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

# User Manual
# Pharmacy Inventory
# (Stock Checking & Store Verification)

*© 2011-2023 Pharmacy Information System & Clinic Pharmacy System (PhIS & CPS) Project*

*Reference ID  : U. MANUAL_ INV_STOCK CHECKING AND VERIFICATION-13th E*

*Application reference: PhIS & CPS v2.6.1*

## Table of Contents

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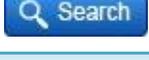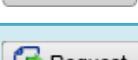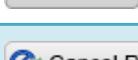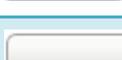- Create Stock Adjustment and Stock Adjustment Approval

### 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 | C | 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 | i | Show Help |
| Print | Print | * | Mandatory Field |
| | Calendar Icon | | Search Icon |
| X | 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
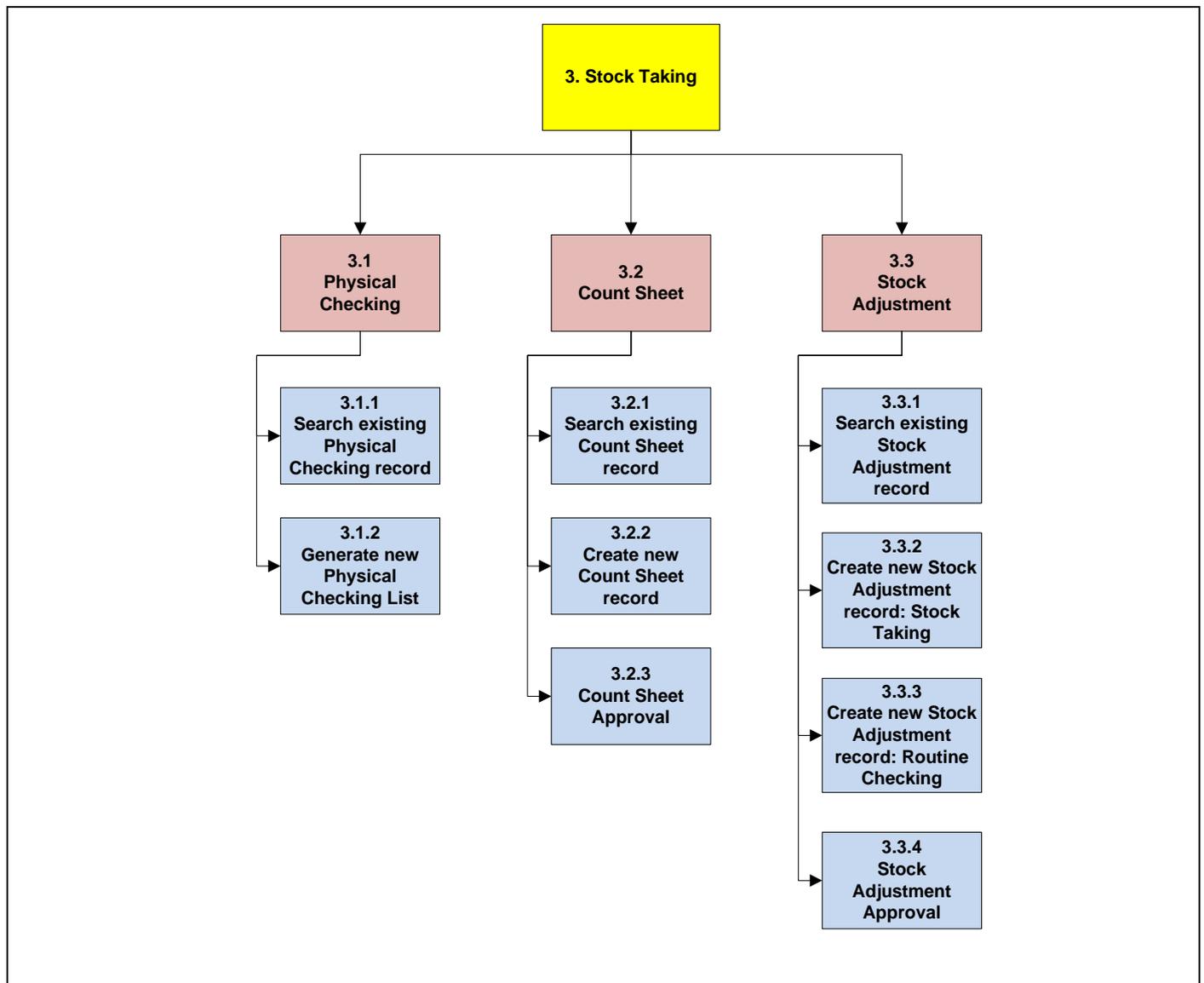


**Figure 3.0-1**

## 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**
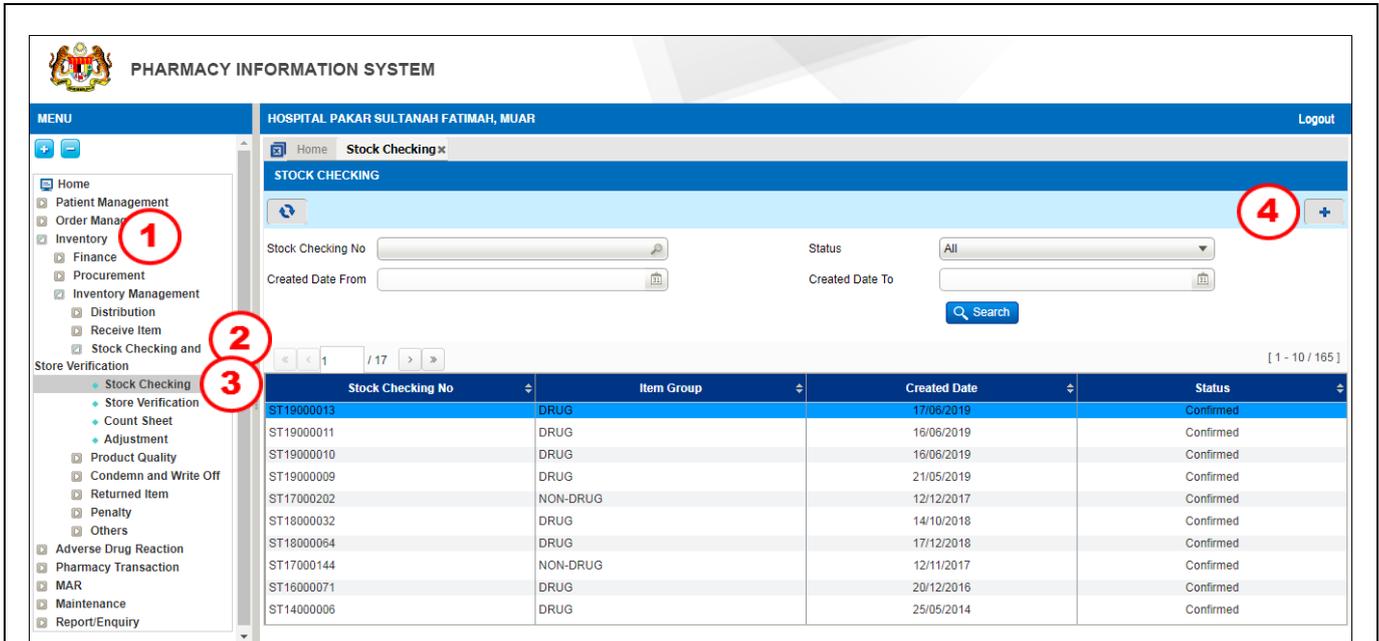Click on '*Stock Checking and Store Verification*'

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

**STEP 4**
To search an existing Stock Checking record(s), user may search by '*Stock Checking No', 'Status', 'Created Date From'* and *'Created Date To'*

