

## **CREATING CUSTOMIZED DATE RANGE COLLECTIONS IN PRESENTATION STUDIO**

Date range collections are pre-defined reporting periods for performance data. You have two options:

- Dynamic date ranges – automatically determine the correct beginning and ending dates for the date range based on the Performance Inception date and the selected As Of Date in the reporting settings
- Fixed dates – manually entered beginning and ending dates

This document explains the difference in these two date range types and helps you learn how to create each type in Presentation Studio. This document contains the following chapters where you can learn:

1. Preparing to Create a Date Range Collection below – like most features in a database, a little preparation can go a long way. Before creating custom date range collections, learn about planning techniques to help you prepare so you can create them quickly and efficiently.
2. Understanding the Date Range Collection Dialog on page 2 – review the settings on the dialog and learn what each setting does.
3. Creating Dynamic Date Ranges on page 4 – create simple, custom date ranges to fulfill reporting needs outside of the standard date range collections.
4. Creating Fixed Date Ranges on page 6 – create the fixed date ranges for client presentations that work the way the analytical PortfolioCenter Performance Reports operate.
5. Creating Layered Date Ranges Using Time Periods on page 8 – use the time periods feature to create layered date ranges when some portfolios in a reporting set meet the criteria and some do not.

### **PREPARING TO CREATE A DATE RANGE COLLECTION**

Before creating a date range collection, there are a few things to keep in mind:

- Create Client Segments – do you want to use the same collection of date ranges for all of your clients? You may want to display performance for more time periods for clients that have been with your firm longer than newer clients. By using time periods, you can use the same date range collection for all you clients but have different date ranges display on client reports based on the length of time the portfolio has been open at your firm.
- Maintaining Date Range Collections – do you want to use predefined date ranges, manually entered fixed date ranges, or a mixture of both in a single date range collection? When a date range collection contains manually entered time periods they need to be updated prior to every reporting cycle.
- Managing Existing Date Range Collections – does the date range collection you need already exist in Presentation Studio? Since introducing Presentation Studio in PortfolioCenter 5.0, additional date range collections have been added to the system. If the date range collection you want to use already exists, you do not need to create a new one.

