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

User Manual
Pharmacy Inventory - Issue

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Verified and Acknowledged By:

Name	Role / Designation	Organization	Signature & Date
Muazzam bin Zulzalalin	Team Lead	Pharmaniaga Logistics Sdn. Bhd.	

Name	Role / Designation	Organization	Signature & Date
		Bahagian Perkhidmatan Farmasi (BPF), KKM	

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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 Issue 4
Overview 4
User Group 4
Functional Diagram 4
Functional Description 5
3.1 Recommended Issue Quantity (RIQ) 6
3.1.1 Internal 6
3.1.2 External – Normal Indent 10
3.1.3 External - SPUB 18
3.1.4 Recommended Issue Quantity (Manufacturing) 29
3.2 Issue 39
3.2.1 Issue Listing Page 39
3.2.2 Issue Type: Online Issue (Inter Facility) 41
3.2.3 Issue Type: Online Issue (Intra Facility) 45
3.2.4 Issue Type: Offline Issue (Inter Facility) 48
3.2.5 Issue Type: Offline Issue (Intra Facility) 58
3.2.6 Issue Type: Offline Issue (Own Consumption) 66
3.2.7 Issue Type: Stock Replenish 73
3.2.8 Issue Type: Direct Issue 79
3.3 Issue Approval 82
3.3.1 Offline Issue Approval 82
3.3.2 Stock Replenish Approval 87
3.3.3 Direct Issue Approval 91
4.0 Acronyms 95
5.0 Links To Inventory Modules 95

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 twelve (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, Parenteral Nutrition, IV Admixture & Eye Drop, Radiopharmaceuticals and Extemporaneous
8. Adverse Drug Reaction & Drug Allergic Card (ADR & DAC)
9. Clinical Pharmacokinetics Services (TDM)
10. Drug Information & Consumer Education (DICE)
11. Medication Therapy Adherence Clinic (MTAC)
12. Data Mining (PhARM)

1.2 Purpose and Objectives

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

User will understand the following activities in details:

- Recommended Issue Quantity (RIQ)
- Issue Approval

1.3 Organised Sections

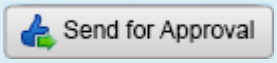
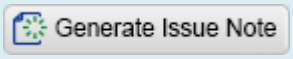
These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Issue
- Section 4 : Acronyms

2.0 Application Standard Features

2.1 PhIS Legend

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

Module Legend			
	Send for HOD approval		Generate Issue Note

Note

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

2.2 Latest Enhancement and Updates

Latest Functions	Page
3.2.1 Issue Listing Page	**38**

3.0 Issue

Overview

This module will be used by Pharmacist at Pharmacy Store/Pharmacy Sub-Stores/Units to supply drug/non drug to requested unit.

User Group

This module is intended for storekeeper and pharmacists at the Pharmacy Store, Pharmacist and Assistant Pharmacist at the Sub Store; Sister and Nurse at the unit/ward. (Subject to user assign by the facility)

Functional Diagram

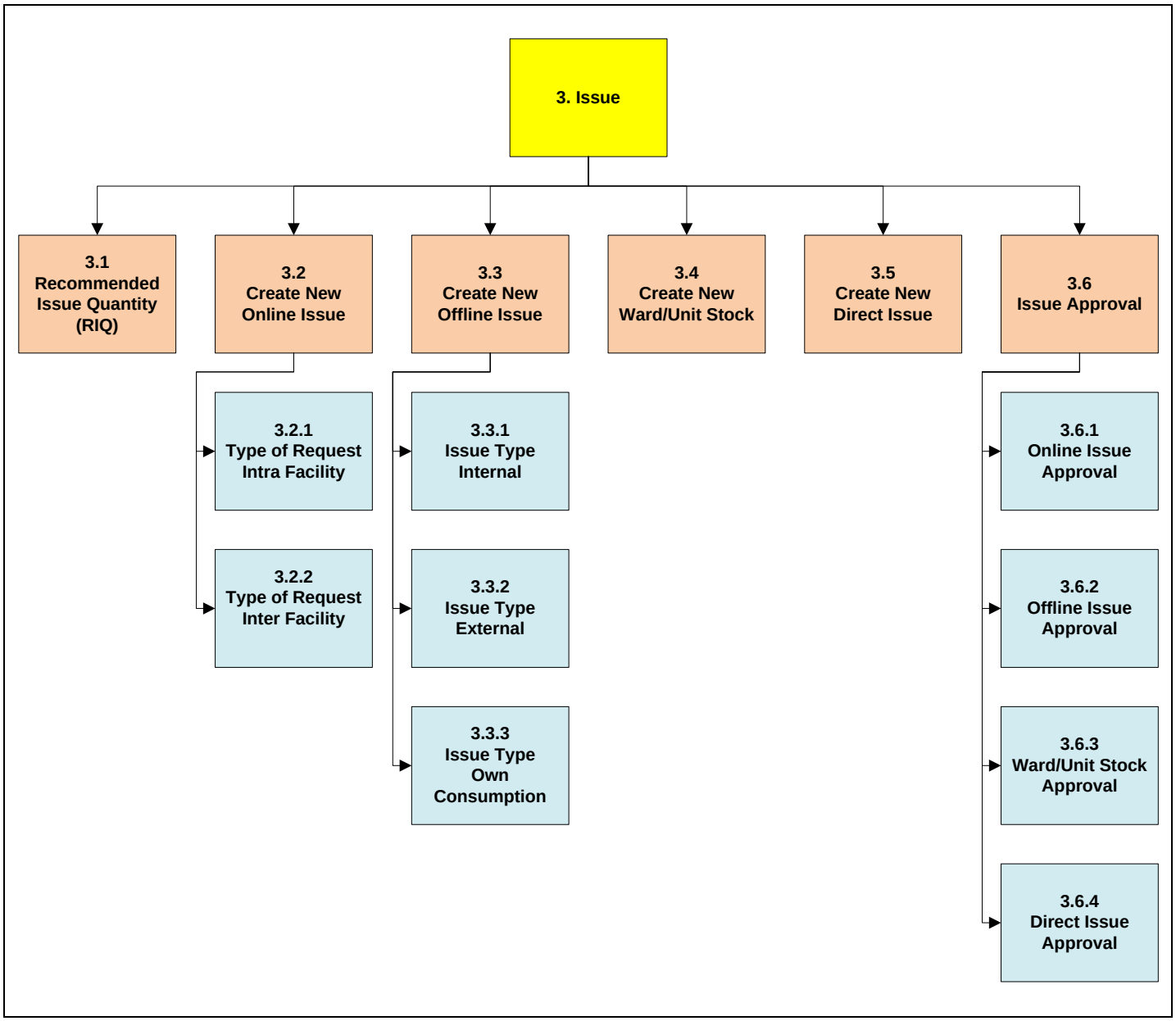


Figure 3-1

Functional Description

Finance sub-module comprises of six (6) main functions:

- **Recommended Issue Quantity (RIQ)**
  This function allows user to view all existing transaction and create a new transaction

- **Online Issue (Inter)**
  This function allows user to view all existing transaction and create a new transaction

- **Offline Issue (Inter)**
  This function allows user to view all existing transaction and create a new transaction

- **Ward/Unit Stock (Stock Replenish)**
  This function allows user to view all existing transaction and create a new transaction

- **Direct Issue**
  This function allows level 1 user only to view all existing transaction and create a new transaction

- **Issue Approval**
  This function is used for HOD to either approve or reject any issue transaction

3.1 Recommended Issue Quantity (RIQ)

3.1.1 Internal

The supplying unit will receive indent request transaction from requester unit as RIQ for the system to suggest recommended quantity to be issued out. To process RIQ record, perform steps below:

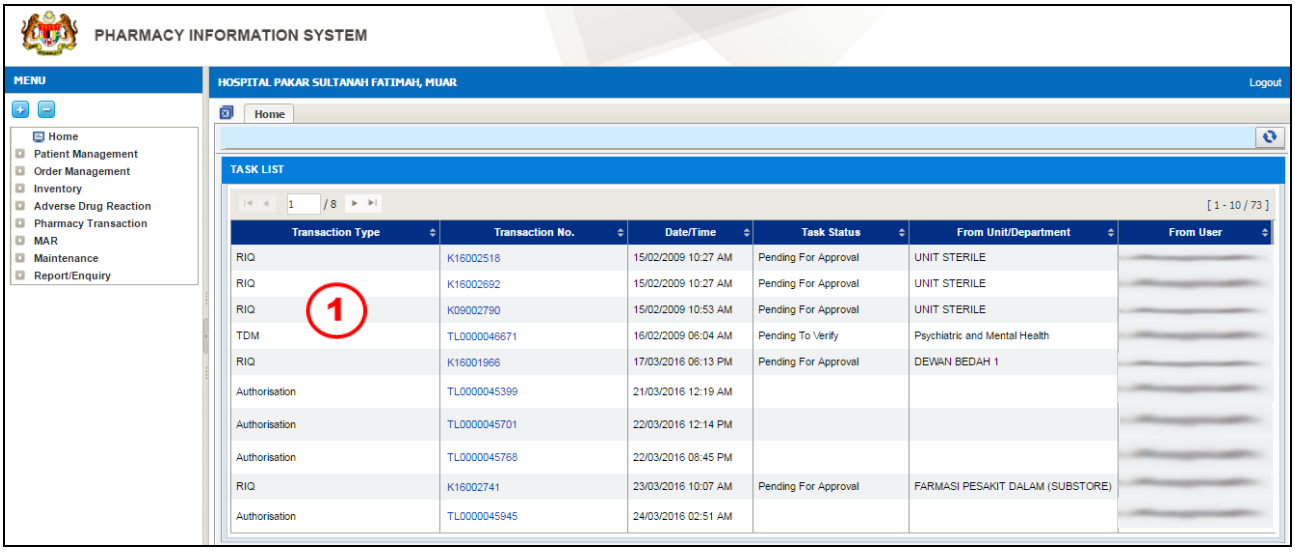


Figure 3.1.1-1 RIQ (Internal) Listing Page

STEP 1
Click on the *Transaction No*. hyperlink and the RIQ screen will be displayed as shown in the Figure 3.1.1-2.

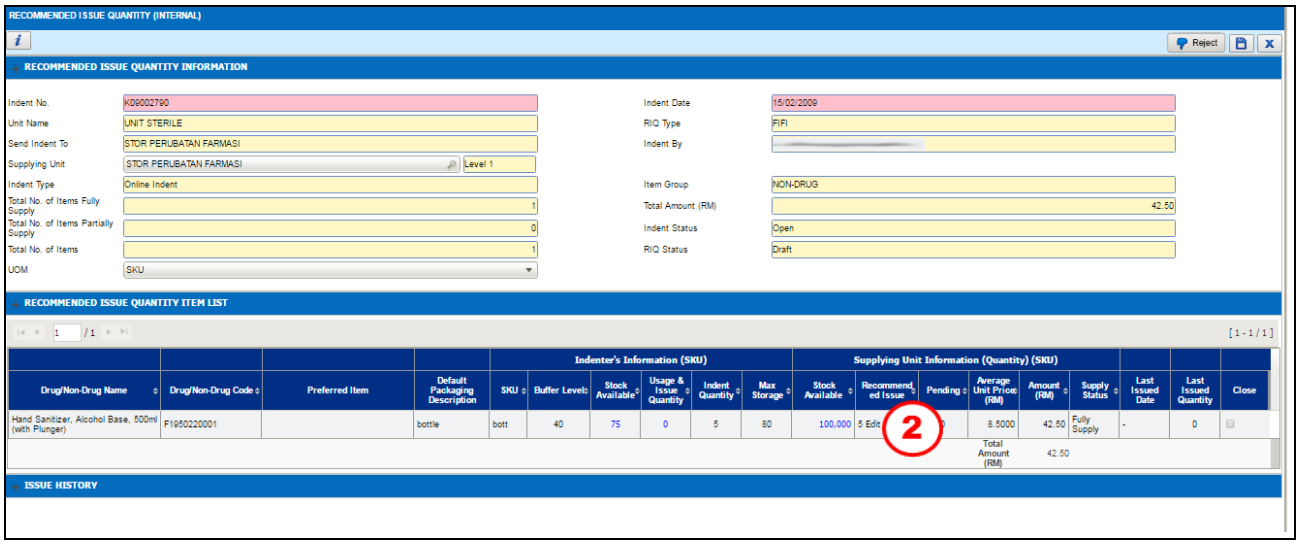


Figure 3.1.1-2 Recommended Issue Quantity (Internal) Information

STEP 2
Click on the *Edit* hyperlink in the ***Recommended Issue*** column.

Note

- Recommended Issue Quantity type consists of 2 method: -
  a) FIFI (*the system will recommend the issue quantity based on the First Indent First Issue)*
  b) Urgent/Priority (*the system will recommend issue quantity by Indent that has urgent item inside)*

- *Edit link will be disabled if the stock in supplying unit is nil (0).*
- *Issue Quantity (SKU) is defaulted to the quantity suggested from the RIQ process but it is editable.*

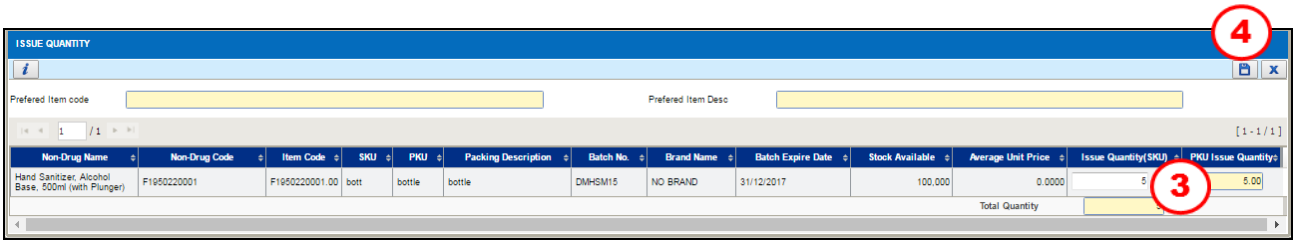


Figure 3.1.1-3 Issue Quantity (SKU)

STEP 3
Change the ***Issue Quantity (SKU)*** if required as shown in *Figure 3.1.1-3.*

STEP 4
Click on the button to save ***Issue Quantity (SKU)*** and x to close the window.

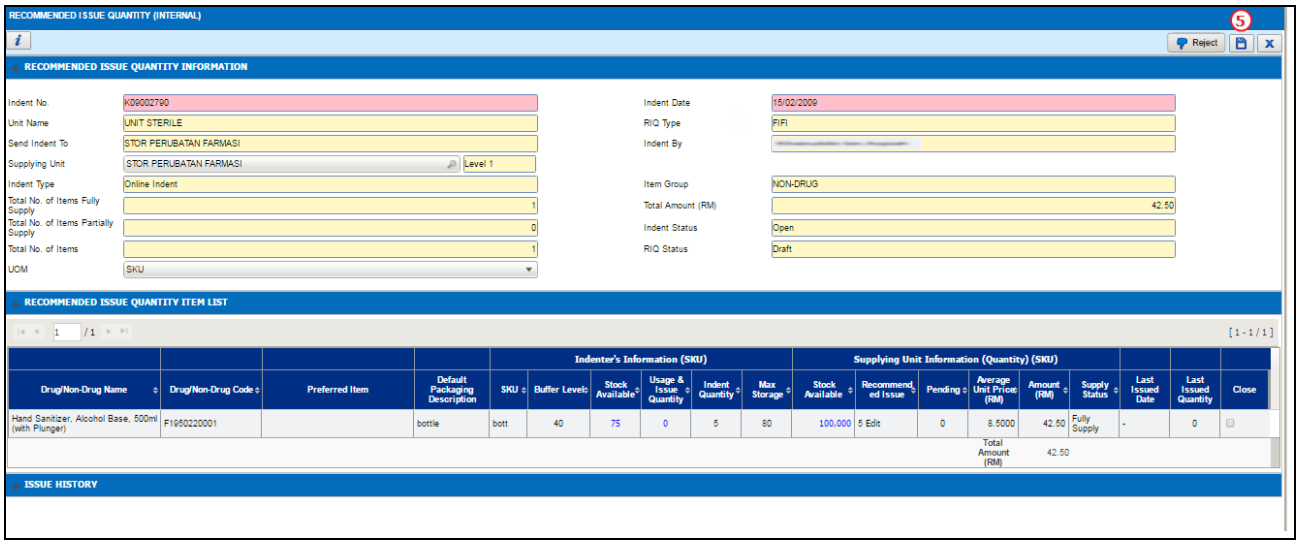


Figure 3.1.1-4 Save Record Alert Message

STEP 5
Click on the button again to save record as shown in *Figure 3.1.1-4.*

Note

- *After saving the record, an alert message will be displayed as shown in Figure 3.1.1-5.*
- *Click on the* Yes *button.*

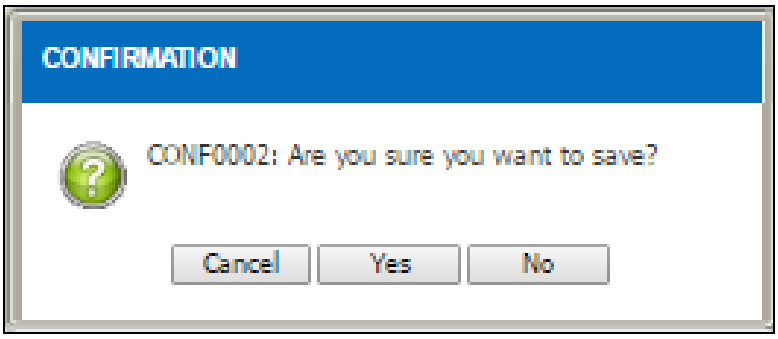


Figure 3.1.1-5 Save Record Alert Message

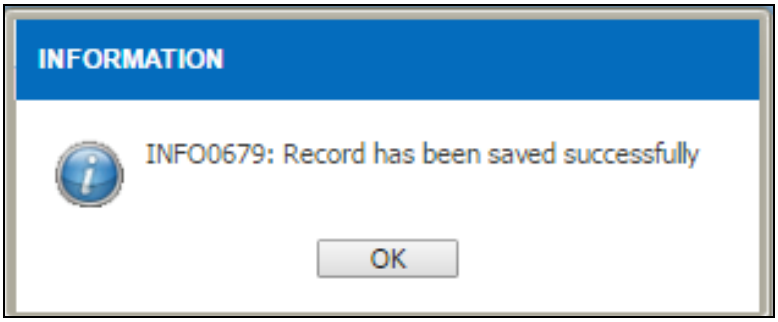


Figure 3.1.1-6 Save Record Alert Message

STEP 6

Click on the Approve button to approve the RIQ transaction.

Note

- *Stock at the Supplying Unit will be deducted after RIQ is approved.*
- *After record has been approved, an alert message will be displayed as shown in Figure 3.1.1.8.*
- *Click on the Yes button.*

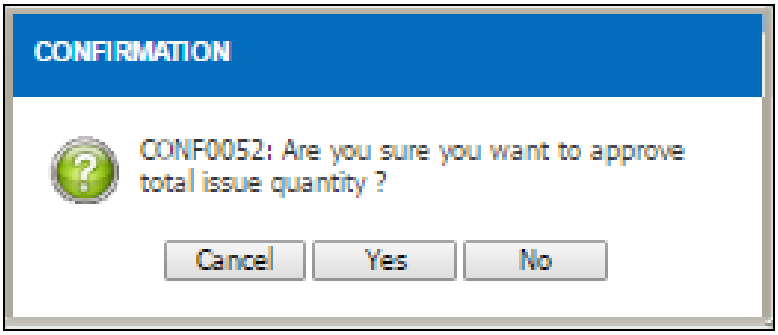


Figure 3.1.1-8 Save Record Alert Message

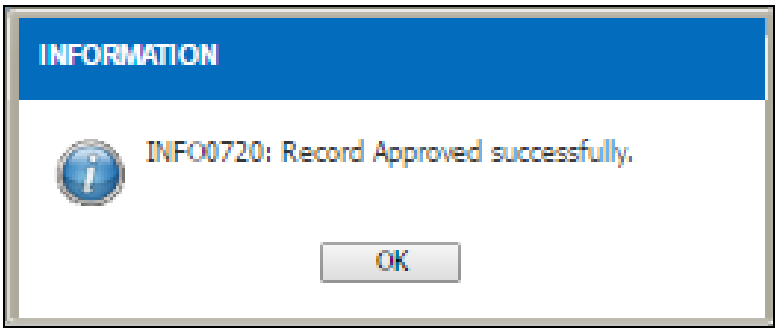


Figure 3.1.1-9 Save Record Alert Message

3.1.2 External – Normal Indent

The supplying unit will receive indent transaction from requester unit through External Notification column. To create a new RIQ record, perform the steps below:

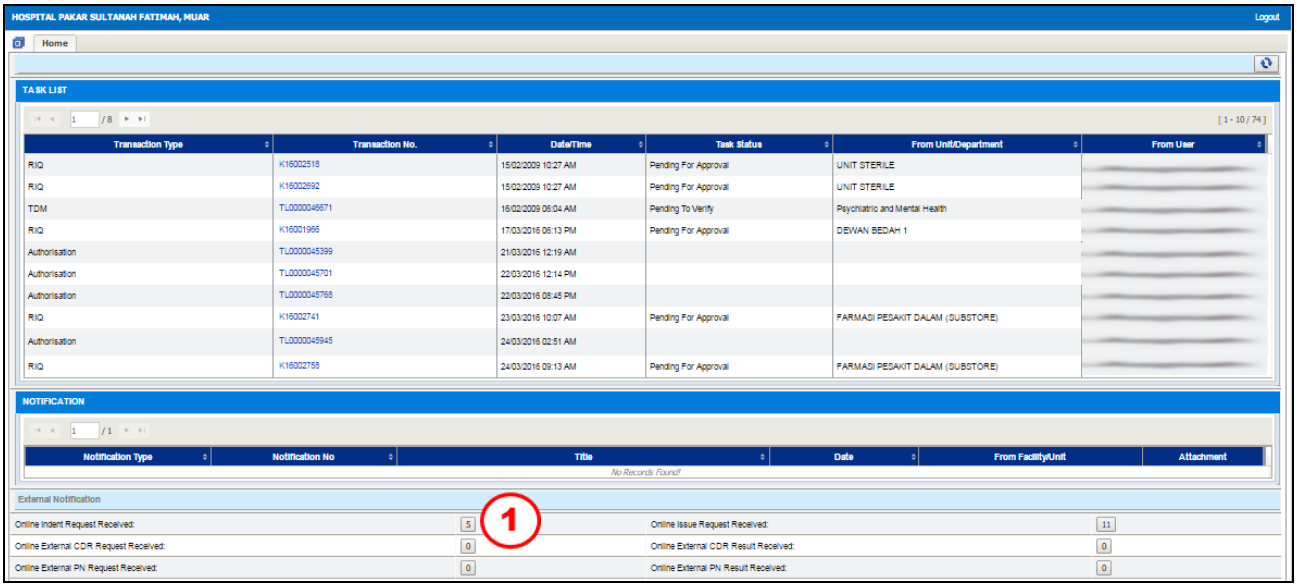


Figure 3.1.2-1 Online Indent Request Received / Inter Facility Indent

STEP 1

Click on 'Online Indent Request Received' via External Notification.

The system will display the Online Indent Request Received / Inter Facility Indent as per Figure 3.1.2-2.

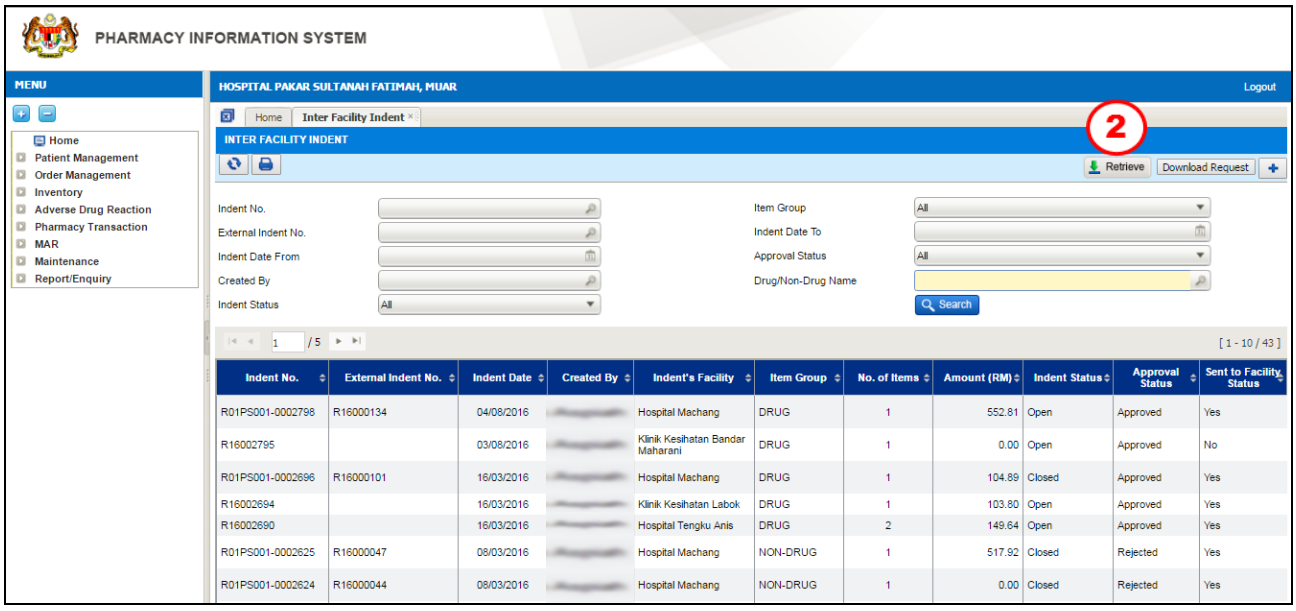


Figure 3.1.2-2 Inter Facility Indent

STEP 2

Select Retrieve as per Figure 3.1.2-2.

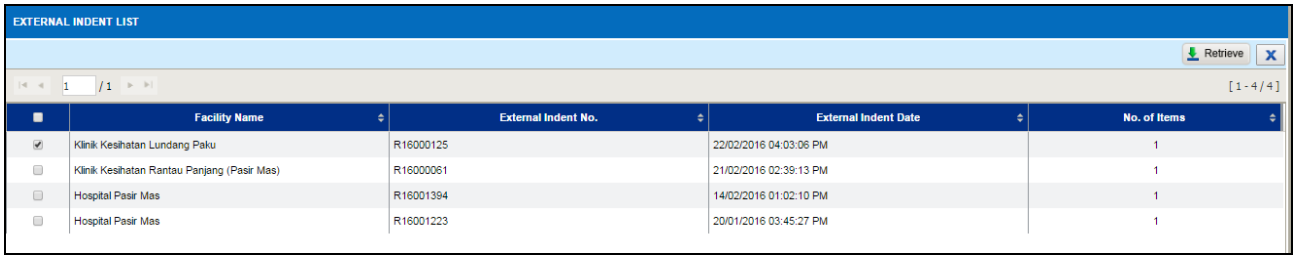


Figure 3.1.2-3 External Indent List

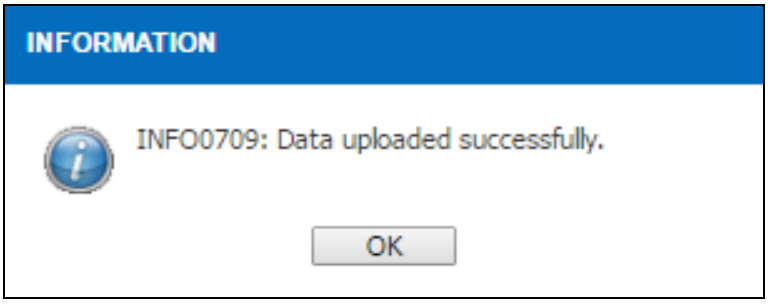


Figure 3.1.2-4 External Indent Data Uploaded

Note

- *The system will display external indent list as per Figure 3.1.2-3.*
- *Select the 'External Indent No.' and click the* Retrieve *button.*
- *'Data Uploaded successfully' information box pop-up once click the* Retrieve *button as per Figure 3.1.2-4.*
- *The selected external indent will be displayed in indent listing with Indent Status as 'Open' and Approval Status as 'Pending For Approval'.*

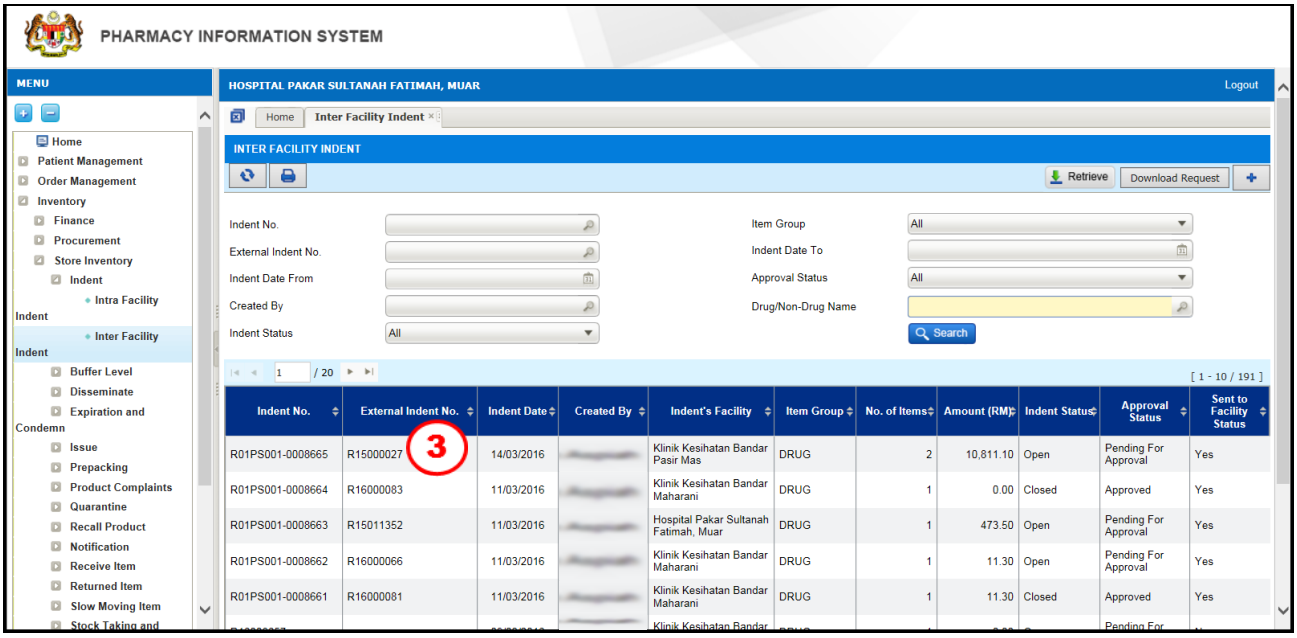


Figure 3.1.2-5 Indent Detail

STEP 3
Double-click on the ***External Indent No*** to view the Indent details.

Note

- *The system will display the Indent details as per Figure 3.1.2-6.*
- *The system will generate 'Indent No.' and the indent information will flow to Recommended Issue Quantity (External) once the transaction is approved.*

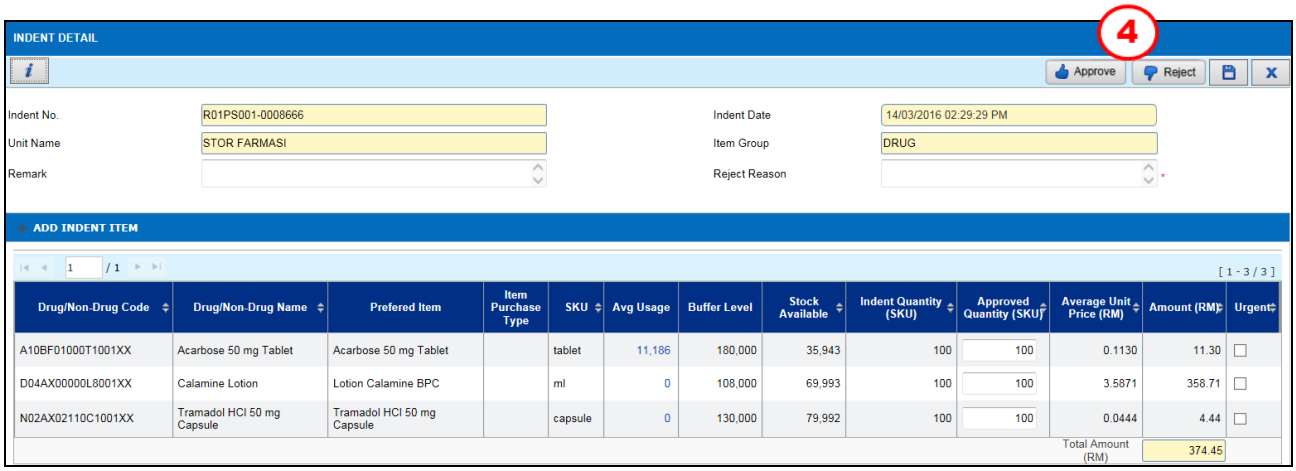


Figure 3.1.2-6 Indent Detail

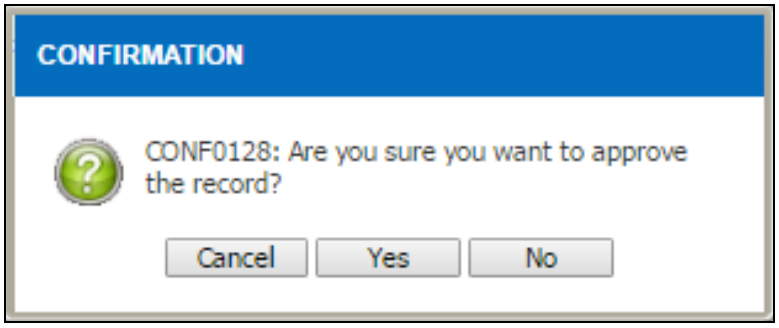


Figure 3.1.2-7 Confirmation Alert Message

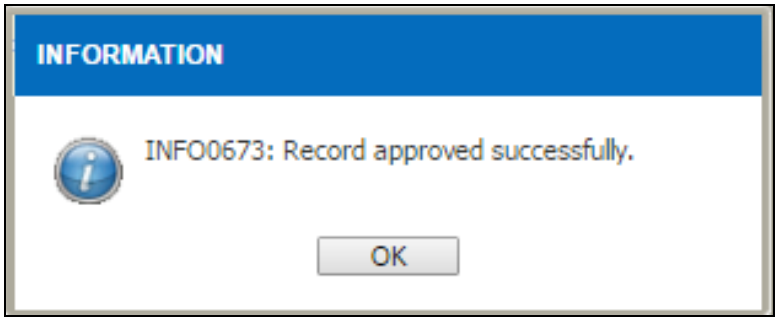


Figure 3.1.2-8 Information Alert Message

STEP 4

Click on the

button to Approve Indent Detail

Or

Click on the Reject button to reject the transaction and the status will be changed to Rejected

Note

- *The system will display confirmation alert message as per Figure 3.1.2-7 after user clicked the* Approve *button.*
- *Click* OK *as per Figure 3.1.2-8.*

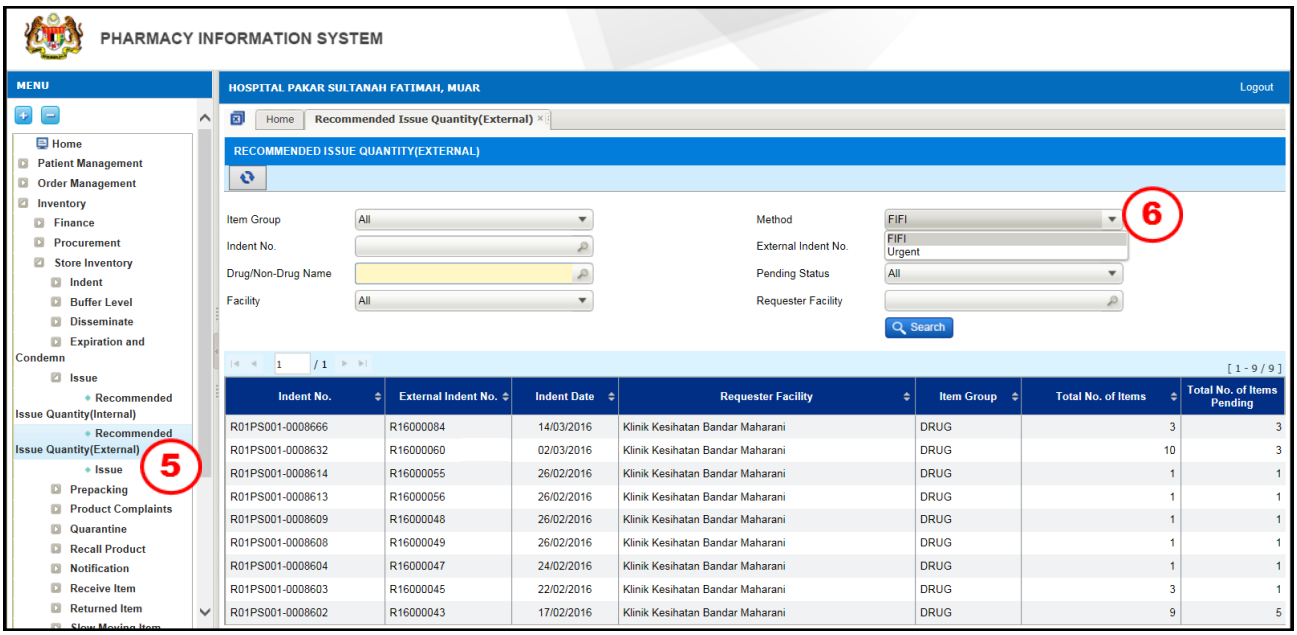


Figure 3.1.2-9 RIQ (External) Listing Page

STEP 5

Click on 'Inventory' menu follow by 'Store Inventory' then 'Issue' and 'Recommended Issue Quantity (External)'

The system will display the RIQ (External) Listing Page as per Figure 3.1.2-9

Note

- *Recommended Issue Quantity consists of 2 methods: -*
- *FIFI – the system will recommend the issue quantity based on the First Indent First Issue.*
- *Urgent/Priority – the system will recommend issue quantity by Indent that has urgent item inside.*

STEP 6

Select on 'FIFI' or 'Urgent/Priority'

Note

- *The system will display all approved indent requests on the listing page as per Figure 3.1.2-9.*
- *Select on the' FIFI' dropdown list in **Method** to display all the approved indent requests and will sort by First Indent as shown in Figure 3.1.2-9.*
- *Select on the 'Urgent' dropdown list in **Method** to display the indent that have drug/non drug that is selected as an 'Urgent' item. The indent will be highlighted with red color as shown in Figure 3.1.2-9. If all received indent requests are marked as urgent/priority, the issue quantity will be based on the received date.*

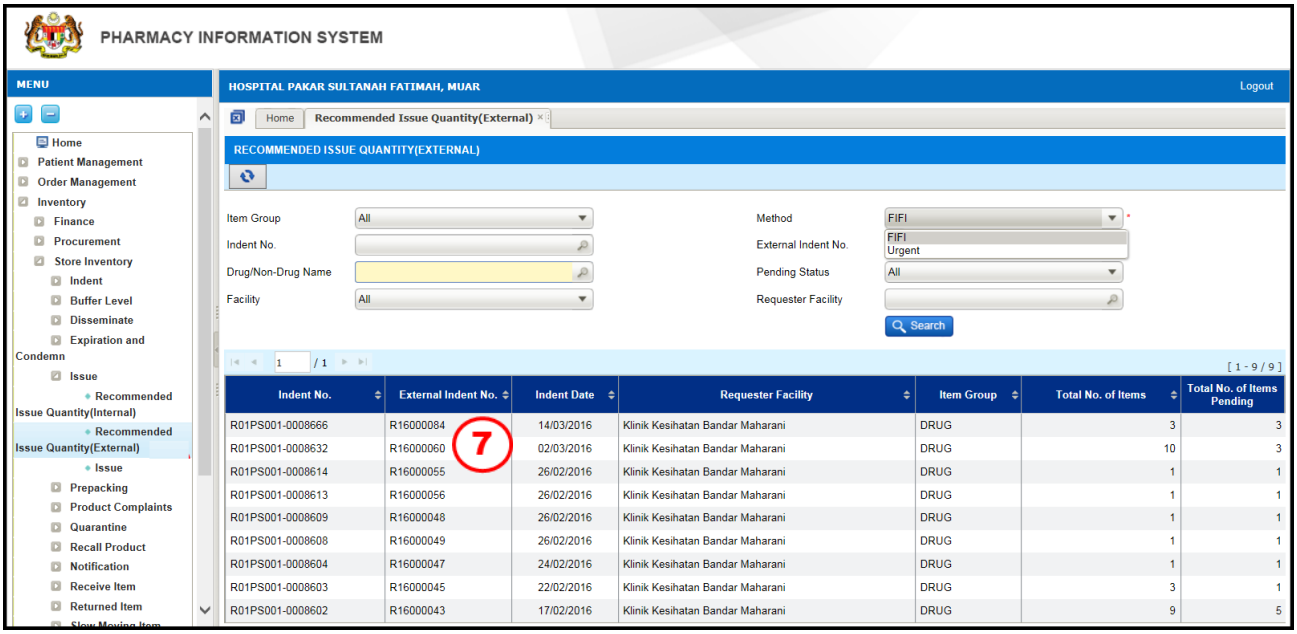


Figure 3.1.2-10 RIQ (External) Listing Page

STEP 7
Double-click on the ***Indent No*** to view the Issue details.

Note
The system will display the RIQ information as per Figure 3.1.2-10.

