



# 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.
<b>Status</b>	Select the status (A - Active or I - Inactive) of the adjustment reason code.

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.  <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.  Click <b>Save</b> .