



Adjustment Reasons - BAR2700

Table of Contents

Adjustment Reasons - BAR2700 i
Adjustment Reasons - BAR2700 1

Adjustment Reasons - BAR2700


Accounts Receivable > Tables > Adjustment Reasons

This page is used to create and maintain a list of adjustment reason codes to be used for credit memos applied on the [Accounts Receivable > Maintenance > Credit Memo](#) page.

Add an adjustment reason code:


A list of existing adjustment reason codes is displayed in the grid.

Click **+Add** to add a row.

| Field | Description |
|--------------------|---|
| Reason Code | Type a unique adjustment reason code. The field must be two characters. |
| Description | Type the adjustment reason description. The field can be a maximum of 30 characters. |
| Status | Click  to select the status (<i>A - Active</i> or <i>I - Inactive</i>) for the adjustment reason code. |

Click **Save**.

Other functions and features:

| | |
|---|--|
| Retrieve | The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost. |
| Print | Click to print the report. Review the report. |
|  | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save . |