



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

---

## User Manual Maintenance-Inventory

<b>Version</b>	<b>: 13<sup>th</sup> Edition</b>
<b>Document ID</b>	<b>: U.MANUAL_MASTER_SETUP_INVENTORY</b>



**CONFIDENTIAL COPYRIGHTED MATERIAL** – *The information includes all concepts, comments, recommendations, and material, contained herein shall remain the property of Pharmacy Information System & Clinic Pharmacy System (PhIS& CPS) Project. No portion of this document shall be disclosed, duplicated or used in whole or in part of any purpose other than the purpose of the Pharmacy Information System & Clinic Pharmacy System (PhIS& CPS) Project execution only.*

*Reference ID : U.MANUAL\_MASTER\_SETUP\_INVENTORY-13<sup>th</sup> E*

*Application reference: PhIS & CPS v2.6.1*



## Table of Contents

1.0	Introduction .....	1
1.1	Overview of PhIS.....	1
1.2	Purpose and Objectives.....	1
1.3	Organised Sections .....	1
2.0	Application Standard Features .....	2
2.1	PhIS Legend.....	2
3.0	Master Setup - Inventory .....	3
	Overview .....	3
	User Group.....	3
	Functional Diagram .....	3
3.1	Brand.....	4
3.2	Delivery Site To .....	6
3.3	Drug/Non Drug Catalogue .....	8
3.4	Item Batch .....	11
3.5	Item Master .....	13
3.6	Item/Product Buffer Level .....	16
3.6.1	View/Edit Item/Product Buffer Level.....	16
3.6.2	Create New Item/Product Buffer Level.....	19
3.7	Manufacturing.....	21
3.8	Penalty Master Incident .....	23
3.9	Penalty Master Section.....	25
3.10	Stock Location.....	27
3.10.1	View/Edit Stock Location .....	27
3.10.2	Create New Stock Location .....	29
3.11	Supplier .....	31
3.12	Unit Catalogue List .....	33
3.12.1	View/Edit Unit Catalogue List.....	33
3.12.2	Create New Unit Catalogue List.....	39
3.13	Unit Catalogue for External Facility.....	42
3.13.1	View/Edit Unit Catalogue for External Facility .....	42
3.13.2	Create New Unit Catalogue for External Facility .....	45
3.14	Vote Activity.....	47
3.15	Vote Code .....	49
3.15.1	View/Edit Vote Code.....	49
3.15.2	Create New Vote Code.....	52
3.16	Vote Object.....	54
3.17	eP Program .....	57
3.18	Ministry/Department.....	58
3.19	eP Project.....	59
3.20	eP GL Account .....	60
3.21	eP Contract Information.....	61
4.0	Acronyms.....	62

## 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 Master Setup - Inventory 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:

- Master Setup - Inventory

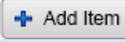
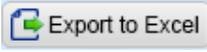
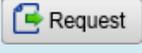
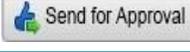
### 1.3 Organised Sections

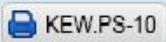
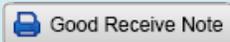
These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Master Setup - Inventory
- Section 4 : Acronyms

## 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

Module Legend			
	View/Print KEW.PS-10		View/Print Goods Received Note

**Note**

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

### 3.0 Master Setup - Inventory

#### Overview

Application Master Setup describes the relationship, details of the data flow for each function; the details validation and data/ information that required to be setup before system ready.

This application enables the facility to perform any modification to existing setting. Master setup generally controlled by respective personal from each site, some changes must undergo HQ approval.

#### User Group

This module is intended for Pharmacist and Assistant Pharmacist at Main Store (subject to user assign by the facility).

#### Functional Diagram

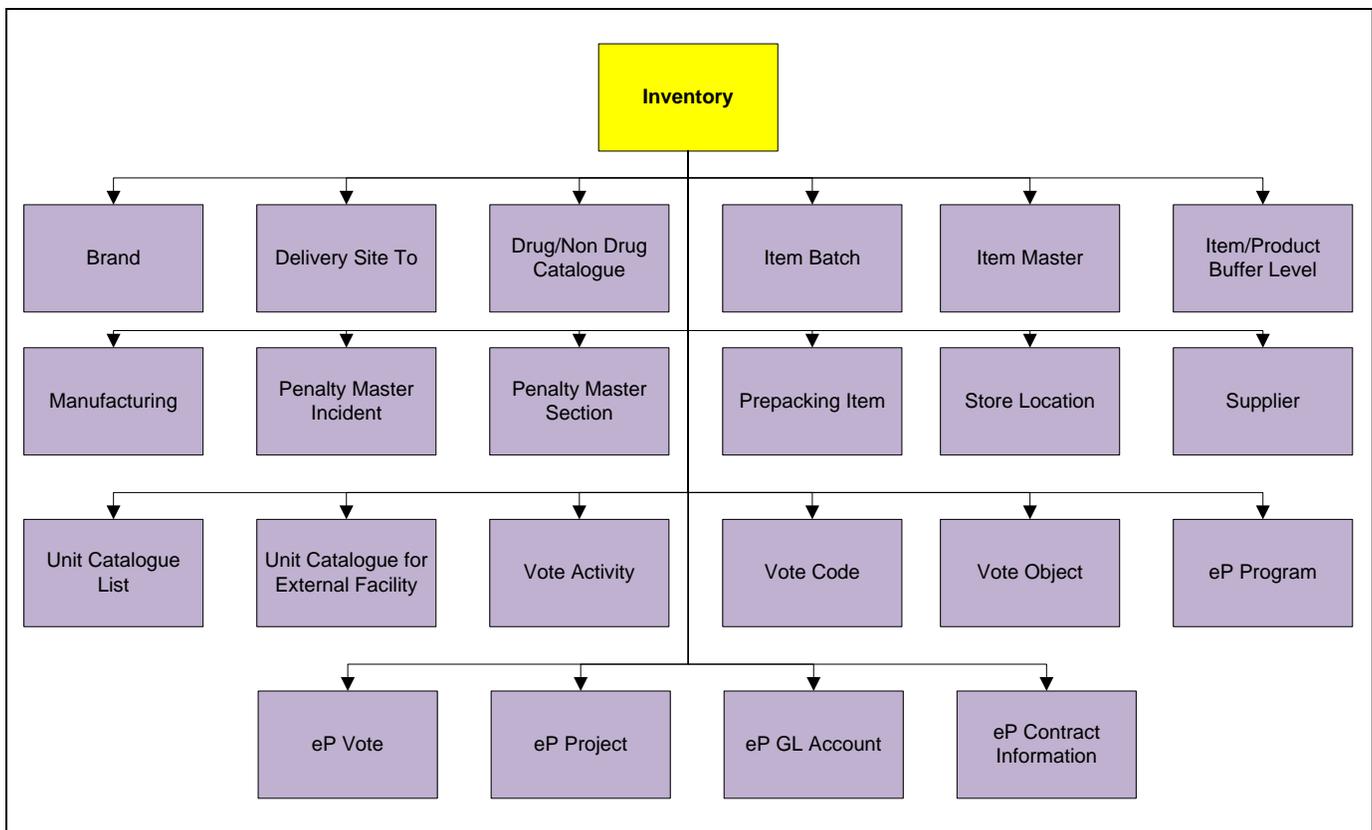
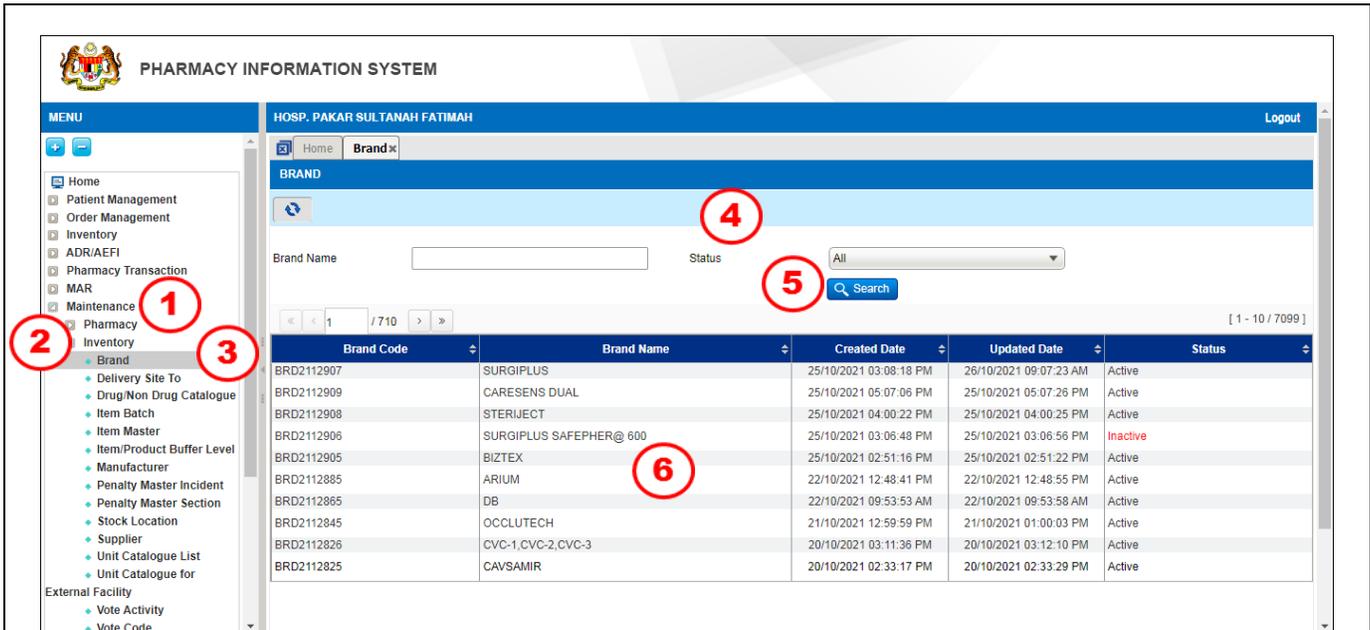


Figure 3.0-1

### 3.1 Brand

To view existing Brand record, perform the step below:



Brand Code	Brand Name	Created Date	Updated Date	Status
BRD2112907	SURGIPLUS	25/10/2021 03:08:18 PM	26/10/2021 09:07:23 AM	Active
BRD2112909	CARESENS DUAL	25/10/2021 05:07:06 PM	25/10/2021 05:07:26 PM	Active
BRD2112908	STERIJECT	25/10/2021 04:00:22 PM	25/10/2021 04:00:25 PM	Active
BRD2112906	SURGIPLUS SAFEPPER@ 600	25/10/2021 03:06:48 PM	25/10/2021 03:06:56 PM	Inactive
BRD2112905	BIZTEX	25/10/2021 02:51:16 PM	25/10/2021 02:51:22 PM	Active
BRD2112885	ARIUM	22/10/2021 12:48:41 PM	22/10/2021 12:48:55 PM	Active
BRD2112865	DB	22/10/2021 09:53:53 AM	22/10/2021 09:53:58 AM	Active
BRD2112845	OCCLUTECH	21/10/2021 12:59:59 PM	21/10/2021 01:00:03 PM	Active
BRD2112826	CVC-1,CVC-2,CVC-3	20/10/2021 03:11:36 PM	20/10/2021 03:12:10 PM	Active
BRD2112825	CAVSAMIR	20/10/2021 02:33:17 PM	20/10/2021 02:33:29 PM	Active

Figure 3.1-1 Brand Listing List

#### STEP 1

Go to 'Maintenance' menu

#### STEP 2

Click on 'Inventory'

#### STEP 3

Click on 'Brand'

#### STEP 4

To search for existing Brand entry, you may search by criteria as follow:

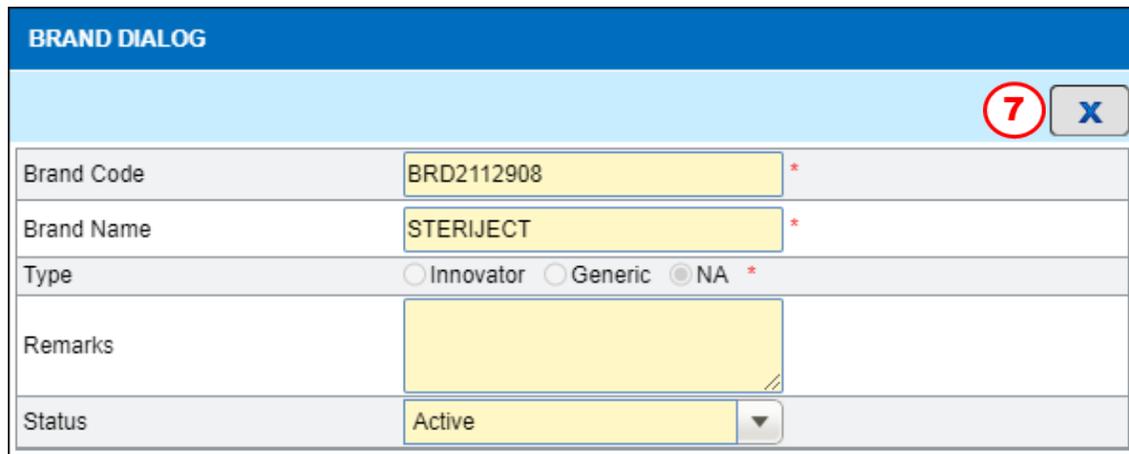
- Brand Name
- Status
  - All
  - Active
  - Inactive

#### STEP 5

Click on the  button after input criteria.

#### STEP 6

Double click on the selected record and the details will be displayed. The result display is based on the entered criteria as shown in Figure 3.1-2



BRAND DIALOG	
Brand Code	BRD2112908 *
Brand Name	STERIJECT *
Type	<input type="radio"/> Innovator <input type="radio"/> Generic <input checked="" type="radio"/> NA *
Remarks	
Status	Active

Figure 3.1-2 Brand Dialog

**Note**

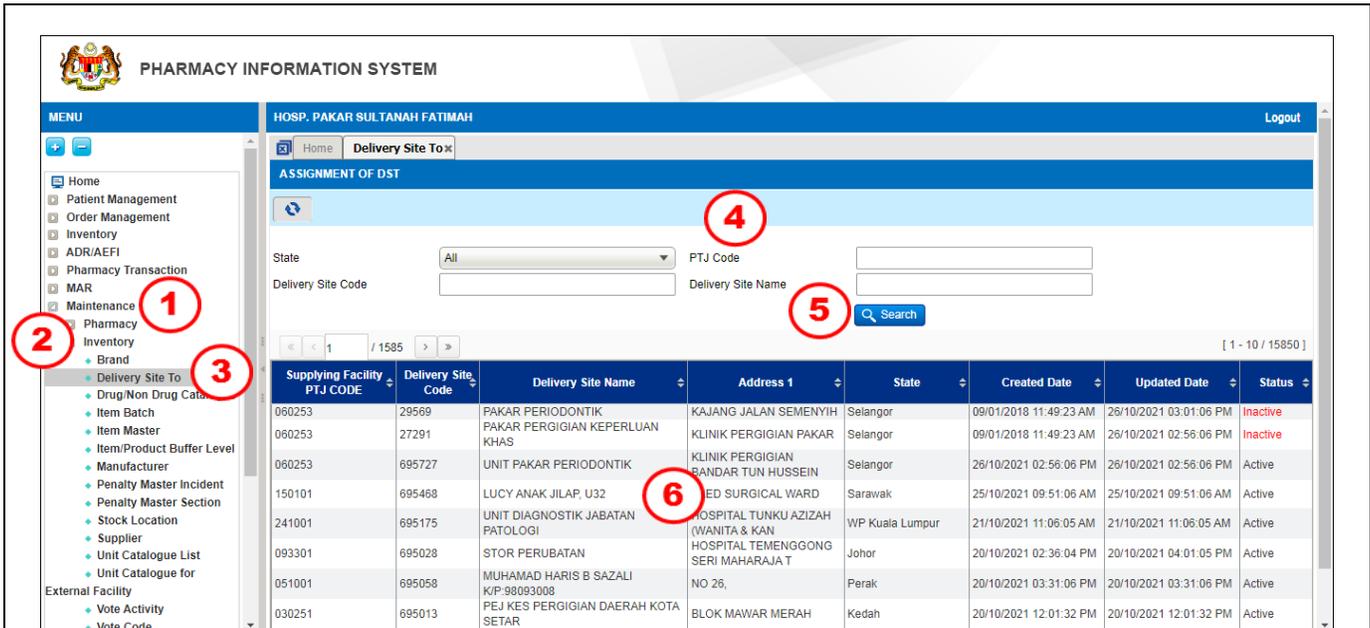
The Brand record is non-editable. Kindly contact HQ for any additional or modification of Brand data.

**STEP 7**

Click on the Close Window  button to return back to the Brand Listing Page

### 3.2 Delivery Site To

To view existing Delivery Site To record, perform the step below:



Supplying Facility PTJ CODE	Delivery Site Code	Delivery Site Name	Address 1	State	Created Date	Updated Date	Status
060253	29569	PAKAR PERIODONTIK	KAJANG JALAN SEMENYIH	Selangor	09/01/2018 11:49:23 AM	26/10/2021 03:01:06 PM	Inactive
060253	27291	PAKAR PERGIGIAN KEPERLUAN KHAS	KLINIK PERGIGIAN PAKAR	Selangor	09/01/2018 11:49:23 AM	26/10/2021 02:56:06 PM	Inactive
060253	695727	UNIT PAKAR PERIODONTIK	KLINIK PERGIGIAN BANDAR TUN HUSSEIN	Selangor	26/10/2021 02:56:06 PM	26/10/2021 02:56:06 PM	Active
150101	695468	LUCY ANAK JILAP, U32	ED SURGICAL WARD	Sarawak	25/10/2021 09:51:06 AM	25/10/2021 09:51:06 AM	Active
241001	695175	UNIT DIAGNOSTIK JABATAN PATOLOGI	HOSPITAL TUNKU AZIZAH (WANITA & KAN	WP Kuala Lumpur	21/10/2021 11:06:05 AM	21/10/2021 11:06:05 AM	Active
093301	695028	STOR PERUBATAN	HOSPITAL TEMENGGONG SERI MAHARAJAT	Johor	20/10/2021 02:36:04 PM	20/10/2021 04:01:05 PM	Active
051001	695058	MUHAMAD HARIS B SAZALI K/P 98093008	NO 26,	Perak	20/10/2021 03:31:06 PM	20/10/2021 03:31:06 PM	Active
030251	695013	PEJ KES PERGIGIAN DAERAH KOTA SETAR	BLOK MAWAR MERAH	Kedah	20/10/2021 12:01:32 PM	20/10/2021 12:01:32 PM	Active

Figure 3.2-1 Delivery Site To Listing Page

#### STEP 1

Go to 'Maintenance' menu

#### STEP 2

Click on 'Inventory'

#### STEP 3

Click on 'Delivery Site To'

#### STEP 4

To search for existing Delivery Site To entry, you may search by criteria as follow:

- a) State
- b) PTJ Code
- c) Delivery Site Code
- d) Delivery Site Name

#### STEP 5

Click on the  button after input criteria.

#### STEP 6

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.2-2

ASSIGNMENT OF DST			
Delivery ID	695727 *	Status	Active
Delivery Site Name	UNIT PAKAR PERIODONTIK *	Contact Person	
Address 1	KLINIK PERGIGIAN BANDAR TUN HUSSEIN *	Email	
Address 2	BANDAR TUN HUSSEIN ONN	City	SELANGOR *
Address 3	JALAN SUADAMAI	State	Selangor *
Contact Number (Office)		Postcode	0 *
Contact Number (Mobile)		Country	Malaysia
Fax No.		Remarks	
Supplying Facility PTJ CODE	060253 *		

Figure 3.2-2 View Delivery Site To

**Note**

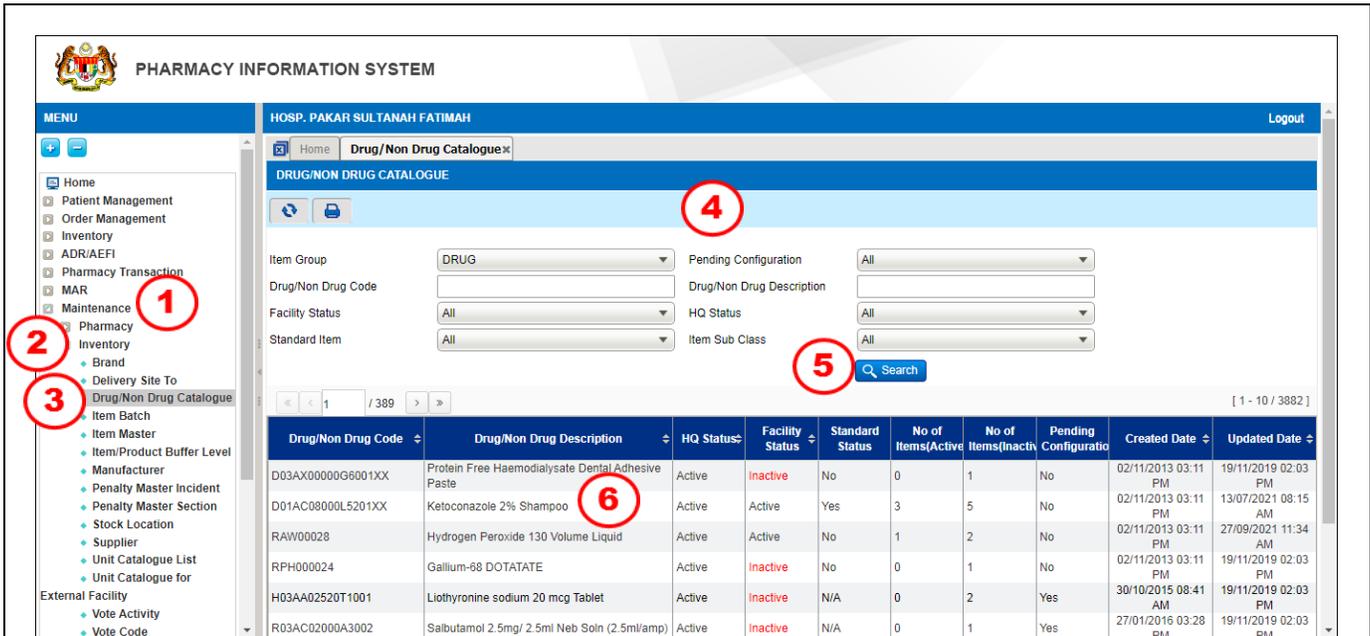
The Delivery Site To record is non-editable. Kindly contact HQ for any additional or modification of data.

**STEP 7**

Click on the Close Window  button to return back to the Delivery Site To Listing Page

### 3.3 Drug/Non Drug Catalogue

To view and edit existing Drug/Non Drug Catalogue record, perform the step below:



**PHARMACY INFORMATION SYSTEM**

HOSP. PAKAR SULTANAH FATIMAH Logout

Home Drug/Non Drug Catalogue

**DRUG/NON DRUG CATALOGUE**

Item Group: DRUG Pending Configuration: All

Drug/Non Drug Code: Drug/Non Drug Description:

Facility Status: All HQ Status: All

Standard Item: All Item Sub Class: All

Search

[ 1 - 10 / 3882 ]

Drug/Non Drug Code	Drug/Non Drug Description	HQ Status	Facility Status	Standard Status	No of Items(Active)	No of Items(Inactiv)	Pending Configuratio	Created Date	Updated Date
D03AX00000G6001XX	Protein Free Haemodialysate Dental Adhesive Paste	Active	Inactive	No	0	1	No	02/11/2013 03:11 PM	19/11/2019 02:03 PM
D01AC08000L5201XX	Ketoconazole 2% Shampoo	Active	Active	Yes	3	5	No	02/11/2013 03:11 PM	13/07/2021 08:15 AM
RAW000028	Hydrogen Peroxide 130 Volume Liquid	Active	Active	No	1	2	No	02/11/2013 03:11 PM	27/09/2021 11:34 AM
RPH000024	Gallium-68 DOTATATE	Active	Inactive	No	0	1	No	02/11/2013 03:11 PM	19/11/2019 02:03 PM
H03AA02520T1001	Liothyronine sodium 20 mcg Tablet	Active	Inactive	N/A	0	2	Yes	30/10/2015 08:41 AM	19/11/2019 02:03 PM
R03AC02000A3002	Salbutamol 2.5mg/ 2.5ml Neb Soln (2.5ml/amp)	Active	Inactive	N/A	0	1	Yes	27/01/2016 03:28 PM	19/11/2019 02:03 PM

Figure 3.3-1 Drug/Non Drug Catalogue Listing Page

#### STEP 1

Go to 'Maintenance' menu

#### STEP 2

Click on 'Inventory'

#### STEP 3

Click on 'Drug/ Non Drug Catalogue'

#### STEP 4

To search for existing record(s), user may search by criteria as follows;

- Item Group
- Drug/Non Drug Code
- Facility Status
- Standard Item
- Pending Configuration
- Drug/Non Drug Description
- HQ Status
- Item Sub Class

#### STEP 5

Click on the  button after input criteria.

