



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

User Manual Pharmacy Inventory (Payment)

Version	: 13th Edition
Document ID	: U.MANUAL_INV_PAYMENT



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



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Reference ID : U. MANUAL_INV_PAYMENT-13th E

Application reference: PhIS & CPS v2.6.1



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1.0 Introduction

1.1 Overview of PhIS

Pharmacy Information System or better known as PhIS is a complete and comprehensive system that integrates pharmacy related services that geared 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

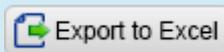
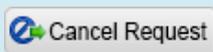
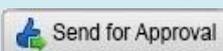
1.3 Organised Sections

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

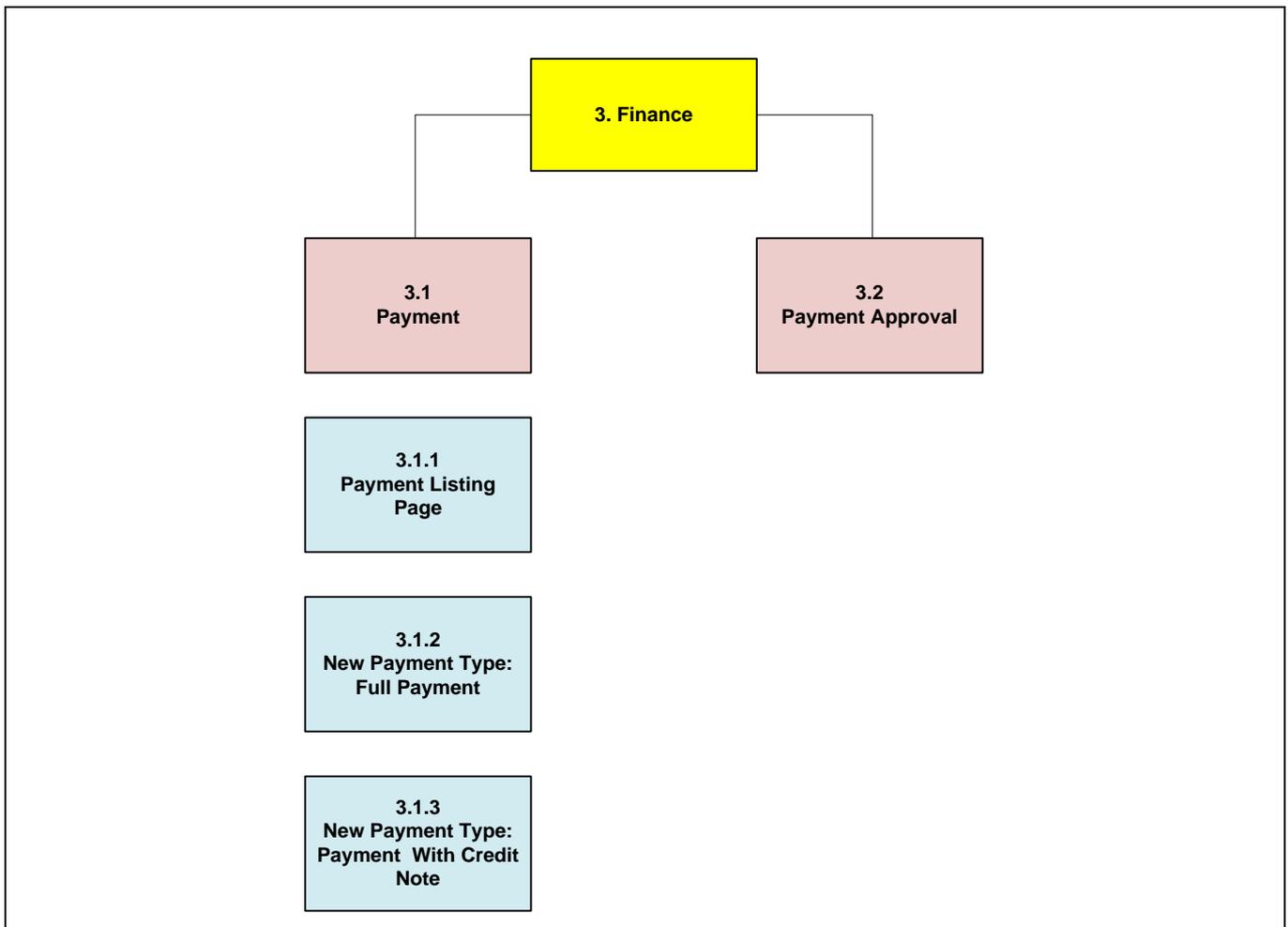


Figure 3.2-1

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).

