How to create Reports with the Report Builder

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How to Create Reports with Report Builder

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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***.

Unlike Financial Mappers Pro, all reports created must be made visible to the Client.

As advisers cannot use the LITE product reports for Statement of Advice or Review type reports are not required.

It is recommended that you restrict your reports to a maximum of 4, however you can have as many as you want. This may depend on your client demographic.

Financial Mappers has made a **Template Report** specifically for Financial Mappers^{LITE}. It is called:

My 5-Year Savings Plan

In addition the following Template Reports have also been created. They have been listed in what Financial Mappers believes is an order of importance. The last two have been superseded by other reports:

1. My 5-Year Savings Plan
2. My Plan Map (Illustrated)
3. My Debt Management Report
4. My Property Report
5. My Plan Review
6. My Plan Summary

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

If you require assistance with creating your reports, please contact Glenis Phillips, the designer of Financial Mappers or book a 1-hour Zoom meeting through **Calendly**, making sure your advice the nature of your assistance.

https://calendly.com/financialmappers/team-training

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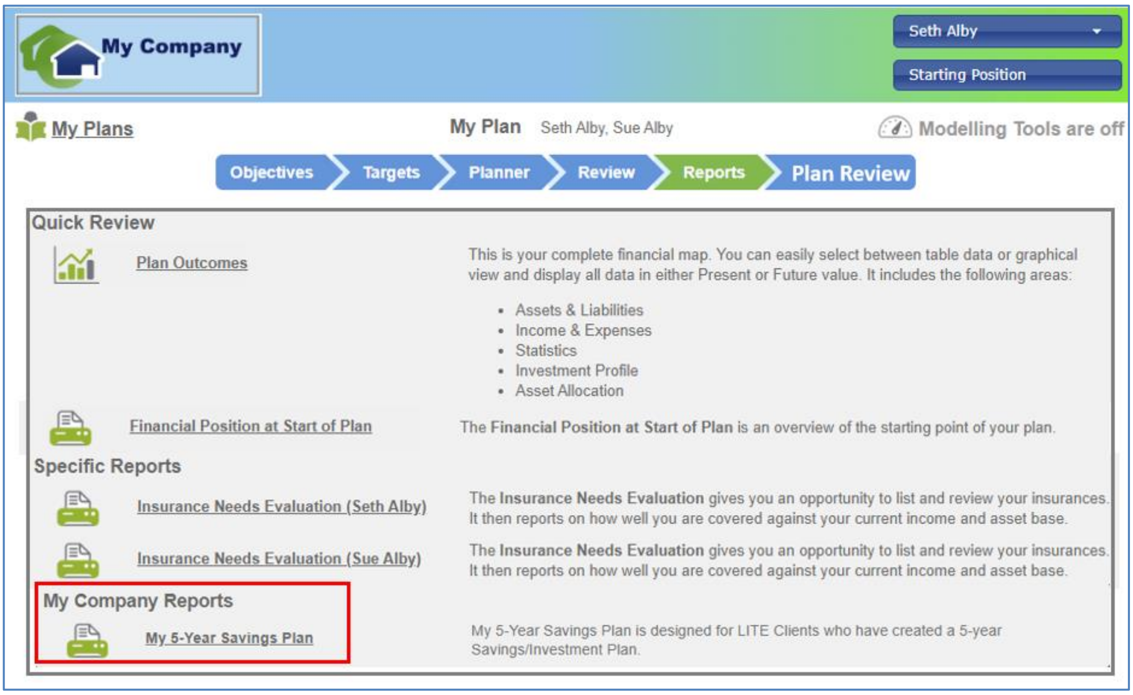
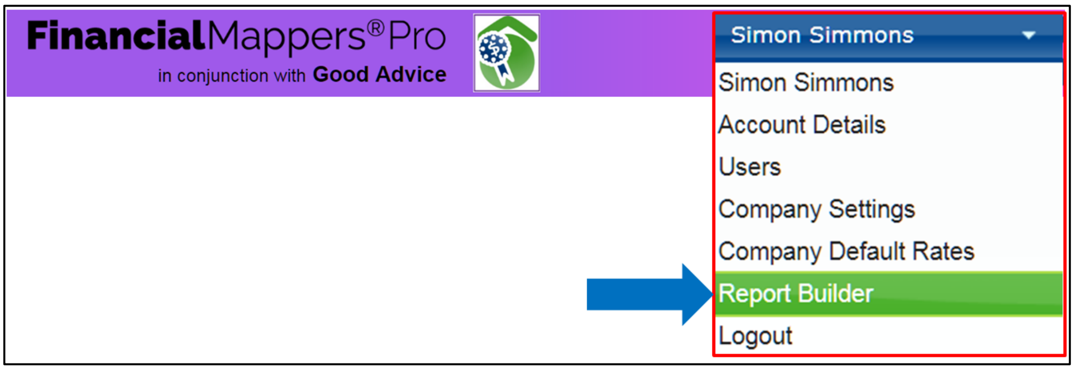
Accessing and using Customized Reports

The customized reports are displayed in a 4th 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 LITE. It this case the report is called **My 5-Year Savings Plan**. (Template Report which is provided with the software).



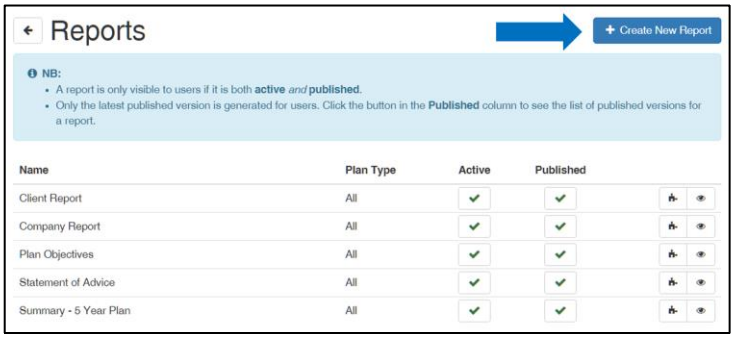
Creating the New Report

The ***Chief FM Admin*** selects ***Report Builder*** from the dropdown list under their name.

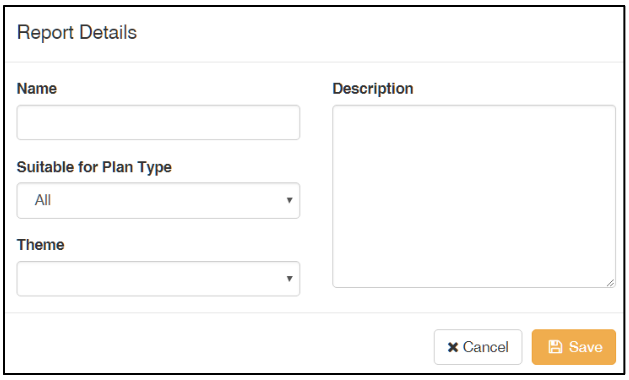


Reports Page

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

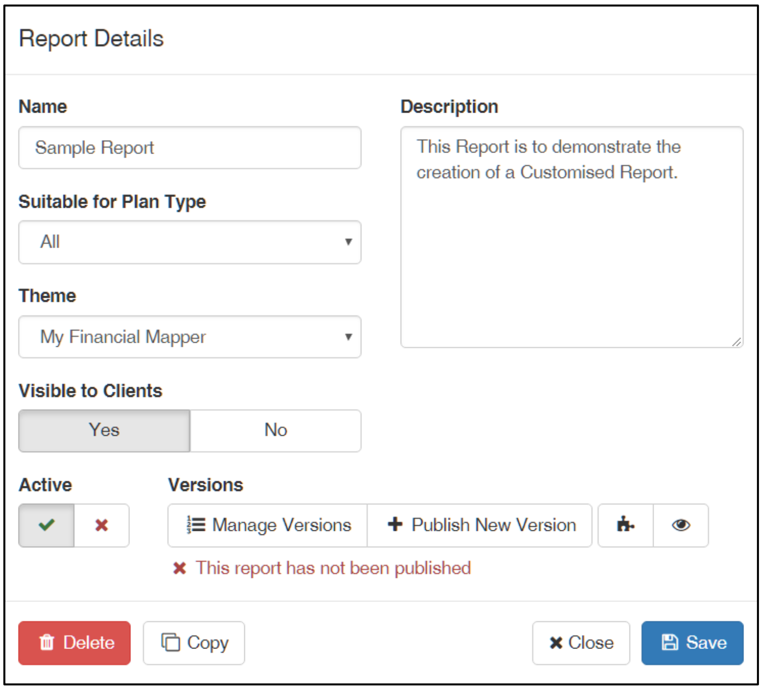


A new window will appear, and you should complete the details:



Reports Details & Publish Page

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



How to Create Reports with Report Builder

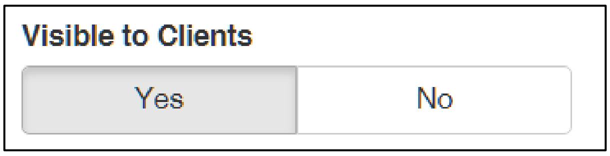
The top area allows you to set some high level details about the report, navigate to the report design area, and then publish the report. (Every time to edit a report, the new version must be both Published and made Active).

