# 🏂 m Supply

# Training Handout: Inventory Adjustments

## 4.19. 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:

Last update: 2017/11/20 training:handouts:inventory\_adjustments https://docs.msupply.org.nz/training:handouts:inventory\_adjustments?rev=1511216505 22:21



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:

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Find Sum	Order by Export to Excel Fina	sise i	Juplical	te Ca	ncel I	filters Ci	istomise	Modify E	expert to MYOB		
Types	Name	Type	Sta	Entered	Confirmed	Invnum	Total	Their ref	PS printed dt.	Comment	Exp btch
Customer invoices	Inventory adjustments	si	THE .	12/05/20		190	8.4				0
Supplier invoices	Inventory adjustments	oi	on	20/05/20	20/05/20	82	495.01	Return fro		Return from CP1	0
	Inventory adjustments	\$C	cn	20/05/20	20/05/20	81	-931.59	IV-630		Donation to SARA	0
Supplier credits	Inventory adjustments	00	cn	02/04/20	02/04/20	80	-1.75	Expired IV		Expired IV-629	0
Customer credits	Inventory adjustments	20	cn	02/04/20	02/04/20	75	-2458.72	Donation		Donation to RI-Shan So	D
Builds	Inventory adjustments	86	cn	30/01/20	30/01/20	57	-31.73	C352a-4t		C352a-4th shortage	0
Repacks	Inventory adjustments	90	cn	30/01/20	30/01/20	56	-54.9	IV-620		Nice affack	D
Find	Inventory adjustments	\$C	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	ai .	cn	30/01/20	30/01/20	53		Found ex		Found excess stock in	0
My transactions	Inventory adjustments	oi	cn	30/01/20	30/01/20	52		Stock Adj		Stock Adjust for packin	0
My custom filters	Inventory adjustments	30	cn	30/01/20	30/01/20	51		IV-600		Nice attack at warehou	0
,	Inventory adjustments	00	cn	30/01/20	30/01/20	35	-1788.16	Donation		Donation to Save the c	0
	Inventory adjustments	30	cn	02/02/20	02/02/20	E	-200.2			No excess stock in WH	0
	Inventory adjustments	oi	ree .	19/01/20		0	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:

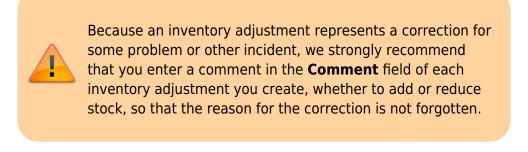
te mSupply navigator	Suppliers	Tem .	Reports	Special	Admin
		y adjustments			Ad Hoc Items
Stocktakes	Stock Loca	tions	Depa	artments Item categories	s Master list

The Inventory adjustment (add stock) window will open:

_							n date : 00/00 V11/2017 - 31 one			Colour Black Invoice number : 190 Entry date : 12/05/2020	
New line		Delete line Semmary by Batch Log								Status : nw bode received (D : 0 rchase Order (D : 0 Requisition (D : 0 Entered by : sussol Store: General Waret	10 use
La.,	Item code	Item Name	Qty	Pack.	Batch	Expiy	Cost Price	Sel Price	Price extension	Adjustment reason	
1 0	00RAAM05	AM0HOLLLIN, 500mg, blister, tab.	4	100	qverty1	31/07/2024	2.10	2.10	8.40	-	~
c											>
<u>s</u> 🛛	1 🖅	Other charges Item(s): Amount: 0.00								Subtotal: 0 % tax: Total:	8.40 0.00 8.40
Hold Finalise	Ехр	ort batch: 0 Margin: 0.00							OK & Next	Delete OK	

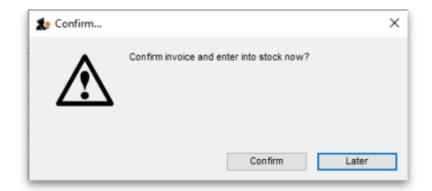
This transaction is almost exactly the same as a supplier invoice and you enter data in exactly the same way (see 7.01. Supplier invoices for details), except:

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

When you have finished adding lines to the inventory adjustment, click on the **OK** button. You will be asked to confirm what you want to do:



If you've finished with the inventory adjustment and want to enter the lines into stock now, click on the **Confirm** button. If you don't want to enter it into stock now (because you want to add more lines later, for example) then click on the **Later** button.