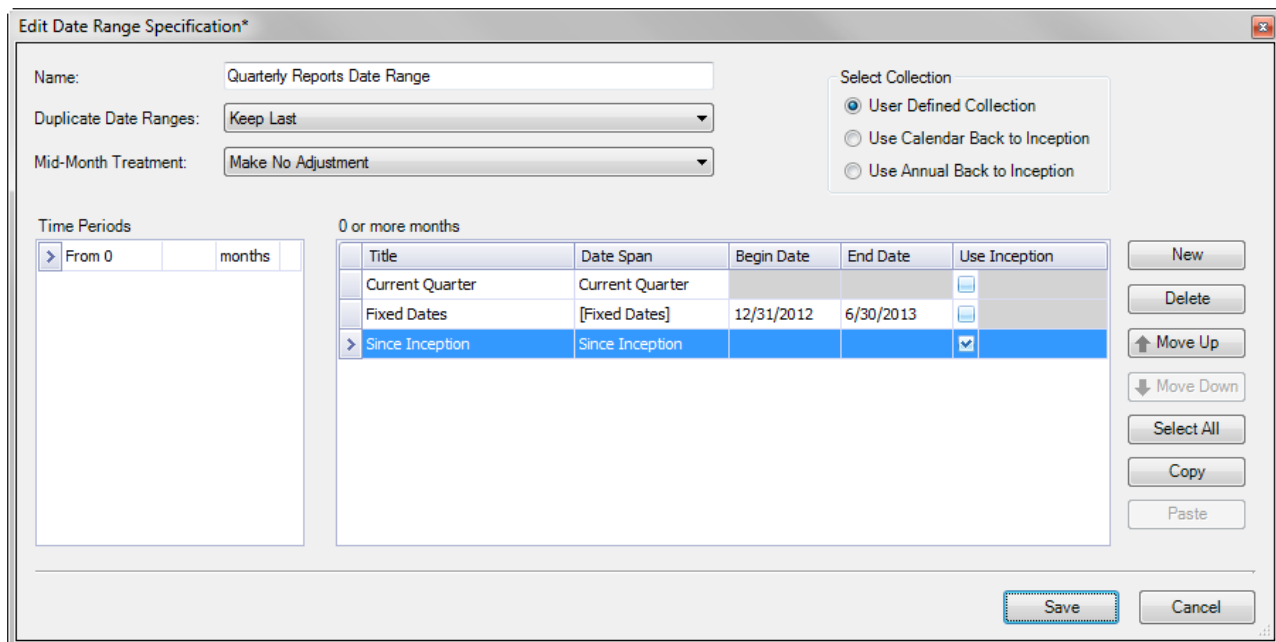


#### **Online**

This document provides steps for creating customized date range collections. For more information on the existing date range collections, see [Working with Date Range Collections and Dynamic Date Ranges for Performance Data on Client Presentations](#).

## UNDERSTANDING THE DATE RANGE COLLECTION DIALOG

The Date Range Collection Dialog allows you to build your own date range collections using pre-define date ranges and/or fixed dates. This dialog can be found on the Tools menu within Presentation Studio. The following section list each setting within the dialog and a brief description of the setting.



### SETTING

### DESCRIPTION

Name	The name of the date range collection appearing in the page properties pane.
Duplicate Date Ranges	Treatment of duplicate date ranges: <ul style="list-style-type: none"> <li>• Keep First – displays the first duplicated date range only.</li> <li>• Keep Last – displays the second duplicated date range only.</li> </ul>
Mid-Month Treatment	Treatment of reporting date ranges for a presentation generated using a mid-month as of date: <ul style="list-style-type: none"> <li>• Make No Adjustment – displays a mid-month beginning date and a mid-month ending date for all date ranges.</li> <li>• Set Beginning Date to Previous Month End – displays a month end beginning date for the previous month and a mid-month ending date for all date ranges.</li> <li>• Set Beginning Date to Next Month End – displays a month end beginning date for the next month and a mid-month ending date for all date ranges.</li> <li>• Set Ending Date to Previous Month End – displays a month end beginning date and a month end ending date for the previous month for all date ranges.</li> </ul>

SETTING	DESCRIPTION
Select Collection	<p>Type of date range collection to create:</p> <ul style="list-style-type: none"> <li>• User Defined Collection – use this collection type to customize the date ranges in the collection (recommended).</li> <li>• Use Calendar Back to Inception – use this collection type to create a copy of the existing Calendar Back to Inception date range, displaying up to seven years, starting with the <b>most recent year end</b> and starting at the portfolio's performance inception date. If there is more than seven years' of performance data, the last time period displays consolidated performance information.</li> <li>• Use Annual Back to Inception – use this collection type to create a copy of the existing Annual Back to Inception date range, displaying up to seven years, starting with the <b>last one year</b> and starting at the portfolio's performance inception date. If there is more than seven years' worth of performance data, the last time period displays consolidated performance information.</li> </ul> <p>For more information and examples of the existing Calendar Back to Inception and Annual Back to Inception date ranges and Keep First and Keep Last settings, see <a href="#">Working with Date Range Collections and Dynamic Date Ranges for Performance Data on Client Presentations</a>.</p>
Time Periods	<p>If you want the date range collection to remain constant across all portfolios in the reporting group, leave the Time Periods section blank. If you want the date range collection to change depending on how long a portfolio has been open, enter a To time period in months. You will need to create a collection of date ranges for each time period.</p>
Title	<p>The title of the date range that appears as the column heading on the client presentation.</p>
Date Span	<p>Select a pre-defined date range or indicate that the date range will use manually entered dates.</p>
Begin Date	<p>The beginning date for the fixed date range when the [Fixed Dates] option is selected in the Date Span column.</p>
End Date	<p>The ending date for the fixed date range when the [Fixed Dates] option is selected in the Date Span column.</p>
Use Inception	<p>Select the Use Inception options – you have the option to use a shorter time period and create a different column title for accounts that have a performance inception date prior to the beginning on the period. Check the <b>Use Inception</b> box to use the inception date instead of the start date if the inception date falls between the beginning and ending date for the date range. If this box is checked, enter the column title you want to use for accounts meeting this condition. If the box is <b>not</b> checked, and a portfolio does not hold assets for the entire period of the date range, the column is suppressed.</p>
New	<p>Creates a new date range.</p>
Delete	<p>Deletes a date range.</p>
Move Up	<p>Move the selected date range up in the list.</p>

<b>SETTING</b>	<b>DESCRIPTION</b>
Move Down	Move the selected date range down in the list.
Select All	Selects all of the date ranges in the current time period list.
Copy	Copies the data in the selected date range(s).
Paste	Pastes the previously copied date range(s) into the current time period list.

