

PORTFOLIOCENTER EXPORT WIZARD INTRODUCTION

Use the PortfolioCenter Export Wizard to extend data analysis in flexible, easy-to-use formats. The Export Wizard enables you to filter, analyze or integrate data with third-party applications, extending your ability to work with PortfolioCenter account information. Use the wizard to:

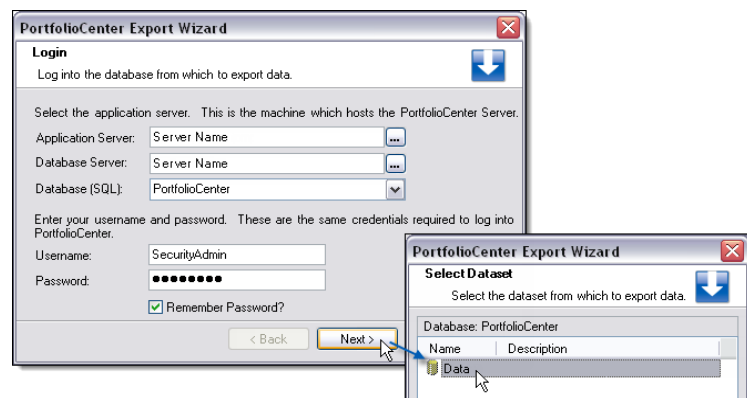
- Use the CSV export format to find and filter data quickly, or combine several exports - using formulas - into a single spreadsheet and then filter or create customized reports based on that information
- Export data pre-formatted to be used with Schwab Advisor Center™

GETTING STARTED

The Export Wizard is an external tool to the PortfolioCenter application. Follow the steps below to start the export wizard.

- 1 Click the Windows **Start** button, and then select: **Programs | Schwab Performance Technologies | Tools | PortfolioCenter Export Wizard**.
- 2 Log in to the Export Wizard by selecting the application server, database server, database name, and entering your Username and Password, and then click **Next**.
- 3 Select the Dataset to export from, and then click **Next**.
- 4 Select the name of the export you want to use, and then click **Next**.

See the [Commonly Used PortfolioCenter Exports](#) section on page 2 for a description of the exports.



COMMONLY USED PORTFOLIOCENTER EXPORTS

The Export Wizard contains 19 exports providing data ranging from position details and rebalancing to performance and transaction data. In the table below, the exports are listed in alphabetical order and show the type of data typically exported, the file formats, and a short description of the export and any uses, as well as links to documents that might provide additional information about the source of the data for that export. There are a few proprietary exports not covered in the table below that are only used at the direction of our Technical Support team. Some of the exports can be automated and scheduled. Contact the Technical Support team for help getting these exports configured correctly. The exports in the table below provide at least a .CSV file, and, in some cases, a .TXT or .XML file format to use with some third-party applications.

EXPORT NAME	DATA TYPE	FILE FORMATS	AUTOMATED OPTION?	EXPORT DESCRIPTION
Asset Class Interval Export	Performance Data	CSV TXT	No	Asset class level interval data for portfolios, groups or both, including rates or return, beginning values, ending values, net contributions for specific date ranges and some portfolio attributes. See Calculating Asset Class Intervals for more information about Asset Class intervals.
Asset Class Interval Rollup Export	Performance Data	CSV TXT	No	Similar to the Asset Class Interval Export, only the output is combined into a single line by reporting frequency.
Custom Fields Export	Portfolio Details Data	CSV	No	Export all custom portfolio fields and the values of each, limited to custom fields. The Portfolio Export also provides columns for custom fields with the value assigned to each portfolio.
Master List Export	Position	CSV	Yes	Export a list of currently held securities, the quantity, price and total value of all positions held in aggregate on a specific date.
Model Details Export	Model Details Data Rebalancing Tools Data	CSV TXT	No	Designed for use with Schwab's Portfolio Rebalancer on Schwab Advisor Center™, export the settings for PortfolioCenter models and import them into Portfolio Rebalancer. For more information about using this export with the Portfolio Rebalancer on Schwab Advisor Center, see Importing PortfolioCenter® Models into Portfolio Rebalancer® on Schwab Advisor Center™ . Also, use this export to compare settings of multiple models at once.
Portfolio Export	Portfolio Detail Data	CSV TXT XML	No	Portfolio detail information, values for the associated custom fields, and total value for the portfolio and total cash, and sorted by current value. Uses include a fast way to find missing detail data, locating top portfolios in your firm, or for use with a third-party application. For more information about the portfolio details, see Entering Portfolio Details . Only portfolio – no group - details are exported. If you include a group, only the data for the group members is exported.

