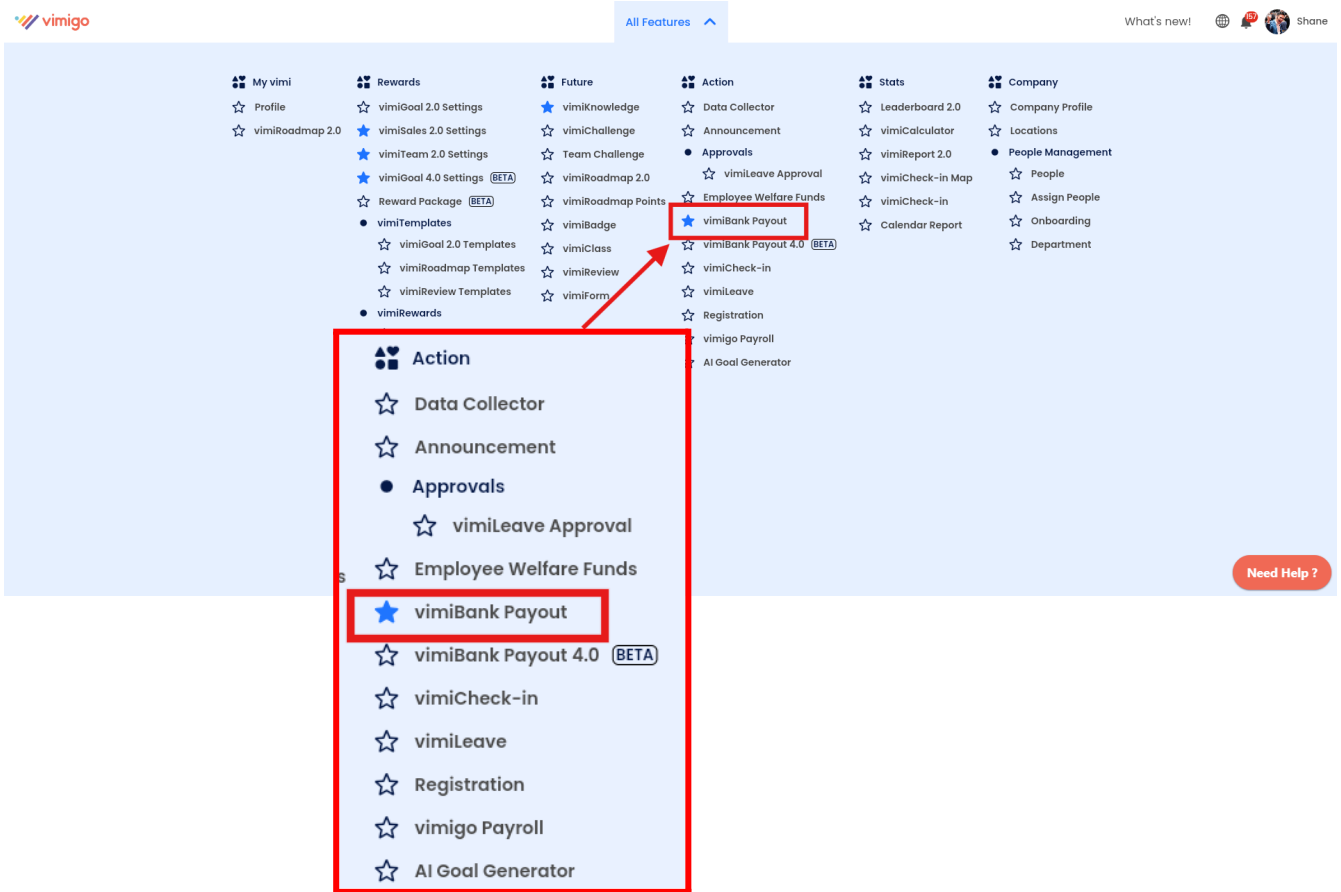
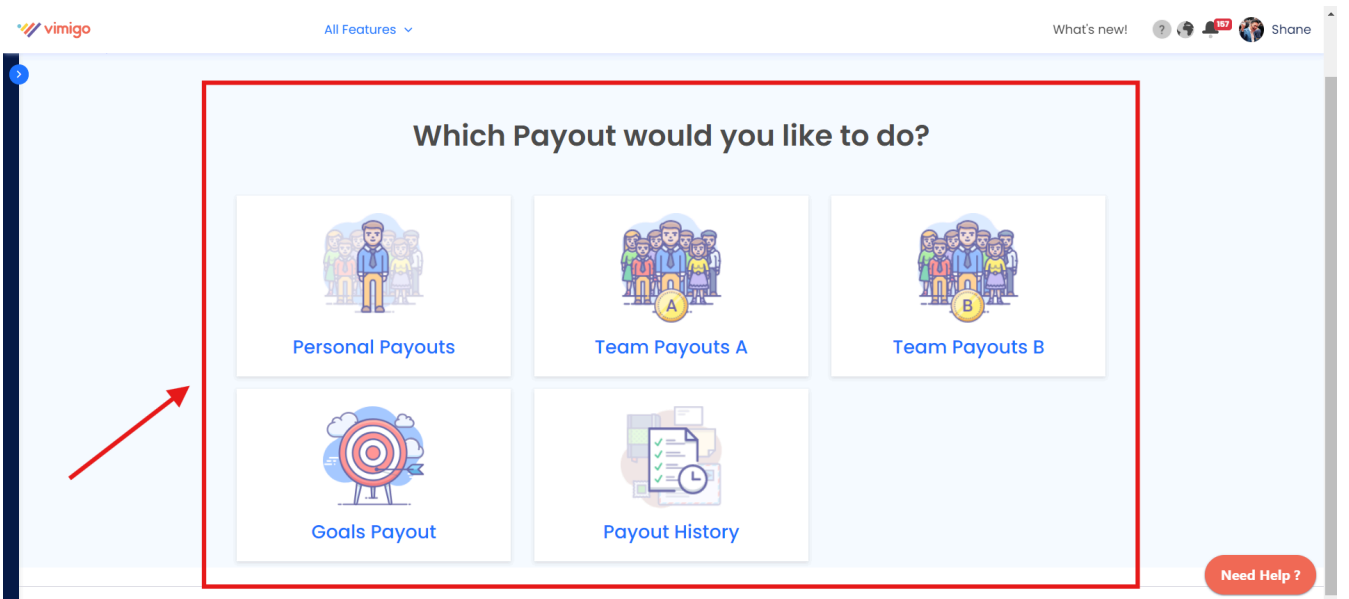


