



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

User Manual Pharmacy Inventory (Stock Taking & Verification)

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1.0	07/01/2014	Nabilah binti Hanafi	Shamsul-'Ariza (SA)	First submission to MOH
1.1	01/07/2014	Hasneeta Mohd Hashim	Shamsul-'Ariza/ Kee Tuan Hwa (SA)	Referring to doc KK_T.MANUAL_INV_STOCK TAKING-1.2 (2nd Edition) Change to latest screen shot, change to latest Legend and remove 'Change Password' link from the home page screen.
1.2	10/03/2015	Fahridzul Artas	Shamsul-'Ariza/ Kee Tuan Hwa (SA)	- Update to V0.2 base on PhIS & CPS V1.3 - Add Item Purchase Type field in Physical Checking screen.
1.3	15/05/2015	Nur Atikah Binti Mohd Rani	Shamsul-'Ariza/ Kee Tuan Hwa (SA)	- Add PKU field information at Stock Adjustment Item screen. - Provide UOM option at Stock adjustment module - Physical checking Include 'Brand' column in report. -Physical checking filter by APPL/LP item in the listing and have 'Add Item' button.
1.4	07/04/2016	Muhamad Firdaus Bin Mahmud	Shamsul-'Ariza (SA)	Change to latest screenshot and functions for version 1.4.1
1.5	6/01/2017	Subhatra Guru		Change to latest screenshot and functions for version 1.5.1

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Name	Role / Designation	Organization	Signature & Date
		Bahagian Perkhidmatan Farmasi (BPF), KKM	



Peer Review

Version No	Reviewer	List of changes from Previous Version
1.0	Azleen bt Ismail	Overall review
1.1	Michelle Foo (QA)	Overall reviews
1.2	Nur Atikah	Overall reviews
1.3	Juridah binti Ayob (QA) Michelle Foo (QA)	Overall reviews
1.4	Juridah binti Ayob (QA) Michelle Foo (QA)	Overall reviews
1.5	Michelle Foo / Juridah Ayob (QA)	Change to latest screenshot and functions for version 1.5.1



PhIS & CPS Project
User Manual – Pharmacy Inventory
Stock Taking and Verification



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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

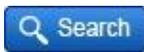
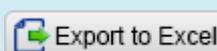
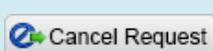
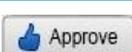
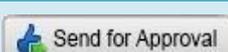
1.3 Organized Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Stock Taking and Verification
- Section 4 : Acronyms

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
---------------------------------------------------------------------------------------------	----------------------	--------------------------------------------------------------------------------------------	----------------------

Note

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



2.2 Latest Enhancement and Updates

Latest Functions	Page

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

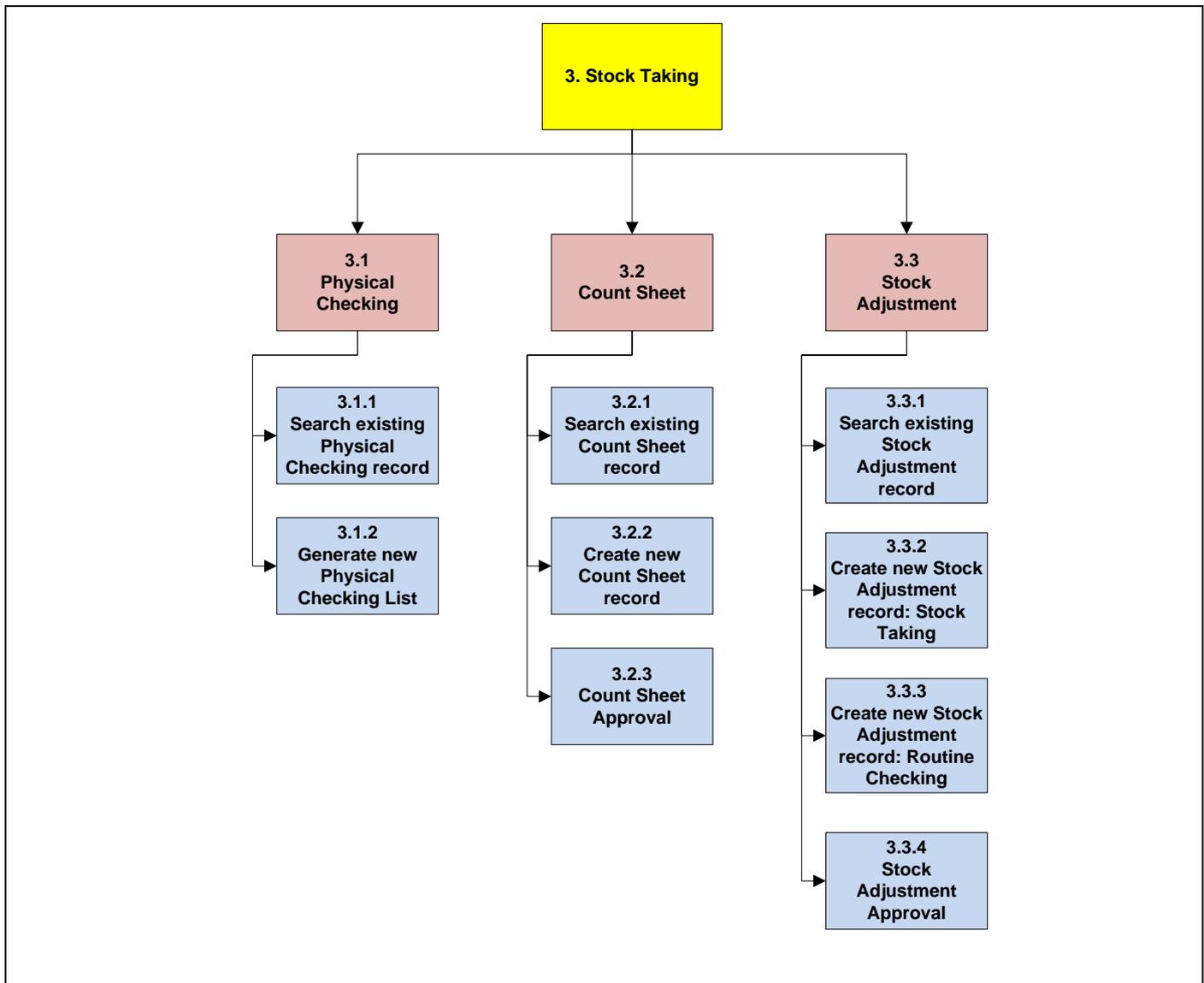


Figure 3.0-1

Functional Description

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

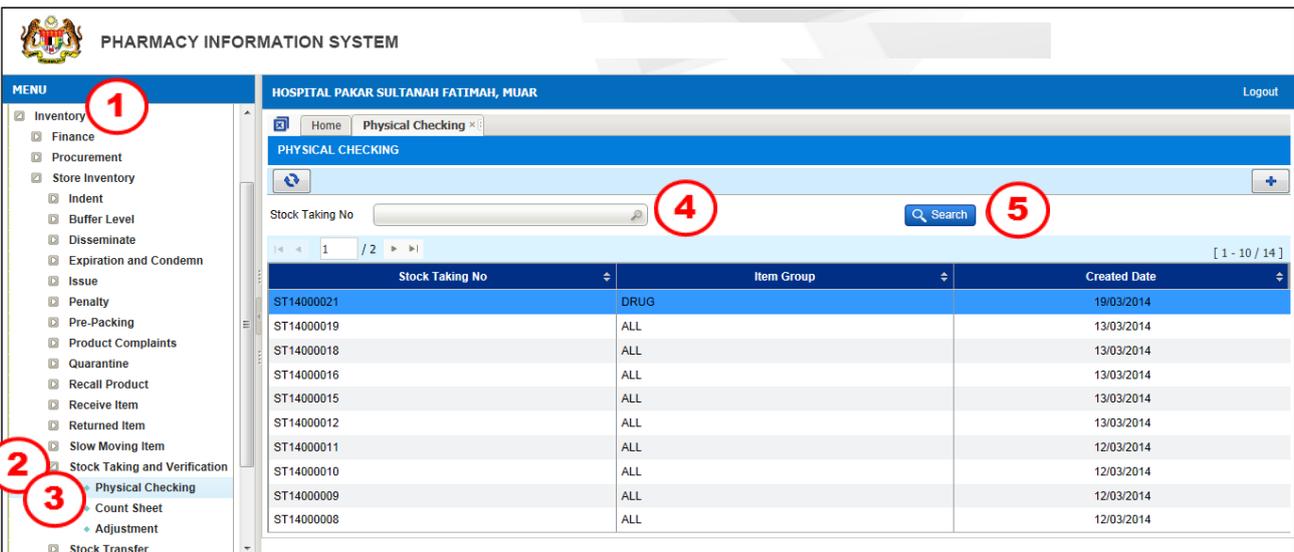
- **Physical Checking**
To generate a list of items to be proceed with stock count based on several criteria(s) selected.
- **Count Sheet**
Stock counts from the Physical Checking activities will be uploaded into the Count Sheet. The available quantity of stock in the system will be compared to the actual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



Stock Taking No	Item Group	Created Date
ST14000021	DRUG	19/03/2014
ST14000019	ALL	13/03/2014
ST14000018	ALL	13/03/2014
ST14000016	ALL	13/03/2014
ST14000015	ALL	13/03/2014
ST14000012	ALL	13/03/2014
ST14000011	ALL	12/03/2014
ST14000010	ALL	12/03/2014
ST14000009	ALL	12/03/2014
ST14000008	ALL	12/03/2014

Figure 3.1-1 Physical Checking Listing Page

STEP 1

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

STEP 2

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

STEP 3

Click on '**Physical Checking**'

STEP 4

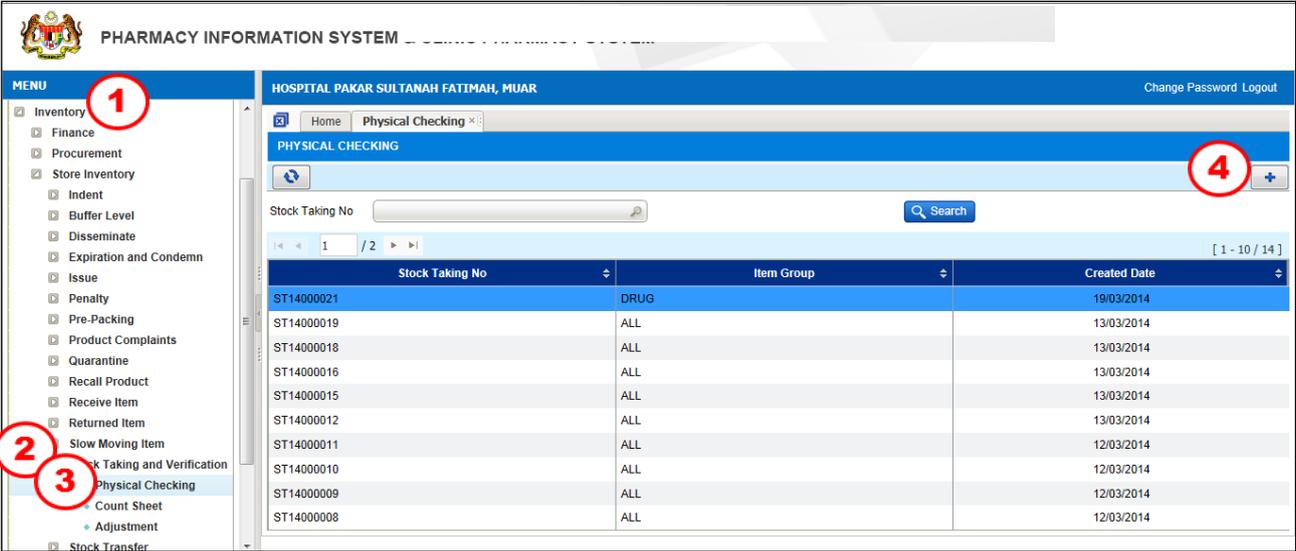
To search an existing Physical Checking record(s), user may search by **Stock Taking No**

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 'PHARMACY INFORMATION SYSTEM' interface for 'HOSPITAL PAKAR SULTANAH FATIMAH, MUAR'. The left-hand 'MENU' sidebar is expanded to show the 'Inventory' section, with 'Physical Checking' highlighted. The main content area shows a 'PHYSICAL CHECKING' page with a search bar and a table of records. The table has columns for 'Stock Taking No', 'Item Group', and 'Created Date'. A '+' button is visible in the top right corner of the table area.

