



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

User Manual Pharmacy Inventory Receive Item (Intra Facility)

Version	: 1.5
Document ID	: U.MANUAL_INV_RECEIVE_ITEM_INTRA FACILITY



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



Revision History

Version No	Date of Release	Prepared By	Reviewed / Verified by	List of changes from previous version
1.0	07/01/2014	Mohd Syukri Bin Norsham	Shamsul-'Ariza (SA)	First submission to MOH
1.1	02/05/2014	Siti Nur Baizura Bt Ab Razak	Shamsul-'Ariza (SA)	Application interface changes (screen)
1.2	05/12/2014	Mohd Hafez Sakarno	Shamsul-'Ariza (SA)	Application Interface Changes
1.3	05/05/2015	Norasikin	Shamsul-'Ariza (SA)	Update to PhIS v1.3
1.4	07/01/2016	Ahmad Anwar Jaafar	Shamsul-'Ariza (SA)	Update Document based on MOH comment as per email dated 11.10.2015.
1.5	6/01/2017	Subhatra Guru		Change to latest screenshot and functions for version 1.5.1

Verified and Acknowledged By:

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

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

Peer Review

Version No	Reviewer	List of changes from Previous Version
1.0	Maxine Wong (QA)	Overall review
1.1	Maxine Wong (QA)	Overall review
1.2	Juridah Ayob (QA)	Overall review
1.3	Michelle Foo (QA)	Overall review
1.4	Juridah Ayob/Michelle Foo (QA)	Overall review
1.5	Juridah Ayob/Michelle Foo (QA)	Overall review



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



© 2011-2016 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-v1.5

Application reference: PhIS & CPS v1.5.1



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	13
3.2.1.3	Return Item	19
3.2.1.4	Stock Transfer	23
4.0	Acronyms	27
5.0	Links to Inventory Modules	27



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

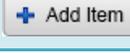
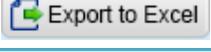
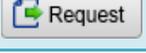
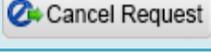
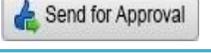
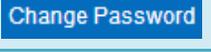
1.3 Organised Sections

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		Empty Text Box
	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

