

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

User Manual Pharmacy Inventory (Stock Transfer)

Version	: 9th EDITION
Document ID	: U.MANUAL_INV_STOCK TRANSFER



PhIS & CPS Project
User Manual – Pharmacy Inventory
Stock Transfer



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Reference ID : U.MANUAL_INV_STOCK TRANSFER-9th EDITION

Application reference: PhIS & CPS v2.0.1



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1.0 Introduction

1.1 Overview of PhIS

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

- Slow Moving
- Disseminate

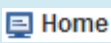
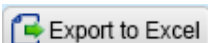
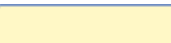
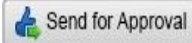
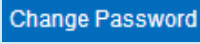
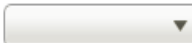
1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Stock Transfer
- 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
	Checkbox		Delete Record
	Delete Item from the list		Empty Text Box
	Dropdown Box		Reject Transaction

Module Legend			
	Print Transfer Note		

Note

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

3.0 Stock Transfer

Overview

Stock Transfer sub-module will be used by the user at the Sub store level (Level 2) and Unit/Ward level (Level 3) to transfer Standard or Non Standard Drug or Non Drug based on unit catalogue including ward stock drug. The Stock Transfer is only applicable between users in the same level. Only one (1) Drug or Non Drug item is allowed to be transferred in one (1) transaction

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

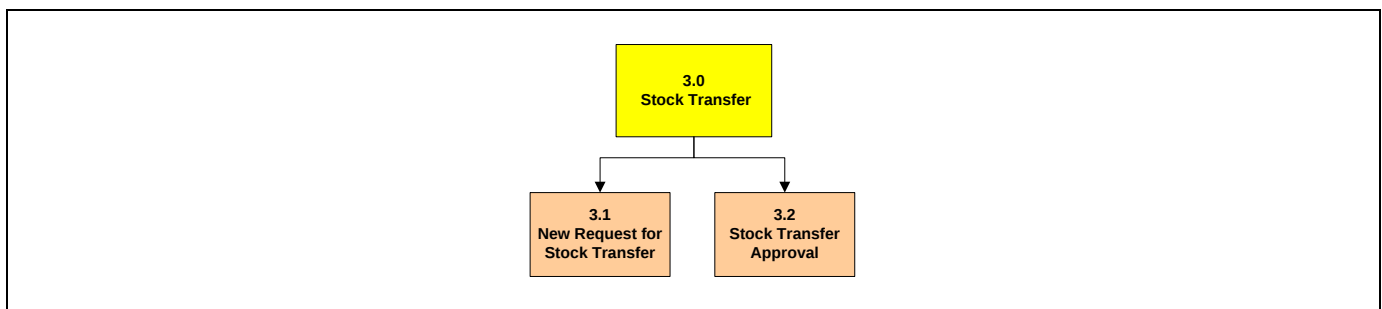


Figure 3.0-1

Functional Description

Slow Moving comprises of three (3) main functions:

- **Request for Stock Transfer**
This function will be used for the Requesting Unit to send a request for stock transfer to the Supplying Unit to request for one (1) Drug or Non Drug Item. The request is based on unit catalogue which the status is 'Active'.
- **Stock Transfer Approval**
The Request for Stock Transfer received will have to be approved before the item requested can be supplied to the Requesting Unit. This function is used by supplying unit that received the request.

3.1 Stock Transfer Listing Page

To view existing Stock Transfer records, perform the steps below:

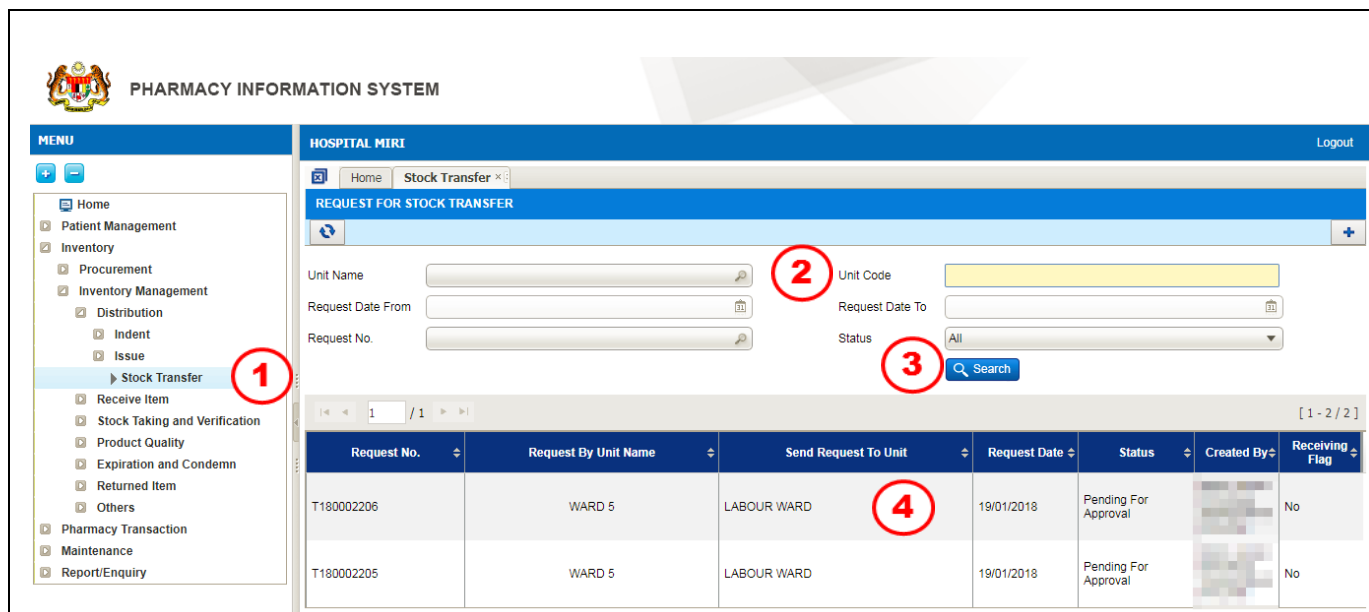


Figure 3.1-1 Stock Transfer Listing Page

STEP 1

Click on 'Inventory Menu'