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**.

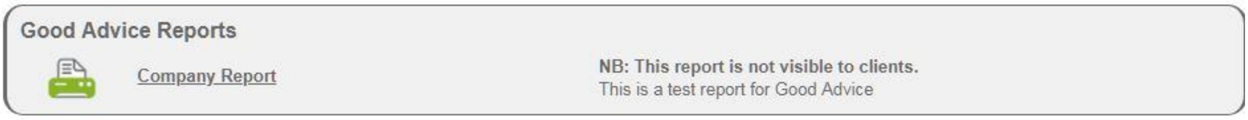
The type of plan the report is suitable for is then selected. (All, Savings, Retirement, or Lifetime)

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.

Note that any reports made in *Financial Mappers*^{LITE}, must be made ***Visible to Clients***. Otherwise the client will not see the report in their software.



This is an example of a report not visible to the client and not suitable for *Financial Mappers*^{LITE}.



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

Report Templates

To save company's time, we have uploaded to your platform template reports to the ***Report Builder***. These will be in your Report Builder listed as ***Templates***.
Please note that only the Report ***My 5-Year Savings Plan*** is intended for *Financial Mappers*^{LITE}. As previously mentioned, there are more options, particularly for those using the ***Premium Client*** option. Only reports preceded with ***MY***, should be used.

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.

Templates

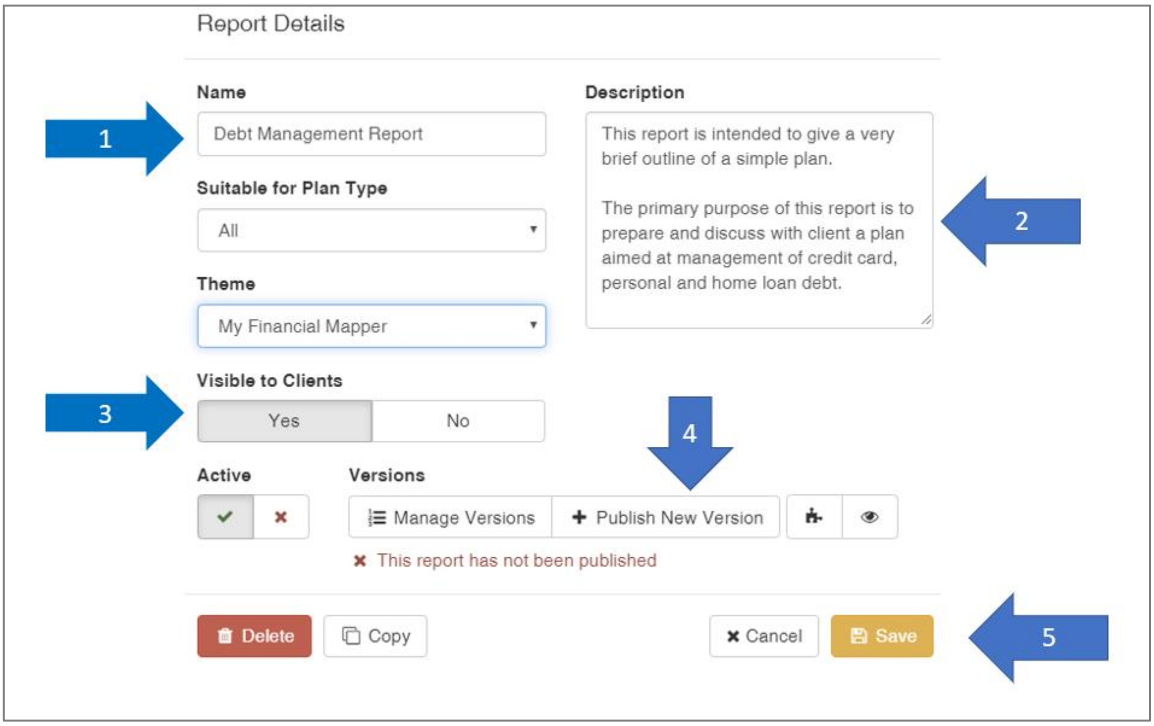
Name	Plan Type
Debt Management Report	All
First 5-Years of Client Plan	All
Generate Graphs for SOA	All
My 5-Year Savings Plan	Savings
My Debt Management Report	All
My Plan Map (Illustrated)	All
My Plan Review	All
My Plan Summary	All
My Property Report	All

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.

How to Create Reports with Report Builder

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:

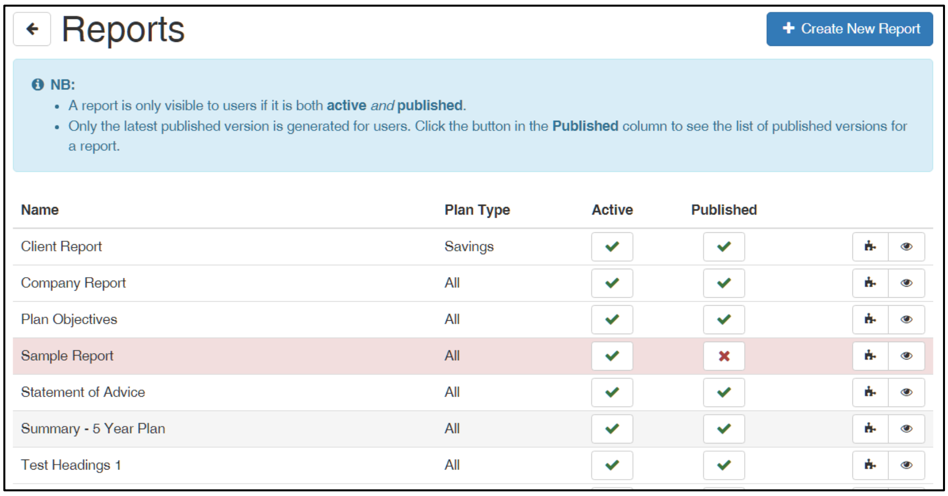
1. **Rename the report** – You can change the name to something more appropriate, say *My Debts*
2. **Change the description** – this information if viewed on the Report Page or in the Plan Review, the information will be displayed needs to something suitable for the client. (In this example, the description has been written for the adviser)
3. **Make report visible to clients** (chick ***Yes***) – You must use this option for Reports in LITE.
4. **Publish New Version** – every time you EDIT a report, by clicking on the Jigsaw icon, you must Publish a New Version.
5. **Save and Close**. After you click Save, you will have the option to **CLOSE** the dialogue box.



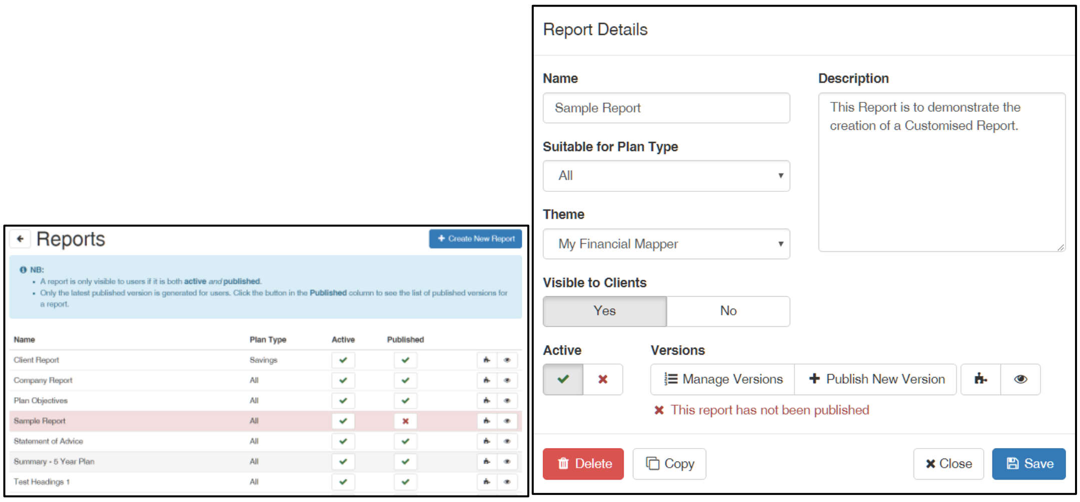
Building the Report

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 Writer.



