



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

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

<b>Version</b>	<b>: 10<sup>th</sup> EDITION</b>
<b>Document ID</b>	<b>: U. MANUAL_INV_PAYMENT</b>



PhIS & CPS Project  
User Manual – Pharmacy Inventory (Finance)



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*Reference ID : U. MANUAL\_INV\_PAYMENT-10<sup>th</sup> EDITION*

*Application reference: PhIS & CPS v2.1 & v2.2*



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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 towards 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 detail:

- Payment

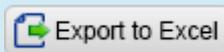
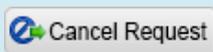
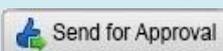
### 1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Finance
- Section 4 : Acronyms

## 2.0 Application Standard Features

### 2.1 PhIS Legend

Standard Legend			
	Login to PhIS		Logout from PhIS
	Change Login Password		Reset Login Screen
	Expand Menu		Collapse Menu
	Display Home Tab		Expand Module
	Collapse Module		Close All Open Tabs
	Refresh Screen		Search Record
	Add/Create New Record		Show Help
	Print		Mandatory Field
	Calendar Icon		Search Icon
	Close Window		Radio Button
	Checkbox		Edit Record
	Cancel		Delete Record
	Save		Export and Open Report in Excel Format
	Add Item to the list		Delete Item from the list
	Request for Approval		Cancel the Request
	Approve Transaction		Reject Transaction
	Send for Approval		Dropdown Box
	Automatically Display/Retrieve Box		Empty Text Box

**Note**

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

## 3.0 Overview

### 3.1 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.

### 3.2 User Group

This module is intended for Storekeeper and Pharmacists at the Pharmacy Store (subject to user assign by facility)

### 3.2 Functional Diagram

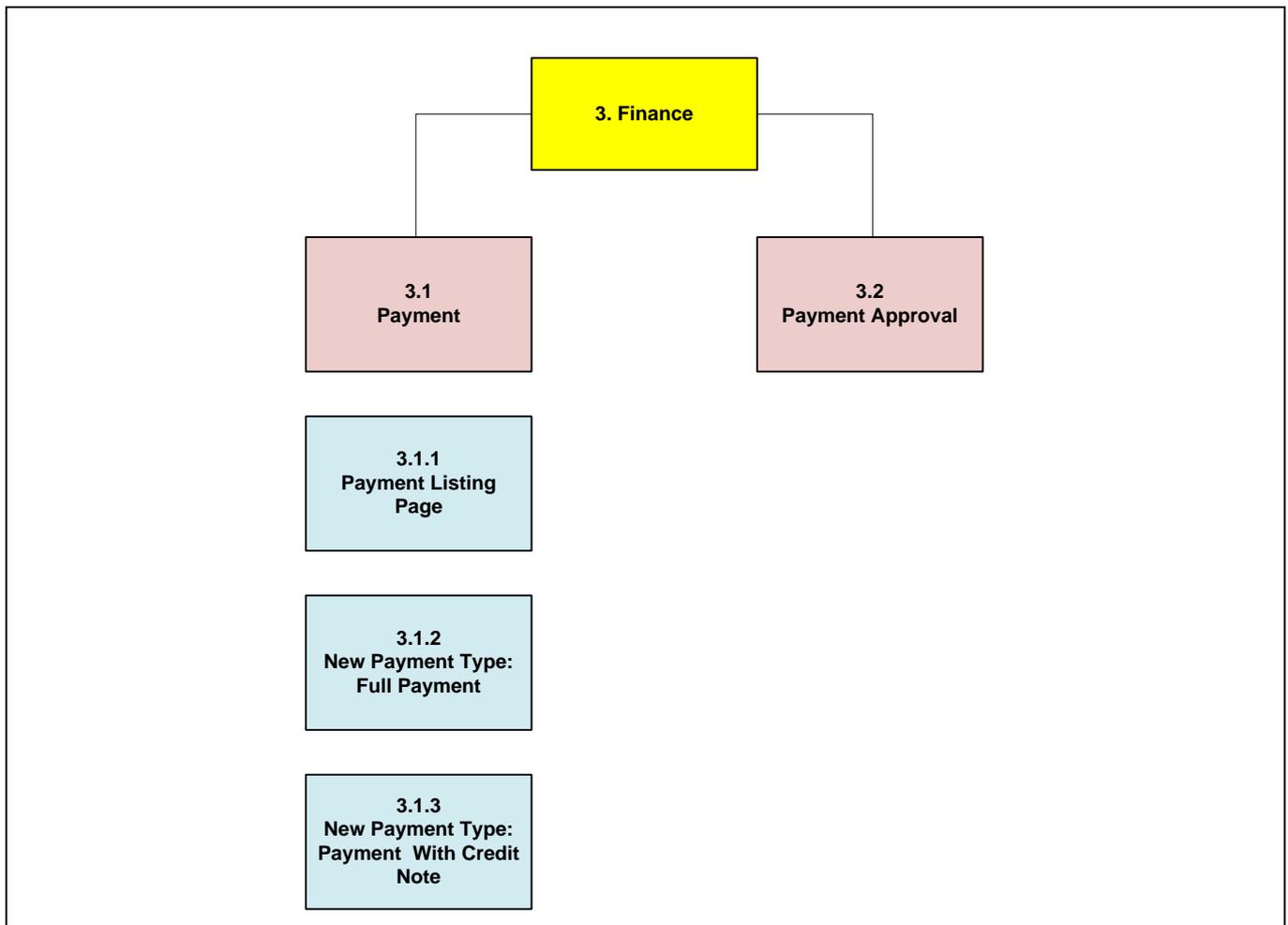


Figure 3.2-1

### 3.3 Functional Description

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

- **Payment**  
The function of this sub-function is for the user to create and update the Payment transaction for each LPO created. Every new transaction will have to be approved by the Pharmacist at the Pharmacy Store.
- **Payment Approval**  
For the Head of Department/ Head of Unit/ Pharmacist to approve the 'Pending for Approval' Payment transaction(s).

