



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

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## **User Manual Pharmacy Inventory (Stock Transfer)**

|                    |                                      |
|--------------------|--------------------------------------|
| <b>Version</b>     | <b>: 8<sup>th</sup> EDITION</b>      |
| <b>Document ID</b> | <b>: U.MANUAL_INV_STOCK TRANSFER</b> |



PhIS & CPS Project  
User Manual – Pharmacy Inventory  
Stock Transfer



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*Reference ID : U.MANUAL\_INV\_STOCK TRANSFER-8<sup>th</sup> EDITION*

*Application reference: PhIS & CPS v1.8.1*



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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

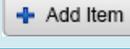
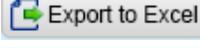
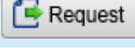
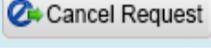
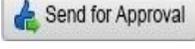
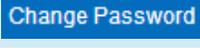
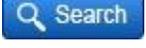
### 1.3 Organised Sections

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                        |
| <input type="checkbox"/>  | 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

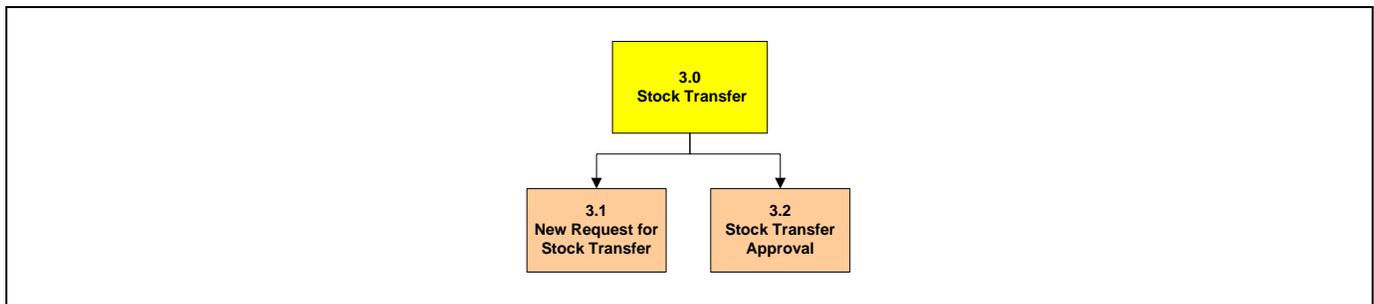


Figure 3.0-1

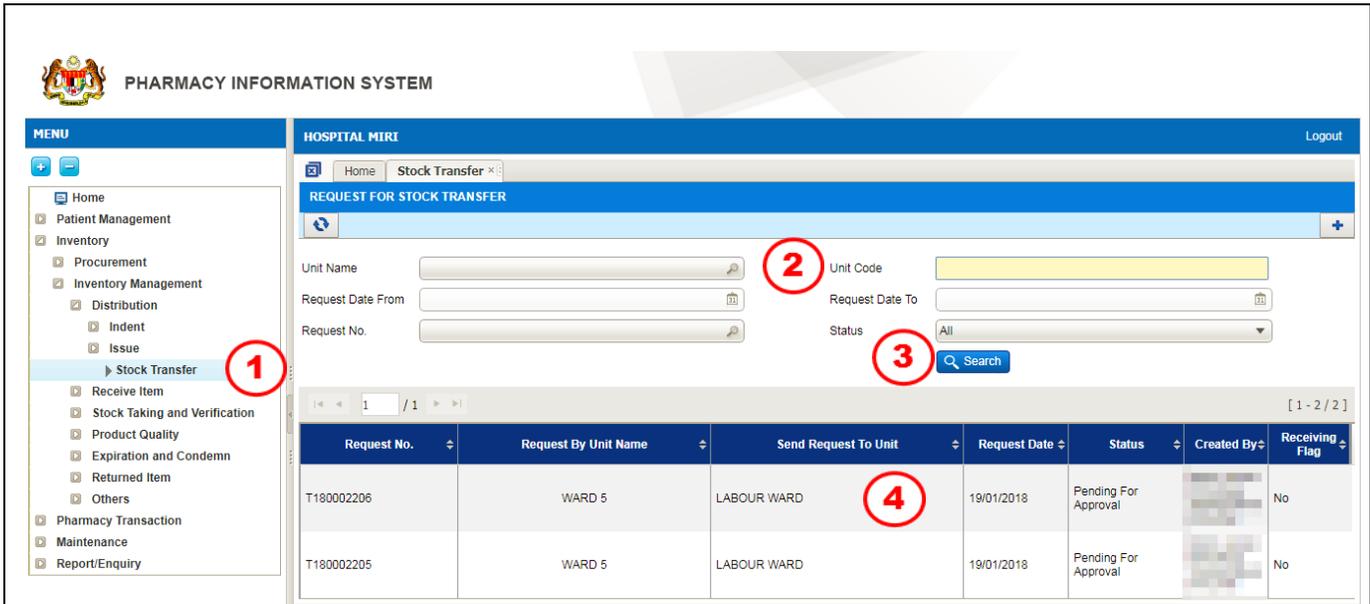
### Functional Description

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:



