

Adjusting Inventory

You can easily adjust the physical quantity of a product when needed. For example, if a product was damaged in the warehouse, you simply adjust the inventory to reflect one less by entering -1. If you found more inventory that was previously not entered, you would adjust the quantity accordingly to show more.

To adjust inventory:

- 1 On the Product Detail page, click on the **Product Warehouse** link.
- 2 Open the **Adjust Inventory** tab.
- 3 Select a warehouse, and enter an adjustment quantity. To make an adjustment, you must choose an adjustment reason. Adjustment reasons can be saved under the **Settings** tab by clicking **Inventory Adjustment Reasons**. All adjustments will be save in the grid below, and will include the quantity of the adjustment, when it was adjusted, and who made the adjustment.
- 4 To adjust inventory in bulk, click **Warehouse Inventory Adjustment** on the Inventory menu and download the template. Import the file on this page.
- 5 Under the reports tab, you can generate an inventory adjustment audit to track all quantity adjustments made to any product in your system.

Click [here \(https://help.sellercloud.com/article/MRn0V6wX85-set-physical-inventory\)](https://help.sellercloud.com/article/MRn0V6wX85-set-physical-inventory) to read about setting the physical inventory.