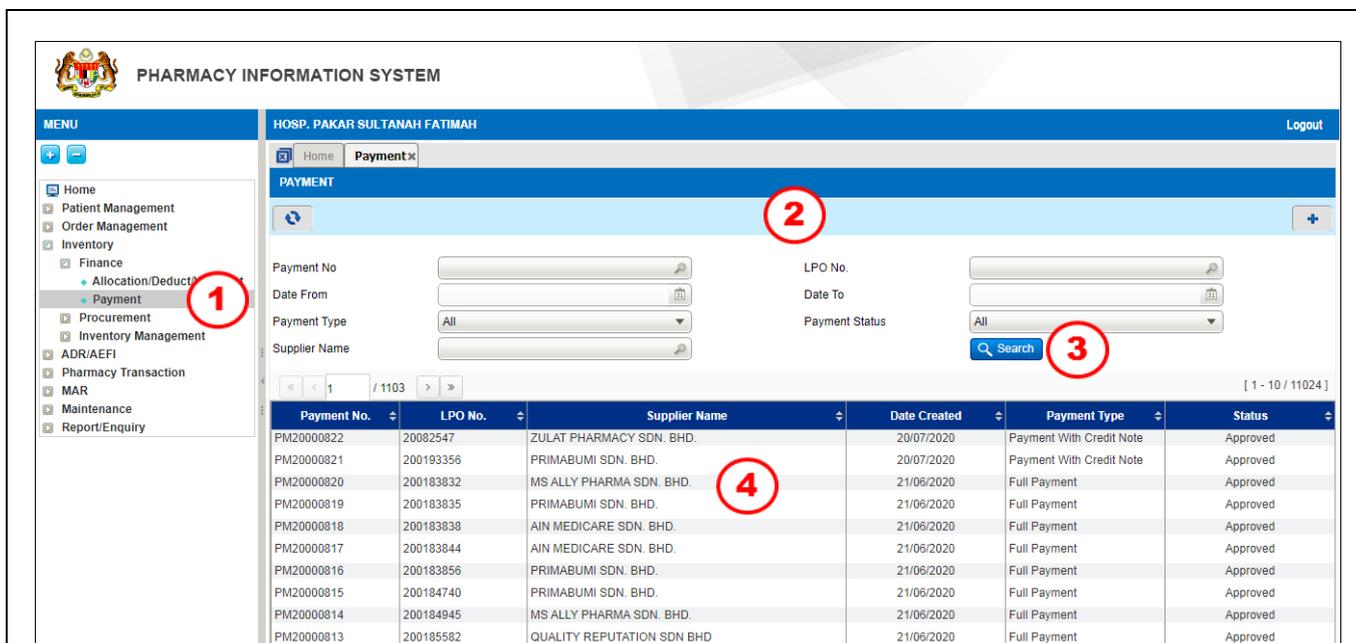
4.0 Application Standard Features

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
PM20000822	20082547	ZULAT PHARMACY SDN. BHD.	20/07/2020	Payment With Credit Note	Approved
PM20000821	200193356	PRIMABUMI SDN. BHD.	20/07/2020	Payment With Credit Note	Approved
PM20000820	200183832	MS ALLY PHARMA SDN. BHD.	21/06/2020	Full Payment	Approved
PM20000819	200183835	PRIMABUMI SDN. BHD.	21/06/2020	Full Payment	Approved
PM20000818	200183838	AIN MEDICARE SDN. BHD.	21/06/2020	Full Payment	Approved
PM20000817	200183844	AIN MEDICARE SDN. BHD.	21/06/2020	Full Payment	Approved
PM20000816	200183856	PRIMABUMI SDN. BHD.	21/06/2020	Full Payment	Approved
PM20000815	200184740	PRIMABUMI SDN. BHD.	21/06/2020	Full Payment	Approved
PM20000814	200184945	MS ALLY PHARMA SDN. BHD.	21/06/2020	Full Payment	Approved
PM20000813	200185582	QUALITY REPUTATION SDN BHD	21/06/2020	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: • Full Payment – Items are fully supplied by the Supplier • 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
f	Payment Status	The Payment Status	Payment Status:

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

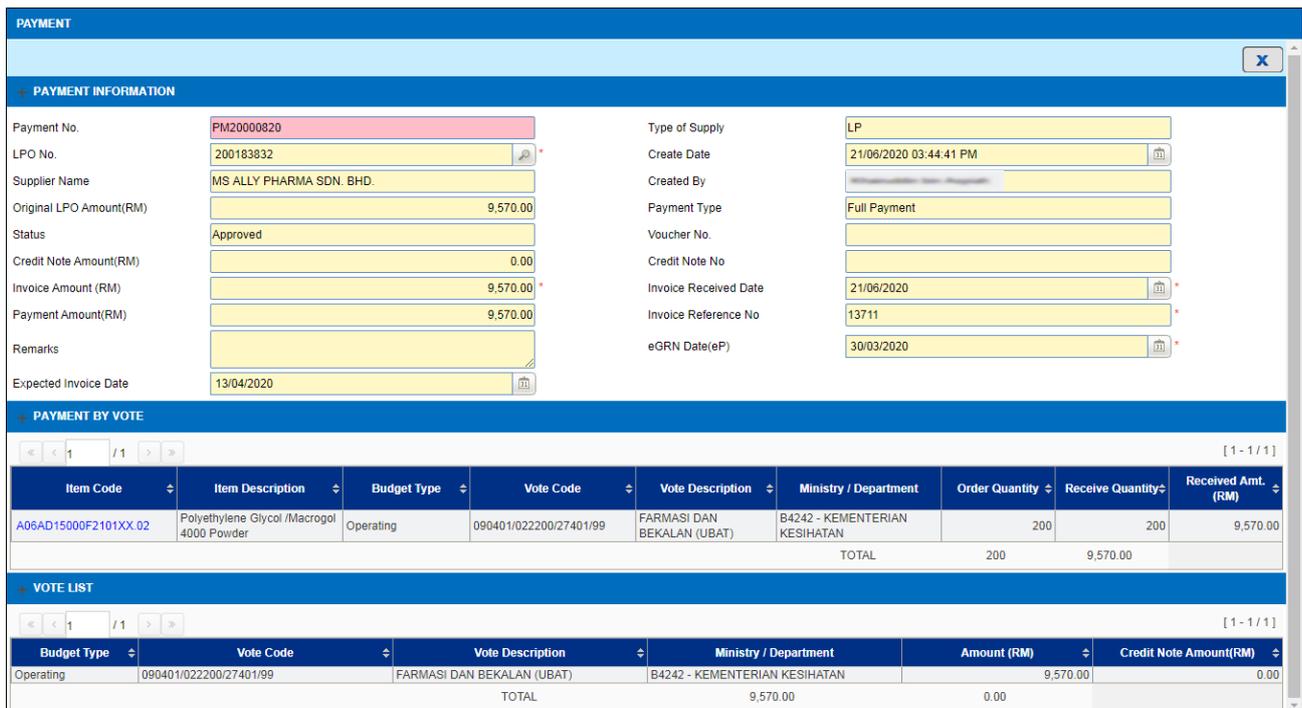
Table 4.1.1-1

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

PAYMENT INFORMATION

Payment No. PM20000820
 LPO No. 200183832
 Supplier Name MS ALLY PHARMA SDN. BHD.
 Original LPO Amount(RM) 9,570.00
 Status Approved
 Credit Note Amount(RM) 0.00
 Invoice Amount (RM) 9,570.00
 Payment Amount(RM) 9,570.00
 Remarks
 Expected Invoice Date 13/04/2020

Type of Supply LP
 Create Date 21/06/2020 03:44:41 PM
 Created By
 Payment Type Full Payment
 Voucher No.
 Credit Note No.
 Invoice Received Date 21/06/2020
 Invoice Reference No 13711
 eGRN Date(eP) 30/03/2020

PAYMENT BY VOTE

Item Code	Item Description	Budget Type	Vote Code	Vote Description	Ministry / Department	Order Quantity	Receive Quantity	Received Amt. (RM)
A06AD15000F2101XX.02	Polyethylene Glycol /Macrogol 4000 Powder	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	B4242 - KEMENTERIAN KESIHATAN	200	200	9,570.00
TOTAL						200	9,570.00	

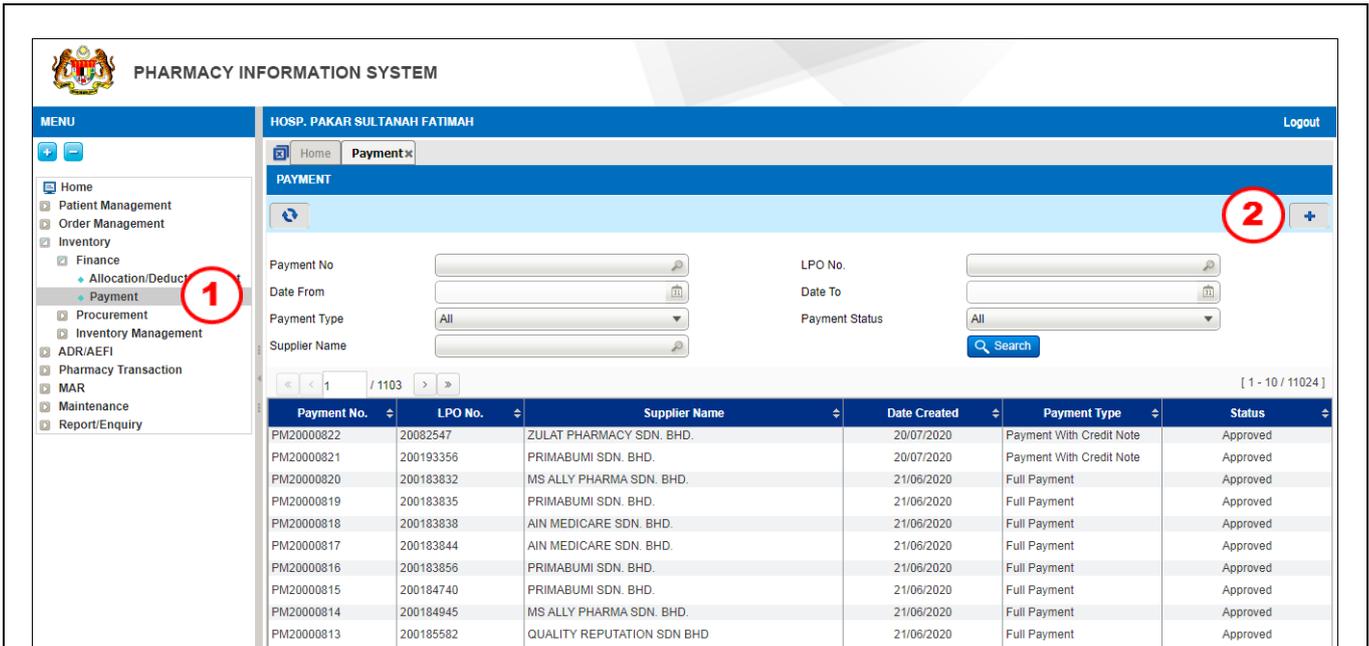
VOTE LIST

Budget Type	Vote Code	Vote Description	Ministry / Department	Amount (RM)	Credit Note Amount(RM)
Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	B4242 - KEMENTERIAN KESIHATAN	9,570.00	0.00
TOTAL				9,570.00	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

HOSP. PAKAR SULTANAH FATIMAH

Logout

Home Payment

PAYMENT

Payment No. LPO No.