The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface for 'HOSPITAL MIRI'. The left-hand menu has 'Stock Transfer' highlighted with a red circle '1'. The search form at the top contains fields for 'Unit Name' (with a red circle '2'), 'Unit Code', 'Request Date From', 'Request Date To', 'Request No.', and a 'Status' dropdown menu. A 'Search' button is highlighted with a red circle '3'. Below the search form is a table with the following data:

| 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 | [Blurred]  | No             |
| T180002205  | WARD 5               | LABOUR WARD          | 19/01/2018   | Pending For Approval | [Blurred]  | No             |

The 'Send Request To Unit' column in the table is highlighted with a red circle '4'.

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 <b>Unit Name</b> and/or <b>Unit Code</b> 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:<br>- Open<br>- Approved<br>- Pending For Approval<br>- Rejected | Filter and search existing records based on Status  |

Table 3.1.1

**STEP 3**

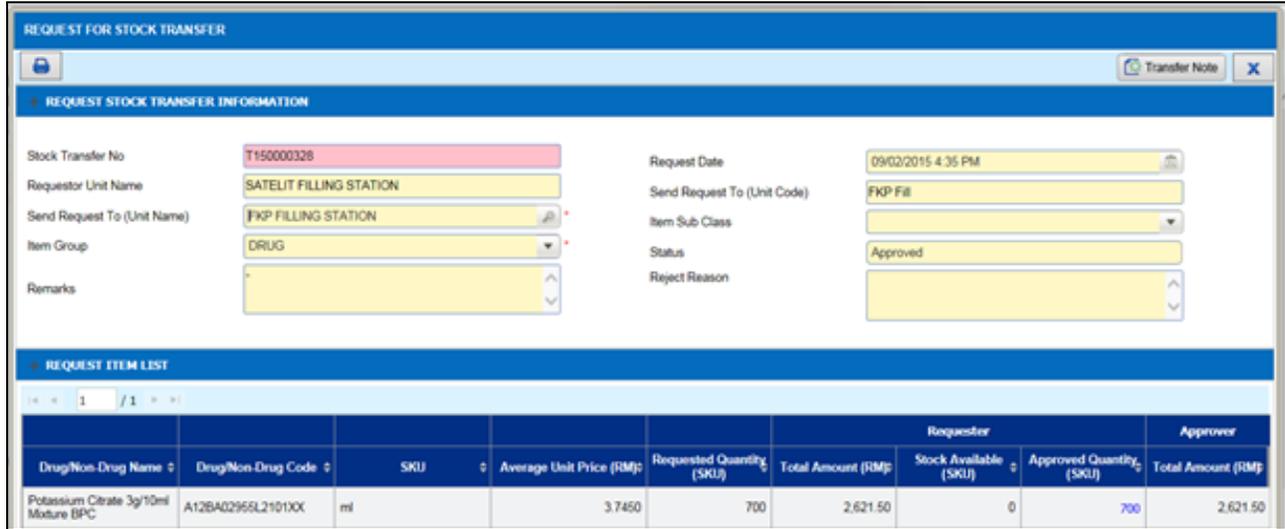
Click on the  button

**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



The screenshot shows a web application window titled "REQUEST FOR STOCK TRANSFER". It contains two main sections: "REQUEST STOCK TRANSFER INFORMATION" and "REQUEST ITEM LIST".

**REQUEST STOCK TRANSFER INFORMATION:**

- Stock Transfer No: T15000328
- Requestor Unit Name: SATELIT FILLING STATION
- Send Request To (Unit Name): FKP FILLING STATION
- Item Group: DRUG
- Remarks: (empty)
- Request Date: 09/02/2015 4:35 PM
- Send Request To (Unit Code): FKP Fill
- Item Sub Class: (empty)
- Status: Approved
- Reject Reason: (empty)

**REQUEST ITEM LIST:**

| 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) | Stock Available (RM) | Approved Quantity (RM) |
| Potassium Citrate 3g/10ml Mixture BPC | A12BA02955L2101XX  | ml  | 3.7450                  | 700                      | 2,621.50          | 0                     | 700                     | 2,621.50             | 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:

