



# PayQuicker: Earning Payout Method

v1.1

---

## PayQuicker Earning Payout Method

This document outlines how PayQuicker as a payment card method for paying out commissions would work in Exigo.

### ACCOUNT SIGNUP PROCESS

PayQuicker has a real time API that allows Exigo to request card accounts on the distributor's behalf. This request is called a SendInvitation. When the account is created, PayQuicker will send an email to the Distributor so they can activate their account.

The client will need to decide what the criteria is for allowing an account to be requested for the distributor. Volume buckets or user defined fields can be used to manage this. Once the rules are determined, you may need to open a ticket with Exigo and outline any custom data updates you need to help manage the criteria for this.

### ACCOUNT REQUEST SERVICE

There is a service that runs from Exigo servers to perform an Account Request for each distributor that meets the selection criteria and does not have an account yet. Exigo sends the email address that is on file for any distributor that meets the criteria established by the client. PayQuicker will then respond with a pass/fail status. If successful, Exigo will store the information in the Vendor Payment Card table. The payable type flag for the distributor then gets set to Payment Card.

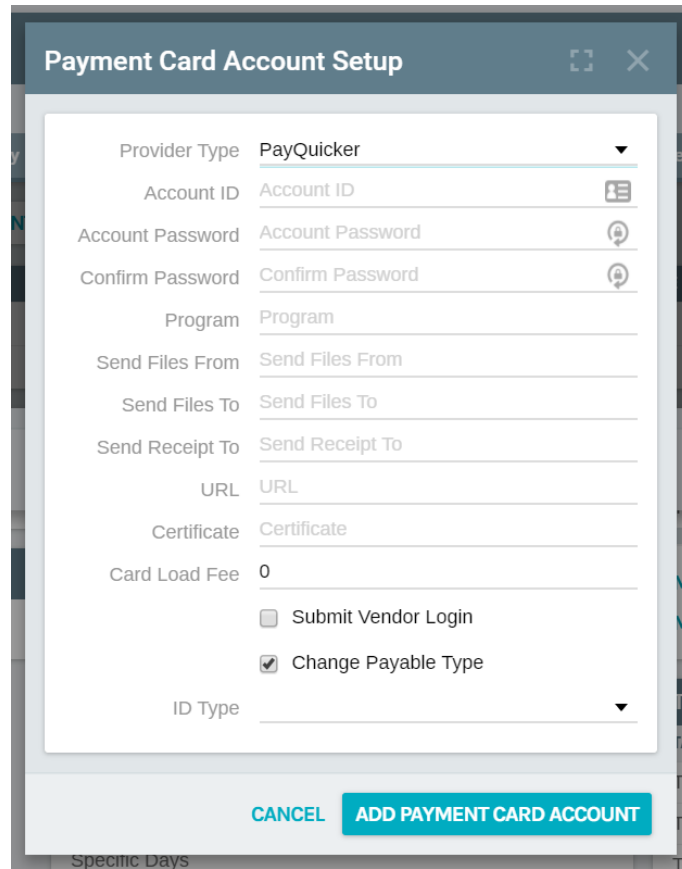
Exigo will update a stored procedure GetPaymentCardTaskList that outlines the selection criteria of the customer records that are inserted into an Integration Out Queue for processing. There is a Payment Card Request Schedule table that can be updated that controls the frequency of how often this service runs. Here are the options you can choose from: Hourly, Every two hours, Every four hours, Every twelve hours, Daily, Every two days, Weekly, and Every two weeks

### SETUP PAYQUICKER PAYMENT CARD IN EXIGO

Commission earnings can be loaded to a distributor's PayQuicker account using the Pay Vendor feature in Exigo. The earning amounts are submitted to PayQuicker using a 'secure data push' via a real time API from PayQuicker. The method used is called InstantPayment.

To use PayQuicker as a commission disbursement, the Payment Card feature in Exigo will need to be setup. Once we receive the credentials for your PayQuicker account, we will setup the information for you in Exigo.

