Table of Contents

Introduction

The Report Builder is designed so that reports can be created *exclusively* for the use of your company's advisers and clients.

The ***Administrator*** is the only Advice Online role that has access to the ***Report Builder***.

The availability of each report can be specified, so that the visibility to *Clients* can be specified. This means that some reports are only for adviser usage (for example SOAs), and others are for Clients as well as advisers. It is recommended that you limit the Advice Documents with visibility to clients to one for each plan type. The software is preloaded with three of these documents which can be edited by the company. It may be that you choose to have additional SOA or Advice Record documents for specific client types. You should make these additional documents 'not visible to clients'. When you use those documents you will need to upload the document to the clients portal for them to read.

This guide should be used in conjunction with the ***SmartPanels for Report Builder Advice Online*** document. This will be updated as new panels are created. You will be notified when new panels have been added to the list.

The ***Template Report*** feature is designed to get your started. Later you can modify these reports to suit your particular needs. You can make a copy of a report created by **Advice Online**, using the Report Builder. Please refer to that section for more details

If you require assistance with creating your reports, please contact Glenis Phillips, the designer of Financial Mappers and Advice Online for the company Plencore Wealth Ltd.

Contact: Glenis Phillips

PH: 1300 162 945
MOB: 0411 086 532
glenis.phillips@financialmappers.com.au
glenis.phillips@plencore.com.au

Accessing and using Customized Reports

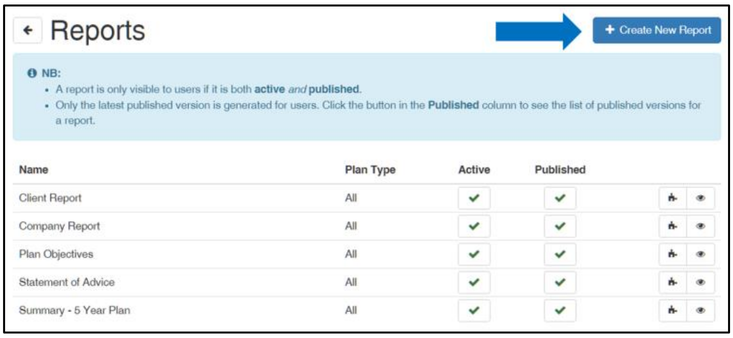
The customized reports are displayed in a 4th section of the ***Reports*** chevron. after the standard default reports, and these are unique and exclusive only to your licensed copy of **Advice Online**. You can arrange the reports in the order you wish.

Creating the New Report

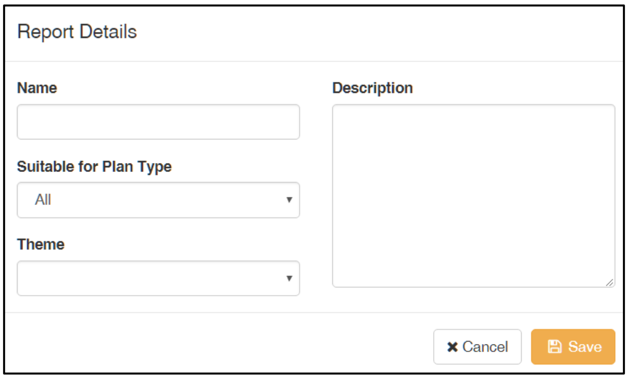
The ***Administrator*** selects ***Report Builder*** from the dropdown list under their name.

Reports Page

On the **Reports** page of the **Reports Builder**, click on the button ***+Create New Report***.

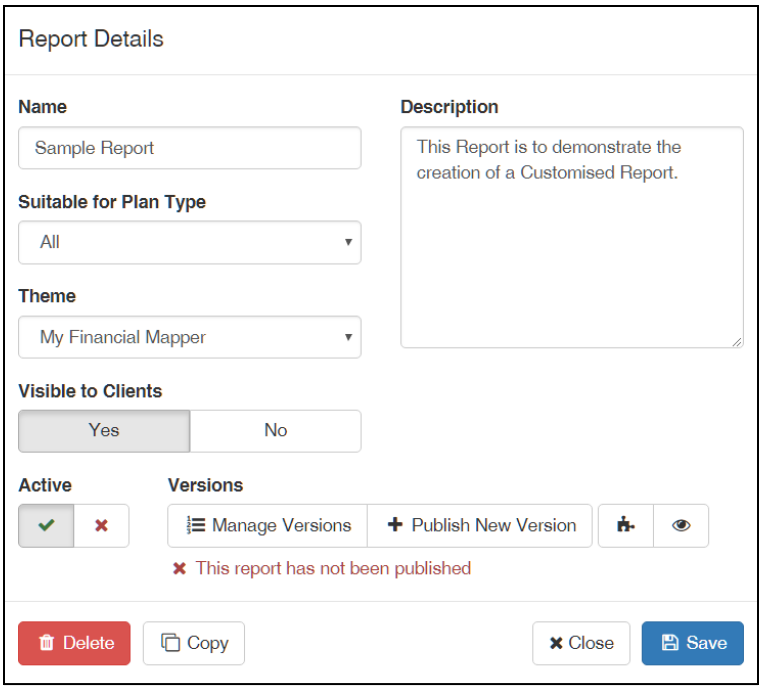


A new window will appear, and you should complete the details:



Report Details & Publish Page

Once you have completed the data and ***SAVED***, more information will be displayed.

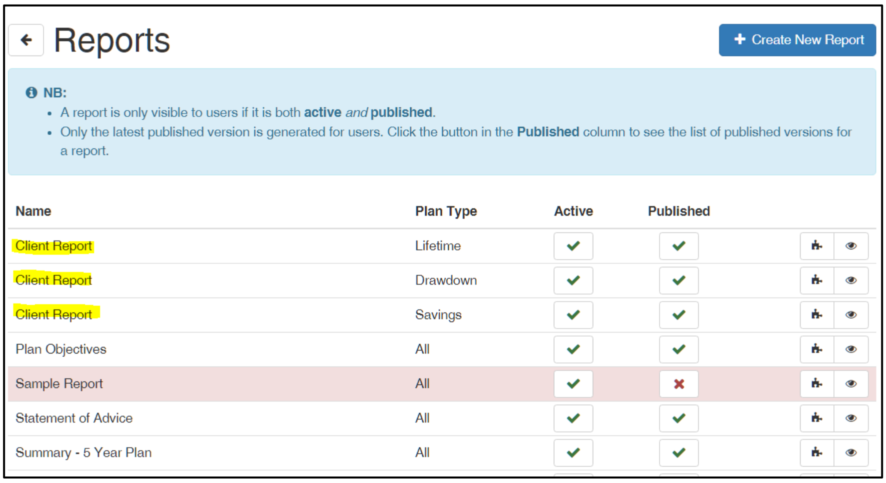


The top area allows you to set some high-level details about the report, navigate to the report design area, and then publish the report. (Every time to edit a report, the new version must be both Published and made Active).

The description of the report is entered in the Description Box on that page. This is the information which will be displayed on the Chevron, ***Reports***, to the right of the **Report Title**.

The type of plan the report is suitable for is then selected. (All, Savings, Retirement, or Transition) Note that where ***All*** is not selected, you may need to make three versions of the report. The reason is that if the Report is for a Savings Plan, then any information regarding the Retirement Phase should not be included. Therefore, you will need to have one report each for Savings, Retirement and Lifetime.

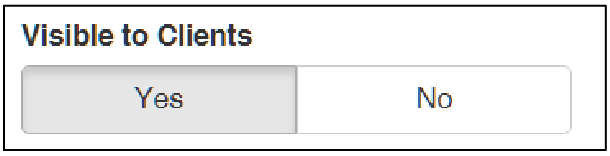
This is a sample of the same Report, but for the three plan types:



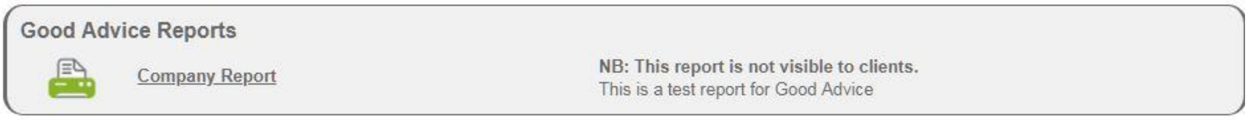
Reports will only show on the Reports list chevron Reports. Where you have three versions of a Report based on the type of plan, only the version applicable to the plan type will be displayed.

With regard to ***Theme***, there is currently only one **Theme**, which is called ***My Financial Mapper***. It will be possible to create different themes over time, if there is demand.

The visibility of the report for Clients should also be set. If the report is only for the usage of advisers, (for example, an SOA) leave the “Visible to Clients” as ***No***.



Your company’s reports list in the REPORTS section of the **Advice Online** interface will show a particular report set for your staff, and (if you specify) a different report set for your clients.

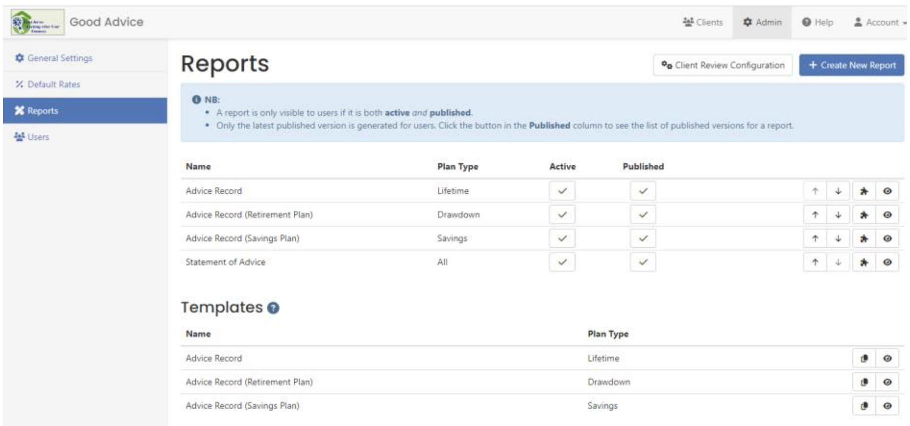


The Report details must then be SAVED, by clicking the SAVE button.

Report Templates

To save advisers time, we have uploaded to your platform templates for reports.
to the ***Report Builder***. These will be in your Report Builder listed as ***Templates***.
To migrate the report to your platform, you need to click on the **Copy** icon. You can also click on the Preview icon is see the report features before you copy.

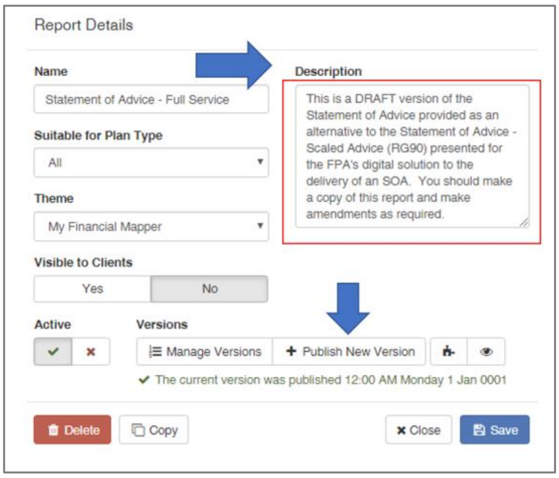
Once you have made the copy, you can then edit that copy to meet your requirements. The report will then be listed in your list of reports. Note that the report must be published before you can use it. Also ,if the report is to be visible to client, you must choose this option. The Template Reports are accessed in Admin/Reports.



To publish the Report, click on the name of the report, which will take you to a dialogue box, called Report Details. Here you can:

- **Rename the report** – You can change the name to something more appropriate – say Statement of Advice. It may be that you have several versions of the SOA which you want to call **Statement of Advice**. You would be able to identify these by writing something different in Description.
- **Change the description** – this information if viewed on the Report Page and in the Client Review App, so it needs to something different to what I have written.
- **Make report visible to clients** - (Select Yes) An SOA is not something you would make visible to clients, but you may make the *Advice Record* or the *First 5-Years of Your Plan* visible to Clients. Note clients can upload their reports to their chevron, Your Plan, so it is important you provide at least one report to be upload.

- **Publish New Version** – every time you EDIT a report, by clicking on the Jigsaw icon, you must Publish a New Version.



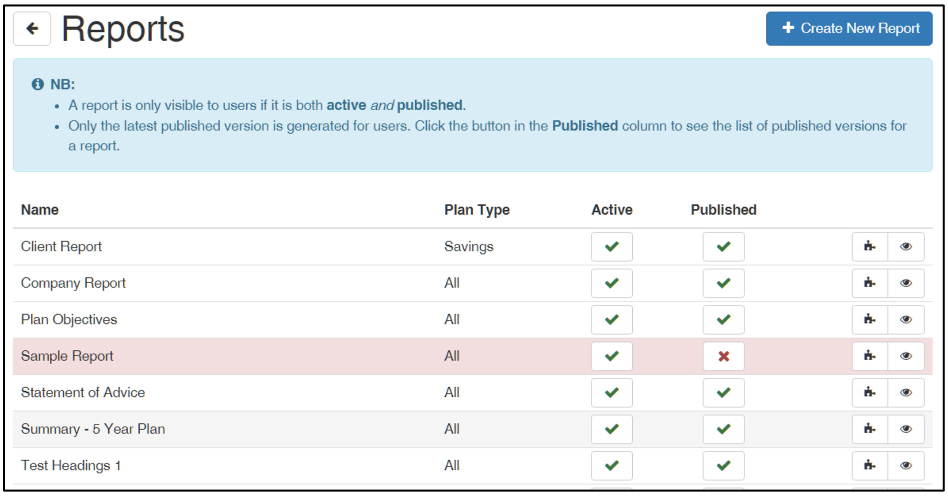
Here all the templates have been added to the Reports. Note you can change the order in which you want them in your list. There may be times when you want to reduce the number of reports on the list. Simple deactivate the report.

Please note that while *Financial Mappers* has created sample SOAs, this does not imply that either reports will meet the requirements of your dealer group or ASIC. It is just to demonstrate how you may get started with creating your own reports using the ***Report Builder***. It would be suggested the reports are just called “Statement of Advice”. The description will help you identify which one you are using. It may be that you develop several versions for clients in different demographics, or financial situations.

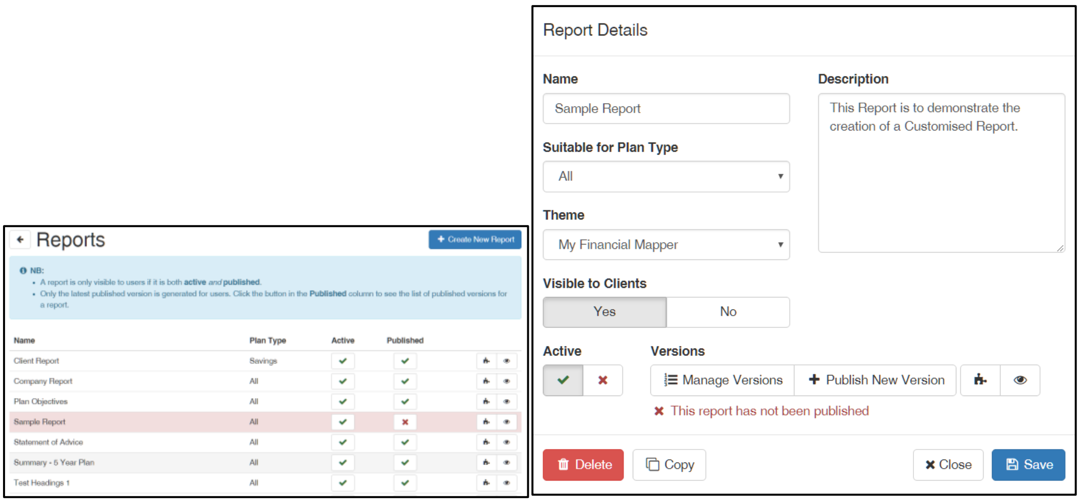
Building the Report

From this window you can click on the **Puzzle** to go to the ***Report Builder***, or the **Eye** to ***Preview*** the Report. It is on this page, that the Report must be Published before it is visible on the **Chevron**, ***Reports***. Any time you make changes to a Report, you must ***Publish a New Version***.