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:

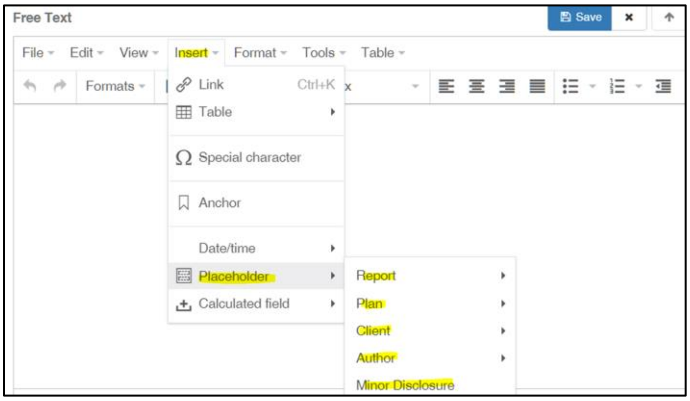
- Placeholders
- Calculated Fields
- Adviser (Author) Profile
- SOA panels in the plan management area (*Not applicable to LITE, however, they will be listed*)
- Import Images to Cover Page and Text Panels
- Free Text Panels which can be formatted
- SmartPanels which are a collection of over 100 panels of graphs and tables which may be added to a Report.

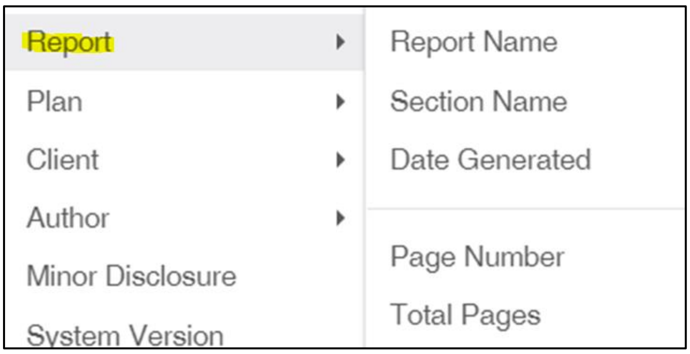
Placeholders

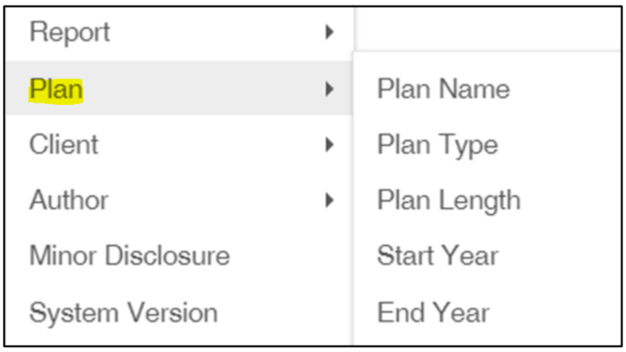
Placeholders are similar to Name Fields in a Word Document. By using a ***Placeholder***, that “field” will be filled with the appropriate word. Placeholders may be used:

- Cover Page
- Headers and Footers
- Text Panels

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







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

Report	***Client – Personal Contact***
<<Report Name>>	<<Client Phone (Personal)>>
<<Section Name>>	<<Client Address (Personal)>>
Plan	<<Client Suburb (Personal)>>
<<Plan Name>>	<<Client State (Personal)>>
<<Plan Type>>	<<(Client Post Code (Personal)>>
<<Plan Length>>	<<Client Country (Personal)>>
<<start year>>	***Client – Work Contact***
<<end year>>	<<Client Address (Work)>>
Footer	<<Client Suburb (Work)>>
<<Minor Disclosure>>	<<Client State (Work)>>
<<Version>>	<<Client Post Code (Work)>>
<<Date Generated>>	<<Client Country (Work)>>
<<Page>>	***Author***
<<Total Pages>>	<<Author Name>>
Client	<<Author Company>>
<<Client Name(s)>>	<<Author Profile>>
<<Client Name (Principal)>>	<<Report Generated by...>>
<<Client First Name (Principal)>>	***Author – Personal Contact***
<<Client Name (Partner)>>	<<Author Phone (Personal)>>
<<Client First Name (Partner)>>	<<Author Address (Personal)>>
<<Age(s)>>	<<Author Suburb (Personal)>>
<<Age (Principal)>>	<<Author State (Personal)>>
<<Age (Partner)>>	<<Author Post Code (Personal)>>
<<End Age(s)>>	<<Author Country (Personal)>>
<<End Age (Principal)>>	***Author – Work Contact***
<<End Age (Partner)>>	<<Author Address (Work)>>
<<DOB(s)>>	<<Author Suburb (Work)>>
<<DOB (Principal)>>	<<Author State (Work)>>
<<DOB (Partner)>>	<<Author Post Code (Work)>>
	<<Author Country (Work)>>

NOTE: All the ***Placeholders***, referencing the **Author**, refer to the Adviser and should not be used.

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 <u>Future Value</u> or <u>Present Value</u>. 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

These are very valuable for you to distill information for your client in a sentence type mode, rather than graphs. Sentence construction can get a bit ‘tricky’ when the report may be for a single person or a couple.

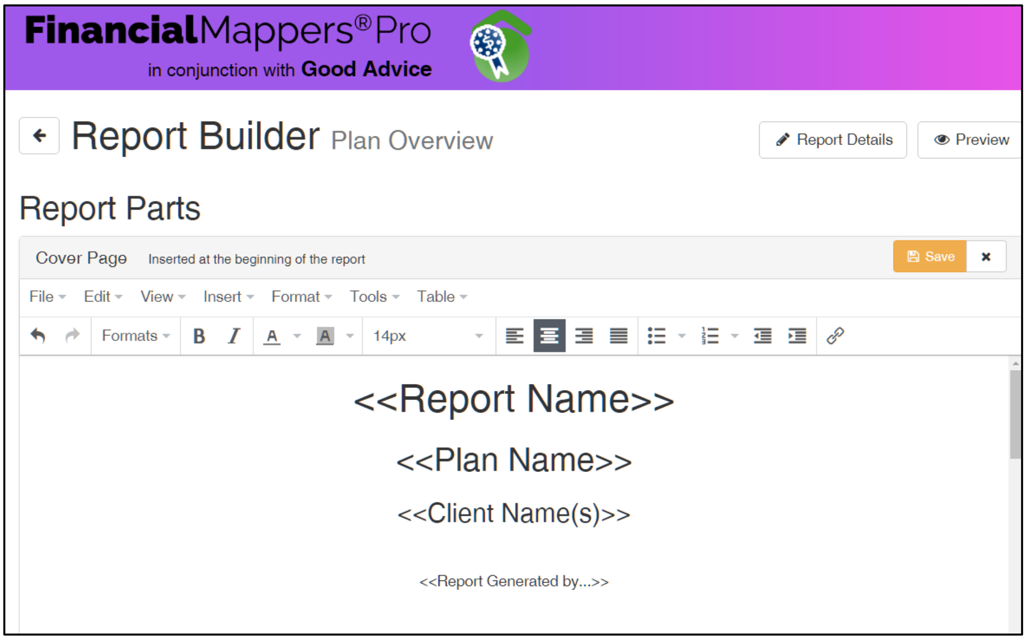
How to Create Reports with Report Builder

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 %»

