


Split Check for an Existing Client

As an alternative to blottering a split check separately to each client, you may use the process below to blotter a single check that is to be split amongst existing clients with no additional paperwork.

Click on New > Starting Point.


Advisor Dashboard | Tracker BI | Dashboard | Monitor | Retrieve ▾ | Administration | **New ▾** 

Advisor ID	Advisor Name	Creator	Work Item Id	Validation
PS003	REP3	jason_allen	16258	
PS123	REP	jason_allen	15631	


- Starting Point
- Upload File
- Create Work Item
- Client Folder
- Client Subfolder
- Client Documents
- Advisor Office Folder
- Advisor Office Documents
- Unindexed Documents
- Labels

Select the Money Desk tile.


What do you want to do?




Account Transfer




Account Service




Trade Desk




Money Desk



Account Maintenance Update

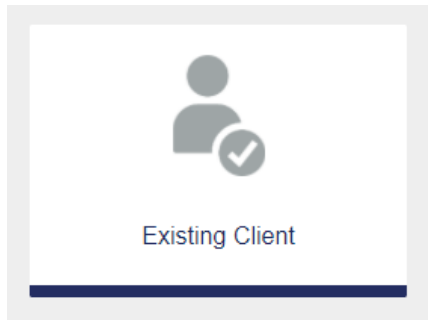


New Account



Compliance

Select the Existing Client tile.



Choose the existing client that will be the primary client for all split checks received for this group of clients from all clients provided or use the search fields on the left side to find the client.

Default

Click on a record below to select: Show 15 entries

Full name search		TIN/SSN		Last Name		First Name		Rep									
First Name	Last Name	Company Name	SSN Masked	Rep Code	Advisor Last Name	Advisor First Name	Advisor Rep SSN	Advisor OSJ Code	Business Type	Last Note	Client Type	Client Status	User	Group			
PRIMARY	CLIENT		XXXXX9999	PS003	REP3	PS	XXXXX3333		BD/RIA		Person	Active	becca_metz	CLIENT HOUSEHOLD			

Brokers: Brokerage Individual Brokerage - Retail PERSHING

Rep: PRIMARY CLIENT PS003 REP3 PS XXXXX3333 becca_metz

Choose the existing account the check is being deposited to or click New Client Subfolder if the account does not appear.

New Client Subfolder Show 10 entries

Client Subfolder Type	Registration Type	Product Type	Vendor/Custodian	Account #	Last Note	Other Description	Client Folder			Rep					User
							First Name	Last Name	Company Name	Rep Code	Advisor Last Name	Advisor First Name	Advisor Rep SSN	Advisor OSJ Code	
Direct Business	IRA - Traditional	Direct - Mutual Fund	FIDELITY ADVISORS	7123682594IA			PRIMARY	CLIENT		PS003	REP3	PS	XXXXX3333		jason_allen
Direct Business	Money Purchase Plan	Direct - Mutual Fund	FIDELITY ADVISORS	OK1234567890			PRIMARY	CLIENT		PS003	REP3	PS	XXXXX3333		jason_allen
Direct Business	Individual 401(k) - Employer	Direct - Mutual Fund	JACKSON NATIONAL LIFE INSURANCE COMPANY	PS123-000112345			PRIMARY	CLIENT		PS003	REP3	PS	XXXXX3333		ps.rep
Direct Business	Partnership	Direct - Mutual Fund	AMERICAN FUNDS	PS123578951			PRIMARY	CLIENT		PS003	REP3	PS	XXXXX3333		becca_metz
Brokerage	Individual	Brokerage - Retail	PERSHING				PRIMARY	CLIENT		PS003	REP3	PS	XXXXX3333		becca_metz
Direct Business	401(k) - Roth Participant	Direct - Mutual Fund	FIDELITY ADVISORS				PRIMARY	CLIENT		PS003	REP3	PS	XXXXX3333		jason_allen
Direct Business	401(k) - Inherited Individual	Direct - Mutual Fund	JACKSON NATIONAL LIFE INSURANCE COMPANY				PRIMARY	CLIENT		PS003	REP3	PS	XXXXX3333		jason_allen
Direct Business	Individual	Direct - Mutual Fund	JACKSON NATIONAL LIFE INSURANCE COMPANY				PRIMARY	CLIENT		PS003	REP3	PS	XXXXX3333		jason_allen
Brokerage	Individual	Brokerage - Retail	PERSHING				PRIMARY	CLIENT		PS003	REP3	PS	XXXXX3333		ps.rep3
Direct Business	Individual	Direct - Mutual Fund	FIDELITY ADVISORS				PRIMARY	CLIENT		PS003	REP3	PS	XXXXX3333		jason_allen

Showing 1 to 10

Click No State Required.

