



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

User Manual Pharmacy Inventory (Stock Taking & Verification)

Version	: 9th EDITION
Document ID	: U.MANUAL_INV_STOCK TAKING_VERIFICATION



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Application reference: PhIS & CPS v2.0.1



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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

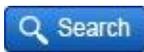
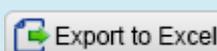
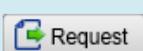
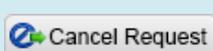
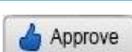
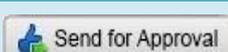
1.3 Organized Sections

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

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

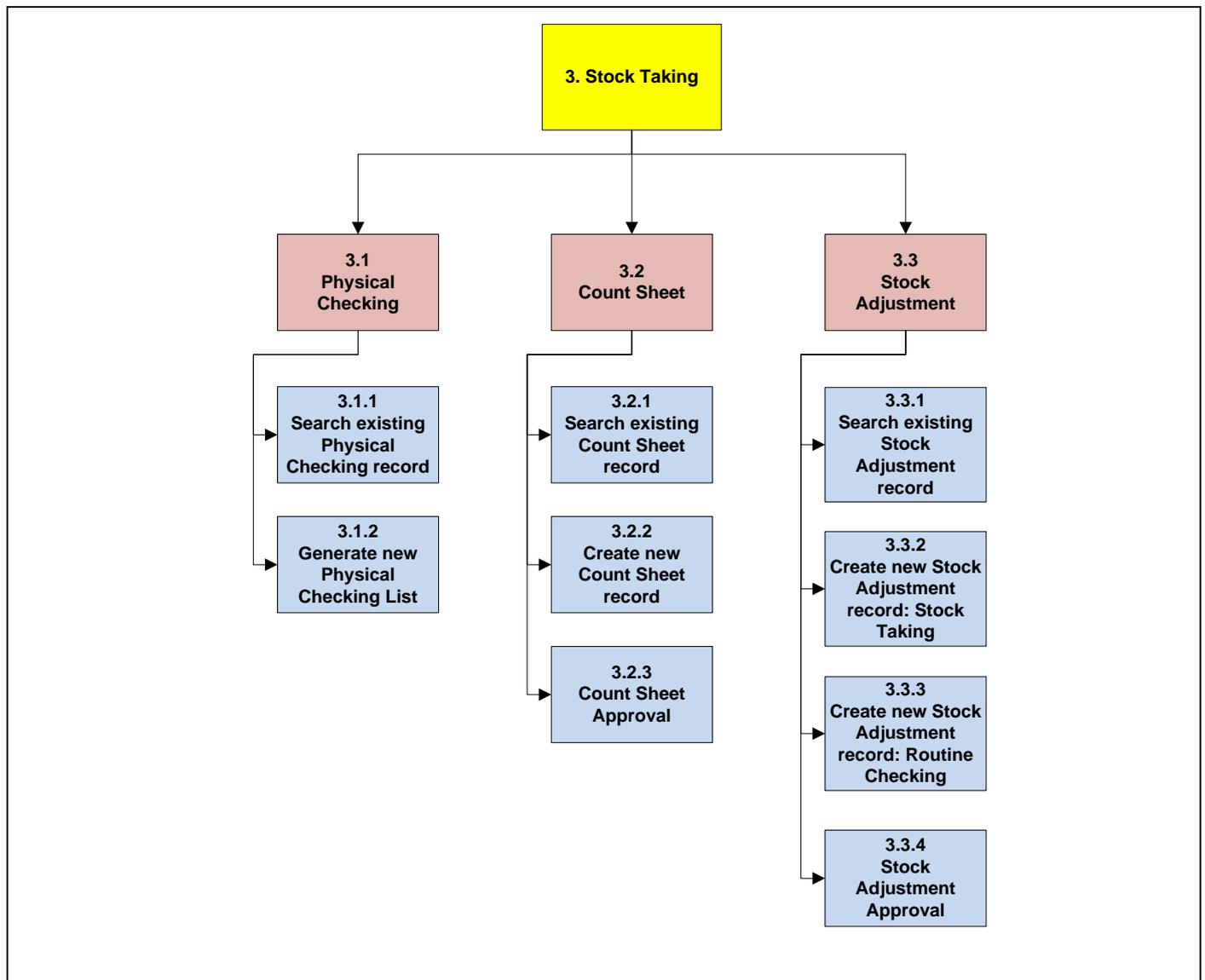


Figure 3.0-1

Functional Description

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

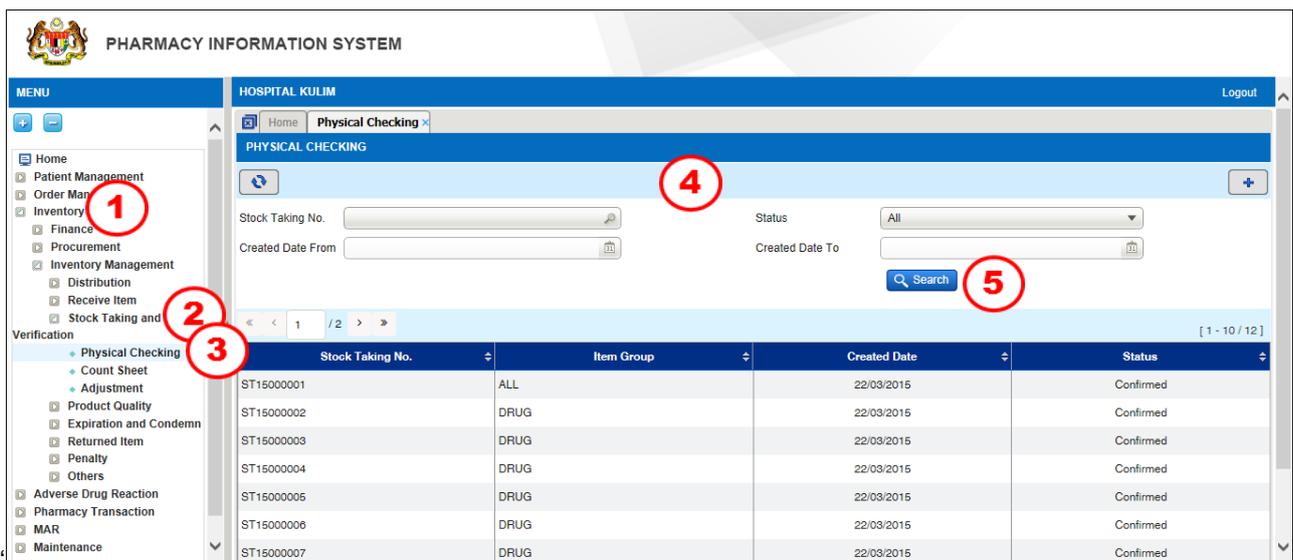
- **Physical Checking**
To generate a list of items to be proceed with stock count based on several criteria(s) selected.
- **Count Sheet**
Stock counts from the Physical Checking activities will be uploaded into the Count Sheet. The available quantity of stock in the system will be compared to the actual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



PHARMACY INFORMATION SYSTEM

HOSPITAL KULIM

Logout

Home Physical Checking

PHYSICAL CHECKING

Stock Taking No. Status All

Created Date From Created Date To

Search

Stock Taking No.	Item Group	Created Date	Status
ST15000001	ALL	22/03/2015	Confirmed
ST15000002	DRUG	22/03/2015	Confirmed
ST15000003	DRUG	22/03/2015	Confirmed
ST15000004	DRUG	22/03/2015	Confirmed
ST15000005	DRUG	22/03/2015	Confirmed
ST15000006	DRUG	22/03/2015	Confirmed
ST15000007	DRUG	22/03/2015	Confirmed

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**'

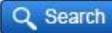
STEP 3

Click on '**Physical Checking**'

STEP 4

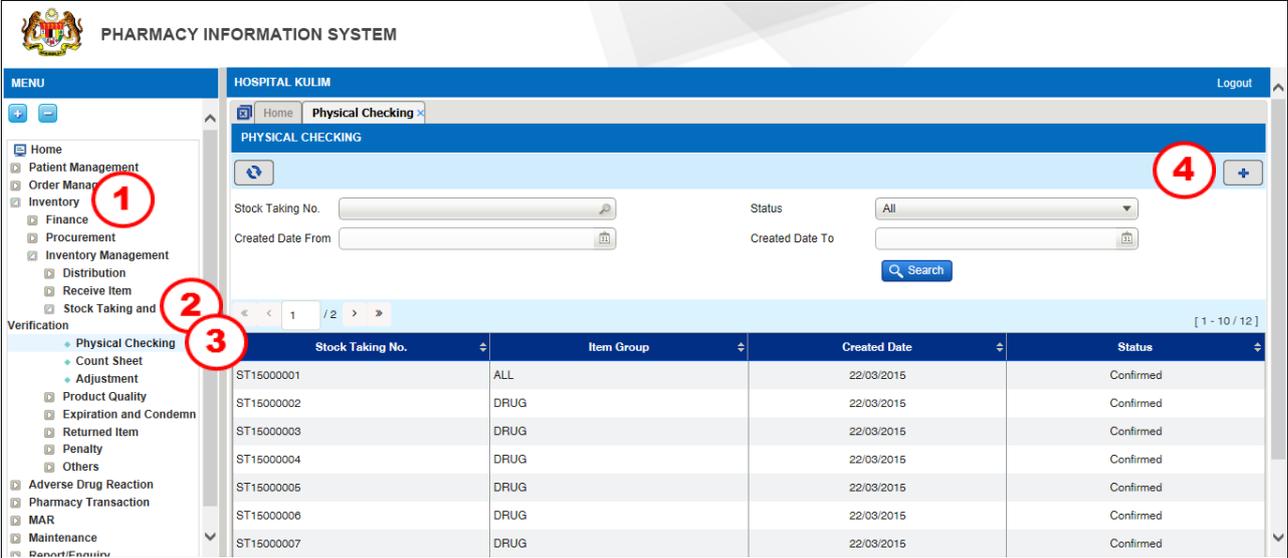
To search an existing Physical Checking record(s), user may search by '**Stock Taking No.**', '**Status**', '**Created Date From**' and '**Created Date To**'

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 'PHYSICAL CHECKING' page in the Pharmacy Information System. The left-hand menu is expanded to show the 'Inventory' section, with 'Stock Taking and Verification' selected. Under this, 'Physical Checking' is highlighted. The main content area shows a search interface with fields for 'Stock Taking No.', 'Status', and 'Created Date From/To'. A table below lists several records with columns for 'Stock Taking No.', 'Item Group', 'Created Date', and 'Status'. A red circle '4' highlights the '+' button in the top right corner of the table area.

Stock Taking No.	Item Group	Created Date	Status
ST15000001	ALL	22/03/2015	Confirmed
ST15000002	DRUG	22/03/2015	Confirmed
ST15000003	DRUG	22/03/2015	Confirmed
ST15000004	DRUG	22/03/2015	Confirmed
ST15000005	DRUG	22/03/2015	Confirmed
ST15000006	DRUG	22/03/2015	Confirmed
ST15000007	DRUG	22/03/2015	Confirmed

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

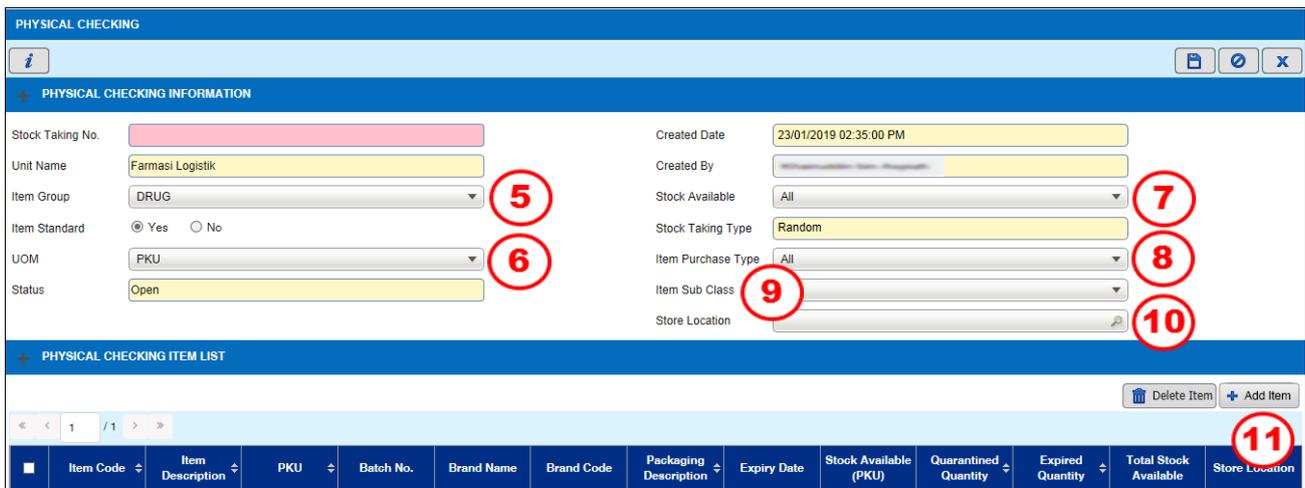


Figure 3.1.2-2 New Physical Checking record

Note

- **Unit Name** is defaulted to the unit as per user login ID
- **Created Date** 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 **Item Group** from the drop down box:

- Drug
- Non Drug

STEP 6

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 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

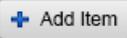
STEP 9

Select **Item Sub Class**

STEP 10

Select **Store Location**

STEP 11

Click on the  button

Note

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

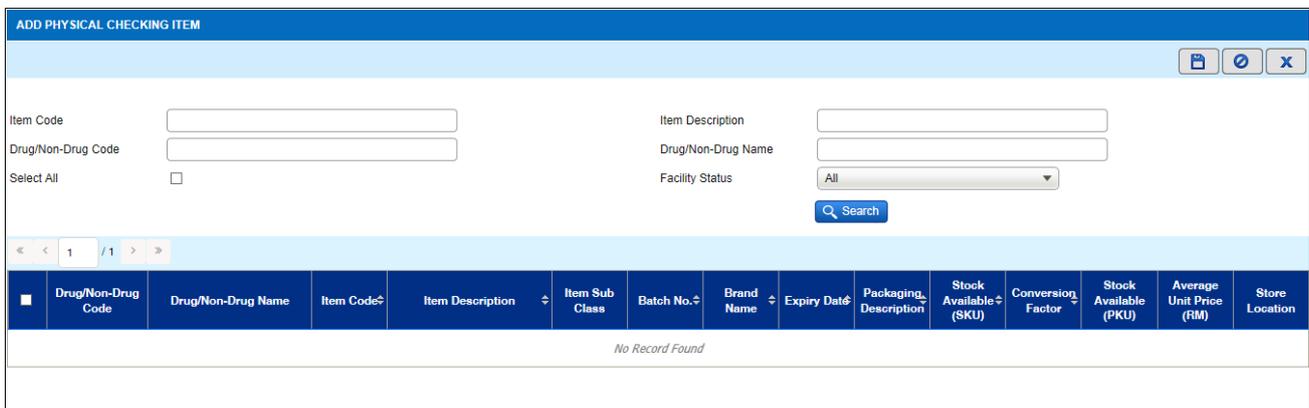


Figure 3.1.2-3 Screen after “Add Item” button clicked.

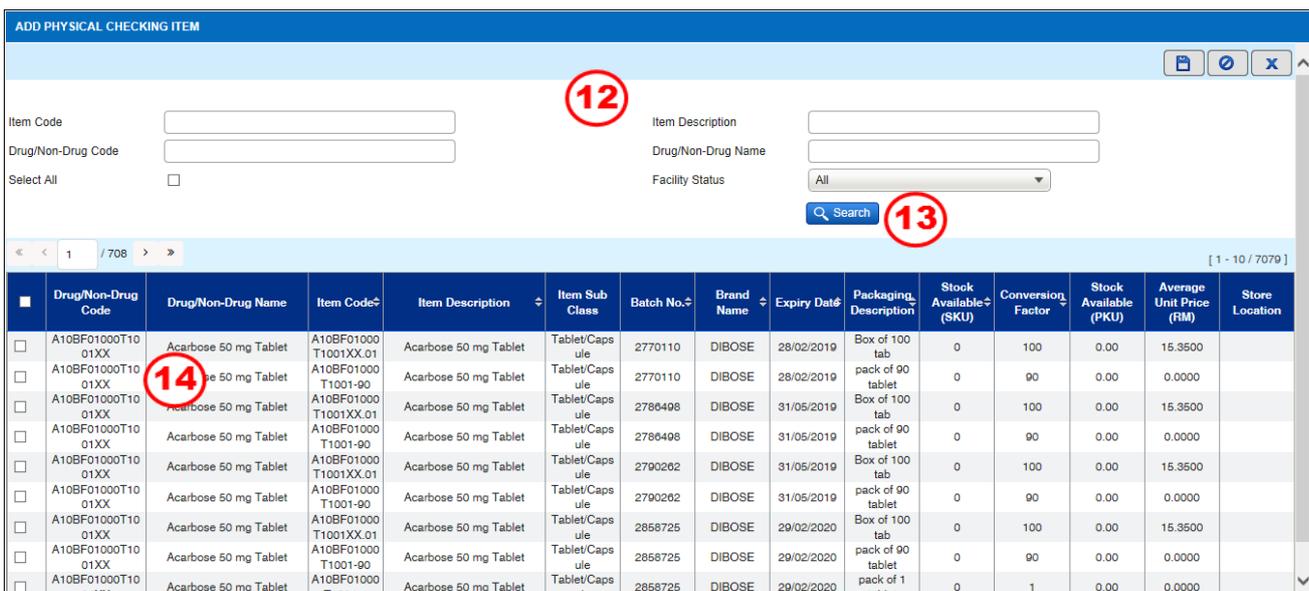


Figure 3.1.2-4 Add Physical Checking Item

STEP 12

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 13

Click on the  button and the list will be displayed

Note

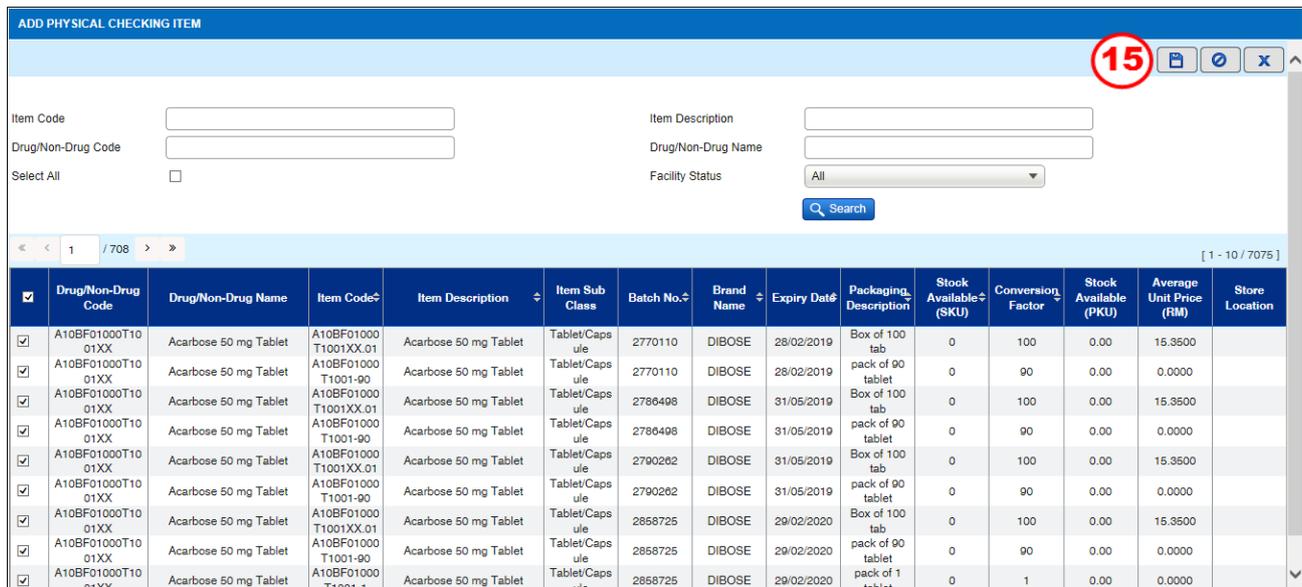
If user didn't enter any information in the search criteria, system will be display all the item.

STEP 14

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



<input checked="" type="checkbox"/>	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)	Store Location
<input checked="" type="checkbox"/>	A10BF01000T1001XX	Acarbose 50 mg Tablet	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	Tablet/Capsule	2770110	DIBOSE	28/02/2019	Box of 100 tablet	0	100	0.00	15.3500	
<input checked="" type="checkbox"/>	A10BF01000T1001XX	Acarbose 50 mg Tablet	A10BF01000T1001-90	Acarbose 50 mg Tablet	Tablet/Capsule	2770110	DIBOSE	28/02/2019	pack of 90 tablet	0	90	0.00	0.0000	
<input checked="" type="checkbox"/>	A10BF01000T1001XX	Acarbose 50 mg Tablet	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	Tablet/Capsule	2786498	DIBOSE	31/05/2019	Box of 100 tablet	0	100	0.00	15.3500	
<input checked="" type="checkbox"/>	A10BF01000T1001XX	Acarbose 50 mg Tablet	A10BF01000T1001-90	Acarbose 50 mg Tablet	Tablet/Capsule	2786498	DIBOSE	31/05/2019	pack of 90 tablet	0	90	0.00	0.0000	
<input checked="" type="checkbox"/>	A10BF01000T1001XX	Acarbose 50 mg Tablet	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	Tablet/Capsule	2790202	DIBOSE	31/05/2019	Box of 100 tablet	0	100	0.00	15.3500	
<input checked="" type="checkbox"/>	A10BF01000T1001XX	Acarbose 50 mg Tablet	A10BF01000T1001-90	Acarbose 50 mg Tablet	Tablet/Capsule	2790202	DIBOSE	31/05/2019	pack of 90 tablet	0	90	0.00	0.0000	
<input checked="" type="checkbox"/>	A10BF01000T1001XX	Acarbose 50 mg Tablet	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	Tablet/Capsule	2858725	DIBOSE	29/02/2020	Box of 100 tablet	0	100	0.00	15.3500	
<input checked="" type="checkbox"/>	A10BF01000T1001XX	Acarbose 50 mg Tablet	A10BF01000T1001-90	Acarbose 50 mg Tablet	Tablet/Capsule	2858725	DIBOSE	29/02/2020	pack of 90 tablet	0	90	0.00	0.0000	
<input checked="" type="checkbox"/>	A10BF01000T1001XX	Acarbose 50 mg Tablet	A10BF01000T1001-1	Acarbose 50 mg Tablet	Tablet/Capsule	2858725	DIBOSE	29/02/2020	pack of 1 tablet	0	1	0.00	0.0000	

Figure 3.1.2-5 Add Physical Checking Item

STEP 15

Click on the  button to save the transaction

Note

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

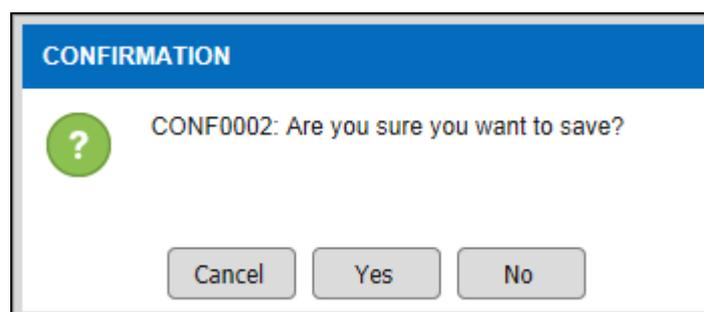
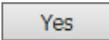
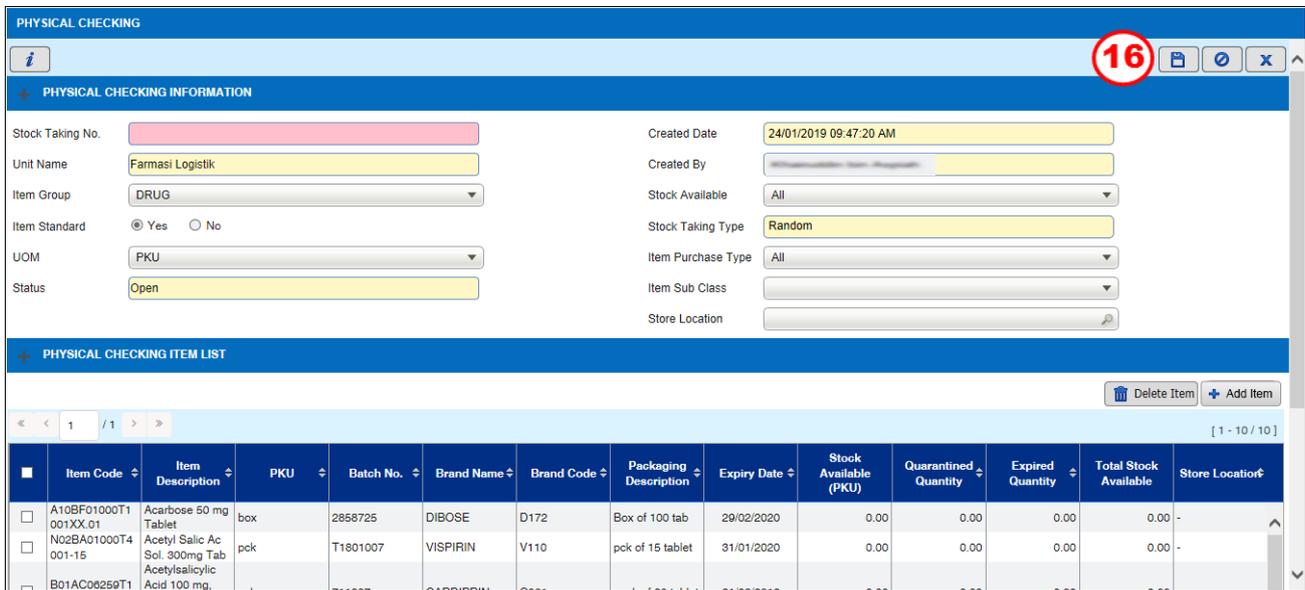