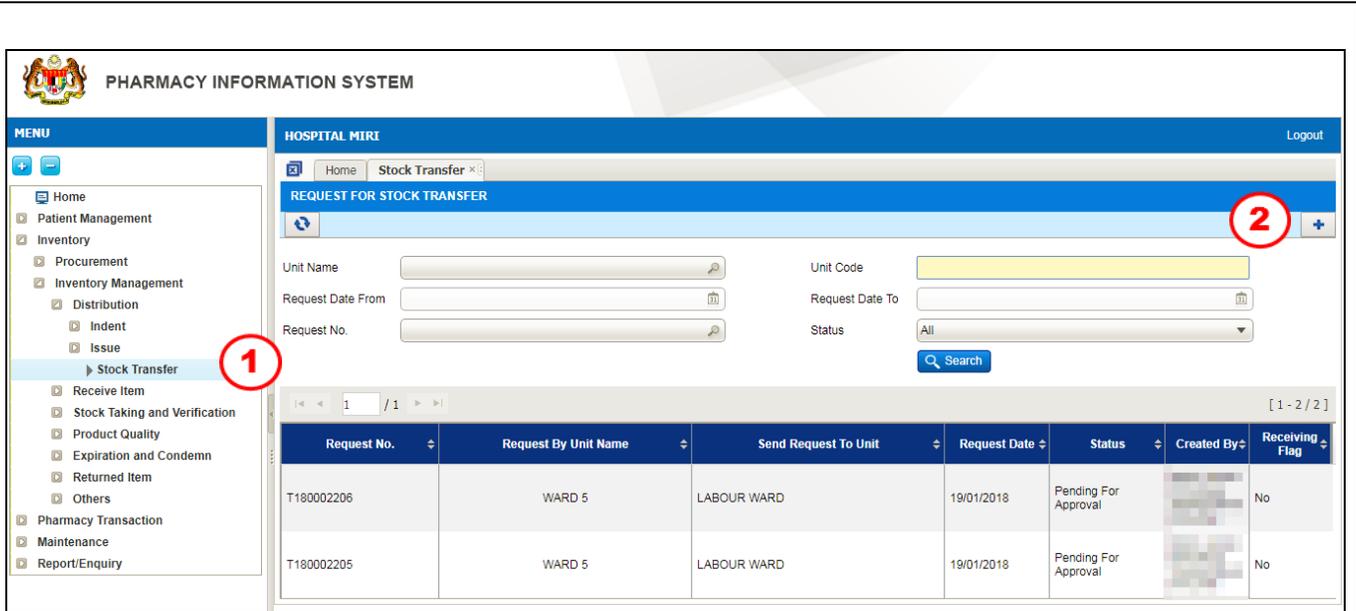


Figure 3.2-1 New Stock Transfer

#### 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

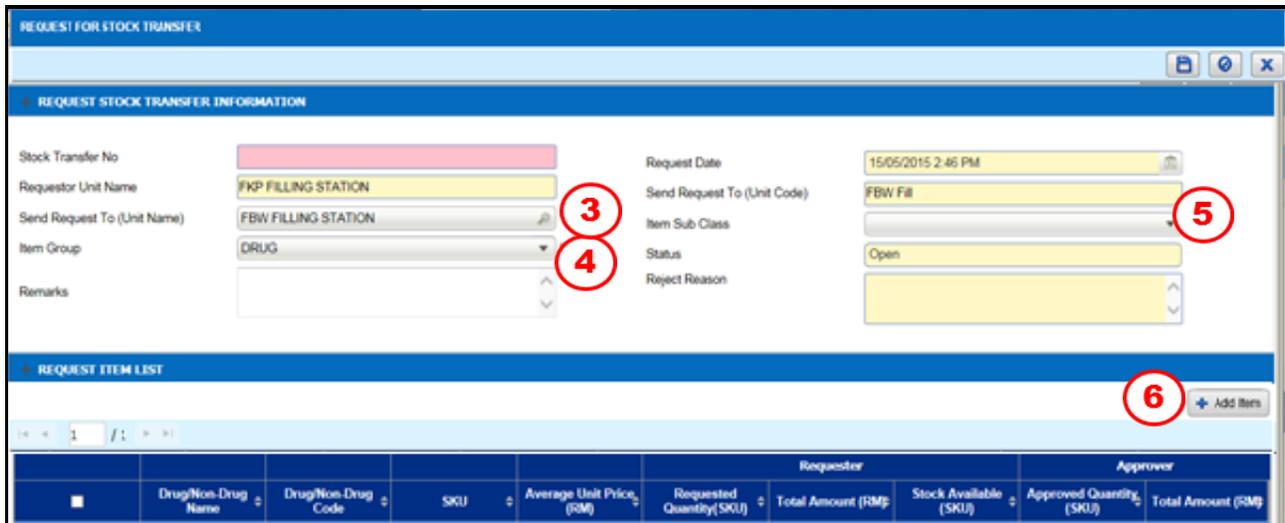


Figure 3.2-2 Request For Stock Transfer

#### Note

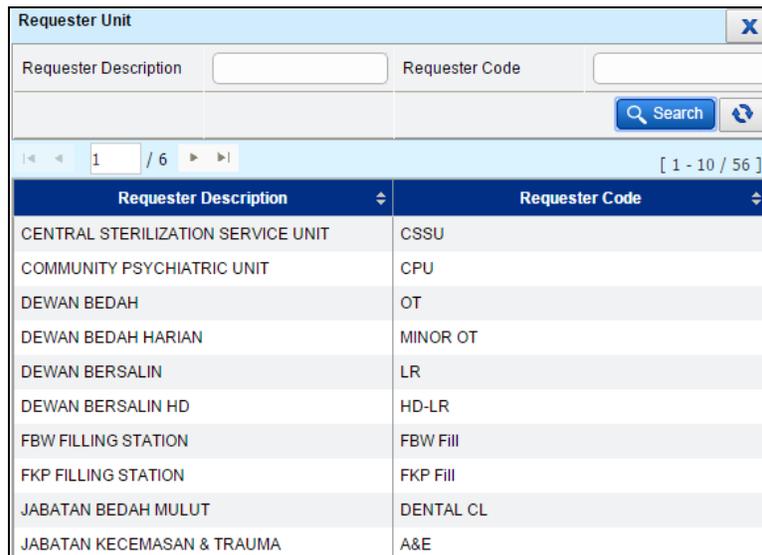
For newly-created request, the **Status** is default to 'Open'.

| 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<br>- 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:<br>- Open<br>- Approved<br>- Pending For Approval<br>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 FILL       |
| FKP FILLING STATION                | FKP FILL       |
| JABATAN BEDAH MULUT                | DENTAL CL      |
| JABATAN KECEMASAN & TRAUMA         | A&E            |

