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

User Manual
Pharmacy Inventory (Payment)

Version	**: 5th Edition**
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Application reference: PhIS & CPS v1.5.1

Table of Contents

1.0   Introduction

1.1   Overview of PhIS

Pharmacy Information System or better known as PhIS is a complete and comprehensive system that integrates pharmacy related services that geared 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.

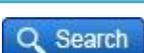User will understand the following activities in detail:

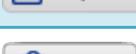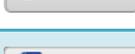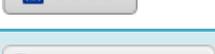• Payment

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

• Section 5 : Links To Inventory Modules

2.0   Application Standard Features

2.1   PhIS Legend

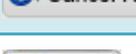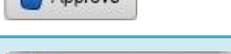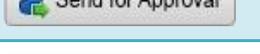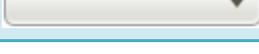| Standard Legend			
LOGIN	Login to PhIS	Logout	Logout from PhIS
Change Password	Change Login Password	C	Reset Login Screen
+	Expand Menu	−	Collapse Menu
Home	Display Home Tab	▷	Expand Module
◹	Collapse Module	⊠	Close All Open Tabs
↻	Refresh Screen	Q Search	Search Record
+	Add/Create New Record	i	Show Help
🖨	Print	*	Mandatory Field
🗓	Calendar Icon	🔍	Search Icon
x	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
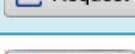
Note

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

2.2 Latest Enhancement and Updates

Latest Functions	Page

3.0   Payment

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.

User Group
This module is intended for Storekeeper and Pharmacists at the Pharmacy Store.
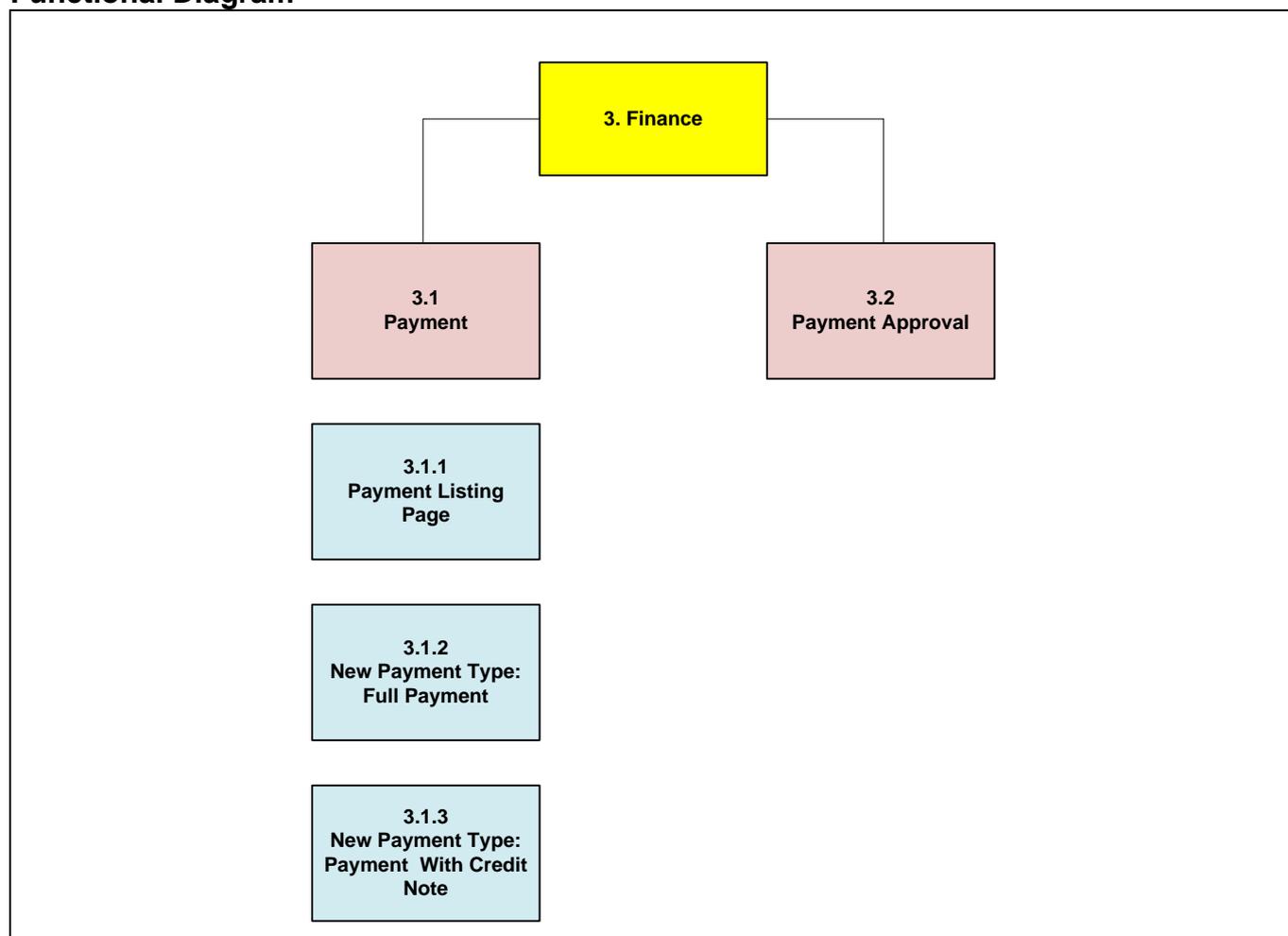
Functional Diagram

