



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

User Manual Pharmacy Inventory (Stock Taking & Verification)

Version	: 8th EDITION
Document ID	: U.MANUAL_INV_STOCK TAKING_VERIFICATION



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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 Taking and Verification) 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:

- Generate Physical Checking report
- Create Count Sheet and Count Sheet Approval
- Create Stock Adjustment and Stock Adjustment Approval

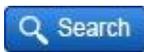
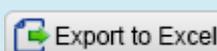
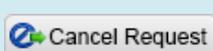
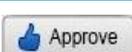
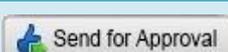
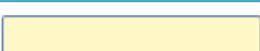
1.3 Organized Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Stock Taking and Verification
- Section 4 : Acronyms
- Section 5 : Links to Inventory Modules

2.0 Application Standard Features

2.1 PhIS Legend

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



Module Legend

KEW.PS-14	View/Print KEW.PS-14	KEWPS-17	View/Print KEW.PS-17
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Note

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

3.0 Stock Taking

Overview

Stock-taking or inventory checking is the physical verification of the quantities and condition of items held in an inventory. This may be done to provide an audit of existing stock valuation. It is also the source of stock discrepancy information. Stock-taking may be performed as an intensive annual check or may be done continuously by means of a cycle count.

User Group

This module is intended for Storekeeper and Pharmacists at the Pharmacy Store, Pharmacist and Assistant Pharmacist at the Sub Store; Sister and Nurse at the unit/ward.(Subject to user assigned by the facility).

Functional Diagram

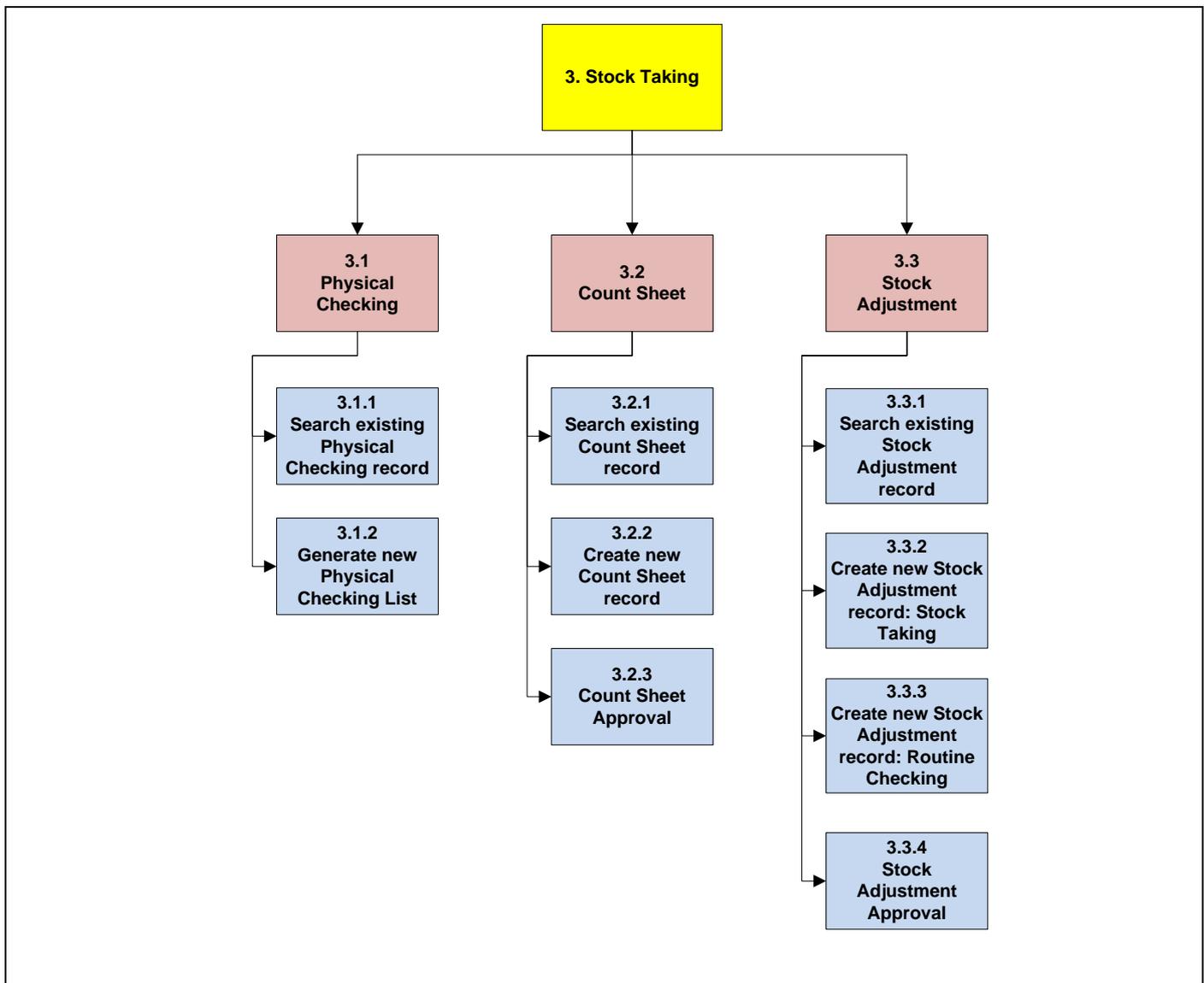


Figure 3.0-1

Functional Description

Stock Taking and Verification comprises of three (3) main functions:

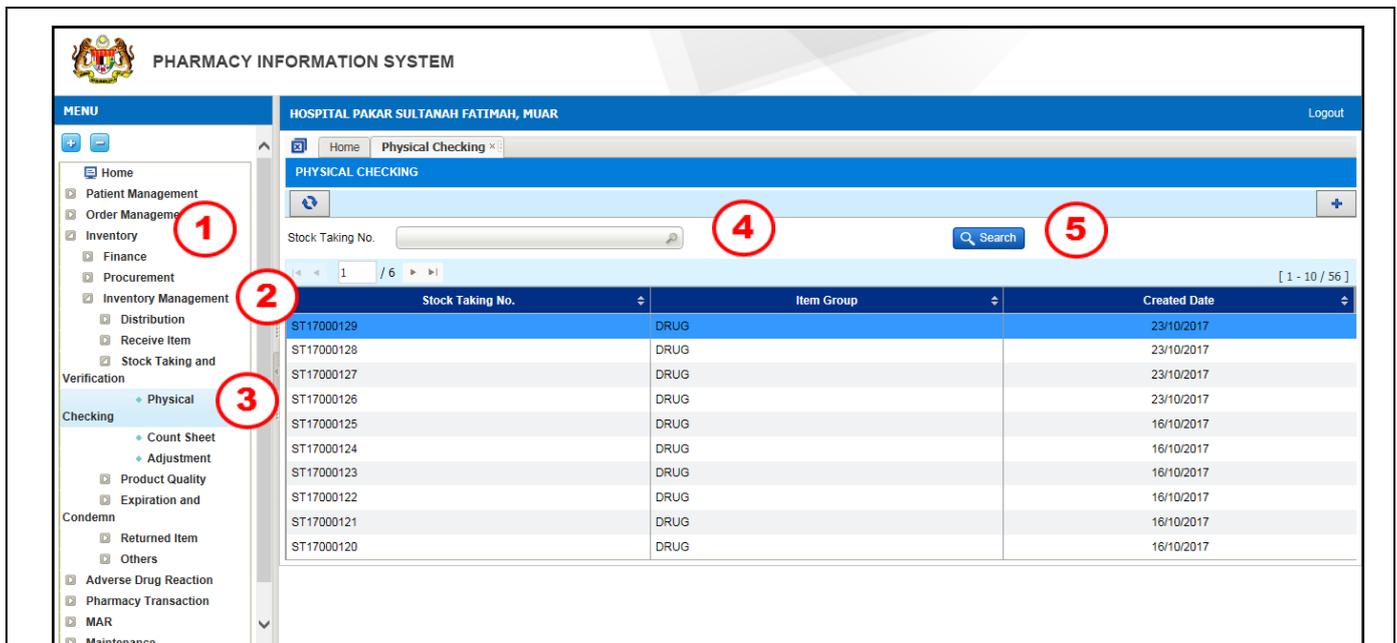
- **Physical Checking**
To generate a list of items to be proceed with stock count based on several criteria(s) selected.
- **Count Sheet**
Stock counts from the Physical Checking activities will be uploaded into the Count Sheet. The available quantity of stock in the system will be compared to the actual physical quantity of items in store.
- **Stock Adjustment**
To adjust the quantity of stock in the system to be match with physical quantity of stock in store.

3.1 Physical Checking

The function of this Physical Checking screen is to generate a list of items to proceed with the Stock Taking process.

3.1.1 Search Existing Physical Checking Record

This page will display all existing Physical Checking record(s).



The screenshot displays the 'PHYSICAL CHECKING' interface. The left sidebar menu has 'Inventory Management' (1) expanded to 'Stock Taking and Verification' (2), which is further expanded to 'Physical Checking' (3). The main area shows a search bar for 'Stock Taking No.' (4) and a 'Search' button (5). Below the search bar is a table with the following data:

Stock Taking No.	Item Group	Created Date
ST17000129	DRUG	23/10/2017
ST17000128	DRUG	23/10/2017
ST17000127	DRUG	23/10/2017
ST17000126	DRUG	23/10/2017
ST17000125	DRUG	16/10/2017
ST17000124	DRUG	16/10/2017
ST17000123	DRUG	16/10/2017
ST17000122	DRUG	16/10/2017
ST17000121	DRUG	16/10/2017
ST17000120	DRUG	16/10/2017

Figure 3.1-1 Physical Checking Listing Page

STEP 1

Click on 'Inventory' menu followed by 'Inventory Management' sub-menu

STEP 2

Click on '**Stock Taking and Verification**'

STEP 3

Click on '**Physical Checking**'

STEP 4

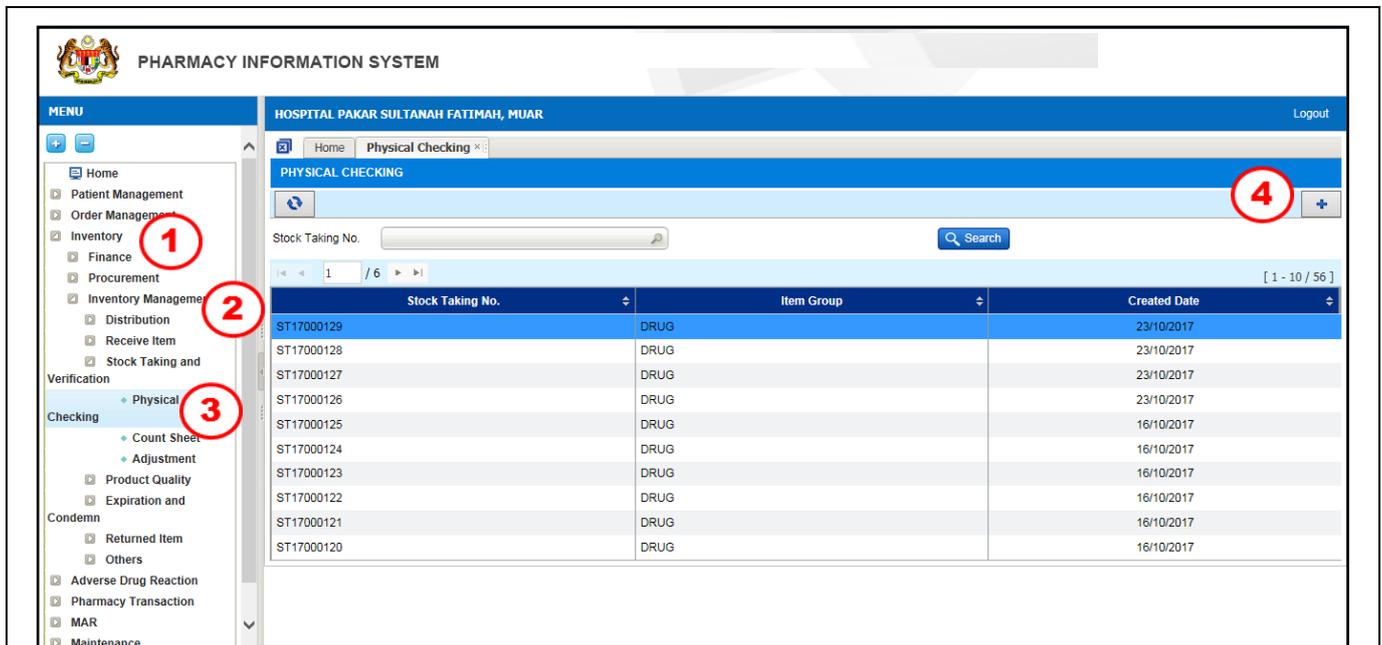
To search an existing Physical Checking record(s), user may search by **Stock Taking No**

STEP 5

Click on the  button after input of criteria.

3.1.2 Generate New Physical Checking List

The Physical Checking report will be printed out. User then need to transcribe/upload the Physical Quantity and the Bin Card Quantity back into the system.



The screenshot displays the PHIS interface for Hospital Pakar Sultanah Fatimah, Muar. The left-hand menu is expanded to show the 'Inventory' section, with 'Inventory Management' selected. The 'Physical Checking' sub-menu is also visible. The main content area shows a table of stock taking records with columns for Stock Taking No., Item Group, and Created Date. A search bar and a '+' button are present in the top right corner of the 'PHYSICAL CHECKING' header.

Stock Taking No.	Item Group	Created Date
ST17000129	DRUG	23/10/2017
ST17000128	DRUG	23/10/2017
ST17000127	DRUG	23/10/2017
ST17000126	DRUG	23/10/2017
ST17000125	DRUG	16/10/2017
ST17000124	DRUG	16/10/2017
ST17000123	DRUG	16/10/2017
ST17000122	DRUG	16/10/2017
ST17000121	DRUG	16/10/2017
ST17000120	DRUG	16/10/2017

Figure 3.1.2-1 Create Physical Checking record

STEP 1

Click on 'Inventory' menu followed by 'Inventory Management' sub-menu

STEP 2

Click on '*Stock Taking and Verification*'

STEP 3

Click on '*Physical Checking*'

STEP 4

Click on the  button to create a new Physical Checking transaction as shown in Figure 3.1.2-1

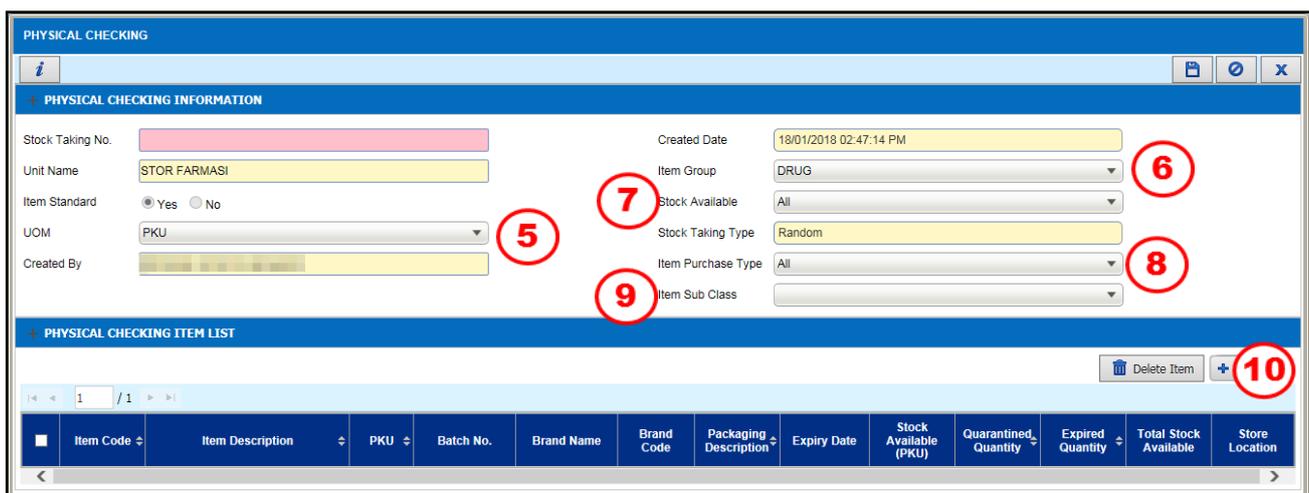


Figure 3.1.2-2 New Physical Checking record

Note

- **Unit Name** is defaulted to the unit as per user login ID
- **CreatedDate** is default to the system Date/Time.
- **Stock Taking Type** is defaulted to Random.
- **Item Standard:**
 - Level-1 (Pharmacy Store) user:
Only 'Yes' radio button will be enabled as Pharmacy Store does not store nonstandard item.
 - Level-2 (Sub-store) and Level-3 (Unit/Ward) user:
Both the buttons will be enabled for the user to choose as both Standard and nonstandard items are stored as stock.

STEP 5

Select **UOM** from the drop down box:

- PKU
- SKU

Note

- **UOM** will default to 'PKU' if user is from Main Store or Sub Store Level and user is allowed to edit the value
- **UOM** will default to 'PKU' if user is from Ward/Unit Level and the field is non editable

STEP 6

Select **Item Group** from the drop down box:

- Drug
- Non Drug

STEP 7

Select **Stock Available** from drop down box

- All (Default)
- Stock
- Without Stock

Note

- **Quantity Available = Stock**, available quantity of items in store ≠ 0.
- **Quantity Available = Without Stock**, available quantity of items in store = 0.

