

*It is recommended that you watch the three demonstration videos prior to reading this document.*

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### Overview

*Advice Online* can be integrated with a *CRM*, using our *APIs*. Talk to us if you require this service. *Advice Online* is fully white labelled with no reference to *Advice Online* in your version of the software.

Screenshots in this document are for a fictitious company called *Good Advice*.

The aim of *Advice Online* is to allow the adviser to collaborate with the client so that an **Advice Record** can be generated efficiently. Using *Advice Online*, the adviser has the advantage over other cash flow and report writing software, in that the client has access to all the details of the plan through reports. The main report is the **Advice Record**, which is the Government's preferred term rather than a *Statement of Advice*. The clients can also generate additional reports that do not give advice, but give information regarding the plan created by the adviser. This allows the adviser to keep the *Advice Record* short.

The government has indicated that more than 5 million people will be retiring in the next 5 years and there are insufficient financial advisers to service that market. As a result, the government has indicated they will be legislating to enable Superannuation Funds to provide financial advice. *Advice Online* is very suitable for use by Superannuation Funds.

It is anticipated that a simple plan, without product or insurance advice, together with the *Advice Record* could be completed in less than one hour. This is provisional on the Government's indication that they intend to change legislation to allow simpler forms of advice.

For each *Advice Episode*, the following will occur. This process will be repeated if the client returns for further advice in the future.

- The client is sent an invitation to create their own account.
- The client completes the *Fact Find* and the adviser is notified when the *Fact Find* has been completed. (This *Fact Find* can be modified by the adviser if necessary)
- The Adviser logs into their account where they can generate a report showing the information in the *Fact Find*. This report can be saved in the client's CRM file.
- The information from the *Fact Find* is then imported into a plan. Note that for each *Advice Episode*, there can be only one plan, but it can be modified until both the client and the adviser are satisfied. Once completed, the record cannot be modified.
- The adviser optimizes the plan based on the objectives listed by the client in the Fact Find.
- On the menu, SOA, there is a selection of panels into which the adviser writes the advice.
- The adviser generates the *Advice Record* (Statement of Advice) which may be viewed as an Interactive Report or downloaded and saved as a PDF.
- Using the *Connect Client Portal*, the adviser can upload this document.
- The adviser will publish the document at which time the client can log into their portal and view, the *Advice Record*, three additional interactive reports and a further 10 Reports.
- The adviser and the client communicate directly through the *Client Connect Portal*.

## Overview

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The aim of *Advice Online* is to provide affordable, simple advice over relatively short time frames. To keep the cost low, it is imagined the advice would not provide product or insurance advice. However, the adviser can encourage their clients to seek this more detailed advice for an extra charge.

The adviser pays per *Advice Episode* with a time limit of 2 months. Over this time, the adviser may engage with that value adding within the same fee. After 2 months, the adviser would need to pay for a new *Advice Episode*.

# Overview

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## Setting up your platform

There are four roles, each of which have different access to the software. They are:

- Admin (includes the role of adviser)
- Adviser (no access to the administrative application)
- Paraplanner (access to any client the adviser has shared)
- Client (access to Fact Find, Dashboard and Reports)

### Admin

The administrator has access to:

- Company Settings
- Default Rates
- Reports
- Users

Once the Administrator has created the platform, they will invite both advisers and paraplanners to create their accounts.

### Adviser

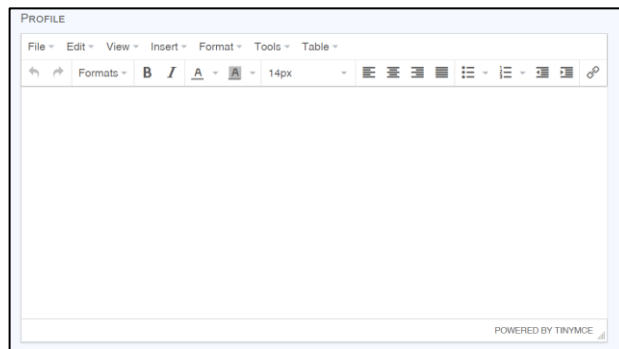
Under the heading Account, the adviser can complete the information as required.

This is also where each user, will *Sign Out* of the software.

### Adviser ID

This is to be completed by each adviser and will be added to any reports.

This is an example of the blank profile. The adviser constructs their profile, including photo to meet their requirements.



There are also fields for various license information which can be entered and inserted into reports, using the appropriate field.

# Overview

**ADVISER INFORMATION**

LICENCES

<b>AUSTRALIAN FINANCIAL SERVICES LICENCE (AFSL)</b>	<b>AUSTRALIAN CREDIT LICENCE (ACL)</b>
Australian Financial Services Licensee	Australian Credit Licence Number
<input type="text"/>	<input type="text"/>
Australian Financial Services Licence Number	
<input type="text"/>	
Corporate Authorised Representative Name	
<input type="text"/>	
Corporate Authorised Representative ABN	
<input type="text"/>	
Corporate Authorised Representative Number	
<input type="text"/>	
Authorised Representative Name	
<input type="text"/>	
Authorised Representative Number	
<input type="text"/>	

**Note on 2FA:** It is recommended that you also use the 2FA found in account details.

## Paraplanner

Paraplanners can only access a client’s file when the adviser has granted access to that file. They will edit directly into the plan. As the adviser is legally responsible for the advice provided to the client, it is important that the adviser check all work completed by the paraplanner.

Client: John Black

Connect Edit Fact Find Edit Plan Published

**Basic Information**

Email (Username) finmappers+black@gmail.com Client ID A100 Verified Yes

Adviser(s) Simon Simmons

Link Adviser **1 Select** Unlink Adviser **2 Confirm**

Select an adviser to link... adviser to unlink...

Filter

- Tony Gray
- Tom Jones

Partner

Name	John	Black	Name	Mary	Black
Nickname	John	DOB	Nickname	Mary	DOB

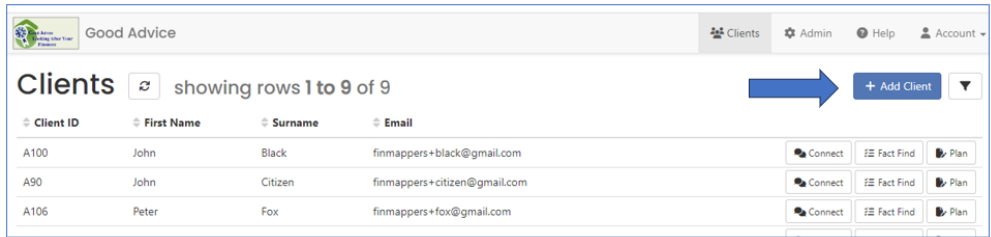
The process of linking a paraplanner or other adviser is to click on the *Client's Name* and a window will open with all the client’s details. Here you go to [Link Adviser](#) and click on the dropdown menu where there will be a list of paraplanners and other advisers. In this example, the paraplanner, Tom Jones, has been selected. You will then need to confirm the sharing by clicking on the chain link. When the paraplanner has completed their work, the adviser can follow the same process to [Unlink](#) the paraplanner or adviser.

Due to the simplicity of the advice provided, it is not anticipated that a paraplanner would be required.

# Overview

## Clients

Every client must be added to the adviser's list of clients.



While the minimum entry is highlighted, it is recommended that you complete any information you have. The client will be invited to complete the information, but sometimes, it is safer to do it first, or you can complete the information later if the client fails to complete it.

**Add Client**

**Basic Information**

Email (Username)  Client ID  Verified  No

Required

Adviser(s)

Simon Simmons

**Contact Details**

**Principal**

Name

Required

Nickname  DOB  28/10/2023

Uses First Name by default.

**Partner**

Name

Nickname  DOB  28/10/2023

Uses First Name by default.