Figure 3.2-3 Requester Unit

### STEP 4

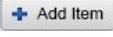
Select **Item Group**

- Drug
- Non-Drug

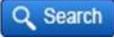
**STEP 5**

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.

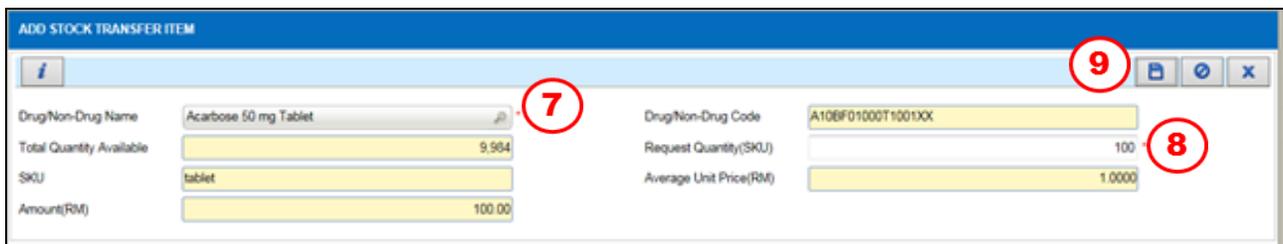
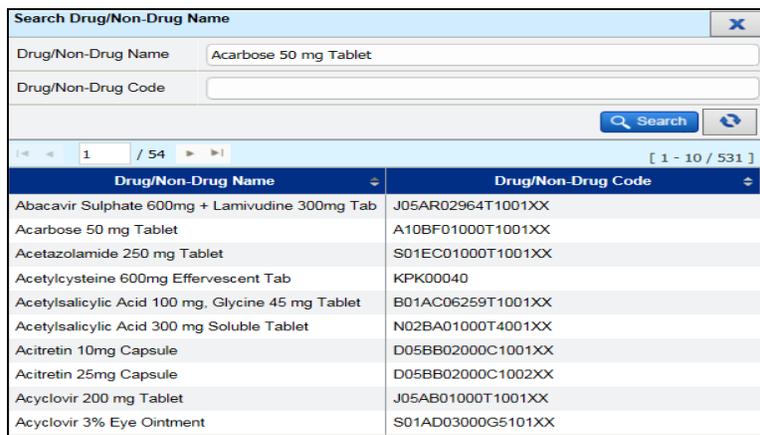


Figure 3.2-4 Add Stock Transfer

**STEP 7**

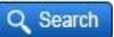
Click on the **Drug/Non Drug Name**  button and the Search Drug Name window will be displayed as Figure 3.2-5



| 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**

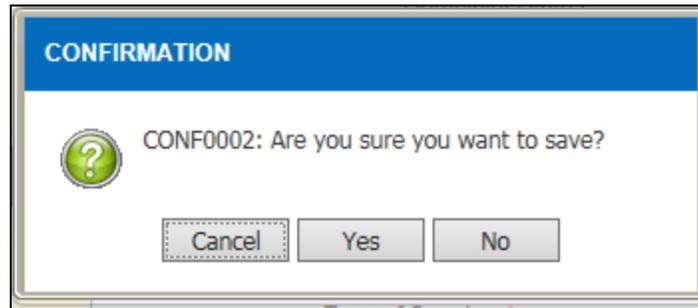
Enter **Request Quantity(SKU)**

**STEP 9**

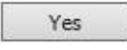
Click on the  button to save the transaction

