

# Format Checks

Last Modified on 02/20/2019 9:54 am CST

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**.

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](mailto:cxsupport@minutemenu.com).
-