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

User Manual
Pharmacy Inventory
(Stock Checking & Store Verification)

Version	**: 10th EDITION**
Document ID	**: U. MANUAL_INV_STOCK CHECKING_VERIFICATION**

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Reference ID : U. MANUAL_ INV_STOCK CHECKING AND VERIFICATION-10th EDITION

Application reference: PhIS & CPS v2.1 & v2.2

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

Module Legend			
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

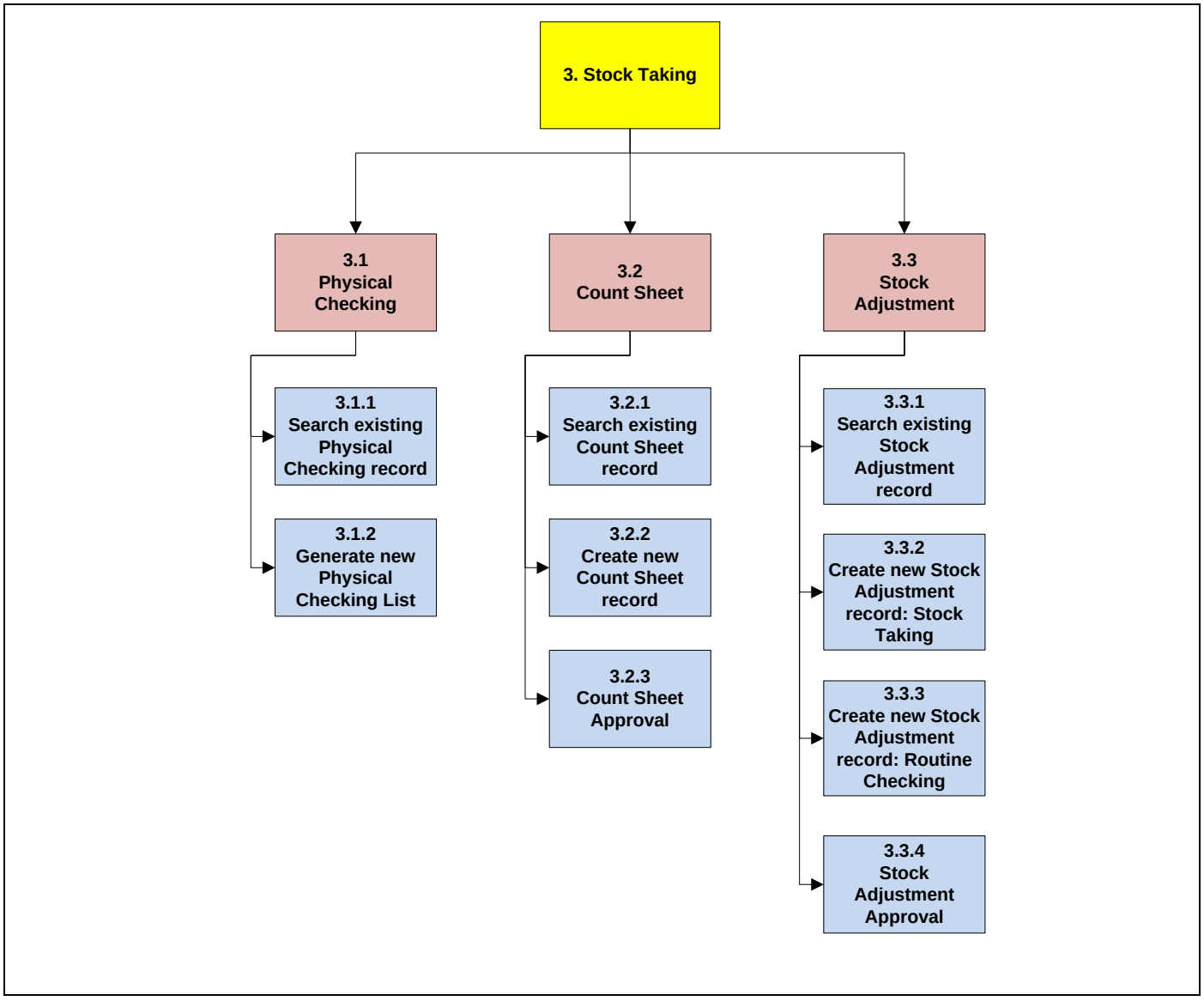


Figure 3.0-1

Functional Description

Stock Taking and Store Verification comprises of three (4) main functions:

- **Stock Checking**
  To generate a list of items to be proceed with stock count based on several criteria(s) selected. Available at Level 1 & Level 2 only (for internal use).

- **Store Verification**
  To generate a list of items to be proceed with stock count based on several criteria(s) selected. Available at Level 1 only (for external audit)

- **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 Stock Checking

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

3.1.1 Search Existing Stock Checking Record

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

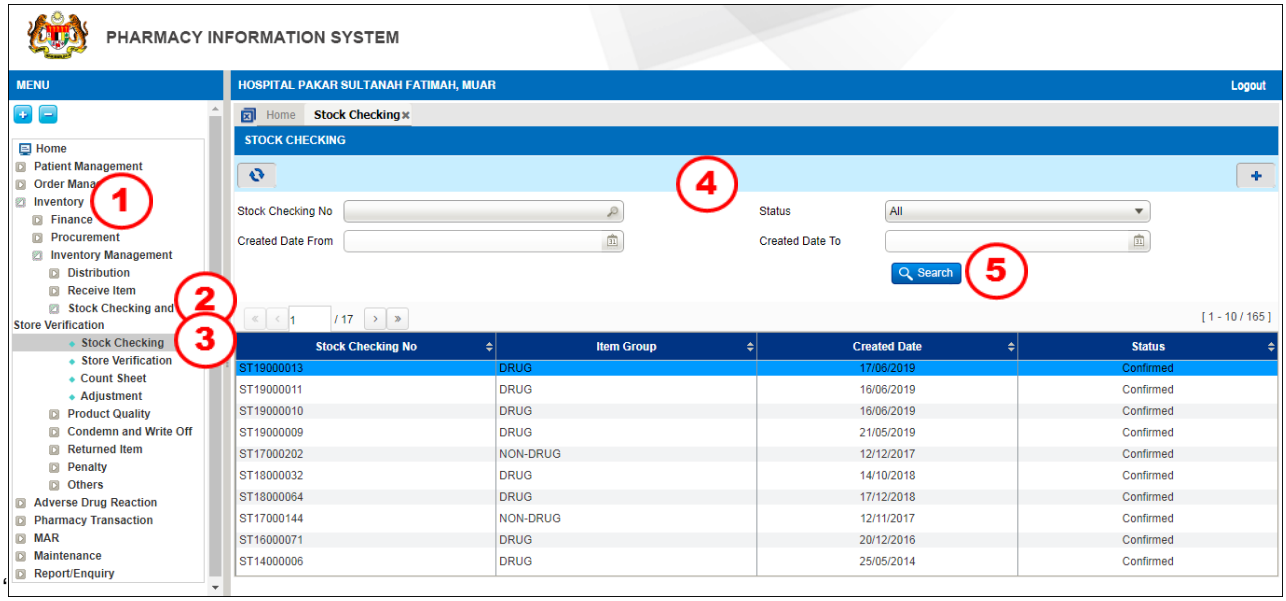


Figure 3.1-1 Stock Checking Listing Page

STEP 1
Click on '***Inventory***' menu followed by '***Inventory Management***' sub-menu

STEP 2
Click on '***Stock Checking and Store Verification***'

STEP 3
Click on '***Stock Checking***'

STEP 4
To search an existing Stock 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 Stock Checking List

The Physical Checking report will be printed out. User then need to transcribe the Physical Quantity back into the system.

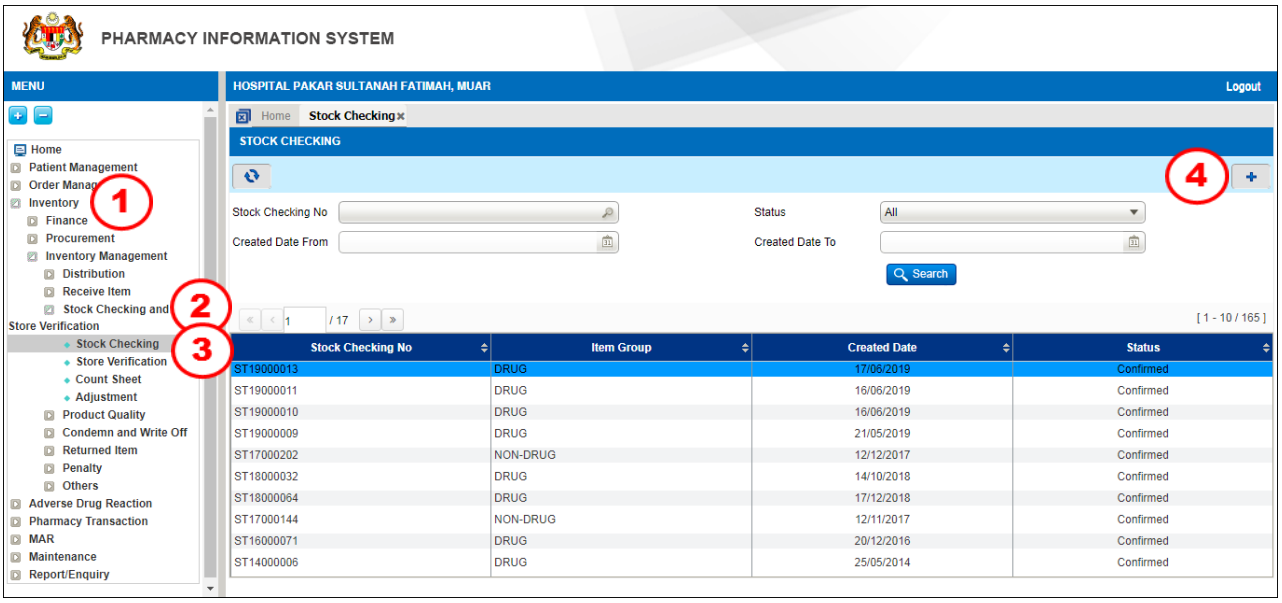


Figure 3.1.2-1 Create Stock Checking record

STEP 1
Click on 'Inventory' menu followed by 'Inventory Management' sub-menu

STEP 2
Click on '***Stock Checking and Store Verification***'

STEP 3
Click on '***Stock Checking***'

STEP 4
Click on the button to create a new Stock Checking transaction as shown in Figure 3.1.2-1

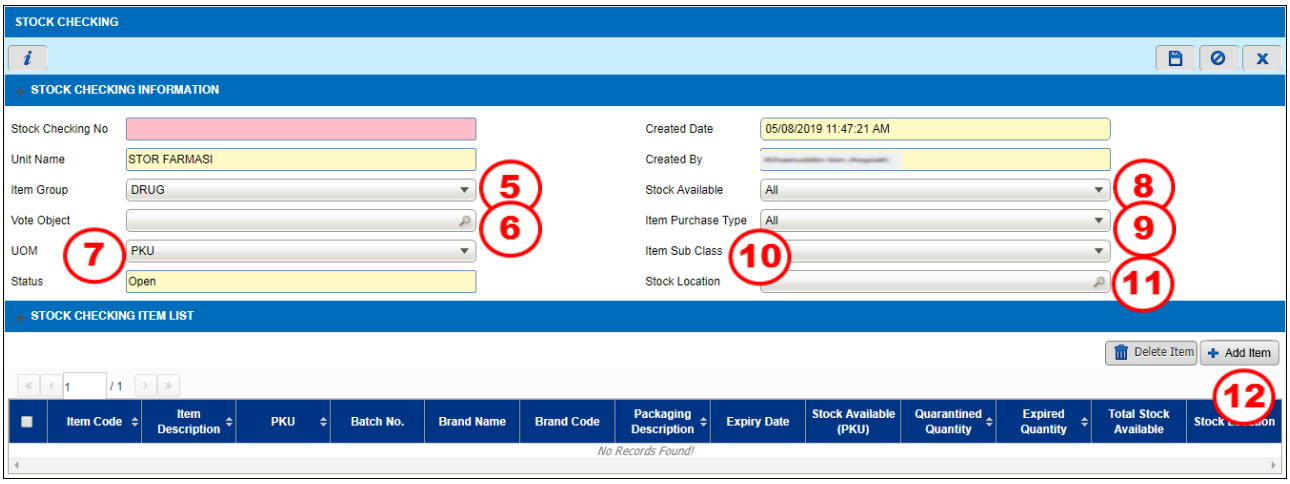


Figure 3.1.2-2 New Stock Checking record

Note

- ***Unit Name*** *is defaulted to the unit as per user login ID*
- ***Created Date*** *is default to the system Date/Time.*

- *Need to create stock checking list base on **Vote Object***

STEP 5
Select ***Item Group*** from the drop down box:
- Drug
- Non Drug

STEP 6
Search **Vote Object**

STEP7
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 8
Select ***Stock Available*** *from drop down box*
- All (Default)
- With 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 9
Select ***Item Purchase Type*** from the drop down box:
- All
- APPL
- Contract
- LP

STEP 10
Select ***Item Sub Class***

STEP 11
Select ***Store Location***

STEP 12
Click on the

button

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

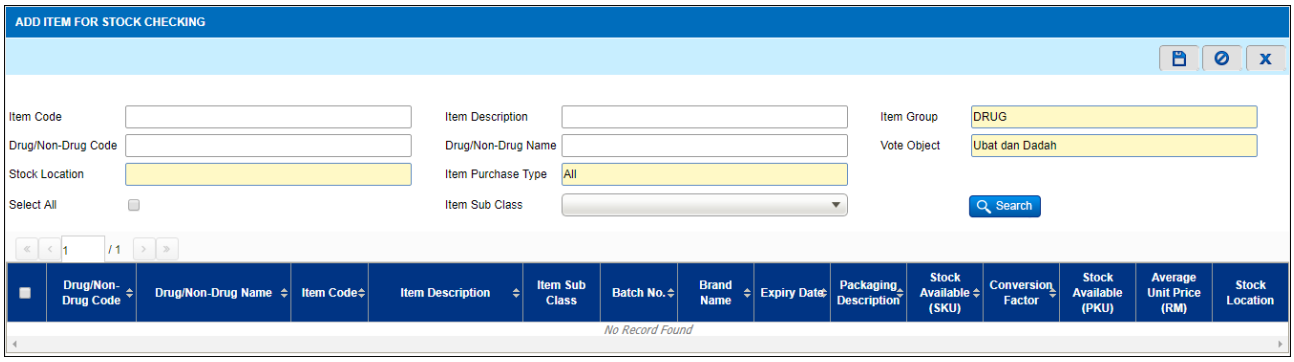


Figure 3.1.2-3 Screen after "Add Item" button clicked.

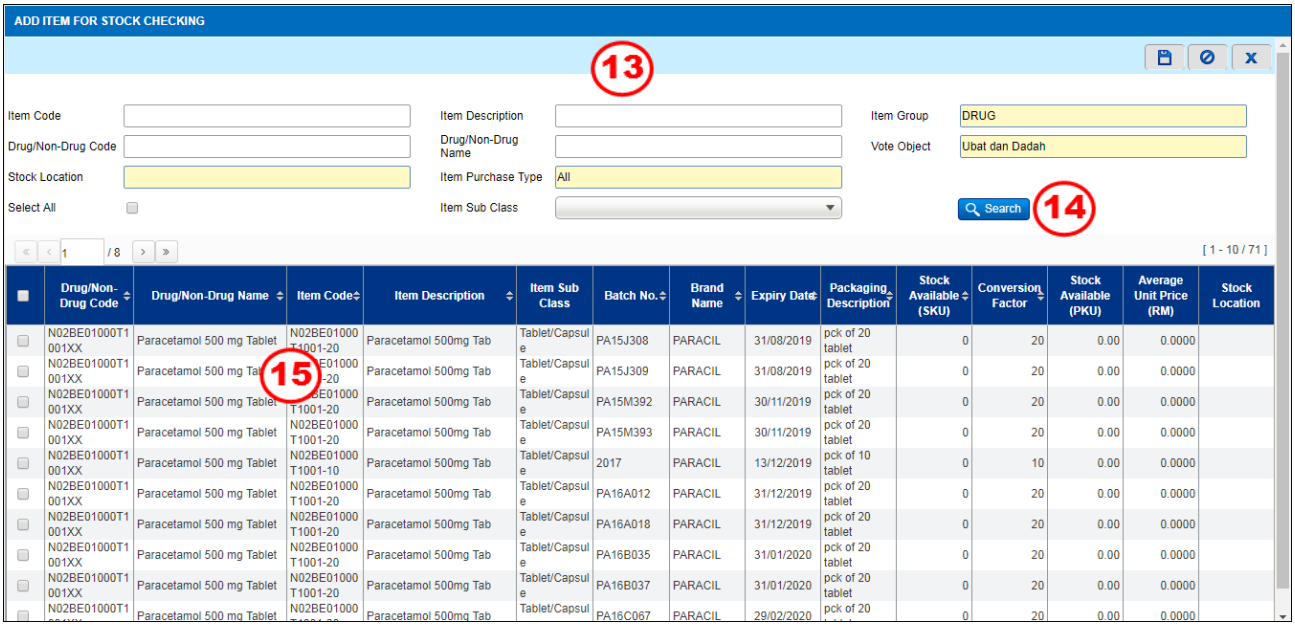


Figure 3.1.2-4 Add Item For Stock Checking Item

STEP 13

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

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

STEP 14

Click on the button and the list will be displayed

Note

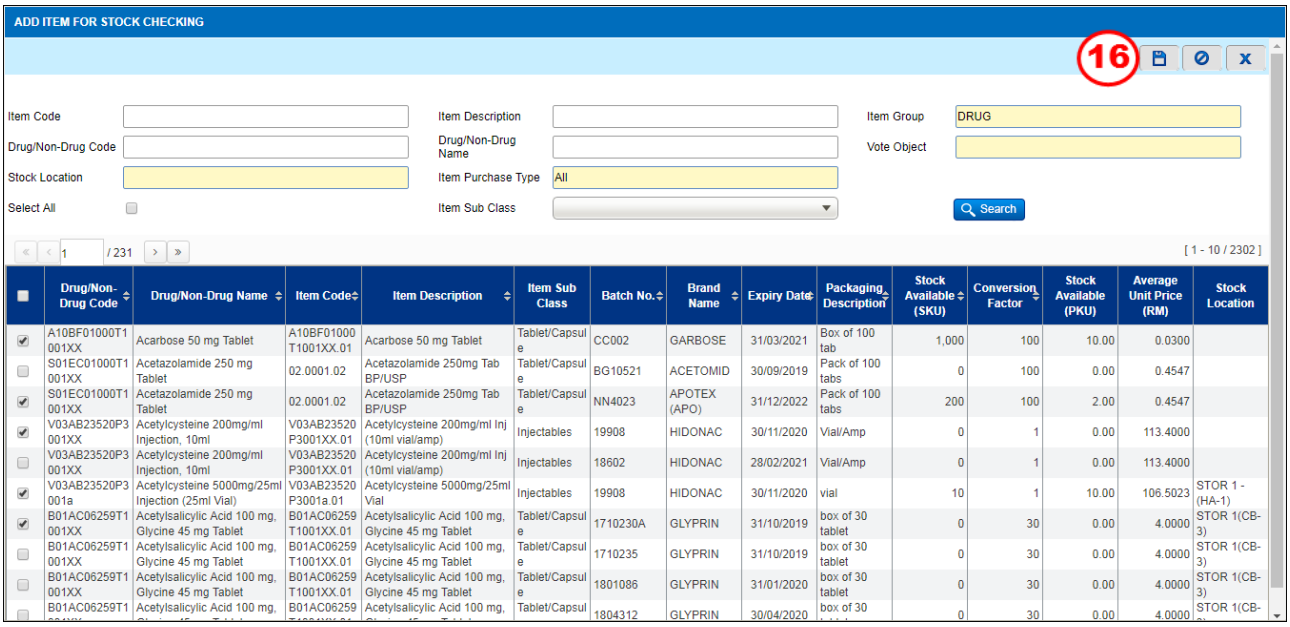
If user didn't enter any information in the search criteria, system will be display all the item.

