



**Commissions:
Payout via Check or Direct Deposit**

v 1.0

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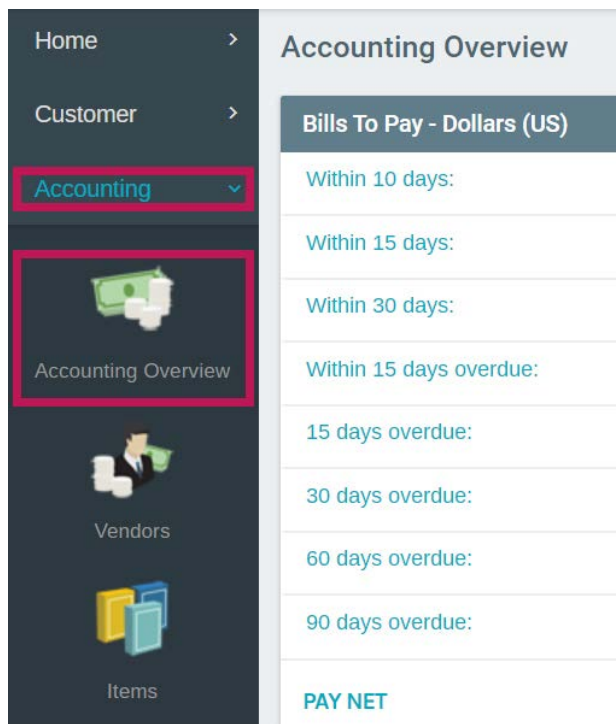
Commissions Payout – Checks & Direct Deposit Files

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.

INDEX #	USERNAME	FIRST NAME
1		Lee
2		Holt
3		Scott
4		Jarvis
5		Joan
40003		Michelle
40005		Tara
40009		Brian
41482		Valerie
41676		Clark
41722		Steven
41723		Stacy
41724		Catherine
41728		Laura
42038		Wendy
42089		Erica
42093		Christa
42762		Betty
42793		Megan Jean May
42879		Jonathan
42854		Paige
42881		Shelby
42882		Carol
42883		Lakshya
42954		Phoniss
42985		Dennis
43090		Alicia
43090		Jason
43087		Richard
43088		Bob
43090		Jennifer

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. Note that Exigo Check Printer only connects to Production.



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.

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Check Printing Wizard
Select the check printing function then hit next.

Pay Vendor Bills / Create New Checks [Install MICR Font](#)

Pay Vendor Bills - Direct Deposit

Reprint Existing Checks

Create Positive Pay File

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.

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Vendor Bill Payment
Select the vendor bill search criteria

Select Bills between _____ and _____

September 2016							October 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3	25	26	27	28	29	30	1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30	1	23	24	25	26	27	28	29
2	3	4	5	6	7	8	30	31	1	2	3	4	5

9/24/2016 10/24/2016

* Note: If a vendor has multiple bills for a given date range, they will be included on a single check.

Currency: Dollars (US) Minimum amount: 10.00


Country: All Countries Run In Batch:

< Back **Next >** Cancel

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.

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Vendor Bill Payment 
Confirm the vendor bills that are to be paid

Select All


ID	Name	Amount
<input checked="" type="checkbox"/> 10002	Replacement Smith	\$1,000.00
<input checked="" type="checkbox"/> 10006	Amy Wild	\$250.00
<input checked="" type="checkbox"/> 10009	Terry Smith	\$1,000.00
<input checked="" type="checkbox"/> 10010	Mondo Smith	\$300.00
<input checked="" type="checkbox"/> 10151	Chad Smith	\$50.00

Item Count: 5 Total Amount: **\$2,600.00**

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.

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Vendor Bill Payment 
Create and print new checks

Bank:

Starting Check Number:

Check Date:

Fee:

Fee Description:

Payment Memo:

Check Memo:

Check Count: 5 Total Amount: **\$2,600.00**


Print Checks Generate File

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.

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Check Printing Wizard
Select the check printing function then hit next.




Pay Vendor Bills / Create New Checks [Install MICR Font](#)
 Pay Vendor Bills - Direct Deposit
 Reprint Existing Checks
 Create Positive Pay File
 Print Sample Check(s)

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.

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Vendor Bill Payment
Select the vendor bill search criteria



Select Bills between _____ and _____

September 2016							October 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3	25	26	27	28	29	30	1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30	1	23	24	25	26	27	28	29
2	3	4	5	6	7	8	30	31	1	2	3	4	5


Currency:
 Minimum amount:

Country:

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.

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Vendor Bill Payment
Confirm the vendor bills that are to be paid 

Select All


ID	Name	Amount
<input checked="" type="checkbox"/> 10056	Greg Smith	\$200.00
<input checked="" type="checkbox"/> 10058	Tyler Smith	\$25.00
<input checked="" type="checkbox"/> 10076	Randy Smith	\$250.00
<input checked="" type="checkbox"/> 10077	Justin Smith	\$1,000.00
<input checked="" type="checkbox"/> 10078	Robbie Smith	\$2,000.00

Item Count: **5** Total Amount: **\$3,475.00**

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.

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Pay Vendor Bills
Direct Deposit 

Bank Account:

Fee:

Fee Description:

Reference:

Payment Date:

Vendors to be Paid: 5

Total Amount: \$3,475.00