

# Manage Statement Guide.

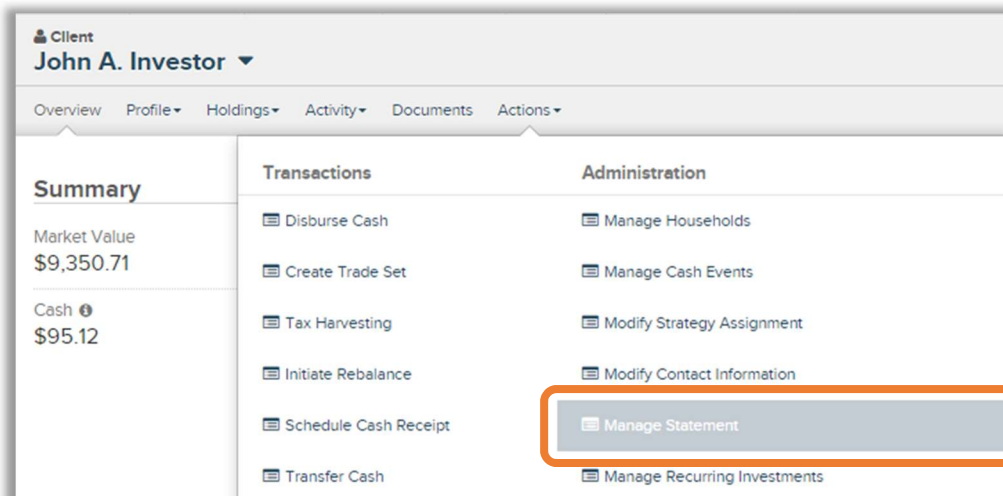
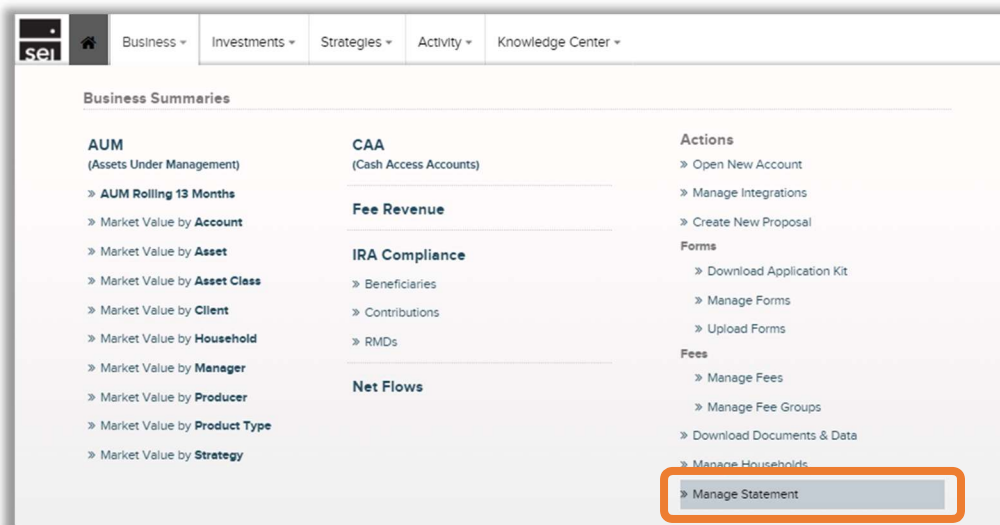


## Use of Feature

The **Manage Statement** action will allow you to change a statements destination address, add a statement package to an account or group of accounts, or add a statement package to an existing statement group. The ability to modify an existing statement group is not available through the Manage Statement action at this time. In the case that an ability is not available through the Manage Statement action, the Statement Update or Consolidated Statement Set Up/Change Form will need to be submitted through the Manage Forms action.