**STEP 5**
Click on the [Search] 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**
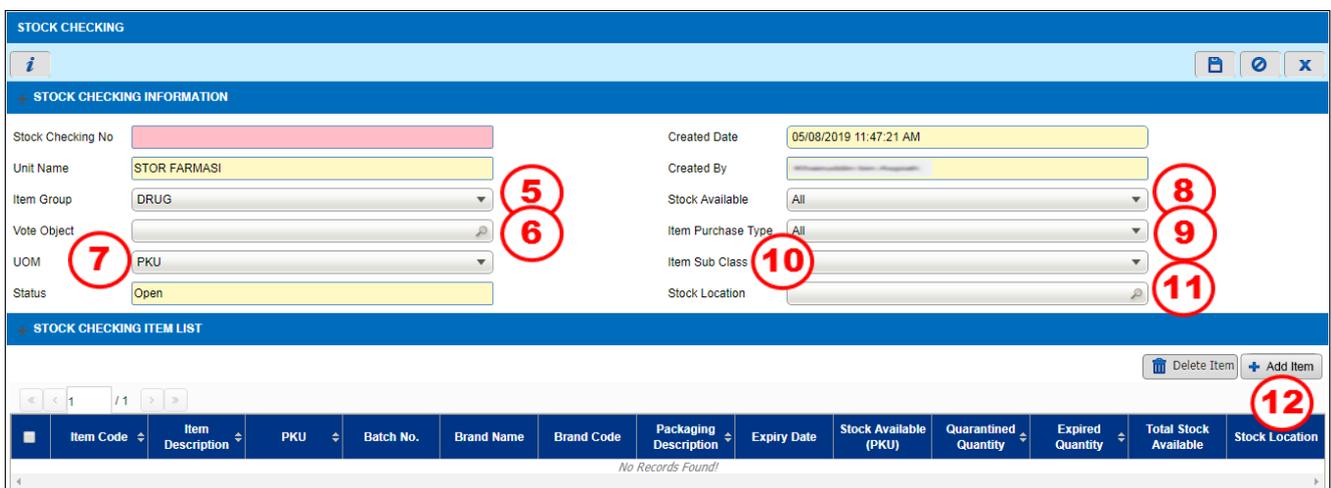Click on 'Inventory' menu followed by 'Inventory Management' sub-menu

**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**

<u>***Note***</u>
- ***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 [+ Add Item] 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 [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 physical checking

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

**Figure 3.1.2-5 Add Item For Stock Checking**

**STEP 16**

Click on the [floppy disk icon] 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* ❌ *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 display information message as shown in Figure 3.1.2-9*

**INFORMATION**

INFO0679: Record has been saved successfully

OK
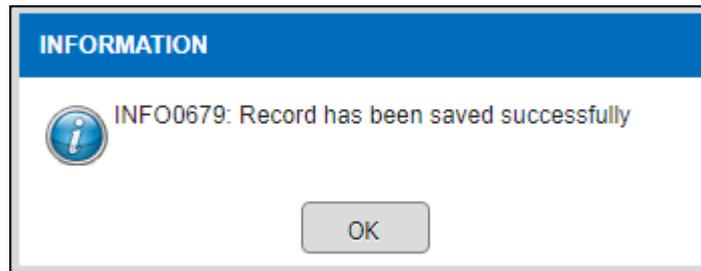
**Figure 3.1.2-9 Information Message**

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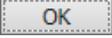
- *Click on the* OK *button to successfully save the transaction*

- ***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*

**CONFIRMATION**

CONF0105: Are you sure you want to confirm?

Cancel    Yes    No

**Figure 3.1.2-11 Confirmation Message**

## Note

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



**INFORMATION**

INFO3074: Record has been confirmed successfully!

OK

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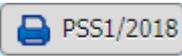
Click on the [ 🖨 PSS1/2018 ] button to view, print or export to excel the report as shown in Figure 3.1.2-14

## Note

*User able to export the list to excel by click on* [ 📤 Export to Excel ] *button*
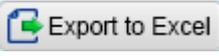
KEMENTERIAN KESIHATAN MALAYSIA
**Hospital Seri Manjung**

**PSS1/2018**

BORANG PEMERIKSAAN STOK UBAT DI SUB STOR TAHUN 2019

No. Rujukan: ST19000114

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 Existing Store Verification record

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

**Figure 3.2.1 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**
To search an existing Store Verification record(s), user may search by '***Store Verification No', 'Status', 'Created Date From'*** and ***'Created Date To'***
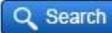
**STEP 5**
Click on the [Search] button after input of criteria.

### 3.2.2 Generate New Store Verification

To create new Store Verification record, perform the steps below:



**Figure 3.2.2-1 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 3.2.2-1



**Figure 3.2.2-2 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 [+ Add Item] button

### Note
*A screen will appear as shown in Figure 3.2.2-3.*



**Figure 3.2.2-3 Screen after "Add Item" button clicked.**



**Figure 3.2.2-4 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_



**Figure 3.2.2-5 Add Item For Store Verification**

**STEP 16**

Click on the [floppy disk] button to save the transaction

**Note**

_Confirmation message will be displayed as shown in Figure 3.2.2-6_



**Figure 3.2.2-6 Confirmation Message**

**Note**
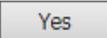
_Click on the [Yes] button so save the record and the list will be updated as shown in Figure 3.2.2-7_



**Figure 3.2.2-7 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 3.2.2-8 Store Verification**

## STEP 17

Click on the [✔ Confirm] button to confirm the record and confirmation message will be displayed as Figure 3.2.2-9

## Note

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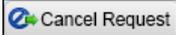


**Figure 3.2.2-9 Confirmation Message**
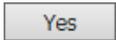
## Note

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

**INFORMATION**

INFO3074: Record has been confirmed successfully!

OK
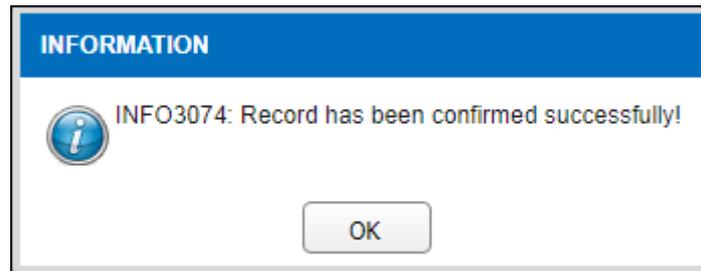
**Figure 3.2.2-10 Information Message**

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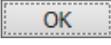
- *Click on the* OK *button to successfully save the transaction*

**STORE VERIFICATION**

KEW.PS-10 | Export to Excel

ST⑱FICATION INFORMATION

| | | | |
|---|---|---|---|
| Store Verification No | SV19000022 | Created Date | 10/10/2019 00:34:53 PM |
| Unit Name | Farmasi Logistik Hospital | Created By | |
| Item Group | DRUG | Stock Available | All |
| Vote Object | | Item Purchase Type | All |
| UOM | PKU | Item Sub Class | |
| Status | Confirmed | Stock Location | |

**STORE VERIFICATION ITEM LIST**

« ‹ 1 /1 › »  [ 1 - 7 / 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 | Stock Location |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 01.3663.03 | Albendazole 200 mg / 5 ml Suspension | bott | RNN900 | VEMIZOL | V047 | bottle of 10 millilitre | 23/11/2019 | 6.00 | 0.00 | 0.00 | 6.00 | - |
| 07.0011.05 | Amikacin 125 mg / ml in 2 ml Injection | pck | VF3222 | APALIN | A257 | pack of 10 vial | 31/01/2020 | 5.00 | 0.00 | 0.00 | 5.00 | - |
| J01CR02961P40 02XX.02 | Amoxicillin 1g + Clavulanate 200mg Inj | vial | 8152363 | CLAVAM | C224 | Vial | 30/06/2020 | 320.00 | 0.00 | 0.00 | 320.00 | - |
| J01CR01961T10 01XX.02 | Ampicillin + Sulbactam 375mg Tab | pck | W20194 | UNASYN | U021 | pack of 100 tablet | 30/11/2020 | 30.00 | 0.00 | 0.00 | 30.00 | - |
| | Atracurium | | | | | | | | | | | |

**Figure 3.2.2-11 Store Verification**

**STEP 18**

Click on the KEW.PS-10 button to view, print or export to excel the report as shown in Figure 3.2.2-12

