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 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 (*A - Active* or *I - Inactive*) 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**.

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