Stock Taking No	Item Group	Created Date
ST14000021	DRUG	19/03/2014
ST14000019	ALL	13/03/2014
ST14000018	ALL	13/03/2014
ST14000016	ALL	13/03/2014
ST14000015	ALL	13/03/2014
ST14000012	ALL	13/03/2014
ST14000011	ALL	12/03/2014
ST14000010	ALL	12/03/2014
ST14000009	ALL	12/03/2014
ST14000008	ALL	12/03/2014

Figure 3.1.2-1 Create Physical Checking record

STEP 1

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

STEP 2

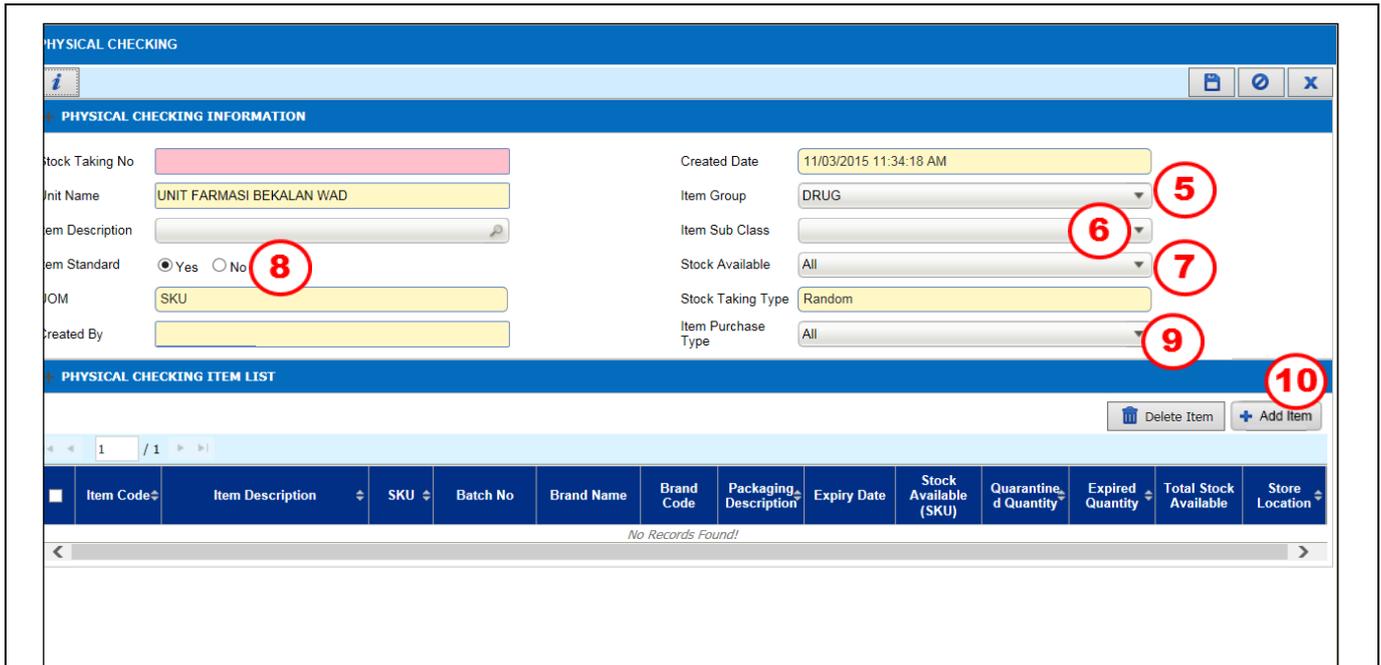
Click on '*Stock Taking and Verification*'

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



PHYSICAL CHECKING INFORMATION

Stock Taking No: [] Created Date: 11/03/2015 11:34:18 AM

Unit Name: UNIT FARMASI BEKALAN WAD Item Group: DRUG (5)

Item Description: [] Item Sub Class: [] (6)

Item Standard: Yes No (8)

Item Purchase Type: All (7)

Stock Taking Type: Random (9)

Created By: [] Item Purchase Type: All (9)

PHYSICAL CHECKING ITEM LIST (10)

Item Code	Item Description	SKU	Batch No	Brand Name	Brand Code	Packaging Description	Expiry Date	Stock Available (SKU)	Quarantined Quantity	Expired Quantity	Total Stock Available	Store Location
No Records Found!												

Figure 3.1.2-2 New Physical Checking record

Note

- **Unit Name** is defaulted to the unit as per user login ID
- **Created By** will display First Name and Last Name set in the User Profile.
- **Created Date** is default to the system Date/Time.
- **Stock Taking Type** is defaulted to Random.

STEP 5

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

- Drug
- Non Drug

STEP 6

Select **Item Sub Class**

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.

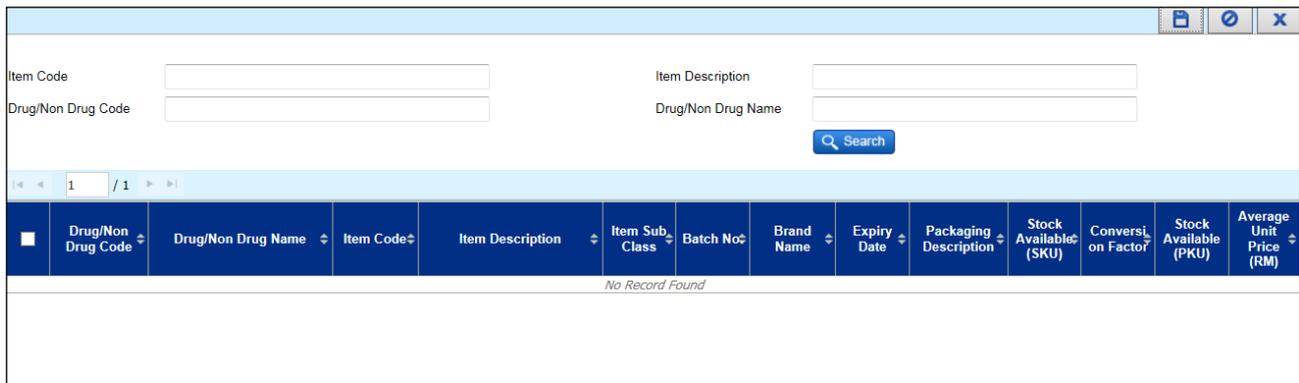
STEP 8

Select 'Yes' or 'No' radio button for **Item Standard**.

Note

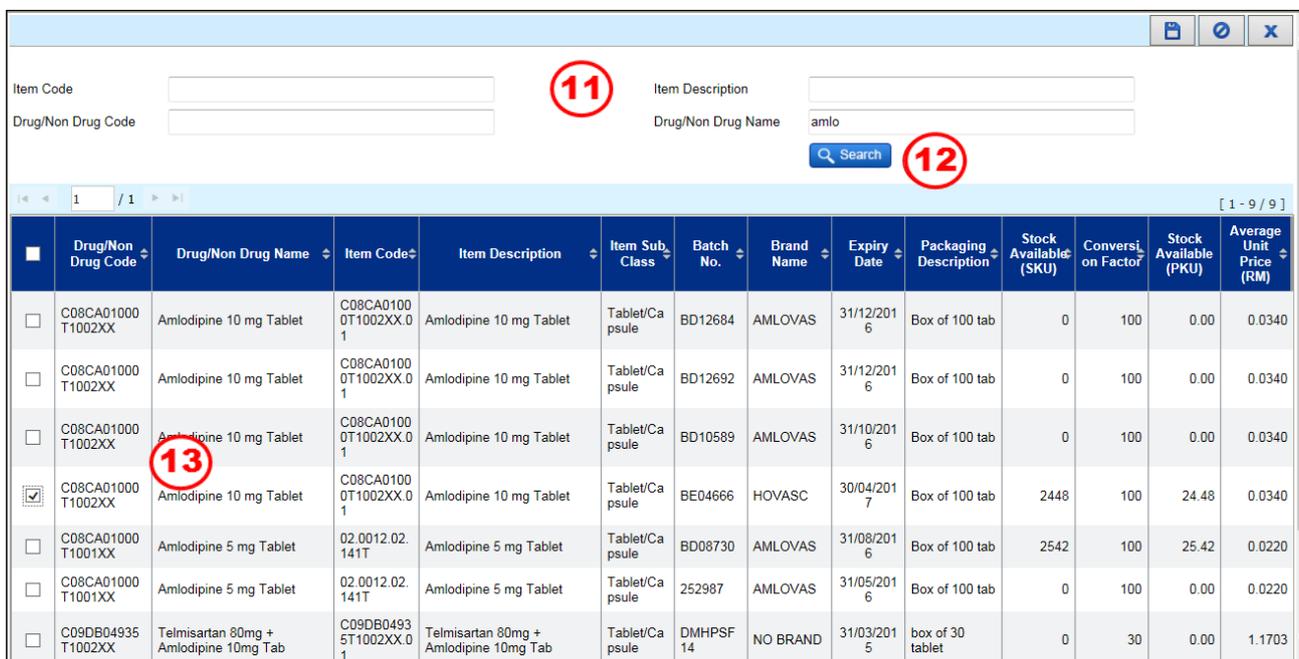
The radio button will be based on user access rights:

- **Level-1 (Pharmacy Store) user:**
Only 'Yes' radio button will be enabled as Pharmacy Store does not store non standard 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 non standard items are stored as stock.



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)
No Record Found												

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



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)
<input type="checkbox"/>	C08CA01000 T1002XX Amlodipine 10 mg Tablet	C08CA01000T1002XX.01	Amlodipine 10 mg Tablet	Tablet/Capsule	BD12684	AMLOVAS	31/12/2016	Box of 100 tab	0	100	0.00	0.0340
<input type="checkbox"/>	C08CA01000 T1002XX Amlodipine 10 mg Tablet	C08CA01000T1002XX.01	Amlodipine 10 mg Tablet	Tablet/Capsule	BD12692	AMLOVAS	31/12/2016	Box of 100 tab	0	100	0.00	0.0340
<input type="checkbox"/>	C08CA01000 T1002XX Amlodipine 10 mg Tablet	C08CA01000T1002XX.01	Amlodipine 10 mg Tablet	Tablet/Capsule	BD10589	AMLOVAS	31/10/2016	Box of 100 tab	0	100	0.00	0.0340
<input checked="" type="checkbox"/>	C08CA01000 T1002XX Amlodipine 10 mg Tablet	C08CA01000T1002XX.01	Amlodipine 10 mg Tablet	Tablet/Capsule	BE04666	HOVASC	30/04/2017	Box of 100 tab	2448	100	24.48	0.0340
<input type="checkbox"/>	C08CA01000 T1001XX Amlodipine 5 mg Tablet	02.0012.02.141T	Amlodipine 5 mg Tablet	Tablet/Capsule	BD08730	AMLOVAS	31/08/2016	Box of 100 tab	2542	100	25.42	0.0220
<input type="checkbox"/>	C08CA01000 T1001XX Amlodipine 5 mg Tablet	02.0012.02.141T	Amlodipine 5 mg Tablet	Tablet/Capsule	252987	AMLOVAS	31/05/2016	Box of 100 tab	0	100	0.00	0.0220
<input type="checkbox"/>	C09DB04935 T1002XX Telmisartan 80mg + Amlodipine 10mg Tab	C09DB04935T1002XX.01	Telmisartan 80mg + Amlodipine 10mg Tab	Tablet/Capsule	DMHPSF14	NO BRAND	31/03/2015	box of 30 tablet	0	30	0.00	1.1703

Figure 3.1.2-4 Search Drug / Item screen

STEP 9

Select **Item Purchase Type** (optional) from dropdown box

- APPL
- LP
- Contract

STEP 10

Click on the  button

Note

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

STEP 11

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

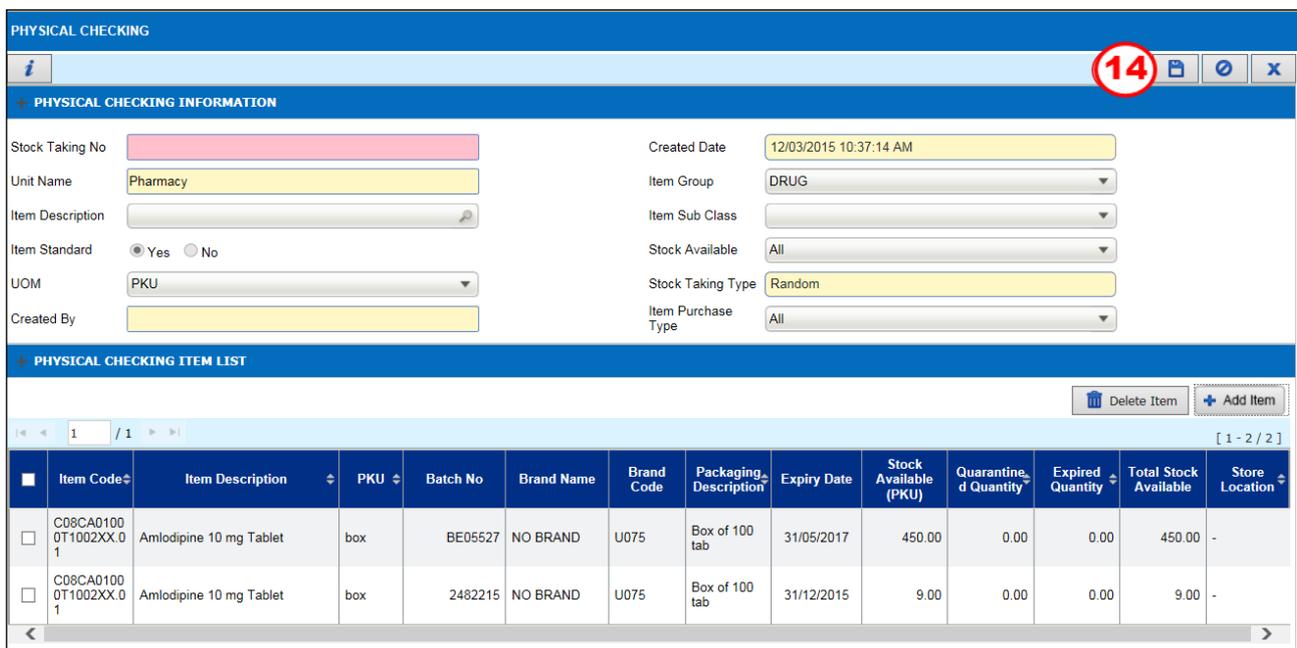
- Item Code
- Item Description
- Drug/Non-Drug Code
- Drug/Non-Drug Name

STEP 12

Click on the  button to search items to be added into the Physical Checking record.

