

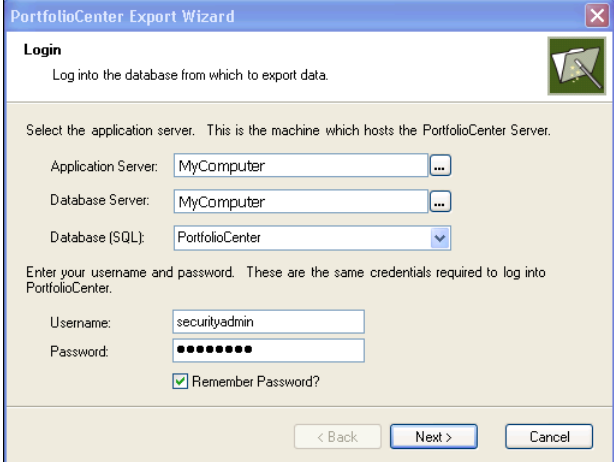
Exporting Data Using the Advisor WebCenter Export

The Advisor WebCenter (AWC) export has several sections. You are not required to export data for all sections – you can select the types of information you want to display on your web site. The steps below describe all settings so you can make the decision about which types of information is best for you.

- 1 Start the Export Wizard:

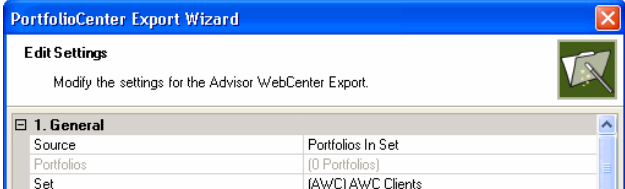
Start | All Programs | Schwab Performance Technologies | Tools | PortfolioCenter Export Wizard

- 2 If you have an opening page, click **Next** to bypass this page.
- 3 On the login page, enter the user ID in the Username field and your password in the Password field.
- 4 Check the **Remember Password** box if you want the user name and password entered into these fields automatically the next time you open the export wizard.
- 5 Click **Next**.



The screenshot shows the 'PortfolioCenter Export Wizard' window with the 'Login' tab selected. The window title is 'PortfolioCenter Export Wizard'. The main text says 'Log into the database from which to export data.' Below this, there are instructions: 'Select the application server. This is the machine which hosts the PortfolioCenter Server.' There are three input fields: 'Application Server' with 'MyComputer', 'Database Server' with 'MyComputer', and 'Database (SQL)' with a dropdown menu set to 'PortfolioCenter'. Below these are 'Username' and 'Password' fields. The 'Username' field contains 'securityadmin' and the 'Password' field is masked with dots. There is a checked checkbox for 'Remember Password?'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- 6 Select the dataset you want to export from, and then click **Next**.
- 7 Select the **Advisor WebCenter** export, first on the list, and then click **Next**.
- 8 Select settings in the General section. The general section prompts you for who you want to include in the export:
 - ◆ In the general section, select **Portfolios in a Set** for the Source setting.
 - ◆ Select the export set you created above.



The screenshot shows the 'PortfolioCenter Export Wizard' window with the 'Edit Settings' tab selected. The window title is 'PortfolioCenter Export Wizard'. The main text says 'Modify the settings for the Advisor WebCenter Export.' Below this, there is a tree view on the left with '1. General' expanded. To the right of the tree view is a table with the following data:

Source	Portfolios In Set
Portfolios	(0 Portfolios)
Set	(AWC) AWC Clients

9 Select settings in the Position Information section. The Position section allows you to include position information in the export file for the date of your choice. The information displayed in this section is similar to the Portfolio Holdings report in PortfolioCenter.

- ◆ To include position information, select **True** for the Include Position Information.
- ◆ Select the **As of Date** and **Price Date** for the position.

2. Position Information	
Include Position Information	True
As of Date	3/31/2006
Price Date	3/31/2006

10 Select settings in the Performance Information section. The Performance Information section allows you to include TWR in the export file. This section includes a detail section and up to 8 return sections, similar to the Portfolio Performance Review report in PortfolioCenter.



