



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

User Manual Pharmacy Inventory Receive Item (Intra Facility)

Version	: 10th EDITION
Document ID	: U. MANUAL_INV_RECEIVE ITEM_ INTRA FACILITY



PhIS & CPS Project
User Manual – Pharmacy Inventory
Receive Item (Intra Facility)



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Reference ID : U. MANUAL_INV_RECEIVE ITEM_INTRA FACILITY-10th 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 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 (CDR), Parenteral Nutrition (PN), IV Admixture & Eye Drop, Radiopharmaceuticals and Extemporaneous
8. Adverse Drug Reaction & Drug Allergic Card (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 (Recall Product) 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:

- Receiving Intra Facility
- Receive type: Issue Note
- Receive type: Manual
- Receive type: Return Item
- Receive type: Stock Transfer

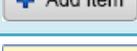
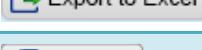
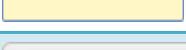
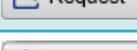
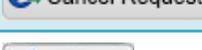
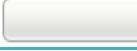
1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Procurement Standard (APPL)
- Section 4 : Acronyms
- Section 5 : Link to Inventory Modules

2.0 Application Standard Features

2.1 PhIS Legend

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

Note

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



2.2 Latest Enhancement and Updates

Latest Functions	Page
Change topic from Issue Note to Indent - Change related screenshot	10
Change from Manual to Offline Indent - Change related screenshot	14

3.0 Receive Item Intra Facility

Overview

The facility in general can receive items from internal and external facility that is or not connected to the PhIS system. All items received by the facility needs to enter into the inventory of the facility to ensure that the all stocks are tallied and updated with the latest information.

User Group

This module is intended for inventory user at the Pharmacy Store, Sub Store and Unit/Ward (subject to user assigned by the facility).

Functional Diagram

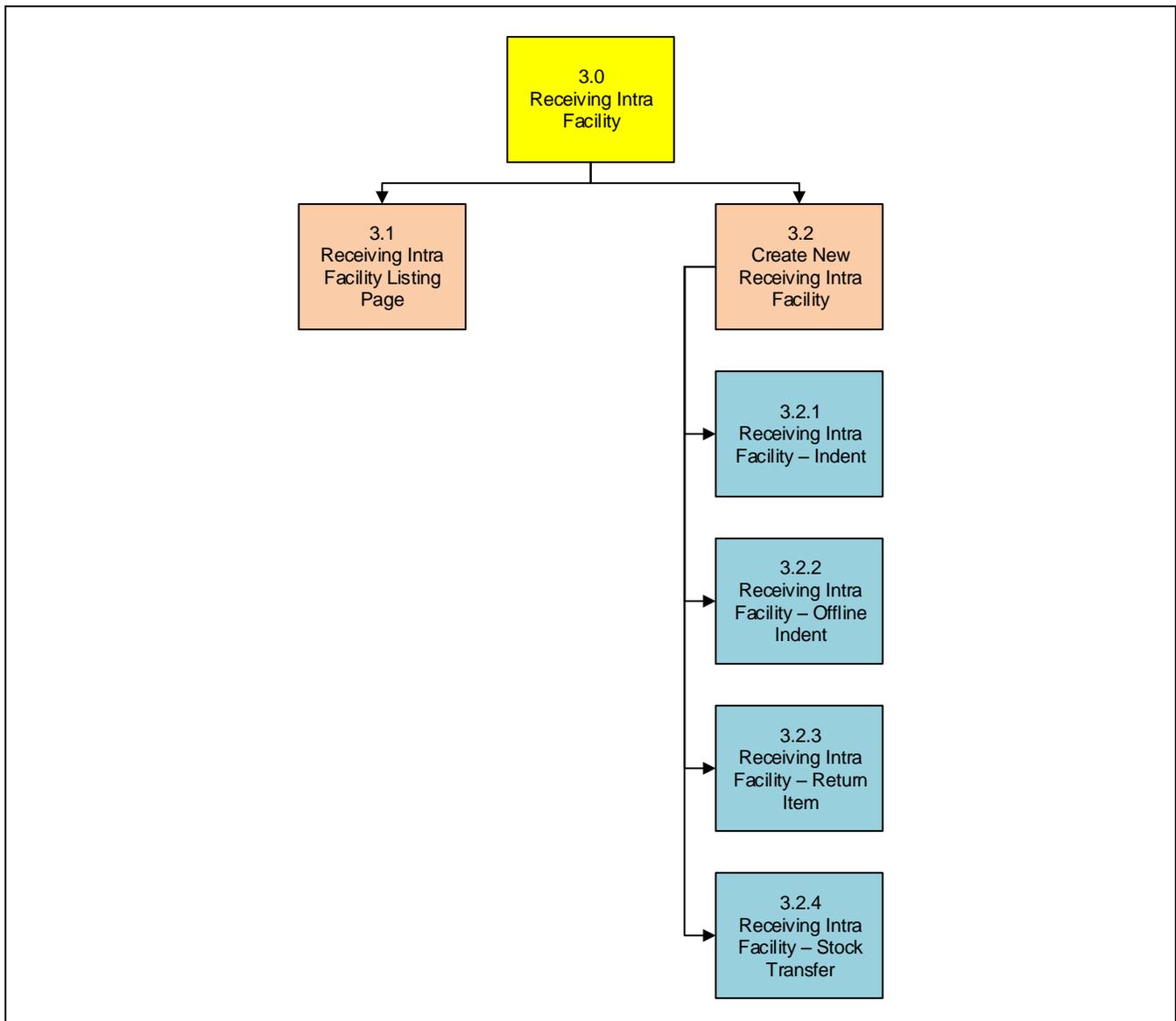


Figure 3.0-1

3.1 Receive Item Intra Facility Listing Page

This function is used to view existing Receiving Intra Facility records.

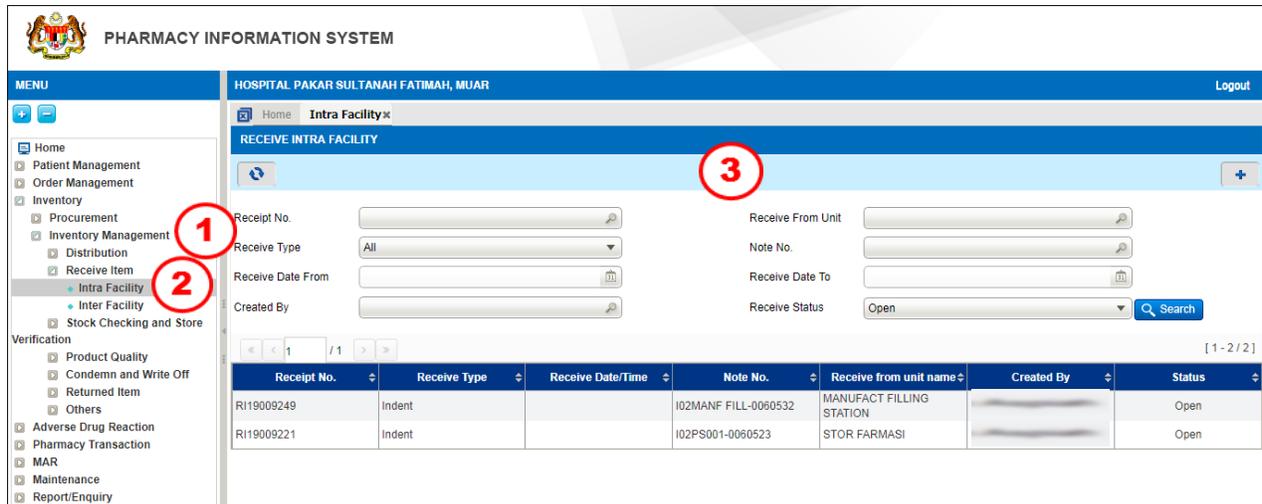


Figure 3.1-1 Receive Intra Facility Listing Page

STEP 1

Click on 'Inventory' menu and click on 'Inventory Management' sub-menu

STEP 2

Click on 'Receive Item' and follow by click on 'Intra Facility'

Note

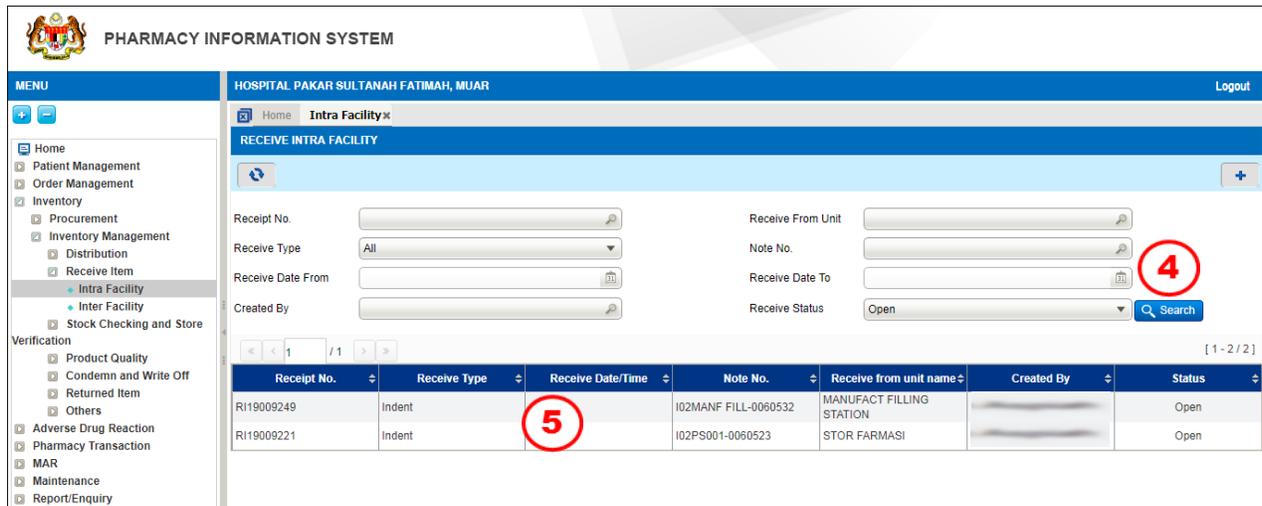
- Transaction will appear in Receive Intra Facility listing screen. By default, system will filter Receive Status = Open
- Receive Status = Open means the receiving transaction is not yet created

STEP 3

To search for existing Receiving Intra Facility transaction, user may search by criteria as follows:

No	Field	Description	Remarks
a	Receipt No.	Search by Receipt No.	Display existing Receipt No
b	Receive From Unit	Search Receive from Unit -	Able to filter and search record(s) by Unit Name
c	Receive Type	Search by: - All - Issue Note - Manual - Return Item - Stock Transfer	Able to filter and search record(s)
d	Note No.	Search Note No.	Able to filter and search record(s)
e	Receive Date From	Select start date of receiving intra facility from the calendar	Format field (dd/mm/yy)
f	Receive Date To	Select of receiving intra facility end from the calendar	Format field (dd/mm/yy)
g	Created By	Name of the person who created the transaction	Display existing user name

Table 3.1.1



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Intra Facility Logout

RECEIVE INTRA FACILITY

Receipt No. Receive From Unit

Receive Type Note No.

