Locate Providers Receiving Paper Checks

Use the Provider List Export File to quickly locate providers who are still receiving paper checks as payment. You can then use the resulting list to contact providers and transfer them to direct deposit. Direct deposit is a fast, electronic method of payment that ensures providers still receive payment in a timely manner.

To do so:

1. First, generate the report:

    a. Click the **Reports** menu, select **Providers**, and click **Provider List Export File**. The Select Report Definition to Use dialog box opens.

    b. Click **Continue** without selecting a report definition. The Provider Filter opens.

    c. Accept the default **Status** filters (**Active** and **Hold**), and click **Continue**. The Select Output Data for Provider List Export window opens.

   d. Scroll down and check the **Payment Type** and **Phone** boxes.

    e. Click **Continue**.

    f. Browse to the location on your computer in which to save the file.

    g. Click **Save**. The file opens automatically in your default spreadsheet program.

2. Filter the resulting spreadsheet to show providers who *don't* currently use direct

deposit.

a. Click the first row of the **UseDirectDeposit** column.

b. Click **Sort & Filter** in the top-right corner of the Home tab and select **Filter**.
The first row of each column in the spreadsheet is now a drop-down menu
you can use to filter.

c. Click the **UseDirectDeposit** drop-down menu and clear the **Select All** box.

d. Check the **N** box.
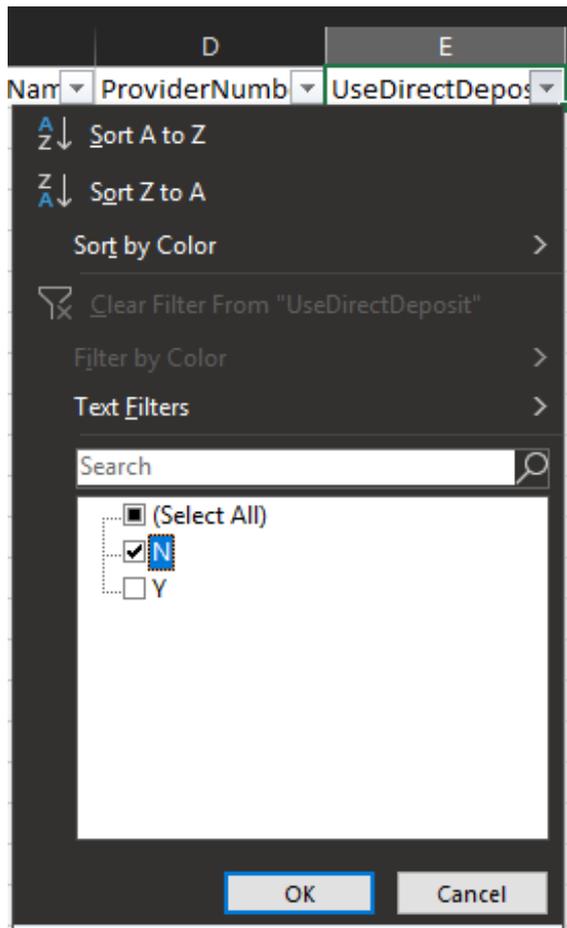
e. Click **OK**. You now have a list of providers who receive paper checks, as well
as a list of their phone numbers.

ProviderName	ProviderFirstNam	ProviderMiddleNam	ProviderNumb	UseDirectDepos	PhoneNumb
			654987	N	(987) 654-9870
A	A	a	005464	N	(546) 464-6464
AccountLuman	TestCarol		131313	N	(111) 111-1111
AE1	AE		999003	N	(242) 412-4214
Aldrichs	NYC		998899	N	(778) 788-9999
AM	AM		999004	N	(233) 333-3333
Anna	Anna		997999	N	(111) 111-1111
AX	AX		999002	N	(555) 555-5555
changedtest	modtest		231678	N	(987) 654-3210
Cordova	Anna		001239	N	(444) 156-7789
Dalton	Jennifer		002409	N	(555) 555-1234
Dang	Hiep	V	151196	N	(111) 111-1111
DTest	Jennifer		008585	N	(999) 888-7777
Email Test	Jennifer		000052	N	(888) 888-8888
Enrollment	NewMP		454545	N	(587) 897-9797
Flats	Highland		995600	N	(684) 684-6468
Flower	Blue		237893	N	(541) 555-7621
Goodstein	Jeffrey		001238	N	(987) 444-8888
HanNam	Nguyen		565465	N	(231) 312-3123
HomesAPI	No		000123	N	(654) 684-6846

3. Contact the providers on your list to set them up on direct deposit instead. Update their payment preferences in Minute Menu HX. For more information about doing this, see **Step 2** in Set Up Direct Deposit.