#### STEP 6

Double click on selected data. and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.3-2

**DRUG/NON DRUG CATALOGUE**

PDF 7

Drug/Non Drug Code: D01AC08000L5201XX Drug/Non Drug Description: Ketoconazole 2% Shampoo

Facility Status: Active Standard Status: Yes

HQ Status: Active Item Default: D01AC08000L5201XX.02

Average Price In SKU (RM): 0.0612

**ITEMS LIST** [1 - 8 / 8]

No	Item Type	Item Code	Item Description	SKU	PKU	Packaging Description	Purchase Flag	Facility Status	HQ Status
1	LP	D01AC08000L5201-50	Ketoconazole 2% Shampoo	ml	bott	bottle of 50 ml	No	Inactive	Active
2	LP	D01AC08000L5201-60	Ketoconazole 2% Shampoo	ml	bott	bottle of 60 ml	Yes	Active	Active
3	LP	D01AC08000L5201XX.05	Ketoconazole 2% Shampoo	ml	bott	bottle of 250 ml	No	Inactive	Active
4	LP	D01AC08000L5201-30	Ketoconazole 2% Shampoo	ml	bott	bottle of 30 ml	No	Inactive	Active
5	LP	D01AC08000L5201XX.02	Ketoconazole 2% Shampoo	ml	bott	bottle of 100 millilitre	Yes	Active	Active
6	LP	D01AC08000L5201XX.03	Ketoconazole 2% Shampoo	ml	bott	bottle of 120 millilitre	Yes	Active	Active
7	LP	D01AC08000L5201XX.04	Ketoconazole 2% Shampoo	ml	bott	bottle of 1000 millilitre	No	Inactive	Active
8	LP	D01AC08000L5201XX.01	Ketoconazole 2% Shampoo	ml	bott	bottle of 60 millilitre	No	Inactive	Active

Figure 3.3-2 Drug/Non Drug Catalogue

**STEP 7**

Click on the  button to edit the record

**DRUG/NON DRUG CATALOGUE** 13

PDF 13

Drug/Non Drug Code: D01AC08000L5201XX Drug/Non Drug Description: Ketoconazole 2% Shampoo

Facility Status: **8** Active Standard Status: **9** Yes

HQ Status: Active Item Default: D01AC08000L5201XX.02 **10**

Average Price In SKU (RM): 0.0612

**ITEMS LIST** **12** **11** [1 - 8 / 8]

No	Item Type	Item Code	Item Description	SKU	PKU	Packaging Description	Purchase Flag	Facility Status	HQ Status
1	LP	D01AC08000L5201-50	Ketoconazole 2% Shampoo	ml	bott	bottle of 50 ml	No	Inactive	Active
2	LP	D01AC08000L5201-60	Ketoconazole 2% Shampoo	ml	bott	bottle of 60 ml	Yes	Active	Active
3	LP	D01AC08000L5201XX.05	Ketoconazole 2% Shampoo	ml	bott	bottle of 250 ml	No	Inactive	Active
4	LP	D01AC08000L5201-30	Ketoconazole 2% Shampoo	ml	bott	bottle of 30 ml	No	Inactive	Active
5	LP	D01AC08000L5201XX.02	Ketoconazole 2% Shampoo	ml	bott	bottle of 100 millilitre	Yes	Active	Active
6	LP	D01AC08000L5201XX.03	Ketoconazole 2% Shampoo	ml	bott	bottle of 120 millilitre	Yes	Active	Active
7	LP	D01AC08000L5201XX.04	Ketoconazole 2% Shampoo	ml	bott	bottle of 1000 millilitre	No	Inactive	Active
8	LP	D01AC08000L5201XX.01	Ketoconazole 2% Shampoo	ml	bott	bottle of 60 millilitre	No	Inactive	Active

Figure 3.3-3 Drug/Non Drug Catalogue

**STEP 8**

Select **Facility Status** from dropdown button

- Active
- Inactive

**STEP 9**

Select **Standard Status** from dropdown button

- Yes
- No

**STEP 10**

Select **Item Default** from  button

**STEP 11**

Select **Facility Status** under Item List Section from dropdown button

- Active
- Inactive

**STEP 12**

Select **Purchase Flag**

**Note**

- User is allowed to configure the flag as 'Yes' if the item active in Facility and HQ
- **Purchase Flag** status is for below function:
  - a) **Purchase Order** - During add item
  - b) **Recommended Purchase List (RPL)** - During 'Generate RPL' and 'Add Item' function
  - c) **Lampiran Q** - During search for item
  - d) **Requisition Order** - In approval Stage

**STEP 13**

Click on the  button to save the edited record

**Note**

User is allowed to save/print the record by click on the  button as shown in Figure 3.3-4

 <b>KEMENTERIAN KESIHATAN MALAYSIA</b> Hosp. Pakar Sultanah Fatimah Drug/Non-Drug Catalogue Report Date : 02/11/2022													
Item Group DRUG													
Drug/Non Drug Code	Drug/Non Drug Description	Average Price in SKU (RM)	Facility Status (Drug/Non Drug)	HQ Status (Drug/Non Drug)	Standard Status	Item Code	Default Item(Y/N)	Item Type	SKU	PKU	Packaging Description	Facility Status (Item)	HQ Status (Item)
D01AC08000L5201XX	Ketoconazole 2% Shampoo	0.0612	Active	Active	Yes	D01AC08000L5201-50	D01AC08000L5201XX.02	LP	ml	bott	bottle of 50 ml	Inactive	Active
D01AC08000L5201XX	Ketoconazole 2% Shampoo	0.0612	Active	Active	Yes	D01AC08000L5201-60	D01AC08000L5201XX.02	LP	ml	bott	bottle of 60 ml	Active	Active
D01AC08000L5201XX	Ketoconazole 2% Shampoo	0.0612	Active	Active	Yes	D01AC08000L5201XX.05	D01AC08000L5201XX.02	LP	ml	bott	bottle of 250 ml	Inactive	Active
D01AC08000L5201XX	Ketoconazole 2% Shampoo	0.0612	Active	Active	Yes	D01AC08000L5201-30	D01AC08000L5201XX.02	LP	ml	bott	bottle of 30 ml	Inactive	Active
D01AC08000L5201XX	Ketoconazole 2% Shampoo	0.0612	Active	Active	Yes	D01AC08000L5201XX.02	D01AC08000L5201XX.02	LP	ml	bott	bottle of 100 millilitre	Active	Active
D01AC08000L5201XX	Ketoconazole 2% Shampoo	0.0612	Active	Active	Yes	D01AC08000L5201XX.03	D01AC08000L5201XX.02	LP	ml	bott	bottle of 120 millilitre	Active	Active
D01AC08000L5201XX	Ketoconazole 2% Shampoo	0.0612	Active	Active	Yes	D01AC08000L5201XX.04	D01AC08000L5201XX.02	LP	ml	bott	bottle of 1000 millilitre	Inactive	Active
D01AC08000L5201XX	Ketoconazole 2% Shampoo	0.0612	Active	Active	Yes	D01AC08000L5201XX.01	D01AC08000L5201XX.02	LP	ml	bott	bottle of 60 millilitre	Inactive	Active

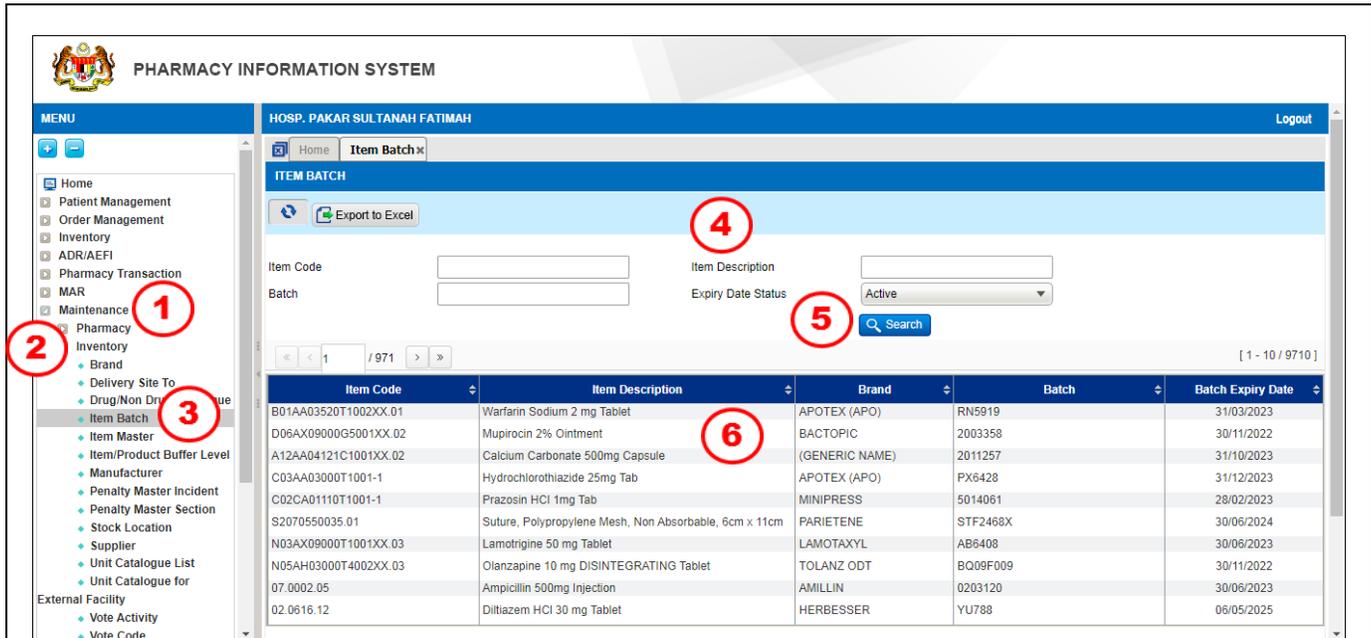
Printed Date : :02/11/2022      Printed By :      Unit Name : :STOR FARMASI      Source : :PhIS

Page 1 of 1

**Figure 3.3-4 Drug/Non Drug Catalogue**

### 3.4 Item Batch

To view Item Batch record, perform the step below:



PHARMACY INFORMATION SYSTEM

HOSP. PAKAR SULTANAH FATIMAH

Logout

Home Item Batch

ITEM BATCH

Export to Excel

Item Code:  Item Description:

Batch:  Expiry Date Status:

Search

[ 1 - 10 / 9710 ]

Item Code	Item Description	Brand	Batch	Batch Expiry Date
B01AA03520T1002XX.01	Warfarin Sodium 2 mg Tablet	APOTEX (APO)	RN5919	31/03/2023
D06AX09000G5001XX.02	Mupirocin 2% Ointment	BACTOPIC	2003358	30/11/2022
A12AA04121C1001XX.02	Calcium Carbonate 500mg Capsule	(GENERIC NAME)	2011257	31/10/2023
C03AA03000T1001-1	Hydrochlorothiazide 25mg Tab	APOTEX (APO)	PX6428	31/12/2023
C02CA0110T1001-1	Prazosin HCl 1mg Tab	MINIPRESS	5014061	28/02/2023
S2070550035.01	Suture, Polypropylene Mesh, Non Absorbable, 6cm x 11cm	PARIETENE	STF2468X	30/06/2024
N03AX09000T1001XX.03	Lamotrigine 50 mg Tablet	LAMOTAXYL	AB6408	30/06/2023
N05AH03000T4002XX.03	Olanzapine 10 mg DISINTEGRATING Tablet	TOLANZ ODT	BQ09F009	30/11/2022
07.0002.05	Ampicillin 500mg Injection	AMILLIN	0203120	30/06/2023
02.0616.12	Diltiazem HCl 30 mg Tablet	HERBESSER	YU788	06/05/2025

Figure 3.4-1 Item Batch Listing Page

#### STEP 1

Go to 'Maintenance' menu

#### STEP 2

Click on 'Inventory'

#### STEP 3

Click on 'Item Batch'

#### STEP 4

To search for existing Item Batch record, you may search by criteria as follow:

- Item Code
- Item Description
- Batch
- Expiry Date Status
  - All
  - Active
  - Expired

#### STEP 5

Click on the  button after input criteria.

#### STEP 6

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.4-2

**ITEM BATCH DETAILS** 7

**ITEM DETAILS**

Item Code	07.0002.05	Item Description	Ampicillin 500mg Injection
Batch	0203120	Brand	AMILLIN
HQ Status	Active	Drug/Non-Drug Description	Ampicillin 500mg Injection
Facility Status	Active	Batch Expiry Date	30/06/2023
Drug/Non-Drug Code	J01CA01520P4001XX	UOM	<input checked="" type="radio"/> SKU <input type="radio"/> PKU

**ITEM BATCH LIST**

Unit Name

< < 1 / 1 > >
[ 1 - 5 / 5 ]

Unit Code	Unit Name	Good Stock Quantity	Bad Stock Quantity
FBW	FARMASI BEKALAN WAD	0	0
FS	FARMASI SATELIT	0	0
FBW Fill	FBW FILLING STATION	156	0
SAT FILL	SATELIT FILLING STATION	47	0
PS001	STOR FARMASI	0	0

**Figure 3.4-2 Item Batch Details**

**Note**

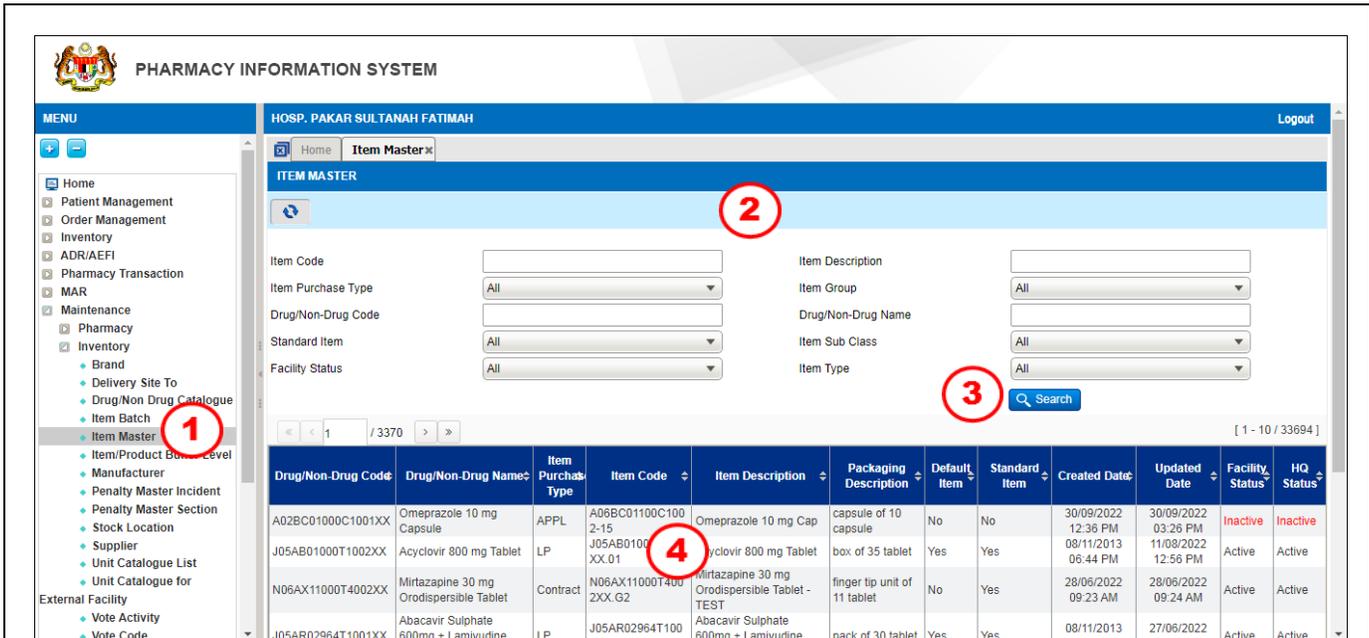
User can view Quantity based on 'SKU' or 'PKU' by click on the **UOM**  button

**STEP 7**

Click on the Close Window  button to return back to the Item Batch Listing Page

### 3.5 Item Master

To view and edit Item Master record, perform the step below:



Drug/Non-Drug Code	Drug/Non-Drug Name	Item Purchase Type	Item Code	Item Description	Packaging Description	Default Item	Standard Item	Created Date	Updated Date	Facility Status	HQ Status
A02BC01000C1001XX	Omeprazole 10 mg Capsule	APPL	A06BC01100C1002-15	Omeprazole 10 mg Cap	capsule of 10 capsule	No	No	30/09/2022 12:36 PM	30/09/2022 03:26 PM	Inactive	Inactive
J05AB01000T1002XX	Acyclovir 800 mg Tablet	LP	J05AB01000T1002XX.01	Acyclovir 800 mg Tablet	box of 35 tablet	Yes	Yes	08/11/2013 06:44 PM	11/08/2022 12:56 PM	Active	Active
N06AX11000T4002XX	Mirtazapine 30 mg Orodispersible Tablet	Contract	N06AX11000T4002XX.G2	Mirtazapine 30 mg Orodispersible Tablet - TEST	finger tip unit of 11 tablet	No	Yes	28/06/2022 09:23 AM	28/06/2022 09:24 AM	Active	Active
J05AR02964T1001XX	Abacavir Sulphate 600mg + Lamivudine	LP	J05AR02964T1001XX.G1	Abacavir Sulphate 600mg + Lamivudine	pack of 30 tablet	Yes	Yes	08/11/2013 06:44 PM	27/06/2022 09:46 PM	Active	Active

Figure 3.5-1 Item Master Listing Page

#### STEP 1

Go to 'Maintenance' menu follow by click 'Inventory' sub-menu and click on 'Item Master'

#### STEP 2

To search for existing Supplier entry, you may search by criteria as follow:

- Item Code
- Item Purchase Type
- Drug/ Non Drug Code
- Standard Item
- Facility Status
- Item Description
- Item Group
- Drug/ Non Drug Name
- Item Sub Class
- Item Type

#### STEP 3

Click on the  button after input criteria

#### STEP 4

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.5-2

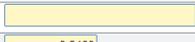
ITEM MASTER			
<b>5</b>   			
DRUG/NON-DRUG INFORMATION			
Item Group	DRUG	List Type	A/KK
Drug/Non-Drug Code	J05AB01000T1002XX	Drug/Non-Drug Name	Acyclovir 800 mg Tablet
Item Sub Class	Tablet/Capsule		
ITEM INFORMATION			
Item Purchase Type	LP	Last Purchase Price(RM)	19.6500
Item Code	J05AB01000T1002XX.01	Item Average Price (SKU)(RM)	0.5619
Item Description	Acyclovir 800 mg Tablet	Item Average Price (PKU)(RM)	19.6665
		Image	 
Item Status	Active	Drug Average Price (SKU)(RM)	0.5490
HQ Status	Active	<input checked="" type="radio"/> Default Item <input type="radio"/> Alternate Item <input checked="" type="radio"/> Standard <input type="radio"/> Non-Standard	
SKU	tablet	Purchase Flag	<input checked="" type="radio"/> Yes <input type="radio"/> No
SKU Description	tablet	Issue	<input type="radio"/> Yes <input checked="" type="radio"/> No
PKU	box	Store Code	S1(IA-1)
PKU Description	box	Store Location	STOR 1 - (IA-1)
	<input checked="" type="checkbox"/> Repack <input type="checkbox"/> Manufactured Item <input type="checkbox"/> Ready to Dispense	Min Order Qty	1
Conversion Factor	35	Remarks	
Packaging Description	box of 35 tablet		

Figure 3.5-2 Item Master

**STEP 5**

Click on the  button to edit the record

**Note**

- Only certain criteria can be edited.
- For example, purchase flag and Issue can be edited.
- As for the item brand, we can set any of it as default.
- AP Item Price section will be enabled only for APPL item as Figure 3.5-3

AP ITEM PRICE		
Price Code	03	Price(RM)
		181.66

Figure 3.5-3 AP Item Price

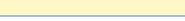
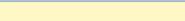
ITEM MASTER			
<b>6</b>   			
DRUG/NON-DRUG INFORMATION			
Item Group	NON-DRUG	List Type	-
Drug/Non-Drug Code	I1740550018	Drug/Non-Drug Name	Steinmann Pins 5.0mm With Trocar Tip (Length Range: 250mm)
Item Sub Class	Orthopedic Pins		
ITEM INFORMATION			
Item Purchase Type	APPL	Last Purchase Price(RM)	181.6600
Item Code	46.3402.05E	Item Average Price (SKU)(RM)	36.3320
Item Description	Steinmann Pins 5.0mm With Trocar Tip (Length Range: 250mm)	Item Average Price (PKU)(RM)	181.6600
Item Class	IAT001	Image	 <a href="#">View Image</a>
Item Status	Active	Drug Average Price (SKU)(RM)	36.3320
HQ Status	Active	<input checked="" type="radio"/> Default Item <input type="radio"/> Alternate Item <input type="radio"/> Standard <input checked="" type="radio"/> Non-Standard	
SKU	pc	Purchase Flag	<input checked="" type="radio"/> Yes <input type="radio"/> No
SKU Description	pieces	Issue	<input type="radio"/> Yes <input checked="" type="radio"/> No
PKU	pck		
PKU Description	pack	Store Code	
<input type="checkbox"/> Repack <input type="checkbox"/> Manufactured Item <input checked="" type="checkbox"/> Ready to Dispense		Store Location	
Conversion Factor	5	Min Order Qty	1
Packaging Description	Pack of 5 pc	Remarks	

Figure 3.5-4 Item Master

**STEP 6**

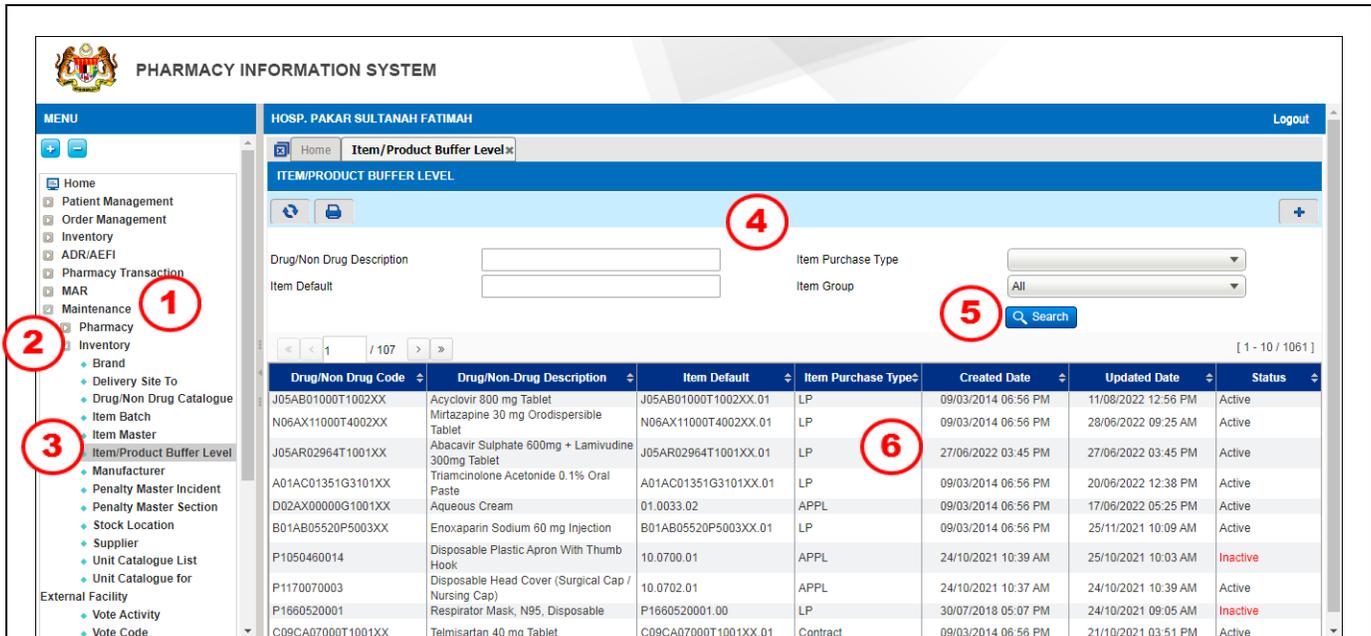


Click on the  button to save the edited record

### 3.6 Item/Product Buffer Level

#### 3.6.1 View/Edit Item/Product Buffer Level

To view and edit Item/Product Buffer Level record, perform the step below:



**PHARMACY INFORMATION SYSTEM**

HOSP. PAKAR SULTANAH FATIMAH

Home | Item/Product Buffer Level

ITEM/PRODUCT BUFFER LEVEL

Drug/Non Drug Description:  Item Purchase Type:

Item Default:  Item Group:

[ 1 - 10 / 1061 ]

Drug/Non Drug Code	Drug/Non-Drug Description	Item Default	Item Purchase Type	Created Date	Updated Date	Status
J05AB01000T1002XX	Acyclovir 800 mg Tablet	J05AB01000T1002XX.01	LP	09/03/2014 06:56 PM	11/08/2022 12:56 PM	Active
N06AX11000T4002XX	Mirtazapine 30 mg Orodispersible Tablet	N06AX11000T4002XX.01	LP	09/03/2014 06:56 PM	28/06/2022 09:25 AM	Active
J05AR02964T1001XX	Abacavir Sulphate 600mg + Lamivudine 300mg Tablet	J05AR02964T1001XX.01	LP	27/06/2022 03:45 PM	27/06/2022 03:45 PM	Active
A01AC01351G3101XX	Triamcinolone Acetonide 0.1% Oral Paste	A01AC01351G3101XX.01	LP	09/03/2014 06:56 PM	20/06/2022 12:38 PM	Active
D02AX00000G1001XX	Aqueous Cream	01.0033.02	APPL	09/03/2014 06:56 PM	17/06/2022 05:25 PM	Active
B01AB05520P5003XX	Enoxaparin Sodium 60 mg Injection	B01AB05520P5003XX.01	LP	09/03/2014 06:56 PM	25/11/2021 10:09 AM	Active
P1050460014	Disposable Plastic Apron With Thumb Hook	10.0700.01	APPL	24/10/2021 10:39 AM	25/10/2021 10:03 AM	Inactive
P1170070003	Disposable Head Cover (Surgical Cap / Nursing Cap)	10.0702.01	APPL	24/10/2021 10:37 AM	24/10/2021 10:39 AM	Active
P1660520001	Respirator Mask, N95, Disposable	P1660520001.00	LP	30/07/2018 05:07 PM	24/10/2021 09:05 AM	Inactive
C09CA07000T1001XX	Telmisartan 40 mg Tablet	C09CA07000T1001XX.01	Contract	09/03/2014 06:56 PM	21/10/2021 03:51 PM	Active

Figure 3.6.1-1 Item/Product Buffer Level

#### STEP 1

Go to 'Maintenance' menu

#### STEP 2

Click on 'Inventory'

#### STEP 3

Click on 'Item/Product Buffer Level'

#### STEP 4

To search for existing Supplier entry, you may search by criteria as follow:

- Drug/ Non Drug Description
- Item Default
- Item Purchase Type
  - APPL
  - LP
  - Contract
- Item Group
  - All
  - DRUG
  - NON-DRUG

#### STEP 5

Click on the  button after input criteria

#### STEP 6

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.6.1-2

**MAIN STORE BUFFER LEVEL** 7

+ Usage And Issue Quantity Details ✎ 🗑 🔄 ✕

**DRUG/NON DRUG DETAILS**

Item Group	DRUG	Item Purchase Type	LP
Drug/Non-Drug Code	N06AX11000T4002XX	Drug/Non Drug Name	Mirtazapine 30 mg Orodispersible Tablet
Default Vote Code	090401/012200/27401/99	Item Default	N06AX11000T4002XX.01
Default Vote Description	FARMASI DAN BEKALAN	Packaging Description	box of 30 tablet
Ministry / Department	B4242 - KEMENTERIAN KESIHATAN		
Budget Type	Operating	Status	Active
Min Storage Qty (SKU)	900 tablet	Max Storage Qty (SKU)	2,700 tablet
Min Issue Qty (SKU)	30 tablet	Max Order Qty (SKU)	2,700 tablet
Buffer Level Qty (SKU)	1,800 tablet		

**Figure 3.6.1-2 Main Store Buffer Level**

**Note**

- Once selected existing record, Usage And Issue Quantity Details button will be shown in Figure 3.6.1-3

