Schwab Performance Technologies®

Preparing Data for the Web Reporting Export

Before you export data the first time for web reporting, there are some preparation steps you need to take to ensure a successful upload. There are four main steps to complete before the first export:

1   Create a custom field for Web Reporting Clients. This custom field will be used to indicate clients that are included in the export and will be the basis upon which you will build the smart set.

The steps for this part of the process can be found in the Step 1: Creating the Web Reporting Clients Custom Field section, starting below.

2   Create a View based on the Web Reporting Clients custom field. The view can be used to help you eliminate clients that will not be included in the export and to fill in missing data required for your vendor. The rule you use to create the View can also be used to build the Smart Set.

The steps for this part of the process can be found in the Step 2: Creating the View section, starting on page 2.

3   Remove clients that do NOT have access to web reporting clients using the Custom Field you created and validate minimum required data points for your clients. This step is important for two reasons: you'll eliminate clients not included in the export by setting the custom field setting to FALSE. For the remaining clients, you should validate the information you have in the database for them so you do not encounter upload issues.

The steps for this part of the process can be found in the Step 3: Removing Clients that do NOT have access to Web Reporting and Validating Accurate Data section, starting on page 4.

4   Create a Smart Set of clients based on the same rule you used to create the view. This section is as simple as using the same rule you developed and create a set of only the clients being included in the upload.

The steps for this part of the process can be found in the Step 4: Creating the Smart Set based on the Rule used to create the View section, starting on page 5.

This document walks you through each of these steps and guides you through proper setup.
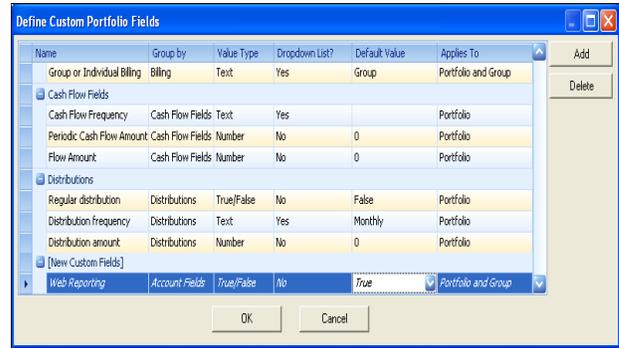
Step 1: Creating the Web Reporting Clients Custom Field

This custom field is important because you will use it to build a view to validate the data and you'll use it to build a smart set of only web reporting clients to use for the export. The steps below show you how to create the field and set a default value. The Validating Data section will show you how to edit this field so you are only including the clients you need to include in the export.

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1 From the main portfolios tab, open the Define Custom Portfolio Fields dialog. From the menu bar, go to:

Settings | Define Custom Portfolio Fields

2 The Define Custom Portfolio Fields dialog opens. Click the **Add** button in the upper right to add a new field.

3 For the field criteria, add the following settings:

Field Name:	Web Reporting	**Group By:**	Account Fields
Value Type:	True/False	**Drop Down List:**	No
Default Value:	True	**Applies To:**	Portfolios and Groups

4 Click **OK** to save the field.

Step 2: Creating the View

The way we created the custom field, all clients (portfolios and groups) are assumed to have access to Web Reporting. However, if you have clients that do not have access to their data on the web, you need to remove them from the list. The most efficient way to remove them from the list is to change the Web Reporting Client custom field setting from True to False. In this section, we'll show you how to create the view based on the custom field you created in Step 1.

1 From the main portfolios page, click the **Data Manager** button.

2 In the view navigator pane, click the **Add View** button (circled in the example on the right). You can also right-click in the view list and select **Add View** from the list.

3 The New View dialog opens. Enter a View Name in the **View Name** field. Skip the **Category** field, and enter a View Description in the **Description** field. In this example, we used *Web Reporting Clients* for both the View Name and View Description.

**4** This rule will apply to portfolios as well as to groups.
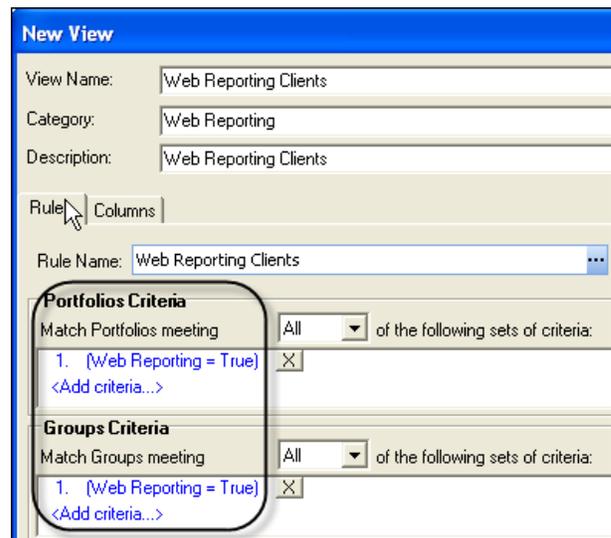
In the **Portfolios Criteria** area of the window, click the **Add Criteria** link to define the view criteria.

