



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

User Manual Pharmacy Inventory (Payment)

Version	: 6th Edition
Document ID	: U.MANUAL_INV_PAYMENT



PhIS & CPS Project
User Manual – Pharmacy Inventory (Finance)



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Reference ID : U.MANUAL_INV_PAYMENT-6th Edition

Application reference: PhIS & CPS v1.6.1



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1.0 Introduction

1.1 Overview of PhIS

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

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

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

1.2 Purpose and Objectives

This user manual outlines the Pharmacy Inventory (Finance) 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 detail:

- Payment

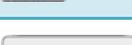
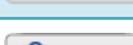
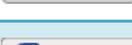
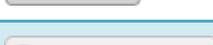
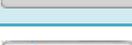
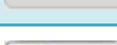
1.3 Organised Sections

These are the sections within this document:

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

2.0 Application Standard Features

2.1 PhIS Legend

Standard Legend			
	Login to PhIS		Logout from PhIS
	Change Login Password		Reset Login Screen
	Expand Menu		Collapse Menu
	Display Home Tab		Expand Module
	Collapse Module		Close All Open Tabs
	Refresh Screen		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 and Open Report in Excel Format
	Add Item to the list		Delete Item from the list
	Request for Approval		Cancel the Request
	Approve Transaction		Reject Transaction
	Send for Approval		Dropdown Box
	Automatically Display/Retrieve Box		Empty Text Box

Note

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

3.0 Overview

3.1 Overview

User will be able to view the fund available for each Vote Code available in the facility; view and update the fund available, by performing Allocation, Deduction (Tarik Balik) or Virement transaction. Payment transaction will be created after receiving process from the supplier is done whether the receiving is in full or partial supply.

3.2 User Group

This module is intended for Storekeeper and Pharmacists at the Pharmacy Store (subject to user assign by facility)

3.2 Functional Diagram

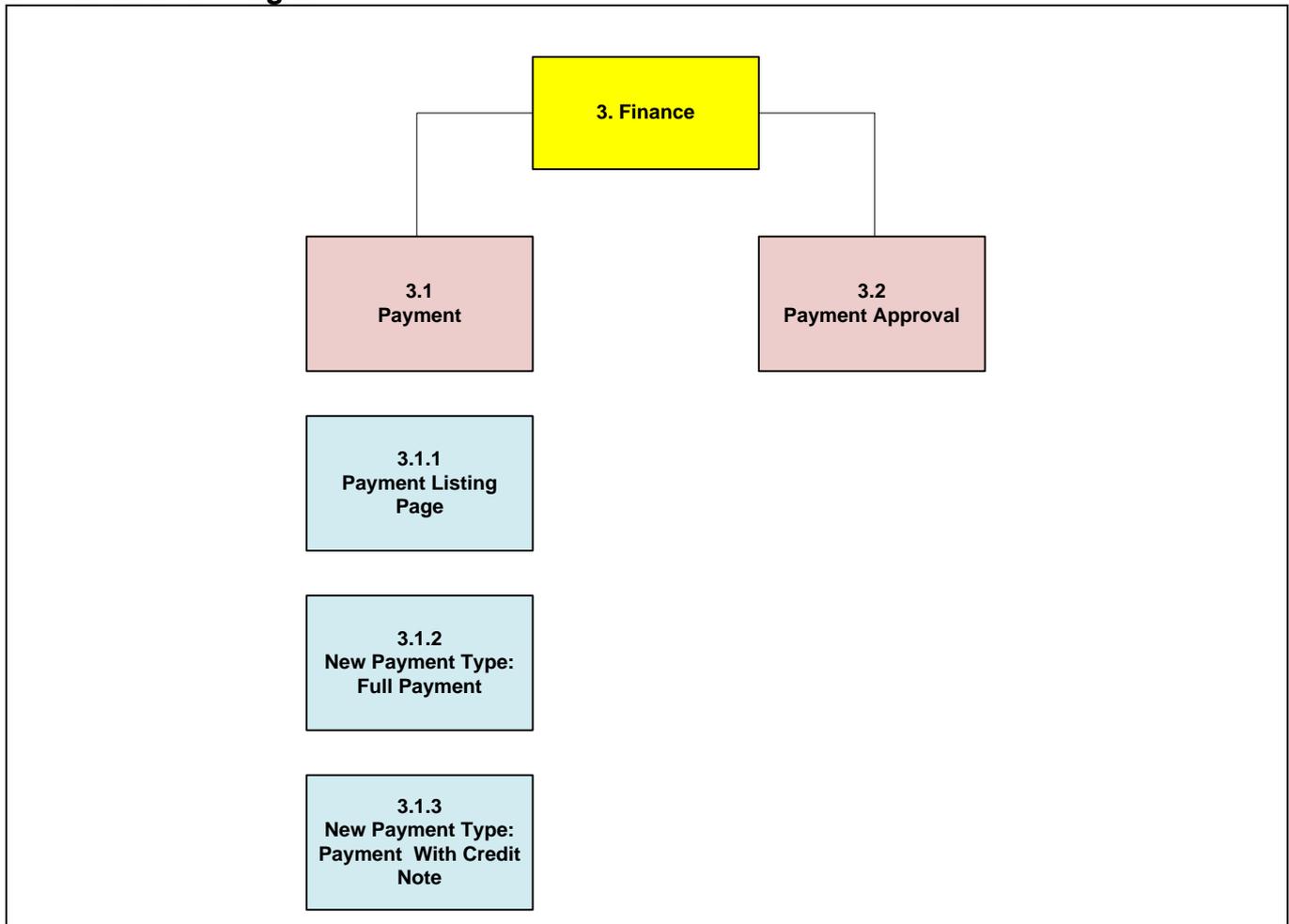


Figure 3.2-1

3.3 Functional Description

Finance sub-module comprises of two (2) main functions:

- **Payment**
The function of this sub-function is for the user to create and update the Payment transaction for each LPO created. Every new transaction will have to be approved by the Pharmacist at the Pharmacy Store.
- **Payment Approval**
For the Head of Department/ Head of Unit/ Pharmacist to approve the 'Pending for Approval' Payment transaction(s).