Date From Date To

Payment Type All Payment Status All

Supplier Name Search

1 / 1103 [1 - 10 / 11024]

Payment No.	LPO No.	Supplier Name	Date Created	Payment Type	Status
PM20000822	20082547	ZULAT PHARMACY SDN. BHD.	20/07/2020	Payment With Credit Note	Approved
PM20000821	200193356	PRIMABUMI SDN. BHD.	20/07/2020	Payment With Credit Note	Approved
PM20000820	200183832	MS ALLY PHARMA SDN. BHD.	21/06/2020	Full Payment	Approved
PM20000819	200183835	PRIMABUMI SDN. BHD.	21/06/2020	Full Payment	Approved
PM20000818	200183838	AIN MEDICARE SDN. BHD.	21/06/2020	Full Payment	Approved
PM20000817	200183844	AIN MEDICARE SDN. BHD.	21/06/2020	Full Payment	Approved
PM20000816	200183856	PRIMABUMI SDN. BHD.	21/06/2020	Full Payment	Approved
PM20000815	200184740	PRIMABUMI SDN. BHD.	21/06/2020	Full Payment	Approved
PM20000814	200184945	MS ALLY PHARMA SDN. BHD.	21/06/2020	Full Payment	Approved
PM20000813	200185582	QUALITY REPUTATION SDN BHD	21/06/2020	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

<table style="width: 100%; border-collapse: collapse;"> <tr><td>Payment No.</td><td><input type="text"/></td></tr> <tr><td>LPO No.</td><td><input type="text" value="COTEST2100158001"/></td></tr> <tr><td>Supplier Name</td><td><input type="text" value="PHARMANIAGA LOGISTIC SDN.BHD."/></td></tr> <tr><td>Original LPO Amount(RM)</td><td><input type="text" value="43,500.00"/></td></tr> <tr><td>Status</td><td><input type="text" value="Open"/></td></tr> <tr><td>Credit Note Amount(RM)</td><td><input type="text" value="0.00"/></td></tr> <tr><td>Invoice Amount (RM)</td><td><input type="text" value="43,500.00"/></td></tr> <tr><td>Payment Amount(RM)</td><td><input type="text" value="43,500.00"/></td></tr> <tr><td>Remarks</td><td><input type="text"/></td></tr> <tr><td>Expected Invoice Date</td><td><input type="text"/></td></tr> </table>	Payment No.	<input type="text"/>	LPO No.	<input type="text" value="COTEST2100158001"/>	Supplier Name	<input type="text" value="PHARMANIAGA LOGISTIC SDN.BHD."/>	Original LPO Amount(RM)	<input type="text" value="43,500.00"/>	Status	<input type="text" value="Open"/>	Credit Note Amount(RM)	<input type="text" value="0.00"/>	Invoice Amount (RM)	<input type="text" value="43,500.00"/>	Payment Amount(RM)	<input type="text" value="43,500.00"/>	Remarks	<input type="text"/>	Expected Invoice Date	<input type="text"/>	<table style="width: 100%; border-collapse: collapse;"> <tr><td>Type of Supply</td><td><input type="text" value="Contract"/></td></tr> <tr><td>Create Date</td><td><input type="text" value="16/03/2021 11:13:34 AM"/></td></tr> <tr><td>Created By</td><td><input type="text"/></td></tr> <tr><td>Payment Type</td><td><input type="text" value="Full Payment"/></td></tr> <tr><td>Voucher No.</td><td><input type="text"/></td></tr> <tr><td>Credit Note No</td><td><input type="text"/></td></tr> <tr><td>Invoice Received Date</td><td><input type="text"/></td></tr> <tr><td>Invoice Reference No</td><td><input type="text"/></td></tr> <tr><td>eGRN Date(eP)</td><td><input type="text" value="15/03/2021"/></td></tr> </table>	Type of Supply	<input type="text" value="Contract"/>	Create Date	<input type="text" value="16/03/2021 11:13:34 AM"/>	Created By	<input type="text"/>	Payment Type	<input type="text" value="Full Payment"/>	Voucher No.	<input type="text"/>	Credit Note No	<input type="text"/>	Invoice Received Date	<input type="text"/>	Invoice Reference No	<input type="text"/>	eGRN Date(eP)	<input type="text" value="15/03/2021"/>
Payment No.	<input type="text"/>																																						
LPO No.	<input type="text" value="COTEST2100158001"/>																																						
Supplier Name	<input type="text" value="PHARMANIAGA LOGISTIC SDN.BHD."/>																																						
Original LPO Amount(RM)	<input type="text" value="43,500.00"/>																																						
Status	<input type="text" value="Open"/>																																						
Credit Note Amount(RM)	<input type="text" value="0.00"/>																																						
Invoice Amount (RM)	<input type="text" value="43,500.00"/>																																						
Payment Amount(RM)	<input type="text" value="43,500.00"/>																																						
Remarks	<input type="text"/>																																						
Expected Invoice Date	<input type="text"/>																																						
Type of Supply	<input type="text" value="Contract"/>																																						
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Created By	<input type="text"/>																																						
Payment Type	<input type="text" value="Full Payment"/>																																						
Voucher No.	<input type="text"/>																																						
Credit Note No	<input type="text"/>																																						
Invoice Received Date	<input type="text"/>																																						
Invoice Reference No	<input type="text"/>																																						
eGRN Date(eP)	<input type="text" value="15/03/2021"/>																																						

