FinancialMappers® Pro

How to write an SOA using the SOA Editor Panels

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Glenis Phillips
Designer of Financial Mappers
Director Plencore Wealth Ltd

glenis.phillips@plencore.com.au
0411 086 532
(07) 3216 4132

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Introduction

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

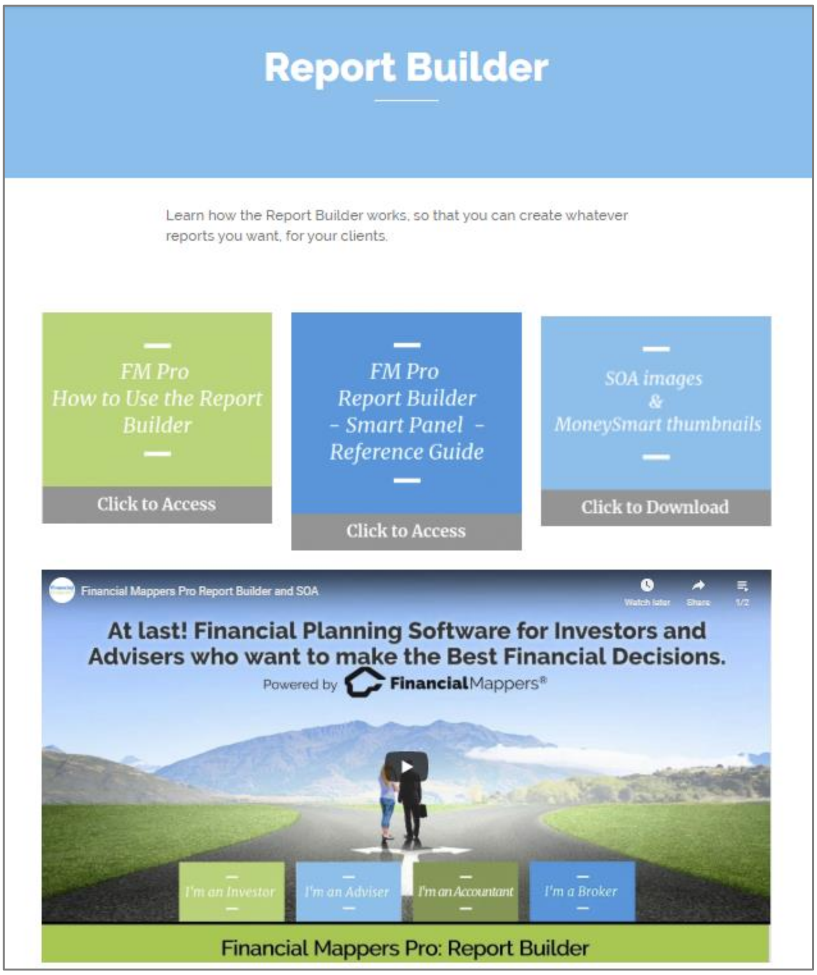
The ***Chief FM Admin*** is the only Financial Mappers Pro role that has access to the ***Report Builder***.

Financial Mappers Pro comes with several Template Reports for a ***Statement of Advice***. These can be modified to suit the company's requirements.

This document concentrates on using the ***SOA Editor Panels*** to write your **Statement of Advice**.

