

immersion 2024

SEI Family Office Services



ARCHWAY PLATFORM

**Your bill pay checklist:
How to build a more
productive accounts
payable process.**



immersion 2024

Your speakers today.



Karla Pena
Client Relations Analyst



Eric Sampson
Relationship Manager

Agenda.

| | |
|----|--|
| 1. | Bill pay process overview and checklist. |
| 2. | Getting started: Bill pay setup. |
| 3. | Day-to-day: Recording bills to be paid. |
| 4. | Day-to-day: Paying Bills. |
| 5. | Day-to-day: Reconciling your cash. |
| 6. | Reporting: Tracking monthly AP activity. |
| 7. | Miscellaneous accounts payable tools. |
| 8. | Additional resources. |



Your bill pay checklist: How to build a more productive accounts payable process.
Bill pay process overview and checklist.

Overview: Key features of an efficient bill pay process.

Organization

Organize your bills in a centralized location

Transparency

Have insight into what bills need to be paid

Accuracy

Ensure bills are categorized to the appropriate expense category

Timeliness

Payment out the door by due dates

Consistency

Create a repeatable process to ensure consistency across the family office

Automation

Let the Archway Platform assist in your bill pay process

Overview: Step-by-step bill pay guide.



Your bill pay checklist.

- 1** Setup: Three key setup items to ensure a smooth bill pay process; Vendors, Expense Categories, Payment Methods
- 2** Record Bills to be Paid: Organize your paper bills, upload the scanned copies, add bill records
- 3** Pay Your Bills: Review what needs to be paid, create batches of payments, generate payment from Archway
- 4** Reconcile Your Cash: Time to close the books, does cash look correct?
- 5** Report Monthly Activity: What was paid, who was paid, what checks are still outstanding?

Bill pay guide: Step one.



Your bill pay checklist.

1

Setup: Three key setup items to ensure a smooth bill pay process; Vendors, Expense Categories, Payment Methods

2

3

4

5

Your bill pay checklist: How to build a more productive accounts payable process.
Getting started: Bill pay setup.



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Overview: Required bill pay setup.

Vendors

- Vendor records stored in Profile List
- Save relevant information such as payment address, preferred payment methods, tax-id number
- One-time setup
- Can be added anytime and in various ways
- Controls around maintenance of Profile List

Accounts Payable Purchase Items

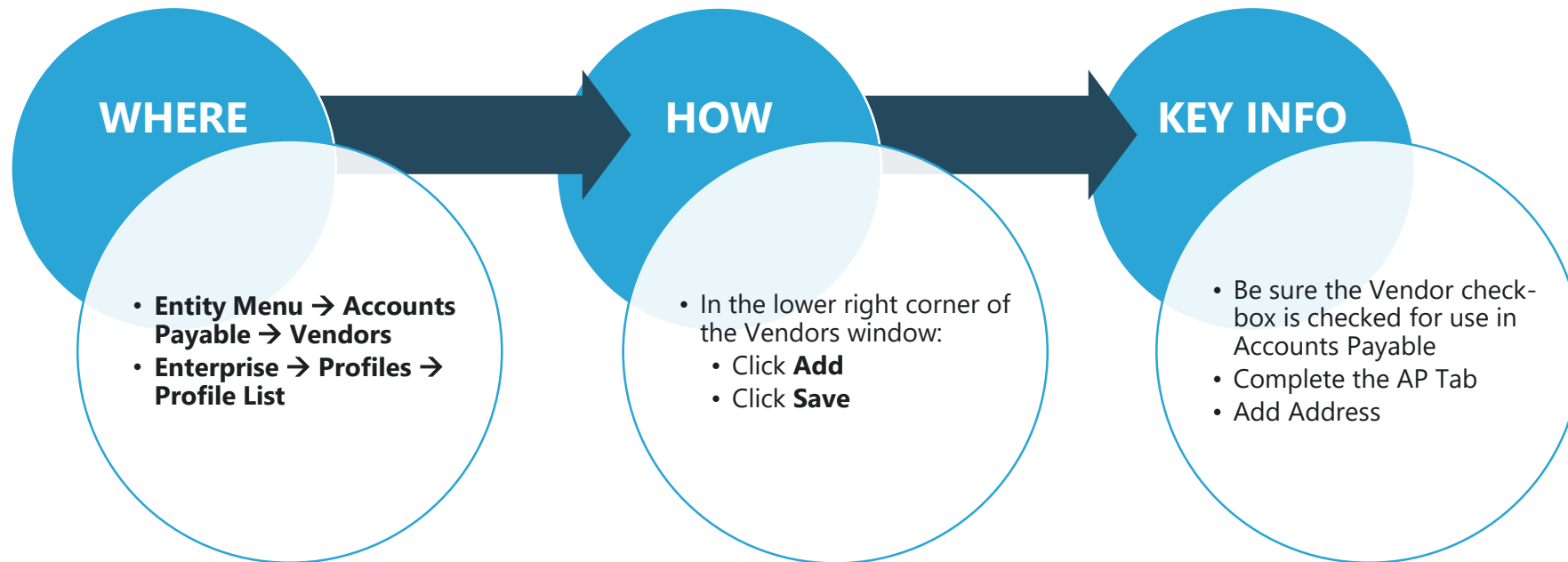
- Purchase Items are the categories used for expense reporting and
- Drive the entries being made to the general ledger
- Help provide insights into expense trends and "big-picture" financial insights

Accounts Payable Payment Types

- Multiple payment accounts and multiple payment methods
- Provide seamless integration of the cash account into the AP Process
- Gives you control over which payment account and method to use for each individual bill
- Linked to Bank Accounts on the system

Overview: Adding a vendor.

Establishing a Vendor consists of adding a Profile record where the **Vendor checkbox** is checked. A Vendor may be added through the Accounts Payable module or through the Profiles area.



Bill pay setup: Adding a vendor.

The screenshot displays the SEI software interface for adding a vendor. The main window shows the 'Entity / Accounts Payable / Vendors' section with a search bar and a list of vendors. The 'Add Profile' dialog box is open, showing the following fields:

- Profile Name:** SEI Country Club (16 character(s))
- Profile Type:** Investor Customer Vendor
- General Tab:**
 - Salutation: [Dropdown]
 - First Name: [Text]
 - Middle Name: [Text]
 - Last Name: [Text]
 - Profile Company: [Text] (0 character(s))
 - Parent Profile: [Dropdown] (None)
 - Notification Mob...: [Text] (1)
 - Phone 1: [Text] Extension: [Text]
 - Phone 2: [Text] Extension: [Text]
 - Phone 3: [Text] Extension: [Text]
 - Date of Birth/Inception: [Text] (month/day/year) [Calendar icon]
 - Tax ID: [Text]
 - User Login: [Text] Password: [Text] [Reset]
 - Email Address: [Text] Report Delivery Email: [Text]
 - Profile Notes: [Text Area]
- Buttons:** Add Profile Address Save

A dashed blue line points from the 'Add' button in the bottom right corner of the dialog box to the 'Add' button in the bottom right corner of the main window.

Bill pay setup: Adding a vendor.

The screenshot displays a software interface for managing vendors. A modal window titled "Add Profile" is open, allowing the user to create a new vendor profile. The "Profile Name" is set to "SEI Country Club" (16 characters). The "Profile Type" is set to "Vendor" (checked), with "Investor" and "Customer" options unselected. The "AP" tab is active, showing the following details:

- Institution Name:** Bank of America
- Routing Number / Institution ID:** 031000508
- Account Name:** SEI Country Club
- Account Number:**6867
- Subaccount Name:** (empty)
- Subaccount Number:** (empty)
- Account Type:** Checking
- ACH Account Type:** Consumer (PPD)
- AP Output:** ACH
- Pay To Profile:** None

At the bottom of the dialog, there is an "Addenda" text area, a "1099" checkbox (unchecked), and a "Save" button. A dashed blue box highlights the "Add" button in the bottom right corner of the dialog. The background interface shows a navigation menu on the left with "Vendors" selected under the "Accounts Payable" section.

Bill pay setup: Adding a vendor.

