

# Cash Monitoring Reference Guide

*This reference guide provides instructions on how to monitor cash flow in client accounts in AddVantage*



## Cash Monitoring Overview

Use the links below to navigate to instructions on how to complete the following reports and view additional resources:

- [Account Master Reference Materials](#)
- [Cash Balance Report](#)
- [Cash Overdraft Report](#)
- [Distribution – Remittance List](#)
- [Tickler Memo Report](#)
- [Frequently Asked Questions \(FAQs\)](#)



## Best Practices

It is recommended to run the three cash monitoring reports: **Cash Balance, Cash Overdraft, and Distribution**, regularly to ensure all client accounts have cash balances to cover upcoming disbursements.

Running these reports for all accounts allows the viewer to take a high-level snapshot of all accounts and identify any upcoming disruptions to distributions.

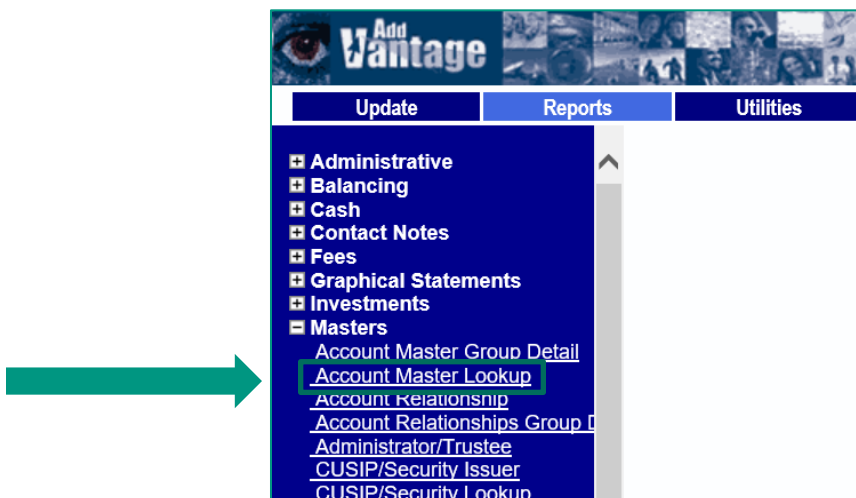


## Account Master

### Account Master Reference Materials

The Account Master Reference Materials show the basic account information such as **Officer Code**.

Access the report by going to **Masters** then clicking **Account Master Lookup**, as shown below.



Once in the Account Master Lookup, input the desired **account number**. If you do not know the account number, search for the account number using the ellipsis (...).

**Account Master Data**

Account [ ] ...

OK Cancel

**Account Name Lookup**

☒ Alpha Lookup [ ]

☐ SSN/TID Lookup

☐ List Data by Code

☐ List Data by Description

☐ List by Transit/Routing number

OK

Search the account information with the listed fields

Under BI (Basic Information), reference the Officer Codes (e.g., INV Officer code - IO and RE Officer code). Firms can set up one officer number for all accounts or they can set up an officer number for a specific advisor.

BI - BASIC INFORMATION		
Field	Field Name	Data
BI/1	SHORT NAME	COOPER R & C JT
BI/2-1	LONG NAME	NATL ADVISORS TRUST CO CUSTODIAN
BI/2-2		FOR CYNTHIA COOPER AND ROBERT
BI/2-3		COOPER JTWR OS - INVESTMENT
BI/2-4		MANAGEMENT ACCOUNT TOD
BI/4	ACCT SUB TYPE	6=JOINT ACCTS
BI/11	SITUS	MO=MISSOURI
BI/16	TAX ID	365-60-0393
BI/50	REMIT AVAILABLE CASH ONLY	Y
BI/71	ADMIN OFFICER	CUSTODY ADMINISTRATION
BI/72	INV OFFICER	[REDACTED]
BI/73	RE OFFICER	=VCB FINANCIAL GROUP
BI/109	INCLUDE IN RCT IF ZERO MV	N

**INV Officer and RE Officer** refer to the Firm ID number or the officer number for a specific advisor, depending on how the account is set up

After you have identified the **Officer Code**, use this number to navigate the AddVantage reports as necessary.