Click on 'Inventory Management' sub-menu and click on 'Stock Transfer'

STEP 2

To search for existing Stock Transfer transaction(s), user may search by criteria as follows:

No	Field	Description	Remark
a	Unit Name	Unit Name	Allow user to search the Unit Name and/or Unit Code based on characters
b	Unit Code	Read only field	Will be auto displayed once a Unit Name is selected
c	Request Date From	Search by selecting a date from the calendar	Filter and search existing records based on date. The date format will be 'DD/MM/YYYY'. i.e. 01/01/2013
d	Request Date To	Search by selecting a date from the calendar	Filter and search existing records based on date. The date format will be 'DD/MM/YYYY'. i.e. 31/12/2013
e	Request No.	Running No. that is generated when the user saves the newly created Stock Transfer transaction	Filter and search existing records based on Request No.
f	Status	Select Status from the drop down menu: - Open - Approved - Pending For Approval - Rejected	Filter and search existing records based on Status

Table 3.1.1

STEP 3

Click on the  button

Note

The results displayed will be based on the entered criteria as shown in Figure 3.1-1.

STEP 4

Double click on the selected record and the details will be displayed as shown in Figure 3.1-2

REQUEST FOR STOCK TRANSFER

Transfer Note X

REQUEST STOCK TRANSFER INFORMATION

Stock Transfer No

T150000326

Requestor Unit Name

SATELIT FILLING STATION

Send Request To (Unit Name)

FKP FILLING STATION

Item Group

DRUG

Remarks

Request Date

09/02/2015 4:35 PM

Send Request To (Unit Code)

FKP Fill

Item Sub Class

Status

Approved

Reject Reason

REQUEST ITEM LIST

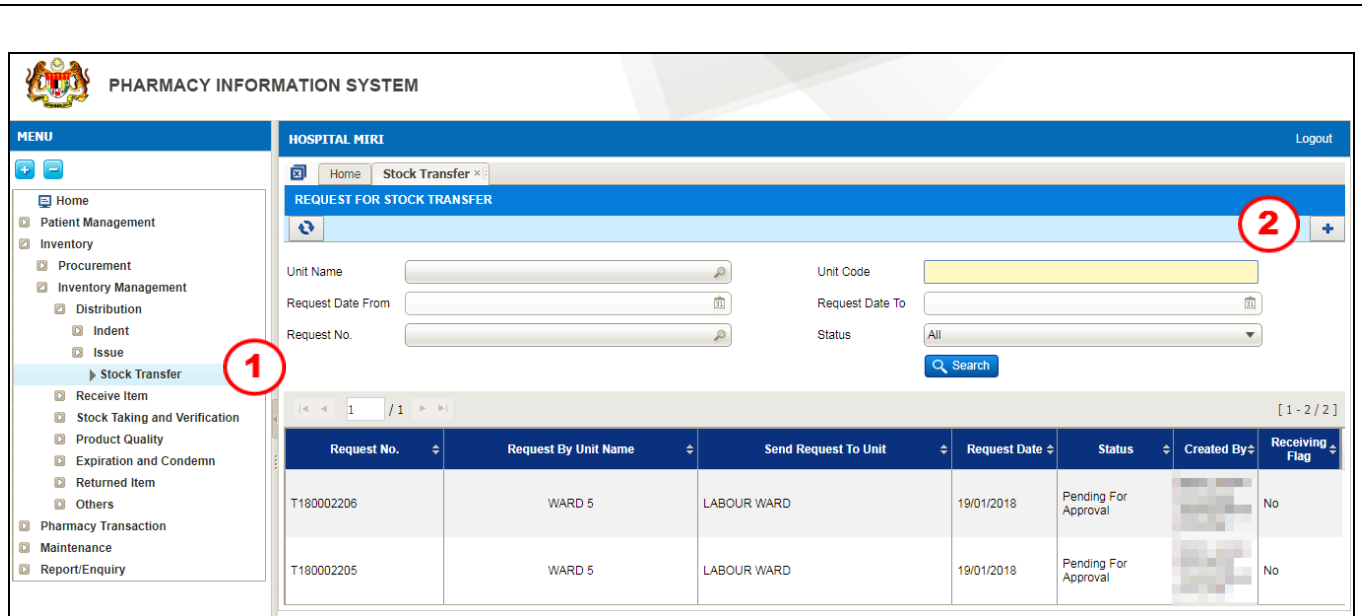
1 / 1

Drug/Non-Drug Name	Drug/Non-Drug Code	SKU	Average Unit Price (RM)	Requested Quantity (SKU)	Total Amount (RM)	Requester		Approver
						Stock Available (SKU)	Approved Quantity (SKU)	
Potassium Citrate 3g/10ml Mixture BPC	A12BA02955L2101XX	ml	3.7450	700	2,621.50	0	700	2,621.50

Figure 3.1-2 View Stock Transfer Record

3.2 New Request for Stock Transfer

To create a new Request for Stock Transfer, perform the steps below:



Request No.	Request By Unit Name	Send Request To Unit	Request Date	Status	Created By	Receiving Flag
T180002206	WARD 5	LABOUR WARD	19/01/2018	Pending For Approval		No
T180002205	WARD 5	LABOUR WARD	19/01/2018	Pending For Approval		No