State

[No State Required](#)

Review the work item and click Create Work Item.

Review summary before creating Work Item

Selected folders

Rep														
First Name	Last Name	Company Name	SSN Masked	Rep Code	Advisor Last Name	Advisor First Name	Advisor Rep SSN	Advisor OSJ Code	Business Type	Last Note	Client Type	Client Status	User	Group
PRIMARY	CLIENT		XXXXX9999	BD123	REP	BD	XXXXX3333	BD1						
				PS003	REP3	PS	XXXXX3333							
				PS123	REP	PS	XXXXX4444	PS1	BD/RIA		Person	Active	becca_metz	CLIENT HOUSEHOLD
				QA123	REP	QA	XXXXX5555	QA1						

Options Selected

Client information PRIMARY CLIENT

Selected Rep Code PS003

Selected Business Type Money Desk

Selected Sponsor/Custodian from Account PERSHING

Selected Product Type from Account Brokerage - Advisory

Selected Registration Type from Account Individual

[Create Work Item](#)

Optional Forms

Form Name	Form Number	Description
GRP CONTRIBUTION FORM	FRM-QRP-CONT-12-07	
RETIREMENT PLAN CONTRIBUTION	FRM-QRP-CONT-12-07	

To add a copy of the check, click Add Documents > Unindexed Documents.

Client Work Item WI Notes | Get Jcore Data

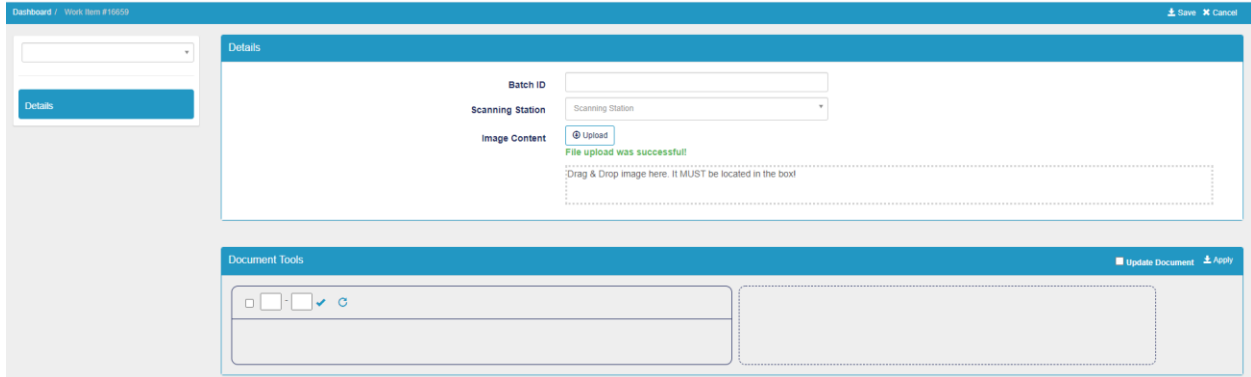
Client Account																						
Work Item ID	Request Type	Account #	Client Folder Group	Client Folder Last Name	Client Folder First Name	Client Folder Company Name	Client Folder SSN Masked	Client Folder Rep Code	Advisor Last Name	Advisor First Name	Advisor Rep SSN	Advisor OSJ Code	Rep Code	Advisor Last Name	Advisor First Name	Advisor Rep SSN	Advisor OSJ Code	Request Status	SLA Start Time	SLA Stop Time	Error Description	Jacomo Checked
16640	Account Maintenance Update		CLIENT HOUSEHOLD CLIENT	PRIMARY			XXXXX9999	PS003	REP3	PS	XXXXX3333	PS003	REP3	PS	XXXXX3333			Indexed	12/21/20 11:38 AM			

[+ Add Documents](#)

