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

User Manual
Pharmacy Inventory
Year End Process

Version	**: 10th EDITION**
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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. PhIS implementation would transform most of current manual process to electronic system would benefit facility end user in the health care sector.

There are 12 modules to assist services delivery by the health care sector which comprises of:

1. Order Management
2. Inpatient Pharmacy
3. Outpatient Pharmacy
4. Medication Counselling
5. Ward Pharmacy
6. Pharmacy Inventory
7. Manufacturing of Cytotoxic Drug Reconstitution, Parenteral Nutrition, IV Admixture & Eye Drop, Radiopharmaceuticals and Extemporaneous
8. Adverse Drug Reaction & Drug Allergic (ADR & DAC)
9. Clinical Pharmacokinetics Services (TDM)
10. Drug Information & Consumer Education (DICE)
11. Medication Therapy Adherence Clinic (MTAC)
12. Data Mining (PhARM)

1.2 Purpose and Objectives

This user manual outlines the Pharmacy Inventory (Year End Process) sub-module and its key features and functionalities. The primary objective is to guide users through the process of completing PhIS application process.

1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Buffer Level (Year End Process)
- Section 4 : Acronyms
- Section 5: Links to Inventory Modules

2.0 Application Standard Features

2.1 PhIS Legend

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

Module Legend			
Calculate	Recalculate buffer level	Overwrite	Overwrite previous buffer level record

Note:

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

3.0 Year End Process

Overview

This function is used to run the facility's year end process

User Group

This module is intended for inventory pharmacist at Pharmacy Store (subject to user assigned by the facility).

Functional Diagram

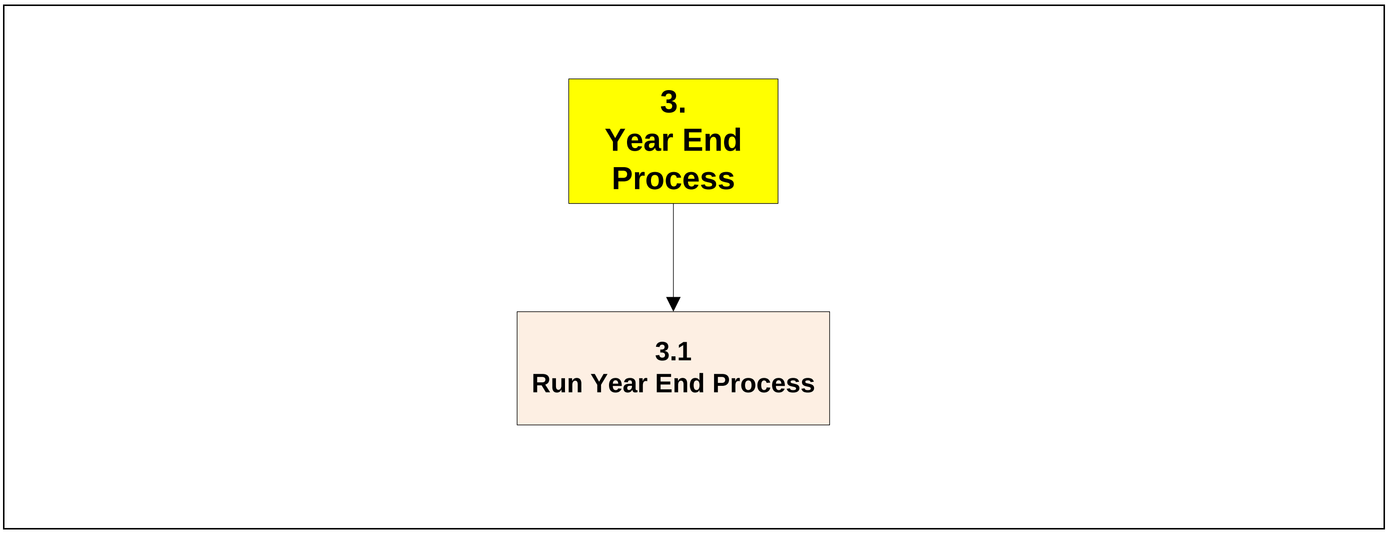

Figure 3.0-1

Functional Description

Year End Process comprises of one (1) main function:

- **Year End Process**

  A year end scheduler will be run 3 tasks:

  - Update the current Budget Table
  - Update the Item Master
  - Increase the Financial Year by 1

3.1 Year End Process

To perform the year end process, perform the steps below:

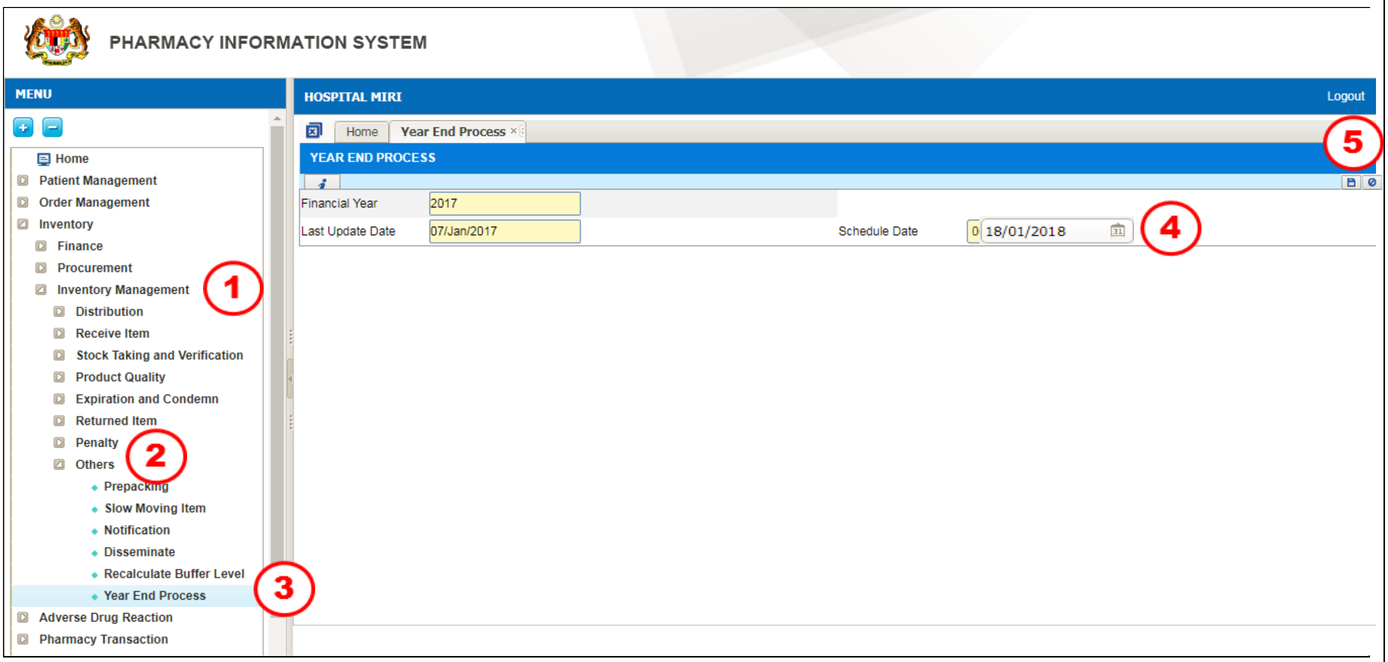

Figure 3.1-1 Year End Process

When the user from Pharmacy Store login into the system, there is a checking on the financial year and the year of last updated year, if the year of last updated date < financial year and current year > Financial Year and backend process date is not null then the system will prompt up a message, ‘Please configure the ‘backend process date’, to run the year end process’.

STEP 1
Click on ‘Inventory’ menu

STEP 2
Click on ‘Inventory Management’ and click on ‘others’

STEP 3
Click on ‘Year End Process’

Note

- *System will display the Year End Process screen.*

No	Field	Description	Remark
a	Financial Year	Will display the current financial year. E.g.: 2014	The value will be taken from the ***Current Financial Year*** field set in the Facility Information maintenance file
b	Last Update Date	Display date	The field will be updated as the current date after the Year End process is done

STEP 4
Select ***Schedule Date***

Note

Default time to run is on 1am.

