Adjustments

Menu: Gift Cards / Cards

Feature: Gift Cards

Editions: Cloud

You can use the Adjustments page to create an adjustment transaction to increment or decrement a gift card's balance of funds.

Adjustments require Adjust Gift Cards permission, which are typically only granted to managers.

After reviewing the card summary information, you should enter two values for the adjustment.

- Amount
  - The dollar amount of funds to add or remove from the card.
  - The amount should be positive to add funds, or negative to remove funds.
- Ref No
  - A note (or reference number) indicating the purpose of the transaction.
  - The username of the clerk that made the adjustment is prepended to the note.

> Adjustment transactions created through this page will have a Source value set to Admin. You can use the gift card transactions page to search for all adjustments, by specifying this Source value.

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