STEP 8

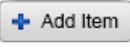
Select **Item Purchase Type** from the drop down box:

- All
- APPL
- Contract
- LP

STEP 9

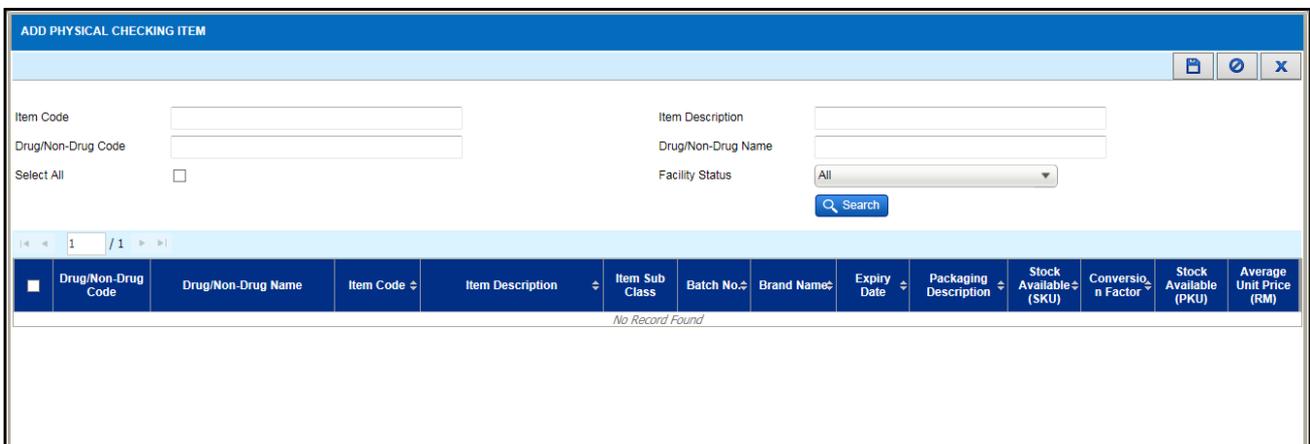
Select **Item Sub Class**

STEP 10

Click on the  button

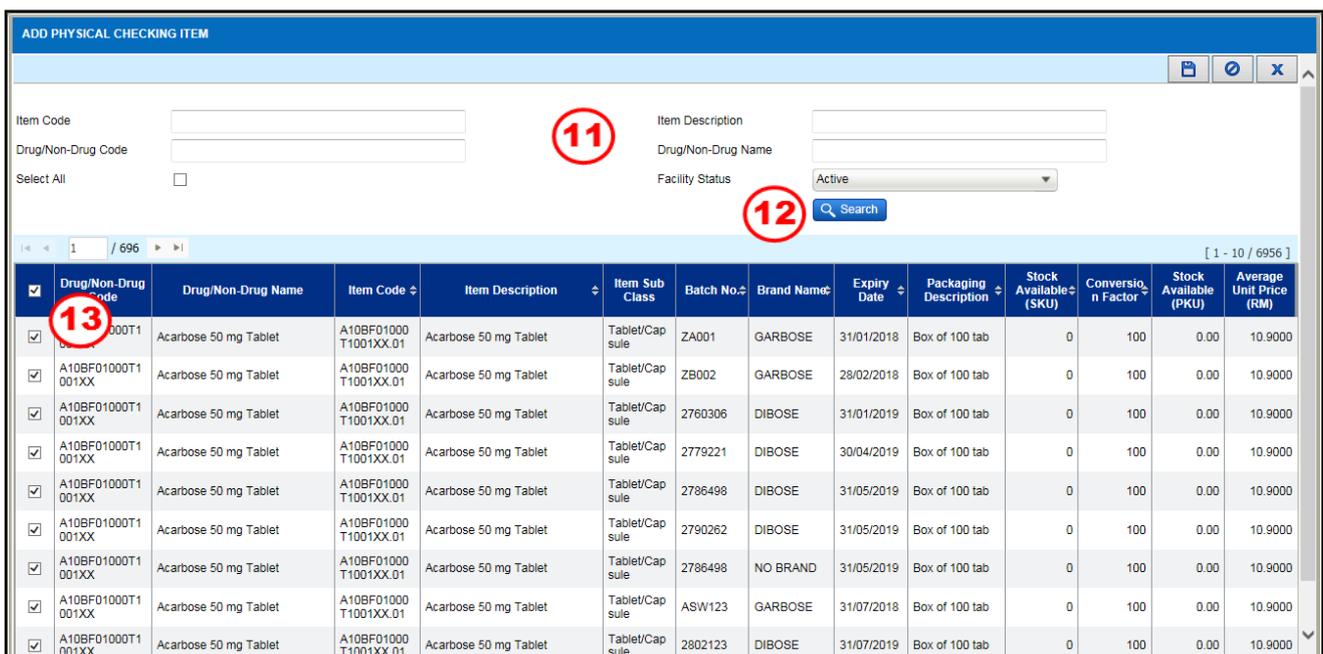
Note

A screen will appear as shown in Figure 3.1.2-3.



The screenshot shows the 'ADD PHYSICAL CHECKING ITEM' form. It includes input fields for Item Code, Drug/Non-Drug Code, Item Description, Drug/Non-Drug Name, and Facility Status. A 'Select All' checkbox is present. A search button is located below the Facility Status dropdown. Below the form is a table with the following columns: Drug/Non-Drug Code, Drug/Non-Drug Name, Item Code, Item Description, Item Sub Class, Batch No., Brand Name, Expiry Date, Packaging Description, Stock Available (SKU), Conversion Factor, Stock Available (PKU), and Average Unit Price (RM). The table currently displays 'No Record Found'.

Figure 3.1.2-3 Screen after “Add Item” button clicked.



The screenshot shows the 'ADD PHYSICAL CHECKING ITEM' form with a list of items. The Facility Status dropdown is set to 'Active'. The table contains 10 rows of data for Acarbose 50 mg Tablet. Annotations are present: '11' is a red circle around the Item Description field; '12' is a red circle around the Search button; and '13' is a red circle around the first checkbox in the table.

Drug/Non-Drug Code	Drug/Non-Drug Name	Item Code	Item Description	Item Sub Class	Batch No.	Brand Name	Expiry Date	Packaging Description	Stock Available (SKU)	Conversion Factor	Stock Available (PKU)	Average Unit Price (RM)
A10BF01000T1001XX	Acarbose 50 mg Tablet	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	Tablet/Capsule	ZA001	GARBOSE	31/01/2018	Box of 100 tab	0	100	0.00	10.9000
A10BF01000T1001XX	Acarbose 50 mg Tablet	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	Tablet/Capsule	ZB002	GARBOSE	28/02/2018	Box of 100 tab	0	100	0.00	10.9000
A10BF01000T1001XX	Acarbose 50 mg Tablet	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	Tablet/Capsule	2760306	DIBOSE	31/01/2019	Box of 100 tab	0	100	0.00	10.9000
A10BF01000T1001XX	Acarbose 50 mg Tablet	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	Tablet/Capsule	2779221	DIBOSE	30/04/2019	Box of 100 tab	0	100	0.00	10.9000
A10BF01000T1001XX	Acarbose 50 mg Tablet	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	Tablet/Capsule	2786498	DIBOSE	31/05/2019	Box of 100 tab	0	100	0.00	10.9000
A10BF01000T1001XX	Acarbose 50 mg Tablet	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	Tablet/Capsule	2790262	DIBOSE	31/05/2019	Box of 100 tab	0	100	0.00	10.9000
A10BF01000T1001XX	Acarbose 50 mg Tablet	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	Tablet/Capsule	2786498	NO BRAND	31/05/2019	Box of 100 tab	0	100	0.00	10.9000
A10BF01000T1001XX	Acarbose 50 mg Tablet	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	Tablet/Capsule	ASW123	GARBOSE	31/07/2018	Box of 100 tab	0	100	0.00	10.9000
A10BF01000T1001XX	Acarbose 50 mg Tablet	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	Tablet/Capsule	2802123	DIBOSE	31/07/2019	Box of 100 tab	0	100	0.00	10.9000

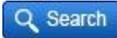
Figure 3.1.2-4 Add Physical Checking Item

STEP 11

Enter one or more description as shown in criteria such as below

- Item Code
- Item Description
- Drug/Non-Drug Code
- Drug/Non-Drug Name
- Facility Status

STEP 12

Click on the  button and the list will be displayed

Note

If user didn't enter any information in the search criteria, system will be display all the item.

STEP 13

Check to select on the drug(s) required to do physical checking

Note

User is allowed to select all the item display by click on the **Select All** checkbox

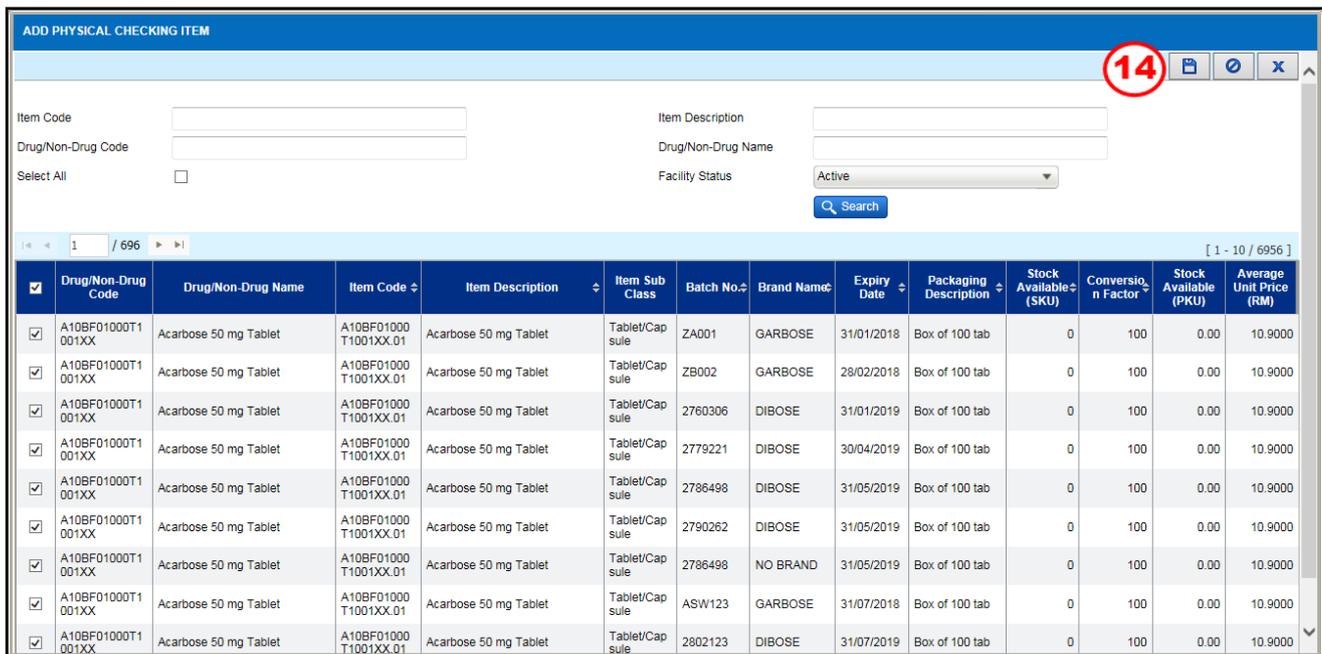


Figure 3.1.2-5Add Physical Checking Item

STEP 14

Click on the  button to save the transaction

Note

Confirmation message will be displayed as shown in Figure 3.1.2-6

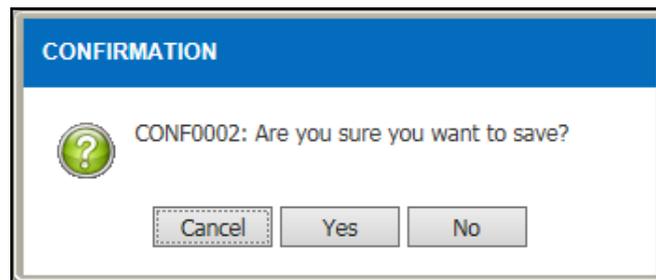
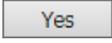


Figure 3.1.2-6 Confirmation Message

Note

Click on the  button so save the record and the list will be updated as shown in Figure 3.1.2-7

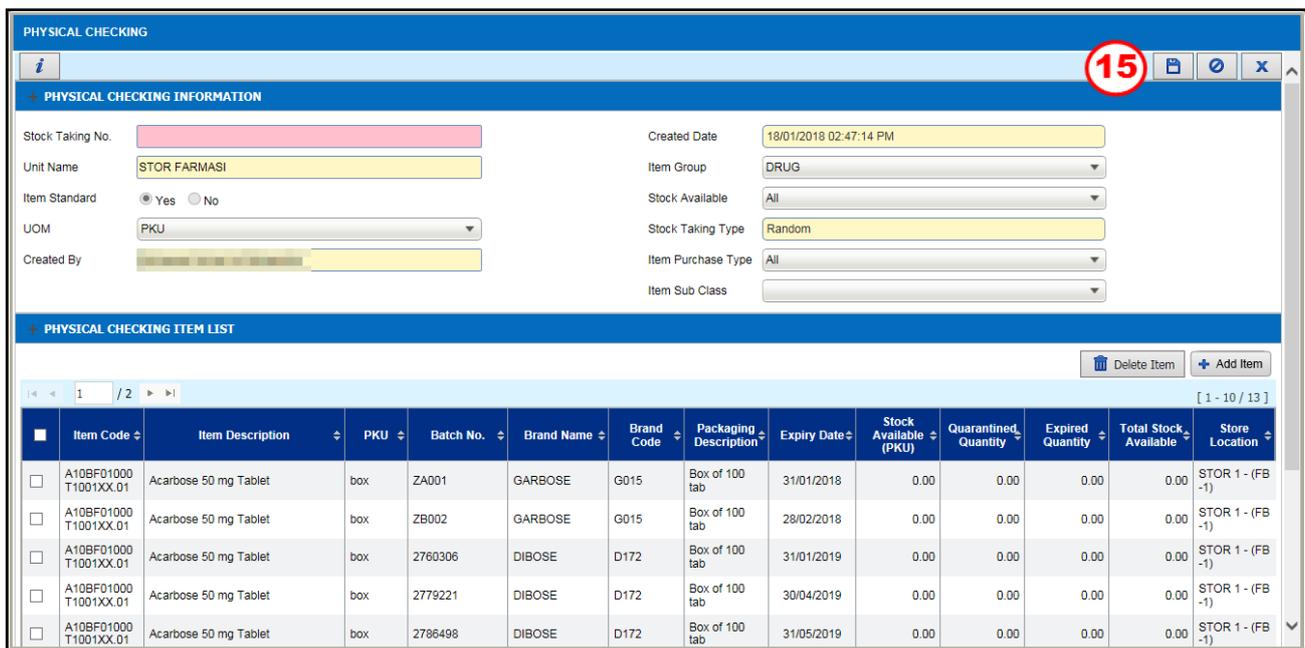
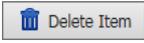


Figure 3.1.2-7 Physical Checking

Note

User is allowed to delete the necessary item by check on the item check box and click on  button

STEP 15

Click on the  button to save the Physical Checking record and confirmation message will be displayed as Figure 3.1.2-8

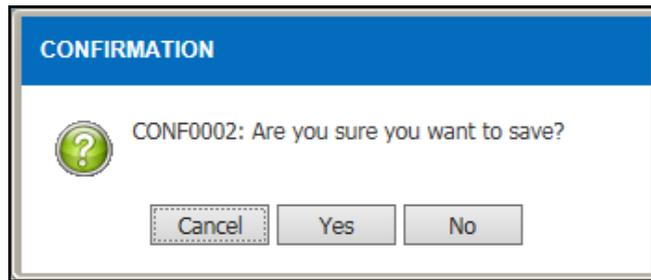
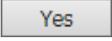


Figure 3.2.1-8 Confirmation Message

Note

- Click on the  button so save the transaction and system will displayed information message as shown in Figure 3.1.2-9

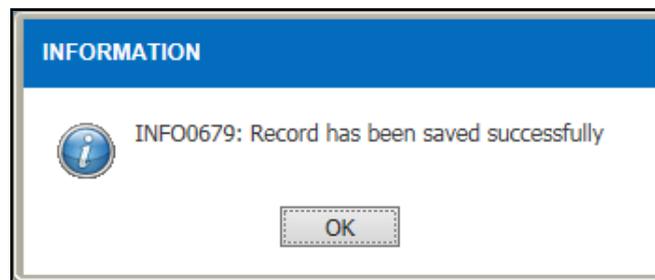
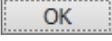
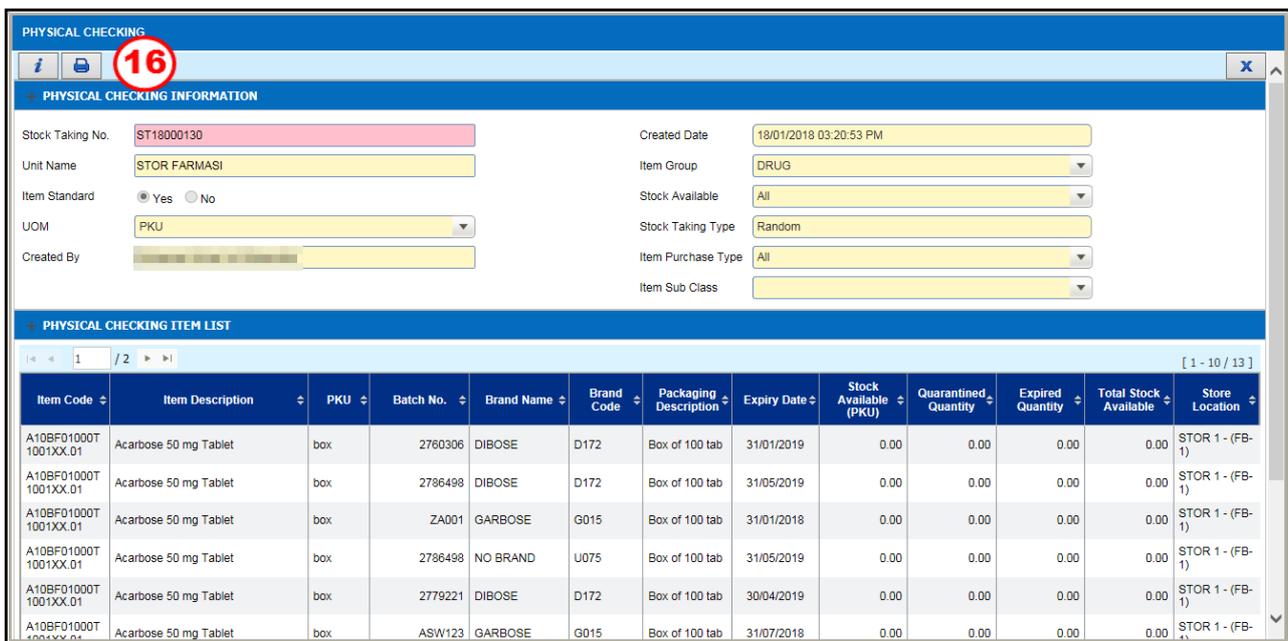