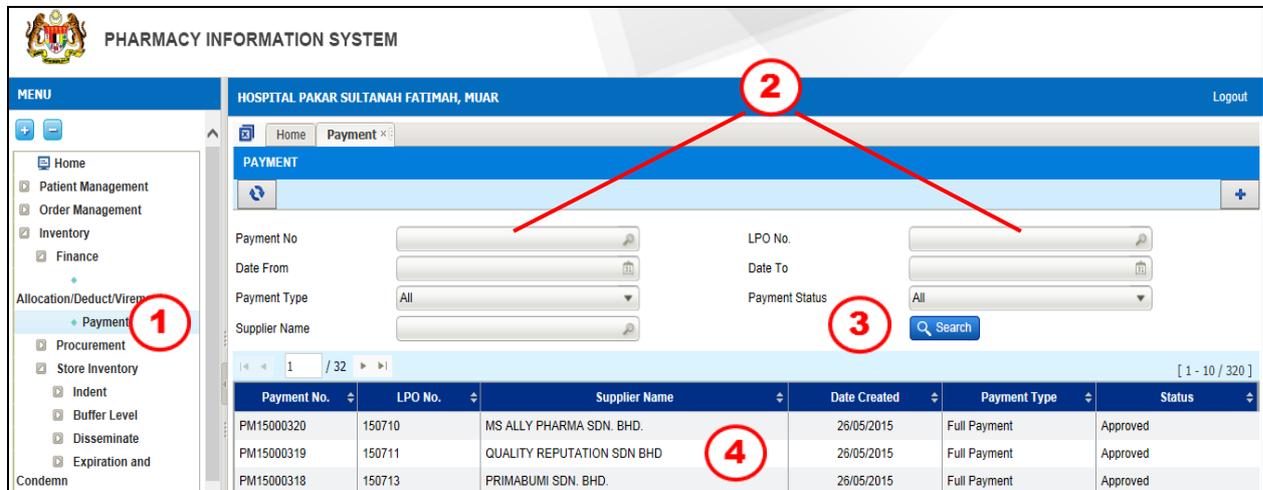
4.0 Application Standard Features

4.1 Payment

This screen will allow users to create and/or update Payment transaction.

4.1.1 Payment Listing Page

This page will display all the existing Payment transaction(s).



Payment No.	LPO No.	Supplier Name	Date Created	Payment Type	Status
PM15000320	150710	MS ALLY PHARMA SDN. BHD.	26/05/2015	Full Payment	Approved
PM15000319	150711	QUALITY REPUTATION SDN BHD	26/05/2015	Full Payment	Approved
PM15000318	150713	PRIMABUMI SDN. BHD.	26/05/2015	Full Payment	Approved

Figure 4.1.1-1 Payment Listing Page

STEP 1

Click on 'Inventory' menu followed by 'Finance' and click on 'Payment'

STEP 2

To search for existing Payment transaction, users may search by criteria as follow:

No	Field	Description	Remark
a	Payment No.	Search for existing Payment No.	Payment No. is auto generated when user click on the save button in a newly created Payment transaction
b	LPO No.	Search for LPO No provided by e-Perolehan	This value displays from purchase order whose LPO Status 'Partial or Completed'
c	Date From	Select date for Date From.	The date format will be 'DD/MM/YYYY'. i.e. 01/01/2013 Date From date should be less than Date To date
d	Date To	Select date for Date To.	The date format will be 'DD/MM/YYYY'. i.e. 31/12/2013 Date To date should be greater than Date From date
e	Payment Type	The Payment Type will be displayed in the drop down box: - All (Default Value) - Full Payment - Payment With Credit Note	Payment Type: <ul style="list-style-type: none"> Full Payment – Items are fully supplied by the Supplier Payment with Credit Note – User proceeds with Payment transaction even supplier has not supply all complete order yet or Supplier is not capable to fulfill the order in full
f	Payment Status	The Payment Status will be displayed in the drop down box: - All - Approved	Payment Status: <ul style="list-style-type: none"> All Approved – The Payment transaction is approved by the

		<ul style="list-style-type: none"> - Cancelled - Open - Pending for Approval - Rejected 	<p>Pharmacist</p> <ul style="list-style-type: none"> • Cancelled – The Payment transaction is cancelled by the user. The transaction cannot be cancelled after it is sent for approval • Open – Newly created Payment transaction status will default to Open. The status will maintain as Open after the user saves the transaction • Rejected – The transaction is rejected by the Pharmacist
g	Supplier Name	Search for Supplier from the search button	User can search the Supplier Name. This value is display from the Supplier master

