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

User Manual
Integrated Web Portal (IWP)

Budget

Version	**: 1st Edition**
Document ID	**: PKD_U.MANUAL_IWP_BUDGET**

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1 Introduction

1.1. Overview of IWP

Integrated Web Portal or better known as IWP is the HQ Application where it served various of function which is :

1. HQ Master Maintenance
2. HQ Master Distribution
3. HQ Transaction (Contract HQ, Special Request KPK)
4. HQ ePerolehan Enquiry
5. ePerolehan Integration (Procurement)
6. Synchronize between existing PIWP and New PIWP
7. PKD Approval (Budget, Payment, Year-End, Task List)
8. Integration Gateway (SPUB, Outsource, External, Notification)
9. Notification Distribution (Product Recall, Message)
10. Log Dashboard & Enquiry (for Administration)

1.2. Purpose and Objectives

This user manual outlines the Integrated Web Portal (IWP) Budget sub-module and its key features and functionalities. The primary objective is to guide users through the process of completing IWP application process.

User will understand the following activities in details:

- Allocation/Deduction/Virement
- Payment/Creadit Note

1.3. Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Budget
- Section 4 : Acronyms
- Section 5 : Link to IWP Modules

2 Application Standard Features

2.1. IWP 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

Note

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

3 Budget

Overview

This module is used to allocate/deduct an amount of budget or to transfer an amount of budget from one vote code to another vote code and also function of doing the payment.

User Group

This module is intended for Hospital/PKD User (subject to user assigned by the Hospital/PKD)

Functional Diagram

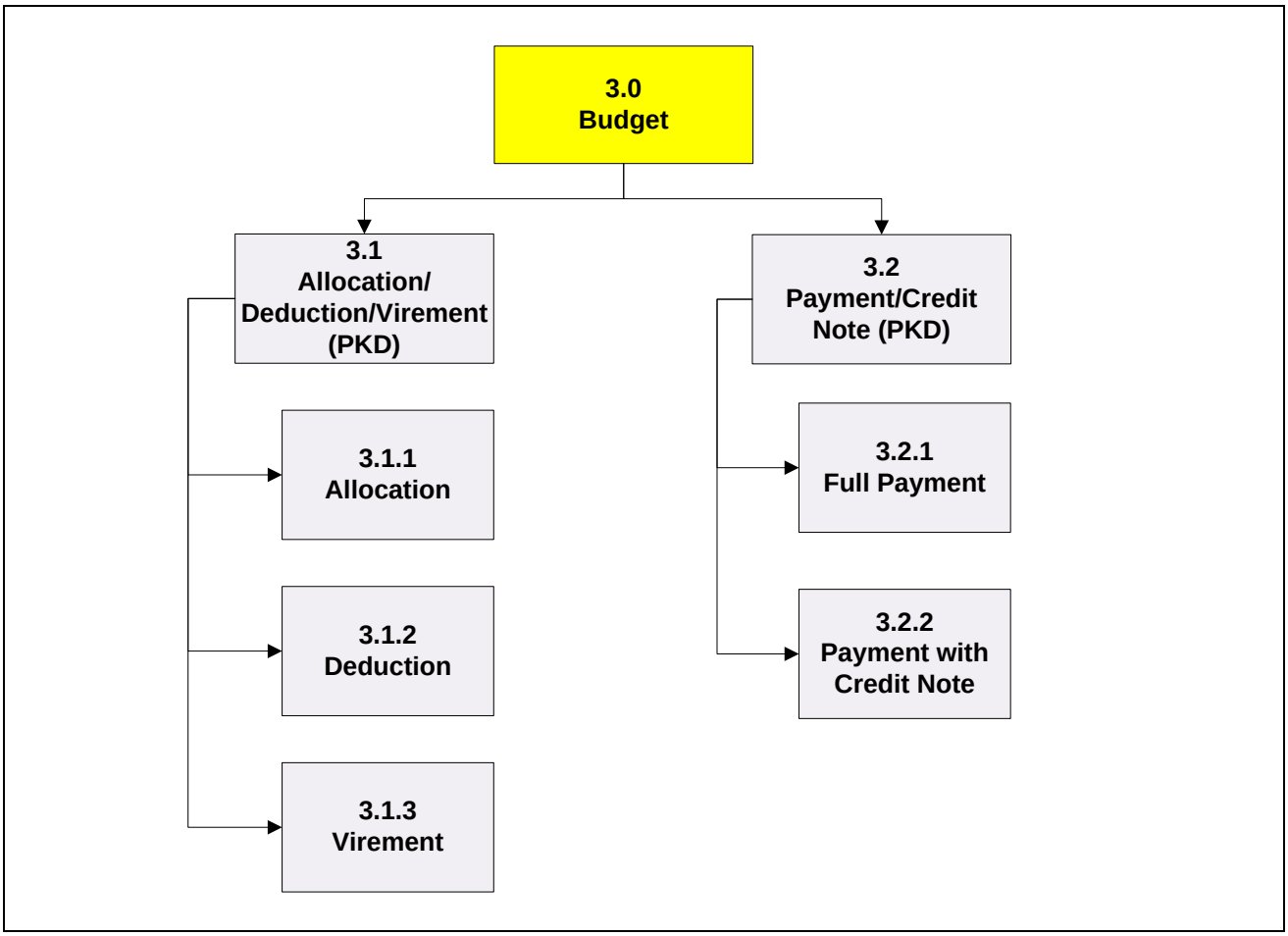


Figure 3.0-1

Functional Description

Budget comprises of two (2) main functions:

- **Allocation/Deduction/Virement (PKD)**
- **Payment/Credit Note (PKD)**

3.1. Allocation/Deduction/Virement (PKD) Listing Page

To view an existing Allocation/Deduction/Transfer (PKD) record, perform the steps below:

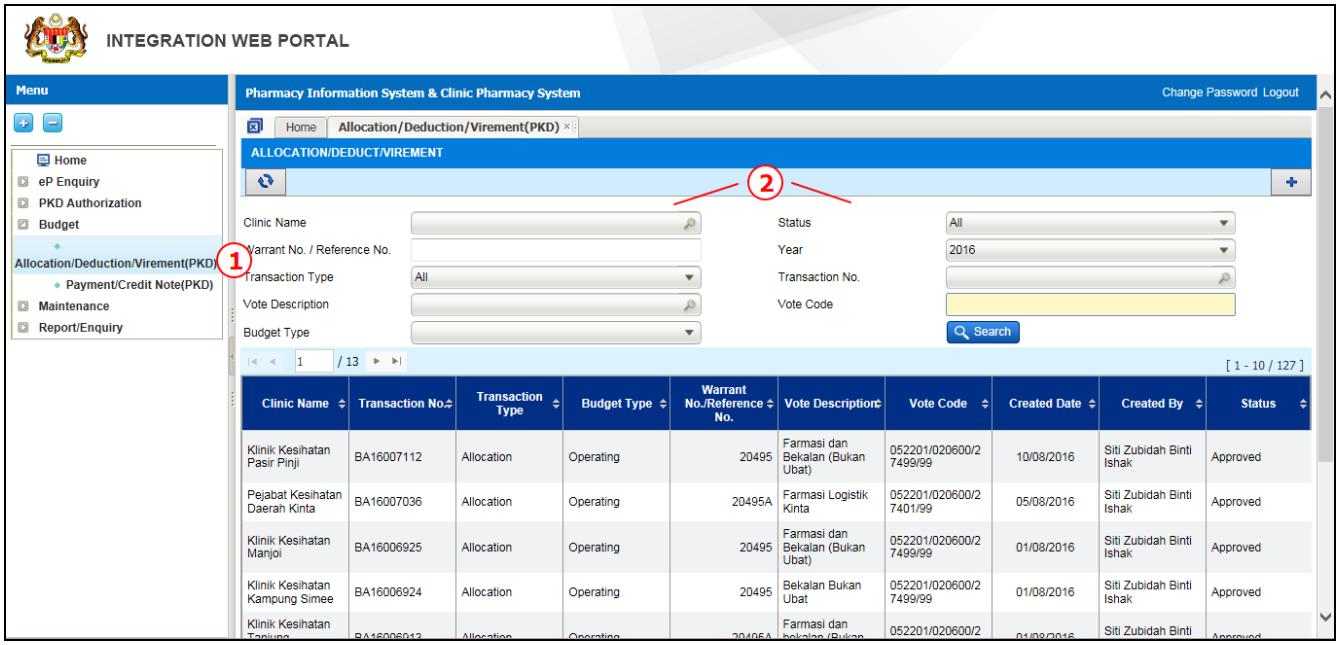


Figure 3.1-1 Allocation/Deduction/Virement Listing Page

STEP 1
Go to Budget menu, and click on the Allocation/Deduction/Virement(PKD) sub-menu

STEP 2
To search for existing Allocation/Deduction/Virement record(s), user may search by criteria as follows:

No	Field	Description	Remarks
a	Clinic Name	Search for Clinic Name	Display Clinic Name for same PKD/PTJ Code
b	Warrant No/Reference No	Enter Warrant No or Reference No	Free Text field up to 40 character
c	Transaction Type	Search by: - Allocation - Deduction - Virement	Able to filter and search record(s)
d	Vote Description	Search by Vote Description	Able to filter and search record(s)
e	Budget Type	Search by: - Dasar Baru - Development - One Off - Operating	Able to filter and search record(s)
f	Status	Search by: - All - Approved - Cancelled - Open - Pending for Approval - Rejected	Able to filter and search record(s)
g	Year	Default to current year	Able to search for past 2 year
h	Transaction No	Search by Vote Description	Able to filter and search record(s)
i	Vote Code	Display Vote Code based on Vote Description selected	Uneditable field

Table 3.1-1

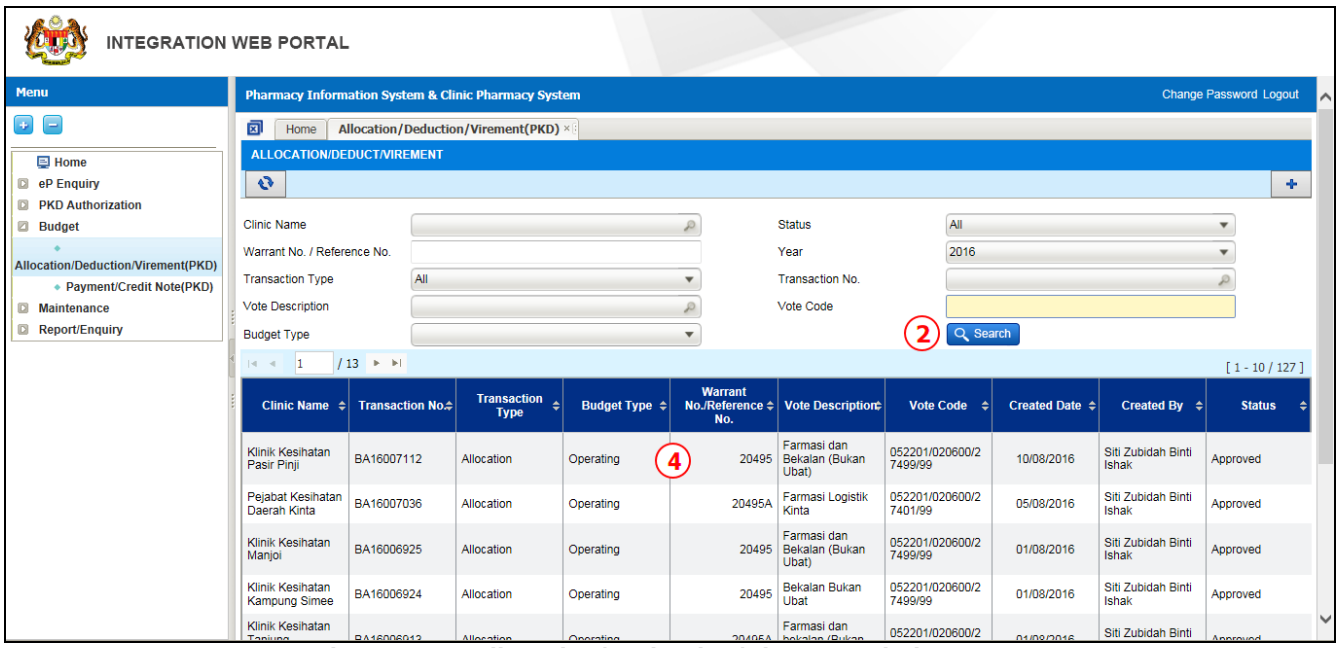


Figure 3.1-2 Allocation/Deduction/Virement Listing Page

STEP 3

Click on the Search button after key in criteria

STEP 4

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

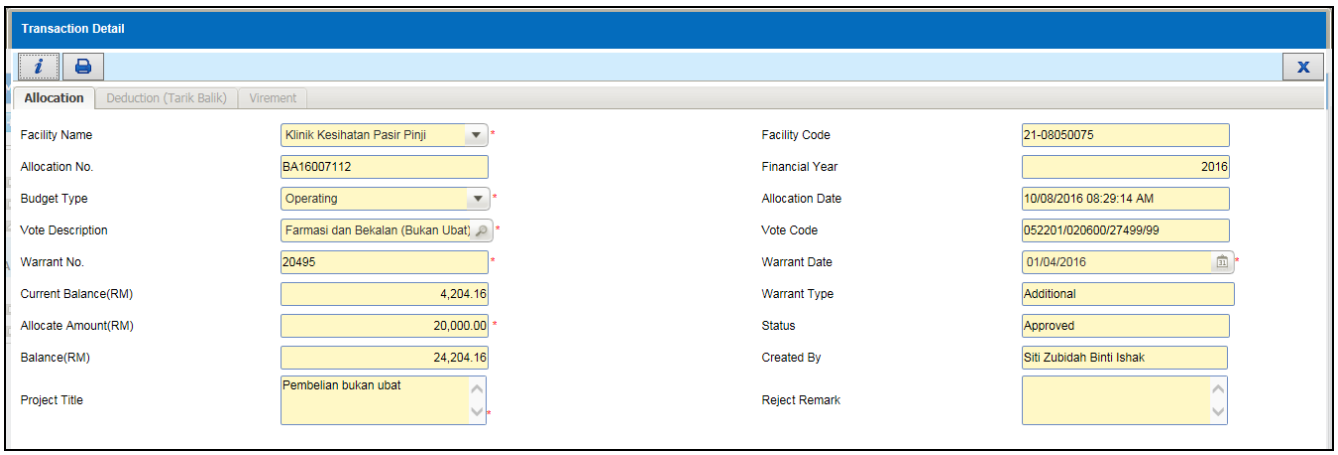


Figure 3.1-2 transaction Detail

Note

Click on the X *to close the Transaction Detail screen*

3.1.1. Allocation

To create a new Allocation transaction, perform the steps below:

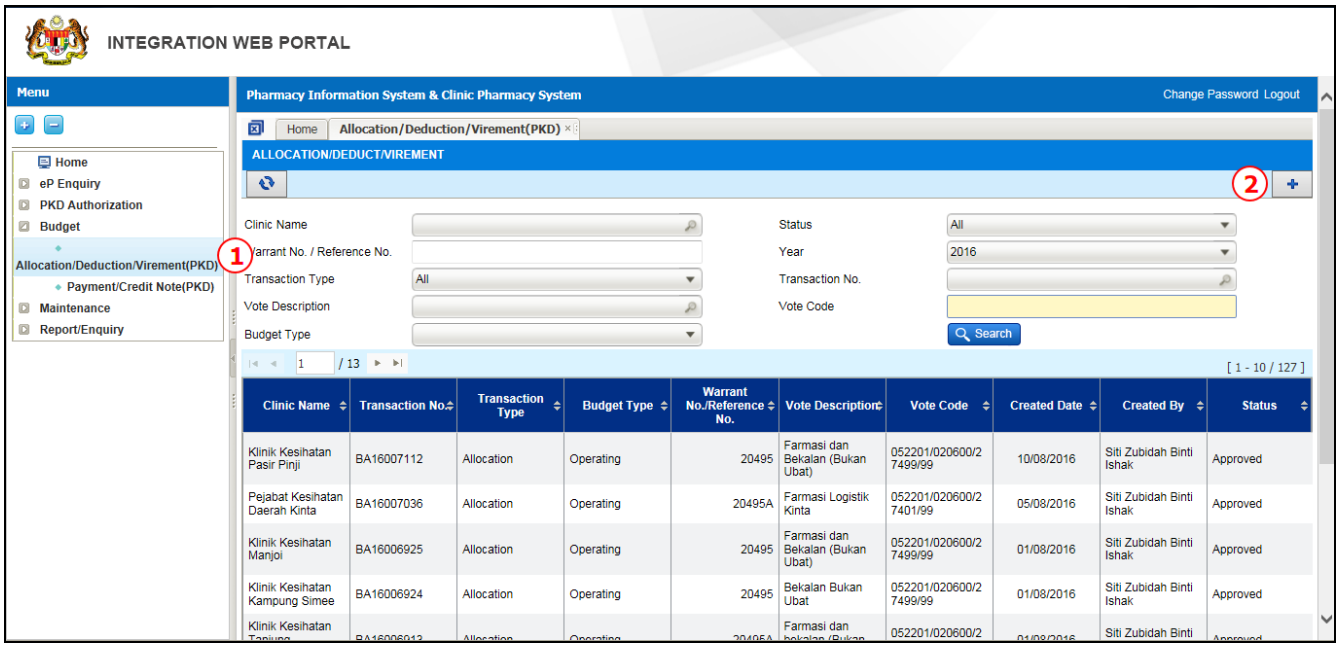


Figure 3.1.1-1 Allocation/Deduction/Virement

STEP 1

Click on 'Budget' menu, followed by 'Allocation/Deduct/Transfer'

STEP 2

Click on the button and New Transaction screen will be displayed as Figure 3.1.1-2

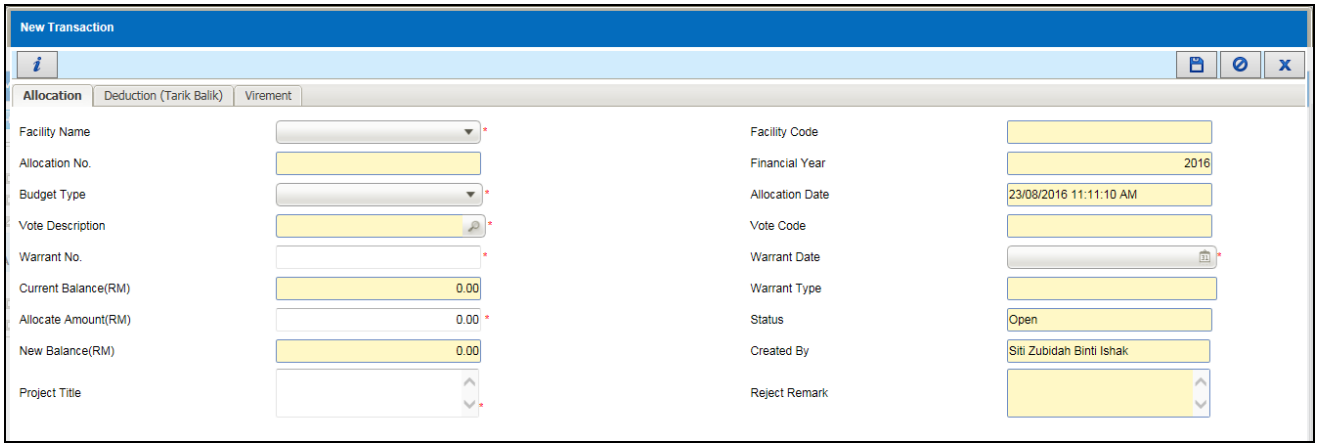


Figure 3.1.1-2 New Transaction

Note

- *Under New Transaction screen, the tab divided by 3 type of transaction:*
  - *a) Allocation*
  - *b) Deduction(Tarik Balik)*
  - *c) Virement*
- ***Financial Year** is default to the current year.*
- ***Allocation Date** displayed is default to current system Date and Time.*

Note

- *The **Warrant Type** field will be emptied when there is a new transaction.*
- *New Allocation transaction **Status** is default to 'Open'.*
- ***Created By*** will be displayed based on the user's Login ID.

