



Enter a Mass Adjustment

1. From the **Main** menu, navigate into the appropriate **Class**. Select the **Registrations** tab. Click on the **Mass Adjustment** button () to the left of the Registration list to open the **Adjustment** window.

[345306] Class

Class Number: 20/21 US Government & Politics AP Test Status: Active

Program: AP Testing Enrolled: 4

Course: History AP Tests Waitlist: 0

Conf. Email:

General Instructor & Expenses Schedule Arrangements **Registration** Waitlist Receipt Invoice

Registrations Registration Email

	Date	Name	Status	Reference	Method	Paid	Balance
	8/5/2020	Amith, Emily	Enrolled	16369039	ePayment	\$90.00	\$0.00
	7/31/2020	Anleu, Ben	Enrolled	16864003	ePayment	\$90.00	\$0.00
	8/25/2020	Moeller, Sally	Enrolled	Cash transfer	Other	\$90.00	\$0.00
	8/21/2020	Smith, Jane	Enrolled		Other	\$0.00	\$0.00

Reports Cancel Save

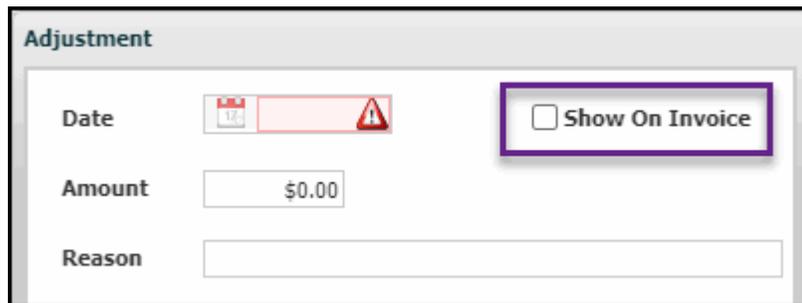
2. Within the **Adjustment** window:

The screenshot shows the 'Adjustment' window with the following elements:

- Date:** A date picker field with a warning icon.
- Amount:** A text input field containing '\$0.00'.
- Reason:** A text input field.
- Table:** A table with columns 'Name' and 'Status'. It lists four students: Amith, Emily; Anleu, Ben; Moeller, Sally; and Smith, Jane, all with a status of 'Enrolled'. Each row has a checkbox on the left.
- Buttons:** 'Cancel' and 'OK' buttons at the bottom right.

- Select the **Date** for this adjustment.
- Enter the adjustment **Amount**.
 - For additional amounts due, enter a positive number (e.g. \$15).
 - To reduce amounts due, enter a negative number (e.g. -\$15).
- Enter comments for internal reference in the **Reason** field.
- Check the box beside each student whose account needs an adjustment.
- Select **OK** to complete the adjustment process.

3. Select the **Show On Invoice** box to include adjustments on invoices for contract/childcare classes.



The image shows a screenshot of a software interface titled "Adjustment". It contains three input fields: "Date" with a calendar icon and a warning triangle, "Amount" with the value "\$0.00", and "Reason" with an empty text box. A checkbox labeled "Show On Invoice" is located to the right of the "Date" field and is highlighted with a purple rectangular border.

- Alternatively, you may choose to select **Show On Invoice** after saving the adjustment by clicking back into that individual adjustment.
4. Select **Save** when adjustments are complete.