*Note*

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

**KEMENTERIAN KESIHATAN MALAYSIA**
**Hosp. Pakar Sultanah Fatimah**

**BORANG VERIFIKASI STOR TAHUN 2021**

**KEW.PS-10**

**No. Rujukan:** SV21000059

Nama Stor:    STOR FARMASI

| No. Kod | Perihal Stok | Deskripsi Pembungkusan | SKU/PKU | Jenama | No Kelompok | Tarikh Luput | Kuantiti Stok | Fizikal Stok | Perbezaan (+/-) | STATUS STOK A) Usang B) Rosak C) Tidak aktif D) Tidak Diperlukan E) Luput Tempoh F) Hilang | Catatan |
|---|---|---|---|---|---|---|---|---|---|---|---|
| A10AC01000P5001d.01 | Insulin isophane (Insugen-N) 100 IU/mL Penfill | pack of 5 penfill cartridge | pck | INSUGEN-N | BF20003811 | 31/10/2023 | 300.00 | | | | |
| A10AB01000P5001d.01 | Insulin regular (Insugen-R) 100 IU/mL Penfill | pack of 5 penfill cartridge | pck | INSUGEN-R | BF21000190 | 31/01/2024 | 500.00 | | | | |
| A10AD01000P5001d.01 | Insulin regular/isophane (Insugen-30/70) 100 IU/mL Penfill | pack of 5 penfill cartridge | pck | INSUGEN-30/70 | BF20005650 | 31/01/2024 | 50.00 | | | | |
| 07.1613.02.120T | Insulin regular/isophane (Mixtard-30) 100 IU/mL Penfill (KKM 1/2017) | Pack of 5 penfill | pck | MIXTARD | LR79A87 | 31/10/2023 | 800.00 | | | | |
| 07.1613.02.120T | Insulin regular/isophane (Mixtard-30) 100 IU/mL Penfill (KKM 1/2017) | Pack of 5 penfill | pck | MIXTARD | LR78D79 | 31/08/2023 | 320.00 | | | | |
| M03AC09320P3001XX.02 | Rocuronium Bromide 10mg/ml Inj (5ml) | pack of 10 ampoule | pck | (GENERIC NAME) | RS139 | 30/06/2023 | 370.00 | | | | |

| PEGAWAI VERIFIKASI 1 | PEGAWAI VERIFIKASI 2 | PENGESAHAN PEGAWAI ASET |
|---|---|---|
| Tandatangan : <br> Nama : <br> Jawatan : <br> Jabatan : <br> Tarikh : | Tandatangan : <br> Nama : <br> Jawatan : <br> Jabatan : <br> Tarikh : | Tandatangan : <br> Nama : <br> Jawatan : <br> Jabatan : <br> Tarikh : |

Page 2 of 2

**Figure 3.2.2-12 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
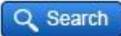
**STEP 5**
Click on the [🔍 Search] button

***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*

**COUNT SHEET**

| | |
|---|---|
| *i* | Export to Excel |

⑦  PSS1/2018  X

**COUNT SHEET INFORMATION**

| Count Sheet No. | CS18000017 | Created Date | 22/05/2018 9:07:10 AM |
|---|---|---|---|
| Store Verification No./ Stock Checking No. | ST18000026 | UOM | PKU |
| Unit Name | Farmasi Logistik | Item Sub Class | - |
| Item Group | DRUG | Status | Approved |
| Created By | | Reject Reason | |

Verifier:

| Title | Name | Designation | Department |
|---|---|---|---|
| | No Records Found! | | |

**COUNT SHEET ITEM LIST**

| « | ‹ | 1 | / 1 | › | » |  [ 1 - 4 / 4 ]

| Item Code | Item Description | PKU | Packaging Description | Batch No. | Expiry Date | Stock Available (PKU) | Quarantine Quantity | Unit Price |
|---|---|---|---|---|---|---|---|---|
| A10AE04000P5001XX.01 | Insulin Glargine (Lantus) 100 IU/ml Pre-filled Pen | pck | Pack of 5 penfill | 7F4695A | 30/04/2020 | 60.00 | 0.00 | 174.03 |
| A10AE04000P5001XX.01 | Insulin Glargine (Lantus) 100 IU/ml Pre-filled Pen | pck | Pack of 5 penfill | 7FA593A | 31/03/2020 | 50.00 | 0.00 | 174.03 |
| A10AE04000P5001XX.01 | Insulin Glargine (Lantus) 100 IU/ml Pre-filled Pen | pck | Pack of 5 penfill | 7F4521A | 31/03/2020 | 19.00 | 0.00 | 174.03 |
| A10AE04000P5001XX.01 | Insulin Glargine (Lantus) 100 IU/ml Pre-filled Pen | pck | Pack of 5 penfill | 7F005A | 31/12/2019 | 11.00 | 0.00 | 174.03 |

**Figure 3.3.1-4 Count Sheet**

**STEP 7**
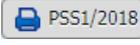
Click on  PSS1/2018  button to view report

## Note
- *Report will be depending on Stock Checking or Store Verification.*

- *For stock checking  PSS1/2018  will appear and result will be displayed as shown in figure 3.3.1-5*

- *For store verification  KEW.PS-10  will appear and result will be 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

| No. Kod | Nama Item | Deskripsi Pembungkusan | SKU/PKU | Jenama | No Kelompok | Tarikh Luput | Kuantiti Stok | Fizikal Stok | Perbezaan (+/-) | Kuantiti | *Keadaan Stok | Syor/Cadangan (lupus/hapus kira/pelarasan stok/pindahan stok) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | **Kuantiti Stok** | | *Penemuan Keadaan Stok A) Usang B) Rosak C) Tidak aktif D) Tidak E) Luput Tempoh F) Hilang | | |
| 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 | | | |

*A) MAKLUMAT STOK DI KEW.PS3 (DIISI OLEH PEGAWAI STOR)*　　　*B) MAKLUMAT PEMERIKSAAN (DIISI OLEH PEGAWAI PEMERIKSAAN)*

| | | | |
|---|---|---|---|
| Tandatangan　: | | Tandatangan　: | |
| Nama Pemeriksa　: | | Nama Pemeriksa　: | |
| Jawatan　: | | Jawatan　: | |
| Jabatan　: | | Jabatan　: | |
| Tarikh Perlantikan　: | | Tarikh Perlantikan　: | |
| Tarikh Pemeriksaan　: | | Tarikh Pemeriksaan　: | |
| Tandatangan　: | | Tandatangan　: | |
| Nama Pemeriksa　: | | Nama Pemeriksa　: | |
| Jawatan　: | | Jawatan　: | |
| Jabatan　: | | Jabatan　: | |
| Tarikh Perlantikan　: | | Tarikh Perlantikan　: | |
| Tarikh Pemeriksaan　: | | 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 3.3.1-5 PSS1/2018**

---

**KEMENTERIAN KESIHATAN MALAYSIA**

**Hospital Seri Manjung**

KEW.PS-10

No. Rujukan: SV19000022

**BORANG VERIFIKASI STOR TAHUN 2019**

Nama Stor:　　Farmasi Logistik Hospital

| No. Kod | Perihal Stok | Deskripsi Pembungkusan | SKU/PKU | Jenama | No Kelompok | Tarikh Luput | Baki Sedia Ada | Kuantiti Stok | Perbezaan (+/-) | STATUS STOK A) Usang B) Rosak C) Tidak aktif D) Tidak Diperlukan E) Luput Tempoh F) Hilang | Catatan |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | **MAKLUMAT STOK DI KEWPS-3** | | | | | | | **KUANTITI STOK** | | | |
| 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 3.3.1-6 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
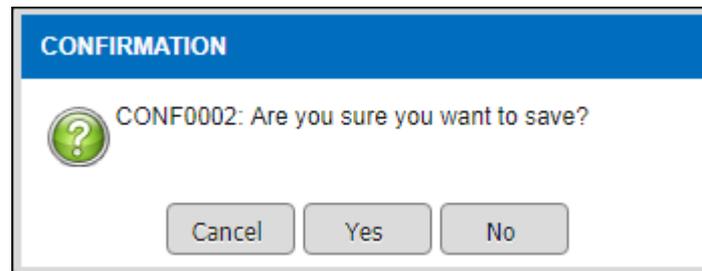


**Figure 3.3.2-3 Confirmation Message**
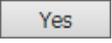
*Note*
- *Click on the* Yes *button so save the transaction and system will displayed information message as shown in Figure 3.3.2-4*
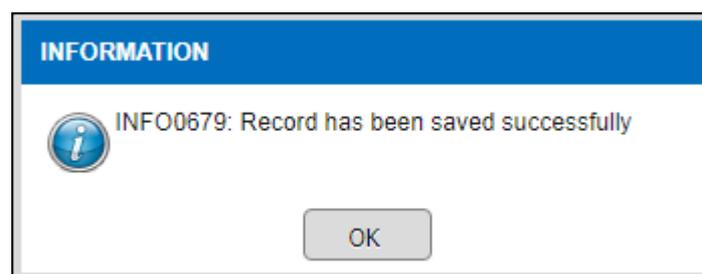