Receive Date From Receive Date To

Created By Receive Status

[1 - 2 / 2]

Receipt No.	Receive Type	Receive Date/Time	Note No.	Receive from unit name	Created By	Status
RI19009249	Indent		I02MANF FILL-0060532	MANUFACT FILLING STATION		Open
RI19009221	Indent		I02PS001-0060523	STOR FARMASI		Open

Figure 3.1-2 Receive Intra Facility Listing Page

STEP 4

Click on the button after input the criteria.

Note

The result display will be based on the entered criteria as shown in Figure 3.1-2.

STEP 5

Double click on the selected record and the details will be appeared as per Figure 3.1-3.

INTRA FACILITY

+ INTRA FACILITY RECEIVE ITEMS

Receipt No.	<input type="text" value="RI19007011"/>	Receive Date/Time	<input type="text" value="06/08/2019 10:00 AM"/>
Receive Type	<input type="text" value="Indent"/>	Issue Note No.	<input type="text" value="I02PS001-0043423"/>
Receiving Unit	<input type="text" value="Farmasi Bekalan Wad (FBW)"/>	Created By	<input type="text" value=""/>
Note Type	<input type="text" value="Indent"/>	Indent No.	<input type="text" value="K19004645"/>
Receive From Unit Name	<input type="text" value="Farmasi Logistik"/>	Status	<input type="text" value="Open"/>
Item Group	<input type="text" value="DRUG"/>	Item Sub Class	<input type="text" value=""/>
Amount	<input type="text" value="3,551.45"/>	Reject Reason	<input type="text" value=""/>
Remarks	<input type="text" value=""/>		

UOM SKU PKU

+ ITEM DETAILS

Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity in SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Pending Quantity in SKU	Pending Quantity in PKU	Average Unit Price(RM)	Total Amount(RM)
C01EA01000P3001XX.01	Alprostadiil 500mcg/ml Inj	AA1071	31/05/2021	15 (amp)	5	pack of 5 ampoule	3.00 (pck)	2 (amp)	0.40 (pck)	13 (amp)	2.60 (pck)	1,775.7250	3,551.45

Figure 3.1-3 Receive Items

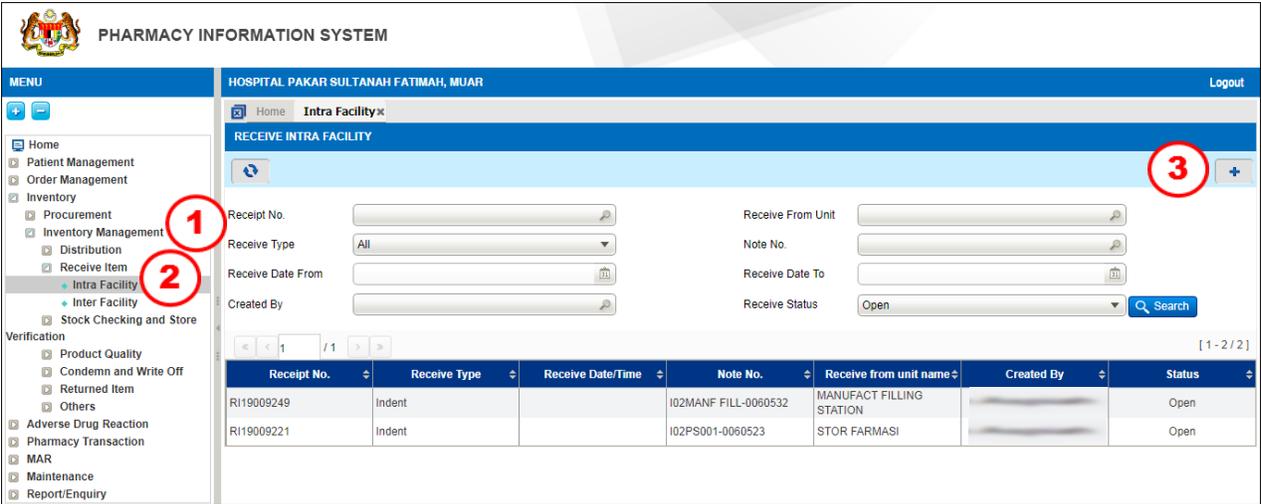
Note

- *Item Details can be sorted, either by*
 - *Item Code*
 - *Item Description*
 - *Batch No*
 - *Expiry Date*
 - *Indent Quantity in SKU*
 - *Conversion factor*
 - *Packaging Description*
 - *Indent Quantity in PKU*
 - *Receive Quantity in SKU*
 - *Receive Quantity In PKU*
 - *Pending Quantity in SKU*
 - *Pending Quantity in PKU*
 - *Average Unit Price(RM)*
 - *Total Amount(RM)*

- *Pending List table shows all item which already indent but not issue out by issuer facility*
 - *Pending List is only displayed with Drug Status that is Partially Supply or Open*
 - *When all drug in the Indent is already supplied, Pending List table will not show anything*
 - *Only applicable when Receive Type = 'INDENT'*

3.2 Create New Receive Item Intra Facility

To create new record for receiving Intra Facility, perform steps below:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Intra Facility

RECEIVE INTRA FACILITY

1 2 3

Receipt No. Receive From Unit

Receive Type Note No.

Receive Date From Receive Date To

Created By Receive Status Search

Receipt No.	Receive Type	Receive Date/Time	Note No.	Receive from unit name	Created By	Status
RI19009249	Indent		I02MANF FILL-0060532	MANUFACT FILLING STATION		Open
RI19009221	Indent		I02PS001-0060523	STOR FARMASI		Open

Figure 3.2-1 Receiving Intra Facility

STEP 1

Click on 'Inventory' menu and click on 'Inventory Management' sub-menu

STEP 2

Click on 'Receive Item' and follow by click on 'Intra Facility'

STEP 3

Click on the  button to create a new Receive Intra Facility

Note

Intra Facility screen will be displayed as figure 3.2-2



INTRAFACILITY

INTRAFACILITY RECEIVE ITEMS

Receipt No. Receive Date/Time

Receive Type Issue Note No.

Receiving Unit Created By

Note Type Indent No.

Receive From Unit Name Status

Item Group Item Sub Class

Amount Reject Reason

Remarks UOM

ITEM DETAILS

Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity in SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Pending Quantity in SKU	Pending Quantity in PKU	Average Unit Price(RM)	Total Amount(RM)
-----------	------------------	-----------	-------------	------------------------	-------------------	-----------------------	------------------------	-------------------------	-------------------------	-------------------------	-------------------------	------------------------	------------------

PENDING ITEMS

Drug/Non Drug Description	Drug/Non Drug Code	Conversion Factor	Indent Quantity in SKU	Supply Quantity (SKU)	Pending Quantity (SKU)
---------------------------	--------------------	-------------------	------------------------	-----------------------	------------------------

Figure3.2-2 Intra Facility Screen

Note

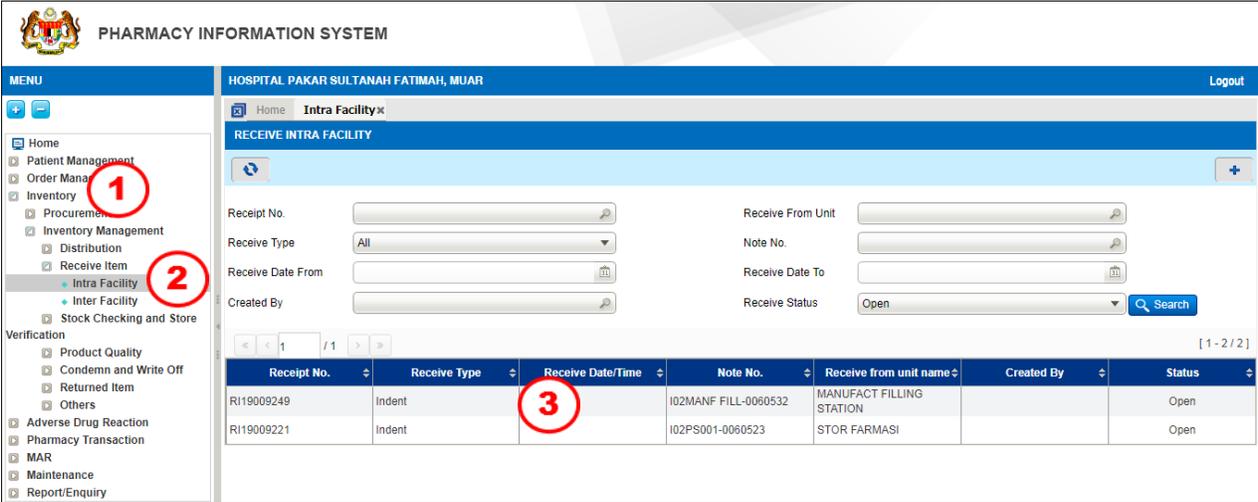
There are 4 types of receiving which are:

- a) Indent
- b) Offline Indent
- c) Return Item
- d) Stock Transfer

3.2.1 Receive Item Inter Facility Type

3.2.1.1 Indent

Record will be auto displayed with status 'Open' once RIQ is approve and issue note generated at issuer. To proceed receiving against Indent, perform steps below:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR Logout

Home Intra Facilityx

RECEIVE INTRA FACILITY

Receipt No. Receive From Unit

Receive Type: All Note No.

