SCHWAB PERFORMANCE TECHNOLOGIES®

PORTFOLIOCENTER® EXPORT WIZARD IN PRACTICE: FINDING TRADE LOTS WITH MISSING COST BASIS

One way you can apply the PortfolioCenter Export Wizard in your daily practice is to identify zero cost-basis positions. This will allow you to quickly find transactions where cost-basis information needs to be researched and updated in order to improve the quality of tax estimation reports.

> **(!) Important**
>
> The custodian should be used as the source of record for client's tax reporting. Even if cost basis is reconciled in PortfolioCenter, unrealized and realized gain/loss figures from the database should only be used as estimates. All reports displaying cost basis information should contain a disclaimer directing the client to the custodian's 1099 for tax reporting.

STEP-BY-STEP: EXPORT WIZARD

1 Open the PortfolioCenter Export Wizard, log in by entering your username and password, and then click **Next**.

2 Select the Data Set to export from, and then click **Next**.

3 Select the **Trade Lot Export** option and click **Next** to go the Edit Settings page.
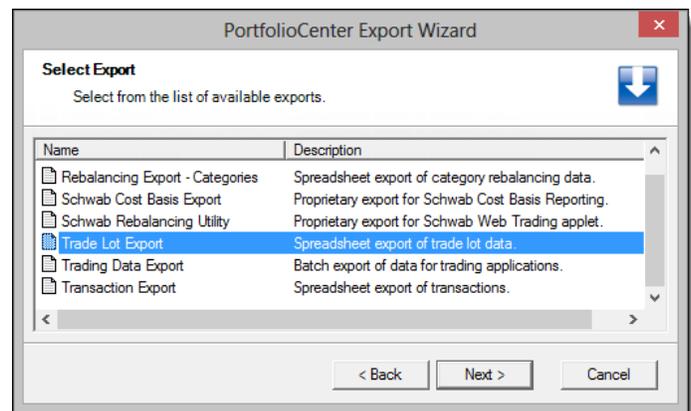

4 On the Edit Settings page, specify the **As of Date** and **Price Date**.

5 For **Source Type**, specify which portfolios you want to export data for: All Portfolios, Selected Portfolios or Portfolios in Set.

6 To select columns, click the **[…]** icon to the right of the **Columns** field, which opens the Column Selection dialog box.
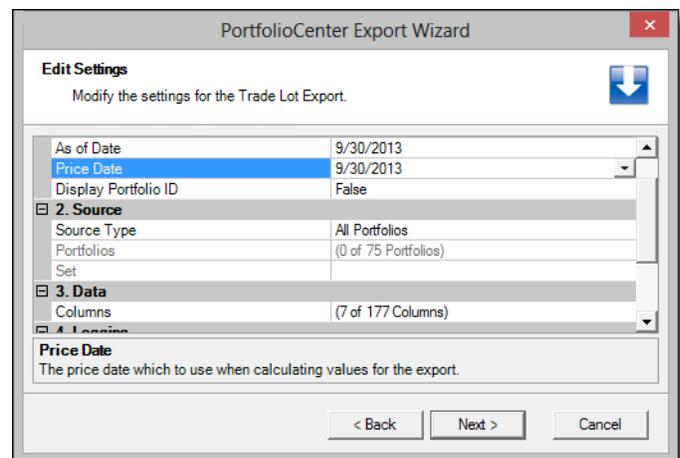
7   Click the **Defaults button** in the lower left corner of the Column Selection screen to return to the default column selections.

8   Add the Taxable Column. On the left, select **Underlying Portfolio Taxable**, and then click the ▶ button.

9   Click **OK** to return to the Edit Settings screen.

10 Click **Next** to proceed to the Export Settings page.
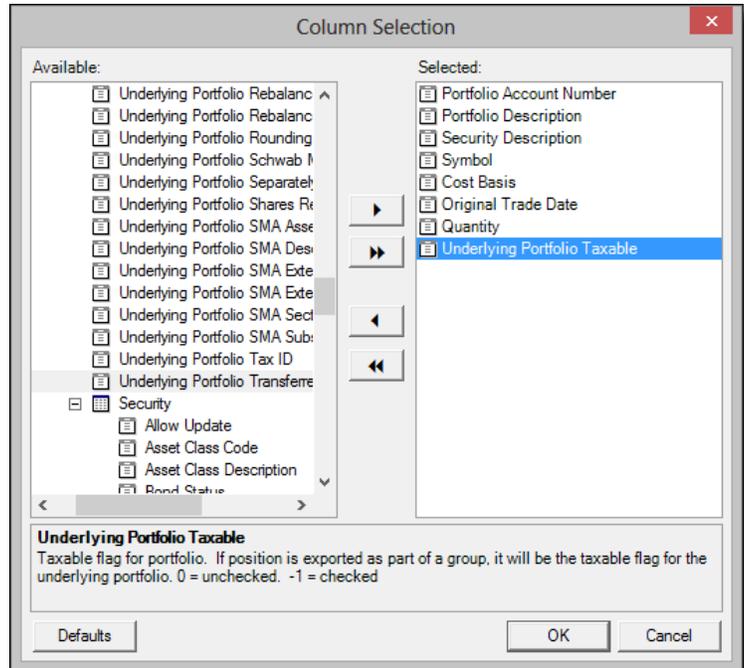
11 In the Format field, select **CSV Format**.

12 In the Target field, specify where to save the resulting file on your system. The default location is the My Documents folder, but in this example we have selected C:\Exports\.

