

4.18. Inventory adjustments

Choose **Items > Show inventory adjustments**

Inventory adjustments allow you to increase or decrease the stock of an item that is recorded in mSupply®. You will need to adjust the inventory if:

- Stock is discarded (due to damage or expiry)
- You do a Stocktake and find that physical stock is different to the stock recorded in mSupply®. In this case the first thing to do is to see if you can find out where a mistake may have been made in issuing stock. For example, you may be able to retrieve extra stock mistakenly given to a client, or may need to ask a supplier for an order that has been entered but never actually received.
- Stock has been stolen.
- As a general rule, consider using a regular invoice to account for any transactions with a customer or supplier. Only use an inventory adjustment as a last resort.



If you are doing a “normal” stocktake, it's better to use the stocktake module described [here](#) as it will create the needed inventory adjustments automatically.

Add stock

Choose **Items > Inventory adjust (Add stock)** Use this function when you have performed a stocktake and find that the physical stock of an item or items exceeds the amount recorded in mSupply®.

Inventory adjust- add stock

Name: inventory adjust- add stock

Their ref: invad

Comment:

Confirm date: 00/00/00

Period: 30/11/2017 - 31/12/2...

Category: None

Colour: Black

Invoice number: 190

Entry date: 12/05/2020

Status: n/w

Goods received ID: 0

Purchase Order ID: 0

Requisition ID: 0

Entered by: sussol

Store: General Warehouse

L.	Lo.	Item code	Item Name	Qty	Pack	Batch	Expiry	Cost Price	Sell Price	Price extension	Adjustment reason
1		DORAAM05...	AMOXICILLIN, 500mg, blister, tab.	4	100	qwerty1...	31/07/2024	2.10	2.10	8.40	

Other charges:

Item(s):

Amount: 0.00

Subtotal: 8.40

0 % tax: 0.00

Total: 8.40

Hold

Finalise

Export batch: 0

Margin: 0.00

OK & Next

Delete

OK

A transaction that is like a supplier invoice will be created. Enter the details in just the same way you would as if you were receiving goods from a supplier, except that mSupply® fills in the **Name** field for you automatically, and does not allow you to edit it.

After a stocktake, this can be used to adjust any stock lines where the stock recorded in mSupply® is less than the physical stock.

You will be asked to enter the margin when starting this transaction. For a normal inventory adjustment, set this to zero. If you are using this procedure to enter stock when starting to use mSupply® for the first time, enter the percentage to apply here.

Reduce stock

Use this function when you have done a stocktake and find that the physical stock of an item or items is less than the amount recorded in mSupply®. A transaction that is just like a customer invoice will be created, except that you do not choose the customer. The section on entering customer invoices describes the entry procedure. See the section on Issuing goods - Customer invoices [here](#)

[illegible]

Inventory adjustments are treated by mSupply as a kind of Supplier invoice (or credit). To view or edit an inventory adjustment, Choose the “Show inventory adjustments” option from the “Item” menu.

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From:

<https://docs.msupply.org.nz/> - mSupply documentation wiki

Permanent link:

https://docs.msupply.org.nz/items:inventory_adjustments?rev=1571759203

Last update: **2019/10/22 15:46**

