Item Adjustment Form

How to Adjust an Item Balance using the Adjustment Form

1. Double-click the Template to Create an Adjustment icon
   
   or
   
2. Open the Inventory Item and select the Transactions view and New - Adjustment.
3. Provide a Reason for the transaction. This will default the account number.
4. Adjustments can take one of two forms (1) adjust the quantity only – use the Calculated option, or (2) adjust either the dollars alone or the dollars and quantity – use the Value option.
   
   Note the value adjustment is the difference between what it should be and what it currently is. It will be a negative value if the dollars are to be reduced and a positive value if the dollars should be greater.
5. To post the transaction click the Post icon or click the in top right corner and answer Yes to Post.