

# Reports - Standard.



## Standard Reports

Based on feedback from users, we have compiled a list of **Standard Reports** that are available to view from the Home Page of the SEI Advisor Center. Below is a list of these reports with a description of the information provided in each.

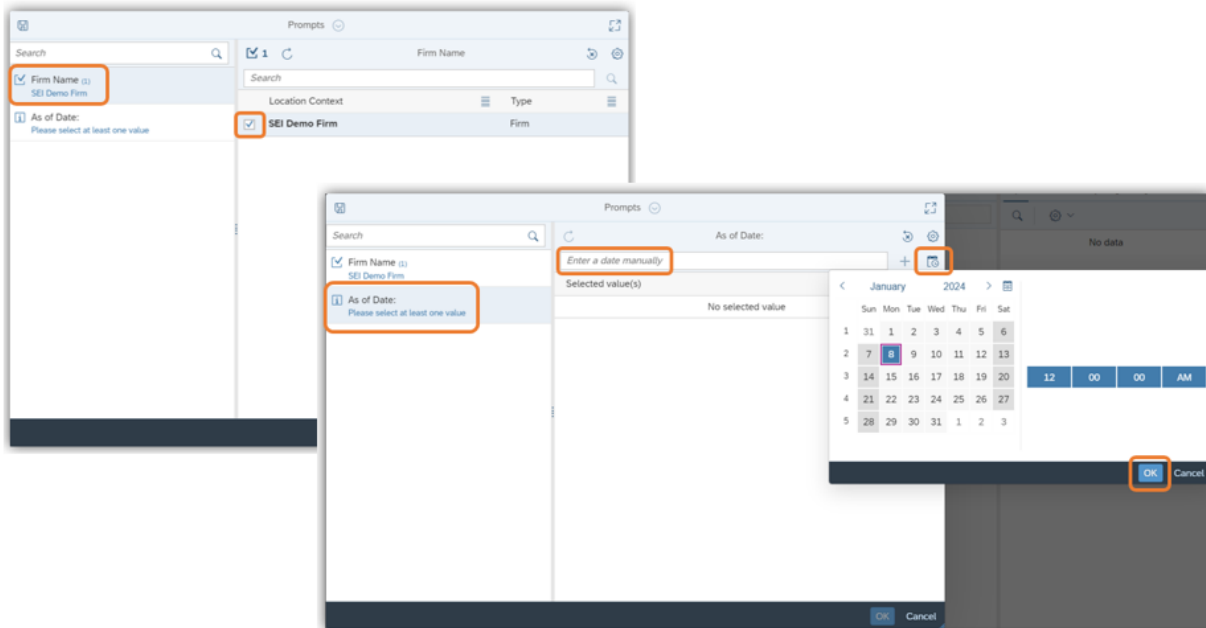
## Navigating to Standard Reports

Select **Reports** from the drop down menu of any of the four Advisor Center Home Page portlets. Then select the **Standard** radio button.

The screenshot displays the SEI Advisor Center Home Page. The top navigation bar includes 'Business', 'Investments', 'Strategies', 'Activity', and 'Knowledge Center'. The main content area is divided into several portlets:

- Reports:** A dropdown menu is open, showing options like 'Pending Transfers', 'Proposals', 'Quick Links', 'Received Correspondence', and 'Reports' (which is selected and highlighted with a blue checkmark). The 'Standard' radio button is also highlighted with an orange box.
- Activity Summary (All):** A table showing activity counts for various categories: Tasks (0), Other Pending Activities, In Progress (Last 7 Days) (76), Scheduled (Next 7 Days) (147), and Closed (Last 7 Days) (670).
- AUM Rolling 13 Months (All):** A bar chart showing Assets Under Management (AUM) from July to July, with values ranging from approximately 100M to 250M.
- Market Value by Asset Class (All):** A donut chart showing the distribution of market value across asset classes: Cash & Equivalents (40.18%), Domestic Equity (32.74%), Domestic Fixed Income (13.36%), International Equity (8.63%), Multi-Asset (1.95%), International Fixed Income (1.33%), Alternative (1.01%), Global Equity (0.79%), and Global Fixed Income (0.00%).

