

Set Up Direct Deposit

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Direct deposit is a fast, electronic method of payment that ensures providers still receive payment in a timely manner. If you do not currently offer direct deposit but would like to, contact your bank/credit union and ensure that they can accept upload files for direct deposit. Minute Menu HX uses the nationally accepted ACH file format NACHA.

To set up direct deposit:

1. Enter your bank account information into HX.
 - a. Click the **Administration** menu and select **ACH Settings**. The ACH Settings dialog box opens.

ACH Settings

We need the following information from your bank:

- 1) Bank Name
- 2) Immediate destination number (usually the bank's routing number)
- 3) Immediate origin number (usually company id, sometime same as bank's routing number)
- 4) Company id (usually tax ID #, sometimes preceded by 1)
- 5) Originating dfi (typically 1st 8 digits of bank routing transit number)
- 6) File Type. Are balancing entries from the primary account required in the file?
- 6b) If so, what is the primary account #
- 7) Standard Entry Class Code (PPD default)

1) Bank Name (23 characters limit)

2) Immediate Destination Number (10 numbers limit)

3) Immediate Origin Number (10 numbers limit)

4) Company ID (10 characters limit)

5) Originating DFI (10 characters limit)

6) File Type Default Balanced

6b) Balanced Account Number (17 characters limit)

7) Standard Entry Class Code

- b. Complete each field. Contact your bank for this information.
 - c. When finished,click **Save**.
 2. Next, enter bank account information for each provider.
 - a. Click the **Providers** menu and select **Provider Information**. The Provider Information window opens.
 - b. Click the **Provider** drop-down menu and select the provider to change.
 - c. Click the **Other** tab.
 - d. Check the **Uses Direct Deposit** box.

The screenshot shows the 'Provider Information' window for 'Shelly, Mary 998894 Active'. The 'Other' tab is active. A red box highlights the 'Uses Direct Deposit' section, which contains a checked checkbox, a 'Bank Account Type' dropdown menu set to 'Checking', and empty text boxes for 'Bank Account #' and 'Bank Routing #'. Other sections include 'Time Opens/Closes', 'Enrollment Renewal', 'Documentation On File', and 'Fire Inspection Expiration'.

- e. Click the **Bank Account Type** drop-down menu and select **Checking, Money Market, or Savings**.
 - f. Enter the bank account and routing numbers in the **Bank Account Number** and **Bank Routing Number** boxes.
 - g. Click **Save**.
 - h. Repeat **Steps 2b - 2g** for each provider for whom to set up direct deposit.
3. Send the Pre-Note file to your bank to test the direct deposit.
 - o Contact your bank to determine where and how to upload the file to the bank's website.
 - o If the file is rejected, find out why, fix the error, generate a new file, and try uploading again.
 - o If the file goes through, and you confirm that there were no issues, the ACH file has been set up successfully, and you are ready to use Minute Menu HX to generate ACH files for direct deposit.

Note: If you re-use this Pre-Note file prior to each batch of direct deposits you run, you automatically check the validity of each provider's bank account and routing number, so you can be assured that all claims that you pay via direct deposit actually go to a valid bank account.