

Format Checks

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You can manage payments to centers in Minute Menu CX. You can print checks, [set up an ACH file for direct deposit](#) , and/or export payment information to a third-party program.

To set up your account to print checks:

1. Click the **Administration** menu and select **Manage Check Format**. The Manage check Format window opens.
2. Click the **Location of Check VS Check Stub(s)** drop-down menu and select **Bottom Third, Middle Third, or Top Third**.
3. In the **Not a Check** and **Check Format** sections, drag and drop each field to match the format of the checks you already have.
4. When finished, click **Save**.

Manage Check Format

Location of Check VS check stub(s)
Top Third

Drag any check element to its approximate position on your printed checks. Note: The visual position of these elements on this screen is only an approximation. Print a test check often as you move elements. For precision, click on the field and use the arrow keys to move the boxes.

Not A Check

Memo

Check Format 1001

Check Date

Center Name

Written Amount

Additional Center Name

Center Address

Signature

Print Test Check

Use of this function to change the way your checks print. Be sure to print a test check to verify your changes. If you print direct deposit vouchers, they will print with this same format, except no signature is printed for direct deposits.

Save Close

5. Click **Print Test Check**. We recommend you print the first few tests to plain white paper and compare them to an actual check.

To have a signature print on checks automatically:

1. Place a blank white piece of paper on top of an actual check and sign the paper in

the exact same place as you would on the check. Use a dark, felt-tip pen, and ensure your signature size is the same as it would be on an actual check.

2. Scan the image and email it to cxsupport@minutemenu.com .
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