
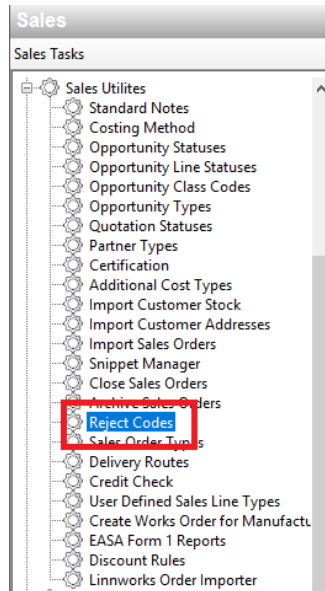


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Function	
Module(s)	Sales
Datasheet Name	Sales Reject Codes

All new procedures and processes should be checked in a 'Test' environment before being applied to the 'Live' business system. Note that fields marked  are mandatory and must have data entered. When commissioning a new module please note that the parameters will need to be set, and reference should be made to datasheet SYS101, System Manager – Module Parameter Settings

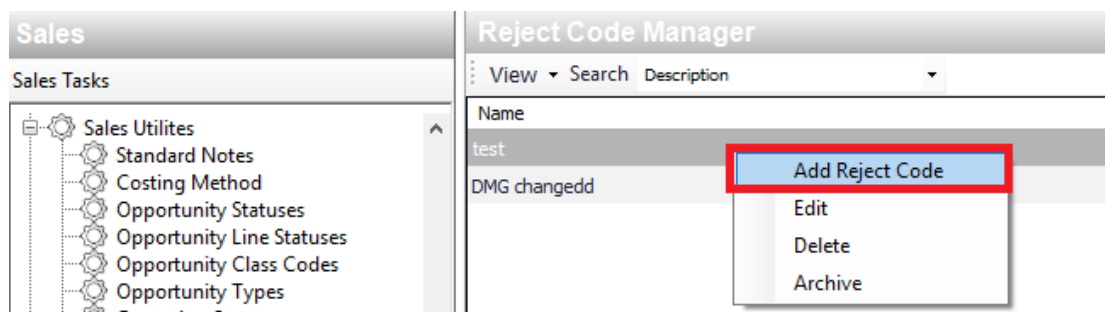
## Sales Reject Codes

To open the Reject Code Manager, select Sales Module and select Sales Utilities > Reject Codes.



### 1. Adding Sales Reject Codes

- a.) To add a Sales Reject Code, right-click anywhere on the grid and select Add Reject Code from the drop-down menu.



- b.) This will open Add Reject Code form, enter a Free Text Reject Code and Reason Description.

**Add Reject Code**

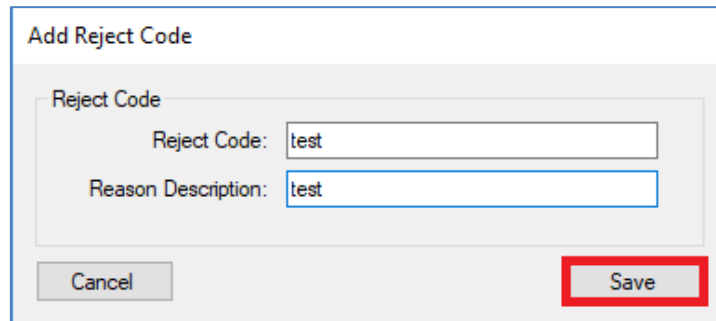
Reject Code

Reject Code:

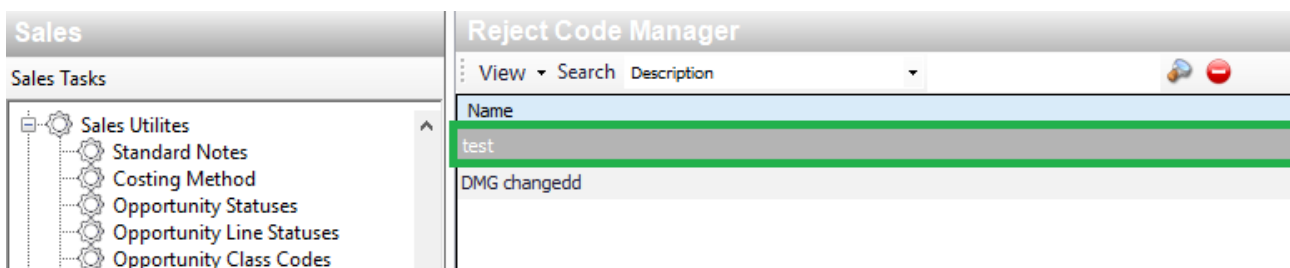
Reason Description:

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c.) Once complete, select Save.



