

## WORKING WITH THE TRANSACTION GRID IN PORTFOLIO TRANSACTIONS

In the event you need to edit or enter transactions, it is helpful to know your way around the transactions grid. This document provides you with navigation tips and best practices when working with the transactions grid so you can quickly and easily find transactions.



### Online

For more information about entering transactions, see the documents listed in the [Working with Manually-Entered Transactions](#) section of our website.

Need additional analysis of the transactions? Use the Transactions Export in the PortfolioCenter Export Wizard to export transactions for several clients at once. For more information about the Transactions Export, see [Export Wizard Details: Transaction Export](#).

## GETTING TO THE TRANSACTIONS GRID

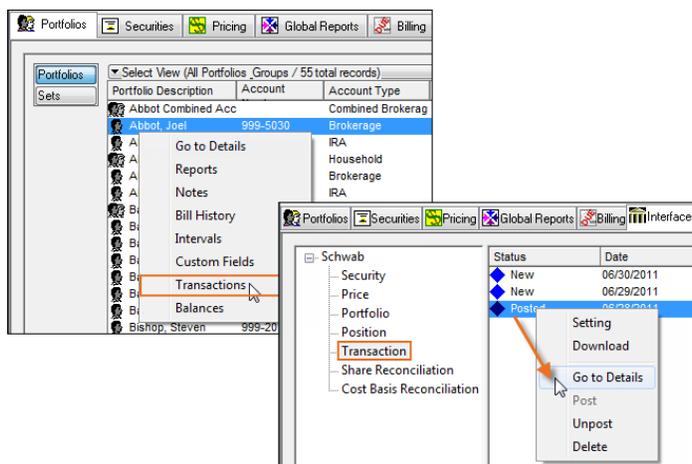
There are two areas of the program featuring the Transactions Grid: Interface Transaction File – before the transactions are posted into the database – and the Portfolio Details – after the transactions are posted into the database.

To access the transactions grid from the interface transaction file:

- Right-click on the transaction file and select Go to Details
- Select the transaction file and click the Go to Details button

To access the transactions grid from portfolios:

- Right-click on the account and then select Transactions from the menu
- Select the account then click the Transactions button at the bottom of the page



## TRANSACTION TOOL BAR

In the transaction details, above the details window, you'll see a set of buttons you can use to help you enter and edit transactions:

- **Cancel** () – cancels the transaction edits or new transaction you are entering and is only active when you are in edit mode.
- **Show Share Balance** () – shows the balance of the shares in the position when a transaction is selected.
- **Show Cash Balance** () – shows the balance of cash in the account when a cash transaction is selected.
- **Edit This Transaction** () / **Save This Transaction** () – by default, when not in edit mode, use this button to enter edit mode for a transaction; When in Edit Mode, use this button to save changes to the transaction.
- **Insert a New Transaction** () – create a new transaction
- **Enable Filter** () / **Disable Filter** () – Click the Enable Filter to turn on the filter, based on filter settings. Click the Disable Filter button to disable the filter. See the Using the Transactions Filter section on page 3 for more information about using a filter to find transactions.

Portfolio Transactions						
Status	Trade Date	Symbol	Activity	Quantity	Amount	
386	Posted 09/25/2012	PHIGX	Buy	645.822	5,076.16	
387	Posted 09/25/2012	36966RFR	Sell	10,000	10,152.32	
388	Posted 09/25/2012	ARBFX	Sell	1,529.5	19,578.01	
389	Posted 09/25/2012	CBMDX	Sell	1,010.5	18,442.01	
390	Posted 09/28/2012	PFI	Income	0.00	46.60	
391	Posted 10/03/2012	XPH	Income	0.00	181.49	
392	Posted 02/14/2013	AAPL	Income	0.00	119.25	
393	Posted 02/15/2013		Deposit		5,000.00	
394	Posted 02/22/2013	SBUX	Income	0.00	92.82	
395	Posted 03/09/2013	IBM	Income	0.00	74.80	
396	Posted 03/12/2013	MMM	Income	0.00	129.54	

Security Type	Mutual Funds
Activity	Sell
Account Number	999-5030
Portfolio	Abbot, Joel
Symbol	ARBFX
Security Description	Arbitrage Bond Fund
Trade Date	09/25/2012
Shares	1,529.532
Gross Proceeds	19,578.01
Brokerage Fee	0.00
Broker ID	
Other Fees	0.00
Settlement Date	09/26/2012

## TRANSACTION DETAILS VIEW

To the right of the transactions list is the details pane. To see the details of a transaction, select it in the list. The transaction details pane provides the details of the selected transaction so you can see important information quickly and easily without having to scroll across several columns. By default, the transaction details pane is enabled and located to the right of the transactions list.

When the transaction is in edit mode, the fields that can be edited appear in white. Use the arrows and browse boxes to select data from a list.

You can toggle the detail section to make it visible or hide it. See the Transaction Grid Settings section starting on page 4 for more information about enabling and hiding the transactions details pane.

Security Type	Mutual Funds
Activity	Buy
Account Number	999-5030
Portfolio	Abbot, Joel
Symbol	AGTHX
Security Description	Growth Fund Of Amer Cl A
Trade Date	07/01/2004
Shares	1,963.182
Principal Cost	50,375.24
Brokerage Fee	0.00
Broker ID	SCHWAB
Other Fees	0.00
Reinvest Income	Yes
Reinvest Gains	Yes
Settlement Date	07/02/2004
Account ID	CASH
Trade Status	Posted
Origination	Standard 1
Interface Account #	999-0805
Reference Number	
Entry Date	07/23/2010
Interface File Date	01/01/2004
Notes	2004 TRX
Location	
Error Message	

## USING THE TRANSACTIONS FILTER

Having a hard time finding the exact set of transactions you need in the list? Use the filter to limit the transactions to a certain subset so you can easily locate transactions. You can filter by:

- Trade dates
- Security type
- Security symbol
- Activity
- Transaction status
- Quantity range (equal to, greater than, less than, etc.)
- Principal amount range (equal to, greater than, less than, etc.)
- Cash account ID

You can set any number of the filter parameters you want to include – the more parameters you include, the fewer transactions you should see, as all parameters are using the AND feature and are additive.

A best practice is to start with the fewest parameters, enable the filter and then add more if you need them one at a time. All the parameters are saved even after you log off of PortfolioCenter. Click the Clear button to reset the filter parameters.

There are three ways to enable and disable the transaction grid filters if you are toggling between them:

- Use the tool bar buttons to enable ( ) and disable ( ) the filter with a single click.
- Use the View Menu option – View | Filter – to enable or disable the filter. If the menu displays a check to the left of the Filter menu option, the filter is enabled – otherwise, it is disabled. Click the Filter menu option to toggle the filter on and off.
- Use the keyboard shortcut CTRL + T to toggle the filter.

Status	Symbol	Description	Quantity
1 Posted	BA	Boeing Co	137.00
2 Posted	CAJ	Cannon Inc	962.00
3 Posted	CVS	Cvs Caremark Corp	407.00
4 Posted	DBT	WisdomTree Internati	1,873.00
5 Posted	HMC	Honda Motor Co ADR	914.00
6 Posted	PGN	Progress Energy Inc	400.00
7 Posted	PSQ	ProShares Short GQ	332.00
8 Posted	VZ	Verizon CommMunicati	444.00
9 Posted	XOM	Exxon Mobil Corporati	147.00

You can also enable a filtered transaction list from the Interfaces tab so you can focus on certain transactions first without loading all of them at once. For example, use the filtered transactions to find all transactions for a symbol undergoing a spin-off so you handle those transactions first, before loading the remaining activity for the day.

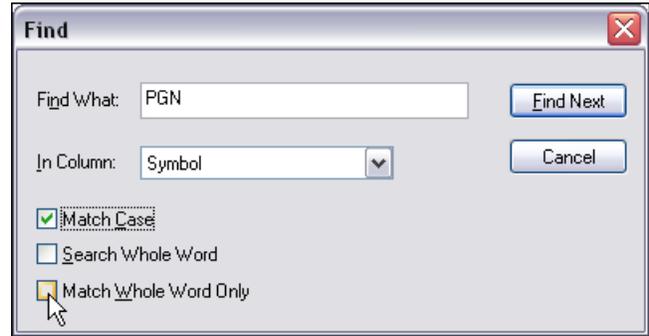
Status	Date
New	06/28/2013
New	06/27/2013
Pending	06/26/2013

## TRANSACTION FIND TOOL

Are you looking for something specific that you can't seem to find using the filter? Try using the Transaction Grid Find Tool.

To open the Find dialog, similar to the example on the right, go to **Edit | Find**.

Similar to find tools in other applications this tool provides a field to type in what you are looking for, a field to select the column to search and matching options.

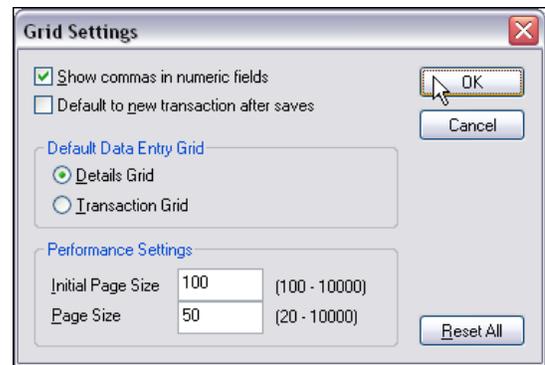


## TRANSACTION GRID SETTINGS

Need to customize how the grid appears? Use the transaction grid settings to customize the grid to your preferences

For example, decrease the page size to help transactions load faster or change the default data entry point to the Details rather than on the transaction grid.

If edit settings and they don't work for you, click the **Reset All** button to reset the grid settings to these defaults.

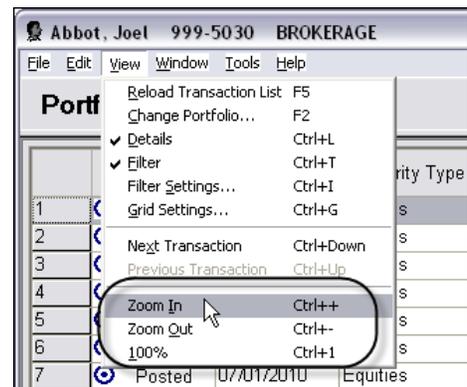


## TRANSACTION GRID ZOOMING

Having trouble seeing the details of the grid or want to see more? Change the zooming options to get a better look at the transactions.

From the menu bar, go to **View | Zoom In** to make the text larger. Go to **View | Zoom Out** to make the text smaller.

Go to **View | 100%** to reset the view to the default size.



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