



PORTFOLIOCENTER®

Export Wizard Details: Transaction Export

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EXPORT PURPOSE, PROPERTIES AND USES

The primary purpose of the Transaction Export is to display a list of transactions for the selected portfolios between specific dates. This export can be used in lieu of the Global Transaction Ledger report in PortfolioCenter. See the document [Using Portfolio Exports to Find Data](#) for more information about using spreadsheet features to help find data in PortfolioCenter.

TREATMENT OF GROUPS IN THIS EXPORT

In PortfolioCenter, transactions can only be associated with portfolios. When you include a group in the export, each group member and their associated transactions are exported.

| M9 | | | | | | | | | |
|----|-------------------------------------|----------------------------------|----------------------|------------|----------|-----------------------|----------|------------|----------|
| | A | B | C | D | E | F | G | H | I |
| 1 | Underlying Portfolio Account Number | Underlying Portfolio Description | Security Description | Trade Date | Symbol | Activity | Quantity | Net Amount | Money ID |
| 2 | 999-3003 | Alexander, Jenna | Original Security | 3/15/2010 | ORIGINAL | Receipt of Securities | 100 | | NONE |
| 3 | 999-3003 | Alexander, Jenna | APPLE INC | 8/16/2012 | AAPL | Dividend | | 206.7 | CASH |
| 4 | 999-3003 | Alexander, Jenna | APPLE INC | 3/31/2010 | AAPL | Buy | 78 | -8065.01 | CASH |
| 5 | 999-3003 | Alexander, Jenna | Yahoo! Inc | 12/31/2010 | YHOO | Buy | 1787 | -28669.55 | CASH |
| 6 | 999-3003 | Alexander, Jenna | Yahoo! Inc | 3/31/2010 | YHOO | Buy | 279 | -3528.71 | CASH |
| 7 | 999-3003 | Alexander, Jenna | Yahoo! Inc | 12/31/2009 | YHOO | Buy | 1000 | -15739.66 | CASH |
| 8 | 999-3003 | Alexander, Jenna | SPDR S&P Pharm | 10/3/2012 | XPH | Dividend | | 601.31 | CASH |
| 9 | 999-3003 | Alexander, Jenna | SPDR S&P Pharm | 6/27/2012 | XPH | Dividend | | 107.97 | CASH |
| 10 | 999-3003 | Alexander, Jenna | SPDR S&P Pharm | 3/28/2012 | XPH | Dividend | | 99.64 | CASH |
| 11 | 999-3003 | Alexander, Jenna | SPDR S&P Pharm | 12/29/2011 | XPH | Dividend | | 115.6 | CASH |
| 12 | 999-3003 | Alexander, Jenna | SPDR S&P Pharm | 12/29/2011 | XPH | Long Gain | | 77.08 | CASH |
| 13 | 999-3003 | Alexander, Jenna | SPDR S&P Pharm | 9/28/2011 | XPH | Dividend | | 147.77 | CASH |
| 14 | 999-3003 | Alexander, Jenna | SPDR S&P Pharm | 6/29/2011 | XPH | Dividend | | 140.71 | CASH |
| 15 | 999-3003 | Alexander, Jenna | SPDR S&P Pharm | 3/30/2011 | XPH | Dividend | | 97.24 | CASH |

PRACTICAL EXAMPLES

There are many uses for this export, including:

- Locating closing position transactions (sells, debits and transfer of security) before posting a Cost Basis Reset using the [Cost Basis Reset Wizard](#) and/or Income Reclassification using the [Income Reclassification Transaction Wizard](#).
- Reviewing trade dates to avoid [Wash Sale](#) situations in accounts you are rebalancing.
- Reviewing the Matching (Settlement) Method for transactions [Troubleshooting Matching Method Discrepancies](#).
- Troubleshooting [Share Reconciliation](#) issues when using the custodial interface share reconciliation reports.
- As an audit for regular data integrity checks for accurate posting procedures.

EXPORT SETTINGS

Although the PortfolioCenter Export Wizard exports data from your database, it is a separate application. This section shows you how to start the PortfolioCenter Export Wizard, log in and select the correct wizard, and then provides information about the export settings.

STARTING THE PORTFOLIOCENTER EXPORT WIZARD



Important

If you are using the Security Rights and Roles add-on module to set limits on tasks users can perform in the PortfolioCenter database, users not granted permissions to launch the Export Wizard will not be able to follow the steps in this guide. For more information about the Security Rights and Roles module, see [Understanding Levels of Security in Security Rights and Roles](#).