## **CREATING DYNAMIC DATE RANGES**

Follow the steps below to create a new dynamic date range collection.

- 1 Open Presentation Studio.
- 2 From the main menu in Presentation Studio, click **Tools | Edit Date Range Collections**.
- 3 Click the **New** button to open the Date Range Specification dialog.
- 4 Enter the name of the date range collection.
- 5 Select the **User Defined Collection** option in the Select Collection field.
- 6 Select treatment of duplicate date ranges:
  - Keep First – displays the first duplicated date range only.
  - Keep Last – displays the second duplicated date range only.



### **Note**

The Keep First or Keep Last options on the page properties override the setting in the date range collection. If you want to use the settings in this dialog, you must change the page properties for the Keep First or Keep Last setting to Use Date Range Collection.

- 7 Click the **New** button on the right to enter a new date range.

- Click the drop-down in the Date Span column and select the appropriate date range from the list.

**Edit Date Range Specification\***

Name: Sample Dynamic Date Range

Duplicate Date Ranges: Keep Last

Mid-Month Treatment: Make No Adjustment

Select Collection

User Defined Collection

Use Calendar Back to Inception

Use Annual Back to Inception

Time Periods

From 0 months

0 or more months

Title	Date Span	Begin Date	End Date	Use Inception
Current Quarter	Current Quarter			<input type="checkbox"/>
Year to Date	Year to Date			<input type="checkbox"/>

[Fixed Dates]

Month to Date

Last Month

Last 3 Months

Current Quarter

Year to Date

Since Inception

New

Delete

Move Up

Move Down

Select All

Copy

Paste

Save

Cancel

- The date range title will be populated with the name of the date span selected. Enter a new title for the date range if applicable.



**Note**

When a pre-defined date span is selected, the Begin Date and End Date fields are grayed out and cannot be modified.

- Select the Use Inception options – you have the option to use a shorter time period and create a different column title for accounts that have a performance inception date prior to the beginning on the period. Check the **Use Inception** box to use the inception date instead of the start date if the inception date falls between the beginning and ending date for the date range. If this box is checked, enter the column title you want to use for accounts meeting this condition. If the box is **not** checked, and a portfolio does not hold assets for the entire period of the date range, the column is suppressed.
- Repeat steps 7 – 10 until the entire date range collection is complete
- If you need to rearrange the order of the date ranges after they have already been entered into the date range collection, use the Move Up or Move Down buttons.
- Click the **Save** button to save the collection and close the Date Range Specification dialog.
- In the Page Parameters, assign the date range collection to a performance element on a page in a client presentation.

## CREATING FIXED DATE RANGES

Follow the steps below to create a new date range collection using fixed dates.



### Important

Similar to analytical reports, you must manually update the fixed dates in the date range collection every reporting cycle before running your client presentations.

- 1 Open Presentation Studio
- 2 From the main menu in Presentation Studio, click **Tools | Edit Date Range Collections**.
- 3 Click the **New** button to open the Date Range Specification dialog.
- 4 Enter the name of the date range collection.
- 5 Select the **User Defined Collection** option in the Select Collection field.
- 6 Select treatment of duplicate date ranges:
  - Keep First – displays the first duplicated date range only.
  - Keep Last – displays the second duplicated date range only.



### Note

The Keep First or Keep Last options on the page properties override the setting in the date range collection. If you want to use the settings in this dialog, you must change the page properties for the Keep First or Keep Last setting to Use Date Range Collection.

- 7 Click the **New** button on the right to enter a new date range.
- 8 Enter a new title for the date range.

- Click the drop-down in the Date Span column and select **[Fixed Dates]**.

**Edit Date Range Specification\***

Name:

Duplicate Date Ranges:

Mid-Month Treatment:

Select Collection

User Defined Collection

Use Calendar Back to Inception

Use Annual Back to Inception

Time Periods

0 or more months

Title	Date Span	Begin Date	End Date	Use Inception
Current Quarter	[Fixed Dates]	12/31/2012	3/31/2013	<input type="checkbox"/>
Year to Date	[Fixed Dates]	12/31/2012	6/30/2012	<input checked="" type="checkbox"/> Since Inception

Buttons: New, Delete, Move Up, Move Down, Select All, Copy, Paste, Save, Cancel

- Enter the beginning and ending dates for the date range.