STEP 15

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*



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)	Stock Location
A10BF01000T1001XX	Acarbose 50 mg Tablet	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	Tablet/Capsule	CC002	GARBOSE	31/03/2021	Box of 100 tab	1,000	100	10.00	0.0300	
S01EC01000T1001XX	Acetazolamide 250 mg Tablet	02.0001.02	Acetazolamide 250mg Tab BP/USP	Tablet/Capsule	BG10521	ACETOMID	30/09/2019	Pack of 100 tabs	0	100	0.00	0.4547	
S01EC01000T1001XX	Acetazolamide 250 mg Tablet	02.0001.02	Acetazolamide 250mg Tab BP/USP	Tablet/Capsule	NN4023	APOTEX (APO)	31/12/2022	Pack of 100 tabs	200	100	2.00	0.4547	
V03AB23520P3001XX	Acetylcysteine 200mg/ml Injection, 10ml	V03AB23520P3001XX.01	Acetylcysteine 200mg/ml Inj (10ml vial/amp)	Injectables	19908	HIDONAC	30/11/2020	Vial/Amp	0	1	0.00	113.4000	
V03AB23520P3001XX	Acetylcysteine 200mg/ml Injection, 10ml	V03AB23520P3001XX.01	Acetylcysteine 200mg/ml Inj (10ml vial/amp)	Injectables	18602	HIDONAC	28/02/2021	Vial/Amp	0	1	0.00	113.4000	
V03AB23520P3001a	Acetylcysteine 5000mg/25ml Injection (25ml Vial)	V03AB23520P3001a.01	Acetylcysteine 5000mg/25ml Vial	Injectables	19908	HIDONAC	30/11/2020	vial	10	1	10.00	106.5023	STOR 1 - (HA-1)
B01AC06259T1001XX	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	B01AC06259T1001XX.01	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	Tablet/Capsule	1710230A	GLYPRIN	31/10/2019	box of 30 tablet	0	30	0.00	4.0000	STOR 1(CB-3)
B01AC06259T1001XX	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	B01AC06259T1001XX.01	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	Tablet/Capsule	1710235	GLYPRIN	31/10/2019	box of 30 tablet	0	30	0.00	4.0000	STOR 1(CB-3)
B01AC06259T1001XX	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	B01AC06259T1001XX.01	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	Tablet/Capsule	1801086	GLYPRIN	31/01/2020	box of 30 tablet	0	30	0.00	4.0000	STOR 1(CB-3)
B01AC06259T1	Acetylsalicylic Acid 100 mg,	B01AC06259	Acetylsalicylic Acid 100 mg,	Tablet/Capsul	1804312	GLYPRIN	30/04/2020	box of 30	0	30	0.00	4.0000	STOR 1(CB-

Figure 3.1.2-5 Add Item For Stock Checking

STEP 16

Click on the button to save the transaction

Note

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

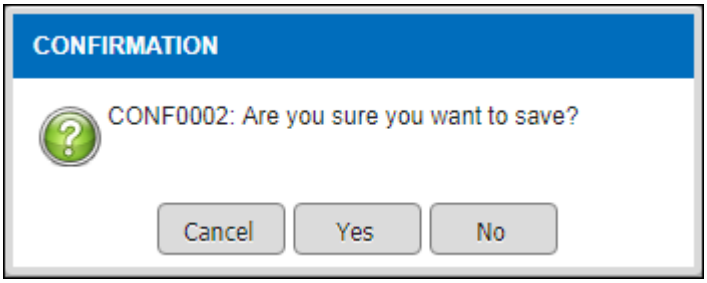


Figure 3.1.2-6 Confirmation Message

Note

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

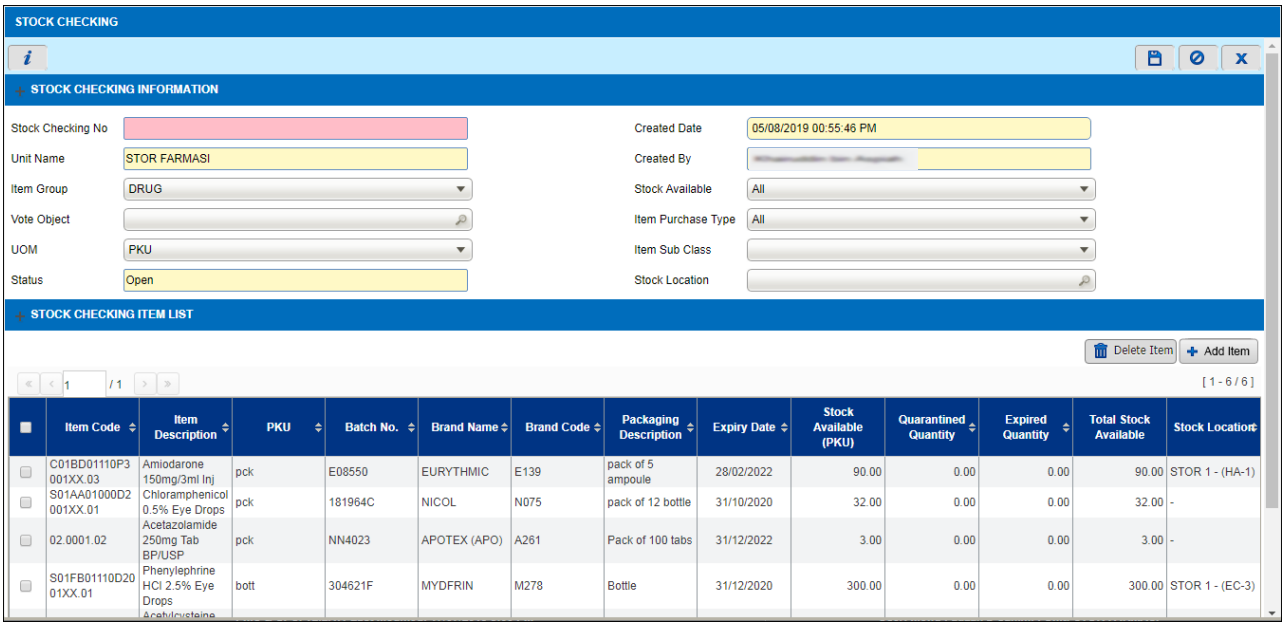


Figure 3.1.2-7 Stock Checking

Note

- *User is allowed to delete the necessary item by check on the item check box and click on* Delete Item *button.*
- *User able to add the necessary item by click on* Add Item *button.*
- *Click on* X *button to close the screen.*

STEP 16

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

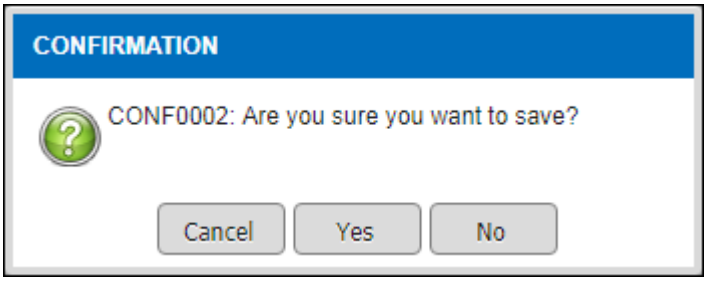


Figure 3.1.2-8 Confirmation Message

Note

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

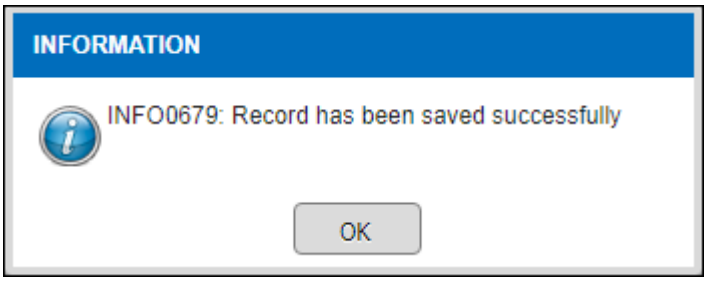


Figure 3.1.2-9 Information Message

Note

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

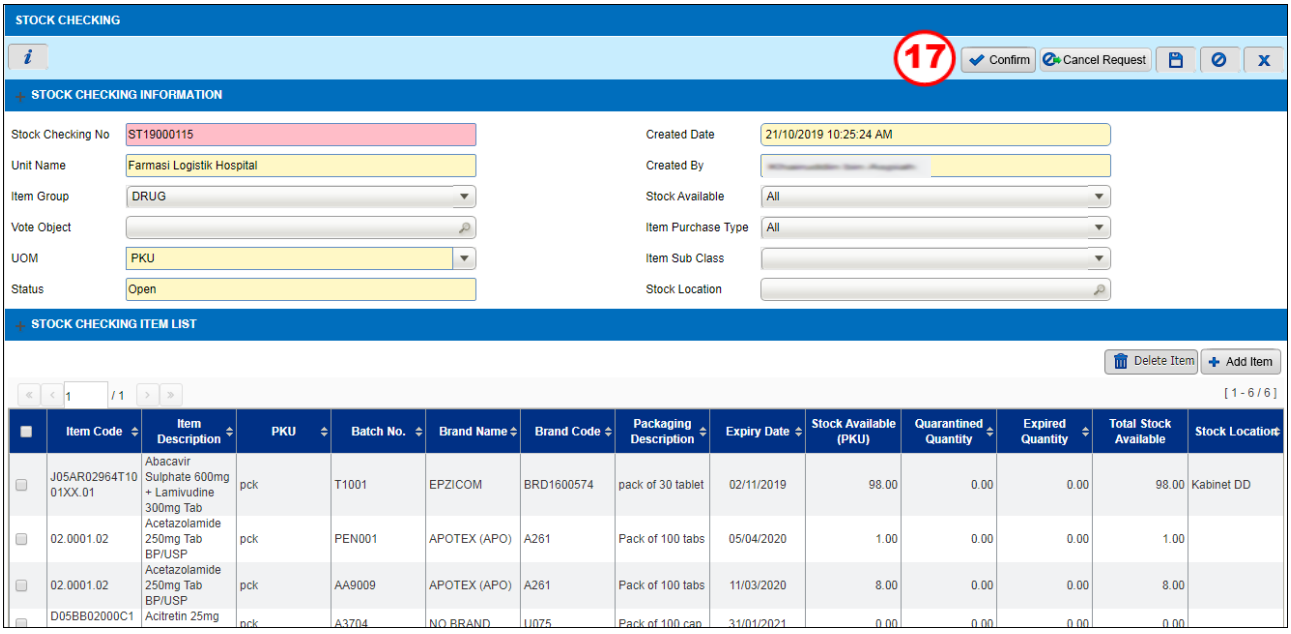


Figure 3.1.2-10 Stock Checking

STEP 17

Click on the Confirm 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 Cancel Request *button*

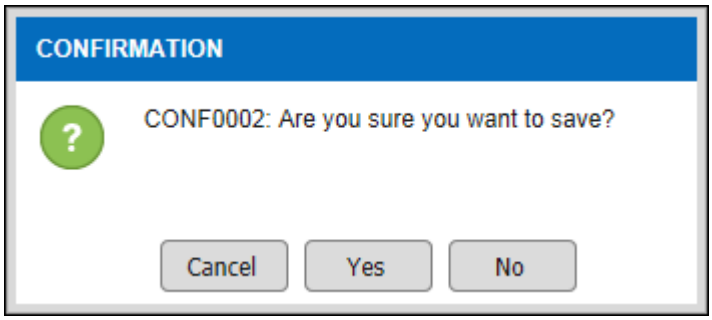


Figure 3.1.2-11 Confirmation Message

Note

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

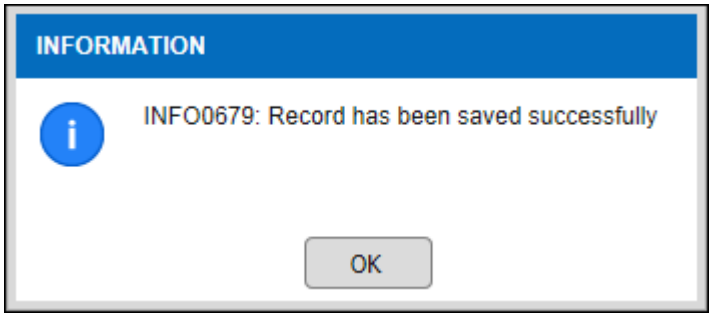


Figure 3.1.2-12 Information Message

Note

- *Click on the* OK *button to successfully save the transaction*

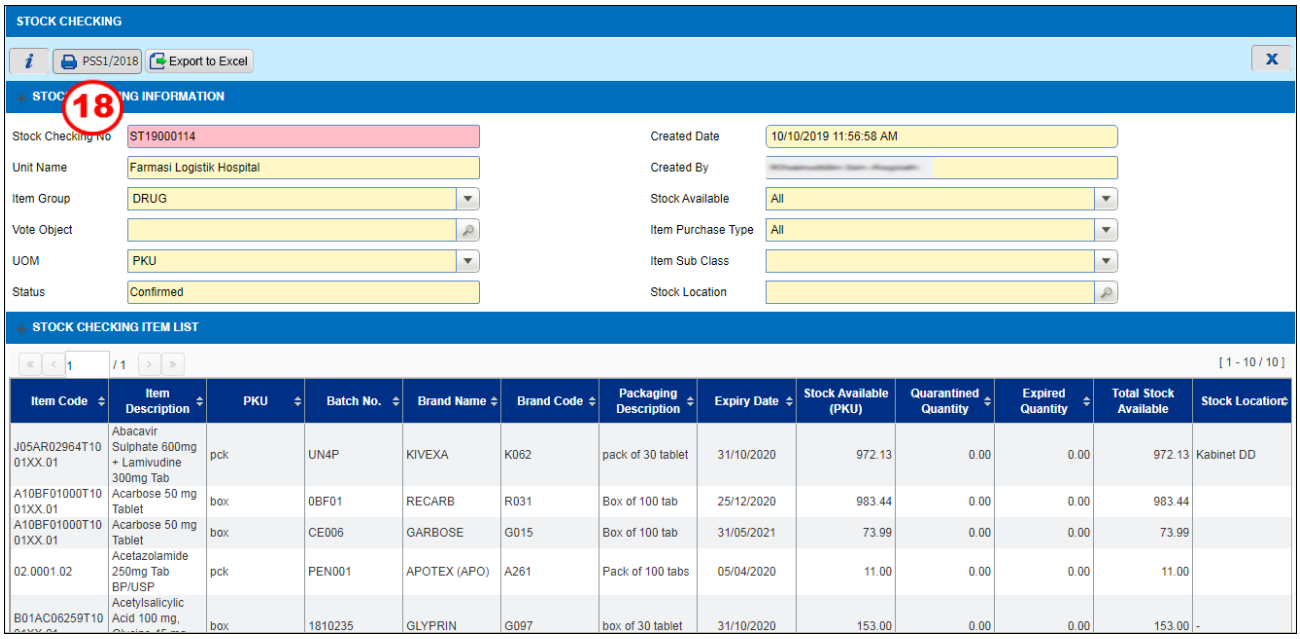


Figure 3.1.2-13 Stock Checking

STEP 18

Click on the PSS1/2018 button to view, print or export to excel the report as shown in Figure 3.1.2-14

Note

User able to export the list to excel by click on Export to Excel *button*

KEMENTERIAN KESIHATAN MALAYSIA
Hospital Seri Manjung

PSS1/2018

No. Rujukan: ST19000114

BORANG PEMERIKSAAN STOK UBAT DI SUB STOR TAHUN 2019

Nama Stor: Farmasi Logistik Hospital

A) MAKLUMAT STOK DI KEW.PS3 (DIISI OLEH PEGAWAI STOR)								B) MAKLUMAT PEMERIKSAAN (DIISI OLEH PEGAWAI PEMERIKSAAN)				
No. Kod	Nama Item	Deskripsi Pembungkusan	SKU	Jenama	No Kelompok	Tarikh Luput	Kuantiti Stok	Kuantiti Stok		*Penemuan Keadaan Stok A) Usang B) Rosak C) Tidak aktif D) Tidak E) Luput Tempoh F) Hilang		Syor/Cadangan (lupus/hapus kira/pelarasan stok/pindahan stok)
								Fizikal Stok	Perbezaan (+/-)	Kuantiti	*Keadaan Stok	
J05AR02964T1001XX.01	Abacavir Sulphate 600mg + Lamivudine 300mg Tab	pack of 30 tablet	pck	KIVEXA	UN4P	31/10/2020	972.13					
A10BF01000T1001XX.01	Acarbose 50 mg Tablet	Box of 100 tab	box	GARBOSE	CE006	31/05/2021	73.99					
A10BF01000T1001XX.01	Acarbose 50 mg Tablet	Box of 100 tab	box	RECARB	0BF01	25/12/2020	983.44					
02.0001.02	Acetazolamide 250mg Tab BP/USP	Pack of 100 tabs	pck	APOTEX (APO)	PEN001	05/04/2020	11.00					
B01AC06259T1001XX.01	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	box of 30 tablet	box	GLYPRIN	1810235	31/10/2020	153.00					
D06BB03000G1001XX.05	Acyclovir 5% Cream (10g)	pack of 12 ea	pck	(GENERIC NAME)	1711025	30/11/2020	1.00					

Tandatangan : Nama Pemeriksa : Jawatan : Jabatan : Tarikh Perlantikan : Tarikh Pemeriksaan :	Tandatangan : Nama Pemeriksa : Jawatan : Jabatan : Tarikh Perlantikan : Tarikh Pemeriksaan :
Tandatangan : Nama Pemeriksa : Jawatan : Jabatan : Tarikh Perlantikan : Tarikh Pemeriksaan :	Tandatangan : Nama Pemeriksa : Jawatan : Jabatan : Tarikh Perlantikan : Tarikh Pemeriksaan :
Dilengkapkan oleh Unit / Jabatan Farmasi	
DISEMAK OLEH: _____ (Tandatangan Ketua Unit) Nama : Jawatan : Tarikh : Cop Kementerian/jabatan :	**DISAHKAN / TIDAK DISAHKAN*** _____ (Tandatangan Ketua Pegawai Farmasi / Pegawai Farmasi Kesihatan) Nama : Jawatan : Tarikh : Cop Kementerian/jabatan : *Sila potong yang berkenaan

Page 2 of 2

Figure 3.1.2-14 Borang Pemeriksaan Stok Ubat Di Sub Stor

3.2 Store Verification

Once complete generate stock checking item list, system need to do verification by using Store Verification module

3.2.1 Search Store Verification record

The Store Verification page will display all existing Store Verification transactions.
To view existing Store Verification record(s), perform the steps below:

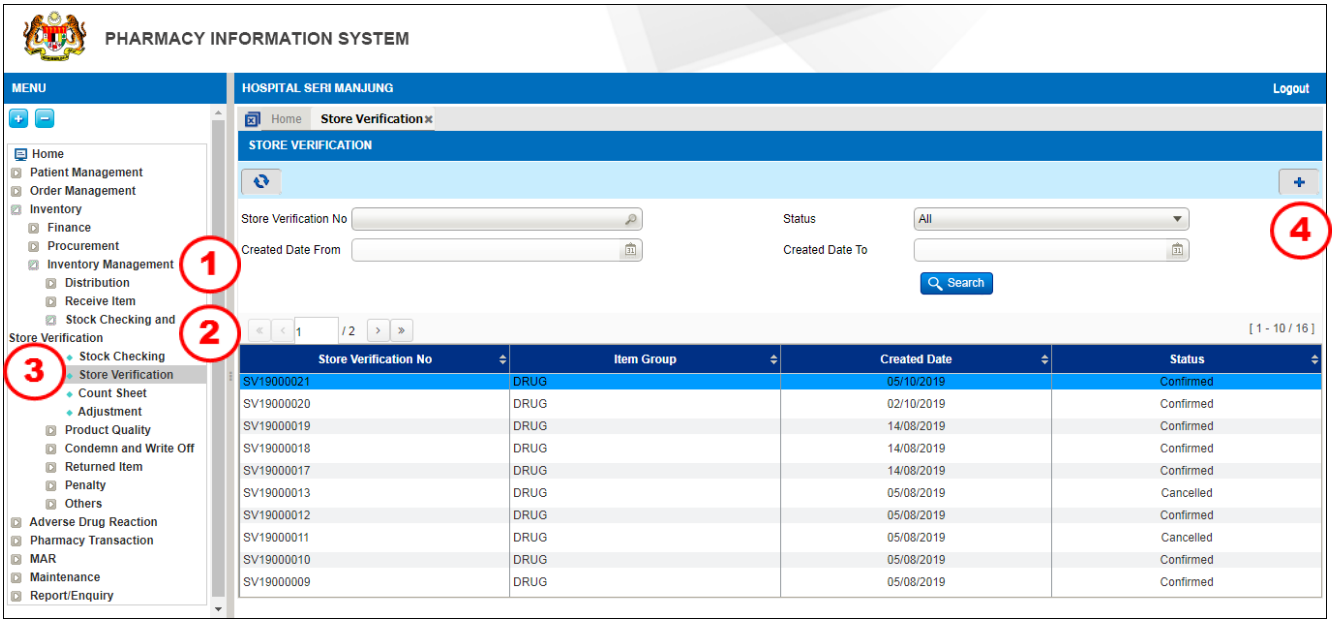


Figure 3.2.1-1 Store Verification

STEP 1
Click on 'Inventory' menu followed by 'Inventory Management' sub-menu

STEP 2
Click on '***Stock Checking and Store Verification***'

STEP 3
Click on '***Store Verification***'

STEP 4
Click on the button to create a new Store Verification transaction as shown in Figure 3.2.1-1

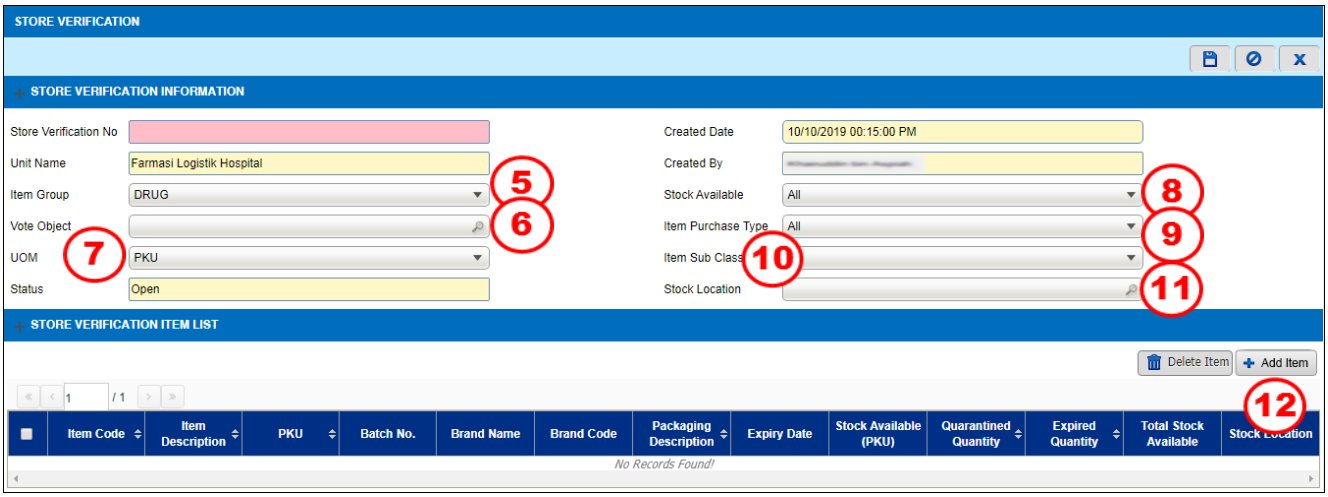


Figure 3.2.1-2 New Store Verification record

Note

- ***Unit Name*** *is defaulted to the unit as per user login ID*
- ***Created Date*** *is default to the system Date/Time.*
- *Need to create stock checking list base on* ***Vote Object***

STEP 5
Select ***Item Group*** from the drop down box:
- Drug
- Non Drug

STEP 6
Search **Vote Object**

STEP7
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 8
Select ***Stock Available*** *from drop down box*
- All (Default)
- With 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 9
Select ***Item Purchase Type*** from the drop down box:
- All
- APPL
- Contract
- LP

STEP 10
Select ***Item Sub Class***

STEP 11
Select ***Store Location***

STEP 12
Click on the

button

Note
A screen will appear as shown in Figure 3.2.1-3.