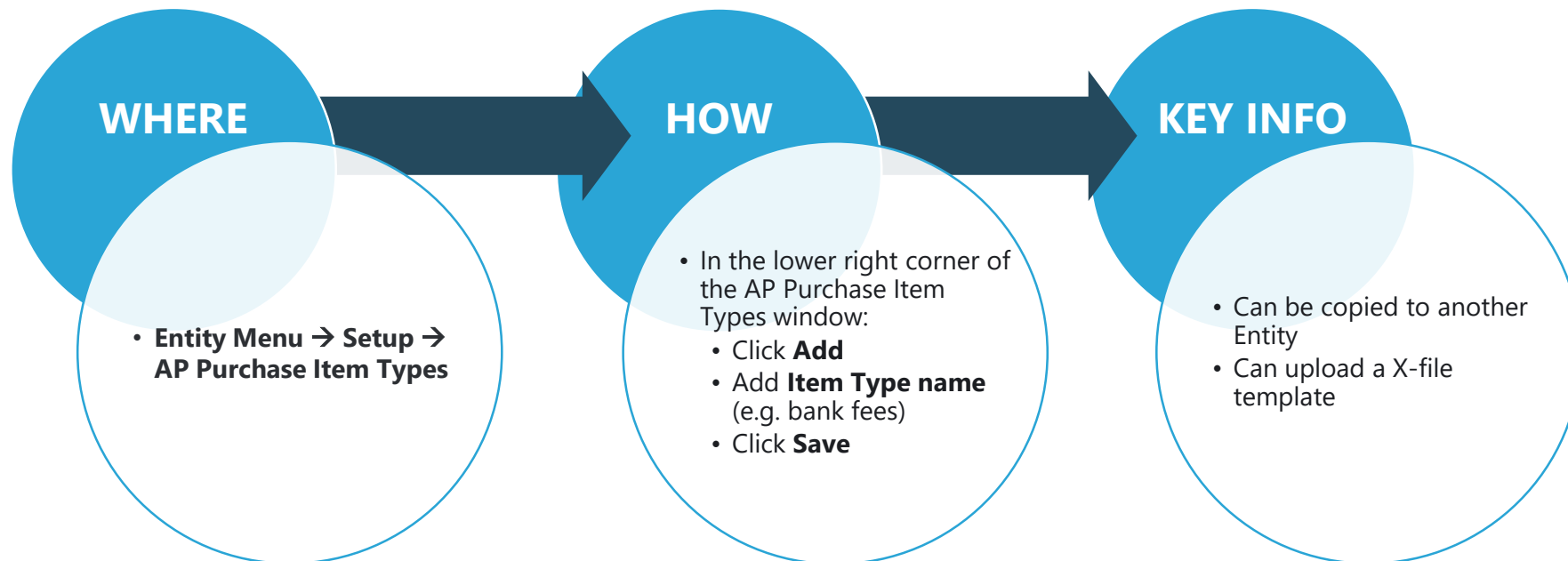
The screenshot displays a software interface for bill pay setup. The main window is titled "Add Profile" and is for the entity "SEI Country Club". The profile type is set to "Vendor". The institution is "Bank of America" with routing number "031000508". The account name is "SEI Country Club" and the account number is "****6867". The account type is "Checking" and the ACH account type is "Consumer (PPD)". The AP output is "ACH" and the pay to profile is "None". There is an "Addenda" field and a checkbox for "1099". A dashed blue box highlights the "Add Profile Address" checkbox, which is checked. A "Save" button is visible at the bottom right of the "Add Profile" window.

The "Add Address" window is also visible, showing the record assignment "SEI Country Club". It has tabs for "Address", "Banking", and "Workflow History". The "Address" tab is active, showing the address type "Main Address", address name "SEI Country Club Address", address 1 "One Freedom Valley Drive", and address 2 "Oaks, PA 19456". There are also fields for address 3 and 4, and a "Default Address" section with checkboxes for "Internal" and "Inactive". A "Save" button is at the bottom right of the "Add Address" window.



Overview: Adding AP Purchase Item Types.

Purchase Item Types are groups of items categorized by similar characteristics (e.g. bank fees, advisor fees, utilities, etc.) or a way to group your expenses. At least one (1) Purchase Item Type must be set up for each Entity using the Accounts Payable Module.

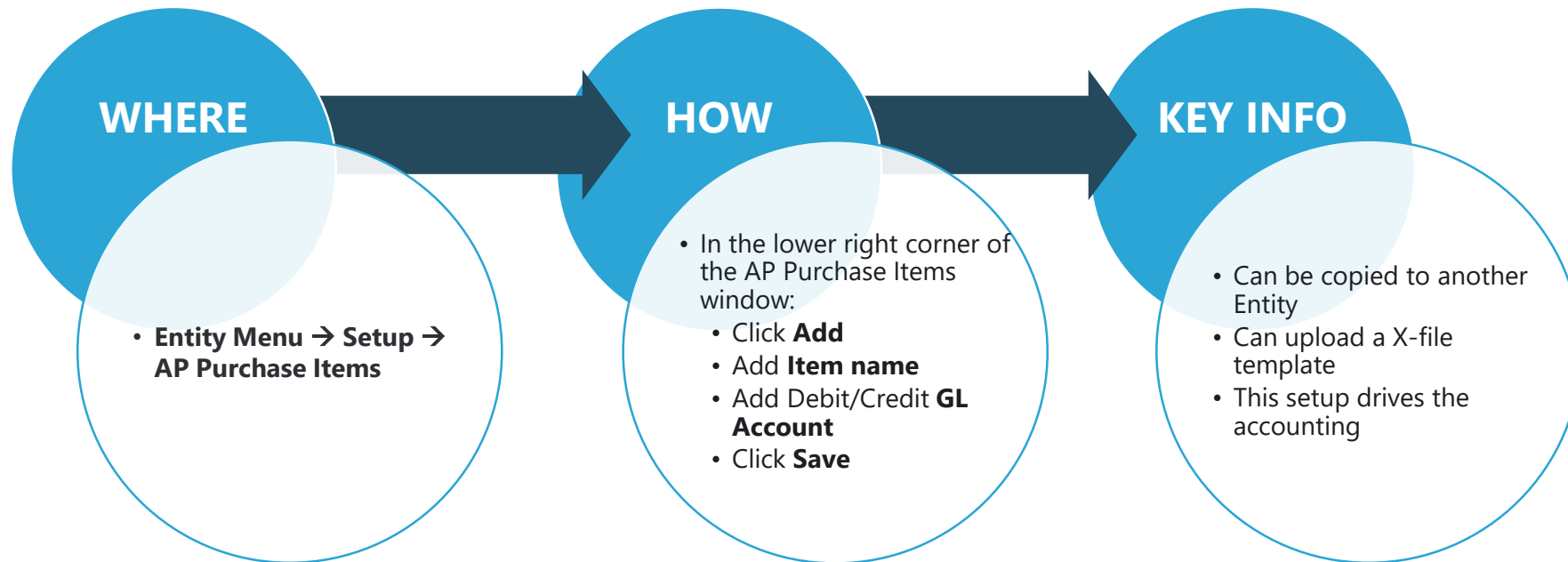


Bill pay setup: Adding AP Purchase Item Types.

The screenshot displays a software interface for managing AP Purchase Item Types. The main window title is "Purchase Item Types" and it shows "No records available." A modal window titled "Add Item Type" is open, allowing the user to enter an "Item Type" (currently "Advisor Fees") and "Notes". The modal includes "Multi Entity" and "Save" buttons. A dashed blue line points from the "Add" button in the bottom right corner of the main window to the "Add Item Type" modal.

Overview: Adding Purchase Items.

Purchase Items describe the specific object or service for a Vendor's bill. Typically appear as the individual line item on the Bill. At least one (1) Purchase Item must be defined for each Entity using the Accounts Payable Module.



Bill pay setup: Adding AP Purchase Items.

The screenshot displays the 'Add Purchase Item' dialog box in the SEI system. The dialog is titled 'Add Purchase Item' and contains the following fields and options:

- Item Type:** A dropdown menu set to 'Advisor Fees' with an 'Add' button.
- Item Code:** A text input field containing 'Advisor Fees'.
- Item Name:** A text input field containing 'Advisor Quarterly Fees'.
- Unit Price:** A text input field containing '0.00'.
- Active:** A checked checkbox.
- Multi Entity:** An unchecked checkbox.
- Debit Account:** A dropdown menu set to '50170 Banking / Service Fees'. A callout box highlights this selection.
- Credit Account:** A dropdown menu set to '11101 Cash at Bank 1'. A callout box highlights this selection.
- Notes:** A text area for additional information.
- Buttons:** 'Multi Entity', 'Save', and 'Add' buttons are located at the bottom of the dialog.