Figure 3.1.2-6 Confirmation Message

Note

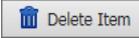
Click on the  button so save the record and the list will be updated as shown in Figure 3.1.2-7



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	2858725	DIBOSE	D172	Box of 100 tab	29/02/2020	0.00	0.00	0.00	0.00	-
N02BA01000T4001-15	Acetyl Salic Ac Sol. 300mg Tab	pck	T1801007	VISPIRIN	V110	pck of 15 tablet	31/01/2020	0.00	0.00	0.00	0.00	-
B01AC06250T1	Acetylsalicylic Acid 100 mg,											

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 16

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

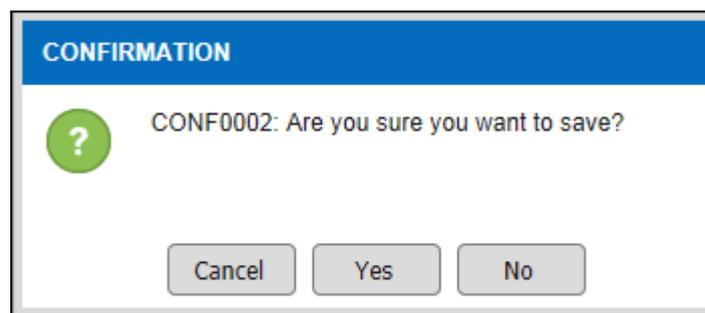
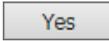


Figure 3.2.1-8 Confirmation Message

Note

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

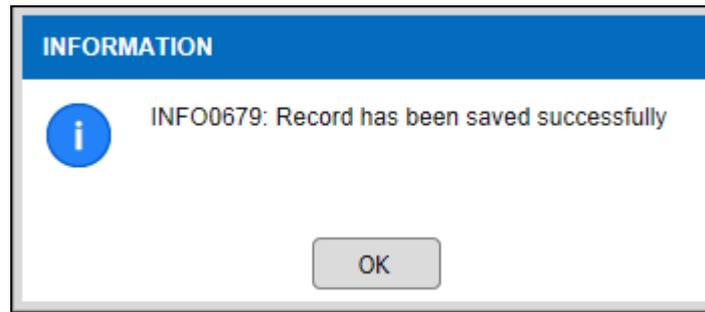
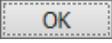


Figure 3.2.1-9 Information Message

Note

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

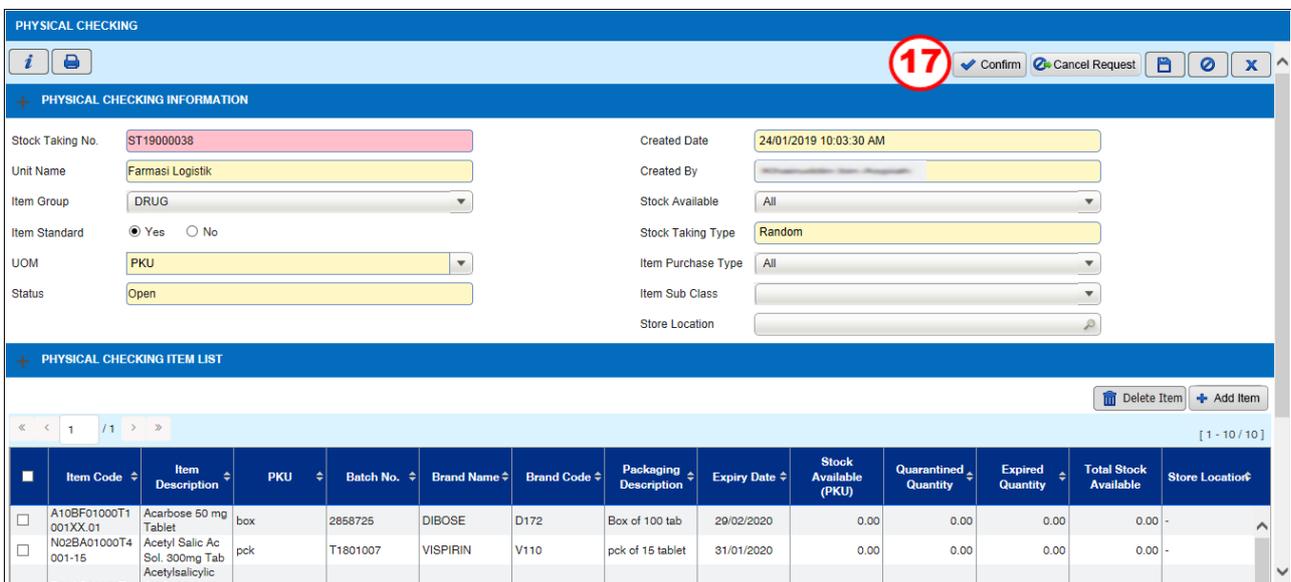


Figure 3.1.2-10 Physical Checking

STEP 17

Click on the  button to confirm the record and confirmation message will be displayed as Figure 3.1.2-11

Note

User is allowed to cancel the request by click on  button

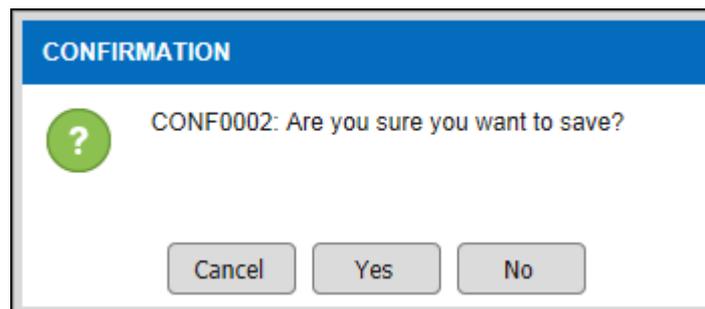
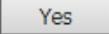


Figure 3.1.2-11 Confirmation Message

Note

- Click on the  button so save the transaction and system will displayed information message as shown in Figure 3.1.2-12

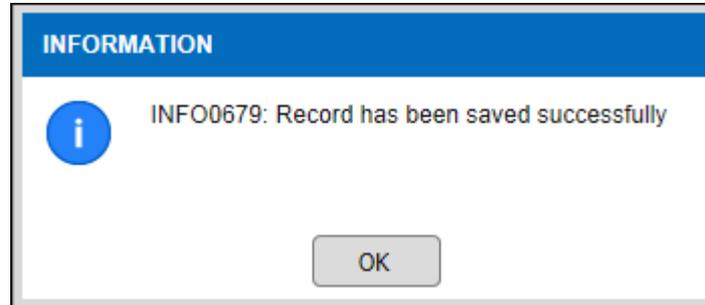
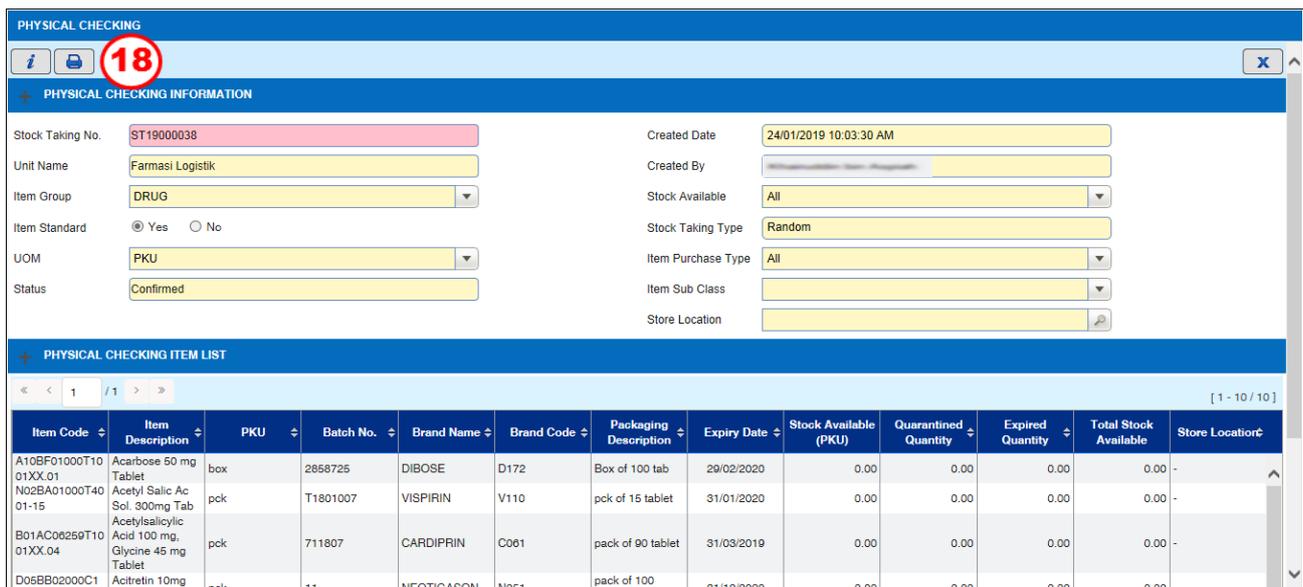


Figure 3.1.2-12 Information Message

Note

- Click on the  button to successfully save the transaction



PHYSICAL CHECKING

PHYSICAL CHECKING INFORMATION

Stock Taking No. Created Date

Unit Name Created By

Item Group Stock Available

Item Standard Yes No Stock Taking Type

UOM Item Purchase Type

Status Item Sub Class

Store Location

PHYSICAL CHECKING ITEM LIST

Item Code	Item Description	PKU	Batch No.	Brand Name	Brand Code	Paekaging Description	Expiry Date	Stock Available (PKU)	Quarantined Quantity	Expired Quantity	Total Stock Available	Store Location
A10BF01000T10 01XX.01	Acarbose 50 mg Tablet	box	2858725	DIBOSE	D172	Box of 100 tab	29/02/2020	0.00	0.00	0.00	0.00	-
N02BA01000T40 01-15	Acetyl Salic Ac Sol. 300mg Tab	pck	T1801007	VISPIRIN	V110	pck of 15 tablet	31/01/2020	0.00	0.00	0.00	0.00	-
B01AC06259T10 01XX.04	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	pck	711807	CARDIPRIN	C061	pack of 90 tablet	31/03/2019	0.00	0.00	0.00	0.00	-
D05BB02000C1	Acitretin 10mg	pck	11	NEOTIGASON	N061	pack of 100	31/12/2020	0.00	0.00	0.00	0.00	-

Figure 3.1.2-10 Physical Checking

STEP 18

Click on the  button to view, print or export to excel the report as shown in Figure 3.1.2-11

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:

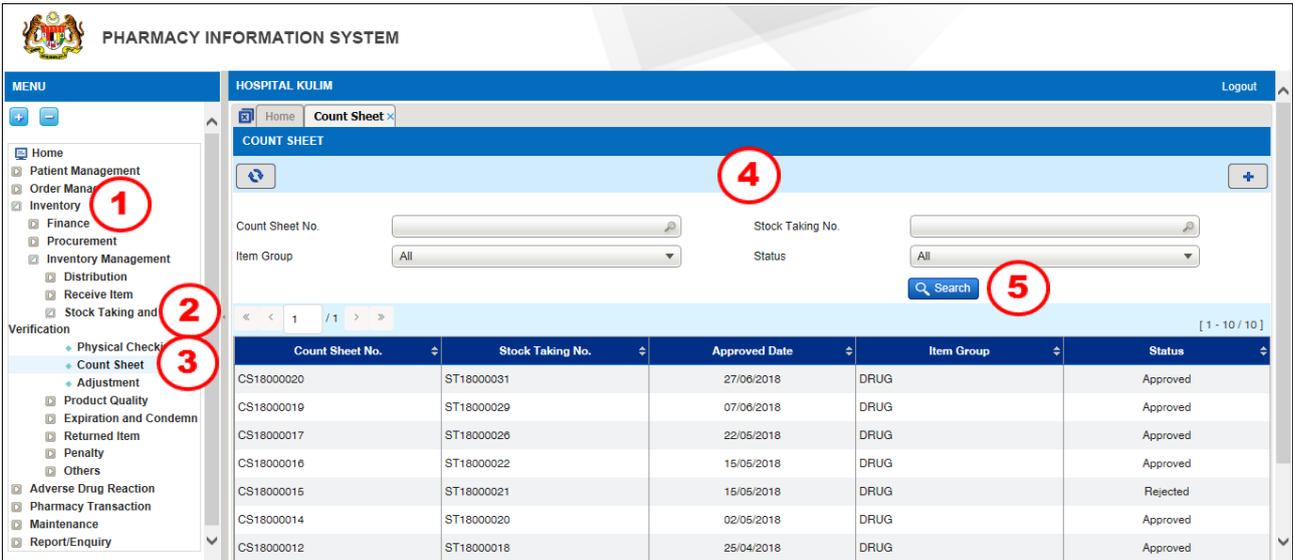


Figure 3.2.1-1 Count Sheet Listing Page

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:

- Count Sheet No.
- Stock Taking No.
- Item Group
 - Drug
 - Non Drug
 - All
- 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

Count Sheet No.	Stock Taking No.	Approved Date	Item Group	Status
CS18000020	ST18000031	27/06/2018	DRUG	Approved
CS18000019	ST18000029	07/06/2018	DRUG	Approved
CS18000017	ST18000026	22/05/2018	DRUG	Approved
CS18000016	ST18000022	15/05/2018	DRUG	Approved
CS18000015	ST18000021	15/05/2018	DRUG	Rejected
CS18000014	ST18000020	02/05/2018	DRUG	Approved
CS18000012	ST18000018	25/04/2018	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

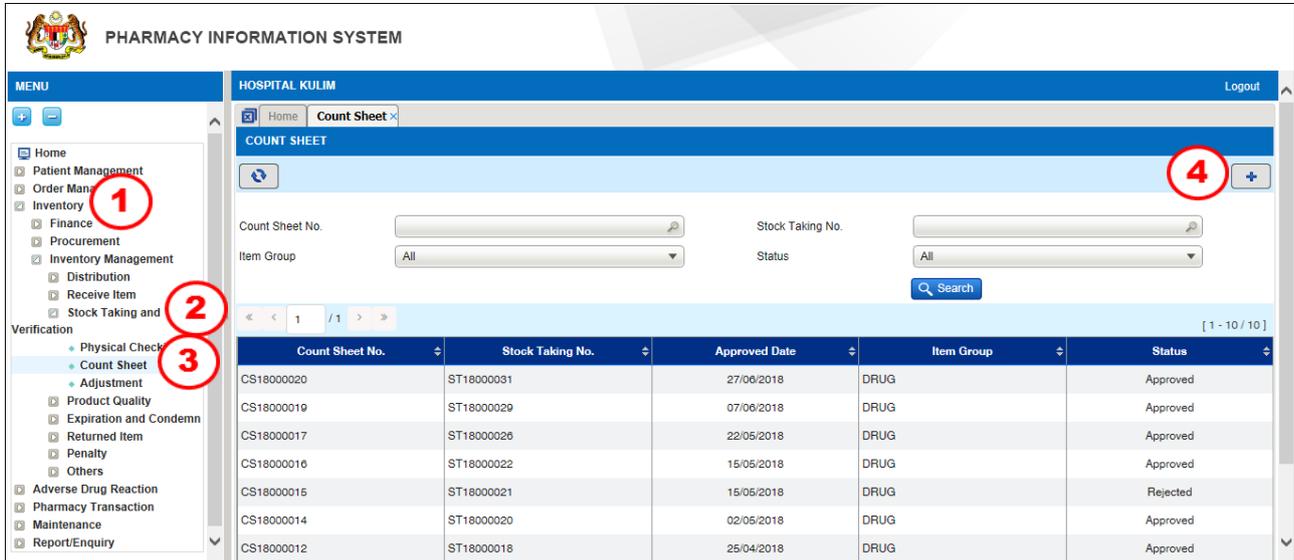
The results will be displayed as shown in figure 3.2.1-3

Item Code	Item Description	PKU	Packaging Description	Batch No.	Expiry Date	Stock Available (PKU)	Quarantine Quantity	Unit Price
H02AB09000T1001XX.01	Hydrocortisone 10 mg Tablet	pck	Pack of 100 tab	040017A	31/01/2019	5.00	0.00	53.8600
H02AB09000T1001XX.01	Hydrocortisone 10 mg Tablet	pck	Pack of 100 tab	039017A	31/01/2020	30.00	0.00	53.8600

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 KULIM

Logout

Home Count Sheet

COUNT SHEET

Count Sheet No. Stock Taking No.

Item Group: All Status: All

Search

Count Sheet No.	Stock Taking No.	Approved Date	Item Group	Status
CS18000020	ST18000031	27/06/2018	DRUG	Approved
CS18000019	ST18000029	07/06/2018	DRUG	Approved
CS18000017	ST18000026	22/05/2018	DRUG	Approved
CS18000016	ST18000022	15/05/2018	DRUG	Approved
CS18000015	ST18000021	15/05/2018	DRUG	Rejected
CS18000014	ST18000020	02/05/2018	DRUG	Approved
CS18000012	ST18000018	25/04/2018	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

Expiry Date	Stock Available (PKU)	Quarantine Quantity	Unit Price	Expired Quantity	Physical Quantity	Bin Card Quantity	Store Location	Remark
29/02/2020	0.00	0.00	15.3600	0.00	0	0	-	
31/01/2020	0.00	0.00	0.0000	0.00	0	0	-	
31/03/2019	0.00	0.00	7.0020	0.00	0	0	-	
31/12/2020	0.00	0.00	0.0000	0.00	0	0	-	

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

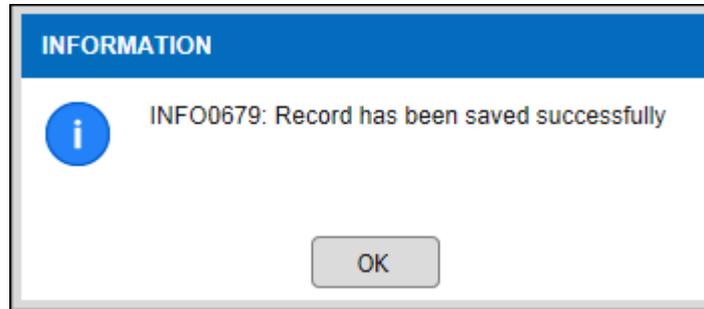


Figure 3.2.2-4 Information Message

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

10

COUNT SHEET

+ COUNT SHEET INFORMATION

Count Sheet No.	CS19000022	Created Date	24/01/2019 3:20:50 PM
Stock Taking No.	ST19000038	UOM	PKU
Unit Name	Farmasi Logistik	Item Sub Class	-
Item Group	DRUG	Status	Open
Stock Taking Type	Random	Reject Reason	
Created By			

+ COUNT SHEET ITEM LIST

< < 1 / 1 > >
[1 - 10 / 10]

Expiry Date	Stock Available (PKU)	Quarantine Quantity	Unit Price	Expired Quantity	Examiner (Stock Available (PKU))		Store Location	Remark
					Physical Quantity	Bin Card Quantity		
29/02/2020	0.00	0.00	15.3500	0.00	<input style="width: 50px;" type="text" value="100"/>	<input style="width: 50px;" type="text" value="100"/>	-	
31/01/2020	0.00	0.00	0.0000	0.00	<input style="width: 50px;" type="text" value="100"/>	<input style="width: 50px;" type="text" value="100"/>	-	
31/03/2019	0.00	0.00	7.0020	0.00	<input style="width: 50px;" type="text" value="100"/>	<input style="width: 50px;" type="text" value="100"/>	-	
31/12/2020	0.00	0.00	0.0000	0.00	<input style="width: 50px;" type="text" value="200"/>	<input style="width: 50px;" type="text" value="200"/>	-	

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

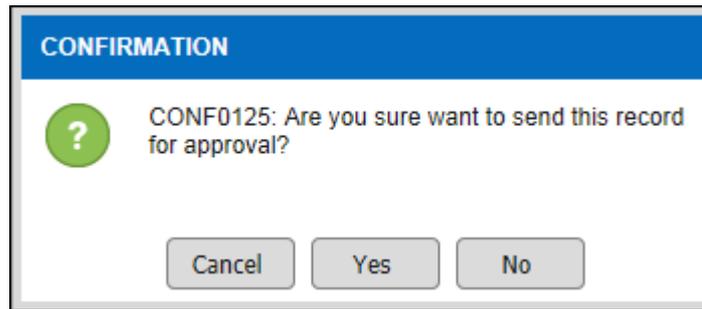
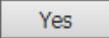


Figure 3.2.2-6 Confirmation Message

Note

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

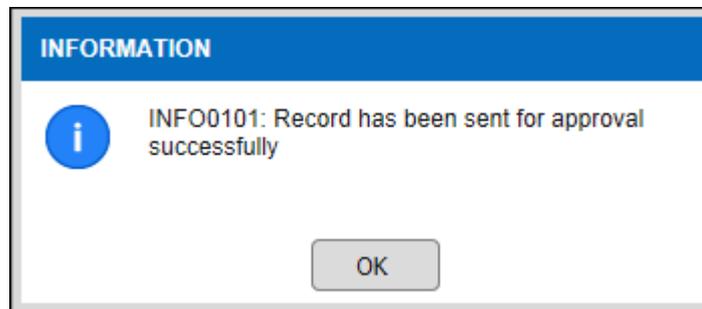


Figure 3.2.2-7 Information Message

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

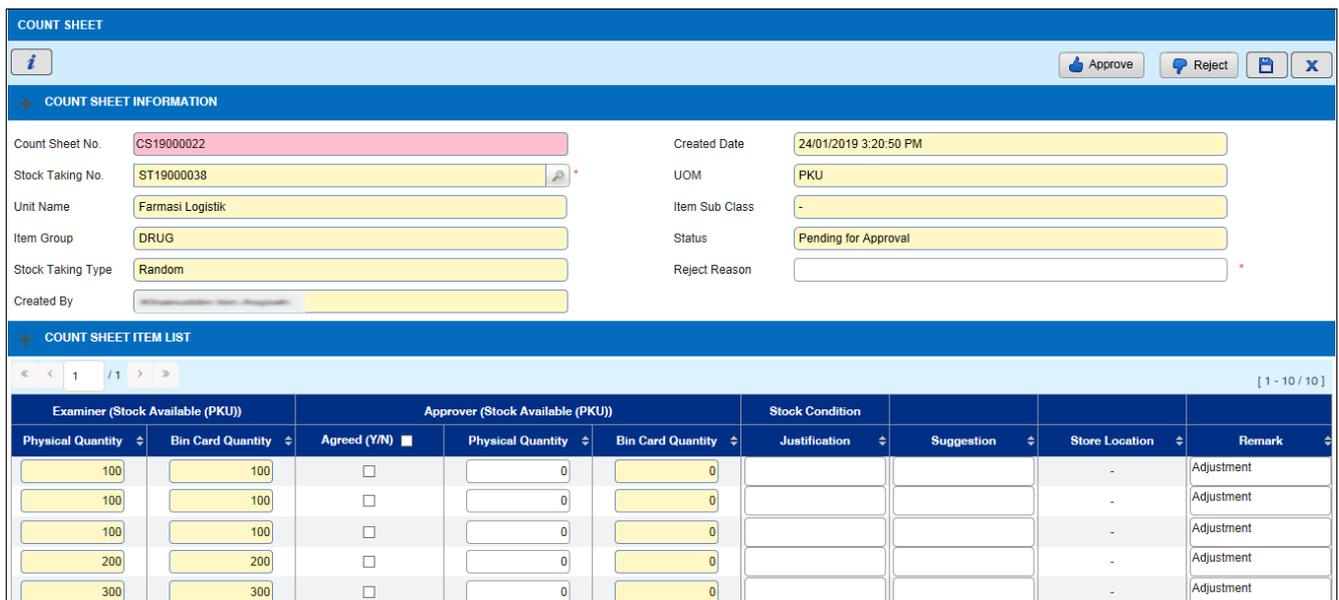


Figure 3.2.2-8 Count Sheet

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						
Transaction Type: All <input type="text"/> Search						
« < 7 / 7 > » [61 - 63 / 63]						
Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Receive Internal	RT19000061	Drug	23/01/2019 11:21 AM	Pending For Approval	Farmasi Bekalan Wad (FBW)	
Issuing	I02PS001-0037041	Drug	24/01/2019 11:05 AM	Pending To Issue	Farmasi Bekalan Wad (FBW)	
Count Sheet	CS19000022 1	Drug	24/01/2019 03:31 PM	Pending for Approval	Farmasi Logistik	

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 6								
COUNT SHEET INFORMATION								
Count Sheet No.	CS19000022	Created Date	24/01/2019 3:20:50 PM					
Stock Taking No.	ST19000038	UOM	PKU					
Unit Name	Farmasi Logistik	Item Sub Class	-					
Item Group	DRUG	Status	Pending for Approval					
Stock Taking Type	Random	Reject Reason						
Created By								
COUNT SHEET ITEM LIST								
« < 1 / 1 > » [1 - 10 / 10]								
Examiner (Stock Available (PKU))		2 Approver (Stock Available (PKU))		Stock Condition				
Physical Quantity	Bin Card Quantity	Agreed (Y/N) <input type="checkbox"/>	Physical Quantity	Bin Card Quantity	Justification	Suggestion	Store Location	Remark
100	100	<input type="checkbox"/>	0	0	3	4	-	5 Adjustment
100	100	<input type="checkbox"/>	0	0			-	Adjustment
100	100	<input type="checkbox"/>	0	0			-	Adjustment
200	200	<input type="checkbox"/>	0	0			-	Adjustment
300	300	<input type="checkbox"/>	0	0			-	Adjustment

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).

