

Customizing Adjustment Codes

Last Modified on 10/16/2023 1:57 pm EDT

This guide summarizes how to customize the codes that users can apply when making adjustments. It is intended for system administrators.

System administrators manage the list of adjustment codes. Your team members use these codes to specify the reason for a discount-taken situation in the [Disbursements module](https://aace6.knowledgeowl.com/help/using-the-adjustment-field-in-disbursements) (<https://aace6.knowledgeowl.com/help/using-the-adjustment-field-in-disbursements>) or a discount-given situation in the [Receipts module](https://aace6.knowledgeowl.com/help/using-the-adjustment-column-in-receipts) (<https://aace6.knowledgeowl.com/help/using-the-adjustment-column-in-receipts>).

To edit your adjustment codes, navigate from Main Menu > Accounting > Preferences > Adjustment Codes > Edit.

Account Preferences

aACE Accounting Preferences

Chart of Accounts | Accounting Settings | Billing & Payment Terms | **Code Designations** | Currency Conversion | Period Management

Line Item Codes

Adjustments > ADJ | Shipping > SHIP | Deposits > DEPOSIT | Finance Charge > | Historical Balances > HIST

Adjustment Codes

Default Adj Code	Adjustment Description	Adj Code	GL Account when used in Receipts		GL Account when used in Disbursements	
DISC	Bank Fees	BANK	6300	Bank Fees	6300	Bank Fees
	Currency Conversion	CURR	6998	Currency Conversion Adjustments	6998	Currency Conversion Adjustments
	Discount	DISC	4999	Discounts Given	6999	Discounts Taken
	Free Freight	SHIP	4006	Shipping Revenue	6050	Freight In

Cancel Save

Adding Adjustment Codes

You can add new codes by clicking the highlighted field in the first blank line of the list. Then enter the adjustment description, the code, and the appropriate GL accounts.

New adjustment codes will then be available for users to select in the Receipts and Disbursements modules.

Default Adjustment Code

You can specify an existing code as the default option by clicking the Default Adj Code field, then selecting an option from the list.

When team members enter an Adjustment amount for a receipt or disbursement, aACE will automatically enter the Default Adj Code. If needed, the team member can click that adjustment code field and select another existing code.
