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

User Manual
Pharmacy Inventory
Year End Process

Version	**: 9th EDITION**
Document ID	**: U.MANUAL_ INV_YEAR END PROCESS**

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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
3.0 Year End Process 4
Overview 4
User Group 4
Functional Diagram 4
Functional Description 4
3.1 Year End Process 5
4.0 Acronyms 7
5.0 Links to Inventory Modules 8

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. PhIS implementation would transform most of current manual process to electronic system would benefit facility end user in the health care sector.

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

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

1.2 Purpose and Objectives

This user manual outlines the Pharmacy Inventory (Year End Process) sub-module and its key features and functionalities. The primary objective is to guide users through the process of completing PhIS application process.

1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Buffer Level (Year End Process)
- Section 4 : Acronyms
- Section 5: Links to Inventory Modules

2.0 Application Standard Features

2.1 PhIS Legend

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

Module Legend			
Calculate	Recalculate buffer level	Overwrite	Overwrite previous buffer level record

Note:

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

3.0 Year End Process

Overview

This function is used to run the facility's year end process

User Group

This module is intended for inventory pharmacist at Pharmacy Store (subject to user assigned by the facility).

Functional Diagram

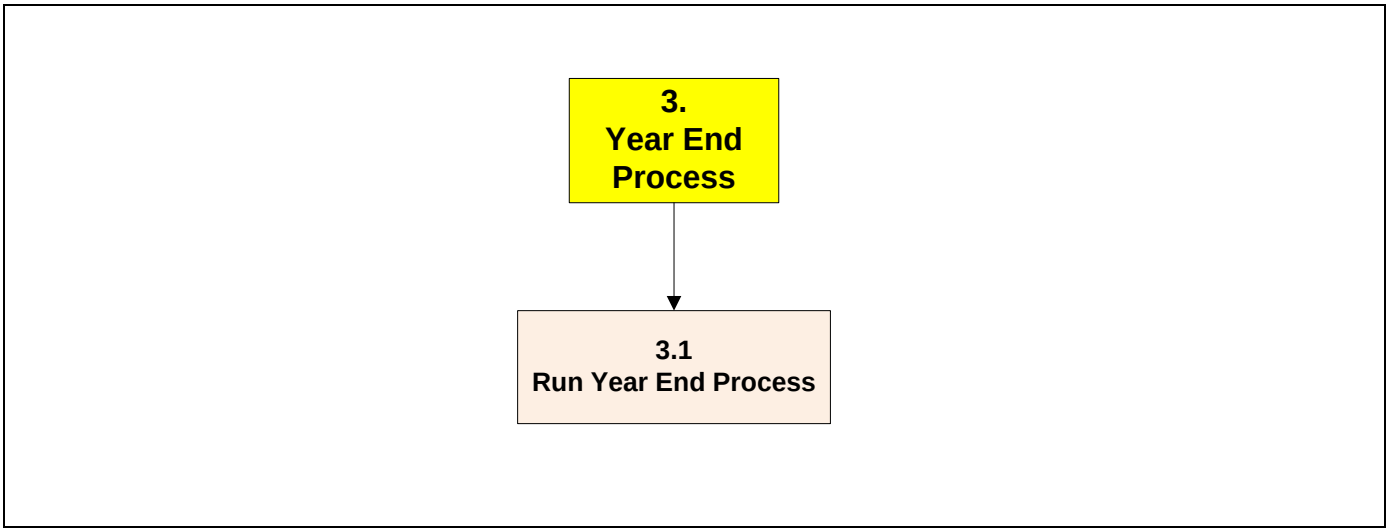

Figure 3.0-1

Functional Description

Year End Process comprises of one (1) main function:

- **Year End Process**

  A year end scheduler will be run 3 tasks:
  - Update the current Budget Table
  - Update the Item Master
  - Increase the Financial Year by 1

3.1 Year End Process

To perform the year end process, perform the steps below:

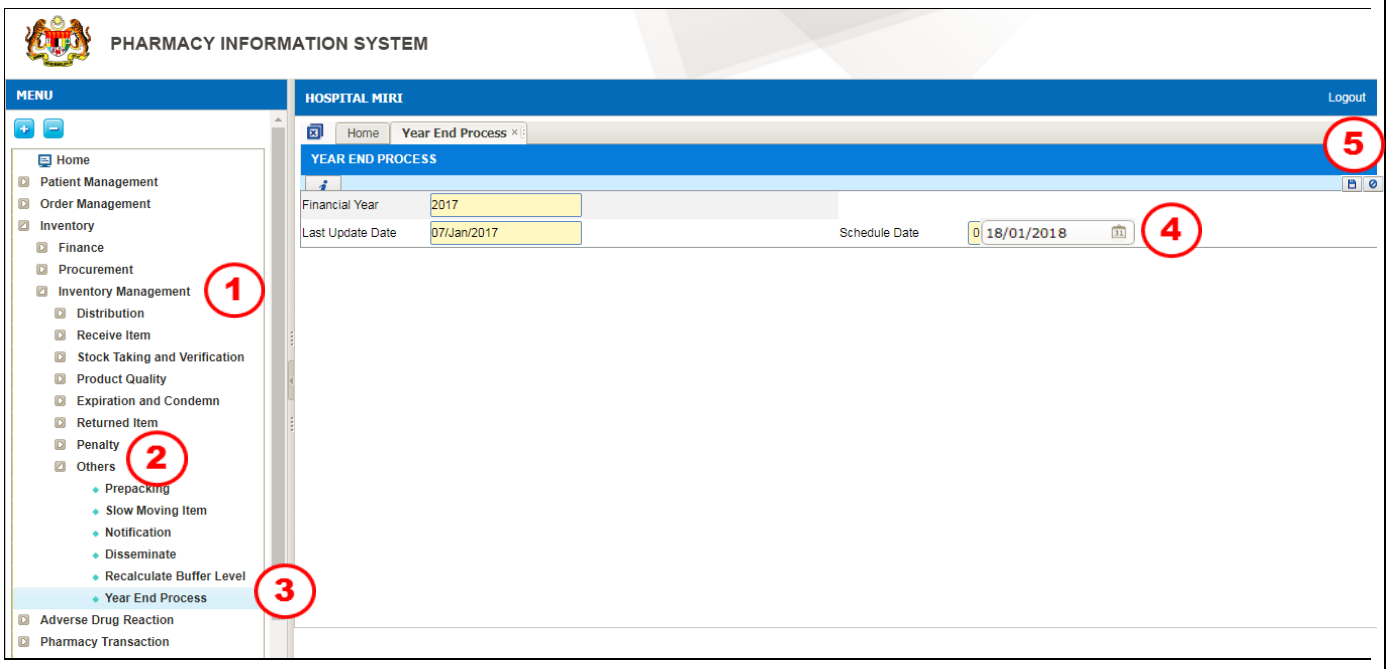

Figure 3.1-1 Year End Process

When the user from Pharmacy Store login into the system, there is a checking on the financial year and the year of last updated year, if the year of last updated date < financial year and current year > Financial Year and backend process date is not null then the system will prompt up a message, 'Please configure the 'backend process date', to run the year end process'.

STEP 1
Click on 'Inventory' menu

STEP 2
Click on 'Inventory Management' and click on 'others'

STEP 3
Click on 'Year End Process'

Note

- *System will display the Year End Process screen.*

No	Field	Description	Remark
a	Financial Year	Will display the current financial year. E.g.: 2014	The value will be taken from the ***Current Financial Year*** field set in the Facility Information maintenance file
b	Last Update Date	Display date	The field will be updated as the current date after the Year End process is done

STEP 4
Select ***Schedule Date***

Note
Default time to run is on 1am.

