

Using the Trade Lot Export to Upload Cost Basis to Custodians

When reconciling cost basis for clients considering PortfolioCenter to be the statement of record, you will need to send the cost basis known in PortfolioCenter to the custodian. The Trade Lot Export, found in the Export Wizard, can be used to help you upload data to the custodian. While all custodian requirements are different, this document will help guide you through using the trade lot export and give you some tips on using the data once you have exported it.

Creating the Trade Lot Export using the Export Wizard

The best practice is to use the trade lot export found in the Export Wizard and create a CSV file, as they are easiest to edit if you need to do so. Follow the instructions below to create the CSV file:



On the Web

It is most efficient to run the Trade Lot Export for only the accounts where the custodian is the system of record, the account is taxable and all accounts for the same custodian. For more information about creating targeted sets like these, see [Using Custom fields to Help You Prepare for Reconciling Cost Basis](#).

1 Launch the Export Wizard:

Start | All Programs | Schwab Performance Technologies | Tools | Export Wizard

2 If you have a welcome page, click Next to bypass it.

3 On the Login Page, enter the login credentials, and then click Next.

4 On the Select Dataset page, select the dataset you want to export data from, and then click Next.

5 On the Select Export page, select the Trade Lot Export, and then click Next.

6 On the Edit Settings page, enter the following settings:

a General: select the as of and price date information and portfolio ID option. Select True for Previous Business Day to have the export use the as of and price file date of the previous business date. Set the Display Portfolio ID option to False.

b Source: Select Portfolios in Set as the source type, and then select a set that includes only taxable accounts for the selected custodian that considers PortfolioCenter the system of record.

The screenshot shows the 'PortfolioCenter Export Wizard' dialog box, specifically the 'Edit Settings' page. The title bar reads 'PortfolioCenter Export Wizard' and 'Edit Settings'. Below the title bar, it says 'Modify the settings for the Trade Lot Export.' The dialog is divided into several sections: 'Database: T3_Test Dataset: SampleData', '1. General' (with fields for 'Previous Business Day' set to True, 'As of Date', 'Price Date', and 'Display Portfolio ID' set to False), '2. Source' (with 'Source Type' set to 'Portfolios In Set', 'Portfolios' set to '[0 Portfolios]', and 'Set' set to '(CB Recon - PC SOR at Schwab) CB Recon - PC SOR at Schwab'), '3. Data' (with 'Columns' set to '(7 Columns)'), '4. Logging' (with 'Logging Level' set to 'Info'), and '5. System' (with 'Thread count' set to '16' and 'Maximum rows per thread' set to '10000'). At the bottom, there is a 'Columns' section with the text 'Specifies the data that will be exported.' and three buttons: '< Back', 'Next >', and 'Cancel'.

- c Data: click the box to the right of the Columns setting to select the columns of data to include on the export. See the Common Data Columns for Custodial Exports section on page 3 for some commonly requested columns and information about them.
- d Logging Level: set it to Off or Info.
- e System: keep the default settings.

7 Click Next.

8 On the Export Settings page, select the following settings:

- ◆ Format: CSV Format – this is a comma delimited file that you can open in a spreadsheet program and modify if necessary.
- ◆ Target: the location you want the file to be when the export is complete. You can place it anywhere on the network, including the desktop. In this example, we have created a folder on the C drive specifically for exports and placed the file in there.

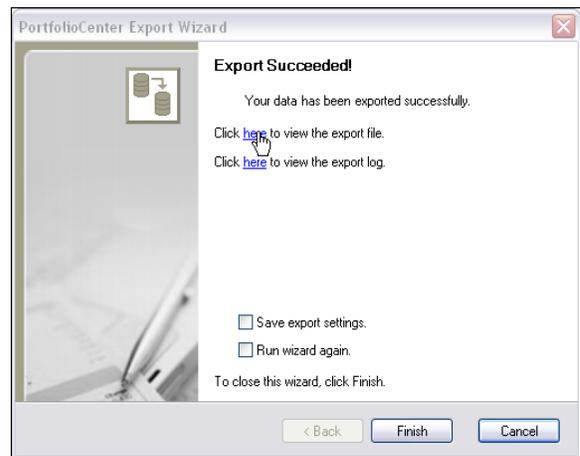
9 Click Next to continue and start the export.

10 When the export finishes, you should see a page similar to the one on the right that displays two links:

- ◆ The top link opens the exported file.
- ◆ The bottom link opens the log file associated with the export.

If you want to make changes to the export, check the boxes labeled Save Export settings and Run Wizard Again, and then click the Finish button.

Otherwise, just click the Finish button to finish the export.