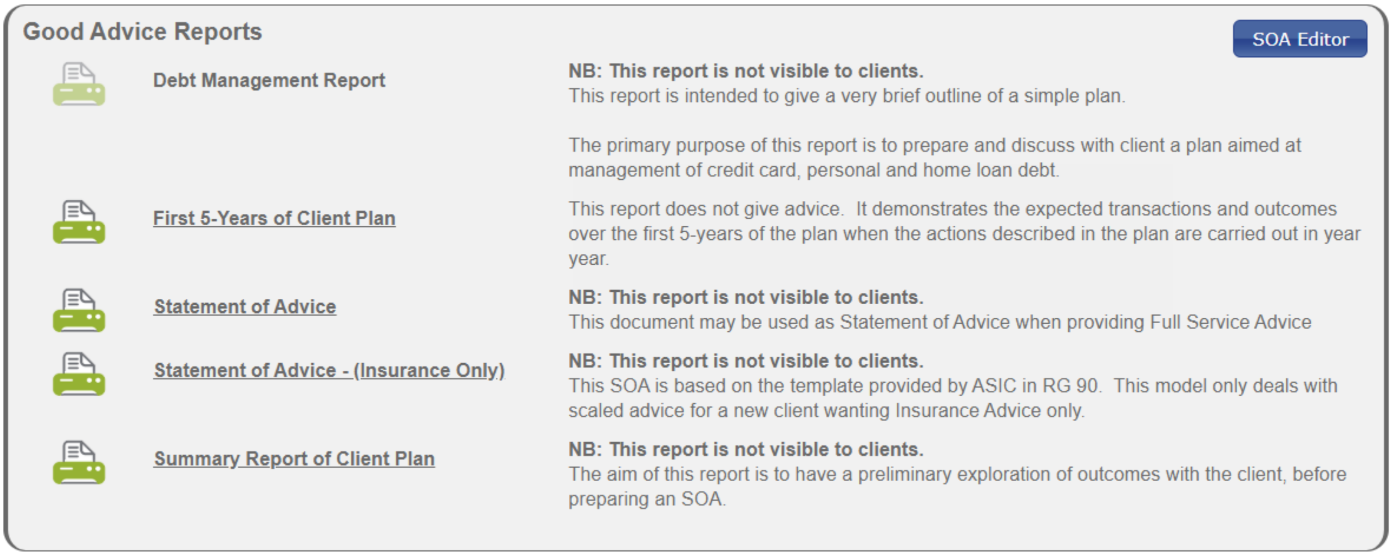
In October 2021, the software was updated with ***Conversational SmartPanels***. It his recommended you review the Masterclass document Conversational SmartPanels – Report Automation. All ***Template Reports*** have been updated to include these panels where appropriate.

For the ***Chief FM Administrator*** or those wanting more information you should consult the section Report Builder.



Accessing and using Customized Reports

The customized reports are displayed in a 4^{th} section of the ***Reports*** page in the ***Plan Management Area*** of the software, after the standard default reports, and these are unique and exclusive only to your licensed copy of Financial Mappers PRO. This is an example where 5 Reports have been selected, one of which is available to *Connect Clients*.



Report Templates

To save the ***Chief FM Admin*** time, we have uploaded to your platform templates for a number of reports, including to **Statements of Advice** 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.

How to write an SOA using the SOA Editor Panels

Templates

Name	Plan Type
Debt Management Report	All
First 5-Years of Client Plan	All
Generate Graphs for SOA	All
My 5-Year Savings Plan	Savings
My Debt Management Report	All
My Plan Map (Illustrated)	All
My Plan Review	All
My Plan Summary	All
My Property Report	All
Plan Map (Illustrated)	All
Plan Review	All
Retirement Plan Report	Drawdown
Review of Retirement Accounts	All
Short Form COVID-19 Super Access	All
Simple Statement of Advice for 5-Years	All
Statement of Advice	All
Statement of Advice - (Insurance Only)	All
Statement of Advice for Retirees	All
Summary Report of Client Plan	All
Wealth Tracker Performance Review	All
Wealth Tracker Performance Review (Investments)	All
Wealth Tracker Performance Review (Short Version)	All

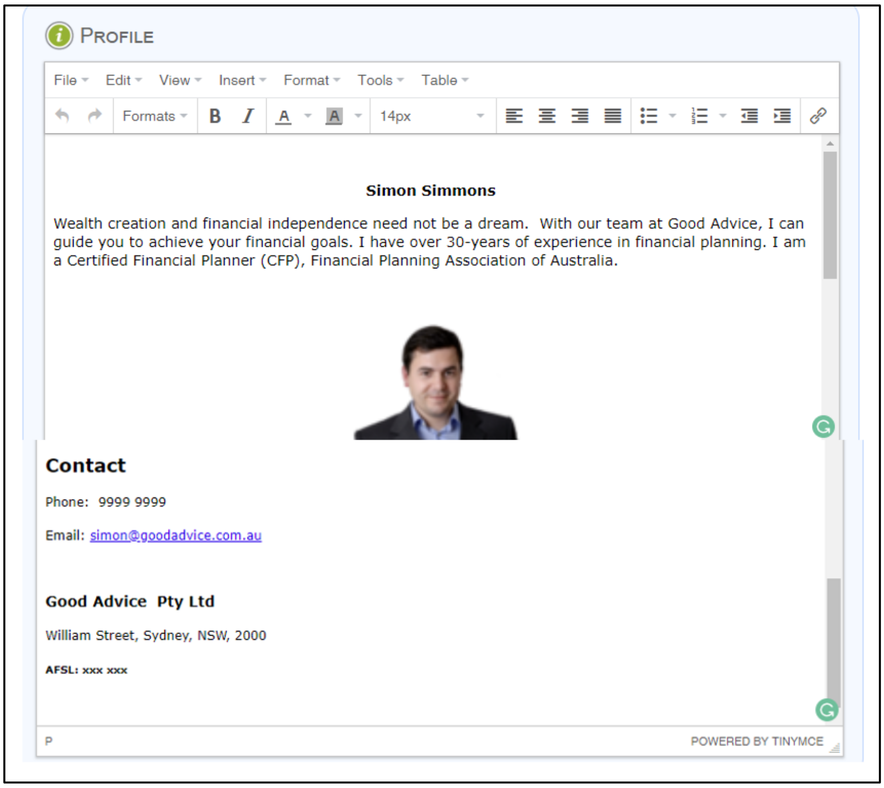
Note: The ***Simple Statement of Advice for 5-Years*** does not use SOA Editor Panels. All the advice is written in the panels on the **Objectives Chevron**.