STEP 13

Check to select on the drug(s) required to do physical checking and click  to proceed to the next step



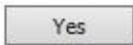
Item Code	Item Description	PKU	Batch No	Brand Name	Brand Code	Packaging Description	Expiry Date	Stock Available (PKU)	Quarantined Quantity	Expired Quantity	Total Stock Available	Store Location
C08CA0100 OT1002XX.0 1	Amlodipine 10 mg Tablet	box	BE05527	NO BRAND	U075	Box of 100 tab	31/05/2017	450.00	0.00	0.00	450.00	-
C08CA0100 OT1002XX.0 1	Amlodipine 10 mg Tablet	box	2482215	NO BRAND	U075	Box of 100 tab	31/12/2015	9.00	0.00	0.00	9.00	-

Figure 3.1.2-5 Save Physical Checking record

STEP 14

Click on the  button to save the Physical Checking record

Note

- **Stock Taking No.** will be generated for future reference.
- Click on the  button in Figure 3.1.2-6.
- Click on the  button in Figure 3.1.2-7.

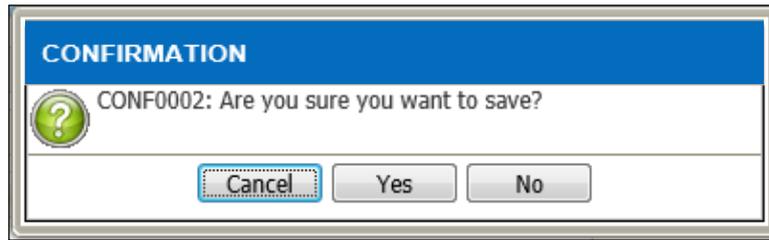


Figure 3.1.2-6 Save Record?

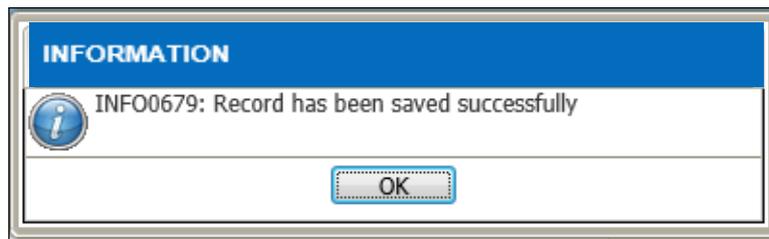


Figure 3.1.2-7 Message Information

PHYSICAL CHECKING

  **15** 

PHYSICAL CHECKING INFORMATION

Stock Taking No: Created Date:

Unit Name: Item Group:

Item Description:

Item Standard: Yes No Item Sub Class:

UOM: Stock Available:

Created By: Stock Taking Type: Item Purchase Type:

PHYSICAL CHECKING ITEM LIST

1 / 1 [1 - 2 / 2]

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
C08CA01000 T1002XX.01	Amlodipine 10 mg Tablet	box	BE05527	NO BRAND	U075	Box of 100 tab	31/05/2017	450.00	0.00	0.00	450.00	-
C08CA01000 T1002XX.01	Amlodipine 10 mg Tablet	box	2482215	NO BRAND	U075	Box of 100 tab	31/12/2015	9.00	0.00	0.00	9.00	-

Figure 3.1.2-8 Print report

STEP 15

Click on the  button to view and print the physical checking report

Note

The report generated is as shown in Figure 3.1.2-9.



PhIS & CPS Project
User Manual – Pharmacy Inventory
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KEMENTERIAN KESIHATAN MALAYSIA
Hospital Kulim

PHYSICAL CHECKING LIST

ITEM GROUP : DRUG UNIT NAME : Pharmacy
UOM : PKU CREATED DATE : 12/03/2015
STOCK TAKING NO : ST15000003 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	C08CA01000T1002XX.01	Amlodipine 10 mg Tablet	Box of 100 tab	box	BE05527	NO BRAND	450.00	31/05/2017	0.00	0.00			
2	C08CA01000T1002XX.01	Amlodipine 10 mg Tablet	Box of 100 tab	box	2482215	NO BRAND	9.00	31/12/2015	0.00	0.00			

<p>DISEDIAKAN OLEH:</p> <p>Nama : Jawatan : Unit : Jabatan : Tarikh :</p>	<p>(DILULUSKAN/TIDAK DILULUSKAN)*</p> <p>Nama : Jawatan : Unit : Jabatan : Tarikh :</p>
-------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------

Printed : 12/03/2015 Printed By : Zakiah bt A.Rahman Unit Name : Pharmacy Source : PhIS

Figure 3.1.2-9 Physical Checking List report

3.2 Count Sheet

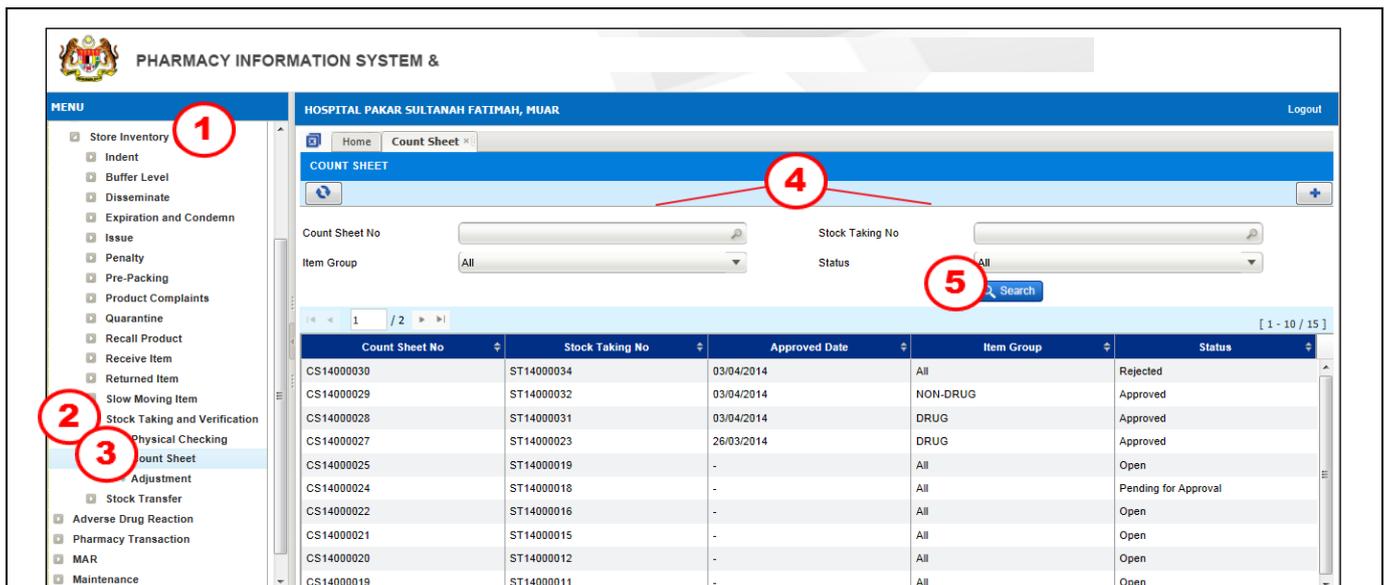
After the physical checking process is done, the available quantity and the bin card quantity for the items listed in the Physical Checking List has to be transcribed/uploaded back into the PhIS Count Sheet transaction.

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:



Count Sheet No	Stock Taking No	Approved Date	Item Group	Status
CS1400030	ST1400034	03/04/2014	All	Rejected
CS1400029	ST1400032	03/04/2014	NON-DRUG	Approved
CS1400028	ST1400031	03/04/2014	DRUG	Approved
CS1400027	ST1400023	26/03/2014	DRUG	Approved
CS1400025	ST1400019	-	All	Open
CS1400024	ST1400018	-	All	Pending for Approval
CS1400022	ST1400016	-	All	Open
CS1400021	ST1400015	-	All	Open
CS1400020	ST1400012	-	All	Open
CS1400019	ST1400011	-	All	Open

Figure 3.2.1-1 Count Sheet Listing Page

STEP 1

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

STEP 2

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

STEP 3

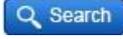
Click on '**Count Sheet**'

