Printing Commission Checks

v1.0

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Printing Commission Checks

SETUP AND CONFIGURATION

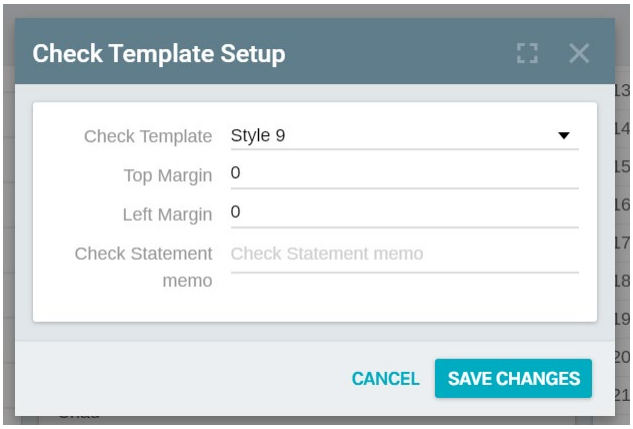
Before you can print checks from Exigo, you will need to make sure you have done the following:

1. Please provide your commission programmer with the following information:
    a. **Is there a minimum threshold that you have for your checks?**
    For example, if the minimum threshold is $20.00, then all commission earnings less than 20.00 will be carried forward to the next commission run and a vendor bill will not be created for this run.
    b. **What is the default address that you plan to use?** Here are the following options:
        i. Always use the Main address on the customer record.
        ii. Use the Mail address first, if it does not exist, then use the Main address.
2. Select your check stock format style. You can go to www.exigolibrary.com/checks.aspx and determine which format will work best for your check stock. See instructions below for setting your check style.

HOW TO SET YOUR CHECK STYLE

You will need to set your check style in the **Accounting Settings screen**. Go to **Administration>>Settings** and in the upper right tool bar click on **Accounting Settings**.

Once you are at the Accounting Settings screen, scroll down to the bottom of the first column on the left to the **Check Templates section**. Click on the link for your check account, this may be **Default Bank Account.** The following popup will appear:



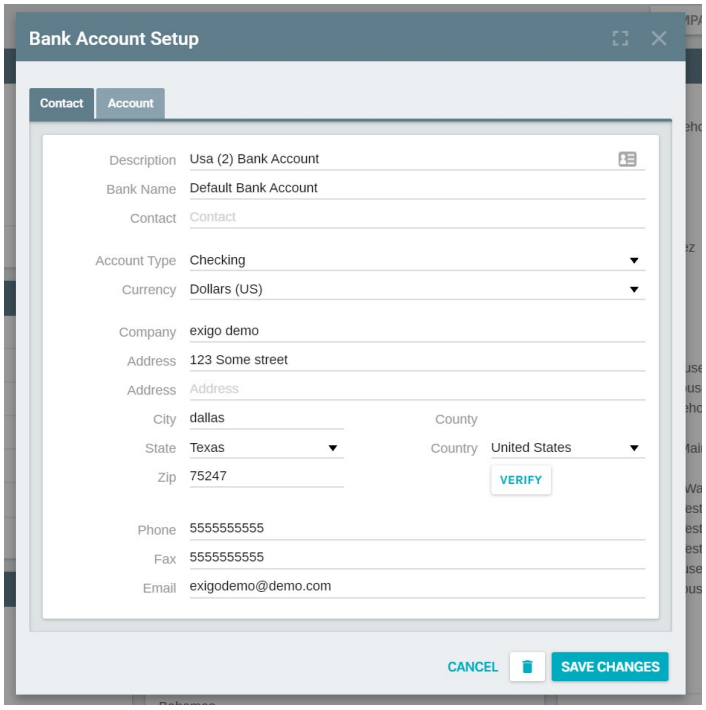
In the **Check Template field**, use the drop down to **select your style** and then click on the OK button. The change is instant and you will be able to print checks using this style.