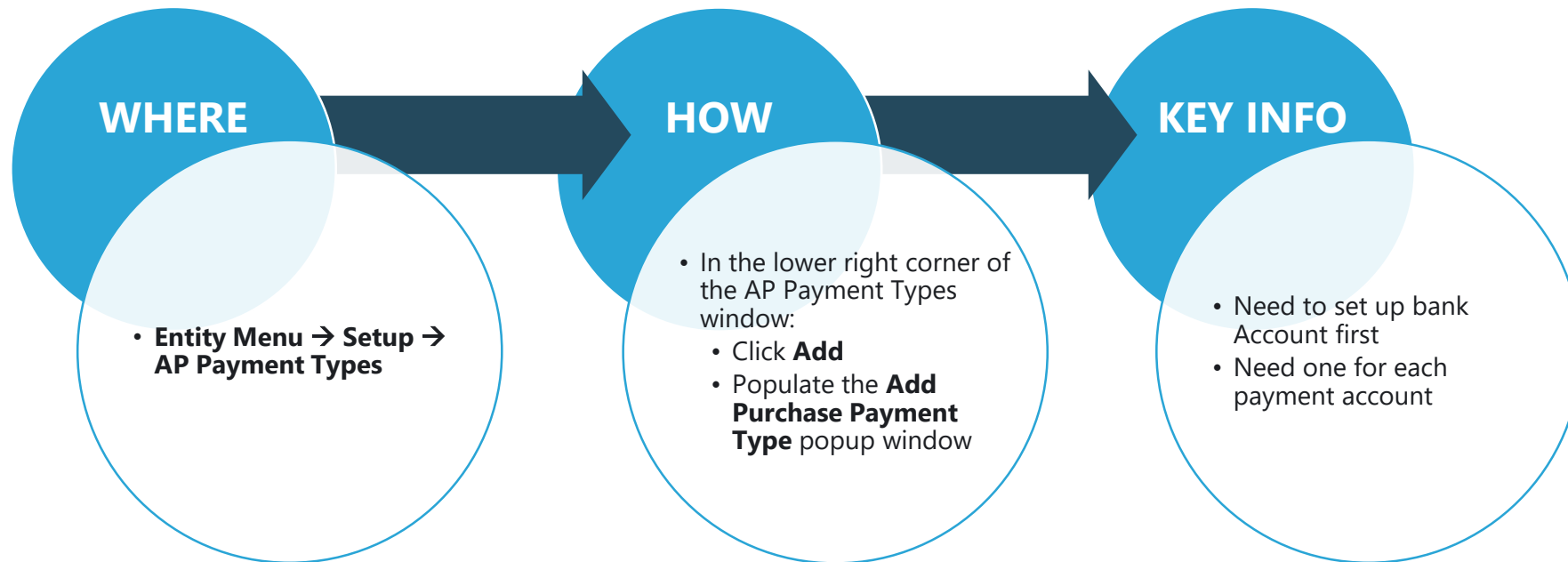
In the background, the 'Purchase Items' table is visible, showing the following data:

| Sequence | Debit / Credit |
|----------|----------------|
| 1 | Debit |
| 2 | Credit |

A dashed blue line connects the 'Add' button in the 'Purchase Items' table to the 'Add' button in the 'Add Purchase Item' dialog. Another dashed blue line connects the 'Debit Account' dropdown in the dialog to the 'Debit Account' callout box.

Overview: Adding Purchase Payment Types.

The primary purpose of Purchase Payment Types is to define the methods by which Vendors are to be paid (e.g. check, wire, ACH). At least one (1) Purchase Payment Type must be set up for each Entity using the Accounts Payable Module.



Bill pay setup: Adding Purchase Payment Types.

Adding a Bank Account

1. Navigate to **Entity Menu** → **Setup** → **Bank Accounts**
2. Click **Add** at the bottom right corner

The screenshot shows the 'Bank Accounts' management interface. On the left, a table lists various bank accounts, with 'Personal PNC 7715' selected. A red circle with the number '1' is positioned above the 'Add' button at the bottom of this list. On the right, the 'Add Bank Account' modal is open, showing a form with fields for Institution Name (PNC Bank), Routing Number (041000059), Account Name (Business PNC 7716), and Account Number (*****7716). The modal has tabs for Basics, Integrations, ACH, and Wire Configuration. At the bottom of the modal, there are 'Add' and 'Save' buttons. A red circle with the number '2' is placed over the 'Add' button. A dashed blue line connects the 'Add' button in the modal to the 'Add' button in the list.

Bill pay setup: Adding Purchase Payment Types.

Adding a Bank Account

3. Populate the **Basics** tab

The screenshot shows a dialog box titled "Add Bank Account" with a close button (X) in the top right corner. The dialog has four tabs: "Basics", "Integrations", "ACH", and "Wire Configuration". The "Basics" tab is selected and highlighted with a red circle containing the number "3". The form fields are as follows:

- Institution Name:** PNC Bank
- Routing Number:** 04100059
- Account Name:** Business PNC 7716
- Account Number:**7716
- Subaccount Name:** (empty)
- Subaccount Number:** (empty)
- Primary Contact:** None (dropdown menu) with an "Add" button to the right.
- Secondary Contact:** None (dropdown menu)
- Data Provider:** PNC (Personal Banking) (dropdown menu)

A "Save" button is located at the bottom right of the dialog box.

Bill pay setup: Adding Purchase Payment Types.

Adding a Bank Account

4. Populate the **Integrations** tab

The screenshot shows a software interface for adding a bank account. The window title is "Add Bank Account" with a close button in the top right. Below the title bar are four tabs: "Basics", "Integrations", "ACH", and "Wire Configuration". The "Integrations" tab is selected and highlighted with a red circle containing the number "4". The form contains several dropdown menus:

- GL Cash Account: 11101 Cash at Bank 1
- Asset Clearing: 11911 Cash Clearing 1
- Liability Clearing: None
- Revenue Clearing: None
- Expense Clearing: None

A blue "Save" button is located at the bottom right of the form.

Bill pay setup: Adding Purchase Payment Types.

Adding a Bank Account

5. Populate the **ACH and WIRE** tab (if tied to ACH/WIRE AP Payments)
6. Save

The screenshot shows the 'Add Bank Account' form with the 'ACH' tab selected. A red circle with the number '5' is positioned above the 'ACH' tab. The form is divided into several sections: 'File Header Record', 'Company/Batch Header Record', and 'Company Batch Control Record'. Each section contains a 'Company Identification' field. The 'File Header Record' section also includes 'Immediate Destination' and 'Immediate Origin' fields, with a 'Use Routing Number' checkbox checked. The 'Company/Batch Header Record' section includes an 'Origination ID' field and a 'Use Routing Number' checkbox checked. The 'Company Batch Control Record' section includes a 'Company Identification' field. At the bottom of the form, there is an 'ACH Account Type' dropdown menu set to 'Corporate (CCD/PPD)'. A red circle with the number '6' is positioned above the 'Save' button at the bottom right of the form.

Bill pay setup: Adding Purchase Payment Types.

The screenshot displays the 'Add Purchase Payment Type' dialog box in the SEI software. The dialog is titled 'Add Purchase Payment Type' and is currently set up for 'Check PNC 7715'. The 'Payment Type' field contains 'Check PNC 7715'. The 'Bank Account' is set to 'Personal PNC 7715'. The 'Default Output' is set to 'Check', and the 'Check Stock' is set to 'Check on Bottom MICR'. The 'Positive Pay' is set to 'None', and the 'Default' checkbox is checked for 'For Output Type: Check'. A 'Save' button is located at the bottom right of the dialog. The background shows the 'AP Purchase Payment Types' list with various payment types like 'ACH PNC 7715', 'Check JPM 8898', etc. The sidebar on the left contains navigation options under 'Enterprise' and 'Entity'.

Recap: Bill pay setup.

Things to remember:

- **Vendor:** Who are we paying?
 - Name, Address, Preferred Payment, Tax ID
- **Purchase Item:** What are we paying?
 - Expense Categories, Accurate Accounting Rules
- **Payment Types:** How are we paying?
 - Bank Account, Type for each payment method



Bill pay guide: Step two.



Your bill pay checklist.



