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SEI Family Office Services



ARCHWAY PLATFORM

**Enterprise administration:
How to effectively manage
setup, data access, and
security operations.**



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Your speakers today.



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Agenda.

1.	The role of an enterprise administrator.
2.	Configuring your users: User accounts and permissions.
3.	Configuring your enterprise: Branding and entity management.
4.	Building your data: How to set up new data feeds.
5.	Automating your reporting: How to get the most out of your data.
6.	Supporting your users: How to maximize your utility of the Archway Platform.
7.	Additional resources.



Enterprise administration.

The role of an enterprise administrator.



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Enterprise administration: Roles and responsibilities.



**Enterprise
branding**



**User
accounts**



**Entity
management**



**Data feed
setup**



**Reporting
management**



**Support
liaison**

Enterprise administration.

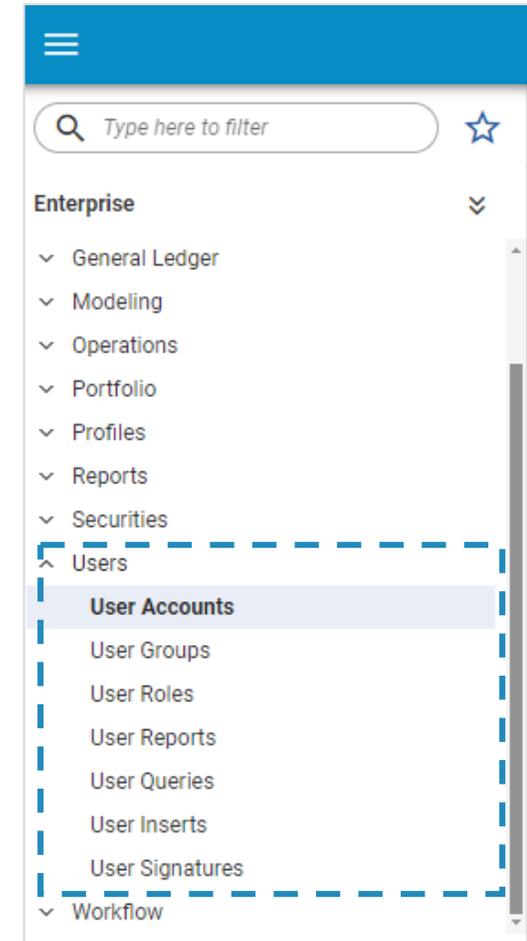
Configuring your users: User accounts and permissions.



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Overview: User accounts and permissions.

- The Archway Platform security model has been designed to allow for module-specific access on a user-by-user basis
- User Accounts control a specific user's:
 - Login information
 - System action permissions (e.g. View, Add, Edit, Delete functions across the Archway platform)
 - Report, query, and dashboard insert permissions
 - Other permissions
- Navigate to **Enterprise Menu** → **Users** → **User Accounts**



Configuring your users: Adding a new user.

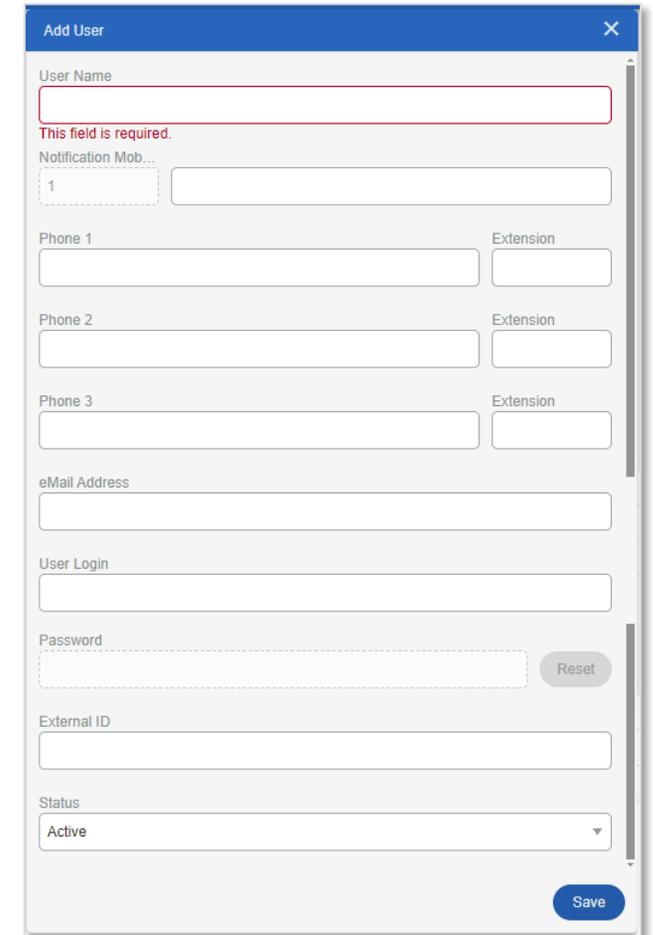
Two options to add a new user:

1. Admins can manually add a new user within the Archway Platform via **Enterprise → Users → User Accounts**
2. Authorized admins can reach out to the Client Relations team via Zendesk with the user's **first name, last name, and email address**
 - **Helpful tip:** Client Relations can simultaneously create a Zendesk account for the new user, by request

Once added, a user account **cannot be deleted** to ensure auditability of the data.

To deactivate a user, please reach out to Client Relations to:

- Mark the user Inactive
- Remove the user from your Enterprise



The screenshot shows a 'Add User' form with the following fields and options:

- User Name:** A text input field with a red border and the message 'This field is required.' below it.
- Notification Mob...:** A dropdown menu with '1' selected and an adjacent text input field.
- Phone 1:** A text input field and an 'Extension' text input field.
- Phone 2:** A text input field and an 'Extension' text input field.
- Phone 3:** A text input field and an 'Extension' text input field.
- eMail Address:** A text input field.
- User Login:** A text input field.
- Password:** A text input field with a 'Reset' button to its right.
- External ID:** A text input field.
- Status:** A dropdown menu with 'Active' selected.
- Save:** A blue button at the bottom right.

Configuring your users: Managing permissions to the new users.

Best practices for managing permissions:

- Identify one or two people to have the ability to **edit permissions** for all users within the Enterprise.
 - **NOTE:** The Client Relations team can help you determine what permissions you need to accomplish a task, but we cannot grant the permission to you. Permissions must be granted by an authorized enterprise admin within your organization.

The screenshot shows a software interface titled "Edit Assignments" for a user named "user". It displays a tree view of permissions. The "Enterprise" category is expanded, showing "Document Manager", "Operations", and "Reports". The "User" category is also expanded, showing "View", "Add", "Update", and "Delete". Each item has a checked checkbox in the "Action" column. A "Save" button is located at the bottom right. A note at the bottom states: "Use the Control and Shift keys for multiple selections."

Category	Action	Checked
Enterprise	Document Manager	<input checked="" type="checkbox"/>
Enterprise	Operations	<input checked="" type="checkbox"/>
Enterprise	Reports	<input checked="" type="checkbox"/>
User	View	<input checked="" type="checkbox"/>
User	Add	<input checked="" type="checkbox"/>
User	Update	<input checked="" type="checkbox"/>
User	Delete	<input checked="" type="checkbox"/>

Configuring your users: User Groups and Roles.

User Groups and **User Roles** were created to provide Archway Platform administrators the ability to create sets of generic user security credentials that can be uniformly applied across multiple users.

User Account assignments use the following logic:

- A User is assigned to a User Group
- User Groups are associated with specific: Entities and User Roles
- User Roles are associated with specific: Actions / Reports / Queries / Inserts / Documents

The screenshot displays the 'Enterprise / Users / User Roles' configuration page. On the left, a 'Roles' list includes 'All Access - Removed Confidenti...', 'AP (All)', 'AP (Operations)', 'AP (Treasury)', 'Audit Team', 'Batch User Group', 'Demo User Role', 'Power User', and 'View Only'. The 'AP (Operations)' role is selected and highlighted with a dashed blue box. On the right, the 'Role Detail: AP (Operations)' panel shows the role name and a 'Notes' field. Below this, the 'Role Assignments' section is visible, with tabs for 'Actions', 'Groups', 'Reports', 'Queries', 'Composer', 'Inserts', and 'Documents'. The 'Actions' tab is active, showing a search bar and a list of actions under 'Enterprise', 'Accounts Payable', 'Dashboards', and 'Document Manager'. The 'Accounts Payable' section includes actions like 'View', 'Bill Add', 'Bill Update', 'Bill Delete', 'Credit Card Add', 'Credit Card Update', and 'Credit Card Delete'. The 'Dashboards' section includes 'View', 'Add', 'Update', and 'Delete'. The 'Document Manager' section is partially visible. At the bottom of the interface, there are 'Upload' and 'Add' buttons.

Configuring your users: User Groups example.

