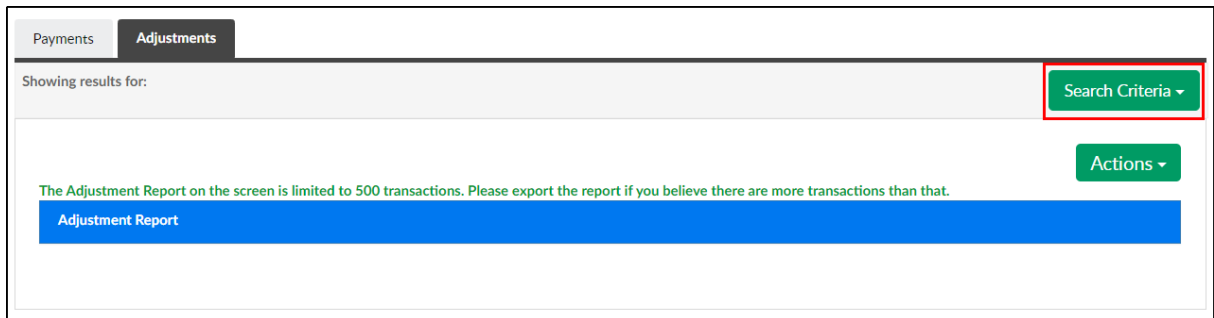


# Payments > Payments/Adjustments, Adjustments Tab

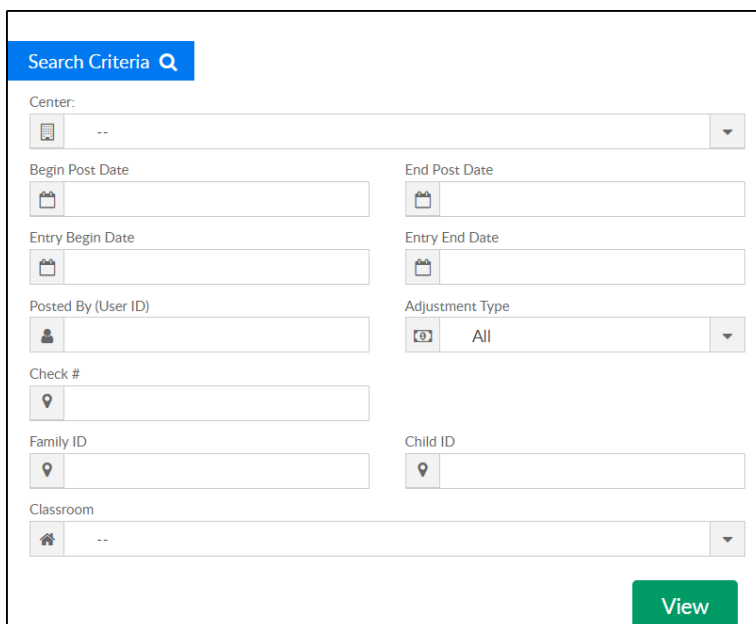
Last Modified on 06/19/2020 10:44 am EDT

The Adjustments tab on the Payments/Adjustments screen displays all adjustments made for each family for a specific time period based on the search criteria.

1. Click the Search Criteria button



2. Choose the search criteria and click View



3. The Adjustment Report section will populate with all families that had an adjustment in the time period selected

Adjustment Report					
Family	Child	Room	Notes	Adjustment Type	Amount
Baggins Family			Late Payment Fee	Late Fee	100.00
Baggins Family			Fee Adjustment	Normal Fee	15.00
Baggins Family	Bilbo Baggins	Flexible Care, AM (AM Calendar)	Flexible Care, AM (AM Calendar) - 10/06/2019 to 10/12/2019 days:M_W_____	Normal Fee	20.00
Baggins Family	Bilbo Baggins	Flexible Care, AM (AM Calendar)	Flexible Care, AM (AM Calendar) - 10/13/2019 to 10/19/2019 days:___R___	Normal Fee	10.00
Baggins Family	Bilbo Baggins	Flexible Care, AM (AM Calendar)	Flexible Care, AM (AM Calendar) - 10/20/2019 to 10/26/2019 days:_T_____	Normal Fee	10.00
Baggins Family	Bilbo Baggins	Flexible Care, AM (AM Calendar)	Flexible Care, AM (AM Calendar) - 10/27/2019 to 11/02/2019 days:_TWR___	Normal Fee	30.00
Baggins Family	Bilbo Baggins		Tuition- Infant -	Tuition- Infant	20.00
Baggins Family	Bilbo Baggins	Infants	Infants - Tuition- Infant(New) -	Tuition- Infant(New)	25.00
Baggins Family	Frodo Baggins	AM, Before School Care (Recurring Billing Room, Monthly)	AM, Before School Care (Recurring Billing Room, Monthly) - Tuition - - Reference Date: 05/01/2020	Tuition	-20.00
Baggins Family	Otho Sackville Baggins	AM, Before School Care (Recurring Billing Room, Monthly)	AM, Before School Care (Recurring Billing Room, Monthly) - Tuition - - Reference Date: 05/01/2020	Tuition	30.00

4. The Summary section displays adjustment totals by adjustment type

Summary	
Adjustment Type	Amount
Def Rev	1,200.00
Late Fee	2,700.00
Normal Fee	1,712.00
Prebill	1,985.00
Registration	140.00
Security Deposit	0.04
Tuition- Infant	30.00
Tuition- Infant(New)	25.00
Tuition	24,902.00
<b>Total</b>	<b>32,934.04</b>