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

User Manual
Pharmacy Inventory (Stock Transfer)

Version	**: 12th Edition**
Document ID	**: U.MANUAL_INV_STOCK TRANSFER**

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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 – Stock Transfer sub-module and its key features and functionalities. The primary objective is to guide users through the process of completing PhIS application process.

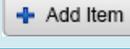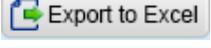User will understand the following activities in details:

- Stock Tansfer
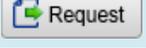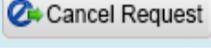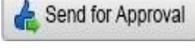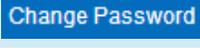
1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Stock Transfer
- 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	31	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

Module Legend
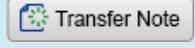
Transfer Note	Print Transfer Note		

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

3.0 Stock Transfer

Overview

Stock Transfer sub-module will be used by the user at the Sub store level (Level 2) and Unit/Ward level (Level 3) to transfer Standard or Non Standard Drug or Non Drug based on unit catalogue including ward stock drug. The Stock Transfer is only applicable between users in the same level. Only one (1) Drug or Non Drug item is allowed to be transferred in one (1) transaction

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).
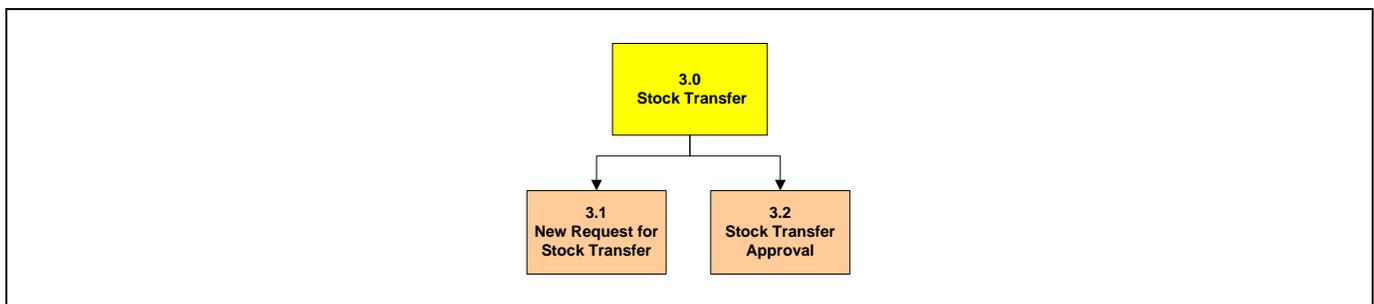
Functional Diagram

```
                    ┌──────────────────┐
                    │       3.0        │
                    │  Stock Transfer  │
                    └──────────────────┘
                              │
                ┌─────────────┴─────────────┐
                ▼                           ▼
        ┌──────────────────┐       ┌──────────────────┐
        │      3.1         │       │      3.2         │
        │ New Request for  │       │ Stock Transfer   │
        │ Stock Transfer   │       │   Approval       │
        └──────────────────┘       └──────────────────┘
```

Figure 3.0-1

Functional Description

Slow Moving comprises of two (2) main functions:

- **Request for Stock Transfer**
  This function will be used for the Requesting Unit to send a request for stock transfer to the Supplying Unit to request for one (1) Drug or Non Drug Item. The request is based on unit catalogue which the status is 'Active'.

- **Stock Transfer Approval**
  The Request for Stock Transfer received will have to be approved before the item requested can be supplied to the Requesting Unit. This function is used by supplying unit that received the request.

