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	**My apps menu**	Click **Sales & Get Paid** → **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 pop-out menu**	Select "Adjust quantity" from the pop-out list to open the Inventory Quantity Adjustment window.
D	**Adjustment date**	Accept default date or change.
E	**Reference no.**	Accept default adjustment number or change.
F	**Adjustment reason**	If the default adjustment reason is not correct, select the correct adjustment reason.
G	**Inventory adjustment account**	If the default general ledger account to be adjusted for the quantity adjustment is not correct, select the correct account.
H	**New Qty**	Enter the correct quantity.
I	**Various**	Repeat H for each inventory item being adjusted.
J	**Inventory Quantity Adjustment window**	Verify the information entered.
K	**Save options**	Save the inventory quantity adjustment and close the window.

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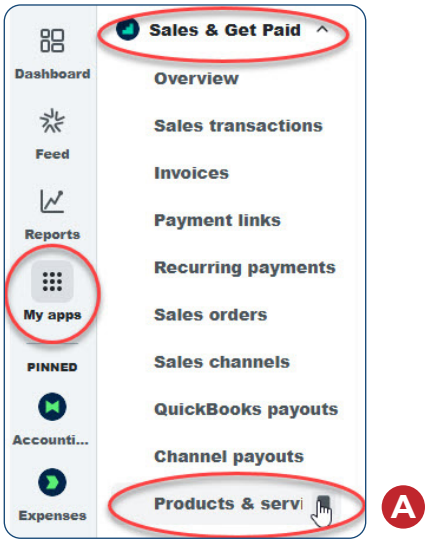
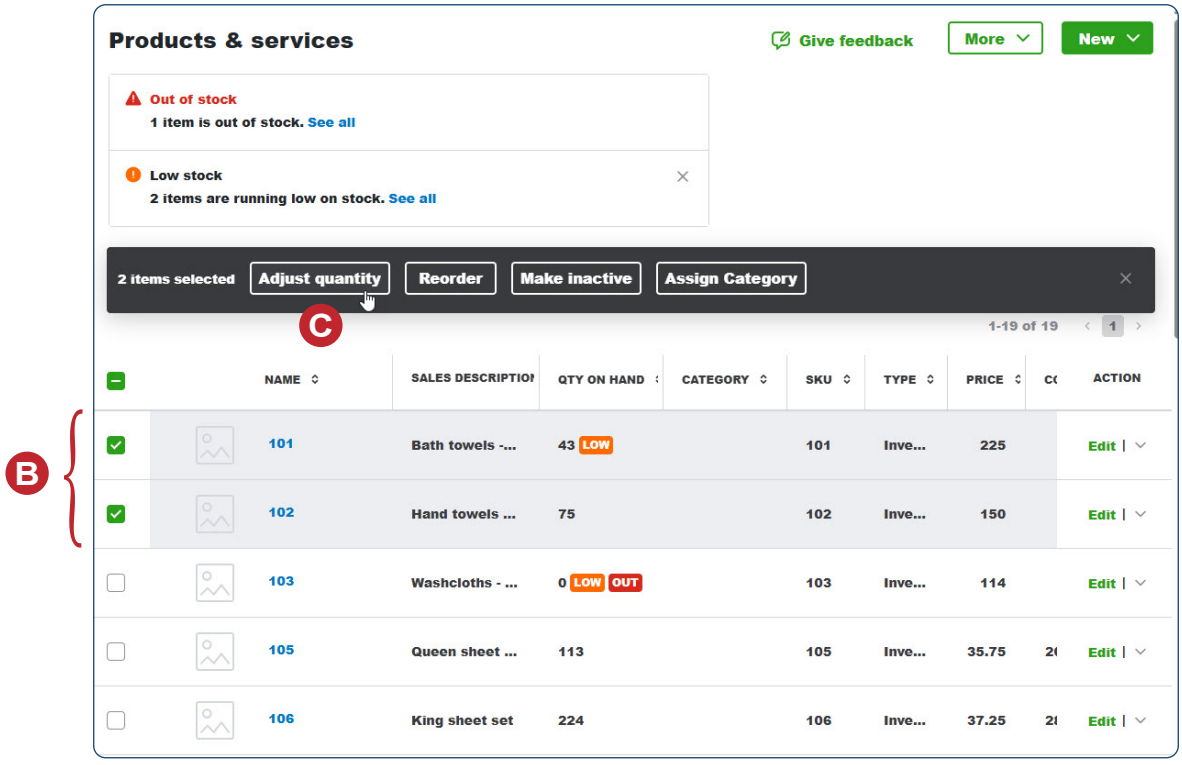
QBO windows





