Inventory adjustments are used to doal with a problem

Stock has been stolen.

mSupply®. You will need to adjust the inventory if:

Stock is discarded (due to damage or expiry)

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!

• 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

Inventory adjustments allow you to increase or decrease the stock of an item that is recorded in

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:

| 1 mSupply navigator | | | | | 23 |
|---------------------|----------------|-------------|----------------|-------------------------|--------------|
| Customer | Suppliers | a tem | Reports | O TOO Special | Admin ? |
| | .⊕ | | | | |
| | | adjustments | | | Ad Hoc Items |
| Stocktakes | Stock Location | ons | - - Depa | rtments Item categories | Master list |

4.18. Inventory adjustments

will lose your audit trail and reporting on transactions will be difficult.

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:

| Find Sum | | Finalse | 1 | | 5 | <u> </u> | Contra de la contr | | xpert to MV08 | | |
|-----------------------|--------------------------|---------|-------------------|-----------|-----------|----------|--|-----------------------|----------------|-------------------------|----------|
| Types | Order by Export to Excel | Ty | Duplic ve Stat | | Confirmed | Invitian | Total | Modify E Their ref | PS printed dt. | Comment | Exp btch |
| Customer invoices | Inventory adjustments | 21 | ne ora. | 12/05/20 | 00111100 | 190 | 8.4 | THE IS | r o period oc | Connora | 0 |
| Supplier invoices | Inventory adjustments | 01 | cn | 20/05/20. | 20/05/20 | 82 | | Beturn fro. | | Return from CP1 | 0 |
| Inventory adjustments | Inventory adjustments | 30 | cn | 20/05/20 | 20/05/20 | 81 | -931.59 | | | Donation to SABA | Ő |
| Supplier credits | Inventory adjustments | 80 | cn | 02/04/20. | 02/04/20 | 80 | -1.75 | Expired IV | | Expired IV-629 | 0 |
| Customer credita | Inventory adjustments | 20 | cn | 02/04/20 | 02/04/20 | 79 | | Donation | | Donation to RI-Shan So | 0 |
| Builds | Inventory adjustments | 80 | cn | 30/01/20. | 30/01/20 | 57 | -31.73 | C352a-4t | | C352a-8th shortage | 0 |
| Repacks | Inventory adjustments | 20 | cn | 30/01/20. | 30/01/20. | 56 | -54.9 | IV-620 | | Nice attack | 0 |
| Find | Inventory adjustments | \$C | cn | 30/01/20. | 30/01/20 | 55 | -205.19 | Loan to CPI | | Loan to CPI | 0 |
| By date | Inventory adjustments | si | cn | 30/01/20. | 30/01/20 | 54 | 3.69 | Found ex | | Found excess in physic | 0 |
| By status | Inventory adjustments | zi. | cn | 30/01/20. | 30/01/20 | 53 | 12.3 | Found ex | | Found excess stock in | 0 |
| My transactions | Inventory adjustments | oi | cn | 30/01/20. | 30/01/20 | 52 | 0.52 | Stock Adj | | Stock Adjust for packin | 0 |
| My custom filters | Inventory adjustments | 30 | cn | 30/01/20. | 30/01/20 | 51 | -32.55 | IV-600 | | Nice attack at warehou | 0 |
| my custom neers | Inventory adjustments | 00 | cn | 30/01/20. | 30/01/20 | 39 | -1788.16 | Donation | | Donation to Save the c | 0 |
| | Inventory adjustments | 30 | cn | 02/02/20. | 02/02/20 | 6 | -200.2 | | | No excess stock in WH | 0 |
| | Inventory adjustments | oi | DH | 19/01/20. | | 0 | 0 | | | | 0 |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
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| | | | | | | | | | | | |
| 1/15/734 | | | | | | | | | | | |

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 create an inventory adjustment to add some stock into mSupply or click on the Inventory adjustment (add stock) icon on the *Item* tab of the Navigator:

| termSupply navigator | Suppliers | R em | Reports | Special | Admin |
|----------------------|-------------|-------------|---------|----------------------------|---------------|
| | | |) | | |
| | | adjustments | ř | | Ad Hoc Items |
| Stocktakes | Stock Local | ions | Des | Deartments Item categories | s Master list |

The inventory adjustment (add stock) window will open:

| le Inventory adjust- add stock | | | | | | | | | - 6 2 |
|--|---------------|-----------------|------------------|-----------------------|---|--------------------|-------------------------|--|---------------------------|
| Name Inventory adjust- add to Their ref Comment | stock | | | | n date : 00/00 1/11/2017 - 31 one | | | Colour Black Invoice number : 190 Entry date : 12/05/2020 Status : nw | k |
| | Delete line | | | | | | | oods received D : 0 archase Order D : 0 Requiation D : 0 Entered by : sussol Store: General Ware | house |
| General Summary by tem Summary L., Lo., Hen code 1 DORAAMOS., AMD/dO | Rem Name | Pack 100 | Batch qwerty1 | Expity 31./07/2024 | Cost Price 2.10 | Sell Price 2.10 | Price extension 8.40 | Adjustment reason | ~ |
| | | | | | | | | | |
| | | | | | | | | | ~ |
| | arpes (s): | | | | | | | Subtotal: 0 % tax: Total: | > 8.40 0.00 8.40 |
| Hold Export batch: Finalise Margin: | | | | | | | OK & Next | Delete OK | |

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 (see below for details).

Use the **New line** button to add a line to the transaction (and the **Delete line** button to remove them), just as you would on a supplier invoice.

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 Co Nev | Nar Their omme bomme v line | ent [| | Cat | - | ate: 28/08/ ate: 00/00/ | | Colour : Colour : Invoice number : 1,008 Status : nw Goods receive ID : 0 Purchase Order ID : 0 Entered by : Susse Store : Gene | DI | _ |
|-----------------|---|---|------|------|--------|----------------------------|------------|--|--------|------------|
| 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 ح | | Other charges Item(s): Amount: | 0.00 | | | |] | Subtotal: 0 % tax: Total: | - | .00 .00 |
| Ho Fin | ld alize | Amount: Export batch: 0 Margin: -200.00 | 0.00 | | | | DK & Next | Total: Delete OK | | .00 |

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: 4.20. Units

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

Permanent link: https://docs.msupply.org.nz/items:inventory_adjustments?rev=1589293149

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