



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

---

## **User Manual Pharmacy Inventory Receive Item (Intra Facility)**

<b>Version</b>	<b>: 6<sup>th</sup> Edition</b>
<b>Document ID</b>	<b>: U. MANUAL_INV_RECEIVE ITEM_ INTRA FACILITY</b>



PhIS & CPS Project  
User Manual – Pharmacy Inventory  
Receive Item (Intra Facility)



© 2011-2017 Pharmacy Information System & Clinic Pharmacy System (PhIS & CPS) Project

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

*Reference ID : U. MANUAL\_INV\_RECEIVE ITEM\_INTRA FACILITY-6<sup>th</sup> Edition*

*Application reference: PhIS & CPS v1.6.1*



## Table of Contents

1.0	Introduction .....	1
1.1	Overview of PhIS.....	1
1.2	Purpose and Objectives.....	1
1.3	Organised Sections .....	1
2.0	Application Standard Features .....	2
2.1	PhIS Legend.....	2
2.2	Latest Enhancement and Updates.....	3
3.0	Receive Item Intra Facility .....	4
	Overview .....	4
	User Group.....	4
	Functional Diagram .....	4
3.1	Receive Item Intra Facility Listing Page .....	5
3.2	Create New Receive Item Intra Facility .....	7
3.2.1	Receive Item Inter Facility Type .....	9
3.2.1.1	Issue Note.....	9
3.2.1.2	Manual .....	14
3.2.1.3	Return Item .....	24
3.2.1.4	Stock Transfer.....	28
4.0	Acronyms.....	32
5.0	Links to Inventory Modules.....	32



## 1.0 Introduction

### 1.1 Overview of PhIS

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

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

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

### 1.2 Purpose and Objectives

This user manual outlines the Pharmacy Inventory (Recall Product) 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:

- Receiving Intra Facility
- Receive type: Issue Note
- Receive type: Manual
- Receive type: Return Item
- Receive type: Stock Transfer

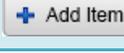
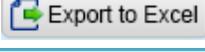
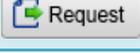
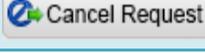
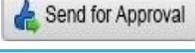
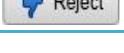
### 1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Procurement Standard (APPL)
- Section 4 : Acronyms
- Section 5 : Link to Inventory Modules

## 2.0 Application Standard Features

### 2.1 PhIS Legend

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

#### 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 Receive Item Intra Facility

#### Overview

The facility in general can receive items from internal and external facility that is or not connected to the cPhIS system. All items received by the facility needs to enter into the inventory of the facility to ensure that the all stocks are tallied and updated with the latest information.

#### User Group

This module is intended for inventory user at the Pharmacy Store, Sub Store and Unit/Ward (subject to user assigned by the facility).

#### Functional Diagram

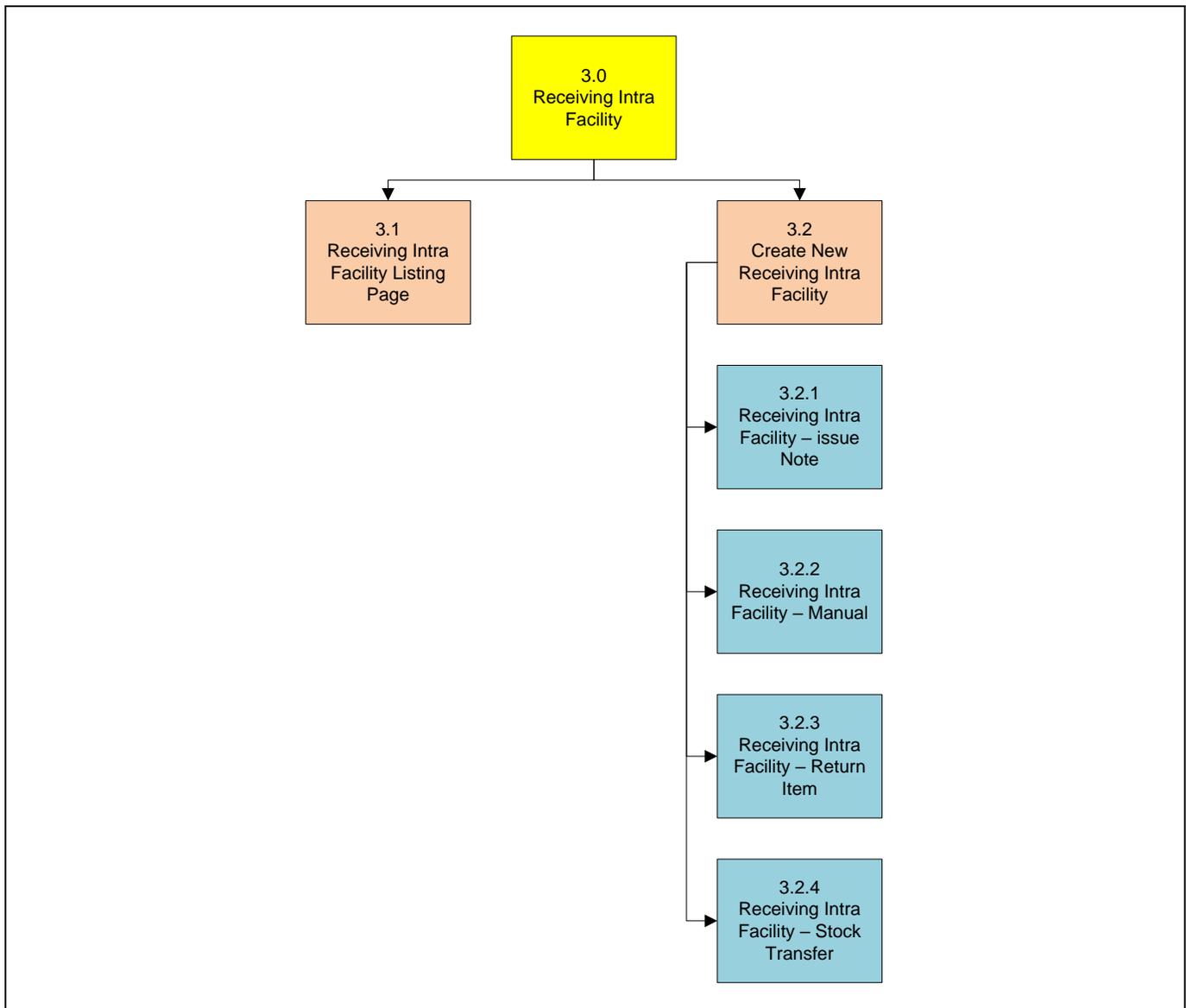


Figure 3.0-1

### 3.1 Receive Item Intra Facility Listing Page

This function is used to view existing Receiving Intra Facility records.

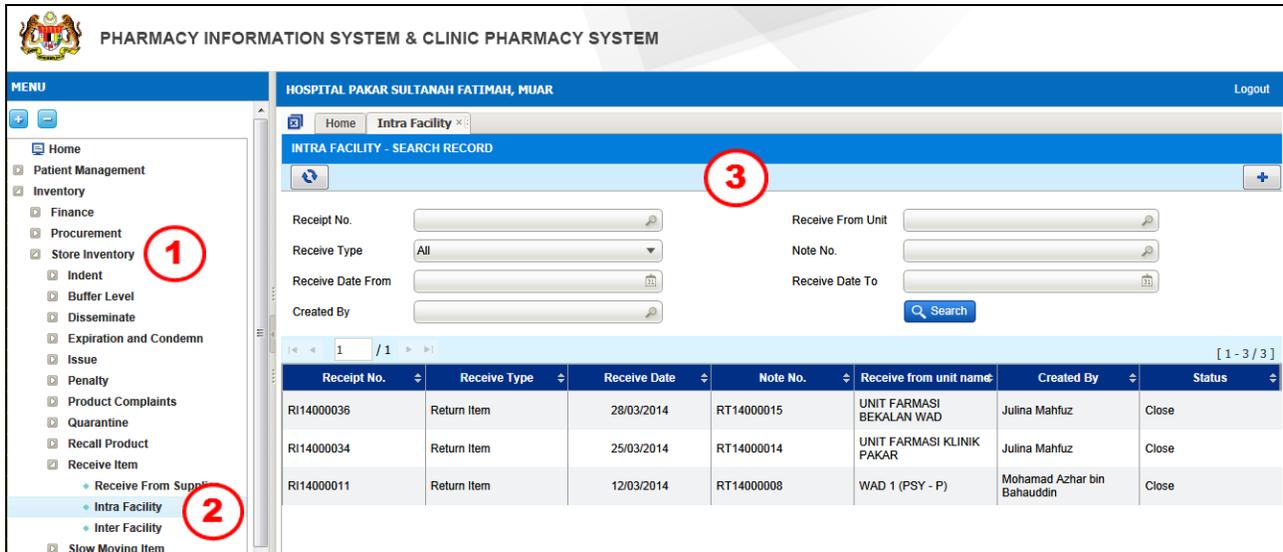


Figure 3.1-1 Receive Intra Facility Listing Page

#### STEP 1

Click on 'Inventory' menu and click on 'Store Inventory' sub-menu

#### STEP 2

Click on 'Receive Item' and follow by click on 'Intra Facility'