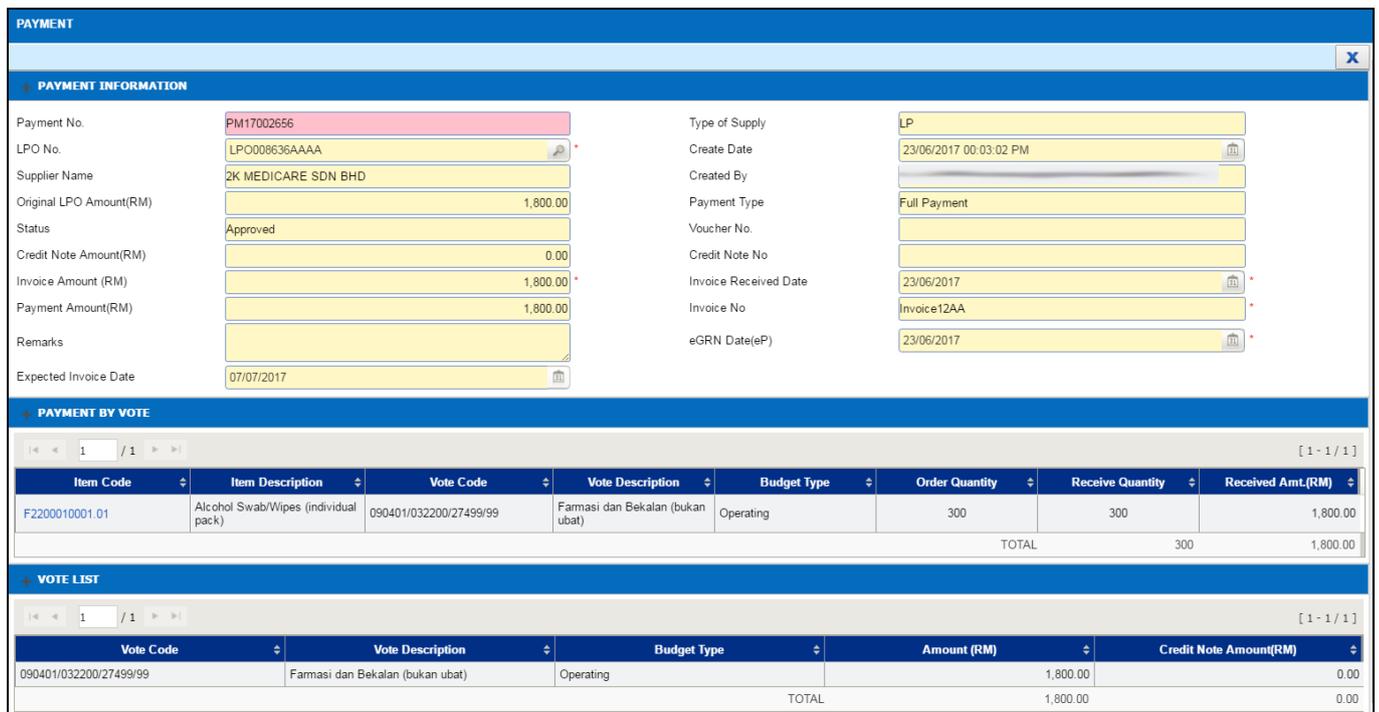
Table 4.1.1-1

STEP 3

Click on the  button to search for existing Payment transaction

STEP 4

Double click on the selected record and the details will be displayed as shown in Figure 4.1.1-2



PAYMENT INFORMATION

Payment No.	PM17002656	Type of Supply	LP
LPO No.	LPO008636AAAA	Create Date	23/06/2017 00:03:02 PM
Supplier Name	2K MEDICARE SDN BHD	Created By	
Original LPO Amount(RM)	1,800.00	Payment Type	Full Payment
Status	Approved	Voucher No.	
Credit Note Amount(RM)	0.00	Credit Note No.	
Invoice Amount (RM)	1,800.00	Invoice Received Date	23/06/2017
Payment Amount(RM)	1,800.00	Invoice No.	Invoice12AA
Remarks		eGRN Date(eP)	23/06/2017
Expected Invoice Date	07/07/2017		

PAYMENT BY VOTE

Item Code	Item Description	Vote Code	Vote Description	Budget Type	Order Quantity	Receive Quantity	Received Amt.(RM)
F2200010001.01	Alcohol Swab/Wipes (individual pack)	090401/032200/27499/99	Farmasi dan Bekalan (bukan ubat)	Operating	300	300	1,800.00
TOTAL						300	1,800.00

VOTE LIST

Vote Code	Vote Description	Budget Type	Amount (RM)	Credit Note Amount(RM)
090401/032200/27499/99	Farmasi dan Bekalan (bukan ubat)	Operating	1,800.00	0.00
TOTAL			1,800.00	0.00

Figure 4.1.1-2 Existing Payment record



4.1.2 New Payment (Payment Type: Full Payment)

This function is used to create a Payment transaction for fully supplied LPO.

Payment No.	LPO No.	Supplier Name	Date Created	Payment Type	Status
PM16000159	LPO4098	PHARMANIAGA LOGISTIC SDN.BHD.	10/02/2016	Full Payment	Approved
PM16000158	LPO4108	PHARMANIAGA LOGISTIC SDN.BHD.	03/02/2016	Full Payment	Approved
PM16000157	LPO4103	PHARMANIAGA LOGISTIC SDN.BHD.	30/01/2016	Full Payment	Approved
PM16000156	LP11264	PHARMANIAGA LOGISTIC SDN.BHD.	30/01/2016	Full Payment	Approved
PM16000155	11263	PHARMANIAGA LOGISTIC SDN.BHD.	30/01/2016	Full Payment	Approved
PM16000154	LPO4031DD111	PHARMANIAGA LOGISTIC SDN.BHD.	29/01/2016	Full Payment	Approved
PM16000153	LPO4028AA1	PHARMANIAGA LOGISTIC SDN.BHD.	29/01/2016	Full Payment	Open

Figure 4.1.2-1 Create New Payment

Note

- LPO No. will be available both in Receive from Supplier and Payment sub menu once the status of the Order is equal to 'eP Approved'.
- Even though the LPO has not been received in full yet, user is allowed to proceed with the Payment transaction.
- **Payment Type = Full Payment** indicates that the Receiving of the LPO is received in full.
- Payment Type in the Payment transaction will not be selected by the user. System will be automatically displayed the Payment Type as Full Payment if the LPO is already received in full at the Receive from Supplier sub module.

Item Code	Item Description	Vote Code	Vote Description	Budget Type	Order Quantity	Receive Quantity	Received Amt.(RM)
02.0003.05	Acetyl Salic Ac. Sol. 300mg Tab	090401/032200/27401/99	Farmasi dan Bekalan (Ubat)	Operating	300	300	6,000.00
TOTAL						300	6,000.00