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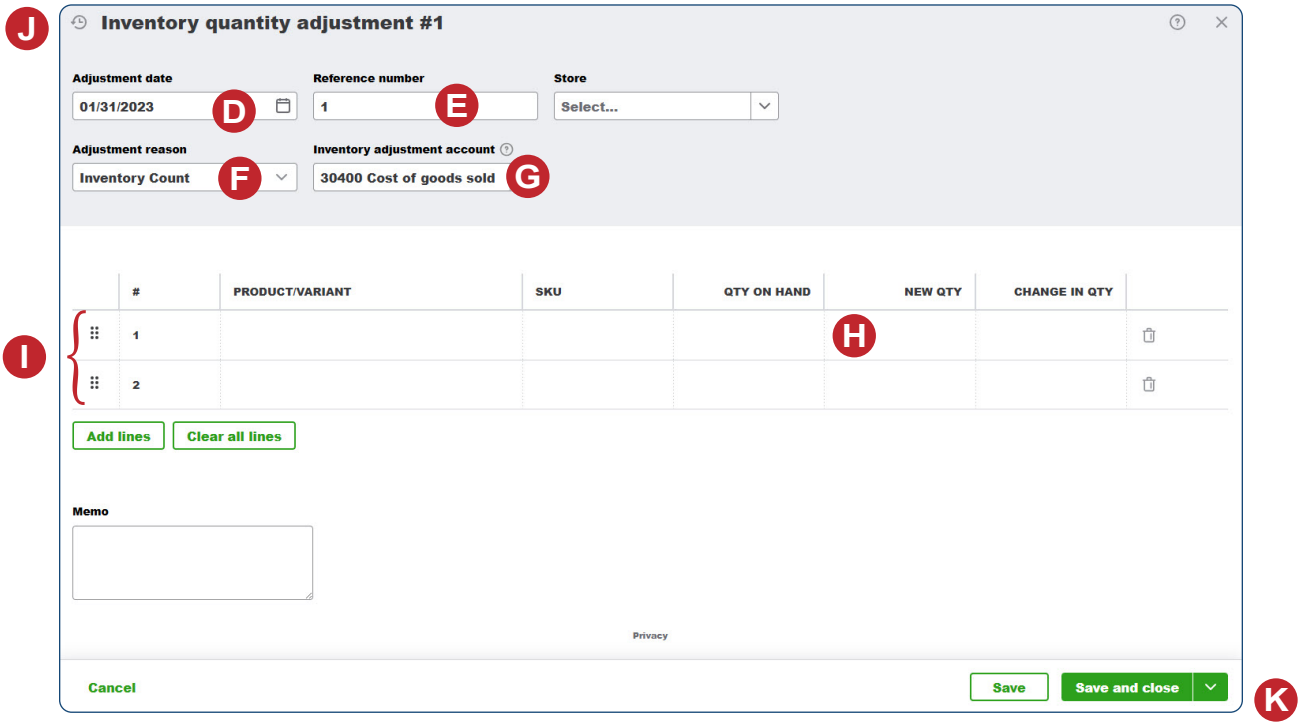
Adjust Perpetual Inventory Records

QBO windows *(continued)*