Figure 3.1

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).

3.1 Payment

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

3.1.1 Payment Listing Page

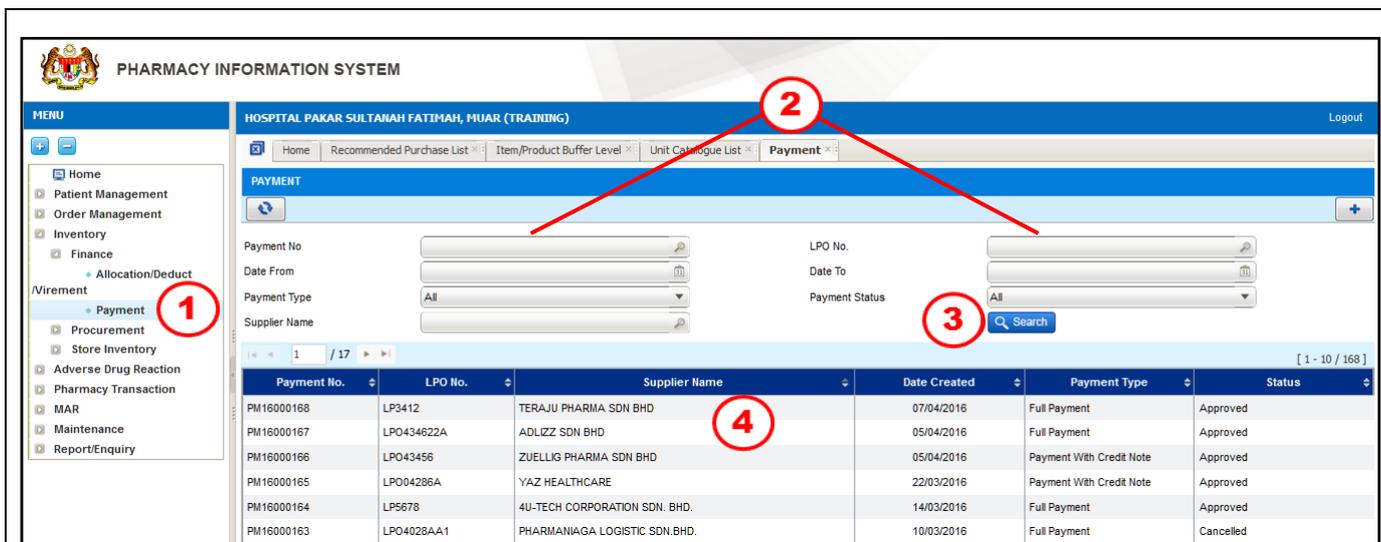This page will display all the existing Payment transaction(s).

