

# Commissions: Payout via Check or Direct Deposit

v 1.1



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## **Commissions Payout – Checks & Direct Deposit Files**

This training module will focus exclusively on Commissions Payout via Checks and Direct Deposit Files. All other types of Payouts will be covered separately.

NOTE: This document assumes you have already Accepted a Commission Run and the Vendor Bills were created.

#### STEP 1: VIEW BILLS TO PAY

Navigate to Accounting > Accounting Overview to view totals for Vendor Bills to be paid. More detail is available by clicking on the Blue numbers.



#### **STEP 2: VIEW VENDOR DETAIL**

Detail information on Vendors, including Vendor Bills, may be found by navigating to Accounting > Vendors. Double click on any row to show detail.





#### STEP 3: DOWNLOAD AND OPEN EXIGO CHECK PRINTER SOFTWARE

This software may be found at the bottom of the main page of Exigo.com by clicking on Downloads. Utilize your user login from Exigo.com to login.

| Set your applications & data free.<br>Our customizable PaaS platform allows for unprecedented access to your data and unlimited flexibility in direct selling software application development. Learn about the Exigo difference. | Custom solutions.<br>Our professional Services provid a far more<br>than canned web & mobile application. Each<br>implementation is as unique as the company it<br>supports. See how the Exigo professional<br>services team can best fits your needs. | Get to know us.<br>Exigo has been serving the Direct Selling<br>market for almost two decades, boasting one of<br>the most experienced teams in the industry.<br>Find out more about Exigo. |
|---|--|---|
| VIEW OUR SERVICES   | CHECK OUT OUR APPROACH   | LEARN MORE  |
| Get started. Set your data free today.  | Hub Support Developers AF  | 1 Careers Building a Better Tomorrow  |
| © 2021 Exigo. Policies Downloads  |  | ¢exigo  |

You might be prompted by Windows Defender to avoid running the application, to excecute click on "More Info" and "Run Anyway"





Once the application is installed, enter your Exigo Credentials and Sign In

| Exigo Payout | /3.0.689   | ×                |
|--------------|--|------------------|
|              | Ex   | i <b>go</b> Plus |
| user name    | joshuae  |                  |
| password     |  |                  |
| domain       | ExigoTrain   |                  |
| Environment  | Production ~   |                  |
|              | Sign In Sign I | »»               |
|              |  |                  |
|              |  |                  |

#### **STEP 4A: PAYOUT BY CHECK**

After signing into Check Printer, click on the radio button next to Pay Vendor Bills/Create New Checks and click Next.

| Exigo Payout v3.0.689 - Exigo Training (Joshuae)   | $\times$ |
|--|----------|
| Check Printing Wizard<br>Select the check printing function then hit next.   |          |
| <ul> <li>Pay Vendor Bills / Create New Checks</li> <li>Pay Vendor Bills - Direct Deposit</li> <li>Reprint Existing Checks</li> <li>Create Positive Pay File</li> </ul> |          |
| Print Sample Check(s)  |          |
| < Back Next > Cancel   |          |



#### **STEP 4B: PAYOUT BY CHECK**

Select the date range to pull Vendor Bills to be paid. If you have a minimum amount to payout, enter it here and click Next.

| <b>Vende</b><br>Se        | or Bill<br>lect the   | Paym<br>e vend | i <b>ent</b><br>lor bill s | earch | critere | a      |     |        |        |      | 11.1   | X     |     |     |
|---------------------------|---|----------------|----------------------------|-------|---------|--------|-----|--------|--------|------|--------|-------|-----|-----|
| Select                    | Bills be  | tween          | ı                          |       |         |        | a   | nd     |        |      |        |       |     |     |
| 4                         |   | Jan            | iuary 2                    | 016   |         | ×      | 1   | 4      |        | Dece | ember  | 2020  |     | +   |
| Sun                       | Mon   | Tue            | Wed                        | Thu   | Fri     | Sat    |     | Sun    | Mon    | Tue  | Wed    | Thu   | Fri | Sat |
| 27                        | 28  | 29             | 30                         | 31    | 1       | 2      |     | 29     | 30     | 1    | 2      | 3     | 4   | 5   |
| 3                         | 4   | 5              | 6                          | 7     | 8       | 9      |     | 6      | 7      | 8    | 9      | 10    | 11  | 12  |
| 10                        | 11  | 12             | 13                         | 14    | 15      | 16     |     | 13     | 14     | 15   | 16     | 17    | 18  | 19  |
| 17                        | 18  | 19             | 20                         | 21    | 22      | 23     |     | 20     | 21     | 22   | 23     | 24    | 25  | 26  |
| 24                        | 25  | 26             | 27                         | 28    | 29      | 30     |     | 27     | 28     | 29   | 30     | 31    | 1   | 2   |
| 31                        | 1   | 2              | 3                          | 4     | 5       | 6      | IL  | 3      | 4      | 5    | 6      | 7     | 8   | 9   |
| 1/1/2                     | 016   |                |                            |       |         |        | F   | 12/9/2 | 2020   |      |        |       |     |     |
| * Note<br>check<br>Run IE | Note: If a vendor has multiple bills for a given date range, they will be included on a single<br>check. Period Type will only work on bills created by commission runs within the date range.<br>Run ID will not use the date range. |                |                            |       |         |        |     |        |        |      |        |       |     |     |
| Cum                       | ency:   | Doll           | ars (US                    | )     |         | ~      | lin | imum   | amou   | int: |        | 10.00 | )   |     |
| Cour                      | ntry:   | All C          | Countrie                   | s     |         | $\sim$ |     | Run    | In Bat | ch:  |        |       |     |     |
| eriod                     | Гуре:   | AII P          | Period T                   | ypes  |         | $\sim$ |     |        | Run    | ID:  | All Ru | าร    |     | ~   |
|                           |   |                |                            |       |         |        |     |        |        |      |        |       |     |     |

