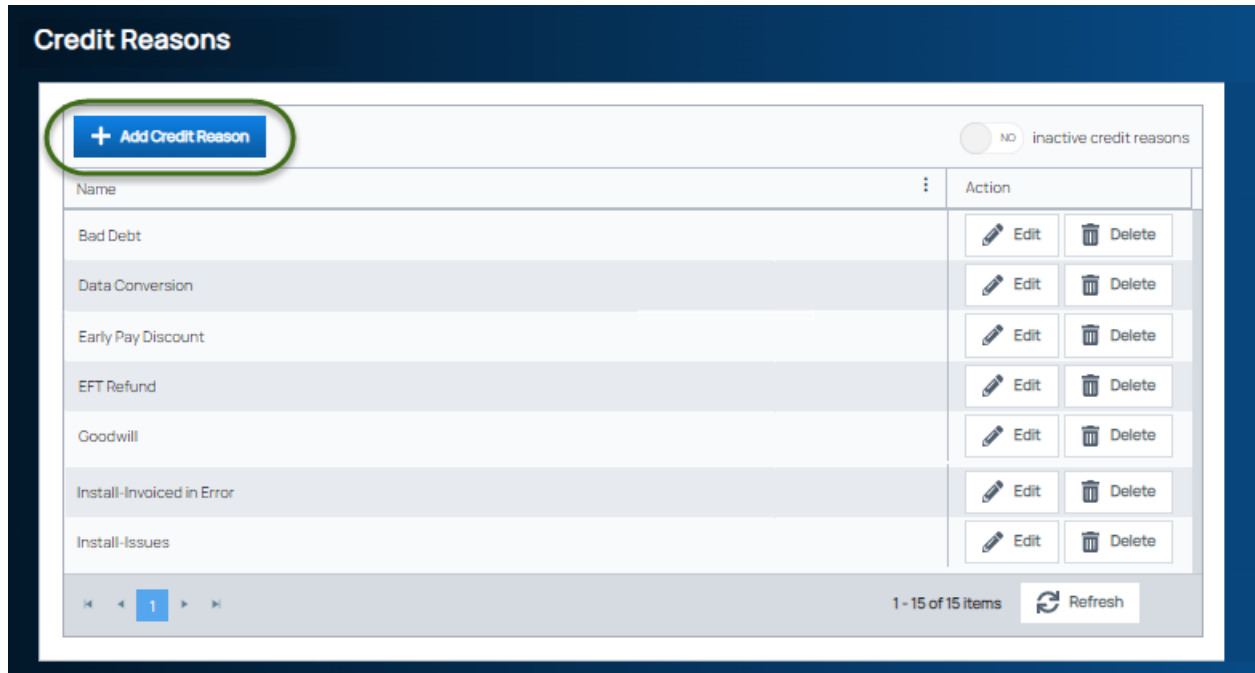


# Add a Credit Reason

Last Modified on 04/27/2022 8:34 pm EDT

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

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



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

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

The screenshot shows a modal window titled 'Credit reason' with a close button (X) in the top right corner. Inside the window, there is a single text input field labeled 'Name' with a red asterisk, containing the placeholder text 'Credit Reason Name'. At the bottom of the window, there are two buttons: a green 'Save' button and a white 'Cancel' button.