

Export Transactions to Third-Party Accounting Software

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If you use a third-party accounting system, you must get your payment data from Minute Menu HX and into the accounting system you use. You can enter this data into your third-party software by hand, or you can export a file and import it into your third-party software. This function creates a delimited text file of payment information in Minute Menu HX's default transaction export file format.

To generate the file:

1. Click the **Checkbook** menu and select **Generate Check Transaction File**. The Check Filter dialog box opens.

The screenshot shows the 'Check Filter' dialog box with the following fields and options:

- Select Filter by Claim Month:** (unchecked). Includes 'Starting Month' and 'Ending Month' dropdown menus.
- Select Filter by Date:** (unchecked). Includes 'Starting Date' and 'Ending Date' dropdown menus.
- Select Filter by Number:** (unchecked). Includes 'Starting Number' and 'Ending Number' text input fields.
- Select Filter by Payment Method:** (unchecked). Includes radio buttons for 'Checks', 'Deposit', 'Direct Deposit', 'Void', and 'All'. Also includes an 'Adjusted Payments Only' checkbox.

Buttons: 'Cancel' and 'Continue'. Note: '(If all filter options are unchecked, the report will print all checks)'.

2. Set filters for the checks to include. To print all checks, leave all of the filters blank.
 - o **Filter by Claim Month:** Check this box, click the **Starting Month** and **Ending Month** drop-down menus, and select starting and ending months for the report. Note that if a check was issued and included payment for more than one claim month it is included if any of the claims paid by the check are included in the selected claim months.

- **Filter by Date:** Check this box, click the **Starting Date** and **Ending Date** boxes, and set a starting and ending date for the report.
 - **Filter by Number:** Check this box, click the **Starting Number** and **Ending Number** boxes, and set a date range for the report.
 - **Filter by Payment Method:** Check this box and then select **Checks, Direct Deposit, Deposit, Void, or All**. Check the **Adjusted Payments Only** to include only those payments you've adjusted.
3. Click **Continue**. The Select Mode dialog box opens.
 4. Select **Transaction** or **Payment Adjustments**.
 5. Click **Continue**. The Save As window opens.
 6. Browse to the location in which to save the export file.
 7. Click **Save**.

Note: Minute Menu HX also generates this same transaction export file if you export a file while issuing payments.