Setup: Three key setup items to ensure a smooth bill pay process; Vendors, Expense Categories, Payment Methods



Record Bills to be Paid: Organize your paper bills, upload the scanned copies, add bill records



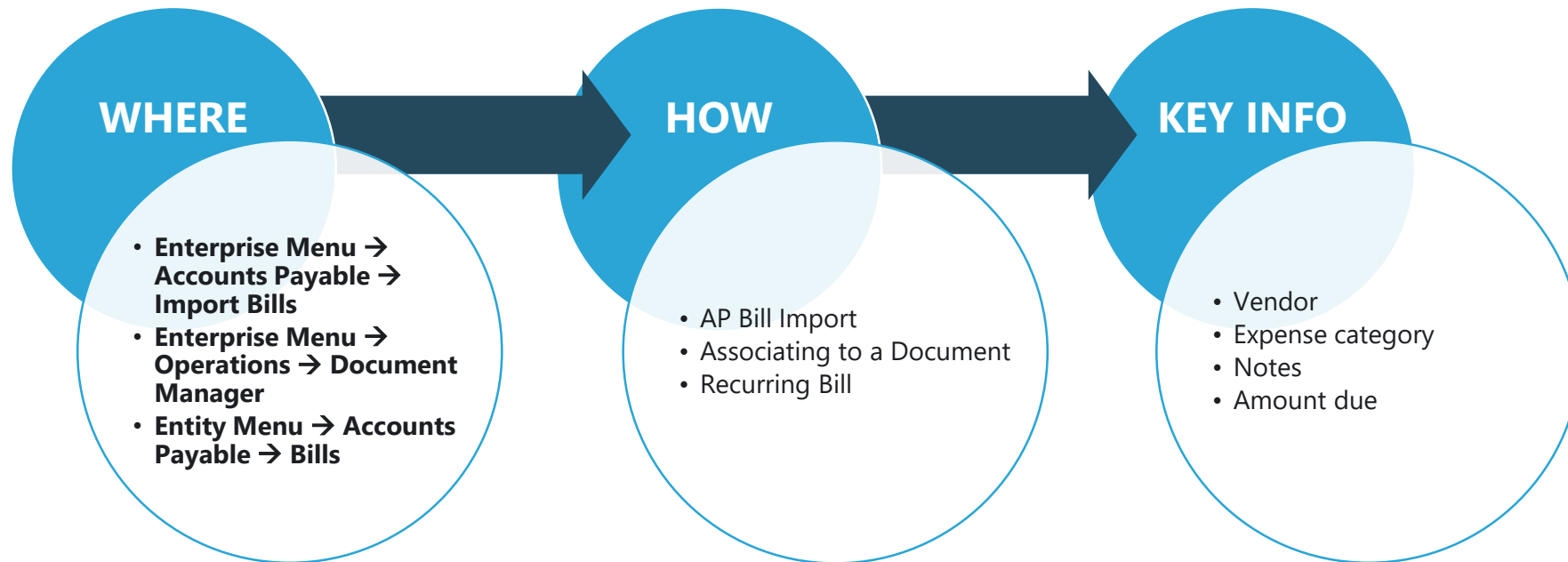
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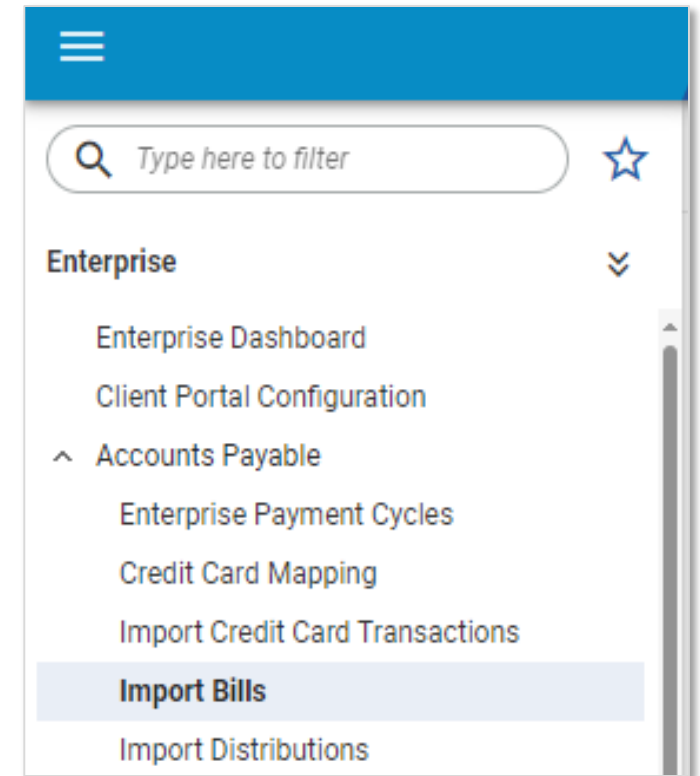
Overview: Adding Bills.

The bill pay process begins with adding the bill record in the Archway Platform. When adding a bill the system will create an expense record for the selected Vendor and concurrently create the related journal entry to track the GL entries.



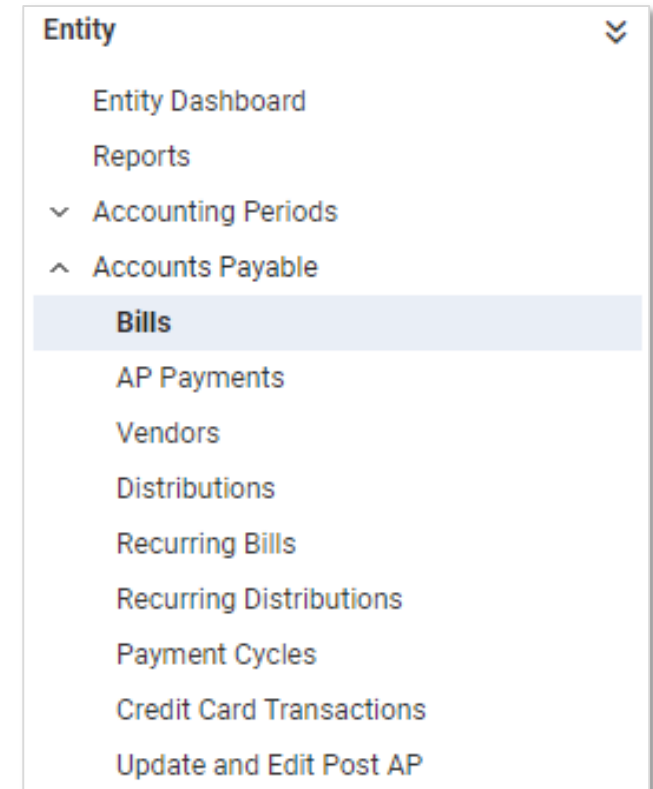
Bill pay process: Adding Bills via Enterprise Bill Import.

- Navigate to: **Enterprise Menu → Accounts Payable → Import Bills**
- If you need to load a large amount of bill information, typically historical bill details when onboarding a new client, this can be accomplished using our AP Bills X-File Template.
- The file and a user guide can be found here: [AP Bills X-File \(helpdocsonline.com\)](https://helpdocsonline.com)
- When populated, it can be loaded at the path mentioned above and processed from staging table.



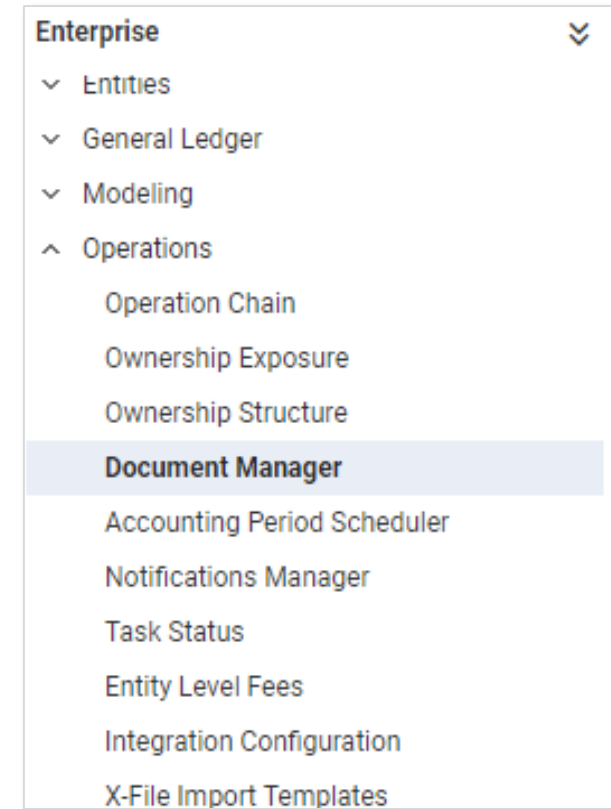
Bill pay process: Adding Bills via Entity AP Bills.

- Navigate to: **Entity Menu** → **Accounts Payable** → **Bills**
- Bills can be created within the AP module of each respective Entity.
- The Entity AP Bills module will serve both as a place to search for existing and historical bills as well as add new Bills.



Bill pay process: Adding Bills via Document Manager.

- Navigate to: **Enterprise Menu → Operations → Document Manager**
- Bills can also be created while simultaneously associating them to a scanned invoice document.
- Starting the AP Bill add process from Document Manager is the preferred process as it provides the electronic copy of the invoice to be auto-associated to the bill record.
- Additionally, all of the bill information from the document will be visible while adding the Bill record.



