



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

User Manual Pharmacy Inventory (Stock Checking & Store Verification)

Version	: 13th Edition
Document ID	: U. MANUAL_INV_STOCK CHECKING_VERIFICATION



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

Application reference: PhIS & CPS v2.6.1



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1.0 Introduction

1.1 Overview of PhIS

Pharmacy Information System or better known as PhIS is a complete and comprehensive system that integrates pharmacy related services that geared toward pharmacy excellence. This implementation would transform most of the current manual process to electronic system would benefit facility end user in the health care sector.

There are 12 modules to assist service delivery by the health care sector which comprises of:

1. Order Management
2. Inpatient Pharmacy
3. Outpatient Pharmacy
4. Medication Counselling
5. Ward Pharmacy
6. Pharmacy Inventory
7. Manufacturing of Cytotoxic Drug Reconstitution (CDR), Parenteral Nutrition (PN), IV Admixture & Eye Drop , Radiopharmaceuticals and Extemporaneous
8. Adverse Drug Reaction & Drug Allergic Card (ADR & DAC)
9. Clinical Pharmacokinetics Services (TDM)
10. Drug Information & Consumer Education (DICE)
11. Medication Therapy Adherence Clinic (MTAC)
12. Data Mining (PhARM)

1.2 Purpose and Objectives

This user manual outlines the Pharmacy Inventory (Stock Taking and Verification) sub-module and its key features and functionalities. The primary objective is to guide users through the process of completing PhIS application process.

User will understand the following activities in detail:

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

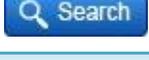
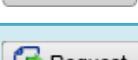
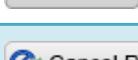
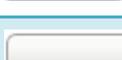
1.3 Organized Sections

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



Module Legend

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

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

3.0 Stock Taking

Overview

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

User Group

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

Functional Diagram

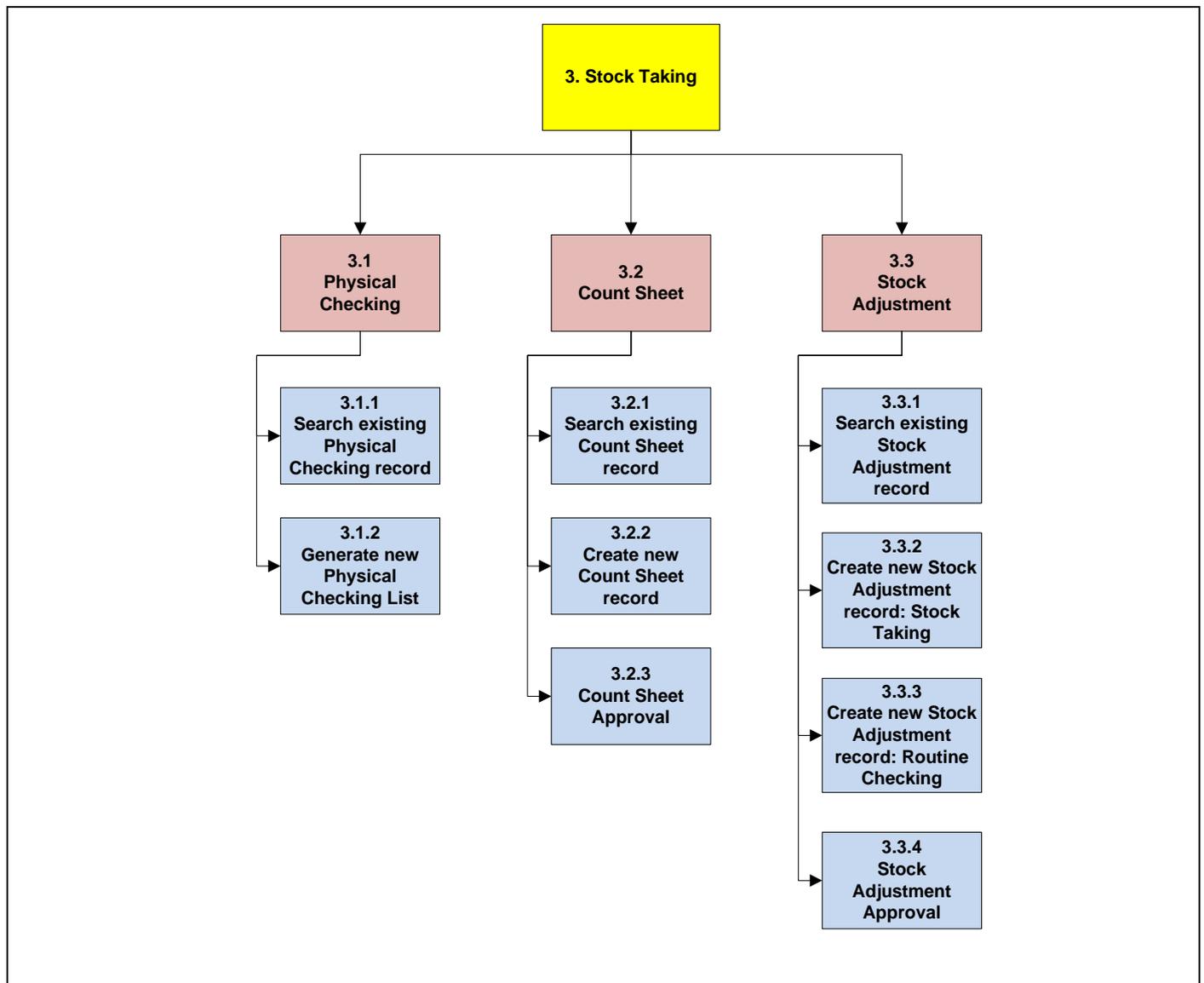


Figure 3.0-1



Functional Description

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

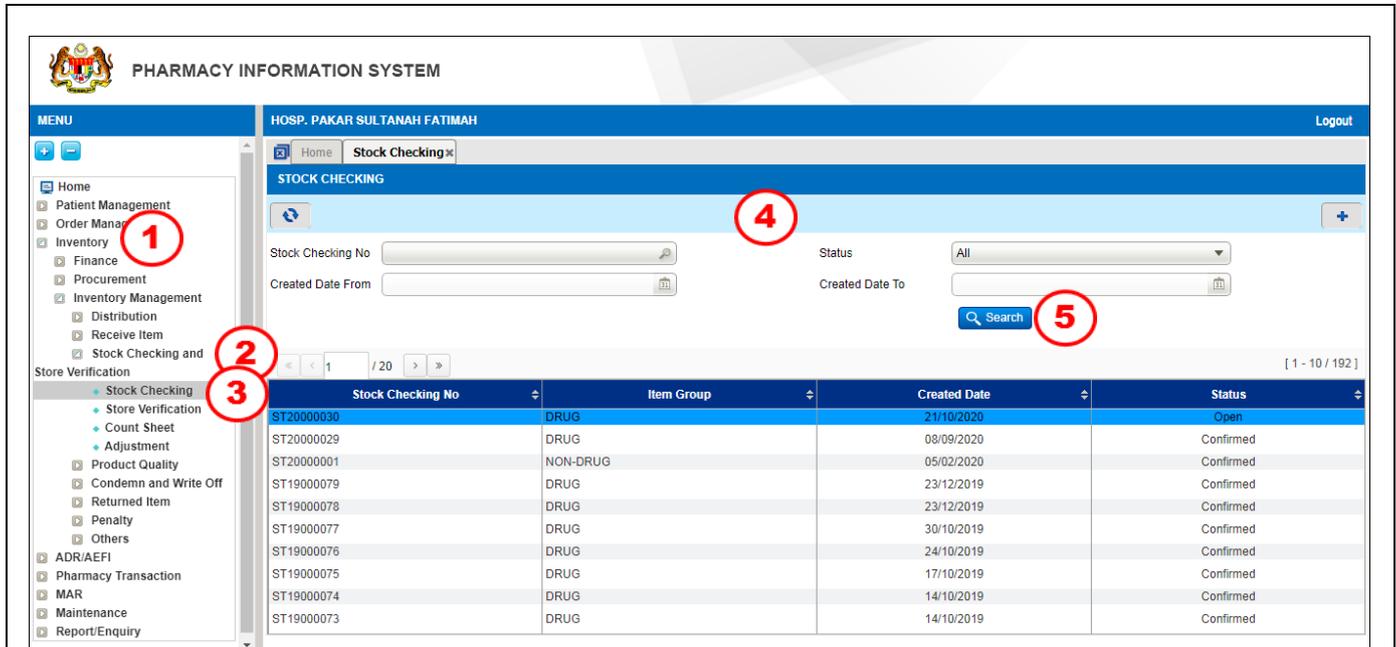
- **Stock Checking**
To generate a list of items to be proceed with stock count based on several criteria(s) selected. Available at Level 1 & Level 2 only (for internal use).
- **Store Verification**
To generate a list of items to be proceed with stock count based on several criteria(s) selected. Available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



The screenshot displays the 'PHARMACY INFORMATION SYSTEM' interface for 'HOSP. PAKAR SULTANAH FATIMAH'. The left-hand menu is expanded to 'Inventory Management' > 'Stock Checking and Store Verification' > 'Stock Checking'. The main area shows a search form with fields for 'Stock Checking No', 'Status' (set to 'All'), 'Created Date From', and 'Created Date To'. A 'Search' button is highlighted with a red circle 5. Below the search form is a table of stock checking records. The table has columns for 'Stock Checking No', 'Item Group', 'Created Date', and 'Status'. The first row is highlighted in blue and has a red circle 4 over the refresh icon. The table contains 10 records with various stock checking numbers, item groups (DRUG or NON-DRUG), and dates from 2019 to 2020. The status of these records is either 'Open' or 'Confirmed'.

Stock Checking No	Item Group	Created Date	Status
ST20000030	DRUG	21/10/2020	Open
ST20000029	DRUG	08/09/2020	Confirmed
ST20000001	NON-DRUG	05/02/2020	Confirmed
ST19000079	DRUG	23/12/2019	Confirmed
ST19000078	DRUG	23/12/2019	Confirmed
ST19000077	DRUG	30/10/2019	Confirmed
ST19000076	DRUG	24/10/2019	Confirmed
ST19000075	DRUG	17/10/2019	Confirmed
ST19000074	DRUG	14/10/2019	Confirmed
ST19000073	DRUG	14/10/2019	Confirmed

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

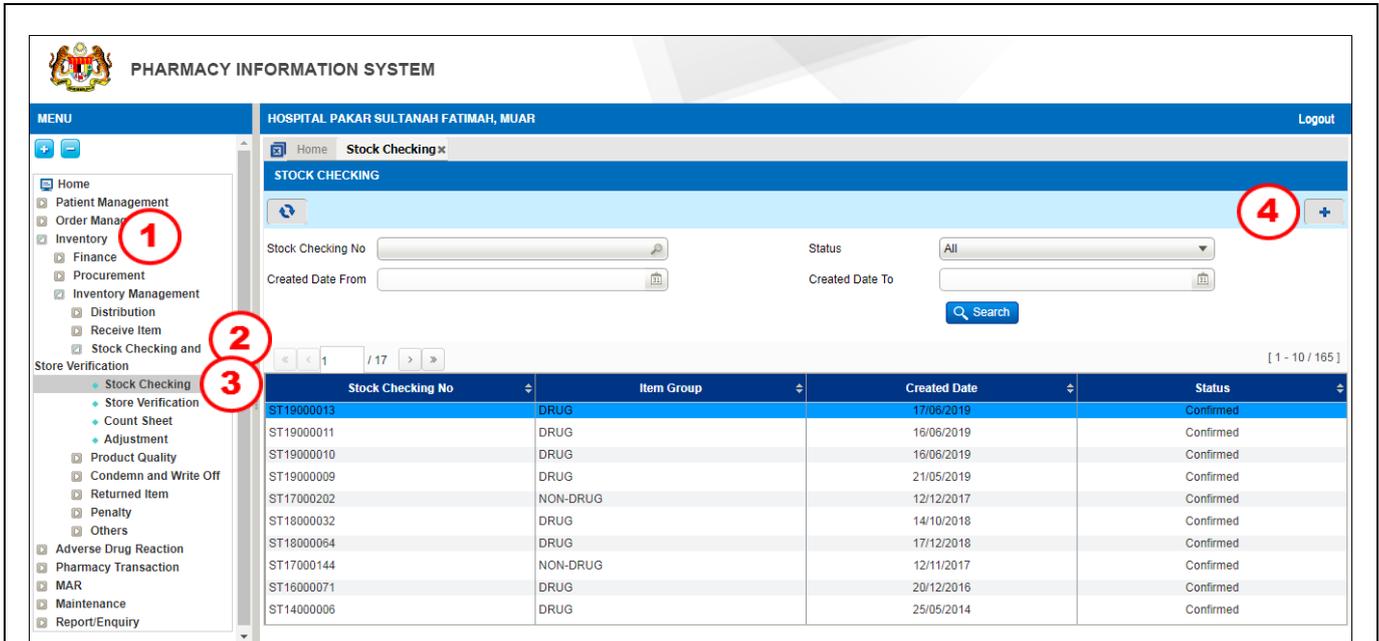
To search an existing Stock Checking record(s), user may search by '**Stock Checking No**', '**Status**', '**Created Date From**' and '**Created Date To**'

STEP 5

Click on the  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.



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Stock Checking x

STOCK CHECKING

Stock Checking No: Status: All

Created Date From: Created Date To:

Search

Stock Checking No	Item Group	Created Date	Status
ST19000013	DRUG	17/06/2019	Confirmed
ST19000011	DRUG	16/06/2019	Confirmed
ST19000010	DRUG	16/06/2019	Confirmed
ST19000009	DRUG	21/05/2019	Confirmed
ST17000202	NON-DRUG	12/12/2017	Confirmed
ST18000032	DRUG	14/10/2018	Confirmed
ST18000064	DRUG	17/12/2018	Confirmed
ST17000144	NON-DRUG	12/11/2017	Confirmed
ST16000071	DRUG	20/12/2016	Confirmed
ST14000006	DRUG	25/05/2014	Confirmed

Figure 3.1.2-1 Create Stock Checking record

STEP 1

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

STEP 2

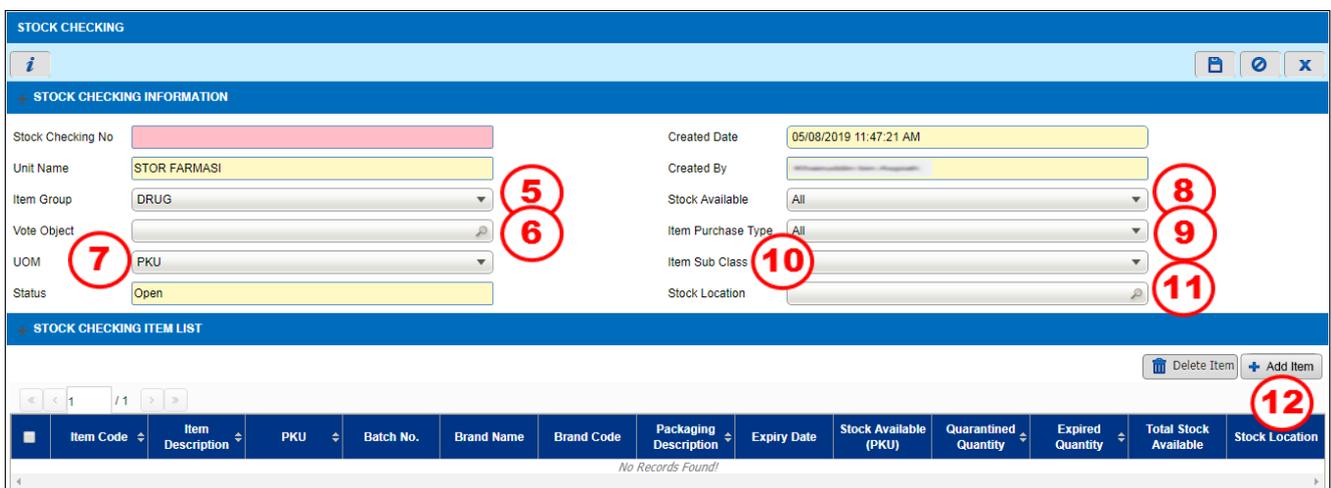
Click on '**Stock Checking and Store Verification**'

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



STOCK CHECKING

STOCK CHECKING INFORMATION

Stock Checking No:

Unit Name: STOR FARMASI

Item Group: DRUG

Vote Object:

UOM: PKU

Status: Open

Created Date: 05/08/2019 11:47:21 AM

Created By:

Stock Available: All

Item Purchase Type: All

Item Sub Class:

Stock Location:

STOCK CHECKING ITEM LIST

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

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**

STEP 7

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 $\neq 0$.
- 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.