Figure 4.1.2-2 New Payment

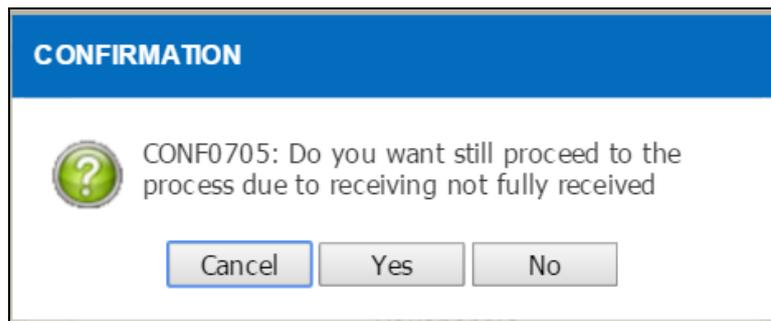


Figure 4.1.2-3 Alert message confirm Payment

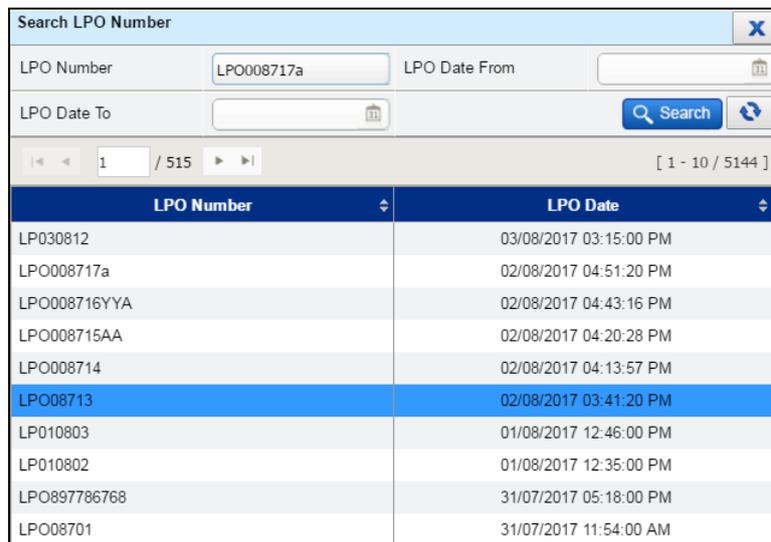


Figure 4.1.2-4 Search LPO Number

STEP 1

Click on 'Inventory' menu followed by 'Finance' and click on 'Payment'.

STEP 2

Click on the  button and the Payment will be displayed as shown in the Figure 4.1.2-1.

Note

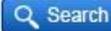
- **Create Date** defaults to the system Date Time and is non-editable. The Date format is dd/MM/yyyy hh:MM:ss
- **Created By** will default to the user Login ID.
- Newly created Payment **Status** is defaulted to 'Open'.

STEP 3

Click on the  button to search for **LPO NO.**

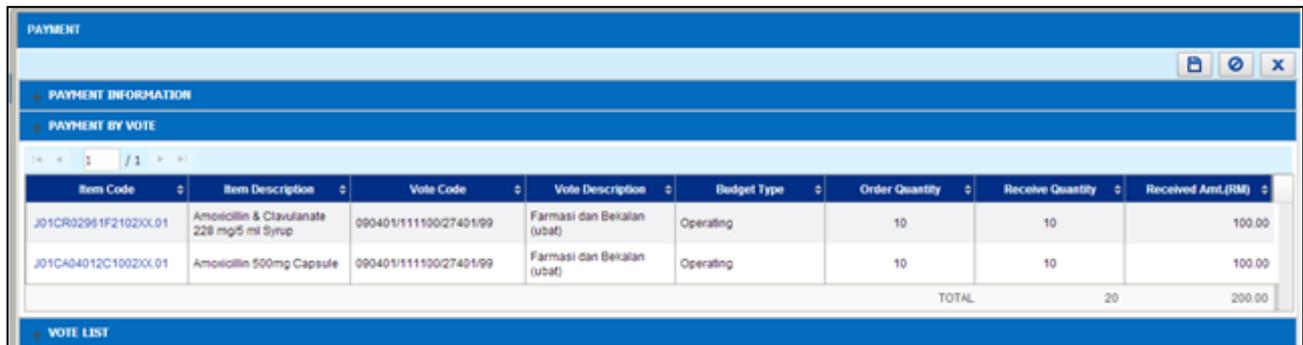
Note

- User will not be stopped to proceed with Payment transaction even the receiving is not fully received yet. Refer to alert message as shown in Figure 4.1.2-3.
- If Payment is proceed, the LPO No. will not be available anymore at the Receive from Supplier sub menu.
- System will display the Search LPO No. window in Figure 4.1.2-4
- The Search LPO No. window will allow the user to enter a partial or full character for **LPO No.** and/or select

LPO Date From and **LPO Date To**. and click the  button or just click the  button to search for the LPO No. Double click to select LPO No.

- LPO No. from Purchase Order with Status = 'eP Approved' will be displayed here.
- These information will be automatically populated from Purchase Order on selection of LPO No.
 - a) Supplier Name
 - b) Type of Supply
 - c) Original LPO Amount (RM)
 - d) Payment Amount (RM)
 - e) Payment Type
- The above information in the Payment record is non-editable.
- These information under the **Payment by Vote** section will be automatically populated from Purchase Order on the selection of LPO No:
 - a) Item Code
 - b) Item Description
 - c) Vote Code
 - d) Vote Description
 - e) Order Quantity
 - f) Received Quantity
 - g) Received Amount (RM)

*Received Amount (RM) = Received Qty * Unit Price (RM)*



Item Code	Item Description	Vote Code	Vote Description	Budget Type	Order Quantity	Receive Quantity	Received Amt.(RM)
J01CR02961F2102XX.01	Amoxicillin & Clavulanate 228 mg/5 ml Syrup	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	10	10	100.00
J01CA04012C1002XX.01	Amoxicillin 500mg Capsule	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	10	10	100.00
TOTAL						20	200.00

Figure 4.1.2-5 Payment by Vote section

- Payment Details that are populated from Purchase Order and can be viewed under the **Vote List** section are:
 - a) Vote Code
 - b) Vote Description
 - c) Vote Amount (RM)
 - The value of the **Amount (RM)** will display the same amount as the **Received Amt.(RM)** at the **Payment By Vote** section.
 - The value of **Credit Note Amount (RM)** will be RM 0.00 if the item for the LPO are fully received



Vote Code	Vote Description	Budget Type	Amount (RM)	Credit Note Amount(RM)
090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	200.00	0.00
TOTAL			200.00	0.00

Figure 4.1.2-6 Vote List section

PAYMENT

PAYMENT INFORMATION

Payment No.

LPO No.

Supplier Name

Original LPO Amount(RM)

Status

Credit Note Amount(RM)

Invoice Amount (RM)

Payment Amount(RM)

Remarks

Expected Invoice Date

Type of Supply

Create Date

Created By

Payment Type

Voucher No.

Credit Note No.

Invoice Received Date

Invoice No.

eGRN Date(eP)

PAYMENT BY VOTE

Item Code	Item Description	Vote Code	Vote Description	Budget Type	Order Quantity	Receive Quantity	Received Amt.(RM)
02.0003.05	Acetyl Salic Ac. Sol. 300mg Tab	090401/032200/27401/99	Farmasi dan Bekalan (Ubat)	Operating	300	300	6,000.00
TOTAL						300	6,000.00

VOTE LIST

Vote Code	Vote Description	Budget Type	Amount (RM)	Credit Note Amount(RM)
090401/032200/27401/99	Farmasi dan Bekalan (Ubat)	Operating	6,000.00	0.00
TOTAL			6,000.00	0.00

Figure 4.1.2-7 Vote List section

STEP 4

Enter **Voucher No.** with a maximum of twenty (20) characters

STEP 5

Select **Invoice Received Date** from the icon

STEP 6

Enter **Invoice No.** with a maximum of twenty (20) characters

STEP 7

Click on the **Item Code** hyperlink to view the Delivery Order (DO) Details of the received item.