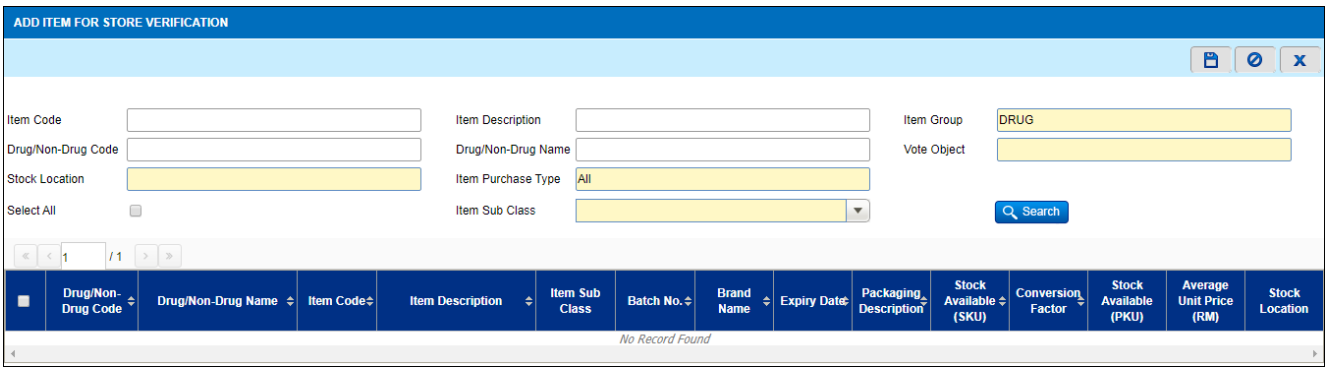


Figure 3.2.1-3 Screen after "Add Item" button clicked.

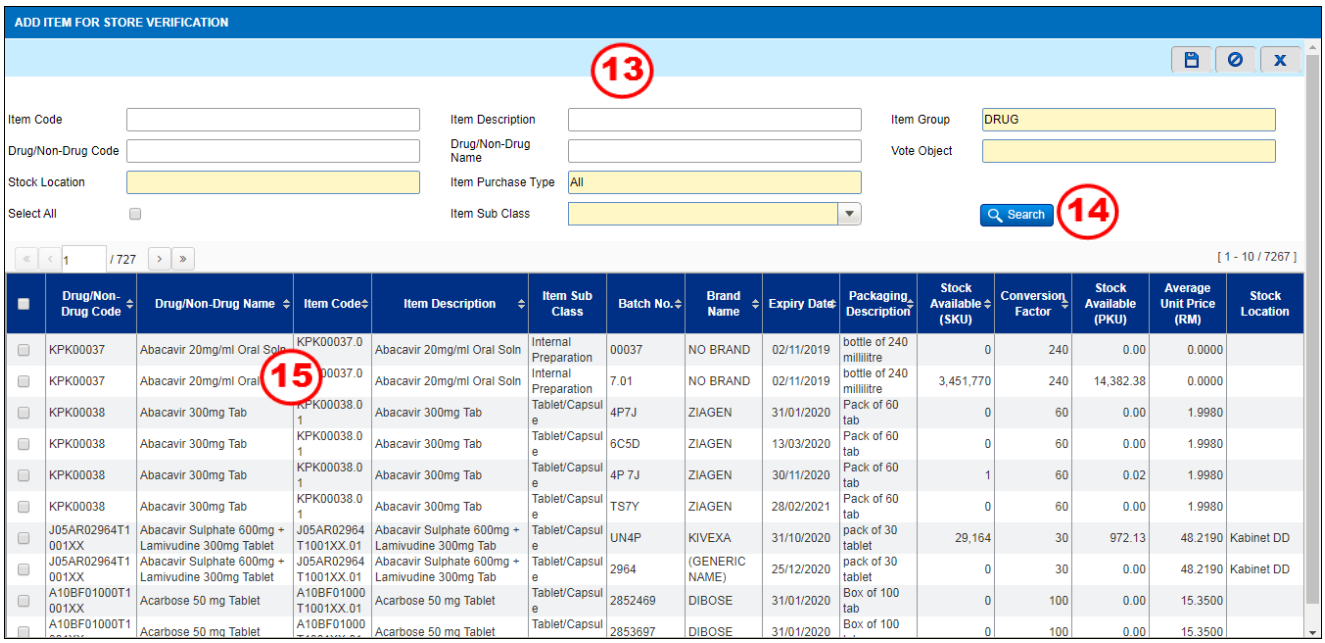


Figure 3.2.1-4 Add Item For Store Verification Item

STEP 13

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

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

STEP 14

Click on the Search button and the list will be displayed

Note

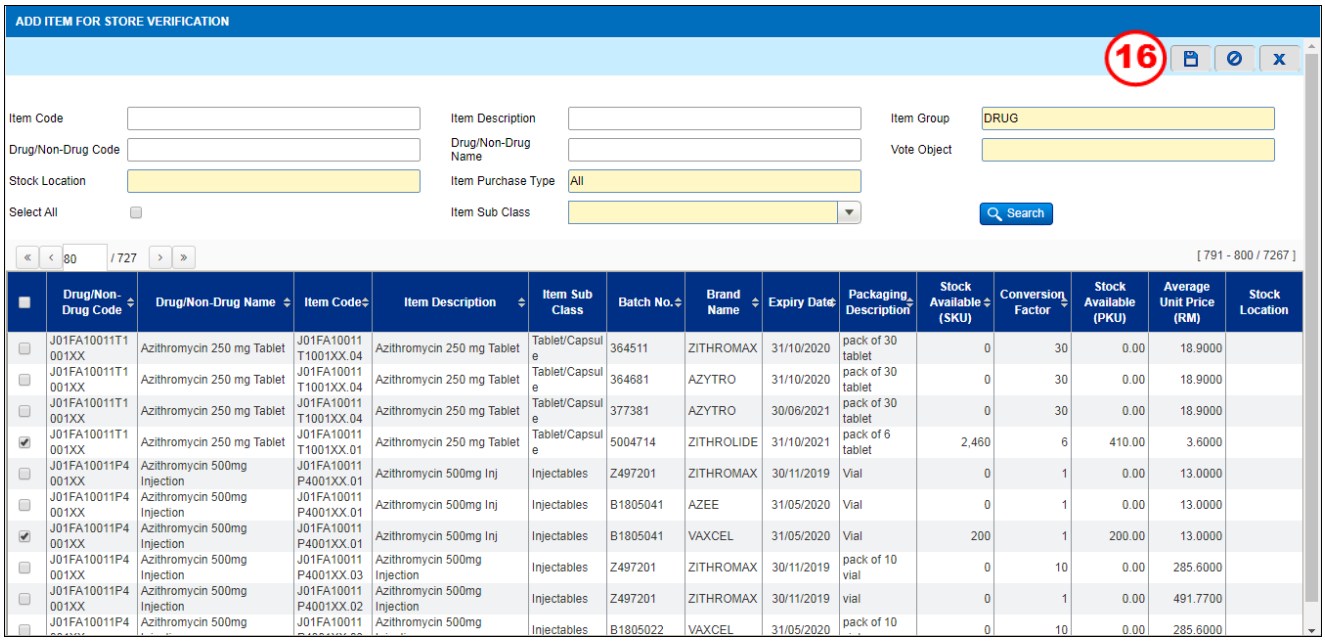
If user didn't enter any information in the search criteria, system will be display all the item.

STEP 15

Check to select on the drug(s) required to do store verification

Note

*User is allowed to select all the item display by click on the **Select All** 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)	Stock Location
J01FA10011T1001XX	Azithromycin 250 mg Tablet	J01FA10011T1001XX.04	Azithromycin 250 mg Tablet	Tablet/Capsule	364511	ZITHROMAX	31/10/2020	pack of 30 tablet	0	30	0.00	18.9000	
J01FA10011T1001XX	Azithromycin 250 mg Tablet	J01FA10011T1001XX.04	Azithromycin 250 mg Tablet	Tablet/Capsule	364681	AZYTRO	31/10/2020	pack of 30 tablet	0	30	0.00	18.9000	
J01FA10011T1001XX	Azithromycin 250 mg Tablet	J01FA10011T1001XX.04	Azithromycin 250 mg Tablet	Tablet/Capsule	377381	AZYTRO	30/06/2021	pack of 30 tablet	0	30	0.00	18.9000	
J01FA10011T1001XX	Azithromycin 250 mg Tablet	J01FA10011T1001XX.01	Azithromycin 250 mg Tablet	Tablet/Capsule	5004714	ZITHROLIDE	31/10/2021	pack of 6 tablet	2,460	6	410.00	3.6000	
J01FA10011P4001XX	Azithromycin 500mg Injection	J01FA10011P4001XX.01	Azithromycin 500mg Inj	Injectables	Z497201	ZITHROMAX	30/11/2019	Vial	0	1	0.00	13.0000	
J01FA10011P4001XX	Azithromycin 500mg Injection	J01FA10011P4001XX.01	Azithromycin 500mg Inj	Injectables	B1805041	AZEE	31/05/2020	Vial	0	1	0.00	13.0000	
J01FA10011P4001XX	Azithromycin 500mg Injection	J01FA10011P4001XX.01	Azithromycin 500mg Inj	Injectables	B1805041	VAXCEL	31/05/2020	Vial	200	1	200.00	13.0000	
J01FA10011P4001XX	Azithromycin 500mg Injection	J01FA10011P4001XX.03	Azithromycin 500mg Injection	Injectables	Z497201	ZITHROMAX	30/11/2019	pack of 10 vial	0	10	0.00	285.6000	
J01FA10011P4001XX	Azithromycin 500mg Injection	J01FA10011P4001XX.02	Azithromycin 500mg Injection	Injectables	Z497201	ZITHROMAX	30/11/2019	vial	0	1	0.00	491.7700	
J01FA10011P4	Azithromycin 500mg	J01FA10011	Azithromycin 500mg	Injectables	B1805022	VAXCEL	31/05/2020	pack of 10	0	10	0.00	285.6000	

Figure 3.2.1-5 Add Item For Store Verification

STEP 16

Click on the button to save the transaction

Note

Confirmation message will be displayed as shown in Figure 3.2.1-6

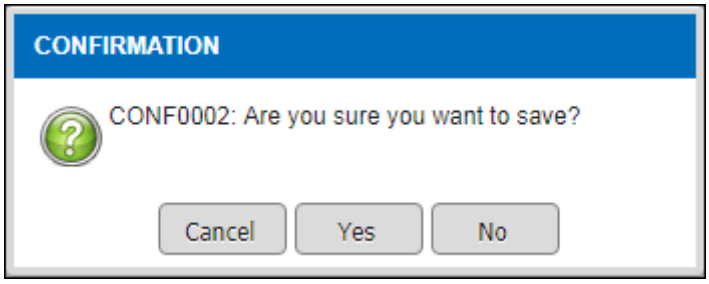


Figure 3.2.1-6 Confirmation Message

Note

Click on the Yes *button so save the record and the list will be updated as shown in Figure 3.2.1-7*

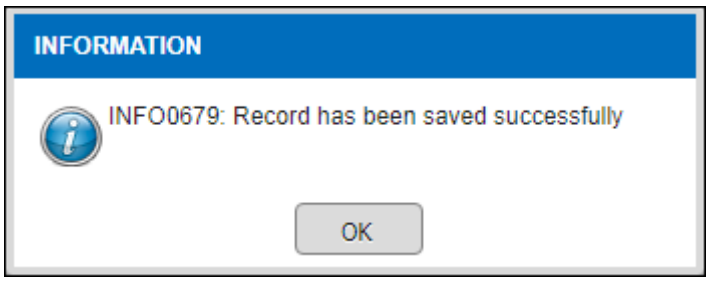


Figure 3.2.1-7 Information Message

Note

- *Click on the* OK *button to successfully save the transaction*
- ***Store Verification No*** *will be auto generated after successfully saved the record*

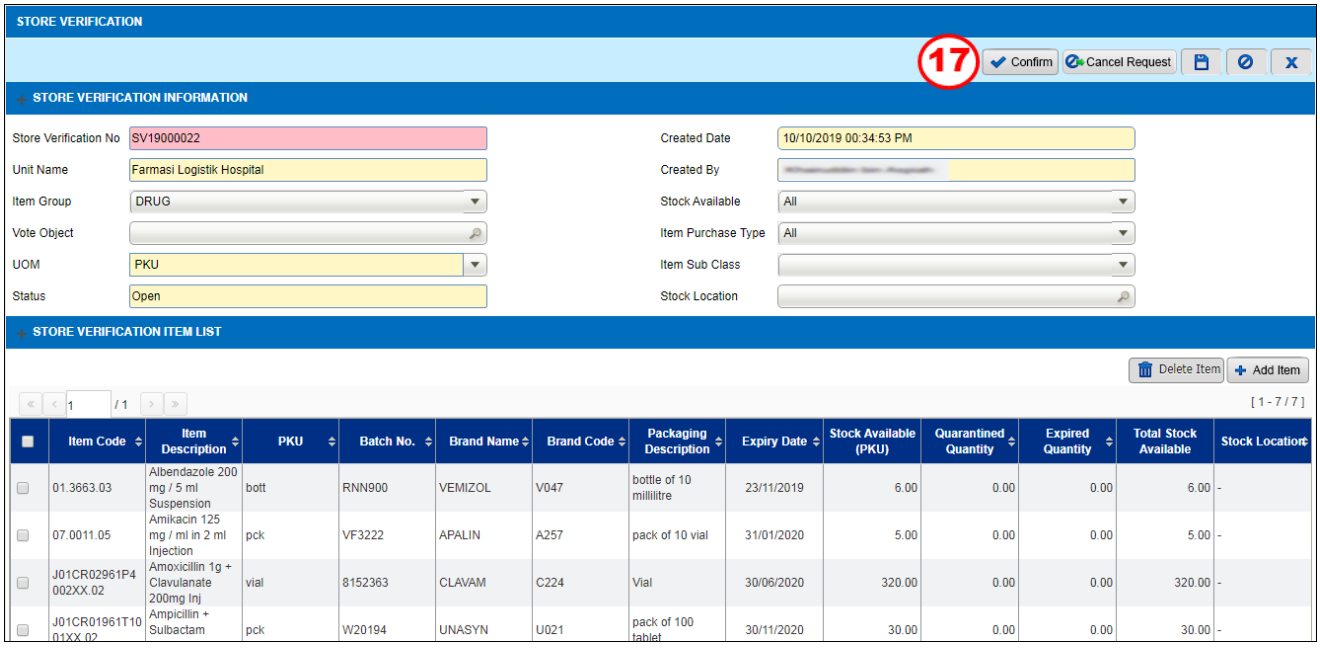


Figure 3.2.1-8 Store Verification

STEP 17

Click on the Confirm button to confirm the record and confirmation message will be displayed as Figure 3.2.1-9

Note

User is allowed to cancel the request by click on Cancel Request *button*

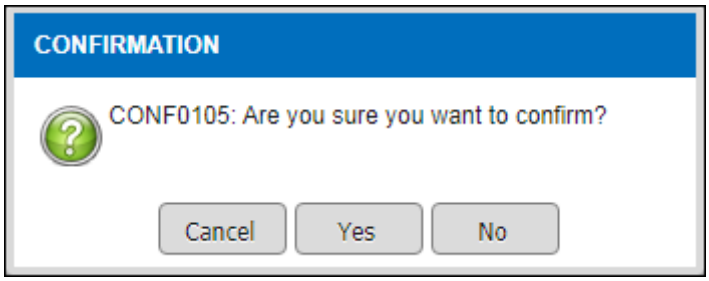


Figure 3.2.1-9 Confirmation Message

Note

- *Click on the* Yes *button so save the transaction and system will displayed information message as shown in Figure 3.2.1-10*

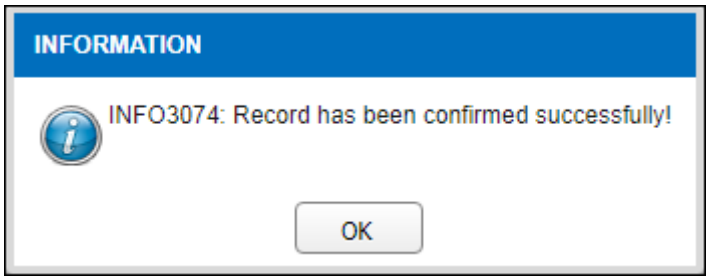


Figure 3.2.1-10 Information Message

Note

- *Click on the* OK *button to successfully save the transaction*

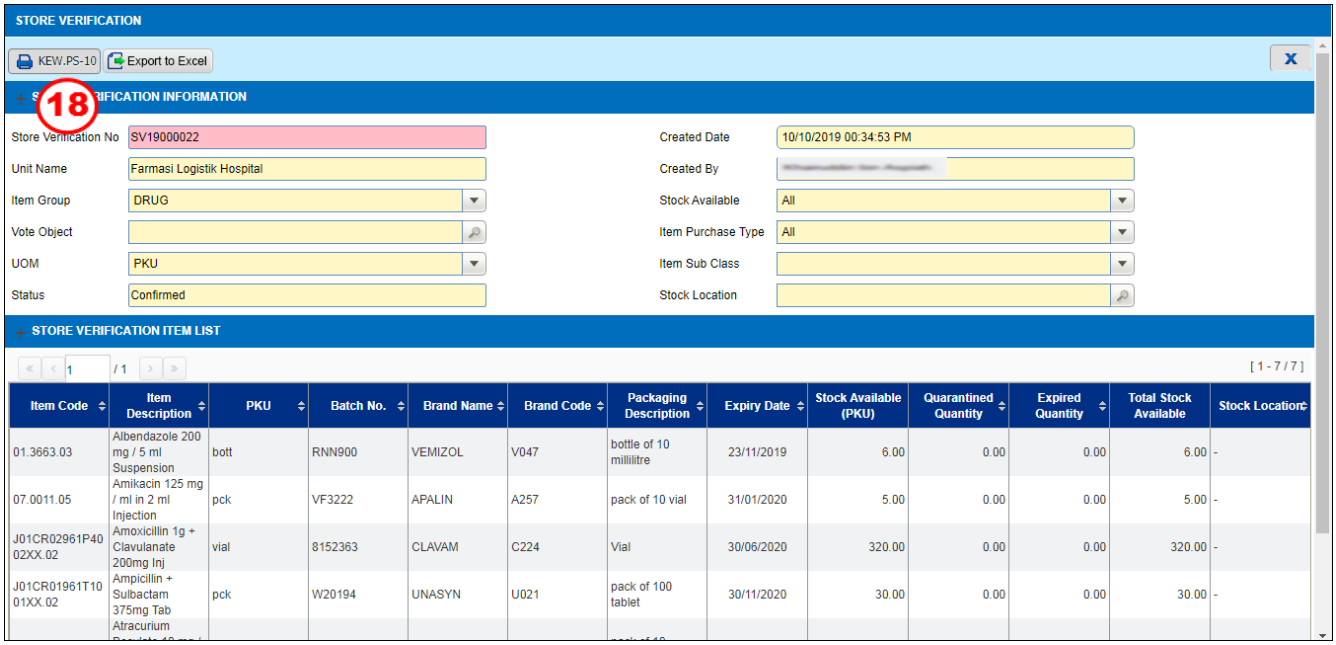


Figure 3.2.1-11 Store Verification

STEP 18

Click on the KEW.PS-10 button to view, print or export to excel the report as shown in Figure 3.2.1-12