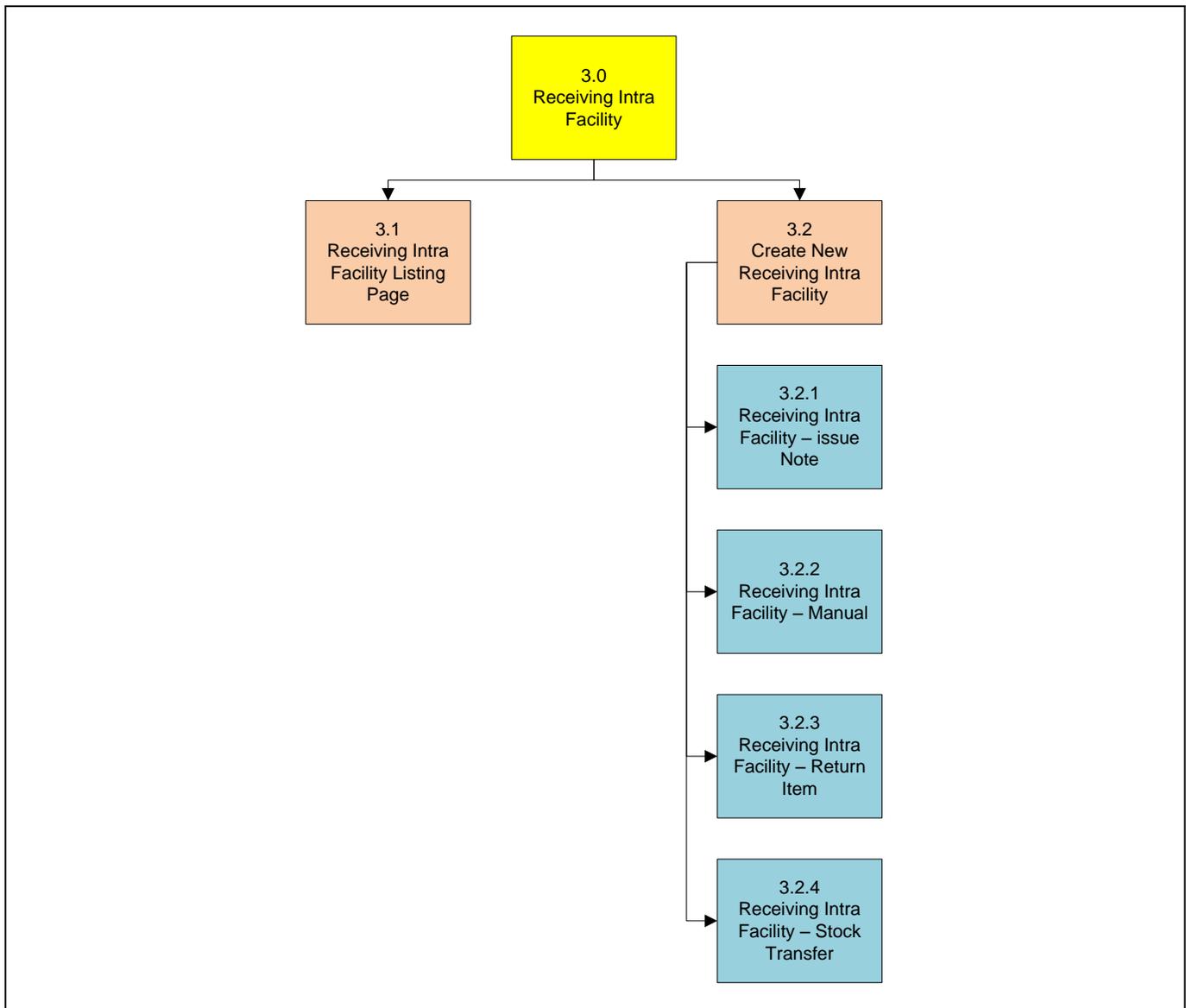


Figure 3.0-1

3.1 Receive Item Intra Facility Listing Page

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

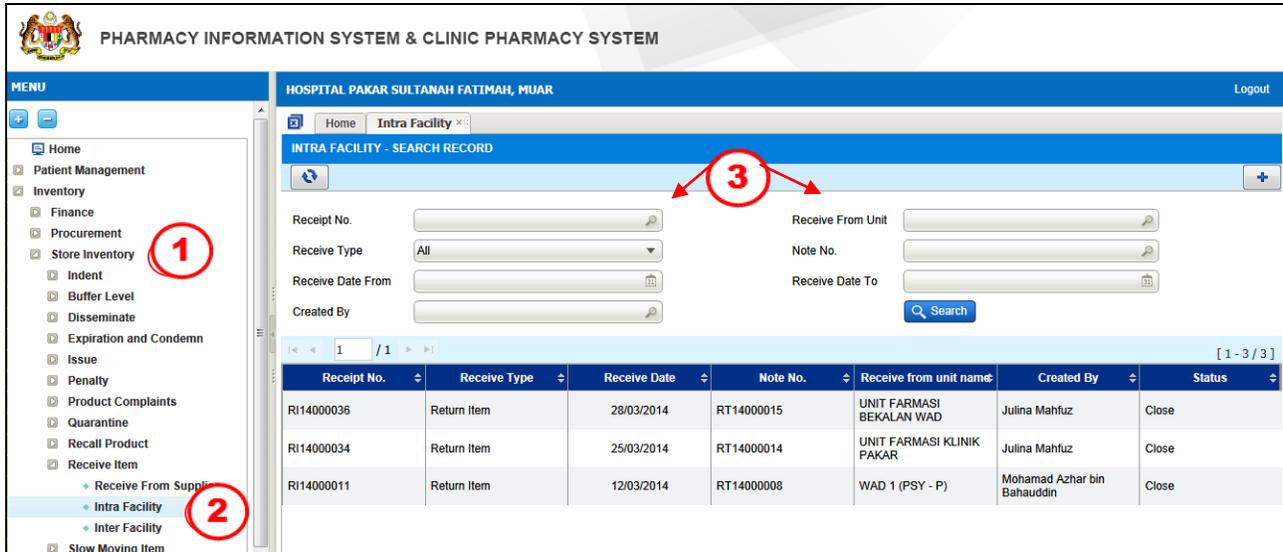


Figure 3.1-1 Receive Intra Facility Listing Page

STEP 1

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

STEP 2

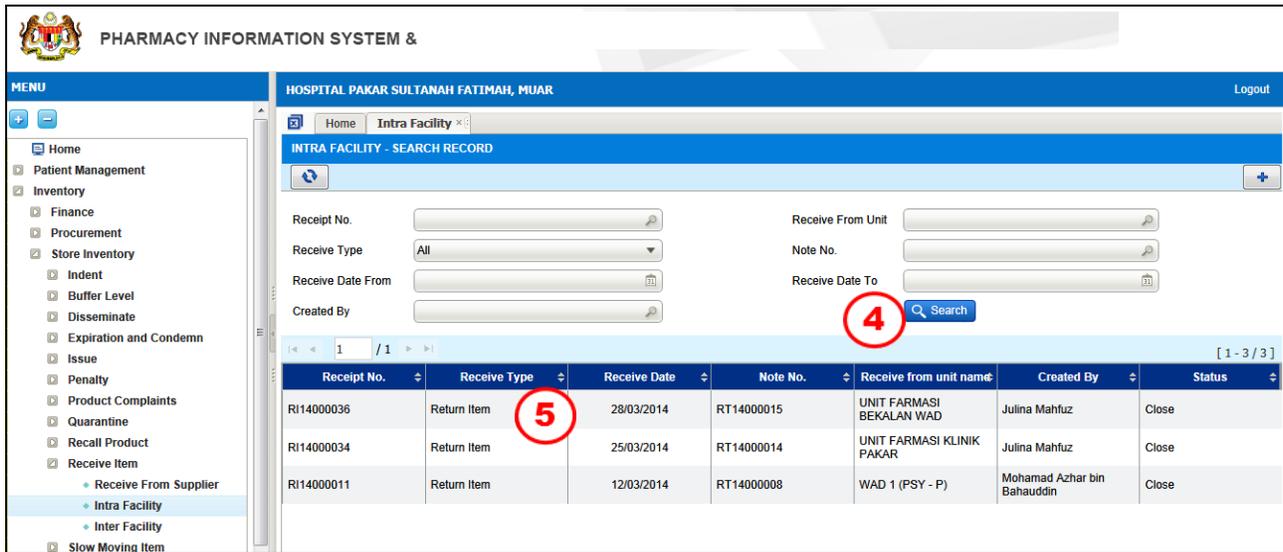
Click on 'Receive Item' and follow by click on 'Intra Facility'

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



PHARMACY INFORMATION SYSTEM &
HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Intra Facility Logout

INTRA FACILITY - SEARCH RECORD

Receipt No. Receive From Unit

Receive Type Note No.

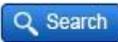
Receive Date From Receive Date To

Created By **4**

Receipt No.	Receive Type	Receive Date	Note No.	Receive from unit name	Created By	Status
RI14000036	Return Item 5	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

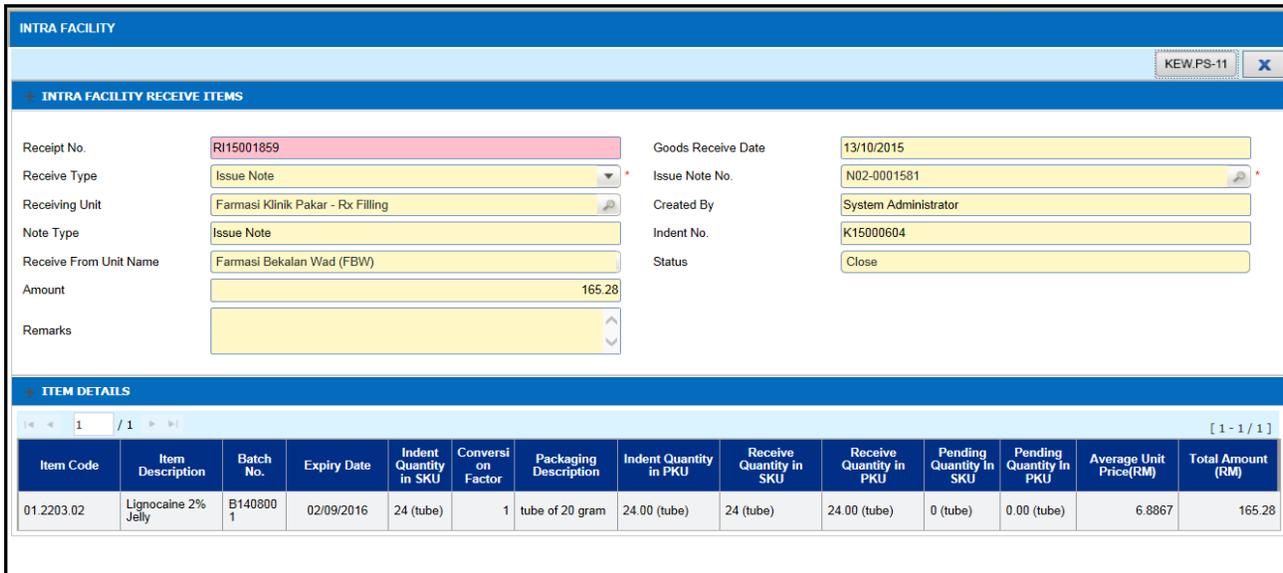
Click on the  button after input the criteria.

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.



INTRA FACILITY

KEW.PS-11

INTRA FACILITY RECEIVE ITEMS

Receipt No. Goods Receive Date

Receive Type Issue Note No.

Receiving Unit Created By

Note Type Indent No.

Receive From Unit Name Status

Amount

Remarks

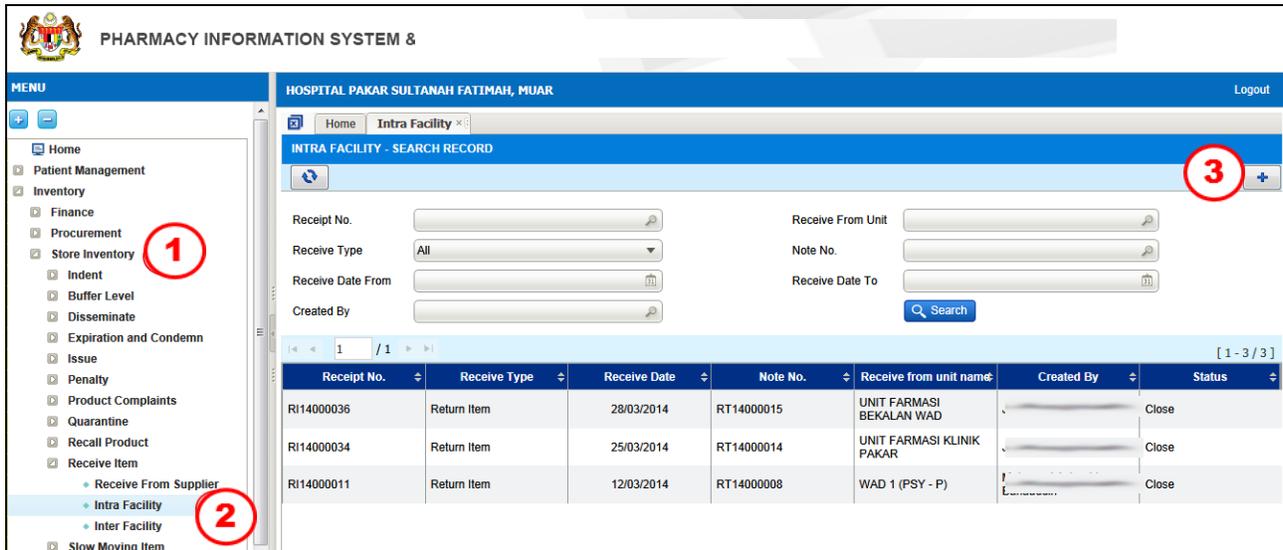
ITEM DETAILS

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	Pending Quantity in SKU	Pending Quantity in PKU	Average Unit Price (RM)	Total Amount (RM)
01.2203.02	Lignocaine 2% Jelly	B1408001	02/09/2016	24 (tube)	1	tube of 20 gram	24.00 (tube)	24 (tube)	24.00 (tube)	0 (tube)	0.00 (tube)	6.8867	165.28