What is vimiBank Payout?

Step 1: Action > vimiBank Payout



Step 2: Select the payout you would like to do.



Step 3: Select the month that you want to view.

The screenshot shows the 'Payouts' page with a 'Goal Payouts' table for the year 2024. The table has columns for Month, Payout Pending / Processed, Amount Pending (RM), Amount Processed (RM), and Action. The 'February 2024' row is highlighted with a red box, and a red arrow points to it.

MONTH	PAYOUT PENDING / PROCESSED	AMOUNT PENDING (RM)	AMOUNT PROCESSED (RM)	ACTION
May 2024	0 / 0	0.00	0.00	View
April 2024	2 / 0	715.00	0.00	View
March 2024	4 / 0	1,330.00	0.00	View
February 2024	7 / 0	2,900.00	0.00	View
January 2024	5 / 0	3,100.00	0.00	View

Step 4: Select the employee(s) to process the payout and click **Confirm Payout**.

The screenshot shows the 'Payouts' page with the 'February 2024' row expanded. The 'Sales Department' option is selected, and the 'View Selected Payouts' button is highlighted with a red box and an arrow.

MONTH	PAYOUT PENDING / PROCESSED	AMOUNT PENDING (RM)	AMOUNT PROCESSED (RM)	ACTION
May 2024	0 / 0	0.00	0.00	View
April 2024	2 / 0	715.00	0.00	View
March 2024	4 / 0	1,330.00	0.00	View
February 2024	7 / 0	2,900.00	0.00	View
<input type="checkbox"/> vimigo 3.0	1 / 0	200.00	0.00	View Confirm Payout
<input checked="" type="checkbox"/> Sales Department	6 / 0	2,700.00	0.00	View Confirm Payout
View Selected Payouts				
January 2024	5 / 0	3,100.00	0.00	View

The screenshot shows a list of employees selected for payout. The 'Confirm Payout' button is highlighted with a red box and an arrow.