**USAGE QUANTITY DETAILS**

i ✕

Category  3 Months  6 Months  9 Months  12 Months

Date Range	Issue Quantity(SKU)	Usage Quantity(SKU)
09/11/2021 - 08/12/2021	0	0
10/10/2021 - 08/11/2021	168	811
10/09/2021 - 09/10/2021	540	564
<b>Total 90 days</b>	<b>708</b>	<b>1,375</b>
<b>Monthly Average</b>	<b>236</b>	<b>458</b>

**Figure 3.6.1-3 Usage And Issue Quantity Details**

- User will be able to change the details for 3, 6, 9 or 12 months records

**STEP 7**

Click on the  button to edit the record

**Note**

Only certain criteria can be edited (Refer to 3.6.1-4)

**MAIN STORE BUFFER LEVEL** 8

Usage And Issue Quantity Details

**DRUG/NON DRUG DETAILS**

Item Group	DRUG	Item Purchase Type	LP
Drug/Non-Drug Code	N06AX11000T4002XX	Drug/Non Drug Name	Mirtazapine 30 mg Orodispersible Tablet
Default Vote Code	090401/012200/27401/99	Item Default	N06AX11000T4002XX.01
Default Vote Description	FARMASI DAN BEKALAN	Packaging Description	box of 30 tablet
Ministry / Department	B4242 - KEMENTERIAN KESIHATAN		
Budget Type	Operating	Status	Active
Min Storage Qty (SKU)	900	Max Storage Qty (SKU)	2,700
Min Issue Qty (SKU)	30	Max Order Qty (SKU)	2,700
Buffer Level Qty (SKU)	1,800		

**Figure 3.6.1-3 Main Store Buffer Level**

**Note**

Field allow to be edited:

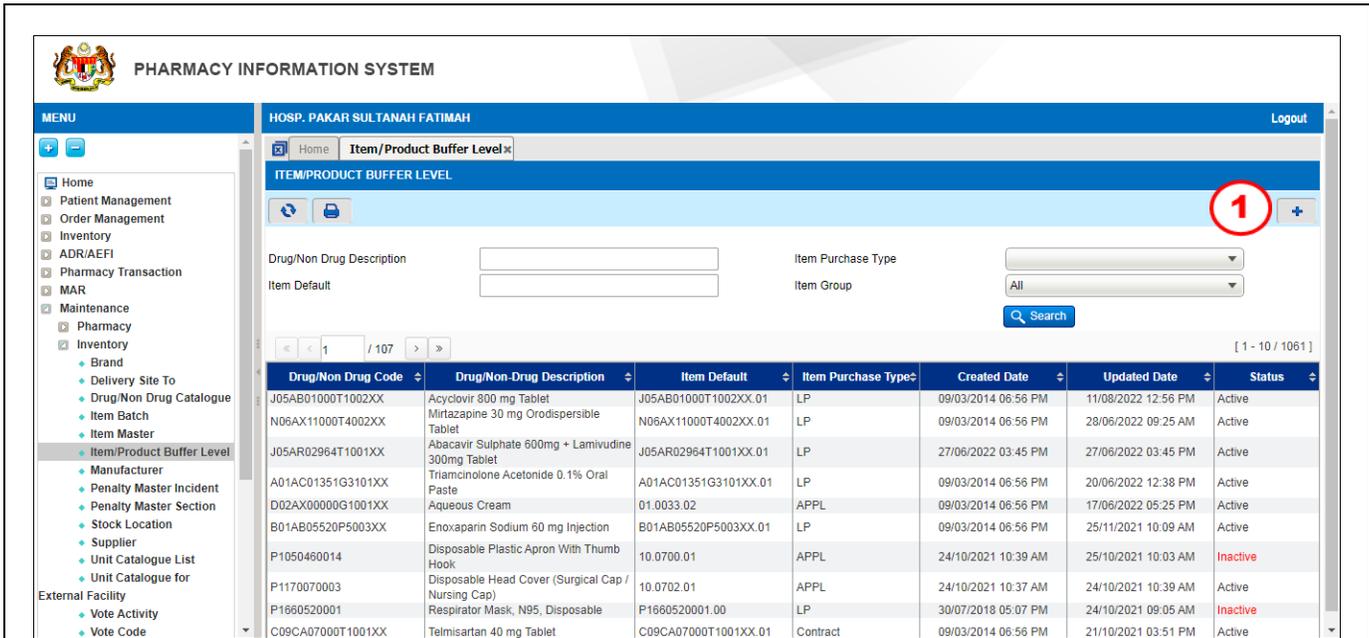
- a) Default Vote Code
- b) Item Default
- c) Budget Type
- d) Status
- e) Min Storage Qty (SKU)
- f) Max Storage Qty (SKU)
- g) Min Issue Qty (SKU)
- h) Max Order Qty (SKU)
- i) Buffer Level Qty (SKU)

**STEP 8**

Click on the button to save the edited record

### 3.6.2 Create New Item/Product Buffer Level

To create new Item/Product Buffer Level record, perform the step below:



**PHARMACY INFORMATION SYSTEM**

HOSP. PAKAR SULTANAH FATIMAH

Home | Item/Product Buffer Level | Logout

ITEM/PRODUCT BUFFER LEVEL

Drug/Non Drug Description:  Item Purchase Type:

Item Default:  Item Group:

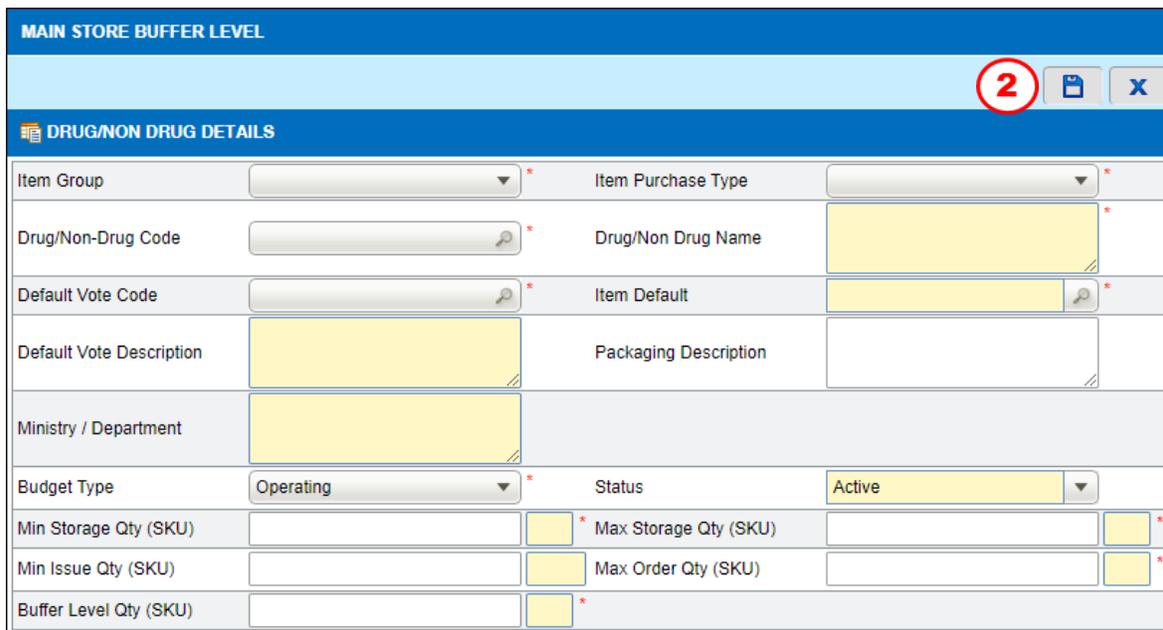
Drug/Non Drug Code	Drug/Non-Drug Description	Item Default	Item Purchase Type	Created Date	Updated Date	Status
J05AB01000T1002XX	Acyclovir 800 mg Tablet	J05AB01000T1002XX.01	LP	09/03/2014 06:56 PM	11/08/2022 12:56 PM	Active
N06AX11000T4002XX	Mirtazapine 30 mg Orodispersible Tablet	N06AX11000T4002XX.01	LP	09/03/2014 06:56 PM	28/06/2022 09:25 AM	Active
J05AR02964T1001XX	Abacavir Sulphate 600mg + Lamivudine 300mg Tablet	J05AR02964T1001XX.01	LP	27/06/2022 03:45 PM	27/06/2022 03:45 PM	Active
A01AC01351G3101XX	Triamcinolone Acetonide 0.1% Oral Paste	A01AC01351G3101XX.01	LP	09/03/2014 06:56 PM	20/06/2022 12:38 PM	Active
D02AX00000G1001XX	Aqueous Cream	01.0033.02	APPL	09/03/2014 06:56 PM	17/06/2022 05:25 PM	Active
B01AB05520P5003XX	Enoxaparin Sodium 60 mg Injection	B01AB05520P5003XX.01	LP	09/03/2014 06:56 PM	25/11/2021 10:09 AM	Active
P1050460014	Disposable Plastic Apron With Thumb Hook	10.0700.01	APPL	24/10/2021 10:39 AM	25/10/2021 10:03 AM	Inactive
P1170070003	Disposable Head Cover (Surgical Cap / Nursing Cap)	10.0702.01	APPL	24/10/2021 10:37 AM	24/10/2021 10:39 AM	Active
P1660520001	Respirator Mask, N95, Disposable	P1660520001.00	LP	30/07/2018 05:07 PM	24/10/2021 09:05 AM	Inactive
C09CA07000T1001XX	Telmisartan 40 mg Tablet	C09CA07000T1001XX.01	Contract	09/03/2014 06:56 PM	21/10/2021 03:51 PM	Active

Figure 3.6.2-1 Item/Product Buffer Level

#### STEP 1



Click on the  button and the 'Main Store Buffer Level' screen will be displayed as Figure 3.6.2-2



**MAIN STORE BUFFER LEVEL**

DRUG/NON DRUG DETAILS

Item Group:  \* Item Purchase Type:  \*

Drug/Non-Drug Code:  \* Drug/Non Drug Name:  \*

Default Vote Code:  \* Item Default:  \*

Default Vote Description:  Packaging Description:

Ministry / Department:

Budget Type:  Operating \* Status:  Active

Min Storage Qty (SKU):  \* Max Storage Qty (SKU):  \*

Min Issue Qty (SKU):  \* Max Order Qty (SKU):  \*

Buffer Level Qty (SKU):  \*

Figure 3.6.2-2 Main Store Buffer Level

**Note**

*Key in the details.*

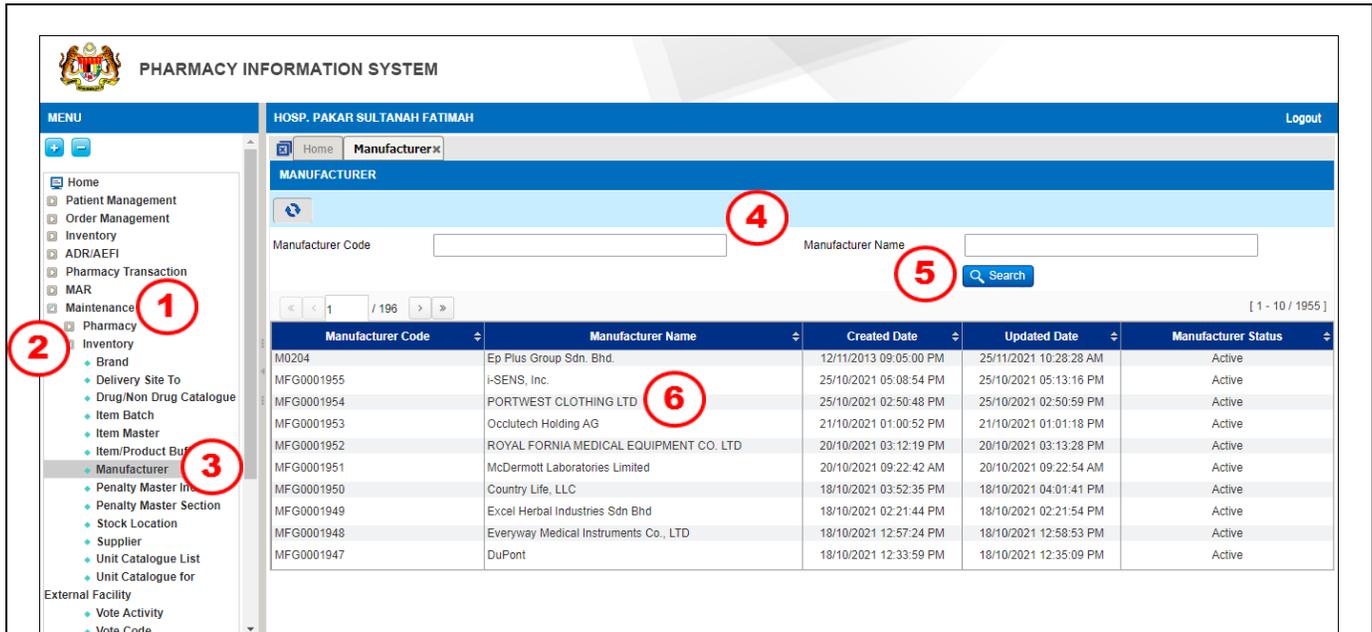
- a) *Item Group*
- b) *Item Purchase Type*
- c) *Drug/ Non Drug Code*
- d) *Default Vote Code*
- e) *Budget Type*
- f) *Min Storage Qty (SKU)*
- g) *Max Storage Qty (SKU)*
- h) *Min Issue Qty (SKU)*
- i) *Max Order Qty (SKU)*
- j) *Buffer Level Qty (SKU)*

**STEP 2**

Click on the  button to save the record

### 3.7 Manufacturing

To view Manufacturing record, perform the step below:



PHARMACY INFORMATION SYSTEM

HOSP. PAKAR SULTANAH FATIMAH

Logout

Home Manufacturer

MANUFACTURER

Manufacturer Code  Manufacturer Name

1 / 195 [ 1 - 10 / 1955 ]

Manufacturer Code	Manufacturer Name	Created Date	Updated Date	Manufacturer Status
M0204	Ep Plus Group Sdn. Bhd.	12/11/2013 09:05:00 PM	25/11/2021 10:28:28 AM	Active
MFG0001955	i-SENS, inc.	25/10/2021 05:08:54 PM	25/10/2021 05:13:16 PM	Active
MFG0001954	PORTWEST CLOTHING LTD	25/10/2021 02:50:48 PM	25/10/2021 02:50:59 PM	Active
MFG0001953	Occutech Holding AG	21/10/2021 01:00:52 PM	21/10/2021 01:01:18 PM	Active
MFG0001952	ROYAL FORNIA MEDICAL EQUIPMENT CO. LTD	20/10/2021 03:12:19 PM	20/10/2021 03:13:28 PM	Active
MFG0001951	McDermott Laboratories Limited	20/10/2021 09:22:42 AM	20/10/2021 09:22:54 AM	Active
MFG0001950	Country Life, LLC	18/10/2021 03:52:35 PM	18/10/2021 04:01:41 PM	Active
MFG0001949	Excel Herbal Industries Sdn Bhd	18/10/2021 02:21:44 PM	18/10/2021 02:21:54 PM	Active
MFG0001948	Everyway Medical Instruments Co., LTD	18/10/2021 12:57:24 PM	18/10/2021 12:58:53 PM	Active
MFG0001947	DuPont	18/10/2021 12:33:59 PM	18/10/2021 12:35:09 PM	Active

Figure 3.7-1 Manufacturing Listing Page

#### STEP 1

Go to 'Maintenance' menu

#### STEP 2

Click on 'Inventory'

#### STEP 3

Click on 'Manufacturer'

#### STEP 4

To search for existing Manufacturer entry, you may search by criteria as follow:

- Manufacturer Code
- Manufacturer Name

#### STEP 5

Click on the  button after input criteria.

#### STEP 6

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.7-2

MANUFACTURER			
<b>7</b> <input type="button" value="X"/>			
Manufacturer Code	<input type="text" value="MFG0001955"/>	Status	<input type="text" value="Active"/>
Manufacturer Name	<input type="text" value="i-SENS, Inc."/>	Contact Person	<input type="text"/>
Address Line 1	<input type="text" value="43, Banpo- Daero 28-gil,"/>	Postcode	<input type="text"/>
Address Line 2	<input type="text" value="Seocho-gu"/>	City	<input type="text" value="Seoul"/>
Address Line 3	<input type="text"/>	State	<input type="text"/>
Country	<input type="text" value="Korea"/>	Contact Number (Office)	<input type="text"/>
Contact Number (Mobile)	<input type="text"/>	Fax No.	<input type="text"/>
Email	<input type="text"/>	Remarks	<input type="text" value="www.i-sens.com"/>

**Figure 3.7-2 Manufacturer**

**Note**

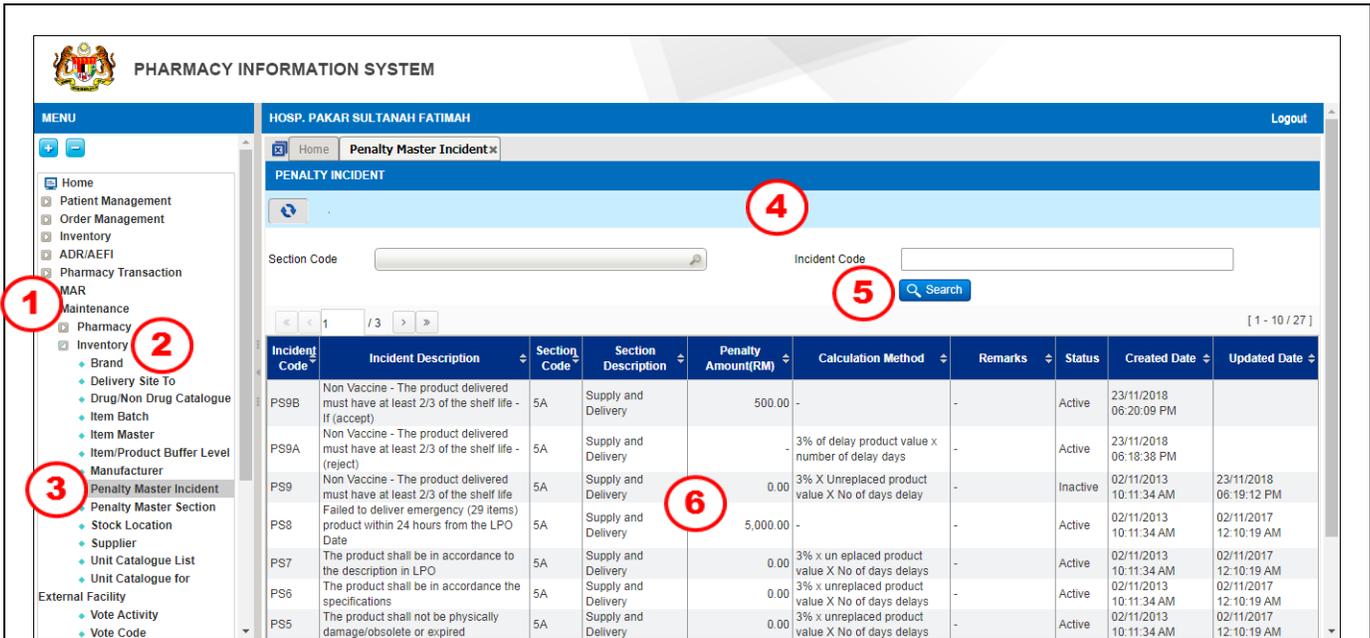
The Manufacturer record is non-editable. Kindly contact HQ for any additional or modification of Manufacturer data.

**STEP 7**

Click on the Close Window  button to return back to the Manufacturer Listing Page

### 3.8 Penalty Master Incident

To view Penalty Master Incident record, perform the step below:



**PHARMACY INFORMATION SYSTEM**

HOSP. PAKAR SULTANAH FATIMAH Logout

Home Penalty Master Incident x

**PENALTY INCIDENT**

Section Code  Incident Code  Search

[ 1 - 10 / 27 ]

Incident Code	Incident Description	Section Code	Section Description	Penalty Amount(RM)	Calculation Method	Remarks	Status	Created Date	Updated Date
PS9B	Non Vaccine - The product delivered must have at least 2/3 of the shelf life - If (accept)	5A	Supply and Delivery	500.00	-	-	Active	23/11/2018 06:20:09 PM	
PS9A	Non Vaccine - The product delivered must have at least 2/3 of the shelf life - (reject)	5A	Supply and Delivery		3% of delay product value x number of delay days	-	Active	23/11/2018 06:18:38 PM	
PS9	Non Vaccine - The product delivered must have at least 2/3 of the shelf life - Failed to deliver emergency (29 items) product within 24 hours from the LPO Date	5A	Supply and Delivery	0.00	3% X Unreplaced product value X No of days delay	-	Inactive	02/11/2013 10:11:34 AM	23/11/2018 06:19:12 PM
PS8	The product shall be in accordance to the description in LPO	5A	Supply and Delivery	5,000.00	-	-	Active	02/11/2013 10:11:34 AM	02/11/2017 12:10:19 AM
PS7	The product shall be in accordance to the description in LPO	5A	Supply and Delivery	0.00	3% x un replaced product value X No of days delays	-	Active	02/11/2013 10:11:34 AM	02/11/2017 12:10:19 AM
PS6	The product shall be in accordance the specifications	5A	Supply and Delivery	0.00	3% x unreplaced product value X No of days delays	-	Active	02/11/2013 10:11:34 AM	02/11/2017 12:10:19 AM
PS5	The product shall not be physically damage/obsolete or expired	5A	Supply and Delivery	0.00	3% x unreplaced product value X No of days delays	-	Active	02/11/2013 10:11:34 AM	02/11/2017 12:10:19 AM

Figure 3.8-1 Penalty Master Incident Listing Page

**STEP 1**

Go to 'Maintenance' menu

**STEP 2**

Click on 'Inventory'

**STEP 3**

Click on 'Penalty Master Incident'

**STEP 4**

To search for existing Penalty Master Incident record, you may search by criteria as follow:

- a) Section Code
- b) Incident Code

**STEP 5**

Click on the  button after input criteria.

**STEP 6**

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.8-2

PHARMANIAGA (APPL) - PENALTY INCIDENT TYPE INFORMATION			
Incident Code	PS9B *	Incident Description	Non Vaccine - The product delivered must have at least 2/3 of the shelf life - If (accept) *
Section Code	5A *	Section Description	Supply and Delivery
Calculation Method	Manual *	Penalty Amount(RM)	500.00 *
Status	Active		

Figure 3.8-2 Penalty Master Incident

**Note**

The Penalty Master Incident record is non-editable. Kindly contact HQ for any additional or modification of Penalty Master Incident data.

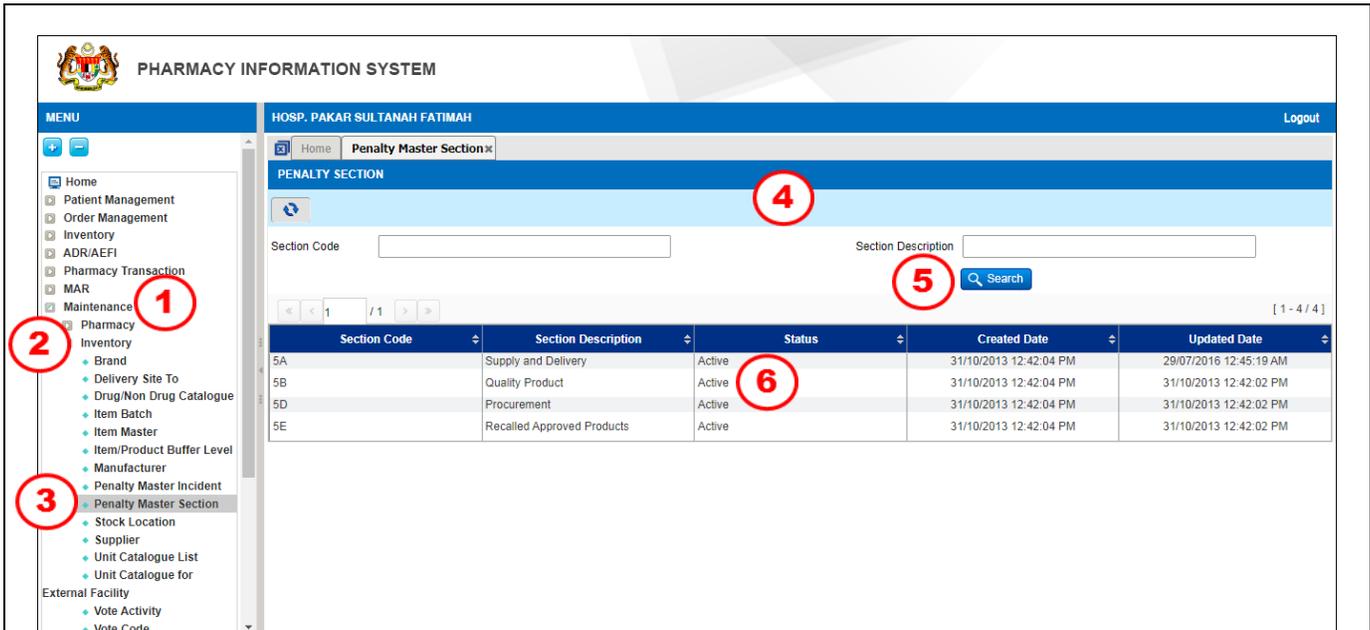
**STEP 7**



Click on the Close Window button to return back to the Penalty Master Incident Listing Page

### 3.9 Penalty Master Section

To view Penalty Master Section record, perform the step below:



PHARMACY INFORMATION SYSTEM

HOSP. PAKAR SULTANAH FATIMAH

Logout

Home Penalty Master Sectionx

PENALTY SECTION

Section Code  Section Description

[ 1 - 4 / 4 ]

Section Code	Section Description	Status	Created Date	Updated Date
5A	Supply and Delivery	Active	31/10/2013 12:42:04 PM	29/07/2016 12:45:19 AM
5B	Quality Product	Active	31/10/2013 12:42:04 PM	31/10/2013 12:42:02 PM
5D	Procurement	Active	31/10/2013 12:42:04 PM	31/10/2013 12:42:02 PM
5E	Recalled Approved Products	Active	31/10/2013 12:42:04 PM	31/10/2013 12:42:02 PM

Figure 3.9 Penalty Master Section Listing Page

#### STEP 1

Go to 'Maintenance' menu

#### STEP 2

Click on 'Inventory'

#### STEP 3

Click on 'Penalty Master Section'

#### STEP 4

To search for existing Penalty Master Section record, you may search by criteria as follow:

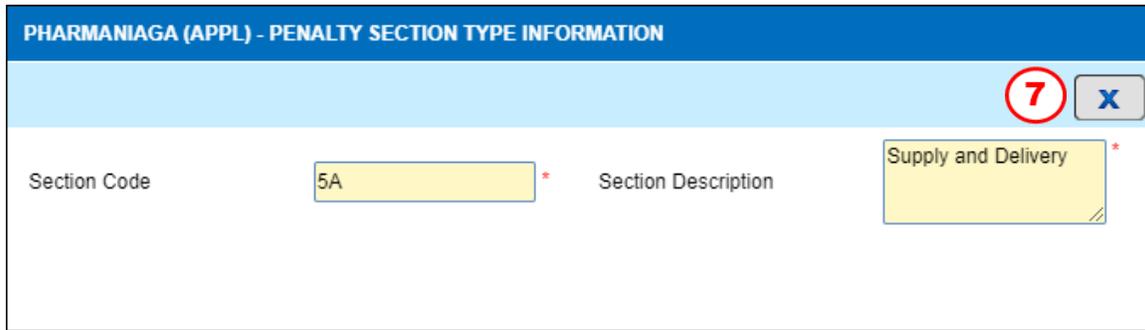
- Section Code
- Section Name

#### STEP 5

Click on the  button after input criteria.

