

## QUARTER-END DATA MANAGEMENT CHECKLIST

Each quarter, you have some data preparation steps to ensure accurate reporting and billing. This checklist will help you keep track of the detailed tasks for report preparation.



### Important Notes

- While some of the tasks are important for all clients, there may be some that do not apply. It is generally a best practice to have a smart set of clients you use for each of these tasks.
- Some transactions may be delayed until after the official quarter-end date, but posted with dates prior to the quarter-end date (back dated). It is generally a best practice to wait until four business days after the last day of the quarter to ensure these transactions have all been delivered by the custodians and data providers.
- While this document is written from the perspective of quarter-end, these tasks can be performed more frequently – such as on a monthly basis - so that the management of the data is easier and you have a shorter period of time for review and troubleshooting.

## PORTFOLIOCENTER PROGRAM AND DATABASE MANAGEMENT

In this set of steps, you are doing a check on the PortfolioCenter application, back up and, if applicable, any security features you may have enabled. Most of these tasks should be performed by the PortfolioCenter system administrator.

- Review the PortfolioCenter version and see if there is a more recent version to upgrade.  
For a list of all the enhancements in the newest version of PortfolioCenter, see the [PortfolioCenter Enhancements](http://schwabpt.com/resources/portfoliocenter) page at [schwabpt.com/resources/portfoliocenter](http://schwabpt.com/resources/portfoliocenter)
- If applicable, upgrade to the newest version of PortfolioCenter.  
For access to the upgrade, see the [PortfolioCenter Upgrade](http://schwabpt.com/resources/portfoliocenter/upgrade/current) page at [schwabpt.com/resources/portfoliocenter/upgrade/current](http://schwabpt.com/resources/portfoliocenter/upgrade/current).
- If applicable, verify Security Rights and Roles User Groups and permissions.  
For more information about Security Rights and Roles, see [Creating and Managing User Groups for Security Rights and Roles](http://schwabpt.com/pdflibrary/open.asp?id=011295) at [schwabpt.com/pdflibrary/open.asp?id=011295](http://schwabpt.com/pdflibrary/open.asp?id=011295) and [Security Permissions by Level](http://schwabpt.com/pdflibrary/open.asp?id=011348) at [schwabpt.com/pdflibrary/open.asp?id=011348](http://schwabpt.com/pdflibrary/open.asp?id=011348).
- Validate backup process to ensure all data you need to backup – including interface files – are being backed up appropriately.  
For more information about backing up your data, see [Developing a PortfolioCenter Backup Plan](http://schwabpt.com/pdflibrary/open.asp?id=010739) at [schwabpt.com/pdflibrary/open.asp?id=010739](http://schwabpt.com/pdflibrary/open.asp?id=010739).

## ENTER ALL PORTFOLIO, ASSET, PRICE AND TRANSACTION DATA

In this set of steps, you are gathering all the possible data for your clients and assets to ensure you have a complete set of data.