#### STEP 3

To search for existing Receiving Intra Facility transaction, user may search by criteria as follows:

No	Field	Description	Remarks
a	Receipt No.	Search by Receipt No.	Display existing Receipt No
b	Receive From Unit	Search Receive from Unit -	Able to filter and search record(s) by Unit Name
c	Receive Type	Search by: - All - Issue Note - Manual - Return Item - Stock Transfer	Able to filter and search record(s)
d	Note No.	Search Note No.	Able to filter and search record(s)
e	Receive Date From	Select start date of receiving intra facility from the calendar	Format field (dd/mm/yy)
f	Receive Date To	Select of receiving intra facility end from the calendar	Format field (dd/mm/yy)
g	Created By	Name of the person who created the transaction	Display existing user name

Table 3.1.1

Receipt No.	Receive Type	Receive Date	Note No.	Receive from unit name	Created By	Status
RI14000036	Return Item	28/03/2014	RT14000015	UNIT FARMASI BEKALAN WAD	Julina Mahtuz	Close
RI14000034	Return Item	25/03/2014	RT14000014	UNIT FARMASI KLINIK PAKAR	Julina Mahtuz	Close
RI14000011	Return Item	12/03/2014	RT14000008	WAD 1 (PSY - P)	Mohamad Azhar bin Bahauddin	Close

Figure 3.1-2 Receive Intra Facility Listing Page

**STEP 4**

Click on the button after input the criteria.

**Note**

The result display will be based on the entered criteria as shown in Figure 3.1-2.

**STEP 5**

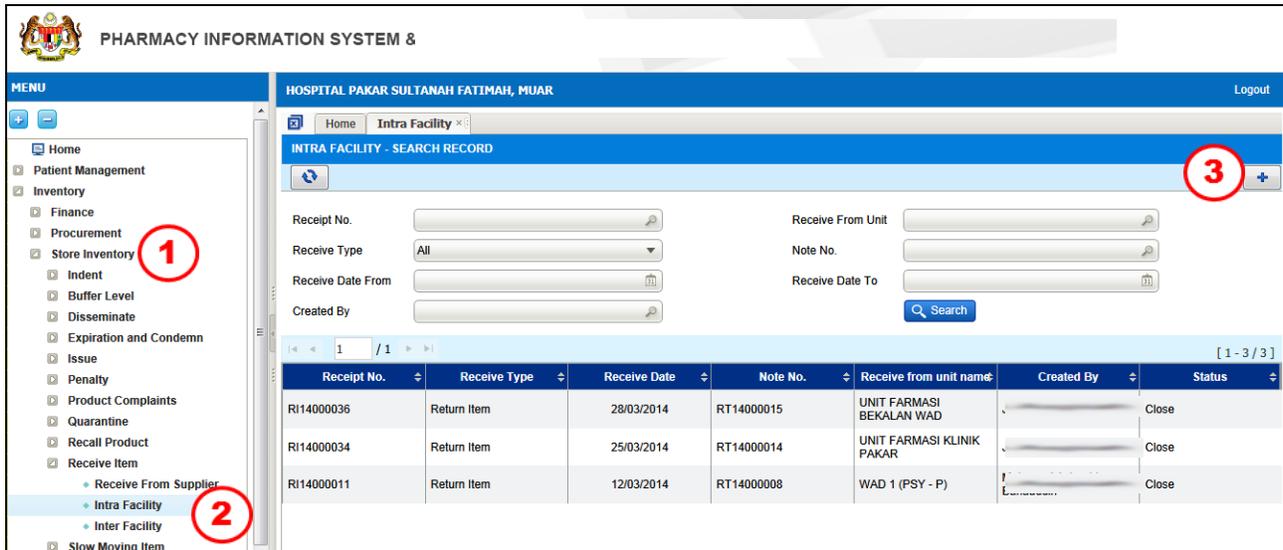
Double click on the selected record and the details will be displayed as per Figure 3.1-3.

Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity in SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Pending Quantity in SKU	Pending Quantity in PKU	Average Unit Price(RM)	Total Amount(RM)
J01CE02500F2101 XX.01	Phenoxymethyl Penicillin 125 mg/5 ml Syrup	1603027A	31/03/2019	108,000 (ml)	60	Bottle of 60 ml	1,800.00 (bott)	108,000 (ml)	1,800.00 (bott)	0 (ml)	0.00 (bott)	0.0456	4,924.80

Figure 3.1-3 Intra Facility

### 3.2 Create New Receive Item Intra Facility

To create new record for receiving Intra Facility, perform steps below:



PHARMACY INFORMATION SYSTEM & HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

MENU

- Home
- Patient Management
- Inventory (1)
  - Finance
  - Procurement
  - Store Inventory (1)
  - Indent
  - Buffer Level
  - Disseminate
  - Expiration and Condemn
  - Issue
  - Penalty
  - Product Complaints
  - Quarantine
  - Recall Product
  - Receive Item
    - Receive From Supplier
    - Intra Facility (2)
    - Inter Facility
  - Slow Moving Item

INTRA FACILITY - SEARCH RECORD (3)

Receipt No.  Receive From Unit

Receive Type  Note No.

Receive Date From  Receive Date To

Created By

Receipt No.	Receive Type	Receive Date	Note No.	Receive from unit name	Created By	Status
RI14000036	Return Item	28/03/2014	RT14000015	UNIT FARMASI BEKALAN WAD		Close
RI14000034	Return Item	25/03/2014	RT14000014	UNIT FARMASI KLINIK PAKAR		Close
RI14000011	Return Item	12/03/2014	RT14000008	WAD 1 (PSY - P)		Close

Figure 3.2-1 Receiving Intra Facility

#### STEP 1

Click on 'Inventory' menu and click on 'Store Inventory' sub-menu

#### STEP 2

Click on 'Receive Item' and follow by click on 'Intra Facility'

#### STEP 3

Click on the  button to create a new Receive Intra Facility

#### Note

Intra Facility screen will be displayed as figure 3.2-2

INTRA FACILITY

INTRA FACILITY RECEIVE ITEMS

Receipt No. <input style="width: 100%;" type="text"/>	Goods Receive Date <input style="width: 100%; border: 1px solid yellow;" type="text" value="27/07/2017"/>
Receive Type <input style="width: 100%;" type="text"/>	Note No. <input style="width: 100%;" type="text"/>
Receiving Unit <input style="width: 100%;" type="text"/>	Created By <input style="width: 100%; border: 1px solid yellow;" type="text" value="System Administrator"/>
Note Type <input style="width: 100%;" type="text"/>	Indent No. <input style="width: 100%;" type="text"/>
Receive From Unit Name <input style="width: 100%;" type="text"/>	Status <input style="width: 100%; border: 1px solid yellow;" type="text" value="Open"/>
Item Group <input style="width: 100%; border: 1px solid gray;" type="text" value="DRUG"/>	Item Sub Class <input style="width: 100%;" type="text"/>
Amount <input style="width: 100%; border: 1px solid gray;" type="text" value="0.00"/>	Reject Reason <input style="width: 100%;" type="text"/>
Remarks <input style="width: 100%; height: 20px;" type="text"/>	UOM <input checked="" type="radio"/> SKU <input type="radio"/> PKU

ITEM DETAILS

1 / 1

Delete	Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity in SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Average Unit Price(RM)	Total Amount(RM)
No Records Found!												

**Figure 3.2-2 Intra Facility Screen**

**Note**

There are 4 types of receiving which are:

- a) Issue Note
- b) Manual
- c) Return Item
- d) Stock Transfer

### 3.2.1 Receive Item Inter Facility Type

#### 3.2.1.1 Issue Note

To create new record receiving against Issue Note, perform steps below:

Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity In SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Pending Quantity In SKU	Pending Quantity In PKU	Average Unit Price(RM)	Total Amount(RM)
01.2203.02	Lignocaine 2% Jelly	B1412030	31/12/2016	60 (tube)	1	tube of 20 gram	60.00 (tube)	56 (tube)	56.00 (tube)	4 (tube)	4.00 (tube)	6.8400	383.04

Figure 3.2.1.1-1 Intra Facility Receive Items - Issue Note

#### STEP 1

Select **Receive Type** as Issue Note from dropdown box

- Issue Note
- Manual
- Return Item
- Stock Transfer

#### STEP 2

Click on the **Issue note No.** button and Search Issue Note No. window will be displayed as Figure 3.2.1.1-2.

Issue No.	Supplying Unit	Receiving Unit	Date
N02IVDRIP01-0022765	Stor Drip	Ward 9 - Ante Post-Partum	26/03/2017 12:10:49 PM
N02FMFG-0022757	Farmasi Manufacturing & Pre-pack (MFG)	Ward 9 - Ante Post-Partum	26/03/2017 11:33:15 AM
F02FMFG-0008575	Farmasi Manufacturing & Pre-pack (MFG)	Ward 9 - Ante Post-Partum	26/03/2017 10:53:58 AM

Figure 3.2.1.1-2 Search Issue Note No.