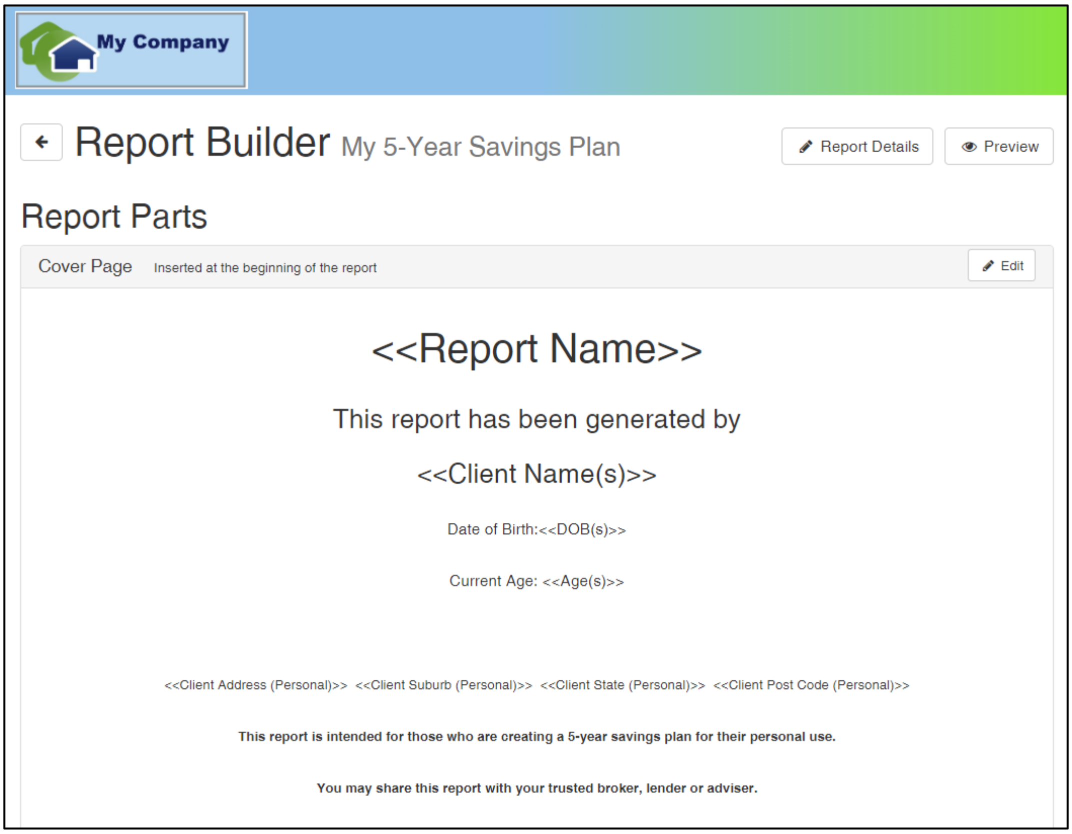
Cover Page

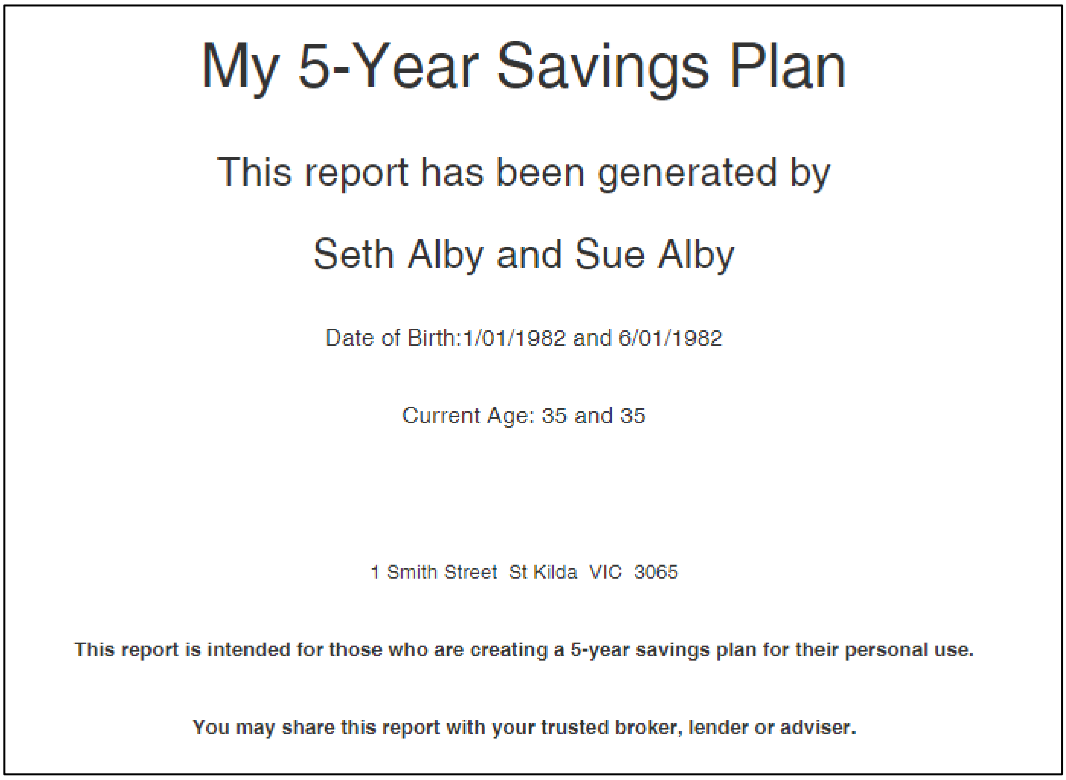
The cover page defaults to listing the Report Name, Plan Name, Client Names and the who generated the report when the report is generated by an adviser.



To this you can add any further information who may wish to include, such as the client's address or date of births or additional information about the company. You can also upload the **Author Profile**.

The cover page for the Report, ***My 5-Year Savings Plan*** is the following:


My Company
Report Builder My 5-Year Savings Plan
Report Details
Preview
Report Parts
Cover Page
Inserted at the beginning of the report
Edit
<<Report Name>>
This report has been generated by
<<Client Name(s)>>
Date of Birth:<<DOB(s)>>
Current Age: <<Age(s)>>
<<Client Address (Personal)>> <<Client Suburb (Personal)>> <<Client State (Personal)>> <<Client Post Code (Personal)>>
This report is intended for those who are creating a 5-year savings plan for their personal use.
You may share this report with your trusted broker, lender or adviser.


My 5-Year Savings Plan
This report has been generated by
Seth Alby and Sue Alby
Date of Birth:1/01/1982 and 6/01/1982
Current Age: 35 and 35
1 Smith Street St Kilda VIC 3065
This report is intended for those who are creating a 5-year savings plan for their personal use.
You may share this report with your trusted broker, lender or adviser.

How to Create Reports with Report Builder

The **Cover Page** is a free canvas for you to enter whatever information you require.

I may be that you want the first page to acknowledge that your company is the sponsor of the Financial Mappers Lite or you may want to include you contact details.

Importing Images to Cover Page

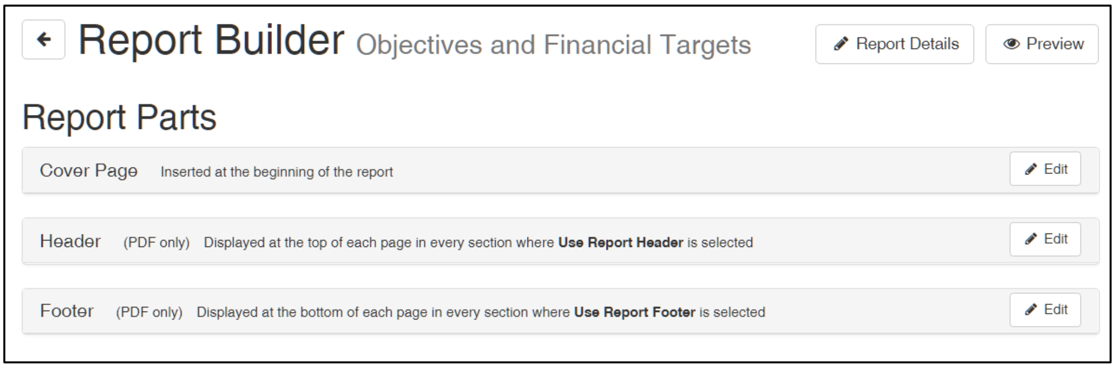
Images can be copied into the Cover Page & Text Panels. This is a sample for our company, Good Advice:

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.

Headers

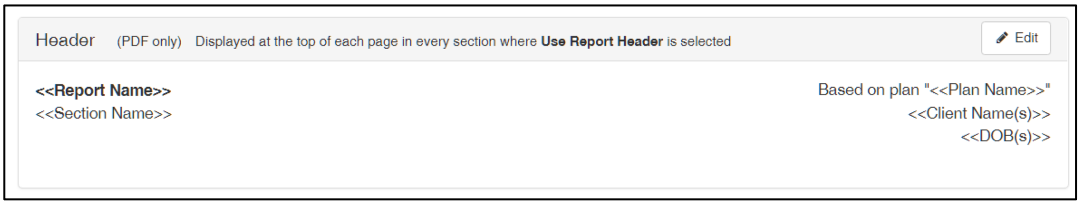
In this example, a new Report called “**Objectives and Financial Targets**” is being created.

