SCHWAB PERFORMANCE TECHNOLOGIES®

PORTFOLIOCENTER® CONFIGURATION AND RESOURCES BEST PRACTICES

There are regular maintenance tasks you can take to help PortfolioCenter operate efficiently on a regular basis. This document lists best practices for managing PortfolioCenter data, the database, and the application.

MONTHLY, QUARTERLY OR YEAR-END PROCESSES

☐ Backup Data Daily

As part of the monthly or quarterly process, verify your database and associated files are being backed up regularly, ideally, on a daily basis. See Developing a Backup Plan for tips and best practices for creating a backup plan.

☐ Test Backup Files

Even if you are certain your backup is occurring regularly, it is a best practice to test the backup file to ensure it can be restored and implemented correctly. See Testing Your PortfolioCenter Backup for steps and best practices for testing.

☐ Create Process Checklists for Cyclical Activities

A process checklist provides you and your employees with a roadmap of tasks required for a workflow process. These checklists can be used as training tools as well as validation points to help ensure certain activities are completed by the right people. If you need help developing periodic task checklists, see the Quarter-End Data Management Checklist. If you already have a process checklist and want it evaluated, consider our consulting services to help you evaluate current processes and look for efficiencies.

SQL SERVER DATABASE MAINTENANCE BEST PRACTICES

The underlying PortfolioCenter data is part of a SQL Server database. In addition to backup of the data, there are tasks in SQL Server Management Studio that could help you keep the database running efficiently.

☐ Check the Database Recovery model

The Database Recovery Model is a SQL Server Management Studio setting determining how much information is logged when changes occur to the database. We recommend setting it to Simple so the log file does not grow continuously. If the setting is set to Full Recovery, the log must be backed up and cleared regularly, such as every 15 minutes to an hour.

☐ Run DBCC CHECKDB

The DBCC CHECKDB function checks the logical and physical integrity of objects in the specified database. .Contact a technical support representative for assistance in using this utility.

☐ Update Statistics

This function allows SQL Server to query for data more efficiently. Updating the statistics regularly optimizes data query to more accurately execute data retrieval. If you have created a maintenance plan according to Schwab Performance Technologies recommendations found in Using SQL Tools to Backup PortfolioCenter Data, Update Statistics is included in the instructions and should be scheduled to run once a week.

☐ Reindex Data Regularly

Reindexing the data rearranges data pages so they are positioned in an optimized order to improve speed by making the data easier to find by the application. Ideally, you should reindex the data weekly as a regular data maintenance item. If you have created a maintenance plan according to Schwab Performance Technologies recommendations found in Using SQL Tools to Backup PortfolioCenter Data, this activity should be scheduled once a week.

☐ Increase Default Size for TempDB

Set the size of the TempDB to at least 300 MB, more than the default, to minimize the number of times the Temp DB has to grow when it is processing data. Contact a technical support representative for assistance in adjusting this setting.

☐ Put Database Files on different drive than Operating System

Having the database files on a different drive than the operating system, if you have the space, can greatly improve the time taken to read and write in large databases. The databases should be on a separate physical drive – not on a separate partition. Contact an IT professional for advice.

PORTFOLIOCENTER APPLICATION BEST PRACTICES

The PortfolioCenter application also provides tome tools and best practices to improve performance and speed of the application.

☐ Delete used Interface Files Regularly

After interface files have been converted, posted and reconciled, keeping the "posted" status icons on the interface tab only inflates the size of the database and can affect the performance of the daily posting procedure. The best practice is to delete the interface statuses and archive the raw files on a monthly basis. See Interface File Maintenance Procedures for information about deleting the posted statuses from the interface. Also, see the Custodian Interfaces section of the website for custodian specific information about interface files.

☐ Store, Convert and Post Interface Files on the Database Server

Try storing, converting and posting the interface files on the database or application server. This action can reduce the network traffic that occasionally causes a bottleneck.

☐ Restart SPTServer

On the machine that houses the application server, set up a task to stop and restart the SPT server on a regular basis, preferably daily. This action can improve application performance and prevent memory leaks. See Starting and Stopping the SPT PortfolioCenter Service for instructions.

☐ Disable auditing and Clear Audit Data

For some users, the database security module writes an audit log file with each activity in the database. If there are several data intensive activities you perform on a regular basis, such as running daily performance on the portfolio and asset class level, the audit tables in your database could be inflated, which can affect performance of the database and application. Disabling auditing and clearing the audit data from the database can improve the speed of accessing data.

☐ Review the table sizes regularly

Some database tables, particularly ones holding information about interface file converting and posting, can become large if not maintained on a regular basis. Periodically reviewing table sizes and clearing unnecessary data from tables should improve overall data retrieval. Contact Technical Support for assistance with managing table sizes.

☐ Exporting Data

If using a third party application for trading or additional evaluation, it is best to use the PortfolioCenter Export Wizard to export and analyze the data. See PortfolioCenter Export Wizard for information about the exports available.