Figure 3.1-1 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: • 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 - Cancelled	Payment Status: • All • Approved – The Payment transaction is approved by the Pharmacist • Cancelled – The Payment

| | | | - Open
 - Pending for Approval
 - Rejected | 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 3.1-1

STEP 3

Click on the [Q Search] 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 3.1-2

Figure 3.1-2 Existing Payment record

3.1.2 New Payment (Payment Type: Full Payment)

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

Figure 3.1.2-1 Create New Payment

Note

- *LPO No. will be availabled 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.*
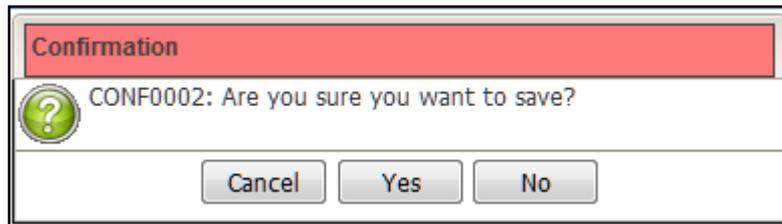

Figure 3.1.2-2 New Payment

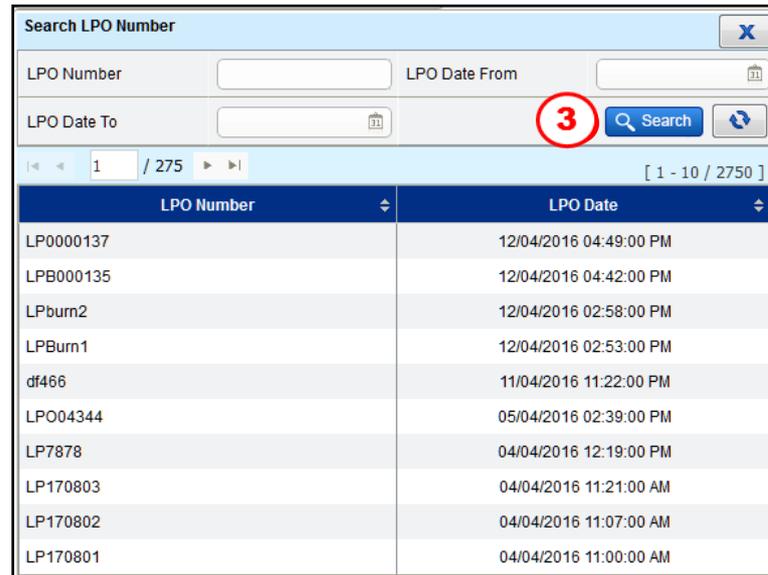**Figure 3.1.2-3 Alert message confirm Payment**

Figure 3.1.2-4 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 3.1.2-1.

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 🔍 Search 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 3.1.2-3.

- 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 3.1.2-4*

- *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* 🔍 Search *button or just click the* 🔍 Search *button to search for the LPO No. Double click to select LPO No.*
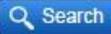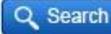
- *LPO No. from Purchase Order with Status = 'eP Approved' will be displayed here.*

