

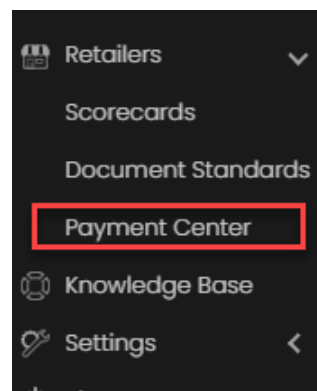
Are You Looking to Review Your Marketplace Payouts?

This guide will teach you how to review and export your marketplace payout history within the Logicbroker portal. All the payment information can be accessed using the Payment Center and selecting the appropriate partner.

[Logicbroker Production Portal](#)

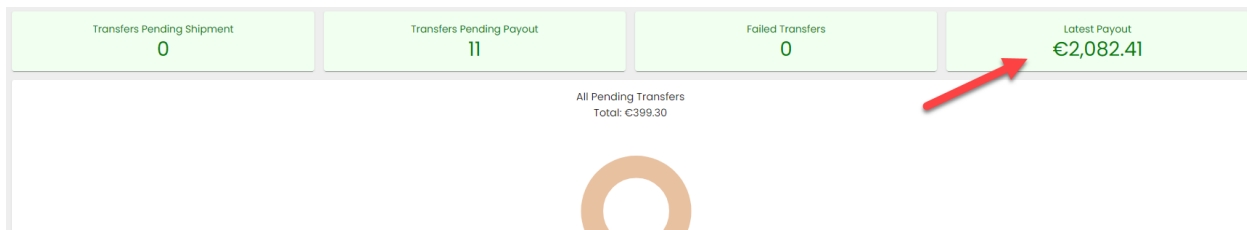
1. Click “Payment Center”

Once you have logged into the portal, navigate to the toolbar on the left-hand side of the screen, click on “Retailers” and click on “Payment Center”. Once you click on the Retailers tab, Payment Center will appear in the dropdown.



2. Review the “Latest Payout”

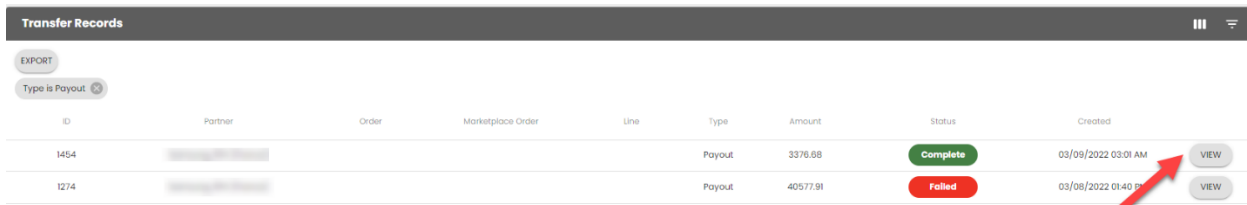
From the Payment Center home screen, click on the Latest Payout tile on the top right of the page. This tile will display the currency amount of the most recent payout.



3. View the Payout

Here you will see all of the payouts that have occurred to date.

The most recent payout will be the first line. Click the view button on the right-hand side for more details.



ID	Partner	Order	Marketplace Order	Line	Type	Amount	Status	Created	VIEW
1454					Payout	3376.68	Complete	03/09/2022 03:01 AM	VIEW
1274					Payout	40577.91	Failed	03/08/2022 01:40 PM	VIEW



Each payout will have an ID, an indication that it is a payout, status, and a date/time stamp of when the payout was created.

4. Understanding the Payout

Now that you are viewing the payout you will see an area titled “Related Transfers”. This is where you can view all the transactions that make up the total payout amount. Next to each line there is a view button which will provide an additional layer of detail related to the transaction.

Payout #418 Created: 11/11/2022 12:22 PM

Status: Complete

Identifiers	Transfer Details	Notes
Logicbroker ID 418 External ID Payout ID Marketplace Order Purchase Order Line Number	Type Payout Amount €2,082.41 Currency EUR	