Note

User able to export the list to excel by click on Export to Excel *button*

KEMENTERIAN KESIHATAN MALAYSIA
Hospital Seri Manjung
BORANG VERIFIKASI STOR TAHUN 2019

KEW.PS-10
No. Rujukan: SV19000022

Nama Stor: Farmasi Logistik Hospital

MAKLUMAT STOK DI KEWPS-3								KUANTITI STOK		STATUS STOK A) Usang B) Rosak C) Tidak aktif D) Tidak Diperlukan E) Luput Tempoh F) Hilang	Catatan
No. Kod	Perihal Stok	Deskripsi Pembungkusan	SKU/PKU	Jenama	No Kelompok	Tarikh Luput	Baki Sedia Ada	Kuantiti Stok	Perbezaan (+/-)		
01.3663.03	Albendazole 200 mg / 5 ml Suspension	bottle of 10 millilitre	bott	VEMIZOL	RNN900	23/11/2019	6.00				
07.0011.05	Amikacin 125 mg / ml in 2 ml Injection	pack of 10 vial	pck	APALIN	VF3222	31/01/2020	5.00				
J01CR02961P4002XX.02	Amoxicillin 1g + Clavulanate 200mg Inj	Vial	vial	CLAVAM	8152363	30/06/2020	320.00				
J01CR01961T1001XX.02	Ampicillin + Sulbactam 375mg Tab	pack of 100 tablet	pck	UNASYN	W20194	30/11/2020	30.00				
03.0005.04	Atracurium Besylate 10 mg / ml in 2.5 ml Injection	pack of 10 ampoule	pck	HAMELN	818071	31/05/2020	20.00				
J01FA10011T1001XX.01	Azithromycin 250 mg Tablet	pack of 6 tablet	pck	ZITHROLIDE	5004714	31/10/2021	410.00				
J01FA10011P4001XX.01	Azithromycin 500mg Inj	Vial	vial	VAXCEL	B1805041	31/05/2020	200.00				

PEGAWAI VERIFIKASI 1	PEGAWAI VERIFIKASI 2	PEGAWAI VERIFIKASI 3
Tandatangan :	**Tandatangan** :	**Tandatangan** :
Nama :	**Nama** :	**Nama** :
Jawatan :	**Jawatan** :	**Jawatan** :
Jabatan :	**Jabatan** :	**Jabatan** :
Tarikh :	**Tarikh** :	**Tarikh** :

Page 1 of 1

Figure 3.2.1-12 Borang Verifikasi Stor

3.3 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.

3.3.1 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:

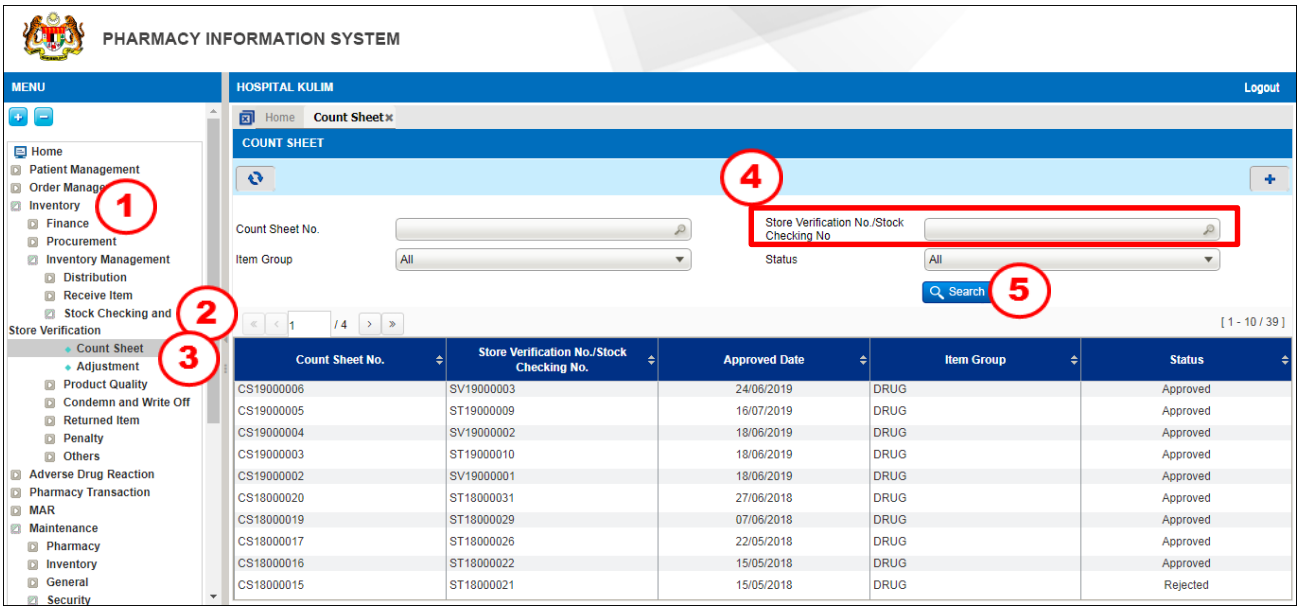


Figure 3.3.1-1 Count Sheet Listing Page (Level 1 Screen)

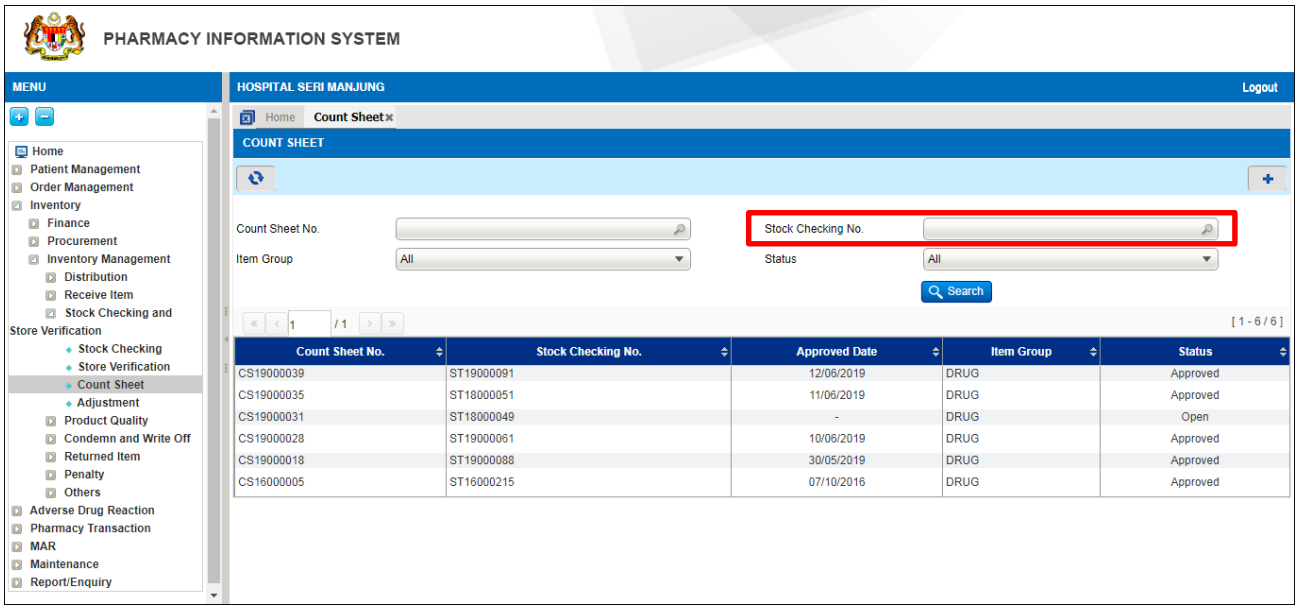


Figure 3.3.1-2 Count Sheet Listing Page (Level 2 Screen)

STEP 1
Click on 'Inventory' menu followed by 'Inventory Management' sub-menu

STEP 2
Click on '***Stock Checking and Store 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 Verification No / Stock Checking No. (Level 1)
c) Stock Checking No. (Level 2)
d) Item Group
   - Drug
   - Non Drug
   - All
e) Status
   - All
   - Approved
   - Open
   - Pending For Approval
   - Rejected

STEP 5
Click on the

button

Note
The results displayed will be based on the entered criteria as shown in Figure 3.3.1-1 / Figure 3.3.1-2

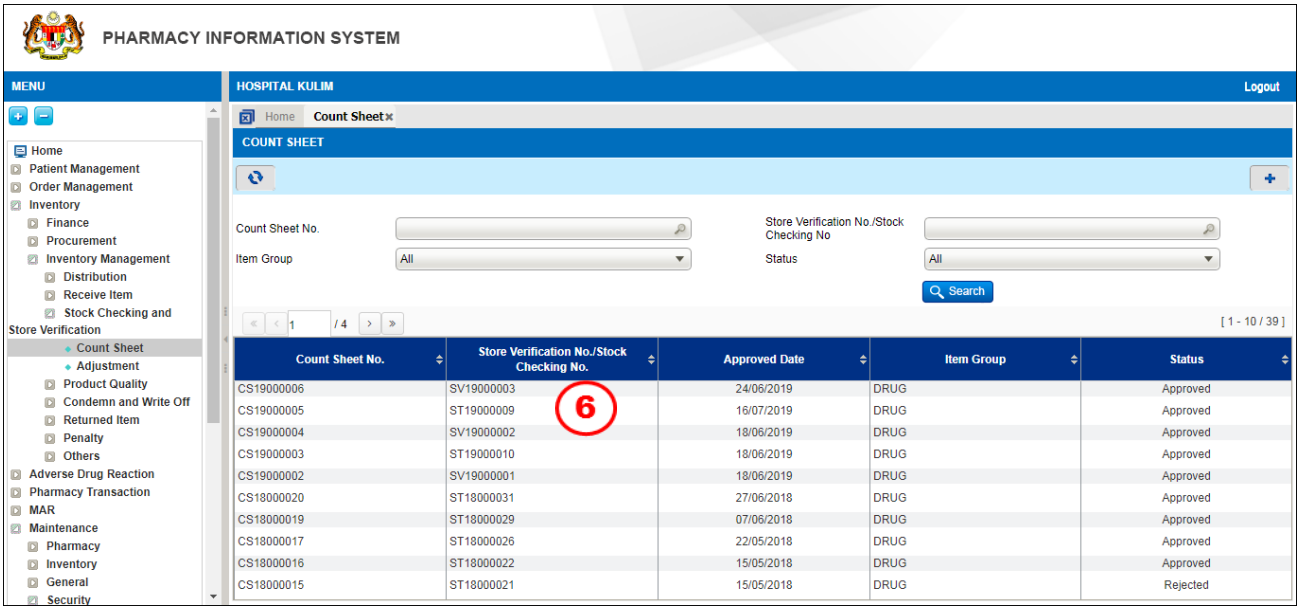


Figure 3.3.1-3 Count Sheet Listing Page

STEP 6
Double click on the count sheet no. to view the existing transaction

Note

The results will be displayed as shown in figure 3.3.1-4

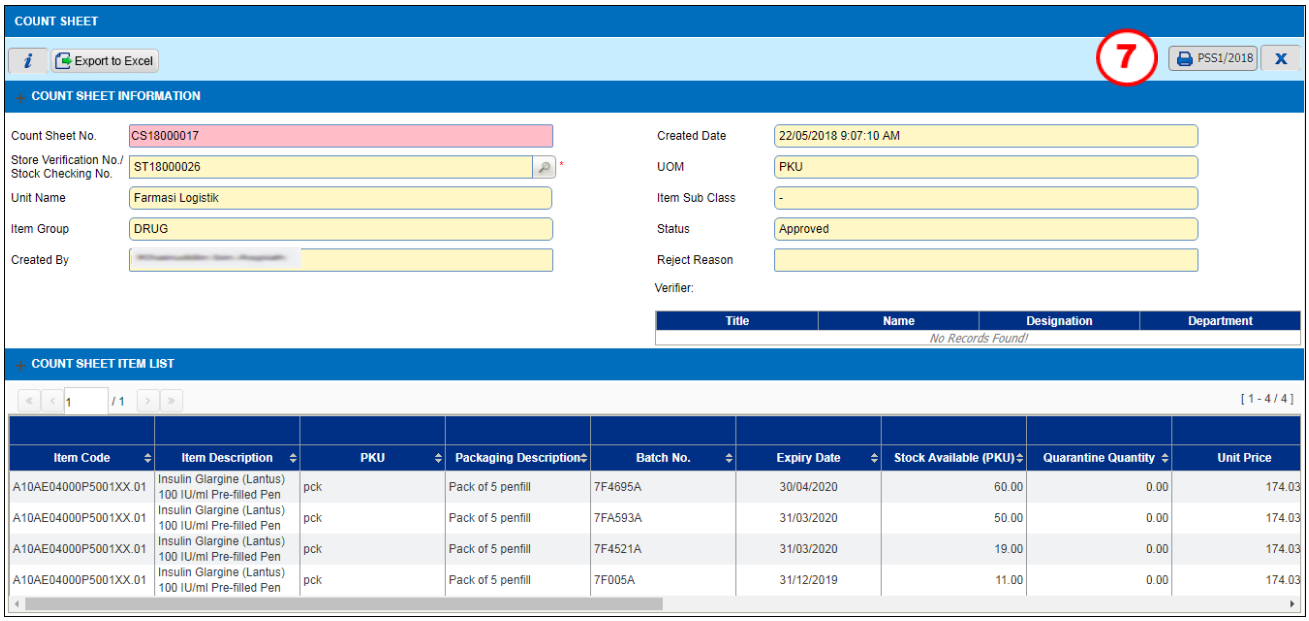


Figure 3.3.1-4 Count Sheet

STEP 7

Click on PSS1/2018 button to view report

Note

- *Report will be depending on Stock Checking or Store Verification.*
- *For stock checking* PSS1/2018 *will appear and result will displayed as shown in figure 3.3.1-5*
- *For store verification* KEW.PS-10 *will appear and result will displayed as shown in figure 3.3.1-6*

KEMENTERIAN KESIHATAN MALAYSIA
Hospital Kulim

PSS1/2018

No. Rujukan: CS18000017

BORANG PEMERIKSAAN STOK UBAT DI SUB STOR TAHUN 2018

Nama Stor: Farmasi Logistik

A) MAKLUMAT STOK DI KEW.PS3 (DIISI OLEH PEGAWAI STOR)								B) MAKLUMAT PEMERIKSAAN (DIISI OLEH PEGAWAI PEMERIKSAAN)				
No. Kod	Nama Item	Deskripsi Pembungkusan	SKU/PKU	Jenama	No Kelompok	Tarikh Luput	Kuantiti Stok	Kuantiti Stok		*Penemuan Keadaan Stok A) Usang B) Rosak C) Tidak aktif D) Tidak E) Luput Tempoh F) Hilang		Syor/Cadangan (lupus/hapus kira/pelarasan stok/pindahan stok)
								Fizikal Stok	Perbezaan (+/-)	Kuantiti	*Keadaan Stok	
A10AE04000P5001XX.01	Insulin Glargine (Lantus) 100 IU/ml Pre-filled Pen	Pack of 5 penfill	pck	LANTUS	7F4521A	31/03/2020	19.00	19.00	0.00			
A10AE04000P5001XX.01	Insulin Glargine (Lantus) 100 IU/ml Pre-filled Pen	Pack of 5 penfill	pck	LANTUS	7F005A	31/12/2019	11.00	11.00	0.00			
A10AE04000P5001XX.01	Insulin Glargine (Lantus) 100 IU/ml Pre-filled Pen	Pack of 5 penfill	pck	LANTUS	7FA593A	31/03/2020	50.00	30.00	-20.00			
A10AE04000P5001XX.01	Insulin Glargine (Lantus) 100 IU/ml Pre-filled Pen	Pack of 5 penfill	pck	LANTUS	7F4695A	30/04/2020	60.00	80.00	20.00			

Tandatangan : **Nama Pemeriksa :** **Jawatan :** **Jabatan :** **Tarikh Perlantikan :** **Tarikh Pemeriksaan :**	**Tandatangan :** **Nama Pemeriksa :** **Jawatan :** **Jabatan :** **Tarikh Perlantikan :** **Tarikh Pemeriksaan :**
Tandatangan : **Nama Pemeriksa :** **Jawatan :** **Jabatan :** **Tarikh Perlantikan :** **Tarikh Pemeriksaan :**	**Tandatangan :** **Nama Pemeriksa :** **Jawatan :** **Jabatan :** **Tarikh Perlantikan :** **Tarikh Pemeriksaan :**

Dilengkapkan oleh Unit / Jabatan Farmasi

DISEMAK OLEH: _____ **(Tandatangan Ketua Unit)** **Nama :** **Jawatan :** **Tarikh :** **Cop Kementerian/Jabatan :**	**DISAHKAN / TIDAK DISAHKAN*** _____ **(Tandatangan Ketua Pegawai Farmasi / Pegawai Farmasi Kesihatan)** **Nama :** **Jawatan :** **Tarikh :** **Cop Kementerian/Jabatan :** ***Sila potong yang berkenaan**

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Figure 3.3.1-5 PSS1/2018

KEMENTERIAN KESIHATAN MALAYSIA
Hospital Seri Manjung

KEW.PS-10

No. Rujukan: SV19000022

BORANG VERIFIKASI STOR TAHUN 2019

Nama Stor: Farmasi Logistik Hospital

MAKLUMAT STOK DI KEWPS-3								KUANTITI STOK		STATUS STOK A) Usang B) Rosak C) Tidak aktif D) Tidak Diperlukan E) Luput Tempoh F) Hilang	Catatan
No. Kod	Perihal Stok	Deskripsi Pembungkusan	SKU/PKU	Jenama	No Kelompok	Tarikh Luput	Baki Sedia Ada	Kuantiti Stok	Perbezaan (+/-)		
01.3663.03	Albendazole 200 mg / 5 ml Suspension	bottle of 10 millilitre	bott	VEMIZOL	RNN900	23/11/2019	6.00				
07.0011.05	Amikacin 125 mg / ml in 2 ml Injection	pack of 10 vial	pck	APALIN	VF3222	31/01/2020	5.00				
J01CR02961P4002XX.02	Amoxicillin 1g + Clavulanate 200mg Inj	Vial	vial	CLAVAM	8152363	30/06/2020	320.00				
J01CR01961T1001XX.02	Ampicillin + Sulbactam 375mg Tab	pack of 100 tablet	pck	UNASYN	W20194	30/11/2020	30.00				
03.0005.04	Atracurium Besylate 10 mg / ml in 2.5 ml Injection	pack of 10 ampoule	pck	HAMELN	818071	31/05/2020	20.00				
J01FA10011T1001XX.01	Azithromycin 250 mg Tablet	pack of 6 tablet	pck	ZITHROLIDE	5004714	31/10/2021	410.00				
J01FA10011P4001XX.01	Azithromycin 500mg Inj	Vial	vial	VAXCEL	B1805041	31/05/2020	200.00				

PEGAWAI VERIFIKASI 1	PEGAWAI VERIFIKASI 2	PEGAWAI VERIFIKASI 3
Tandatangan : **Nama :** **Jawatan :** **Jabatan :** **Tarikh :**	**Tandatangan :** **Nama :** **Jawatan :** **Jabatan :** **Tarikh :**	**Tandatangan :** **Nama :** **Jawatan :** **Jabatan :** **Tarikh :**