- *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)*
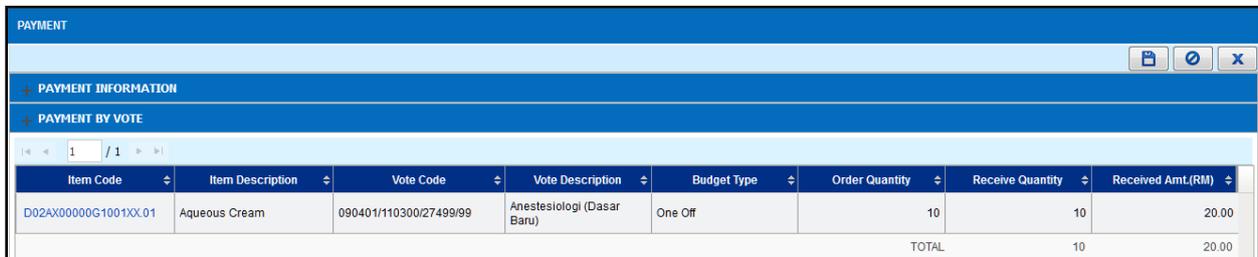
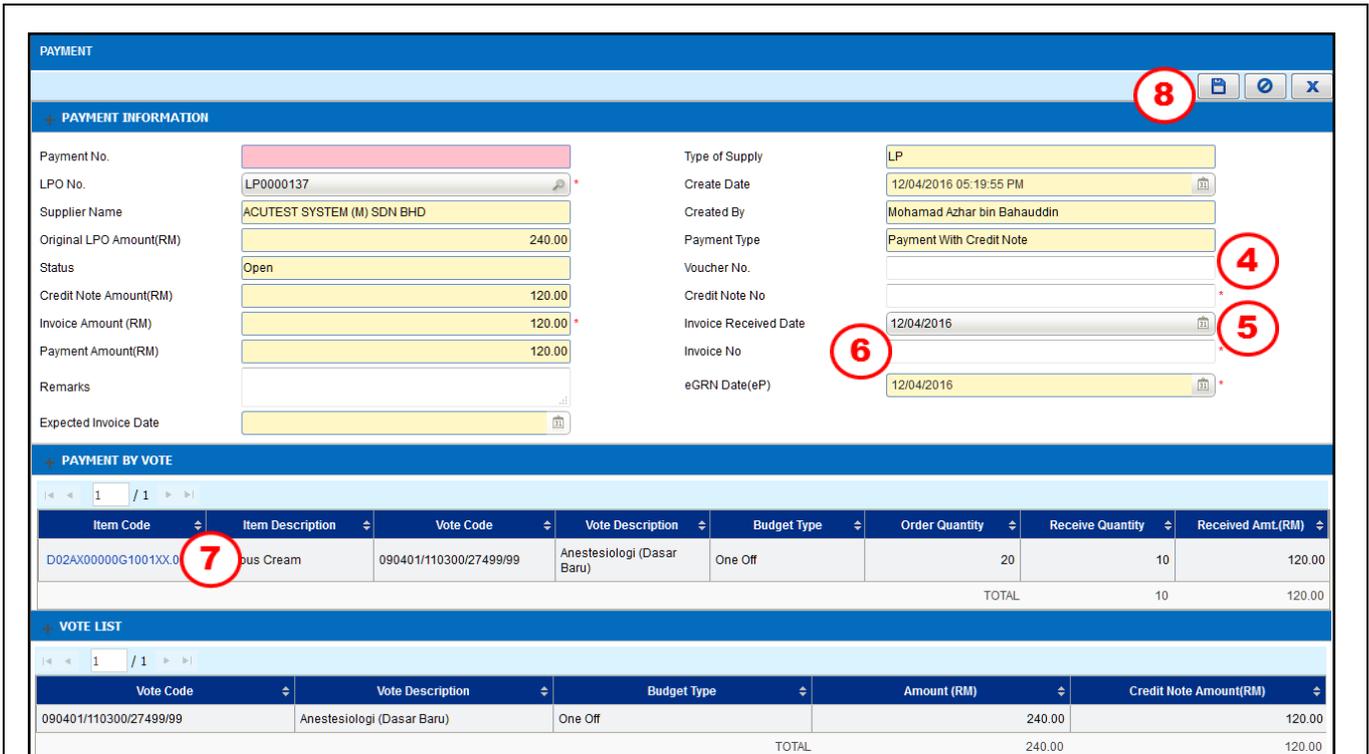| Item Code	Item Description	Vote Code	Vote Description	Budget Type	Order Quantity	Receive Quantity	Received Amt.(RM)
D02AX00000G1001XX.01	Aqueous Cream	090401/110300/27499/99	Anestesiologi (Dasar Baru)	One Off	10	10	20.00
					TOTAL 10		20.00

