PortfolioCenter™ Export Wizard in Practice: Evaluating a Security Fit Across Your Client Base

One way you can apply the PortfolioCenter Export Wizard in your daily practice is to create lists of clients who meet criteria that would allow them to benefit from a new security offering. Let's say a municipal bond offer is floated in your state and you want to find out which clients can benefit from it. First, use the Portfolio Export in the Export Wizard, and then evaluate the data in Excel. Using the Portfolio export, you can find all portfolios that:

- Reside in the state of North Carolina
- Are taxable
- Have more than $10,000 in available cash

Step-by-Step: Export Wizard

1 Click the Windows **Start** button, and then select **Programs | Schwab Performance Technologies | Tools | PortfolioCenter Export Wizard**.

2 Log in to the Export Wizard by entering your Username and Password, and then click **Next**.

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

4 Select **Portfolio Export** (Figure A).

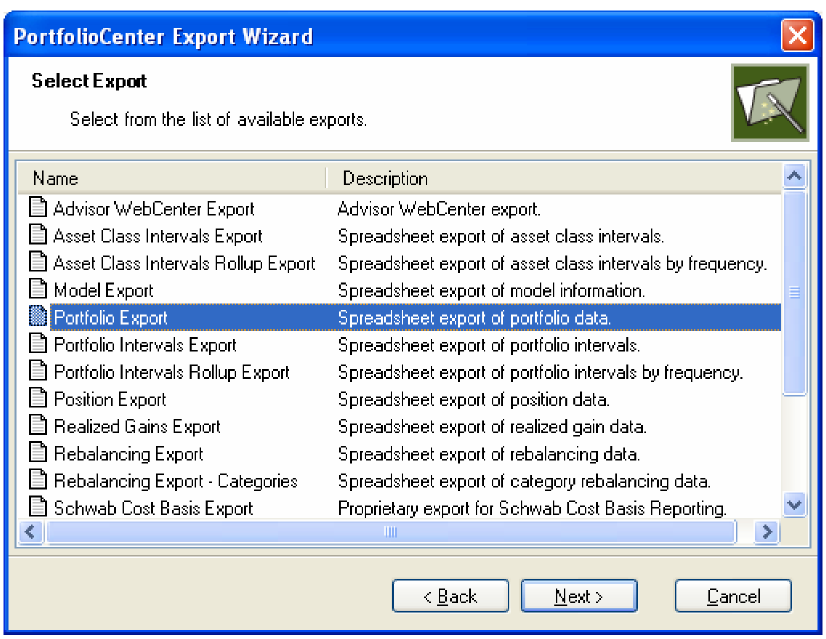

Figure A

5 Click **Next** to go to the Edit Settings page.

6 On the Edit Settings page (Figure B), specify the most recent **As of Date** and **Price Date**.

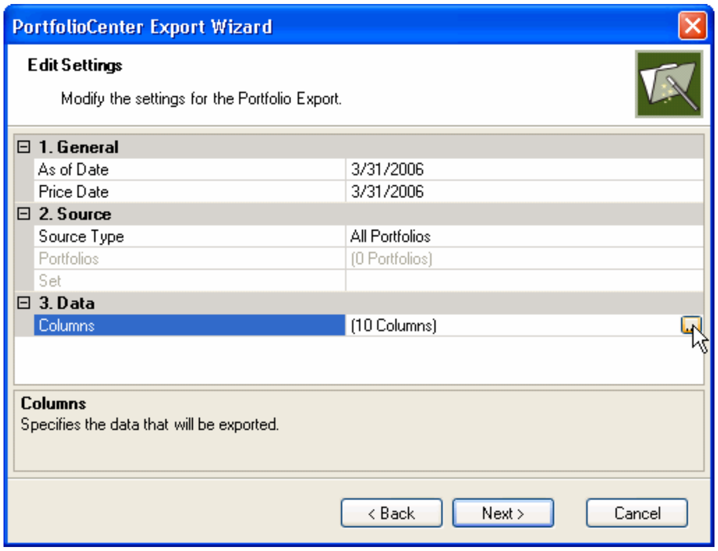

Figure B

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

8 Click the **[…]** icon to the right of the **Columns** field, to open the Column Selection dialog box (Figure C). Click the **Defaults** button in the lower left of the Column Selection screen to set the columns to the default selections.