**Figure 3.3.2-4 Information Message**

*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_

| COUNT SHEET | | | | | | | | |
|---|---|---|---|---|---|---|---|---|

*i* | Export to Excel        Approve | Reject | 🖫 | X

**COUNT SHEET INFORMATION**

| | | | |
|---|---|---|---|
| Count Sheet No. | CS19000007 | Created Date | 27/08/2019 10:20:36 AM |
| Store Verification No./ Stock Checking No. | ST18000028 | UOM | PKU |
| Unit Name | Farmasi Logistik | Item Sub Class | - |
| Item Group | DRUG | Status | Pending for Approval |
| Created By | | Reject Reason | |

**COUNT SHEET ITEM LIST**

≪ ‹ 1 / 1 › ≫           [ 1 - 2 / 2 ]

| Item Code | Item Description | PKU | Packaging Description | Batch No. | Expiry Date | Stock Available (PKU) | Quarantine Quantity | Unit Price |
|---|---|---|---|---|---|---|---|---|
| C01EB15110T5001XX.03 | Trimetazidine 35 mg MR Tablet | pck | pack of 60 tablet | B1709024 | 30/09/2020 | 20.00 | 0.00 | 21.12 |
| C01EB15110T5001XX.03 | Trimetazidine 35 mg MR Tablet | pck | pack of 60 tablet | B1710006 | 31/10/2020 | 40.00 | 0.00 | 21.12 |

**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* <u>*3.2.1 Count Sheet Listing Page*</u> *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*
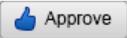
**STEP 7**
a) Click on the [👍 Approve] button to approve the record and confirmation message will be display as Figure 3.3.3-3
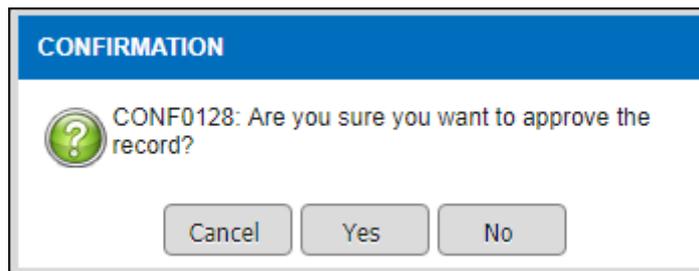


**Figure 3.3.3-3 Confirmation Message**
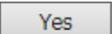
**Note**
*Click on the [Yes] button to approved record and information message will be display as Figure 3.3.3-4*
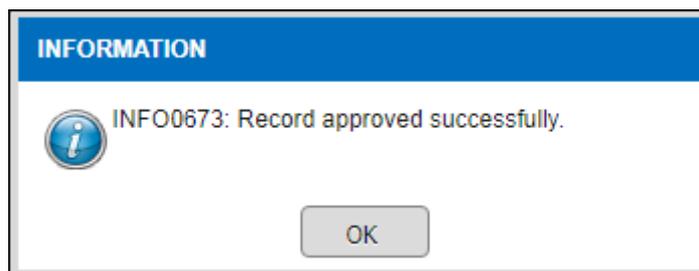


**Figure 3.3.3-4 Information Message**

*Note*

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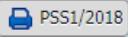
- [🖶 PSS1/2018] *or* [🖶 KEW.PS-10] *will enable after successfully approve the record. (refer Figure 3.3.3-7)*

  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*

**CONFIRMATION**

CONF0126: Are you sure you want to reject the record?

[ Cancel ]  [ Yes ]  [ No ]
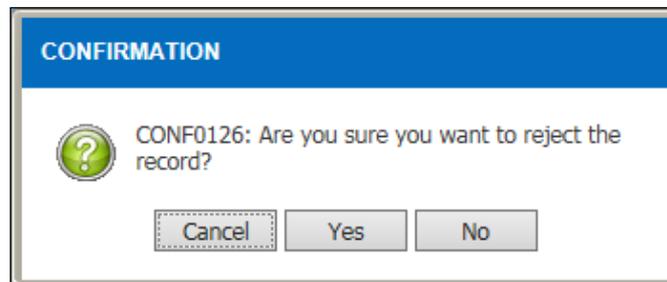
**Figure 3.3.3-5 Confirmation Message**
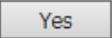
*Note*

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

**INFORMATION**

INFO0675: Record rejected successfully

[ OK ]
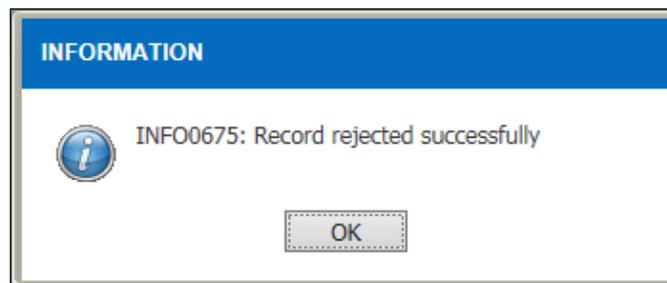
**Figure 3.3.3-6 Information Message**

*Note*
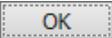
*Click on the* [ OK ] *button to successfully rejected the record*

**COUNT SHEET**                                                                                        ⑧

| | |
|---|---|
| ℹ️ 📄 Export to Excel | 🖨️ PSS1/2018   ✕ |

**COUNT SHEET INFORMATION**

| | | | |
|---|---|---|---|
| Count Sheet No. | CS19000007 | Created Date | 27/08/2019 10:20:36 AM |
| Store Verification No./ Stock Checking No. | ST18000028 | UOM | PKU |
| Unit Name | Farmasi Logistik | Item Sub Class | - |
| Item Group | DRUG | Status | Approved |
| Created By | | Reject Reason | |
| | | Verifier: | |

| Title | Name | Designation | Department |
|---|---|---|---|
| | No Records Found! | | |

**COUNT SHEET ITEM LIST**

| ◁ ◁ 1 / 1 ▷ ▷ | | | | | | | | | [ 1 - 2 / 2 ] |
|---|---|---|---|---|---|---|---|---|---|

| Item Code | Item Description | PKU | Packaging Description | Batch No. | Expiry Date | Stock Available (PKU) | Quarantine Quantity | Unit Price |
|---|---|---|---|---|---|---|---|---|
| C01EB15110T5001XX.03 | Trimetazidine 35 mg MR Tablet | pck | pack of 60 tablet | B1710006 | 31/10/2020 | 40.00 | 0.00 | 21.12 |
| C01EB15110T5001XX.03 | Trimetazidine 35 mg MR Tablet | pck | pack of 60 tablet | B1709024 | 30/09/2020 | 20.00 | 0.00 | 21.12 |

**Figure 3.3.3-7 Count Sheet**

## STEP 8

Click on the 🖨️ PSS1/2018 button to view/print the reports as shown in Figure 3.2.3-8

## *Note*

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

KEMENTERIAN KESIHATAN MALAYSIA                                                 **PSS1/2018**
**Hospital Kulim**
                                                                      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 | VASTARE L MR | B1709024 | 30/09/2020 | 20.00 | | 40.00 | 20.00 | | | |
| C01EB15110T5001XX.03 | Trimetazidine 35 mg MR Tablet | pack of 60 tablet | pck | VASTARE L MR | B1710006 | 31/10/2020 | 40.00 | | 30.00 | -10.00 | | | |

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

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

**Dilengkapkan oleh Unit / Jabatan Farmasi**

**DISEMAK OLEH:**                                               **DISAHKAN / TIDAK DISAHKAN***

_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _       _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
**(Tandatangan Ketua Unit)**                               **(Tandatangan Ketua Pegawai Farmasi / Pegawai Farmasi Kesihatan)**
**Nama :**                                                     **Nama :**
**Jawatan :**                                                  **Jawatan :**
**Tarikh :**                                                   **Tarikh :**
**Cop Kementerian/Jabatan :**                             **Cop Kementerian/Jabatan :**
                                                           ***Sila potong yang berkenaan**