To use any export, you first need to start the Export Wizard:

- 1 From the desktop of your computer, go to:

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

- 2 The PortfolioCenter Export Wizard dialog opens. If this is the first time you have opened the wizard on this computer, you will see a welcome screen. If you no longer want to see the welcome screen, check the box to skip the welcome, and then click **Next**.

- 3 On the Login screen, enter the login information you typically use to log in to the PortfolioCenter database:
 - Application Server – name of the application server or the computer running the SPT Server Service
 - Database Server – name of the database server, if different from the Application server.
 - Database (SQL) – the SQL Server name of the database you are connecting to

PortfolioCenter Export Wizard

Login

Log into the database from which to export data.

Select the application server. This is the machine which hosts the PortfolioCenter Server.

Application Server: Use Default

Database Server: Use Default

Database (SQL): PortfolioCenter

Enter your username and password. These are the same credentials required to log into PortfolioCenter.

Username: SecurityAdmin

Password: [masked]

Remember Password?

< Back Next > Cancel

- User Name – the user name you typically use to log in to the PortfolioCenter Database
- Password – password associated with the PortfolioCenter Login ID you entered above. Check the box to remember the password if you use that setting in the PortfolioCenter standard login.

Click **Next**

- 4 On the Select Dataset page, select the dataset you typically use in PortfolioCenter, and then click Next.
- 5 From the list of exports, scroll to the bottom and select the Transaction Export. See the Settings sections below for more information about the settings on the next page.

EXPORT SETTINGS

USING THE TRANSACTION EXPORT SETTINGS

The Transaction Export settings are broken into three sections: General, Source and Data. This section describes the settings you will see in each of these sections.



Tip

In addition to the sections below, each time you click a setting in the export dialog, there are tips at the bottom of the dialog providing you with information about what the setting does and how to use it.

GENERAL SETTINGS

The general settings section provides settings for the date range of this export:

| SETTING NAME | DESCRIPTION AND OPTIONS |
|----------------|--|
| Beginning Date | The starting Trade Date of the transactions to be exported. When left blank, the export starts at the earliest transaction available for the selected clients. |
| Ending Date | The last Trade Date of the transactions to be exported. When left blank, the export ends at the last transaction available for the selected clients. |

SOURCE SETTINGS

The source settings give you options to filter the results by portfolios and activities:

| SETTING NAME | DESCRIPTION AND OPTIONS |
|-----------------------|---|
| Source Type | Controls the number of portfolios included in the export. There are three options: All Portfolios and groups, Portfolios in a Set, and selected portfolios. The option selected in this field controls which of the next two settings – if any – are available for you to change. |
| Portfolios | When Selected Portfolios is used as the Source Type, this field is available and displays a browse box. Click the browse box to place a check next to each portfolio you want to include in this export. Remember: groups only include the underlying portfolio data, so when you select groups here, you are actually only including the members, not the group as a whole. |
| Set | When Portfolios in a Set is selected as the Source Type, this field is available and displays a browse box. Click the browse box to select the set you want to use for this export. You can use either a Static Set or a Smart set. See Smart Sets vs. Static Sets for information about the difference of the two set types, and then see Working with Smart Sets for more information about creating and using Smart Sets in PortfolioCenter. |
| Export All Activities | True/False setting used to indicate whether you are exporting all activities (true) or if you want to filter activities (false). |
| Activities | When the Export All Activities setting is False, this field is available and has a browse box. Click the browse box to select the activities you want to include in this export. |

DATA SETTINGS

This section is the list of columns to include in the export. See the Available Columns chapter starting on page 4 for a complete list of columns and the data they provide.

AVAILABLE COLUMNS

The data columns available for this export range from transaction to security level details. One benefit of using the Transaction Export is that you can export as many detail columns as you think you may need.

DEFAULT COLUMNS

The following columns are selected by default and appear in this order on the export.

| COLUMN NAME | DESCRIPTION |
|-------------------------------------|---|
| Security Description | The description of the security involved in the transaction. This information comes from the security details |
| Symbol | The security symbol involved in the transaction. This information comes from the security details. |
| Activity | Activity or type of transaction. |
| Money ID | The symbol associated with cash account used for the transaction. |
| Net Amount | The amount of the transaction, net of fees. |
| Quantity | The quantity of shares or face value of the security involved in the transaction. |
| Trade Date | The date of the transaction. |
| Underlying Portfolio Account Number | The account number of the portfolio involved in the transaction. |
| Underlying Portfolio Description | The description of the portfolio involved in the transaction. |

ADDITIONAL AVAILABLE COLUMNS

Use the columns in these sections to enhance the export. The columns are organized by the level of information: Dataset, Portfolio, Security, and Transaction.



