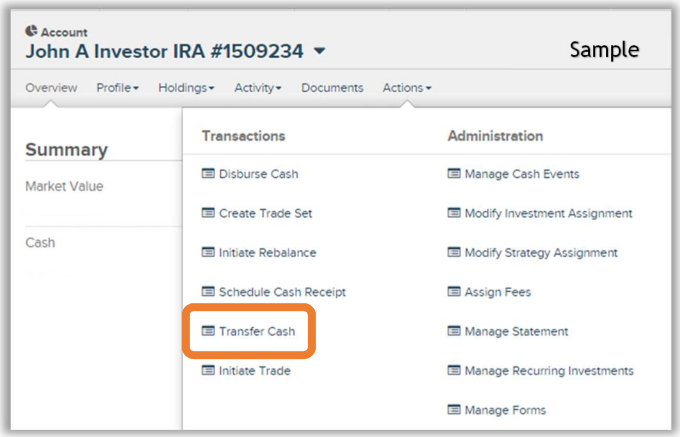
Transfer Cash Guide.

Use of Feature

This action is used to transfer cash between portfolios within an account or across accounts where the account owners match. Cash received into the transferred portfolio can be invested or left in the money market as cash.

The **Transfer Cash** action can be found at the client and account level from the Actions drop down.



Important Information Before You Get Started

To request a one-time transfer of a percentage, please submit the distribution form via manage forms.

When transferring cash between accounts and it is before cutoff selecting the Invest Cash option will invest same day once the transfer completes. Please note for Overlay Strategies (Transitory Cash Portfolio) trades will be placed the next business day when using Raise Cash as Source Of Funds.

When transferring cash between accounts and it is before cutoff selecting the Invest via Scheduler is selected trades will be placed the next business day.

If more than one authorized signer is required to act, please submit a distribution form via manage forms.

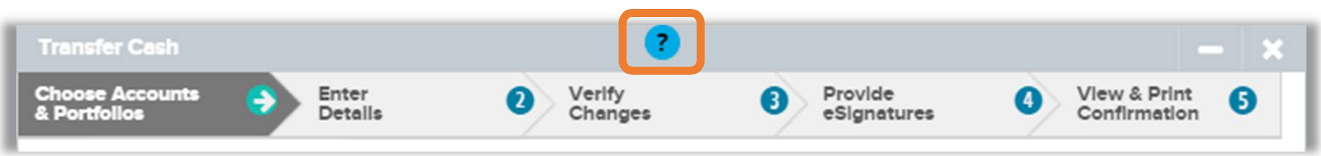
You cannot cancel a cash transfer within this action. To cancel a recurring transfer, please submit the request via the Manage Cash Events action. To request cancellation of a one-time transfer please contact the Service Team at 800-734-1003.

You cannot modify a recurring cash transfer within this action. It is best practice to delete the recurring cash transfer first, via the Manage Cash Events action; then set up a new cash transfer via the Transfer Cash action.

Please note this action may be subject to approvals depending on your role and entitlements.

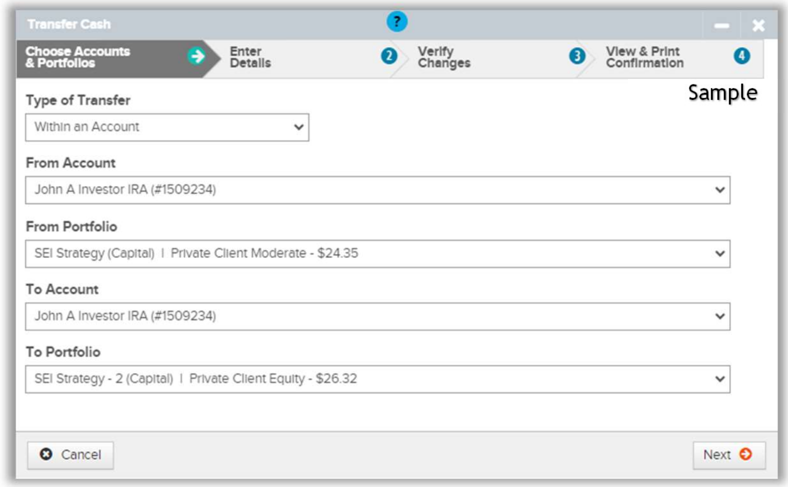
Action Help

To access **Action Help** on Transfer Cash, 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.