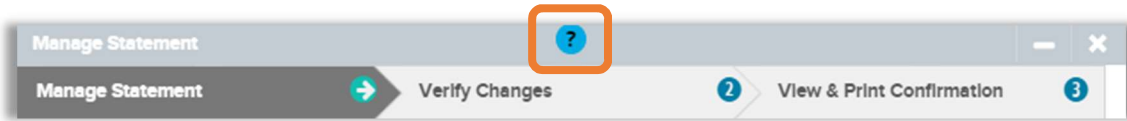
## Navigating to the Manage Statement action

You can access the **Manage Statement** action from the **Business Summary** dropdown as well as the **Household, Client** and **Account** levels.



## Action Help

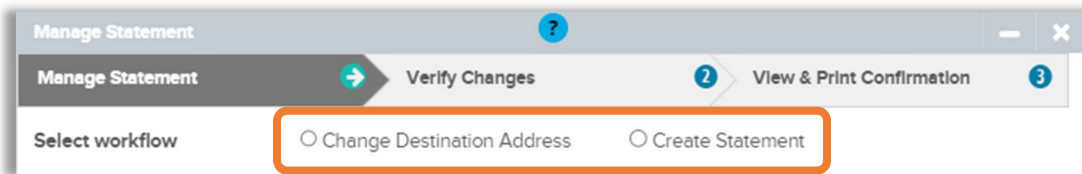
To access **Action Help** on Manage Statement, select the “?” icon within the header bar of the action window. Four options will be presented for the Action Guide, a Guided Tour, Best Practice information, and a Video Walk-Thru.



- **Action Guide** - Review the most recent guide for that action, which will provide information and screenshots pertaining to that action.
- **Guided Tour** - Similar to Tour Page, the SEI Advisor Desktop will begin in-depth self-paced instructions. Unlike the Tour Page feature, Guided Instructions are intended to be used in tandem with the initiation of an actual transaction. It is important to understand that Guided Instructions are not tours. Selecting Submit, Send, Complete, etc will initiate a real transaction.
- **Best Practices** - Review important prerequisite information that you should know before you begin an online transaction. Information includes important information, scenarios when a form is required, additional documents, and electronic signature information. Often times you can find answers to your transactional questions within these sections.
- **Video Walk-Thru** - Watch the most recent webinar, which has been edited and made available for that specific online action.



Select a workflow from the **Select workflow** screen. Selecting Change Destination Address allows you to modify the statement delivery address. Selecting Create Statement allows you to add a statement package to an account, a group of accounts or an existing statement group.



## Change Destination Address

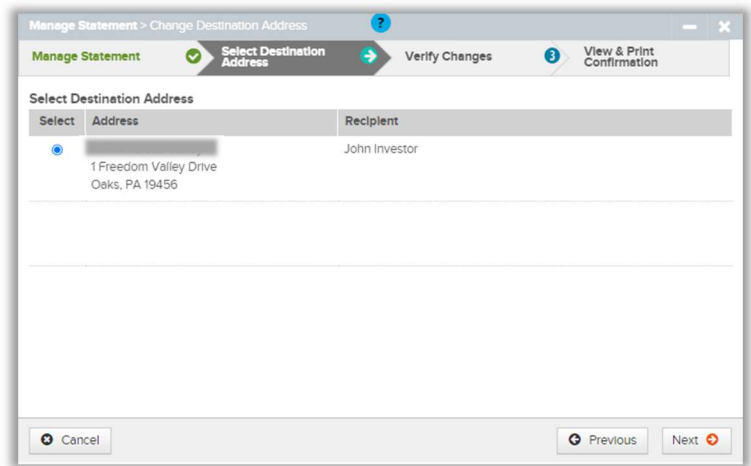
**Client / Account / Select Statement** - Search for the Client, Account and Statement that the destination will be changed for. Note: You can only modify one statement at a time.