9 Add the State of Residence Column. On the left, select **State of Residence**, and then click the Add button [▶] to add it to the selected columns.

10 Add the Taxable Column. On the left, select **Taxable**, and then click the ▶ button.

11 Add the Total Cash Column. On the left, select **Total Cash**, and then click the ▶ button.

12 Remove the Group Portfolio Account Number column. On the right, select **Group Portfolio Account Number**, and then click the ◀ button.

13 Remove the Group Portfolio Description. On the right, select **Group Portfolio Description**, and then click the ◀ button.

14 Remove the Birth Date column. On the right, select **Birth Date**, and then click the ◀ button.

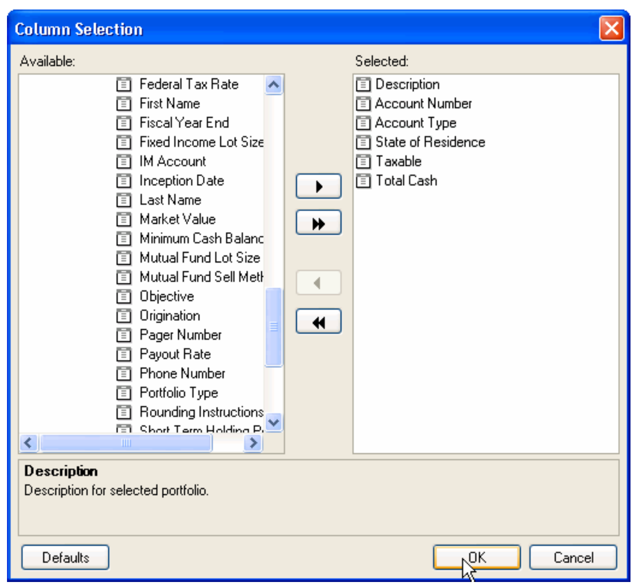

Figure C

15 Remove the Email column. On the right, select **Email**, and then click the ◀ button.

16 Remove the Objective column. On the right, select **Objective**, and then click the ◀ button.

17 Remove the Phone Number column. On the right, select **Phone Number**, and then click the ◀ button.

18 Remove the Tax ID column. On the right, select **Tax ID**, and then click the ◀ button.

19 Move the Description column to be the first column on the list. On the right, select the **Description** column. Keeping the left mouse key pressed in, move it to the first position, and let go of the mouse key.

20 Click **OK** to return to the Edit Settings page.

21 Click **Next** to proceed to the Export Settings page (Figure D).

22 In the Format field, select **CSV Format** which is the default.

23 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\.

24 Click **Next** to run the export.

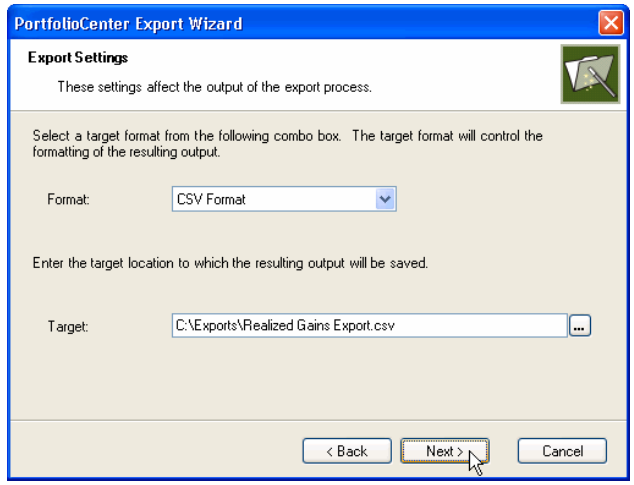

Figure D

25 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 Figure E.