**Personal**

Phone

Address

Address

Suburb  State  Postcode

Australia

**Work**

Employer

Address

Address

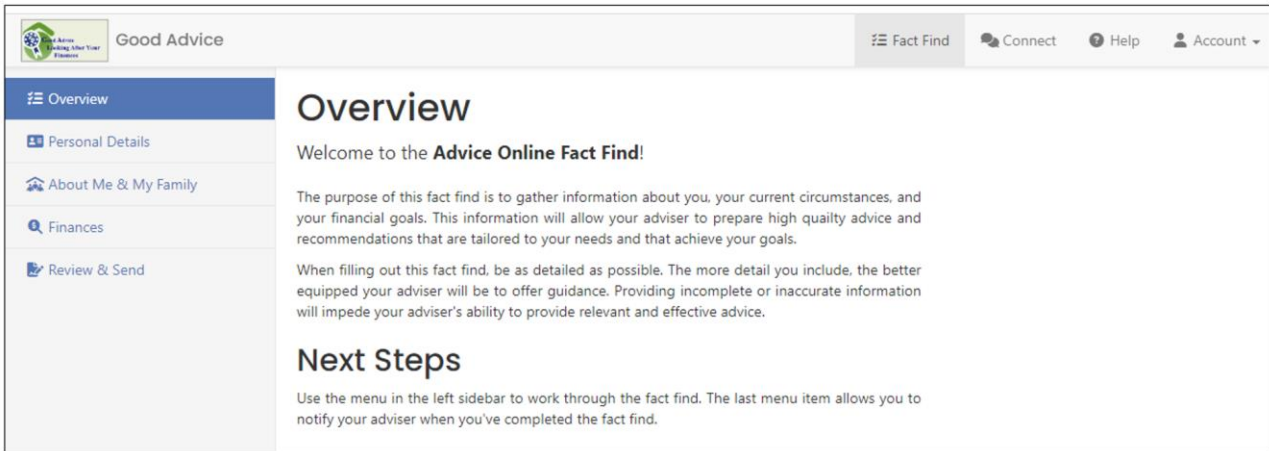
Suburb  State  Postcode

Australia

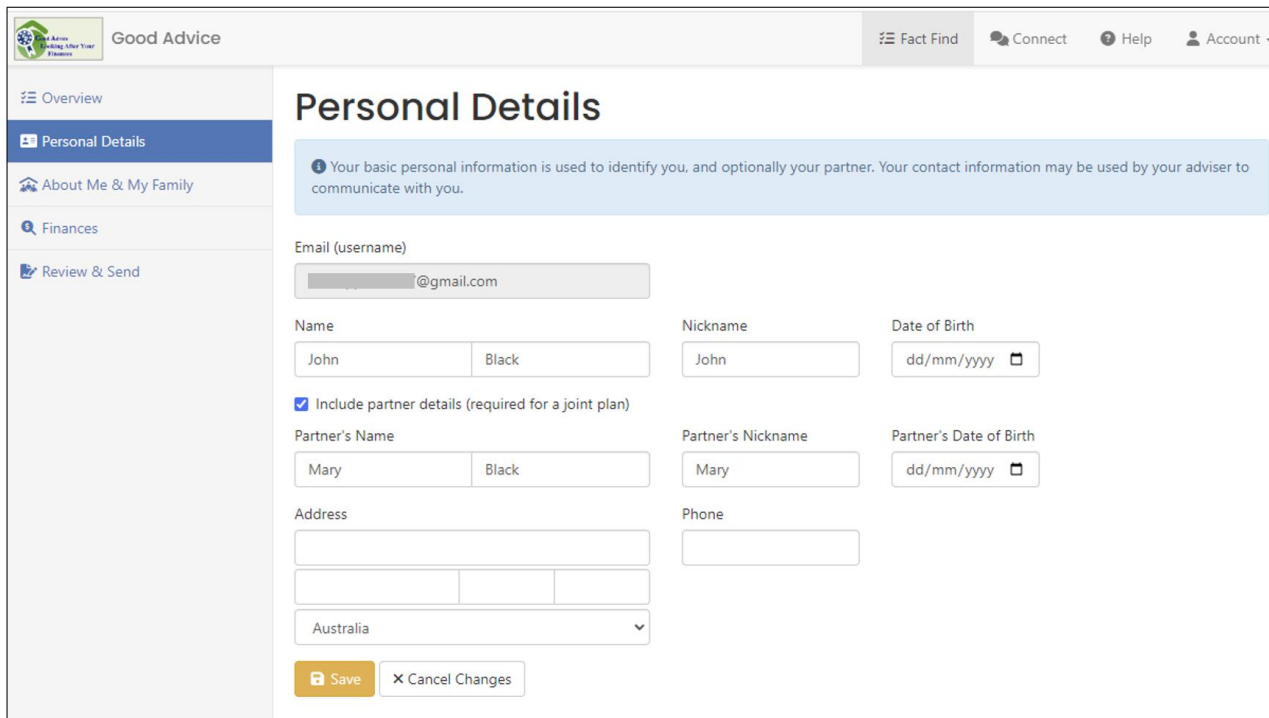
Once the client has registered their account, they will then be asked to complete the **Fact Find**. Note that both the client and the adviser have access to the Fact Find. It is the information provided by the client that is imported into the client's plan.

## Fact Find

The client will arrive on the first page which is an Overview of what they are required to do.



The client is then required to complete their personal details.



**About Me and My Family**, provides the adviser with information regarding the client's family situation, investment experience, their objectives for the next 5 years and finally the advice they require.

Note that because you are providing low-cost advice, you may have placed restrictions on the initial advice you provide for the fee. It may be that later you value add by suggesting the client request more detailed advice on matters such as product advice or insurance.

The information provided by the client can be imported into your **Advice Record**.



# About Me & My Family

Supplying background information about yourself and your family helps your adviser understand your circumstances and give relevant and effective advice.

## Contents

- 1. Family
- 2. Employment
- 3. Health
- 4. Estate Planning
- 5. Investment Experience
- 6. Investment Risk Profile
- 7. Your Objectives for the Next 5 Years
- 8. Advice You Require

## Family

[Back to Top](#)

Tell us about you and your partner. If you have dependent children, tell us their names and date of births. Tell us what you want to achieve for your children. If you have adult children and grandchildren tell us about your relationship with them.

File Edit View Insert Format Tools Table

Formats **B** *I* A A 14px

We have been married for 10 years and have two children aged 6 and 8.

A major part of the Fact Find is for the client to complete the section **Finances**. The client will be guided through the process, with detailed inline help.

The following are the sections for the client to complete. This is the *Fact Find* completed by John Black in the demonstration video for the Savings Plan.

**Finances** ?

Last modified by: **John Black** (18/10/2023 4:55 am)

**Options** ?

**Single or Joint Plan**      **Currency**

Single Plan    **Joint Plan**    Dollar

---

**Salary** ?

Description	Owner	Annual Amount	No. of Years	
John's Salary	John	\$120,000	10 Years	+
Mary's Salary	Mary	\$80,000	10 Years	-

---

**Personal Assets** ?

Description	Owner	Type	Current Value	
John's Car	John	Other	\$15,000	+
Mary's Car	Mary	Other	\$12,000	-

# Overview

## Personal Budget ?

Save Cancel

**Commitments** \$60,000

Active ?	Optional ?	Budget Item	Payments per Year	Amount	Annual Cost	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Annual Living Expenses	1	\$60,000	\$60,000	+ -
Home					\$0	
Utilities					\$0	
Education					\$0	
Health					\$0	
Shopping					\$0	
Transport					\$0	
Entertainment					\$0	
Other					\$0	
Miscellaneous					\$0	
<b>Total Living Expenses</b>					<b>\$60,000</b>	

## Milestones & Goals ?

Save Cancel

Description	Owner	Year of Event	
Buying a car - \$30,000	John	2028	+ -
Work Full Time Salary \$100,000	Mary	2028	+ -

## Homes & Investment Properties ?

Save Cancel

Description	Owner	Current Value	Purchase Price	Loan Amount	Loan Type	Lender	Remaining	Interest Rate	
Homes									
Our House	Joint	\$800,000	\$60,000	\$400,000	Principal and Inter	NAB	20 Years	6.67%	+ - 🔗
Investment Properties									

## Homes & Investment Properties ?

Save Cancel

Description	Owner	Current Value	Purchase Price	Loan Amount	Loan Type	Lender	Remaining	Interest Rate	
Homes									
Our House	Joint	\$800,000	\$60,000	\$400,000	Principal and Interest	NAB	20 Years	6.67%	+ - 🔗
2nd Home Loan	John	\$0	\$0	\$100,000	Interest Only	NAB	5 Years	7.17%	+ - 🔗
Investment Properties									

## Cash Accounts, Term Deposits & Bonds ?

Cash Accounts

Term Deposits

Bonds

## Shares & Managed Funds ?

Shares

Managed Funds

## Retirement Assets ?

### Superannuation

Description	Owner	Value of Employer Contributions	Value of After-Tax Personal Contributions	Value of Pre-Tax Personal Contributions	+
<input type="text" value="John's Super"/>	<input type="text" value="John"/>	\$200,000	\$0	\$0	<input type="button" value="🗑"/>
<input type="text" value="Mary's Super"/>	<input type="text" value="Mary"/>	\$120,000	\$0	\$0	<input type="button" value="🗑"/>

**Activate Employer Contributions?** ?

John Black

Mary Black

## Insurance ?

Description	Owner	Type	Value	Cost	Payment	Start and End Age	+
<input type="text" value="ABC Life"/>	<input type="text" value="John"/>	<input type="text" value="Life Insurance"/>	\$500,000	\$200	<input type="text" value="Superannuation"/>	Age 30	<input type="button" value="🗑"/>
		<input type="text" value="Death &amp; TPD"/>				Age 40	
<input type="text" value="ABC Life"/>	<input type="text" value="Mary"/>	<input type="text" value="Life Insurance"/>	\$500,000	\$200	<input type="text" value="Superannuation"/>	Age 30	<input type="button" value="🗑"/>
		<input type="text" value="Death &amp; TPD"/>				Age 40	

## Monthly Salary Allocation to Investment Plan ?

	Monthly	Annual
Additional Loan Payments <span style="font-size: 0.8em;">?</span>	\$500	\$6,000
Other Investments (Cash, Shares, Managed Funds, Superannuation) <span style="font-size: 0.8em;">?</span>	\$200	\$2,400

### Summary of Salary Allocation to Investment Plan

	Annual
Gross Salary <span style="font-size: 0.8em;">?</span>	\$200,000
<b>Allocation from Salary to Investment Plan</b>	
Loan Expenses (Home & Investment Loans less Rent) <span style="font-size: 0.8em;">?</span>	\$36,270
Additional Payments for Home & Investment Loans <span style="font-size: 0.8em;">?</span>	\$6,000
Other Investments <span style="font-size: 0.8em;">?</span>	\$2,400
<b>Unallocated Funds</b> <span style="font-size: 0.8em;">?</span>	<b>\$44,670</b>
	<b>\$155,330</b>

**% of Salary Invested (Home, Investments & Superannuation) ?** **23%**

Once the client has completed the Fact Find, they can generate the **Fact Find Report**, to ensure that they have completed all the information. It is recommended that the adviser also generate this report and save it to their CRM.

It also give a reminder for the client to activate 2FA.

The final step is for the client to notify the adviser the *Fact Find* has been completed.

- Overview
- Personal Details
- About Me & My Family
- Finances
- Review & Send

## Review & Send

You've finished the fact find!

Next steps:

1. Review the information you provided by running the **Fact Find Report**. If you need to make any changes, you can return to the data entry pages using the sidebar menu.
2. Once you've confirmed the information in the fact find is complete, you can **notify your adviser**.
 

✓ Adviser notified 10 days ago
3. Your adviser will then use the information in your fact find to create a financial plan for you. Once this is completed, you will be notified by email.
  - a. In the meantime, consider enabling **Two-Factor Authentication** on your account.
 

2FA improves the security of your account by requiring a "second factor" to sign in. The second factor comes in the form of a one-time security code that is emailed to you when you try to sign in.
4. After your adviser has completed your plan, you can return to Good Advice and view the Advice Record that has been prepared for you, as well as several other reports.

### The Fact Find Report

(This report is generated from the information in the **Fact Find** and may be saved to the CRM.)

## Fact Find Report

### Starting Position

John Black and Mary Black

This software is intended for a Licenced Financial Adviser to create a financial plan, based on the information provided in the Fact Find, that has been completed by the client. This information is imported into a Financial Plan and is optimized by the Financial Adviser generating this report, based on the objectives of the client. Its purpose is to provide a dynamic mathematical model that shows the cause and effect of various financial transactions which are based on the information provided by you and assumptions about future values.

The software provides a number of Reports for you to view, that show the attributes of the Plan. In addition, the Financial Adviser will write an Advice Document.

The person writing this Report will have taken into consideration the most appropriate advice for your personal financial situation.

Default assumptions used for returns on investments and interest rates on loans will be based on the approximate average investment returns, with the time period being selected by the adviser.

All assumptions made and forecasts produced using this software are based on past performance.

Past performance is not a reliable indicator of future performance.

Please ensure the information that you provide is complete and accurate, otherwise, the projections may not reflect accurate future estimations. Before acting on the information consider the appropriateness of it having regard to your objectives, financial situation, and needs.

## Net Worth

At the start of your plan, based on the assumptions you have made, you will have Net Investments (including Retirement Accounts) of \$325,000 and Net Personal Assets of \$418,000.

The following table shows the breakdown of these funds, including each asset's associated liability where applicable. (Note that if you have an SMSF or Annuity, these are not included.)

