



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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