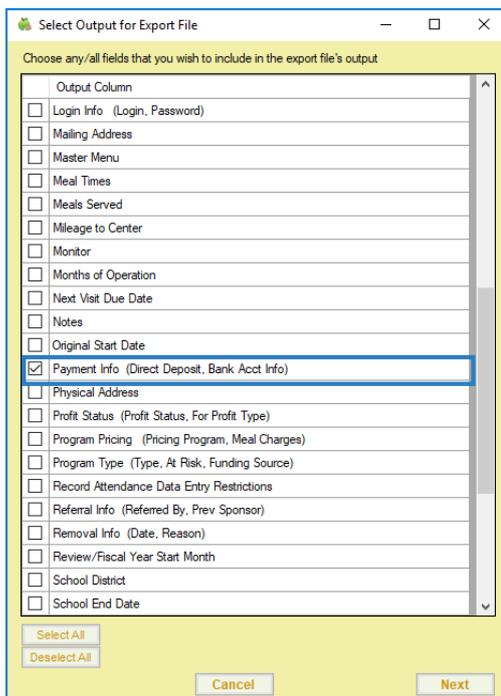


# Locate Centers Receiving Paper Checks

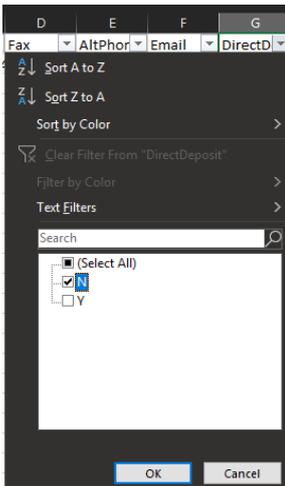
Last Modified on 05/19/2020 2:38 pm CDT

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.



- 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	PrimaryPho	Fax	AltPhor	Email	DirectD	BankAc	BankRo	BankTyp
Tit - C	909	(919) 596-4861			mmeviziq	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](#).