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
 - 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

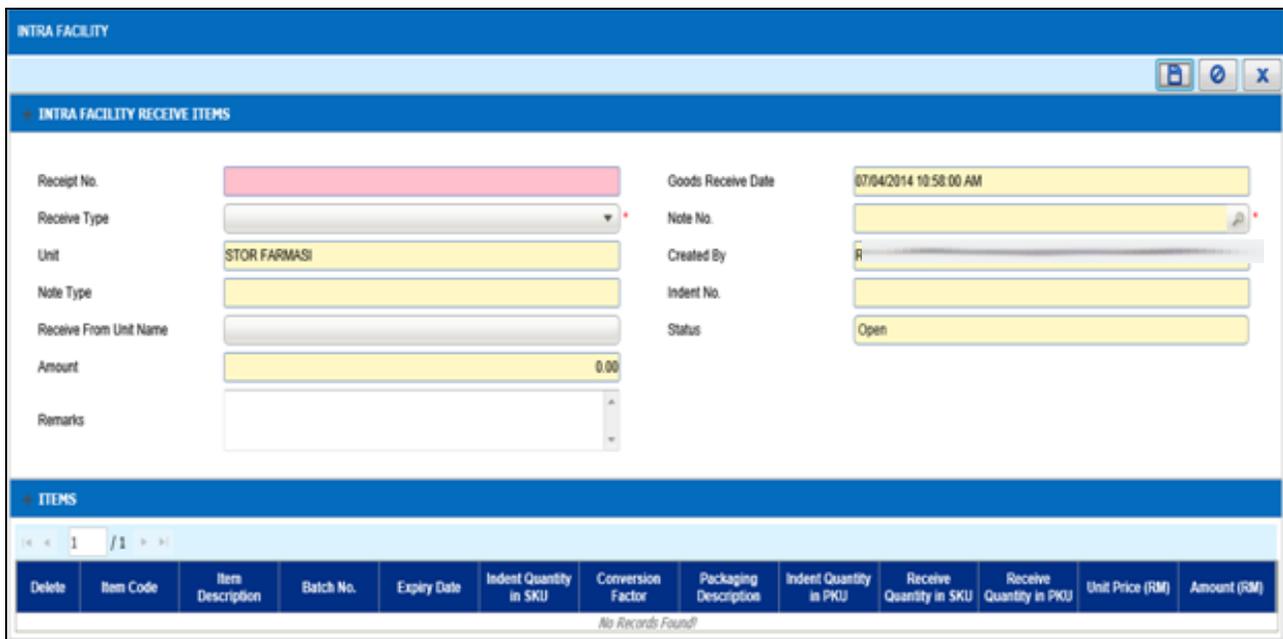
Click on 'Receive Item' and follow by click on 'Intra Facility'

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



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	Unit Price (RM)	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	Unit Price (RM)	Amount (RM)
A10BF01000T 1001XX.01	Acarbose 50 mg Tablet	XC004	31/03/2016	10 (tab)	100	Box of 100 tab	0.10 (box)	100 (tab)	1.00 (box)	-90 (tab)	-0.90 (box)	11.3000	1,130.00
B01AC06259T 1001XX.01	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	1310048A	31/10/2015	10 (tab)	30	Box of 30 tab	0.33 (box)	30 (tab)	1.00 (box)	-20 (tab)	-0.67 (box)	1.9900	59.70

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 Note No.	From Unit	Note Date
N02-0000036	STOR FARMASI	26/03/2014
M02PS001-0000001	STOR FARMASI	11/03/2014

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

3
[Save] [Refresh] [Close]

INTRA FACILITY RECEIVE ITEMS

Receipt No. <input style="width: 90%;" type="text"/>	Goods Receive Date <input style="width: 90%;" type="text" value="07/04/2014 00:21:40 PM"/>
Receive Type <input style="width: 90%;" type="text" value="Issue Note"/>	Issue Note No. <input style="width: 90%;" type="text" value="N02-000036"/>
Unit <input style="width: 90%;" type="text" value="UNIT FARMASI KLINIK PAKAR"/>	Created By <input style="width: 90%;" type="text"/>
Note Type <input style="width: 90%;" type="text" value="Indent"/>	Indent No. <input style="width: 90%;" type="text" value="K14000026"/>
Receive From Unit Name <input style="width: 90%;" type="text" value="STOR.FARMASI"/>	Status <input style="width: 90%;" type="text" value="Open"/>
Amount <input style="width: 90%;" type="text" value="1,533.20"/>	
Remarks <input style="width: 90%;" type="text"/>	

ITEMS

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	Unit Price (RM)	Amount (RM)
A10BF01000T1001XX.01	Acarbose 50 mg Tablet	XC004	31/03/2016	10 (tab)	100	Box of 100 tab	0.10 (box)	100 (tab)	1.00 (box)	-90 (tab)	-0.90 (box)	11.3000	1,130.00
B01AC06259T1001XX.01	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	1310048A	31/10/2015	10 (tab)	30	Box of 30 tab	0.33 (box)	30 (tab)	1.00 (box)	-20 (tab)	-0.67 (box)	1.9900	59.70

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.