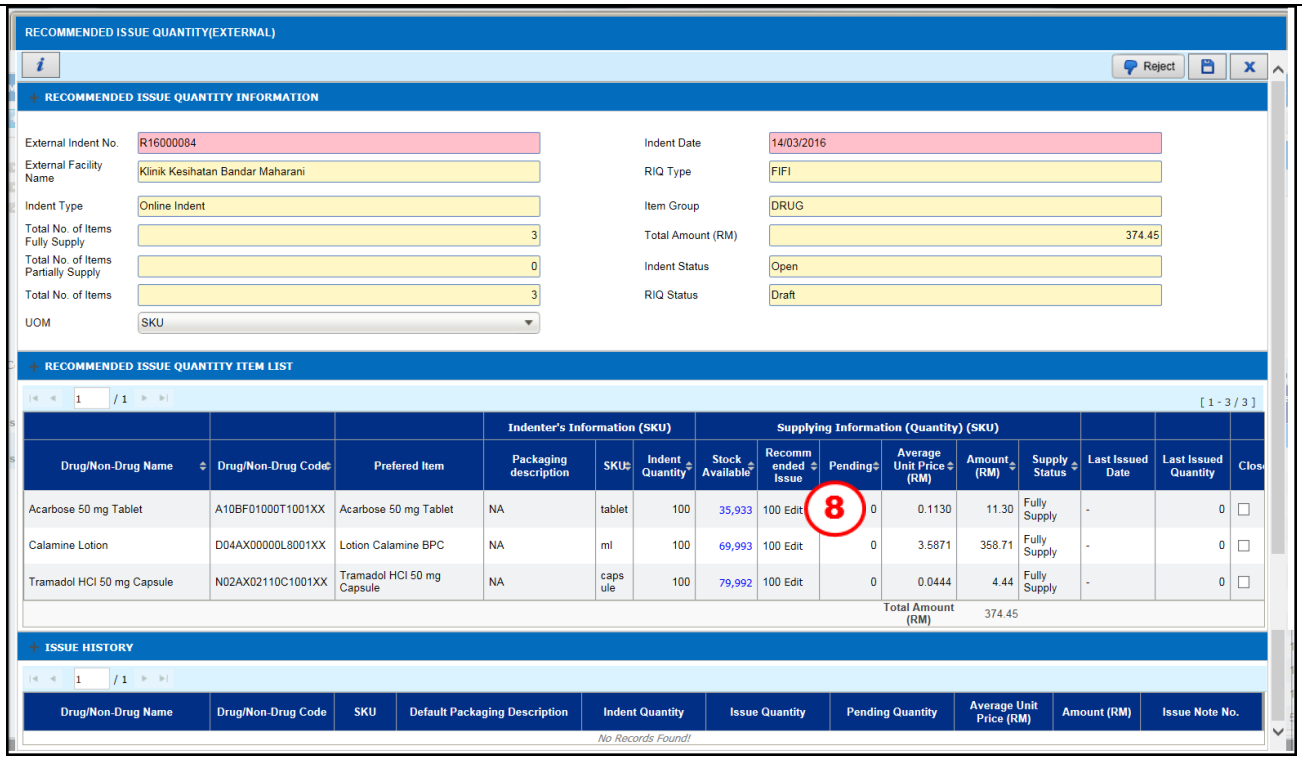


Figure 3.1.2-11 RIQ Information

STEP 8
Click on the *Edit* hyperlink in the ***Recommended Issue*** column.

Note

- *The system will display the **Issue Quantity (SKU)** as per Figure 3.1.2-11.*
- *The system will suggest to issue based on batch that will expire first.*
- *The Edit link will be disabled if the stock in supplying unit is NIL.*

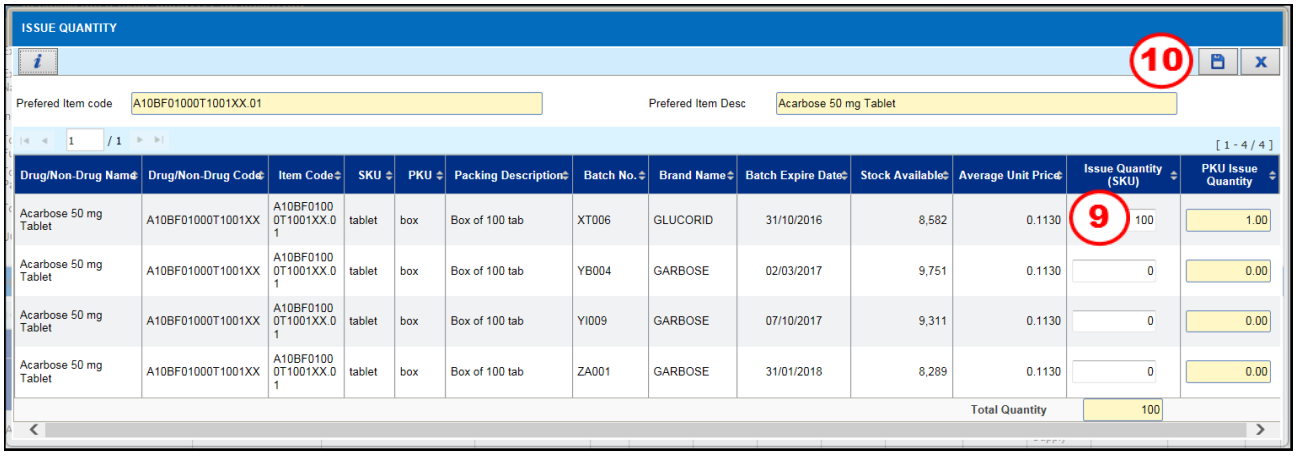


Figure 3.1.2-12 Issue Quantity

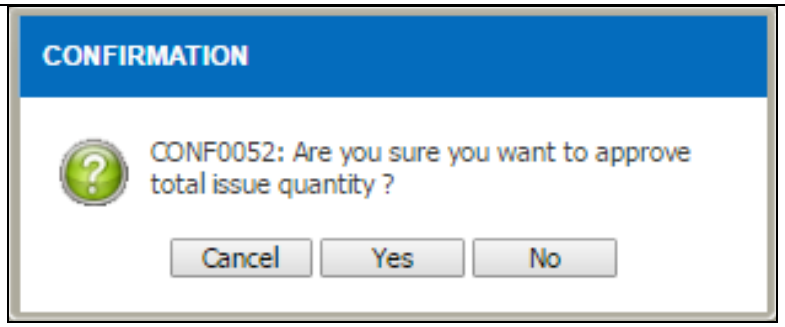


Figure 3.1.2-13 Confirmation Alert Message

STEP 9
Edit the ***Issue Quantity (SKU)*** if required.

Note
Issue Quantity (SKU) *is defaulted to the quantity suggested from the RIQ process but it is editable.*

STEP 10
Click on the button to save the record and to close the window.

Note

- *After saving the record, an alert message will be displayed as per Figure 3.1.2-13.*
- *Click on the* Yes *button.*

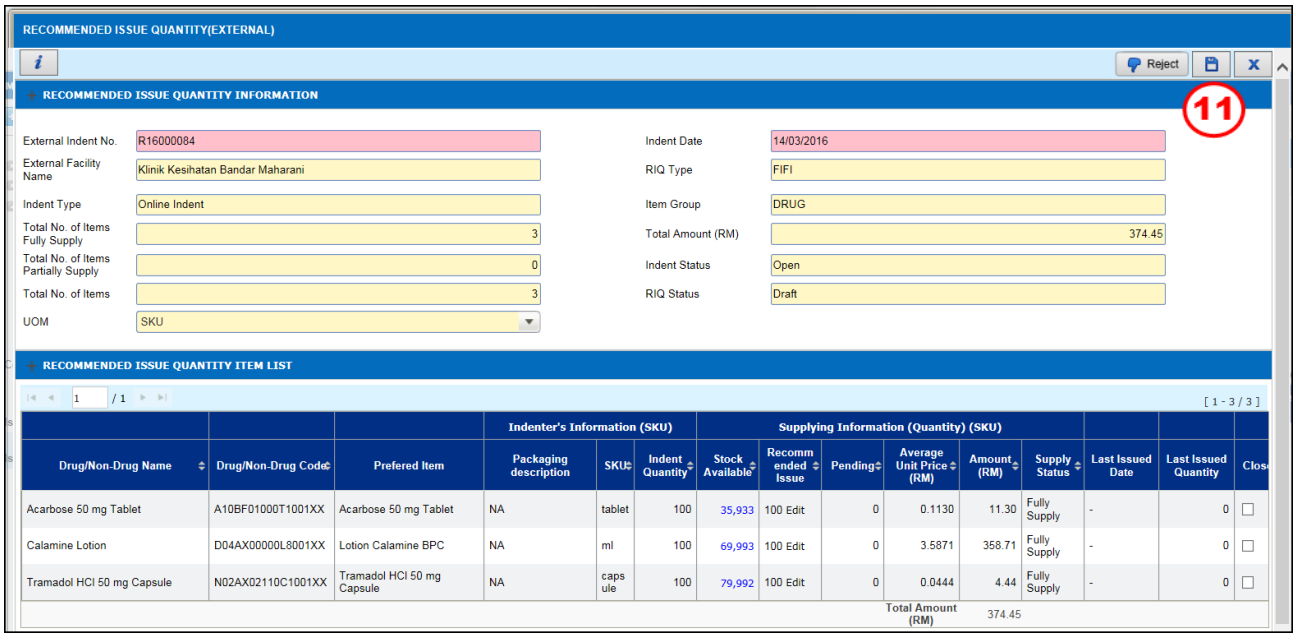


Figure 3.1.2-14 Recommended Issue Quantity Confirmation Page

Figure 3.1.2-15 Confirmation Alert Message

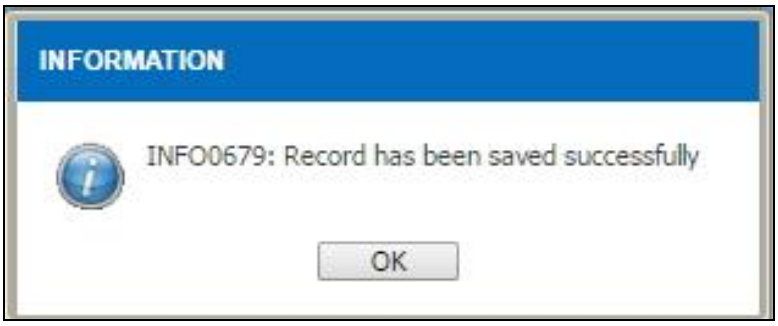


Figure 3.1.2-16 Confirmation Alert Message

STEP 11

Click on the button to save record.

Note

- *Confirmation alert message will appear as shown in Figure 3.1.2-15.*
- *Click* OK *as shown in Figure 3.1.2-16.*

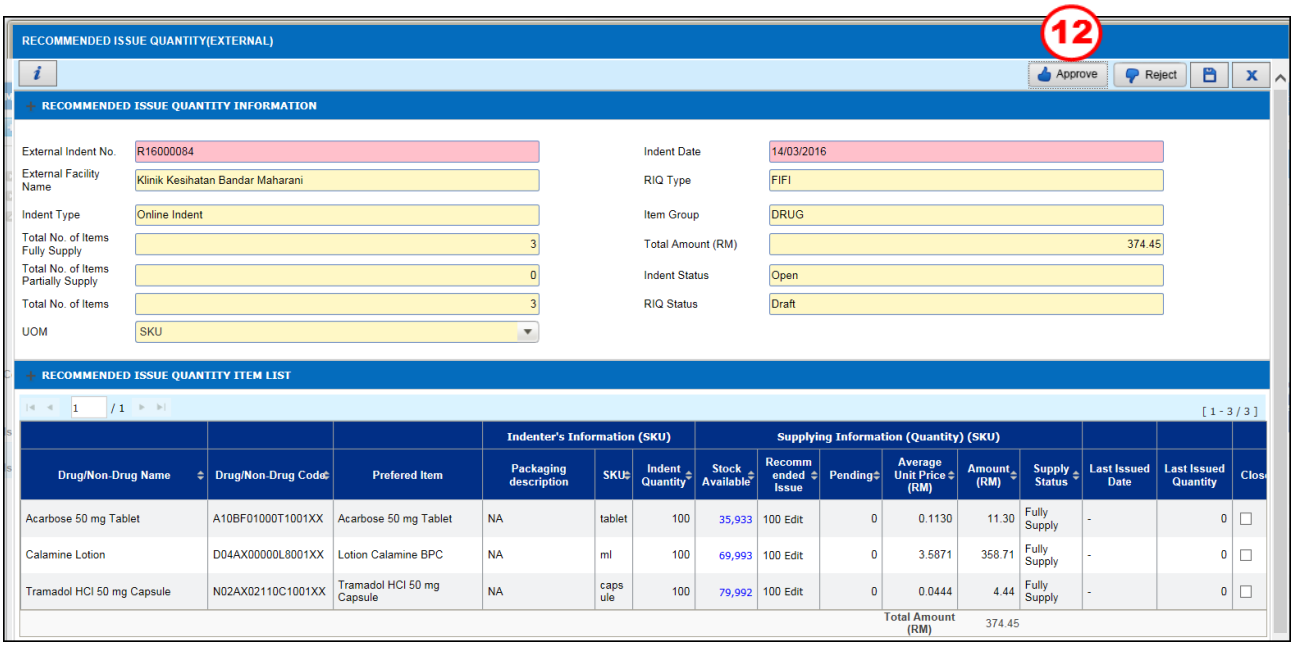


Figure 3.1.2-17 Confirmation Alert Message

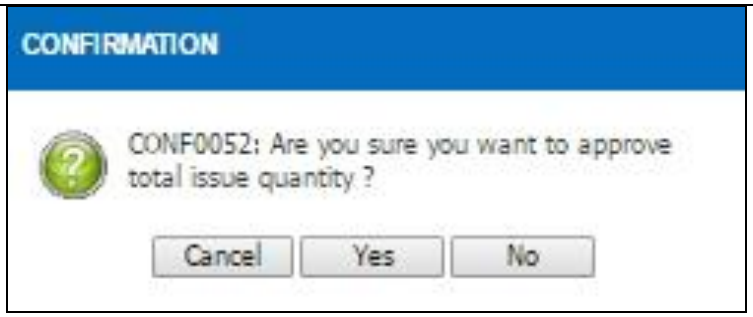


Figure 3.1.2-18 Confirmation Alert Message

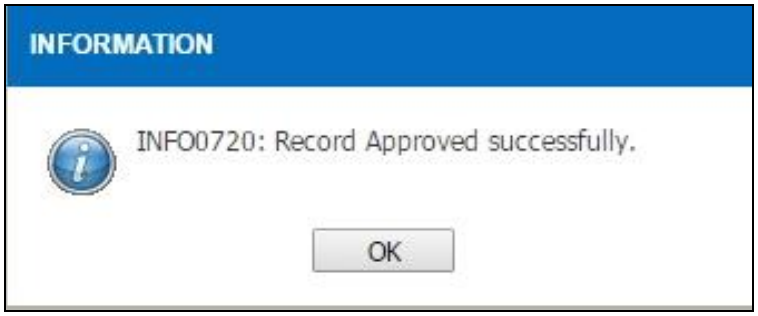


Figure 3.1.2-19 Confirmation Alert Message

STEP 12

Click on the Approve button to approve the RIQ transaction as shown in *Figure 3.1.2-17*.

Note

- *Stock at the Supplying Unit will be deducted after RIQ is approved.*
- *Confirmation alert message will appear as shown in Figure 3.1.2-18.*
  Click OK *as shown in Figure 3.1.2-19.*

3.1.3 External - SPUB

The supplying unit will receive indent transaction from requester unit through External Notification column. To create a new RIQ record, perform the steps below:

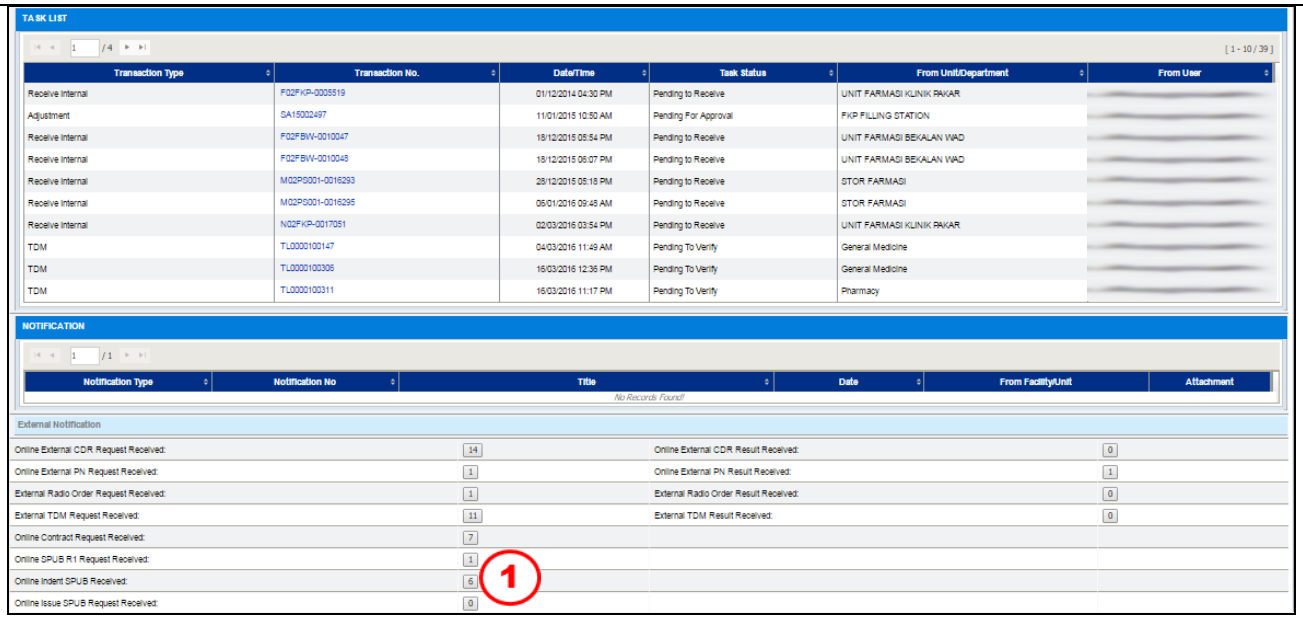


Figure 3.1.3-1 Online Indent SPUB Received / Inter Facility Indent

STEP 1
Click on 'Online Indent SPUB Received' via External Notification.

The system will display the Inter Facility Indent as per Figure 3.1.3-2.

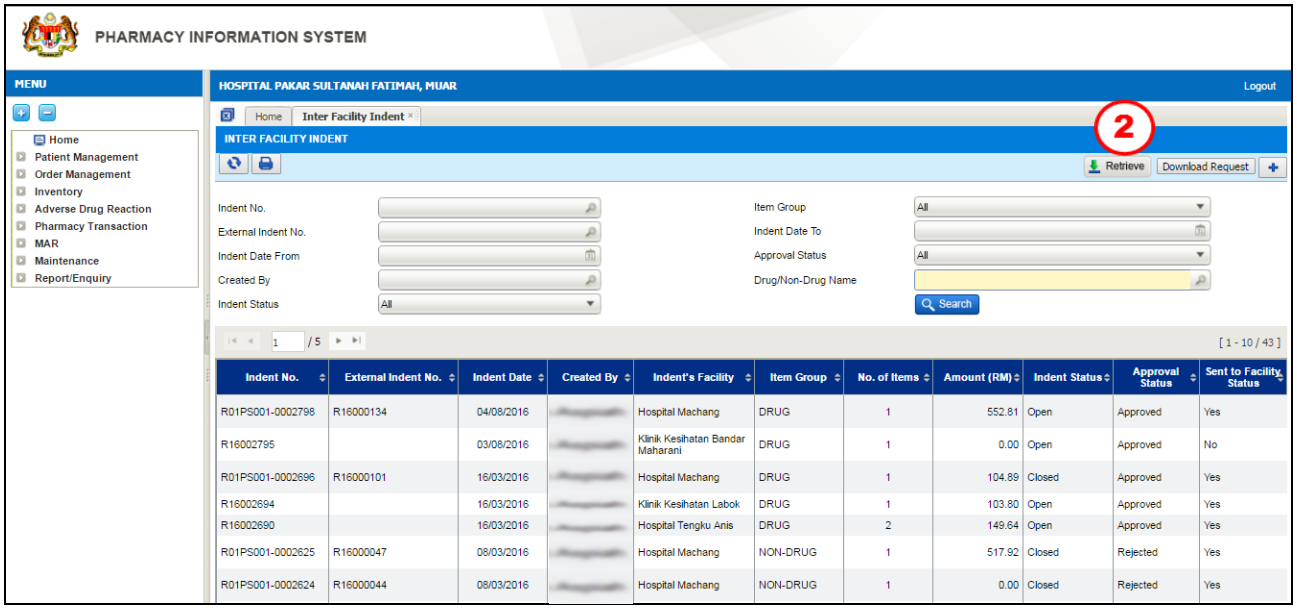


Figure 3.1.3-2 Inter Facility Indent

STEP 2
Select Retrieve as per Figure 3.1.3-2.

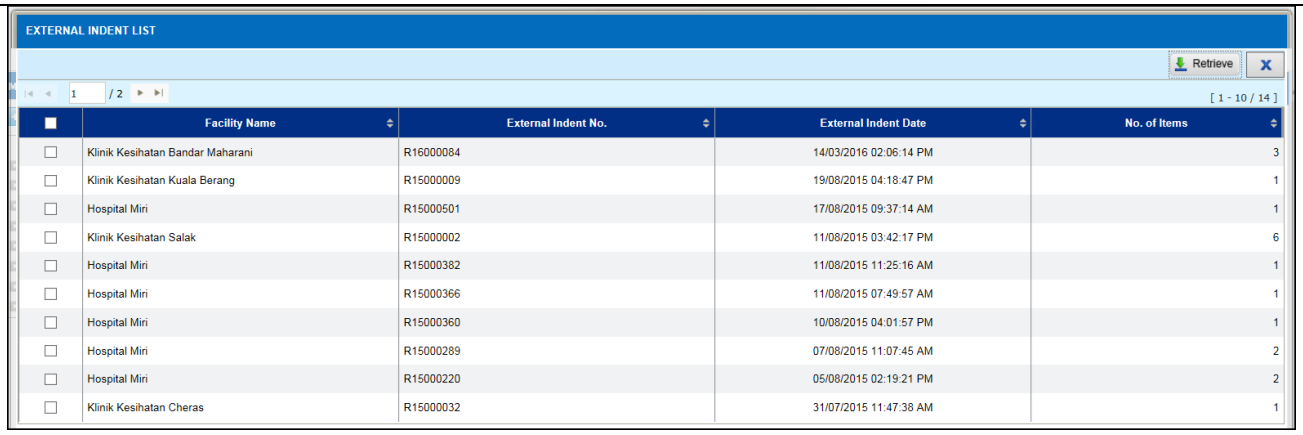


Figure 3.1.3-3 External Indent List

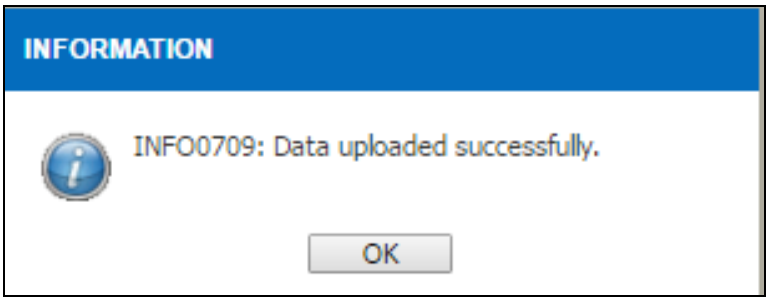


Figure 3.1.3-4 External Indent Data Uploaded

Note

- *The system will display external indent list as per Figure 3.1.3-3.*
- *Select the 'External Indent No.' and click the* Retrieve *button.*
- *'Data Uploaded successfully' information box pop-up once click the* Retrieve *button as per Figure 3.1.3-4.*
- *The selected external indent will be displayed in indent listing with Indent Status as 'Open' and Approval Status as 'Pending For Approval'.*

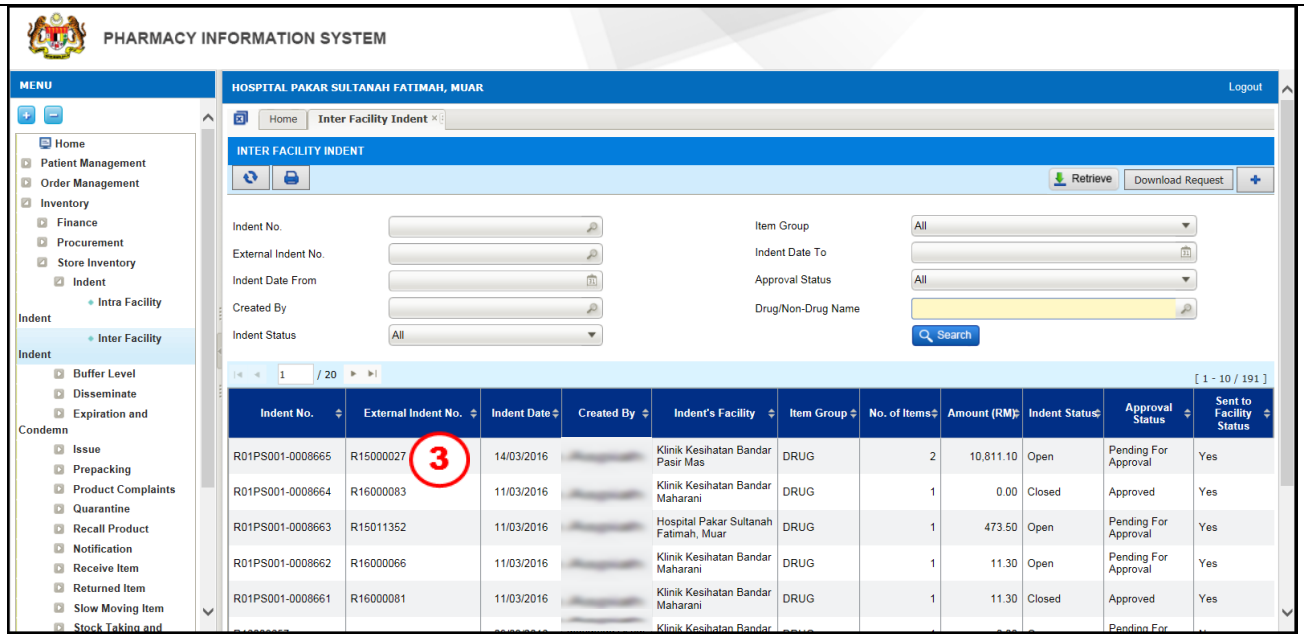


Figure 3.1.3-5 Indent Detail

STEP 3
Double-click on the ***External Indent No*** to view the Indent details.

Note

- *The system will display the Indent details as per Figure 3.1.3-6.*
- *The system will generate 'Indent No.' and the indent information will flow to Recommended Issue Quantity (External) once the transaction is approved.*

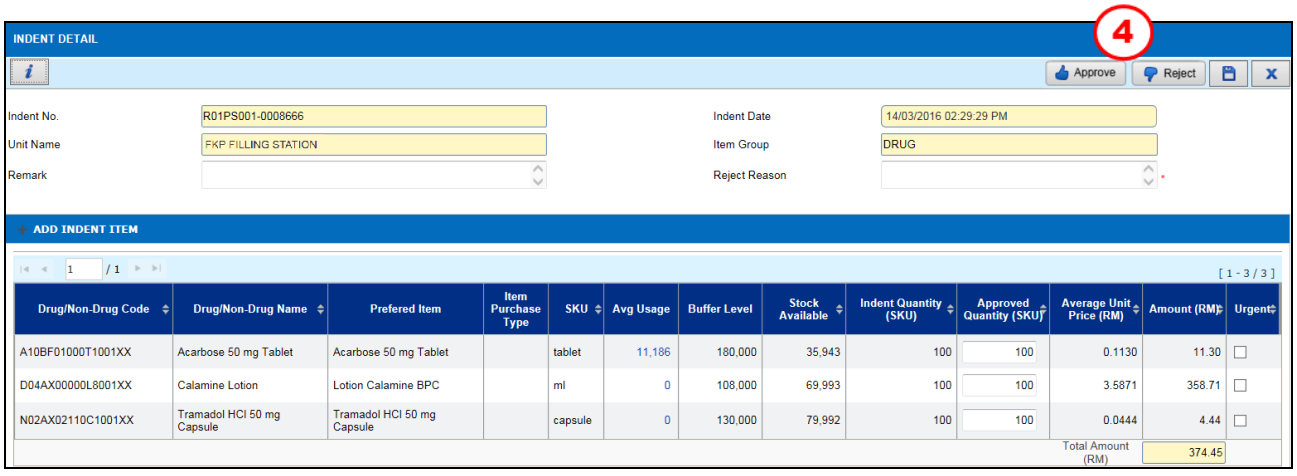


Figure 3.1.3-6 Indent Detail

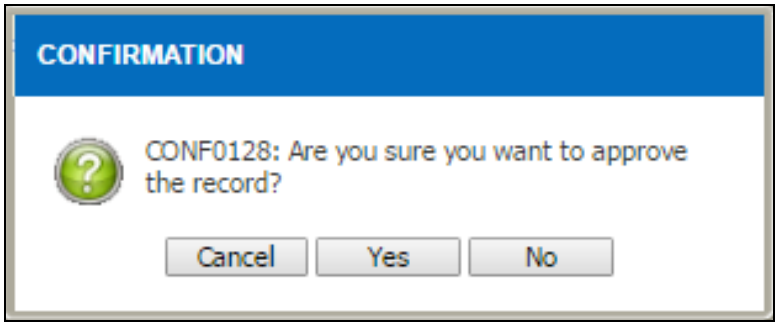


Figure 3.1.3-7 Confirmation Alert Message

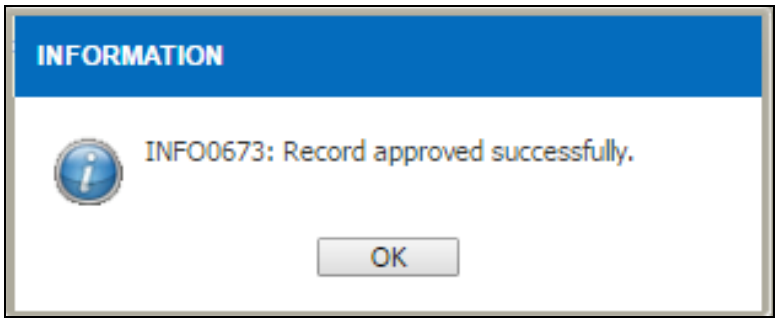


Figure 3.1.3-8 Information Alert Message

STEP 4

Click on the Approve button to Approve Indent Detail.

Or

Click on the Reject button to reject the transaction and the status will be changed to Rejected.

Note

- *The system will display confirmation alert message as per Figure 3.1.3-7 as user clicked on Approve button.*
- *Click OK as per Figure 3.1.3-8.*

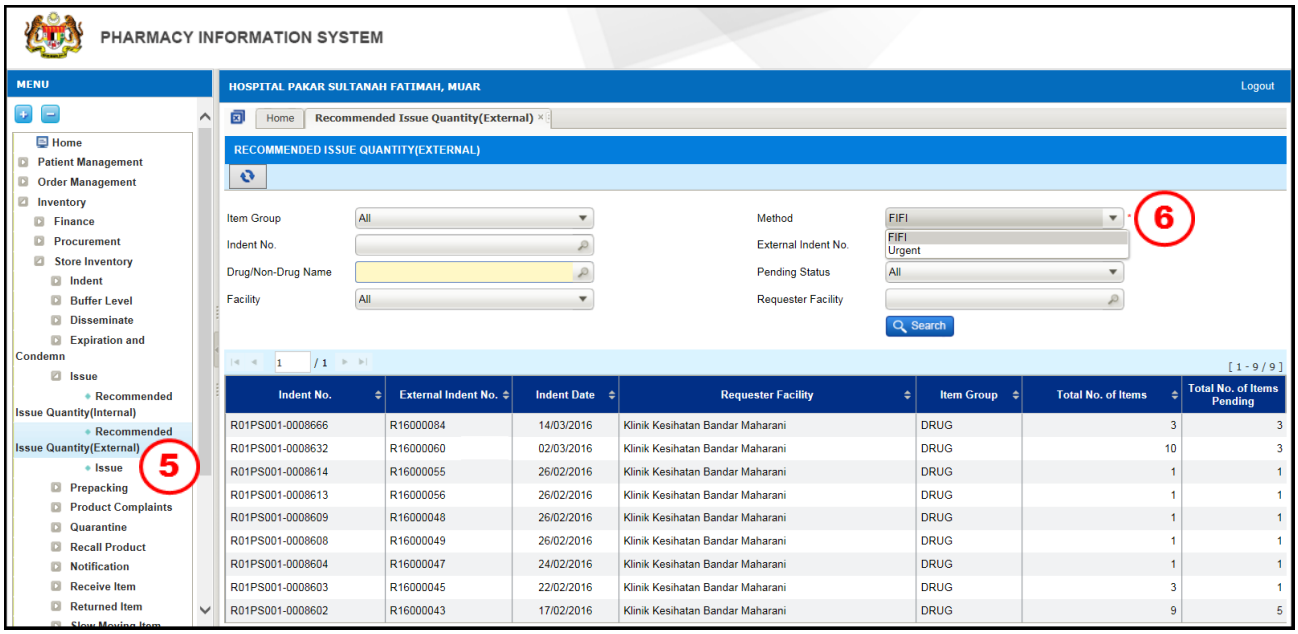


Figure 3.1.3-9 RIQ (External) Listing Page

STEP 5
Click on 'Inventory' menu follow by 'Store Inventory' then 'Issue' and 'Recommended Issue Quantity (External)'.

The system will display the RIQ (External) Listing Page as per Figure 3.1.3-9.

Note

- *Recommended Issue Quantity consists of 2 methods: -*
  - *FIFI*
  - *Urgent/Priority*
- *FIFI – the system will recommend the issue quantity based on the First Indent First Issue.*
- *Urgent/Priority – the system will recommend issue quantity by Indent that has urgent item inside.*

STEP 6
Select on 'FIFI' or 'Urgent/Priority'

Note

- *The system will display all approved indent requests on the listing page as per Figure 3.1.3-9.*
- *Select on the' FIFI' dropdown list in **Method** to display all the approved indent requests and will sort by First Indent as shown in Figure 3.1.3-9.*
- *Select on the 'Urgent' dropdown list in **Method** to display the indent that have drug/non drug that is selected as an 'Urgent' item. The indent will be highlighted with red color as shown in Figure 3.1.3-9. If all received indent requests are marked as urgent/priority, the issue quantity will be based on the received date.*

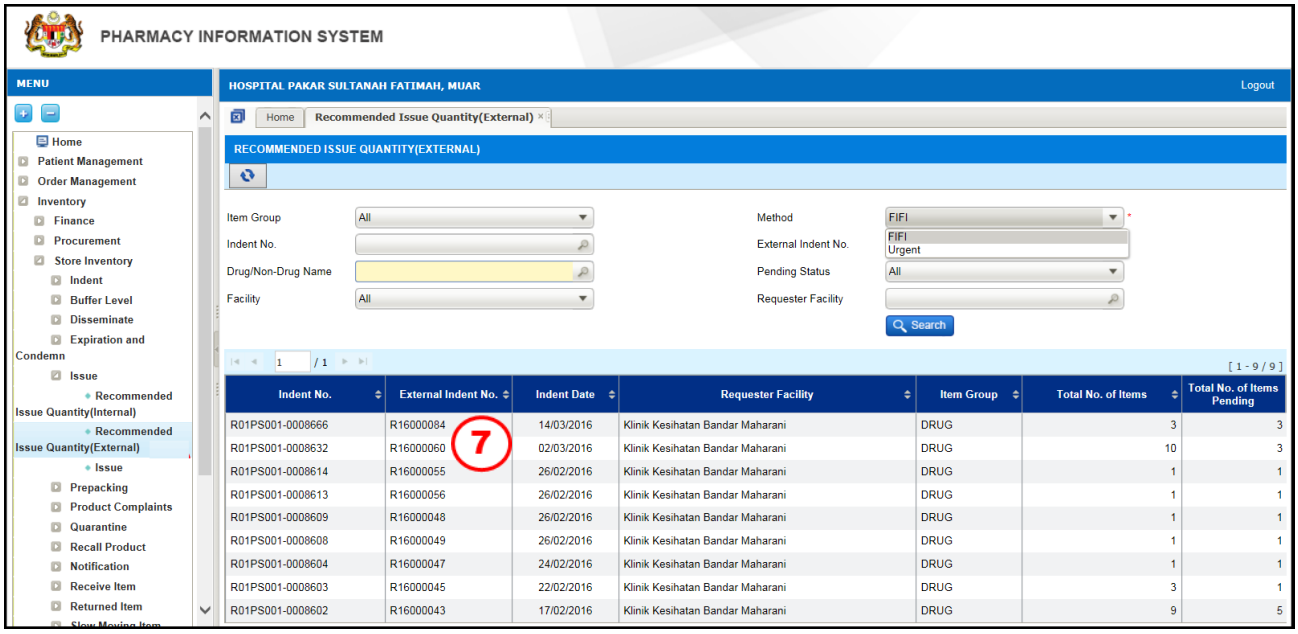


Figure 3.1.3-10 RIQ (External) Listing Page

STEP 7
Double-click on the ***Indent No*** to view the Issue details.

Note
The system will display the RIQ information as per Figure 3.1.3-10.

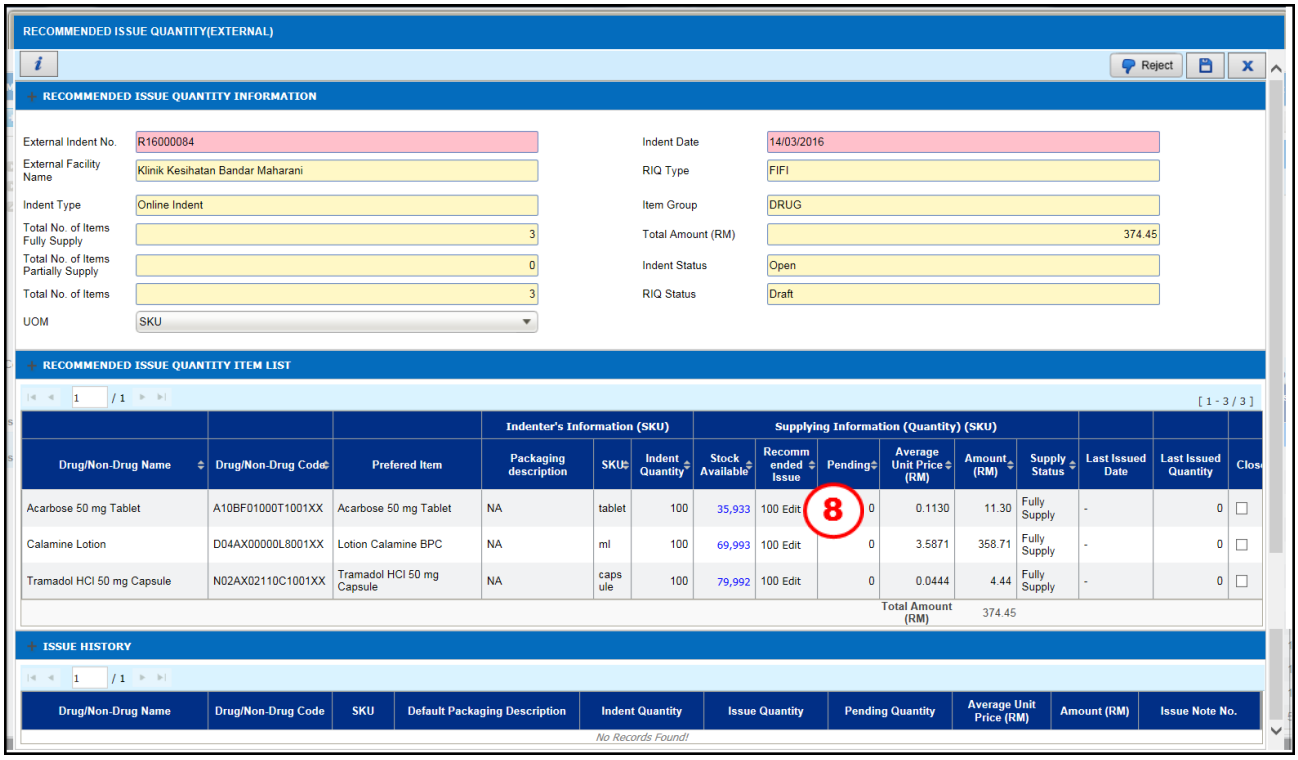


Figure 3.1.3-11 RIQ Information

STEP 8
Click on the *Edit* hyperlink in the ***Recommended Issue*** column.

Note

- *The system will display the **Issue Quantity (SKU)** as per Figure 3.1.3-11.*
- *The system will suggest to issue based on batch that will expired first.*
- *The Edit link will be disabled if the stock in supplying unit is NIL.*

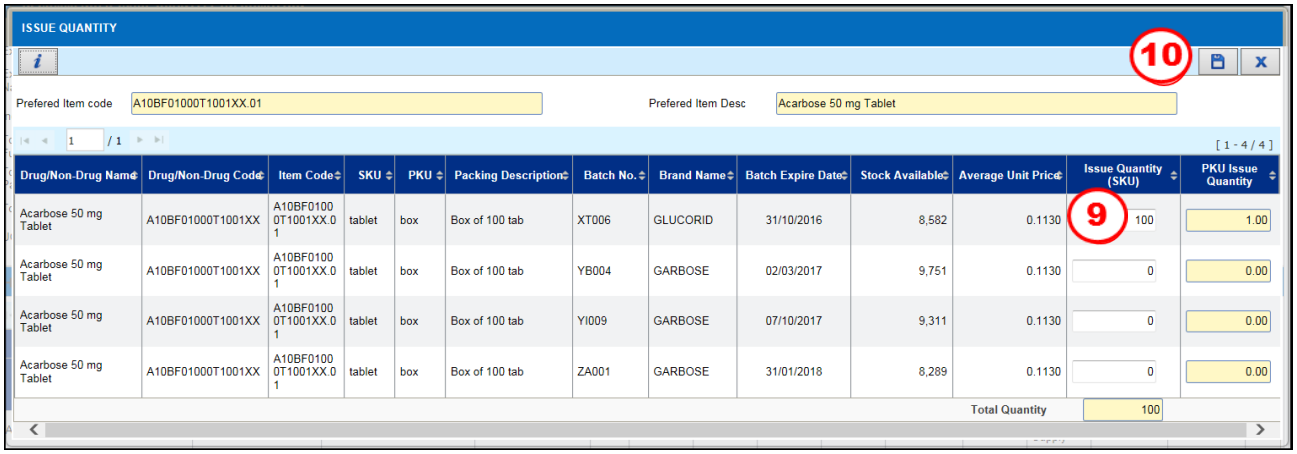


Figure 3.1.3-12 Issue Quantity

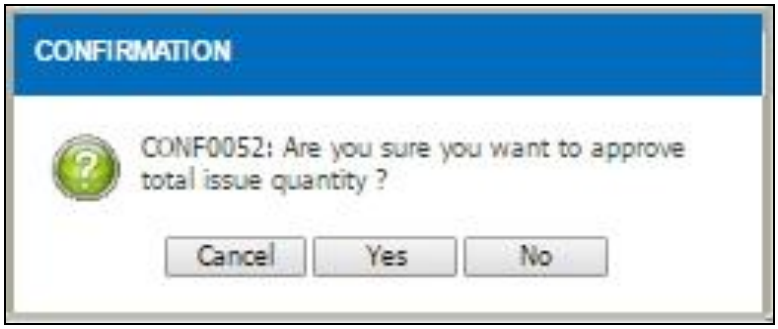


Figure 3.1.3-13 Confirmation Alert Message

STEP 9

Edit the ***Issue Quantity (SKU)*** if required.