## Cash Monitoring Reports

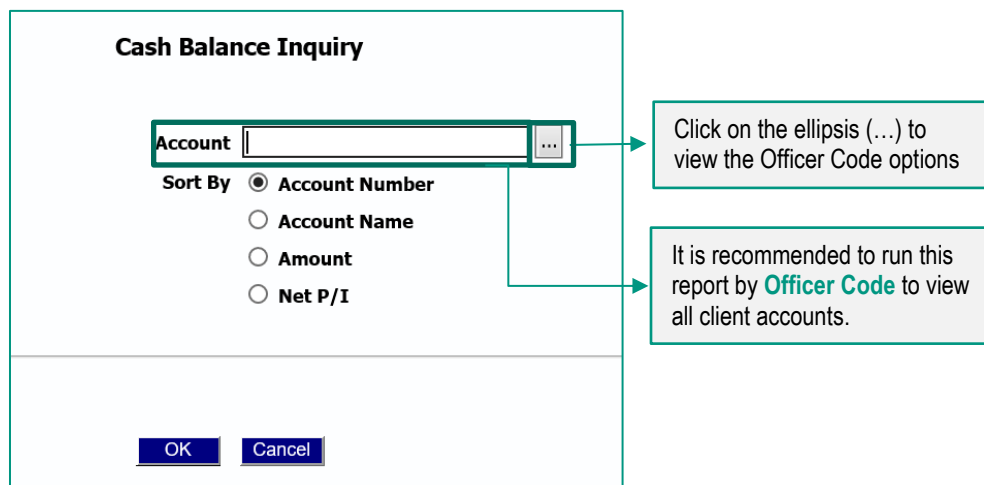
### Cash Balance Reports

The Cash Balance report gives an overview of all customer account cash balances. Running this report and allows the advisor to identify if any balances are low or negative.

Access the report by going to **Reports > Cash**, then clicking **Cash Balance**, as shown below.



After opening the Cash Balance report, enter your **Officer Code** in the Account field and then click **OK**. It is recommended to run this report daily or after specific client inquiries.



**Cash Balance Inquiry**

Account  ...

Sort By ☒ Account Number  
☐ Account Name  
☐ Amount  
☐ Net P/I

OK Cancel

Click on the ellipsis (...) to view the Officer Code options

It is recommended to run this report by **Officer Code** to view all client accounts.

After running the report, confirm which accounts have a negative cash balance, if any, in the **Principle, Income**, or **Total columns**. Please note, current trades are not reflected in the report.

**NATIONAL ADVISORS TRUST COMPANY** Run on 3/26/2021 2:08:42 PM

Cash Balance Inquiry As of: 03/15/2021 Sort By Account Number

Account	Name	Net P/I	Principal	Income	Total
		YES	26,117.67	539.95	26,657.62

Back Save Mail

Negative balances are shown in red.

Principal, and Income, and Total reflect the available cash balance for Income and Principal for each account, respectively

If any account has a negative cash balance in any of the Principle, Income, or Total column, funds must be raised to cover the negative balance. The advisor is responsible for cash raising activities and bringing the account balance above zero.

## Cash Overdraft Report

The Cash Overdraft report gives an overview of all customers with account balances less than zero. The Cash Overdraft report will only show accounts with negative balances while the Cash Balance report will show balances on all accounts.

Access the report in AddVantage by going to **Reports > Administrative**, then clicking **Cash Overdraft**, as shown below.

The screenshot shows the AddVantage interface with the 'Reports' tab selected. Under the 'Administrative' section, the 'Cash Overdraft' option is highlighted with a green box and a green arrow pointing to it.

After opening the Cash Overdraft report, enter your **Officer Code** and then click **OK**. It is recommended to run this report daily or after specific client inquiries.

### Cash Overdraft Report

Account ...

Sort By ☒ Account Number  
☐ Account Name  
☐ Size of Overdraft  
☐ Date of Overdraft

Include Summary ☒

Click on the ellipsis (...) to view the Officer Code options

It is recommended to run this report by **Officer Code** to view all client accounts.

OK
Cancel

After running the report, confirm which accounts have a negative cash balance in the **Principle** or **Income Cash** column. Please note, current trades are not reflected in the report.

**NATIONAL ADVISORS TRUST COMPANY**  
 Cash Overdraft  
 Sort By Account Number

Run on 3/26/2021 3:39:41 PM

Account	Name	Net Princ/Inc	Principal Cash	Income Cash	Date Overdrawn
██████	██████	YES	8,148.75-	0.00	02/01/2021 - Prin
██████	██████	YES	496.86-	0.00	01/15/2021 - Prin
<b>OVERDRAFT SUMMARY</b>					
		<b>Total Accounts</b>	<b>Accounts Overdrawn</b>	<b>Gross Balance</b>	<b>Overdrawn Amount</b>
					<b>Net Balance</b>
PRINCIPAL			197.76	8,645.61-	8,447.85-
INCOME			0.00	0.00	0.00
<b>TOTAL</b>		65	197.76	8,645.61-	8,447.85-

Back
Save
Mail

Negative balances are shown in red.

