

## Adjustment Codes

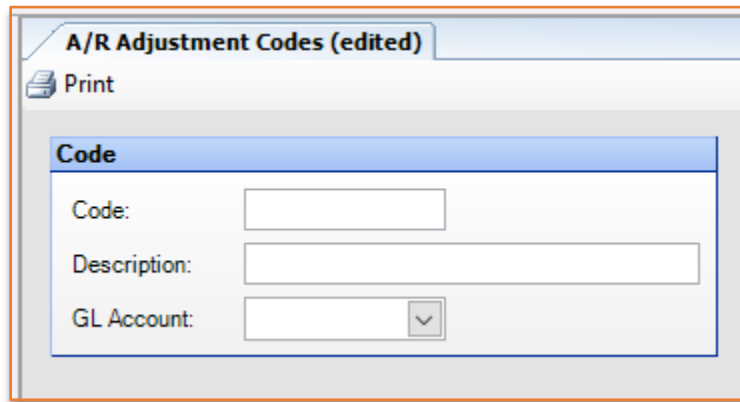
**Adjustment Codes** allow you to create, categorize, and define General Ledger accounts for various adjustment types. Adjustment Codes are used for accounts receivable customers and bank reconciliation, and each require a separate setup.

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### Accounts Receivable Adjustment Codes

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Accounts Receivable *Adjustment Codes* are used when adjusting customer accounts. You can access these Adjustment Codes by navigating to **Setup > Accounts Receivable > Adjustment Codes**.



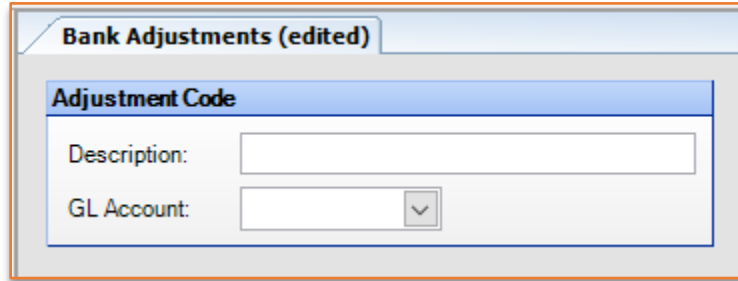
The screenshot shows a software window titled "A/R Adjustment Codes (edited)". Inside the window, there is a "Print" button with a printer icon. Below this is a section titled "Code" which contains three input fields: "Code:" (a text box), "Description:" (a text box), and "GL Account:" (a dropdown menu with a downward arrow).

- » **Code:** Enter a 4-5 alphanumeric code. Codes appear in the drop-down when selecting an adjustment on the Adjust Accounts screen.
- » **Description:** Enter a description of the code.
- » **GL Account:** Assign the code a General Ledger account. If selected, a journal entry is written to this account.

## Bank Reconciliation Adjustment Codes

Bank Reconciliation *Adjustment Codes* are used when adjusting bank accounts. For example, your bank statement shows a bank fee not present on the reconciliation screen. An adjustment code allows you to add that amount so that your bank account reconciles.

You can access these Adjustment Codes by navigating to **Setup > Banking > Banks Adjustments**.



The screenshot shows a software window titled "Bank Adjustments (edited)". Inside the window, there is a section titled "Adjustment Code" with two input fields: "Description:" followed by a text box, and "GL Account:" followed by a dropdown menu.

- » **Description:** Enter a description up to 30 characters.
- » **GL Account:** Assign the code a General Ledger account. If selected, a journal entry is written to this account.

### Note – Cash Accounts

Never assign a *Bank Adjustment Code* to a cash account. Transactions do not record to the bank reconciliation tables.