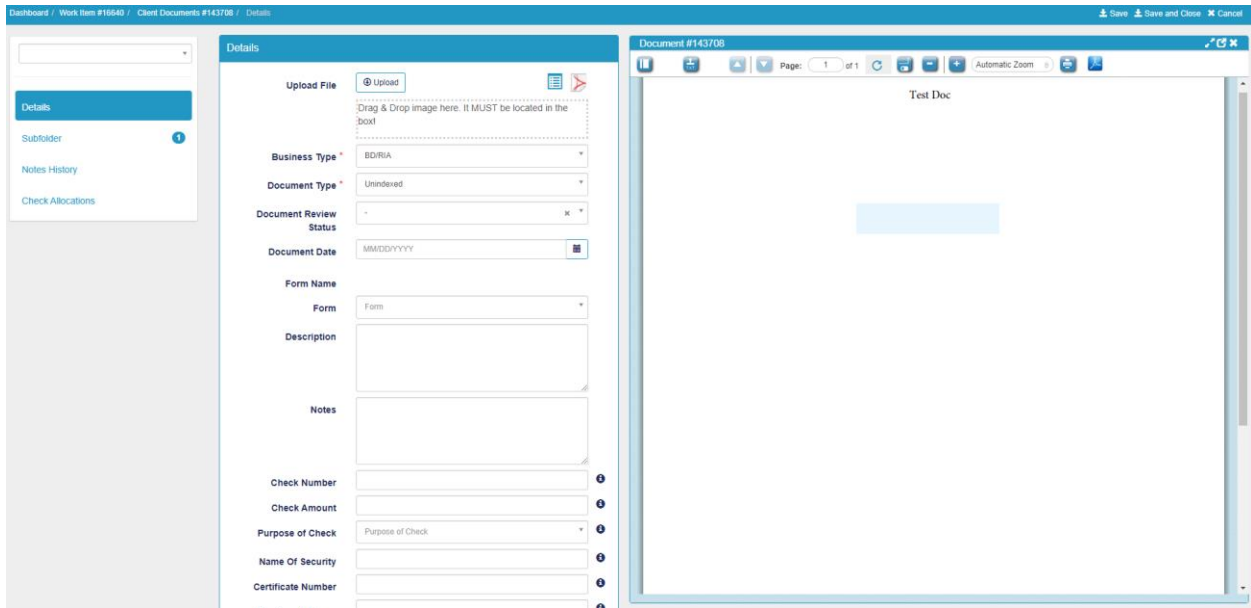
- Unindexed Documents
- Client Documents
- Form From Library

Form Number	Description



Drag a copy of the check into the Drag & Drop box or click on Upload to find a copy of the image on your computer and click Save in the upper right corner.



The check image will appear within the Details section on the left.



Business Type will default to BD/RIA. Document type is required and **Check** should always be selected to blotter a check.

Upload File  

Drag & Drop image here. It MUST be located in the box!

Business Type *

Document Type *

Document Review Status

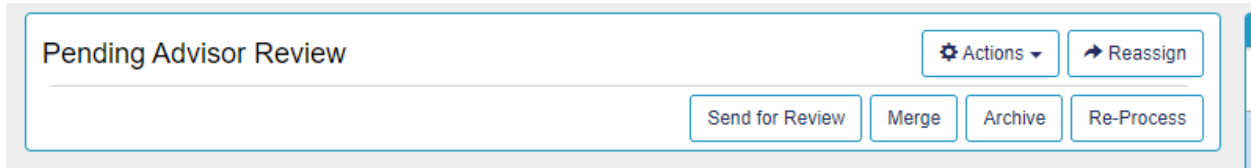
Fill in the Check Number and include "Split Check" after the number, Check Amount, Purpose of Check, Date Advisor Received, Date Advisor Forwarded, and Advisor Forwarded To fields. In the Notes field, include all of the account numbers and corresponding dollar amounts the check is being deposited into.

Description	<input type="text"/>
Notes	Accounts XXX123456 \$1000, XXX456789 \$1000, XXX789123 \$1000, XXX654321 \$1000, XXX987654 \$1000
Send to Clearinghouse	<input type="text"/> ⓘ
Fax to Vendor	<input type="text"/> ⓘ
Check Number	456 Split Check ⓘ
Check Amount	5000 ⓘ
Purpose of Check	Deposit ⓘ
Name Of Security	<input type="text"/> ⓘ
Certificate Number	<input type="text"/> ⓘ
Number of Shares	<input type="text"/> ⓘ
Approximate Share Value	<input type="text"/> ⓘ
Date Advisor Received	12/07/2020 ⓘ
Date Advisor Forwarded	12/07/2020 11:27AM ⓘ
Advisor Forwarded To	PERSHING ⓘ
Date Field OSJ Received	MM/DD/YYYY ⓘ
Date Field OSJ	MM/DD/YYYY ⓘ

Click Save and Close.



Click Send for Review.



The check has been blottered and sent for Operations Review.

<input type="checkbox"/>	Account Service Money Desk	CLIENT	01/08/21 11:21 AM	REP3	PS003	ABC123654	ramock	21135	Operations Review IGO	IGO	Documents added on 01/08/21	Pre- Review4
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