Selecting the **Next** button will move you forward with the modification to the **Select Destination Address** screen

Select	Accounts	Statement Description	Frequency	Name & Address
<input checked="" type="radio"/>	John A Investor IRA 1509234	Advisor Standard	Quarterly	John Investor 1 Freedom Valley Drive Oaks, PA 19456

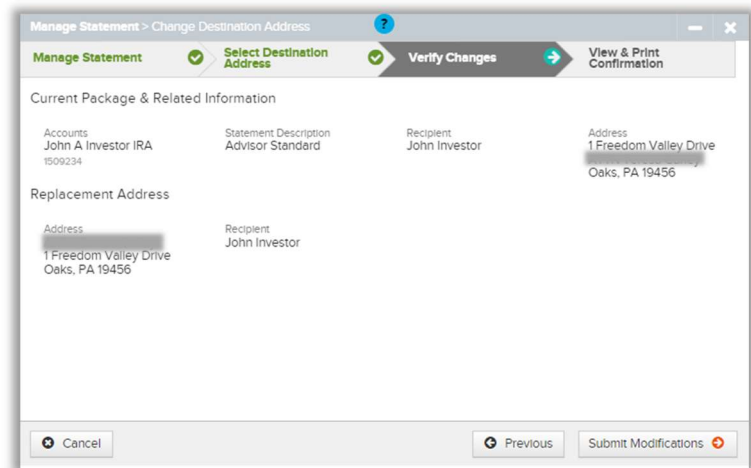
**Select Destination Address** - select the new address you would now like the statement to be mailed to. Note: If the address is not available, you must first add it through the **Modify Contact Information** action.

Selecting the **Next** button will advance you to the **Verify Changes** screen.



## Verify Changes

The **Verify Changes** screen will show the **Current Package & Related Information** as well as the **Replacement Address** for the statement recipient. This screen is where you can confirm all of the changes you will be making for the Client. At this point, you could select the **Previous** button to go back and make any changes, or continue with the modification by selecting the **Submit Modifications** button.

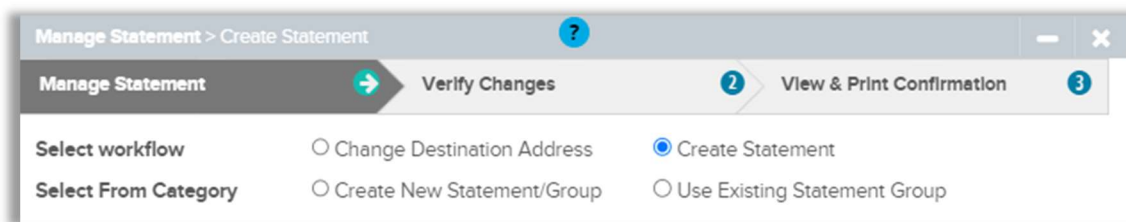


## View & Print Confirmation

**View & Print Confirmation** - The View & Print Confirmation screen will provide a confirmation page, which can be printed for your records. Activity IDs are not generated for **Manage Statement** unless they require an approval. If there are no approvals needed, the statement destination address will immediately update.

## Create Statement

**Select From Category** - Choose to Create New Statement / Group or Use Existing Statement Group



**Create New Statement / Group** - refers to adding a statement package to an individual account or a group of accounts.

**Client** - Search for the Client(s) to display the available account(s).

**Account** - Select the account(s) to add an existing statement package to. When selecting multiple accounts or Select All, all of the accounts selected will be grouped together and the statement package will be assigned to that group.

**Manage Statement > Create Statement**

**Manage Statement** → **Verify Changes** → **View & Print Confirmation**

**Select workflow**  Change Destination Address  Create Statement

**Select From Category**  Create New Statement/Group  Use Existing Statement Group

**Client \***  
John Investor x

**Account \***  
All Selected

- Select All Enter Keywords Done
- John A Investor IRA #1509234
- John A Investor TOD #1509240
- John A Investor B/O Barbara Investor IRA #1509605

**Statement Description \*** Select

**Effective Start Date \*** 02-Oct-2023

**Statement Branding \*** Select

**Firm Contact \*** Select

**Mailing Display Name**

**Number of Copies \*** 1

Cancel Next

**Group Name** – Enter the name to be assigned to the new statement group. Note: The Group Name will only display when selecting more than one account, or when selecting a Goals Based statement package.