EXPORT NAME	DATA TYPE	FILE FORMATS	AUTOMATED OPTION?	EXPORT DESCRIPTION
Portfolio Interval Export	Performance Data	CSV TXT	No	Portfolio-level interval data for portfolios, groups or both, including rates or return, beginning values, ending values, net contributions for specific date ranges and some portfolio attributes. A useful export for reviewing or validating returns in preparation for quarter-end reporting. See Working with the Portfolio Interval Export and the Interval Status Report for more information.
Portfolio Interval Rollup Export	Performance Data	CSV TXT	No	Similar to the Portfolio Interval Export, only the output is combined into a single line by reporting frequency.
Position Export	Asset Value by Position	CSV TXT XML	Yes	Position level data as of a specific date for portfolios or group members (not for combined group positions). Choose columns providing calculations such as yield, gain/loss, and internal rate of return and so on or columns displaying portfolio detail and security detail.
Position Export – Combined Group Position	Cost Basis Data Taxable Account Data	CSV TXT	Yes	Realized gain and loss data for a date range for several portfolios at once, data you cannot get from PortfolioCenter on a global level. Combine this data with unrealized loss information from other exports for tax loss harvesting. See PortfolioCenter Export Wizard in Practice: Realized Gain/Loss Analysis for a recommendation on how to set up Tax Loss Harvesting using this export.
Rebalancing Export	Rebalancing Data	CSV TXT	No	Similar to the Global Rebalancing Report in PortfolioCenter, this export compares model allocations to actual holdings for symbol-based models, facilitating planning for block trades and other trading.
Category Rebalancing Export	Rebalancing Data	CSV TXT	No	Similar to the Rebalancing Export for symbol-based models above, this export provides out of tolerance information for accounts with a category-based (asset class, sector or sub-sector) model.
Schwab Rebalance Utility	Rebalancing Data	CSV	No	Formatted specifically for use with the Schwab Equity and Mutual Fund Trading Application on Schwab Advisor Center, this export provides a list of trades based on a comparison of the assigned model and actual positions. For more information about this export, see Exporting Rebalancing Data using the Schwab Rebalancing Utility Export to Upload to Schwab Advisor Center™ .

EXPORT NAME	DATA TYPE	FILE FORMATS	AUTOMATED OPTION?	EXPORT DESCRIPTION
Trade Lot Export	Asset Value by Trade Lot	CSV TXT XML	Yes	Trade lot level position data for several accounts at once on a date, and helpful for finding missing data, to troubleshoot incorrect cost basis and for cost basis reconciliation. See PortfolioCenter Export Wizard in Practice: Finding Trade Lots with Missing Cost Basis for more information about using this export.
Trading Data	Rebalancing Data	XML ZIP	Yes	Position, model, and rebalancing data for accounts with assigned models in PortfolioCenter and typically used with third-party software. Contact your third-party software provider to see if it can use data from this export.
Transaction Export	Transaction Data	CSV TXT	Yes	Transaction data for a date range, including security attributes, transaction data and calculations such as fees, unit cost and cost per share that can be used as data checks for quarter-end, cost basis reconciliation and for planning. See Export Wizard Details: Transaction Export for detailed information about this export.

TIPS AND BEST PRACTICES

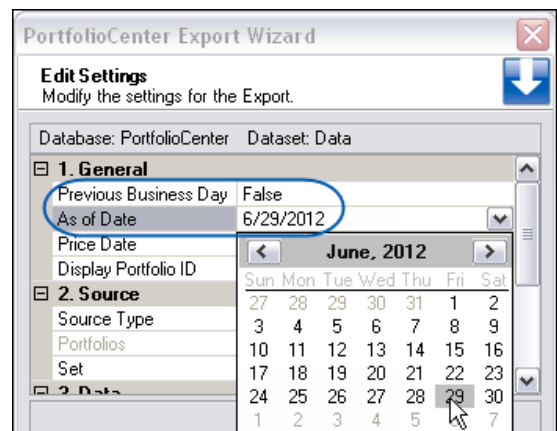
UNDERSTANDING DATE SETTINGS DIFFERENCES

Date settings for exports depend on the type of data exported. For example, position and trade lot data for a specific date uses As Of and Price File dates, whereas transaction and performance data use date ranges.

For exports requiring an As Of and Price date, there are two options for selecting a date:

- as of and price dates individually in the wizard
- Previous Business Day setting when available

When set to True, the Previous Business Day setting uses the price file for the most recent business day.



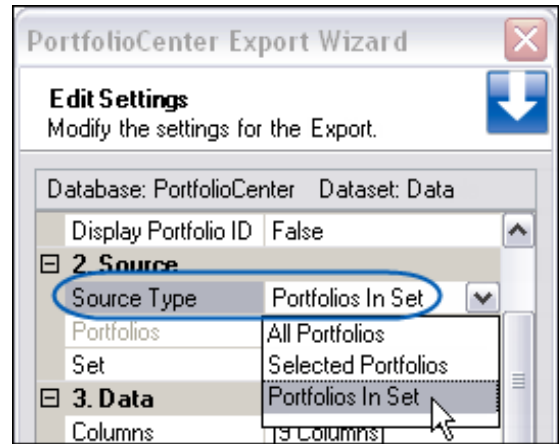
If you do not have a price file on for the previous business day date, the export fails.

