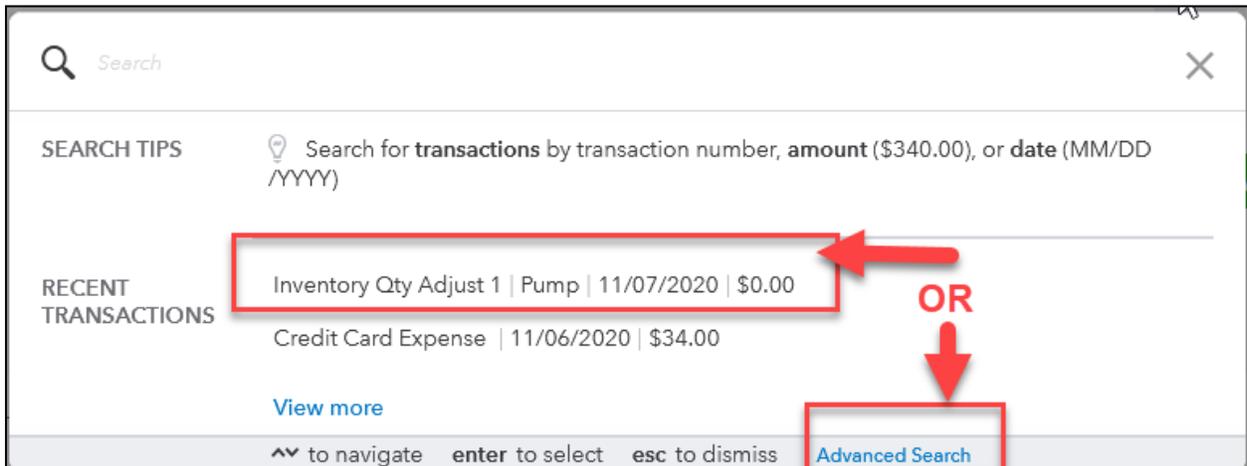


How to Edit an Inventory Quantity Adjustment Chapter 8

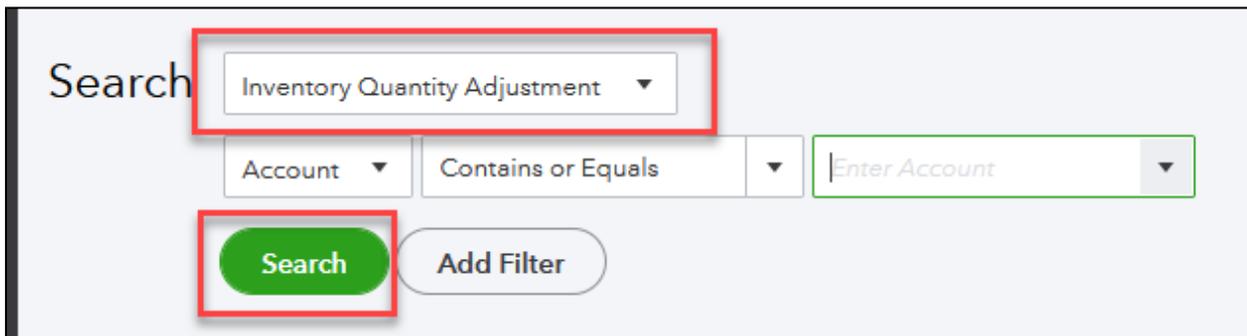
Inventory quantity adjustments in QBO are made to update inventory counts to match the actual amounts of inventory on hand. The value of the adjustment is automatically determined under FIFO. As part of an inventory adjustment, you must select the inventory item(s) that need to be adjusted, and the account used to offset the inventory change.

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

- Select  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**.

The screenshot shows the 'Inventory Quantity Adjustment #1' form. The 'Adjustment date' is 11/07/2020 and the 'Reference no.' is 1. The 'Inventory adjustment account' is 'Cost of Goods Sold'. The 'New adjustments' section is empty. The 'Previous adjustments' section contains one entry: # 1, Product 'Design:Fountains:Pump', Description 'Fountain Pump', QTY ON HAND is blank, NEW QTY is blank, and CHANGE IN QTY is 1. A red box highlights the 'CHANGE IN QTY' field with the text 'Make the necessary changes to the CHANGE IN QTY field'. A red arrow points to the field. The 'Save and close' button is highlighted in green.

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**.

The screenshot shows the 'Inventory Quantity Adjustment #1' form with several corrections marked with red circles A, B, C, and D. A red box around the 'Inventory adjustment account' dropdown is labeled 'A'. A red box around the 'New adjustments' table is labeled 'B'. A red box around the 'CHANGE IN QTY' field in the 'Previous adjustments' section is labeled 'C'. A red box around the 'Save and close' button is labeled 'D'. A red arrow points from the 'Previous adjustments' section to the 'New adjustments' section. The 'Adjustment date' is 11/07/2020 and the 'Reference no.' is 1. The 'Inventory adjustment account' is blank. The 'New adjustments' section contains one entry: # 1, Product 'Design:Fountains:Pump', Description 'Fountain Pump', QTY ON HAND is 0, NEW QTY is -3, and CHANGE IN QTY is -3. The 'Previous adjustments' section contains one entry: # 1, Product 'Design:Fountains:Pump', Description 'Fountain Pump', QTY ON HAND is blank, NEW QTY is blank, and CHANGE IN QTY is 0. The 'Save and close' button is highlighted in green.

Updated: July 17, 2021