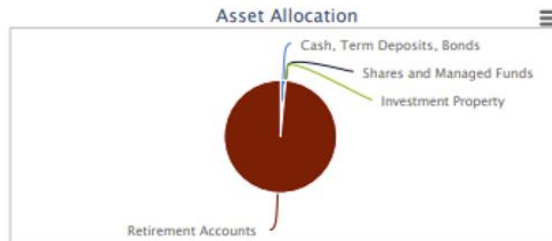
	Assets	Liabilities	Net Value
Cash, Term Deposits, Bonds	\$5,000	\$0	\$5,000
Shares and Managed Funds	\$0	\$0	\$0
Investment Property	\$0	\$0	\$0
Retirement Accounts	\$320,000	\$0	\$320,000
<b>Total</b>	<b>\$325,000</b>	<b>\$0</b>	<b>\$325,000</b>
Home	\$800,000	\$400,000	\$400,000
Other Personal	\$27,000	\$9,000	\$18,000
<b>Total</b>	<b>\$827,000</b>	<b>\$409,000</b>	<b>\$418,000</b>
<b>TOTAL NET WORTH</b>			<b>\$743,000</b>

## Asset Allocation

Your investment profile at the start of your plan is No Growth, with the largest portion of your assets in Retirement Accounts.

The breakdown of your assets is shown in the table and pie chart below.

	Total Value
Investment Profile	No Growth
Cash, Term Deposits, Bonds	1.54%
Shares and Managed Funds	0.00%
Investment Property	0.00%
Retirement Accounts	98.46%



## Assets

<b>Non-Retirement Assets</b>	<b>John</b>	<b>Mary</b>	<b>Total</b>	<b>\$5,000</b>
Bank Account	\$2,500	\$2,500	\$5,000	
<b>Home</b>	<b>John</b>	<b>Mary</b>	<b>Total</b>	<b>\$800,000</b>
Our House (Joint)	\$400,000	\$400,000	\$800,000	
<b>Personal Assets</b>	<b>John</b>	<b>Mary</b>	<b>Total</b>	<b>\$27,000</b>
John's Car (John)	\$15,000	\$0	\$15,000	
Mary's Car (Mary)	\$0	\$12,000	\$12,000	
<b>Retirement Accounts</b>	<b>John</b>	<b>Mary</b>	<b>Total</b>	<b>\$320,000</b>
John's Super (John)	\$200,000	\$0	\$200,000	
Mary's Super (Mary)	\$0	\$120,000	\$120,000	

## Liabilities

<b>Investment Loans</b>	<b>John</b>	<b>Mary</b>	<b>Total</b>	<b>\$0</b>
Bank Overdraft	\$0	\$0	\$0	
<b>Home Loans</b>	<b>John</b>	<b>Mary</b>	<b>Total</b>	<b>\$400,000</b>
Our House [Loan] (Joint)	\$200,000	\$200,000	\$400,000	
<b>Personal Loans</b>	<b>John</b>	<b>Mary</b>	<b>Total</b>	<b>\$9,000</b>
Holiday Loan (Joint)	\$2,500	\$2,500	\$5,000	
VISA (Joint)	\$2,000	\$2,000	\$4,000	

### Salaries and Expenses allocated in the Fact Find

<b>Salary</b>	<b>John</b>	<b>Mary</b>	<b>Total</b>	<b>\$200,000</b>
John's Salary (John)	\$120,000	\$0	\$120,000	
Mary's Salary (Mary)	\$0	\$80,000	\$80,000	
<b>Living Expenses</b>				<b>\$60,000</b>
Commitments			\$60,000	
Home			\$0	
Utilities			\$0	
Education			\$0	
Health			\$0	
Shopping			\$0	
Transport			\$0	
Entertainment			\$0	
Other			\$0	
Miscellaneous			\$0	
<b>Insurance</b>	<b>John</b>	<b>Mary</b>	<b>Total</b>	<b>\$400</b>
ABC Life (John)	\$200	\$0	\$200	
ABC Life (Mary)	\$0	\$200	\$200	
<b>Salary Allocation to Investment Plan</b>				<b>\$44,670</b>
Loan Expenses (Home & Investment Loans less Rent)			\$36,270	
Additional Payments for Home & Investment Loans			\$6,000	
Other Investments			\$2,400	
<b>Unallocated Funds (including Tax Liability)</b>				<b>\$94,930</b>



## Milestones & Goals

Description	Year of Event
Buying a car (John)	2028
Work Full Time Salary \$100,000 (Mary)	2028

## Insurance

John Black				
Description	Type	Value	Cost	Payment
ABC Life	Life Insurance (Death & TPD)	\$500,000	\$200	Superannuation
Mary Black				
Description	Type	Value	Cost	Payment
ABC Life	Life Insurance (Death & TPD)	\$500,000	\$200	Superannuation

## Loans & Credit Cards

Description	Type	Lender	Interest Rate	Length	John	Mary	Amount
Our House [Loan] (Joint)	Principal and Interest	NAB	6.67%	20 Years	\$200,000	\$200,000	\$400,000
Holiday Loan (Joint)	Principal and Interest	NAB	9.67%	5 Years	\$2,500	\$2,500	\$5,000
VISA (Joint)	Credit Card	NAB	15.00%		\$2,000	\$2,000	\$4,000 (\$10,000 limit)

### About Me and My Family

#### Family

We have been married for 8 years and have two children aged 6 and 8.

#### Employment

John works full-time as a public servant and Mary works part-time as a bookkeeper.

#### Health

We are both in good health as are the children.

#### Estate Planning

We both have wills and power of attorney kept with our solicitor Williams Law Queen Street Brisbane.

#### Investment Experience

I don't understand Risk/Return and Debt Servicing Ratio

#### Investment Risk Profile

Currently, we only have money in a Deposit Account.

We would like to consider EFTs

#### Your Objectives for the Next 5 Years

Our order of priority for the next 5 years is:

- Pay off the credit card and personal loans
- Increase our home loan payments
- Start an Investment Plan

#### Advice You Require

We would a advice on how to manage our finances for the next 10 years based on the objectives we have listed

# Overview

## Adviser creates Plan and Advice Record

### Creating the Plan

The adviser creates the plan by importing the information from the *Fact Find*.

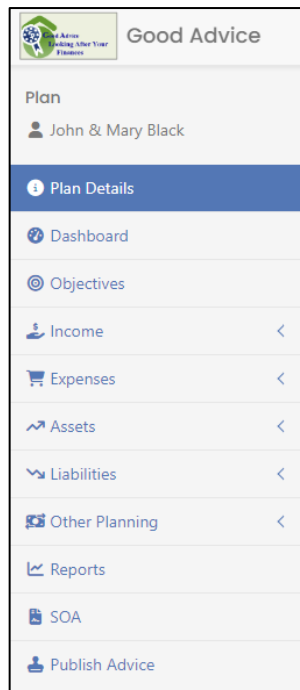


By reading the *Objectives* and *Advice Required*, the adviser should have enough information to optimize the plan to suit the client's needs.

Whenever you want to return to the main menus, click on the client's name.



To create the plan, click on the TAB, Edit Plan and the following menu is provided.

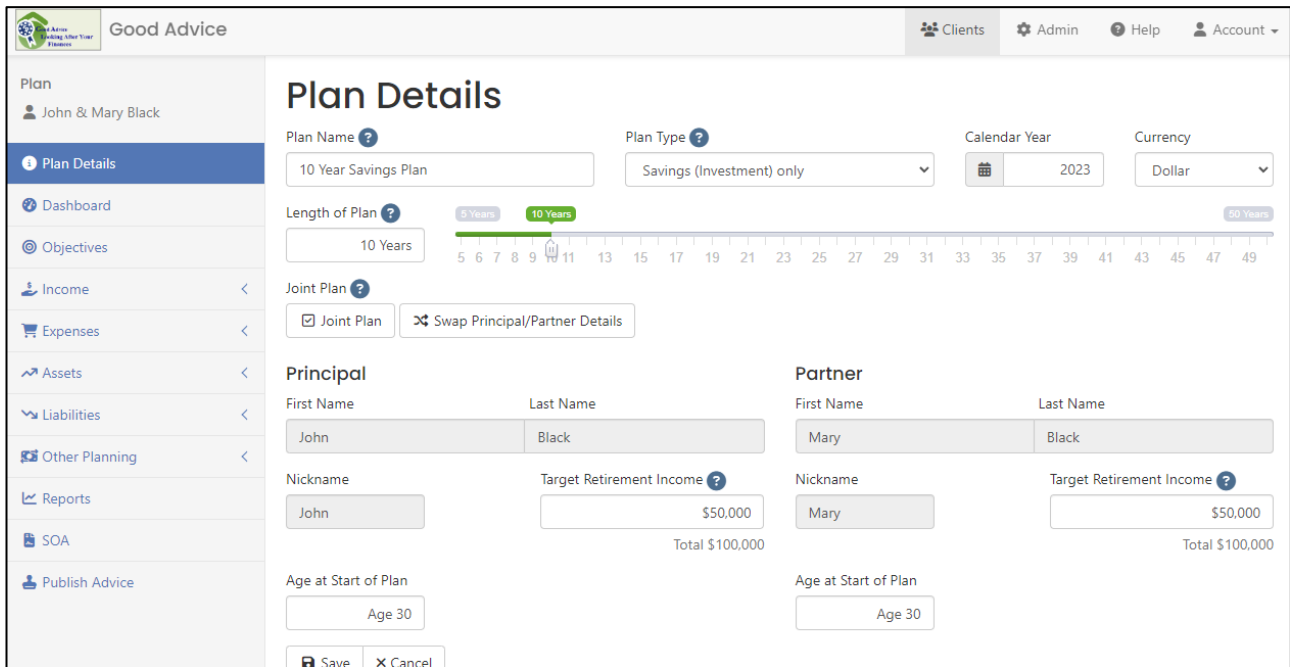


Simply select the section you want to access, and additional menus will be provided.