#### Note

- This textbox allow user to enter partial or full character for **Issue Note No.** and click on the  button.
- List of Issue Note No. will be displayed and double click it to select a **Issue Note No**

+ INTRA FACILITY RECEIVE ITEMS 3

Receipt No. <input style="width: 90%;" type="text"/>	Goods Receive Date <input style="width: 90%;" type="text" value="27/07/2017"/>
Receive Type <input style="width: 90%;" type="text" value="Issue Note"/>	Issue Note No. <input style="width: 90%;" type="text" value="N02PS001-0016589"/>
Receiving Unit <input style="width: 90%;" type="text" value="Farmasi Bekalan Wad (FBW)"/>	Created By <input style="width: 90%;" type="text" value="System Administrator"/>
Note Type <input style="width: 90%;" type="text" value="Issue Note"/>	Indent No. <input style="width: 90%;" type="text" value="K16011097"/>
Receive From Unit Name <input style="width: 90%;" type="text" value="Farmasi Logistik"/>	Status <input style="width: 90%;" type="text" value="Open"/>
Item Group <input style="width: 90%;" type="text" value="DRUG"/>	Item Sub Class <input style="width: 90%;" type="text"/>
Amount <input style="width: 90%;" type="text" value="383.04"/>	Reject Reason <input style="width: 90%;" type="text"/>
Remarks <input style="width: 90%; height: 20px;" type="text"/>	UOM <input checked="" type="radio"/> SKU <input type="radio"/> PKU

+ ITEM DETAILS [ 1 - 1 / 1 ]

Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity In SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Pending Quantity In SKU	Pending Quantity In PKU	Average Unit Price(RM)	Total Amount(RM)
01.2203.02	Lignocaine 2% Jelly	B1412030	31/12/2016	60 (tube)	1	tube of 20 gram	60.00 (tube)	56 (tube)	56.00 (tube)	4 (tube)	4.00 (tube)	6.8400	383.04

Figure 3.2.1.1-3 Intra Facility Receive Items – Issue Note

**Note**

- Received item will show after **selecting Issue Note No.**
- **Unit** is based on the Login ID.
- **Created by** will be defaulted according to Login ID.
- **Indent No.** will be displayed based on the selected **Issue Note No.**
- **Receive From Unit Name** will display supplying unit name.
- The new **Status** will be 'open'

**STEP 3**

Click on the  button to save the transaction

**Note**

- System will display an alert message as displayed in Figure 3.2.1.1--.4.
- Message Information as Figure 3.2.1.1--.5 will be displayed once user click on the Yes button in Figure 3.2.1.1--.4.

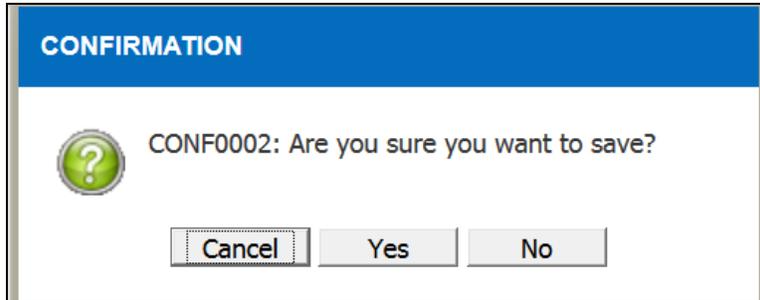


Figure 3.2.1.1-4 Alert Message

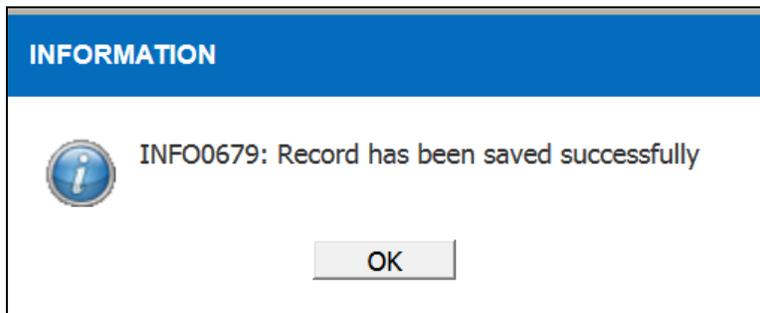


Figure 3.2.1.1-5 Alert Message

- *Receipt No.* will be a generated automatically for future reference.

Character	Description	Value
1-2	Receipt	'RI'
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 3.2.1.1-1

INTRA FACILITY

4
KEW.PS-10

+ INTRA FACILITY RECEIVE ITEMS

Receipt No.	RI17026506	Goods Receive Date	27/07/2017
Receive Type	Issue Note	Issue Note No.	N02PS001-0016589
Receiving Unit	Farmasi Bekalan Wad (FBW)	Created By	System Administrator
Note Type	Issue Note	Indent No.	K16011097
Receive From Unit Name	Farmasi Logistik	Status	Close
Item Group	DRUG	Item Sub Class	
Amount	383.04	Reject Reason	
Remarks			

UOM  SKU  PKU

+ ITEM DETAILS

[ 1 - 1 / 1 ]

Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity in SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Pending Quantity in SKU	Pending Quantity in PKU	Average Unit Price(RM)	Total Amount(RM)
01.2203.02	Lignocaine 2% Jelly	B1412030	31/12/2016	60 (tube)	1	tube of 20 gram	60.00 (tube)	56 (tube)	56.00 (tube)	4 (tube)	4.00 (tube)	6.8400	383.04

**Figure 3.2.1.1-6 View/Print Report**

**Note**

- button will be displayed as Figure 3.2.1.1-6.
- **Status** will change automatically to Close.

**STEP 4**

Click on the button to view/print report

U. MANUAL\_INV\_RECEIVE ITEM\_INTRA FACILITY- 6<sup>th</sup> E

Page 12



PHIS & CPS Project  
User Manual – Pharmacy Inventory  
Receive Item (Intra Facility)

