

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

Subsidiary

Account

Review & Submit

Template Name:

Test Payroll ☆



Search

New Recipient

Name	Account	Pay	Notify	Amount	Addendum
<input type="checkbox"/> Don Childress					
<input type="checkbox"/> International Reci...					
<input type="checkbox"/> Jennifer Childress					
<input type="checkbox"/> Jones, Chipper					

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

Info & Users | **Recipient & Amount** | Subsidiary | Account | Review & Submit

Template Name:

Test Payroll ☆

 Jones, Chipper
Chipper Jones

chipper@braves.com

Select Account				Normal	Split
Primary	Secondary	Account Type	Account		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Checking	123156		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Savings	123312321		
<input type="checkbox"/>	<input type="checkbox"/>	Savings	123312321		

Cancel OK

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

Payments - Payroll

Info & Users
Recipient & Amount
Subsidiary
Account
Review & Submit

Template Name:

Test Payroll 

Show Split Details



Pay All Notify None

New Recipient

Show Payments

Name	Account	Pay	Notify	Amount	Addendum
<input type="checkbox"/> Don Child...					
<input type="checkbox"/> Internatio...					
<input type="checkbox"/> Jennifer C...					
<input checked="" type="checkbox"/> Jones, Chi...	123156	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00	<input type="text"/>   
	123312321			<input type="text" value="\$0.00"/>	  

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

Payments - Payroll

Info & Users

Recipient &
Amount

Subsidiary

Account

Review &
Submit

Template Name:

Test Payroll ☆

Show Split Details



Pay All Notify None

New Recipient

Show All

Name	Account	Pay	Notify	Amount	Addendum	
<input checked="" type="checkbox"/> Jones, Chi...	2 accounts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$1,500.00		

Cancel

Next

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

NOTE: The Primary Account amount will automatically decrease accordingly.

Payments - Payroll

Info & Users

**Recipient &
Amount**

Subsidiary

Account

Review &
Submit

Template Name:

Test Payroll ☆

[Hide Split Details](#)


Pay All Notify None

New Recipient

Show All

Name ^	Account	Pay	Notify	Amount	Addendum			
<input checked="" type="checkbox"/> Jones, Chi...	123312321	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$1,000.00	<input type="text"/>	☰	🗑️	✎
	123312321			<input type="text" value="\$500.00"/>		☰	🗑️	✎

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

Subsidiary

Account

Review & Submit

Template Name:

Test Payroll 



 Search

New Recipient

Name	Account	Pay	Notify	Amount	Addendum
<input type="checkbox"/> Don Childress					
<input type="checkbox"/> International Reci...					
<input type="checkbox"/> Jennifer Childress					
<input type="checkbox"/> Jones, Chipper					

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
Chipper Jones

chipper@braves.com

Select Account	
Account Type	Account
<input checked="" type="checkbox"/> Checking	123156
<input checked="" type="checkbox"/> Savings	123312321
<input type="checkbox"/> Savings	123312321

Cancel
OK

4. Enter the dollar amount for each account.

<input checked="" type="checkbox"/>	Jones, Chi...	123156	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00	<input type="text"/>	☰	🗑️	✎
<input checked="" type="checkbox"/>	Jones, Chi...	123312321	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00	<input type="text"/>	☰	🗑️	✎