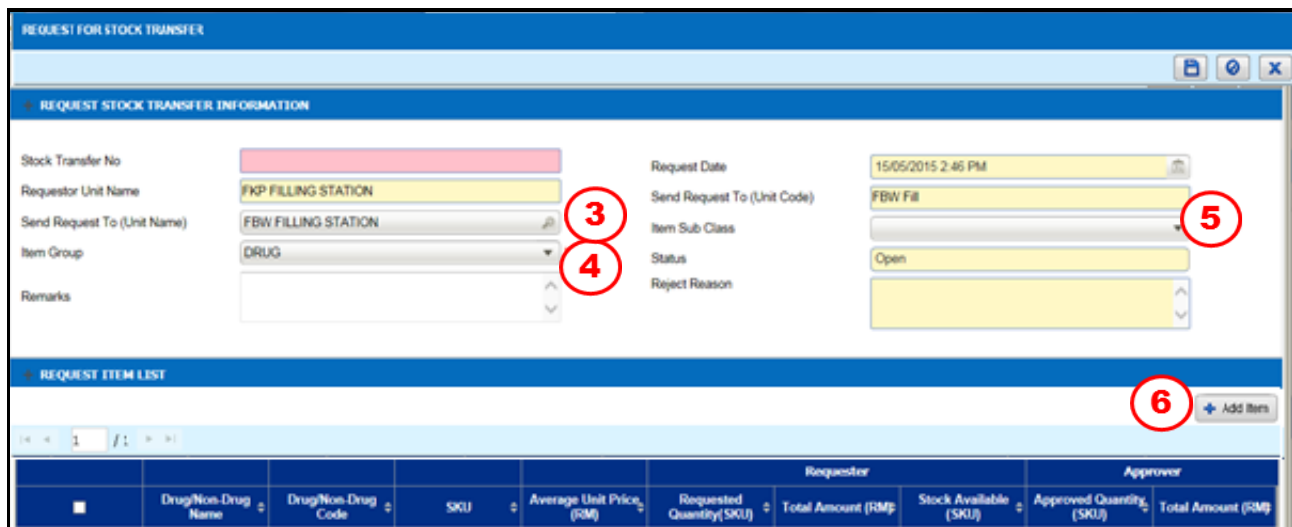
Figure 3.2-1 New Stock Transfer

STEP 1

Click on 'Store Inventory' Menu and follow by 'Stock Transfer' (refer Figure 3.2-1)

STEP 2

Click on the  button and the Request For Stock Transfer screen will be displayed as Figure 3.2-2



Drug/Non-Drug Name	Drug/Non-Drug Code	SKU	Average Unit Price (RM)	Requested Quantity (SKU)	Total Amount (RM)	Requester	Stock Available (SKU)	Approved Quantity (SKU)	Total Amount (RM)
--------------------	--------------------	-----	-------------------------	--------------------------	-------------------	-----------	-----------------------	-------------------------	-------------------

Figure 3.2-2 Request For Stock Transfer

Note

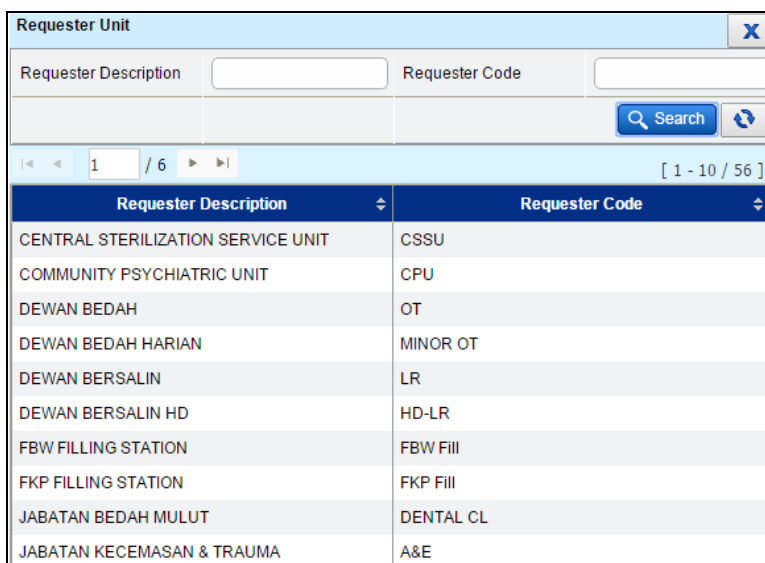
For newly-created request, the **Status** is default to 'Open'.

No	Field	Description	Remark
a	Stock Transfer No.	Running No. that is generated when the user saves the newly created Stock Transfer transaction	The running number represent newly created Stock Transfer transaction eg: T140000022
b	Requester Unit Name	Defaulted requester unit name	Based on login ID requester
c	Request Date	Defaulted date based on system date	Based on system date and time
d	Send Request to (Unit Name)	List of Unit Name within the same level	- Set in the Requester Unit Master Setup - Mandatory field
e	Send Request to (Unit Code)	Auto displayed based on the selected Unit Name.	Set in Master Setup
f	Item Group	Selection of Drug or Non-Drug	Mandatory field
g	Item Sub-Group	List of specific sub-group for item group	Based on selection of item group either drug or non-drug
h	Status	Show the progress of the transaction: - Open - Approved - Pending For Approval Rejected	Newly created Stock Transfer Status is defaulted to 'Open'.
i	Reject Reason	Free text field to insert reject reason	It is a mandatory field if approver reject the transaction
j	Remarks	Free text field to insert any additional information regarding on transaction	Up to 100 characters

Table 3.2-1

STEP 3

Click on the **Send Request To(Unit Name)**  button and the Search Unit Name window will be displayed as Figure 3.2-3



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 FIII
FKP FILLING STATION	FKP FIII
JABATAN BEDAH MULUT	DENTAL CL
JABATAN KECEMASAN & TRAUMA	A&E

Figure 3.2-3 Requester Unit

STEP 4

Select **Item Group**

- Drug
- Non-Drug

STEP 5

Select **Item Sub Class** (optional)

STEP 6

Click on the  button to add the item to Request Item List

Note

- It is allowed to enter **Unit Name** and/or **Unit Code** at searching criteria as per Figure 3.2.1. Then click the  button.
- List of unit name will be based on the Requester Unit Master Setup within the same level.
- Double-click to select a **Unit Name/Unit Code**.
- Send Request To (Unit Code)** will be displayed automatically based on the selected Unit Name.