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

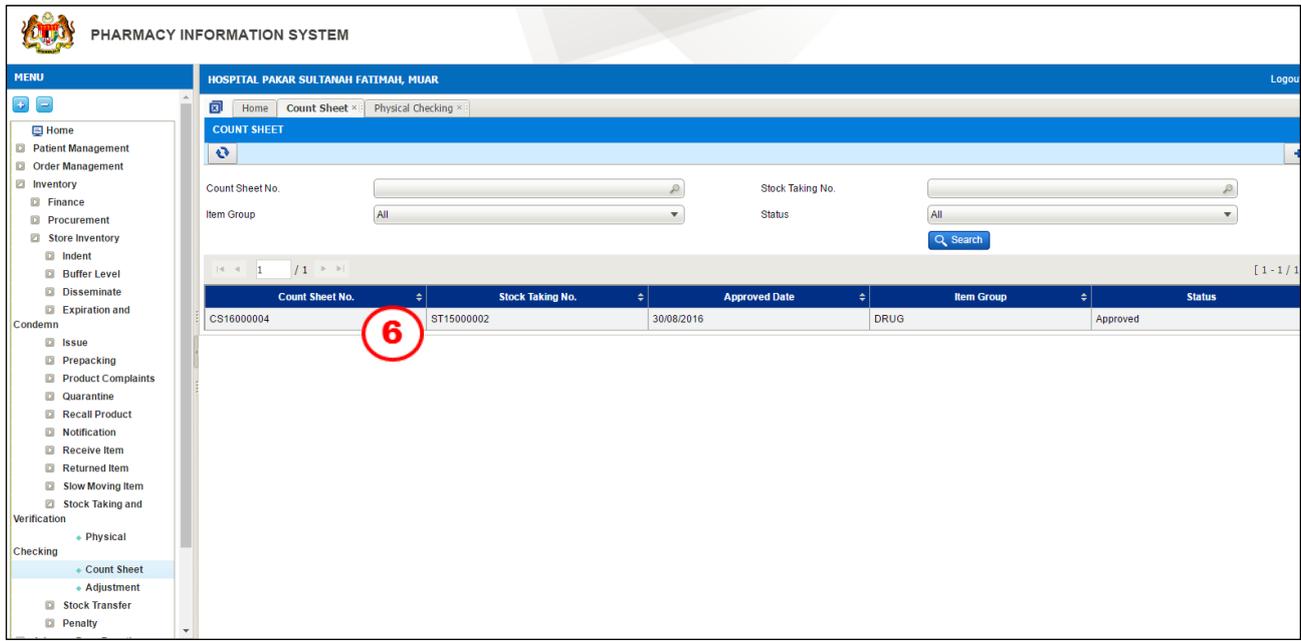


Figure 3.2.1-2 Count Sheet Listing Page

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

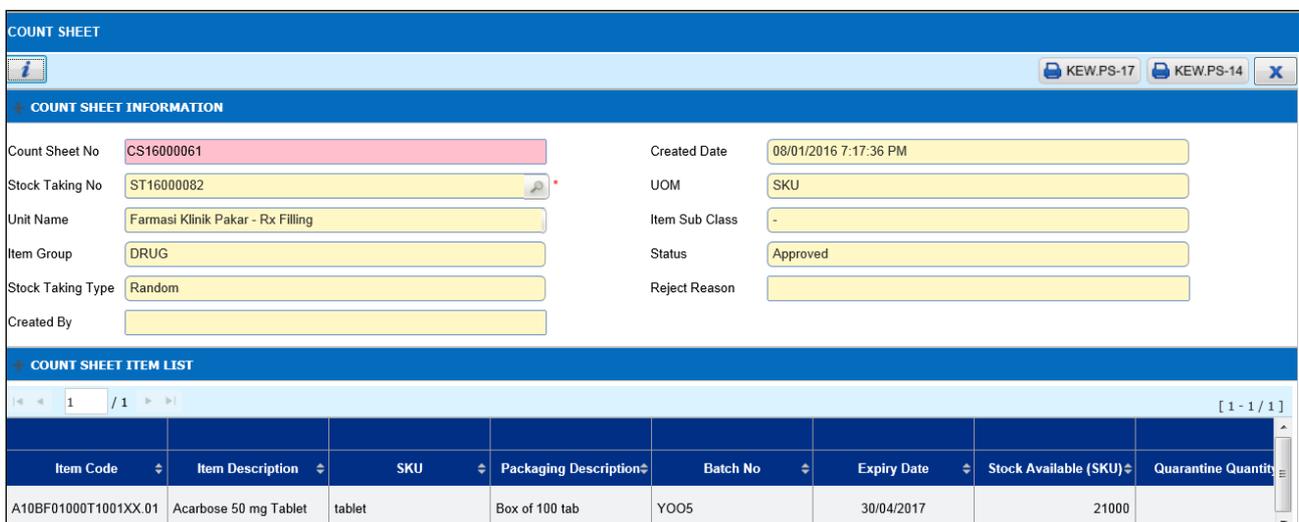


Figure 3.2.1-3 Count Sheet

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

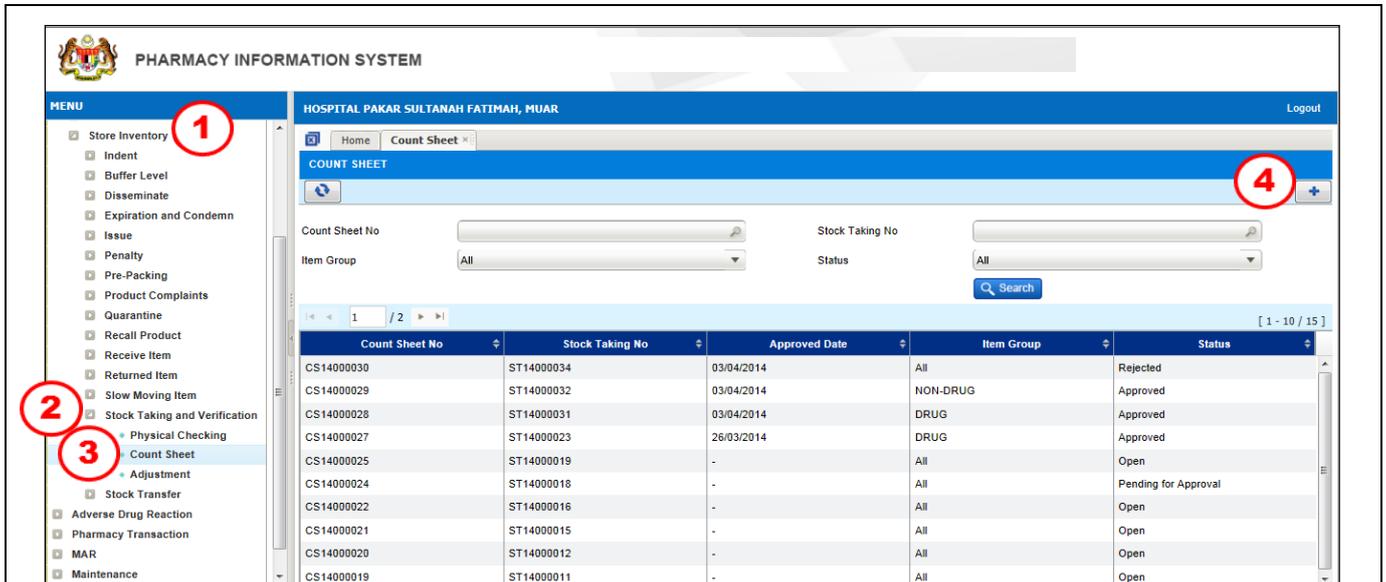


Figure 3.2.2-1 Create Count Sheet

STEP 1

Click on 'Inventory' menu follow by 'Store Inventory' 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

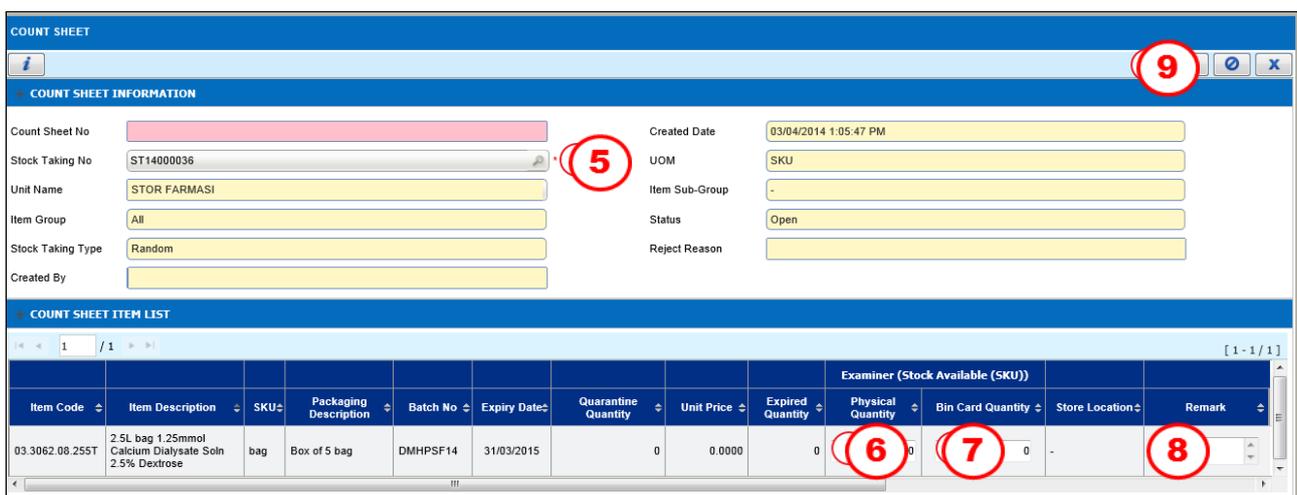


Figure 3.2.2-2 New Count Sheet

Note

- A new Count Sheet record **Status** is default to 'Open'.
- **Created Date** is default to the system Date and Time.

STEP 5

Search for **Stock Taking No**

Note

- Stock Taking No. is generated when the user clicks on the save button in the Physical Checking transaction.
- **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.

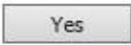
STEP 8

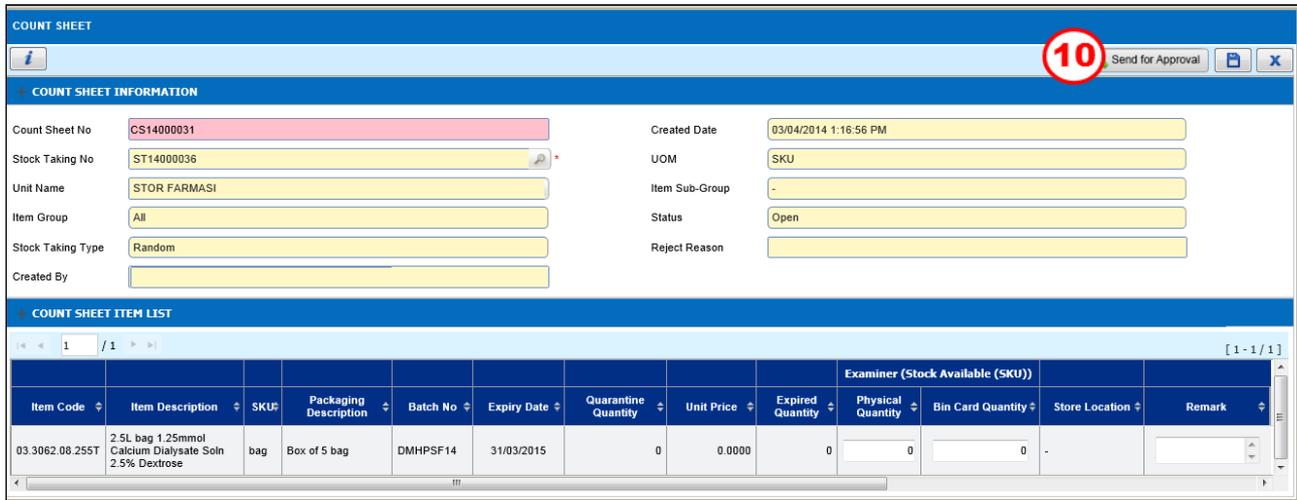
Enter **Remark** if applicable

STEP 9

Click on the  button to save the record

Note

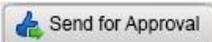
- **Count Sheet No.** will be generated automatically for future reference.
- Click on the  button in Figure 3.2.2-3.
- Click on the  button in Figure 3.2.2-4.
-  button will be enabled.



Item Code	Item Description	SKU	Packaging Description	Batch No	Expiry Date	Quarantine Quantity	Unit Price	Expired Quantity	Physical Quantity	Bin Card Quantity	Store Location	Remark
03.3062.08.255T	2.5L bag 1.25mmol Calcium Dialysate Soln 2.5% Dextrose	bag	Box of 5 bag	DMHPSF14	31/03/2015	0	0.0000	0	0	0	-	

Figure 3.2.2-3 Send for Approval

STEP 10

Click on the  button to send the count sheet to the superior in charge for approval.

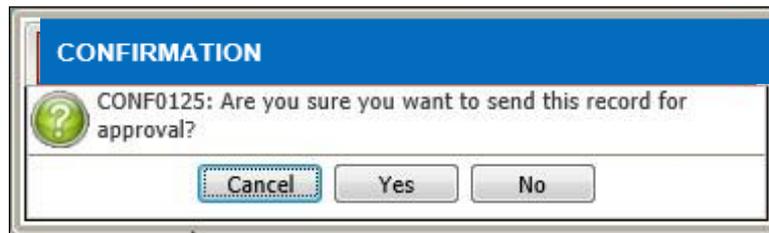
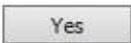
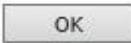


Figure 3.2.2-4 Send for Approval



Figure 3.2.2-5 Successfully Sent for Approval

Note

- Click on the  button in Figure 3.2.2-4.
- Click on the  button in Figure 3.2.2-5.
- The **Status** will be change automatically to 'Pending for Approval'.
- The Count Sheet will be sent to the Pharmacist for approval.

3.2.3 Count Sheet Approval

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

TASK LIST					
Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
Issue	M02PS001-0002397	14/08/2014 10:50 AM	Pending For Approval	STOR FARMASI	
Issue	M02PS001-0002389	14/08/2014 10:02 AM	Pending For Approval	STOR FARMASI	
Issue	M02PS001-0002392	14/08/2014 10:25 AM	Pending For Approval	STOR FARMASI	
Issue	M02PS001-0002394	14/08/2014 10:32 AM	Pending For Approval	STOR FARMASI	
Issue	M02PS001-0002395	14/08/2014 10:34 AM	Pending For Approval	STOR FARMASI	
Issue	M02PS001-0002396	14/08/2014 10:36 AM	Pending For Approval	STOR FARMASI	
Count Sheet	CS14000009	17/07/2014 12:14 PM	Pending for Approval	STOR FARMASI	
Budget Virement	BT14000001	20/08/2014 06:15 PM	Pending For Approval	STOR FARMASI	
Deduction (Tarik Balik)	BD14000001	20/08/2014 05:19 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							
<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Print"/> <input type="button" value="Close"/>							
COUNT SHEET INFORMATION							
Count Sheet No	<input type="text" value="CS14000031"/>			Created Date	<input type="text" value="03/04/2014 1:16:56 PM"/>		
Stock Taking No	<input type="text" value="ST14000036"/>			UOM	<input type="text" value="SKU"/>		
Unit Name	<input type="text" value="STOR FARMASI"/>			Item Sub-Group	<input type="text" value="-"/>		
Item Group	<input type="text" value="All"/>			Status	<input type="text" value="Pending for Approval"/>		
Stock Taking Type	<input type="text" value="Random"/>			Reject Reason	<input type="text"/>		
Created By	<input type="text"/>						
COUNT SHEET ITEM LIST							
[1 - 1 / 1]							
Expired Quantity	Examiner (Stock Available (SKU))		Approver (Stock Available (SKU))		Stock Condition		Remark
	Physical Quantity	Bin Card Quantity	Agreed (Y/N) <input type="checkbox"/>	Physical Quantity	Bin Card Quantity	Justification	
0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>

Figure 3.2.3-2 Count Sheet Approval

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** and the **Bin Card Quantity**.
- As user is an approver, **Available Qty (SKU/PKU)** will be shown.

STEP 3

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

STEP 4

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

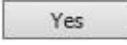
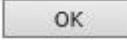
STEP 5

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

STEP 6

Click on the  button to save the count sheet record.

Note

- Click on the  button in Figure 3.2.3-3.
- Click on the  button in Figure 3.2.3-4.