Related Transfers EXPORT

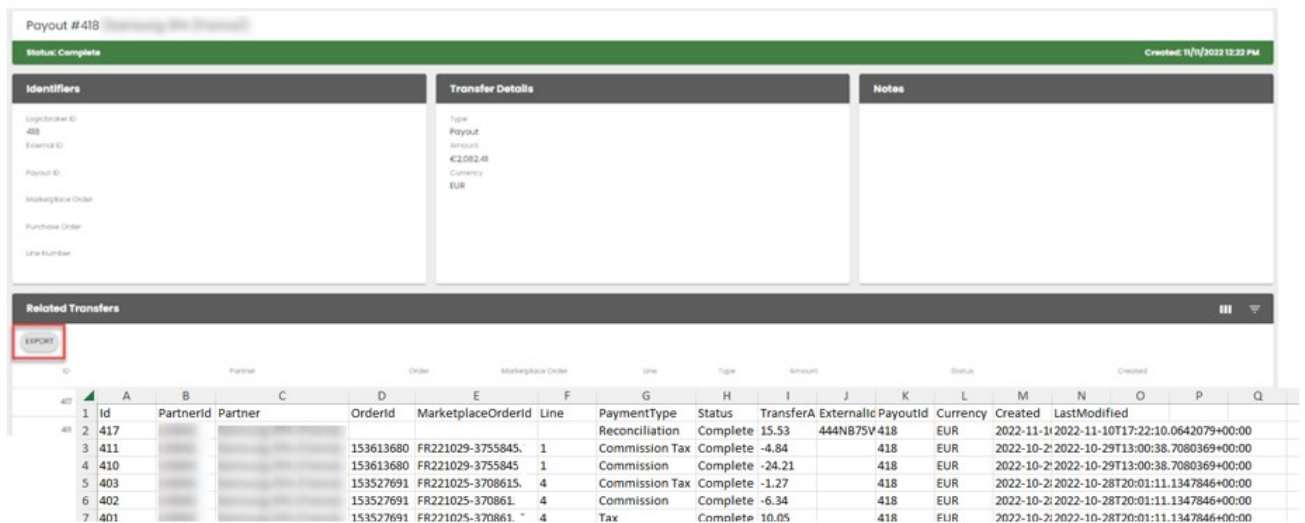
ID	Partner	Order	Marketplace Order	Line	Type	Amount	Status	Created	VIEW
417					Reconciliation	15.53	Complete	11/10/2022 12:22 PM	VIEW
411		153613680	FR22025-3755845	1	Commission Tax	-4.84	Complete	10/29/2022 09:00 AM	VIEW
410		153613680	FR22025-3755845	1	Commission	-24.21	Complete	10/29/2022 09:00 AM	VIEW
403		153527691	FR22025-3708695	4	Commission Tax	-1.27	Complete	10/28/2022 04:01 PM	VIEW
402		153527691	FR22025-3708695	4	Commission	-6.34	Complete	10/28/2022 04:01 PM	VIEW
401		153527691	FR22025-3708695	4	Tax	10.05	Complete	10/28/2022 04:01 PM	VIEW
400		153527691	FR22025-3708695	4	Vendor	49.94	Complete	10/28/2022 04:01 PM	VIEW



Click the View button to learn more about each transfer!

5. Extracting Payout Data

Within the Related Transfers section on the top, left-hand side, there is an **Export** button. Click this to generate a .xlsx version of the ledger. This will extract all the data shown in related transfers to help users reconcile their ledgers.



Payout #418 Created: 1/17/2022 12:33 PM

Status: Complete

Identifiers			Transfer Details				Notes				
Logicbroker ID	418		Type	Payout							
External ID			Amount	€2,082.49							
Payout ID			Currency	EUR							
Marketplace Order											
Purchase Order											
Line Number											

Related Transfers

EXPORT

ID	Partner	Order	Marketplace Order	Line	Type	Amount	Status	TransferA	ExternalID	PayoutID	Currency	Created	LastModified
417					Reconciliation	15.53	Complete	444NB75V	418	418	EUR	2022-11-11	2022-11-10T17:22:10.0642079+00:00
411					Commission Tax	-4.84	Complete			418	EUR	2022-10-21	2022-10-29T13:00:38.7080369+00:00
410					Commission Tax	-24.21	Complete			418	EUR	2022-10-21	2022-10-29T13:00:38.7080369+00:00
403					Commission Tax	-1.27	Complete			418	EUR	2022-10-21	2022-10-28T20:01:11.1347846+00:00
402					Commission	-6.34	Complete			418	EUR	2022-10-21	2022-10-28T20:01:11.1347846+00:00
401					Tax	10.05	Complete			418	EUR	2022-10-21	2022-10-28T20:01:11.1347846+00:00

Links from this Guide

[Logicbroker Production Portal](#)