Page 1 of 1

Figure 3.3.1-6 KEW.PS-10

3.3.2 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

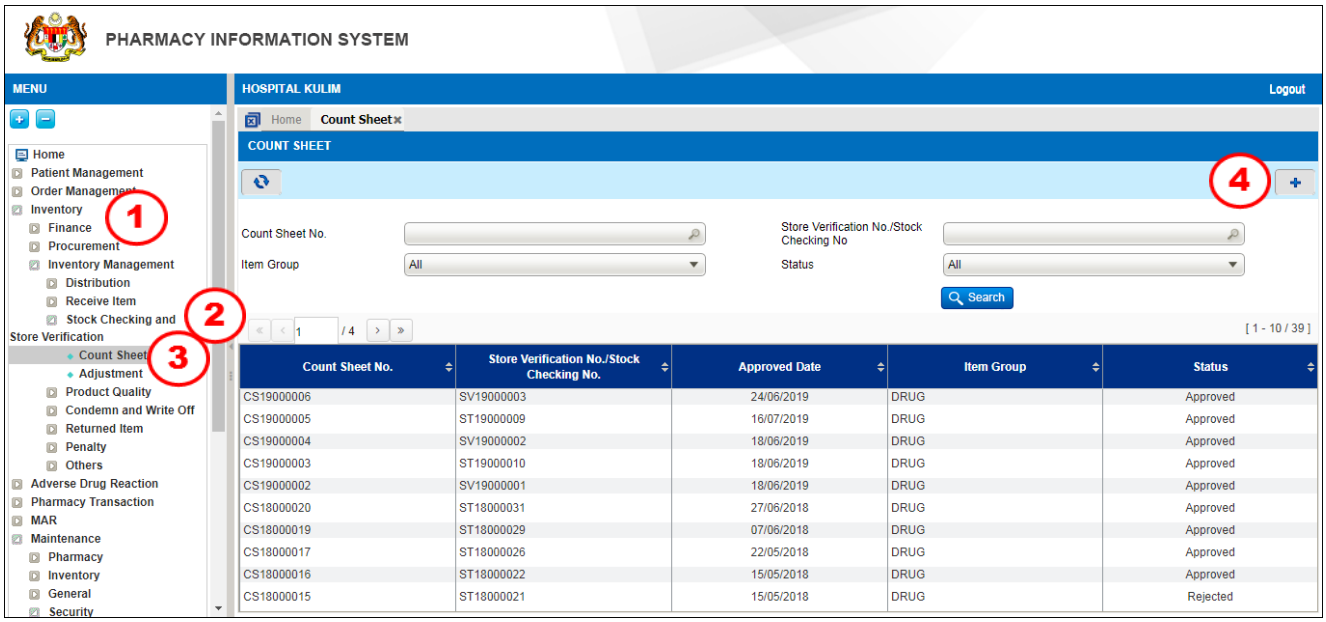

Figure 3.3.2-1 Create Count Sheet

STEP 1
Click on 'Inventory' menu follow by 'Inventory Management' sub menu

STEP 2
Click on '***Stock Checking and Store 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 3.3.2-2

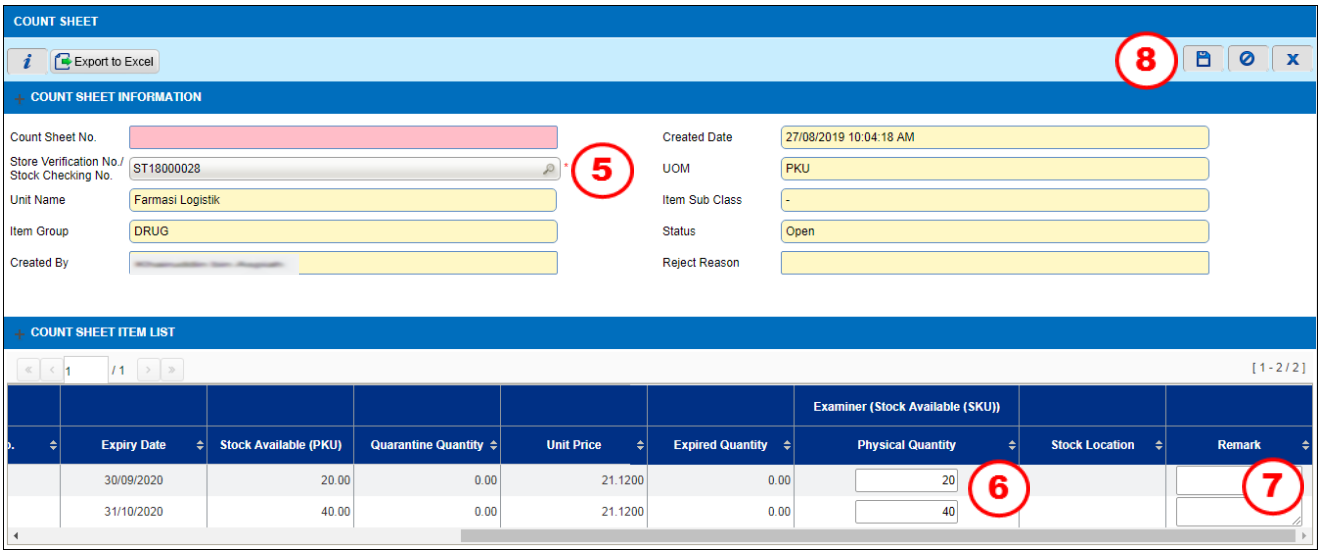

Figure 3.3.2-2 New Count Sheet

STEP 5
Search for ***Stock Verification No / Stock Checking No*** *for level 1 user / Search for* ***Stock Checking No.*** *for level 2 user.*

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 Verification No / Stock Checking No selected.*

STEP 6
Scroll to the right. Enter the ***Physical Quantity*** for every item listed in the ***Physical Checking List*** section

Note
Physical Quantity *value defaulted as stock available and user is allowed to change this value.*

STEP 7
Enter ***Remark*** if applicable

STEP 8
Click on the button to save the record and confirmation message will be displayed as Figure 3.3.2-3

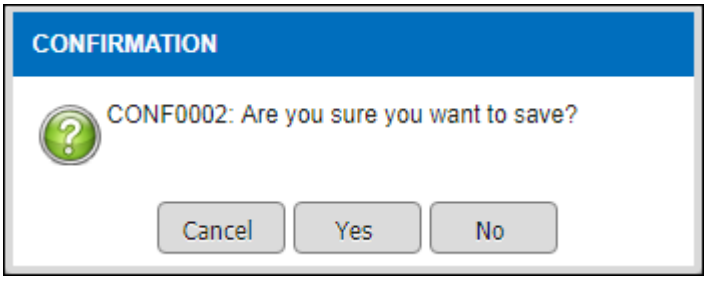

Figure 3.3.2-3 Confirmation Message

Note
- *Click on the* Yes *button so save the transaction and system will displayed information message as shown in Figure 3.3.2-4*

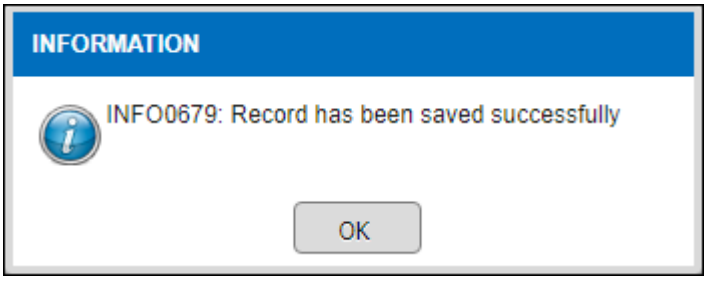

Figure 3.3.2-4 Information Message

Note
- *Click on the* OK *button to successfully save the transaction*
- ***Count Sheet No*** *will be auto generated after successfully saved the record*
- Send for Approval *button will be enable after save the record as shown in Figure 3.3.2-5*
- *User allowed to export to excel by click on* Export to Excel *button*

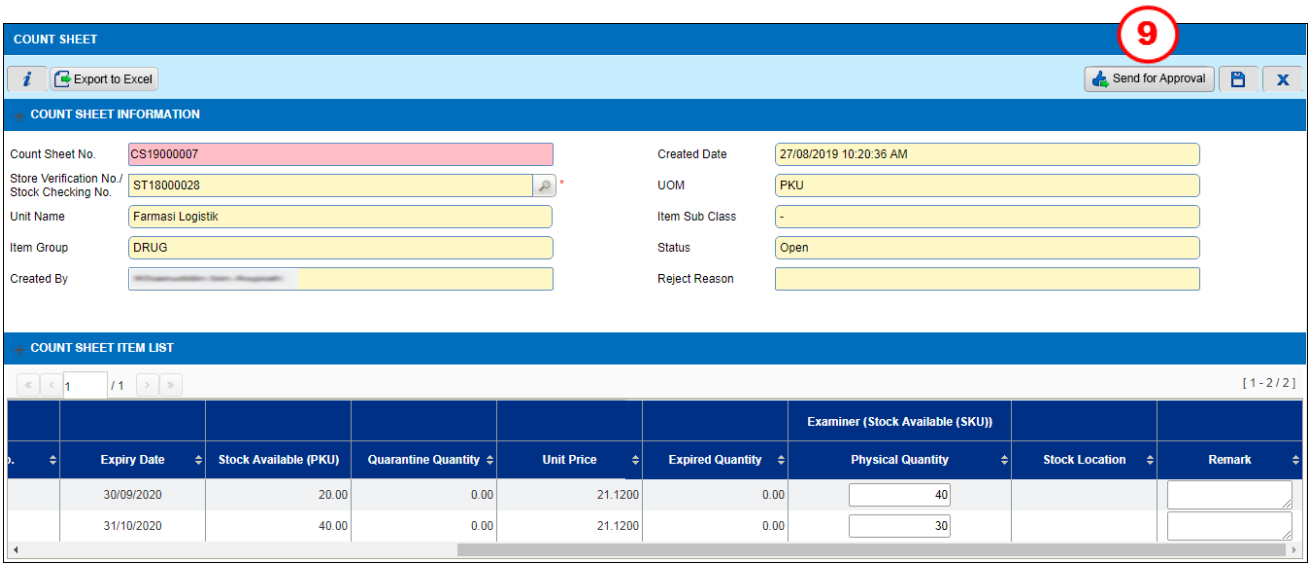

Figure 3.3.2-5 Count Sheet

STEP 9

Click on the Send for Approval button to send the record for approval and confirmation message will be displayed as Figure 3.3.2-6

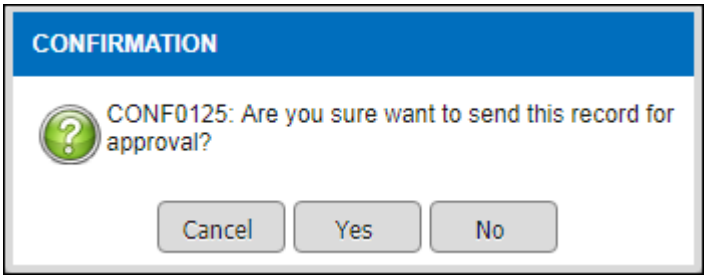

Figure 3.3.2-6 Confirmation Message

Note

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

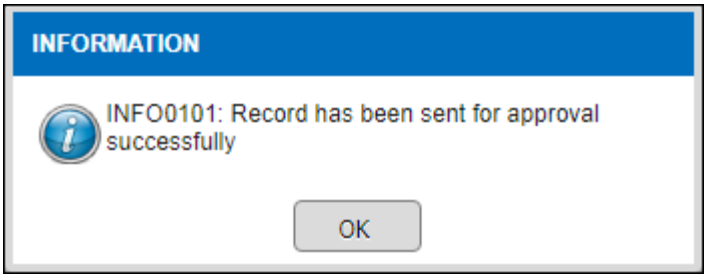

Figure 3.3.2-7 Information Message

Note

- *Click on the* OK *button to successfully send the record for approval*
- ***Status** of the record will change to 'Pending for Approval' as shown in Figure 3.3.2-8*

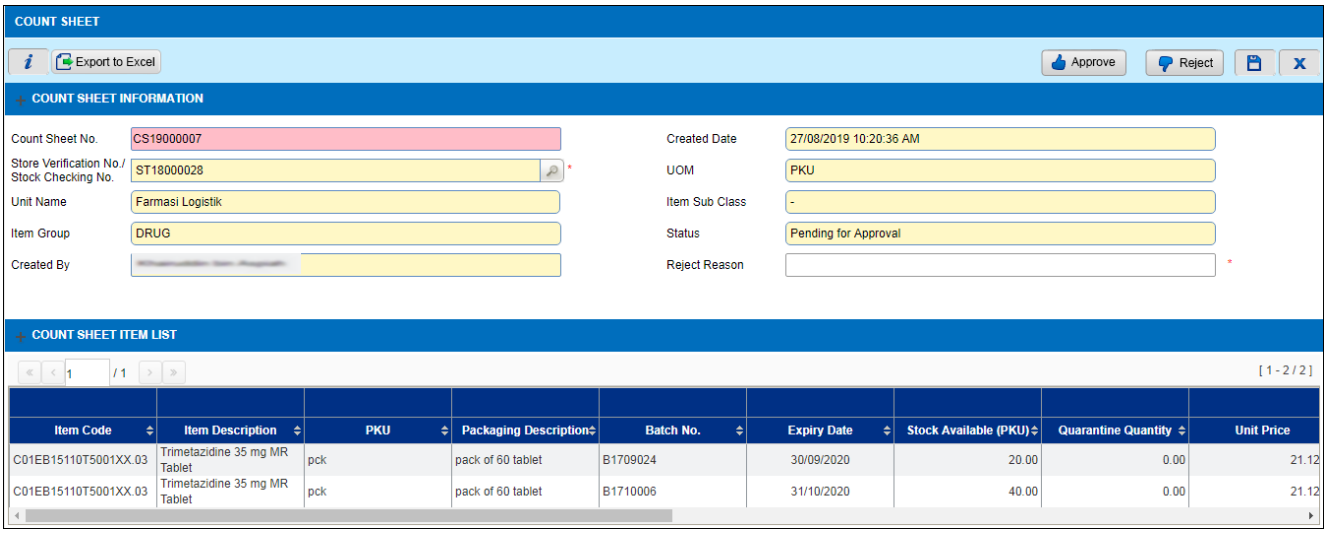

Figure 3.3.2-8 Count Sheet

Note

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

3.3.3 Count Sheet Approval

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

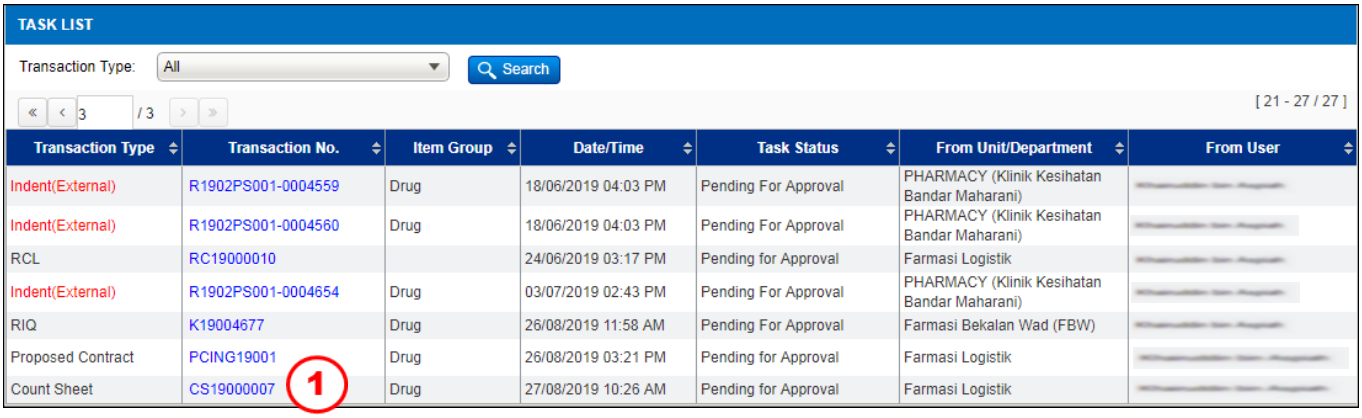

Figure 3.3.3-1 Task List

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 3.3.3-2

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.

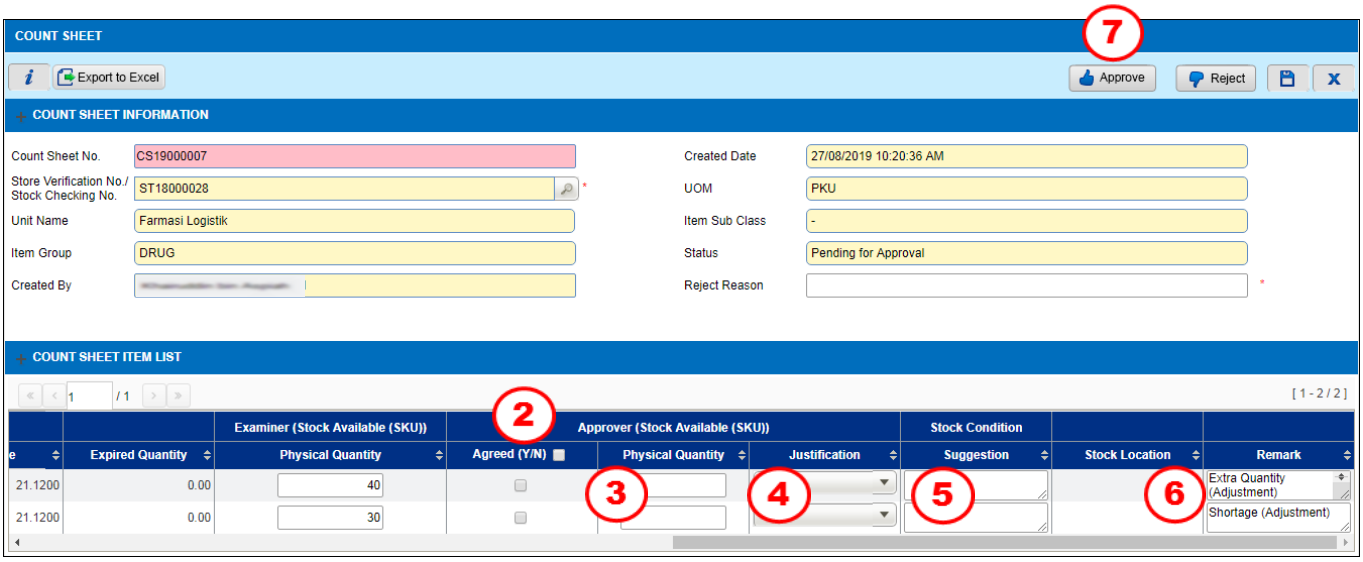

Figure 3.3.3-2 Count Sheet

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** 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 ***Approver Stock Available Physical Quantity***

STEP 4
Select the ***Approver Stock Available Justification*** (if applicable).

Note
List of justification drop box:
- *Usang*
- *Rosak*
- *Tidak Aktif*
- *Tidak Diperlukan*
- *Luput Tempoh*
- *Hilang*

STEP 5
Enter ***Stock Condition Suggestion*** (if applicable).