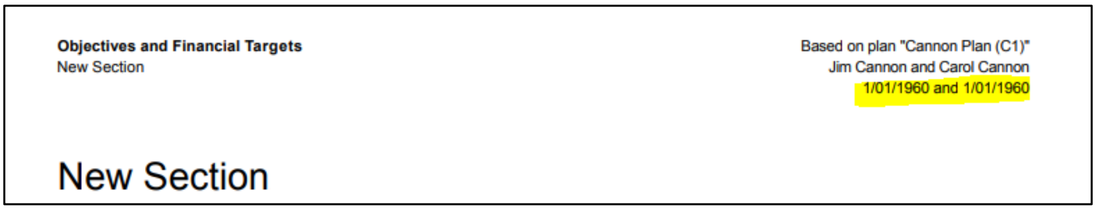
The second bar relates to the format for the ***Report Headers***.



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.***

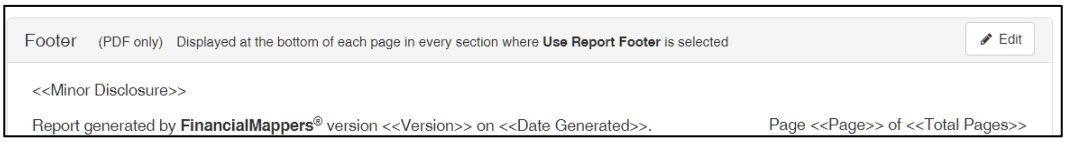




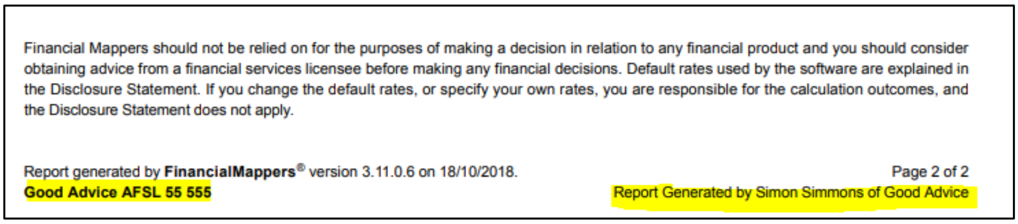
Later you will be creating ***Sections*** for the Report. You can use this new header, or you can customize the header for each Section. You will also give each section a title. Until then the name defaults to “New Section”

Footer

With the Footer, the following is displayed. Please note that the default information is a minimum requirement for compliance. You must show the Minor Disclosure Statement, the Version of the Software and the Date Report was generated.



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.



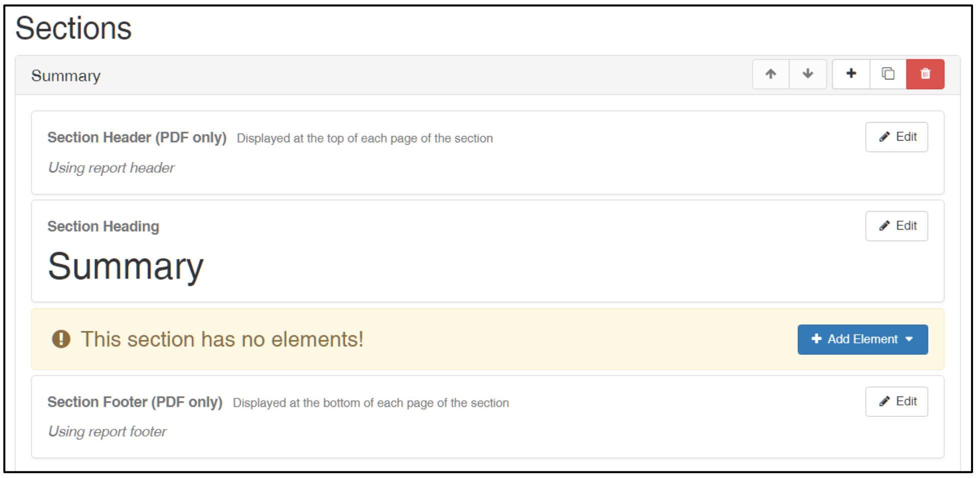
Add Sections

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.

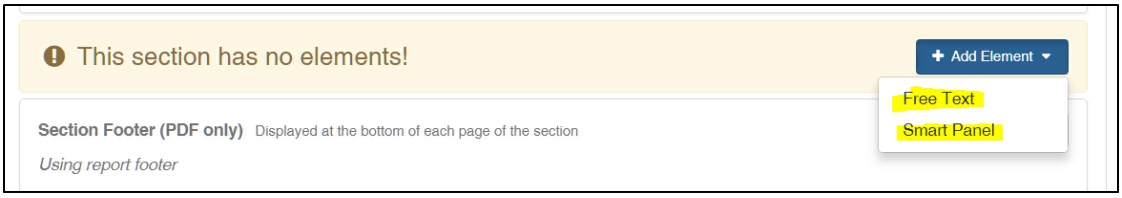


Note that to *close* a section, double-click on the section bar.

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*.

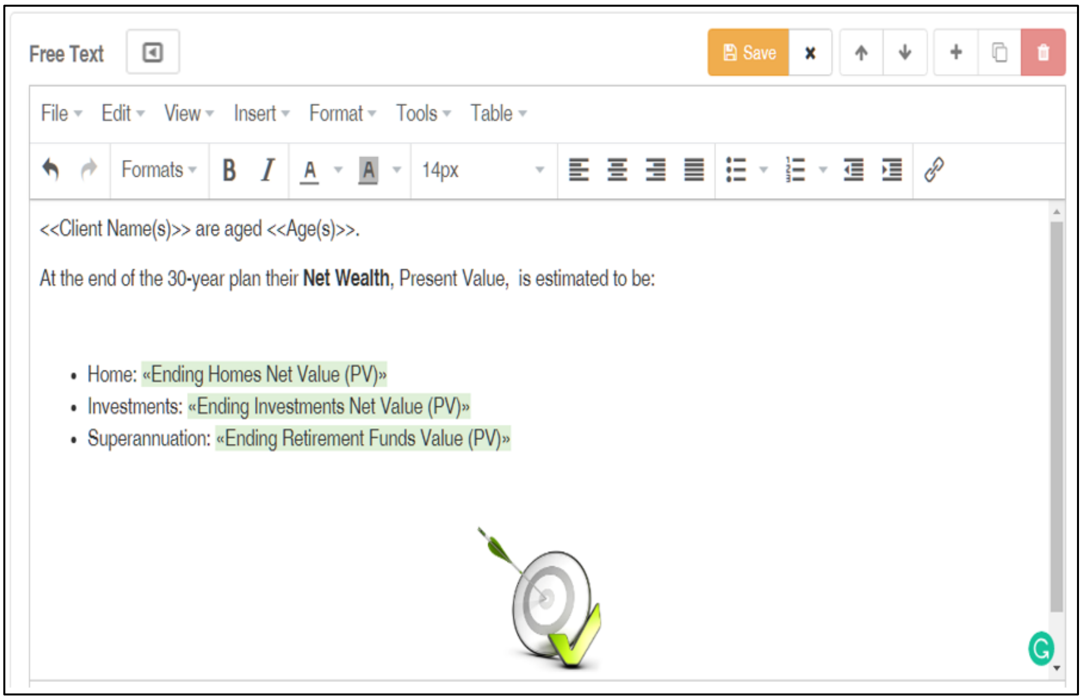
Section Elements

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***.

