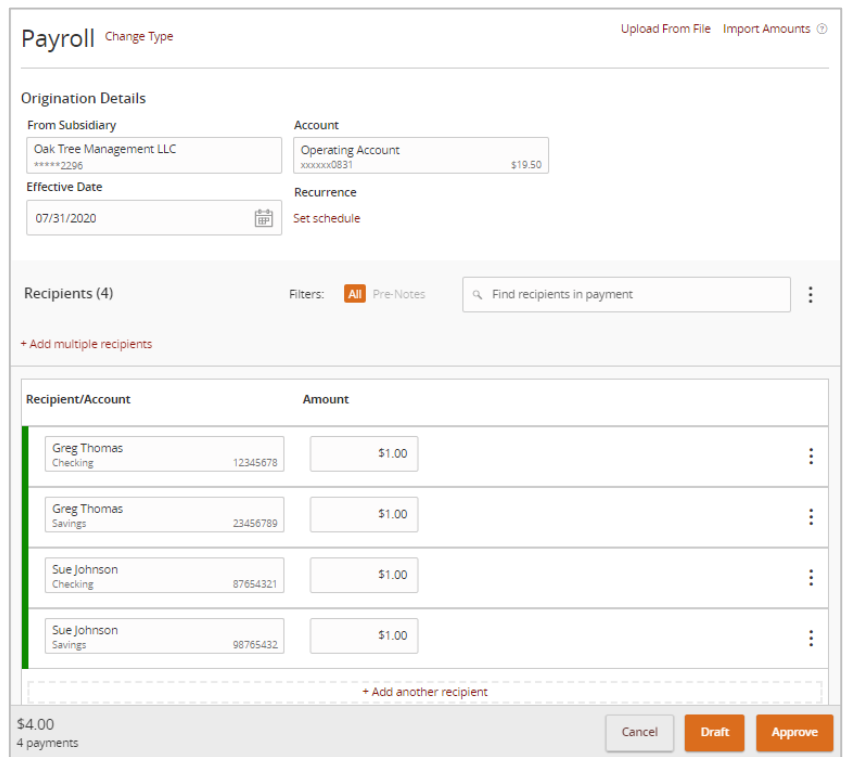
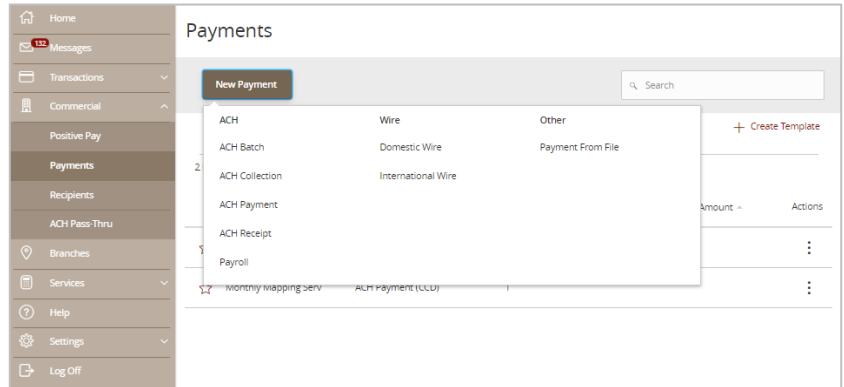


Multiple Account (Split)

NOTE: This option allows the user to designate a primary and secondary account(s) for a 'Recipient' to distribute the funds for Payroll transactions.

1. Select the 'Payments' option under the 'Commercial' menu.
2. Click the 'New Template' or 'New Payment' button and choose the 'Payroll' option.
3. Select 'From Subsidiary' from drop-down.
4. Select 'Account' from drop-down.
5. Select 'Effective Date'.
6. Click on 'Set Schedule' for make transaction recurring.
7. Select 'Recipients' from drop-down.
8. Click on '+ Add Multiple Recipients' link to add as many 'Accounts' needed.
9. Select multiple 'Accounts' for the same 'Recipient' to designate and distribute funds for each 'Account' selected for each 'Recipient'.
10. Click 'Draft' or 'Approve' depending on assigned user's rights.



Questions? Call our customer support.
Phone: 833-VERITEX (833-837-4839) or 469-443-9912