**Recipient** – Choose the client that will receive the consolidated statement. There must be a client assigned to all of the accounts selected in order to create the new statement group.

**Statement Description** – Choose the statement package to assign to the new statement group. If your firm has custom statement packages, you will see the statement package name prefaced with your firm name.

**Effective Start Date** – Select the date to start the new statement. The statement will begin for the next full quarter. Note: The only frequency option when adding a new statement package to an account or group is quarterly.

**Manage Statement > Create Statement**

**Manage Statement** → **Verify Changes** → **View & Print Confirmation**

**Select workflow**  Change Destination Address  Create Statement

**Select From Category**  Create New Statement/Group  Use Existing Statement Group

**Client \***  
John Investor x

**Account \*** All Selected

**Group Name \*** Test Group

**Recipient \*** John Investor

**Statement Description \*** Advisor Standard

**Effective Start Date \*** 02-Oct-2023

**Address \*** 1 Freedom Valley Drive ATTN T... Primary

**Statement Branding \*** Advisor Market PO - 895

**Firm Contact \*** SEI Advisor

**Mailing Display Name** John Investor

**Number of Copies \*** 1

Cancel Next

**Address** - Select the address for the statement to be sent to.

**Statement Branding** - This will default based on if your firm has a custom logo set up for statements. Note: To enable custom statement logos for your firm, contact the SEI Service Team at 800-743-1003.

**Firm Contact** - Select an advisor that will be displayed on the statement. Note: If your firm is set up to display the firm name, this will also be an option.

**Mailing Display Name** - The name will default to the name of the Recipient listed, however, you may use the section to customize the name. Note: This is an optional field.

**Number of Copies** - Enter the number of statement copies need to be produced.

## Use Existing Statement Group

**Group Name** - Select the Statement Group Name to apply a statement package to.

**Recipient** - Choose the client that will receive the statement.

**Statement Description** - Choose the statement package to assign to the existing statement group.

**Effective Start Date** - Select the date to start the new statement. The statement will begin for the next full quarter.

**Address** - Select the address for the statement to be sent to.

**Statement Branding** - This will default based on if your firm has a custom logo set up for statements. Note: To enable custom statement logos for your firm, contact the SEI Service Team at 800-743-1003.

**Firm Contact** - Select an advisor that will be displayed on the statement. Note: If your firm id set up to display the firm name, this will also be an option.

**Mailing Display Name** - The name will default to the name of the Recipient listed, however, you may use the section to customize the name. Note: This is an optional field.

**Number of Copies** - Enter the number of statement copies need to be produced.

## Verify Changes

The **Verify Changes** screen will display the Client Account Details and Statement Details. This screen is where you can confirm all of the changes you will be making for the client.

**Previous** - Select the Previous button to go back and make changes if needed.

**Submit Modifications** - Selecting the Submit Modifications button will advance you to the View & Print Confirmation page.

Client Account Details		
Client	Account	
John Investor	John A Investor IRA	
John Investor	John A Investor B/I/O Barbara Investor IRA	
John Investor	John A Investor TOD	

Statement Details		
Group	Statement Description	
Test Group	Advisor Standard	
Recipient	Effective Start Date	
John Investor	02-Oct-2023	
Address	Statement Branding	Firm Contact
1 Freedom Valley Drive ATTN: [redacted]	Advisor Market PO - 895 (full color)	SEI Advisor
Mailing Display Name	Number of Copies	
John Investor	1	

## View & Print Confirmation

**Print Confirmation** - The final screen will provide a confirmation page, which can be printed for your records. Activity IDs are not generated for **Manage Statement** unless they require an approval. If there are not approvals needed, the statement will immediately update.