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

User Manual
Pharmacy Inventory (Finance)

Version	**: 13th 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
- Budget Adjustment

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
	System Automatic Generate Record No.		Automatically Display/Retrieve Box
	Reset Login Screen		Show Help
Home	Display Home Tab	Search	Search Record
	Cancel		Dropdown Box
	Search Icon	*	Indicate Mandatory Field
	Edit Record		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

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

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

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

Figure 3.3-7 Save Confirm Alert Message

- *Click on the* OK *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).

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

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 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

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 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

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* Yes *button in Figure 4.2.2-5*

Figure 4.2.2-5 Save Confirm Alert Message

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

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 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

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* 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'.*

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

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* 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 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'.*

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.

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.

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*

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 : [redacted]

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 :	[redacted]	Nama :	[redacted]
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** : [redacted] **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:

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

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 :		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.

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.

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) 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*

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 : [redacted]

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 :	[redacted]	Nama :	[redacted]
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** : [redacted] **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*

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*

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 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, 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 4.4.2-9 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'.*

Figure 4.4.2-11 Confirmation Alert Message

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'.*

Figure 4.4.2-14 Confirmation Alert Message

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*

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 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

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*

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*

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*

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* 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

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 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*

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