Adjust Perpetual Inventory Records

The Inventory Quantity Adjustment window allows users to adjust their inventory records.

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

QBO keeps track of cash and checks received in the Payments to Deposit or Undeposited Funds Account. Money is kept in the fund until it is deposited into the bank. Electronic payments are kept track of in whichever cash account receives the electronic payment from the customer (checking, savings. etc.).

Quick Reference Table

Step	Box or Other Location	Procedure
A	*QBO* Home Page	Click the + **New button** → **Inventory qty adjustment** (in the **Other category**) to open the **Inventory Quantity Adjustment window**.
B	**Adjustment date**	Accept default date or change.
C	**Reference no.**	Accept default adjustment number or change.
D	**Inventory adjustment account**	Select the general ledger account to be adjusted for the inventory quantity adjustment.
E	**Product**	Select the item to be adjusted.
F	**New Qty**	Enter the correct quantity.
G	**Various**	Repeat steps E and f for each inventory item being adjusted.
H	**Inventory Quantity Adjustment window**	Verify the information entered.
I	**Save options**	Save the inventory quantity adjustment and close the window.

Adjust Perpetual Inventory Records
QBO windows

CUSTOMERS	VENDORS	EMPLOYEES	OTHER
Invoice	Expense	Payroll	Bank deposit
Receive payment	Check	Single time activity	Transfer
Estimate	Bill	Weekly timesheet	Journal entry
Credit memo	Pay bills		Statement
Sales receipt	Purchase order		Inventory qty adjustment **A**
Refund receipt	Vendor credit		Pay down credit card
Delayed credit	Credit card credit		
Delayed charge	Print checks		

H Inventory Quantity Adjustment #1   ? Help   ✕

Adjustment date
01/30/2023 **B**

Reference no.
1 **C**

Inventory adjustment account
30400 Cost of Goods Sold ⌄ **D**

	#	PRODUCT	SKU	DESCRIPTION	QTY ON HAND	NEW QTY	CHANGE IN QTY	
G ⁙	1	**E**				**F**		🗑
⁙	2							🗑

Add lines   Clear all lines

Memo

Privacy

Cancel   Clear   Save   Save and close ⌄ **I**