

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

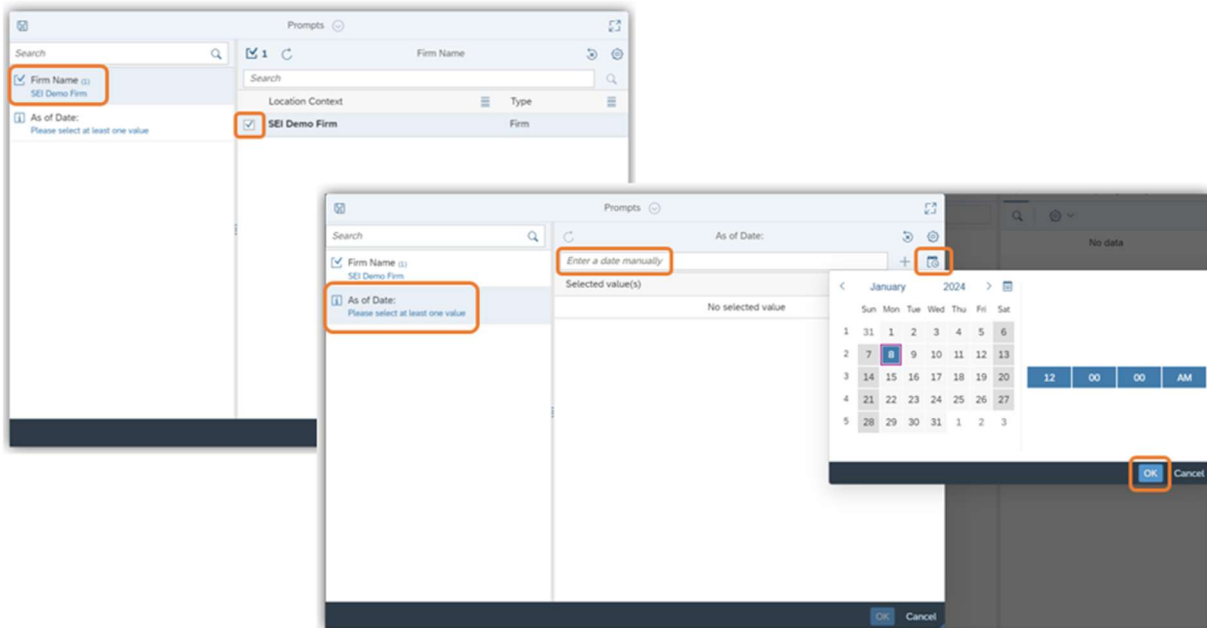
Select **Reports** from the drop down menu of any of the four Advisor Center Home Page portlets. Then select the **Standard** radio button.

The screenshot displays the SEI Advisor Center Home Page. The 'Reports' portlet is open, showing a dropdown menu with 'Reports' selected. The 'Standard' radio button is also selected. The 'Pending Transfers (All)' portlet shows a table of pending transfers, and the 'AUM Rolling 13 Months (All)' portlet shows a bar chart of Assets Under Management.

Category	Value
Security Transfer In- In Progress	0
Security Transfer Out- In Progress	0
Action required (Incoming)	0
Action required (Outgoing)	0
Security Transfer- Older than 60 days (Incoming)	0
Security Transfer Completed within last 7 days (Incoming)	0

Month	AUM (k)
Jan	850
Feb	850
Mar	850
Apr	850
May	850
Jun	850
Jul	850
Aug	850
Sep	850
Oct	850
Nov	850
Dec	850
Jan	850

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.**

- **Client U.S. Lot Details Report:** Provides realized and unrealized gain/loss values at the client level. The report can be run for one or many clients, for current or prior tax year (which will need to be entered in the prompts), and provides drilldown capabilities to the U.S. Lot Details - Detail report to allow the user to view the tax lots.
- **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.
- **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.