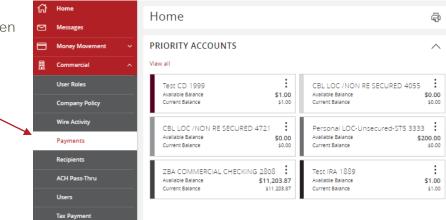1. Select the 'Commercial' menu and then select 'Payments'.
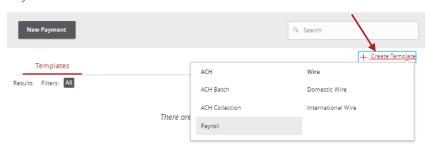

NOTE: The 'Split Payments' option is only available for Payroll transactions.

2. Three options are available.

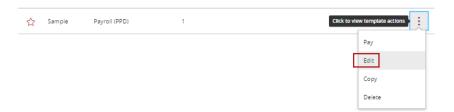   a. Click 'New Payment' and select 'the 'Payroll' option to create a new payroll transaction.

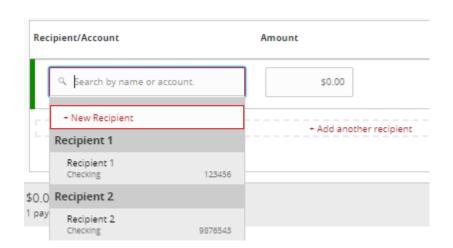b. Click 'Create Template' and select the 'Payroll' option to create a new payroll template.

c. Click the 'template actions' icon and select 'Edit' to work with an existing Payroll template.
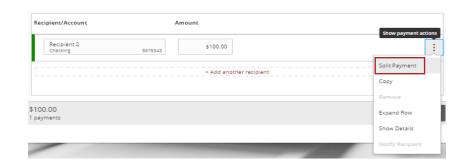
3. Select the desired recipient's primary account from the drop down list of existing recipients.
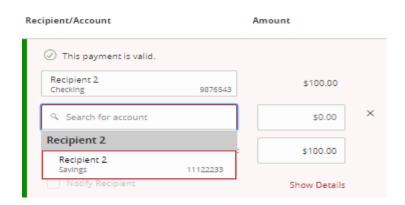
4. Enter total dollar amount of the payroll transaction.

Recipient/Account		Amount	
Recipient 2 Checking	9876543	$100.00	⋮
		+ Add another recipient	

5. Click the 'Show payment actions' icon and select the 'Split Payment' option.

Recipient/Account		Amount	Show payment actions
Recipient 2 Checking	9876543	$100.00	⋮
		+ Add another recipient	Split Payment
			Copy
$100.00 1 payments			Remove
			Expand Row
			Show Details
			Notify Recipient

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

Recipient/Account   **Amount**

⊘ This payment is valid.

Recipient 2 Checking	9876543	$100.00
🔍 Search for account		$0.00 ✕
Recipient 2		$100.00
Recipient 2 Savings	11122233	
☐ Notify Recipient		Show Details

7. Enter the desired dollar amount to be allocated to the secondary account.

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

Recipient/Account		Amount
⊘ This payment is valid.		
Recipient 2 Checking	9876543	$50.00
Recipient 2 Savings	11122233	$50.00 ✕
	Total:	$100.00
☐ Notify Recipient		Show Details