Adviser Account Details and Profile

It is important that you as an adviser, complete ***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".

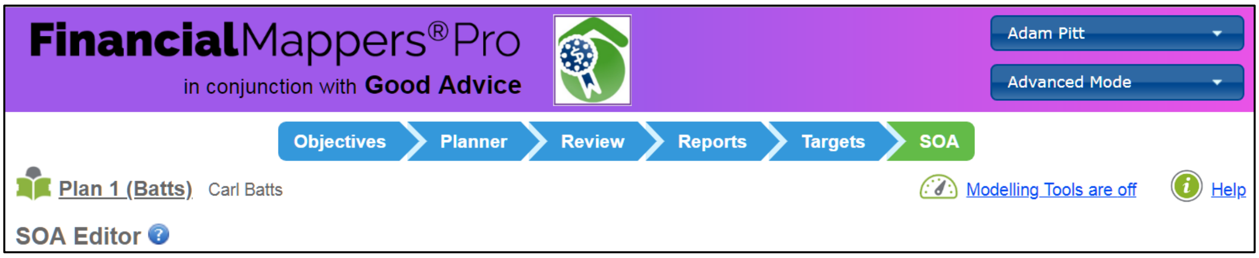
On the Account Details page, you can also design a special **Placeholder** to display your ***Profile***. This is a **Free Text** panel, where you can write whatever you wish to promote yourself and your company. This is intended to be information you want displayed in a report, about yourself. You can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



Note: Shortly the software will add a new section for the inclusion of Placeholders for various Licensing information and will include the name of the AFSL holder.

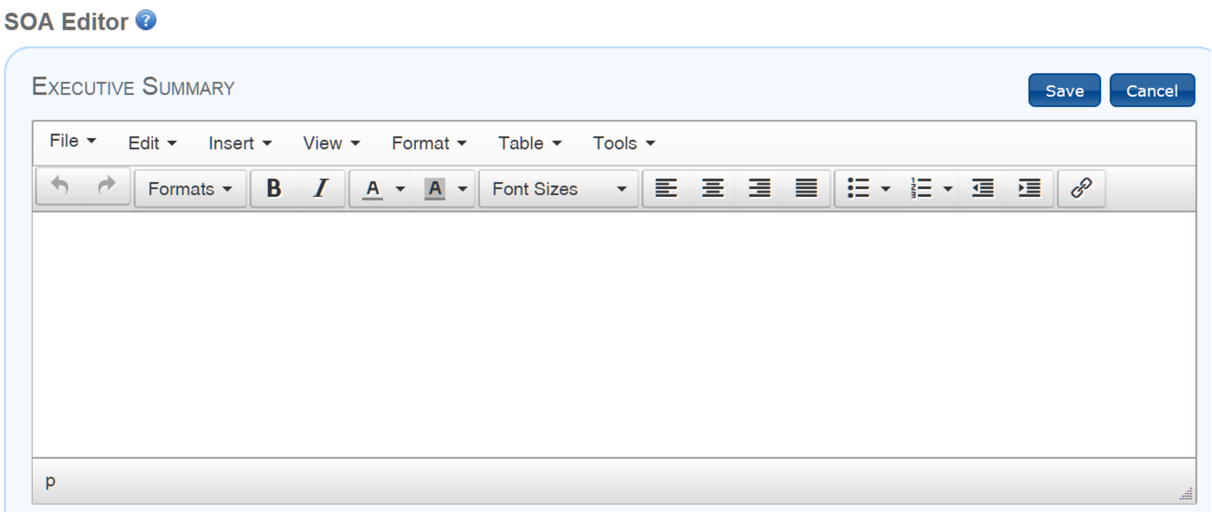
SOA SmartPanels – Plan Management Chevron

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 SOA Editor 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 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.