## 4.0 Application Standard Features

### 4.1 Payment

This screen will allow users to create and/or update Payment transaction.

#### 4.1.1 Payment Listing Page

This page will display all the existing Payment transaction(s).

Payment No.	LPO No.	Supplier Name	Date Created	Payment Type	Status
PM19000198	LP100106	PHARMANIAGA LOGISTIC SDN.BHD.	10/01/2019	Full Payment	Open
PM19000197	asdasdas	MS ALLY PHARMA SDN. BHD.	10/01/2019	Payment With Credit Note	Approved
PM19000196	CO180000000281940	PHARMANIAGA LOGISTIC SDN.BHD.	10/01/2019	Payment With Credit Note	Approved
PM19000195	CO180000000282000	PHARMANIAGA LOGISTIC SDN.BHD.	10/01/2019	Payment With Credit Note	Approved
PM19000194	LP100108	PHARMANIAGA LOGISTIC SDN.BHD.	10/01/2019	Full Payment	Approved
PM18000193	CO180000000206894	PRIMABUMI SDN. BHD.	10/10/2018	Full Payment	Approved
PM18000192	CO180000000206849	PRIMABUMI SDN. BHD.	10/10/2018	Full Payment	Approved
PM18000191	CO180000000172323	PRIMABUMI SDN. BHD.	10/10/2018	Full Payment	Approved
PM18000190	CO180000000209087	PRIMABUMI SDN. BHD.	10/10/2018	Full Payment	Approved
PM18000189	CO180000000231897	PHARMANIAGA LOGISTIC SDN.BHD.	10/10/2018	Full Payment	Approved

Figure 4.1.1-1 Payment Listing Page

#### STEP 1

Click on 'Inventory' menu followed by 'Finance' and click on 'Payment'

#### STEP 2

To search for existing Payment transaction, users may search by criteria as follow:

No	Field	Description	Remark
a	Payment No.	Search for existing Payment No.	Payment No. is auto generated when user click on the save button in a newly created Payment transaction
b	LPO No.	Search for LPO No provided by e-Perolehan	This value displays from purchase order whose LPO Status 'Partial or Completed'
c	Date From	Select date for Date From.	The date format will be 'DD/MM/YYYY'. i.e. 01/01/2013 Date From date should be less than Date To date
d	Date To	Select date for Date To.	The date format will be 'DD/MM/YYYY'. i.e. 31/12/2013 Date To date should be greater than Date From date
e	Payment Type	The Payment Type will be displayed in the drop down box: - All (Default Value) - Full Payment - Payment With Credit Note	Payment Type: <ul style="list-style-type: none"> <li>Full Payment – Items are fully supplied by the Supplier</li> <li>Payment with Credit Note – User proceeds with Payment transaction even supplier has not supply all complete order yet or Supplier is not capable to fulfill the order in full</li> </ul>



f	Payment Status	The Payment Status will be displayed in the drop down box: <ul style="list-style-type: none"> <li>- All</li> <li>- Approved</li> <li>- Cancelled</li> <li>- Open</li> <li>- Pending for Approval</li> <li>- Rejected</li> <li>- Closed</li> </ul>	Payment Status: <ul style="list-style-type: none"> <li>• All</li> <li>• Approved – The Payment transaction is approved by the Pharmacist</li> <li>• Cancelled – The Payment transaction is cancelled by the user. The transaction cannot be cancelled after it is sent for approval</li> <li>• Open – Newly created Payment transaction status will default to Open. The status will maintain as Open after the user saves the transaction</li> <li>• Rejected – The transaction is rejected by the Pharmacist</li> </ul>
g	Supplier Name	Search for Supplier from the search button	User can search the Supplier Name. This value is display from the Supplier master

Table 4.1.1-1

**STEP 3**

Click on the  button to search for existing Payment transaction

**STEP 4**

Double click on the selected record and the details will be displayed as shown in Figure 4.1.1-2

**PAYMENT INFORMATION**

Payment No.	PM19000389	Type of Supply	LP
LPO No.	LP260720	Create Date	05/08/2019 02:35:45 PM
Supplier Name	2K MEDICARE SDN BHD	Created By	
Original LPO Amount(RM)	300.00	Payment Type	Full Payment
Status	Approved	Voucher No.	
Credit Note Amount(RM)	0.00	Credit Note No.	
Invoice Amount (RM)	300.00	Invoice Received Date	03/08/2019
Payment Amount(RM)	300.00	Invoice Reference No	CP1201AS
Remarks		eGRN Date(eP)	26/07/2019
Expected Invoice Date	09/08/2019		

**PAYMENT BY VOTE**

Item Code	Item Description	Vote Code	Vote Description	Budget Type	Order Quantity	Receive Quantity	Received Amt.(RM)
KPK00285 02	5-Hydroxytryptophan (5-HTP) 50mg Capsule/tablet	050801/020600/27499/99	PEMBEDAHAN ALAT 2019	Operating	10	10	300.00
TOTAL						10	300.00