Bill pay process: Adding Bills example.

Step 1: Loading the Document into Archway

1. In **Document Manager**, select '*Upload and Associate*' tab
2. Choose the Entity the bill is associated to
3. Choose 'Invoice' for Document Type
4. Document Date is the date of the upload
5. You can create a unique Document name to help differentiate it from other documents
6. You can choose one, or multiple files to upload. If dragging and dropping, move the files over the Upload field to drop

The screenshot shows the 'Document Manager Options' panel in a software application. The panel is divided into two tabs: 'Data Limiters' and 'Upload and Associate', with the latter being the active tab. A red circle with the number '1' is positioned above the 'Upload and Associate' tab. The 'Upload and Associate' tab contains several fields: 'Entity' (a dropdown menu with 'Cathie Roberts' selected, marked with a red circle '2'), 'Document Type' (a dropdown menu with 'Invoices' selected, marked with a red circle '3'), 'Document Date' (a date field with '09/22/2024' and a calendar icon, marked with a red circle '4'), 'Document Name' (a text input field with 'Advisor Fees Sept 2024', marked with a red circle '5'), and 'Upload' (a large area with an upload icon and the text 'Drag and Drop here, or [Browse](#) to upload', marked with a red circle '6'). On the left side of the interface, a navigation menu is visible under the 'Enterprise' header, with 'Document Manager' highlighted and marked with a red circle '3'. Other menu items include 'Entities', 'General Ledger', 'Modeling', 'Operations' (with sub-items like 'Operation Chain', 'Ownership Exposure', 'Ownership Structure'), 'Accounting Period Scheduler', 'Notifications Manager', 'Task Status', 'Entity Level Fees', 'Integration Configuration', 'X-File Import Templates', 'Portfolio', and 'Profiles'.

Bill pay process: Adding Bills example.

Once you've added the document and chosen **Add Bill** from the Action dropdown you will be presented with a side-by-side view of the physical document and the Add Bill screen.

Enterprise / Operations / Document Manager

Add Bill - Entity: Cathie Roberts (Advisor Fees)

Invoice # 10001

Invoice Date: 10/01/2024
Due Date: 11/01/2024

BILL TO:
SEI Country Club
One Freedom Valley Drive
Oaks, PA 19456

| DESCRIPTION | QTY | UNIT PRICE | SUBTOTAL | TAX |
|------------------------|-----|------------|----------|--------|
| Financial Advisor Fees | 1 | 2,500 | 2,500 | 0 (0%) |

ONE THOUSAND SIXTY TWO USD AND 50 CENTS

SUBTOTAL \$2,500
TAX \$0
Total \$2,500

Basics Payments Accounting Workflow History Vendor History

Vendor: ABC Funding [Add]

Pay To Address: 2020 Subscription Lanes [Load] [Add]

2020 Subscription Lane Hebron, KY

Last Bill Date:
Last Bill Amt:

Vendor Bill Date: 09/22/2024 [Calendar]

Post Date: 09/22/2024 [Calendar]

Payment Term: Due Upon Receipt [Add]

Due Date: 09/22/2024 [Calendar] Age: 0 days

Bill Number: 0 character(s) PO Number: 0 character(s)

Notes: 0 character(s)



Bill pay process: Adding Bills example.

Step 2: Add details to the Add Bill pop-up

1. Choose the Vendor that the invoice was received for. If the Vendor is new, follow the instructions on the 'Add New Vendor'.
2. Select the appropriate address to remit payment to.
3. If the invoice is for a Vendor that we have previously recorded a Bill for, the 'Load' option will pull the details used for the previous Bill including the expense category used and the amount and date of last invoice.

The screenshot shows a software interface for adding a bill. It features several tabs at the top: Basics, Payments, Accounting, Workflow History, and Vendor History. The 'Basics' tab is active. The form contains the following fields and options:

- Vendor:** A dropdown menu with 'SEI Country Club' selected. A red circle with the number '1' is next to it. An 'Add' button is to the right.
- Pay To Address:** A dropdown menu with 'SEI Country Club Address' selected. A red circle with the number '2' is next to it. 'Load' and 'Add' buttons are to the right.
- Address:** A text box containing 'One Freedom Valley Drive, Oaks, PA 19456'.
- Last Bill Info:** A text box containing 'Last Bill Date: Last Bill Amt:'. A red circle with the number '3' is next to it.
- Vendor Bill Date:** A date picker set to '09/22/2024'.
- Post Date:** A date picker set to '09/22/2024'.
- Payment Term:** A dropdown menu with 'Due Upon Receipt' selected. An 'Add' button is to the right.
- Due Date:** A date picker set to '09/22/2024' with 'Age: 0 days' next to it.
- Bill Number:** A text box with '10001' and a '5 character(s)' label.
- PO Number:** A text box with a '0 character(s)' label.
- Notes:** A text box containing '3rd Quarter 2024 Financial Advisors Fees' and a '40 character(s)' label.
- Additional Notes:** An empty text box.
- Entity:** A dropdown menu with 'Cathie Roberts' selected.
- Item:** A dropdown menu with 'Advisor Quarterl...' selected.
- Line Name:** A text box with 'Advisor Quarterly Fe...'.
- Quantity:** A text box with '1'.
- Line Total:** A text box with '2,500.00'. '...' and 'Add' buttons are to the right.
- Template:** A dropdown menu with 'None' selected. 'Load' and 'Save' buttons are to the right.



Bill pay process: Adding Bills example.

Step 2: Add details to the Add Bill pop-up

4. Vendor Bill date is the date of the Bill and the Post Date will be the date the journal entry gets posted to the general ledger. This must be a date within the open accounting period for the Entity.
5. Payment Term will determine the Due Date of the Bill.
6. Bill Number needs to be a unique identifier. If no Bill Number is included on the Invoice, follow your firm's process for assigning a unique identifier

The screenshot shows the 'Add Bill' pop-up form with the following fields and values:

- Vendor: SEI Country Club
- Pay To Address: SEI Country Club Address
- Address: One Freedom Valley Drive, Oaks, PA 19456
- Vendor Bill Date: 09/22/2024 (highlighted with a red circle 4)
- Post Date: 09/22/2024
- Payment Term: Due Upon Receipt (highlighted with a red circle 5)
- Due Date: 09/22/2024
- Bill Number: 10001 (highlighted with a red circle 6)
- Notes: 3rd Quarter 2024 Financial Advisors Fees
- Additional Notes: (empty)
- Entity: Cathie Roberts
- Item: Advisor Quarterl...
- Line Name: Advisor Quarterly Fe...
- Quantity: 1
- Line Total: 2,500.00
- Template: None

Buttons: Add, Load, Save

Bill pay process: Adding Bills example.

Step 2: Add details to the Add Bill pop-up

7. Add Notes using two Notes fields:

- The first Notes field allows you to include additional information that will be visible on the check memo
- The Additional Notes field is an internal only field that will retain notes that can be viewed by other Archway Users who have this Bill record open

The screenshot shows the 'Add Bill' pop-up form in Archway. The form is titled 'Basics' and includes the following fields and controls:

- Vendor:** SEI Country Club (dropdown), Add button
- Pay To Address:** SEI Country Club Address (dropdown), Load button, Add button
- Address:** One Freedom Valley Drive, Oaks, PA 19456
- Last Bill Date:** Last Bill Amt.
- Vendor Bill Date:** 09/22/2024 (calendar icon)
- Post Date:** 09/22/2024 (calendar icon)
- Payment Term:** Due Upon Receipt (dropdown), Add button
- Due Date:** 09/22/2024 (calendar icon), Age: 0 days
- Bill Number:** 10001 (5 character(s))
- PO Number:** (0 character(s))
- Notes:** 3rd Quarter 2024 Financial Advisors Fees (40 character(s))
- Additional Notes:** (40 character(s))
- Entity:** Cathie Roberts (dropdown)
- Item:** Advisor Quarterl... (dropdown)
- Line Name:** Advisor Quarterly Fe... (text)
- Quantity:** 1 (text)
- Line Total:** 2,500.00 (text), ... button, Add button
- Template:** None (dropdown), Load button
- Save:** Save button

A red circle with the number '7' is overlaid on the 'Additional Notes' field.

Bill pay process: Adding Bills example.

Step 2: Add details to the Add Bill pop-up

- The Item dropdown is where you will choose the expense category that this invoice should be put into.
 - Expense categories in Archway are referred to as Purchase Items.
 - A bill can have multiple Purchase Item lines if you wish to break out into multiple categories.
- Line Total is the amount of the invoice. If breaking out into multiple Purchase Items, the Line Total will be equal to the amount of that particular Purchase Item.
 - Once 8/9 are selected, click the 'Add' button to move the line to the Bill grid at the bottom.
 - To create the Bill click 'Save.'

