

## Sale Adjustments

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# Sale Adjustments

*Find Member > Activities > Transactions > Select Activity > Make Adjustment*

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 the transaction code from the drop-down list.
  8. Enter the adjustment amount.
    - Change to Percent if needed.
    - Fill in the amount.
    - Change to Increase if needed.
  9. Enter comment.
  10. Click **Save**.
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