# 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.

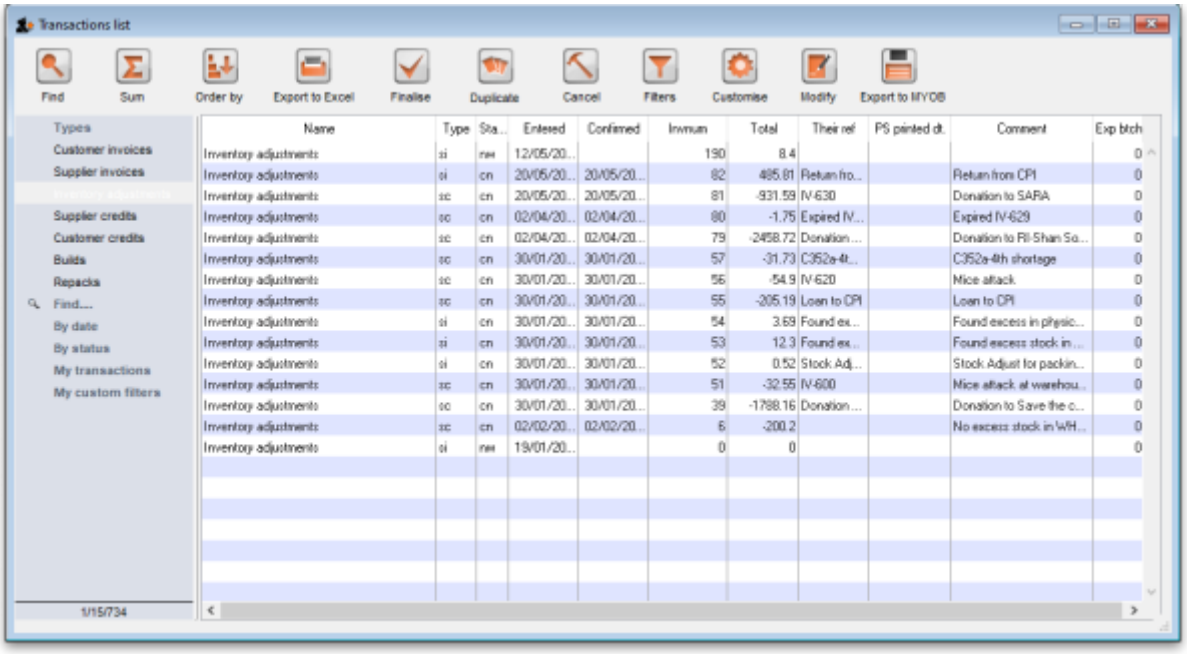
## Viewing inventory adjustments

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




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:




You can double-click on any inventory adjustment in the list to view or edit it.

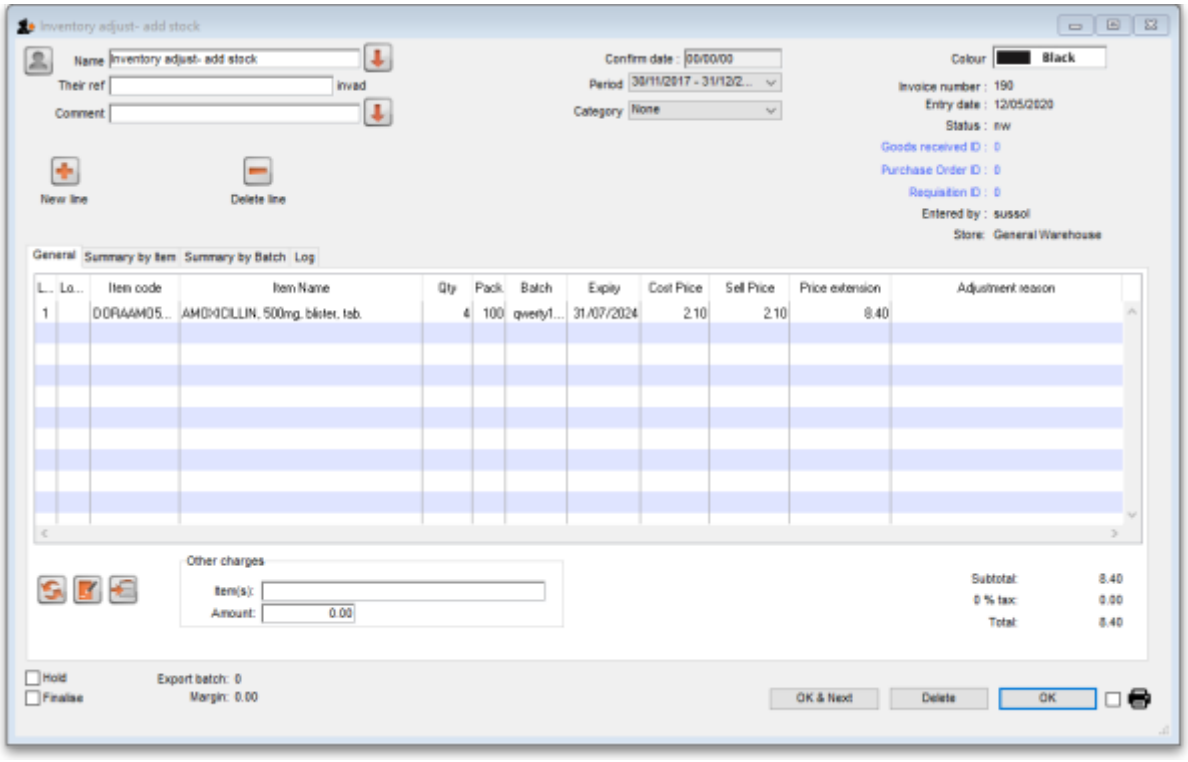
Note that *si* type inventory adjustments add stock and *sc* types reduce stock (*si* means “supplier invoice” and *sc* means “supplier credit”).