Important

There are no portfolio or group level columns on this export. All portfolio specific data is located in the Transaction section and listed as "Underlying Portfolio..."

DATASET COLUMNS

| COLUMN NAME | DESCRIPTION |
|--------------|--|
| Dataset Name | The name of the dataset you selected in 4 of the Starting the PortfolioCenter Export Wizard section on page 2. |

AVAILABLE COLUMNS

SECURITY COLUMNS



Online

All columns in this section represent fields on certain security types. For more information about all fields available on each security type, see the [Working with Securities](#) page on Schwabpt.com.

These columns are associated with the security and are repeated for all transactions associated with the securities:

| COLUMN NAME | DESCRIPTION |
|-----------------------------------|--|
| Asset Class Code | The code of the Asset Class assigned to the Asset Class field on the Categories tab of security details. |
| Asset Class Description | The description of the Asset Class assigned to the Asset Class field on the Categories tab of security details. |
| CUSIP | The contents of the CUSIP field on the General Tab in security details. |
| Expiration Date | For option security types, the contents of the Expiration date field on the General Tab in security details. |
| Extended Fixed Income Description | For fixed income and similar security types, the combination of maturity date and rate fields on the General tab in security details. |
| High Limit | The contents of the High (price) Limit on the General tab of the security details. |
| Interest Rate | For fixed income and similar securities, the contents of the Interest Rate field on the General tab of the security details. |
| Low Limit | The contents of the Low (price) Limit on the General tab of the security details. |
| Maturity Date | For fixed income and similar securities, the contents of the Maturity Date field on the General tab of the security details. |
| Next Dividend Date | For equity, mutual fund and similar securities, the contents of the next Dividend Date field on the General tab in security details. |
| Next Ex-Date | For equity, mutual fund and similar securities, the contents of the Next-Ex Date field on the General tab in security details. |
| Put Flag | For option security types, the contents of the Call/Put Indicator field. If it displays Call on the security details, Call appears in this column; if it displays Put on the security details, Put appears in this column. |
| Sector Code | The code of the Sector assigned to the Asset Class field on the Categories tab of security details. |
| Sector Description | The description of the Sector assigned to the Asset Class field on the Categories tab of security details. |
| Security Comment | Contents of the Comment field on the General tab of security details. |
| Security Type | The type of security, as indicated by the button you clicked on the left to find the security. |

AVAILABLE COLUMNS

| COLUMN NAME | DESCRIPTION |
|-----------------------|--|
| Shares Per Contract | For option security types, the contents of the Shares Per Contract field on the General Tab in security details. |
| Strike Price | For option security types, the contents of the Strike Price field on the General Tab in security details. |
| Subsector Code | The code of the Asset Class assigned to the Subsector field on the Categories tab of security details. |
| Subsector Description | The description of the Subsector assigned to the Asset Class field on the Categories tab of security details. |
| Underlying Symbol | For option security types, the contents of the Underlying Security field on the general tab in security details. |

TRANSACTION COLUMNS



Online

All columns starting with Underlying Portfolio contain portfolio details. For more information about Portfolio Details, see [Entering Portfolio Details](#).

| COLUMN NAME | DESCRIPTION |
|---------------------|--|
| Accrued Paid | The amount of accrued income paid in the transaction – usually associated with fixed income securities. |
| All Fees | Sum of all fees paid in the transaction. |
| All Fees Per Unit | Average of the sum of all fees paid in the transaction divided by the number of shares or face value of the security traded, depending on the security type. |
| Broker Description | Description of the broker details assigned to the transaction. See Managing Broker and Custodian Names for more information about using this setting. |
| Broker Fee Per Unit | Average of the sum of all brokerage fees paid in the transaction divided by the number of shares of face value of the security traded, depending on the security type. |
| Broker Fees | Sum of all brokerage fees paid in the transaction. |
| Broker ID | Description of the broker details assigned to the transaction. See Managing Broker and Custodian Names for more information about using this setting. |
| Broker Name | Description of the broker details assigned to the transaction. See Managing Broker and Custodian Names for more information about using this setting. |
| Contribution Type | For deposit transactions, the type of contribution indicated for the deposit such as contributions, employer match, etc. |
| Cost of Shares Sold | For sell transactions, this number is the average of the net proceeds from a sell divided by the number of shares sold. |