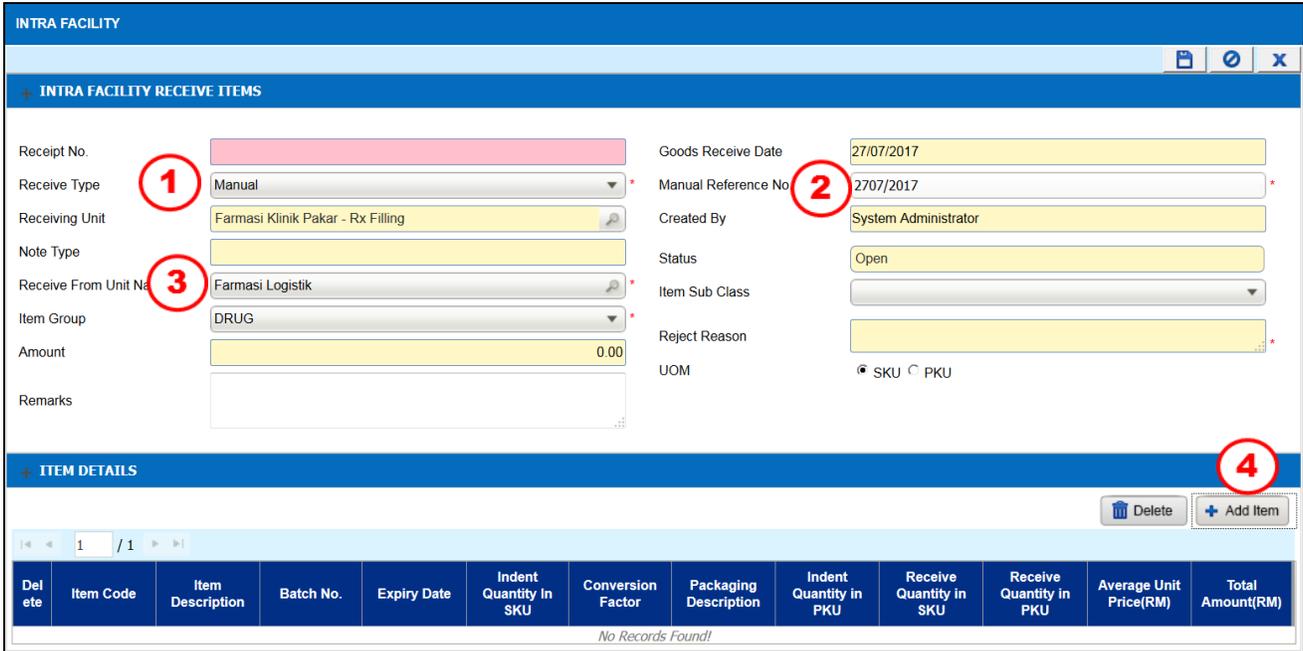


KEMENTERIAN KESIHATAN MALAYSIA														
Hospital Kulim														
BORANG PESANAN DAN PENGELUARAN STOK														
(Tatacara Pengurusan Stok 136)														
KEW.PS-10														
Pemesan : Farmasi Bekalan Wad (FBW)				Pengeluar : Farmasi Logistik										
Dilengkapkan Oleh Stok Pemesan							Dilengkapkan Oleh Stok Pengeluar							
No. Pemesanan: K16011057		Tarikh Pemesanan: 26/07/2016		No. Pengeluaran: N02P8001-0016589			Online Issue		Tarikh Pengeluaran: 26/07/2016					
Tarikh Bekalan Dikehendaki:				BAHAGIAN BEKALAN KAWALAN DAN AKAUN					BAHAGIAN SIMPANAN					
No. Kod (Drug/Non Drug Code)	Perihal Stok	Kuantiti Dipecan	SKU	No. Kod (Item Code)	Baki di Stok	Kuantiti Diluluskan	SKU	Harga (RM)		Deskripsi Bungkusan	No. Kelompok	Tarikh Luput	Catatan	
								8seunit	Jumlah					
N01BB02110G4001XX	LIGNOcaine 2% Jelly	60	tube	01.2203.02		56	tube	6.8400	383.04	tube of 20 gram	B1412030	31/12/2016		
Dilengkapkan Oleh Stok Pemesan							Dilengkapkan Oleh Stok Pengeluar							
Pegawai Pemesan :				Pegawai Penerima :				Telah Diluluskan dan Direkodkan oleh:			Dikeluarkan dan Direkodkan oleh:			
Nama : MUHAYADIN BUTAN				Nama : System Administrator				Nama : NORLAM SHYAMSUL LAM RABOL			Nama :			
Jawatan : Penolong Pegawai Farmasi U32				Jawatan : Ketua Pegawai Farmasi				Jawatan : Pembantu Tadbir N22 (Perkeranian)			Jawatan :			
Unit : Farmasi Bekalan Wad (FBW)				Unit : Farmasi Klinik Pakar - Rx Filling				Unit : Farmasi Logistik			Unit :			
Jabatan : Pharmacy				Jabatan : Pharmacy				Jabatan : Pharmacy			Jabatan :			
Tarikh : 26/07/2016				Tarikh : 27/07/2017				Tarikh : 27/07/2017			Tarikh :			
				(Dilengkapkan setelah stok diterima)				BAHAGIAN BUNGGUKAN DAN PENGHANTARAN						
Remark :				Butir-butir Bungkusan			Butir-butir Penghantaran			Telah dibungkus dan dihantar oleh:				
										Nama :				
										Jawatan :				
										Jabatan :				
										Tarikh :				
Ini adalah cetakan komputer, tandatangan tidak diperlukan														
Printed Date : 27/07/2017				Printed by : System Administrator				Unit Name : Farmasi Klinik Pakar - Rx Filling				Source : PhIS		
Page 1 of 1														

Figure 3.2.1.1-7 View/Print KEW.PS-10

### 3.2.1.2 Manual

To create new record receiving against Manual, perform steps below:



Del ete	Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity In SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Average Unit Price(RM)	Total Amount(RM)
No Records Found!												

Figure 3.2.1.2-1 Intra Facility Receive Items – Manual

#### STEP 1

Select **Receive Type** as Manual from dropdown box

- Issue Note
- Manual
- Return Item
- Stock Transfer

#### STEP 2

Enter **Manual References No.**

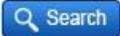
#### STEP 3

Click on the **Receive From Unit Name**  button and Search Receive From Unit Name window will be displayed as Figure 3.2.1.2-2

Requester Unit	
Requester Description	Requester Code
<input type="button" value="Search"/> <input type="button" value="Refresh"/>	
1 / 7 [ 1 - 10 / 63 ]	
Requester Description	Requester Code
CENTRAL STERILIZATION SERVICE UNIT	CSSU
COMMUNITY PSYCHIATRIC UNIT	CPU
DEWAN BEDAH	OT
DEWAN BEDAH HARIAN	MINOR OT
DEWAN BERSALIN	LR
DEWAN BERSALIN HD	HD-LR
FBW FILLING STATION	FBW Fill
FKP FILLING STATION	FKP Fill
JABATAN BEDAH MULUT	DENTAL CL
JABATAN KECEMASAN & TRAUMA	A&E

Figure 3.2.1.2-2 Search Receive From Unit Name

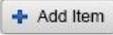
**Note**

- User is allowed to enter a partial or full character for **Receive From Unit Name** and click on the  button.
- Double click to select a Unit Name

ADD ITEM			
Item Description	Acarbose 50 mg Tablet	Item Code	A10BF01000T1001-1
Brand	GARBOSE	Batch No.	PNP1021
Expiry Date	31/12/2018	Receive Quantity (SKU)	2,000
Quantity Available (SKU)	0	SKU	tablet

Figure 3.2.1.2-3 Add Item

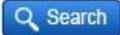
**STEP 4**

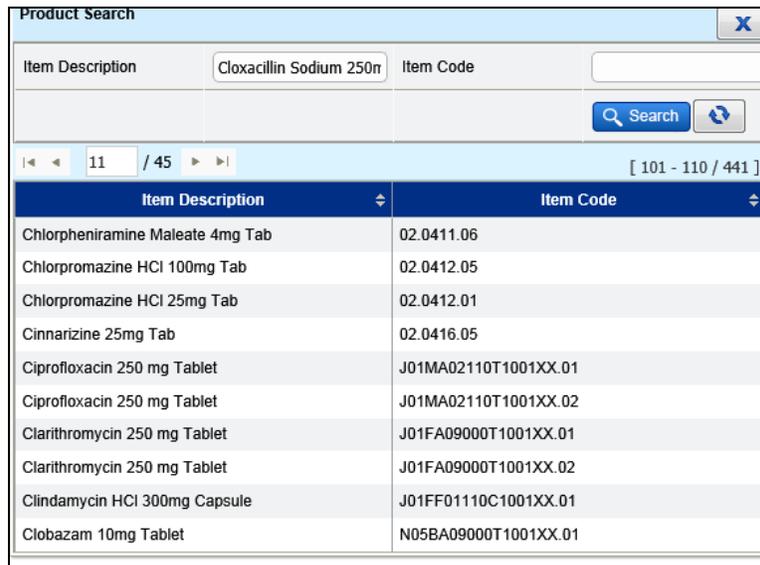
Click on the  button to add manually Drug/Non Drug

**STEP 5**

Select **Item Description**  button

**Note**

- This textbox allow user to enter a partial or full character for **Item Description** and/or **Item Code** and click the  button.
- Item Description list will be based on **Item Group** selected in step 5.
- Double click to select the **Item Description**.



Item Description	Item Code
Chlorpheniramine Maleate 4mg Tab	02.0411.06
Chlorpromazine HCl 100mg Tab	02.0412.05
Chlorpromazine HCl 25mg Tab	02.0412.01
Cinnarizine 25mg Tab	02.0416.05
Ciprofloxacin 250 mg Tablet	J01MA02110T1001XX.01
Ciprofloxacin 250 mg Tablet	J01MA02110T1001XX.02
Clarithromycin 250 mg Tablet	J01FA09000T1001XX.01
Clarithromycin 250 mg Tablet	J01FA09000T1001XX.02
Clindamycin HCl 300mg Capsule	J01FF01110C1001XX.01
Clobazam 10mg Tablet	N05BA09000T1001XX.01

Figure 3.2.1.2-4 Search Item Description

**STEP 6**

Select **Brand Name**

**STEP 7**

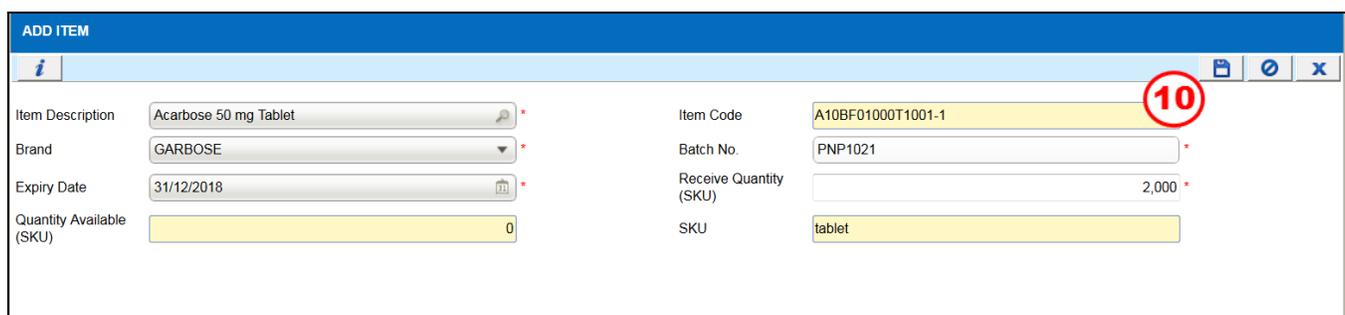
Enter **Expiry Dates**.

