2020/09/13 18:48			1/5
Payout Paypal Options			٥
Test Mode	1 No	[WEBSITE]	
Use IPN to complete payout	2 No	[WEBSITE]	
Account Email	3	[WEBSITE]	
Username	4	[WEBSITE]	
Password	5	[WEBSITE]	
Signature	6	[WEBSITE]	

1. **Test Mode.** Set the Payout PayPal to test or live mode.

2020/09/13 18:48

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.

Dashbo	ard	Sales	Catalog	Mcbile	Custo	mers Promo	dons Newsie	her CMS	Reports	System											🕑 Gethelp for this page
Vend	or Payo	outs																			Cenerate Payouts
Page 🖂 [1	of 1 page	s į View	20 💌	per page (Total O records	found									I	Export 10	CSV	Export		Reset Filter Search
Select /M	Unsele	et AL 5	Hect Visible	Unselect	Votie 0	items selected														Adim	s Submit
	ID	4	Statemen	ut ID	Vendor	Payout Type	Payout Status	Transaction	ID #of	Orders	Total P	wyout		Total P	uid	Total D	ue	Created At	Update	d At	Scheduled At
Any 🖭	From:				-	-		-	From	m:	From:			From:		From:		From:	From:	2	From: 📰
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											ln:	USD	•	In :	USD 💌	In:	USD 🔳				
										Noi	ecords for	nd.									

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

Dashboard Sales Catalog	Mobile Customers Promo	tions Newsletter CMS Re	ports System	(9) Get help for this page
Manage Payouts	Payout		Back Reset	Oreate Payout(s)
Payout Information				
	Payout Info			2
	Vendor Selection *	Selected Vendors	1	
	Vendors	Vendor ABC	8	
			18	
	Orders From Date *			
	Orders To Date *			
	Notes			

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.

Payout	
Payout Type	1 * No Payout
Payout Method	2 Offline
Paypal Email	3
Payout Schedule	(4)
Payout po statuses source	5 Use Statement preferences

- 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 choses which settings should be used for payouts.

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

Payout Type	* No Payout	
Payout Method	Offline	
aypal Email		
ayout Schedule		
ayout po statuses source	Custom	•
ayout on following shipment (6)	Pending	2
statuses	Exported	
	Acknowledged	
	Backorder	
	On Hold	=
	Ready to Ship	
	Pending Pickup	
	Label(s) printed	
	Shipped	U
	Delivered	U

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

Dashboa	ard Sa	iales	Catalog Not	ale Custor	mers Promo	tons Newslette	er CMS Re	eports S	System				_	_				🛞 Gethelp for this pa
Payos	ut was succ	ceasfully	saved															
Vendo	or Payou	uts																Generate Payout
e 🖂 1	L of	of 1 pages	1 View 20	• per page	Total 1 records	found								12	Export to	CSV Expo	rt	Reset Filler Searc
ge 💽 [1	L of	ofipages	t View 20 ect Visible Unse	per page rect \@Ble 0	Total 1 records	found								G	Export to	CSV 🔄 Expo	r t Ac	Reset Filler Searc
je 💽 [1 tiect Al	L Inselect A	of 1 pages	ect Wisible Unse Statement ID	per page ect Visible 0 Vendor	Total 1 records items selected Payout Type	lound Payout Status	Transaction ID	# of Orde	875	Total Pa	eyout	Total Part	1	Total Di	Export to	CSV Expo	Ac Updated At	Reset Filter Searc zions Submit Scheduled At
ny 🗾	Unselect A	AL Sel	ect View 20 ect Visible Unce Statement ID	per page ect Visible 0 Vendor	Total 1 records terns selected Payout Type	Paynut Status	Transaction ID	# of Orde	675	Total Pa	wout	Total Pad	1	Total Di	Export to	Created At	Ac Updated At From: 🗐	Reset Filler Searc dors I Submit Scheduled At From: I
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ge 💽 [1 steat Al ny 💽	L Onselect / ID From: To :	I pages	E View 20 ect Visible Uroe Statement ID	per page ect Visible 0 Vendor	Total 1 records Rems selected Payout Type	Payout Status	Transaction ID	A of Drde From: To :	675	Total Pa From: To : In :	woul	Total Paul From: To : In :	usd 🛃	Total Di From: To : In :	Baportio	Creating At	Ac Updated At From: 7	Reset Filter Searc

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

Dashboard Sales Catalo	g Mobile Customers Prom	otions Newsletter CMS R	Reports System	Get help for this pa
Manage Payouts	Payout			💿 Back Reset 🙊 Delete Payout 🥥 Save 🥥 Save and Pa
Payout Information	_			
Data Rows	Payout Info			
Adjustments	Vendor	Vendor ABC		
	Statement ID			
	Туре	Manual	1	
	Method	Offline		
	Transaction ID			
	Status	Pending	3	
	Ро Туре	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	POID	PO Type	Action
	100	This is an adjustment	10000002-1	Shipment 💌	(1) Delete
					-
					 Add Adjustmen
essages					

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.

