

# 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 \$	✓	✓

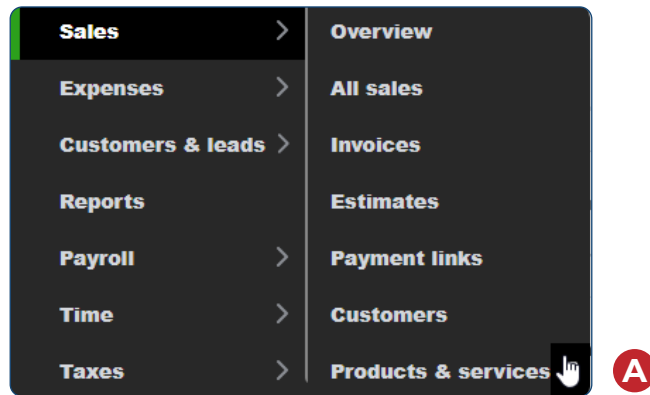
## Quick Reference Table

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



# Adjust Perpetual Inventory Records

QBO windows



A screenshot of the QBO 'Products & services' page. The page header shows 'Jackson Supply Company' and 'Accountant Tools'. The main navigation bar includes 'Overview', 'All sales', 'Invoices', 'Estimates', 'Payment links', 'Customers', and 'Products & services'. Below the navigation, there's a 'Products & services BETA' section with a 'More' dropdown and a 'New' button. A notification states '1 item is running low on stock. See all'. A 'Batch actions' dropdown menu is open, showing options: 'Make inactive', 'Adjust quantity', 'Reorder', 'Make non-inventory', and 'Make service'. A red circle labeled 'C\*' is next to the 'Adjust quantity' option. Below the menu is a table with 2 items selected. A red circle labeled 'B' is next to the 'Adjust quantity' button. A red circle labeled 'C\*' is next to the 'NAME' column header. The table data is as follows:

	NAME ↑	QTY ON HAND ↓	CATEGORY ↓	SKU	TYPE ↓	
<input type="checkbox"/>	101	43 <b>LOW</b>		101	Inventory	225
<input checked="" type="checkbox"/>	102	65		102	Inventory	150
<input checked="" type="checkbox"/>	103	67		103	Inventory	110.5
<input type="checkbox"/>	104	300		104	Inventory	31.75
<input type="checkbox"/>	105	125		105	Inventory	35.75
<input type="checkbox"/>	106	224		106	Inventory	37.25

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



# Adjust Perpetual Inventory Records

QBO windows (continued)

**I** **Inventory Quantity Adjustment #1** Help X

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				<b>G</b>		
2						

**H** { Add lines Clear all lines

Memo

Privacy

**J** Cancel Clear Save Save and close