The same icons for Report Builder and Preview are also found on the Reports Page of the Report Builder.



The next step is to click on the "Puzzle Icon" for ***Report Builder***. This can be done from either the **Reports** page, or the **Report Details & Publish** page.



Components of your Report Builder

We have designed the Report Builder to be very flexible so that you can tailor the Report to suit your style of giving advice. The components of the Report Builder are:

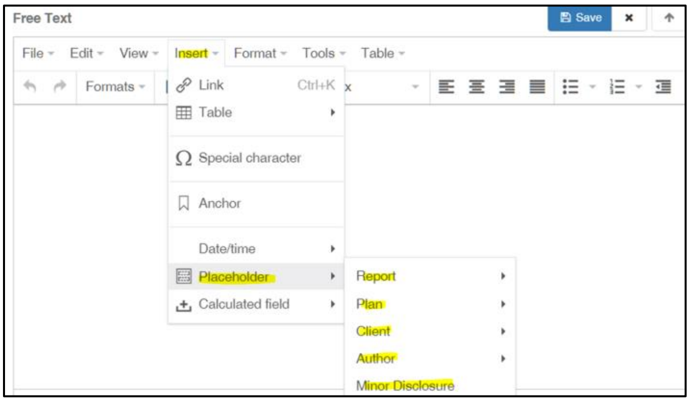
- Placeholders
- Calculated Fields
- Adviser (Author) Profile
- Outline Panels & SOA panels (for advice)
- Import Images to Cover Page and Text Panels
- Free Text Panels which can be formatted
- SmartPanels which are a collection of of graphs and tables which may be added to a Report.

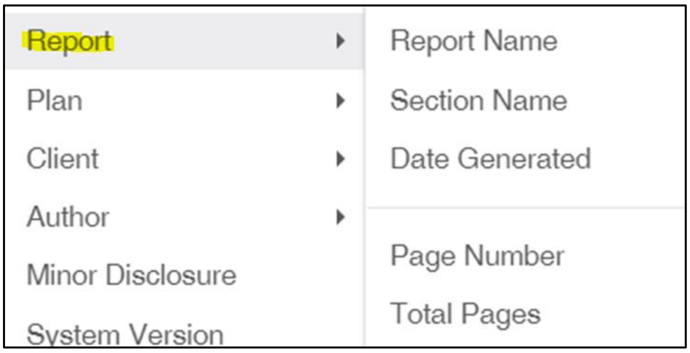
Placeholders

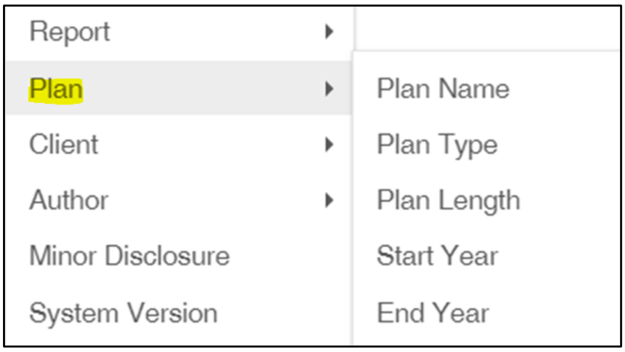
Placeholders are similar to Name Fields in a Word Document. By using a ***Placeholder***, that "field" will be filled with the appropriate word. Placeholders may be used:

- Cover Page
- Headers and Footers
- Text Panels

To access the **Placeholder** for a **Text Panel**




Report
Plan
Client
Author
Minor Disclosure
System Version
Report Name
Section Name
Date Generated
Page Number
Total Pages


Report
Plan
Client
Author
Minor Disclosure
System Version
Plan Name
Plan Type
Plan Length
Start Year
End Year

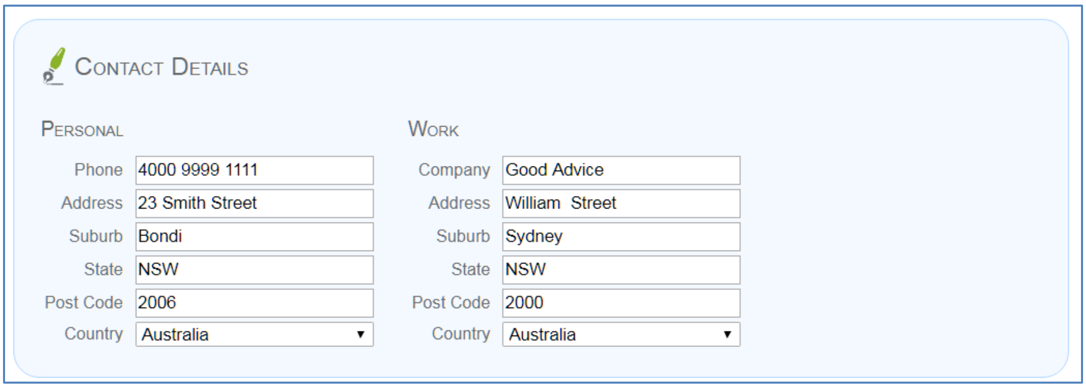
This is a complete list of the ***Placeholders***:

Report	***Client***	***Author***
<<Report Name>>	<<Client Name(s)>>	<<Author Name>>
<<Section Name>>	<<Client Name (Principal)>>	<<Author Company>>
Plan	<<Client First Name (Principal)>>	<<Author Profile>>
<<Plan Name>>	<<Client Name (Partner)>>	<<Report Generated by...>>
<<Plan Type>>	<<Client First Name (Partner)>>	***Author - Australian Financial Services Licenses***
<<Plan Length>>	<<Age(s)>>	<<AFS Licensee>>
<<start year>>	<<Age (Principal)>>	<<AFSL Number>>
<<end year>>	<<Age (Partner)>>	<<Corportate Authorised Representative>>
Footer	<<End Age(s)>>	<<Corportate Authorised Representative ABN>>
<<Minor Disclosure>>	<<End Age (Principal)>>	<<Corportate Authorised Representative Number>>
<<Version>>	<<End Age (Partner)>>	<<Authorised Representative>>
<<Date Generated>>	<<DOB(s)>>	<<Authorised Representative number>>
<<Page>>	<<DOB (Principal)>>	***Author – Personal Contact***
<<Total Pages>>	<<DOB (Partner)>>	<<Author Phone (Personal)>>
	Client – Personal Contact	<<Author Address (Personal)>>
	<<Client Phone (Personal)>>	<<Author Suburb (Personal)>>
	<<Client Address (Personal)>>	<<Author State (Personal)>>
	<<Client Suburb (Personal)>>	<<Author Post Code (Personal)>>
	<<Client State (Personal)>>	<<Author Country (Personal)>>
	<<(Client Post Code (Personal)>>	***Author – Work Contact***
	<<Client Country (Personal)>>	<<Author Address (Work)>>
	Client – Work Contact	<<Author Suburb (Work)>>
	<<Client Address (Work)>>	<<Author State (Work)>>
	<<Client Suburb (Work)>>	<<Author Post Code (Work)>>
	<<Client State (Work)>>	<<Author Country (Work)>>
	<<Client Post Code (Work)>>	***Author – Work Contact***
	<<Client Country (Work)>>	<<Author Address (Work)>>
		<<Author Suburb (Work)>>
		<<Author State (Work)>>
		<<Author Post Code (Work)>>
		<<Author Country (Work)>>

Adviser Account Details

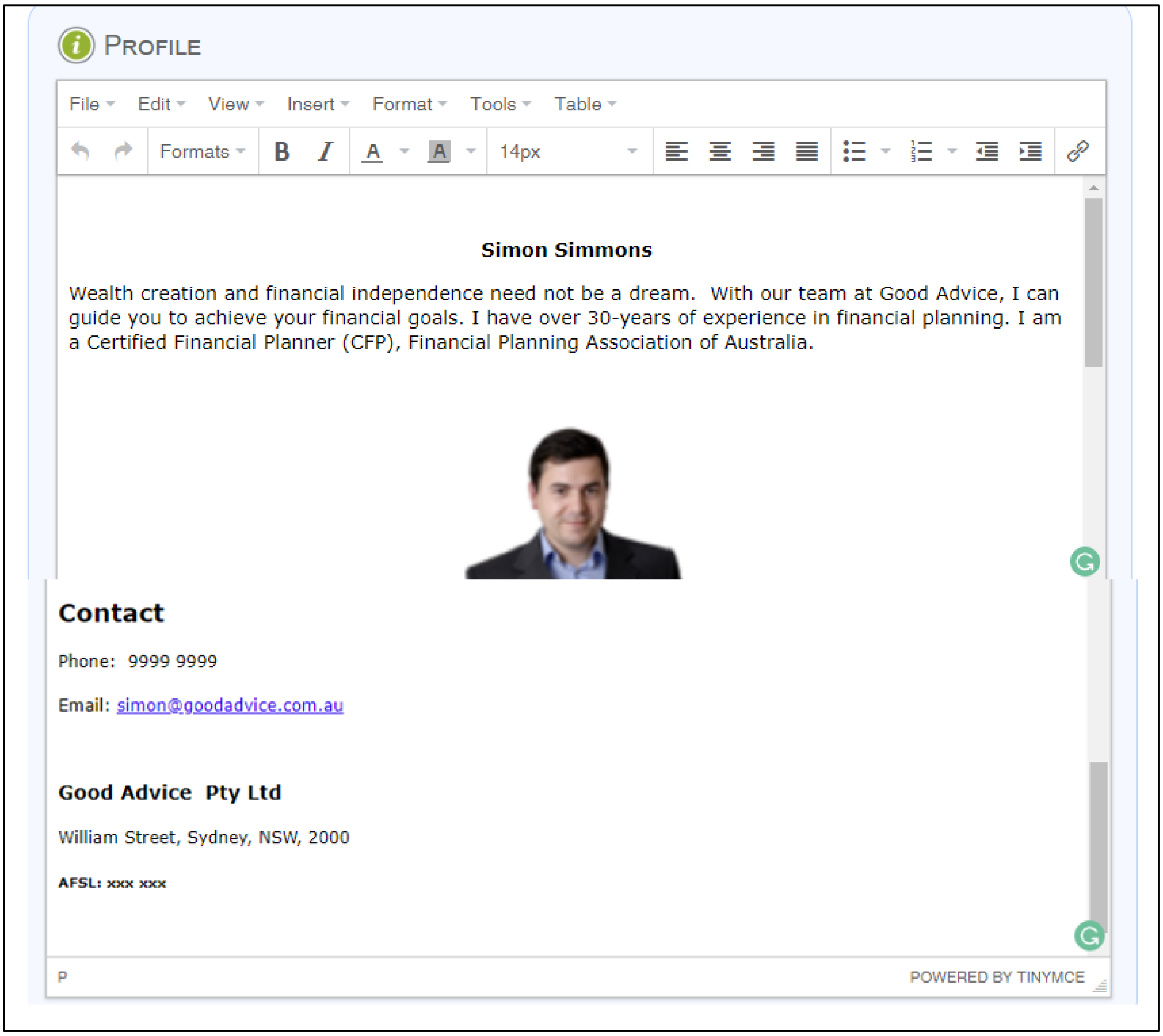
It is important that you as an adviser, or paraplanner, and client completes ***Account Details***. Each field has a matching ***Placeholder,*** and therefore you can import any information you wish into your report. Where your company may have more than one office, the office for each adviser can be identified by information listed in the adviser's **Work Contacts**.

All "Adviser" Placeholders are referred as "Author".



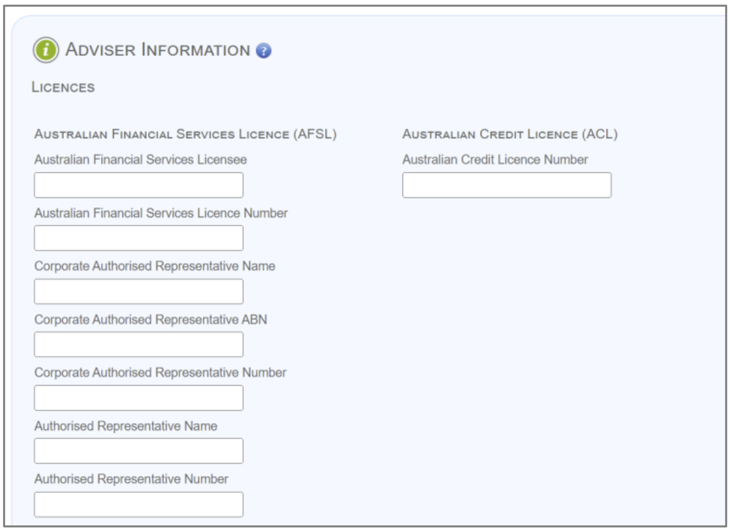
Adviser Profile

On the Account Details page, you can also design a special **Placeholder** to display your ***Profile***. This is a **Free Text** panel, where you can write whatever you wish to promote yourself and your company. This is intended to be information you want displayed in a report, about yourself. You can also Copy and Paste images into the panel. The Placeholder is **<<Author Profile>>**

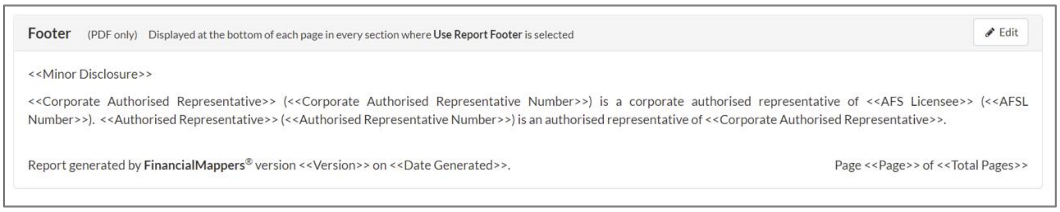


Adviser Information

There is also a section for you to enter all the various license names and numbers that may be required. These have been converted to Placeholders and can be used as required in your reports.



This is an example of the information entered into the footer of an adviser's report.



Refer to the section, ***Footer***, for instructions on how to configure the additional information.

Calculated Fields

Calculated Fields extract results from the Plan. Like the Placeholders, **Calculated Fields** can be inserted into a **Free Text Panel**.

This is an example of a Free Text Panel using both Placeholders and Calculated Fields:

> In the plan, **"<<Plan Name>>"**, <<Client Name (Principal)>> is aged <<Age (Principal)>>.
>
> At the end of the Savings Phase, it is estimated the Net Value of Investments will be «End Savings: Net Investments (PV)» (Present Value) and the value of Superannuation will be «End Savings: Net Retirement (PV)» (Present Value).

The Report would display the following:

> In the plan, **"Practice Plan"**, Mary Adams is aged 50.
>
> At the end of the Savings Phase, it is estimated the Net Value of Investments will be $1,202,677 (Present Value) and the value of Superannuation will be $1,451,378 (Present Value).

We have a large number of **Calculated Fields**. Each result can be selected as either Future Value or Present Value. All Present Values have (PV) at the end of the field name.