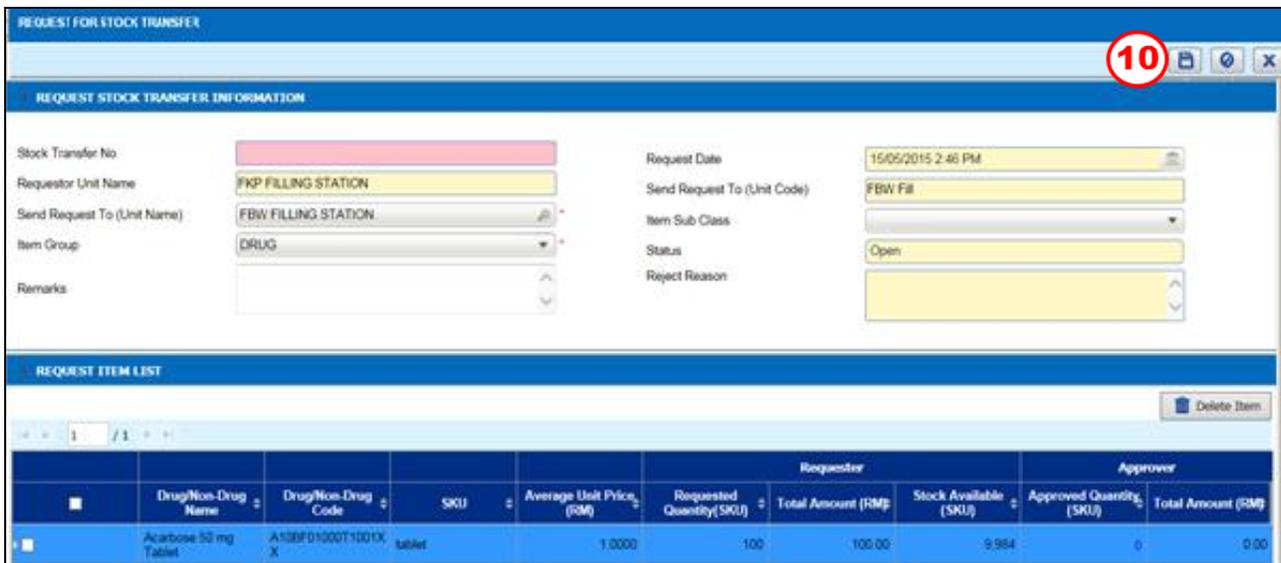
**Note**

- 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



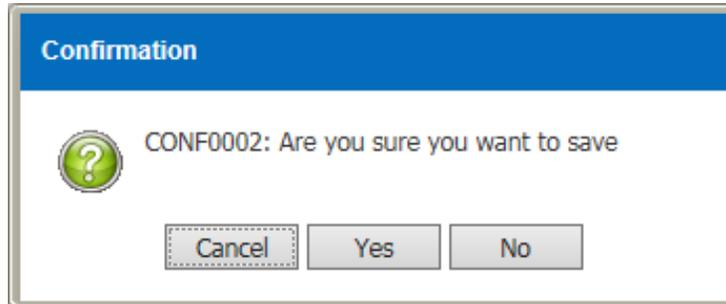
**Figure 3.2.7 Save Record**

**STEP 10**

Click on the  button to save the transaction

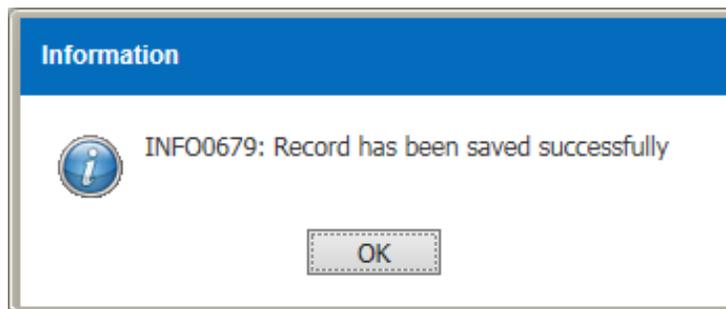
**Note**

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



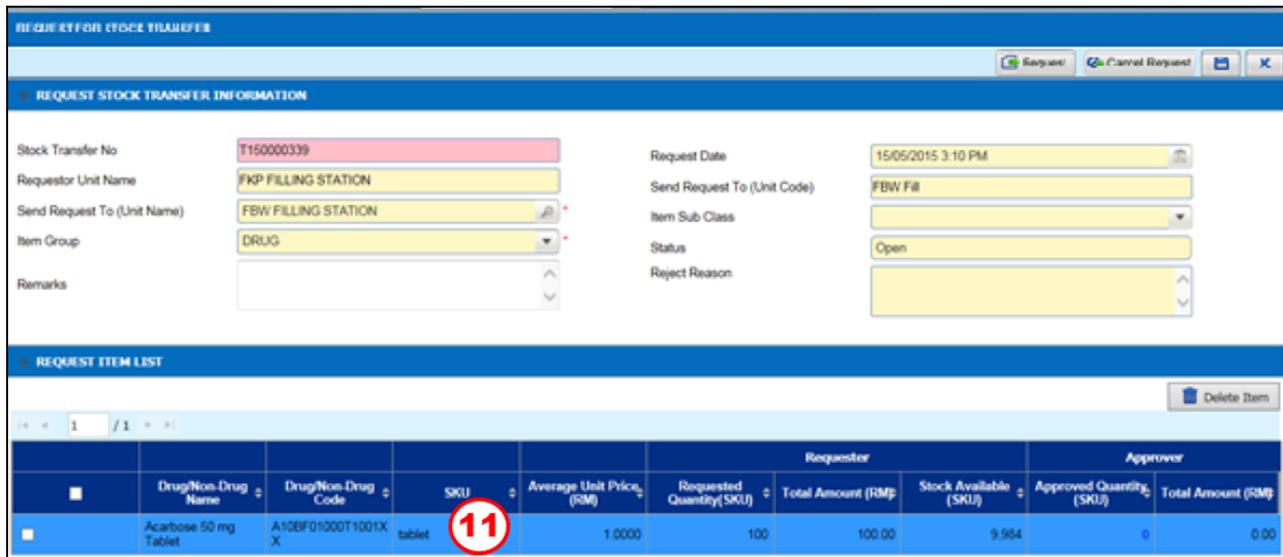
**Figure 3.2-8 Confirmation Message**

- Click on the  button



**Figure 3.2-9 Information Message**

- Click on the  button
  - Stock Transfer No. will be generated automatically once the record is successfully saved.