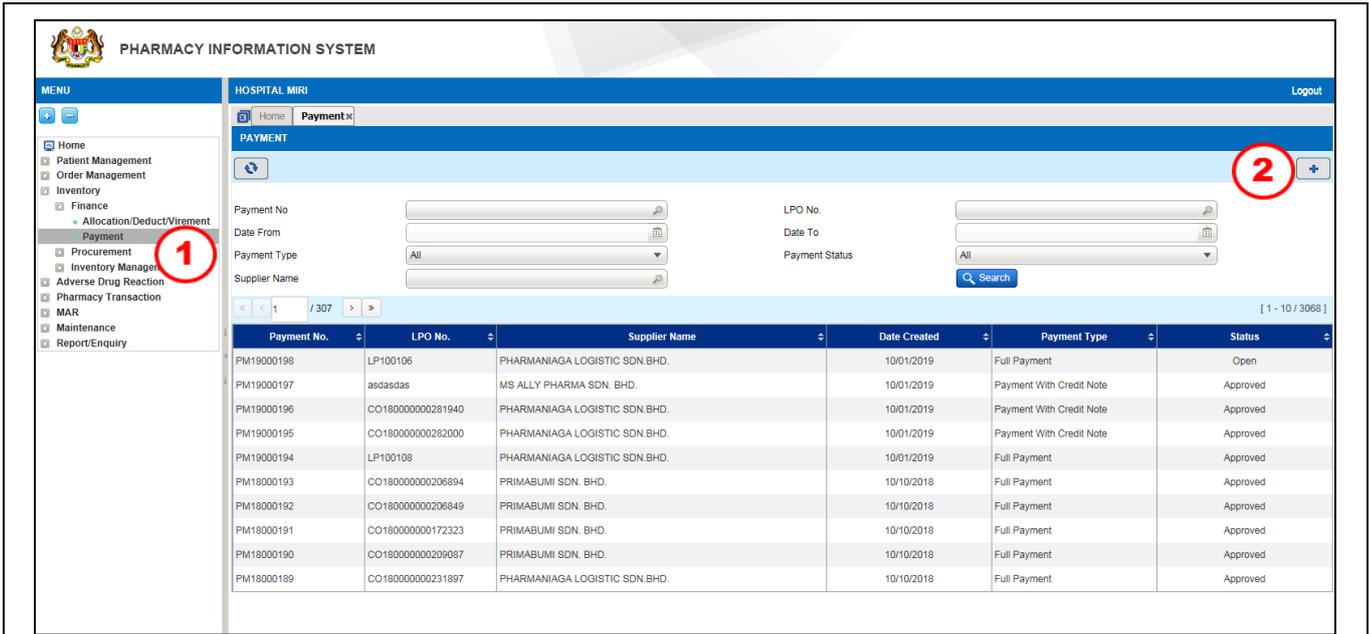
**VOTE LIST**

Vote Code	Vote Description	Budget Type	Amount (RM)	Credit Note Amount(RM)
050801/020600/27499/99	PEMBEDAHAN ALAT 2019	Operating	300.00	0.00
TOTAL			300.00	0.00

Figure 4.1.1-2 Existing Payment record

### 4.1.2 New Payment (Payment Type: Full Payment)

This function is used to create a Payment transaction for fully supplied LPO.



PHARMACY INFORMATION SYSTEM

HOSPITAL MIRI

Logout

Home Payment

PAYMENT

Payment No.  LPO No.

Date From  Date To

Payment Type  Payment Status

Supplier Name

1 / 307 [ 1 - 10 / 3068 ]

Payment No.	LPO No.	Supplier Name	Date Created	Payment Type	Status
PM19000198	LP100106	PHARMANIAGA LOGISTIC SDN. BHD.	10/01/2019	Full Payment	Open
PM19000197	asdasdas	MS ALLY PHARMA SDN. BHD.	10/01/2019	Payment With Credit Note	Approved
PM19000196	CO180000000281940	PHARMANIAGA LOGISTIC SDN. BHD.	10/01/2019	Payment With Credit Note	Approved
PM19000195	CO180000000282000	PHARMANIAGA LOGISTIC SDN. BHD.	10/01/2019	Payment With Credit Note	Approved
PM19000194	LP100108	PHARMANIAGA LOGISTIC SDN. BHD.	10/01/2019	Full Payment	Approved
PM18000193	CO180000000206894	PRIMABUMI SDN. BHD.	10/10/2018	Full Payment	Approved
PM18000192	CO180000000206849	PRIMABUMI SDN. BHD.	10/10/2018	Full Payment	Approved
PM18000191	CO180000000172323	PRIMABUMI SDN. BHD.	10/10/2018	Full Payment	Approved
PM18000190	CO180000000209087	PRIMABUMI SDN. BHD.	10/10/2018	Full Payment	Approved
PM18000189	CO180000000231897	PHARMANIAGA LOGISTIC SDN. BHD.	10/10/2018	Full Payment	Approved

Figure 4.1.2-1 Create New Payment

#### STEP 1

Click on 'Inventory' menu followed by 'Finance' and click on 'Payment'.

#### STEP 2

Click on the  button and the Payment will be displayed as shown in the Figure 4.1.2-1.

#### Note

- **Create Date** defaults to the system Date Time and is non-editable. The Date format is dd/MM/yyyy hh:MM:ss
- **Created By** will default to the user Login ID.
- Newly created Payment **Status** is defaulted to 'Open'.

**PAYMENT**

**PAYMENT INFORMATION**

Payment No.		Type of Supply	LP
LPO No.	LPO1218LPPO	Create Date	10/10/2019 11:57:10 AM
Supplier Name	ZK MEDICARE SDN BHD	Created By	
Original LPO Amount(RM)	442.80	Payment Type	Full Payment
Status	Open	Voucher No.	
Credit Note Amount(RM)	0.00	Credit Note No.	
Invoice Amount (RM)	442.80	Invoice Received Date	01/10/2019
Payment Amount(RM)	442.80	Invoice Reference No	REF5543-9876N
Remarks		eGRN Date(eP)	18/09/2019
Expected Invoice Date	02/10/2019		

**PAYMENT BY VOTE**

Item Code	Item Description	Vote Code	Vote Description	Budget Type	Order Quantity	Receive Quantity	Received Amt.(RM)
801EC01000P4001XX.01	Acetazolamide 500mg Inj	050801/022000/27499/99	XRAY ALAT 2019	Operating	123	123	442.80
TOTAL						123	442.80

**VOTE LIST**

Vote Code	Vote Description	Budget Type	Amount (RM)	Credit Note Amount(RM)
050801/022000/27499/99	XRAY ALAT 2019	Operating	442.80	0.00
TOTAL			442.80	0.00

Figure 4.1.2-2 New Payment

**STEP 3**

Click on the button to search for **LPO NO.**

**Note**

- System will display the Search LPO No. window in Figure 4.1.2-3

**Search LPO Number**

LPO Number  LPO Date From

LPO Date To

< < 1 / 67 > > [ 1 - 10 / 663 ]

LPO Number	LPO Date
LP091020	09/10/2019 05:24:00 PM
LP091010	09/10/2019 05:14:00 PM
LP021001	02/10/2019 04:50:00 PM
LPO0238420930	01/10/2019 10:00:00 AM
LP230905	23/09/2019 05:07:00 PM
LP230904	23/09/2019 04:42:00 PM
LP230902	23/09/2019 04:26:00 PM
LP230901	23/09/2019 03:12:00 PM
LPO1218LPPO	18/09/2019 04:09:00 PM
LP110905	11/09/2019 10:37:00 AM

Figure 4.1.2-3 Search LPO Number

- The Search LPO No. window will allow the user to enter a partial or full character for **LPO No.** and/or select **LPO Date From** and **LPO Date To**. and click the  button or just click the  button to search for the LPO No. Double click to select LPO No.
- LPO No. from Purchase Order with Status = 'eP Approved' will be displayed here.

**Note**

- These information will be automatically populated from Purchase Order on selection of LPO No.
  - a) Supplier Name
  - b) Type of Supply
  - c) Original LPO Amount (RM)
  - d) Payment Amount (RM)
  - e) Payment Type
  
- The above information in the Payment record is non-editable.
  
- These information under the **Payment by Vote** section will be automatically populated from Purchase Order on the selection of LPO No:
  - a) Item Code
  - b) Item Description
  - c) Vote Code
  - d) Vote Description
  - e) Order Quantity
  - f) Received Quantity
  - g) Received Amount (RM)

*Received Amount (RM) = Received Qty \* Unit Price (RM)*

PAYMENT BY VOTE								
Item Code	Item Description	Vote Code	Vote Description	Budget Type	Order Quantity	Receive Quantity	Received Amt.(RM)	
SD1EC01000P4001XX.01	Acetazolamide 500mg Inj	050801/022000/27499/99	XRAY ALAT 2019	Operating	123	123	442.80	
TOTAL						123	442.80	

**Figure 4.1.2-4 Payment by Vote section**

- Payment Details that are populated from Purchase Order and can be viewed under the **Vote List** section are:
  - a) Vote Code
  - b) Vote Description
  - c) Budget Type
  - d) Vote Amount (RM)
    - The value of the **Amount (RM)** will display the same amount as the **Received Amt.(RM)** at the **Payment By Vote** section.
    - The value of **Credit Note Amount (RM)** will be RM 0.00 if the item for the LPO are fully received

VOTE LIST				
Vote Code	Vote Description	Budget Type	Amount (RM)	Credit Note Amount(RM)
050801/022000/27499/99	XRAY ALAT 2019	Operating	442.80	0.00
TOTAL			442.80	0.00

**Figure 4.1.2-5 Vote List section**

**PAYMENT**

**PAYMENT INFORMATION**

Payment No. [Red 8] [Save] [Refresh] [Close]

LPO No.	LPO1218LPPO	Type of Supply	LP
Supplier Name	2K MEDICARE SDN BHD	Create Date	10/10/2019 11:57:10 AM
Original LPO Amount(RM)	442.80	Created By	[User Name]
Status	Open	Payment Type	Full Payment
Credit Note Amount(RM)	0.00	Voucher No.	
Invoice Amount (RM)	442.80	Credit Note No.	
Payment Amount(RM)	442.80	Invoice Received Date	01/10/2019 [Red 5]
Remarks		Invoice Reference No.	REF5543-9876N [Red 6]
Expected Invoice Date	02/10/2019	eGRN Date(eP)	18/09/2019

**PAYMENT BY VOTE**

[1 - 1 / 1]

Item Code	Item Description	Vote Code	Vote Description	Budget Type	Order Quantity	Receive Quantity	Received Amt.(RM)
S01EC01000P4001XX.01 [Red 7]	azacitamide 500mg Inj	050801.022000/27499/99	XRAY ALAT 2019	Operating	123	123	442.80
TOTAL						123	442.80

**VOTE LIST**

[1 - 1 / 1]

Vote Code	Vote Description	Budget Type	Amount (RM)	Credit Note Amount(RM)
050801.022000/27499/99	XRAY ALAT 2019	Operating	442.80	0.00
TOTAL			442.80	0.00

Figure 4.1.2-6 Vote List section

**Note**

For APPL, **Voucher No.**, **Invoice Amount (RM)** and **Invoice Reference No.** will automatically load if the payment done at eP.

**STEP 4**

Enter **Voucher No.**

**STEP 5**

Select **Invoice Received Date** from the icon

**STEP 6**

Enter **Invoice Reference No.**

**STEP 7**

Click on the **Item Code** hyperlink to view the Delivery Order (DO) Details of the received item.

**Note**

- System will show as Figure 4.1.2-7 Click on the button to close the Delivery Order (DO) Details screen.

**DELIVERY ORDER(DO) DETAILS**

[1 - 1 / 1]

Delivery Order No	Delivery Order Date	Goods Receive Date
DO260720	25/07/2019	26/07/2019

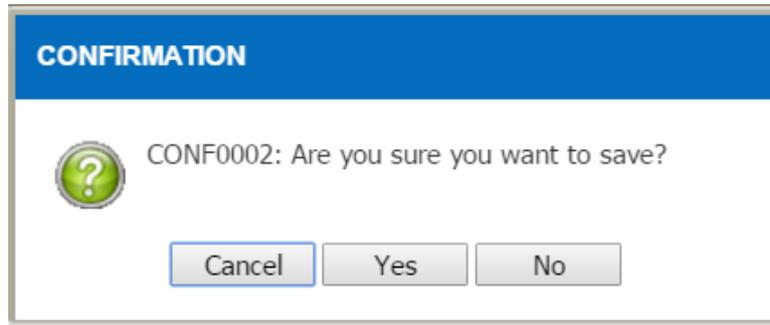
Figure 4.1.2-7 Delivery Order (DO) Details

**STEP 8**

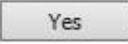
Click on the button to save the Payment record.

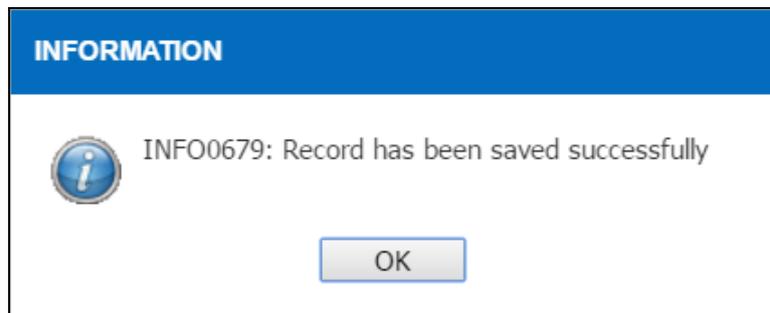
**Note**

- After save record, alert message will be displayed as per Figure 4.1.2-8 & Figure 4.1.2-9.

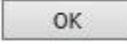
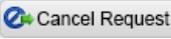


**Figure 4.1.2-8 Save Record?**

- Click on the  button in Figure 4.1.2-8.



**Figure 4.1.2-9 Message Information**

- Click on the  button in Figure 4.1.2-9.
- **Payment No.** will be generated for future reference. E.g: PM13000001 and ,  button will be enabled.

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

**Table 4.1.2-1**

**PAYMENT**

9
Send for Approval
Cancel Request
[Save]
[Refresh]
[Close]

---

**PAYMENT INFORMATION**

Payment No.	PM19000391	Type of Supply	LP
LPO No.	LPO1218LPP0	Create Date	10/10/2019 00:21:28 PM
Supplier Name	ZK MEDICARE SDN BHD	Created By	
Original LPO Amount(RM)	442.80	Payment Type	
Status	Open	Voucher No.	
Credit Note Amount(RM)	0.00	Credit Note No.	
Invoice Amount (RM)	442.80	Invoice Received Date	01/10/2019
Payment Amount(RM)	442.80	Invoice Reference No	66457-HY6654
Remarks		eGRN Date(eP)	18/09/2019
Expected Invoice Date	02/10/2019		

---

**PAYMENT BY VOTE**

Item Code	Item Description	Vote Code	Vote Description	Budget Type	Order Quantity	Receive Quantity	Received Amt.(RM)
S01EC01000P4001XX.01	Acetazolamide 500mg Inj	050801/022000/27499/99	XRAY ALAT 2019	Operating	123	123	442.80
TOTAL						123	442.80

---

**VOTE LIST**

Vote Code	Vote Description	Budget Type	Amount (RM)	Credit Note Amount(RM)
050801/022000/27499/99	XRAY ALAT 2019	Operating	442.80	0.00
TOTAL			442.80	0.00

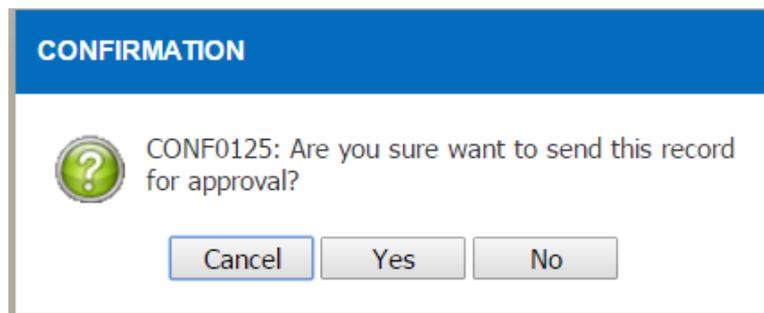
**Figure 4.1.2-10 Send for Approval**

**STEP 9**

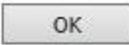
Click on the button to send the Payment record to the Pharmacist/HOD for approval.

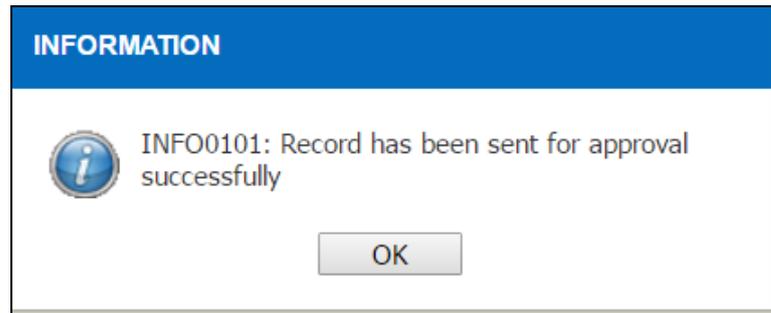
**Note**

- Click on the button in Figure 4.1.2-11.



**Figure 4.1.2-11 Alert Message Send for Approval**

- Click on the  button in Figure 4.1.2-12.



**Figure 4.1.2-12 Successfully sent for Approval**

- The **Status** will be automatically changed to 'Pending for Approval'.
- The Pharmacist/HOD will receive a Pending for Approval Payment record in the Task List.

### 4.1.3 New Payment (Payment Type: Payment with Credit Note)

This function is used to create a Payment transaction for partially supplied LPO.

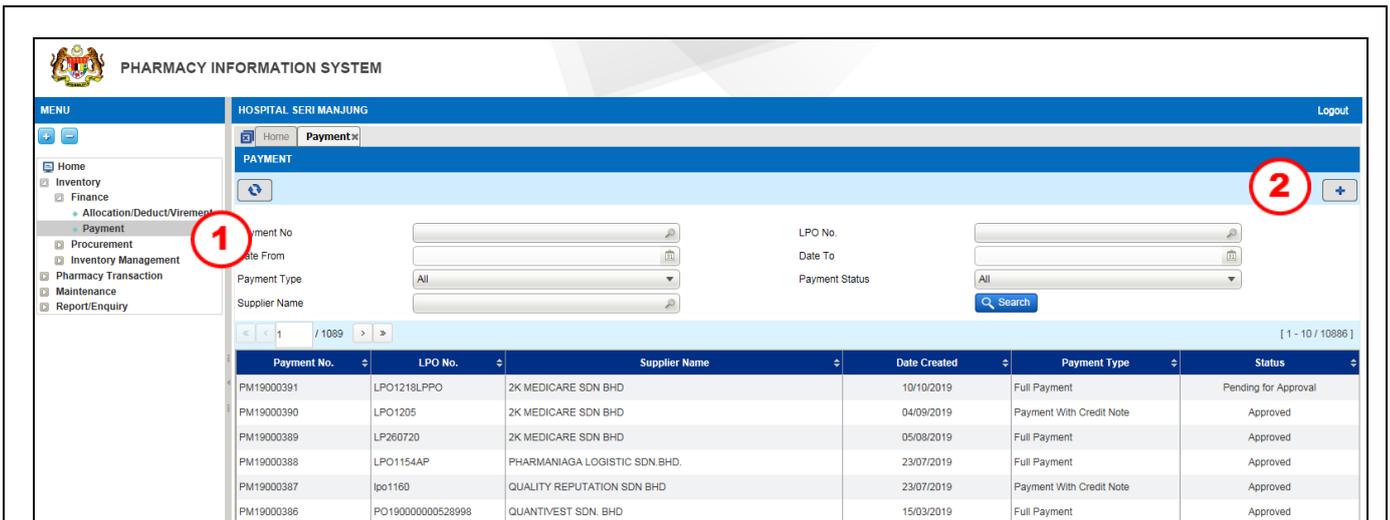


Figure 4.1.3-1 Create New Payment

#### STEP 1

Click on 'Inventory' menu followed by 'Finance' and click on 'Payment'.

#### STEP 2

Click on the  button and the Payment will be displayed as shown in the Figure 4.1.3-1.

#### Note

- **Payment Type** in the Payment transaction will not be selected by the user. The system will be automatically displayed the Payment Type as **Payment with Credit Note** if the LPO is not received in full and the Status of the Receive from Supplier sub module is equal to Partial.
- LPO No. will be available both in Receive from Supplier and Payment sub menus once the status of the Order equal to eP Approved.

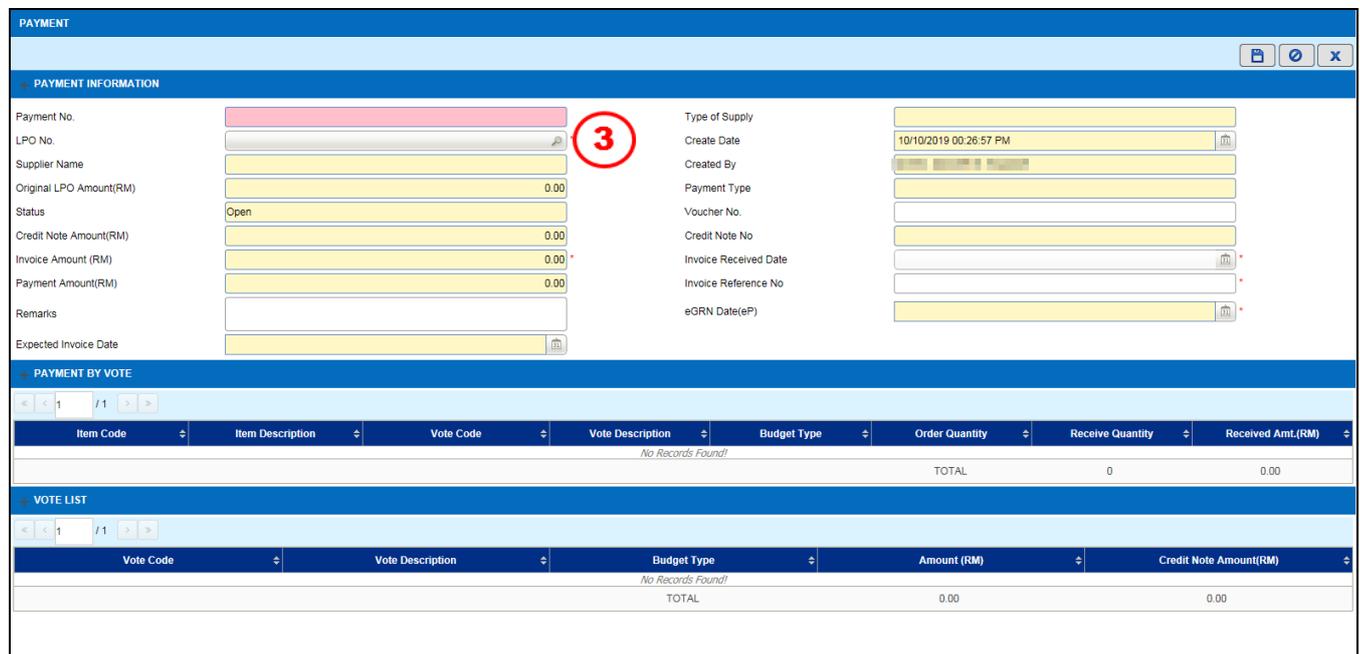


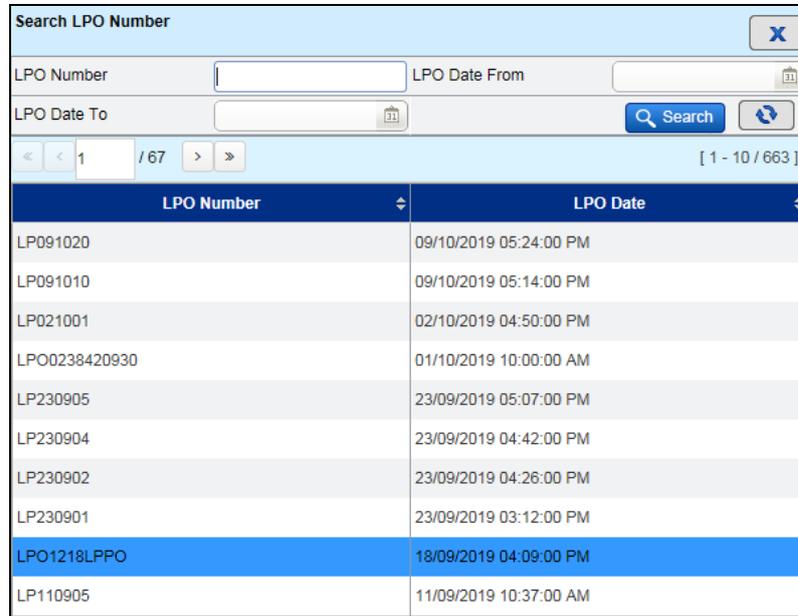
Figure 4.1.3-2 Payment

**STEP 3**

Click on the  button to search for **LPO NO.**

**Note**

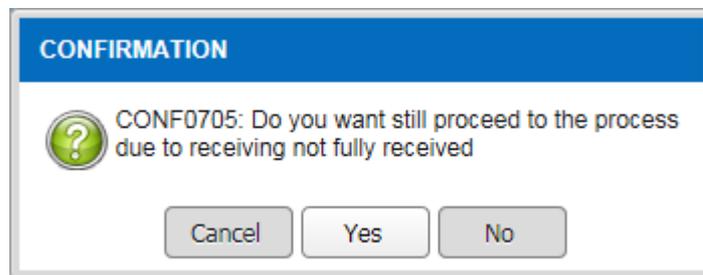
- System will display the Search LPO No. window in Figure 4.1.3-3



LPO Number	LPO Date
LP091020	09/10/2019 05:24:00 PM
LP091010	09/10/2019 05:14:00 PM
LP021001	02/10/2019 04:50:00 PM
LPO0238420930	01/10/2019 10:00:00 AM
LP230905	23/09/2019 05:07:00 PM
LP230904	23/09/2019 04:42:00 PM
LP230902	23/09/2019 04:26:00 PM
LP230901	23/09/2019 03:12:00 PM
LPO1218LPPO	18/09/2019 04:09:00 PM
LP110905	11/09/2019 10:37:00 AM

**Figure 4.1.3-3 Search LPO Number**

- The Search LPO No. window will allow the user to enter a partial or full character for **LPO No.** and/or select **LPO Date From** and **LPO Date To**. and click the  button or just click the  button to search for the LPO No. Double click to select LPO No.
- System will display a confirmation message if the LPO is not received in full.



**Figure 4.1.3-4 Confirmation Message**

- Click on the  button to proceed with Payment with Credit Note.
- LPO No. from Purchase Order with Status = 'eP Approved' will be displayed here.
- Repeat from **STEP 4** to **STEP 9** in section [3.1.2 New Payment \(Payment Type: Full Payment\)](#) to create a new Payment transaction.

PAYMENT

+ PAYMENT INFORMATION

Payment No. <input type="text"/> LPO No. <input type="text" value="LPO008714"/> Supplier Name <input type="text" value="PHARMANIAGA LOGISTIC SDN.BHD"/> Original LPO Amount(RM) <input type="text" value="0.00"/> Status <input type="text" value="Open"/> Credit Note Amount(RM) <input type="text" value="95.00"/> Invoice Amount (RM) <input type="text" value="0.00"/> Payment Amount(RM) <input type="text" value="0.00"/> Remarks <input type="text"/> Expected Invoice Date <input type="text"/>	Type of Supply <input type="text" value="APPL"/> Create Date <input type="text" value="07/08/2017 11:53:34 AM"/> Created By <input type="text"/> Payment Type <input type="text" value="Payment With Credit Note"/> Voucher No. <input type="text"/> Credit Note No <input type="text" value="CN01"/> Invoice Received Date <input type="text" value="07/08/2017"/> Invoice No <input type="text" value="INV1256"/> eGRN Date(eP) <input type="text"/>
--	--

+ PAYMENT BY VOTE

Item Code	Item Description	Vote Code	Vote Description	Budget Type	Order Quantity	Receive Quantity	Received AmL(RM)
03.1003.03	Fluphenazine Decanoate BP 25mg/ml Inj	090401/030500/27401/01	Perubatan Am (ubat)	Operating	100	0	0.00
TOTAL						0	0.00

+ VOTE LIST

Vote Code	Vote Description	Budget Type	Amount (RM)	Credit Note Amount(RM)
090401/030500/27401/01	Perubatan Am (ubat)	Operating	95.00	95.00
TOTAL			95.00	95.00

**Figure 4.1.3-5 Create New Payment**

- **Create Date** will be by default to the system Date Time and is non-editable. The Date format is dd/MM/yyyy hh:MM:ss.
- **Created By** will be by default to the user Login ID.
- Newly created Payment **Status** is defaulted to 'Open'.
- These information will be automatically populated from Purchase Order on selection of LPO No. and is non-editable:
  - a) Supplier Name
  - b) Type of Supply
  - c) Original LPO Amount (RM)
  - d) Credit Note amount (RM)  
 $Credit\ Note\ Amount\ (RM) = Original\ LPO\ Amount\ (RM) - Payment\ Amount\ (RM)$
  - e) Payment Amount (RM)  
 $Payment\ Amount\ (RM) = Amount\ (RM)\ in\ the\ Receive\ from\ supplier\ sub-module.$
  - f) Invoice Amount (RM)  
 $Invoice\ Amount\ (RM) = Payment\ Amount\ (RM)$
  - g) Payment Type value will equal to the Payment with Credit Note value.
- These information under the **Payment by Vote** section will be automatically populated from Purchase Order on the selection of LPO No:
  - a) Item Code
  - b) Item Description
  - c) Vote Code
  - d) Vote Description
  - e) Budget Type
  - f) Order Quantity
  - g) Received Quantity
  - h) Received Amount (RM)  
 $Received\ Amount\ (RM) = Received\ Qty * Unit\ Price\ (RM)$



PAYMENT BY VOTE							
Item Code	Item Description	Vote Code	Vote Description	Budget Type	Order Quantity	Receive Quantity	Received Amt.(RM)
S01EC01000P4001XX.01	Acetazolamide 500mg Inj	050801/022000/27499/99	XRAY ALAT 2019	Operating	123	123	442.80
TOTAL						123	442.80

Figure 4.1.3-6 Payment By Vote section

- *Payment details that are populated from Purchase Order can be viewed under the **Vote List** section are as below:*

1. *Vote Code*
2. *Vote Description*
3. *Budget Type*
4. *Amount (RM)*

*Amount (RM) will display the same amount as the Received Amt. (RM) at the Payment By Vote section.*

5. *Credit Note Amount (RM)*

*Credit Note Amount (RM) = Original LPO Amount (RM) – Payment Amount (RM)*

VOTE LIST				
Vote Code	Vote Description	Budget Type	Amount (RM)	Credit Note Amount(RM)
050801/022000/27499/99	XRAY ALAT 2019	Operating	442.80	0.00
TOTAL			442.80	0.00

Figure 4.1.3-7 Vote List section

## 4.2 Payment Approval

This function is used to approve or reject the Payment transaction with Pending for Approval status.

TASK LIST						
Transaction Type: <span>Payment</span>		<input type="text" value="Search"/>				
[1 - 1/1]						
Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Payment	PM19000391	Drug	10/10/2019 12:21 PM	Pending For Approval	Farmasi Logistik Hospital	

Figure 4.2-1 Task List

### Note

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

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

### STEP 1

Double click on the Payment No. and the Payment screen will be displayed as shown in the Figure 4.2-2

### Note

The pharmacist is also able to refer to section [3.1 Payment Listing Page](#) to search for the 'Pending for Approval' Payment record.

PAYMENT							
Payment No. <span>PM19000391</span>		Type of Supply <span>LP</span>					
LPO No. <span>LPO1218LPPO</span>		Create Date <span>10/10/2019 00:21:28 PM</span>					
Supplier Name <span>2K MEDICARE SDN BHD</span>		Created By <span></span>					
Original LPO Amount(RM) <span>442.80</span>		Payment Type <span>Full Payment</span>					
Status <span>Pending for Approval</span>		Voucher No. <span></span>					
Credit Note Amount(RM) <span>0.00</span>		Credit Note No. <span></span>					
Invoice Amount (RM) <span>442.80</span>		Invoice Received Date <span>01/10/2019</span>					
Payment Amount(RM) <span>442.80</span>		Invoice Reference No. <span>66457-HY6654</span>					
Remarks <span></span>		eGRN Date(eP) <span>18/09/2019</span>					
Expected Invoice Date <span>02/10/2019</span>		Reject Reason <span></span>					
PAYMENT BY VOTE							
[1 - 1/1]							
Item Code	Item Description	Vote Code	Vote Description	Budget Type	Order Quantity	Receive Quantity	Received Amt.(RM)
S01EC01000P4001XX.01	Acetazolamide 500mg Inj	050801/022000/27499/99	XRAY ALAT 2019	Operating	123	123	442.80
TOTAL					123	123	442.80
VOTE LIST							
[1 - 1/1]							
Vote Code	Vote Description	Budget Type	Amount (RM)	Credit Note Amount(RM)			
050801/022000/27499/99	XRAY ALAT 2019	Operating	442.80	0.00			
TOTAL			442.80	0.00			

Figure 4.2-2 Approve/Reject Payment transaction

### STEP 2

Select either one of the available button

- a)  button to Approve the Payment transaction.

### Note

- The **Status** will be automatically changed to 'Approved'.
- Once a Payment transaction status is equal to Approved, the Liability Amount (RM) in the Budget Movement report will be transferred to the Utilized Amount (RM).

b)  button to Reject the Payment transaction.

- **Reject Remark** is mandatory to reject the Payment transaction.
- The **Status** will be automatically changed to 'Rejected'.
- If a Payment transaction status is equal to Rejected, the Liability Amount (RM) in the Budget Movement report will be unchanged.



## 5.0 Acronyms

Abbreviation	Definition
MOH	Ministry of Health
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
eP	e-Perolehan
LPO	Local Purchase Order
DO	Delivery Order
CN	Credit Note

## 6.0 Links to Inventory Modules

No	Module	PDF Links	No	Module	PDF Links
1	<i>Finance</i>	<a href="#">Click Here</a>	15	<i>Internal Indent</i>	<a href="#">Click Here</a>
2	<i>Procurement Standard APPL</i>	<a href="#">Click Here</a>	16	<i>Issue</i>	<a href="#">Click Here</a>
3	<i>Procurement standard LP</i>	<a href="#">Click Here</a>	17	<i>Receive From Supplier</i>	<a href="#">Click Here</a>
4	<i>Procurement Standard Contract</i>	<a href="#">Click Here</a>	18	<i>Receive Inter Facility</i>	<a href="#">Click Here</a>
5	<i>Procurement Standard Quotation</i>	<a href="#">Click Here</a>	19	<i>Receive Intra Facility</i>	<a href="#">Click Here</a>
6	<i>Procurement Standard (RFQ)</i>	<a href="#">Click Here</a>	20	<i>Return to Supplier</i>	<a href="#">Click Here</a>
7	<i>Procurement Non Standard (Requisition Order)</i>	<a href="#">Click Here</a>	21	<i>Return to Supplying Unit</i>	<a href="#">Click Here</a>
8	<i>Quarantine</i>	<a href="#">Click Here</a>	22	<i>Slow Moving</i>	<a href="#">Click Here</a>
9	<i>Product Complaint</i>	<a href="#">Click Here</a>	23	<i>Stock Taking And Verification</i>	<a href="#">Click Here</a>
10	<i>Recalculate Buffer Level</i>	<a href="#">Click Here</a>	24	<i>Stock Transfer</i>	<a href="#">Click Here</a>
11	<i>Expiration And Condemn</i>	<a href="#">Click Here</a>	25	<i>Year End</i>	<a href="#">Click Here</a>
12	<i>Recall Product</i>	<a href="#">Click Here</a>	26	<i>Penalty</i>	<a href="#">Click Here</a>
13	<i>Payment</i>	<a href="#">Click Here</a>	27	<i>IWP Budget</i>	<a href="#">Click Here</a>
14	<i>External Indent</i>	<a href="#">Click Here</a>	28	<i>IWP Order Authorization</i>	<a href="#">Click Here</a>