



## **Adjustment Reasons - BAR2700**



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# 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>      | Click  to select the status (A - Active or I - Inactive) for the adjustment reason code. |

Click **Save** to save the changes.

### 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> .            |