AVAILABLE COLUMNS

| COLUMN NAME | DESCRIPTION |
|--------------------------|---|
| Deposit | Only displayed for deposit and receipt transactions, this is the total amount of the deposit or the market value of the receipt of security transaction. |
| Description | The security description from the security details. |
| Entry Date | The date the transaction was entered or posted into the database. |
| Ex-Date | For income transactions, the ex-date or the record date for the portfolio to hold the security to receive the income amount. |
| Expense Amount | Total of the expense associated with this transaction. |
| Expense Type | Type of expense associated with this transaction. See Expense Types in PortfolioCenter for more information about the types of expenses in PortfolioCenter. |
| Flow Amount | For a deposit and withdrawal transactions, the amount of the deposit or withdrawal; for receipt and transfer of security transactions, this is the market value. |
| Gross Proceeds | For sell transactions, this is the proceeds of the sell before fees are deducted. |
| Interface Account Number | The interface account number as sent by the custodial interface data provider. |
| Last Trade Date | Trade date for the transaction. |
| Location | In some cases, the custodial account number. |
| Long Term Gain Amount | For Long Term Gain income transactions, the amount of the income. |
| Money Description | The cash account used for the transaction, if applicable. |
| Net Proceeds | For sell transactions, the difference of the gross proceeds and the applicable fees and expenses. |
| Original Trade Date | For receipt and credit security transactions, this is the date the trade lot was originally purchased or acquired. |
| Other Fees | Sum of all fees not classified as a specific fee type. |
| Percent All Fees | Sum of all fees for the transaction divided by the Principal Cost of a buy or Gross Proceeds of a sell. |
| Percent Broker Fees | Sum of broker fees for the transaction divided by the Principal Cost of a buy or Gross Proceeds of a sell. |
| Principal | The values of transactions before fees are applied. |
| Principal Unit Cost | Principal of a sell transaction divided by the number of shares or face value of the transaction. |
| Settlement Date | Date the transaction settled at the custodian; PortfolioCenter typically uses defaults for these dates. |

AVAILABLE COLUMNS

| COLUMN NAME | DESCRIPTION |
|---|--|
| Settlement Method | The matching method for closing transactions like sell, debit and transfers of security. |
| Short Term Gain Amount | For short term gain income transactions, the amount of the gain. |
| Total Market Value | For Receipts and Transfers of security, the market value of the transaction. |
| Trade Description | Usually a combination of the activity and security description. |
| Trade Note | Contents of the trade comment or note field on the transaction. |
| Trade Source | Where the transaction originated. Generally, you'll see either the name of the interface sending the transaction or PortfolioCenter. When it is PortfolioCenter the transaction was manually entered or entered using a wizard. |
| Underlying Portfolio Account Type | Contents of the Account Type field on the Account tab in portfolio details. |
| Underlying Portfolio Advisor Description | Description of the assigned advisor in the portfolio details. See Creating, Managing and Using Advisor IDs for more information about using Advisor IDs in PortfolioCenter. |
| Underlying Portfolio Benchmark 1 Name | ID of the Benchmark assigned to the Benchmark 1 field on the Settings tab of the portfolio details. See Working with Benchmarks on PortfolioCenter Reports for more information about this setting in portfolio details. |
| Underlying Portfolio Benchmark 2 Name | ID of the Benchmark assigned to the Benchmark 2 field on the Settings tab of the portfolio details. See Working with Benchmarks on PortfolioCenter Reports for more information about this setting in portfolio details. |
| Underlying Portfolio Benchmark Collection Description | Description of the Benchmark Collection assigned to the Benchmark Collection field on the Settings tab of Portfolio Details. See Creating and Assigning Benchmark Collections for more about using benchmark collections in PortfolioCenter. |
| Underlying Portfolio Benchmark Collection Name | Name of the Benchmark Collection assigned to the Benchmark Collection field on the Settings tab of Portfolio Details. See Creating and Assigning Benchmark Collections for more about using benchmark collections in PortfolioCenter. |
| Underlying Portfolio Billing Account Number | Billing account number in the Billing Account field on the Account tab in Portfolio details. See Using Billing Account Numbers for more information about using billing account numbers for billing statements in PortfolioCenter. |
| Underlying Portfolio Broker | Broker assigned to the Broker field on the Trading tab in the Portfolio details. See Managing Broker and Custodian Names for more information about using this setting. |
| Underlying Portfolio Closed Account Flag | Indicates the status of Closed Account check box on the Account Tab in portfolio details. If this field is True, the box is checked; if it is False, the box is unchecked. See Best Practices for Closing Accounts in PortfolioCenter for more information about using this setting. |
| Underlying Portfolio Comment | The contents of the Comment field on the Other Tab in portfolio details. |
| Underlying Portfolio Company | The contents of the Company field on the Personal Tab in portfolio details. |