- Post all interface data for each custodial interface or data provider.  
For more information and resources on the daily interface posting process, see the [Day-to-Day Interface Operations](#) section in learn how at [schwabpt.com/support/learn/interfaces.htm#daily](http://schwabpt.com/support/learn/interfaces.htm#daily).
- Download supplemental prices for assets and indexes from sources such as FT Interactive Data or Dial Data. You may also be able to get important details for fixed income, split and/or dividend information from these sources.  
For more information and steps for importing supplemental price and security data from these resources, see:
  - [Importing Prices and Reference Data from Interactive Data](#) at [schwabpt.com/pdflibrary/open.asp?id=010206](http://schwabpt.com/pdflibrary/open.asp?id=010206)
  - [Importing Prices from Dial Data](#) at [schwabpt.com/pdflibrary/open.asp?id=010254](http://schwabpt.com/pdflibrary/open.asp?id=010254).
- If you import index returns or other market data from sources other than pricing services, import that data.  
For information about importing index values from InvestmentView, see the document [Working with Thomson Reuters InvestmentView](#) at [schwabpt.com/pdflibrary/open.asp?id=010581](http://schwabpt.com/pdflibrary/open.asp?id=010581).
- Using the Securities Data Manager, assign the appropriate asset categories for new securities; verify the appropriate details are assigned to new securities and update any data for assets that might have had changes to the details during the period.  
For more information about using the Securities Data Manager to update/validate securities details, see [Working with the Securities Data Manager](#) at [schwabpt.com/pdflibrary/open.asp?id=012475](http://schwabpt.com/pdflibrary/open.asp?id=012475).
- Using the Portfolio Data Manager, assign the appropriate portfolio and/or group details and custom fields for any new accounts added to the database such as account type, custodian, or advisor ID; update details for accounts that might have had a change during the period.  
For more information about using the Portfolio Data Manager to update account details, see the document [Working with the Portfolio Data Manager](#) at [schwabpt.com/pdflibrary/open.asp?id=010379](http://schwabpt.com/pdflibrary/open.asp?id=010379)  
Also, see the document [Finding New Portfolios in the PortfolioCenter Database](#) at [schwabpt.com/pdflibrary/open.asp?id=010687](http://schwabpt.com/pdflibrary/open.asp?id=010687) for steps and information about creating a view of new portfolios in the Portfolio Data Manager so you can more efficiently manage details.
- Add new Portfolio Groups and/or update group memberships to include any new accounts or changes in accounts during the period.  
For more information about managing group members, see [Editing Portfolio Group Members](#) at [schwabpt.com/pdflibrary/open.asp?id=010315](http://schwabpt.com/pdflibrary/open.asp?id=010315).
- Review the Smart Sets you have in PortfolioCenter; make any edits to rules as necessary and/or create new rules as needed.  
For more information about creating and managing Smart Sets, see [Working with Smart Sets](#) at [schwabpt.com/pdflibrary/open.asp?id=012474](http://schwabpt.com/pdflibrary/open.asp?id=012474).
- Update all Smart Sets using the batch update feature.  
For more information about updating Smart Sets, see [Updating Smart Set Membership](#) at [schwabpt.com/pdflibrary/open.asp?id=010300](http://schwabpt.com/pdflibrary/open.asp?id=010300).

## VALIDATE DATA

In this set of steps, you are checking the quality of the data to ensure that it is not only complete, but accurate so the calculations using this information are correct.



### Tip

Use the Portfolio Data Manager and Securities Data Manager to help validate data. Each data manager has a set of default views you can use to get started if you have never used them before. Edit the views to include columns for key pieces of information you want to ensure you collect each reporting period.

- For accounts, run the All Portfolios and Groups view in the Portfolio Data Manager to verify key pieces of account details such as benchmark collection, model and billing spec assignments or custom field values.

For more information about using the Portfolio Data Manager to update account details, see the document [Working with the Portfolio Data Manager](https://schwabpt.com/pdflibrary/open.asp?id=010379) at [schwabpt.com/pdflibrary/open.asp?id=010379](https://schwabpt.com/pdflibrary/open.asp?id=010379).

- If you have not already done so, set or review any Portfolio or Group defaults to automatically assign key pieces of data for standardized fields like advisor names, billing specifications, models, benchmark collections and targets, as applicable.

For more information about using default portfolio and/or group detail values, see [Using Default Values to Streamline Data Entry](https://schwabpt.com/pdflibrary/open.asp?id=012472) at [schwabpt.com/pdflibrary/open.asp?id=012472](https://schwabpt.com/pdflibrary/open.asp?id=012472).

- For assets, run the All Securities view in the Securities Data Manager to verify key pieces of data for asset details, such as category assignments.

For more information about using the Securities Data Manager to update/validate securities details, see [Working with the Securities Data Manager](https://schwabpt.com/pdflibrary/open.asp?id=012475) at [schwabpt.com/pdflibrary/open.asp?id=012475](https://schwabpt.com/pdflibrary/open.asp?id=012475).

## RUN POSITION SUMMARY CALCULATIONS

In this set of steps, you are calculating position summaries to save the portfolio values for reporting.

- Delete the oldest position summary date.
- Create a new position summary date for the most current quarter-end date and run the calculation.

