

Schedule Cash Receipt.

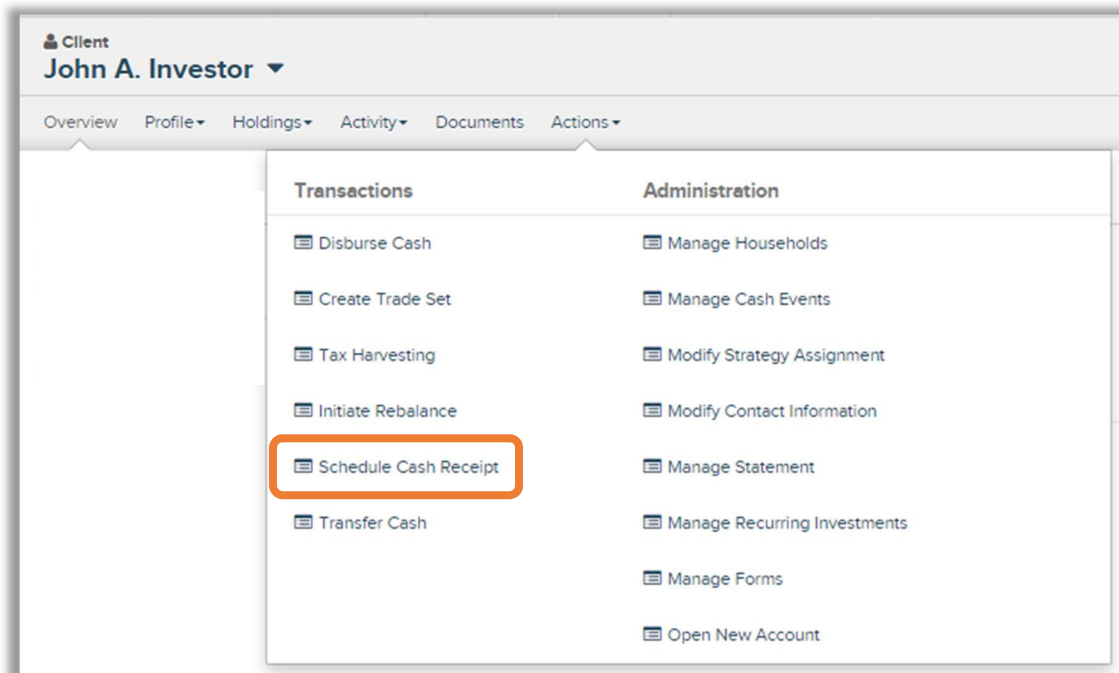


Use of Feature

The **Schedule Cash Receipt** action allows for set up and investment of a cash receipt (Also known as AIP or Auto Invest Program) to a specific portfolio. This action provides the ability to specify the portfolio, amount, frequency, date, and investment methods.

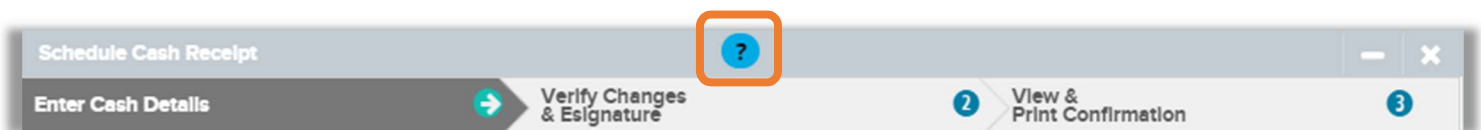
Navigating to Schedule Cash Receipt

From your **Client/Account** page you can access the **Schedule Cash Receipt** action from the Actions dropdown.



Action Help

To access **Action Help** on Schedule Cash Receipt, select the “?” icon within the header bar of the action window. Here you will be presented with four options, including the most recent Action Guide, a guided tour of the action, Best Practice information, and a video walk-thru.



Enter Cash Details

Enter the details required for the Cash Receipt.