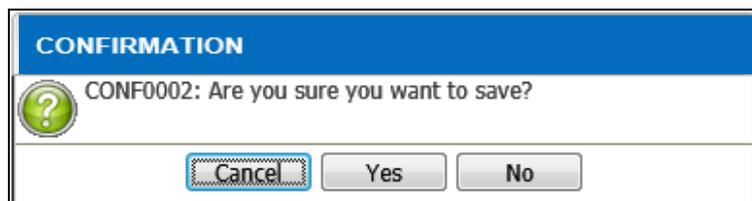


Figure 3.2.1.1-4 Alert Message

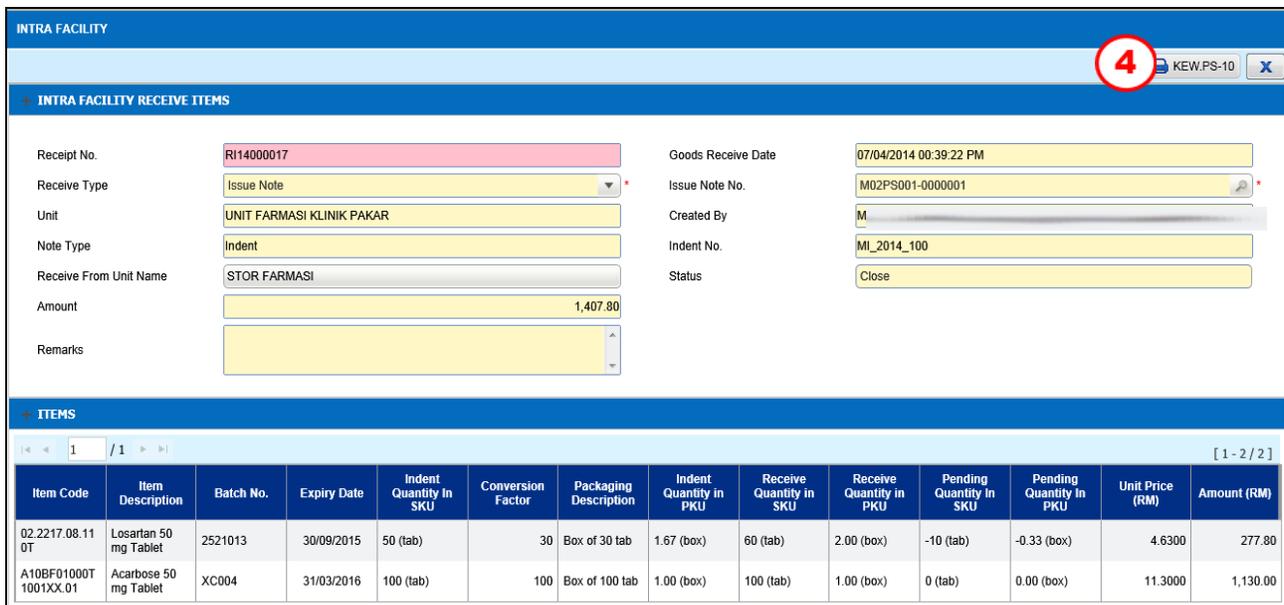


Figure 3.2.1.1-5 Alert Message

- **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



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	Unit Price (RM)	Amount (RM)
02.2217.08.11 0T	Losartan 50 mg Tablet	2521013	30/09/2015	50 (tab)	30	Box of 30 tab	1.67 (box)	60 (tab)	2.00 (box)	-10 (tab)	-0.33 (box)	4.6300	277.80
A10BF01000T 1001XX.01	Acarbose 50 mg Tablet	XC004	31/03/2016	100 (tab)	100	Box of 100 tab	1.00 (box)	100 (tab)	1.00 (box)	0 (tab)	0.00 (box)	11.3000	1,130.00

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

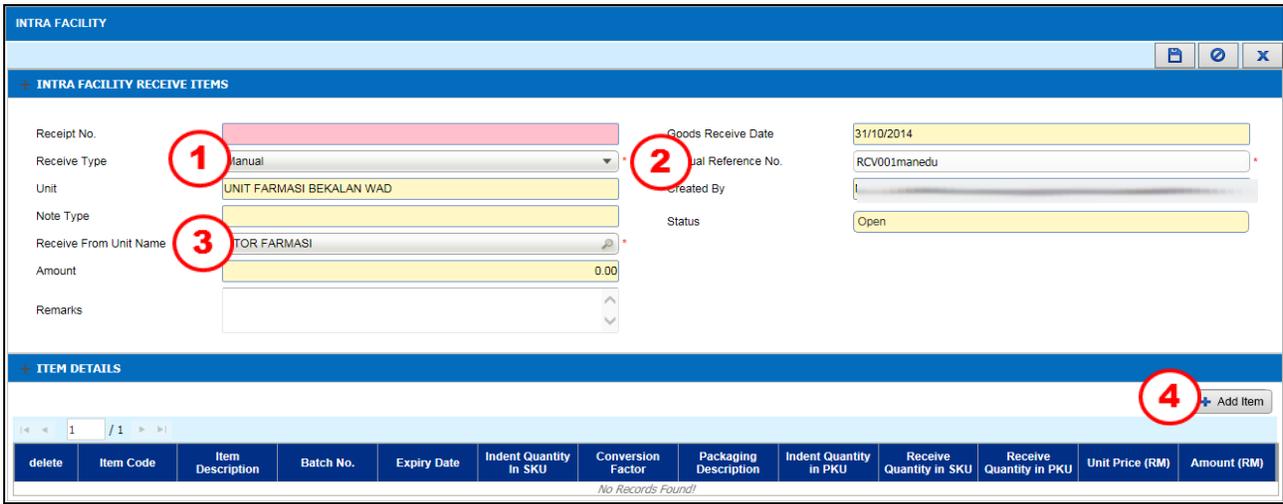
Click on the  button to view/print report

KEMENTERIAN KESIHATAN MALAYSIA														
Hospital Pakar Sultanah Fatimah, Muar														
BORANG PESANAN DAN PENGLUARAN STOK														
(Tatacara Pengurusan Stor 136)														
Daripada : UNIT FARMASI KLINIK PAKAR				Kepada : STOR FARMASI										
Dilengkapkan Oleh Stor Pemesan							Dilengkapkan Oleh Stor Pengeluar							
No.Pemesanan: ML_2014_100				Tarikh Pesanan: 11/03/2014		No. Pengeluaran: M02FG001-0000001				Offline		Tarikh Pengeluaran: 11/03/2014		
TARICAH BEKALAN DIKEHENDAKI:														
BAHAGIAN BEKALAN KAWALAN DAN AKAUN														
BAHAGIAN SIMPANAN														
No Kod(Drug/Non Drug Code)	Perihal Stok	Kuantiti Dipesan	SKU	No. Kod (Item Code)	Baki di Stor	SKU	Kuantiti Diluluskan (SKU)	Deskripsi Bungkusan	Harga (RM)		Kuantiti Dikeluarkan (PKU)	No Kelompok	Tarikh Luput	Catatan
C09CA01500T1001XX	LOsartan 50 mg Tablet	50	tab	02 2217.08.110T		tab	60	Box of 30 tab	138.90	277.80	2	2521013	30/08/2015	
A10BF01000T1001XX	Asabose 50 mg Tablet	100	tab	A10BF01000T1001XX.01		tab	100	Box of 100 tab	1,130.00	1,130.00	1	XC004	31/03/2016	
Dilengkapkan Oleh Stor Pemesan					Dilengkapkan Oleh Stor Pengeluar									
Pegawai Pemesan :					Pegawai Penerima :				Telah Diluluskan dan Direkodkan oleh:			Dikeluarkan dan Direkod oleh:		
Nama :					Nama : Mohd Fauzan b Sahimi				Nama : Mohamad Azhar bin Bahauddin			Nama :		
Jawatan :					Jawatan : Pegawai Farmasi				Jawatan : Pegawai Farmasi Kanak			Jawatan :		
Unit :					Unit : UNIT FARMASI KLINIK PAKAR				Unit : STOR FARMASI			Unit :		
Jabatan :					Jabatan : Pharmacy				Jabatan : Pharmacy			Jabatan :		
Tarikh :					Tarikh : 07/04/2014				Tarikh : 11/03/2014			Tarikh :		
					BAHAGIAN BUNGKUSAN DAN PENGHANTARAN									
					Butir-butir Bungkusan			Butir-butir Penghantaran			Telah dibungkus dan dihantar oleh:			
											Nama :			
											Jawatan :			
											Jabatan :			
											Tarikh :			
<p>Printed Date : 07/04/2014</p> <p>Printed By : Mohd Fauzan b Sahimi</p> <p>Unit Name : UNIT FARMASI KLINIK PAKAR</p> <p>Source : PhIS</p> <p style="text-align: right;">Page 1 of 1</p>														

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:



INTRA FACILITY RECEIVE ITEMS

Receipt No. Goods Receive Date

Receive Type **1** Manual Reference No. **2**

Unit Created By

Note Type

Receive From Unit Name **3** Status

Amount

Remarks

4 Add Item

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	Unit Price (RM)	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.**

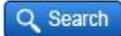
STEP 3

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

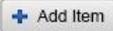
Note

- 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 Group	DRUG	Item SubGroup	Tablet/Capsule
Item Description	Cloxacillin Sodium 250mg Cap	Item Code	07.0406.17
SKU	cap	Batch No.	112232
Expiry Date	07/04/2014	Receive Quantity	500
Quantity Available	90,500	Brand	