Receive Date From Receive Date To

Created By Receive Status: Open Search

Receipt No.	Receive Type	Receive Date/Time	Note No.	Receive from unit name	Created By	Status
RI19009249	Indent		I02MANF FILL-0060532	MANUFACT FILLING STATION		Open
RI19009221	Indent		I02PS001-0060523	STOR FARMASI		Open

Figure 3.2.1.1-1 Intra Facility Receive Items - Issue Note

STEP 1

Click on 'Inventory' menu and click on 'Inventory Management' sub-menu

STEP 2

Click on 'Receive Item' and follow by click on 'Intra Facility'

STEP 3

Double click on the selected record and the details will be appeared as per Figure 3.1-3.

INTRA FACILITY

4

INTRA FACILITY RECEIVE ITEMS

Receipt No. <input type="text" value="RI19009221"/>	Receive Date/Time <input type="text" value="06/08/2019 1:31 PM"/>
Receive Type <input type="text" value="Indent"/>	Issue Note No. <input type="text" value="I02PS001-0060523"/>
Receiving Unit <input type="text" value="FARMASI BEKALAN WAD"/>	Created By <input type="text" value=""/>
Note Type <input type="text" value="Indent"/>	Indent No. <input type="text" value="K19004319"/>
Receive From Unit Name <input type="text" value="STOR FARMASI"/>	Status <input type="text" value="Open"/>
Item Group <input type="text" value="DRUG"/>	Item Sub Class <input type="text" value=""/>
Amount <input type="text" value="1,631.90"/>	Reject Reason <input type="text" value=""/>
Remarks <input type="text" value=""/>	UOM <input checked="" type="radio" value="SKU"/> <input type="radio" value="PKU"/>

ITEM DETAILS

Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity in SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Pending Quantity In SKU	Pending Quantity In PKU	Average Unit Price(RM)	Total Amount(RM)
07.0014.01	Amphotericin B 50mg/10ml Vial Intravenous Inj	GI80156	31/05/2020	6 (vial)	1	Pack of 1 vial	6.00 (vial)	6 (vial)	6.00 (vial)	0 (vial)	0.00 (vial)	17.4000	104.40
H01BA02122P3001XX.01	Desmopressin Acetate 4 mcg/ml Injection	M13807T	31/07/2020	30 (EA)	10	pack of 10 each	3.00 (pck)	30 (EA)	3.00 (pck)	0 (EA)	0.00 (pck)	50.9167	1,527.50

Figure 3.2.1.1-2 Intra Facility Receive Items – Issue Note

Note

- Received item will show after **selecting Issue Note No.**
- **Unit** is based on the Login ID.
- **Created by** will be defaulted according to Login ID.
- **Indent No.** will be displayed based on the selected **Issue Note No.**
- **Receive From Unit Name** will display supplying unit name.
- The new **Status** will be 'open'

STEP 4

Click on the  button to save the transaction

Note

- System will display an alert message as displayed in Figure 3.2.1.1-3.
- Message Information as Figure 3.2.1.1-4 will be displayed once user click on the Yes button in Figure 3.2.1.1-3.

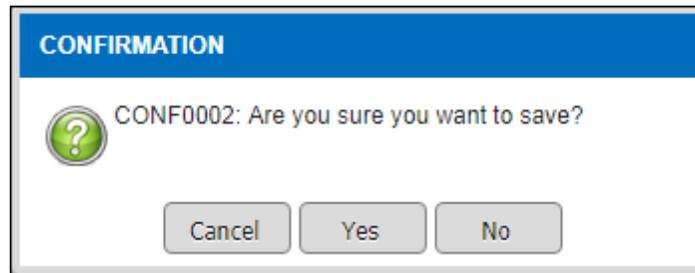


Figure 3.2.1.1-3 Alert Message

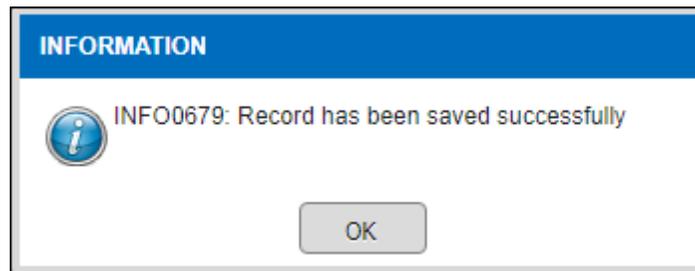


Figure 3.2.1.1-4 Alert Message

- **Receipt No.** will be generated automatically for future reference.

Character	Description	Value
1-2	Receipt	'RI'
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 3.2.1.1-1

INTRA FACILITY

INTRA FACILITY RECEIVE ITEMS X

Receipt No.	<input type="text" value="RI19009221"/>	Receive Date/Time	<input type="text" value="06/08/2019 1:31 PM"/>
Receive Type	<input type="text" value="Indent"/>	Issue Note No.	<input type="text" value="I02PS001-0060523"/>
Receiving Unit	<input type="text" value="FARMASI BEKALAN WAD"/>	Created By	<input type="text" value=""/>
Note Type	<input type="text" value="Indent"/>	Indent No.	<input type="text" value="K19004319"/>
Receive From Unit Name	<input type="text" value="STOR FARMASI"/>	Status	<input type="text" value="Close"/>
Item Group	<input type="text" value="DRUG"/>	Item Sub Class	<input type="text" value=""/>
Amount	<input type="text" value="1,631.90"/>	Reject Reason	<input type="text" value=""/>
Remarks	<input type="text" value=""/>		

UOM SKU PKU

ITEM DETAILS

[1 - 2 / 2]

Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity in SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Pending Quantity in SKU	Pending Quantity in PKU	Average Unit Price(RM)	Total Amount(RM)
07.0014.01	Amphotericin B 50mg/10ml Vial Intravenous Inj	GI80156	31/05/2020	6 (vial)	1	Pack of 1 vial	6.00 (vial)	6 (vial)	6.00 (vial)	0 (vial)	0.00 (vial)	17.4000	104.40
H01BA02122P3001XX.01	Desmopressin Acetate 4 mcg/ml Injection	M13807T	31/07/2020	30 (EA)	10	pack of 10 each	3.00 (pck)	30 (EA)	3.00 (pck)	0 (EA)	0.00 (pck)	50.9167	1,527.50

Figure 3.2.1.1-5 Intra Facility Receive Items – Issue Note

Note

- Once record has been saved successfully system will have displayed in Figure 3.2.1.1-5.
- Click on  button to close the transaction
- The new **Status** will be 'close'

3.2.1.2 Offline Indent

To create new record receiving against Offline Indent, perform steps below:

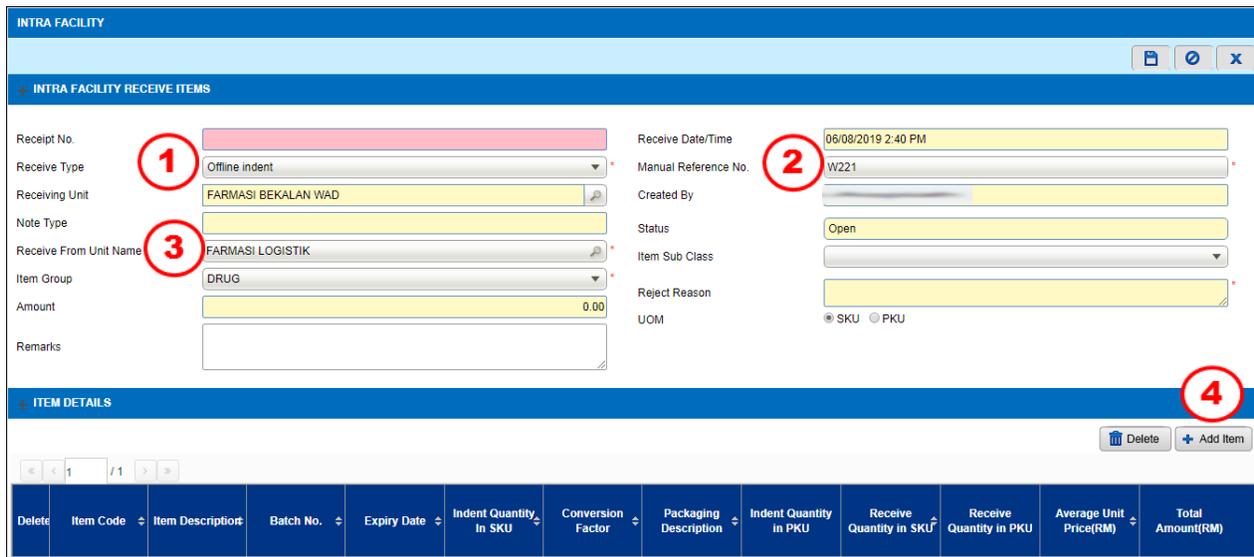


Figure 3.2.1.2-1 Intra Facility Receive Items – Offline Indent

STEP 1

Select **Receive Type** as Manual from dropdown box

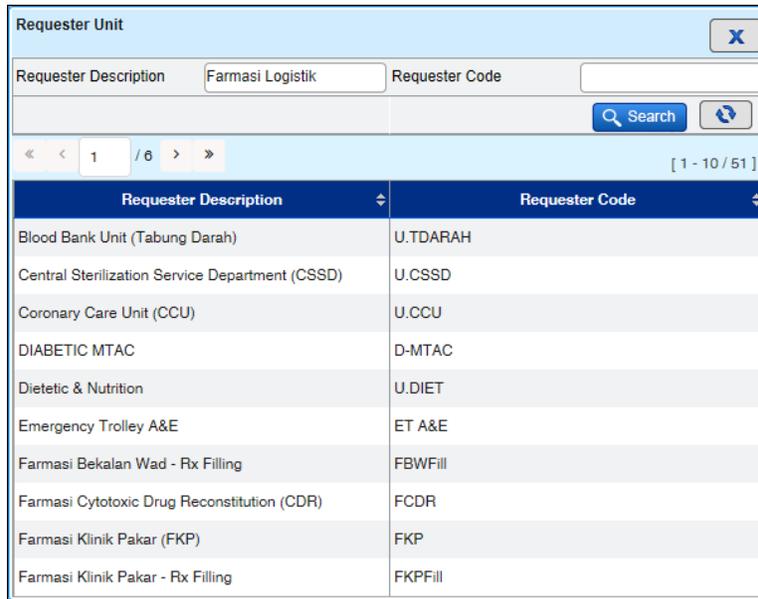
- Indent
- Offline Indent
- Return Item
- Stock Transfer