# Overview

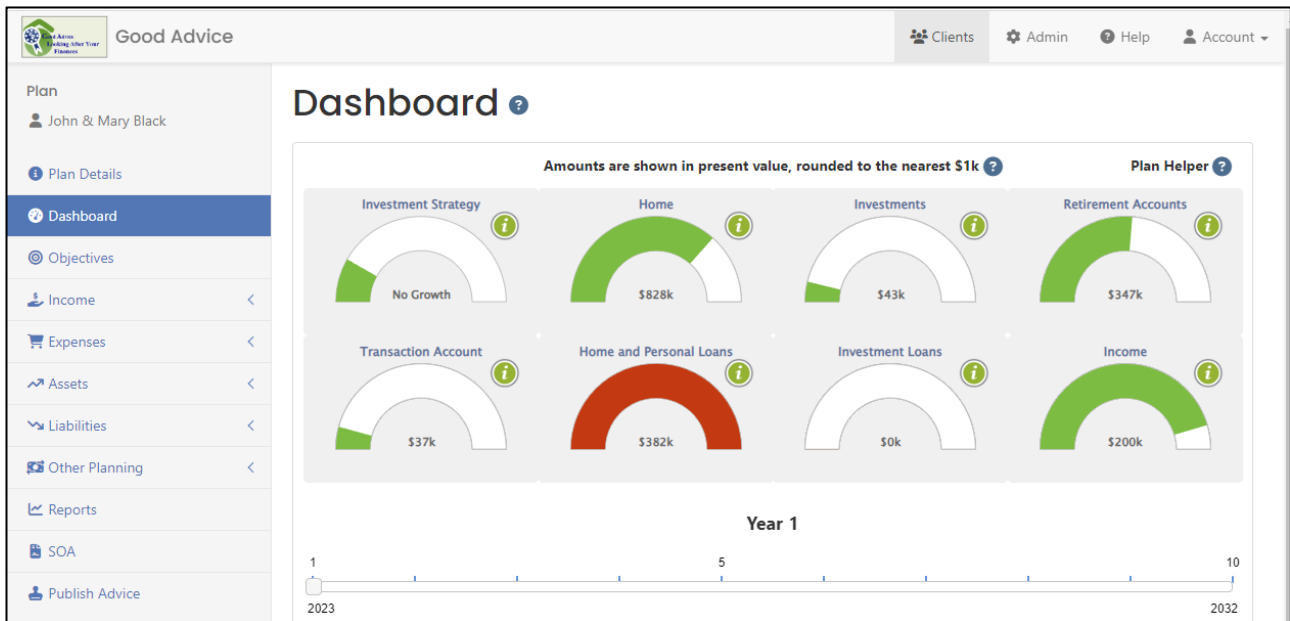
## Plan Details

The first step is to provide the details of the plan. Make sure you select the correct Plan Type (Savings, Retirement, or Lifetime, a combination of both), the length of the plan, Single or Joint Plan, and the information regarding their ages for the start of the plan and if a Lifetime Plan, the retirement age.

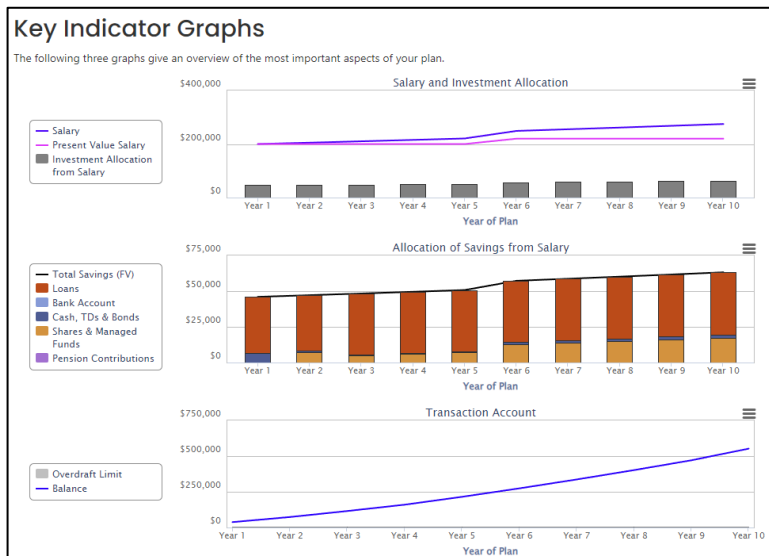


## Dashboard

The **Dashboard** is where you can return at any time to evaluate the plan. Move the slider to progress through the years of the plan.



Below the dials, there are a set of *Key Indicator Graphs* that will assist you in identifying any areas, you may have omitted while creating your plan.



It is important to ensure the *Transaction Account* has sufficient funds to pay for the plan's expenses.

## Objectives

This is one section the adviser will need to complete. This is important because there are a number of reports that the client can generate which don't have your specific advice as generated in the SOA panels, but provides a snapshot of the plan.

The sections are:

- Plan Objections
- Main Strategy
- General Comments
- Milestones.

## Modifying the plans details

The sections are:

- Income
  - Salary & other Income
  - Pensions (from external sources)
- Expenses
  - Insurance
  - Lifestyles Goals
  - Personal Budget
- Assets
  - Transaction Account
  - Cash Accounts
  - Term Deposits
  - Bonds
  - Shares
  - Managed Funds
  - Superannuation
  - Investment Properties
  - Homes

## Overview

---

**Please Note:**

There is no **Self-Managed Superannuation** in this product as it is not suitable for the clientele the product was designed for.

Likewise, there is no **Annuities**, except when a Superannuation Fund is converted to an annuity on retirement. You could create a proxy for an annuity by using:

- Non-means Tested Pension
- Other Income: While there are more options available, the income will not be included in the Retirement Accounts.

If the client is purchasing the annuity, this could be listed as a One-off Expense or One-off Withdrawal, depending on the way you want to manage the cash flow.

With regards, the **Budget**, which is the client's Living Expenses, these are included in the *Transaction Account* for the Savings Phase, but not the Retirement Phase. In the Retirement Phase, the Living Expenses would be part of the Retirement Income, nominated in the Retirement Plan.

## Other Planning

The first Planning Tool is the **Investment Plan**. This is where you can automate the allocation of investments from the Salary, after consideration of the Home Loan and Investment Loans, net of Income.


Plan  
John & Mary Black

- Plan Details
- Dashboard
- Objectives
- Income
- Expenses
- Assets
- Liabilities
- Other Planning
- Investment Plan
- Retirement Plan
- Reports
- SOA
- Publish Advice

### Investment Plan (Home & Investments)

Activate accounts to which you wish to distribute cash
 

- Emergency Cash Account (Joint)
- ETF (Joint)
- John's Super (John)
- Mary's Super (Mary)



#### Distribution of Savings from Salaries

Savings Phase

Years 1 - 5

Years 6 - 10

	Year 1	Year 2	Year 3	Year 4	Year 5
	2023	2024	2025	2026	2027
<b>Age (John, Mary)</b>	<b>Age 30, 30</b>	<b>Age 31, 31</b>	<b>Age 32, 32</b>	<b>Age 33, 33</b>	<b>Age 34, 34</b>
Salary Allocation for Investment	\$46,000	\$47,150	\$48,329	\$49,537	\$50,775
Less Home Loan Costs	\$39,270	\$38,828	\$42,573	\$42,731	\$42,892
Less Net Asset Loan Costs	\$0	\$0	\$0	\$0	\$0
Usage of Remaining Funds					
Remaining Investable Funds	\$6,730	\$8,322	\$5,755	\$6,806	\$7,883
Moved to Transaction Account	\$0	\$0	\$0	\$0	\$0
Percentage Invested in Other Assets	100.00%	100.00%	100.00%	100.00%	100.00%
<b>Enter Allocation to Accounts</b>					
Emergency Cash Account (Joint)	100.00%	10.00%	10.00%	10.00%	10.00%
	\$6,730	\$832	\$576	\$681	\$788
ETF (Joint)	0.00%	90.00%	90.00%	90.00%	90.00%
	\$0	\$7,490	\$5,180	\$6,125	\$7,095

The second Investment Tool is the **Retirement Plan**. This is where the Retirement Income is allocated. This is an example from the demonstration video, Retirement Plan.

Plan  
Joe & Beth White

- Plan Details
- Dashboard
- Objectives
- Income
- Expenses
- Assets
- Liabilities
- Other Planning
- Investment Plan
- Retirement Plan
- Reports
- SOA


### Drawdown for Retirement Income

Activate Drawdown Allocation
 

**Joe White   Beth White**

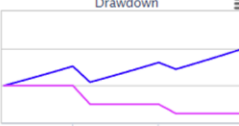
Age at Start of Retirement Drawdown: Age 67   Age 67

Include Pensions from External Sources in Drawdown Allocation



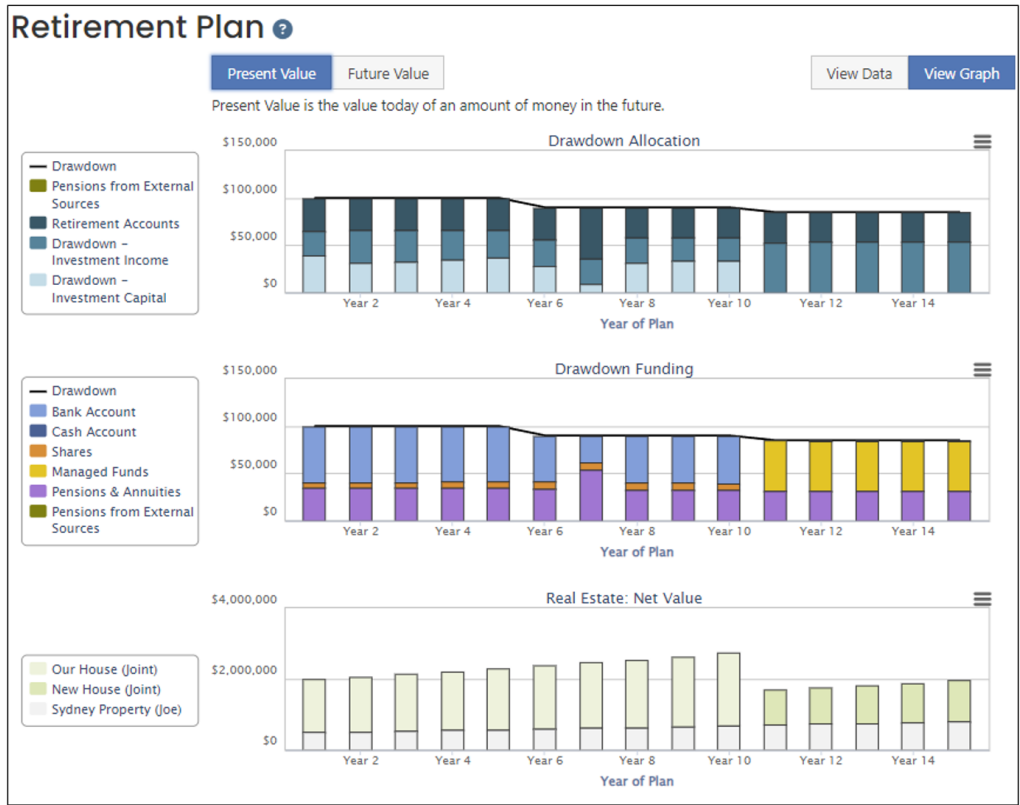
#### Drawdown Allocation

	Present Value Amount	Year in Retirement	No. of Years
1st Time Period	\$100,000	Year 1	5 Years
2nd Time Period	\$90,000	Year 6	5 Years
3rd Time Period	\$85,000	Year 11	5 Years
			<b>Total</b> 15 years



23

(Version 01.11.2023)



SOA

The advice for the plan is written, making a selection of the **SOA Panels**. You can make your advice as simple or as complex as you require. Much of this will be determined by what changes the government make regarding the provision of Financial Advice.

