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PORTFOLIOCENTER[®]

USING DATA MANAGEMENT TOOLS TO WORK MORE EFFICIENTLY

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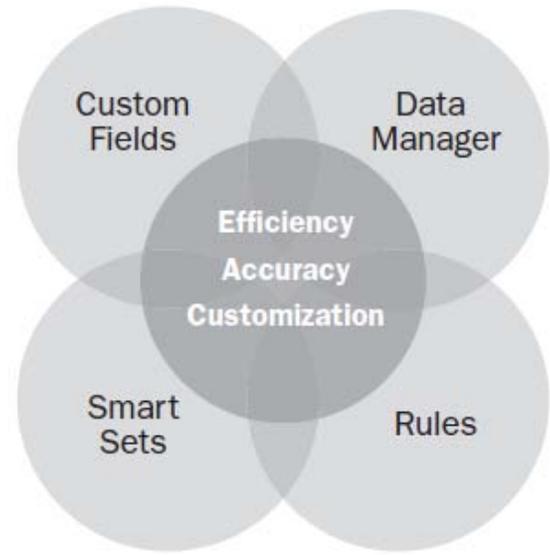
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INTRODUCTION

PortfolioCenter includes a number of powerful tools for managing portfolios and sets to help you run your back office more efficiently. This guide will help you get the most out of these robust data management capabilities, so you can streamline data entry, improve productivity and accuracy, and customize your database to capture client information that is meaningful to your firm.

Understanding the individual data management tools and how they work together will help you maximize the benefit to your firm.

- Custom Portfolio Fields are data fields you can add to portfolios and groups to track information important to our firm, including text, dates, numbers, true/false options, and drop-down lists.
- Smart Sets let you group accounts with similar characteristics for portfolio management and global reporting. You can dynamically update rules-based Smart Set to manage data more quickly and accurately.
- Rules are criteria used to identify specific portfolios and/or groups in your PortfolioCenter database.
- The Data Manager allows you to isolate, analyze and manage portfolio and group data more efficiently, and in ways that were not previously possible.



ABOUT THIS GUIDE

- Section 1 introduces practical examples you can use right away. These solutions address common situations at many firms and give you the framework to create your own applications for your firm's data management needs.
- Section 2 explains PortfolioCenter data management features for working with portfolios—Custom Portfolios Fields, Smart Sets, Rules, and the Data Manager—in more detail.
- Section 3 covers additional online tools and reference materials available on our website, www.schwabpt.com, to help you learn more about these features.

USING THIS GUIDE

We encourage you to start with the practical examples in Section 1. Each scenario walks you through a specific task to illustrate how you can put the tools to use. The examples are in no way exhaustive, but they provide starting points for your own ideas. As you will see, when you use the tools together, the possibilities for customizing your data are virtually limitless.

Then, as you begin to see additional ways your firm might use these data management features, read Section 2 to learn how to customize them for your specific business needs. Refer to this section for more information on each feature and other ideas. We have included a glossary on the inside back cover as a handy reference for definitions of terms and tools.

SECTION 1. PRACTICAL EXAMPLES

We have selected examples that represent some of the most common and useful application of PortfolioCenter data management features. Many of the solutions show how you can use PortfolioCenter data management tools together to significantly increase your operational efficiency.

In this section, you will learn how to:

- Maintain sets when account close
- Manage multiple Smart Sets
- Find and replace missing data
- Globally assign Portfolio Details
- Clean up repurposed field in Portfolio Details
- Convert static sets to Smart Sets
- Confirm cash balances to cover monthly distributions

1.1 MAINTAIN SETS WHEN ACCOUNTS CLOSE

SCENARIO

Before the introduction of Smart Sets, you simply unchecked a box in the Set Details to remove an account when accounts closed. While Smart Sets make ongoing data management easier, you still need a way to remove set members when an account closes. In this scenario, an account that is a member of several Smart Sets closes and must be removed from all sets.

SOLUTION

Automate the removal of closed accounts using the Closed Account flag in Portfolio Details to track account status (open or closed) and include the setting as an additional criterion in the rules for each Smart Set.

INSTRUCTIONS

- 1 Update Portfolio Details for the appropriate accounts by checking the Closed Account check box on the Account Tab of the Portfolio Details.
- 2 Add the closed account criterion to relevant rules by opening the Smart Set and editing the rule the Current Accounts set is based on.



Tip

Use **Closed Account = False** as your first criterion when you create Smart Sets.

- 3 Update your Smart Sets by batch updating sets to omit the closed accounts.

SECTION 1. PRACTICAL EXAMPLES

The screenshot shows the 'Account' tab in the PortfolioCenter interface. The main form contains the following fields and options:

- Account #: 999-5030
- Account Type: IRA
- Objective: ASSET DIVERSIFICAT
- Advisor Name: RICK
- Tax ID: 000-00-0000
- Billing Account: 999-1937
- Closed Account: 06/30/2012
- Compute Performance Inception Date:
- Performance Inception: 06/30/2004
- Billing Inception: [Dropdown]
- Shares Reconciled: 06/28/2011
- Cost Basis Reconciled: 06/28/2011
- Exclude from Cost Basis Reconciliation:
- Disable eReports/Live access:

The 'Define Criteria' dialog box is open, showing the following configuration:

- Group criteria together using: AND OR
- Column: Closed Account
- Operator: =
- Value: True (selected)

BENEFITS

Adopting this best practice improves the accuracy of your sets and significantly reduces the time it takes to remove closed accounts. Closed accounts will no longer appear in your active accounts sets.

SECTION 1. PRACTICAL EXAMPLES

1.2 MANAGING MULTIPLE SMART SETS

SCENARIO

If you track portfolio data for multiple advisors, your set management process is probably more complex. In addition, if you use static sets rather than Smart Sets, you are most likely multiplying efforts by maintaining similar sets for each advisor. Imagine you maintain the following sets for three advisors: all portfolios, taxable portfolios, non-taxable portfolios, billable portfolios and portfolios with periodic cash flow. That's 15 sets you have to update when portfolios are added, closed or changed.

SOLUTION

Smart Sets offer a quicker way to update sets that affect multiple advisors. Increase your efficiency by building Smart Sets that will keep sets updated by maintaining a few key attributes that you likely maintain anyway. When you make changes to portfolio data, batch update your Smart Sets to ensure membership is accurate and up-to-date.

INSTRUCTIONS

- 1 Base your Smart Sets on Custom Portfolio Fields. For the example above, create three custom fields to track which accounts are billable, which accounts have a periodic cash flow, and the frequency and amount of those flows. The table below show the attributes to assign to the custom fields in this example:

NAME	VALUE TYPE	DROP-DOWN LIST	DEFAULT	APPLIES TO
Billable Account	True/False	No	True	Portfolio
Periodic Cash Flow	Number	No	0	Portfolio
Cash Flow Frequency	Text	Annual, Quarterly, Monthly		Portfolio

- 2 Enter and confirm your data for the appropriate accounts by populating data in your new Custom Portfolio Fields. Use the Data Manager to enter the data more quickly and efficiently.
- 3 Create five Smart Sets for each advisor using the following attributes in the set rule. The examples below are for advisor John Smith:

SMART SET	RULE ATTRIBUTES
John Smith's Accounts	Advisor Name = JAS
John Smith's Taxable Accounts	Advisor Name = JAS and Taxable Flag = True
John Smith's Non-taxable Accounts	Advisor Name = JAS and Taxable Flag = False
John Smith's Billable Accounts	Advisor Name = JAS and Billable Account Custom Field = True
John Smith's Periodic Cash Flow Accounts	Advisor Name = JAS, Periodic Cash Flow Custom Field <> 0.00, and Cash Flow Frequency = Monthly

- 4 Use the Batch Update button in the set builder to automatically maintain sets when underlying portfolio details change.

