

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.

The screenshot shows the 'Account Adjustments Report' dialog box. It features several input fields and a list of checkboxes. The 'Customer' field is a dropdown menu. The 'Transaction Dates' field is a date range selector. The 'Store' field is a dropdown menu. The 'Sale #' field is a text input. The 'Group / Sort By' section has a list of checkboxes: Store, Sale Type, Customer, Associate, and Adjustment Date. The 'Include...' section has a list of checkboxes: Page Breaks, Include Appraisals, Include Custom Jobs, Include Layaways, Include Repairs, Include Special Orders, Include Store Credit, and Include House Account. There are also checkboxes for 'Use Report Criteria Cover Page' and 'Include Colors On Report'. At the bottom, there are buttons for 'Presets...', 'OK', and 'Cancel'.

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.

Account Adjustments 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)