Consider an Enterprise with a User A, three Entities (Entity 1, Entity 2, and Entity 3), two User Groups (User Group A and User Group B) and two User Roles (User Role A and User Role B):

- User A is assigned to User Group A
- User Group A is associated with User Role A and Entities 1 and 2
- User A has no other permissions.

What does this look like?

User A will be able to perform User Role A's Actions/Reports/Inserts in Entities 1 and 2 **only**.

Entity 3 will not show on User A's Entities list.

NOTE: If User A had an Action permission assigned through **Enterprise Menu** → **Users** → **User Accounts** → **Actions tab**, User A would be able to perform that Action only in Entities 1, 2, and 3, as well as all of User Role A's Actions in Entities 1 and 2.

Configuring your users: New enhancements.

New User Role templates available in Archway Platform v7.4

Enterprise admins can choose from various pre-configured User Role templates that include permission recommendations to help admins more easily create, edit, and establish user roles:

- Level I roles have View, Add and Update permissions in their relevant modules
- Level II roles have all of Level I's permissions as well as Delete in their relevant modules

User Role templates are based on common family office personas:

- Accounting (Level 1 and II)
- Accounts Payable (Level 1 and II)
- Portfolio (Level 1 and II)
- Reporting (Level 1 and II)



Enterprise administration.

Configuring your enterprise: Branding and entity management.



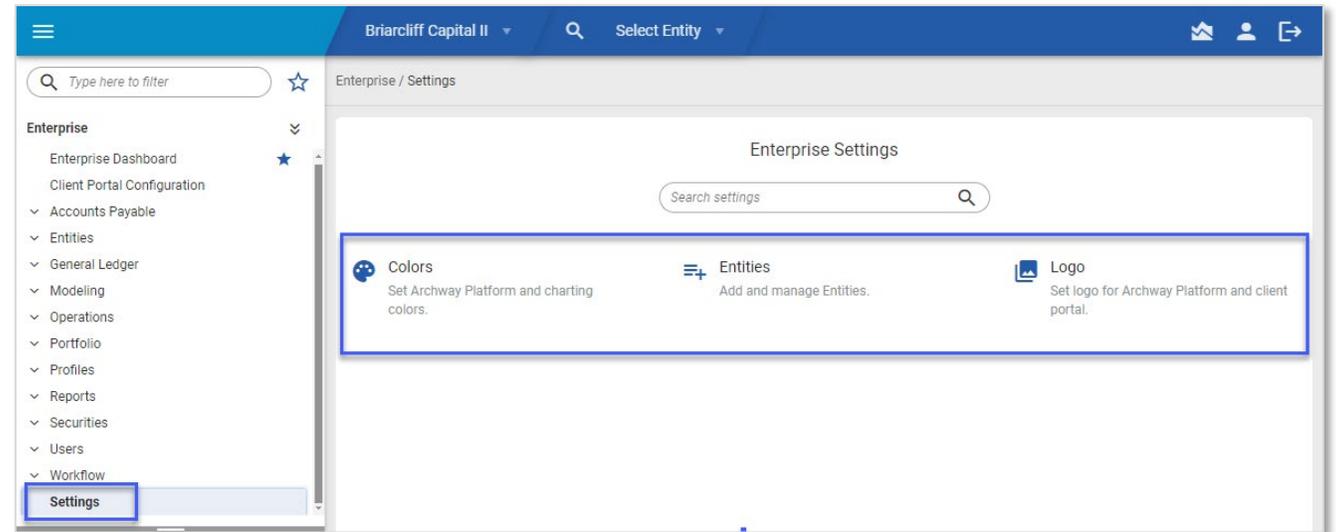
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Configuring your enterprise: Enterprise settings overview.

New Enterprise Settings module rolled out in Archway Platform v7.3.2

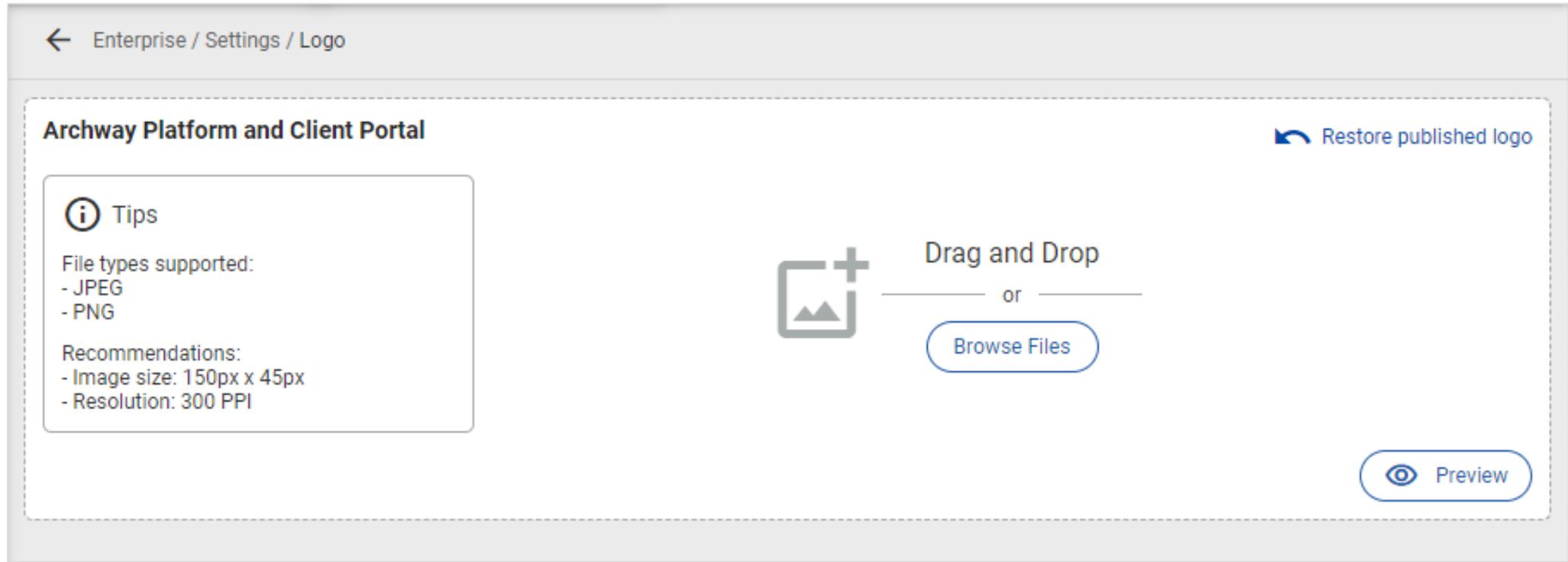
This new module provides self-service tools that enable admins to take ownership of your enterprises including the ability to **update logos, define platform and portal color schemes, and create and manage entities.**

- Navigate to **Enterprise Menu → Settings**
 - Users must have **Enterprise — Settings — Entities View** and **Edit** permissions to access the Enterprise Settings module.
 - Users must have **Enterprise — Settings — Colors and Logos Edit** to control enterprise branding.



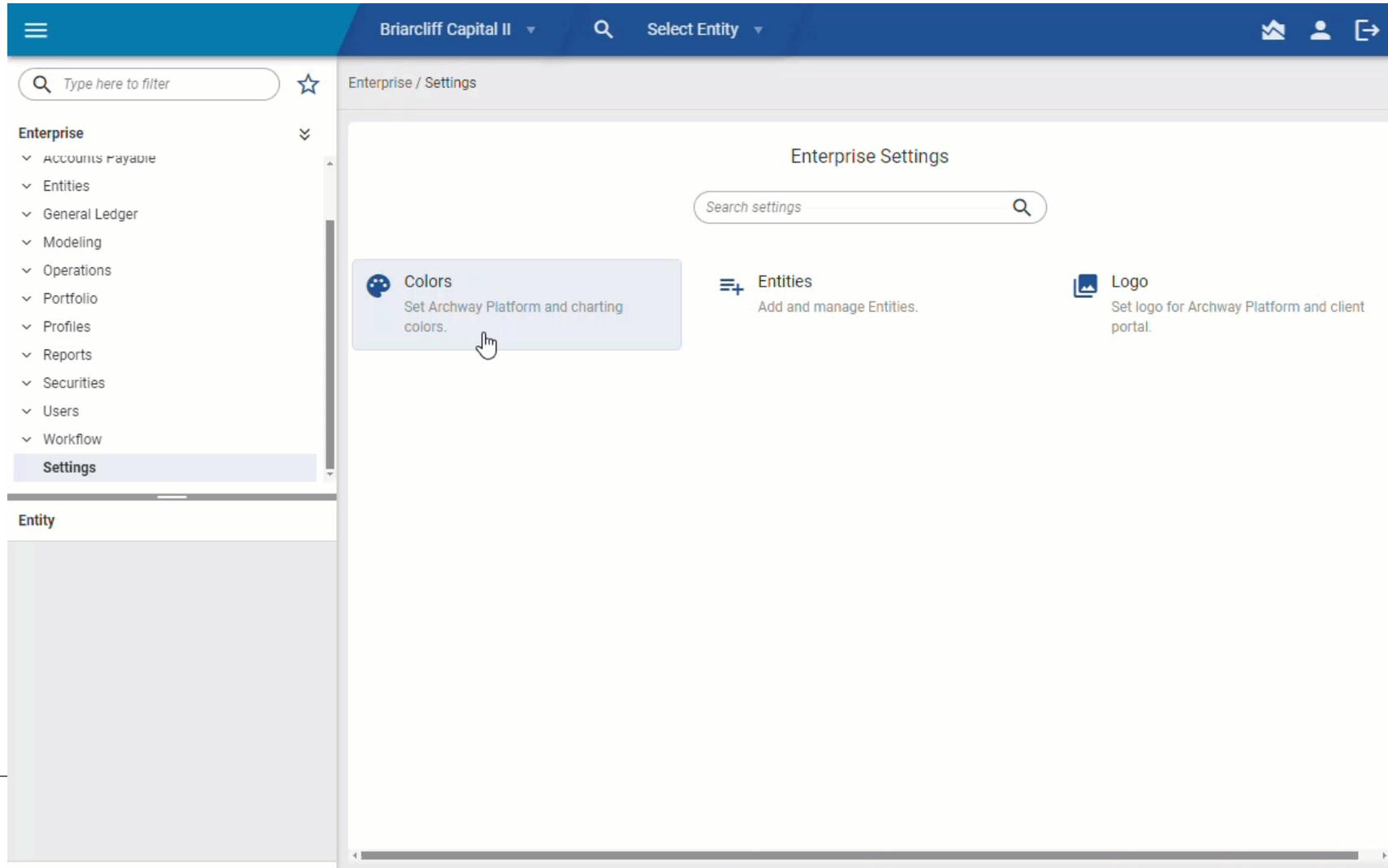
Configuring your enterprise: Enterprise logos.