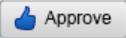
STEP 5

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

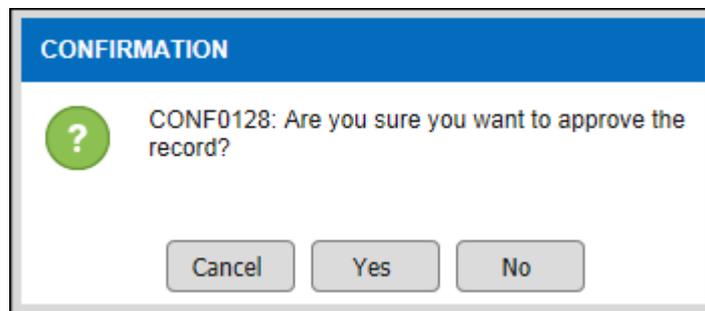
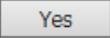


Figure 3.2.3-3 Confirmation Message

Note

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

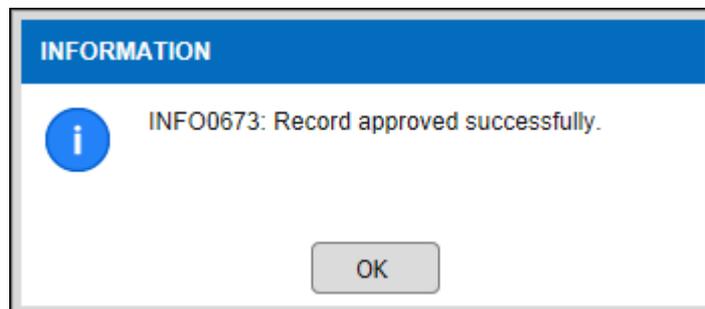
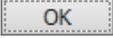


Figure 3.2.3-4 Information Message

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

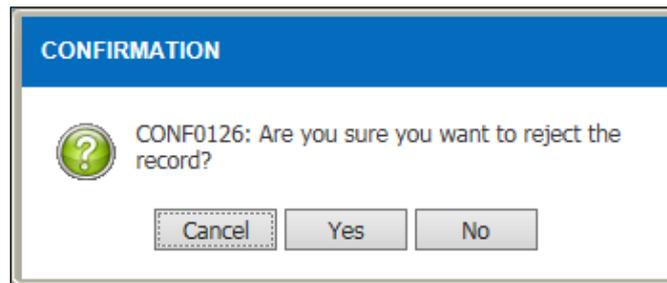
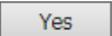


Figure 3.2.3-5 Confirmation Message

Note

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

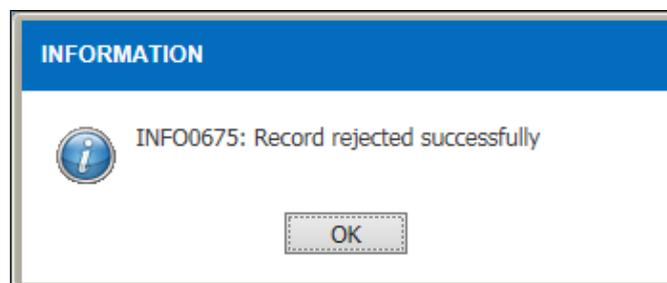


Figure 3.2.3-6 Information Message

Note

Click on the  button to successfully rejected the record

COUNT SHEET

i

KEW.PS-17
KEW.PS-14
X

COUNT SHEET INFORMATION

Count Sheet No. CS19000022

Created Date 24/01/2019 3:20:50 PM

Stock Taking No. ST19000038

UOM PKU

Unit Name Farmasi Logistik

Item Sub Class -

Item Group DRUG

Status Approved

Stock Taking Type Random

Reject Reason

Created By [Name]

COUNT SHEET ITEM LIST

< < 1 / 1 > >
[1 - 10 / 10]

Item Code	Item Description	PKU	Packaging Description	Batch No.	Expiry Date	Stock Available (PKU)	Quarantine Quantity	Unit Price
A10BF01000T1001XX.01	Acarbose 50 mg Tablet	box	Box of 100 tab	2858725	29/02/2020	0.00	0.00	15.35
N02BA01000T4001-15	Acetyl Salic Ac Sol. 300mg Tab	pck	pck of 15 tablet	T1801007	31/01/2020	0.00	0.00	0.00
B01AC06259T1001XX.04	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	pck	pack of 90 tablet	711807	31/03/2019	0.00	0.00	7.00
D05BB02000C1001XX.01	Acitretin 10mg Capsule	pck	pack of 100 capsule	11	31/12/2020	0.00	0.00	0.00
J05AF08000T1001XX.01	Adefovir Dipivoxil 10 mg Tablet	box	Box of 30 tab	N76G	22/01/2020	6.00	0.00	251.49

Figure 3.2.3-7 Count Sheet

STEP 7

Click on the **KEW.PS-14** and **KEW.PS-17** 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 Kulim

LAPORAN PEMERIKSAAN / VERIFIKASI STOR TAHUN 2019
(Tatacara Pengurusan Stor 184 dan 185)

Kementerian/Jabatan : Farmasi Logistik

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/DII)		Syor/Cadangan(Lupus/Hapus kira/Pelarasan stok/Pindahan stok)	
			Fizikal Stok	Baki Stok	Lebih	Kurang	Fizikal Stok	Baki Stok	Lebih	Kurang	Kuantiti	Justifikasi		
A10BF01000T1001XX.01	Acarbose 50 mg Tablet	15.3500	100.00	0.00	0.00	100.00	100.00	0.00						
N02BA01000T4001-15	Acetyl Salic Ac Sol. 300mg Tab	0.0000	100.00	0.00	0.00	100.00	100.00	0.00						
B01AC06259T1001XX.04	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	7.0020	100.00	0.00	0.00	100.00	100.00	0.00						
D05BB02000C1001XX.01	Acitretin 10mg Capsule	0.0000	200.00	0.00	0.00	200.00	200.00	0.00						
J05AF08000T1001XX.01	Adefovir Dipivoxil 10 mg Tablet	251.4990	300.00	6.00	0.00	294.00	300.00	6.00						
02.0004.06	Allopurinol 300mg Tab	14.0400	0.00	0.00	0.00	0.00	0.00	0.00						
N04BB01110C1001XX.02	Amantadine HCl 100mg Capsule	0.0000	0.00	0.00	0.00	0.00	0.00	0.00						
C08CA01000T1002XX.01	Amlodipine 10 mg Tablet	2.7500	0.00	0.00	0.00	0.00	0.00	0.00						
02.0006.07	Ascorbic Acid 100mg Tab	5.9700	0.00	0.00	0.00	0.00	0.00	0.00						
JUMLAH			800.00	6.00	0.00	794.00	800.00	6.00						

Printed Date : 24/01/2019 Printed By : [Redacted] Unit : Farmasi Logistik Source : PhIS

Page 1 of 3

Figure 3.2.3-8 KEW.PS-14

KEW.PS-17



KEMENTERIAN KESIHATAN MALAYSIA
Hospital Kulim

PENYATA PELARASAN STOK
(Tatacara Pengurusan Stor 198)

Kementerian / Jabatan : Farmasi Logistik
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 silap pengiraan
					Kuantiti	Nilai (RM)	Kuantiti	Nilai (RM)	
1	Acarbose 50 mg Tablet	A10BF01000T1001XX.01	24/01/19 3.49 PM	15.3500	0.00	0.00	100.00	1,535.00	
2	Acetyl Salic Ac Sol. 300mg Tab	N02BA01000T4001-15	24/01/19 3.49 PM	0.0000	0.00	0.00	100.00	0.00	
3	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	B01AC06259T1001XX.04	24/01/19 3.49 PM	7.0020	0.00	0.00	100.00	700.20	
4	Acitretin 10mg Capsule	D05BB02000C1001XX.01	24/01/19 3.49 PM	0.0000	0.00	0.00	200.00	0.00	
5	Adefovir Dipivoxil 10 mg Tablet	J05AF08000T1001XX.01	24/01/19 3.49 PM	251.4990	0.00	0.00	294.00	73,940.71	
6	Allopurinol 300mg Tab	02.0004.06	24/01/19 3.49 PM	14.0400	0.00	0.00	0.00	0.00	
7	Amantadine HCl 100mg Capsule	N04BB01110C1001XX.02	24/01/19 3.49 PM	0.0000	0.00	0.00	0.00	0.00	
8	Amlodipine 10 mg Tablet	C08CA01000T1002XX.01	24/01/19 3.49 PM	2.7500	0.00	0.00	0.00	0.00	
9	Ascorbic Acid 100mg Tab	02.0006.07	24/01/19 3.49 PM	5.9700	0.00	0.00	0.00	0.00	
10	Baclofen 10mg Tab	02.0203.02	24/01/19 3.49 PM	44.0800	0.00	0.00	0.00	0.00	

Printed Date : 24/01/2019 Printed By : [Redacted] Unit : Farmasi Logistik Source : PhIS

Page 1 of 2

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:

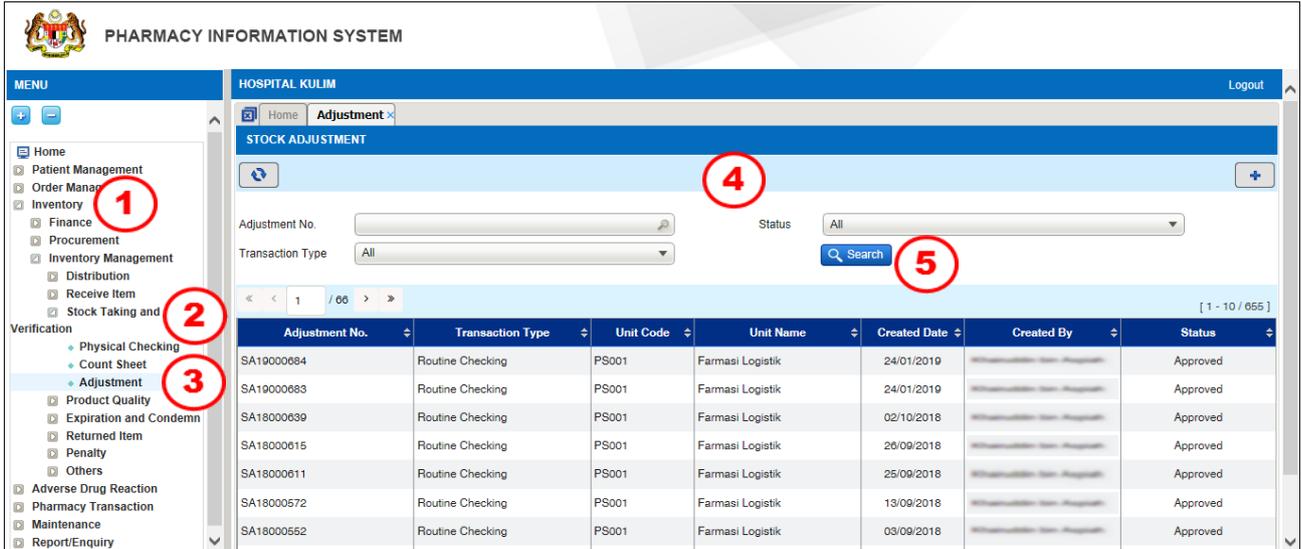


Figure 3.3.1-1 Stock Adjustment Listing Page

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*'