                                                                                     Page 1 of 1

**Figure 3.3.3-8 PSS1/2018**

## 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)     Created Date From
b)     Created Date To
c)     Approved Date From
d)     Approved Date To
e)     Adjustment No.
f)     Transaction Type
- All
- Routine Checking
- Stock Taking
g)     Status
- All
- Approved
- Cancelled
- Open
- Pending for Approval
- Rejected

**STEP 5**
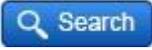
Click on the [Q Search] button.

### 3.4.2  Stock Adjustment: Stock Taking

This function is to perform the stock adjustment based on the PSS1/2021 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
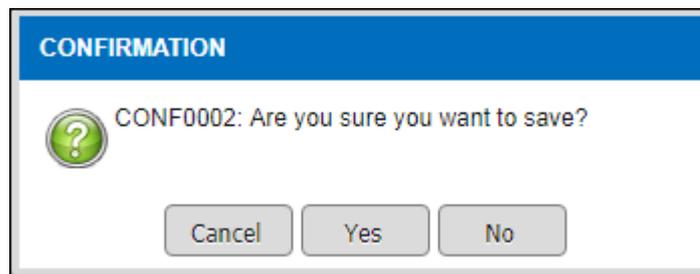


**Figure 3.4.2-6 Confirmation Message**

***Note***

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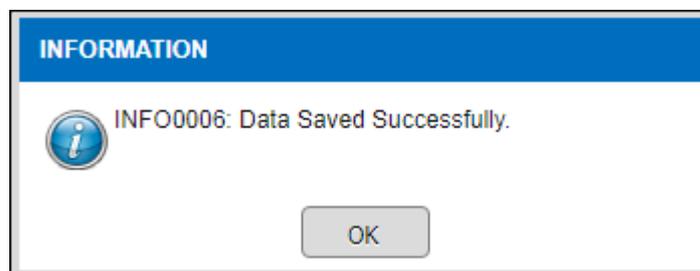


**Figure 3.4.2-7 Information Message**

***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*

**STOCK ADJUSTMENT**



**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 display 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 Stock Adjustment: Routine Checking – Add Item

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
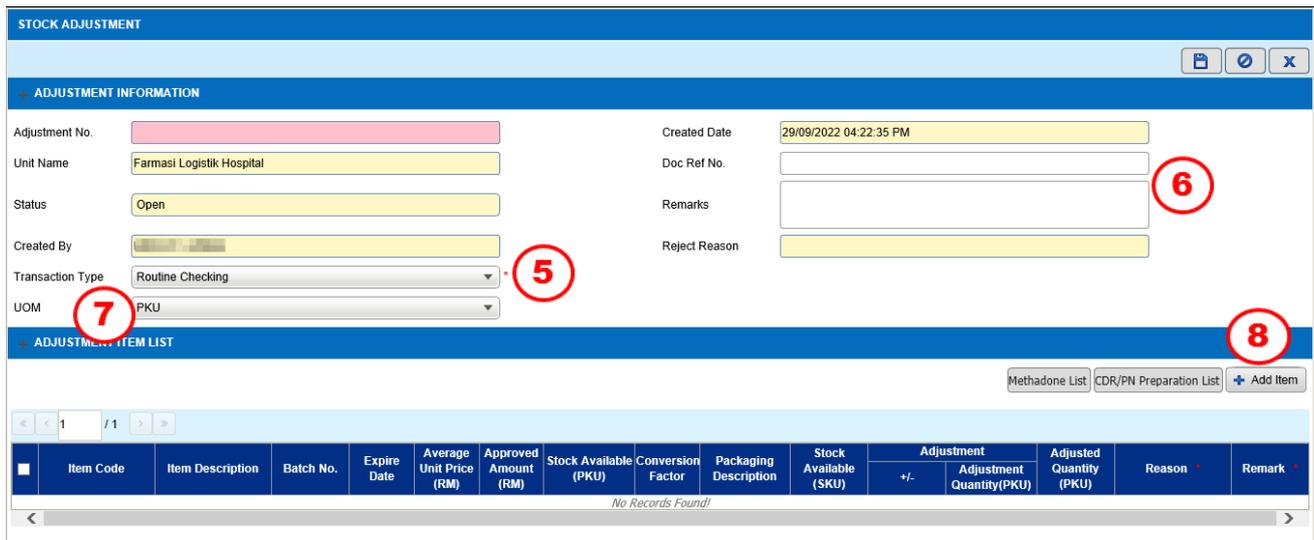
**Figure 3.3.3-2 Stock Adjustment**

**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
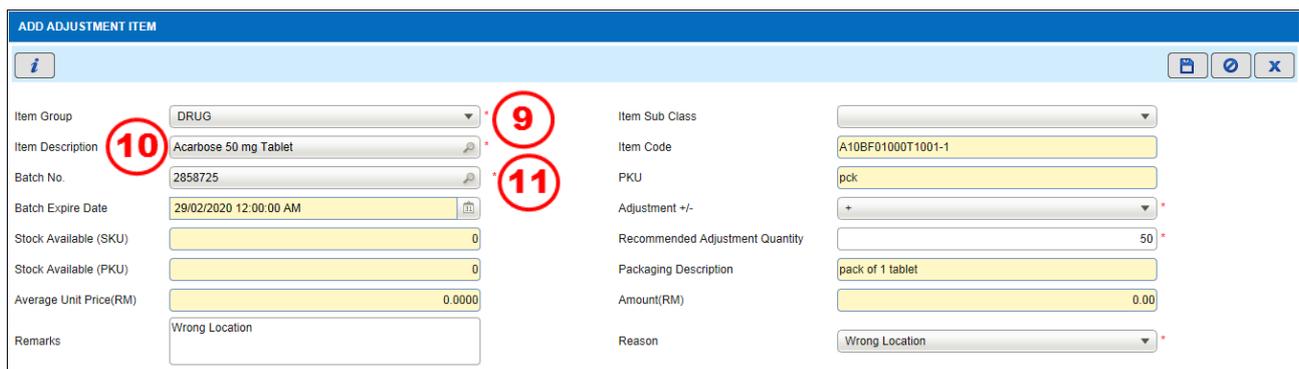


**Figure 3.3.3-3 Add Adjustment Item**

**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.*
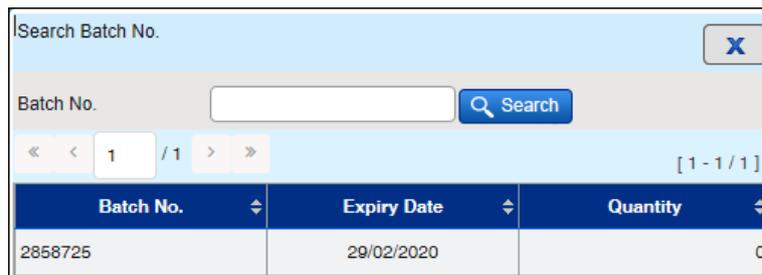


**Figure 3.3.3-5 Select Batch No**
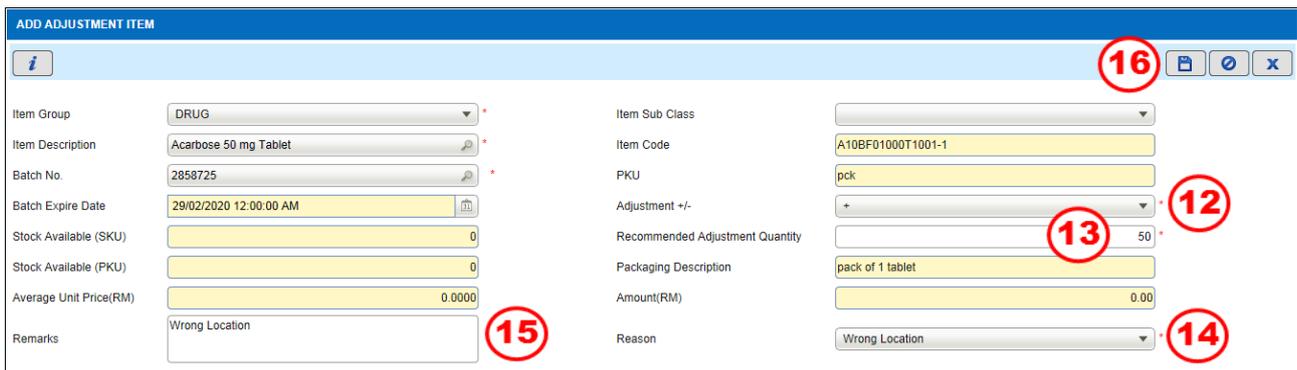
**Figure 3.3.3-6 Add Adjustment Item**

**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 [icon] button to save the item and confirmation message will be displayed as Figure 3.3.3-7
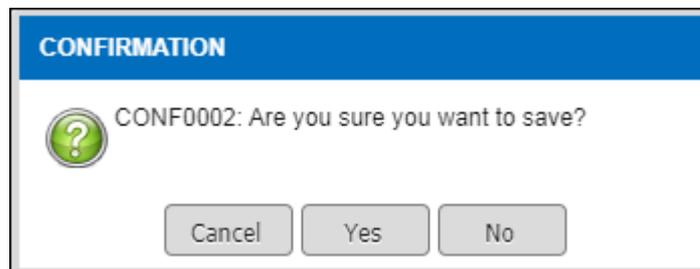