SECTION 1. PRACTICAL EXAMPLES

BENEFITS

Whether your firm has three or 300 advisors, and you track a few portfolio attributes or a wide range of custom fields, Smart Sets allow you to quickly and accurately keep your sets current. Even if your firm starts small, the time you save streamlining your set management process will enable you to scale up your operations as your firm grows.

"It's an issue of efficiency and scale. There are definitely efficiencies that firms can gain by using Smart Sets. If you're already entering the data point that is required to build a set, then using Smart Sets will save the manual work that used to be required to build those sets."

--Travis Rychnovsky, Foster Group, Inc., West Des Moines, Iowa

SECTION 1. PRACTICAL EXAMPLES

1.3 FINDING AND REPLACING MISSING DATA

SCENARIO

It's quarter end. In preparing your database for quarterly reporting, you need to ensure that necessary data for new accounts has been entered into your database. Previously, you might have run a List of Portfolio Accounts report and then reviewed the report to look for missing or inaccurate data.

SOLUTION

Using the Data Manager, you can accurately find and replace missing data all at once. There are two main steps. First, you will identify new accounts as they come in through your downloads. Next, you will use the Data manager to add information relevant to quarterly reporting, find the missing data, and designate the new accounts as active.

INSTRUCTIONS

SET UP THE DATABASE TO IDENTIFY NEW ACCOUNTS

This one-time process allows you to identify all new portfolios as they are defined in PortfolioCenter.

- 1 Create a Custom Portfolio Field (for portfolios only) called New Account. Set the default to True.
- 2 In the Data Manager, edit the All Portfolios view to include the New Account custom field column.
- 3 Using Find and Replace, change the New Account custom field for current accounts to New Account = False.

As new accounts are added to the database, the portfolios are automatically tagged as new portfolios using the New Account custom field.



QUARTER-END CLEANUP FOR NEW ACCOUNTS

Use these steps each period-end to find missing portfolio details important to your reporting and set maintenance.



Tip

Use Sorts and Filters in the Data Manager to find and correct data-entry problems, such as erroneous or missing data.

- 1 In the Data manager, create a new View called New Accounts. On the Rule tab, set the rule criterion so that the New Account custom field = True. On the Columns tab, add the New Account column, plus columns for data you need to add throughout the quarter, such as Model, Target, Billing Spec, Billing Form, and Advisor ID.
- 2 When you are ready to begin batch and global reporting processes, run the New Accounts View in the Data Manager. Sort or filter each column so the blank entries appear at the top of the column.

SECTION 1. PRACTICAL EXAMPLES

- 3 Enter appropriate data in the sorter column.



The screenshot shows the PortfolioCenter Data Manager interface with a table of account data. The table has columns for Portfolio Description, Account Number, New Accou, Billing Specification, and Billing Form. The data is as follows:

Portfolio Description	Account Number	New Accou	Billing Specification	Billing Form
Abbot, Joel	999-1937	True	TotalPortfolio-Arrears-Tiered	BILLING IN ADVANCE
Abbot, Joel	999-5030	True	TotalPortfolio-Arrears-Tiered	BILLING IN ADVANCE
Abbot, Maggie	999-6024	True	TotalPortfolio-Arrears-Tiered	BILLING IN ADVANCE
Alexander, Jenna	999-3003	True	TotalPortfolio-Arrears-Tiered	BILL BY TOTAL PORTFOLIO
Brown, John	999-1023	True	TotalPortfolio-Arrears-Tiered	BILLING IN ARREARS
Brown, Sarah	999-1007	True	TotalPortfolio-Arrears-Tiered	BILLING IN ARREARS

- 4 Run the New Accounts View again to post the data into the Portfolio Details.
- 5 Repeat steps 3 through 4 until you have entered all the data you need for the quarter-end.
- 6 When you are finished entering data, use Find and Replace to change the contents for the New Account column from True to False to indicate that these accounts are no longer new.

BENEFITS

You can apply this approach any time you need an efficient, thorough way to find and replace missing data. You may be opening new accounts, or perhaps your firm is updating and adding information to a specific type of account in your database. With the Database Manager, you will no longer need to scan through printed (or onscreen) global reports and then edit portfolios one by one.

SECTION 1. PRACTICAL EXAMPLES

1.4 GLOBALLY ASSIGNING PORTFOLIO DETAILS

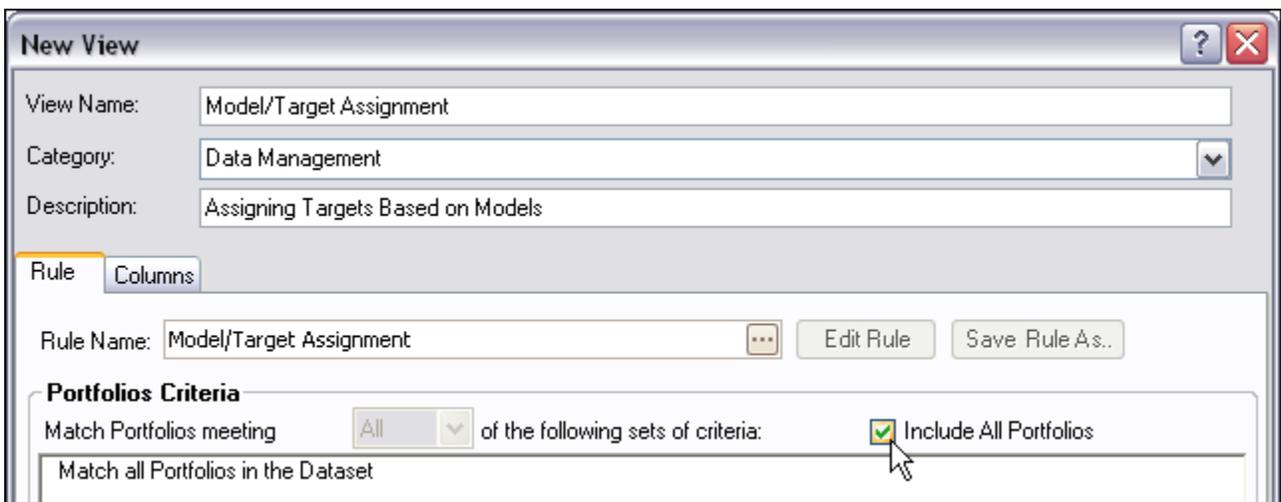
SCENARIO

Previously, global assignment of portfolio attributes like models or targets were time-consuming because you had to assign them one by one. Now, using the Data Manager, you can assign several items to several portfolios at once.

Let us say that your firm wants to start using targets (blended indexes) in PortfolioCenter and you are creating targets to match the models you currently use. You need a simple way to assign appropriate targets based on the model assigned to each portfolio.

SOLUTION

Create a View in the Data Manager that includes the Models and Targets columns. Filter the Models column to display only one model at a time, and then copy and paste the desired target to the displayed portfolios. Repeat for each model/target combination.



INSTRUCTIONS



Tip

When using the Data Manager to enter data, post your data as you go. You will be less likely to make errors if you edit data in small batches.

- 1 In the Data manager, create a View called Model/Target. On the Rule tab, check the Include All Portfolios box to include all portfolios. On the Columns tab, add the Model column and the Target column.
- 2 Run the Model/Target View.