Figure 3.2.1-9 Information Message

Note

- Click on the  button to successfully save the transaction
- Stock Taking No** will be auto generated after successfully saved the record



PHYSICAL CHECKING INFORMATION

Stock Taking No: ST18000130
 Unit Name: STOR FARMASI
 Item Standard: Yes No
 UOM: PKU
 Created By: [User Name]

Created Date: 18/01/2018 03:20:53 PM
 Item Group: DRUG
 Stock Available: All
 Stock Taking Type: Random
 Item Purchase Type: All
 Item Sub Class: [Dropdown]

PHYSICAL CHECKING ITEM LIST

Item Code	Item Description	PKU	Batch No.	Brand Name	Brand Code	Packaging Description	Expiry Date	Stock Available (PKU)	Quarantined Quantity	Expired Quantity	Total Stock Available	Store Location
A10BF01000T1001XX.01	Acarbose 50 mg Tablet	box	2760306	DIBOSE	D172	Box of 100 tab	31/01/2019	0.00	0.00	0.00	0.00	STOR 1 - (FB-1)
A10BF01000T1001XX.01	Acarbose 50 mg Tablet	box	2786498	DIBOSE	D172	Box of 100 tab	31/05/2019	0.00	0.00	0.00	0.00	STOR 1 - (FB-1)
A10BF01000T1001XX.01	Acarbose 50 mg Tablet	box	ZA001	GARBOSE	G015	Box of 100 tab	31/01/2018	0.00	0.00	0.00	0.00	STOR 1 - (FB-1)
A10BF01000T1001XX.01	Acarbose 50 mg Tablet	box	2786498	NO BRAND	U075	Box of 100 tab	31/05/2019	0.00	0.00	0.00	0.00	STOR 1 - (FB-1)
A10BF01000T1001XX.01	Acarbose 50 mg Tablet	box	2779221	DIBOSE	D172	Box of 100 tab	30/04/2019	0.00	0.00	0.00	0.00	STOR 1 - (FB-1)
A10BF01000T1001XX.01	Acarbose 50 mg Tablet	box	ASW123	GARBOSE	G015	Box of 100 tab	31/07/2018	0.00	0.00	0.00	0.00	STOR 1 - (FB-1)

Figure 3.1.2-10 Physical Checking

STEP 16

Click on the  button to view/print the report as shown in Figure 3.1.2-11



KEMENTERIAN KESIHATAN MALAYSIA
Hospital Pakar Sultanah Fatimah, Muar

PHYSICAL CHECKING LIST

ITEM GROUP : DRUG UNIT NAME : STOR FARMASI
UOM : PKU CREATED DATE : 18/01/2018
STOCK TAKING NO : ST18000130 ITEM STANDARD : STANDARD
STOCK AVAILABLE : ALL STOCK TAKING TYPE : RANDOM

No	Item Code	Item Description	Packaging Description	SKU/PKU	Batch No	Brand Name	Available Quantity	Expiry Date	Expired Quantity	Quarantined Quantity	Physical Quantity	Bin Card Quantity	Store Location
1	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	Box of 100 tab	box	2786498	NO BRAND	0.00	31/05/2019	0.00	0.00			STOR 1 - (FB-1)
2	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	Box of 100 tab	box	2779221	DIBOSE	0.00	30/04/2019	0.00	0.00			STOR 1 - (FB-1)
3	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	Box of 100 tab	box	2805044	DIBOSE	73.90	31/07/2019	0.00	0.00			STOR 1 - (FB-1)
4	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	Box of 100 tab	box	2790262	DIBOSE	0.00	31/05/2019	0.00	0.00			STOR 1 - (FB-1)
5	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	Box of 100 tab	box	2760306	DIBOSE	0.00	31/01/2019	0.00	0.00			STOR 1 - (FB-1)
6	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	Box of 100 tab	box	ZA001	GARBOSE	0.00	31/01/2018	0.00	0.00			STOR 1 - (FB-1)
7	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	Box of 100 tab	box	2779221	NO BRAND	0.00	30/04/2019	0.00	0.00			STOR 1 - (FB-1)
8	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	Box of 100 tab	box	2802123	DIBOSE	0.00	31/07/2019	0.00	0.00			STOR 1 - (FB-1)
9	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	Box of 100 tab	box	2853697	DIBOSE	975.90	31/01/2020	0.00	0.00			STOR 1 - (FB-1)
10	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	Box of 100 tab	box	2786498	DIBOSE	0.00	31/05/2019	0.00	0.00			STOR 1 - (FB-1)
11	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	Box of 100 tab	box	ZB002	GARBOSE	0.00	28/02/2018	0.00	0.00			STOR 1 - (FB-1)
12	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	Box of 100 tab	box	ASW123	GARBOSE	0.00	31/07/2018	0.00	0.00			STOR 1 - (FB-1)
13	GLN0200021.01	Acetic Acid 5% In Aqueous	bottle of 1000 millilitre	bott	MANF-17096-2	MOH	0.00	05/03/2018	0.00	0.00			

Figure 3.1.2-11 Physical Checking List report

3.2 Count Sheet

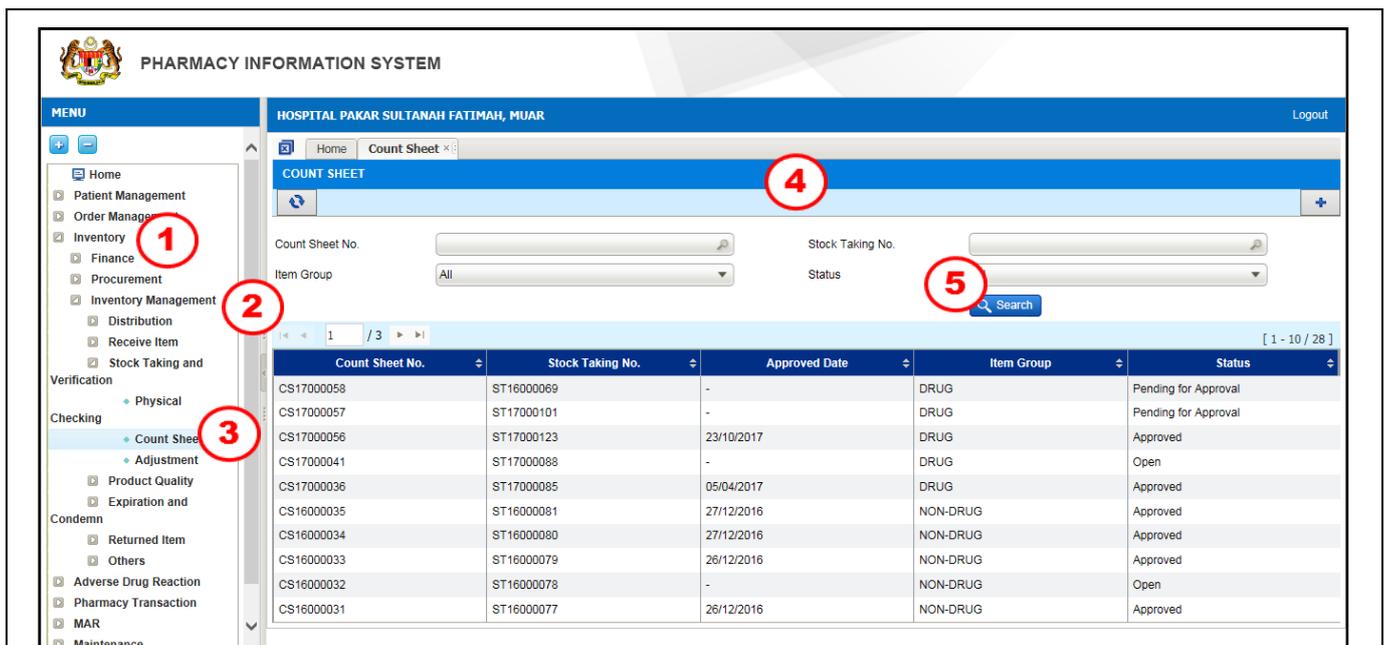
After the physical checking process is done, the available quantity and the bin card quantity for the items listed in the Physical Checking List has to be transcribed/uploaded back into the PhIS Count Sheet transaction.

The function of Count Sheet will be used to verify the quantity of physical stock is tallied with the quantity of stock in the system.

3.2.1 Search existing Count Sheet record

The Count Sheet listing page will display all existing Count Sheet transactions.

To view existing Count Sheet record(s), perform the steps below:



The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface for 'HOSPITAL PAKAR SULTANAH FATIMAH, MUAR'. The left sidebar menu has 'Inventory' (1) expanded to 'Inventory Management' (2), which is further expanded to 'Stock Taking and Verification' (3), and finally to 'Count Sheet' (3). The main content area has a 'COUNT SHEET' header (4) and search filters for 'Count Sheet No.', 'Stock Taking No.', 'Item Group', and 'Status' (5). Below the filters is a table listing transactions.

Count Sheet No.	Stock Taking No.	Approved Date	Item Group	Status
CS17000058	ST16000069	-	DRUG	Pending for Approval
CS17000057	ST17000101	-	DRUG	Pending for Approval
CS17000056	ST17000123	23/10/2017	DRUG	Approved
CS17000041	ST17000088	-	DRUG	Open
CS17000036	ST17000085	05/04/2017	DRUG	Approved
CS16000035	ST16000081	27/12/2016	NON-DRUG	Approved
CS16000034	ST16000080	27/12/2016	NON-DRUG	Approved
CS16000033	ST16000079	26/12/2016	NON-DRUG	Approved
CS16000032	ST16000078	-	NON-DRUG	Open
CS16000031	ST16000077	26/12/2016	NON-DRUG	Approved

Figure 3.2.1-1 Count Sheet Listing Page

STEP 1

Click on 'Inventory' menu followed by 'Inventory Management' sub-menu

STEP 2

Click on '**Stock Taking and Verification**'

STEP 3

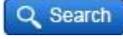
Click on '**Count Sheet**'

STEP 4

To search for existing Count Sheet record(s), user may search by criteria as follows:

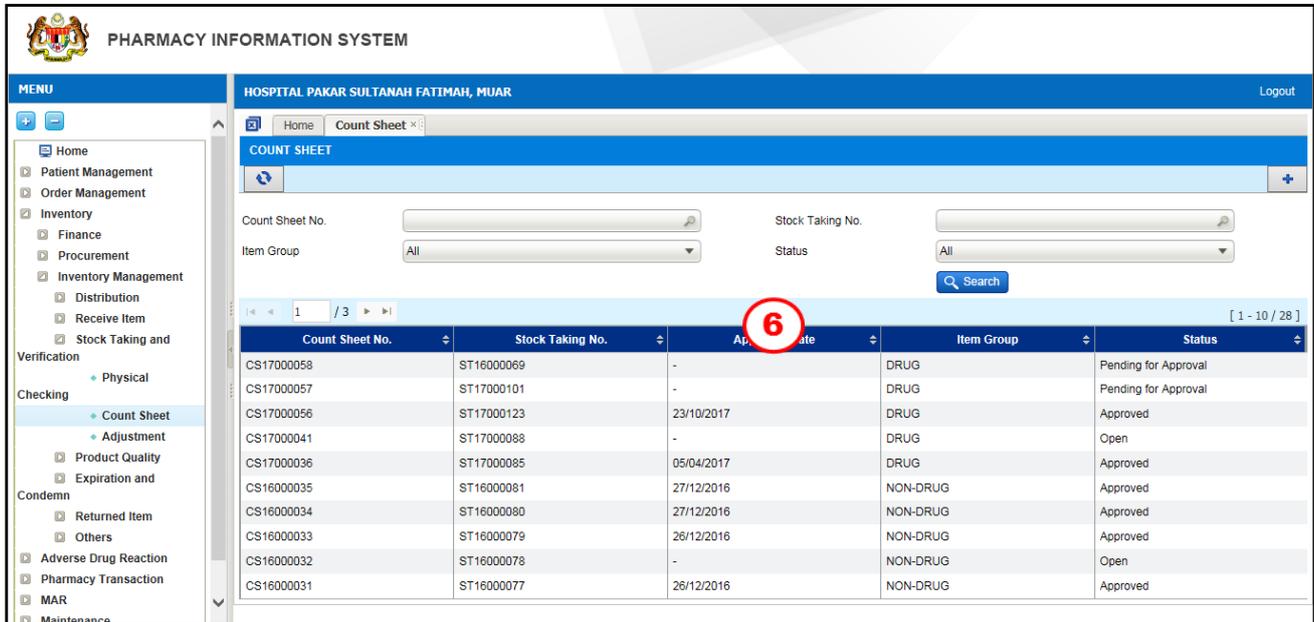
- a) Count Sheet No.
- b) Stock Taking No.
- c) Item Group
 - Drug
 - Non Drug
 - All
- d) Status
 - Open
 - Pending for Approval
 - Rejected
 - Verified
 - All

STEP 5

Click on the  button

Note

The results displayed will be based on the entered criteria as shown in Figure 3.2.1-1



PHARMACY INFORMATION SYSTEM
HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Count Sheet No. Stock Taking No.
Item Group: All Status: All

Count Sheet No.	Stock Taking No.	Approval Date	Item Group	Status
CS17000058	ST16000069	-	DRUG	Pending for Approval
CS17000057	ST17000101	-	DRUG	Pending for Approval
CS17000056	ST17000123	23/10/2017	DRUG	Approved
CS17000041	ST17000088	-	DRUG	Open
CS17000036	ST17000085	05/04/2017	DRUG	Approved
CS16000035	ST16000081	27/12/2016	NON-DRUG	Approved
CS16000034	ST16000080	27/12/2016	NON-DRUG	Approved
CS16000033	ST16000079	26/12/2016	NON-DRUG	Approved
CS16000032	ST16000078	-	NON-DRUG	Open
CS16000031	ST16000077	26/12/2016	NON-DRUG	Approved

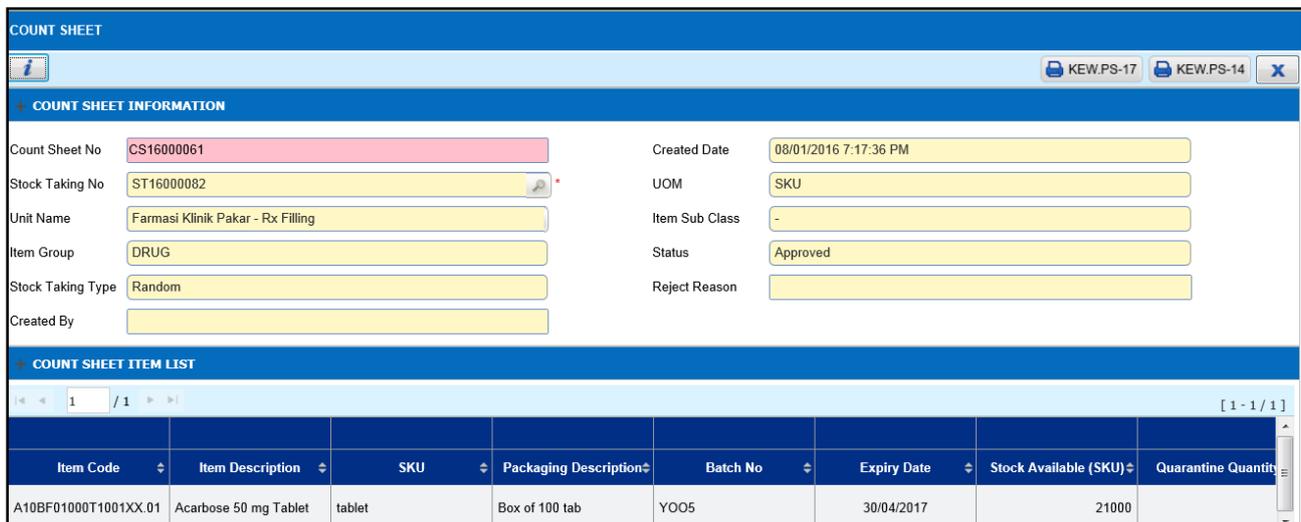
Figure 3.2.1-2 Count Sheet Listing Page

STEP 6

Double click on the count sheet no. to view the existing transaction

Note

The results will be displayed as shown in figure 3.2.1-3



COUNT SHEET INFORMATION

Count Sheet No: CS16000061 Created Date: 08/01/2016 7:17:36 PM
 Stock Taking No: ST16000082 UOM: SKU
 Unit Name: Farmasi Klinik Pakar - Rx Filling Item Sub Class: -
 Item Group: DRUG Status: Approved
 Stock Taking Type: Random Reject Reason:
 Created By:

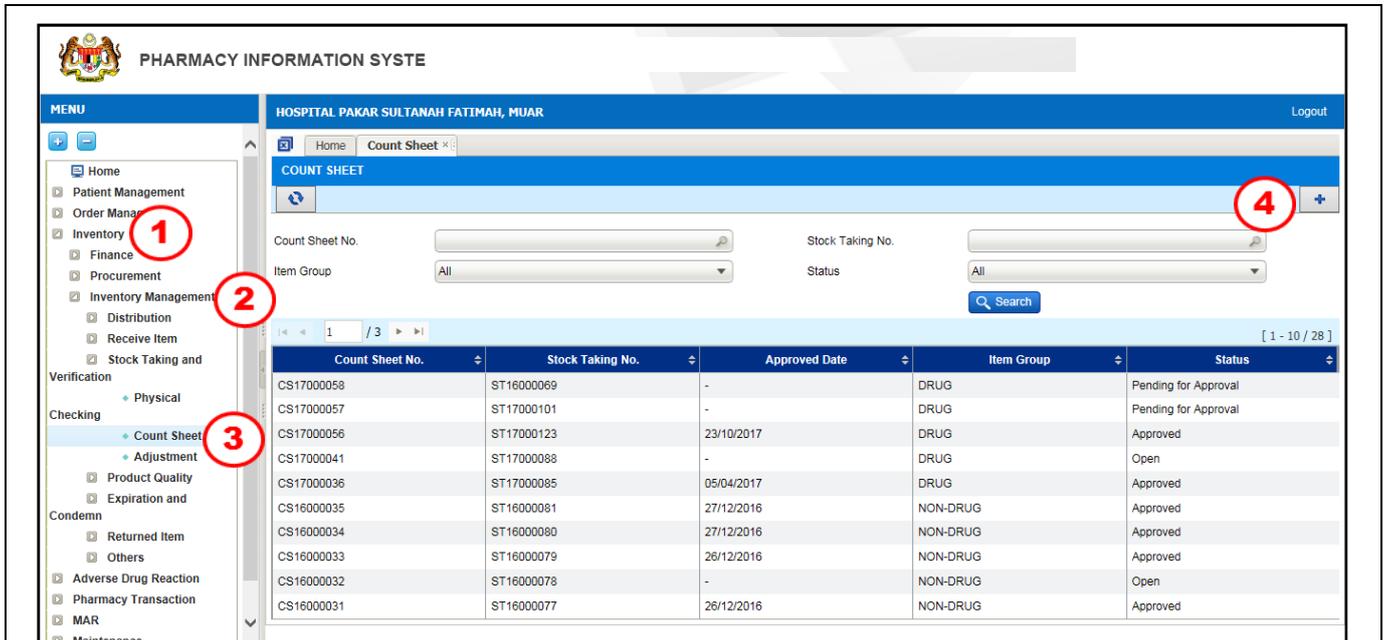
COUNT SHEET ITEM LIST

Item Code	Item Description	SKU	Packaging Description	Batch No	Expiry Date	Stock Available (SKU)	Quarantine Quantity
A10BF01000T1001XX.01	Acarbose 50 mg Tablet	tablet	Box of 100 tab	Y005	30/04/2017	21000	

Figure 3.2.1-3 Count Sheet

3.2.2 Create new Count Sheet record

The initial person who created the count sheet record is known as the 'Examiner'.
To generate a new Count Sheet record, perform the steps below



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Count Sheet

Count Sheet No. Stock Taking No. Item Group Status

Count Sheet No.	Stock Taking No.	Approved Date	Item Group	Status
CS17000058	ST16000069	-	DRUG	Pending for Approval
CS17000057	ST17000101	-	DRUG	Pending for Approval
CS17000056	ST17000123	23/10/2017	DRUG	Approved
CS17000041	ST17000088	-	DRUG	Open
CS17000036	ST17000085	05/04/2017	DRUG	Approved
CS16000035	ST16000081	27/12/2016	NON-DRUG	Approved
CS16000034	ST16000080	27/12/2016	NON-DRUG	Approved
CS16000033	ST16000079	26/12/2016	NON-DRUG	Approved
CS16000032	ST16000078	-	NON-DRUG	Open
CS16000031	ST16000077	26/12/2016	NON-DRUG	Approved

Figure 3.2.2-1 Create Count Sheet

STEP 1

Click on 'Inventory' menu follow by 'Inventory Management' sub menu

STEP 2

Click on '*Stock Taking and Verification*'

STEP 3

Click on '*Count Sheet*'

STEP 4

Click on the  button and the new Count Sheet screen will be displayed as shown in Figure 3.2.2-2

Figure 3.2.2-2 New Count Sheet

STEP 5

Search for **Stock Taking No**

Note

Unit Name, UOM, Item Group, Item Sub Group and the list of items(s) under the **Physical Checking List** section will be displayed automatically based on the **Stock Taking No.** selected.

STEP 6

Scroll to the right. Enter the **Physical Quantity** for every item listed in the **Physical Checking List** section

Note

The **Physical Quantity** is the quantity of physical stock in store.

STEP 7

Enter the **Bin Card Quantity** for every item listed in the Physical Checking List section

Note

The **Bin Card Quantity** is the number of items stated in the bin card.

STEP 8

Enter **Remark** if applicable

STEP 9

Click on the  button to save the record and confirmation message will be displayed as Figure 3.2.2-3

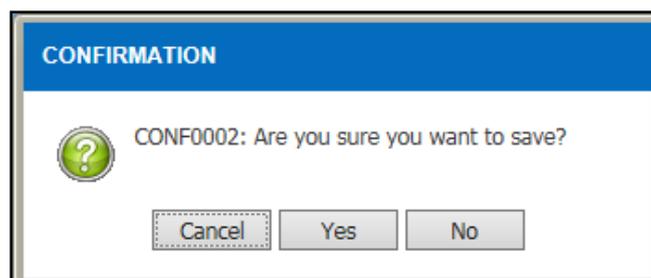


Figure 3.2.2-3 Confirmation Message

Note

- Click on the button so save the transaction and system will displayed information message as shown in Figure 3.2.2-4

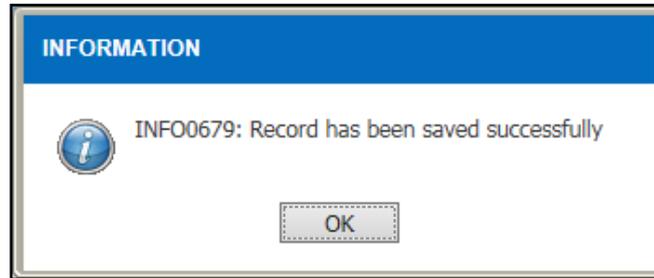
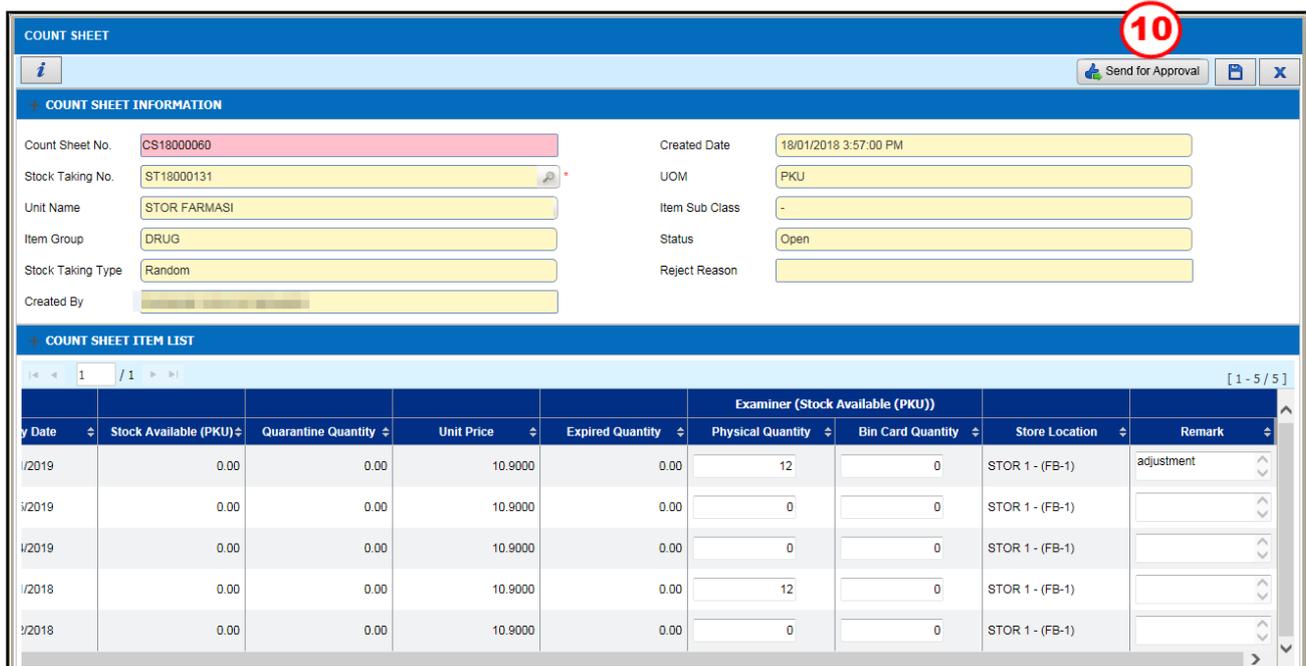


Figure 3.2.2-4 Information Message

Note

- Click on the button to successfully save the transaction
- Count Sheet No** will be auto generated after successfully saved the record
- button will be enable after save the record as shown in Figure 3.2.2-5



COUNT SHEET ITEM LIST								
Examiner (Stock Available (PKU))								
Y Date	Stock Available (PKU)	Quarantine Quantity	Unit Price	Expired Quantity	Physical Quantity	Bin Card Quantity	Store Location	Remark
/2019	0.00	0.00	10.9000	0.00	12	0	STOR 1 - (FB-1)	adjustment
/2019	0.00	0.00	10.9000	0.00	0	0	STOR 1 - (FB-1)	
/2019	0.00	0.00	10.9000	0.00	0	0	STOR 1 - (FB-1)	
/2018	0.00	0.00	10.9000	0.00	12	0	STOR 1 - (FB-1)	
/2018	0.00	0.00	10.9000	0.00	0	0	STOR 1 - (FB-1)	

Figure 3.2.2-5 Count Sheet

STEP 10

Click on the button to send the record for approval and confirmation message will be displayed as Figure 3.2.2-6

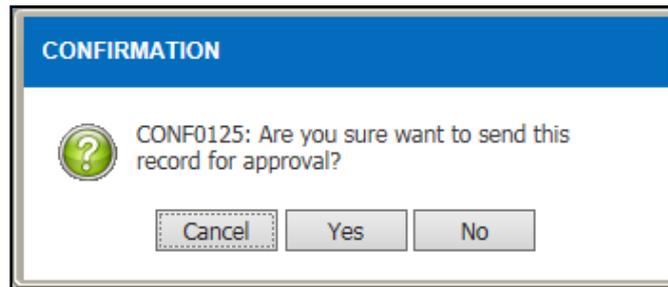


Figure 3.2.2-6 Confirmation Message

Note

- Click on the button so save the transaction and system will displayed information message as shown in Figure 3.2.2-7

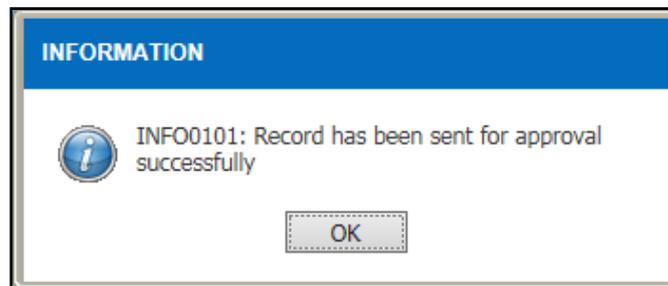


Figure 3.2.2-7 Information Message

Note

- Click on the button to successfully send the record for approval
- Status** of the record will change to 'Pending for Approval' as shown in Figure 3.2.2-8

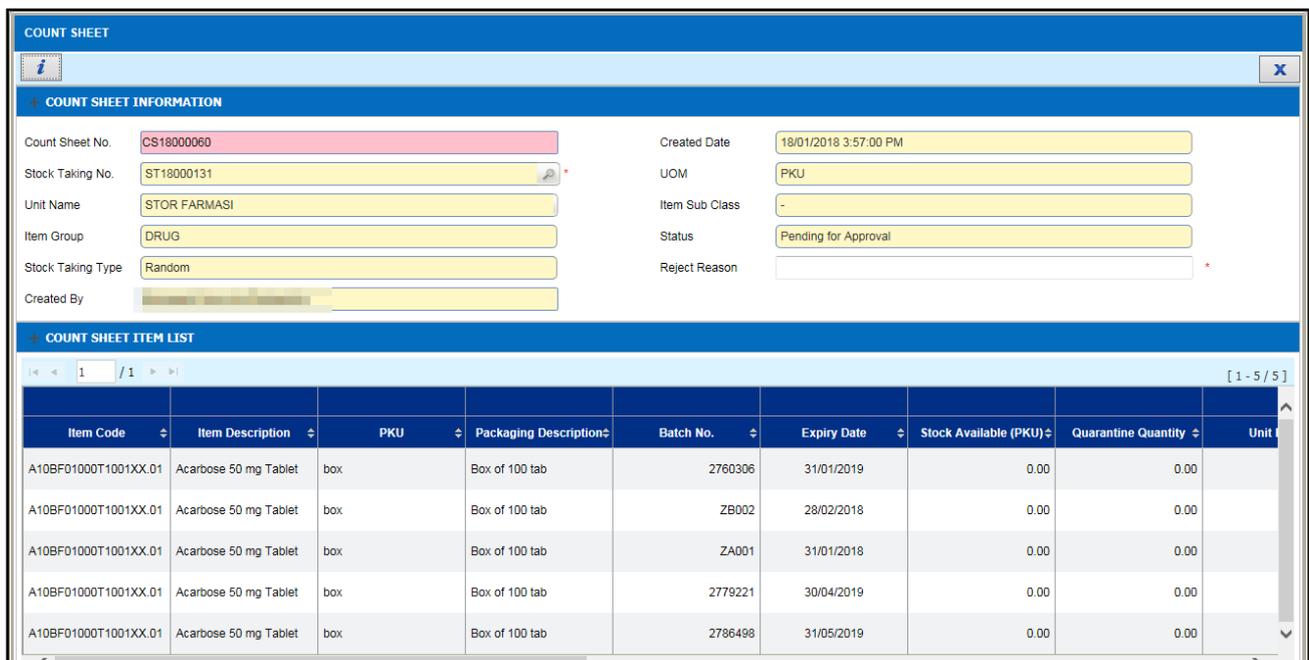


Figure 3.2.2-8 Count Sheet

Note

- Click on the button to close the screen

3.2.3 Count Sheet Approval

To view the 'Pending for Approval' Count Sheet record, perform the steps below:

TASK LIST					
14 / 14					[131 - 136 / 136]
Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
Issuing	I02PS001-0046460	28/10/2017 02:32 PM	Pending To Issue	SATELIT FILLING STATION	
Received From Supplier	P170012503	14/12/2017 10:54 AM	Pending for Approval	STOR FARMASI	
Received From Supplier	P170012505	14/12/2017 03:51 PM	Pending for Approval	STOR FARMASI	
Issuing	I02PS001-0046464	18/12/2017 12:09 PM	Pending To Issue	UNIT FARMASI BEKALAN WAD	
Count Sheet	CS17000041	18/01/2018 03:44 PM	Pending for Approval	STOR FARMASI	
Count Sheet	CS18000060	18/01/2018 04:16 PM	Pending for Approval	STOR FARMASI	

Figure 3.2.3-1 Task List

Upon logging-in to the system, the Pharmacist will receive the 'Pending for Approval' Count Sheet transaction in the Task List at the Home Page.

The latest transaction will be displayed on the last page of the Task List.

The person who will approve the count sheet record is known as the 'Approver'.

STEP 1

Click on the **Transaction No.** hyperlink and the Count Sheet screen will be displayed as shown in Figure 3.2.3-2

Note

The HOD / Pharmacist may also refer to section [3.2.1 Count Sheet Listing Page](#) to search for 'Pending for Approval' Count Sheet records.

COUNT SHEET									
<div style="float: right;"> Approve Reject </div>									
COUNT SHEET INFORMATION									
Count Sheet No.	CS18000060			Created Date	18/01/2018 3:57:00 PM				
Stock Taking No.	ST18000131			UOM	PKU				
Unit Name	STOR FARMASI			Item Sub Class	-				
Item Group	DRUG			Status	Pending for Approval				
Stock Taking Type	Random			Reject Reason					
Created By									
COUNT SHEET ITEM LIST									
1 / 1									
Miner (Stock Available (PKU))		Approver (Stock Available (PKU))			Stock Condition				
Quantity	Bin Card Quantity	Approver (N)	Physical Quantity	Bin Card Quantity	Condition	Store Location	Remark		
12	0	<input type="checkbox"/>	10	0		STOR 1 - (FB-1)			
12	0	<input checked="" type="checkbox"/>	12	0		STOR 1 - (FB-1)	adjustment		
0	0	<input checked="" type="checkbox"/>	0	0		STOR 1 - (FB-1)			
0	0	<input checked="" type="checkbox"/>	0	0		STOR 1 - (FB-1)			
0	0	<input checked="" type="checkbox"/>	0	0		STOR 1 - (FB-1)			

Figure 3.2.3-2 Count Sheet

STEP 2

If the 'Approver' agrees with the quantity entered by the 'Examiner', select the **Agreed (Y/N)** checkbox

Note

- If user selects the **Agreed (Y/N)** checkbox, the quantity for **Physical Quantity** and the **Bin Card Quantity** will be the same value as entered by the Examiner.
- If the **Agreed (Y/N)** checkbox is deselected, the user has to enter the **Physical Quantity**

STEP 3

Enter the **Stock Condition Justification** (if applicable).

