Interested Party and Account Relationship Reference Guide

This reference guide provides instructions on how to identify an Interested Party and Account Relationship in AddVantage

Identify Account Relationship

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

- Account Master Information
- Selecting a Disbursement QForm

Best Practices

Before navigating to the QForms tab, review the Interested Party information and Relationship of the Payee available under the Account Master Relationship.

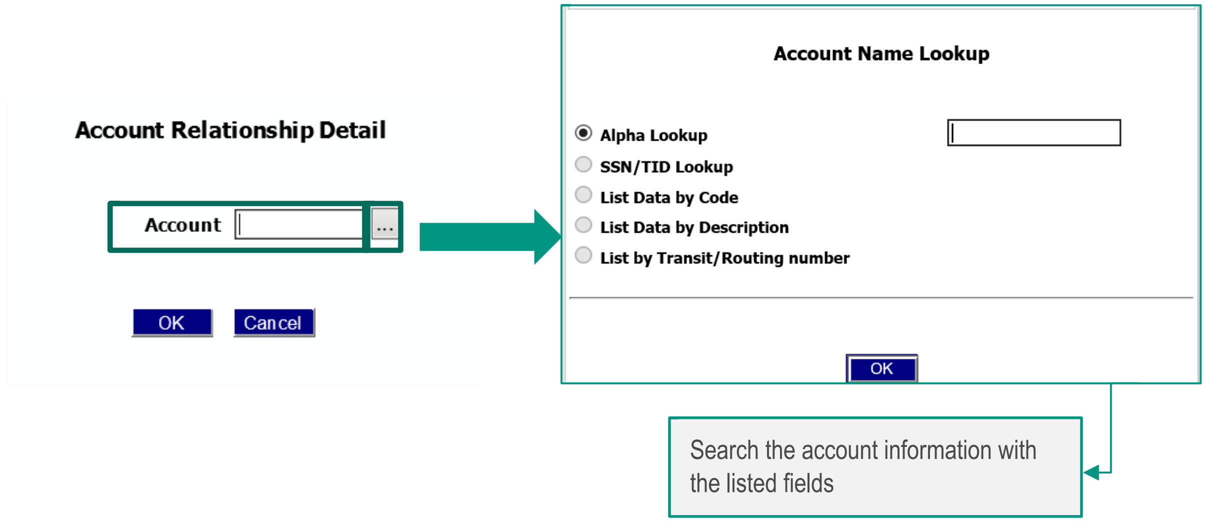
Account Master Information

Accessing the Account Master Relationship

The Account Master Relationship page shows basic account information such as **Interested Party** details and **Relationship** of the party to the account.

Access by going to the **Reports tab, Masters** then clicking **Account Relationship**, as shown below.

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



The **Interested Party Name** and **Interested Party Number** are available in the right-hand column. Under the Relationship heading identify and note if the Interested Party is a **Donor**, **Co-Fiduciary**, **Beneficiary** or **Other**.

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Account Relationship Detail

Account	Relationship	
1042 TEST ACCOUNT	LINKED AS CO-FIDUCIARY PARTY TO 0204826	0204826 MISSOURI JANE
	LINKED AS CO-FIDUCIARY PARTY TO 0294280	0294280 MISSOURI ROBERT
	LINKED AS DONOR PARTY TO 0400390	0400390 HOUSTON WILLIAM
	LINKED AS OTHER INTEREST PARTY TO 0466045	0466045 1234 BANK
	LINKED AS INVESTMENT ADVISOR TO 0205773	0205773 ADVISOR FIRM

After you have identified and noted the **Relationship** and **Interested Party Number and Name** and you are ready to begin completing a disbursement QForm.

Selecting a Disbursement QForm

Locating the Correct QForm

Access AddVantage, navigate to the QForms tab and select **Form Suite** to provide a listing of available disbursement QForms.

- Select a form with the **Relationship** (Donor, Co-Fiduciary Beneficiary, Other) that corresponds to the **Interested Party** that will receive the disbursement
- Disbursement method is also determined at this time – **ACH**, **CK** for check, **Wire**
- Determine if the disbursement is one-time, also known as **Adhoc,** or recurring, also known as **Scheduled**

Example: For a one-time ACH disbursement to a Beneficiary select the **Client Initiated-OnPlatform Custody-ACH-Adhoc-Beneficiary IPS** QForm

Review the **Disbursement Training Videos** and **Disbursement Reference Guides** next for detained instructions submitting a disbursement request.