There are four types of Calculated Fields:

- Those values at the Start of the Plan. In addition, we have included the Salary for both partners and the combined Salary in Year 1.
- Values at End of Savings Period
- Values at Start of Retirement Period
- Values at End of Plan

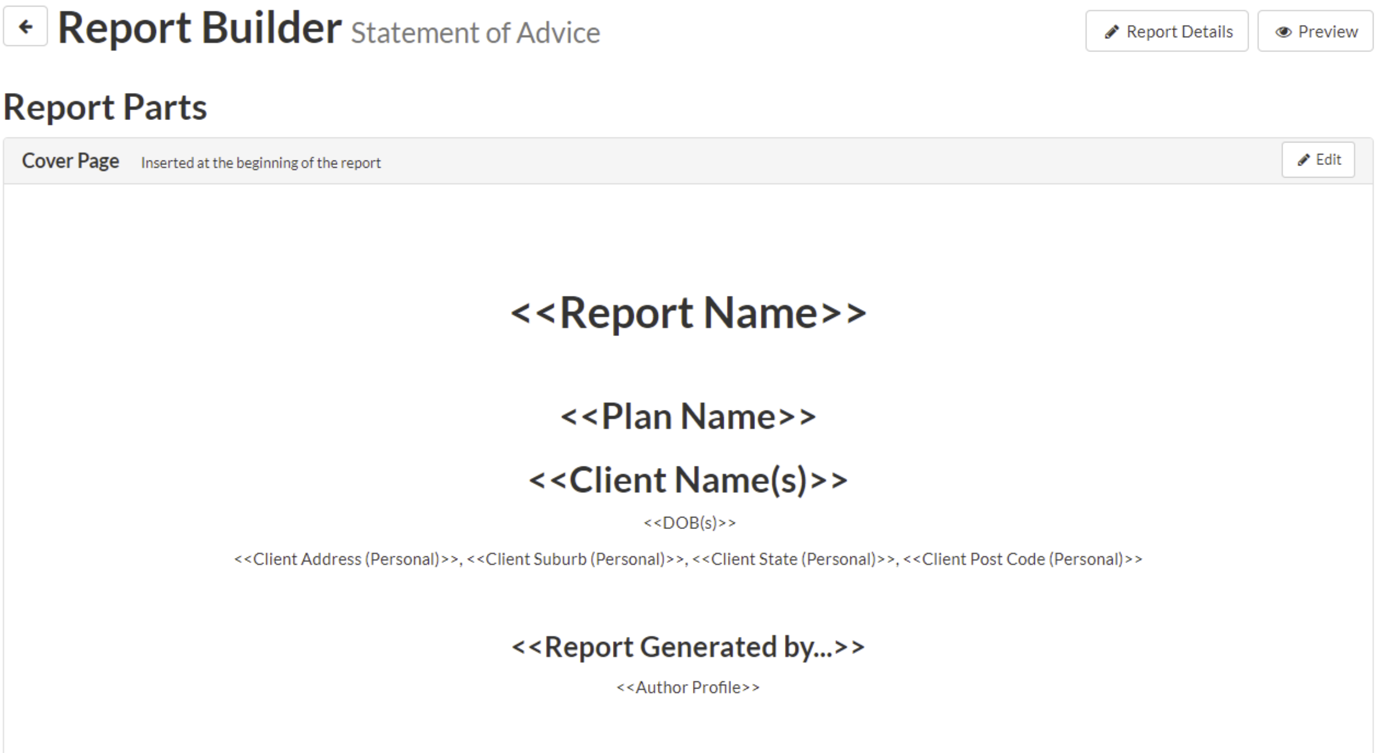
In each set you will have values for:
- Home – Asset
- Home – Liabilities
- Net Value of Home
- Investments – Assets
- Investments – Liabilities
- Net Investments
- Retirement Accounts
- Investment Profile for Investments excluding Retirement Accounts
- Net Real Return on Investments

This is the current list of Calculated Fields. As requests for more fields are made, we shall upgrade the list.

Start of Plan	End of Savings Phase	Start of Retirement Phase	End of Plan
«Starting Salary»	«End Savings: Homes Assets»	«Start Retirement: Homes Assets»	«Ending Homes Assets»
«Starting Salary (Principal)»	«End Savings: Homes Assets (PV)»	«Start Retirement: Homes Assets (PV)»	«Ending Homes Assets (PV)»
«Starting Salary (Partner)»	«End Savings: Homes Liabilities»	«Start Retirement: Homes Liabilities»	«Ending Homes Liabilities»
«Starting Homes Assets»	«End Savings: Homes Liabilities (PV)»	«Start Retirement: Homes Liabilities (PV)»	«Ending Homes Liabilities (PV)»
«Starting Homes Liabilities»	«End Savings: Homes Net Value»	«Start Retirement: Homes Net Value»	«Ending Homes Net Value»
«Starting Homes Net Value»	«End Savings: Homes Net Value (PV)»	«Start Retirement: Homes Net Value (PV)»	«Ending Homes Net Value (PV)»
«Starting Investments Assets»	«End Savings: Investments Assets»	«Start Retirement: Investments Assets»	«Ending Investments Assets»
«Starting Investments Liabilities»	«End Savings: Investments Assets (PV)»	«Start Retirement: Investments Assets (PV)»	«Ending Investments Assets (PV)»
«Starting Investments Net Value»	«End Savings: Investments Liabilities»	«Start Retirement: Investments Liabilities»	«Ending Investments Liabilities»
«Starting Retirement Funds Value»	«End Savings: Investments Liabilities (PV)»	«Start Retirement: Investments Liabilities (PV)»	«Ending Investments Liabilities (PV)»
«Starting Total Loan Balance (incl new loans)»	«End Savings: Investments Net Value»	«Start Retirement: Investments Net Value»	«Ending Investments Net Value»
	«End Savings: Investments Net Value (PV)»	«Start Retirement: Investments Net Value (PV)»	«Ending Investments Net Value (PV)»
	«End Savings: Retirement Funds Value»	«Start Retirement: Retirement Funds Value»	«Ending Retirement Funds Value»
	«End Savings: Retirement Funds Value (PV)»	«Start Retirement: Retirement Funds Value (PV)»	«Ending Retirement Funds Value (PV)»
	«End Savings: Investment Profile»	«Start Retirement Savings: Investment Profile»	«End Investment Profile»
	«End Savings: Real Returns %»	«Start Retirement: Real Returns %»	«Ending Real Returns %»

Cover Page

The cover page defaults to.



To this you can add any further information such and the Company name and address, together with any relevant licensing information. *(Shortly there will be a set of Placeholders for various license types)*

The **Cover Page** is a free canvas for you to enter whatever information you require. Where you have more than one practice, you may wish to include the Author Contact details, say in the bottom left hand corner. The **Placeholders** will pick up the name of the practice and the address appropriate for each adviser in the practice.

<<Author Name>>
<<Author Company>>
<<Author Address (Work)>>
<<Author Suburb (Work)>> <<Author State (Work)>> <<Author Post Code (Work)>>

<<Author Phone (Personal)>>
AFSL: xx xxx xxxx

Simon Simmons
Good Advice
William Street
Sydney NSW 2000

4000 9999 1111
AFSL: xx xxx xxxx

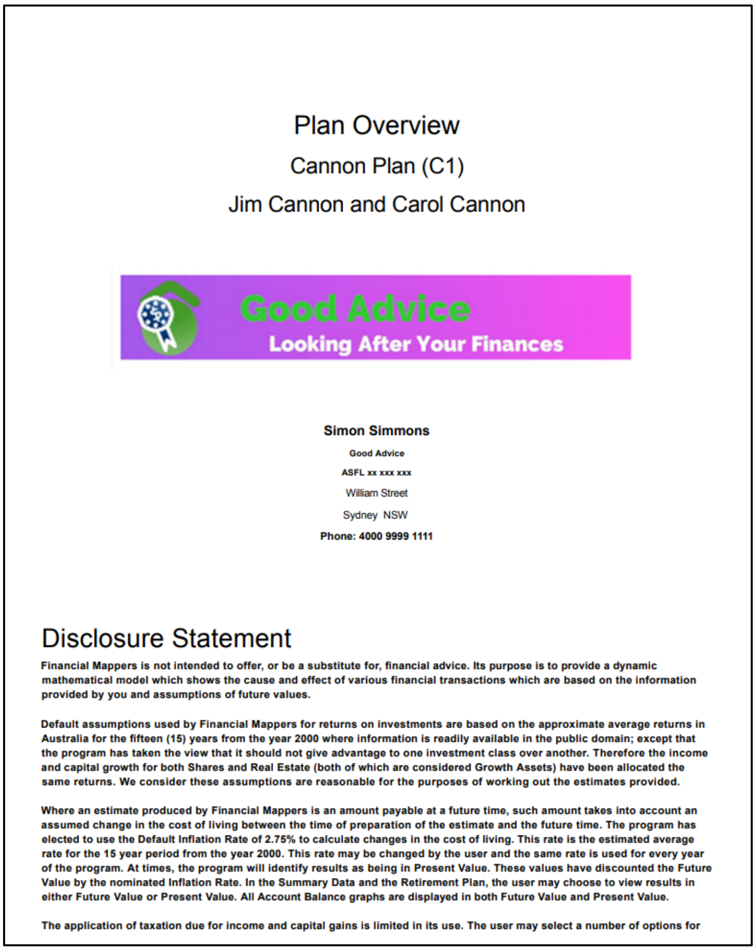
Importing Images to Cover Page

Images can be copied into the Cover Page & Text Panels. This is a sample for our company, Good Advice:

Please note that the ***Disclosure Statement*** (set up in the **Company Settings**, by the ***Chief FM Admin*** role) is always automatically added to the Cover Page of any generated report, after the Cover Page text that was specified. You can arrange your Cover Page layout, so the Disclosure Statement commences on the second page if you wish.

Here is an example where the **Disclosure Statement** commences on the Cover Page:

Note that the heading information for the generated report has been retrieved from the plan being worked on, in the **Plan Management Area**.



Plan Overview

Cannon Plan (C1)

Jim Cannon and Carol Cannon

Good Advice
Looking After Your Finances

Simon Simmons

Good Advice

ASFL xx xxx xxx

William Street

Sydney NSW

Phone: 4000 9999 1111

Disclosure Statement

Financial Mappers is not intended to offer, or be a substitute for, financial advice. Its purpose is to provide a dynamic mathematical model which shows the cause and effect of various financial transactions which are based on the information provided by you and assumptions of future values.

Default assumptions used by Financial Mappers for returns on investments are based on the approximate average returns in Australia for the fifteen (15) years from the year 2000 where information is readily available in the public domain; except that the program has taken the view that it should not give advantage to one investment class over another. Therefore the income and capital growth for both Shares and Real Estate (both of which are considered Growth Assets) have been allocated the same returns. We consider these assumptions are reasonable for the purposes of working out the estimates provided.

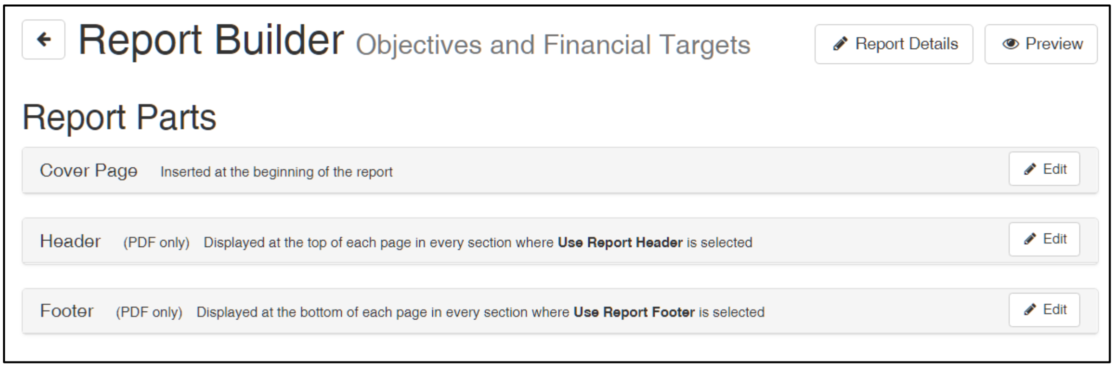
Where an estimate produced by Financial Mappers is an amount payable at a future time, such amount takes into account an assumed change in the cost of living between the time of preparation of the estimate and the future time. The program has elected to use the Default Inflation Rate of 2.75% to calculate changes in the cost of living. This rate is the estimated average rate for the 15 year period from the year 2000. This rate may be changed by the user and the same rate is used for every year of the program. At times, the program will identify results as being in Present Value. These values have discounted the Future Value by the nominated Inflation Rate. In the Summary Data and the Retirement Plan, the user may choose to view results in either Future Value or Present Value. All Account Balance graphs are displayed in both Future Value and Present Value.

The application of taxation due for income and capital gains is limited in its use. The user may select a number of options for

Headers

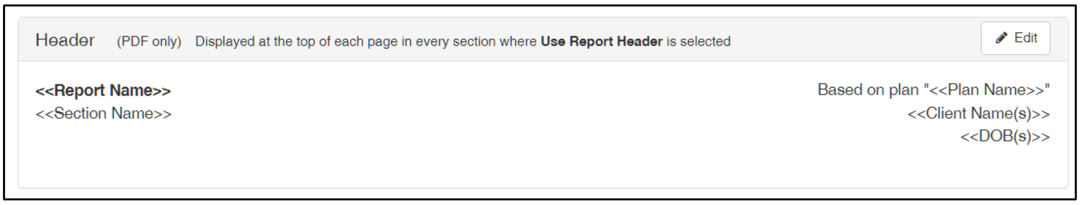
In this example, a new Report called “**Objectives and Financial Targets**” is being created.

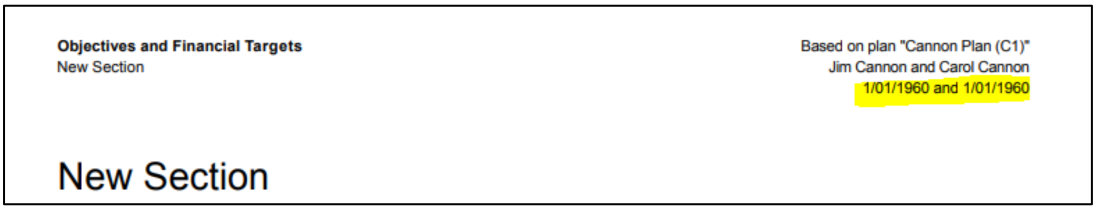
The second bar relates to the format for the ***Report Headers***.



The default header, shows the following information, which is inserted in a table (2 columns x 2 rows):

This header can be customized. In this example and third row has been added to the table and the DOBs listed under the Client Names. Note that by using the Placeholder <<Client Names(s)>>, the program will display two names if it is a joint plan and only one name if is not a joint plan. To insert a row, click on the Table list and choose Rows – ***Insert Row After.***





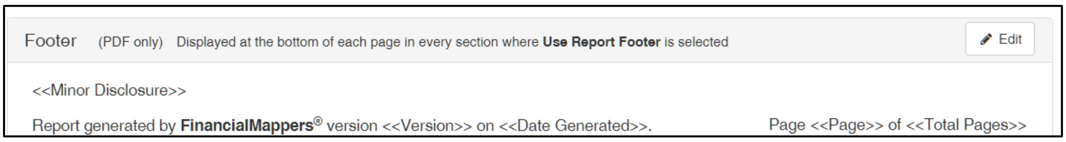
Later you will be creating ***Sections*** for the Report. You can use this new header or you can customize the header for each Section. You will also give each section a title. Until then the name defaults to “New Section”

Footer

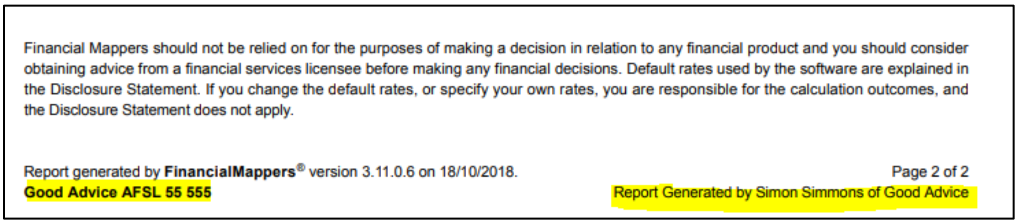
With the Footer, the following is displayed. Please note that the default information is a minimum requirement for compliance. The Version of the Software and the Date Report was generated should always be displayed for legal reasons.