#### STEP 6

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.9-2



PHARMANIAGA (APPL) - PENALTY SECTION TYPE INFORMATION

Section Code: 5A \*      Section Description: Supply and Delivery \*

**Figure 3.9 Penalty Master Section**

**Note**

The Penalty Master Section record is non-editable. Kindly contact HQ for any additional or modification of Penalty Master Section data.

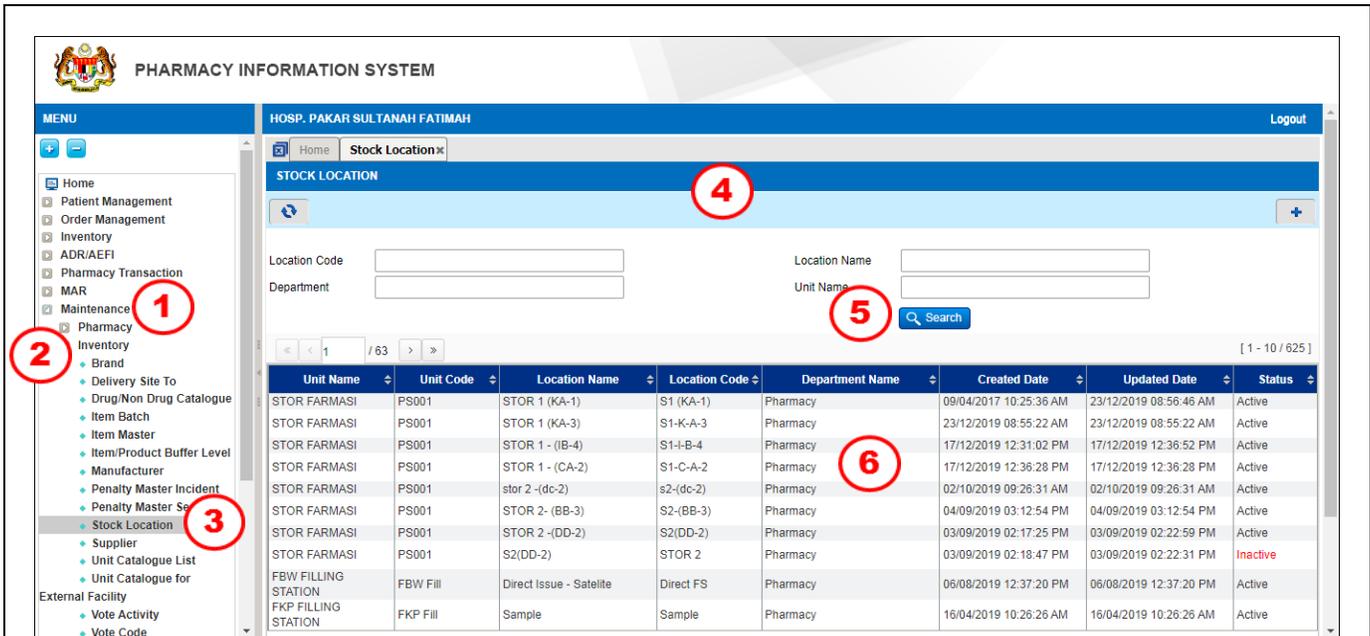
**STEP 7**

Click on the Close Window  button to return back to the Penalty Master Section Listing Page

### 3.10 Stock Location

#### 3.10.1 View/Edit Stock Location

To view and edit Stock Location record, perform the step below:



**PHARMACY INFORMATION SYSTEM**

HOSP. PAKAR SULTANAH FATIMAH

Home Stock Location

**STOCK LOCATION**

Location Code:  Location Name:   
Department:  Unit Name:

Unit Name	Unit Code	Location Name	Location Code	Department Name	Created Date	Updated Date	Status
STOR FARMASI	PS001	STOR 1 (KA-1)	S1 (KA-1)	Pharmacy	09/04/2017 10:25:36 AM	23/12/2019 08:56:46 AM	Active
STOR FARMASI	PS001	STOR 1 (KA-3)	S1-K-A-3	Pharmacy	23/12/2019 08:55:22 AM	23/12/2019 08:55:22 AM	Active
STOR FARMASI	PS001	STOR 1 - (IB-4)	S1-I-B-4	Pharmacy	17/12/2019 12:31:02 PM	17/12/2019 12:36:52 PM	Active
STOR FARMASI	PS001	STOR 1 - (CA-2)	S1-C-A-2	Pharmacy	17/12/2019 12:36:28 PM	17/12/2019 12:36:28 PM	Active
STOR FARMASI	PS001	stor 2 -(dc-2)	s2-(dc-2)	Pharmacy	02/10/2019 09:26:31 AM	02/10/2019 09:26:31 AM	Active
STOR FARMASI	PS001	STOR 2 -(BB-3)	S2-(BB-3)	Pharmacy	04/09/2019 03:12:54 PM	04/09/2019 03:12:54 PM	Active
STOR FARMASI	PS001	STOR 2 -(DD-2)	S2(DD-2)	Pharmacy	03/09/2019 02:17:25 PM	03/09/2019 02:22:59 PM	Active
STOR FARMASI	PS001	S2(DD-2)	STOR 2	Pharmacy	03/09/2019 02:18:47 PM	03/09/2019 02:22:31 PM	Inactive
FBW FILLING STATION	FBW Fill	Direct Issue - Satellite	Direct FS	Pharmacy	06/08/2019 12:37:20 PM	06/08/2019 12:37:20 PM	Active
FKP FILLING STATION	FKP Fill	Sample	Sample	Pharmacy	16/04/2019 10:26:26 AM	16/04/2019 10:26:26 AM	Active

Figure 3.10.1-1 Stock Location Listing Page

#### STEP 1

Go to 'Maintenance' menu

#### STEP 2

Click on 'Inventory'

#### STEP 3

Click on 'Stock Location' sub menu

#### STEP 4

To search for existing Stock Location entry, you may search by criteria as follow:

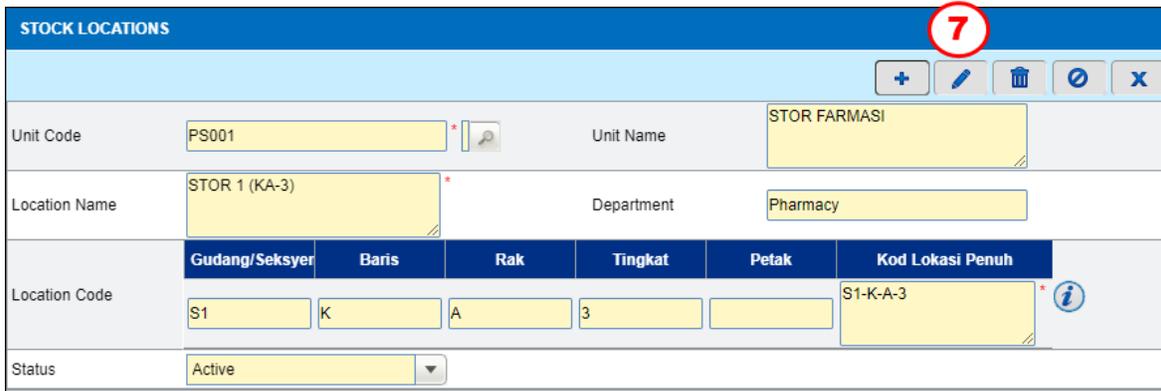
- Location Code
- Location Name
- Department
- Unit Name

#### STEP 5

Click on the  button after input criteria

#### STEP 6

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.10.1-2



The screenshot shows the 'STOCK LOCATIONS' form. At the top right, there is a toolbar with several icons: a plus sign, a pencil (edit), a trash can, a refresh, and a close (X). The pencil icon is circled in red with the number '7'. The form fields are as follows:

Unit Code	PS001	Unit Name	STOR FARMASI			
Location Name	STOR 1 (KA-3)			Department	Pharmacy	
Location Code	Gudang/Seksyer	Baris	Rak	Tingkat	Petak	Kod Lokasi Penuh
	S1	K	A	3		S1-K-A-3
Status	Active					

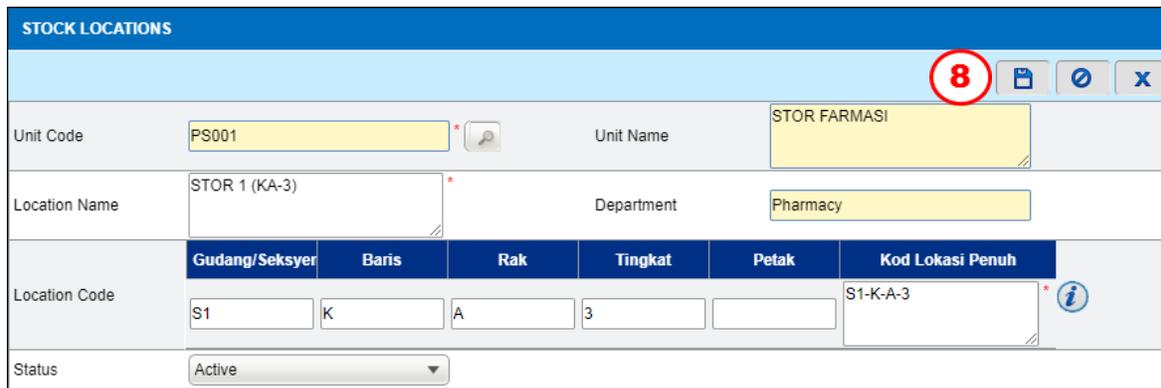
Figure 3.10.1-2 Stock Location

**STEP 7**

Click on the  button to edit the record

**Note**

List of details that can be edited are Location Name, Location Code and Status.  
(Refer to Figure 3.10.1-3)



The screenshot shows the 'STOCK LOCATIONS' form, identical to Figure 3.10.1-2. In this version, the save button (a floppy disk icon) in the top right toolbar is circled in red with the number '8'. The form fields are the same as in the previous figure.

Figure 3.10.1-3 Stock Location

**STEP 8**

Click on the  button to save the record

### 3.10.2 Create New Stock Location

To create new Stock Location record, perform the step below:

PHARMACY INFORMATION SYSTEM

HOSP. PAKAR SULTANAH FATIMAH

Home Stock Location

STOCK LOCATION

Location Code:  Location Name:   
 Department:  Unit Name:

Search

[ 1 - 10 / 625 ]

Unit Name	Unit Code	Location Name	Location Code	Department Name	Created Date	Updated Date	Status
STOR FARMASI	PS001	STOR 1 (KA-1)	S1 (KA-1)	Pharmacy	09/04/2017 10:25:36 AM	23/12/2019 08:56:46 AM	Active
STOR FARMASI	PS001	STOR 1 (KA-3)	S1-KA-3	Pharmacy	23/12/2019 08:55:22 AM	23/12/2019 08:55:22 AM	Active
STOR FARMASI	PS001	STOR 1 - (IB-4)	S1-I-B-4	Pharmacy	17/12/2019 12:31:02 PM	17/12/2019 12:36:52 PM	Active
STOR FARMASI	PS001	STOR 1 - (CA-2)	S1-C-A-2	Pharmacy	17/12/2019 12:36:28 PM	17/12/2019 12:36:28 PM	Active
STOR FARMASI	PS001	stor 2 -(dc-2)	s2-(dc-2)	Pharmacy	02/10/2019 09:26:31 AM	02/10/2019 09:26:31 AM	Active
STOR FARMASI	PS001	STOR 2 - (BB-3)	S2-(BB-3)	Pharmacy	04/09/2019 03:12:54 PM	04/09/2019 03:12:54 PM	Active
STOR FARMASI	PS001	STOR 2 -(DD-2)	S2(DD-2)	Pharmacy	03/09/2019 02:17:25 PM	03/09/2019 02:22:59 PM	Active
STOR FARMASI	PS001	S2(DD-2)	STOR 2	Pharmacy	03/09/2019 02:18:47 PM	03/09/2019 02:22:31 PM	Inactive
FBW FILLING STATION	FBW Fill	Direct Issue - Satellite	Direct FS	Pharmacy	06/08/2019 12:37:20 PM	06/08/2019 12:37:20 PM	Active
FKP FILLING STATION	FKP Fill	Sample	Sample	Pharmacy	16/04/2019 10:26:26 AM	16/04/2019 10:26:26 AM	Active

Figure 3.10.2-1 Stock Location Listing Page

#### STEP 1



Click on the  button and the 'Stock Locations' screen will be displayed as Figure 3.10.2-2

STOCK LOCATIONS

Unit Code:  Unit Name:   
 Location Name:  Department:   
 Location Code:         
 Status:

Figure 3.10.2-2 Stock Location

#### Note

- Key in the details.
  - a) Unit Code
  - b) Location Name
  - c) Location Code
    - Gudang/Seksyen
    - Baris
    - Rak
    - Tingkat
    - Petak
- **Kod Lokasi Penuh** will be automatically display based on Location Code entered

- Click on the  button to view information for Kod Lokasi Penuh as shown in Figure 3.10.2-3

Gudang/Seksyen : Tempat atau lokasi penyimpanan stok. (Contoh:A)

Baris: Tempat penyimpanan stok yang disusun berbaris. Kod baris bermula daripada no. 1 (Contoh:01)

Rak: Jenis tempat penyimpanan stok seperti Rak Besi(RB),Rak Kayu(RK),Palet (P),Kabinet Besi (KB),Lokasi Sementara (LS).Kod rak bermula daripada no.1. (Contoh:RB01)

Tingkat: Tingkat rak yang bermula daripada bawah ke atas dengan kod no.1. (Contoh:01)

Petak: Lokasi stok yang ditempatkan di setiap tingkat. Kod petak bermula daripada no. 1. (Contoh:01)

Kod Lokasi Penuh: Merupakan gabungan gudang/seksyen, Baris, Rak, Tingkat dan Petak. (Contoh:A-01-RB01-01-01)

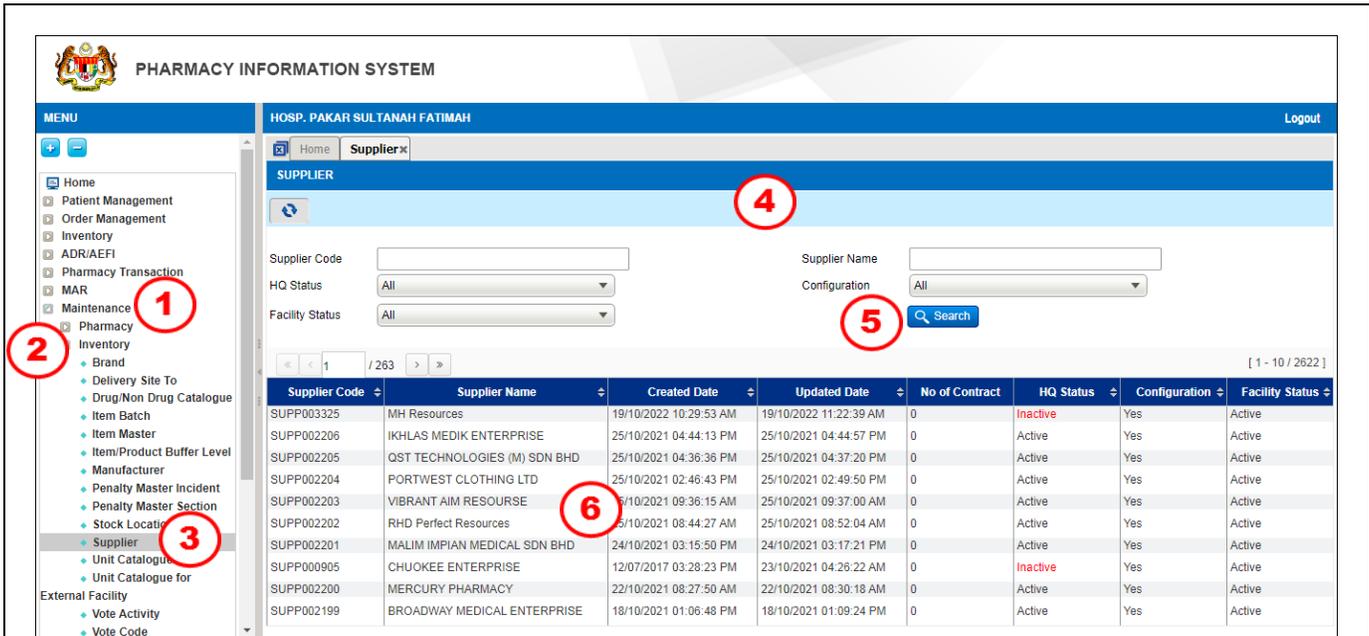
**Figure 3.10.2-3 Information**

## STEP 2

Click on the  button to save the transaction.

### 3.11 Supplier

To view and edit Supplier record, perform the step below:



Supplier Code	Supplier Name	Created Date	Updated Date	No of Contract	HQ Status	Configuration	Facility Status
SUPP003325	MH Resources	19/10/2022 10:29:53 AM	19/10/2022 11:22:39 AM	0	Inactive	Yes	Active
SUPP002206	IKHLAS MEDIK ENTERPRISE	25/10/2021 04:44:13 PM	25/10/2021 04:44:57 PM	0	Active	Yes	Active
SUPP002205	QST TECHNOLOGIES (M) SDN BHD	25/10/2021 04:36:36 PM	25/10/2021 04:37:20 PM	0	Active	Yes	Active
SUPP002204	PORTWEST CLOTHING LTD	25/10/2021 02:46:43 PM	25/10/2021 02:49:50 PM	0	Active	Yes	Active
SUPP002203	VIBRANT AIM RESOURCE	25/10/2021 09:36:15 AM	25/10/2021 09:37:00 AM	0	Active	Yes	Active
SUPP002202	RHD Perfect Resources	25/10/2021 08:44:27 AM	25/10/2021 08:52:04 AM	0	Active	Yes	Active
SUPP002201	MALIM IMPIAN MEDICAL SDN BHD	24/10/2021 03:15:50 PM	24/10/2021 03:17:21 PM	0	Active	Yes	Active
SUPP000905	CHUOKEE ENTERPRISE	12/07/2017 03:28:23 PM	23/10/2021 04:26:22 AM	0	Inactive	Yes	Active
SUPP002200	MERCURY PHARMACY	22/10/2021 08:27:50 AM	22/10/2021 08:30:18 AM	0	Active	Yes	Active
SUPP002199	BROADWAY MEDICAL ENTERPRISE	18/10/2021 01:06:48 PM	18/10/2021 01:09:24 PM	0	Active	Yes	Active

Figure 3.11-1 Supplier Listing Page

**STEP 1**

Go to 'Maintenance' menu

**STEP 2**

Click on 'Inventory'

**STEP 3**

Click on 'Supplier'

**STEP 4**

To search for existing Supplier record, you may search by criteria as follow:

- a) Supplier Code
- b) Supplier Name
- c) HQ Status
  - All
  - Active
  - Inactive
- d) Configuration
- e) Facility Status
  - All
  - Active
  - Inactive

**STEP 5**

Click on the  button after input criteria.

**STEP 6**

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.11-2

ADD SUPPLIER <span style="float: right;">7</span>			
		Contract Details <span>X</span>	
Supplier Code	SUPP002066	Supplier Name	SSJ PHARMA SDN BHD *
Bank Account Name		Treasury Registration No.	
Bank Account Number		Reg Expiry Date	
Contact Person	Ling Hung Leong	Company Status	NON-BUMI
Address Line 1	No. 52, Ground Floor,	Post Code	96100
Address Line 2	Jalan Masjid Lama	City	Sarikei
Address Line 3	Sarikei	State	Sarawak
Contact Number (Office)	084659668	Country	Malaysia
Contact Number (Mobile)	0168975617	Email	
Fax No.		Remarks	
HQ Status	Active	Company Registration No.	
Facility Status	Active		

Figure 3.11-2 Supplier

**Note**

The Supplier record is non-editable (only facility status can be edited). Kindly contact HQ for any additional or modification of Supplier data.

**STEP 7**

Click on the Contract Details button view Contract details list for the supplier as shown in Figure 3.11-3

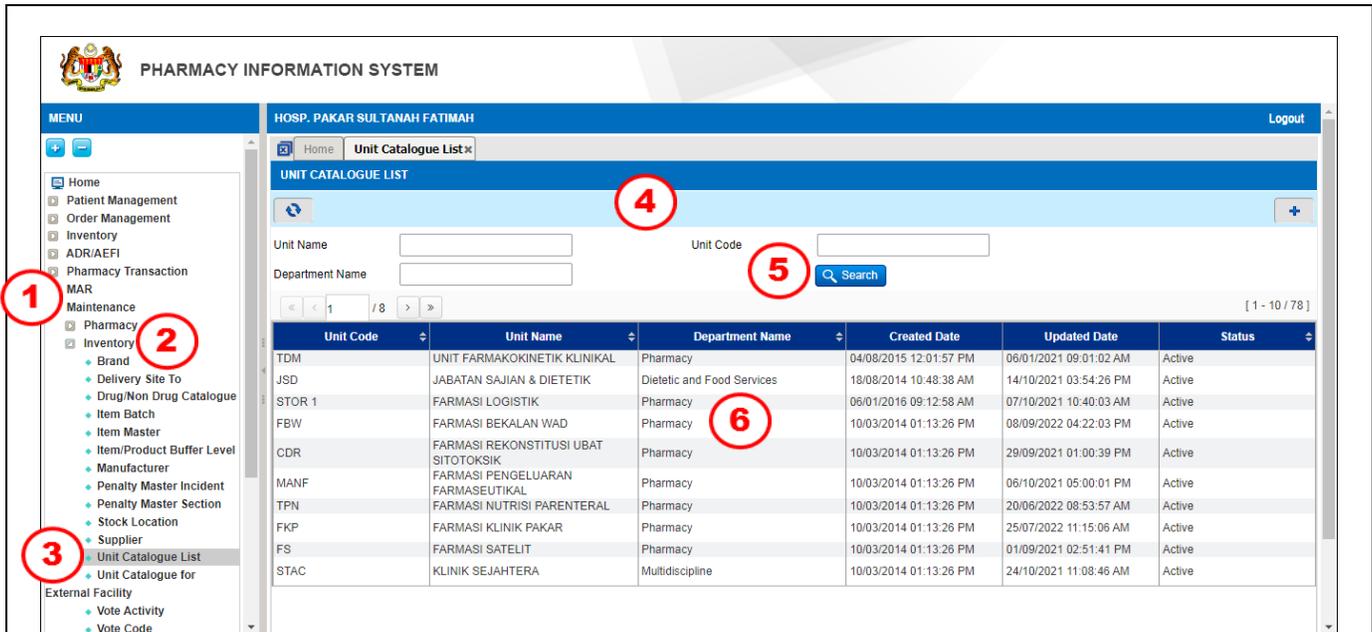
CONTRACT DETAILS LIST		
<span>i</span> <span>↺</span> <span>🖨</span> <span style="float: right;">X</span>		
Contract Reference No.	<input type="text"/>	
	<span>🔍 Search</span>	
<span>«</span> <span>&lt;</span> <span>1</span> / 3 <span>&gt;</span> <span>»</span>		[ 1 - 10 / 28 ]
Contract Reference No.	Contract Beginning Period	Contract End Period
KKM-107/2017/F(U)	2017-05-31	2019-05-30
KKM-13/2015/F(U)	2015-04-01	2017-11-30
KKM-13/2015/F(U)	2015-04-01	2017-03-31
KKM-13/2015/F(U)	2015-04-01	2017-03-31
KKM-13/2015/F(U)	2015-04-01	2017-03-31
KKM-133/2011(236/2011)F(U)	2012-01-07	2014-01-06
KKM-161/2016/F(U)	2016-08-15	2019-08-14

Figure 3.11-3 Contract Details List

### 3.12 Unit Catalogue List

#### 3.12.1 View/Edit Unit Catalogue List

To view and edit Unit Catalogue List record, perform the step below:



PHARMACY INFORMATION SYSTEM

HOSP. PAKAR SULTANAH FATIMAH

Logout

Home Unit Catalogue List

UNIT CATALOGUE LIST

Unit Name  Unit Code

Department Name

[ 1 - 10 / 78 ]

Unit Code	Unit Name	Department Name	Created Date	Updated Date	Status
TDM	UNIT FARMAKOKINETIK KLINIKAL	Pharmacy	04/08/2015 12:01:57 PM	06/01/2021 09:01:02 AM	Active
JSD	JABATAN SAJIAN & DIETETIK	Dietetic and Food Services	18/08/2014 10:48:38 AM	14/10/2021 03:54:26 PM	Active
STOR 1	FARMASI LOGISTIK	Pharmacy	06/01/2016 09:12:58 AM	07/10/2021 10:40:03 AM	Active
FBW	FARMASI BEKALAN WAD	Pharmacy	10/03/2014 01:13:26 PM	08/09/2022 04:22:03 PM	Active
CDR	FARMASI REKONSTITUSI UBAT SITOTOKSIK	Pharmacy	10/03/2014 01:13:26 PM	29/09/2021 01:00:39 PM	Active
MANF	FARMASI PENGELUARAN FARMASEUTIKAL	Pharmacy	10/03/2014 01:13:26 PM	06/10/2021 05:00:01 PM	Active
TPN	FARMASI NUTRISI PARENTERAL	Pharmacy	10/03/2014 01:13:26 PM	20/06/2022 08:53:57 AM	Active
FKP	FARMASI KLINIK PAKAR	Pharmacy	10/03/2014 01:13:26 PM	25/07/2022 11:15:06 AM	Active
FS	FARMASI SATELIT	Pharmacy	10/03/2014 01:13:26 PM	01/09/2021 02:51:41 PM	Active
STAC	KLINIK SEJAHTERA	Multidiscipline	10/03/2014 01:13:26 PM	24/10/2021 11:08:46 AM	Active

Figure 3.12.1-1 Unit Catalogue List Listing Page

#### STEP 1

Go to 'Maintenance' menu

#### STEP 2

Click on 'Inventory'

#### STEP 3

Click on 'Unit Catalogue List'

#### STEP 4

To search for existing Unit Catalogue List record, you may search by criteria as follow:

- Unit Name
- Unit Code
- Department Name

#### STEP 5

Click on the  button after input criteria.