13 Click **Next** to run the export.
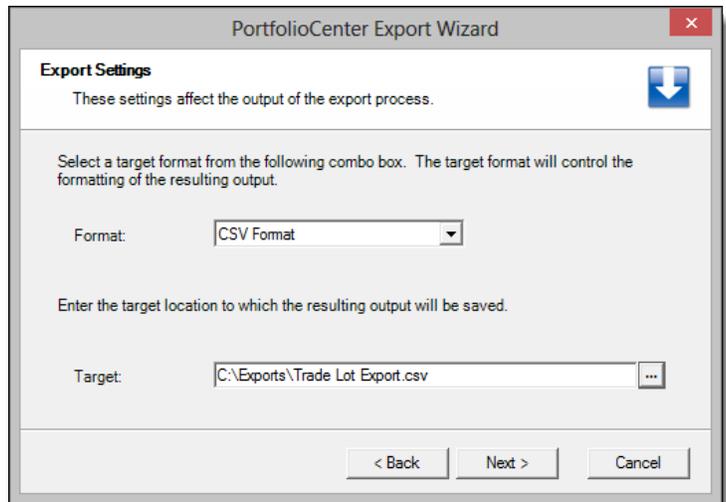
14 When the export is complete, the Export Succeeded screen appears. Open the export file by clicking the top link on this screen, as shown in the image on the right.
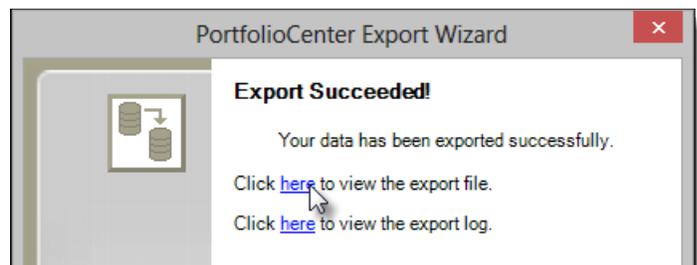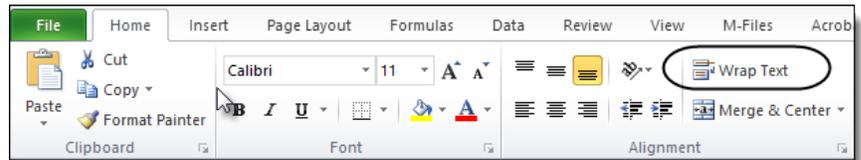
STEP-BY-STEP: MICROSOFT EXCEL

Note

The steps below use Microsoft Excel 2010. If you are using a different product or version, the steps might differ. See your software provider for exact steps on wrapping text and apply filtering to fields.

1 Format the header row. Select row 1, from the Home tab select the **Wrap Text** option in the Alignment section.


2 Expand the columns to adjust the column width.

Tip

You can select several columns at once and double-click between any columns to adjust the widths of several columns at once.

3 Click in cell A1 and enable the Auto Filter feature. From the Home tab, navigate to **Editing** | **Sort & Filter** | **Filter**.

4 Click the down arrow [▼] button next to the Cost Basis column heading, and then select **0** to show only positions with zero value.
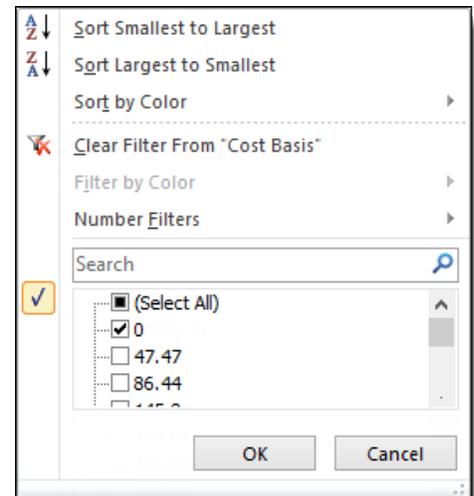
5 Click the down arrow [▼] button next to the Underlying Portfolio Taxable column heading and then select -1 to show only the positions that are in taxable accounts.

-1 means true (taxable) and 0 means false (not taxable).
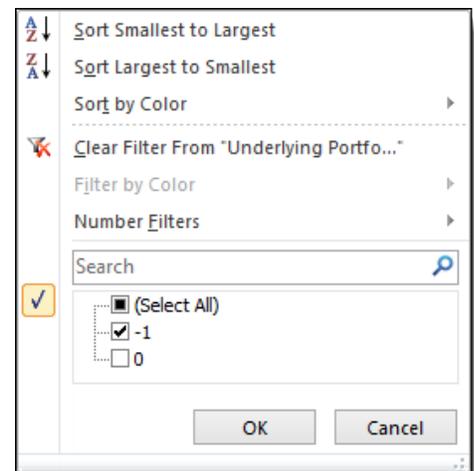
After sorting, the data should similar to the image below.

6

	A	B	C	D	E	F	G	H
1	Portfolio Account Number	Portfolio Description	Security Description	Symbol	Cost Basis	Original Trade Date	Quantity	Underlying Portfolio Taxable
414	999-3006	Smith, Mary Beth	Baron Asset Fund	BARAX	0	12/1/2007	1104.668	-1
1920	999-1119	Diamond, Lauren	Cisco Systems	CSCO	0	4/18/2007	7209	-1
1970	999-3106	Franklin, Mary	Baron Asset Fund	BARAX	0	12/1/2007	1104.668	-1
2363	999-5311	Daniels, Amanda	American Aadvantage High Yield	AYBFX	0	7/15/2013	709.951	-1

7   Save the file as a workbook. Select **File** | **Save As**, name the file, and save it as an Excel Workbook.