The Default Minor Disclosure Statement was prepared by our legal team for use by the consumer.

If your Dealer Group has a different Disclosure Statement you could remove this statement and add one appropriate to your business.

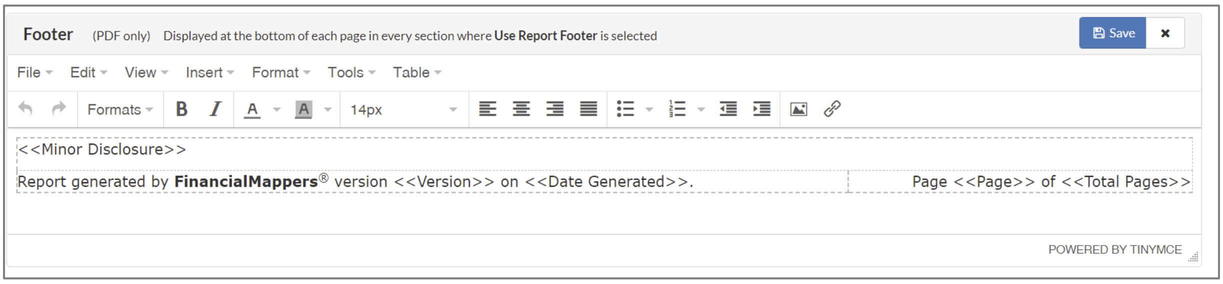


This ***Footer*** has been customized to include the **Name of the Company** and **ASFL** together with the name of the author and company name of the report.

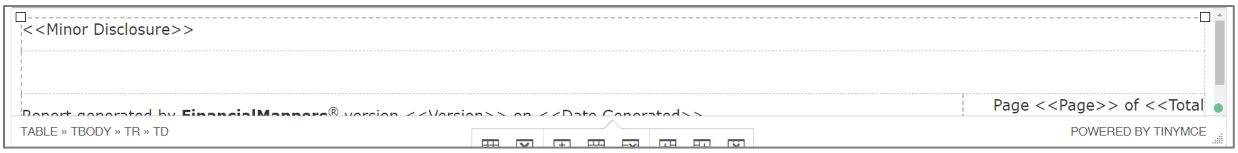


Account Details – Adviser Information

Using the *Placeholders, entered in the* **Account Details / Adviser** to insert the information that your Dealer Group may require on each report.

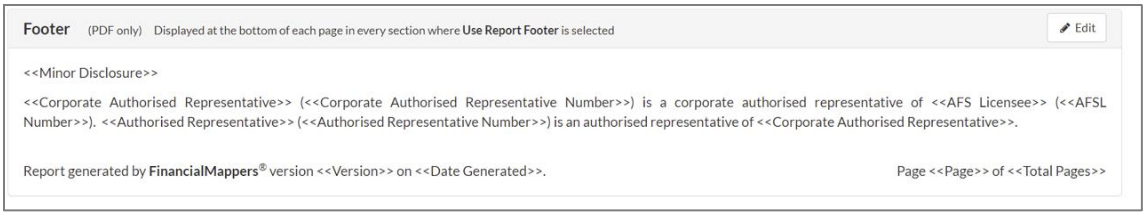


Click on the ***Table*** and then select "**Add another Row**" – add a row after the Minor Disclosure Row:



Then add the text and place holders as per your website footer.

To access the appropriate ***Placeholders***, go "**Insert**", "**Author**" and select "Australian Financial Services License Number "and select from the dropdown list which displays the entries in the Account Details / Adviser Information.



If you want to use the same format, you can copy/paste this information into the field:

> <<Corporate Authorised Representative>> (<<Corporate Authorised Representative Number>>) is a corporate authorised representative of <<AFS Licensee>> (<<AFSL Number>>). <<Authorised Representative>> (<<Authorised Representative Number>>) is an authorised representative of <<Corporate Authorised Representative>>.

After you have saved the information, you will need to return to the ***Report Builder***, select the report and then "**Publish a New Version**" and select **SAVE**.

This will need to be completed for each report you want to change. You most likely will not want to include this information for client generated reports which are preceded by the words "My" the template reports.

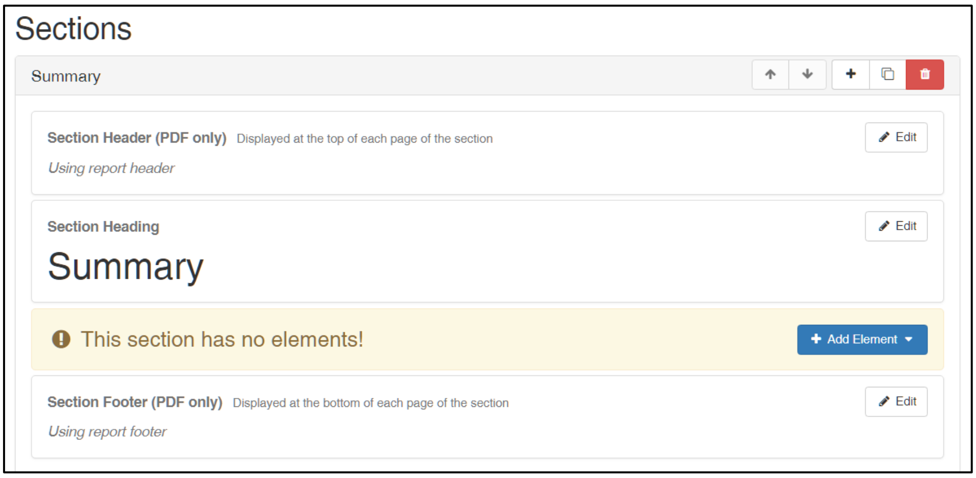
Add Sections

You can divide your Report into different sections. The report defaults with one section, called New Section. To add more sections, click on the PLUS icon, and use the arrows to move the section to the required position.

When you click on the ***New Section*** bar, there are a number of options. Firstly, if you want to change the default Header, then you would **EDIT** the **Header**. The header defaults to the one previously created, but you can click on the ***Use Custom Header***, to make a header, specific to this section only.

The next item is to give your section a name, in this case, it will be called ***Summary.***

This results in the Section Name on the Bar and the Section Name in the report being changed simultaneously. Note that the Section Header on the bar is not reproduced in the report. This is for identification in the Report Builder, after the section has been collapsed and only the section bars are displayed. Note how currently there are not Elements in the section. You also have the option to customize the footer.

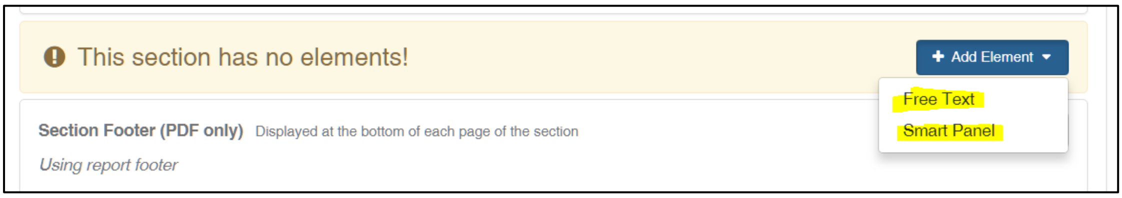


Note that to *close* a section, double-click on the section bar.

With the introduction of the Client Review app, you may want to give consideration to the sections used in reports which you intend to upload to the Client Review. You may want less information and shorter text. It may be that where you want to demonstrate to your client your advice, you may make an abridged version of your Statement of Advice. You can send the link to your client with the abridged version and upload the full Statement of Advice to the documents area. You would want to call the abridged version by a different name, *Summary of My Advice*.

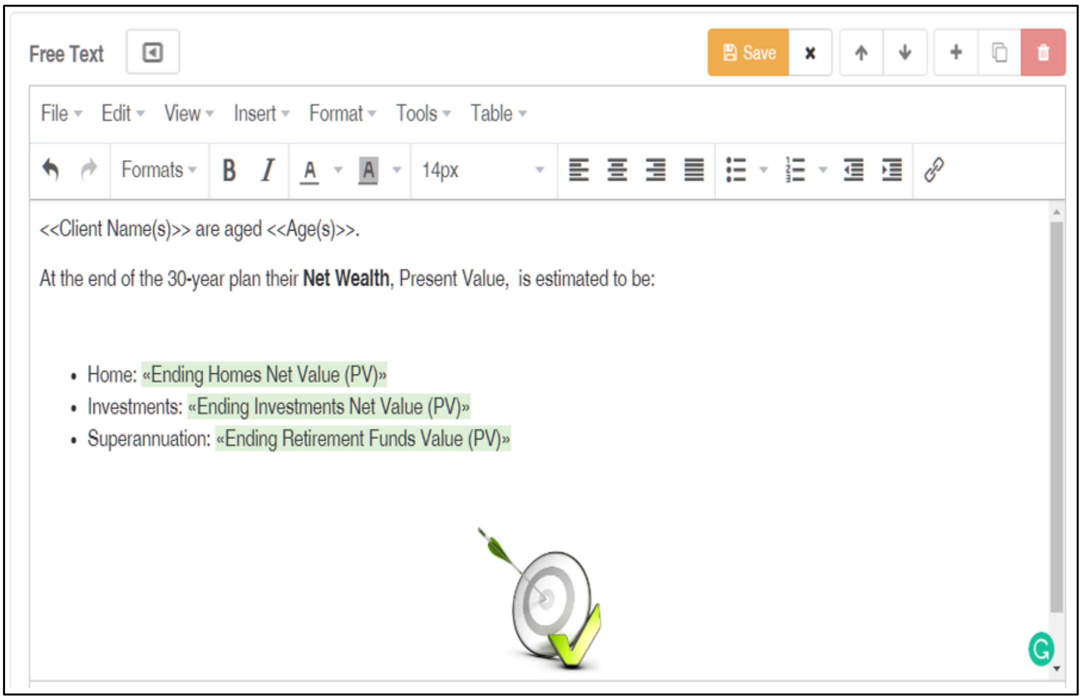
Section Elements

In addition to the **Header** and **Footer Elements**, the content of the section can now be created by adding Elements. These Elements may be either ***Free Text*** or ***Smart Panel***.

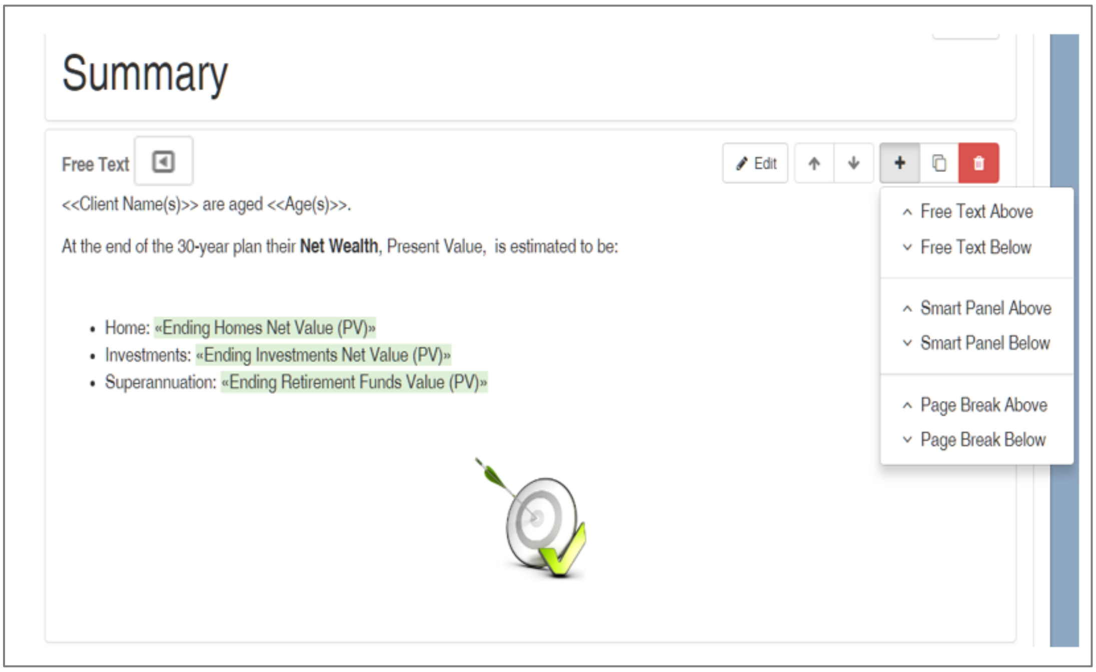


Here a Free Text panel has been inserted. In this panel you can write text, insert Placeholders, Calculated Answers and Images. When completed, you must click on the ***SAVE*** button. This an example of the panel before it is saved.

Note that with both Text and Smart panels, you must select whether the panel is to be displayed on the left- or right-hand side of the Client Review App. Information on the left hand side can be listened to when the “Text to Speech” option is selected.

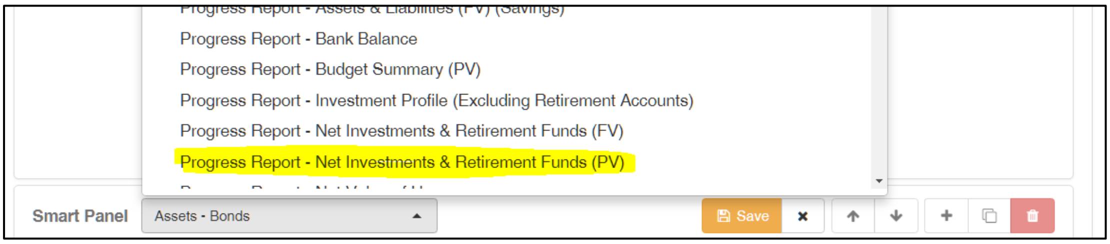


After saving the **Free Text Panel**, click on the ***PLUS*** icon to add another element. You now have the option to nominate where you want the panel to be inserted and ***Page Breaks***. You can also ***Copy*** and ***Delete*** the panel.



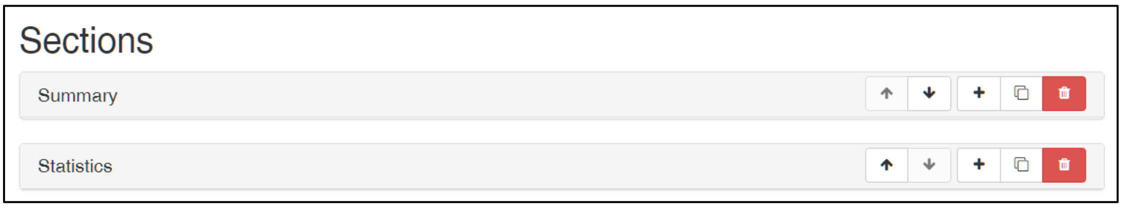
For this example, a ***Smart Panel Below*** is selected.

To select a panel, you must click on the ***Edit*** icon and then select one of the many ***Smart Panels*** available. A full list of this panels is provided in a separate document. In this case, a graph of **Net Investments &Retirement Funds (PV)** is selected.



Once the panel is saved, the name will be displayed:

You would continue adding elements until you have completed the content for the Section ***Summary***. Then you can start to add more sections. To do this, make sure each Element has been saved and collapse the section by double-clicking on the Section Bar called ***Summary***. To add another section, click on the PLUS icon. In this case, I have added a second section, called ***Statistics***.

