

# 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 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' dialog box 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