STEP 2

Enter **Manual References No.**

STEP 3

Click on the **Receive From Unit Name**  button and Search Receive From Unit Name window will be displayed as Figure 3.2.1.2-2



Requester Description	Requester Code
Blood Bank Unit (Tabung Darah)	U.TDARAH
Central Sterilization Service Department (CSSD)	U.CSSD
Coronary Care Unit (CCU)	U.CCU
DIABETIC MTAC	D-MTAC
Dietetic & Nutrition	U.DIET
Emergency Trolley A&E	ET A&E
Farmasi Bekalan Wad - Rx Filling	FBWFill
Farmasi Cytotoxic Drug Reconstitution (CDR)	FCDR
Farmasi Klinik Pakar (FKP)	FKP
Farmasi Klinik Pakar - Rx Filling	FKPFill

Figure 3.2.1.2-2 Search Receive From Unit Name

Note

- User is allowed to enter a partial or full character for **Receive From Unit Name** and click on the  button.
- Double click to select a Unit Name

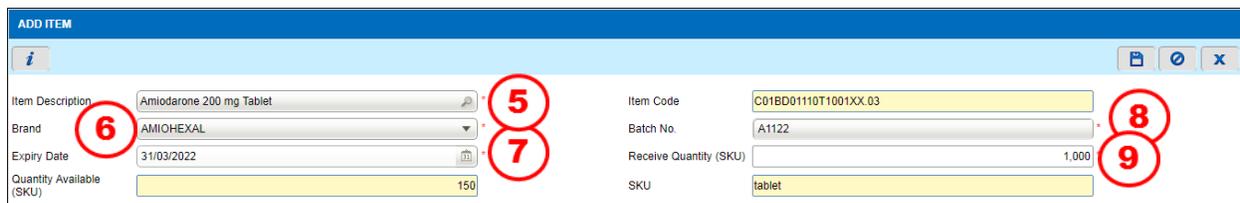
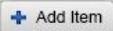


Figure 3.2.1.2-3 Add Item

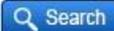
STEP 4

Click on the  button to add manually Drug/Non Drug

STEP 5

Select **Item Description**  button

Note

- This textbox allow user to enter a partial or full character for **Item Description** and/or **Item Code** and click the  button.
- Item Description list will be based on **Item Group** selected in step 5.
- Double click to select the **Item Description**.

Product Search		
Item Description	Item Code	
		Search
1 / 54		[1 - 10 / 540]
Item Description	Item Code	Packaging Description
Acetazolamide 500mg Inj	S01EC01000P4001X X.01	Vial
Acetylcysteine 200mg/ml Inj (10ml vial)	V03AB23520P3001X X.01	Vial
Acetylcysteine 200mg/ml Inj, 10ml Vial	V03AB23520P3001X X.02	pack of 10 vial
Acetylcysteine 5000mg/25ml Vial	V03AB23520P3001a. 01	vial
Acyclovir 250 mg Injection	07.0017.04	set of 10 vial
Addamel N 10mL Inj	B05XA30905P3001X X.01	Pack of 10 amp
Addamel N 10mL Inj	B05XA30905P3001X X.02	Ampoule
Adenosine 6mg/2ml Injection (3mg/ml) - 2ml amp	C01EB10000P3001X X.02	Ampoule
Adenosine 6mg/2ml Injection (3mg/ml) - 2ml amp	C01EB10000P3001X X.01	pack of 6 ampoule
Adrenaline Acid (Epinephrine) Tartrate 1 mg / ml Injection	03.0006.01	pack of 10 ampoule

Figure 3.2.1.2-4 Search Item Description

STEP 6

Select **Brand Name**

STEP 7

Enter **Expiry Dates**.

STEP 8

Enter **Batch No.**

STEP 9

Enter **Receive Quantity**

ADD ITEM			
Item Description	Amlodrone 200 mg Tablet	Item Code	C01BD01110T1001XX.03
Brand	AMIOHEXAL	Batch No.	A1122
Expiry Date	31/03/2022	Receive Quantity (SKU)	1,000
Quantity Available (SKU)	150	SKU	tablet

Figure 3.2.1.2-5 Add Item

STEP 10

Click on the  button to save the Add Item record

Note

- Alert message will display after save the record as Figure 3.2.1.2-6.
- Click on the **Yes** button to save the added item and item will be updated on the Intra Facility screen as Figure 3.2.1.2-7.
- Click on the **No** button to cancel the added item.

- User is allowed to add item by repeating step 4 to 11.

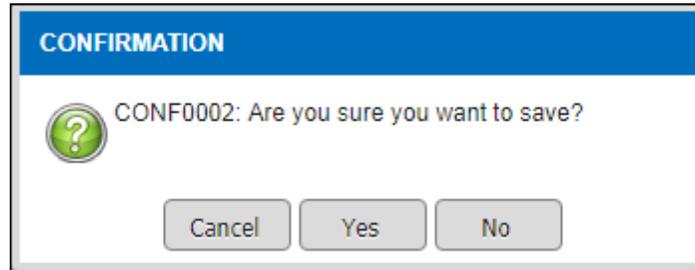


Figure 3.2.1.2-6 Alert Message

INTRA FACILITY

11
📄
🔄
✕

+ INTRA FACILITY RECEIVE ITEMS

Receipt No. <input style="width: 90%;" type="text"/>	Receive Date/Time <input style="width: 90%;" type="text" value="06/08/2019 3:14 PM"/>
Receive Type <input style="width: 90%;" type="text" value="Offline indent"/>	Manual Reference No. <input style="width: 90%;" type="text" value="W221"/>
Receiving Unit <input style="width: 90%;" type="text" value="FARMASI BEKALAN WAD"/>	Created By <input style="width: 90%;" type="text"/>
Note Type <input style="width: 90%;" type="text"/>	Status <input style="width: 90%;" type="text" value="Open"/>
Receive From Unit Name <input style="width: 90%;" type="text" value="FARMASI LOGISTIK"/>	Item Sub Class <input style="width: 90%;" type="text"/>
Item Group <input style="width: 90%;" type="text" value="DRUG"/>	Reject Reason <input style="width: 90%;" type="text"/>
Amount <input style="width: 90%;" type="text" value="914.40"/>	UOM <input checked="" type="radio"/> SKU <input type="radio"/> PKU
Remarks <input style="width: 90%;" type="text"/>	

+ ITEM DETAILS

🗑️ Delete ➕ Add Item

[1 - 1 / 1]

Delete	Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity In SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Average Unit Price(RM)	Total Amount(RM)
<input type="checkbox"/>	C01BD01110T100 1XX.03	Amlodarone 200 mg Tablet	A1122	31/03/2022	0 (tablet)	50	pack of 50 tablet	0.00 (pck)	1,000 (tablet)	20.00 (pck)	0.9144	914.40

Figure 3.2.1.2-7 Intra Facility

STEP 11

Click on the button to save the transaction

Note

- System will display an alert message as displayed in Figure 3.2.1.2-8.

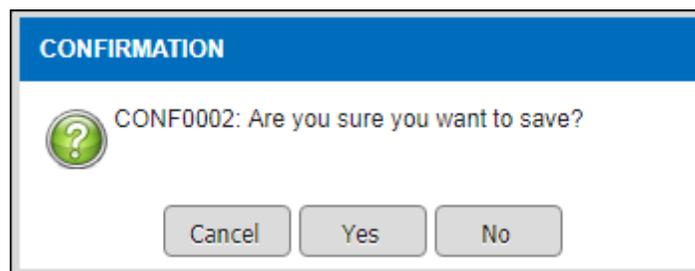


Figure 3.2.1.2-8 Alert Message

- Message Information as Figure 3.2.1.2-9 will be displayed once user click on the 'Yes' button in Figure 3.2.1.2-8.

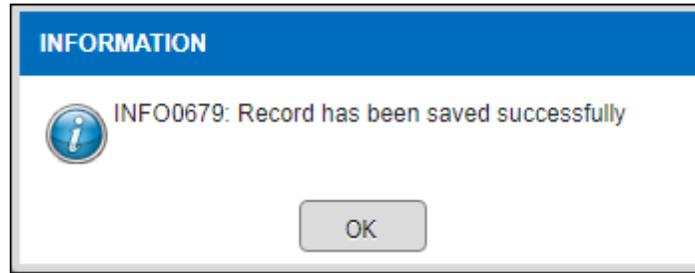


Figure 3.2.1.2-9 Alert Message

- *Receipt No will be generated automatically.*

Character	Description	Value
1-2	Receipt	'RI'
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 3.2.1.2-1

- *Status will change to close.*

Delete	Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity In SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Average Unit Price(RM)	Total Amount(RM)
<input type="checkbox"/>	C01BD01110T100 1XX.03	Amiodarone 200 mg Tablet	A1122	31/03/2022	0 (tablet)	50	pack of 50 tablet	0.00 (pck)	1,000 (tablet)	20.00 (pck)	0.9144	914.40

Figure 3.2.1.2-10 Send Approval

STEP 12

Click on the button to send the approval

Note

- System will display an alert message as displayed in Figure 3.2.1.2-11.

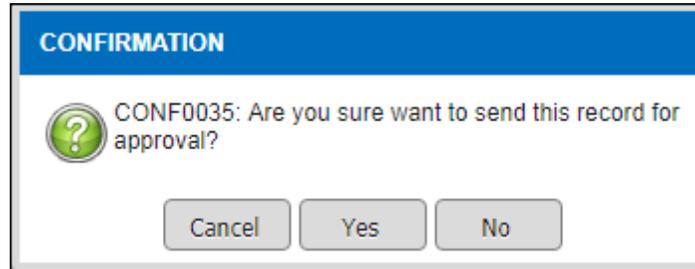


Figure 3.2.1.2-11 Alert Message

- Message Information as Figure 3.2.1.2-12 will be displayed once user click on the ‘Yes’ button in Figure 3.2.1.2-11.

