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

User Manual
Pharmacy Inventory
Receive Item (Intra Facility)

Version	**: 12th Edition**
Document ID	**: U.MANUAL_INV_RECEIVE ITEM_ INTRA FACILITY**

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Reference ID : U.MANUAL_INV_RECEIVE ITEM_INTRA FACILITY-12th E

Application reference: PhIS & CPS v2.5.1

Table of Contents

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 detail:

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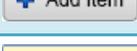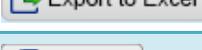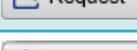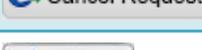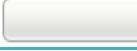- Receive type: Return Item
- Receive type: Stock Transfer

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	Login to PhIS	Logout	Logout from PhIS
C	Reset Login Screen	+	Expand Menu
Home	Display Home Tab	▷	Expand Module
✕	Close All Open Tabs	↻	Refresh Screen
+	Add/Create New Record	i	Show Help
*	Mandatory Field	📅	Calendar Icon
X	Close Window	◯	Radio Button
✎	Edit Record	⊘	Cancel
💾	Save	+ Add Item	Add Item to the list
Export to Excel	Export and Open Report in Excel Format		Automatically Display/Retrieve Box
Request	Request for Approval	Cancel Request	Cancel the Request
Send for Approval	Send for Approval	Approve	Approve Transaction
Change Password	Change Login Password	−	Collapse Menu
◩	Collapse Module	Search	Search Record
🖶	Print	🔍	Search Icon
☐	Checkbox	🗑	Delete Record
Delete	Delete Item from the list		Empty Text Box
▼	Dropdown Box	Reject	Reject Transaction

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

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).
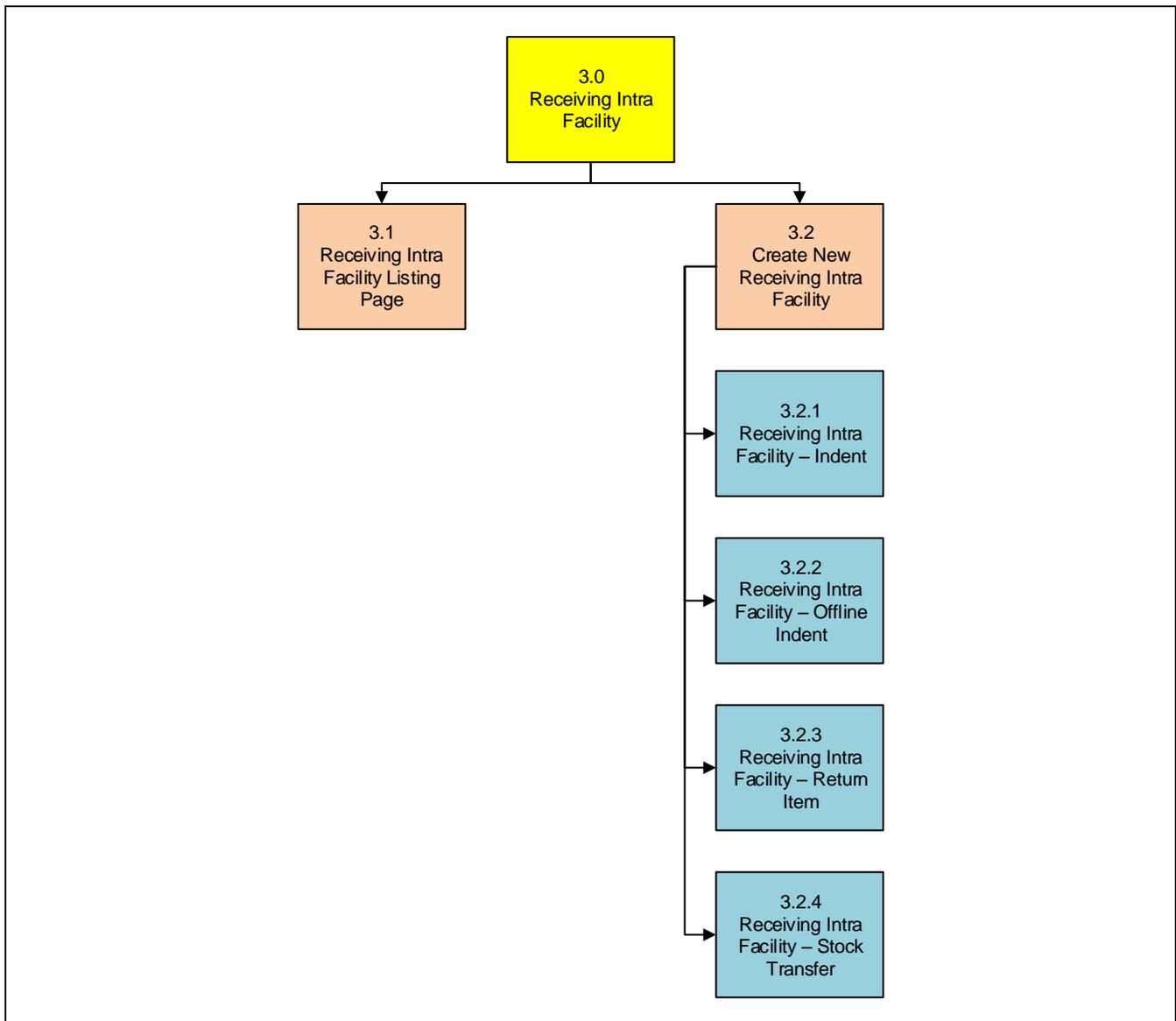
Functional Diagram