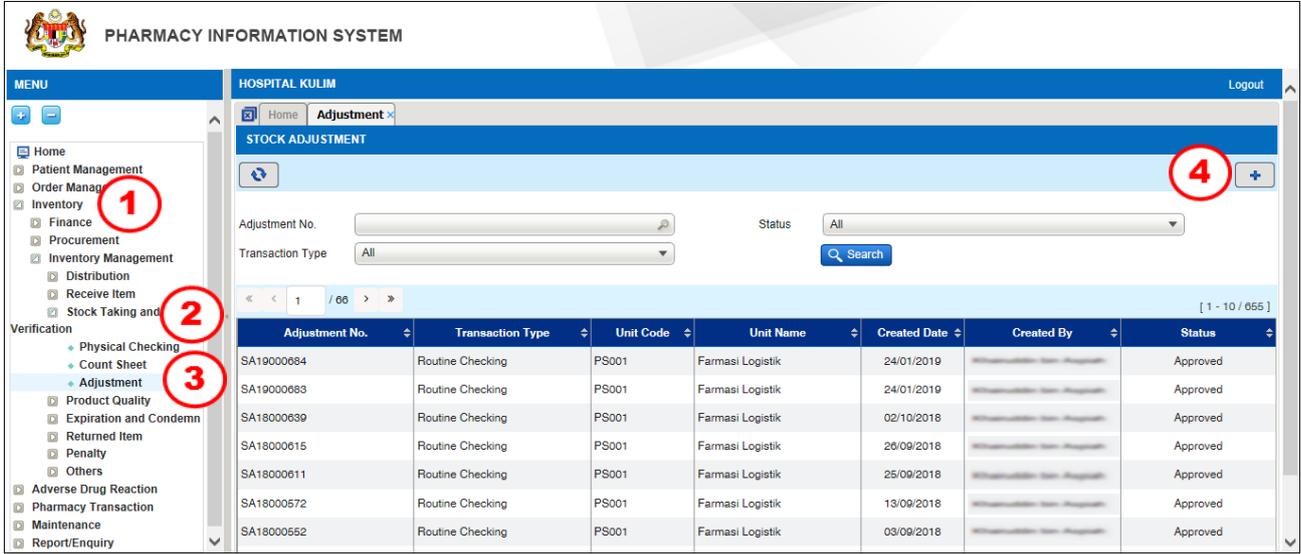
STEP 4
To search for existing Adjustment record(s), you may search by criteria as follows:

- 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.



PHARMACY INFORMATION SYSTEM

HOSPITAL KULIM

Logout

Home Adjustment

STOCK ADJUSTMENT

Adjustment No. Status: All

Transaction Type: All

< < 1 / 66 > >

Adjustment No.	Transaction Type	Unit Code	Unit Name	Created Date	Created By	Status
SA19000684	Routine Checking	PS001	Farmasi Logistik	24/01/2019	[Redacted]	Approved
SA19000683	Routine Checking	PS001	Farmasi Logistik	24/01/2019	[Redacted]	Approved
SA18000639	Routine Checking	PS001	Farmasi Logistik	02/10/2018	[Redacted]	Approved
SA18000615	Routine Checking	PS001	Farmasi Logistik	26/09/2018	[Redacted]	Approved
SA18000611	Routine Checking	PS001	Farmasi Logistik	25/09/2018	[Redacted]	Approved
SA18000572	Routine Checking	PS001	Farmasi Logistik	13/09/2018	[Redacted]	Approved
SA18000552	Routine Checking	PS001	Farmasi Logistik	03/09/2018	[Redacted]	Approved

[1 - 10 / 655]

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

STOCK ADJUSTMENT

ADJUSTMENT INFORMATION
[1 - 5 / 5]

Adjustment No.

Unit Name

Status

Created By

Transaction Type **5**

UOM **7**

Created Date

Doc Ref No.

Remarks

Reject Reason

Count Sheet No. **6**

ADJUSTMENT ITEM LIST
[1 - 5 / 5]

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		Adjusted Quantity (PKU)	Reason	Remark
										+/-	Adjustment Quantity(PKU)			
<input type="checkbox"/> A10BF01000T1001XX.01	Acarbose 50 mg Tablet	2858725	29/02/2020	15.3500	1535.0000	0.00 (box)	100	Box of 100 tab	0 (tablet)	+	100	100 (box)		
<input type="checkbox"/> N02BA01000T4001-15	Acetyl Salic Ac Sol. 300mg Tab	T1801007	31/01/2020	0.0000	0.0000	0.00 (pck)	15	pck of 15 tablet	0 (tablet)	+	100	100 (pck)		
<input type="checkbox"/> B01AC06259T1001XX.04	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	711807	31/03/2019	7.0020	700.2000	0.00 (pck)	90	pack of 90 tablet	0 (tablet)	+	100	100 (pck)		
<input type="checkbox"/> D05BB02000C1001	Acitretin 10mg	11	31/12/2020	0.0000	0.0000	0.00 (pck)	100	pack of 100	0 (capsule)	+	200	200 (pck)		

Figure 3.3.2-2 Stock Adjustment

STEP 5

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

STEP 6

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

Search CountSheet No.
X

Count Sheet No. Search

[1 - 10 / 26]

CountSheet No.	Created Date
CS19000022	24/01/2019
CS18000020	27/06/2018
CS18000017	22/05/2018

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

i
📄
🔄
✖

ADJUSTMENT INFORMATION

Adjustment No. <input style="width: 90%;" type="text"/>	Created Date <input style="width: 90%;" type="text" value="25/01/2019 09:48:53 AM"/>
Unit Name <input style="width: 90%;" type="text" value="Farmasi Logistik"/>	Doc Ref No. <input style="width: 90%;" type="text"/>
Status <input style="width: 90%;" type="text" value="Open"/>	Remarks <input style="width: 90%;" type="text"/>
Created By <input style="width: 90%;" type="text" value="NUR HUSNA MD SHAMSHURI"/>	Reject Reason <input style="width: 90%;" type="text"/>
Transaction Type <input style="width: 90%;" type="text" value="Stock Taking"/>	Count Sheet No. <input style="width: 90%;" type="text" value="CS19000022"/>
UOM <input style="width: 90%;" type="text" value="PKU"/>	

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)	9	Adjustment +/-	Adjustment Quantity(PKU)	Adjusted Quantity (PKU)	Reason *	Remark *
<input type="checkbox"/>	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	2858725	29/02/2020	15.3500	1535.0000	0.00 (box)	100	Box of 100 tab	0 (tablet)	+	100	100 (box)	10		
<input type="checkbox"/>	N02BA01000T4001-15	Acetyl Salic Ac Sol. 300mg Tab	T1801007	31/01/2020	0.0000	0.0000	0.00 (pck)	15	pck of 15 tablet	0 (tablet)	+	100	100 (pck)			11
<input type="checkbox"/>	B01AC06259T1001XX.04	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	711807	31/03/2019	7.0020	700.2000	0.00 (pck)	90	pack of 90 tablet	0 (tablet)	+	100	100 (pck)			
<input type="checkbox"/>	D05BB02000C1001	Acitretin 10mg	11	31/12/2020	0.0000	0.0000	0.00 (pck)	100	pack of 100	0 (capsule)	+	200	200 (pck)			

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)

STOCK ADJUSTMENT

13

+ ADJUSTMENT INFORMATION

Adjustment No. <input style="width: 90%;" type="text"/>	Created Date <input style="width: 90%;" type="text" value="25/01/2019 09:48:53 AM"/>
Unit Name <input style="width: 90%;" type="text" value="Farmasi Logistik"/>	Doc Ref No. <input style="width: 90%;" type="text"/>
Status <input style="width: 90%;" type="text" value="Open"/>	Remarks <input style="width: 90%;" type="text"/>
Created By <input style="width: 90%;" type="text" value="NUR HUSNA MD SHAMSHURI"/>	Reject Reason <input style="width: 90%;" type="text"/>
Transaction Type <input style="width: 90%;" type="text" value="Stock Taking"/>	Count Sheet No. <input style="width: 90%;" type="text" value="CS19000022"/>
UOM <input style="width: 90%;" type="text" value="PKU"/>	

+ ADJUSTMENT ITEM LIST

12
1 / 1 >
[1 - 5 / 5]

✓	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		Adjusted Quantity (PKU)	Reason	Remark
											+/-	Adjustment Quantity (PKU)			
<input checked="" type="checkbox"/>	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	2858725	29/02/2020	15.3500	1535.0000	0.00 (box)	100	Box of 100 tab	0 (tablet)	+ ▼	100	100 (box)	Extra Quantity	Adjustment
<input checked="" type="checkbox"/>	N02BA01000T4001-15	Acetyl Salic Ac Sol. 300mg Tab	T1801007	31/01/2020	0.0000	0.0000	0.00 (pck)	15	pck of 15 tablet	0 (tablet)	+ ▼	100	100 (pck)	Extra Quantity	Adjustment
<input checked="" type="checkbox"/>	B01AC00259T1001XX.04	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	711807	31/03/2019	7.0020	700.2000	0.00 (pck)	90	pack of 90 tablet	0 (tablet)	+ ▼	100	100 (pck)	Others	Adjustment
<input checked="" type="checkbox"/>	D05BB02000C1001XX.01	Acitretin 10mg Capsule	11	31/12/2020	0.0000	0.0000	0.00 (pck)	100	pack of 100 capsule	0 (capsule)	+ ▼	200	200 (pck)	Miscalculated	Adjustment

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

CONFIRMATION

CONF0002: Are you sure you want to save?

Figure 3.3.2-6 Confirmation Message

Note

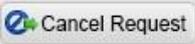
- Click on the button so save the transaction and system will displayed information message as shown in Figure 3.3.2-7

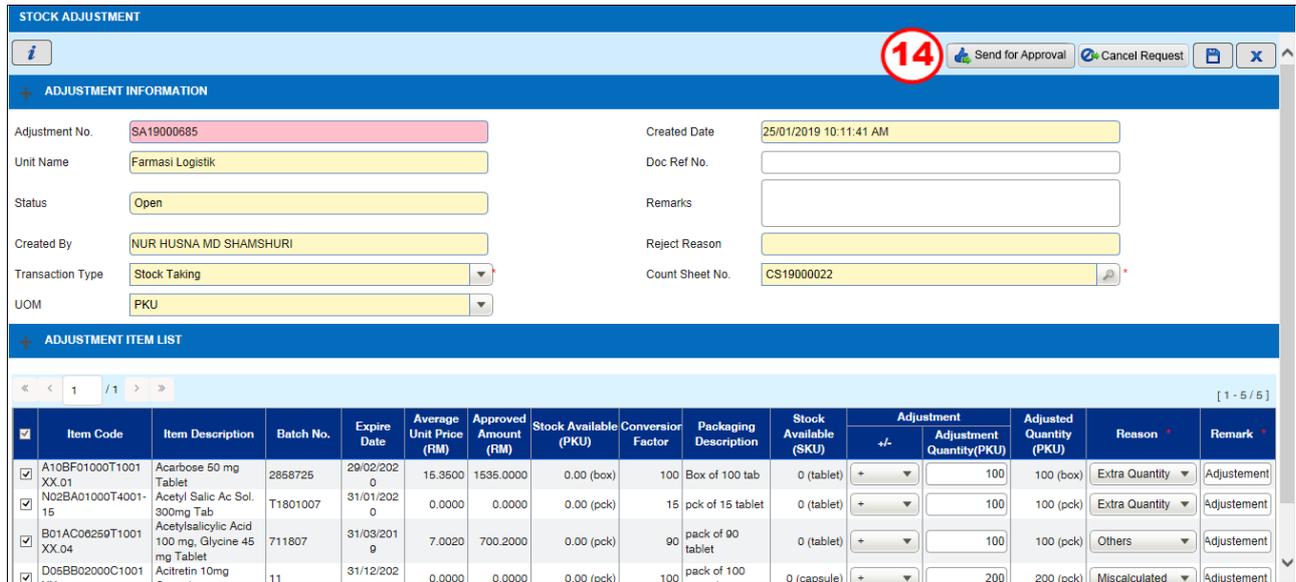
INFORMATION

INFO0006: Data Saved Successfully.

