Inventory quantity adjustments in QBO are made to update inventory counts to match the actual amounts of inventory on hand. The value of the adjustment is automatically determined under FIFO. 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 $\mathcal{Q}$ from the **Icon Bar**
- If your **Inventory Qty Adjust** entry appears in the **RECENT TRANSACTIONS** section, select it, otherwise click **Advanced Search**.
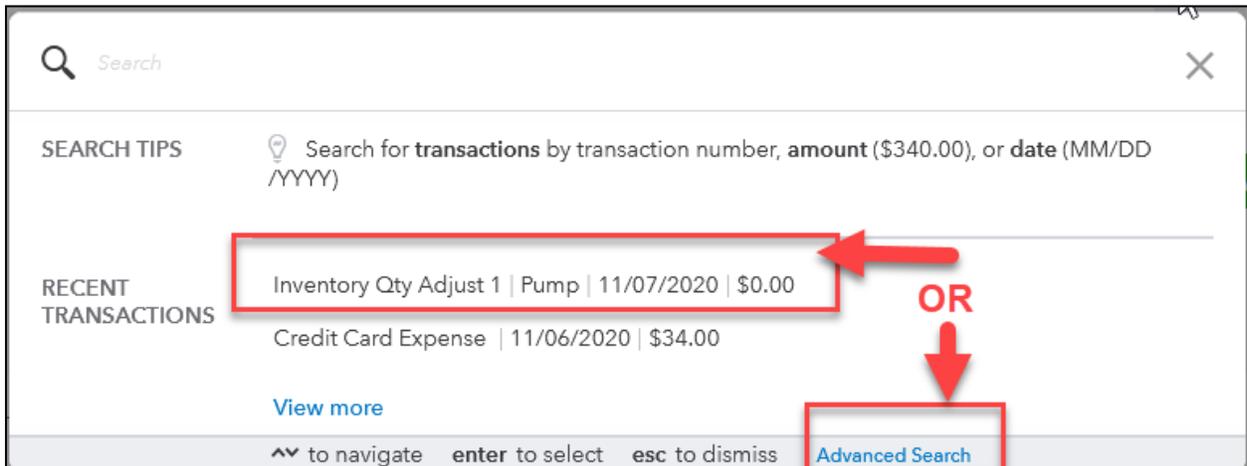
- In the first dropdown menu, select **Inventory Quantity Adjustment**.
- Click **Search** to display all **Inventory Quantity Adjustment** transactions.
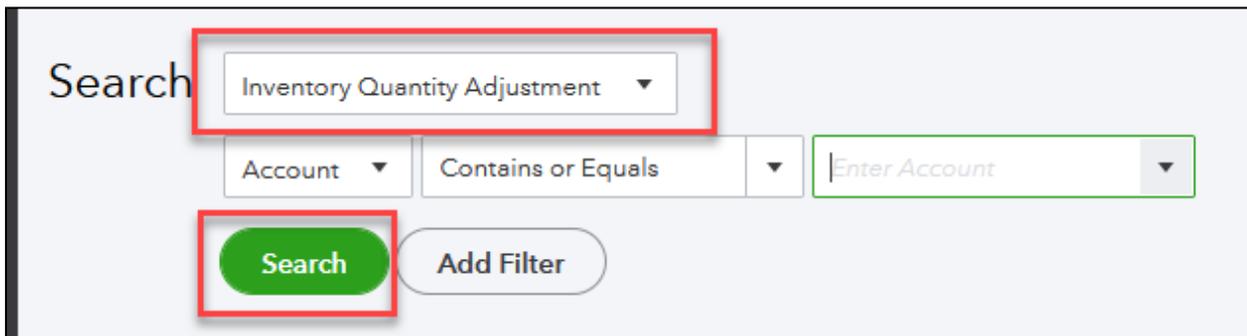
- Click on the transaction to be edited to open it up.

If You Need To Correct The Quantity Of An Inventory Quantity Adjustment:

- 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**.

If You Need To Correct The Account Used In the Inventory Quantity Adjustment:

A. Change the **Inventory adjustment account** to the correct account.
B. In the **New adjustments** section, duplicate the **Previous adjustments** section with the same **PRODUCT** and **CHANGE IN QTY**.
C. In the **Previous Adjustments** section, enter 0 in the **CHANGE IN QTY** field.
D. Select **Save and close**.

Updated: July 17, 2021