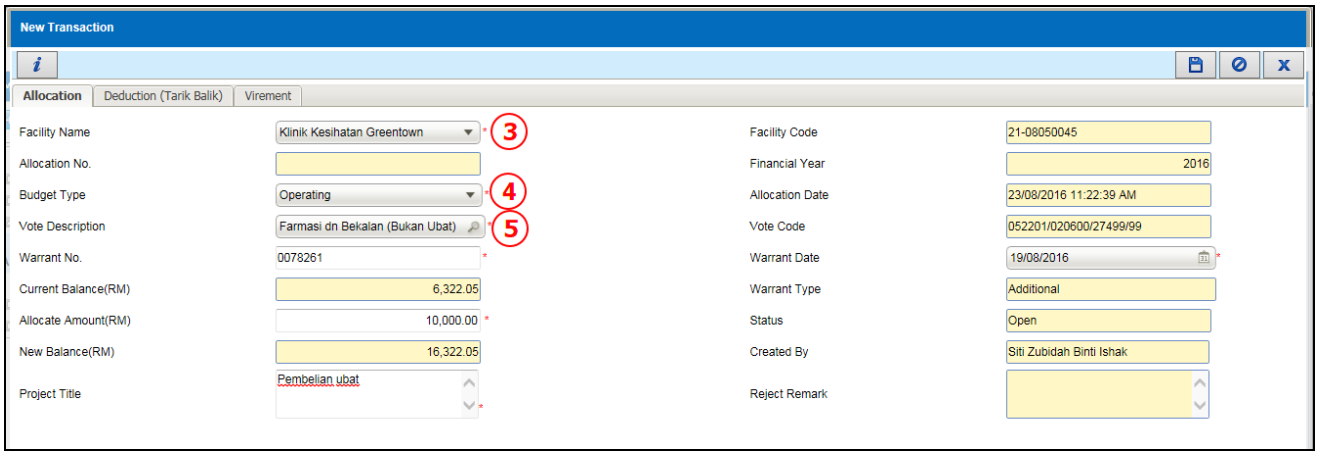


Figure 3.1.1-3 New Transaction (Allocation)

STEP 3

Select ***Facility Name*** from the drop down box

Note

- *Information of **Facility Name** is display based on facility under the same PKD/PTJ Code*
- ***Facility Code** will be displayed automatically based on the Facility Name selected.*

STEP 4

Select ***Budget Type*** as stated in the warrant from the drop down box:

a) Dasar Baru
b) Development
c) One Off
d) Operating

STEP 5

Click on the ***Vote Description*** and Search Vote Description will be displayed as Figure 3.1.1-4

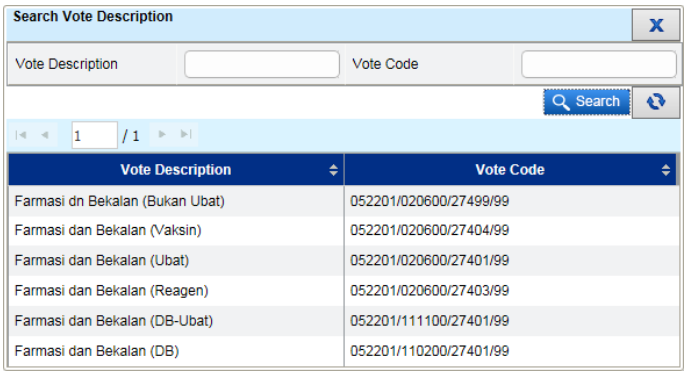


Figure 3.1.1-4 Search Vote Description

Note

- *User is allowed to enter partially or fully searching criteria for **Vote Description** and **Vote Code.** Then click on the* Search *button*
- *Double click on the selected **Vote Description***
- *If Vote Description is not available, Vote Code need to be created before the Budget Allocation transaction can be performed.*
- ***Vote Code** will be auto displayed based on the **Vote Description** selected.*
- ***Current Balance (RM)** will display updated amount based on the **Vote Description** selected.*

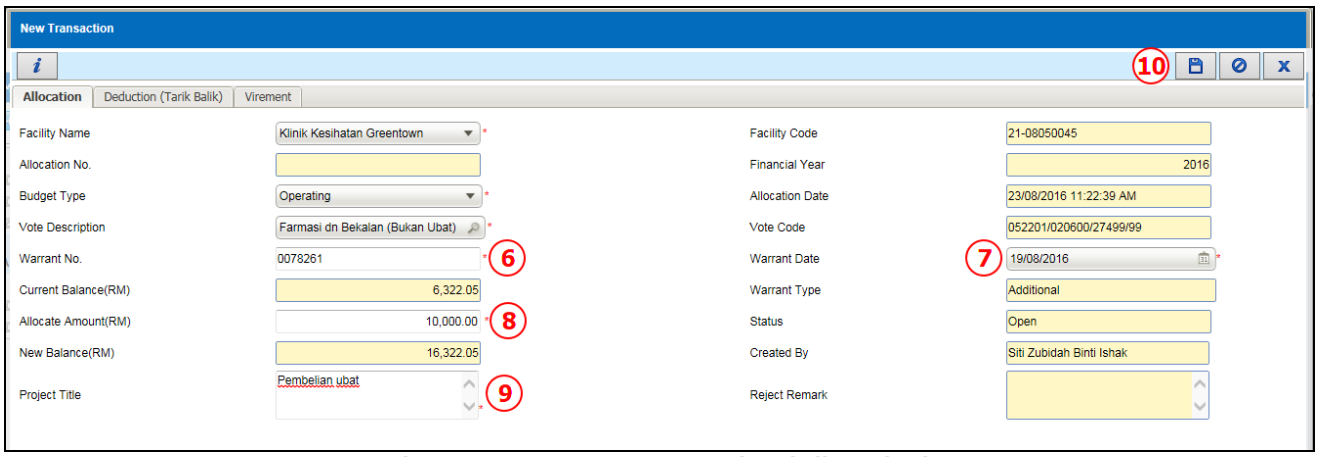


Figure 3.1.1-5 New Transaction (Allocation)

STEP 6
Enter the ***Warrant No.***

Note
The alphabets entered in the Warrant No. field will change automatically to capital letters.

STEP 7

Select ***Warrant Date*** from the icon

Note
User is allowed to select either current date or past date for the Warrant Date.

STEP 8
Enter ***Allocate Amount (RM)*** as stated in the warrant

Note

- ***New Balance (RM)** value will be calculated automatically by the system.*
- *New Balance (RM) = Current Balance (RM) + Allocate Amount (RM)*

STEP 9
Enter ***Project Title***

STEP 10

Click on the button to save the transaction

Note

- *System will display a Confirmation Message as Figure 3.1.1-6*
- *Click on the* Yes *button to save the transaction*
- *Click on the* No *or* Cancel *button to cancel the saved transaction*

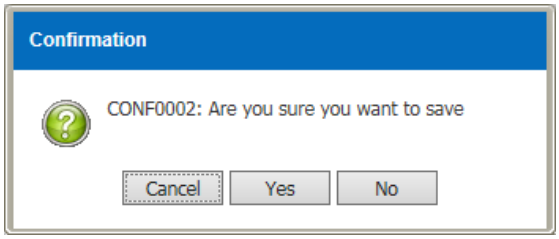


Figure 3.1.1-6 Confirmation Message

- *Information Message will display after click on the* Yes *buttom as Figure 3.1.1-7*
- *Click on the* OK *button to confirmed the save transaction and Allocation No will generated for future reference*

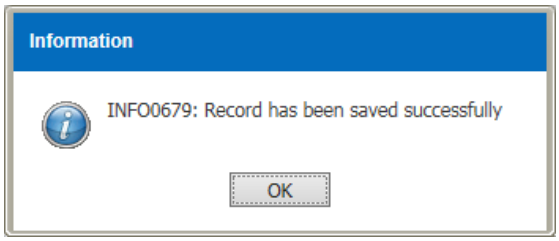


Figure 3.1.1-7 Information Message

- Send for Approval *and* Cancel Request *button will enable as Figure 3.1.1-8*

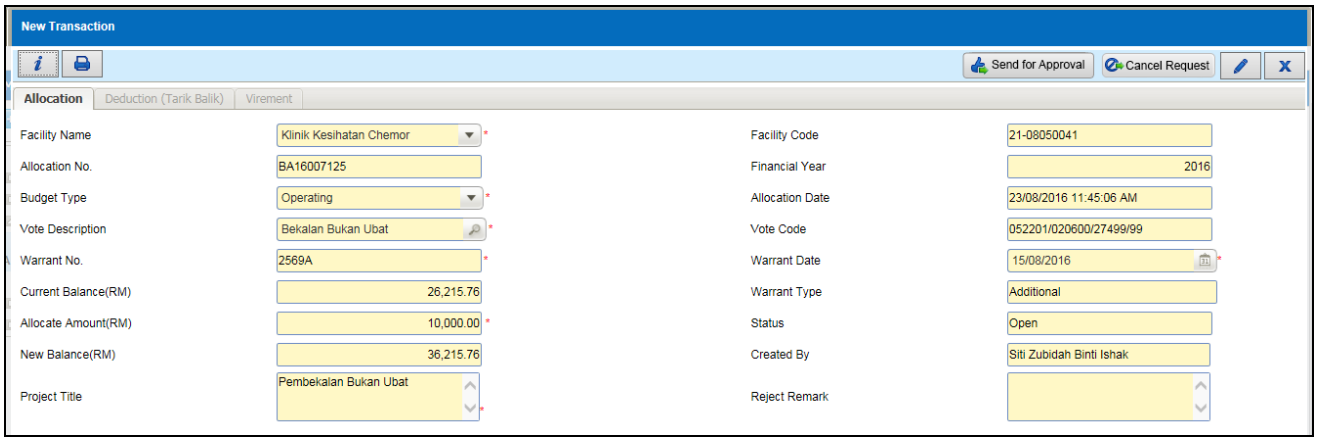


Figure 3.1.1-8 New Transaction (Allocation)

Note

- *Click on the* *button to edit the record. User is able to edit* ***Project Title*** *only*
- *Click on the* Cancel Request *button to cancel the transaction and* ***Status*** *will change to Cancelled*

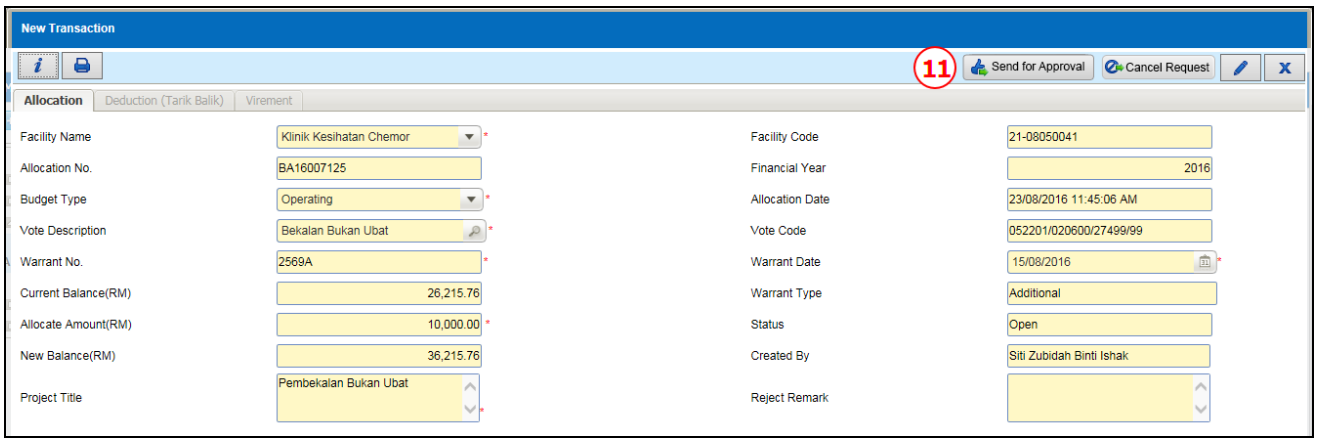


Figure 3.1.1-9 New Transaction (Allocation)

STEP 11

Click on the Send for Approval button to send the Allocation record for approval

Note

- *System will display a Confirmation Message as Figure 3.1.1-10*
- *Click on the* Yes *button to send the record for approval*
- *Click on the* No *or* Cancel *button to cancel the saved transaction*

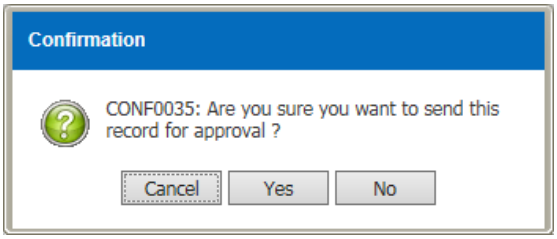


Figure 3.1.1-10 Confirmation Message

- *Information Message will display after click on the* Yes *buttom as Figure 3.1.1-11*
- *Click on the* OK *button to successfully send the record for approval and the* ***Status*** *change to Pending for Approval*

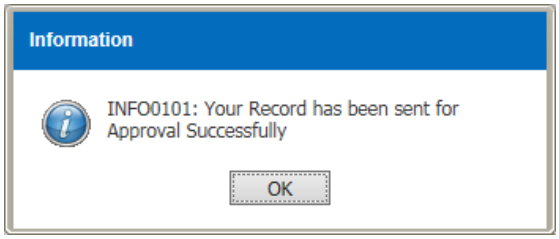


Figure 3.1.1-11 Information Message

- Approve *and* Reject *button will enable as Figure 3.1.1-12*

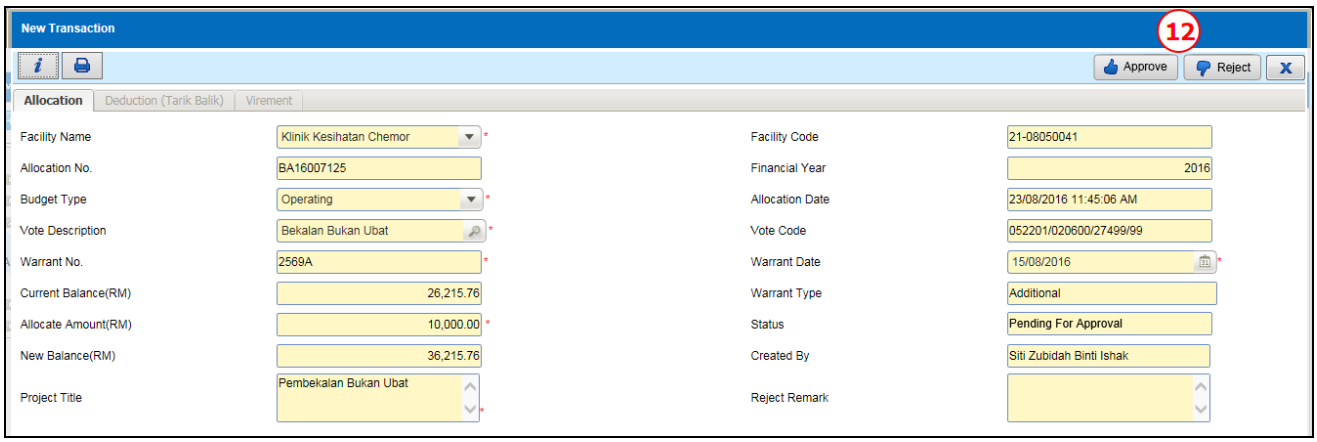


Figure 3.1.1-12 New Transaction (Allocation)

STEP 12

Click on the Approve button to approve the record

Note

- *System will be display a Confirmation Message as Figure 3.1.1-13*
- *Click on the* Yes *button to approve the record*
- *Click on the* No *or* Cancel *button to cancel for approve the record*

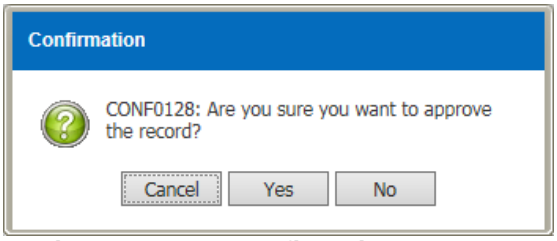


Figure 3.1.1-13 Confirmation Message

- *Information Message will display after click on the* Yes *buttom as Figure 3.1.1-14*
- *Click on the* OK *button to successfully approved the record and the* ***Status*** *change to Approved*

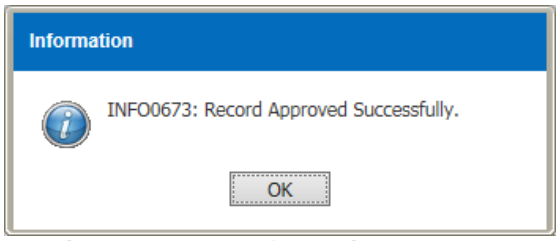


Figure 3.1.1-14 Information Message

Click on the

button to reject the order transaction

Note

- *User need to enter reject reason as system will display an Information Message as Figure 3.1.1-15*

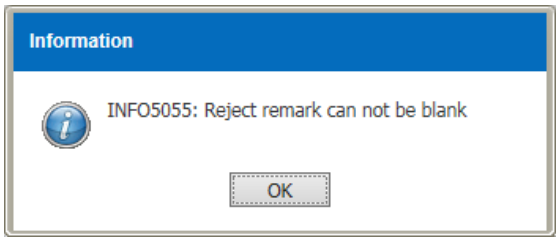


Figure 3.1-15 Information Message

- ***Status*** *of the record will change to* ***Rejected***

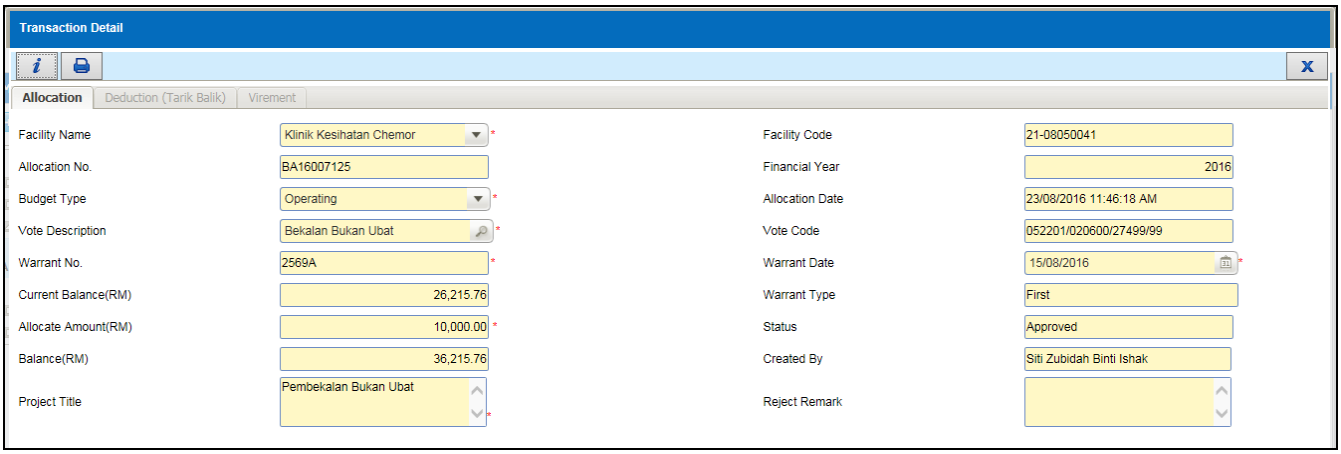


Figure 3.1.1-16 Transaction Detail

3.1.2. Deduction (Tarik Balik)

To create a new Deduction (Tarik Balik) transaction, perform the steps below:

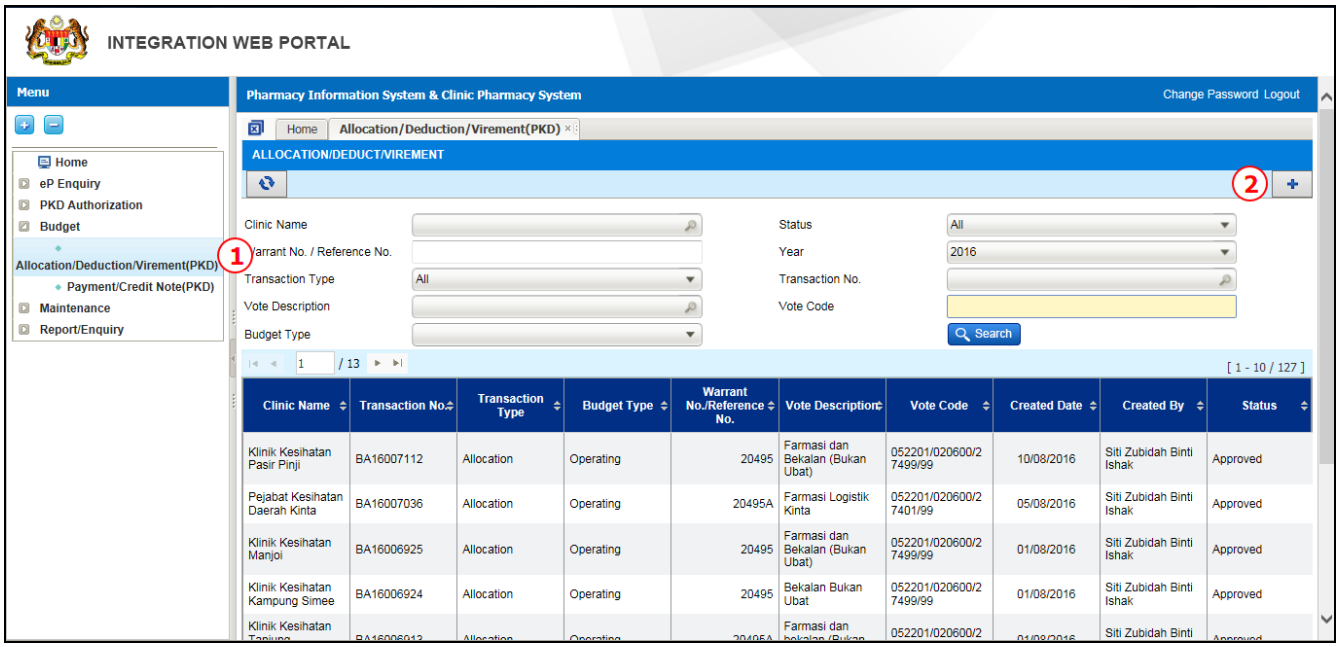


Figure 3.1.2-1 Allocation/Deduction/Virement

STEP 1
Click on 'Budget' menu, followed by 'Allocation/Deduct/Transfer'

STEP 2

Click on the button and New Transaction screen will be displayed as Figure 3.1.2-2

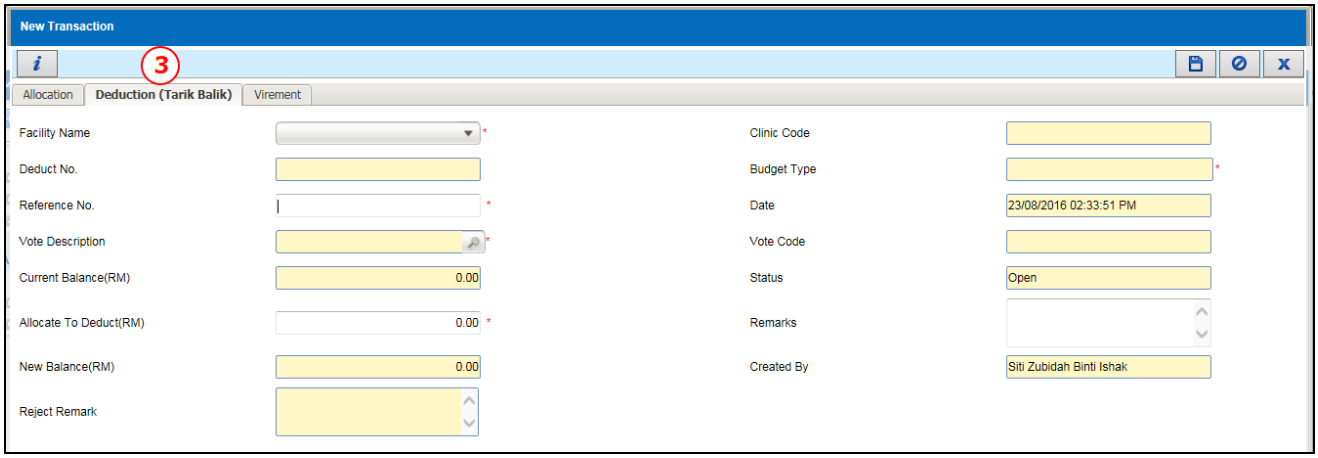


Figure 3.1.2-2 New Transaction

STEP 3
Select ***Deduction (Tarik Balik)***

Note

- ***Date*** *displayed is default to the current system Date and Time.*
- *New Deduction (Tarik Balik) transaction* ***Status*** *is default to 'Open'.*

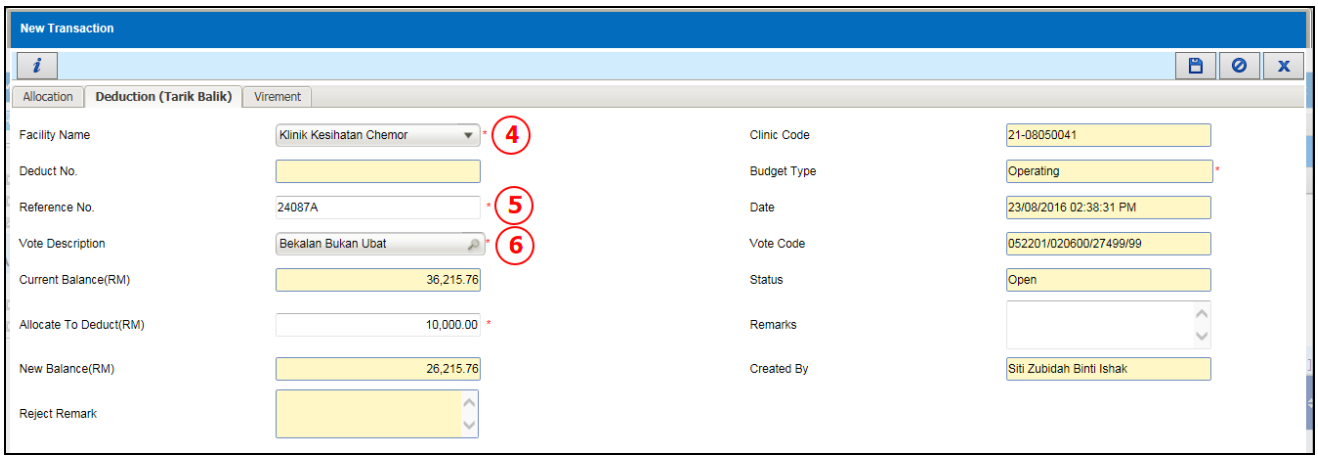


Figure 3.1.2-3 New Transaction (Deduction)

STEP 4
Select ***Facility Name*** from the drop down box

Note

- *Information of **Facility Name** is display based on facility under the same PKD/PTJ Code*
- ***Facility Code** will be displayed automatically based on the Facility Name selected.*

STEP 5
Enter the ***Warrant No.***

STEP 6

Click on the ***Vote Description*** and Search Vote Description will be displayed as Figure 3.1.2-4

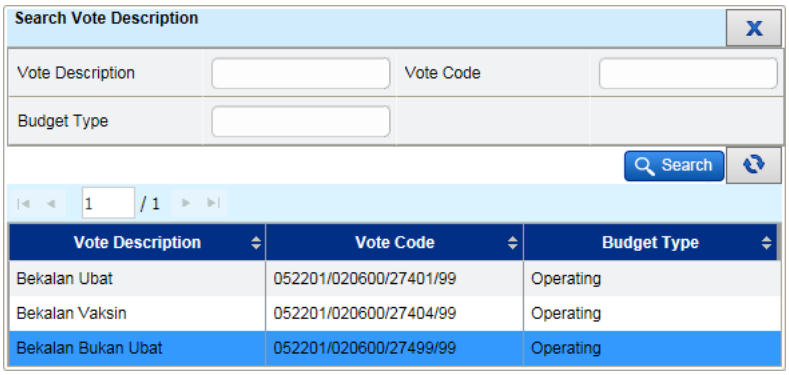


Figure 3.1.2-4 Search Vote Description

Note

- *User is allowed to enter partially or fully searching criteria for **Vote Description** and **Vote Code.** Then click on the Search button*
- *Double click on the selected **Vote Description***
- ***Budget Type** and **Vote Code** will display value based on the selected **Vote Description***
- ***Current Balance (RM)** will display updated amount based on the selected **Vote Description***

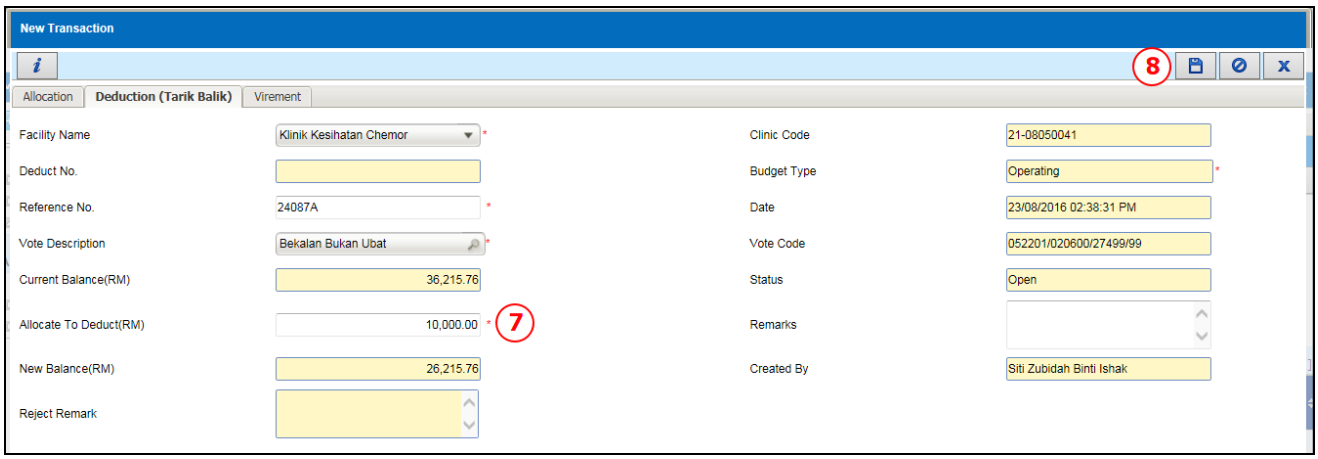


Figure 3.1.2-5 New Transaction (Deduction)

STEP 7
Enter the ***Allocate To Deduct (RM)*** amount

Note

- ***New Balance (RM)*** *will be calculated by the system*
  Calculation : ***Current Balance(RM)*** + ***Allocate To Deduct(RM)***

- ***Remark*** *is optional to fill*

STEP 8

Click on the button to save the transaction

Note

- *System will display a Confirmation Message as Figure 3.1.2-6*

- *Click on the* Yes *button to save the transaction*

- *Click on the* No *or* Cancel *button to cancel the saved transaction*

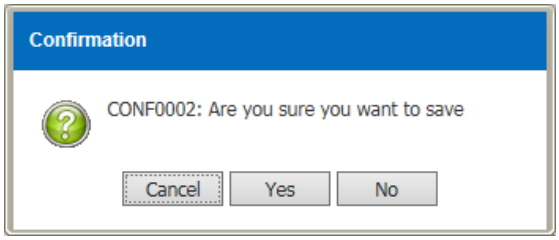


Figure 3.1.2-6 Confirmation Message

- *Information Message will display after click on the* Yes *buttom as Figure 3.1.2-7*

- *Click on the* OK *button to confirmed the save transaction and Deduct No will be generated for future reference*

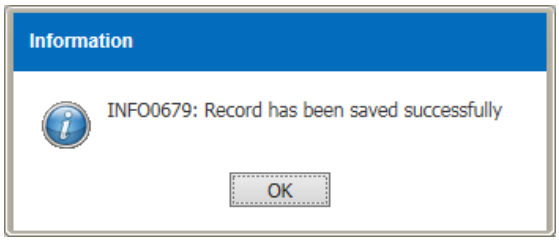


Figure 3.1.2-7 Information Message

- Send for Approval *and* Cancel Request *button will enable as Figure 3.1.2-8*

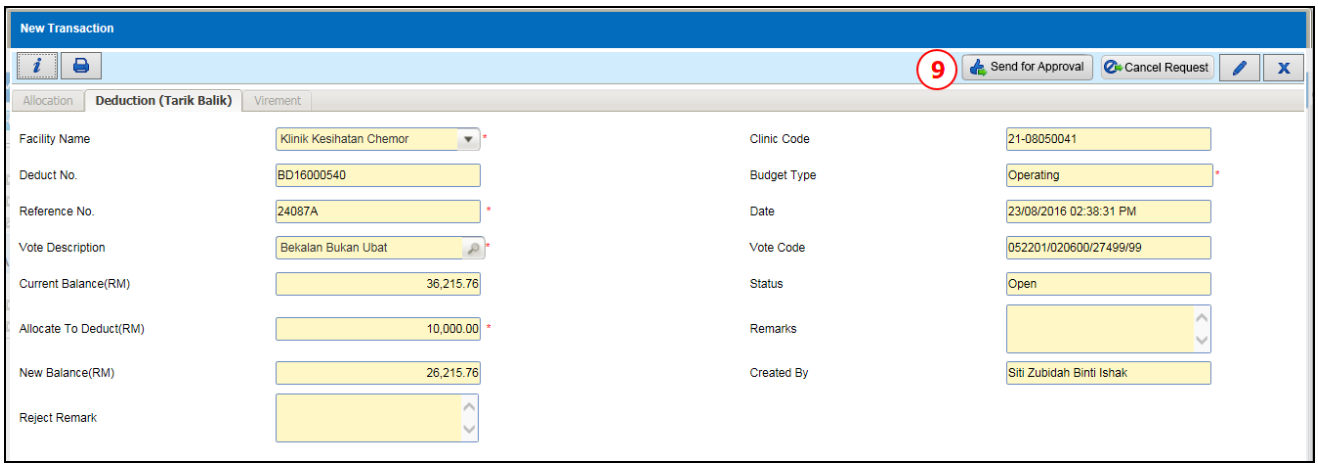


Figure 3.1.2-8 New Transaction (Deduction)

Note

- *Click on the* *button to edit the record. User is able to edit* ***Remark*** *only*
- *Click on the* Cancel Request *button to cancel the transaction and* ***Status*** *will change to Cancelled*

STEP 9

Click on the Send for Approval button to send the Allocation record for approval

Note

- *System will display a Confirmation Message as Figure 3.1.2-9*
- *Click on the* Yes *button to send the record for approval*
- *Click on the* No *or* Cancel *button to cancel the saved transaction*

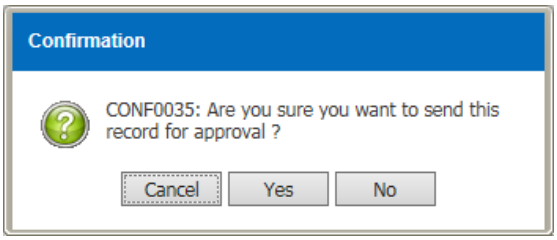


Figure 3.1.2-9 Confirmation Message

- *Information Message will display after click on the* Yes *buttom as Figure 3.1.2-10*

- *Click on the* OK *button to successfully send the record for approval and the* ***Status*** *change to Pending for Approval*

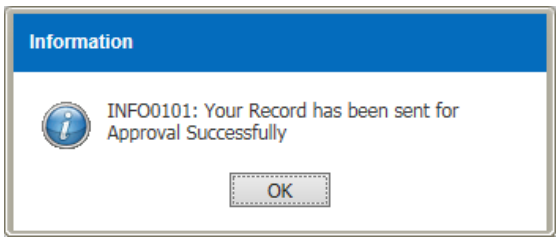


Figure 3.1.2-10 Information Message

- Approve *and* Reject *button will enable as Figure 3.1.2-11*

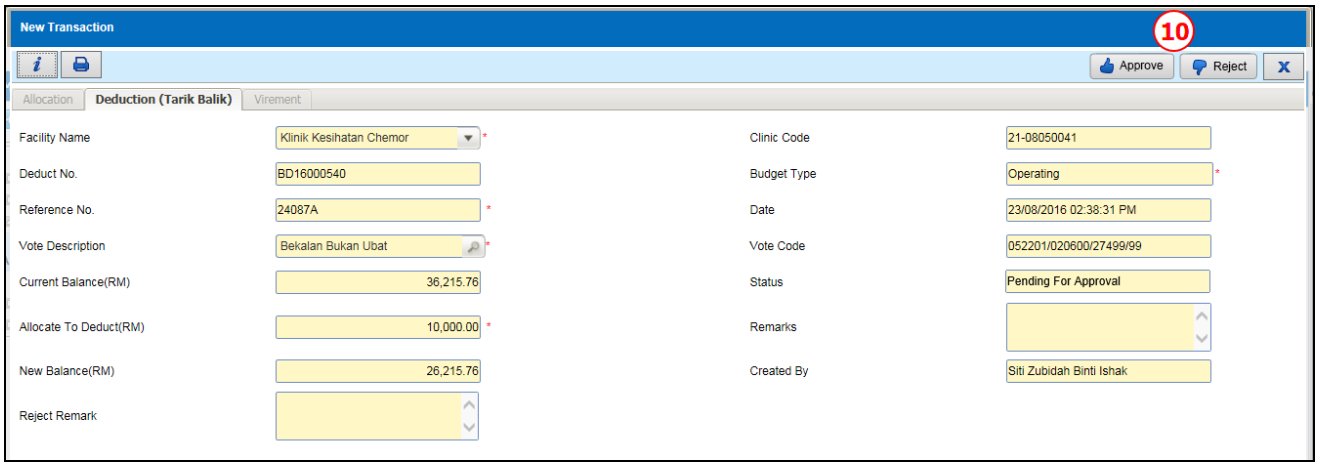


Figure 3.1.2-11 New Transaction (Deduction)

STEP 10

Click on the Approve button to approve the record

Note

- *System will be display a Confirmation Message as Figure 3.1.2-12*
- *Click on the* Yes *button to approve the record*
- *Click on the* No *or* Cancel *button to cancel for approve the record*

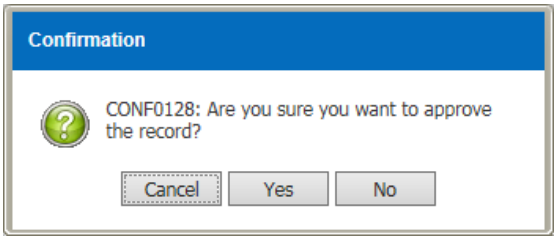


Figure 3.1.2-12 Confirmation Message

- *Information Message will display after click on the* Yes *buttom as Figure 3.1.2-13*
- *Click on the* OK *button to successfully approved the record and the* ***Status will*** *change to Approved*

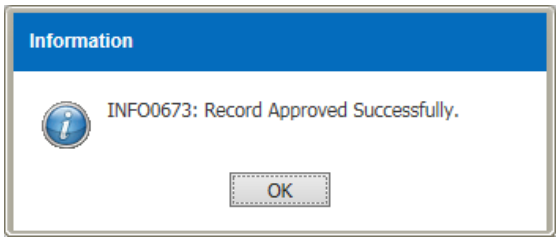


Figure 3.1.2-13 Information Message

Click on the

button to reject the record

Note

- *User need to enter reject reason as system will display an Information Message as Figure 3.1.2-14*