Note
Issue Quantity (SKU) *is defaulted to the quantity suggested from the RIQ process but it is editable.*

STEP 10
Click on the button to save the record and to close the window.

Note

- *After saving the record, an alert message will be displayed as per Figure 3.1.3-13.*
- *Click on the* Yes *button.*

Confirmation Page

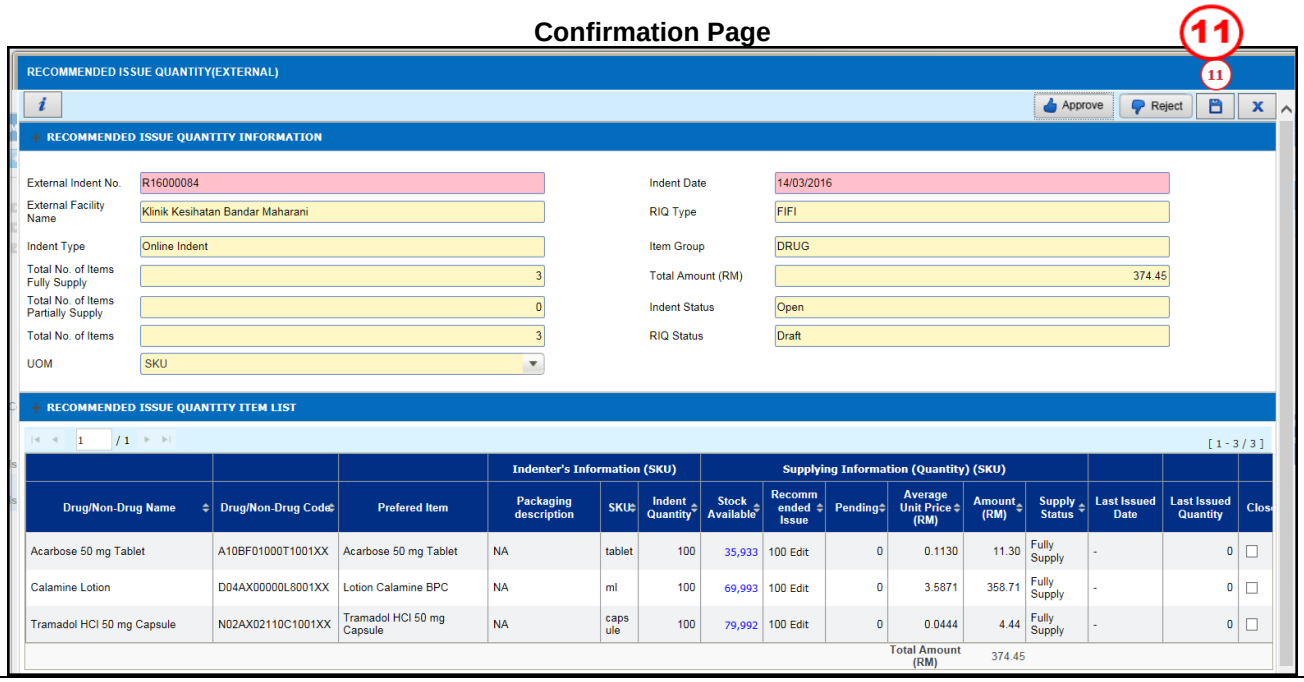


Figure 3.1.3-14 Recommended Issue Quantity

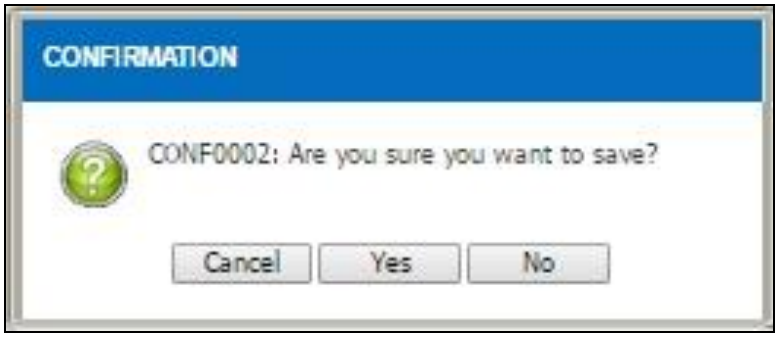


Figure 3.1.3-15 Confirmation Alert Message

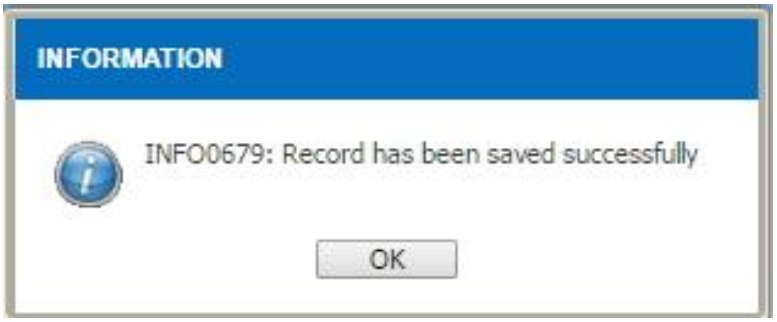


Figure 3.1.3-16 Confirmation Alert Message

STEP 11

Click on the button to save record.

Note

- *Confirmation alert message will appear as shown in Figure 3.1.3-15.*
- *Click* OK *as shown in Figure 3.1.3-16.*

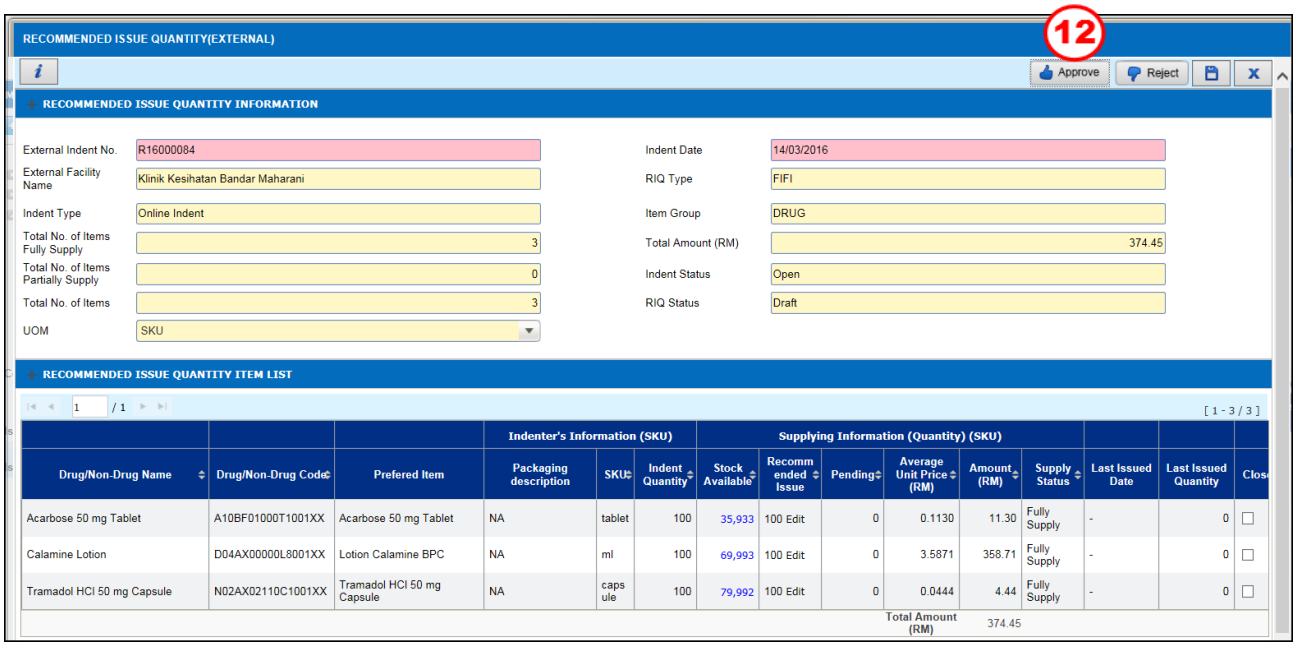


Figure 3.1.3-17 Recommended Issue Quantity Confirmation Page

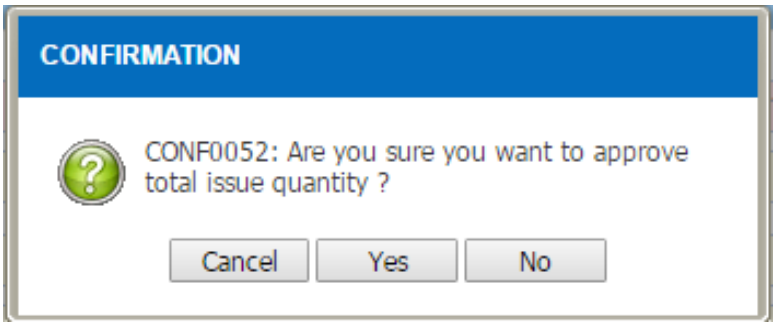


Figure 3.1.3-18 Confirmation Alert Message

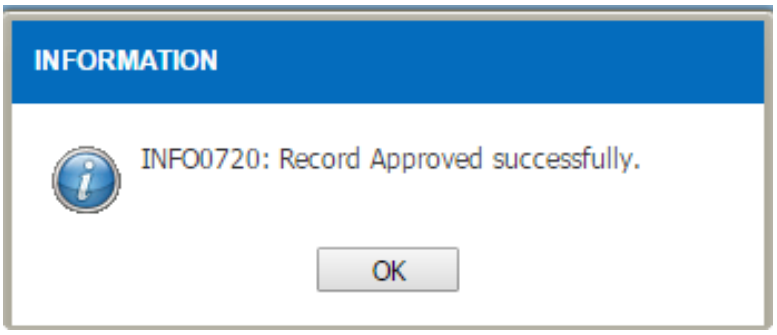


Figure 3.1.3-19 Information Alert Message

STEP 12

Click on the Approve button to approve the RIQ transaction as shown in *Figure 3.1.3-17*.

Note

- *Stock at the Supplying Unit will be deducted after RIQ is approved.*
- *Confirmation alert message will appear as shown in Figure 3.1.3-18.*
- *Click* OK *as shown in Figure 3.1.3-19.*

3.1.4 Recommended Issue Quantity (Manufacturing)

The supplying unit will receive indent transaction from requester unit through External Notification column. To create a new RIQ record, perform the steps below:

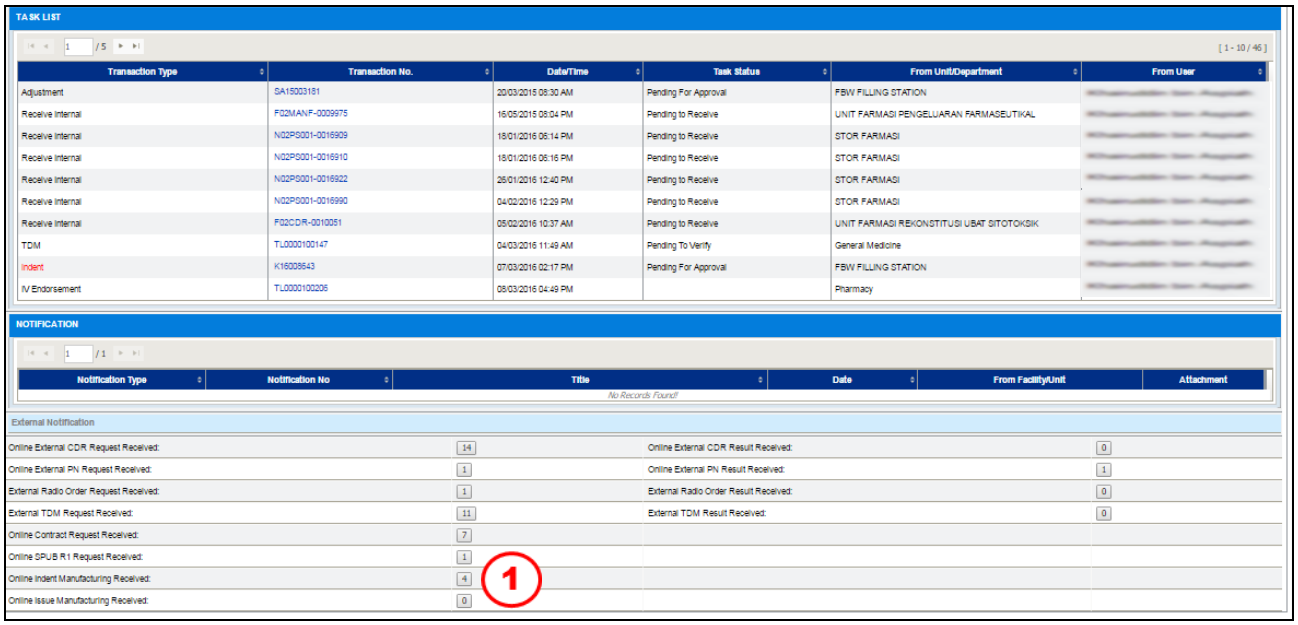


Figure 3.1.4-1 Online Indent Manufacturing Received / Inter Facility Indent

STEP 1
Click on 'Online Indent Manufacturing Received' via External Notification.

The system will be displayed the Inter Facility Indent as per Figure 3.1.4-2.

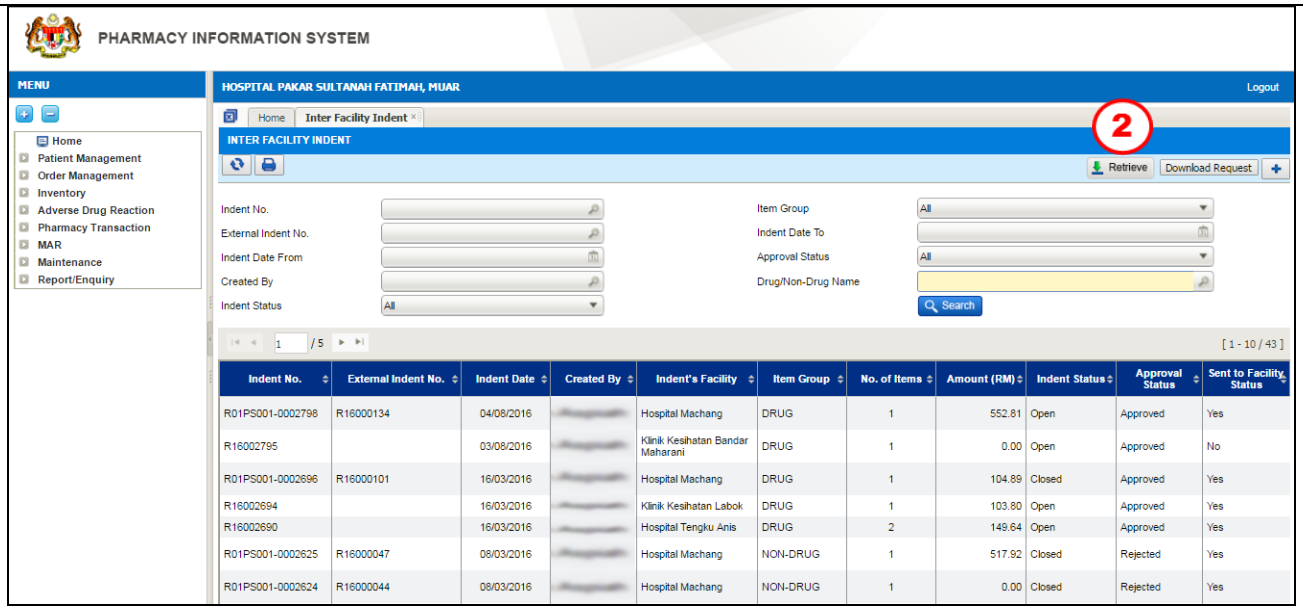


Figure 3.1.4-2 Inter Facility Indent

STEP 2

Select as per Figure 3.1.4-2.

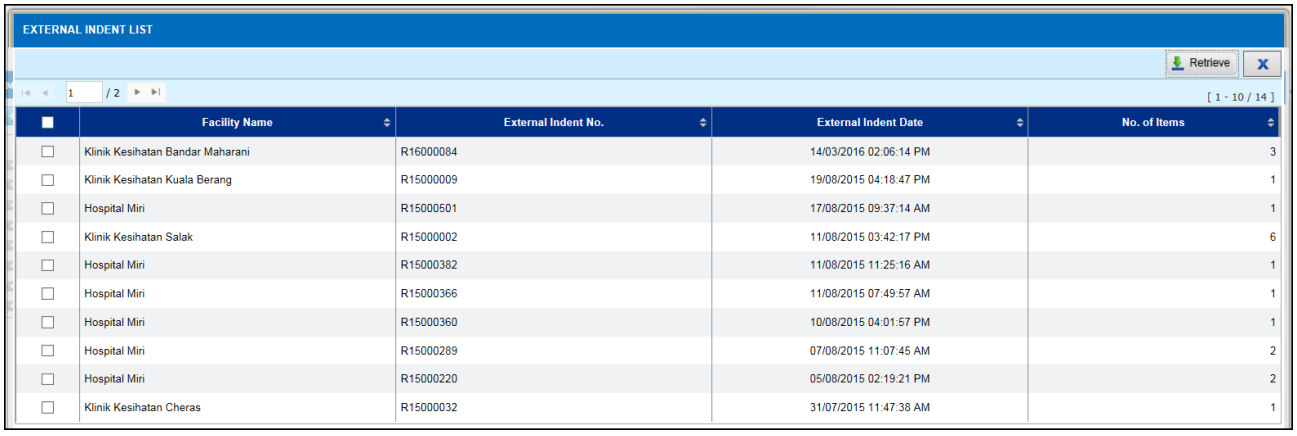


Figure 3.1.4-3 External Indent List

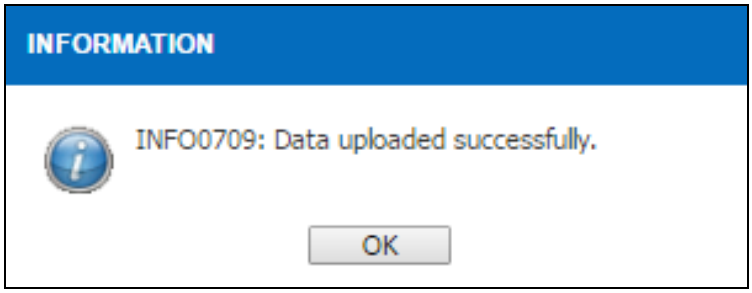


Figure 3.1.4-4 External Indent Data Uploaded

Note

- *The system will display external indent list as per Figure 3.1.4-3.*
- *Select the 'External Indent No.' and click the* Retrieve *button.*
- *'Data Uploaded successfully' information box pop-up once click the* Retrieve *button as per Figure 3.1.4-4.*
- *The selected external indent will be displayed in indent listing with Indent Status as 'Open' and Approval Status as 'Pending For Approval'.*

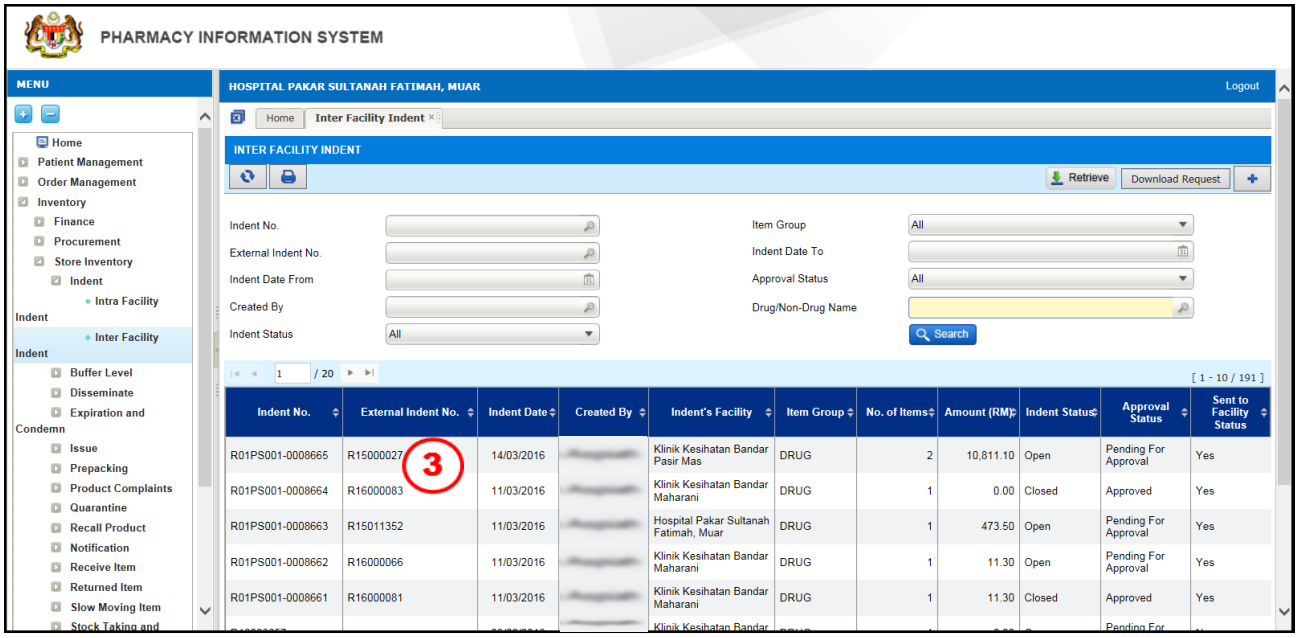


Figure 3.1.4-5 Indent Detail

STEP 3
Double-click on the ***External Indent No*** to view the Indent details.

Note

- *The system will display the Indent details as per Figure 3.1.4-6.*
- *The system will generate 'Indent No.' and the indent information will flow to Recommended Issue Quantity (External) once the transaction is approved.*

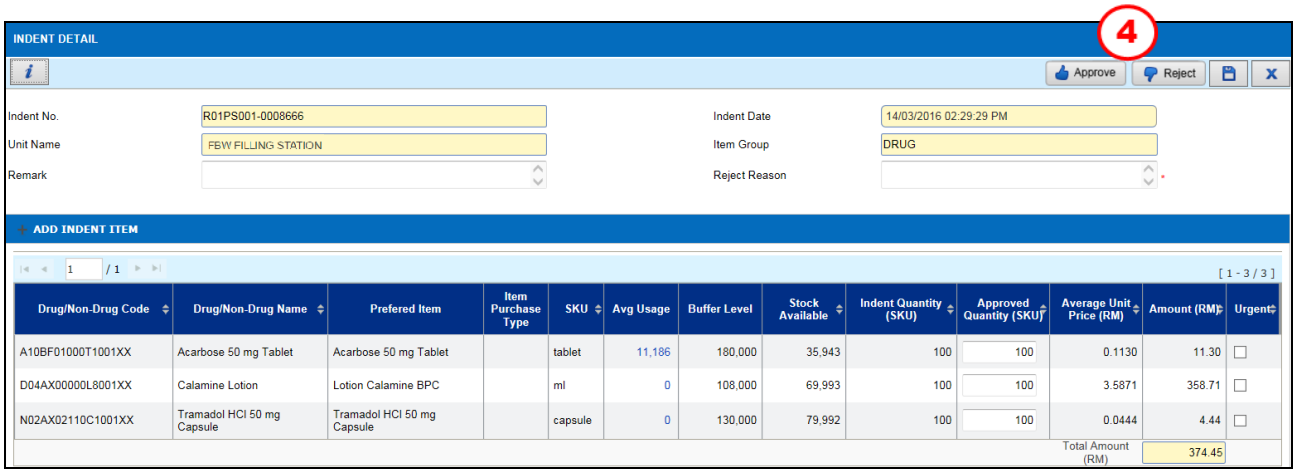


Figure 3.1.4-6 Indent Detail

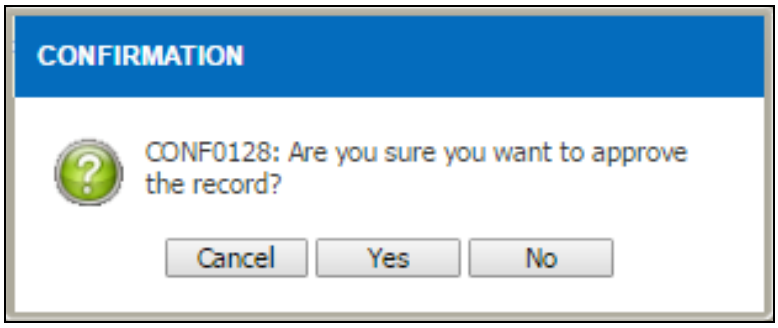


Figure 3.1.4-7 Confirmation Alert Message

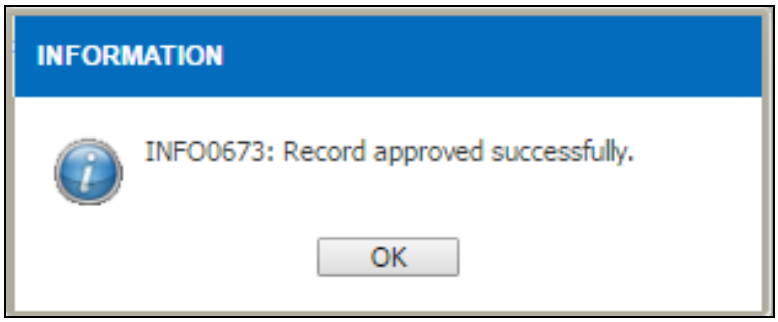


Figure 3.1.4-8 Information Alert Message

STEP 4

Click on the

button to Approve Indent Detail.

Or

Click on the Reject button to reject the transaction and the status will be changed to Rejected.

Note

- *The system will display confirmation alert message as per Figure 3.1.4-7 as user clicked on Approve button.*
- *Click OK as per Figure 3.1.4-8.*

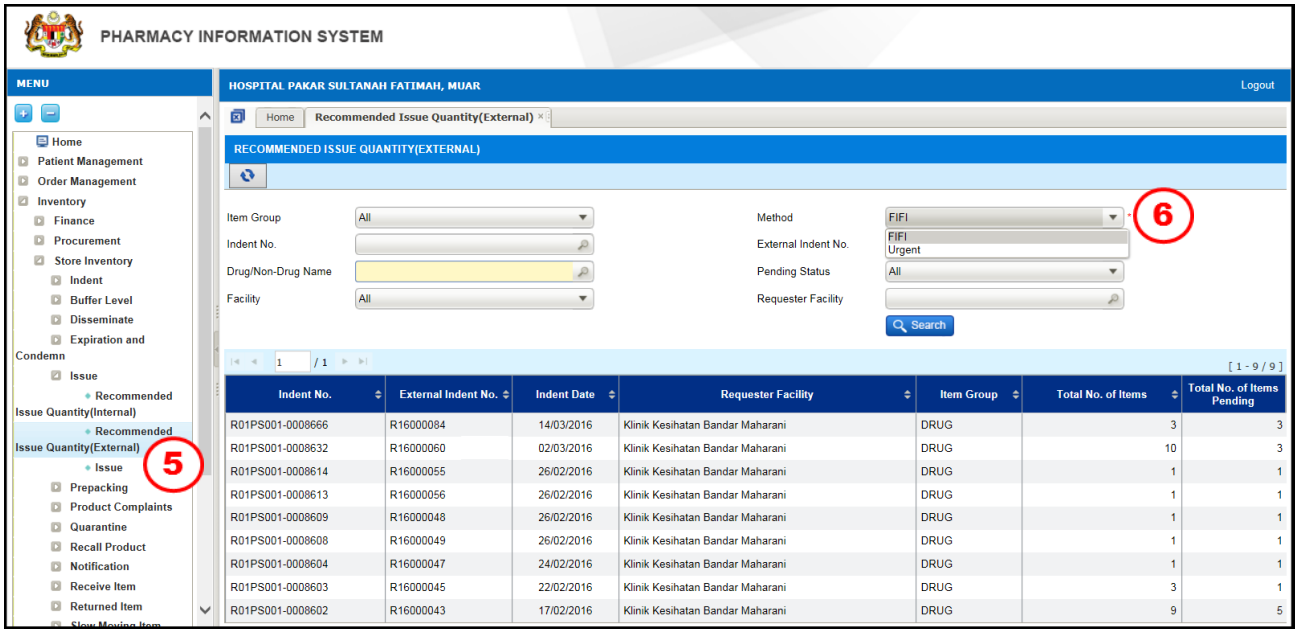


Figure 3.1.4-9 RIQ (External) Listing Page

STEP 5
Click on 'Inventory' menu follow by 'Store Inventory' then 'Issue' and 'Recommended Issue Quantity (External)'.

The system will display the RIQ (External) Listing Page as per Figure 3.1.4-9.

Note

- *Recommended Issue Quantity consists of 2 methods: -*

- *FIFI*
- *Urgent/Priority*

- *FIFI – the system will recommend the issue quantity based on the First Indent First Issue.*
- *Urgent/Priority – the system will recommend issue quantity by Indent that has urgent item inside.*

STEP 6
Select on 'FIFI' or 'Urgent/Priority'

Note

- *The system will display all approved indent requests on the listing page as per Figure 3.1.4-9.*
- *Select on the' FIFI' dropdown list in **Method** to display all the approved indent requests and will sort by First Indent as shown in Figure 3.1.4-9.*
- *Select on the 'Urgent' dropdown list in **Method** to display the indent that have drug/non drug that is selected as an 'Urgent' item. The indent will be highlighted with red color as shown in Figure 3.1.4-9. If all received indent requests are marked as urgent/priority, the issue quantity will be based on the received date.*

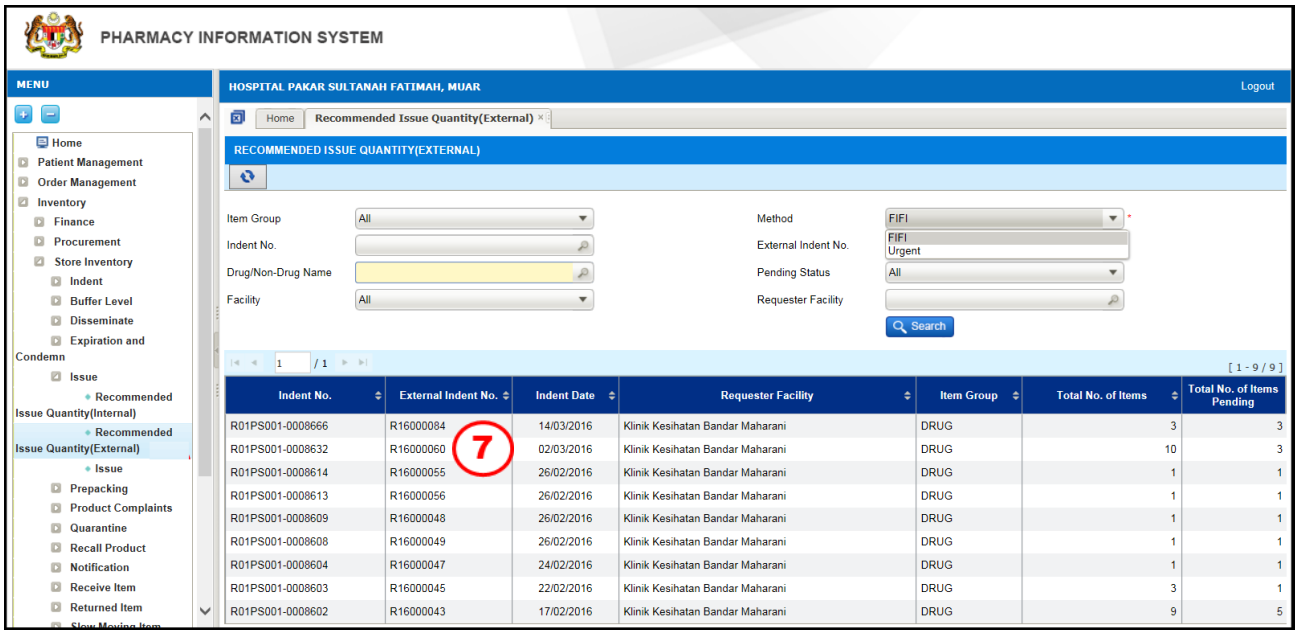


Figure 3.1.4-10 RIQ (External) Listing Page

STEP 7
Double-click on the ***Indent No*** to view the Issue details.

Note
The system will display the RIQ information as per Figure 3.1.4-10.

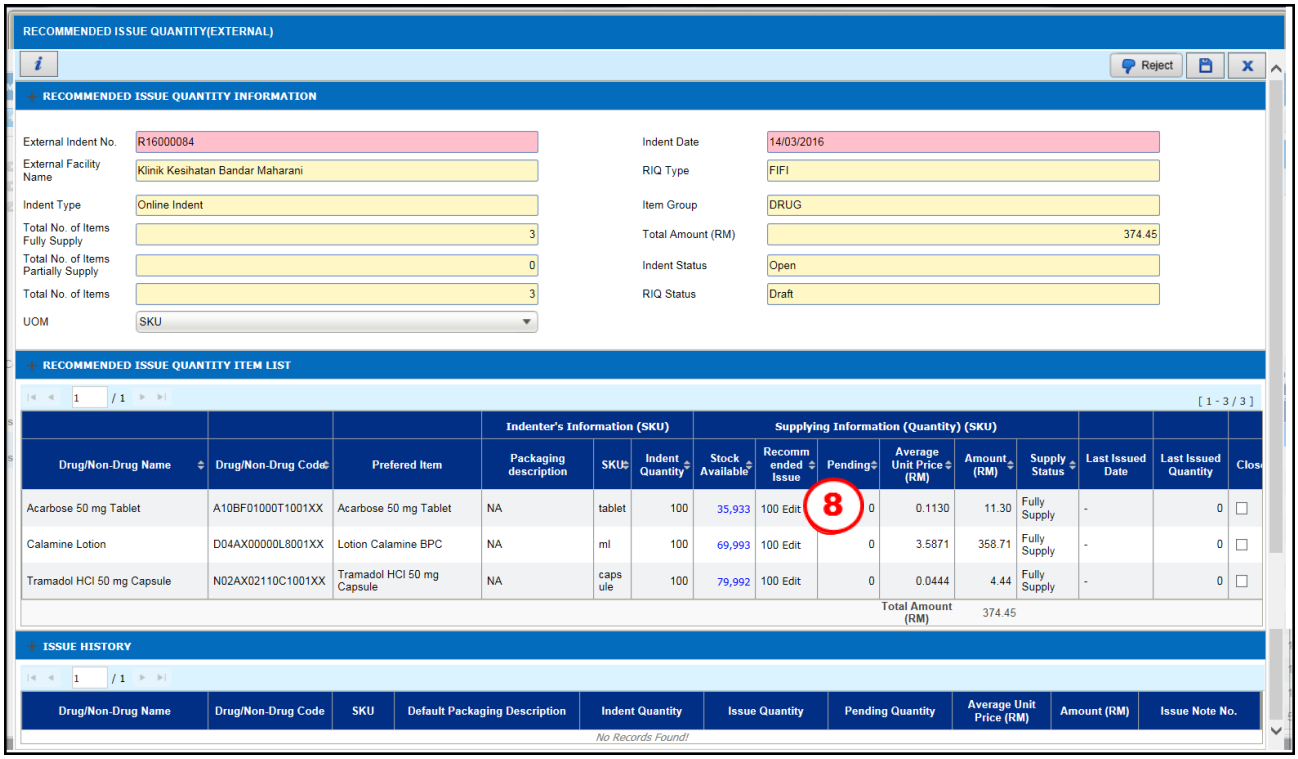


Figure 3.1.4-11 RIQ Information

STEP 8
Click on the *Edit* hyperlink in the ***Recommended Issue*** column.

Note

- *The system will display the **Issue Quantity (SKU)** as per Figure 3.1.4-11.*
- *The system will suggest to issue based on batch that will expired first.*
- *The Edit link will be disabled if the stock in supplying unit is NIL.*

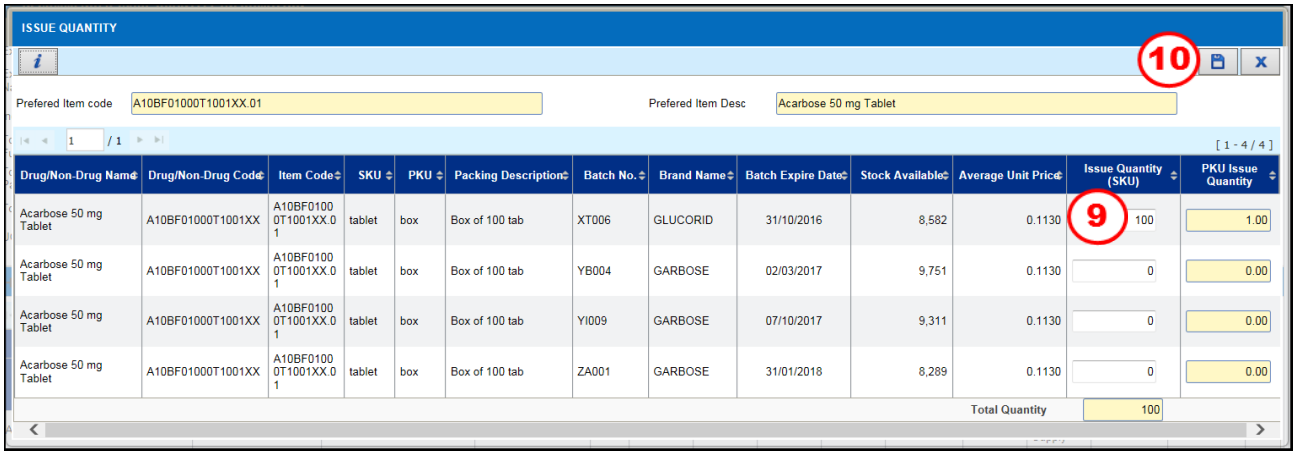


Figure 3.1.4-12 Issue Quantity

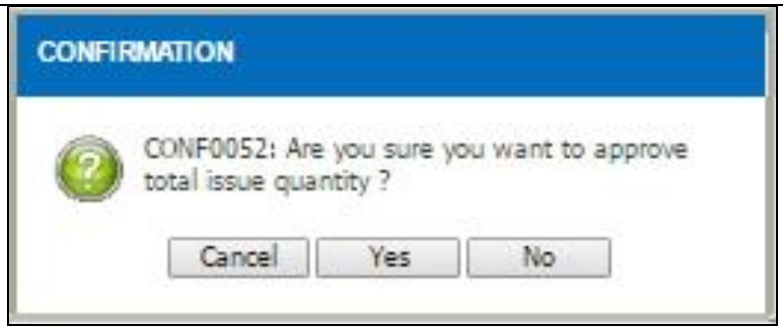


Figure 3.1.4-13 Confirmation Alert Message

STEP 9
Edit the ***Issue Quantity (SKU)*** if required.

Note
Issue Quantity (SKU) *is defaulted to the quantity suggested from the RIQ process but it is editable.*

STEP 10
Click on the button to save the record and x to close the window.

Note

- *After saving the record, an alert message will be displayed as per Figure 3.1.4-13.*
- *Click on the* Yes *button.*

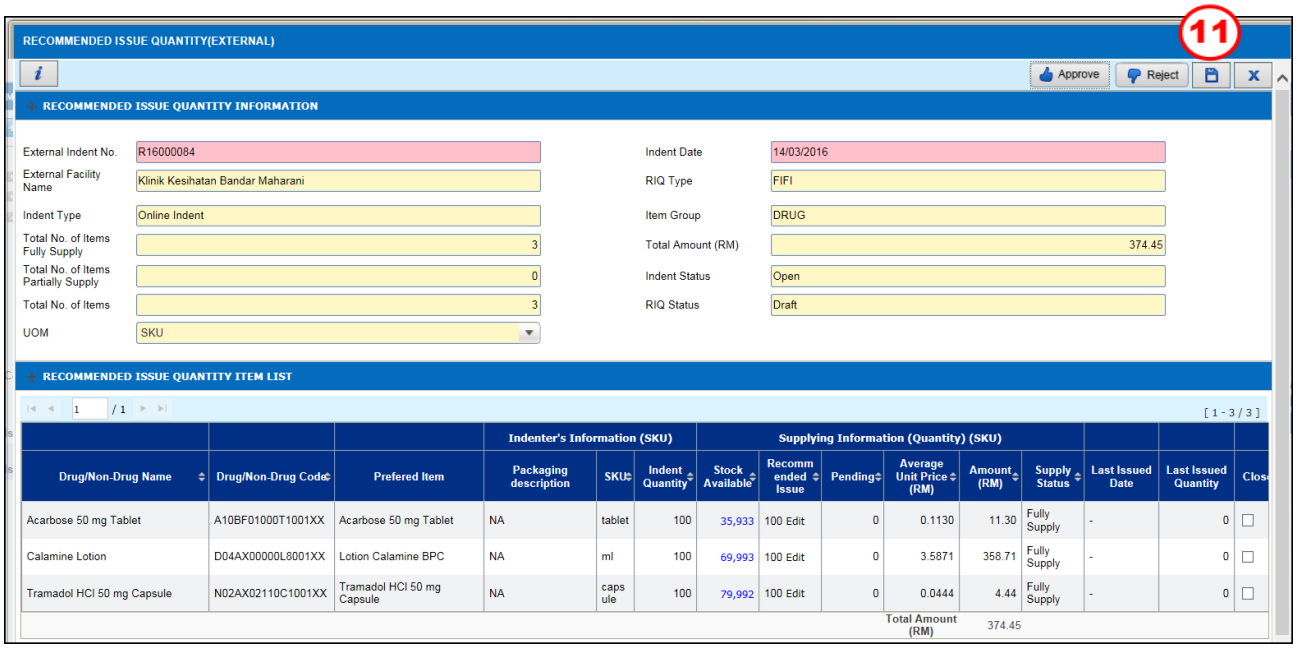


Figure 3.1.4-14 Recommended Issue Quantity Confirmation Page

Figure 3.1.4-15 Confirmation Alert Message

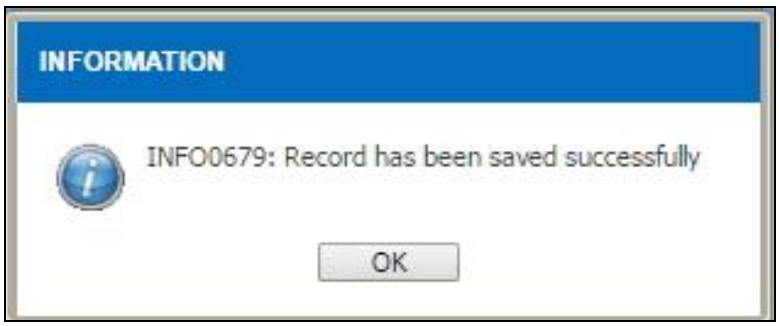
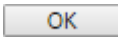


Figure 3.1.4-16 Confirmation Alert Message

STEP 11

Click on the button to save record.