If there are changes to your credentials, you may use the Payment Card Provider screen in Exigo when you go to Administration >> Settings >> Accounting Settings >> Modify Payment Card Settings. From the popup, go to the Payment Card tab and click on Edit to make changes to your account:



**Payment Card Account Setup**

Provider Type **PayQuicker**

Account ID **Account ID**

Account Password **Account Password**

Confirm Password **Confirm Password**

Program **Program**

Send Files From **Send Files From**

Send Files To **Send Files To**

Send Receipt To **Send Receipt To**

URL **URL**

Certificate **Certificate**

Card Load Fee **0**

Submit Vendor Login

Change Payable Type

ID Type

**CANCEL** **ADD PAYMENT CARD ACCOUNT**

- **Provider Type** – Select PayQuicker from the drop down.
- **Account ID** – Enter the email you received from PayQuicker
- **Account Password** – The key that you received from PayQuicker

Once this is setup, you will be able to select PayQuicker when you pay your commissions from Exigo.

Please note that if you have more than one account with PayQuicker to manage different countries or currencies, then an Exigo programmer may need to set this up and test it for you.

## PAYING COMMISSIONS IN EXIGO

After a commission run is accepted in Exigo and the vendor bills have been created, you may now load the funds to the PayQuicker accounts. To do this, follow these steps:

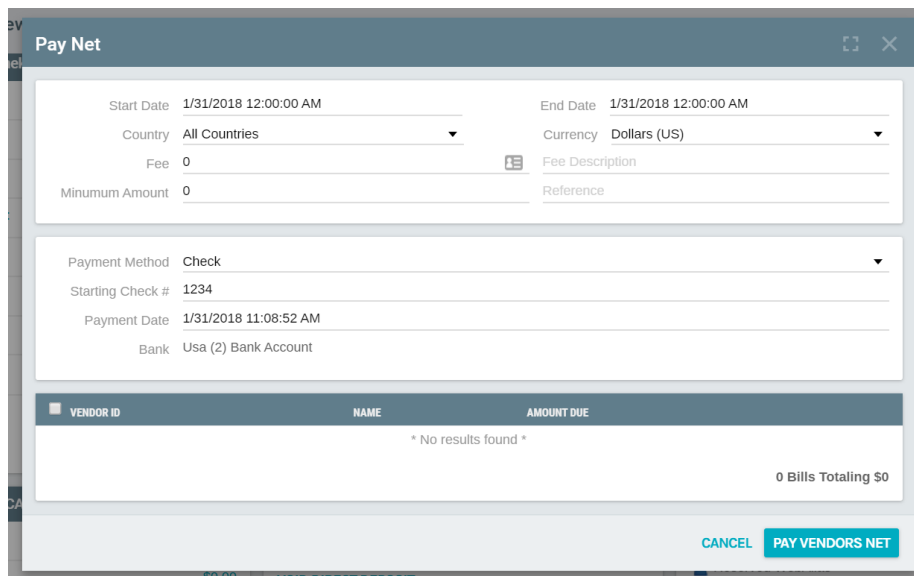
Go to **Accounting** > **Accounting Overview** and click on **Pay Net** in the **Bills to Pay Section**:

Bills To Pay - Dollars (US)	
Within 10 days:	\$0.00
Within 15 days:	\$0.00
Within 30 days:	\$0.00
Within 15 days overdue:	\$150.00
15 days overdue:	\$0.00
30 days overdue:	\$0.00
60 days overdue:	\$0.00
90 days overdue:	\$561,790.90
<b>PAY NET</b>	
<b>PAY WITH POINTS</b>	

From the **Pay Vendors** screen, you would **select the date range of the vendor bills to pay** and the rest of the selection criteria.

Keep in mind that only vendor bills that are in **Unpaid status** that have a **Payment Due Date in the range** you provide will be selected.

Be sure that your From date includes the earliest date of when you may have entered manual vendor bills (recommend going back to your launch date with Exigo).