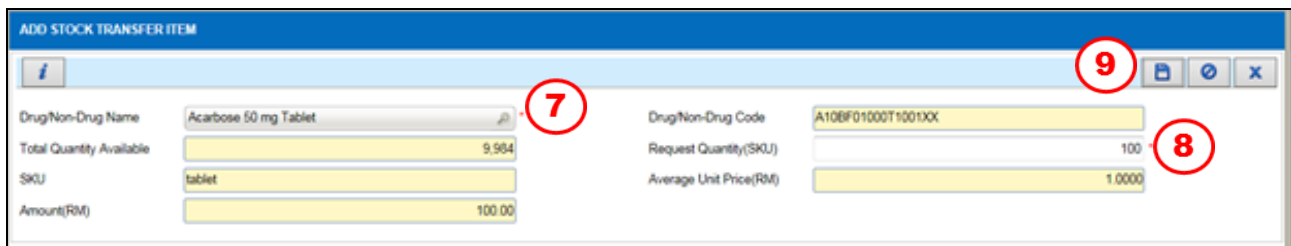
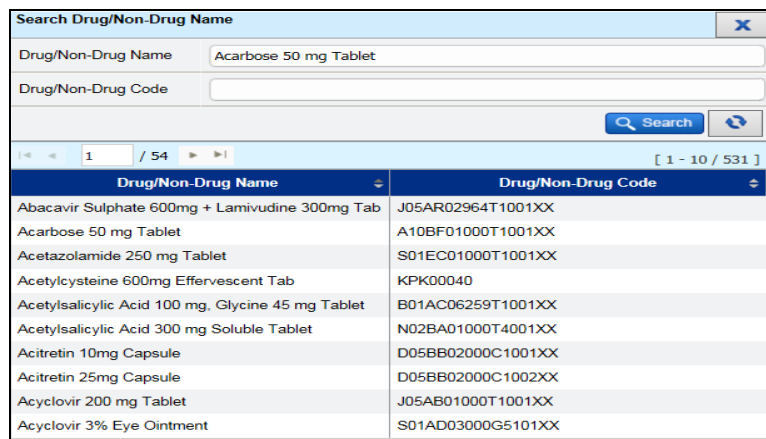


Figure 3.2-4 Add Stock Transfer

STEP 7

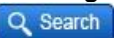
Click on the **Drug/Non Drug Name**  button and the Search Drug Name window will be displayed as Figure 3.2-5



Drug/Non-Drug Name	Drug/Non-Drug Code
Abacavir Sulphate 600mg + Lamivudine 300mg Tab	J05AR02964T1001XX
Acarbose 50 mg Tablet	A10BF01000T1001XX
Acetazolamide 250 mg Tablet	S01EC01000T1001XX
Acetylcysteine 600mg Effervescent Tab	KPK00040
Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	B01AC06259T1001XX
Acetylsalicylic Acid 300 mg Soluble Tablet	N02BA01000T4001XX
Acitretin 10mg Capsule	D05BB02000C1001XX
Acitretin 25mg Capsule	D05BB02000C1002XX
Acyclovir 200 mg Tablet	J05AB01000T1001XX
Acyclovir 3% Eye Ointment	S01AD03000G5101XX

Figure 3.2-5 Search Drug Name

Note

- It is allowed to enter **Drug/Non Drug Name** and/or **Drug/Non Drug Code** at searching criteria as per Figure 3.2.1. Then click the  button.
- Drug/Non Drug Code** will be displayed based on the selected **Drug/Non Drug Name**.
- After requested, the system will refer to **Drug/Non Drug Name/Code** based on Unit Catalogue List Master.

STEP 8

Enter **Request Quantity(SKU)**

STEP 9

Click on the  button to save the transaction

Note

- The system retrieve the value of **Total Quantity, SKU, Average Unit Price (RM) and Amount(RM)** information from Item Master.
- Confirmation message will displayed after clicking save as shown in Figure 3.2.6

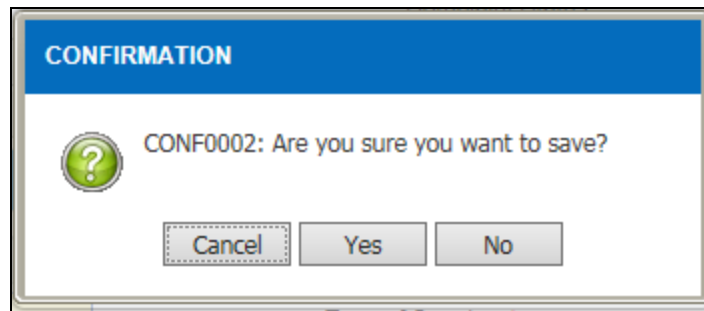
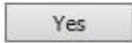
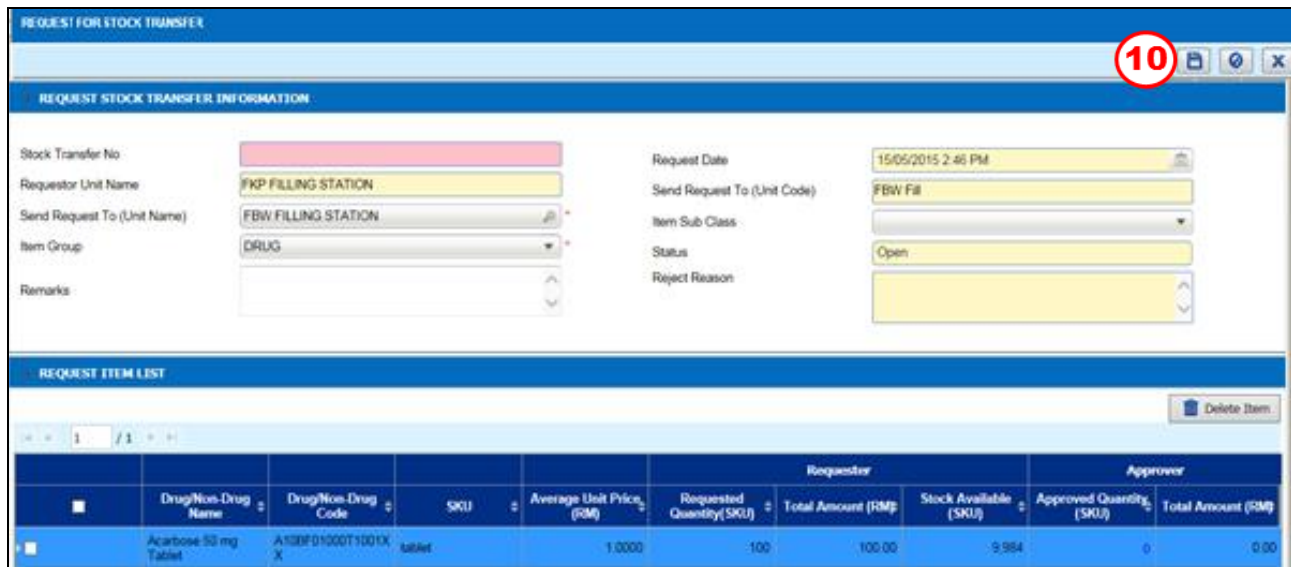


