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

User Manual
Maintenance-Inventory

Version	**: 13th Edition**
Document ID	**: U.MANUAL_MASTER_SETUP_INVENTORY**

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Reference ID : U.MANUAL_MASTER_SETUP_INVENTORY-13th E

Application reference: PhIS & CPS v2.6.1

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1.0 Introduction

1.1 Overview of PhIS

Pharmacy Information System or better known as PhIS is a complete and comprehensive system that integrates pharmacy related services that geared toward pharmacy excellence. This implementation would transform most of the current manual process to electronic system would benefit facility end user in the health care sector.

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

1. Order Management
2. Inpatient Pharmacy
3. Outpatient Pharmacy
4. Medication Counselling
5. Ward Pharmacy
6. Pharmacy Inventory
7. Manufacturing of Cytotoxic Drug Reconstitution (CDR), Parenteral Nutrition (PN), lV 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	Login to PhIS	Logout	Logout from PhIS
	Reset Login Screen		Expand Menu
Home	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	Add Item to the list
Export to Excel	Export and Open Report in Excel Format		Automatically Display/Retrieve Box
Request	Request for Approval	Cancel Request	Cancel the Request
Send for Approval	Send for Approval	Approve	Approve Transaction
Change Password	Change Login Password		Collapse Menu
	Collapse Module	Search	Search Record
	Print		Search Icon
	Checkbox		Delete Record
Delete	Delete Item from the list		Empty Text Box
	Dropdown Box	Reject	Reject Transaction

Module Legend			
KEW.PS-10	View/Print KEW.PS-10	Good Receive Note	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

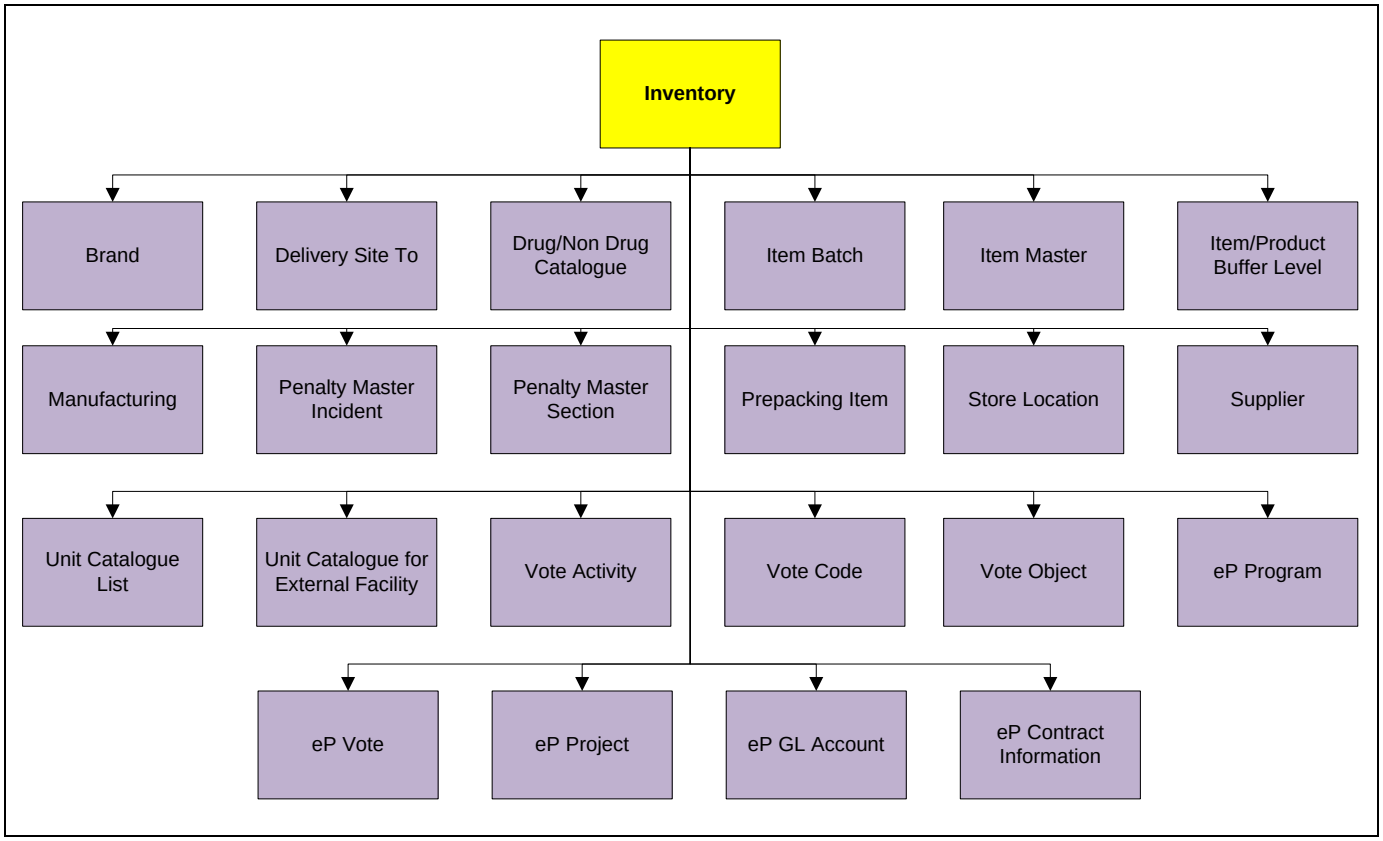


Figure 3.0-1

3.1 Brand

To view existing Brand record, perform the step below:

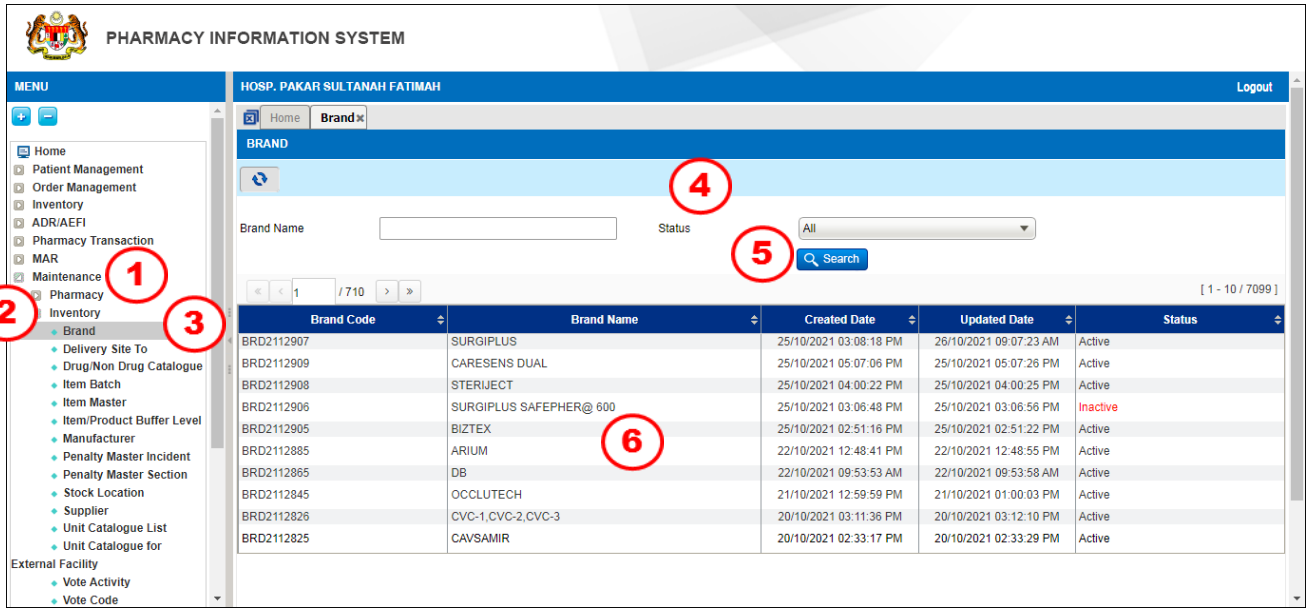


Figure 3.1-1 Brand Listing List

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:

a) Brand Name
b) 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

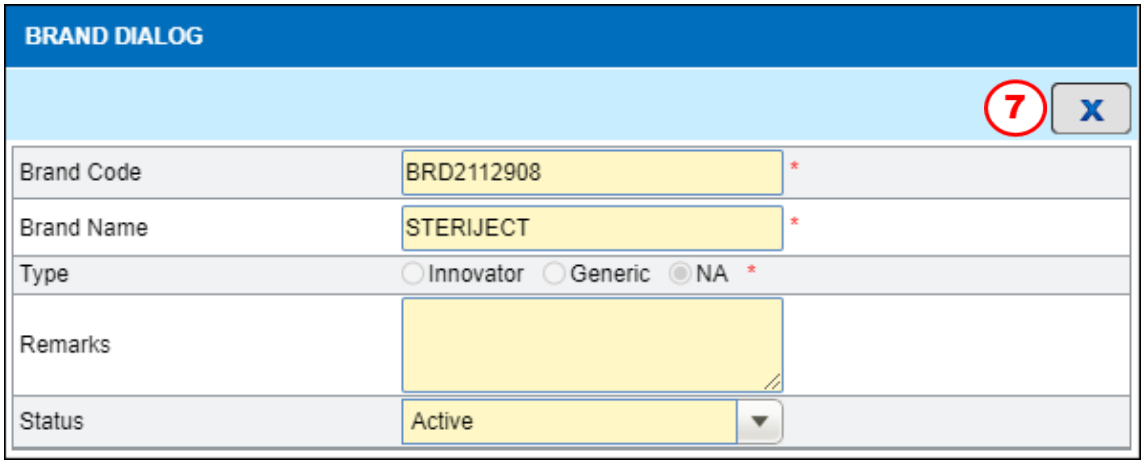


Figure 3.1-2 Brand Dialog

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:

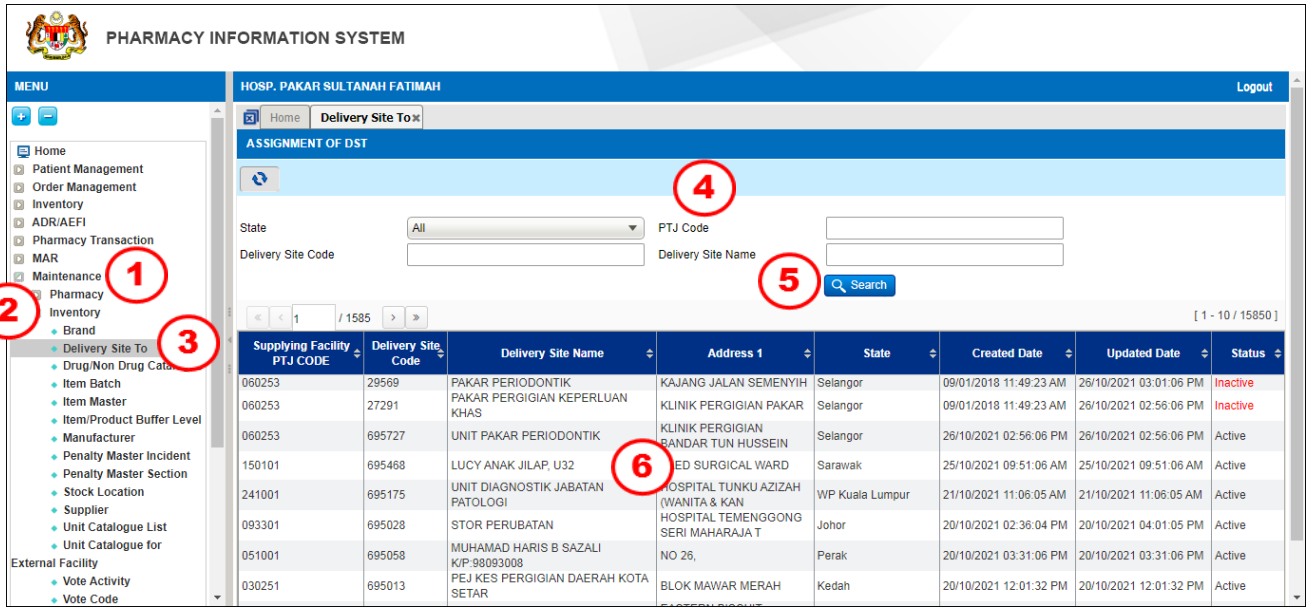


Figure 3.2-1 Delivery Site To Listing Page

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 Search 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

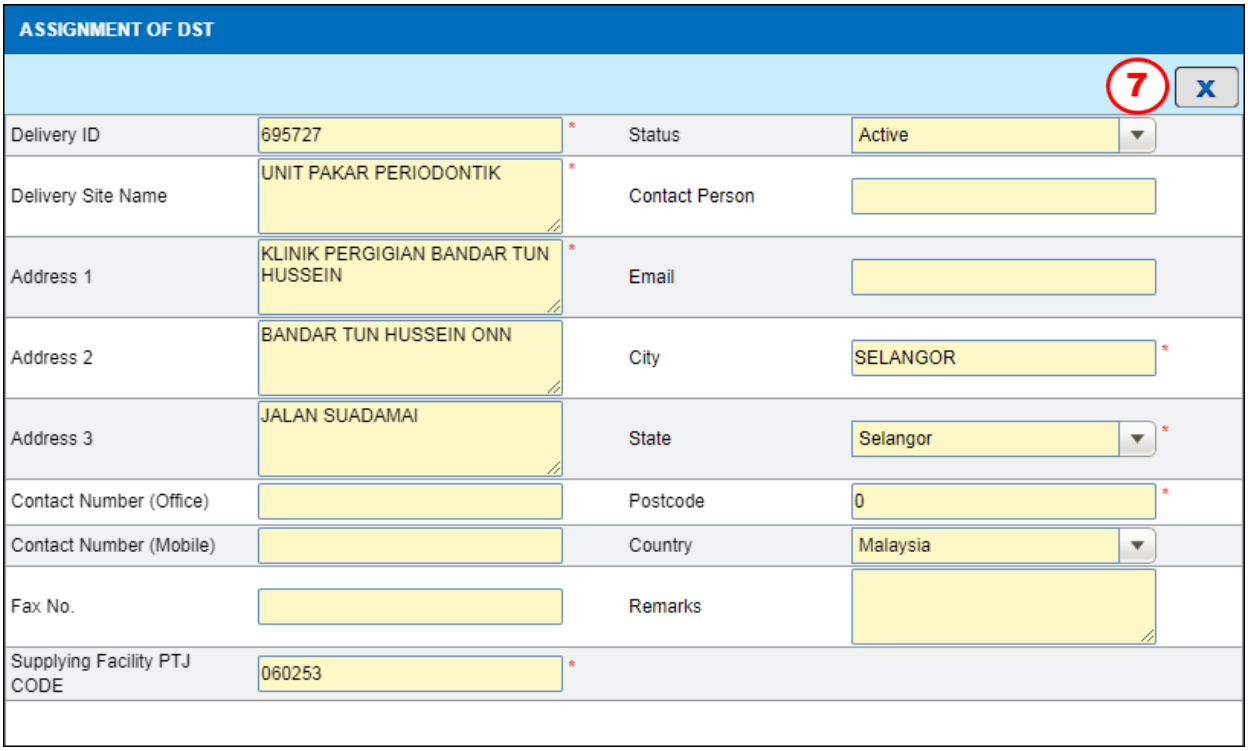


Figure 3.2-2 View Delivery Site To

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:

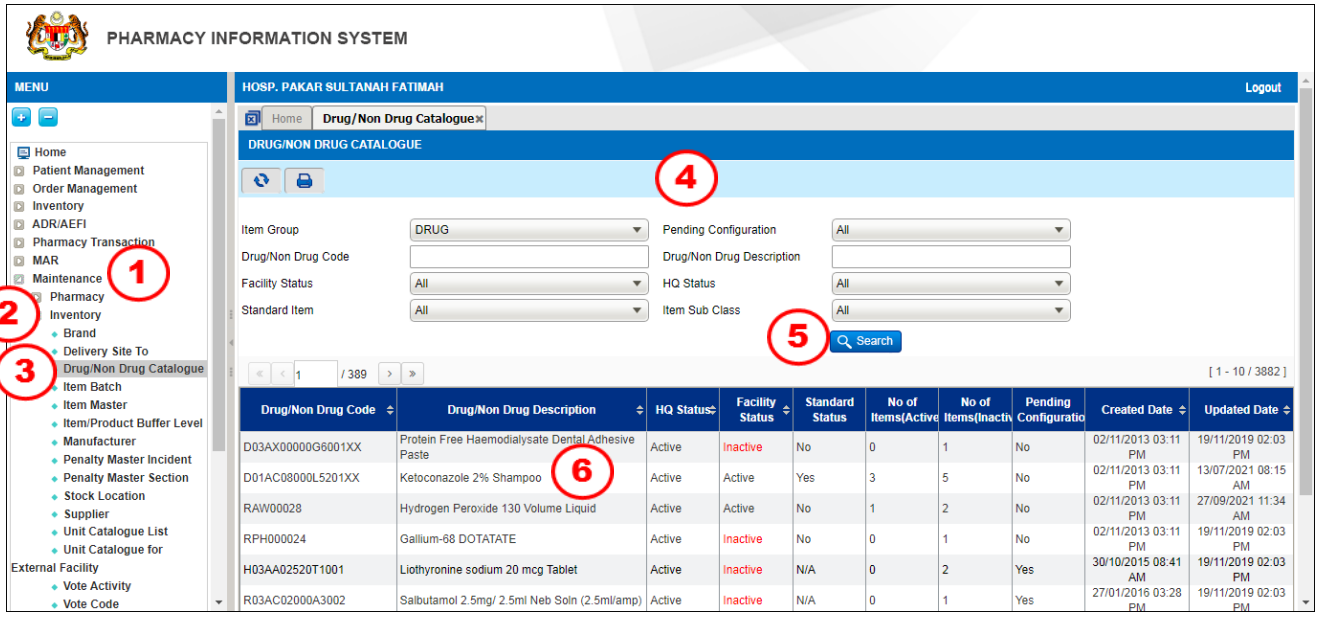


Figure 3.3-1 Drug/Non Drug Catalogue Listing Page

STEP 1
Go to 'Maintenance' menu

STEP 2
Click on 'Inventory'

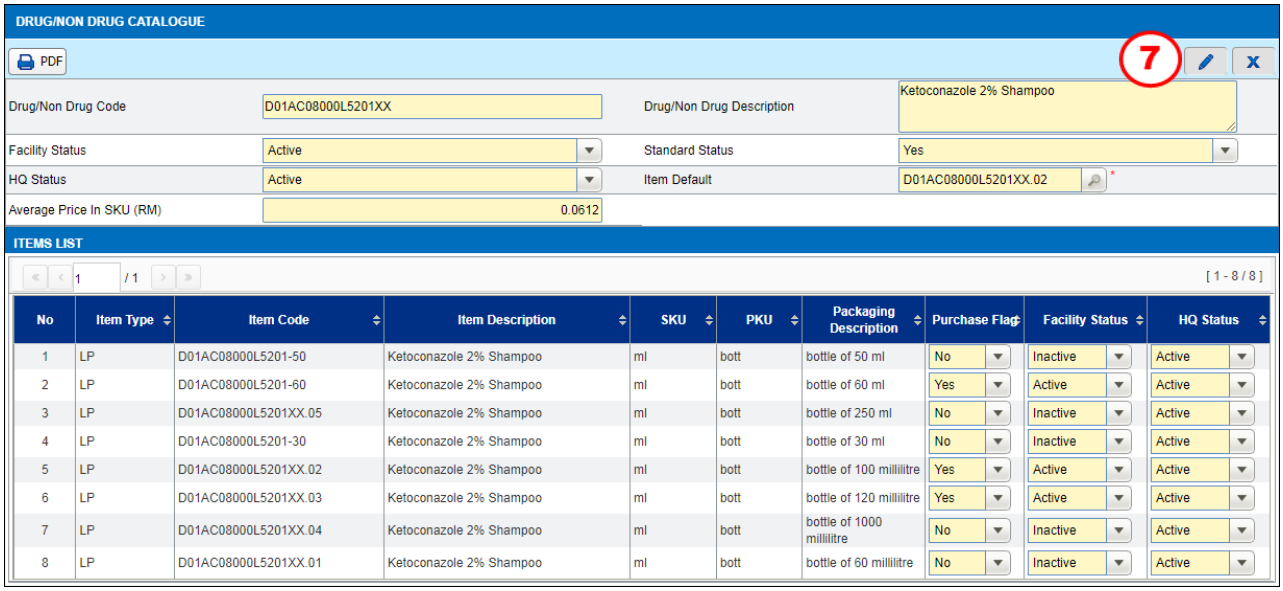
STEP 3
Click on 'Drug/ Non Drug Catalogue

STEP 4
To search for existing record(s), user may search by criteria as follows;

a) Item Group
b) Drug/Non Drug Code
c) Facility Status
d) Standard Item
e) Pending Configuration
f) Drug/Non Drug Description
g) HQ Status
h) Item Sub Class

STEP 5
Click on the Search 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

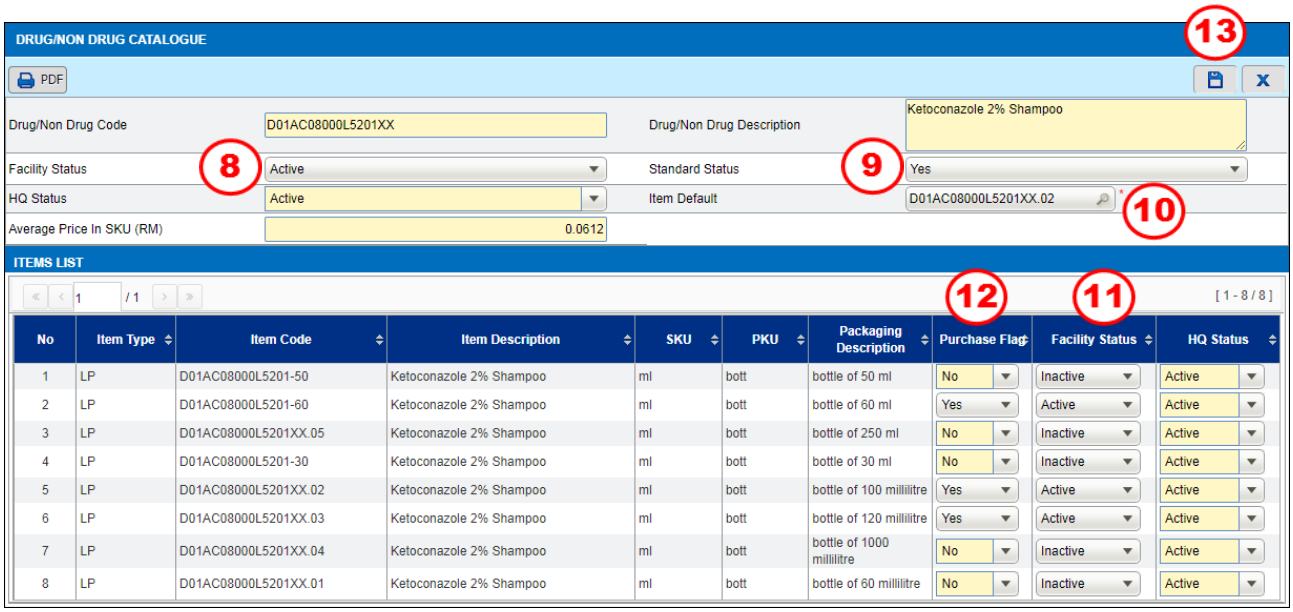


No	Item Type	Item Code	Item Description	SKU	PKU	Packaging Description	Purchase Flag	Facility Status	HQ Status
1	LP	D01AC08000L5201-50	Ketoconazole 2% Shampoo	ml	bott	bottle of 50 ml	No	Inactive	Active
2	LP	D01AC08000L5201-60	Ketoconazole 2% Shampoo	ml	bott	bottle of 60 ml	Yes	Active	Active
3	LP	D01AC08000L5201XX.05	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



