

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 \$	✓	✓

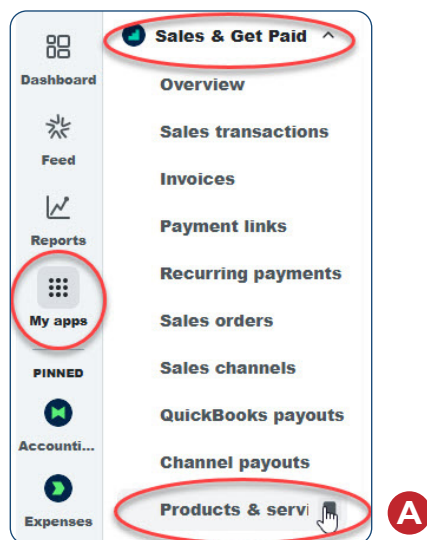
Quick Reference Table

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.



Adjust Perpetual Inventory Records

QBO windows



Products & services Give feedback More New

Out of stock
1 item is out of stock. [See all](#)

Low stock
2 items are running low on stock. [See all](#)

2 items selected Adjust quantity Reorder Make inactive Assign Category

1-19 of 19 < 1 >

	NAME	SALES DESCRIPTION	QTY ON HAND	CATEGORY	SKU	TYPE	PRICE	C	ACTION
<input checked="" type="checkbox"/>	101	Bath towels - ...	43 LOW		101	Inve...	225		Edit v
<input checked="" type="checkbox"/>	102	Hand towels ...	75		102	Inve...	150		Edit v
<input type="checkbox"/>	103	Washcloths - ...	0 LOW OUT		103	Inve...	114		Edit v
<input type="checkbox"/>	105	Queen sheet ...	113		105	Inve...	35.75	21	Edit v
<input type="checkbox"/>	106	King sheet set	224		106	Inve...	37.25	21	Edit v

Adjust Perpetual Inventory Records

QBO windows (continued)

J **Inventory quantity adjustment #1**

Adjustment date: 01/31/2023 **D** Reference number: 1 **E** Store: Select...
Adjustment reason: Inventory Count **F** Inventory adjustment account: 30400 Cost of goods sold **G**

	#	PRODUCT/VARIANT	SKU	QTY ON HAND	NEW QTY	CHANGE IN QTY	
I	1				H		
	2						

Add lines **Clear all lines**

Memo

Privacy

Cancel **Save** **Save and close** **K**