

## PortfolioCenter® Export Wizard in Practice: Comparing Money Balances and Schwab Management Fees

One way you can apply the PortfolioCenter Export Wizard in your monthly or quarterly processes is to use it to compare the cash balances with the management fees using the Schwab Management Fee export. The best candidates for these steps are users who:

- ◆ Bill by individual portfolios or allocate fees to group members
- ◆ Use the billing account number field
- ◆ Have clients that have fees from multiple accounts deducted from a single account



### Note

This example works best if you create two sets: one for all the accounts you bill at Schwab (in this case, set A) and one for just the accounts from which the fees are being deducted (in this case, set B).

## Step-by-Step: Management Fee Export

- 1 In PortfolioCenter, click the **Interfaces** tab.
- 2 Select **Schwab** on the left side.
- 3 From the menu bar, select **Tools | Export Management Fees**.
- 4 The Export Management Fee dialog opens. Enter the following information, as shown in Figure A:

- ◆ **Export Management Fees Billed:** enter the From and To date of the billing period you are exporting.
- ◆ **File Name:** click the browse button to browse to the location you want to place the file on the local computer. Ideally, the location should be easy to find, like your desktop. Also, name the file in this location. In this example, we name the file MgtFees.csv.
- ◆ Check **Use Billing Account Number instead of Portfolio Account Number**.
- ◆ Check **Combine Bill Accounts for Like Account Numbers**.

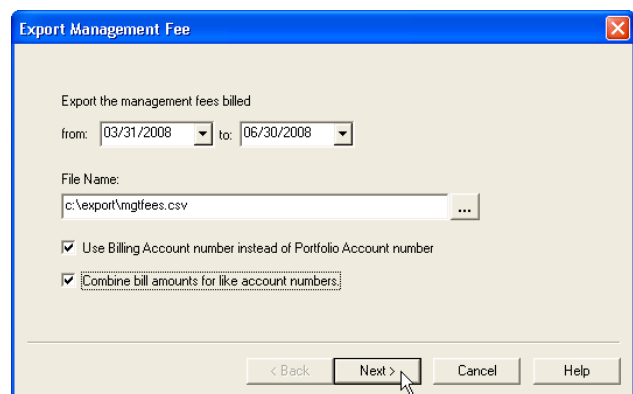
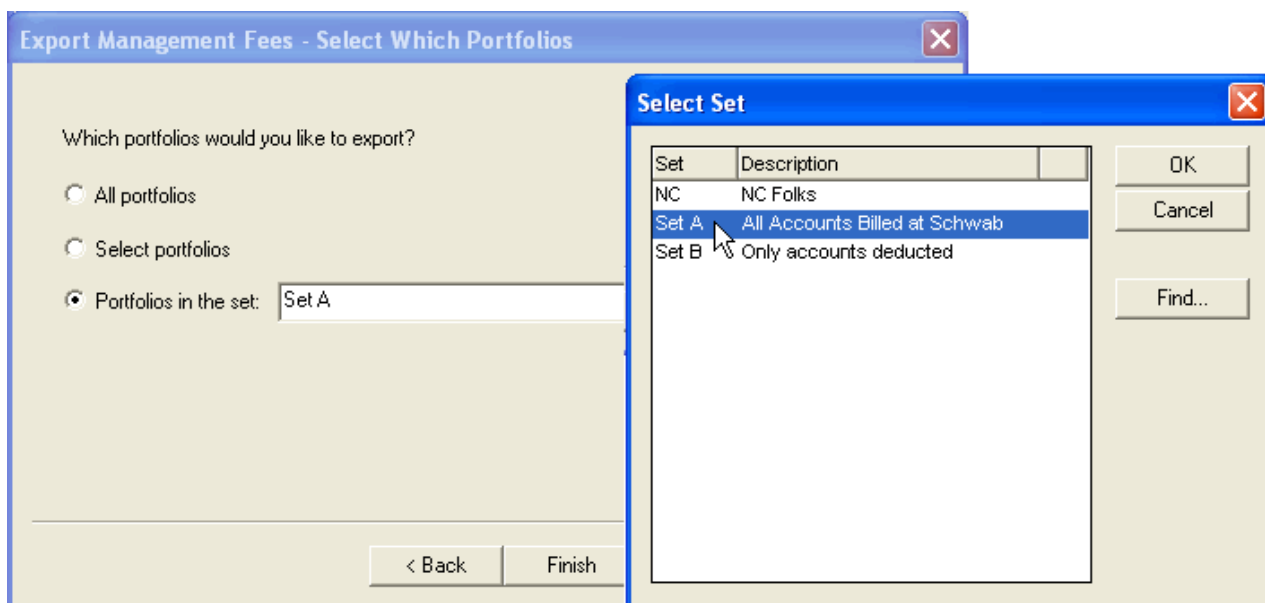