Note

- *Confirmation alert message will appear as shown in Figure 3.1.4-15.*
- *Click*  *as shown in Figure 3.1.4-16.*

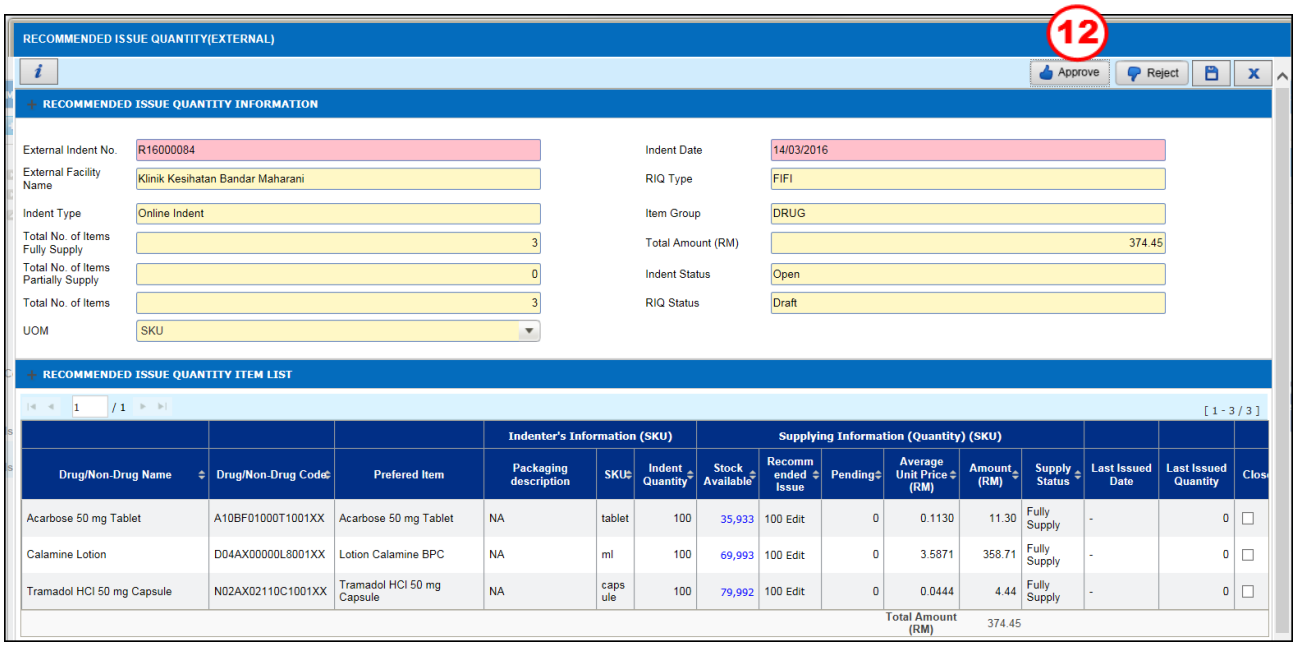


Figure 3.1.4-17 Recommended Issue Quantity Confirmation Page

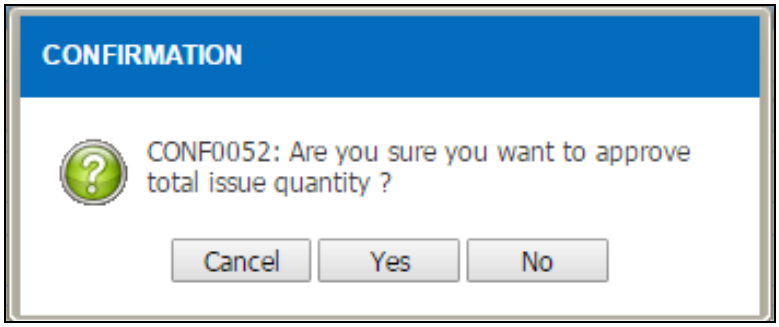


Figure 3.1.4-18 Confirmation Alert Message

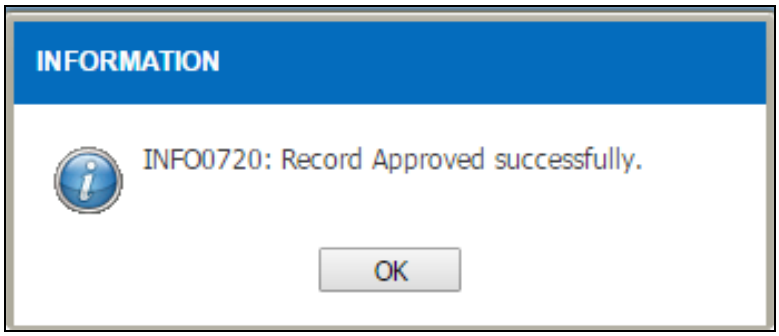


Figure 3.1.4-19 Information Alert Message

STEP 12

Click on the Approve button to approve the RIQ transaction as shown in *Figure 3.1.4-17*.

Note

- *Stock at the Supplying Unit will be deducted after RIQ is approved.*
- *Confirmation alert message will appear as shown in Figure 3.1.4-18.*
- *Click* OK *as shown in Figure 3.1.4-19.*

3.2 Issue

3.2.1 Issue Listing Page

This function allows users as a supplying unit to issue the item to the requester unit.
There are 4 types of issue:

- Online
- Offline
- Stock Replenish
- Direct Issue

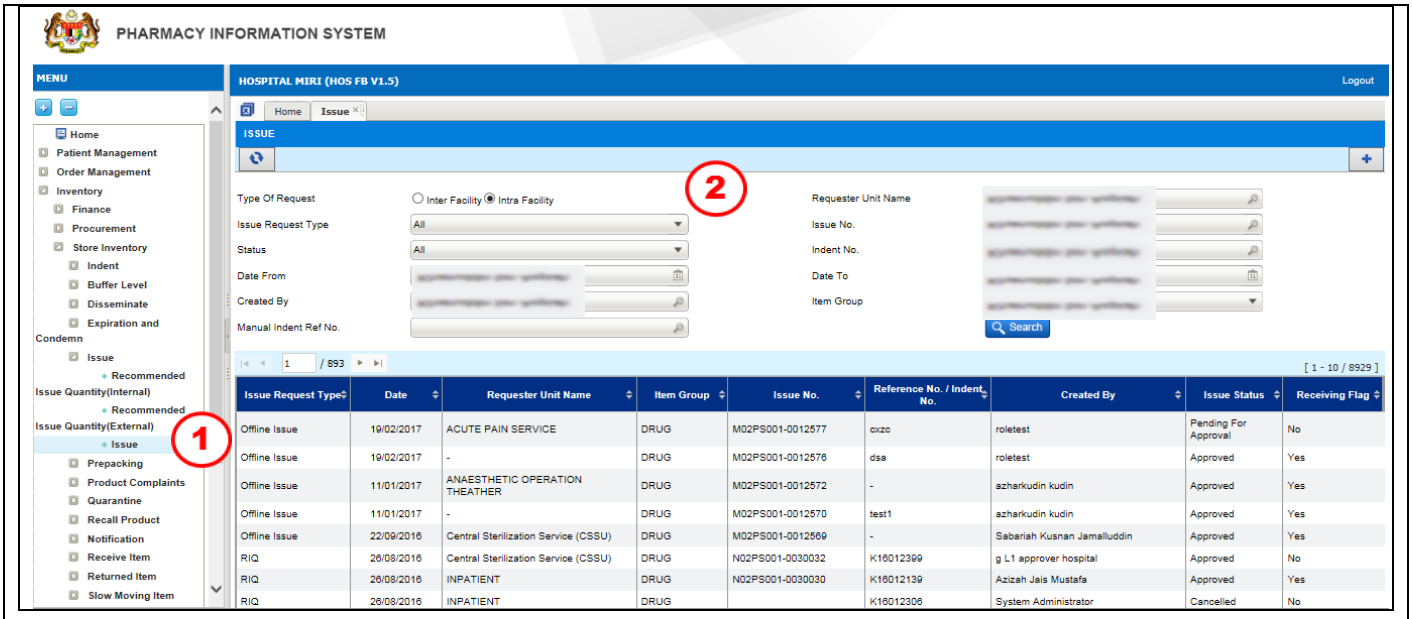


Figure 3.2.1-1 Issue Listing Page

STEP 1
Click on 'Inventory' menu follow by 'Store Inventory', 'Issue' then click on 'Issue'

STEP 2
To search for existing Issue record(s), User may search by criteria as follows:

a) Type of Request
   - Inter Facility
   - Intra Facility

b) Issue Request Type
   - All
   - Direct Issue
   - Offline Issue
   - Online Issue
   - RIQ

c) Issue No.

d) Status
   - All
   - Approved
   - Cancelled
   - Open
   - Pending for Approval
   - Rejected

e) Indent No
f) Date From
g) Date To
h) Created by
i) Item Group – Drug or Non Drug
j) Requestor Unit Name

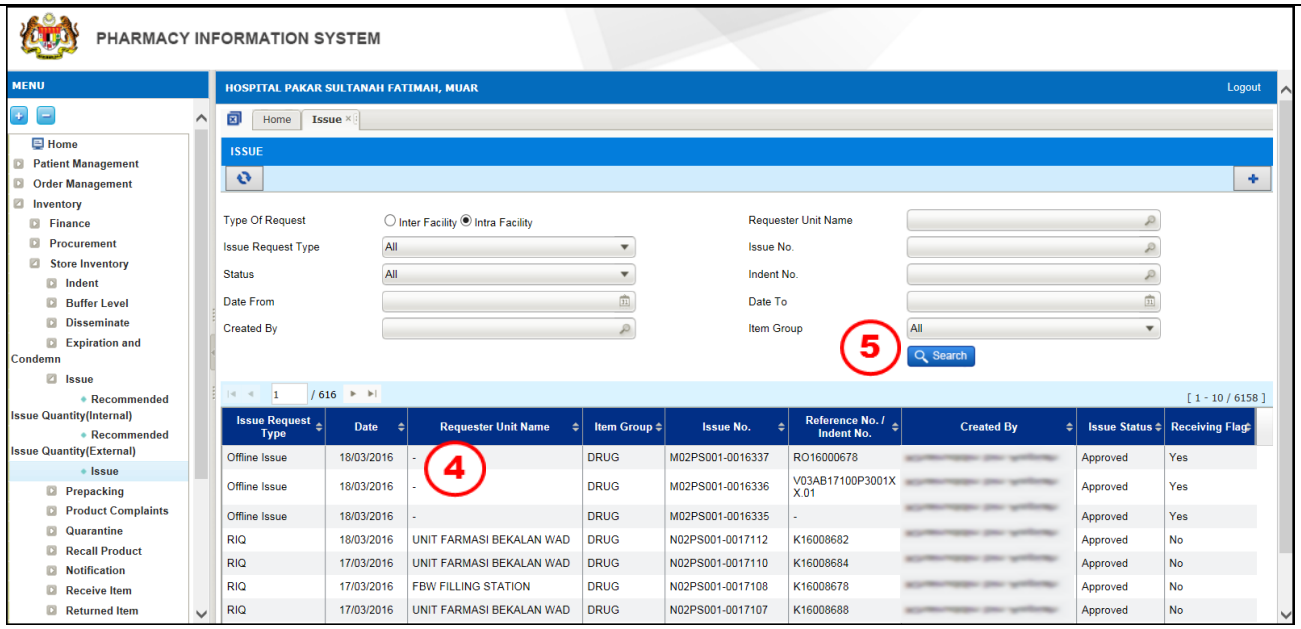


Figure 3.2.1-2 Issue Listing Page

STEP 3

Click on the Search button after input of criteria

Note

The results displayed will be based on the entered criteria as shown in Figure 3.2.1-2.

STEP 4

Double-click on the details of selected record

3.2.2 Issue Type: Online Issue (Inter Facility)

To issue out approved indent item received from external facility, perform the steps below:

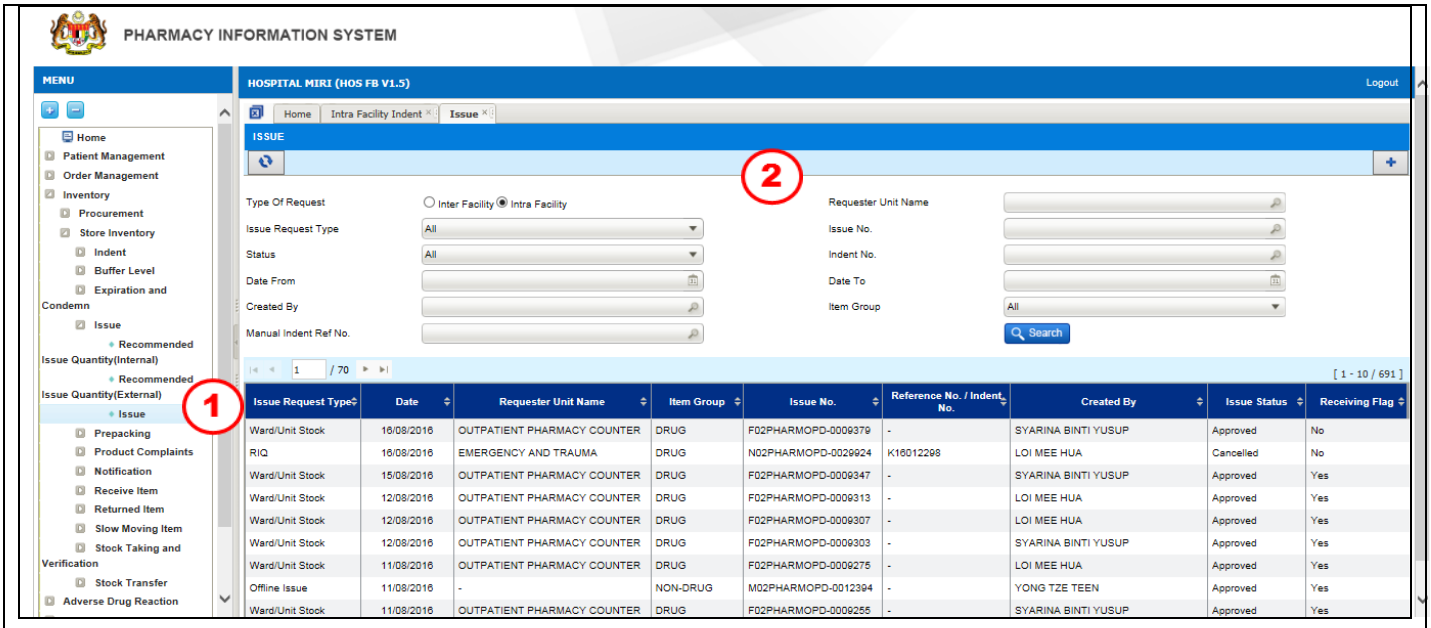


Figure 3.2.2-1 Issue Listing Page

STEP 1
Click on 'Inventory' menu follow by 'Store Inventory', 'Issue' then click on 'Issue'

Note
Choose 'Inter Facility' radio button and the inter facility transaction will appear on the listing page.

STEP 2
Double click on the record of the Issue Listing Page

Note
Online Issue Information screen will be displayed as shown in the Figure 3.2.2-2.

Note

- *List of item(s) to be issued will be automatically displayed once the Reference No./Indent No. is selected.*
- *Indent Status is deemed as 'Closed' if the issue is 'Fully Supply' or if the check box 'Closed' is ticked in RIQ (External) screen.*

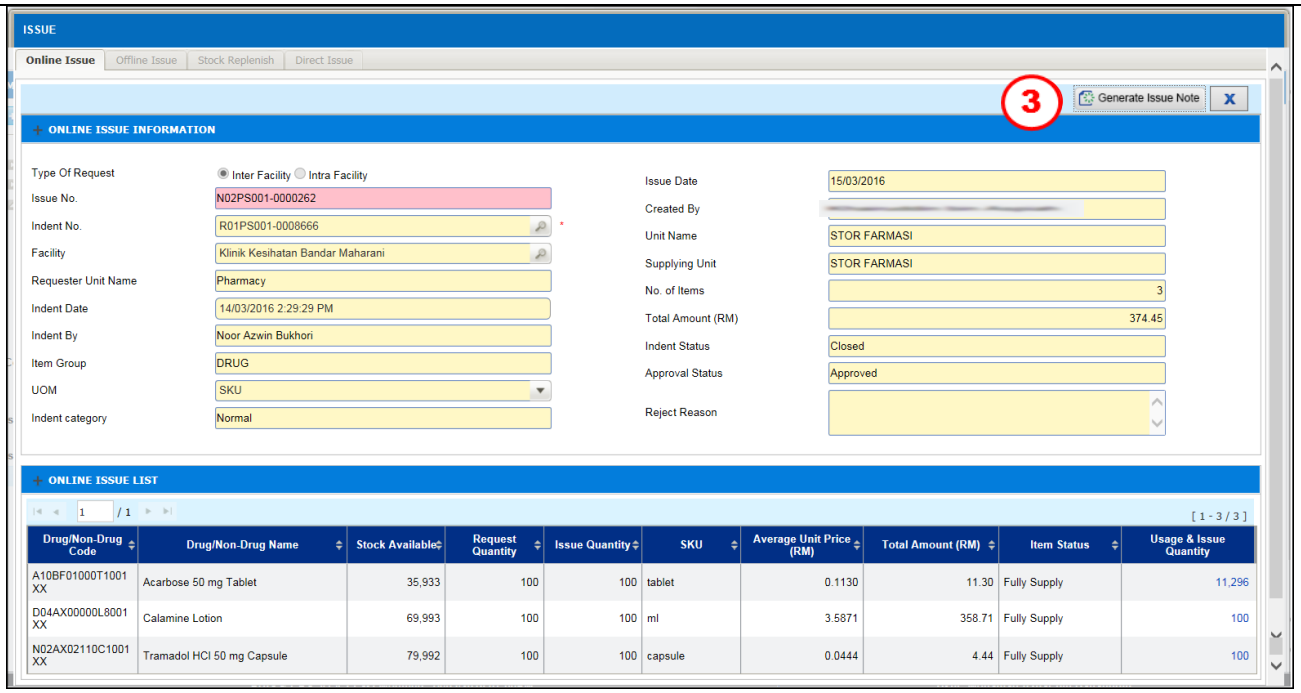


Figure 3.2.2-2 Online Issue Information

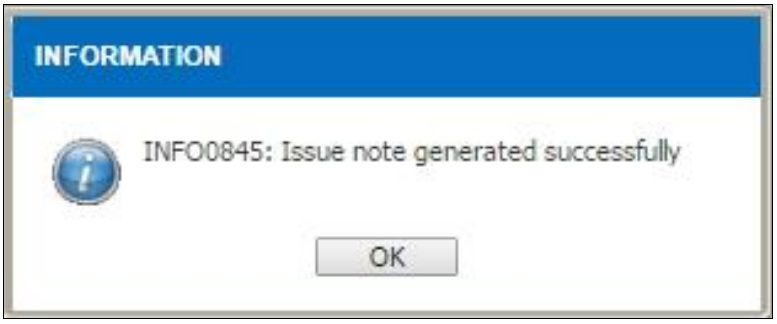


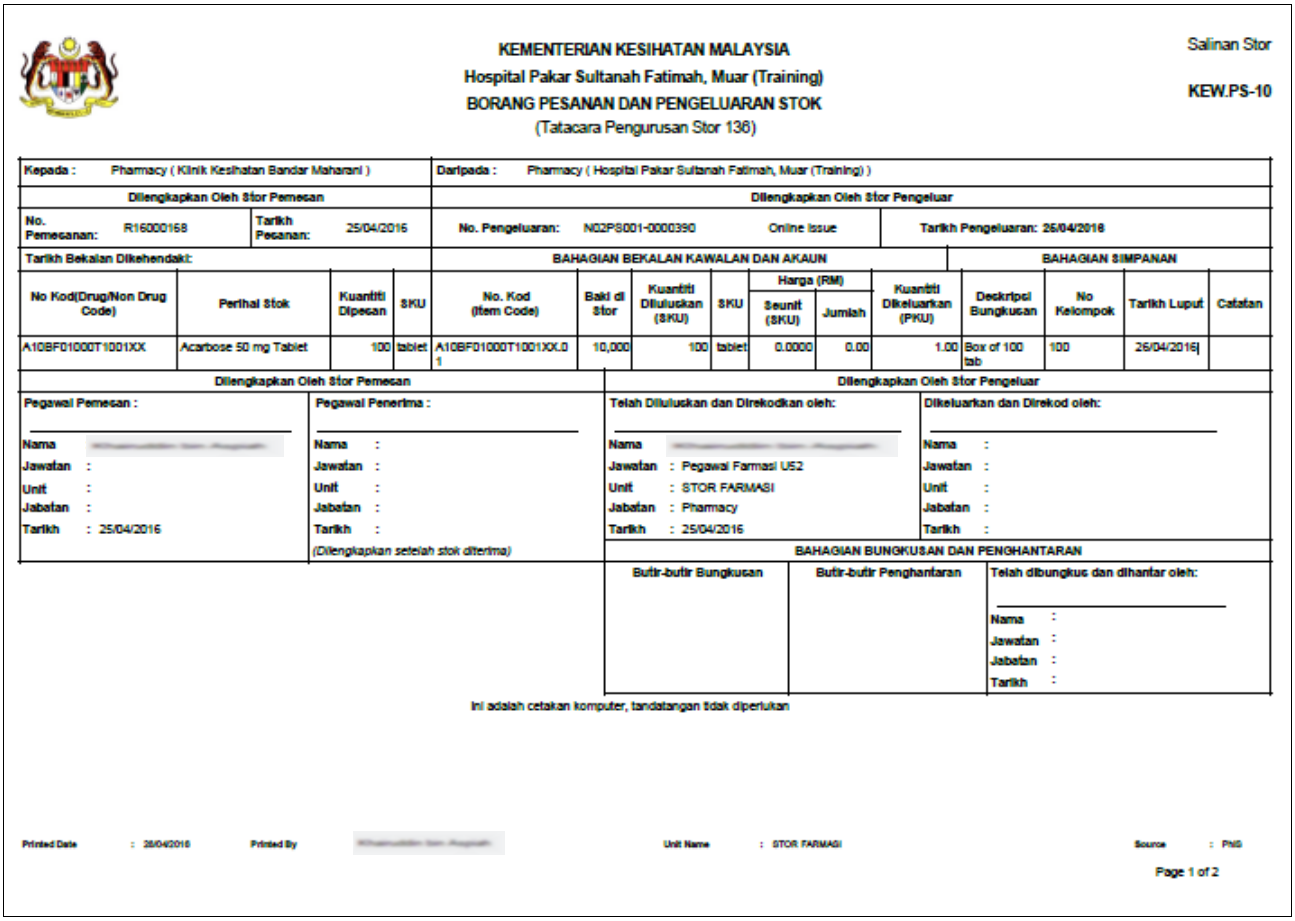
Figure 3.2.2-3 Information Alert Message

STEP 3

Click on the Generate Issue Note button to generate the 'Borang Pesanan dan Pengeluaran Stok'.

Note

- *Confirmation alert message and KEW.PS.10 will appear after user click on* Generate Issue Note *as shown in Figure 3.2.2-3 and Figure 3.2.2-4*



KEMENTERIAN KESIHATAN MALAYSIA
Hospital Pakar Sultanah Fatimah, Muar (Training)
BORANG PESANAN DAN PENGELUARAN STOK
(Tatacara Pengurusan Stor 136)

Salinan Stor

KEW.PS-10

Kepada : Pharmacy (Klinik Kesihatan Bandar Maharani)	Daripada : Pharmacy (Hospital Pakar Sultanah Fatimah, Muar (Training))
Dilengkapkan Oleh Stor Pemesan	Dilengkapkan Oleh Stor Pengeluar
No. Pemesanan: R16000168 Tarikh Pesanan: 25/04/2016	No. Pengeluaran: N02PS001-0000390 Online Issue Tarikh Pengeluaran: 25/04/2016
Tarikh Bekalan Dikehendaki:	BAHAGIAN BEKALAN KAWALAN DAN AKAUN / BAHAGIAN SIMPANAN

No Kod(Drug/Non Drug Code)	Perihal Stok	Kuantiti Dipesan	SKU	No. Kod (Item Code)	Baki di Stor	Kuantiti Diluluskan (SKU)	SKU	Harga (RM) Seunit (SKU)	Harga (RM) Jumlah	Kuantiti Dikeluarkan (PKU)	Deskripsi Bungkusan	No Kelompok	Tarikh Luput	Catatan
A10BF01000T1001XX	Acarbose 50 mg Tablet	100	tablet	A10BF01000T1001XX.01	10,000	100	tablet	0.0000	0.00	1.00	Box of 100 tab	100	26/04/2016	

Dilengkapkan Oleh Stor Pemesan		Dilengkapkan Oleh Stor Pengeluar	
Pegawai Pemesan :	Pegawai Penerima :	Telah Diluluskan dan Direkodkan oleh:	Dikeluarkan dan Direkod oleh:
Nama : [redacted]	Nama :	Nama : [redacted]	Nama :
Jawatan :	Jawatan :	Jawatan : Pegawai Farmasi U52	Jawatan :
Unit :	Unit :	Unit : STOR FARMASI	Unit :
Jabatan :	Jabatan :	Jabatan : Pharmacy	Jabatan :
Tarikh : 25/04/2016	Tarikh :	Tarikh : 25/04/2016	Tarikh :
	(Dilengkapkan setelah stok diterima)	BAHAGIAN BUNGKUSAN DAN PENGHANTARAN	
		Butir-butir Bungkusan / Butir-butir Penghantaran	Telah dibungkus dan dihantar oleh: Nama : Jawatan : Jabatan : Tarikh :

Ini adalah cetakan komputer, tandatangan tidak diperlukan

Printed Date : 26/04/2016 Printed By : [redacted] Unit Name : STOR FARMASI Source : PhIS

Page 1 of 2

Figure 3.2.2-4 Borang Pesanan Dan Pengeluaran Stok (KEW.PS-10)

3.2.3 Issue Type: Online Issue (Intra Facility)

To supply stock for Offline Indent within facility perform the steps below:

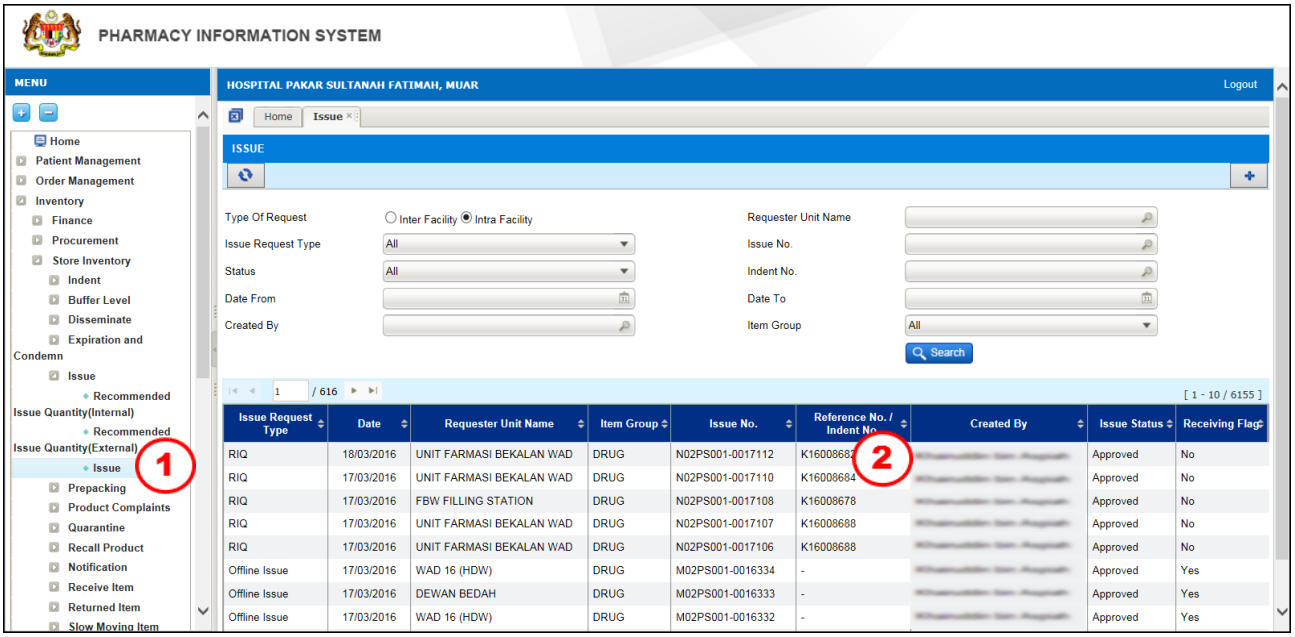


Figure 3.2.3-1 Issue Listing Page

STEP 1
Click on 'Inventory' menu follow by 'Store Inventory', 'Issue' then click on 'Issue'

Note
Choose 'Intra Facility' radio button and the intra facility transaction will appear on the listing page.

STEP 2
Double click on the Reference No./Indent No on the Issue Listing Page

Note

- *Online Issue Information screen will be displayed as shown in the Figure 3.2.3-2.*
- *List of item(s) to be issued will be automatically displayed once the Reference No./Indent No. is selected.*
- *Indent Status is deemed as 'Closed' if the issue is 'Fully Supply' or if the check box 'Closed' is ticked in RIQ (Internal) screen.*

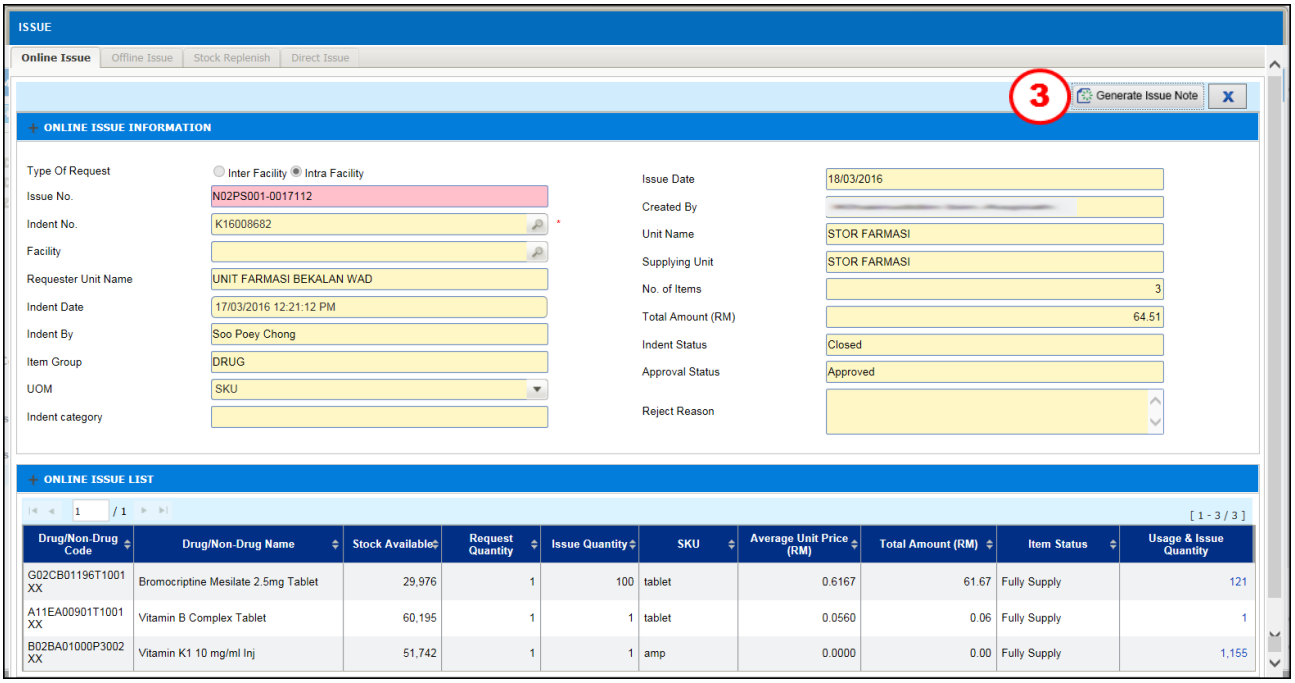
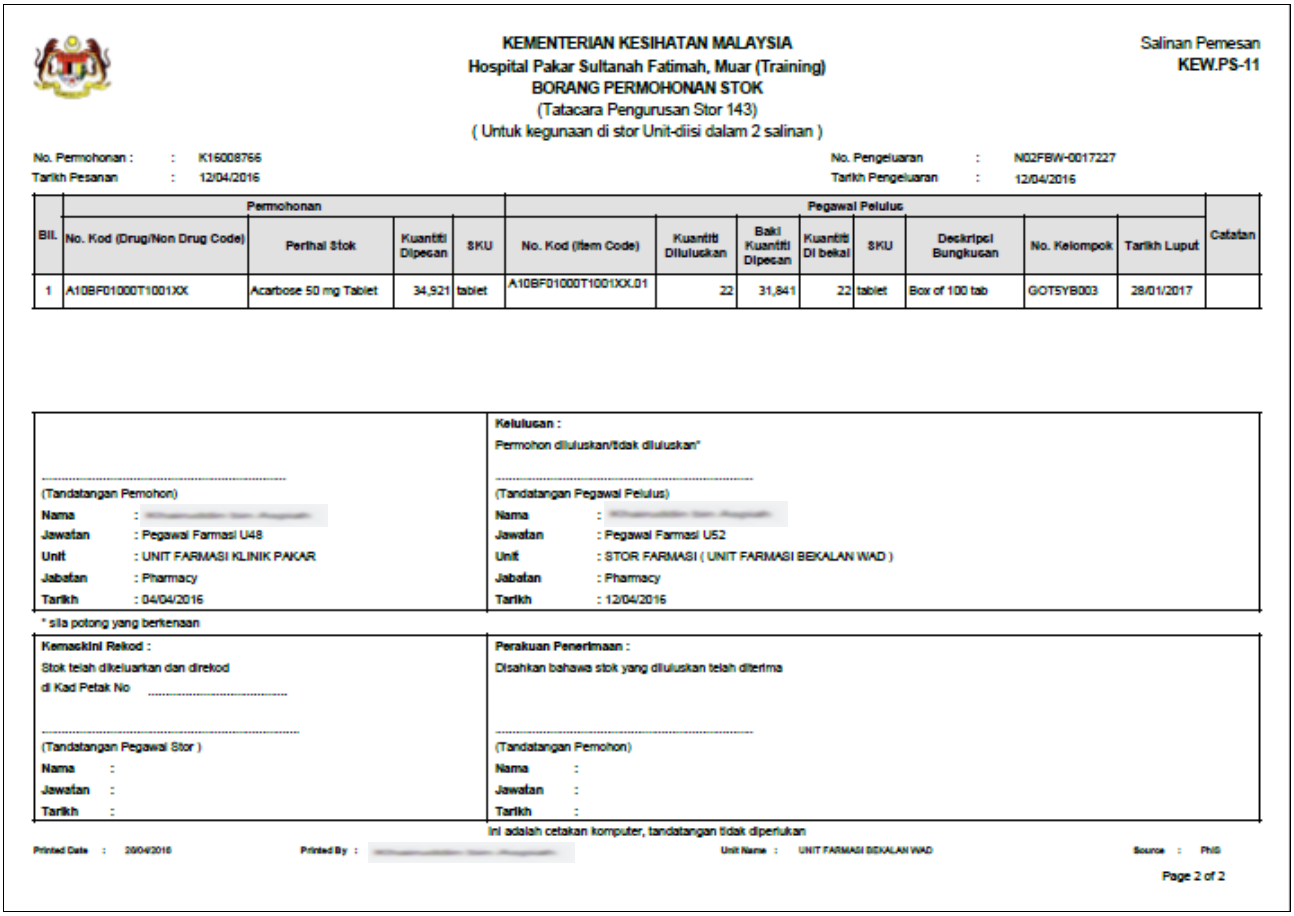


Figure 3.2.3-2 Online Issue Information

STEP 3

Click on the Generate Issue Note button to generate the ‘Borang Permohonan Stok’.



KEMENTERIAN KESIHATAN MALAYSIA
Hospital Pakar Sultanah Fatimah, Muar (Training)
BORANG PERMOHONAN STOK
(Tatacara Pengurusan Stor 143)
(Untuk kegunaan di stor Unit-diisi dalam 2 salinan)

Salinan Pemesan
KEW.PS-11

No. Permohonan : K16008766
Tarikh Pesanan : 12/04/2016

No. Pengeluaran : N02FBW-0017227
Tarikh Pengeluaran : 12/04/2016

Bil.	Permohonan				Pegawai Pelulus								Catatan
	No. Kod (Drug/Non Drug Code)	Perihal Stok	Kuantiti Dipesan	SKU	No. Kod (Item Code)	Kuantiti Diluluskan	Baki Kuantiti Dipesan	Kuantiti Di bekal	SKU	Deskripsi Bungkusan	No. Kelompok	Tarikh Luput	
1	A10BF01000T1001XX	Acarbose 50 mg Tablet	34,921	tablet	A10BF01000T1001XX.01	22	31,841	22	tablet	Box of 100 tab	GOT5YB003	28/01/2017	

(Tandatangan Pemohon)
Nama :
Jawatan : Pegawai Farmasi U48
Unit : UNIT FARMASI KLINIK PAKAR
Jabatan : Pharmacy
Tarikh : 04/04/2016

Kelulusan :
Permohon diluluskan/tidak diluluskan*

(Tandatangan Pegawai Pelulus)
Nama :
Jawatan : Pegawai Farmasi U52
Unit : STOR FARMASI (UNIT FARMASI BEKALAN WAD)
Jabatan : Pharmacy
Tarikh : 12/04/2016

* sila potong yang berkenaan

Kemaskini Rekod :
Stok telah dikeluarkan dan direkod
di Kad Petak No .....