For more information about Position Summaries, see [Using Position Summaries](https://schwabpt.com/pdflibrary/open.asp?id=010217) at [schwabpt.com/pdflibrary/open.asp?id=010217](https://schwabpt.com/pdflibrary/open.asp?id=010217)

## PREPARE FOR PERFORMANCE

In this set of steps, you are preparing data for the performance presentation pages and analytical reports. Even if you do not use these reports, this step can be a great validation for prices and transactions.

- Run batch intervals using true month-end dates for the set of clients getting performance calculations for portfolio and/or asset class level as applicable. Extend the calculation back one month prior to the previously calculated period. For example, if you are running intervals monthly, always run the previous two months so you can capture any backdated trades entered since the interval calculation. For more information and instructions for calculating batch intervals, see [Calculating Portfolio Level Batch Intervals](https://schwabpt.com/pdflibrary/open.asp?id=010222) at [schwabpt.com/pdflibrary/open.asp?id=010222](https://schwabpt.com/pdflibrary/open.asp?id=010222).
- Review the Interval Status Report at the end of the interval process; if any issues arise on the interval status report, such as missing prices, correct the issues and recalculate the intervals, overwriting for the same period.  
  
For more information about using the Interval Status Report, see [Reading the Interval Status Report](https://schwabpt.com/pdflibrary/open.asp?id=010485) at [schwabpt.com/pdflibrary/open.asp?id=010485](https://schwabpt.com/pdflibrary/open.asp?id=010485).
- Repeat both steps above until all errors are cleared.
- Validate performance for all clients receiving a performance report or presentation page. There are two methods of validating performance:
  - Interval Export – using this method, you can export all of the calculated intervals for a period and sort the data in a spreadsheet so you can easily see data anomalies for certain periods. For more information about using this export, see [Working with the Portfolio Interval Export and Interval Status Report](https://schwabpt.com/pdflibrary/open.asp?id=012526) at [schwabpt.com/pdflibrary/open.asp?id=012526](https://schwabpt.com/pdflibrary/open.asp?id=012526).
  - Global Performance Review – using this method, you can see all the returns for the clients in a selected set for up to four of the reporting periods so you can look for returns outside of a particular threshold set by your firm. For more information about running this report, see [Global Performance Review Settings](https://schwabpt.com/pdflibrary/open.asp?id=010525) at [schwabpt.com/pdflibrary/open.asp?id=010525](https://schwabpt.com/pdflibrary/open.asp?id=010525)
- Update applicable Performance Benchmarks – see the document [Working with Benchmarks on PortfolioCenter Reports and Client Presentations](https://schwabpt.com/pdflibrary/open.asp?id=011676) at [schwabpt.com/pdflibrary/open.asp?id=011676](https://schwabpt.com/pdflibrary/open.asp?id=011676) for information about the available types of benchmarks in PortfolioCenter and where you can use them.
  - Update target details for portfolios that had allocation changes or need adjustments - for more information about using and maintaining Target benchmark details, see [Using and Maintaining the Target](https://schwabpt.com/pdflibrary/open.asp?id=011042) at [schwabpt.com/pdflibrary/open.asp?id=011042](https://schwabpt.com/pdflibrary/open.asp?id=011042)
  - Update benchmark collections as applicable – for more information about using and maintaining benchmark collections, see [Creating and Assigning Benchmark Collections](https://schwabpt.com/pdflibrary/open.asp?id=011699) at [schwabpt.com/pdflibrary/open.asp?id=011699](https://schwabpt.com/pdflibrary/open.asp?id=011699)

## PREPARE MANAGEMENT FEES, IF APPLICABLE

In this set of steps, you are preparing data for the calculation of the management fees. These steps assume you are using the PortfolioCenter billing module.



### Tip

It is a best practice to create a smart set of clients you want to include in the billing process. You can create a custom field called Billable Client that can be used for portfolios and groups and set it to true for only the portfolios and/or groups you want to include in the preparation, calculation and printing.