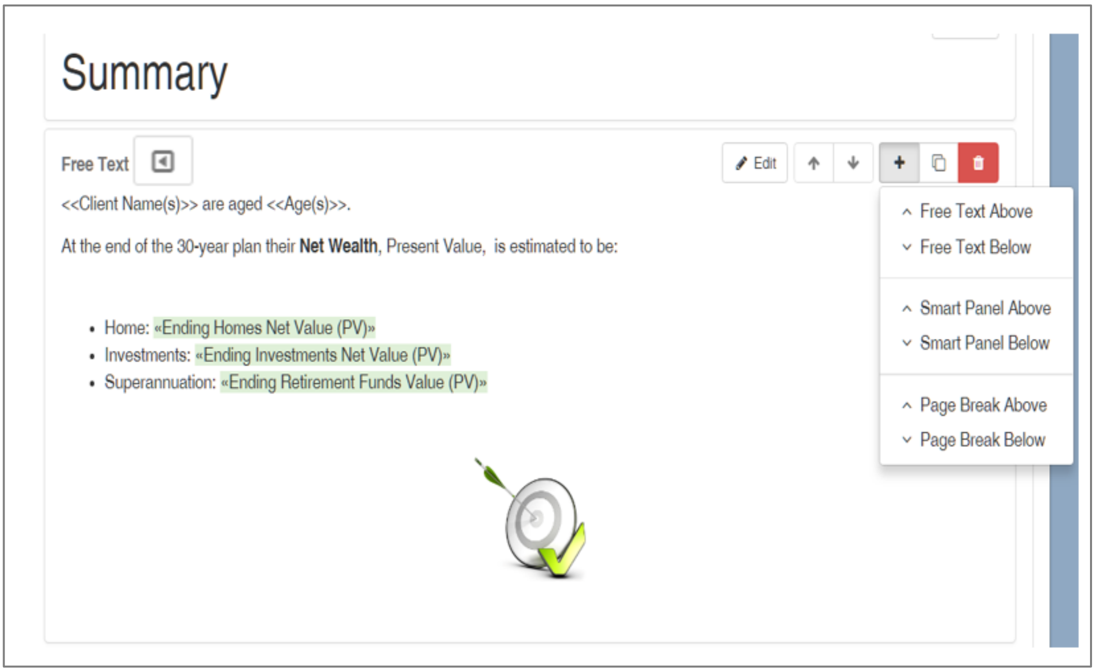


Here a Free Text panel has been inserted. In this panel you can write text, insert Placeholders, Calculated Answers and Images. When completed, you must click on the ***SAVE*** button. This an example of the panel before it is saved.

Note that with both Text and SmartPanels, 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.

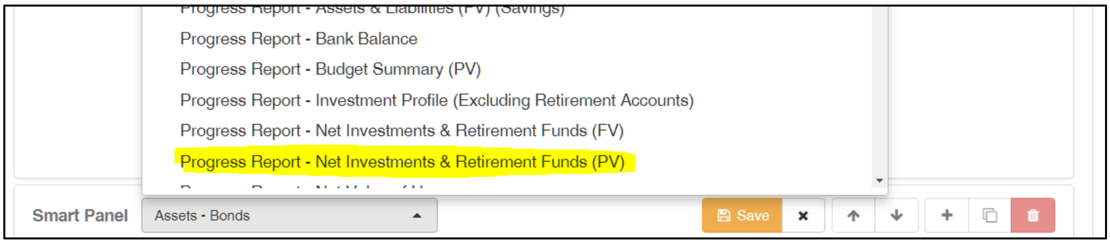


After saving the **Free Text Panel**, click on the ***PLUS*** icon to add another element. You now have the option to nominate where you want the panel to be inserted and ***Page Breaks***. You can also ***Copy*** and ***Delete*** the panel.



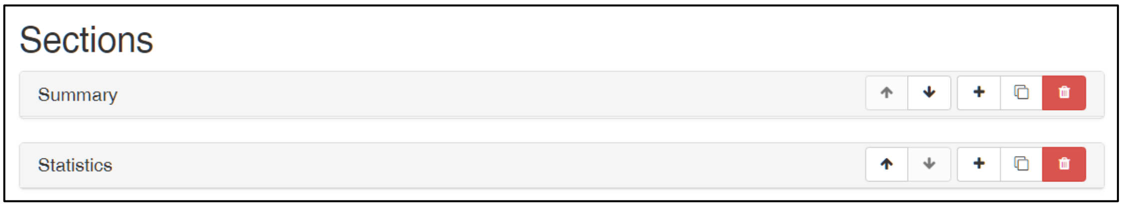
For this example, a ***Smart Panel Below*** is selected.

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.



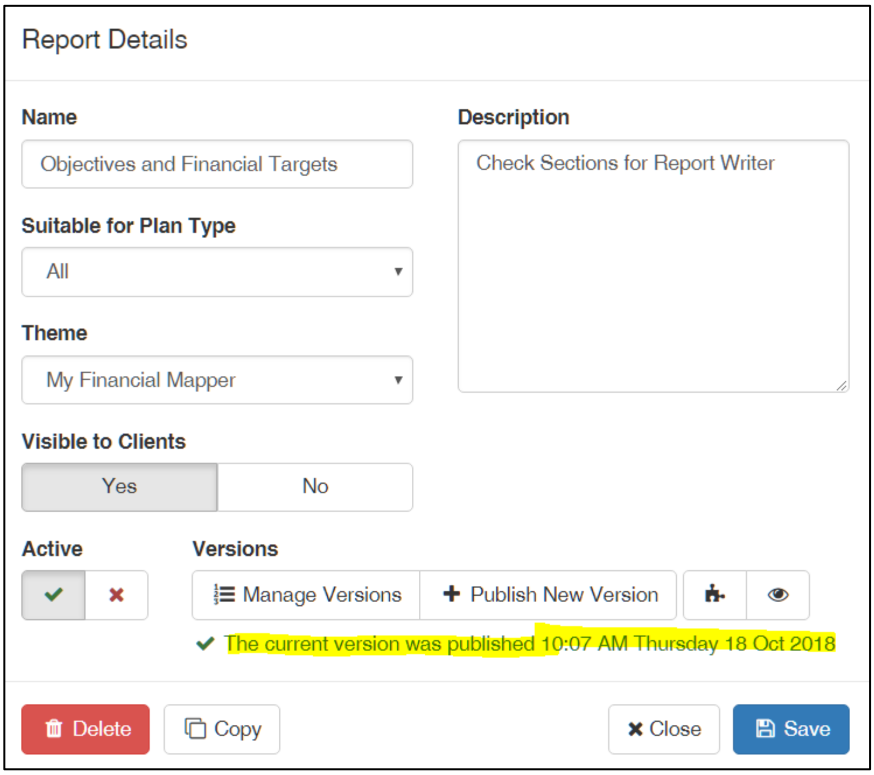
Once the panel is saved, the name will be displayed:

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***.

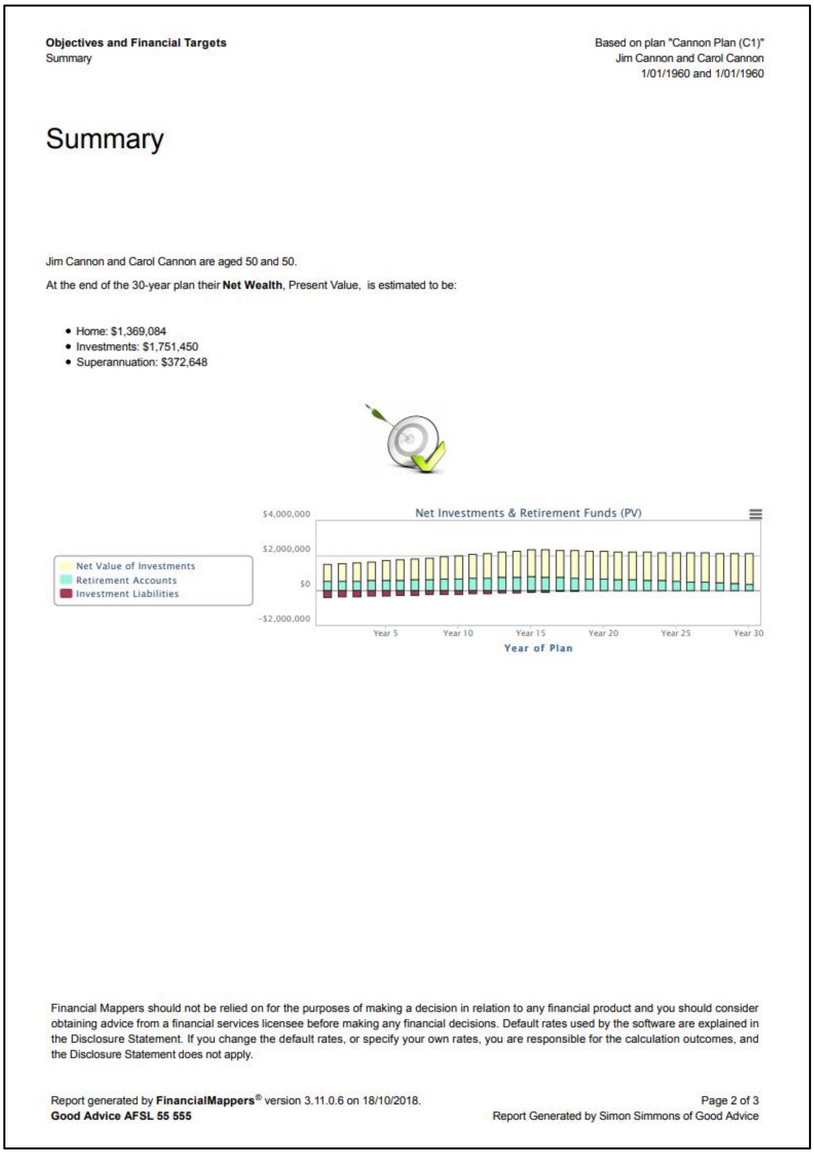


Before the Report is completed you must return to the ***Reports Details Page*** and ***Publish***. To do this click on the **BACK ARROW** at the top of the page. This will take you back to the list of **Reports**. Click on the ***Name of the Report***, which will take you to the page ***Report Details***.