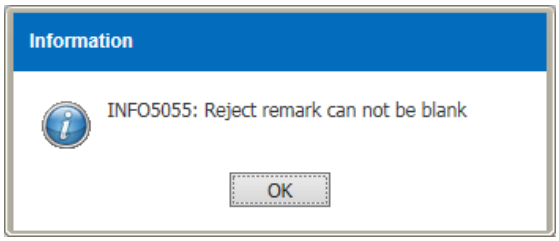


Figure 3.1.2-14 Information Message

- ***Status*** *of the record will change to* ***Rejected***

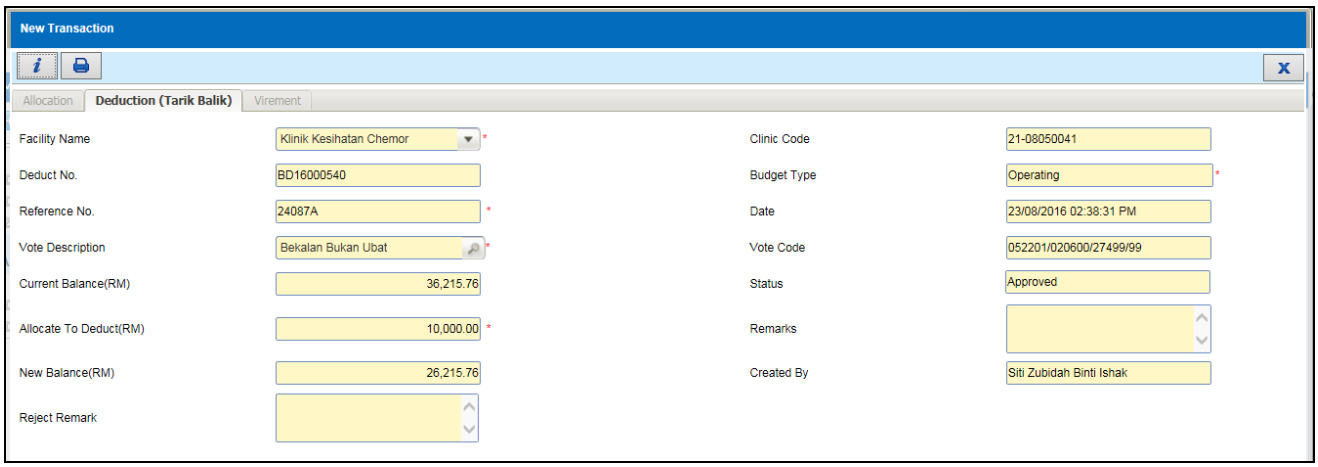


Figure 3.1.2-15 New Transaction

3.1.3. Virement

To create a new Virement transaction, perform the steps below:

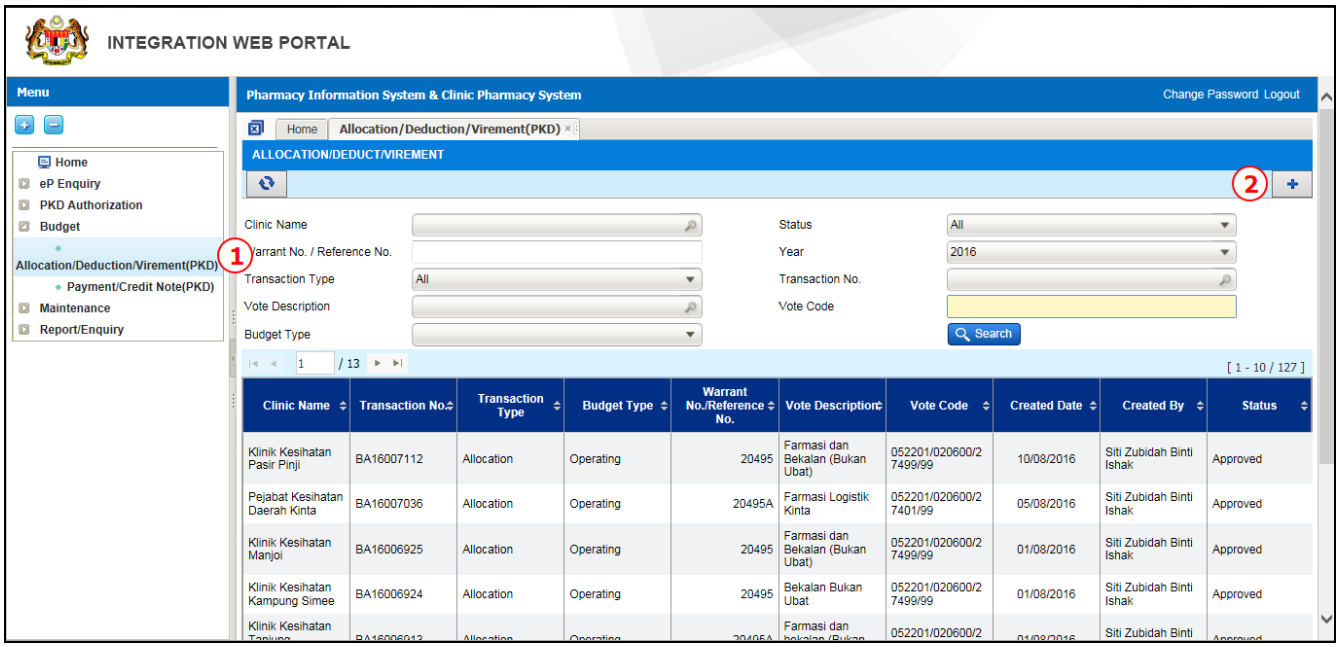


Figure 3.1.3-1 Allocation/Deduction/Virement

STEP 1
Click on 'Budget' menu, followed by 'Allocation/Deduct/Transfer' sub-menu

STEP 2

Click on the button and New Transaction screen will be displayed as Figure 3.1.3-2

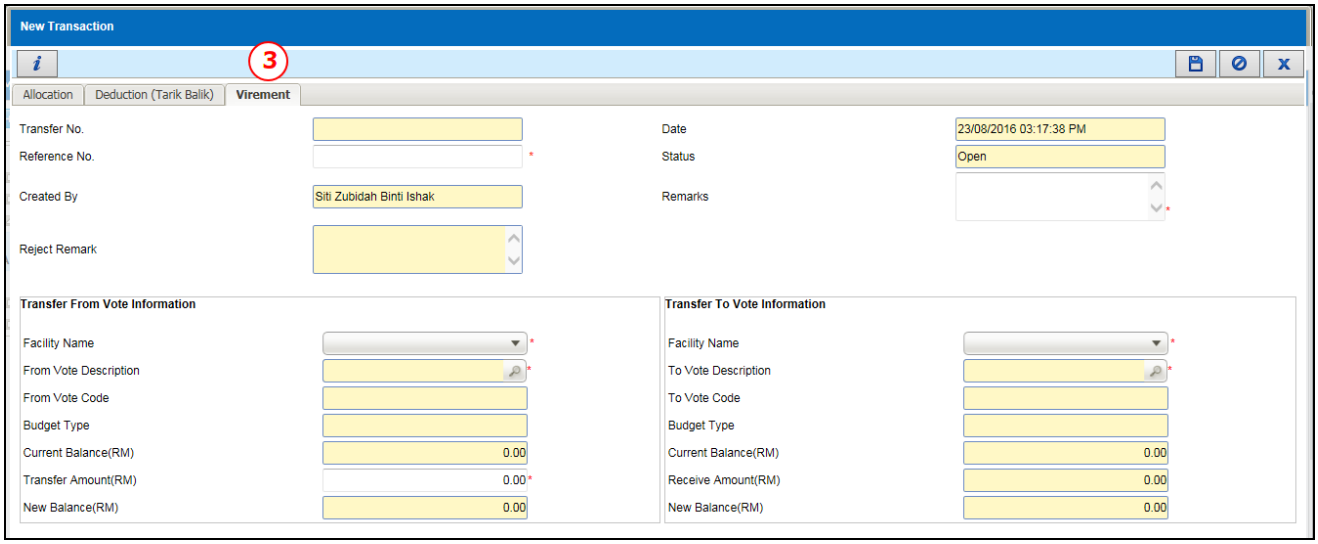


Figure 3.1.3-2 New Transaction

STEP 3
Select ***Virement***

Note
Date *displayed is defaulted to the current system Date Time.*

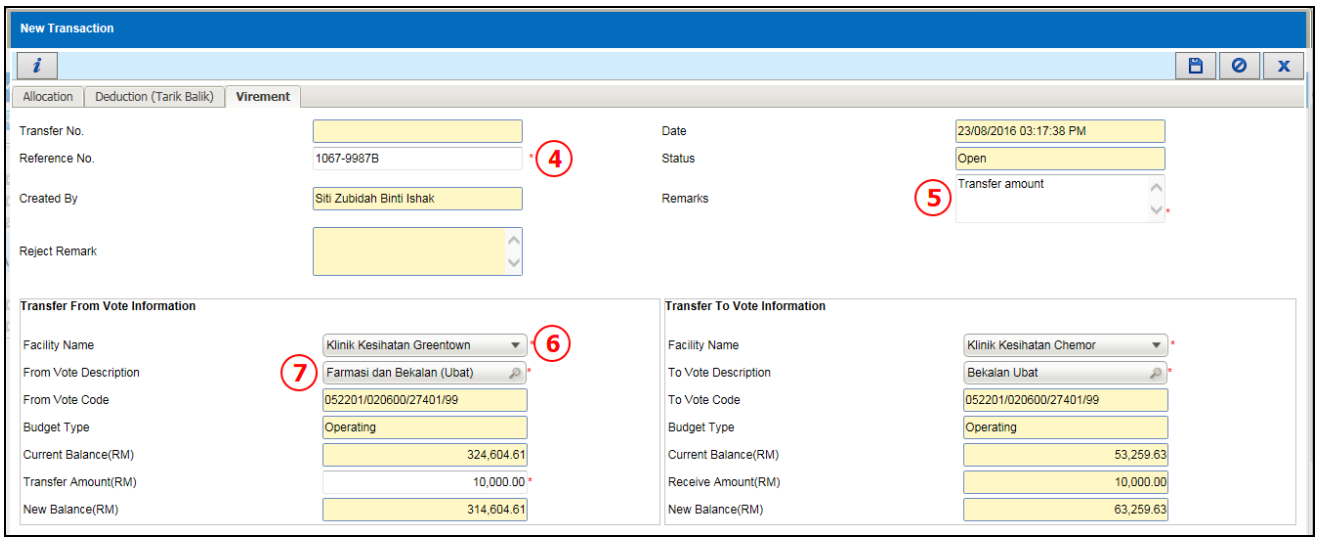


Figure 3.1.3-3 New Transaction (Virement)

STEP 4
Enter ***Reference No.***

STEP 5
Enter ***Remarks***

STEP 6
Select ***Facility Name*** from the drop down box

Note

- *Information of **Facility Name** is display based on facility under the same PKD/PTJ Code*

STEP 7

Click on the ***From Vote Description*** and From Vote Code will be displayed as Figure 3.1.3-4

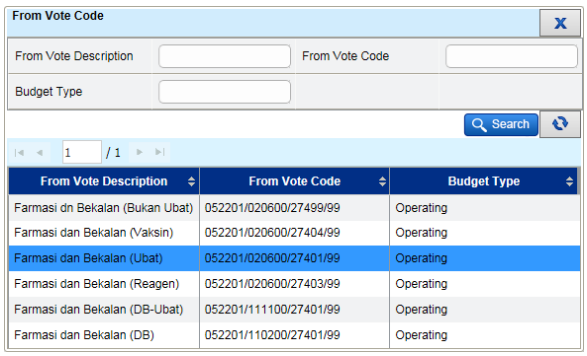


Figure 3.1.3-4 From Vote Code

Note

- *User is allowed to enter partially or fully searching criteria for **From Vote Description**, **From Vote Code** and **Budget Type.** Then click on the* Search *button*
- *Double click on the selected **From Vote Description***
- ***From Vote Code** and **Budget Type** will display value based on the selected **From Vote Description***
- ***Current Balance (RM)** will display updated amount based on the selected **From Vote Description***

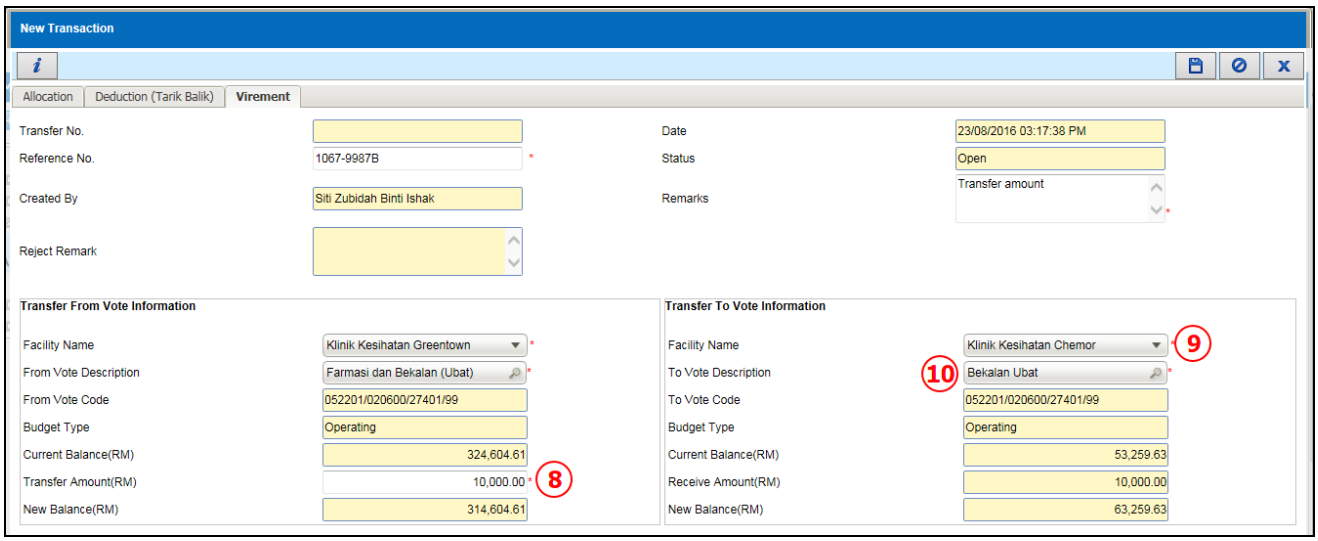


Figure 3.1.3-5 New Transaction (Virement)

STEP 8
Enter ***Transfer Amount (RM)***

Note

- ***Receive Amount (RM)*** *will updated with the same value of the* ***Transfer Amount (RM)***
- ***New Balance (RM)*** *for both Vote Codes will be updated*

STEP 9
Select ***Facility Name*** from the drop down box

Note

- *Information of* ***Facility Name*** *is display based on facility under the same PKD/PTJ Code*

STEP 10

Click on the ***To Vote Description*** and To Vote Code will be displayed as Figure 3.1.3-6

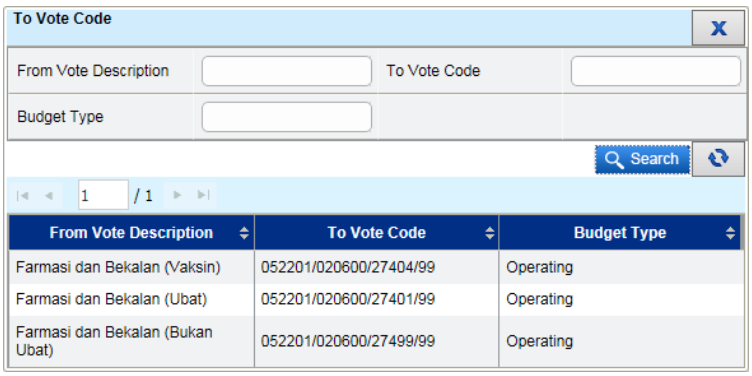


Figure 3.1.3-6 To Vote Code

Note

- *User is allowed to enter partially or fully searching criteria for* ***From Vote Description***, ***To Vote Code*** *and* ***Budget Type.*** *Then click on the* Search *button*
- *Double click on the selected* ***From Vote Description***
- ***To Vote Code*** *and* ***Budget Type*** *will display value based on the selected* ***To Vote Description***

- ***Current Balance (RM)*** *will display updated amount based on the selected* ***Vote Description***

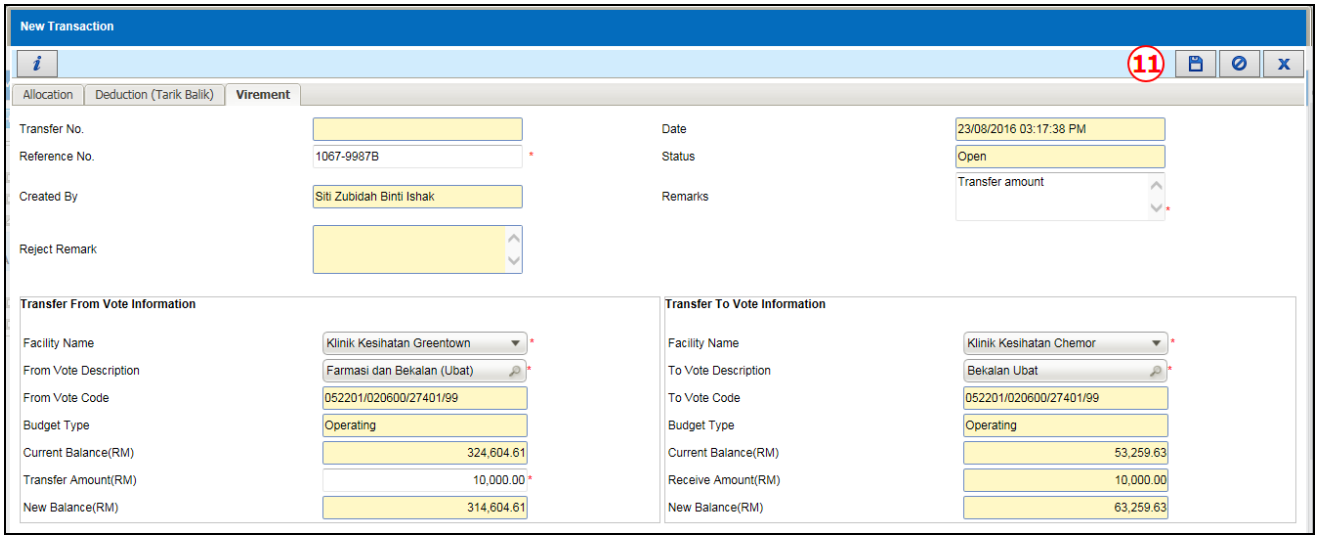


Figure 3.1.3-7 New Transaction (Virement)

STEP 11

Click on the button to save the transaction

Note

- *System will display a Confirmation Message as Figure 3.1.3-8*
- *Click on the* Yes *button to save the transaction*
- *Click on the* No *or* Cancel *button to cancel the saved transaction*

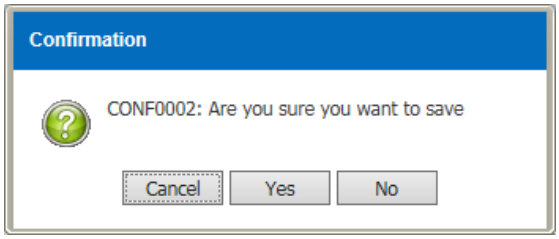


Figure 3.1.3-8 Confirmation Message

- *Information Message will display after click on the* Yes *buttom as Figure 3.1.3-9*
- *Click on the* OK *button to confirmed the save transaction and Transfer No will be generated for future reference*