3.1 Stock Transfer Listing Page
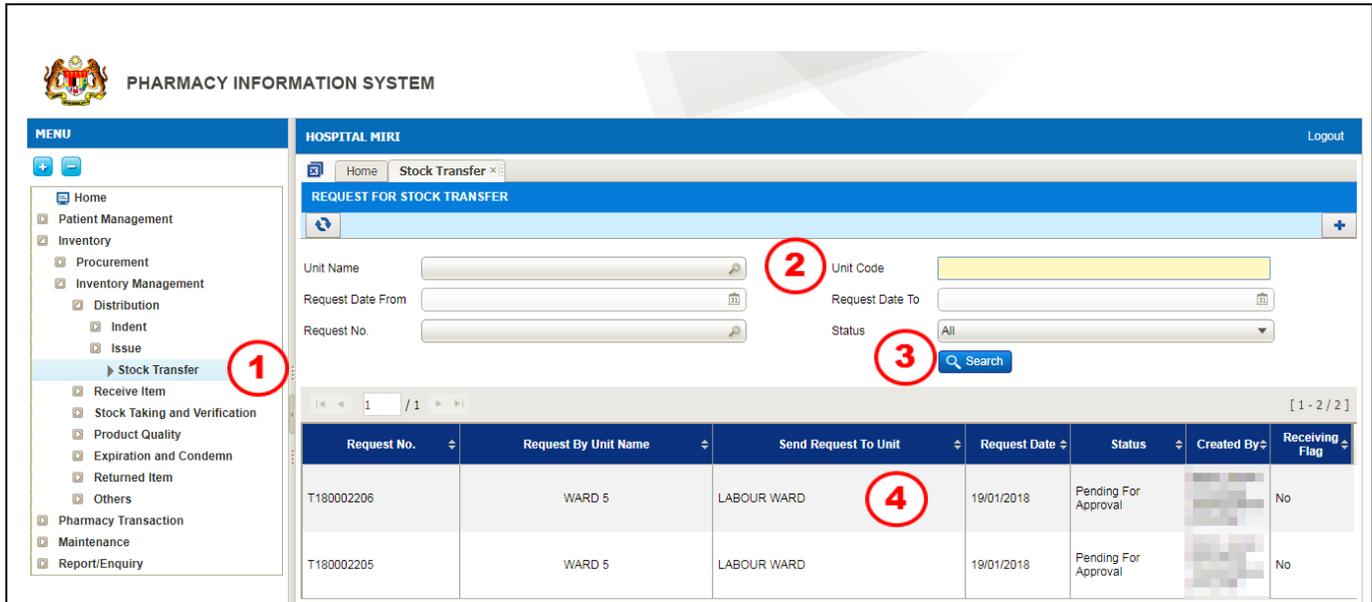To view existing Stock Transfer records, perform the steps below:

Figure 3.1-1 Stock Transfer Listing Page

STEP 1
Click on 'Inventory Menu'
Click on 'Inventory Management' sub-menu and click on 'Stock Transfer'

STEP 2
To search for existing Stock Transfer transaction(s), user may search by criteria as follows:

