Split Transactions

Multiple Account (Normal)

NOTE: 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.
2. Select the ‘Normal’ option above the listing of accounts.
3. Designate the account(s) to be included by selecting the check box(es)
4. Enter the dollar amount for each account.
Multiple Account (Split)

NOTE: 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 commercial template or payment.
2. Select the ‘Split’ option above the listing of accounts.
3. Designate the Primary account and Secondary account(s) by selecting the check boxes.
4. Click ‘Ok’.
5. Click on the brown primary account link.

6. Enter the total amount of the ACH transaction.
7. Click on the ‘2 accounts’ link.

8. Enter the dollar amount for the secondary account.

**NOTE:** The Primary Account amount will automatically decrease accordingly.
<table>
<thead>
<tr>
<th>Name</th>
<th>Account</th>
<th>Pay</th>
<th>Notify</th>
<th>Amount</th>
<th>Addendum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recipient, Sample 12345</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>$60.00</td>
<td></td>
</tr>
<tr>
<td>12345</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 40.00</td>
</tr>
</tbody>
</table>