Note

- System will show as Figure 4.1.2-8. Click on the button to close the Delivery Order (DO) Details screen.

DELIVERY ORDER(DO) DETAILS

Delivery Order No	Delivery Order Date	Goods Receive Date
DO63773	21/04/2014	21/04/2014

Figure 4.1.2-8 Delivery Order (DO) Details

STEP 8

Click on the button to save the Payment record.

Note

- After save record, alert message will be displayed as per Figure 4.1.2-9 & Figure 4.1.2-10.

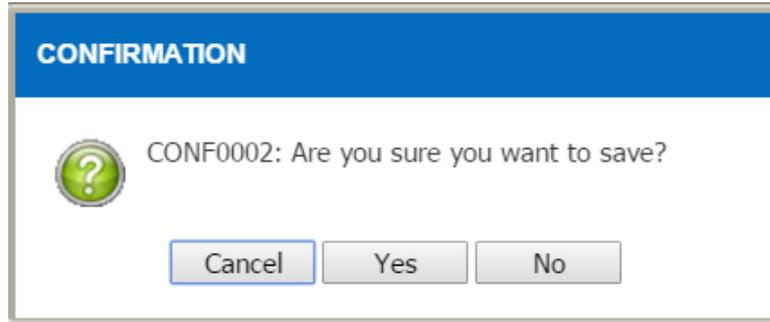
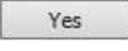


Figure 4.1.2-9 Save Record?

- Click on the  button in Figure 3.1.2-9.

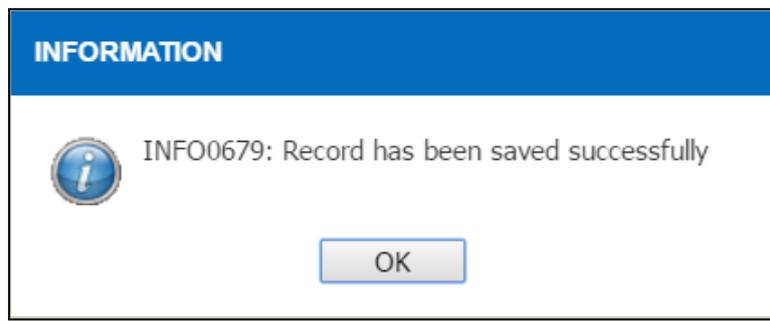


Figure 4.1.2-10 Message Information

- Click on the  button in Figure 4.1.2-10.
- **Payment No.** will be generated for future reference. E.g: PM13000001 and  button will be enabled.

Character	Description	Value
1-2	Payment	'PM'
3-4	Current year in 'YY' format	14
5-10	Running No.	Starting from 000001. This running number will be restarted to 000001 of every new financial year

Table 4.1.2-1

PAYMENT

9
Send for Approval

PAYMENT INFORMATION

<table style="width: 100%; border-collapse: collapse;"> <tr><td>Payment No.</td><td>PM17002668</td></tr> <tr><td>LPO No.</td><td>LPO008715AA</td></tr> <tr><td>Supplier Name</td><td>PHARMANIAGA LOGISTIC SDN BHD</td></tr> <tr><td>Original LPO Amount(RM)</td><td style="text-align: right;">0.00</td></tr> <tr><td>Status</td><td>Open</td></tr> <tr><td>Credit Note Amount(RM)</td><td style="text-align: right;">0.00</td></tr> <tr><td>Invoice Amount (RM)</td><td style="text-align: right;">7,000.00</td></tr> <tr><td>Payment Amount(RM)</td><td style="text-align: right;">7,000.00</td></tr> <tr><td>Remarks</td><td></td></tr> <tr><td>Expected Invoice Date</td><td></td></tr> </table>	Payment No.	PM17002668	LPO No.	LPO008715AA	Supplier Name	PHARMANIAGA LOGISTIC SDN BHD	Original LPO Amount(RM)	0.00	Status	Open	Credit Note Amount(RM)	0.00	Invoice Amount (RM)	7,000.00	Payment Amount(RM)	7,000.00	Remarks		Expected Invoice Date		<table style="width: 100%; border-collapse: collapse;"> <tr><td>Type of Supply</td><td>APPL</td></tr> <tr><td>Create Date</td><td>07/08/2017 11:46:37 AM</td></tr> <tr><td>Created By</td><td></td></tr> <tr><td>Payment Type</td><td>Full Payment</td></tr> <tr><td>Voucher No.</td><td></td></tr> <tr><td>Credit Note No</td><td></td></tr> <tr><td>Invoice Received Date</td><td>06/08/2017</td></tr> <tr><td>Invoice No</td><td>inv234</td></tr> <tr><td>eGRN Date(eP)</td><td>02/08/2017</td></tr> </table>	Type of Supply	APPL	Create Date	07/08/2017 11:46:37 AM	Created By		Payment Type	Full Payment	Voucher No.		Credit Note No		Invoice Received Date	06/08/2017	Invoice No	inv234	eGRN Date(eP)	02/08/2017
Payment No.	PM17002668																																						
LPO No.	LPO008715AA																																						
Supplier Name	PHARMANIAGA LOGISTIC SDN BHD																																						
Original LPO Amount(RM)	0.00																																						
Status	Open																																						
Credit Note Amount(RM)	0.00																																						
Invoice Amount (RM)	7,000.00																																						
Payment Amount(RM)	7,000.00																																						
Remarks																																							
Expected Invoice Date																																							
Type of Supply	APPL																																						
Create Date	07/08/2017 11:46:37 AM																																						
Created By																																							
Payment Type	Full Payment																																						
Voucher No.																																							
Credit Note No																																							
Invoice Received Date	06/08/2017																																						
Invoice No	inv234																																						
eGRN Date(eP)	02/08/2017																																						

PAYMENT BY VOTE

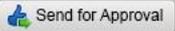
Item Code	Item Description	Vote Code	Vote Description	Budget Type	Order Quantity	Receive Quantity	Received Amt.(RM)
02.0003.05	Acetyl Salic Ac Sol. 300mg Tab	090401/032200/27401/99	Farmasi dan Bekalan (Ubat)	Operating	350	350	7,000.00
TOTAL						350	7,000.00

VOTE LIST

Vote Code	Vote Description	Budget Type	Amount (RM)	Credit Note Amount(RM)
090401/032200/27401/99	Farmasi dan Bekalan (Ubat)	Operating	7,000.00	0.00
TOTAL			7,000.00	0.00

Figure 4.1.2-11 Send for Approval

STEP 9

Click on the  button to send the Payment record to the Pharmacist/HOD for approval.