STEP 6
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 7

a) Click on the [Approve] button to approve the record and confirmation message will be display as Figure 3.3.3-3

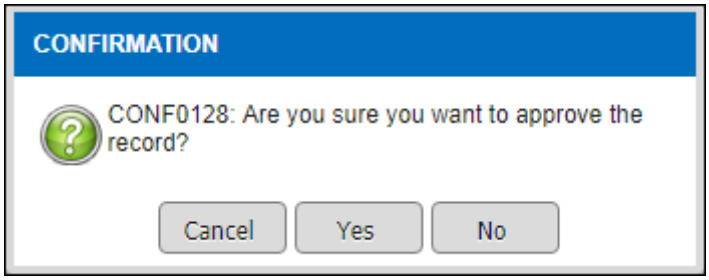

Figure 3.3.3-3 Confirmation Message

Note
Click on the [Yes] *button to approved record and information message will be display as Figure 3.3.3-4*

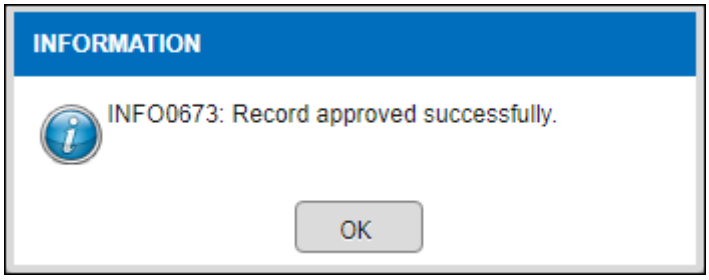

Figure 3.3.3-4 Information Message

Note
- *Click on the* [OK] *button to successfully approve the record.*
- [PSS1/2018] *or* [KEW.PS-10] *will enable after successfully approve the record. (refer Figure 3.3.3-7)*

b) Click on the Reject button to reject the record and confirmation message will be display as Figure 3.3.3-5

Note

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

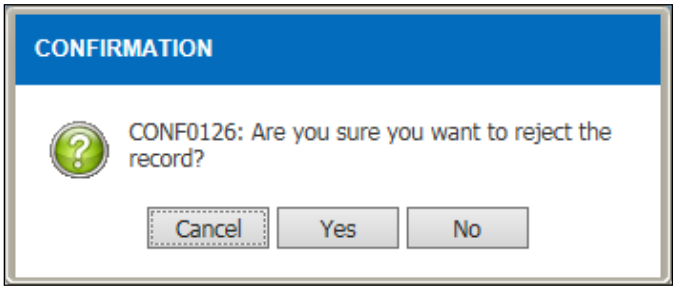

Figure 3.3.3-5 Confirmation Message

Note

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

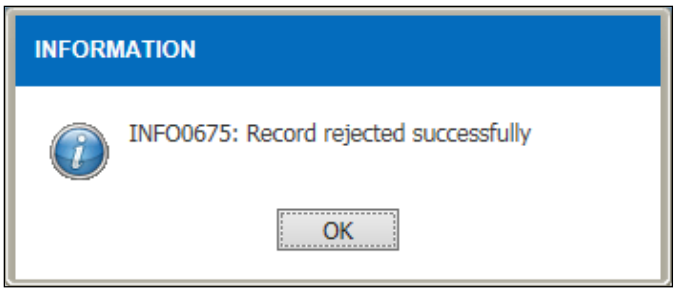

Figure 3.3.3-6 Information Message

Note

Click on the OK button to successfully rejected the record

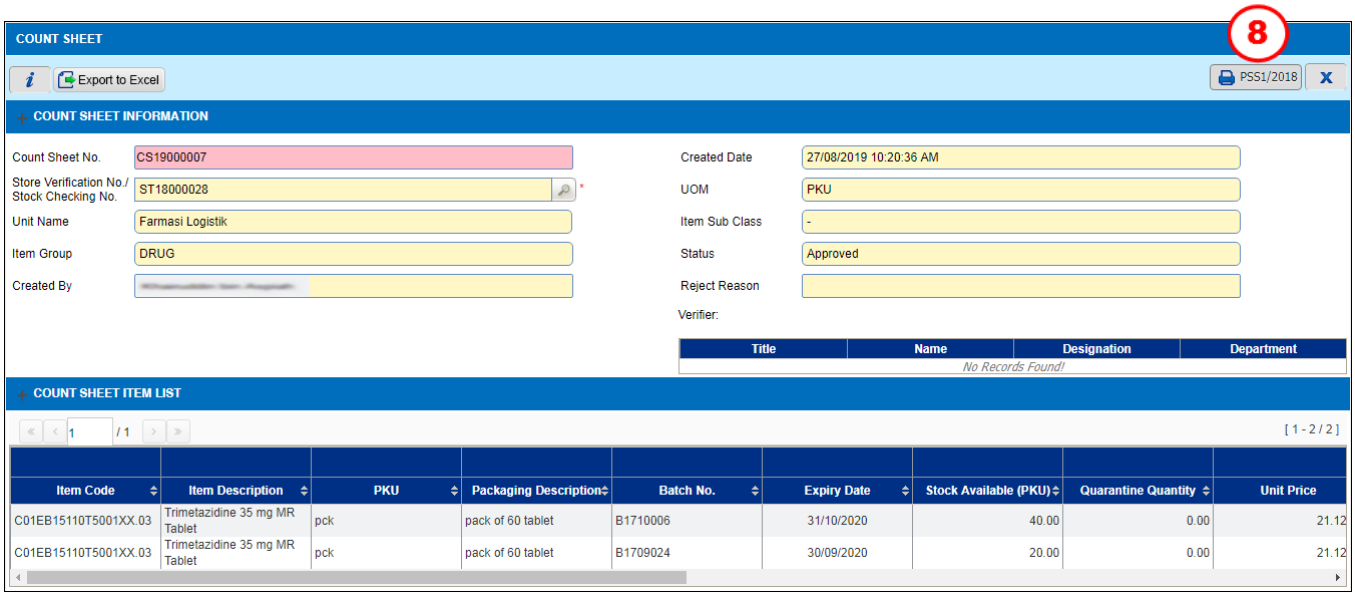

Figure 3.3.3-7 Count Sheet

STEP 8

Click on the PSS1/2018 or KEW.PS-10 button to view/print the reports as shown in Figure 3.2.3-8 / Figure 3.3.3-9

Note

- *PSS1/2018 (BORANG PEMERIKSAAN STOK UBAT DI SUB STOR TAHUN 2018) contains all the details entered by the approver at the approval stage.*
- *KEW.PS-10 (BORANG VERIFIKASI STOR TAHUN 2019) contain all the details entered by the approver at the approval stage*

KEMENTERIAN KESIHATAN MALAYSIA
Hospital Kulim

PSS1/2018

No. Rujukan: CS19000007

BORANG PEMERIKSAAN STOK UBAT DI SUB STOR TAHUN 2018

Nama Stor: Farmasi Logistik

A) MAKLUMAT STOK DI KEW.PS3 (DIISI OLEH PEGAWAI STOR)								B) MAKLUMAT PEMERIKSAAN (DIISI OLEH PEGAWAI PEMERIKSAAN)				
No. Kod	Nama Item	Deskripsi Pembungkusan	SKU/PKU	Jenama	No Kelompok	Tarikh Luput	Kuantiti Stok	Kuantiti Stok		*Penemuan Keadaan Stok A) Usang B) Rosak C) Tidak aktif D) Tidak E) Luput Tempoh F) Hilang		Syor/Cadangan (lupus/hapus kira/pelarasan stok/pindahan stok)
								Fizikal Stok	Perbezaan (+/-)	Kuantiti	*Keadaan Stok	
C01EB15110T5001XX.03	Trimetazidine 35 mg MR Tablet	pack of 60 tablet	pck	VASTAREL MR	B1709024	30/09/2020	20.00	40.00	20.00			
C01EB15110T5001XX.03	Trimetazidine 35 mg MR Tablet	pack of 60 tablet	pck	VASTAREL MR	B1710006	31/10/2020	40.00	30.00	-10.00			

Tandatangan : Nama Pemeriksa : Jawatan : Jabatan : Tarikh Perlantikan : Tarikh Pemeriksaan :	Tandatangan : Nama Pemeriksa : Jawatan : Jabatan : Tarikh Perlantikan : Tarikh Pemeriksaan :
Tandatangan : Nama Pemeriksa : Jawatan : Jabatan : Tarikh Perlantikan : Tarikh Pemeriksaan :	Tandatangan : Nama Pemeriksa : Jawatan : Jabatan : Tarikh Perlantikan : Tarikh Pemeriksaan :

Dilengkapkan oleh Unit / Jabatan Farmasi

DISEMAK OLEH: _____ (Tandatangan Ketua Unit) Nama : Jawatan : Tarikh : Cop Kementerian/Jabatan :	**DISAHKAN / TIDAK DISAHKAN*** _____ (Tandatangan Ketua Pegawai Farmasi / Pegawai Farmasi Kesihatan) Nama : Jawatan : Tarikh : Cop Kementerian/Jabatan : *Sila potong yang berkenaan

Page 1 of 1

Figure 3.3.3-8 PSS1/2018

KEMENTERIAN KESIHATAN MALAYSIA
Hospital Seri Manjung

KEW.PS-10

No. Rujukan: CS19000066

BORANG VERIFIKASI STOR TAHUN 2019

Nama Stor: Farmasi Logistik Hospital

MAKLUMAT STOK DI KEWPS-3								KUANTITI STOK		STATUS STOK A) Usang B) Rosak C) Tidak aktif D) Tidak E) Luput F) Hilang	Catatan
No. Kod	Perihal Stok	Deskripsi Pembungkusan	SKU/PKU	Jenama	No Kelompok	Tarikh Luput	Baki Sedia Ada	Fizikal Stok	Perbezaan (+/-)		
01.3663.03	Albendazole 200 mg / 5 ml Suspension	bottle of 10 millilitre	bott	VEMIZOL	RNN900	23/11/2019	6.00	6.00	0.00		
07.0011.05	Amikacin 125 mg / ml in 2 ml Injection	pack of 10 vial	pck	APALIN	VF3222	31/01/2020	5.00	10.00	5.00		
J01CR02961P4002XX.02	Amoxicillin 1g + Clavulanate 200mg Inj	Vial	vial	CLAVAM	8152363	30/06/2020	320.00	320.00	0.00		
J01CR01961T1001XX.02	Ampicillin + Sulbactam 375mg Tab	pack of 100 tablet	pck	UNASYN	W20194	30/11/2020	30.00	30.00	0.00		
03.0005.04	Atracurium Besylate 10 mg / ml in 2.5 ml Injection	pack of 10 ampoule	pck	HAMELN	818071	31/05/2020	20.00	20.00	0.00		
J01FA10011T1001XX.01	Azithromycin 250 mg Tablet	pack of 6 tablet	pck	ZITHROLIDE	5004714	31/10/2021	410.00	410.00	0.00		
J01FA10011P4001XX.01	Azithromycin 500mg Inj	Vial	vial	VAXCEL	B1805041	31/05/2020	200.00	200.00	0.00		

PEGAWAI VERIFIKASI 1	PEGAWAI VERIFIKASI 2	PEGAWAI VERIFIKASI 3
Tandatangan : Nama : Jawatan : Jabatan : Tarikh :	Tandatangan : Nama : Jawatan : Jabatan : Tarikh :	Tandatangan : Nama : Jawatan : Jabatan : Tarikh :

Page 1 of 1

Figure 3.3.3-9 KEW.PS-10

3.4 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

3.4.1 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:

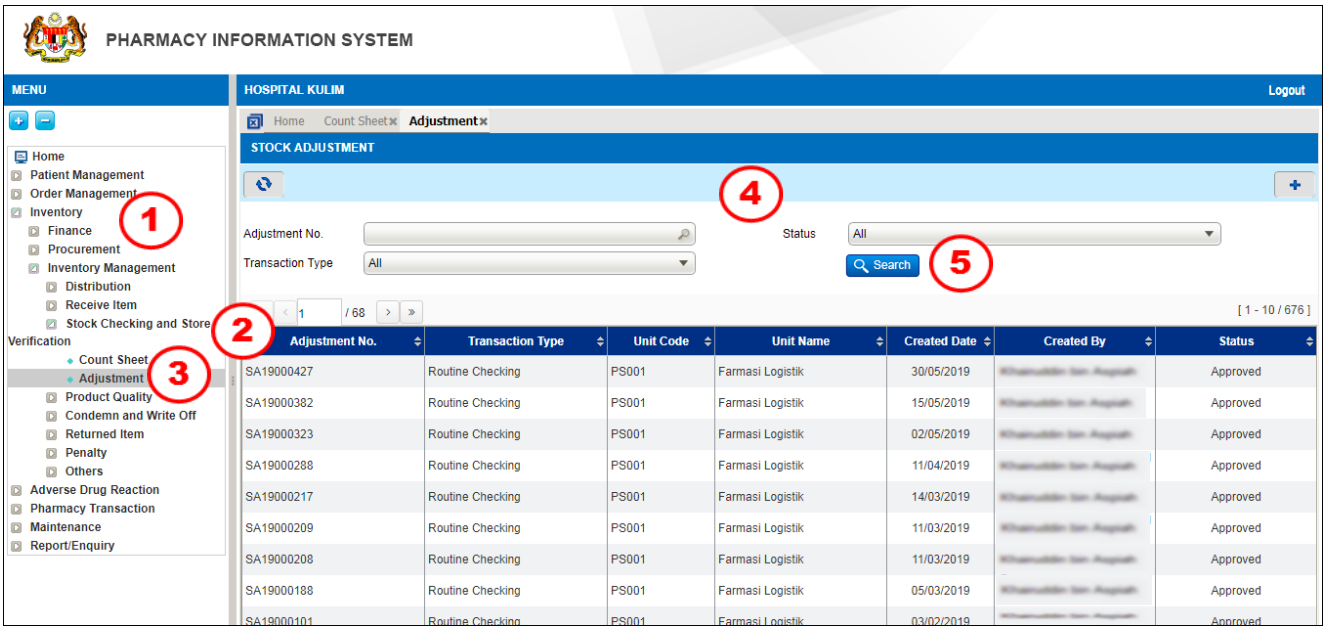

Figure 3.4.1-1 Stock Adjustment Listing Page

STEP 1
Click on 'Inventory' menu followed by 'Inventory Management' sub-menu.

STEP 2
Click on '***Stock Checking and Store 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.

3.4.2 New Stock Adjustment record: Stock Taking

This function is to perform the stock adjustment based on the PSS1/2018 report from the approved Count Sheet transaction.

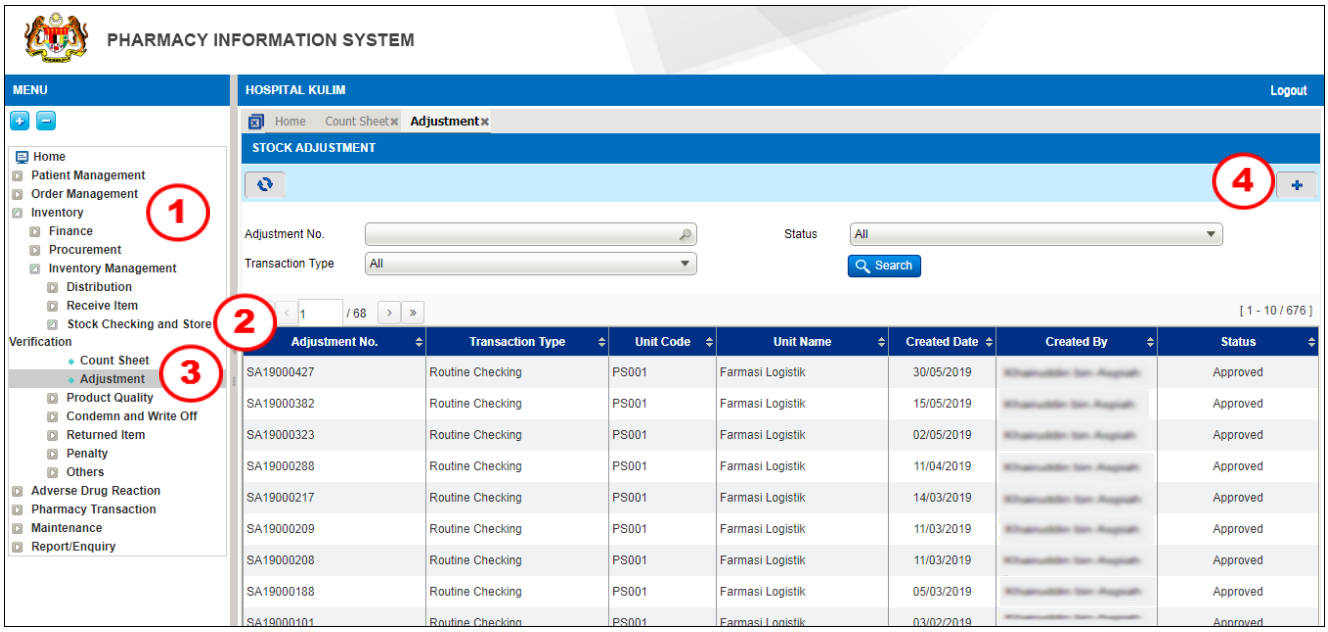

Figure 3.4.2-1 New Stock Adjustment

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 Checking and Store 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 3.4.2-2

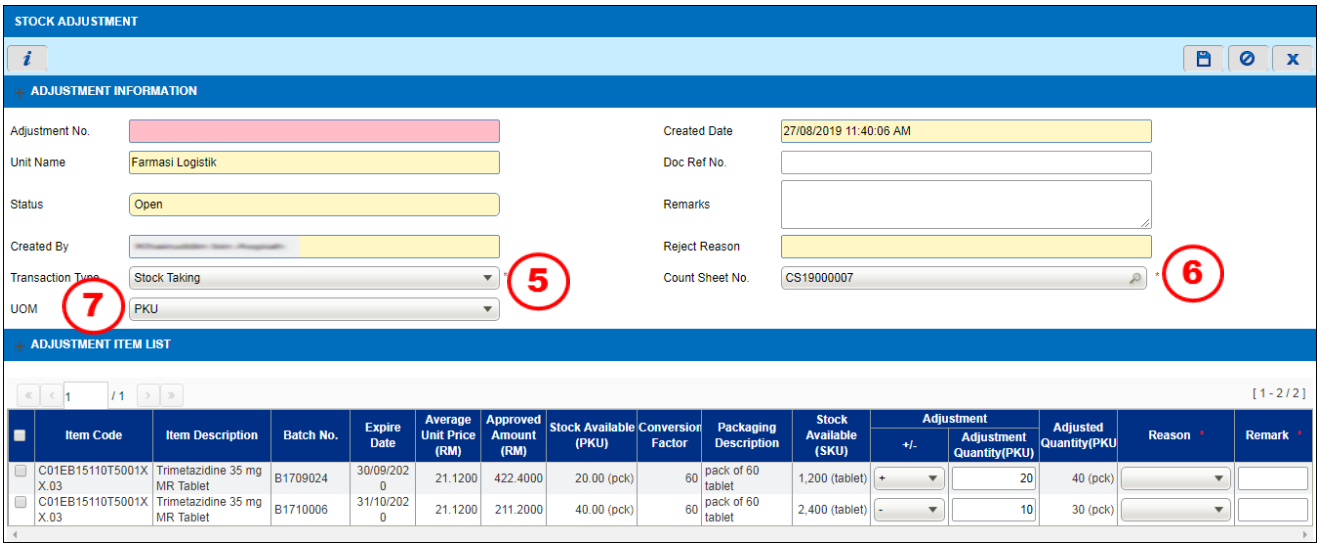

Figure 3.4.2-2 Stock Adjustment

STEP 5
Select ***Transaction Type*** as ***Stock Taking***.

STEP 6
Search for previously created ***Count Sheet No.***

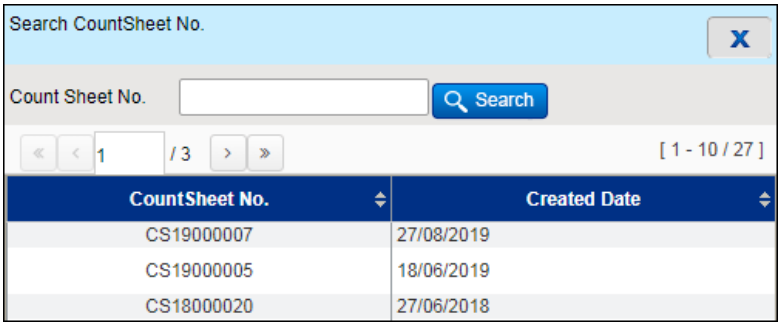

Figure 3.4.2-3 Search Count Sheet No.