**Figure 3.3.3-7 Confirmation Message**

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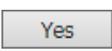
*Click on the [Yes] button so save the transaction and will be updated Adjustment Item List as Figure 3.3.3-8*

**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: Routine Checking – CDR/PN Preparation List

This function is to perform the stock adjustment for CDR/PN preparation list



**Figure 3.3.4-1 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**

Click on the [+] button and the new Stock Adjustment screen will be displayed as shown in Figure 3.3.4-2
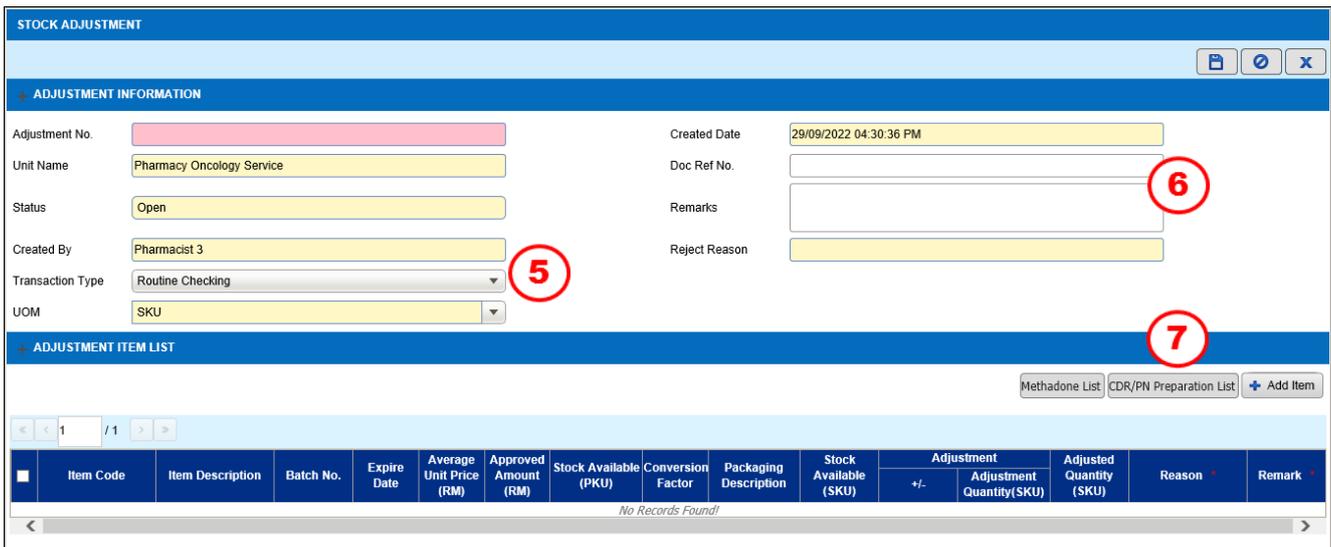
**Figure 3.3.4-2 Stock Adjustment**

**STEP 5**
Select *Transaction Type* as *Routine Checking*

**STEP 6**
Enter *Doc Ref No.* and *Remarks* if applicable

**STEP 7**

Click on the CDR/PN Preparation List button. The system will display the 'CDR/PN Preparation Summary List' window as shown in Figure 3.3.4-3
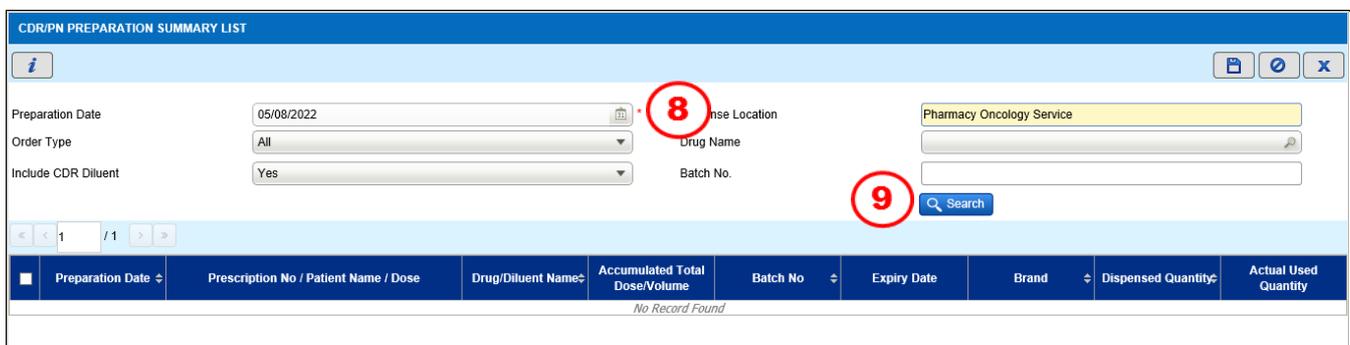


**Figure 3.3.4-3 CDR/PN Preparation Summary List**

**STEP 8**
Select *Preparation Date*

**<u>Note</u>**
- *Below is an optional field. User can select/enter if necessary:*
    a) *Order Type*
        - *All*
        - *CDR*
        - *PN*
    b) *Drug Name*
    c) *Include CDR Diluent*
        - *Yes*
        - *No*
    d) *Batch No*

- *If Order Type is selected as PN, Included CDR Diluent field will be disable*

## STEP 9

Click on the [Search] button and system will display record based on the entered criteria as Figure 3.3.4-4



**Figure 3.3.4-4 CDR/PN Preparation Summary List**

## STEP 10

Click on the ☑ checkbox to select record for adjustment

## STEP 11

Click on the [💾] button and list of record will be updated in the Adjustment Item List as shown in Figure 3.3.4-5



**Figure 3.3.4-5 Stock Adjustment**

***Note***
- *Adjustment +/- will be displayed based on the below criteria:*
    - a) *If 'Dispensed Quantity' value minus 'Actual Used Quantity' = Negative value → Then this field value = '-'*
    - b) *If 'Dispensed Quantity' value minus 'Actual Used Quantity' = Positive value → Then this field value = '+'*

- *Adjustment Quantity (SKU) will be auto calculated based on 'Dispensed Quantity' – 'Actual Used Quantity'. User is allowed to edit*

- *Reason will default to Sharing Vial and user is allowed to edit*

## STEP 12
Enter *Remark*

**STEP 13**

Click on the [💾] button to save the record and confirmation message will be displayed as Figure 3.3.4-6

*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.*

**CONFIRMATION**

CONF0002: Are you sure you want to save?