Figure 3.0-1

3.1 Receive Item Intra Facility Listing Page

This function is used to view existing Receiving Intra Facility records.
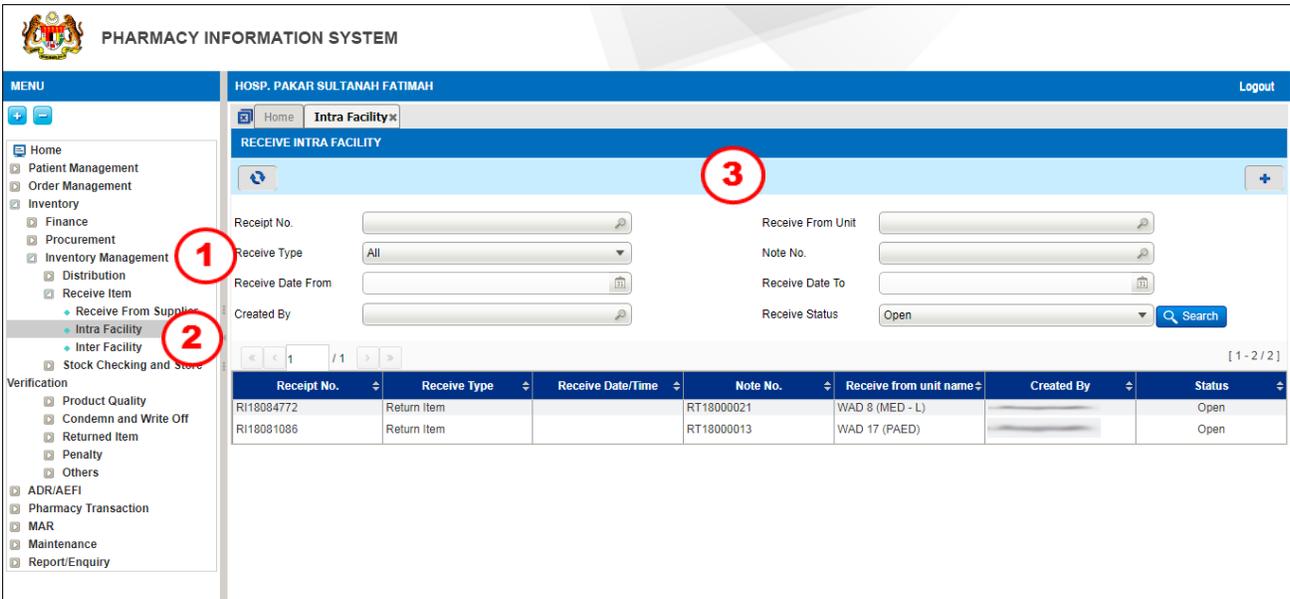
Figure 3.1-1 Receive Intra Facility Listing Page

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 username |

Table 3.1.1

Figure 3.1-2 Receive Intra Facility Listing Page

STEP 4

Click on the [Search] 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.	RI18084772	Receive Date/Time	23/10/2020 11:14 AM
Receive Type	Return Item ▼ *	Return Note No.	RT18000021 🔍 *
Receiving Unit	STOR FARMASI 🔍	Created By	
Note Type	Return Item	Status	Open
Receive From Unit Name	WAD 8 (MED - L)	Item Sub Class	▼
Item Group	NON-DRUG ▼ *	Return Reason	Other
Amount	1,076.40	Reject Reason	*
Remarks		UOM	○ SKU ○ PKU

ITEM DETAILS

« ‹ 1 / 1 › »   [1 - 1 / 1]

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)
12.3651.08	Disposable Syringe 50 ml	SF0118H30A	30/09/2021	400	100	pack of 100 pieces	4.00 (pck)	400	4.00 (pck)	2.6910	1,076.40

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:

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

INTRA FACILITY														✔ Confirm	⊘	X

+ INTRA FACILITY RECEIVE ITEMS

Receipt No.		Receive Date/Time	23/10/2020 11:22 AM
Receive Type	Indent ▼ *	Issue Note No.	*
Receiving Unit	🔍	Created By	
Note Type		Indent No.	
Receive From Unit Name		Status	Open
Item Group	DRUG ▼ *	Item Sub Class	▼
Amount	0.00	Reject Reason	*
Remarks		UOM	⦿ SKU ○ PKU

+ ITEM DETAILS

« ‹ 1 / 1 › »

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

« ‹ 1 / 1 › »