STEP 5

Cick on the button

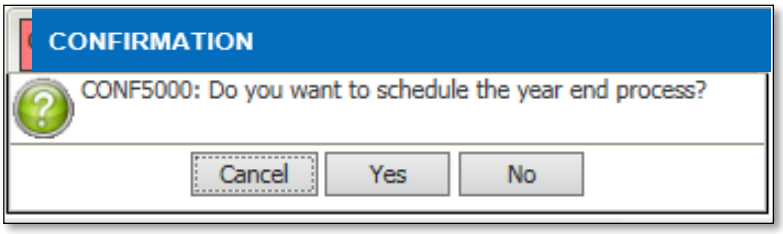

Figure 3.1-2 Message information to confirm transaction

Note

- *Message Information as displayed in Figure 3.1-2 will be displayed once user click on the button in Figure 3.1-1.*
- *Click Yes and the Year End Process transaction is successfully done as displayed in Figure 3.1-3.*

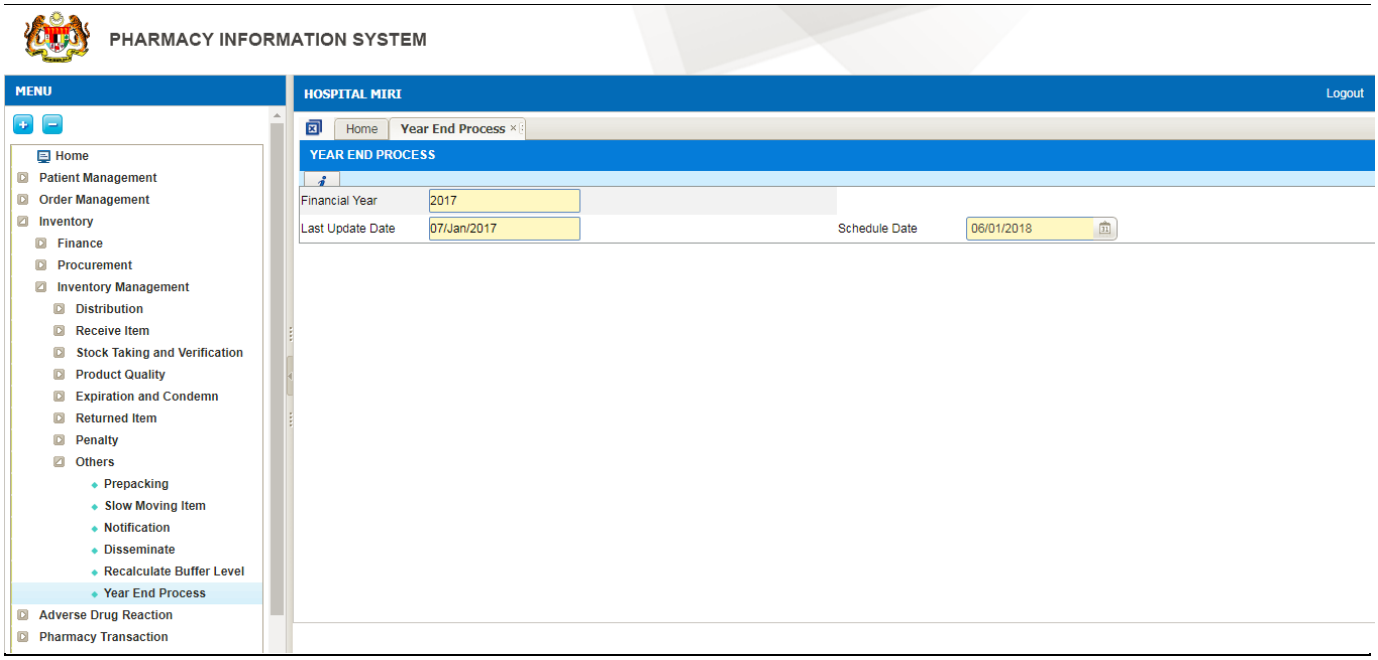

Figure 3.1-3 Year End Process done for the current financial year

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

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