ADD ITEM FOR STOCK CHECKING

Item Code: Item Description: Item Group:
 Drug/Non-Drug Code: Drug/Non-Drug Name: Vote Object:
 Stock Location: Item Purchase Type:
 Select All: Item Sub Class:

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
No Record Found													

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

ADD ITEM FOR STOCK CHECKING

Item Code: Item Description: Item Group:
 Drug/Non-Drug Code: Drug/Non-Drug Name: Vote Object:
 Stock Location: Item Purchase Type:
 Select All: Item Sub Class:

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
<input type="checkbox"/>	N02BE01000T1001XX	Paracetamol 500 mg Tablet	N02BE01000T1001XX	Paracetamol 500mg Tab	Tablet/Capsule	PA15J308	PARACIL	31/08/2019	pck of 20 tablet	0	20	0.00	0.0000
<input type="checkbox"/>	N02BE01000T1001XX	Paracetamol 500 mg Tablet	N02BE01000T1001XX	Paracetamol 500mg Tab	Tablet/Capsule	PA15J309	PARACIL	31/08/2019	pck of 20 tablet	0	20	0.00	0.0000
<input type="checkbox"/>	N02BE01000T1001XX	Paracetamol 500 mg Tablet	N02BE01000T1001-20	Paracetamol 500mg Tab	Tablet/Capsule	PA15M392	PARACIL	30/11/2019	pck of 20 tablet	0	20	0.00	0.0000
<input type="checkbox"/>	N02BE01000T1001XX	Paracetamol 500 mg Tablet	N02BE01000T1001-20	Paracetamol 500mg Tab	Tablet/Capsule	PA15M393	PARACIL	30/11/2019	pck of 20 tablet	0	20	0.00	0.0000
<input type="checkbox"/>	N02BE01000T1001XX	Paracetamol 500 mg Tablet	N02BE01000T1001-10	Paracetamol 500mg Tab	Tablet/Capsule	2017	PARACIL	13/12/2019	pck of 10 tablet	0	10	0.00	0.0000
<input type="checkbox"/>	N02BE01000T1001XX	Paracetamol 500 mg Tablet	N02BE01000T1001-20	Paracetamol 500mg Tab	Tablet/Capsule	PA16A012	PARACIL	31/12/2019	pck of 20 tablet	0	20	0.00	0.0000
<input type="checkbox"/>	N02BE01000T1001XX	Paracetamol 500 mg Tablet	N02BE01000T1001-20	Paracetamol 500mg Tab	Tablet/Capsule	PA16A018	PARACIL	31/12/2019	pck of 20 tablet	0	20	0.00	0.0000
<input type="checkbox"/>	N02BE01000T1001XX	Paracetamol 500 mg Tablet	N02BE01000T1001-20	Paracetamol 500mg Tab	Tablet/Capsule	PA16B035	PARACIL	31/01/2020	pck of 20 tablet	0	20	0.00	0.0000
<input type="checkbox"/>	N02BE01000T1001XX	Paracetamol 500 mg Tablet	N02BE01000T1001-20	Paracetamol 500mg Tab	Tablet/Capsule	PA16B037	PARACIL	31/01/2020	pck of 20 tablet	0	20	0.00	0.0000
<input type="checkbox"/>	N02BE01000T1001XX	Paracetamol 500 mg Tablet	N02BE01000T1001-20	Paracetamol 500mg Tab	Tablet/Capsule	PA16C067	PARACIL	29/02/2020	pck of 20 tablet	0	20	0.00	0.0000

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

ADD ITEM FOR STOCK CHECKING

16

Item Code:

Drug/Non-Drug Code:

Stock Location:

Select All:

Item Description:

Drug/Non-Drug Name:

Item Purchase Type:

Item Sub Class:

Item Group:

Vote Object:

< 1 / 231 >
[1 - 10 / 2302]

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
<input checked="" type="checkbox"/> A10BF0100T1001XX	Acarbose 50 mg Tablet	A10BF0100T1001XX.01	Acarbose 50 mg Tablet	Tablet/Capsule	CC002	GARBOSE	31/03/2021	Box of 100 tabs	1,000	100	10.00	0.0300	
<input type="checkbox"/> 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	
<input checked="" type="checkbox"/> 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	
<input checked="" type="checkbox"/> 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	
<input type="checkbox"/> 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	
<input checked="" type="checkbox"/> 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)
<input checked="" type="checkbox"/> 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)
<input type="checkbox"/> 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)
<input type="checkbox"/> 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)
<input type="checkbox"/> B01AC06259T1001XX	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	B01AC06259T1001XX.01	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	Tablet/Capsule	1804312	GLYPRIN	30/04/2020	box of 30	0	30	0.00	4.0000	STOR 1(CB-3)

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

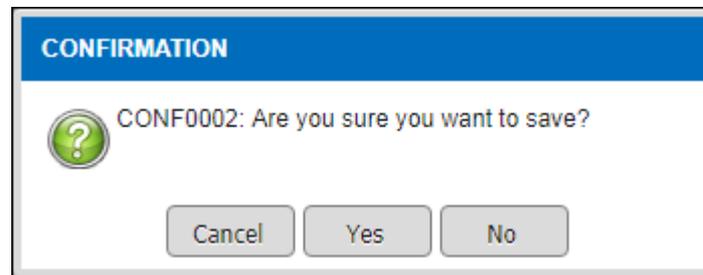


Figure 3.1.2-6 Confirmation Message

Note

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

STOCK CHECKING

STOCK CHECKING INFORMATION

Stock Checking No		Created Date	23/12/2021 00:34:09 PM
Unit Name	STOR FARMASI	Created By	
Item Group	DRUG	Stock Available	All
Vote Object		Item Purchase Type	All
UOM	PKU	Item Sub Class	
Status	Open	Stock Location	

STOCK CHECKING ITEM LIST

Delete Item Add Item

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
02.0001.02	Acetazolamide 250mg Tab BP/USP	pck	PV0178	APOTEX (APO)	A261	Pack of 100 tabs	31/10/2023	15.00	0.00	0.00	15.00	-
D05BB02000C1002XX.02	Acitretin 25mg Capsule	pck	B2943	NOVATRETIN	N173	pack of 60 capsule	31/08/2023	10.00	0.00	0.00	10.00	STOR 1 - (FA-1)
M05BA04520T1001XX.01	Alendronate Sodium 70 mg Tablet	box	LJ7213	SANDOZ	S334	Box of 4 tab	30/04/2024	100.00	0.00	0.00	100.00	STOR 1 - (FA-1)
07.0002.05	Ampicillin 500mg Injection	pck	0203520	AMILLIN	A171	pack of 10 vial	30/06/2023	30.00	0.00	0.00	30.00	STOR 2 - (BA-2)

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 button.
- User able to add the necessary item by click on 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

CONFIRMATION

CONF0002: Are you sure you want to save?

Cancel

Yes

No

Figure 3.1.2-8 Confirmation Message

Note

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

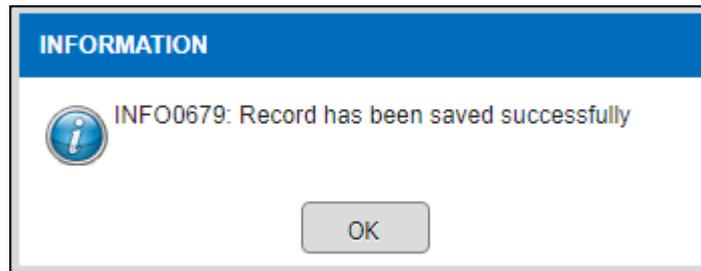
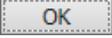


Figure 3.1.2-9 Information Message

Note

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

STOCK CHECKING
17

 Confirm
 Cancel Request

STOCK CHECKING INFORMATION

Stock Checking No: <input type="text" value="ST21000044"/>	Created Date: <input type="text" value="23/12/2021 00:38:14 PM"/>
Unit Name: <input type="text" value="STOR FARMASI"/>	Created By: <input type="text" value=""/>
Item Group: <input type="text" value="DRUG"/>	Stock Available: <input type="text" value="All"/>
Vote Object: <input type="text" value=""/>	Item Purchase Type: <input type="text" value="All"/>
UOM: <input type="text" value="PKU"/>	Item Sub Class: <input type="text" value=""/>
Status: <input type="text" value="Open"/>	Stock Location: <input type="text" value=""/>

STOCK CHECKING ITEM LIST

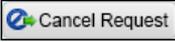
Item Code	Item Description	PKU	Batch No.	Brand Name	Brand Code	Packaging Description	Expiry Date	Stock Available (PKU)	Quarantined Quantity	Expired Quantity	Total Stock Available	Stock Location
<input type="checkbox"/> 02.0001.02	Acetazolamide 250mg Tab BP/USP	pck	PV0178	APOTEX (APO)	A261	Pack of 100 tabs	31/10/2023	15.00	0.00	0.00	15.00	STOR 2 - (AB-2)
<input type="checkbox"/> D058B02000C1002XX.02	Acitretin 25mg Capsule	pck	B2943	NOVATRETIN	N173	pack of 60 capsule	31/08/2023	10.00	0.00	0.00	10.00	STOR 1 - (FA-1)
<input type="checkbox"/> M058A04520T1001XX.01	Alendronate Sodium 70 mg Tablet	box	LJ7213	SANDOZ	S334	Box of 4 tab	30/04/2024	100.00	0.00	0.00	100.00	STOR 1 - (FA-1)
<input type="checkbox"/> 07.0002.05	Ampicillin 500mg Injection	pck	0203520	AMILLIN	A171	pack of 10 vial	30/06/2023	30.00	0.00	0.00	30.00	STOR 2 - (BA-2)

Figure 3.1.2-10 Stock Checking

STEP 17

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

Note

User is allowed to cancel the request by click on  button

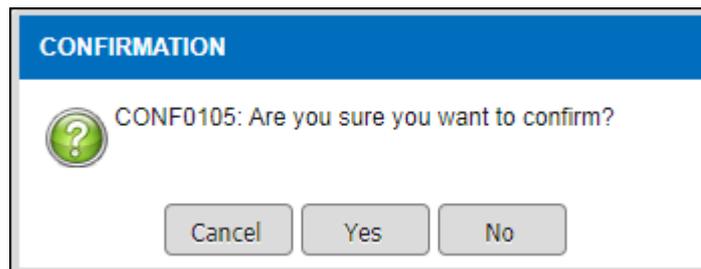
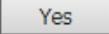


Figure 3.1.2-11 Confirmation Message

Note

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

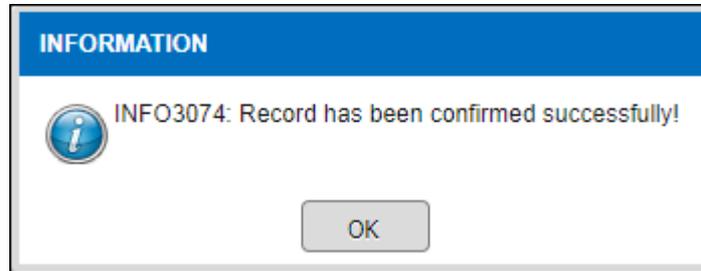
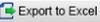


Figure 3.1.2-12 Information Message

Note

- Click on the  button to successfully save the transaction

STOCK CHECKING

PSS1/2021 

18 CHECKING INFORMATION

Stock Checking No: Created Date:

Unit Name: Created By:

Item Group: Stock Available:

Vote Object: Item Purchase Type:

UOM: Item Sub Class:

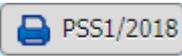
Status: Stock Location:

STOCK CHECKING ITEM LIST [1 - 4 / 4]

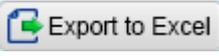
Item Code	Item Description	PKU	Batch No.	Brand Name	Brand Code	Packaging Description	Expiry Date	Stock Available (PKU)	Quarantined Quantity	Expired Quantity	Total Stock Available	Stock Location
02.0001.02	Acetazolamide 250mg Tab BP/USP	pck	PV0178	APOTEX (APO)	A261	Pack of 100 tabs	31/10/2023	15.00	0.00	0.00	15.00	STOR 2 - (AB-2)
D05BB02000C10 02XX.02	Acitretin 25mg Capsule	pck	B2943	NOVATRETIN	N173	pack of 60 capsule	31/08/2023	10.00	0.00	0.00	10.00	STOR 1 - (FA-1)
M05BA04520T10 01XX.01	Alendronate Sodium 70 mg Tablet	box	LJ7213	SANDOZ	S334	Box of 4 tab	30/04/2024	100.00	0.00	0.00	100.00	STOR 1 - (FA-1)
07.0002.05	Ampicillin 500mg Injection	pck	0203520	AMILLIN	A171	pack of 10 vial	30/06/2023	30.00	0.00	0.00	30.00	STOR 2 - (BA-2)

Figure 3.1.2-13 Stock Checking

STEP 18

Click on the  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  button



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



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 Luput Tempoh F) Hilang	Syor/Cadangan (lulus/hapus kira/pelarasan stok/pindahan stok)
								Fizikal Stok	Perbezaan (+/-)		
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

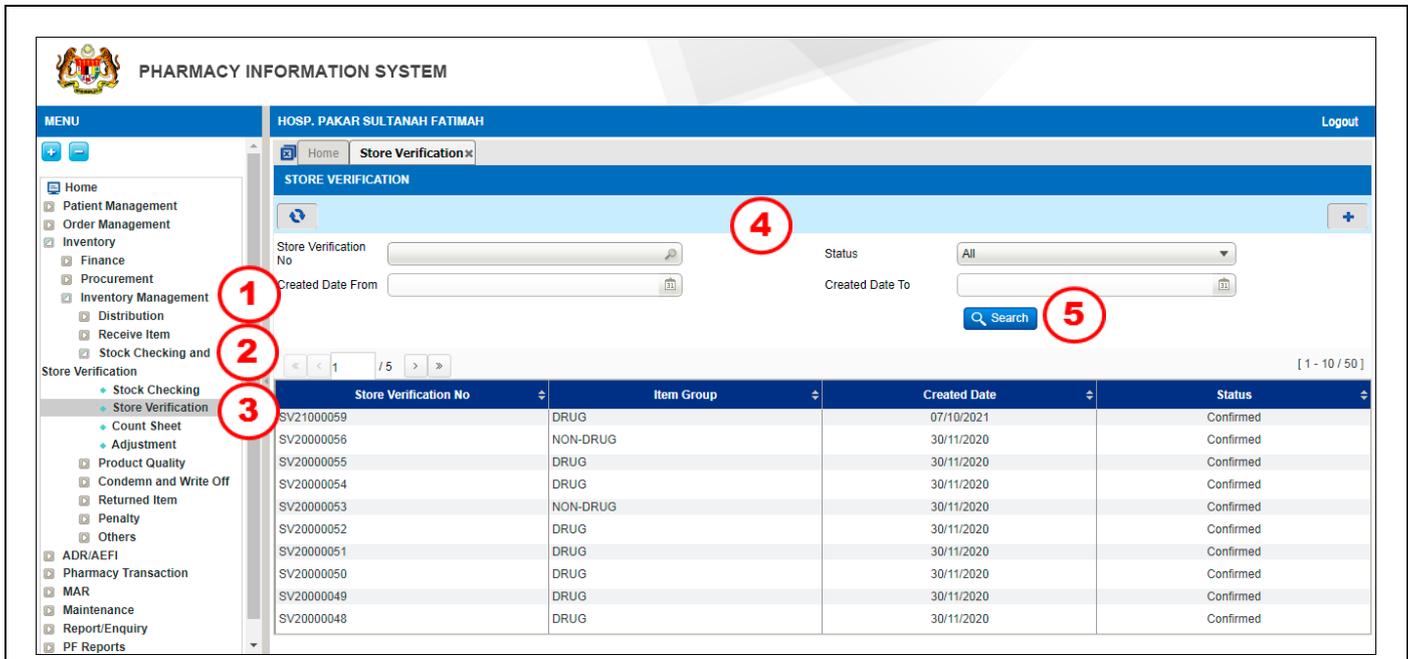
Figure 3.1.2-14 Borang Pemeriksaan Stok Ubat Di Sub Stor

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:



The screenshot displays the 'STORE VERIFICATION' page in the PHARMACY INFORMATION SYSTEM. The page includes a left-hand menu, a header with the hospital name 'HOSP, PAKAR SULTANAH FATIMAH', and a main content area. The main content area features search filters for 'Store Verification No', 'Status', and 'Created Date From/To'. A table below the filters lists verification records with columns for 'Store Verification No', 'Item Group', 'Created Date', and 'Status'. Red circles with numbers 1 through 5 indicate the steps for navigating to the page and performing a search.