Figure 3.2.1.2-3 Add Item

STEP 4

Click on the  button to add manually Drug/Non Drug

STEP 5

Select **Item Group** from dropdown box

- Drug
- Non Drug

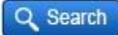
STEP 6

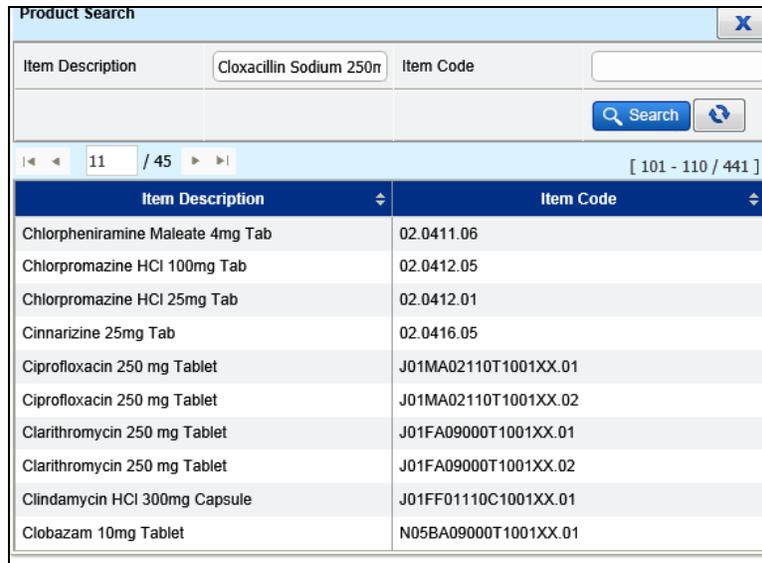
Select **Item Sub Group**(optional)

STEP 7

Click on the **Item Description**  button and Search Item Description window will be displayed as Figure 3.2.1.2-4.

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

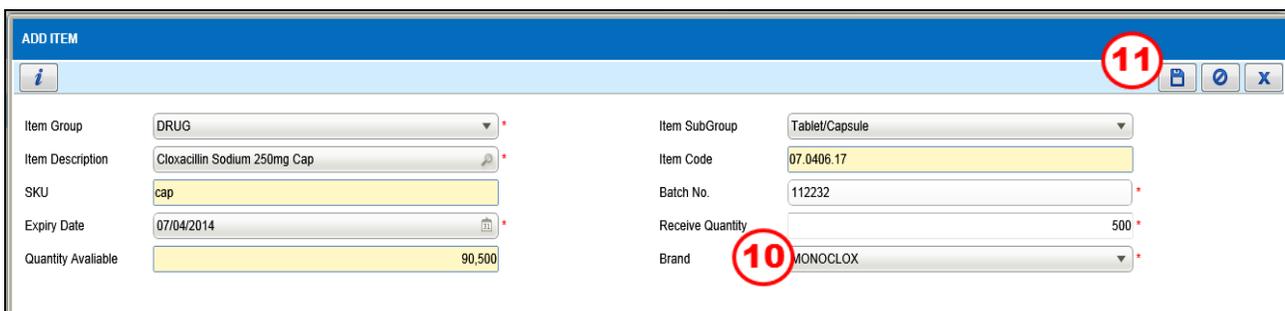
Figure 3.2.1.2-4 Search Item Description

STEP 8

Enter **Batch No.**

STEP 9

Enter **Receive Quantity**



Item Group	DRUG	Item SubGroup	Tablet/Capsule
Item Description	Cloxacillin Sodium 250mg Cap	Item Code	07.0406.17
SKU	cap	Batch No.	112232
Expiry Date	07/04/2014	Receive Quantity	500
Quantity Available	90,500	Brand	MONOCLOX

Figure 3.2.1.2-5 Add Item

STEP 10

Select **Brand** from dropdown box and enter expiry date for that item

STEP 11

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 **Yes** 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 **No** button to cancel the added item.
- User is allowed to add item by repeating step 4 to 11.

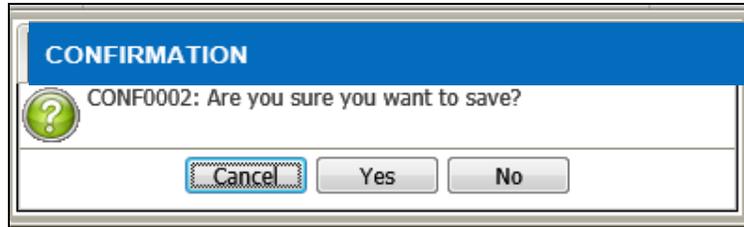


Figure 3.2.1.2-6 Alert Message

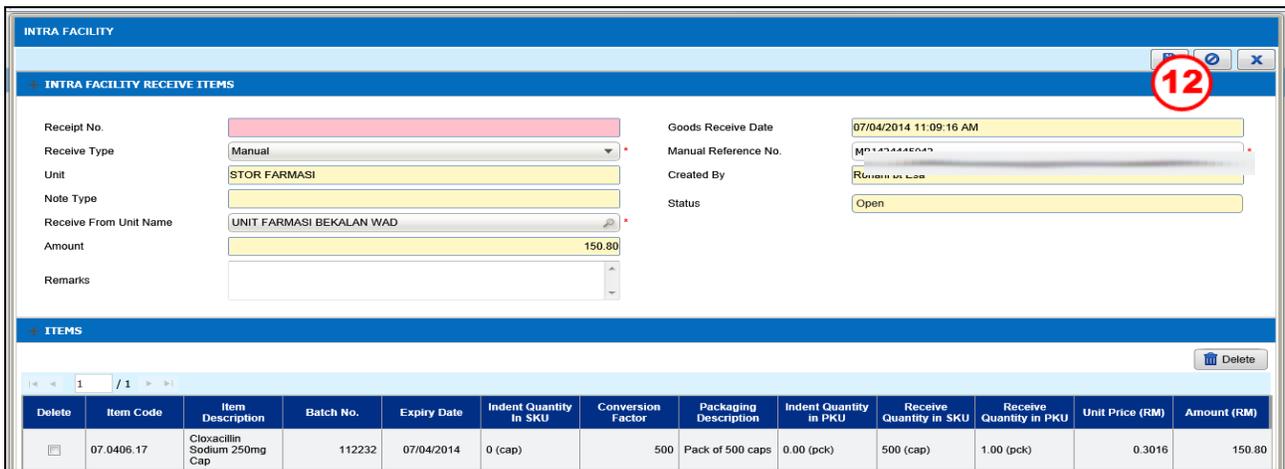


Figure 3.2.1.2-7 Intra Facility

STEP 12

Click on the  button to save the transaction

Note

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

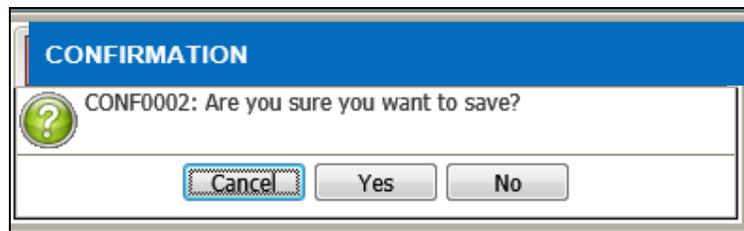


Figure 3.2.1.2-8 Alert Message

- 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.