(Tandatangan Pegawai Stor)
Nama :
Jawatan :
Tarikh :

Perakuan Penerimaan :
Disahkan bahawa stok yang diluluskan telah diterima

(Tandatangan Pemohon)
Nama :
Jawatan :
Tarikh :

Ini adalah cetakan komputer, tandatangan tidak diperlukan

Printed Date : 20/04/2016 Printed By : Unit Name : UNIT FARMASI BEKALAN WAD Source : PhIS

Page 2 of 2

Figure 3.2.3-3 Borang Permohonan Stok (KEW.PS-11)

3.2.4 Issue Type: Offline Issue (Inter Facility)

To issue out approved indent item, perform the steps below:

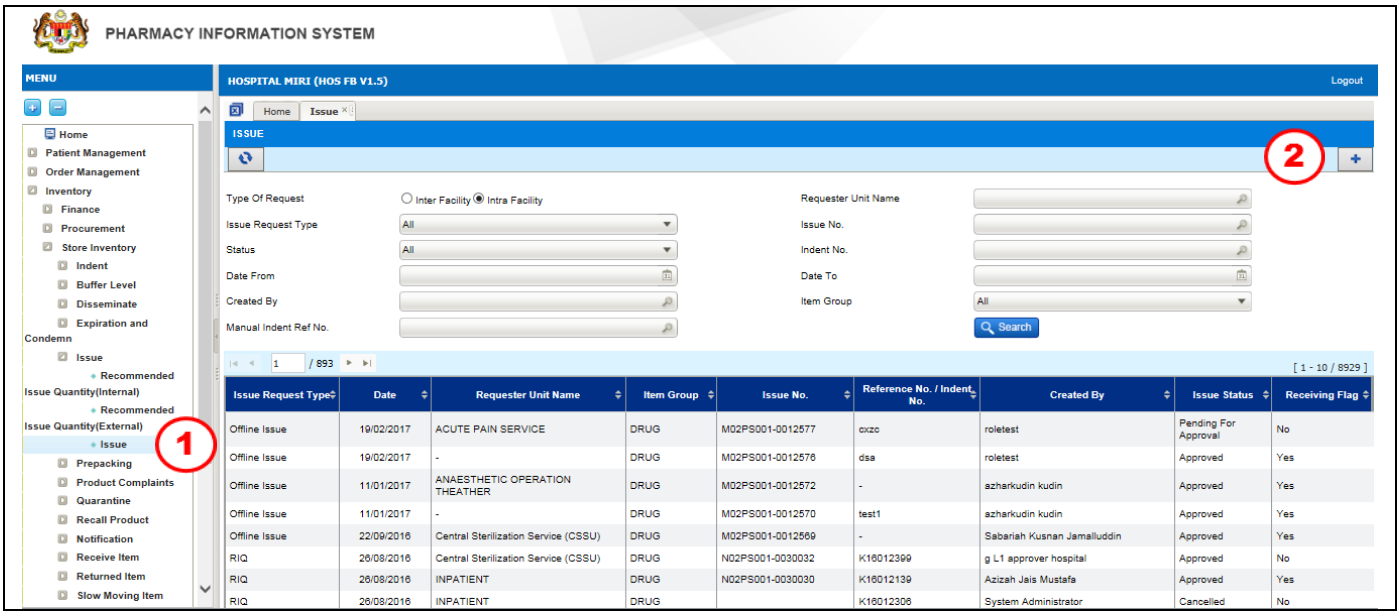


Figure 3.2.4-1 Create New Issue

STEP 1

Click on 'Inventory' menu, followed by 'Store Inventory' and then click 'Issue'

STEP 2

Click on the button

Note

- *A newly-created Issue record **Status** is defaulted to 'Open'.*
- *Issue screen will be displayed as shown in Figure 3.2.4-2.*
- ***Unit Name** is defaulted to the user's login ID.*
- ***Request Date** is defaulted to the system date.*

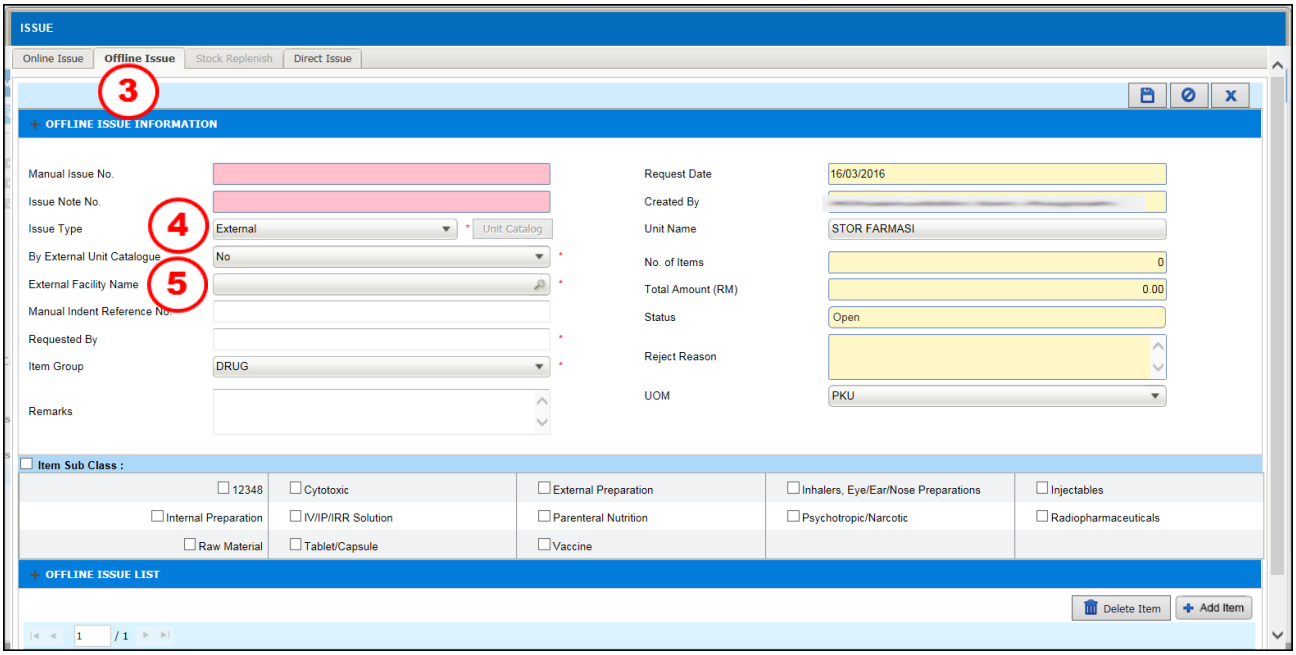


Figure 3.2.4-2 Offline Issue External

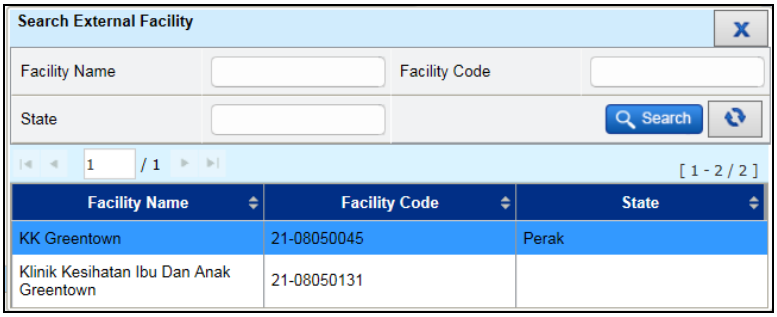


Figure 3.2.4-3 List of External Facility Name

STEP 3
Click on the 'Offline Issue' tab

STEP 4
Select ***Issue Type*** as External from the dropdown box

STEP 5
Click on the to search for the ***External Facility Name***

Note

- *A list of **External Facility Name** will be displayed as per Figure 3.2.4-3.*
- *Double click to select an **External Facility Name**.*

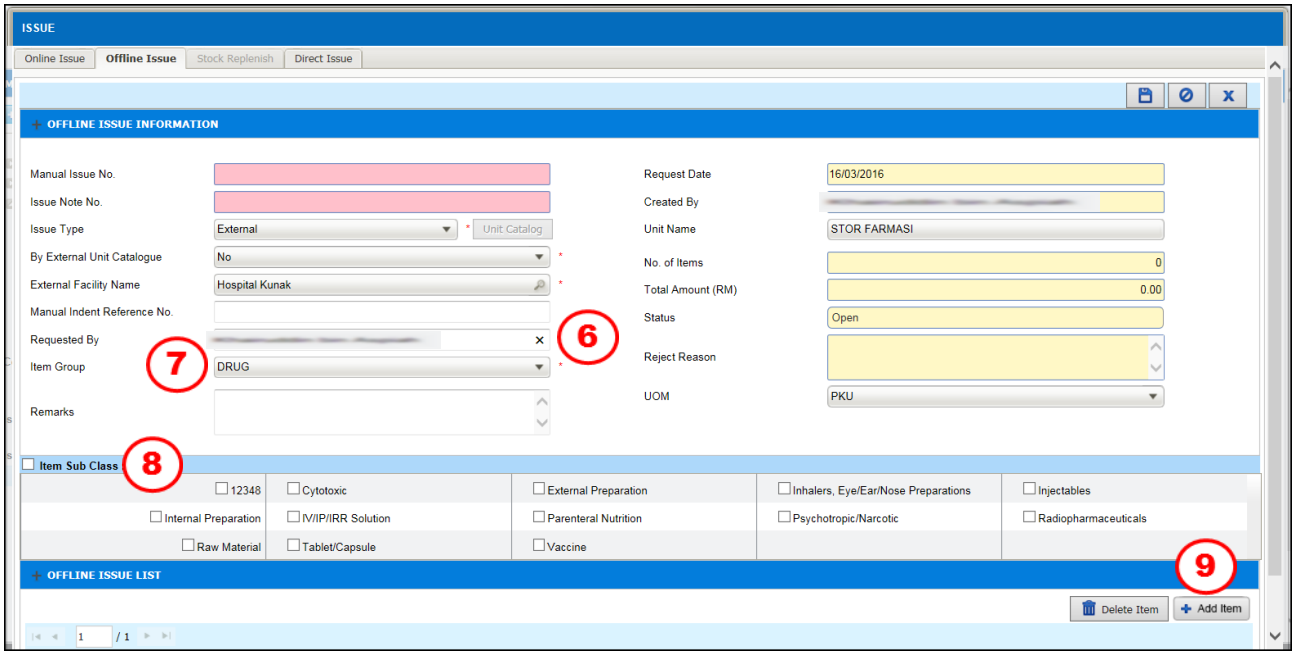


Figure 3.2.4-4 Add Item

STEP 6
Enter ***Requested By***

STEP 7
Select ***Item Group***
- Drug
- Non Drug

STEP 8
Select the ***Item Sub Class*** checkbox

Note
User is allowed to select more than one check box.

STEP 9
Click on the Add Item button to select item(s) to be issued

Note
- *'Add Item' screen will appear as shown in Figure 3.2.4-5.*
- *'With Stock' check box will be selected by default and system will show any items with stock.*

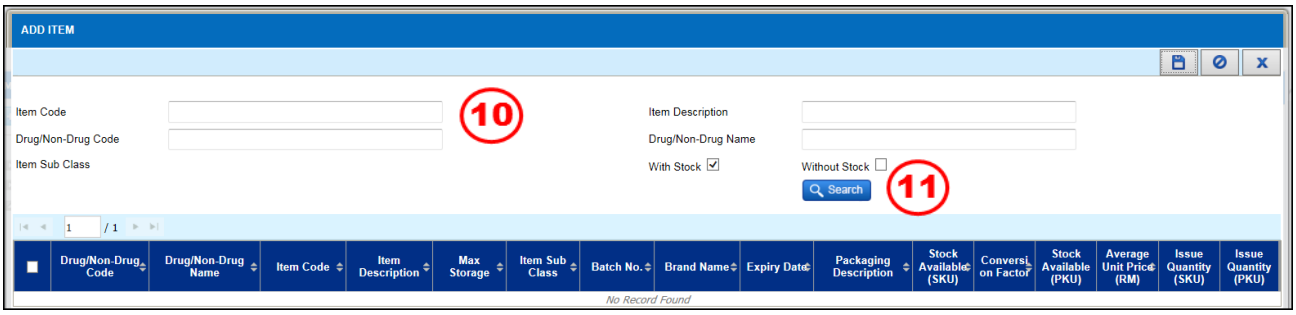


Figure 3.2.4-5 List of Drug/Non Drug Name

STEP 10
Enter either ***Item Code, Item Description, Drug/Non Drug Code*** or ***Drug/Non Drug Name***

STEP 11
Click on Search to search for desired item

Note
A list of items will be displayed if none of the 4 column entered.

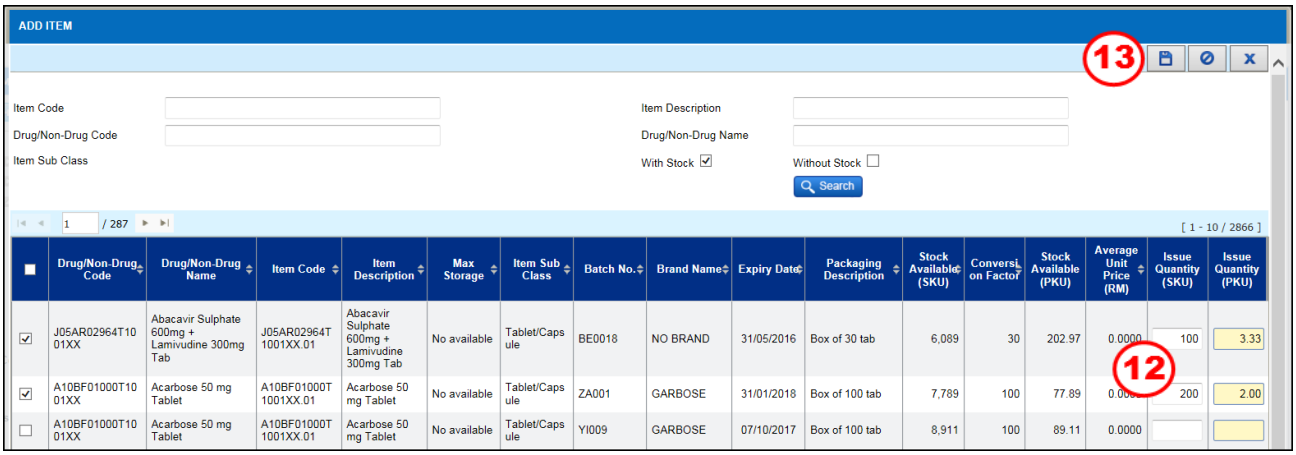


Figure 3.2.4-6 List of Drug/Non Drug Name

STEP 12
Enter ***Issue Quantity (SKU)***

STEP 13
Click on the button to add the item selected to the 'Add Issue Item' section

Note
- *After saving the record, the item will be displayed under 'Offline Issue List' section.*
- *Total Amount (RM) will be displayed base on the total Amount of the item added.*

- *Repeat **STEP 10** to **STEP 13** to add new items to be issued.*

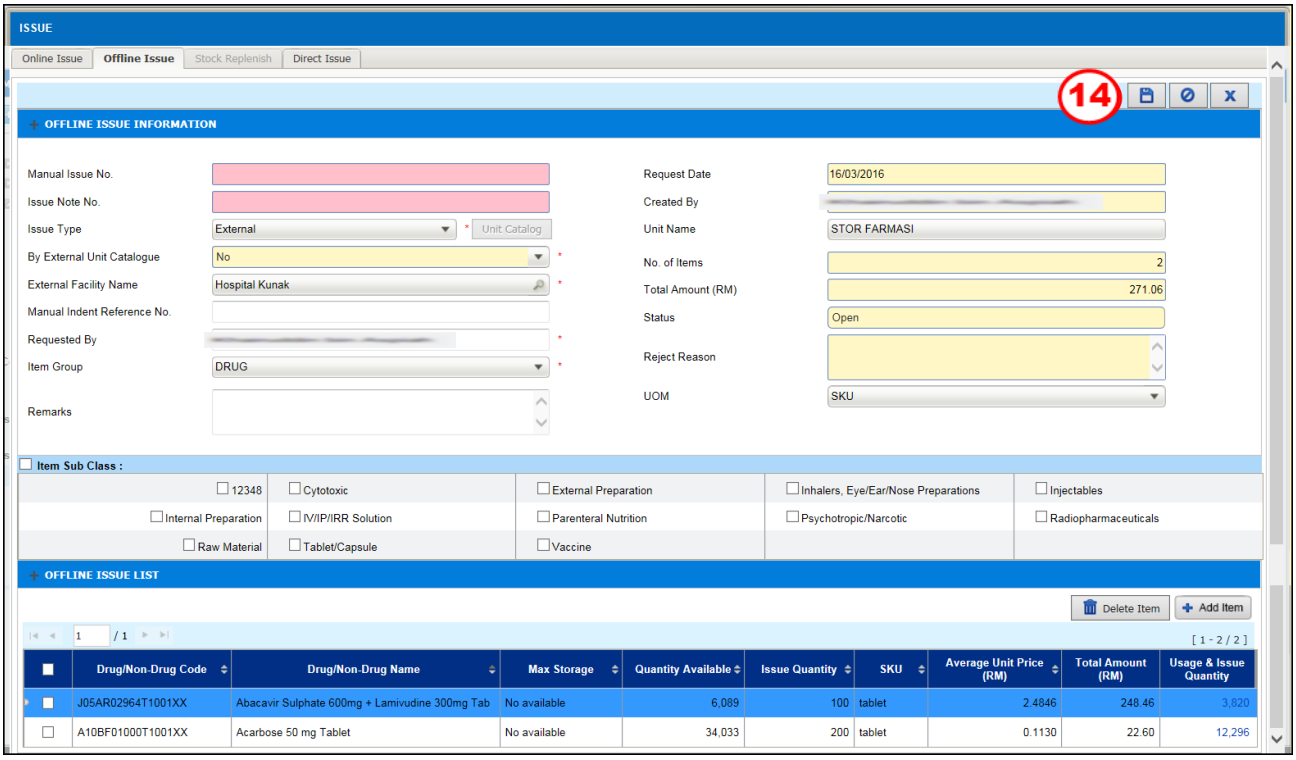


Figure 3.2.4-7 Offline Issue

Figure 3.2.4-8 Confirmation Alert Message

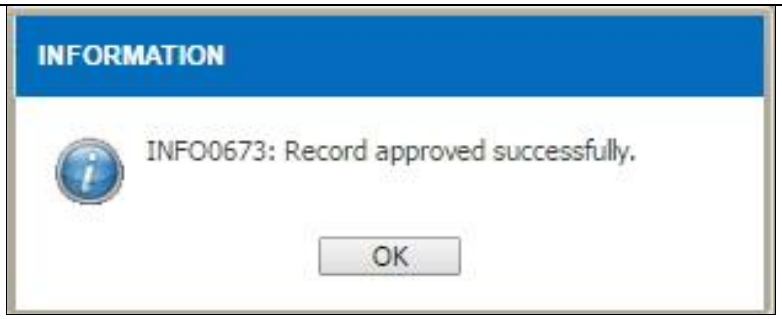


Figure 3.2.4-9 Information Alert Message

STEP 14

Click on the button to save the transaction

Note

- ***Manual Issue No****. will be automatically generated by the system for future reference.*
- *The* ***Status*** *will be changed to 'Approved.*
- *Confirmation alert message will appear as shown in Figure 3.2.4-8.*
- *Click* OK *as shown in Figure 3.2.4-9.*

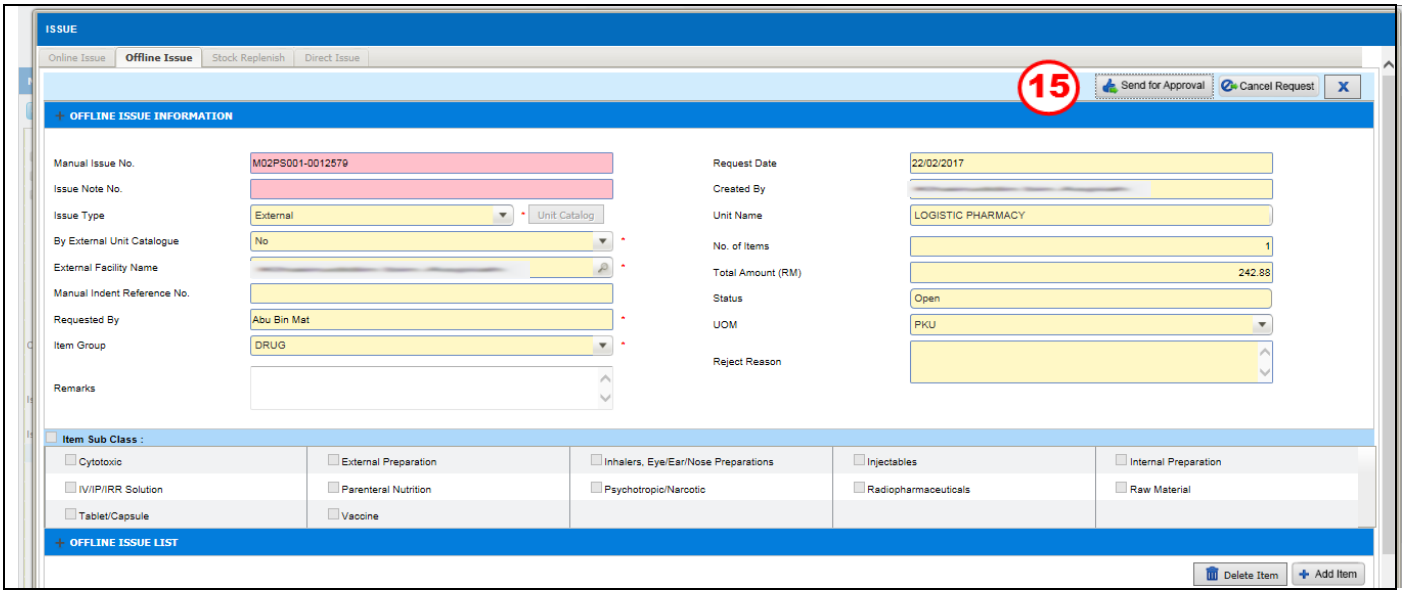


Figure 3.2.4-10 Offline Issue External

Note

- *User is allowed to cancel the request by clicking on the* Cancel Request *button.*

- *The **Status** will be automatically changed to 'Cancelled'.*

STEP 15

Click on the Send for Approval button to send the transaction for approval

Note

- *System will display an alert message for confirmation as displayed in Figure 3.2.4-10.*
- *Message Information will be displayed once user select the 'Yes' button as per Figure 3.2.4-11.*
- *The **Status** will be change automatically to 'Pending for Approval'.*

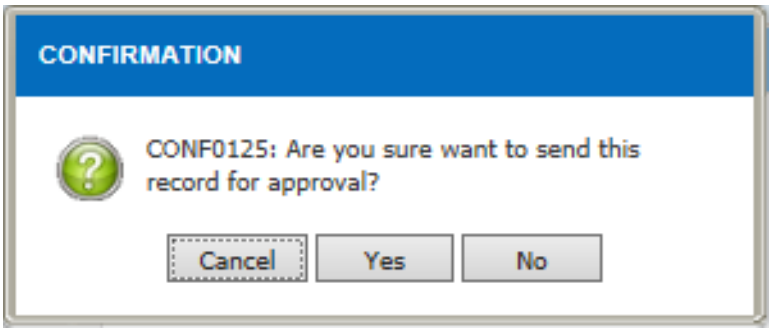


Figure 3.2.4-10 Alert Message

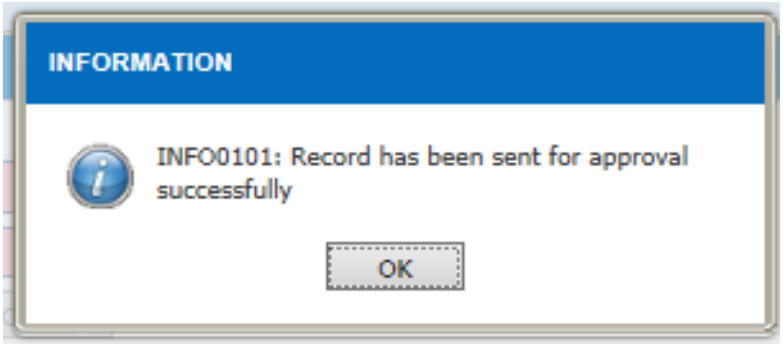


Figure 3.2.4.11 Alert Message

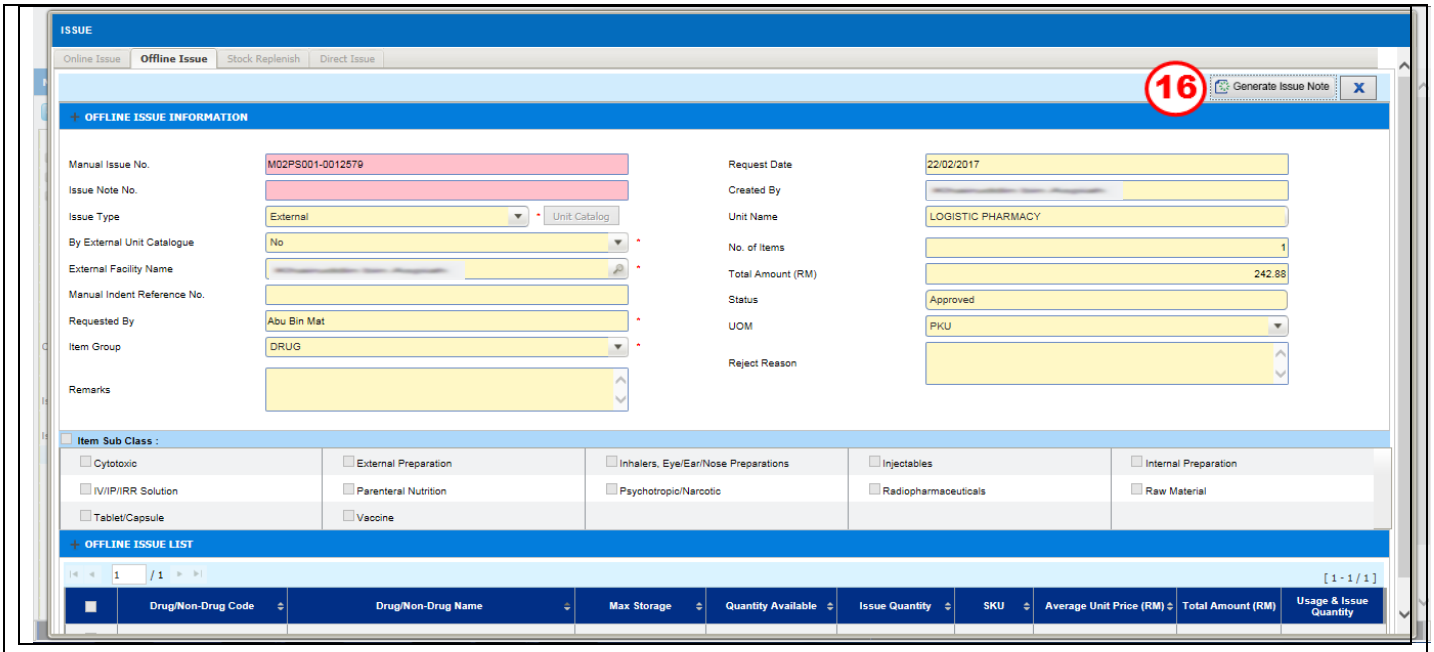


Figure 3.2.4-12 Issue Information

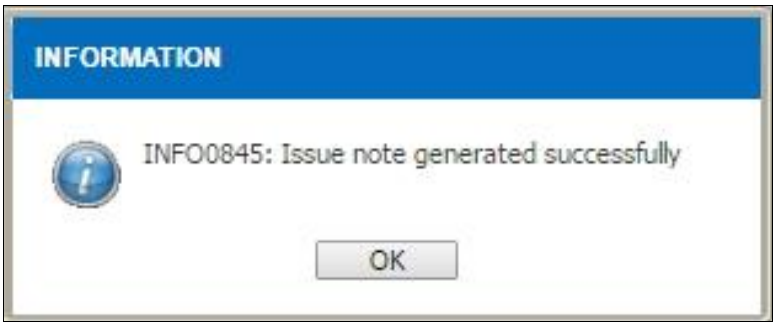


Figure 3.2.4-13 Information Alert Message

STEP 16

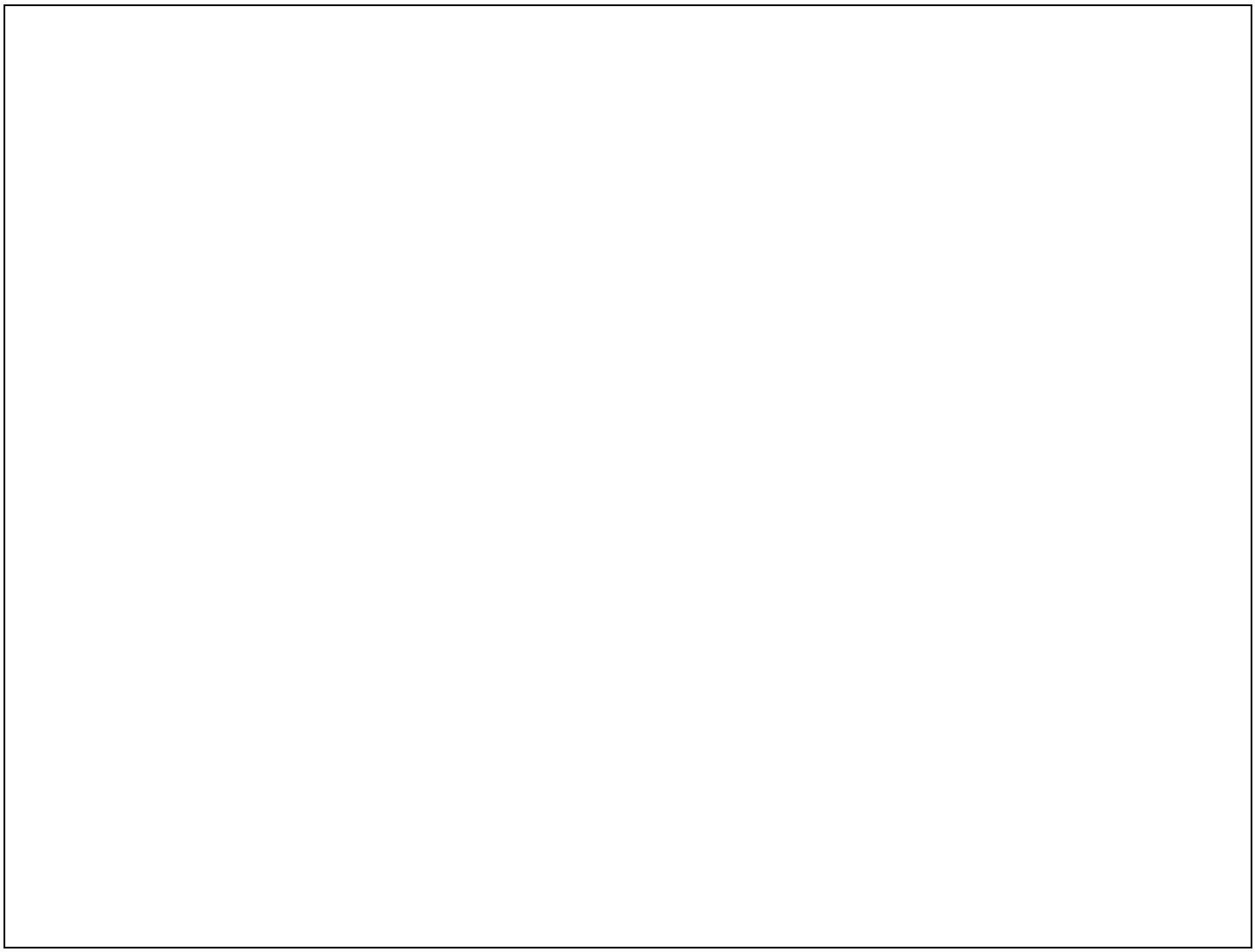
Click on the Generate Issue Note button to generate the 'Borang Pesanan dan Pengeluaran Stok'.

Note

- *Issue Note No. will be auto generated for future reference.*

Confirmation alert message will appear after user click on Generate Issue Note *as shown in Figure 3.2.4-12*

- *System will display an alert message as display in Figure 3.2.4-13*
- *'Borang Pesanan dan Pengeluran Stok' will display as in Figure 3.2.4-14*



Salinan Stor

KEMENTERIAN KESIHATAN MALAYSIA
Hospital Miri
BORANG PESANAN DAN PENGELUARAN STOK
(Tatacara Pengurusan Stor 136)

KEW.PS-10

Pemesan : Pharmacy (Bahagian Perkhidmatan Farmasi, KKM)				**Pengeluar :** Pharmacy (Hospital Miri)										
Dilengkapkan Oleh Stor Pemesan				**Dilengkapkan Oleh Stor Pengeluar**										
No. Pemesanan:		**Tarikh Pesanan:** 22/02/2017		**No. Pengeluaran:** M02PS001-0012579				**Offline Issue**			**Tarikh Pengeluaran: 22/02/2017**			
Tarikh Bekalan Dikehendaki:				**BAHAGIAN BEKALAN KAWALAN DAN AKAUN**							**BAHAGIAN SIMPANAN**			
No Kod(Drug/Non Drug Code)	**Perihal Stok**	**Kuantiti Dipesan**	**SKU**	**No. Kod (Item Code)**	**Kuantiti Diluluskan**	**Baki di Stor**	**PKU**	**Harga (RM)**		**Kuantiti Dikeluarkan**	**Deskripsi Bungkusan**	**No Kelompok**	**Tarikh Luput**	**Catatan**
								Seunit	**Jumlah**					
D08AA03000L6001XX	Acriflavine 0.1% Lotion	9,600	ml	01.0016.04	80	209	bott	3.0360	242.88	80	bottle of 120 millilitre	18541	30/11/2017	

Dilengkapkan Oleh Stor Pemesan		**Dilengkapkan Oleh Stor Pengeluar**	
Pegawai Pemesan :	**Pegawai Penerima :**	**Telah Diluluskan dan Direkodkan oleh:**	**Dikeluarkan dan Direkod oleh:**
Nama : Abu Bin Mat	**Nama** :	**Nama** : [redacted]	**Nama** :
Jawatan :	**Jawatan** :	**Jawatan** : Pegawai Farmasi U52	**Jawatan** :
Unit : Bahagian Perkhidmatan Farmasi,	**Unit** :	**Unit** : LOGISTIC PHARMACY	**Unit** :
Jabatan :	**Jabatan** :	**Jabatan** : Pharmacy	**Jabatan** :
Tarikh : 22/02/2017	**Tarikh** :	**Tarikh** : 22/02/2017	**Tarikh** :
	(Dilengkapkan setelah stok diterima)	**BAHAGIAN BUNGKUSAN DAN PENGHANTARAN**	
		Butir-butir Bungkusan	**Butir-butir Penghantaran**
			Telah dibungkus dan dihantar oleh:
			Nama :
			Jawatan :
			Jabatan :
			Tarikh :

Remark :

Printed Date : 22/02/2017 **Printed By** : [redacted] **Unit Name** : LOGISTIC PHARMACY **Source** : PhIS

Page 1 of 2

Figure 3.2.4-14 Borang Pesanan dan Pengeluaran Stok (KEW.PS-10)

3.2.5 Issue Type: Offline Issue (Intra Facility)

To perform offline issue, perform the steps below:

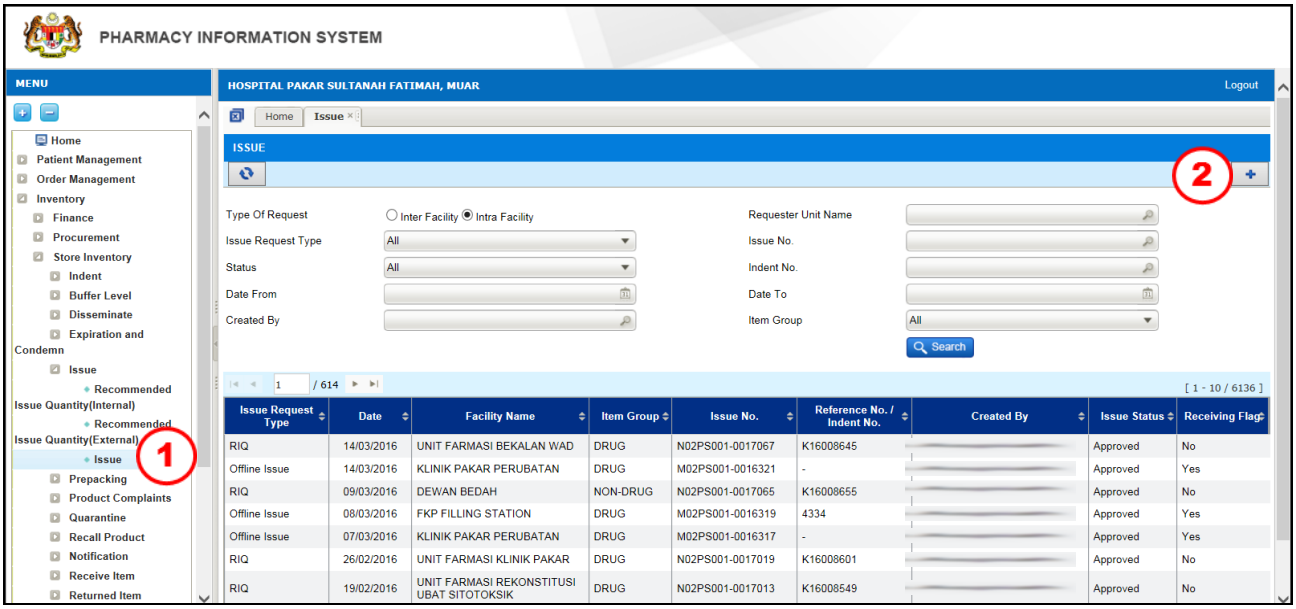


Figure 3.2.5-1 Create New Issue

STEP 1

Click on 'Inventory' menu, followed by 'Store Inventory' and then click 'Issue'

STEP 2

Click on the button

Note

- *A newly-created Issue record **Status** is defaulted to 'Open'.*
- *Issue screen will be displayed as shown in Figure 3.2.5-2.*
- ***Unit Name** is defaulted to the user's login ID.*
- ***Request Date** is defaulted to the system date.*

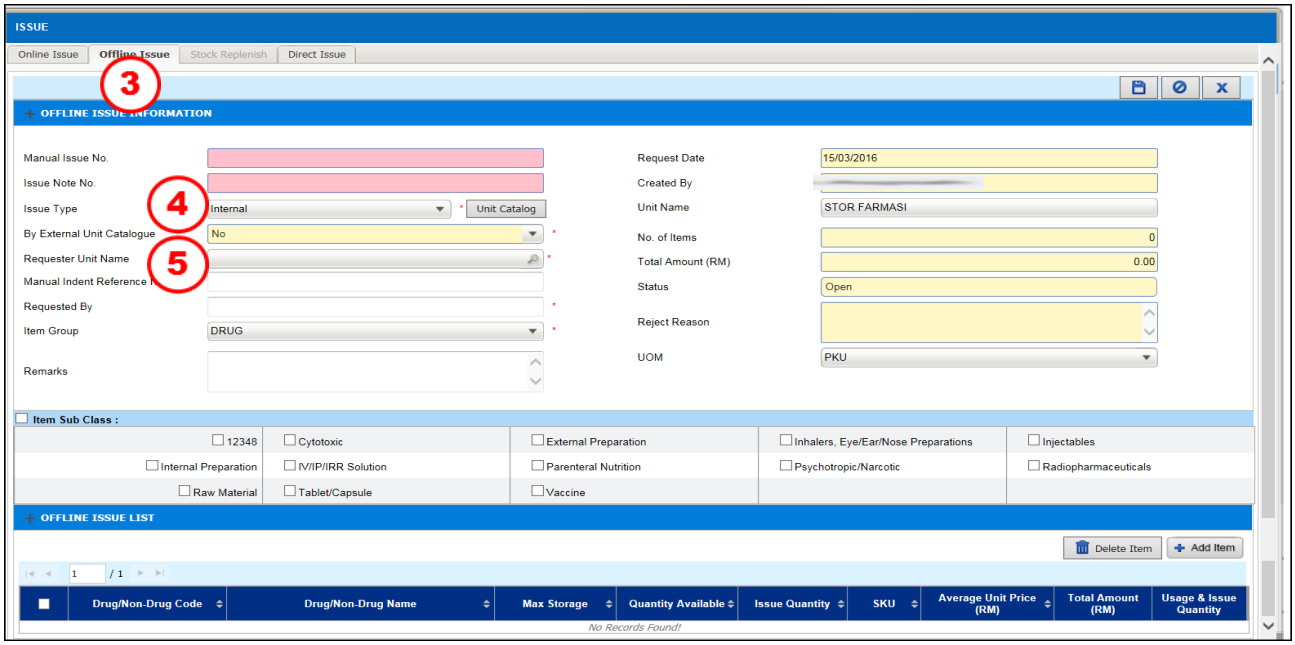


Figure 3.2.5-2 Offline Issue Internal

STEP 3
Click on the 'Offline Issue' tab

STEP 4
Select ***Issue Type*** as 'Internal' from the dropdown box

STEP 5

Click on the to search for the ***Requester Unit Name***

Note

- *A list of **Requester Unit Name** will be displayed as per Figure 3.2.5-3.*
- *Double-click to select the **Requester Unit Name.***

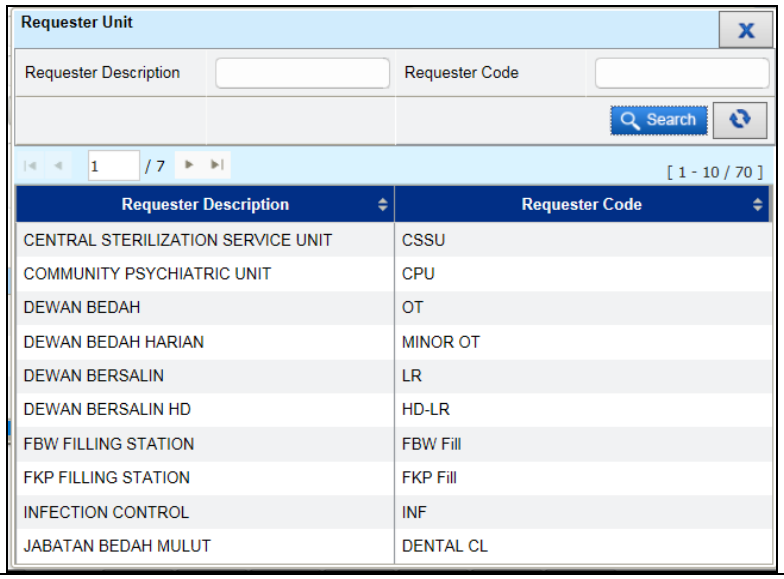


Figure 3.2.5-3 List of Requester Unit Name

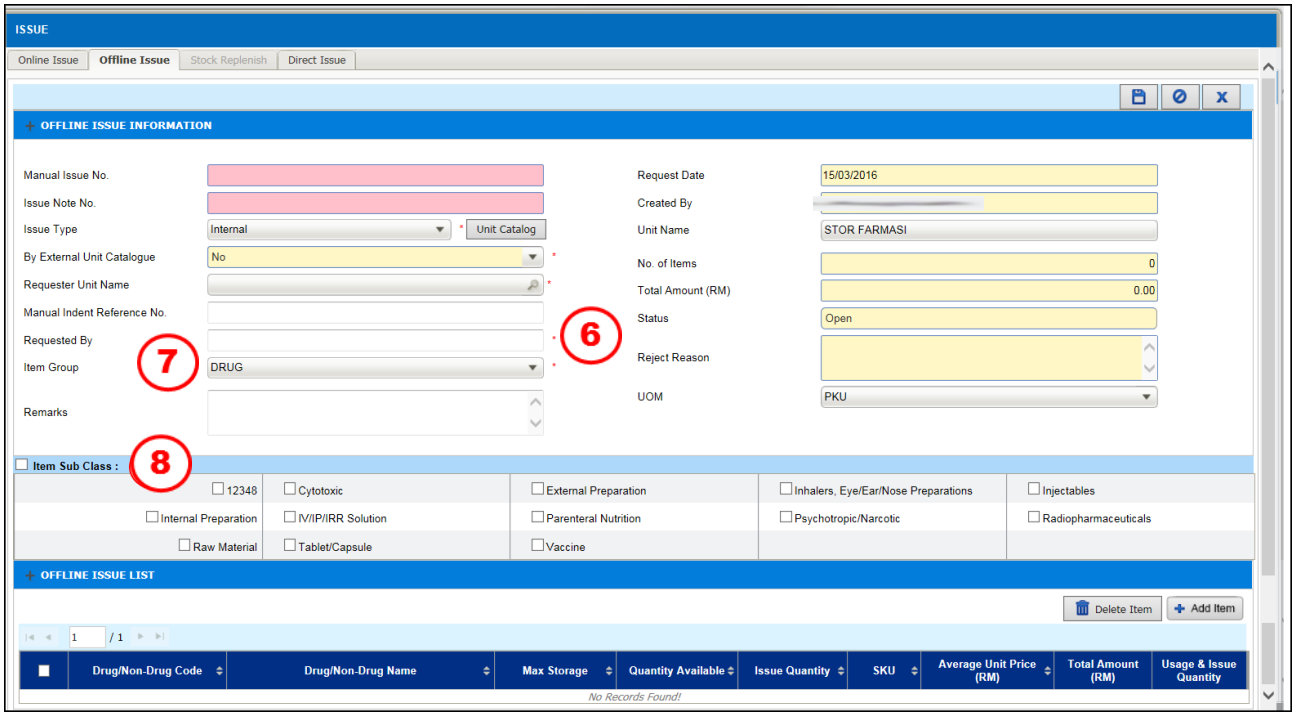


Figure 3.2.5-4 Offline Issue

STEP 6
Enter ***Requested By***

STEP 7
Select **Item Group**
- Drug
- Non Drug

STEP 8
Select the ***Item Sub Class*** checkbox

Note
User is allowed to select more than one check box.