5 The Define Criteria window opens. Enter the following settings:
- In the **Column** field, select Web Reporting
- In the **Operator** field, select =
- In the **Value** field, select True

6   Click **OK** to save the criteria and close the dialog box.

7   In the **Groups Criteria** area of the window, click the **Add Criteria** link to define the view criteria.

8   Enter the same criteria described in Step 5 above.

9   Click **OK** to save the criteria for the rule and close the dialog box.

10   Back in the New View dialog, click the **Columns** tab to see a list of data to include in the view.

11   On the columns tab, we are adding information we want to see in the view results. Include Portfolio Description, Display Name, First Name, Last Name, Account Number, Tax ID and Web Reporting from the left side of the window

     From the left pane, locate the **Web Reporting** field, and then click the right arrow button to move it to the right.
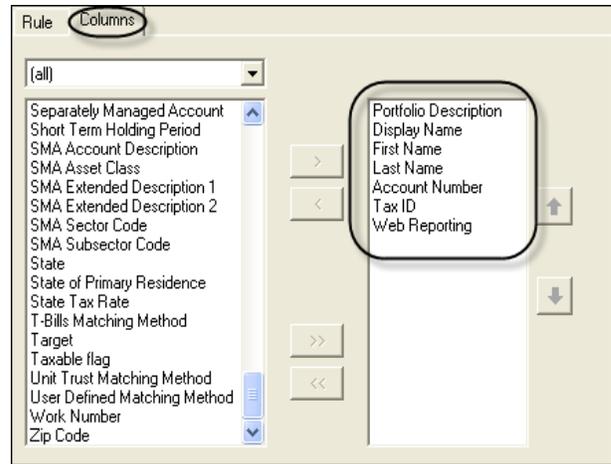
> ⭐ **Important**
>
> The columns recommended in this section are the most common requested information for most vendors. However, you should check with your vendor to validate these pieces of data. If there are other pieces of data your vendor requires, add the appropriate column here to ensure you have complete data required for your vendor.

12   Repeat step 11 above to move Display Name, First Name, Last Name, and Tax ID from the left side to the right side.

13   On the right column, select the Objective column and use the left arrow button to move it to the left side. Do the same for the Account Type column.

14   Click **OK** to save the changes.

Step 3: Removing Clients that do NOT have access to Web Reporting and Validating Accurate Data

The most accurate export is one with correct data for the right clients. This step shows you how to remove the clients you do not want to export data for, and then verify the minimum data required for the remaining clients in the list.

Removing Clients for which you are not exporting data:

1 From the list of views, double-click the Web Reporting Clients view to see the results of the view.

2 For the first account that does *NOT* need to be included in the Web Export, change the Web Reporting Client column from True to False.

Click in the field and select **False** from the list.

3 Copy the **False** setting in for the first portfolio, and then paste it into the Web Reporting Client column for each portfolio that does *not* need to be included in the export.

4 Double-click the view to run it again and to save the settings. The resulting list should be the list of clients you will be upload to the web.

Verifying Minimum Data Required:

Now that you have only the list of clients you will be uploading documents for, you need to verify four pieces of data that, at minimum, is required for the export so that the data is read correctly by the Website vendors. The minimum data points you must check before exporting for each portfolio and group are:

- First Name
- Last Name
- Unique Account Number
- Tax ID

1 From the list of views, double-click the Web Reporting Clients view to see the results of the view.

2 Click the column header labeled First Name to sort the data by the first name field. Any blank fields should appear at the top. Enter the appropriate data and then run the view to save it.

3 Click the column header labeled Last Name to sort the data by the last name field. Any bland fields should appear at the top. Enter the appropriate data and then run the view to save it.

4 Click the column header for Account Number. For any blank account numbers, enter an appropriate account number. Also, check to ensure there are no duplicate account numbers or that all numbers are unique. Run the view to save any changes.

5 Finally, click the Tax ID column header. Any blank Tax ID fields should appear at the top. Enter the appropriate Tax ID for the account, and then run the view to save the changes.

Important

All portfolios and groups must have all four pieces of information listed above. Otherwise, the accounts are not included in the export. For groups, try these tips:

- Use a description like SmithFamilyAccounts for the account number.

- Use the Social Security Number or Tax ID of one of the group members as the Tax ID for the group.

Step 4: Creating the Smart Set based on the Rule used to create the View

Creating a Smart Set

Finally, create a smart set of the clients you identified in the view above. Save some time by using the same rule you used to create the view as the smart set rule. In the details of the smart set, click the browse box to the right of the rule field and select the rule you created for the view from the list. Save the changes, and then click the Saved Members tab to verify the list of portfolios is what you expected. Remember to update the set regularly so you always have an accurate list of portfolios for the upload.
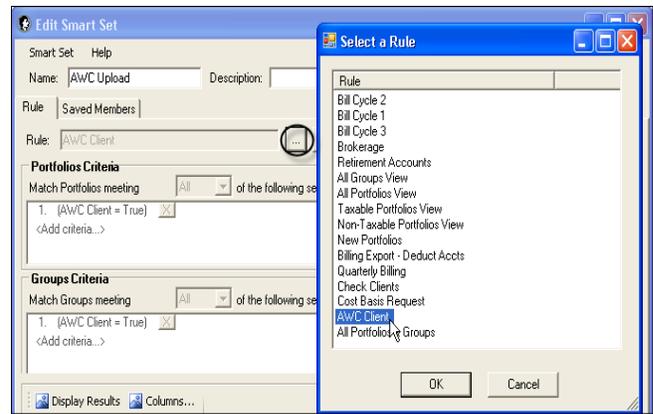
On the Web

- For help using the Set Builder tool to create smart sets, see [Using Set Builder to Create a Smart Set](#) for steps and more information about creating and updating a smart set.

- If you have a portfolio description but no last name or first name, it means that portfolio or group is displaying a company name. You must still enter data in the first and last name fields in the portfolio details. For help entering portfolio detail information, see [Entering Portfolio Details](#) for help, information and tips about entering portfolio details.