Enterprise Menu → Settings → Logo



Configuring your enterprise: Default colors.

Enterprise Menu → Settings → Colors



Configuring your enterprise: Entity management.

Enterprise Menu → Settings → Entities

The screenshot displays the Archway Platform's Enterprise Settings interface. At the top, a blue header bar contains the text "Briarcliff Capital II" and "Select Entity" with a search icon. Below the header, a left-hand navigation menu is visible, listing various settings categories under the "Enterprise" heading: Accounts Payable, Entities, General Ledger, Modeling, Operations, Portfolio, Profiles, Reports, Securities, Users, and Workflow. The "Settings" category is currently selected and highlighted. The main content area is titled "Enterprise Settings" and features a search bar labeled "Search settings". Three primary settings are displayed: "Colors" (Set Archway Platform and charting colors), "Entities" (Add and manage Entities), and "Logo" (Set logo for Archway Platform and client portal). Below the main content area, there is a section labeled "Entity" which is currently empty.

Configuring your enterprise: New entity setup guide.

**Adding a new
entity**

**Configuring key
modules**

**Building entity
dashboards**

Configuring your enterprise: New entity setup guide.

Step 1: Adding a new entity

- Manually create an entity via **Enterprise Menu → Entities**
- **NOTE:** Users can fully customize their entity setup or they can copy components of the setup from existing entities using the **Copy Entity Settings** function

Step 2: Scheduling the first accounting period

- Set the First Accounting Period Date (aka Balance Forward Date)
- Establish a Balance Forward Period
 - A Balance Forward period will begin at 1/1/1900 and end the day before your cut-over day to the Archway Platform

Configuring your enterprise: New entity setup guide.

Step 3: Adding Profile Records

- Navigate to **Enterprise Menu → Enterprise Operations → Profiles → Profile List**
- In the Archway Platform, a Profile can be an Investor, Vendor, or Customer

The screenshot shows the 'Add Profile' form in the Archway Platform. The form is titled 'Add Profile' and is part of the 'Profile List' section. It includes the following fields and options:

- Profile Name:** 12 character(s), value: New Investor
- Profile Type:** Investor, Customer, Vendor
- General Tab:** Salutation, First Name, Middle Name, Last Name, Profile Company (0 character(s)), Parent Profile (None)
- Notification Mob...:** 1, Phone 1, Extension
- Phone 2:** Extension, Phone 3, Extension
- Date of Birth/Inception:** month/day/year, Tax ID
- User Login:** Password, Reset button
- Email Address:** Report Delivery Email
- Profile Notes:** (empty text area)
- Buttons:** Add Profile Address (checkbox), Save

Configuring your enterprise: New entity setup guide.

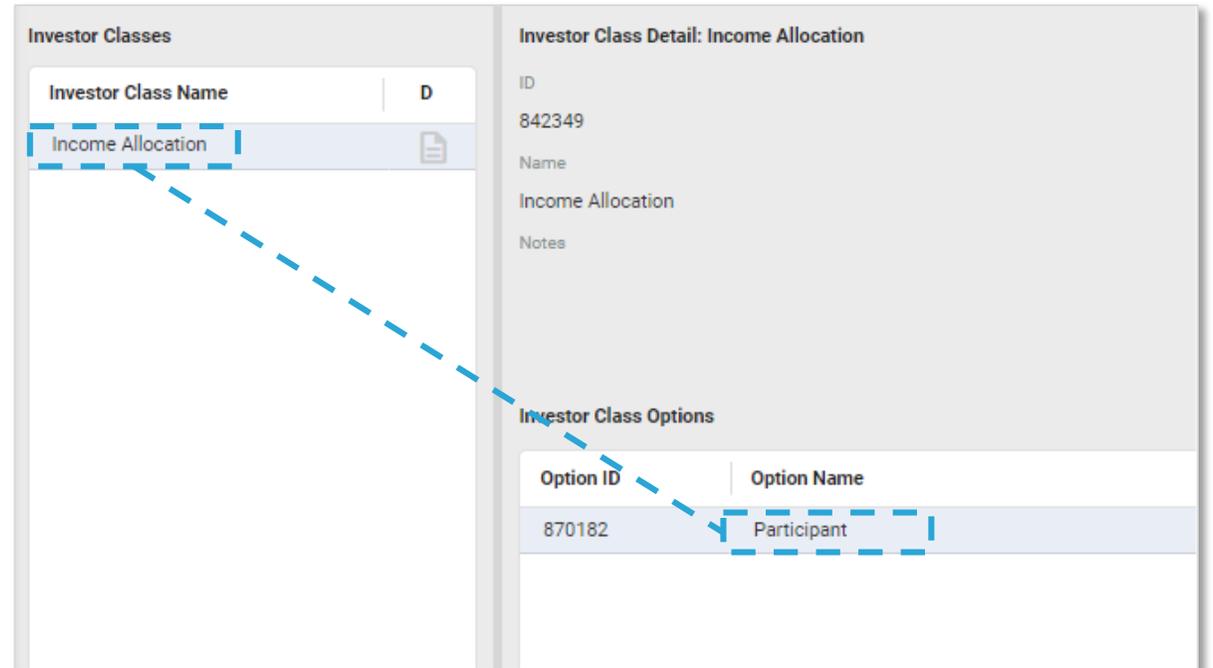
Step 4: GL configuration

- General Ledger Account Setup: Chart of Accounts
 - The GL Chart of Accounts (COA) must be defined for each entity
 - **Helpful tip:** Utilize a uniform COA across an Enterprise
- **Three (3) options** to add new GL accounts:
 1. Manually add an account in **Entity Menu** → **Setup** → **GL** → **<Select the type of account you want to add>**
 2. Uploading accounts using the ***Chart of Accounts X-File Import Template***
 3. Utilizing the **Copy Block** functionality in the In the first accounting period

Configuring your enterprise: New entity setup guide.

Step 5: Investor Module Setup

- Define Investor Classes
 - Investor Classes drive functionality in the Portfolio Module.
 - Investor Classes are assigned to both Equity accounts and to Portfolios to establish which Investors participate in certain Portfolios.
 - An Investor Class is created first, followed by Investor Class Options
- **Two (2) options** to add new Investor Classes:
 1. Manually via **Entity Menu → Setup → Investor Classes**
 2. Uploading using the **Investor Class Options X-File** template



Configuring your enterprise: New entity setup guide.

Step 6: Equity Accounts Setup

- Navigate to **Entity Menu → Setup → General Ledger → Equity Accounts**
- Equity accounts in the Archway Platform represent the Investors (owners) of the Entity
 - There are four (4) required fields: Account Code, Investor, Account Name, and Relationship

Step 7: General Ledger Basics setup

- Navigate to **Entity Menu → Setup → GL Basics**
- GL Basics contains general information related to the entity
 - This is where you can change the Name, Currency, and even close the Entity
 - **NOTE:** The GL Basics screen must be set up for each new Entity



Configuring your enterprise: New entity setup guide.