  - Request Date is defaulted to the system date and time once the record is successfully saved.
  - 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) |
|----|-----------------------|--------------------|--------|-------------------------|--------------------------|-------------------|-----------------------|-------------------------|-------------------|
| 11 | 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

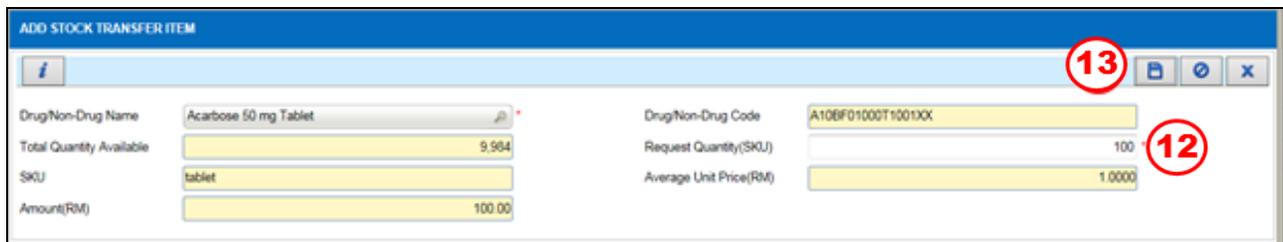


Figure 3.2-11 Add Stock Transfer Item

#### 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.

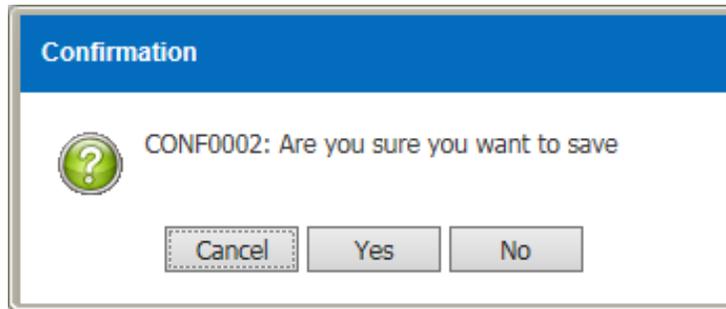


Figure 3.2-12 Alert Message

- 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.

