# Adjust Perpetual Inventory Records
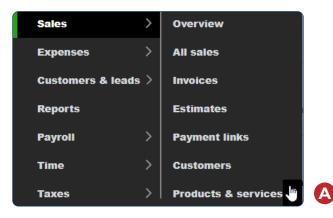
The Inventory Quantity Adjustment window allows users to adjust their inventory records.

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

## Quick Reference Table

| Step | Box or Other Location | Procedure |
|---|---|---|
| A | *QBO* Navigation Bar | Click **Sales → Products & services** (in the **Other category**) to open the Products & Services list. |
| B | Check box(es) | Select the check box(es) to the left of the inventory item(s) you are adjusting. |
| C | Batch actions button drop-down list (standard view) or pop-out menu (BETA view) | Standard view: Click the **Batch actions button** and select "Adjust quantity" from the drop-down list. BETA view:  Select "Adjust quantity" from the pop-out list. Regardless of the method used, this step will open the Inventory Quantity Adjustment window. |
| D | Adjustment date | Accept default date or change. |
| E | Reference no. | Accept default adjustment number or change. |
| F | Inventory adjustment account | If the default general ledger account to be adjusted for the quantity adjustment is not correct, select the correct account. |
| G | New Qty | Enter the correct quantity. |
| H | Various | Repeat G for each inventory item being adjusted. |
| I | Inventory Quantity Adjustment window | Verify the information entered. |
| J | Save options | Save the inventory quantity adjustment and close the window. |

# Adjust Perpetual Inventory Records
## *QBO* windows



* *Standard view uses the Batch actions button drop-down method. BETA version uses a pop-out menu. Either way, select "Adjust quantity."*

*Reference — Payroll Cycle and Other Activities:*
*Adjust Perpetual Inventory Records*

# Adjust Perpetual Inventory Records
## *QBO* windows *(continued)*



**I** **Inventory Quantity Adjustment #1**  ⓘ Help  ✕

**Adjustment date**
01/30/2023  **D**

**Reference no.**
1  **E**

**Inventory adjustment account**
30400 Cost of Goods Sold ▾  **F**

| # | PRODUCT | SKU | DESCRIPTION | QTY ON HAND | NEW QTY | CHANGE IN QTY | |
|---|---------|-----|-------------|-------------|---------|---------------|---|
| 1 | | | | | | | 🗑 |
| 2 | | | | | | | 🗑 |

**H**  **G**

[ Add lines ]  [ Clear all lines ]

**Memo**

Privacy

[ Cancel ]  [ Clear ]      [ Save ]  [ Save and close ▾ ]  **J**