The screenshot shows the 'Pay Net' interface with the following details:

- Start Date:** 1/31/2018 12:00:00 AM
- End Date:** 1/31/2018 12:00:00 AM
- Country:** All Countries
- Currency:** Dollars (US)
- Fee:** 0
- Fee Description:** (empty)
- Minimum Amount:** 0
- Reference:** (empty)
- Payment Method:** Check
- Starting Check #:** 1234
- Payment Date:** 1/31/2018 11:08:52 AM
- Bank:** Usa (2) Bank Account

The table below the search criteria is empty, displaying the message: \* No results found \*

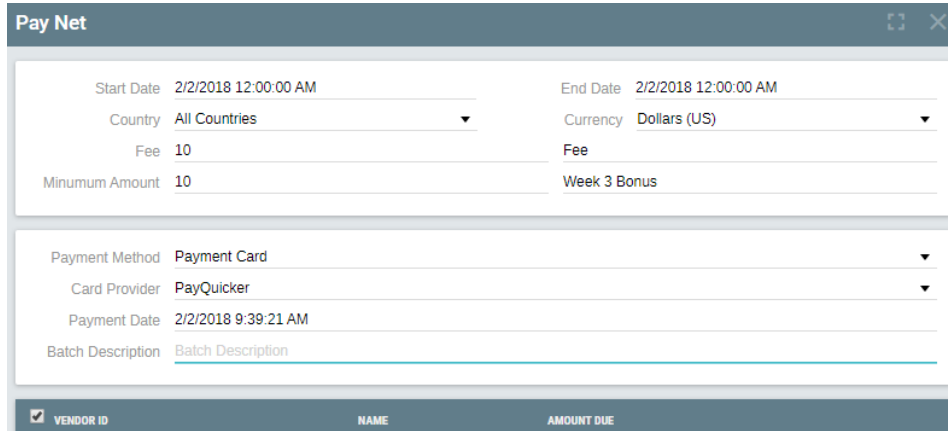
At the bottom right of the table area, it says: 0 Bills Totaling \$0

Buttons at the bottom: CANCEL, PAY VENDORS NET

Note that if you specify a fee amount, a vendor bill with the negative value will be created and included in the net payout.

After you click on OK, then the **Pay Vendors** screen will appear. Select the **Payment Method** as

**“Payment Card” and Card Provider as “PayQuicker”:**



Start Date	2/2/2018 12:00:00 AM	End Date	2/2/2018 12:00:00 AM
Country	All Countries	Currency	Dollars (US)
Fee	10	Fee	
Mininum Amount	10	Week 3 Bonus	
Payment Method	Payment Card	Card Provider	PayQuicker
Payment Date	2/2/2018 9:39:21 AM	Batch Description	Batch Description

<input checked="" type="checkbox"/>	VENDOR ID	NAME	AMOUNT DUE
-------------------------------------	-----------	------	------------

Other settings on the Pay Vendors screen:

- **Payment Date** – will default to today’s date, but you can click on the box to the right of the date to use the calendar popup to change it.
- **Batch Description** – Required per Pay Quicker
- **Select All** – this box will be checked so that all bills listed will be paid. You can remove this and then scroll through the records and uncheck any vendors you do not wish to pay at this time.

Once you click on OK at the bottom of the Pay Vendors screen, there will be a progress screen to show the loading for each account.

The requests for the loading of the commission amounts will be sent to PayQuicker via their real time API. The requests and corresponding responses received from PayQuicker **are stored in the Vendor Payment Card Log table in Exigo**. If an approved response is received from PayQuicker for the request, a Vendor Payment record is created and the vendor bill is marked with a Paid status in Exigo.

