Adjustment Reasons - BAR2700

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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 throughout Accounts Receivable.

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.

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.
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