



# Training Handout: Inventory Adjustments

## 4.19. 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:

The screenshot shows the Transactions list window with a table of inventory adjustments. The table has columns for Name, Type, Sta., Entered, Confirmed, Invman, Total, Their ref, PS printed, Comment, and Exp batch. The data is as follows:

Name	Type	Sta.	Entered	Confirmed	Invman	Total	Their ref	PS printed	Comment	Exp batch
Inventory adjustments	si	raw	12/05/20...		190	8.4				0
Inventory adjustments	si	cn	20/05/20...	20/05/20...	82	495.81	Return fro...		Return from CPI	0
Inventory adjustments	sc	cn	20/05/20...	20/05/20...	81	-931.59	IV-630		Donation to SARA	0
Inventory adjustments	sc	cn	02/04/20...	02/04/20...	80	-1.75	Expired IV...		Expired IV-629	0
Inventory adjustments	sc	cn	02/04/20...	02/04/20...	79	-2458.72	Donation...		Donation to Pii-Shan So...	0
Inventory adjustments	sc	cn	30/01/20...	30/01/20...	57	-31.73	C352a-4th...		C352a-4th shortage	0
Inventory adjustments	sc	cn	30/01/20...	30/01/20...	56	-54.9	IV-620		Mice attack	0
Inventory adjustments	sc	cn	30/01/20...	30/01/20...	55	-205.19	Loan to CPI		Loan to CPI	0
Inventory adjustments	si	cn	30/01/20...	30/01/20...	54	3.69	Found ex...		Found excess in physic...	0
Inventory adjustments	si	cn	30/01/20...	30/01/20...	53	12.3	Found ex...		Found excess stock in ...	0
Inventory adjustments	si	cn	30/01/20...	30/01/20...	52	0.52	Stock Adj...		Stock Adjust for packin...	0
Inventory adjustments	sc	cn	30/01/20...	30/01/20...	51	-32.55	IV-600		Mice attack at warehou...	0
Inventory adjustments	sc	cn	30/01/20...	30/01/20...	39	-1788.16	Donation...		Donation to Save the c...	0
Inventory adjustments	sc	cn	02/02/20...	02/02/20...	6	-200.2			No excess stock in WH...	0
Inventory adjustments	si	raw	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 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:

The screenshot shows the 'Inventory adjust- add stock' window. The window has a header with the title 'Inventory adjust- add stock'. Below the header, there are several fields for entering data. The 'Name' field is filled with 'Inventory adjust- add stock'. The 'Their ref' field is empty. The 'Comment' field is empty. The 'Confirm date' is '00/00/00'. The 'Period' is '30/11/2017 - 31/12/20...'. The 'Category' is 'None'. The 'Colour' is 'Black'. The 'Invoice number' is '190'. The 'Entry date' is '12/05/2020'. The 'Status' is 'nw'. The 'Goods received ID' is '0'. The 'Purchase Order ID' is '0'. The 'Requisition ID' is '0'. The 'Entered by' is 'ussol'. The 'Store' is 'General Warehouse'. Below the header, there are two buttons: 'New line' and 'Delete line'. Below the buttons, there are three tabs: 'General', 'Summary by Item', and 'Summary by Batch'. The 'General' tab is selected. Below the tabs, there is a table with the following columns: 'L.', 'Lo...', 'Item code', 'Item Name', 'Qty', 'Pack', 'Batch', 'Expiry', 'Cost Price', 'Sell Price', 'Price extension', and 'Adjustment reason'. The table has one row with the following data: '1', 'DDRAAM05...', 'AMOXICILLIN, 500mg, blister, tab.', '4', '100', 'query1...', '31/07/2024', '2.10', '2.10', '8.40', and an empty 'Adjustment reason' column. Below the table, there are two fields: 'Other charges' and 'Item(s)'. The 'Other charges' field is empty. The 'Item(s)' field is filled with '0.00'. Below the fields, there are two buttons: 'Subtotal' and 'Total'. The 'Subtotal' is '8.40'. The 'Total' is '8.40'. At the bottom of the window, there are two checkboxes: 'Hold' and 'Finalise'. The 'Export batch' is '0' and the 'Margin' is '0.00'. At the bottom right, there are three buttons: 'OK & Next', 'Delete', and 'OK'.

L.	Lo...	Item code	Item Name	Qty	Pack	Batch	Expiry	Cost Price	Sell Price	Price extension	Adjustment reason
1		DDRAAM05...	AMOXICILLIN, 500mg, blister, tab.	4	100	query1...	31/07/2024	2.10	2.10	8.40	

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:

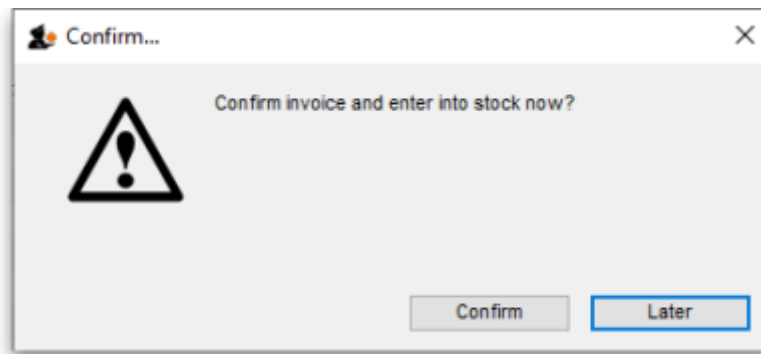
- The name (*Inventory adjust- add stock*) is filled in automatically for you and cannot be changed.
- There is an additional *Adjustment reason* column (see below for details).



