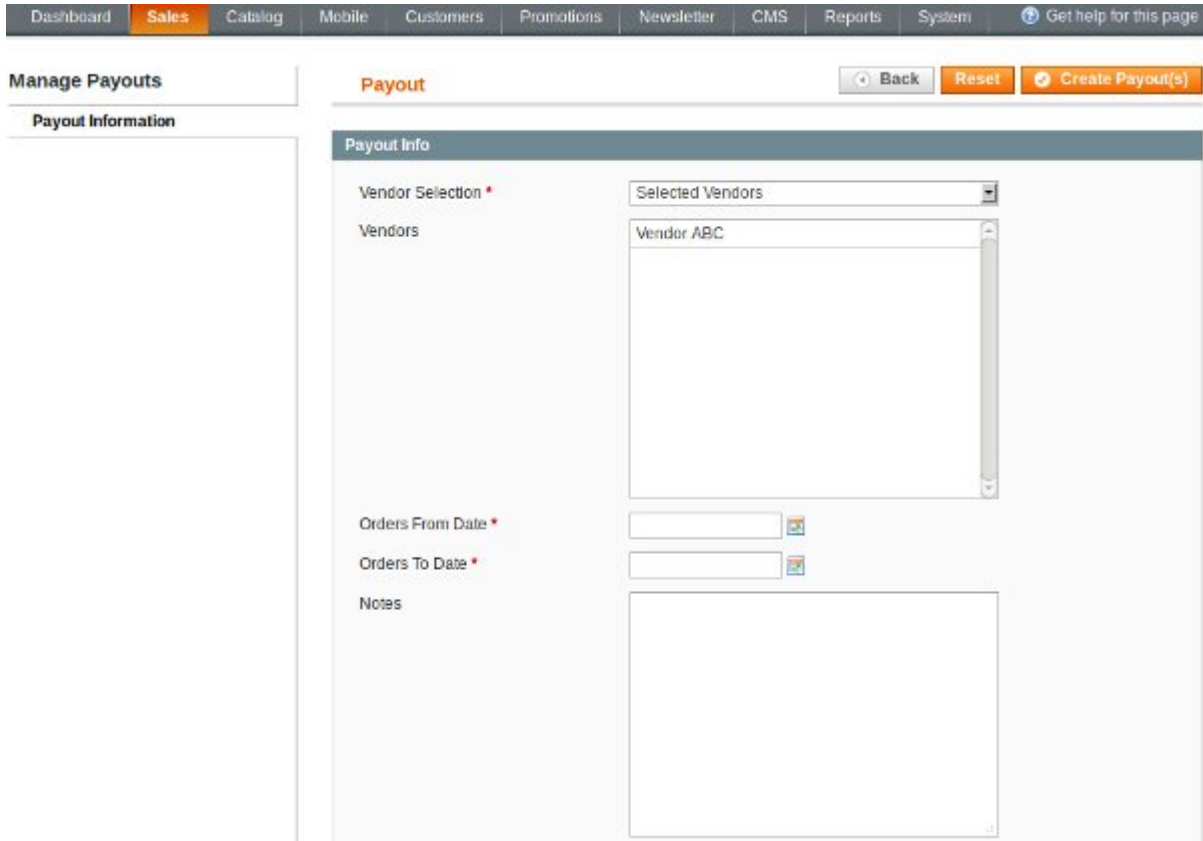
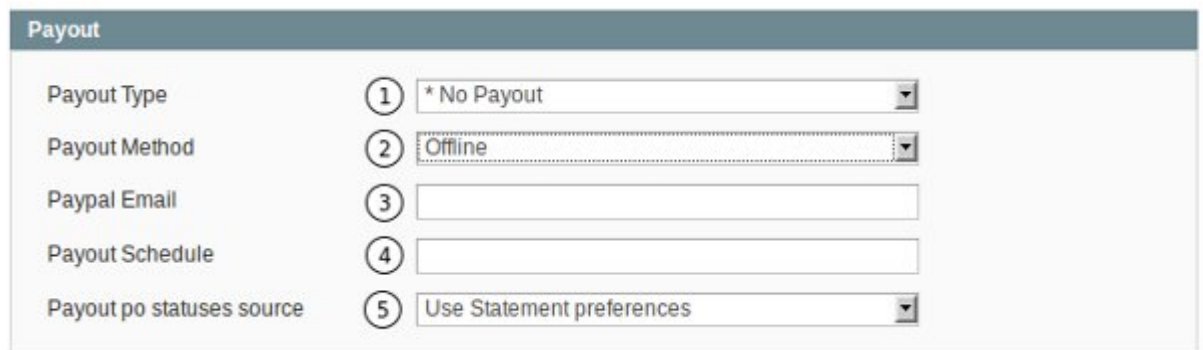


1. **Test Mode.** Set the Payout PayPal to test or live mode.
2. **Use IPN to complete payout.** Verify via PayPal's IPN service if a payment was made and then complete the payment.
3. **Account Email.** This is the account that will make the payments.
4. **Password.** Password for the account that will make the payments.
5. **Signature.** The signature of the account as provided by PayPal.

This section shows all the payouts that have been made. From this screen you can create payouts by clicking on the “Create Payouts” button.