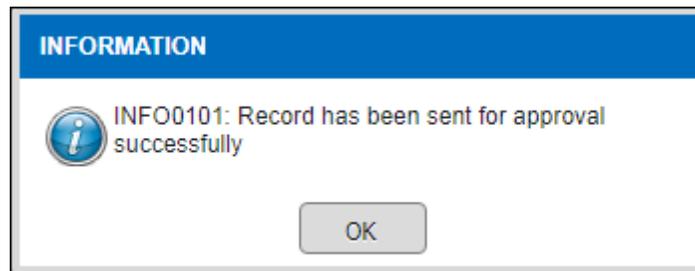


Figure 3.2.1.2-12 Alert Message

- Status** will change to pending approval.

INTRA FACILITY

13

+ INTRA FACILITY RECEIVE ITEMS

Receipt No. <input type="text" value="RI19009282"/>	Receive Date/Time <input type="text" value="06/08/2019 3:14 PM"/>
Receive Type <input type="text" value="Offline indent"/>	Manual Reference No. <input type="text" value="W221"/>
Receiving Unit <input type="text" value="FARMASI BEKALAN WAD"/>	Created By <input type="text"/>
Note Type <input type="text"/>	Status <input type="text" value="Pending for Approval"/>
Receive From Unit Name <input type="text" value="FARMASI LOGISTIK"/>	Item Sub Class <input type="text"/>
Item Group <input type="text" value="DRUG"/>	Reject Reason <input type="text"/>
Amount <input type="text" value="914.40"/>	UOM <input type="radio"/> SKU <input type="radio"/> PKU
Remarks <input type="text"/>	

+ ITEM DETAILS

Delete	Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity In SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Average Unit Price(RM)	Total Amount(RM)
<input type="checkbox"/>	C01BD01110T100 1XX.03	Amiodarone 200 mg Tablet	A1122	31/03/2022	0 (tablet)	50	pack of 50 tablet	0.00 (pck)	1,000 (tablet)	20.00 (pck)	0.9144	914.40

Figure 3.2.1.2-13 Approve

STEP 12

Click on the button to approve the transaction

Note

- System will display an alert message as displayed in Figure 3.2.1.2-14.

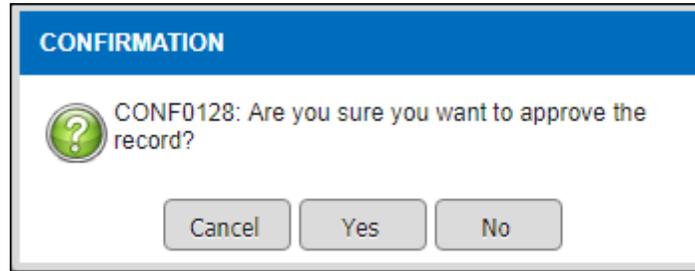


Figure 3.2.1.2-14 Alert Message

- Message Information as Figure 3.2.1.2-15 will be displayed once user click on the 'Yes' button in Figure 3.2.1.2-14.

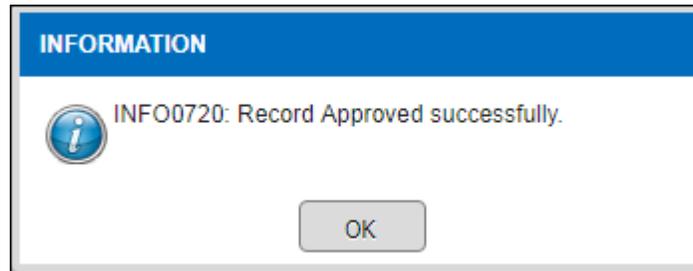


Figure 3.2.1-15 Alert Message

- User able to reject the transaction by click on  button and must key in **reject reason** before reject the transaction
- **Status** will change to close.

INTRA FACILITY

14
Goods Receive Note
X

INTRA FACILITY RECEIVE ITEMS

Receipt No.	RI19009282	Receive Date/Time	06/08/2019 3:14 PM
Receive Type	Offline indent	Manual Reference No.	W221
Receiving Unit	FARMASI BEKALAN WAD	Created By	
Note Type		Status	Close
Receive From Unit Name	FARMASI LOGISTIK	Item Sub Class	
Item Group	DRUG	Reject Reason	
Amount	914.40	UOM	<input checked="" type="radio"/> SKU <input type="radio"/> PKU
Remarks			

ITEM DETAILS

Delete	Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity In SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Average Unit Price(RM)	Total Amount(RM)
<input type="checkbox"/>	C01BD01110T100 1XX.03	Amiodarone 200 mg Tablet	A1122	31/03/2022	0 (tablet)	50	pack of 50 tablet	0.00 (pck)	1,000 (tablet)	20.00 (pck)	0.9144	914.40

Figure 3.2.1.2-16 View/Print Report

**STEP 14**

Click on the Goods Receive Note to view/print the report



KEMENTERIAN KESIHATAN MALAYSIA
Hospital Pakar Sultanah Fatimah, Muar
GOODS RECEIVED NOTE

RECEIVING UNIT : FARMASI BEKALAN WAD
 RECEIPT NO. : RI19009282 RECEIVE TYPE : Offline indent DATE CREATED : 06/08/2019
 RECEIVE FROM UNIT NAME : FARMASI LOGISTIK ISSUE NOTE NO. : W221 RECEIVE DATE : 06/08/2019

NO	ITEM CODE	ITEM DESCRIPTION	BATCH NO	EXPIRY DATE	RECEIVE QUANTITY	SKU	UNIT PRICE(RM)	AMOUNT(RM)
1	C01BD01110T1001XX.03	Amiodarone 200 mg Tablet	A1122	31/03/2022	1,000	tablet	0.9144	914.40
TOTAL :								914.40

DISEDIAKAN OLEH :

.....
(Tandatangan Pegawai Stor)

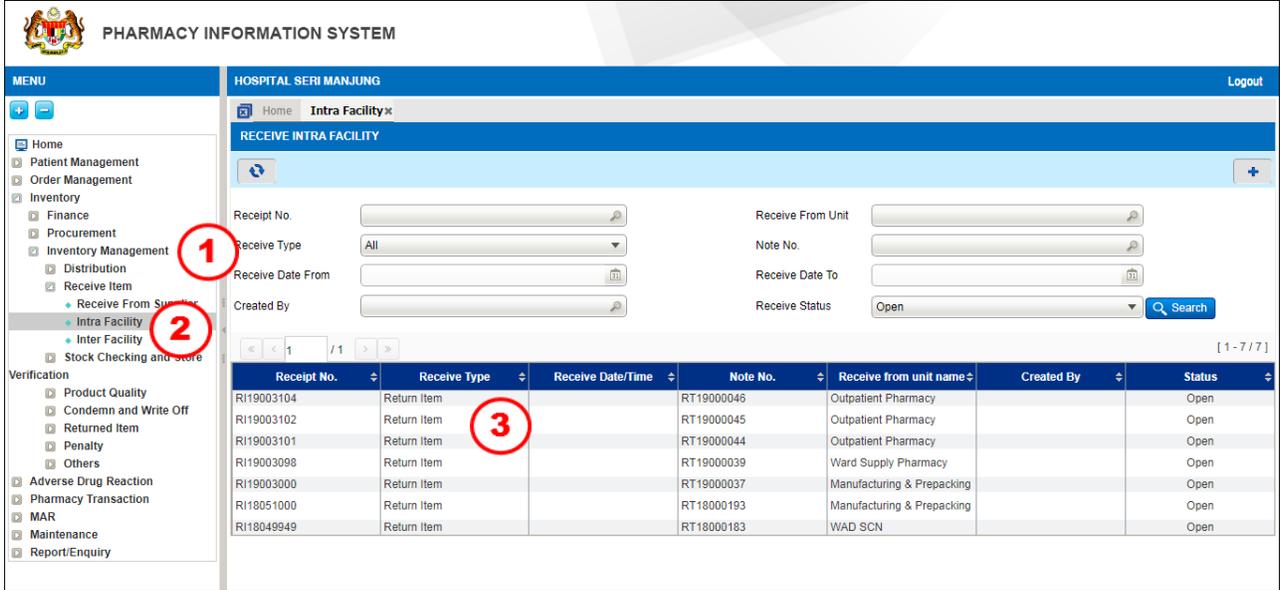
Nama : 
 Jawatan : Pegawai Farmasi UF44
 Jabatan : Pharmacy
 Tarikh : 06/08/2019

Printed Date : 06/08/2019 Printed By :  Unit Name : FARMASI BEKALAN WAD Source : PhIS
 Page 1 of 1

Figure 3.2.1.2-17 Good Receive Note

3.2.1.3 Return Item

Receive return item with status 'Open' will displayed when return record is approved. To proceed receiving against return item, perform steps below:



PHARMACY INFORMATION SYSTEM

HOSPITAL SERI MANJUNG Logout

Home Intra Facility

RECEIVE INTRA FACILITY

Receipt No. Receive From Unit

Receive Type: All Note No.