Because an inventory adjustment represents a correction for some problem or other incident, we strongly recommend that you enter a comment in the **Comment** field of each inventory adjustment you create, whether to add or reduce stock, so that the reason for the correction is not forgotten.

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.

When you have finished adding lines to the inventory adjustment, click on the **OK** button. You will be asked to confirm what you want to do:



If you've finished with the inventory adjustment and want to enter the lines into stock now, click on the **Confirm** button. If you don't want to enter it into stock now (because you want to add more lines later, for example) then click on the **Later** button.

## 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 selected if you click the **Cancel** button on this window.

## Vaccines

If the *Able to specify VVM status when receiving items* store preference is turned on (see the [26.07. Virtual stores](#) page for details) then an additional **VVM status** field will be displayed on the supplier invoice line entry/edit window as shown here:

The **VVM status field** is populated with the statuses set up in the system. See the [20.01. Vaccine Vial Monitoring \(VVM\)](#) page for details on how to do that.

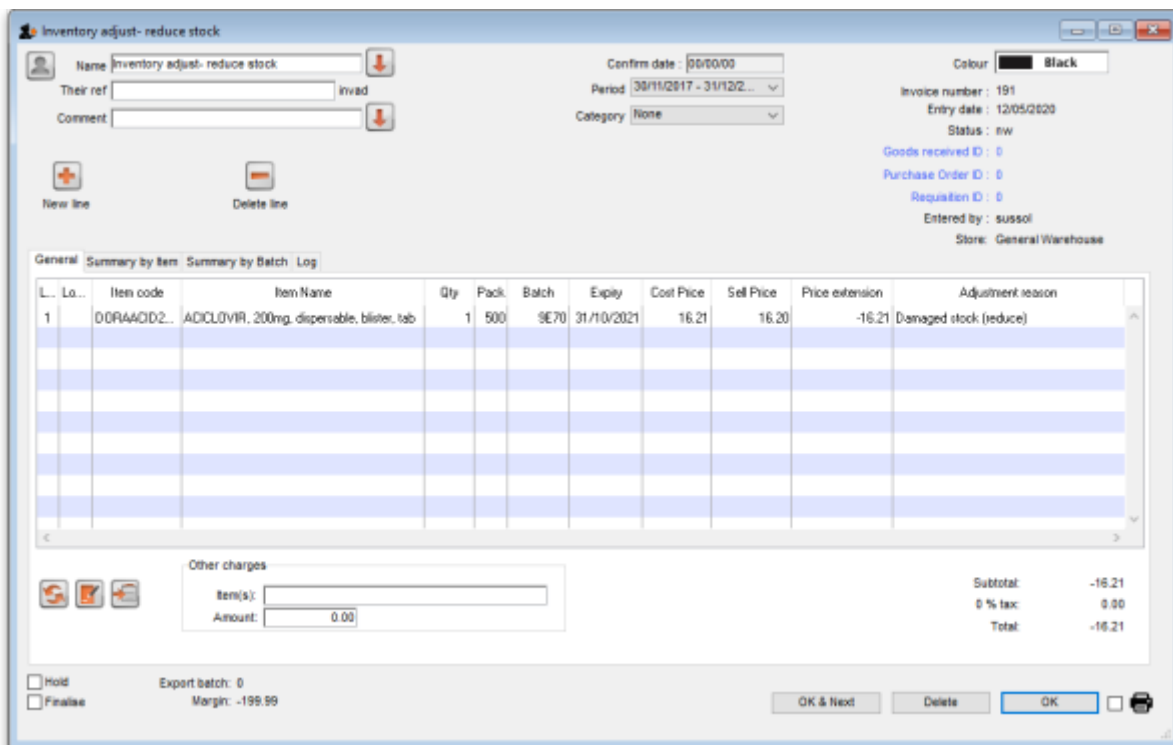
If you are editing an existing line on the inventory adjustment then the **VVM status** field will display the status selected for the invoice line or *Please select...* if it doesn't have one set already.

## Reduce stock

Choose **Item > Inventory adjust- reduce stock** to create an inventory adjustment to remove some stock into mSupply or click on the Inventory adjustment (reduce stock) icon on the *Item* tab of the Navigator:



The Inventory adjustment (reduce stock) window will open:



This transaction is almost exactly the same as a customer invoice and you enter data in exactly the same way (see [8.01. Issuing goods to a customer \(customer invoices\)](#) for details), except:

- The name (*Inventory adjust- reduce 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 customer invoice.

When you have finished adding lines to the inventory adjustment, click on the **OK** button. You will not be asked to confirm what you want to do, the inventory adjustment will be confirmed and the lines will immediately be removed from stock.

## Adjustment reasons

If you have added any active *Negative 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:

Line	Issue	Available	Tot in store	Pack	Hold	Batch	Expdate	Supplier	Location	Cost Price	Sell price	St
1	1	2	2	500	<input type="checkbox"/>	9E70	31/10/2021	20915		16.21	16.20	

Total quantity issued: 500  
Total quantity available: 1000

Note that existing lines that do not have a reason selected can be left with no reason selected if you click the **Cancel** button on this window.

Previous: [4.17. Stocktakes](#) | | Next: [4.20. Units](#)

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