

Make Non-Claim Payment Adjustments

Last Modified on 05/14/2020 1:24 pm CDT

The Non-Claim Payments Adjustment feature allows sponsors to make positive and negative adjustments to center payments using a specific dollar amount. This feature should not be used for claim adjustments (where an individual claim is adjusted). For example, you would use this feature if you pay for catering for your centers and want to deduct a specific dollar amount from their payment.

If you use Issue Payments in Minute Menu CX, any non-claim payment adjustments you make are automatically included on the original claim.

Creating a Non-Claim Payment Adjustment

1. Click the **Payments** menu and select **Adjust Non Claim Center Payments**. The Adjust Center Payments window opens.
2. Click the **Claim Month** drop-down menu and select the month to which you need to make an adjustment.
3. Click the **Select Center** drop-down menu and select a center. Only those centers with a claim for the selected month display in this menu.
4. Enter the dollar amount adjustments.
 - Enter a dollar amount in the **Amount Positive** box to add money to the center's check.
 - Enter a dollar amount in the **Amount Negative** box to deduct money from the center's check.
5. Click the **Reason** box next to **Amount Positive** and/or **Amount Negative** and enter a specific reason for the adjustment. This reason prints on the check/direct deposit stub.
6. Click **Save**. A row is added to the bottom of the window and displays the adjustment you added.

Adjust Center Payments

Select Center: Kain's Little Bunch Claim Month: January 2019

Adjustments

Date: 2/22/2019

Amount Positive: 0.00 Reason: (Appears on Check Stub)

Amount Negative: 0.00 Reason: (Appears on Check Stub)

Total: 0.00

Save Delete Close

Center #	Adj. Date	Center Name	Amount Positive	Amount Negative	Claim Month
▶ 1337	2/22/2019	Kain's Little Bunch	25.00	0.00	Jan 2019

Changing Non-Claim Payment Adjustments

1. Click the **Payments** menu and select **Adjust Non Claim Center Payments**. The Adjust Center Payments window opens.
2. Click the **Claim Month** drop-down menu and select the month to which you need to make an adjustment.
3. Click the **Select Center** drop-down menu and select a center. Only those centers with a claim for the selected month display in this menu. A list of adjustments for the selected center/month display in the bottom of the window.
4. Click the link in the **Center Name** column. The adjustment amount(s) and reason(s) display in the top portion of the window.

Center #	Adj. Date	Center Name	Amount Positive	Amount Negative	Claim Month
1337	2/22/2019	Kain's Little Bunch	25.00	0.00	Jan 2019

5. Update the adjustments, as needed.
6. Click **Save**.

Printing the Non-Claim Payment Adjustment Report

To view a report of all Non-Claim Payment Adjustments within a selected date range:

1. Click the **Reports** menu, select **Payments**, and click **Non Claim Payment Adjustments**. The Date Range/Export Options dialog box opens.

2. Click the **Starting Date** box and select the beginning of the date range.
3. Click the **Ending Date** box and select the end of the date range.

4. Select **Print to PDF** or **Export to Excel**.
5. Click **Continue**.
6. Select **Selected Center** or **All Centers**.
7. Click **Run Report**. The report is generated in the format you selected in **Step 4**.