**Overdrawn Amount** sums the total overdrawn amounts for all accounts.

If an account has an overdraft, funds must be raised to cover the overdraft amount. The advisor is responsible for cash raising activities and bringing the account balance above zero.

## Distribution – Remittance List

The Distribution – Remittance List shows scheduled disbursement activity for your account over a specified timeframe. It is recommended to run this report to identify upcoming recurring disbursements that will be canceled due to insufficient funds.

Access the report by going to **Reports > Transactions**, then clicking **Distribution – Remittance List**, as shown below.



After opening the Distribution – Remittance List, enter your **Officer Code** in the Account field. Input the **Start Date** and **End Date**, then click **OK**. Ensure the dates are formatted correctly by clicking the ellipsis (...) and selecting the desired date.

### Remittances List

**Account**  ...

**Start Date** 03/15/2021 ...

**End Date** 3/22/2021 ...

**Check Register**  ...

**Sort By** ☒ **Account Number**  
☐ **Account Name**  
☐ **Interested Party Name**

**Include Closed Accounts** ☐

Click on the ellipsis (...) to view the Officer Code options  
  
 It is recommended to run this report by **Officer Code** to view all client accounts.

#### Select Date

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Run the remittance list from Monday to Monday for full week snapshot (e.g., 3/15/2021 through 3/22/2021)

The report lists the recurring disbursements scheduled in the timeframe input. Review the disbursements and note any disbursements that will not be completed and the associated funds. Please note, the day before the scheduled payout, the system checks the cash availability. If there are insufficient funds as of the payable date, the system deletes one instance of the pending disbursement to avoid an overdraft.

If a pending disbursement is deleted, communicate to the customer the disbursement will not be paid out. The advisor is responsible for cash raising activities in the account to complete the disbursement **and** initiating an Adhoc Disbursement request to replace the missed remittance block disbursement. Future instances will not be impacted assuming cash will be available in the future. Submit an Ad Hoc Disbursement QForm in AddVantage once the cash is available.

**NATIONAL ADVISORS TRUST COMPANY** Run on 3/26/2021 6:53:45 PM

**Remittances List** As of: 03/15/2021

Start Date: 03/15/2021  
End Date: 03/22/2021  
Sort By: Account Number

Payable Date	Account	Name	IP Name	Payee Name	Amount	Processed Date	Ck Reg #	Seq	Ck	Status
03/15/2021					126.00 I		15	1		RTPR
03/15/2021					2,300.00 I		20	1		RTPR
03/15/2021					126.00 I		15	1		RTPR
03/15/2021					1,604.05 I		20	1		RTPR

Back Save Mail

**Payable Date** lists the date a recurring remittance is scheduled

**Processed Date** shows the date the payment was processed by NATC, or the date a check was cashed, stop paid, or voided

If you identify any disbursements that will not be completed, confirm the disbursement deletion by running a **Tickler Memo Report**. Please reference the [Tickler Memo Report](#) for instructions on how to run this report.

## Tickler Memo Report

Once you have identified the list of recurring disbursements and the associated accounts, run a tickler report to confirm a recurring disbursement has been deleted.

Run a tickler report by going to **Reports > Administrative**, then clicking **Tickler Memo**, as shown below.



After opening the Tickler Memo report, input the **Officer Code** in the officer field. Input the same **Start Date** and **End Date** as the Distribution – Remittance List, then click **OK**. Ensure the dates are formatted correctly by clicking the ellipsis (...) and selecting the desired date.

### Tickler Memo Report

**Officer**  ...

Relationship ☐ AO ☒ IO ☐ PB ☐ OO ☐ TA

**Start Date** 03/15/2021 ...

**End Date** 3/22/2021 ...

Option ☒ All Memos  
☐ Unprocessed Memos

OK
Cancel

If you do not know your **Officer Code** or firm code, reference the [Account Master Reference Materials](#) to look up this information

#### Select Date

		March 2021						
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	28	1	2	3	4	5	6	
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30	31	1	2	3	
	4	5	6	7	8	9	10	

OK
Cancel

Use the same dates as the **Distribution – Remittance List**





Review the report for a remittance block and the reason for the block in the memo. In most cases, insufficient funds trigger the disbursement to be canceled.