Step 8: Portfolio Module Setup

- Navigate to **Entity Menu → Setup → Portfolios**
- Portfolios need to be set up to house all holdings
 - **NOTE:** A portfolio should be set up for each brokerage account and for any other assets in which market value will be tracked

Step 9: Accounting Periods Module Setup

- Navigate to **Entity Menu → Setup → Accounting Periods Module**
- The Accounting Period module provides:
 - A set of configuration options for breakpoint scheduling and instructions for various calculations executed in the system during those breakpoints
 - **NOTE:** This is where the Income and Gain Allocation methods are configured for the Entity



Configuring your enterprise: New entity setup guide.

Step 10: Bank Account Setup

- Navigate to **Entity Menu** → **Setup** → **Bank Accounts**
 - **NOTE:** A Bank Account should be configured for each Entity.

Step 11: Security Master Setup

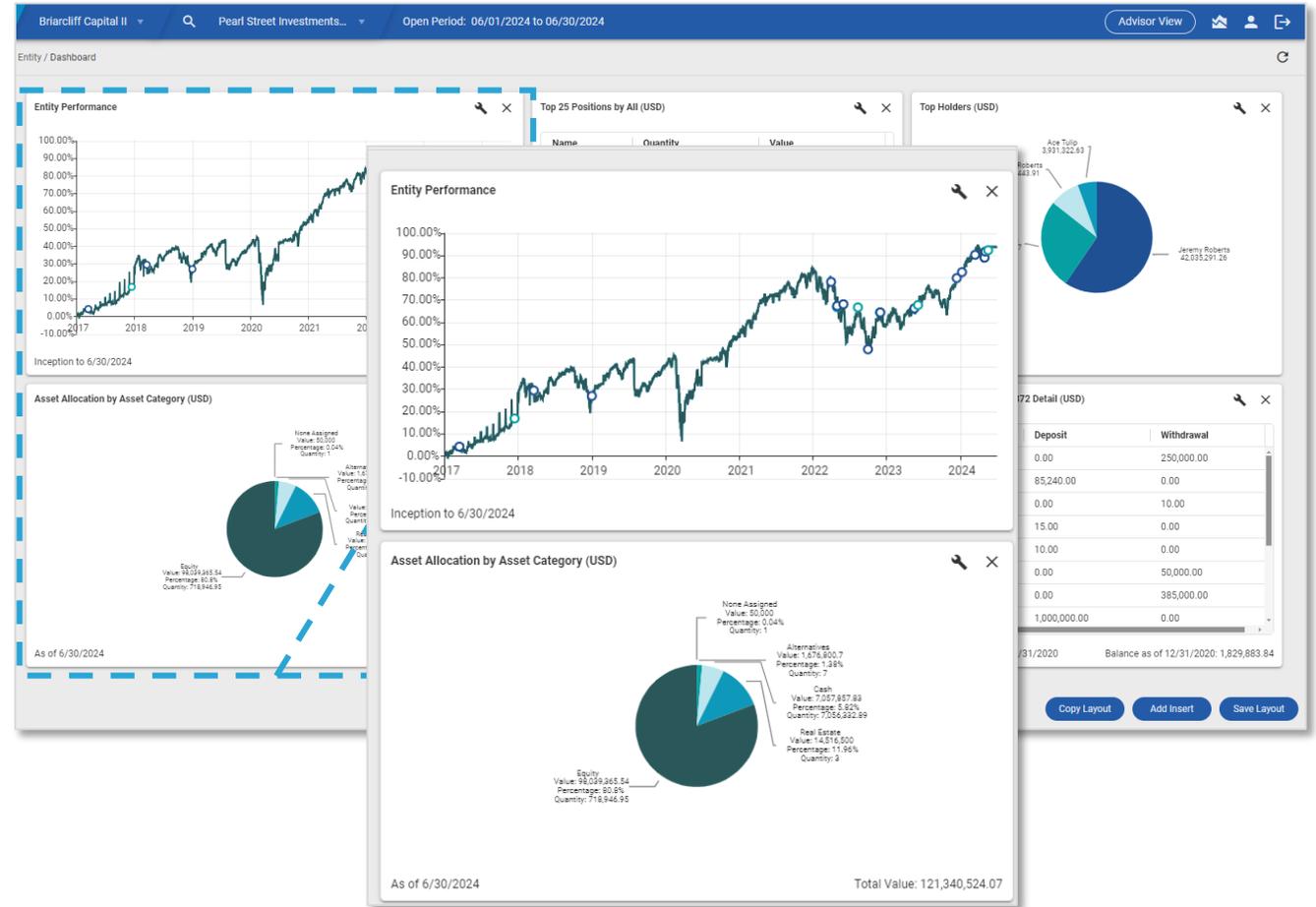
- The Security Master houses all of the Securities and Security Characteristics for the entire Enterprise

The image displays two side-by-side screenshots of the 'Edit Bank Account' configuration interface. The left screenshot shows the 'Basics' tab, where the 'Account Name' field is populated with 'Business Banking'. The right screenshot shows the 'Integrations' tab, where several dropdown menus are configured: 'GL Cash Account' is set to '11414 JP Morgan Clearing 4', 'Asset Clearing' is set to '11413 JP Morgan Clearing 3', and 'Liability Clearing', 'Revenue Clearing', and 'Expense Clearing' are all set to 'None'. Both screenshots include a 'Save' button at the bottom right.

Configuring your enterprise: New entity setup guide.

Step 12: Entity dashboard setup

- Navigate to **Entity Menu** → **Entity Dashboard** → **Add Insert**
- 20+ entity dashboards containing asset allocation, performance, cash, AP/AR, trust details, and other relevant financial information
- Designed to provide **entity-level financial summaries** that are customizable by entity and by user



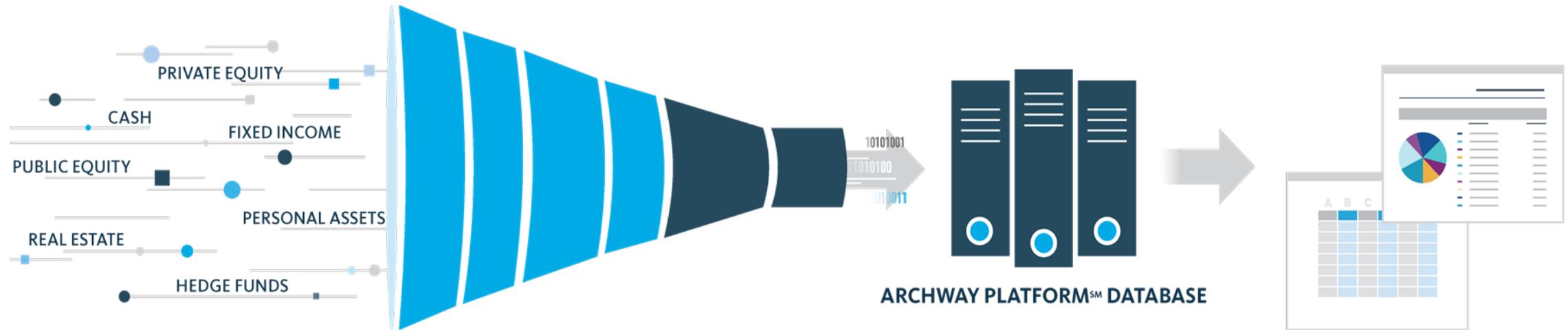
Enterprise administration.

Building your data: How to set up new data feeds.



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Building your data: Data feeds overview.



Building your data: Data feeds overview.

What is an integration?

- An integration is a data feed between SEI's Archway Platform and your **custodian, bank, brokerage firm, or other third-party data provider**
- Data feeds deliver **transactions, account balances, holdings, and other relevant financial information** into the Archway Platform the day after (T+1) the market activity occurred
 - Example: A wire received in a banking account on 7/31 will post to the Archway Platform on 8/1
- Data from integrations is loaded into the appropriate Staging Table
 - **Enterprise Menu → Portfolio → Import Trade Activity**
 - **General Ledger → Import Journal Entries**



Building your data: Adding your enterprise to an integration.

Step 1: Contact the data provider

- The process begins by contacting your Relationship Manager at the appropriate bank or custodian to request that your data is added to SEI's Archway Platform data feed
 - **NOTE:** Each Data Provider has different documentation and approval requirements.

Step 2: Contact SEI's Client Relations team

- Once the Data Provider indicates that your data is being sent to SEI's Archway Platform, please contact Client Relations to request that we configure your Enterprise(s) to receive the feed
- This is a back-end adjustment and must be done by SEI's Consolidated Access team.
- The next steps vary depending on if you are adding a **portfolio account** or **bank account**.



Building your data: Adding your enterprise to an integration.

Step 3: Set up your Portfolio

- Add a new Portfolio or select the existing Portfolio in **Entity Menu → Setup → Portfolios**
 - In the Integration tab:
 - Select the Data Provider
 - Enter the Account number

NOTE: Repeat the steps above for each Portfolio, as required.