The screenshot shows a software window titled "Schedule Cash Receipt" with a progress bar at the top indicating four steps: 1. Enter Cash Details (current step), 2. Add Funding Account, 3. Verify Changes & Esignature, and 4. View & Print Confirmation. The form contains the following fields:

- Account Name & Number:** John A Investor TOD | 1509240
- Portfolio:** SEI Strategy (Capital) | Private Client Tax-Managed Equity
- Amount:** 500.00
- Frequency:** One Time
- Start Date:** 12/14/2023
- Reason for Receipt:** Cash Receipt
- Treatment Code:** Select
- Select Payer:** Investor, John A (with a "Payer Information" tooltip)
- Select Funding Account:** Add New Funding Account
- Invest Cash:** Yes
- Invest Cash Method:** Underweighted

Buttons at the bottom include "Cancel" and "Next". A "Sample" link is located in the bottom right corner.

Account Name & Number: This field will default to the account if you have launched Schedule Cash Receipt from the account level. If you have launched Schedule Cash Receipt from the client level, please select the account.

Portfolio: Select a portfolio to which the cash receipt will be added.

Amount: Enter the dollar amount of the receipt.

Frequency: The Frequency will always default to One Time when launching the action. Select how frequently the cash receipt will occur.

Start Date: The Start Date will default to the next available business day. If you select a date in the future ensure you select a valid business day.

Reason for Receipt: This field may default depending on account type and the age of the client.

Treatment Code: Addition to Account should be selected for Non IRA account types. For IRA account select Contribution Current Year or Contribution Prior Year.

Select Payer: Payer will default to the account owner and can only be the primary or joint owner(s) of the account.

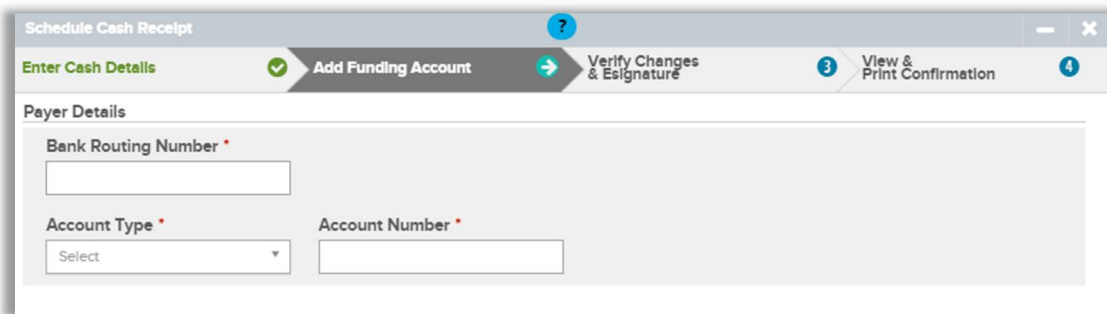
Select Funding Account: If you have previously added a Funding Account you can select it from the drop down. If you have never set up a Funding Account, the selection will default Add New Funding Account.

Invest Cash: This field will default to Yes and cash will be invested according to the Invest Cash Method. Please note that if you select No, and the account is set to rebalance, the receipt amount may be included in the next scheduled or ad hoc rebalance.

Invest Cash Method: When Invest Cash is set to Yes, the Cash Method will default based if there is or is not a strategy applied. To learn more about the invest cash methods, select the question mark.

Add a New Funding Account

If you have chosen to add a new funding account, enter the **Bank Routing Number** found on a check from the sending Bank. Once entered a green check will appear validating the number and we will display the bank name. Please note that the routing number found on a deposit slip is different and should not be used. Continue by entering the **Account Type** and **Account Number**.