Payo Payo	it was successfu it was successfu	lly paid lly saved															
Vend	or Payouts																🕒 Generate Pa
	of 1 per	or 1 Mar 20		Total 1 record	- found								Eventin	261	Experies		Parat Dillor C
	of T bold	R2 AIRM S0 1	bet hade. I	LOCAL T LECOLO	5 POLING							Ge Car	 Exportio. 	0.94	The second second		reserment a
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lect All	Unselect All 1	Select Veible Unsel	Vendor	items selected	Payout Status	Transaction ID	# of Orders	Total	Payout	Total Pa	iid	Total Du	p Exportio.	Created At		A Updated At	ctions Sub Scheduled At
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	Unselect All 1 ID From: To :	Select Visible Unsel	Vendor	items selected Payout Type	Payout Status	Transaction ID	# of Orders From: To :	Total From To :	Payrout	Total Pa From: To :	id	Total Du From: To :	e eporto.	Created At From: 📑 To : 📑		A Updated At From: 2	ctions J Sub Scheduled At From: J
kt All	I Unecled All : ID From: To :	Select Vicklie Unter	Vendor	items selected Payout Type	Payout Status	Transaction ID	# of Orders From: To :	Total From To : In :	Pegrout	Total Pa From: To : In :	id USD 🗾	Total De From: To : In :	USD 1	Created At From: 💽 To : 💽		A Updated At From: 🛒	Ctions E Sub Scheduled At From: 2

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

Manage Payouts	Pay	yout			() Back	Reset) Delete Payout 🛛 🥥 Save
Payout Information							
Data Rows	Page 🖸	1 of 1 pages View 20	per page Total 1 records found				Reset Filter Search
Adjustments	di	Adjustment ID	Po ID	Amount	Usemame	Comment	Created At
				From:			From: 💌
				To :			То: 💌
				In: USD 💌	I		
	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	Pa	yout								 Bac 	k Re	set 🤅	9 Delet	ie Pa	yout	🥑 Sa	ve	 Sa 	ve and I	Pay
Payout Information																				
Data Rows	Page	1 0	f1 pages V	/iew 20 💌 pe	r page Tota	al 2 records found											Rese	t Filter	Sea	rch
Adjustments	ID Į	Order ID	Order Date	POID	PO Date	PO Ready Date	Subtota	al .		Com Ar	nount	Trans	Fee		Tax		1	Shipping	9	A
							From:			From:	-	From			From:	-		From:		F
							To :			To :	-	To :			To :			To :		Т
							In :	USI	D 🗾	In :	USD	in:	USD	-	In :	USD	-	In :	USD	• Ir
	2	100000002	2011-06-22 13:12:36	10000002-1-1	2011-06-22 13:22:54	2011-06-22 13:22:54		\$7	50.00		\$0.0	0	\$	0.00		S	0.00		\$15.0	00
	1	100000001	2011-06-22 11:40:51	10000001-1-1	2011-06-22 13:03:44	2011-06-22 13:03:44		\$1	50.00		\$0.0	0	\$	0.00		ş	00.00		\$15.0	00
	(C)		11,90,01		10.00.44									_)				_	-

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

Manage Vendors	Edit Ver	dor 'Vendor ABC'					🕢 Back	Reset 🛞 Delete Ve	endor 🥝 Save Vendor
Vendor Information									
Preferences	Page 🗔 1	of 1 pages View 20	per page Total 1 recor	rds found					Reset Filter Search
Custom Data	ID	Payout Type	Payout Status		# of Orders	Total F	ayout	Created At	Scheduled At
Shipping methods	From:	I		-	From:	From		From: 📰	From: 📰
Associated Products	To :				To :	To :		То: 📰	То: 🗾
Import/Export Batches						In :	USD 💌		
Payouts		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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