#### 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:

1 Add/edit invent	ory adjustment line	×
Item	AMOXICILLIN, 500mg, blister, tab.	UORAAMO58TB
Received quantity	4 Units issued: 0	Sent quantity 0
Pack size	100	Adjustment reason Please select a r v
Total quantity:	400	
Batch	qwerty1234	Location
Expiry	31/07/2024	Volume per pack 0 m3 😒
Invoice line unit cost (USD) Price extension (USD)		st % Margin Sell price 0.00 2.10
	[	Cancel OK OK & Next

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.

#### Vaccines

If the *Able to specify VVM status when receiving items* store preference is turned on (see the 26.07. Virtual stores page for details) then an additional **VVM status** field will be displayed on the supplier invoice line entry/edit window as shown here:

		Add/edit :	supplier invoice l	ine		
ltem				L I		+
Received quantity	0			Invoice quantity	0	New item
Pack size	1			Invoice pack size	0	
Total quantity	0.00			Invoice total quantity	0.00	
Batch				Location		5
Expiry	00/00/00	VVM status	Please select 😑	Volume per pack	r	n3 🕵
				Weight per pack	0	9 S
			Adjusted local cost	% Margin	Sell price	
Pri	ce per pack (USD) 0.00		0.00	0.00	0.00	
Pric	e extension (USD) 0.00					
			Cance	ы ок	OK & N	lext

The **VVM status field** is populated with the statuses set up in the system. See the 20.01. Vaccine Vial Monitoring (VVM) page for details on how to do that.

If you are editing an existing line on the inventory adjustment then the **VVM status** field will display the status selected for the invoice line or *Please select...* if it doesn't have one set already.

#### **Reduce stock**

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



The Inventory adjustment (reduce stock) window will open:

1 Inventory adjust- reduce stock									
Name Inventory adjust- red					n date : 00/00 0/11/2017 - 31			Colour Bl	ack
Their ref Comment	invad			Category N		~		Invoice number : 191 Entry date : 12/05/2020 Status : nw	
_	_							cods received ID : 0	
•	<b>—</b>						P	Requisition ID : 0	
New line	Delete line							Entered by : sussol	
General Summary by tem Summa	ry by Batch Log							Store: General Wa	rehouse
L., Lo., Item code	Item Name	Qty Pac	k. Balch	Expity	Cost Price	Sell Price	Price extension	Adjustment reason	
1 DORAACID2 ACICLO	VIR, 200mg, dispensable, blister, tab	1 50	0 9E70	31/10/2021	16.21	16.20	-16.21	Damaged stock (reduce)	^
¢									>
	charges							Subtotal	-16.21
	em(s): 0.00							0 % tax:	0.00
~	0.00							Total:	-16.21
Hold Export betch	τ 0 τ -199.99						OK & Next	Delete OK	
		_	_	_	_				4

This transaction is almost exactly the same as a customer invoice and you enter data in exactly the same way (see 8.01. Issuing goods to a customer (customer invoices) for details), except:

- The name (*Inventory adjust- reduce 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 customer invoice.

When you have finished adding lines to the inventory adjustment, click on the **OK** button. You will not be asked to confirm what you want to do, the inventory adjustment will be confirmed and the lines will immediately be removed from stock.

#### Adjustment reasons

If you have added any active *Negative 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:

Line	ACICLO	/IR, 200mg 1	), dispersable		, tab Adjustmen	t reason Please	select a r 🕔	- <b>1</b> (	ORAACID2	ſB	New item	
Quan Pack	50	1 of 2 0 each			Duter pack							
Line	Issue	Available	Tot in store	Pack	Hold	Batch	Expdate	Supplier	Location	Cost Price	Sell price	
1	1	2	2	500		9E70	31/10/2021	20915		16.21	16.20	
- '												
<												

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.