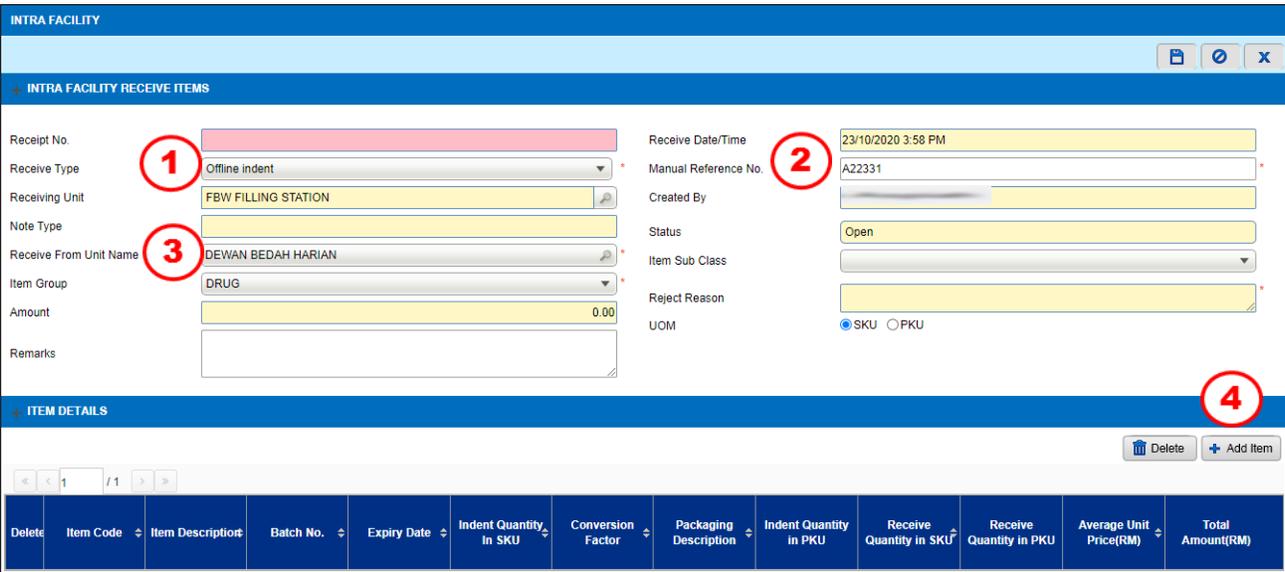| Drug/Non Drug Description	Drug/Non Drug Code	Conversion Factor	Indent Quantity in SKU ⇕	Supply Quantity (SKU) ⇕	Pending Quantity (SKU) ⇕

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:

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.

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 [✔ Confirm] button to confirm 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.*
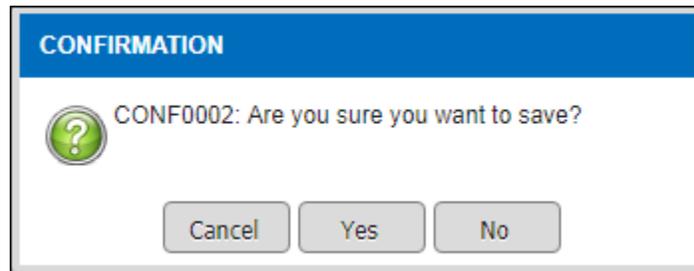
Figure 3.2.1.1-3 Alert Message
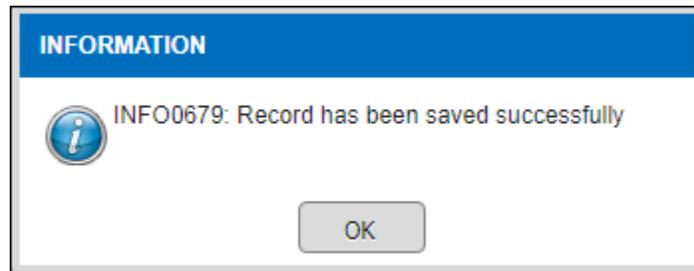
Figure 3.2.1.1-4 Alert Message

- *Receipt No. will be a 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

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* [**X**] *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 Unit   [X]

Requester Description		Requester Code	

[🔍 Search] [↻]

« ‹ 1 / 9 › »   [1 - 10 / 86]
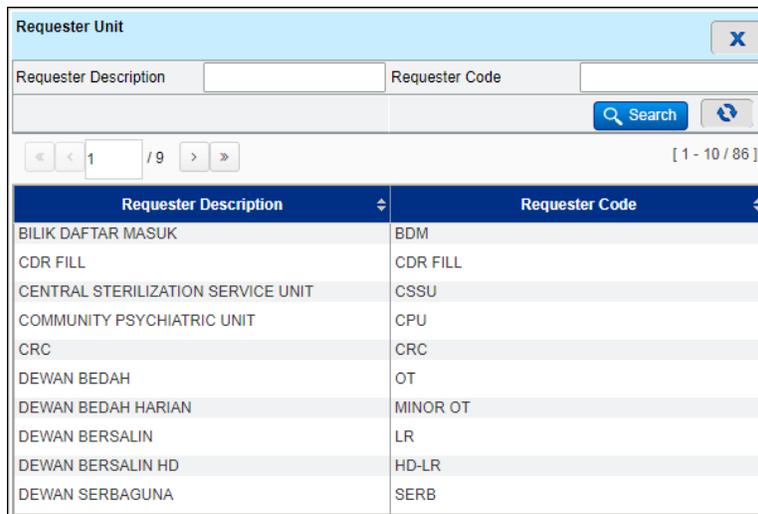
Requester Description ⇵	Requester Code ⇵
BILIK DAFTAR MASUK	BDM
CDR FILL	CDR FILL
CENTRAL STERILIZATION SERVICE UNIT	CSSU
COMMUNITY PSYCHIATRIC UNIT	CPU
CRC	CRC
DEWAN BEDAH	OT
DEWAN BEDAH HARIAN	MINOR OT
DEWAN BERSALIN	LR
DEWAN BERSALIN HD	HD-LR
DEWAN SERBAGUNA	SERB