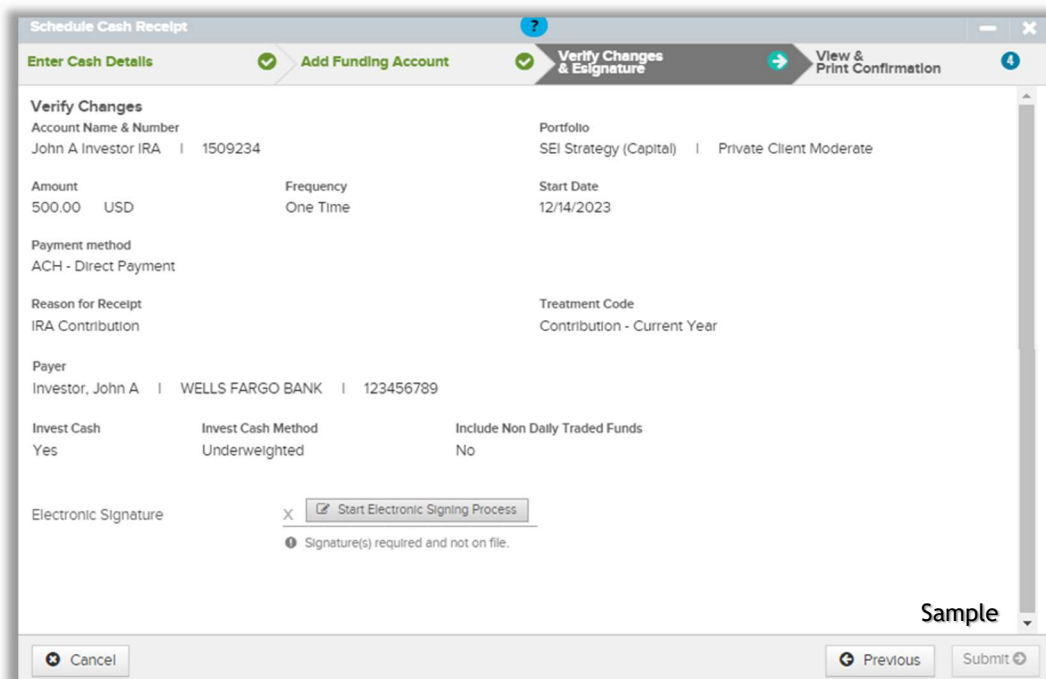


The screenshot shows the 'Schedule Cash Receipt' window with the 'Add Funding Account' step active. The progress bar at the top indicates the following steps: 1. Enter Cash Details (completed), 2. Add Funding Account (current step), 3. Verify Changes & Esignature, and 4. View & Print Confirmation. The 'Payer Details' section contains the following fields:

- Bank Routing Number: A text input field with a red asterisk indicating it is required.
- Account Type: A dropdown menu with 'Select' as the current selection.
- Account Number: A text input field with a red asterisk indicating it is required.

Verify Changes & E-Signature

Use the **Verify Changes** page to confirm the information that you entered. If anything needs to be changed, you can select the **Previous** button to go back.



The screenshot shows the 'Schedule Cash Receipt' window with the 'Verify Changes & E-Signature' step active. The progress bar at the top indicates the following steps: 1. Enter Cash Details (completed), 2. Add Funding Account (completed), 3. Verify Changes & E-Signature (current step), and 4. View & Print Confirmation. The 'Verify Changes' section displays the following information:

- Account Name & Number: John A Investor IRA | 1509234
- Portfolio: SEI Strategy (Capital) | Private Client Moderate
- Amount: 500.00 USD
- Frequency: One Time
- Start Date: 12/14/2023
- Payment method: ACH - Direct Payment
- Reason for Receipt: IRA Contribution
- Treatment Code: Contribution - Current Year
- Payer: Investor, John A | WELLS FARGO BANK | 123456789
- Invest Cash: Yes
- Invest Cash Method: Underweighted
- Include Non Daily Traded Funds: No

At the bottom, there is an 'Electronic Signature' section with a checkbox for 'Start Electronic Signing Process' and a message: 'Signature(s) required and not on file.' A 'Sample' button is visible in the bottom right corner. At the bottom of the window, there are 'Cancel', 'Previous', and 'Submit' buttons.

The **Schedule Cash Receipt** action does require an electronic signature if standing instructions are not on file. Follow the **Start Electronic Signing Process** steps to prepare who will receive the DocuSign generated email. The **Schedule Cash Receipt** action does use the **Knowledge Based Questions** as a part of the DocuSign process.

View & Print Confirmation

The **View & Print Confirmation** page displays a message stating that the action was successfully submitted and provides the ability to print the information for your records.

Standing Instructions

Standing banking instructions can be provided to SEI, which can be used for sending one-time or recurring Cash Receipts without the need for a client signature.

To provide standing instructions on an account, fill out the Standing Instructions for Wires/ACHs section of the account application. After an account is open, fill out and submit the **Standing Instructions Form**.

To verify if a client has standing banking instructions on file, refer to the **Related Parties** page within the Profile Menu of the Account Snapshot. The words "**straight through eligible**" will be displayed under the bank account section if the client has existing standing instructions.

The **Direct Debit Payer** relationship indicates the details for a **Cash Receipt**.

Note: In most cases, standing instructions can only be honored when the client has like-registered accounts at SEI and their bank.