Reports - Favorites.



Use of Feature

SEI established Core Platform or firm custom reports can be displayed on the Home Page of SEI Advisor Center for easy access. Select Reports from any of the four Home Page portlets and then the Favorites radio button. Reports need to be saved to the home page of the Core Platform first, in order to display on the Advisor Desktop. Follow the steps below:



Core Platform

To access the **Core Platform**, select Core Platform from the External Links dropdown, located in the top right of SEI Advisor Center.



Core Platform Home Page Reports

Select the **Reports** tab and then Reports from the drop down.

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Account Exact Match	Home	Activity	Clients and Accounts	Reports	Library	Administrat	ion Preferences	Quick Links
Enter Account Name or Number	Rep	orts		Reports				

SEI Established Reports

Within each subject category, check the box to the right of the established report and then select the **Home Page** button. This saves the report to the Home page of the Core Platform. You can select as many reports as you need. You may need to log out and back in of SEI Advisor Center in order to see the saved changes or refresh the page.

	Home Activity Clients and Accounts Reports Library Administration Preferences Quick Links						
	Reports						
	Subject V	Management Information					
	Asset Characteristics	Reports	Home Page				
	Audit and Compliance	Business Summary					
	Client and Account Characteristics	Business Summary provides rolling 13 month trends in new, current and closed business by market value and revenue. View by strategy, solution, Account type and asset type with analysis by Sub-Firm, Client and Account					
	Fees	servicing relationships and teams, Firm investment capacity and instrument types are available. If more detail is required, consider using Business Summary – Analytic.					
	Holdings	Buildings Summary Flows	•				
l	Investment Management	annual, quarterly, monthly and weekly time periods. Client and Account servicing relationships and teams and Firm investment capacity. If more detail is required, consider using Business Summary Flows – Analytic.					

Firm Customized Reports

If you edited an SEI established report creating your own custom report, you will need to save the report before you can check the box so it will display on your Home Page. Select the save icon and **Save As** from the drop down. A prompt box will load where you can edit the name of your custom report in the File Name section. **Save** your report to your Personal Folders.

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Account Characteristics - Google Chrome	Save Document			53
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Account Characteristics	1			
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To save your custom report to your Home Page navigate back to the Core Platform Reports page and change the Subject drop down to My Reports. Next to your report check the box and then select Home Page.

Home Activity Clients and Accounts Reports Library Administration Preferences Quick Links							
Reports							
My Reports V Subject	User Defined						
Business Process My Reports Manage My Favorites	Reports	Created Date Last Modified Date	Home Page				
Calculate Report Data Custom Folders	Sample Firm Custom Account Characteristics The Account Characteristics report is a generic report containing all information regarding accounts. A user will use this report for many purposes, each of which are related the understanding characteristics regarding accounts. The report is not intended to be used for account holdings or valuations.	01/30/2024 01/30/2024		0			

Manage My Favorites

Navigate to the Subject drop down and select Mange My Favorites. From here you can remove or add reports to your home page favorites.

Home Activity Clients and A	ounts Reports Library Administration Preferences Quick Links	
Reports		
Manage My Favorites Subject Business Process My Reports Manage Report Folders Manage My Favorites	My Preferences My Favorite View: Subject My Favorite Folder: Asset Characteristics My Home Page Favorites	
Calculate Report Data	Reports	Home Page
Custom Folders	Business Summary Flows Business Summary Flows provides inflows and outflows across a book of business(es). Flows can identify the trend of new business, stagnant business or loss of business an includes annual, quarterly, monthly and weekly time periods, Client and Account servicing relationships and teams and Firm investment capacity. If more detail is required, cons Analytic.	d consist of cash and securities. Analysis iider using Business Summary Flows –
	Client and Account Characteristics - Basic The Client and Account Characteristics report is a generic report containing all information regarding clients and accounts. A user will use this report for many purposes, each of which are related the underst characteristics regarding clients and accounts. The report is not intended to be used for account holdings or valuations. <u>Sample Firm Custom Account Characteristics</u> The Account Characteristics report is a generic report containing all information regarding accounts. A user will use this report for many purposes, each of which are related the understanding characteristics accounts. The report is not intended to be used for account holdings.	If which are related the understanding
		understanding characteristics regarding
	Transaction Activity: Basic This is a generic report containing all information regarding an account's transactions over a period of time. A user will use this report for many purposes, each of which are relutions on the provide quick response to the version high volumes of transactions.	ated to understanding an accounts