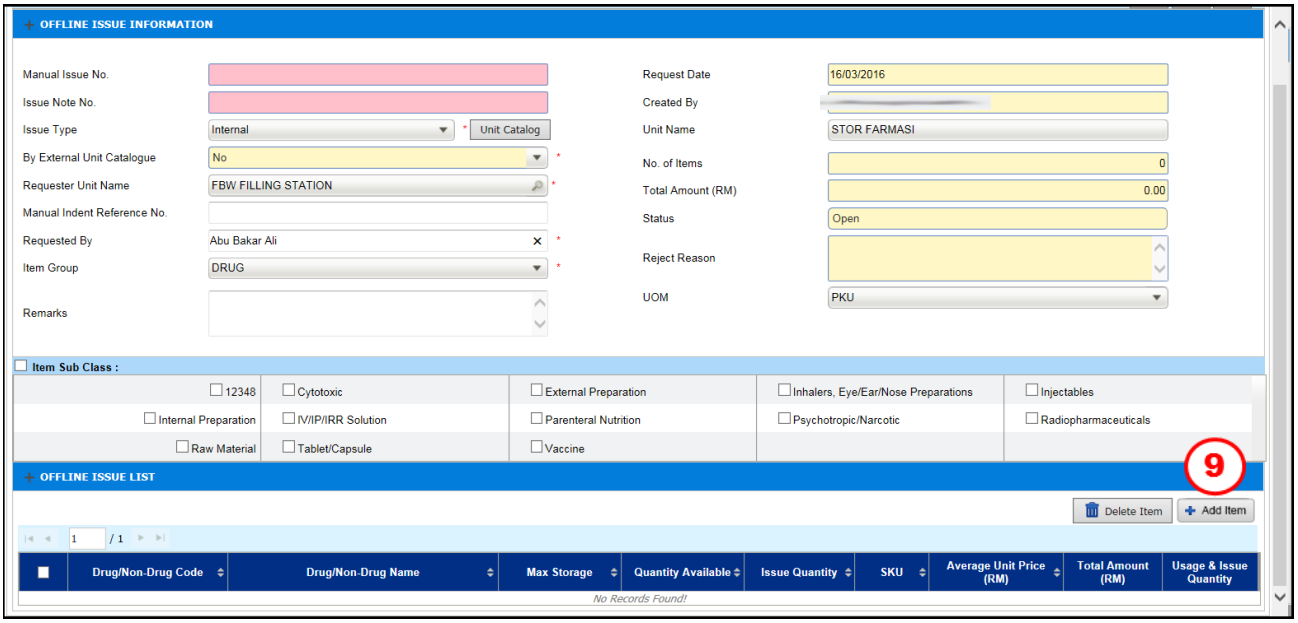


Figure 3.2.5-5 Add Item

STEP 9

Click on the Add Item button to add item(s) to be issued

Note

'Add Item' screen will appear as shown in Figure 3.2.5-6. 'With Stock' check box will be selected by default and system will show any items with stock.

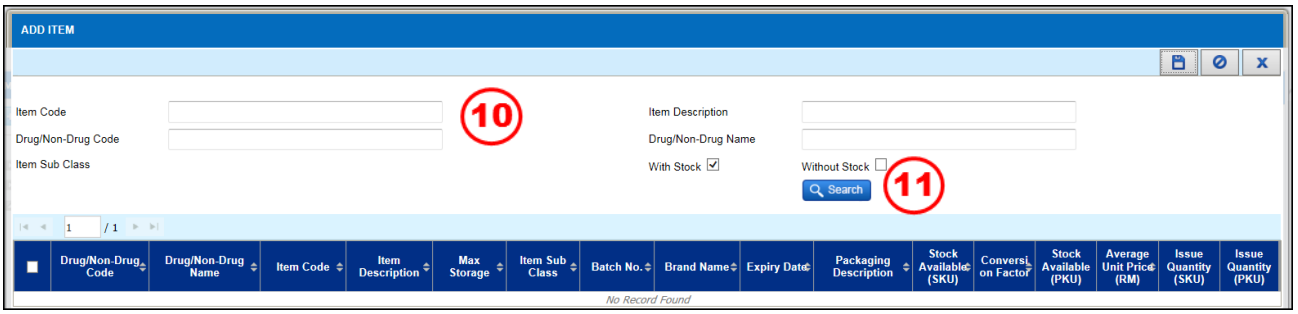


Figure 3.2.5-6 Add Item

STEP 10

Enter ***Item Code, Item Description, Drug/Non Drug Code*** or ***Drug/Non Drug Name***.

STEP 11

Click on Search to search for desired item

Note

A list of items will be displayed if none or the 4 columns entered.

.

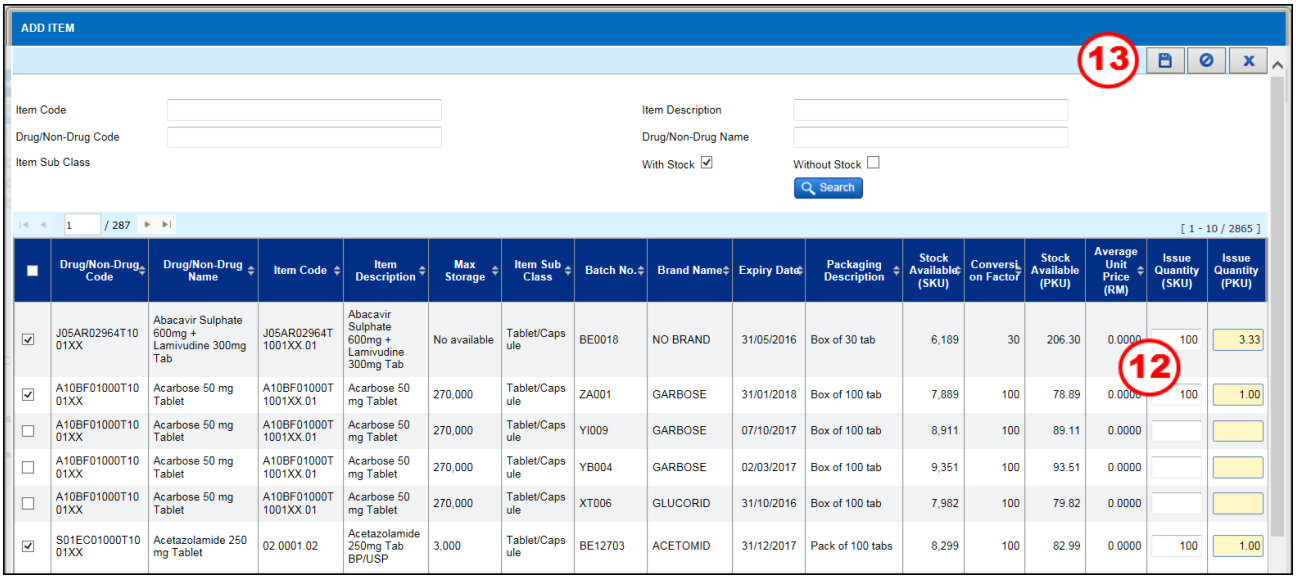
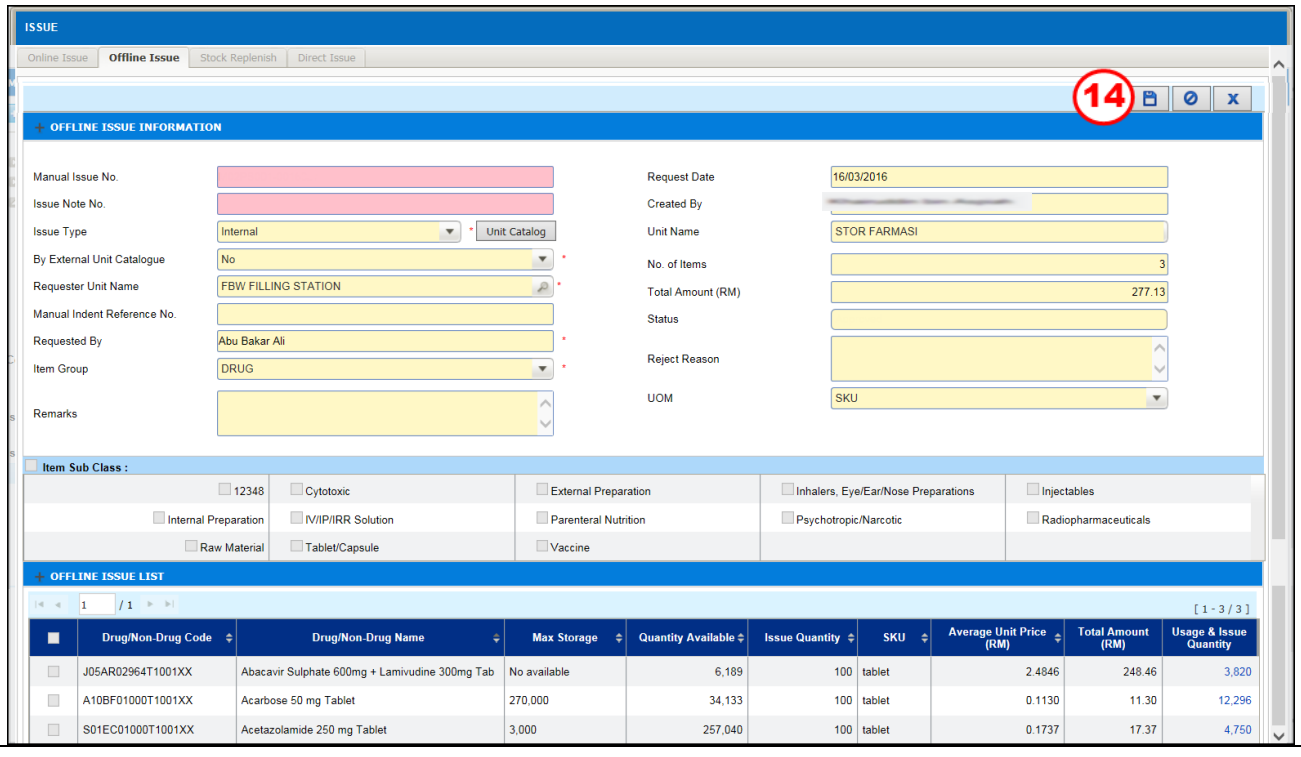


Figure 3.2.5-7 List of Drug/Non Drug Name

STEP 12
Enter ***Issue Quantity (SKU)***

STEP 13

Click on the button to add the item selected into the 'Online Issue List' section



Drug/Non-Drug Code	Drug/Non-Drug Name	Max Storage	Quantity Available	Issue Quantity	SKU	Average Unit Price (RM)	Total Amount (RM)	Usage & Issue Quantity
J05AR02964T1001XX	Abacavir Sulphate 600mg + Lamivudine 300mg Tab	No available	6,189	100	tablet	2.4846	248.46	3,820
A10BF01000T1001XX	Acarbose 50 mg Tablet	270,000	34,133	100	tablet	0.1130	11.30	12,296
S01EC01000T1001XX	Acetazolamide 250 mg Tablet	3,000	257,040	100	tablet	0.1737	17.37	4,750

Figure 3.2.5-8 Offline Issue

STEP 14

Click on the button

Note

- *Manual Issue No. will be auto generated for future reference.*
- *The **Status** will be changed to 'Approved.*

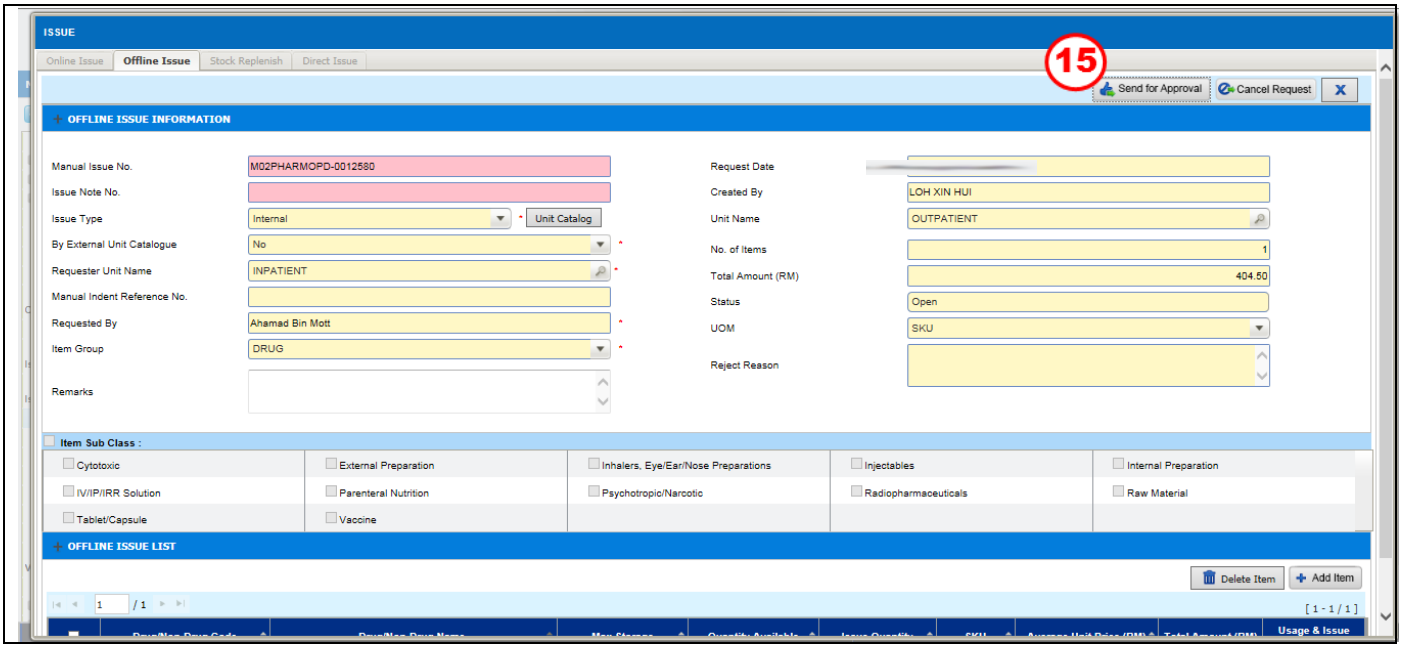


Figure 3.2.5-9 Offline Issue Internal

Note

- *User is allowed to cancel the request by clicking on the Cancel Request button.*
- *The **Status** will be automatically changed to 'Cancelled'.*

STEP 15

Click on the Send for Approval button to send the transaction for approval

Note

- *System will display an alert message for confirmation as displayed in Figure 3.2.5-10.*
- *Message Information will be displayed once user select the 'Yes' button as per Figure 3.2.4-11.*
- *The **Status** will be change automatically to 'Pending for Approval'.*

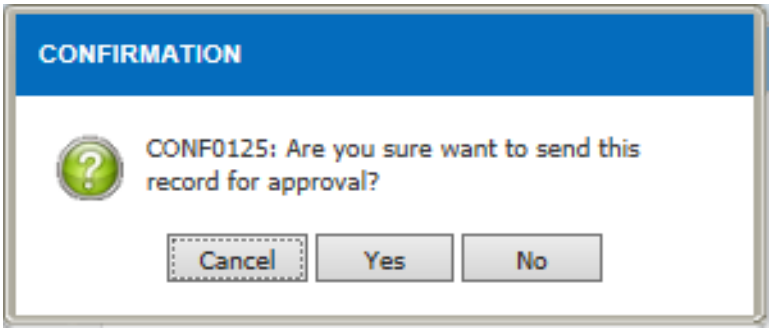


Figure 3.2.5-10 Alert Message

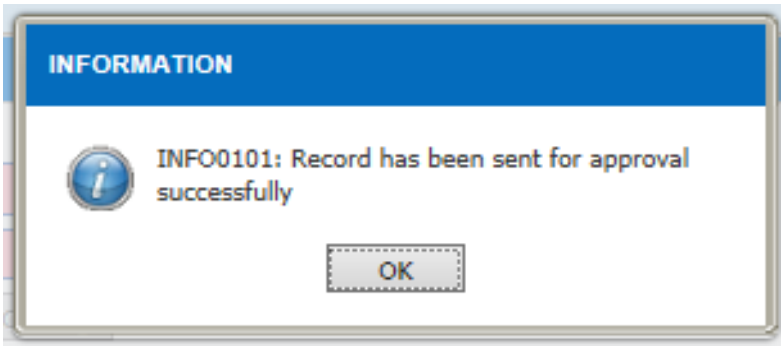


Figure 3.2.5-11 Alert Message

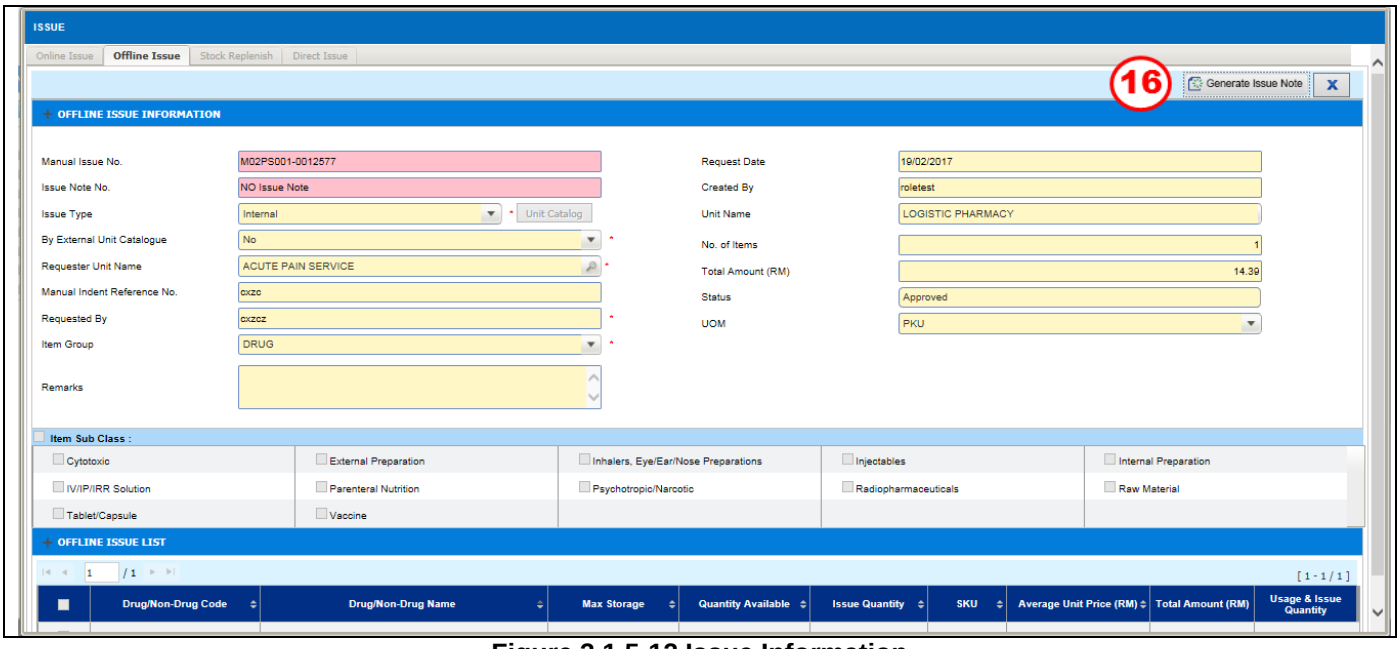


Figure 3.1.5-12 Issue Information

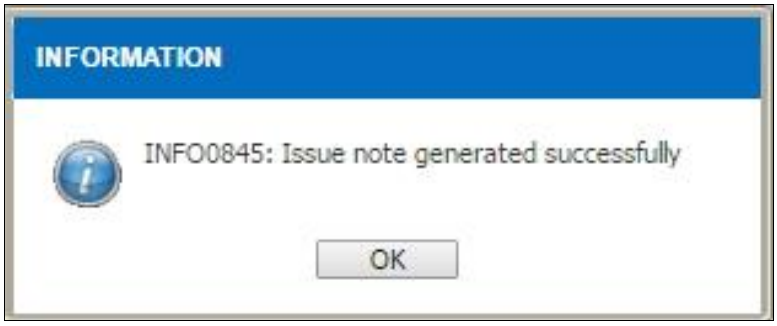


Figure 3.1.5-13 Information Alert Message

STEP 15

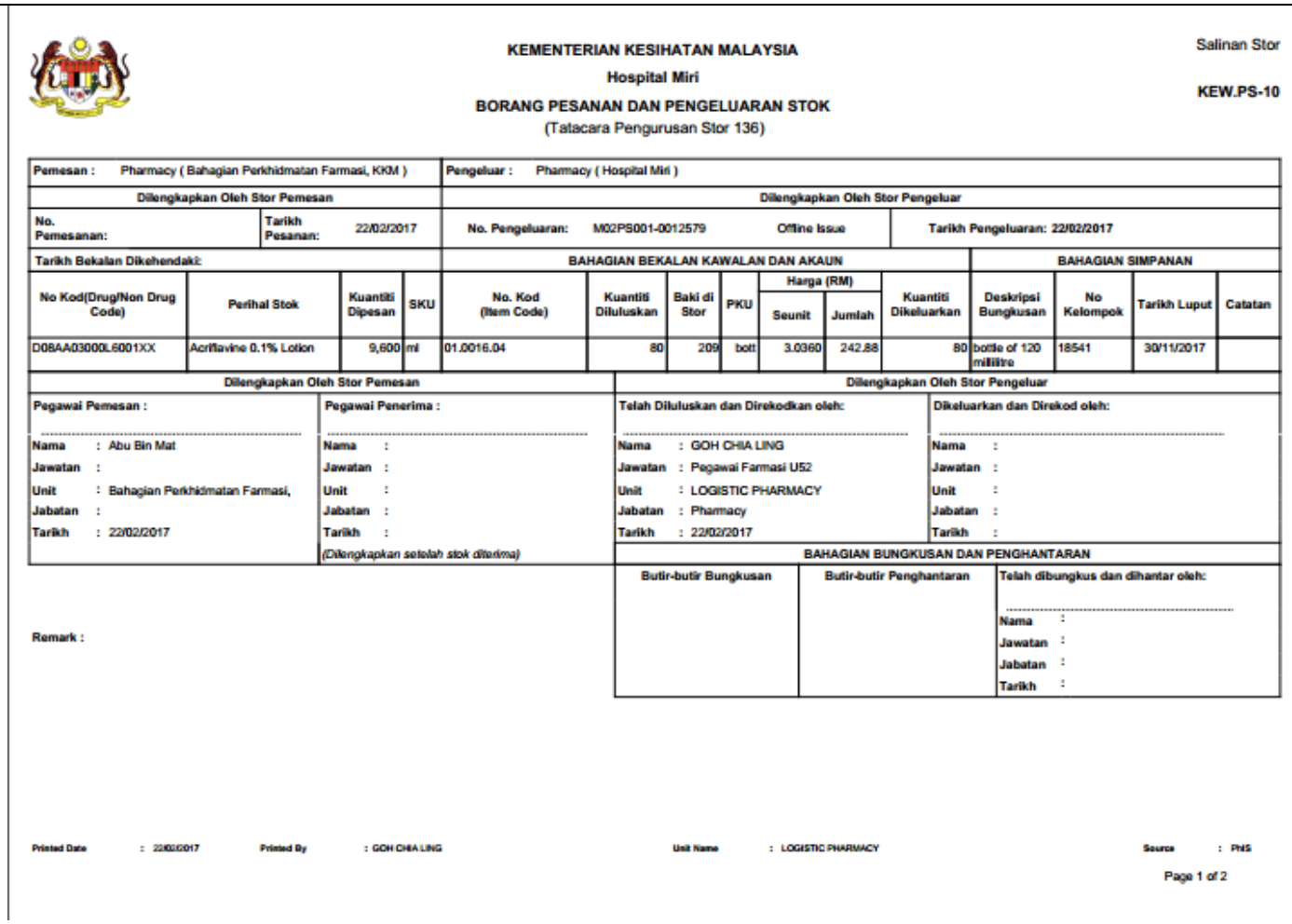
Click on the Generate Issue Note button to generate the 'Borang Pemohonan Stok'

Note

- *Issue Note No. will be auto generated for future reference.*

  Confirmation alert message will appear after user click on Generate Issue Note *as shown in Figure 3.1.5-12*

- *System will display an alert message as display in Figure 3.1.5-13*
- *'Borang Pesanan dan Pengeluran Stok' will display as in Figure 3.1.5-14*



KEMENTERIAN KESIHATAN MALAYSIA
Hospital Miri
BORANG PESANAN DAN PENGELUARAN STOK
(Tatacara Pengurusan Stor 136)

Salinan Stor
KEW.PS-10

Pemesan : Pharmacy (Bahagian Perkhidmatan Farmasi, KKM)		Pengeluar : Pharmacy (Hospital Miri)	
Dilengkapkan Oleh Stor Pemesan		Dilengkapkan Oleh Stor Pengeluar	
No. Pemesanan:	Tarikh Pesanan: 22/02/2017	No. Pengeluaran: M02PS001-0012579 Offline Issue	Tarikh Pengeluaran: 22/02/2017
Tarikh Bekalan Dikehendaki:		BAHAGIAN BEKALAN KAWALAN DAN AKAUN	BAHAGIAN SIMPANAN

No Kod(Drug/Non Drug Code)	Perihal Stok	Kuantiti Dipesan	SKU	No. Kod (Item Code)	Kuantiti Diluluskan	Baki di Stor	PKU	Harga (RM) Seunit	Harga (RM) Jumlah	Kuantiti Dikeluarkan	Deskripsi Bungkusan	No Kelompok	Tarikh Luput	Catatan
D08AA03000L6001XX	Acriflavine 0.1% Lotion	9,600	ml	01.0016.04	80	209	bott	3.0360	242.88	80	bottle of 120 millilitre	18541	30/11/2017	

Dilengkapkan Oleh Stor Pemesan		Dilengkapkan Oleh Stor Pengeluar	
Pegawai Pemesan :	Pegawai Penerima :	Telah Diluluskan dan Direkodkan oleh:	Dikeluarkan dan Direkod oleh:
Nama : Abu Bin Mat	Nama :	Nama : GOH CHIA LING	Nama :
Jawatan :	Jawatan :	Jawatan : Pegawai Farmasi U52	Jawatan :
Unit : Bahagian Perkhidmatan Farmasi,	Unit :	Unit : LOGISTIC PHARMACY	Unit :
Jabatan :	Jabatan :	Jabatan : Pharmacy	Jabatan :
Tarikh : 22/02/2017	Tarikh :	Tarikh : 22/02/2017	Tarikh :
	(Dilengkapkan setelah stok diterima)	BAHAGIAN BUNGKUSAN DAN PENGHANTARAN	

Butir-butir Bungkusan	Butir-butir Penghantaran	Telah dibungkus dan dihantar oleh:
		Nama :
		Jawatan :
		Jabatan :
		Tarikh :

Remark :

Printed Date : 22/02/2017 Printed By : GOH CHIA LING Unit Name : LOGISTIC PHARMACY Source : PhIS

Page 1 of 2

Figure 3.1.5-14 Borang Pesanan dan Pengeluaran Stok (KEW.PS-10)

3.2.6 Issue Type: Offline Issue (Own Consumption)

This function is used to create an offline issue for own consumption.

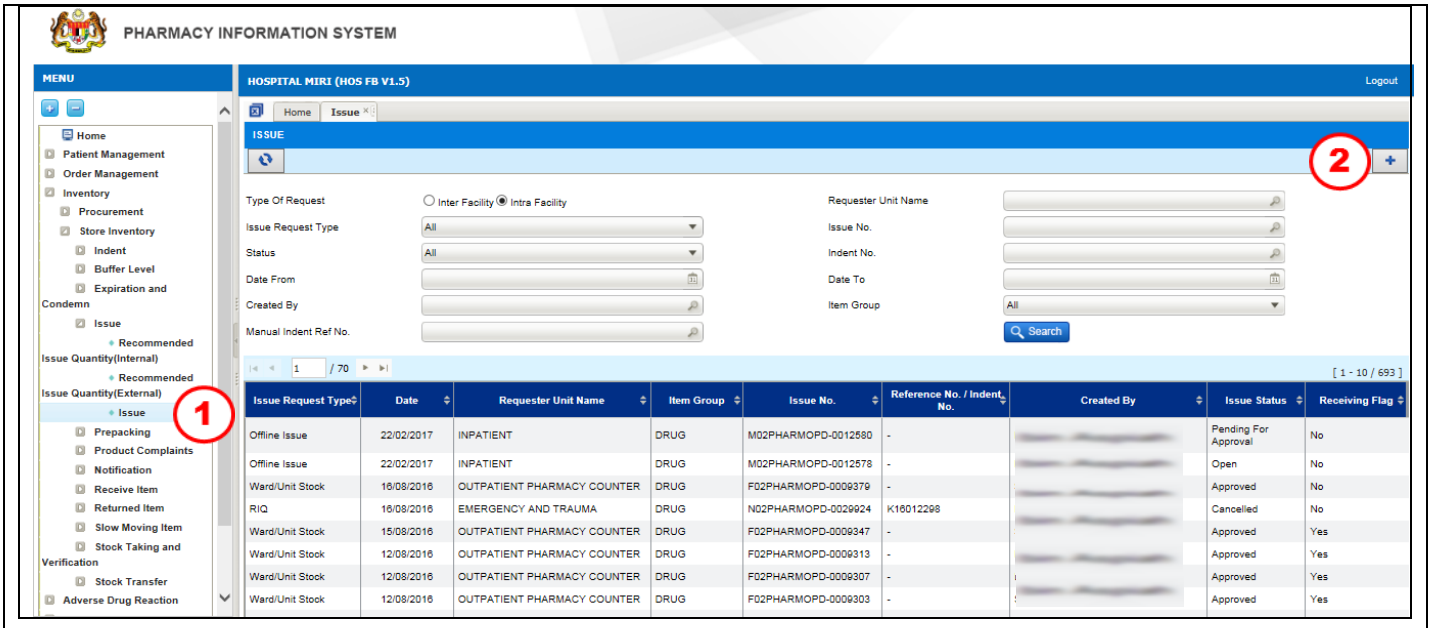


Figure 3.2.6-1 Create New Issue

STEP 1
Click on 'Inventory' menu, followed by 'Store Inventory' and then click 'Issue'

STEP 2

Click on the button to add new record.

Note

- *Issue screen will be displayed as shown in Figure 3.2.6-1.*
- *A newly-created Indent record **Status** is defaulted as 'Open'.*
- ***Unit Name** is defaulted to the user's login ID.*
- ***Issue Date** is defaulted to the system date and time.*

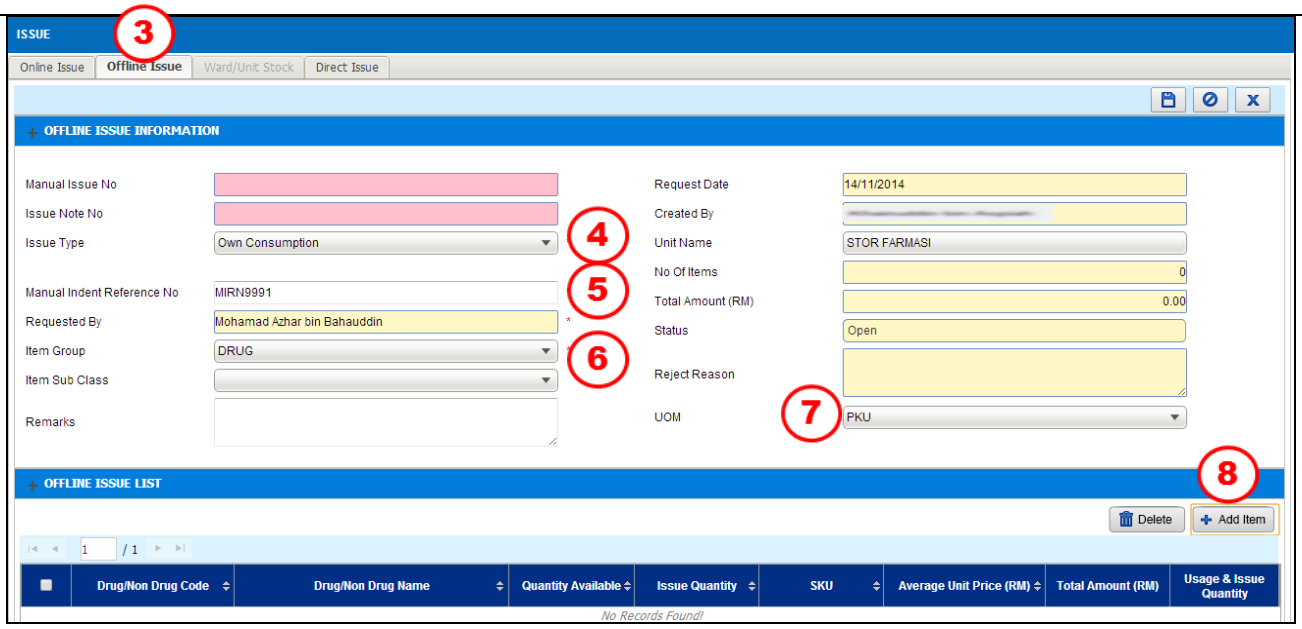


Figure 3.2.6-2 Offline Issue

STEP 3
Click on the Offline Issue tab

STEP 4
Select ***Issue Type*** as Own Consumption from the dropdown box

Note
Issue Type: Own Consumption is selected to deduct stock from the user's unit.

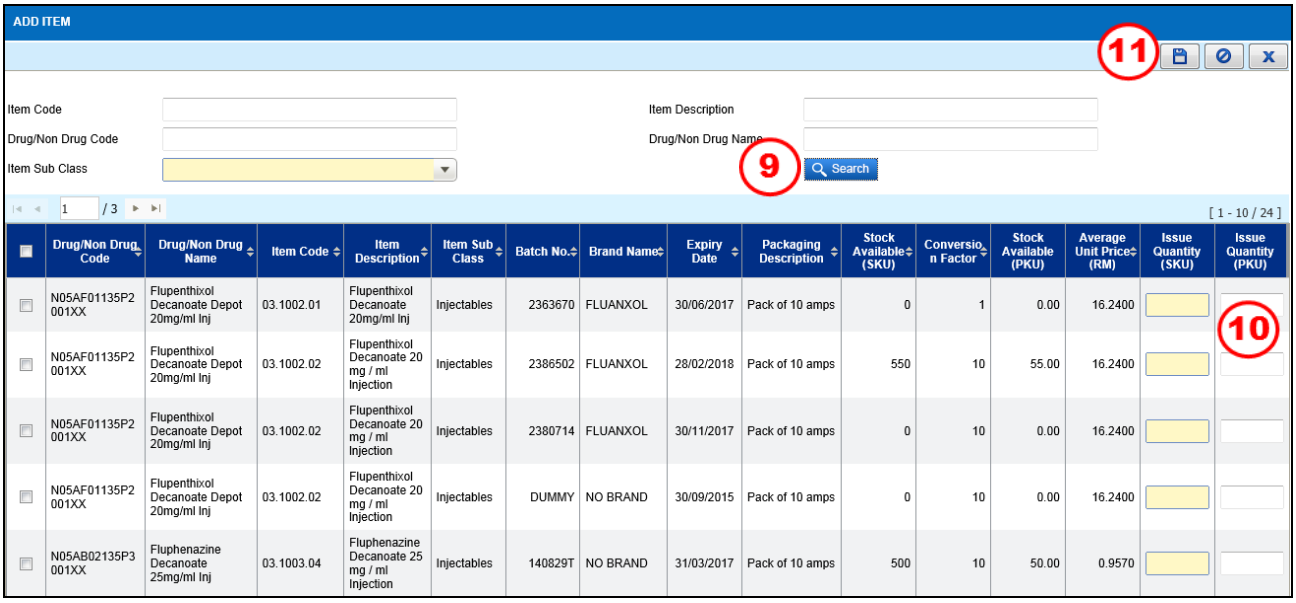
STEP 5
Enter the ***Manual Indent Reference No***

STEP 6
Select the ***Item Group*** from the drop down:
- Drug
- Non Drug

STEP 7
Select the ***UOM*** from the drop down:
- PKU
- SKU

Note
Only main store user is allow to choose the UOM and sub store user is default to SKU

STEP 8
Click on the Add Item to add the item to issue



Drug/Non Drug Code	Drug/Non Drug Name	Item Code	Item Description	Item Sub Class	Batch No.	Brand Name	Expiry Date	Packaging Description	Stock Available (SKU)	Conversion Factor	Stock Available (PKU)	Average Unit Price (RM)	Issue Quantity (SKU)	Issue Quantity (PKU)
N05AF01135P2001XX	Flupenthixol Decanoate Depot 20mg/ml Inj	03.1002.01	Flupenthixol Decanoate 20mg/ml Inj	Injectables	2363670	FLUANXOL	30/06/2017	Pack of 10 amps	0	1	0.00	16.2400		
N05AF01135P2001XX	Flupenthixol Decanoate Depot 20mg/ml Inj	03.1002.02	Flupenthixol Decanoate 20 mg / ml Injection	Injectables	2386502	FLUANXOL	28/02/2018	Pack of 10 amps	550	10	55.00	16.2400		
N05AF01135P2001XX	Flupenthixol Decanoate Depot 20mg/ml Inj	03.1002.02	Flupenthixol Decanoate 20 mg / ml Injection	Injectables	2380714	FLUANXOL	30/11/2017	Pack of 10 amps	0	10	0.00	16.2400		
N05AF01135P2001XX	Flupenthixol Decanoate Depot 20mg/ml Inj	03.1002.02	Flupenthixol Decanoate 20 mg / ml Injection	Injectables	DUMMY	NO BRAND	30/09/2015	Pack of 10 amps	0	10	0.00	16.2400		
N05AB02135P3001XX	Fluphenazine Decanoate 25mg/ml Inj	03.1003.04	Fluphenazine Decanoate 25 mg / ml Injection	Injectables	140829T	NO BRAND	31/03/2017	Pack of 10 amps	500	10	50.00	0.9570		

Figure 3.2.6-3 Add Item

STEP 9

Click on the Search button and system will display all the item as per Figure 3.2.6-3

STEP 10

Enter the requested ***Issue Quantity***

STEP 11

Click on the button to add the item selected to the ***Add Issue Item*** section

Note

- *An alert message will be displayed as per Figure 3.2.6-4 and Figure 3.2.6-5.*

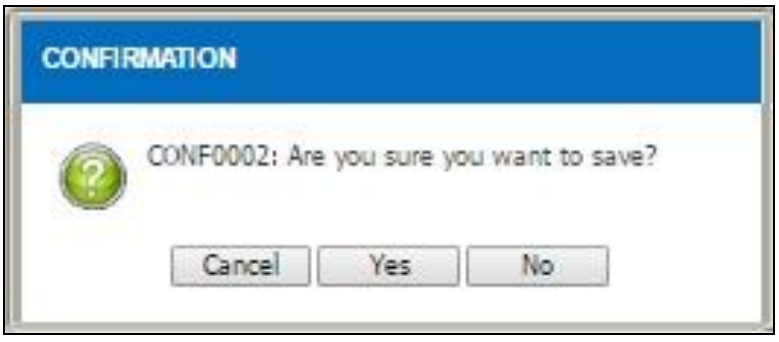


Figure 3.2.6-4 Save Alert Message

- *Click on the Yes button.*

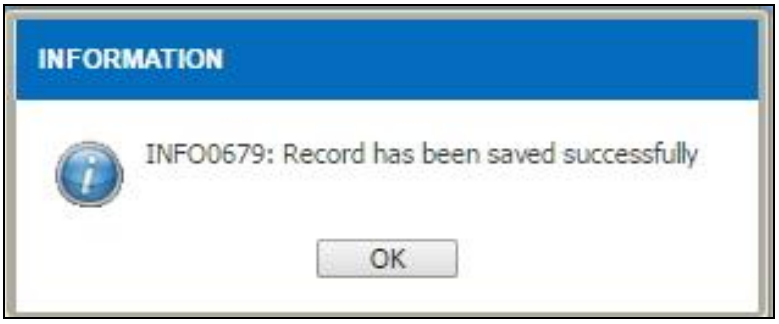


Figure 3.2.6-5 Record Saved Alert Message

- *Click on the* OK *button.*
- *Issue item will be displayed under Offline Issue List as shown in Figure 3.2.6-6.*
- *Total Amount (RM) will be displayed based on the total Amount of the item added.*

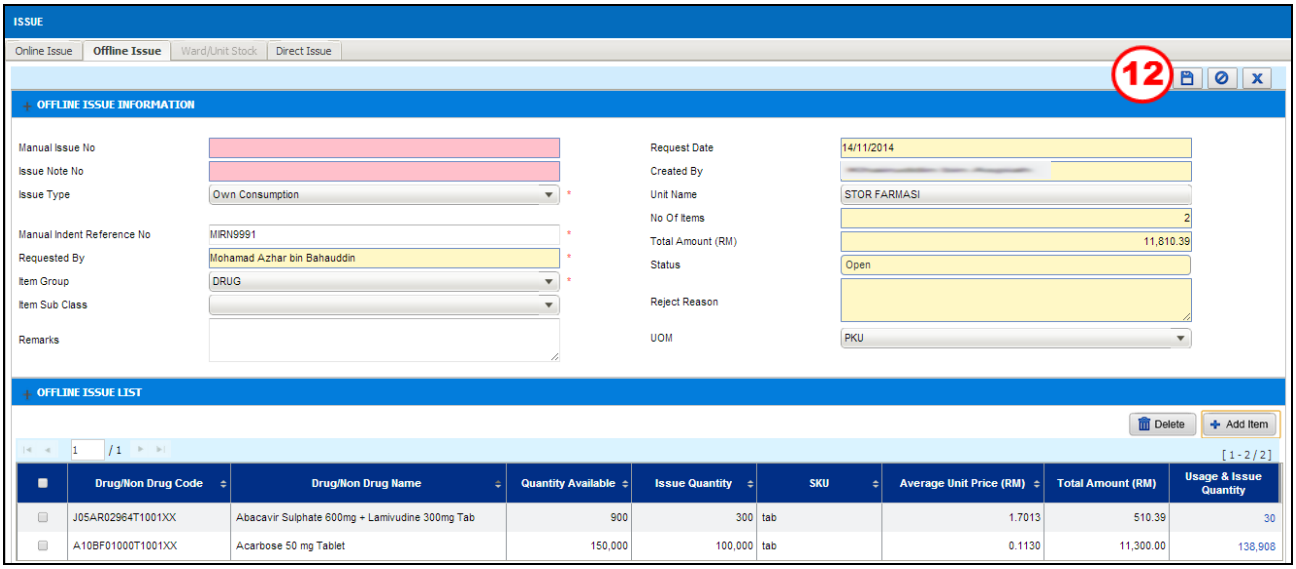


Figure 3.2.6-6 Offline Issue

STEP 12

Click on the button to save the transaction

Note

- *After saving the record, an alert message will be displayed as per Figure 3.2.6-7 and Figure 3.2.6-8.*

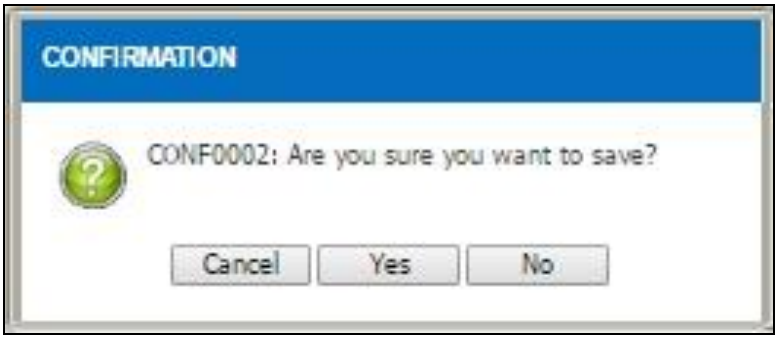


Figure 3.2.6-7 Save Alert Message

- *Click on the* Yes *button.*

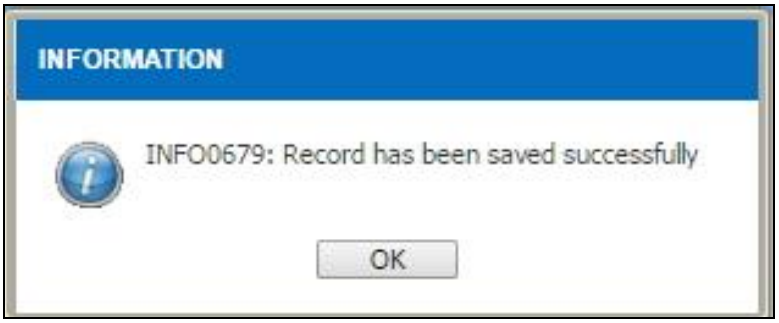


Figure 3.2.6-8 Record Saved Alert Message

- *Click on the* OK *button.*
- ***Manual Issue No**. will be automatically generated by the system for future reference and the* Send for Approval *button will be enabled.*

Character	Description	Value
1-2	Manual	'M'
3-4	Current year in 'YY' format	14
5-10	Unique running number	Starting from 000001. This running number will be restarted to 000001 of every new financial year

Table 3.2.6-1

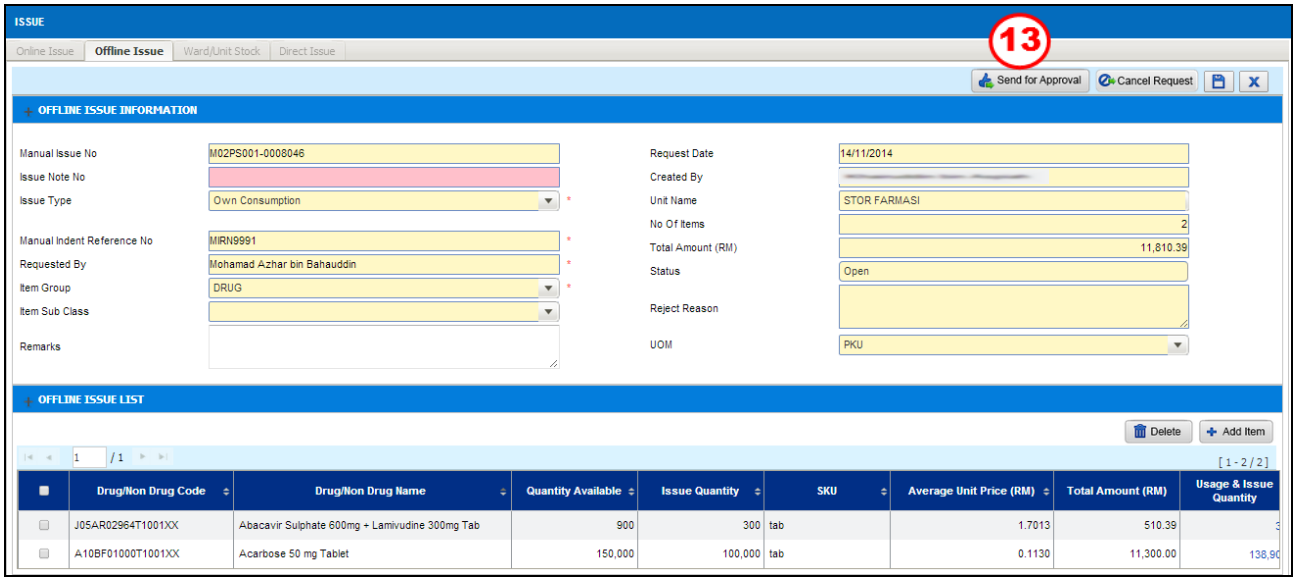


Figure 3.2.6-9 Offline Issue Send For Approval

STEP 13

Click on the Send for Approval button to request to HOD for approval

Note

*The **Status** will be changed to 'Pending for Approval'.*

3.2.7 Issue Type: Stock Replenish (Ward/ Unit Stock)

This function is used to replenishment of stock from Inpatient sub-store to the level 3 ward/unit.