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*

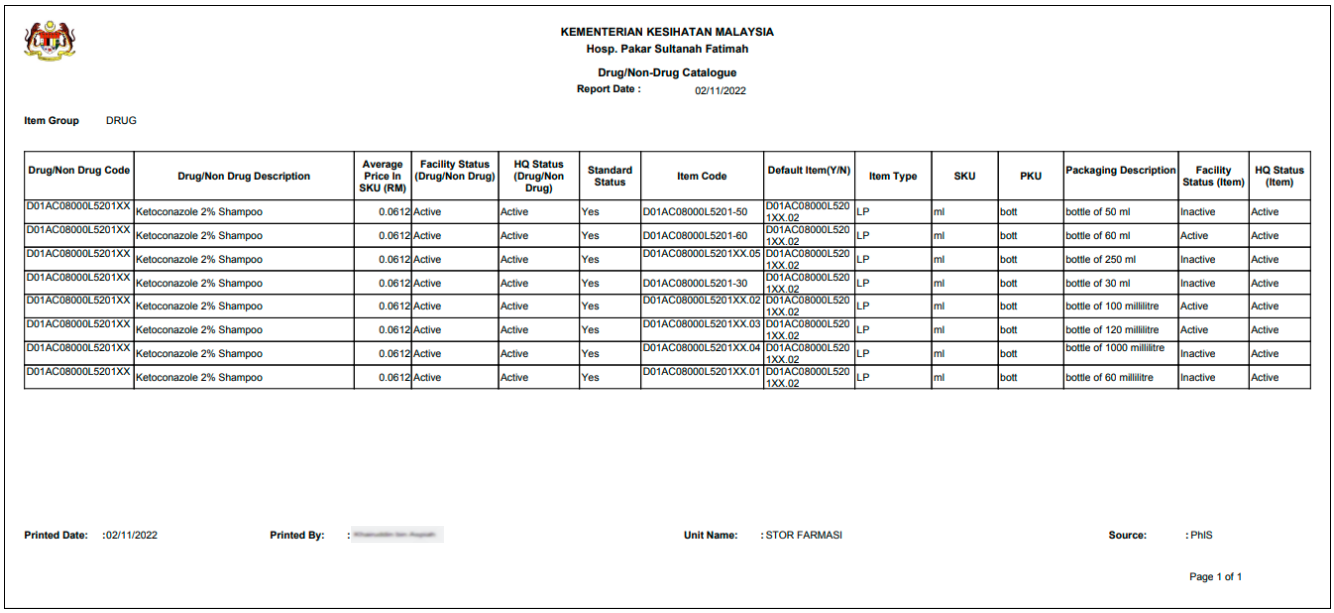
STEP 13

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



KEMENTERIAN KESIHATAN MALAYSIA
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:

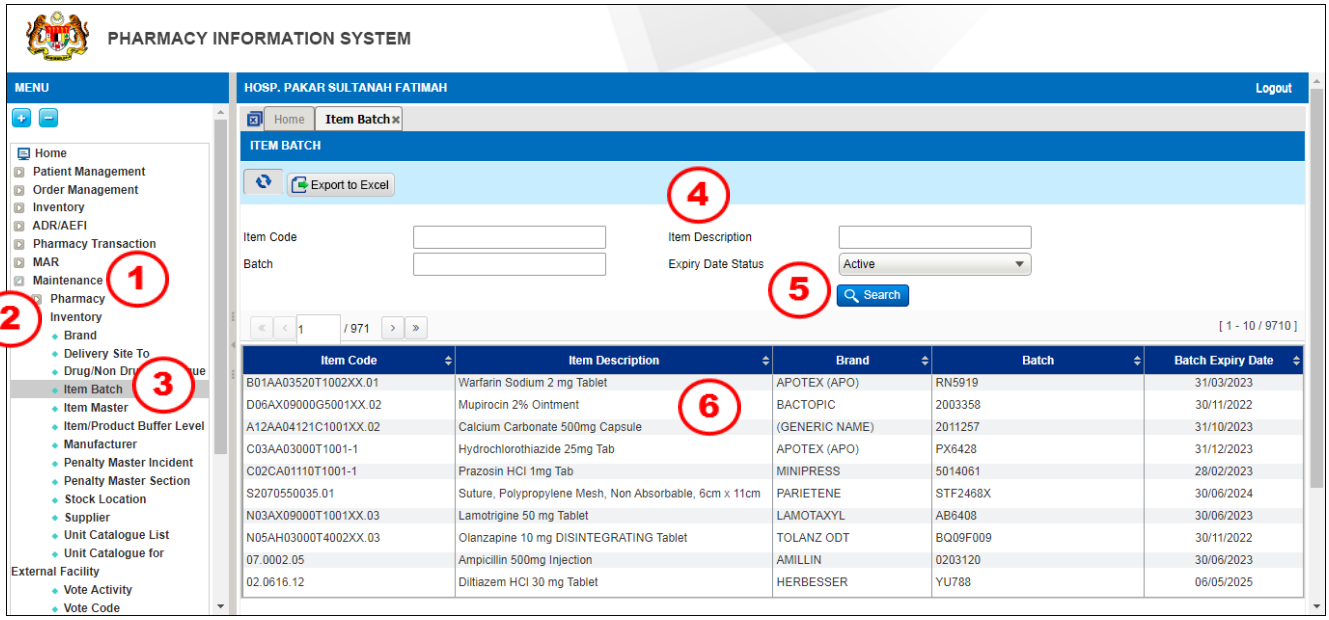


Figure 3.4-1 Item Batch Listing Page

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:

a) Item Code
b) Item Description
c) Batch
d) 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

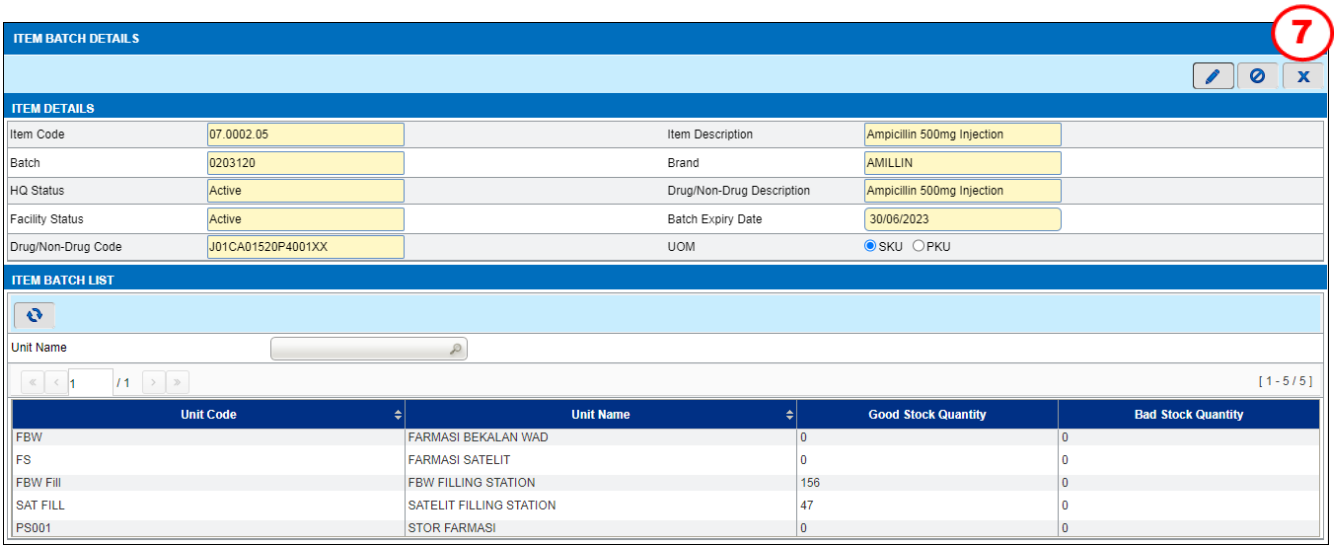


Figure 3.4-2 Item Batch Details

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:

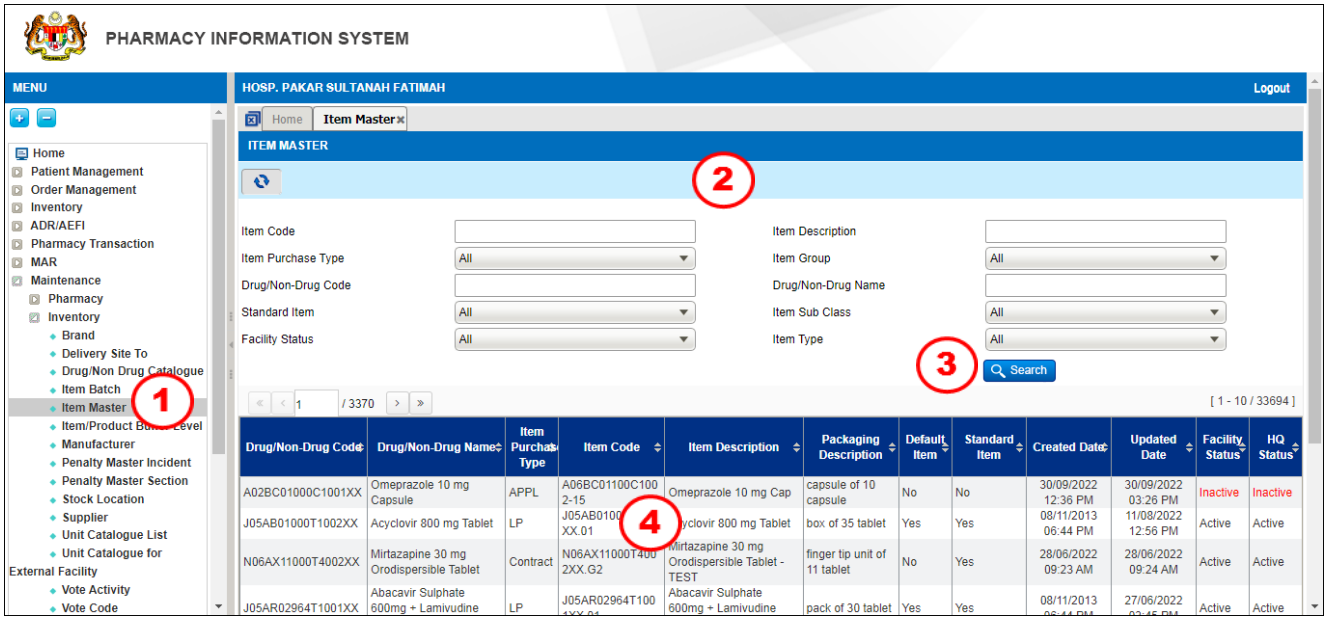


Figure 3.5-1 Item Master Listing Page

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:

a) Item Code
b) Item Purchase Type
c) Drug/ Non Drug Code
d) Standard Item
e) Facility Status
f) Item Description
g) Item Group
h) Drug/ Non Drug Name
i) Item Sub Class
j) Item Type

STEP 3

Click on the Search 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

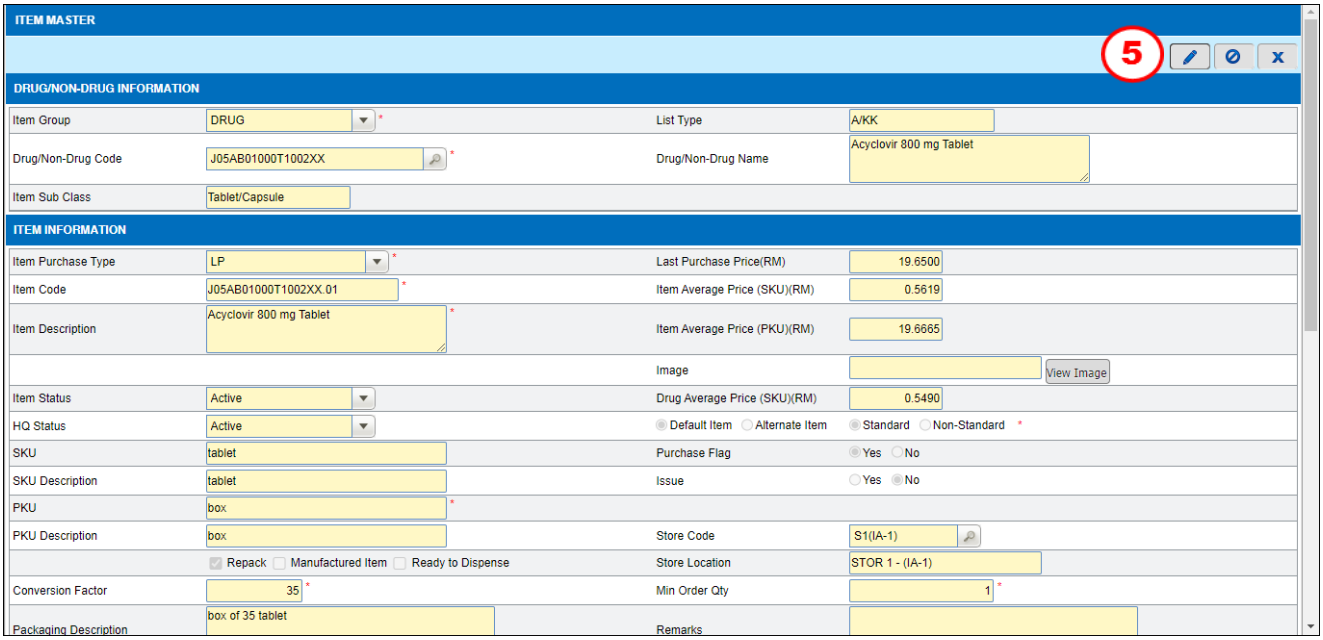


Figure 3.5-2 Item Master

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*

Figure 3.5-3 AP Item Price

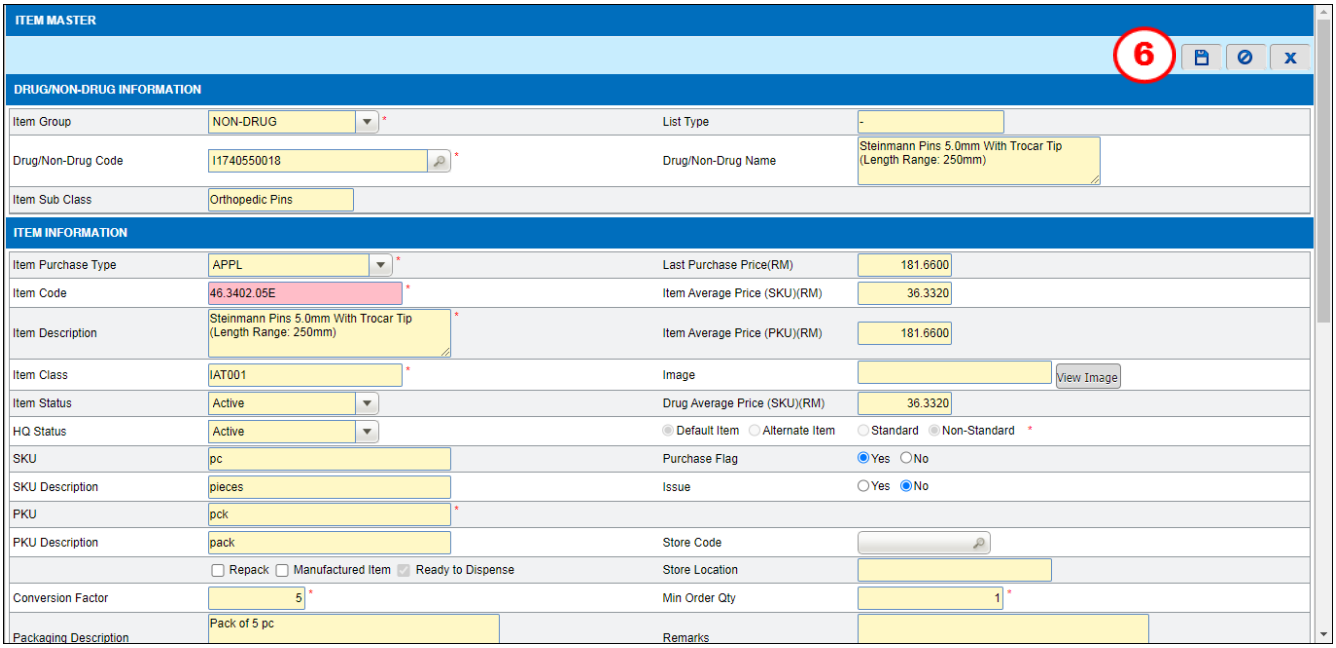


Figure 3.5-4 Item Master

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:

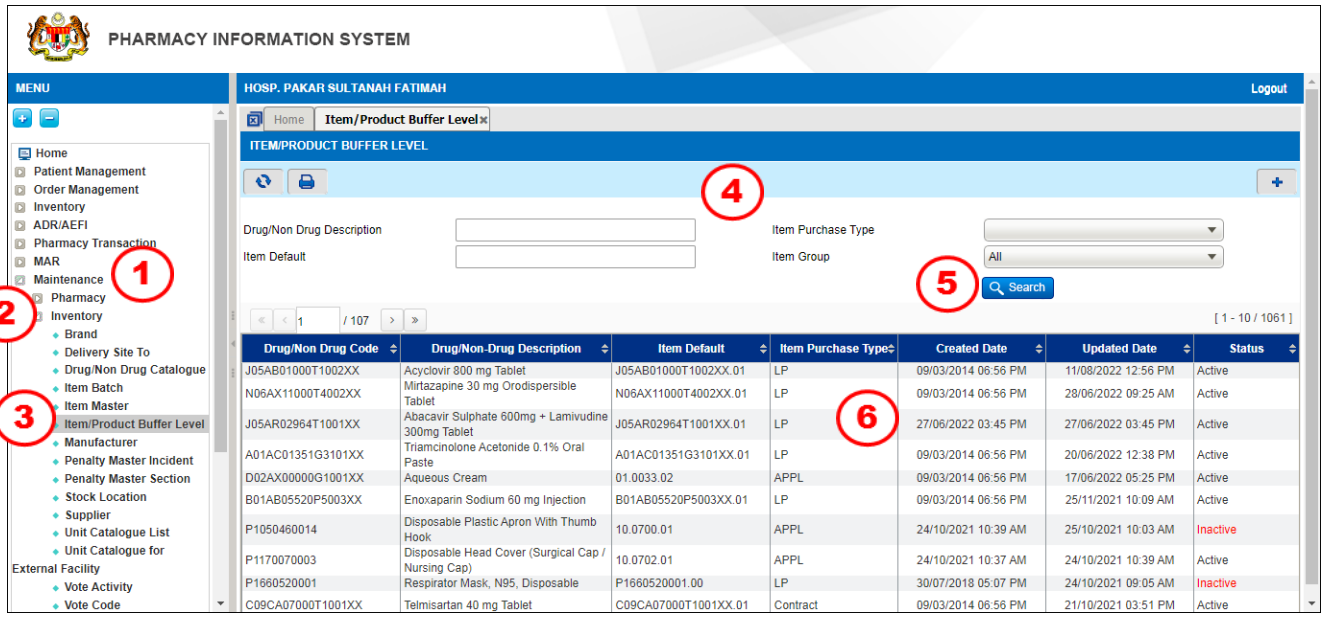


Figure 3.6.1-1 Item/Product Buffer Level

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:

a) Drug/ Non Drug Description
b) Item Default
c) Item Purchase Type
   - APPL
   - LP
   - Contract
d) 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

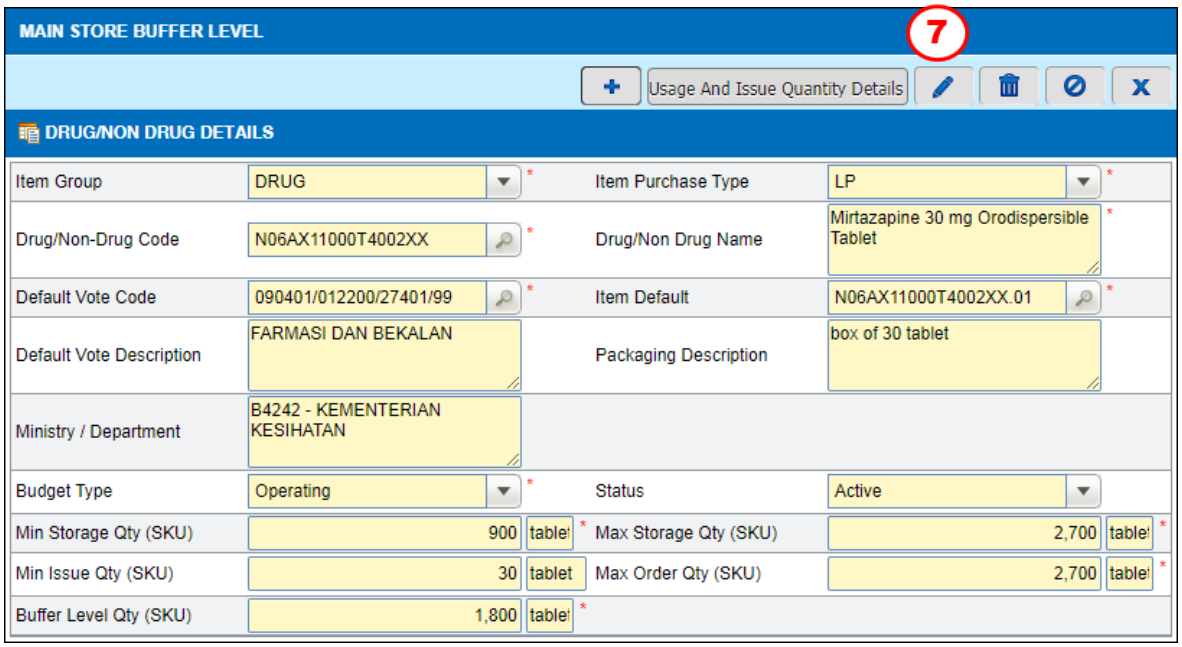


Figure 3.6.1-2 Main Store Buffer Level

Note

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

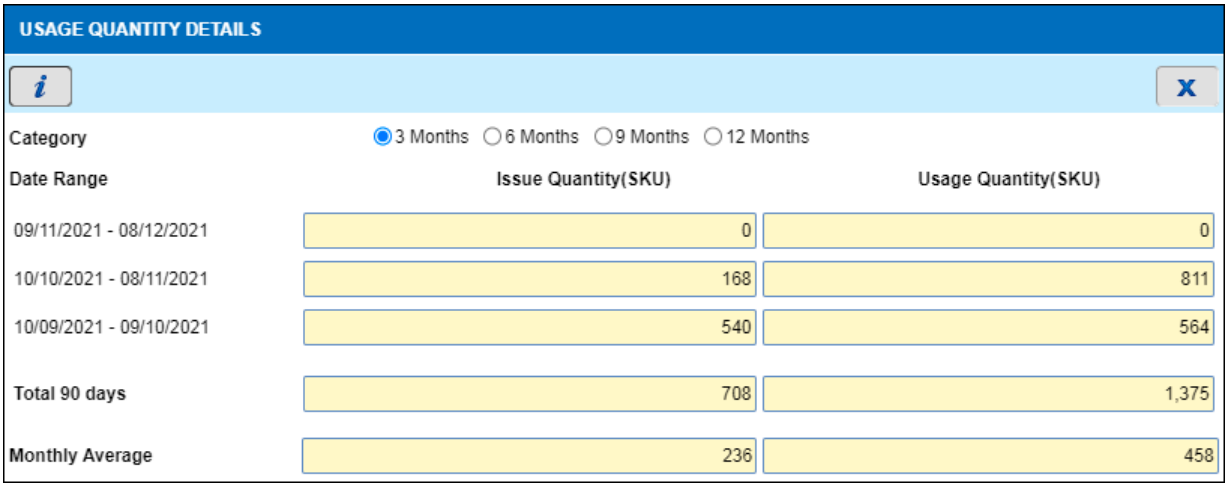


Figure 3.6.1-3 Usage And Issue Quantity Details

- *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)

