

# Set Up Direct Deposit

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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.

If you do not currently offer direct deposit but would like to, talk to your bank. Make sure that your bank or credit union can accept upload files for direct deposit. Minute Menu CX uses the nationally accepted ACH file format NACHA.

To set up Direct Deposit:

1. Enter your bank account information in CX.
  - a. Click the **Administration** menu and select **Manage ACH Settings**. The Manage ACH Settings window opens.

Policy Name	Policy Value
ACH_BALANCE_ACCOUNT_NUMBER	
ACH_BALANCE_ROUTING_NUMBER	
ACH_COMPANY_ID__FEDERAL_ID	
ACH_DESTINATION_NAME	
ACH_IMMEDIATE_DESTINATION	
ACH_IMMEDIATE_ORIGIN__FEDERAL_ID	
ACH_ORIGINATING_IDENT__CLIENT_ROUTING	
ACH_STANDARD_ENTRY_CLASS_CODE	
ACH_TRACE_NUMBER__CLIENT_ROUTING_MINUS_1ST	
ACH_USE_BALANCE_ROW_FLAG	

This function is used to configure the ACH file generated by Minute Menu. Edit these settings with extreme caution.

For more information about how these settings affect your ACH file, click [Help].

[Help](#) [Save](#) [Close](#)

- b. Complete each field. Contact your bank for this information. A description of each field is below.
      - **ACH\_BALANCE\_ACCOUNT\_NUMBER:** If ACH\_USE\_BALANCE\_ROW\_FLAG below is Y, enter your bank account number.
      - **ACH\_BALANCE\_ROUTING\_NUMBER:** If ACH\_USE\_BALANCE\_ROW\_FLAG below is Y, enter your bank account routing number.
      - **ACH\_COMPANY\_ID\_\_FEDERAL\_ID:** This is the bank's Company ID, which is usually tax ID number, sometimes preceded by 1.
      - **ACH\_DESTINATION\_NAME:** This is your bank's name.
      - **ACH\_IMMEDIATE\_DESTINATION:** This is the Immediate Destination Number, which is usually the bank's routing number.
      - **ACH\_IMMEDIATE\_ORIGIN\_\_FEDERAL\_ID:** This is the Immediate Origin Number, which is usually the Company ID, and is sometimes the same as the bank's routing number.
      - **ACH\_ORIGINATING\_IDENT\_\_CLIENT\_ROUTING:** This is the Originating DFI, which is typically the first 8 digits of the bank routing number.
      - **ACH\_STANDARD\_ENTRY\_CLASS\_CODE:** This is the Standard Entry Class Code. The default is usually PPD.

- **ACH\_TRACE\_NUMBER\_CLIENT\_ROUTING\_MINUS\_1ST:** This is typically the last eight (8) digits of the bank routing number.
- **ACH\_USE\_BALANCE\_ROW\_FLAG:** If your bank requires a balancing entry, set this to Y and enter the Balance Account Number and Balance Routing Number (see above).

c. When finished, click **Save**.

2. Next, enter bank account information for each center.

- a. Click the **Select Center** drop-down menu and select the center.
- b. Click **Centers**. The Manage Center Information window opens.
- c. Click the **Oversight** tab.
- d. Check the **Pay Via Direct Deposit** box.

Free Count	Reduced Count	Paid Count	Claim Month	License	Free %	Reduced %	Paid %	Enrolled
1	0	0	November, 2018	Center	100.00 %	0.00 %	0.00 %	1

- e. Click the **Bank Account Type** drop-down menu and select **Checking, Money Market, or Savings**.
- f. Enter the bank account and routing numbers in the **Bank Account Number** and **Bank Routing Number** boxes.
- g. Click **Save**.
- h. Repeat **Steps 4a - 4g** for each center for which to set up direct deposit.

3. Create a Pre-Note file. You must have at least one submitted claim before you can create a Pre-Note file. You can create a test claim, if needed.

- a. Click the **Payments** menu and select **Issue Payments**. The Issue Payments window opens.

**Note:** Policy A.05 must be set to N before you can access the Payments menu.

- b. In the **Payment Method** section, select the **Direct Deposits** option.

**Issue Payments**

Payment Method: ☐ Checks ☒ Direct Deposits

**Step 1 of 3: Select Payments to Issue**

Pay	Claim Month	Submission Date	Claim Types
<input checked="" type="checkbox"/>	January 2019		Original Claim
<input type="checkbox"/>	December 2018		Original Claim
<input type="checkbox"/>	November 2018		Original Claim
<input type="checkbox"/>	October 2018		Original Claim
<input type="checkbox"/>	October 2018	1/24/2019	Positive Adjustment
<input type="checkbox"/>	October 2018	1/24/2019	Original Claim
<input type="checkbox"/>	September 2018		Original Claim
<input type="checkbox"/>	August 2018		Original Claim

Pay #	Center	Admin %	Amount

☐ De/Select All      Total Amount: \_\_\_\_\_

- c. Check the box next to a claim to calculate.
- d. Click **Calculate**.
- e. Click **Next**.
- f. Click the **Starting DD Number** box and enter the starting direct deposit number.
- g. In the **ACH** section, select the **Create ACH Prenote File** option.
- h. Click and select the location in which to save the file. Make sure that this is a location you can easily find later, such as the My Documents folder.

**Issue Payments**

**Step 2 of 3: Print Direct Deposits**

Number of Payments: 1

Payment Method: Direct Deposit

Starting DD Number: 001

Payment Date: Wednesday, February 20, 2019

Print Order: ☒ Center Name ☐ Center Number

Print Destination: ☐ Printer ☐ Export File ☐ Both ☒ Do Not Print

ACH: ☐ Create ACH File ☒ Create ACH Prenote File

Voucher Message: \_\_\_\_\_

- i. Click **Print**.
4. Send the Pre-Note file to your bank to test the direct deposit.
    - Contact your bank to determine where and how to upload the file to their website.
    - If the file is rejected, find out why, fix the error, generate a new file, and try uploading again.
    - If the file goes through, and you confirm that there were no issues, the ACH file has been set up

successfully, and you can now use Minute Menu CX to generate ACH files for direct deposit.

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