Sale Adjustments

MANUAL ADJUSTMENT on EXISTING REGISTRATION

1. Find member
2. Click "Activities"
3. Click on the row of the activity to be adjusted
4. Click "Transactions"
5. Click on the sale row
6. Click "Make Adjustment"
7. Select transaction code from drop down list
8. Enter adjustment amount
   - Change to Percent if needed
   - Fill in amount
   - Change to Increase if needed
9. Enter comment
10. Click "Save"