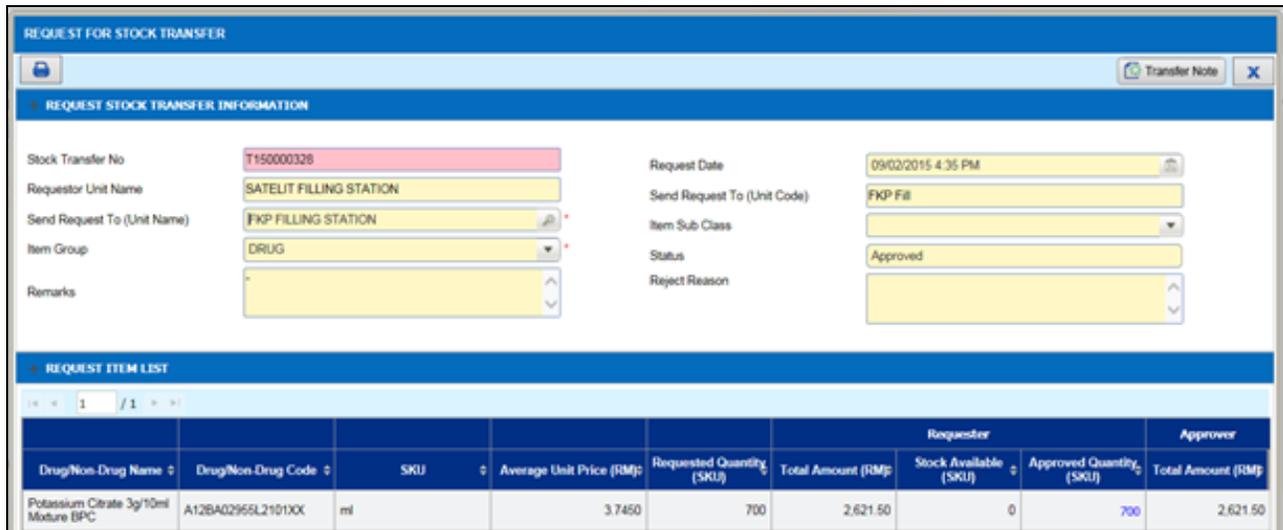| No	Field	Description	Remark
a	Unit Name	Unit Name	Allow user to search the **Unit Name** and/or **Unit Code** based on characters
b	Unit Code	Read only field	Will be auto displayed once a Unit Name is selected
c	Request Date From	Search by selecting a date from the calendar	Filter and search existing records based on date. The date format will be 'DD/MM/YYYY'. i.e. 01/01/2013
d	Request Date To	Search by selecting a date from the calendar	Filter and search existing records based on date. The date format will be 'DD/MM/YYYY'. i.e. 31/12/2013
e	Request No.	Running No. that is generated when the user saves the newly created Stock Transfer transaction	Filter and search existing records based on Request No.
f	Status	Select Status from the drop down menu: - Open - Approved - Pending For Approval - Rejected	Filter and search existing records based on Status

Table 3.1.1

STEP 3

Click on the [Q Search] button

Note
The results displayed will be based on the entered criteria as shown in Figure 3.1-1.

STEP 4
Double click on the selected record and the details will be displayed as shown in Figure 3.1-2

Figure 3.1-2 View Stock Transfer Record

3.2 New Request for Stock Transfer

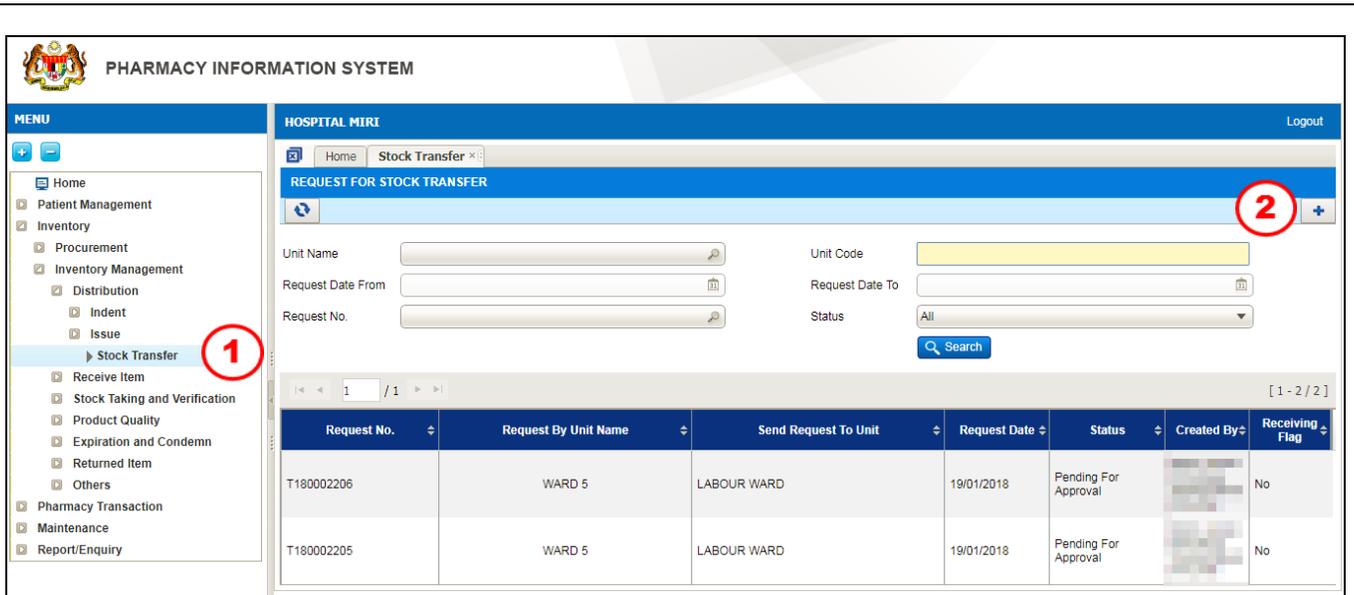To create a new Request for Stock Transfer, perform the steps below:

Figure 3.2-1 New Stock Transfer

STEP 1

Click on 'Store Inventory' Menu and follow by 'Stock Transfer' (refer Figure 3.2-1)

STEP 2

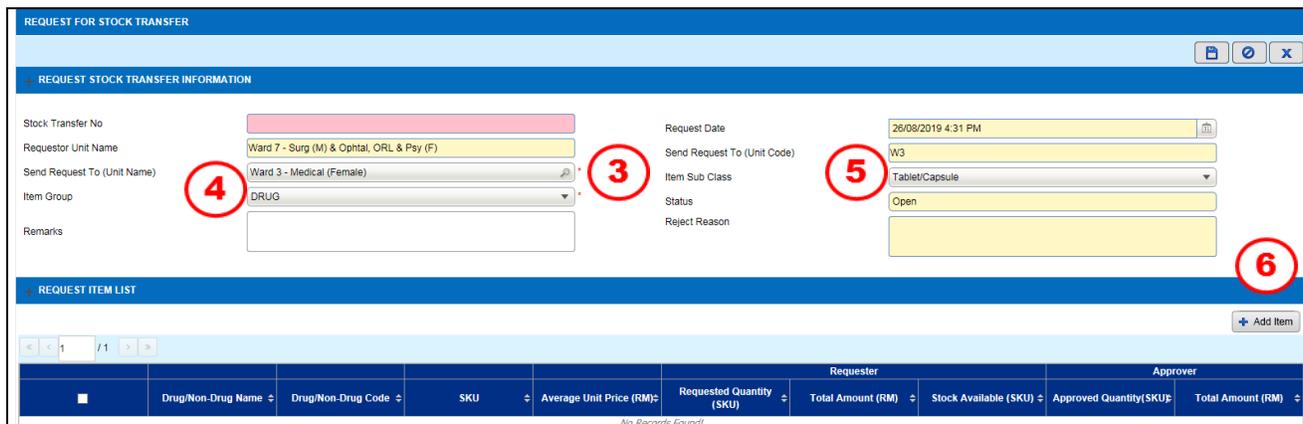Click on the ➕ button and the Request For Stock Transfer screen will be displayed as Figure 3.2-2

Figure 3.2-2 Request For Stock Transfer

Note
*For newly-created request, the **Status** is default to 'Open'.*

No	Field	Description	Remark
a	Stock Transfer No.	Running No. that is generated when the user saves the newly created Stock Transfer transaction	The running number represent newly created Stock Transfer transaction eg: T140000022

b	Requester Unit Name	Defaulted requester unit name	Based on login ID requester
c	Request Date	Defaulted date based on system date	Based on system date and time
d	Send Request to (Unit Name)	List of Unit Name within the same level	- Set in the Requester Unit Master Setup - Mandatory field
e	Send Request to (Unit Code)	Auto displayed based on the selected Unit Name.	Set in Master Setup
f	Item Group	Selection of Drug or Non-Drug	Mandatory field
g	Item Sub-Group	List of specific sub-group for item group	Based on selection of item group either drug or non-drug
h	Status	Show the progress of the transaction: - Open - Approved - Pending For Approval Rejected	Newly created Stock Transfer Status is defaulted to 'Open'.
i	Reject Reason	Free text field to insert reject reason	It is a mandatory field if approver reject the transaction
j	Remarks	Free text field to insert any additional information regarding on transaction	Up to 100 characters