+ PAYMENT BY VOTE

[1 - 1 / 1]								
Item Code	Item Description	Budget Type	Vote Code	Vote Description	Ministry / Department	Order Quantity	Receive Quantity	Received Amt. (RM)
J07BX03000L9001.01	COVID-19 Inactivated Vaccine (Sinovac)	Development	090401/00800/27401/99	COVID19 2021	0000 - 1245	5	5	43,500.00
TOTAL						5	43,500.00	

+ VOTE LIST

[1 - 1 / 1]					
Budget Type	Vote Code	Vote Description	Ministry / Department	Amount (RM)	Credit Note Amount(RM)
Development	090401/00800/27401/99	COVID19 2021	0000 - 1245	43,500.00	0.00
TOTAL				43,500.00	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	<input type="text"/>	LPO Date From	<input type="text"/>
LPO Date To	<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Refresh"/>

[1 - 10 / 8128]

LPO Number	LPO Date
20503191	08/09/2020 03:07:00 PM
CO200000000437876	08/09/2020 03:00:00 PM
CO200000000437891	08/09/2020 03:00:00 PM
CO200000000437883	08/09/2020 03:00:00 PM
CO200000000437899	08/09/2020 03:00:00 PM
20502111	08/09/2020 12:36:00 PM
20502130	08/09/2020 12:33:00 PM
20502155	08/09/2020 12:30:00 PM
20502175	08/09/2020 12:28:00 PM
20502171	08/09/2020 12:25:00 PM

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	Budget Type	Vote Code	Vote Description	Ministry / Department	Order Quantity	Receive Quantity	Received Amt. (RM)
J07BX03000L9001.01	COVID-19 Inactivated Vaccine (Sinovac)	Development	090401/00800/27401/99	COVID19 2021	0000 - 1245	5	5	43,500.00
TOTAL						5	43,500.00	

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					
Budget Type	Vote Code	Vote Description	Ministry / Department	Amount (RM)	Credit Note Amount(RM)
Development	090401/00800/27401/99	COVID19 2021	0000 - 1245	43,500.00	0.00
TOTAL			43,500.00	0.00	

Figure 4.1.2-5 Vote List section

PAYMENT

PAYMENT INFORMATION

Payment No.		Type of Supply	Contract
LPO No.	COTEST2100158001	Create Date	16/03/2021 11:13:34 AM
Supplier Name	PHARMANIAGA LOGISTIC SDN.BHD.	Created By	
Original LPO Amount(RM)	43,500.00	Payment Type	Full Payment
Status	Open	Voucher No.	
Credit Note Amount(RM)	0.00	Credit Note No.	
Invoice Amount (RM)	43,500.00	Invoice Received Date	16/03/2021
Payment Amount(RM)	43,500.00	Invoice Reference No.	INV282112
Remarks		eGRN Date(eP)	15/03/2021
Expected Invoice Date	29/03/2021		

PAYMENT BY VOTE

Item Code	Item Description	Budget Type	Vote Code	Vote Description	Ministry / Department	Order Quantity	Receive Quantity	Received Amt. (RM)
J07BX03000L9001.01	COVID-19 Inactivated Vaccine (Sinovac)	Development	090401/00800/27401/99	COVID19 2021	0000 - 1245	5	5	43,500.00
TOTAL						5	43,500.00	

VOTE LIST

Budget Type	Vote Code	Vote Description	Ministry / Department	Amount (RM)	Credit Note Amount(RM)
Development	090401/00800/27401/99	COVID19 2021	0000 - 1245	43,500.00	0.00
TOTAL				43,500.00	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

Delivery Order No	Delivery Order Date	Goods Receive Date
DO2100158	15/03/2021	15/03/2021

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.

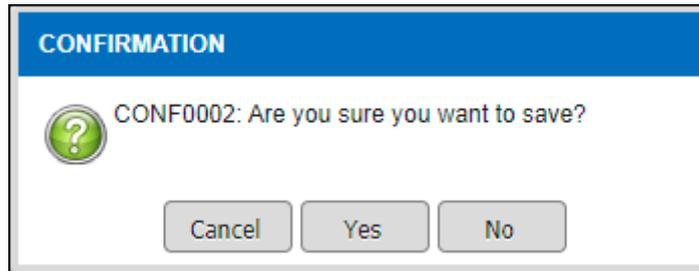


Figure 4.1.2-8 Save Record?

- Click on the  button in Figure 4.1.2-8.

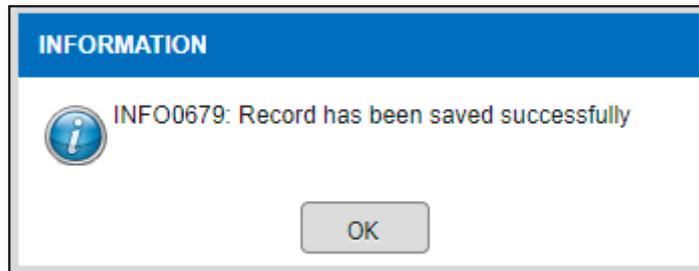


Figure 4.1.2-9 Message Information

- 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

+ PAYMENT INFORMATION

Payment No. <input type="text" value="PM21000841"/>	Type of Supply <input type="text" value="Contract"/>
LPO No. <input type="text" value="COTEST2100158001"/>	Create Date <input type="text" value="16/03/2021 11:13:34 AM"/>
Supplier Name <input type="text" value="PHARMANIAGA LOGISTIC SDN.BHD."/>	Created By <input type="text" value=""/>
Original LPO Amount(RM) <input type="text" value="43,500.00"/>	Payment Type <input type="text" value="Full Payment"/>
Status <input type="text" value="Open"/>	Voucher No. <input type="text" value=""/>
Credit Note Amount(RM) <input type="text" value="0.00"/>	Credit Note No. <input type="text" value=""/>
Invoice Amount (RM) <input type="text" value="43,500.00"/>	Invoice Received Date <input type="text" value="16/03/2021"/>
Payment Amount(RM) <input type="text" value="43,500.00"/>	Invoice Reference No <input type="text" value="INV282112"/>
Remarks <input type="text" value=""/>	eGRN Date(eP) <input type="text" value="15/03/2021"/>
Expected Invoice Date <input type="text" value="29/03/2021"/>	