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_ [🔍 Search] _button._
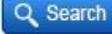
- _Double click to select a Unit Name_

ADD ITEM   [💾] [⊘] [X]

Item Description	Acetazolamide 500mg Inj 🔍	⑤	Item Code	S01EC01000P4001XX.01	⑧
Brand ⑥	DIAMOX ▾		Batch No.	W43224	
Expiry Date	07/12/2023 🗓	⑦	Receive Quantity (SKU)	25	⑨
Quantity Available (SKU)	1		SKU	vial	
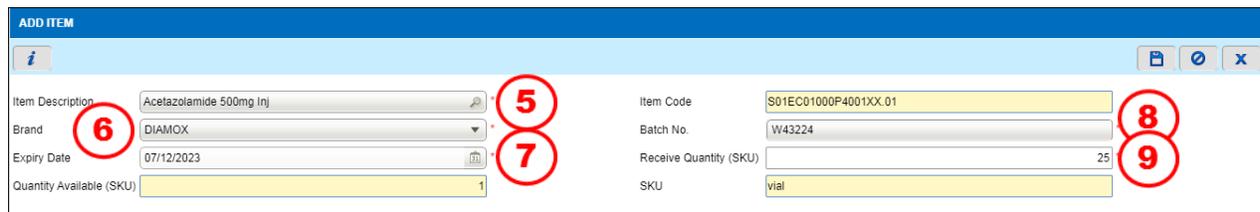
Figure 3.2.1.2-3 Add Item

STEP 4
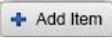
Click on the [➕ Add Item] button to add manually Drug/Non Drug

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_ [🔍 Search] _button._
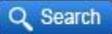
- _Item Description list will be based on_ **Item Group** _selected in step 5._

- _Double click to select the_ **Item Description.**

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*

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

Figure 3.2.1.2-7 Intra Facility

STEP 11

Click on the [save] 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.*
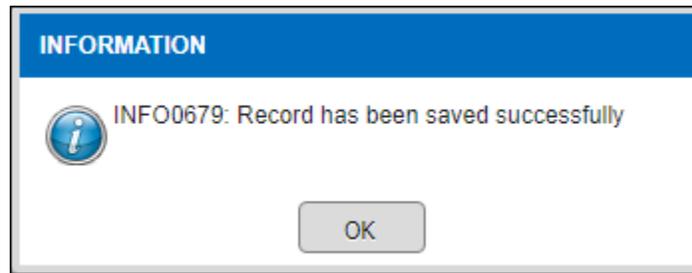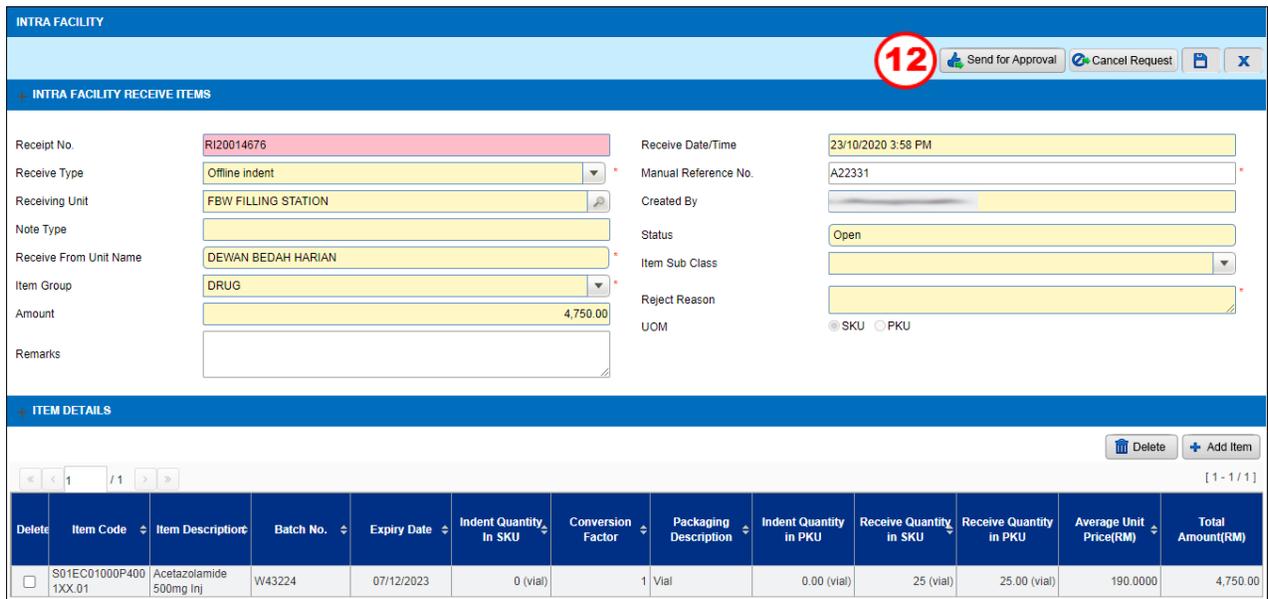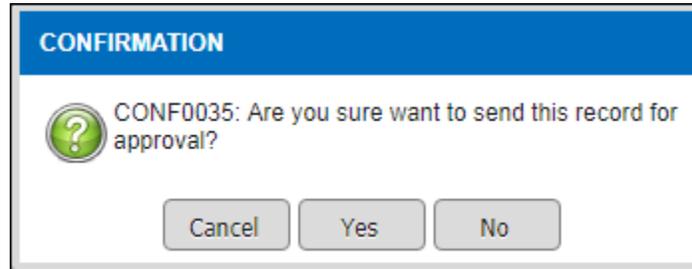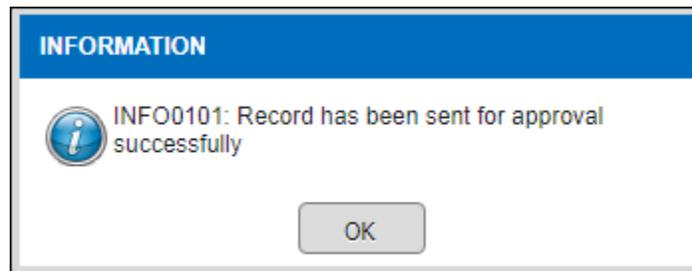
Figure 3.2.1.2-9 Alert Message