**STEP 8**

Enter **Batch No.**

**STEP 9**

Enter **Receive Quantity**



**ADD ITEM**

Item Description: Acarbose 50 mg Tablet

Brand: GARBOSE

Expiry Date: 31/12/2018

Quantity Available (SKU): 0

Item Code: A10BF01000T1001-1

Batch No: PNP1021

Receive Quantity (SKU): 2,000

SKU: tablet

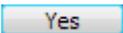
**10**

Figure 3.2.1.2-5 Add Item

**STEP 10**

Click on the  button to save the Add Item record

**Note**

- Alert message will display after save the record as Figure 3.2.1.2-6.
- Click on the  button to save the added item and item will be updated on the Intra Facility screen as Figure 3.2.1.2-7.

- Click on the  button to cancel the added item.
- User is allowed to add item by repeating step 4 to 11.

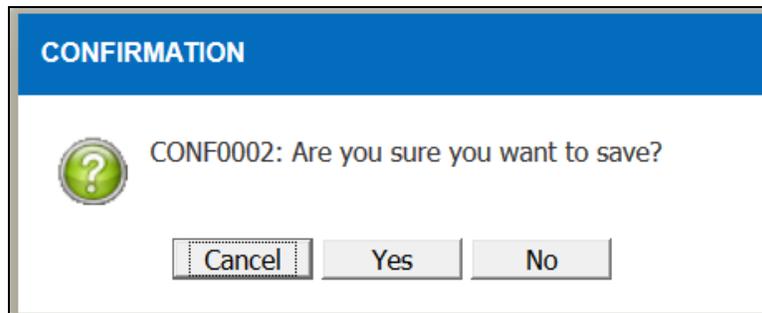


Figure 3.2.1.2-6 Alert Message

INTRA FACILITY

11
📄 🔍 ⌂

+ INTRA FACILITY RECEIVE ITEMS

Receipt No. <input style="width: 90%;" type="text"/>	Goods Receive Date <input style="width: 90%;" type="text" value="27/07/2017"/>
Receive Type <input style="width: 90%;" type="text" value="Manual"/>	Manual Reference No. <input style="width: 90%;" type="text" value="2707/2017"/>
Receiving Unit <input style="width: 90%;" type="text" value="Farmasi Klinik Pakar - Rx Filling"/>	Created By <input style="width: 90%;" type="text" value="System Administrator"/>
Note Type <input style="width: 90%;" type="text"/>	Status <input style="width: 90%;" type="text" value="Open"/>
Receive From Unit Name <input style="width: 90%;" type="text" value="Farmasi Logistik"/>	Item Sub Class <input style="width: 90%;" type="text"/>
Item Group <input style="width: 90%;" type="text" value="DRUG"/>	Reject Reason <input style="width: 90%;" type="text"/>
Amount <input style="width: 90%;" type="text" value="0.00"/>	UOM <input checked="" type="radio"/> SKU <input type="radio"/> PKU
Remarks <input style="width: 95%;" type="text"/>	

+ ITEM DETAILS

🗑 Delete
+ Add Item

1 / 1
[ 1 - 1 / 1 ]

Del ete	Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity In SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Average Unit Price(RM)	Total Amount(RM)
<input type="checkbox"/>	A10BF01000T 1001-1	Acarbose 50 mg Tablet	PNP1021	31/12/2018	0 (tablet)	1	pack of 1 tablet	0.00 (pck)	2,000 (tablet)	2,000.00 (pck)	0.0000	0.00

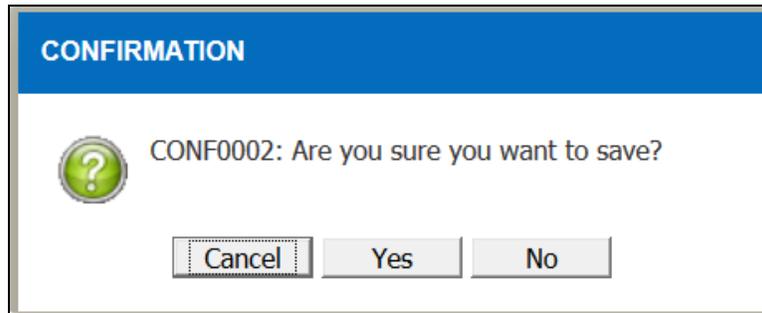
Figure 3.2.1.2-7 Intra Facility

**STEP 11**

Click on the  button to save the transaction

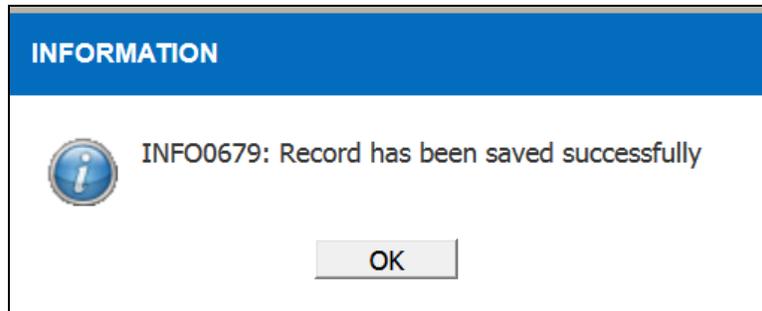
**Note**

- System will display an alert message as displayed in Figure 3.2.1.2-8.



**Figure 3.2.1.2-8 Alert Message**

- *Message Information as Figure 3.2.1.2-9 will be displayed once user click on the 'Yes' button in Figure 3.2.1.2-8.*



**Figure 3.2.1.2-9 Alert Message**

- **Receipt No** will be generated automatically.

Character	Description	Value
1-2	Receipt	'RI'
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 3.2.1.2-1**

- **Status** will change to close.

**INTRAFACILITY**

12

**INTRAFACILITY RECEIVE ITEMS**

Receipt No.  Goods Receive Date   
 Receive Type  \* Manual Reference No.  \*  
 Receiving Unit  Created By   
 Note Type  Status   
 Receive From Unit Name  Item Sub Class   
 Item Group  \* Reject Reason  \*  
 Amount  UOM  SKU  PKU  
 Remarks

**ITEM DETAILS**

[ 1 - 1 / 1 ]

Del ete	Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity in SKU	Conversi on Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Average Unit Price(RM)	Total Amount(RM)
<input type="checkbox"/>	A10BF01000T1 001-1	Acarbose 50 mg Tablet	PNP1021	31/12/2018	0 (tablet)	1	pack of 1 tablet	0.00 (pck)	2,000 (tablet)	2,000.00 (pck)	0.0000	0.00

Figure 3.2.1.2-10 Send Approval

**STEP 12**



Click on the  button to send the approval

**Note**

- System will display an alert message as displayed in Figure 3.2.1.2-11.

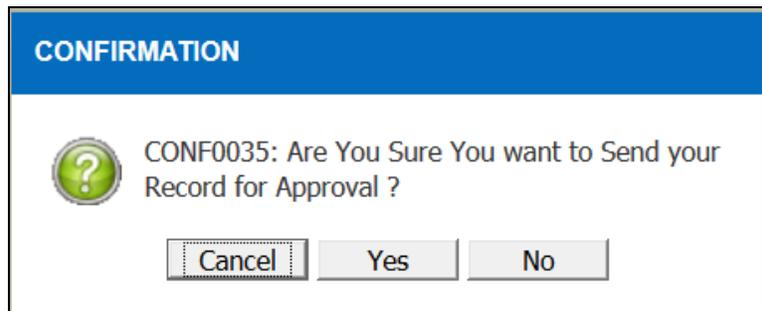


Figure 3.2.1.2-11 Alert Message

- Message Information as Figure 3.2.1.2-12 will be displayed once user click on the 'Yes' button in Figure 3.2.1.2-11.



Figure 3.2.1.2-12 Alert Message

- **Status** will change to pending approval.

INTRA FACILITY

13

+ INTRA FACILITY RECEIVE ITEMS

Receipt No.	<input type="text" value="RI17026507"/>	Goods Receive Date	<input type="text" value="27/07/2017"/>
Receive Type	<input type="text" value="Manual"/>	Manual Reference No.	<input type="text" value="2707/2017"/>
Receiving Unit	<input type="text" value="Farmasi Klinik Pakar - Rx Filling"/>	Created By	<input type="text" value="System Administrator"/>
Note Type	<input type="text" value="Manual"/>	Status	<input type="text" value="Pending for Approval"/>
Receive From Unit Name	<input type="text" value="Farmasi Logistik"/>	Item Sub Class	<input type="text"/>
Item Group	<input type="text" value="DRUG"/>	Reject Reason	<input type="text"/>
Amount	<input type="text" value="0.00"/>	UOM	<input type="radio"/> SKU <input type="radio"/> PKU
Remarks	<input type="text"/>		

+ ITEM DETAILS

Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity in SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Average Unit Price(RM)	Total Amount(RM)
A10BF01000T10 01-1	Acarbose 50 mg Tablet	PNP1021	31/12/2018	0 (tablet)	1	pack of 1 tablet	0.00 (pck)	2,000 (tablet)	2,000.00 (pck)	0.0000	0.00

