mSupply documentation wiki - https://docs.msupply.org.nz/

4.18. 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.

Viewing inventory adjustments

Choose **Items > Show inventory adjustments** or click on the Show inventory adjustment icon on the Item tab of the Navigator:

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	Inventor	adjustments	ł		Ad Hoc Items
Stocktakes	Stock Loca	ions	- - Dep	artments Item categories	s 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:

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Customer invoices	Name		ype		Entered 12/05/20	Commed	Invnum		Their ref	PS printed dt.	Comment	
Supplier invoices	Inventory adjustments	si oi	-		20/05/20	20/05/20	190		Betum fro		Return from CP1	0
Supple livores	Inventory adjustments Inventory adjustments				20/05/20	20/05/20.	82	480.81			Donation to SABA	0
Supplier credits	Inventory adjustments	20			02/04/20	02/04/20	80		Expired IV		Expired IV-629	0
Customer credits	Inventory adjustments	20			02/04/20	02/04/20	79		Donation		Donation to BI-Shan So	0
Builda	Inventory adjustments	00			30/01/20	30/01/20	57		C352a-4t		C352a-4th shortage	0
Repacks	Inventory adjustments	10			30/01/20	30/01/20.	56		N-620		Nice attack	ő
Find	Inventory adjustments	10			30/01/20	30/01/20	55		Loan to CPI		Loan to CPI	0
By date	Inventory adjustments	24			30/01/20	30/01/20.	54		Found ex		Found excess in physic	0
	Inventory adjustments	1			30/01/20	30/01/20.	53		Found ex		Found excess stock in	0
By status	Inventory adjustments	0			30/01/20	30/01/20	52		Stock Adi		Stock Adjust for packin	0
My transactions	Inventory adjustments	30		cn	30/01/20	30/01/20.	51	-32.55	IV-600		Nice attack at warehou	0
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	Inventory adjustments	30	: 4	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 add some stock into mSupply or click on the Inventory adjustment (add stock) icon on the *Item* tab of the Navigator:

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Customer	Suppliers	Rem.	Reports	Special	Admin ()
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	invento	y adjustments	•		Ad Hoc Items
Stocktakes	Stock Loc	ations	Des	bartments Item categories	s Master list

The inventory adjustment window will open:

🌆 Inventory adjust- add sto	ock									
Name Inventory adj	ived stock				n date : 00/00 0/11/2017 - 31 one			Colour Invoice number : 19 Entry date : 12 Status : nv	05/2020	
New Ine	Delete line							oods received D : 0 urchase Order D : 0 Requisition D : 0 Entered by : su		
General Summary by Item L. Lo Hen code 1 DORA4M05	Summery by Batch Log Rem Name AM0HOLLIN, 500mg, blister, teb.		Balch qwerty1	Expily 31./07/2024	Cost Price 2.10	Sell Price 2.10	Price extension 8.40	Adjustme	nt reason	^
·	Other charges tem(s): Amount: 0.00	 						Subtot 0 % ta Tot	x	8.40 0.00 8.40
Hold Expo Finalize	rf betch: 0 Margin: 0.00						OK & Next	Delete	ОК	•

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

Adjustment reasons

If you have added any active *Positive inventory adjustment* reasons on the *Options* tab of **File** > **Preferences** (see 16.10. 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:

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

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	neir (omme b v line	nt 📃		Cal		late: 28/08/ late: 00/00/		Colour : Invoice number : 1,000 Status : nw Goods receive ID : 0 Purchase Order ID : 0 Entered by : Suss Store : Gene	ol
L	Lo	Item Name	Qty	Pack	Batch	Expiry	Cost Price	Price extension	
		Cotrimoxazole 480mg tab Enalapril 5mg tab	1600 2450	1	8ML125 9MA94	28/11/12 30/12/10	0.02		-32.00 A
4									+
5		Other charges Item(s): Amount: 0	.00					Subtotal: 0 % tax: Total:	-32.00 0.00 -32.00
Ho Fin		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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