SELECT THE APPROPRIATE SOURCE FOR THE EXPORT

Most exports contain a Source Type setting with the options All Portfolios, Selected Portfolios or Portfolios in a Set.

Depending on the export, All Portfolios may or may not include groups, and in some cases, even if you include groups, only data for the group members is exported. A best practice is to create a set of the portfolios and groups and use that set for the exports.

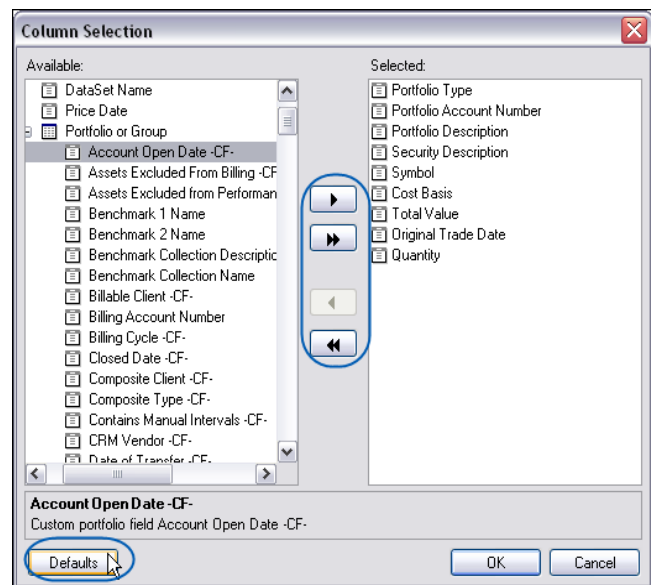
You have two options for creating sets: smart sets and static sets. For more information, see [Smart Sets vs. Static Sets](#).



SELECTING DATA COLUMNS

The data included in the output file is set by selecting columns. While not all exports allow you to select data columns, most do. The data columns are organized by the source type – for example, all portfolio detail columns are together, all security detail columns are together, etc., and the available columns are on the left and columns included in the export are on the right.

To add a column to the export, select it from the available columns list and click the single arrow to move it to the Selected Columns list. Drag and drop the columns in the Selected Columns list to arrange them in the order you want. To reset the columns included in an export to the most commonly used columns, click the **Default** button in the lower left corner of the Column Selection screen.



FINISHING THE EXPORT

At the end of the export, the Export Succeeded page offers a few choices. Click the links to view the export or to view the export log. Check the **Run wizard again** box to run more exports in succession without reopening the wizard. Check the **Save export settings** box to save the settings (including dates, selected columns and output file location) for your export to your computer. Settings are stored per user on the computer and are specific to the data set.



INTERPRETING THE DATA

Most export values match the values you see on the similar PortfolioCenter report. However, some True/False columns display 0 or 1 or 0 or -1 as the exported value. In this situation, 0 always means False, while 1 or -1 means True.

	A	B	C	D	E	F	G
1	Portfolio	Portfolio Description	Symbol	Total Value	Quantity	Portfolio Taxable	
2	999-1035	Abbey, Georgia	CASH	68622.18	68622.18	-1	
3	999-1035	Abbey, Georgia	AAPL	76416	400	-1	
4	999-1035	Abbey, Georgia	YHOO	0	6231	-1	
5	999-1035	Abbey, Georgia	XPH	0	4192	-1	
6	999-1035	Abbey, Georgia	XOM	0	1445	-1	
7	999-1035	Abbey, Georgia	WMT	0	1868	-1	
8	999-1035	Abbey, Georgia	WAG	0	1676	-1	
9	999-1035	Abbey, Georgia	VZ	0	1873	-1	

For institutional audiences only.

© 2013 Schwab Performance Technologies® ("SPT"). All rights reserved

PortfolioCenter® is a product of Schwab Performance Technologies® ("SPT"). SPT is a subsidiary of The Charles Schwab Corporation separate from its affiliate Charles Schwab & Co., Inc. ("CS&Co"). CS&Co is a registered broker-dealer and member [SIPC](#) that provides brokerage services, while SPT licenses software and provides related technology products and services.

Individual names, account numbers and contact information listed in this document are fictional and not intended to reflect any existing individuals. Both real and fictional securities are listed in the document. Securities and strategies reflected in the document are for educational purposes only and are not, nor should they be construed as, recommendations to buy, sell, or continue to hold any investment nor do the accounts listed reflect individual securities accounts or holdings. Any similarity to an existing individual or account is purely coincidental. Screen shots are provided for illustrative purposes only and may be abridged.