Figure 3.2.6 Confirmation Message

- Click on the  button



REQUEST STOCK TRANSFER INFORMATION									
Stock Transfer No		Request Date	15/05/2015 2:46 PM						
Requestor Unit Name	FKP FILLING STATION		Send Request To (Unit Code)	FBW Fill					
Send Request To (Unit Name)	FBW FILLING STATION		Item Sub Class						
Item Group	DRUG		Status	Open					
Remarks			Reject Reason						

REQUEST ITEM LIST									
	Drug/Non-Drug Name	Drug/Non-Drug Code	SKU	Average Unit Price (RM)	Requested Quantity (SKU)	Total Amount (RM)	Stock Available (SKU)	Approved Quantity (SKU)	Total Amount (RM)
	Acarbose 50 mg Tablet	A10BF01000T1001X	tablet	1.0000	100	100.00	9,984	0	0.00

Figure 3.2.7 Save Record

STEP 10

Click on the  button to save the transaction

Note

- An alert message will be displayed as per Figure 3.2-8 and Figure 3.2-9

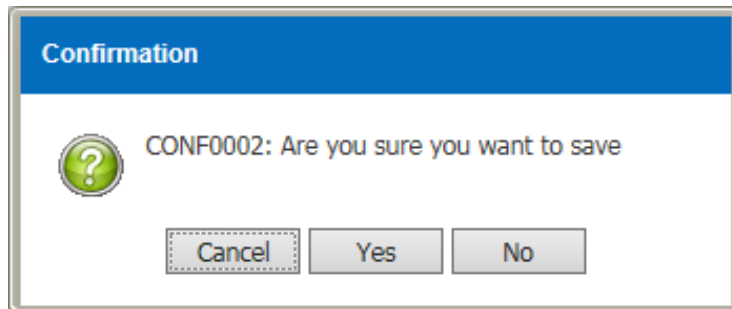
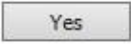


Figure 3.2-8 Confirmation Message

- Click on the  button

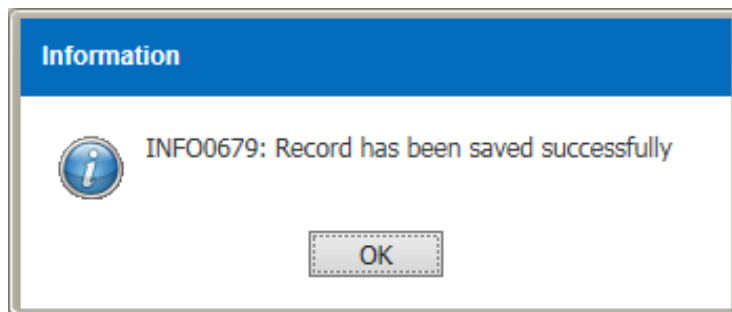
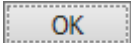
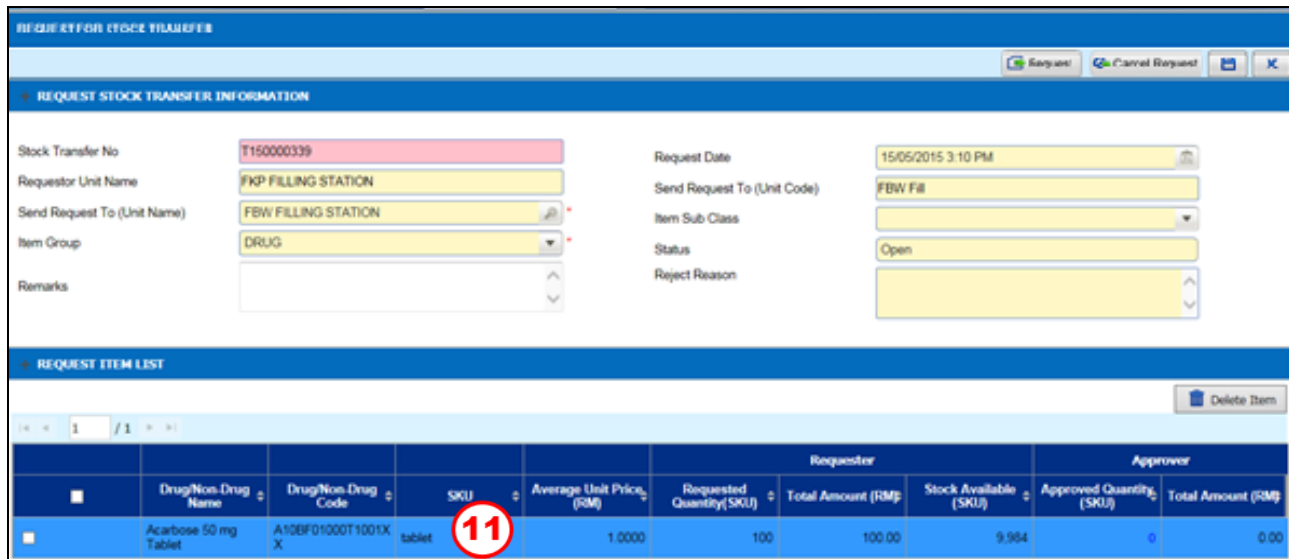


Figure 3.2-9 Information Message

- Click on the  button
 - i. Stock Transfer No. will be generated automatically once the record is successfully saved.
 - ii. Request Date is defaulted to the system date and time once the record is successfully saved.
 - iii. Refer to Figure 3.2-10
- After save, user is allowed to:
 - Change Request Quantity
 - Cancel Request



