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	$		✓
Inventory	$	or	$	✓	✓

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 *(not shown)*	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.
E	Adjustment Account	Select the account that will be adjusted from the drop-down list *(not shown)*. 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.
H	Various	Repeat steps F and G for each inventory item being adjusted.
I	Adjust Quantity / Value on Hand window	Verify the information entered.
J	Save & Close	Click the Save & Close button.

Adjust Perpetual Inventory Records
QuickBooks windows