Table 3.2-1

STEP 3

Click on the **Send Request To(Unit Name)** 🔍 button and the Search Unit Name window will be displayed as Figure 3.2-3

Figure 3.2-3 Requester Unit

STEP 4
Select **Item Group**
- Drug
- Non-Drug

STEP 5
Select **Item Sub Class** (optional)

STEP 6
Click on the ➕ Add Item button to add the item to Request Item List
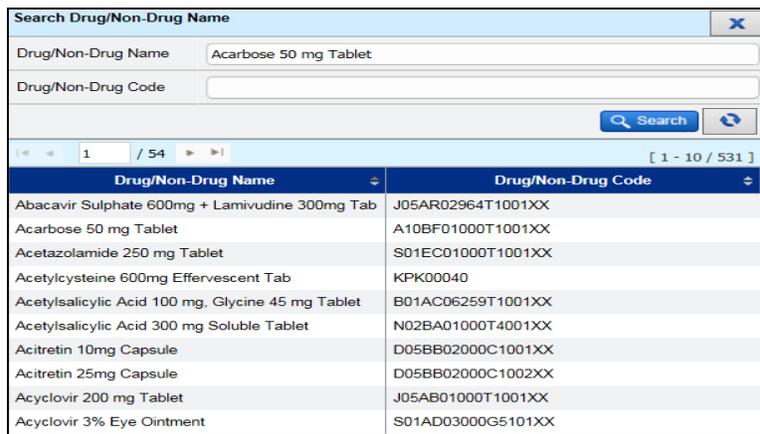
Note

- *It is allowed to enter **Unit Name** and/or **Unit Code** at searching criteria as per Figure 3.2.1. Then click the* **Q Search** *button.*

- *List of unit name will be based on the Requester Unit Master Setup within the same level.*

- *Double-click to select a **Unit Name/Unit Code**.*

- ***Send Request To (Unit Code)** will be displayed automatically based on the selected Unit Name.*
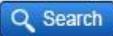
Figure 3.2-4 Add Stock Transfer

STEP 7

Click on the ***Drug/Non Drug Name*** 🔍 button and the Search Drug Name window will be displayed as Figure 3.2-5

Figure 3.2-5 Search Drug Name

Note

- *It is allowed to enter **Drug/Non Drug Name** and/or **Drug/Non Drug Code** at searching criteria as per Figure 3.2.1. Then click the* **Q Search** *button.*

- ***Drug/Non Drug Code** will be displayed based on the selected **Drug/Non Drug Name**.*

- *After requested, the system will refer to **Drug/Non Drug Name/Code** based on Unit Catalogue List Master.*

STEP 8
Enter ***Request Quantity(SKU)***

STEP 9

Click on the 💾 button to save the transaction

Note

- *The system retrieve the value of **Total Quantity**, **SKU**, **Average Unit Price (RM)** and **Amount(RM)** information from Item Master.*

