

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)
- Stock has been stolen.
- You find some stock on the shelf that is not in mSupply and you don't know where it came from.

DO NOT use inventory adjustments for distributing stock to customers or patients or receiving stock from suppliers. Use customer invoices or prescriptions and supplier invoices for that. Otherwise, you will lose your audit trail and reporting on transactions will be difficult.

Inventory adjustments are used to deal with a problem or fix a mistake, not in the general process of entering stock transactions into mSupply. Ideally, you'll never have to use them but we know we don't live in an ideal world!



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

Add stock

Choose **Item > Inventory adjust- add stock** to add some stock into mSupply or click on the Inventory adjustment (add stock) icon on the *Item* tab of the Navigator:

The inventory adjustment window will open:

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	

Item(s):	Amount:	Subtotal:	0 % tax:	Total:
	0.00	8.40	0.00	8.40

Hold Export batch: 0 Margin: 0.00 Finalise Cancel OK & Next Delete OK Print

This transaction is almost exactly the same as a supplier invoice and you enter data in exactly the same way (see [7.01. Supplier invoices](#) for details), except:

- The name (*Inventory adjust- add stock*) is filled in automatically for you and cannot be changed.
- There is an additional *Adjustment reason* column.

Adjustment reasons

If you have added any active *Positive inventory adjustment* reasons on the *Options* tab of **File > Preferences** (see [16.10. Options \(standard reasons\)](#)) then, when adding a line to the inventory adjustment (by clicking on the **New line** button), an **Adjustment reason** drop down list is displayed and you **must** select one of the reasons in the list before you can save the line:

Note that existing lines that do not have a reason selected can be left with no reason selected if you click the **Cancel** button on this window.

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](#)

Inventory adjust- reduce stock

<input type="button" value=""/>	Name: <input type="text" value="Inventory adjust- reduce stock"/>	<input type="button" value=""/>	Entry date: <input type="text" value="28/08/2013"/>	Colour: <input type="color" value="Black"/>										
<input type="text" value="Their ref: invad"/>		<input type="button" value=""/>	Confirm date: <input type="text" value="00/00/00"/>	Invoice number: 1,008										
Comment: <input type="text"/>		<input type="button" value=""/>		Status: nw										
<input type="button" value="+"/>	<input type="button" value="-"/>	Category: <input type="text" value="None"/>												
New line		Delete line												
<input type="button" value="General"/> <input type="button" value="Summary by Item"/> <input type="button" value="Summary by Batch"/> <input type="button" value="Log"/>														
L...	Lo...	Item Name	Qty	Pack	Batch	Expiry	Cost Price	Price extension						
1	AAA	Cotrimoxazole 480mg tab	1600	1	8ML125	28/11/12	0.02	-32.00						
2	AAA	Enalapril 5mg tab	2450	1	9MA94	30/12/10	0.00	0.00						
<input type="button" value=""/> <input type="button" value=""/> <input type="button" value=""/>														
Other charges <table border="1"> <tr> <td><input type="text" value="Item(s):"/></td> <td>Subtotal: <input type="text" value="-32.00"/></td> </tr> <tr> <td><input type="text" value="Amount: 0.00"/></td> <td>0 % tax: <input type="text" value="0.00"/></td> </tr> <tr> <td colspan="2">Total: <input type="text" value="-32.00"/></td> </tr> </table>									<input type="text" value="Item(s):"/>	Subtotal: <input type="text" value="-32.00"/>	<input type="text" value="Amount: 0.00"/>	0 % tax: <input type="text" value="0.00"/>	Total: <input type="text" value="-32.00"/>	
<input type="text" value="Item(s):"/>	Subtotal: <input type="text" value="-32.00"/>													
<input type="text" value="Amount: 0.00"/>	0 % tax: <input type="text" value="0.00"/>													
Total: <input type="text" value="-32.00"/>														
<input type="checkbox"/> Hold	Export batch: 0							<input type="button" value="OK & Next"/>						
<input type="checkbox"/> Finalize	Margin: -200.00							<input type="button" value="Delete"/>						
							<input type="button" value="OK"/>							

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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