HOW TO SETUP BANK INFORMATION

If you have selected a check style that will use blank check stock and requires the printing of the bank information on your check, **then you will want to setup your bank information as follows**:

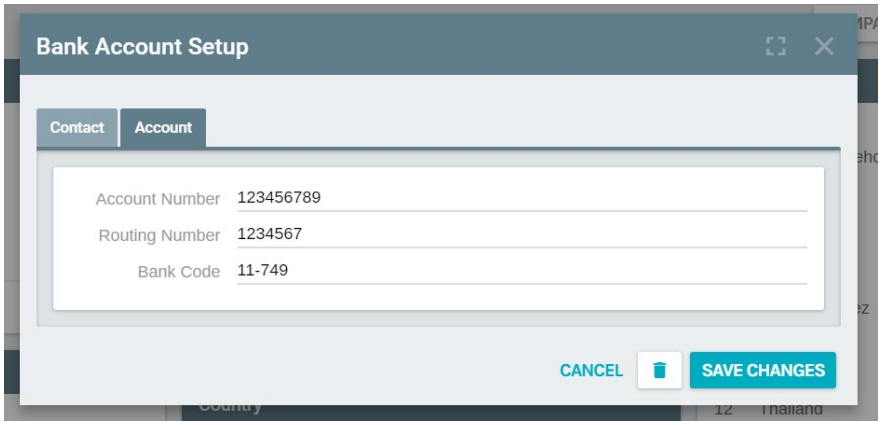
1. Go to **Administration>>Settings** and in the upper right tool bar, click on **Accounting Settings**.

2. Once you are at the Accounting Settings screen, go to the first column in the **Bank Account section** and **click on Default Bank Account**. The **Edit Bank Details screen** will appear:

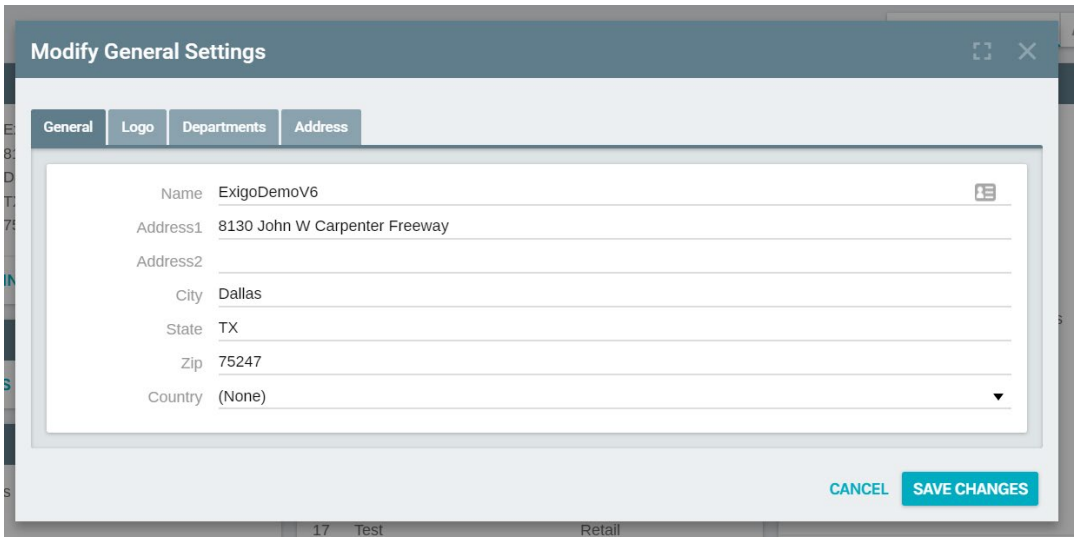


3. On the **Contact tab**, enter the **bank information** that you need to be printed on the check.
   It is okay to enter this information even if you do not plan to have this printed on the check.

4. On the **Account tab**, you will only need to populate the **Account Number, Routing Number and Bank Code fields**.
   The other fields are not necessary and are not used. The Update Signature button is only used for clients who have custom check format styles.



