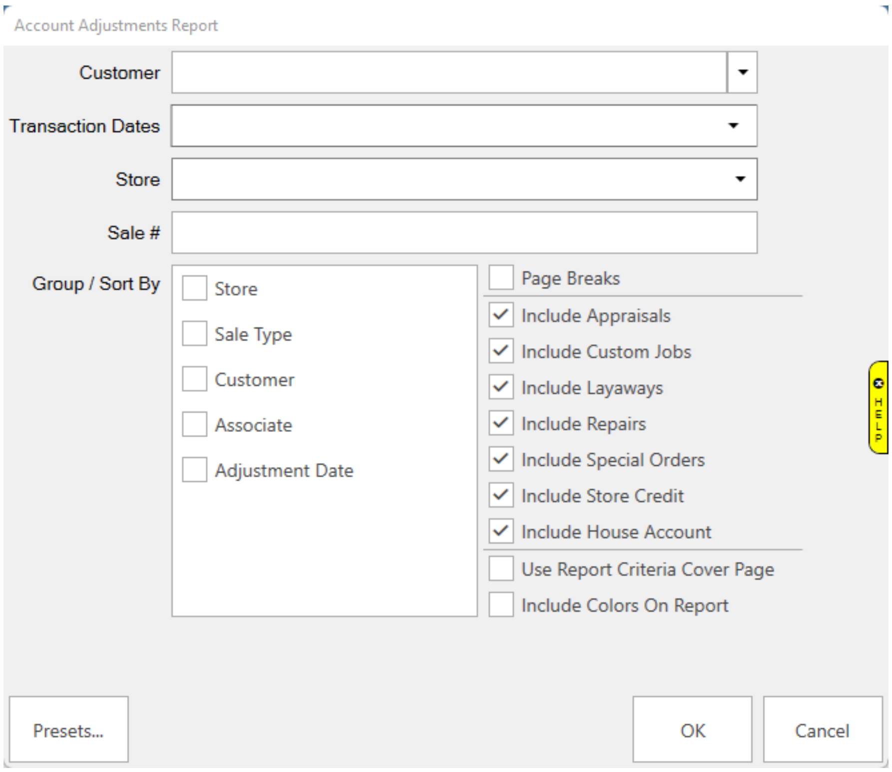
Account Adjustment Report

The **Account Adjustment** report will show all customer account adjustments along with the reason for adjustment, associate who made the adjustment, adjustment date, and total adjustment amount. It can be filtered by customer, transaction date, and can also be run for a specific transaction (sale #).

To run this report:

1. Click **Reports > Customers > Accounts > Account Adjustments**. The **Account Adjustments** report filter will appear.



Options on this report include:

Customer	Filter this report by a specific customer
Transaction Dates	Only include transactions that started in this date range.
Store	Filter by store.
Sale #	Run the report for a specific transaction number.
Group/Sort By	Choose how to group and sort the report.
Include…	Select which types of transactions to include.

2. Set desired criteria and click **OK** to generate the report.

Customer	Associate	Reason	Adjust. Date	Edit Date	Sale #	Orig. Sale #	Type	Amount
Customer: Customer, Fake (001-11415)								
Adjustment Date: 2022-10-10								
Customer, Fake (001-11415)	Clark Manager	customer service	10/10/2022	1/30/2023	001-66014	001-66014	House Account	$175.00
							Adjustment Date: 2022-10-10 Totals	**$175.00**
							Customer: Customer, Fake (001-11415) Totals	**$175.00**
Customer: Customer, Test (001-11416)								
Adjustment Date: 2022-11-22								
Customer, Test (001-11416)	Clark Manager	mistake	11/22/2022	1/30/2023	001-66015	001-66015	Store Credit	($300.00)
							Adjustment Date: 2022-11-22 Totals	**($300.00)**
							Customer: Customer, Test (001-11416) Totals	**($300.00)**
							Grand Totals	**($125.00)**