

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**.

Reasons		
  	Reason ▲	Reason Description
  	Conference / Exhibition	
  	Customer Meeting	
  	Customer Training	
  	External Meeting	
  	External Training	
  	Internal Meeting	
  	Internal Training	

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

Page Options

[New Reason](#)

[Filter Rules](#)

Reason: New

Reason Details

General Details

Reason*

Description

Account Code (VAT) Account Code (No VAT)

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.