#### STEP 6

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.12.1-2

**UNIT CATALOGUE**

Unit Code: FBW Unit Name: FARMASI BEKALAN WAD  
 Department Code: 28 Department Name: Pharmacy  
 Unit Group Level: 2

**UNIT CATALOGUE DETAILS**

Item Group: DRUG Status: Active  
 Drug/Non Drug Code: Drug/Non Drug Description:  
 Ward/Unit Stock: All Standard Item: All  
 Below buffer level: All Stock Availability: All

Item Class:  
 Cannula Tubing  Cytotoxic  Diagnostic  Disinfectant  Dressing Plaster  
 External Preparation  General Item  IV/IP/IRR Solution  Implant  Inhalers, Eye/Ear/Nose Preparations  
 Injectables  Instrument  Internal Preparation  Lab Apparatus  Lab Chemical  
 Miscellaneous  Not Applicable  Others  Parenteral Nutrition  Personal Protective Equipment  
 Psychotropic/Narcotic  Radiological Item  Radiopharmaceuticals  Raw Material  Reagent  
 Rehabilitation Devices  Renal/Nephrology  Respiratory Devices  Surgical Tools  Tablet/Capsule  
 Test Item Class  Vaccine

Item Sub Class(Drug): Unhide Item Subclass

Search [1 - 10 / 288]

Item Group	Item Sub Class	Drug/Non Drug Code	Stock Location	Drug/Non Drug Description	SKU	Stock Available	Reserve Qty(SKU)	Min Indent Qty	Min Issue Qty	Min Storage Qty	Buffer Level Qty	Max Storage Qty	Ward/Unit Stock	Standard Item	Unit Catalogue Status
Drug	External Preparation	A01AD02110M2001XX	E-W4	Benzydamine HCl 0.15% Solution	ml	0	0	60	100	900	2,400	4,800	No	Yes	Active
Drug	Tablet/Capsule	A02AA10912T1001XX	D- J2	Magnesium Trisilicate Tablet	tablet	2,100	0	1	1	1,200	2,250	4,500	No	Yes	Active
Drug	Injectables	A02BA02110P3001XX	D- F3	Ranitidine 50mg/2ml Injection	amp	0	0	1	1	2,500	5,000	7,500	No	Yes	Active
Drug	Tablet/Capsule	A02BA02110T1001XX	D- J1	Ranitidine 150 mg Tablet	tablet	0	0	1	1	3,000	5,000	10,000	No	Yes	Active
Drug	Tablet/Capsule	A02BC01000C1002XX	D- J2	Omeprazole 20 mg Capsule	capsule	280	0	1	1	1,050	2,100	4,200	No	Yes	Active

Figure 3.12.1-2 Unit Catalogue

**To edit Drug/Non Drug Information**

**STEP 7**

Double click on a list of Drug/Non Drug and Unit Catalogue screen will be displayed as Figure 3.12.1-3

**UNIT CATALOGUE**

Item Group: Drug Item Sub Class: Tablet/Capsule  
 Stock Location: D- J2 Store Name: FBW ( D- J2 )  
 Drug/Non-Drug Code: A02AA10912T1001XX Drug/Non Drug Name: Magnesium Trisilicate Tablet  
 Buffer Level Qty: 2,250 SKU: tablet  
 Min Indent Qty: 1 Min Issue Qty: 1  
 Min Storage Qty: 1,200 Max Storage Qty: 4,500  
 Ward/Unit Stock:  Yes  No Status: Active

Figure 3.12.1-3 Unit Catalogue

**STEP 8**

Click on the button to edit the record

UNIT CATALOGUE				
Item Group	Drug	Item Sub Class	Tablet/Capsule	
Stock Location	D- J2	Store Name	FBW ( D- J2 )	
Drug/Non-Drug Code	A02AA10912T1001XX	Drug/Non Drug Name	Magnesium Trisilicate Tablet	
Buffer Level Qty	2,250	SKU	tablet	
Min Indent Qty	1	Min Issue Qty	1	
Min Storage Qty	1,200	Max Storage Qty	4,500	
Ward/Unit Stock	<input type="radio"/> Yes <input checked="" type="radio"/> No		Status	Active

Figure 3.12.1-4 Unit Catalogue

**Note**

User is allowed to edit:

- Buffer Level Qty
- Min Indent Qty
- Min Issue Qty
- Min Storage Qty
- Max Storage Qty
- Ward/Unit Stock
- Status

**STEP 9**



Click on the button to save the edited record

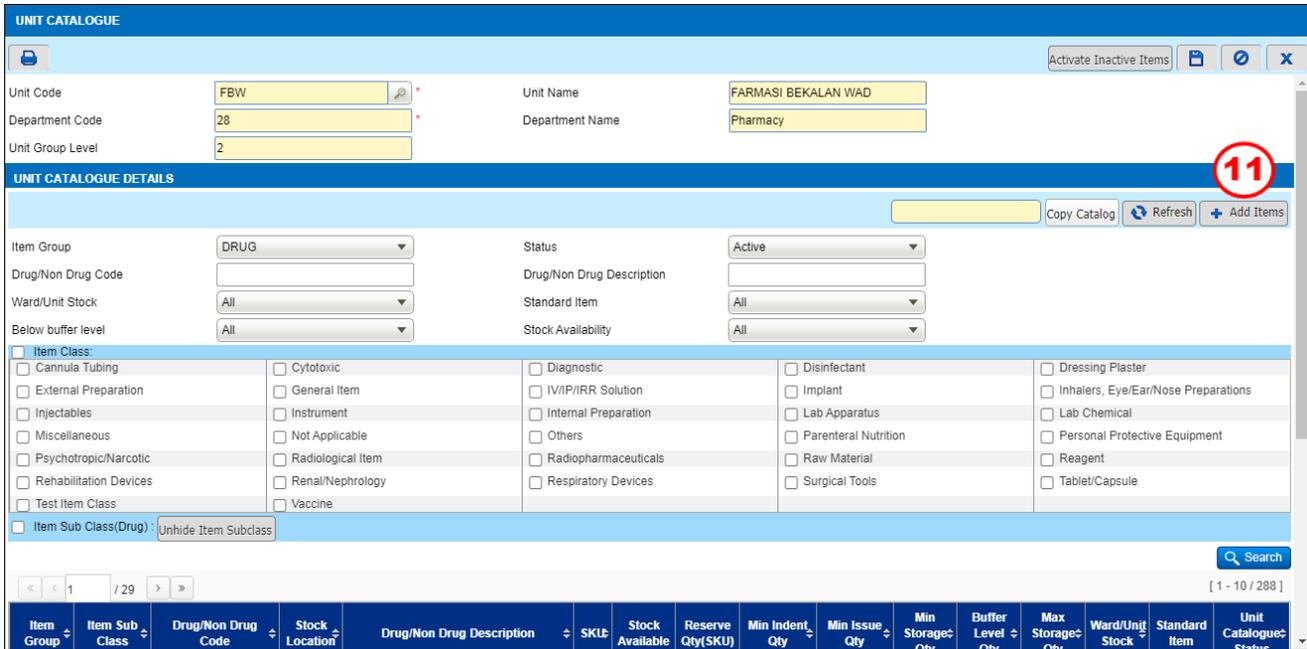
**To add Drug/Non Drug**

UNIT CATALOGUE																																																
Unit Code	FBW	Unit Name	FARMASI BEKALAN WAD																																													
Department Code	28	Department Name	Pharmacy																																													
Unit Group Level	2																																															
UNIT CATALOGUE DETAILS																																																
Item Group	DRUG	Status	Active																																													
Drug/Non Drug Code		Drug/Non Drug Description																																														
Ward/Unit Stock	All	Standard Item	All																																													
Below buffer level	All	Stock Availability	All																																													
<input type="checkbox"/> Item Class: <table border="0" style="width:100%"> <tr> <td><input type="checkbox"/> Cannula Tubing</td> <td><input type="checkbox"/> Cytotoxic</td> <td><input type="checkbox"/> Diagnostic</td> <td><input type="checkbox"/> Disinfectant</td> <td><input type="checkbox"/> Dressing Plaster</td> </tr> <tr> <td><input type="checkbox"/> External Preparation</td> <td><input type="checkbox"/> General Item</td> <td><input type="checkbox"/> IV/IP/IRR Solution</td> <td><input type="checkbox"/> Implant</td> <td><input type="checkbox"/> Inhalers, Eye/Ear/Nose Preparations</td> </tr> <tr> <td><input type="checkbox"/> Injectables</td> <td><input type="checkbox"/> Instrument</td> <td><input type="checkbox"/> Internal Preparation</td> <td><input type="checkbox"/> Lab Apparatus</td> <td><input type="checkbox"/> Lab Chemical</td> </tr> <tr> <td><input type="checkbox"/> Miscellaneous</td> <td><input type="checkbox"/> Not Applicable</td> <td><input type="checkbox"/> Others</td> <td><input type="checkbox"/> Parenteral Nutrition</td> <td><input type="checkbox"/> Personal Protective Equipment</td> </tr> <tr> <td><input type="checkbox"/> Psychotropic/Narcotic</td> <td><input type="checkbox"/> Radiological Item</td> <td><input type="checkbox"/> Radiopharmaceuticals</td> <td><input type="checkbox"/> Raw Material</td> <td><input type="checkbox"/> Reagent</td> </tr> <tr> <td><input type="checkbox"/> Rehabilitation Devices</td> <td><input type="checkbox"/> Renal/Nephrology</td> <td><input type="checkbox"/> Respiratory Devices</td> <td><input type="checkbox"/> Surgical Tools</td> <td><input type="checkbox"/> Tablet/Capsule</td> </tr> <tr> <td><input type="checkbox"/> Test Item Class</td> <td><input type="checkbox"/> Vaccine</td> <td colspan="3"></td> </tr> </table>														<input type="checkbox"/> Cannula Tubing	<input type="checkbox"/> Cytotoxic	<input type="checkbox"/> Diagnostic	<input type="checkbox"/> Disinfectant	<input type="checkbox"/> Dressing Plaster	<input type="checkbox"/> External Preparation	<input type="checkbox"/> General Item	<input type="checkbox"/> IV/IP/IRR Solution	<input type="checkbox"/> Implant	<input type="checkbox"/> Inhalers, Eye/Ear/Nose Preparations	<input type="checkbox"/> Injectables	<input type="checkbox"/> Instrument	<input type="checkbox"/> Internal Preparation	<input type="checkbox"/> Lab Apparatus	<input type="checkbox"/> Lab Chemical	<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Others	<input type="checkbox"/> Parenteral Nutrition	<input type="checkbox"/> Personal Protective Equipment	<input type="checkbox"/> Psychotropic/Narcotic	<input type="checkbox"/> Radiological Item	<input type="checkbox"/> Radiopharmaceuticals	<input type="checkbox"/> Raw Material	<input type="checkbox"/> Reagent	<input type="checkbox"/> Rehabilitation Devices	<input type="checkbox"/> Renal/Nephrology	<input type="checkbox"/> Respiratory Devices	<input type="checkbox"/> Surgical Tools	<input type="checkbox"/> Tablet/Capsule	<input type="checkbox"/> Test Item Class	<input type="checkbox"/> Vaccine			
<input type="checkbox"/> Cannula Tubing	<input type="checkbox"/> Cytotoxic	<input type="checkbox"/> Diagnostic	<input type="checkbox"/> Disinfectant	<input type="checkbox"/> Dressing Plaster																																												
<input type="checkbox"/> External Preparation	<input type="checkbox"/> General Item	<input type="checkbox"/> IV/IP/IRR Solution	<input type="checkbox"/> Implant	<input type="checkbox"/> Inhalers, Eye/Ear/Nose Preparations																																												
<input type="checkbox"/> Injectables	<input type="checkbox"/> Instrument	<input type="checkbox"/> Internal Preparation	<input type="checkbox"/> Lab Apparatus	<input type="checkbox"/> Lab Chemical																																												
<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Others	<input type="checkbox"/> Parenteral Nutrition	<input type="checkbox"/> Personal Protective Equipment																																												
<input type="checkbox"/> Psychotropic/Narcotic	<input type="checkbox"/> Radiological Item	<input type="checkbox"/> Radiopharmaceuticals	<input type="checkbox"/> Raw Material	<input type="checkbox"/> Reagent																																												
<input type="checkbox"/> Rehabilitation Devices	<input type="checkbox"/> Renal/Nephrology	<input type="checkbox"/> Respiratory Devices	<input type="checkbox"/> Surgical Tools	<input type="checkbox"/> Tablet/Capsule																																												
<input type="checkbox"/> Test Item Class	<input type="checkbox"/> Vaccine																																															
<input type="checkbox"/> Item Sub Class(Drug): Unhide Item Subclass																																																
<input type="button" value="Copy Catalog"/> <input type="button" value="Refresh"/> <input type="button" value="+ Add Items"/>																																																
<input type="text" value="Search"/>																																																
[ 1 - 10 / 288 ]																																																
Item Group	Item Sub Class	Drug/Non Drug Code	Stock Location	Drug/Non Drug Description	SKU	Stock Available	Reserve Qty(SKU)	Min Indent Qty	Min Issue Qty	Min Storage Qty	Buffer Level Qty	Max Storage Qty	Ward/Unit Stock	Standard Item	Unit Catalogue Status																																	
Drug	External Preparation	A01AD02110M2001XX	E-W4	Benzydamine HCl 0.15% Solution	ml	0	0	60	100	900	2,400	4,800	No	Yes	Active																																	
Drug	Tablet/Capsule	A02AA10912T1001XX	D- J2	Magnesium Trisilicate Tablet	tablet	2,100	0	1	1	1,200	2,250	4,500	No	Yes	Active																																	
Drug	Injectables	A02BA02110P3001XX	D- F3	Ranitidine 50mg/2ml Injection	amp	0	0	1	1	2,500	5,000	7,500	No	Yes	Active																																	
Drug	Tablet/Capsule	A02BA02110T1001XX	D- J1	Ranitidine 150 mg Tablet	tablet	0	0	1	1	3,000	5,000	10,000	No	Yes	Active																																	
Drug	Tablet/Capsule	A02BC01000C1002XX	D- J2	Omeprazole 20 mg Capsule	capsule	280	0	1	1	1,050	2,100	4,200	No	Yes	Active																																	

Figure 3.12.1-5 Unit Catalogue

**STEP 10**

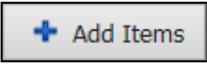
Click on the  button to edit the record

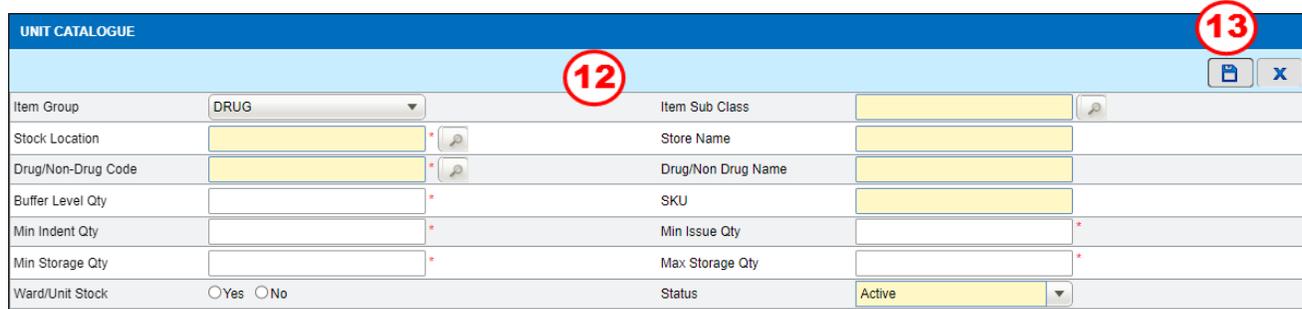


The screenshot shows the 'UNIT CATALOGUE' edit form. At the top, there are fields for Unit Code (FBW), Department Code (28), Unit Name (FARMASI BEKALAN WAD), and Department Name (Pharmacy). Below this is the 'UNIT CATALOGUE DETAILS' section, which includes dropdown menus for Item Group (DRUG), Status (Active), Drug/Non Drug Description, Standard Item (All), and Stock Availability (All). A grid of checkboxes allows selection of various item classes such as Cannula Tubing, Diagnostic, Disinfectant, etc. At the bottom, a table header is visible with columns like Item Group, Item Sub Class, Drug/Non Drug Code, Stock Location, Drug/Non Drug Description, SKU, Stock Available, Reserve Qty(SKU), Min Indent Qty, Min Issue Qty, Min Storage Qty, Buffer Level Qty, Max Storage Qty, Ward/Unit Stock, Standard Item, and Unit Catalogue Status. A red circle '11' highlights the 'Add Items' button in the top right corner.

Figure 3.12.1-6 Unit Catalogue

**STEP 11**

Click on the  button to add new Drug/Non Drug information



The screenshot shows the 'UNIT CATALOGUE' add form. It features a grid of input fields for Item Group (DRUG), Item Sub Class, Stock Location, Store Name, Drug/Non-Drug Code, Drug/Non Drug Name, Buffer Level Qty, SKU, Min Indent Qty, Min Issue Qty, Min Storage Qty, Max Storage Qty, Ward/Unit Stock (Yes/No), and Status (Active). A red circle '12' highlights the 'Add Items' button in the top right corner, and another red circle '13' highlights the 'Add Items' button in the top right corner of the form area.

Figure 3.12.1-7 Unit Catalogue

**STEP 12**

Fill in all the information

- Item Group
- Item Sub Class (optional)
- Store Code (optional)
- Drug/Non-Drug Code
- Buffer Level Qty
- Min Indent Qty
- Min Issue Qty
- Min Storage Qty
- Max Storage Qty
- Ward/Unit Stock

**STEP 13**

Click on the  button to save the record

**To Active inactive Items**

14

UNIT CATALOGUE


+
✎
🗑
↻
✕

Unit Code:  \*

Department Code:  \*

Unit Group Level:

Unit Name:

Department Name:

UNIT CATALOGUE DETAILS

Copy Catalog
↻ Refresh
+ Add Items

Item Group:

Drug/Non Drug Code:

Ward/Unit Stock:

Below buffer level:

Status:

Drug/Non Drug Description:

Standard Item:

Stock Availability:

Item Class:

<input type="checkbox"/> Cannula Tubing	<input type="checkbox"/> Cytotoxic	<input type="checkbox"/> Diagnostic	<input type="checkbox"/> Disinfectant	<input type="checkbox"/> Dressing Plaster
<input type="checkbox"/> External Preparation	<input type="checkbox"/> General Item	<input type="checkbox"/> IV/IP/IRR Solution	<input type="checkbox"/> Implant	<input type="checkbox"/> Inhalers, Eye/Ear/Nose Preparations
<input type="checkbox"/> Injectables	<input type="checkbox"/> Instrument	<input type="checkbox"/> Internal Preparation	<input type="checkbox"/> Lab Apparatus	<input type="checkbox"/> Lab Chemical
<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Others	<input type="checkbox"/> Parenteral Nutrition	<input type="checkbox"/> Personal Protective Equipment
<input type="checkbox"/> Psychotropic/Narcotic	<input type="checkbox"/> Radiological Item	<input type="checkbox"/> Radiopharmaceuticals	<input type="checkbox"/> Raw Material	<input type="checkbox"/> Reagent
<input type="checkbox"/> Rehabilitation Devices	<input type="checkbox"/> Renal/Nephrology	<input type="checkbox"/> Respiratory Devices	<input type="checkbox"/> Surgical Tools	<input type="checkbox"/> Tablet/Capsule
<input type="checkbox"/> Test Item Class	<input type="checkbox"/> Vaccine			

Item Sub Class(Drug):

Search

<< 1 / 29 >>
[ 1 - 10 / 288 ]

Item Group	Item Sub Class	Drug/Non Drug Code	Stock Location	Drug/Non Drug Description	SKU	Stock Available	Reserve Qty(SKU)	Min Indent Qty	Min Issue Qty	Min Storage Qty	Buffer Level Qty	Max Storage Qty	Ward/Unit Stock	Standard Item	Unit Catalogue Status
Drug	External Preparation	A01AD02110M2001XX	E-W4	Benzylamine HCl 0.15% Solution	ml	0	0	60	100	900	2,400	4,800	No	Yes	<input checked="" type="checkbox"/> Active
Drug	Tablet/Capsule	A02AA10912T1001XX	D- J2	Magnesium Trisilicate Tablet	tablet	2,100	0	1	1	1,200	2,250	4,500	No	Yes	<input checked="" type="checkbox"/> Active
Drug	Injectables	A02BA02110P3001XX	D- F3	Ranitidine 50mg/2ml Injection	amp	0	0	1	1	2,500	5,000	7,500	No	Yes	<input checked="" type="checkbox"/> Active
Drug	Tablet/Capsule	A02BA02110T1001XX	D- J1	Ranitidine 150 mg Tablet	tablet	0	0	1	1	3,000	5,000	10,000	No	Yes	<input checked="" type="checkbox"/> Active
Drug	Tablet/Capsule	A02BC01000C1002XX	D- J2	Omeprazole 20 mg Capsule	capsule	280	0	1	1	1,050	2,100	4,200	No	Yes	<input checked="" type="checkbox"/> Active

**Figure 3.12.1-8 Unit Catalogue**

**STEP 14**

Click on the  button to edit the record

U.MANUAL\_MASTER\_SETUP\_INVENTORY-13<sup>th</sup> E

Page 37

15

**UNIT CATALOGUE**

Activate Inactive Items

Unit Code:  Unit Name:   
 Department Code:  Department Name:   
 Unit Group Level:

**UNIT CATALOGUE DETAILS**

Copy Catalog Refresh Add Items

Item Group:  Status:   
 Drug/Non Drug Code:  Drug/Non Drug Description:   
 Ward/Unit Stock:  Standard Item:   
 Below buffer level:  Stock Availability:

Item Class:

<input type="checkbox"/> Cannula Tubing	<input type="checkbox"/> Cytotoxic	<input type="checkbox"/> Diagnostic	<input type="checkbox"/> Disinfectant	<input type="checkbox"/> Dressing Plaster
<input type="checkbox"/> External Preparation	<input type="checkbox"/> General Item	<input type="checkbox"/> IV/IP/IRR Solution	<input type="checkbox"/> Implant	<input type="checkbox"/> Inhalers, Eye/Ear/Nose Preparations
<input type="checkbox"/> Injectables	<input type="checkbox"/> Instrument	<input type="checkbox"/> Internal Preparation	<input type="checkbox"/> Lab Apparatus	<input type="checkbox"/> Lab Chemical
<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Others	<input type="checkbox"/> Parenteral Nutrition	<input type="checkbox"/> Personal Protective Equipment
<input type="checkbox"/> Psychotropic/Narcotic	<input type="checkbox"/> Radiological Item	<input type="checkbox"/> Radiopharmaceuticals	<input type="checkbox"/> Raw Material	<input type="checkbox"/> Reagent
<input type="checkbox"/> Rehabilitation Devices	<input type="checkbox"/> Renal/Nephrology	<input type="checkbox"/> Respiratory Devices	<input type="checkbox"/> Surgical Tools	<input type="checkbox"/> Tablet/Capsule
<input type="checkbox"/> Test Item Class	<input type="checkbox"/> Vaccine			

Item Sub Class(Drug):

Search

[ 1 - 10 / 288 ]

Item Group	Item Sub Class	Drug/Non Drug Code	Stock Location	Drug/Non Drug Description	SKL	Stock Available	Reserve Qty(SKU)	Min Indent Qty	Min Issue Qty	Min Storage Qty	Buffer Level Qty	Max Storage Qty	Ward/Unit Stock	Standard Item	Unit Catalogue Status
1															

Figure 3.12.1-9 Unit Catalogue

**STEP 15**

Click on the  button and Information Message will be displayed as Figure 3.12.1-20

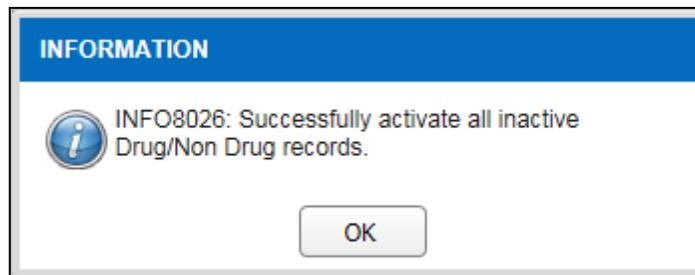


Figure 3.12.1-20 Information Message

**Note**

- Click on the  button
- System will change item status from inactive to active

### 3.12.2 Create New Unit Catalogue List

To create new Unit Catalogue List record, perform the step below:

PHARMACY INFORMATION SYSTEM

HOSP. PAKAR SULTANAH FATIMAH

Unit Catalogue List

Unit Code	Unit Name	Department Name	Created Date	Updated Date	Status
TDM	UNIT FARMAKOKINETIK KLINIKAL	Pharmacy	04/08/2015 12:01:57 PM	06/01/2021 09:01:02 AM	Active
JSD	JABATAN SAJIAN & DIETETIK	Dietetic and Food Services	18/08/2014 10:48:38 AM	14/10/2021 03:54:26 PM	Active
STOR 1	FARMASI LOGISTIK	Pharmacy	06/01/2016 09:12:58 AM	07/10/2021 10:40:03 AM	Active
FBW	FARMASI BEKALAN WAD	Pharmacy	10/03/2014 01:13:26 PM	08/09/2022 04:22:03 PM	Active
CDR	FARMASI REKONSTITUSI UBAT SITOTOKSIK	Pharmacy	10/03/2014 01:13:26 PM	29/09/2021 01:00:39 PM	Active
MANF	FARMASI PENGELUARAN FARMASEUTIKAL	Pharmacy	10/03/2014 01:13:26 PM	06/10/2021 05:00:01 PM	Active
TPN	FARMASI NUTRISI PARENTERAL	Pharmacy	10/03/2014 01:13:26 PM	20/06/2022 08:53:57 AM	Active
FKP	FARMASI KLINIK PAKAR	Pharmacy	10/03/2014 01:13:26 PM	25/07/2022 11:15:06 AM	Active
FS	FARMASI SATELIT	Pharmacy	10/03/2014 01:13:26 PM	01/09/2021 02:51:41 PM	Active
STAC	KLINIK SEJAHTERA	Multidiscipline	10/03/2014 01:13:26 PM	24/10/2021 11:08:46 AM	Active

