Issue Payments

You can use Minute Menu CX to print checks or issue direct deposits to centers. However, even if you choose to use another program to issue checks or direct deposits, you can still mark payments as Paid in Minute Menu CX in the Issue Payments function.

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

1. Select payments.

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

    b. In the **Payment Method** section, select the **Checks** option or the **Direct Deposits** option. You must complete these steps twice if you are using both checks and direct deposit.

    > Note: If you are running this function only to mark claims as Paid (i.e., you are not printing checks or creating a direct deposit file), select the **Checks** option.

    c. Check the box next to the claim(s) you need to pay or mark as Paid.

    d. Click **Calculate**. A list of unpaid centers displays in the bottom half of the center.

    e. Check the box next to each center to pay.

2. Click **Next**.

3. Now, print checks or generate the ACH file for direct deposit.

    a. Click the **First Check Number/Starting DD Number** box and enter the starting check/voucher number.

    b. Click the **Payment Date** box and select the payment date. This date is visible to centers in the center-side of Minute Menu CX. If you are printing checks in advance, select the date that payment will actually be sent to the centers.

    c. Select the sort order. You can sort by center name or center number.

Step 2 of 3: Print Checks

Number of Payments:	1
Payment Method:	Checks
First Check Number:	220
Payment Date:	Wednesday, February 20, 2019
Print Order:	● Center Name ○ Center Number
Print Destination:	● Printer ○ Export File [...] ○ Both ○ Do Not Print
Check Stub Message:	

Print **Close**

Step 2 of 3: Print Direct Deposits

Number of Payments:	1
Payment Method:	Direct Deposit
Starting DD Number:	220
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:	

Print **Close**

  d. Select a print destination for the checks/vouchers.

  ▪ Select **Printer**, **Export File**, **Both**, or **Do Not Print**.

  ▪ If you select **Export File** or **Both**, click [...] and select the file in which to save the exported file.

  e. (Direct Deposit Only) Select **Create ACH File**.

  f. Click the **Check Stub Message/Voucher Sub Message** box and enter any kind of message to print on the check stub.

4. Click **Print**.

5. Verify that the checks/vouchers printed successfully and without paper jams. Minute Menu CX will ask if all checks printed successfully. This is your last chance to easily re-print checks in a batch. Be absolutely sure that the checks printed successfully before responding to the confirmation prompt.

Viewing the Check Register

1. Click the **Payments** menu and select **Check Register**. The Check Register window opens.
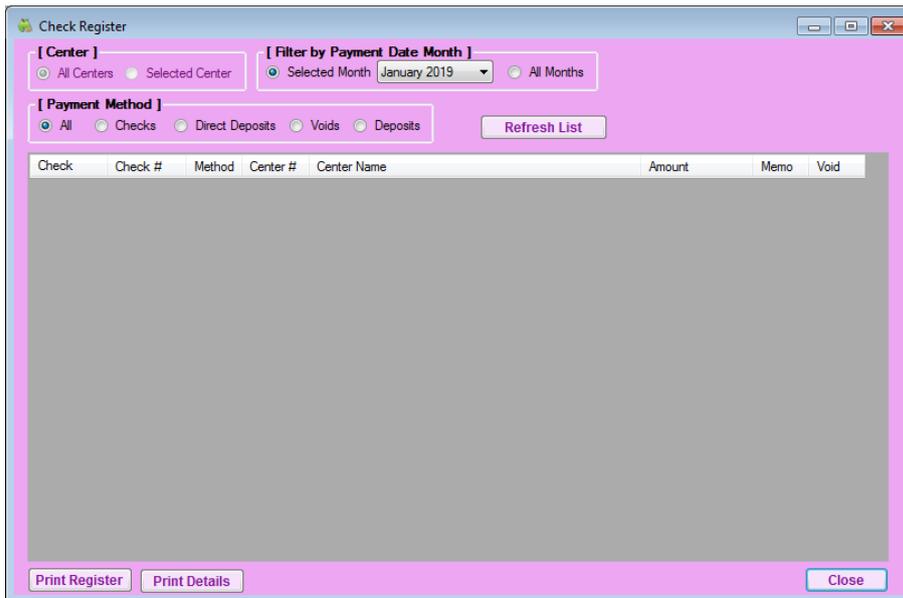
2. Set filters, as needed.

3. Click **Refresh List**. Payments that meet the limits you set display.

4. Click **Print Register** to print the check register.

Note: You can also access the check register for an individual center. Click the **Select Center** drop-down menu, select the center, and click **Centers**. The Manage Center Information window opens. Click **Payments**. The Check Register window opens.