

## 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: inventory adjust- add stock

Their ref: invad

Comment:

Confirm date: 00/00/00

Period: 30/11/2017 - 31/12/2...

Category: None

Colour: Black

Invoice number: 190

Entry date: 12/05/2020

Status: n/w

Goods received ID: 0

Purchase Order ID: 0

Requisition ID: 0

Entered by: sussol

Store: General Warehouse

New line

Delete line

General Summary by Item Summary by Batch Log

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	

Other charges

Item(s):

Amount: 0.00

Subtotal: 8.40

0 % tax: 0.00

Total: 8.40

Hold

Finalise

Export batch: 0

Margin: 0.00

OK & Next

Delete

OK

Printer icon

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](#)

[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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