STEP 4

Enter **Stock Condition Suggestion** (if applicable).

STEP 5

Enter **Remark** for each line of item (if applicable).

Note

If the Approver quantity different from Examiner quantity, **Remark** field is mandatory to fill

STEP 6

- a) Click on the  button to approve the record and confirmation message will be display as Figure 3.2.3-3

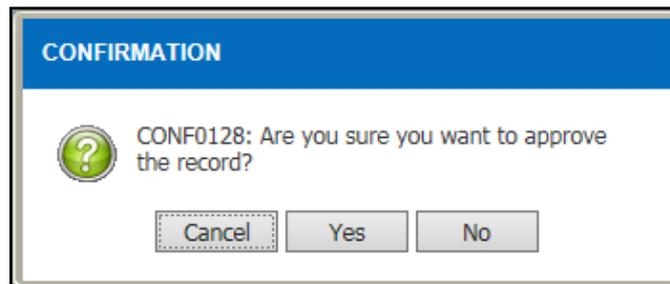
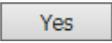


Figure 3.2.3-3 Confirmation Message

Note

Click on the  button to approved record and information message will be display as Figure 3.2.3-4

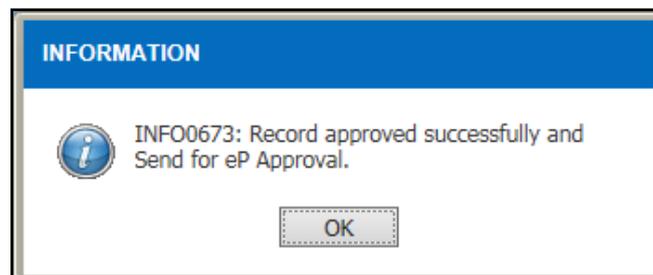


Figure 3.2.3-4 Information Message

Note

- Click on the  button to successfully approve the record.
-  will enable after successfully approve the record. (refer Figure 3.2.3-7)
-  button will be enabled if there is variance between the Physical Quantity entered by the approver and the available quantity of stock in the system. (refer Figure 3.2.3-7)

b) Click on the  button to reject the record and confirmation message will be display as Figure 3.2.3-5

Note

User need to enter **Reject Reason** before click on the  button

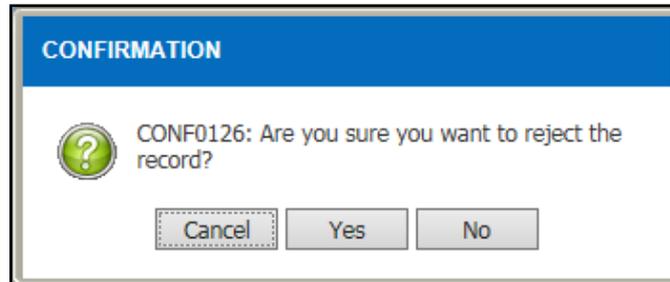
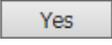


Figure 3.2.3-5 Confirmation Message

Note

Click on the  button to reject record and information message will be display as Figure 3.2.3-6

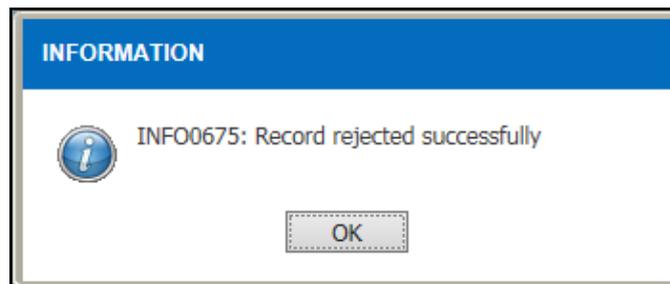


Figure 3.2.3-6 Information Message

Note

Click on the  button to successfully rejected the record

COUNT SHEET

KEW.PS-17 KEW.PS-14 X

+ COUNT SHEET INFORMATION

Count Sheet No. <input type="text" value="CS18000060"/>	Created Date <input type="text" value="18/01/2018 3:57:00 PM"/>
Stock Taking No. <input type="text" value="ST18000131"/>	UOM <input type="text" value="PKU"/>
Unit Name <input type="text" value="STOR FARMASI"/>	Item Sub Class <input type="text" value="-"/>
Item Group <input type="text" value="DRUG"/>	Status <input type="text" value="Approved"/>
Stock Taking Type <input type="text" value="Random"/>	Reject Reason <input type="text"/>
Created By <input type="text"/>	

+ COUNT SHEET ITEM LIST

[1 - 5 / 5]

Item Code	Item Description	PKU	Packaging Description	Batch No.	Expiry Date	Stock Available (PKU)	Quarantine Quantity	Unit
A10BF01000T1001XX.01	Acarbose 50 mg Tablet	box	Box of 100 tab	2760306	31/01/2019	0.00	0.00	
A10BF01000T1001XX.01	Acarbose 50 mg Tablet	box	Box of 100 tab	2779221	30/04/2019	0.00	0.00	
A10BF01000T1001XX.01	Acarbose 50 mg Tablet	box	Box of 100 tab	ZB002	28/02/2018	0.00	0.00	
A10BF01000T1001XX.01	Acarbose 50 mg Tablet	box	Box of 100 tab	2786498	31/05/2019	0.00	0.00	
A10BF01000T1001XX.01	Acarbose 50 mg Tablet	box	Box of 100 tab	ZA001	31/01/2018	0.00	0.00	

Figure 3.2.3-7 Count Sheet

STEP 7

Click on the  and  button to view/print the reports as shown in Figure 3.2.3-8 and 3.2.3-9

Note

- *KEW.PS-14 (LAPORAN PEMERIKSAAN / VERIFIKASI STOR TAHUN 20XX) contains all the details entered by the approver at the approval stage.*
- *KEW.PS-17 (PENYATA PELARASAN STOK) displays the details of the items that have variance between approver-entered quantity and the system available quantity.*

KEW.PS-14



KEMENTERIAN KESIHATAN MALAYSIA
Hospital Pakar Sultanah Fatimah, Muar

LAPORAN PEMERIKSAAN / VERIFIKASI STOR TAHUN 2018
(Tatacara Pengurusan Stor 184 dan 185)

Kementerian/Jabatan : STOR FARMASI

DIISI OLEH PEGAWAI STOR			DIISI OLEH PEGAWAI PEMERIKSA				DIISI OLEH PEMVERIFIKASI							
No. Kad Kawalan Stok	Perihal Stok	Kos Seunit (RM)	Kuantiti stok				Kuantiti stok				Penemuan Keadaan Stok (Usang/Rosak/Tidak digunakan lagi/Tidak aktif/Luput tempoh/Dll)		Syori/Cadangan(Lupus/Hapus kira/Pelarasan stok/Pindahan stok)	
			Fizikal Stok	Baki Stok	Lebih	Kurang	Fizikal Stok	Baki Stok	Lebih	Kurang	Kuantiti	Justifikasi		
A10BFD1000T1001XX.01	Acarbose 50 mg Tablet	10.9000	12.00	0.00	12.00	0	12.00	0.00						
A10BFD1000T1001XX.01	Acarbose 50 mg Tablet	10.9000	0.00	0.00	0	0	0.00	0.00						
A10BFD1000T1001XX.01	Acarbose 50 mg Tablet	10.9000	0.00	0.00	0	0	0.00	0.00						
A10BFD1000T1001XX.01	Acarbose 50 mg Tablet	10.9000	0.00	0.00	0	0	0.00	0.00						
A10BFD1000T1001XX.01	Acarbose 50 mg Tablet	10.9000	12.00	0.00	10.00	0	10.00	0.00						
JUMLAH			24.00	0.00	22.00	0.00	22.00	0.00						

Printed Date : 19/01/2018 Printed By : [REDACTED] Unit : STOR FARMASI Source : PhIS

Page 1 of 2

Figure 3.2.3-8 KEW.PS-14

KEW.PS-17



KEMENTERIAN KESIHATAN MALAYSIA
Hospital Pakar Sultanah Fatimah, Muar

PENYATA PELARASAN STOK
(Tatacara Pengurusan Stor 198)

Kementerian / Jabatan : STOR FARMASI
Kategori Stor : Pusat/Utama/Sub Store/Unit

Bil.	Perihal Stok	No. Kad Kawalan Stok	Tarikh Penemuan (Pengiraan/ Pemeriksaan/ Verifikasi)	Harga Seunit (RM)	Kekurangan		Lebih		Justifikasi cipat pengiraan
					Kuantiti	Nilai (RM)	Kuantiti	Nilai (RM)	
1	Acarbose 50 mg Tablet	A10BFD1000T1001XX.01	18/01/18 4.31 PM	10.9000	0.00	0.00	12.00	130.80	
2	Acarbose 50 mg Tablet	A10BFD1000T1001XX.01	18/01/18 4.31 PM	10.9000	0.00	0.00	0.00	0.00	
3	Acarbose 50 mg Tablet	A10BFD1000T1001XX.01	18/01/18 4.31 PM	10.9000	0.00	0.00	0.00	0.00	
4	Acarbose 50 mg Tablet	A10BFD1000T1001XX.01	18/01/18 4.31 PM	10.9000	0.00	0.00	0.00	0.00	
5	Acarbose 50 mg Tablet	A10BFD1000T1001XX.01	18/01/18 4.31 PM	10.9000	0.00	0.00	10.00	109.00	

DISEDIAKAN OLEH :

Nama : [REDACTED]
Jawatan : Pegawai Farmasi U48
Unit : STOR FARMASI
Jabatan : Pharmacy
Tarikh : 18/01/2018

(DILULUSKAN)*

Nama : [REDACTED]
Jawatan : Pegawai Farmasi U48
Unit : STOR FARMASI
Jabatan : Pharmacy
Tarikh : 18/01/2018

Printed Date : 19/01/2018 Printed By : Mohamed Achar bin Sahaudin Unit : STOR FARMASI Source : PhIS

Page 1 of 1

Figure 3.2.3-9 KEW.PS-17

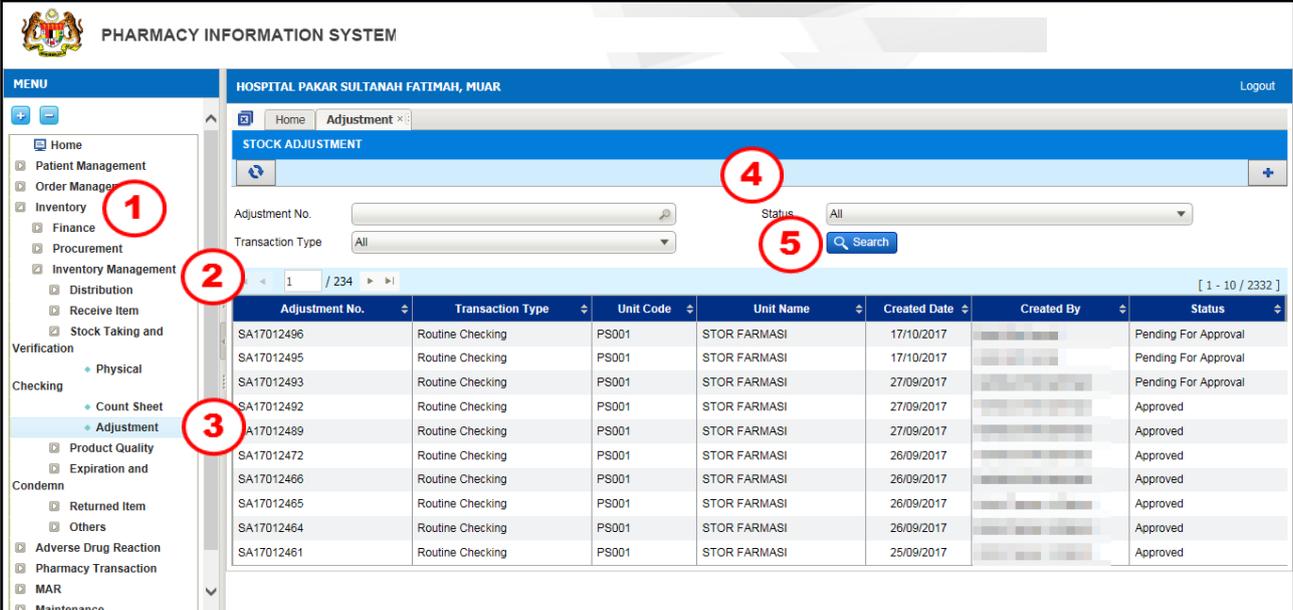
3.3 Stock Adjustment

The function of Stock Adjustment is to adjust the quantity of stock available in the system to match with the stock physical quantity. There are 2 transaction types available under Stock Adjustment:

- a) Stock Taking
- b) Routine Checking

3.3.1 Search existing Stock Adjustment record

The Stock Adjustment listing page will display all existing Stock Adjustment record(s). To view existing Stock Adjustment record(s), perform the steps below:



The screenshot displays the 'PHARMACY INFORMATION SYSTEM' interface for 'HOSPITAL PAKAR SULTANAH FATIMAH, MUAR'. The left-hand menu is expanded to 'Inventory Management' > 'Stock Taking and Verification' > 'Adjustment'. The main area shows a search interface with fields for 'Adjustment No.', 'Transaction Type', and 'Status', and a 'Search' button. Below the search fields is a table listing adjustment records.

Adjustment No.	Transaction Type	Unit Code	Unit Name	Created Date	Created By	Status
SA17012496	Routine Checking	PS001	STOR FARMASI	17/10/2017		Pending For Approval
SA17012495	Routine Checking	PS001	STOR FARMASI	17/10/2017		Pending For Approval
SA17012493	Routine Checking	PS001	STOR FARMASI	27/09/2017		Pending For Approval
SA17012492	Routine Checking	PS001	STOR FARMASI	27/09/2017		Approved
SA17012489	Routine Checking	PS001	STOR FARMASI	27/09/2017		Approved
SA17012472	Routine Checking	PS001	STOR FARMASI	26/09/2017		Approved
SA17012466	Routine Checking	PS001	STOR FARMASI	26/09/2017		Approved
SA17012465	Routine Checking	PS001	STOR FARMASI	26/09/2017		Approved
SA17012464	Routine Checking	PS001	STOR FARMASI	26/09/2017		Approved
SA17012461	Routine Checking	PS001	STOR FARMASI	25/09/2017		Approved

Figure 3.3.1-1 Stock Adjustment Listing Page

STEP 1

Click on 'Inventory' menu followed by 'Inventory Management' sub-menu.

STEP 2

Click on '*Stock Taking and Verification*'

STEP 3

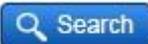
Click on '*Adjustment*'

STEP 4

To search for existing Adjustment record(s), you may search by criteria as follows:

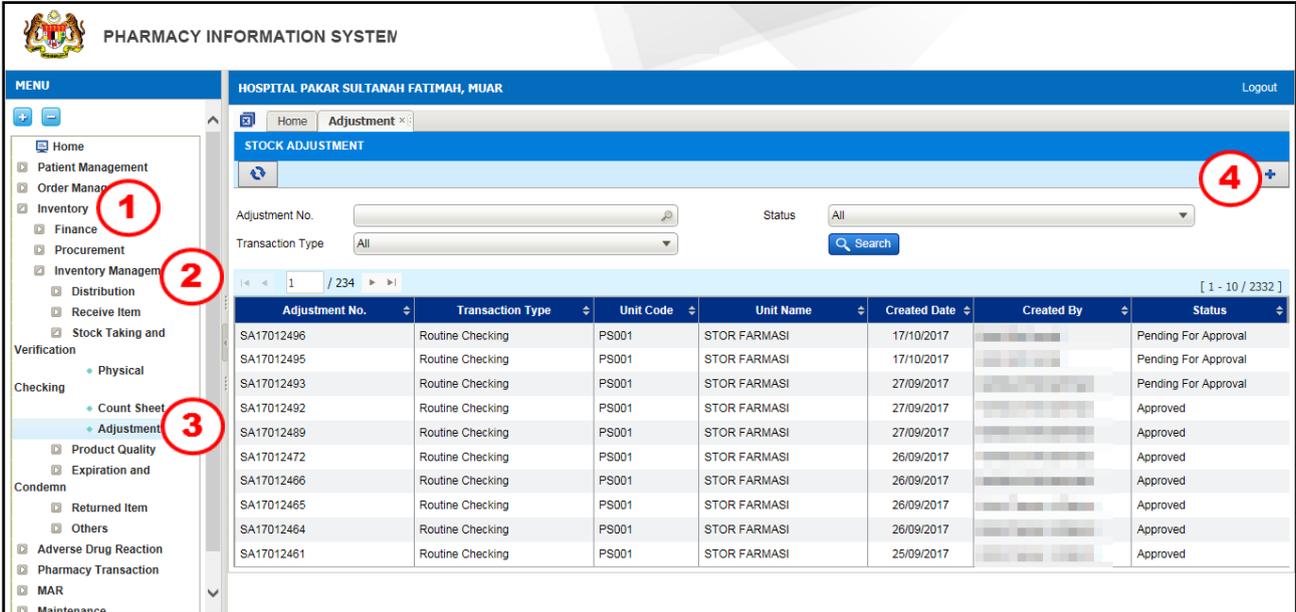
- a) Adjustment No.
- b) Transaction Type
 - All
 - Routine Checking
 - Stock Taking
- c) Status
 - All
 - Approved
 - Cancelled
 - Open
 - Pending for Approval
 - Rejected

STEP 5

Click on the  button.

3.3.2 New Stock Adjustment record: Stock Taking

This function is to perform the stock adjustment based on the KEW.PS-17 report from the approved Count Sheet transaction.



