Adjust Perpetual Inventory Records

The Adjust Quantity/Value on Hand window allows users to adjust their inventory records.

Transactions	DR		CR	Subsidiary Records Updated	General Ledger Updated
Cost of Goods Sold	\$	or	\$		\checkmark
Inventory	\$	or	\$	\checkmark	\checkmark

Quick Reference Table

Step	Box or Other Location	Procedure		
A	Home Page	Click the drop-down arrow next to the Inventory Activities icon under Company.		
B	Inventory Activities drop-down list <i>(not shown)</i>	Select Adjust Quantity/Value On Hand.		
C	Adjustment Type	Select Quantity from the drop-down list if it is not already selected.		
D	Adjustment Date	Accept default date or edit.		
6	Adjustment Account	Select the account that will be adjusted from the drop-down list <i>(not shown)</i> . If a message appears titled Income or Expense expected, click the "Do not display this message again" box and click OK.		
F	Item	Select the item to be adjusted.		
G	New Quantity	Enter the correct quantity.		
0	Various	Repeat steps F and G for each inventory item being adjusted.		
0	Adjust Quantity/ Value on Hand window	Verify the information entered.		
J	Save & Close	Click the Save & Close button.		

Adjust Perpetual Inventory Records QuickBooks windows

	COMPANY	
Chart	of Invento	
Accoun	ts Activitie	es
<u>E</u>		
Items Service	& es	
	Calend	ar

	Adjust	Quantity/Value on Hand			
💠 Previous 🌩 Next 📔	🕖 Attach				
Adjustment Type Qu Adjustment Date 12 Adjustment Account	iantity C • /15/2021 D E •	Reference No. Customer: <u>J</u> ob	1	*)
Find & Select Items		Class		•	
ІТЕМ	DESCRIPTION		NEW QUANTITY	QTY DIFFERENCE	U/M
6					
Memo			Total Value o	fAdjustment	
ITEM INFO AFTER ADJUST	MENT		Number of Item	Adjustments	ŭ
Quantity on Hand Avg Cost per Item					