- *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.

Figure 3.2.1.2-10Send Approval

STEP 12

Click on the [Send for Approval] button to send the approval

Note

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

CONFIRMATION

CONF0035: Are you sure want to send this record for approval?
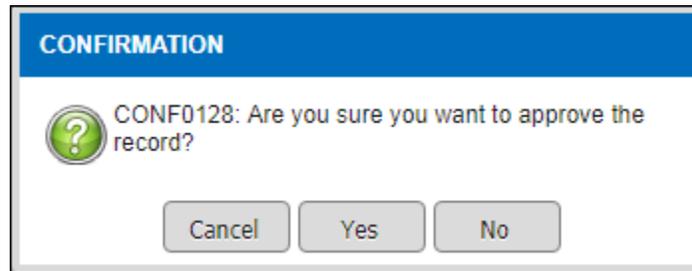
Cancel   Yes   No

Figure 3.2.1.2-11Alert 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.*


INFORMATION

INFO0101: Record has been sent for approval successfully

OK

Figure 3.2.1.2-12Alert Message

- ***Status*** *will change to pending approval.*

INTRA FACILITY

⑬ Approve   Reject   X

INTRA FACILITY RECEIVE ITEMS

Field	Value	Field	Value
Receipt No.	RI20014676	Receive Date/Time	23/10/2020 3:58 PM
Receive Type	Offline indent	Manual Reference No.	A22331
Receiving Unit	FBW FILLING STATION	Created By	
Note Type		Status	Pending for Approval
Receive From Unit Name	DEWAN BEDAH HARIAN	Item Sub Class	
Item Group	DRUG	Reject Reason	
Amount	4,750.00	UOM	SKU PKU
Remarks			

ITEM DETAILS

[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)
☐	S01EC01000P400 1XX.01	Acetazolamide 500mg Inj	W43224	07/12/2023	0 (vial)	1	Vial	0.00 (vial)	25 (vial)	25.00 (vial)	190.0000	4,750.00

Figure 3.2.1.2-13 Approve

STEP 12

Click on the **👍 Approve** button to approve the transaction

Note

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

Figure 3.2.1.2-14Alert 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.*
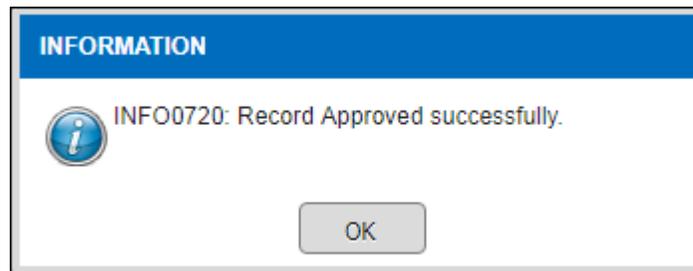
Figure 3.2.1-15 Alert Message

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

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

Hosp. Pakar Sultanah Fatimah

GOODS RECEIVED NOTE

RECEIVING UNIT	: FBW FILLING STATION					
RECEIPT NO.	: RI20014676	RECEIVE TYPE	: Offline indent	DATE CREATED	: 23/10/2020	
RECEIVE FROM UNIT NAME	: DEWAN BEDAH HARIAN	ISSUE NOTE NO.	: A22331	RECEIVE DATE	: 23/10/2020	

NO	ITEM CODE	ITEM DESCRIPTION	BATCH NO	EXPIRY DATE	RECEIVE QUANTITY	SKU	UNIT PRICE(RM)	AMOUNT(RM)
1	S01EC01000P4001XX.01	Acetazolamide 500mg Inj	W43224	07/12/2023	25	vial	190.0000	4,750.00
							TOTAL :	4,750.00

DISEDIAKAN OLEH :

(Tandatangan Pegawai Stor)

Nama	:
Jawatan	: Pegawai Farmasi UF54
Jabatan	: Pharmacy
Tarikh	: 23/10/2020

Printed Date : 23/10/2020	Printed By :	Unit Name : FBW FILLING STATION	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:

