Issue Payments

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.

5. Click **Calculate**.

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

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**.

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.

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.

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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