

## 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.



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. 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®.

[illegible]

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](#)

Inventory adjust- reduce stock

Name

Inventory adjust- reduce stock

↓

Their ref

inval

Comment

↓

+

−

New line

Delete line

Entry date

28/08/2013

Confirm date

00/00/00

Colour

Black

Invoice number

1,008

Status

nw

Goods receive ID

0

Purchase Order ID

0

Entered by

Sussol

Store

General

Category

None

General

Summary by Item

Summary by Batch

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

Other charges

Item(s):

Amount:

0.00

Subtotal:

-32.00

0 % tax:

0.00

Total:

-32.00

☐ Hold

☐ Finalize

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.

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