## 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:




The inventory adjustment (add stock) window will open:




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.

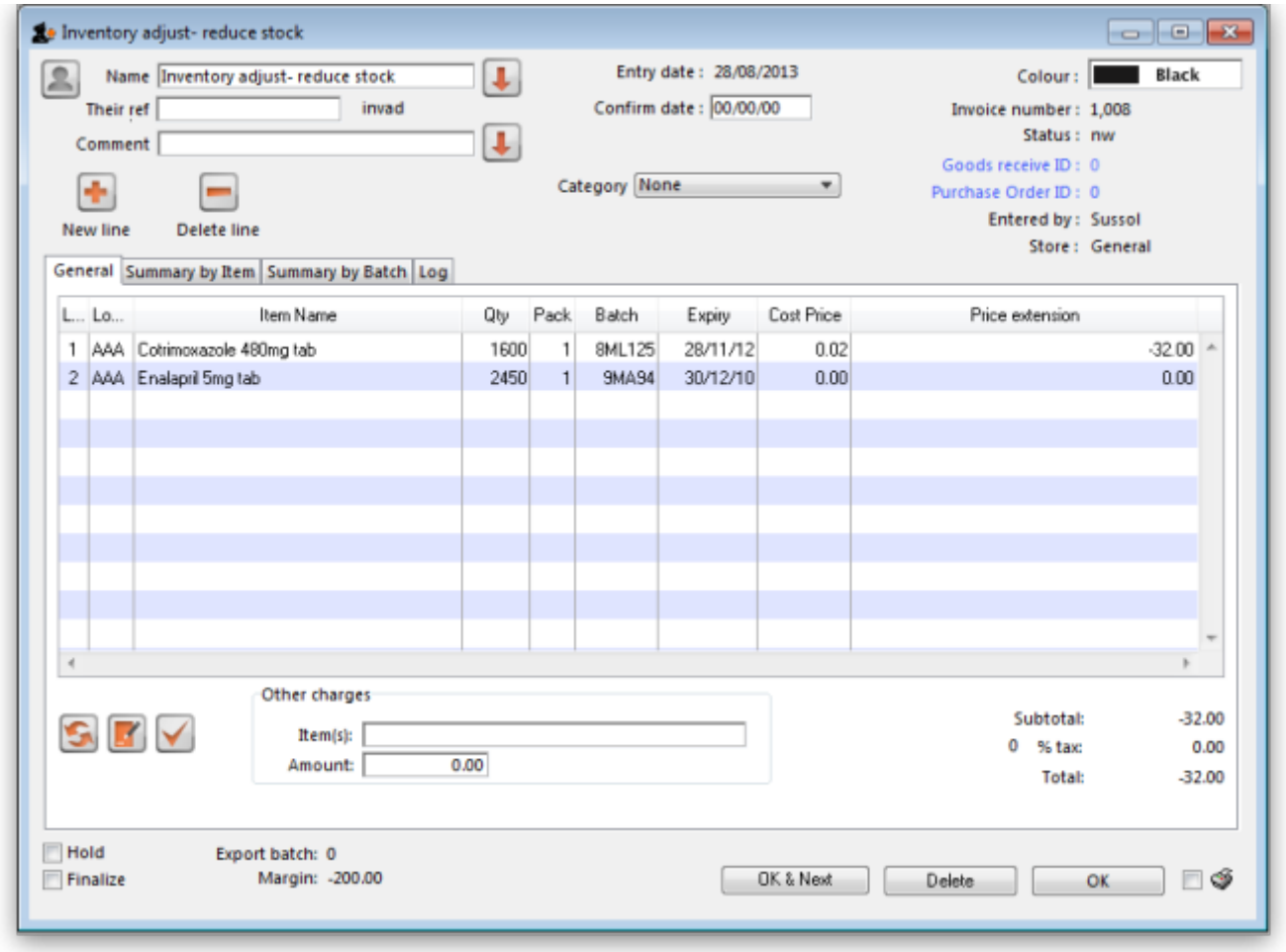
### Adjustment reasons

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




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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