Note

- Click on the  button in Figure 4.1.2-12.

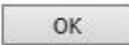
CONFIRMATION



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

Cancel
Yes
No

Figure 4.1.2-12 Alert Message Send for Approval

- Click on the  button in Figure 4.1.2-13.

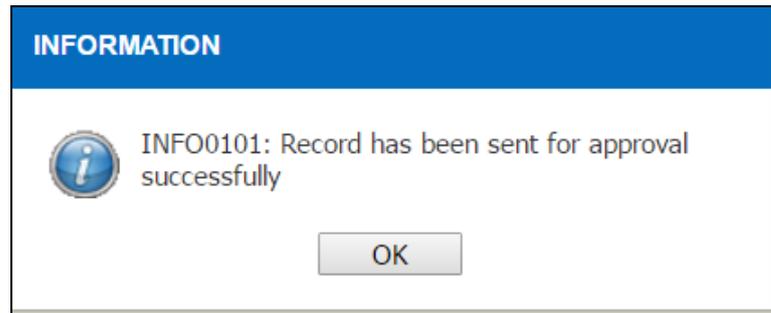


Figure 4.1.2-13 Successfully sent for Approval

- The **Status** will be automatically changed to 'Pending for Approval'.
- The Pharmacist/HOD will receive a Pending for Approval Payment record in the Task List.

4.1.3 New Payment (Payment Type: Payment with Credit Note)

This function is used to create a Payment transaction for partially supplied LPO.

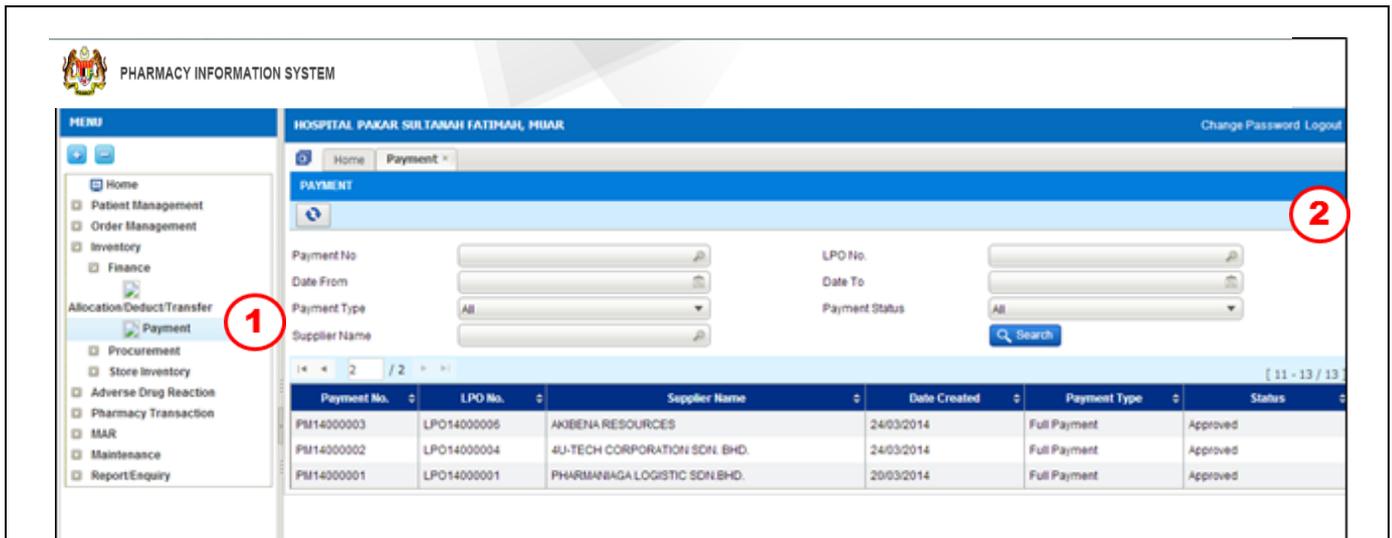


Figure 4.1.3-1 Create New Payment

STEP 1

Click on 'Inventory' menu followed by 'Finance' and click on 'Payment'.

STEP 2

Click on the  button and the Payment will be displayed as shown in the Figure 4.1.3-1.

Note

- **Payment Type** in the Payment transaction will not be selected by the user. The system will be automatically displayed the Payment Type as **Payment with Credit Note** if the LPO is not received in full and the Status of the Receive from Supplier sub module is equal to Partial.
- LPO No. will be available both in Receive from Supplier and Payment sub menus once the status of the Order equal to eP Approved.
- Repeat from **STEP 3** to **STEP 9** in section [3.1.2 New Payment \(Payment Type: Full Payment\)](#) to create a new Payment transaction.

PAYMENT

+ PAYMENT INFORMATION

Payment No.		Type of Supply	APPL
LPO No.	LPO008714	Create Date	07/08/2017 11:53:34 AM
Supplier Name	PHARMANIAGA LOGISTIC SDN.BHD.	Created By	
Original LPO Amount(RM)	0.00	Payment Type	Payment With Credit Note
Status	Open	Voucher No.	
Credit Note Amount(RM)	95.00	Credit Note No	CN01
Invoice Amount (RM)	0.00	Invoice Received Date	07/08/2017
Payment Amount(RM)	0.00	Invoice No	INV1256
Remarks		eGRN Date(eP)	
Expected Invoice Date			

+ PAYMENT BY VOTE

Item Code	Item Description	Vote Code	Vote Description	Budget Type	Order Quantity	Receive Quantity	Received AmL(RM)
03.1003.03	Fluphenazine Decanoate BP 25mg/ml Inj	090401/030500/27401/01	Perubatan Am (ubat)	Operating	100	0	0.00
TOTAL						0	0.00