To use a panel, you must give the panel a heading, which can be different from the suggested headings. You then write the advice. Any panel which is blank will not be included in the *Advice Record*. The *Advice Record* includes all 20 panels in order, followed by the first three custom panels which do not suggest a heading.

### SOA Panels

1. Executive Summary
2. What you want
3. General Information about Client and Partner
4. Estate Planning
5. Attitude towards Investing
6. Investment Planning
7. My Advice
8. Scope of Advice
9. Reasons for my Recommendations
10. Consequences of my Advice
11. How to follow my Advice
12. Improving your Money Management Skills
13. Fees and Costs
14. Commissions
15. Insurance Recommendations
16. Commissions Paid on Insurance Policies
17. What this document is about
18. Review of Performance
19. List of Attachments
20. Product Replacement

21. Custom 1
22. Custom 2
23. Custom 3
24. Custom 4
25. Custom 5
26. Custom 6
27. Custom 7
28. Custom 8
29. Custom 9
30. Custom 10

#### Executive Summary

Back to Top | Save | Cancel

File - Edit - View - Insert - Format - Tools - Table -

Rich text editor toolbar: Undo, Redo, Bold, Italic, Text Color, Background Color, Font Size (14px), Bulleted List, Numbered List, Indent, Outdent, Link, Unlink.

POWERED BY TINYMCE



## The Advice Record

*Advice Online* provides three template Advice Records, one for each plan type. They are basically the same, but the wording in the text is appropriate for the plan type. You can edit these reports or create your own, but it is recommended that you have only one report for each plan type.

The beauty of *Advice Online* is that the software converts the plan details into simple, easy to read text. The only sections which need to be completed by the adviser are the panels in the **Objectives** and **SOA**.

Under each demonstration video is the example of the **Advice Record** discussed in the video. Note that the SOA panels were kept to a minimum and only used to demonstrate how the SOA panels work.

When you click on the **Reports**, the Advice Record is at the top of the list. It is generated as an Interactive Report, where you or the client can click through one section at a time. The Advice Record can also be generated as a PDF and saved to the client Connect Portal.

The screenshot displays the 'Good Advice' software interface. The main content area shows a 'Report: Advice Record (Savings Plan)'. The report title is 'Statement of Advice (Your Advice Record)'. Below this, it specifies '10 Year Savings Plan' for 'John Black and Mary Black'. Their ages are listed as 'Age: 30 and 30' and their DOBs as 'DOB: 1/01/1993 and 1/02/1993'. The report is generated by 'Simon Simmons of Good Advice Financial Services'. A photo of Simon Simmons is shown below the text. On the right side, there is a 'Table of Contents' with the following items: 1. Plan Objectives, 2. My Advice, 3. Home Ownership, 4. Investments, 5. Superannuation, 6. Credit Cards, Personal Loans & Personal Savings, 7. Additional Information, 8. Summary. The interface also includes a sidebar with navigation options like Plan Details, Dashboard, Objectives, Income, Expenses, Assets, Liabilities, Other Planning, Reports, SOA, and Publish Advice. The top right corner has links for Clients, Admin, Help, and Account.

**Interactive Reports** provide the document in easy-to-read sections, where if required, the text can be provided as an audio version. On the right, will be a series of graphs or table of information where the user can run their mouse over the information to get the actual details.

This is the first section of the Advice Record.

# Report: Advice Record (Savings Plan)

[View Printable Version](#)

[Previous: Cover Page & Table of Contents](#)

§ Plan Objectives ▾

[Next: My Advice](#) →

## Plan Objectives

In the Fact Find, your Objectives were listed as paying down the credit card and personal loan first using the \$500 a month you have allocated to debt management. After that, you would like to increase your home loan payments.

You have also indicated you would like to save \$200 a month.

## Main Strategy

The general strategy will be to apply the \$600 a month to your credit card which means it will be repaid in 18 months. After that, you should pay down the personal loan and then continue paying down the home loan.

I not you don't have an Emergency Cash Account, so for the first 2 years you should save \$200 a month

From Year year you should open an EFT account as you requested and allocate \$200 per month to this Managed Fund.

## General Comments

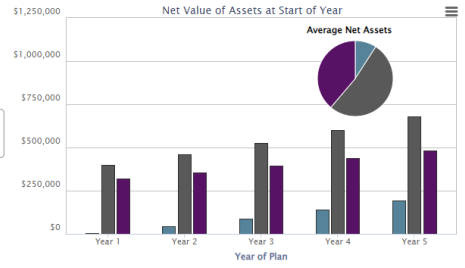
I note you only have Life Insurance with your Super Fund.

I would suggest you book another appointment to consider Income Protection and Trauma Insurance.

## Milestones & Goals

The following milestones and goals are listed in the plan:

- **2028:** Buying a car (John)
- **2028:** Work Full Time Salary \$100,000 (Mary)



## What You Own

Results are displayed in Present Value.

Asset	Value at Start of Plan	Value at End of Plan
Transaction (Bank) Account	\$5,000	\$431,493
Our House	\$800,000	\$1,448,980
Emergency Cash Account	\$0	\$24,454
ETF	\$0	\$148,826
John's Super	\$200,000	\$511,596
Mary's Super	\$120,000	\$332,466

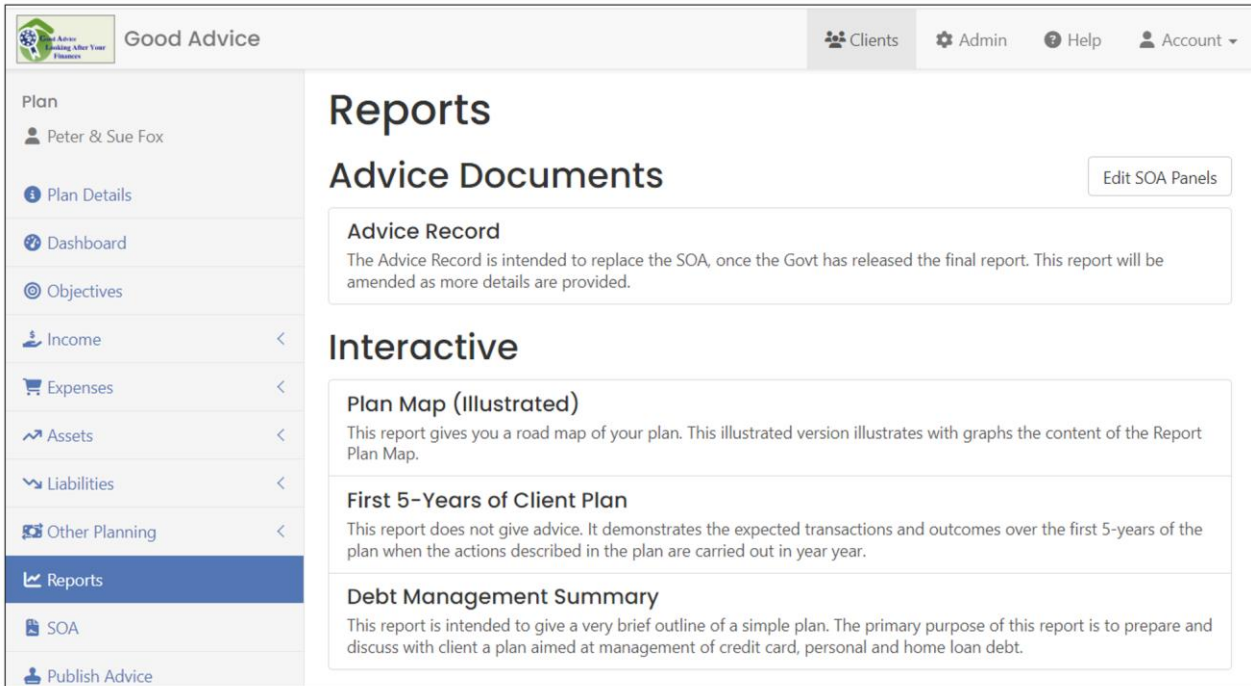
## What You Owe

Results are displayed in Present Value.

Debt	Value at Start of Plan	Value at End of Plan
Holiday Loan	\$5,000	\$0
Our House [Loan]	\$400,000	\$182,161
VISA	\$4,000	\$0

## Reports

Using the same format as the *Advice Record* there are an additional three interactive reports the client can view. These reports extract the information from the plan without giving advice and are automatically generated.



In addition, there are 10 other reports, the client can download or view on screen. The highlighted reports are for screen viewing.

### Quick Review

**Plan Outcomes**  
This is your complete financial map. You can easily select between table data or graphical view

- Assets & Liabilities
- Income & Expenses
- Statistics
- Investment Profile
- Asset Allocation

**Cash Flow Summary**  
This report lays out your Income and Expenses cash flow.

**Assets & Liabilities**  
This report lists your Assets and Liabilities.

**Plan Map**  
This report gives you a road map of your plan.

**Financial Position at Start of Plan**  
The **Financial Position at Start of Plan** is an overview of the starting point of your plan.

### Detailed

**Insurance Needs Evaluation (Peter Watson)**  
The **Insurance Needs Evaluation** gives you an opportunity to list and review your insurances. It then reports on h

**Insurance Needs Evaluation (Jane Watson)**  
The **Insurance Needs Evaluation** gives you an opportunity to list and review your insurances. It then reports on h

**Plan Summary - First 5 Years**  
The **Plan Summary - First 5 Years** gives a 5-year snapshot of how your savings strategy is tracking.

**5-Year Loan Report**  
The **5-Year Loan Report** summarizes, and lets you analyze, your loans and debts to aid you in managing them.

**Superannuation Report**  
This report details your Superannuation Fund.

**Tax Estimator**  
The **Tax Estimator** gives indicative amounts year-by-year of estimated tax liabilities.  
*Please note this data can NOT be used for, and in no way replaces the need for, your annual tax return.*

**Tax Estimator (Peter Watson)**  
Displays **Tax Estimator** for one person only. Combined tax is displayed in Report: **Tax Estimator**.

**Tax Estimator (Jane Watson)**  
Displays **Tax Estimator** for one person only. Combined tax is displayed in Report: **Tax Estimator**.

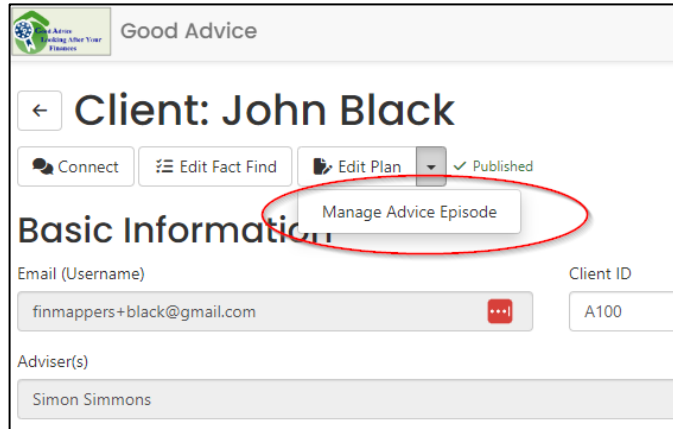
With the **Insurance Needs Evaluation**, you may ask the client to complete the fields and decide if they need to seek advice regarding their insurance needs. This could be at an additional fee.