Store Verification No	Item Group	Created Date	Status
SV21000059	DRUG	07/10/2021	Confirmed
SV20000056	NON-DRUG	30/11/2020	Confirmed
SV20000055	DRUG	30/11/2020	Confirmed
SV20000054	DRUG	30/11/2020	Confirmed
SV20000053	NON-DRUG	30/11/2020	Confirmed
SV20000052	DRUG	30/11/2020	Confirmed
SV20000051	DRUG	30/11/2020	Confirmed
SV20000050	DRUG	30/11/2020	Confirmed
SV20000049	DRUG	30/11/2020	Confirmed
SV20000048	DRUG	30/11/2020	Confirmed

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'

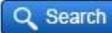
STEP 3

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  button after input of criteria.

3.2.2 Generate New Store Verification

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

PHARMACY INFORMATION SYSTEM

HOSPITAL SERI MANJUNG Logout

Home Store Verification x

STORE VERIFICATION

Store Verification No: Status: All 4

Created Date From: Created Date To:

[1 - 10 / 16]

Store Verification No	Item Group	Created Date	Status
SV19000021	DRUG	05/10/2019	Confirmed
SV19000020	DRUG	02/10/2019	Confirmed
SV19000019	DRUG	14/08/2019	Confirmed
SV19000018	DRUG	14/08/2019	Confirmed
SV19000017	DRUG	14/08/2019	Confirmed
SV19000013	DRUG	05/08/2019	Cancelled
SV19000012	DRUG	05/08/2019	Confirmed
SV19000011	DRUG	05/08/2019	Cancelled
SV19000010	DRUG	05/08/2019	Confirmed
SV19000009	DRUG	05/08/2019	Confirmed

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

STORE VERIFICATION INFORMATION

Store Verification No:

Unit Name: Farmasi Logistik Hospital 5

Item Group: DRUG 6

Vote Object:

UOM: PKU 7

Status: Open

Created Date: 10/10/2019 00:15:00 PM

Created By:

Stock Available: All 8

Item Purchase Type: All 9

Item Sub Class: 10

Stock Location: 11

STORE VERIFICATION ITEM LIST

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

12

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**

STEP 7

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 $\neq 0$.
- **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 3.2.2-3.

The screenshot shows the 'ADD ITEM FOR STORE VERIFICATION' form. The search button is highlighted with a red circle and the number 14. The form contains several input fields: Item Code, Drug/Non-Drug Code, Stock Location, Item Description, Drug/Non-Drug Name, Item Purchase Type, Item Group (set to DRUG), and Item Sub Class. A search button is located at the bottom right of the form.

Figure 3.2.2-3 Screen after “Add Item” button clicked.

The screenshot shows the 'ADD ITEM FOR STORE VERIFICATION' form with search results displayed. The search button is highlighted with a red circle and the number 14. The search results table is shown below the form. The table has 15 columns: Drug/Non-Drug Code, Drug/Non-Drug Name, Item Code, Item Description, Item Sub Class, Batch No., Brand Name, Expiry Date, Packaging Description, Stock Available (SKU), Conversion Factor, Stock Available (PKU), Average Unit Price (RM), and Stock Location. The first row of results is highlighted with a red circle and the number 15.

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
KPK00037	Abacavir 20mg/ml Oral Soln	KPK00037.0	Abacavir 20mg/ml Oral Soln	Internal Preparation	00037	NO BRAND	02/11/2019	bottle of 240 millilitre	0	240	0.00	0.0000	
KPK00037	Abacavir 20mg/ml Oral Soln	KPK00037.0	Abacavir 20mg/ml Oral Soln	Internal Preparation	7.01	NO BRAND	02/11/2019	bottle of 240 millilitre	3,451,770	240	14,382.38	0.0000	
KPK00038	Abacavir 300mg Tab	KPK00038.0	Abacavir 300mg Tab	Tablet/Capsule	4P7J	ZIAGEN	31/01/2020	Pack of 60 tab	0	60	0.00	1.9980	
KPK00038	Abacavir 300mg Tab	KPK00038.0	Abacavir 300mg Tab	Tablet/Capsule	6C5D	ZIAGEN	13/03/2020	Pack of 60 tab	0	60	0.00	1.9980	
KPK00038	Abacavir 300mg Tab	KPK00038.0	Abacavir 300mg Tab	Tablet/Capsule	4P 7J	ZIAGEN	30/11/2020	Pack of 60 tab	1	60	0.02	1.9980	
KPK00038	Abacavir 300mg Tab	KPK00038.0	Abacavir 300mg Tab	Tablet/Capsule	TS7Y	ZIAGEN	28/02/2021	Pack of 60 tab	0	60	0.00	1.9980	
J05AR02964T1001XX	Abacavir Sulphate 600mg + Lamivudine 300mg Tablet	J05AR02964T1001XX.01	Abacavir Sulphate 600mg + Lamivudine 300mg Tab	Tablet/Capsule	UN4P	KIVEXA	31/10/2020	pack of 30 tablet	29,164	30	972.13	48.2190	Kabinet DD
J05AR02964T1001XX	Abacavir Sulphate 600mg + Lamivudine 300mg Tablet	J05AR02964T1001XX.01	Abacavir Sulphate 600mg + Lamivudine 300mg Tab	Tablet/Capsule	2964	(GENERIC NAME)	25/12/2020	pack of 30 tablet	0	30	0.00	48.2190	Kabinet DD
A10BF01000T1001XX	Acarbose 50 mg Tablet	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	Tablet/Capsule	2852469	DIBOSE	31/01/2020	Box of 100 tab	0	100	0.00	15.3500	
A10BF01000T1001XX	Acarbose 50 mg Tablet	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	Tablet/Capsule	2853697	DIBOSE	31/01/2020	Box of 100 tab	0	100	0.00	15.3500	

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  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  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

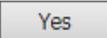
Click on the  button so save the record and the list will be updated as shown in Figure 3.2.2-7

Figure 3.2.2-7 Information Message

Note

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

STORE VERIFICATION

17

STORE VERIFICATION INFORMATION

Store Verification No: <input type="text" value="SV19000022"/>	Created Date: <input type="text" value="10/10/2019 00:34:53 PM"/>
Unit Name: <input type="text" value="Farmasi Logistik Hospital"/>	Created By: <input type="text" value="Hikmahawati@phs.gov.my"/>
Item Group: <input type="text" value="DRUG"/>	Stock Available: <input type="text" value="All"/>
Vote Object: <input type="text" value=""/>	Item Purchase Type: <input type="text" value="All"/>
UOM: <input type="text" value="PKU"/>	Item Sub Class: <input type="text" value=""/>
Status: <input type="text" value="Open"/>	Stock Location: <input type="text" value=""/>

STORE VERIFICATION ITEM LIST

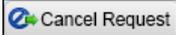
Item Code	Item Description	PKU	Batch No.	Brand Name	Brand Code	Packaging Description	Expiry Date	Stock Available (PKU)	Quarantined Quantity	Expired Quantity	Total Stock Available	Stock Location
01.3663.03	Albendazole 200 mg / 5 ml Suspension	bott	RNN900	VEMIZOL	V047	bottle of 10 millilitre	23/11/2019	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	-
J01CR02961P4002XX.02	Amoxicillin 1g + Clavulanate 200mg Inj	vial	8152363	CLAVAM	C224	Vial	30/06/2020	320.00	0.00	0.00	320.00	-
J01CR01961T1001XX.02	Ampicillin + Sulbactam	pck	W20194	UNASYN	U021	pack of 100 tablet	30/11/2020	30.00	0.00	0.00	30.00	-

Figure 3.2.2-8 Store Verification

STEP 17

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

Note

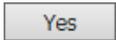
User is allowed to cancel the request by click on  button

CONFIRMATION


CONF0105: Are you sure you want to confirm?

Figure 3.2.2-9 Confirmation Message

Note

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

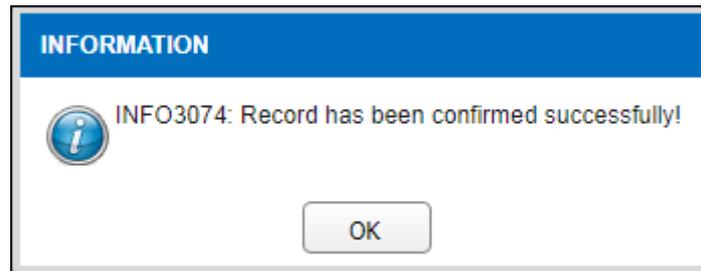
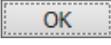


Figure 3.2.2-10 Information Message

Note

- Click on the  button to successfully save the transaction

STORE VERIFICATION

KEW.PS-10 | Export to Excel

18 VERIFICATION INFORMATION

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

STORE VERIFICATION ITEM LIST

Item Code	Item Description	PKU	Batch No.	Brand Name	Brand Code	Packaging Description	Expiry Date	Stock Available (PKU)	Quarantined Quantity	Expired Quantity	Total Stock Available	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	-
J01CR02961P4002XX.02	Amoxicillin 1g + Clavulanate 200mg Inj	vial	8152363	CLAVAM	C224	Vial	30/06/2020	320.00	0.00	0.00	320.00	-
J01CR01961T1001XX.02	Ampicillin + Sulbactam 375mg Tab Atracurium	pck	W20194	UNASYN	U021	pack of 100 tablet	30/11/2020	30.00	0.00	0.00	30.00	-

Figure 3.2.2-11 Store Verification

STEP 18

Click on the  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  button



KEMENTERIAN KESIHATAN MALAYSIA
Hosp. Pakar Sultanah Fatimah
BORANG VERIFIKASI STOR TAHUN 2021

KEW.PS-10

No. Rujukan: SV21000059

Nama Stor: STOR FARMASI

MAKLUMAT STOK DI KEWPS-3								KUANTITI STOK		STATUS STOK	Catatan
No. Kod	Perihal Stok	Deskripsi Pembungkusan	SKU/PKU	Jenama	No Kelompok	Tarikh Luput	Kuantiti Stok	Fizikal Stok	Perbezaan (+/-)	A) Usang B) Rosak C) Tidak aktif D) Tidak Diperlukan E) Luput Tempoh F) Hilang	
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 : Nama : Jawatan : Jabatan : Tarikh :	Tandatangan : Nama : Jawatan : Jabatan : Tarikh :	Tandatangan : Nama : Jawatan : Jabatan : 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:

Count Sheet No.	Store Verification No./Stock Checking No.	Approved Date	Item Group	Status
CS19000006	SV19000003	24/06/2019	DRUG	Approved
CS19000005	ST19000009	16/07/2019	DRUG	Approved
CS19000004	SV19000002	18/06/2019	DRUG	Approved
CS19000003	ST19000010	18/06/2019	DRUG	Approved
CS19000002	SV19000001	18/06/2019	DRUG	Approved
CS18000020	ST18000031	27/06/2018	DRUG	Approved
CS18000019	ST18000029	07/06/2018	DRUG	Approved
CS18000017	ST18000026	22/05/2018	DRUG	Approved
CS18000016	ST18000022	15/05/2018	DRUG	Approved
CS18000015	ST18000021	15/05/2018	DRUG	Rejected

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

Count Sheet No.	Stock Checking No.	Approved Date	Item Group	Status
CS19000039	ST19000091	12/06/2019	DRUG	Approved
CS19000035	ST18000051	11/06/2019	DRUG	Approved
CS19000031	ST18000049	-	DRUG	Open
CS19000028	ST19000061	10/06/2019	DRUG	Approved
CS19000018	ST19000088	30/05/2019	DRUG	Approved
CS16000005	ST16000215	07/10/2016	DRUG	Approved

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

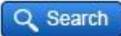
Click on '**Count Sheet**'

STEP 4

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

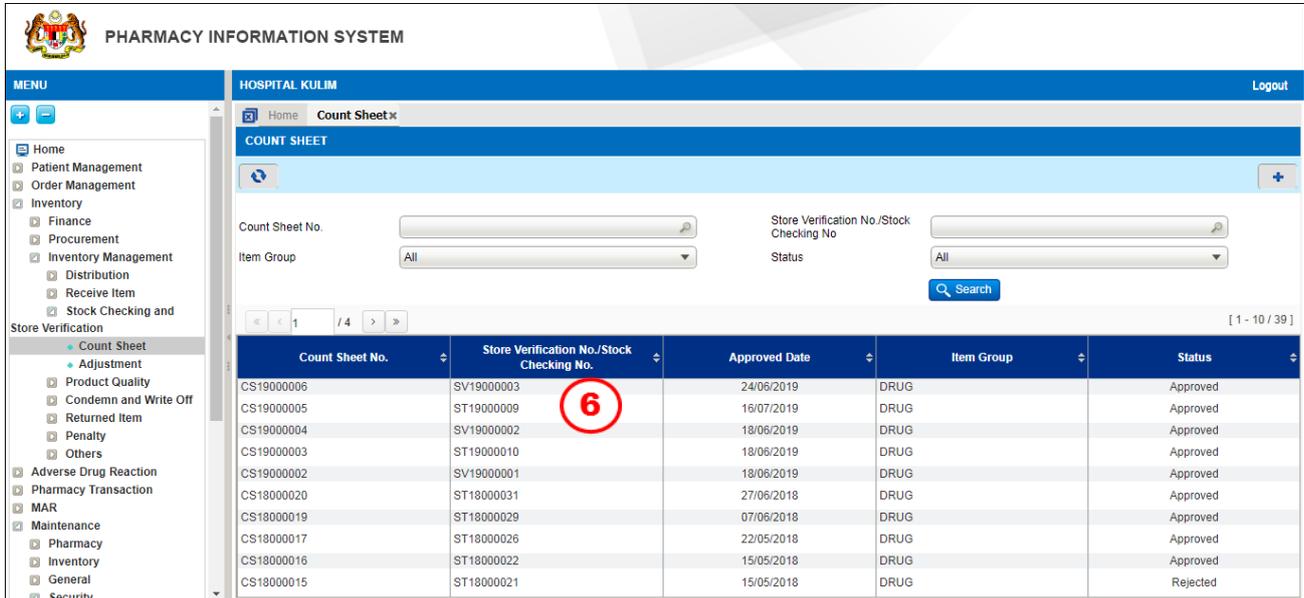
- a) Count Sheet No.
- b) Stock Verification No / Stock Checking No. (Level 1)
- c) Stock Checking No. (Level 2)
- d) Item Group
 - Drug
 - Non Drug
 - All
- e) Status
 - All
 - Approved
 - Open
 - Pending For Approval
 - Rejected

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



Count Sheet No.	Store Verification No./Stock Checking No.	Approved Date	Item Group	Status
CS19000006	SV19000003	24/06/2019	DRUG	Approved
CS19000005	ST19000009	16/07/2019	DRUG	Approved
CS19000004	SV19000002	18/06/2019	DRUG	Approved
CS19000003	ST19000010	18/06/2019	DRUG	Approved
CS19000002	SV19000001	18/06/2019	DRUG	Approved
CS18000020	ST18000031	27/06/2018	DRUG	Approved
CS18000019	ST18000029	07/06/2018	DRUG	Approved
CS18000017	ST18000026	22/05/2018	DRUG	Approved
CS18000016	ST18000022	15/05/2018	DRUG	Approved
CS18000015	ST18000021	15/05/2018	DRUG	Rejected

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

7
PSS1/2018 X
Export to Excel

COUNT SHEET INFORMATION

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

Verifier:

Title	Name	Designation	Department
No Records Found!			

