SCHWAB PERFORMANCE TECHNOLOGIES®

PERFORMANCE CALCULATIONS CHECKLIST

Accurate performance numbers depend on complete, accurate data and appropriate interval data. The checklist below gives you a list of the steps you need to take to ensure accurate performance. For each step, see the associated document for more information about that topic.

- [ ] Post all interface data.
- [ ] Search for any Credits, Debits or Journals to Cash that do not net to zero.
- [ ] Download supplemental prices and fixed income data from third-party providers such as FT Interactive Data or Dial Data, if necessary.
- [ ] Import index data.
- [ ] Classify all new securities into asset classes, sectors, and subsectors, if appropriate.
- [ ] Update missing portfolio data, such as account type, custodian and Advisor IDs.
- [ ] Add new portfolios to groups and sets.
- [ ] Reconcile data.
- [ ] Exclude assets you do not want in performance calculations.
- [ ] Run Batch Intervals.
- [ ] Review the Interval Status Report at the end of the interval process.
- [ ] Fix any issues on the Interval Status Report, such as missing prices or unposted transactions.
- [ ] Re-run intervals and overwrite for the current quarter to include the fixes you just made.
- [ ] Repeat steps until all issues on the status report are corrected.

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