Figure 3.1.2-5 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*
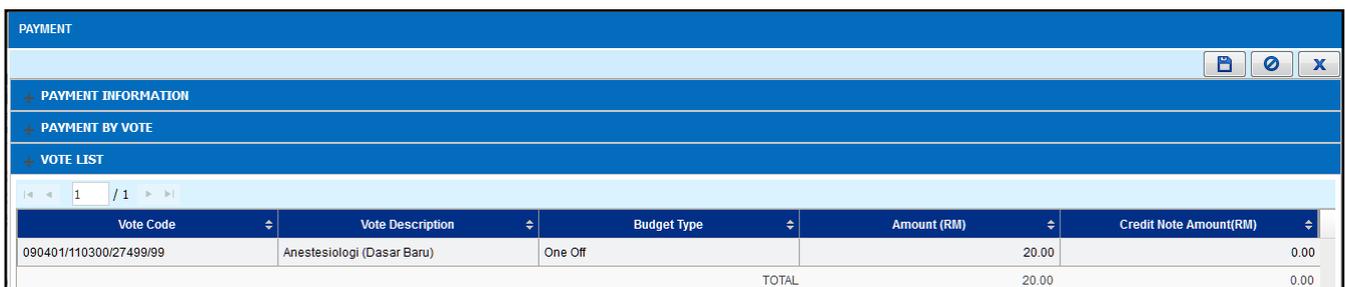
Vote Code	Vote Description	Budget Type	Amount (RM)	Credit Note Amount(RM)
090401/110300/27499/99	Anestesiologi (Dasar Baru)	One Off	20.00	0.00
		TOTAL	20.00	0.00

Figure 3.1.2-6 Vote List section

Figure 3.1.2-7 Vote List section

STEP 4

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

STEP 5

Select *Invoice Received Date* from the [icon] 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 3.1.2-8. Click on the [X] button to close the Delivery Order (DO) Details screen.*

Figure 3.1.2-8 Delivery Order (DO) Details

STEP 8

Click on the [save icon] button to save the Payment record.

Note
- *After save record, alert message will be displayed as per Figure 3.1.2-9 & Figure 3.1.2-10.*

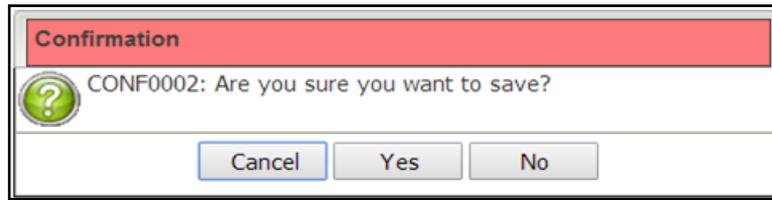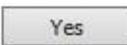**Figure 3.1.2-9 Save Record?**

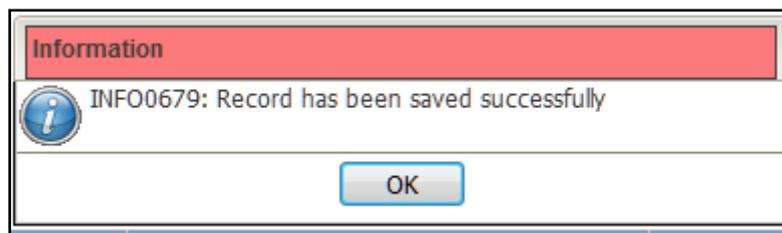- *Click on the [Yes] button in Figure 3.1.2-9.*

Figure 3.1.2-10 Message Information

- *Click on the [OK] button in Figure 3.1.2-10.*

- ***Payment No.*** *will be generated for future reference. E.g: PM13000001 and [Approve] , [Reject] , [Cancel Request] button will be enabled.*
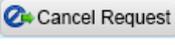
Character	Description	Value
1-2	Payment	'PM'
3-4	Current year in 'YY' format	14
5-10	Running No.	Starting from 000001. This running number will be restarted to 000001 of every new financial year

Table 3.1.2-1

- *The **Status** will be automatically changed to 'Open'*

- *The Pharmacist/HOD can review the transaction in **Payment Listing Page** to proceed for decision on the transaction for Approval, Reject and Cancel*