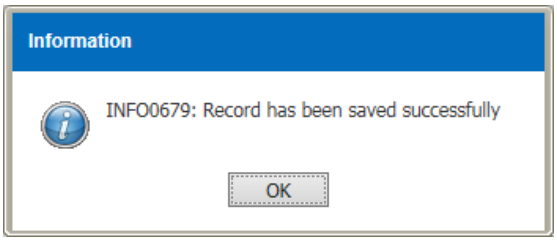


Figure 3.1.3-9 Information Message

- Send for Approval *and* Cancel Request *button will enable as Figure 3.1.3-10*

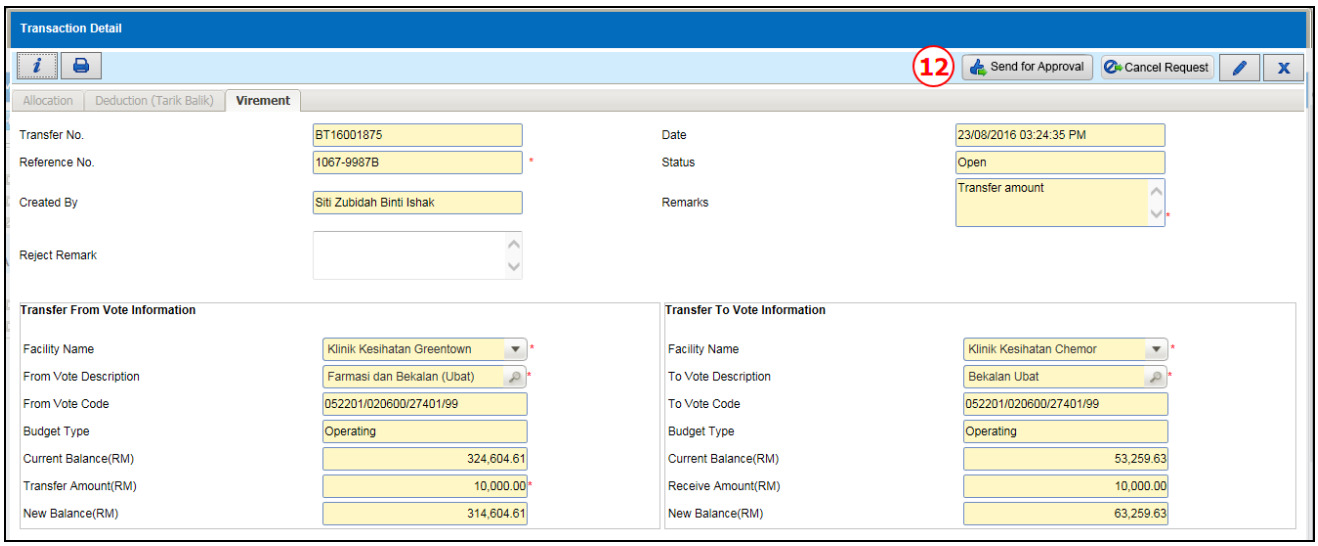


Figure 3.1.3-10 Transaction Detail

Note

- *Click on the* *button to edit the record. User is able to edit* ***Remark*** *only*
- *Click on the* Cancel Request *button to cancel the transaction and* ***Status*** *will change to Cancelled*

STEP 12

Click on the Send for Approval button to send the Virement record for approval

Note

- *System will display a Confirmation Message as Figure 3.1.3-11*
- *Click on the* Yes *button to send the record for approval*
- *Click on the* No *or* Cancel *button to cancel the saved transaction*

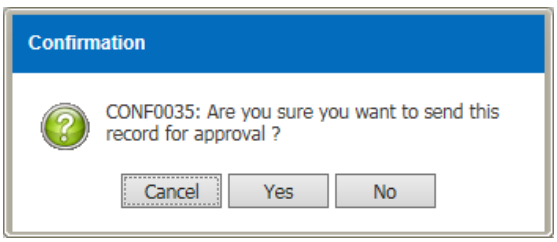


Figure 3.1.3-11 Confirmation Message

- *Information Message will display after click on the* Yes *buttom as Figure 3.1.3-12*

- *Click on the* OK *button to successfully send the record for approval and the* ***Status*** *change to Pending for Approval*

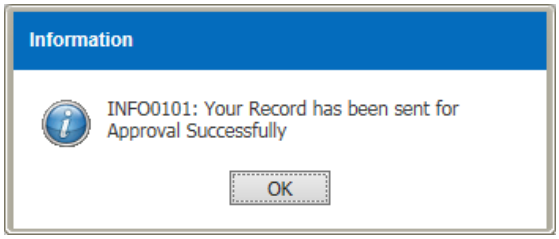


Figure 3.1.3-12 Information Message

- Approve *and* Reject *button will enable as Figure 3.1.3-13*

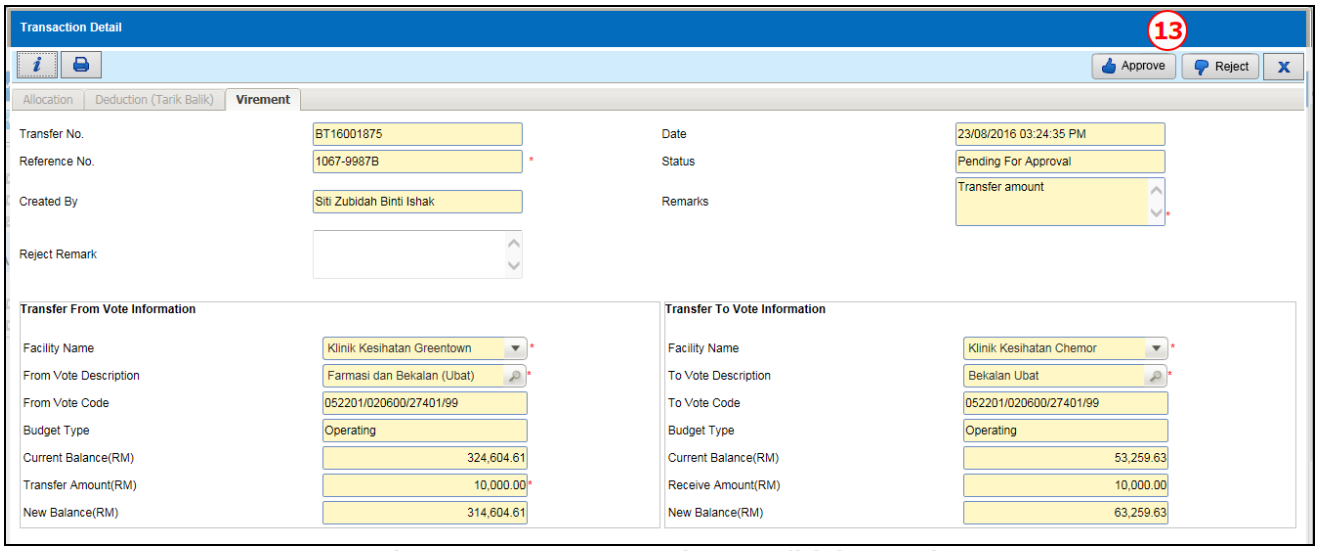


Figure 3.1.3-13 Transaction Detail (Virement)

STEP 13

Click on the Approve button to approve the record

Note

- *System will display a Confirmation Message as Figure 3.1.3-14*

- *Click on the* Yes *button to approve the record*

- *Click on the* No *or* Cancel *button to cancel for approve the record*

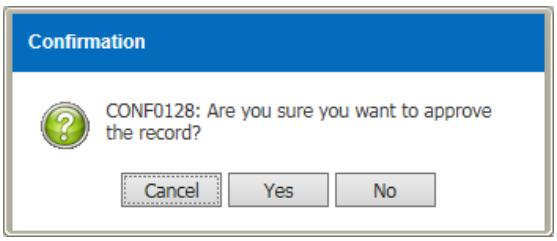


Figure 3.1.3-14 Confirmation Message

- *Information Message will display after click on the* Yes *buttom as Figure 3.1.3-15*
- *Click on the* OK *button to successfully approved the record and the* ***Status*** *change to Approved*

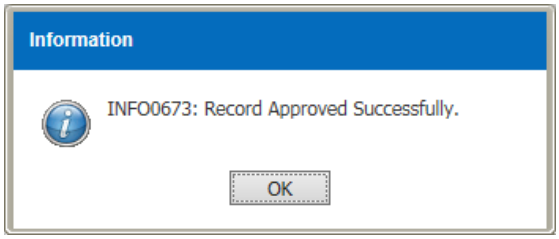


Figure 3.1.3-15 Information Message

Click on the Reject button to reject the record

Note

- *User need to enter reject reason as system will display an Information Message as Figure 3.1.3-16*

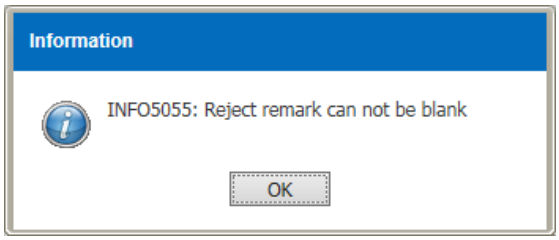


Figure 3.1.3-16 Information Message

- ***Status*** *of the record will change to* ***Rejected***

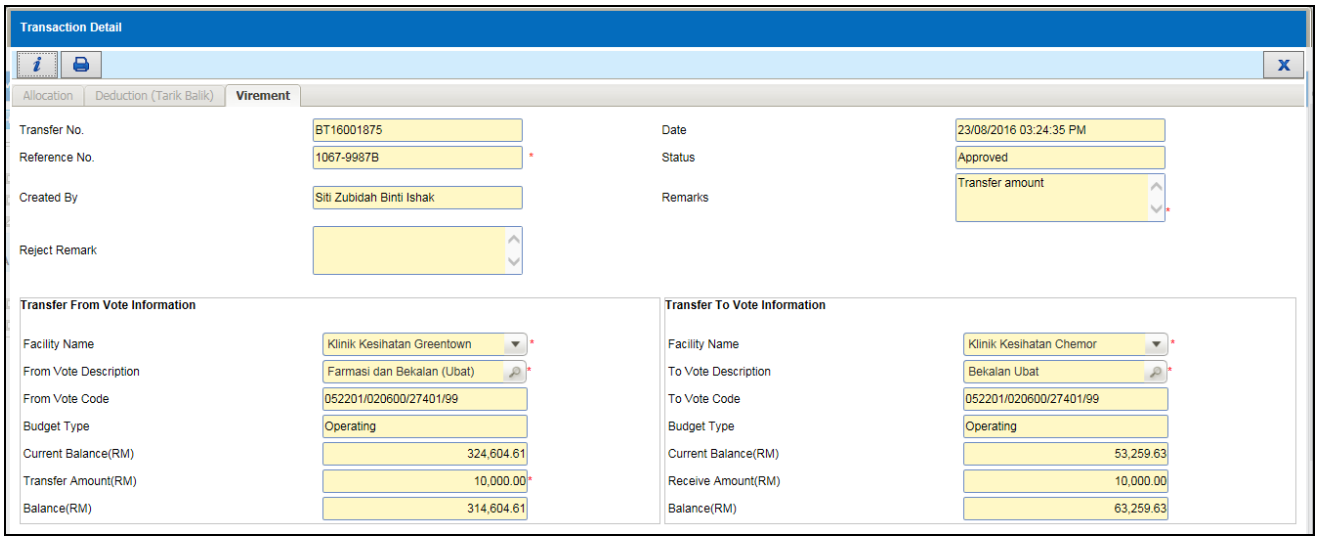


Figure 3.1.3-17 Transaction Detail

3.2. Payment/Credit Note (PKD) Listing Page

To view an existing Payment/Credit Note(PKD) record, perform the steps below:

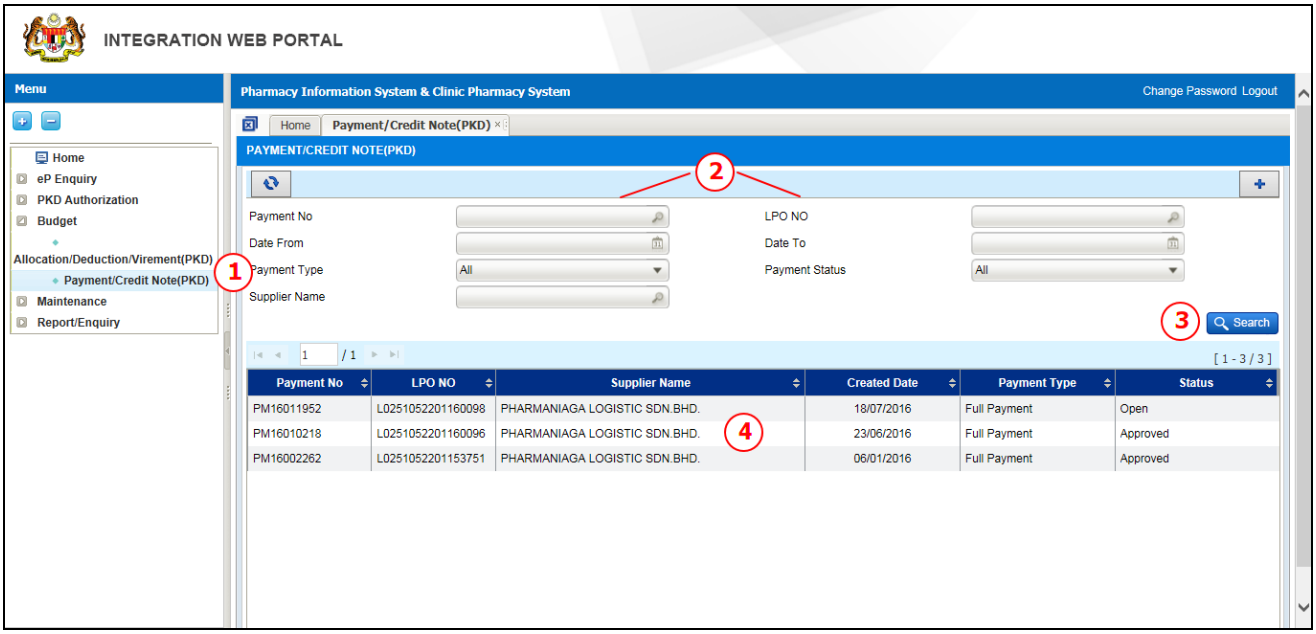


Figure 3.2-1 Payment/Credit Note(PKD) Listing Page

STEP 1
Click on 'Budget' menu, followed by ' Payment/Credit Note (PKD)' sub-menu

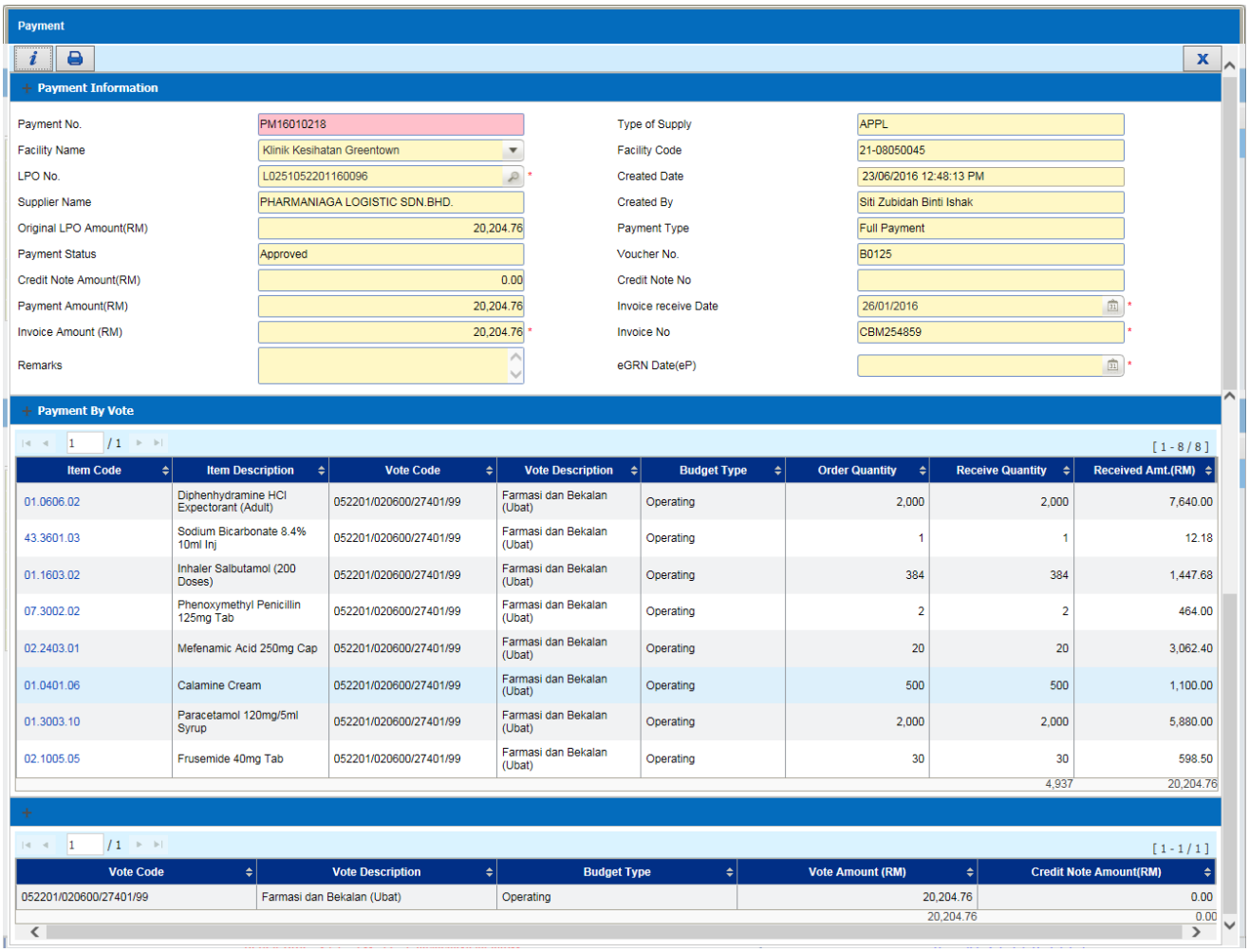
STEP 2
To search for Payment/Credit Note(PKD) record(s), user may search by criteria as follows:

No	Field	Description	Remarks
a	Payment No	Search for Payment No	Able to filter and search record(s)
b	LPO No	Search for LPO No	Able to filter and search record(s)
c	Date From	Select for Date From	Format field (dd/mm/yy)
d	Date To	Select for Date To	Format field (dd/mm/yy)
e	Payment Type	Search by: - All - Full Payment - Payment with Credit Note	Able to filter and search record(s)
f	Payment Status	Search by: - Approved - Cancelled - Open - Pending for Approval - Rejected	Able to filter and search record(s)
g	Supplier Name	Search for Supplier Name	Able to filter and search record(s)

Table 3.2-1

STEP 3
Click on the button after key in criteria

STEP 4
Double click on the selected record and the details will be displayed as Figure 3.2-2



Payment

Payment Information

Payment No.	PM16010218	Type of Supply	APPL
Facility Name	Klinik Kesihatan Greentown	Facility Code	21-08050045
LPO No.	L0251052201160096 *	Created Date	23/06/2016 12:48:13 PM
Supplier Name	PHARMANIAGA LOGISTIC SDN.BHD.	Created By	Siti Zubidah Binti Ishak
Original LPO Amount(RM)	20,204.76	Payment Type	Full Payment
Payment Status	Approved	Voucher No.	B0125
Credit Note Amount(RM)	0.00	Credit Note No	
Payment Amount(RM)	20,204.76	Invoice receive Date	26/01/2016 *
Invoice Amount (RM)	20,204.76 *	Invoice No	CBM254859 *
Remarks		eGRN Date(eP)	*

Payment By Vote

1 / 1 [1 - 8 / 8]

Item Code	Item Description	Vote Code	Vote Description	Budget Type	Order Quantity	Receive Quantity	Received Amt.(RM)
01.0606.02	Diphenhydramine HCl Expectorant (Adult)	052201/020600/27401/99	Farmasi dan Bekalan (Ubat)	Operating	2,000	2,000	7,640.00
43.3601.03	Sodium Bicarbonate 8.4% 10ml Inj	052201/020600/27401/99	Farmasi dan Bekalan (Ubat)	Operating	1	1	12.18
01.1603.02	Inhaler Salbutamol (200 Doses)	052201/020600/27401/99	Farmasi dan Bekalan (Ubat)	Operating	384	384	1,447.68
07.3002.02	Phenoxymethyl Penicillin 125mg Tab	052201/020600/27401/99	Farmasi dan Bekalan (Ubat)	Operating	2	2	464.00
02.2403.01	Mefenamic Acid 250mg Cap	052201/020600/27401/99	Farmasi dan Bekalan (Ubat)	Operating	20	20	3,062.40
01.0401.06	Calamine Cream	052201/020600/27401/99	Farmasi dan Bekalan (Ubat)	Operating	500	500	1,100.00
01.3003.10	Paracetamol 120mg/5ml Syrup	052201/020600/27401/99	Farmasi dan Bekalan (Ubat)	Operating	2,000	2,000	5,880.00
02.1005.05	Frusemide 40mg Tab	052201/020600/27401/99	Farmasi dan Bekalan (Ubat)	Operating	30	30	598.50
						4,937	20,204.76

1 / 1 [1 - 1 / 1]

Vote Code	Vote Description	Budget Type	Vote Amount (RM)	Credit Note Amount(RM)
052201/020600/27401/99	Farmasi dan Bekalan (Ubat)	Operating	20,204.76	0.00
			20,204.76	0.00