The screenshot shows a web form titled "Edit Primary Data Provider Integrations". The form has a blue header bar with the title and a close button. The form fields are as follows:

- Portfolio Name:** NT 9945
- Data Provider:** JP Morgan (Custodial) (dropdown menu)
- Account #:** (empty text input field)
- User ID:** (empty text input field)
- Password:** (empty text input field)
- Primary Contact:** None (dropdown menu)
- Secondary Contact:** None (dropdown menu)
- Processing Rules:** Enterprise (selected radio button), Portfolio (unselected radio button)
- Save:** (blue button at the bottom right)

Building your data: Adding your enterprise to an integration.

Step 4: Set up your Bank Account

- Add a new Bank Account or select the existing Bank Account in **Entity Menu**
→ **Setup** → **Bank Accounts**
 - In the Integration tab, select the Data Provider and enter the Account number.

NOTE: Repeat the steps above for each Bank Account, as required.

The screenshot shows the 'Edit Bank Account' form with the following fields and values:

- Institution Name:** [Empty]
- Routing Number:** [Empty]
- Account Name:** Alternative Investments Bank Account
- Account Number:** [Empty] (highlighted with a dashed blue box)
- Subaccount Name:** [Empty]
- Subaccount Number:** [Empty]
- Primary Contact:** None (with an 'Add' button)
- Secondary Contact:** None
- Data Provider:** JP Morgan (Banking) (highlighted with a dashed blue box)
- Default Bank Account:**
- Notes:** [Empty]

Buttons: Delete, Save

Building your data: Adding your enterprise to an integration.

Step 5: Complete / validate Transaction Type Mapping

- Navigate to **Enterprise Menu → General Ledger → Transaction Type Mapping**
- Transaction Type Mapping matches the Custodian's Activity Code to a General Ledger Account in the Archway Platform
- Each Transaction Type can be configured to Post or be set to just be included in Reconciliation
- Transactions can be mapped to specific GL accounts.
 - **NOTE:** This can be Enterprise wide, or Entity specific.

Code	Provider Description	Entity	Transaction Description Contains	Reconcil...	GL Accou...	Post	Reconcile
AAF	Asset/Account fee	Default			None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AAS	Advisor advantage	Default			None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ACF	Account fee collected	Default			None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ADF	Advisor fee deducted	Default			None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ADJ	Adjustment	Default			None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ADV	Advised when rights expire	Default			None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AFR	Advisors fee received	Default			None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
APP	Annuity premium	Default			None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ASF	Asset fee	Default			None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ASN	Options assigned	Default			None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ATM	Automated teller fee	Default			None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BBL	Card beginning balance	Default			None	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Code	Provider Description	Entity	Transaction Description Contains	Reconcil...	GL Accou...	Post	Reconcile
AAF	Asset/Account fee	Default			None	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Building your data: Adding your enterprise to an integration.

Step 6: Complete / validate Security Type Mapping

- Navigate to **Enterprise Menu** → **Portfolio** → **Security Type Mapping**
 - **NOTE:** Banking integrations do not leverage Security Type Mapping.
- Security Type Mapping matches the Custodian's Asset Code to the Security Type in the Archway Platform
- Each Custodian will have unique mappings

Integrations		Integration Settings: Fidelity			
Integration	Code	Provider Description	Security Type Mapping	Security	Primary ID Mapping
BNY Mellon (IAS)	000	Non-Fidelity Fund / Open End / Non-Taxable	None Assigned	Default	None Assigned
BNY Mellon (SEI)	001	Non-Fidelity Fund / Open End / Taxable	None Assigned	Default	None Assigned
Charles Schwab	010	Non-Fidelity Fund / Closed End	None Assigned	Default	None Assigned
Fidelity	0N0	Non-Fidelity Fund / Name Change / Non-Taxable	None Assigned	Default	None Assigned
Fidelity (NFS)	0N1	Non-Fidelity Fund / Name Change / Taxable	None Assigned	Default	None Assigned
Goldman Sachs (Private Wealth)	100	Common Stock / Regular / Regular	None Assigned	Default	None Assigned
JP Morgan (Custodial)	10A	Common Stock / Regular / ADR	None Assigned	Default	None Assigned

100	Common Stock / Regular / Regular	None Assigned	Default	None Assigned
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Building your data: Adding your enterprise to an integration.

Step 7: Activate the data feed

- Reach out to the Client Relation team to complete the new Integration setup and turn the new feed on in your Enterprise
- If you have questions:
 - More Information on adding your enterprise to an existing integration is available on the Client Support Portal: <https://archway-technology-partners.helpdocsonline.com/adding-a-new-integration>
 - Contact the Client Relations team or your SEI Relationship Manager for assistance



Building your data: Staging table.

The **Staging Table** is the entry point for data coming from integrations into the Archway Platform.

- Navigate to **Enterprise Menu → Portfolio → Import Trade Activity**
- Tabs delineate between specific transaction types:
 - Trade Activity: All Portfolio Buys/Sells will be on the Trade Activity.
 - Other: All non-portfolio transaction activity. Examples: dividends, interest, cash movements.

Transaction X-File Import Staging Table															
Trade Activity		Option Actions		Other		Basis Transfers		Credit Card		Bills		Distributions		Private Equity	
ID	Batch ID	Entity	Portfolio	Trade Date	Settle Date	Buy/Sell	Type	Identifier	Quantity	Curren...	Total Cost				
263939491		Pearl Street Inv	JPM 9945	02/22/2022	02/24/2022	Sell	Equity	ALLE	282.00	USD	32,628.13				
263939492		Pearl Street Inv	JPM 9945	02/22/2022	02/24/2022	Sell	Equity	ACN	377.00	USD	123,136.27				
263939493		Pearl Street Inv	JPM 9945	02/22/2022	02/24/2022	Buy	Equity	INFO	506.00	USD	55,142.82				
263939494		Pearl Street Inv	JPM 9945	02/22/2022	02/24/2022	Sell	Equity	LIN	327.00	USD	98,184.21				
263939495		Pearl Street Inv	JPM 9945	02/22/2022	02/24/2022	Sell	Equity	MDT	384.00	USD	39,305.97				
263939496		Pearl Street Inv	JPM 9945	02/22/2022	02/24/2022	Buy	Equity	APTV	301.00	USD	43,050.53				
263939497		Pearl Street Inv	JPM 9945	02/22/2022	02/24/2022	Sell	Equity	PNR	177.00	USD	10,300.02				
263939498		Pearl Street Inv	JPM 9945	02/22/2022	02/24/2022	Buy	Equity	TT	286.00	USD	43,908.95				



Building your data: Active integrations.

- Applied Bank (Personal Banking)
- Atlantic Capital (Personal Banking)
- Bank of America (Personal Banking)
- Bessemer
- BNP Paribas
- BNY Mellon (IAS)
- BNY Mellon (SEI)
- BOA Prime Brokerage
- Brown Brothers Harriman
- ByAllAccounts
- Charles Schwab
- Chevy Chase
- CIBC FIS TrustDesk
- Citi OneSource
- City National Bank
- Colorado Bank and Trust
- Comerica
- Comerica FIS
- Commerce Bank
- Commercial Bank of California (Banking)
- Diversified Trust FIS
- EastWest Bank
- Eze Castle
- Fidelity
- Fidelity (International)
- Fidelity (NFS)
- Fifth Third
- First Republic Bank
- Frost Bank (Personal Banking)
- Frost Wealth Advisors
- Goldman Sachs (Private Wealth)
- Goldman Sachs (Prime Brokerage)
- Goldman Sachs (Execution and Clearing)
- HSBC
- Interactive Brokers
- ICE Data Services (ICE)
- Jefferies
- JO Hambro
- JP Morgan Asset Management
- JP Morgan (Banking)
- JP Morgan (Clearing)
- JP Morgan (Custodial)
- M&T Bank
- Merrill Lynch (Private Banking and Investment Group)
- Morgan Stanley (Prime Brokerage)
- Morgan Stanley (Private Wealth)
- Morgan Stanley Smith Barney
- Northern Trust
- Pershing
- Pictet
- PNC Custodial
- PNC (Personal Banking)
- Raymond James
- Royal Bank of Canada (US)
- Signature Bank
- State Street
- Stifel
- SunGard (AddVantage)
- SunGard (Charlotte)
- Texas Capital Bank
- UBS
- U.S. Bank (Banking)
- U.S. Bank (Commercial Loan)
- U.S. Bank (Trust)
- U.S. Trust
- Vanguard
- Wachovia
- Washington Trust
- Wells Fargo
- Wells Fargo (Personal Banking)
- Wells Fargo Prime Services

*Please contact SEI Client Relations if you are interested in using as there may be additional requirements needed before activating your enterprise with the given integration(s).