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)



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.

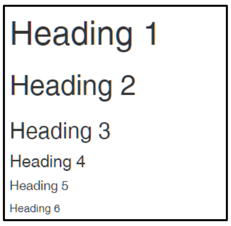
Report generated by **FinancialMappers®** version 3.11.0.6 on 18/10/2018.
Good Advice AFSL 55 555

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

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.

How to Create Reports with Report Builder

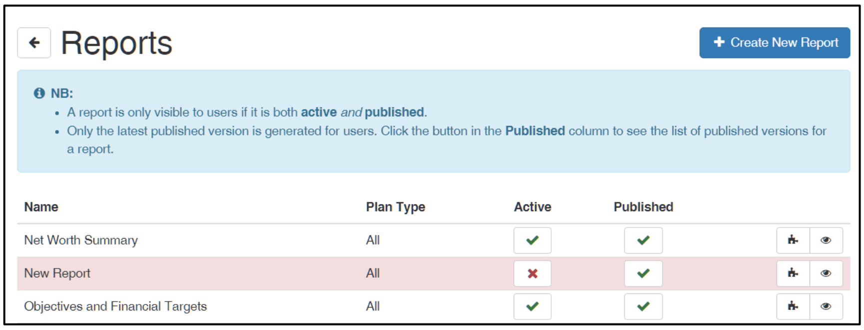
Reference Document Required: SmartPanels for Report Writer Financial Mappers Pro

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.

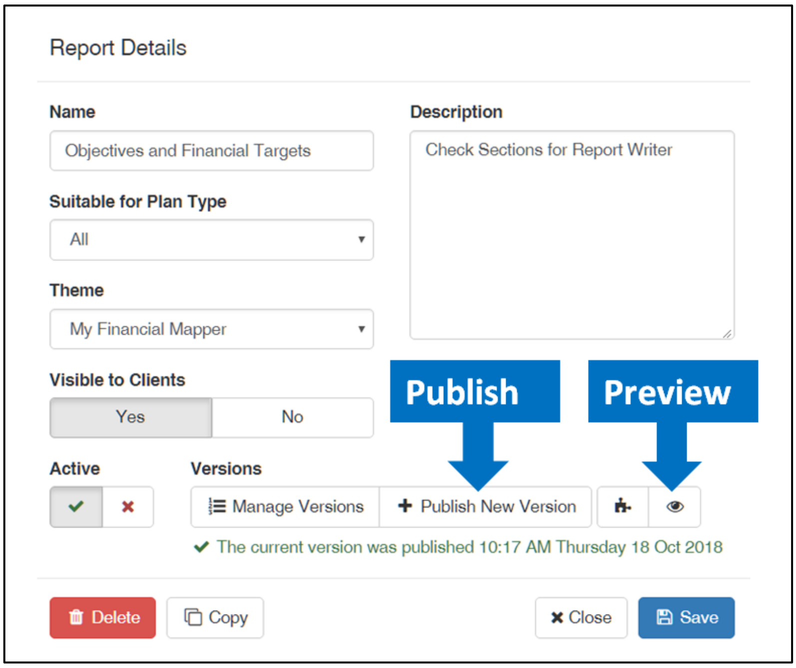
Each are named with a ***Category*** followed by a ***Description***. For example: ***General – Financial Performance Snapshot***

Publishing the Report

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



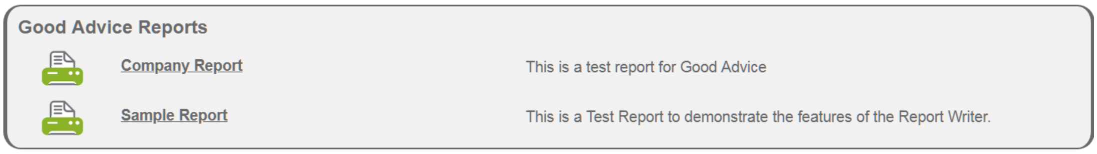
Select the report name to go to the **Report Details & Publish** page where you must select the ***Publish New Version*** Button.



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

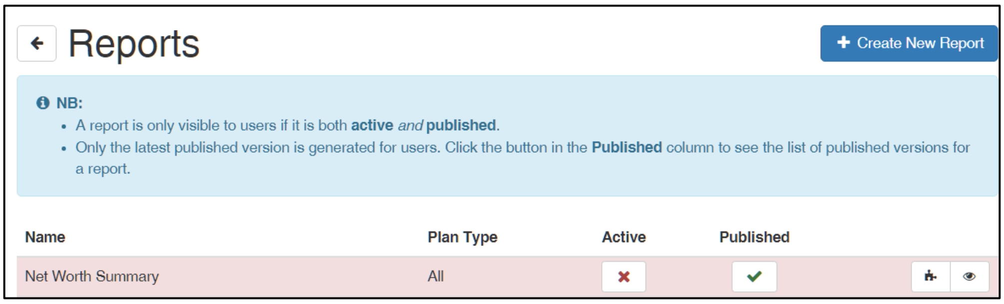
To see the final result, you should also then click on the button, ***Generate PDF*** after the preview is displayed.

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.



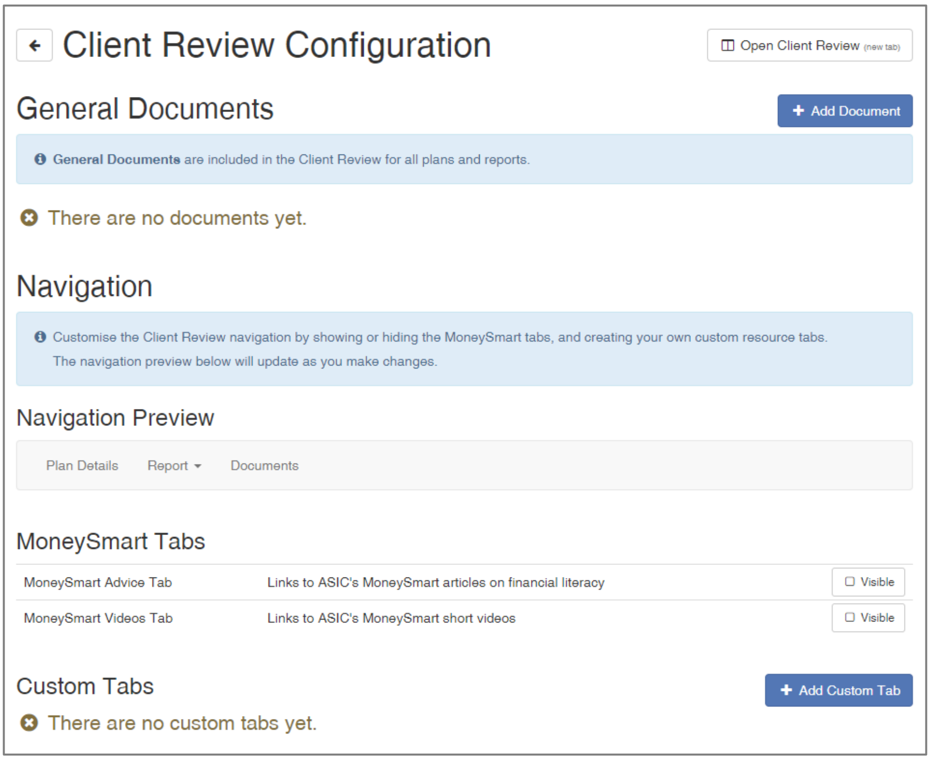
After editing the report, click on the name of report on the ***Reports*** page to return to the ***Report Details & Publish*** page.

