4.17. 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)
- You do a Stocktake and find that physical stock is different to the stock recorded in mSupply®. In this case the first thing to do is to see if you can find out where a mistake may have been made in issuing stock. For example, you may be able to retrieve extra stock mistakenly given to a client, or may need to ask a supplier for an order that has been entered but never actually received.
- Stock has been stolen.
- As a general rule, consider using a regular invoice to account for any transactions with a customer or supplier. Only use an inventory adjustment as a last resort.

If you are doing a "normal" stocktake, it's better to use the stocktake module described here as it will create the needed inventory adjustments automatically.

Add stock

Choose **Items > Inventory adjust (Add stock)** 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[®].

Last update: 2019/10/16 17:22	items:inventory_adjustments https://docs.msupply.org.nz/items:inventory_ad	ljustments?rev=1571246556
-------------------------------	--	---------------------------

e Qty er, tab.		Batch qwerty1	Expiry 31/07/2024	Cost Price 210	Sell Price 2.10		ods received D : 0 rchase Order D : 0 Requisition D : 0 Entered by : sussol Store: General V Adjustment reaso	
							Adjustment reaso	on o
er, tab.	4 100	qwerty1	31/07/2024	2.10	2.10	8.40		^
								>
							Subtotal: 0 % tax:	8.40
0.00							Total:	8.40
	0.00	0.00	0.00				0.00 OK & Next	0.00 Total

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.

Inventory adjust - 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	omme omme v line			Cat		late: 28/08/ late: 00/00/		Colour: Invoice number: 1,00 Status: nw Goods receive ID: 0 Purchase Order ID: 0 Entered by: Suss Store: Gen	ol
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
									-
۰.		Other charges							÷
-								Subtotal:	-32.00
S 🗾 🖌 🛛 Item(s):		_					0 % tax:	0.00	
		Amount:	0.00					Total:	-32.00
Ho Fin	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: 4.16. Stocktakes | | Next: 4.18. Units