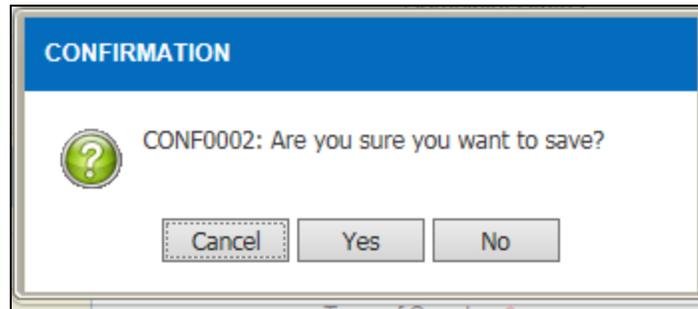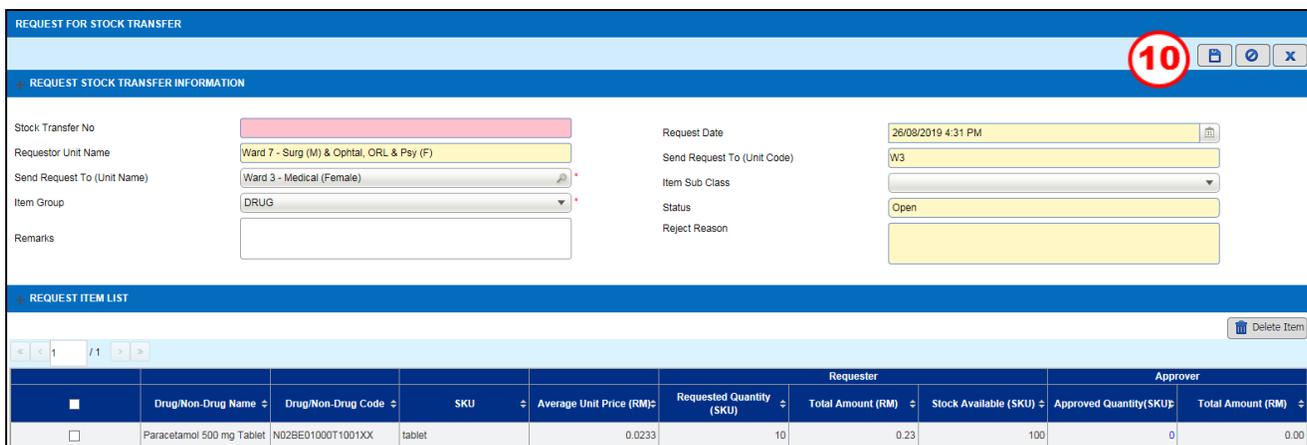- *Confirmation message will displayed after clicking save as shown in Figure 3.2.6*

Figure 3.2.6 Confirmation Message

- *Click on the* Yes *button*

Figure 3.2.7 Save Record

STEP 10

Click on the 🖫 button to save the transaction

Note

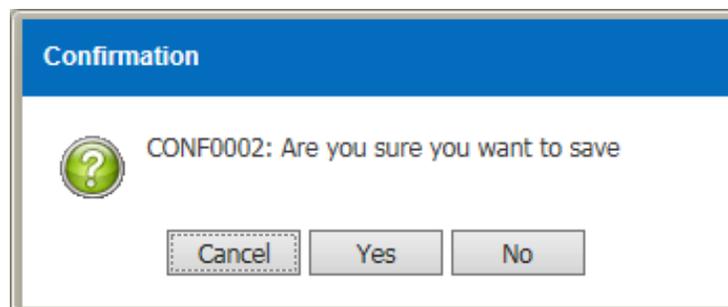- *An alert message will be displayed as per Figure 3.2-8 and Figure 3.2-9*