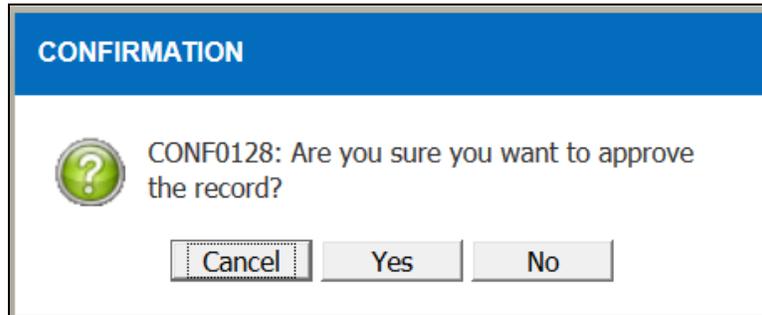
Figure 3.2.1.2-13 Approve

**STEP 12**

Click on the  button to approve the transaction

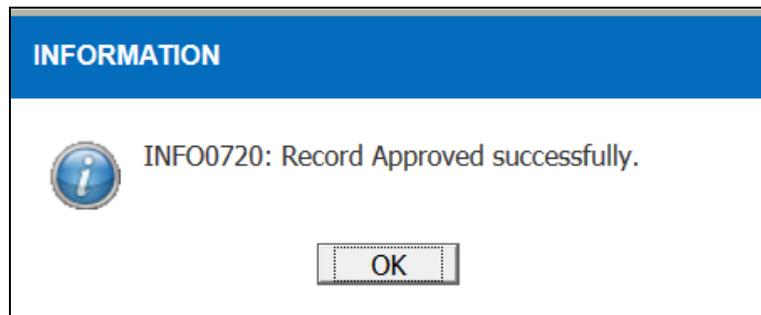
**Note**

- System will display an alert message as displayed in Figure 3.2.1.2-14.



**Figure 3.2.1.2-14 Alert Message**

- *Message Information as Figure 3.2.1.2-15 will be displayed once user click on the 'Yes' button in Figure 3.2.1.2-14.*



**Figure 3.2.1.2-15 Alert Message**

- **Status** will change to close.

INTRA FACILITY

14

 Goods Receive Note
 X

+ INTRA FACILITY RECEIVE ITEMS

Receipt No. <input style="width: 90%;" type="text" value="RI17026507"/>	Goods Receive Date <input style="width: 90%;" type="text" value="27/07/2017"/>
Receive Type <input style="width: 90%;" type="text" value="Manual"/>	Manual Reference No. <input style="width: 90%;" type="text" value="2707/2017"/>
Receiving Unit <input style="width: 90%;" type="text" value="Farmasi Klinik Pakar - Rx Filling"/>	Created By <input style="width: 90%;" type="text" value="System Administrator"/>
Note Type <input style="width: 90%;" type="text" value="Manual"/>	Status <input style="width: 90%;" type="text" value="Close"/>
Receive From Unit Name <input style="width: 90%;" type="text" value="Farmasi Logistik"/>	Item Sub Class <input style="width: 90%;" type="text"/>
Item Group <input style="width: 90%;" type="text" value="DRUG"/>	Reject Reason <input style="width: 90%;" type="text"/>
Amount <input style="width: 90%;" type="text" value="0.00"/>	UOM <input checked="" type="radio"/> SKU <input type="radio"/> PKU
Remarks <input style="width: 90%;" type="text"/>	

+ ITEM DETAILS

1 / 1
[ 1 - 1 / 1 ]

Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity in SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Average Unit Price(RM)	Total Amount(RM)
A10BF01000T10 01-1	Acarbose 50 mg Tablet	PNP1021	31/12/2018	0 (tablet)	1	pack of 1 tablet	0.00 (pck)	2,000 (tablet)	2,000.00 (pck)	0.0000	0.00

Figure 3.2.1.2-16 View/Print Report

**STEP 14**

Click on the  Goods Receive Note to view/print the report

U. MANUAL\_INV\_RECEIVE ITEM\_INTRA FACILITY- 6<sup>th</sup> E

Page 22



PhIS & CPS Project  
 User Manual – Pharmacy Inventory  
 Receive Item (Intra Facility)





**KEMENTERIAN KESIHATAN MALAYSIA**  
**Hospital Kulim**  
**GOODS RECEIVED NOTE**

UNIT NAME : Farmasi Klinik Pakar - Rx Filling  
 RECEIPT NO. : RI17026507      RECEIVE TYPE : Manual      DATE CREATED : 27/07/2017  
 RECEIVE FROM : Farmasi Logistik      ISSUE NOTE NO. : 2707/2017      RECEIVE DATE : 27/07/2017

NO	ITEM CODE	ITEM DESCRIPTION	BATCH NO	EXPIRY DATE	RECEIVE QUANTITY	SKU	UNIT PRICE(RM)	AMOUNT(RM)
1	A10BFD1000T1001-1	Acarbose 50 mg Tablet	PNP1021	31/12/2018	2,000	tablet	0.0000	0.00
<b>TOTAL :</b>								<b>0.00</b>

**DI SEDIAKAN OLEH :**  
 -----  
 (Tandatangan Pegawai Stor)

Nama : System Administrator  
 Jawatan : Ketua Pegawai Farmasi  
 Jabatan : Pharmacy  
 Tarikh : 27/07/2017

Printed Date : 27/07/2017      Printed By : System Administrator      Unit Name : Farmasi Klinik Pakar - Rx Filling      Source : PhIS  
 Page 1 of 1

**Figure 3.2.1.2-17 Good Receive Note**

### 3.2.1.3 Return Item

To create new record receiving against Return Item, perform steps below:

Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity In SKU	Conversion Factor	Packaging Description	Indent Quantity In PKU	Receive Quantity in SKU	Receive Quantity in PKU	Average Unit Price(RM)	Total Amount(RM)
J01DH02000P40 02XX.02	Meropenem 1g Inj	617E040	30/11/2016	100 (vial)	10	Pack of 10 vial	10.00 (pck)	100 (vial)	10.00 (pck)	5.7620	576.20

Figure 3.2.1.3-1 Intra Facility Receiving Item – Return Item

#### STEP 1

Select **Receive Type** as Return Item from dropdown box

- Issue Note
- Manual
- Return Item
- Stock Transfer

#### STEP 2

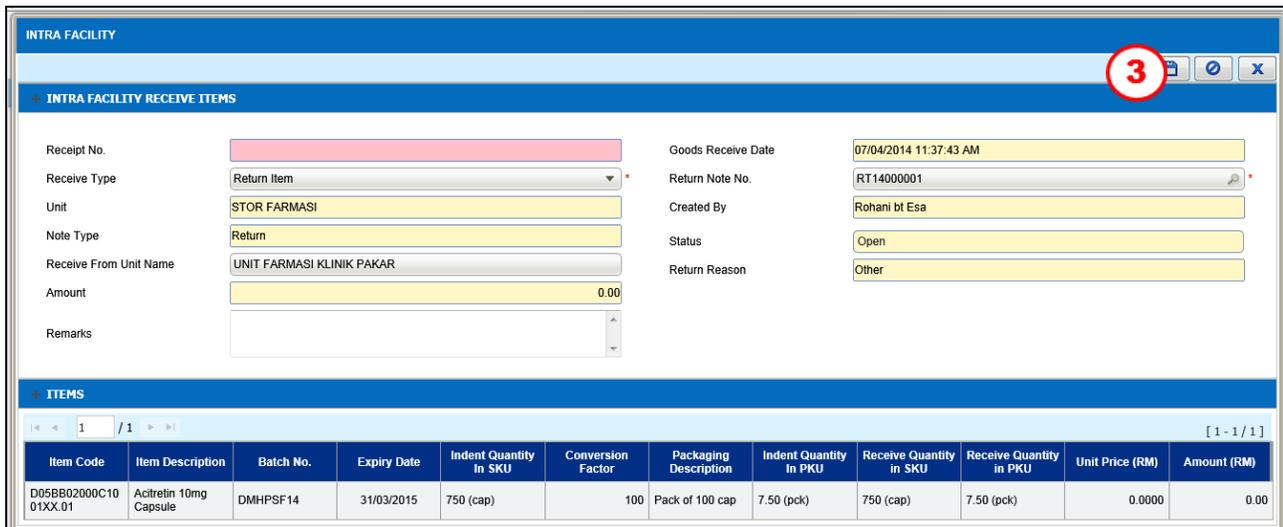
Click on **Return No** button and Search Return No window will be displayed as Figure 3.2.1.3-2

#### Note

- User is allowed to enter a partial or full character for **Return No.** and click on the button.
- Double click to select the Return Note No.

Return No	Supplying Unit	Receiving Unit	Return Date
RT16000132	Farmasi Bekalan Wad (FBW)	Farmasi Logistik	14/11/2016 12:00:00 AM
RT16000122	Farmasi Bekalan Wad (FBW)	Farmasi Logistik	02/11/2016 12:00:00 AM

Figure 3.2.1.3-2 Search Return No



Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity In SKU	Conversion Factor	Packaging Description	Indent Quantity In PKU	Receive Quantity In SKU	Receive Quantity in PKU	Unit Price (RM)	Amount (RM)
D05BB02000C10 01XX.01	Acitretin 10mg Capsule	DMHPSF14	31/03/2015	750 (cap)	100	Pack of 100 cap	7.50 (pck)	750 (cap)	7.50 (pck)	0.0000	0.00

Figure 3.2.1.3-3 Intra Facility Receiving Item – Return Item

**Note**

- Received item will be displayed on the list.
- **Unit** is based on the user Login ID.
- **Created by** is the name of the user Login ID.
- **Receive From Unit Name** will be displayed requesting unit name.
- The new **status** will be 'open'.
- **Return Reason** is retrieve from the return transaction.