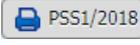
COUNT SHEET ITEM LIST

[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  button to view report

Note

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



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



KEMENTERIAN KESIHATAN MALAYSIA
Hospital Kulim

PSS1/2018

BORANG PEMERIKSAAN STOK UBAT DI SUB STOR TAHUN 2018

No. Rujukan: CS18000017

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

Dilengkapkan oleh Unit / Jabatan Farmasi

<p>DISEMAK OLEH:</p> <p>-----</p> <p>(Tandatangan Ketua Unit)</p> <p>Nama :</p> <p>Jawatan :</p> <p>Tarikh :</p> <p>Cop Kementerian/Jabatan :</p>	<p>DISAHKAN / TIDAK DISAHKAN*</p> <p>-----</p> <p>(Tandatangan Ketua Pegawai Farmasi / Pegawai Farmasi Kesihatan)</p> <p>Nama :</p> <p>Jawatan :</p> <p>Tarikh :</p> <p>Cop Kementerian/Jabatan :</p> <p>*Sila potong yang berkenaan</p>
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Page 2 of 2

Figure 3.3.1-5 PSS1/2018



KEMENTERIAN KESIHATAN MALAYSIA
Hospital Seri Manjung

KEW.PS-10

BORANG VERIFIKASI STOR TAHUN 2019

No. Rujukan: SV19000022

Nama Stor: Farmasi Logistik Hospital

MAKLUMAT STOK DI KEWPS-3								KUANTITI STOK		STATUS STOK	Catatan
No. Kod	Perihal Stok	Deskripsi Pembungkusan	SKU/PKU	Jenama	No Kelompok	Tarikh Luput	Baki Sedia Ada	Kuantiti Stok	Perbezaan (+/-)	A) Usang B) Rosak C) Tidak aktif D) Tidak Diperlukan E) Luput Tempoh F) Hilang	
01.3663.03	Albendazole 200 mg / 5 ml Suspension	bottle of 10 millilitre	bott	VEIMIZOL	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	ZITHROLI DE	5004714	31/10/2021	410.00				
J01FA10011P4001XX.01	Azithromycin 500mg Inj	Vial	vial	VAXCEL	B1805041	31/05/2020	200.00				

<p>PEGAWAI VERIFIKASI 1</p> <p>Tandatangan :</p> <p>Nama :</p> <p>Jawatan :</p> <p>Jabatan :</p> <p>Tarikh :</p>	<p>PEGAWAI VERIFIKASI 2</p> <p>Tandatangan :</p> <p>Nama :</p> <p>Jawatan :</p> <p>Jabatan :</p> <p>Tarikh :</p>	<p>PEGAWAI VERIFIKASI 3</p> <p>Tandatangan :</p> <p>Nama :</p> <p>Jawatan :</p> <p>Jabatan :</p> <p>Tarikh :</p>
--	--	--

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

PHARMACY INFORMATION SYSTEM

HOSPITAL KULIM

MENU: Home, Patient Management, Order Management, Inventory (1), Finance, Procurement, Inventory Management, Distribution, Receive Item, Stock Checking and Store Verification (2), Count Sheet (3), Adjustment, Product Quality, Condemn and Write Off, Returned Item, Penalty, Others, Adverse Drug Reaction, Pharmacy Transaction, MAR, Maintenance, Pharmacy, Inventory, General, Security.

Count Sheet No. [] Store Verification No./Stock Checking No. [] Status: All []

Count Sheet No.	Store Verification No./Stock Checking No.	Approved Date	Item Group	Status
CS19000006	SV19000003	24/06/2019	DRUG	Approved
CS19000005	ST19000009	16/07/2019	DRUG	Approved
CS19000004	SV19000002	18/06/2019	DRUG	Approved
CS19000003	ST19000010	18/06/2019	DRUG	Approved
CS19000002	SV19000001	18/06/2019	DRUG	Approved
CS18000020	ST18000031	27/06/2018	DRUG	Approved
CS18000019	ST18000029	07/06/2018	DRUG	Approved
CS18000017	ST18000026	22/05/2018	DRUG	Approved
CS18000016	ST18000022	15/05/2018	DRUG	Approved
CS18000015	ST18000021	15/05/2018	DRUG	Rejected

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

COUNT SHEET

Export to Excel (8)

COUNT SHEET INFORMATION

Count Sheet No. [] Created Date: 27/08/2019 10:04:18 AM

Store Verification No./Stock Checking No. ST18000028 (5) UOM: PKU

Unit Name: Farmasi Logistik Item Sub Class: -

Item Group: DRUG Status: Open

Created By: [] Reject Reason: []

COUNT SHEET ITEM LIST

No.	Expiry Date	Stock Available (PKU)	Quarantine Quantity	Unit Price	Expired Quantity	Examiner (Stock Available (SKU))		Remark
						Physical Quantity	Stock Location	
	30/09/2020	20.00	0.00	21.1200	0.00	20 (6)		
	31/10/2020	40.00	0.00	21.1200	0.00	40		

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

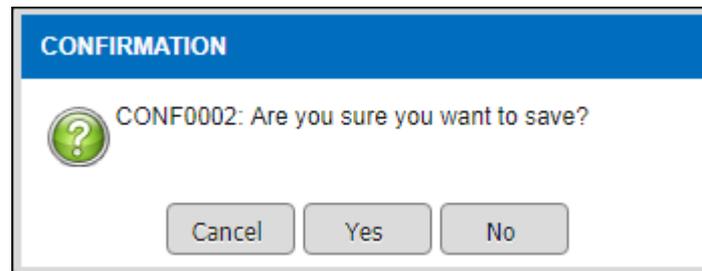
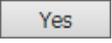


Figure 3.3.2-3 Confirmation Message

Note

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

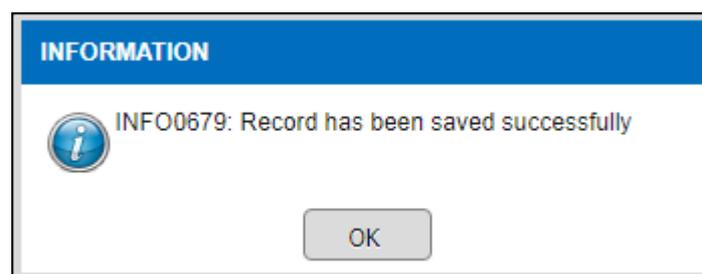
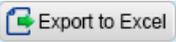


Figure 3.3.2-4 Information Message

Note

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

COUNT SHEET

Export to Excel
 Send for Approval

COUNT SHEET INFORMATION

Count Sheet No.

Store Verification No / Stock Checking No.

Unit Name

Item Group

Created By

Created Date

UOM

Item Sub Class

Status

Reject Reason

COUNT SHEET ITEM LIST

[1 - 2 / 2]

No.	Expiry Date	Stock Available (PKU)	Quarantine Quantity	Unit Price	Expired Quantity	Examiner (Stock Available (SKU))		Stock Location	Remark
						Physical Quantity	Stock Location		
	30/09/2020	20.00	0.00	21.1200	0.00	<input type="text" value="40"/>			
	31/10/2020	40.00	0.00	21.1200	0.00	<input type="text" value="30"/>			

Figure 3.3.2-5 Count Sheet

STEP 9

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

CONFIRMATION

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

Figure 3.3.2-6 Confirmation Message

Note

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

INFORMATION

INFO0101: Record has been sent for approval successfully

Figure 3.3.2-7 Information Message

Note

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

COUNT SHEET

Export to Excel

+ COUNT SHEET INFORMATION

Count Sheet No. <input type="text" value="CS1900007"/>	Created Date <input type="text" value="27/08/2019 10:20:36 AM"/>
Store Verification No / Stock Checking No. <input type="text" value="ST18000028"/>	UOM <input type="text" value="PKU"/>
Unit Name <input type="text" value="Farmasi Logistik"/>	Item Sub Class <input type="text" value="-"/>
Item Group <input type="text" value="DRUG"/>	Status <input type="text" value="Pending for Approval"/>
Created By <input type="text" value=""/>	Reject Reason <input type="text" value=""/>

+ COUNT SHEET ITEM LIST

[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  button to close the screen

3.3.3 Count Sheet Approval

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

TASK LIST						
Transaction Type: All Search						
[21 - 27 / 27]						
Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Indent(External)	R1902PS001-0004559	Drug	18/06/2019 04:03 PM	Pending For Approval	PHARMACY (Klinik Kesihatan Bandar Maharani)	
Indent(External)	R1902PS001-0004560	Drug	18/06/2019 04:03 PM	Pending For Approval	PHARMACY (Klinik Kesihatan Bandar Maharani)	
RCL	RC19000010		24/06/2019 03:17 PM	Pending for Approval	Farmasi Logistik	
Indent(External)	R1902PS001-0004654	Drug	03/07/2019 02:43 PM	Pending For Approval	PHARMACY (Klinik Kesihatan Bandar Maharani)	
RIQ	K19004677	Drug	26/08/2019 11:58 AM	Pending For Approval	Farmasi Bekalan Wad (FBW)	
Proposed Contract	PCING19001	Drug	26/08/2019 03:21 PM	Pending for Approval	Farmasi Logistik	
Count Sheet	CS19000007	Drug	27/08/2019 10:26 AM	Pending for Approval	Farmasi Logistik	

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.

COUNT SHEET										
Export to Excel Approve Reject Close										
COUNT SHEET INFORMATION										
Count Sheet No.	CS21000004				Created Date	07/10/2021 9:19:39 PM				
Store Verification No./ Stock Checking No.	ST21000024				UOM					
Unit Name	STOR FARMASI				Item Sub Class	-				
Item Group	DRUG				Status	Pending for Approval				
Created By					Reject Reason					
					Verifier:	+ Add Verifier				
		Title	Name	Designation	Department					
No Records Found!										
COUNT SHEET ITEM LIST										
/ 24]										
RM	Expired Quantity	Examiner (Stock Available (PKU))		Agreed (Y/N) <input type="checkbox"/>	Approver (Stock Available (PKU))		Justification	Suggestion	Stock Location	Remark
		Physical Quantity			Physical Quantity					
134.5900	0.00	80		<input type="checkbox"/>	0				BILIK SEJUK	
8.8830	0.00	2		<input type="checkbox"/>	0				BILIK SEJUK	
8.8830	0.00	1		<input type="checkbox"/>	0				BILIK SEJUK	
8.8830	0.00	25		<input type="checkbox"/>	0				BILIK SEJUK	
157.5200	0.00	1		<input type="checkbox"/>	0				BILIK SEJUK	

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).

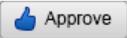
STEP 6

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  button to approve the record and confirmation message will be display as Figure 3.3.3-3

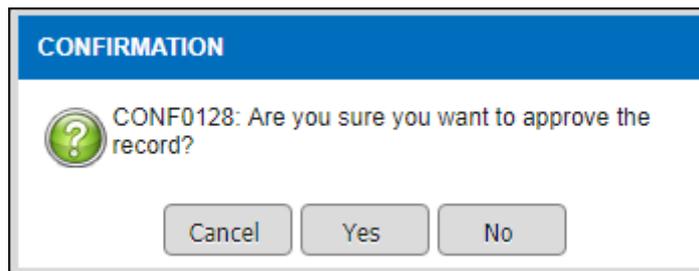
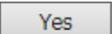


Figure 3.3.3-3 Confirmation Message

Note

Click on the  button to approved record and information message will be display as Figure 3.3.3-4

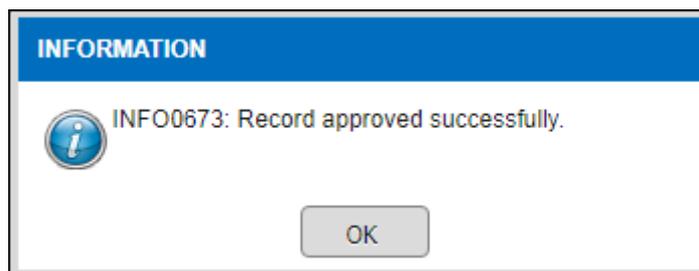
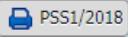


Figure 3.3.3-4 Information Message

Note

- Click on the  button to successfully approve the record.
 -  or  will enable after successfully approve the record. (refer Figure 3.3.3-7)
- b) Click on the  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  button

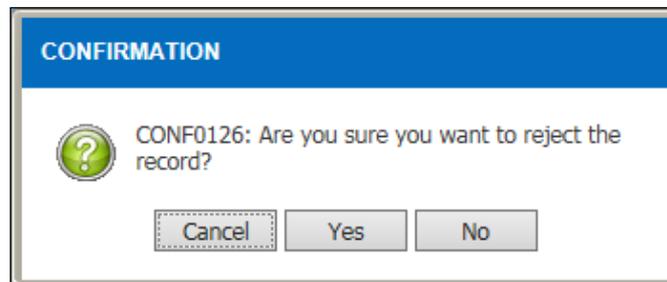
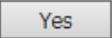


Figure 3.3.3-5 Confirmation Message

Note

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

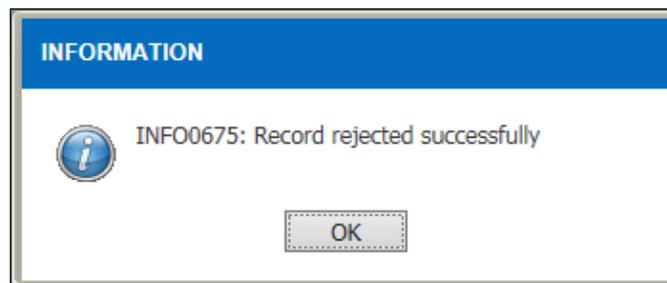
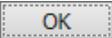


Figure 3.3.3-6 Information Message

Note

Click on the  button to successfully rejected the record

COUNT SHEET
8

Export to Excel
PSS1/2018 X

COUNT SHEET INFORMATION

Count Sheet No.

Store Verification No./ Stock Checking No.

Unit Name

Item Group

Created By

Created Date

UOM

Item Sub Class

Status

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 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
Hospital Kulim

BORANG PEMERIKSAAN STOK UBAT DI SUB STOR TAHUN 2018

PSS1/2018
No. Rujukan: CS19000007

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		Syori/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 : _____

Nama Pemeriksa : _____

Jawatan : _____

Jabatan : _____

Tarikh Perlantikan : _____

Tarikh Pemeriksaan : _____

Tandatangan : _____

Nama Pemeriksa : _____

Jawatan : _____

Jabatan : _____

Tarikh Perlantikan : _____

Tarikh Pemeriksaan : _____

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

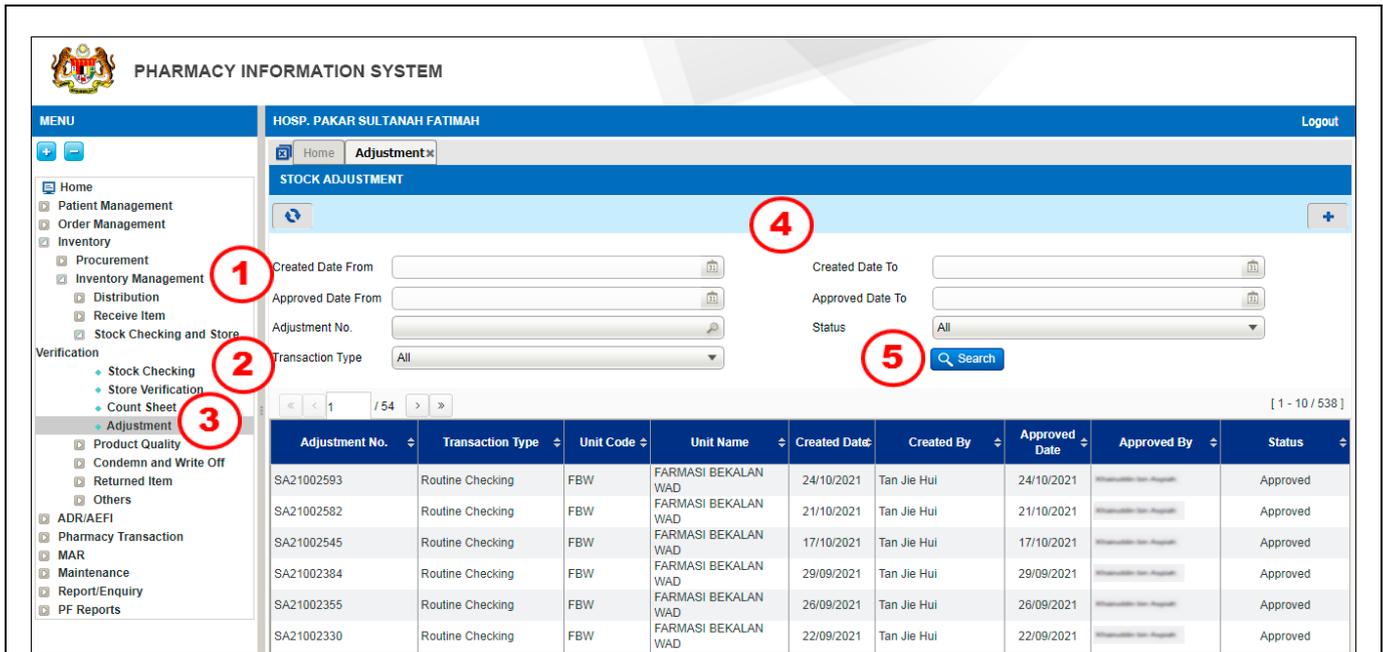
3.4 Stock Adjustment

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:



PHARMACY INFORMATION SYSTEM

HOSP. PAKAR SULTANAH FATIMAH Logout

Home Adjustment

STOCK ADJUSTMENT

Created Date From Created Date To

Approved Date From Approved Date To

Adjustment No.

