

## 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)
- 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®.

Inventory adjust- add stock

	Name: <input type="text" value="Inventory adjust- add stock"/>		Confirm date: <input type="text" value="00/00/00"/>	Colour:																						
Their ref: <input type="text" value="invad"/>		Period: <input type="text" value="30/11/2017 - 31/12/2..."/>	Invoice number: 190																							
Comment: <input type="text"/>		Category: <input type="text" value="None"/>	Entry date: 12/05/2020	Status: nw																						
		Goods received ID: 0																								
New line		Purchase Order ID: 0																								
Delete line		Requisition ID: 0																								
Entered by: sussol																										
Store: General Warehouse																										
<a href="#">General</a> <a href="#">Summary by Item</a> <a href="#">Summary by Batch</a> <a href="#">Log</a>																										
L...	Lo...	Item code	Item Name	Qty	Pack.	Batch	Expiry	Cost Price	Sell Price	Price extension	Adjustment reason															
1		DORAAM05...	AMOXICILLIN, 500mg, blister, tab.	4	100	qwerty1...	31/07/2024	2.10	2.10	8.40																
<b>Other charges</b> <table border="1"> <tr> <td></td> <td></td> <td></td> <td>Item(s): <input type="text"/></td> <td>Subtotal: <input type="text" value="8.40"/></td> </tr> <tr> <td colspan="4">Amount: <input type="text" value="0.00"/></td> <td>0 % tax: <input type="text" value="0.00"/></td> </tr> <tr> <td colspan="4"></td> <td>Total: <input type="text" value="8.40"/></td> </tr> </table>															Item(s): <input type="text"/>	Subtotal: <input type="text" value="8.40"/>	Amount: <input type="text" value="0.00"/>				0 % tax: <input type="text" value="0.00"/>					Total: <input type="text" value="8.40"/>
			Item(s): <input type="text"/>	Subtotal: <input type="text" value="8.40"/>																						
Amount: <input type="text" value="0.00"/>				0 % tax: <input type="text" value="0.00"/>																						
				Total: <input type="text" value="8.40"/>																						
<input type="checkbox"/> Hold	Export batch: 0			OK & Next																						
<input type="checkbox"/> Finalise	Margin: 0.00			Delete																						
			OK																							

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

<input type="text"/> Name: <b>Inventory adjust- reduce stock</b>	<input type="text"/> Their ref: <b>invad</b>	Entry date: <b>28/08/2013</b>	Colour: <b>Black</b>						
<input type="text"/> Comment:		Confirm date: <b>00/00/00</b>	Invoice number: <b>1,008</b>						
<b>Category</b> <input type="button" value="None"/>		Status: <b>nw</b>							
<b>Category</b> <input type="button" value="None"/>		Goods receive ID: <b>0</b>							
<b>Category</b> <input type="button" value="None"/>		Purchase Order ID: <b>0</b>							
<b>Category</b> <input type="button" value="None"/>		Entered by: <b>Sussol</b>							
<b>Category</b> <input type="button" value="None"/>		Store: <b>General</b>							
<input type="button" value="New line"/> <input type="button" value="Delete line"/>									
<input type="button" value="General"/> <input type="button" value="Summary by Item"/> <input type="button" value="Summary by Batch"/> <input type="button" value="Log"/>									
Line	Location	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	
<input type="button" value="Other charges"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Item(s): <input type="text"/> Subtotal: <b>-32.00</b> Amount: <input type="text"/> 0 % tax: <b>0.00</b> Total: <b>-32.00</b>									
<input type="checkbox"/> Hold <input type="checkbox"/> Finalize				Export batch: 0 Margin: -200.00					
				<input type="button" value="OK &amp; Next"/>		<input type="button" value="Delete"/>		<input type="button" value="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: [4.17. Stocktakes](#) | | Next: [4.19. Units](#)

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