**STEP 3**

Click on the  button to save the transaction

**Note**

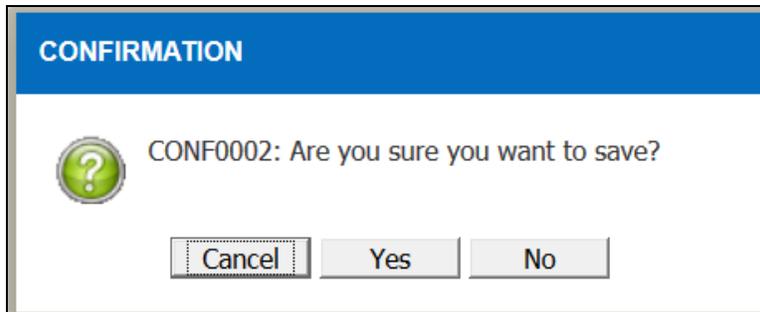
- System will display an alert message as displayed in Figure 3.2.1.3-4.
- Message Information as Figure 3.2.1.3-5 will be displayed once user click on the Yes button in Figure 3.2.1.3-4.
- **Receipt No** will be generated automatically.

Character	Description	Value
1-2	Receipt	'RI'
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

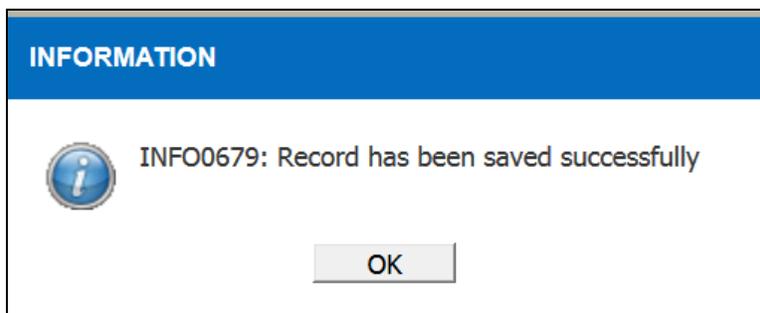
Table 3.2.1.3-1

**Note**

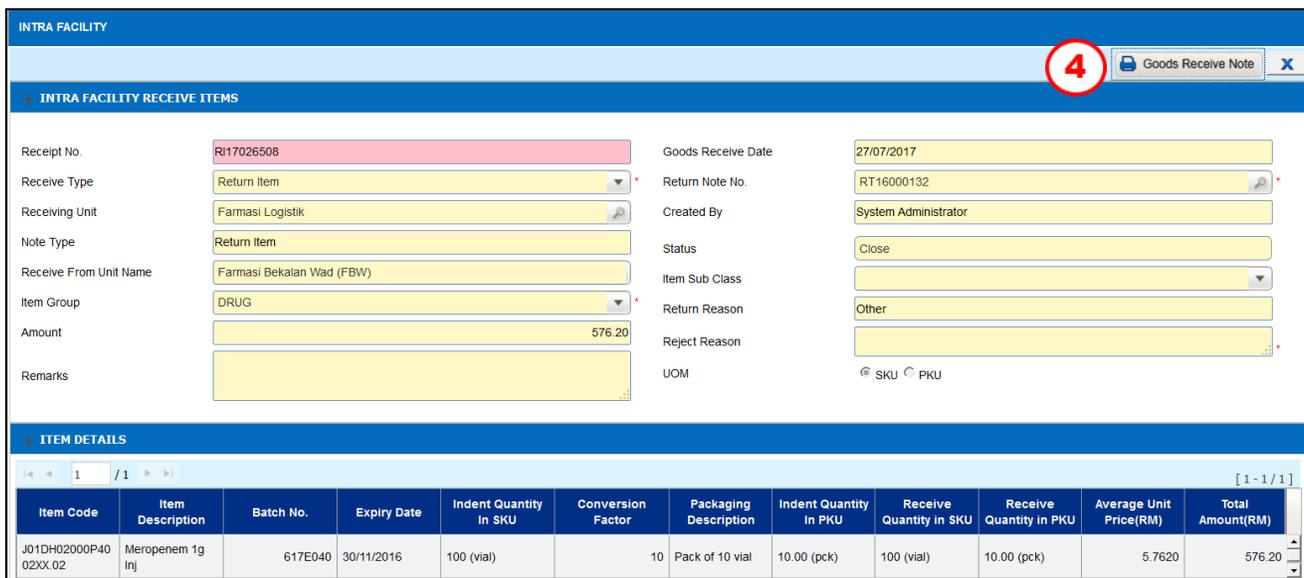
- *Status will be change to close*



**Figure 3.2.1.3-4 Alert Message**



**Figure 3.2.1.3-5 Alert Message**



The screenshot shows the 'INTRA FACILITY RECEIVE ITEMS' form. A red circle with the number '4' highlights the 'Goods Receive Note' button in the top right corner. The form contains various input fields for receipt details, item information, and a table for item details.

Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity In SKU	Conversion Factor	Packaging Description	Indent Quantity In PKU	Receive Quantity in SKU	Receive Quantity in PKU	Average Unit Price(RM)	Total Amount(RM)
J01DH02000P40 02XX.02	Meropenem 1g Inj	617E040	30/11/2016	100 (vial)	10	Pack of 10 vial	10.00 (pck)	100 (vial)	10.00 (pck)	5.7620	576.20

**Figure 3.2.1.3-6 View/Print Report**

**STEP 4**

Click on the  to view/print the report





**KEMENTERIAN KESIHATAN MALAYSIA**  
**Hospital Kulim**  
**GOODS RECEIVED NOTE**

UNIT NAME : Farmasi Logistik  
 RECEIPT NO. : RI17026508      RECEIVE TYPE : Return Item      DATE CREATED : 27/07/2017  
 RECEIVE FROM : Farmasi Bekalan Wad (FBW)      ISSUE NOTE NO. : RT16000132      RECEIVE DATE : 27/07/2017

NO	ITEM CODE	ITEM DESCRIPTION	BATCH NO	EXPIRY DATE	RECEIVE QUANTITY	SKU	UNIT PRICE(RM)	AMOUNT(RM)
1	J01DH02000P4002XX.02	Meropenem 1g Inj	617E040	30/11/2016	100	vial	5.7620	576.20
<b>TOTAL :</b>								<b>576.20</b>

**DISEDIAKAN OLEH :**  
 .....  
 (Tandatangan Pegawai Stor)

Nama : System Administrator  
 Jawatan : Ketua Pegawai Farmasi  
 Jabatan : Pharmacy  
 Tarikh : 27/07/2017

Printed Date : 27/07/2017      Printed By : System Administrator      Unit Name : Farmasi Logistik      Source : PhIS  
 Page 1 of 1

**Figure 3.2.1.3-7 Goods Received Note**

### 3.2.1.4 Stock Transfer

To create new record receiving against Stock Transfer, perform steps below:

Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity In SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Average Unit Price(RM)	Total Amount(RM)
R03AC02183A20 01a.01	Salbutamol 200 mcg/dose Inhalation (Easyhaler)	1693226	31/12/2018	20 (cannister)	1	cannister	20.00 (cannister)	20 (cannister)	20.00 (cannister)	44.5500	891.00

Figure 3.2.1.4-1 Intra Facility Receiving Item – Stock Transfer

#### STEP 1

Select **Receive Type** as Stock Transfer from dropdown menu

- Issue Note
- Manual
- Return Item
- Stock Transfer

#### STEP 2

Click on **Transfer Note No** button and Search Transfer Note No window will be displayed as Figure 3.2.1.4-2.

#### Note

- User is allowed to enter a partial or full character for **Transfer Note No.** and click on the button.
- Double click to select the Transfer Note No.

Transfer Note No	Supplying Unit	Receiving Unit	Date
N01FKP-0000014	Farmasi Bekalan Wad - Rx Filling	Farmasi Klinik Pakar (FKP)	23/08/2016 10:58:40 AM
N01FKP-0000013	Farmasi Bekalan Wad - Rx Filling	Farmasi Klinik Pakar (FKP)	23/08/2016 10:54:17 AM

Figure 3.2.1.4-2 Search Transfer Note No.