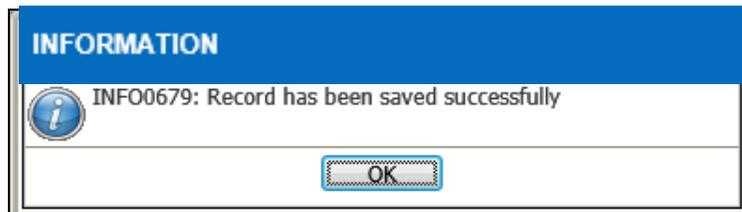


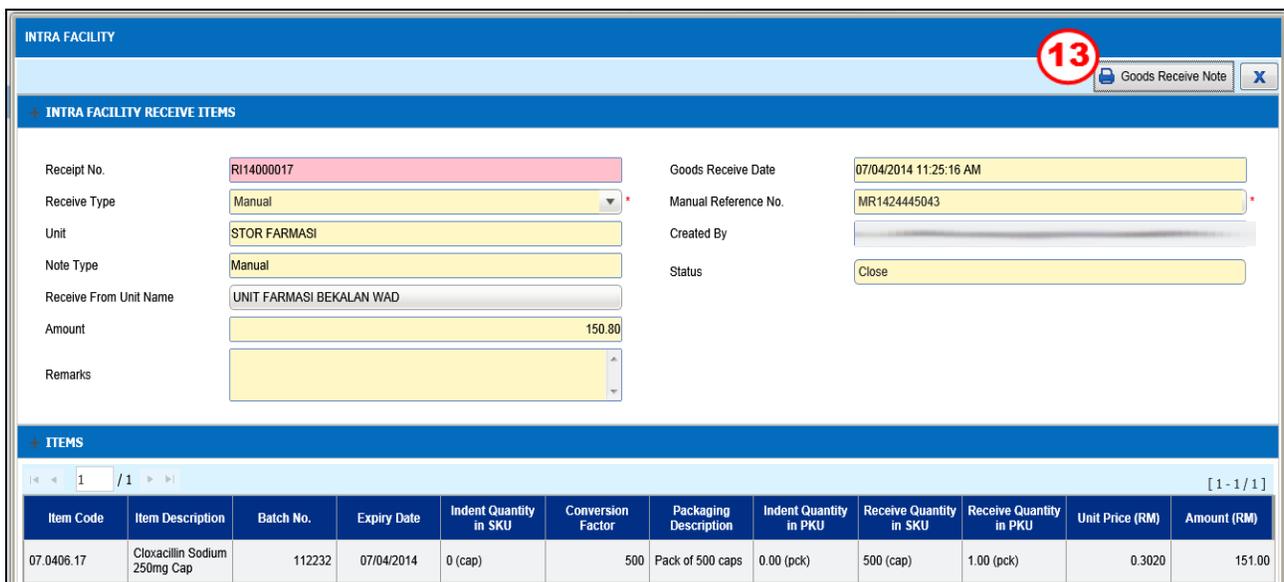
Figure 3.2.1.2-9 Alert Message

- *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.*



INTRA FACILITY RECEIVE ITEMS

Receipt No. Goods Receive Date
 Receive Type Manual Reference No.
 Unit Created By
 Note Type Status
 Receive From Unit Name
 Amount
 Remarks

ITEMS

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)
07.0406.17	Cloxacillin Sodium 250mg Cap	112232	07/04/2014	0 (cap)	500	Pack of 500 caps	0.00 (pck)	500 (cap)	1.00 (pck)	0.3020	151.00

Figure 3.2.1.2-10 View/Print Report

STEP 13

Click on the  to view/print the report



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



NO	ITEM CODE	ITEM DESCRIPTION	BATCH NO	EXPIRY DATE	RECEIPT	SKU	UNIT PRICE	AMOUNT
1	07.0406.17	Cloxacillin Sodium 250mg Cap	112232	07/04/2014	500	cap	0.3020	151.00
TOTAL :								151.00

Disediakan oleh:

.....

(Tandatangan Pegawai Stor)

Nama : Rohani bt Esa
Jawatan : Penolong Pegawai Tadbir
Jabatan : Pharmacy
Tarikh : 07/04/2014

Printed Date : 07/04/2014
Printed By : Rohani bt Esa
Unit Name : STOR FARMASI
Source : PhIS

Page 1 of 1

Figure 3.2.1.2-11 Good Receive Note

3.2.1.3 Return Item

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

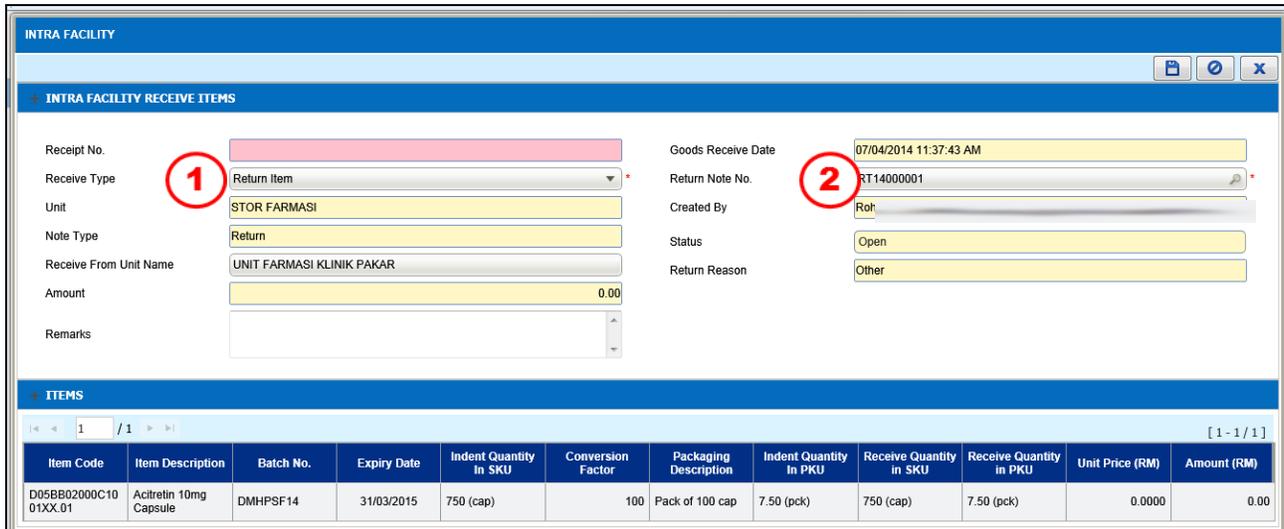


Figure 3.2.1.3-1 Intra Facility Receiving Item – Return Item

STEP 1

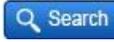
Select **Receive Type** as Return Item from dropdown box

- 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.

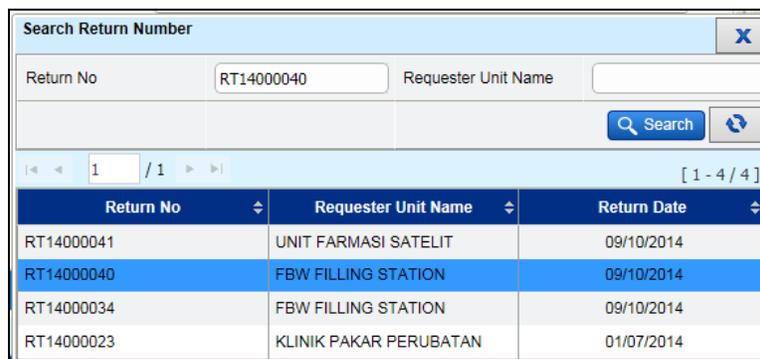
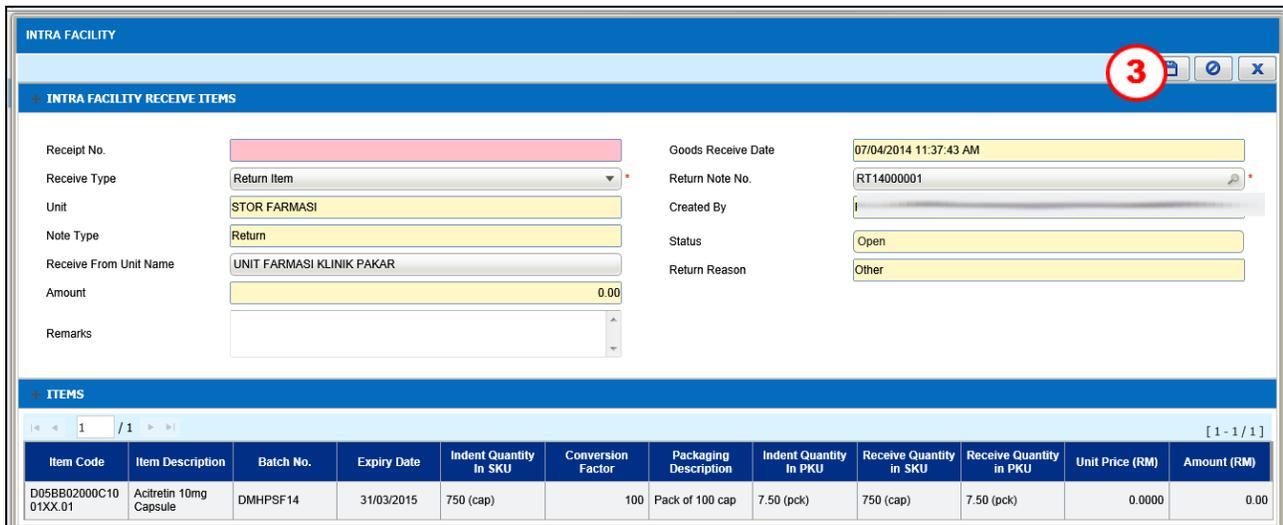