5. If you need to have your company information printed on the check in the upper left corner of the blank check stock, then you will need to set up your company information by going to **Administration>>Settings** and from the **Company Settings screen**, click on the **Modify general settings link** found in the upper left corner in the **Company Details section**. The following screen will appear:



BEFORE ACCEPTING COMMISSIONS

You can run commissions as many times as you want to before accepting, but you should make sure to handle the following before your final run:

- Do you plan to charge a check handling fee that should be deducted from the commissions? If so, then you will need to enter the fee amount on the **Fee tab** found in the **Commission Preview window** when you run commissions.
- Are you ready to create the vendor bills when the commission run is accepted for the first time? Make sure to tell your commission programmer that you are ready for this final step.
- Do you have any ranks that need to be waived using the **Customer Rank Overrides feature** found in the **Accounting>>Commissions module**?

- Do you have any qualification waives for any bonuses that you could set using the B**onus Qualification Overrides feature** found in the **Accounting>>Commissions module**?

You will be shown where these features are during the commission training that you receive when your commission program is delivered.

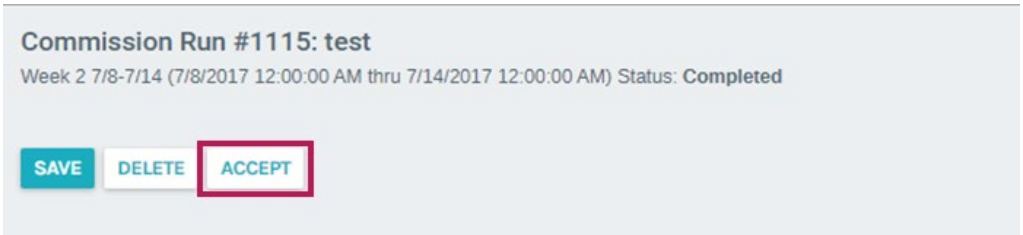
FIRST COMMISSION ACCEPTANCE

You can run your commissions by going to **Accounting>>Commissions** and clicking on the **Run Commission Preview link** found in the **General section** in the upper left portion of the screen.

You may run your commissions as many times as you would like in order to analyze the run and validate the commission results. You will notice that your commission runs will appear on the right side of the Commissions screen in the History column. The status of the runs will appear as Completed.

Once you are ready to accept your commissions for the first time, you will want to open the run that you will be accepting and change the Notes field. This field is used to create the **Reference field** that is stored on the **Vendor Bill** and also printed on the **Commission Check Stub.**

To accept, simply **open the run** and then **click on the Accept button** at the top left of the **Commission Navigator screen.** You will see the following screen appear to confirm the acceptance and to set the Date Payment Due field for the vendor bills that are to be created:



At this time, the vendor bills will be created for all customers who have earned a commission. Additionally, the online statements for this run will now appear in the **Distributor's back office**.

If you do not want the statements to appear in the back office, you can use the Hide From Web feature below the Notes field when you open the run. It appears on the upper right corner of the **Commission Navigator screen.**

You will notice that each time you open this run afterwards, the Accept button has been replaced with the **Unaccept button**.

You can now go to **Accounting>>Accounting Overview** to pay your vendors by printing checks.