+ VOTE LIST

Vote Code	Vote Description	Budget Type	Amount (RM)	Credit Note Amount(RM)
090401/030500/27401/01	Perubatan Am (ubat)	Operating	95.00	95.00
TOTAL			95.00	95.00

Figure 4.1.3-2 Create New Payment

- **Create Date** will be by default to the system Date Time and is non-editable. The Date format is dd/MM/yyyy hh:MM:ss.
- **Created By** will be by default to the user Login ID.
- Newly created Payment **Status** is defaulted to 'Open'.
- These information will be automatically populated from Purchase Order on selection of LPO No. and is non-editable:
 - a) Supplier Name
 - b) Type of Supply
 - c) Original LPO Amount (RM)
 - d) Credit Note amount (RM)
Credit Note Amount (RM) = Original LPO Amount (RM) – Payment Amount (RM)
 - e) Payment Amount (RM)
Payment Amount (RM) = Amount (RM) in the Receive from supplier sub-module.
 - f) Invoice Amount (RM)
Invoice Amount (RM) = Payment Amount (RM)
 - g) Payment Type value will equal to the Payment with Credit Note value.
- These information under the **Payment by Vote** section will be automatically populated from Purchase Order on the selection of LPO No:
 - a) Item Code
 - b) Item Description
 - c) Vote Code
 - d) Vote Description
 - e) Budget Type
 - f) Order Quantity
 - g) Received Quantity
 - h) Received Amount (RM)
Received Amount (RM) = Received Qty * Unit Price (RM)

PAYMENT							
PAYMENT INFORMATION							
PAYMENT BY VOTE							
Item Code	Item Description	Vote Code	Vote Description	Budget Type	Order Quantity	Receive Quantity	Received Amt.(RM)
N05BA12000T1002XX.01	Alprazolam 0.5 mg Tablet	090401/031900/27401/01	Radioterapi (ubat)	Operating	6	0	0.00
TOTAL						0	0.00

Figure 4.1.3-3 Payment By Vote section

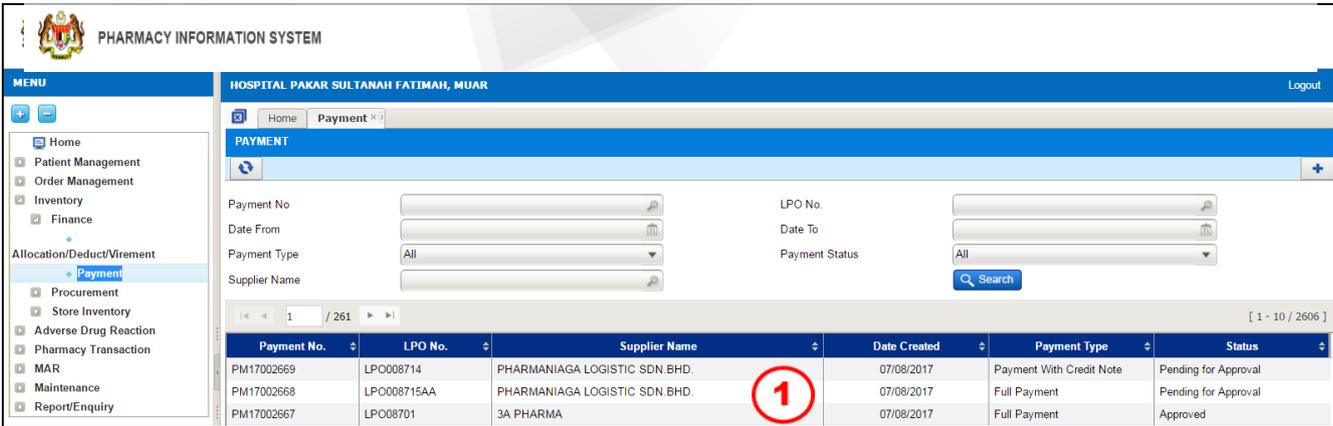
- Payment details that are populated from Purchase Order can be viewed under the **Vote List** section are as below:
 - Vote Code
 - Vote Description
 - Budget Type
 - Amount (RM)
Amount (RM) will display the same amount as the Received Amt. (RM) at the Payment By Vote section.
 - Credit Note Amount (RM)
Credit Note Amount (RM) = Original LPO Amount (RM) – Payment Amount (RM)

PAYMENT				
PAYMENT INFORMATION				
PAYMENT BY VOTE				
VOTE LIST				
Vote Code	Vote Description	Budget Type	Amount (RM)	Credit Note Amount(RM)
090401/031900/27401/01	Radioterapi (ubat)	Operating	120.00	120.00
TOTAL			120.00	120.00

Figure 4.1.3-4 Vote List section

4.2 Payment Approval

This function is used to approve or reject the Payment transaction with Pending for Approval status.



Payment No.	LPO No.	Supplier Name	Date Created	Payment Type	Status
PM17002669	LPO008714	PHARMANIAGA LOGISTIC SDN BHD	07/08/2017	Payment With Credit Note	Pending for Approval
PM17002668	LPO008715AA	PHARMANIAGA LOGISTIC SDN BHD	07/08/2017	Full Payment	Pending for Approval
PM17002667	LPO008701	3A PHARMA	07/08/2017	Full Payment	Approved

Figure 4.2-1 Task List

Note

Upon logging in to the system, the HOD / Pharmacist will receive the 'Pending for Approval' Payment transaction in the Task List at the Home Page.

Latest transaction will be shown on the last page of the Task List.

STEP 1

Double click on the Payment No. and the Payment screen will be displayed as shown in the Figure 4.2-2

Note

The pharmacist is also able to refer to section [3.1 Payment Listing Page](#) to search for the 'Pending for Approval' Payment record.

