

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 | Invnum | Total | Their ref | PS printed dt | Comment | Exp btch |
|-------------------|-----------------------|------|--------|-------------|-------------|--------|----------|---------------|---------------|----------------------------|----------|
| Customer invoices | Inventory adjustments | si | new | 12/05/20... | 20/05/20... | 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 Rii-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 | | Nice 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 | | Nice 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 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:



The inventory adjustment (add stock) window will open:

| L. | Lo. | Item code | Item Name | Qty | Pack | Batch | Expiry | Cost Price | Sell Price | Price extension | Adjustment reason |
|----|-----|-------------|-----------------------------------|-----|------|-----------|------------|------------|------------|-----------------|-------------------|
| 1 | | DDRAAM05... | AMC/MCILLIN, 500mg, blister, tab. | 4 | 100 | query1... | 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

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).

Use the **New line** button to add a line to the transaction (and the **Delete line** button to remove them), just as you would on a supplier invoice.

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:

The screenshot shows a dialog box titled "Add/edit inventory adjustment line". It contains several input fields and buttons. The "Adjustment reason" dropdown menu is highlighted with a red box and shows "Please select a r...".

| Field | Value |
|------------------------------|-----------------------------------|
| Item | AMOXICILLIN, 500mg, blister, tab. |
| Received quantity | |
| Units issued | 0 |
| Sent quantity | 0 |
| Pack size | 100 |
| Total quantity | 400 |
| Batch | qwerty1234 |
| Expiry | 31/07/2024 |
| Location | |
| Volume per pack | 0 m3 |
| Invoice line unit cost (USD) | 2.10 |
| Adjusted local cost | 2.10 |
| % Margin | 0.00 |
| Sell price | 2.10 |
| Price extension (USD) | 8.40 |

Buttons: Cancel, OK, OK & Next

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](#)

[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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