Important

The information displayed in this section requires interval calculations in PortfolioCenter. Select dates in this section corresponding to intervals in PortfolioCenter.

- ◆ To include Performance Information, select **True** next to the Include Performance Information setting, and then click the + icon to the left of Performance Detail to expand the settings.
- ◆ To include performance detail, select **True** next to the Include Performance Detail setting. The performance detail includes information like beginning and ending values, flows, etc.
- ◆ Enter a performance detail title. It should be descriptive like “First Quarter 2006” or “Since Inception”.
- ◆ Enter a beginning and ending date in the **Begin Date** and **End Date** fields. These dates must correspond to intervals in PortfolioCenter.
- ◆ Select **True** for Use Inception Date field if you want to include any portfolios that might have had an inception date during the reporting period.
- ◆ To include return numbers (TWR) on this report, select **True** for the Include Performance Returns setting.
- ◆ Select how many return periods (1 – 8) you want to include on the report.
- ◆ For each period, click the + icon to the left of the Period name and enter the title, set Use Inception Date to true and then enter beginning and ending dates that match intervals.

3. Performance Information	
Include Performance Information	True
Performance Detail	
Include Performance Detail	True
Title	First Quarter 2006
Begin Date	12/31/2006
End Date	3/31/2006
Use Inception Date	True
Performance Returns	
Include Performance Returns	True
Performance Return Periods	Two
Period 1	
Title	First Quarter 2006
Use Inception Date	True
Begin Date	12/31/2006
End Date	3/31/2006
Period 2	
Title	Since Inception
Use Inception Date	True
Begin Date	
End Date	3/31/2006
Period 3	

11 Add Performance Graph, Index data, and Net Investment Graph settings. The Performance Graph Data section uses the selected information to generate a line graph on your site, comparing the portfolio return to the return of up to 5 indexes and/or a target. The Indexes section prompts you to select indexes already defined in the PortfolioCenter database. The Net Investment Graph section uses the selected information generate a Portfolio Value vs. Cumulative Net Investment graph on your site.

- ◆ To include performance graph data, set the Include Performance Graph Data setting to **True**.
- ◆ Enter performance graph begin and end dates that match the intervals in PortfolioCenter.
- ◆ To include a target index, select **Yes** next to the Include Target Index field.
- ◆ Select up to 5 indexes for each Index field. These are indexes that are already defined in PortfolioCenter.

Performance Graph Data	
Include Performance Graph Data	True
Begin Date	12/31/2006
End Date	3/31/2006
Indexes	
Include Target Index	True
Index 1	(DIA) Dow Jones Industrial Average
Index 2	(R2000) Russell 2000
Index 3	(SP500) S&P 500
Index 4	(TBILL) 30 Day T-Bill
Index 5	
Net Investment Graph Data	
Include Net Investment Graph Data	True
Begin Date	
End Date	3/31/2006

- ◆ To include a Net Investment Graph, set the Include Net Investment Graph Data setting to **True**.
- ◆ Enter a begin date and end date that corresponds to intervals in PortfolioCenter. If you want to report since inception of all portfolios, leave the begin date field blank.

12 Add transaction information settings. The transaction information section allows you to include all transactions for a specific date range in the export file. This section is similar to the Transaction Ledger report in PortfolioCenter, and the dates should be set accordingly.

- ◆ To include transaction information, set the Include Transaction Information setting to **True**.
- ◆ Enter a begin and end date for the period you want to report.

4. Transaction Information	
Include Transaction Information	True
Begin Date	1/1/2006
End Date	3/31/2006

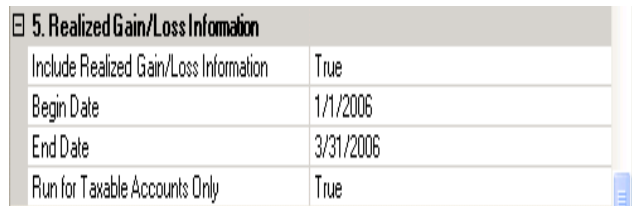


Note

PortfolioCenter and the Advisor WebCenter export include all transactions that occur on the beginning and ending dates. If you want numbers more closely aligned to performance data, use the first date of the day after the performance begin dates you used above.