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



STOCK ADJUSTMENT

14 Send for Approval Cancel Request

ADJUSTMENT INFORMATION

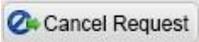
Adjustment No. SA19000685 Created Date 25/01/2019 10:11:41 AM
 Unit Name Farmasi Logistik Doc Ref No.
 Status Open Remarks
 Created By NUR HUSNA MD SHAMSHURI Reject Reason
 Transaction Type Stock Taking Count Sheet No. CS19000022
 UOM PKU

ADJUSTMENT ITEM LIST

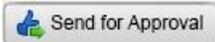
Item Code	Item Description	Batch No.	Expire Date	Average Unit Price (RM)	Approved Amount (RM)	Stock Available (PKU)	Conversion Factor	Packaging Description	Stock Available (SKU)	Adjustment +/-	Adjusted Quantity (PKU)	Reason	Remark
A10BF01000T1001XX.01	Acarbose 50 mg Tablet	2858725	29/02/2020	15.3500	1535.0000	0.00 (box)	100	Box of 100 tab	0 (tablet)	+	100	Extra Quantity	Adjustment
N02BA01000T4001-15	Acetyl Salic Ac Sol. 300mg Tab	T1801007	31/01/2020	0.0000	0.0000	0.00 (pck)	15	pck of 15 tablet	0 (tablet)	+	100	Extra Quantity	Adjustment
B01AC06250T1001XX.04	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	711807	31/03/2019	7.0020	700.2000	0.00 (pck)	90	pack of 90 tablet	0 (tablet)	+	100	Others	Adjustment
D05BB02000C1001	Acitretin 10mg	11	31/12/2020	0.0000	0.0000	0.00 (pck)	100	pack of 100	0 (capsule)	+	200	Miscalculated	Adjustment

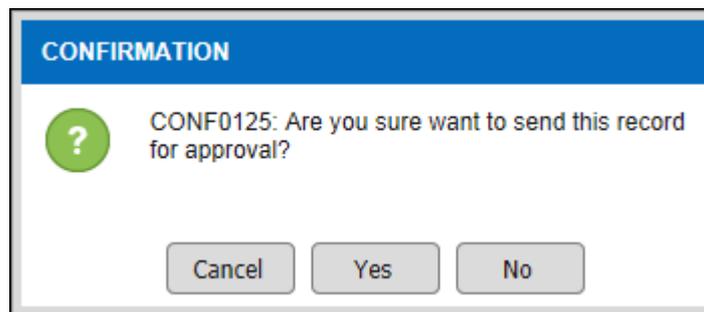
Figure 3.3.2-8 Send for Approval

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



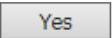
CONFIRMATION

? CONF0125: Are you sure want to send this record for approval?

Cancel Yes 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

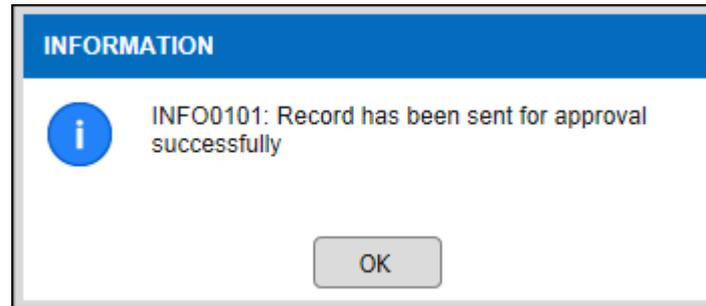


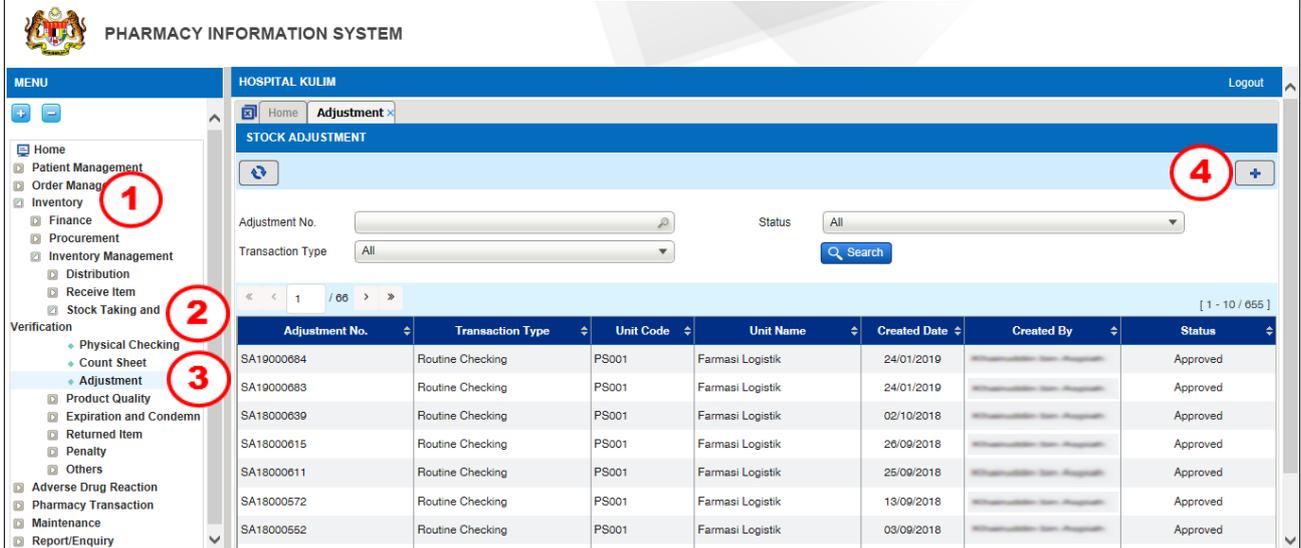
Figure 3.3.2-10 Information Message

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.



PHARMACY INFORMATION SYSTEM

HOSPITAL KULIM Logout

Home Adjustment

STOCK ADJUSTMENT

Adjustment No. Status: All

Transaction Type: All

<< 1 / 00 >> [1 - 10 / 055]

Adjustment No.	Transaction Type	Unit Code	Unit Name	Created Date	Created By	Status
SA19000684	Routine Checking	PS001	Farmasi Logistik	24/01/2019	[Redacted]	Approved
SA19000683	Routine Checking	PS001	Farmasi Logistik	24/01/2019	[Redacted]	Approved
SA18000639	Routine Checking	PS001	Farmasi Logistik	02/10/2018	[Redacted]	Approved
SA18000615	Routine Checking	PS001	Farmasi Logistik	26/09/2018	[Redacted]	Approved
SA18000611	Routine Checking	PS001	Farmasi Logistik	25/09/2018	[Redacted]	Approved
SA18000572	Routine Checking	PS001	Farmasi Logistik	13/09/2018	[Redacted]	Approved
SA18000562	Routine Checking	PS001	Farmasi Logistik	03/09/2018	[Redacted]	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

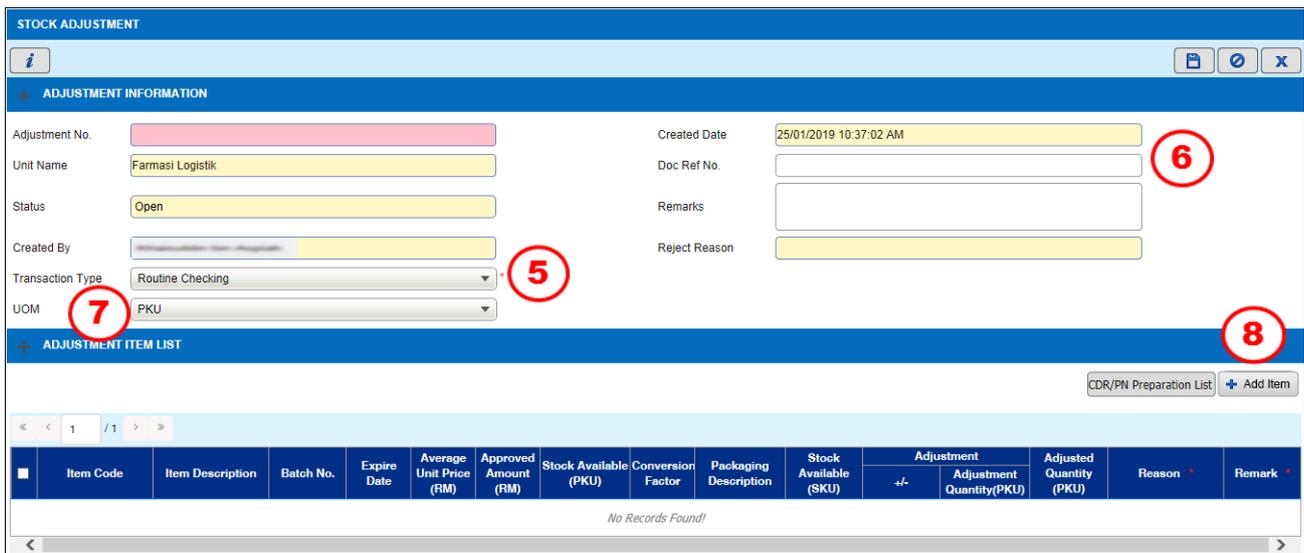


Figure 3.3.3-2 Stock Adjustment

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

Note

User able to add CDR/PN Preparation by click on **CDR/PN Preparation List** button

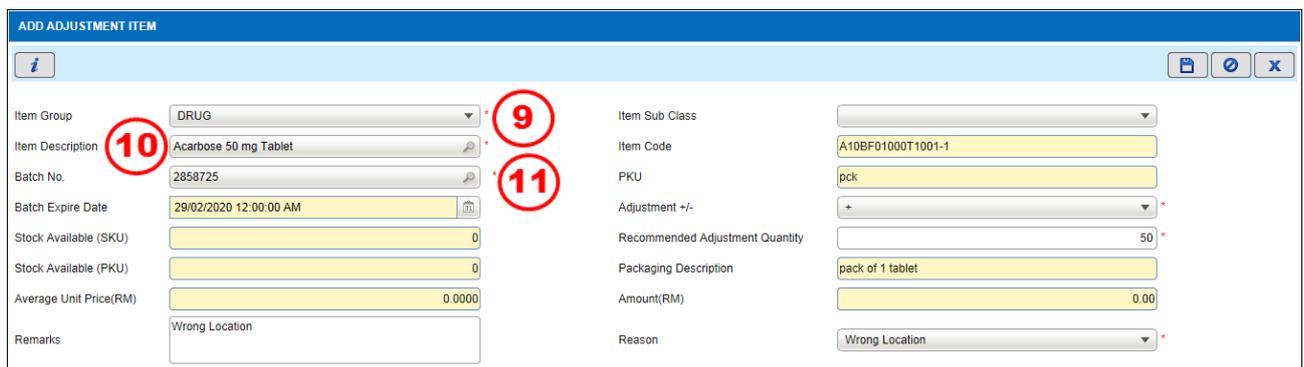


Figure 3.3.3-3 Add Adjustment Item

STEP 9

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

- Drug (Default Value)
- Non Drug

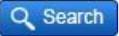
Note

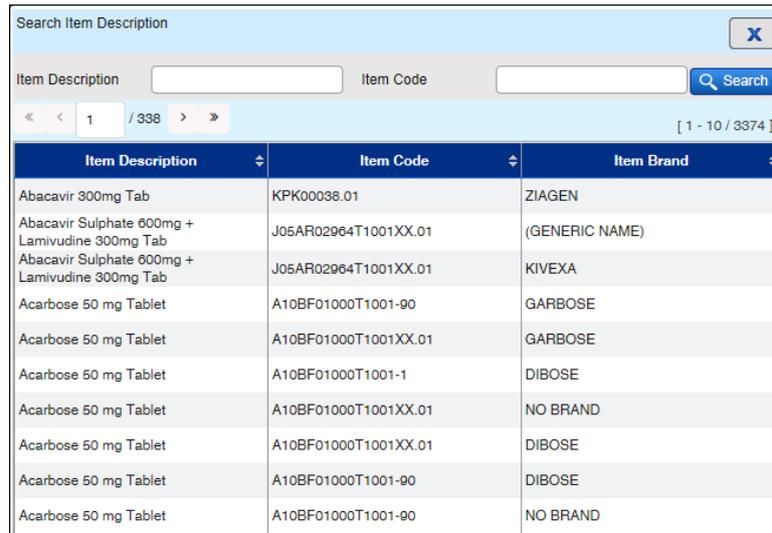
Select **Item Sub Class** if necessary

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.



