

Integrated Cashiering Platform – Cashiering Process

Path: Wealthscape – Service – Integrated Cashiering Platform (ICP)

Advisors will be able to process the following money movement request via ICP for Non-qualified accounts only.

Check Request

path: ICP – Transactions – New Transaction – Check

Screen will be populated for a check disbursement with the Name and address of record

Advisor will enter the amount to be disbursed and submit.

Confirm the transaction

Return to the Transaction screen view the disbursement.

EFT Request (Standing EFT Instructions Must be on file)

path: ICP – Transactions – New Transaction – EFT

Transaction Create screen will populate and instruction will be defaulted to “1st Party – Same Name(s) on bank account and brokerage account.

You will see the banking instruction (already on file) in Select Standing Instructions)

Hit continue

Screen will be populated for the EFT disbursement with the Name and address on file

Advisor will enter the amount to be disbursed and submit.

Confirm the transaction

Return to the Transaction screen view the disbursement.

ADVISORS CANNOT ENTER WIRE MONEY MOVEMENT REQUEST.

Journal Request

path: ICP – Transactions – New Transaction – Journal

Journal can only be processed between accounts with the same name. Any difference in the registration will require approval from the Home Office and client signature

Screen will be populated for a Journal disbursement

Advisor will choose Partial or full Journal and enter the receiving account #

Hit continue

Complete the Transaction screen

Submit

Confirm the transaction

Return to the Transaction screen view the disbursement.

NOTE:

- Advisors will need to make sure there are sufficient funds to be disbursed prior to making the request.
- Advisors will be held responsible for any debit balance left in a clients account due to a disbursement made in error.
- Third party Check and EFT request (name on the brokerage account does not match the bank account) will need to be processed through the Home Office via the Cashiering Request form as client signature is required.
- Overnight check request need to be processed through the Home Office via the Cashiering Request Form
- Wire Request will be processed through the Home office via the Cashiering request Form and the Rep Certification form.
- Advisors are responsible for checking the status of their request via the Current Historical Txns screen
- Third Party request (standing instructions already on file) will require approval from the Home Office. The advisor is responsible for contacting the Home Office to approve the money movement. Advisors will send an email to operations@garepple.com request approval for the transaction per the standing instructions on file.