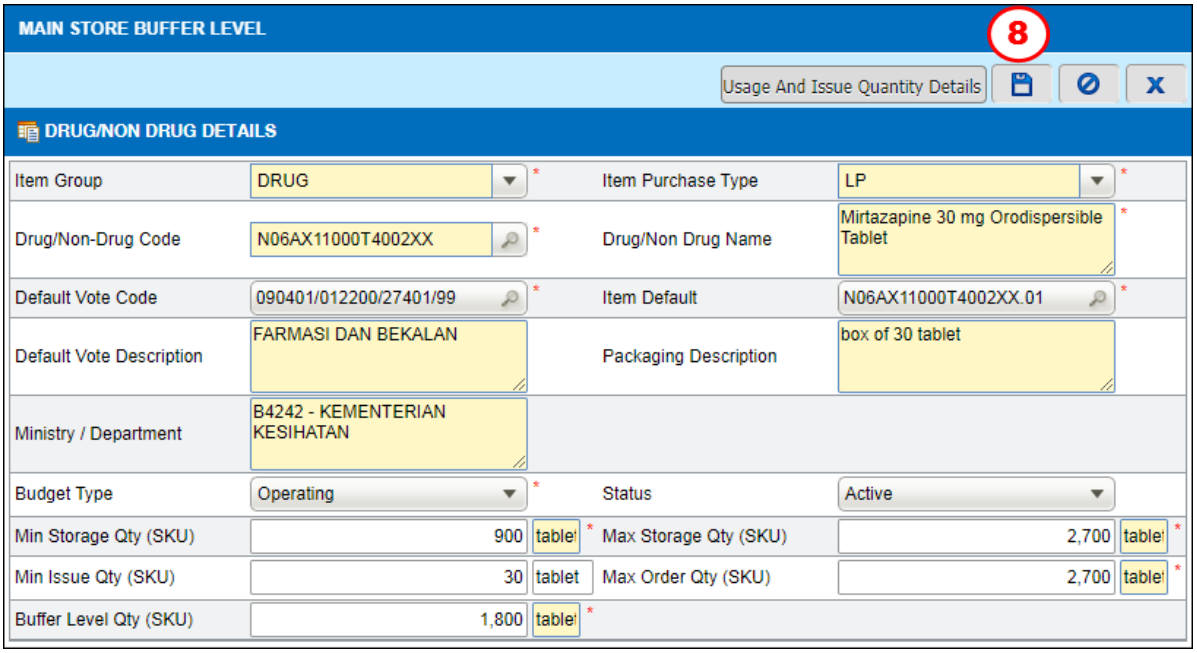


Figure 3.6.1-3 Main Store Buffer Level

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:

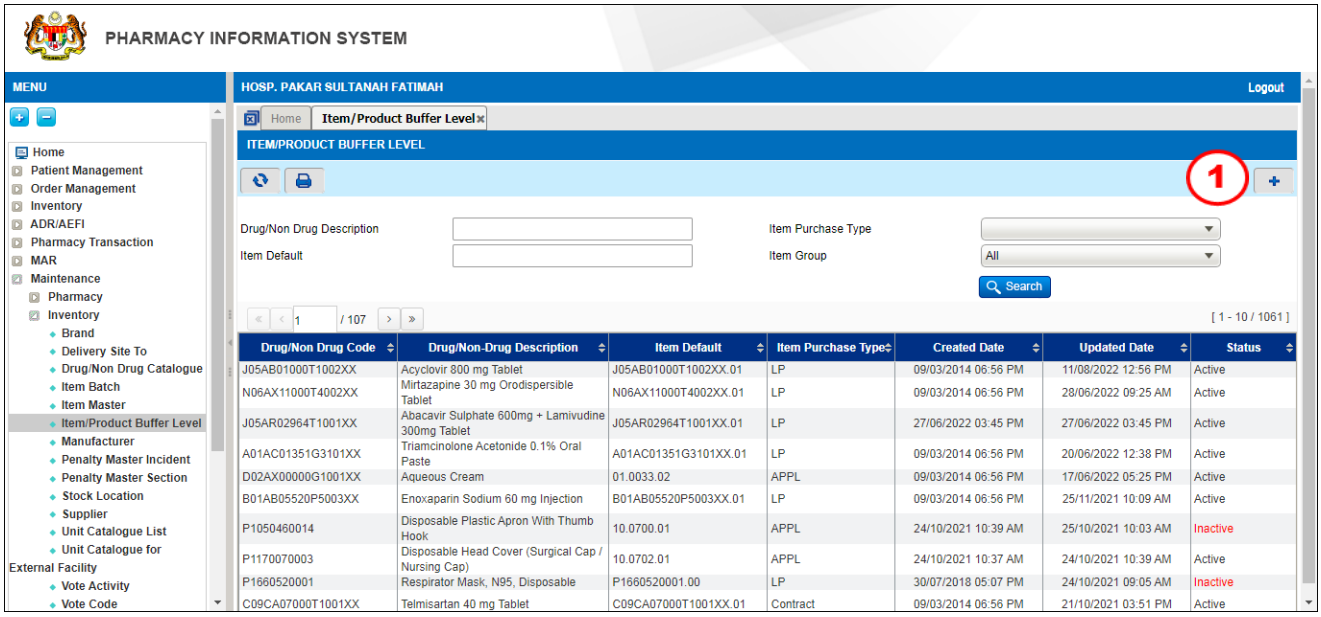


Figure 3.6.2-1 Item/Product Buffer Level

STEP 1

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

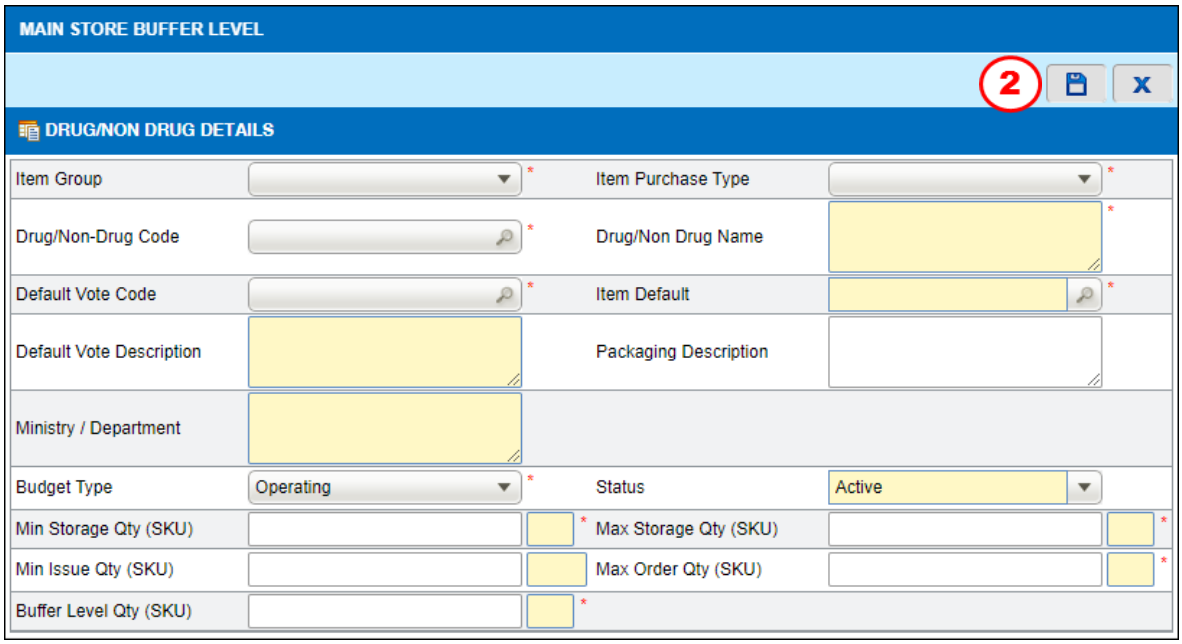


Figure 3.6.2-2 Main Store Buffer Level

Note

Key in the details.

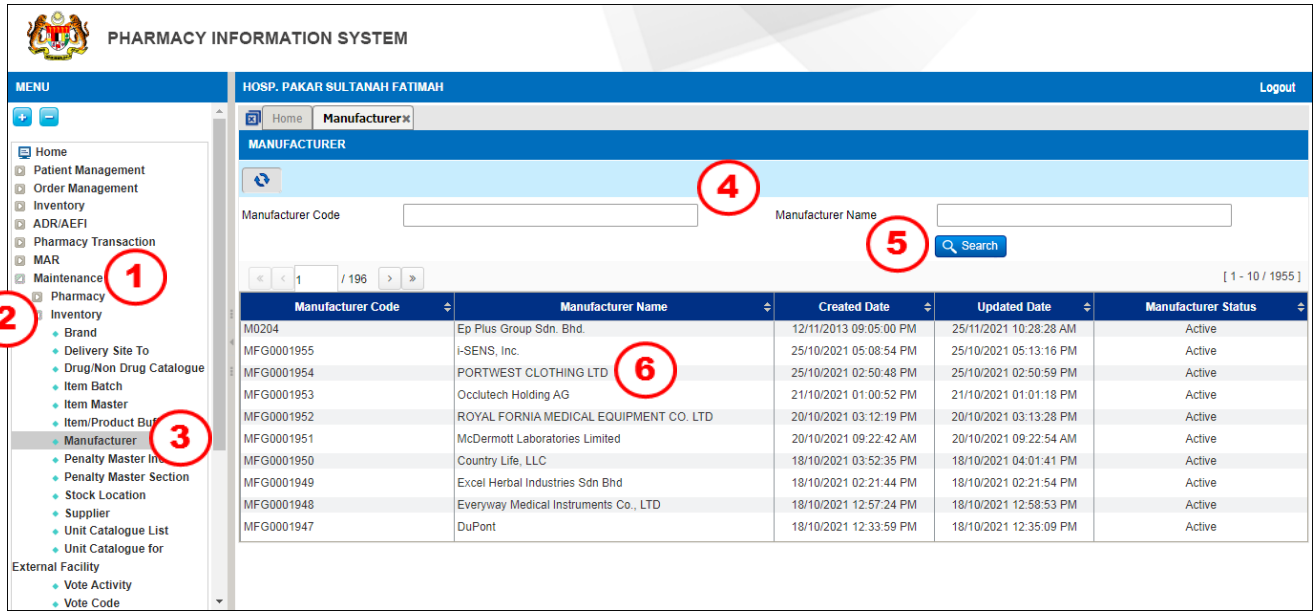
a) Item Group
b) Item Purchase Type
c) Drug/ Non Drug Code
d) Default Vote Code
e) Budget Type
f) Min Storage Qty (SKU)
g) Max Storage Qty (SKU)
h) Min Issue Qty (SKU)
i) Max Order Qty (SKU)
j) Buffer Level Qty (SKU)

STEP 2

Click on the button to save the record

3.7 Manufacturing

To view Manufacturing record, perform the step below:



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	Occlutech 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:

a) Manufacturer Code
b) Manufacturer Name

STEP 5

Click on the Search 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

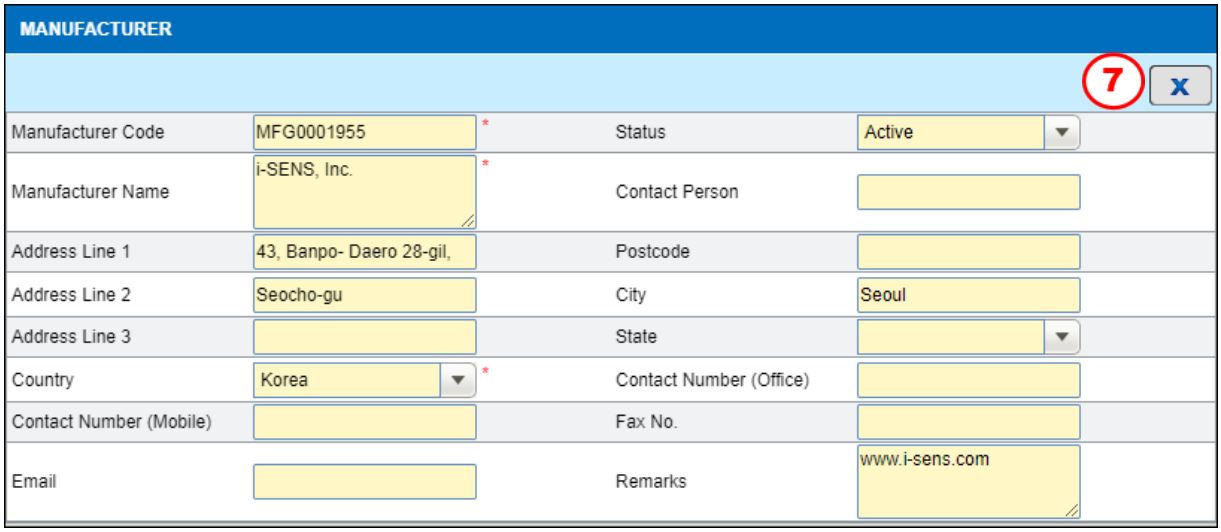


Figure 3.7-2 Manufacturer

Note

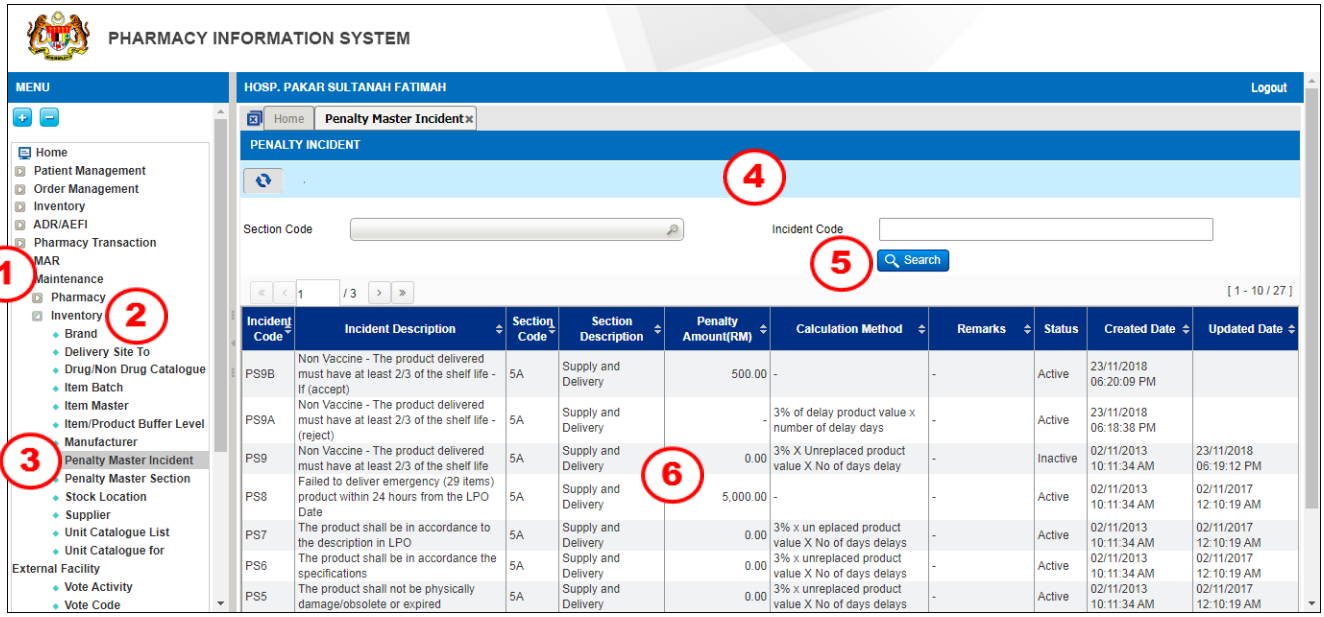
The Manufacturer record is non-editable. Kindly contact HQ for any additional or modification of Manufacturer data.

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:



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	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	Failed to deliver emergency (29 items) product within 24 hours from the LPO Date	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 eplaced 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 Search 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

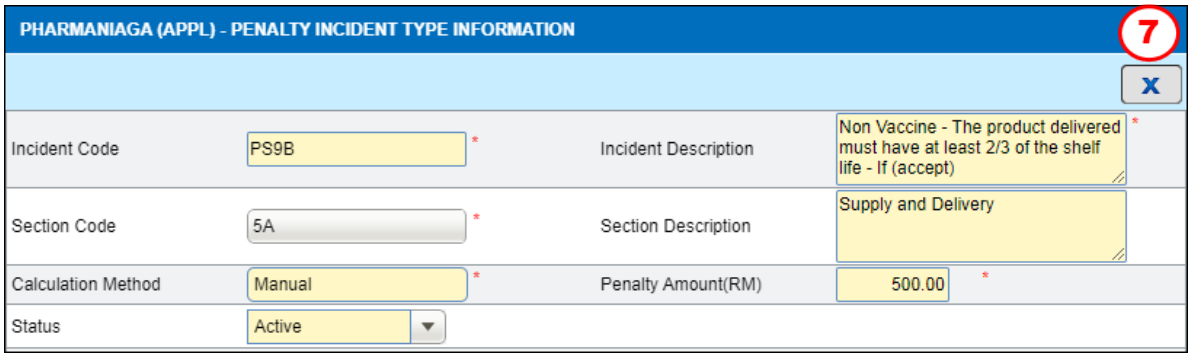


Figure 3.8-2 Penalty Master Incident

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:

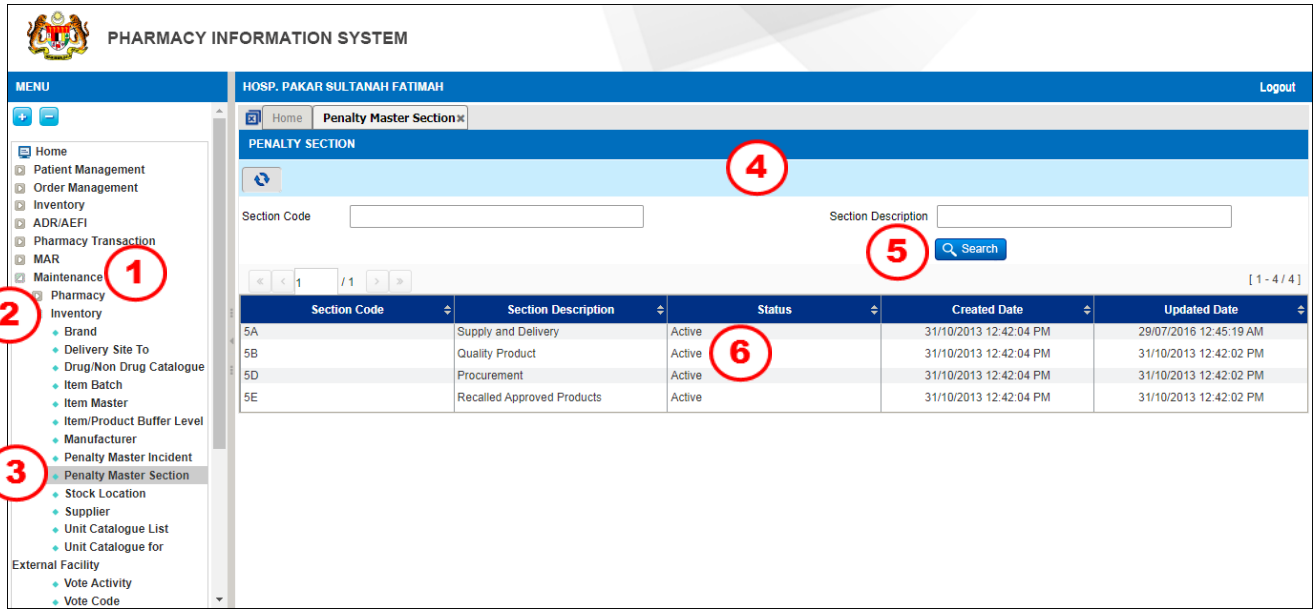


Figure 3.9 Penalty Master Section Listing Page

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:

a) Section Code
b) Section Name

STEP 5

Click on the Search 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

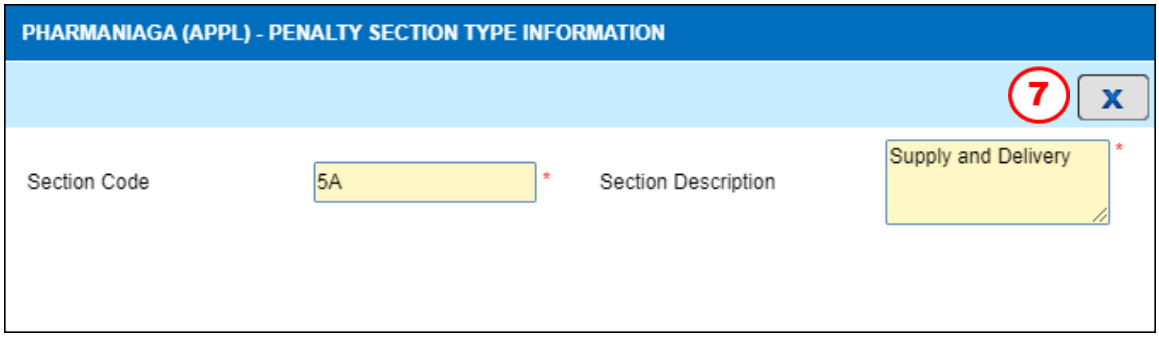


Figure 3.9 Penalty Master Section

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

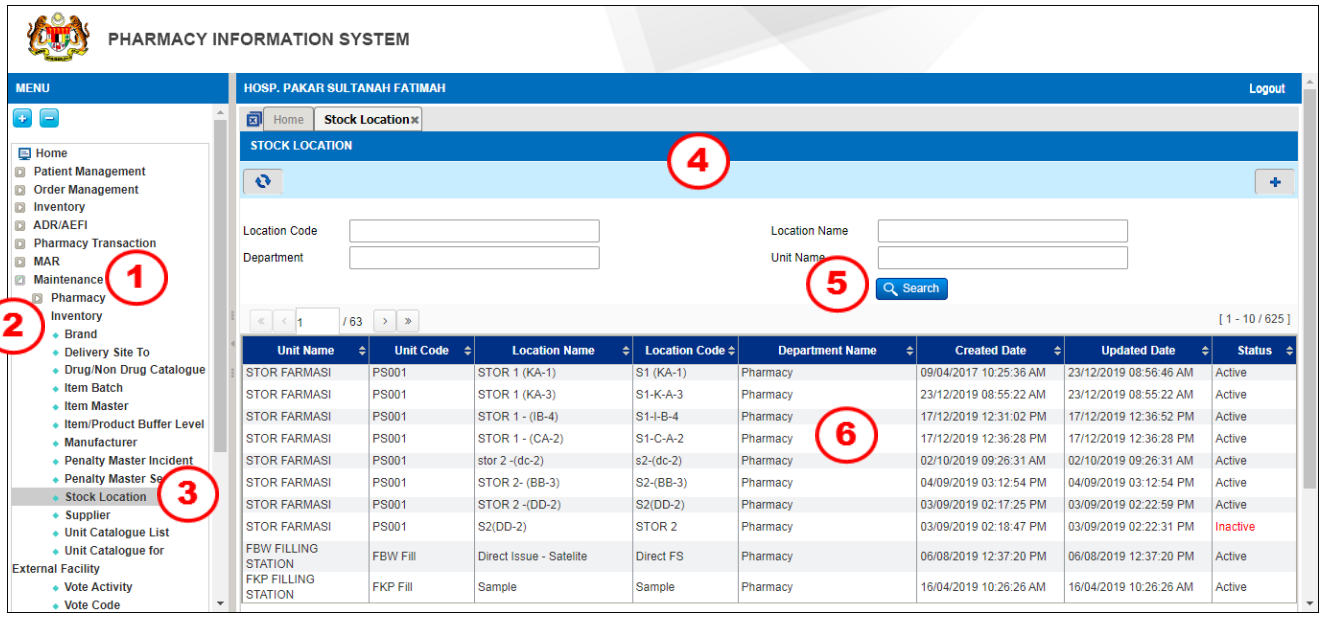
STEP 7

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:



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 - Satelite	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:

a) Location Code
b) Location Name
c) Department
d) 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

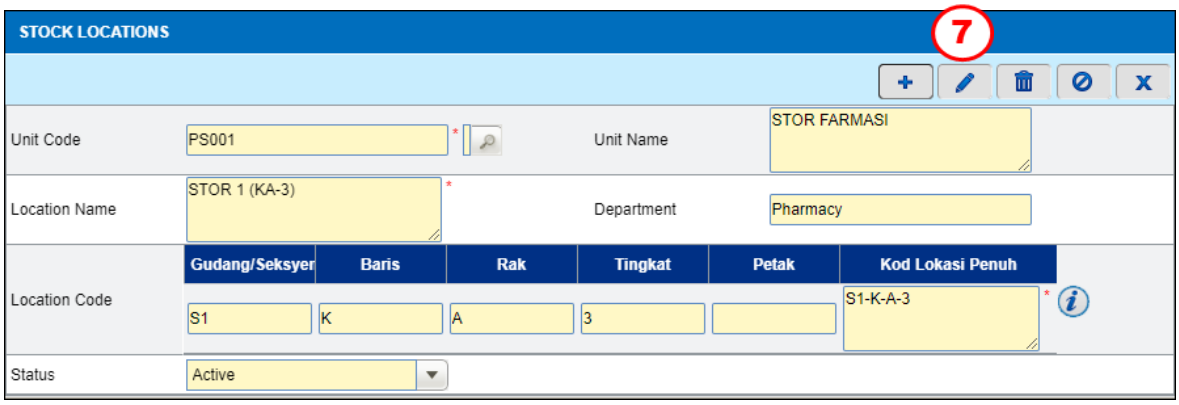


Figure 3.10.1-2 Stock Location

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)

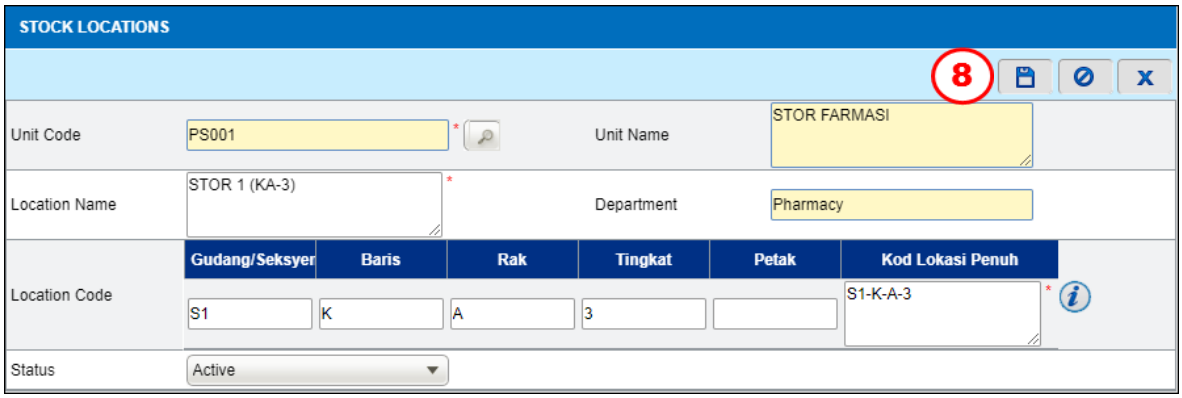


Figure 3.10.1-3 Stock Location

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:

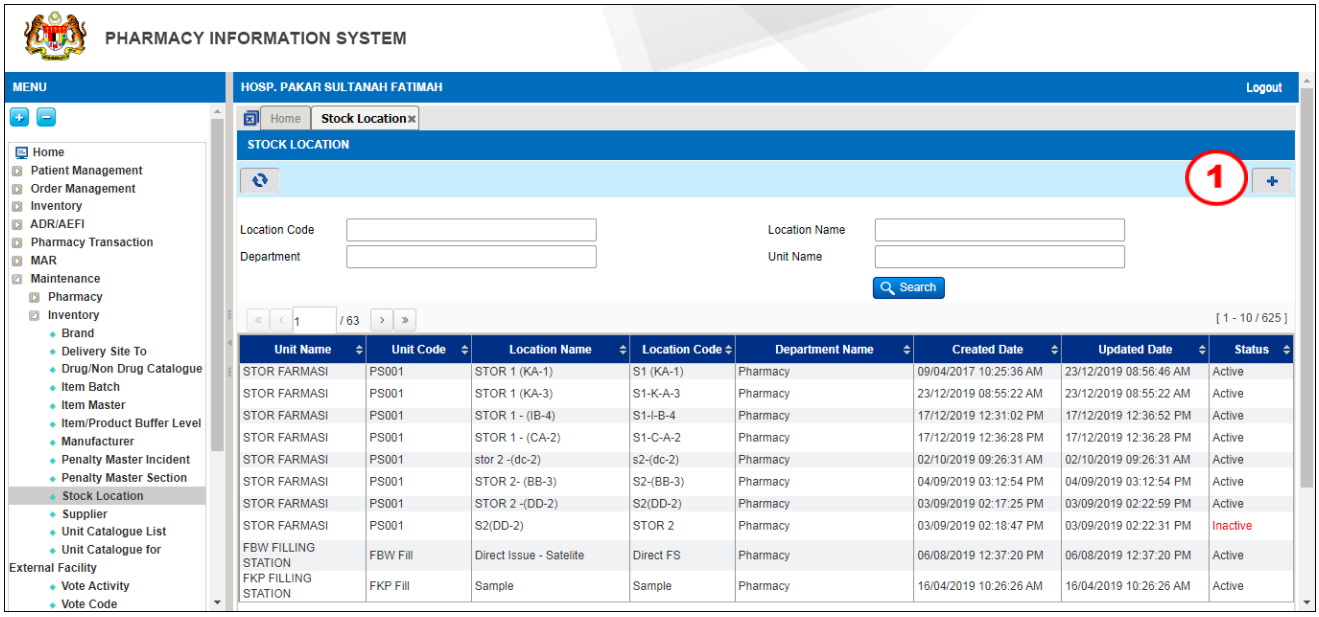


Figure 3.10.2-1 Stock Location Listing Page

STEP 1

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

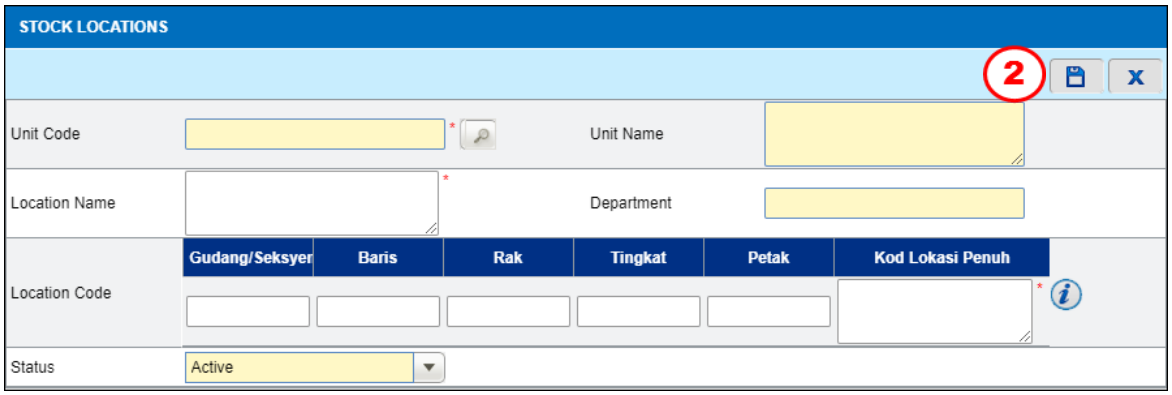


Figure 3.10.2-2 Stock Location

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:

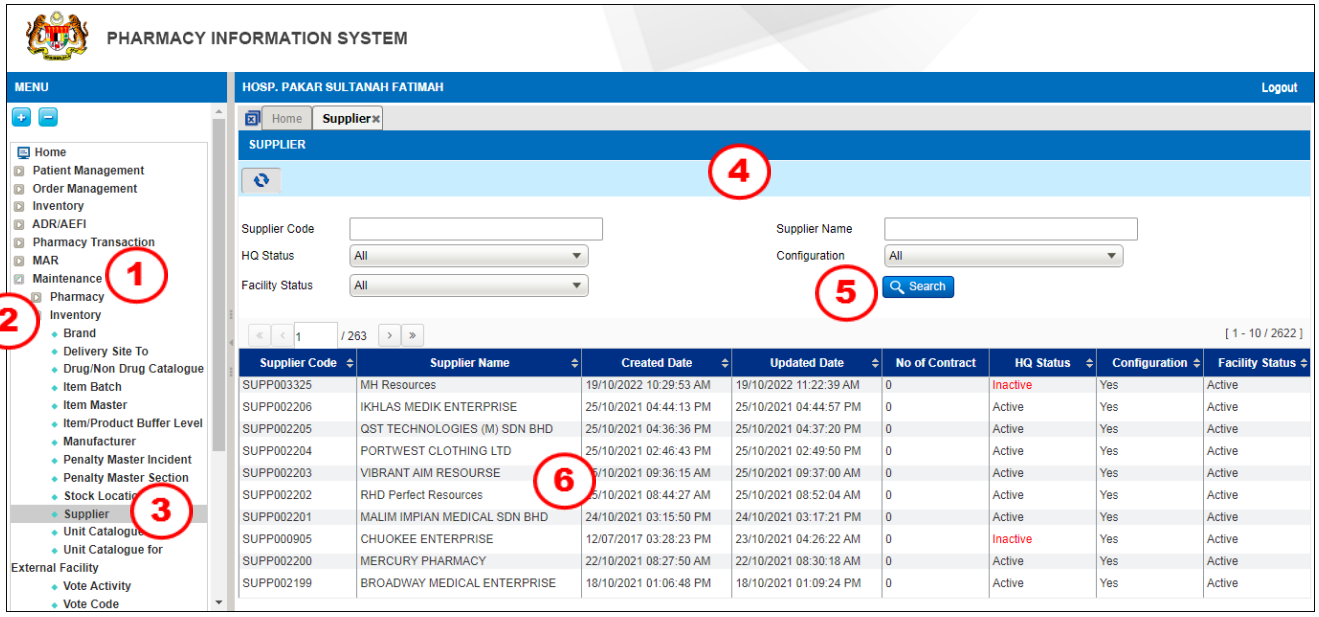


Figure 3.11-1 Supplier Listing Page

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 Search 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

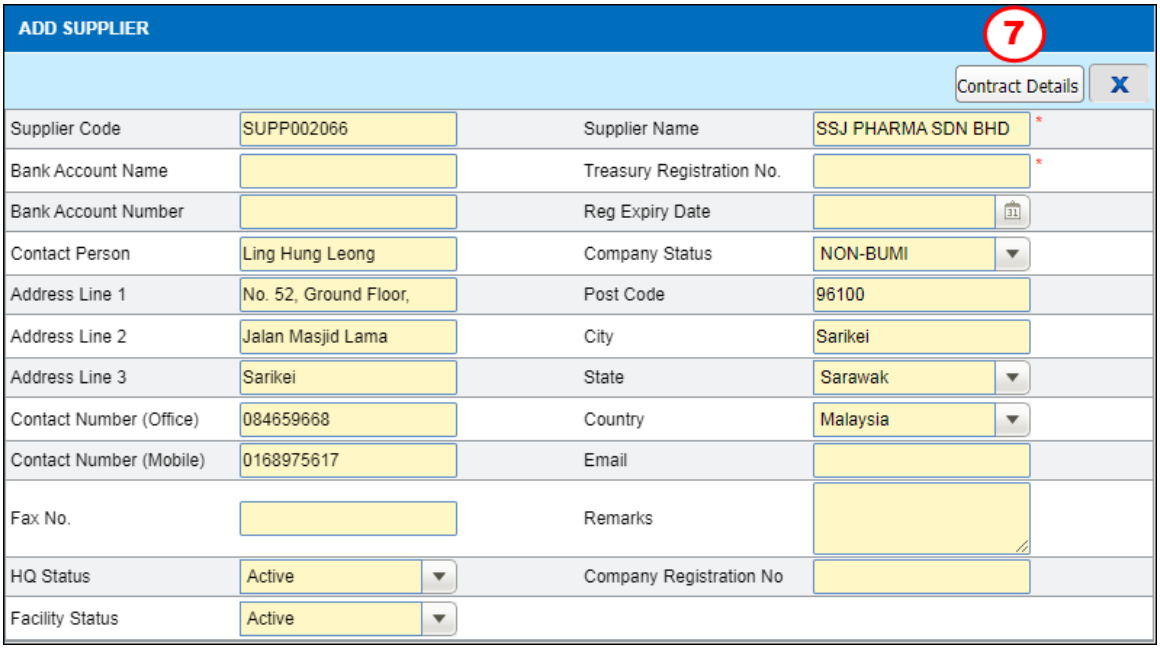


Figure 3.11-2 Supplier

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

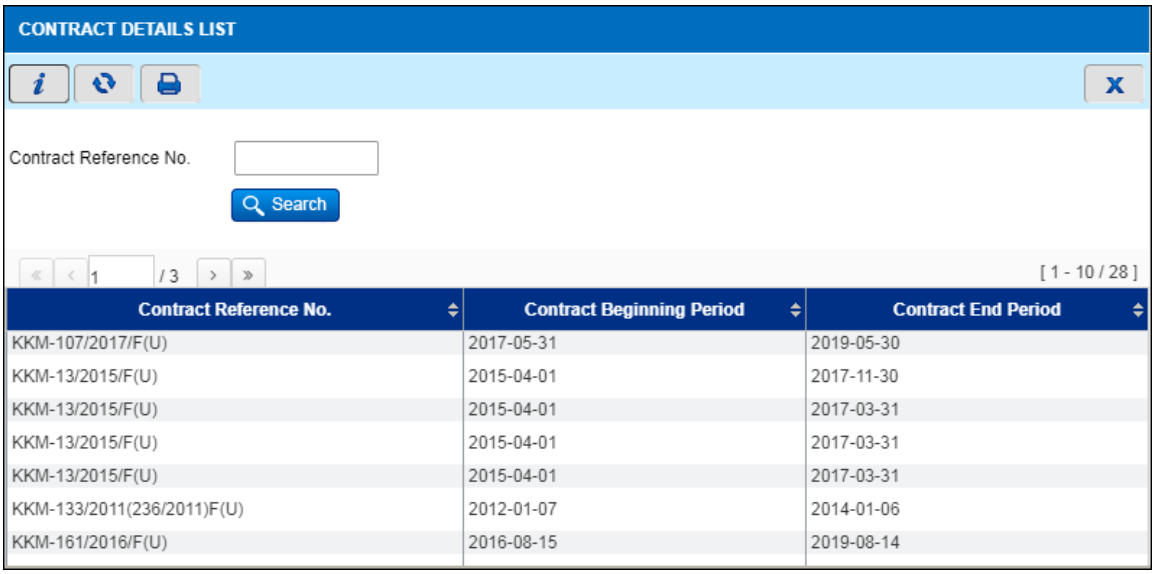


Figure 3.11-3 Contract Details List

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:

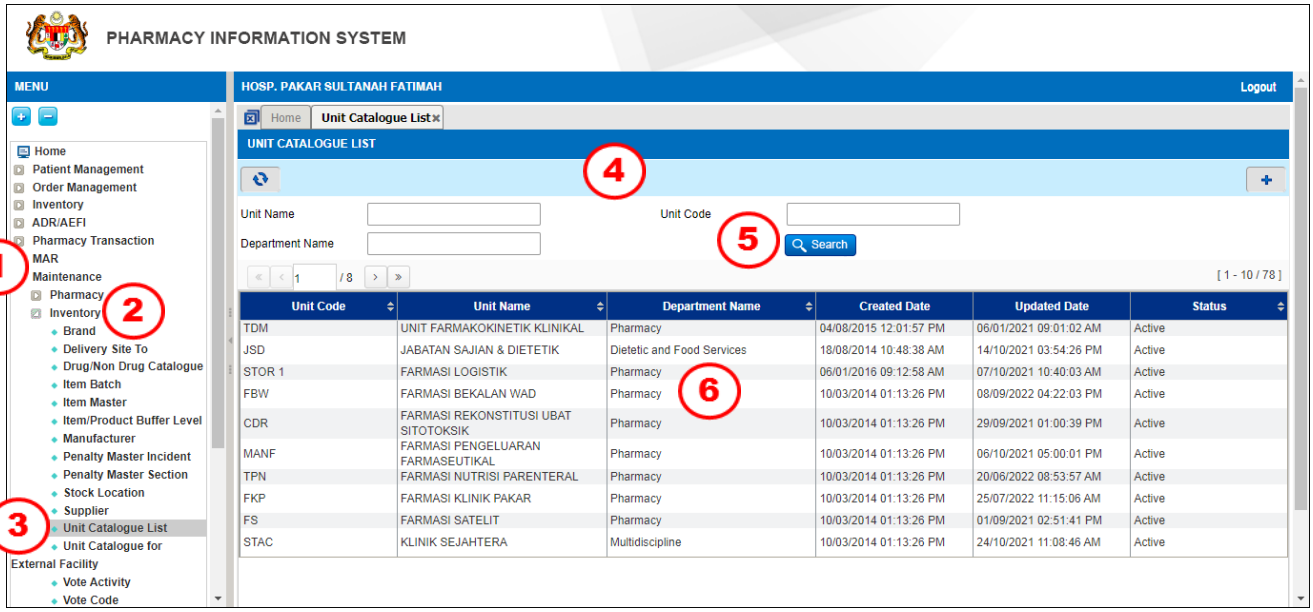


Figure 3.12.1-1 Unit Catalogue List Listing Page

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:

a) Unit Name
b) Unit Code
c) Department Name

STEP 5

Click on the Search 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

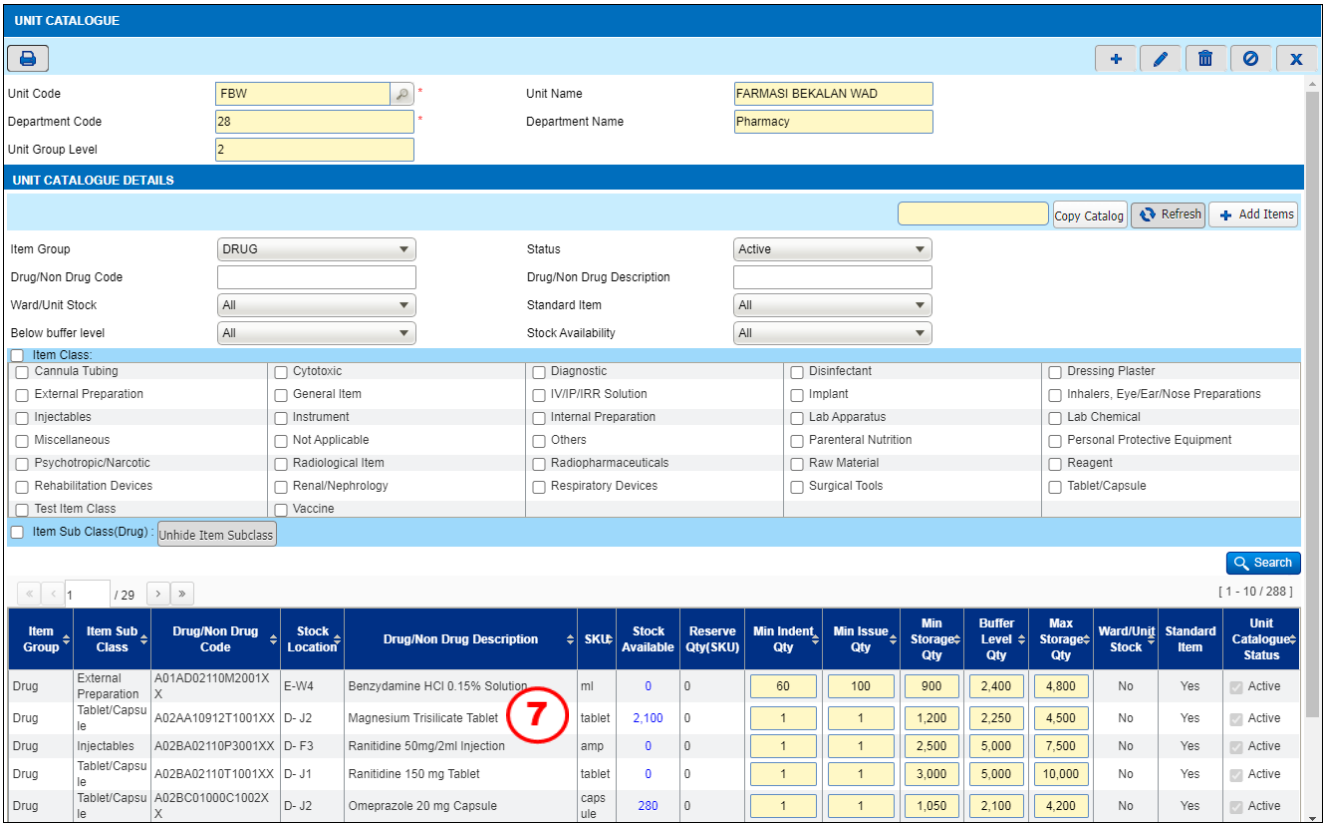


Figure 3.12.1-2 Unit Catalogue

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

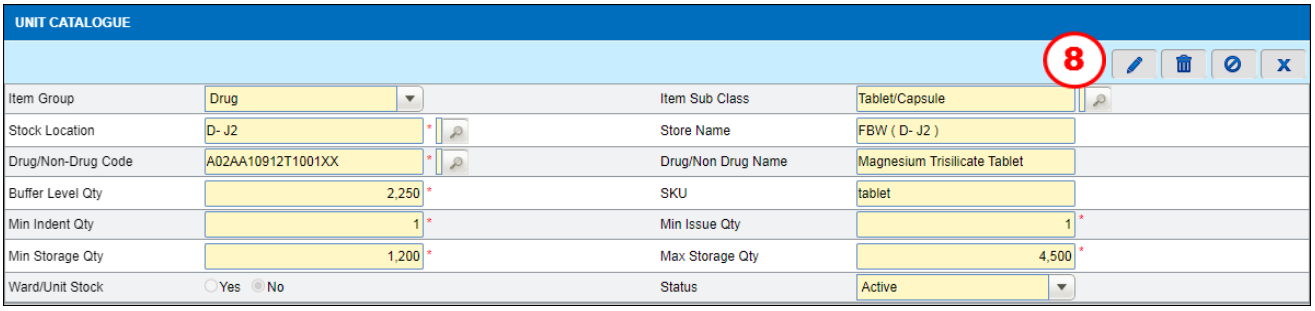


Figure 3.12.1-3 Unit Catalogue

STEP 8

Click on the button to edit the record

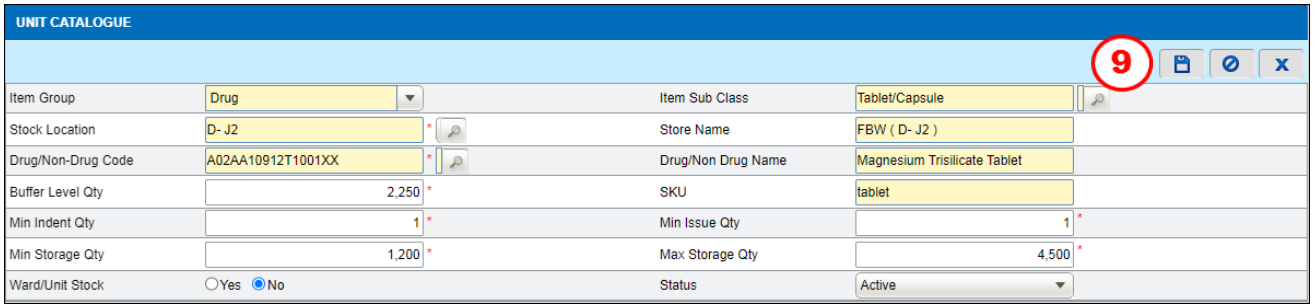


Figure 3.12.1-4 Unit Catalogue

Note

User is allowed to edit:

a) Buffer Level Qty
b) Min Indent Qty
c) Min Issue Qty
d) Min Storage Qty
e) Max Storage Qty
f) Ward/Unit Stock
g) Status

STEP 9

Click on the button to save the edited record

To add Drug/Non Drug

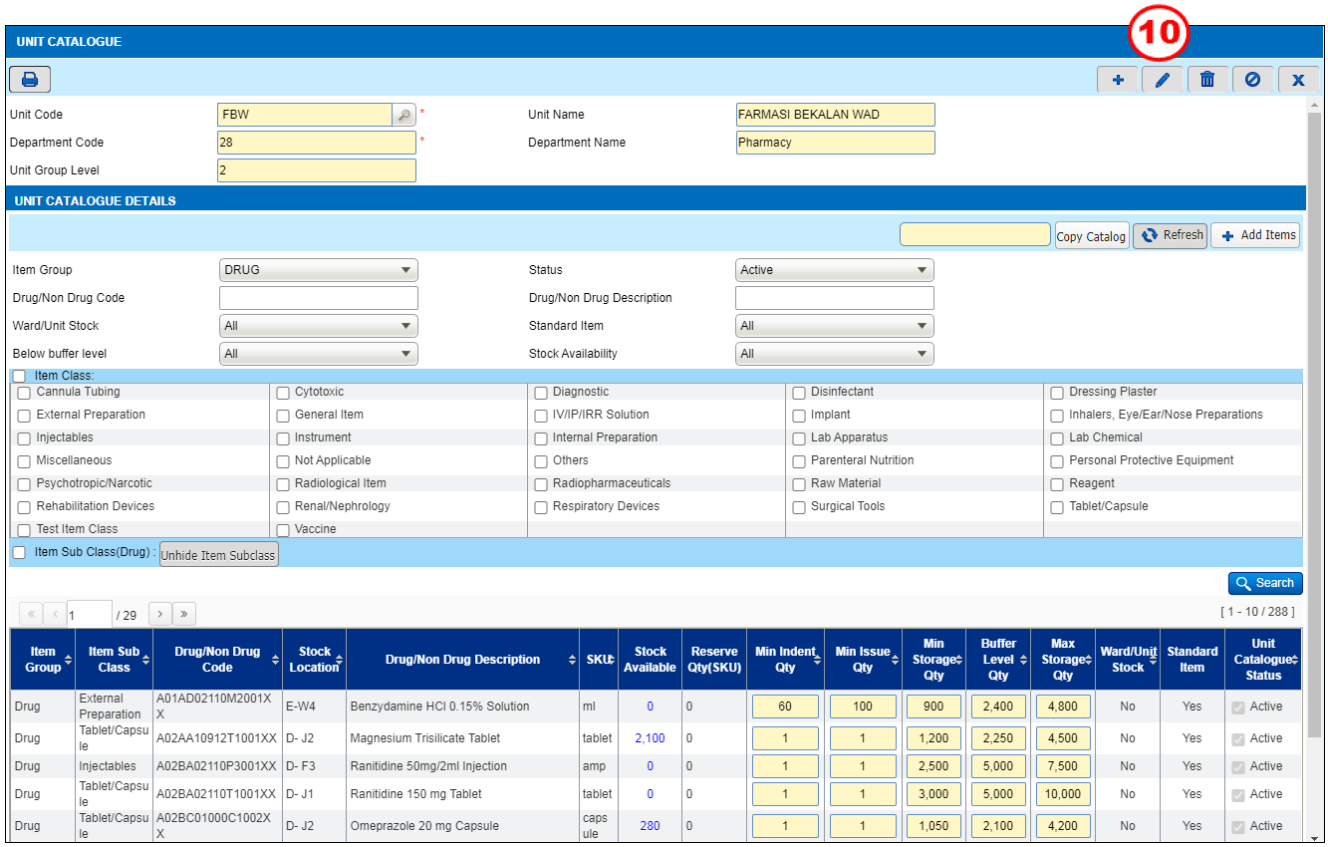


Figure 3.12.1-5 Unit Catalogue

STEP 10

Click on the button to edit the record

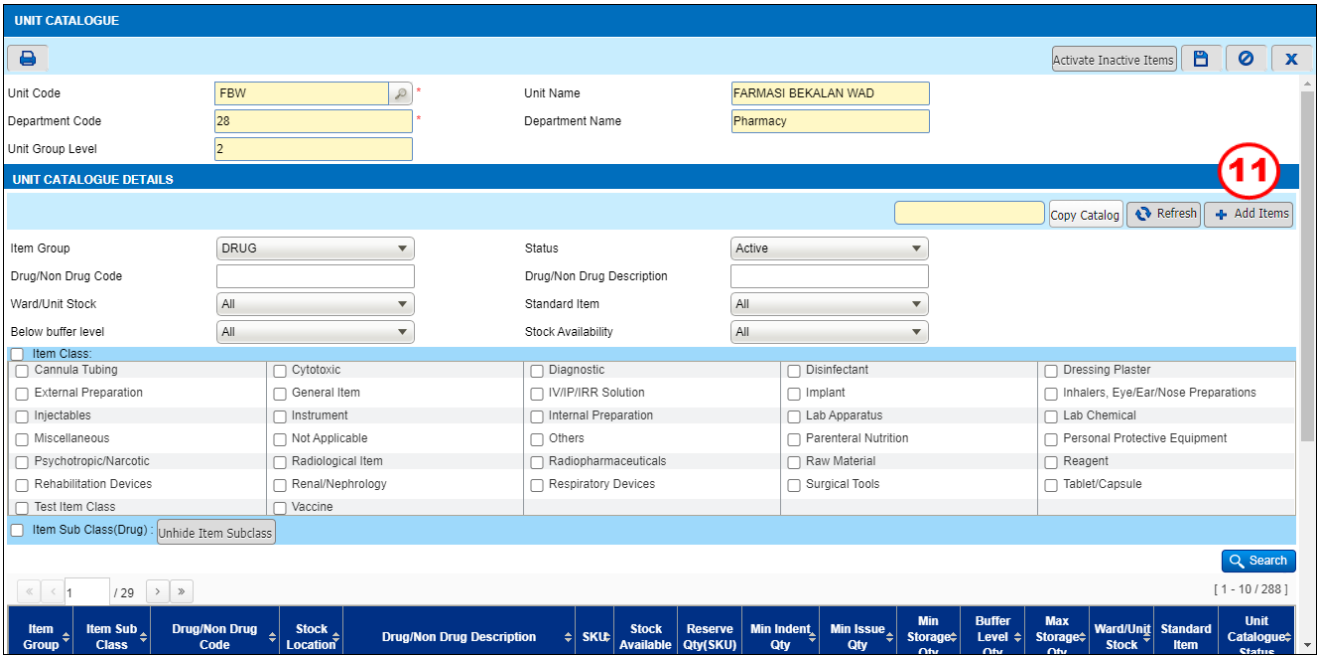
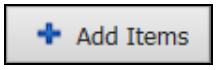


Figure 3.12.1-6 Unit Catalogue

STEP 11

Click on the 

button to add new Drug/Non Drug information

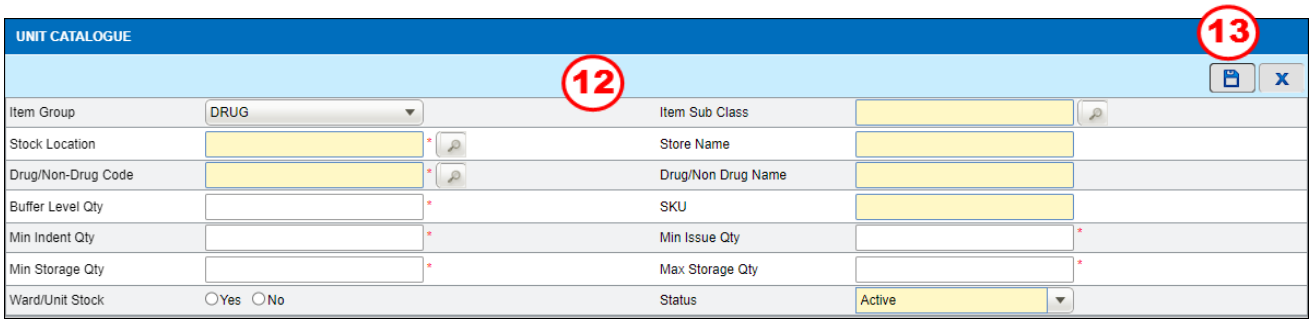


Figure 3.12.1-7 Unit Catalogue

STEP 12

Fill in all the information

a) Item Group
b) Item Sub Class (optional)
c) Store Code (optional)
d) Drug/Non-Drug Code
e) Buffer Level Qty
f) Min Indent Qty
g) Min Issue Qty
h) Min Storage Qty
i) Max Storage Qty
j) Ward/Unit Stock

STEP 13

Click on the button to save the record

<u>To Active inactive Items</u>

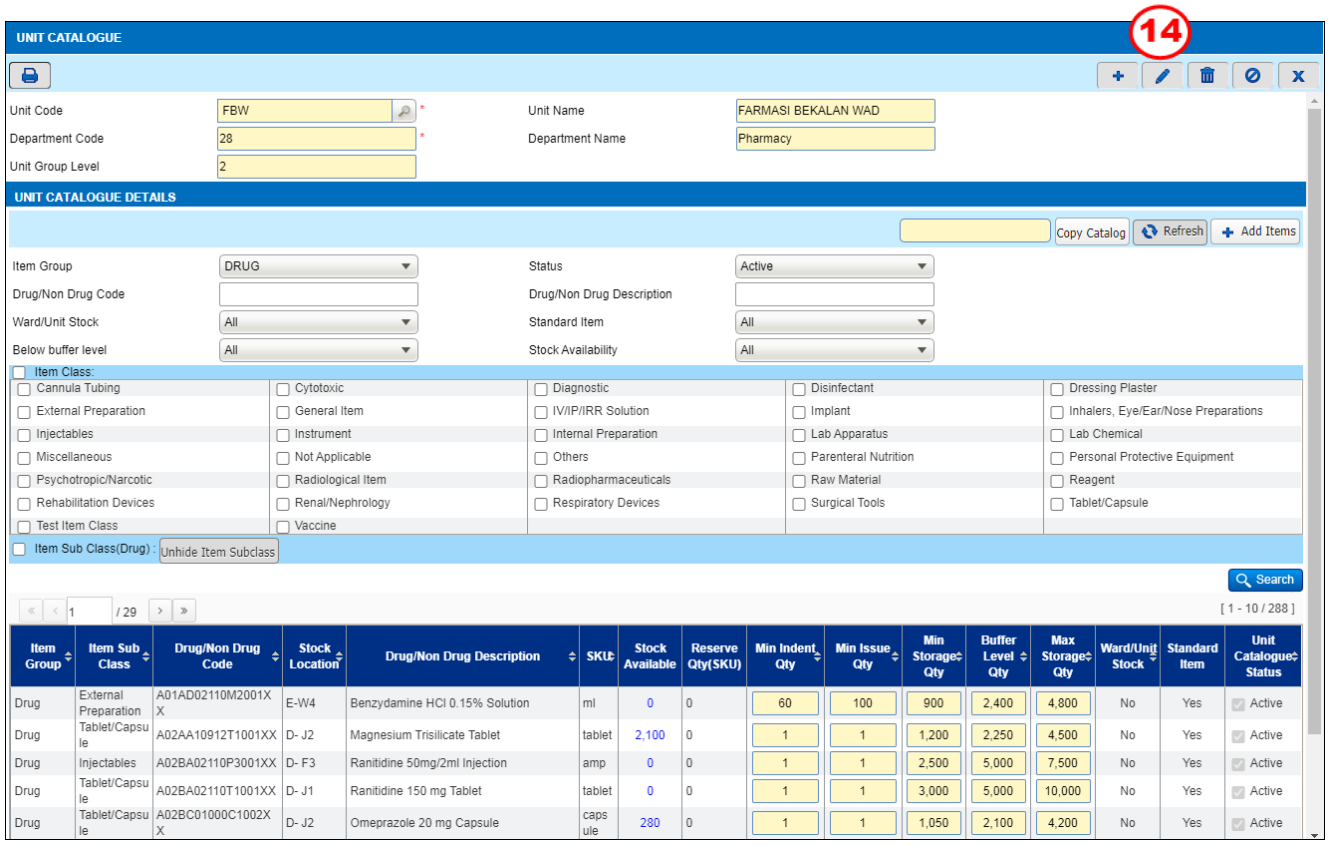


Figure 3.12.1-8 Unit Catalogue

STEP 14

Click on the button to edit the record

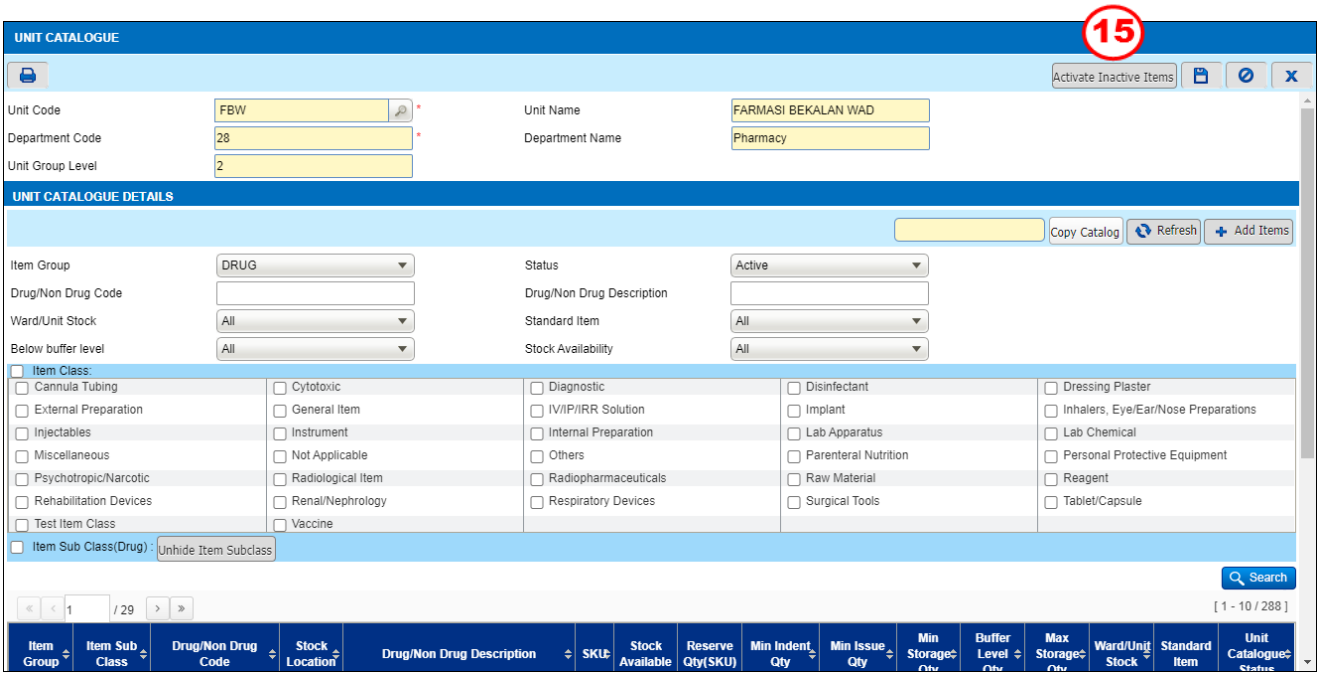


Figure 3.12.1-9 Unit Catalogue

STEP 15

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

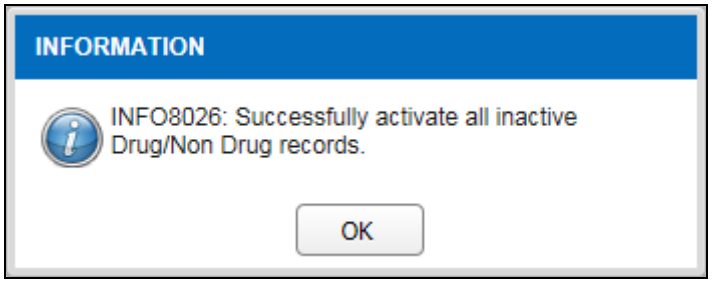


Figure 3.12.1-20 Information Message

Note

- *Click on the* OK *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:

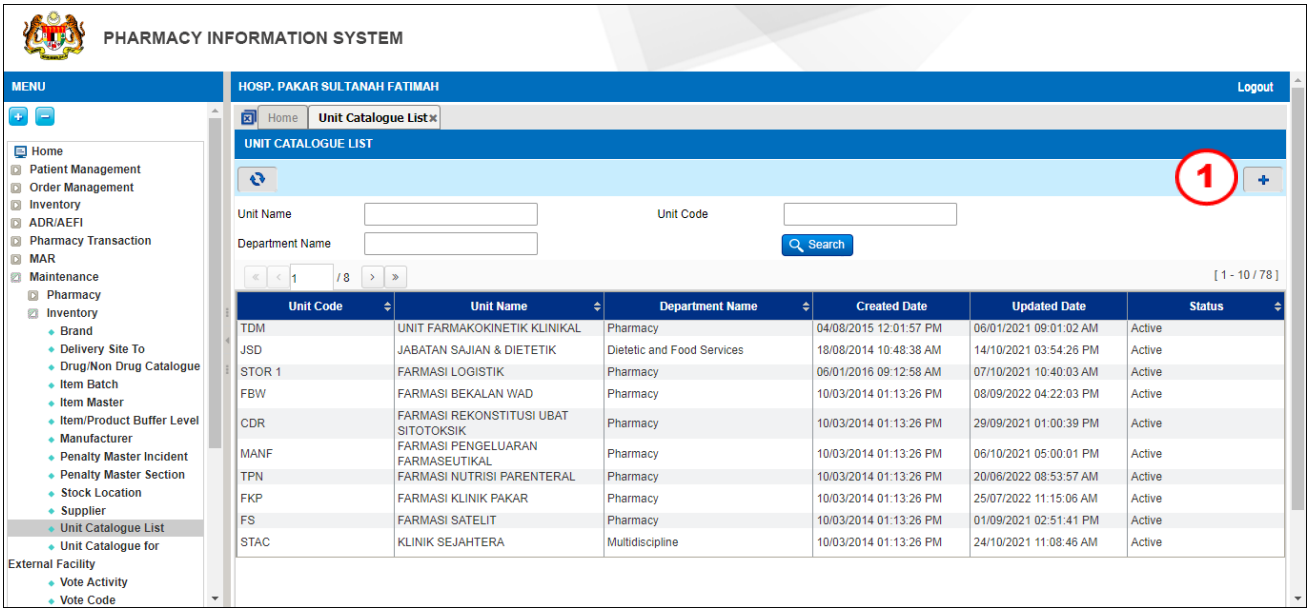


Figure 3.12.2-1 Unit Catalogue List Listing Page

STEP 1

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

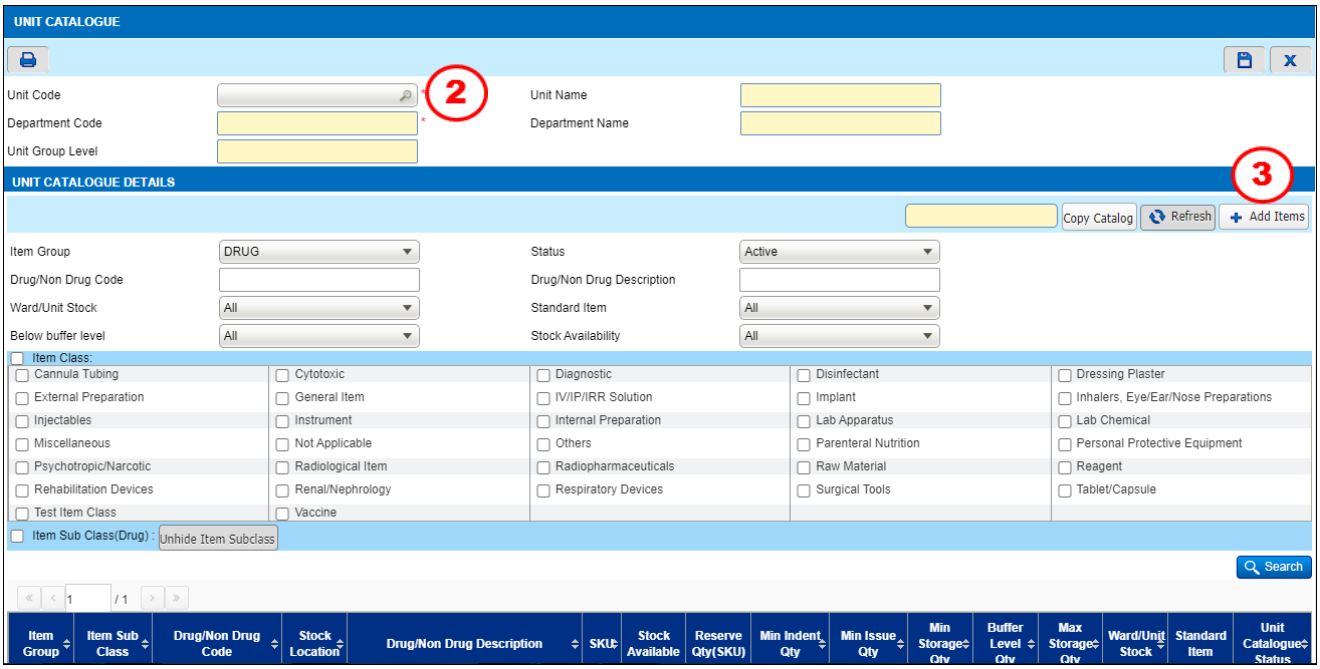
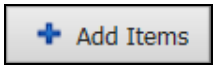