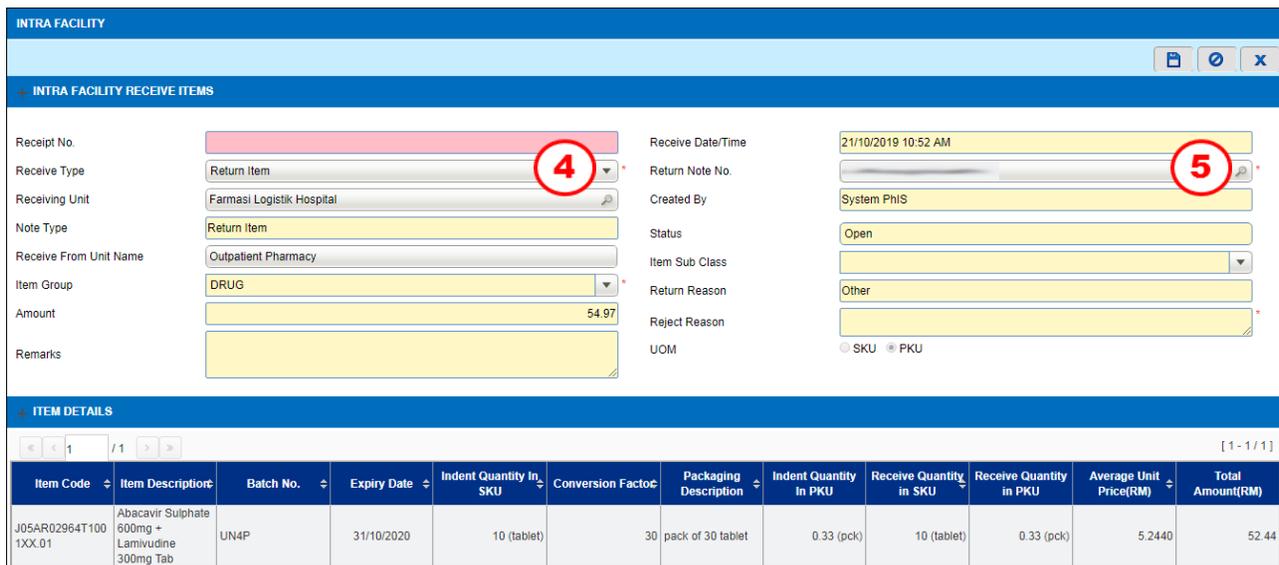**Figure 3.2.1.3-1 Intra Facility**

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.

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
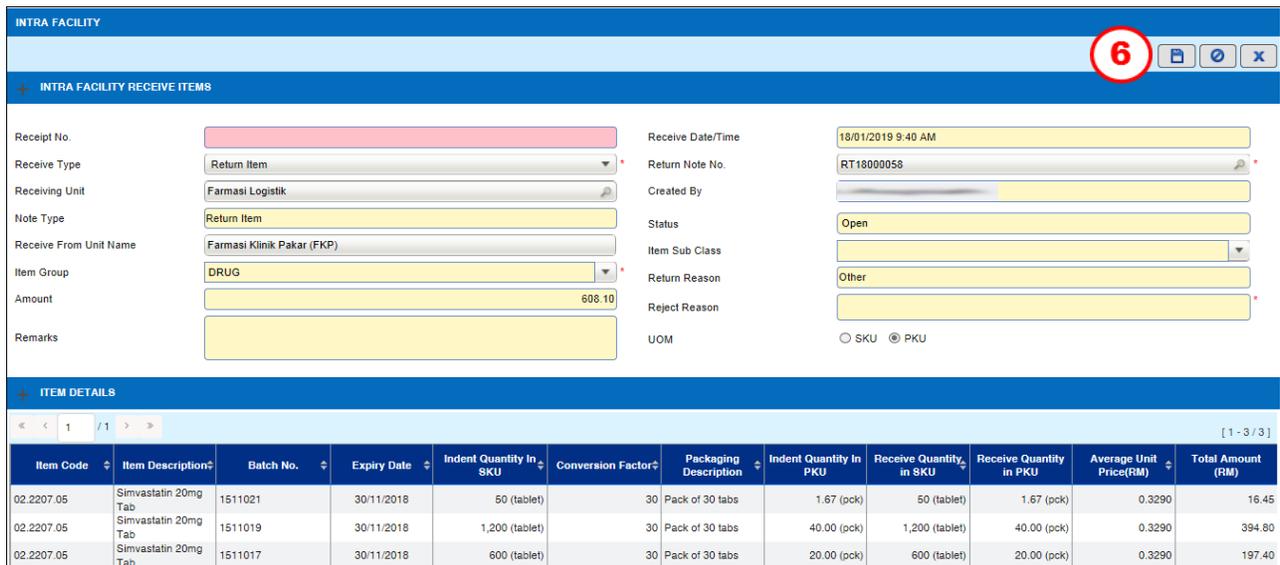
Note

- *User is allowed to enter a partial or full character for **Return No.** and click on the* [🔍 Search] *button.*
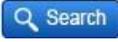
- *Double click to select the Return Note No.*
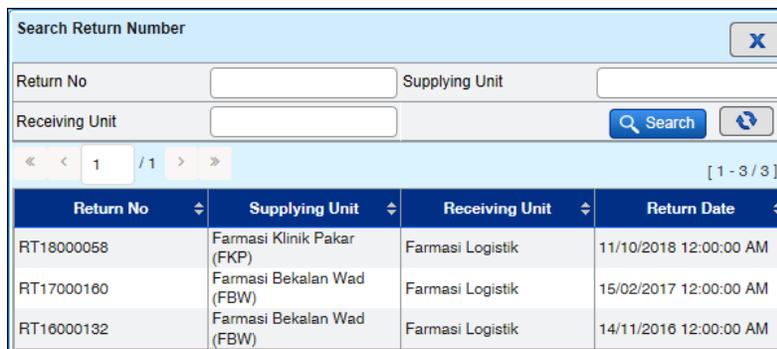
Figure 3.2.1.3-3 Search Return No

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.

