# 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 to the grid.

| 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** | Retrieve data. |
| **Print** | Print the report. |
| 🗑 | Delete a row. |

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