Figure 3.12.2-2 Unit Catalogue

STEP 2

Select ***Unit Code*** from button

STEP 3

Click on the 

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

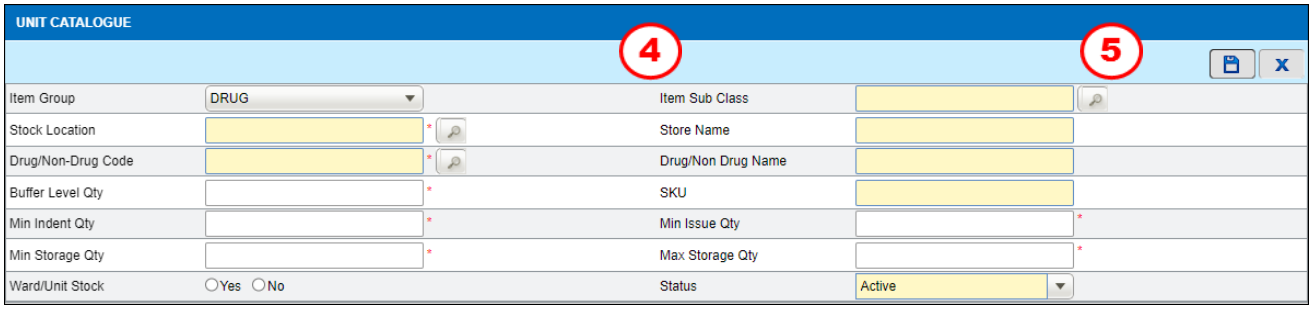


Figure 3.12.2-3 Unit Catalogue

STEP 4

Fill in all the information

a) Item Group
b) Item Sub Class (optional)
c) Stock Location (optional)
d) Store Code (optional)
e) Drug/Non-Drug Code
f) Buffer Level Qty
g) Min Indent Qty
h) Min Issue Qty
i) Min Storage Qty
j) Max Storage Qty
k) 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*

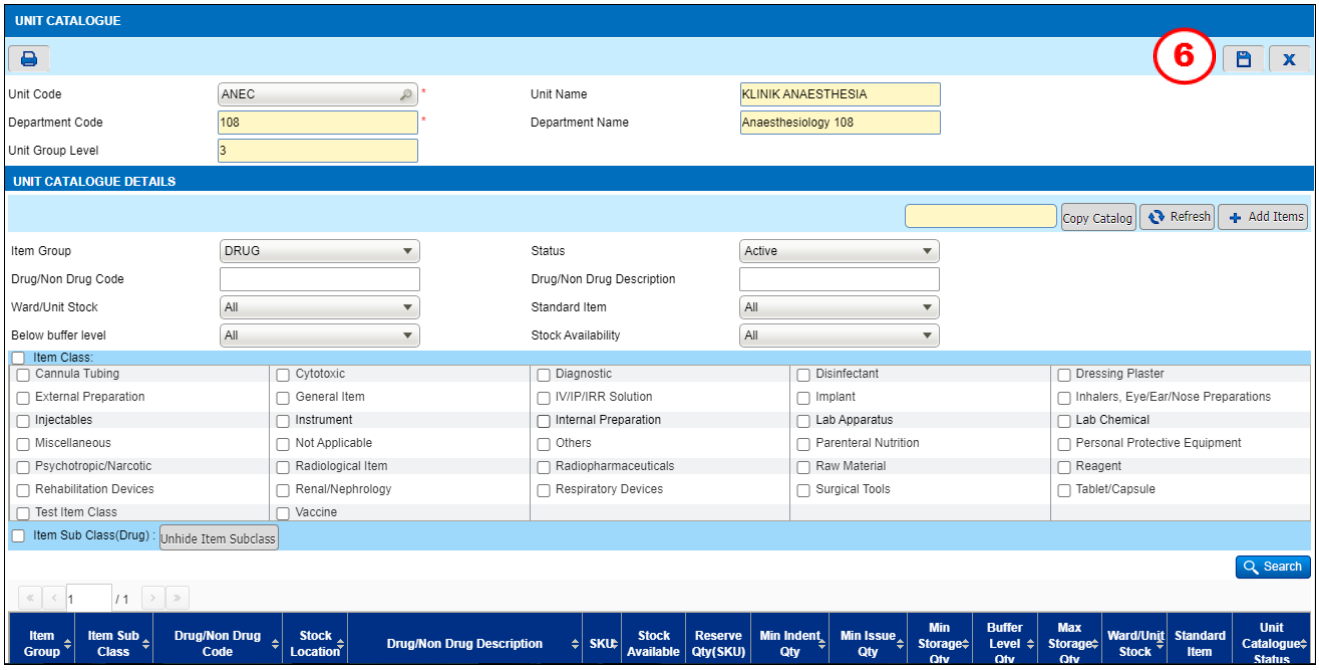
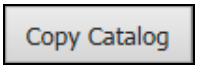


Figure 3.12.2-4 Unit Catalogue

Note

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

button

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:

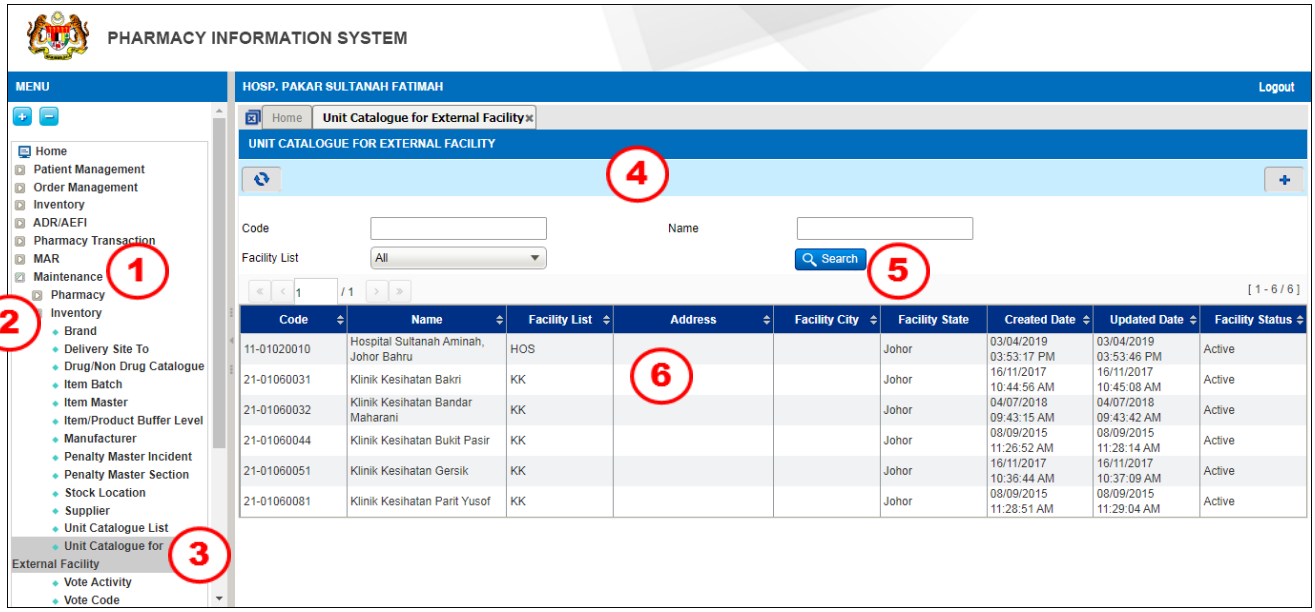


Figure 3.13.1-1 Unit Catalogue for External Facility Listing Page

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:

a) Code
b) Name
c) Facility List

STEP 5
Click on the Search 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

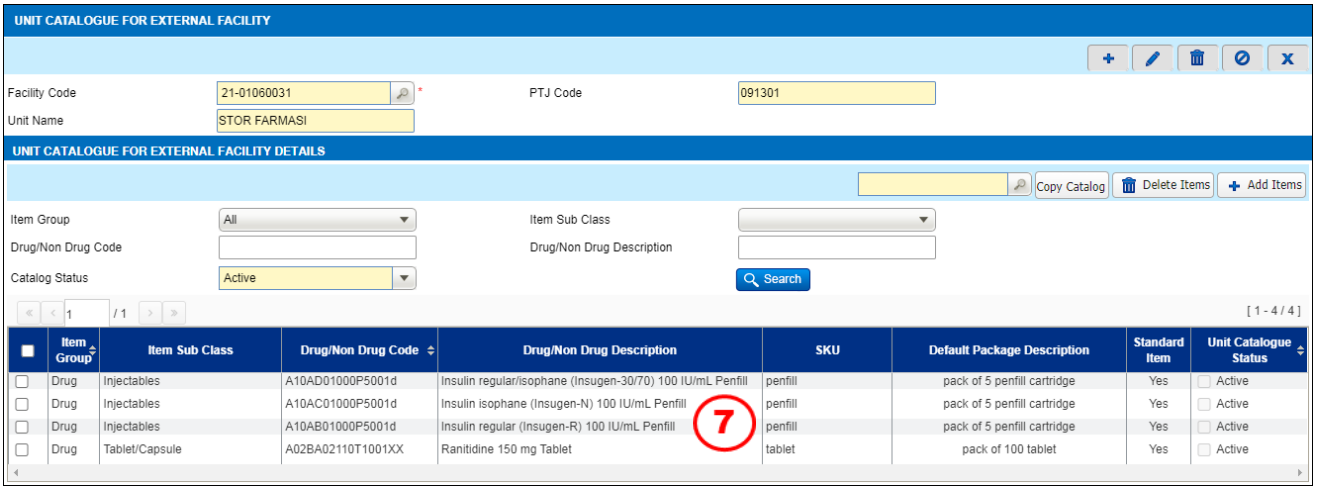


Figure 3.13.1-2 Unit Catalogue for External Facility

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

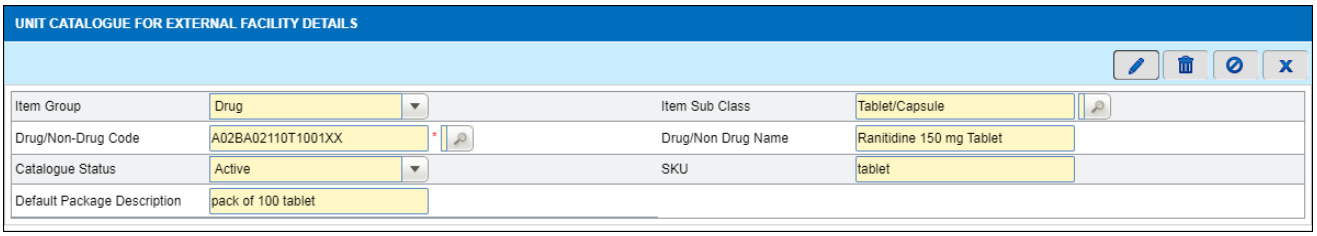


Figure 3.13.1-3 Unit Catalogue for External Facility

Note

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

To add Drug/Non Drug

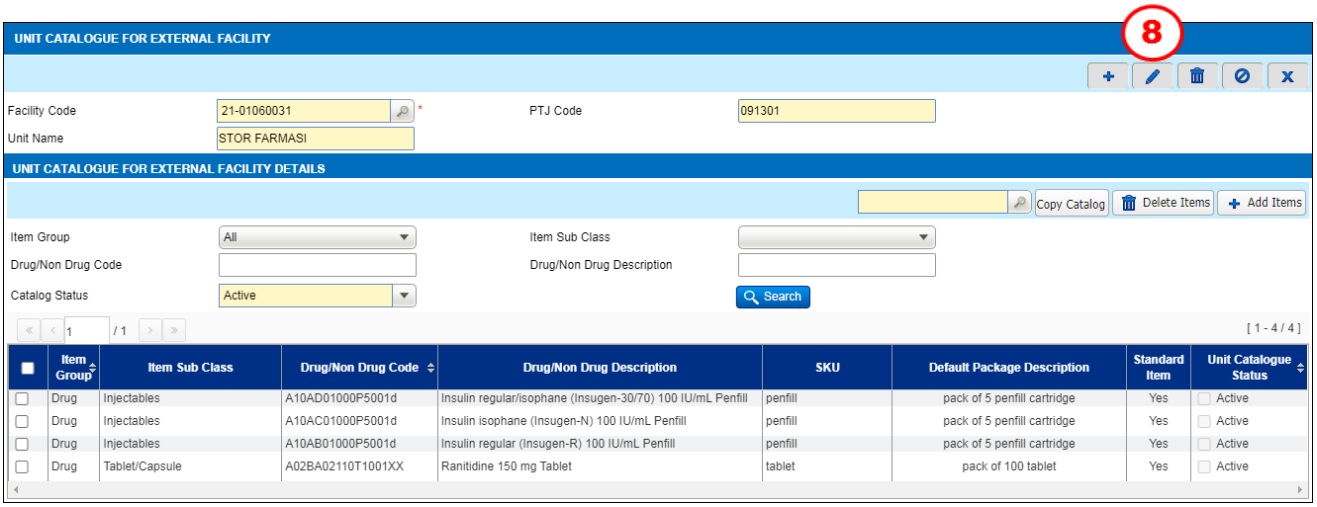


Figure 3.13.1-4 Unit Catalogue for External Facility

STEP 8

Click on the button to edit the record

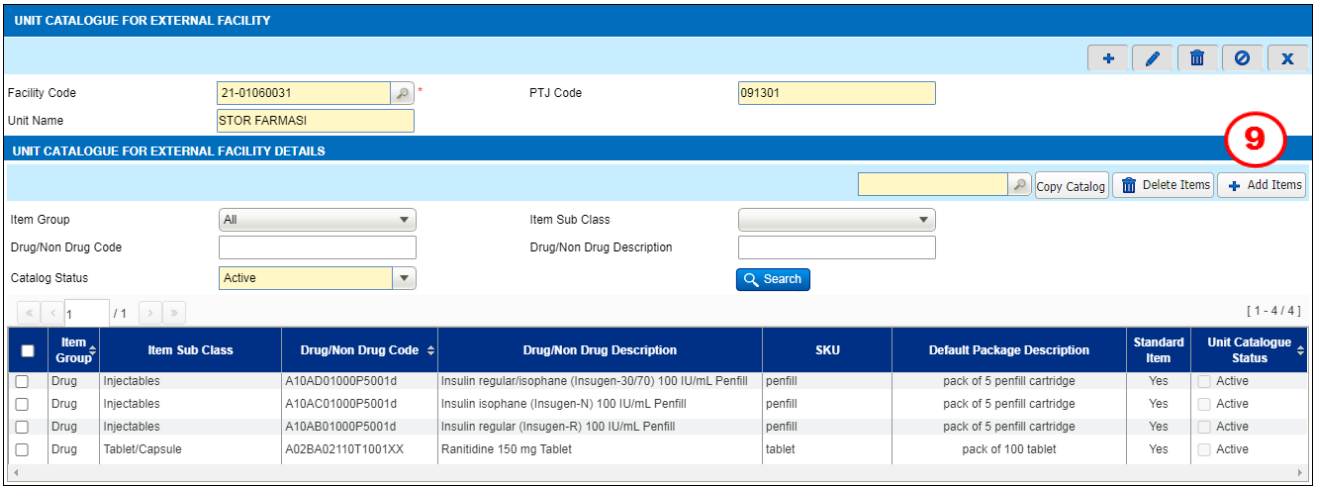
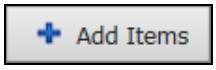


Figure 3.13.1-5 Unit Catalogue for External Facility

STEP 9

Click on the 

button to add new Drug/Non Drug information

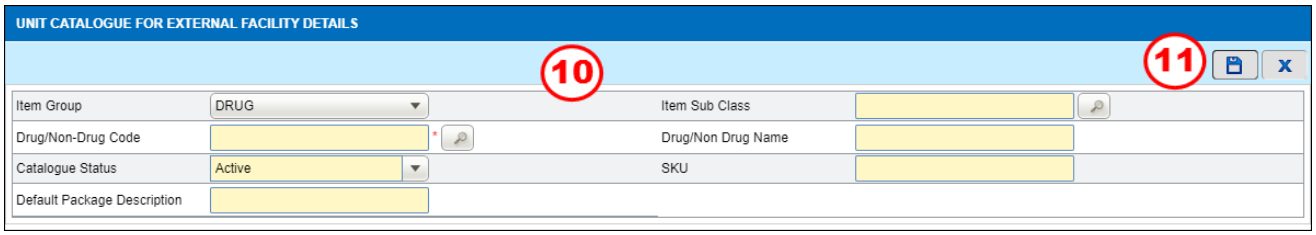


Figure 3.13.1-6 Unit Catalogue for External Facility

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:

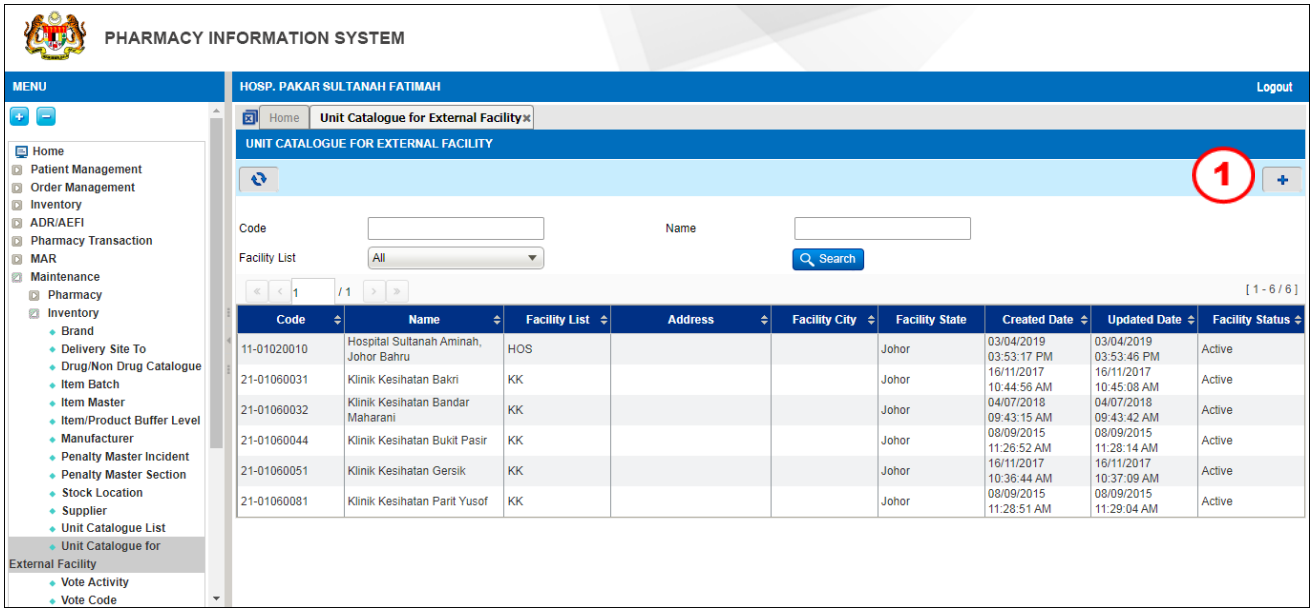


Figure 3.13.2-1 Unit Catalogue for External Facility Listing Page

STEP 1

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

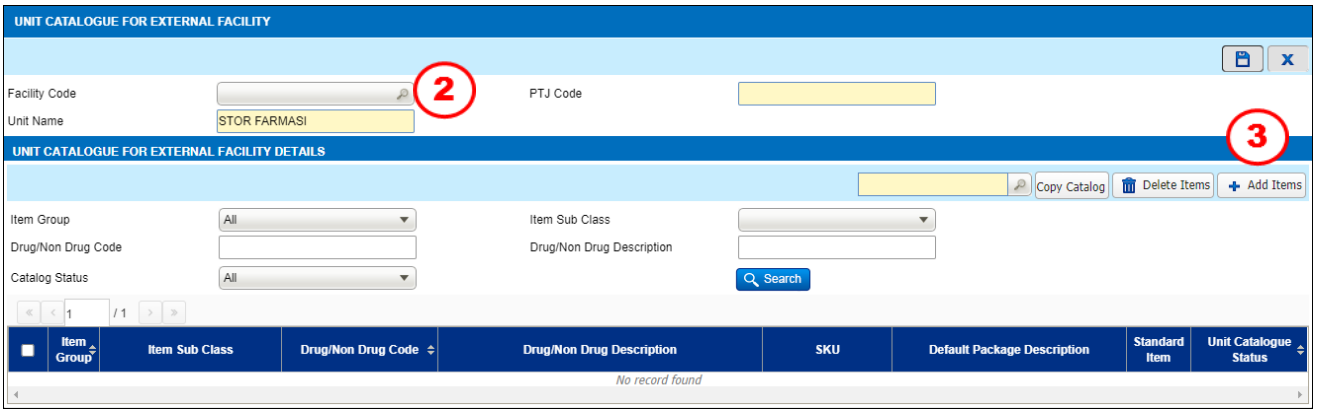
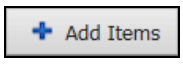


