



# AddVantage Reference Guide

This guide provides a concise overview of accessing AddVantage and understanding the format of Forms and Form Suites



## Accessing AddVantage

Access AddVantage through AdvisorDesk under Reports. Use your AdvisorDesk credentials to log in to AddVantage. You must use **Internet Explorer** for accessing AddVantage



## AddVantage Maintenance Hours

AddVantage undergoes nightly maintenance from 8:30 PM CST to 4:00 AM CST – it cannot be accessed during this time



## Form & Form Suite Format

**Forms** refer to single-page forms, while **Form Suites** include multiple pages. There are separate menus for Forms and Form Suites in AddVantage

**Bolded** fields in AddVantage denote mandatory fields; you will receive an error message if these are left blank

**Chevrons [V]** indicate a drop-down menu to select options for a field

**Ellipses [...]** denote that you may click to bring up a search window. For example, you can easily search for Disbursement or Tax Codes by clicking the ellipses

Free-form text fields, such as **Transaction Descriptions**, are limited to 32 characters each  
Any text should be entered in all UPPERCASE TEXT to ensure proper formatting when printing

Always check for errors with **Preview**. It displays one error at a time; continue clicking it until no more errors are identified

Click **Queue** to submit the form to NATC for review

**Client Initiated-OnPlatform Custody-ACH-Adhoc**

**\*\*\*NOTE Submission Deadline:10:45 am CST\*\*\***

**Account**

**Register Num** 20  ACH

**Payable Date** T

**Total Amount** \$2000  \$2,000

**Portfolio**

Only Enter Principal and Income Amounts below if Portfolio = Combined and total amount is not a %

Principal Amount

Income Amount

Federal Withholding

State Withholding

**Payee Party Number**

**Disbursement Code**

**Tax Code**

When paying a bill on behalf of Beneficiary or Donor, Tax Party is Required.

Tax Party OR Cusip Number

**Receiving Account Number**

**Receiving A/C Type** CHECKING

**Transit/Routing Code**

For Further Credit Information

Trans Desc Line 1

Trans Desc Line 2

Trans Desc Line 3

Trans Desc Line 4

**VALIDATE FORM CONTENT BY PREVIEWING PRIOR TO SUBMISSION**



## View Form Status

After submitting a form, view the status of it at any time by clicking on [My Form Entries](#) or [My Form Suite Entries](#) in AddVantage. This allows you to click on and view the status of any forms submitted, and whether they have been processed by NATC or are still pending review.



Any item listed as **“Awaiting Update”** has been submitted to NATC but has not been processed yet



Any item listed as **“Updated OK”** has been submitted and processed