#### **STEP 4C: PAYOUT BY CHECK**

All Vendor Bills with a Payment Type = Check will be shown in the window. You may Select All or choose which Vendor Bills to Pay by clicking the box next to the Bill. Click Next to Continue.

| Exigo Payou   | t v3.0.689 - Exigo Training (Joshu  | ae)   | Х |
|---|---|---|---|
| Vendor B<br>Confir  | ill Payment<br>In the vendor bills that are to be paid  |   |   |
| Select All  |   |   |   |
| ID<br>10002<br>10006<br>10009<br>10010<br>10014<br>10151<br>10201 | Name<br>Replacement Smith<br>Amy Wild<br>Teny Smith<br>Mondo Smith<br>Mike Smith<br>Chad Smith<br>test test | Amount<br>\$1,000,00<br>\$250,00<br>\$1,000,00<br>\$300,00<br>\$120,00<br>\$50,00<br>\$100,00 |   |
| Item Cou  | nt: <b>7</b>  | Total Amount: \$2,820.00  |   |
|   |   | < Back Next > Cancel  |   |



#### **STEP 4D: PAYOUT BY CHECK**

Enter the Starting Check Number and Check Date. All other fields are optional. Click on Print Checks to Print your Checks. Once the check is printed, the status of the Vendor Bill will change from Unpaid to Paid.

| Exigo Payout v3.0.689 - Exigo T  | raining (Joshu                       | ae)       |                                    | ×      |
|--|--------------------------------------|-----------|------------------------------------|--------|
| Vendor Bill Payment<br>Create and print new check  | s                                    |           |                                    |        |
| Bank:<br>Starting Check Number:<br>Check Date:<br>Fee:<br>Fee Description:<br>Payment Memo:<br>Check Memo:<br>Check Count: <b>7</b><br>() Print Checks<br>() Generate File | 0<br>12/ 9/2020<br>0.00<br>Total Amo | ount: \$2 | 2. <b>820.00</b><br>Adjust Margins |        |
|  |                                      | < Back    | Next >                             | Cancel |



#### STEP 5A: PAYOUT BY DIRECT DEPOSIT

Click on the radio button next to Pay Vendor Bills – Direct Deposit to begin the process of creating a Direct Deposit File. Click Next to continue.

| Exigo Payout v3.0.689 - Exigo Training (Joshuae)  | × |
|---|---|
| Check Printing Wizard<br>Select the check printing function then hit next.  |   |
| <ul> <li>Pay Vendor Bills / Create New Checks Install MICR Font</li> <li>Pay Vendor Bills - Direct Deposit</li> <li>Reprint Existing Checks</li> <li>Create Positive Pay File</li> <li>Print Sample Check(s)</li> </ul> |   |
|   |   |
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#### **STEP 5B: PAYOUT BY DIRECT DEPOSIT**

Enter the Date Range to pull in Vendor Bills. If you have a minimum amount, enter it here. Click Next to continue.

| Se              | elect the                          | e vend                    | lor bill s         | earch                           | criterea                  | a                   |                      |                     |                    | 11.1               |        |                   |           |
|-----------------|------------------------------------|---------------------------|--------------------|---------------------------------|---------------------------|---------------------|----------------------|---------------------|--------------------|--------------------|--------|-------------------|-----------|
| Select          | Bills be                           | tweer                     | ı                  |                                 |                           |                     | and                  |                     |                    |                    |        |                   |           |
| 4               |                                    | Jan                       | iuary 2            | 016                             |                           | ×                   | •                    |                     | Dec                | ember              | 2020   |                   | Þ         |
| Sun             | Mon                                | Tue                       | Wed                | Thu                             | Fri                       | Sat                 | Sun                  | Mon                 | Tue                | Wed                | Thu    | Fri               | Sat       |
| 27              | 28                                 | 29                        | 30                 | 31                              | 1                         | 2                   | 29                   | 30                  | 1                  | 2                  | 3      | 4                 | 5         |
| 3               | 4                                  | 5                         | 6                  | 7                               | 8                         | 9                   | 6                    | 7                   | 8                  | 9                  | 10     | 11                | 12        |
| 10              | 11                                 | 12                        | 13                 | 14                              | 15                        | 16                  | 13                   | 14                  | 15                 | 16                 | 17     | 18                | 19        |
| 17              | 18                                 | 19                        | 20                 | 21                              | 22                        | 23                  | 20                   | 21                  | 22                 | 23                 | 24     | 25                | 26        |
| 24              | 25                                 | 26                        | 27                 | 28                              | 29                        | 30                  | 27                   | 28                  | 29                 | 30                 | 31     | 1                 | 2         |
| 31              | 1                                  | 2                         | 3                  | 4                               | 5                         | 6                   | 3                    | 4                   | 5                  | 6                  | 7      | 8                 | 9         |
| 1/1/2           | 016                                |                           |                    |                                 |                           |                     | 12/21                | /2020               |                    |                    |        |                   |           |
| 1/1/2           | 010                                |                           |                    |                                 |                           |                     | 12/31                | 2020                |                    |                    |        |                   |           |
| check<br>Run II | : If a ve<br>. Period<br>) will no | ndor i<br>Type<br>t use i | will on<br>the dat | tiple bil<br>ly work<br>e range | is for a<br>on bill<br>e. | a given<br>Is creat | date ran<br>ed by co | ge, they<br>mmissio | r will b<br>n runs | e inclue<br>within | the da | a sing<br>te rang | le<br>je. |
| Cum             | ency:                              | Doll                      | ars (US            | i)                              |                           | ~ 1                 | Ainimun              | n amou              | int:               |                    | 10.00  |                   |           |
| Cour            | ntry:                              | AII C                     | Countrie           | s                               |                           | $\sim$              |                      |                     |                    |                    |        |                   |           |
|                 | Turner                             |                           | oriod T            | -                               |                           | ~                   |                      | Run                 | ID:                | All Rur            | าร     |                   | ~         |



#### STEP 5C: PAYOUT BY DIRECT DEPOSIT

Vendor Bills where the payment method is Direct Deposit will be shown in this window. Select All or select specific Vendor Bills to be included. Click Next to continue.

| Exigo Payou   | t v3.0.689 - Exigo Training (Joshu   | ae)   | ×    |
|---|--|---|------|
| Vendor E<br>Confin  | <b>Will Payment</b><br>In the vendor bills that are to be paid                                   |   |      |
| Select All  |  |   |      |
| ID<br>3<br>10056<br>10058<br>10076<br>10077<br>10077<br>10078 | Name<br>Carmen Smith<br>Greg Smith<br>Tyler Smith<br>Randy Smith<br>Justin Smith<br>Robbie Smith | Amount<br>\$100.00<br>\$200.00<br>\$25.00<br>\$250.00<br>\$1,000.00<br>\$2,000.00 |      |
| Item Cou  | int: 6   | Total Amount: \$3,575.00  | )    |
|   |  | < Back Next > Cance   | el 🛛 |

#### **STEP 5D: PAYOUT BY DIRECT DEPOSIT**

If there are multiple Bank Account set up for Direct Deposit, choose the Correct Bank Account and the Payment Date. Click Create Direct Deposit File. Once the file is created, save it and upload it via secure transmission to your Bank. Please ask your Bank where the files should be uploaded. Once the file is created, the status on the Vendor Bills will change from Unpaid to Paid.

| Exigo Payout v3.0.689 - Exigo             | Training (Joshuae)    | ×        |
|---|-----------------------|----------|
| <b>Pay Vendor Bills</b><br>Direct Deposit |                       |          |
| Bank Account:                             | ~                     |          |
| Fee:                                      |                       |          |
| Fee Description:                          |                       |          |
| Reference:                                |                       |          |
| Payment Date:                             | 12/ 9/2020            |          |
| Vendors to be Paid:                       | 6                     |          |
| Total Amount:                             | \$3,575.00            |          |
|   | Create Direct Deposit | File     |
|   | < Back Next           | > Cancel |