Figure 3.13.2-2 Unit Catalogue for External Facility

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 displayed as Figure 3.13.2-3

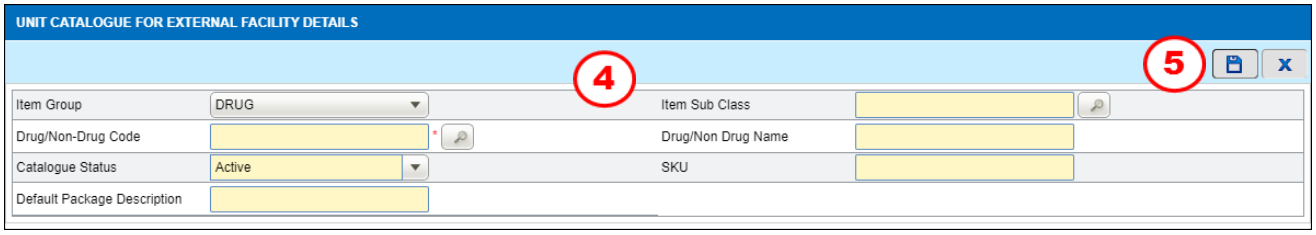


Figure 3.13.2-3 Unit Catalogue for External Facility

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*

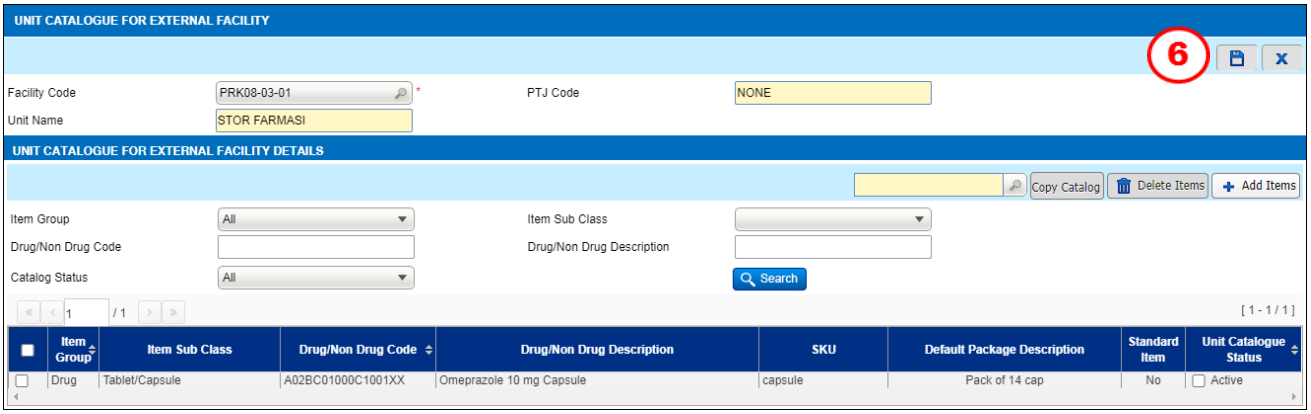
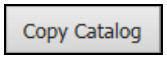


Figure 3.13.2-4 Unit Catalogue for External Facility

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:

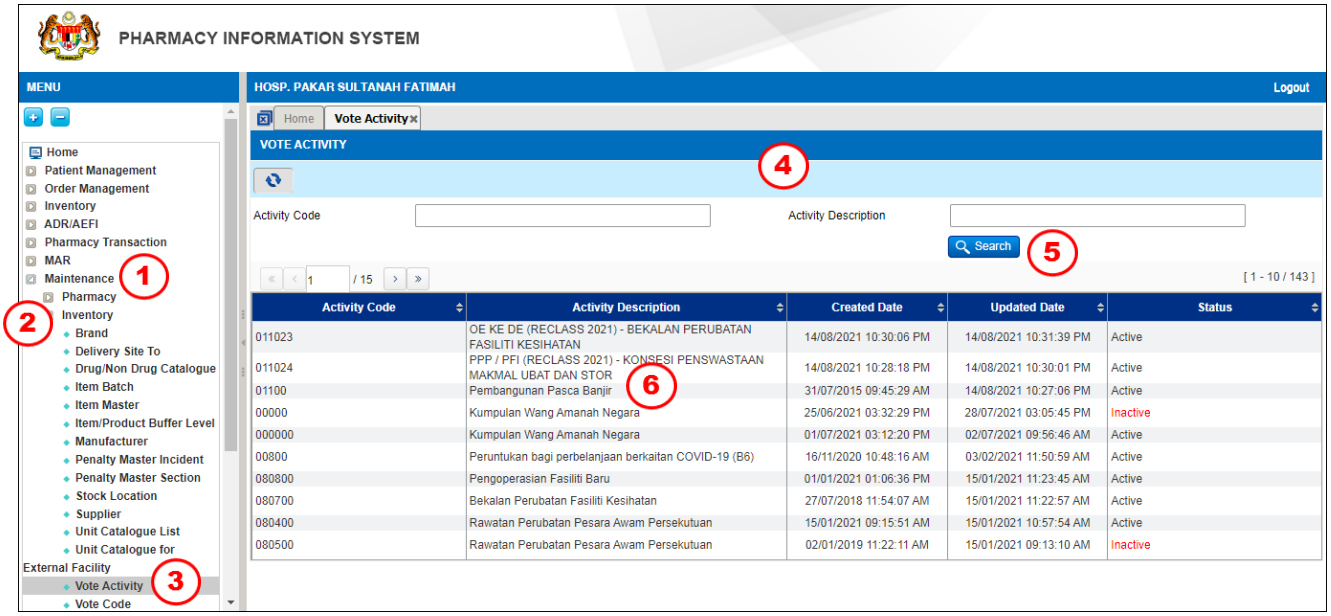


Figure 3.14-1 Vote Activity Listing Page

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

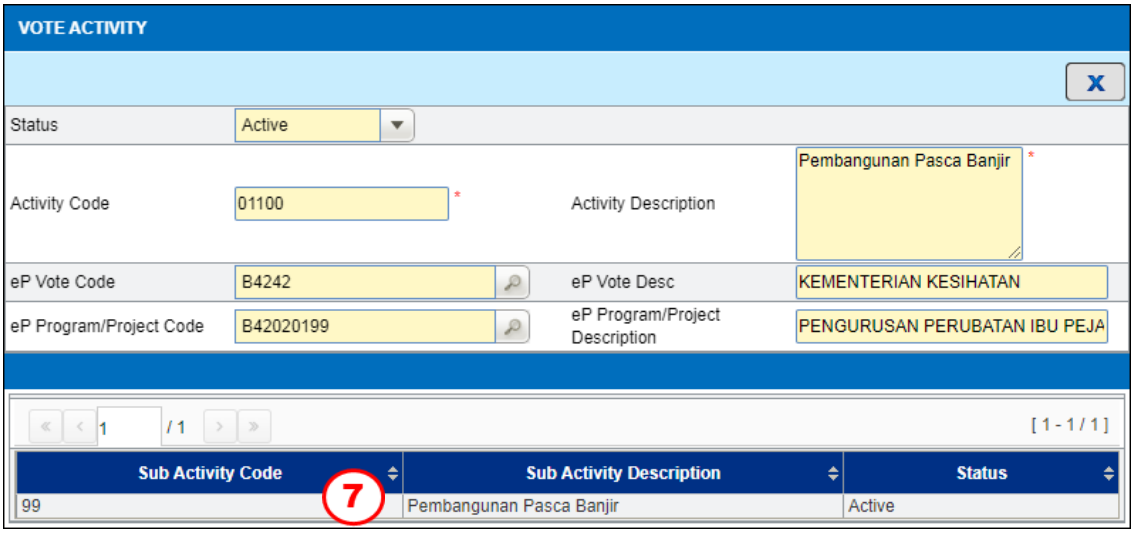


Figure 3.14-2 Vote Activity

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

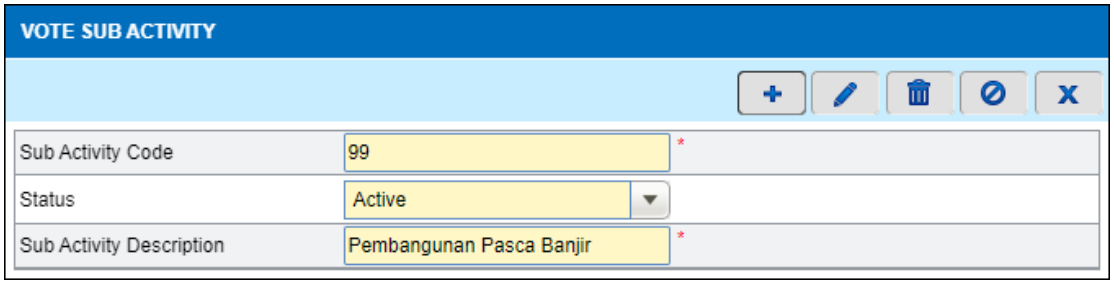


Figure 3.14-2 Vote Sub Activity

3.15 Vote Code

3.15.1 View/Edit Vote Code

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

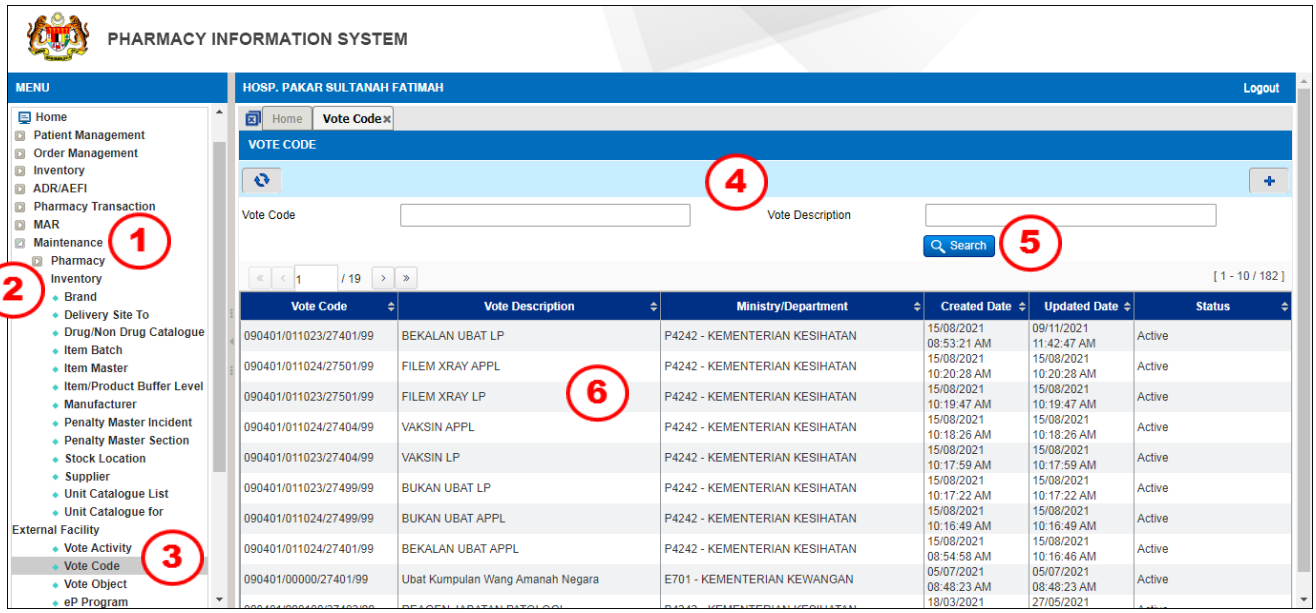


Figure 3.15.1-1 Vote Code Listing Page

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

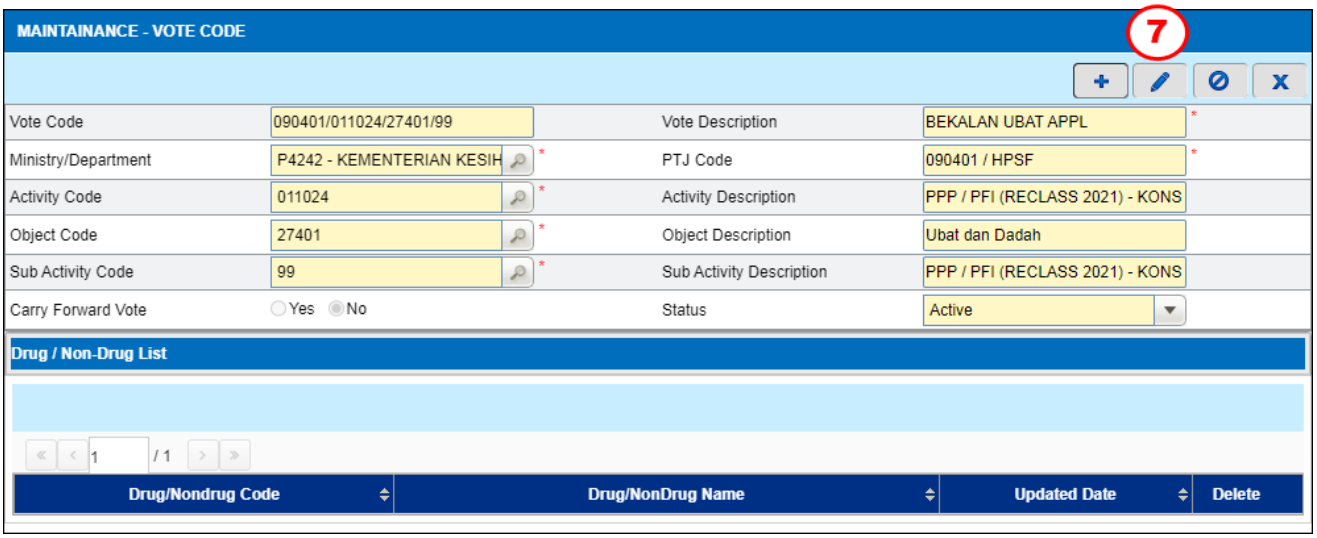


Figure 3.15.1-2 Maintenance - Vote Code

STEP 7

Click on the button to edit the record

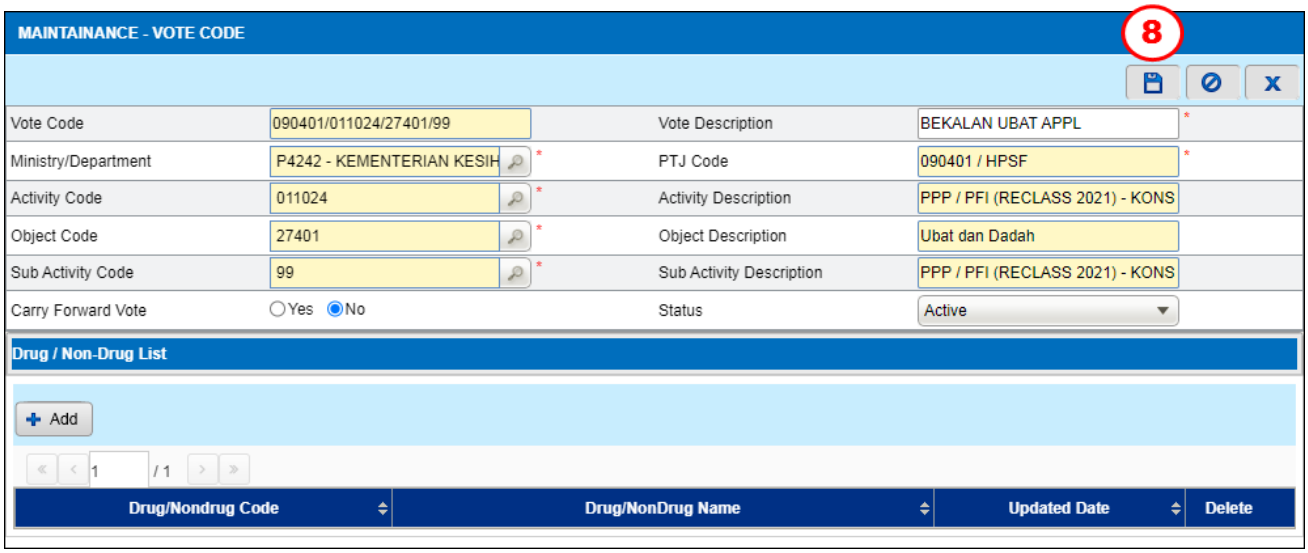


Figure 3.15.1-3 Maintenance - Vote Code

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*

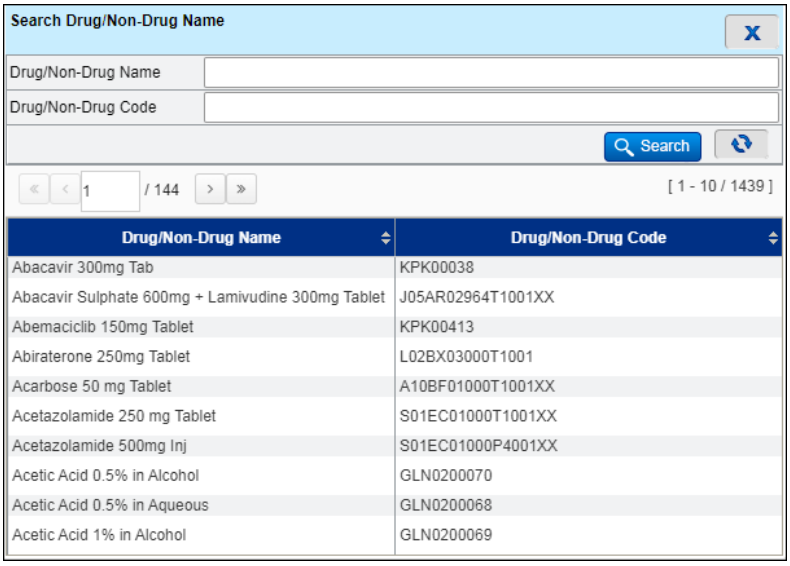


Figure 3.15.1-4 Drug/Non Drug Records

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:

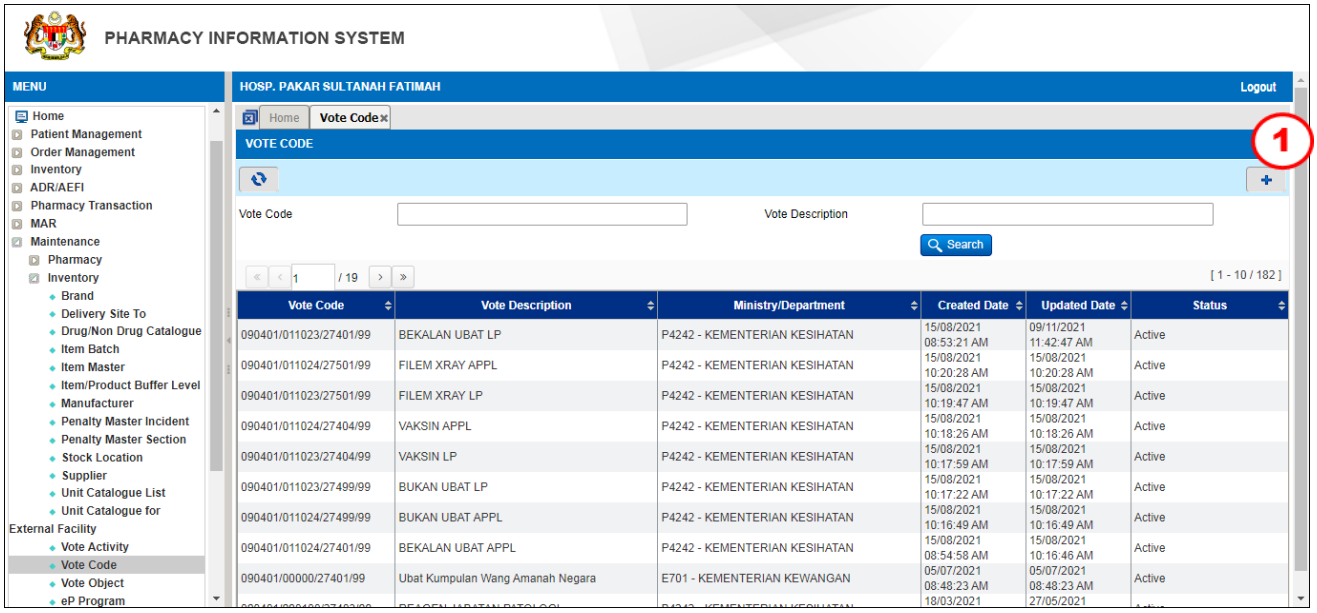


Figure 3.15.2-1 Vote Code Listing Page

STEP 1

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

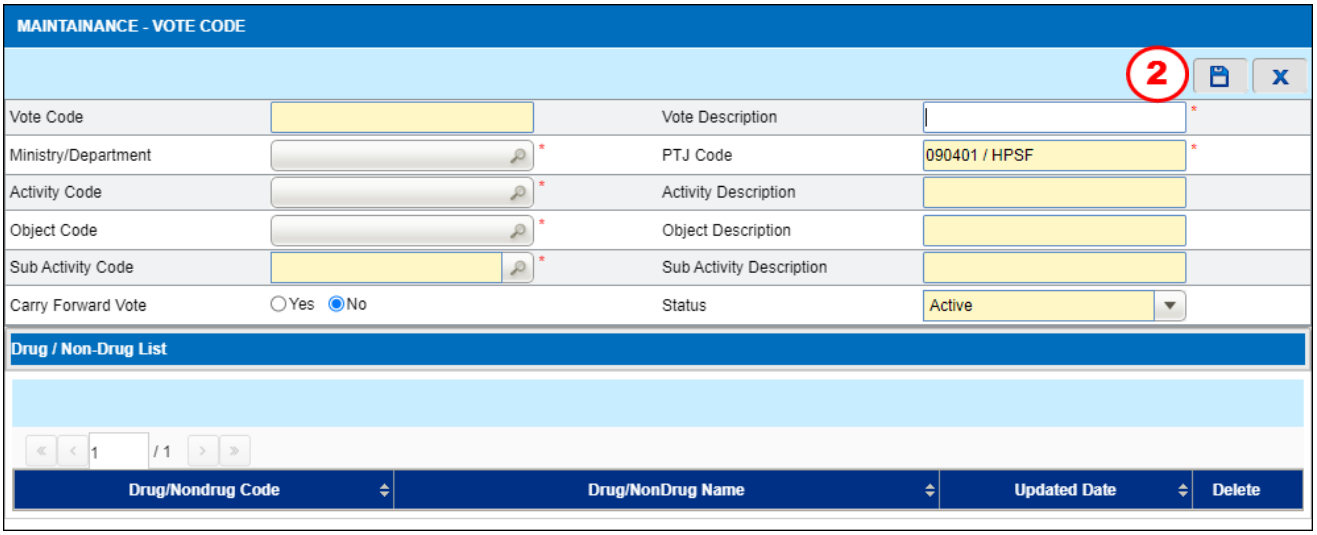


Figure 3.15.2-2 Maintenance - Vote Code

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:

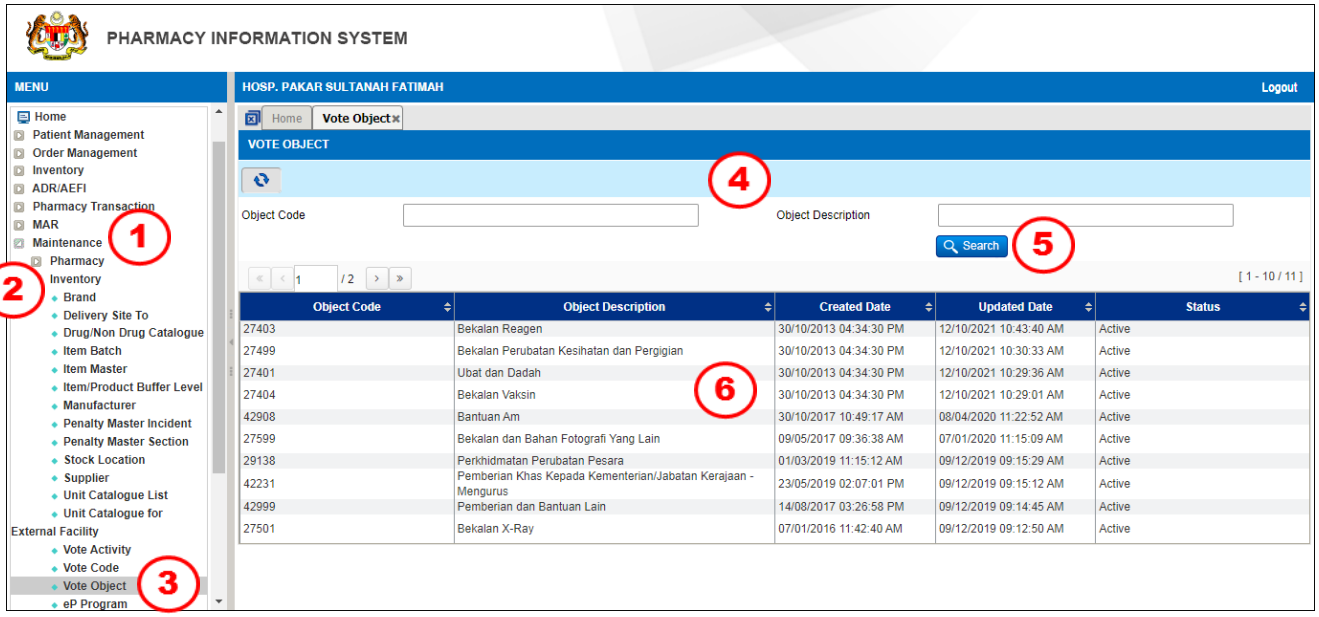


Figure 3.16-1 Vote Object Listing Page

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:

a) Object Code
b) 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

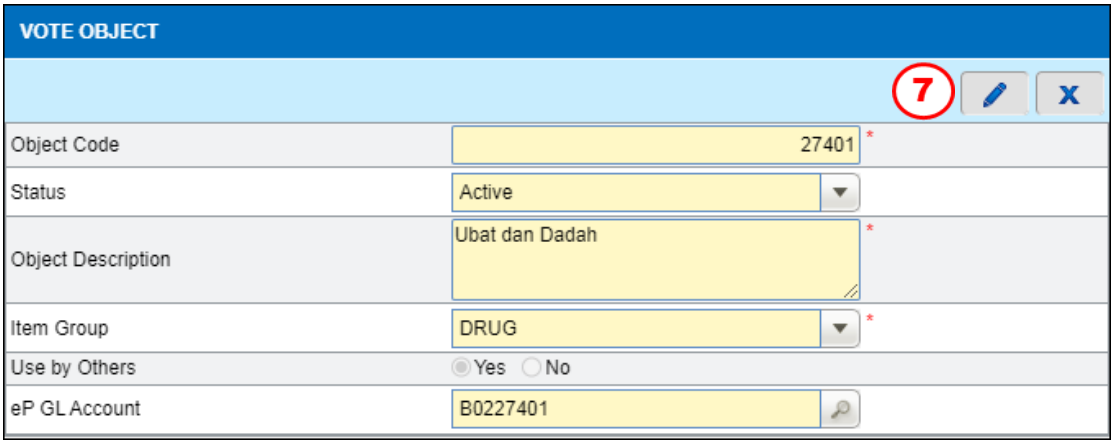


Figure 3.16-2 Vote Object

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

STEP 7

Click on the button to edit the record

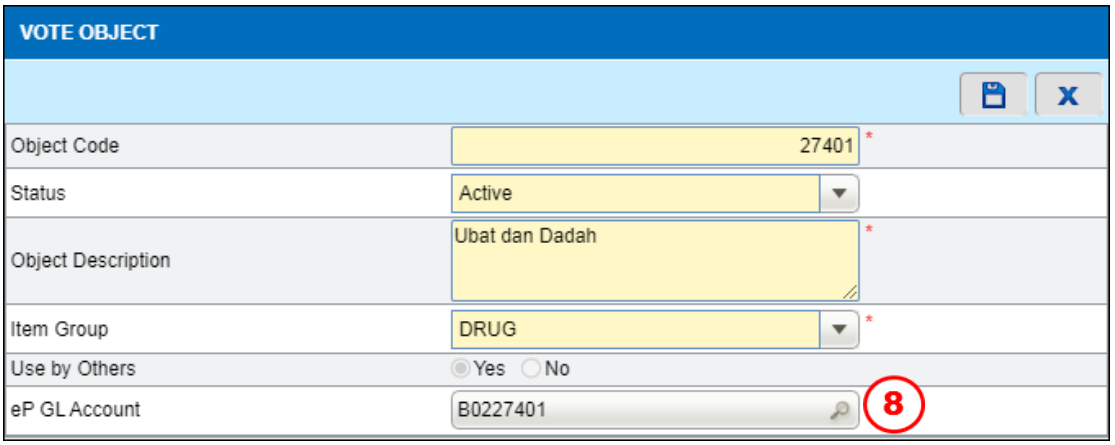


Figure 3.16-3 Vote Object

STEP 8

Click on button to change eP GL Account

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

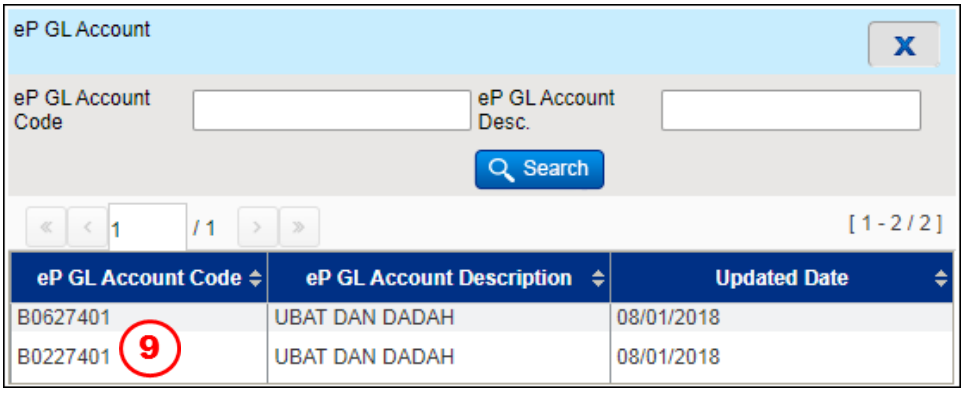


Figure 3.16-4 eP GL Account

STEP 9
Select eP GL Account

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

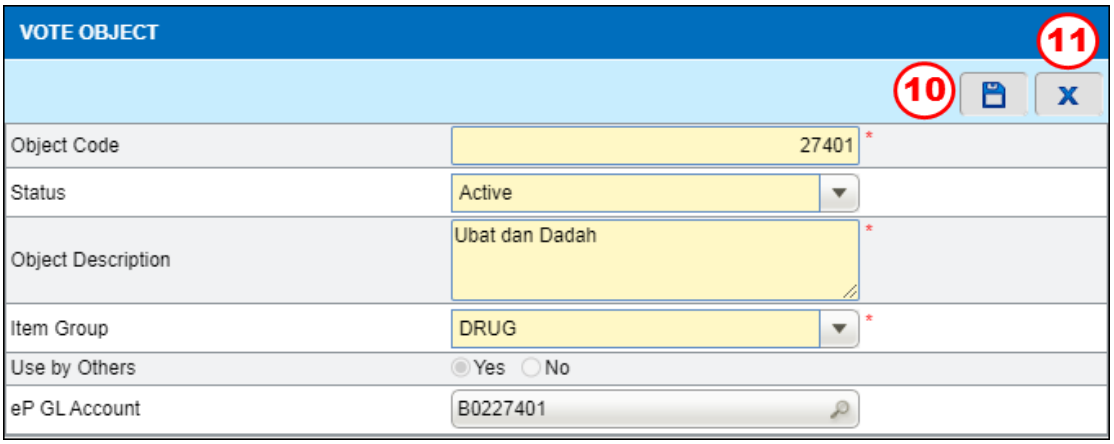


Figure 3.16-5 Vote Object

STEP 10

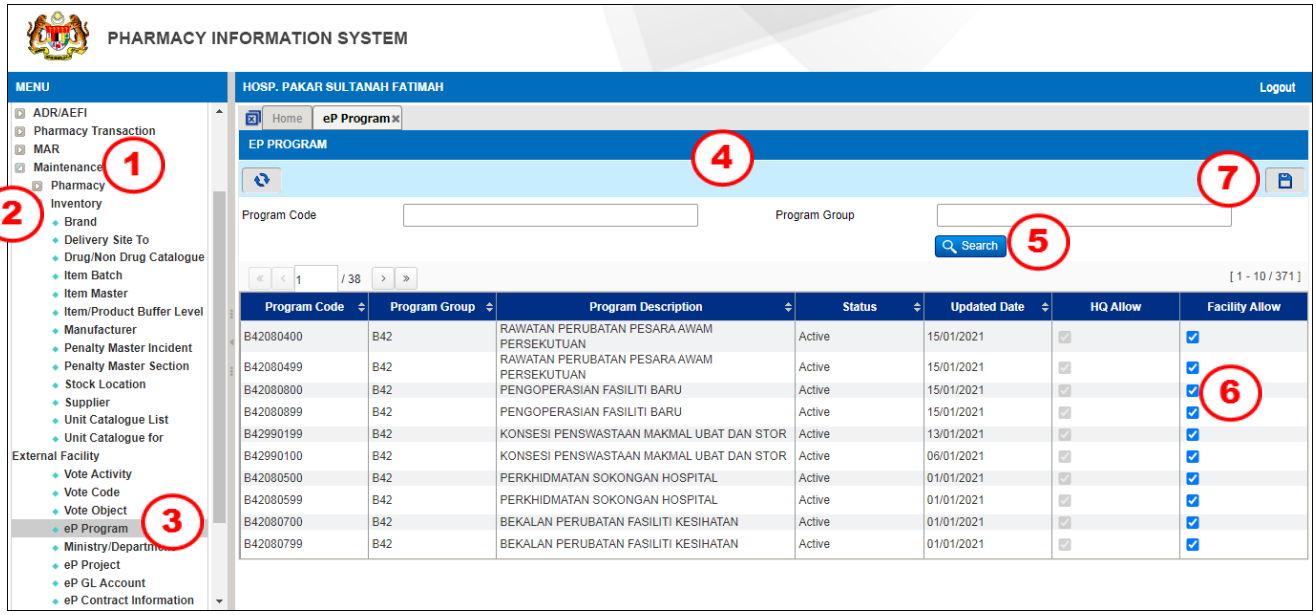
Click on button to save the record

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:



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

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 Search button after input criteria.

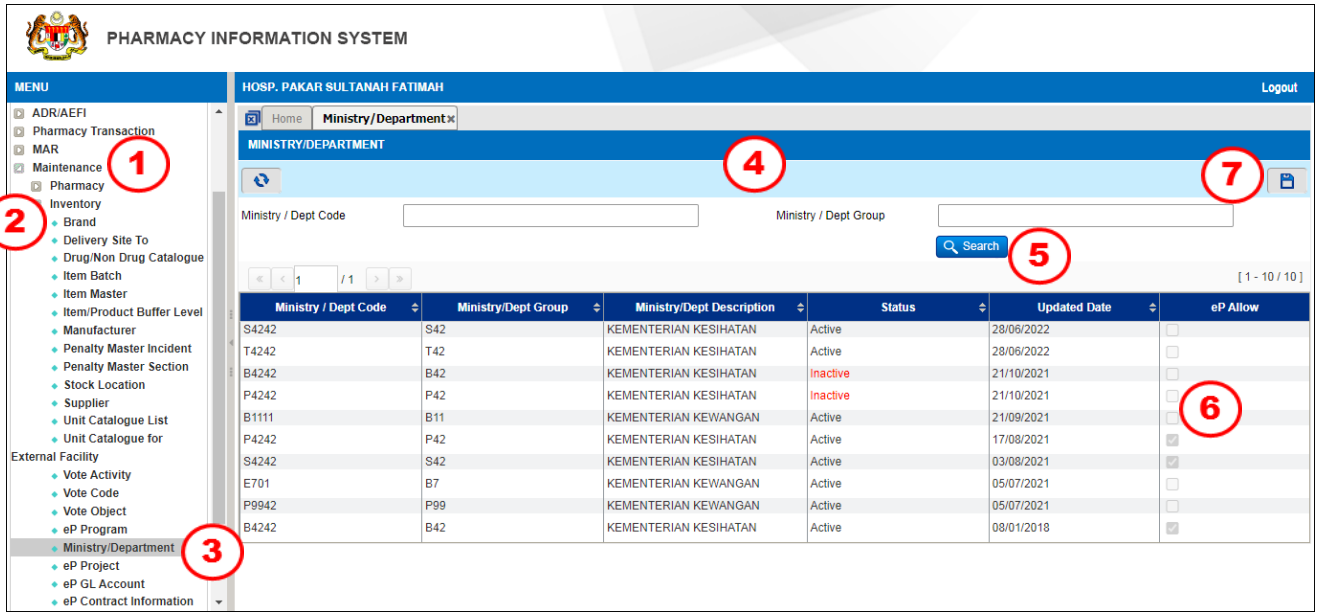
STEP 6
Select Facility Allow ☑ checkbox

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:



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

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 Search 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:

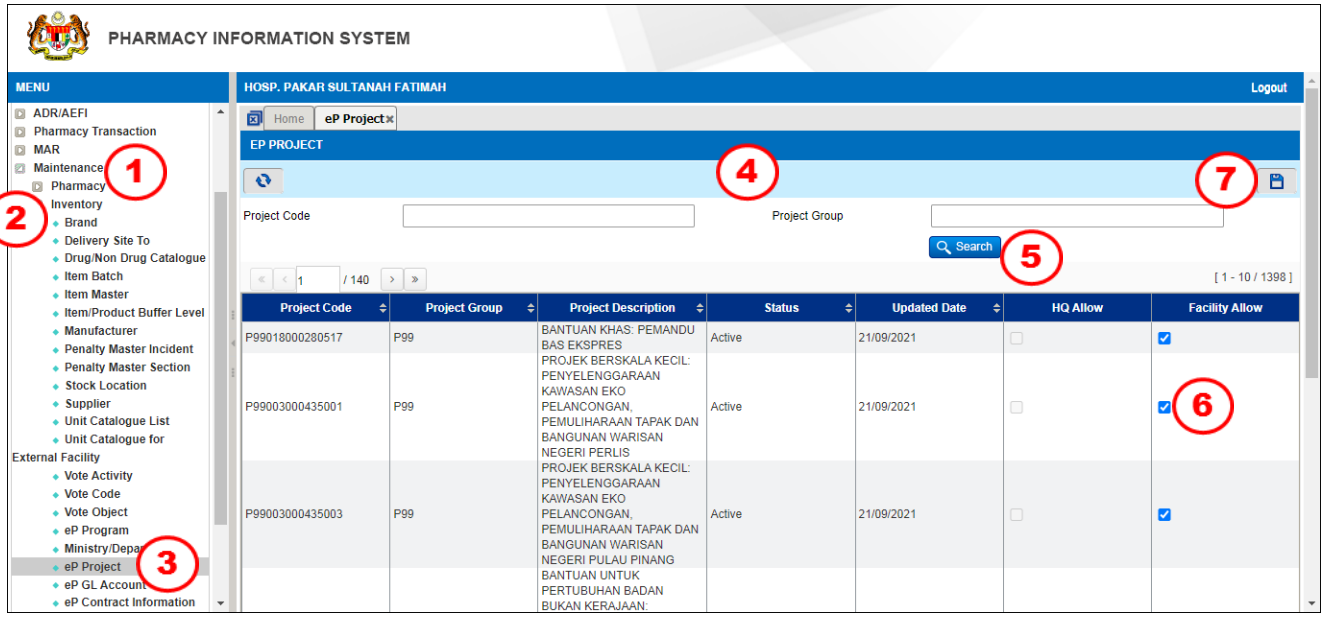


Figure 3.19-1 eP Project Listing Page

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 Search button after input criteria.

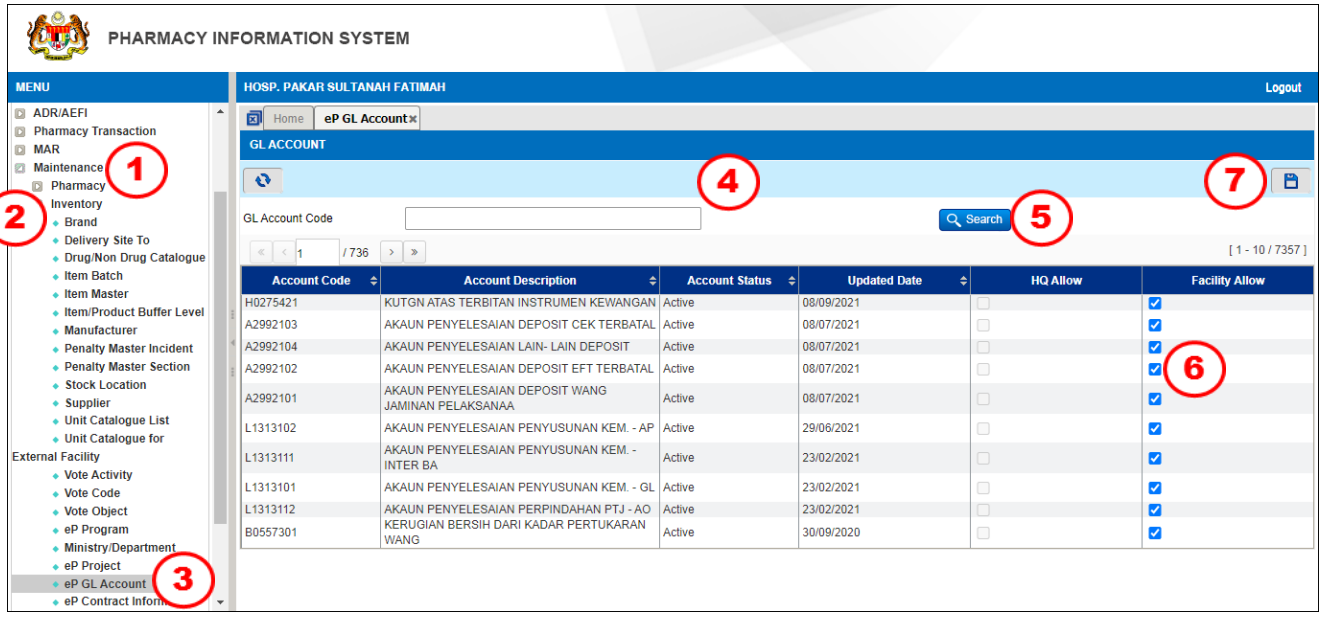
STEP 6
Select Facility Allow ☑ checkbox

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:



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

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 Search 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

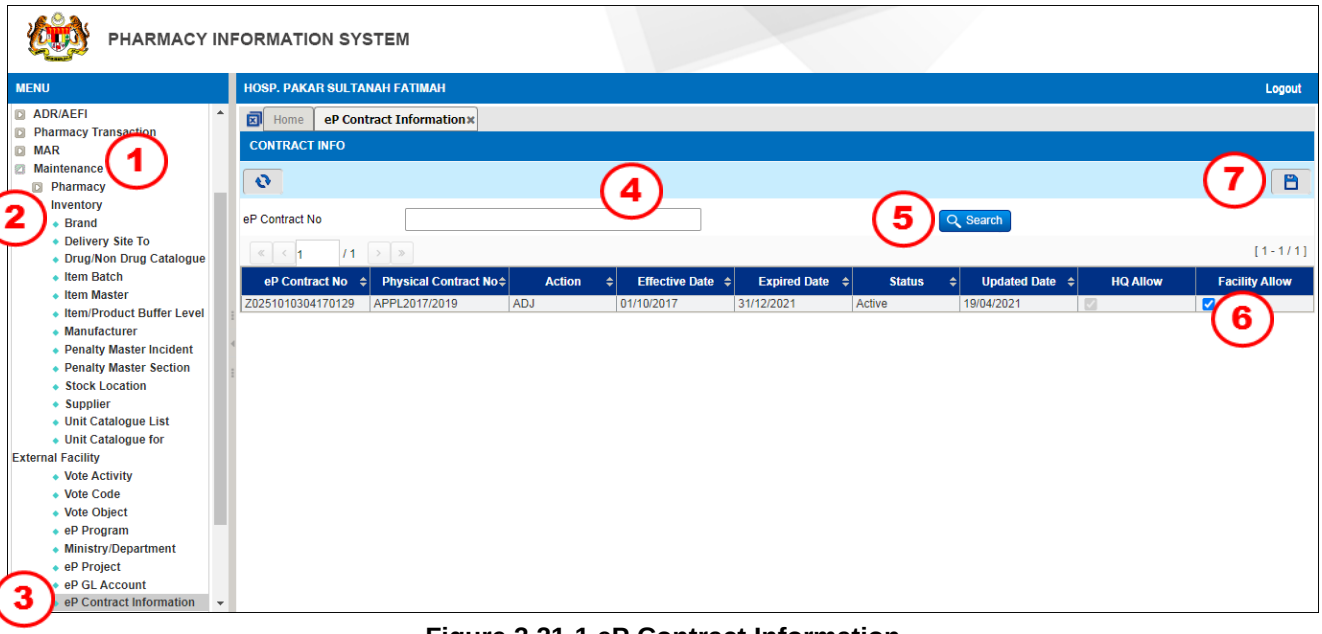


Figure 3.21-1 eP Contract Information

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 Search 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