PAYMENT

PAYMENT INFORMATION

Payment No.	PM17002668	Type of Supply	APPL
LPO No.	LPO008715AA	Create Date	07/08/2017 11:46:37 AM
Supplier Name	PHARMANIAGA LOGISTIC SDN BHD.	Created By	admin clerk
Original LPO Amount(RM)	0.00	Payment Type	Full Payment
Status	Pending for Approval	Voucher No.	
Credit Note Amount(RM)	0.00	Credit Note No.	
Invoice Amount (RM)	7,000.00	Invoice Received Date	06/08/2017
Payment Amount(RM)	7,000.00	Invoice No.	Inv234
Remarks		eGRN Date(eP)	02/08/2017
Expected Invoice Date	16/08/2017	Reject Reason	

PAYMENT BY VOTE

Item Code	Item Description	Vote Code	Vote Description	Budget Type	Order Quantity	Receive Quantity	Received Amt.(RM)
02.0003.05	Acetyl Salic Ac Sol. 300mg Tab	090401/032200/27401/99	Farmasi dan Bekalan (Ubat)	Operating	350	350	7,000.00
TOTAL						350	7,000.00

VOTE LIST

Vote Code	Vote Description	Budget Type	Amount (RM)	Credit Note Amount(RM)
090401/032200/27401/99	Farmasi dan Bekalan (Ubat)	Operating	7,000.00	0.00
TOTAL			7,000.00	0.00

Figure 4.2-2 Approve/Reject Payment transaction

STEP 2

Select either one of the available button

- a)  button to Approve the Payment transaction.

Note

- The **Status** will be automatically changed to 'Approved'.
- Once a Payment transaction status is equal to Approved, the Liability Amount (RM) in the Budget Movement report will be transferred to the Utilized Amount (RM).

- b)  button to Reject the Payment transaction.

- **Reject Remark** is mandatory to reject the Payment transaction.
- The **Status** will be automatically changed to 'Rejected'.
- If a Payment transaction status is equal to Rejected, the Liability Amount (RM) in the Budget Movement report will be unchanged.



KEMENTERIAN KESIHATAN MALAYSIA
Hospital Pakar Sultanah Fatimah, Muar
Payment Summary List Report

DATE FROM : 01/01/2017 DATE TO: 07/08/2017

Supplier Name : All

REF NO.	LPO NO	LPO DATE	SUPPLIER NAME	PAYMENT DATE	INVOICE NO	INVOICE DATE	INVOICE AMOUNT (RM)	LPO AMOUNT (RM)	PAYMENT AMOUNT (RM)	CREDIT NOTE AMOUNT (RM)	ITEM PURCHASE TYPE
1	LP030811	03/08/2017	3A PHARMA	03/08/2017	WSX2222	03/08/2017	250.00	400.00	250.00	150.00	LP
2	LPO008715AA	02/08/2017	PHARMANIAGA LOGISTIC SDN.BHD.	07/08/2017	Inv234	06/08/2017	7,000.00	0.00	7,000.00	0.00	APPL
3	LP010804	01/08/2017	3A PHARMA	02/08/2017	Inv0123A	02/08/2017	0.00	300.00	0.00	300.00	LP
4	LPO08701	31/07/2017	3A PHARMA	07/08/2017	Inva	04/08/2017	1.33	1.33	1.33	0.00	LP
5	LP121121	28/07/2017	AAQID GLOBAL RESOURCES	07/08/2017	ADFA	28/07/2017	6.29	6.29	6.29	0.00	LP
6	LPO008673A	11/07/2017	PHARMANIAGA LOGISTIC SDN.BHD.	20/07/2017	30.00	20/07/2017	0.00	0.00	0.00	30.00	APPL
7	LPO008633AA	23/06/2017	3A PHARMA	23/06/2017	InvoiceAA111	23/06/2017	0.00	6,040.00	0.00	6,040.00	LP
8	LPO008636AAAA	23/06/2017	2K MEDICARE SDN BHD	23/06/2017	Invoice12AA	23/06/2017	1,800.00	1,800.00	1,800.00	0.00	LP
9	LPO008635	23/06/2017	2K MEDICARE SDN BHD	23/06/2017	Invoice1123AA	23/06/2017	200.00	400.00	200.00	200.00	LP
10	LPO008634AA	23/06/2017	4U-TECH CORPORATION SDN. BHD.	23/06/2017	Inv01132AAA	23/06/2017	2,500.00	2,500.00	2,500.00	0.00	LP
11	LPO0008632ePApp roved	23/06/2017	2K MEDICARE SDN BHD	23/06/2017	InvoiceAA1	23/06/2017	0.00	12,000.00	0.00	12,000.00	LP
12	dfg	20/06/2017	ACET MEDIC SUPPLIES	20/06/2017	456	20/06/2017	1,000.00	2,000.00	1,000.00	1,000.00	LP
13	LPO91239	01/06/2017	PRIMABUMI SDN. BHD.	02/06/2017	test111	02/06/2017	0.00	1,535.00	0.00	1,535.00	Contract
14	LPO008537	31/05/2017	2K MEDICARE SDN BHD	02/06/2017	Inv123A	02/06/2017	4,500.00	4,500.00	4,500.00	0.00	LP
15	LP160502	16/05/2017	MS ALLY PHARMA SDN. BHD.	17/05/2017	3	17/05/2017	0.00	5,190.00	0.00	5,190.00	Contract
16	LP120510	12/05/2017	4U-TECH CORPORATION SDN. BHD.	12/05/2017	bb2432	12/05/2017	160.00	600.00	160.00	440.00	LP
17	LP120502	12/05/2017	4U-TECH CORPORATION SDN. BHD.	12/05/2017	323as	12/05/2017	20.00	100.00	20.00	80.00	LP
18	LP120508	12/05/2017	AARGYP SCIENTIFIC SDN. BHD	12/05/2017	qwdq	12/05/2017	1,200.00	6,000.00	1,200.00	4,800.00	LP
19	LP120506	12/05/2017	4U-TECH CORPORATION SDN. BHD.	12/05/2017	swfsw	12/05/2017	1,200.00	4,000.00	1,200.00	2,800.00	LP
20	LP120509	12/05/2017	ACET MEDIC SUPPLIES SDN	12/05/2017	234243	12/05/2017	20.00	80.00	20.00	60.00	LP
21	LPO08457A2A3	19/04/2017	2K MEDICARE SDN BHD	03/05/2017	InvoiceNumber0 074A	20/04/2017	0.00	100.00	0.00	100.00	LP

Printed Date : 07/08/2017 Printed By : System Administrator Unit Name : STOR FARMASI Source : I7MS

Figure 4.2-3 Payment Summary List Report

5.0 Acronyms

Abbreviation	Definition
MOH	Ministry of Health
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
eP	e-Perolehan
LPO	Local Purchase Order
DO	Delivery Order
CN	Credit Note

6.0 Links to Inventory Modules

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