

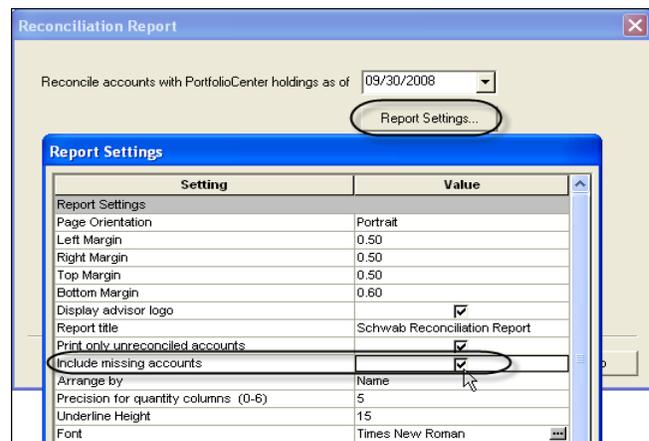
Working with Missing Accounts on the Interface Reconciliation Reports

On the Interface Share Reconciliation report and the Interface Cost Basis Reconciliation report you have the ability to list accounts that should be in the file, but are not included for some reason. This document shows you how the setting works and how to display information correctly.

Enabling the Setting

The Include Missing Accounts setting gives you the ability to detect portfolios missing from the interface reconciliation files that should be included. This can help you avoid overlooking accounts at the end of the quarter when you are seeing only Unreconciled Accounts on the report.

By default, the Reconciliation Reports do not have the Include Missing Accounts setting enabled. To enable the setting, you must edit the report settings. Click the Report Settings... button in either Reconciliation Report wizard for the interface, and then check the box for Include Missing Accounts.



On the Web

There are many ways to customize the Share Reconciliation Report or the Cost Basis Reconciliation Report. See [Customizing the Share Reconciliation Report](#) and [Customizing the Cost Basis Reconciliation Report](#) for more information about customization options.

Conditions Making a Portfolio “Missing” on the Reconciliation Reports

For an account to appear on the reconciliation reports as a Missing account, three conditions must be met:

- ♦ The account is not in the reconciliation file
- ♦ The account is in the interface’s account mapping table, and is **not** blocked
- ♦ The Closed setting in account details is unchecked.

If an account should not be included in the file because it is closed or should be de-linked, see the section below for information about how to omit it from the report entirely.

Schwab Reconciliation Report			
Reconciliation File: 09/28/2008			
Symbol	Description	Type	Quantity
Bell, Jonah		999-0901	Missing
Bishop, Jane		999-0603	
AGTHX	Growth Fund Of Amer Cl A	Mutual	153.68560
ARBFX	Arbitrage Bond Fund	Mutual	416.85810
AYBFX	American Advantage High Yield	Mutual	416.29870
BARAX	Baron Asset Fund	Mutual	101.76030

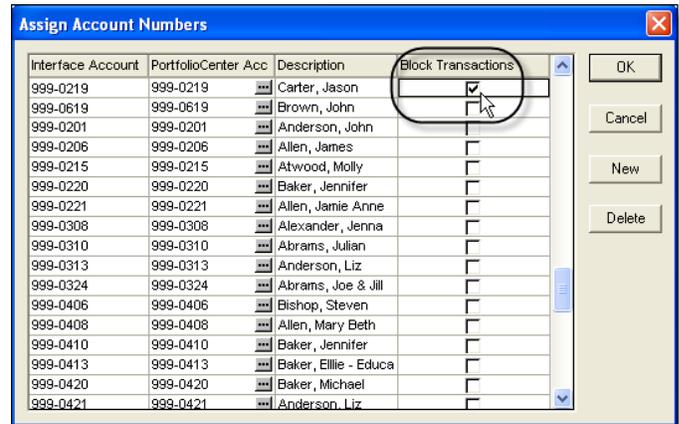
Fixing it

If the account should be in the file but is not, you should contact your data provider to find out why the account is not in the file.

If, however, the account appears on the reports incorrectly as “missing” and you know that the account *should not* be in the file, you can block the account number in the interface mapping table.

To access the mapping table, select the interface settings, and then click the Paths and Assignments tab. Click the **Account Numbers...** button to open the mapping table.

Check the Block Transactions box to the right of the account number that should not appear on the report, and then click **OK**.



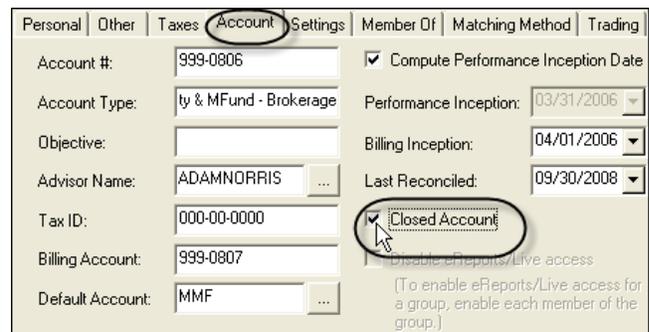
On the Web

For more information about the Interface Mapping tables, see [Working with Interface Mapping Tables](#).

Another option that might offer broader application is to use the Closed Account setting in portfolio details.

If the account is in fact closed, open the Portfolio details and click the Account tab. Check the Closed Account box and save the changes.

In addition to removing the account from the reconciliation reports, this portfolio can now be excluded from any set or view that excludes closed accounts.



On the Web

For more information about using the closed account setting, see [Working with the Closed Account Setting](#).