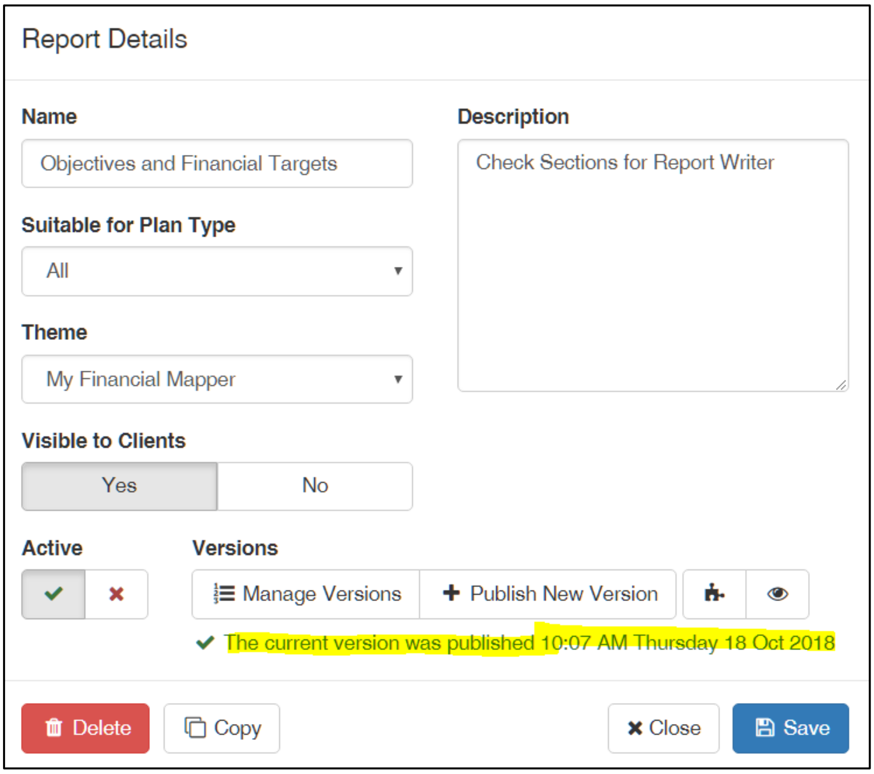


Before the Report is completed you must return to the ***Reports Details Page*** and ***Publish***. To do this click on the **BACK ARROW** at the top of the page. This will take you back to the list of **Reports**. Click on the ***Name of the Report***, which will take you to the page ***Report Details***.

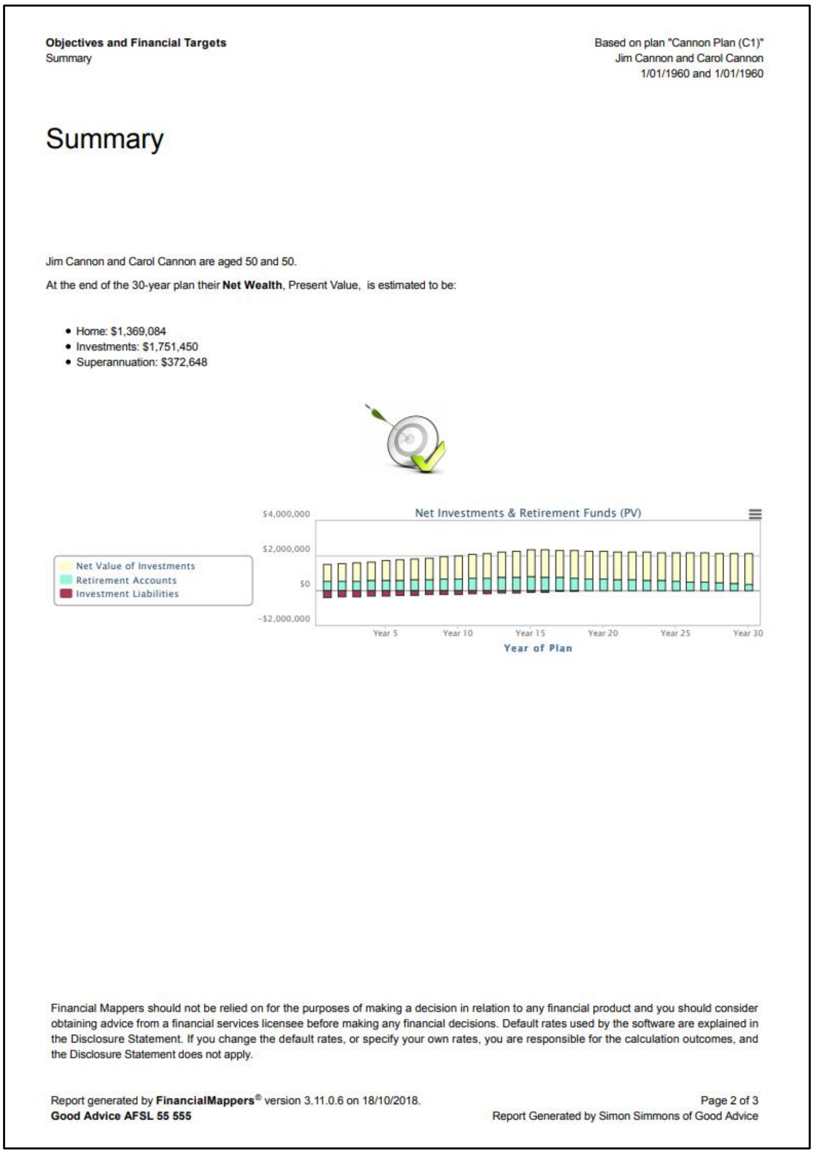
Note that the Report must be both ***Active*** and ***Published***. If you are progressing through the creation of your report, you may want to Publish it, but not have it Active. That way the published report, which is under construction, will not be displayed on the Reports Chevron. After the report has been published, you can click on the ***Preview*** icon (eye)

Note on ***Conversational SmartPanels***: The following documents will provide you with details of these panels:

- Report Builder: **SmartPanels for the Report Builder**
- Masterclass Documents: **Conversational Panels – Report Automation**



The ***Preview Page*** will display the following for the section ***Summary***.



Objectives and Financial Targets
Summary

Based on plan "Cannon Plan (C1)"
Jim Cannon and Carol Cannon
1/01/1960 and 1/01/1960

Summary

Jim Cannon and Carol Cannon are aged 50 and 50.

At the end of the 30-year plan their **Net Wealth**, Present Value, is estimated to be:

- Home: $1,369,084
- Investments: $1,751,450
- Superannuation: $372,648

Financial Mappers should not be relied on for the purposes of making a decision in relation to any financial product and you should consider obtaining advice from a financial services licensee before making any financial decisions. Default rates used by the software are explained in the Disclosure Statement. If you change the default rates, or specify your own rates, you are responsible for the calculation outcomes, and the Disclosure Statement does not apply.

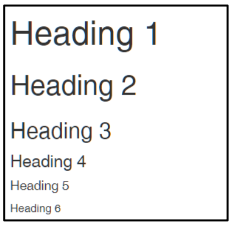
Report generated by **FinancialMappers**® version 3.11.0.6 on 18/10/2018.
Good Advice AFSL 55 555

Page 2 of 3
Report Generated by Simon Simmons of Good Advice

Six Content Elements

1. "Wild" Element: Text

There are full formatting features when you use any section where ***TEXT*** must be written. This includes (6) ***Heading Formats*** for you to choose from.



2. "Wild" Element: Panel (SmartPanel)

There are over 100 panels of information which may be inserted. Once you select the Smart Panel option, choose the appropriate panel

A good example of a report created by using SmartPanels is the ***Wealth Guidance Report*** (which is in the default list of Financial Mappers Reports). It includes a large set of SmartPanels.

When adding SmartPanels to a report, they will only be displayed when the report is generated, if information for that panel is available (that is – it has been entered into the plan). For example, if the panel is for the **Plan Objectives** and no information was entered in the plan, then that panel will be skipped when the report for that plan is generated. The same applies where you include information for Home Loans. If there are no Home Loans, then the panel will not be included. If there is more than one Home Loan, all are automatically added, each displaying the name of the loan. This principle applies to the inclusion of all SmartPanels.

3. "Wild Element" Placeholders

To access **Placeholders**, click on the ***Insert*** feature and select the select ***Placeholders***. From there, navigate to the type of Placeholder you are looking for. For example, ***Client***. Placeholders may be inserted into the Free Text Panel:

4. "Wild Element" – Calculated Fields

Calculated Fields must in inserted in a similar manner to the Placeholders. ***Calculated Fields*** are identified as pale green shading. You cannot type or copy and paste the name. Each must be selected through the ***Insert*** – ***Dropdown List***.

This example shows the Net value of Home, Investments and Retirement Funds at the end of the plan.

At the end of the 30-year plan their **Net Wealth**, Present Value, is estimated to be:

- Home: «Ending Homes Net Value (PV)»
- Investments: «Ending Investments Net Value (PV)»
- Superannuation: «Ending Retirement Funds Value (PV)»

5. "Wild Element" – Images

You may "drag and drop" or "copy and paste", images into a Text Panel. You can also use the option to "insert image'.

6. "Wild" Element: Page Break

This is simply a page break to ensure that a particular element of a report is shown at the top of a page.

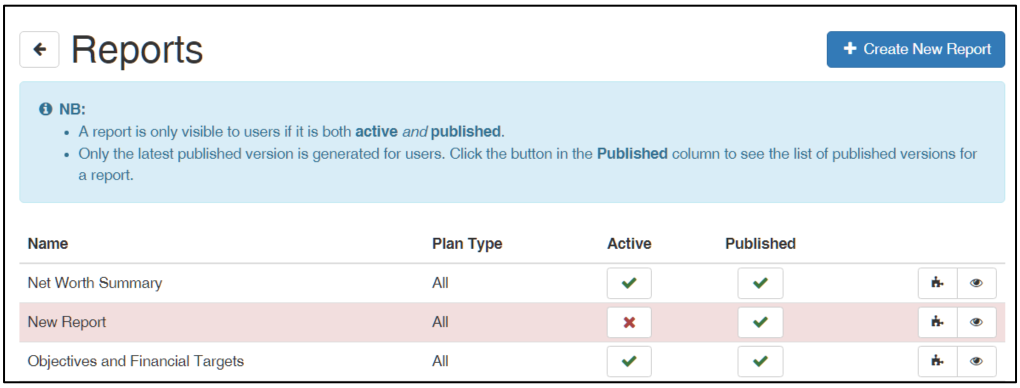
Reference Document Required: SmartPanels for Report Writer Financial Mappers Pro

The ***SmartPanels for Report Writer Financial Mappers Pro*** document shows examples of each SmartPanel. This document is required for referencing, in order to understand what each named SmartPanel actually shows.

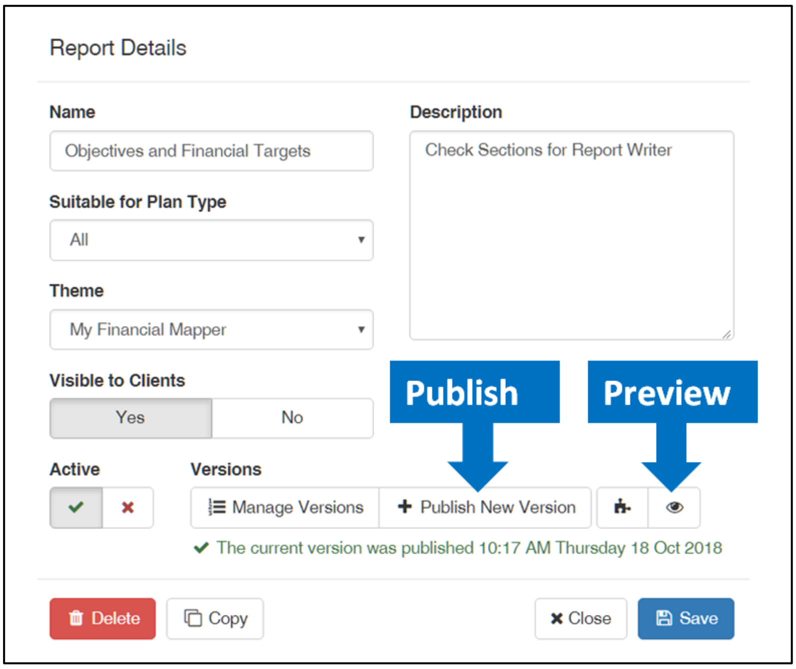
Each are named with a ***Category*** followed by a ***Description***. For example: ***General – Financial Performance Snapshot***

Publishing the Report

After the Report has been constructed, press the ***Back Arrow*** to go back to the **Reports** page



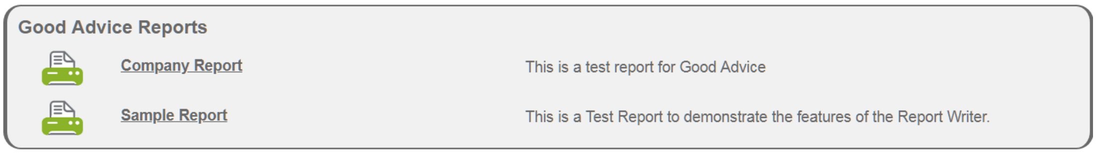
Select the report name to go to the **Report Details & Publish** page where you must select the ***Publish New Version*** Button.



Note that you can immediately Generate and Preview Report by clicking on ***Eye Icon***.

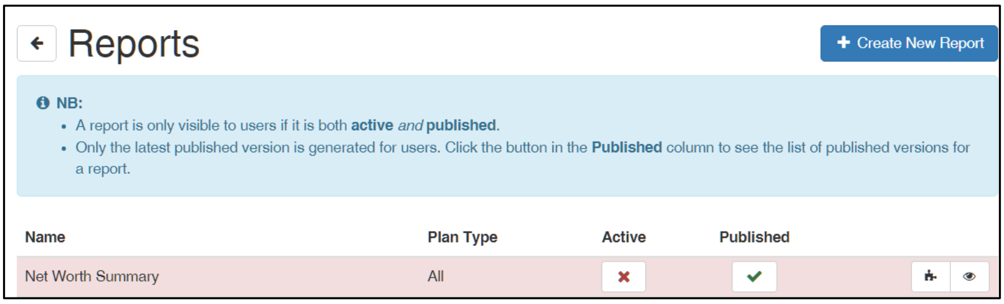
To see the final result, you should also then click on the button, ***Generate PDF*** after the preview is displayed.

The Report will then be added to the Reports for your company, as seen here in our example for the Good Advice Pro Account.



Editing the Report

Note that if at any time you want to ***EDIT*** the Report, the ***ACTIVE*** *status* should be switched off by clicking the green tick. This then becomes a red cross, which indicates that it will not display in the ***Reports*** Screen in the Plan Management Area.

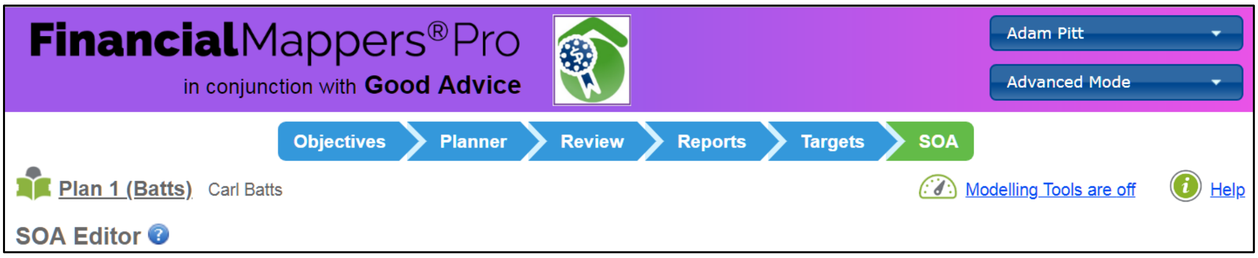


After editing the report, click on the name of report on the ***Reports*** page to return to the ***Report Details & Publish*** page.

