


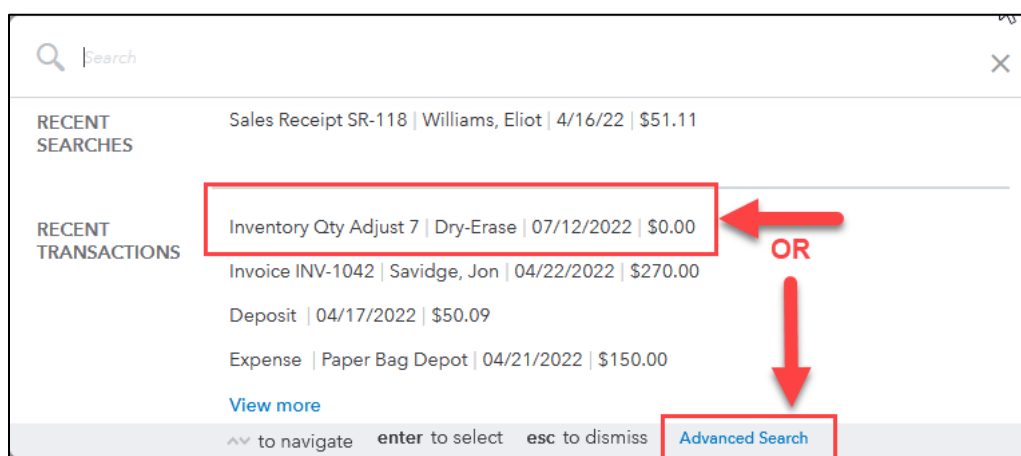
How to Edit an Inventory Quantity Adjustment

Chapter 8

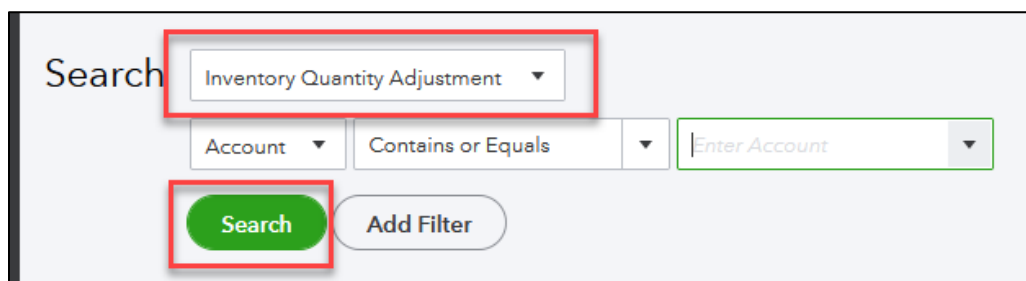
Inventory quantity adjustments are made to update inventory counts to match the actual amounts of inventory on hand. As part of an inventory adjustment you must select the inventory item(s) that need to be adjusted and the account used to offset the inventory change.

Below are the instructions to edit and update the quantity and the account used.

- Select  from the **Icon Bar**
- If your **Inventory Qty Adjust** appears in the RECENT TRANSACTIONS, select it, otherwise select **Advanced Search**.



- In the **All Transactions** drop-down select **Inventory Quantity Adjustment** and **Search** for the transaction you want to edit.



- Click on the transaction to open it up.

If you need to edit the **Quantity** OF AN **INVENTORY QUANTITY ADJUSTMENT** follow these steps.

- In the **Previous adjustments** area, make the necessary change to the **CHANGE IN QTY** field to reflect the appropriate change in inventory and select **Save and close**.

Inventory Quantity Adjustment #7

Adjustment date: 07/12/2022

Reference no.: 7

Inventory adjustment account: Cost of Goods Sold

New adjustments

#	PRODUCT	DESCRIPTION	QTY ON HAND	NEW QTY	CHANGE IN QTY
1					

Previous adjustments

#	PRODUCT	DESCRIPTION	CHANGE IN QTY
1	Dry-Erase	Handheld Dry-Erase Boards	-2

Buttons: Cancel, Copy, Delete, More, Save, **Save and close**

If you need to edit the **Inventory Adjustment Account** used in an **INVENTORY QUANTITY ADJUSTMENT** follow these steps:

- Change the **Inventory adjustment account** to the correct account.
- In the **New adjustments** section duplicate what is in the **Previous adjustments** with the same **PRODUCT** and **CHANGE IN QTY**.
- In the **Previous Adjustments**, make the **CHANGE IN QTY** 0.
- Select **Save and close**

Inventory Quantity Adjustment #7

Adjustment date:

Reference no.: 7

Inventory adjustment account: **A** Inventory Shrinkage

New adjustments **B**

#	PRODUCT	DESCRIPTION	QTY ON HAND	NEW QTY	CHANGE IN QTY
1	Dry-Erase	Handheld Dry-Erase Boards	23	21	-2

Previous adjustments

#	PRODUCT	DESCRIPTION	CHANGE IN QTY
1	Dry-Erase	Handheld Dry-Erase Boards	C 0

Buttons: Cancel, Revert, Copy, Delete, More, Save, **D** **Save and close**

Updated: July 12, 2022