

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.

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