

## PORTFOLIOCENTER® EXPORT WIZARD IN PRACTICE: REALIZED GAIN/LOSS ANALYSIS

PortfolioCenter's Export Wizard provides a Realized Gains export feature to help you access realized gains and loss data across multiple portfolios. This information is particularly helpful for year-end tax planning and tax-loss harvesting. Using Excel, you can then roll up gain/loss data to summarize short- and long-term gains for any set of accounts.

### CREATING A TAXABLE SMART SET



**Note**

This section assumes you are using smart sets to manage your data. If you have an existing static set for taxable accounts, you can use that set instead of creating a new one. For more information on smart sets and how they differ from static sets, see [Smart Sets vs. Static Sets](#).

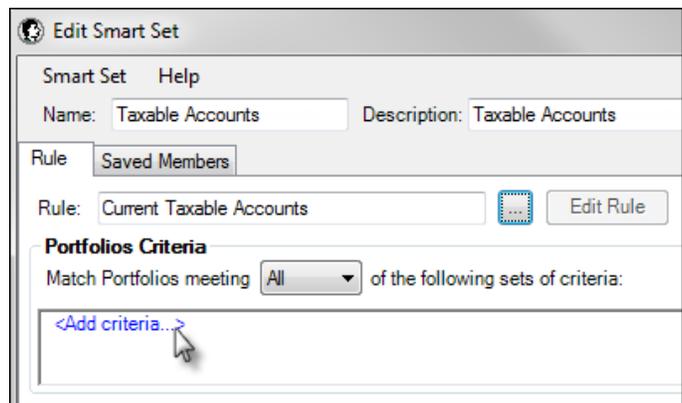
1 On the Portfolios tab, click the **Sets** button on the left and then click the **New** button at the bottom of the window.

2 Select the **smart set** option and click **OK**.

3 In the Edit Smart Set window, enter a name and description for the new set, such as Taxable Accounts.

4 If you already have a rule for taxable accounts in PortfolioCenter, click the ellipsis button in the **Rule** field, select the rule, and then skip to step 6.

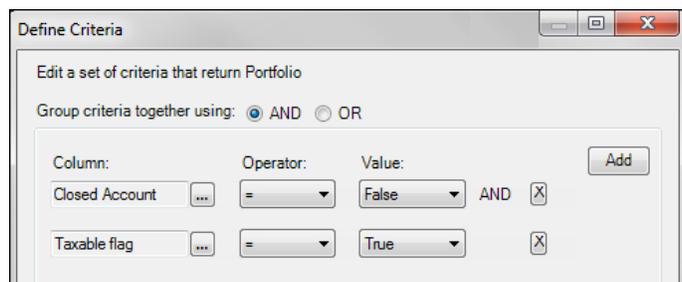
If you do not have a rule for taxable accounts, click the **Add Criteria** link in the Portfolios Criteria section.



5 Enter in the following criteria:

COLUMN	OPERATOR	VALUE
Closed Account	=	False
Taxable Flag	=	True

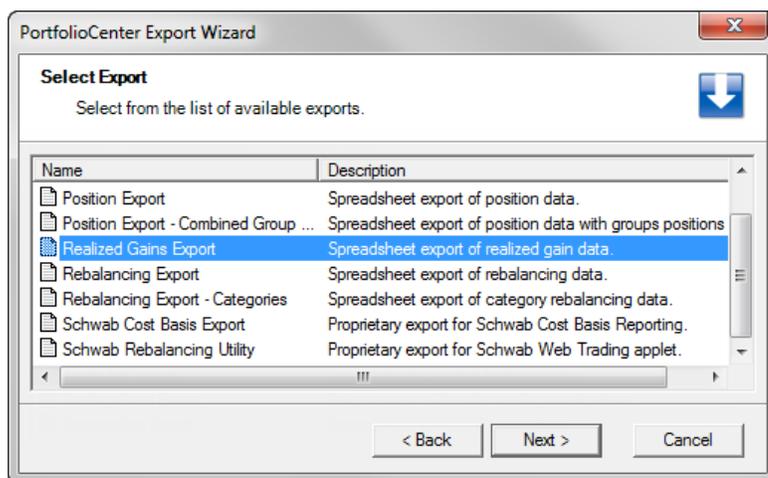
Your screen should now match the image on the right. Click **OK** to save the criteria.