**Note**

The beginning and ending dates need to match the performance interval dates generated for the portfolios – otherwise the client presentations will generate with errors and they not show performance information.

- Select the Use Inception options – you have the option to use a shorter time period and create a different column title for accounts that have a performance inception date prior to the beginning on the period. Check the **Use Inception** box to use the inception date instead of the start date if the inception date falls between the beginning and ending date for the date range. If this box is checked, enter the column title you want to use for accounts meeting this condition. If the box is **not** checked, and a portfolio does not hold assets for the entire period of the date range, the column is suppressed.
- Repeat steps 7 – 10 until the entire date range collection is complete
- If you need to rearrange the order of the date ranges after they have already been entered into the date range collection, use the Move Up or Move Down buttons.
- Click the **Save** button to save the collection and close the Date Range Specification dialog.
- In the Page Parameters assign the date range collection to a performance element on a page in a client presentation.

## CREATING LAYERED DATE RANGES USING TIME PERIODS

The Time Periods setting creates a layered approach to the date range collection. Use Time Periods, similar to the Date Ranges setting on Targets, to create different date ranges for portfolios of different ages in one date range collection.

For example, let us say you have a set of clients with portfolios less than one year mixed in with portfolios that have history greater than a year. For the newer portfolios, you only want to show three periods of data, but want to show more data for the older portfolios. Rather than creating separate date range collections for each set of portfolios, you want to use just one collection and have the dates adjust automatically.

To create a new time period, click into the blank field before months, under the Time Periods Column, to define the time period. Enter the appropriate number of months in the **To** field. Next, define the date range collection. Select the time period line you just created, and then enter the date ranges using the steps Creating Dynamic Date Ranges on page 4 or Creating Fixed Date Ranges on page 6. For the first image below, there are three time periods to display when the portfolio is less than 12 months old.

The screenshot shows the 'Edit Date Range Specification' dialog box. The 'Name' field is 'Sample Date Range Collection Using Time Periods'. The 'Duplicate Date Ranges' dropdown is set to 'Keep Last'. The 'Mid-Month Treatment' dropdown is set to 'Make No Adjustment'. The 'Select Collection' section has three radio buttons: 'User Defined Collection' (selected), 'Use Calendar Back to Inception', and 'Use Annual Back to Inception'. The 'Time Periods' section has a list with two items: 'From 0 to 12 months' (selected) and 'From 13 months' (with a red X). A table below shows the configuration for the selected time period:

Title	Date Span	Begin Date	End Date	Use Inception
Current Quarter	Current Quarter			<input checked="" type="checkbox"/> Since Inception
Year to Date	Year to Date			<input type="checkbox"/>
Since Inception	Since Inception			<input checked="" type="checkbox"/>

Buttons on the right include 'New', 'Delete', and 'Move Up'.

The second time period line is automatically created when you entered the numbers of months in the To field of the previous time period. If you leave the To date blank in the second time period, the date is assumed to be anything greater than the From date. In the example below, the From date is set to 13 Months and the To date is left blank because we want that period to be used for all portfolios older than 12 months. Create the date ranges for the Greater than 13 Months period by clicking the From 13 Months line and creating the new date ranges on the right.

The screenshot shows the 'Edit Date Range Specification' dialog box with the second time period selected. The 'Time Periods' list now has 'From 0 to 12 months' and 'From 13 months' (selected, with a red X). A new time period '13 or more months' is circled. The table below shows the configuration for the selected time period:

Title	Date Span	Begin Date	End Date	Use Inception
Current Quarter	Current Quarter			<input type="checkbox"/>
Year to Date	Year to Date			<input type="checkbox"/>
Last 3 Years	Last 3 Years			<input checked="" type="checkbox"/> Since Inception
Last 5 Years	Last 5 Years			<input checked="" type="checkbox"/> Since Inception
Since Inception	Since Inception			<input checked="" type="checkbox"/>

Buttons on the right include 'New', 'Delete', 'Move Up', 'Move Down', and 'Select All'.



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