

Delete an Adjustment

 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		2			Enrolled 🗸	
Class	20/21 Learn to Sw	im Level 1 (Mondays) E	Beginner - Lear	n to Swim	Level 1 & 2	2	
Pricing	Standard						
	Additional S	itudent					
Payment	t Invoice Hist	ory Questions	Contract H	listory	Attendance	Notes & Emails	
Register	red	08/06/2020 10:40 AM	Рау	nents	Adjustments	Deleted	
Price		\$30.00		Data	Desser	A	
Adjust		\$-10.00	A	8/6/2020 Discount	4-10.0	0	
Total		\$20.00		0/0/202	.g Discount	ş-10.0	\$-10.00
Paid		\$20.00					
Balance		\$0.00					
	🔜 Update Accou	nt On File					
Card Ty	pe, Last 4 Digits	Visa 1111					
Expirati	on Date	02/20					
	🗍 Delete Card	On File					
🗎 Report	s 🖂					🗙 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.

Payments A		Ad	justments	Deleted		
	Date		Reason		Amount	
•	8/6/202	20	Discount		\$-10.00	
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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.

[8041344] Payment History							
Payment Type	Payment Type Other						
Payment Date	Payment Date 08/25/2020						
Reference	Reference						
Amount	\$0.00]					
Note							
Deleted By	RW Support	Deleted On	08/25/2020 13:01:13				
Reason	user error						
			Close				
Adjustment ×							
This adjustment cannot be deleted because it is on an invoice.							
Ok							

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.