NAME	PAYMENT TYPE	MONTH ACHIEVED	PAYOUT (RM)	STATUS
<input checked="" type="checkbox"/> Pei Wen Sales Department	语言(Language)@% - 32.00%	Feb 2024	200.00	PENDING PAYMENT
<input checked="" type="checkbox"/> Admin 08 Sales Department	语言(Language)@% - 40.00%	Feb 2024	200.00	PENDING PAYMENT
<input checked="" type="checkbox"/> Shane Sales Department	Junior Sales - 100.00%	Feb 2024	200.00	PENDING PAYMENT
<input checked="" type="checkbox"/> Shane Sales Department	语言(Language)@% - 80.00%	Feb 2024	700.00	PENDING PAYMENT
<input checked="" type="checkbox"/> CHONG YOK E FAN Sales Department	语言(Language)@% - 60.00%	Feb 2024	700.00	PENDING PAYMENT
<input checked="" type="checkbox"/> LIM CHEE HUI Sales Department	语言(Language)@% - 80.00%	Feb 2024	700.00	PENDING PAYMENT

Step 5: Click the "Confirm" button.

Goal Payouts

Total Payout: **RM2,700.00**

Months Selected: Feb 2024

Departments Selected: Sales Department

Employees Selected: 5

Remarks: There are no remarks

Buttons: Print, Save As Draft, **Confirm**, Add Remark

NAME	PAYMENT TYPE	MONTH ACHIEVED	PAYOUT (RM)	STATUS	INCLUDE IN PAYROLL
Pei Wen Sales Department	语言(Language)课程 - 32.00%	Feb 2024	200.00	PENDING PAYMENT	<input type="checkbox"/>
Admin 08 Sales Department	语言(Language)课程 - 40.00%	Feb 2024	200.00	PENDING PAYMENT	<input type="checkbox"/>
Shane Sales Department	Junior Sales - 100.00%	Feb 2024	200.00	PENDING PAYMENT	<input checked="" type="checkbox"/>
Shane Sales Department	语言(Language)课程 - 80.00%	Feb 2024	700.00	PENDING PAYMENT	<input checked="" type="checkbox"/>

Need Help?

(Optional) Step 6: If the payout is included in the payroll, select the user and the payroll month. Then, click "Confirm".

Choose user payout to go to which Payroll Month

Bulk Select Month

Select Month: [Dropdown] [Apply]

Select All

NAME	PAYMENT TYPE	PAYOUT (RM)	PAYROLL MONTH
<input checked="" type="checkbox"/> Shane Sales Department	Junior Sales - 100.00%	200.00	May 2024
<input checked="" type="checkbox"/> Shane Sales Department	语言(Language)课程 - ...	700.00	June 2024

Buttons: Cancel, **Confirm**

Confirm Payout

Are you sure you want to process the payout?

Buttons: Cancel, **Confirm**

Successfully payout

Step 7: Click **"Export"** to **download the payout history as an Excel file**, or click **"Print"** to **print the payout history**.

Payouts
Home > Payouts > Payout History

Payouts History

Total Payout
RM2,700.00

Months Selected
Feb 2024

Status
COMPLETED

Remarks
There are no remarks

Departments Selected
Sales Department

Employees Selected
5

Export **Print**

NAME	PAYMENT TYPE	MONTH ACHIEVED	PAYOUT (RM)	STATUS	PAYROLL MONTH
Pei Wen Sales Department	语言Language@语言 - 32.00%	Feb 2024	200.00	PAID OUT	Exclude
Admin 08 Sales Department	语言Language@语言 - 40.00%	Feb 2024	200.00	PAID OUT	Exclude
Shane Sales Department	Junior Sales - 100.00%	Feb 2024	200.00	PAID OUT	May 2024
Shane Sales Department	语言Language@语言 - 80.00%	Feb 2024	700.00	PAID OUT	June 2024
CHONG YOKE FAN	语言Language@语言 - 60.00%	Feb 2024	700.00	PAID OUT	Exclude

Need Help ?