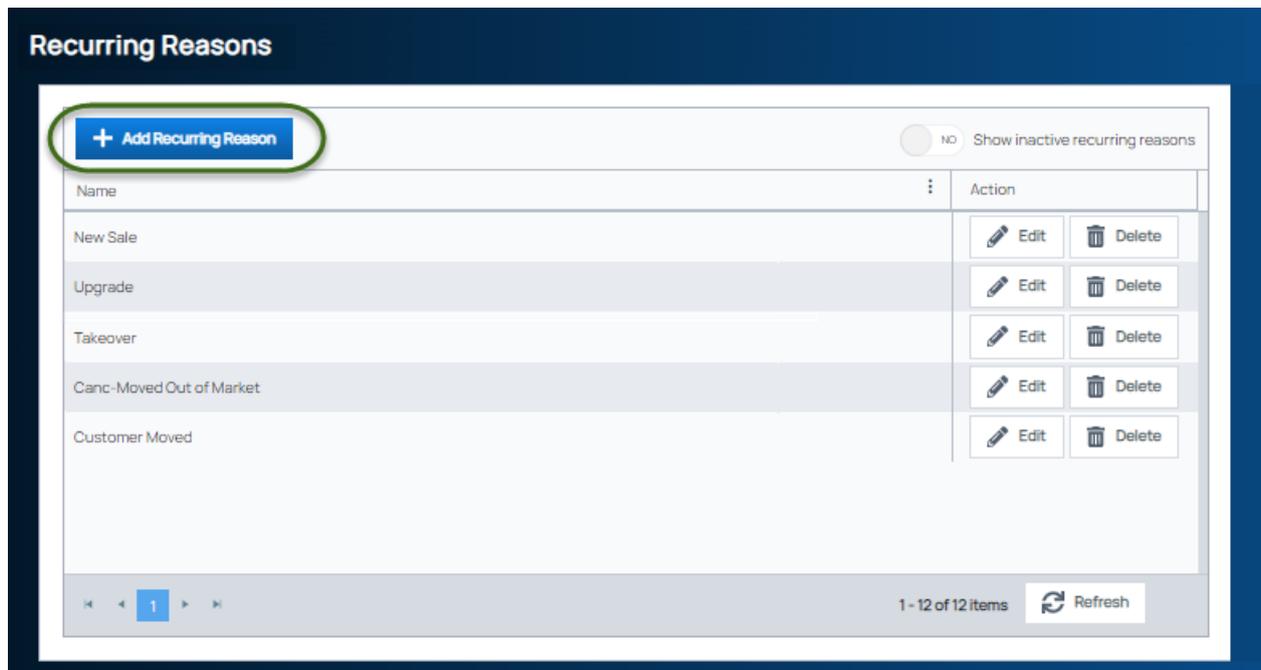


Add a Recurring Reason

Last Modified on 04/27/2022 7:59 pm EDT

To add a new Recurring Reason Code, from the main menu, arrive at the Recurring Reasons setup with this path: Setup > Other > Recurring Reasons.

The Recurring Reasons list will be displayed. Click on the Add Recurring Reason button at the upper left of the form.



The Recurring Reason Edit form will be displayed. There is only one field on this data entry form – **Name**. Enter the name to describe the recurring reason. This field will allow a maximum of 50 characters.

When finished, click the Save button at the bottom of the form.

Recurring Reason Edit

Name - Recurring Reason Name

Save Cancel