Figure 3.12.2-1 Unit Catalogue List Listing Page

#### STEP 1



Click on the  button and the Unit Catalogues screen will be displayed as Figure 3.12.2-1

UNIT CATALOGUE

Unit Code:   Unit Name:

Department Code:  Department Name:

Unit Group Level:

UNIT CATALOGUE DETAILS

Item Group: DRUG Status: Active

Drug/Non Drug Code:  Drug/Non Drug Description:

Ward/Unit Stock: All Standard Item: All

Below buffer level: All Stock Availability: All

Item Class:  Cannula Tubing  Cytotoxic  Diagnostic  Disinfectant  Dressing Plaster

External Preparation  General Item  IV/IP/IRR Solution  Implant  Inhalers, Eye/Ear/Nose Preparations

Injectables  Instrument  Internal Preparation  Lab Apparatus  Lab Chemical

Miscellaneous  Not Applicable  Others  Parenteral Nutrition  Personal Protective Equipment

Psychotropic/Narcotic  Radiological Item  Radiopharmaceuticals  Raw Material  Reagent

Rehabilitation Devices  Renal/Nephrology  Respiratory Devices  Surgical Tools  Tablet/Capsule

Test Item Class  Vaccine

Item Sub Class(Drug): Unhide Item Subclass

Copy Catalog Refresh Add Items

Search

Item Group	Item Sub Class	Drug/Non Drug Code	Stock Location	Drug/Non Drug Description	SKU	Stock Available	Reserve Qty(SKU)	Min Indent Qty	Min Issue Qty	Min Storage Qty	Buffer Level Qty	Max Storage Qty	Ward/Unit Stock	Standard Item	Unit Catalogue Status
------------	----------------	--------------------	----------------	---------------------------	-----	-----------------	------------------	----------------	---------------	-----------------	------------------	-----------------	-----------------	---------------	-----------------------

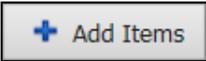
Figure 3.12.2-2 Unit Catalogue

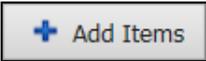
#### STEP 2



Select **Unit Code** from  button

### STEP 3

 + Add Items

Click on the  button to add Drug/Non Drug and Unit Catalogue screen will displayed as Figure 3.12.2-3

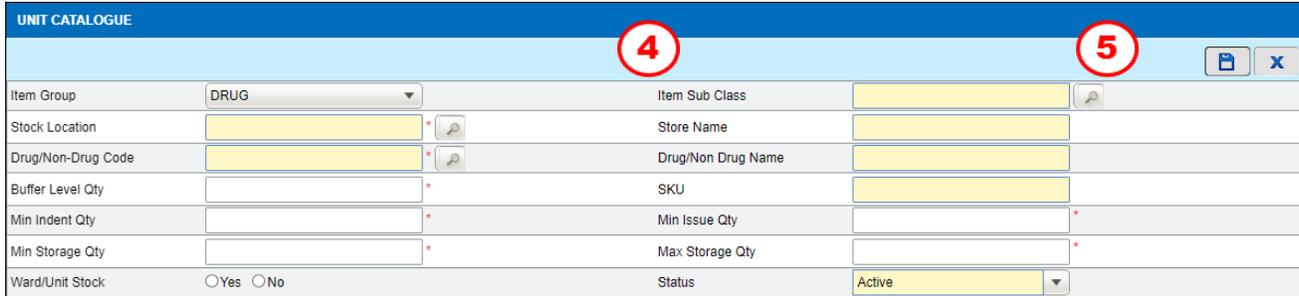


Figure 3.12.2-3 Unit Catalogue

### STEP 4

Fill in all the information

- Item Group
- Item Sub Class (optional)
- Stock Location (optional)
- Store Code (optional)
- Drug/Non-Drug Code
- Buffer Level Qty
- Min Indent Qty
- Min Issue Qty
- Min Storage Qty
- Max Storage Qty
- Ward/Unit Stock

### STEP 5

Click on the  button to save the record

### Note

Repeat from **STEP 3** until **STEP 5** to add multiple Drug/Non Drug Information

UNIT CATALOGUE

6

Unit Code	<input type="text" value="ANEC"/>	Unit Name	<input type="text" value="KLINIK ANAESTHESIA"/>
Department Code	<input type="text" value="108"/>	Department Name	<input type="text" value="Anaesthesiology 108"/>
Unit Group Level	<input type="text" value="3"/>		

UNIT CATALOGUE DETAILS

Copy Catalog
 Refresh
 Add Items

Item Group	<input type="text" value="DRUG"/>	Status	<input type="text" value="Active"/>
Drug/Non Drug Code	<input type="text"/>	Drug/Non Drug Description	<input type="text"/>
Ward/Unit Stock	<input type="text" value="All"/>	Standard Item	<input type="text" value="All"/>
Below buffer level	<input type="text" value="All"/>	Stock Availability	<input type="text" value="All"/>

Item Class:

<input type="checkbox"/> Cannula Tubing	<input type="checkbox"/> Cytotoxic	<input type="checkbox"/> Diagnostic	<input type="checkbox"/> Disinfectant
<input type="checkbox"/> External Preparation	<input type="checkbox"/> General Item	<input type="checkbox"/> IV/IP/IRR Solution	<input type="checkbox"/> Implant
<input type="checkbox"/> Injectables	<input type="checkbox"/> Instrument	<input type="checkbox"/> Internal Preparation	<input type="checkbox"/> Lab Apparatus
<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Others	<input type="checkbox"/> Parenteral Nutrition
<input type="checkbox"/> Psychotropic/Narcotic	<input type="checkbox"/> Radiological Item	<input type="checkbox"/> Radiopharmaceuticals	<input type="checkbox"/> Raw Material
<input type="checkbox"/> Rehabilitation Devices	<input type="checkbox"/> Renal/Nephrology	<input type="checkbox"/> Respiratory Devices	<input type="checkbox"/> Surgical Tools
<input type="checkbox"/> Test Item Class	<input type="checkbox"/> Vaccine		<input type="checkbox"/> Dressing Plaster
			<input type="checkbox"/> Inhalers, Eye/Ear/Nose Preparations
			<input type="checkbox"/> Lab Chemical
			<input type="checkbox"/> Personal Protective Equipment
			<input type="checkbox"/> Reagent
			<input type="checkbox"/> Tablet/Capsule

Item Sub Class(Drug):

Search

<<	<	1	/ 1	>	>>
----	---	---	-----	---	----

Item Group	Item Sub Class	Drug/Non Drug Code	Stock Location	Drug/Non Drug Description	SKU	Stock Available	Reserve Qty(SKU)	Min Indent Qty	Min Issue Qty	Min Storage Qty	Buffer Level Qty	Max Storage Qty	Ward/Unit Stock	Standard Item	Unit Catalogue Status
------------	----------------	--------------------	----------------	---------------------------	-----	-----------------	------------------	----------------	---------------	-----------------	------------------	-----------------	-----------------	---------------	-----------------------

Figure 3.12.2-4 Unit Catalogue

**Note**

User is allowed to use Copy Catalog function to copy catalogue from another unit by click on the



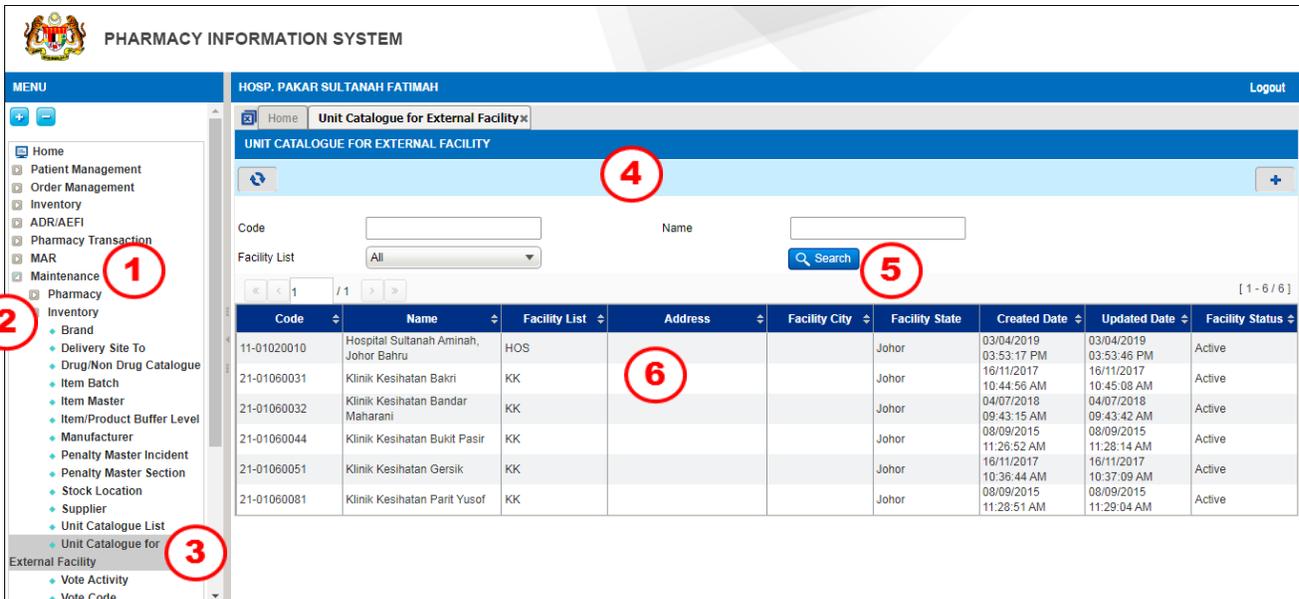
**STEP 6**

Click on the button to save the record

### 3.13 Unit Catalogue for External Facility

#### 3.13.1 View/Edit Unit Catalogue for External Facility

To view and edit Catalogue for External Facility record, perform the step below:



The screenshot displays the 'PHARMACY INFORMATION SYSTEM' interface for 'HOSP. PAKAR SULTANAH FATIMAH'. The left-hand menu is expanded to 'Maintenance' (1), then 'Inventory' (2), and finally 'Unit Catalogue for External Facility' (3). The main area shows a search bar (4) and a search button (5). Below the search bar is a table listing external facilities. The table has columns for Code, Name, Facility List, Address (6), Facility City, Facility State, Created Date, Updated Date, and Facility Status. The table contains six records, all with 'Active' status.

Code	Name	Facility List	Address	Facility City	Facility State	Created Date	Updated Date	Facility Status
11-01020010	Hospital Sultanah Aminah, Johor Bahru	HOS			Johor	03/04/2019 03:53:17 PM	03/04/2019 03:53:46 PM	Active
21-01060031	Klinik Kesihatan Bakri	KK			Johor	16/11/2017 10:44:56 AM	16/11/2017 10:45:08 AM	Active
21-01060032	Klinik Kesihatan Bandar Maharani	KK			Johor	04/07/2018 09:43:15 AM	04/07/2018 09:43:42 AM	Active
21-01060044	Klinik Kesihatan Bukit Pasir	KK			Johor	08/09/2015 11:26:52 AM	08/09/2015 11:28:14 AM	Active
21-01060051	Klinik Kesihatan Gersik	KK			Johor	16/11/2017 10:36:44 AM	16/11/2017 10:37:09 AM	Active
21-01060081	Klinik Kesihatan Parit Yusof	KK			Johor	08/09/2015 11:28:51 AM	08/09/2015 11:29:04 AM	Active

Figure 3.13.1-1 Unit Catalogue for External Facility Listing Page

#### STEP 1

Go to 'Maintenance' menu

#### STEP 2

Click on 'Inventory'

#### STEP 3

Click on 'Unit Catalogue for External Facility'

#### STEP 4

To search for existing Unit Catalogue for External Facility record, you may search by criteria as follow:

- Code
- Name
- Facility List

#### STEP 5

Click on the  button after input criteria.

#### STEP 6

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.13.1-2

**UNIT CATALOGUE FOR EXTERNAL FACILITY**

Facility Code: 21-01060031 PTJ Code: 091301  
Unit Name: STOR FARMASI

**UNIT CATALOGUE FOR EXTERNAL FACILITY DETAILS**

Item Group: All Item Sub Class: [ ]  
Drug/Non Drug Code: [ ] Drug/Non Drug Description: [ ]  
Catalog Status: Active [ Search ]

Item Group	Item Sub Class	Drug/Non Drug Code	Drug/Non Drug Description	SKU	Default Package Description	Standard Item	Unit Catalogue Status
Drug	Injectables	A10AD01000P5001d	Insulin regular/isophane (Insugen-30/70) 100 IU/mL Penfill	penfill	pack of 5 penfill cartridge	Yes	<input type="checkbox"/> Active
Drug	Injectables	A10AC01000P5001d	Insulin isophane (Insugen-N) 100 IU/mL Penfill	penfill	pack of 5 penfill cartridge	Yes	<input type="checkbox"/> Active
Drug	Injectables	A10AB01000P5001d	Insulin regular (Insugen-R) 100 IU/mL Penfill	penfill	pack of 5 penfill cartridge	Yes	<input type="checkbox"/> Active
Drug	Tablet/Capsule	A02BA02110T1001XX	Ranitidine 150 mg Tablet	tablet	pack of 100 tablet	Yes	<input type="checkbox"/> Active

Figure 3.13.1-2 Unit Catalogue for External Facility

**STEP 7**

Double click on a list of Drug/Non Drug and Unit Catalogue for External Facility Details screen will be displayed as Figure 3.13.1-3

**UNIT CATALOGUE FOR EXTERNAL FACILITY DETAILS**

Item Group: Drug Item Sub Class: Tablet/Capsule  
Drug/Non-Drug Code: A02BA02110T1001XX Drug/Non Drug Name: Ranitidine 150 mg Tablet  
Catalogue Status: Active SKU: tablet  
Default Package Description: pack of 100 tablet

Figure 3.13.1-3 Unit Catalogue for External Facility

**Note**

User is allowed to edit Catalogue Status by click on the button

**To add Drug/Non Drug**

**UNIT CATALOGUE FOR EXTERNAL FACILITY**

Facility Code: 21-01060031 PTJ Code: 091301  
Unit Name: STOR FARMASI

**UNIT CATALOGUE FOR EXTERNAL FACILITY DETAILS**

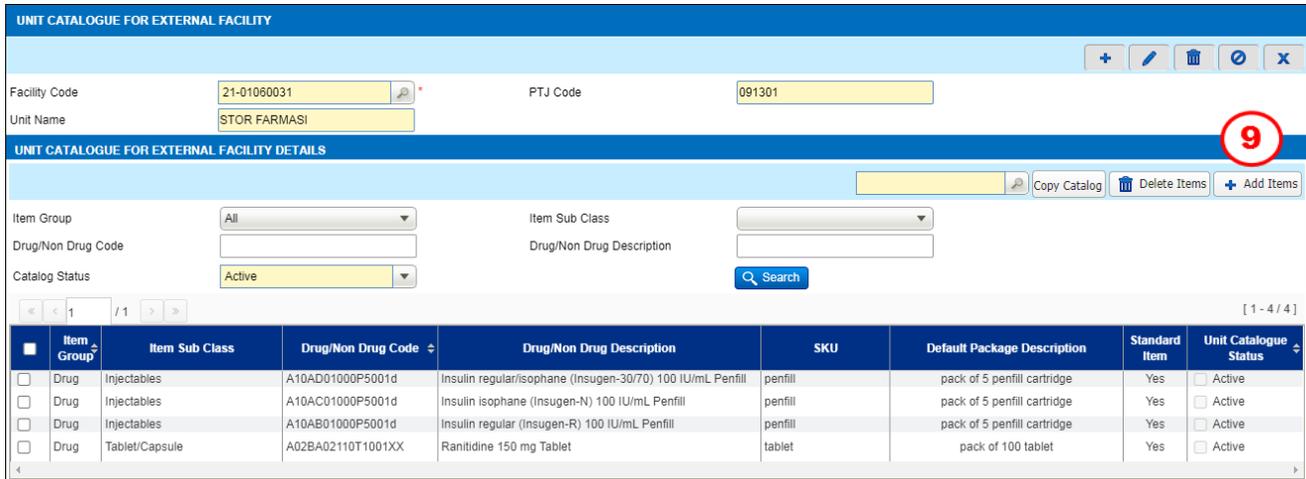
Item Group: All Item Sub Class: [ ]  
Drug/Non Drug Code: [ ] Drug/Non Drug Description: [ ]  
Catalog Status: Active [ Search ]

Item Group	Item Sub Class	Drug/Non Drug Code	Drug/Non Drug Description	SKU	Default Package Description	Standard Item	Unit Catalogue Status
Drug	Injectables	A10AD01000P5001d	Insulin regular/isophane (Insugen-30/70) 100 IU/mL Penfill	penfill	pack of 5 penfill cartridge	Yes	<input type="checkbox"/> Active
Drug	Injectables	A10AC01000P5001d	Insulin isophane (Insugen-N) 100 IU/mL Penfill	penfill	pack of 5 penfill cartridge	Yes	<input type="checkbox"/> Active
Drug	Injectables	A10AB01000P5001d	Insulin regular (Insugen-R) 100 IU/mL Penfill	penfill	pack of 5 penfill cartridge	Yes	<input type="checkbox"/> Active
Drug	Tablet/Capsule	A02BA02110T1001XX	Ranitidine 150 mg Tablet	tablet	pack of 100 tablet	Yes	<input type="checkbox"/> Active

Figure 3.13.1-4 Unit Catalogue for External Facility

**STEP 8**

Click on the  button to edit the record



**UNIT CATALOGUE FOR EXTERNAL FACILITY**

Facility Code: 21-01060031 PTJ Code: 091301  
Unit Name: STOR FARMASI

**UNIT CATALOGUE FOR EXTERNAL FACILITY DETAILS**

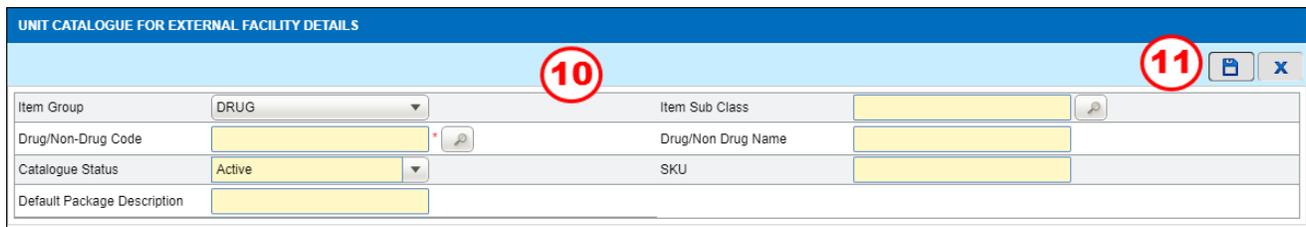
Item Group: All Item Sub Class: [Dropdown]  
Drug/Non Drug Code: [Text] Drug/Non Drug Description: [Text]  
Catalog Status: Active [Search]

Item Group	Item Sub Class	Drug/Non Drug Code	Drug/Non Drug Description	SKU	Default Package Description	Standard Item	Unit Catalogue Status
Drug	Injectables	A10AD01000P5001d	Insulin regular/isophane (Insugen-30/70) 100 IU/mL Penfill	penfill	pack of 5 penfill cartridge	Yes	<input type="checkbox"/> Active
Drug	Injectables	A10AC01000P5001d	Insulin isophane (Insugen-N) 100 IU/mL Penfill	penfill	pack of 5 penfill cartridge	Yes	<input type="checkbox"/> Active
Drug	Injectables	A10AB01000P5001d	Insulin regular (Insugen-R) 100 IU/mL Penfill	penfill	pack of 5 penfill cartridge	Yes	<input type="checkbox"/> Active
Drug	Tablet/Capsule	A02BA02110T1001XX	Ranitidine 150 mg Tablet	tablet	pack of 100 tablet	Yes	<input type="checkbox"/> Active

**Figure 3.13.1-5 Unit Catalogue for External Facility**

**STEP 9**

Click on the  button to add new Drug/Non Drug information



**UNIT CATALOGUE FOR EXTERNAL FACILITY DETAILS**

Item Group: DRUG Item Sub Class: [Text]  
Drug/Non-Drug Code: [Text] Drug/Non Drug Name: [Text]  
Catalogue Status: Active SKU: [Text]  
Default Package Description: [Text]

**Figure 3.13.1-6 Unit Catalogue for External Facility**

**STEP 10**

Fill in all the information

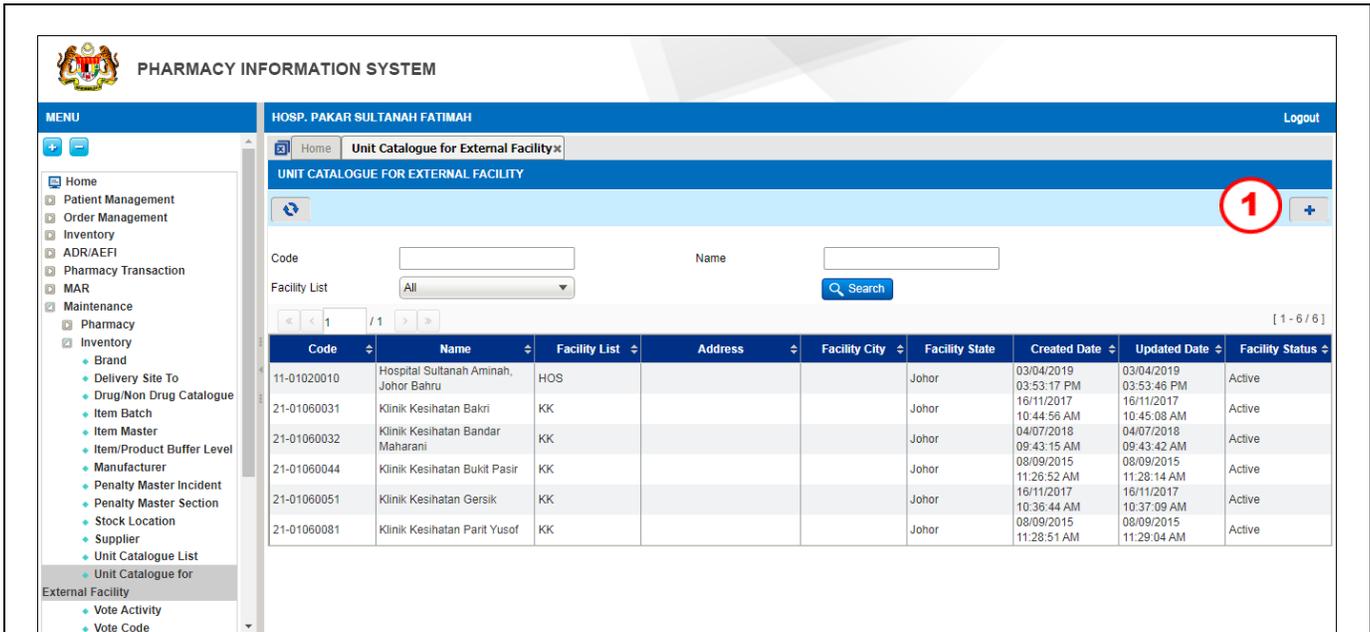
- a) Item Group
- b) Item Sub Class (optional)
- c) Drug/Non-Drug Code

**STEP 11**

Click on the  button to save the record

### 3.13.2 Create New Unit Catalogue for External Facility

To create new Unit Catalogue for External Facility record, perform the step below:



PHARMACY INFORMATION SYSTEM

HOSP. PAKAR SULTANAH FATIMAH

Home Unit Catalogue for External Facility

UNIT CATALOGUE FOR EXTERNAL FACILITY

Code:  Name:

Facility List: All

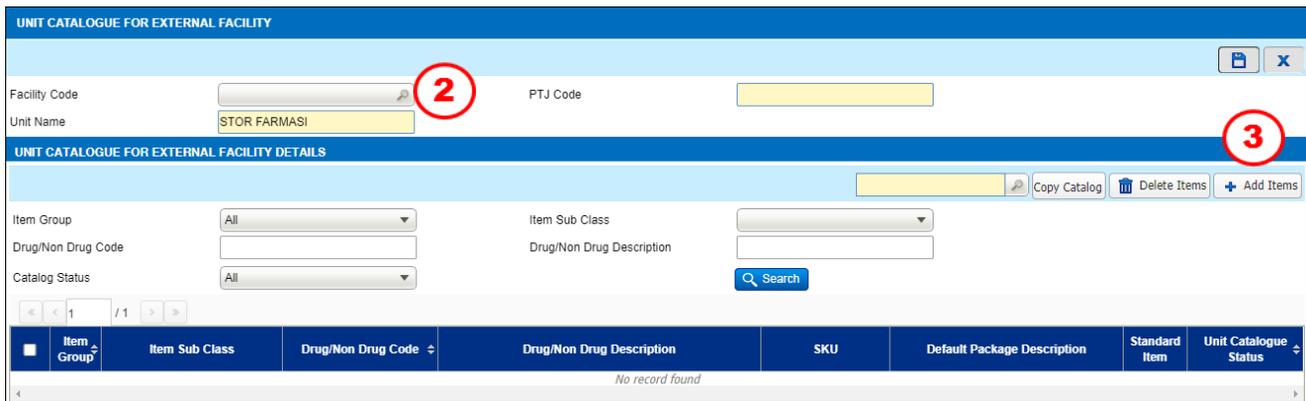
Code	Name	Facility List	Address	Facility City	Facility State	Created Date	Updated Date	Facility Status
11-01020010	Hospital Sultanah Aminah, Johor Bahru	HOS			Johor	03/04/2019 03:53:17 PM	03/04/2019 03:53:46 PM	Active
21-01060031	Klinik Kesihatan Bakri	KK			Johor	16/11/2017 10:44:58 AM	16/11/2017 10:45:08 AM	Active
21-01060032	Klinik Kesihatan Bandar Maharani	KK			Johor	04/07/2018 09:43:15 AM	04/07/2018 09:43:42 AM	Active
21-01060044	Klinik Kesihatan Bukit Pasir	KK			Johor	08/09/2015 11:26:52 AM	08/09/2015 11:28:14 AM	Active
21-01060051	Klinik Kesihatan Gersik	KK			Johor	16/11/2017 10:36:44 AM	16/11/2017 10:37:09 AM	Active
21-01060081	Klinik Kesihatan Parit Yusof	KK			Johor	08/09/2015 11:28:51 AM	08/09/2015 11:29:04 AM	Active

Figure 3.13.2-1 Unit Catalogue for External Facility Listing Page

#### STEP 1



Click on the  button and the Unit Catalogues for External Facility screen will be displayed as Figure 3.13.2-1



UNIT CATALOGUE FOR EXTERNAL FACILITY

Facility Code:  PTJ Code:

Unit Name:

UNIT CATALOGUE FOR EXTERNAL FACILITY DETAILS

Copy Catalog Delete Items Add Items

Item Group: All Item Sub Class:

Drug/Non Drug Code:  Drug/Non Drug Description:

Catalog Status: All

Item Group	Item Sub Class	Drug/Non Drug Code	Drug/Non Drug Description	SKU	Default Package Description	Standard Item	Unit Catalogue Status
No record found							

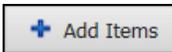
Figure 3.13.2-2 Unit Catalogue for External Facility

#### STEP 2

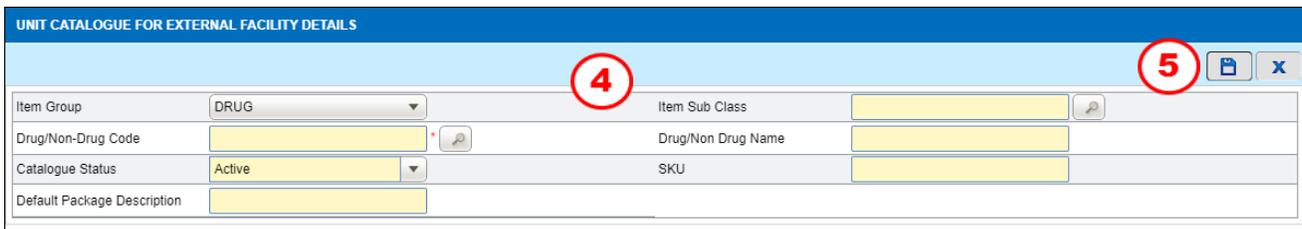


Select **Facility Code** from  button

#### STEP 3



Click on the  button to add Drug/Non Drug and Unit Catalogue for External Facility screen will be displayed as Figure 3.13.2-3



**Figure 3.13.2-3 Unit Catalogue for External Facility**

**STEP 4**

Fill in all the information

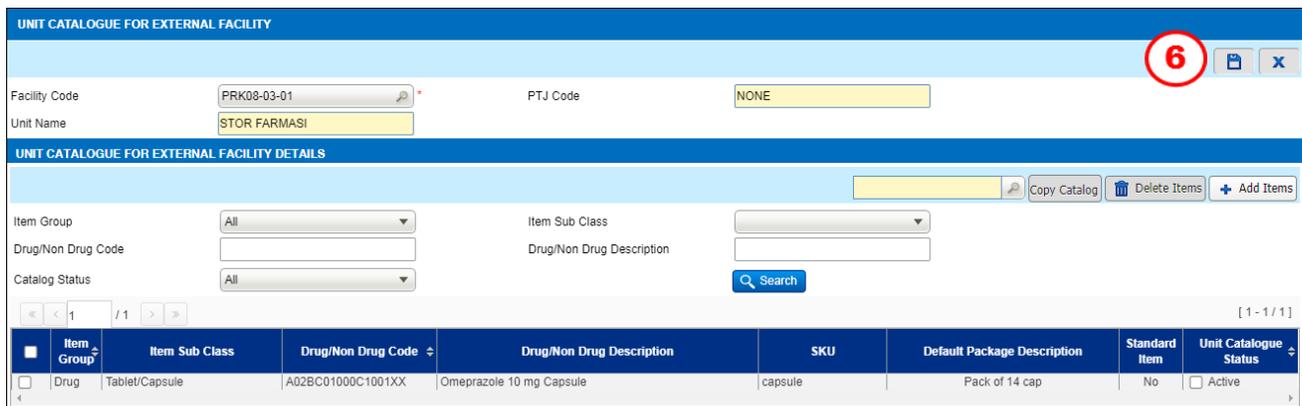
- a) Item Group
- b) Item Sub Class (optional)
- c) Drug/Non-Drug Code

**STEP 5**

Click on the  button to save the record

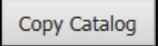
**Note**

Repeat from **STEP 3** until **STEP 5** to add multiple Drug/Non Drug Information



**Figure 3.13.2-4 Unit Catalogue for External Facility**

**Note**

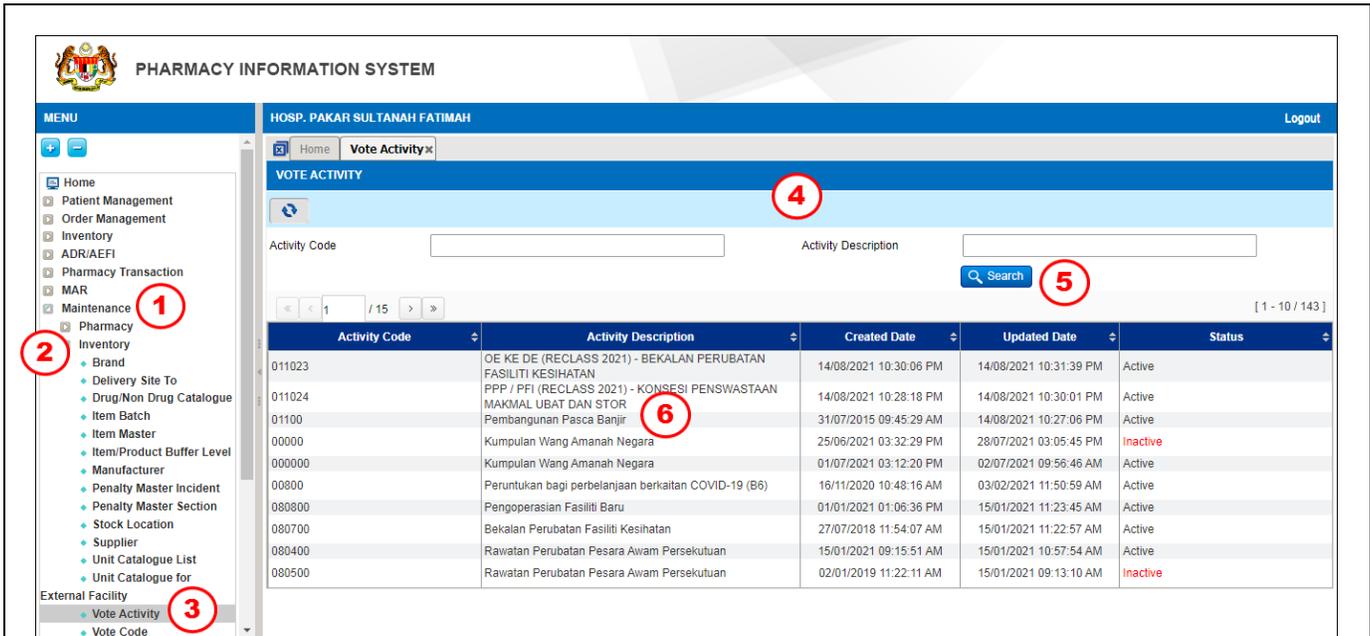
User is allowed to use Copy Catalog function to copy catalogue from other facility by click on the  button

**STEP 6**

Click on the  button to save the record

### 3.14 Vote Activity

To view Vote Activity record, perform the step below:



**PHARMACY INFORMATION SYSTEM**

HOSP. PAKAR SULTANAH FATIMAH Logout

Home Vote Activity x

**VOTE ACTIVITY**

Activity Code  Activity Description

[ 1 - 10 / 143 ]

Activity Code	Activity Description	Created Date	Updated Date	Status
011023	OE KE DE (RECLASS 2021) - BEKALAN PERUBATAN FASILITI KESIHATAN	14/08/2021 10:30:06 PM	14/08/2021 10:31:39 PM	Active
011024	PPP / PFI (RECLASS 2021) - KONSESI PENSWASTAAN	14/08/2021 10:28:18 PM	14/08/2021 10:30:01 PM	Active
01100	MAKMAL UBAT DAN STOR	31/07/2015 09:45:29 AM	14/08/2021 10:27:06 PM	Active
00000	Pembangunan Pasca Banjir	25/06/2021 03:32:29 PM	28/07/2021 03:05:45 PM	Inactive
000000	Kumpulan Wang Amanah Negara	01/07/2021 03:12:20 PM	02/07/2021 09:56:46 AM	Active
00800	Peruntukan bagi perbelanjaan berkaitan COVID-19 (B6)	16/11/2020 10:48:16 AM	03/02/2021 11:50:59 AM	Active
080800	Pengoperasian Fasiliti Baru	01/01/2021 01:06:36 PM	15/01/2021 11:23:45 AM	Active
080700	Bekalan Perubatan Fasiliti Kesihatan	27/07/2018 11:54:07 AM	15/01/2021 11:22:57 AM	Active
080400	Rawatan Perubatan Pesara Awam Persekutuan	15/01/2021 09:15:51 AM	15/01/2021 10:57:54 AM	Active
080500	Rawatan Perubatan Pesara Awam Persekutuan	02/01/2019 11:22:11 AM	15/01/2021 09:13:10 AM	Inactive

Figure 3.14-1 Vote Activity Listing Page

**STEP 1**

Go to 'Maintenance' menu

**STEP 2**

Click on 'Inventory'

**STEP 3**

Click on 'Vote Activity'

**STEP 4**

To search for existing Vote Activity entry, you may search by criteria as follow:

- a) Activity Code
- b) Activity Description

**STEP 5**

Click on the  button after input criteria.

**STEP 6**

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.14-2

VOTE ACTIVITY			
Status	Active		
Activity Code	01100	Activity Description	Pembangunan Pasca Banjir
eP Vote Code	B4242	eP Vote Desc	KEMENTERIAN KESIHATAN
eP Program/Project Code	B42020199	eP Program/Project Description	PENGURUSAN PERUBATAN IBU PEJA

Sub Activity Code	Sub Activity Description	Status
99	Pembangunan Pasca Banjir	Active

Figure 3.14-2 Vote Activity

**Note**

Once click on vote activity records all the vote activity detail will be show as below:

- Status
- Activity Code
- Activity Description
- eP Vote Code
- eP Vote Desc
- eP Program/Project Code
- eP Prgoram/Project Description

**STEP 7**

Double click on the Sub Activity Code to view Vote Sub Activity information as shown in Figure 3.14-3

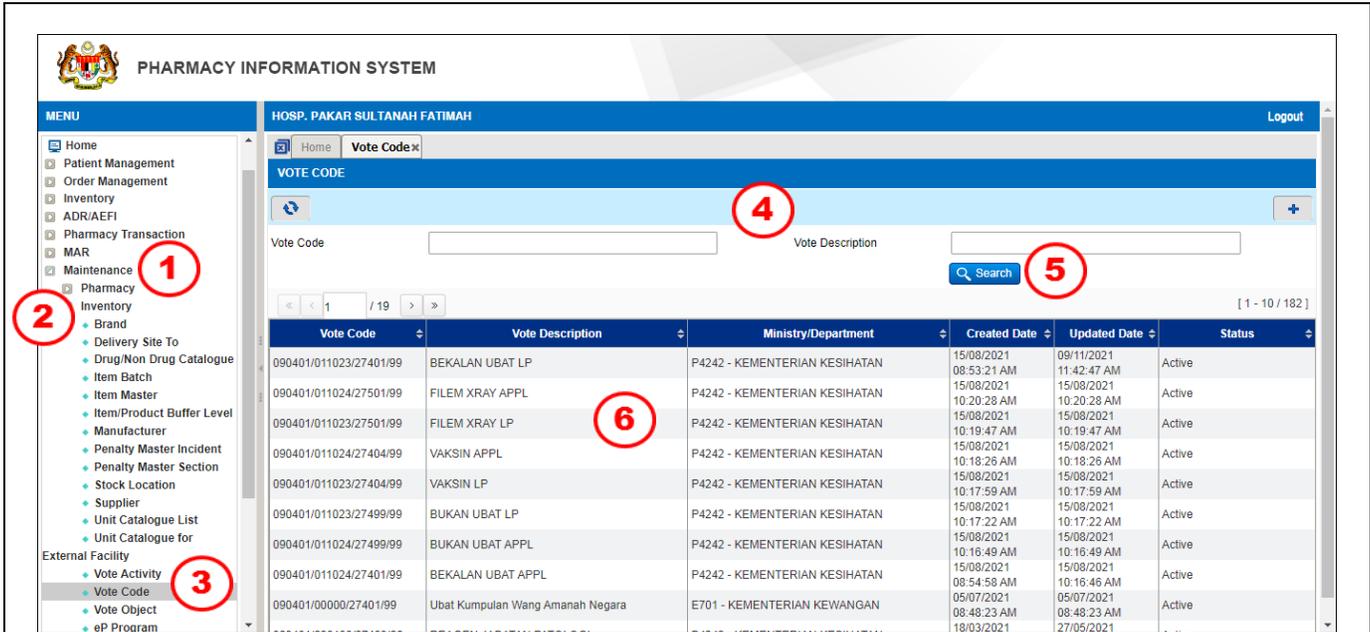
VOTE SUB ACTIVITY	
Sub Activity Code	99
Status	Active
Sub Activity Description	Pembangunan Pasca Banjir

Figure 3.14-2 Vote Sub Activity

### 3.15 Vote Code

#### 3.15.1 View/Edit Vote Code

To view and edit Vote Code record, perform the steps below:



**PHARMACY INFORMATION SYSTEM**

HOSP. PAKAR SULTANAH FATIMAH

Logout

Home Vote Code x

**VOTE CODE**

Vote Code  Vote Description

[ 1 - 10 / 182 ]

Vote Code	Vote Description	Ministry/Department	Created Date	Updated Date	Status
090401/011023/27401/99	BEKALAN UBAT LP	P4242 - KEMENTERIAN KESIHATAN	15/08/2021 08:53:21 AM	09/11/2021 11:42:47 AM	Active
090401/011024/27501/99	FILEM XRAY APPL	P4242 - KEMENTERIAN KESIHATAN	15/08/2021 10:20:28 AM	15/08/2021 10:20:28 AM	Active
090401/011023/27501/99	FILEM XRAY LP	P4242 - KEMENTERIAN KESIHATAN	15/08/2021 10:19:47 AM	15/08/2021 10:19:47 AM	Active
090401/011024/27404/99	VAKSIN APPL	P4242 - KEMENTERIAN KESIHATAN	15/08/2021 10:18:26 AM	15/08/2021 10:18:26 AM	Active
090401/011023/27404/99	VAKSIN LP	P4242 - KEMENTERIAN KESIHATAN	15/08/2021 10:17:59 AM	15/08/2021 10:17:59 AM	Active
090401/011023/27499/99	BUKAN UBAT LP	P4242 - KEMENTERIAN KESIHATAN	15/08/2021 10:17:22 AM	15/08/2021 10:17:22 AM	Active
090401/011024/27499/99	BUKAN UBAT APPL	P4242 - KEMENTERIAN KESIHATAN	15/08/2021 10:16:49 AM	15/08/2021 10:16:49 AM	Active
090401/011024/27401/99	BEKALAN UBAT APPL	P4242 - KEMENTERIAN KESIHATAN	15/08/2021 08:54:58 AM	15/08/2021 10:16:46 AM	Active
090401/00000/27401/99	Ubat Kumpulan Wang Amanah Negara	E701 - KEMENTERIAN KEWANGAN	05/07/2021 08:48:23 AM	05/07/2021 08:48:23 AM	Active
090401/00000/27401/99	BEKALAN UBAT APPL	P4242 - KEMENTERIAN KESIHATAN	18/03/2021	27/05/2021	Active

Figure 3.15.1-1 Vote Code Listing Page

#### STEP 1

Go to 'Maintenance' menu

#### STEP 2

Click on 'Inventory'

#### STEP 3

Click on 'Vote Code'

#### STEP 4

To search for existing Vote Activity entry, you may search by criteria as follow:

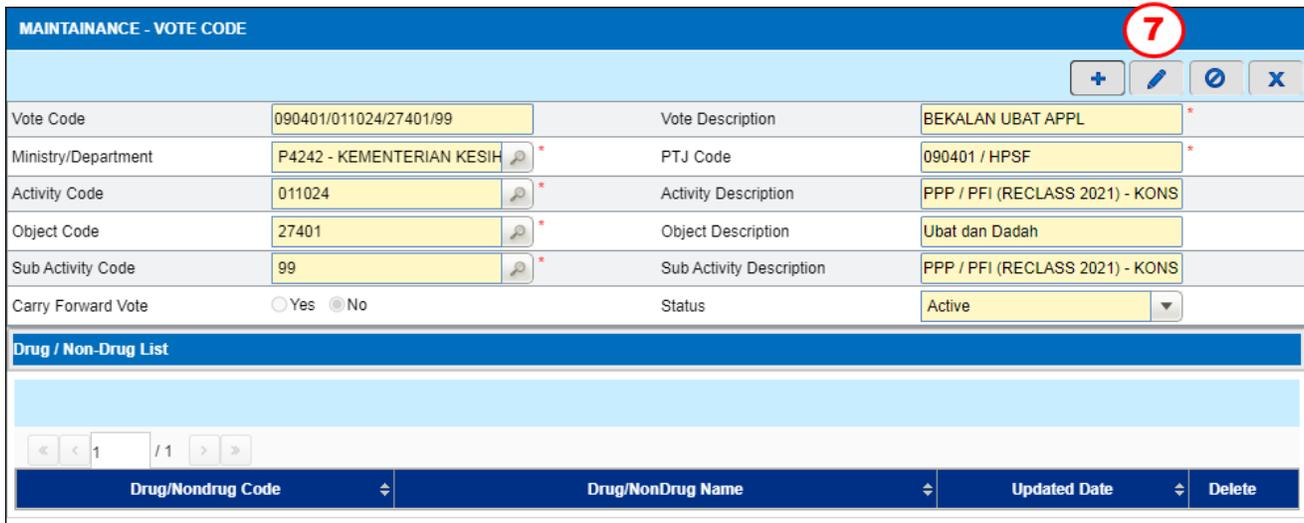
- Vote Code
- Vote Description

#### STEP 5

Click on the  button after input criteria.

#### STEP 6

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.15.1-2



**MAINTAINANCE - VOTE CODE** 7

Vote Code	090401/011024/27401/99	Vote Description	BEKALAN UBAT APPL *
Ministry/Department	P4242 - KEMENTERIAN KESIH *	PTJ Code	090401 / HPSF *
Activity Code	011024 *	Activity Description	PPP / PFI (RECLASS 2021) - KONS
Object Code	27401 *	Object Description	Ubat dan Dadah
Sub Activity Code	99 *	Sub Activity Description	PPP / PFI (RECLASS 2021) - KONS
Carry Forward Vote	<input type="radio"/> Yes <input checked="" type="radio"/> No	Status	Active

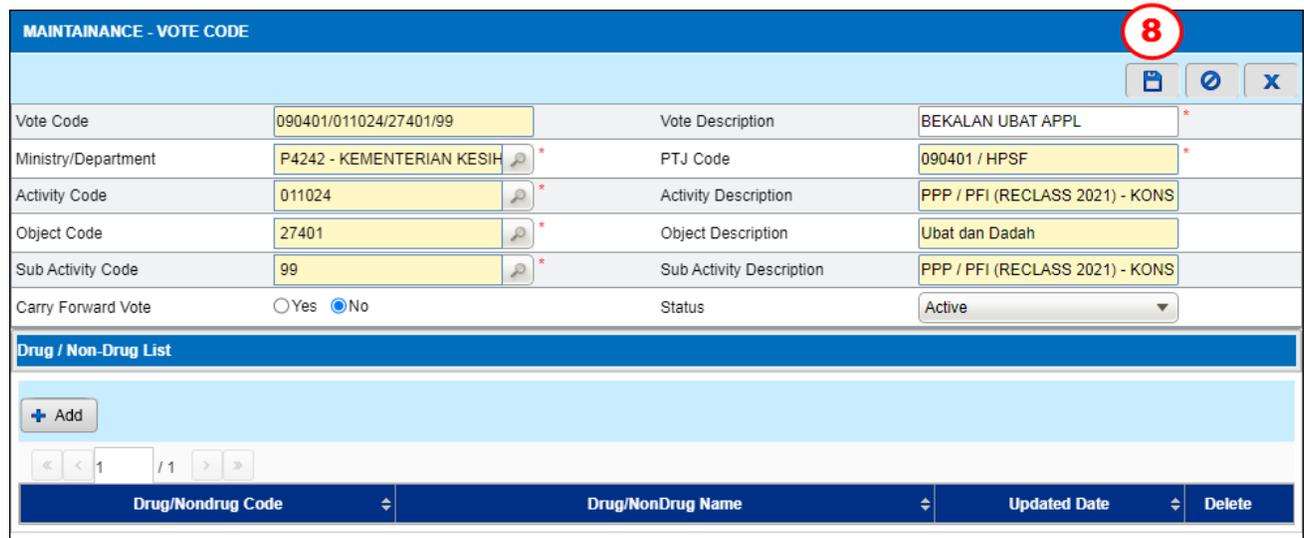
**Drug / Non-Drug List**

Drug/Nondrug Code	Drug/NonDrug Name	Updated Date	Delete
1 / 1			

Figure 3.15.1-2 Maintenance - Vote Code

**STEP 7**

Click on the  button to edit the record



**MAINTAINANCE - VOTE CODE** 8

Vote Code	090401/011024/27401/99	Vote Description	BEKALAN UBAT APPL *
Ministry/Department	P4242 - KEMENTERIAN KESIH *	PTJ Code	090401 / HPSF *
Activity Code	011024 *	Activity Description	PPP / PFI (RECLASS 2021) - KONS
Object Code	27401 *	Object Description	Ubat dan Dadah
Sub Activity Code	99 *	Sub Activity Description	PPP / PFI (RECLASS 2021) - KONS
Carry Forward Vote	<input type="radio"/> Yes <input checked="" type="radio"/> No	Status	Active

**Drug / Non-Drug List**

Drug/Nondrug Code	Drug/NonDrug Name	Updated Date	Delete
1 / 1			

Figure 3.15.1-3 Maintenance - Vote Code

**Note**

- In vote code user able to edit the detail of:
  - Vote Description
  - Carry Forward Vote
  - Status
- User able to add drug/non drug list by click on  button and searching record will be shown in Figure 3.15.1-4

Search Drug/Non-Drug Name	
Drug/Non-Drug Name	<input type="text"/>
Drug/Non-Drug Code	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Refresh"/>	
<< < 1 / 144 > >> [ 1 - 10 / 1439 ]	
Drug/Non-Drug Name	Drug/Non-Drug Code
Abacavir 300mg Tab	KPK00038
Abacavir Sulphate 600mg + Lamivudine 300mg Tablet	J05AR02964T1001XX
Abemaciclib 150mg Tablet	KPK00413
Abiraterone 250mg Tablet	L02BX03000T1001
Acarbose 50 mg Tablet	A10BF01000T1001XX
Acetazolamide 250 mg Tablet	S01EC01000T1001XX
Acetazolamide 500mg Inj	S01EC01000P4001XX
Acetic Acid 0.5% in Alcohol	GLN0200070
Acetic Acid 0.5% in Aqueous	GLN0200068
Acetic Acid 1% in Alcohol	GLN0200069

Figure 3.15.1-4 Drug/Non Drug Records

**STEP 8**

Click on the  button to save the record

### 3.15.2 Create New Vote Code

To create new Vote Code record, perform the steps below:

PHARMACY INFORMATION SYSTEM

HOSP. PAKAR SULTANAH FATIMAH

Home Vote Code

VOTE CODE

Vote Code: [ ] Vote Description: [ ] Search [ ]

Vote Code	Vote Description	Ministry/Department	Created Date	Updated Date	Status
090401/011023/27401/99	BEKALAN UBAT LP	P4242 - KEMENTERIAN KESIHATAN	15/08/2021 08:53:21 AM	09/11/2021 11:42:47 AM	Active
090401/011024/27501/99	FILEM XRAY APPL	P4242 - KEMENTERIAN KESIHATAN	15/08/2021 10:20:28 AM	15/08/2021 10:20:28 AM	Active
090401/011023/27501/99	FILEM XRAY LP	P4242 - KEMENTERIAN KESIHATAN	15/08/2021 10:19:47 AM	15/08/2021 10:19:47 AM	Active
090401/011024/27404/99	VAKSIN APPL	P4242 - KEMENTERIAN KESIHATAN	15/08/2021 10:18:26 AM	15/08/2021 10:18:26 AM	Active
090401/011023/27404/99	VAKSIN LP	P4242 - KEMENTERIAN KESIHATAN	15/08/2021 10:17:59 AM	15/08/2021 10:17:59 AM	Active
090401/011023/27499/99	BUKAN UBAT LP	P4242 - KEMENTERIAN KESIHATAN	15/08/2021 10:17:22 AM	15/08/2021 10:17:22 AM	Active
090401/011024/27404/99	BUKAN UBAT APPL	P4242 - KEMENTERIAN KESIHATAN	15/08/2021 10:16:49 AM	15/08/2021 10:16:49 AM	Active
090401/011024/27401/99	BEKALAN UBAT APPL	P4242 - KEMENTERIAN KESIHATAN	15/08/2021 08:54:58 AM	15/08/2021 10:16:46 AM	Active
090401/00000/27401/99	Ubat Kumpulan Wang Amanah Negara	E701 - KEMENTERIAN KEWANGAN	05/07/2021 08:48:23 AM	05/07/2021 08:48:23 AM	Active
090401/00000/27401/99	BEKALAN UBAT APPL	P4242 - KEMENTERIAN KESIHATAN	18/03/2021	27/05/2021	Active

Figure 3.15.2-1 Vote Code Listing Page

**STEP 1**

Click on the button and the Maintenance-Vote Code screen will be displayed as Figure 3.15.2-2

MAINTAINANCE - VOTE CODE

Vote Code: [ ] Vote Description: [ ] \*

Ministry/Department: [ ] PTJ Code: 090401 / HPSF \*

Activity Code: [ ] Activity Description: [ ]

Object Code: [ ] Object Description: [ ]

Sub Activity Code: [ ] Sub Activity Description: [ ]

Carry Forward Vote:  Yes  No Status: Active

Drug / Non-Drug List

Drug/NonDrug Code	Drug/NonDrug Name	Updated Date	Delete
1	1		

Figure 3.15.2-2 Maintenance - Vote Code

**Note**

Key in the details:

- a) Vote Description
- b) Ministry/Department
- c) Activity Code
- d) Object Code
- e) Sub Activity Code
- f) Carry Forward Vote

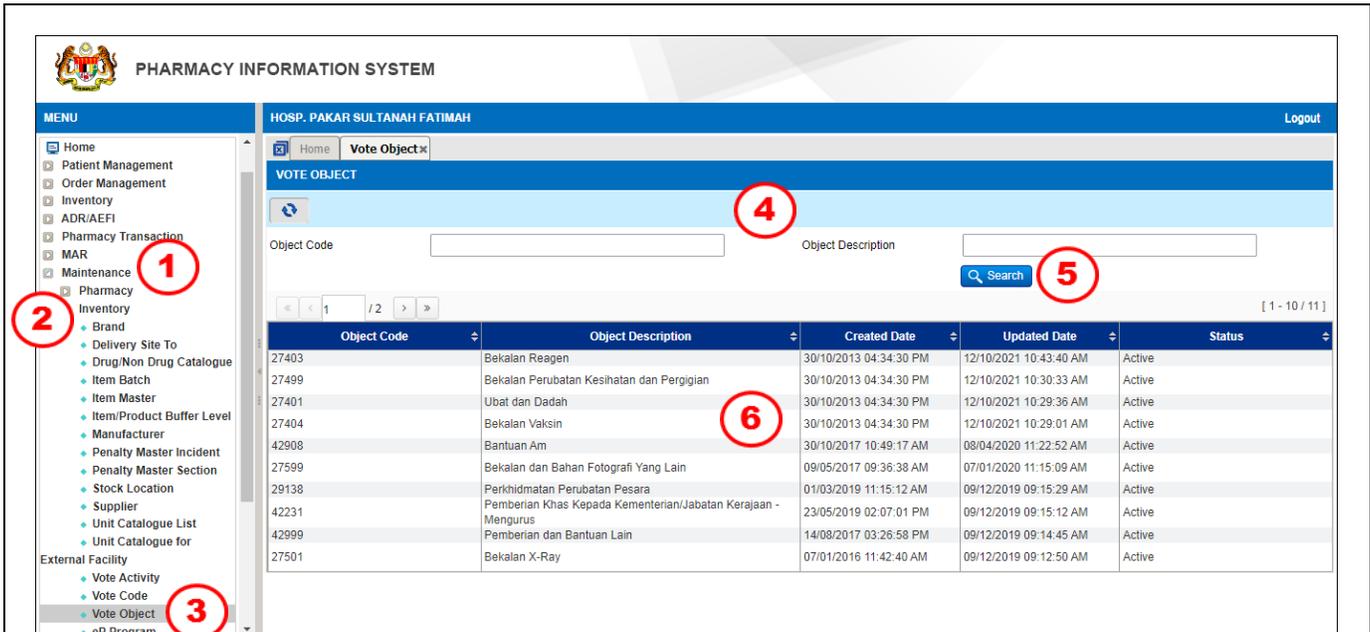
- Carry forward Vote flag has been added. Default will be 'No' at the flag
- Once user changes the flag to 'Yes' balance amount, liability amount and pending amount will be carried to next year after YEP has been run.
- Once YEP has been run successfully, vote code which has carry forward flag 'Yes' will be allowed to be used in the new financial year
- At the YEP screen, a list of vote codes that have 'Carry Forward Vote' flag as 'Yes' will be displayed before user proceed to run YEP for the facility.(this list will display vote code for user to view only)
- After YEP has been run, carry forward vote flag will be defaulted to 'No'
- Search Vote code which has been carry forward at budget movement screen.

