

Issue Payments

Last Modified on 07/13/2023 1:00 pm
CDT

You can use KidKare 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 KidKare in the Issue Payments function.

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

In this article:

- [Issue Direct Deposits](#)
- [Issue Checks](#)
- [Viewing the Check Register](#)

Issue Direct Deposits

1. From the menu to the left, click **Payments**.
2. Select **Issue Payments**.
3. Click the **Payment Type** drop-down menu and select **Direct Deposits**.
4. Check the box next to a claim to calculate.

Step 1: Select Payments to issue

Payment Type
Direct Deposits

<input type="checkbox"/>	Claim Month	Submission Date	Claim Types
(3)			
<input checked="" type="checkbox"/>	June 2023		Original Claim
<input checked="" type="checkbox"/>	May 2023		Positive Adjustment
<input checked="" type="checkbox"/>	May 2023		Original Claim
<input type="checkbox"/>	May 2023	06/19/2023	Negative Adjustment
<input type="checkbox"/>	May 2023	06/19/2023	Original Claim
<input type="checkbox"/>	April 2023		Positive Adjustment
<input type="checkbox"/>	April 2023		Original Claim
<input type="checkbox"/>	March 2023		Original Claim
<input type="checkbox"/>	February 2023		Original Claim
<input type="checkbox"/>	November 2022		Original Claim

Calculate

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5. Click **Calculate**.

6. In the **Step 2 Select Centers** section, check the box next to the center(s) to pay.

Payments > Issue Payments

Step 1: Select Payments to issue > **Step 2: Select Centers**

Total Amount: \$565.82

<input type="checkbox"/>	Center #	Center Name	Admin %	Amount
(1)				
<input checked="" type="checkbox"/>	511	Thanhhdapchai v2	3.0000%	\$565.82

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7. Click **Next**.

8. In the **Step 3: Print & Export** section, click the **Starting DD Number** box and enter the starting direct deposit number.

9. Click the **ACH** drop-down menu and select **Create ACH File**.

Payments > Issue Payments

Step 1: Select Payments to issue > Step 2: Select Centers > **Step 3: Print & Export**

Number of Payments 1

Total Amount \$565.82

Payment Method Direct Deposits

Starting DD Number 60

Print Order Center Name

Payment Date 07/12/2023

ACH Create ACH File

Voucher Message

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10. Click the **Voucher Message** box and enter any kind of message to print on the ACH voucher.

11. Click **Print & Export**. Verify that the vouchers printed successfully and without paper jams.

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Issue Checks

1. From the menu to the left, click **Payments**.
2. Select **Issue Payments**.
3. Click the **Payment Type** drop-down menu and select **Checks**.
4. Check the box next to a claim to calculate
5. Click **Calculate**.
6. In the **Step 2 Select Centers** section, check the box next to the center(s) to pay.

Home > Payments > Issue Payments

Step 1: Select Payments to issue > Step 2: Select Centers

Total Amount: \$565.82

<input type="checkbox"/>	Center #	Center Name	Admin %	Amount
(1)				
<input checked="" type="checkbox"/>	511	Thanhdapchai v2	3.0000%	\$565.82

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7. Click **Next**.
8. Click the **First Check Number** box and enter the starting check number.
9. Click the Print Order drop-down menu and select **Center Name** or **Center Number**.
10. Click the **Payment Date** box and select the payment date. If you are printing checks in advance, select the date that payment will actually be sent to the centers.
11. Click **Print & Export**. Verify that the checks printed successfully and without paper jams. 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.

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Viewing the Check Register

1. From the menu to the left, click **Payments**.

2. Select **Check Register**.
3. Click the **Select Center** drop-down menu at the of the page and select the center for which to view checks.
4. Set filters as needed. Click **Go**. Checks display.

Payments > Check Register

Find Records

Selected Center
 Payment Date Month:
 Payment Method:

Check	Check #	Method	Center #	Center Name	Amount	Memo	Void
07/31/2023	7767	DD	623	20220623_c_ccc	\$65.07	<input type="button" value="Memo"/>	<input type="button" value="Void"/>
07/12/2023	1234	Void	511	Thanhdapchai v2	\$0.00		
07/12/2023	123123	DD	511	Thanhdapchai v2	\$118.62	<input type="button" value="Memo"/>	<input type="button" value="Void"/>

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5. To print the register, click the down arrow next to **Register** and select **PDF** or **Excel**.
6. To print payments, click the down arrow next to **Payments** and select **PDF** or **Excel**.

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