Status

Transaction Type

[1 - 10 / 538]

Adjustment No.	Transaction Type	Unit Code	Unit Name	Created Date	Created By	Approved Date	Approved By	Status
SA21002593	Routine Checking	FBW	FARMASI BEKALAN WAD	24/10/2021	Tan Jie Hui	24/10/2021	Hasnida bin Asyikin	Approved
SA21002582	Routine Checking	FBW	FARMASI BEKALAN WAD	21/10/2021	Tan Jie Hui	21/10/2021	Hasnida bin Asyikin	Approved
SA21002545	Routine Checking	FBW	FARMASI BEKALAN WAD	17/10/2021	Tan Jie Hui	17/10/2021	Hasnida bin Asyikin	Approved
SA21002384	Routine Checking	FBW	FARMASI BEKALAN WAD	29/09/2021	Tan Jie Hui	29/09/2021	Hasnida bin Asyikin	Approved
SA21002355	Routine Checking	FBW	FARMASI BEKALAN WAD	26/09/2021	Tan Jie Hui	26/09/2021	Hasnida bin Asyikin	Approved
SA21002330	Routine Checking	FBW	FARMASI BEKALAN WAD	22/09/2021	Tan Jie Hui	22/09/2021	Hasnida bin Asyikin	Approved

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

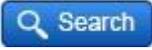
Click on '**Adjustment**'

STEP 4

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

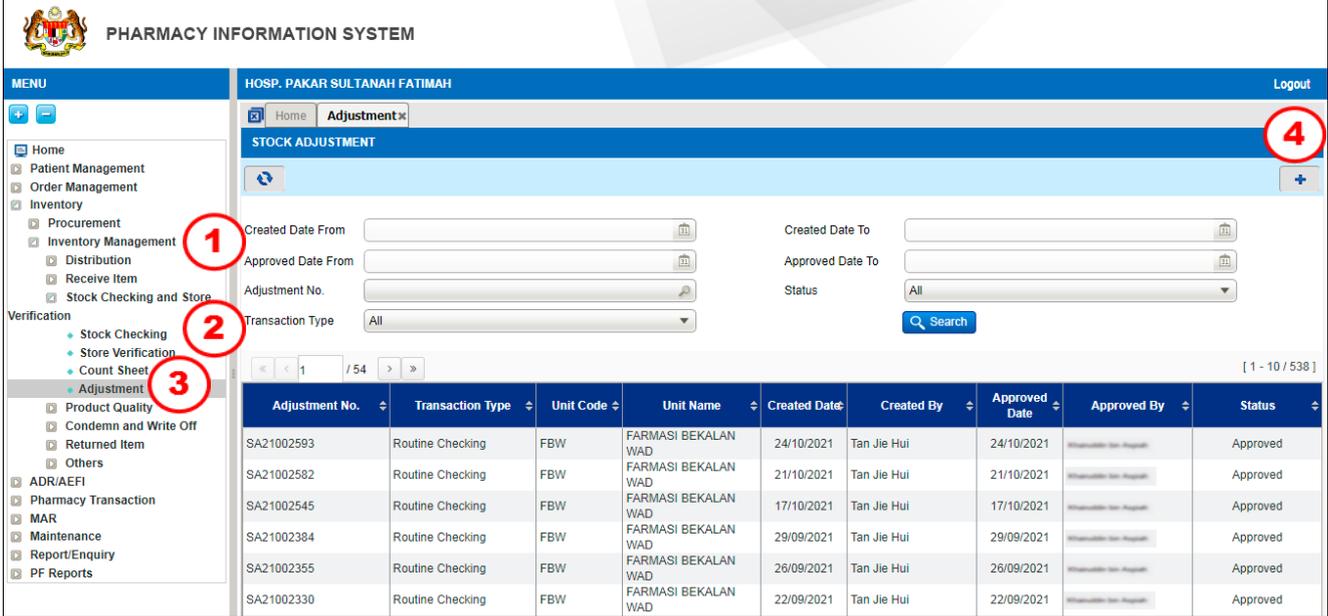
- a) Created Date From
- b) Created Date To
- c) Approved Date From
- d) Approved Date To
- e) Adjustment No.
- f) Transaction Type
 - All
 - Routine Checking
 - Stock Taking
- g) Status
 - All
 - Approved
 - Cancelled
 - Open
 - Pending for Approval
 - Rejected

STEP 5

Click on the  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.



PHARMACY INFORMATION SYSTEM

HOSP. PAKAR SULTANAH FATIMAH Logout

Home Adjustment

STOCK ADJUSTMENT

Created Date From: Created Date To:

Approved Date From: Approved Date To:

Adjustment No.:

Status:

Transaction Type:

[1 - 10 / 538]

Adjustment No.	Transaction Type	Unit Code	Unit Name	Created Date	Created By	Approved Date	Approved By	Status
SA21002593	Routine Checking	FBW	FARMASI BEKALAN WAD	24/10/2021	Tan Jie Hui	24/10/2021		Approved
SA21002582	Routine Checking	FBW	FARMASI BEKALAN WAD	21/10/2021	Tan Jie Hui	21/10/2021		Approved
SA21002545	Routine Checking	FBW	FARMASI BEKALAN WAD	17/10/2021	Tan Jie Hui	17/10/2021		Approved
SA21002384	Routine Checking	FBW	FARMASI BEKALAN WAD	29/09/2021	Tan Jie Hui	29/09/2021		Approved
SA21002355	Routine Checking	FBW	FARMASI BEKALAN WAD	26/09/2021	Tan Jie Hui	26/09/2021		Approved
SA21002330	Routine Checking	FBW	FARMASI BEKALAN WAD	22/09/2021	Tan Jie Hui	22/09/2021		Approved

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

STOCK ADJUSTMENT

+ ADJUSTMENT INFORMATION

Adjustment No. <input type="text"/>	Created Date <input type="text" value="27/08/2019 11:40:06 AM"/>
Unit Name <input type="text" value="Farmasi Logistik"/>	Doc Ref No. <input type="text"/>
Status <input type="text" value="Open"/>	Remarks <input type="text"/>
Created By <input type="text" value="Pharmaceutical Sales Representative"/>	Reject Reason <input type="text"/>
Transaction Type <input style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; font-weight: bold;" type="text" value="Stock Taking"/> 5	Count Sheet No. <input style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; font-weight: bold;" type="text" value="CS19000007"/> 6
UOM <input style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; font-weight: bold;" type="text" value="PKU"/> 7	

+ ADJUSTMENT ITEM LIST

Item Code	Item Description	Batch No.	Expire Date	Average Unit Price (RM)	Approved Amount (RM)	Stock Available (PKU)	Conversion Factor	Packaging Description	Stock Available (SKU)	Adjustment		Adjusted Quantity (PKU)	Reason	Remark
										+/-	Adjustment Quantity (PKU)			
<input type="checkbox"/> C01EB15110T5001X.03	Trimetazidine 35 mg MR Tablet	B1709024	30/09/2020	21.1200	422.4000	20.00 (pck)	60	pack of 60 tablet	1,200 (tablet)	+	20	40 (pck)		
<input type="checkbox"/> C01EB15110T5001X.03	Trimetazidine 35 mg MR Tablet	B1710006	31/10/2020	21.1200	211.2000	40.00 (pck)	60	pack of 60 tablet	2,400 (tablet)	-	10	30 (pck)		

Figure 3.4.2-2 Stock Adjustment

STEP 5

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

STEP 6

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

Search CountSheet No. X

Count Sheet No. <input type="text"/>	<input type="button" value="Search"/>
--------------------------------------	---------------------------------------

1 / 3	[1 - 10 / 27]
-------	-----------------

CountSheet No.	Created Date
CS19000007	27/08/2019
CS19000005	18/06/2019
CS18000020	27/06/2018

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)

STOCK ADJUSTMENT

+ ADJUSTMENT INFORMATION

Adjustment No.

Unit Name

Status

Created By

Transaction Type

UOM

Created Date

Doc Ref No.

Remarks

Reject Reason

Count Sheet No.

+ ADJUSTMENT ITEM LIST

< 1 / 1 >
[1 - 2 / 2]

Item Code	Item Description	Batch No.	Expire Date	Average Unit Price (RM)	Approved Amount (RM)	Stock Available (PKU)	Conversion Factor	Packaging Description	Stock Available (SKU)	Adjustment		Adjusted Quantity (PKU)	Reason	Remark
										+/-	Adjustment Quantity (PKU)			
<input type="checkbox"/> C01EB15110T5001X.03	Trimetazidine 35 mg MR Tablet	B1709024	30/09/2020	21.1200	422.4000	20.00 (pck)	60	pack of 60 tablet	1,200 (tablet)	+ 20	40 (pck)			
<input type="checkbox"/> C01EB15110T5001X.03	Trimetazidine 35 mg MR Tablet	B1710006	31/10/2020	21.1200	211.2000	40.00 (pck)	60	pack of 60 tablet	2,400 (tablet)	- 10	30 (pck)			

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)

STOCK ADJUSTMENT

13

+ ADJUSTMENT INFORMATION

Adjustment No. <input style="width: 90%;" type="text"/>	Created Date <input style="width: 90%;" type="text" value="27/08/2019 11:40:06 AM"/>
Unit Name <input style="width: 90%;" type="text" value="Farmasi Logistik"/>	Doc Ref No. <input style="width: 90%;" type="text"/>
Status <input style="width: 90%;" type="text" value="Open"/>	Remarks <input style="width: 90%;" type="text"/>
Created By <input style="width: 90%;" type="text" value="Hafizuddin bin Yusoff"/>	Reject Reason <input style="width: 90%;" type="text"/>
Transaction Type <input style="width: 90%;" type="text" value="Stock Taking"/>	Count Sheet No. <input style="width: 90%;" type="text" value="CS19000007"/>
UOM <input style="width: 90%;" type="text" value="PKU"/>	

+ ADJUSTMENT ITEM LIST

12
1 / 1
[1 - 2 / 2]

Item Code	Item Description	Batch No.	Expire Date	Average Unit Price (RM)	Approved Amount (RM)	Stock Available (PKU)	Conversion Factor	Packaging Description	Stock Available (SKU)	Adjustment		Adjusted Quantity (PKU)	Reason	Remark
										+/-	Adjustment Quantity (PKU)			
<input checked="" type="checkbox"/> C01EB15110T5001 XX.03	Trimetazidine 35 mg MR Tablet	B1709024	30/09/2020	21.1200	422.4000	20.00 (pck)	60	pack of 60 tablet	1,200 (tablet)	+	20	40 (pck)	Extra Quantity	Adjustment
<input checked="" type="checkbox"/> C01EB15110T5001 XX.03	Trimetazidine 35 mg MR Tablet	B1710006	31/10/2020	21.1200	211.2000	40.00 (pck)	60	pack of 60 tablet	2,400 (tablet)	-	10	30 (pck)	Shortage	Adjustment

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

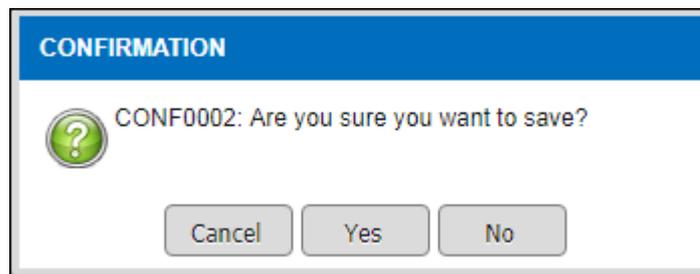


Figure 3.4.2-6 Confirmation Message

Note

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

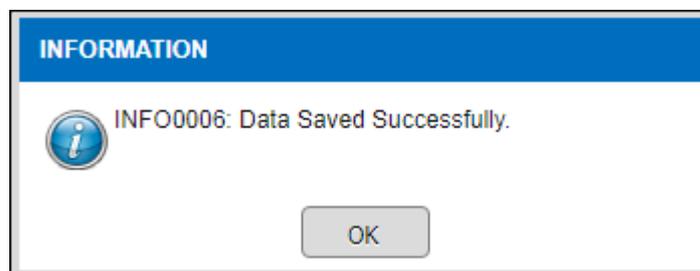


Figure 3.4.2-7 Information Message

Note

- Click on the 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

14

ADJUSTMENT INFORMATION

Adjustment No. SA21002817	Created Date 23/12/2021 01:24:33 PM
Unit Name STOR FARMASI	Doc Ref No.
Status Open	Remarks
Created By	Reject Reason
Transaction Type Stock Taking	Count Sheet No. CS21000004
UOM PKU	

ADJUSTMENT ITEM LIST

Item Code	Item Description	Batch No.	Expire Date	Average Unit Price (RM)	Approved Amount (RM)	Stock Available (PKU)	Conversion Factor	Packaging Description	Stock Available (SKU)	Adjustment		Adjusted Quantity(PKU)	Reason	Remark
										+/-	Quantity(PKU)			
<input checked="" type="checkbox"/> 03.0005.04	Atracurum Besylate 10 mg / ml in 2.5 ml Injection	132004	31/08/2023	8.8830	44.4150	25.00 (pck)	10	pack of 10 ampoule	250 (amp)	+	5	30 (pck)	Extra Quantity	test
<input checked="" type="checkbox"/> 07.0412.01	Chloramphenicol 5% w/v Ear Drops	5017920	30/11/2022	5.3600	268.0000	100.00 (bott)	1	bottle of 5 ml	100 (bott)	+	50	150 (bott)	Miscalculated	test
<input checked="" type="checkbox"/> 01.3050.02	Dinoprostone (Prostagladine E2) 3mg Vaginal Tablet	200673A	30/09/2022	108.8700	979.8300	9.00 (pck)	4	pack of 4 tablets	36 (pess)	-	9	0 (pck)	Miscalculated	test
<input checked="" type="checkbox"/> 01.3050.02	Dinoprostone (Prostagladine E2) 3mg Vaginal Tablet	200674A	30/09/2022	108.8700	3266.1000	30.00 (pck)	4	pack of 4 tablets	120 (pess)	-	30	0 (pck)	Miscalculated	test

Figure 3.4.2-8 Send for Approval

Note

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

STEP 14

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

CONFIRMATION

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

Cancel
Yes
No

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

INFORMATION

INFO0101: Record has been sent for approval successfully

OK

Figure 3.4.2-10 Information Message

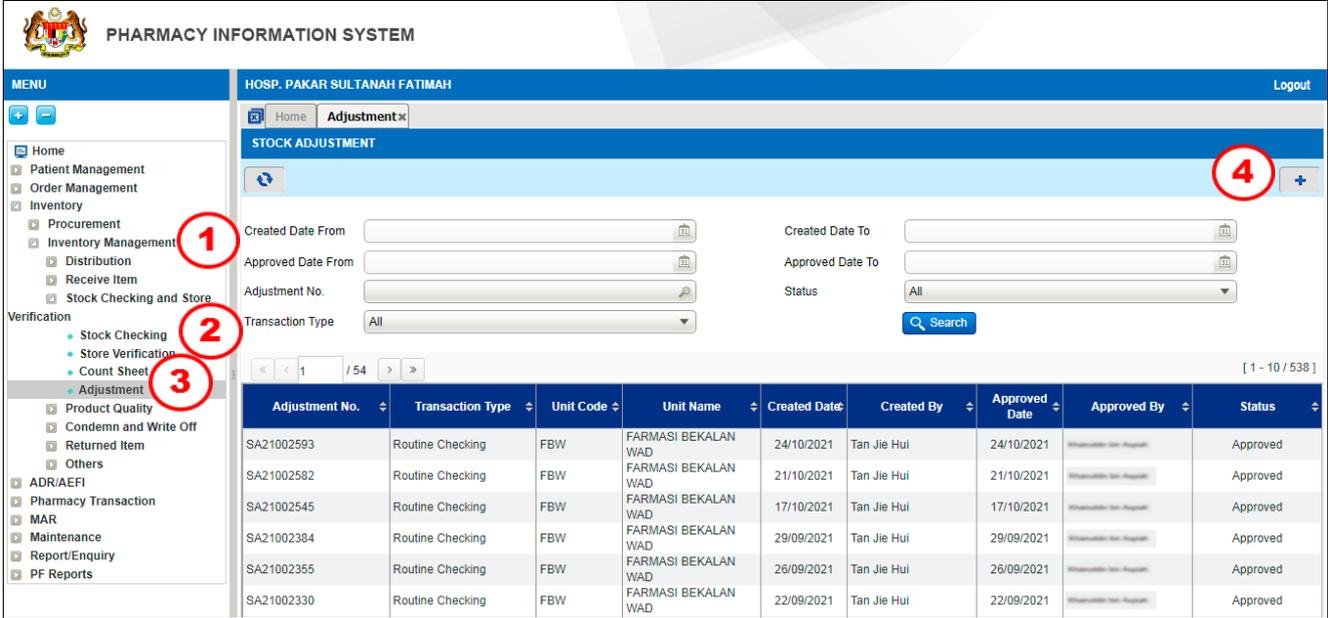


Note

- Click on the  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.



The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface for 'HOSP. PAKAR SULTANAH FATIMAH'. The left menu is expanded to 'Inventory Management' (1) and 'Stock Checking and Store Verification' (2), with 'Adjustment' (3) selected. The main area shows the 'STOCK ADJUSTMENT' listing page with a search bar (4) and a table of records.

