## Set Up Direct Deposit

Last Modified on 07/13/2020 12:00 pm CDT

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			<b>×</b>	
We need the following information from your bank:				
<ol> <li>Bank Name</li> <li>Immediate destination number (usually the bank's routing number)</li> <li>Immediate origin number (usually company id, sometime same as bank's routing number)</li> <li>Company id (usually tax ID #, sometimes preceded by 1)</li> <li>Originating dfi (typically 1st 8 digits of bank routing transit number)</li> <li>File Type. Are balancing entries from the primary account required in the file?</li> <li>Is so, what is the primary account #</li> <li>Standard Entry Class Code (PPD default)</li> </ol>				
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 chara	acters limit)	
7) Standard Entry Class Code	PPD 👤			
Create Pre-Note File	Save		Close	

- 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.

Select Provider:         Active <ul> <li>Active</li> <li>Active</li> <li>Shelly, Mary</li> <li>Enroll Provider</li> </ul> General       Contact       Licensing       Timeng       Meals       Other       Shelly, Mary       Enroll Provider         Time Opens:       :<	Frovider Information	×
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Print         Remove         Put On Hold         Save         Close	Print         Remove         Put On Hold         Save         Close	

- 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.
  - Contact your bank to determine where and how to upload the file to the bank's website.
  - If the file is rejected, find out why, fix the error, generate a new file, and try uploading again.
  - 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.