Figure A

Click **Next**

5 For Source Type, select **Portfolios in the Set**, and then select **Set A**, as shown in Figure B below.



**Figure B**

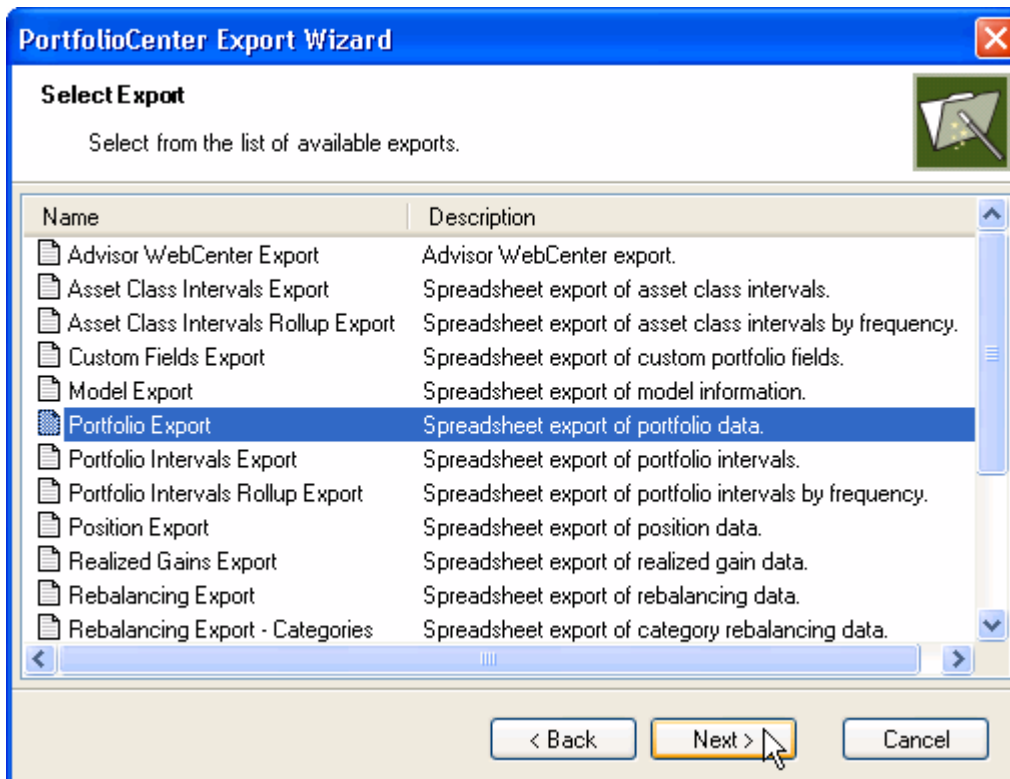
- 6 Click **Finish** to complete the export.
- 7 A message appears indicating that the export was successful. Click **OK**.
- 8 Minimize PortfolioCenter.
- 9 Locate the file you created and open it.
- 10 Minimize the worksheet for later.