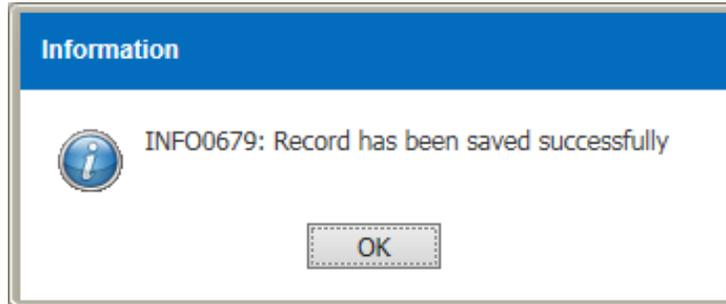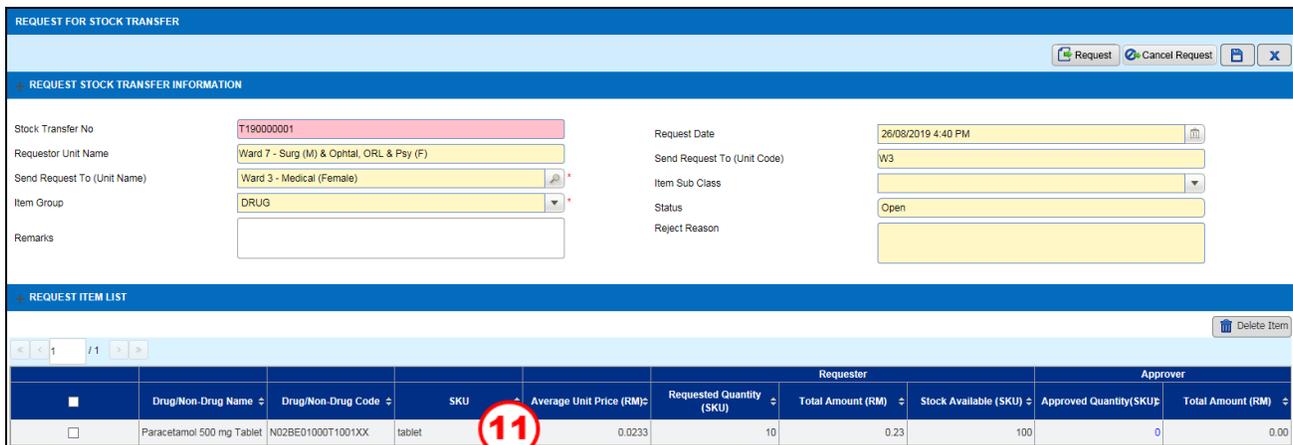**Figure 3.2-8 Confirmation Message**

- *Click on the* **Yes** *button*

Figure 3.2-9 Information Message

- *Click on the* **OK** *button*

    i. *Stock Transfer No. will be generated automatically once the record is successfully saved.*

    ii. *Request Date is defaulted to the system date and time once the record is successfully saved.*

    iii. *Refer to Figure 3.2-10*

- *After save, user is allowed to:*
    - *Change Request Quantity*
    - *Cancel Request*

Figure 3.2-10 Request For Stock Transfer

Change Request Quantity

STEP 11
Double-click on the field under Request Item List section and an Add Stock Transfer Item window will be displayed as Figure 3.2-11

Figure 3.2-11 Add Stock Transfer Item

STEP 12
Enter and change the *Request Quantity(SKU)*

STEP 13

Click on the [💾] button after changing the *Request Quantity(SKU)*

Note
- *Alert message will be displayed after clicking save as shown in Figure 3.2-12.*

Figure 3.2-12 Alert Message

- *Click on the [Yes] button to confirm the change record.*

- ***Stock Transfer No*** *will be generated automatically by system for future reference and the [Request] button and [Cancel Request] button will be enabled.*

Figure 3.2-13 Stock Transfer

STEP 14

Click on the [Request] button to send the stock transfer request

Note

- *An alert message will be displayed after clicking on the request button as shown in Figure 3.2-14.*
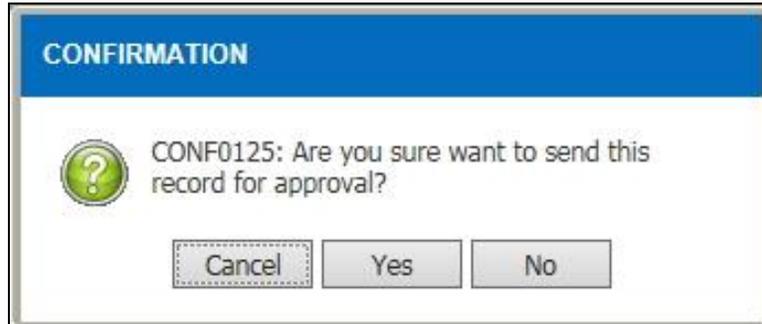
CONFIRMATION

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

Cancel   Yes   No
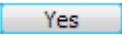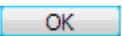
Figure 3.2-14 Alert Message

- *Click on the [Yes] button to send the record for Approval.*

- *An alert message will be displayed after clicking on the yes button as shown in Figure 3.2-15.*