Adjustment No.	Transaction Type	Unit Code	Unit Name	Created Date	Created By	Status
SA17012496	Routine Checking	PS001	STOR FARMASI	17/10/2017		Pending For Approval
SA17012495	Routine Checking	PS001	STOR FARMASI	17/10/2017		Pending For Approval
SA17012493	Routine Checking	PS001	STOR FARMASI	27/09/2017		Pending For Approval
SA17012492	Routine Checking	PS001	STOR FARMASI	27/09/2017		Approved
SA17012489	Routine Checking	PS001	STOR FARMASI	27/09/2017		Approved
SA17012472	Routine Checking	PS001	STOR FARMASI	26/09/2017		Approved
SA17012466	Routine Checking	PS001	STOR FARMASI	26/09/2017		Approved
SA17012465	Routine Checking	PS001	STOR FARMASI	26/09/2017		Approved
SA17012464	Routine Checking	PS001	STOR FARMASI	26/09/2017		Approved
SA17012461	Routine Checking	PS001	STOR FARMASI	25/09/2017		Approved

Figure 3.3.2-1 New Stock Adjustment

To generate a new Stock Adjustment: Stock Taking record, perform the steps below

STEP 1

Click on 'Inventory' menu followed by 'Inventory Management' sub-menu.

STEP 2

Click on '*Stock Taking and Verification*'

STEP 3

Click on '*Adjustment*'

STEP 4

Click on the  button and the new Stock Adjustment screen will be displayed as shown in Figure 3.3.2-2

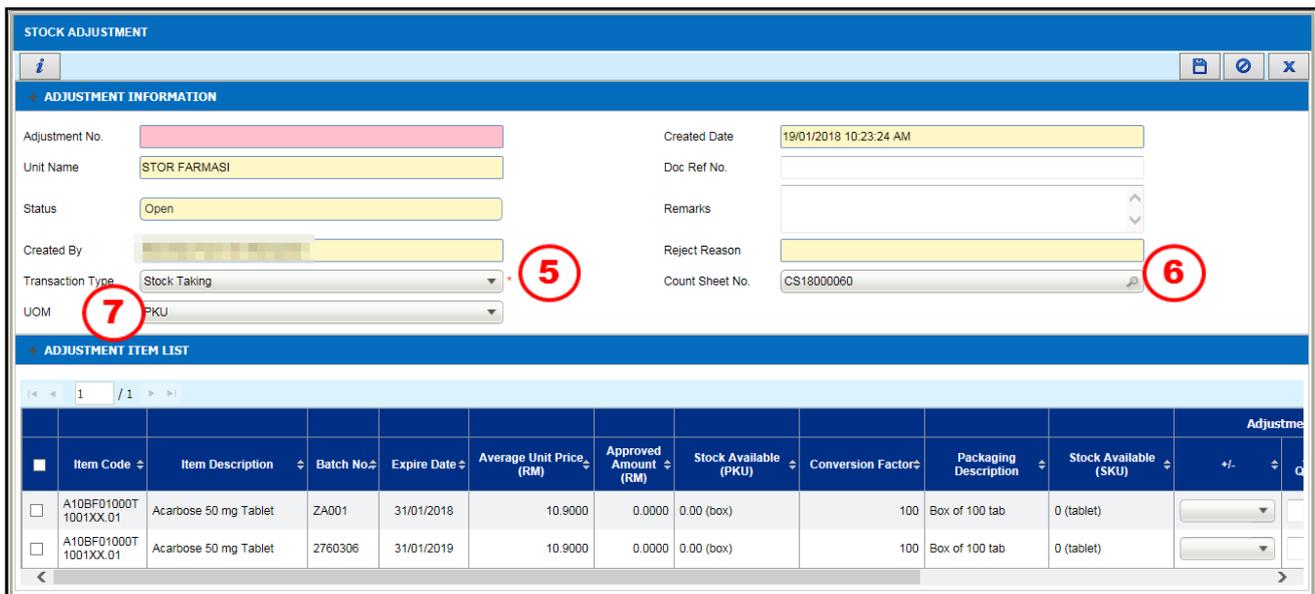


Figure 3.3.2-2 Stock Adjustment

STEP 5

Select **Transaction Type** as **Stock Taking**.

STEP 6

Search for previously created **Count Sheet No.**

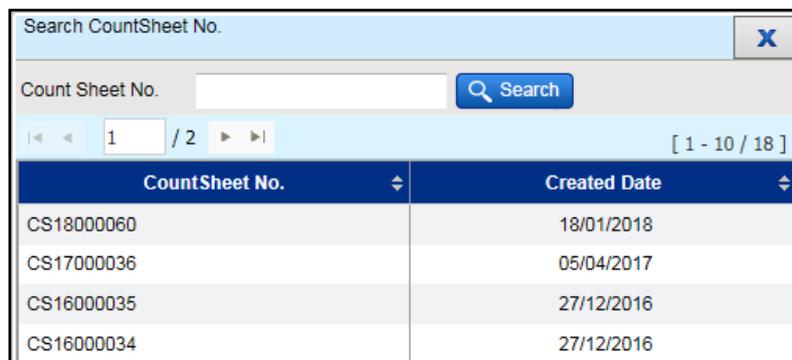


Figure 3.3.2-3 Search Count Sheet No.

Note

- *Count Sheet No. from the approved Count Sheet transaction will be displayed. Double-click on the selected Count Sheet No.*
- *List of items will be displayed automatically based on the selected Count Sheet No.*
- *Only items that have variance between approver's Physical Quantity and system's Available Quantity will be displayed.*

STEP 7

Select **UOM**, either PKU or SKU (optional)

STOCK ADJUSTMENT

+ ADJUSTMENT INFORMATION

Adjustment No. <input style="width: 90%;" type="text"/>	Created Date: 19/01/2018 10:23:24 AM
Unit Name: STOR FARMASI	Doc Ref No. <input style="width: 90%;" type="text"/>
Status: Open	Remarks: <input style="width: 90%;" type="text"/>
Created By: <input style="width: 90%;" type="text"/>	Reject Reason: <input style="width: 90%;" type="text"/>
Transaction Type: Stock Taking	Count Sheet No.: CS18000060
UOM: PKU	

+ ADJUSTMENT ITEM LIST

Unit Price	Approved Amount (RM)	Stock Available (PKU)	Conversion Factor	Packaging Description	Stock Available (SKU)	Adjustment		Adjusted Quantity(PKU)	Reason	Remark
						+/-	Adjustment Quantity(PKU)			
10.9000	0.0000	0.00 (box)	100	Box of 100 tab	0 (tablet)	+ 12	12	0 (box)	Wrong Location	Done
10.9000	0.0000	0.00 (box)	100	Box of 100 tab	0 (tablet)	+ 12	12	0 (box)	Wrong Location	Done

Figure 3.3.2-4 Stock Adjustment

STEP 8

Enter **Doc Ref No.** and **Remarks** if applicable

STEP 9

Enter **Adjustment** column:

- +/-
- **Adjustment Quantity(PKU)**

STEP 10

Select **Reason** for Adjustment from the dropdown box:

- Damage
- Extra Quantity
- Miscalculated
- Shortage
- Write Off
- Wrong Location

STEP 11

Enter **Remark** in the Adjustment Item List section for each line of item(s)

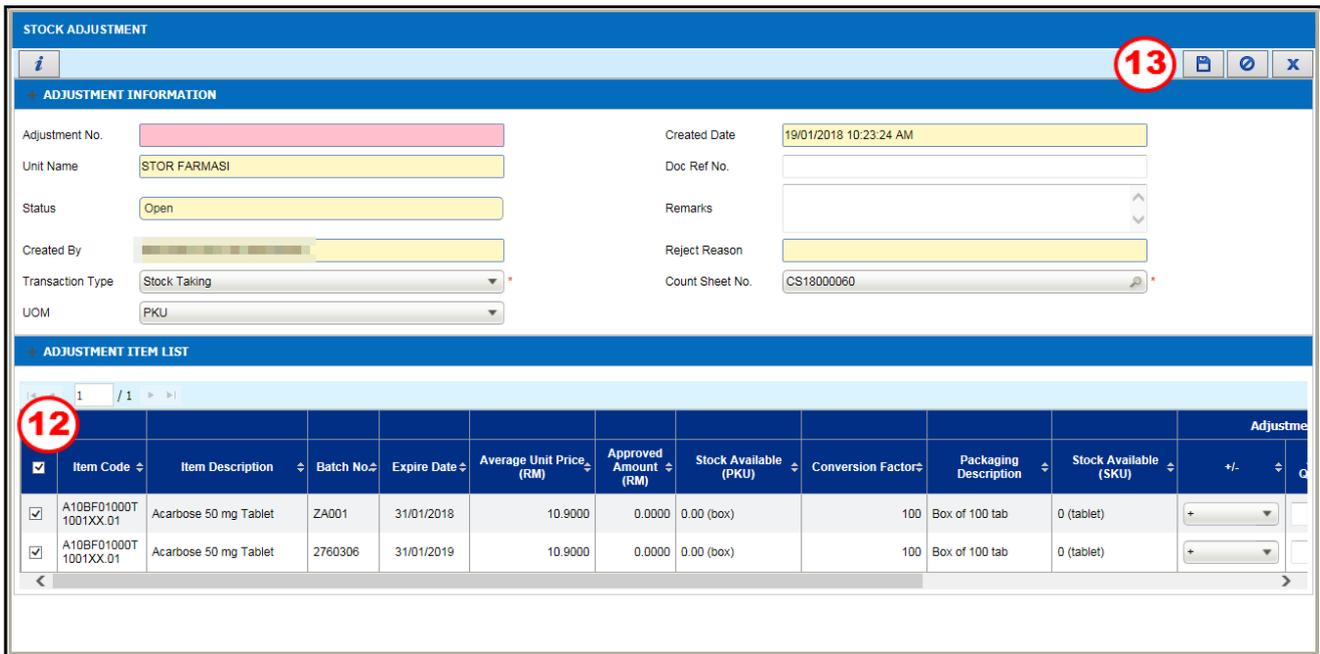


Figure 3.3.2-5 Stock Adjustment

STEP 12

Check the check box to adjust the stock for selected item(s)

STEP 13

Click on the  button to save the record and confirmation message will be displayed as Figure 3.3.2-6

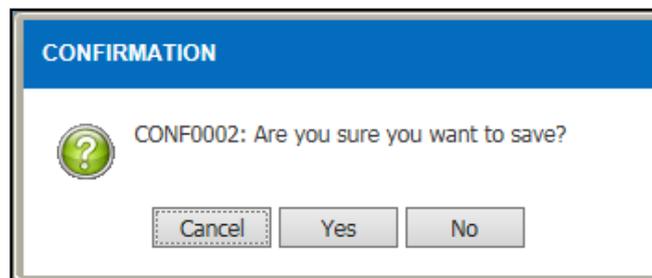
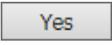


Figure 3.3.2-6 Confirmation Message

Note

- Click on the  button so save the transaction and system will displayed information message as shown in Figure 3.3.2-7

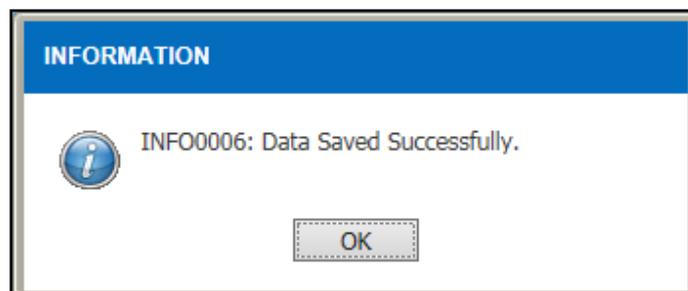
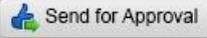
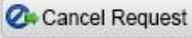
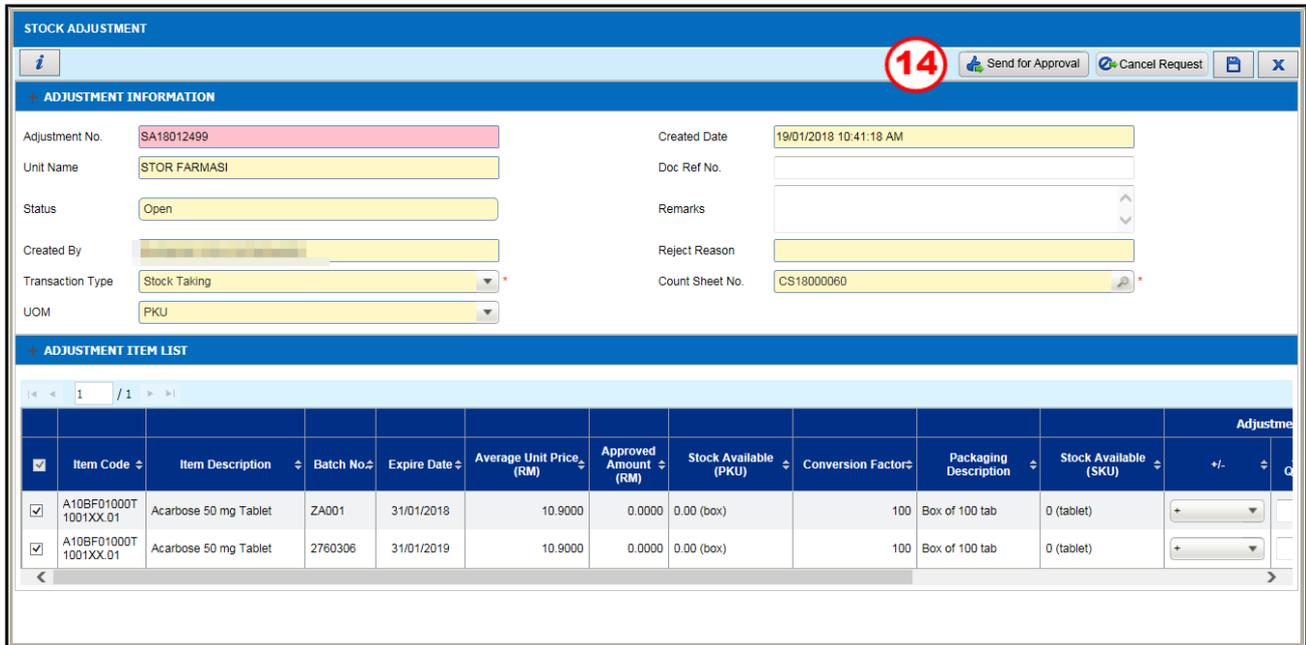


Figure 3.3.2-7 Information Message

Note

- Click on the  button to successfully save the transaction
- **Adjustment No.** will be generated automatically for future reference.
-  ,  button will be enabled as shown in Figure 3.3.2-8

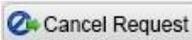


The screenshot shows the 'STOCK ADJUSTMENT' form. At the top right, there is a red circle with the number '14' and two buttons: 'Send for Approval' and 'Cancel Request'. Below the title bar is the 'ADJUSTMENT INFORMATION' section with fields for Adjustment No. (SA18012499), Unit Name (STOR FARMASI), Status (Open), Created By, Transaction Type (Stock Taking), UOM (PKU), Created Date (19/01/2018 10:41:18 AM), Doc Ref No., Remarks, Reject Reason, and Count Sheet No. (CS18000060). Below this is the 'ADJUSTMENT ITEM LIST' section, which is a table with columns: Item Code, Item Description, Batch No., Expire Date, Average Unit Price (RM), Approved Amount (RM), Stock Available (PKU), Conversion Factor, Packaging Description, Stock Available (SKU), and Adjustme. The table contains two rows of data for Acarbose 50 mg Tablet.

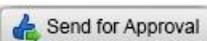
Item Code	Item Description	Batch No.	Expire Date	Average Unit Price (RM)	Approved Amount (RM)	Stock Available (PKU)	Conversion Factor	Packaging Description	Stock Available (SKU)	Adjustme
A10BF01000T 1001XX.01	Acarbose 50 mg Tablet	ZA001	31/01/2018	10.9000	0.0000	0.00 (box)	100	Box of 100 tab	0 (tablet)	+
A10BF01000T 1001XX.01	Acarbose 50 mg Tablet	2760306	31/01/2019	10.9000	0.0000	0.00 (box)	100	Box of 100 tab	0 (tablet)	+

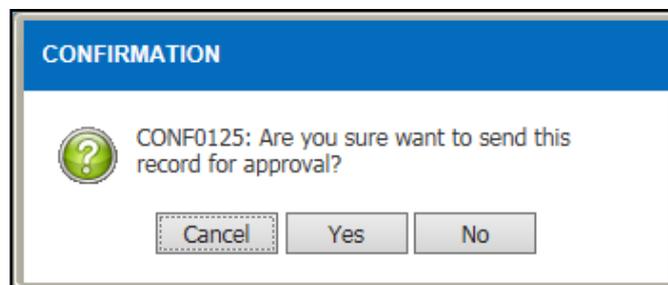
Figure 3.3.2-8 Send for Approval

Note

User is allowed to cancel the record by click on the  button.

STEP 14

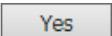
Click on the  button to send Adjustment record for approval and confirmation message will be displayed as Figure 3.3.2-9



The screenshot shows a 'CONFIRMATION' dialog box with a question mark icon. The text reads: 'CONF0125: Are you sure want to send this record for approval?'. Below the text are three buttons: 'Cancel', 'Yes', and 'No'.

