From **Barnestorm Office > Accounts Receivable > Pay/Adj Codes**:

Add a New Payment/Adjustment Code

o Enter the **Program** code.

o Either enter a **Code**. If you need help finding an available code there will be a list of unused codes under **Show Available Codes**. Click on the code you wish to use.

o Enter a Description of the payment or the adjustment.

o Enter a **P** if the code is for a payment or an **A** if it's an adjustment.

o Click on **Save**.

***Note:** If you get an error when posting a paper payment it's usually because the payment/adjustment code you are trying to use has not been set up yet. Once you create the codes on the Pay/Adj Codes screen, you will need to apply the codes to the appropriate payer by going to **Codes>Program Related Codes>Payer codes**. Select the **Payment/Posting Setup** tab, type in the codes and hit **Save Payment Posting Setup**.

Modify a Payment/Adjustment Code

o Enter the **Program** and **Code**.

o Modify the **Description** or the payment/adjustment code.

o Click on **Save**.

Delete a Payment/Adjustment Code

Payment/Adjustment codes can only be deleted if they have never been used before. If you try to delete a code that has been used, a message

will appear letting you know how many times it has been used and let you know that it will not be deleted. If you no longer want to use a code that cannot be deleted we recommend add DNU (Do Not Use) to the front of the description to help prevent from using it in the future.

o Enter the program and code that you want to delete.

o Click on the **Delete** button.

o You will either get a pop up asking if you are sure you want to delete or that the code has been used before.

o Click on **Yes** or **No**.

Delete ALL Codes That Have Never Been Used

We added a couple of new columns to the Print Codes report. It will show you the number of times that code has been used and the last time it was used. If you want to delete all unused code you'll have to run this report first. We recommend reviewing the list that shows zero for Used Times, before deleting all codes.

o Click on the **Print Codes** button and review the information on the report. Print as needed. Here are the print options:

Print by Descriptions

Print All Programs

Skip Codes Not Used

o Once you close out of the report you'll see a new button that appears: **Delete Unused Codes**.

o Click the **Delete Unused Codes** button if you wish to delete all codes from the report that have a zero on the column "Times Used".

o A pop up will appear telling you how many unused codes will be deleted. If you do not wish to continue, click **No**.

o Click on **Yes** to delete the codes. (Again, this will permanently delete the codes. If you do not wish to continue, click **No**.)

Create a New Code for Multiple Program Codes

o Click on Show Codes Available in All Programs.

o Select a code you want to use.

o Enter a Description for the code.

o Answer the **P**ayment or **A**djustment field.

o From here you can either; 1) check the box **Save this code to all programs** or 2) key in the program numbers into the blank field, separated with commas.

o Click on **Save**. A message will appear as **Saved**.