- Update the billing specification with the appropriate billing period dates, prorate flow dates, and price dates.  
For more information and instructions for updating the billing specifications, see [Using the Globally Modify Billing Specs Wizard](https://schwabpt.com/pdflibrary/open.asp?id=010689) at [schwabpt.com/pdflibrary/open.asp?id=010689](https://schwabpt.com/pdflibrary/open.asp?id=010689)
- If you have not already done so in the Validate Data section on page 3, add the appropriate billing specifications to the appropriate accounts using the All Portfolios and Groups view in the Portfolio Data Manager.  
For more information about using the Portfolio Data Manager to update account details, see the document [Working with the Portfolio Data Manager](https://schwabpt.com/pdflibrary/open.asp?id=010379) at [schwabpt.com/pdflibrary/open.asp?id=010379](https://schwabpt.com/pdflibrary/open.asp?id=010379).
- Using the Update History button on the billing tab, update bill history for the Billable clients smart set.  
For more information about updating bill history, see [Updating Billing History](https://schwabpt.com/pdflibrary/open.asp?id=010212) at [schwabpt.com/pdflibrary/open.asp?id=010212](https://schwabpt.com/pdflibrary/open.asp?id=010212).
- Run the Billing Summary report to verify fee calculations.  
For more information about the Billing Summary Report, see [Using the Billing Summary Report](https://schwabpt.com/pdflibrary/open.asp?id=010249) at [schwabpt.com/pdflibrary/open.asp?id=010249](https://schwabpt.com/pdflibrary/open.asp?id=010249).
- Run the presentation for one of the clients in the billable clients smart set to review the billing statement layout; adjust any page settings as needed.  
For more information about the Billing Statement page in client presentations, see [Page Specifications – Billing Statement Page](https://schwabpt.com/pdflibrary/open.asp?id=012577) at [schwabpt.com/pdflibrary/open.asp?id=012577](https://schwabpt.com/pdflibrary/open.asp?id=012577).
- If applicable, export and upload management fees for clients of custodial interfaces supported by the management fee export in PortfolioCenter. For all other clients, enter the management fees with the appropriate custodial website.  
For information about exporting and uploading management fees to Charles Schwab, see [Exporting and Uploading Schwab Management Fees](https://schwabpt.com/pdflibrary/open.asp?id=010490) at [schwabpt.com/pdflibrary/open.asp?id=010490](https://schwabpt.com/pdflibrary/open.asp?id=010490).
- If applicable, use the Transaction Writer to create external fee payments for clients paying management fees by check.  
For information and instructions on creating external fee payments, see [Using the Transaction Writer to Create Management Fee Transactions](https://schwabpt.com/pdflibrary/open.asp?id=010691) at [schwabpt.com/pdflibrary/open.asp?id=010691](https://schwabpt.com/pdflibrary/open.asp?id=010691).

## PREPARE FOR REBALANCING, IF APPLICABLE

In this set of steps, you are preparing data for the rebalancing process. These steps assume you are using PortfolioCenter tools for rebalancing (Models and either the Trading Data Export or the Schwab Account Rebalancing Export). For other options, see [Rebalancing Solutions Using PortfolioCenter Models](https://schwabpt.com/pdflibrary/open.asp?id=011627) at [schwabpt.com/pdflibrary/open.asp?id=011627](https://schwabpt.com/pdflibrary/open.asp?id=011627).



### Tip

It is a best practice to create a smart set of clients you want to include in the rebalancing process. You can create a custom field called Rebalance Client that can be used for portfolios and groups and set it to true for only the portfolios and/or groups you want to include in the steps below.

