



Seraf Product Overview for Enterprise Groups

Following is a brief written overview of what you'll find in each section of your account along with additional links to Seraf's [Help Center](#), where you'll also find videos and detailed write ups. Once your investment data is added, you'll see how each page displays your information in an organized framework, making it easy to access, view and analyze your investments. Be sure to look for tabs, links, and hover text that will provide further detail about your investments.

[Dashboard](#) - View your account overview and performance highlights at a glance. Your [dashboard snapshot](#) provides you with insights into your current holdings, recent activity, changes in valuation, portfolio-wide KPIs, returns and IRR. See indicators for reminders for upcoming important dates along with recent portfolio company investor reports and financial statements, companies overdue for reporting and any records you may have emailed to your account.

[Current Investments](#) - View your active holdings by company, by round, or by fund, by choosing the appropriate tab. Track each company's cost basis and current value while viewing the industry and product description. If you've invested in multiple rounds of a company, quickly see the dates and amounts for each individual round. If you invest in a fund, track fund commitments, calls, amount remaining and current value. You can always click on any company, round, or fund name to access more details including website, address, and contacts, as well as related notes, KPIs, updates, transactions, investment summary, important dates and documents, depending on what level of detail your group provides.

[Exits & Returns](#) - View your exits and returns to celebrate your successes and learn from your mistakes. See how much you've invested, how much has been returned, net proceeds, return multiple, realized IRR, and any remaining value along with its unrealized IRR. You may find that some companies are fully exited while others have some form of exit as well as current holdings or future value. View exits by Company, by Round, or by Fund for a deal-by-deal breakdown of your investment returns.

[Portfolio Analysis](#) - Gain powerful [insights](#) into your portfolio's performance, including diversification, growth, IRR, annual stats and valuation metrics, while viewing relevant and meaningful charts and graphs. View key investment metrics. Review Investor Metrics to assess the performance of each individual investor's portfolio. Analyze, understand and learn from your portfolio so that you can make data-driven investment decisions in the future.

[Transaction Register](#) - View a history of your investment transactions in chronological order. Click on the transaction type to access details about each transaction, including stock purchases and sales, note purchases and redemptions, interest paid, warrants exercised and



more. As with most tables, you can export your records as a way to share investment details with colleagues and advisors.

Documents - Review and upload term sheets, deal documents, financial statements, investor reports, copies of share certificates and other investment records for safe keeping and easy retrieval. Add a new document by [uploading](#) it or [emailing](#) it directly to your account. Monitor which portfolio entities are overdue on their reporting.

KPIs - Measure the performance of portfolio companies and the impact of your entire portfolio through company-specific and/or portfolio-wide Key Performance Indicators, if your group records them. Request KPI updates from portfolio companies, view and export values to analyze, and assess what might be driving the top line, bottom line, or triple bottom line figures. Use these additional data points to make more informed, important decisions about your investments regarding timing or additional capital contribution. You can also open a company record to view KPIs graphically to see how they are trending.

Reports - Access your [Account Statement](#) for built-in reporting about your portfolio. Generate reports for any time period on demand to view, print or download. View [Company Updates](#) for company-specific reporting, if your group provides them.

Important Dates - Review important calendar events related to your investments. Key dates, such as convertible note maturity dates and warrant expiration dates are automatically deemed important once they are entered at the Round level. [Set reminders](#) to appear on your Dashboard and [turn on email notifications](#), so you don't miss any important future events or deadlines that may impact your portfolio returns.

Portfolio Management - View and [edit](#) all entries in your account, as well as export your investment records, including Companies, Funds, Rounds, Transactions and Valuations from each of the different tabbed pages. Enter data in bulk using our [import template](#). [Set valuations](#) to accurately record the current value of your holdings round by round. [View and sort company contacts](#) based on different parameters. Note that all the data on each tab within this section is exportable, so you can easily run your own analysis and reports offline.

Account Management - View and edit your account details such as login information, including your username and password. Enter your account settings and select the preferred currency to use throughout your account. Add [Investment Accounts](#) to track investments made through different vehicles, such as the name of a fund, SPV or cohort. Set up your own [Seraf email address](#) to forward documents to your account. View your subscription plan, renewal date, and update your payment process. Upgrade your account to access additional features, such as [Deal Flow Management](#), multi-currency investment tracking or to simply add additional seats to your subscription.



[Investor Management](#) - View and [add investors](#), such as group members, Limited Partners, or clients who invest as part of your organization. Each investor must have a name and email address associated with it, while other fields such as address and contacts are optional. You can also add [Tags](#) to help track additional details. If an investor invests under a different entity, such as a trust, retirement account or company, add their [Investment Account\(s\)](#), in order to track their transactions accordingly. Assign administrative access or other roles, if you subscribe to Seraf's Deal Flow module, and activate accounts so investors can log in directly.

Add New - Make context-sensitive entries directly from the side menu bar. Seraf requires that each direct investment in a [company](#) has a [round](#) and [transaction](#) associated with it. If you have multiple investments in the same company, you may need to add several rounds and transactions to track your holdings accordingly. If you invest in [funds](#), follow a similar process by [adding an investment fund](#) and [fund transactions](#). [Set valuations](#) to accurately record the current value of your holdings. [Add documents](#) for safe-keeping and easy future reference. [Add important dates](#) so you don't miss out on future events. Create a [Company Update](#) or add [KPIs](#). Plus, if you subscribe to Seraf's Deal Flow module, you can also add a new [prospect](#).

Keep in mind that rather than entering data manually through the *Add New* process, you can also enter data in bulk using our [import template](#) or through [bulk transactions](#). Learn more about [how to add your investments to Seraf](#).

Training & Support

Seraf's many features are searchable in our [Help Center](#), accessible in the header of every page when logged in. There you'll find explanations, step-by-step instructions, and videos to help you better understand the features of Seraf and how they can help you streamline your portfolio management.

We offer [data entry services and portfolio monitoring](#) to select customers and can provide live training and support, as needed, at an additional charge. If you find that you need extra assistance or have questions, please [contact us](#).

Articles, Templates & Resources

Interested in becoming a smarter investor? Learn about early stage investing through hundreds of blog post articles, toolkits, templates, webinars, video interviews, courses and free ebooks, covering a wide array of topics from investment to exit, at [The Seraf Compass](#), our extensive education resource center. You can also [order books at Amazon.com](#). Be sure to [sign up](#) to receive Seraf's award-winning blog post each week. And, stay up to date on early stage investing news and best practices by following us on [LinkedIn](#) and [X](#).