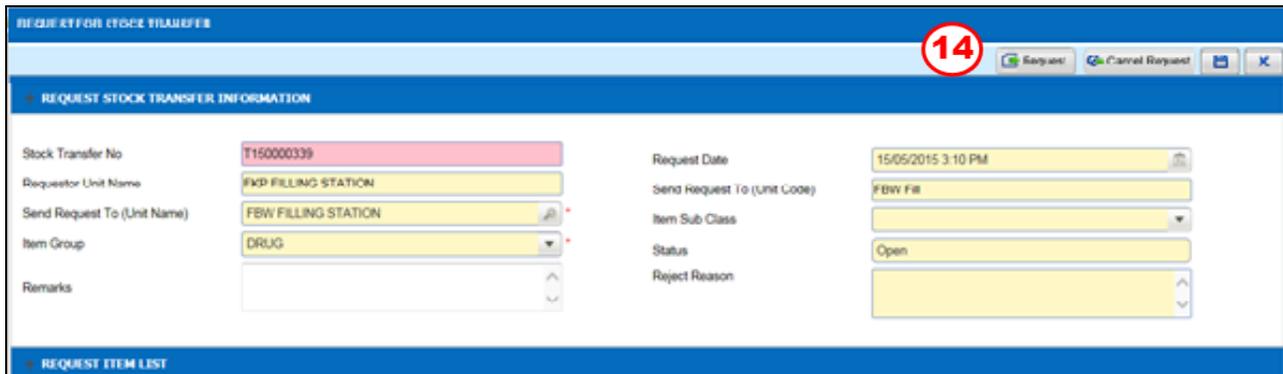


Figure 3.2-13 Cancel Request Stock Transfer

#### 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.

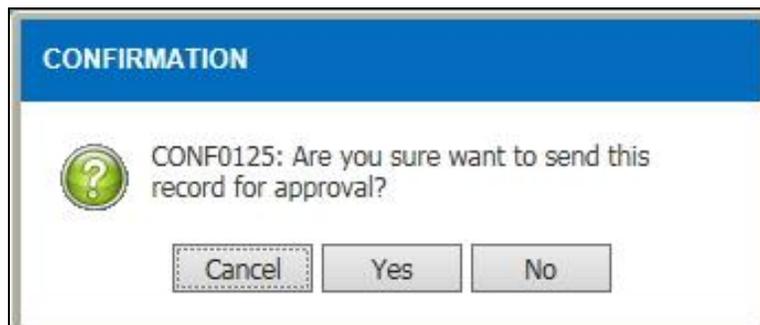


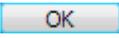
Figure 3.2-14 Alert Message

- 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 |                      |                 |                     |                      |                           |           |
|-----------|----------------------|-----------------|---------------------|----------------------|---------------------------|-----------|
| No        | Transaction Type     | Transaction No. | Date/Time           | Task Status          | From Unit/Department      | From User |
| 1         | Stock Transfer       | T14000014       | 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       | T14000010       | 12/03/2014 11:27 AM | Pending For Approval | UNIT FARMASI BEKALAN WAD  |           |
| 4         | Stock Transfer       | T14000007       | 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   |                     |        |                         |                             |                      |                       |                         |          |  |
|--|---------------------|--------|-------------------------|-----------------------------|----------------------|-----------------------|-------------------------|----------|--|
| <input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Print"/> <input type="button" value="Close"/> |                     |        |                         |                             |                      |                       |                         |          |  |
| 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  |                     |        |                         | 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)    | Requestor             |                         | Approver |  |
| Acarbose 50 mg Tablet  | A10BF01000T1001XX   | tablet | 1.0000                  | 100                         | 100.00               | Stock Available (SKU) | Approved Quantity (SKU) |          |  |
|  |                     |        |                         |                             |                      | 9,984                 | 2                       |          |  |

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 DETAILS             |                       |                       |          |                  |                       |                   |                       |                         |                       |                      |                      |
|--------------------------|-----------------------|-----------------------|----------|------------------|-----------------------|-------------------|-----------------------|-------------------------|-----------------------|----------------------|----------------------|
| Drug/Non-Drug Name       |                       | Acarbose 50 mg Tablet |          | Request Quantity |                       | 100               |                       |                         |                       |                      |                      |
| 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) |
| A10BFD1000<br>T1001XX.01 | Acarbose 50 mg Tablet | GLUCORID              | XC004    | 31/03/2016       | 9,279                 | 100               | 92.79                 | 0.11                    | Box of 100 tab        | 100                  | 1.00                 |
| A10BFD1000<br>T1001XX.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.

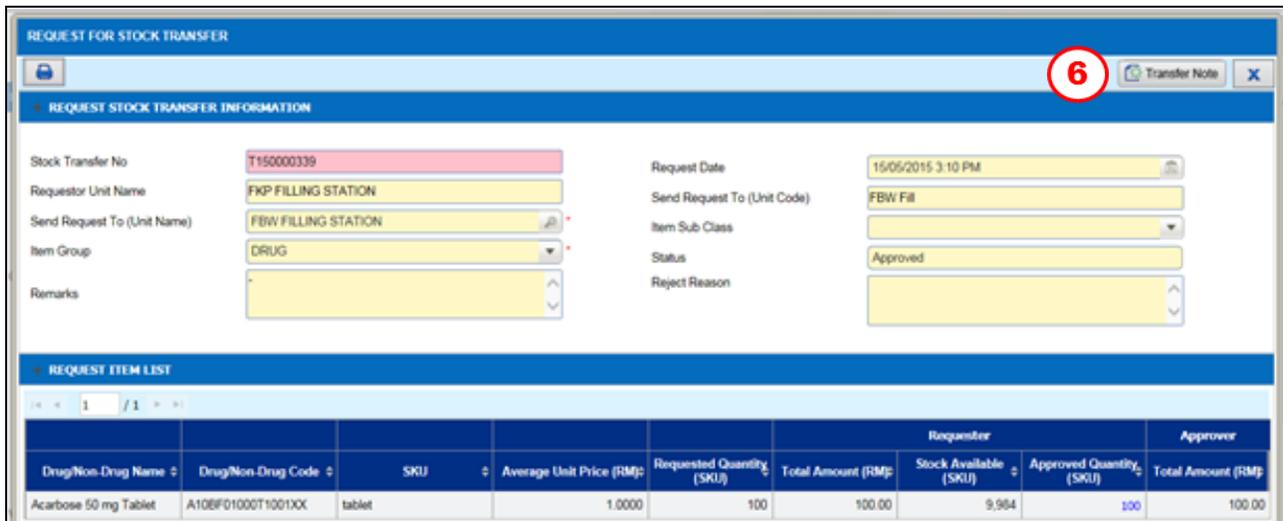
| REQUEST FOR STOCK TRANSFER         |                     |        |                         |                             |                      |                       |                         |                   |  |
|------------------------------------|---------------------|--------|-------------------------|-----------------------------|----------------------|-----------------------|-------------------------|-------------------|--|
| 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                            |                     |        |                         | 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          |  |
| Acarbose 50 mg Tablet              | A10BFD1000T1001XX   | tablet | 1.0000                  | 100                         | 100.00               | Stock Available (SKU) | Approved Quantity (SKU) | Total Amount (RM) |  |
|                                    |                     |        |                         |                             |                      | 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'