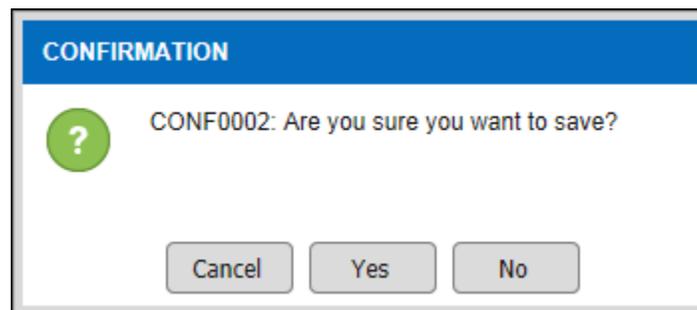| Character	Description	Value
1-2	Receipt	'RI'
3-4	Current year in 'YY' format	14
5-10	Running No.	Starting from 000001. This running number will be restarted to 000001 of every new financial year

Table 3.2.1.3-1

Note
- **Status** will be change to close
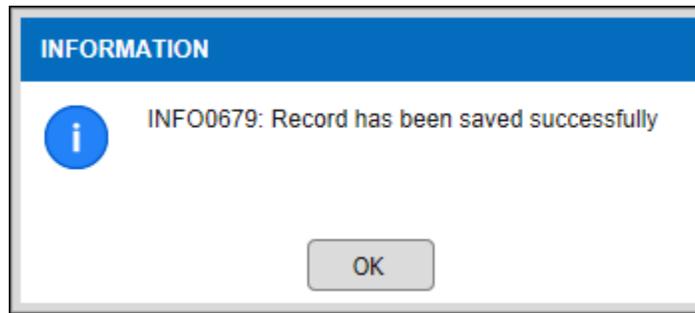

Figure 3.2.1.3-5 Alert Message

INFORMATION

INFO0679: Record has been saved successfully

OK

Figure 3.2.1.3-6 Alert Message

INTRA FACILITY

⑦ 🖨 Goods Receive Note   X

INTRA FACILITY RECEIVE ITEMS

Receipt No.	RI18050377	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	Close
Receive From Unit Name	Farmasi Klinik Pakar (FKP)	Item Sub Class	
Item Group	DRUG	Return Reason	Other
Amount	608.10	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

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STEP 7

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

KEMENTERIAN KESIHATAN MALAYSIA

Hospital Kulim

GOODS RECEIVED NOTE

RECEIVING UNIT : Farmasi Logistik

RECEIPT NO. : RI18050377   RECEIVE TYPE : Return Item   DATE CREATED : 18/01/2019

RECEIVE FROM UNIT NAME : Farmasi Klinik Pakar (FKP)   ISSUE NOTE NO. : RT18000058   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 :

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(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 [🔍 Search] button.*

- *Double click to select the Transfer Note No.*

Figure 3.2.1.4-3 Search Transfer Note No.

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.*
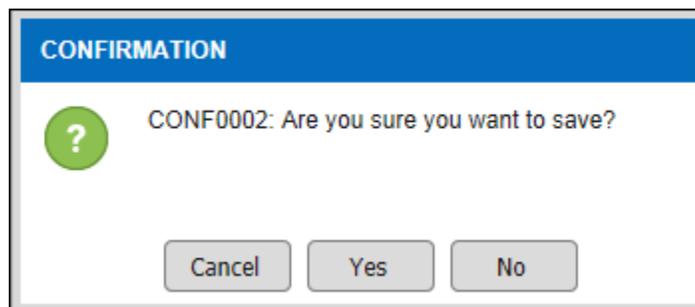
Figure 3.2.1.4-5 Alert Message

- *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.*
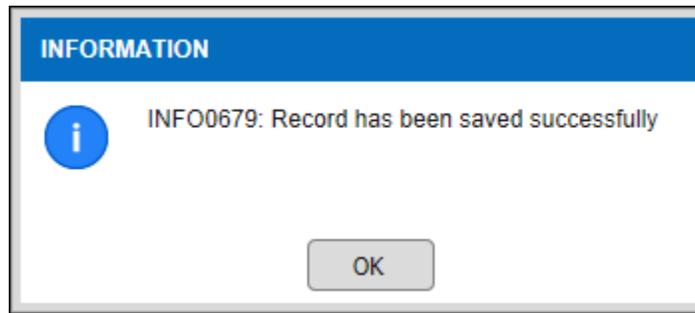
Figure 3.2.1.4-6 Alert Message

