

4.18. 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.

Viewing inventory adjustments

Choose **Items > Show inventory adjustments** or click on the Show inventory adjustment icon on the Item tab of the Navigator:



This will open the usual transaction filter window for you to choose which inventory adjustments you want to see. Make your filter selections (or leave them alone to see the 15 most recent inventory adjustments by default) and click on the **OK** button to see the list of matching inventory adjustments:

| Types | Name | Type | Sta... | Entered | Confirmed | Invoiced | Total | Their ref | PS printed | Comment | Exp batch |
|-------------------|-----------------------|------|--------|-------------|-------------|----------|----------|---------------|------------|----------------------------|-----------|
| Customer invoices | Inventory adjustments | si | new | 12/05/20... | | 190 | 8.4 | | | | 0 |
| Supplier invoices | Inventory adjustments | oi | cn | 20/05/20... | 20/05/20... | 82 | 485.81 | Return fro... | | Return from CPI | 0 |
| | Inventory adjustments | sc | cn | 20/05/20... | 20/05/20... | 81 | -931.59 | IV-630 | | Donation to SARA | 0 |
| Supplier credits | Inventory adjustments | sc | cn | 02/04/20... | 02/04/20... | 80 | -1.75 | Expired IV... | | Expired IV-629 | 0 |
| Customer credits | Inventory adjustments | sc | cn | 02/04/20... | 02/04/20... | 79 | -2458.72 | Donation ... | | Donation to R/S Shan So... | 0 |
| Builds | Inventory adjustments | sc | cn | 30/01/20... | 30/01/20... | 57 | -31.73 | C352a-4th... | | C352a-4th shortage | 0 |
| Repacks | Inventory adjustments | sc | cn | 30/01/20... | 30/01/20... | 56 | -54.9 | IV-620 | | Mice attack | 0 |
| Find... | Inventory adjustments | sc | cn | 30/01/20... | 30/01/20... | 55 | -205.19 | Loan to CPI | | Loan to CPI | 0 |
| By date | Inventory adjustments | si | cn | 30/01/20... | 30/01/20... | 54 | 3.69 | Found ex... | | Found excess in physic... | 0 |
| By status | Inventory adjustments | si | cn | 30/01/20... | 30/01/20... | 53 | 12.3 | Found ex... | | Found excess stock in... | 0 |
| My transactions | Inventory adjustments | si | cn | 30/01/20... | 30/01/20... | 52 | 0.52 | Stock Adj... | | Stock Adjust for packin... | 0 |
| My custom filters | Inventory adjustments | sc | cn | 30/01/20... | 30/01/20... | 51 | -32.55 | IV-600 | | Mice attack at warehou... | 0 |
| | Inventory adjustments | sc | cn | 30/01/20... | 30/01/20... | 39 | -1788.16 | Donation... | | Donation to Save the c... | 0 |
| | Inventory adjustments | sc | cn | 02/02/20... | 02/02/20... | 6 | -200.2 | | | No excess stock in WH... | 0 |
| | Inventory adjustments | oi | new | 19/01/20... | | 0 | 0 | | | | 0 |

You can double-click on any inventory adjustment in the list to view or edit it.

Note that *si* type inventory adjustments add stock and *sc* types reduce stock (*si* means “supplier invoice” and *sc* means “supplier credit”).

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 | | D09AAM05... | AMOPICLIN, 500mg, blister, tab. | 4 | 100 | query1... | 31/07/2024 | 2.10 | 2.10 | 8.40 | |

Other charges:

Item(s):

Amount:

Subtotal: 8.40

0 % tax: 0.00

Total: 8.40

Hold ☐ Finalise ☐ Export batch: 0 Margin: 0.00

OK & Next Delete OK

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

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

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