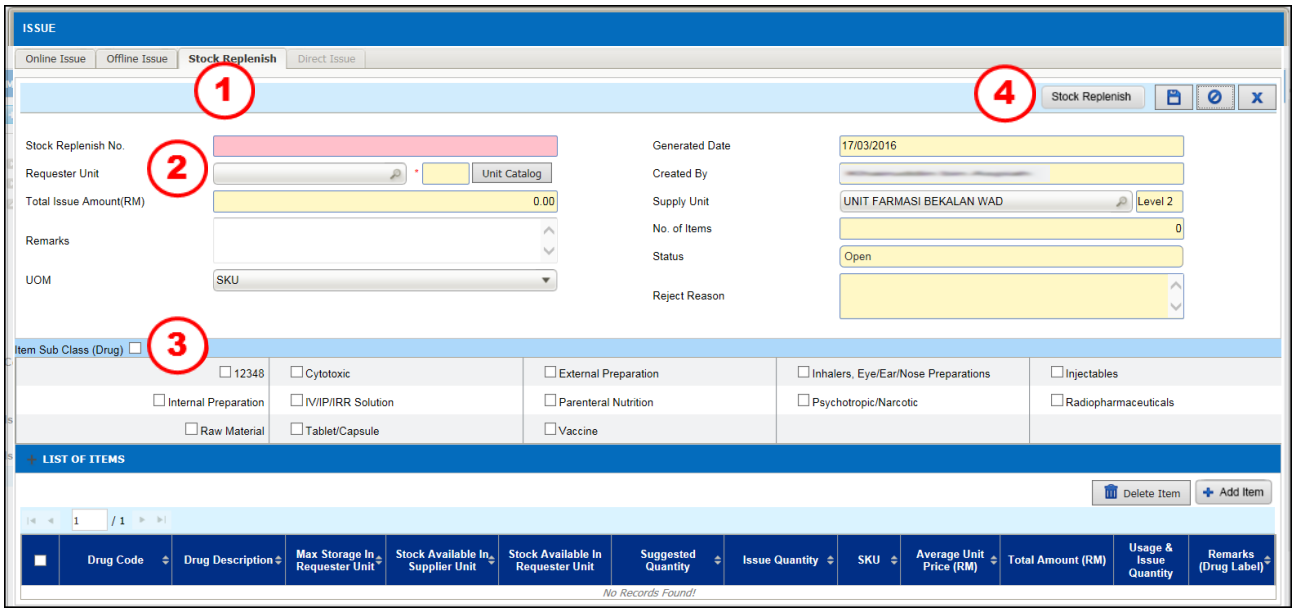


Figure 3.2.7-1 Stock Replenish

STEP 1
Click on the 'Stock Replenish' tab

STEP 2

Click on the to search for the ***Requester Unit Name***

Note

- *A list of **Requester Unit Name** will be displayed as per Figure 3.2.7-2.*
- *Double click to select the **Requester Unit Name.***

STEP 3
Click on the check box for Item Sub class

Note
User is allowed to select more than one check box.

STEP 4

Click on the button.

Note

- *The system will generate a list of items that has been set up in the Unit Catalogue List master where the Stock Available is less than the Buffer Level Quantity and the Ward/Unit Stock status is 'Yes'.*
- *The system will suggest the quantity depends on Max Storage in the Requester Unit as per Figure 3.2.7-3.*
- *The supplying Unit can be changed to level 3 from level 2 user.*

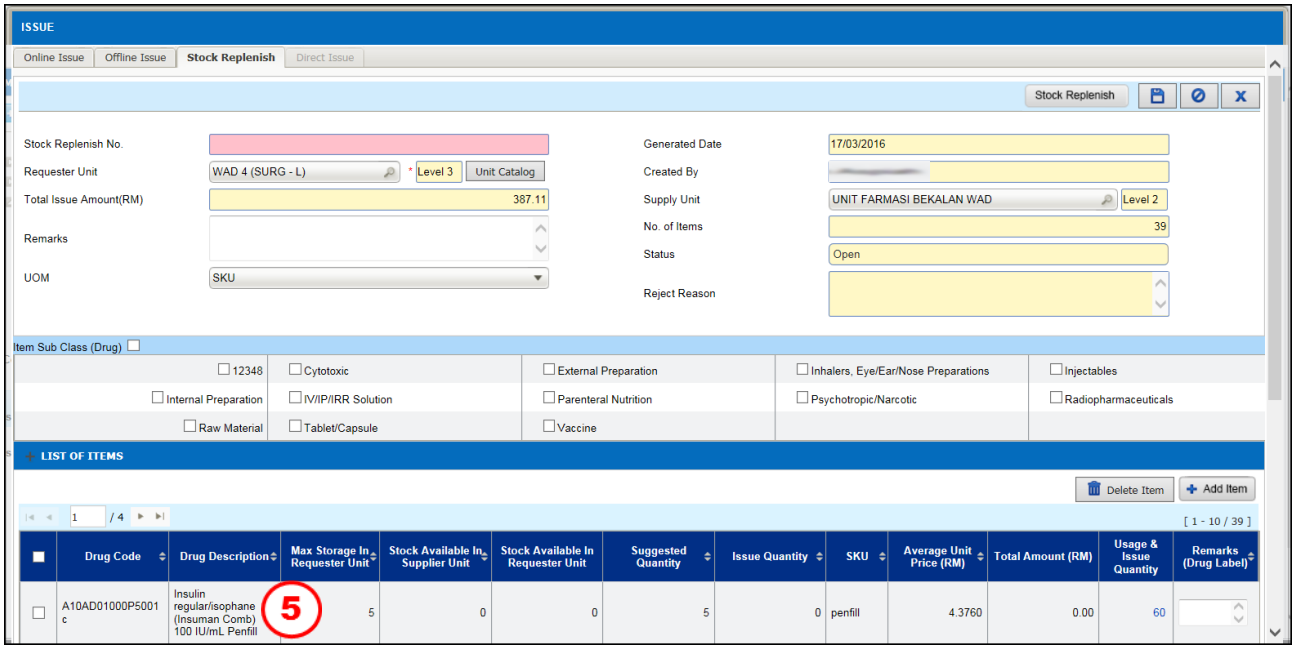


Figure 3.2.7-3 Stock Replenish

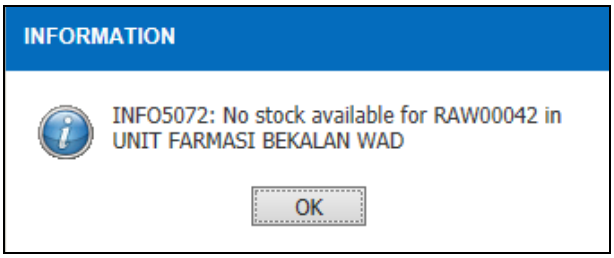


Figure 3.2.7-4 Information Box

STEP 5
Double-click on the item in the 'List of Items'.

Note

- *An Information Box as per Figure 3.2.7-4 will appear if there is no stock available at* ***Supplying Unit****.*
- The system will display *Item Allocation* as per Figure 3.2.7-5 once double click on the item.

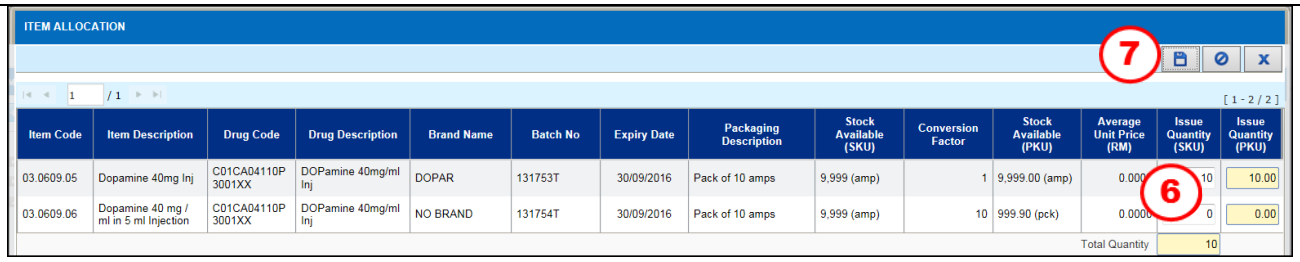


Figure 3.2.7-5 Item Allocation Stock Replenish

STEP 6
Enter or change the quantity under ***Issue Quantity (SKU)*** if required

STEP 7
Click on the button to save the changes.

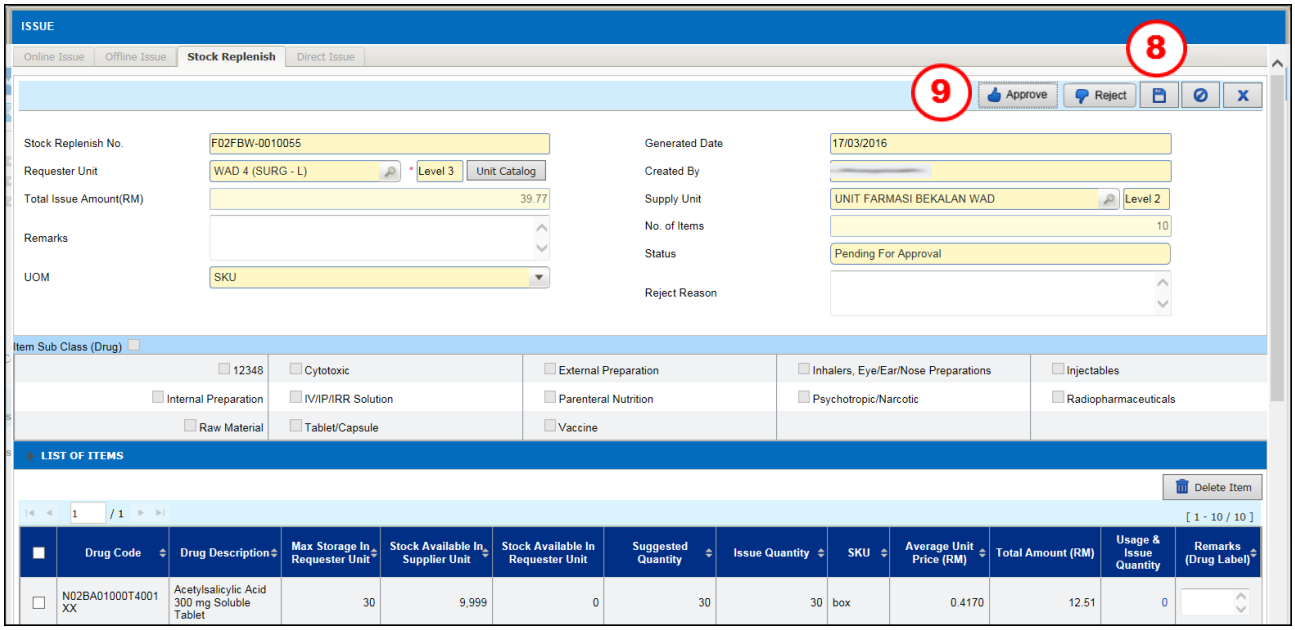


Figure 3.2.7-6 Approval Screen Stock Replenish

STEP 8
Click on the button to save the transaction

Note
Stock Replenish No. *will be automatically generated by the system for future reference.*

STEP 9
Click on the Approve button to approve the Stock Replenish transaction as shown in Figure 3.2.7-6 and the status will change to Approved

Click on the Reject button to reject the transaction and the status will be changed to Rejected

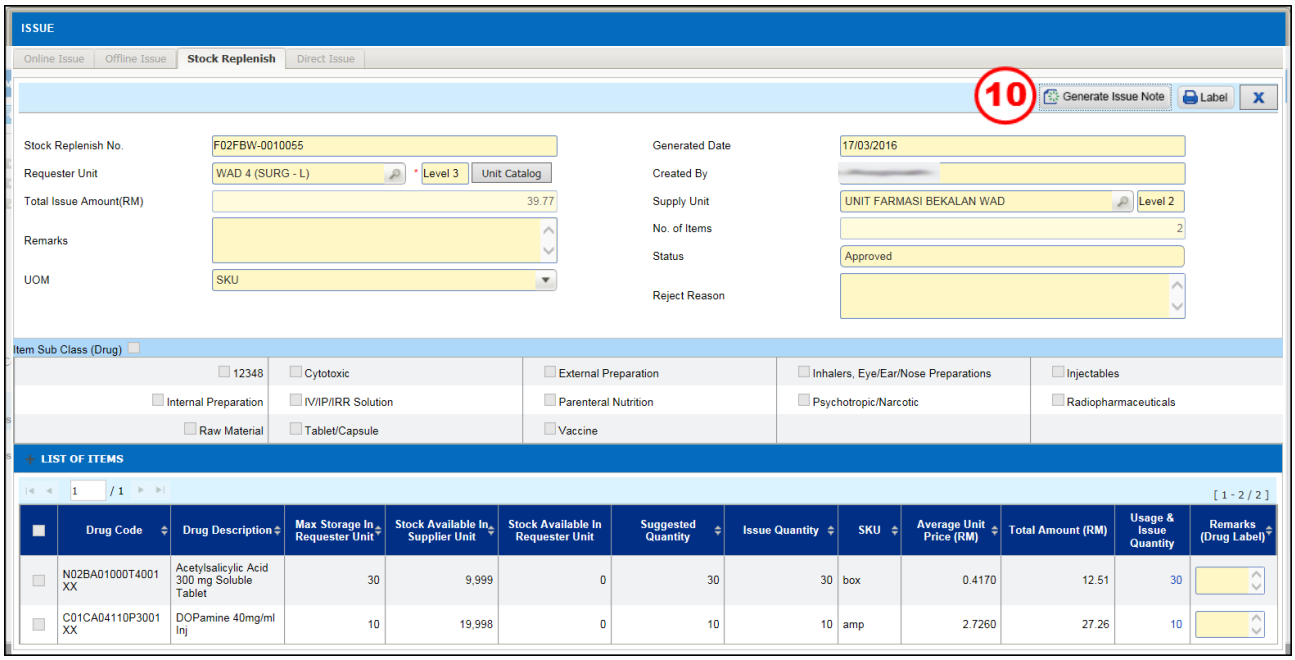


Figure 3.2.7-7 Stock Replenish

STEP 10

Click on the Generate Issue Note button to view/save or print the 'Borang Permohonan Stok' (KEW.PS-11) as shown in Figure 3.2.7-8 and drug label as shown in Figure 3.2.7-9

KEMENTERIAN KESIHATAN MALAYSIA
Hospital Pakar Sultanah Fatimah, Muar
BORANG PERMOHONAN STOK
(Tatacara Pengurusan Stor 143)
(Untuk kegunaan di stor Unit-diisi dalam 2 salinan)

Salinan Stor
KEW.PS-11

No. Permohonan : :
Tarikh Pesanan : 17/03/2016

No. Pengeluaran : F02FBW-0010055
Tarikh Pengeluaran : 17/03/2016

Bil.	Permohonan				Pegawai Pelulus								Catatan
	No. Kod (Drug/Non Drug Code)	Perihal Stok	Kuantiti Dipesan	SKU	No. Kod (Item Code)	Kuantiti Diluluskan	Baki Kuantiti Dipesan	Kuantiti Di bekal	SKU	Deskripsi Bungkusan	No. Kelompok	Tarikh Luput	
1	N02BA01000T4001XX	Acetylsalicylic Acid 300 mg Soluble Tablet	30	box	02.0003.05	30	0	30	box	Pack of 30 tabs (Blister)	V320	05/04/2016	
2	C01CA04110P3001XX	DOPamine 40mg/ml Inj	10	amp	03.0609.05	10	0	10	amp	Pack of 10 amps	131753T	30/09/2016	

.....	**Kelulusan :**
(Tandatangan Pemohon)	Permohon diluluskan/tidak diluluskan*
Nama :	.....
Jawatan :	(Tandatangan Pegawai Pelulus)
Unit : WAD 4 (SURG - L)	**Nama** : [redacted]
Jabatan :	**Jawatan** : Pegawai Farmasi U41
Tarikh :	**Unit** : UNIT FARMASI BEKALAN WAD
	Jabatan : Pharmacy
	Tarikh : 17/03/2016

* sila potong yang berkenaan

Kemaskini Rekod :	**Perakuan Penerimaan :**
Stok telah dikeluarkan dan direkod	Disahkan bahawa stok yang diluluskan telah diterima
di Kad Petak No	
.....	.....
(Tandatangan Pegawai Stor)	(Tandatangan Pemohon)
Nama :	**Nama** :
Jawatan :	**Jawatan** :
Tarikh :	**Tarikh** :

Ini adalah cetakan komputer, tandatangan tidak diperlukan

Printed Date : 17/03/2016 **Printed By** : [redacted] **Unit Name** : UNIT FARMASI BEKALAN WAD **Source** : PhIS

Page 1 of 2

Figure 3.2.7-8 Borang Permohonan Stok

WAD 4 (SURG - L)			WAD 4 (SURG - L)		
Acetylsalicylic Acid 300 mg Soluble			**Acetylsalicylic Acid 300 mg Soluble**		
Qty : 30	SKU : box	Unit Price 0.4170	Qty : 30	SKU : box	Unit Price 0.4170
Batch No : V320		Exp Date : 2016-04-05	Batch No : V320		Exp Date : 2016-04-05
Remarks:			Remarks:		
WAD 4 (SURG - L)			**WAD 4 (SURG - L)**		
Acetylsalicylic Acid 300 mg Soluble			**Acetylsalicylic Acid 300 mg Soluble**		
Qty : 30	SKU : box	Unit Price 0.4170	Qty : 30	SKU : box	Unit Price 0.4170
Batch No : V320		Exp Date : 2016-04-05	Batch No : V320		Exp Date : 2016-04-05
Remarks:			Remarks:		

Figure 3.2.7-9 Label

3.2.8 Issue Type: Direct Issue

This function is used to issue an Approved Special Drug item or Requisition Order item requested by unit or specialist.

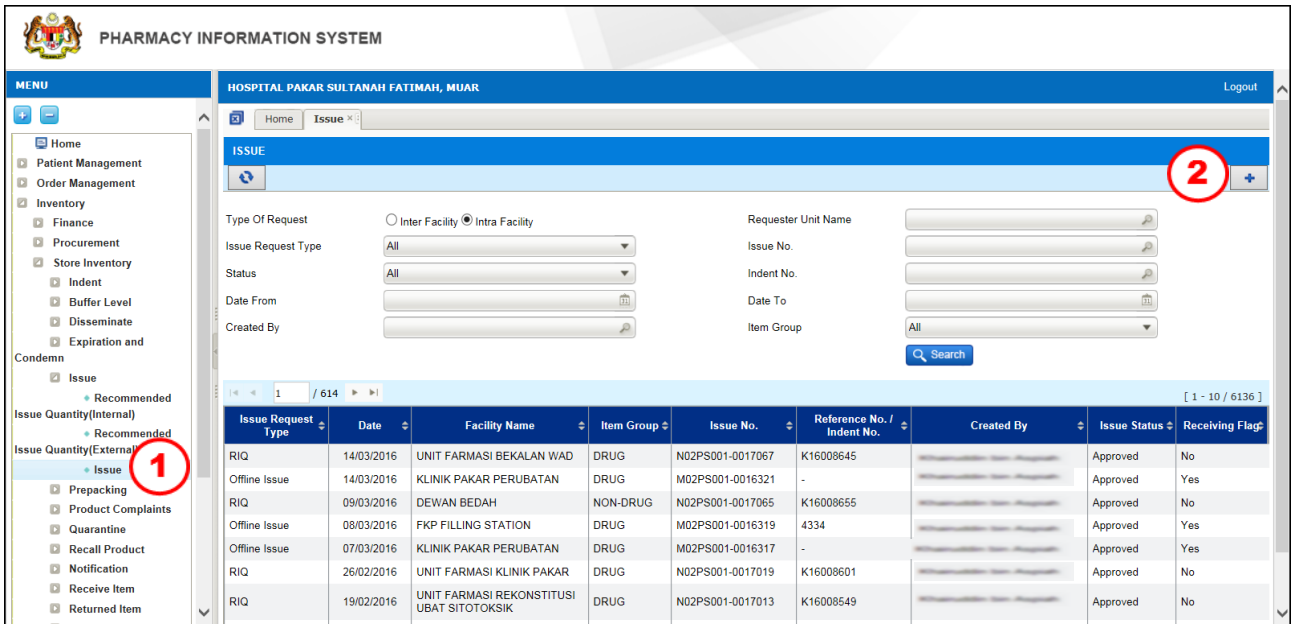


Figure 3.2.8-1 Create New Issue

STEP 1

Click on 'Inventory' menu, followed by 'Store Inventory' and then click 'Issue'

STEP 2

Click on the button

Note

Issue screen will be displayed as shown in Figure 3.2.8-2.

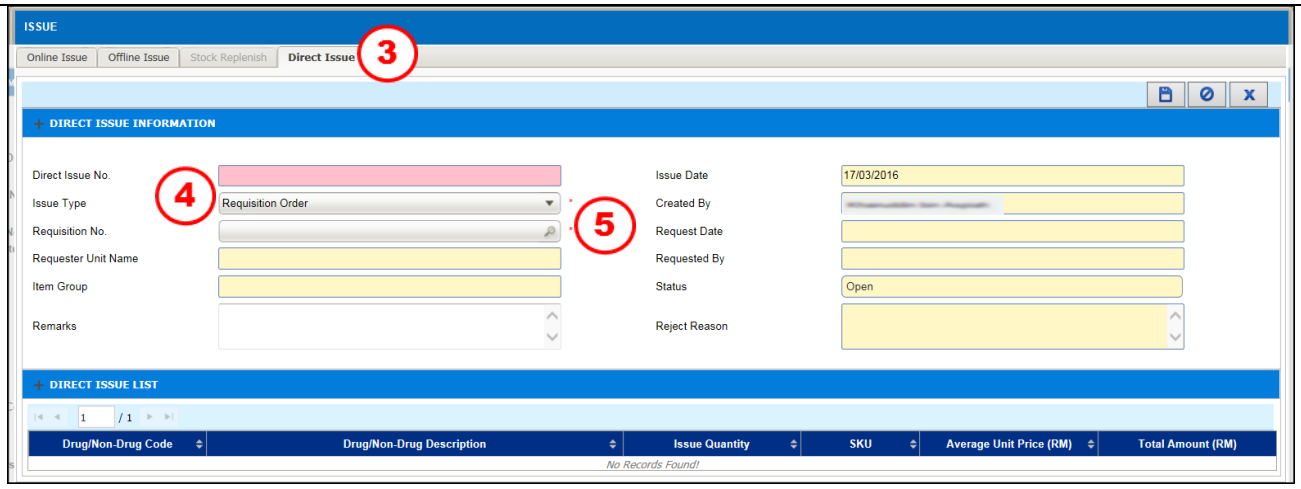


Figure 3.2.8-2 Create New Issue

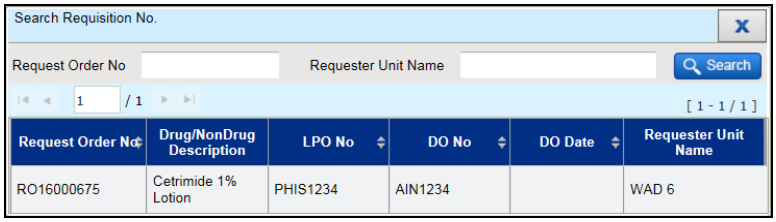


Figure 3.2.8-3 Requisition Order List

STEP 3
Click on the 'Direct Issue' tab

STEP 4
Select ***Issue Type*** as Requisition Order
Note
*a) A newly-created Issue record **Status** is defaulted as 'Open'.*
*b) **Issue Date** is defaulted to the system date and time.*
*c) The system will display **Requisition No.** field.*

STEP 5

Click on the button to search for the ***Requisition No.***

Note

- *The list of **Requisition Order No**. will be displayed as per Figure 3.2.8-3.*
- *Double-click to select the **Requisition Order No**.*
- *The system allowed entering **the Requisition Order No** partially or fully at the searching criteria.*

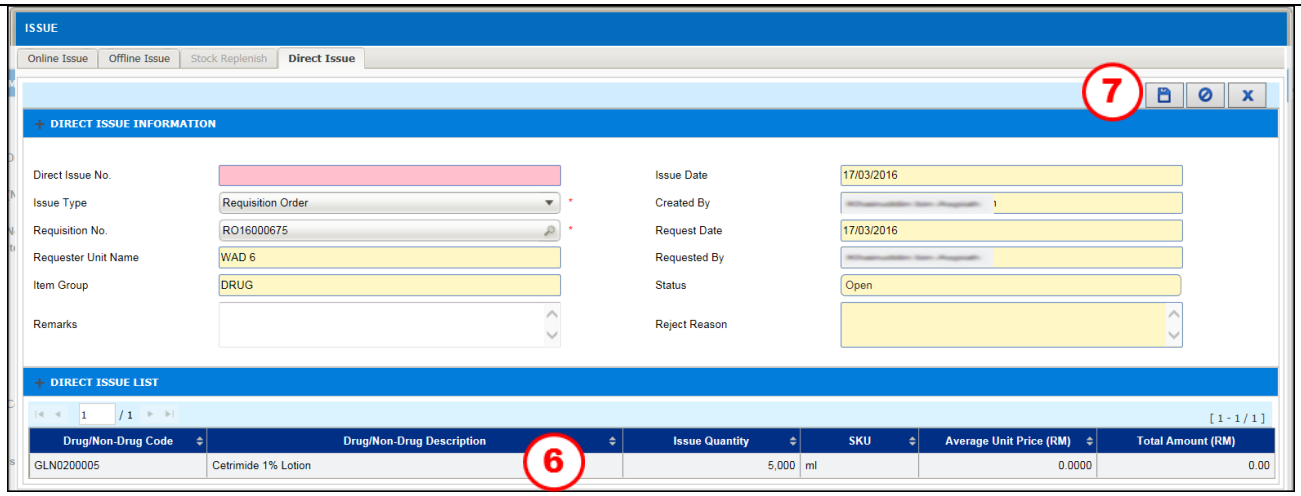


Figure 3.2.8-4 Direct Issue

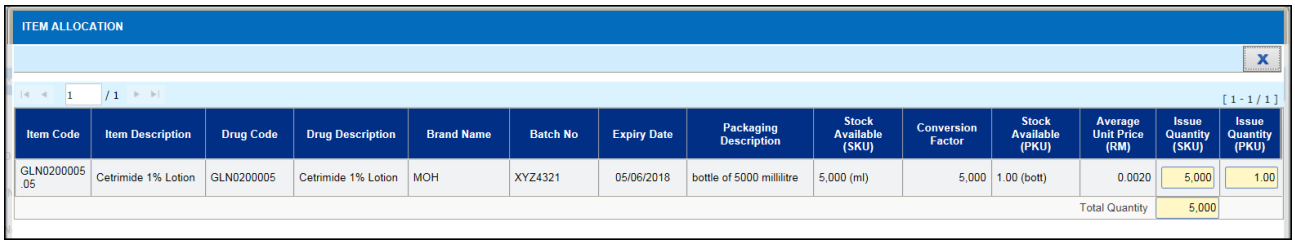


Figure 3.2.8-5 Item Allocation

STEP 6
Double click on the item information to view the item details

Note
The 'Item Allocation' screen will be displayed.

STEP 7
Click on the button to save the transaction

Note

Direct Issue No. *will be automatically generated by the system for future reference and the* Send for Approval *button will be enabled.*

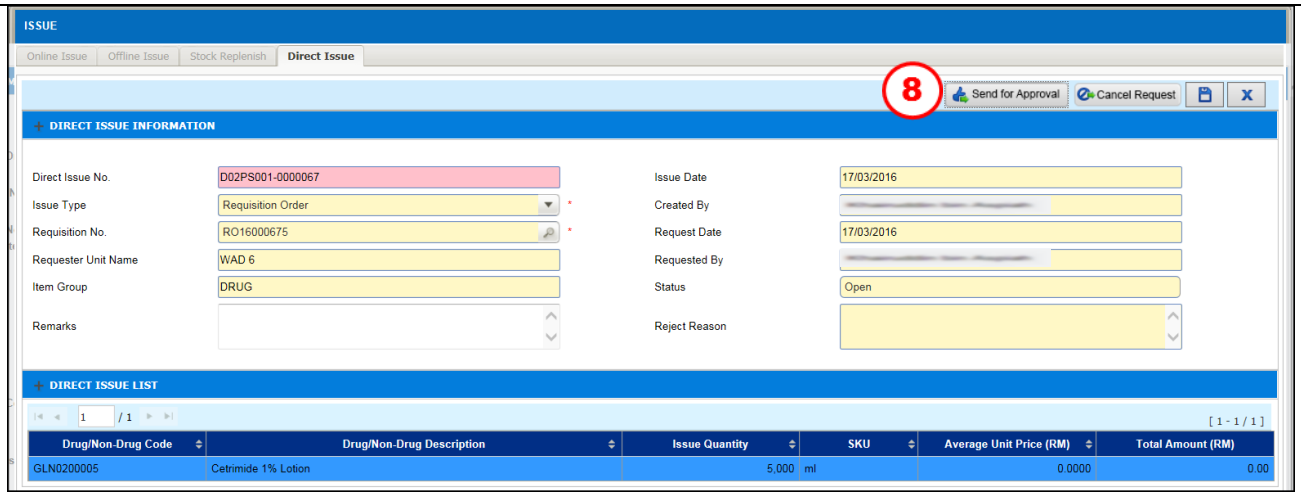


Figure 3.2.8-6 Direct Issue Send for Approval

STEP 8

Click on the Send for Approval button to send request to HOD for approval

Note

*The **Status** will be changed to 'Pending for Approval'.*

3.3 Issue Approval

3.3.1 Offline Issue Approval

This function is used to perform Offline Issue Approval.

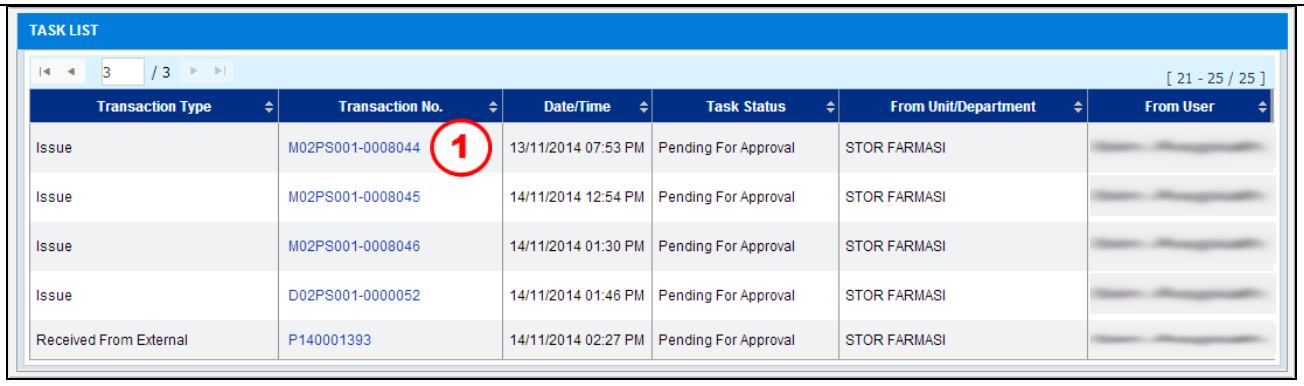


Figure 3.3.1-1 Task List

STEP 1
Click on the Transaction No. hyperlink and the Offline Issue screen will be displayed as per Figure 3.3.1-1

Note
A new screen will be displayed as shown in Figure 3.3.1-2.

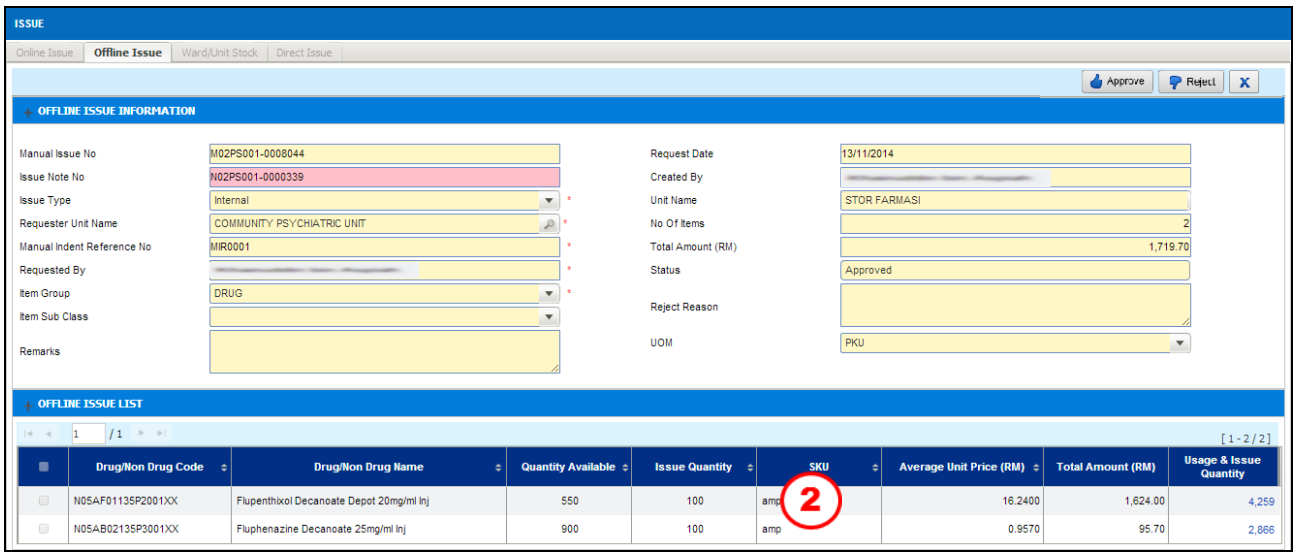


Figure 3.3.1-2 Offline Issue Approval

STEP 2
Double click on the **Item information** under Add Issue Items

Note
A new screen will be displayed as shown in Figure 3.3.1-3.

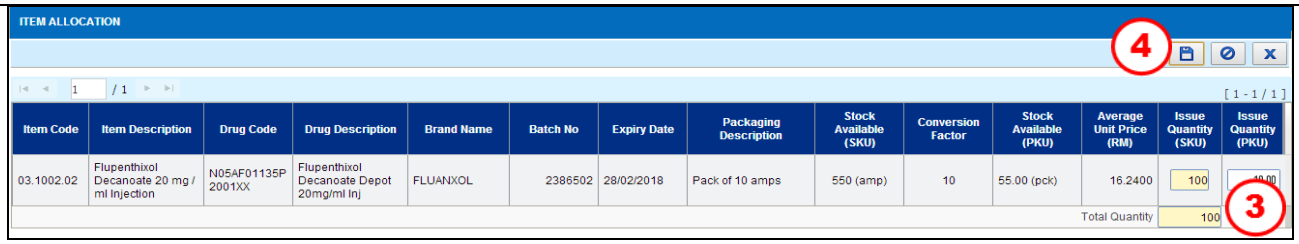


Figure 3.3.1-3 Add Issue Quantity

STEP 3
User is allowed to change the quantity if required

STEP 4
Click on the button to save the transaction

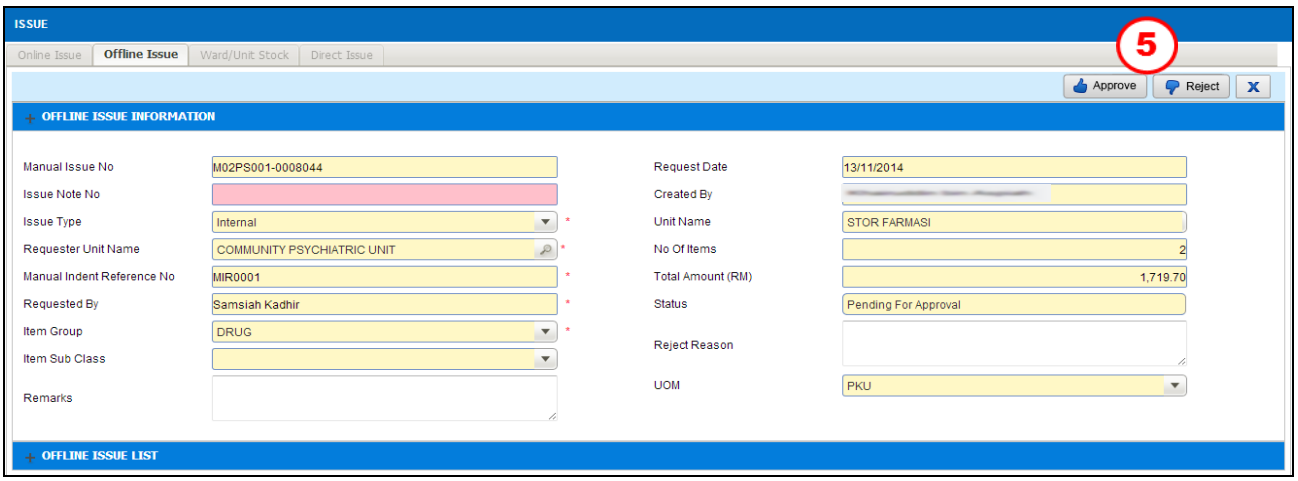


Figure 3.3.1-4 Offline Issue Approval

STEP 5

a) Click on the Approve button to approve the Offline Issue transaction and the ***Status*** will automatically change to Approved

Note

- *Click on the OK button in Figure 3.6.1-5 and the Generate Issue Note will be displayed in Figure 3.3.1-6.*

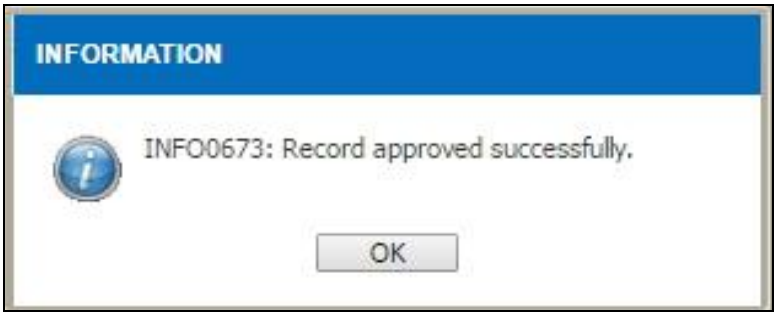


Figure 3.3.1-5 Approved Alert Message

b) Click on the Reject button to reject the Offline Issue transaction and the ***Status*** will be changed to 'Rejected'.