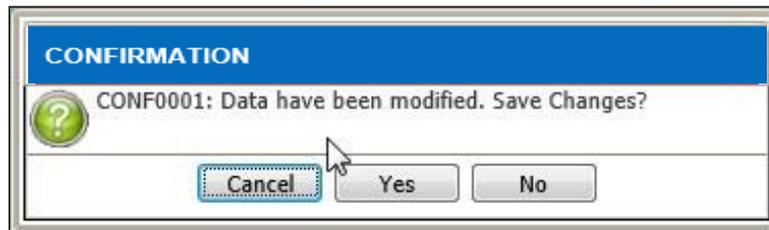


Figure 3.2.3-3 Save Record?

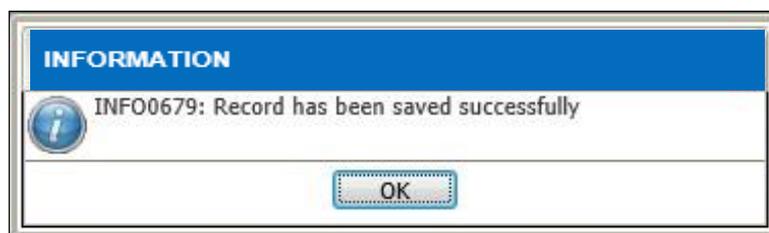
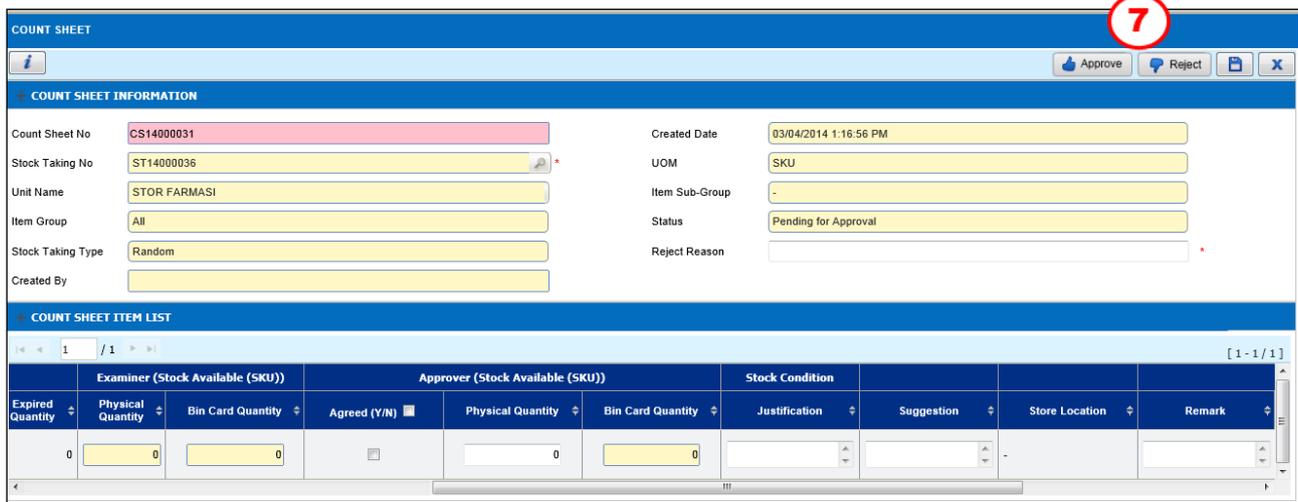


Figure 3.2.3-4 Message Information

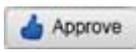


Examiner (Stock Available (SKU))		Approver (Stock Available (SKU))		Stock Condition		Justification	Suggestion	Store Location	Remark
Expired Quantity	Physical Quantity	Bin Card Quantity	Agreed (Y/N)	Physical Quantity	Bin Card Quantity				
0	0	0	<input type="checkbox"/>	0	0			-	

Figure 3.2.3-5 Approve/Reject Count Sheet

STEP 7

Select either one of the available buttons:

-  button to approve the Count Sheet transaction
-  button to reject the Count Sheet transaction

Note

- The **Status** will change automatically to 'Approved' or 'Rejected'
- To reject the Count Sheet, **Reject Reason** is mandatory to be entered.
-  button will be enabled.
-  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.

COUNT SHEET 8

i

KEW.PS-17
KEW.PS-14
X

COUNT SHEET INFORMATION

Count Sheet No	CS14000031	Created Date	03/04/2014 1:16:56 PM
Stock Taking No	ST14000036	UOM	SKU
Unit Name	STOR FARMASI	Item Sub-Group	-
Item Group	All	Status	Approved
Stock Taking Type	Random	Reject Reason	
Created By			

COUNT SHEET ITEM LIST

1 / 1
[1 - 1 / 1]

Item Code	Item Description	SKU	Packaging Description	Batch No	Expiry Date	Stock Available (SKU)	Quarantine Quantity	Unit Price
03.3062.08.255T	2.5L bag 1.25mmol Calcium Dialysate Soln 2.5% Dextrose	bag	Box of 5 bag	DMHPSF14	31/03/2015	9999	0	0.0000

Figure 3.2.3-6 View/Print report

STEP 8

Click on the  and  button to view/print the reports as shown in Figure 3.2.3-7 and 3.2.3-8

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.*



PhIS & CPS Project
User Manual – Pharmacy Inventory
Stock Taking and Verification



KEW.PS-14

KEMENTERIAN KESIHATAN MALAYSIA
Hospital Raja Permaisuri Bainun, Ipoh
LAPORAN PEMERIKSAAN / VERIFIKASI STOR TAHUN 2013
(Tatacara Pengurusan Stor 184 dan 185)

Kementerian/Jabatan Pharmacy Store

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)		Syor/Cadangan(lupus/hapus kira/pelarasan stok/pindahan stok)
			Fizikal Stok	Baki di Kad Kawalan	Lebih	Kurang	Fizikal Stok	Baki di Kad Kawalan Stok	Lebih	Kurang	Kuantiti	Justifikasi	
B120046000 1.01	Central Venous Catheter, Triple Lumen, 16/18/18G, 15cm	0.0000	10	0	10	-	10	0	10	-			
B116058002 0.01	Trocar Cannula, Thoracic Size Fg38	0.0000	0	0	-	0	0	0	-	0			
B116058002 0.01	Trocar Cannula, Thoracic Size Fg38	20.0000	10	1	9	-	10	1	9	-			
JUMLA			20	1	19	0	20	1	19	0			

Printed Date:

Printed By:

Source:

Page 1 of 2

Figure 3.2.3-7 KEW.PS-14



PHIS & CPS Project
User Manual – Pharmacy Inventory
Stock Taking and Verification



KEMENTERIAN KESIHATAN MALAYSIA
Hospital Raja Permaisuri Bainun, Ipoh
PENYATA PELARASAN STOK
(Tatacara Pengurusan Stor 198)

KEW.PS-17

Kementerian / Jabatan : Pharmacy Store

Kategori Stor : PusatUtama/Sub Store/Unit

Bil.	Perihal Stok	No. Kad Kawalan Stok	Tarikh Penemuan (Pengiraan/ Pemeriksaan/ Verifikasi)	Harga Seunit (RM)	Kekurangan		Lebihan		Justifikasi silap pengiraan
					Kuantiti	Nilai (RM)	Kuantiti	Nilai (RM)	
1	Acetylsalicylic Acid 300 mg Soluble Tablet	02.0003.05	01/11/2014	2.0839	402.95	839.71			

Disediakan oleh:

Nama :
Jawatan :
Unit :
Jabatan :
Tarikh :

Nama :
Jawatan :
Unit :
Jabatan :
Tarikh :

Printed Date:

Printed By:

Source:

Page 1 of 1

Figure 3.2.3-8 KEW.PS-17

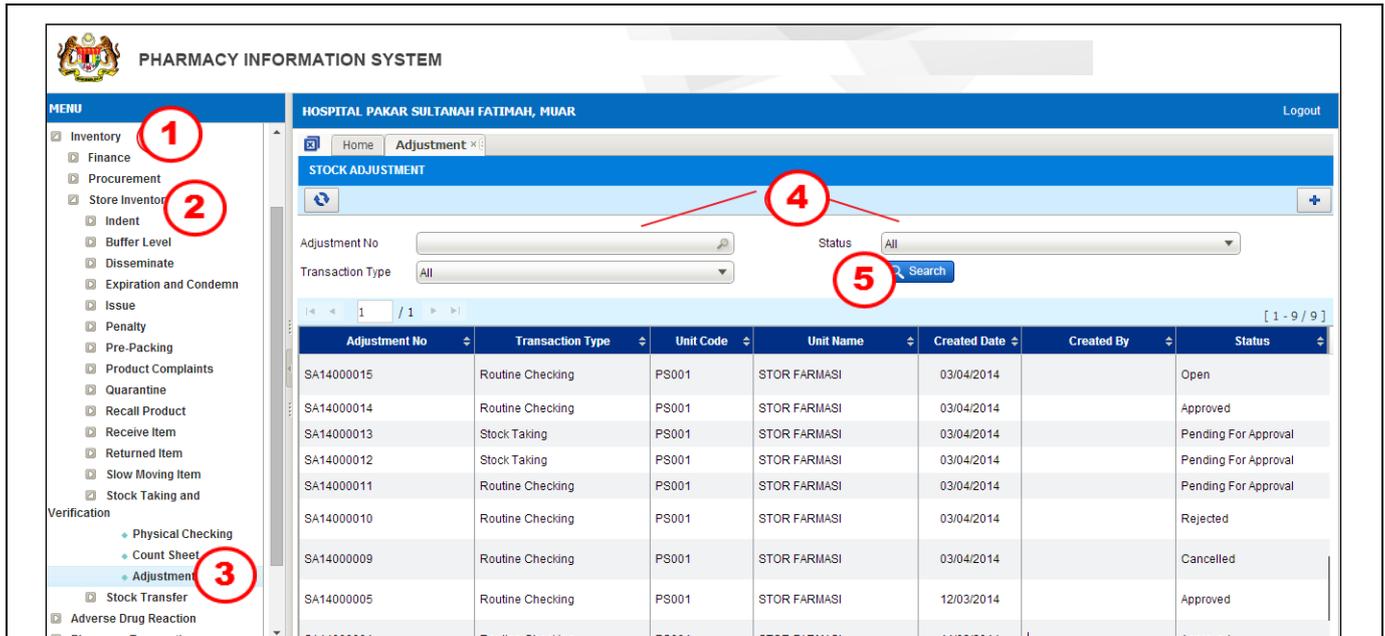
3.3 Stock Adjustment

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:



Adjustment No.	Transaction Type	Unit Code	Unit Name	Created Date	Created By	Status
SA14000015	Routine Checking	PS001	STOR FARMASI	03/04/2014		Open
SA14000014	Routine Checking	PS001	STOR FARMASI	03/04/2014		Approved
SA14000013	Stock Taking	PS001	STOR FARMASI	03/04/2014		Pending For Approval
SA14000012	Stock Taking	PS001	STOR FARMASI	03/04/2014		Pending For Approval
SA14000011	Routine Checking	PS001	STOR FARMASI	03/04/2014		Pending For Approval
SA14000010	Routine Checking	PS001	STOR FARMASI	03/04/2014		Rejected
SA14000009	Routine Checking	PS001	STOR FARMASI	03/04/2014		Cancelled
SA14000005	Routine Checking	PS001	STOR FARMASI	12/03/2014		Approved
SA14000004	Routine Checking	PS001	STOR FARMASI	11/03/2014		Approved

Figure 3.3.1-1 Stock Adjustment Listing Page

STEP 1

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

STEP 2

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

STEP 3

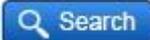
Click on '**Adjustment**'

STEP 4

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

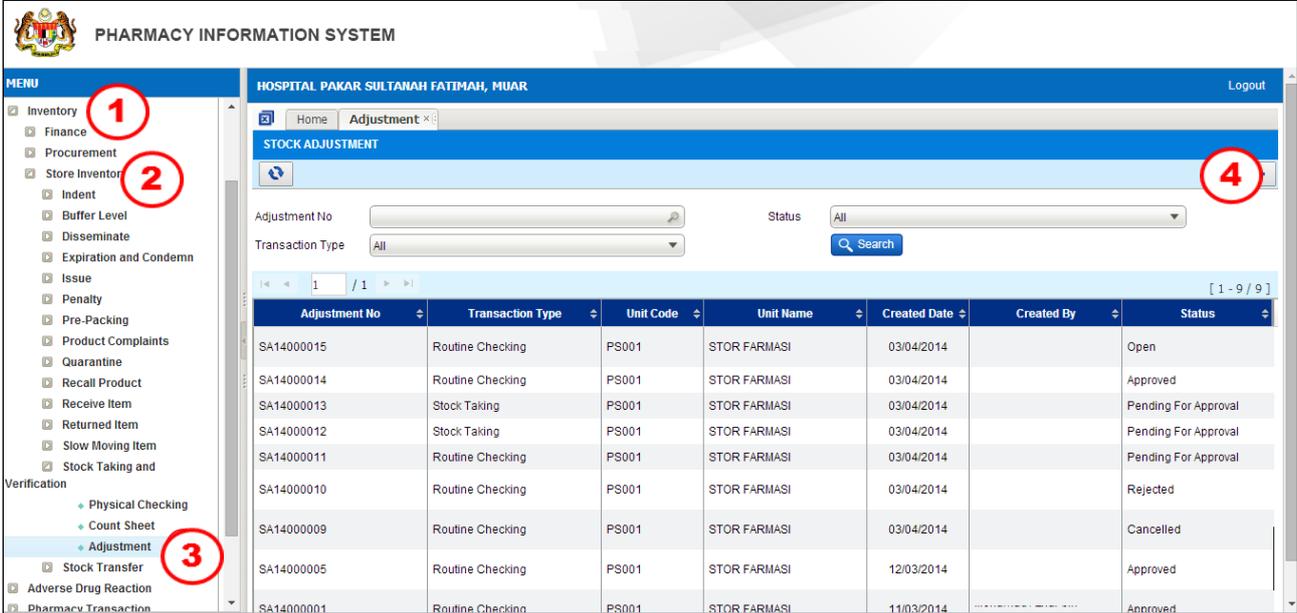
- a) Adjustment No.
- b) Transaction Type
 - All
 - Routine Checking
 - Stock Taking
- c) Status
 - All
 - Approved
 - Cancelled
 - Open
 - Pending for Approval
 - Rejected

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.



