

# Adjustment Codes Preferences

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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: Navigate from Main Menu > Accounting > Preferences > Adjustment Codes.

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Your team members use these codes to specify the reason for a discount-taken situation in the [Disbursements module](http://aace5.knowledgeowl.com/help/using-the-adjustment-field-in-disbursements) or a discount-given situation in the [Receipts module](http://aace5.knowledgeowl.com/help/using-the-adjustment-field-in-receipts).

## 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.

## New Adjustment Codes

You can add new codes by clicking the highlighted field in the first blank line of the list: 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.

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