

## 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 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**
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