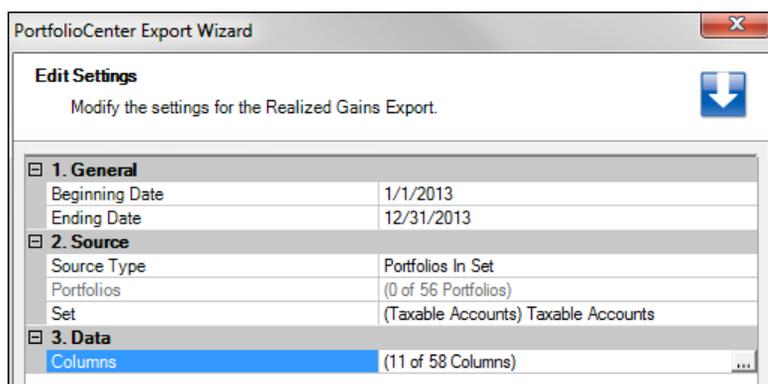
6 Click **Save** to save the smart set and then close the window.

## EXPORTING REALIZED GAINS/LOSSES

- 1 Open and login to the PortfolioCenter Export Wizard.
- 2 Select the dataset from which you want to export data and then click the **Next** button.
- 3 Select the **Realized Gains Export** from the list and then click the **Next** button.



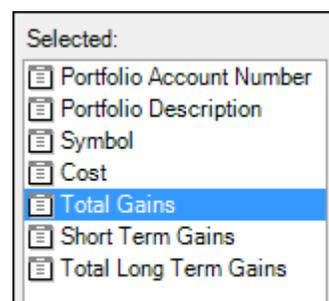
- 4 In the Edit Settings dialog, enter the beginning date and the ending date. Use a January 1<sup>st</sup> date through a December 31<sup>st</sup> date to ensure that everything for the year exports.
- 5 In the Source Type field, select the **Portfolios in Set** option. Select the ellipsis button in the Set field and then select the taxable accounts set created in the previous section.



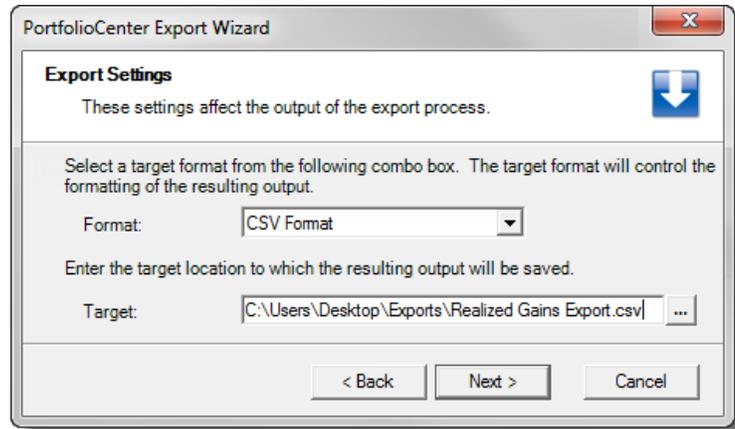
- 6 Select the ellipsis button in the Columns field to open the Column Selection dialog window. Click the **Defaults** button at the bottom of the screen to restore the default column selections.
- 7 Remove the following fields from the Selected screen:
  - Gain Type Description
  - Security Description
  - Date Acquired
  - Date Sold or Pay Date
  - Quantity Sold
  - Sell Method
- 8 Add the following fields to the Selected screen:

- Short Term Gains
- Total Long Term Gains

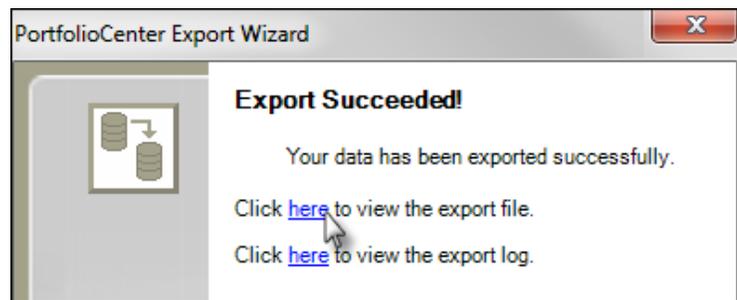
Your screen should now appear similar to the image on the right.



- 9 Click **OK** to return to the Edit Settings screen and then click **Next** to proceed.
- 10 In the Format Field, select the **CSV Format** option. In the Target Field, specify where to save the file on your system. Click **Next** to run the export.



- 11 When the export is complete, the Export Succeeded message screen appears. Open the export file for editing by clicking the top link on the screen.



