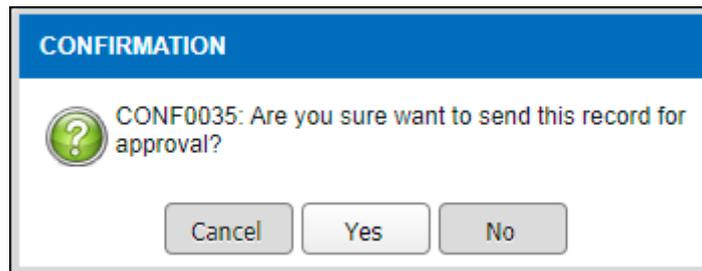- *The **Status** will be change automatically to 'Approved'.*

Figure 4.4.4-15 Confirmation Alert Message

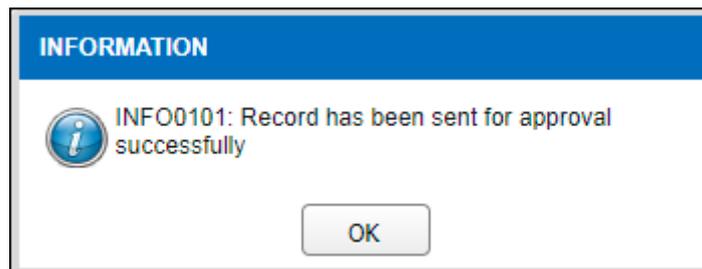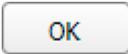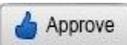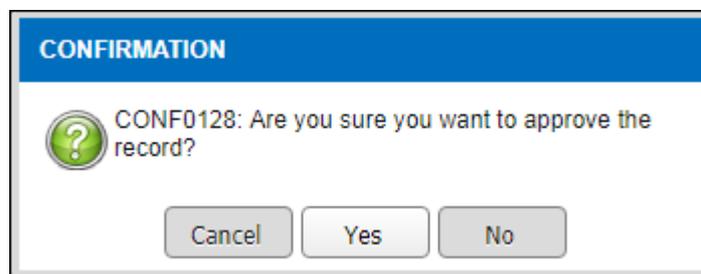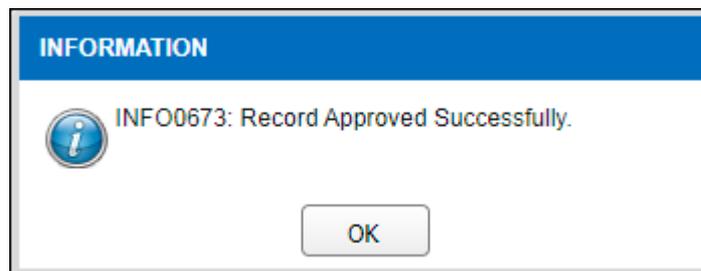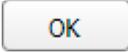

Figure 4.4.4-16 Information Alert Message

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

BUDGET ADJUSTMENT NEW TRANSACTION

Transaction No.	BJ21007843	Date & Time	21/12/2021 04:24:52 PM
Year	2021	Created By	
Clinic Name	Klinik Kesihatan Buntong	Voucher/ Reference No	12004296
LPO No.	CO166998	Status	Approved
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	Pembeliaan 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
Balance(RM)	58,639.64	Balance(RM)	144,194.58

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 4.4.4-17 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	Finance	**Click Here**	15	Internal Indent	**Click Here**
2	Procurement Standard APPL	**Click Here**	16	Issue	**Click Here**
3	Procurement standard LP	**Click Here**	17	Receive From Supplier	**Click Here**
4	Procurement Standard Contract	**Click Here**	18	Receive Inter Facility	**Click Here**
5	Procurement Standard Quotation	**Click Here**	19	Receive Intra Facility	**Click Here**
6	Procurement Standard (RFQ)	**Click Here**	20	Return to Supplier	**Click Here**
7	Procurement Non Standard (Requisition Order)	**Click Here**	21	Return to Supplying Unit	**Click Here**
8	Quarantine	**Click Here**	22	Slow Moving	**Click Here**
9	Product Complaint	**Click Here**	23	Stock Taking And Verification	**Click Here**
10	Recalculate Buffer Level	**Click Here**	24	Stock Transfer	**Click Here**
11	Expiration And Condemn	**Click Here**	25	Year End	**Click Here**
12	Recall Product	**Click Here**	26	Penalty	**Click Here**
13	Payment	**Click Here**	27	IWP Budget	**Click Here**
14	External Indent	**Click Here**	28	IWP Order Authorization	**Click Here**