Adjustment No.	Transaction Type	Unit Code	Unit Name	Created Date	Created By	Approved Date	Approved By	Status
SA21002593	Routine Checking	FBW	FARMASI BEKALAN WAD	24/10/2021	Tan Jie Hui	24/10/2021	Hasnawati bin Asyraf	Approved
SA21002582	Routine Checking	FBW	FARMASI BEKALAN WAD	21/10/2021	Tan Jie Hui	21/10/2021	Hasnawati bin Asyraf	Approved
SA21002545	Routine Checking	FBW	FARMASI BEKALAN WAD	17/10/2021	Tan Jie Hui	17/10/2021	Hasnawati bin Asyraf	Approved
SA21002384	Routine Checking	FBW	FARMASI BEKALAN WAD	29/09/2021	Tan Jie Hui	29/09/2021	Hasnawati bin Asyraf	Approved
SA21002355	Routine Checking	FBW	FARMASI BEKALAN WAD	28/09/2021	Tan Jie Hui	28/09/2021	Hasnawati bin Asyraf	Approved
SA21002330	Routine Checking	FBW	FARMASI BEKALAN WAD	22/09/2021	Tan Jie Hui	22/09/2021	Hasnawati bin Asyraf	Approved

Figure 3.3.3-1 Stock Adjustment Listing Page

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

STEP 1

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

STEP 2

Click on '**Stock 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

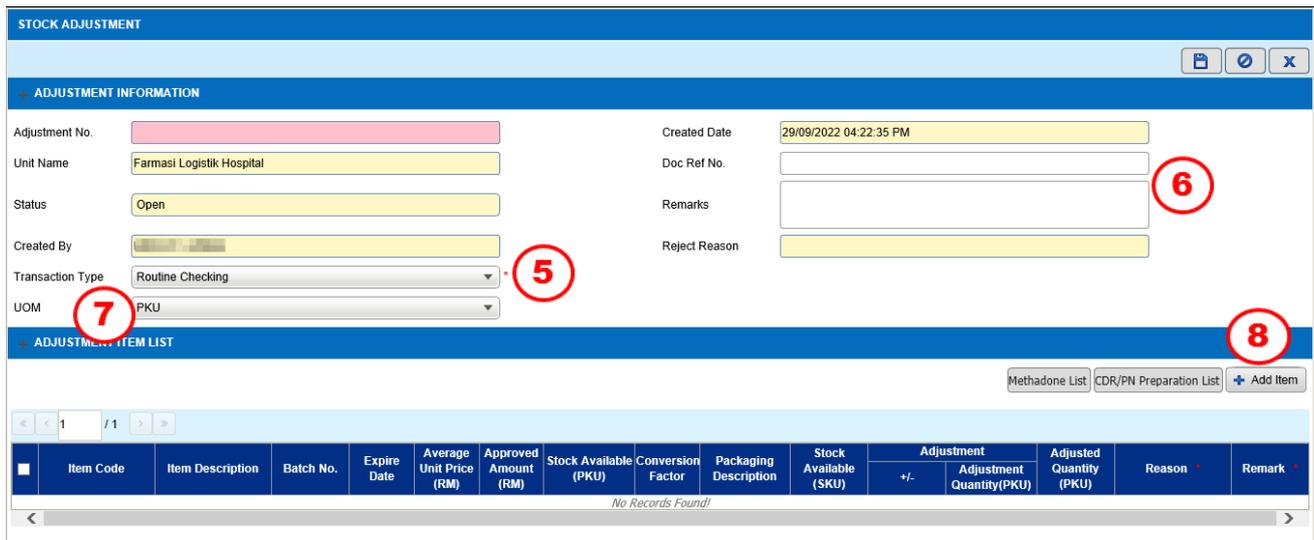


Figure 3.3.3-2 Stock Adjustment

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

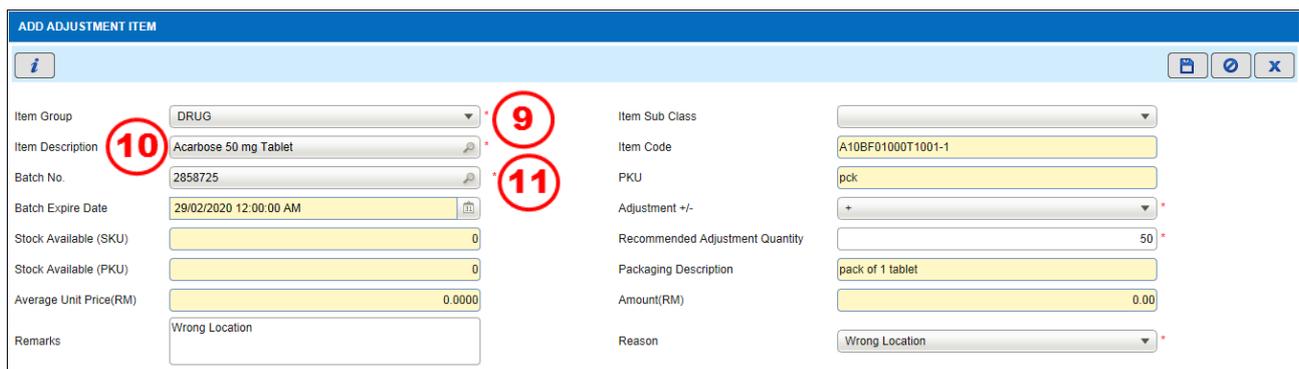


Figure 3.3.3-3 Add Adjustment Item

STEP 9

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

- Drug (Default Value)
- Non Drug

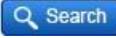
Note

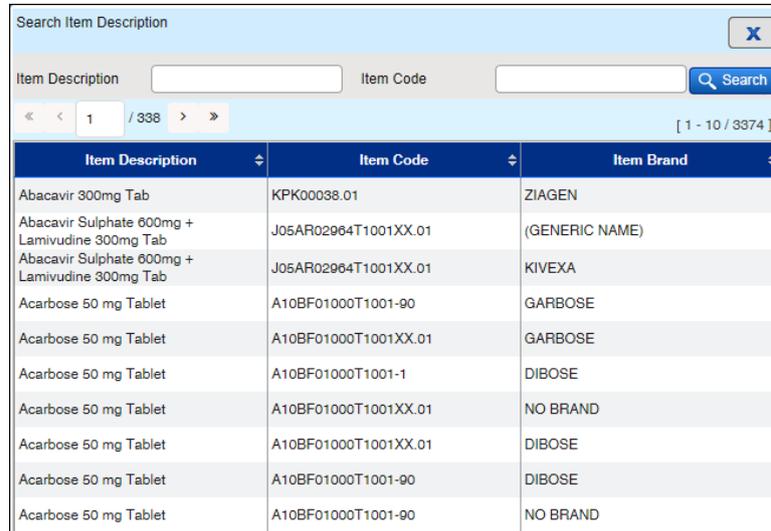
Select **Item Sub Class** if necessary

STEP 10

Select **Item Description**.

Note

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



Search Item Description

Item Description Item Code 

<< < 1 / 338 > >> [1 - 10 / 3374]

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

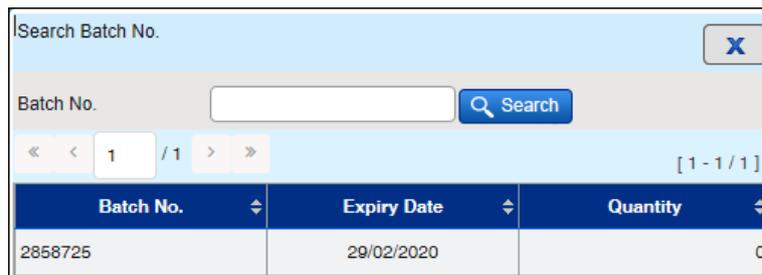
Figure 3.3.3-4 Search Item Description

STEP 11

Select **Batch No.**

Note

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



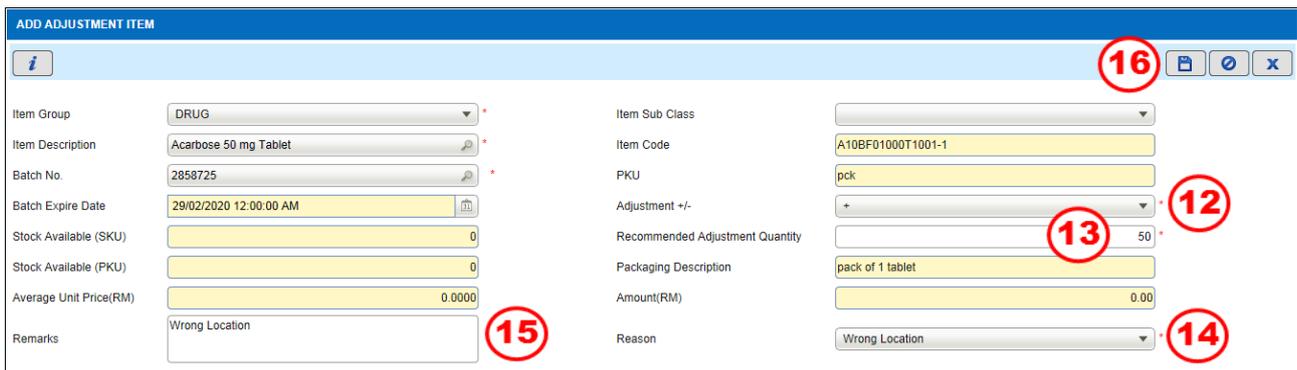
Search Batch No. 

Batch No. 

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

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

Figure 3.3.3-5 Select Batch No



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

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

Figure 3.3.3-6 Add Adjustment Item

STEP 12

Select **Adjustment +/-**

Note

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

STEP 13

Enter **Recommended Adjustment Quantity**

STEP 14

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

- Damage
- Extra Quantity
- Miscalculated
- 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

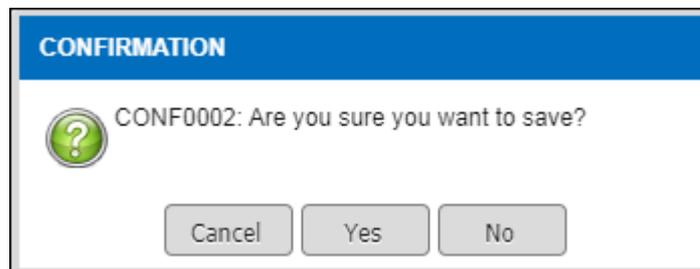
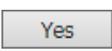


Figure 3.3.3-7 Confirmation Message

Note

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

STOCK ADJUSTMENT

17
B
O
X

+ ADJUSTMENT INFORMATION

Adjustment No.	<input type="text"/>	Created Date	29/09/2022 04:22:35 PM
Unit Name	Farmasi Logistik Hospital	Doc Ref No.	<input type="text"/>
Status	Open	Remarks	<input type="text"/>
Created By	<input type="text"/>	Reject Reason	<input type="text"/>
Transaction Type	Routine Checking		
UOM	PKU		

+ ADJUSTMENT ITEM LIST

Methadone List
CDR/PN Preparation List
Delete Item
Add Item

Item Code	Item Description	Batch No.	Expire Date	Average Unit Price (RM)	Approved Amount (RM)	Stock Available (PKU)	Conversion Factor	Packaging Description	Stock Available (SKU)	Adjustment		Adjusted Quantity (PKU)	Reason	Remark
										+/-	Adjustment Quantity (PKU)			
<input checked="" type="checkbox"/> A10BF01000T1001X.01	Acarbose 50 mg Tablet	Bv4841	30/11/2022	0.0000	0.0000	99.00 (box)	100	Box of 100 tab	9,900 (tablet)	+	10	109 (box)	Wrong Location	

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.

CONFIRMATION



CONF0002: Are you sure you want to save?

Cancel
Yes
No

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

INFORMATION



INFO0006: Data Saved Successfully.

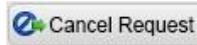
OK

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.



button will be enabled as shown in Figure 3.3.3-11

STOCK ADJUSTMENT

Send for Approval
Cancel Request
Print
Close

ADJUSTMENT INFORMATION

Adjustment No. SA22000636	Created Date 29/09/2022 04:26:58 PM
Unit Name Farmasi Logistik Hospital	Doc Ref No.
Status Open	Remarks
Created By	Reject Reason
Transaction Type Routine Checking	
UOM PKU	

ADJUSTMENT ITEM LIST

Methadone List
CDR/PN Preparation List
Delete Item
Add Item

Item Code	Item Description	Batch No.	Expire Date	Average Unit Price (RM)	Approved Amount (RM)	Stock Available (PKU)	Conversion Factor	Packaging Description	Stock Available (SKU)	Adjustment		Adjusted Quantity (PKU)	Reason	Remark
										+/-	Adjustment Quantity (PKU)			
<input checked="" type="checkbox"/> A10BF01000T1001X.01	Acarbose 50 mg Tablet	Bv4841	30/11/2022	0.0000	0.0000	99.00 (box)	100	Box of 100 tab	9,900 (tablet)	+	10	109 (box)	Wrong Location	

Figure 3.3.3-11 Stock Adjustment

Note

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

STEP 18

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

CONFIRMATION

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

Cancel
Yes
No

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

INFORMATION

INFO0101: Record has been sent for approval successfully

OK

Figure 3.3.3-13 Information Message

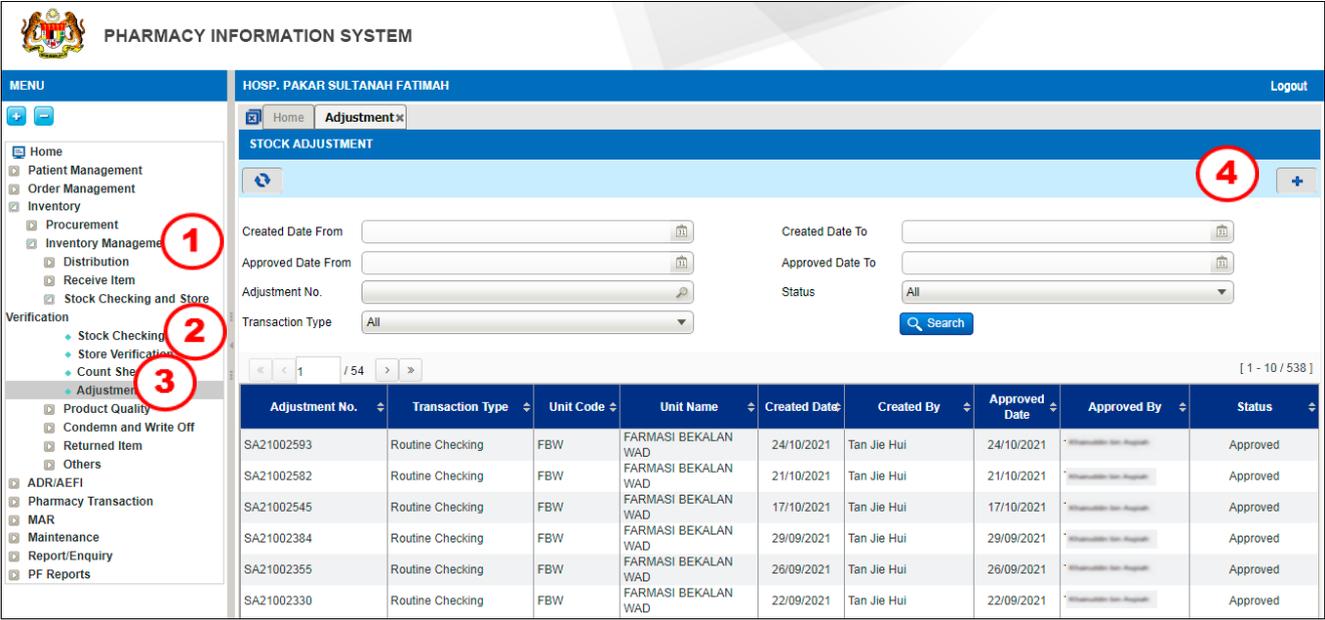


Note

- Click on the  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



PHARMACY INFORMATION SYSTEM

HOSP. PAKAR SULTANAH FATIMAH

Logout

Home Adjustmentx

STOCK ADJUSTMENT

Created Date From: [] Created Date To: []
 Approved Date From: [] Approved Date To: []
 Adjustment No.: [] Status: All
 Transaction Type: All [Search]

[1 - 10 / 538]

Adjustment No.	Transaction Type	Unit Code	Unit Name	Created Date	Created By	Approved Date	Approved By	Status
SA21002593	Routine Checking	FBW	FARMASI BEKALAN WAD	24/10/2021	Tan Jie Hui	24/10/2021	[]	Approved
SA21002582	Routine Checking	FBW	FARMASI BEKALAN WAD	21/10/2021	Tan Jie Hui	21/10/2021	[]	Approved
SA21002545	Routine Checking	FBW	FARMASI BEKALAN WAD	17/10/2021	Tan Jie Hui	17/10/2021	[]	Approved
SA21002384	Routine Checking	FBW	FARMASI BEKALAN WAD	29/09/2021	Tan Jie Hui	29/09/2021	[]	Approved
SA21002355	Routine Checking	FBW	FARMASI BEKALAN WAD	26/09/2021	Tan Jie Hui	26/09/2021	[]	Approved
SA21002330	Routine Checking	FBW	FARMASI BEKALAN WAD	22/09/2021	Tan Jie Hui	22/09/2021	[]	Approved