The adviser could also complete the report.

## Advice Episode

The **Advice Episode** is the period of time over which the adviser can provide advice. This period is for two months. Fees are charged per *Advice Episode* for each client.

Click on the dropdown list under Edit Plan.



The adviser chooses whether to create a Lite Plan which is limited to 5 years, but the fees are reduced, or the Standard Plan that allows any plan length from 5 years to 50 years.

**Manage Advice Episode**

**Current Status:**  
You can reset the plan within the current episode using the controls below.

Plan Type:  From Template:

Lite plans are limited to 5 years in length.

**Resetting the plan deletes all data contained within the plan, and this action cannot be undone. Any data contained in the Fact Find will be preserved.**

**Manage Advice Episode**

**Current Status:**  
You can reset the plan within the current episode using the controls below.

Plan Type:  From Template:

Standard plans can be anywhere from 5 to 50 years in length.

**Resetting the plan deletes all data contained within the plan, and this action cannot be undone. Any data contained in the Fact Find will be preserved.**

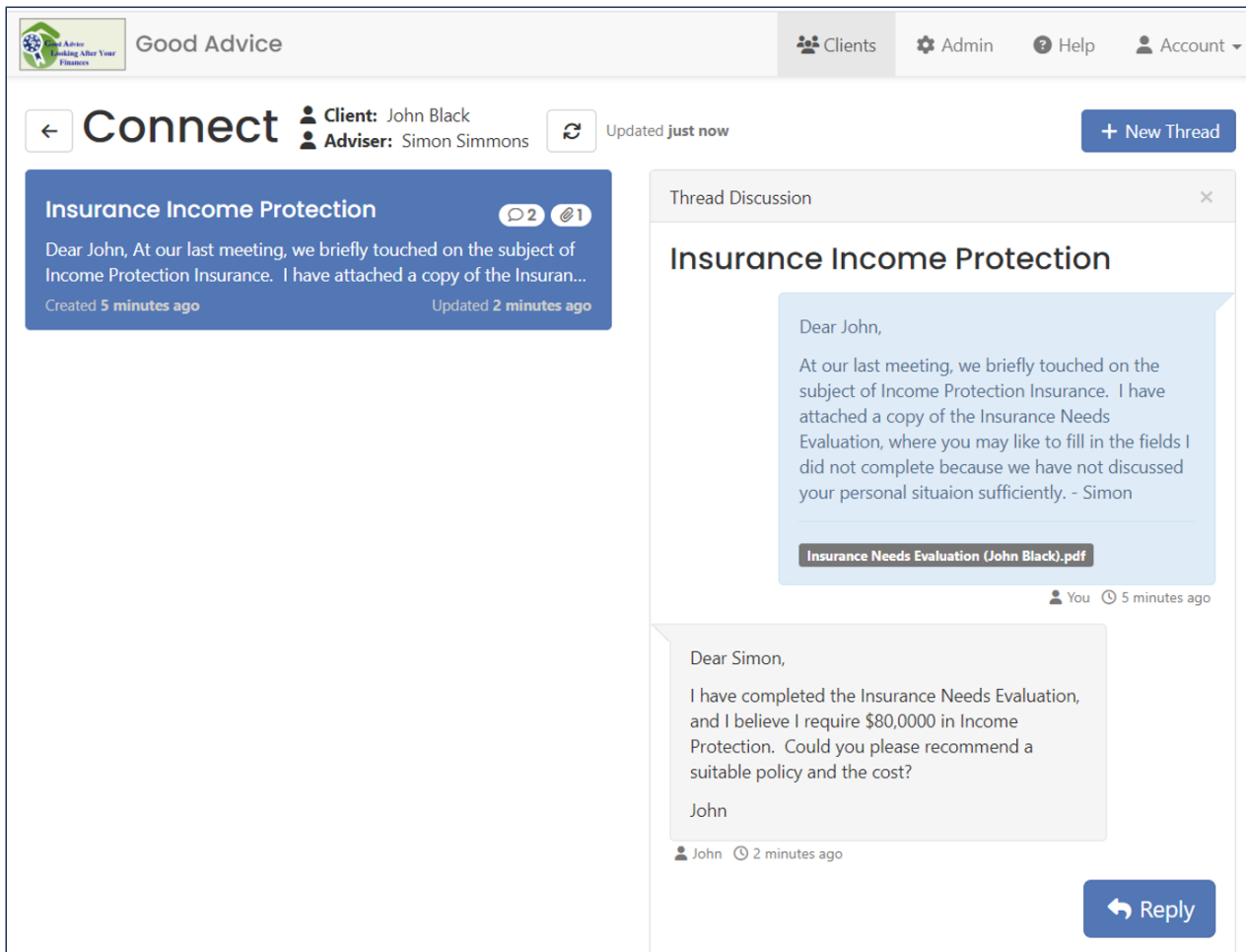
It may be that over the 2-month period, the client returns for more advice, which you can provide at no additional cost. However, you will need to amend the current plan, which in turn will alter the report details. Therefore, it is recommended that you save and date each Advice Record in the **Client Connect Portal**.

The software will advise when you are coming to the end of the time for the Advice Episode.

## The Client Connect Portal

Advice Online is very conscious of cyber security and maintains all communication of sensitive information within the **Connect Portal**.

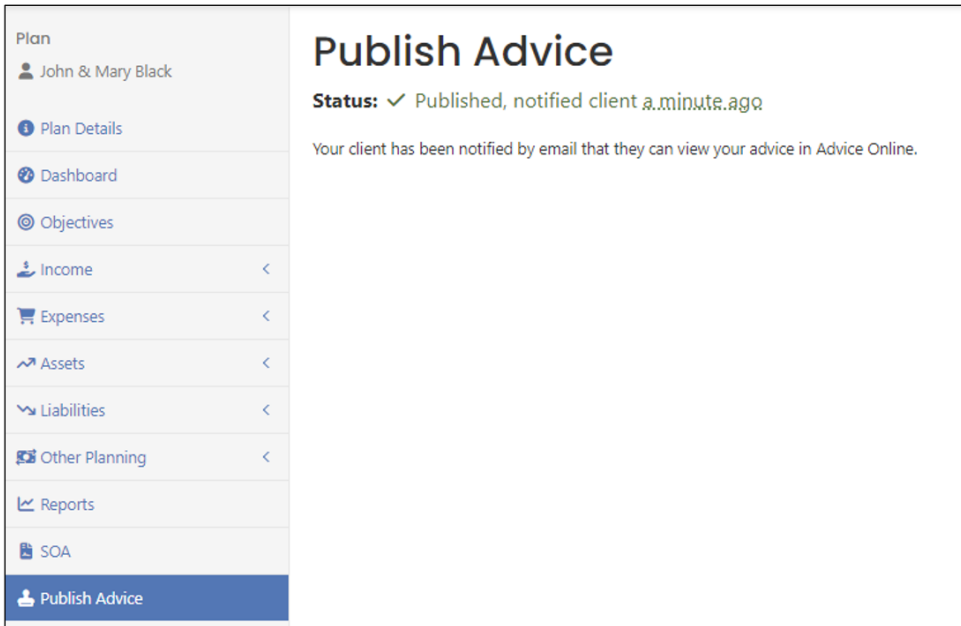
This an example where the adviser has completed the Advice Record and then reaches out the client to suggest they consider reviewing their insurance needs as the only insurance they have is Superannuation Life Insurance.



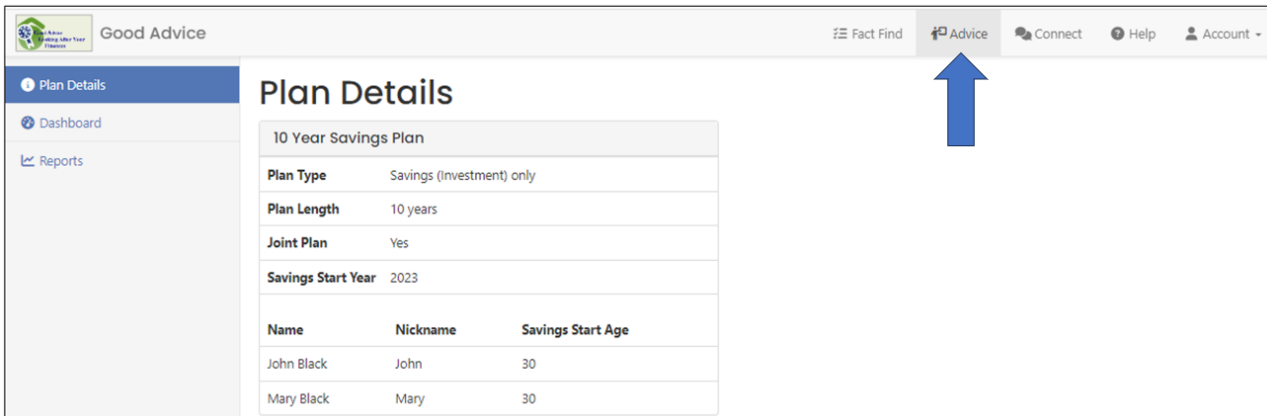
Either the adviser or the client can commence a conversation, and these can be listed as different threads. For example, you may have one thread relating to insurance and the second regarding product selection or debt management.

## Publish Advice

Once the adviser is satisfied, they click on the button, **Publish Advice**.



The client is notified by email that the **Advice Record** has been completed and the client signs into their account. They can now access the TAB **Advice**.

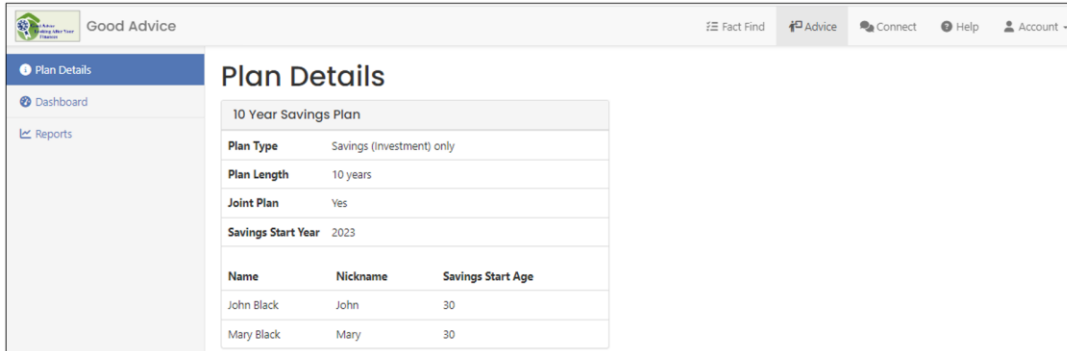


## Client's Advice Portal

Advice Online provides the client with a full multimedia experience.