Figure 3.3.2-9 Confirmation Message

Note

- Click on the  button so save the transaction and system will displayed information message as shown in Figure 3.3.2-10

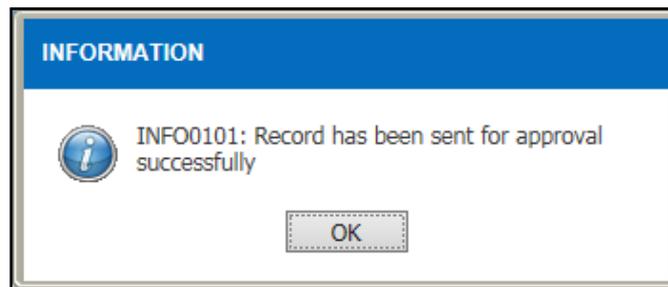


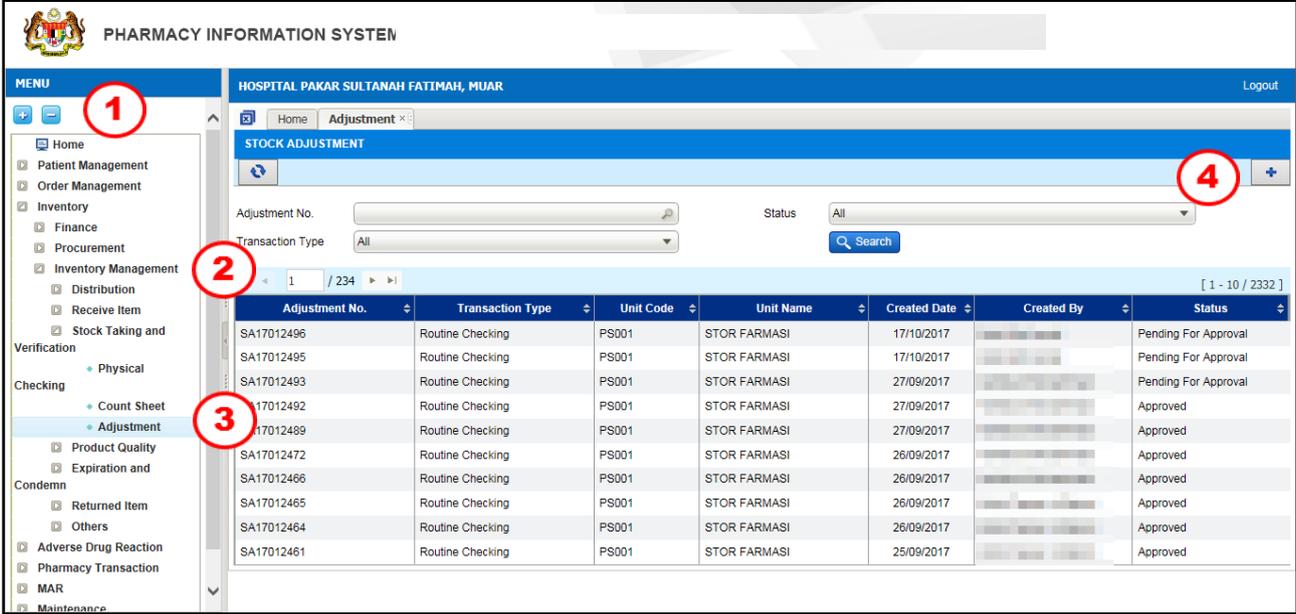
Figure 3.3.2-10 Information Message

Note

- Click on the  button to successfully send the record for approval

3.3.3 New Stock Adjustment record: Routine Checking

This function is to perform the stock adjustment (manual process) without physical checking and count sheet.



The screenshot displays the 'PHARMACY INFORMATION SYSTEM' interface for 'HOSPITAL PAKAR SULTANAH FATIMAH, MUAR'. The main content area is titled 'STOCK ADJUSTMENT' and features a table with the following columns: Adjustment No., Transaction Type, Unit Code, Unit Name, Created Date, Created By, and Status. The table lists several records, all of which are 'Routine Checking' transactions for 'STOR FARMASI' units, with various creation dates and statuses ranging from 'Pending For Approval' to 'Approved'. The interface also includes a search bar, a status filter dropdown, and a pagination control showing '1 / 234' records. Red circles are placed over the 'Inventory Management' menu item, the 'Adjustment' sub-menu item, the 'Adjustment' tab, and the '+' button in the top right corner of the main content area.

Adjustment No.	Transaction Type	Unit Code	Unit Name	Created Date	Created By	Status
SA17012496	Routine Checking	PS001	STOR FARMASI	17/10/2017		Pending For Approval
SA17012495	Routine Checking	PS001	STOR FARMASI	17/10/2017		Pending For Approval
SA17012493	Routine Checking	PS001	STOR FARMASI	27/09/2017		Pending For Approval
17012492	Routine Checking	PS001	STOR FARMASI	27/09/2017		Approved
17012489	Routine Checking	PS001	STOR FARMASI	27/09/2017		Approved
SA17012472	Routine Checking	PS001	STOR FARMASI	26/09/2017		Approved
SA17012466	Routine Checking	PS001	STOR FARMASI	26/09/2017		Approved
SA17012465	Routine Checking	PS001	STOR FARMASI	26/09/2017		Approved
SA17012464	Routine Checking	PS001	STOR FARMASI	26/09/2017		Approved
SA17012461	Routine Checking	PS001	STOR FARMASI	25/09/2017		Approved

Figure 3.3.3-1 Stock Adjustment Listing Page

To generate a new Stock Adjustment: Routine Checking record, perform the steps below:

STEP 1

Click on 'Inventory' menu followed by 'Inventory Management' sub menu.

STEP 2

Click on '*Stock Taking and Verification*'

STEP 3

Click on '*Adjustment*'

STEP 4

Click on the  button and the new Stock Adjustment screen will be displayed as shown in Figure 3.3.3-2

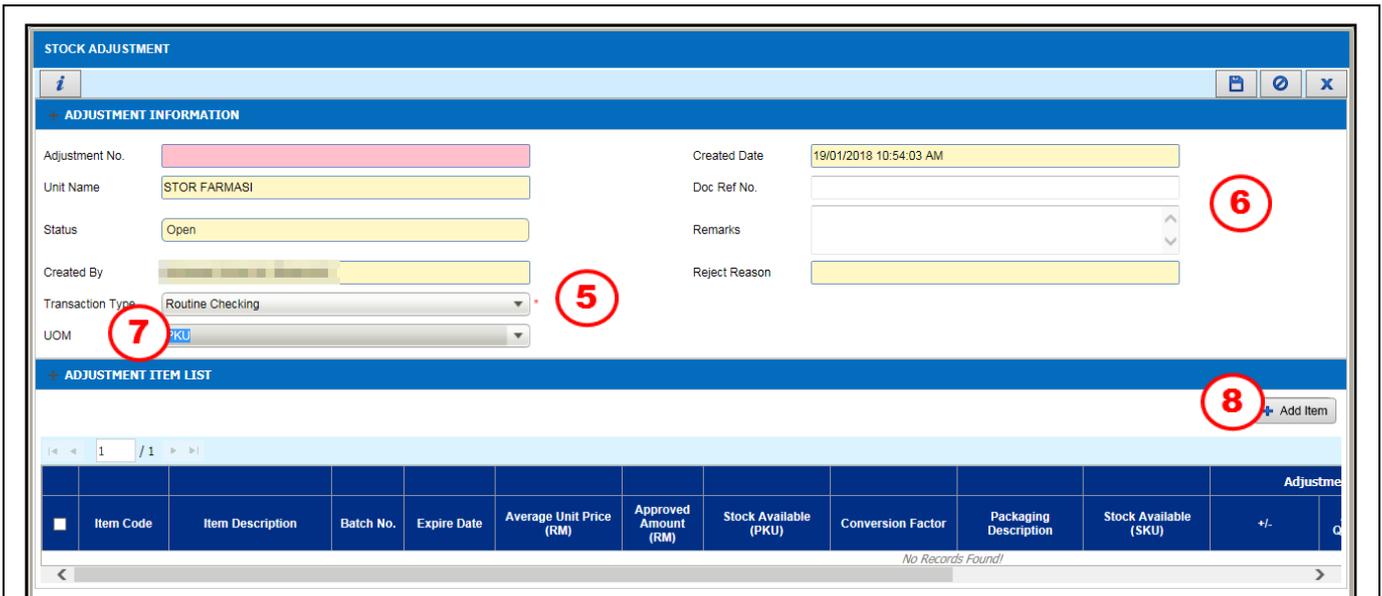


Figure 3.3.3-2 Stock Adjustment

STEP 5

Select **Transaction Type** as **Routine Checking**

STEP 6

Enter **Doc Ref No.** and **Remarks** if applicable

STEP 7

Select **UOM**, either PKU or SKU (optional)

STEP 8

Click on the **+ Add Item** button. The system will display the 'Add Adjustment Item' window as shown in Figure 3.3.3-3

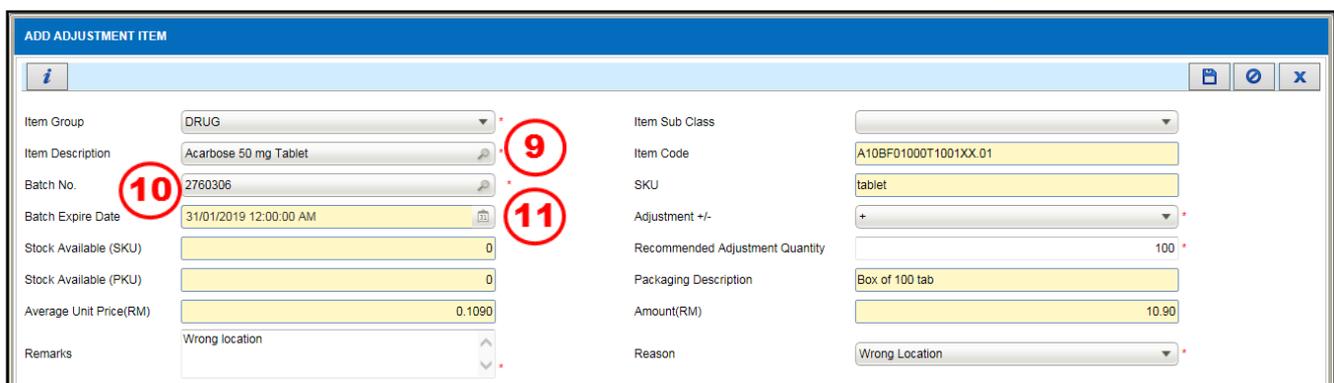


Figure 3.3.3-3 Add Adjustment Item

STEP 9

Select **Item Group** from the drop down box

- Drug (Default Value)
- Non Drug

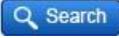
Note

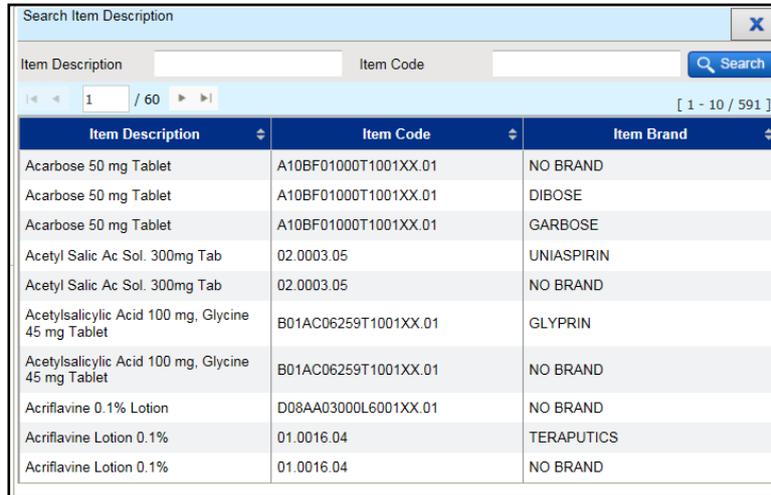
Select **Item Sub Class** if necessary

STEP 10

Select **Item Description**.

Note

- The system will display as per Figure 3.3.3-4.
- This field allows the user to enter partially or fully search criteria for **Item Description** and/or **Item Code**. Click the  button and double-click to select an item.



The screenshot shows a search window titled "Search Item Description". It has two input fields: "Item Description" and "Item Code", with a "Search" button. Below the inputs is a pagination bar showing "1 / 60" and "[1 - 10 / 591]". The main area is a table with three columns: "Item Description", "Item Code", and "Item Brand".

Item Description	Item Code	Item Brand
Acarbose 50 mg Tablet	A10BF01000T1001XX.01	NO BRAND
Acarbose 50 mg Tablet	A10BF01000T1001XX.01	DIBOSE
Acarbose 50 mg Tablet	A10BF01000T1001XX.01	GARBOSE
Acetyl Salic Ac Sol. 300mg Tab	02.0003.05	UNIASPIRIN
Acetyl Salic Ac Sol. 300mg Tab	02.0003.05	NO BRAND
Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	B01AC06259T1001XX.01	GLYPRIN
Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	B01AC06259T1001XX.01	NO BRAND
Acriflavine 0.1% Lotion	D08AA03000L6001XX.01	NO BRAND
Acriflavine Lotion 0.1%	01.0016.04	TERAPUTICS
Acriflavine Lotion 0.1%	01.0016.04	NO BRAND

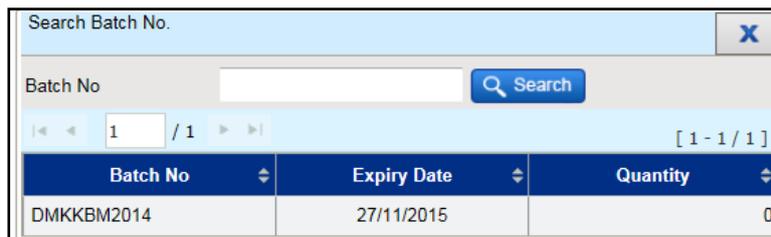
Figure 3.3.3-4 Search Item Description

STEP 11

Select **Batch No.**

Note

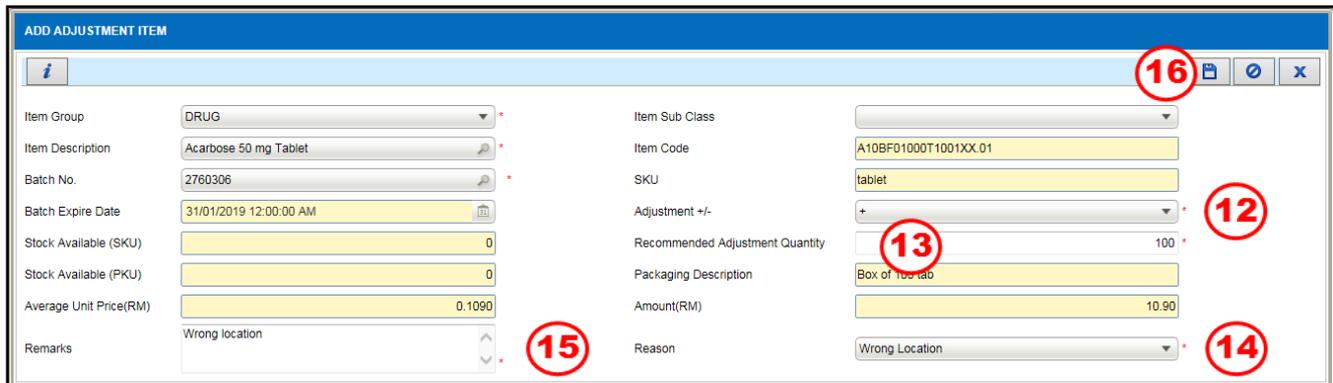
- The system will display as per Figure 3.3.3-5. Double-click on the selected batch.
- **SKU, Batch Expiry Date and Stock Available** will be displayed once the **Batch No.** is selected.



The screenshot shows a search window titled "Search Batch No.". It has a "Batch No" input field and a "Search" button. Below the input is a pagination bar showing "1 / 1" and "[1 - 1 / 1]". The main area is a table with three columns: "Batch No", "Expiry Date", and "Quantity".

Batch No	Expiry Date	Quantity
DMKKBM2014	27/11/2015	0

Figure 3.3.3-5 Select Batch No



The screenshot shows the 'ADD ADJUSTMENT ITEM' form with the following fields and values:

Item Group	DRUG	Item Sub Class	
Item Description	Acarbose 50 mg Tablet	Item Code	A10BF01000T1001XX.01
Batch No.	2760306	SKU	tablet
Batch Expire Date	31/01/2019 12:00:00 AM	Adjustment +/-	+
Stock Available (SKU)	0	Recommended Adjustment Quantity	100
Stock Available (PKU)	0	Packaging Description	Box of 100 tab
Average Unit Price(RM)	0.1090	Amount(RM)	10.90
Remarks	Wrong location	Reason	Wrong Location

Callouts in the image: 12 points to the Adjustment +/- dropdown; 13 points to the Recommended Adjustment Quantity field; 14 points to the Reason dropdown; 15 points to the Remarks field; 16 points to the Save button.

Figure 3.3.3-6 Add Adjustment Item

STEP 12

Select **Adjustment +/-**

Note

- Select '+' to increase the item quantity in the system.
- Select '-' to decrease the item quantity in the system.

STEP 13

Enter **Recommended Adjustment Quantity**

STEP 14

Select **Reason** from the drop down box:

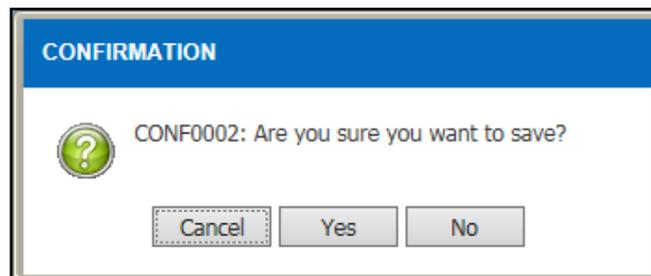
- Damage
- Extra Quantity
- Miscalculated
- Shortage
- Write Off
- Wrong Location

STEP 15

Enter **Remarks** for adjustment of the item

STEP 16

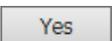
Click on the  button to save the item and confirmation message will be displayed as Figure 3.3.3-7



The confirmation dialog box has a blue header with the text 'CONFIRMATION'. Below the header is a green question mark icon and the text 'CONF0002: Are you sure you want to save?'. At the bottom, there are three buttons: 'Cancel', 'Yes', and 'No'.

