will lose your audit trail and reporting on transactions will be difficult.

Stock has been stolen.

mSupply®. You will need to adjust the inventory if:

Stock is discarded (due to damage or expiry)

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!

• 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

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:

te mSupply navigator	Suppliers	R em	Reports	Special	Admin
	⊕ #				
	Inventor	adjustments			Ad Hoc Items
Stocktakes	Stock Local	tions	Dep	artments Item categories	Master list

Inventory adjustments allow you to increase or decrease the stock of an item that is recorded in

4.18. Inventory adjustments

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:

ς Σ	<u> </u>	-		1		_	T	٢				
Find Sum		to Excel Final		Duplica	-			istomise		xpert to NYOS		
Types	,	lame	Туре	Sta	Entered	Confirmed	Invnum	Total	Their ref	PS printed dt.	Comment	Exp btch
Customer invoices	Inventory adjustment	ts .	*i	пн	12/05/20.		190	8.4				0
Supplier invoices	Inventory adjustment	60	oi	on	20/05/20	20/05/20	82	495.91	Return fro		Return from CP1	0
	Inventory adjustment	t:	3C	cn	20/05/20.	20/05/20	81		IV-630		Donation to SARA	0
Supplier credits	Inventory adjustment	ês.	00	cn	02/04/20	02/04/20	80	-1.75	Expired IV		Expired IV-629	0
Customer credits	Inventory adjustment	ta .	22	cn	02/04/20	02/04/20	75		Donation		Donation to RI-Shan So	0
Builds	Inventory adjustment	ês.	8G	cn	30/01/20	30/01/20	57	-31.73	C352a-4t		C352a-8th shortage	0
Repacks	Inventory adjustment	to .	90	cn	30/01/20.	30/01/20	56	-54.9	IV-620		Nice attack	0
Find	Inventory adjustment	ês.	\$G	cn	30/01/20	30/01/20	55	-205.19	Loan to CPI		Loan to CPI	0
By date	Inventory adjustment	to .	si	cn	30/01/20.	30/01/20	54	3.69	Found ex		Found excess in physic	0
By status	Inventory adjustment	ês .	πi	cn	30/01/20	30/01/20	53		Found ex		Found excess stock in	0
My transactions	Inventory adjustment	60	oi	cn	30/01/20	30/01/20	52		Stock Adj		Stock Adjust for packin	0
My custom filters	Inventory adjustment	ts .	30	cn	30/01/20	30/01/20	51	-32.55	IV-600		Nice attack at warehou	0
,	Inventory adjustment	60	00	cn	30/01/20	30/01/20	35	-1788.16	Donation		Donation to Save the c	0
	Inventory adjustment	ts .	3C	cn	02/02/20	02/02/20	E	-200.2			No excess stock in WH	0
	Inventory adjustment	êo	oi	DH	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 create an inventory adjustment to add some stock into mSupply or click on the Inventory adjustment (add stock) icon on the *Item* tab of the Navigator:

termSupply navigator	Suppliers	L em	Reports	OÎLO Special	Admin
)		
	inventor	adjustments	ř		Ad Hoc Items
Stocktakes	Stock Loca	tions	Dep	partments Item categories	s Master list

The inventory adjustment (add stock) window will open:

🌆 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 Invoice number : 190 V Entry date : 12/05/202 Status : nw	
New line Dolete line			Goods received ID : 0 Purchase Order ID : 0 Requisition ID : 0 Entered by : sussol Store: General V	Varehouse
General Summary by item Summary by Batch Log L. Lo Item code Item Name 1 DDRAAM05 AM014DLLIN. 500mg. bister. tab.	Qty Pack Batch 4 100 gwerty1.		Price Price extension Adjustment reaso 2.10 8.40	n A
c				~
Other charges tem(s): Amount: 0.00			Subtotal: 0 % tax: Total:	8.40 0.00 8.40
Hold Export betch: 0 Finalise Margin: 0.00			OK & Next Delete C	× - 0

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 (see below for details).

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 seleted 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

Co Nev	neir (omme b v line	nt 📃	ļ	Cal		late: 28/08/ late: 00/00/	00	Colour : Invoice number : 1,000 Status : nw Goods receive ID : 0 Purchase Order ID : 0 Entered by : Suss Store : Gene	ol
L	Lo	Item Name	Qty	Pack	Batch	Expiry	Cost Price	Price extension	
		Cotrimoxazole 480mg tab Enalapril 5mg tab	1600 2450		8ML125 9MA94	28/11/12 30/12/10	0.02		-32.00 *
4									
		Other charges Item(s): Amount:	0.00					Subtotal: 0 % tax: Total:	-32.00 0.00 -32.00
Hol	ld alize	Export batch: 0 Margin: -200.00					OK & Next	Delete 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.

Previous: 4.17. Stocktakes | | Next: 4.20. Units

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

Permanent link: https://docs.msupply.org.nz/items:inventory_adjustments?rev=1589293023

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