Figure 3.2-3 Payment

3.2.1. Full Payment

To create a new Payment (Full Payment) transaction, perform the steps below

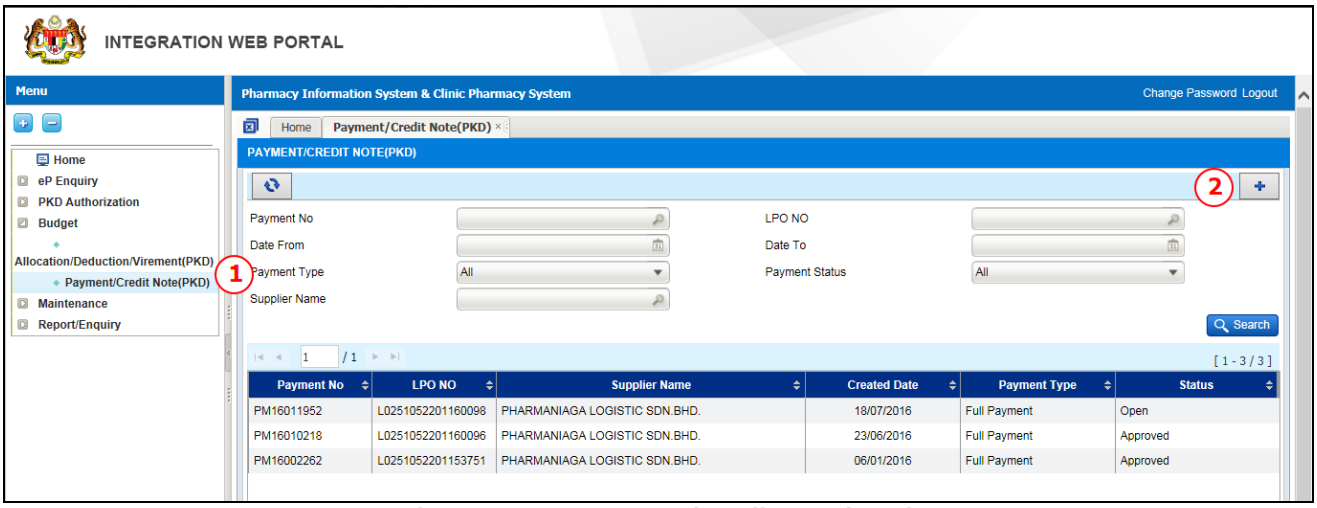


Figure 3.2.1-1 Payment/Credit Note(PKD)

STEP 1
Click on 'Budget' menu, followed by ' Payment/Credit Note (PKD)' sub-menu

STEP 2
Click on the button and the Payment screen will displayed as Figure 3.2.1-2

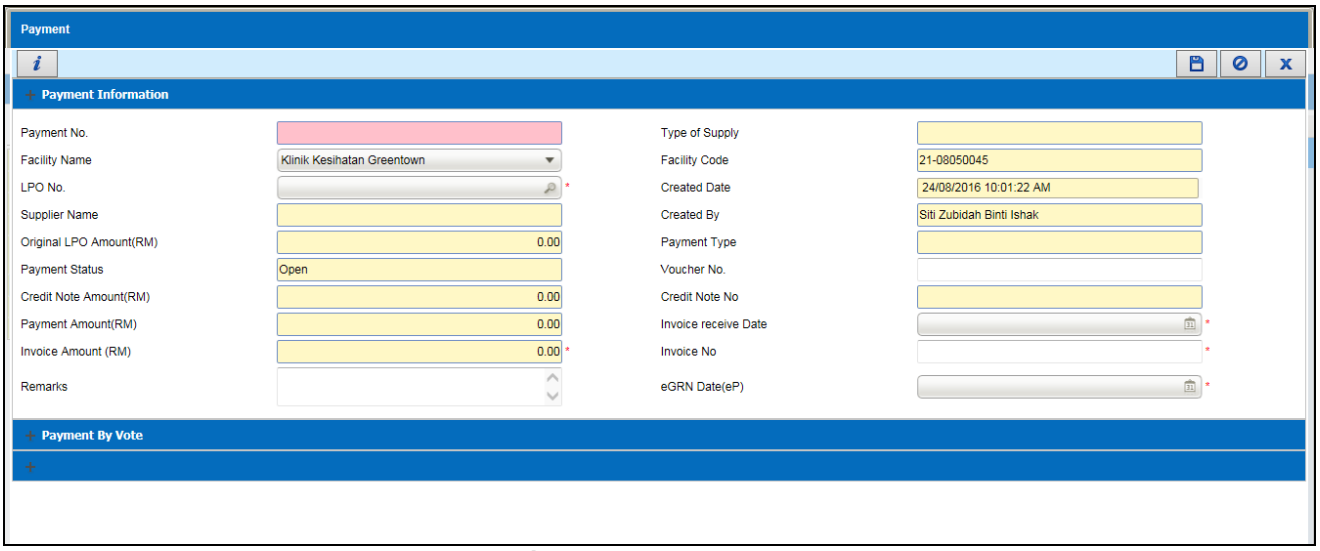


Figure 3.2.1-2 Payment

Note

- ***Create Date*** *display default to the system Date and Time.*
- ***Created By*** *will default to the user Login ID.*
- *New Payment transaction* ***Status*** *is default to 'Open'.*

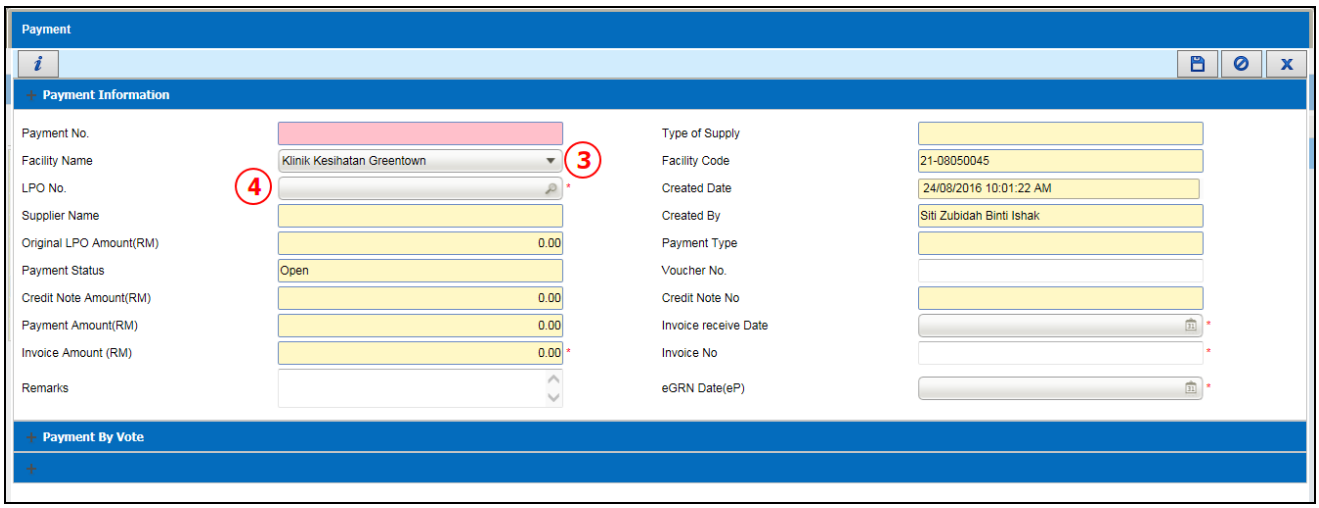


Figure 3.2.1-3 Payment

STEP 3
Select ***Facility Name*** from the drop down box

Note

- *Information of **Facility Name** is display based on facility unthe the same PKD/PTJ Code*
- ***Facility Code** will be displayed automatically based on the Facility Name selected.*

STEP 4

Click on the ***LPO No*** and Search LPO Number will be displayed as Figure 3.2.1-4

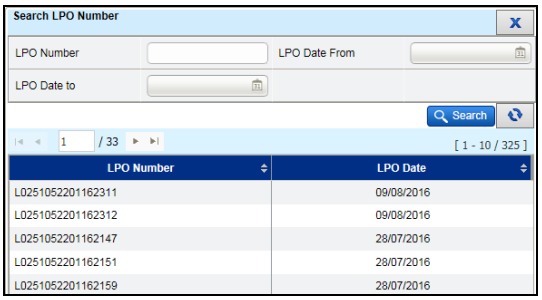


Figure 3.2.1-4 Search LPO Number

Note

- *User is allowed to enter partially or fully searching criteria for **LPO Number** and/or **LPO Date From** and **LPO Date To.** Then click on the* Search *button*
- *Double click on the selected **LPO Number***
- *System will display a Confirmation Message as Figure 3.2.1-5 if the LPO No is not fully received. However, user still can proceed to perform the Payment Transaction.*

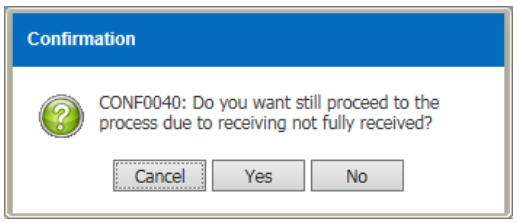
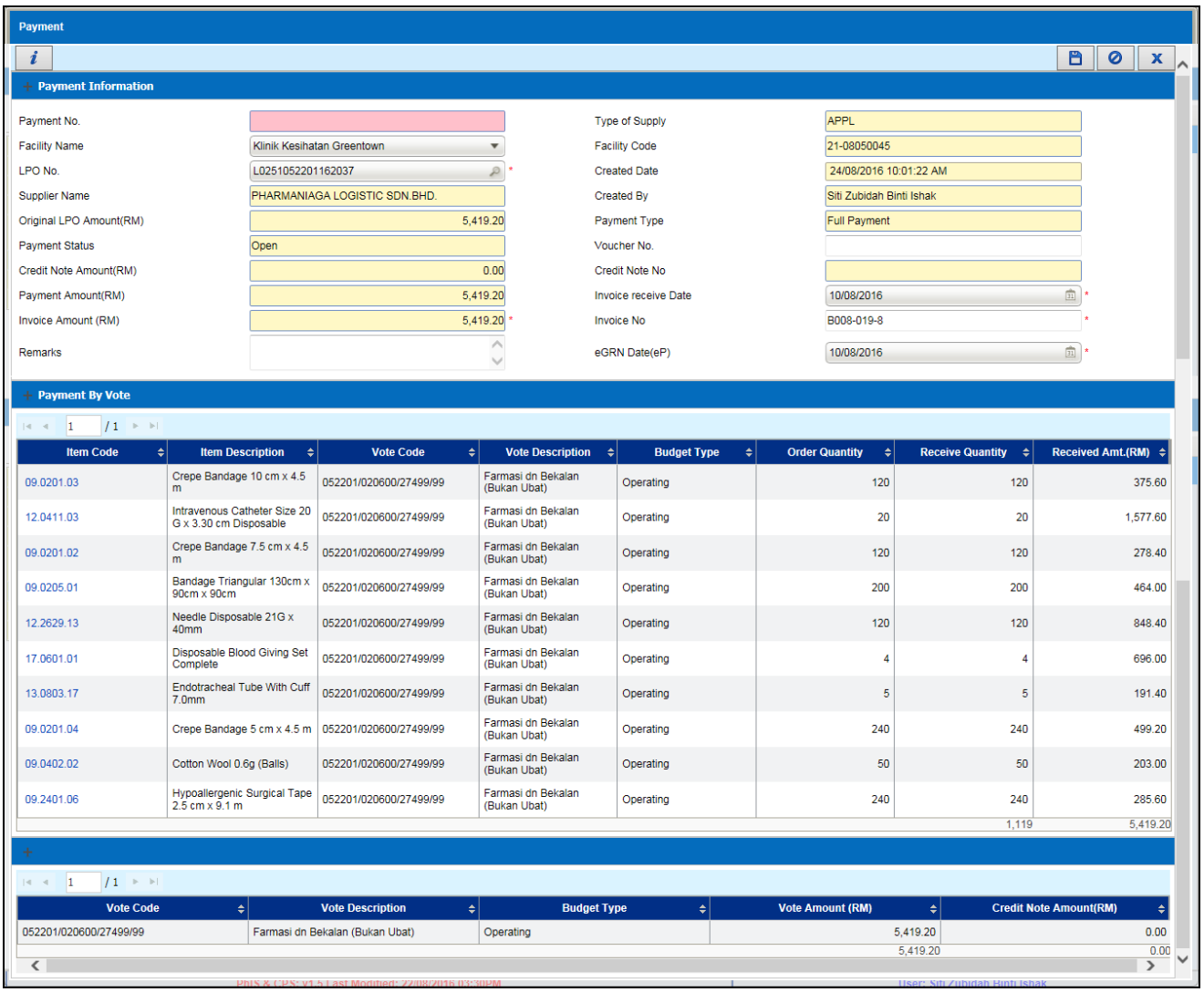


Figure 3.2.1-5 Confirmation Message

- *Refer section [3.2.2 Payment With Creadit Note](#) for partially receive.*



Payment

Payment Information

Payment No.		Type of Supply	APPL
Facility Name	Klinik Kesihatan Greentown	Facility Code	21-08050045
LPO No.	L0251052201162037 *	Created Date	24/08/2016 10:01:22 AM
Supplier Name	PHARMANIAGA LOGISTIC SDN.BHD.	Created By	Siti Zubidah Binti Ishak
Original LPO Amount(RM)	5,419.20	Payment Type	Full Payment
Payment Status	Open	Voucher No.	
Credit Note Amount(RM)	0.00	Credit Note No	
Payment Amount(RM)	5,419.20	Invoice receive Date	10/08/2016 *
Invoice Amount (RM)	5,419.20 *	Invoice No	B008-019-8 *
Remarks		eGRN Date(eP)	10/08/2016 *

Payment By Vote

Item Code	Item Description	Vote Code	Vote Description	Budget Type	Order Quantity	Receive Quantity	Received Amt.(RM)
09.0201.03	Crepe Bandage 10 cm x 4.5 m	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	120	120	375.60
12.0411.03	Intravenous Catheter Size 20 G x 3.30 cm Disposable	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	20	20	1,577.60
09.0201.02	Crepe Bandage 7.5 cm x 4.5 m	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	120	120	278.40
09.0205.01	Bandage Triangular 130cm x 90cm x 90cm	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	200	200	464.00
12.2629.13	Needle Disposable 21G x 40mm	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	120	120	848.40
17.0601.01	Disposable Blood Giving Set Complete	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	4	4	696.00
13.0803.17	Endotracheal Tube With Cuff 7.0mm	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	5	5	191.40
09.0201.04	Crepe Bandage 5 cm x 4.5 m	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	240	240	499.20
09.0402.02	Cotton Wool 0.6g (Balls)	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	50	50	203.00
09.2401.06	Hypoallergenic Surgical Tape 2.5 cm x 9.1 m	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	240	240	285.60
						1,119	5,419.20

Vote Code	Vote Description	Budget Type	Vote Amount (RM)	Credit Note Amount(RM)
052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	5,419.20	0.00
			5,419.20	0.00

Figure 3.2.1-6 Payment

Note

Full Information of the payment will be displayed after selecting the LPO No:

a) ***Payment Information*** *section*
- ***Type of Supply***
- ***Supplier Name***
- ***Original LPO Amount(RM)***
- ***Payment Type***
- ***Credit Note Amount(RM)*** *: applicable for Payment with Credit Note*
- ***Payment Amount(RM)***
- ***Invoice Amount(RM)***

b) ***Payment By Vote*** *section*
- ***Item Code***
- ***Item Description***
- ***Vote Code***
- ***Vote Description***
- ***Budget Type***
- ***Order Quantity***
- ***Receive Quantity***
- ***Receive Amount***

c) ***Vote List*** *section*
- ***Vote Code***
- ***Vote Description***
- ***Budget Type***
- ***Vote Amount(RM)***
- ***Credit Note Amount(RM)*** *: applicable for Payment with Credit Note*

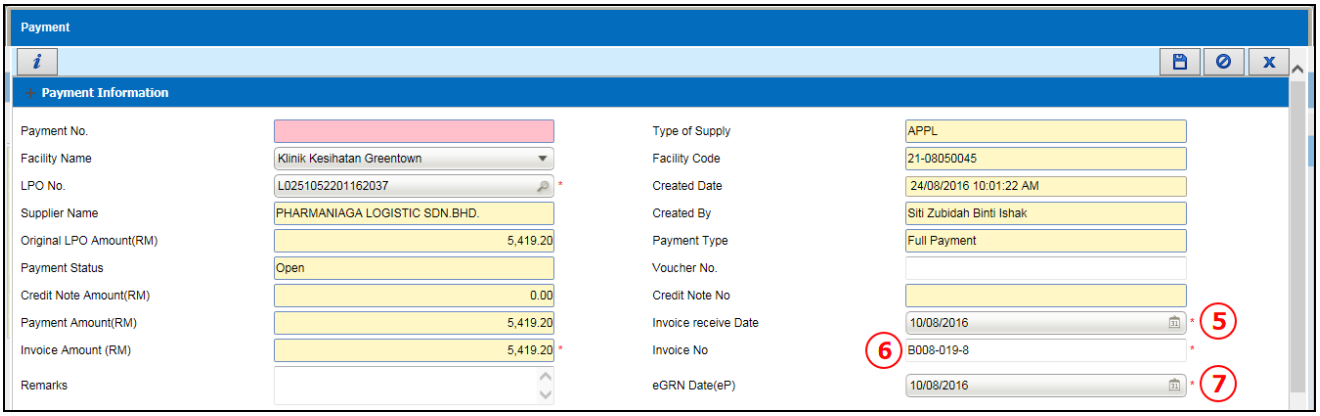


Figure 3.2.1-7 Payment

STEP 5

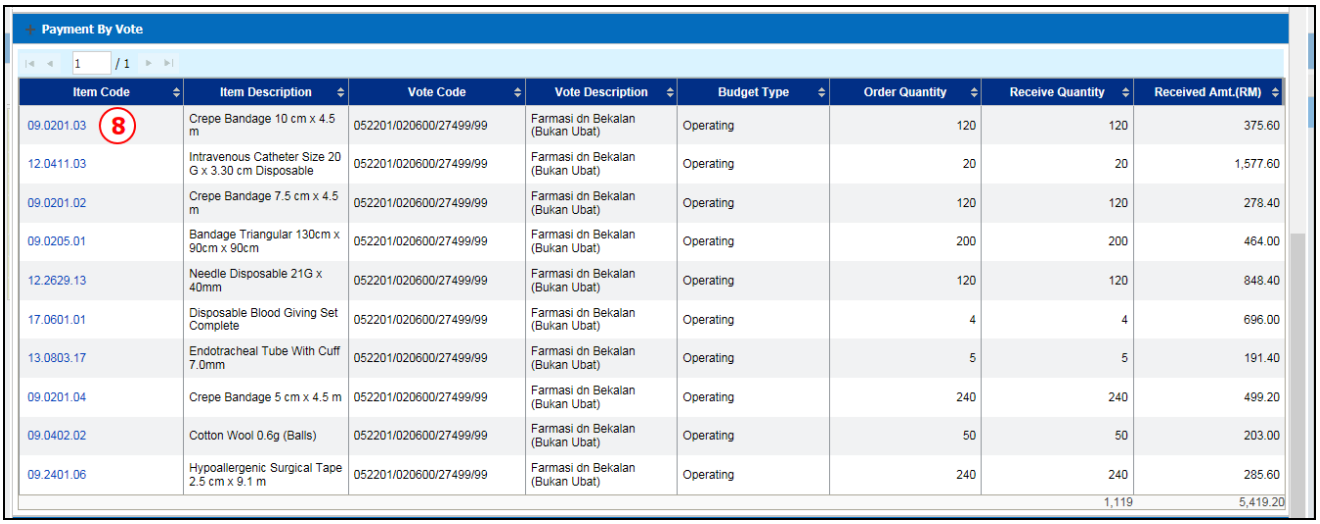
Select ***Invoice receive Date*** from the icon

