

# 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 **X** in top right corner and answer **Yes** to Post.

