

SHARE RECONCILIATION TIPS AND BEST PRACTICES

The interface share reconciliation is the process of confirming that the account in PortfolioCenter has the same number of shares as the account at the custodian, broker/dealer or data provider. While this method cannot account for the appropriate values or the correct kind of transactions, it can help you identify anomalies in your data and stay on top of issues that may arise.

Like other data management in PortfolioCenter, there is a process best practice for share reconciliation that will help you stay on track and work through the reconciliation most efficiently. This checklist provides you with the best practices to employ for the share reconciliation.



Online

When you discover differences in share or cash balances, you will need to take a closer look at the transactions for the period. If you are unsure where to start, try using the [Interface Reconciliation Troubleshooting Tool](#).

- Use the Reconciliation Report every day you get one.

Most interface custodian and data providers issue a daily share reconciliation file, and it is a best practice to use this file daily to minimize the number of transactions and the amount of data you have to review to correct an issue.

- Review and correct any non-posted transaction file dates.

A non-posted transaction date (in a status of New, Error or Partial) indicates there are transactions that are missing from accounts in your PortfolioCenter database, and can appear on the share reconciliation. A best practice is to ensure all data from the day is posted before beginning with the share reconciliation. If there are transactions in the transaction file for that date that cannot or should not be posted because they are errors or handled more effectively with a wizard (such as the Corporate Action wizards), block them so they do not appear as a non-posted transaction file.



Online

If you are having trouble posting the files, try using the [Interface File Conversion Troubleshooting Tool](#).

- Reconcile Share variances first

Sometimes, correcting share variances will also correct cash variances because of the dual-entry of buys, sells, and income. Any incorrect data in one of these types of transactions could affect both share and cash balances.

- Reconcile Cash variances last

Generally, if you have followed the best practices up to this point, cash variances should be the only remaining items on the reconciliation report. Start with amounts that appear for more than one account or appear to be rounded amounts.

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