Split Payroll Transactions

Multiple Account (Split)

This option allows the user to designate a total dollar amount and then designate a primary and secondary account(s) to distribute the funds

1. Select the recipient to be linked to the payroll template or payment.

Payments - Payroll

Info & Users	Recipient & Amount	Subsidiar		Review & Submit	
Template Name:					
Test Payroll 🖒					
ر Search				New	Recipient

Name 🔺	Account	Pay	Notify	Amount	Addendum	
Don Childress						Ø
International Reci						Ø
Jennifer Childress						Ø
Jones, Chipper						Ø

- 2. Select the 'Split' option above the listing of accounts.
- 3. Designate the Primary account and Secondary account(s) by selecting the check boxes



Payments - Payroll Recipient & Amount Info & Users Template Name: Test Payroll 🏠 Jones, Chipper Select Account Normal Split Chipper Jones Primary Secondary Account Type 💌 Account 👻 • Checking 123156 Savings 123312321 Savings 123312321 chipper@braves.com

Cancel

OK

4. Click on 'Show Split Details' to switch the button to display the 'Hide Split Details' option

Payments - Payroll									
Info & Users	Recipient & Amount	Subsidiary	A	Account	Review 8 Submit	k			
Template Name: Test Payroll ☆									
				Show S	Split Details	≡ =			
م Search			Pay All	Notify None		New Recipient			

Show Payments

Name 🔺	Account	Pay	Notify	Amount	Addendum			
Don Child							Ø	
Internatio							Ø	
Jennifer C							Ø	
Jones, Chi	123156	۲	۲	\$0.00		≡	ũ	Ø
	123312321			\$0.00		≡	Ċ	Ø

- 5. Click on 'Hide Split Details'
- 6. Enter the total dollar amount of the payment

Payments - Payroll

	nfo & Users	Recip Am	oient ount	&	Subsid	iary	Account	Review Subm	& it	
Ter	nplate Name:									
Tes	t Payroll 🏠									
							Show S	plit Details	=	
٩	Search					Pay All	Notify None		New I	Recipient
Shov	v All									
	Name 🔺	Account	Pay	Notify	Amount		Addendum			
۲	Jones, Chi	2 accounts		۲		\$1,500.00			≡	60
								Canc	el	Next

- 7. Click on 'Show Split Details'
- 8. Enter the dollar amount for the secondary account.

NOTE: The Primary Account amount will automatically decrease accordingly.

Payments - Payroll **Recipient &** Review & Info & Users Subsidiary Account Amount Submit Template Name: Test Payroll ▦ Hide Split Details New Recipient Pay All Notify None Search Q, Show All Pay Addendum Name 🔺 Account Notify Amount 伯 0 Jones, Chi... 123312321 • \$1,000.00 \equiv 0 \$500.00 í۵. 123312321 Cancel Next

Multiple Account (Normal)

This option allows the user to select multiple accounts without the designation of primary or secondary.

1. Select the recipient to be linked to the commercial template or payment.

Payments - Payroll

Info & Users	Recipient & Amount	Subsidiar		
Template Name:				
Test Payroll 🦒				
				≡ ₩
Q Search			Ne	w Recipient

Name 🔸	Account	Pay	Notify	Amount	Addendum	
Don Childress						Ø
International Reci						Ø
Jennifer Childress						Ø
Jones, Chipper						Ø

- 2. Select the 'Normal' option above the listing of accounts.
- 3. Designate the account(s) to be included by selecting the check box(es)

Payments - Payroll		
Info & Users Recipient & Amount	Subsidiary Account	Review & Submit
Template Name:		
Test Payroll 🏠		
Jones, Chipper	Select Account	Normal Split
Jones, Chipper Chipper Jones	Select Account Account Type 🔹	Normal Split
Jones, Chipper Chipper Jones	Select Account Account Type Checking	Normal Split Account 123156
Jones, Chipper Chipper Jones	Select Account Account Type Image: Checking Image: Savings	Normal Split Account 123156 123312321
Chipper Jones	Select Account Account Type Checking Savings Savings Savings	Normal Split Account 123156 123312321 123312321
Chipper Jones Chipper Jones	Select Account Account Type • Checking Savings Savings	Normal Split Account 123156 123312321 123312321

4. Enter the dollar amount for each account.

☑ Jones, Chi	123156		\$0.00	≡	Û	Ø
Jones, Chi	123312321		\$0.00	≡	Û	Ø