If you clicked on the Create Payments button you are taken to this screen where you need to fill in the details and create payouts.



- 1. Payout Type.** The payout type can be set to No Payout, Auto, Manual or Scheduled.
- 2. Payout Method.** The payout method can be PayPal or offline.
- 3. Paypal Email.** This is the Vendor's PayPal email.
- 4. Payout Schedule.**
- 5. Payout po statuses source.** You can choose which settings should be used for payouts.

If you select custom in number 5 you will see the following options appear.

Payout

Payout Type: * No Payout

Payout Method: Offline

Paypal Email:

Payout Schedule:

Payout po statuses source: Custom

Payout on following shipment statuses: **6** Pending, Exported, Acknowledged, Backorder, On Hold, Ready to Ship, Pending Pickup, Label(s) printed, Shipped, Delivered

6. Payout on following shipment statuses. You can set when payouts should be created.

Dashboard | Sales | Catalog | Mobile | Customers | Promotions | Newsletter | CMS | Reports | System | [Get help for this page](#)

Payout was successfully saved

Vendor Payouts Generate Payouts

Page 1 of 1 pages | View 20 per page | Total 1 records found | Export to: CSV | Export | Reset Filter | Search

ID	Statement ID	Vendor	Payout Type	Payout Status	Transaction ID	# of Orders	Total Payout	Total Paid	Total Due	Created At	Updated At	Scheduled At
<input type="checkbox"/>	1	Vendor ABC	Manual	Pending		2	\$930.00		\$930.00	Jun 24, 2011 5:28:06 AM	Jun 24, 2011 5:28:06 AM	

Once you generate payouts you will be redirected back to this screen and you will be able to view the payout details.

Dashboard | Sales | Catalog | Mobile | Customers | Promotions | Newsletter | CMS | Reports | System | [Get help for this page](#)

Manage Payouts

Payout Back Reset Delete Payout Save Save and Pay

Payout Information

Payout Info

Vendor: Vendor ABC

Statement ID:

Type: Manual

Method: Offline

Transaction ID:

Status: Pending

Po Type: Shipment

Number of Orders: 2

Transaction Fee: \$0.00

Total Payout: \$930.00

Total Paid: \$0.00

Total Due: \$930.00

Notes:

Payout Information. The details of the payout. If all is in order you can go ahead and pay, or make adjustments.

Adjustment	Amount	Comment	PO ID	PO Type	Action
	100	This is an adjustment	100000002-1	Shipment	Delete

Messages

Add Adjustment

If you need to make adjustments to a payout you can do it in the Adjustment section. Just add the details and then you can pay.

Payout was successfully paid
Payout was successfully saved

Vendor Payouts Generate Payouts

Page 1 of 1 pages | View 20 per page | Total 1 records found

Export to: CSV Export Reset Filter Search

ID	Statement ID	Vendor	Payout Type	Payout Status	Transaction ID	# of Orders	Total Payout	Total Paid	Total Due	Created At	Updated At	Scheduled At
1		Vendor ABC	Manual	Paid		2	\$1,030.00	\$1,030.00	\$0.00	Jun 24, 2011 5:28:06 AM	Jun 24, 2011 5:44:05 AM	

Once you pay you will be redirected to this page and you will see the payout details.

Manage Payouts

- Payout Information
- Data Rows
- Adjustments

Payout Back Reset Delete Payout Save

Page 1 of 1 pages | View 20 per page | Total 1 records found

Reset Filter Search

ID	Adjustment ID	PO ID	Amount	Username	Comment	Created At
1	payout-1	shipment	\$100.00	admin	This is an adjustment	Jun 24, 2011 5:44:05 AM

If you had any adjustments you can view them in the Adjustments section.

Manage Payouts

- Payout Information
- Data Rows
- Adjustments

Payout Back Reset Delete Payout Save Save and Pay

Page 1 of 1 pages | View 20 per page | Total 2 records found

Reset Filter Search

ID	Order ID	Order Date	PO ID	PO Date	PO Ready Date	Subtotal	Com Amount	Trans Fee	Tax	Shipping
2	100000002	2011-06-22 13:12:36	100000002-1-1	2011-06-22 13:22:54	2011-06-22 13:22:54	\$750.00	\$0.00	\$0.00	\$0.00	\$15.00
1	100000001	2011-06-22 11:40:51	100000001-1-1	2011-06-22 13:03:44	2011-06-22 13:03:44	\$150.00	\$0.00	\$0.00	\$0.00	\$15.00

The Data Rows section gives you a list of all the orders that are included in the payout.

Manage Vendors

- Vendor Information
- Preferences
- Custom Data
- Shipping methods
- Associated Products
- Import/Export Batches
- Payouts

Edit Vendor 'Vendor ABC' Back Reset Delete Vendor Save Vendor

Page 1 of 1 pages | View 20 per page | Total 1 records found

Reset Filter Search

ID	Payout Type	Payout Status	# of Orders	Total Payout	Created At	Scheduled At
1	Manual	Paid	2	\$1,030.00	Jun 24, 2011 5:28:06 AM	

Once a Vendor has been paid you can also view the payout information from the Mange Vendor section.

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