3 Filter the Model column for one of the portfolio models.

			Portfolio Description	Account Number	Model	
			Abbey, Georgia	999-1035	AC-EQUITYONLY	(Blanks)
			Abbot, Joel	999-1937	AC-EQMF MIX	(Non blanks)
			Abbot, Joel	999-5030	AC-DIVERSIFIED	AC-DIVERSIFIED
			Abbot, Maggie	999-4008	AC-FIXED	AC-DIV-SMA
			Abbot, Maggie	999-6024		AC-EQMF MIX
			Abrams, Jill	999-2028	AC-MUTUALFUNDONL	AC-EQMF MIX1
			Alexander, Jenna	999-3003	AC-EQMF MIX	AC-EQUITYONLY
			Alexander, Joseph	999-2034	AC-MUTUALFUNDONL	AC-EQUITYONLY1
			Allen, Caroline	999-1019	AC-EQUITYONLY1	AC-FIXED
			Allen, Mary Beth	999-3006	AC-EQMF MIX1	AC-MUTUALFUNDONL
						AC-REALEST
						SYMBOL

4 Assign the appropriate corresponding Target to the first portfolio in the view.

			Portfolio Description	Account Number	Model	Target	Account Type
			Abrams, Jill	999-2028	AC-MUTUALFUNDONL		ROTH (IRA)
			Alexander, Joseph	999-2034	AC-MUTUALFUNDONL		
			Anderson, John	999-2008	AC-MUTUALFUNDONL		
			Bishop, Steven	999-2012	AC-MUTUALFUNDONL		
			Brown, Maria	999-2006	AC-MUTUALFUNDONL		
			Davis, Rick	999-2002	AC-MUTUALFUNDONL		
			Edwards, Henry	999-2032	AC-MUTUALFUNDONL		
			Harper, Clifton	999-2014	AC-MUTUALFUNDONL		
			Porter, Liam	999-2026	AC-MUTUALFUNDONL		
			Taylor, Alan	999-2018	AC-MUTUALFUNDONL		
			Thompson, Jesse	999-2016	AC-MUTUALFUNDONL		
			York, Matthew	999-2004	AC-MUTUALFUNDONL		

Select Target

Description

DIV

DIV-SMA01

EQMF MIX

EQMF MIX1

EQUITY

EQUITY1

MUTUAL

5 Copy the assigned Target and past it to all other displayed portfolios.

6 Run the Model/Target View again to post the Target assignments into the Portfolio Details.

7 Repeat steps 3 through 6 for each portfolio model.

BENEFITS

Assigning targets to portfolios based on the assigned models is just one of many ways you can use the Data Manager to more efficiently update portfolio Details and streamline your data management. If models and targets do not apply to your firm's needs, you can use this approach to make other global changes to assign and track any number of data points that matter to your firm. You can perform similar global changes to Portfolio Details, such as populating Custom Portfolio Fields or adding data to existing portfolio fields previously not tracked.

SECTION 1. PRACTICAL EXAMPLES

1.5 CLEANING UP REPURPOSED FIELDS IN PORTFOLIO DETAILS

SCENARIO

Before the introduction of Custom Portfolio Fields in PortfolioCenter, you may have used existing fields or columns to capture other data your firm tracks. For example, let us say you used the Page field—an existing portfolio field—to track comments about a client’s account, trade restrictions, or a second residence. Now that you can create a Custom Portfolio Field to capture this information, you need an easy way to move the data to your new custom field.

SOLUTION

Create a custom field to represent the data you want to track, and then use the Data Manager to cut and paste the data from the original field into the new field. In this example, we are moving the trade execution comments from the Pager field into the Trade Comment custom field.

INSTRUCTIONS

- 1 Create a custom field called Trade Comment. Set it to be a text field with no default value, and specify that the field applies only to portfolios.
- 2 In the Data Manager, create a new View called Moving Trade Comment. Include all portfolios on the Rule tab. On the Columns tab, include the Pager field and the new Trade Comment custom field.
- 3 Run the View. Sort the data so all portfolios with data in the Pager Number field are at the top and the blanks are at the bottom. Cut and past the data from the Pager Number field to the new Trade Comment field for the appropriate portfolios.



The screenshot shows a Data Manager grid with the following columns: Portfolio Description, Account Number, Comment, and Trade Comment. The 'Comment' column is selected, and a context menu is open over it. The menu options are: Reset to default, Cut (Ctrl+X), Copy (Ctrl+C), Paste (Ctrl+V), Select All (Ctrl+A), and Find And Replace (Ctrl+H). The 'Cut' option is highlighted by the mouse cursor.

	Portfolio Description	Account Number	Comment	Trade Comment
	Abbot, Joel	999-5030	No trades	
	Alexander, Jenna	999-3003	Keep MSFT Until 2015	
	Brown, John	999-1023	Inherited DIS	
	Baker, Janet	999-7036	Hold IBM	
	Taylor, Alan	999-2018		
	Malone, Maggie	999-5090		
	Brown, Maria	999-2006		
	Van De Wall, Edward	999-5015		
	Baker, Janet	999-7030		



Tip

Remember, you can copy a single cell and past it over many cells by highlighting a larger area in the Data Manager grid.

- 4 Run the View again to save the changes.

BENEFITS

With Custom Portfolio Fields and the Data Manager, you now have a simple way to move fields of data across any or all accounts to track information that matters to your firm in appropriate fields. You will save significant time cleaning up your database this way and add fields for new information rather than entering data manually.

SECTION 1. PRACTICAL EXAMPLES

1.6 CONVERTING STATIC SETS TO SMART SETS

SCENARIO

Many of the sets you use include accounts with shared characteristics that you have built as static sets. You can save time in the long run by converting these to Smart Sets.

Imagine you have a static set of all accounts to be reviewed in January. To automate membership maintenance for this set, you want to create a Smart Set version of it, and need a way to ensure that its members match your existing static set.

SOLUTION

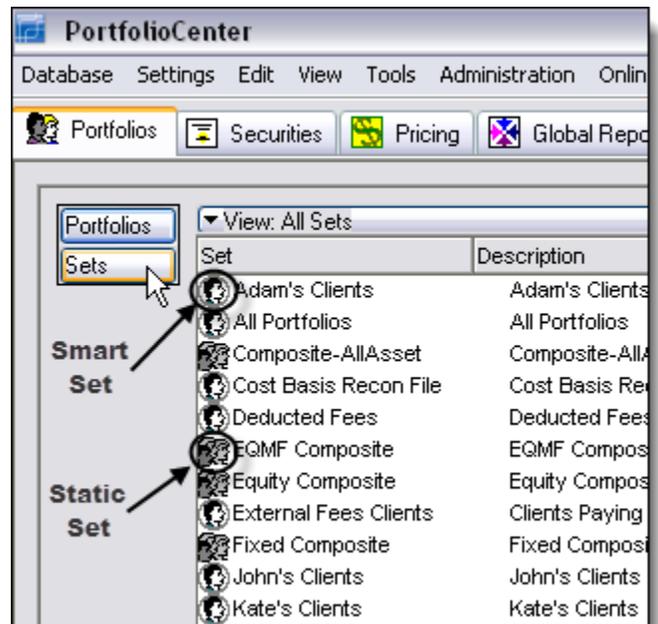
Follow these steps to convert your sets to rules-based Smart Sets. When you batch update your Smart Sets, they will always be up to date, with little effort on your part.