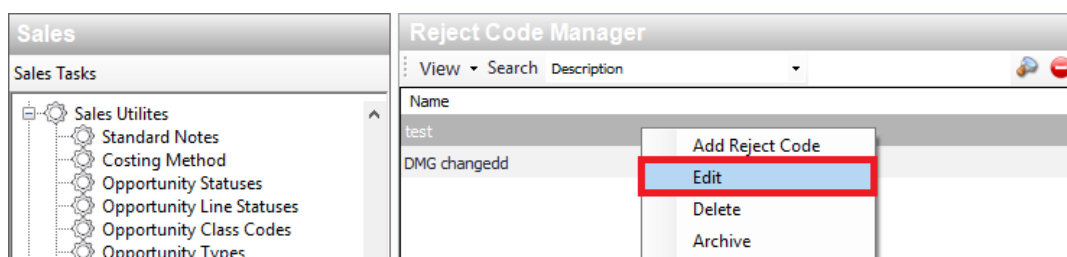
d.) This will add the Reject Code onto the grid.



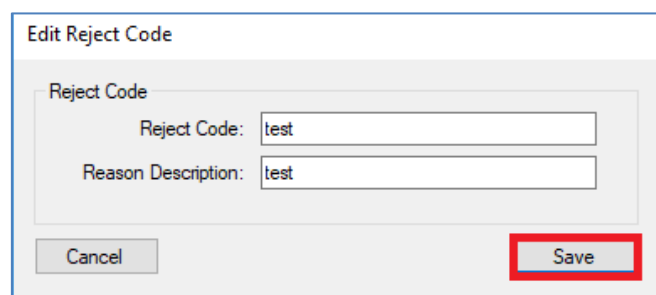
## 2. Editing Sales Reject Codes

**(Note: Changes made to a Sales Reject Code will affect any assigned to a Sales Credit Request.)**

a.) To edit a Sales Reject Code on the Reject Code Manager, select and right-click the Reject Code and select Edit from the drop-down menu.



b.) This will open Edit Reject Code form, amend the required details. Once complete, select Save.

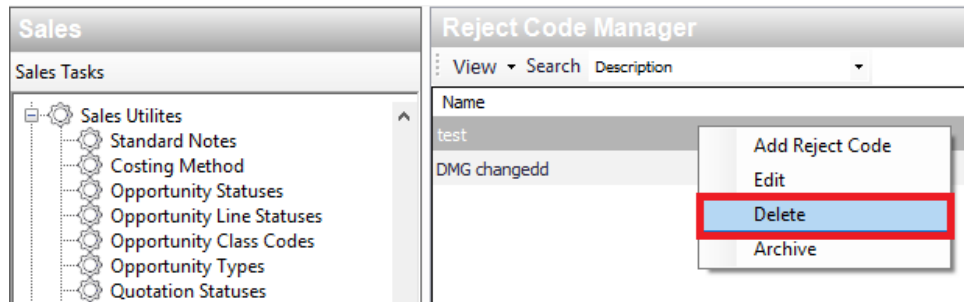


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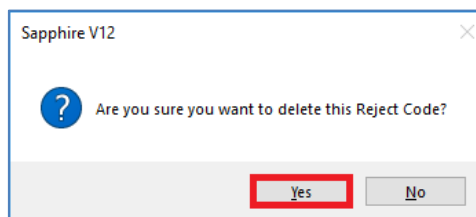
### 3. Deleting Sales Reject Codes

**(Note: Sales Reject Codes cannot be deleted while in use on a Sales Credit Request.)**

- a.) To delete a Sales Reject Code on the Reject Code Manager, select and right-click the Reject Code and select Delete from the drop-down menu.

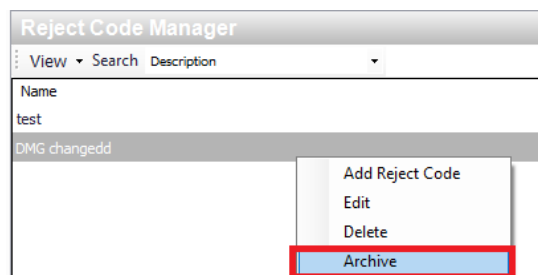


- b.) This will open a confirmation form, select Yes to delete Reject Code.



### 4. Archiving Sales Reject Codes

- a.) To archive a Sales Reject Code on the Reject Code Manager, select and right-click the Reject Code and select Archive from the drop-down menu.



- b.) This will open a confirmation form, select Yes to archive Reject Code.