**Figure C**

## Step-by-Step: Export Wizard

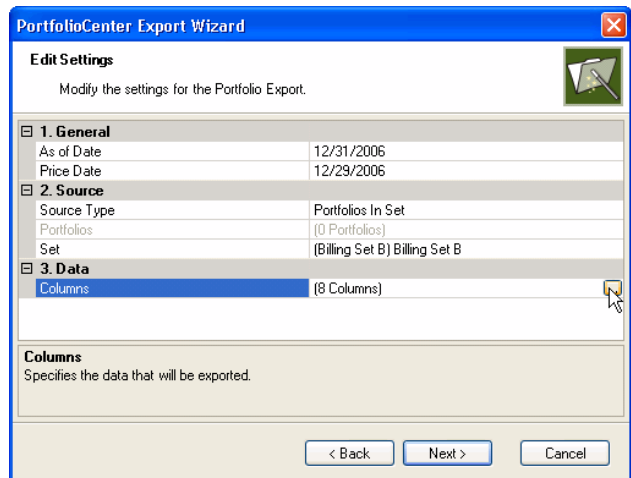
- 1 Open the PortfolioCenter Export Wizard:  
**Start Button**| **All Programs** | **Schwab Performance Technologies** | **Tools** | **PortfolioCenter Export Wizard**
- 2 Log in to the Export Wizard by entering your username and password, and then click **Next**.
- 3 Select the Data Set to export from, and then click **Next**.
- 4 Select **Portfolio Export**.



*Figure D*

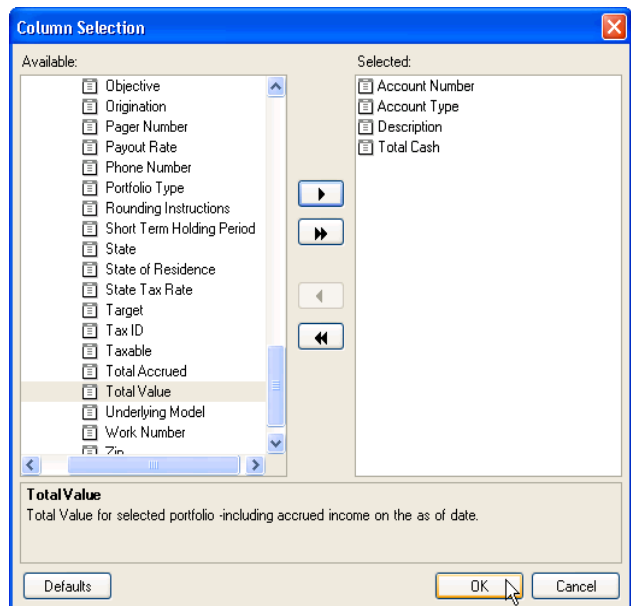
- 5 Click **Next** to go to the Edit Settings page.

- 6 On the Edit Settings page, enter the most recent **As Of** and **Price Date** available.
- 7 For Source Type, select **Portfolios in Set**, and then select **Set B**.
- 8 To select columns, click the browse icon to the right of the columns field.