## STEP 2

Click on the  button to save the transaction.

### 3.16 Vote Object

To view Vote Object record, perform the steps below:



PHARMACY INFORMATION SYSTEM

HOSP. PAKAR SULTANAH FATIMAH

Logout

MENU

- Home
- Patient Management
- Order Management
- Inventory
- ADRIA/EFI
- Pharmacy Transaction
- MAR
- Maintenance **1**
- Pharmacy
- Inventory **2**
  - Brand
  - Delivery Site To
  - Drug/Non Drug Catalogue
  - Item Batch
  - Item Master
  - Item/Product Buffer Level
  - Manufacturer
  - Penalty Master Incident
  - Penalty Master Section
  - Stock Location
  - Supplier
  - Unit Catalogue List
  - Unit Catalogue for
- External Facility
  - Vote Activity
  - Vote Code
  - Vote Object **3**
  - eP Program

Home Vote Objectx

VOTE OBJECT

Object Code  Object Description

**5**

[ 1 - 10 / 11 ]

Object Code	Object Description	Created Date	Updated Date	Status
27403	Bekalan Reagen	30/10/2013 04:34:30 PM	12/10/2021 10:43:40 AM	Active
27499	Bekalan Perubatan Kesihatan dan Pergigian	30/10/2013 04:34:30 PM	12/10/2021 10:30:33 AM	Active
27401	Ubat dan Dadah	30/10/2013 04:34:30 PM	12/10/2021 10:29:36 AM	Active
27404	Bekalan Vaksin	30/10/2013 04:34:30 PM	12/10/2021 10:29:01 AM	Active
42908	Bantuan Am	30/10/2017 10:49:17 AM	08/04/2020 11:22:52 AM	Active
27599	Bekalan dan Bahan Fotografi Yang Lain	09/05/2017 09:36:38 AM	07/01/2020 11:15:09 AM	Active
29138	Perkhidmatan Perubatan Pesara	01/03/2019 11:15:12 AM	09/12/2019 09:15:29 AM	Active
42231	Pemberian Khas Kepada Kementerian/Jabatan Kerajaan - Mengurus	23/05/2019 02:07:01 PM	09/12/2019 09:15:12 AM	Active
42999	Pemberian dan Bantuan Lain	14/08/2017 03:26:58 PM	09/12/2019 09:14:45 AM	Active
27501	Bekalan X-Ray	07/01/2016 11:42:40 AM	09/12/2019 09:12:50 AM	Active

Figure 3.16-1 Vote Object Listing Page

#### STEP 1

Go to 'Maintenance' menu

#### STEP 2

Click on 'Inventory'

#### STEP 3

Click on 'Vote Object'

#### STEP 4

To search for existing Vote Object record, you may search by criteria as follow:

- Object Code
- Object Description

#### STEP 5

Click on the  button after input criteria.

#### STEP 6

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.16-2

VOTE OBJECT	
Object Code	27401 *
Status	Active
Object Description	Ubat dan Dadah *
Item Group	DRUG *
Use by Others	<input checked="" type="radio"/> Yes <input type="radio"/> No
eP GL Account	B0227401

Figure 3.16-2 Vote Object

**Note**

eP GL Account list for the vote object will be set at IWP

**STEP 7**

Click on the  button to edit the record

VOTE OBJECT	
Object Code	27401 *
Status	Active
Object Description	Ubat dan Dadah *
Item Group	DRUG *
Use by Others	<input checked="" type="radio"/> Yes <input type="radio"/> No
eP GL Account	B0227401  <b>8</b>

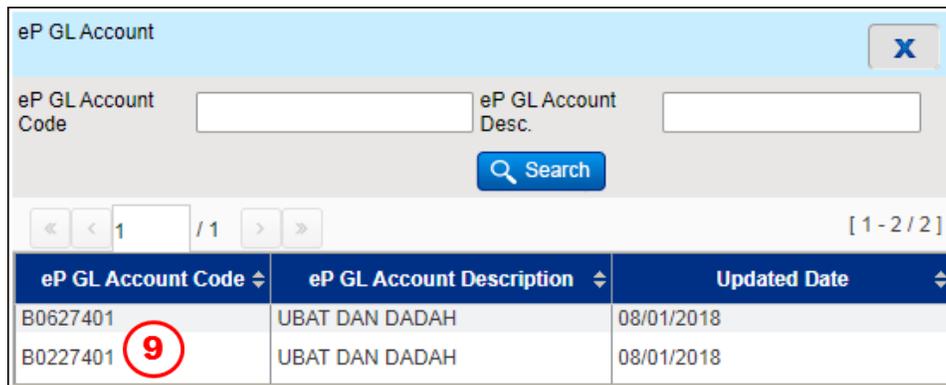
Figure 3.16-3 Vote Object

**STEP 8**

Click on  button to change eP GL Account

**Note**

List of eP GL Account will be shown in Figure 3.16-4



eP GL Account Code	eP GL Account Description	Updated Date
B0627401	UBAT DAN DADAH	08/01/2018
B0227401	UBAT DAN DADAH	08/01/2018

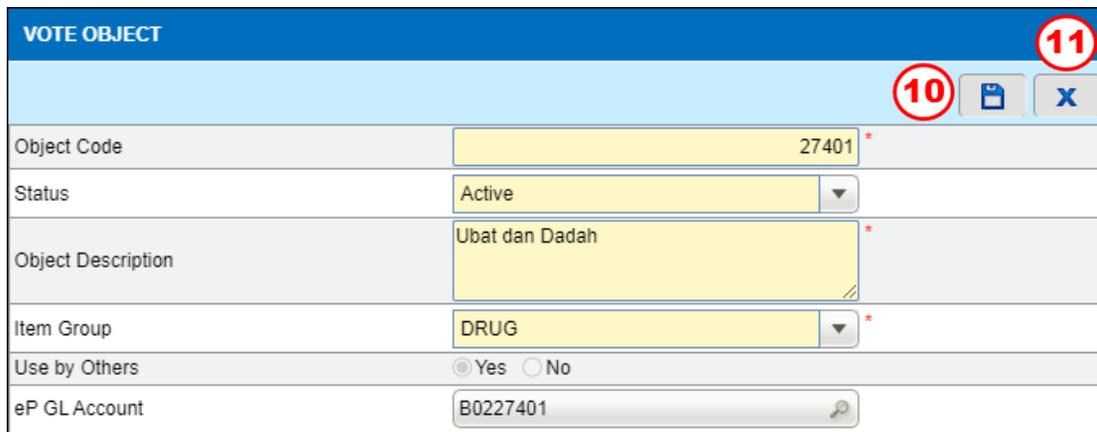
Figure 3.16-4 eP GL Account

**STEP 9**

Select eP GL Account

**Note**

Only one eP GL Account will be allowed to be set as default at the facility.



VOTE OBJECT	
Object Code	27401 *
Status	Active
Object Description	Ubat dan Dadah *
Item Group	DRUG *
Use by Others	<input checked="" type="radio"/> Yes <input type="radio"/> No
eP GL Account	B0227401

Figure 3.16-5 Vote Object

**STEP 10**

Click on  button to save the record

**STEP 11**

Click on the  button to return to the Vote Object Listing Page

### 3.17 eP Program

To view and edit eP Program record, perform the steps below:

**PHARMACY INFORMATION SYSTEM**

HOSP. PAKAR SULTANAH FATIMAH Logout

Home eP Program x

**EP PROGRAM**

Program Code  Program Group  Search

[ 1 - 10 / 371 ]

Program Code	Program Group	Program Description	Status	Updated Date	HQ Allow	Facility Allow
B42080400	B42	RAWATAN PERUBATAN PESARA AWAM PERSEKUTUAN	Active	15/01/2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B42080499	B42	RAWATAN PERUBATAN PESARA AWAM PERSEKUTUAN	Active	15/01/2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B42080800	B42	PENGOPERASIAN FASILITI BARU	Active	15/01/2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B42080899	B42	PENGOPERASIAN FASILITI BARU	Active	15/01/2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B42990199	B42	KONSESI PENSWASTAAN MAKMAL UBAT DAN STOR	Active	13/01/2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B42990100	B42	KONSESI PENSWASTAAN MAKMAL UBAT DAN STOR	Active	06/01/2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B42080500	B42	PERKHIDMATAN SOKONGAN HOSPITAL	Active	01/01/2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B42080599	B42	PERKHIDMATAN SOKONGAN HOSPITAL	Active	01/01/2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B42080700	B42	BEKALAN PERUBATAN FASILITI KESIHATAN	Active	01/01/2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B42080799	B42	BEKALAN PERUBATAN FASILITI KESIHATAN	Active	01/01/2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 3.17-1 eP Program

**STEP 1**

Go to 'Maintenance' menu

**STEP 2**

Click on 'Inventory'

**STEP 3**

Click on 'eP Program'

**STEP 4**

To search for existing eP Program record, you may search by criteria as follow:

- a) Program Code
- b) Program Group

**STEP 5**

Click on the button after input criteria.

**STEP 6**

Select Facility Allow  checkbox

**Note**

User is allowed to select multiple record

**STEP 7**

Click on the button to save the record

### 3.18 Ministry/Department

To view and edit Ministry/Department record, perform the steps below:

**PHARMACY INFORMATION SYSTEM**

HOSP. PAKAR SULTANAH FATIMAH Logout

Home Ministry/Department

**MINISTRY/DEPARTMENT**

Ministry / Dept Code  Ministry / Dept Group  Search

[ 1 - 10 / 10 ]

Ministry / Dept Code	Ministry/Dept Group	Ministry/Dept Description	Status	Updated Date	eP Allow
S4242	S42	KEMENTERIAN KESIHATAN	Active	28/06/2022	<input type="checkbox"/>
T4242	T42	KEMENTERIAN KESIHATAN	Active	28/06/2022	<input type="checkbox"/>
B4242	B42	KEMENTERIAN KESIHATAN	Inactive	21/10/2021	<input type="checkbox"/>
P4242	P42	KEMENTERIAN KESIHATAN	Inactive	21/10/2021	<input type="checkbox"/>
B1111	B11	KEMENTERIAN KEWANGAN	Active	21/09/2021	<input type="checkbox"/>
P4242	P42	KEMENTERIAN KESIHATAN	Active	17/08/2021	<input checked="" type="checkbox"/>
S4242	S42	KEMENTERIAN KESIHATAN	Active	03/08/2021	<input type="checkbox"/>
E701	B7	KEMENTERIAN KEWANGAN	Active	05/07/2021	<input type="checkbox"/>
P9942	P99	KEMENTERIAN KEWANGAN	Active	05/07/2021	<input type="checkbox"/>
B4242	B42	KEMENTERIAN KESIHATAN	Active	08/01/2018	<input checked="" type="checkbox"/>

Figure 3.18-1 eP Vote Listing Page

**STEP 1**

Go to 'Maintenance' menu

**STEP 2**

Click on 'Inventory'

**STEP 3**

Click on 'Ministry/Department'

**STEP 4**

To search for existing record, you may search by criteria as follow:

- a) Minister/Dept Code
- b) Minister/Dept Group

**STEP 5**

Click on the button after input criteria.

**STEP 6**

Select Facility Allow  checkbox

**Note**

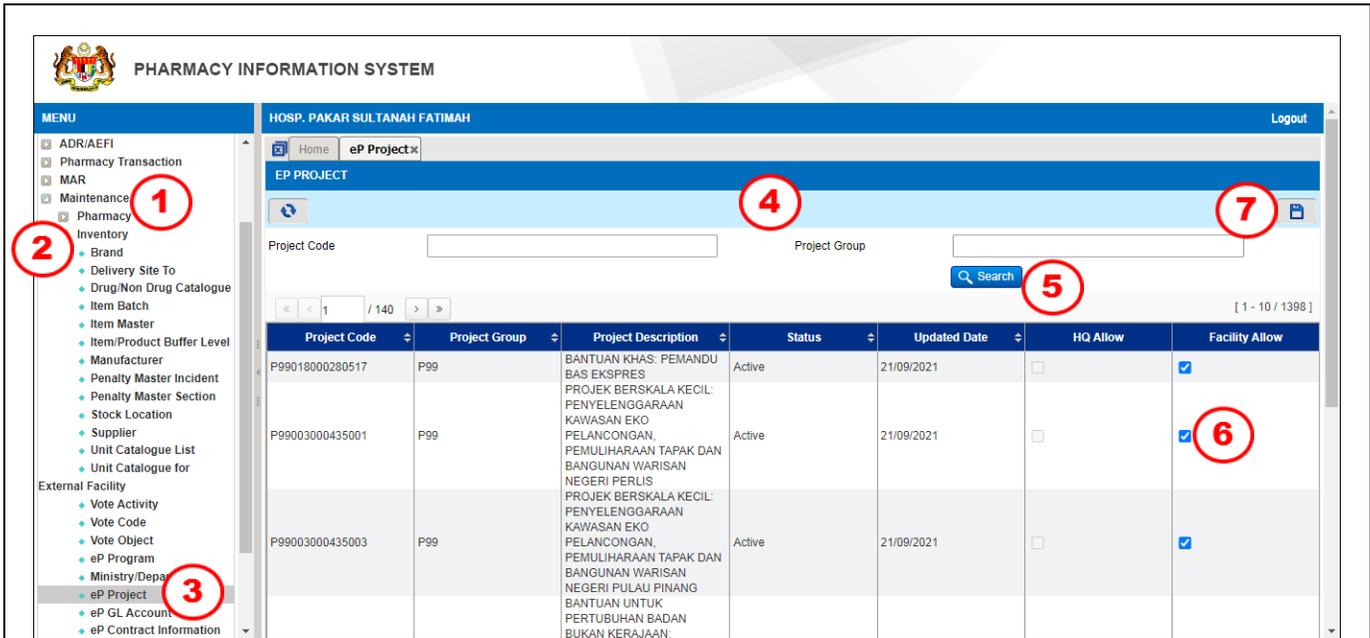
User is allowed to select multiple record

**STEP 7**

Click on the button to save the record

### 3.19 eP Project

To view and edit eP Project record, perform the steps below:



**PHARMACY INFORMATION SYSTEM**

HOSP. PAKAR SULTANAH FATIMAH Logout

Home | eP Project

**EP PROJECT**

Project Code:  Project Group:  Search

[ 1 - 10 / 1398 ]

Project Code	Project Group	Project Description	Status	Updated Date	HQ Allow	Facility Allow
P99018000280517	P99	BANTUAN KHAS: PEMANDU BAS EKSPRES	Active	21/09/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P99003000435001	P99	PROJEK BERSKALA KECIL: PENYELENGGARAAN KAWASAN EKO PELANCONGAN, PEMULIHARAAN TAPAK DAN BANGUNAN WARISAN NEGERI PERLIS	Active	21/09/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P99003000435003	P99	PROJEK BERSKALA KECIL: PENYELENGGARAAN KAWASAN EKO PELANCONGAN, PEMULIHARAAN TAPAK DAN BANGUNAN WARISAN NEGERI PULAU PINANG BANTUAN UNTUK PERTUBUHAN BADAN BUKAN KERAJAAN	Active	21/09/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 3.19-1 eP Project Listing Page

#### STEP 1

Go to 'Maintenance' menu

#### STEP 2

Click on 'Inventory'

#### STEP 3

Click on 'eP Project'

#### STEP 4

To search for existing eP Project record, you may search by criteria as follow:

- a) Project Code
- b) Project Group

#### STEP 5

Click on the  button after input criteria.

#### STEP 6

Select Facility Allow  checkbox

#### Note

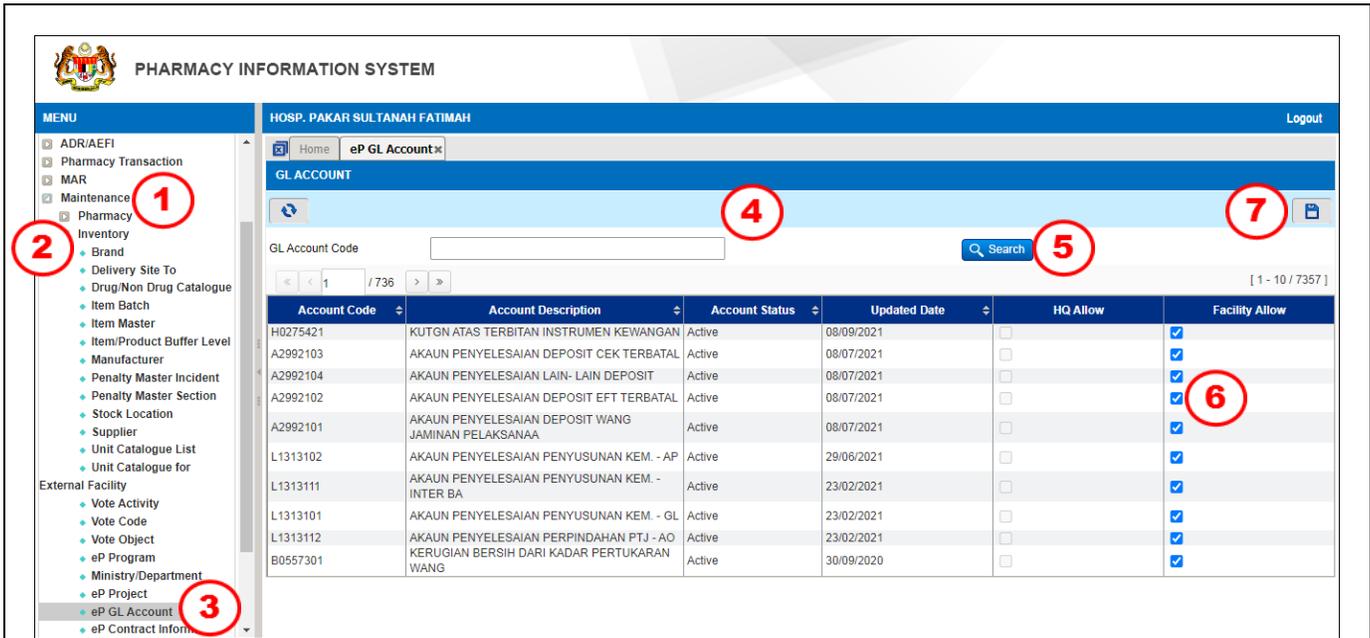
User is allowed to select multiple record

#### STEP 7

Click on the  button to save the record

### 3.20 eP GL Account

To view and edit eP GL Account record, perform the steps below:



**PHARMACY INFORMATION SYSTEM**

HOSP. PAKAR SULTANAH FATIMAH Logout

Home eP GL Account

**GL ACCOUNT**

GL Account Code  Search

<< 1 / 736 >> [ 1 - 10 / 7357 ]

Account Code	Account Description	Account Status	Updated Date	HQ Allow	Facility Allow
H0275421	KUTGN ATAS TERBITAN INSTRUMEN KEWANGAN	Active	08/09/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A2992103	AKAUN PENYELESAIAN DEPOSIT CEK TERBATAL	Active	08/07/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A2992104	AKAUN PENYELESAIAN LAIN- LAIN DEPOSIT	Active	08/07/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A2992102	AKAUN PENYELESAIAN DEPOSIT EFT TERBATAL	Active	08/07/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A2992101	AKAUN PENYELESAIAN DEPOSIT WANG JAMINAN PELAKSANAA	Active	08/07/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L1313102	AKAUN PENYELESAIAN PENYUSUNAN KEM. - AP	Active	29/06/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L1313111	AKAUN PENYELESAIAN PENYUSUNAN KEM. - INTER BA	Active	23/02/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L1313101	AKAUN PENYELESAIAN PENYUSUNAN KEM. - GL	Active	23/02/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L1313112	AKAUN PENYELESAIAN PERPINDAHAN PTJ - AO	Active	23/02/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B0557301	KERUGIAN BERSIH DARI KADAR PERTUKARAN WANG	Active	30/09/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 3.20-1 eP GL Account Listing Page

**STEP 1**

Go to 'Maintenance' menu

**STEP 2**

Click on 'Inventory'

**STEP 3**

Click on 'eP GL Account'

**STEP 4**

To search for existing eP GL Account record, you may search by GL Account Code

**STEP 5**

Click on the  button after input criteria.

**STEP 6**

Select Facility Allow  checkbox

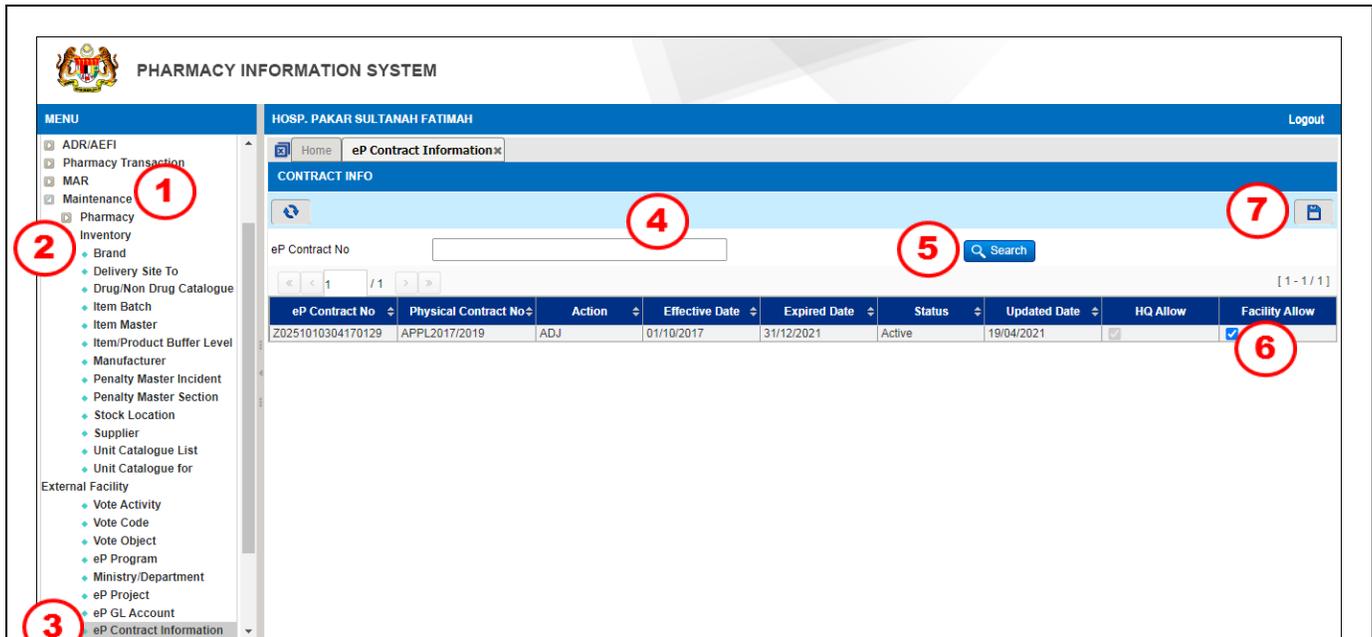
**Note**

User is allowed to select multiple record

**STEP 7**

Click on the  button to save the record

### 3.21 eP Contract Information



PHARMACY INFORMATION SYSTEM

HOSP. PAKAR SULTANAH FATIMAH Logout

Home eP Contract Information x

CONTRACT INFO

eP Contract No [input field] [Search]

[1-1/1]

eP Contract No	Physical Contract No	Action	Effective Date	Expired Date	Status	Updated Date	HQ Allow	Facility Allow
Z0251010304170129	APPL2017/2019	ADJ	01/10/2017	31/12/2021	Active	19/04/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 3.21-1 eP Contract Information

#### STEP 1

Go to 'Maintenance' menu

#### STEP 2

Click on 'Inventory'

#### STEP 3

Click on 'eP Contract Information'

#### STEP 4

To search for existing eP Contract Information, you may search by eP Contract No

#### STEP 5

Click on the  button after input criteria.

#### STEP 6

Select Facility Allow  checkbox

#### Note

*If there is more than 1 record, user allowed to select multiple record*

#### STEP 7

Click on the  button to save the record

## 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