Then click the ***Publish New Version*** button.

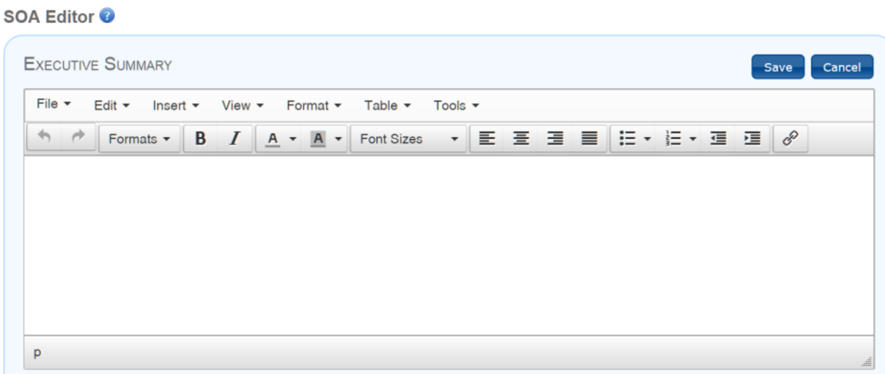
SOA SmartPanels – Plan Management Chevron

Advisers have access to an additional chevron in the **Plan Management Area:** SOA



When building a **Statement of Advice** type of report, Financial Mappers has created a set of SmartPanels which allow the adviser to include information *specific to any plan*.

Each of these SmartPanels is initially blank. Information appropriate for the plan can be written. Note you can format the information in the panel.



There are 21 blank panels, but to help in organization we have given them the following names, however, you can use them as you desire. This means that you could include these SmartPanels in your built report but refer to them with a different Heading (using a preceding text element) if required. Any panel without out information is not published I the report.

In the sample Statements of Advice, all SOA editor panels are included except 20 (Product Replacement and 21 (Wealth Tracker Summary.

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. Wealth Tracker Summary

There are an additional twenty panels which have no specific title. These are referred to as Custom 1, Custom 2, etc. They are intended for adviser who what to create their own list of panels, maybe in the order they want to complete. Some advisers like to write their SOAs in a word template and then copy and pasted to the panel.

In addition, there is SmartPanel called ***Authority to Proceed*** and will include the names of the client and planner to sign off on the SOA. This is an example of the panel for an SOA written for client Carl Batts by adviser, Adam Pitt.

Signed,

Carl Batts	Date
Adam Pitt	Date

Note on Product Replacement (20)

Currently Financial Mappers does not have the capacity to create a ***Statement of Product Replacement***. Organizations providing the product should provide suitable tools to create this statement. However, if you want to you can add this SOA editor panel, and import information or images from other sources.

Note on Wealth Tracker Summary (21)

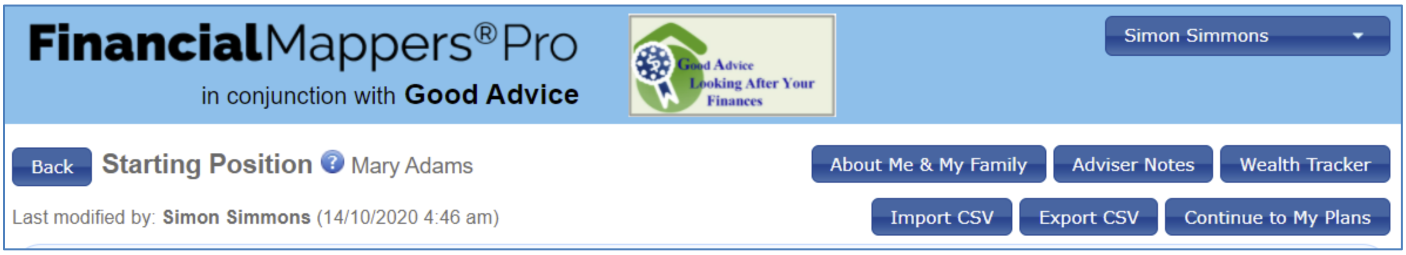
If you are using the feature of the Wealth Tracker, this panel is included so you can add information which is specific to the uploaded plan.

To use an SOA panel in a report, that panel must be included in the design of the report.

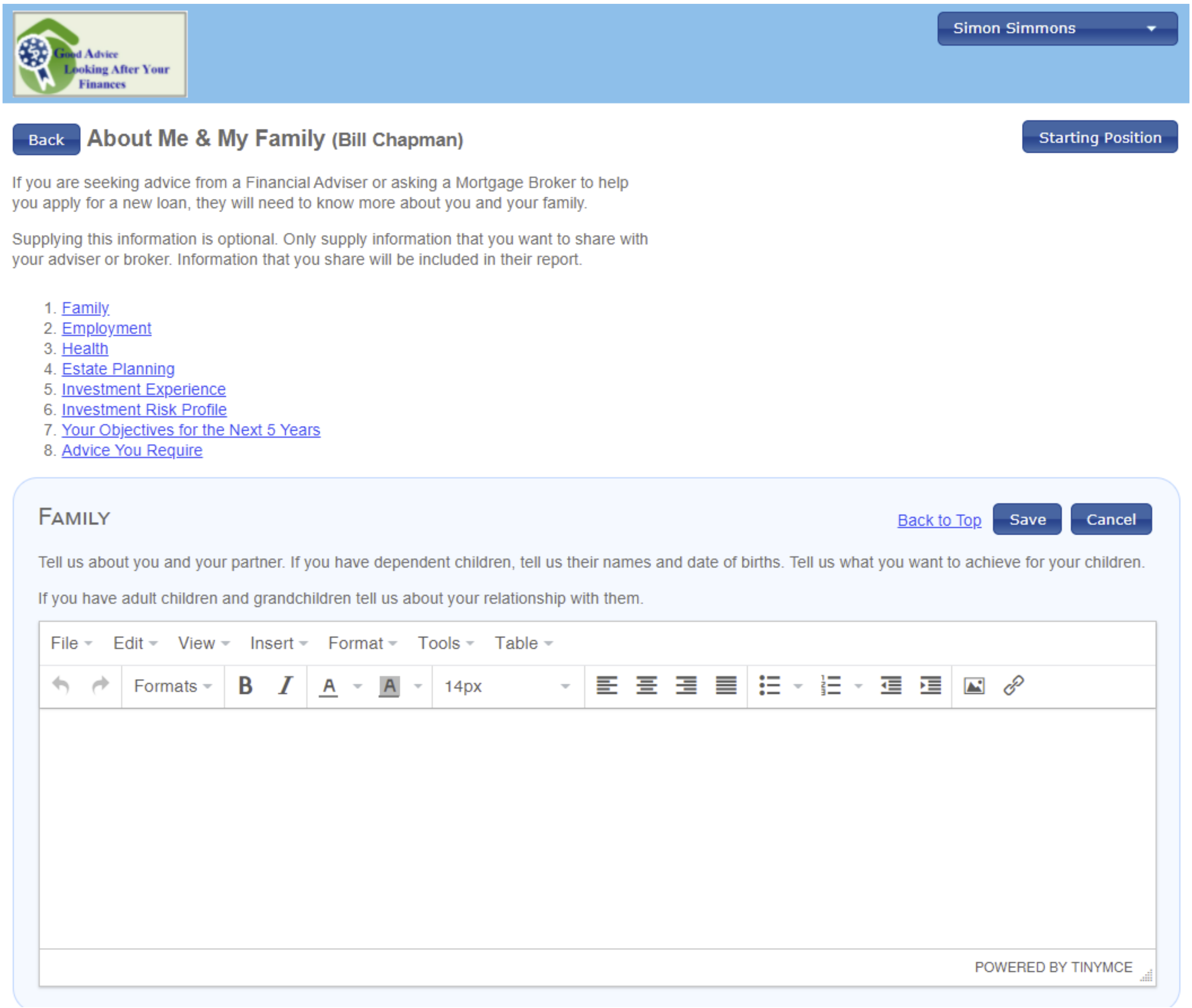
Starting Position – About Me and My Family

A new section feature was introduced in May 2020. This was the introduction of a section, found at the top of the ***Starting Position*** called **About Me and My Family**.

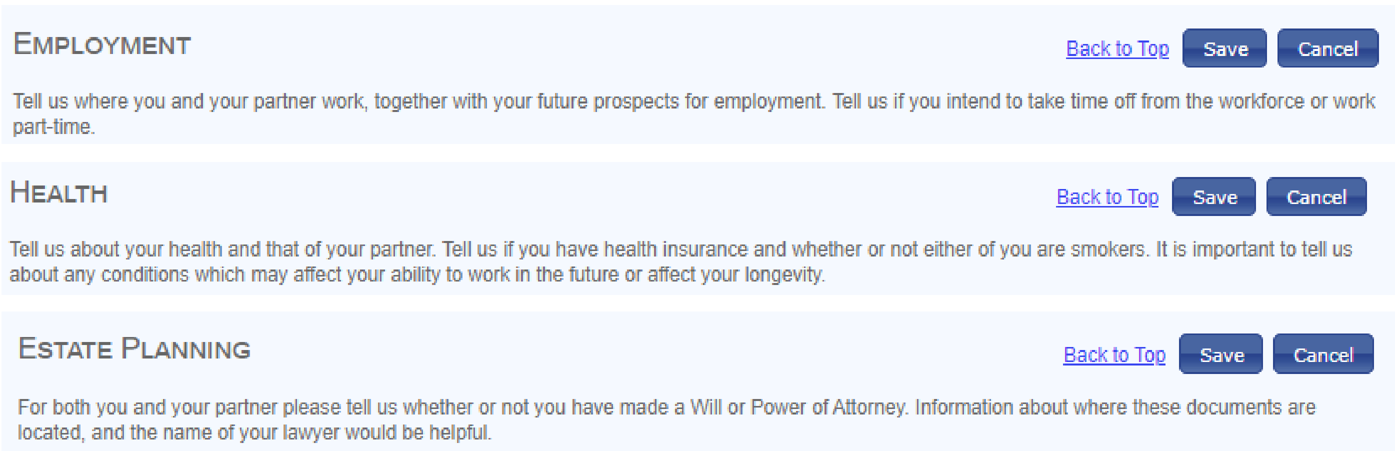
The intention is that for some clients requiring scaled advice, completion of the ***Starting Position*** and the ***About Me and My Family*** may replace the Fact Find. Where you have either Lite Connect or Connect Clients, either the adviser or the client can complete or update this information. It may be that some advisers simply copy and paste the information. Otherwise you may simply choose not to use it.



There are eight panels of information. Each panel has instructions as to what is required.



The other seven panels are:



Investment Experience

Back to Top Save Cancel

Tell us about your previous investment experience. Tell us if you like to read books about investments and which are your favourite books.

Do you consider you have a good understanding of your finances? If you were asked to explain the following five concepts, how many do you think you could answer, without checking first:

1. How Compound Interest works
2. The effect of Inflation on the purchasing power of your money in the future
3. How Diversification aims to protect you
4. What does the Risk/Return equation mean to you?
5. Do you know what a Debt Servicing Ratio (Loan to Value Ratio) is and why it is important?

Tell us which ones you don't understand by listing the number.

If you are interested in receiving information to improve your money management and investment skills, please tell us.

Investment Risk Profile

Back to Top Save Cancel

For both you and your partner, tell us about what type of investments you prefer to invest in. That is; do you prefer the major part of your investments to be in: Interest Earning Accounts, Shares or Real Estate?

Tell us whether or not you consider yourself a risk taker.

Assuming that the higher the return on an investment, the greater the risk, if you were asked to choose one the following investments, which would you most likely choose?

1. No Risk as most money in Fixed Interest accounts with little opportunity for capital growth or loss of capital. The return is likely to be about the same or less than the Inflation Rate.
2. Generating a return of say 3%-4% above Inflation, e.g a Balanced Managed Fund.
3. Generating a return of say 6%-8% above inflation, e.g. a High Growth Managed Fund.
4. I would prefer to keep most of my investments in Real Estate.

Your Objectives for the Next 5 Years

Back to Top Save Cancel

To assist in the planning process, you should list in order of importance your main financial objectives.

For example:

- Reduce Dredit Card debt (to what amount?)
- Reduce Personal Loans (to what amount?)
- Reduce Home Loan debt (to what amount?)
- Reduce Investment Loan debts (to what amount?)
- Save for a new car or other Personal Savings Goals (and how much)
- Save for a Home deposit (the % depost figure, and the estimated purchase price)
- Save for an Investment Property deposit (the % depost figure, and the estimated purchase price)
- Purchase a Home (and the estimated purchase price)
- Purchase an Investment Property (and the estimated purchase price)
- Invest in the Share Market (and how much)
- Invest in Managed Funds (and how much)
- Make personal contributions to my Superannuation/KiwiSaver (what amount for which partner?)

Advice You Require

Back to Top Save Cancel

If you are seeking specific advice from your financial adviser, please list exactly what you want your adviser to help you with.

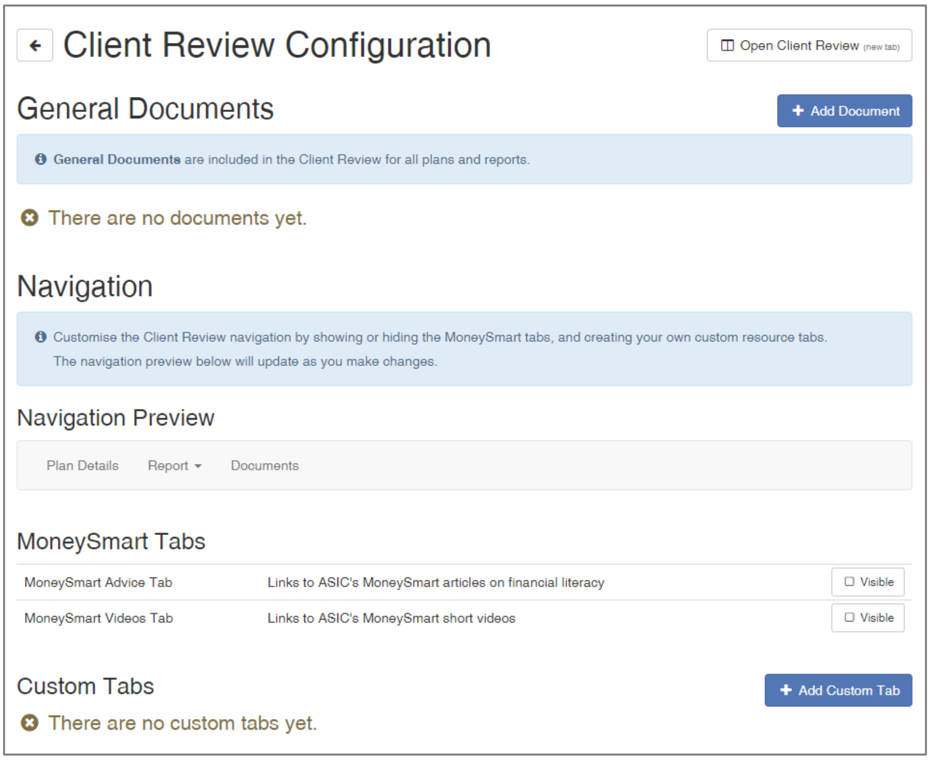
Examples of the type of advice you may need:

- The best way to save for a home deposit
- The best way to reduce personal debt
- How to manage your home loan
- What Managed Funds you should use for your savings
- How to purchase or manage an investment property
- How to improve your returns on Superannuation
- Do I have adequate insurance

Client Review Configuration

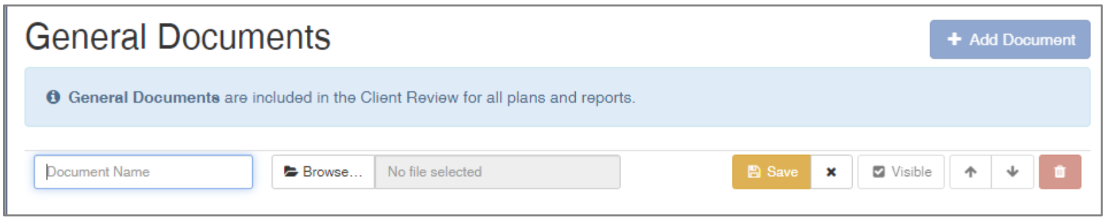
In the ***Admin Section***, your **FM Chief Admin** can configure how the company wants to display the ***Client Review*** information. This is found in the drop-down list, ***Report Writer*** and clicking on the TAB ***Client Review Configuration***.