Drug/Non-Drug Name	Drug/Non-Drug Code	SKU	Average Unit Price (RM)	Requested Quantity (SKU)	Total Amount (RM)	Stock Available (SKU)	Approved Quantity (SKU)	Total Amount (RM)
Acarbose 50 mg Tablet	A10BF01000T1001XX	tablet	1.0000	100	100.00	9.984	0	0.00

Figure 3.2-10 Request For Stock Transfer

Change Request Quantity

STEP 11

Double-click on the field under Request Item List section and an Add Stock Transfer Item window will be displayed as Figure 3.2-11

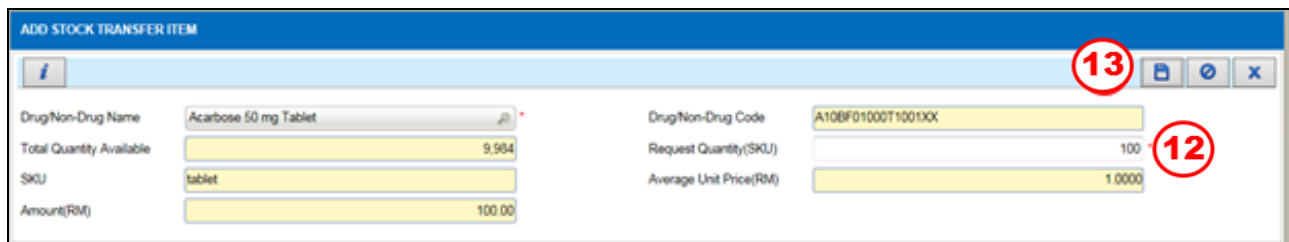


Figure 3.2-11 Add Stock Transfer Item

STEP 12

Enter and change the **Request Quantity(SKU)**

STEP 13

Click on the  button after changing the **Request Quantity(SKU)**

Note

- Alert message will be displayed after clicking save as shown in Figure 3.2-12.

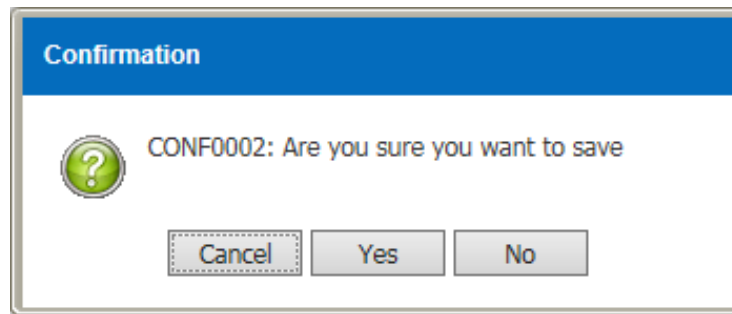
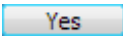


Figure 3.2-12 Alert Message

- Click on the  button to confirm the change record.
- Stock Transfer No** will be generated automatically by system for future reference and the  button and  button will be enabled.

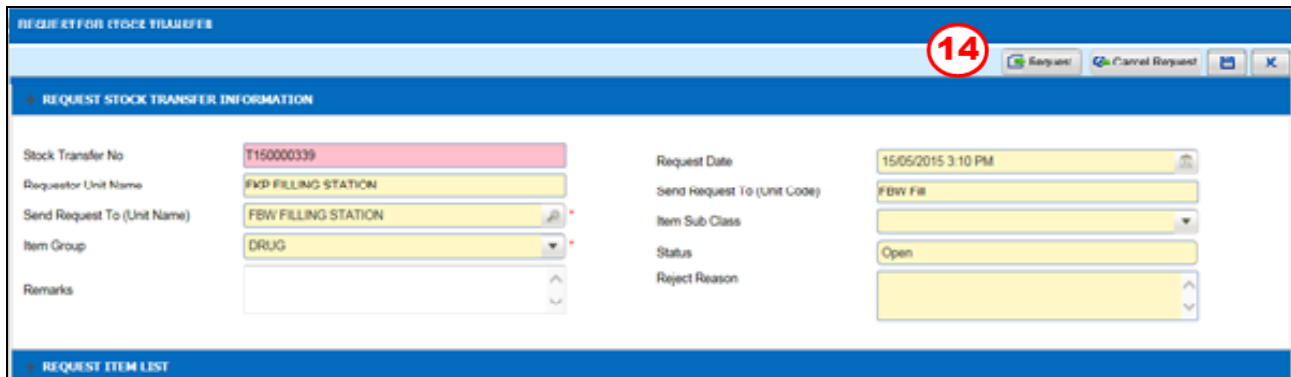


Figure 3.2-13 Cancel Request Stock Transfer

STEP 14

Click on the  button to send the stock transfer request

Note

- An alert message will be displayed after clicking on the request button as shown in Figure 3.2-14.

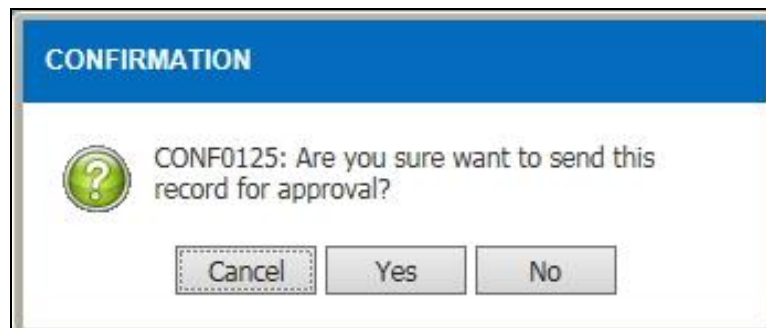
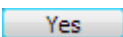


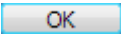
Figure 3.2-14 Alert Message

- Click on the  button to send the record for Approval.

- An alert message will be displayed after clicking on the yes button as shown in Figure 3.2-15.