After selecting a report, a prompt will appear which may require you to complete additional information. In some cases, dates will need to be entered for a **Beginning Date** and **Ending Date**, or an **As of Date**. You may also need to select your **Firm**, even when your firm is the only Firm listed.



First, select the **Firm** (if applicable), then enter any dates that are required. You can manually enter the date using the MM/DD/YYYY format, or you can choose the **Calendar** icon and select the date(s). When a prompt includes an **As of Date**, it is best practice to set the date for either the prior month end or prior business day.

## Standard Reports

- **Analytic Business Summary:** Provides rolling, 13-month trends in new and current business by market value and revenue. View by different tabs to display data grouped based on Fee Revenue, Solution Product, Strategy, Account Type, and Asset Type.
- **Client and Account Characteristics Report:** Provides all information regarding clients and accounts by portfolio. The fields include, but are not limited to, account name & number, household, account classification, account status, strategy name, and market value. Separate tabs include market values in Holding Money Market, DCA, Asset Transit, and Client Directed portfolios. Also included are Client Characteristics, such as details needed for clients seeking Investor Portal access and Proxy Destination. Market values are as of previous business day.
- **Client Communication Events Report:** Provides all active Client Communication Events across a book of business. Account, Client Communication Group and Client groups display the package status, delivery method, frequency, and other details along with the total Events and then total Events split. Hyperlinks are available in this report to support further analysis of each event group. **Period end date will need to be the next occurring events date.**
- **Email Failure Report:** Provides a list of all email failures to help to identify incorrect email accounts, so that proper action can be taken.

- **Firm Net Flows Summary:** Provides a list of accounts with a designated beginning balance, inflows and outflows, and the ending designated balance. This report can be used in conjunction with the **Projected Cash Events Report** to do year-over-year planning.
- **Gain/Loss Report:** Provides realized and unrealized gain/loss values at the account level, by tax lot. The report can be run for one or multiple accounts, for a specified time period. In addition to realized and unrealized gain/loss values, the report provides several tax lot details, including original cost basis (when available), acquisition date, how it was acquired, lot type, and whether the lot is covered or uncovered.
- **Investment Detail - SEI/Non-SEI/Asset Transit and HMM/Transitory/Income:** Provides a list of assets held by the client, with separate tabs to provide the holdings within different portfolios. Columns are conveniently sorted to view \$0 Cost Basis assets, so proper action can be taken.
- **IRA Contribution Report:** Provides the details of contributions made to a client's IRA (Individual Retirement Account) for a tax year. This will aid users in determining if a client has satisfied the contribution limits in their account for any given tax year.
- **Periodic Fee Computation:** Provides all computed Periodic Fees for the purpose of collection. The **End Date** will need to cover a period computation date (such as the end of a quarter). This report also includes an Invoice Summary tab, which contains client fee information and client contact information in order to assist with state reporting requirements.
- **Periodic Fee Profile:** Provides a wealth of information related to the periodic fee profile of the account, client, household or fee group. This report can be used for a variety of purposes related to understanding how fee information has been set up for an account or fee group. Market Value is as of previous business day.
- **Projected Cash Events Report:** provides the next occurrence of any recurring cash event. In addition, this report will display all active one-time scheduled cash transactions, as well as display any pending ad hoc cash or Dollar Cost Averaging (DCA) transactions.
- **Standing Instructions:** Provides details for clients and accounts that have standing instructions on file for disbursements and automatic investments. The Report Details tab will help to determine what pay to and payer information is currently on file and if it is eligible for straight through processing.
- **Transaction Activity:** Provides information regarding one or more accounts' transactions over a period of time. Separate tabs will show Withdrawals, Additions, Fees, Income paid, and Sell information including realized gains or losses. This report is also used as a Trade Blotter.
- **Uninvested Cash Report (% and Amount):** Provides a single-day snapshot of the accounts uninvested balances based on the last day requested.