INSTRUCTIONS



Tip

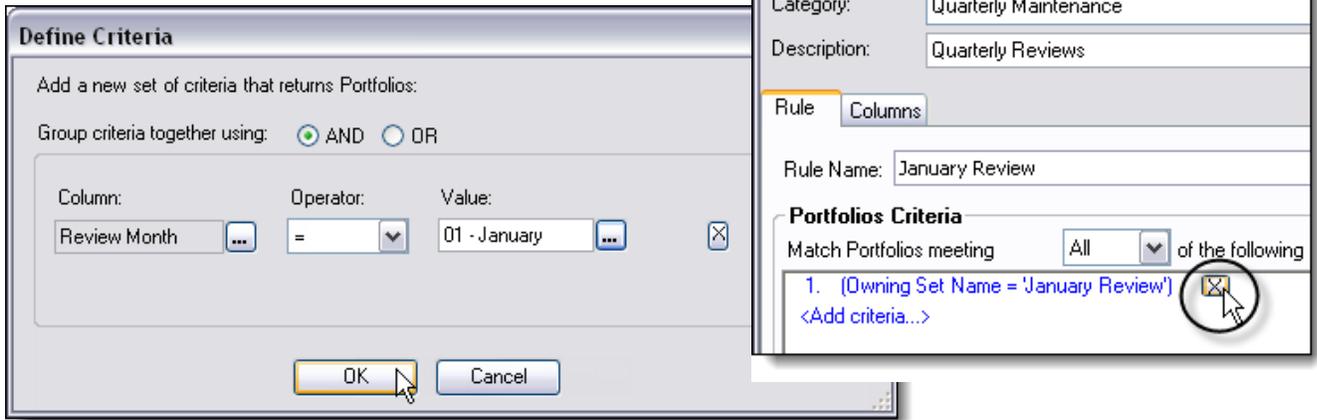
Convert static sets to Smart Sets for greater efficiency.



- 1 Create a Custom Portfolio Field for portfolios called Review Month. Make the field contents a list and create a list of all 12 months. Set the default to blank.
- 2 In the Data manager, create a View called January Reviews. The Rule should be based on the column called Owing Set Name, under Set Membership. Set Owing Set Name = January Reviews (the name of the static set). On the Columns tab, include the column for the custom field called Review Month.
Run the View.
- 3 In the Review Month column, select January from the list. Copy and paste January to the remaining portfolios in the View. Run the view again to post the data into the Portfolio Details.



- 4 Edit the rule by removing the Owning Set Name criterion and adding the Review Month = January. Save the rule.
- 5 Build a Smart Set on the January Reviews rule



BENEFITS

Use Smart Sets with Custom Portfolio Fields to more accurately maintain lists of accounts that are unique to your practice—where previously you could only use a static set. Apply this technique for any static set you maintain that has shared common characteristics for its members. The time you spend converting existing sets to Smart Sets will pay dividends down the road.

“Smart Sets are really powerful because of the Custom Portfolio Fields. They may be powerful as standalone features, but they’re exponentially powerful when used in unison. The two together are a great combination.”

--Travis Rychnovsky, Foster Group, Inc., West Des Moines, Iowa

SECTION 1. PRACTICAL EXAMPLES

1.7 CONFIRMING CASH BALANCES TO COVER MONTHLY DISTRIBUTIONS

SCENARIO

Custom Portfolio Fields are convenient tools you can use to solve a variety of business challenges. For instance, you most likely have a number of clients who take monthly withdrawals from their investment accounts. At the beginning of each month, you want to make sure there is enough cash for the next monthly withdrawal so the transaction will not be rejected for insufficient funds.

SOLUTION

You can save time confirming available cash and provide better client service by using Custom Portfolio Fields to ensure this does not happen. Set up your data to track the monthly withdrawal information you want to see. Next, find the information you want to see, using reporting capabilities in either a Global Report or the Export Wizard. Review each section below to decide which method works best for you.

INSTRUCTIONS

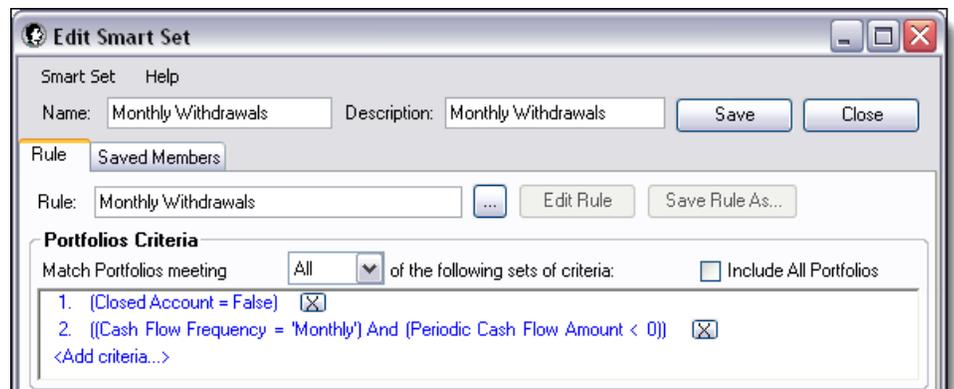
SET UP YOUR DATA TO TRACK PERIODIC CASH FLOWS

- 1 Create Custom Portfolio Fields called Cash Flow Frequency and Cash Flow Amount for portfolios

NAME	VALUE TYPE	DROP-DOWN LIST	DEFAULT	APPLIES TO
Cash Flow Frequency	Text	Annual, Quarterly, Monthly		Portfolio
Cash Flow Amount	Number	No	0	Portfolio

- 2 In the Data Manager, select the correct frequency and flow amounts for the appropriate portfolios. For deposits, enter a positive number, such as 100; for withdrawals, enter a negative number, such as -200.

- 3 Create a Smart Set called Monthly Withdrawal. Base the Smart Set on the following three rules as shown in the example on the right. Make your rule criteria Closed Account = False, Cash Flow Frequency = Monthly, and Periodic Cash Flow Amount < 0.



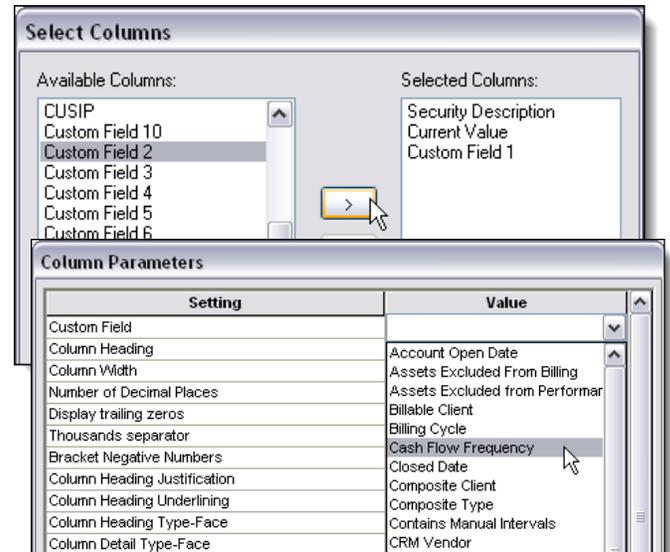
Now you have a list of all portfolios in the database that take monthly withdrawals

COMPARE THE WITHDRAWAL AMOUNTS TO THE CURRENT CASH BALANCE

Now that you have identified each portfolio taking a monthly withdrawal, you can review these portfolios' current cash balance to make sure there is enough in the accounts when distributions are to be taken. Below, we show you two options to do so.

USING THE MONEY BALANCES REPORT

- 1 In the Global Reports section, edit the settings of the Money Balances Report. First, add the Custom Field 1 column, click Format and then select the Cash Flow Amount column to assign it as the format value. Next, select the Monthly Withdrawal Smart Set you created on the previous page.
- 2 Run the report.
- 3 Check the report for any balances that are less than the number in the Cash Flow Amount column.



