

# Credit Reasons

Last Modified on 01/20/2023 4:04 pm EST

Create a list of Credit Reasons to select that describe why you issued a credit to a customer's account. This is an optional field when creating a credit.

## Adding a Credit Reason

Click "Add Credit Reason" in the upper left corner of the page.

### Credit Reasons

Credit Reasons		<input type="checkbox"/> Show Inactive Credit Reasons
<a href="#">+ Add Credit Reason</a>		
Name		
accounting error		<a href="#">Edit</a> <a href="#">Delete</a>

### Name

Type a name to describe the credit reason.

Name	
<input type="text" value="referral"/>	<a href="#">Update</a> <a href="#">Cancel</a>

### Update

Click update on the right side of the screen to save.