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

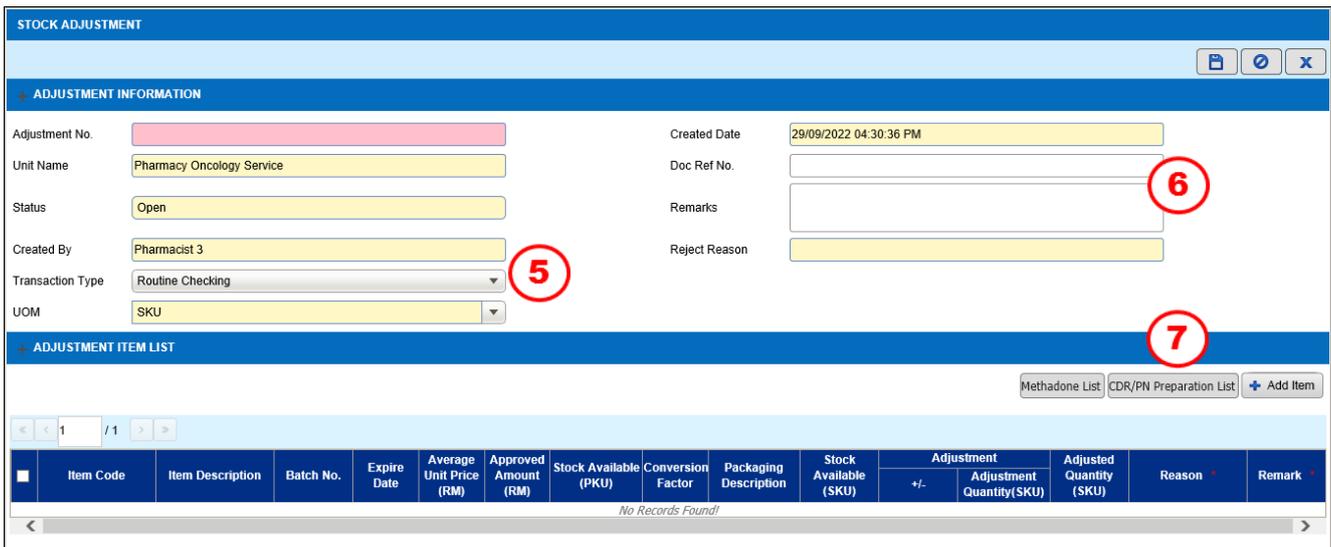


Figure 3.3.4-2 Stock Adjustment

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

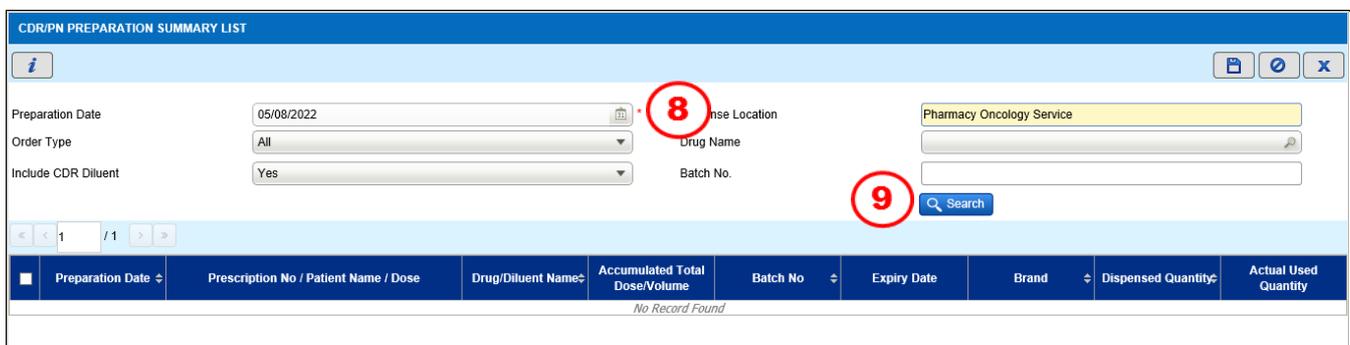


Figure 3.3.4-3 CDR/PN Preparation Summary List

STEP 8

Select **Preparation Date**

Note

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

Preparation Date	Prescription No / Patient Name / Dose	Drug/Diluent Name	Accumulated Total Dose/Volume	Batch No	Expiry Date	Brand	Dispensed Quantity	Actual Used Quantity
05/08/2022	W90001121003 AXXXX XXXXXX XXX XXXXXXX 652.5 mg / 65.25 ml	Rituximab 500mg/50ml Injection	652.5 mg / 65.25 ml	23423	04/01/2031	MABTHERA	2 vial	2 vial
05/08/2022	W90001121003 AXXXX XXXXXX XXX XXXXXXX 652.5 mg / 65.25 ml	Rituximab 500mg/50ml Injection	652.5 mg / 65.25 ml	P216B483	31/12/2024	INFUSOL	1 vial	2 vial

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

Item Code	Item Description	Batch No.	Expire Date	Average Unit Price (RM)	Approved Amount (RM)	Stock Available (PKU)	Conversion Factor	Packaging Description	Stock Available (SKU)	Adjustment +/-	Adjusted Quantity (SKU)	Reason	Remark
L01XC02000P3001X.01	Rituximab 500mg/50ml Injection	23423	04/01/2031	0.0000	0.0000	2,219.00 (vial)	1	Vial	2,219 (vial)	-	1	Sharing Vial	CDR
B05XA03100P6002c.01	Sodium Chloride 0.9% 250mL IV soln	P216B483	31/12/2024	2.2500	2.2500	99.00 (bott)	1	Bottle of 250ml	99 (bott)	-	1	Sharing Vial	CDR

Figure 3.3.4-5 Stock Adjustment

Note

- Adjustment +/- will be displayed based on the below criteria:
 - If 'Dispensed Quantity' value minus 'Actual Used Quantity' = Negative value → Then this field value = '-'
 - 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.

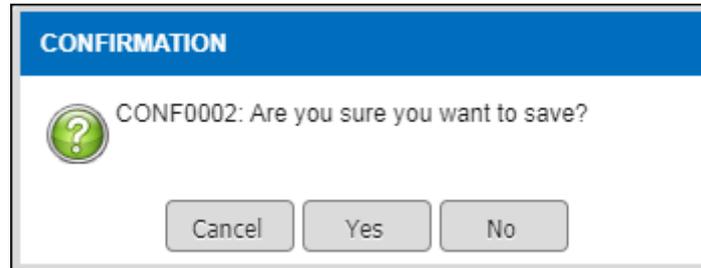
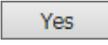


Figure 3.3.4-6 Confirmation Message

Note

- Click on the  button so save the transaction and system will display information message as shown in Figure 3.3.4-7

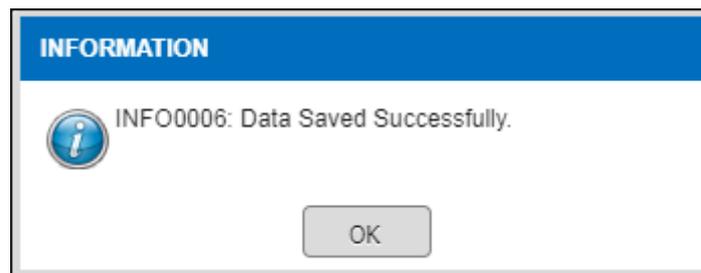
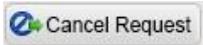


Figure 3.3.4-7 Information Message

Note

- Click on the  button to successfully save the transaction
- **Adjustment No.** will be generated automatically for future reference.
- ,  button will be enabled as shown in Figure 3.3.4-8

STOCK ADJUSTMENT

14
Send for Approval
Cancel Request
Save
Close

ADJUSTMENT INFORMATION

Adjustment No. Created Date

Unit Name Doc Ref No.

Status Remarks

Created By Reject Reason

Transaction Type UOM

ADJUSTMENT ITEM LIST

Methadone List CDR/PN Preparation List Delete Item Add Item

[1 - 2 / 2]

Item Code	Item Description	Batch No.	Expire Date	Average Unit Price (RM)	Approved Amount (RM)	Stock Available (PKU)	Conversion Factor	Packaging Description	Stock Available (SKU)	Adjustment		Adjusted Quantity (SKU)	Reason	Remark
										+/-	Adjustment Quantity (SKU)			
<input checked="" type="checkbox"/> L01XC02000P3001X.01	Rituximab 500mg/50ml Injection	23423	04/01/2031	0.0000	0.0000	2,219.00 (vial)	1	Vial	2,219 (vial)	-	1	2,218 (vial)	Sharing Vial	CDR
<input checked="" type="checkbox"/> B05XA03100P6002c.01	Sodium Chloride 0.9% 250mL IV soln	P216B483	31/12/2024	2.2500	2.2500	99.00 (bott)	1	Bottle of 250ml	99 (bott)	-	1	98 (bott)	Sharing Vial	CDR

Figure 3.3.4-8 Stock Adjustment

Note

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

STEP 14

Click on the button to send the record for approval and confirmation message will be displayed as Figure 3.3.4-9

CONFIRMATION

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

Figure 3.3.4-9 Confirmation Message

Note

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

INFORMATION

INFO0101: Record has been sent for approval successfully

Figure 3.3.4-10 Information Message

Note

- Click on the 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

PHARMACY INFORMATION SYSTEM

HOSP. PAKAR SULTANAH FATIMAH

Logout

Home Adjustmentx

STOCK ADJUSTMENT

Created Date From: [] Created Date To: []
Approved Date From: [] Approved Date To: []
Adjustment No.: [] Status: All
Transaction Type: All [v] Search

[1 - 10 / 538]

Adjustment No.	Transaction Type	Unit Code	Unit Name	Created Date	Created By	Approved Date	Approved By	Status
SA21002593	Routine Checking	FBW	FARMASI BEKALAN WAD	24/10/2021	Tan Jie Hui	24/10/2021	[]	Approved
SA21002582	Routine Checking	FBW	FARMASI BEKALAN WAD	21/10/2021	Tan Jie Hui	21/10/2021	[]	Approved
SA21002545	Routine Checking	FBW	FARMASI BEKALAN WAD	17/10/2021	Tan Jie Hui	17/10/2021	[]	Approved
SA21002384	Routine Checking	FBW	FARMASI BEKALAN WAD	29/09/2021	Tan Jie Hui	29/09/2021	[]	Approved
SA21002355	Routine Checking	FBW	FARMASI BEKALAN WAD	26/09/2021	Tan Jie Hui	26/09/2021	[]	Approved
SA21002330	Routine Checking	FBW	FARMASI BEKALAN WAD	22/09/2021	Tan Jie Hui	22/09/2021	[]	Approved

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

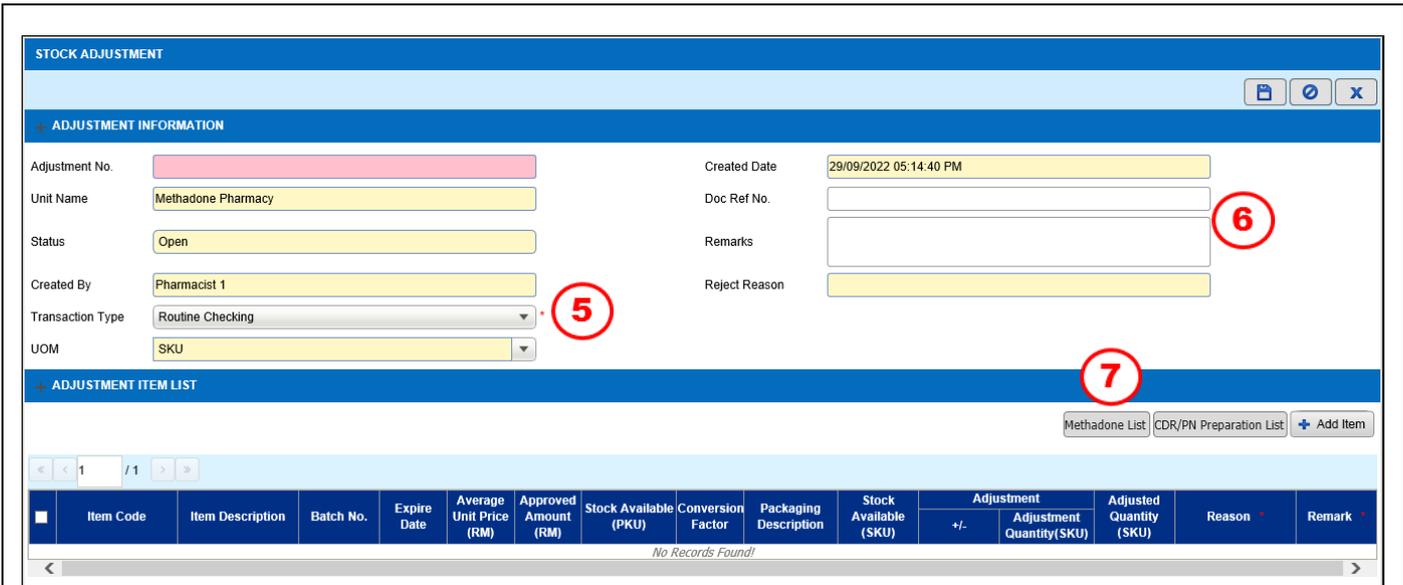


Figure 3.3.5-2 Stock Adjustment

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

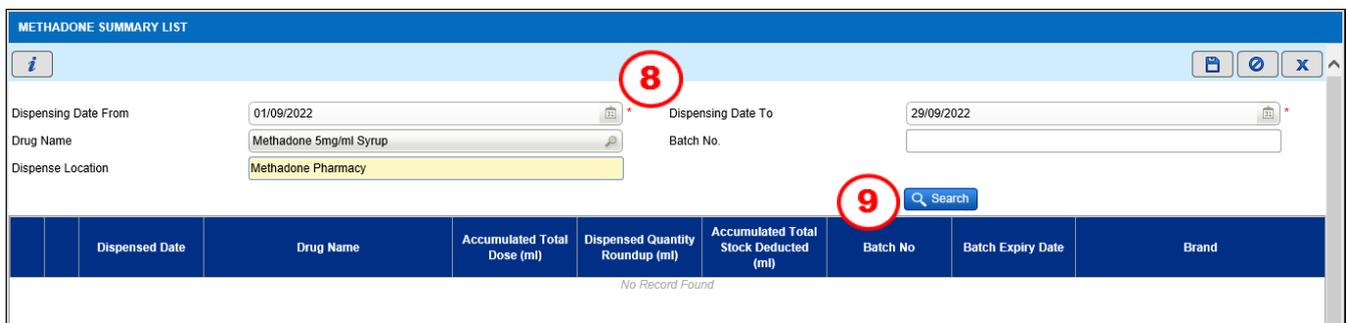


Figure 3.3.4-3 Methadone Summary List

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

METHADONE SUMMARY LIST								
Dispensing Date From		01/09/2022		Dispensing Date To		29/09/2022		
Drug Name		Methadone 5mg/ml Syrup		Batch No.				
Dispense Location		Methadone Pharmacy						
Search								
10	Dispensed Date	Drug Name	Accumulated Total Dose (ml)	Dispensed Quantity Roundup (ml)	Accumulated Total Stock Deducted (ml)	Batch No	Batch Expiry Date	Brand
<input checked="" type="checkbox"/>	02/09/2022	Methadone 5mg/ml Syrup	5122.74 ml	5124 ml	5124 ml	355-19054	31/10/2022	SUNWARD
Prescription No.		Patient Name		Dose Details		Actual Stock Deducted(ml)		
MED0001121621		DXXXXXXXXX X/X XXXXXXXX		1495.67mg/ 299.13ml		2094 ml		
MED0001121615		MXXX XXXXXX XXX XXXX XXX		2000.50mg/ 400.10ml		2801 ml		
PSY0001121614		NXXXXXXXX XX XXXXXX		358.50mg/ 71.70ml		144 ml		
PSY0001121613		MX XXXXX XXX XXXXXXXX		60.50mg/ 12.10ml		85 ml		
<input checked="" type="checkbox"/>	13/09/2022	Methadone 5mg/ml Syrup	713 ml	666 ml	666 ml	355-19054	31/10/2022	SUNWARD
Prescription No.		Patient Name		Dose Details		Actual Stock Deducted(ml)		
Metha_Far0001121924		TEST METH 2508		310.00mg/ 62.00ml		124 ml		
Metha_Far0001121915		PATIENT BARU TEST1		1455.50mg/ 291.10ml		292 ml		
Metha_Far0001121914		MX. XXXX X. XXXXXXXXXXXXX		515.50mg/ 103.10ml		207 ml		
Metha_Far0001121913		AXXXX XXX XXXXXXXX		210.50mg/ 42.10ml		43 ml		

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

STOCK ADJUSTMENT															
13															
+ ADJUSTMENT INFORMATION															
Adjustment No.					Created Date	29/09/2022 05:14:40 PM									
Unit Name	Methadone Pharmacy				Doc Ref No.										
Status	Open				Remarks										
Created By	Pharmacist 1				Reject Reason										
Transaction Type	Routine Checking														
UOM	SKU														
+ ADJUSTMENT ITEM LIST															
Methadone List CDR/PN Preparation List Delete Item Add Item															
1 / 1 2 / 2															
Item Code	Item Description	Batch No.	Expire Date	Average Unit Price (RM)	Approved Amount (RM)	Stock Available (PKU)	Conversion Factor	Packaging Description	Stock Available (SKU)	Adjustment +/-	Adjustment Quantity (SKU)	Adjusted Quantity (SKU)	Reason	Remark	
<input checked="" type="checkbox"/>	N07BC02110L9001 XX.02	Methadone 5mg/ml Syrup (1000mL)	355-19054	31/10/2022	0.0235	0.0235	18.68 (bott)	1000	bottle of 1000 millilitre	18,685 (ml)	+	1	18,686 (ml)	Sharing Vial	Methadone
<input checked="" type="checkbox"/>	N07BC02110L9001 XX.02	Methadone 5mg/ml Syrup (1000mL)	355-19054	31/10/2022	0.0235	1.1045	18.68 (bott)	1000	bottle of 1000 millilitre	18,685 (ml)	-	47	18,638 (ml)	Sharing Vial	Methadone

Figure 3.3.5-5 Stock Adjustment

Note

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.