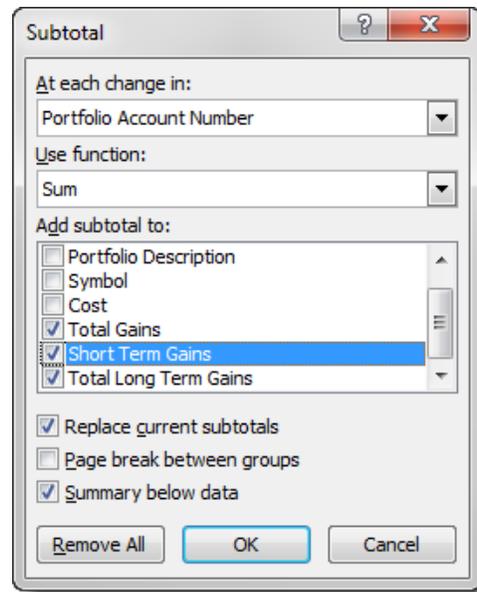
## USING MICROSOFT® EXCEL TO ANALYSE THE DATA



### 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 subtotaling fields.

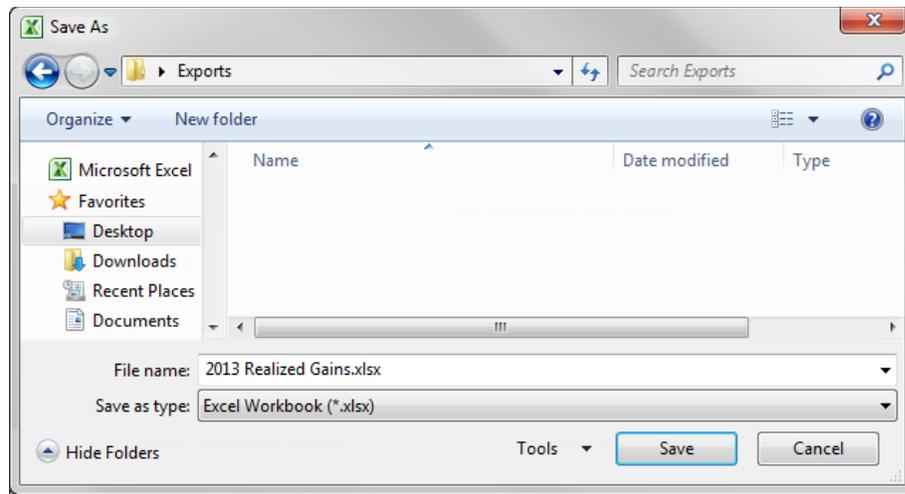
- 1 With the export file open, select the entire spreadsheet, and select the **Wrap Text** button on the Home tab.
- 2 Expand the columns to adjust the width. With the entire spreadsheet still selected double-click the bar between the first two columns to expand all the columns.
- 3 Select the **Data** tab and then select the **Subtotal** button.
- 4 In the Subtotal dialog, select **Portfolio Account Number** in the first field and select **Sum** in the second field.
- 5 Check the **Total Gains**, **Short Term Gains**, and **Total Long Term Gains** in the Add Subtotal To field and click **OK**.



- 6 The resulting spreadsheet should look similar to the image below. Chick the +/- boxes on the left of the spreadsheet to roll up the individual transactions for each account and show summary total for Total Gains, Short Term Gains, and Total Long Term Gains.

	A	B	C	D	E	F	G
	Portfolio Account				Total Gains	Short Term Gains	Total Long Term Gains
1	Number	Portfolio Description	Symbol	Cost			
2	999-5030	Abbot, Joel	AMZN	403.2	-57.44	-57.44	
3	999-5030	Abbot, Joel	CBMDX	227.15	150.95		150.95
4	999-5030	Abbot, Joel	DELL	347.8	56.9		56.9
5	999-5030	Abbot, Joel	FDX	428.64	122.1		122.1
6	<b>999-5030 Total</b>				272.51	-57.44	329.95
50	<b>999-3003 Total</b>				4.84	0	4.84
95	<b>999-5311 Total</b>				22.55	0	22.55
118	<b>999-5300 Total</b>				1254.2	0	1254.2
134	<b>999-5322 Total</b>				61.05	0	61.05
178	<b>999-5533 Total</b>				-1.09	-1.09	0
180	<b>999-3050 Total</b>				5.29	0	5.29
246	<b>999-5015 Total</b>				318.85	0	318.85
247	<b>Grand Total</b>				1938.2	-58.53	1996.73
248							

- 7 Select the **File** tab and then select the **Save As** option. Rename the file as **YYYYRealized Gains**. Set the file type to Excel Workbook (\*.XLSX), and then click the **Save** button.



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