

Split Payments



The Split option is available for recipients of payroll transactions who have at least two accounts.

- 1.) Select **Payments** from the Commercial menu.
- 2.) Select an existing Payroll Template, or, select the **New Payment** button followed by "Payroll" to create a new one.
- 3.) Select the recipient to be linked to the template or payment.
- 4.) Enter the total amount for the payroll transaction.
- 5.) Click the vertical dots to the right of **Recipient/Account**. Select the **Split Payment** option.
- 6.) Designate the secondary account.
- 7.) Enter the corresponding dollar amount for each secondary account listed. The primary account amount will automatically decrease accordingly.