INTRA FACILITY

+ INTRA FACILITY RECEIVE ITEMS

Receipt No.	<input type="text"/>	Goods Receive Date	<input type="text" value="27/07/2017"/>
Receive Type	<input type="text" value="Stock Transfer"/>	Transfer Note No.	<input type="text" value="N01FKP-0000014"/>
Receiving Unit	<input type="text" value="Farmasi Bekalan Wad - Rx Filling"/>	Created By	<input type="text" value="System Administrator"/>
Note Type	<input type="text" value="Stock Transfer"/>	Status	<input type="text" value="Open"/>
Receive From Unit Name	<input type="text" value="Farmasi Bekalan Wad - Rx Filling"/>	Item Sub Class	<input type="text"/>
Item Group	<input type="text" value="DRUG"/>	Reject Reason	<input type="text"/>
Amount	<input type="text" value="0.00"/>	UOM	<input type="radio"/> SKU <input type="radio"/> PKU
Remarks	<input type="text"/>		

+ ITEM DETAILS

Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity In SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Average Unit Price(RM)	Total Amount(RM)
R03AC02183A20 01a.01	Salbutamol 200 mcg/dose Inhalation (Easyhaler)	1693226	31/12/2018	20 (cannister)	1	cannister	20.00 (cannister)	20 (cannister)	20.00 (cannister)	44.5500	891.00

**Figure 3.2.1.4-3 Intra Facility Receiving Item – Stock Transfer**

**Note**

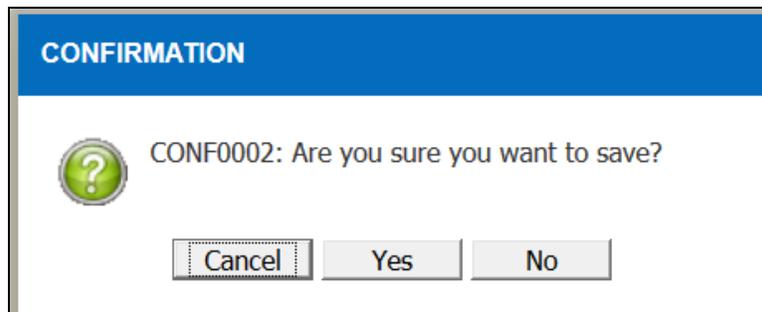
- Received item will be displayed on the list.
- **Unit** is based on the user Login ID.
- **Created by** will be defaulted according to Login ID
- **Receive From Unit Name** will be displayed requesting unit name.
- The new **status** will be 'open'.

**STEP 3**

Click on  the button to save the transaction

**Note**

- System will display an alert message as displayed in Figure 3.2.1.4-4.



**Figure 3.2.1.4-4 Alert Message**

- Message Information as Figure 3.2.1.4-5 will be displayed once user click on the Yes button in Figure 3.2.1.4-4.

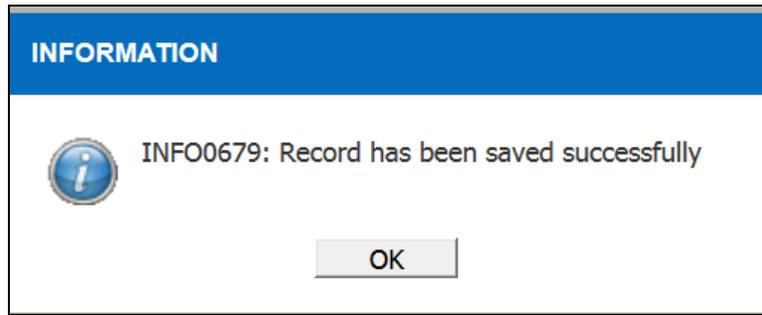


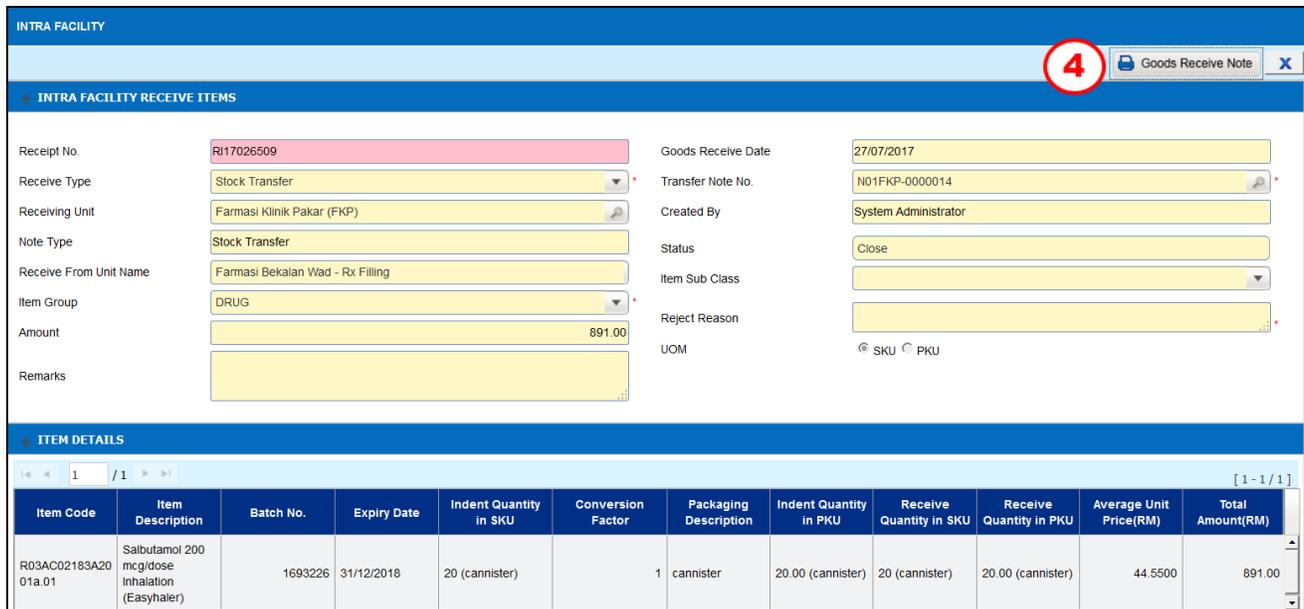
Figure 3.2.1.4-5 Alert Message

- **Receipt No** will be generated automatically.

Character	Description	Value
1-2	Receipt	'RI'
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 3.2.1.4-1

- **Status** will change to close.



**INTRA FACILITY RECEIVE ITEMS**

Receipt No: RI17026509 | Goods Receive Date: 27/07/2017

Receive Type: Stock Transfer | Transfer Note No: N01FKP-0000014

Receiving Unit: Farmasi Klinik Pakar (FKP) | Created By: System Administrator

Note Type: Stock Transfer | Status: Close

Receive From Unit Name: Farmasi Bekalan Wad - Rx Filling | Item Sub Class: [Empty]

Item Group: DRUG | Reject Reason: [Empty]

Amount: 891.00 | UOM:  SKU  PKU

Remarks: [Empty]

**ITEM DETAILS**

Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity in SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Average Unit Price(RM)	Total Amount(RM)
R03AC02183A20 01a.01	Salbutamol 200 mcg/dose Inhalation (Easyhaler)	1693226	31/12/2018	20 (cannister)	1	cannister	20.00 (cannister)	20 (cannister)	20.00 (cannister)	44.5500	891.00

Figure 3.2.1.4-6 View/Print Report

**STEP 4**

Click on the  Goods Receive Note to view/print the report



PhIS & CPS Project  
 User Manual – Pharmacy Inventory  
 Receive Item (Intra Facility)





**KEMENTERIAN KESIHATAN MALAYSIA**  
**Hospital Kulim**  
**GOODS RECEIVED NOTE**

UNIT NAME : Farmasi Klinik Pakar (FKP)  
 RECEIPT NO. : RI17026509      RECEIVE TYPE : Stock Transfer      DATE CREATED : 27/07/2017  
 RECEIVE FROM : Farmasi Bekalan Wad - Rx Filling      ISSUE NOTE NO. : N01FKP-0000014      RECEIVE DATE : 27/07/2017

NO	ITEM CODE	ITEM DESCRIPTION	BATCH NO	EXPIRY DATE	RECEIVE QUANTITY	SKU	UNIT PRICE(RM)	AMOUNT(RM)
1	RD3AC02183A2001a.01	Salbutamol 200 mcg/dose Inhalation (Easyhaler)	1693226	31/12/2018	20	cannister	44.5500	891.00
<b>TOTAL :</b>								<b>891.00</b>

**DISEDIAKAN OLEH :**

.....  
 (Tandatangan Pegawai Stor)

Nama : System Administrator  
 Jawatan : Ketua Pegawai Farmasi  
 Jabatan : Pharmacy  
 Tarikh : 27/07/2017

Printed Date : 27/07/2017      Printed By : System Administrator      Unit Name : Farmasi Bekalan Wad (FBW)      Source : PhIS  
 Page 1 of 1

**Figure 3.2.1.4-7 Goods Received Note**

## 4.0 Acronyms

Abbreviation	Definition
MOH	Ministry of Health
KKM	Kementerian Kesihatan Malaysia
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
PKU	Packaging Keeping Unit
SKU	Store Keeping Unit
TDM	Therapeutic Drug Monitoring
CDR	Cytotoxic Drug Reconstitution
APPL	Approved Product Purchase List
RPL	Recommended Purchase List
EPO	Electronic Purchase Order

## 5.0 Links to Inventory Modules

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