These are the SmartPanels available. (Note the Wealth Tracker Summary is intended for Wealth Tracker Reports and not SOAs)

Objectives > Targets > Planner > Review > Reports > SOA > Client Review

SOA Editor

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
22. Custom 1
23. Custom 2
24. Custom 3
25. Custom 4
26. Custom 5
27. Custom 6
28. Custom 7
29. Custom 8
30. Custom 9
31. Custom 10
32. Custom 11
33. Custom 12
34. Custom 13
35. Custom 14
36. Custom 15
37. Custom 16
38. Custom 17
39. Custom 18
40. Custom 19
41. Custom 20

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

The 20-***Custom SmartPanels*** have not been included in any of the **Template Reports**. These were created for advisers who required additional panels. The SmartPanels will need to be added to reports where required, and the company should keep a not of what purpose each panel has been assigned.

Client Review App

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

The client details information will be updated to include the email information.

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).

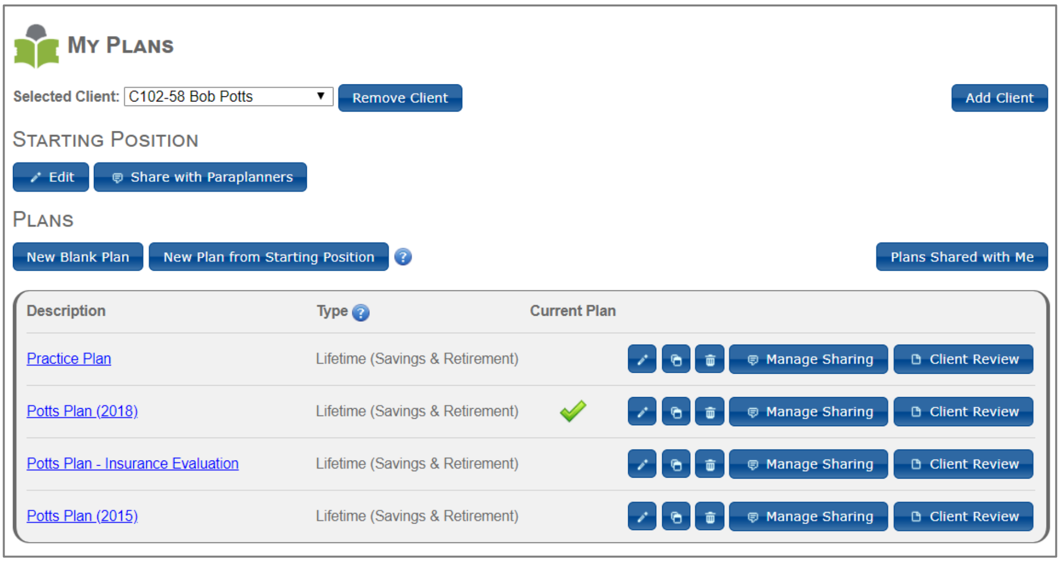
In addition, you may wish to include some of the reports generated in *Financial Mappers*. The following are likely to be the most valuable:

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

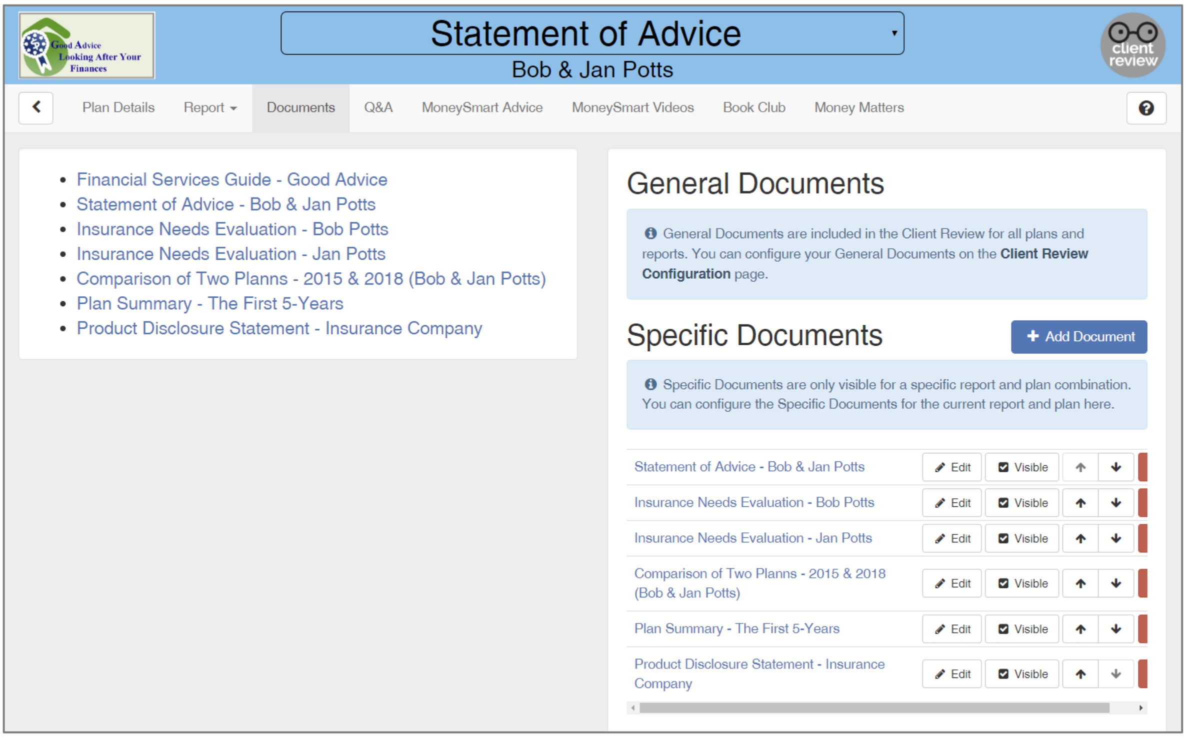
These reports would have been previously created and saved as PDFs in your client's file and you will need to browse your files to find the reports.

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.

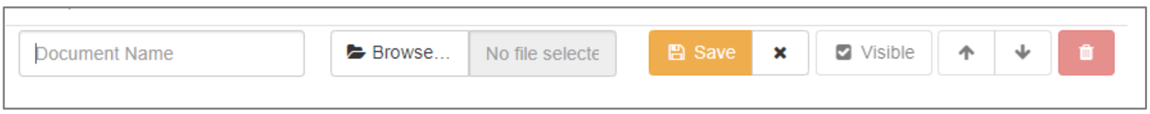
In the ***My Plans*** section for the client, select the TAB, ***Client Review*** for the plan you want to display.



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.