Receive Date From Receive Date To

Created By Receive Status: Open

Receipt No.	Receive Type	Receive Date/Time	Note No.	Receive from unit name	Created By	Status
RI19003104	Return Item		RT19000046	Outpatient Pharmacy		Open
RI19003102	Return Item		RT19000045	Outpatient Pharmacy		Open
RI19003101	Return Item		RT19000044	Outpatient Pharmacy		Open
RI19003098	Return Item		RT19000039	Ward Supply Pharmacy		Open
RI19003000	Return Item		RT19000037	Manufacturing & Prepacking		Open
RI18051000	Return Item		RT18000193	Manufacturing & Prepacking		Open
RI18049949	Return Item		RT18000183	WAD SCN		Open

Figure 3.2.1.3-1 Intra Facility

STEP 1

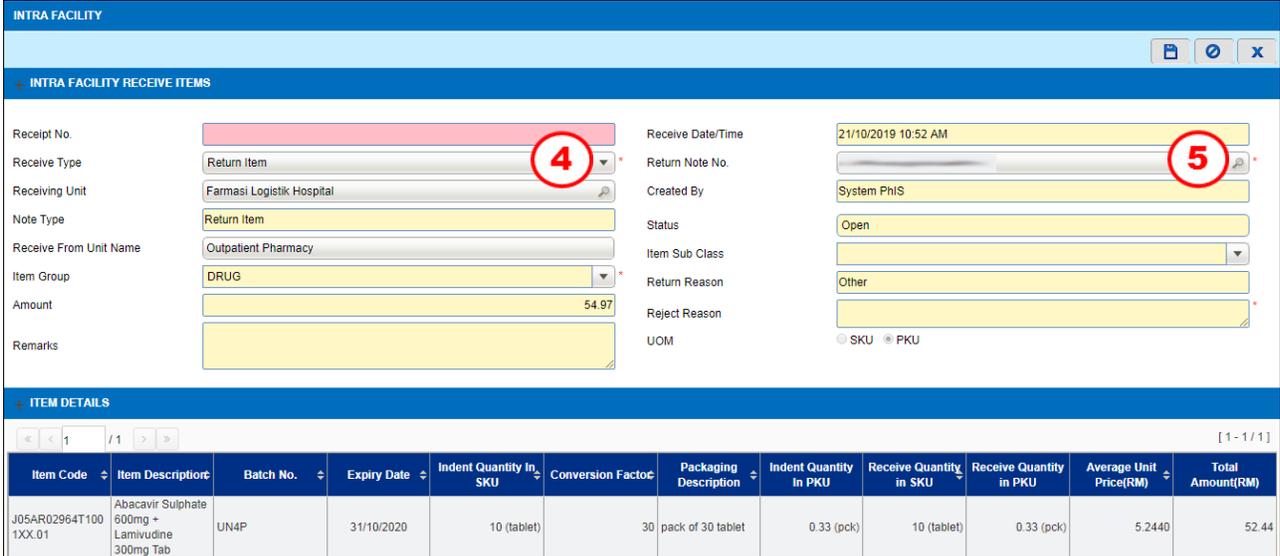
Click on 'Inventory' menu and click on 'Inventory Management' sub-menu

STEP 2

Click on 'Receive Item' and follow by click on 'Intra Facility'

STEP 3

Double click on the selected record and the details will be appeared as per Figure 3.2.1.3-2.



INTRA FACILITY RECEIVE ITEMS

Receipt No.

Receive Type: Return Item

Receiving Unit: Farmasi Logistik Hospital

Note Type: Return Item

Receive From Unit Name: Outpatient Pharmacy

Item Group: DRUG

Amount: 54.97

Remarks:

Receive Date/Time: 21/10/2019 10:52 AM

Return Note No.

Created By: System PhIS

Status: Open

Item Sub Class

Return Reason: Other

Reject Reason

UOM: SKU PKU

Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity In SKU	Conversion Factor	Packaging Description	Indent Quantity In PKU	Receive Quantity in SKU	Receive Quantity in PKU	Average Unit Price(RM)	Total Amount(RM)
J05AR02964T1001XX.01	Abacavir Sulphate 600mg + Lamivudine 300mg Tab	UN4P	31/10/2020	10 (tablet)		30 pack of 30 tablet	0.33 (pck)	10 (tablet)	0.33 (pck)	5.2440	52.44

Figure 3.2.1.3-2 Intra Facility Receiving Item – Return Item

STEP 4

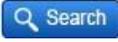
Select **Receive Type** as Return Item from dropdown box

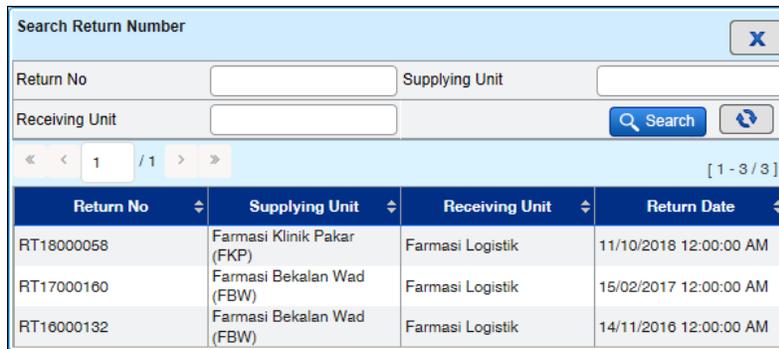
- Indent
- Offline Indent
- Return Item
- Stock Transfer

STEP 5

Click on **Return No**  button and Search Return No window will be displayed as Figure 3.2.1.3-3

Note

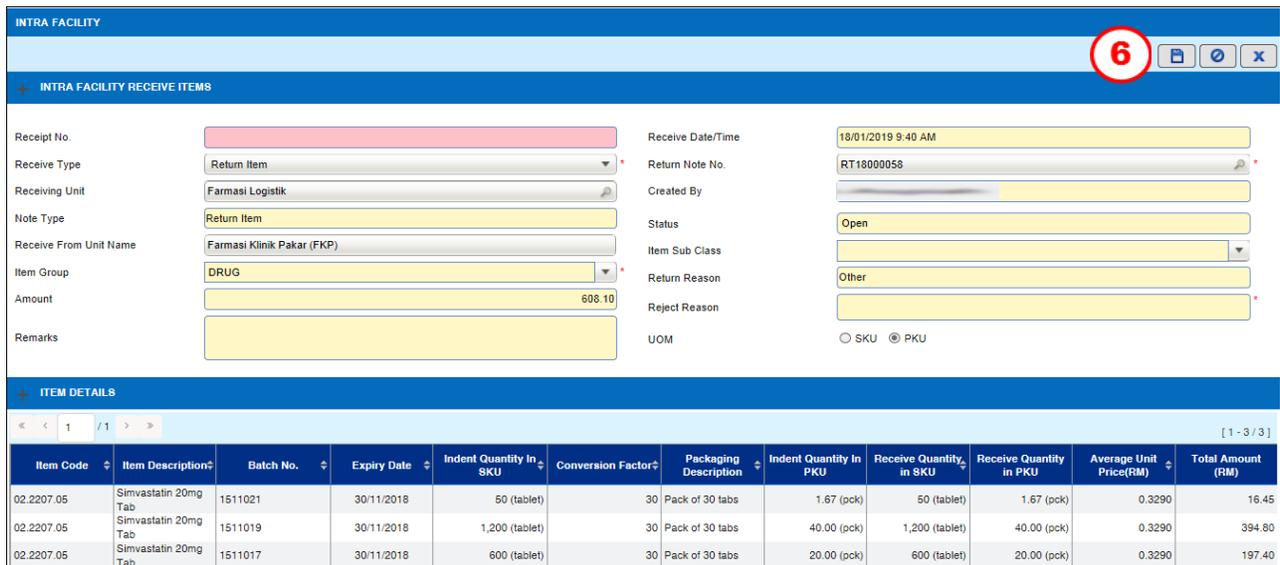
- User is allowed to enter a partial or full character for **Return No.** and click on the  button.
- Double click to select the Return Note No.



The screenshot shows a 'Search Return Number' dialog box with the following fields and data:

Return No	Supplying Unit	Receiving Unit	Return Date
RT18000058	Farmasi Klinik Pakar (FKP)	Farmasi Logistik	11/10/2018 12:00:00 AM
RT17000160	Farmasi Bekalan Wad (FBW)	Farmasi Logistik	15/02/2017 12:00:00 AM
RT16000132	Farmasi Bekalan Wad (FBW)	Farmasi Logistik	14/11/2016 12:00:00 AM

Figure 3.2.1.3-3 Search Return No



The screenshot shows the 'INTRA FACILITY RECEIVE ITEMS' form. A red circle with the number '6' highlights the magnifying glass icon next to the 'Return No.' field. The form contains the following data:

Receipt No.		Receive Date/Time	18/01/2019 9:40 AM
Receive Type	Return Item	Return Note No.	RT18000058
Receiving Unit	Farmasi Logistik	Created By	
Note Type	Return Item	Status	Open
Receive From Unit Name	Farmasi Klinik Pakar (FKP)	Item Sub Class	
Item Group	DRUG	Return Reason	Other
Amount	608.10	Reject Reason	
Remarks		UOM	<input type="radio"/> SKU <input checked="" type="radio"/> PKU

Below the form is the 'ITEM DETAILS' table:

Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity In SKU	Conversion Factor	Packaging Description	Indent Quantity In PKU	Receive Quantity in SKU	Receive Quantity in PKU	Average Unit Price(RM)	Total Amount (RM)
02.2207.05	Simvastatin 20mg Tab	1511021	30/11/2018	50 (tablet)	30	Pack of 30 tabs	1.67 (pck)	50 (tablet)	1.67 (pck)	0.3290	16.45
02.2207.05	Simvastatin 20mg Tab	1511019	30/11/2018	1,200 (tablet)	30	Pack of 30 tabs	40.00 (pck)	1,200 (tablet)	40.00 (pck)	0.3290	394.80
02.2207.05	Simvastatin 20mg Tab	1511017	30/11/2018	600 (tablet)	30	Pack of 30 tabs	20.00 (pck)	600 (tablet)	20.00 (pck)	0.3290	197.40

Figure 3.2.1.3-4 Intra Facility Receiving Item – Return Item

Note

- Received item will be displayed on the list.
- **Unit** is based on the user Login ID.

- **Created by** is the name of the user Login ID.
- **Receive From Unit Name** will be displayed requesting unit name.
- The new **status** will be 'open'.
- **Return Reason** is retrieve from the return transaction.
- **Remarks** is from Return to Supplying Unit transaction

STEP 6

Click on the  button to save the transaction

Note

- System will display an alert message as displayed in Figure 3.2.1.3-5.
- Message Information as Figure 3.2.1.3-6 will be displayed once user click on the Yes button in Figure 3.2.1.3-5.
- **Receipt No** will be generated automatically.