Basics Payments Accounting Workflow History Vendor History

Notes 40 character(s)
3rd Quarter 2024 Financial Advisors Fees

Additional Notes

Entity Item Line Name Quantity Line Total
Cathie Roberts Advisor Quarter... Advisor Quarterly Fe... 1 2,500.00

Template
None

Load

Bold text indicates inter-company entries
Red text indicates unapproved payments

| Item | Line Name | Quantity | Line Total | D | Del... | Edit |
|------------------------|------------------------|----------|------------|---|--------|------|
| Advisor Quarterly F... | Advisor Quarterly F... | 1.00 | \$2,500.00 | | X | |

Bill Total \$2,500.00

Apply Payment

Save

Recap: Adding Bills.

Things to remember:

- **Document Manager:** Use it.
- **Efficiencies in Add Bill Screen:** Add Vendors on the fly, use the + option, pull details from previous bills.
- **Recurring Bills:** Leverage recurring bills or upload templates to quickly add bills that are paid on a monthly basis.
- **Workflow:** Add a review step into your add bill process.

Bill pay guide: Step three.



Your bill pay checklist.



Setup: Three key setup items to ensure a smooth bill pay process; **Vendors, Expense Categories, Payment Methods**



Record Bills to be Paid: Organize your paper bills, upload the scanned copies, add bill records



Pay Your Bills: Review what needs to be paid, create batches of payments, generate payment from Archway



Your bill pay checklist: How to build a more productive accounts payable process.
Day-to-day: Paying Bills.



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Overview: Paying Bills.

Once Bills have been entered and approved, they are then released to be paid. The AP Payment process will begin by checking cash balances. If necessary, cash can be moved using the Cash Management tool. If there are sufficient funds in the corresponding account, a Payment Cycle can be generated and output from the system.

Check Cash Balance

- If insufficient funds, move cash using Cash Management

Choose Payment Method

- Each Entity can support multiple payment methods
- Choose the payment method for this pay cycle

Select Invoices and Create Payment Cycle

- Create Payment Cycle
- Choose Invoices to be paid
- Generate Output for each Payment Cycle created

Bill pay process: Paying Bills example.

Step 1: Choose payment method

Step 2: Check cash balance

1. Ensure there are sufficient funds for payment

- Each Entity within the Archway Platform can have multiple accounts to make payments from.
- You'll want to first identify which account the payment will be coming from and then log in to confirm there are sufficient funds.
- In this example the client is using their PNC Checking account to cover the invoice. The invoice amount was \$2,500.
 - If insufficient funds to cover the payment, generate a Cash Management entry to move the cash to the account being used in the Payment Method selected in Step 1.
 - In this example, since there are sufficient funds in the PNC checking account, there is no need to move funds.

Entity / Setup / AP Purchase Payment Types

Payment Types

| Payment Type | D |
|------------------------|---|
| ACH PNC 7715 | |
| Check JPM 8898 | |
| Check PNC 7715 | |
| Check Wells Fargo 8466 | |
| JPM SWIFT | |
| Wire - JPM | |
| Wire - PNC 7715 | |

6/30/2024

| ASSETS | | |
|--------|---------------------|--------------|
| 10000 | Cash | |
| 11000 | Bank Deposits | |
| 11101 | Cash at PNC | 6,010,153.00 |
| 11102 | Cash at Bank 2 | 207,397.07 |
| 11103 | Cash at Bank 3 | 2,697,696.00 |
| 11104 | Cash at Bank 4 | 17,550.00 |
| 11105 | Cash at Bank 5 | 1,929.00 |
| 11106 | Cash at Bank 6 | 575.00 |
| 11109 | Cash at Bank 9 | (5.00) |
| 11110 | Cash at Bank 10 | 5.00 |
| | Total Bank Deposits | 8,935,300.07 |



Bill pay process: Paying Bills example.

Step 3: Add Payment Cycle

1. Navigate to **Entity** → **Accounts Payable** → **Payment Cycles**
2. Enter the date of the Payment Cycle
3. Select the Payment Type (account name + method of payment)
 - This should default to the method associated with your Payment Type.
 - If needed, a different method can be selected from the dropdown.
4. Check # start refers to the numbering of checks
 - This will be auto-populated and maintained by the system.
5. Select 'Get Bills' to choose which Bills to pay

The screenshot shows the 'Add Payment Cycle' dialog box in a software application. The dialog is titled 'Add Payment Cycle' and has two tabs: 'Basics' and 'Approvals'. The 'Basics' tab is active. It contains several fields: 'Date' (09/23/2024), 'Payment Type' (Check PNC 7715), 'Notes' (empty), 'Output' (Check), 'Consolidate Payments' (checkbox), 'Check # Start' (153), and 'Get Bills' (button). There is also an 'Add' button. A red dashed line connects the 'Add' button to the 'Get Bills' button. The background shows a 'Payment Cycles' table with columns: Bill To, Vendor, Bill Nu..., Bill Date, Due D..., Amou..., Payme... and a 'Ready for Print' checkbox. The 'Add' button is highlighted with a blue dashed box.

Bill pay process: Paying Bills example.

Step 4: Output the Payment Cycle

1. Get Bills will bring back Bills with an open balance that have been fully approved.
2. Enter a Payment amount for each of the Bills that get pulled back. In this example I've entered \$2,500 which will pay the full balance of the SEI Country Club invoice.
3. When you've entered the amount to pay click 'Ready to Print' which will move the Payment Cycle into the Payment queue.

The screenshot displays a software interface for managing bills. A 'Get Bills' button is highlighted with a red circle '1'. A 'Get Bills' dialog box is open, showing search criteria for Vendor (SEI Country Club), Bill Number (1 to zzzzzz), and Through Due Date (09/23/2024). Below the dialog, a table shows a bill from Cathie ... to SEI Co... for \$2,500. A 'Ready to Print' button is highlighted with a red circle '2', and a 'Save' button is highlighted with a red circle '3'.

| Bill To | Vendor | Bill Nu... | Bill Date | Due D... | Amou... | Payme... |
|------------|-----------|------------|-----------|-----------|---------|----------|
| Cathie ... | SEI Co... | 100001 | 9/22/2024 | 9/22/2024 | 2500 | 2500 |

Bill pay process: Paying Bills example.

Step 5: Ready for Print

The screenshot shows a software interface for managing accounts payable. On the left, a sidebar displays 'Payment Cycles' with a 'Ready for Print' section containing a table of items. The main area shows a preview of a check for \$2,500.00, including vendor information for Cathie Roberts and payee information for SEI Country Club. A blue dashed arrow points from the 'Ready for Print' section to the check preview.

Payment Cycles Table:

| E. | C. | Pr... | A... | D |
|------|------|--------------------------|-------------------------------------|--------------------------|
| C... | 0... | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C... | 0... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Check Preview Details:

Check Header: Cathie Roberts, 3378 Crabtree Road, Brownsburg, IN 46112. DATE: 09/23/2024. AMOUNT: ***2,500.00***

Check Body: PAY: ***Two Thousand Five Hundred and 00/100***. TO THE ORDER OF: SEI Country Club, One Freedom Valley Drive, Oaks, PA 19456.

Check Footer: SYSTEM CHECK: 154, CHECK DATE: 09/23/2024.

| REFERENCE | INV DATE | INVOICE DESCRIPTION | NET AMOUNT PAID |
|-----------|------------|---------------------|-----------------|
| 1000001 | 09/23/2024 | | \$2,500.00 |
| TOTAL > | | | \$2,500.00 |

Barcode: <0154< : 041000059: 448247715<



Recap: Paying Bills

Things to remember:

- **Bank Accounts:** Maintain correct account information. If data feed available, make sure you have the integration information configured.
- **Payment Types:** Have a Payment Type for each method + account combination that you will be paying from (e.g. JPM Checking, BOA Wire, etc.).
- **Payment Batches:** Payments can be applied as one-offs, or as part of a larger batch.
- **Workflow:** Workflow can be leveraged to apply approval rules to the processing of payments.



Bill pay guide: Step four.



Your bill pay checklist.



Setup: Three key setup items to ensure a smooth bill pay process; **Vendors, Expense Categories, Payment Methods**



Record Bills to be Paid: Organize your paper bills, upload the scanned copies, add bill records



Pay Your Bills: Review what needs to be paid, create batches of payments, generate payment from Archway



Reconcile Your Cash: Time to close the books, does cash look correct?