Figure 3.2.1.3-2 Search Return No



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*

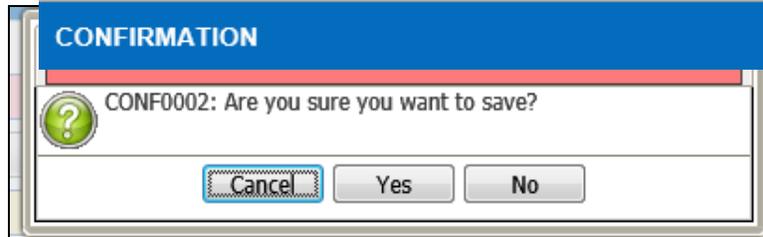


Figure 3.2.1.3-4 Alert Message

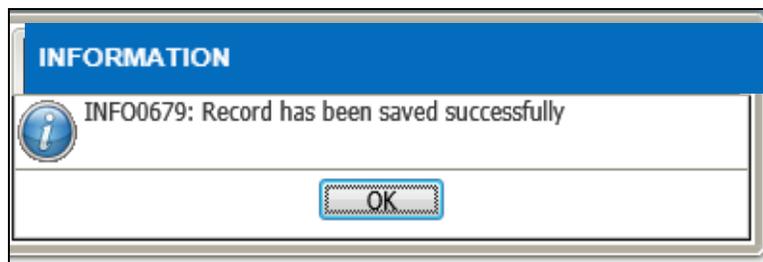


Figure 3.2.1.3-5 Alert Message

INTRAFACILITY

4 Goods Receive Note X

INTRAFACILITY RECEIVE ITEMS

Receipt No. RI14000018 Goods Receive Date 07/04/2014 11:37:43 AM
 Receive Type Return Item Return Note No. RT14000001
 Unit STOR FARMASI Created By Ro
 Note Type Return Status Close
 Receive From Unit Name UNIT FARMASI KLINIK PAKAR Return Reason Other
 Amount 0.00
 Remarks

ITEMS

[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	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 3.2.1.3-6 View/Print Report

STEP 4

Click on the to view/print the report



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



KEMENTERIAN KESIHATAN MALAYSIA
Hospital Pakar Sultanah Fatimah, Muar
GOODS RECEIVED NOTE

UNIT : STOR FARMASI

RECEIPT NO. : RI14000018

RECEIPT TYPE : Return

DATE CREATED : 07/04/2014

RECEIVE FROM : UNIT FARMASI KLINIK PAKAR

ISSUE NOTE NO. : RT14000001

RECEIPT DATE : 07/04/2014

NO	ITEM CODE	ITEM DESCRIPTION	BATCH NO	EXPIRY DATE	RECEIPT	SKU	UNIT PRICE	AMOUNT
1	D05BB02000C1001XX.01	Acitretin 10mg Capsule	DMHPSF14	31/03/2015	750	cap	0.0000	0.00
TOTAL :								0.00

Disediakan oleh:

(Tandatangan Pegawai Stor)

Nama :

Jawatan : Penolong Pegawai Tadbir

Jabatan : Pharmacy

Tarikh : 07/04/2014

Printed Date : 07/04/2014

Printed By :

Unit Name : STOR FARMASI

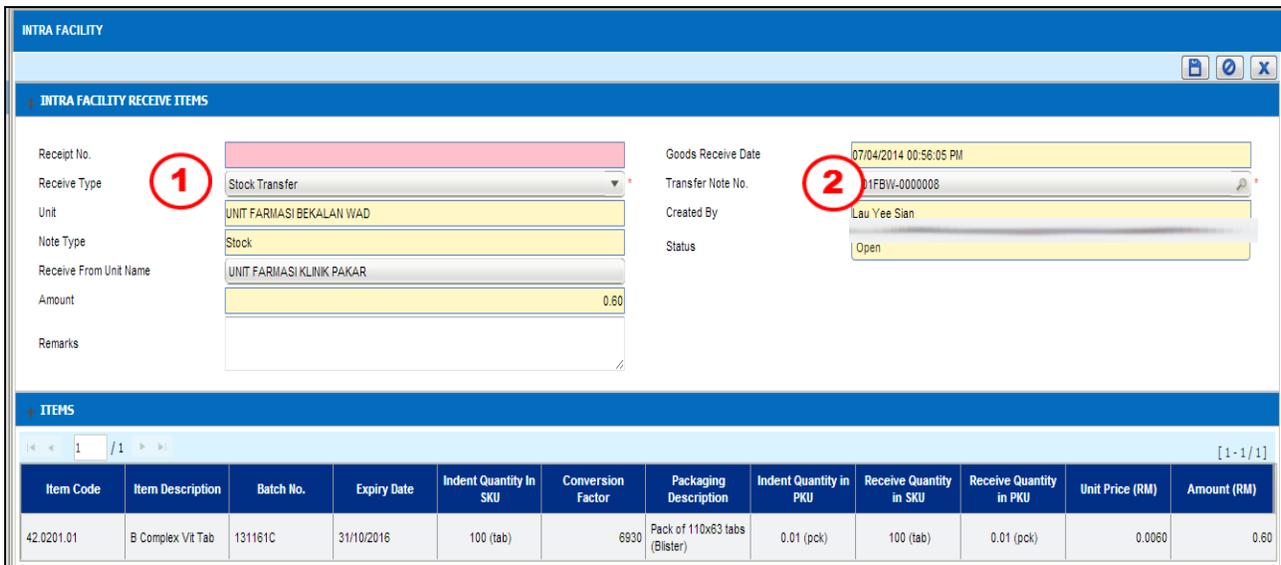
Source : PhIS

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	Unit Price (RM)	Amount (RM)
42.0201.01	B Complex Vit Tab	131161C	31/10/2016	100 (tab)	6930	Pack of 110x63 tabs (Blister)	0.01 (pck)	100 (tab)	0.01 (pck)	0.0060	0.60

Figure 3.2.1.4-1 Intra Facility Receiving Item – Stock Transfer

STEP 1

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

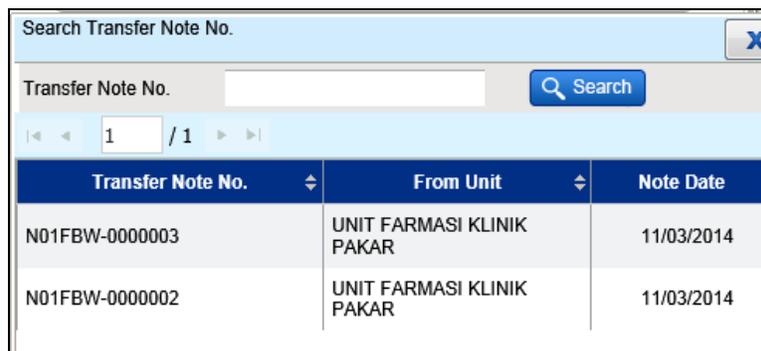
- Issue Note
- Manual
- Return Item
- Stock Transfer