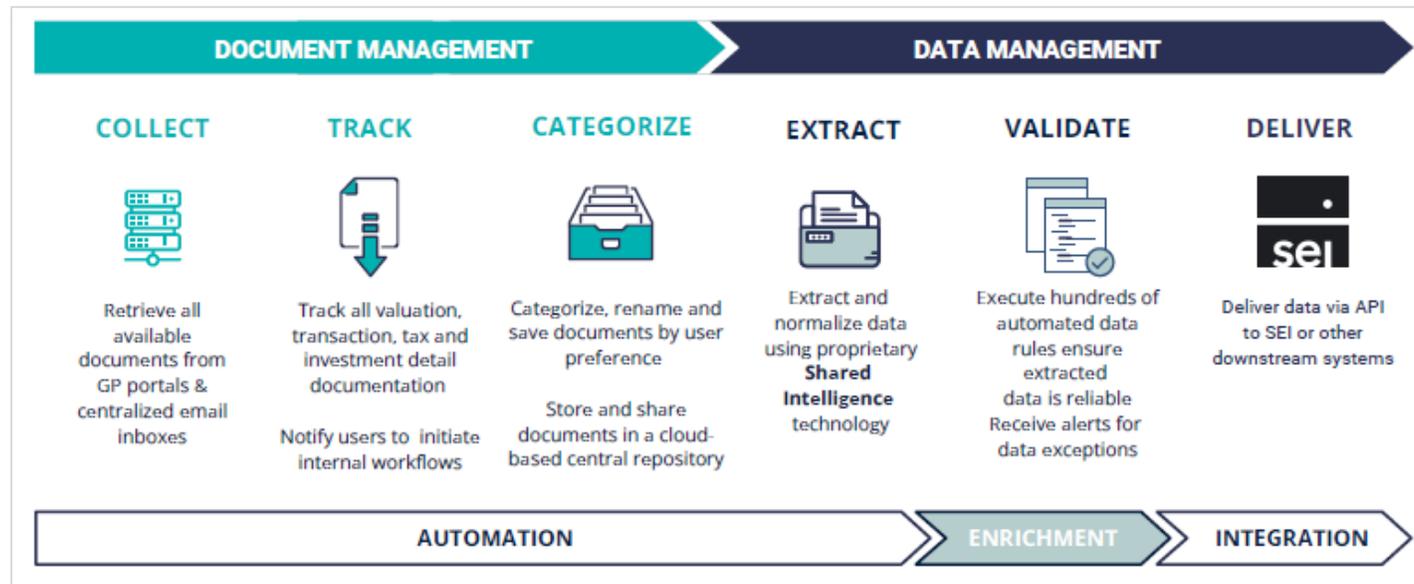
**Access the complete list of active integrations: <https://archway-technology-partners.helpdocsonline.com/active-integrations>



Building your data: Alternative asset data feeds.

What is Canoe?

Canoe automates the **collection, categorization, extraction, validation, and transmission** of alternative asset data into the Archway Platform.



NOTE: An Archway Platform and Canoe subscription is required to use this integration. Contact the Client Relations team or your SEI Relationship Manager for more information.

Building your data: Alternative asset data feeds.

The **Canoe x SEI's Archway Platform** integration enables you to sync your alternative asset data between systems in four key ways:

Commitments and initial subscriptions

Extract and upload commitments from Archway to Canoe

Pricing updates

Automatically update Archway with valuation data from Canoe

Calls and distributions

Sync capital call and distribution transactions automatically

Subscriptions and redemptions

Generate extracts for easy upload to Archway

Enterprise administration.

Automating your reporting: How to get the most out of your data.



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Automating your reporting: Managing classes in the Archway Platform.

What are classes in the Archway Platform?

- User-defined categories that allow like items to be grouped together for analysis and reporting
- A Class is the name of the grouping, and the Class Options are the choices within that group.
- Class Options are then assigned to the objects within a group. The options are unique to their class.

Class type	Example	Options
Entity Class	Type of Entity	Partnerships, Trusts, Family Members, Operating Companies
Portfolio Class	Manager	Smith, Jones, Phillips
Security Class	Sector	Healthcare, Technology, Financial Services
Profile Class	Family	Roberts Family, Young Family
Investor Class	Portfolio Allocation	Participant, Non-participant
Account Class	Collapsed Balance Sheet	Cash, Investment, Receivables, Payables



Automating your reporting: Managing classes in the Archway Platform.

Why maintain consistent classes in the Archway Platform?

- Unlimited flexibility in regards to type and number of classes
- Each class has corresponding options that then can be assigned for reporting, filtering, etc.
- Investor Classes are typically used to manage income allocations, rather than reporting.
- There are no any standard Classes. Classes and Class Options must be created for each Enterprise.

Automating your reporting: Classes in the Archway Platform.

To create/edit a System Class:

Security Classes:

- **Enterprise Menu** → **Securities** → **Security Classes**
- Upload using *Security Class Options X-File Import Template*

Portfolio Classes:

- **Enterprise Menu** → **Portfolio** → **Portfolio Classes**
- Upload using *Portfolio Class Options X-File Import Template*

Entity Classes:

- **Enterprise Menu** → **Entities** → **Entity Classes**
- Upload using *Entity Class Options X-File Import Template*

GL Account Classes:

- **Enterprise Menu** → **General Ledger** → **Account Classes**
- Upload using *GL Class Options X-File Import Template*

Profile Classes:

- **Enterprise Menu** → **Profiles** → **Profile Classes**
- Upload using *Profile Class Options X-File Import Template*



Automating your reporting: Classes in the Archway Platform.

To assign a System Class:

- Manually through in the Archway Platform
- Using the X-File Template (ex, Security Classification X-File Import Template – for Security Class Option assignments)

To view System Class Assignments:

- Assignments can be viewed in the platform (ex, by going to **Enterprise → Entities → Entity Class Assignments** – for entity class assignments)
- Running the queries:
 - *Setup – Entity Class Assignments*
 - *Security Class Assignments Query*
 - *Portfolio Class Assignments Query*
 - *GL Account Class Assignments Query*

Automating your reporting: Classes in the Archway Platform.

Security Classes

- Security Classes and Class Options are used in **reporting to group and categorize securities**.
- A Security does not get assigned to a Security Class; it gets assigned to a Security Class Option.

Example:

- Security Class = Geography
- Security Class Options = North America, Europe, Emerging markets

- Each Security would get assigned to a Class Option.
- Apple (AAPL) assigned to North America

The screenshot displays the Archway Platform interface for Briarcliff Capital. The main navigation bar includes 'Briarcliff Capital', a search icon, and 'Select Entity'. The breadcrumb trail is 'Enterprise / Securities / Security Classes'. The left sidebar lists various Security Classes, with 'Geography' highlighted. The right pane shows the 'Security Class Detail: Geography' page, which includes fields for System ID (803557), System Options (No), and Security Class Code. Below this is a table of Security Class Options:

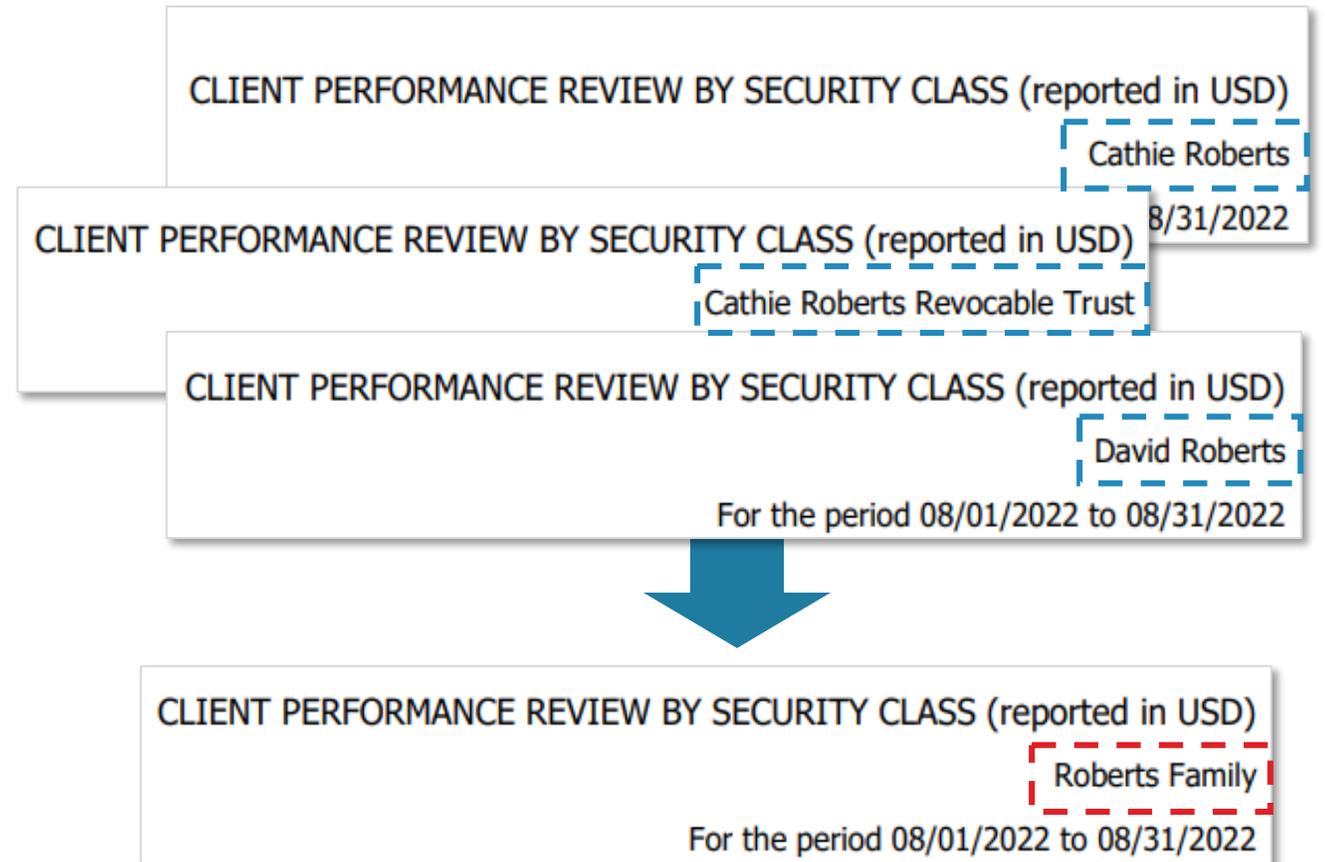
Option ID	Option Code	Option Name	D
860347		North America	
860348		Europe	
886400		Emerging Markets	
886401		Pacific Rim	