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)

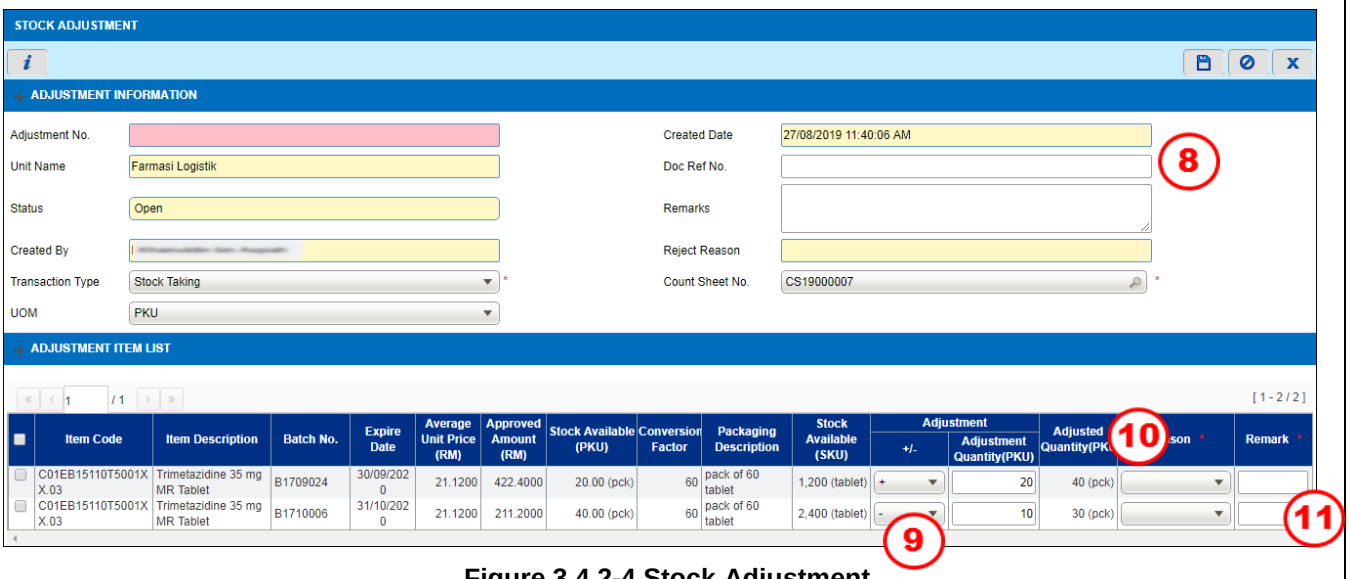

Figure 3.4.2-4 Stock Adjustment

STEP 8
Enter ***Doc Ref No.*** and ***Remarks*** if applicable

STEP 9
Enter ***Adjustment*** column:
- ***+/-***
- ***Adjustment Quantity(PKU)***

Note
- *Auto display '+/-'.*
  - *If 'Approver: Physical Quantity' value minus 'Stock Available' = Negative value -> Then this field value should be '-'*
  - *If 'Approver: Physical Quantity' value minus 'Stock Available' = Positive value -> Then this field value should be '+'*

- *Auto display 'Adjustment Quantity (SKU/PKU)*

- *Calculated based on the count sheet record:*
  - *'Approver: Physical Quantity' minus 'Stock Available'. If result is negative value, take only the integer value, example: 'Approver: Physical Quantity' = 5, 'Stock Available' = 6, 'Adjustment Quantity' = 5-6 = (-)1 = 1*

STEP 10
Select ***Reason*** for Adjustment from the dropdown box:
- Damage
- Extra Quantity
- Miscalculated
- Others
- Sharing Vial
- Shortage
- Write Off
- Wrong Location

Note
Reason for adjustment is mandatory

STEP 11
Enter ***Remark*** in the Adjustment Item List section for each line of item(s)

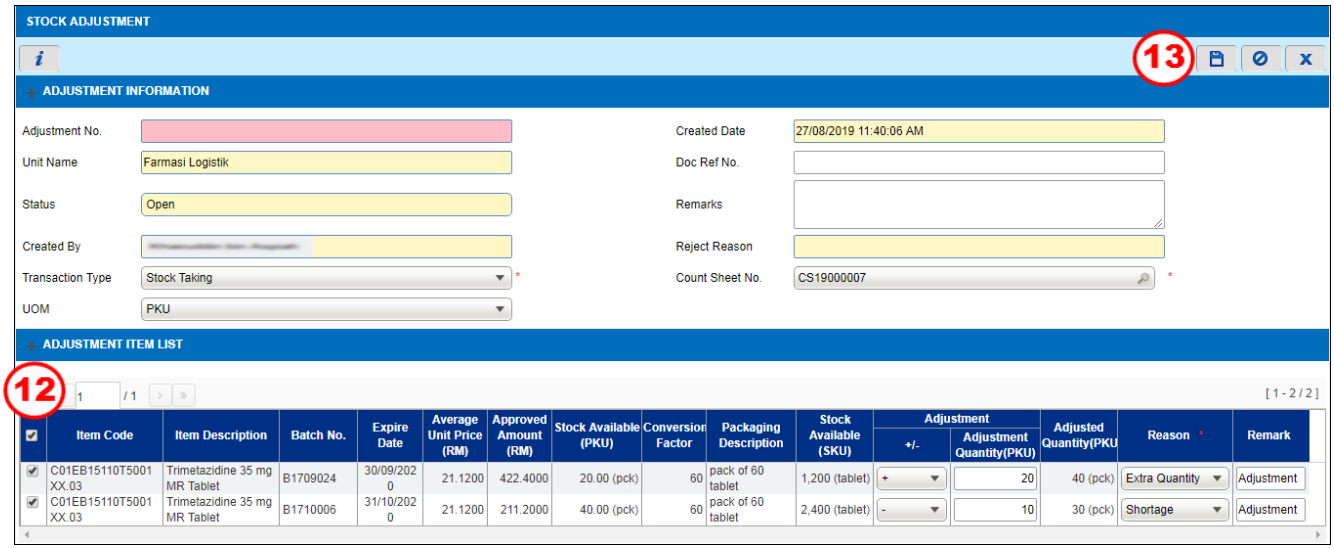

Figure 3.4.2-5 Stock Adjustment

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 3.4.2-6

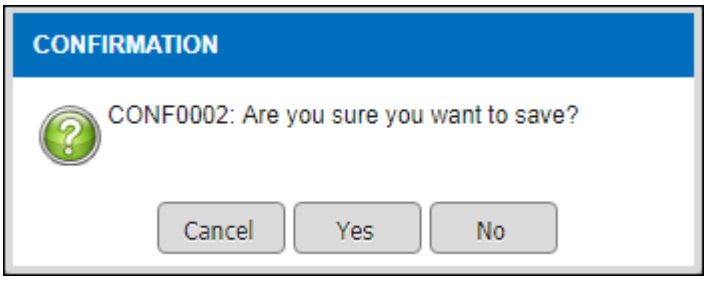

Figure 3.4.2-6 Confirmation Message

Note

- *Click on the* Yes *button so save the transaction and system will displayed information message as shown in Figure 3.4.2-7*

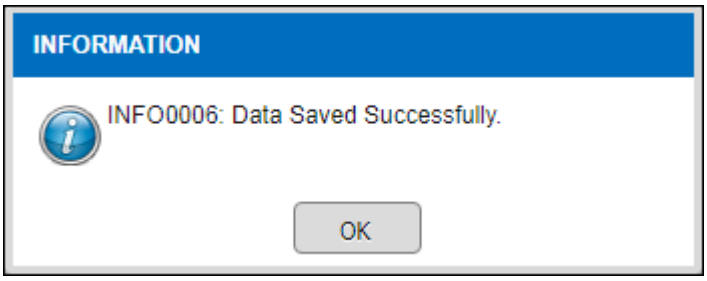

Figure 3.4.2-7 Information Message

Note

- *Click on the* OK *button to successfully save the transaction*
- ***Adjustment No.*** *will be generated automatically for future reference.*

- Send for Approval, Cancel Request *button will be enabled as shown in Figure 3.4.2-8*

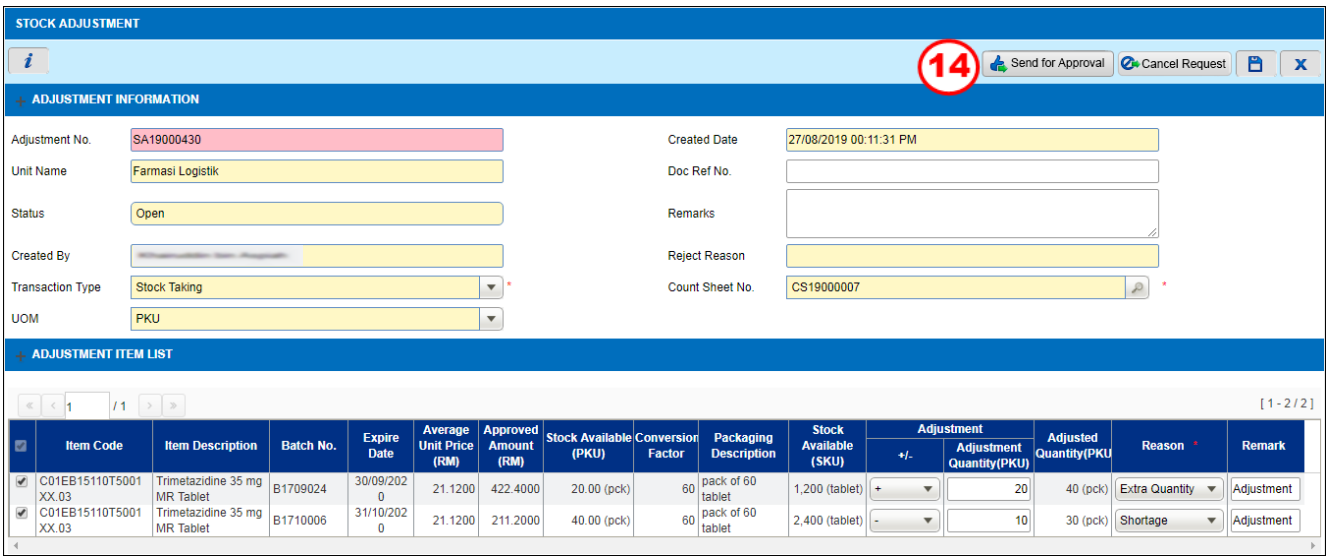

Figure 3.4.2-8 Send for Approval

Note

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

STEP 14

Click on the Send for Approval button to send Adjustment record for approval and confirmation message will be displayed as Figure 3.4.2-9

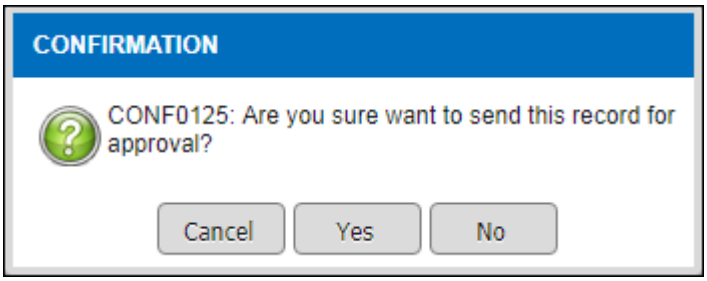

Figure 3.4.2-9 Confirmation Message

Note

- *Click on the* Yes *button so save the transaction and system will displayed information message as shown in Figure 3.4.2-10*

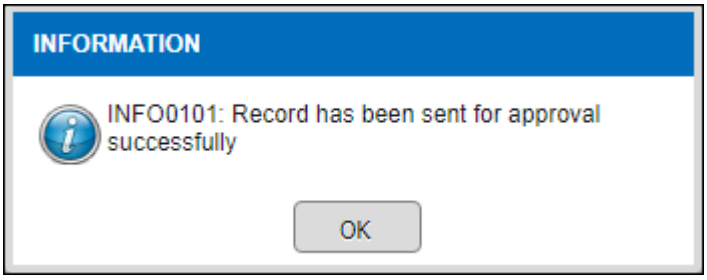

Figure 3.4.2-10 Information Message

Note

- *Click on the* OK *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.

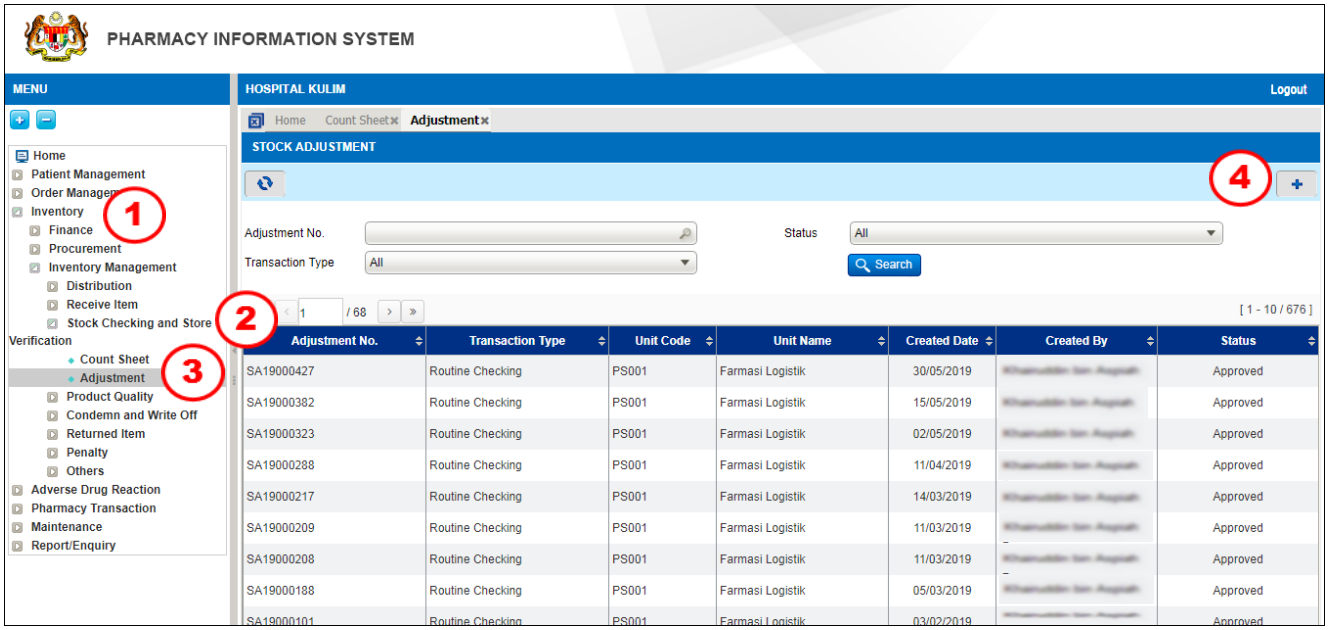

Figure 3.3.3-1 Stock Adjustment Listing Page

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 Checking and Store 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

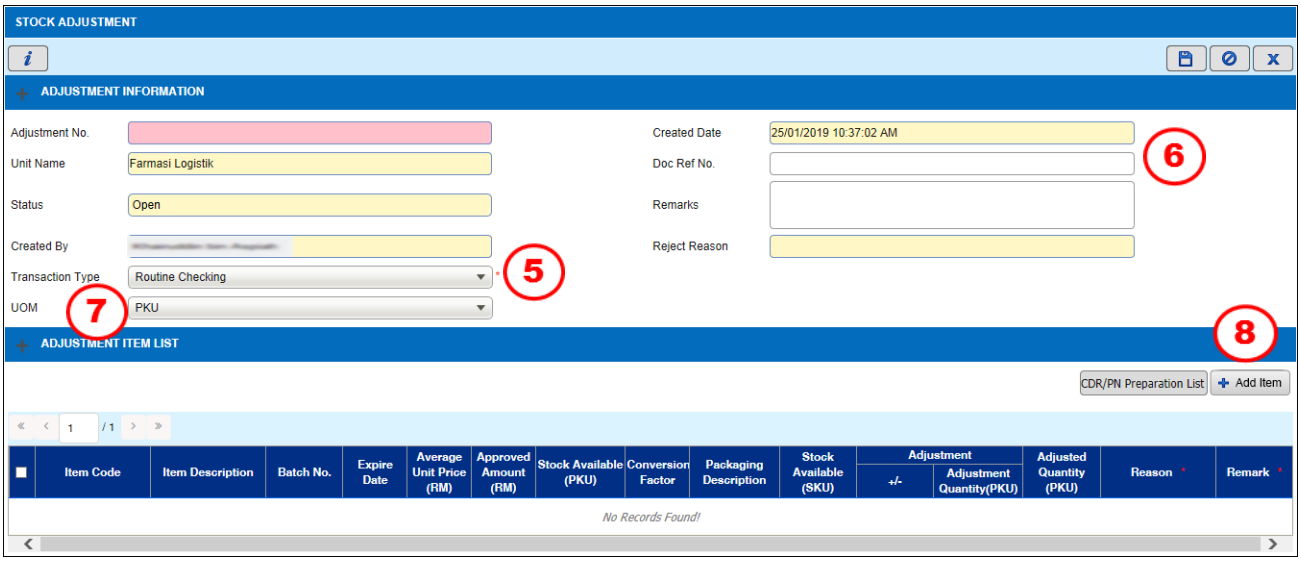

Figure 3.3.3-2 Stock Adjustment

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*

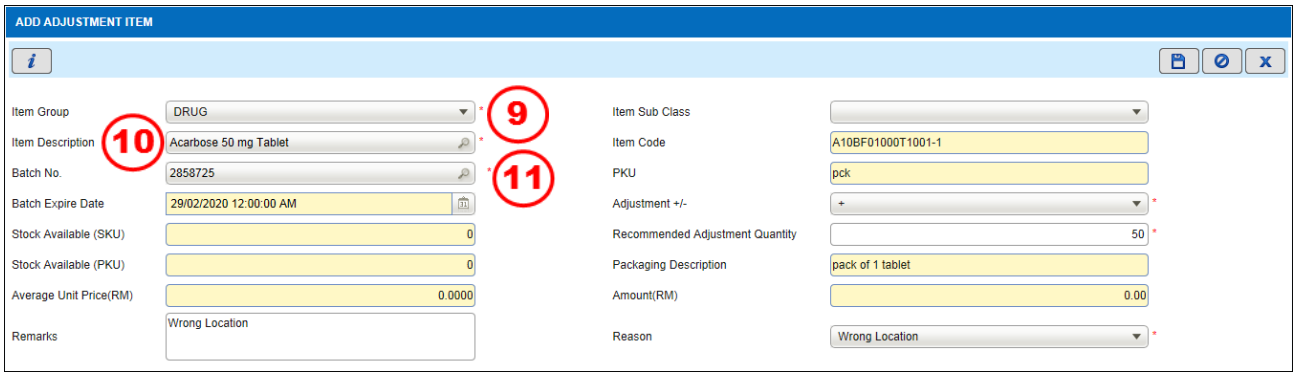

Figure 3.3.3-3 Add Adjustment Item

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* Search *button and double-click to select an item.*

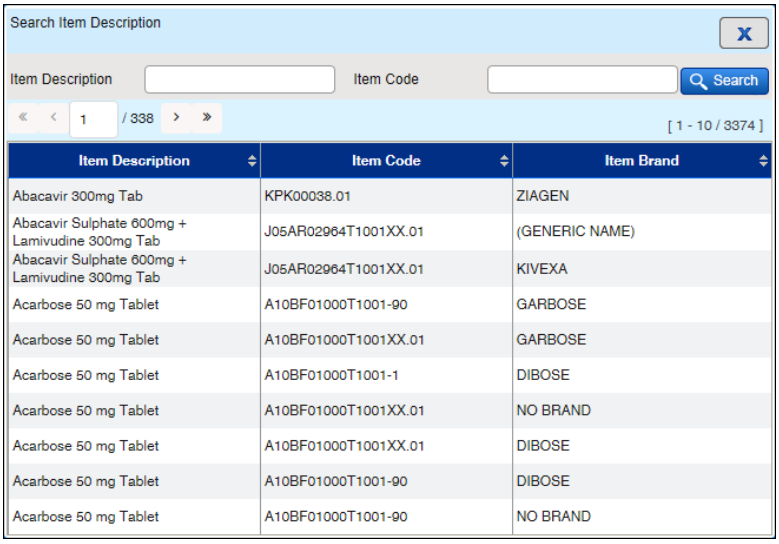

Figure 3.3.3-4 Search Item Description

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.*

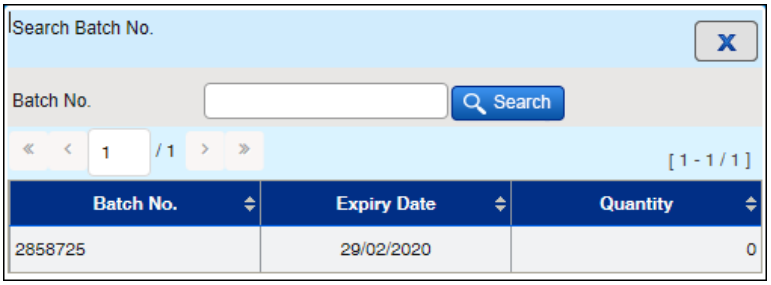

Figure 3.3.3-5 Select Batch No

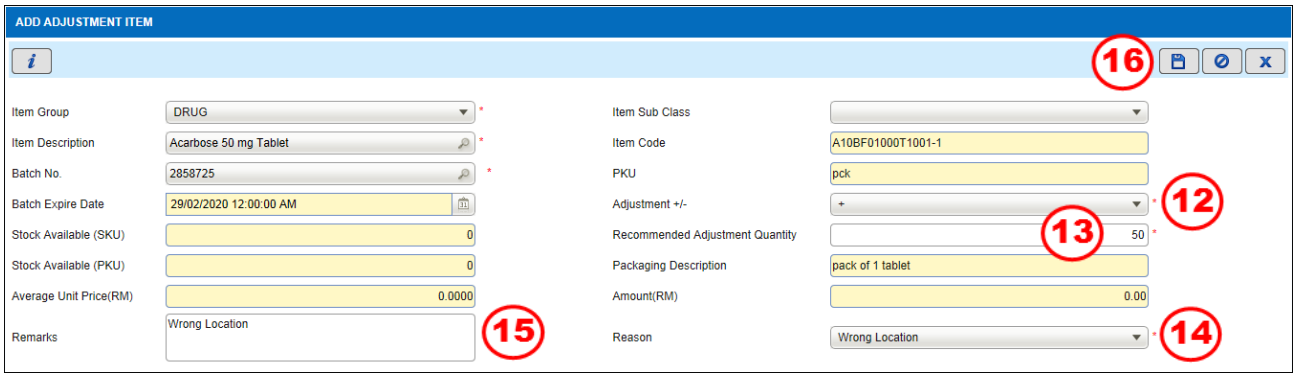

Figure 3.3.3-6 Add Adjustment Item

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
- Others
- Sharing Vial
- 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

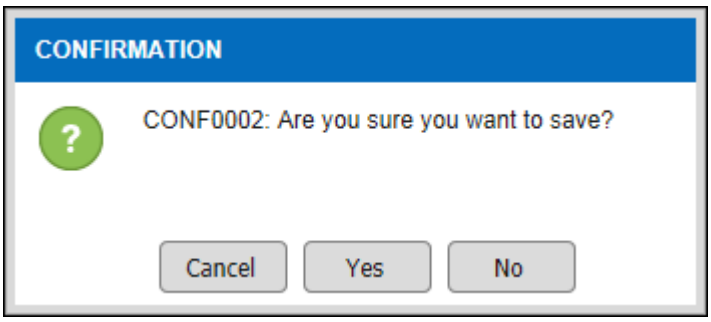

Figure 3.3.3-7 Confirmation Message

Note

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

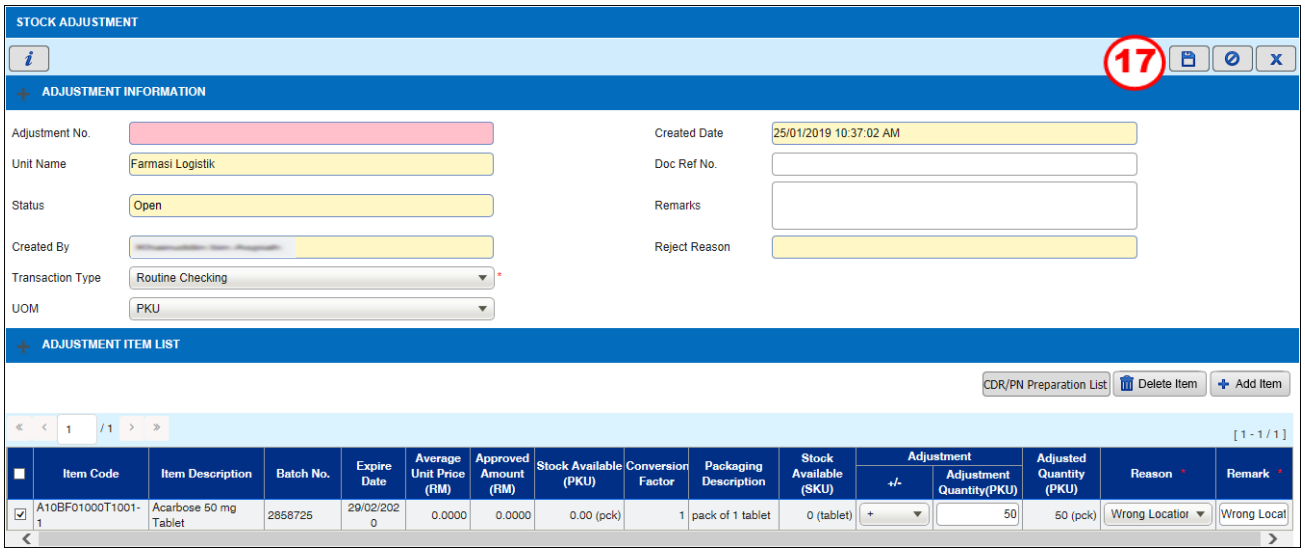

Figure 3.3.3-8 Stock Adjustment

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.