03/05/2021		03/05/2021	AMEGY TO RIL-CONFIRM CURRENT TICKLER MEMORANDUM. REMITTANCE BLOCK # 1 STAFF MEMBER AO 15 ACCOUNT # ACCOUNT SHORT NAME INTERESTED PARTY # REMITTANCE OF \$5,000 NOT PAID DUE TO INSUFFICIENT FUNDS. TICKLER MEMORANDUM
02/05/2021	42	02/05/2021	

A confirmation of why a disbursement is canceled is stated in the **memo**

If an account has a remittance block, communicate to the customer the disbursement will not be paid out. The advisor is responsible for cash raising activities in the account to complete the disbursement **and** initiating an Adhoc Disbursement request to replace the missed remittance block disbursement. Future instances will not be impacted assuming cash will be available in the future. Submit an Ad Hoc Disbursement QForm in AddVantage once the cash is available.



## Frequently Asked Questions

### Frequently Asked Questions (FAQs)

#### 1. Why didn't my recurring remittance go out?

There are two reasons why your recurring remittance did not go out. First, check the *Expiration Date* for your remittance to ensure that date has not passed. If it has, enter a recurring disbursement QForm. To check the *Expiration Date*, find the Interested Party tied to the disbursement (Reports tab > Masters > Account Relationship > enter the account number and find the Interested Party). You can find the recurring disbursement information by clicking on the RM – Remittance link. If the *Expiration Date* information does not show, it means that an expiration date was not set.

Second, it could be that there were insufficient funds for your recurring disbursement. You can review your account by running reports in AddVantage to ensure you have enough cash. See the “**How do I ensure there is enough cash for a recurring or significant disbursement?**” question for additional information. In addition to those reports, you can run a Cash Projection report to show upcoming Income payments and disbursements (Reports > Cash > Cash Projection).

#### 2. How do I ensure there is enough cash for a recurring or significant disbursement?

You can review your account by running reports in AddVantage to ensure you have enough cash for your upcoming disbursement. You should run these reports in advance to ensure you have at least three days to raise any necessary cash.

The Cash Balance report displays the current portfolio and combined balances for the current day for your account. You can view all accounts under your Advisor Code by inputting the correct Officer Code (e.g., a Trust Administrator with code 123 would enter “123” and select the TA option). This report is found on the Reports tab > Cash > Cash Balance.



The Cash Overdraft report shows if your account is overdrawn. This report is found on the Reports tab > Administrative > Cash Overdraft.

The Distribution – Remittance List report shows scheduled disbursement activity for your account over a specified timeframe. The system automatically deletes a pending disbursement if there are insufficient funds. This report provides advance notice capability to avoid that.

NATC recommends keeping 5% cash at all times to avoid any issues with recurring disbursements. This report is found on the Reports tab > Transactions > Distribution – Remittance List.

### 3. What do I need to do if my recurring remittance is missed? Is it replaced when cash becomes available?

If a recurring disbursement is missed due to insufficient funds, it is not immediately replaced when funds become available. You will need to submit an ad hoc disbursement request using one of the ad hoc QForms.

### 4. How do I update or stop a recurring disbursement?

When setting up your recurring disbursement, you can set the *Expiration Date* field at the bottom of the QForm for a future end date, such as six months from the current date.

To update a recurring disbursement, use the same QForm used to set it up (e.g., Client Initiated – On Platform Custody – Wire – Scheduled). Enter the *Account*, *Interested Party*, and *Relationship* tied to the recurring disbursement, then click *Refresh*. Instead of choosing a block number without an asterisk (\*) for a new disbursement, select the block number tied to the disbursement you would like to update. This will automatically populate the information tied to that remittance. You can update any of the information here, *Preview*, and select *Queue* to send to NATC for approval.

To stop a recurring disbursement, follow the same information above to populate the recurring disbursement you would like to stop. You can either enter an *Expiration Date* for the remittance or you can change the *Amount* to \$0. You may want to change the *Amount* to \$0 if you want to keep the remittance for the future but don't want it to go out on the next few occurrences. This allows you to go back in and change the amount later, rather than complete an entirely new disbursements form.

Please note that you should make any changes to a recurring disbursement at least 7 days in advance.

### 5. What happens if my recurring remittance date falls on a weekend or a holiday?

The disbursement is sent the business day *before* the weekend or holiday.

### 6. What are the benefits of using “Month End” for recurring disbursements?

Choosing “Month End” ensures that the disbursement goes out the last day of the month. Selecting the 30<sup>th</sup> or 31<sup>st</sup> day of the month may result in disbursements being missed (e.g., it would not go out in February).

Avoiding the first few days of the month is also suggested in order to avoid disbursements going out the month prior. For example, if you select the 2<sup>nd</sup> of the month, and that lands on a weekend or is a holiday, it would go out the business day before the weekend or holiday, which could be the prior month.

For additional questions, please reach out to your client manager.