Figure 3.3.3-7 Confirmation Message

Note

Click on the  button so save the transaction and will be updated Adjustment Item List as Figure 3.3.3-8

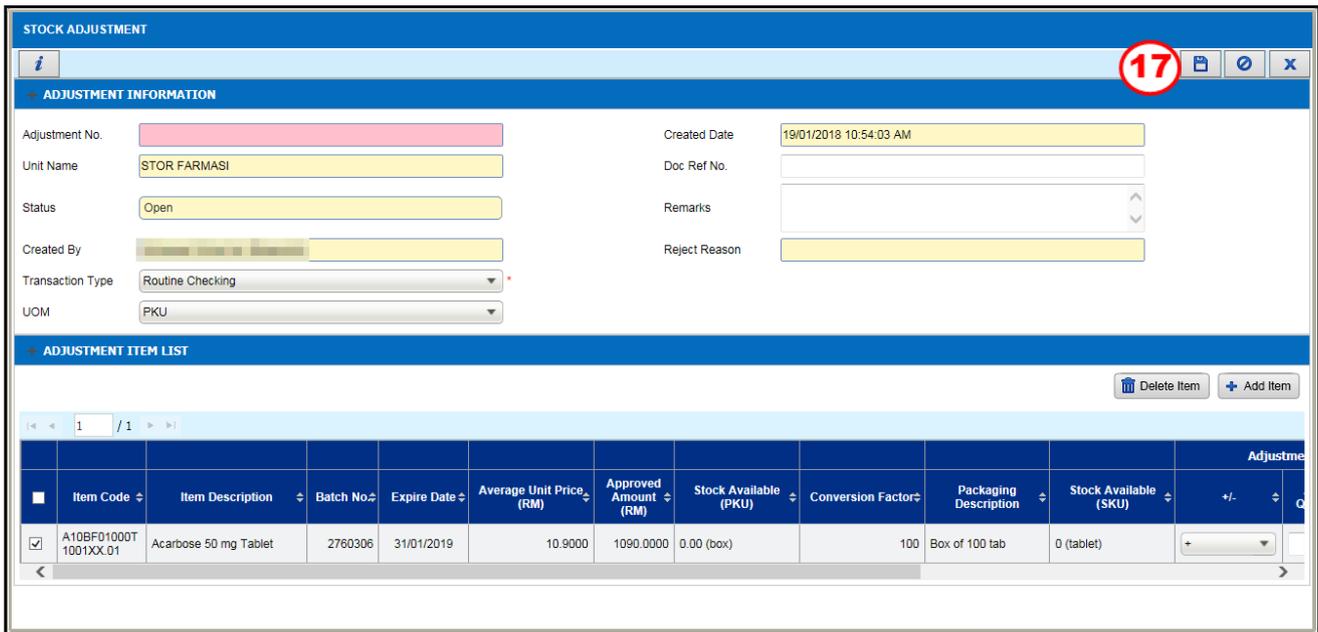


Figure 3.3.3-8 Stock Adjustment

Note

User is allowed to add more items by repeating STEP 8 to STEP 16.

STEP 17

Click on the  button to save the record and confirmation message will be displayed as Figure 3.3.3-9

Note

If there is more than one item in the Adjustment Item List, user need to check on the item check box before save the record.

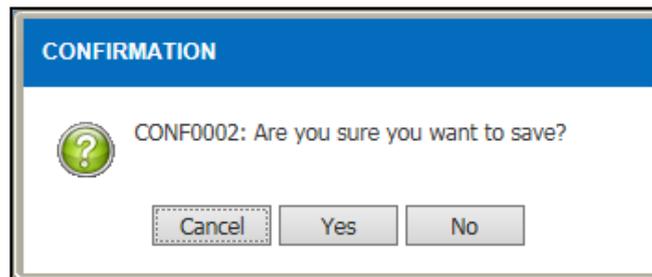
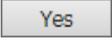


Figure 3.3.3-9 Confirmation Message

Note

- Click on the  button so save the transaction and system will displayed information message as shown in Figure 3.3.3-10

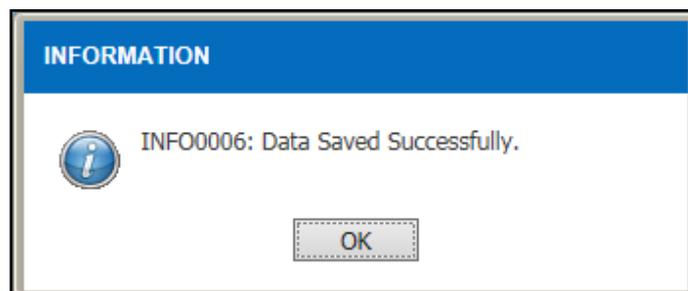
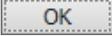
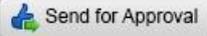
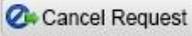


Figure 3.3.3-10 Information Message

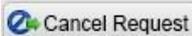
Note

- Click on the  button to successfully save the transaction
- **Adjustment No.** will be generated automatically for future reference.
- ,  button will be enabled as shown in Figure 3.3.3-11

Item Code	Item Description	Batch No.	Expire Date	Average Unit Price (RM)	Approved Amount (RM)	Stock Available (PKU)	Conversion Factor	Packaging Description	Stock Available (SKU)	+/-
A10BF01000T 1001XX.01	Acarbose 50 mg Tablet	2760306	31/01/2019	10.9000	1090.0000	0.00 (box)	100	Box of 100 tab	0 (tablet)	

Figure 3.3.3-11 Stock Adjustment

Note

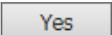
User is allowed to cancel the record by click on the  button.

STEP 18

Click on the  button to send the record for approval and confirmation message will be displayed as Figure 3.3.3-12

Figure 3.3.3-12 Confirmation Message

Note

- Click on the  button so save the transaction and system will displayed information message as shown in Figure 3.3.3-13

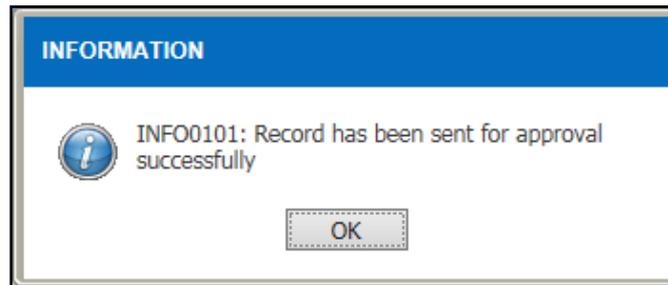


Figure 3.3.3-13 Information Message

Note

- Click on the  button to successfully send the record for approval

3.3.4 Stock Adjustment Approval

The superior in charge will receive the 'Pending for Approval Stock Adjustment transaction in the Task List.

The latest transaction will appear on the last page of the Task List.

TASK LIST					
Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
Issuing	I02PS001-0046460	28/10/2017 02:32 PM	Pending To Issue	SATELIT FILLING STATION	
Received From Supplier	P170012503	14/12/2017 10:54 AM	Pending for Approval	STOR FARMASI	
Received From Supplier	P170012505	14/12/2017 03:51 PM	Pending for Approval	STOR FARMASI	
Issuing	I02PS001-0046464	18/12/2017 12:09 PM	Pending To Issue	UNIT FARMASI BEKALAN WAD	
Count Sheet	CS17000041	18/01/2018 03:44 PM	Pending for Approval	STOR FARMASI	
Adjustment	SA18012499	19/01/2018 10:44 AM	Pending For Approval	STOR FARMASI	

Figure 3.3.4-1 Task List

STEP 1

Click on the **Transaction No.** hyperlink and the Stock Adjustment screen will be displayed as shown in Figure 3.3.4-2

Note

- The HOD/Pharmacist may also refer to section [3.3.1 Adjustment Listing Page](#) to search for the 'Pending for Approval' Adjustment record.
- These are editable (change/add)
 - Adjustment Sign (+/-)
 - Adjustment Quantity
 - Reason
 - Item Remark

STOCK ADJUSTMENT											
Adjustment No. <input type="text" value="SA18012499"/> Created Date <input type="text" value="19/01/2018 10:41:18 AM"/> Unit Name <input type="text" value="STOR FARMASI"/> Doc Ref No. <input type="text"/> Status <input type="text" value="Pending For Approval"/> Remarks <input type="text"/> Created By <input type="text"/> Reject Reason <input type="text"/> Transaction Type <input type="text" value="Stock Taking"/> Count Sheet No. <input type="text" value="CS18000060"/> UOM <input type="text" value="PKU"/>											<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="X"/>
ADJUSTMENT ITEM LIST											
<input type="button" value="Delete Item"/>											
[1 - 2 / 2]											
Item Code	Item Description	Batch No.	Expire Date	Average Unit Price (RM)	Approved Amount (RM)	Stock Available (PKU)	Conversion Factor	Packaging Description	Stock Available (SKU)	+/-	Q
<input checked="" type="checkbox"/> A10BF01000T1001XX.01	Acarbose 50 mg Tablet	2760306	31/01/2019	10.9000	130.8000	0.00 (box)	100	Box of 100 tab	0 (tablet)	+	
<input checked="" type="checkbox"/> A10BF01000T1001XX.01	Acarbose 50 mg Tablet	ZA001	31/01/2018	10.9000	130.8000	0.00 (box)	100	Box of 100 tab	0 (tablet)	+	

Figure 3.3.4-2 Stock Adjustment

STEP 2

- a) Click on the  button to approve the record and confirmation message will be display as Figure 3.3.4-3

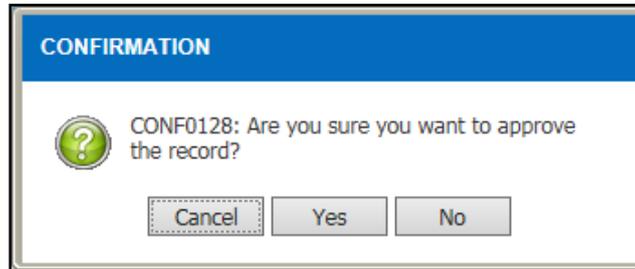
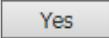


Figure 3.3.4-3 Confirmation Message

Note

- Click on the  button to approved record and information message will be display as Figure 3.3.4-4

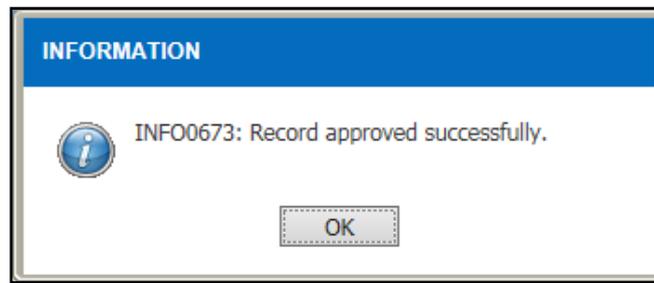


Figure 3.3.4-4 Information Message

Note

- Click on the  button to successfully approved the record

- b) Click on the  button to reject the record and confirmation message will be display as Figure 3.3.4-5

Note

User need to enter **Reject Reason** before click on the  button

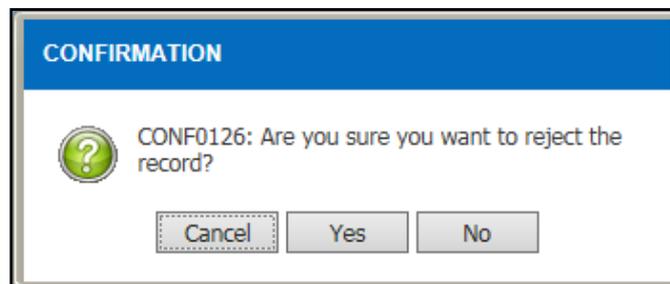
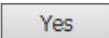


Figure 3.3.4-5 Confirmation Message

Note

- Click on the  button to reject record and information message will be display as Figure 3.3.4-6

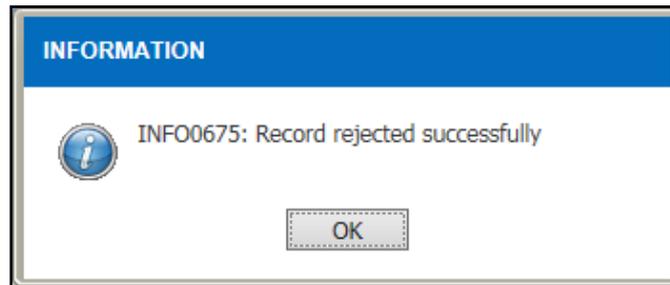
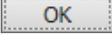
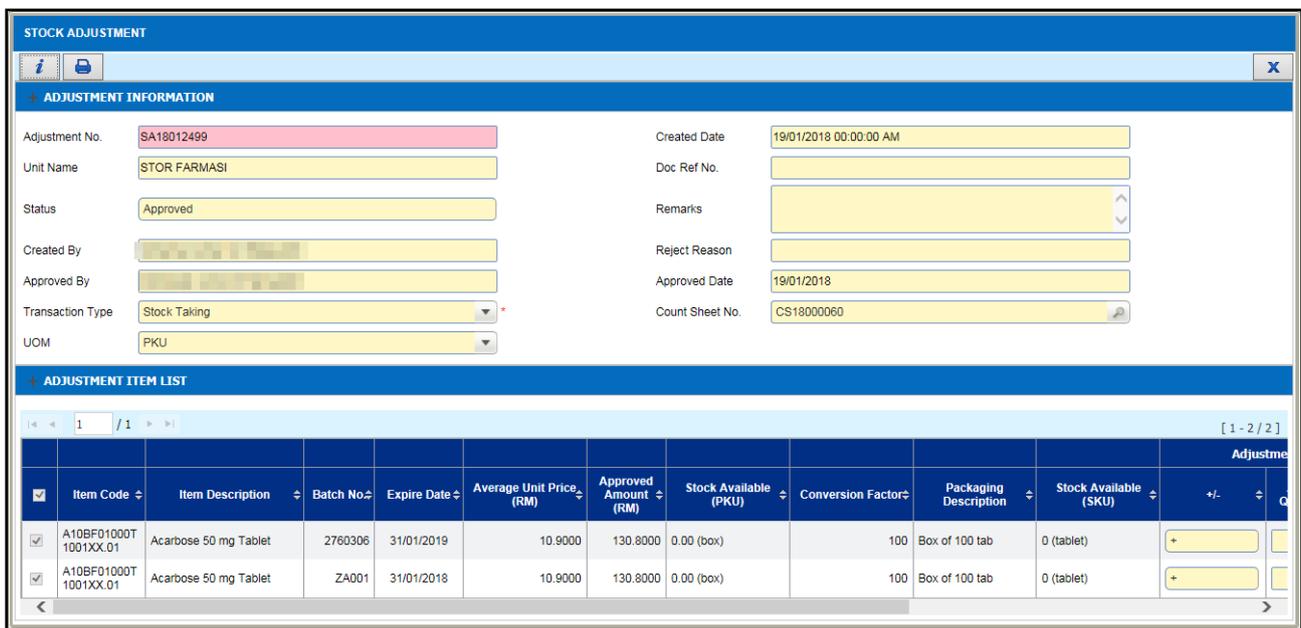


Figure 3.3.4-6 Information Message

Note

- Click on the  button to successfully rejected the record



STOCK ADJUSTMENT

ADJUSTMENT INFORMATION

Adjustment No. SA18012499 Created Date 19/01/2018 00:00:00 AM
 Unit Name STOR FARMASI Doc Ref No.
 Status Approved Remarks
 Created By Approved By
 Transaction Type Stock Taking Reject Reason
 UOM PKU Approved Date 19/01/2018 Count Sheet No. CS18000060

ADJUSTMENT ITEM LIST

Item Code	Item Description	Batch No.	Expire Date	Average Unit Price (RM)	Approved Amount (RM)	Stock Available (PKU)	Conversion Factor	Packaging Description	Stock Available (SKU)	+	-
A10BFD1000T1001XX.01	Acarbose 50 mg Tablet	2760306	31/01/2019	10.9000	130.8000	0.00 (box)	100	Box of 100 tab	0 (tablet)	+	-
A10BFD1000T1001XX.01	Acarbose 50 mg Tablet	Z4001	31/01/2018	10.9000	130.8000	0.00 (box)	100	Box of 100 tab	0 (tablet)	+	-

Figure 3.3.4-7 Stock Adjustment

Note

- Click on the  button to view/print report as shown in Figure 3.3.4-8



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	<i>Finance</i>	Click Here	15	<i>Internal Indent</i>	Click Here
2	<i>Procurement Standard APPL</i>	Click Here	16	<i>Issue</i>	Click Here
3	<i>Procurement standard LP</i>	Click Here	17	<i>Receive From Supplier</i>	Click Here
4	<i>Procurement Standard Contract</i>	Click Here	18	<i>Receive Inter Facility</i>	Click Here
5	<i>Procurement Standard Quotation</i>	Click Here	19	<i>Receive Intra Facility</i>	Click Here
6	<i>Procurement Standard (RFQ)</i>	Click Here	20	<i>Return to Supplier</i>	Click Here
7	<i>Procurement Non Standard (Requisition Order)</i>	Click Here	21	<i>Return to Supplying Unit</i>	Click Here
8	<i>Quarantine</i>	Click Here	22	<i>Slow Moving</i>	Click Here
9	<i>Product Complaint</i>	Click Here	23	<i>Stock Taking And Verification</i>	Click Here
10	<i>Recalculate Buffer Level</i>	Click Here	24	<i>Stock Transfer</i>	Click Here
11	<i>Expiration And Condemn</i>	Click Here	25	<i>Year End</i>	Click Here
12	<i>Recall Product</i>	Click Here	26	<i>Penalty</i>	Click Here
13	<i>Payment</i>	Click Here	27	<i>IWP Budget</i>	Click Here
14	<i>External Indent</i>	Click Here	28	<i>IWP Order Authorization</i>	Click Here