INFORMATION

INFO0101: Record has been sent for approval successfully

OK

Figure 3.2-15 Alert Request

- *Click on the [OK] button to confirm sending of request for approval.*

- *The status will change to 'Pending For Approval'.*
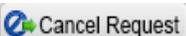
- *Click on the [Cancel Request] button to cancel the transaction and the **Status** will be changed to 'Cancelled'*

3.3 Stock Transfer Approval

To approve Request for Stock Transfer, HOD from the Supplying Unit will need to perform steps below before releasing the stock:

Figure 3.3-1 Task List

STEP 1
Click on the Transaction No. hyperlink and the Request for Stock Transfer screen will be displayed as shown in the Figure 3.3-2

Note
HOD may also refer to section 3.1-1 Stock Transfer Listing Page _to search for the 'Pending for Approval' Stock Transfer_

Figure 3.3-2 Request For Stock Transfer

STEP 2
Click on the Approve Quantity hyperlink and the Item Details screen will be displayed as shown in the Figure 3.3-3

Figure 3.3-3 Item Details

STEP 3
Enter **_Issue Quantity(SKU)_**

STEP 4

Click on the [💾] button to save the changes made

Note

The system will return to Request For Stock Transfer screen as per Figure 3.3-4.

Figure 3.3-4 Request For Stock Transfer

STEP 5

Click on the [👍 Approve] button to Approve the Request For Stock Transfer and the status will change to 'Approved'

Click on the [👎 Reject] button to reject the transaction and the status will change to 'Rejected'

Figure 3.3-5 Request For Stock Transfer

STEP 6
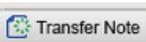
Click [⚙ Transfer Note] to generate Transfer Note in order to supply the requested item to the requester as per figure 3.3-5

Note

- *Regardless of the quantity supplied to the requester, the **Status** will still be Closed.*

- *Supplying Unit will print out the Transfer Note to be given together with the requested item.*

- *Item quantity* will be deducted from Supplying Unit once the request has been approved.

- *Item quantity* will increase at the Requester unit once they perform the receiving transaction.

KEMENTERIAN KESIHATAN MALAYSIA

Hospital Kulim

NOTA PEMINDAHAN BARANG-BARANG

UNIT PENGELUAR   : Ward 3 - Medical (Female)   TARIKH   :

UNIT PENERIMA   : Ward 7 - Surg (M) & Ophtal, ORL & Psy (F)   NO. NOTA PEMINDAHAN   :

KUANTITI DIPOHON   : 10

Bil	Perihal Barang	Kod Barang	SKU	Kuantiti Dipohon	Kuantiti Dibekal	Harga Seunit (RM)	Jumlah Kos (RM)	No Kelompok	Tarikh Luput
1	Paracetamol 500 mg Tablet	02.3001.01	tablet	10	10	0.0233	0.23	18H09	31/08/2021

PERKARA   JUMLAH BESAR : RM   0.23

DIPESAN OLEH :   DITERIMA OLEH :

T/T   : ....   T/T   : ....
TARIKH   : ....   TARIKH   : ....
NAMA   : ▓▓▓▓▓▓▓▓▓▓   NAMA   : ....
JAWATAN   : Ketua Jururawat   COP/JAWATAN : ....

DILULUSKAN OLEH :

T/T   : ....
TARIKH   : ....
NAMA   : ▓▓▓▓▓▓▓▓▓▓
JAWATAN   : Penyelia Jururawat

Printed Date : 26/08/2019   Printed By : ▓▓▓▓▓▓   Unit Name : Ward 3 - Medical (Female)   Source : PHIS

Page 1 of 1

Figure 3.3-6 Transfer Note

- *Requester unit will receive a task list for receive against stock transfer as shown in Figure 3.3-7*

TASK LIST

Transaction Type: Receive from Stock Transfer ▼   🔍 Search

[1-1/1]

Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Receive from Stock Transfer	N01W7-0000020	Drug	26/08/2019 04:49 PM	Pending For Approval	Ward 3 - Medical (Female)	▓▓▓▓▓▓

Figure 3.3-7 Receive from Stock Transfer

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