exigo

Commissions:
Payout via Check or Direct Deposit

Contents

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.
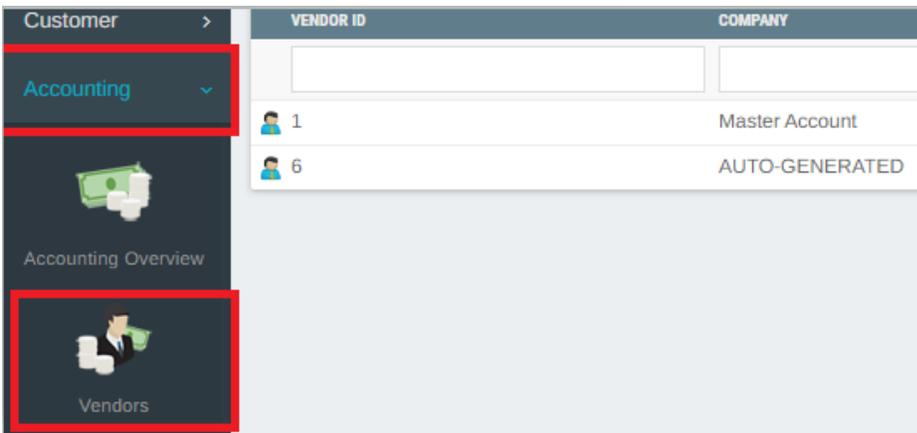
STEP 1: VIEW BILLS TO PAY

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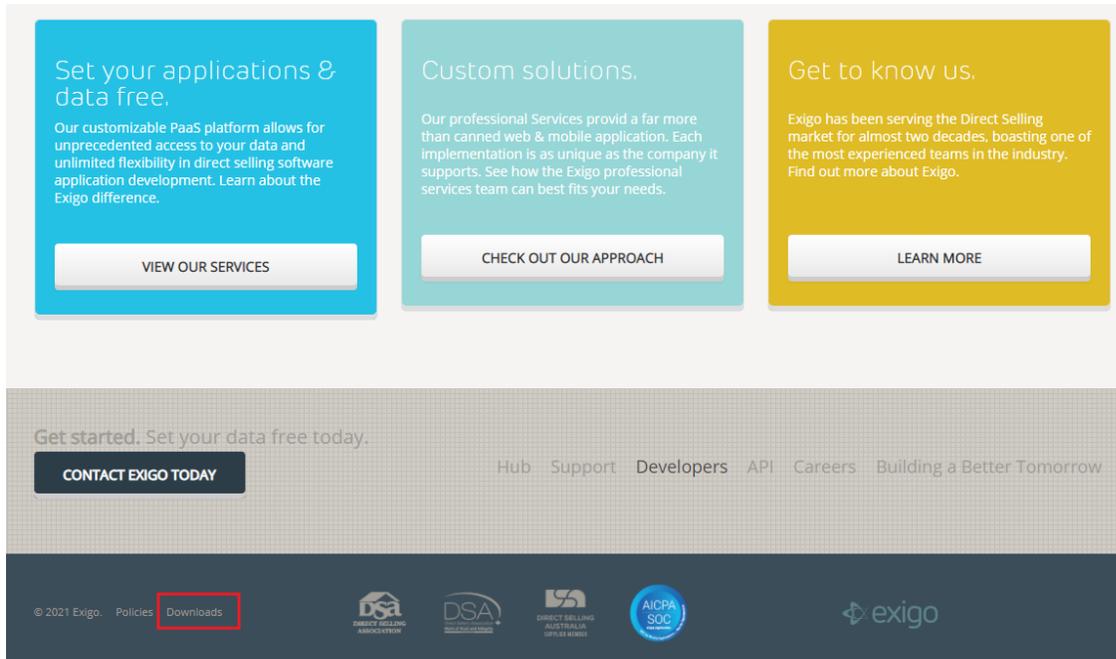

STEP 2: VIEW VENDOR DETAIL

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.

You might be prompted by Windows Defender to avoid running the application, to excecute click on "More Info" and "Run Anyway"
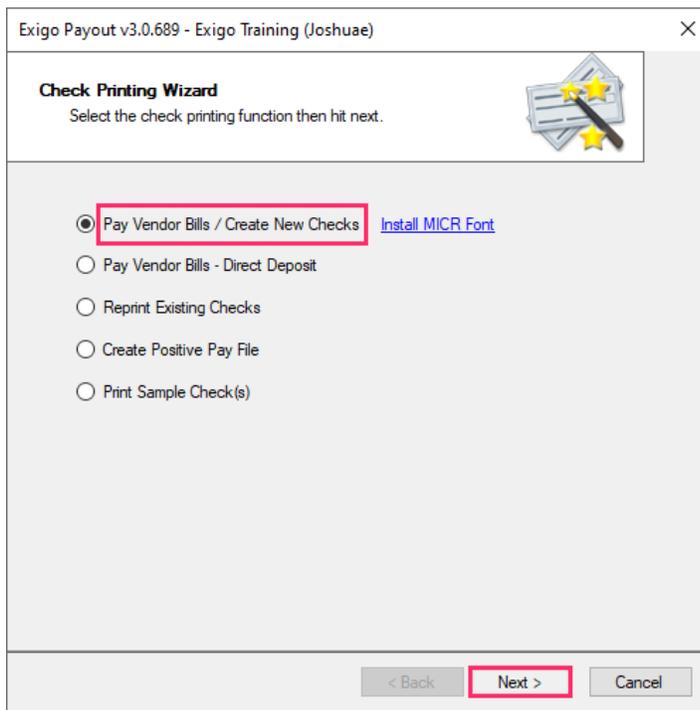
Once the application is installed, enter your Exigo Credentials and Sign In
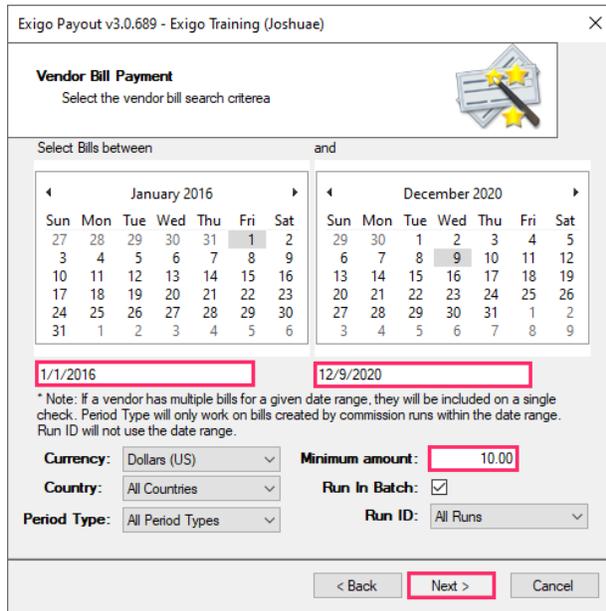

STEP 4A: PAYOUT BY CHECK

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

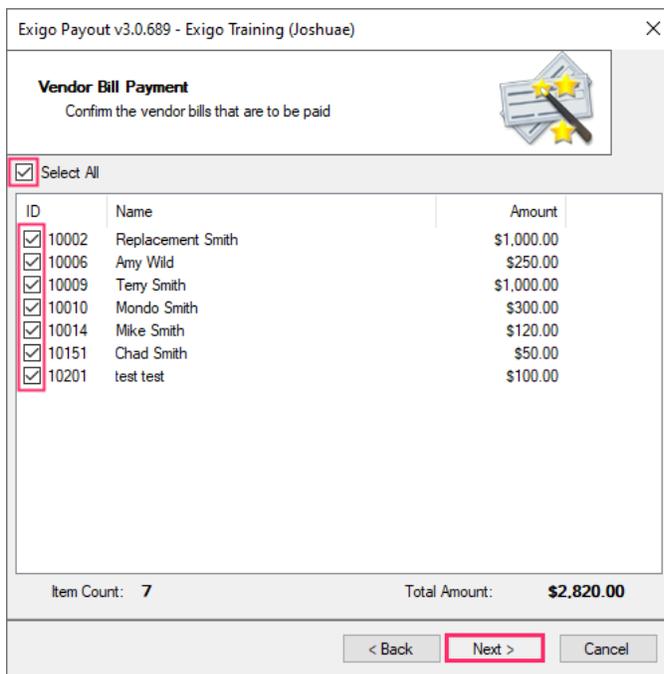## STEP 4B: PAYOUT BY CHECK

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.

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.

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.
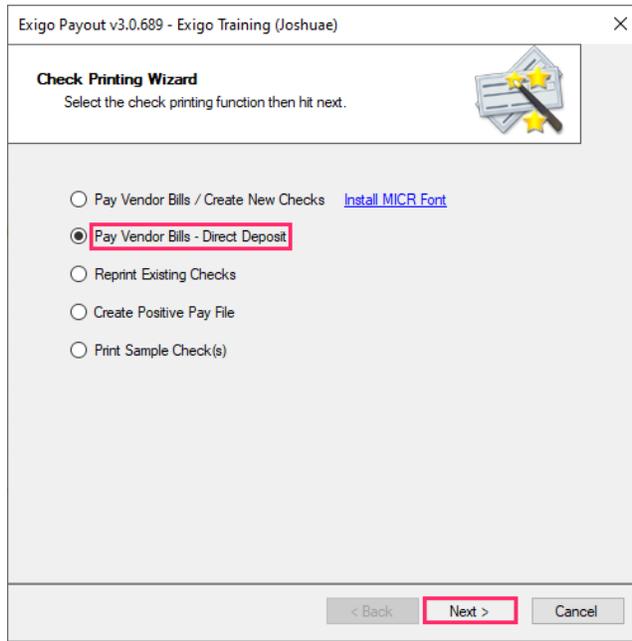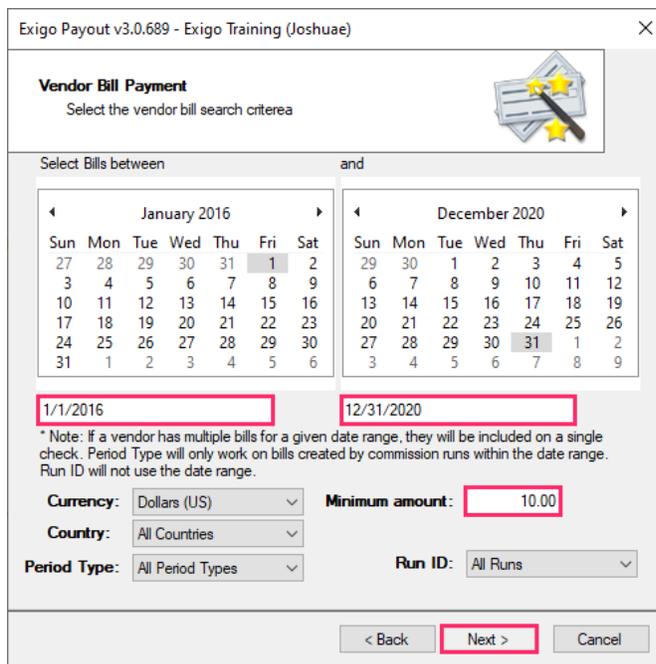
STEP 5A: PAYOUT BY DIRECT DEPOSIT

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.
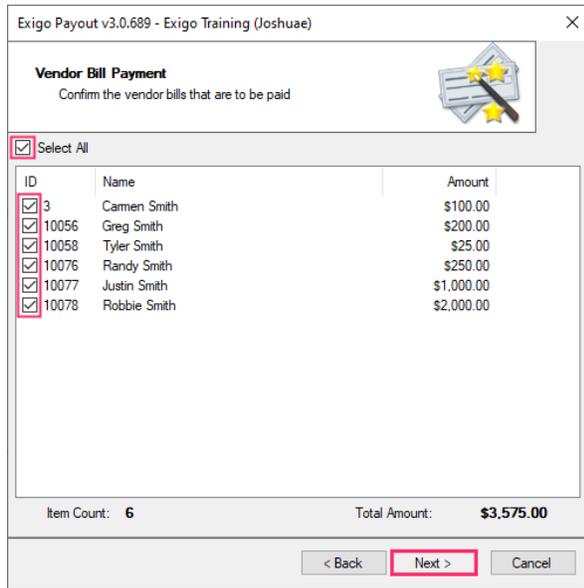

STEP 5B: PAYOUT BY DIRECT DEPOSIT

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

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.
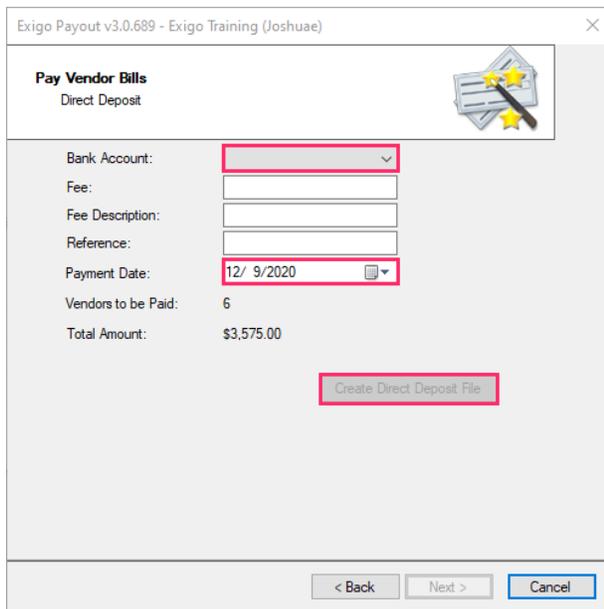

STEP 5D: PAYOUT BY DIRECT DEPOSIT

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.