



## **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. |

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.<br><br>Click <b>Save</b> .            |



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