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

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

Figure 3.1.3-1 Create New Payment

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 1** to **STEP 8** in section 3.1.2 New Payment (Payment Type: Full Payment) to create a new Payment transaction.*

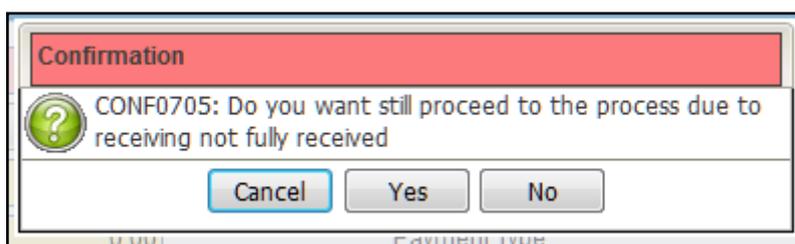**Figure 3.1.3-2 Create New Payment**

Figure 3.1.3-3 Confirmation For Payment

- *For **Payment Using Credit Note**, there will be a Confirmation upon selecting **LPO No.** as in Figure 3.1.3-3 before proceeding*

- ***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)

Figure 3.1.3-3 Payment By Vote section

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

Figure 3.1.3-4 Vote List section

3.2 Payment

This function is used to approve, reject or cancel the Payment transaction with 'Open' Status.

Figure 3.2-1 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 3.2-2

Note
The pharmacist is also able to refer to section 3.1 Payment Listing Page to search for the 'Open' Payment record.

Figure 3.2-2 Approve/Reject/Cancel Payment transaction

STEP 2
Select either one of the available button

a) [👍 Approve] 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) [👎 Reject] 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.*
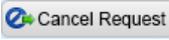
c) [↻ Cancel Request] button to Cancle the Payment transaction.

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

- *If Payment transaction status is equal to Cancelled , the Liability Amount (RM) in the Budget Movement report will be unchanged.*

KEMENTERIAN KESIHATAN MALAYSIA
Hospital Pakar Sultanah Fatimah, Muar (Training)
PAYMENT SUMMARY LIST REPORT

DATE FROM : 01/01/2016   **DATE TO:** 14/04/2016

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	LP0000137	12/04/2016	ACUTEST SYSTEM (M) SDN	12/04/2016	INV042C4	12/04/2016	120.00	240.00	120.00	120.00	LP
2	LPB000135	12/04/2016	4U-TECH CORPORATION SDN. BHD.	12/04/2016	INB00041	12/04/2016	20.00	20.00	20.00	0.00	LP
3	LP0000232	12/04/2016	ACUTEST SYSTEM (M) SDN	12/04/2016	FCW331	12/04/2016	0.00	10.00	0.00	10.00	LP
4	LP3412	07/04/2016	TERAJU PHARMA SDN BHD	07/04/2016	INV3412	07/04/2016	5,695.00	5,695.00	5,695.00	0.00	Contract
5	LPO43456	05/04/2016	ZUELLIG PHARMA SDN BHD	05/04/2016	Invoice No111	05/04/2016	85,200.00	132,200.00	85,200.00	47,000.00	LP
6	LPO434622A	05/04/2016	ADLIZZ SDN BHD	05/04/2016	Invoice11AA	05/04/2016	38,700.00	38,700.00	38,700.00	0.00	LP
7	LPO04286A	22/03/2016	YAZ HEALTHCARE	22/03/2016	Invoice No331	22/03/2016	13,726.05	19,734.84	13,726.05	6,008.79	LP
8	LP5678	11/03/2016	4U-TECH CORPORATION SDN. BHD.	14/03/2016	invoice323	14/03/2016	50.00	50.00	50.00	0.00	LP
9	LP5000010	03/01/2016	PHARMANIAGA LOGISTIC SDN.BHD.	08/01/2016	2525256	07/01/2016	1,827.00	1,827.00	1,827.00	0.00	APPL

Figure 3.2-3 Payment Summary List Report

4.0   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

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**