4.18. Inventory adjustments

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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:

te mSupply navigator	Suppliers	L Item	Reports	OR Bredal	Admin
E Items	⊕ ‼)		
		adjustments	ř		Ad Hoc Items
Stocktakes	Stock Locat	ions	Dep	artments Item categories	Master list

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	🔛 🗖 🗸		11		$\langle \rangle$	T 4	0				
Find Sum	Order by Export to Excel Final	ise D	uplical	te Ca	ncel I	iters Cus	tomise	Modity E	xport to MYOB		
Types	Name	Type	Sta	Entered	Confirmed	Invnum	Total	Their ref	PS printed dt.	Comment	Exp btch
Customer invoices	Inventory adjustments	si	nee	12/05/20		190	8.4				0
Supplier invoices	Inventory adjustments	oi	on	20/05/20	20/05/20	82	495.91	Return fro		Return from CP1	0
	Inventory adjustments	3C	cn	20/05/20	20/05/20	81	-931.59	IV-630		Donation to SARA	0
Supplier credits	Inventory adjustments	00	on	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	79	-2458.72	Donation		Donation to RI-Shan So	0
Builds	Inventory adjustments	80	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 attack	0
Find	Inventory adjustments	86	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	si	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	90	on	30/01/20	30/01/20	39		Donation		Donation to Save the c	0
	Inventory adjustments	30	cn	02/02/20	02/02/20	6	-200.2			No excess stock in WH	0
	Inventory adjustments	oi	nee	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:

te mSupply nevigetor	Suppliers	R em	Reports	ORO Special	Admin
item:)	:	
		adjustments	ì		Ad Hoc Items
Stocktakes	Stock Locat	ions	Dep	partments Item categorie	s Master list

The Inventory adjustment (add stock) window will open:

General Summary by tem Summary by Batch Log	er ID: 0
L. Lo Hen code Nem Name Qty Pack Batch Expity Cost Price Sel Price Price extension	Adjustment reason
Conter charges	Subtotat: 8.40 0 % tax: 0.00

This transaction is almost exactly the same as a supplier invoice and you enter data in exactly the same way (see 7.01. Receiving goods (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).



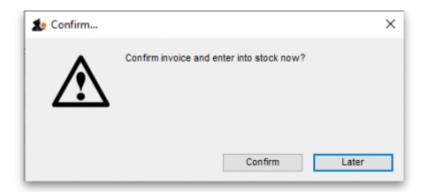
Because an inventory adjustment represents a correction for some problem or other incident, we strongly recommend



that you enter a comment in the **Comment** field of each inventory adjustment you create, whether to add or reduce stock, so that the reason for the correction is not forgotten.

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 15.10. 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:

Item	AMOXICILLIN, 500mg, bi	ister, tab.		DORAAMO5	втв
Received quantity	4 Units iss	ued: 0	Sent quantity	0	
Pack size	100	1	Adjustment reason	Please select a r 🗸	ו
Total quantity:	400				
Batch	qwerty1234		L	ocation	<u>S</u>
Expiry	31/07/2024		Volume pe	er pack 0	m3 S
Invoice line unit cost	2.10	Adjusted local cost 2.10	t % Margin 0.00	Sell price 2.10	
(USD) Price extension (USD)	8.40				
			Cancel	ОК ОГ	K & 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.

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:

te mSupply navigator	8			**	
Customer	Suppliers	et em	Reports		Admin
item:	⊕		•		
		adjustments	X		Ad Hoc Items
Stocktakes	Stock Locati	ons	Depa	artments Item categories	Master list

The Inventory adjustment (reduce stock) window will open:

tems:inventory	_adjustments	https://docs.	msupply.org	.nz/items:in	ventory_	adjustments
----------------	--------------	---------------	-------------	--------------	----------	-------------

Nar Their r Comme	ref	ljust-reduce stock					m date : 00/00 0/11/2017 - 31 bine		c	Colour Blac Invoice number : 191 Entry date : 12/05/2020 Status : nw cods received ID : 0	
ew line	ummary by item	Delete line							,	unchase Order D : D Requisition D : D Entered by : sussol Store: General Ware	house
La	Iten code	Item Name	Qty	Pack.	Balch	Expily	Cost Price	Sell Price	Price extension	Adjustment reason	
		Other charges									>
5	1 🖅	tem(s): 0.00								Subtotal: 0 % tax: Total:	-16.21 0.00 -16.21

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 15.10. 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:

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Quan		1 1 of 2		l	Adjustmer	nt reason Please	select a r 🕔	~			New item	
Pack	50	0 each			Duter pack							
Line	Issue	Available	Tot in store	Pack	Hold	Batch	Expdate	Supplier	Location	Cost Price	Sell price	1
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.

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