Item Description	Item Code	Item Brand
Abacavir 300mg Tab	KPK00038.01	ZIAGEN
Abacavir Sulphate 600mg + Lamivudine 300mg Tab	J05AR02964T1001XX.01	(GENERIC NAME)
Abacavir Sulphate 600mg + Lamivudine 300mg Tab	J05AR02964T1001XX.01	KIVEXA
Acarbose 50 mg Tablet	A10BF01000T1001-90	GARBOSE
Acarbose 50 mg Tablet	A10BF01000T1001XX.01	GARBOSE
Acarbose 50 mg Tablet	A10BF01000T1001-1	DIBOSE
Acarbose 50 mg Tablet	A10BF01000T1001XX.01	NO BRAND
Acarbose 50 mg Tablet	A10BF01000T1001XX.01	DIBOSE
Acarbose 50 mg Tablet	A10BF01000T1001-90	DIBOSE
Acarbose 50 mg Tablet	A10BF01000T1001-90	NO BRAND

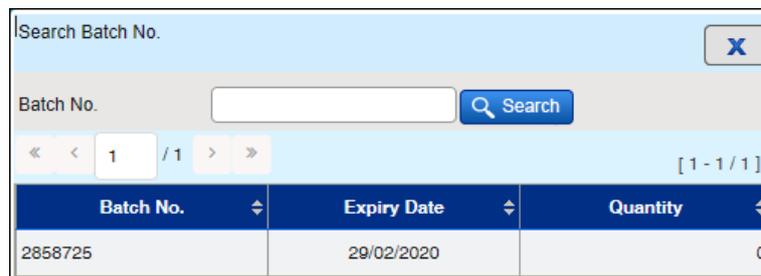
Figure 3.3.3-4 Search Item Description

STEP 11

Select **Batch No.**

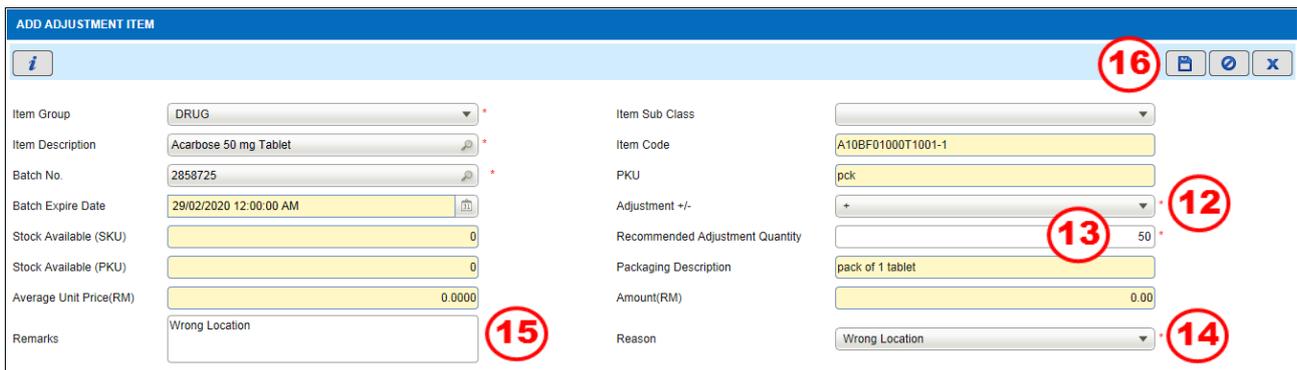
Note

- 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.



Batch No.	Expiry Date	Quantity
2858725	29/02/2020	0

Figure 3.3.3-5 Select Batch No



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

- 16**: Information icon and window control buttons (save, refresh, close).
- 12**: Adjustment +/- dropdown menu.
- 13**: Recommended Adjustment Quantity input field.
- 14**: Reason dropdown menu.
- 15**: Remarks input field.

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

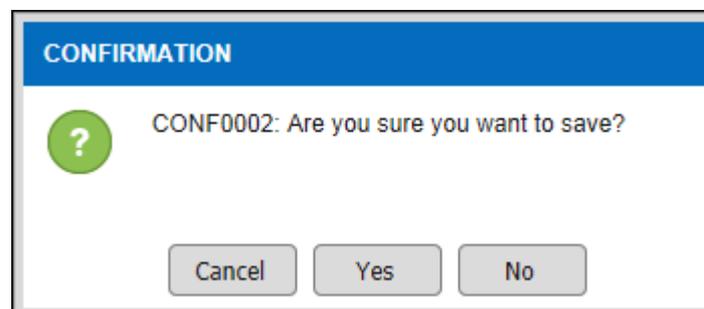


Figure 3.3.3-7 Confirmation Message

Note

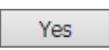
Click on the  button so save the transaction and will be updated Adjustment Item List as Figure 3.3.3-8

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

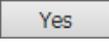
- Click on the  button so save the transaction and system will displayed information message as shown in Figure 3.3.3-10

Figure 3.3.3-10 Information Message

Note

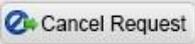
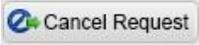
- Click on the  button to successfully save the transaction
- **Adjustment No.** will be generated automatically for future reference.
-  ,  button will be enabled as shown in Figure 3.3.3-11

Figure 3.3.3-11 Stock Adjustment

Note

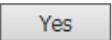
User is allowed to cancel the record by click on the  button.

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

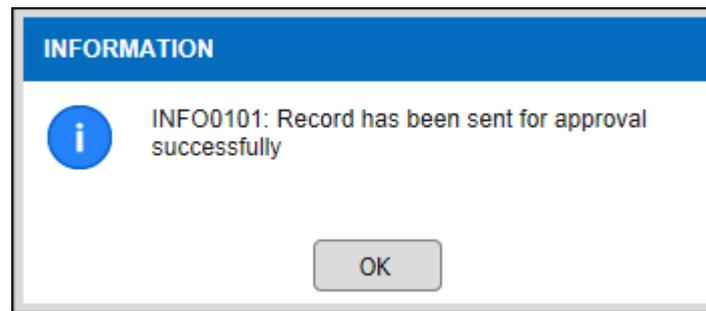


Figure 3.3.3-13 Information Message

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: All Search						
[61 - 64 / 64]						
Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Receive Internal	RT19000061	Drug	23/01/2019 11:21 AM	Pending For Approval	Farmasi Bekalan Wad (FBW)	
Issuing	I02PS001-0037041	Drug	24/01/2019 11:05 AM	Pending To Issue	Farmasi Bekalan Wad (FBW)	
Adjustment	SA19000685	Drug 1	25/01/2019 10:19 AM	Pending For Approval	Farmasi Logistik	
Adjustment	SA19000686		25/01/2019 11:30 AM	Pending For Approval	Farmasi Logistik	

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 2

Info Approve Reject X

+ ADJUSTMENT INFORMATION

Adjustment No. SA19000686	Created Date 25/01/2019 11:14:53 AM
Unit Name Farmasi Logistik	Doc Ref No.
Status Pending For Approval	Remarks
Created By 	Reject Reason
Transaction Type Routine Checking	
UOM PKU	

+ ADJUSTMENT ITEM LIST

CDR/PN Preparation 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		Adjusted Quantity (PKU)	Reason	Remark
											+/-	Adjustment Quantity(PKU)			
<input checked="" type="checkbox"/>	A10BF01000T1001-1	Acarbose 50 mg Tablet	2858725	29/02/2020	0.0000	0.0000	0.00 (pck)	1	pack of 1 tablet	0 (tablet)	+	50	50 (pck)	Wrong Locator	Wrong Local

Figure 3.3.4-2 Stock Adjustment

STEP 2

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

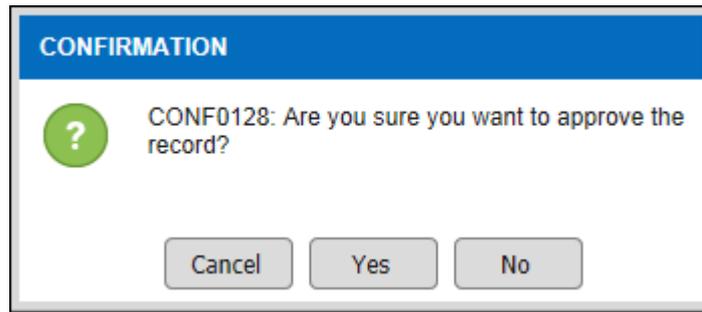
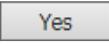


Figure 3.3.4-3 Confirmation Message

Note

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

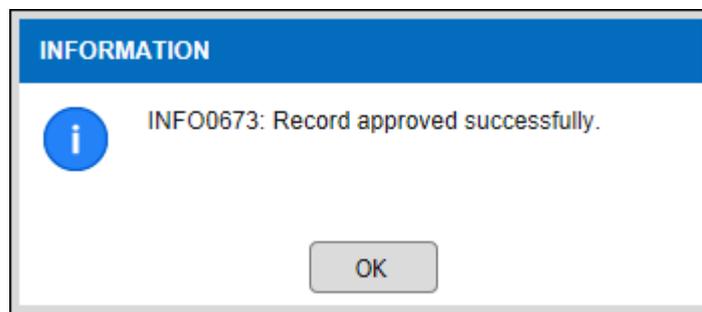


Figure 3.3.4-4 Information Message

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

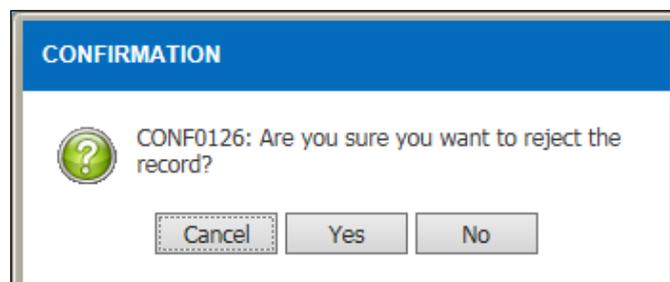
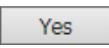


Figure 3.3.4-5 Confirmation Message

Note

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

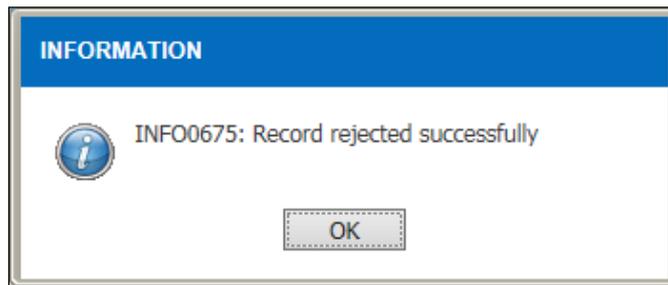
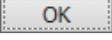


Figure 3.3.4-6 Information Message

Note

- Click on the  button to successfully rejected the record

STOCK ADJUSTMENT

i
x

+ ADJUSTMENT INFORMATION

Adjustment No.	SA19000686	Created Date	25/01/2019 00:00:00 AM
Unit Name	Farmasi Logistik	Doc Ref No.	
Status	Approved	Remarks	
Created By		Reject Reason	
Approved By		Approved Date	25/01/2019
Transaction Type	Routine Checking		
UOM	PKU		

+ ADJUSTMENT ITEM LIST

CDR/PN Preparation List

< > 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)	Adjustment		Adjusted Quantity (PKU)	Reason	Remark
										+/-	Adjustment Quantity (PKU)			
<input checked="" type="checkbox"/> A10BF01000T1001-1	Acarbose 50 mg Tablet	2858725	29/02/2020	0.0000	0.0000	0.00 (pck)	1	pack of 1 tablet	0 (tablet)	+	50	50 (pck)	Wrong Location	Wrong Local

Figure 3.3.4-7 Stock Adjustment

Note

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



**KEMENTERIAN KESIHATAN MALAYSIA**
Hospital Kulim
STOCK ADJUSTMENT REPORT

Adjustment No : SA19000686 Date : 25/01/2019
Transaction Type : Routine Checking Status : Approved
Countsheets No/Doc Ref No :

Item Code	Item Description	Batch No	Expire date	SKU	Packaging Description	Conversion Factor	Quantity Available (PKU)	PKU	Adjustment (+/-)	Adjustment Quantity (PKU)	Reason	Unit Price (RM)	Amount (RM)
A10BF01000 T1001-1	Acarbose 50 mg Tablet	2858725	29/02/2020	tablet	pack of 1 tablet	1	50	pck	+	50	Wrong Location	0.0000	0.00
TOTAL :												0.00	

Disediakan oleh : Nama : Jawatan : Pegawai Farmasi UF44 Unit : Farmasi Logistik Jabatan : Pharmacy Tarikh : 25/01/2019	Diluluskan Oleh : Nama : Jawatan : Pegawai Farmasi UF44 Unit : Farmasi Logistik Jabatan : Pharmacy Tarikh : 25/01/2019
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Printed Date : 25/01/2019 Printed By : Unit Name : Farmasi Logistik Source : PhIS
Page 1 of 1

Figure 3.3.4-8 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

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