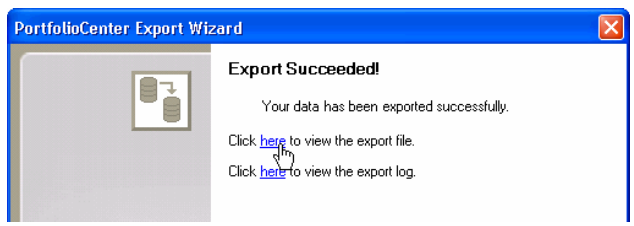

Figure E

Step-by-Step: Microsoft Excel

1 Wrap the text in the column. Select row 1.

2 From the menu bar, select **Format | Cell**.

3 Click the Alignment tab, and the check the **Wrap Text** box. Click **OK**.

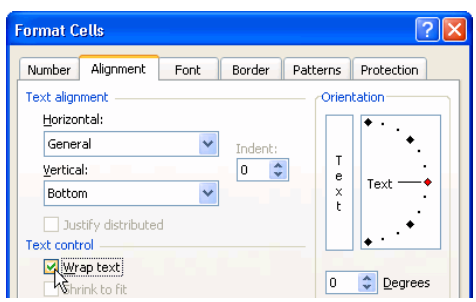

Figure F

4 Expand the columns to adjust width. Double-click the bar between each column to expand the column.

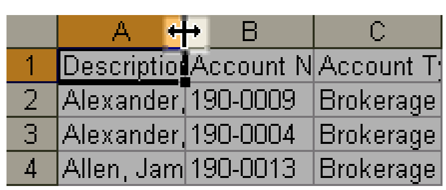

Figure G

Tip

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

5 Click in cell A1.

6 Enable Auto Filter. From the menu bar, select **Data | Filter | AutoFilter**.

7 Click the [▼] arrow next to State of Residence, and then select your state's postal abbreviation. In this example, we selected NC.

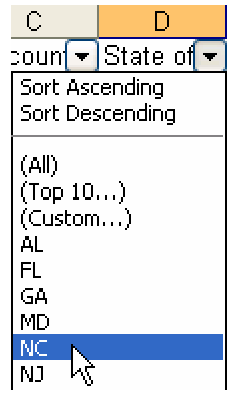

Figure H

8 Click the [▼] arrow next to Taxable, and then select **-1**.

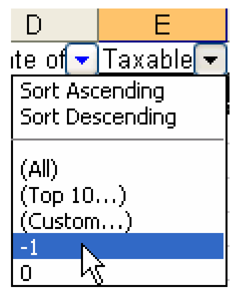

Figure I

Note

-1 means true (taxable); 0 means false (not taxable).

9 Click on the [▼] arrow next to Total Cash, and select **Custom**.

10 Select **is greater than or equal to**, and type in 10,000.

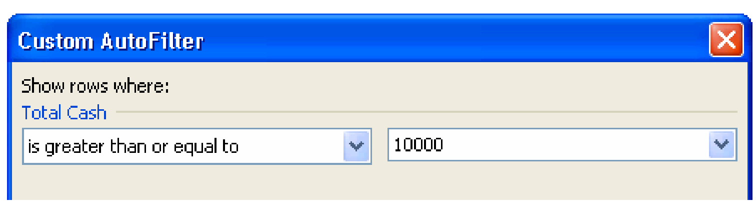

Figure J

11 Click **OK**. Your export file should look similar to Figure K below, which was produced with sample data.

	A	B	C	D	E	F
1	Description	Account Number	Account Type	State of Residenc	Taxable	Total Cash
2	Alexander, Jenna	190-0009	Brokerage	NC	-1	27838.29
26	Jackson, Nicole	190-0022	Brokerage	NC	-1	11833.07

Figure K

12 Save the file as a workbook. Select **File | Save As** and name the file MuniBond.XLS.

Set the Save as type to **Microsoft Office Excel Workbook**, and then click the **Save** button.

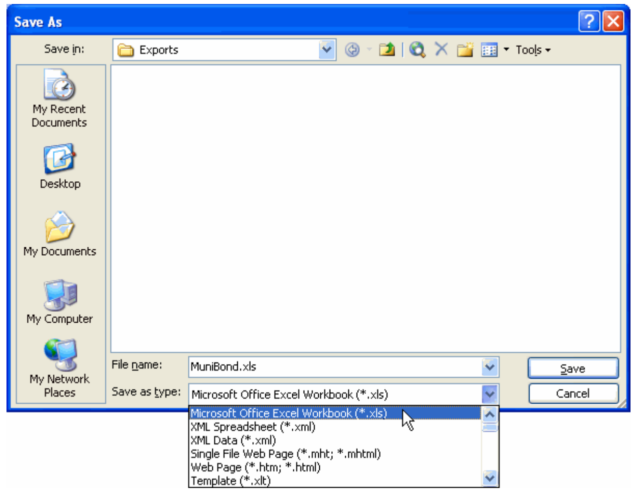

Figure L