- Create and assign any new models you may need to create for new accounts, as applicable.  
For more information about creating and assigning models, see [Creating and Assigning Models](https://schwabpt.com/pdflibrary/open.asp?id=010224) at [schwabpt.com/pdflibrary/open.asp?id=010224](https://schwabpt.com/pdflibrary/open.asp?id=010224).
- Using the Model Export, review existing model allocations to ensure they are correctly allocated according to the clients' investment policies.  
For more information about using the Model Export, see [Export Wizard Details: Model Export](https://schwabpt.com/pdflibrary/open.asp?id=011743) at [schwabpt.com/pdflibrary/open.asp?id=011743](https://schwabpt.com/pdflibrary/open.asp?id=011743).
- If you need to make changes to models, modify the model details to ensure they are correctly allocated, according to the clients' investment policies.
- If applicable, run rebalancing reports or exports as necessary for the rebalancing applications and/or custodial interfaces you may be using. There are a couple of rebalancing options you have in PortfolioCenter, including running a global rebalancing report or exporting data for third parties in a single file you can upload. Otherwise, manually key in the trades you need to make  
For rebalance options, see [Rebalancing Solutions Using PortfolioCenter Models](https://schwabpt.com/pdflibrary/open.asp?id=011627) at [schwabpt.com/pdflibrary/open.asp?id=011627](https://schwabpt.com/pdflibrary/open.asp?id=011627)

## PREPARE AND PRODUCE FINAL REPORTS

In this set of steps, you are validating and producing the client presentations to deliver to your clients. These steps assume you are using the PortfolioCenter Client Presentations and Presentation Studio, though you may still be able to follow most of the steps below with our legacy reports if you are not.



### Tip

It is a best practice to create a smart set of clients you want to include in the batch client presentation printing. You can create a custom field called Quarterly Reporting that can be used for portfolios and groups and set it to true for only the accounts for which you want to produce quarterly reports.

- Check for a new presentation package to see if you have the most recent package containing any new pages, settings enhancements and/or themes you might be able to use in your client presentations.  
For information about the presentations package updates, see the [Presentations Upgrade](https://schwabpt.com/resources/presentations/download) page at [schwabpt.com/resources/presentations/download](https://schwabpt.com/resources/presentations/download).
- After installing the most recent package, review any new pages, parameters, and/or themes to see if you want to use them in your current presentations.  
For a list of all available pages – and the associated parameters – see the [Presentations Gallery](https://schwabpt.com/resources/presentations/gallery/) at [schwabpt.com/resources/presentations/gallery/](https://schwabpt.com/resources/presentations/gallery/) for a complete list of all the new pages and themes, and for specification sheets and samples of each page.
- If applicable, modify client presentations to add or update pages and/or parameters as needed.  
For more information about editing presentations, see [Editing Presentation and Page Settings in Presentation Studio](https://schwabpt.com/pdflibrary/open.asp?id=011776) at [schwabpt.com/pdflibrary/open.asp?id=011776](https://schwabpt.com/pdflibrary/open.asp?id=011776).
- Test the presentation on a sample client to make sure all the data and layout appears as expected. Make adjustments in the presentation as necessary.
- Review batch jobs to ensure they contain the correct presentations and Smart Sets. Run the batch jobs when ready.  
For more information about printing Client Presentations in batch, see [Working with Batch Jobs for Client Presentations](https://schwabpt.com/pdflibrary/open.asp?id=011751) at [schwabpt.com/pdflibrary/open.asp?id=011751](https://schwabpt.com/pdflibrary/open.asp?id=011751).

## BACKUP AND TEST RESTORE OF PORTFOLIOCENTER DATABASE AND ASSOCIATED FILES

In this set of steps, you are doing a check on the PortfolioCenter application, back up and, if applicable, any security features you may have enabled. Most of these tasks should be performed by the PortfolioCenter system administrator. For more information about backing up your data, see [Developing a PortfolioCenter Backup Plan](https://schwabpt.com/pdflibrary/open.asp?id=010739) at [schwabpt.com/pdflibrary/open.asp?id=010739](https://schwabpt.com/pdflibrary/open.asp?id=010739).

- Run and verify that a PortfolioCenter database backup file was created.
- Test restoring the PortfolioCenter data as part of a business resumption plan.  
For more information about testing your PortfolioCenter database backup, see [Testing your PortfolioCenter Database Backup](https://schwabpt.com/pdflibrary/open.asp?id=010611) at [schwabpt.com/pdflibrary/open.asp?id=010611](https://schwabpt.com/pdflibrary/open.asp?id=010611).

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