Transfer Cash - Within an Account

This action allows you to transfer cash between portfolios within an account.



Choose Accounts & Portfolios

Type of Transfer: Select Within an Account

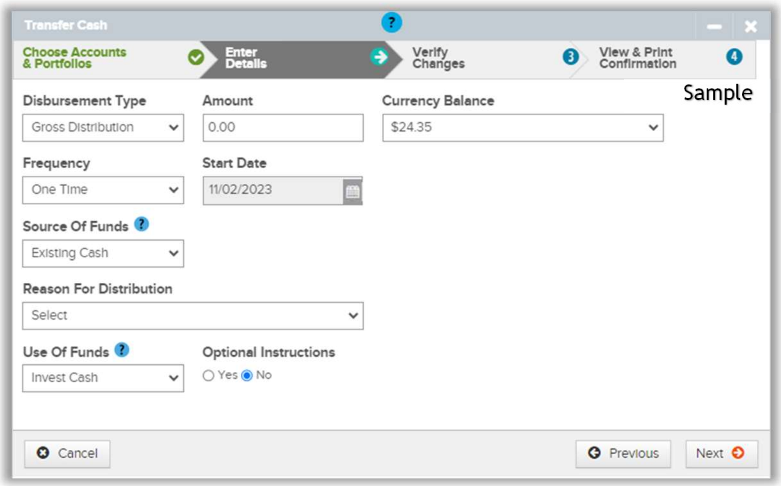
From Account: Choose the sending Account

From Portfolio: Select the sending portfolio

To Account: Choose the receiving Account

To Portfolio: Select the receiving portfolio

Enter Details



Disbursement Type: Select from Gross Distribution, Percentage, or Net Value

Amount: Enter the amount

Currency Balance: Displays the current cash balance

Frequency: Select from One Time, Daily, Weekly, Monthly, Every Other Week, Quarterly, Annually, Every 6 Months, First Business Day of the Month, or Last Business Day of the Month

Start Date: Select the receiving portfolio

Source of Funds: Existing Cash, Raise Cash Now, or Raise Cash Via Scheduler. Select the question mark icon for assistance.

Reason for Distribution: The reasons will default based on the type of account

Use of Funds: Select how you would like the proceeds to be invested. Select from Invest Cash, Invest Cash Via Scheduler, or Cash. Select the question mark icon for assistance.

Verify Changes

The **Verify Changes** page is used to review all of the information that was entered for the cash transfer. Scroll to review Transfer From and Transfer To details side by side.

Previous: If any changes need to be made, select the Previous button to return to the Enter Details or Choose Accounts & Portfolios steps.

Submit Cash Transfer: By selecting Submit Cash Transfer, the transfer will be processed.

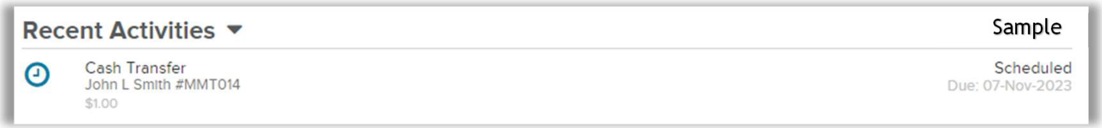
Cancel: If you wish to stop this process select Cancel.

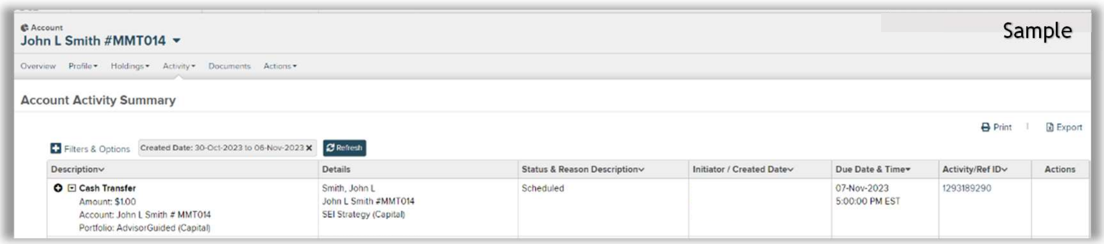
View & Print Confirmation

Your cash transfer was successfully submitted. A confirmation will display with the Activity ID, who the activity was submitted by, and the time and date. Note the Activity ID for future tracking purposes. You may also print your confirmation page if you would like a copy for your records. Select Exist once you are finished.