STEP 6
Enter ***Invoice No***

STEP 7

Select ***eGRN Date(eP)*** from the icon

<u>Note</u>
Voucher No *is optional field*



Item Code	Item Description	Vote Code	Vote Description	Budget Type	Order Quantity	Receive Quantity	Received Amt.(RM)
09.0201.03	Crepe Bandage 10 cm x 4.5 m	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	120	120	375.60
12.0411.03	Intravenous Catheter Size 20 G x 3.30 cm Disposable	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	20	20	1,577.60
09.0201.02	Crepe Bandage 7.5 cm x 4.5 m	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	120	120	278.40
09.0205.01	Bandage Triangular 130cm x 90cm x 90cm	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	200	200	464.00
12.2629.13	Needle Disposable 21G x 40mm	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	120	120	848.40
17.0601.01	Disposable Blood Giving Set Complete	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	4	4	696.00
13.0803.17	Endotracheal Tube With Cuff 7.0mm	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	5	5	191.40
09.0201.04	Crepe Bandage 5 cm x 4.5 m	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	240	240	499.20
09.0402.02	Cotton Wool 0.6g (Balls)	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	50	50	203.00
09.2401.06	Hypoallergenic Surgical Tape 2.5 cm x 9.1 m	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	240	240	285.60
						1,119	5,419.20

Figure 3.2.1-8 Payment

STEP 8
Click on the ***Item Code*** hyperlink to view the Delivery Order (DO) Details as Figure 3.2.1-9

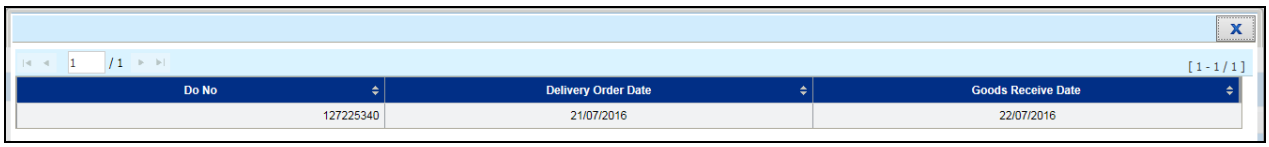


Figure 3.2.1-9 Delivery Order (DO) Detail

Note

- *Delivery Order (DO) detail screen will display information of **Do No**, **Delivery Order Date** and **Good Receive Date***

- *Click on the* *button to close the screen*

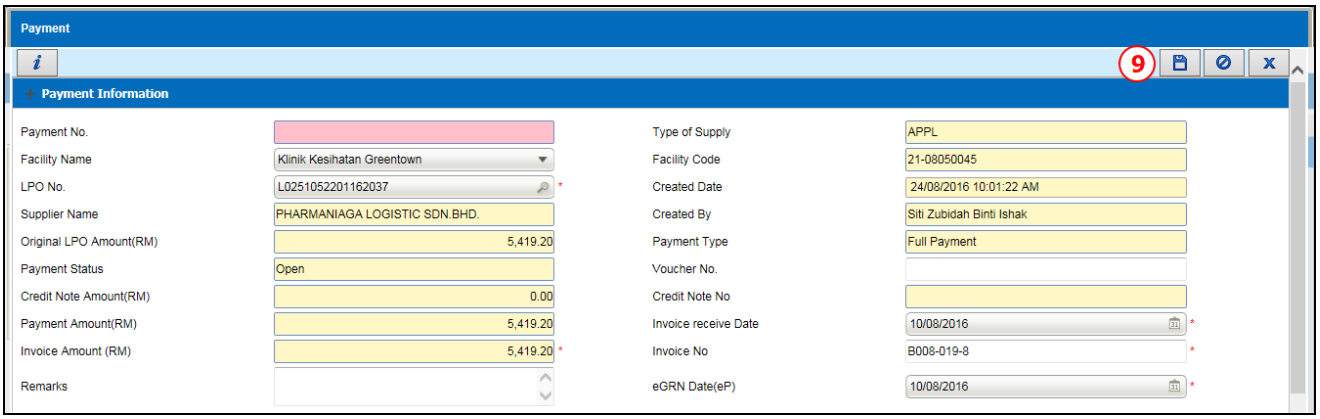


Figure 3.2.1-10 Payment

STEP 9

Click on the button to save the transaction

Note

- *System will display a Confirmation Message as Figure 3.2.1-11*

- *Click on the* Yes *button to save the transaction*

- *Click on the* No *or* Cancel *button to cancel the saved transaction*

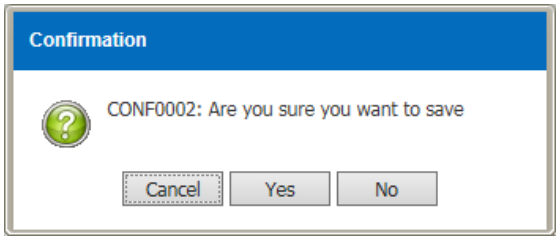


Figure 3.2.1-11 Confirmation Message

- *Information Message will display after click on the* Yes *buttom as Figure 3.2.1-12*

- *Click on the* OK *button to confirmed the save transaction and Payment No will be generated for future reference*

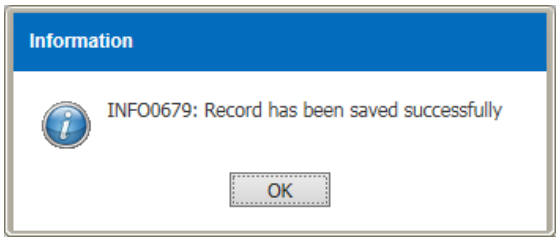


Figure 3.2.1-12 Information Message

- Approve *and* Reject *button will enable as Figure 3.2.1-13*

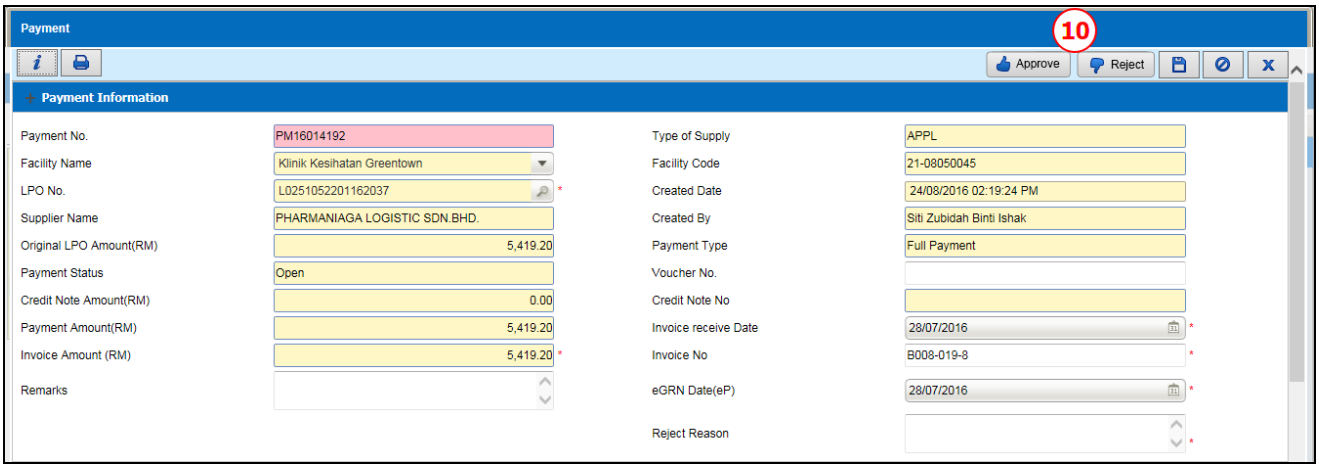


Figure 3.2.1-13 Payment

STEP 10

Click on the Approve button to approve the record

Note

- *System will display a Confirmation Message as Figure 3.2.1-14*
- *Click on the* Yes *button to approve the record*
- *Click on the* No *or* Cancel *button to cancel for approve the record*

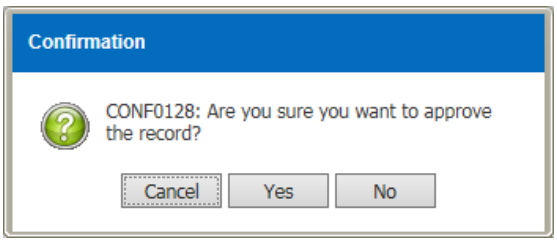


Figure 3.2.1-14 Confirmation Message

- *Information Message will display after click on the* Yes *buttom as Figure 3.2.1-15*
- *Click on the* OK *button to successfully approved the record and the* ***Status*** *change to Approved*

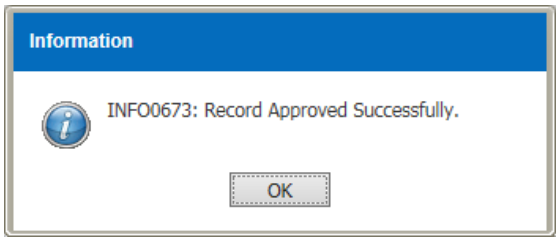


Figure 3.2.1-15 Information Message

Click on the

button to reject the order transaction

Note

- *User need to enter reject reason as system will display an Information Message as Figure 3.2.1-16*

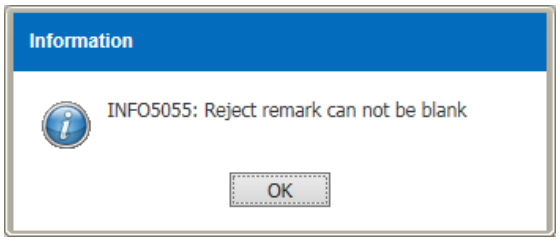


Figure 3.2.1-16 Information Message

- ***Status*** *of the record will change to* ***Rejected***

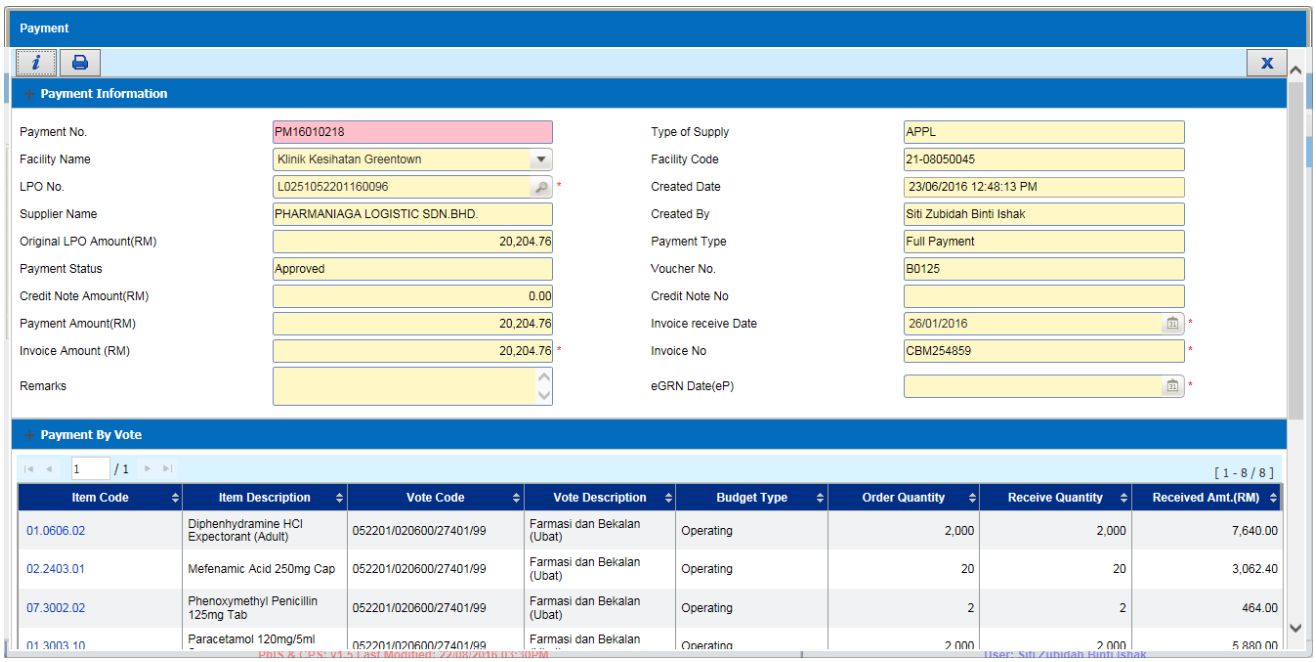


Figure 3.2.1-17 Payment

3.2.2. Payment with Credit Note

To create a new Payment (Payment with Creadit Note) transaction, perform the steps below

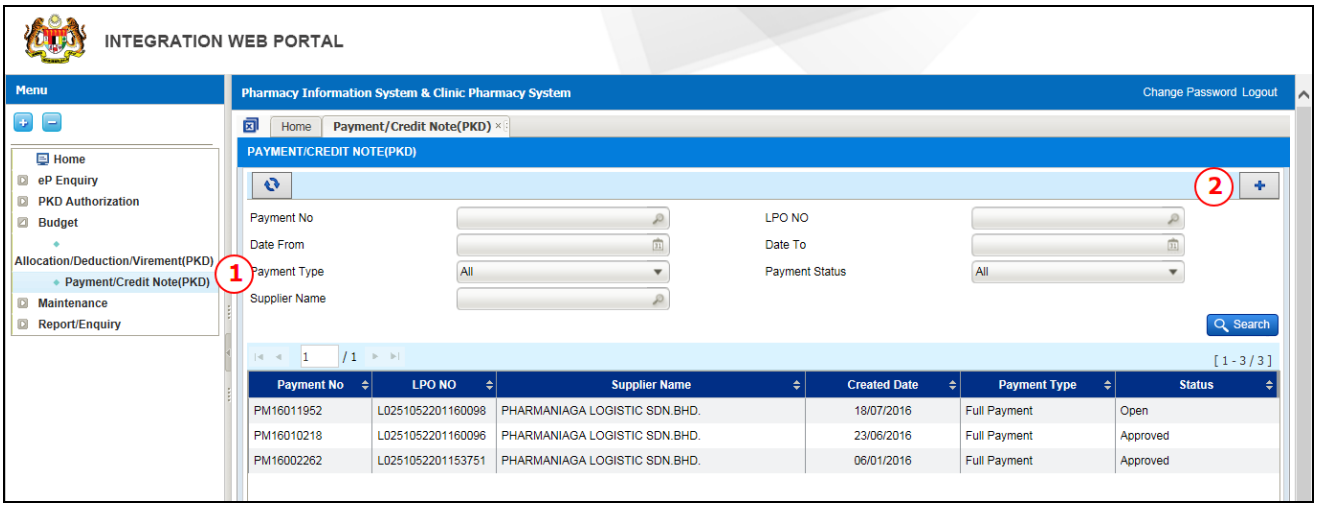


Figure 3.2.2-1 Payment/Credit Note(PKD)

STEP 1
Click on 'Budget' menu, followed by ' Payment/Credit Note (PKD)' sub-menu

STEP 2
Click on the button and the Payment screen will displayed as Figure 3.2.2-2

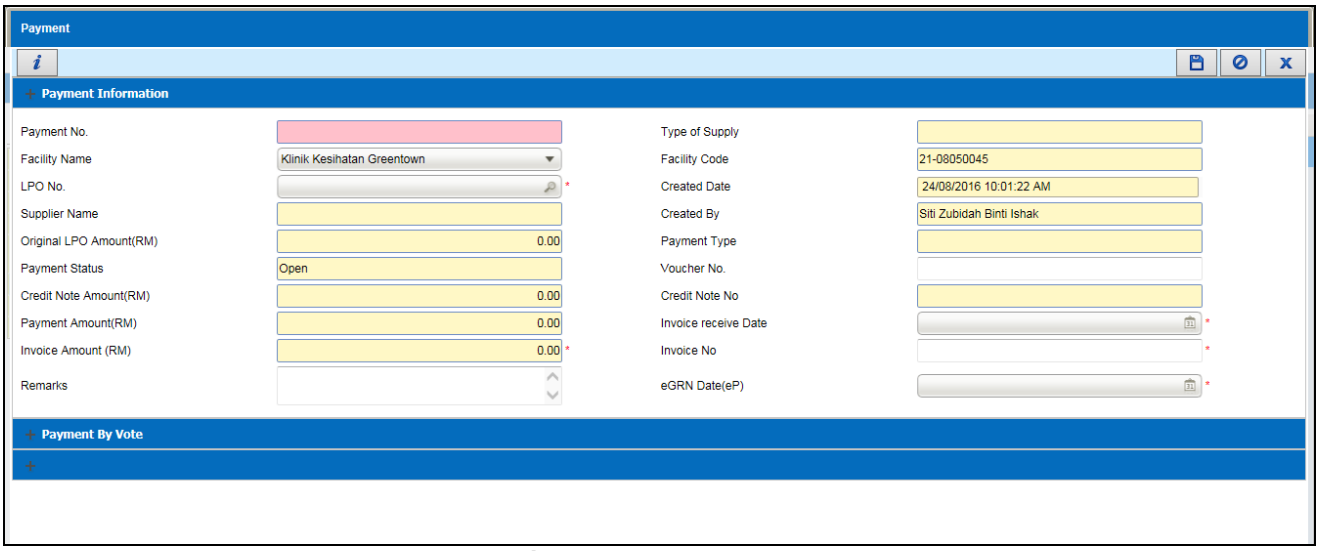


Figure 3.2.2-2 Payment

Note

- ***Create Date*** *display the current system Date and Time.*
- ***Created By*** *will default to the user Login ID.*
- *New Payment transaction* ***Status*** *is default to 'Open'.*

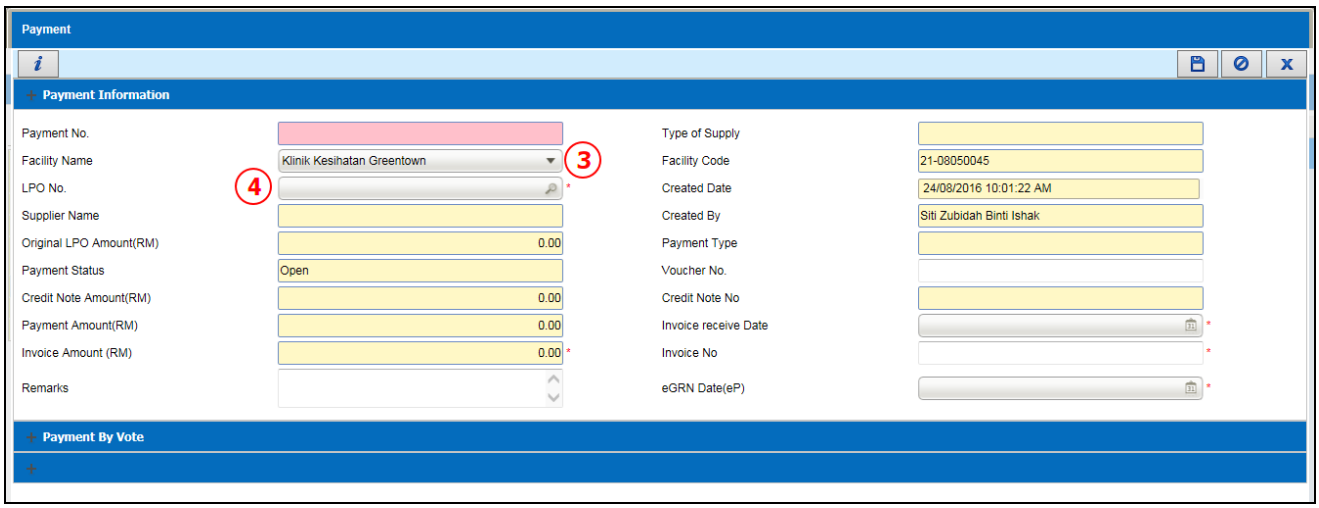


Figure 3.2.2-3 Payment

STEP 3

Select ***Facility Name*** from the drop down box

Note

- *Information of **Facility Name** is display based on facility unthe the same PKD/PTJ Code*
- ***Facility Code** will be displayed automatically based on the Facility Name selected.*

STEP 4

Click on the ***LPO No*** and Search LPO Number will be displayed as Figure 3.2.2-4