Cancel | Yes | No
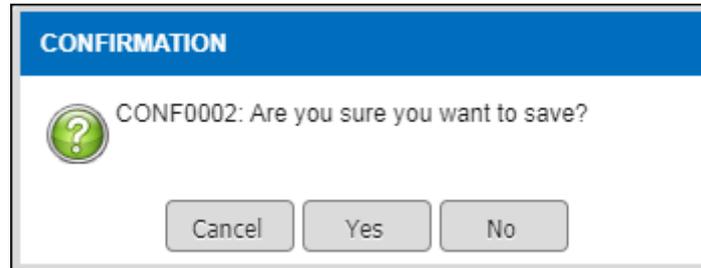
**Figure 3.3.4-6 Confirmation Message**
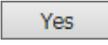
*Note*
- *Click on the [Yes] button so save the transaction and system will display information message as shown in Figure 3.3.4-7*
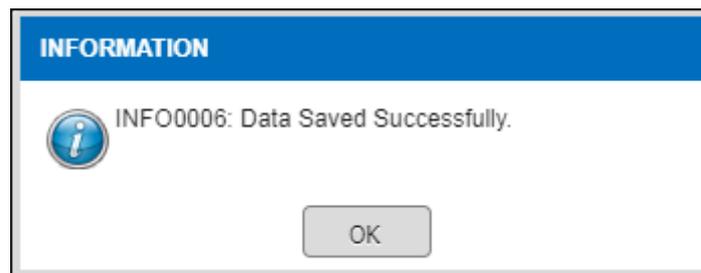
**INFORMATION**

INFO0006: Data Saved Successfully.

OK

**Figure 3.3.4-7 Information Message**

*Note*
- *Click on the [OK] button to successfully save the transaction*

- ***Adjustment No.*** *will be generated automatically for future reference.*
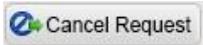
- [Send for Approval] , [Cancel Request] *button will be enabled as shown in Figure 3.3.4-8*

**Figure 3.3.4-8 Stock Adjustment**

<u>*Note*</u>

*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 the record for approval and confirmation message will be displayed as Figure 3.3.4-9



**Figure 3.3.4-9 Confirmation Message**

<u>*Note*</u>

- *Click on the* [Yes] *button so save the transaction and system will display information message as shown in Figure 3.3.4-10*



**Figure 3.3.4-10 Information Message**

<u>*Note*</u>

- *Click on the* [OK] *button to successfully send the record for approval*

### 3.3.5 Stock Adjustment: Routine Checking – Methadone List

This function is to perform the stock adjustment for Methadone list



**Figure 3.3.5-1 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**
Click on the [+] button and the new Stock Adjustment screen will be displayed as shown in Figure 3.3.5-2
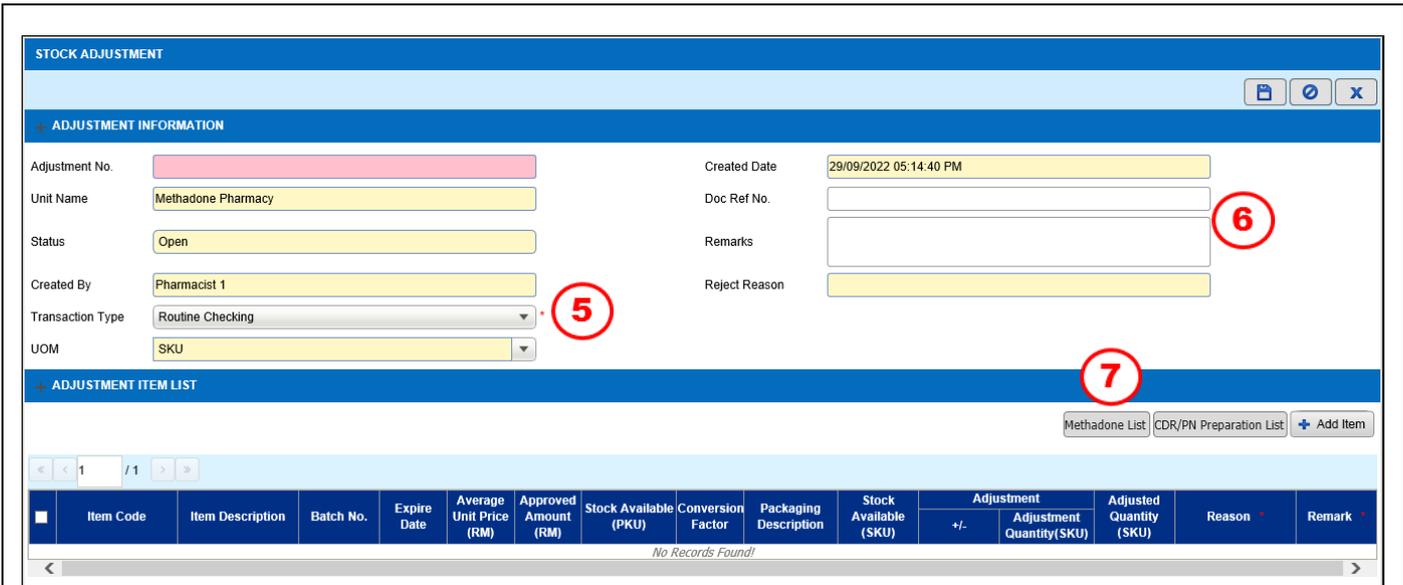
**Figure 3.3.5-2 Stock Adjustment**

**STEP 5**

Select *Transaction Type* as *Routine Checking*

**STEP 6**

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

**STEP 7**

Click on the [Methadone List] button. The system will display the 'Methadone Summary List' window as shown in Figure 3.3.5-3
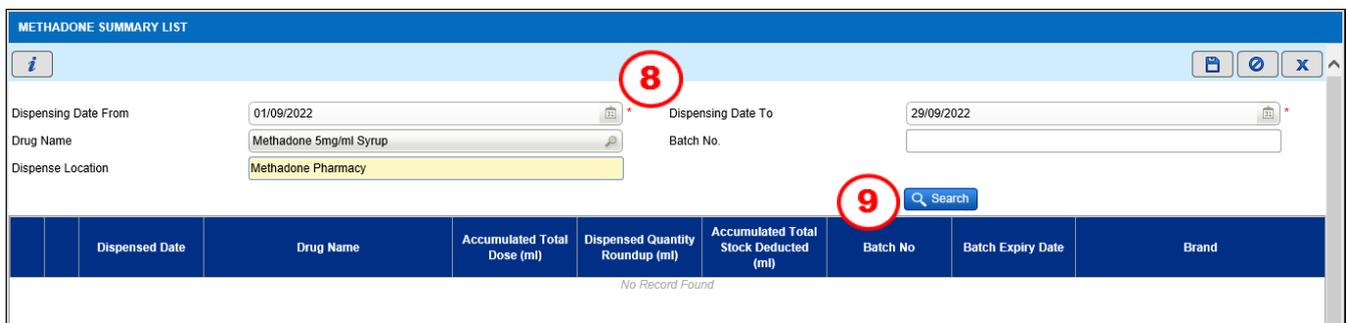


**Figure 3.3.4-3 Methadone Summary List**

**STEP 8**

Select *Dispensing Date From* and *Dispensing Date To*

***Note***
- *Drug Name will default to 'Methadone 5mg/ml Syrup'*

- *Enter Batch No if applicable*

**STEP 9**

Click on the [Search] button and system will display record based on the entered criteria as Figure 3.3.5-4

**Figure 3.3.5-4 Methadone Summary List**

**STEP 10**
Click on the ☑ checkbox to select record for adjustment

**STEP 11**
Click on the [💾] button and list of record will be updated in the Adjustment Item List as shown in Figure 3.3.5-5


**Figure 3.3.5-5 Stock Adjustment**

**<u>Note</u>**
*Reason will default to Sharing Vial and user is allowed to edit*

**STEP 12**
Enter *Remark*

**STEP 13**
Click on the [💾] button to save the record and confirmation message will be displayed as Figure 3.3.5-6

**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.
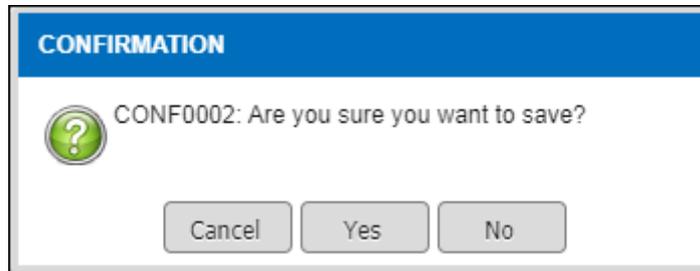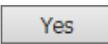