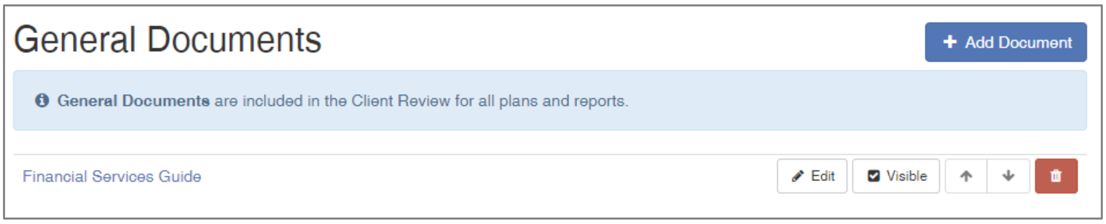
The first time you enter, the following will be displayed:



General Documents

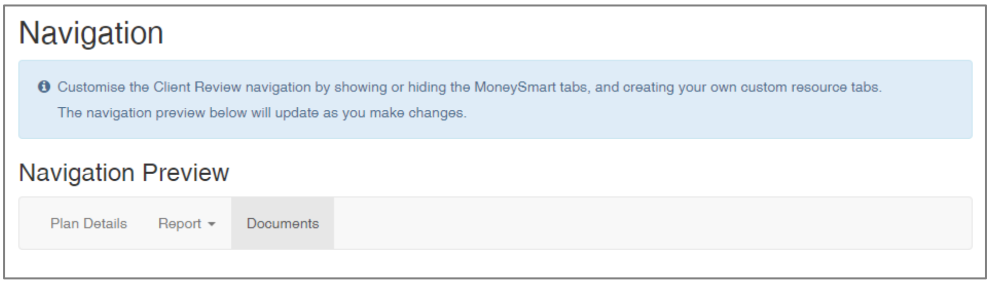
The first section, General Documents, allows you to upload documents which will be universal for all advisers and for all plans. An example of a document you may want to display for every link is your company's ***Financial Services Guide***. Click on the **+Add Document** and browse to find the correct document.





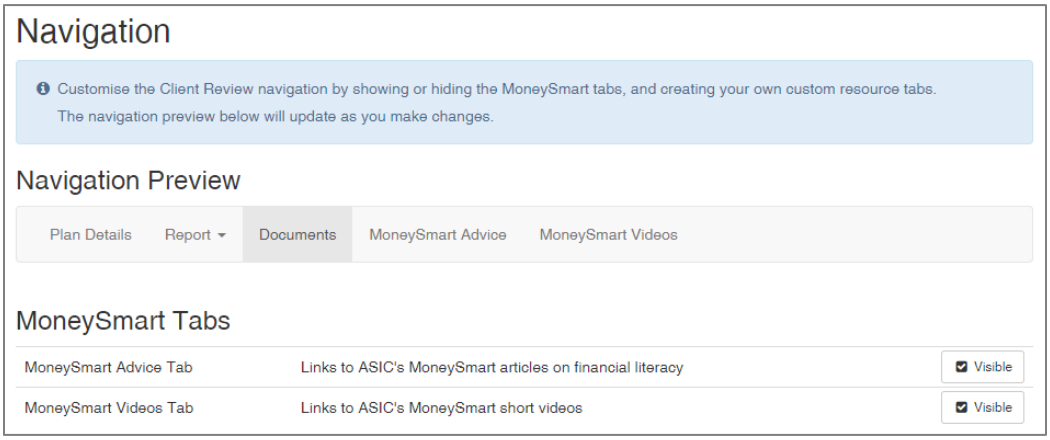
Navigation Preview

When you first see the page, the two MoneySmart Tabs have not been made visible and the Custom Tabs have not been created, hence the Client Review App will only show the following TABS



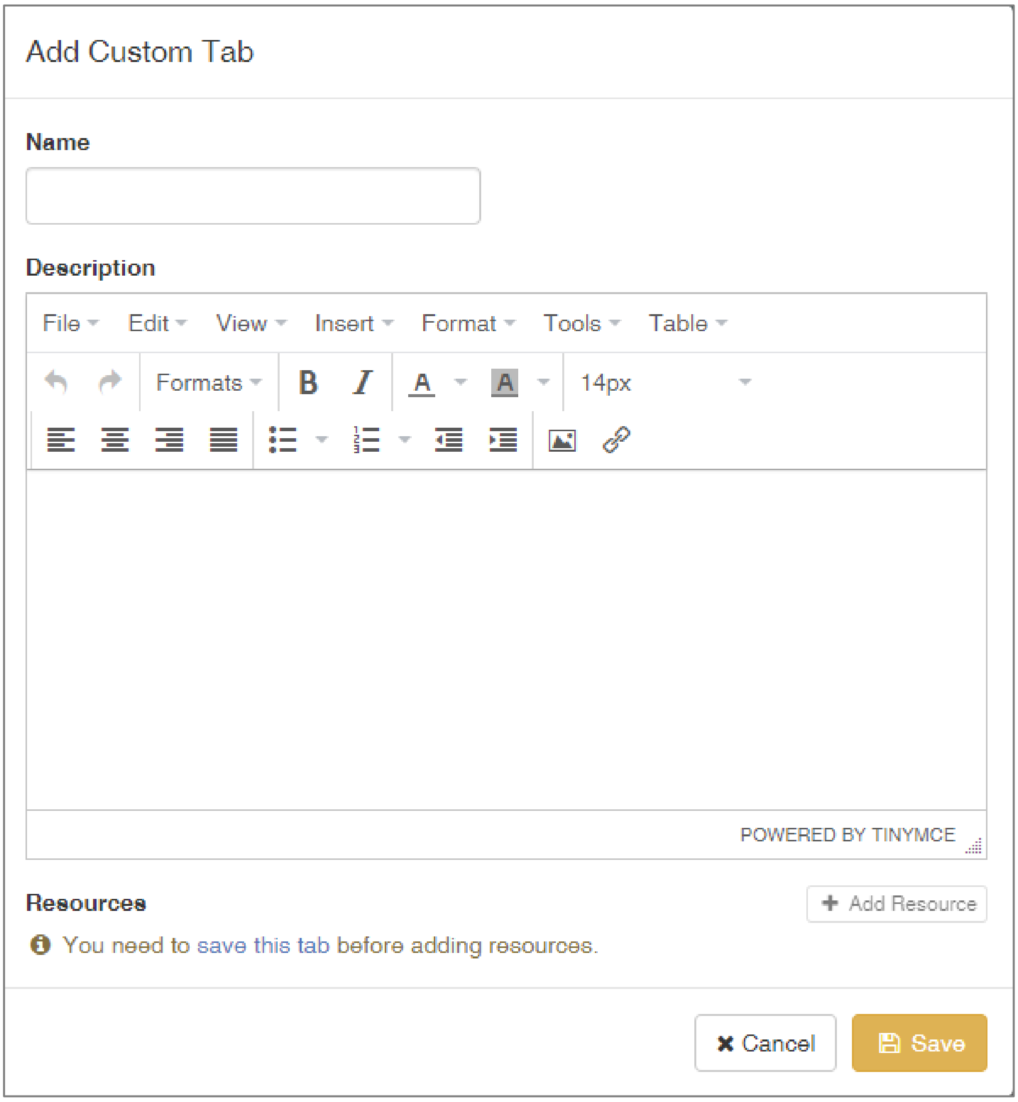
Money Smart Tabs

Financial Mappers has created two Tabs for information from ASIC's MoneySmart website. They are divided into documents and videos. You may choose to use this resource by electing to make them visible. Note how the two Tabs have been added to the Navigation Preview.

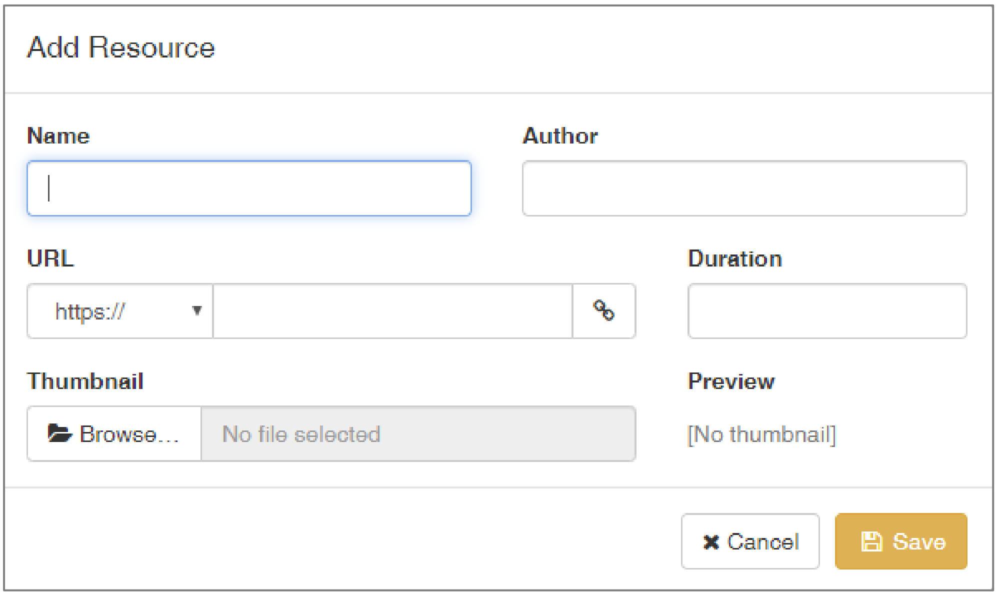


Custom Tabs

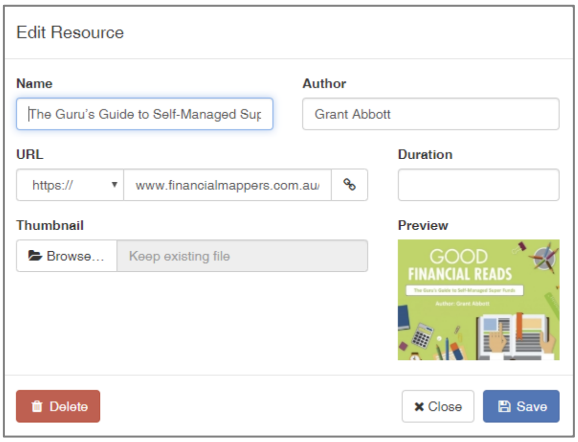
Each company may upload two custom tabs. When you click on the + Add Custom Tab, you name the tab, write a description and then upload your resources.

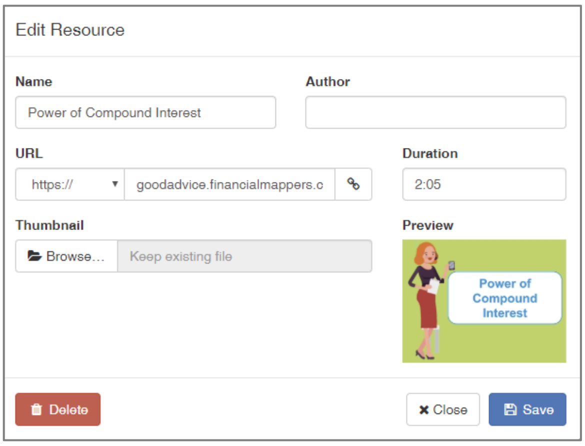


On the Good Advice demonstration, the tabs have been called **Book Club** for book reviews and **Money Matters** for some financial literacy video. You may choose your own names and content. You must SAVE the name and description before you can start to upload your content. For each resource you wish to upload, you should complete the following information. Thumbnails should be 300px x 225 px

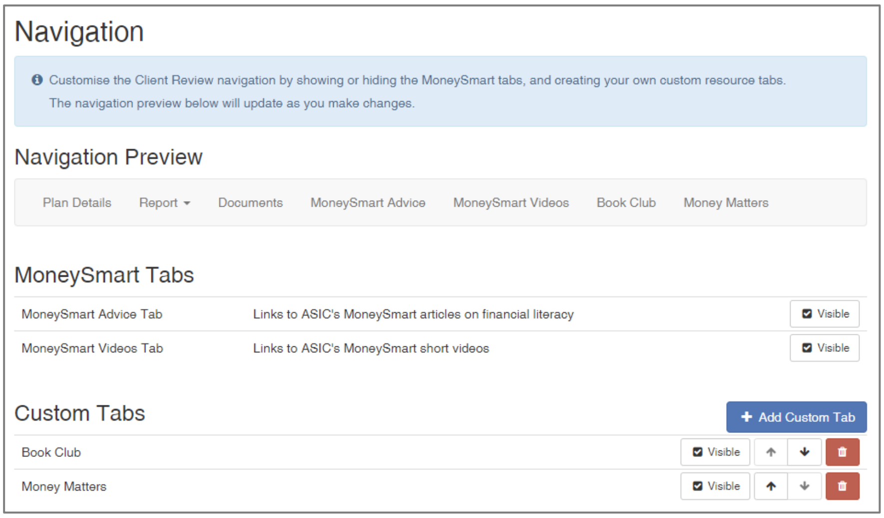


Going back to the ***Good Advice Website***, here is an example of an uploaded resource for the **Book Club** and one for **Money Matters**:

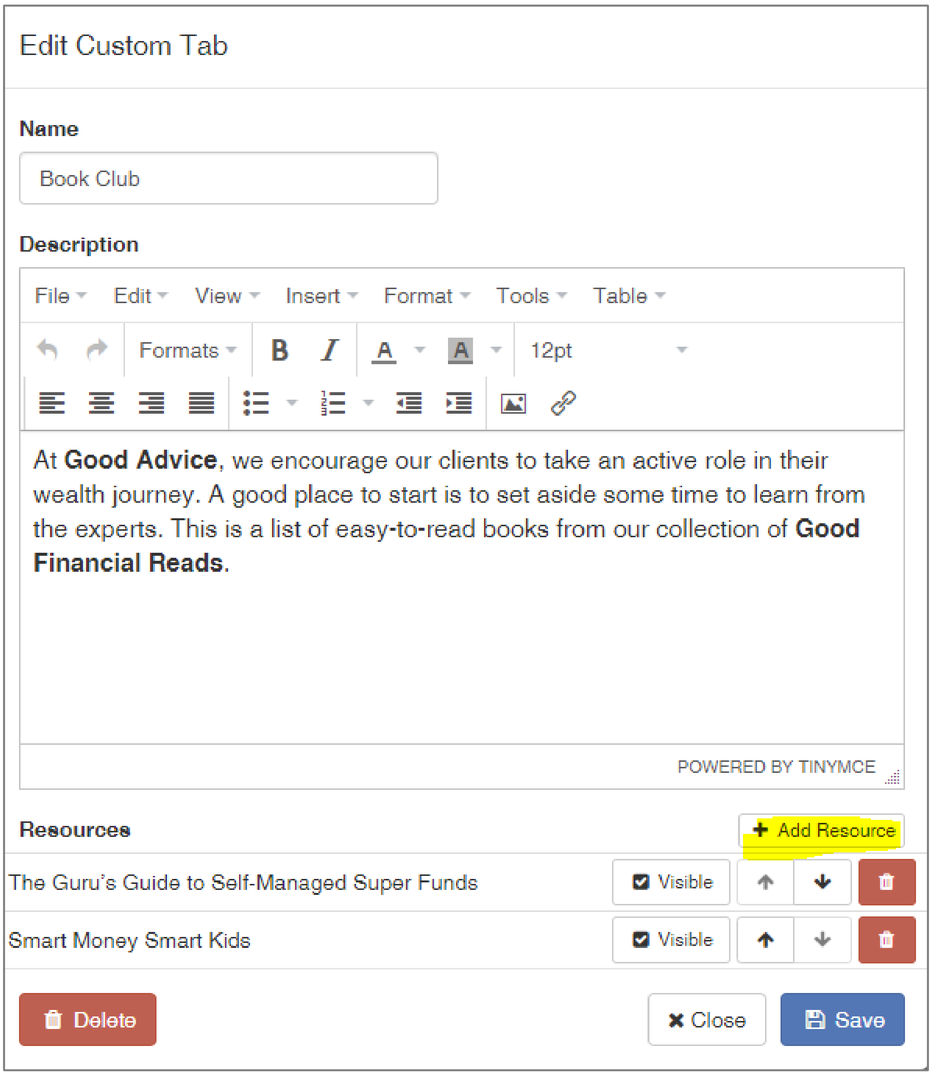




You can make multiple TABs with multiple resources. You can now see all four Tabs displayed in the Navigation Preview:



This shows the first two books uploaded to Book Club. You would continue to add your resources and use the arrows to position the content in the order you want it displayed.



