## Locate Providers Receiving Paper Checks

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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.

Select Output Data for Provider List E	xport X Save Export Select Export Delete Export
Report Name:	Report Options Heport to Delete:Select
Display Field Group	Field Description
Monthly Check Deduction	Monthly Check Deduction
Nevt Review Date	Northy Series Decourt
INEXT TEVIEW Date     INight Consolution	Niek Ferenzie
Night Capacity Shift	Night Capacity Count Night Capacity Count
INigrit Capacity Shift     Reportunity Mended	Ngri Capacity Shiit - bitaktasi, Nigri Capacity Shiit - Am Shack, Nigri Capacity Shiit - Luhch, Nigri Capacity Shi Dasanuak Moodad
Password     Passhoek Addresses	Password, Login
	Paycheck Addressee
	Deposit or Check
Phone Phone	Phone Number
Physical Address	Address, City, State, Zipcode
Preapproval Date	Preapproval Date
Preapproval Date	Preapproval Date
Preapproval Date	Preapproval Date
Preapproval Expiration Date	Preapproval Expiration Date
Preapproval Expiration Date	Preapproval Expiration Date
Preapproval Expiration Date	Preapproval Expiration Date
Previous Sponsor Name/Address	Previous Sponsor Name, Address, City, State, Zipcode
Pro Subscription Info	
Provider Cycle Menu	Provider Cycle Menu Info 🗸 🗸
	•
Select All Deselect All	Selection Count: 2 Cancel Continue

- 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.

А	В	с	D	E	F	
ProviderName 🔄	ProviderFirstNam 💌	ProviderMiddleNam 🔻	ProviderNumb 💌	UseDirectDepos 🗸	PhoneNumb 💌	
			654987	N	(987) 654-9870	
Α	Α	а	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	

 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.