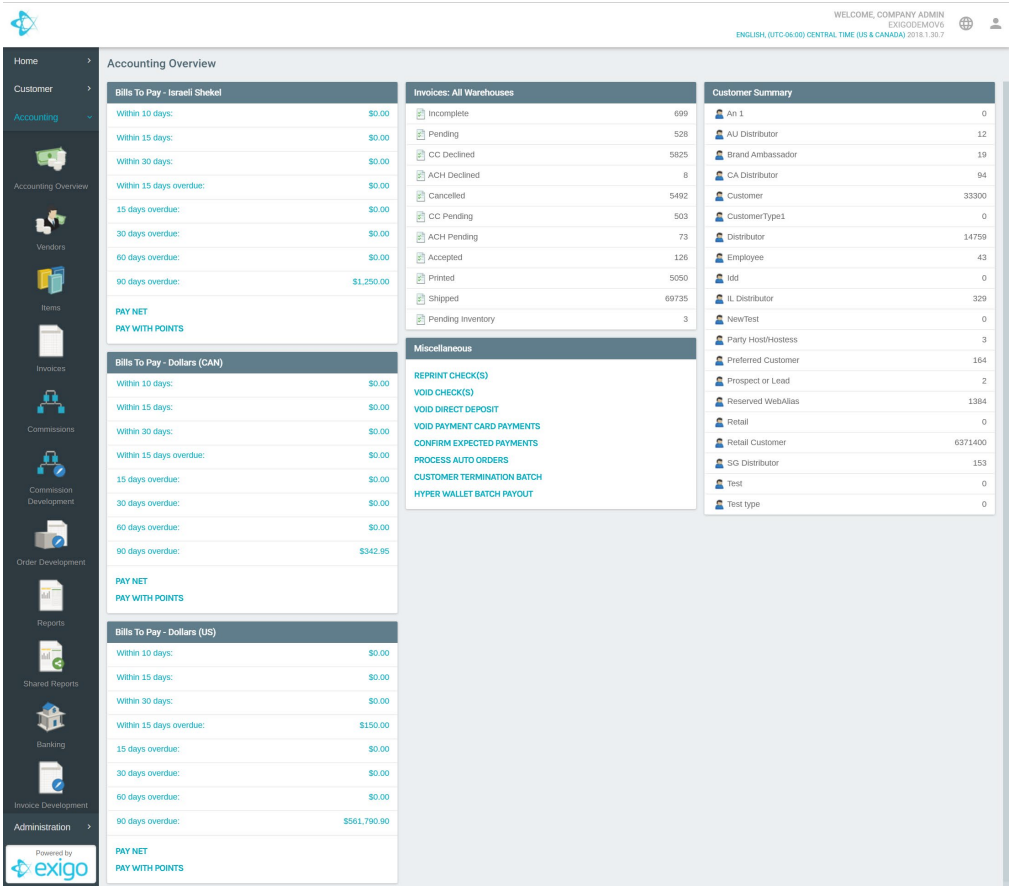
HOW TO PAY VENDORS

Your commission earners will become vendors in your system. You can view vendors by going to **Accounting>>Vendors** and searching for the customer that you want to view. The vendor result screen and search feature works the same as the customer result screen and search feature.

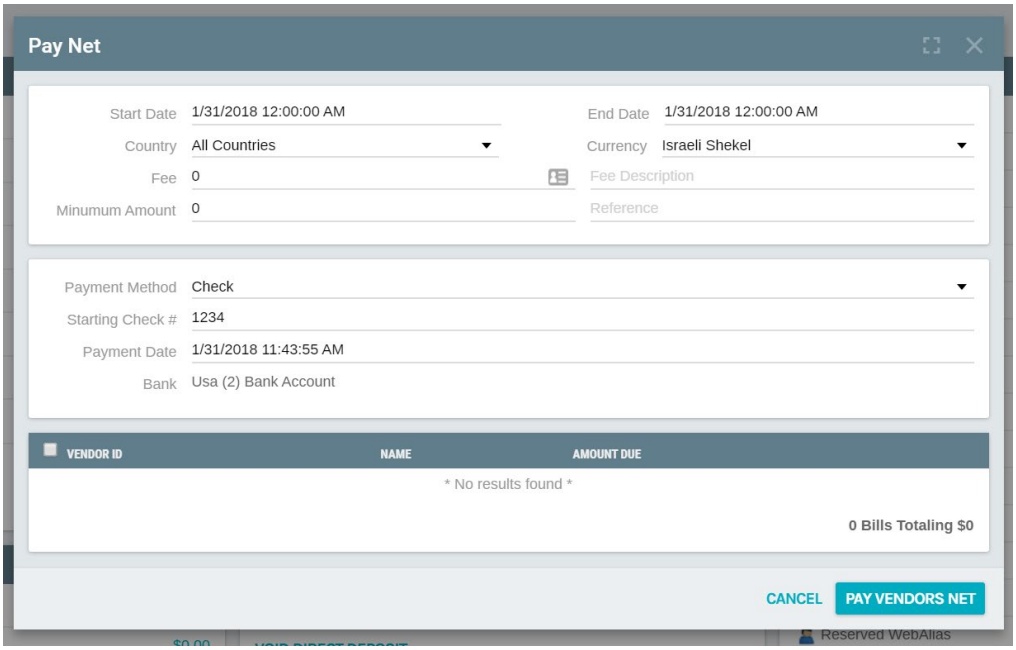
If you have a custom check style and are using the Exigo Check Printer module from your desktop, then please refer to the instructions provided.