**REPORTING**

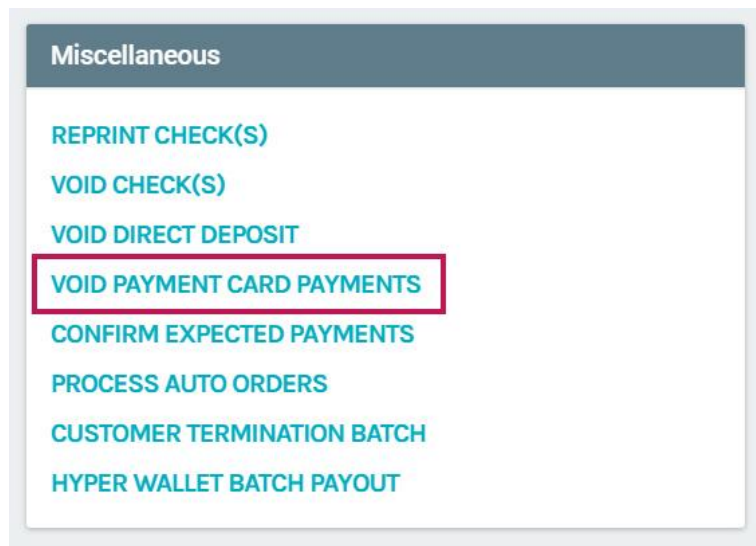
To help you manage this process, we provide the tables and fields that track the information in the report builder. The following tables contain data you can report against and share with other Users.

- **Payment Card Requests** – This is the transaction log table that records the request and response information for the account creation attempts to confirm payment card accounts for your distributors. Please monitor this log to look for any distributor that is due a commission and unable to get an account created. The Is Authorized field tells you if there is an account or not.
- **Vendor Payment Card** – Table that contains the PayQuicker Card Account information for your distributors that has been stored in Exigo and used to pay out commission earnings.

- **Payment Card Transactions** – This is the transaction log table that records the request and responses from the attempts to load commissions from Pay Vendors feature in Exigo. Please monitor this log to look for any attempt to load the commission earning that failed.

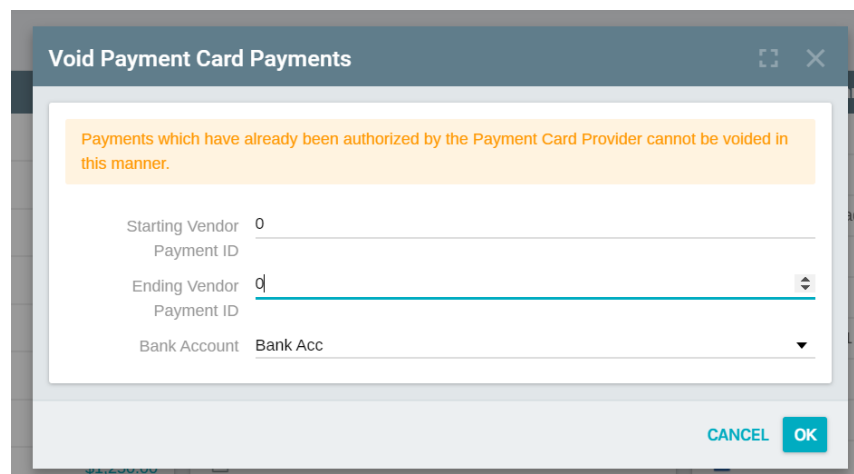
## HOW TO VOID A PAYMENT CARD PAYMENT

Go to **Accounting** > > **Accounting Overview** and click on **Void Payment Card Payments in the Misc section** at the bottom of the middle column.



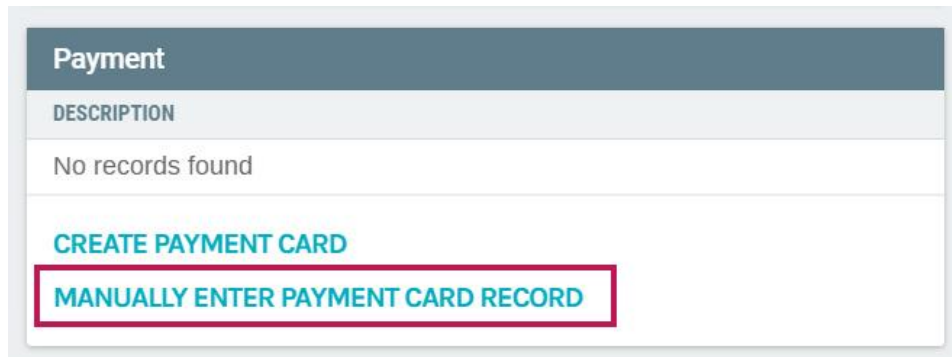
From the popup, **enter the starting Vendor Payment ID number** and the **ending Vendor Payment ID number**. If there is only one payment to void, it can be listed in both boxes.

