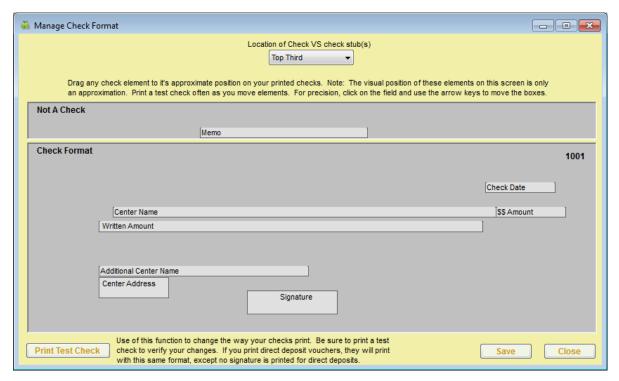
Format Checks

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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:

- 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.