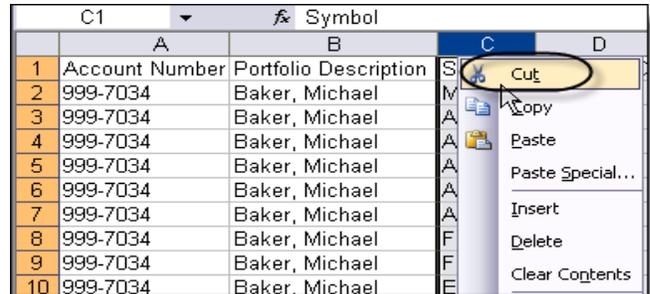
Common Data Columns for Custodial Exports

The exact data columns and order of the data on the page depend on the custodian you are uploading to, but the list of columns in this section should give you a general idea of the kind of data custodians typically need. Contact your custodian to determine the exact data columns and the order they need to be in, as well as other data you might need to include in the file layout.

Column Name	Data from PortfolioCenter
Portfolio Account Number	The account number in the portfolio details on the account tab. Make sure you have only included individual accounts in the set you plan to use and that the format of the account numbers in PortfolioCenter match the format of the account numbers at the custodian. For example, if the custodian uses dashes in the account number, make sure PortfolioCenter uses dashes in the same place.
Symbol	The ticker symbol in the security details. Some custodians might also require the CUSIP number or other security identifiers, but most of them require, at minimum, the ticker symbol.
Quantity (outstanding shares)	Current quantity – or number of outstanding shares – of the asset available for the trade lot on the as of date selected.
Current (Market) Value	The current value of the outstanding shares currently held in the account on the as of date using the as of price.
Cost Basis	The calculated cost basis in PortfolioCenter on the As Of date for the quantity of that trade lot available on the as of date selected. For more information about how this number is calculated, see The Effect of Matching Methods on the Cost Basis Calculation .
Unit Cost	The cost basis of the trade lot on a per-share or per-unit basis. Usually, the calculation is the available cost basis for the trade lot divided by the quantity or outstanding shares of the trade lot.
Original Trade Date	The date the trade lot was originally purchased. If the original transaction in PortfolioCenter is a buy, it is the date of that buy; if the original transaction in PortfolioCenter is either a credit of security or a receipt of security, it is the date located in the Original Trade Date field of that transaction. This date determines whether the gain on the trade lot is long term (greater than 12 months) or short term (less than 12 months).

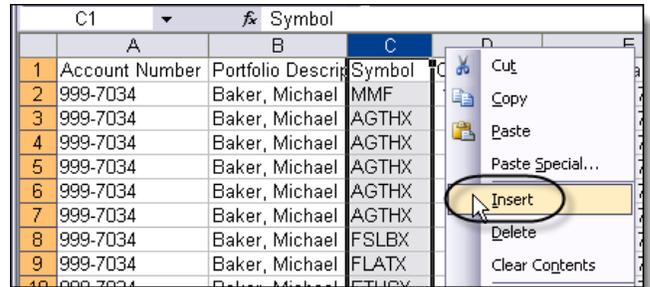
Cut/Paste Columns

If you need to move columns, right-click on the column name and select cut. To place it in the new location, right-click where you want it to be, and then select paste.



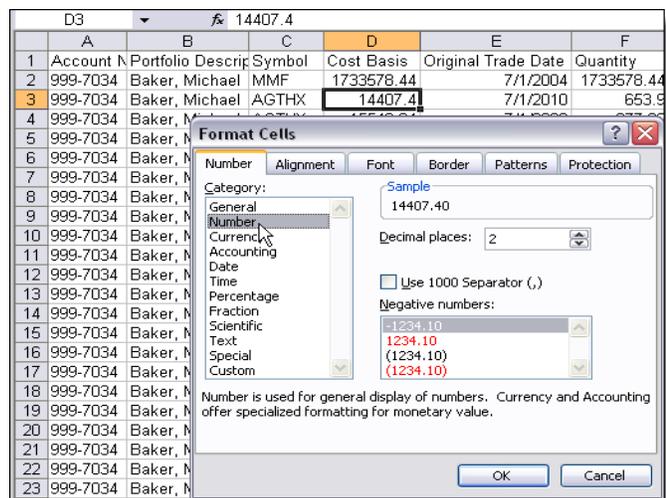
Adding Columns

Some custodians require more columns than is provided by the trade lot export or might require blank columns. To add a new column, right-click in the location you want it to appear, and then select Insert.



Cell Formatting

There might also be specific requirements for the format of the data within the column. Right-click a column and select Format Cells and make any necessary formatting changes you need to add to the data.



Find/Replace

If you find some data needs to be replaced or updated, use the find and replace function to quickly locate and replace the data.

