



## Cash Transfers Between Accounts Overview

Use the links below to navigate to example QForms and instructions on how to complete

- [Recurring Cash Transfer Between Accounts QForm](#)
- [Ad hoc Cash Transfer Between Accounts QForm](#)

**Before Beginning:** Identify the Interested Party (IP) Number

\*Note: There are separate resources available showing how to locate Interested Party codes in AddVantage.



## Recurring and Ad Hoc QForm Highlights

- **Submission Deadline:** All disbursements must be submitted by 10:45 AM CST to be processed the same business day. Any QForm submitted after 10:45 AM CST will be processed the following business day
- When completing the QForm:
  - Grayed-out text is pre-populated and cannot be changed
  - **Bolded fields** are mandatory
  - All fields should be completed in UPPER CASE
  - Select a block number without an asterisk (e.g., 1\* cannot be used)

If you need more information on how to complete the wire disbursements forms, please see the Client Cash Transfers Between Accounts training video.



## RECURRING CASH TRANSFER BETWEEN ACCOUNTS

**Client Initiated-OnPlatformCustody-Cash Trfr Between Accts-Scheduled**

1. Insert **Account Number**
2. Insert **Interested Party and Relationship**  
*Note: Interested Party and Relationship must match*
3. Click **“Refresh”**
4. Select **Block Number** without (\*)
5. Update the default to **7 business days from today’s date**  
*Note: Click the “Month End” button to set remittances at the end of a month*
6. Insert the **disbursement amount** with a **“\$”** sign
7. Select **“Principal, Income, or Combined”** portfolio  
*Note: If using “Combined,” specify the amounts in the Principal and Income Amount*  
*Note: Available cash in the selected account (i.e., Principal, Income, or Combined) must be greater than the Total Amount*
8. Select **Disbursement Code** by List Data Code or by Description  
*Note: Corresponding text will appear in front of the transaction description. Do not repeat this text in the description field*
9. Select the associated **Tax Code**
10. Enter the **Receiving Account # and Tax Code**  
*Note: Add a “-P” or “-I” to the end of the Receiving Account # to direct it to Principal or Income.*  
  
*Note: Recipient Tax Party is used if the individual receiving the transfer is someone other than the account owner*
11. Click **“Preview”** to check for
12. Click **“Queue”** to submit form

**Note: Disbursement Desc limited to 32 characters and should be completed in UPPERCASE**

**Note: Receipt Desc is limited to 32 characters and should be completed in UPPERCASE**

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



AD HOC CASH TRANSFER BETWEEN ACCOUNTS

**Client Initiated-OnPlatformCustody-Cash Trfr Between Accts-Adhoc**

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

**From Account**

**Payee Party**

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

**Tax Party**

**Register Num** 30  INTRA-SYSTEM TRANSFERS

**Payable Date** T

**Amount**

**Disbursing Portfolio**

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

**Principal Amount**

**Income Amount**

**Disbursement Code**

**Tax Code**

Disbursement Desc 1

Disbursement Desc 2

Disbursement Desc 3

Disbursement Desc 4

**Transfer To Account**

**Tax Party (Receive)**

**Receiving Portfolio**

**Tax Code (Receipt)**

**Income Code**

Receipt Desc 1

Receipt Desc 2

Receipt Desc 3

Receipt Desc 4

**Queue** **Preview** **Clear** **Save** **Cancel**

1. Insert **Account Number** the transfer is coming from
2. Enter the **Interested Party** receiving the transfer
3. Enter a **Tax Party** if paying a bill on behalf of a Beneficiary or Donor, if applicable. Only enter this field if it is a different Interested Party than in the Payee Party field above
4. Insert the **transfer amount** without a "\$" sign
5. Select "**Principal, Income, or Combined**" portfolio  
*Note: If using "Combined," specify the amounts in the Principal and Income Amount*  
*Note: Available cash in the selected account (i.e., Principal, Income, or Combined) must be greater than the Total Amount*
6. Select **Disbursement Code** by List Data Code or by Description  
*Note: Corresponding text will appear in front of the transaction description. Do not repeat this text in the description field*
7. Select the associated **Tax Code**
8. Enter the **account receiving** the transfer
9. Select "**Principal, Income, or Combined**" portfolio for the receiving account  
*Note: If using "Combined," specify the amounts in the Principal and Income Amount fields*
10. Select the associated **Tax Code** for the receiving account
11. Click "**Preview**" to check for
12. Click "**Queue**" to submit form

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

*Note: Receipt Desc is limited to 32 characters and should be completed in UPPERCASE*