Tracking the Progress of Your Cash Transfer

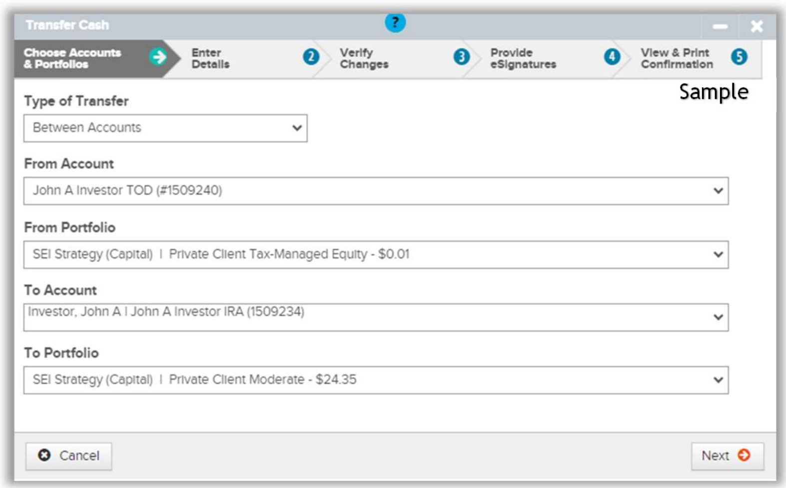
If an approval is required, you can track the progress of your activity under the Recent Activities section of the Account Overview page or on the Activity page within the account. The activity ID can also be viewed from the Activity Dashboard.





Transfer Cash - Between Accounts

This action allows you to transfer cash between accounts with separate account numbers.



Choose Accounts & Portfolios

Type of Transfer: Select Between Accounts

From Account: Choose the sending Account

From Portfolio: Select the sending portfolio

To Account: Choose the receiving Account

To Portfolio: Select the receiving portfolio

Enter Details

Follow the steps above on page 2.

Verify Changes

Follow the steps above on page 2.

View & Print Confirmation

Follow the steps at the top of this page.

Transfer Cash – To an Account with a Different Owner

When transferring to an account where the ownership differs, a Pay To recipient must be established prior to initiating the cash transfer. Confirm the intended payee is set up on the account with the appropriate payment instructions by going to the Related Parties page within the Profile tab for the account. An additional step will appear to provide electronic signature, select **Start Electronic Signing Process**.

If the requested payee or payment instructions are not available, the cash transfer request must be made by submitting the Distribution form to SEI via the Manage Forms action. Once you submit the form a Pay To will be established and the Transfer Cash action can be used next time.

		To Account						
		John Smith	John Smith IRA	John Smith Roth IRA	Jane Smith	John & Jane Smith	John Smith Trust	Smith Family Trust
From Account	John Smith	STP	STP	STP	Pay To	STP	STP	Pay To
	John Smith IRA	STP	STP	STP	Pay To	STP	STP	Pay To
	John Smith Roth IRA	STP	NO	STP	Pay To	STP	STP	Pay To
	Jane Smith	Pay To	Pay To	Pay To	STP	STP	Pay To	Pay To
	John & Jane Smith	STP	STP	STP	STP	STP	STP	Pay To
	John Smith Trust	STP	STP	STP	Pay To	STP	STP	Pay To
	Smith Family Trust	Pay To	Pay To	Pay To	Pay To	Pay To	Pay To	STP

Sample Client	Sample Tax ID
John Smith:	111-22-3333
Jane Smith:	111-22-4444
Smith Family Trust:	11-2225555

STP - Straight Through Processing, no signature required.

Pay To - A Pay To must be established before using the Transfer Cash Action, signature is required.