Character	Description	Value
1-2	Receipt	'RI'
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 3.2.1.3-1

Note

- **Status** will be change to close

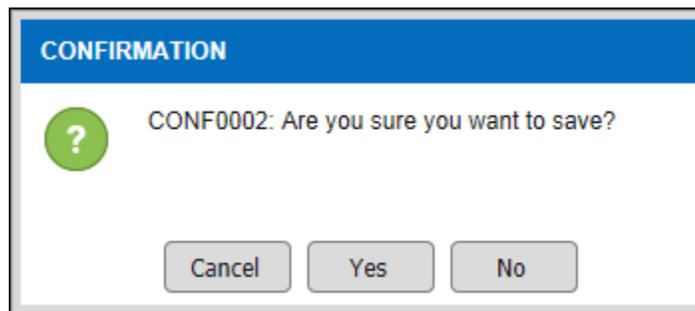


Figure 3.2.1.3-5 Alert Message

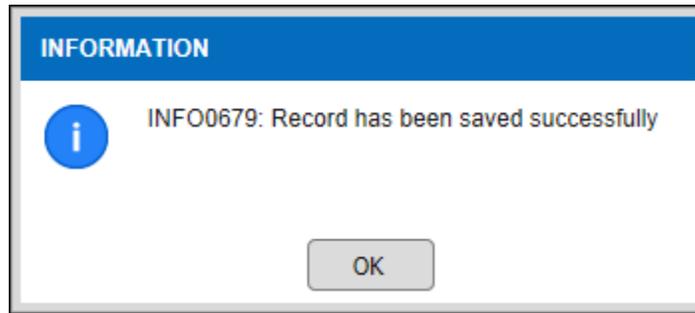


Figure 3.2.1.3-6 Alert Message

INTRA FACILITY

7  Goods Receive Note X ^

INTRA FACILITY RECEIVE ITEMS

Receipt No. Receive Date/Time

Receive Type Return Note No.

Receiving Unit Created By

Note Type Status

Receive From Unit Name Item Sub Class

Item Group Return Reason

Amount Reject Reason

Remarks

UOM SKU PKU

ITEM DETAILS

<< < 1 / 1 > >> [1 - 3 / 3]

Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity In SKU	Conversion Factor	Packaging Description	Indent Quantity In PKU	Receive Quantity in SKU	Receive Quantity in PKU	Average Unit Price(RM)	Total Amount (RM)
02.2207.05	Simvastatin 20mg Tab	1511021	30/11/2018	50 (tablet)	30	Pack of 30 tabs	1.67 (pck)	50 (tablet)	1.67 (pck)	0.3290	16.45
02.2207.05	Simvastatin 20mg Tab	1511019	30/11/2018	1,200 (tablet)	30	Pack of 30 tabs	40.00 (pck)	1,200 (tablet)	40.00 (pck)	0.3290	394.80

Figure 3.2.1.3-7 View/Print Report

STEP 7

Click on the  Goods Receive Note to view/print the report



PhIS & CPS Project
User Manual – Pharmacy Inventory
Receive Item (Intra Facility)



 **KEMENTERIAN KESIHATAN MALAYSIA**
Hospital Kulim
GOODS RECEIVED NOTE

RECEIVING UNIT : Farmasi Logistik
RECEIPT NO. : RI18050377
RECEIVE FROM UNIT NAME : Farmasi Klinik Pakar (FKP)

RECEIVE TYPE : Return Item
ISSUE NOTE NO. : RT18000058

DATE CREATED : 18/01/2019
RECEIVE DATE : 18/01/2019

NO	ITEM CODE	ITEM DESCRIPTION	BATCH NO	EXPIRY DATE	RECEIVE QUANTITY	SKU	UNIT PRICE(RM)	AMOUNT(RM)
1	02.2207.05	Simvastatin 20mg Tab	1511021	30/11/2018	50	tablet	0.3290	16.45
2	02.2207.05	Simvastatin 20mg Tab	1511017	30/11/2018	600	tablet	0.3290	197.40
3	02.2207.05	Simvastatin 20mg Tab	1511019	30/11/2018	1,200	tablet	0.3290	394.80
TOTAL :								608.65

DISEDIAKAN OLEH :
.....
(Tandatangan Pegawai Stor)
Nama :
Jawatan : Pegawai Farmasi UF44
Jabatan : Pharmacy
Tarikh : 18/01/2019

Printed Date : 18/01/2019 Printed By : Unit Name : Farmasi Logistik Source : PhIS
Page 1 of 1

Figure 3.2.1.3-8 Goods Received Note

3.2.1.4 Stock Transfer

Must create receiving record to proceed with receiving transaction. To proceed receiving stock transfer item, perform steps below:

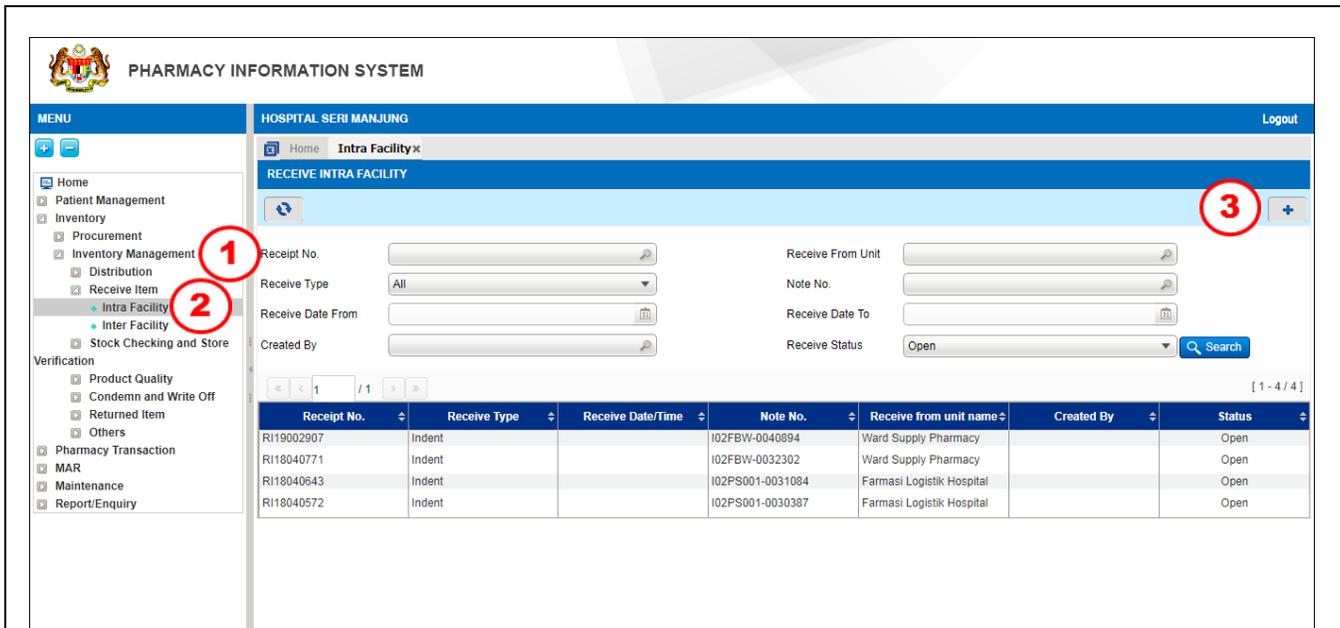


Figure 3.2.1.4-1 Receive Intra Facility

STEP 1

Click on 'Inventory' menu and click on 'Inventory Management' sub-menu

STEP 2

Click on 'Receive Item' and follow by click on 'Intra Facility'

STEP 3

Click on button to create new record details will be appeared as per Figure 3.2.1.4-2.

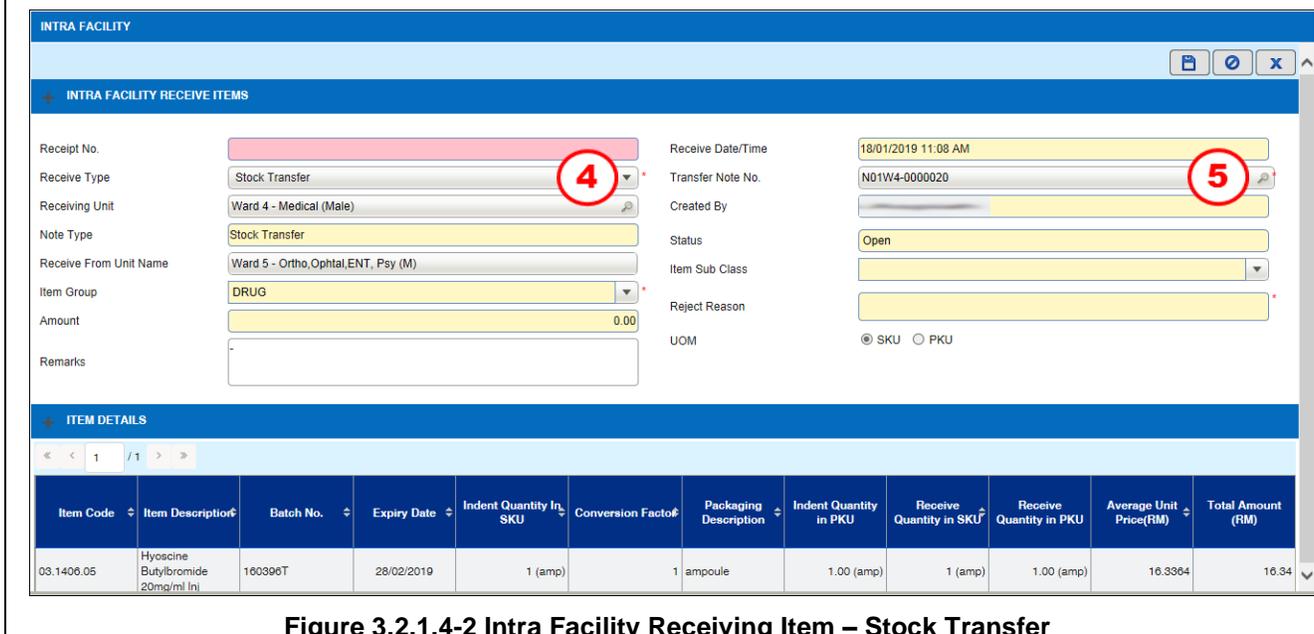


Figure 3.2.1.4-2 Intra Facility Receiving Item – Stock Transfer

STEP 4

Select **Receive Type** as Stock Transfer from dropdown menu

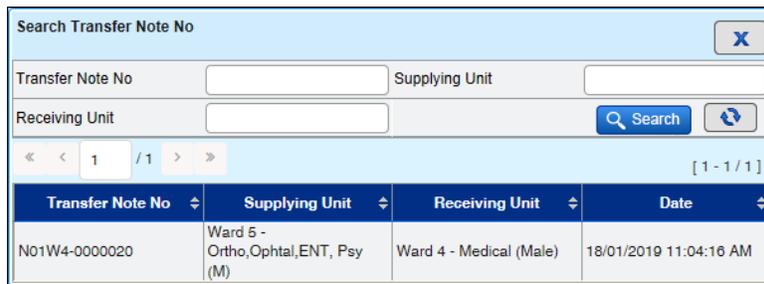
- Issue Note
- Manual
- Return Item
- Stock Transfer

STEP 5

Click on **Transfer Note No**  button and Search Transfer Note No window will be displayed as Figure 3.2.1.4-3.