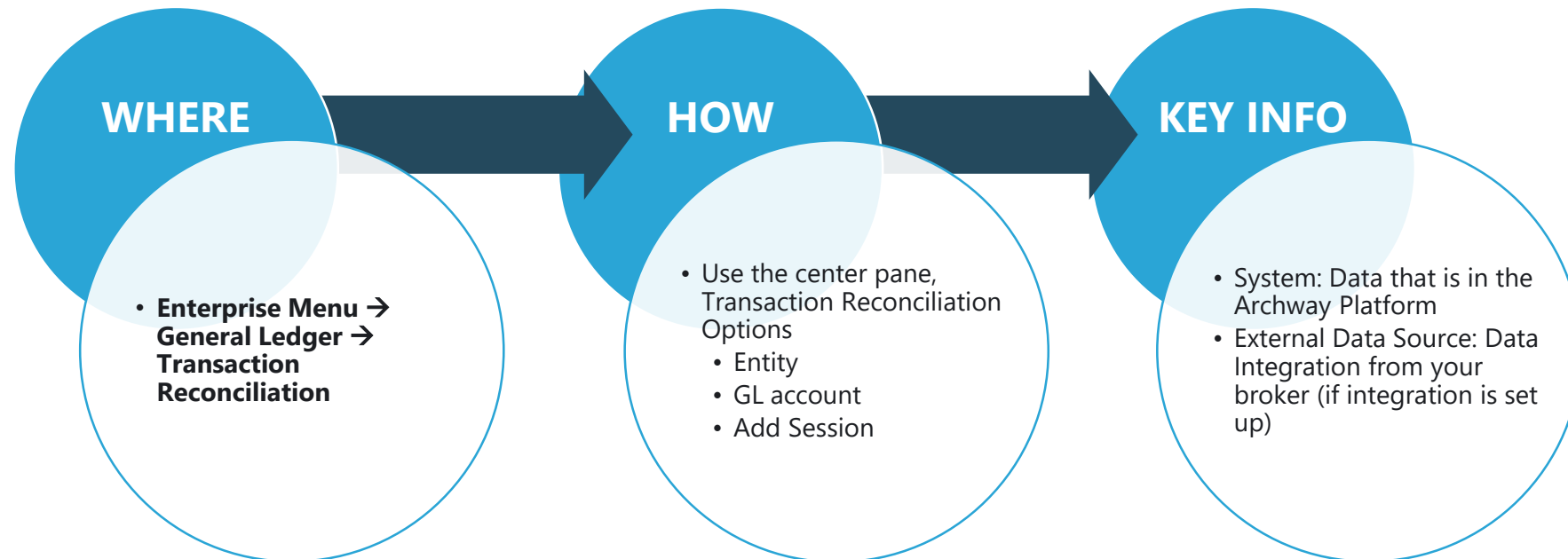
Your bill pay checklist: How to build a more productive accounts payable process.
Day-to-day: Reconciling your cash.



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Overview: Reconciling your cash.

The GL Transaction Reconciliation Tool allows the user to reconcile cash in the Archway Platform against an external data source. Using the reconciliation tool ensures the accuracy of the data that is being loaded into the system.



Bill pay process: Reconciling your cash example.

Enterprise / General Ledger / Transaction Reconciliation

Transaction Reconciliation Options

System

Date Start: 09/01/2024

Date End: 09/30/2024

Start Balance: 7,261,471.00

End Balance: 7,261,471.00

External Data

Date Start: 09/01/2024

Date End: 09/30/2024

End Balance: 0.00

Variance: 7,261,471.00

Buttons: Edit, Upload, Delete Selected, Reset Query, Send Query

System

| Batch ID | Portfolio | Identifier | Source | Function | Reference | Date | Amount |
|---------------|------------------------------|------------|--------|-------------------|------------------------------|------------|-----------------------|
| | JPM 2298 | CASHT | PORT | RecurringEntry | Recurring journal entry f... | 03/28/2024 | 1,161.00 |
| | JPM 2298 | CASHT | PORT | RecurringEntry | Recurring journal entry f... | 03/29/2024 | 1,161.00 |
| | JPM 2298 | CASHT | PORT | RecurringEntry | Recurring journal entry f... | 03/30/2024 | 1,161.00 |
| | JPM 2298 | CASHT | PORT | RecurringEntry | Recurring journal entry f... | 03/31/2024 | 1,161.00 |
| | Nested - Pearl Street Inv... | | GL | CashManagement | (copied from the origina... | 05/01/2024 | 100,000.00 |
| | | | GL | Manual | movement of cash | 05/15/2024 | (15,000.00) |
| | | | GL | Manual | Payment to Cathie | 05/15/2024 | 850.00 |
| | | | AP | APInvoice | Generated by Bill Numbe... | 09/24/2024 | (2,500.00) |
| | | | AP | APPayment | 153 | 09/24/2024 | (2,500.00) |
| | | | AP | APCashApplication | Generated by cash appli... | 09/24/2024 | 2,500.00 |
| Total: | | | | | | | (1,253,818.00) |

Buttons: Reconcile Selected, Unreconcile Selected, Match, Unlink

External Data Source

| Batch ID | Portfolio | Identifier | Source | Function | Reference | Date | Amount |
|---------------|-----------|------------|--------|----------------|-----------|------------|---------------------|
| | | | AP | Reconciliation | | 02/10/2023 | (1,550.00) |
| | | | AP | Reconciliation | | 02/10/2023 | (3,850.00) |
| | | | AP | Reconciliation | | 02/11/2023 | (8,800.00) |
| | | | AP | Reconciliation | | 02/12/2023 | (4,500.00) |
| | | | AP | Reconciliation | | 02/12/2023 | (1,150.00) |
| | | | AP | Reconciliation | | 02/13/2023 | (7,800.00) |
| | | | AP | Reconciliation | | 02/14/2023 | (9,000.00) |
| | | | AP | Reconciliation | | 02/14/2023 | (4,100.00) |
| | | | AP | Reconciliation | | 02/15/2023 | (2,200.00) |
| | | | AP | Reconciliation | | 02/16/2023 | (8,000.00) |
| Total: | | | | | | | (131,250.00) |

Recap: Reconciling cash.

Things to remember:

- **Let the system do the work:** Use the Account Balance and Transaction Reconciliation tools for an automated reconciliation process
- **Handle Exceptions:** After reconciling the data add entries or make adjustments as necessary
- **Reporting:** Leverage reporting options to ensure correct cash balances across the various bill pay entities
- **Timeliness:** Payment out the door by due dates
- **Consistency:** Create a repeatable process to ensure consistency across the Family Office
- **Automation:** Let the Archway Platform assist in your bill pay process



Bill pay guide: Step five.



Your bill pay checklist.



Setup: Three key setup items to ensure a smooth bill pay process; **Vendors, Expense Categories, Payment Methods**



Record Bills to be Paid: Organize your paper bills, upload the scanned copies, add bill records



Pay Your Bills: Review what needs to be paid, create batches of payments, generate payment from Archway



Reconcile Your Cash: Time to close the books, does cash look correct?



Report Monthly Activity: What was paid, who was paid, what checks are still outstanding?

Your bill pay checklist: How to build a more productive accounts payable process.
Reporting: Tracking monthly AP activity.



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Common reports: Bills by Item Type.

BILLS BY ITEM TYPE (including Credit Card Activity)
Cathie Roberts
From 1/1/2022 to 1/31/2022

| Purchase Item Type | Vendor | Credit Card Activity | Purchase Item | Bill Number | Bill Date | Item Amount | Notes |
|------------------------------|---------------------------------|----------------------|---|-------------|------------|-------------|-------------------------|
| Cape San Blas Property | | | | | | | |
| | Bushwood Country Club | | Landscaping / Gardening / Pool | 6241 | 01/28/2022 | 1,500.00 | |
| Total Cape San Blas Property | | | | | | 1,500.00 | |
| Entertainment | | | | | | | |
| | Cincinnati Bengals Ticket Sales | | Meals and Dining | 11 | 01/01/2022 | 1,200.00 | Bengals Tickets Package |
| Total Entertainment | | | | | | 1,200.00 | |
| Household/Estate | | | | | | | |
| | Red Woods Landscaping | | Household: Landscaping / Gardening / Pool | 583247 | 01/28/2022 | 1,500.00 | |
| Total Household/Estate | | | | | | 1,500.00 | |
| Personal | | | | | | | |
| | Bushwood Country Club | | Memberships / Subscriptions | 6241 | 01/28/2022 | 1,000.00 | |
| Total Personal | | | | | | 1,000.00 | |



Common reports: Bill Aging Detail.

