

Stock Adjustment

16/07/2025 12:31 pm BST

Summary

The Stock Adjustment screen is used to manage current, minimum and maximum levels of stock.

Details

Viewing Stock Levels

1. Navigate to Inventory via the Primary Navigation on the left-hand side and select 'Stock Control'. Ensure the 'Stock Adjustment' tab is selected.
2. Ensure you have selected the correct supplier from the drop-down list (this will default to your main supplier).
3. Select a treatment type from the left-hand menu.
4. Stock is displayed. This can be filtered using the fields provided.

□

Updating Stock Levels

Stock Control only has three columns that can be modified by the user.

Current = The current stock level (on the shelf).

Re-Order = The minimum level your stock reaches when the [automatic ordering](#) becomes active.

Max = The maximum number of items you want on the shelf at any one time so Merlin knows how many items to order.

Editing Stock levels

1. Select the field you wish to update.
2. Type in the new figure and press enter or click into the next field.

Description

incurin


Code

Supplier Code

Batch Adjustment

Save Table to CSV

☐ Only display positive Current Stock

Description	Code	Supplier Code	Qty/Pack	Packs	Current	Re-Order	Max	Order Qty	Pending	Include
 Incurin Tabs 1mg 30	74	30093317	30	0.50	15.00	30.00	60.00	1.50	0.00	<input type="checkbox"/>

3. The field will become green to indicate it has been modified. Continue changing figures until you're ready to save.
4. Select the 'Save' button and the figures will update.

The other columns are informative read-only columns.

Description / Code / Supplier Code = All information identifying the stock item.

Qty/Pack = The number of items per supplier pack.

Order Qty = The number of items Automatic Ordering will order with the current 'current', 're-order' and maximum levels.

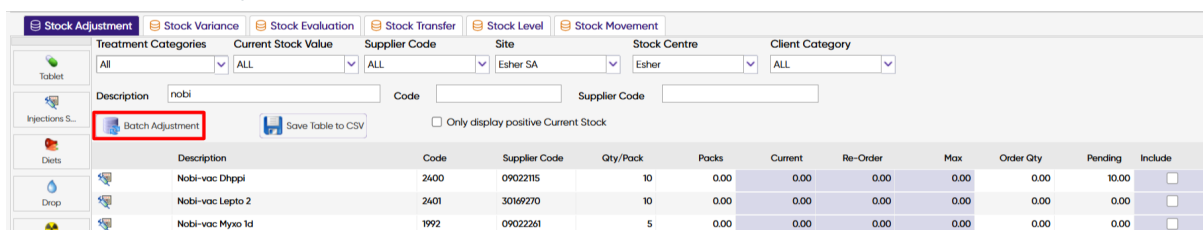
Pending = The number of items ordered from your supplier but not yet set as received.

Updating Batch Stock Levels

For better inventory management, MWI recommends updating stock at batch level.

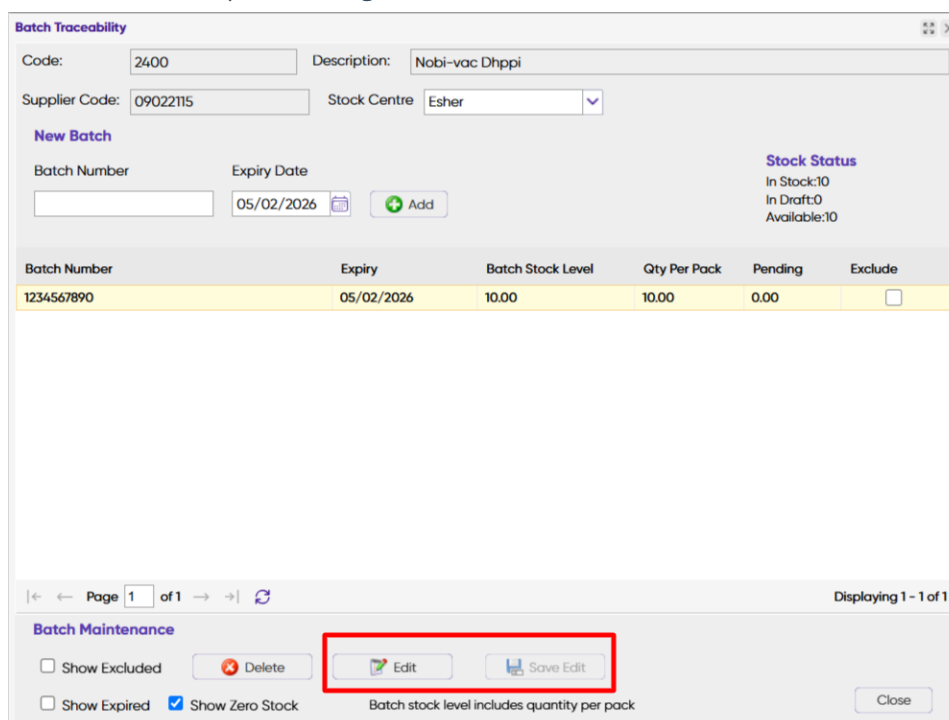
To update stock batch levels:

1. Select the code you wish to update.
2. Select the 'Batch Adjustment' button.



Description	Code	Supplier Code	Qty/Pack	Packs	Current	Re-Order	Max	Order Qty	Pending	Include
Nobi-vac Dhppi	2400	09022115	10	0.00	0.00	0.00	0.00	0.00	10.00	<input type="checkbox"/>
Nobi-vac Lepto 2	2401	30169270	10	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>
Nobi-vac Myxo 1d	1992	09022261	5	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>

3. The Batch traceability screen will display.
4. Select 'Edit' and make the required changes to batch stock levels.



Code: 2400 Description: Nobi-vac Dhppi

Supplier Code: 09022115 Stock Centre: Esher

New Batch

Batch Number: Expiry Date: 05/02/2026

Stock Status
In Stock:10
In Draft:0
Available:10

Batch Number	Expiry	Batch Stock Level	Qty Per Pack	Pending	Exclude
1234567890	05/02/2026	10.00	10.00	0.00	<input type="checkbox"/>

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Batch Maintenance

☐ Show Excluded

☐ Show Expired ☒ Show Zero Stock

Batch stock level includes quantity per pack

5. Select the 'Save Edit' button.
6. A screen will display to show the affect on current total stock levels.

Confirm Changes

Please confirm the following changes:

Batch Number	Batch Stock Level From	Batch Stock Level To	Difference
1234567890	8.00	10.00	2.00

Total Difference2.00

Saving these changes will update your Current Stock Level by the Total Difference.

SaveCancel

7. Select 'Save' to save the changes.

Note: These changes will then reflect in your current stock levels.

Exporting Stock Adjustment

There are the export options located at the bottom of the screen.

Stock-Level Report = Provides a report of the current stock levels for all stock items.

Order-Level Report = Provides a report with the Current, Min and Max levels for all stock items, displaying an Order column detailing the quantity to be ordered.

Save Table to CSV = Exports data as a CSV file.