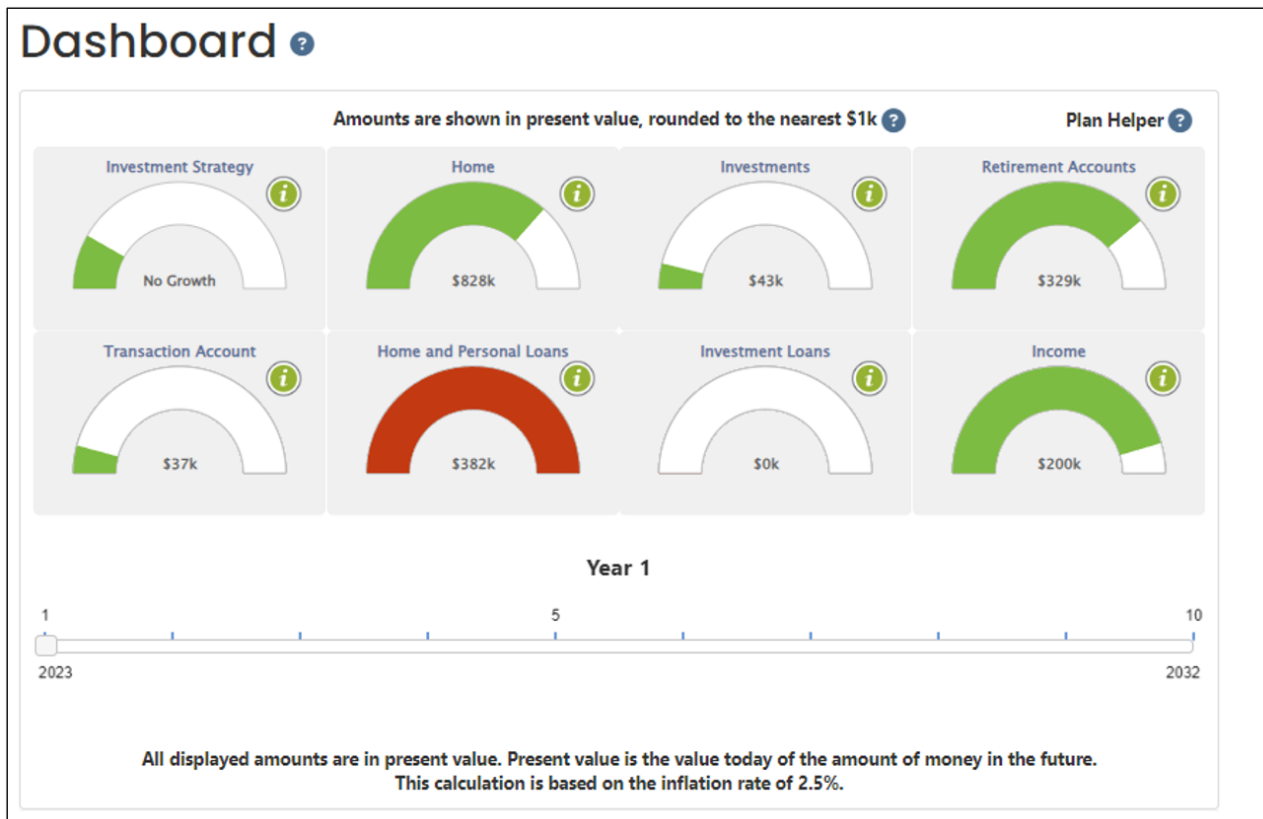
### Plan Details

The Plan Details are provided, so the client can check the parameters of the plan.



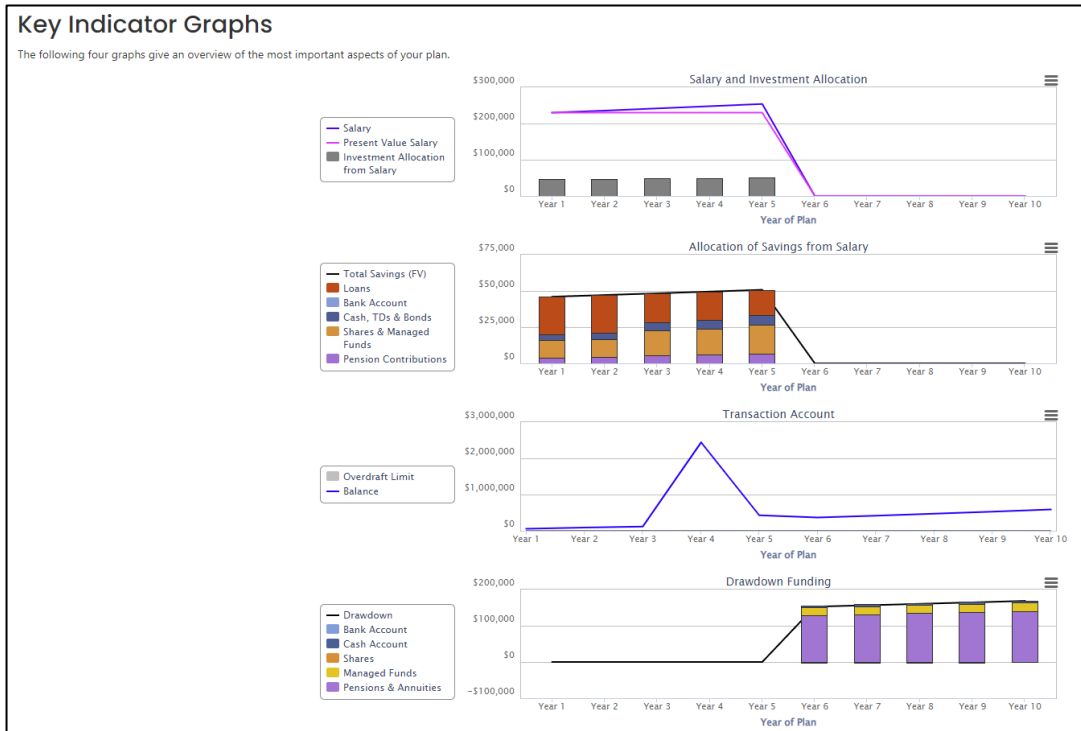
### Dashboard

The **Dashboard** allows the client to view in detail the plan by moving the slider to any year and viewing the results. If they require more information, they click on the information icon and view a graph for the length of the plan.



# Overview

They can also view the **Key Indicator Graphs**. In a lifetime plan, there would be four-graphs.



## Reports

Finally, the client can view all the Reports.

**Good Advice** | Fact Find | Advice | Connect | Help | Account -

- Plan Details
- Dashboard
- Reports**

### Reports

#### Advice Documents

- Advice Record (Savings Plan)**  
The Advice Record is intended to replace the SOA, once the Govt has released the final report. This report will be amended as more details are provided.

#### Interactive

- Plan Map (Illustrated)**  
This report gives you a road map of your plan. This illustrated version illustrates with graphs the content of the Report Plan Map.
- First 5-Years of Client Plan**  
This report does not give advice. It demonstrates the expected transactions and outcomes over the first 5-years of the plan when the actions described in the plan are carried out in year year.
- Debt Management Summary**  
This report is intended to give a very brief outline of a simple plan. The primary purpose of this report is to prepare and discuss with client a plan aimed at management of credit card, personal and home loan debt.



Quick Review
<b>Plan Outcomes</b> This is your complete financial map. You can easily select between table data or graphical view and <ul style="list-style-type: none"><li>• Assets &amp; Liabilities</li><li>• Income &amp; Expenses</li><li>• Statistics</li><li>• Investment Profile</li><li>• Asset Allocation</li></ul>
<b>Cash Flow Summary</b> This report lays out your Income and Expenses cash flow.
<b>Assets &amp; Liabilities</b> This report lists your Assets and Liabilities.
<b>Plan Map</b> This report gives you a road map of your plan.
<b>Financial Position at Start of Plan</b> The <b>Financial Position at Start of Plan</b> is an overview of the starting point of your plan.

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<b>Tax Estimator</b> The <b>Tax Estimator</b> gives indicative amounts year-by-year of estimated tax liabilities. <i>Please note this data can NOT be used for, and in no way replaces the need for, your annual tax return.</i>
<b>Tax Estimator (Peter Watson)</b> Displays <b>Tax Estimator</b> for one person only. Combined tax is displayed in Report: <b>Tax Estimator</b> .
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# Overview

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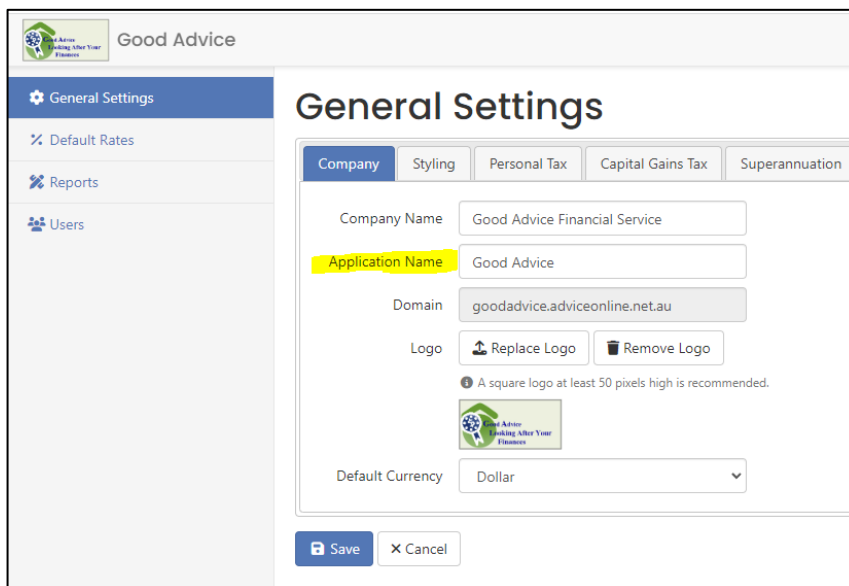
## Admin

Only people with the role of **Admin** can access this area.

## General Settings

The administrator will select the options for their platform. Note that this platform caters for the international market and those companies can select different options for Personal Tax, Capital Gains Tax and Superannuation.

## Company



The screenshot shows the 'Good Advice' application interface. On the left is a navigation menu with 'General Settings' selected. The main area is titled 'General Settings' and has several tabs: 'Company', 'Styling', 'Personal Tax', 'Capital Gains Tax', and 'Superannuation'. The 'Company' tab is active, showing the following fields: 'Company Name' (Good Advice Financial Service), 'Application Name' (Good Advice), 'Domain' (goodadvice.adviceonline.net.au), 'Logo' (with 'Replace Logo' and 'Remove Logo' buttons), and 'Default Currency' (Dollar). A note below the logo field states: 'A square logo at least 50 pixels high is recommended.' At the bottom are 'Save' and 'Cancel' buttons.