Figure 3.2-15 Alert Request

- Click on the  button to confirm sending of request for approval.
- The status will change to 'Pending For Approval'.
- Click on the  button to cancel the transaction and the **Status** will be changed to 'Cancelled'

3.3 Stock Transfer Approval

To approve Request for Stock Transfer, HOD from the Supplying Unit will need to perform steps below before releasing the stock:

TASK LIST						
1 / 1 [1 - 10 / 10]						
No	Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
1	Stock Transfer	T140000014	01/04/2014 04:40 PM	Pending For Approval	UNIT FARMASI BEKALAN WAD	
2	Indent	K14000013	12/03/2014 04:23 PM	Pending For Approval	UNIT FARMASI KLINIK PAKAR	
3	Stock Transfer	T140000010	12/03/2014 11:27 AM	Pending For Approval	UNIT FARMASI BEKALAN WAD	
4	Stock Transfer	T140000007	11/03/2014 09:04 PM	Pending For Approval	UNIT FARMASI BEKALAN WAD	
5	Quarantine	QT14000004	11/03/2014 03:59 PM	Pending For Approval	UNIT FARMASI KLINIK PAKAR	
6	Quarantine	QT14000003	11/03/2014 03:58 PM	Pending For Approval	UNIT FARMASI KLINIK PAKAR	
7	RCL Transaction type	RC14000001	11/03/2014 03:50 PM	Pending for Approval	UNIT FARMASI KLINIK PAKAR	
8	Stock Transfer	T150000339	15/05/2015 03:12 PM	Pending For Approval	FKP FILLING STATION	

Figure 3.3-1 Task List

STEP 1

Click on the Transaction No. hyperlink and the Request for Stock Transfer screen will be displayed as shown in the Figure 3.3-2

Note

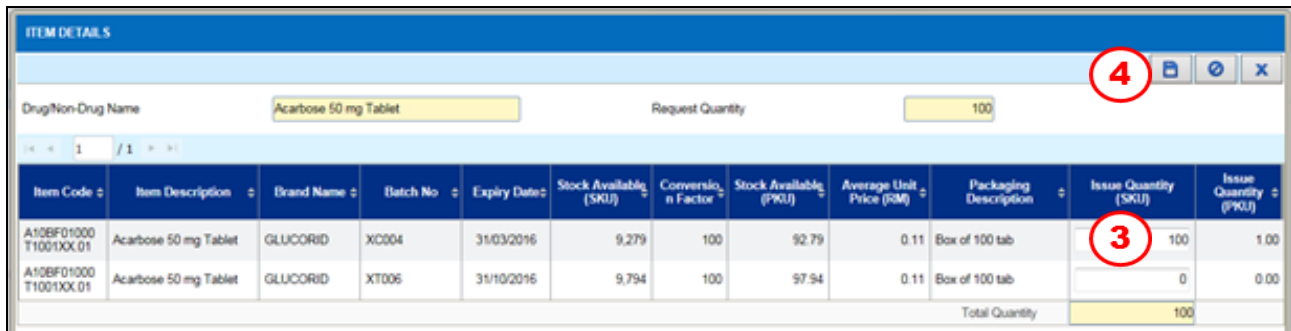
HOD may also refer to section [3.1-1 Stock Transfer Listing Page](#) to search for the 'Pending for Approval' Stock Transfer

REQUEST FOR STOCK TRANSFER								
			Approve Reject Print X					
REQUEST STOCK TRANSFER INFORMATION								
Stock Transfer No	T150000339	Request Date	15/05/2015 3:10 PM					
Requestor Unit Name	FKP FILLING STATION	Send Request To (Unit Code)	FBW Fill					
Send Request To (Unit Name)	FBW FILLING STATION	Item Sub Class						
Item Group	DRUG	Status	Pending For Approval					
Remarks	Request Reason							
REQUEST ITEM LIST								
Page 1 / 1								
Drug/Non-Drug Name	Drug/Non-Drug Code	SKU	Average Unit Price (RM)	Requested Quantity (SKU)	Total Amount (RM)	Requester Stock Available (SKU)	Approved Quantity (SKU)	Approver Total Amount (RM)
Acarbose 50 mg Tablet	A10BF01000T10010X	tablet	1.0000	100	100.00	9,994	0	0.00

Figure 3.3-2 Request For Stock Transfer

STEP 2

Click on the Approve Quantity hyperlink and the Item Details screen will be displayed as shown in the Figure 3.3-3



Item Code	Item Description	Brand Name	Batch No	Expiry Date	Stock Available (SKU)	Conversion Factor	Stock Available (PQU)	Average Unit Price (RM)	Packaging Description	Issue Quantity (SKU)	Issue Quantity (PQU)
A10BF01000T1001XX.01	Acarbose 50 mg Tablet	GLUCORID	XC004	31/03/2016	9,279	100	92.79	0.11	Box of 100 tab	100	1.00
A10BF01000T1001XX.01	Acarbose 50 mg Tablet	GLUCORID	XT006	31/10/2016	9,794	100	97.94	0.11	Box of 100 tab	0	0.00
Total Quantity										100	

