Manage Reasons

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| Add a Reason | Manage Existing Reasons |

Permissions

You will require an Access Role with the following permissions:

- Reasons

1. Navigate from the **Home** page to **Administrative Settings** | **Base Information** | **Reasons**.

2. Click **New Reason** from the Page Options menu.

3. Enter the General Details:

Field	Description
Reason*	Enter a name for the reason.
Description	Enter a description for the reason.
Account Code (VAT)	If applicable, enter an account code to be used when the expense is VAT applicable.
Account Code (No VAT)	If applicable, enter an account code to be used when the expense is not VAT applicable.

4. Click **Save** to store the new reason.