USING THE PORTFOLIOCENTER EXPORT WIZARD

- 1 In the Export Wizard, select the Portfolio Export with the following settings. Select the most recent date and corresponding price date. Select the Monthly Withdrawal Smart Set you created. In the columns, use only Description, Portfolio Account Number, Cash Flow Amount, and Total Cash.
- 2 Run the export and look at the spreadsheet.
- 3 Create a new column to the right of the exported data and name it Cash Variance.
- 4 Use the =sum function in the new column—Cash Variance—to calculate the difference between the Total Cash and Cash Flow Amount columns.
- 5 Sort the data in the new Cash Variance column in ascending order to see all the negative variance values first. These are the accounts that do not have enough cash in them to cover the withdrawal amount.

	A	B	C	D	E
		Account Number	Cash Flow Amount	Total Cash	Cash Variance
1	Description				
2	Joel Abbot	999-1937	-1000.00	84.90	(915.10)
3	Joel Abbot	999-5030	-300.00	138.82	(161.18)
4	Maggie Abbot	999-4008	-150.00	11.70	(138.30)
5	Sarah Brown	999-1007	-500.00	1000.00	500.00
6	Will Brown	999-1025	-350.00	872.58	522.58
7	Emily Edwards	999-1027	-750.00	1638.09	888.09
8	Henry Edwards	999-2032	-450.00	4903.19	4453.19
9	Anthony Zimmermann	999-1009	-200.00	561.58	361.58

BENEFITS

This example highlights two of the possibilities for using Custom Portfolio Fields and PortfolioCenter reports or exports to help make decisions about your practice.

SECTION 2. A CLOSER LOOK AT DATA MANAGEMENT TOOLS

PortfolioCenter contains powerful tools for managing and organizing your clients' data within portfolios and collections of portfolios. The practical examples in Section 1 illustrate how you can use each tool to work more efficiently and save even more time when you use them in combinations. This section covers each tool on its own in more depth, including additional examples you can apply in your practice and online resources for systematic instructions.

The data management tools for working with portfolios, groups, and sets are:

- Custom Portfolio Fields
- Smart Sets
- Rules
- Data Manager

2.1 CUSTOM PORTFOLIO FIELDS

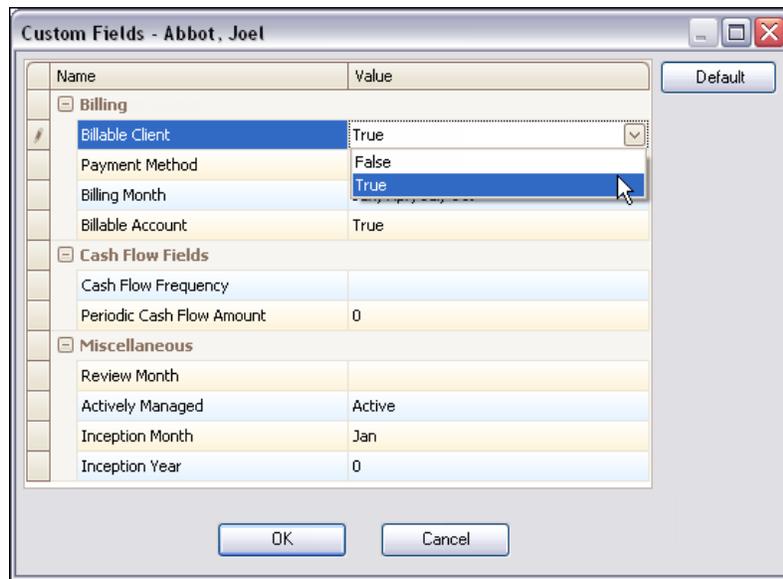
Custom Portfolios Fields are data fields you can add to portfolios and groups to track information important to your firm, including text, dates, numbers, true/false options, and drop-down lists. Access to an unlimited number of custom fields allows you to capture and track and kind of data not already defined in PortfolioCenter.

HOW YOU CAN USE CUSTOM PORTFOLIO FIELDS

- Customize your data for both portfolios and groups (“households”)
- Categorize your fields for more logical data entry
- Make you data entry consistent using drop-down lists
- Automate data entry using default values.

Name	Group by	Value Type	Dropdown List?	Default Value	Applies To
401K					
401K - Client Contributes	401K	Text	Yes	Yes	Group
401K - Spouse Contributes	401K	Text	Yes	No	Group
Billing					
Billable Client	Billing	True/False	No	True	Portfolio and Group
Payment Method	Billing	Text	Yes	Deduct from account	Portfolio and Group
Billing Month	Billing	Text	Yes	Jan, Apr, Jul, Oct	Portfolio and Group
Billable Account	Billing	True/False	No	True	Portfolio
Cash Flow Fields					
Cash Flow Frequency	Cash Flow Fields	Text	Yes		Portfolio
Periodic Cash Flow Amount	Cash Flow Fields	Number	No	0	Portfolio
Life Insurance					
Life Insurance - Client Contributes	Life Insurance	Text	Yes	Yes	Group
Life Insurance - Spouse Contributes	Life Insurance	Text	Yes	No	Group
Miscellaneous					
Review Month	Miscellaneous	Text	Yes		Portfolio
Actively Managed	Miscellaneous	Text	Yes	Active	Portfolio
Inception Month	Miscellaneous	Text	Yes	Jan	Portfolio
Inception Year	Miscellaneous	Number	No	0	Portfolio

This example shows Custom Fields capturing a client's billing, distribution, and client profile information. The Define Custom Portfolio Fields screen shows how these fields were set up.



Custom Portfolio Fields for the Eliot Adams portfolio with non-default entries shown in bold.

EXAMPLES OF CUSTOM PORTFOLIO FIELDS

The following list provides some ideas for Custom Portfolio Fields. You might use some or all of these.

FIELD	DESCRIPTION
Actively Managed	A True/False field that marks the portfolio as actively managed
Closed Date	Date account was closed
Date of Death	Date of a client's death, especially useful for trusts, etc.
Distribution Fields	Fields that track information about distributions regularly taken from accounts, such as: <ul style="list-style-type: none"> • Regular Distributions – True/False • Distribution Frequency – Drop-down list • Distribution Day – Number • Distribution Amount - Number
Payment Method	A drop-down list with the options: Pay by check and Deduct from Account
Registration	Account registration with a drop-down menu for IRA, JTWR0S, ROTH, etc.
Start Date	Date of accounts' inception; this is often different from Performance Inception Date.

OTHER RESOURCES AND APPLICATIONS

- See "Defining Custom Portfolio Fields" at the end of this guide.
- Visit www.schwabpt.com and search for detailed reference documents, titled:
 - "What are Custom Portfolio Fields and Why Should I Use Them?"
 - "Defining Custom Portfolio Fields"
- To begin using this feature in PortfolioCenter, select Settings | Define Custom Portfolio Fields.

SECTION 2. A CLOSER LOOK AT DATA MANAGEMENT TOOLS

2.2 SMART SETS

A portfolio set is a collection of portfolios that share some characteristic other than family ties (as in the case with a group). Portfolio sets facilitate global execution of many administrative tasks in PortfolioCenter, such as batch printing, batch interval calculations and global reporting.

STATIC SETS AND SMART SETS

In PortfolioCenter, there are two kinds of sets: static sets and Smart Sets. With static sets, you determine which portfolios belong in a set and manually designate them as set members.