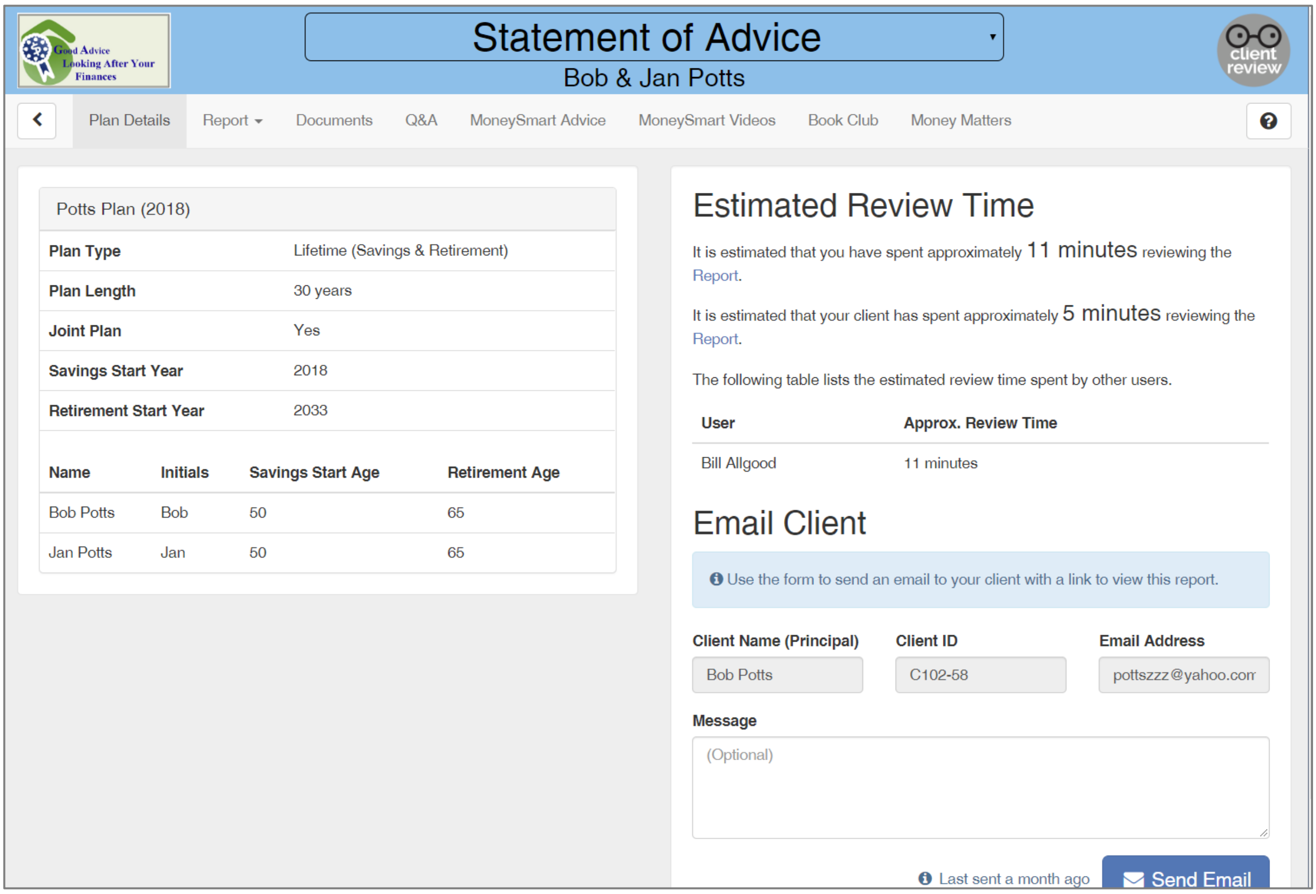


Access to the Client Review

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

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 and reports, 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. *(If your CRM is integrated with Financial Mappers, you can also send the file to your CRM)*



This is the email:

Simon Simmons
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

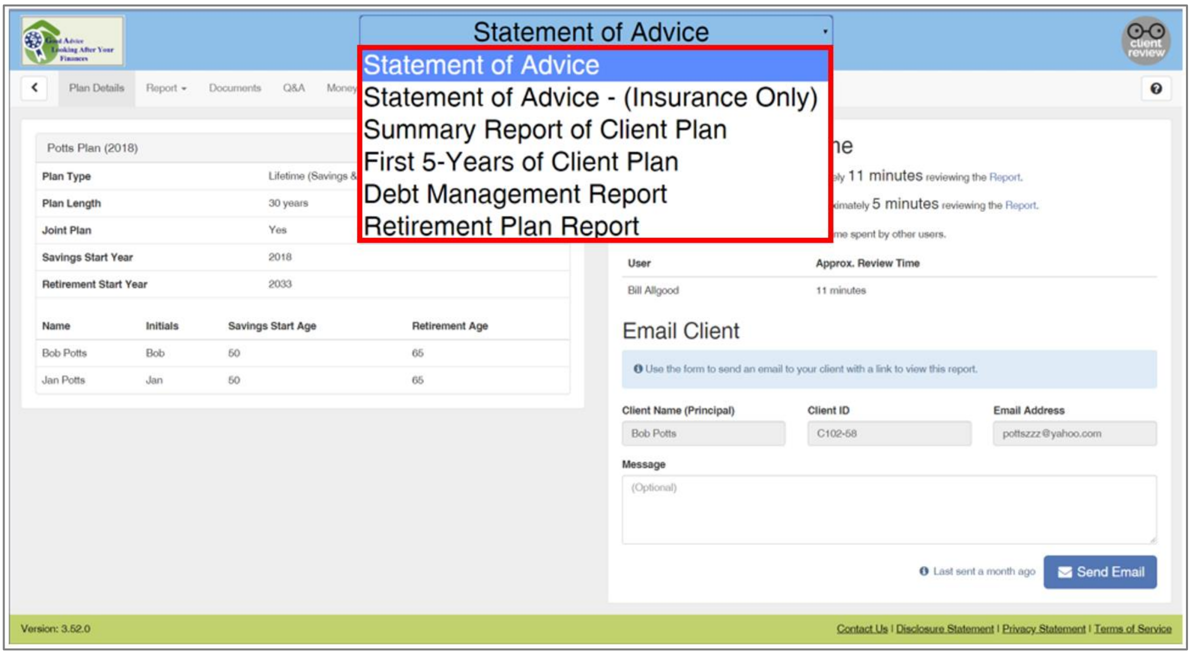
If the client is a Pro$^{\text{Connect}}$ Client, you cannot edit the email address your client has provided. If the Pro$^{\text{Connect}}$ client changes their email, they must edit their email in the client's Account details. For the other clients, you can type the email address in this section. This 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.

