



## **Adjustment Reasons - BAR2700**



# Table of Contents

|   |   |
|---|---|
| <b>Adjustment Reasons - BAR2700</b> ..... | i |
| <b>Adjustment Reasons - BAR2700</b> ..... | 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  |
|--------------------|--|
| <b>Reason Code</b> | Type a unique adjustment reason code. The field must be two characters.              |
| <b>Description</b> | Type the adjustment reason description. The field can be a maximum of 30 characters. |

Click **Save**.

### Other functions and features:

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