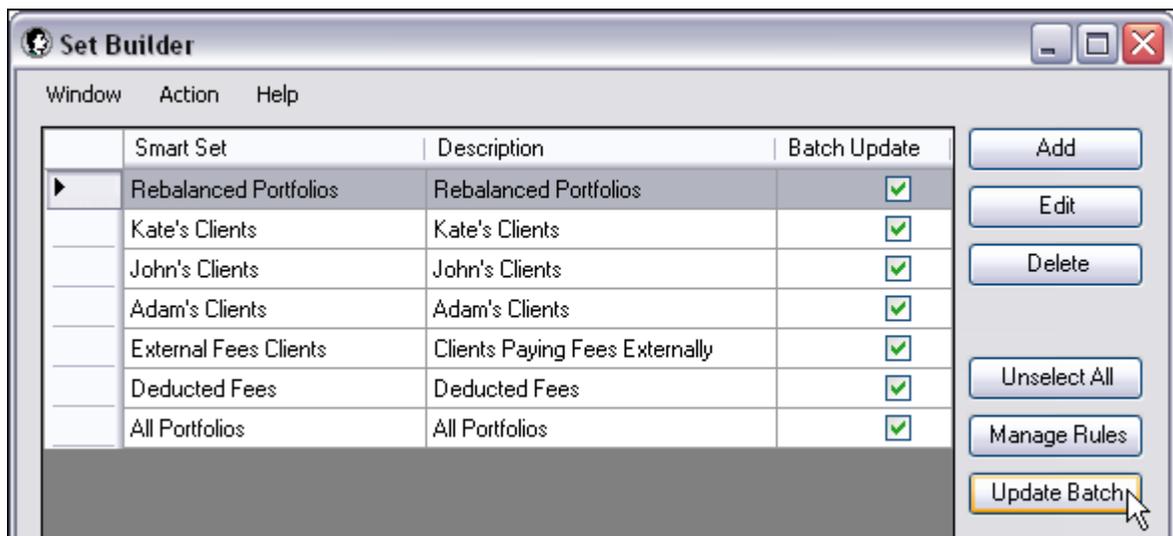
A Smart Set, on the other hand, is created and updated based on data-determined criteria or rules. Once you create a Smart Set, PortfolioCenter determines which portfolios belong in it, based on the data sorted in Portfolio Details, and automatically puts them in a set for you (including any Custom Portfolio Fields you create).



Tip

Use Smart Sets as much as possible to manage data faster and more accurately.

A Smart Set, because it is rules-based, enables you to easily group accounts with similar characteristics for portfolio managements and global reporting. Use the Batch Update feature in the Set Builder to update your Smart Sets.



Update the members of Smart Sets with the click of a button.

SECTION 2. A CLOSER LOOK AT DATA MANAGEMENT TOOLS

EXAMPLES OF SMART SETS

The following list provides some ideas for Custom Portfolio Fields. You might use some or all of these.

SET NAME	EXAMPLE OF SMART SET
All Balanced Accounts	All accounts with Balanced in Objective field
All Monthly Withdrawal Accounts	All accounts with a value in a Custom Portfolio Field you created called Monthly Withdrawals
All Accounts for a Specific Advisor	All accounts with DKH in the Advisor ID field
All Schwab Accounts	All accounts with Schwab in the Custodian field on the Trading tab.
All Billable Accounts	All accounts where the Billing Spec field is not blank
All Pay by Check Accounts	All accounts with Check in a Custom Portfolio Field you created called Payment Method
All IRA Accounts	All accounts with IRA in the Account type field
All Accounts Reviewed in January	All accounts with January in a Custom Portfolio Field you created called Anniversary Month



Tip

Institute a thorough process for set management as new accounts are opened—decide up front what sets the new account will be part of.

OTHER RESOURCES AND APPLICATIONS

- See “Operators for Smart Sets and Rule Conditions” at the end of this guide.
- Visit www.schwabpt.com and search for detailed reference documents, titled:
 - “Using Set Builder to Create Smart Sets”
 - “Smart Sets vs. Static Sets”
- To begin using this feature in PortfolioCenter, select Settings | Sets (at the upper left). Click the New button at the bottom right of the window and then select Smart Set to create your Smart Set.

SECTION 2. A CLOSER LOOK AT DATA MANAGEMENT TOOLS

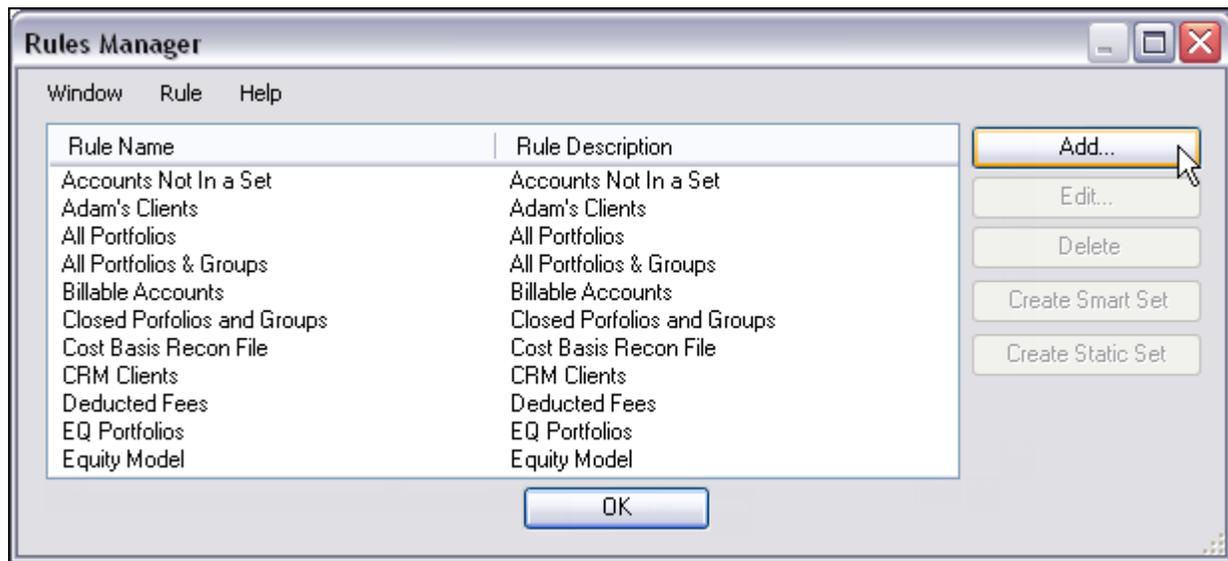
2.3 RULES

Rules are criteria that identify specific portfolios and/or groups. You can use rules to:

- View, sort, and analyze—on the fly—various pieces of data related to each portfolio
- Export the portfolios and related data to a spreadsheet for further analysis
- Create a Smart Set or static set that includes all identified portfolios
- Create a View of the portfolios and data in the Data Manager

OTHER RESOURCES AND APPLICATIONS

- See “Operators for Smart Sets and Rule Conditions” at the end of this guide.
- Visit www.schwabpt.com and search for detailed reference documents, titled “Working with Rules.”
- To begin using this feature in PortfolioCenter, select Settings | Sets (at the upper left). Then click the Set Builder button at the bottom of the window to display the Set Builder window. Next, select the Rules Manager.



The Rules Manager allows you to consolidate, edit, add, and delete views to create smart and static sets.

“The key best practice I’ve found is to use the Rules Manager when you build your set.”