13 Add realized gain/loss information settings. The realized gains and losses section allows you to include realized gains and losses for a specific date range in the export file. You can also specify to only export the information for taxable accounts. This section is similar to the Realized Gains/Losses report in PortfolioCenter.

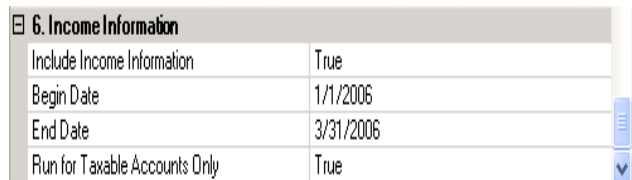
- ◆ To include realized gain/loss information, set the Include Realized Gain/Loss information setting to **True**.
- ◆ Enter a begin and end date for the period you want to report.
- ◆ To only include information for taxable accounts, set the Run for Taxable Accounts Only setting to **True**.



5. Realized Gain/Loss Information	
Include Realized Gain/Loss Information	True
Begin Date	1/1/2006
End Date	3/31/2006
Run for Taxable Accounts Only	True

14 Add income information settings. The income section allows you to include income for a specific date range in the export file. You can also specify to only export the information for taxable accounts. This section is similar to the Income report in PortfolioCenter.

- ◆ To include income information, set the Include Income information setting to **True**.
- ◆ Enter a begin and end date for the period you want to report.
- ◆ To only include information for taxable accounts, set the Run for Taxable Accounts Only setting to **True**.



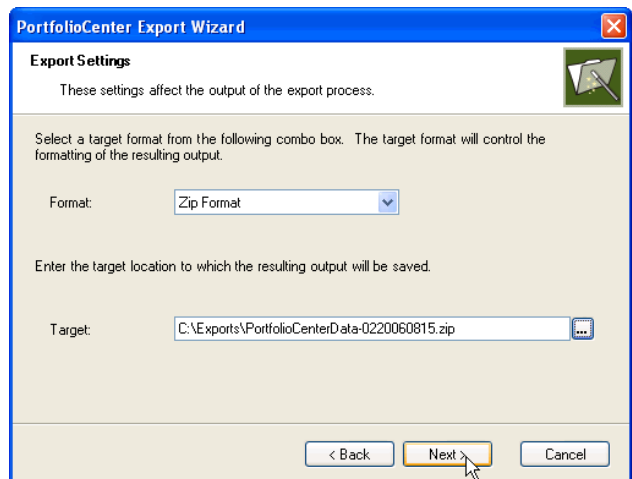
6. Income Information	
Include Income Information	True
Begin Date	1/1/2006
End Date	3/31/2006
Run for Taxable Accounts Only	True

15 Click **Next**.

16 On the Export Settings page, select **Zip Format**, the default.

17 In the Target field, select where you want to save the file.

18 Click **Next** to start the export.



PortfolioCenter Export Wizard

Export Settings

These settings affect the output of the export process.

Select a target format from the following combo box. The target format will control the formatting of the resulting output.

Format: Zip Format

Enter the target location to which the resulting output will be saved.

Target: C:\Exports\PortfolioCenterData-0220060815.zip

< Back Next > Cancel

19 On the Export Succeeded page, click the link to view the Export log. This report indicates any data problems with the export file.

If there are no errors, proceed to the next step.

If you have errors, correct them in PortfolioCenter, and then try the export again.

Check the box to Save Export Settings, as shown to the right. Saving the settings allow you to export the same data each time you run the export – all you have to update are date settings.

On the Export Succeeded page, click **Finish** to close the export.

You are now ready to upload the Zip file to your website!