**Figure 3.3.5-6 Confirmation Message**

**Note**
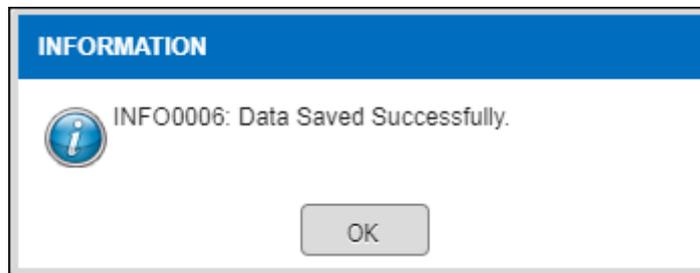- Click on the [ Yes ] button so save the transaction and system will display information message as shown in Figure 3.3.5-7
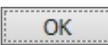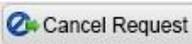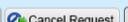


**Figure 3.3.5-7 Information Message**

**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 3.3.5-8



**Figure 3.3.5-8 Stock Adjustment**
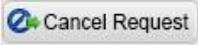
## Note

*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 the record for approval and confirmation message will be displayed as Figure 3.3.5-9

**CONFIRMATION**

CONF0125: Are you sure want to send this record for approval?
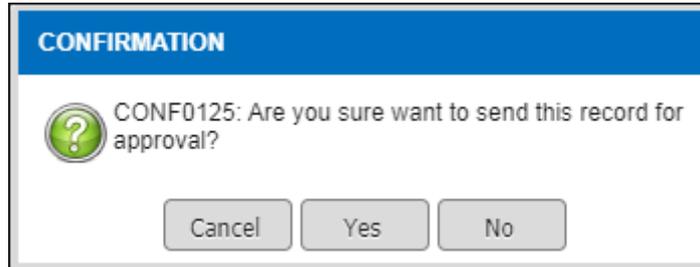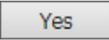
Cancel    Yes    No

**Figure 3.3.5-9 Confirmation Message**

## Note

- *Click on the* [Yes] *button so save the transaction and system will display information message as shown in Figure 3.3.5-10*
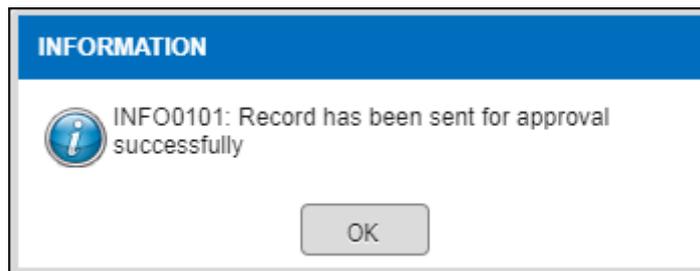
**INFORMATION**

INFO0101: Record has been sent for approval successfully

OK

**Figure 3.3.5-10 Information Message**

## Note

- *Click on the* [OK] *button to successfully send the record for approval*

### 3.3.6 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 3.3.6-1 Task List**

**STEP 1**
Click on the **Transaction No.** hyperlink and the Stock Adjustment screen will be displayed as shown in Figure 3.3.6-2

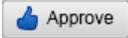**Note**
- The HOD/Pharmacist may also refer to section 3.3.1 Adjustment Listing Page to search for the 'Pending for Approval' Adjustment record.

- These are editable (change/add)
  - a) Adjustment Sign (+/-)
  - b) Adjustment Quantity
  - c) Reason
  - d) Item Remark



**Figure 3.3.6-2 Stock Adjustment**

**STEP 2**

a) Click on the [👍 Approve] button to approve the record and confirmation message will be display as Figure 3.3.6-3



**Figure 3.3.6-3 Confirmation Message**

*Note*

- *Click on the [Yes] button to approved record and information message will be display as Figure 3.3.6-4*



**Figure 3.3.6-4 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 3.3.6-5

*Note*

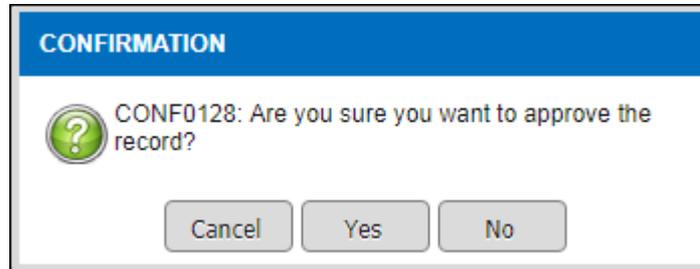*User need to enter **Reject Reason** before click on the [👎 Reject] button*



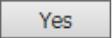**Figure 3.3.6-5 Confirmation Message**

*Note*

- *Click on the [Yes] button to reject record and information message will be display as Figure 3.3.6-6*
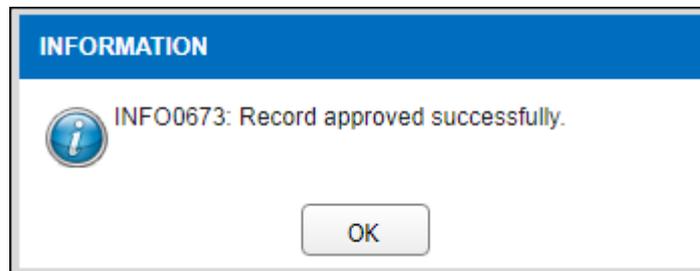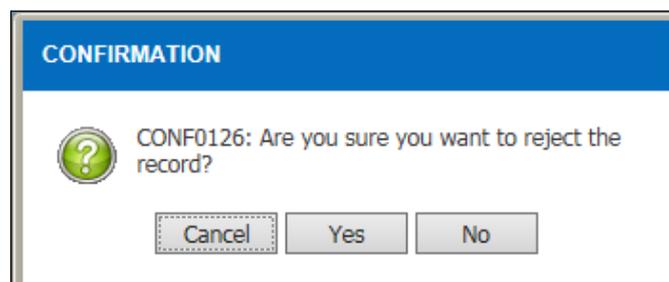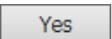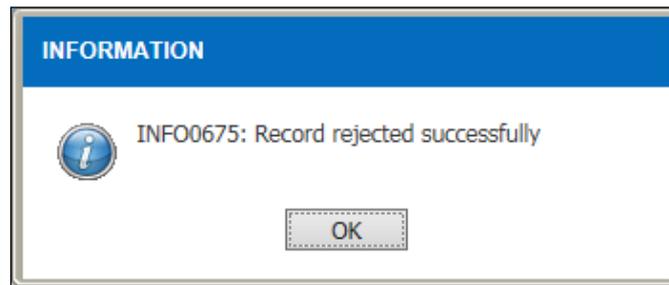
**Figure 3.3.6-6 Information Message**

## Note

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



**Figure 3.3.6-7 Stock Adjustment**

## Note

*Click on the* 🖶 *button to view/print report as shown in Figure 3.3.6-8*

**KEMENTERIAN KESIHATAN MALAYSIA**

**Hosp. Pakar Sultanah Fatimah**

**BORANG PELARASAN STOK**

KEW.PS-15

| Unit | : STOR FARMASI | No Rujukan | : SA21002578 |
| Kategori Stor | : Main Store | Tarikh Penemuan | : 21/10/2021 |

| No Kod | Perihal Stok | SKU | Deskripsi Pembungkusan | Nombor Kelompok | Tarikh Luput | Baki di Kad Daftar Stok (a) | | BakiFizikal (b) | | Perbezaan (+/-) (b - a) | | Justifikasi | Kelulusan Ketua Jabatan |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Kuantiti(PKU) | Nilai (RM) | Kuantiti(PKU) | Nilai (RM) | Kuantiti(PKU) | Nilai (RM) | | |
| 25.1202.04 | Surgical Latex Rubber Glove (Powdered) Size 6.5 | pair | pack of 40 pair | 6521360201 | 31/08/2024 | 102 | 7,619.40 | 95 | 7,096.50 | 7 | 522.90 | miscalculated | |

JUMLAH : 522.90

| Disediakan oleh : | | Diluluskan Oleh : | |
|---|---|---|---|
| Nama | : | Nama | : |
| Jawatan | : Pembantu Tadbir N17 | Jawatan | : Pegawai Farmasi UF52 |
| Unit | : STOR FARMASI | Unit | : STOR FARMASI |
| Jabatan | : Pharmacy | Jabatan | : Pharmacy |
| Tarikh | : 21/10/2021 | Tarikh | : 21/10/2021 |

| Printed Date : 23/12/2021 | Printed By : | Unit Name : STOR FARMASI | Source : PhIS |

Page 1 of 1

**Figure 3.3.6-8 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** |