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***.

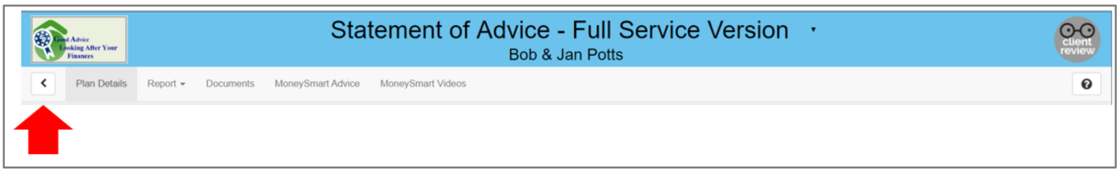
This view shows the **Statement of Advice** selected:



Note that when the link is sent to the client, the client may ask questions which are emailed to the adviser. The Adviser's response is included in the digital *Statement of Advice*. Time spend reviewing the document by the client is also recorded.

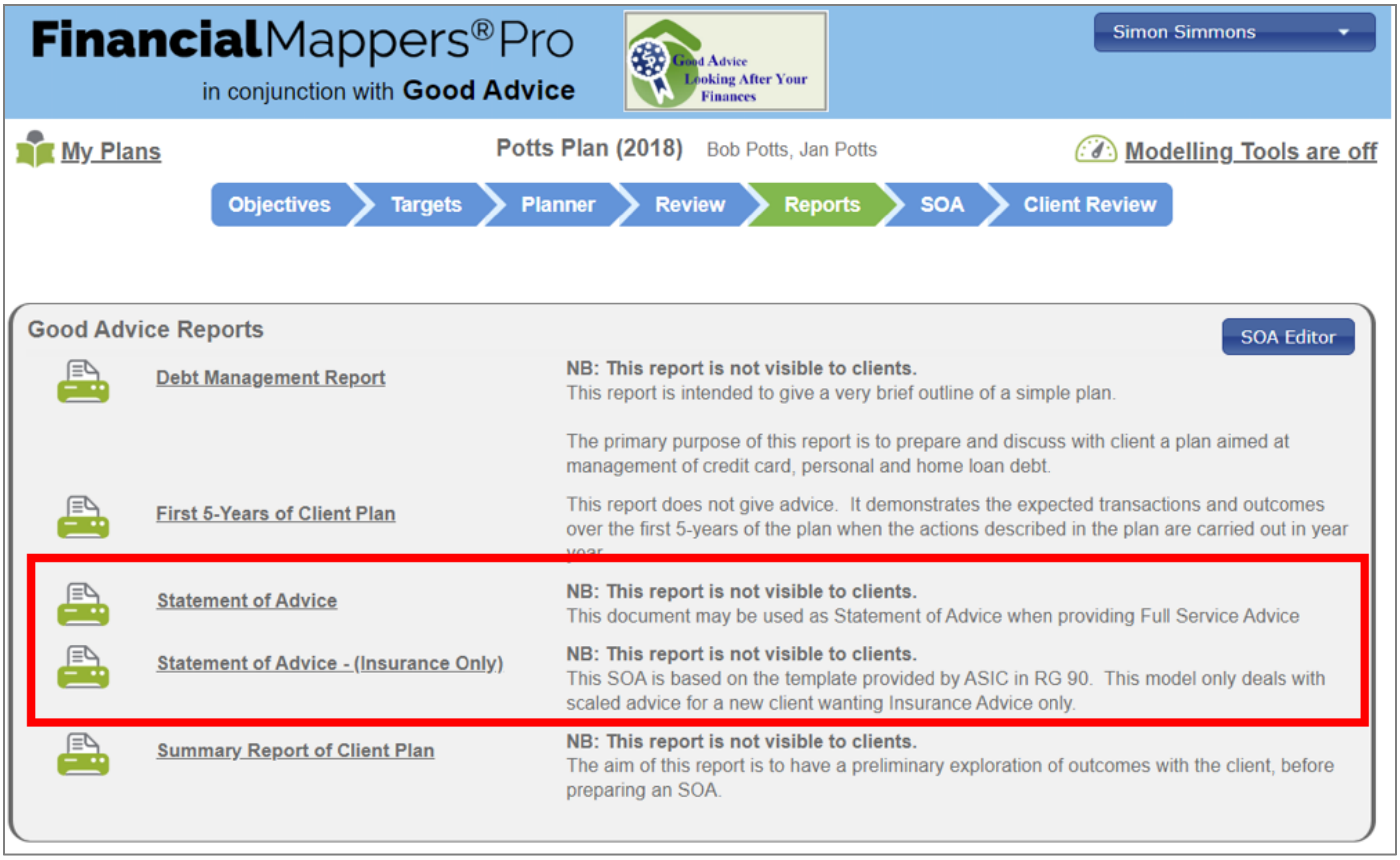
Exiting the Client Review App

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



Reports – Statement of Advice

In addition to using the Client Review app to deliver a digital version of you SOA, you can also generate the Report and save it as a PDF.



The current list of Statements (or Review) of Advice using SOA Editor panels are:

- Statement of Advice – this is universal report and includes all the SOA panels. It is also suitable for the report based on RG90, using Insurance as the example.
- Statement of Advice – (Insurance Only)
- Statement of Advice for Retirees – can only be used in Retirement only plans
- Short Form COVID-19 Super Access – designed as an ROA when clients want to access their Superannuation as part of the Government's relief package.

Simple Statement of Advice for 5-Years

This ***Statement of Advice*** was designed for advisers who want to engage with the less affluent demographic. The aim is to provide very simple general advice for a fixed fee with a limited length of plan. The whole report is automated, apart from the information included in the three panels of the Objectives chevron. It is estimated this plan and report could be generated in less than 30-minutes.

This is the process:

1. Client completes the Mini-Fact in Financial Mappers
2. The Adviser or Paraplanner imports the information into a plan
3. The plan is created using Financial Mappers
4. On the chevron, Objectives, the Objectives and Strategies are written, together with any General Comments
5. Reports without any advice can be automatically generated now.