| BILL AGING DETAIL | | | | | | | |
|-------------------------------|----------|-------------|-------------|------------|------------|-----|--------------------------|
| Cathie Roberts | | | | | | | |
| Aged As-of 06/30/2024 | | | | | | | |
| Vendor | Amount | Amount Paid | Amount Open | Bill Date | Post Date | Age | |
| Briarcliff Management Service | 1,500.00 | 0.00 | 1,500.00 | 05/28/2024 | 05/28/2024 | 33 | |
| General Business | 1,500.00 | | | | | | Business Expenses: Other |
| Briarcliff Management Service | 1,500.00 | 0.00 | 1,500.00 | 04/28/2024 | 04/28/2024 | 63 | |
| General Business | 1,500.00 | | | | | | Business Expenses: Other |
| Briarcliff Management Service | 1,500.00 | 0.00 | 1,500.00 | 03/28/2024 | 03/28/2024 | 94 | |
| General Business | 1,500.00 | | | | | | Business Expenses: Other |
| Verizon Wireless | 100.00 | 0.00 | 100.00 | 03/28/2024 | 03/28/2024 | 94 | |
| Personal | 100.00 | | | | | | Cell Phone |
| ABC Funding | (25.00) | 0.00 | (25.00) | 03/26/2024 | 03/26/2024 | 96 | |
| Education | (25.00) | | | | | | 529 Plan |
| Kansas City Chiefs | (25.00) | 0.00 | (25.00) | 03/26/2024 | 03/26/2024 | 96 | |
| Education | (25.00) | | | | | | 529 Plan |
| Kansas City Chiefs | 100.00 | 0.00 | 100.00 | 03/26/2024 | 03/26/2024 | 96 | |
| Education | 100.00 | | | | | | 529 Plan |
| Verizon Wireless | 200.00 | 0.00 | 200.00 | 03/26/2024 | 03/26/2024 | 96 | |
| Personal | 200.00 | | | | | | Cell Phone |



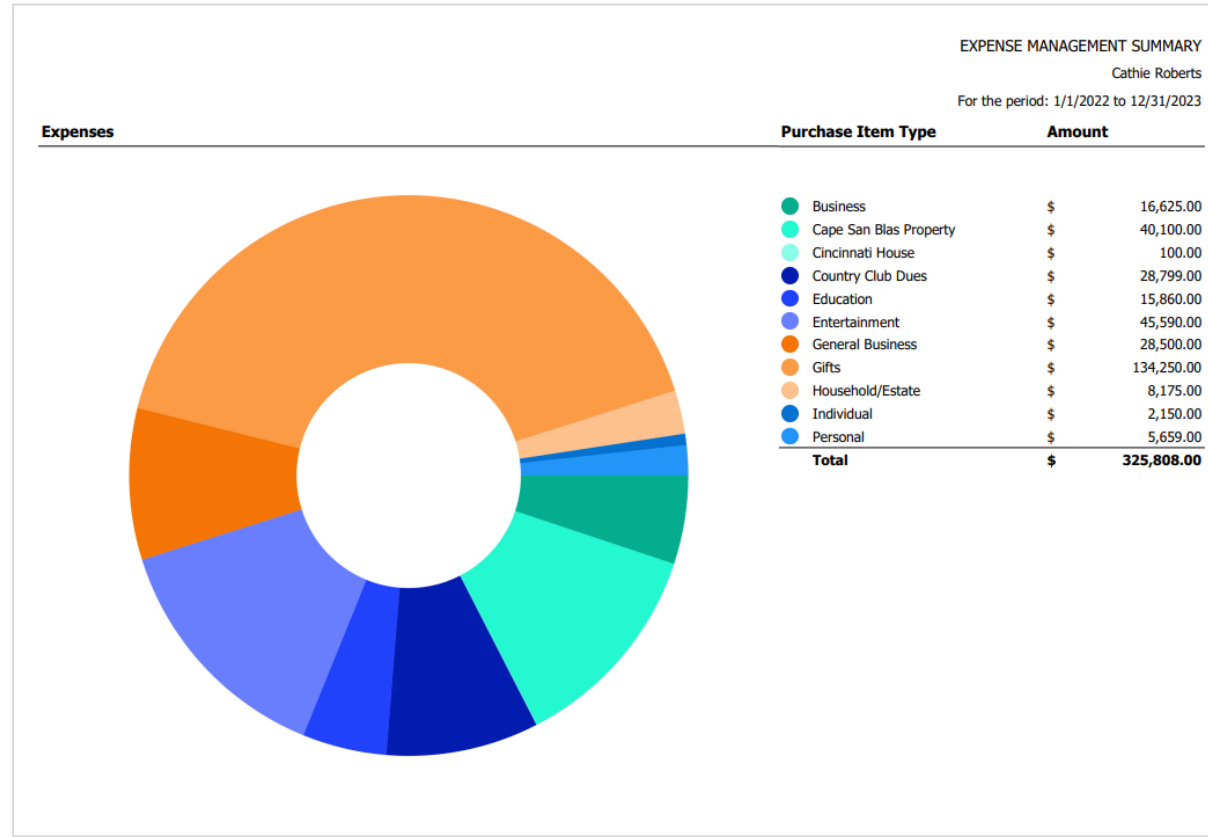
Common reports: Vendor Journal.

ACCOUNTS PAYABLE VENDOR JOURNAL (including Credit Card Activity)
Cathie Roberts
01/01/2024 to 06/30/2024

| Vendor | | | | Amount | Paid | Open |
|-------------------------------|------|------------|--------|----------|----------|----------|
| Briarcliff Management Service | | | | 9,000.00 | 4,500.00 | 4,500.00 |
| Payments | Void | Date | Number | Amount | Applied | Open |
| | No | 01/25/2024 | 133 | 1,500.00 | 1,500.00 | 0.00 |
| | No | 01/25/2024 | 134 | 1,500.00 | 1,500.00 | 0.00 |
| | No | 02/20/2024 | 151 | 1,500.00 | 1,500.00 | 0.00 |
| | | | | 4,500.00 | 4,500.00 | 0.00 |
| Bills | Void | Date | Number | Amount | Applied | Open |
| | No | 01/28/2024 | 43445 | 1,500.00 | 1,500.00 | 0.00 |
| | No | 02/28/2024 | 43450 | 1,500.00 | 0.00 | 1,500.00 |
| | No | 02/28/2024 | 43452 | 1,500.00 | 0.00 | 1,500.00 |
| | No | 03/28/2024 | 43458 | 1,500.00 | 0.00 | 1,500.00 |
| | No | 04/28/2024 | 43465 | 1,500.00 | 0.00 | 1,500.00 |
| | No | 05/28/2024 | 43472 | 1,500.00 | 0.00 | 1,500.00 |
| | | | | 9,000.00 | 1,500.00 | 7,500.00 |



Common reports: Expense Management Summary.



Step-by-step bill pay guide.



Your bill pay checklist.



Setup: Three key setup items to ensure a smooth bill pay process; Vendors, Expense Categories, Payment Methods



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Reconcile Your Cash: Time to close the books, does cash look correct?



Report Monthly Activity: What was paid, who was paid, what checks are still outstanding?

**Your bill pay checklist: How to build a more productive accounts payable process.
Miscellaneous accounts payable tools.**



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Miscellaneous accounts payable tools.

Workflow

Implement approval structure into the system for an automated approval process

Credit cards

Track credit card expenses and vendor details using pre-defined upload rules in the Credit Card module

Notifications

Receive alerts when there are bills to approve or an expected bill hasn't yet been entered into the system

Private equity

Incorporate PE Cash activity into the AP process

Intercompany loans

Track amounts owed between entities across your enterprise

**Your bill pay checklist: How to build a more productive accounts payable process.
Additional resources.**



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Additional resources: Documentation.

Accounts Payable Setup

<https://archway-technology-partners.helpdocsonline.com/setup-2>

Adding Bills

<https://archway-technology-partners.helpdocsonline.com/ap-bills>

Adding Payments

<https://archway-technology-partners.helpdocsonline.com/ap-payments>



Additional resources: Immersion session materials.



Access the Immersion session materials
www.seic.com/2024imm

Additional resources: How to stay in touch.



Connect with your
Client Service team in Nashville



Contact support at
awsupport@seic.com

ARCHWAY PLATFORM

Questions.



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Where to next.



Coffee break
@ 10:30am



Late morning sessions
@ 10:45am



Lunch and entertainment
@ 12:00pm

Where to next.

1

Walk before your run: Explore the foundational reporting concepts that will enhance your reporting.

2

Realizing the full potential of your general ledger.

3

Insider tips: How to perform a more efficient data reconciliation.