Note

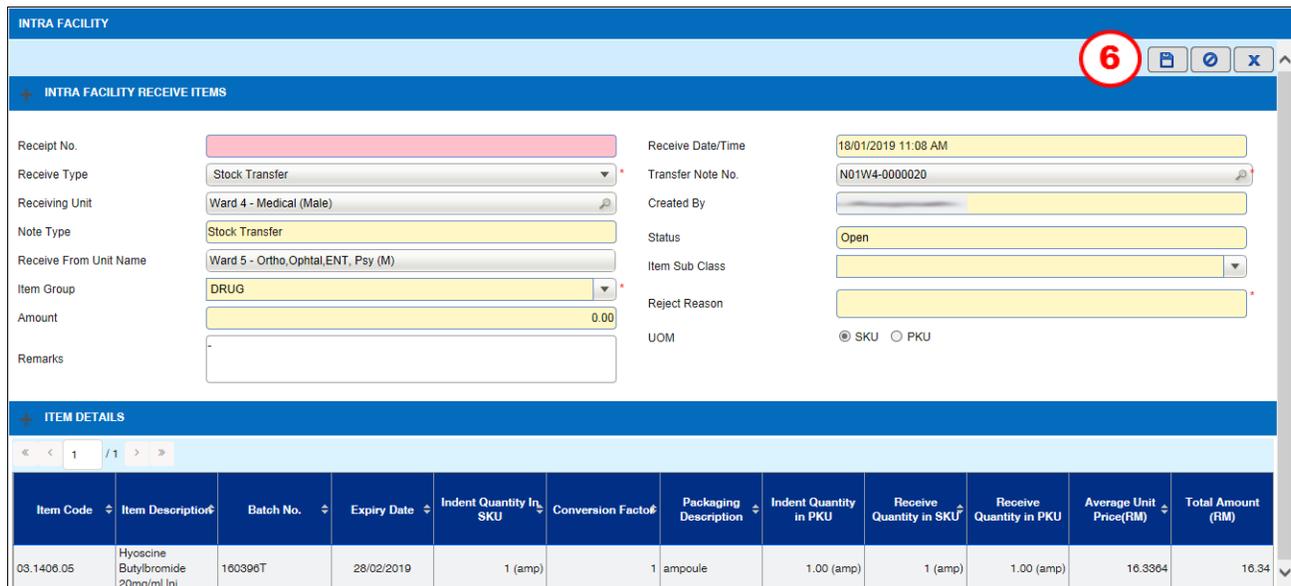
- User is allowed to enter a partial or full character for **Transfer Note No.** and click on the  button.
- Double click to select the Transfer Note No.



The screenshot shows a search window titled "Search Transfer Note No". It contains input fields for "Transfer Note No", "Supplying Unit", and "Receiving Unit". A "Search" button is located to the right of the "Receiving Unit" field. Below the input fields is a table with the following data:

Transfer Note No	Supplying Unit	Receiving Unit	Date
N01W4-0000020	Ward 5 - Ortho,Ophthal,ENT, Psy (M)	Ward 4 - Medical (Male)	18/01/2019 11:04:16 AM

Figure 3.2.1.4-3 Search Transfer Note No.



The screenshot shows the "INTRA FACILITY RECEIVE ITEMS" form. A red circle with the number "6" highlights the window title bar. The form includes the following fields:

- Receipt No. (text input)
- Receive Type: Stock Transfer (dropdown)
- Receiving Unit: Ward 4 - Medical (Male) (dropdown)
- Note Type: Stock Transfer (dropdown)
- Receive From Unit Name: Ward 5 - Ortho,Ophthal,ENT, Psy (M) (dropdown)
- Item Group: DRUG (dropdown)
- Amount: 0.00 (text input)
- Remarks (text area)
- Receive Date/Time: 18/01/2019 11:08 AM (text input)
- Transfer Note No: N01W4-0000020 (text input)
- Created By (text input)
- Status: Open (text input)
- Item Sub Class (dropdown)
- Reject Reason (text input)
- UOM: SKU PKU (radio buttons)

Below the form is the "ITEM DETAILS" table:

Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity In SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Average Unit Price(RM)	Total Amount (RM)
03.1406.05	Hyoscine Butylbromide 20mg/ml Inj	160396T	28/02/2019	1 (amp)		1 ampoule	1.00 (amp)	1 (amp)	1.00 (amp)	16.3364	16.34

Figure 3.2.1.4-4 Intra Facility Receiving Item – Stock Transfer

Note

- Received item will be displayed on the list.
- **Unit** is based on the user Login ID.

- **Created by** will be defaulted according to Login ID
- **Receive From Unit Name** will be displayed requesting unit name.
- The new **status** will be 'open'.

STEP 6

Click on  the button to save the transaction

Note

- System will display an alert message as displayed in Figure 3.2.1.4-5.

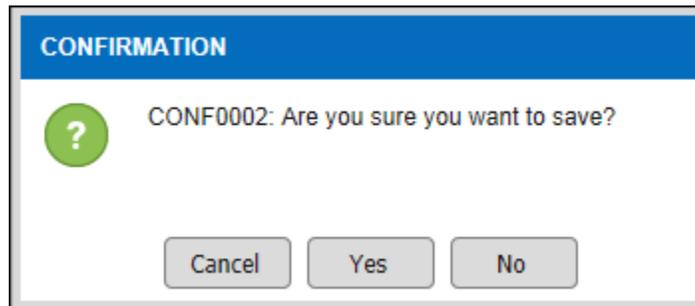


Figure 3.2.1.4-5 Alert Message

- Message Information as Figure 3.2.1.4-6 will be displayed once user click on the Yes button in Figure 3.2.1.4-5.

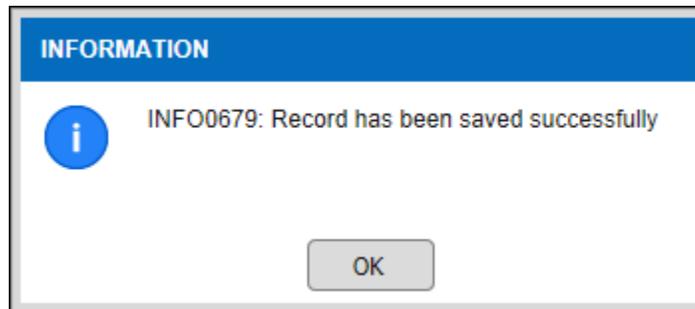


Figure 3.2.1.4-6 Alert Message

- **Receipt No** will be generated automatically.

Character	Description	Value
1-2	Receipt	'RI'
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 3.2.1.4-1

- **Status** will change to close.



INTRA FACILITY

7
Goods Receive Note

+ INTRA FACILITY RECEIVE ITEMS

Receipt No. <input type="text" value="RI19050542"/>	Receive Date/Time <input type="text" value="18/01/2019 11:08 AM"/>
Receive Type <input type="text" value="Stock Transfer"/>	Transfer Note No. <input type="text" value="N01W4-0000020"/>
Receiving Unit <input type="text" value="Ward 4 - Medical (Male)"/>	Created By <input type="text"/>
Note Type <input type="text" value="Stock Transfer"/>	Status <input type="text" value="Close"/>
Receive From Unit Name <input type="text" value="Ward 5 - Ortho,Ophtal,ENT, Psy (M)"/>	Item Sub Class <input type="text"/>
Item Group <input type="text" value="DRUG"/>	Reject Reason <input type="text"/>
Amount <input type="text" value="0.00"/>	UOM <input checked="" type="radio"/> SKU <input type="radio"/> PKU
Remarks <input type="text"/>	

+ ITEM DETAILS

Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity In SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Average Unit Price(RM)	Total Amount (RM)
03.1406.05	Hyoscine Butylbromide 20mg/ml Inj	160396T	28/02/2019	1 (amp)	1	ampoule	1.00 (amp)	1 (amp)	1.00 (amp)	16.3364	16.34

Figure 3.2.1.4-7 View/Print Report

STEP 7

Click on the to view/print the report

KEMENTERIAN KESIHATAN MALAYSIA
Hospital Kulim
GOODS RECEIVED NOTE

RECEIVING UNIT	: Ward 4 - Medical (Male)	DATE CREATED	: 18/01/2019
RECEIPT NO.	: RI19050542	RECEIVE TYPE	: Stock Transfer
RECEIVE FROM UNIT NAME	: Ward 5 - Ortho,Ophtal,ENT, Psy (M)	ISSUE NOTE NO.	: N01W4-0000020
		RECEIVE DATE	: 18/01/2019

NO	ITEM CODE	ITEM DESCRIPTION	BATCH NO	EXPIRY DATE	RECEIVE QUANTITY	SKU	UNIT PRICE(RM)	AMOUNT(RM)
1	03.1406.05	Hyoscine Butylbromide 20mg/ml Inj	160396T	28/02/2019	1	amp	16.3364	16.34
TOTAL :								16.34

DISEDIAKAN OLEH :

.....

(Tandatangan Pegawai Stor)

Nama :

Jawatan : Ketua Jururawat

Jabatan : Nursing Services

Tarikh : 18/01/2019

Printed Date : 18/01/2019 Printed By : Unit Name : Ward 4 - Medical (Male) Source : PhIS

Page 1 of 1

Figure 3.2.1.4-8 Goods Received Note



4.0 Acronyms

Abbreviation	Definition
MOH	Ministry of Health
KKM	Kementerian Kesihatan Malaysia
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
PKU	Packaging Keeping Unit
SKU	Store Keeping Unit
TDM	Therapeutic Drug Monitoring
CDR	Cytotoxic Drug Reconstitution
APPL	Approved Product Purchase List
RPL	Recommended Purchase List
EPO	Electronic Purchase Order

5.0 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