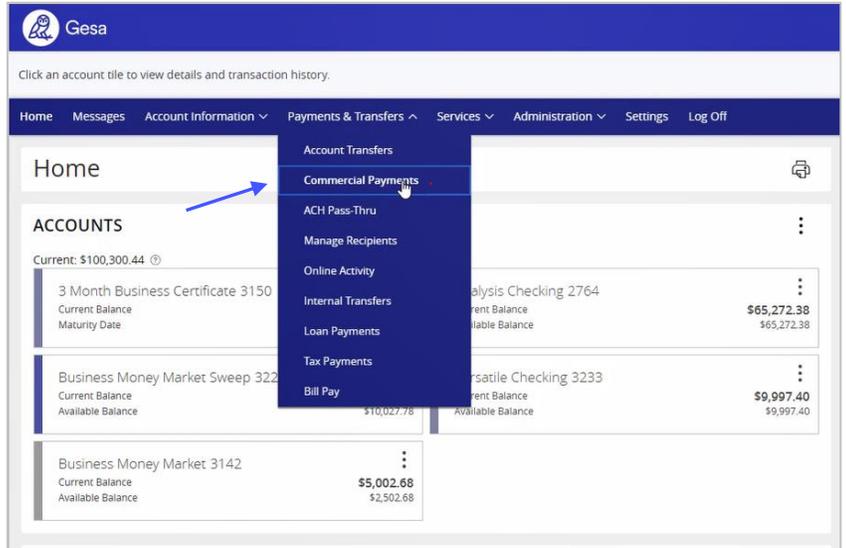




Split Transactions

NOTE: The Split Payments option is only available for Payroll transactions.

1. Select the "Payments & Transfers" menu and then select "Commercial Payments".



2. Click the "New Payment" button and select the "Payroll" option to create a new payroll transaction.





Split Transactions

3. Select the desired recipient's primary account from the drop-down list of existing recipients.

Recipient/Account	Amount
Search by name or account.	
+ New Recipient	
+ Add another recipient	
Demo Recipient	
Demo Recipient Checking 1234567	
Sample Recipient	
Sample Recipient Checking 12345678	
Sample Recipient	

4. Enter the dollar amount of the payroll transaction.

Recipient/Account: Sample Recipient Checking 12345678

Amount: \$ 300.00

This payment is valid.

Notify Recipient

Addendum (optional)

5. Click the elipsis and select the "Split Payment" option.

recurrence: None

Recipients (1) Filters: All Pre-Notes Find recipients in payment

+ Add existing recipients

Recipient/Account: Sample Recipient Checking 12345678

Amount: \$ 300.00

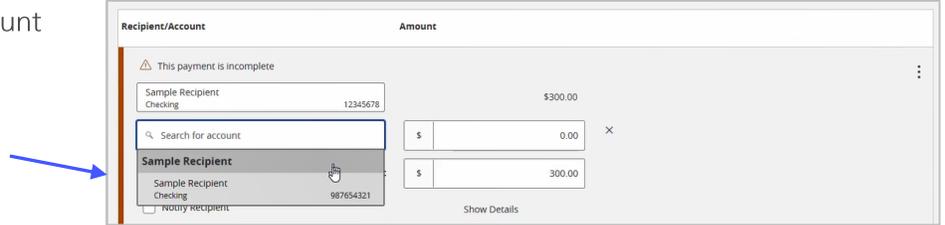
This payment is valid.

Notify Recipient

Addendum (optional)

- Split Payment
- Copy
- Remove
- Collapse Row
- Show Details
- Notify Recipient

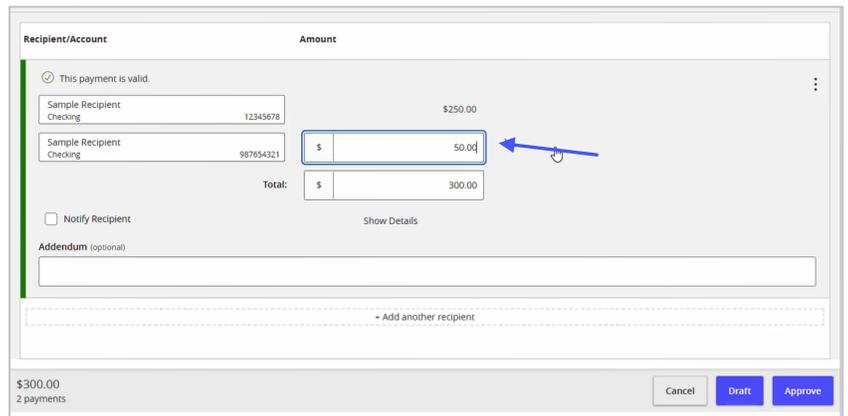
6. Select the recipient's secondary account from the drop-down list.



This screenshot shows the 'Split Transactions' interface. At the top, it says 'Recipient/Account' and 'Amount'. A warning message states 'This payment is incomplete'. Below this, there are two rows of recipient information: 'Sample Recipient Checking' with account number 12345678 and an amount of \$300.00, and another 'Sample Recipient Checking' with account number 987654321 and an amount of \$300.00. A search bar is visible with the text 'Search for account'. A blue arrow points to the search results for the secondary account.

7. Enter the desired dollar amount to be allocated to the secondary account. Then select "Draft" or "Approve" depending on user entitlement.

NOTE: The dollar amount allocated to the primary account will be automatically reduced in accordance with the total dollar amount of the payroll transaction.



This screenshot shows the 'Split Transactions' interface with the secondary account selected. The status is 'This payment is valid'. The primary account (12345678) has an amount of \$250.00, and the secondary account (987654321) has an amount of \$50.00. The total amount is \$300.00. A blue arrow points to the input field for the secondary account amount. At the bottom, there are buttons for 'Cancel', 'Draft', and 'Approve'. A blue arrow points to the 'Draft' button.