+ PAYMENT BY VOTE

Item Code	Item Description	Budget Type	Vote Code	Vote Description	Ministry / Department	Order Quantity	Receive Quantity	Received Amt. (RM)
J07BX03000L9001.01	COVID-19 Inactivated Vaccine (Sinovac)	Development	090401/00800/27401/99	COVID19 2021	0000 - 1245	5	5	43,500.00
TOTAL						5	43,500.00	

+ VOTE LIST

Budget Type	Vote Code	Vote Description	Ministry / Department	Amount (RM)	Credit Note Amount(RM)
Development	090401/00800/27401/99	COVID19 2021	0000 - 1245	43,500.00	0.00
TOTAL				43,500.00	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.

CONFIRMATION

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

Figure 4.1.2-11 Alert Message Send for Approval

- Click on the button in Figure 4.1.2-12.

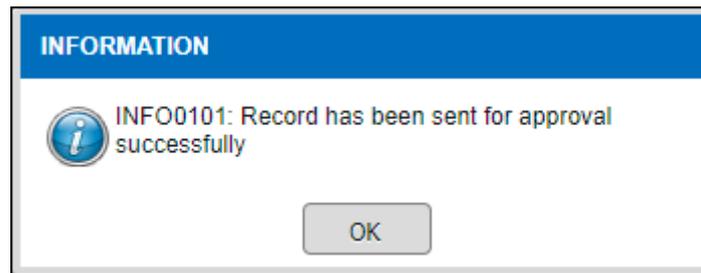
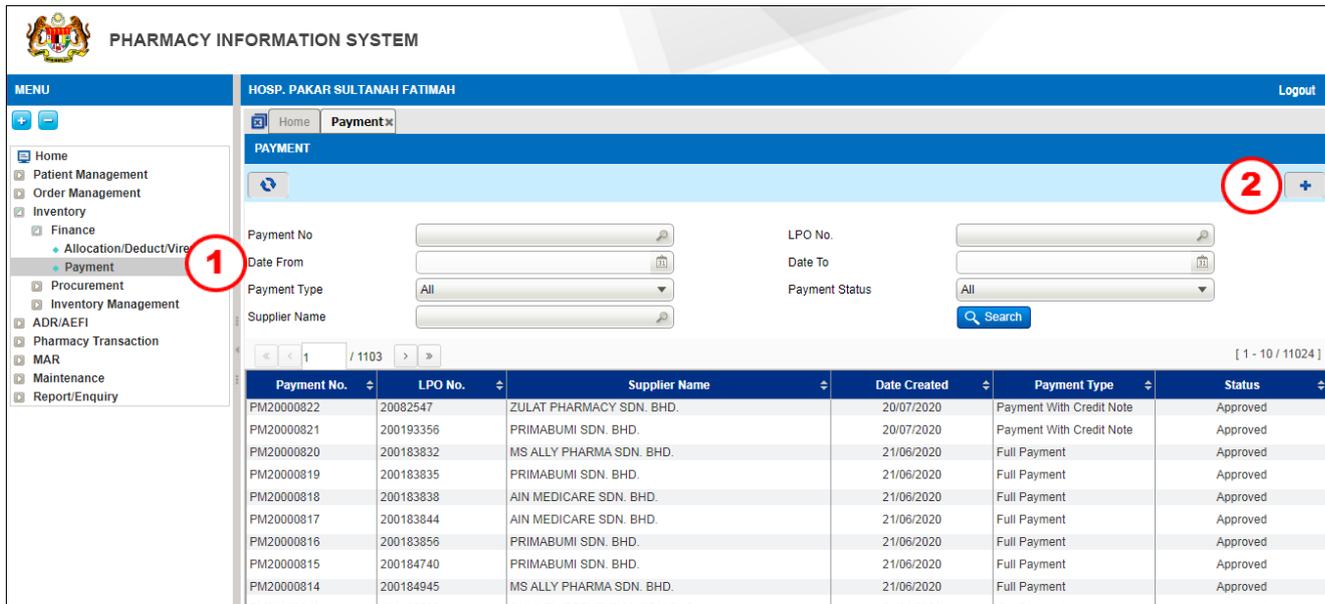


Figure 4.1.2-12 Successfully sent for Approval

- 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.



PHARMACY INFORMATION SYSTEM

HOSP. PAKAR SULTANAH FATIMAH

Logout

Home Payment

PAYMENT

Payment No. LPO No. Date From Date To Payment Type Payment Status Supplier Name

Search

[1 - 10 / 11024]

Payment No.	LPO No.	Supplier Name	Date Created	Payment Type	Status
PM20000822	20082547	ZULAT PHARMACY SDN. BHD.	20/07/2020	Payment With Credit Note	Approved
PM20000821	200193356	PRIMABUMI SDN. BHD.	20/07/2020	Payment With Credit Note	Approved
PM20000820	200183832	MS ALLY PHARMA SDN. BHD.	21/06/2020	Full Payment	Approved
PM20000819	200183835	PRIMABUMI SDN. BHD.	21/06/2020	Full Payment	Approved
PM20000818	200183838	AIN MEDICARE SDN. BHD.	21/06/2020	Full Payment	Approved
PM20000817	200183844	AIN MEDICARE SDN. BHD.	21/06/2020	Full Payment	Approved
PM20000816	200183856	PRIMABUMI SDN. BHD.	21/06/2020	Full Payment	Approved
PM20000815	200184740	PRIMABUMI SDN. BHD.	21/06/2020	Full Payment	Approved
PM20000814	200184945	MS ALLY PHARMA SDN. BHD.	21/06/2020	Full Payment	Approved
PM20000813	200185582	QUALITY REPUTATION SDN BHD	21/06/2020	Full Payment	Approved

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.

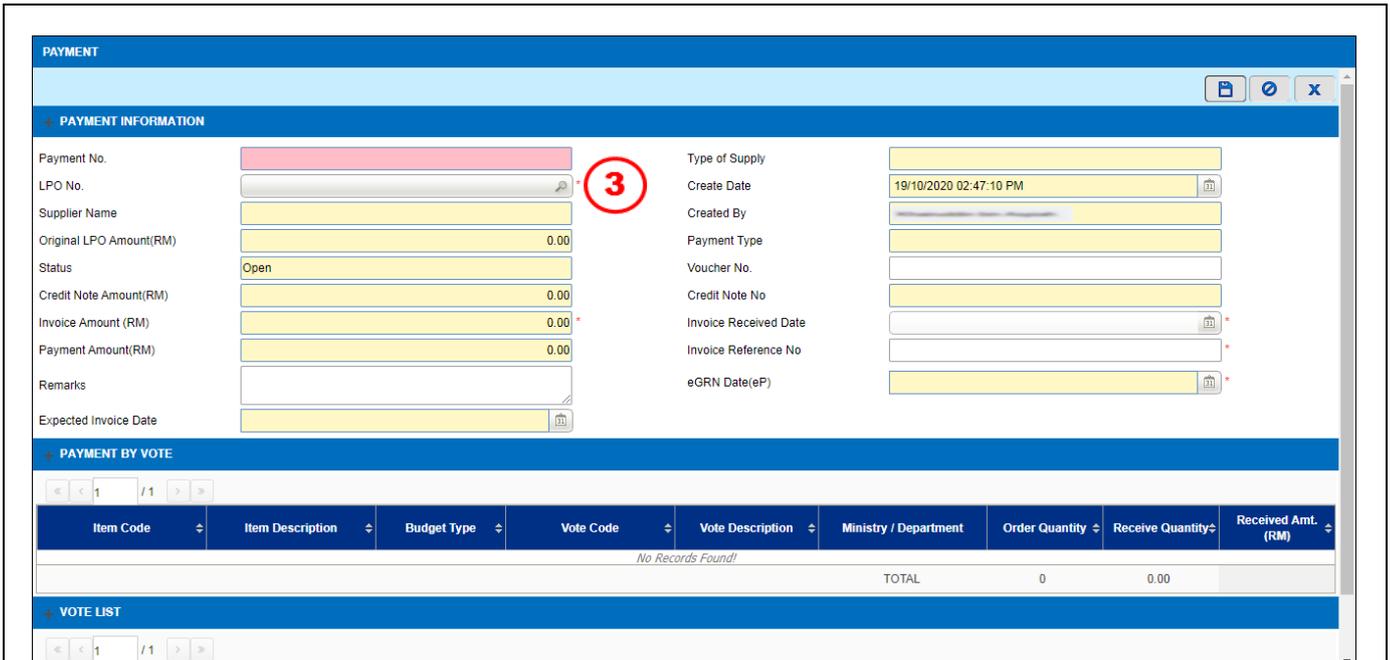


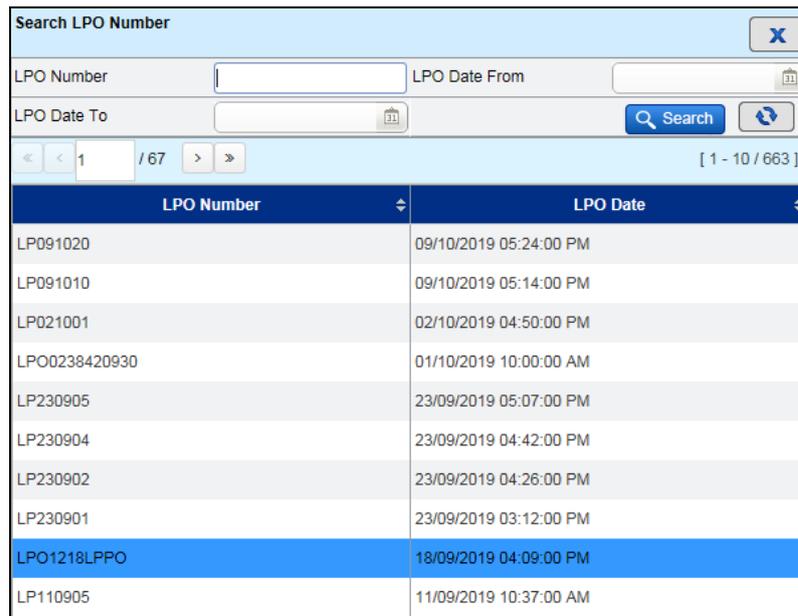
Figure 4.1.3-2 Payment

STEP 3

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

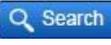
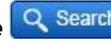
Note

- 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.