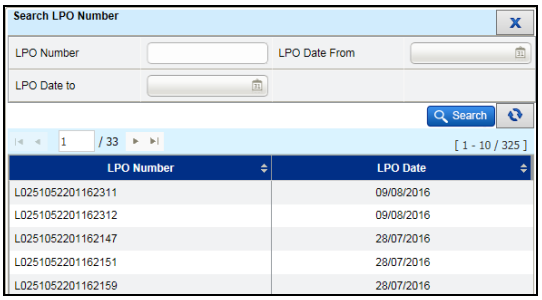
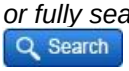


Figure 3.2.2-4 Search LPO Number

Note

- *User is allowed to enter partially or fully searching criteria for **LPO Number** and/or **LPO Date From** and **LPO Date To.** Then click on the*  *button*
- *Double click on the selected **LPO Number***
- *System will display a Confirmation Message as Figure 3.2.2-5 if the LPO No is not fully received. However, user is still can proceed to perform the Payment Transaction.*

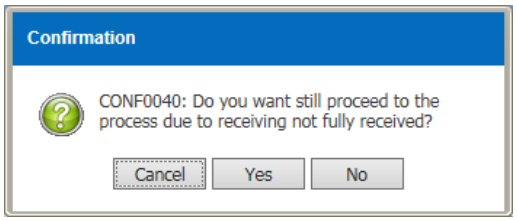


Figure 3.2.2-5 Confirmation Message

- *Click on the* Yes *button to proceed to payment transaction as Figure 3.2.2-6*

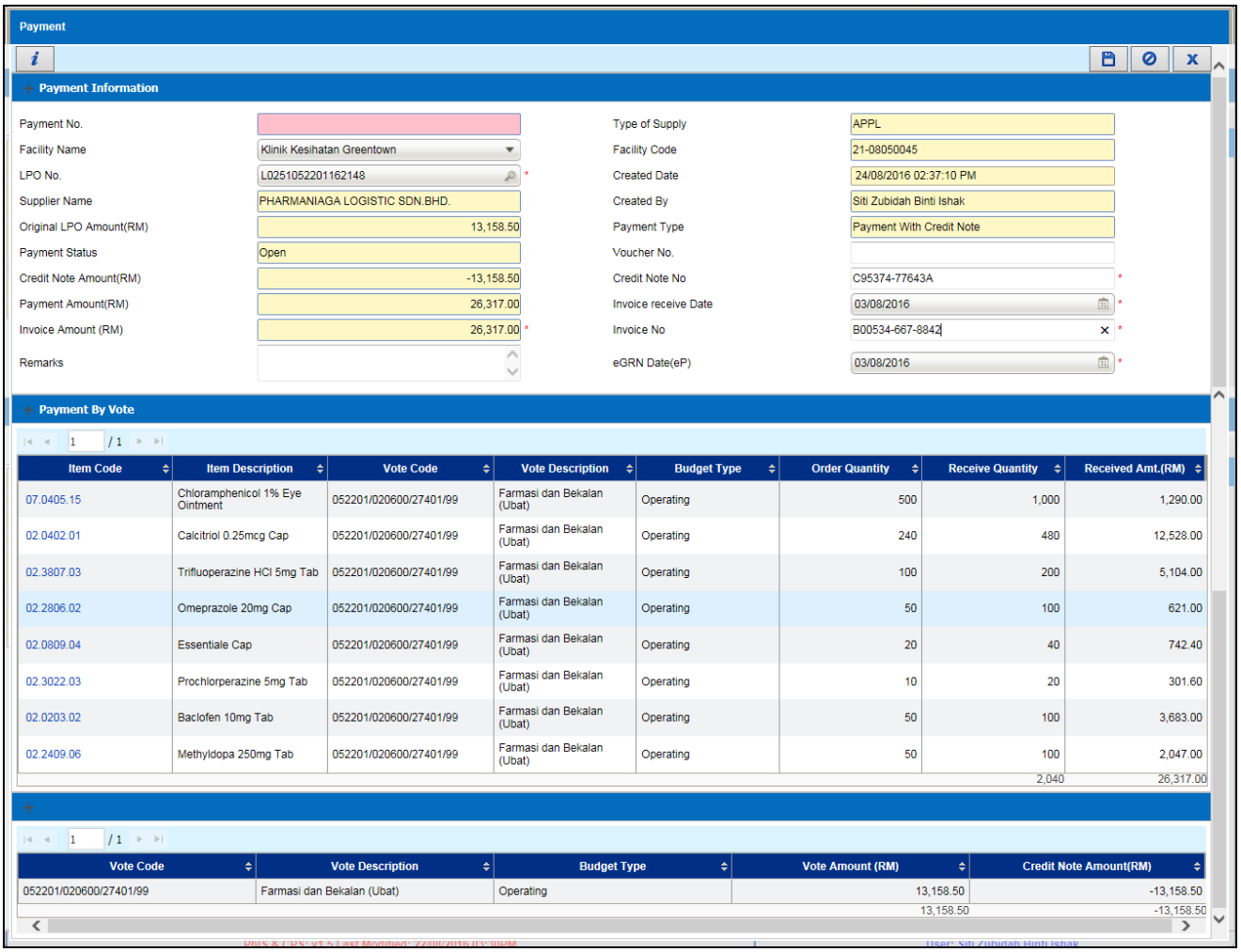


Figure 3.2.2-6 Payment

Note

Full Information of the payment will be displayed after selecting the LPO No:

d) ***Payment Information*** *section*
- ***Type of Supply***
- ***Supplier Name***
- ***Original LPO Amount(RM)***
- ***Payment Type*** *: System will display Payment with Credit Note for partially supply*
- ***Credit Note Amount(RM)***
  Calculation : ***Original LPO Amount(RM) – Payment Amount(RM)***
- ***Payment Amount(RM)***
- ***Invoice Amount(RM)***

e) ***Payment By Vote*** *section*
- ***Item Code***
- ***Item Description***
- ***Vote Code***
- ***Vote Description***
- ***Budget Type***
- ***Order Quantity***
- ***Receive Quantity***
- ***Receive Amount***

f) ***Vote List*** *section*
- ***Vote Code***
- ***Vote Description***
- ***Budget Type***
- ***Vote Amount(RM)***
- ***Credit Note Amount(RM)***

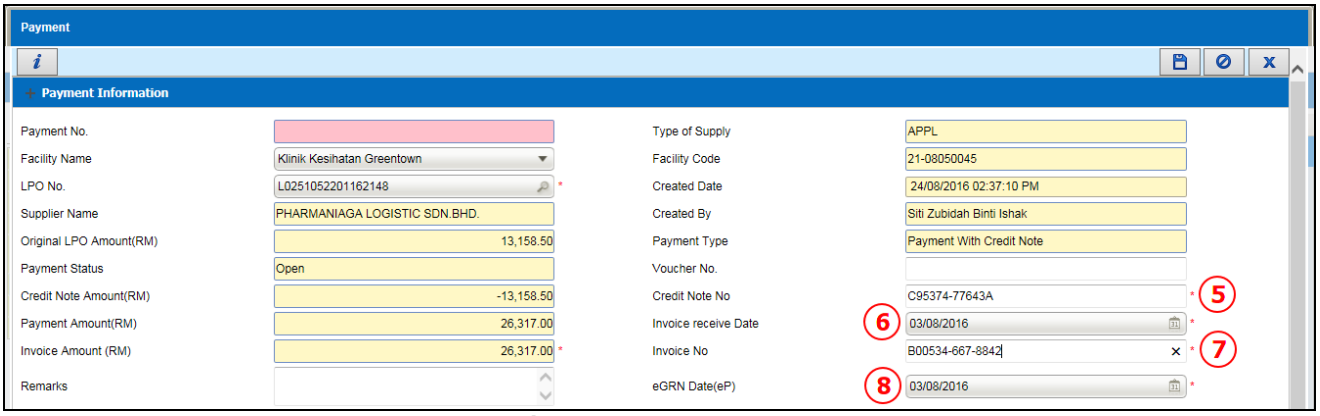


Figure 3.2.2-7 Payment

STEP 5
Enter ***Credit Note No***

STEP 6

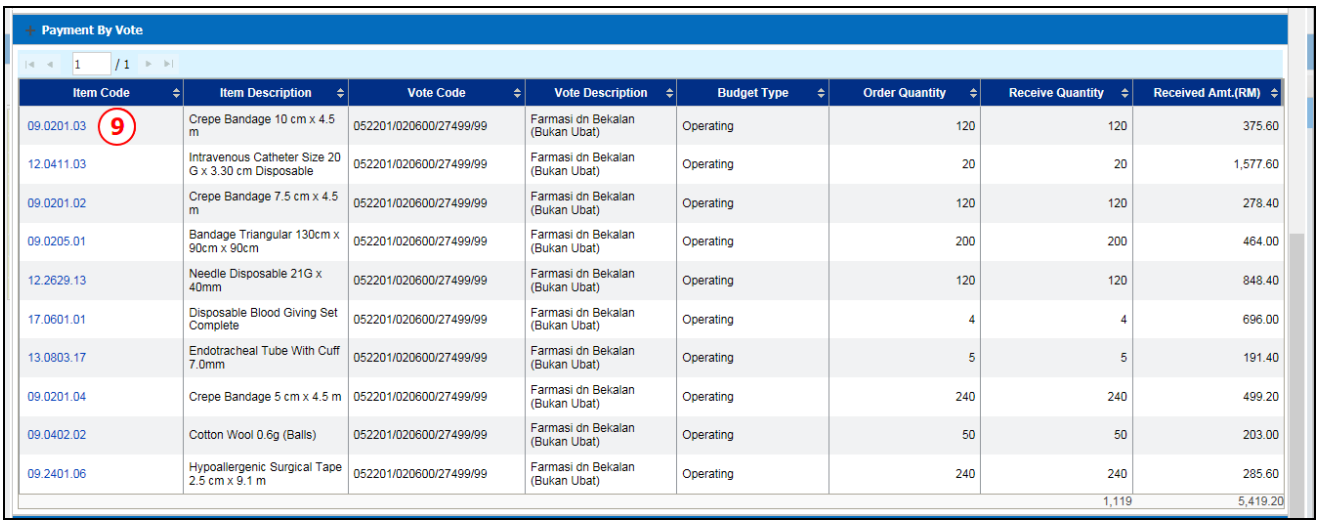
Select ***Invoice receive Date*** from the icon

STEP 7
Enter ***Invoice No***

STEP 8

Select ***eGRN Date(eP)*** from the icon

Note
Voucher No *is optional field*



Item Code	Item Description	Vote Code	Vote Description	Budget Type	Order Quantity	Receive Quantity	Received Amt.(RM)
09.0201.03	Crepe Bandage 10 cm x 4.5 m	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	120	120	375.60
12.0411.03	Intravenous Catheter Size 20 G x 3.30 cm Disposable	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	20	20	1,577.60
09.0201.02	Crepe Bandage 7.5 cm x 4.5 m	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	120	120	278.40
09.0205.01	Bandage Triangular 130cm x 90cm x 90cm	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	200	200	464.00
12.2629.13	Needle Disposable 21G x 40mm	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	120	120	848.40
17.0601.01	Disposable Blood Giving Set Complete	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	4	4	696.00
13.0803.17	Endotracheal Tube With Cuff 7.0mm	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	5	5	191.40
09.0201.04	Crepe Bandage 5 cm x 4.5 m	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	240	240	499.20
09.0402.02	Cotton Wool 0.6g (Balls)	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	50	50	203.00
09.2401.06	Hypoallergenic Surgical Tape 2.5 cm x 9.1 m	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	240	240	285.60
						1,119	5,419.20

Figure 3.2.2-8 Payment

STEP 9
Click on the ***Item Code*** hyperlink to view the Delivery Order (DO) Details as Figure 3.2.2-9

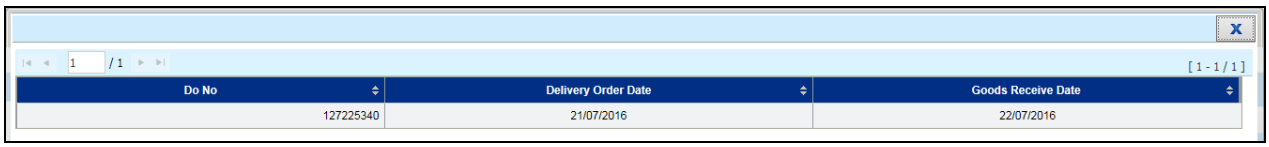


Figure 3.2.2-9 Delivery Order (DO) Detail

Note

- *Delivery Order (DO) detail screen will display information of **Do No**, **Delivery Order Date** and **Good Receive Date***

- *Click on the* *button to close the screen*

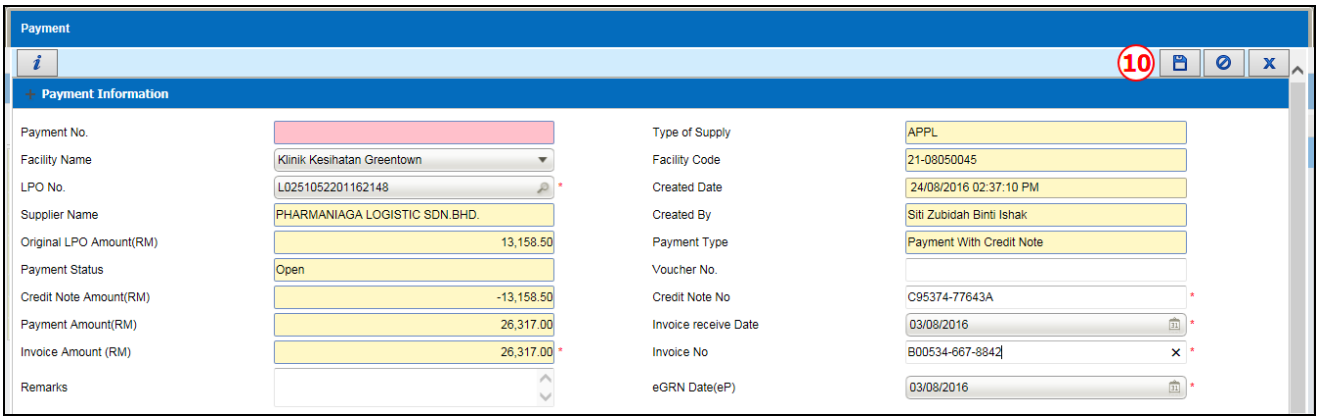


Figure 3.2.2-10 Payment

STEP 10

Click on the button to save the transaction

Note

- *System will display a Confirmation Message as Figure 3.2.2-11*

- *Click on the* Yes *button to save the transaction*

- *Click on the* No *or* Cancel *button to cancel the saved transaction*

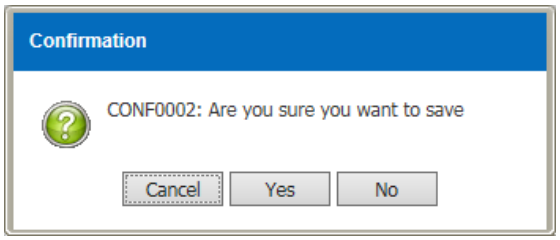


Figure 3.2.2-11 Confirmation Message

- *Information Message will display after click on the* Yes *buttom as Figure 3.2.2-12*

- *Click on the* OK *button to confirmed the save transaction and Payment No will be generated for future reference*

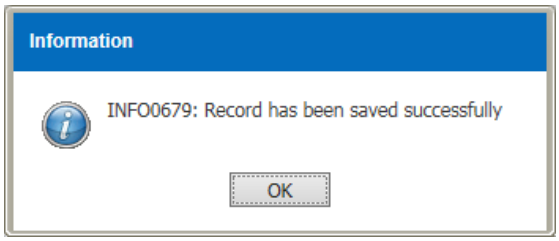


Figure 3.2.2-12 Information Message

- Approve *and* Reject *button will enable as Figure 3.2.2-13*

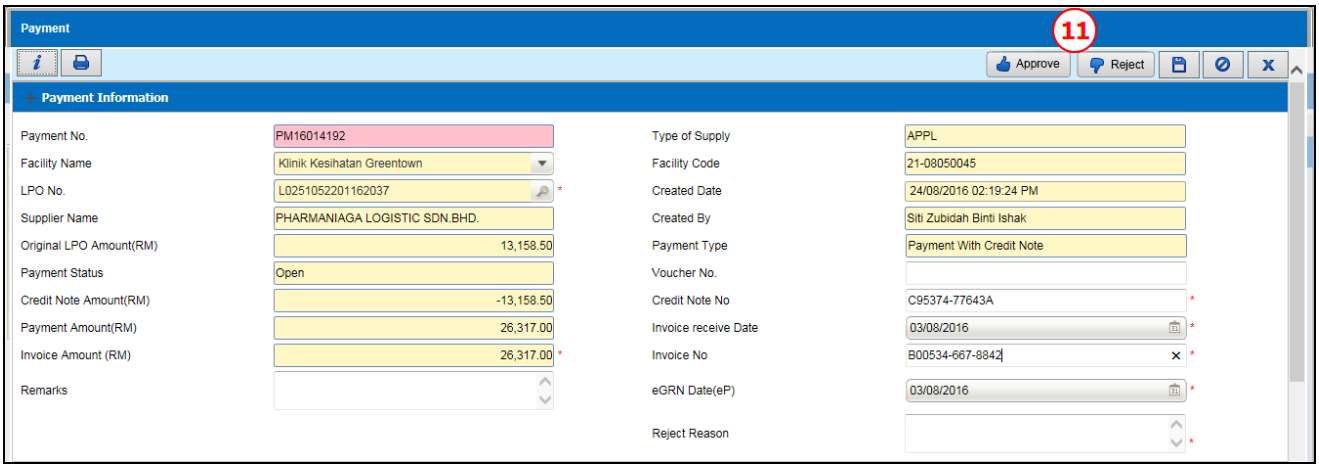


Figure 3.2.1-13 Payment

STEP 11

Click on the Approve button to approve the record

Note

- *System will be display a Confirmation Message as Figure 3.2.2-14*
- *Click on the* Yes *button to approve the record*
- *Click on the* No *or* Cancel *button to cancel for approve the record*

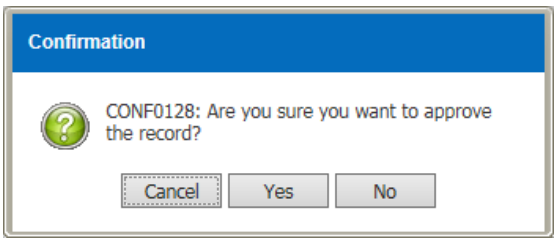


Figure 3.2.2-14 Confirmation Message

- *Information Message will display after click on the* Yes *buttom as Figure 3.2.2-15*
- *Click on the* OK *button to successfully approved the record and the* ***Status*** *will change to Approved*

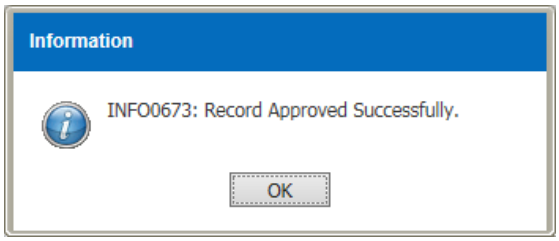


Figure 3.2.2-15 Information Message

Click on the

button to reject the order transaction

Note

- *User need to enter reject reason as system will display an Information Message as Figure 3.2.2-16*

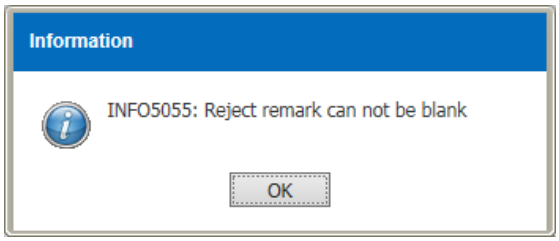


Figure 3.2.2-16 Information Message

- ***Status*** *of the record will change to* ***Rejected***

4. Acronyms

Abbreviation	Definition
MOH	Ministry of Health
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
SKU	Store Keeping Unit
PKU	Packaging Keeping Unit
eDO	Electronic Delivery Order
EPO	Electronic Purchase Order
LPO	Local Purchase Order
YTD	Year To Date

5. Link to IWP Modules

No	*Module*	*PDF Links*
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3	*Order Authorization*	*Click Here*