If you are using check style 1 through 7, then follow these directions:

1. Go to **Accounting>>Accounting Overview**. In the upper left section of the screen you will see the **Bills To Pay section**. This will show all vendor bills that have been created by the commission program or manually by your users.
2. Each basket in this section is based on the **Date Payment Due field** of the vendor bill. If you are printing checks for bills you just created today, you would find them in the Within 10 days basket.



3. To pay the vendors, click on the link to the right of the total dollar value of the basket marked **"Pay".** The **Pay Vendors screen** will appear. You will see all vendors who have bills that need to be paid in this screen.



4. You can change the payment method from check to payment card if you are using a debit card/pay card system. **By default, this value will be Check.**
5. You will need to enter the starting check number to be used. If this is not your first check printing, the system will remember the last check number that you used and start you with the next one.
6. You can set the **Payment Date** that will be used on the check.
7. If you are using more than one bank account, you can choose which one has the information you need for printing these checks. The currency will be shown for the bank account you have chosen.
8. You can either leave all vendors selected and click on the OK button at the lower right of the screen, or you can select the vendors that you do not want to pay by removing the check mark in the box in front of

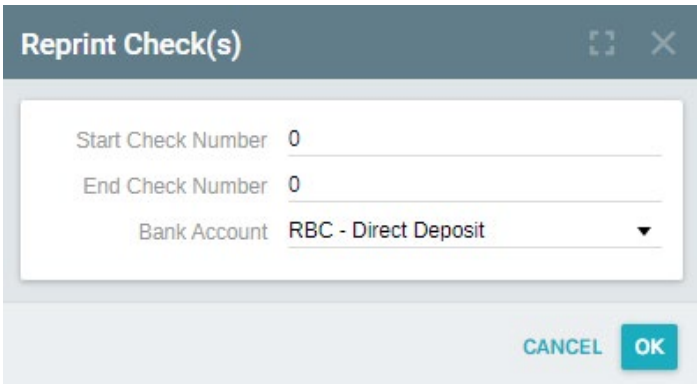
If this screen is blank, you may need to open your **Adobe Reader program** from your Start menu on your computer.

Once your check information appears, you can print the file to your printer.

HOW TO REPRINT CHECKS

If you need to reprint a check or reprint a range of checks, you can go to **Accounting>>Accounting Overview** and in the middle column in the **Misc section**, you will find the link for **Reprint Check(s).** Once you click on this link, you will see the following screen.

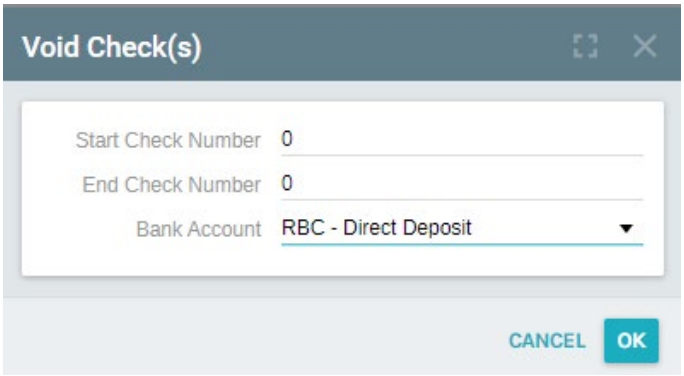
Enter the starting and ending check number you want to reprint. If you are reprinting only one check, you would enter the same check number in both fields.



HOW TO VOID A CHECK

If you need to **void a check** to do a new one or to **unaccept a commission run**, you can go to **Accounting>>Accounting Overview** and in the middle column in the **Misc section**, you will find the link for **Void Check(s).** Once you click on this link, you will see the following screen.