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Adjustment x

STOCK ADJUSTMENT

Adjustment No: Status: All

Transaction Type: All

[1 - 9 / 9]

Adjustment No	Transaction Type	Unit Code	Unit Name	Created Date	Created By	Status
SA14000015	Routine Checking	PS001	STOR FARMASI	03/04/2014		Open
SA14000014	Routine Checking	PS001	STOR FARMASI	03/04/2014		Approved
SA14000013	Stock Taking	PS001	STOR FARMASI	03/04/2014		Pending For Approval
SA14000012	Stock Taking	PS001	STOR FARMASI	03/04/2014		Pending For Approval
SA14000011	Routine Checking	PS001	STOR FARMASI	03/04/2014		Pending For Approval
SA14000010	Routine Checking	PS001	STOR FARMASI	03/04/2014		Rejected
SA14000009	Routine Checking	PS001	STOR FARMASI	03/04/2014		Cancelled
SA14000005	Routine Checking	PS001	STOR FARMASI	12/03/2014		Approved
SA14000001	Routine Checking	PS001	STOR FARMASI	11/03/2014		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 'Store Inventory' sub-menu.

STEP 2

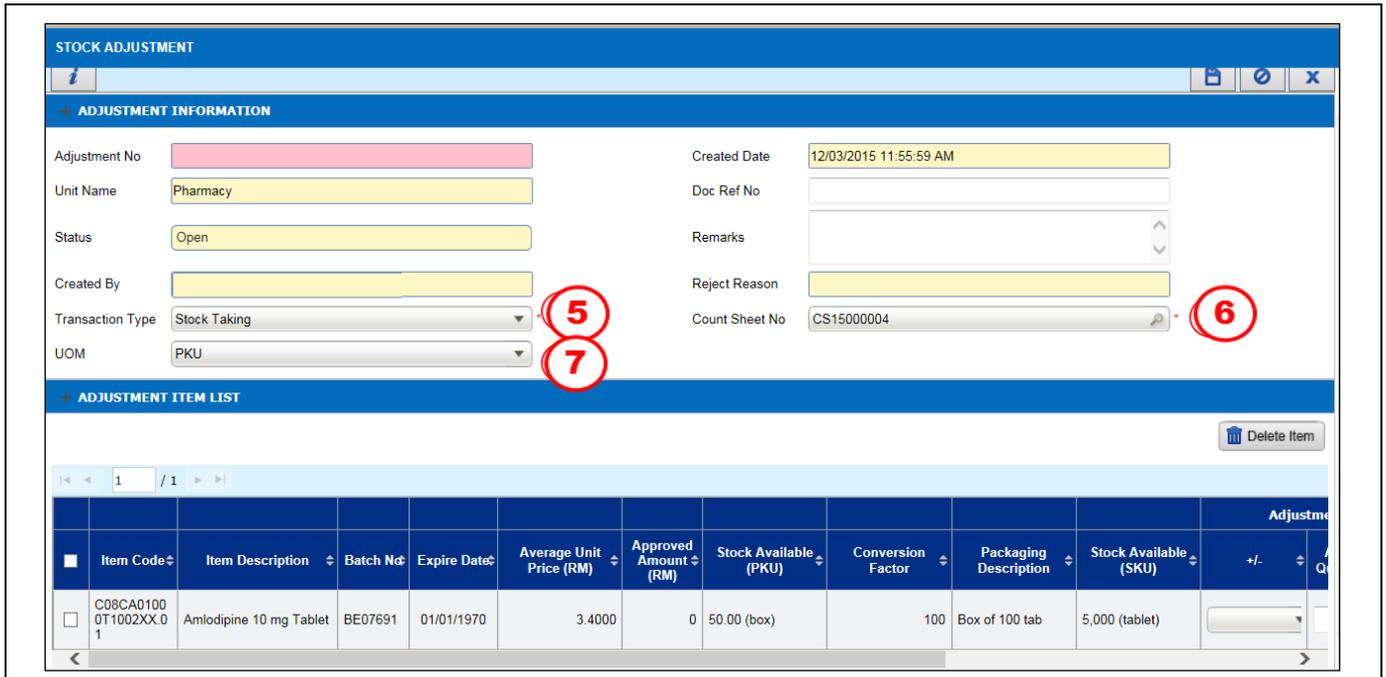
Click on '*Stock Taking and Verification*'

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



STOCK ADJUSTMENT

ADJUSTMENT INFORMATION

Adjustment No: [] Created Date: 12/03/2015 11:55:59 AM

Unit Name: Pharmacy Doc Ref No: []

Status: Open Remarks: []

Created By: [] Reject Reason: []

Transaction Type: Stock Taking (5) Count Sheet No: CS15000004 (6)

UOM: PKU (7)

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)	Adjustm
C08CAD100 OT1002XX.0 1	Amlodipine 10 mg Tablet	BE07691	01/01/1970	3.4000	0	50.00 (box)	100	Box of 100 tab	5,000 (tablet)	

Figure 3.3.2-2 Stock Adjustment

Note

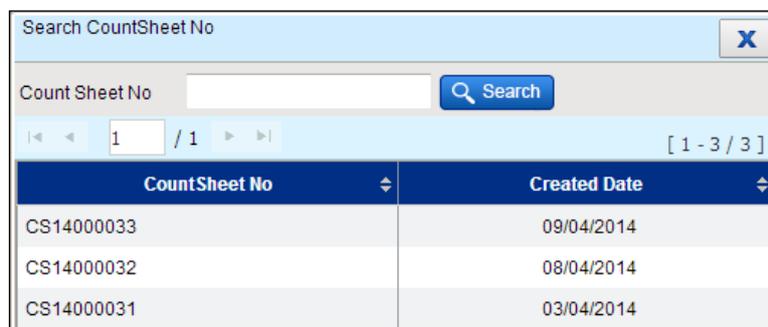
- **Created Date** is default to the system date and time.
- **Unit Name** is defaulted to the unit as per user Login ID.
- **Created By** will be displayed based on user Login ID.
- A new Stock Adjustment record **Status** is defaulted as 'Open'.

STEP 5

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

STEP 6

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



Search CountSheet No

Count Sheet No: [] Search

CountSheet No	Created Date
CS14000033	09/04/2014
CS14000032	08/04/2014
CS14000031	03/04/2014

Figure 3.3.2-3 Search Count Sheet No.

Note

- The system will display as per Figure 3.3.2-3.
- **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.

STOCK ADJUSTMENT

+ ADJUSTMENT INFORMATION

Adjustment No	<input type="text"/>	Created Date	12/03/2015 11:55:59 AM
Unit Name	Pharmacy	Doc Ref No	<input type="text"/>
Status	Open	Remarks	<input style="height: 20px;" type="text"/>
Created By	<input type="text"/>	Reject Reason	<input type="text"/>
Transaction Type	Stock Taking	Count Sheet No	CS15000004
UOM	PKU		

+ ADJUSTMENT ITEM LIST

Unit (RM)	Approved Amount (RM)	Stock Available (PKU)	Conversion Factor	Packaging Description	Stock Available (SKU)	Adjustment		Adjusted Quantity (PKU)	Reason	Remark
						+/-	Adjustment Quantity(PKU)			
3.4000	0	50.00 (box)	100	Box of 100 tab	5,000 (tablet)	<input type="text"/>	0	50 (box)	<input type="text"/>	<input type="text"/>

Figure 3.3.2-4 Adjustment

STEP 7

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

STEP 8

Enter **Doc Ref No.**

STEP 9

Enter **Remarks**

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)

STOCK ADJUSTMENT

13

ADJUSTMENT INFORMATION

Adjustment No	<input type="text"/>	Created Date	<input type="text" value="12/03/2015 11:55:59 AM"/>
Unit Name	<input type="text" value="Pharmacy"/>	Doc Ref No	<input type="text"/>
Status	<input type="text" value="Open"/>	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="CS15000004"/>
UOM	<input type="text" value="PKU"/>		

ADJUSTMENT ITEM LIST

Delete Item

	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)	Adjustment	Quantity
12	C08CA0100 OT1002XX.0 1	Amlodipine 10 mg Tablet	BE07691	01/01/1970	3.4000	0	50.00 (box)	100	Box of 100 tab	5,000 (tablet)	+/-	

Figure 3.3.2-5 Save Adjustment record

STEP 12

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

STEP 13

Click on the button to save the record.

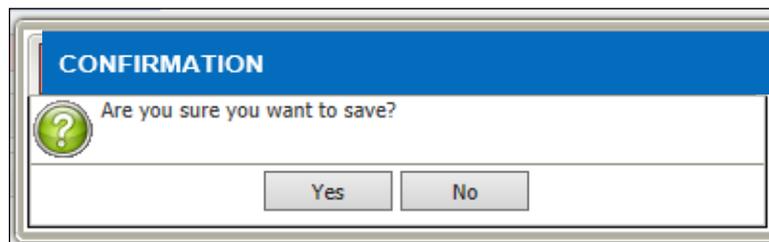


Figure 3.3.2-6 Save Record?

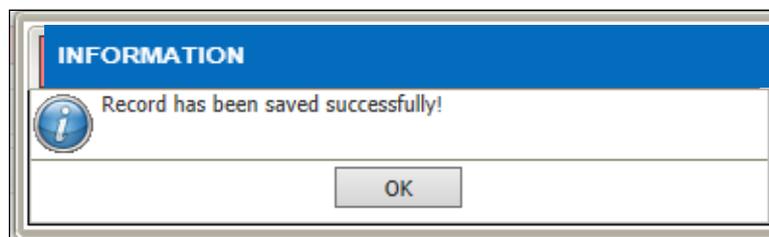


Figure 3.3.2-7 Message Information

Note

- Click on the button in Figure 3.3.2-6.
- Click on the button in Figure 3.3.2-7.
- **Adjustment No.** will be generated automatically for future reference.

- button will be enabled.
- button will be enabled. Click on the button to cancel the transaction and the **Status** will change to 'Cancelled'.

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)	+/-
C08CA0100 DT1002XX.D 1	Amlodipine 10 mg Tablet	BE07691	01/01/1970	3.4000	0	50.00 (box)	100	Box of 100 tab	5,000 (tablet)	-

Figure 3.3.2-8 Send for Approval

STEP 14

Click on the button to send Adjustment record to the HOD / Pharmacist for Approval

Note

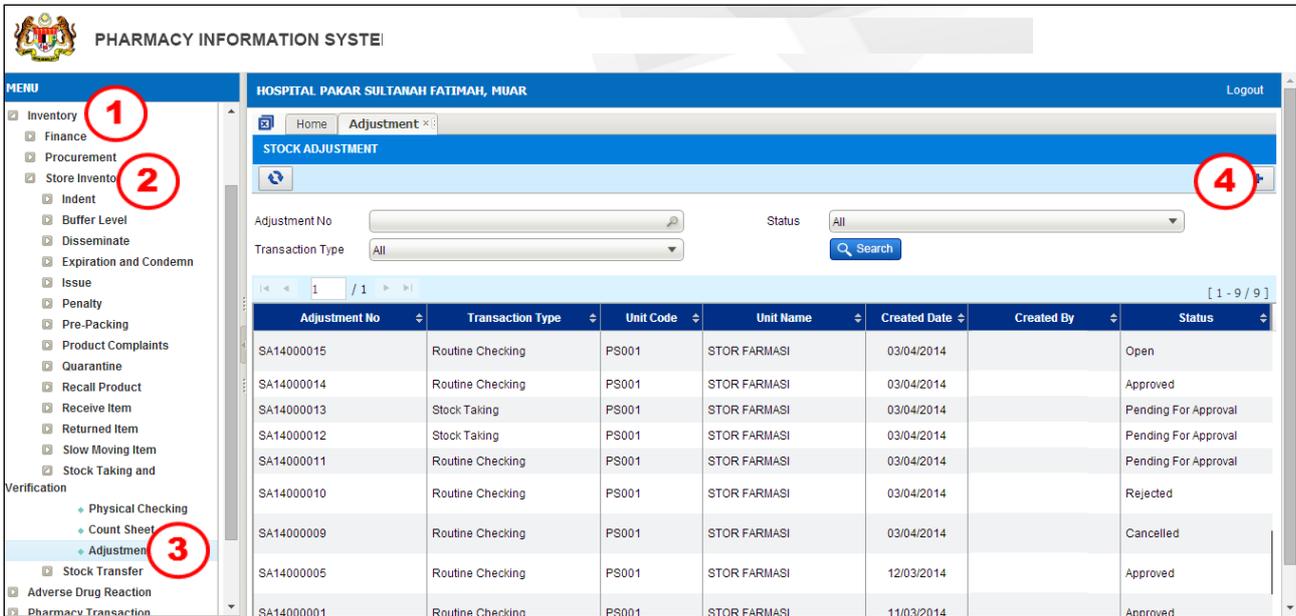
- Click on the button in Figure 3.3.2-9.
- Click on the button in Figure 3.3.2-10.
- The **Status** will be changed to 'Pending for Approval'.

