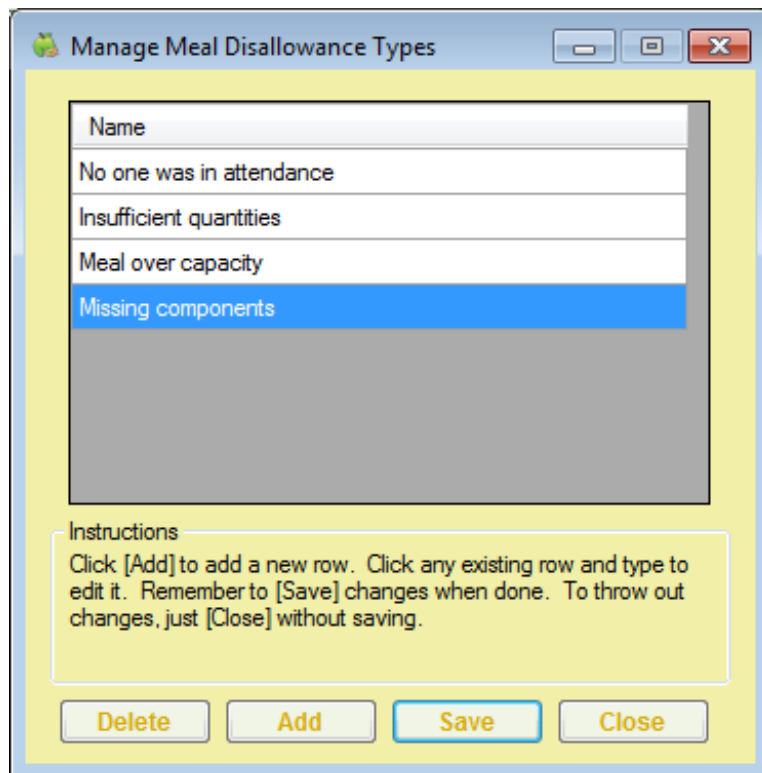


Add Meal Disallowance Reasons

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When you manually disallow meals, you can select a disallow reason. You must first set up meal disallowance reasons. These reasons populate the Disallowance Reason drop-down menu in the Manually Disallow Meals window.

1. Click the **Tools** menu and select **Manage Meal Disallowance Reasons**. The Manage Meal Disallowance Types dialog box opens.
2. Click **Add**. A blank line displays.
3. Click the new line and enter the disallowance reason.



4. Click **Save**.
5. Repeat **Steps 2-4** to add as many disallowance reasons as needed.
6. When finished, close and re-open Minute Menu CX to apply your changes to the Disallowance Reason drop-down menu in the Manually Disallow Meals window.