Enter the starting and ending check number you want to void. If you are voiding only one check, you would enter the same check number in both fields.



HOW TO UNACCEPT A COMMISSION RUN

In order to unaccept a commission run so that you can run another one, you will need to make sure that the vendor bills from this run have not been paid.

If the vendor bills from this run are still marked with the status Bill Received and still appear in the Accounting Overview screen for Bills to Pay, then you can simply **open the commission run** and c**lick on the Unaccept button.** The vendor bills will be removed and you will be able to do another commission run.

If you have paid the vendor bills, but have not sent out your commission checks, you can still unaccept the run. You would need to **void the commission checks that you printed** so that the vendor bills go **from Paid status to Bill Received status**. Then you can use the **Unaccept button** in the **commission run.**

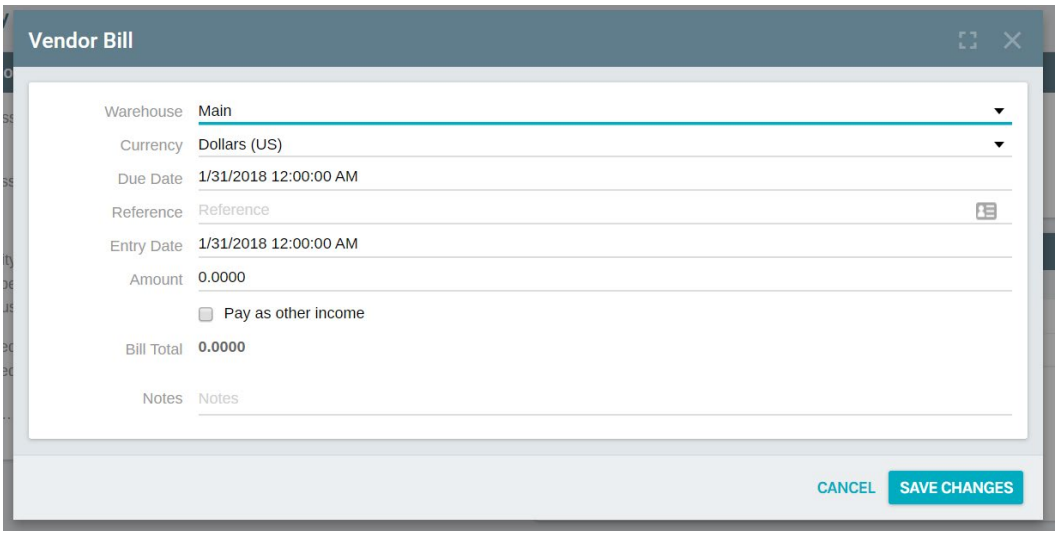
HOW TO MAKE ADJUSTMENTS

If you need to deduct or add funds to a vendor account, you can create a **manual vendor bill.** Go to **Accounting>>Vendors** and **search for the customer** that you need to make an adjustment for.

From the **Vendor Screen,** click on **Enter Bill.** When the Vendor Bill popup appears, you will need to complete the information for the bill.

For adjustments where you want to pay the vendor money in their next commission check, then make the **SubTotal field a positive value.** For adjustments where you want to take money from the vendor in their next commission check, then make the **SubTotal field a negative value.**

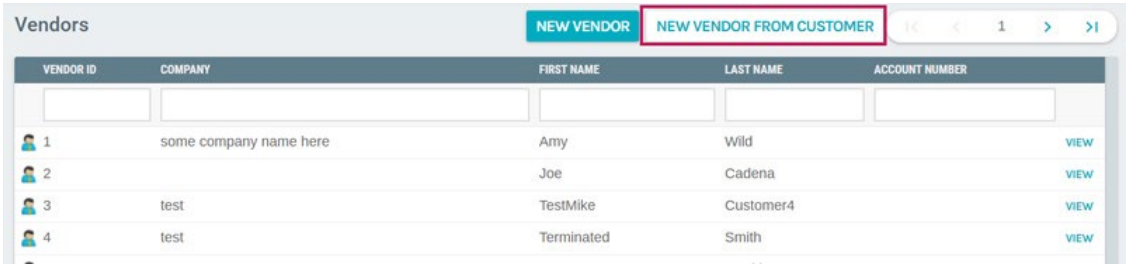
The Entry Number field is the reference information that explains the reason for the adjustment and will be printed on the vendor's check or statement.