- *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.
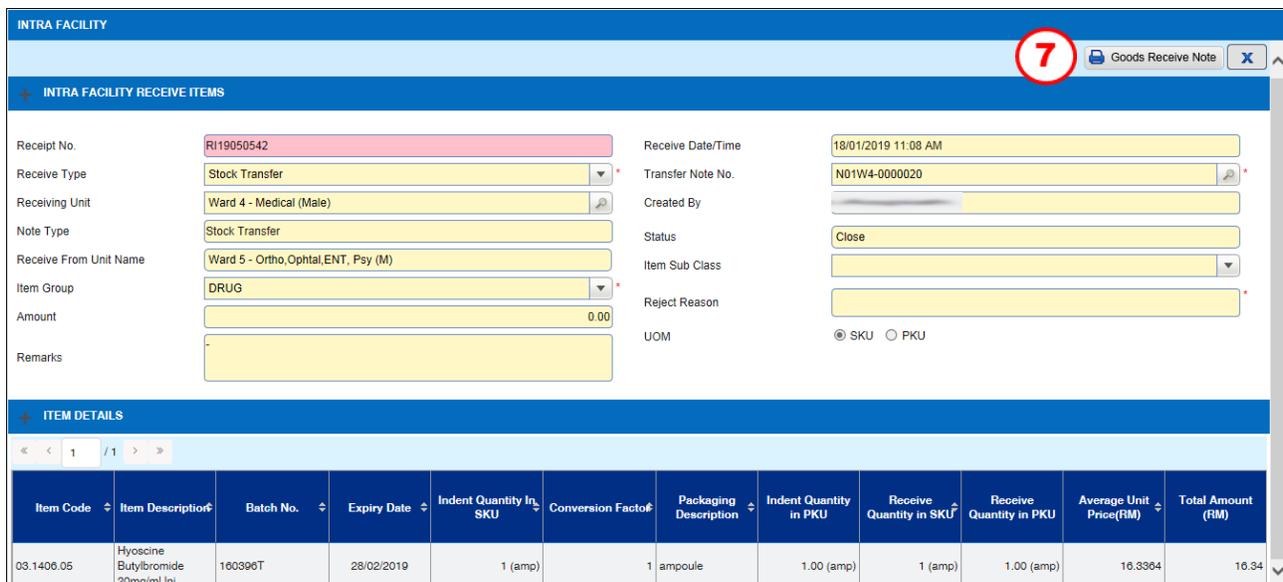
Figure 3.2.1.4-7 View/Print Report

STEP 7

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

KEMENTERIAN KESIHATAN MALAYSIA

Hospital Kulim

GOODS RECEIVED NOTE

RECEIVING UNIT	: Ward 4 - Medical (Male)				

RECEIPT NO.	: RI19050542	RECEIVE TYPE	: Stock Transfer	DATE CREATED	: 18/01/2019
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 :

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(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

3.3 Reject Receiving Intra Facility

To reject receiving Intra Facility, perform steps below:

Figure 3.3-1 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
Double click on the selected record and the details will be appeared as per Figure 3.3-2

Figure3.3-2 Intra Facility Receiving Screen

Note

User can click on ✔ Confirm *button to proceed with receiving*

STEP 4

Click on 👎 Reject button to reject the transaction

Note

- *User cannot partially receive/reject the record. Once reject, the whole receiving/issue transaction will be rejected.*
- *On click of reject button, alert message will be displayed as shown in Figure 3.3-3 and reject reason field will be enable for user to enter. This information is mandatory if user want to reject the receiving record.*

Figure 3.3-3 Alert Message

Figure 3.3-4 Intra Facility Receiving Screen

STEP 5
Insert *Reject Reason*

Note
- *Once reason is entered and user click on reject button, confirmation message will be displayed as shown in Figure 3.3-5*
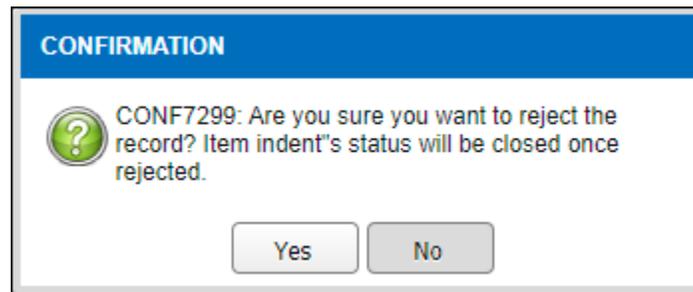

Figure 3.3-5 Alert Message

- *Click on* No *button – Alert message will be closed and return to receiving screen. No changes on screen.*
- *Click on* Yes *button – Alert message will be closed and return to receiving screen. All field will be disabled.*
  - o *Receiving status will be updated to 'Rejected'.*
  - o *Rejected item status will be updated to 'Closed'.*
  - o *Indent status will be updated to 'Closed' if all items are closed.*
- *In receiving listing, record will be updated as 'Rejected'*

Figure 3.3-6 Intra Facility Receiving Screen

STEP 6

- *Click on* **X** *button to close.*

Note

- *At issuer unit, new notification 'Rejected Issue' will be displayed at home screen as shown in Figure 3.3-7*

Figure 3.3-7 Notification

STEP 7
Double click on notification record

Note
Supply status screen will be display as shown in Figure 3.3-8

Figure 3.3-8 Supply Status

Note
Record status will be updated as below:

- *Record will be removed from 'Issue Screen'.*
- *For partial issue record, status for the rejected item will be updated to 'Closed'. If all items are closed, indent status will be updated to closed too.*
- *Partial issue record will be removed from RIQ and updated the status to 'Rejected' if all items are closed.*
- *'Rejected' issue record will be displayed in Supply Status screen.*

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