



Delete an Adjustment

1. From the **Class**, go into the participant's registration to view Adjustments on the account. Notice that there are three tabs under **Payment**: Payments; Adjustments; and Deleted. Select **Adjustments**.

[13901423] Registration

Name: Lamb, Sam | Enrolled

Class: 20/21 Learn to Swim Level 1 (Mondays) Beginner - Learn to Swim Level 1 & 2

Pricing: Standard

Additional Student

Payment | Invoice History | Questions | Contract History | Attendance | Notes & Emails

Registered: 08/06/2020 10:40 AM | Payments | Adjustments | Deleted

Price: \$30.00

Adjust: \$-10.00

Total: \$20.00

Paid: \$20.00

Balance: \$0.00

Update Account On File

Card Type, Last 4 Digits: Visa 1111

Expiration Date: 02/20

Delete Card On File

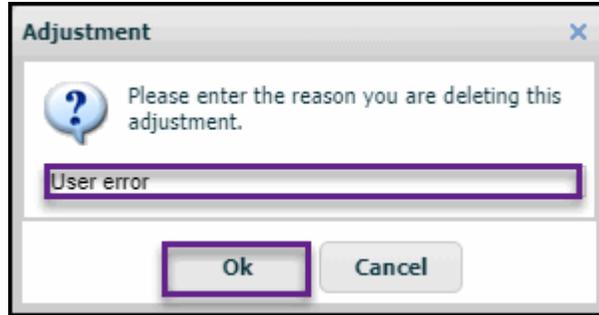
| Date | Reason | Amount |
|----------|----------|----------|
| 8/6/2020 | Discount | \$-10.00 |

Reports | Cancel | Save

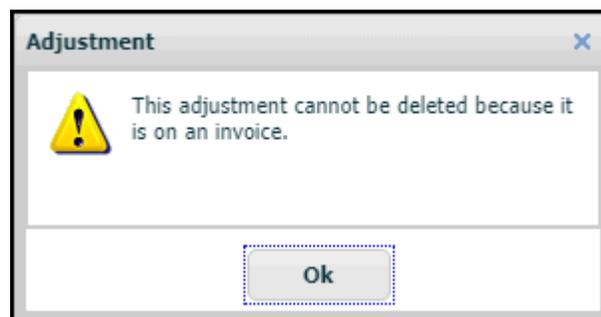
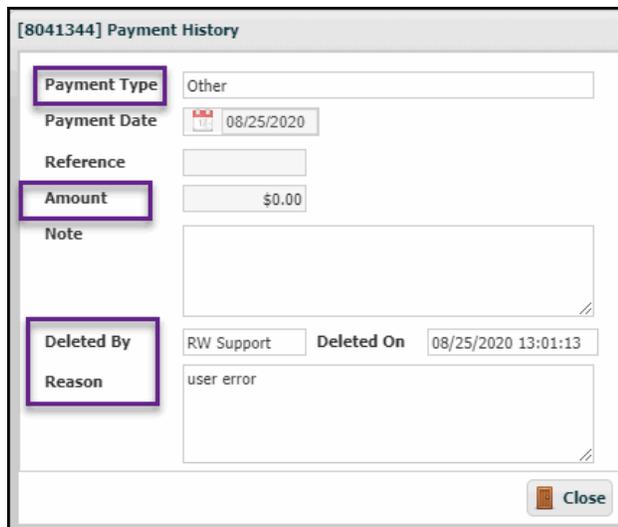
2. Select the appropriate **Adjustment** with a single click to highlight your selection in blue. Click on the **Trash Can** button at the left.

| Date | Reason | Amount |
|----------|----------|----------|
| 8/6/2020 | Discount | \$-10.00 |

3. In **Adjustment** window which opens, enter the **Reason** for the deletion. Select **OK**.



4. Once deleted, the adjustment moves from the **Adjustments** tab to the **Deleted** tab. Admin/Users may review all deleted adjustments in the **Deleted** tab. To view details about a specific adjustment, simply double-click on it to see **how, why, when, and by whom** this adjustment was deleted.



NOTE:

Adjustments may only be deleted if they are not already tied to an invoice. When attempting to delete an adjustment that is tied to an invoice, an error message will appear.