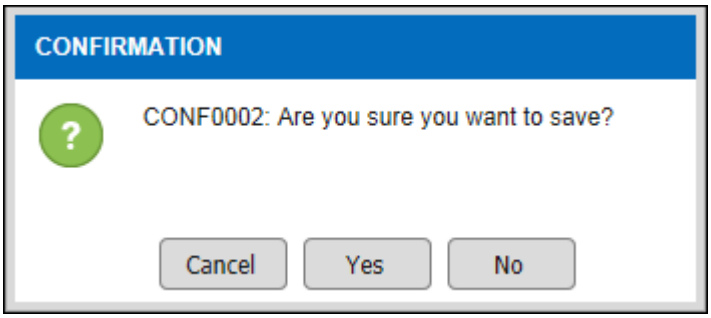

Figure 3.3.3-9 Confirmation Message

Note

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

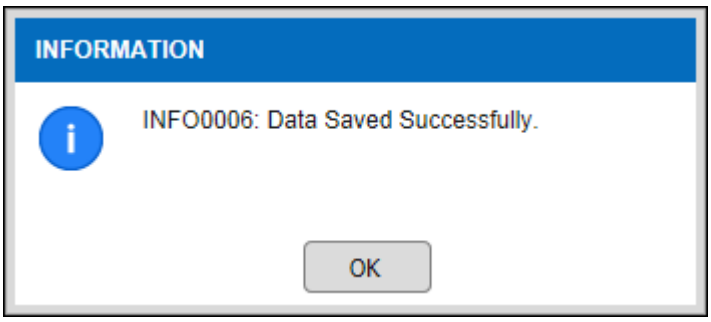

Figure 3.3.3-10 Information Message

Note

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

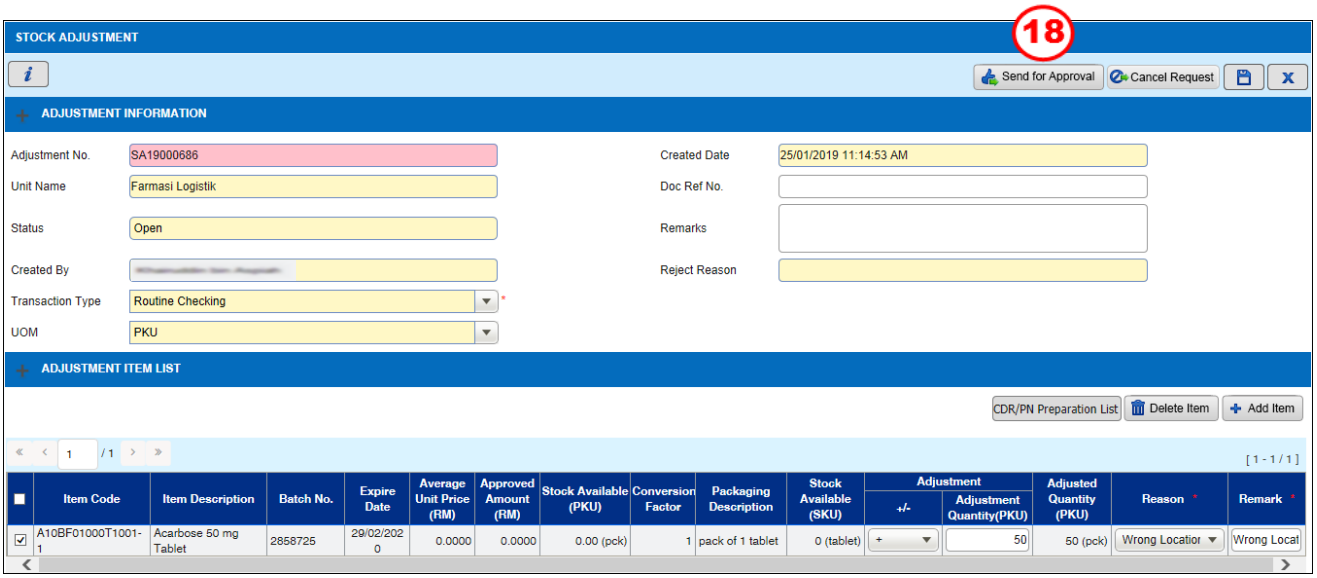

Figure 3.3.3-11 Stock Adjustment

Note

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

STEP 18

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

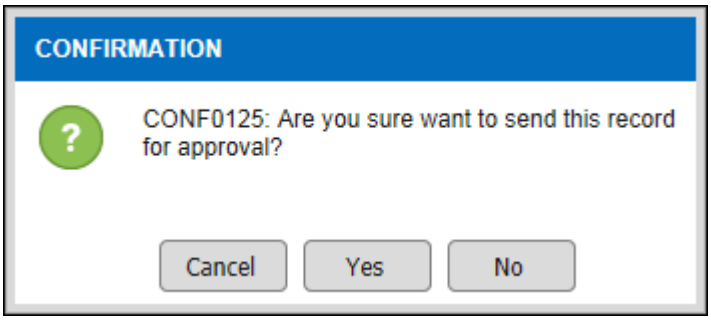

Figure 3.3.3-12 Confirmation Message

Note

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

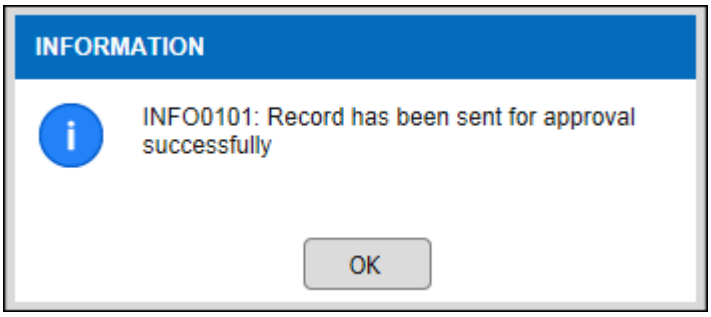

Figure 3.3.3-13 Information Message

Note

- *Click on the* OK *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.

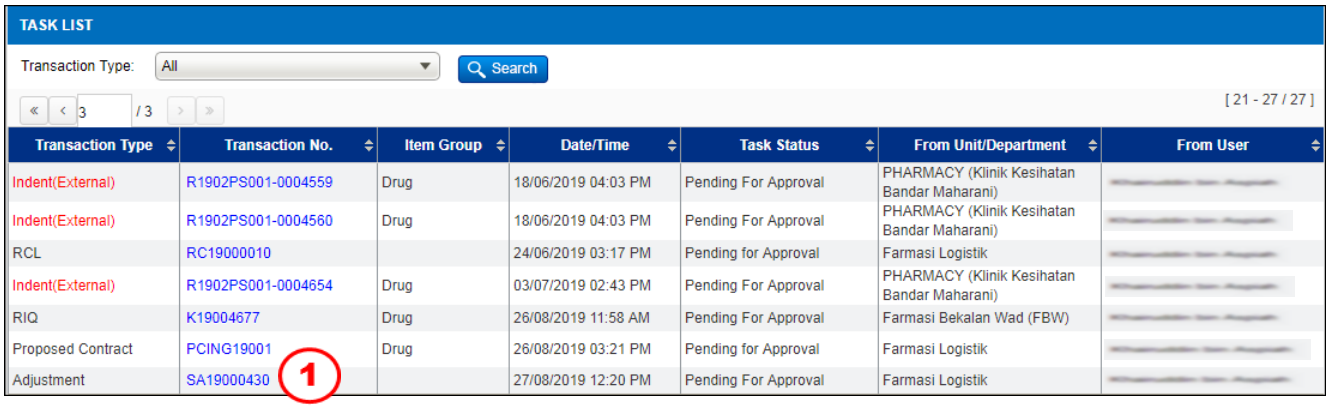

Figure 3.3.4-1 Task List

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*

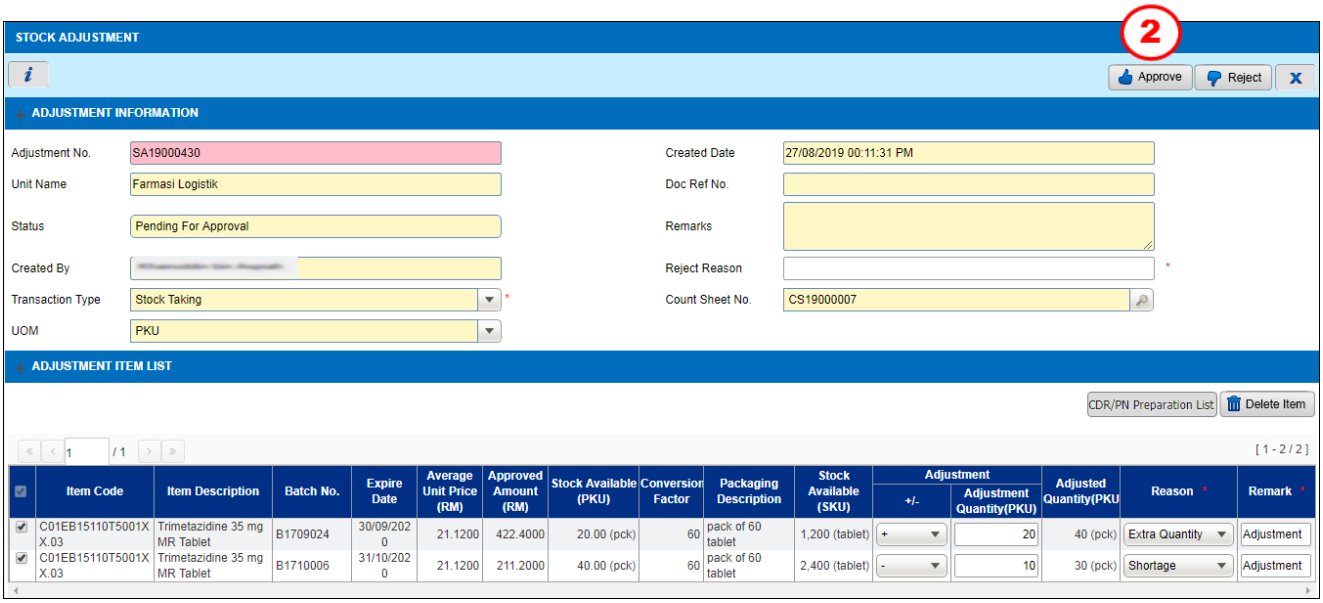

Figure 3.3.4-2 Stock Adjustment

STEP 2

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

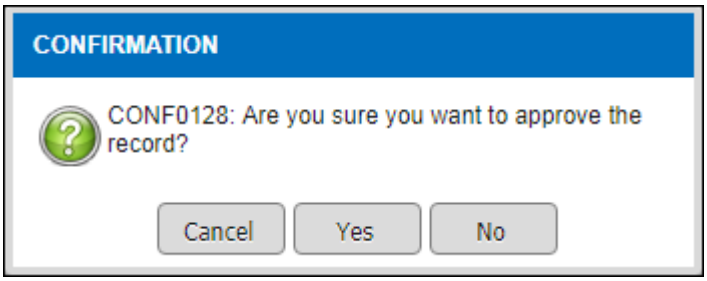

Figure 3.3.4-3 Confirmation Message

Note

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

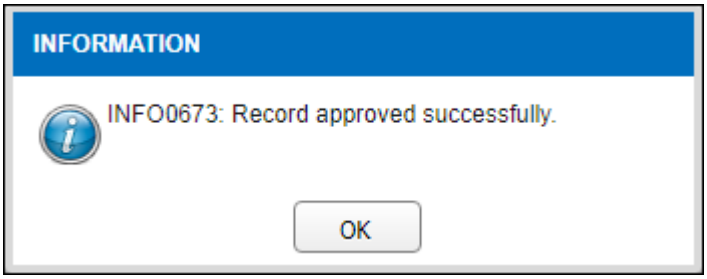

Figure 3.3.4-4 Information Message

Note

- *Click on the* OK *button to successfully approved the record*

b) Click on the Reject 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* Reject *button*

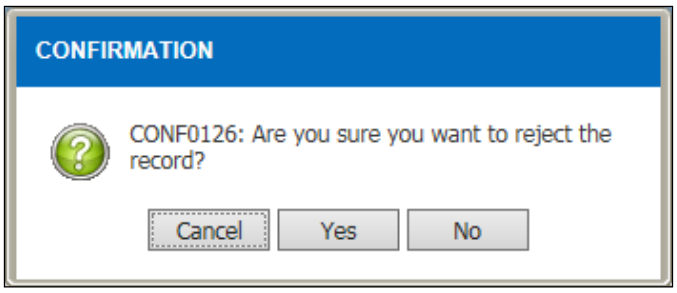

Figure 3.3.4-5 Confirmation Message

Note

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

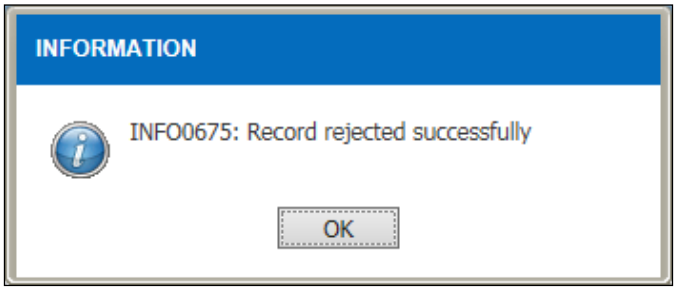

Figure 3.3.4-6 Information Message

Note

- *Click on the* OK *button to successfully rejected the record*

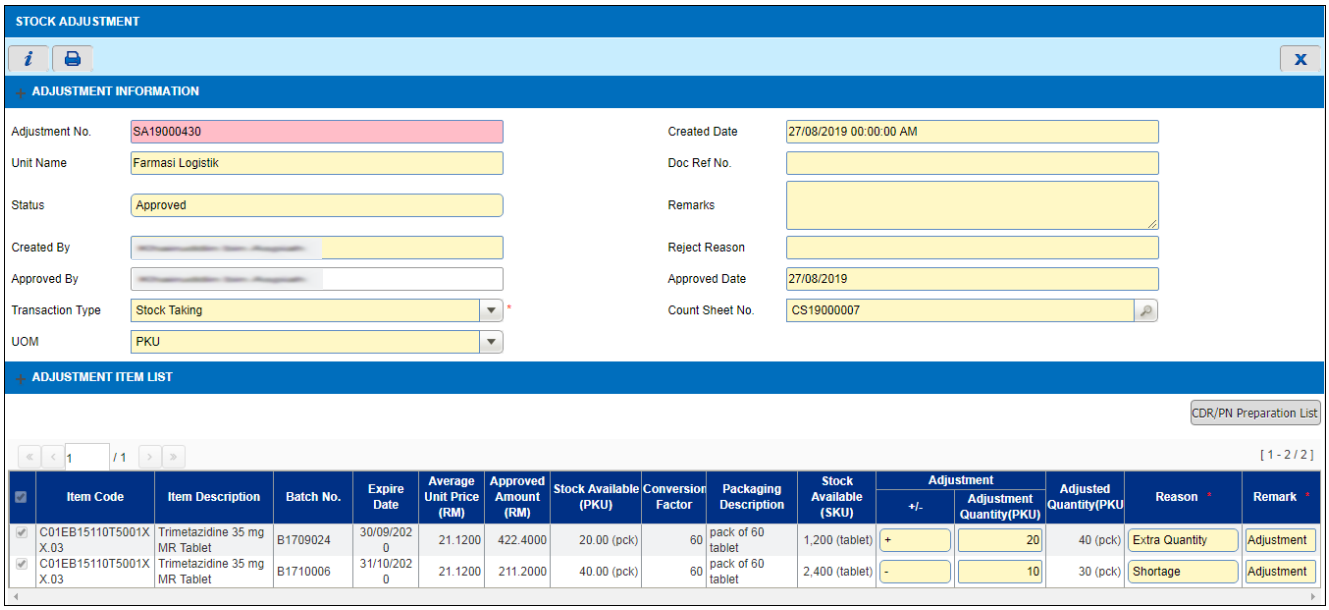

Figure 3.3.4-7 Stock Adjustment

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 : SA19000430
Transaction Type : Stock Taking
Countsheet No/Doc Ref No : CS19000007

Date : 27/08/2019
Status : Approved

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)
C01EB15110 T5001XX.03	Trimetazidine 35 mg MR Tablet	B1710006	31/10/2020	tablet	pack of 60 tablet	60	30	pck	-	10	Shortage	0.3520	3.52
C01EB15110 T5001XX.03	Trimetazidine 35 mg MR Tablet	B1709024	30/09/2020	tablet	pack of 60 tablet	60	40	pck	+	20	Extra Quantity	0.3520	7.04

TOTAL : 10.56

Disediakan oleh :
Nama : [redacted]
Jawatan : Pegawai Farmasi UF48
Unit : Farmasi Logistik
Jabatan : Pharmacy
Tarikh : 27/08/2019

Diluluskan Oleh :
Nama : [redacted]
Jawatan : Pegawai Farmasi UF48
Unit : Farmasi Logistik
Jabatan : Pharmacy
Tarikh : 27/08/2019

Printed Date : 27/08/2019 **Printed By :** [redacted] **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	Finance	Click Here	15	Internal Indent	Click Here
2	Procurement Standard APPL	Click Here	16	Issue	Click Here
3	Procurement standard LP	Click Here	17	Receive From Supplier	Click Here
4	Procurement Standard Contract	Click Here	18	Receive Inter Facility	Click Here
5	Procurement Standard Quotation	Click Here	19	Receive Intra Facility	Click Here
6	Procurement Standard (RFQ)	Click Here	20	Return to Supplier	Click Here
7	Procurement Non Standard (Requisition Order)	Click Here	21	Return to Supplying Unit	Click Here
8	Quarantine	Click Here	22	Slow Moving	Click Here
9	Product Complaint	Click Here	23	Stock Taking And Verification	Click Here
10	Recalculate Buffer Level	Click Here	24	Stock Transfer	Click Here
11	Expiration And Condemn	Click Here	25	Year End	Click Here
12	Recall Product	Click Here	26	Penalty	Click Here
13	Payment	Click Here	27	IWP Budget	Click Here
14	External Indent	Click Here	28	IWP Order Authorization	Click Here