

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)
- 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.

Add stock

Choose **Item > Inventory adjust- add stock** to add some stock into mSupply. 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

Confirm date

00/00/00

Colour

Black

Their ref

invad

Period

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

Invoice number

190

Comment

Category

None

Entry date

12/05/2020

New line

Delete line

Goods received ID

0

Purchase Order ID

0

Requisition ID

0

Entered by

sussol

Store

General Warehouse

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

Export batch: 0

☐ Finalise

Margin: 0.00

OK & Next

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

Name

Inventory adjust- reduce stock

Entry date

28/08/2013

Colour

Black

Their ref

invald

Confirm date

00/00/00

Invoice number

1,008

Comment

Category

None

Goods receive ID

0

New line

Delete line

Entered by

Sussol

Store

General

General

Summary by Item

Summary by Batch

Log

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

Other charges

Item(s):

Amount:

0.00

Subtotal:

-32.00

0 % tax:

0.00

Total:

-32.00

Hold

Finalize

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.

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