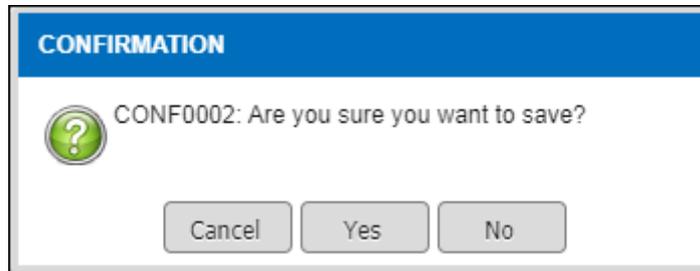
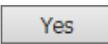


Figure 3.3.5-6 Confirmation Message

Note

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

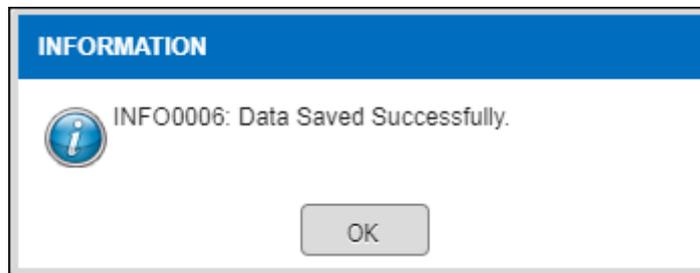
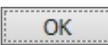
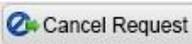


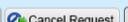
Figure 3.3.5-7 Information Message

Note

- Click on the  button to successfully save the transaction
- Adjustment No.** will be generated automatically for future reference.
-  ,  button will be enabled as shown in Figure 3.3.5-8

STOCK ADJUSTMENT

14



ADJUSTMENT INFORMATION

Adjustment No.	SA22000638	Created Date	29/09/2022 05:29:44 PM
Unit Name	Methadone Pharmacy	Doc Ref No.	
Status	Open	Remarks	
Created By	Pharmacist 1	Reject Reason	
Transaction Type	Routine Checking		
UOM	SKU		

ADJUSTMENT ITEM LIST

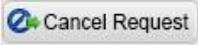
Methadone List
CDR/PN Preparation List



Item Code	Item Description	Batch No.	Expire Date	Average Unit Price (RM)	Approved Amount (RM)	Stock Available (PKU)	Conversion Factor	Packaging Description	Stock Available (SKU)	Adjustment		Adjusted Quantity (SKU)	Reason	Remark
										+	-			
<input checked="" type="checkbox"/> N07BC02110L9001XX.02	Methadone 5mg/ml Syrup (1000mL)	355-19054	31/10/2022	0.0235	0.0235	18.68 (bott)	1000	bottle of 1000 millilitre	18,685 (ml)	+	1	18,686 (ml)	Sharing Vial	Methodone
<input checked="" type="checkbox"/> N07BC02110L9001XX.02	Methadone 5mg/ml Syrup (1000mL)	355-19054	31/10/2022	0.0235	-1.1045	18.68 (bott)	1000	bottle of 1000 millilitre	18,685 (ml)	-	47	18,638 (ml)	Sharing Vial	Methodone

Figure 3.3.5-8 Stock Adjustment

Note

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

STEP 14

Click on the  button to send the record for approval and confirmation message will be displayed as Figure 3.3.5-9

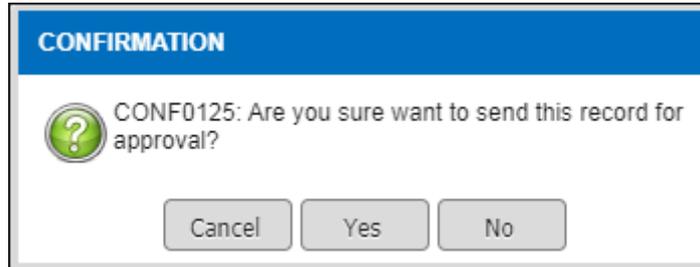
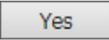


Figure 3.3.5-9 Confirmation Message

Note

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

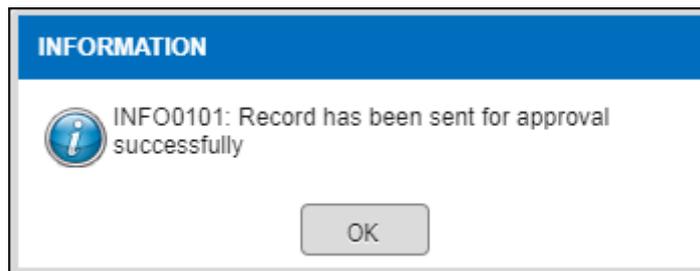


Figure 3.3.5-10 Information Message

Note

- Click on the  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.

TASK LIST						
Transaction Type: All		<input type="text" value="Search"/>				
						[21 - 27 / 27]
Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Indent(External)	R1902PS001-0004559	Drug	18/06/2019 04:03 PM	Pending For Approval	PHARMACY (Klinik Kesihatan Bandar Maharani)	
Indent(External)	R1902PS001-0004560	Drug	18/06/2019 04:03 PM	Pending For Approval	PHARMACY (Klinik Kesihatan Bandar Maharani)	
RCL	RC19000010		24/06/2019 03:17 PM	Pending for Approval	Farmasi Logistik	
Indent(External)	R1902PS001-0004654	Drug	03/07/2019 02:43 PM	Pending For Approval	PHARMACY (Klinik Kesihatan Bandar Maharani)	
RIQ	K19004677	Drug	26/08/2019 11:58 AM	Pending For Approval	Farmasi Bekalan Wad (FBW)	
Proposed Contract	PCING19001	Drug	26/08/2019 03:21 PM	Pending for Approval	Farmasi Logistik	
Adjustment	SA19000430		27/08/2019 12:20 PM	Pending For Approval	Farmasi Logistik	

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

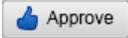
Note

- 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)
 - Adjustment Sign (+/-)
 - Adjustment Quantity
 - Reason
 - Item Remark

STOCK ADJUSTMENT																
														<input type="button" value="Approve"/>	<input type="button" value="Reject"/>	<input type="button" value="X"/>
+ ADJUSTMENT INFORMATION																
Adjustment No.	SA22000637				Created Date	29/09/2022 05:08:41 PM										
Unit Name	Pharmacy Oncology Service				Doc Ref No.											
Status	Pending For Approval				Remarks											
Created By					Reject Reason											
Transaction Type	Routine Checking															
UOM	SKU															
+ ADJUSTMENT ITEM LIST																
														<input type="button" value="Methadone List"/>	<input type="button" value="CDR/PN Preparation List"/>	<input type="button" value="Delete Item"/>
														[1 - 2 / 2]		
Item Code	Item Description	Batch No.	Expire Date	Average Unit Price (RM)	Approved Amount (RM)	Stock Available (PKU)	Conversion Factor	Packaging Description	Stock Available (SKU)	Adjustment +/-	Adjustment Quantity (SKU)	Adjusted Quantity (SKU)	Reason	Remark		
<input checked="" type="checkbox"/> L01XC02000P3001X.01	Rituximab 500mg/50ml Injection	23423	04/01/2031	0.0000	0.0000	2,219.00 (vial)	1	Vial	2,219 (vial)	-	1	2,218 (vial)	Sharing Vial	CDR		
<input checked="" type="checkbox"/> B05XA03100P6002c.01	Sodium Chloride 0.9% 250mL IV soln	P216B483	31/12/2024	2.2500	2.2500	99.00 (bott)	1	Bottle of 250ml	99 (bott)	-	1	98 (bott)	Sharing Vial	CDR		

Figure 3.3.6-2 Stock Adjustment

STEP 2

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

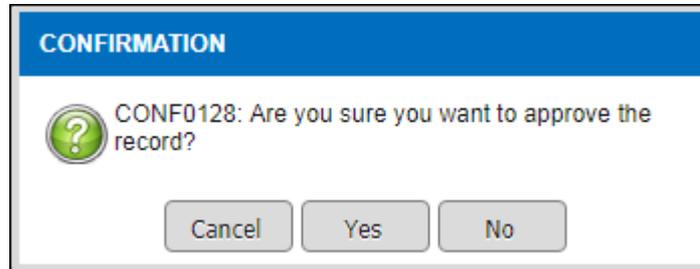
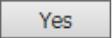


Figure 3.3.6-3 Confirmation Message

Note

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

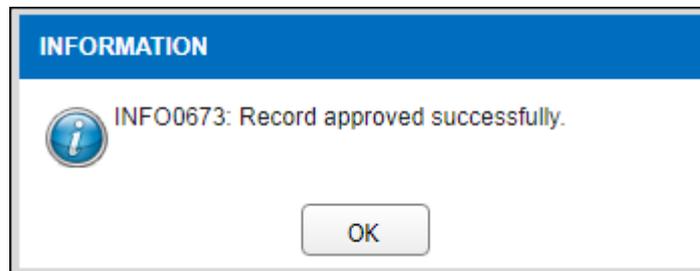


Figure 3.3.6-4 Information Message

Note

- Click on the  button to successfully approved the record

- b) Click on the  button to reject the record and confirmation message will be display as Figure 3.3.6-5

Note

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

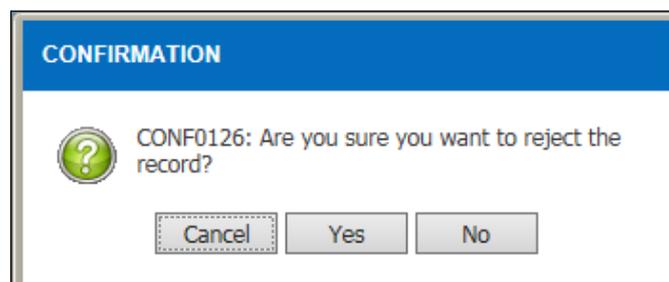
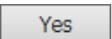


Figure 3.3.6-5 Confirmation Message

Note

- Click on the  button to reject record and information message will be display as Figure 3.3.6-6

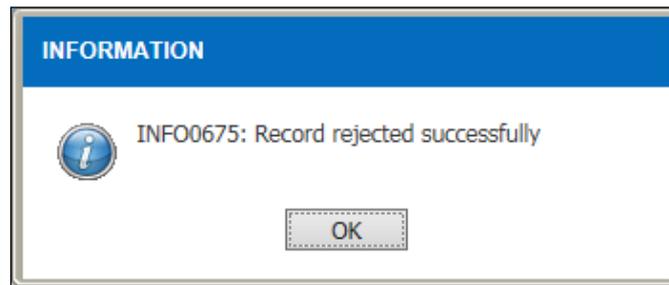


Figure 3.3.6-6 Information Message

Note

- Click on the  button to successfully rejected the record

STOCK ADJUSTMENT

ADJUSTMENT INFORMATION

Adjustment No. SA19000430 Created Date 27/08/2019 00:00:00 AM
 Unit Name Farmasi Logistik Doc Ref No.
 Status Approved Remarks
 Created By Reject Reason
 Approved By Approved Date 27/08/2019
 Transaction Type Stock Taking Count Sheet No. CS19000007
 UOM PKU

ADJUSTMENT ITEM LIST CDR/PN Preparation List

[1 - 2 / 2]

Item Code	Item Description	Batch No.	Expire Date	Average Unit Price (RM)	Approved Amount (RM)	Stock Available (PKU)	Conversion Factor	Packaging Description	Stock Available (SKU)	Adjustment		Adjusted Quantity(PKU)	Reason *	Remark *
										+/-	Adjustment Quantity(PKU)			
<input checked="" type="checkbox"/> C01EB15110T5001X.X.03	Trimetazidine 35 mg MR Tablet	B1709024	30/09/2020	21.1200	422.4000	20.00 (pck)	60	pack of 60 tablet	1,200 (tablet)	+	20	40 (pck)	Extra Quantity	Adjustment
<input checked="" type="checkbox"/> C01EB15110T5001X.X.03	Trimetazidine 35 mg MR Tablet	B1710006	31/10/2020	21.1200	211.2000	40.00 (pck)	60	pack of 60 tablet	2,400 (tablet)	-	10	30 (pck)	Shortage	Adjustment

Figure 3.3.6-7 Stock Adjustment

Note

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



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



		KEMENTERIAN KESIHATAN MALAYSIA						KEW.PS-15					
		Hosp. Pakar Sultanah Fatimah											
		BORANG PELARASAN STOK											
Unit : STOR FARMASI		No Rujukan : SA21002578		Tarikh Penemuan : 21/10/2021									
Kategori Stor : Main Store													
No Kod	Perihal Stok	SKU	Deskripsi Pembungkusan	Nombor Kelompok	Tarikh Luput	Baki di Kad Daftar Stok (a)		Baki Fizikal (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		

<p>Disediakan oleh :</p> <p>Nama : [Redacted]</p> <p>Jawatan : Pembantu Tadbir N17</p> <p>Unit : STOR FARMASI</p> <p>Jabatan : Pharmacy</p> <p>Tarikh : 21/10/2021</p>	<p>Diluluskan Oleh :</p> <p>Nama : [Redacted]</p> <p>Jawatan : Pegawai Farmasi UF52</p> <p>Unit : STOR FARMASI</p> <p>Jabatan : Pharmacy</p> <p>Tarikh : 21/10/2021</p>
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Printed Date : 23/12/2021 Printed By : [Redacted] 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	<i>Finance</i>	Click Here	15	<i>Internal Indent</i>	Click Here
2	<i>Procurement Standard APPL</i>	Click Here	16	<i>Issue</i>	Click Here
3	<i>Procurement standard LP</i>	Click Here	17	<i>Receive From Supplier</i>	Click Here
4	<i>Procurement Standard Contract</i>	Click Here	18	<i>Receive Inter Facility</i>	Click Here
5	<i>Procurement Standard Quotation</i>	Click Here	19	<i>Receive Intra Facility</i>	Click Here
6	<i>Procurement Standard (RFQ)</i>	Click Here	20	<i>Return to Supplier</i>	Click Here
7	<i>Procurement Non Standard (Requisition Order)</i>	Click Here	21	<i>Return to Supplying Unit</i>	Click Here
8	<i>Quarantine</i>	Click Here	22	<i>Slow Moving</i>	Click Here
9	<i>Product Complaint</i>	Click Here	23	<i>Stock Taking And Verification</i>	Click Here
10	<i>Recalculate Buffer Level</i>	Click Here	24	<i>Stock Transfer</i>	Click Here
11	<i>Expiration And Condemn</i>	Click Here	25	<i>Year End</i>	Click Here
12	<i>Recall Product</i>	Click Here	26	<i>Penalty</i>	Click Here
13	<i>Payment</i>	Click Here	27	<i>IWP Budget</i>	Click Here
14	<i>External Indent</i>	Click Here	28	<i>IWP Order Authorization</i>	Click Here