6. For a ***Short Statement of Advice for 5-Years***, where no insurance or financial products advice is given, the report can be generated now.
7. For a ***Statements of Advice***, the information regarding that advice is completed using a selection of the **SOA Editor Panels**. This information is automatically entered into the report, according to the advisers customized report.
8. The advice or a discussion of proposed plan before advice is given, can be undertaken by uploading the Report to the ***Client Review Gateway***. Here supplementary documents and educational materal is provided.
9. After the meeting, the adviser can share:
    a. The information from the meeting using the *Client Review Gateway*
    b. Share with the client a *copy of the first 5-year's of their plan*
10. If the client has any questions about the advice, these can be asked using the Q&A in the Client Review Gateway

For the fee, the client receives the following:

- Simple Statement of Advice for 5-Years
- Copy of the adviser's 5-Year Plan
- Access to Financial Mappers for 12-months where the client can continue to review the plan or create their own plans and generate reports within the software
- Receive a Financial Literacy Program which is built into the software and delivered through a series of automated emails.

Contact

Glenis Phillips B Ed, SF FIN
Designer of Financial Mappers
Author of Map Your Finances
Founding Director of Plencore Wealth Ltd

glenis.phillips@financialmappers.com.au
Direct Line: 07 3216 4132
Mobile: 0411 086 532

As the designer of Financial Mappers, Glenis is the most suitable person to answer all your questions about Financial Mappers.

PLENCORE WEALTH LTD
ABN: 49 601 251 192

Plencore Online Pty Ltd
(wholly owned subsidiary of Plencore Wealth Ltd)
ABN: 79 601 265 598

PO Box 133, Hamilton, Brisbane, QLD, Australia, 4007.
Unit 141/37 Harbour Road, Hamilton, Brisbane, Qld., Australia 4007
P: 1300 162 945

E: admin@financialmappers.com.au
F: FinancialMappers
T: @FinMappers
Y: Financial Mappers
W: www.financialmappers.com.au