Figure 3.3.2-9 Send for Approval

Figure 3.3.2-10 Approval Sent

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.



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MIUAR

Home Adjustment x: Logout

STOCK ADJUSTMENT

Adjustment No: [] Status: All

Transaction Type: All Search

Adjustment No	Transaction Type	Unit Code	Unit Name	Created Date	Created By	Status
SA14000015	Routine Checking	PS001	STOR FARMASI	03/04/2014		Open
SA14000014	Routine Checking	PS001	STOR FARMASI	03/04/2014		Approved
SA14000013	Stock Taking	PS001	STOR FARMASI	03/04/2014		Pending For Approval
SA14000012	Stock Taking	PS001	STOR FARMASI	03/04/2014		Pending For Approval
SA14000011	Routine Checking	PS001	STOR FARMASI	03/04/2014		Pending For Approval
SA14000010	Routine Checking	PS001	STOR FARMASI	03/04/2014		Rejected
SA14000009	Routine Checking	PS001	STOR FARMASI	03/04/2014		Cancelled
SA14000005	Routine Checking	PS001	STOR FARMASI	12/03/2014		Approved
SA14000001	Routine Checking	PS001	STOR FARMASI	11/03/2014		Approved

Figure 3.3.3-1 New Stock Adjustment

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

STEP 1

Click on 'Inventory' menu followed by 'Store Inventory' 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

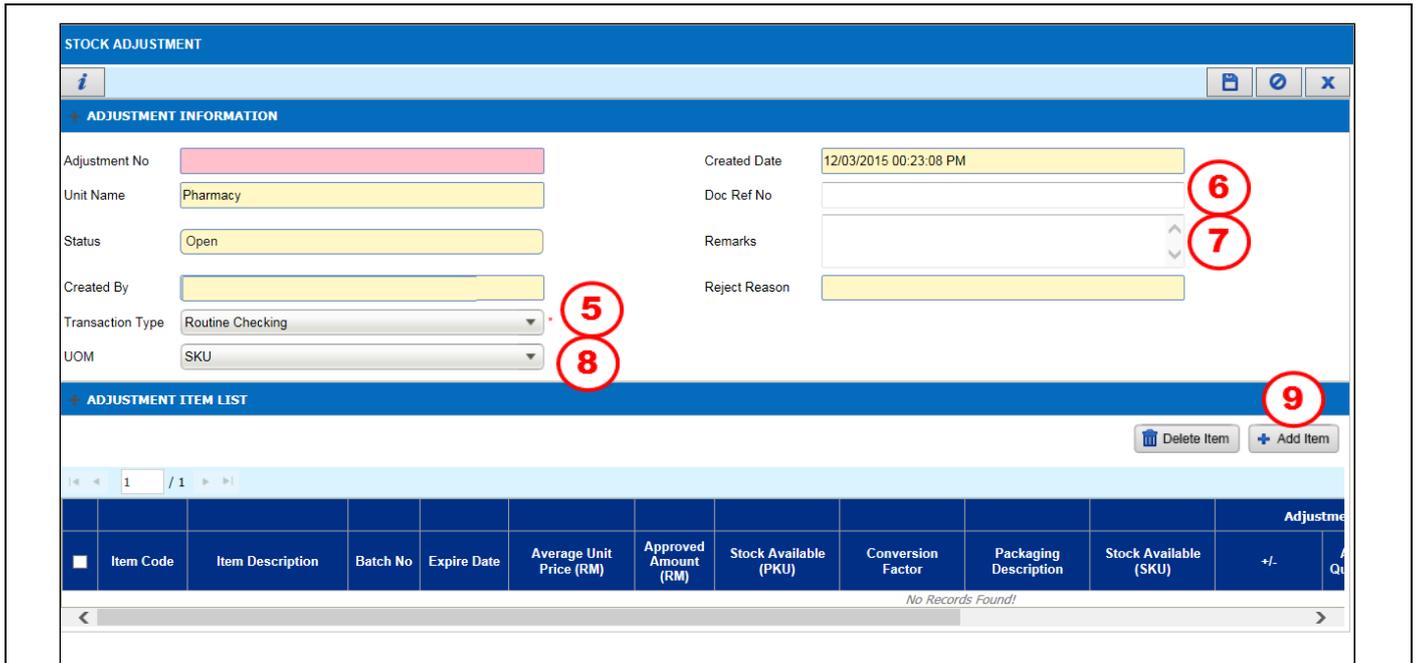


Figure 3.3.3-2 New Adjustment

STEP 5

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

Note

- A new Stock Adjustment record **Status** is defaulted as 'Open'.
- **Unit Name** is defaulted to the unit as per user Login ID.
- **Created By** will be displayed based on user Login ID.
- The **Created Date** is defaulted to the system date and time.

STEP 6

Enter **Doc Ref No.**

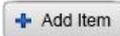
STEP 7

Enter **Remarks** if applicable.

STEP 8

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

STEP 9

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

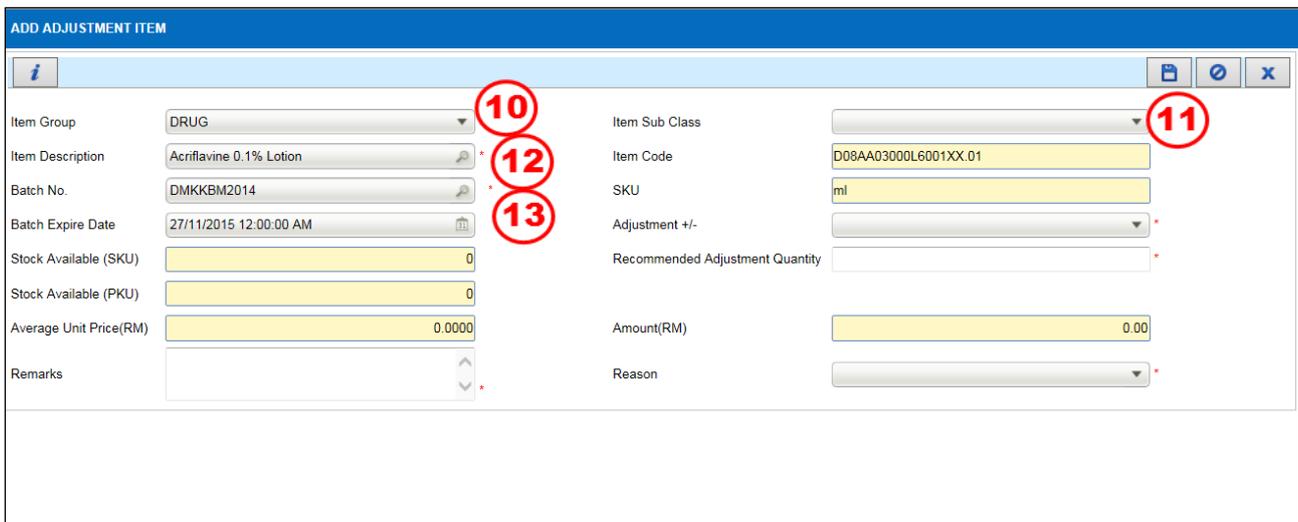


Figure 3.3.3-3 Add Adjustment Item

STEP 10

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

- Drug (Default Value)
- Non Drug

STEP 11

Select **Item Sub Class**

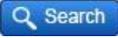
Note

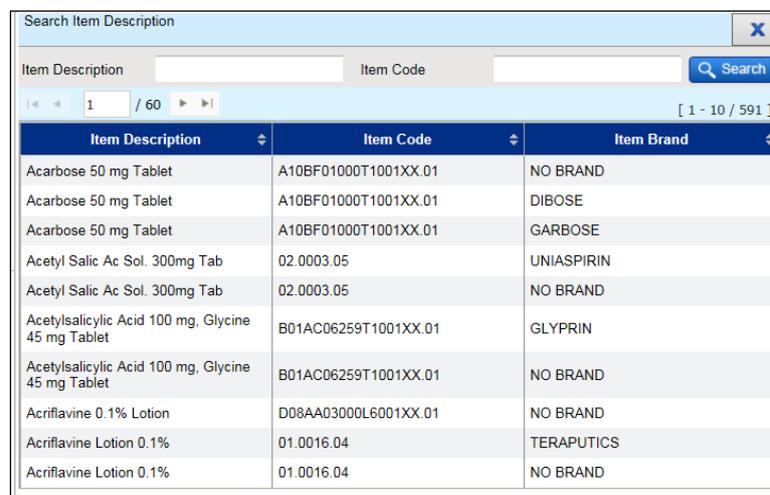
Item Sub Class list will be based on the selected Item Group.

STEP 12

Select **Item Description**.

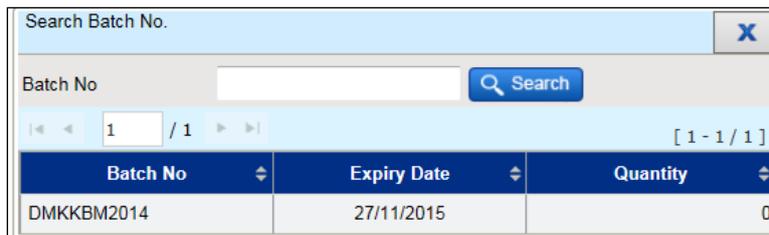
Note

- 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.



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



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

Figure 3.3.3-5 Select Batch No

STEP 13

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 Available Quantity** will be displayed automatically in the Add Adjustment Item window once the Batch No. is selected.

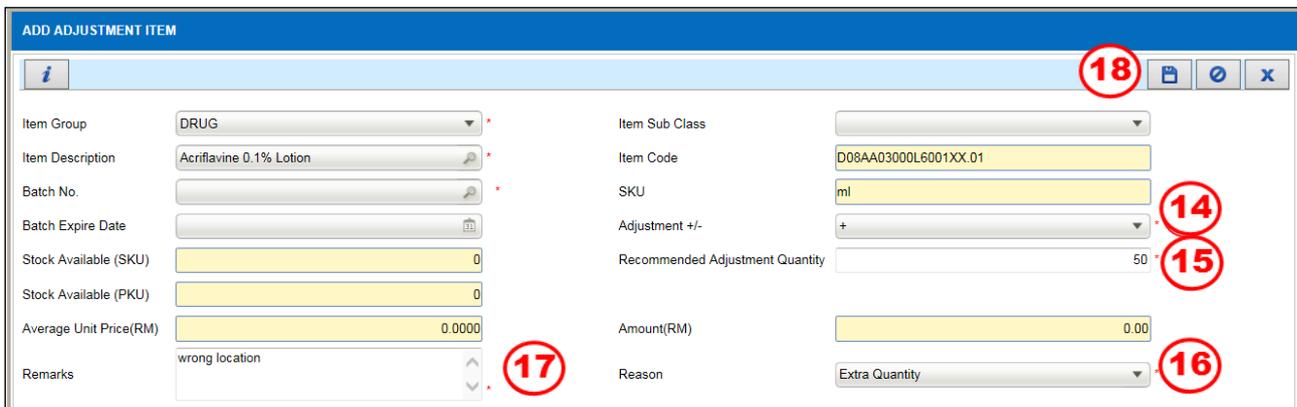


Figure 3.3.3-6 Add Adjustment Item

STEP 14

Select **Adjustment +/-**

Note

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

STEP 15

Enter **Recommended Adjustment Quantity**

STEP 16

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

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

STEP 17

Enter **Remarks** for adjustment of the item

STEP 18

Click on the  button to save the item selected in the Adjustment Item List

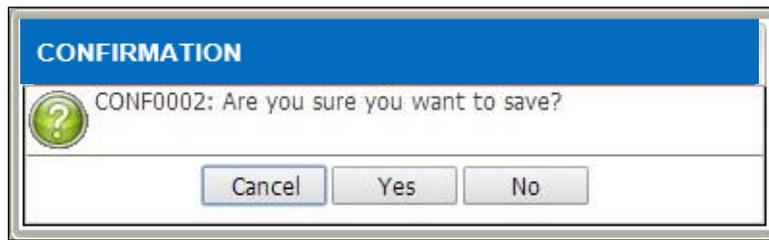


Figure 3.3.3-7 Confirm Save Record

STOCK ADJUSTMENT

20
i

+ ADJUSTMENT INFORMATION

Adjustment No	<input type="text"/>	Created Date	12/03/2015 00:23:08 PM
Unit Name	Pharmacy	Doc Ref No	<input type="text"/>
Status	Open	Remarks	<input style="height: 20px;" type="text"/>
Created By	<input type="text"/>	Reject Reason	<input type="text"/>
Transaction Type	Routine Checking		
UOM	SKU		

+ ADJUSTMENT ITEM LIST

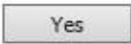
Delete Item
+ Add Item

1 / 1

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
<input checked="" type="checkbox"/>	D08AA03000 L6001XX.01 Acriflavine 0.1% Lotion	DMKKBM 2014	27/11/2015	0.0000	0	0.00 (bott)	60	bottle of 60 millilitre	0 (ml)	+	Qu

Figure 3.3.3-8 Save Record

Note

- Click on the  button in Figure 3.3.3-7.
- To add more items, repeat **STEP 7** to **STEP 18**.