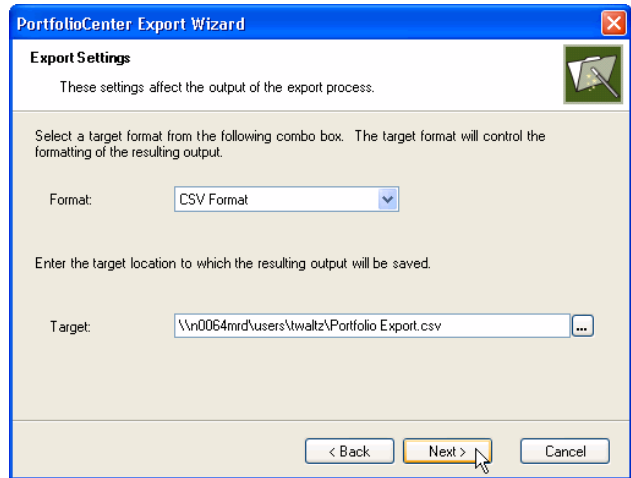
*Figure E*

- 9 Click the **Defaults** button on the lower left side of the column selection window to reset the columns to the default settings.
- 10 Remove the group portfolio account number column. On the right, select **Group Portfolio Account Number**, and then click the ◀ button.
- 11 Remove the group portfolio description column. On the right, select **Group Portfolio Description**, and then click the ◀ button.
- 12 Remove the birth date column. On the right, select **Birth Date**, and then click the ◀ button.
- 13 Remove the email column. On the right, select **Email**, and then click the ◀ button.
- 14 Remove the objective column. On the right, select **Objective**, and then click the ◀ button.
- 15 Remove the phone number column. On the right, select **Phone Number**, and then click the ◀ button.
- 16 Remove the Tax ID column. On the right, select **Tax ID**, and then click the ◀ button.
- 17 Add the Total Cash column. On the left, select **Total Cash**, and then click the ▶ button.
- 18 Click **OK** to return to the Edit Settings screen.
- 19 Click **Next** to proceed to the Export Settings page.



*Figure F*

- 20 In the Format field, select **CSV format**, which is the default.
- 21 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\.
- 22 Click **Next** to run the export.



*Figure G*

- 23 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 H.



*Figure H*

## Step-by-Step: Microsoft Excel

In Excel, you have to perform a few steps, including preparing the spreadsheets and removing hyphens. Follow the steps below to get the information you need from the spreadsheets.

### Copy the Portfolio Export sheet into the Management Fee Export

- 1 Copy the Portfolio Export sheet into the MgtFees.csv file. Right-click on the Portfolio Export tab and select **Move or Copy** from the menu.

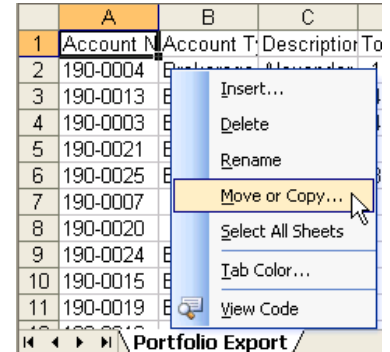


Figure I

- 2 In the Move or copy window, enter the following settings, as shown in Figure J:
  - ♦ In the To book field, select **MgtFees.CSV**
  - ♦ In the Before sheet field, select **(move to end)**
  - ♦ Check the **Create a copy** box.

Click **OK** to copy the sheet.

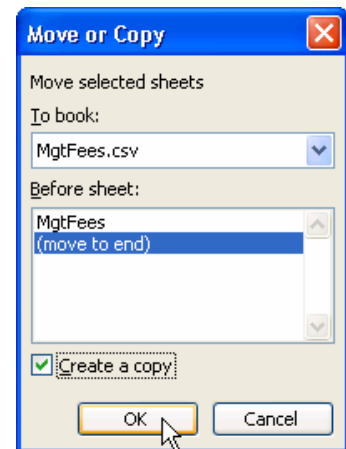
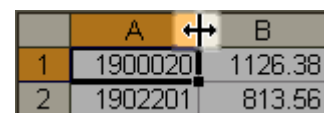


Figure J

### Prepare the Management Fee Export

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

A screenshot of an Excel spreadsheet showing columns A and B. A double-headed arrow is positioned between the column headers, indicating that the column widths are being adjusted. The data in the rows is as follows:

	A	B
1	1900020	1126.38
2	1902201	813.56

Figure K



#### Tip

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

- 5 Select column D and delete the contents of the column.

## Remove Hyphens from Account Numbers

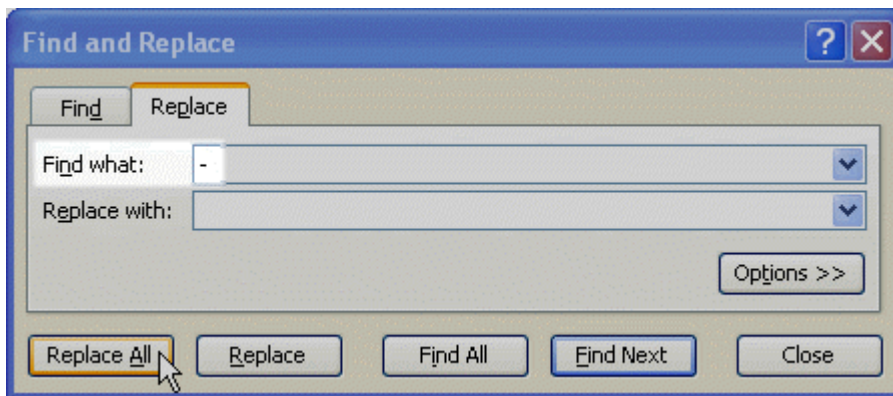
- 6 Click the Portfolio Export tab.