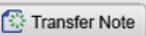
Click on the  button to reject the transaction and the status will change to 'Rejected'



| 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 | A10EFD1000T1001XX  | tablet | 1.0000                  | 100                      | 100.00            | 9,984                 | 100                     | 100.00            |

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.

| <br>KEMENTERIAN KESIHATAN MALAYSIA<br>Hospital Pakar Sultanah Fatimah, Muar<br>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<br>00T1001X<br>X.01       | tablet | 100               | 100  | 1.0000            | 100.00              | XC004       | 31/03/2016   |
| PERKARA  |                       |                                    |        | JUMLAH BESAR : RM |  |                   | 100.00              |             |              |
| DIPESAN OLEH :<br><br>T/T : .....<br>TARIKH : .....<br>NAMA : Khalruddin bin Asplah<br>JAWATAN : Penolong Pegawai Farmasi U29<br><br>DILULUSKAN OLEH :<br><br>T/T : .....<br>TARIKH : .....<br>NAMA : HANNAN SAFIYYAH<br>JAWATAN : Pegawai Farmasi U44 |                       |                                    |        |                   | DITERIMA OLEH :<br><br>T/T : .....<br>TARIKH : .....<br>NAMA : .....<br>CORJAWATAN : ..... |                   |                     |             |              |
| Printed Date : 10/05/2015  |                       | Printed By : Khalruddin 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  | <i>Finance</i>                                      | <a href="#">Click Here</a> | 15 | <i>Internal Indent</i>               | <a href="#">Click Here</a> |
| 2  | <i>Procurement Standard APPL</i>                    | <a href="#">Click Here</a> | 16 | <i>Issue</i>                         | <a href="#">Click Here</a> |
| 3  | <i>Procurement standard LP</i>                      | <a href="#">Click Here</a> | 17 | <i>Receive From Supplier</i>         | <a href="#">Click Here</a> |
| 4  | <i>Procurement Standard Contract</i>                | <a href="#">Click Here</a> | 18 | <i>Receive Inter Facility</i>        | <a href="#">Click Here</a> |
| 5  | <i>Procurement Standard Quotation</i>               | <a href="#">Click Here</a> | 19 | <i>Receive Intra Facility</i>        | <a href="#">Click Here</a> |
| 6  | <i>Procurement Standard (RFQ)</i>                   | <a href="#">Click Here</a> | 20 | <i>Return to Supplier</i>            | <a href="#">Click Here</a> |
| 7  | <i>Procurement Non Standard (Requisition Order)</i> | <a href="#">Click Here</a> | 21 | <i>Return to Supplying Unit</i>      | <a href="#">Click Here</a> |
| 8  | <i>Quarantine</i>                                   | <a href="#">Click Here</a> | 22 | <i>Slow Moving</i>                   | <a href="#">Click Here</a> |
| 9  | <i>Product Complaint</i>                            | <a href="#">Click Here</a> | 23 | <i>Stock Taking And Verification</i> | <a href="#">Click Here</a> |
| 10 | <i>Recalculate Buffer Level</i>                     | <a href="#">Click Here</a> | 24 | <i>Stock Transfer</i>                | <a href="#">Click Here</a> |
| 11 | <i>Expiration And Condemn</i>                       | <a href="#">Click Here</a> | 25 | <i>Year End</i>                      | <a href="#">Click Here</a> |
| 12 | <i>Recall Product</i>                               | <a href="#">Click Here</a> | 26 | <i>Penalty</i>                       | <a href="#">Click Here</a> |
| 13 | <i>Payment</i>                                      | <a href="#">Click Here</a> | 27 | <i>IWP Budget</i>                    | <a href="#">Click Here</a> |
| 14 | <i>External Indent</i>                              | <a href="#">Click Here</a> | 28 | <i>IWP Order Authorization</i>       | <a href="#">Click Here</a> |