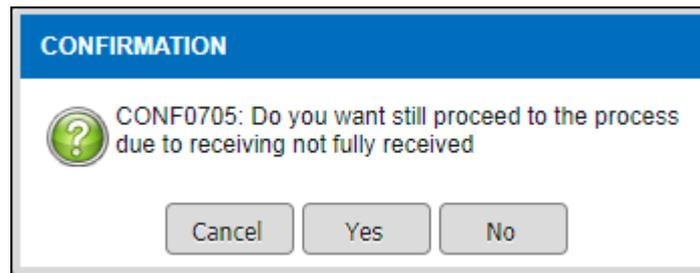
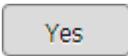


Figure 4.1.3-4 Confirmation Message

- 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.		Type of Supply	LP
LPO No.	20502111	Create Date	19/10/2020 02:47:10 PM
Supplier Name	TERAJU FARMA SDN BHD	Created By	
Original LPO Amount(RM)	3,384.00	Payment Type	Payment With Credit Note
Status	Open	Voucher No.	
Credit Note Amount(RM)	3,384.00	Credit Note No.	
Invoice Amount (RM)	0.00	Invoice Received Date	
Payment Amount(RM)	0.00	Invoice Reference No.	
Remarks		eGRN Date(eP)	
Expected Invoice Date			

PAYMENT BY VOTE

Item Code	Item Description	Budget Type	Vote Code	Vote Description	Ministry / Department	Order Quantity	Receive Quantity	Received Amt. (RM)
T2090340004.05	Syringe, Luer Lock, Size 20ml	Operating	090401/021900/27499/01	RADIOTERAPI (BUKAN UBAT)	B4242 - KEMENTERIAN KESIHATAN	3,600	0	0.00
TOTAL						0	0.00	

VOTE LIST

Budget Type	Vote Code	Vote Description	Ministry / Department	Amount (RM)	Credit Note Amount(RM)
Operating	090401/021900/27499/01	RADIOTERAPI (BUKAN UBAT)	B4242 - KEMENTERIAN KESIHATAN	3,384.00	3,384.00
TOTAL				3,384.00	

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:
 - Supplier Name
 - Type of Supply
 - Original LPO Amount (RM)
 - Credit Note amount (RM)
$$\text{Credit Note Amount (RM)} = \text{Original LPO Amount (RM)} - \text{Payment Amount (RM)}$$

- 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	Budget Type	Vote Code	Vote Description	Ministry / Department	Order Quantity	Receive Quantity	Received Amt. (RM)
T2090340004.05	Syringe, Luer Lock, Size 20ml	Operating	090401/021900/27499/01	RADIOTERAPI (BUKAN UBAT)	B4242 - KEMENTERIAN KESIHATAN	3,600	0	0.00
TOTAL						0	0.00	

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					
Budget Type	Vote Code	Vote Description	Ministry / Department	Amount (RM)	Credit Note Amount(RM)
Operating	090401/021900/27499/01	RADIOTERAPI (BUKAN UBAT)	B4242 - KEMENTERIAN KESIHATAN	3,384.00	3,384.00
TOTAL			3,384.00	3,384.00	

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: Payment Search						
						[1 - 2 / 2]
Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Payment	PM21000840 1	Drug	16/03/2021 11:09 AM	Pending For Approval	STOR FARMASI	Pharmacist (on Request)
Payment	PM21000841	Drug	16/03/2021 11:43 AM	Pending For Approval	STOR FARMASI	Pharmacist (on Request)

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									
Approve Reject X									
PAYMENT INFORMATION									
Payment No.	PM21000840	Type of Supply	Contract						
LPO No.	COTEST2100163001	Create Date	16/03/2021 10:54:31 AM						
Supplier Name	PHARMANIAGA LOGISTIC SDN.BHD.	Created By	Pharmacist (on Request)						
Original LPO Amount(RM)	52,200.00	Payment Type	Full Payment						
Status	Pending for Approval	Voucher No.							
Credit Note Amount(RM)	0.00	Credit Note No.							
Invoice Amount (RM)	52,200.00	Invoice Received Date	16/03/2021						
Payment Amount(RM)	52,200.00	Invoice Reference No	8866						
Remarks		eGRN Date(eP)	15/03/2021						
Expected Invoice Date	29/03/2021	Reject Reason							
PAYMENT BY VOTE									
									[1 - 1 / 1]
Item Code	Item Description	Budget Type	Vote Code	Vote Description	Ministry / Department	Order Quantity	Receive Quantity	Received Amt. (RM)	
J07BX03000L9001.01	COVID-19 Inactivated Vaccine (Sinovac)	Development	090401/00800/27401/99	COVID19 2021	0000 - 1245	6	6	52,200.00	
TOTAL						6	52,200.00		
VOTE LIST									
									[1 - 1 / 1]
Budget Type	Vote Code	Vote Description	Ministry / Department	Amount (RM)	Credit Note Amount(RM)				
Development	090401/00800/27401/99	COVID19 2021	0000 - 1245	52,200.00	0.00				
TOTAL				52,200.00	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.

c)  button to cancel request

- Status will be automatically changed to 'Cancelled'

5.0 Acronyms

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

6.0 Links to Inventory Modules

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