STEP 19

Check the selected item checkbox to proceed with Adjustment

STEP 20

Click on the  button to save the Adjustment record

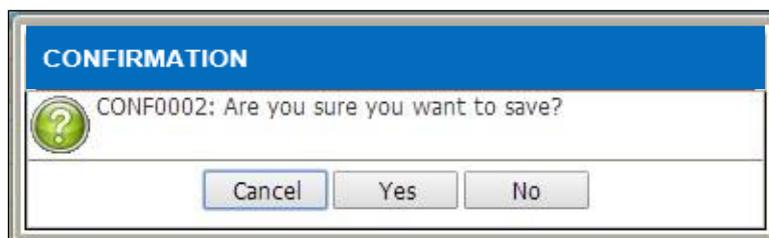
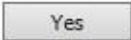
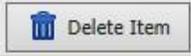
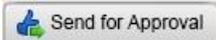


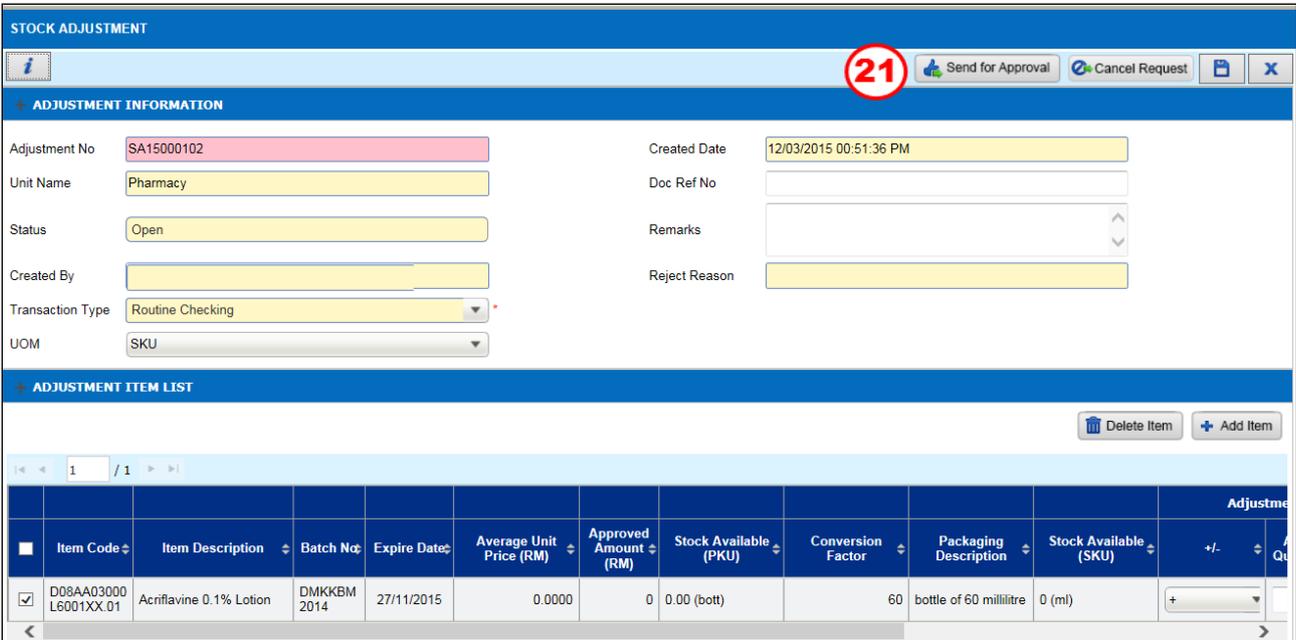
Figure 3.3.3-9 Save Record?

Note

- Click on the  button in Figure 3.3.3-9.
- **Adjustment No.** will be generated automatically for future reference.
- Check the checkbox and click on the  button to delete unwanted item(s).
-  button will be enabled. If the user clicks on the button, the **Status** of the transaction will change to 'Cancelled'.
-  button will be enabled.

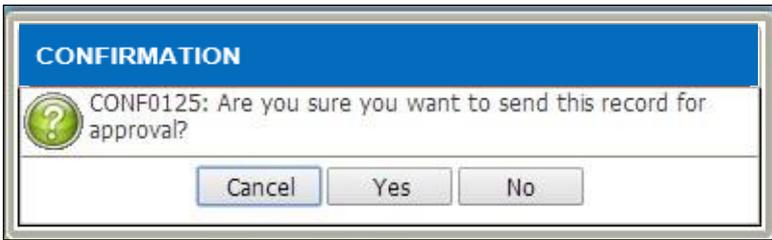
STEP 21

Click on the  button to send Adjustment record to the HOD / Pharmacist for Approval



The screenshot shows the 'STOCK ADJUSTMENT' form. At the top right, there are buttons for 'Send for Approval', 'Cancel Request', and a close button. The 'Send for Approval' button is circled in red with the number '21'. Below the buttons is the 'ADJUSTMENT INFORMATION' section with fields for Adjustment No (SA15000102), Unit Name (Pharmacy), Status (Open), Created By, Transaction Type (Routine Checking), and UOM (SKU). There is also a 'Remarks' field and a 'Reject Reason' field. Below this is the 'ADJUSTMENT ITEM LIST' section, which contains a table with columns for 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 has one row with a checked checkbox and the following data: Item Code: D08AA03000 L6001XX.01, Item Description: Acriflavine 0.1% Lotion, Batch No: DMKKBM 2014, Expire Date: 27/11/2015, Average Unit Price (RM): 0.0000, Approved Amount (RM): 0, Stock Available (PKU): 0.00 (bott), Conversion Factor: 60, Packaging Description: bottle of 60 millilitre, Stock Available (SKU): 0 (ml).

Figure 3.3.3-10 Send for Approval



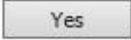
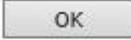
The screenshot shows a 'CONFIRMATION' dialog box. It has a blue header with the word 'CONFIRMATION' in white. Below the header is a question mark icon and the text 'CONF0125: Are you sure you want to send this record for approval?'. At the bottom of the dialog box are three buttons: 'Cancel', 'Yes', and 'No'.

Figure 3.3.3-11 Send for Approval



Figure 3.3.3-12 Approval Sent

Note

- Click on the  button in Figure 3.3.3-11.
- Click on the  button in Figure 3.3.3-12.
- The **Status** will change to 'Pending for Approval'.
- The HOD/Pharmacist will receive the 'Pending for Approval' Adjustment record in the Task List.

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						
No	Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
1	Adjustment	SA14000028 1	14/04/2014 12:30 PM	Pending For Approval	STOR FARMASI	
2	Adjustment	SA14000011	03/04/2014 10:23 AM	Pending For Approval	STOR FARMASI	
3	Adjustment	SA14000012	03/04/2014 10:24 AM	Pending For Approval	STOR FARMASI	
4	Adjustment	SA14000013	03/04/2014 10:24 AM	Pending For Approval	STOR FARMASI	
5	Adjustment	SA14000027	14/04/2014 12:11 PM	Pending For Approval	STOR FARMASI	
6	Indent	R14000031	02/04/2014 11:57 AM	Pending For Approval	STOR FARMASI	
7	Near Expiration Approval	E14000008	01/04/2014 01:07 PM	Pending For Approval	STOR FARMASI	
8	Near Expiration Approval	E14000012	02/04/2014 12:27 PM	Pending For Approval	STOR FARMASI	
9	Payment	PM14000001	20/03/2014 12:55 PM	Pending For Approval	STOR FARMASI	
10	Purchase Order	PO14000014	27/03/2014 02:55 PM	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)
 - a) Adjustment Sign (+/-)
 - b) Adjustment Quantity
 - c) Reason
 - d) Item Remark

2
Approve Reject X

ADJUSTMENT INFORMATION

Adjustment No	SA14000028	Created Date	14/04/2014 00:28:31 PM
Unit Name	STOR FARMASI	Doc Ref No	DRN001
Status	Pending For Approval	Remarks	
Created By		Reject Reason	
Transaction Type	Routine Checking		

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)	Adjustment
<input checked="" type="checkbox"/>	03.3062.06.25 5T	2.5L bag 1.25mmol Calcium Dialysate Soln 1.5% Dextrose	DMHPSF1 4	31/03/2015	0.0000	0.00	1,999.80 (box)	5	Box of 5 bag	9,999 (bag)	-

Figure 3.3.4-2 Approve Adjustment

STEP 2

- a) Click on the  button to approve the Stock Adjustment record and the **Status** will change to 'Approved'

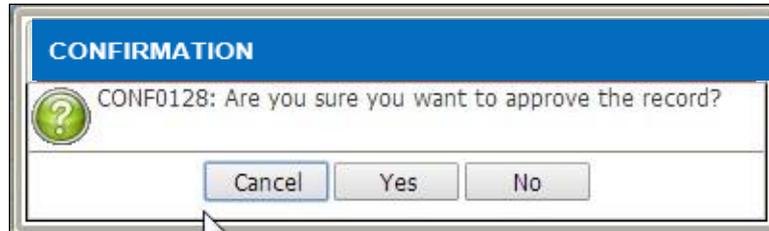


Figure 3.3.4-3 Approve record

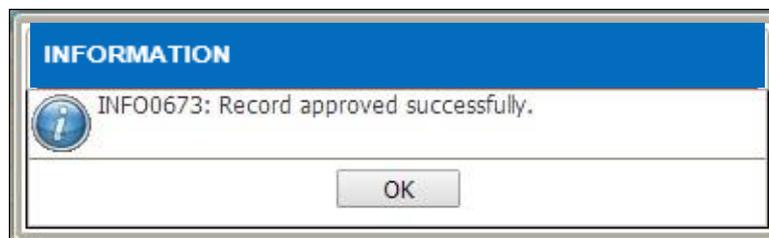


Figure 3.3.4-4 Successfully Approved

Note

- Click on the  button in Figure 3.3.4-3 followed by the  button in Figure 3.3.4-4.
- The available quantity of the item will be updated based on the action taken by the HOD/Pharmacist.

- b) Click on the  button to reject the Adjustment record and the **Status** will change to 'Rejected'

- **Reject Reason** is mandatory to be entered to reject the Adjustment transaction.
- Click on the  button to view/print the Adjustment report as shown in Figure 3.3.4-5.



PhIS & CPS Project
User Manual – Pharmacy Inventory
Stock Taking and Verification





KEMENTERIAN KESIHATAN MALAYSIA
Hospital Kulim
STOCK ADJUSTMENT REPORT

(F11) : SA15000102
Document in full screen : Routine Checking
Esc to exit the view. Ref :
as expired. Click BUY
W to enable this feature

Date : 12/03/2015
Status : Approved

Description	SKU	Packaging Description	Conversion Factor	Quantity Available (SKU)	PKU	Adjustment(+/-)	Adjustment Quantity (SKU)	Reason	Unit Price (RM)	Amount (RM)	
D08AA03000 L6001XX.01		Acriflavine 0.1% Loton ml bottle of 60 millitre		60	50	bott	+	50	Damage	0.0000	
TOTAL :											

Disediakan oleh :

Nama :
Jawatan :
Unit :
Jabatan :
Tarikh :

Diluluskan Oleh :

Nama :
Jawatan :
Unit :
Jabatan :
Tarikh :

Printed :

Printed By :

Unit Name :

Source :

Page 1 of 1

Figure 3.3.4-5 Stock Adjustment Report



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

<i>No</i>	<i>Module</i>	<i>PDF Links</i>	<i>No</i>	<i>Module</i>	<i>PDF Links</i>
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