STEP 5

Cick on the  button

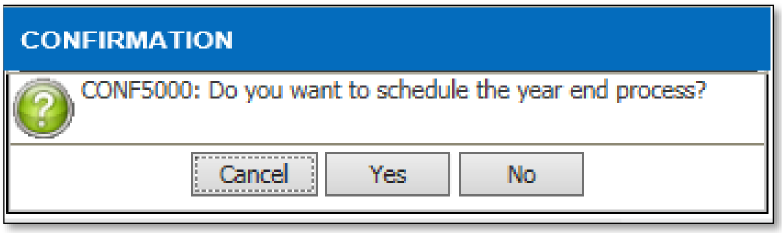

Figure 3.1-2 Message information to confirm transaction

Note

- *Message Information as displayed in Figure 3.1-2 will be displayed once user click on the*  *button in Figure 3.1-1.*
- *Click Yes and the Year End Process transaction is successfully done as displayed in Figure 3.1-3.*

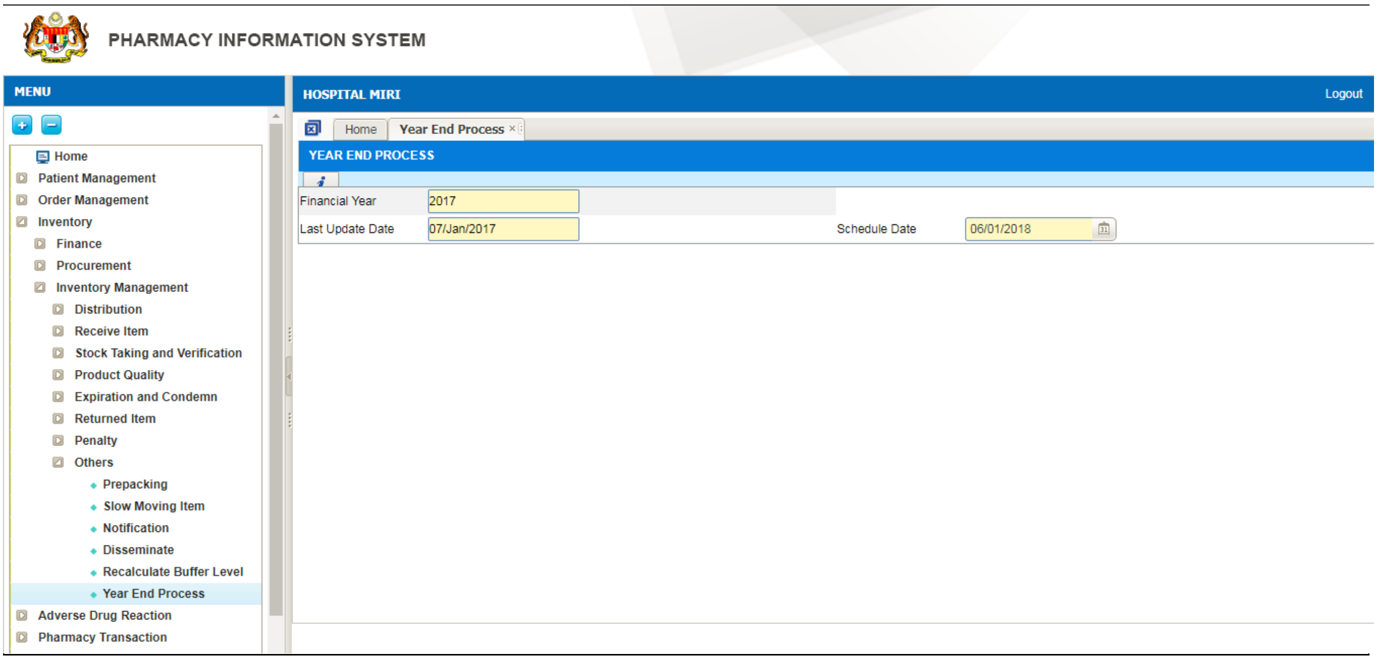

Figure 3.1-3 Year End Process done for the current financial year

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

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