--Kathy Williams, Waddell & Associates, Inc., Memphis, Tennessee

SECTION 2. A CLOSER LOOK AT DATA MANAGEMENT TOOLS

2.4 DATA MANAGER

The Data Manager is a powerful new tool to help you view, analyze, and manipulate data. When you use the Data Manager, it creates a View, which is a grid of data generated by combining a Rule with column selections. The rule determines which portfolios and/or groups you want to include, and the column selections determine what data you want to see for the portfolios or groups.



Tip

If you decide to change performance benchmarks, you can use the Data Manager find-and-replace function to designate a new benchmark.

USE THE DATA MANAGER TO:

- Create multiple views of your data to match data organizing needs of various staff members
- Sort and filter data
- Streamline global data edits
- Simplify populating new custom fields with data
- Quickly identify missing data

	Portfolio Description	Account Number	Objective	Account Type	Taxable flag
	Abbey, Georgia	999-1035	GROWTH	BROKERAGE	True
	Abbot, Joel	999-1937	ASSET DIVERSIFICATION	BROKERAGE	True
	Abbot, Joel	999-5030	ASSET DIVERSIFICATION	IRA	True
	Abbot, Maggie	999-4008	RETIREMENT	IRA	True
	Abbot, Maggie	999-6024	ASSET DIVERSIFICATION	LIMITED PARTNERSHIP	True
	Abrams, Jill	999-2028	RETIREMENT	ROTH (IRA)	False
	Alexander, Jenna	999-3003	GROWTH	BROKERAGE	True
	Alexander, Joseph	999-2034	RETIREMENT	IRA	False
	Allen, Caroline	999-1019	GROWTH	BROKERAGE	True
	Allen, Mary Beth	999-3006	GROWTH	BROKERAGE	True
	Anderson, John	999-2008	RETIREMENT	IRA	False
	Baker, Janet	999-7030	ASSET DIVERSIFICATION	Separately Managed Account	True

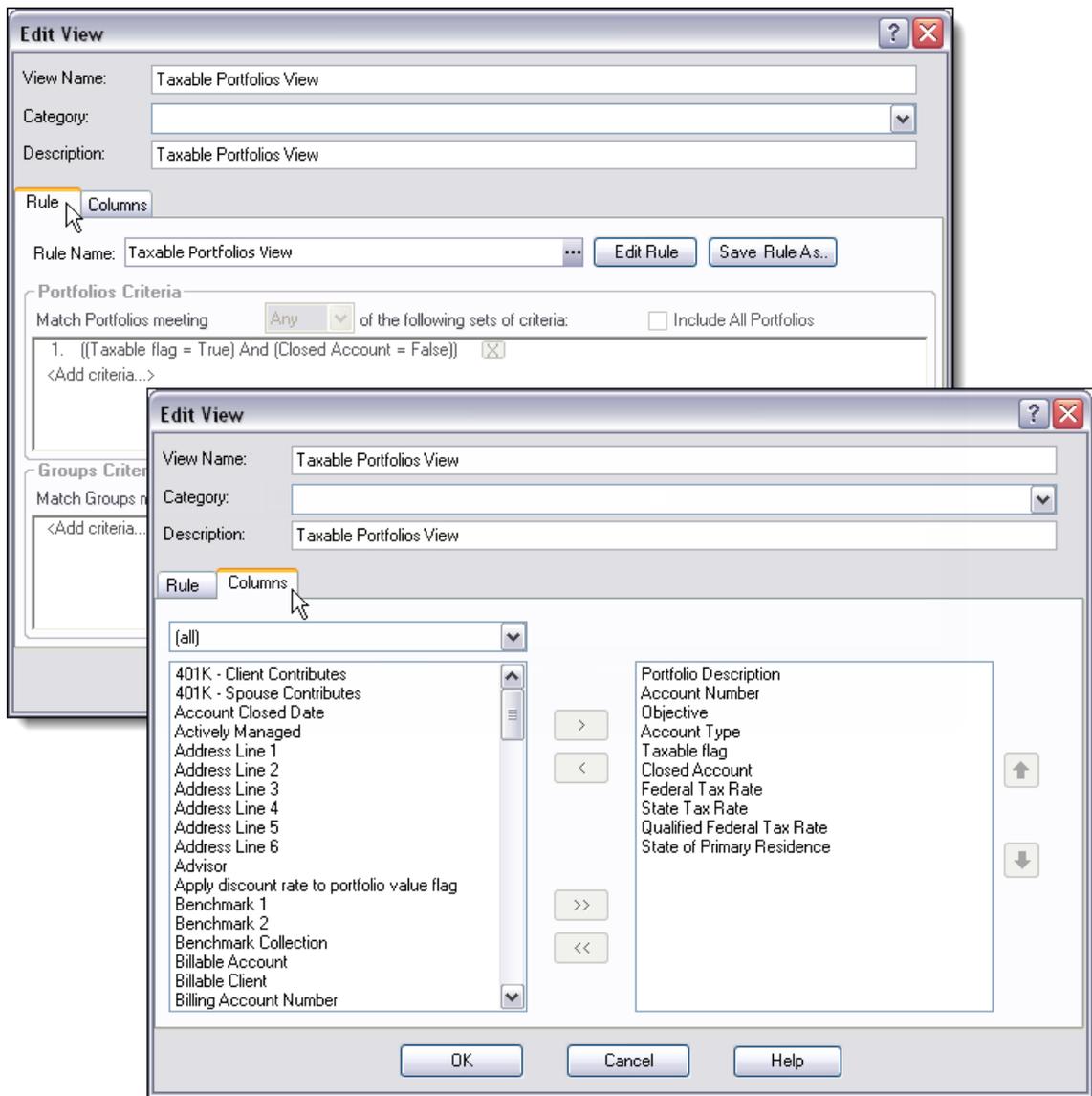
Find saved Views using the View Navigator. The Results Grid shows your current View.



Tip

Use the Data Manager for large-scale data entry, such as entering data in a new Custom Portfolio Field for all accounts.

SECTION 2. A CLOSER LOOK AT DATA MANAGEMENT TOOLS



To create a View, start with a Rule, then select columns for the data you want to see.

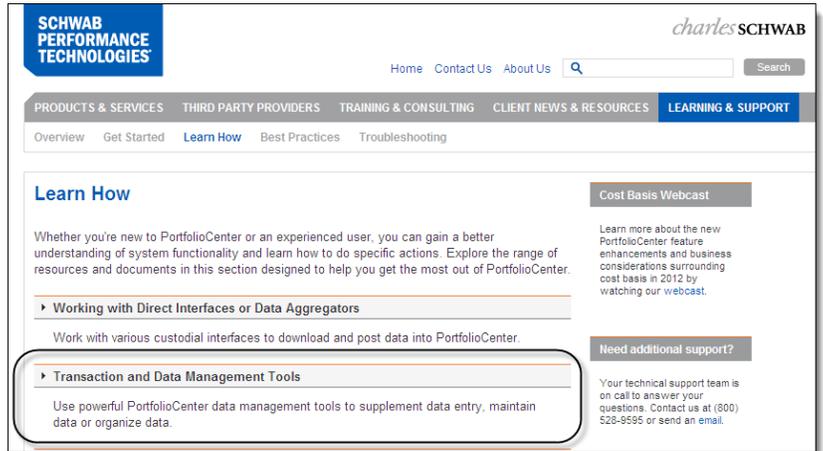
OTHER RESOURCES AND APPLICATIONS

- Visit www.schwabpt.com and search for detailed reference documents, titled:
 - “Introducing the Data Manager”
 - “Creating Views in the Data Manager”
 - “Using Views to Analyze and Edit Data”
 - “Working with Rules”
- To begin using this feature in PortfolioCenter, select the Portfolios tab, then the Data Manager button on the lower left of the screen.