STEP 2

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

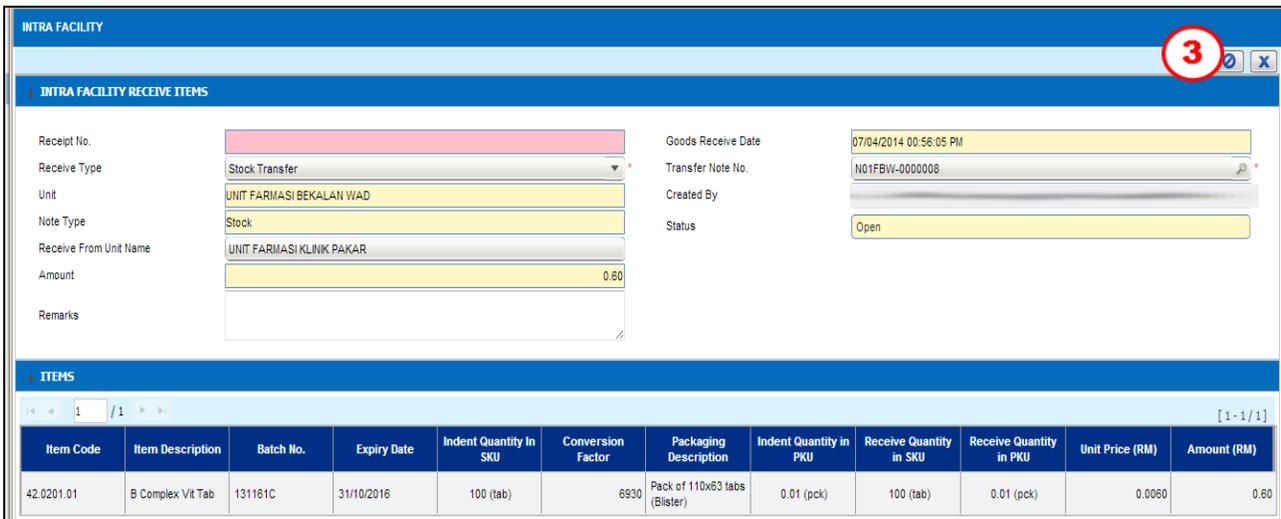
Note

- 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.	From Unit	Note Date
N01FBW-0000003	UNIT FARMASI KLINIK PAKAR	11/03/2014
N01FBW-0000002	UNIT FARMASI KLINIK PAKAR	11/03/2014

Figure 3.2.1.4-2 Search Transfer Note No.



INTRA FACILITY RECEIVE ITEMS

Receipt No. [Empty]
 Receive Type: Stock Transfer
 Unit: UNIT FARMASI BEKALAN WAD
 Note Type: Stock
 Receive From Unit Name: UNIT FARMASI KLINIK PAKAR
 Amount: 0.60
 Remarks: [Empty]

Goods Receive Date: 07/04/2014 00:56:05 PM
 Transfer Note No.: N01FBW-0000008
 Created By: [Empty]
 Status: Open

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)
42.0201.01	B Complex Vit Tab	131161C	31/10/2016	100 (tab)	6930	Pack of 110x63 tabs (Blister)	0.01 (pck)	100 (tab)	0.01 (pck)	0.0060	0.60

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.

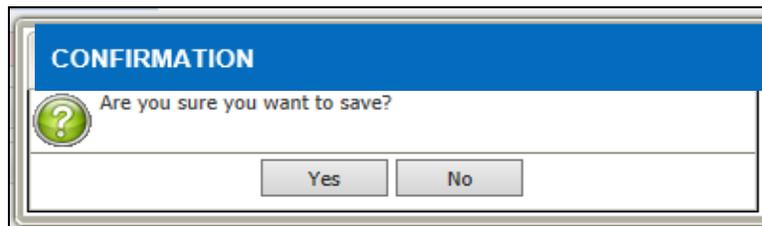


Figure 3.2.1.4-4 Alert Message

- 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.

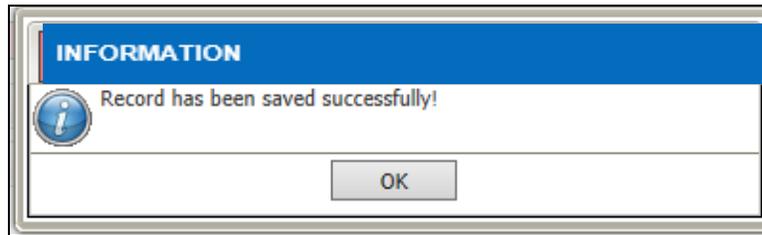


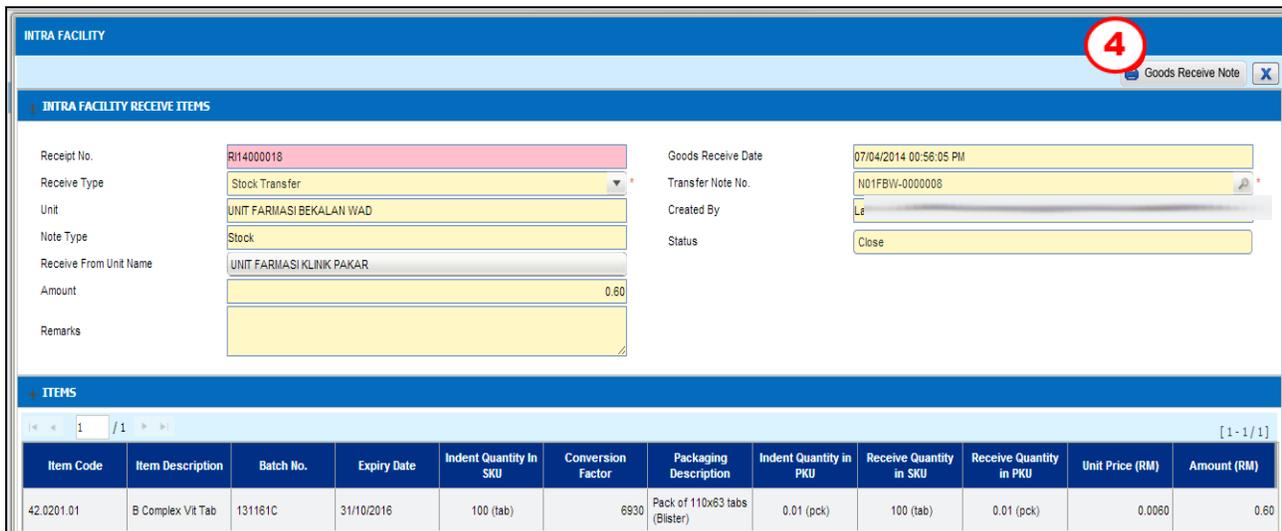
Figure 3.2.1.4-5 Alert Message

- *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.



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)
42.0201.01	B Complex Vit Tab	131161C	31/10/2016	100 (tab)	6930	Pack of 110x63 tabs (Blister)	0.01 (pck)	100 (tab)	0.01 (pck)	0.0060	0.60

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 Pakar Sultanah Fatimah, Muar
GOODS RECEIVED NOTE

UNIT : UNIT FARMASI BEKALAN WAD

RECEIPT NO. : RI14000018

RECEIPT TYPE : Stock

DATE CREATED : 07/04/2014

RECEIVE FROM : UNIT FARMASI KLINIK PAKAR

ISSUE NOTE NO. : N01FBW-0000008

RECEIPT DATE : 07/04/2014

NO	ITEM CODE	ITEM DESCRIPTION	BATCH NO	EXPIRY DATE	RECEIPT	SKU	UNIT PRICE	AMOUNT(RM)
1	42.0201.01	B Complex Vit Tab	131161C	31/10/2016	100	tab	0.0060	0.60
TOTAL :								0.60

Disediakan oleh:

(Tandatangan Pegawai Stor)

Nama : Lau Yee Sian

Jawatan : Pegawai Farmasi

Jabatan : Pharmacy

Tarikh : 07/04/2014

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	<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