AVAILABLE COLUMNS

| COLUMN NAME | DESCRIPTION |
|--|---|
| Underlying Portfolio Custodian | Description of the broker details assigned to the transaction. See Managing Broker and Custodian Names for more information about using this setting. |
| Underlying Portfolio Disclaimer | The disclaimer assigned to the Disclaimer field on the Settings tab in portfolio details. See Using Report Disclaimers on Reports for more information about using this setting. |
| Underlying Portfolio Discretionary Account | Indicates the status of the Discretionary Account check box on the Trading tab in portfolio details. If this field is 0, the box is unchecked; if this field is -1, the box is checked. |
| Underlying Portfolio Equity Lot Size | The contents of the Equity Lot Size field on the Trading Tab in portfolio details. |
| Underlying Portfolio Fixed Income Lot Size | The contents of the fixed income lot size field on the Trading tab in portfolio details. |
| Underlying Portfolio ID | Internal identifying number associated with the portfolio in the database. |
| Underlying Portfolio IM Account | The IM, or investment management account number on the Trading tab in portfolio details. |
| Underlying Portfolio Minimum Cash Balance | The contents of the minimum cash balance field on the Trading tab in portfolio details. |
| Underlying Portfolio Mutual Fund Lot Size | The contents of the Mutual Fund Lot Size field on the Trading tab in portfolio details. |
| Underlying Portfolio Objective | The contents of the Objective field on the Account Tab in portfolio details. |
| Underlying Portfolio Rounding Instructions | The selected option in the Rounding Instructions section of the Trading tab in portfolio details. This column should display one of four options: <ul style="list-style-type: none"> • Round to Nearest • Round Up • Round Down • No Rounding. |
| Underlying Portfolio Separately Managed Account Description | The contents of the SMA Description field on Separately Managed Account tab in portfolio details. See Best Practices for Reporting on a Separately Managed Account for more information about SMA settings and reporting in PortfolioCenter. |
| Underlying Portfolio Separately Managed Account Flag | Indicates the status of the Separately Managed Account check box on the Separately Managed Account tab. If this column displays false, this box is not checked; if this column displays true the box is checked. See Best Practices for Reporting on a Separately Managed Account for more information about SMA settings and reporting in PortfolioCenter. |
| Underlying Portfolio Separately Managed Extended Description 1 | The contents of the SMA Extended Description 1 field on the Separately Managed Account tab in portfolio details. |

AVAILABLE COLUMNS

| COLUMN NAME | DESCRIPTION |
|--|---|
| Underlying Portfolio Separately Managed Extended Description 2 | The contents of the SMA Extended Description 2 field on the Separately Managed Account tab in portfolio details. |
| Underlying Portfolio SMA Asset Class | The contents of the assigned Asset class in the SMA Asset Class field on the Separately Managed Account tab in portfolio details. |
| Underlying Portfolio SMA Sector Code | The contents of the assigned Sector code in the SMA Sector Code field on the Separately Managed Account tab in portfolio details. |
| Underlying Portfolio SMA Subsector Code | The contents of the assigned Subsector code in the SMA Subsector Code field on the Separately Managed Account tab in portfolio details. |
| Underlying Portfolio Tax ID | The contents of the Tax ID field on the Taxes tab in portfolio details. |
| Underlying Portfolio Taxable | Indicates the status of the Taxable check box on the Taxes tab in portfolio details. If this field is 0, the box is unchecked; if this field is -1, the box is checked. |
| Underlying Portfolio UID | Internal unique identifying number associated with the portfolio in the database represented as a data string. Generally used as a primary key for exported data used with other applications or when combining spreadsheets for reports. |
| Underlying Transaction ID | Internal identifying number associated with the transaction in the database. |
| Underlying Transaction UID | Internal unique identifying number associated with the transaction in the database represented as a data string. Generally used as a primary key for exported data used with other applications or when combining spreadsheets for reports. |
| Unit Amount | Average of the Net Amount divided by the quantity of the security in the transaction. |
| Unit Cost | Average of the Net Amount divided by the quantity of the security in the transaction. |
| Unit Gross Proceeds | Average of the Gross Proceeds divided by the quantity of the security in the transaction. |
| Withdrawal | Only displayed for withdrawal and transfer transactions, this is the total amount of the withdrawal or the market value of the transfer of security transaction. |

OUTPUT OPTIONS

There are only two Output options:

- CSV – use this file format to open the data in a spreadsheet. This file format is flexible enough to be used with native spreadsheet filter and sorting features, as well as in conjunction with other database applications and with other spreadsheets to do advanced analysis of the data.
- TXT – use this file format to open the data in a text file application such as note pad or word pad.