

How to create a new reason code

Follow the below steps to add a reason code in i21.

1. Go to Manufacturing Reason
2. Click on New button (the below screen will appear)

The screenshot shows the 'Reasons' form in i21. The form is titled 'Reasons' and has a menu bar with 'New', 'Open', 'Refresh', and 'Report'. Below the menu bar is a search bar with 'Filter (F3)' and '3 record(s)'. The main table has columns: Reason Code, Description, Type, Reduce Available 1, and Explanation Req. There are three rows of data: 'Paper Jam', 'INV', and 'Inventory Count'. A 'New' button is visible in the top right corner. A 'Details' window is open, showing fields for 'Reason Code', 'Description', 'Lot Transaction Type', 'Default', 'Reduce Available Time', and 'Explanation Required'. The 'Type' dropdown is open, showing options: 'Name', 'Common', 'Efficiency', 'Forecasting', and 'Inventory'.

3. Enter Reason Code name, Description and Type (Type - this allows to define the area where you want to use this)
4. Select the transaction type
5. Click one 'Save' button