A callout box highlights the 'Option Name' field in the table, showing a list of options: North America, Europe, Emerging Markets, and Pacific Rim. The 'Pacific Rim' option is selected. At the bottom of the interface, there are 'Upload' and 'Add' buttons, and a note: 'Drag and drop rows to affect order.'

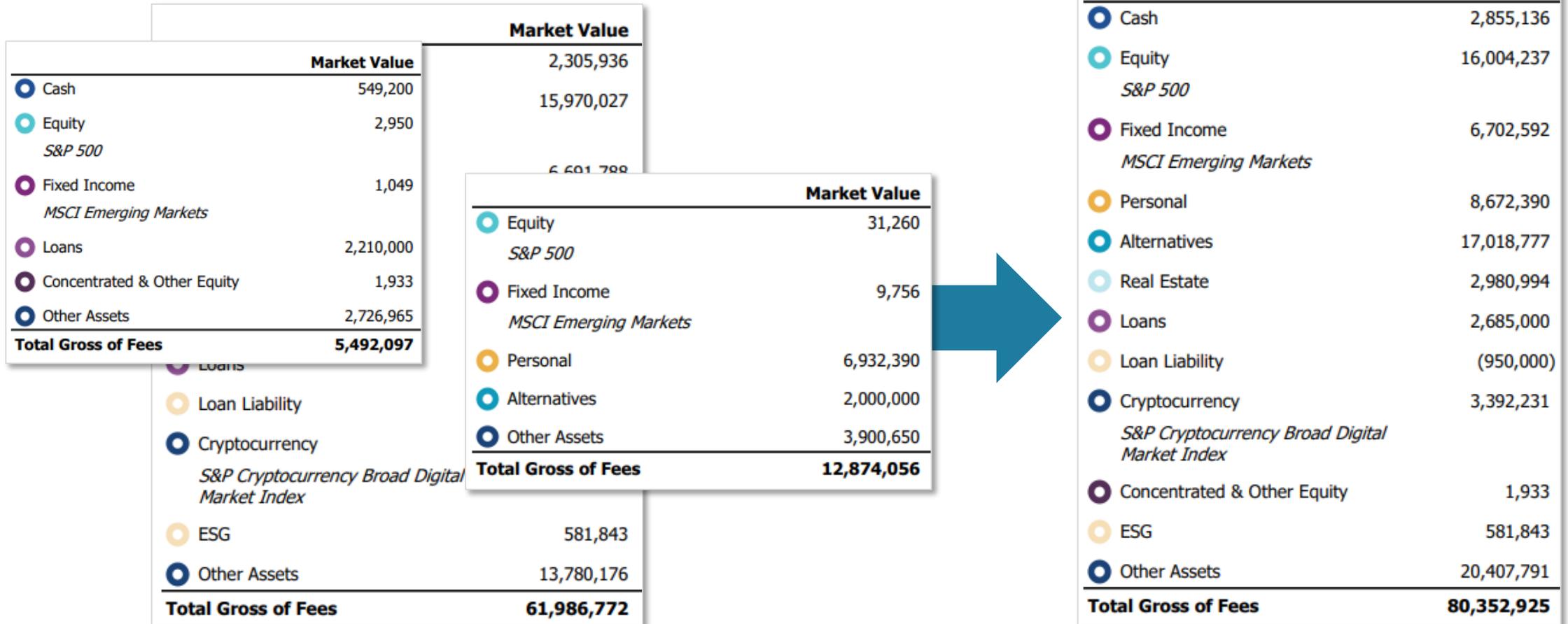
Automating your reporting: Managing classes in the Archway Platform.

Entity classes

- Used to consolidate reporting across related entities
 - Values will be aggregated and displayed **as one value** for the entire Entity Class
- **Examples:** Family Group, Entity Type, Reconciliation Responsibility



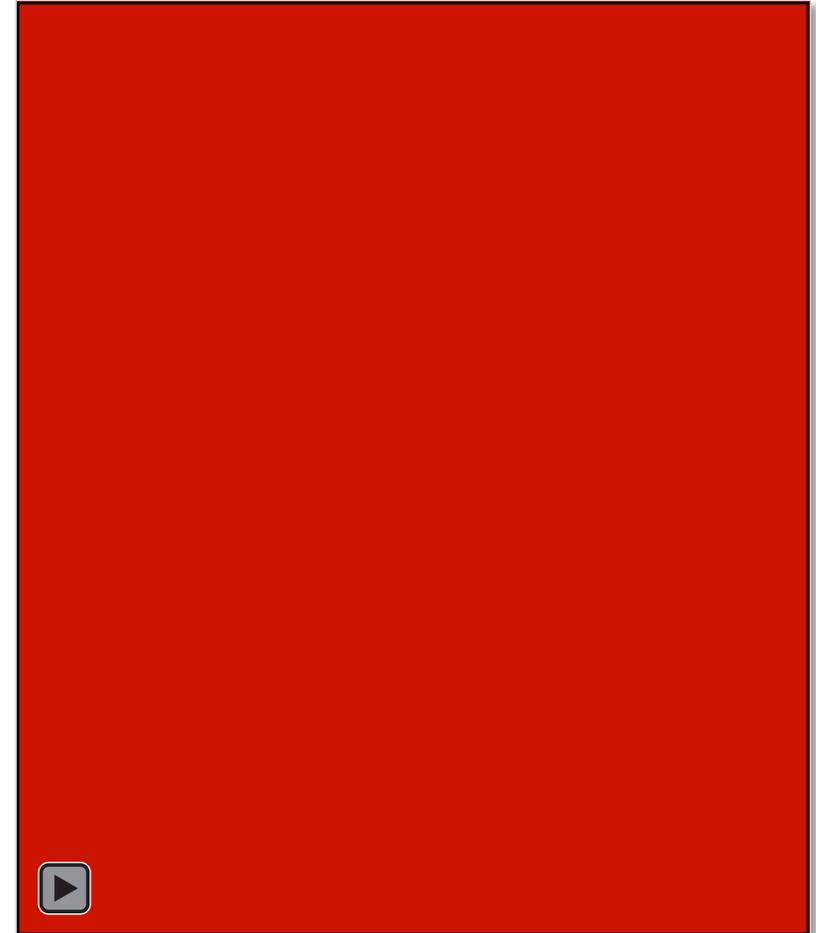
Automating your reporting: Managing classes in the Archway Platform.



Automating your reporting: Managing classes in the Archway Platform.

Entity classes

- Entity Classes can also be used for filtering
- **Example:** If a User is responsible for a specific set of Entities for reconciliation, classes can be used to easily search and select the Entities within that User's responsibility



Automating your reporting: Key tools for enterprise admins.

Batching and Scheduling: A configurable reporting tool that allows users to generate reports using consistent setup parameters, pre-define report runtimes, and automate report delivery.

Benefits

- Reduces preparation time
- Implements consistency across reports
- Contingency planning

Client Portal: Employing cutting-edge technology and leading user interface design principles, the client portal serves as an extension of the Archway Platform's traditional reporting capabilities to create a seamless, interactive end-client user experience.

Benefits

- Designed to deliver consolidated wealth information and reporting to end-clients
- Creates a seamless, interactive end-user client user experience
- Helps to facilitate efficient workflow approvals for accounts payable



Enterprise administration.

Supporting your users: How to maximize your utility of the Archway Platform.