Once you click on OK, the payment is zeroed out and the Vendor Bills that were paid with this payment will now be changed to **Unpaid status**.

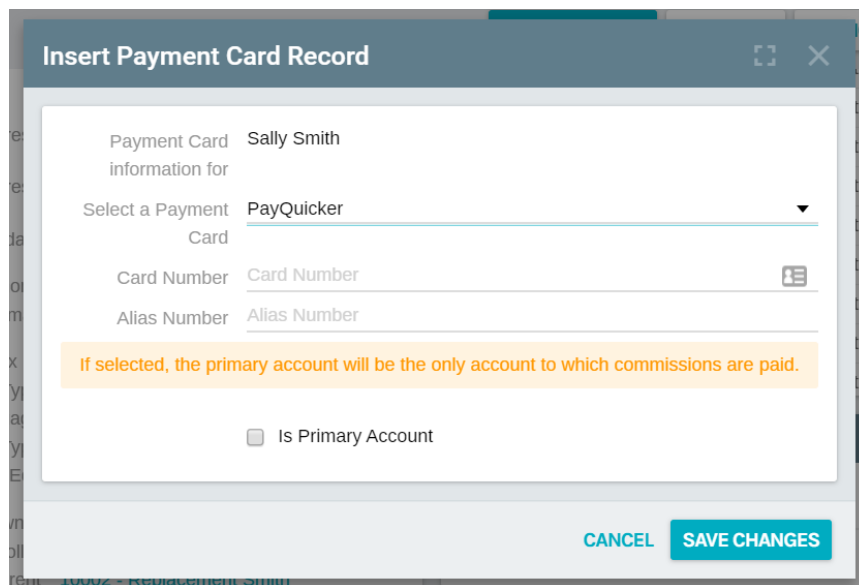


## MANUALLY ENTER PAYQUICKER ACCOUNT FROM THE CUSTOMER SCREEN

If you login to your PayQuicker account and you are able to find the distributor's account information, you can manually enter it in Exigo. You will notice on the Customer Screen in the lower right section under Payment a link for **Manually Enter Payment Card Record**.



From the popup screen, you can enter the account information after you **select PayQuicker** from the drop down for the Payment Card:



- **Card Number** – enter the email address for the customer. **Alias Number** – enter the email address for the customer.
- **Is Primary Account** – if you allow more than one payment card provider for your distributors to choose from, only the account that is marked as Primary will be used for the commission payout.

## LOOKUP PAYQUICKER ACCOUNT NUMBER

From the **Customer screen** in the **Accounting section**, you should see the links for **Create Payment**

**Card and Manually Enter Payment Card Record** links be replaced with an Edit PayQuicker link:



You can click on the link to view the account information from the popup screen. You will need to have permission to be able to Edit or DELETE the account and allow the distributor to get a new account. The permission is under **Customer>>Customer Search>>Allow Edit Payment Card**.

## CLIENT EXPECTATIONS

Here are the responsibilities that the client has to manage the integration and troubleshoot any potential issues and alert the applicable vendor:

- Client will provide the selection criteria for the account creation that is used for the request account service.
- Client will determine how often the service should run (frequency).
- Client will provide the account information and credentials given by PayQuicker and include the new password information AFTER they have logged into PayQuicker at least once.
- Client will notify PayQuicker of the Exigo IP's that need to be whitelisted for these processes: 199.83.189.2, 207.210.210.97 through 207.210.210.110
- Client will review the log table data using the report builder for any issues and handle the exceptions accordingly.

### **You can contact PayQuicker directly with any additional questions:**

James Legan

Chief Information Officer PayQuicker LLC Payments Made Simple!

p. +1-585-545-7449

m. +1-585-313-7759

e. [jllegan@payquicker.com](mailto:jllegan@payquicker.com)

w. <https://www.payquicker.com>