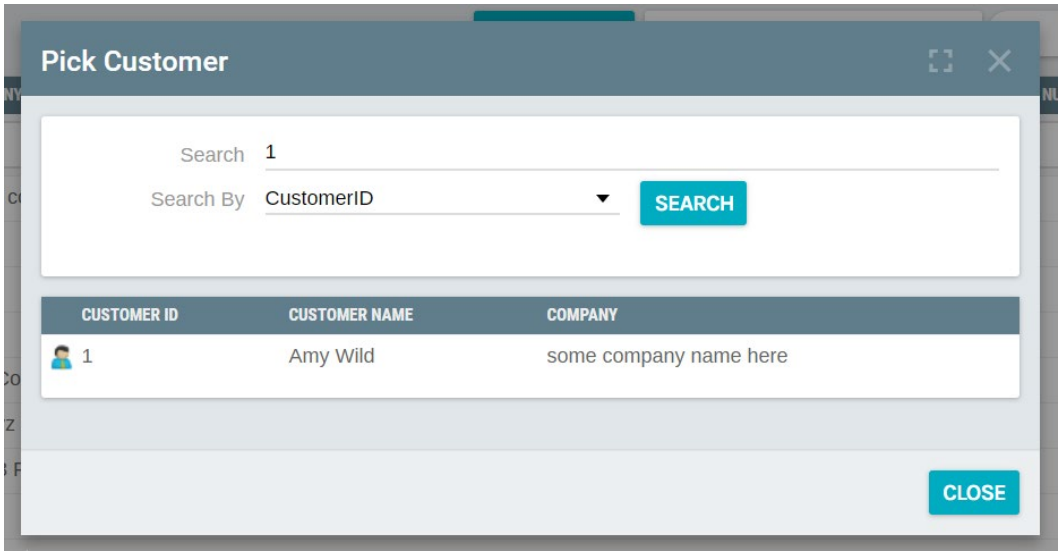
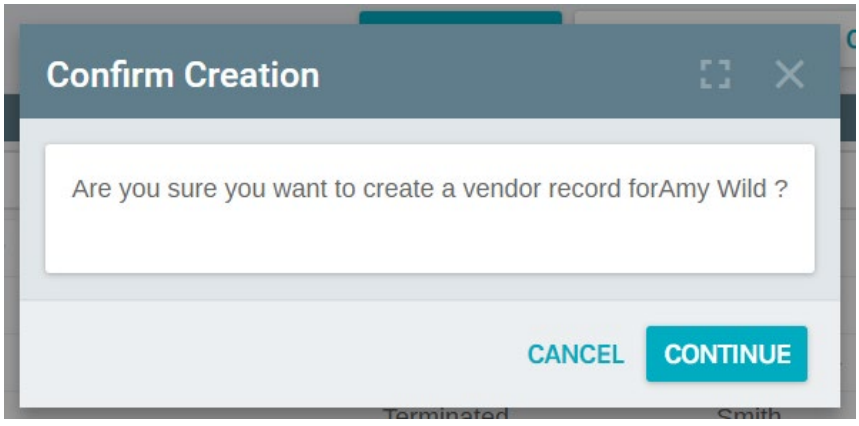
HOW TO CREATE A NEW VENDOR

As mentioned above, new vendors are created by the commission engine at the time of the acceptance of a commission run. However, there may be times where you need to create a vendor bill for an adjustment before the customer earns a commission.

You can use the feature **New Vendor from Customer**. Go to **Accounting>>Vendors** and when your vendors are displayed in the **results screen**, you will see the icon in the upper right tool bar for **"New Vendor From Customer."**



Once you click on this icon, a popup window will appear so you can search for the Customer that you need to make into a Vendor. Please enter the Customer ID number of the customer:



Once you find the Customer you are looking for, double click on their name to select them. A new popup window will appear to confirm: