

PORTFOLIOCENTER® IMPLEMENTATION CHECKLIST FOR AN EXISTING DATABASE

To optimize the resources that Schwab Performance Technologies offers you for implementing PortfolioCenter in your office, we have developed this checklist of important tasks to get you started with installing and configuring it. These steps establish the foundation you need to make PortfolioCenter work for your firm and help you get started on some of the basic workflow tasks so you can fit PortfolioCenter into your regular processes.

- Determine PortfolioCenter installation configuration and system resources required for that configuration.

To get started, you should understand the installation configuration options available and determine whether your current operating system and other system technology is supported by the current version of PortfolioCenter. The most helpful resources for this section will be:

- [System Configurations](#): This section shows you each configuration option and provides a table of the resources required for each computer.
- [System Administration Home Page](#): For even more resources about system administration and other supported technologies, visit the home page for our system administration section.

- Install PortfolioCenter and Login

Once you have all the recommended systems in place, you are ready to install PortfolioCenter. Make sure that you have all the serial numbers for modules you have purchased, including the Security Rights and Roles or interface serial numbers. See the resources below for more detailed information about installing and logging into PortfolioCenter the first time:

- The [Installing the Current Version of PortfolioCenter](#) section of our website for a complete list of documents that provide you with step-by-step instructions for installing PortfolioCenter on the selected configuration.
- [Logging into PortfolioCenter](#) gives you step-by-step instructions for logging into the database.
- [Entering Serial Numbers](#) gives you step-by-step instructions for entering the serial numbers for the first time.

- Interface set up and first reconciliation

We are here to help you get started with the Interfaces. We offer a complimentary interface implementation to help you get the file paths and settings configured correctly. Once you are ready to begin importing data through the interfaces, request an interface set up appointment by filling in and faxing the [Interface Implementation Request Form](#). A member of the technical support team will assist you in scheduling the setup appointment.

After your custodial interface has been configured the daily process for importing and managing the data includes posting and reconciling securities, prices, and account activity each day. Review the document [Daily Interface Checklist](#) for more information about the process.

- Supplemental data, as needed

In addition to the portfolio and activity information the custodial interfaces provide, PortfolioCenter provides a platform through which you can import data from other third-party providers to bring in market data for benchmarking and additional analysis. To learn more about providers who can supply market data for use in PortfolioCenter visit the [Market Data](#) section of our website.

Portfolio and Group Detail Settings

Having all your portfolios and groups detail data set correctly before you start with reports can help you get the most out of the reporting and data management capabilities available in PortfolioCenter. Use the following resources to guide you through the settings in Portfolio and Group details, and for determining whether to use custom fields:

- For a complete list of all the standard portfolio detail settings, see [Portfolio Detail Settings](#).
- For a complete list of all the standard group detail settings, see [Group Detail Settings](#).
- For more information about custom fields and how to use them, see [What are Custom Fields and How Can I Use Them?](#)

Portfolio data management preparation

Once the data is in the database, keeping it organized so you can quickly find accounts and activities is vital to your operational efficiency. PortfolioCenter offers many tools to help you manage and organize your data, including custom portfolio data fields, portfolio and group views and smart sets. Review the document [Introduction to PortfolioCenter Data Management Tools](#).

Client Presentation and Report Selection

Client Presentations and Reports are essential tools for your firm's client communications and selecting the right level of information to share with your clients can impact how they interact with you. Too much information can be overwhelming and too little information can lead to confusion and misunderstanding. PortfolioCenter provides a wide array of client presentation and reporting options for you to create materials that will fit the needs of your clients. See the following resources to help you decide on the presentations and reports you want to create for your clients:

- [Three Tiers of PortfolioCenter Reporting](#): This document shows you at a high level the various levels of reporting available in PortfolioCenter to help you determine which is best for your firm and your clients.
- [PortfolioCenter Client Presentations Available](#): Gives you a high level overview of the default presentations and pages available to help you decide whether to use a standard presentation or customize one for your clients.
- [PortfolioCenter Reports Available](#): Use this document to learn more about the different classes of PortfolioCenter analytical report options available.

Performance preparation

Once your data is organized and you have selected the reports you want to provide to your clients, you need to start preparing your data to ensure it displays properly on any page or report containing performance data. The documents in this section will guide you through the process of adding and preparing the database to display properly on client presentations and reports.

- [Performance Settings and Best Practices](#) shows you two kinds of available performance settings.
- [Calculating Portfolio Level Batch Intervals](#) gives you step-by-step instructions for calculating batch intervals for several portfolios and groups at once, saving you time.
- [Performance Checklist](#) at gives you a list of all the tasks that go into valid and correct return calculations so you can ensure proper return numbers.

Billing preparation

PortfolioCenter offers a billing module to help you generate and export management fees for your accounts. When setting up billing for the first time, review the various billing scenarios to better understand the options you have when using PortfolioCenter to bill your clients. Once you have selected the billing scenario that best fits your clients, create and assign billing specs and forms, calculate your fees, and then send the fees to the custodian. Use the documents below to get started in understanding your billing options and setting up the tools you need to calculate fees:

- For an overview of the options and billing terminology, see [An Introduction to the PortfolioCenter Billing Module](#).
- For an overview of the billing tools available, see [An Overview to PortfolioCenter's Billing Tools](#).
- For a better understanding of the most common billing scenarios, see [Billing Scenario Overview – How to Use Billing Documents](#).
- Finally, for information about adding billing into your regular processes, see the [Periodic Billing Process Checklist](#).

Rebalancing preparation

A model is a tool that helps you set an ideal asset allocation that you can use to compare to portfolios. Models help you quickly see which assets are in line with the investment policy and which ones are not. You will need to decide what types of models you want to use and to what extent you want to use those models when operating in PortfolioCenter, and you have options to use models and rebalanced data with other applications. To better understand all your options, see [Rebalancing Solutions Using PortfolioCenter Models](#).

Database Maintenance

The maintenance of your PortfolioCenter database is essential for your business. Review the document [Developing a PortfolioCenter Backup Plan](#) to better understand your backup options. Also, see [PortfolioCenter Configuration and Resources Best Practices](#) to ensure you're using recommended best practices for data management, especially if you have a Standard Edition of SQL Server supporting PortfolioCenter.

Database Security

The additional Security Rights and Roles module gives you the tools you need to protect your data. While you have basic security functionality without the additional add on module purchase, consider all the other security features you will need as your firm grows. For an overview of all the functionality available in the Security Rights and Roles module, see [Security Rights and Roles Overview](#). If you find that the Security Rights and Roles module is something you need, we offer a complimentary implementation service to help you get started. Fill in and fax or email the [Security Implementation Request Form](#) at to request an appointment.

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