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Supporting your users: Support Liaison

What are the benefits of a having a central point-of-contact?

- Successful family offices often designate a power user (liaison) to connect with the Client Relations team
- This approach helps ensure process consistency and faster support resolution

Support Liaison roles:

- Promote best practices and prioritize support questions before escalating them to SEI
- Connect with banking and custodial partners to facilitate timely account additions, involving Client Relations as needed
- Participate in User Acceptance Testing (UAT) for new releases, ensuring familiarity with upcoming features before they go live and improving internal education of system capabilities across the family office

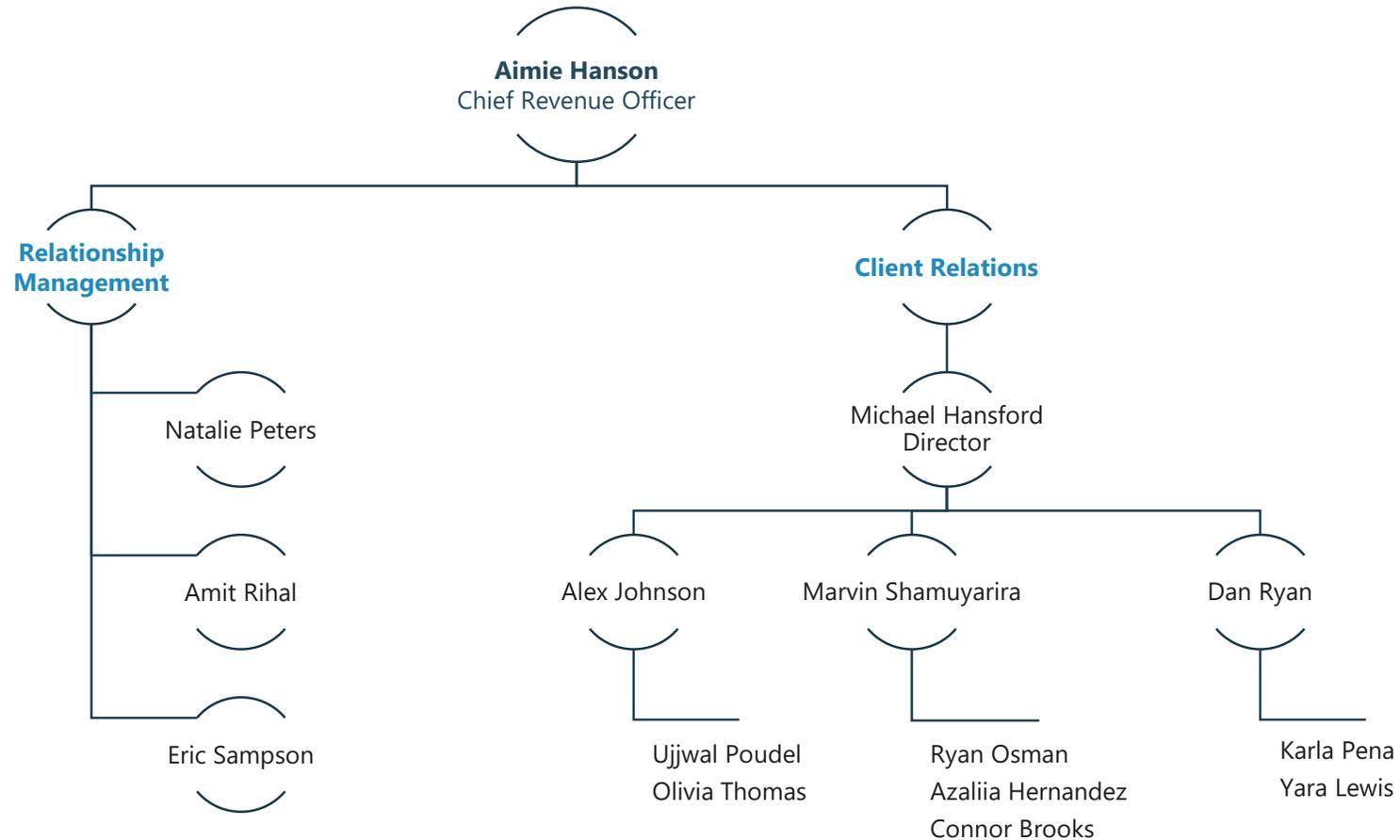


Supporting your users: Client Relations reminders.

- **Office Hours:** Monday-Friday, 7 AM EST – 6 PM EST
- **Client Support Portal (Zendesk):** Primary method to research and submit tickets to CR
- **Email:** awsupport@seic.com
- **Our team's focus:**
 - Primary point of contact for client support of the Archway Platform and Client Portal
 - Serving as SMEs, providing system support and guidance
 - Providing system training and best use practices



Supporting your users: Relationship Management and Client Relations.



Enterprise administration.
Additional resources.



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Additional resources: Documentation.

User Accounts and User Permissions

<https://archway-technology-partners.helpdocsonline.com/user-accounts>

New Enterprise Settings Module

https://archway.zendesk.com/hc/en-us/articles/24112633688343-Archway-Platform-v7-3-2-Release-Notes#h_01H3057WEHDZ62872510Z0FC9J

New Entity Setup

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

Adding the Enterprise to an Integration

<https://archway-technology-partners.helpdocsonline.com/adding-a-new-integration>



Additional resources: Archway Platform Dictionary

- **Accounting Period** – This is the time frame reflected by an Entity's financial statements and relates to how often an Entity closes its books. Also referred to as a **Breakpoint**. The accounting period could be a day, week, month, quarter, half-year or year. It depends on the Entity and how it operates.
- **Allocations** – Allocations refer to how profit/loss within an **Accounting Period** is distributed among the investors or owners of an Entity.
- **Balance Forward** – A Balance Forward is a conversion method that involves bringing a client's data onto the Archway Platform as of a specific date. Typically, this date coincides with a year-end (e.g., 12/31/2012). However, an alternate date may be selected based on need. A Balance Forward is done by loading the open investment tax lots, setting the year-end equity balances and setting the *Balance Sheet* to reflect a snapshot of the Entity's financial position. The Balance Forward period is the first Accounting Period of an Entity; it will start at 1/1/1900 and end *typically* at 12/31/xx.
- **Chart of Accounts (COA)** – An Entity's set of General Ledger Accounts. The COA is also known as a *Trial Balance* or a *General Ledger*. COA design is typically among the first tasks completed during an implementation project, as it provides the foundation for which all other setup will be integrated.
- **Environment** – Environment is the term commonly used for software application. Archway uses different environments for testing and developing in addition to the production environment (<https://archwayplatform.seic.com>).
- **Integration** – [Integrations](#) are programs that automatically retrieve data files from banks, custodians, brokers and other outside vendors on a daily basis. The files are automatically loaded into the Entities and Portfolios and consist of daily transaction activity, security pricing and reconciliation data.
- **Local Environment** – Local Environments are Archway-specific copies of the production environment. Local environments are used internally to recreate and test support issues, new features and releases.
- **Production (Prod)** – Prod is the the Archway Platform environment accessed directly by you, other users and members of the Archway team.

Additional resources: Archway Platform Dictionary

- **Nested Entity** – [Nested Entity](#) describes the relationship between the Archway Platform Entities in which one Entity is an equity holder/owner of another Entity. This is also known as a master/feeder structure. Nested relationships allow for systematic income allocation between related Entities.
- **Query** – [Queries](#) are unformatted data extracts into Excel. Queries are generally developed for users to retrieve data not otherwise found in existing reports or to retrieve data in a manner that allows the users to easily reformat the information based on preferences. Queries are found through **Enterprise Menu** → **Reports** → **Queries**. [Get more information on Queries.](#)
- **Rebuild** – A rebuild is the process of reconstructing historical accounting periods in the Archway Platform.
- **Security Master** – The Security Master is the global repository for maintaining the detailed attributes about the securities held across all Entities within an Enterprise. Each Enterprise maintains a unique Security Master.
- **Update & Edit Post (UEP)** – The process of updating one or many the Archway Platform modules to the General Ledger and other **Modules**. Each module in the Archway Platform has an [Update and Edit Post](#) function, in addition to the global **Update All Modules** found in **Entity Menu** → **Accounting Periods** → **Update All Modules**. Running UEP in any Module ensures all data input in the Module is properly posted into the General Ledger.
- **X-File** – An X-File refers to an Excel upload file. X-Files allow you to upload mass amounts of data into various areas of the system to avoid manual entry. [Get more information on X-Files.](#)

* Access the complete Archway Platform Dictionary:

[https://archway-technology-partners.helpdocsonline.com/archwayplatform-dictionary\\$general-terms](https://archway-technology-partners.helpdocsonline.com/archwayplatform-dictionary$general-terms)

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



Conference conclusion
@ 11:45am

Where to next.

1

So you need to track side pockets?

2

Creating a better reporting experience for your family members.

3

[REPLAY] Mastering report creation—and automating it, too.