### Note

If your account numbers do not contain hyphens, skip to the Filter for Cash section below.

- 7 Select Column A.
- 8 Open the Find/Replace tool. From the menu bar, select **Edit | Replace**.
- 9 In the Find what field, enter -, as shown in Figure L below.
- 10 Click the **Replace All** button.



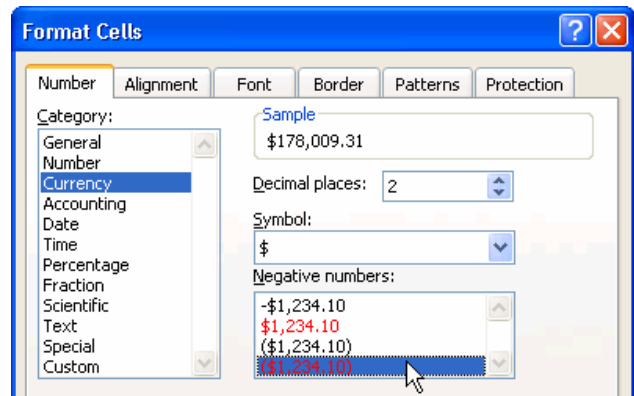
*Figure L*

- 11 You'll see a message that the changes were made. Click **OK** to this message.
- 12 Click the **Close** button to close the Find/Replace tool.

## Combine the Data:

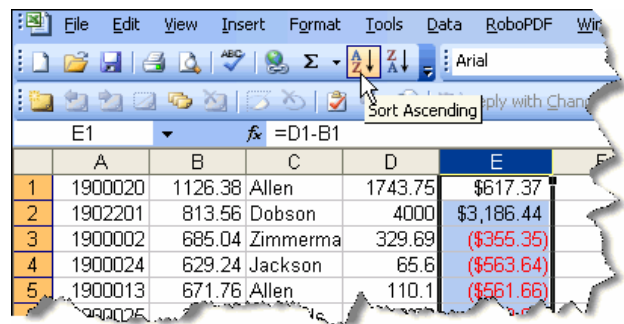
- 13 Click the MgtFees tab.
- 14 In cell D1, enter the following formula to look up cash on the position report:  
**=VLOOKUP(A1,'Portfolio Export'!A:D,4,FALSE)**
- 15 Copy the contents of the cell to the last row of data.
- 16 In cell E1, enter the following formula to get the difference between the fee and cash on hand:  
**=D1-B1**

- 17 Edit the format so that the numbers appear as currency. From the menu bar, select **Format | Cells**.
- 18 On the number tab, select **Currency** in the Category column.
- 19 Select the red (**\$1,234.10**) in the Negative numbers section, as shown in Figure M on the right.
- 20 Click **OK** to save the changes.



**Figure M**

- 21 Copy the contents of the cell to the last row with a billing account number.
- 22 Select Column E.
- 23 Click the **Sort Ascending** button, as shown in Figure O on the right.



**Figure O**

- 24 Now the accounts that do not have enough cash to cover the management fee appear at the top of the page, similar to Figure P.

	A	B	C	D	E
1	1900007	1023.89	Gibson	250.38	(\$773.51)
2	1900024	629.24	Jackson	65.6	(\$563.64)
3	1900013	671.76	Allen	110.1	(\$561.66)
4	1900004	1145.97	Alexander	608	(\$537.97)
5	1900002	685.04	Zimmerma	329.69	(\$355.35)
6	1900015	433.56	Martin	234.58	(\$198.98)
7	1900025	371.27	Edwards	249.23	(\$122.04)

**Figure P**