Figure 3.3-3 Item Details

STEP 3

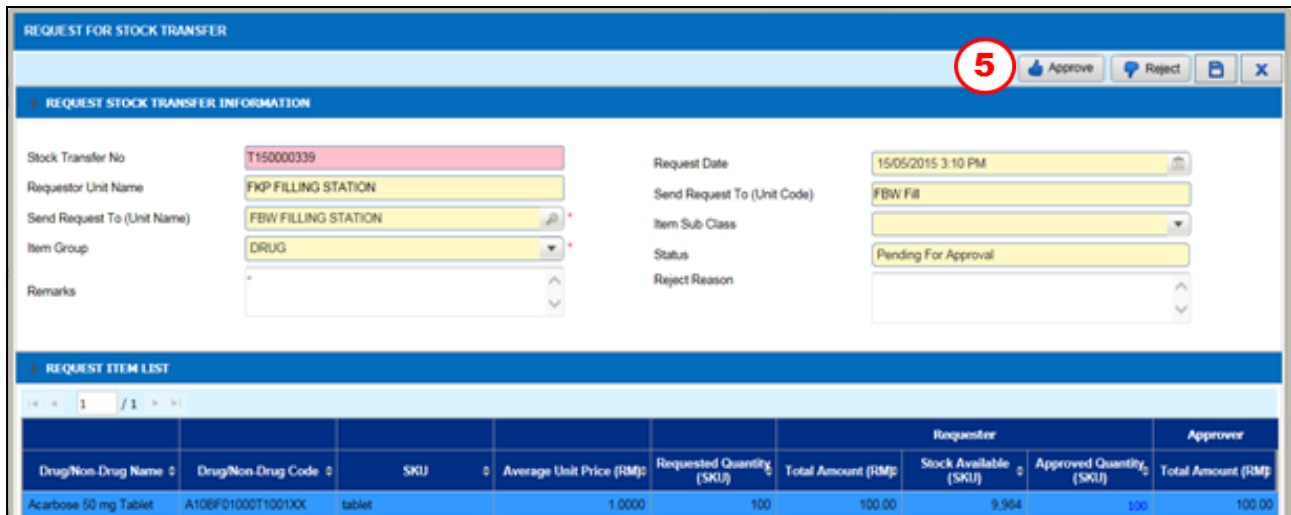
Enter **Issue Quantity(SKU)**

STEP 4

Click on the  button to save the changes made

Note

The system will return to Request For Stock Transfer screen as per Figure 3.3-4.



Drug/Non-Drug Name	Drug/Non-Drug Code	SKU	Average Unit Price (RM)	Requested Quantity (SKU)	Total Amount (RM)	Requester Stock Available (SKU)	Approved Quantity (SKU)	Approver Total Amount (RM)
Acarbose 50 mg Tablet	A10BF01000T1001XX	tablet	1.0000	100	100.00	9,984	100	100.00

Figure 3.3-4 Request For Stock Transfer

STEP 5

Click on the  button to Approve the Request For Stock Transfer and the status will change to 'Approved'

Click on the  button to reject the transaction and the status will change to 'Rejected'

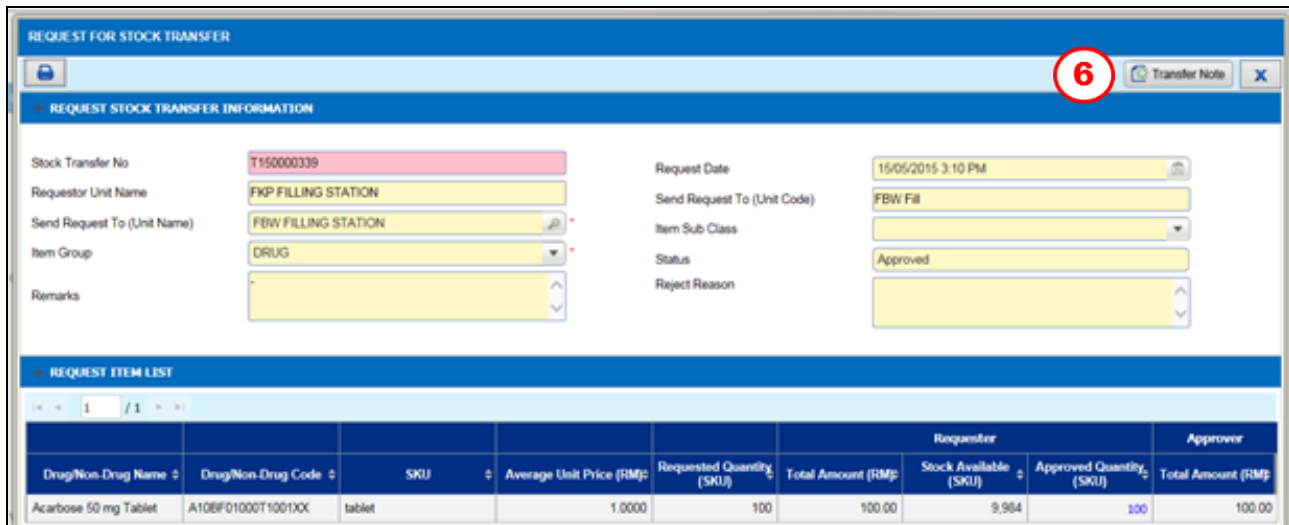
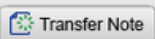


Figure 3.3-5 Request For Stock Transfer

STEP 6

Click  to generate Transfer Note in order to supply the requested item to the requester as per figure 3.3-5

Note

- Regardless of the quantity supplied to the requester, the **Status** will still be Closed.
- Supplying Unit will print out the Transfer Note to be given together with the requested item.
- **Item quantity** will be deducted from Supplying Unit once the request has been approved.
- **Item quantity** will increase at the Requester unit once they perform the receiving transaction.



KEMENTERIAN KESIHATAN MALAYSIA
Hospital Pakar Sultanah Fatimah, Muar
NOTA PEMINDAHAN BARANG-BARANG

UNIT PENGELUAR : FBW FILLING STATION TARIKH : 15/05/2015 15:10:00
UNIT PENERIMA : FKP FILLING STATION NO. NOTA PEMINDAHAN : ND1FKP-FII-0000116
KUANTITI : 100

BIL	PERIHAL BARANG	KOD BARANG	SKU	KUANTITI DI POHON	KUANTITI DIBEKAL	HARGA SEUNIT (RM)	JUMLAH KOS (RM)	NO KELOMPOK	TARIKH LUPUT
1	Acarbose 50 mg Tablet	A10BF010 00T1001X X.01	tablet	100	100	1.0000	100.00	XC004	31/03/2016

PERKARA JUMLAH BESAR : RM 100.00

DIPESAN OLEH :

T/T :
TARIKH :
NAMA : Khairuddin bin Asplah
JAWATAN : Penolong Pegawai Farmasi U29

DILULUSKAN OLEH :

T/T :
TARIKH :
NAMA : HANNAN SAFIYYAH
JAWATAN : Pegawai Farmasi U44

DITERIMA OLEH :

T/T :
TARIKH :
NAMA :
COR/JAWATAN :

Printed Date : 15/05/2015

Printed By : Khairuddin bin Asplah

Unit Name : FKP FILLING STATION

Source : PhIS

Page 1 of 1

Figure 3.3-6 Transfer 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	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