

Locate Centers Receiving Paper Checks

Last Modified on 05/19/2020 2:38 pm CDT

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

1. First, generate the report.

- a. Click the **Reports** menu, select **Centers**, and click **Centers List Export**. The Center Filter window opens.
- b. Accept the default **Status** filter (**Active**) and click **Next**. The Select Output for Export File window opens.
- c. Check the **Payment Info, Director's Contact Info**, and **Director's Name** boxes.

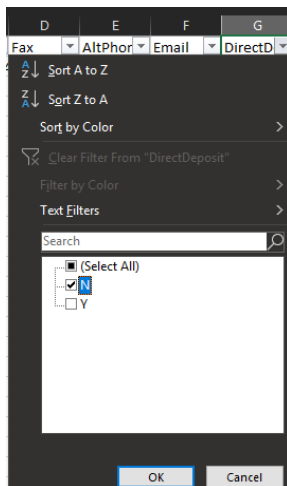
Select Output for Export File

Choose any/all fields that you wish to include in the export file's output

Output Column
<input type="checkbox"/> Login Info (Login, Password)
<input type="checkbox"/> Mailing Address
<input type="checkbox"/> Master Menu
<input type="checkbox"/> Meal Times
<input type="checkbox"/> Meals Served
<input type="checkbox"/> Mileage to Center
<input type="checkbox"/> Monitor
<input type="checkbox"/> Months of Operation
<input type="checkbox"/> Next Visit Due Date
<input type="checkbox"/> Notes
<input type="checkbox"/> Original Start Date
<input checked="" type="checkbox"/> Payment Info (Direct Deposit, Bank Acct Info)
<input type="checkbox"/> Physical Address
<input type="checkbox"/> Profit Status (Profit Status, For Profit Type)
<input type="checkbox"/> Program Pricing (Pricing Program, Meal Charges)
<input type="checkbox"/> Program Type (Type, At Risk, Funding Source)
<input type="checkbox"/> Record Attendance Data Entry Restrictions
<input type="checkbox"/> Referral Info (Referred By, Prev Sponsor)
<input type="checkbox"/> Removal Info (Date, Reason)
<input type="checkbox"/> Review/Fiscal Year Start Month
<input type="checkbox"/> School District
<input type="checkbox"/> School End Date

Select All
Deselect All
Cancel
Next

- d. Click **Next**. The report is generated and opens in your spreadsheet program.
 - e. Save the report to your computer.
- ## 2. Filter the resulting spreadsheet to show blank email addresses only. Note that these instructions are Excel-specific.
- a. Click the first row of the **DirectDeposit** column.
 - b. Click the first row of the **DirectDeposit** column.
 - c. 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.
 - d. Click the **DirectDeposit** drop-down menu and clear the **Select All** box.
 - e. Check the **N** box.



- f. Click **OK**. You now have a list of centers who receive paper checks, as well as a list of their director's contact information.

A	B	C	D	E	F	G	H	I	J
center	center	PrimaryPhone	Fax	AltPhone	Email	DirectDeposit	BankAccount	BankRouting	BankType
Tit - C	909	(919) 596-4861			mmeviziqa	N			
	1					N			
0627releas	133				thanhdapc	N			
253994 tes	666					N			
254229test	23455				hal@mm.c	N			
ABC	12					N			
ABCday	145					N			
Absol	234	test			hongnhan.	N			
Active Life	777				weekly@h	N			
April 192	12					N			
asdf	12					N			
asdfasdf	1234					N			
Auto Cent	333					N			
Automatic	691					N			

3. Contact the sites on your list to set them up on direct deposit instead. Update their payment preferences in Minute Menu CX. For more information about doing this, see [Step 2 in Set Up Direct Deposit](#).