


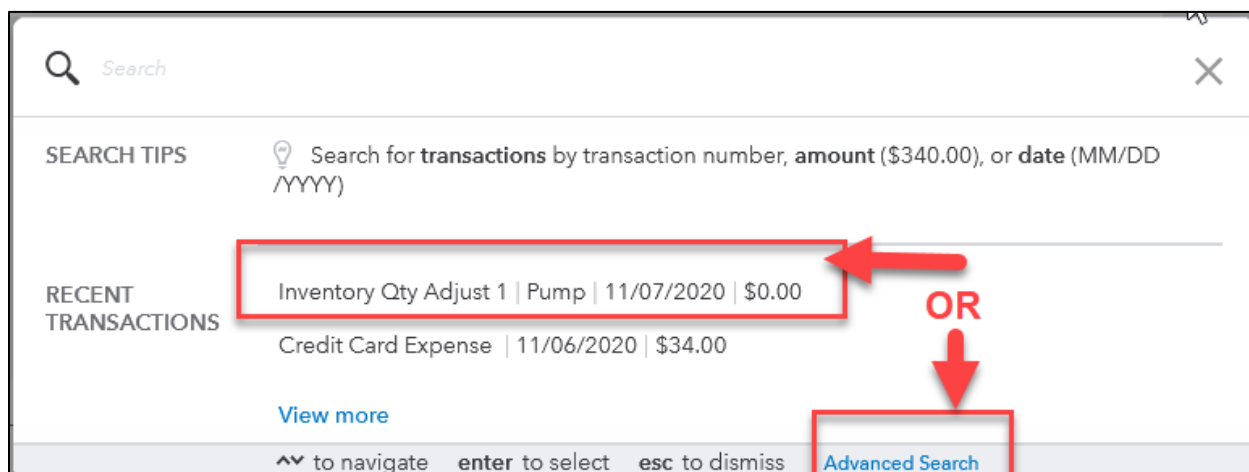
How to Edit an Inventory Quantity Adjustment

Chapter 8

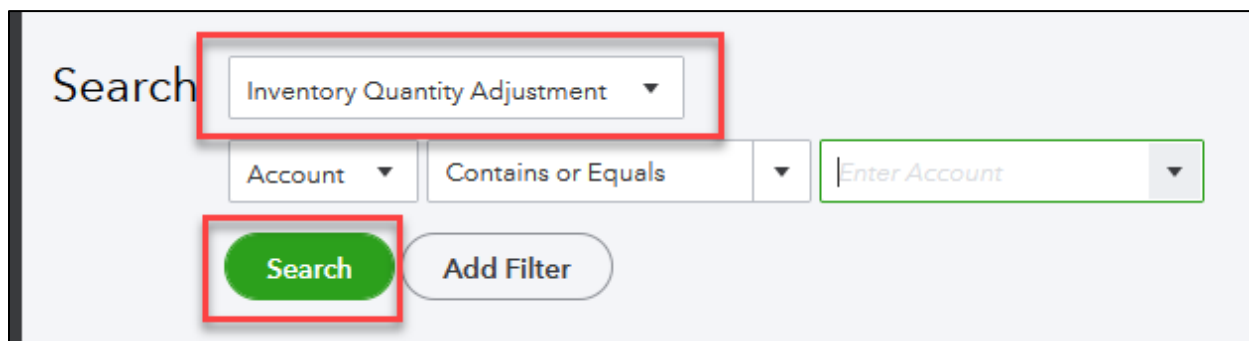
Inventory quantity adjustments in QBO are made to update inventory counts to match the actual amounts of inventory on hand. The value of those adjustments is automatically determined under FIFO. As part of an inventory adjustment, you must select the inventory item(s) that need to be adjusted, and the 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. At the top, the 'Adjustment date' is 11/07/2020 and the 'Reference no.' is 1. The 'Inventory adjustment account' is set to 'Cost of Goods Sold'. Below this, there are two sections: 'New adjustments' and 'Previous adjustments'. The 'Previous adjustments' section contains a table with columns: #, PRODUCT, DESCRIPTION, QTY ON HAND, NEW QTY, and CHANGE IN QTY. A red box highlights the 'CHANGE IN QTY' field for the first row, with a red arrow pointing to it and a text box saying 'Make the necessary changes to the CHANGE IN QTY field'. At the bottom right, the 'Save and close' button is highlighted with a red box.

#	PRODUCT	DESCRIPTION	QTY ON HAND	NEW QTY	CHANGE IN QTY
1	Design:Fountains:Pump	Fountain Pump			

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

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

The screenshot shows the 'Inventory Quantity Adjustment #1' form with several corrections indicated by red boxes and letters A, B, C, and D. Box A highlights the 'Inventory adjustment account' dropdown. Box B highlights the 'New adjustments' section. Box C highlights the 'CHANGE IN QTY' field in the 'Previous adjustments' section, which now contains the value 0. Box D highlights the 'Save and close' button. The 'New adjustments' section now has two rows: the first row is a duplicate of the first row in the 'Previous adjustments' section, and the second row is a new entry with a quantity of -3. The 'Previous adjustments' section now has a 'CHANGE IN QTY' of 0 for the first row.

#	PRODUCT	DESCRIPTION	QTY ON HAND	NEW QTY	CHANGE IN QTY
1	Design:Fountains:Pump	Fountain Pump	0	-3	-3
2					

#	PRODUCT	DESCRIPTION	CHANGE IN QTY
1	Design:Fountains:Pump	Fountain Pump	0

Updated: Nov 7, 2020