- ***Reject Reason*** *is mandatory to be entered to reject the Offline Issue transaction.*

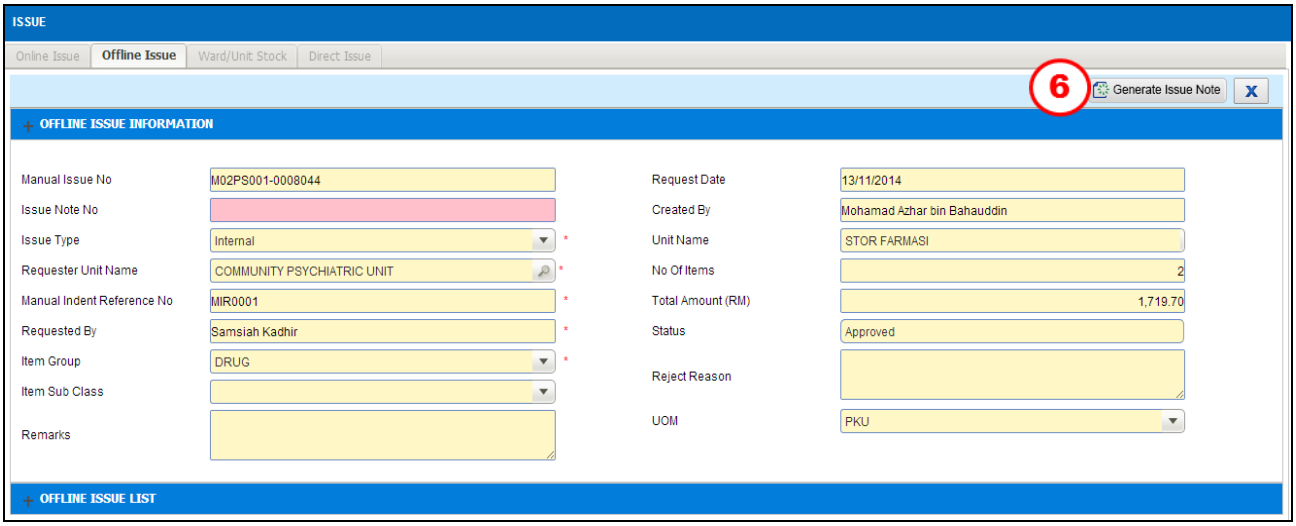
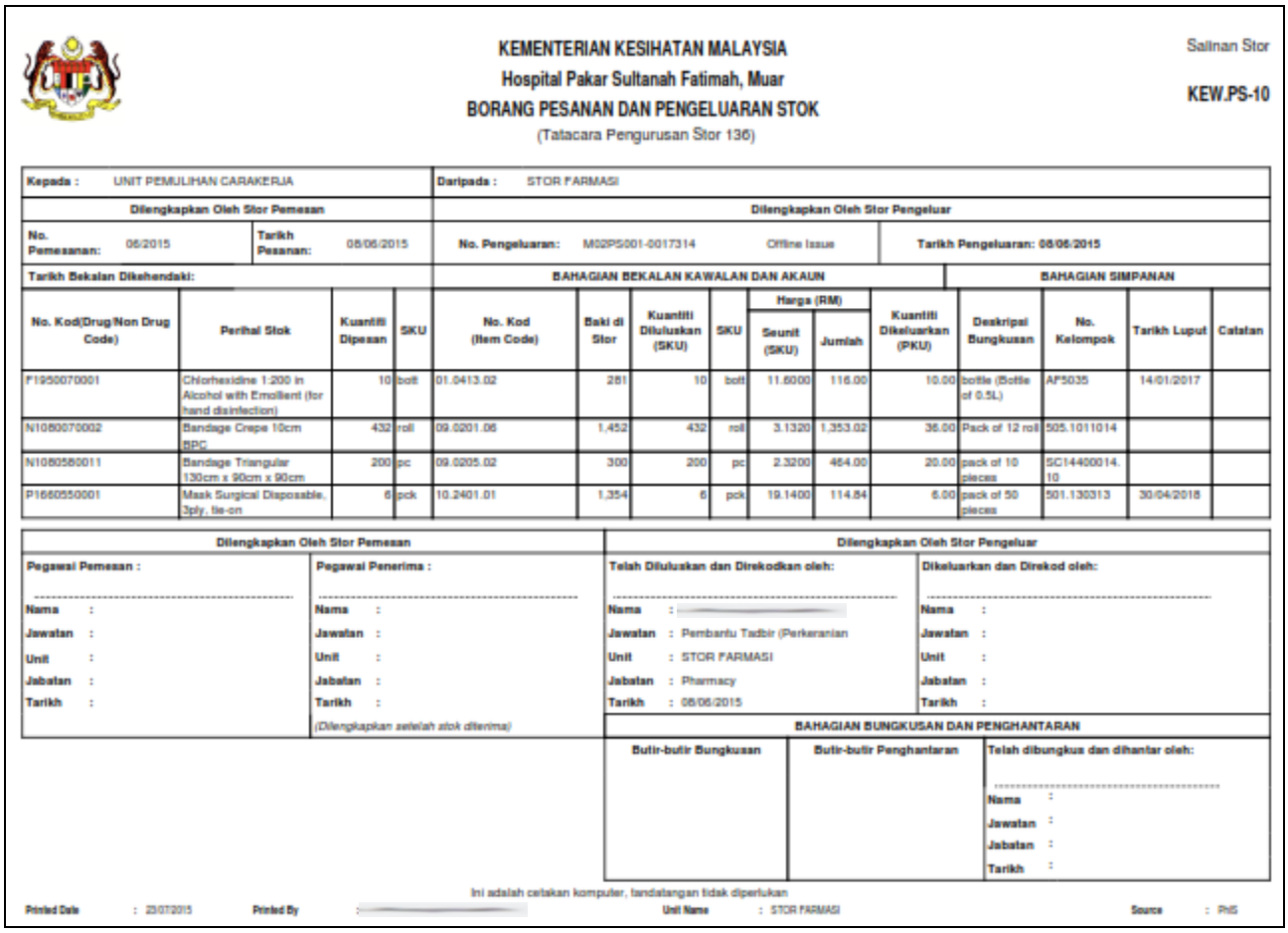


Figure 3.3.1-6 Offline Issue Generate Issue Note

STEP 6

Click on the Generate Issue Note to print out the issue note



KEMENTERIAN KESIHATAN MALAYSIA
Hospital Pakar Sultanah Fatimah, Muar
BORANG PESANAN DAN PENGELUARAN STOK
(Tatacara Pengurusan Stor 136)

Salinan Stor
KEW.PS-10

Kepada : UNIT PEMULIHAN CARAKERJA		Daripada : STOR FARMASI	
Dilengkapkan Oleh Stor Pemesan		Dilengkapkan Oleh Stor Pengeluar	
No. Pemesanan: 06/2015	Tarikh Pesanan: 08/06/2015	No. Pengeluaran: M02PS001-0017314 Offline Issue	Tarikh Pengeluaran: 08/06/2015
Tarikh Bekalan Dikehendaki:		BAHAGIAN BEKALAN KAWALAN DAN AKAUN	BAHAGIAN SIMPANAN

No. Kod(Drug/Non Drug Code)	Perihal Stok	Kuantiti Dipesan	SKU	No. Kod (Item Code)	Baki di Stor	Kuantiti Diluluskan (SKU)	SKU	Harga (RM) Seunit (SKU)	Harga (RM) Jumlah	Kuantiti Dikeluarkan (PKU)	Deskripsi Bungkusan	No. Kelompok	Tarikh Luput	Catatan
P1950070001	Chlorhexidine 1:200 in Alcohol with Emollient (for hand disinfection)	10	bott	01.0413.02	281	10	bott	11.6000	116.00	10.00	bottle (Bottle of 0.5L)	AF5035	14/01/2017	
N1080070002	Bandage Crepe 10cm BPC	432	roll	09.0201.06	1,452	432	roll	3.1320	1,353.02	36.00	Pack of 12 roll	505.1011014		
N1080580011	Bandage Triangular 130cm x 90cm x 90cm	200	pc	09.0205.02	300	200	pc	2.3200	464.00	20.00	pack of 10 pieces	SC14400014, 10		
P1660550001	Mask Surgical Disposable, 3ply, tie-on	6	pck	10.2401.01	1,354	6	pck	19.1400	114.84	6.00	pack of 50 pieces	501.130313	30/04/2018	

Dilengkapkan Oleh Stor Pemesan		Dilengkapkan Oleh Stor Pengeluar	
Pegawai Pemesan :	Pegawai Penerima :	Telah Diluluskan dan Direkodkan oleh:	Dikeluarkan dan Direkod oleh:
Nama :	Nama :	Nama :	Nama :
Jawatan :	Jawatan :	Jawatan : Pembantu Tadbir (Perkeranian	Jawatan :
Unit :	Unit :	Unit : STOR FARMASI	Unit :
Jabatan :	Jabatan :	Jabatan : Pharmacy	Jabatan :
Tarikh :	Tarikh :	Tarikh : 08/06/2015	Tarikh :
	(Dilengkapkan setelah stok diterima)	BAHAGIAN BUNGKUSAN DAN PENGHANTARAN	

Butir-butir Bungkusan	Butir-butir Penghantaran	Telah dibungkus dan dihantar oleh:
		Nama :
		Jawatan :
		Jabatan :
		Tarikh :

Ini adalah cetakan komputer, tandatangan tidak diperlukan

Printed Date : 23/07/2015 Printed By : Unit Name : STOR FARMASI Source : PhIS

Figure 3.3.1-7 Borang Pesanan Dan Pengeluaran Stok

Note

- *For all types of Offline Issue, the approval steps are the same.*

3.3.2 Stock Replenish Approval

This function is used to perform Stock Replenish approval.

Note

HOD will receive the 'Pending for Approval' for Stock Replenish transactions in the Task List as shown in Figure 3.6.2-1.

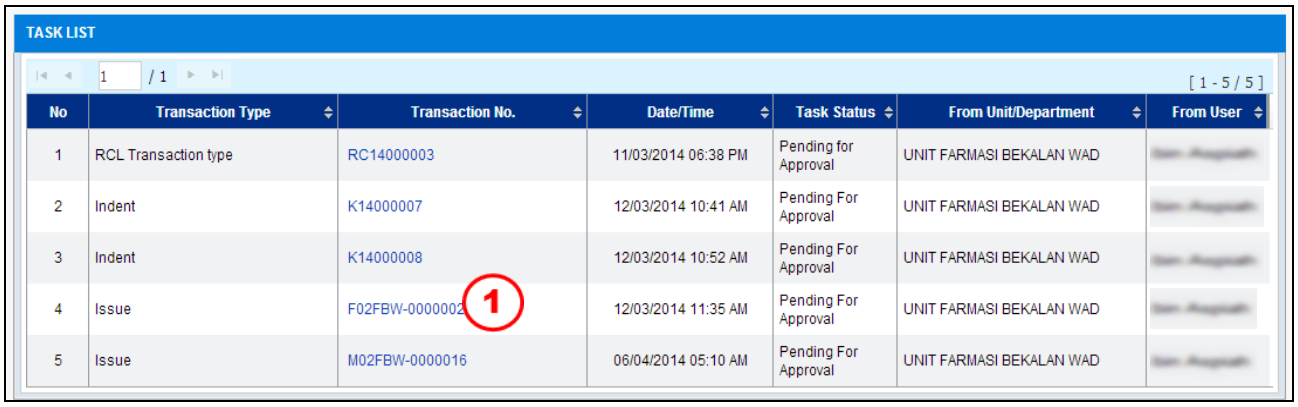


Figure 3.3.2-1 Task List

STEP 1

Click on the Transaction No. hyperlink and the Stock Replenish screen will be displayed as per Figure 3.3.2-2

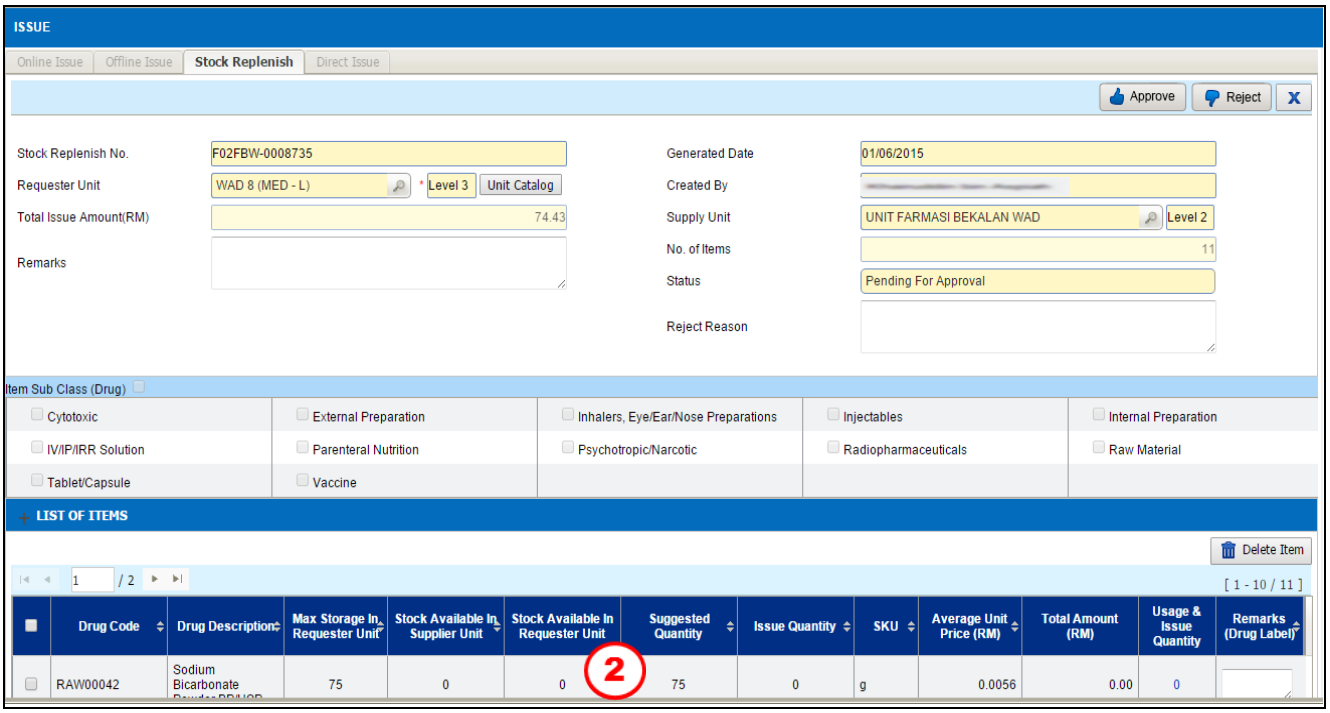


Figure 3.3.2-2 Ward/Unit Stock Approval

STEP 2

Double-click on the **Item information** under List of Items

Note
A new screen will be displayed as shown in Figure 3.3.2-3.

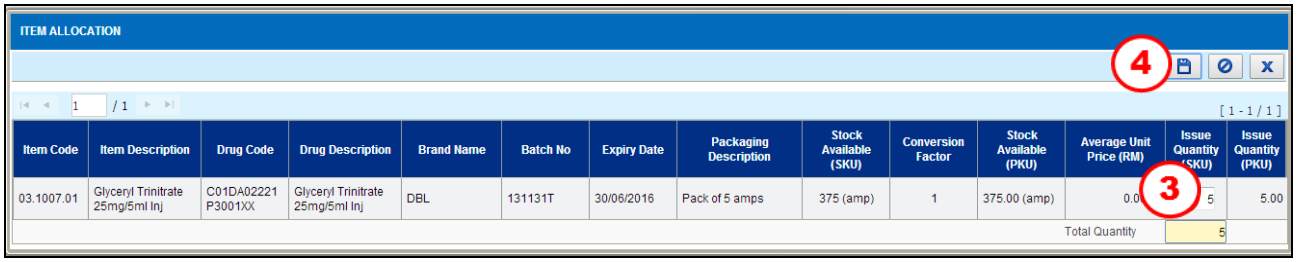


Figure 3.3.2-3 Add Issue Quantity

STEP 3
User is allowed to change the issue quantity if required

STEP 4
Click on the button to save the transaction

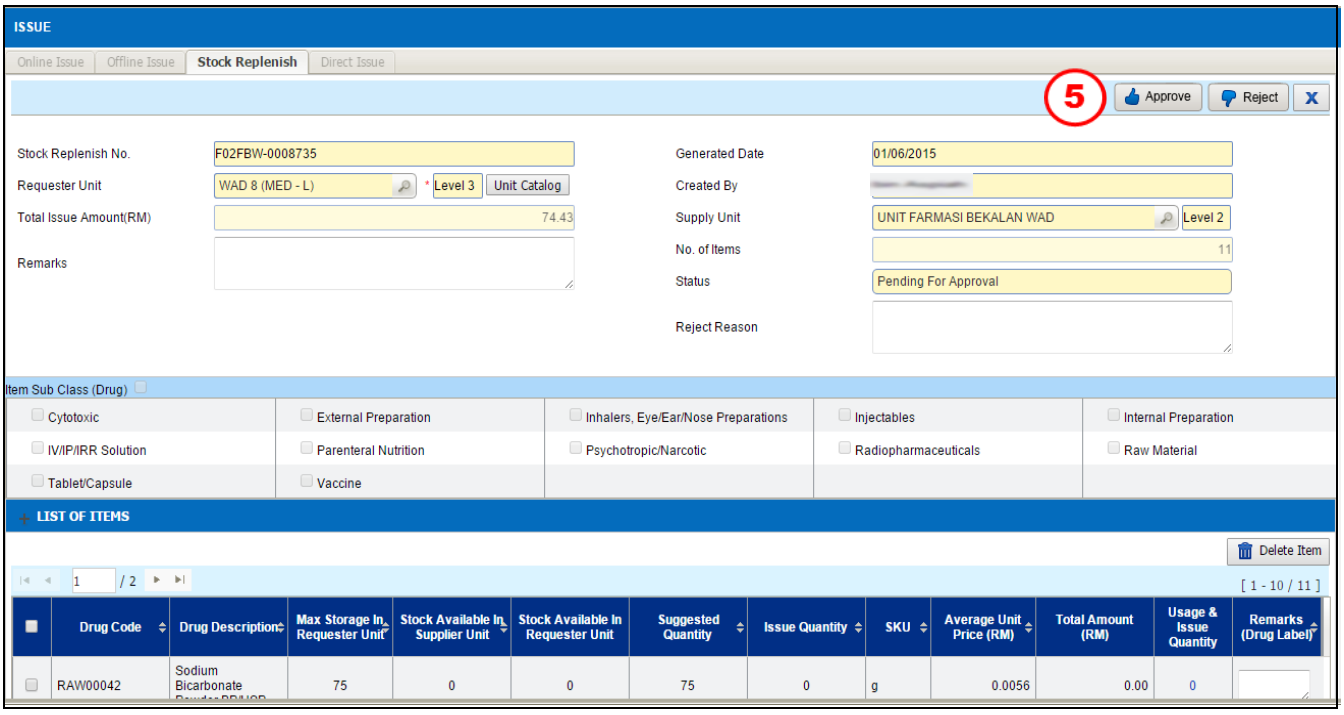


Figure 3.3.2-4 Ward/Unit Stock Approval

STEP 5

a) Click on the Approve button to approve the Ward/Unit Stock transaction and the ***Status*** will be automatically changed to Approved

Note
The Generate Issue Note *button will be displayed as per Figure 3.3.2-5.*

b) Click on the Reject button to reject the Ward/Unit Stock transaction and the ***Status*** will be changed to 'Rejected'

Note
Reject Reason *is mandatory to be entered to reject the Ward/Unit Stock transaction.*

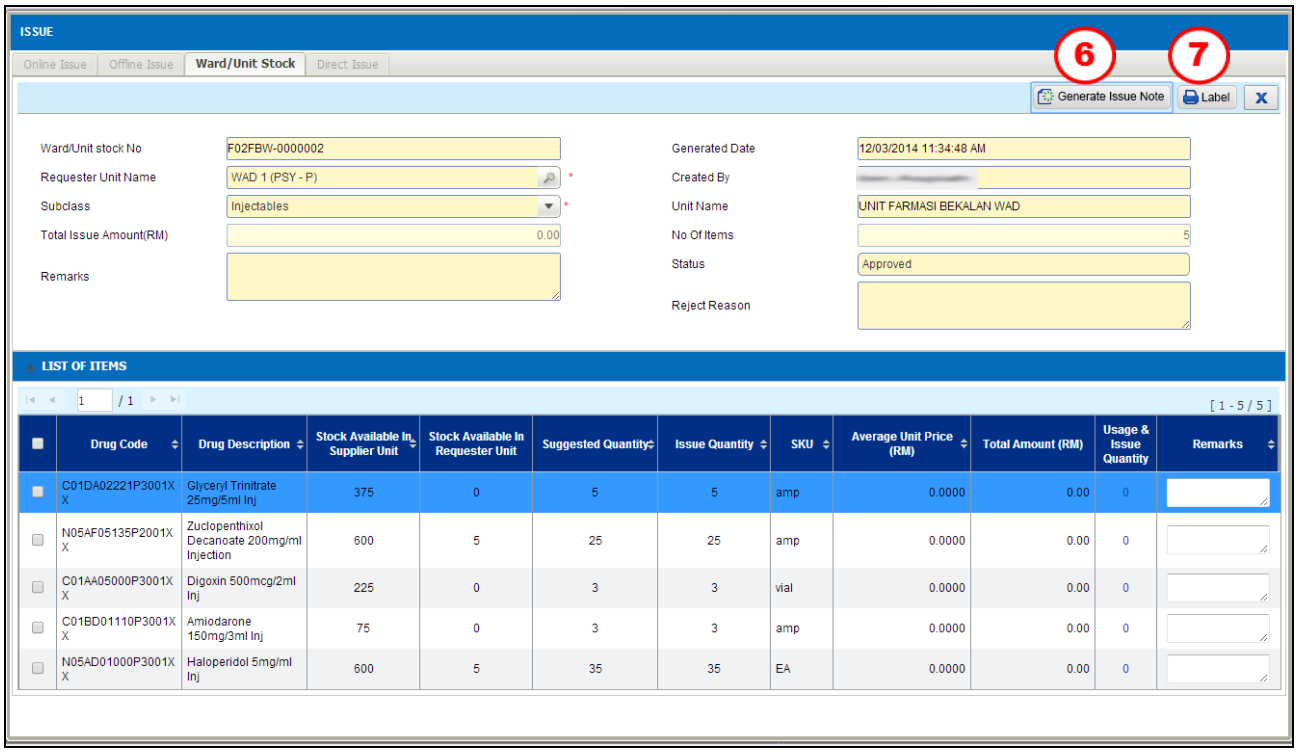


Figure 3.3.2-5 Ward/Unit Stock Issue Generate Issue Note and Label

STEP 6

Click on the Generate Issue Note as per Figure 3.3.2-5 to print out the issue note as per Figure 3.3.2-6

STEP 7

Click on the Label as per Figure 3.3.2-5 to print out the label as per Figure 3.3.2-7

KEMENTERIAN KESIHATAN MALAYSIA KEW.PS-11

Hospital Pakar Sultanah Fatimah, Muar

BORANG PERMOHONAN STOK

(Tatacara Pengurusan Stor 143)

(Untuk kegunaan di stor Unit-diisi dalam 2 salinan)

Unit Name : WAD 1 (PSY - P) No Pengeluaran : F02FBW-0000002

Tarikh Pesanan : 12/03/2014 Tarikh Pengeluaran : 12/03/2014

Bil.	Permohonan				Pegawai Pelulus							Catatan
	No Kod (Drug/Non Drug Code)	Perihal Stok	Kuantiti Dipesan	SKU	No Kod (Item Code)	Kuantiti Diluluskan	Baki Kuantiti Dipesan	Kuantiti Di bekal	SKU	Deskripsi Bungkusan	No Kelompok	Tarikh Luput	
1	C01DA02221P3001XX	Glyceryl Trinitrate 25mg/5ml Inj	5	amp	03.1007.01	5	0	5	amp	Pack of 5 amps	131131T	30/06/2016	
2	N05AF05135P2001XX	Zuclopenthixol Decanoate 200mg/ml Injection	25	amp	N05AF05135P2001XX.02	25	0	25	amp	Pack of 10 amp	DMHPSF14	31/03/2015	
3	C01AA05000P3001XX	Digoxin 500mcg/2ml Inj	3	vial	C01AA05000P3001XX.02	3	0	3	vial	Box of 5 vial	DMHPSF14	31/03/2015	
4	C01BD01110P3001XX	Amiodarone 150mg/3ml Inj	3	amp	C01BD01110P3001XX.01	3	0	3	amp	Pack of 6 amp	3A085	31/08/2015	
5	N05AD01000P3001XX	Haloperidol 5mg/ml Inj	35	EA	N05AD01000P3001XX.01	35	0	35	EA	Pack of 10 vial	130342L	28/02/2015	

Printed Date : 06/04/2014
Printed By : [redacted]
Unit Name : UNIT FARMASI BEKALAN WAD
Source : PhIS

Page 1 of 2

Figure 3.3.2-6 Borang Permohonan Stok

Figure 3.3.2-7 Label

3.3.3 Direct Issue Approval

This function is used to approve a Direct Issue.

Note

Head of Department (HOD) will receive the 'Pending for Approval' for Direct Issue transactions in the Task List as shown in Figure 3.3.2-1.

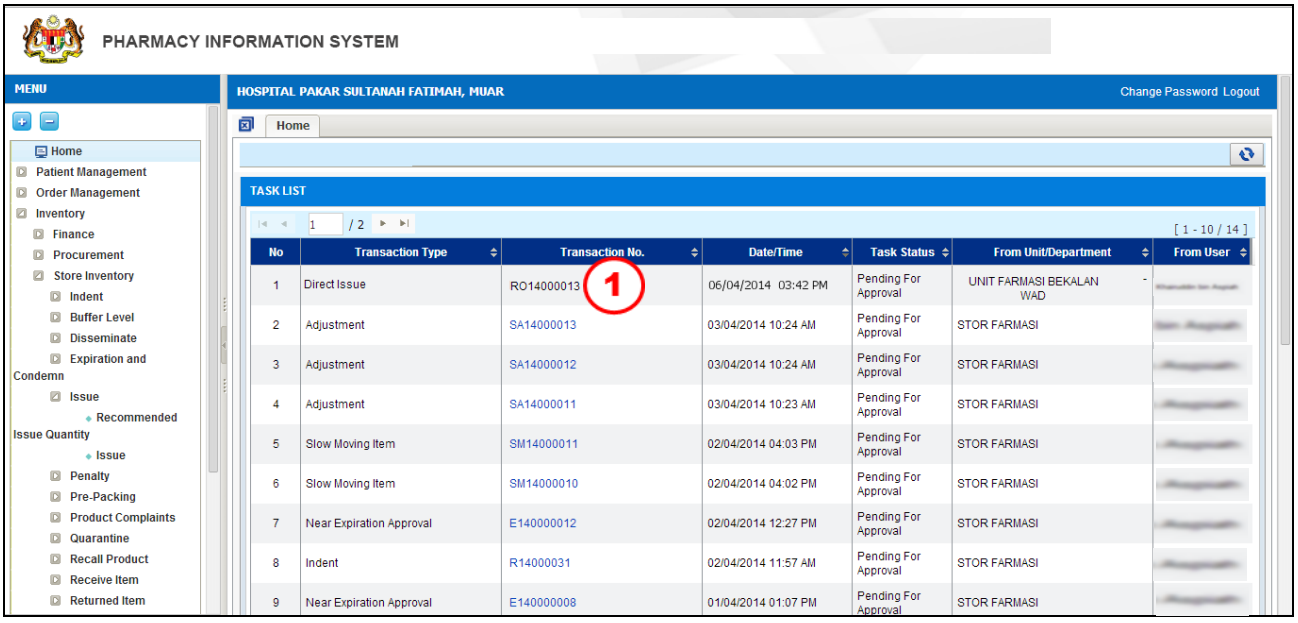


Figure 3.3.2-1 Task List

STEP 1

Click on the Transaction No. hyperlink and the Direct Issue screen will be displayed as per Figure 3.3.2-2

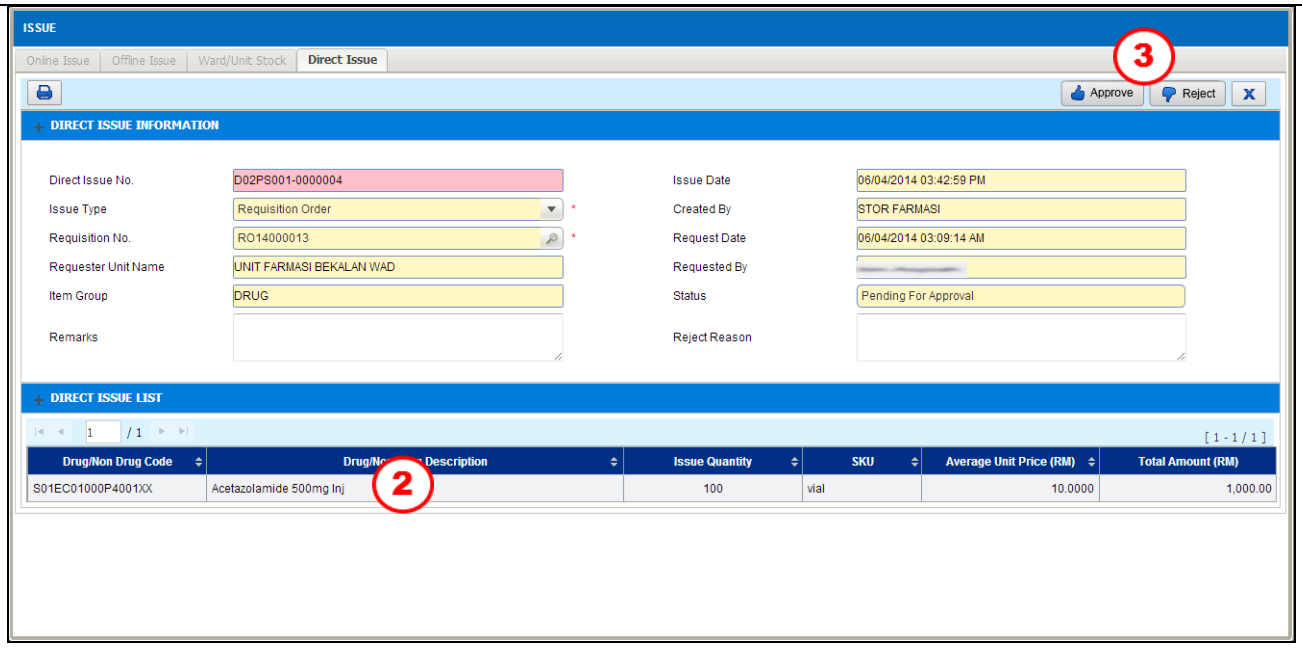


Figure 3.3.2-2 Direct Issue

STEP 2
Double-click on the ***Item information*** under Direct Issue

STEP 3

a) Click on the Approve button to approve the Direct Issue transaction and the ***Status*** will be automatically changed to Approved

Note

Click on the OK *button in Figure 3.3.2-3 and the* Generate Issue Note *will be displayed in Figure 3.3.2-4.*

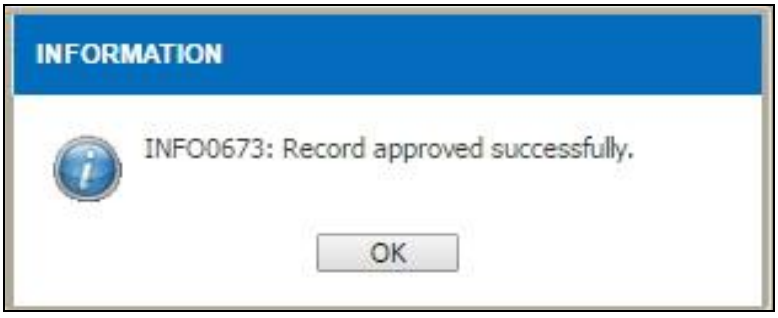


Figure 3.3.2-3 Approved Alert Message

b) Click on the Reject button to reject the Direct Issue transaction and the ***Status*** will be changed to 'Rejected'

Note
Reject Reason *is mandatory to be entered to reject the Direct Issue transaction.*

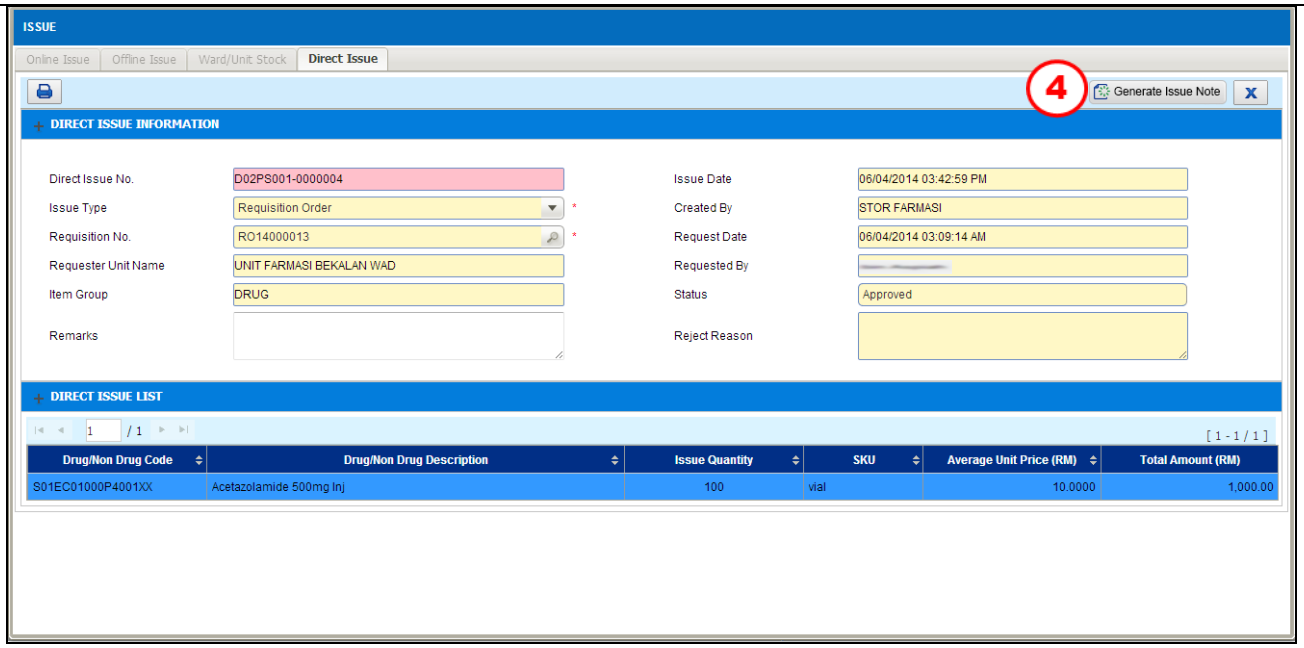
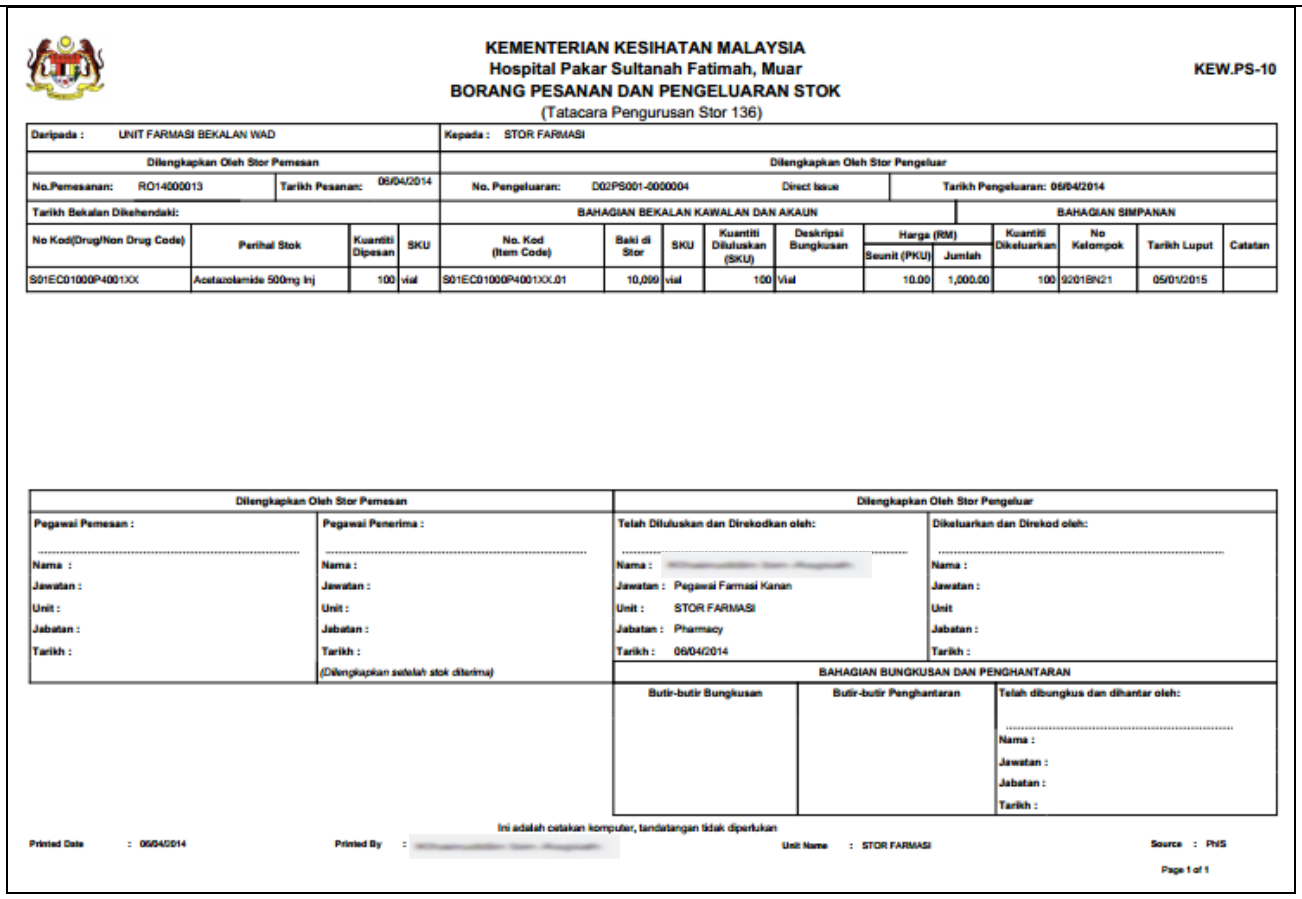


Figure 3.3.2-4 Direct Issue Generate Issue Note

STEP 4

Click on the Generate Issue Note as per Figure 3.3.2-4 to print out the issue note as per Figure 3.3.2-5



KEMENTERIAN KESIHATAN MALAYSIA
Hospital Pakar Sultanah Fatimah, Muar
BORANG PESANAN DAN PENGELUARAN STOK
(Tatacara Pengurusan Stor 136)

KEW.PS-10

Daripada : UNIT FARMASI BEKALAN WAD				Kepada : STOR FARMASI										
Dilengkapkan Oleh Stor Pemesan				Dilengkapkan Oleh Stor Pengeluar										
No.Pemesanan: RO14000013		Tarikh Pesanan: 06/04/2014		No. Pengeluaran: D02PS001-0000004			Direct Issue		Tarikh Pengeluaran: 06/04/2014					
Tarikh Bekalan Dikehendaki:				BAHAGIAN BEKALAN KAWALAN DAN AKAUN							BAHAGIAN SIMPANAN			
No Kod(Drug/Non Drug Code)	Perihal Stok	Kuantiti Dipesan	SKU	No. Kod (Item Code)	Baki di Stor	SKU	Kuantiti Diluluskan (SKU)	Deskripsi Bungkusan	Harga (RM)		Kuantiti Dikeluarkan	No Kelompok	Tarikh Luput	Catatan
									Seunit (PKU)	Jumlah				
S01EC01000P4001XX	Acetazolamide 500mg Inj	100	vial	S01EC01000P4001XX.01	10,099	vial	100	Vial	10.00	1,000.00	100	9201BN21	05/01/2015	

Dilengkapkan Oleh Stor Pemesan		Dilengkapkan Oleh Stor Pengeluar	
Pegawai Pemesan :	Pegawai Penerima :	Telah Diluluskan dan Direkodkan oleh:	Dikeluarkan dan Direkod oleh:
Nama :	Nama :	Nama : [redacted]	Nama :
Jawatan :	Jawatan :	Jawatan : Pegawai Farmasi Kanan	Jawatan :
Unit :	Unit :	Unit : STOR FARMASI	Unit
Jabatan :	Jabatan :	Jabatan : Pharmacy	Jabatan :
Tarikh :	Tarikh :	Tarikh : 06/04/2014	Tarikh :
	(Dilengkapkan setelah stok diterima)	BAHAGIAN BUNGKUSAN DAN PENGHANTARAN	
		Butir-butir Bungkusan / Butir-butir Penghantaran	Telah dibungkus dan dihantar oleh: Nama : Jawatan : Jabatan : Tarikh :

Ini adalah cetakan komputer, tandatangan tidak diperlukan

Printed Date : 06/04/2014 Printed By : [redacted] Unit Name : STOR FARMASI Source : PhIS

Page 1 of 1

Figure 3.3.2-5 Borang Pesanan dan Pengeluaran Stok

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
RIQ	Recommended Issue Quantity

5.0 Links To Inventory Modules

No	Module	PDF Links	No	Module	PDF Links
1	Finance	Click Here	15	Internal Indent	Click Here
2	Procurement Standard APPL	Click Here	16	Issue	Click Here
3	Procurement standard LP	Click Here	17	Receive From Supplier	Click Here
4	Procurement Standard Contract	Click Here	18	Receive Inter Facility	Click Here
5	Procurement Standard Quotation	Click Here	19	Receive Intra Facility	Click Here
6	Procurement Standard (RFQ)	Click Here	20	Return to Supplier	Click Here
7	Procurement Non Standard (Requisition Order)	Click Here	21	Return to Supplying Unit	Click Here
8	Quarantine	Click Here	22	Slow Moving	Click Here
9	Product Complaint	Click Here	23	Stock Taking And Verification	Click Here
10	Recalculate Buffer Level	Click Here	24	Stock Transfer	Click Here
11	Expiration And Condemn	Click Here	25	Year End	Click Here
12	Recall Product	Click Here	26	Penalty	Click Here
13	Payment	Click Here	27	IWP Budget	Click Here
14	External Indent	Click Here	28	IWP Order Authorization	Click Here

No Module PDF Links
1 Finance Click Here
2 Procurement Standard APPL Click Here
3 Procurement standard LP Click Here
4 Procurement Standard Contract Click Here
5 Procurement Standard Quotation Click Here
14 External Indent Click Here
15 Internal Indent Click Here
16 Issue Click Here
17 Receive From Supplier Click Here