SECTION 3. LEARN MORE

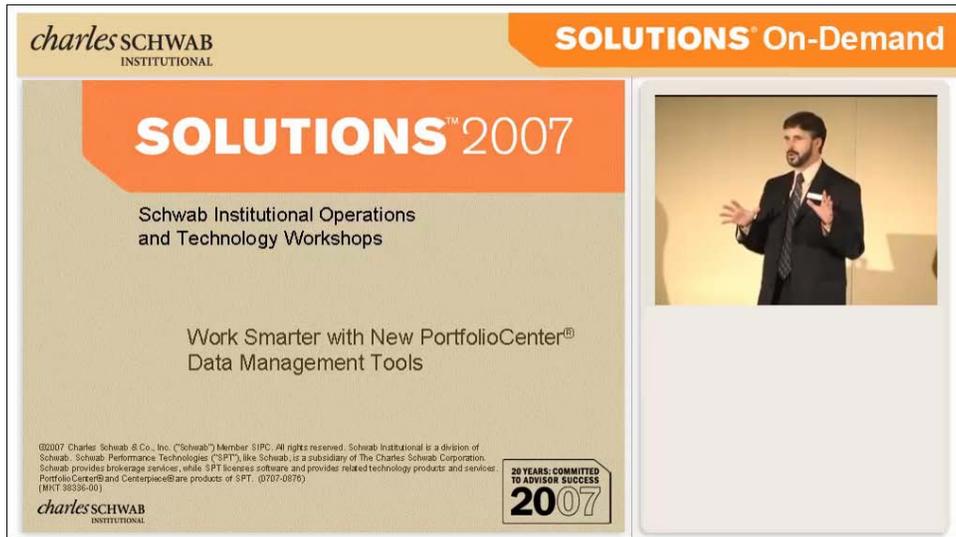
3.1 RESOURCES ON WWW.SCHWABPT.COM

- Take advantage of extensive documentation available online for working with portfolios, groups and sets in the **Online Learning and Support | Learn How** section.
- A SOLUTIONS® On-Demand Webcast about best practices with data management tools is available. If you prefer to see a visual presentation that covers some of the material in this guide, view this Webcast of the live SOLUTIONS Workshop session, “Work Smarter with PortfolioCenter Data Management Tools.” Visit www.schwabpt.com | Online Learning & Support | Best Practices.



The screenshot shows the Schwab Performance Technologies website. The header includes the company logo, navigation links (Home, Contact Us, About Us), a search bar, and a search button. Below the header is a menu with categories: PRODUCTS & SERVICES, THIRD PARTY PROVIDERS, TRAINING & CONSULTING, CLIENT NEWS & RESOURCES, and LEARNING & SUPPORT. The 'LEARNING & SUPPORT' category is selected, and the 'Learn How' sub-section is active. The main content area is titled 'Learn How' and contains text about understanding system functionality. There are three expandable sections: 'Working with Direct Interfaces or Data Aggregators', 'Transaction and Data Management Tools', and 'Cost Basis Webcast'. The 'Transaction and Data Management Tools' section is expanded, showing text about using PortfolioCenter data management tools. A 'Need additional support?' section is also visible, providing contact information for technical support.

Find more information and instructions in the Learn How section of schwabpt.com



The screenshot shows a slide from a Schwab Institutional SOLUTIONS On-Demand webcast. The slide features the Schwab Institutional logo in the top left corner and the 'SOLUTIONS On-Demand' logo in the top right corner. The main title is 'SOLUTIONS™ 2007'. Below the title, it reads 'Schwab Institutional Operations and Technology Workshops'. The central text says 'Work Smarter with New PortfolioCenter® Data Management Tools'. On the right side, there is a video thumbnail showing a man in a suit presenting. At the bottom left, there is a small text block with copyright information and a logo for '20 YEARS COMMITTED TO ADVISOR SUCCESS 2007'.

On-Demand Webcasts feature video from SOLUTIONS Workshops, along with audio and presentation slides.

3.2 SERVICES AND SUPPORT

We provide a range of service, training, and consulting options to help you take full advantage of our technology solutions.

- **SPT Technical Support**—We strive to provide superior technical support, with experience, professional staff trained and dedicated to quality service.
- **Regional Hands-On Training**—Attend up to three full days of Hands-On Training classes for PortfolioCenter in cities across the country.
- **Personalized Training**—With Remote Training, you speak with a trainer via a conference call while watching a personalized presentation on the web. WE also offer in-person Onsite Consulting to meet your specific training needs. Our expert staff will work with you to customize an agenda and approach for your onsite visit.
- **Select Service**—This service option offers an ongoing relationship with a primary SPT contact to manage all support questions and provide personalized service and best practices.

SECTION 3. LEARN MORE

3.3 REFERENCE DOCUMENTS

DEFINING CUSTOM PORTFOLIO FIELDS

Specify the following attributes when defining a new field.

ATTRIBUTE	DESCRIPTION
Name	A unique name you assign to the new field. You must assign a name before you can specify any other attributes.
Group by	<p>An appropriate category (that you define) for the new field.</p> <p>Just as you might see Personal Data (name and address) group together on the Personal tab of Portfolio Details, you might want to group related fields on the Custom Portfolio Field screen. Because you define the categories, they can include such criteria as Distribution Fields, Account Status Fields, or Account Billing Fields. Each new field can then be assigned to an appropriate category.</p>
Value Type	The type of data to be entered in this field: Text, Number, Date, or True/False
Drop-down List	<p>Whether the field will have a drip-down list of possible entries.</p> <p>If “Yes”, you must create a list of entries to show on the drop-down list. Drop-down lists are especially useful for keeping data entry consistent. The only valid data are items in the drop-down.</p> <p>If “No”, the field allows free entry of whatever data type is specified under Value Type.</p>
Default Value	What data, if any, should be entered in this field automatically for all portfolios and portfolio groups. If no value is specified, the field will remain blank until data is entered.
Applies to	Whether the new field is available for individual portfolios only, portfolio groups only, or both. For example, a field for the date of a monthly withdrawal is appropriate for an individual portfolio, but not for a portfolio group.

SECTION 3. LEARN MORE

OPERATOR FOR SMART SET AND RULE CONDITIONS

OPERATOR	DATA TYPES	DESCRIPTION
=	All types	Must match exactly
<>	All types	Does not match exactly This operator does not return blank Text or Date field. Number and True/False fields cannot be blank.
>, <, >=, <=	Text, Date, Number	Greater than, less than, greater than or equal to, less than or equal to These operators do not return blank Text or Date fields. For Text fields, these operators refer to the alphabetical order of the values. When you specify something like “Last Name >” and select a name from the list, your set includes all portfolios where the last name falls alphabetically after the selected name.
Is Blank	Text, Date	No value is entered for the field. To find portfolios with no assigned Model, Target, etc., use the Is Blank operator for the Name field of the associated item. For example, Model Name is Blank return all portfolios with no Model assigned.
Is Not Blank	Text, Date	Any value has been entered for the field
Contains	Text	Contains the specified text anywhere in the field Use ? as a wildcard to represent a single character. “Account Type Contains 40?(?)” returns portfolios with the account type 401(k) or 403(b). Use * as a wildcard to represent any number of character. “Account Type Contains SAM*Trust” returns portfolios with the account type SAM: CFI/Trust, SAM: AFL/Trust, etc.
Does Not Contain	Text	Does not contain the specified text anywhere in the field
Ends with	Text	Contains the specified text at the end of the field
Starts with	Text	Contains the specified text at the beginning of the field