Client Review Gateway

Any reports created using the ***Report Builder***, can be uploaded to the chevron ***Client Review (Gateway)***. A link can be sent to your client so that they can access the report.

Financial Mappers is constantly making new ***Template Reports*** as they are requested by advisers.
The full details of each of these reports are found in the Masterclass document, **Client Review Gateway**.

In the ***Documents*** folder you can upload, PDFs. From there the client can download the files. Here you may wish to upload your **Financial Services Guide** (FSG) or **Product Disclosure Statements** (PDSs).

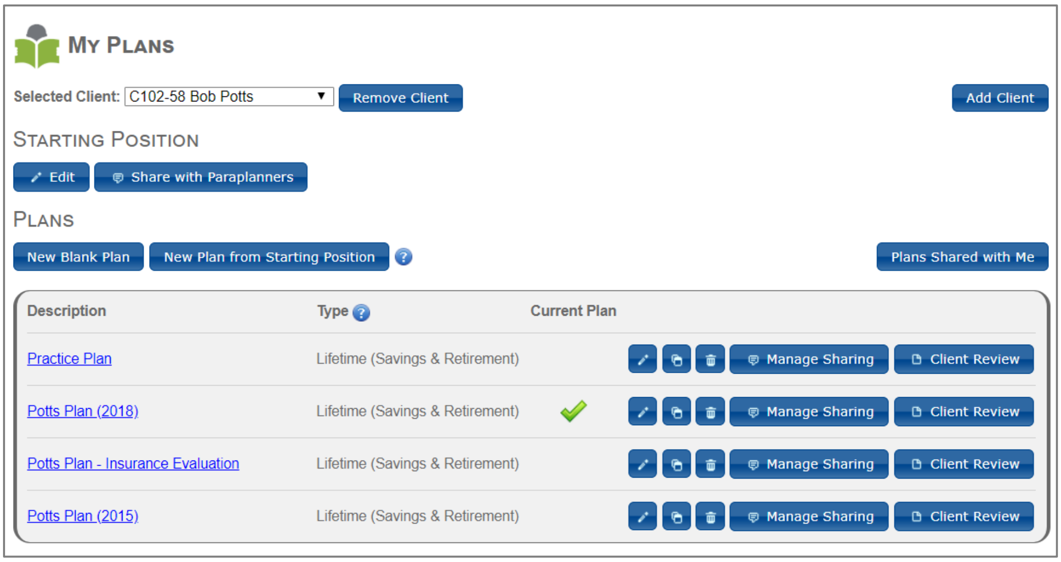
In addition, you may wish to include some of the reports generated in Financial Mappers. The following are likely to be the most valuable:

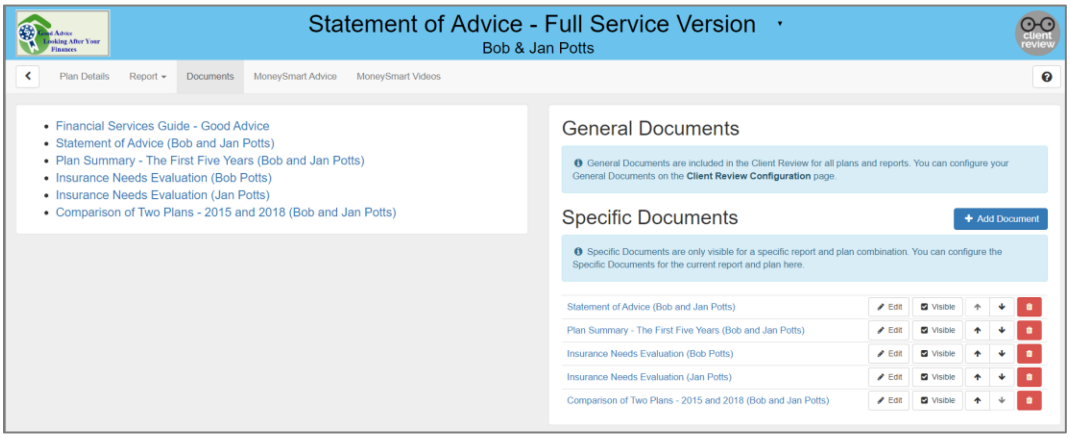
- Insurance Needs Evaluation for both clients
- Plan Summary – The First 5-years
- The Plan Map
- 5-Year Loan Report
- Compare Two Plans

These reports would have been previously created and saved as PDFs in your client's file and you will need to browse your files to find the reports.

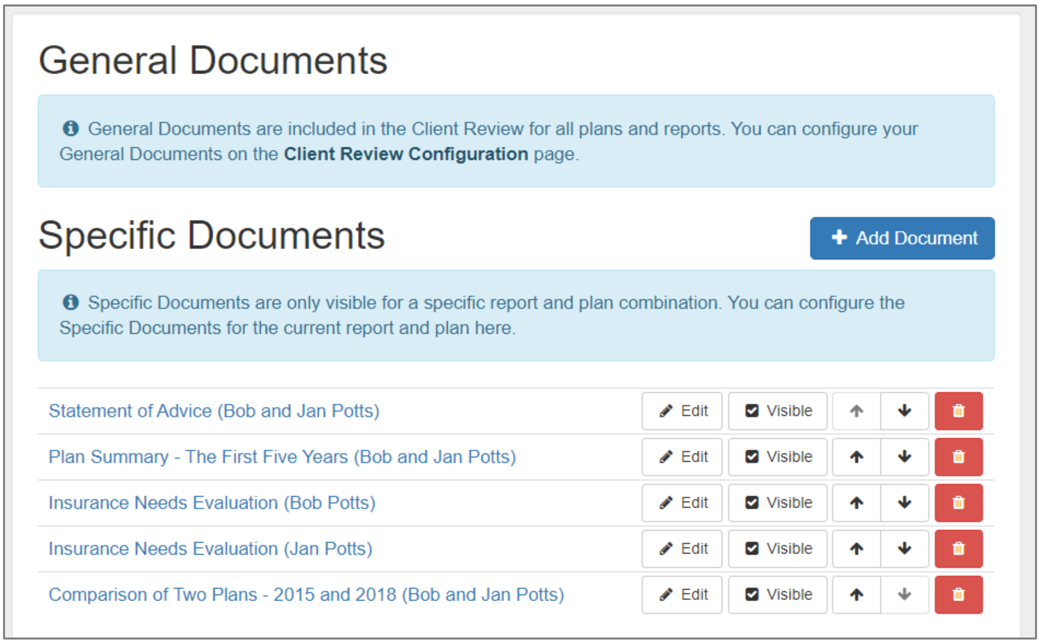
You will not need to upload the documents which your FM Chief Admin has uploaded in the Report Writer for use by all. An example of such a document would be your Financial Services Guide (FSG) if you choose to display it.

In the ***My Plans*** section for the client, select the TAB, Client Review for the plan you want to display.

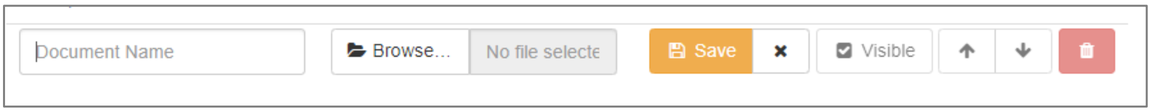




Here you will find a list of all the reports you have created for that plan. You can change the order to be display and nominate which reports you want your client to view.



If you choose to add another document, you can browse your files to select the report you have previously generated and saved. Once the file has been selected you will need to give the document a name and SAVE. You can then move the document to the position you want it to be displayed.

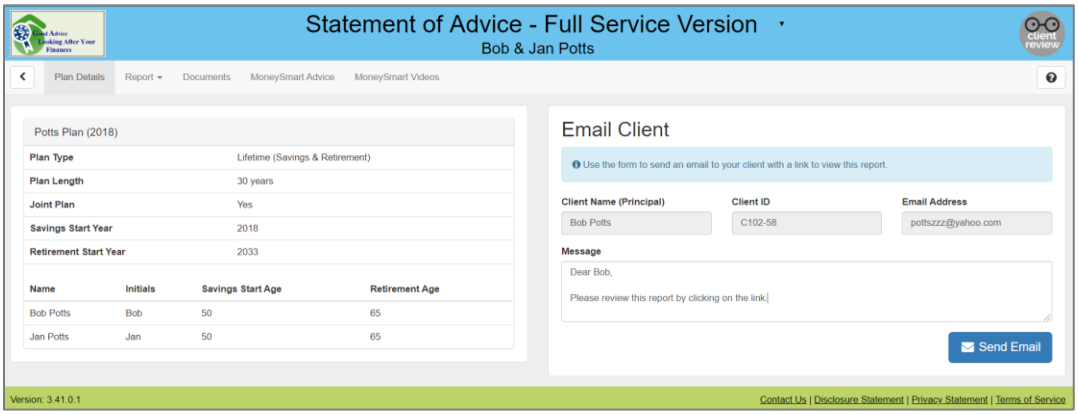


Access to the Client Review

For the adviser, using the information during a meeting, a chevron called ***Client Review*** has been created.

For the client, the adviser will send a link to access a specific Plan using the Client Review app. There will be a different link for different plans, hence you can give your client access to several different plans. Each plan may have uploaded a set of accompanying reports. It may be that you want to give your client the option of two plans and they could review both options.

To email the link your client for the selected plan, go to the ***Client Review***, and select ***Plan Details***. Here the details will be generated, and you can then add a message. The email will automatically generate the link.



This is the email:

> **Simon Simmons** <developer@itworksonline.com.au>
> To: Bob
>
> [If this email does not display correctly, please click here to view the online version]
>
> **Your client review report is ready**
>
> Simon Simmons has shared a report with you:
>
> Statement of Advice - Full Service Version
>
> for plan **Potts Plan (2018)**
>
> *Dear Bob, Please review this report by clicking on the link.*
>
> To view the report click the link below
>
> http://goodadvice.buildwealthmapper.com/client-portal/?SessionID=dd88d7ef-9857-4405-80fe-1130601bd482&EmailID=477

Note on client emails

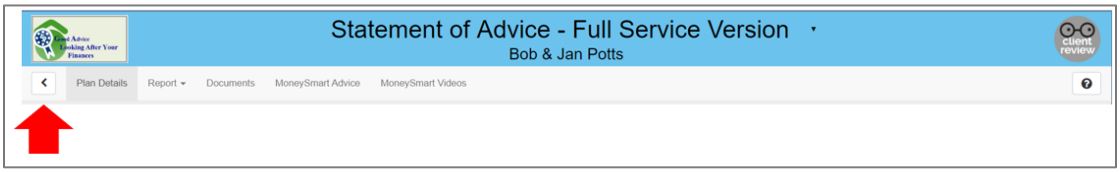
If the client is a Pro$^{\text{Connect}}$ Client, you cannot edit the email address your client has provided. If the Pro$^{\text{Connect}}$ client changes their email, they must edit their email in the client's Account details. For the other clients, you can type the email address in this section. This information will then be added to your clients User Details. When new clients are added to your system, there will be a field to enter your client's email address.

Note that the view for TAB Documents will be different for your client. Your client will only see the list of documents you have selected. On your view, you will have a list of documents you have uploaded, and you can then choose whether to make them visible and in which order you want the documents displayed.

Note that the view for TAB ***Documents*** will be different for your client. Your client will only see the list of documents you have selected. On your view, you will have a list of documents you have uploaded, and you can then choose whether to make them visible and in which order you want the documents displayed.

Exiting the Client Review

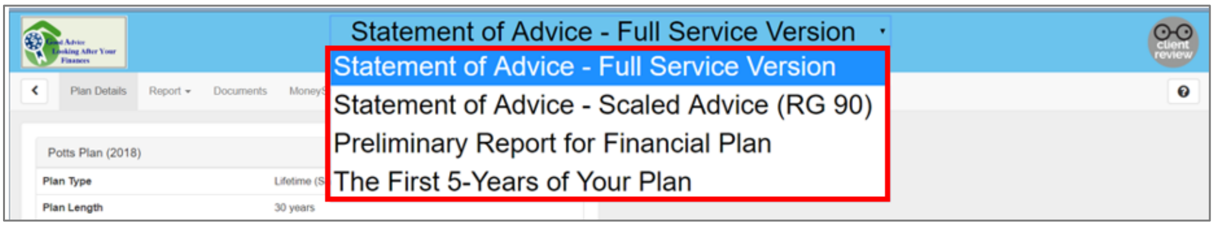
To exit the Client Review chevron, click on the back arrow in the row of TABs, not the back arrow of your browser.



Selecting the Report to be uploaded

In the top banner there is a dropdown list for all the reports you have created for your company. Simply select the report you want uploaded. If you want to show your client different reports in the Client Review App then you would need to send links to each report, on the TAB ***Plan Details***.

This view shows the **Statement of Advice – Full-Service Version** selected:



This view shows the **Preliminary Report for Financial Plan**:

Miscellaneous Extras

Modelling Tools

You may want to include the panel ***Modulators: Status***. This way, you will know if you have accidently left one of the Modulators active.

MODULATORS

Area	Status	
Income	✗	Income Modulators are off
Capital Growth	✗	Capital Growth Modulators are off
Loans	✗	Loan Modulators are off
Historical Data	✓	Historical Data is used

It is very easy to generate a Report, forgetting to deactivate the modelling tools. If any modelling tools have been activated, it is important to know which ones.

Coded Report: Insurance Needs Evaluation

This report is coded and as the user is required to complete the report with data entry, most of the elements in this particular report are not included in the list of SmartPanels.

Some of the information is available via a SmartPanel. However, the user would have had to complete an ***Insurance Needs Evaluation Report*** and their ***Insurance*** in the Planner Page.

The Smart panel available is called ***General: Plan Risks***. It will display Expenses and Income, Liquid Assets and Insurance Cover for both client and partner.

Coded Report: Debt Management Report

This report requires the user to nominate ***Percentage of Interest Rate Increases***, and ***Percentage of Optional Expenses*** to be used to help repay Debt.

All the panels except the two related to **Interest Rate Risk Assessment** and **Reducing Debt Levels (Using Part of Optional Expenses)** are in the list of SmartPanels.

Technical Assistance

If you require any assistance or advice contact, Glenis Phillips who will be happy to assist.

Contact:
Glenis Phillips
Phone: 1300 162 945

Mobile: 0411 086 532
glenis.phillips@financialmappers.com.au