Here the **Company Name** and **Application Name** can be listed. Both have Placeholders, (refer section System) however only the **Application Name** is used in the software, but if you are customizing your reports and want to include the **Company Name** this facility is available.

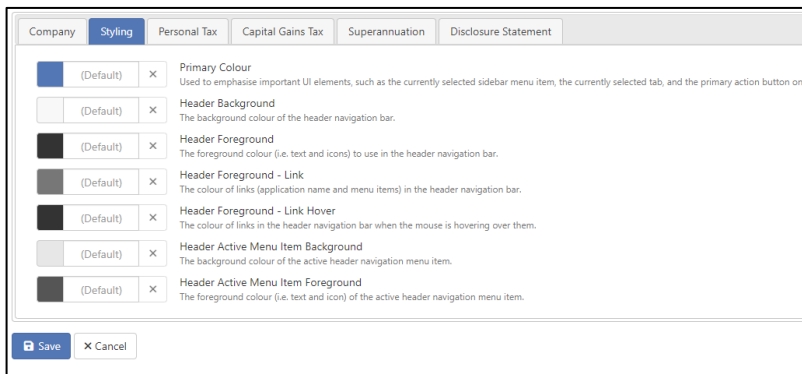
Application name is listed at the top of each page, in this example, Good Advice. It is also included in the footer of Reports, together with the name of the person generating the report.

In addition, a logo can be added to the banner.

# Overview

## Styling

The default option is blue.



If your company's primary color is say, green or orange, you can select this color for the primary color. You can also customise all the other options, but shades of grey were chosen so that they would blend with most color systems.

## Disclosure Statement

Our legal advice was that all reports should have a Disclosure Statement on the front cover. *Advice Online* has created a generic one, however, you should decide if this is suitable for the type of advice you are providing.

## Default Rates

The software is pre-loaded with **Default Rates**, based on approximately the 20-year average from the year 2,000. Each company can set their own default rates which will be used by all persons on the platform.

## Reports

Companies can create their own Reports using the *Report Builder*. You should access the documents in the **Resources** which provide information on how to use the *Report Builder*, together with a set of **Smart Panels** that may be used when creating a report.

## Users

Normally advisers would add their own clients.

The administrator would add in the section Admin/Users any new advisers or paraplanners.

Username	First Name	Surname	Role	Client ID	Last Sign In
finmappers+simmons@gmail.com	Simon	Simmons	Admin		28/10/2023 11:20 am
finmappers+gray@gmail.com	Tony	Gray	Adviser		25/10/2023 4:11 am
finmappers+jones@gmail.com	Tom	Jones	Paraplanner		25/10/2023 4:12 am
finmappers+citizen@gmail.com	John	Citizen	Client	A90	21/10/2023 4:46 pm
finmappers+269@gmail.com	Joe	Smith	Client	A65	21/10/2023 4:48 pm

# Overview

## Advice Episode

Clients is invited to register account and then the adviser sends an invitation to complete the Fact Find.

<b>Fact Find</b> <span>✗ Not Started</span> Capture information from your client using the guided Fact Find experience. <a href="#">Send</a>	<b>Advice</b> <span>✗ Not Started</span> Prepare financial advice for your client and publish reports for their review. <a href="#">Start Episode</a>	<b>Connect</b> Connect with your client using secure threaded messaging within Good Advice. <a href="#">Connect</a>
--	---	---

The client completes the Fact Find and notifies the adviser. On receipt of the Fact Find, the Advice Episode commences. The advice has 2 months to complete the Advice Episode.

<b>Fact Find</b> <span>✓ Completed</span> Capture information from your client using the guided Fact Find experience. <a href="#">Send</a> <a href="#">Browse</a> <a href="#">Trash</a>	<b>Advice</b> <span>✗ Not Started</span> Prepare financial advice for your client and publish reports for their review. <a href="#">Start Episode</a>	<b>Connect</b> Connect with your client using secure threaded messaging within Good Advice. <a href="#">Connect</a>
---	---	---

The adviser must click on the button **Start Episode**.

The window defaults to a Standard Episode which allows plan lengths of 5-50 years. The alternative is a Lite Episode in which the plan length is restricted to 5 years, but the fees are reduced.

Manage Advice Episode

**!** An **advice episode** represents a period of time during which a specific financial plan is prepared for a client. After starting an episode, you have up to two months to work with the client to finalise your advice. Once the episode is completed or expires, you can start a new episode.

**Current Status:** ✗ Not Started

Create an episode to get started.

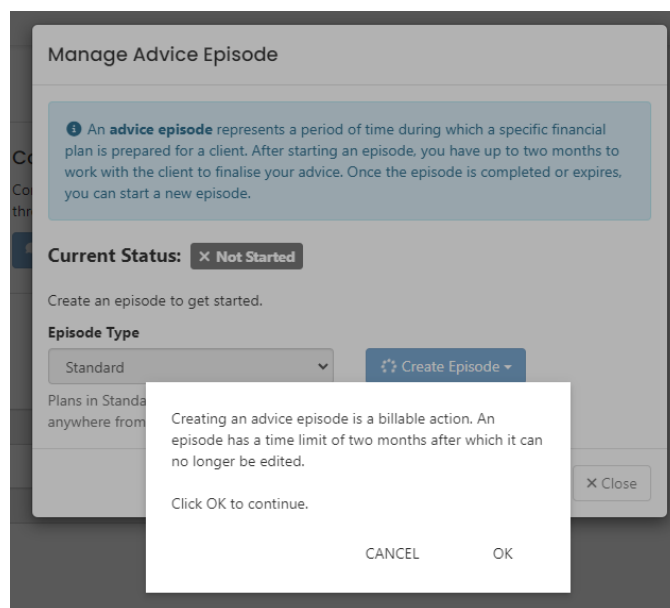
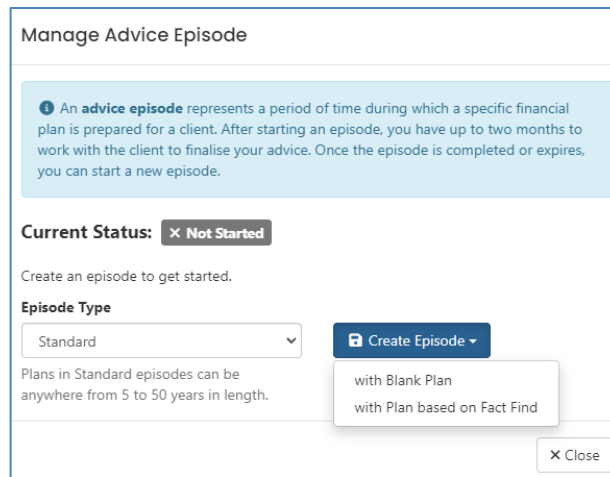
**Episode Type**

Standard [Create Episode](#)

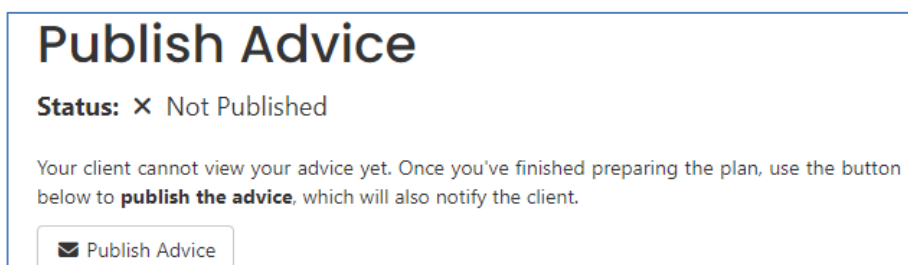
Plans in Standard episodes can be anywhere from 5 to 50 years in length.

[Close](#)

When the Adviser clicks the button Create Episode, they have the option to start with a Blank Plan or with a Plan based on Fact Find. When the second option is chosen, all the information from the Fact Find is imported into the plan.



When the plan is completed and the Advice Record written, the adviser will **Publish Advice**, in which case, the client will be notified and they will have access to The Advice Record and other reports, the Plan Details and the Dashboard.



It is from here the adviser and the client can communicate within the Connect Portal. During the 2-month Advice Episode, the Adviser can provide additional advice for which they may charge fees. For example, the client could be encouraged to review their insurance and seek assistance on selecting financial products. The aim is to initially provide simple low-cost advice, but then engage with the client to consider more of your services.

You will still be restricted to one plan, but this can may be modified or reset. You should ensure that each Advice Record you create is saved in the client's Connect Portal. Over the 2-month

# Overview

period, you may engage with the client more than once and each Advice Record needs to be maintained.

When you return to the client's information, you will see that the Advice is active and published.

<b>Fact Find</b> <span>✓ Completed</span> Capture information from your client using the guided Fact Find experience. <a>Send</a> <a>Browse</a> <a>Trash</a>	<b>Advice</b> <span>⌚ Active</span> <span>🔗 Published</span> Episode expires <u>1 Jan 2024</u> Prepare financial advice for your client and publish reports for their review. <a>Edit Plan</a> <a>Manage</a>	<b>Connect</b> Connect with your client using secure threaded messaging within Good Advice. <a>Connect</a>
--	---	--

If you click on the Manage button, the current status of the advice episode is displayed.

### Manage Advice Episode

**i** An **advice episode** represents a period of time during which a specific financial plan is prepared for a client. After starting an episode, you have up to two months to work with the client to finalise your advice. Once the episode is completed or expires, you can start a new episode.

**Current Status:** ⌚ Active 🔗 Published

<b>Episode Start Date</b>	<b>Episode End Date</b>
01/11/2023 4:38:57 am	01/01/2024 4:38:57 am

**Episode Type**  
Standard  
You can't downgrade the Episode Type until after the current advice episode is completed.

**Reset Plan**  
Reset Plan

**⚠** Resetting the plan deletes all data contained within the plan, and **this action cannot be undone**. Any data contained in the Fact Find will be preserved.

Close

If you had elected a Lite Episode, then the length of the plan is restricted to 5 years.

### Plan Details

Plan Name <sup>?</sup>  Plan Type <sup>?</sup>  Calendar Year  Currency

Length of Plan <sup>?</sup>  5 Years

Plans in Lite episodes are limited to 5 years in length.

Joint Plan <sup>?</sup>  Joint Plan

First Name  Last Name

Nickname  Target Retirement Income <sup>?</sup>

Age at Start of Plan

## Overview

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### Contact

Glenis Phillips SF Fin, the designer of Advice Online is the only person you should contact regarding Advice Online.

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You are most welcome to book a Zoom Meeting with [Calendly](#).