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

Client Review Configuration

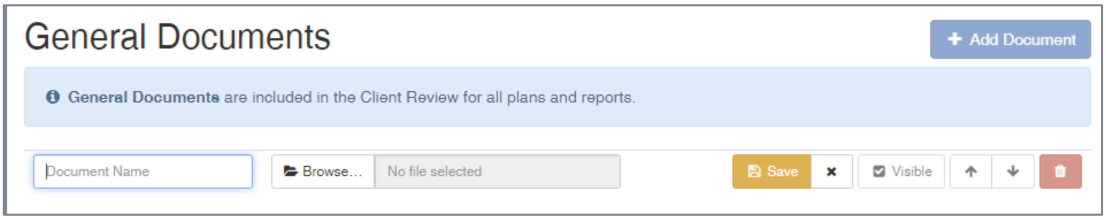
In the ***Admin Section***, your **FM Chief Admin** can configure how the company wants to display the ***Plan Review*** information. This is found in the drop-down list, ***Report Writer*** and clicking on the TAB ***Client Review Configuration***.

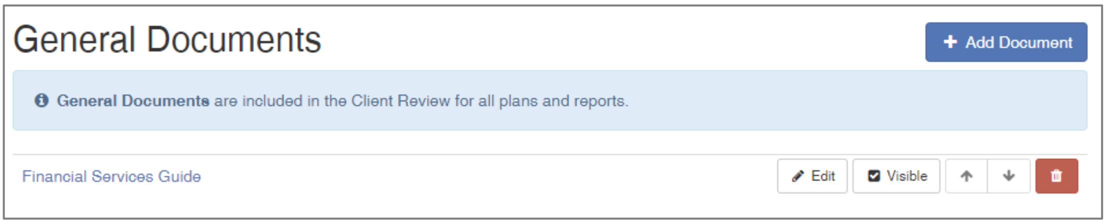
The first time you enter, the following will be displayed:



General Documents

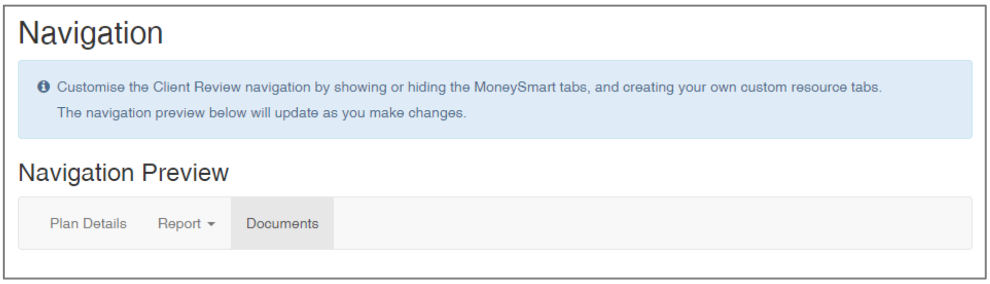
The first section, General Documents, allows you to upload documents which will be universal for all all plans. An example of a document you may want to display for every link is your company's ***Financial Services Guide***. Click on the **+Add Document** and browse to find the correct document.





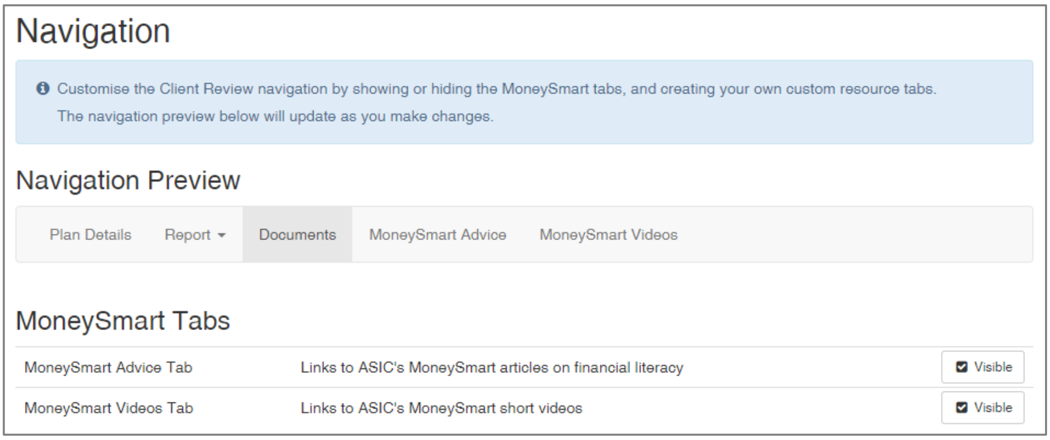
Navigation Preview

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



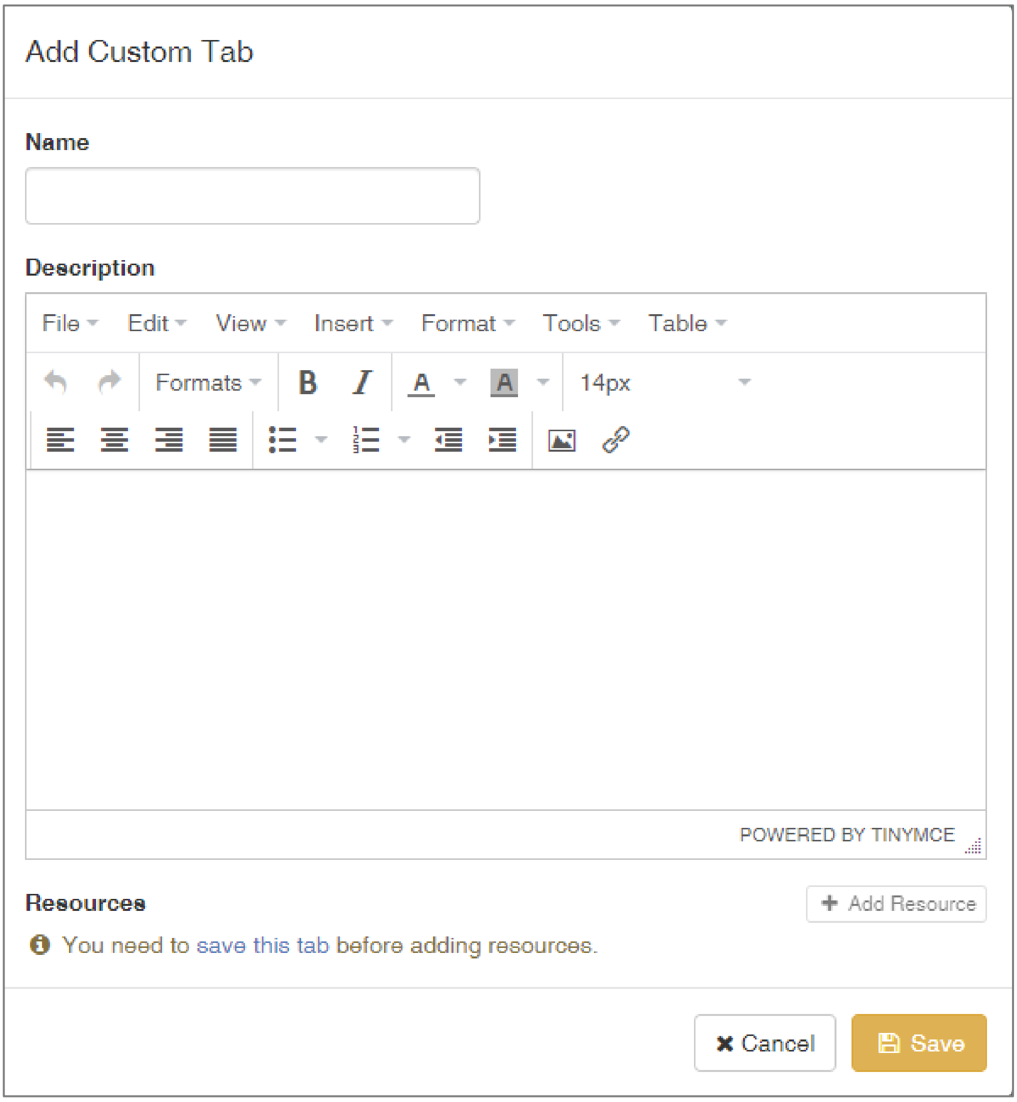
Money Smart Tabs

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.

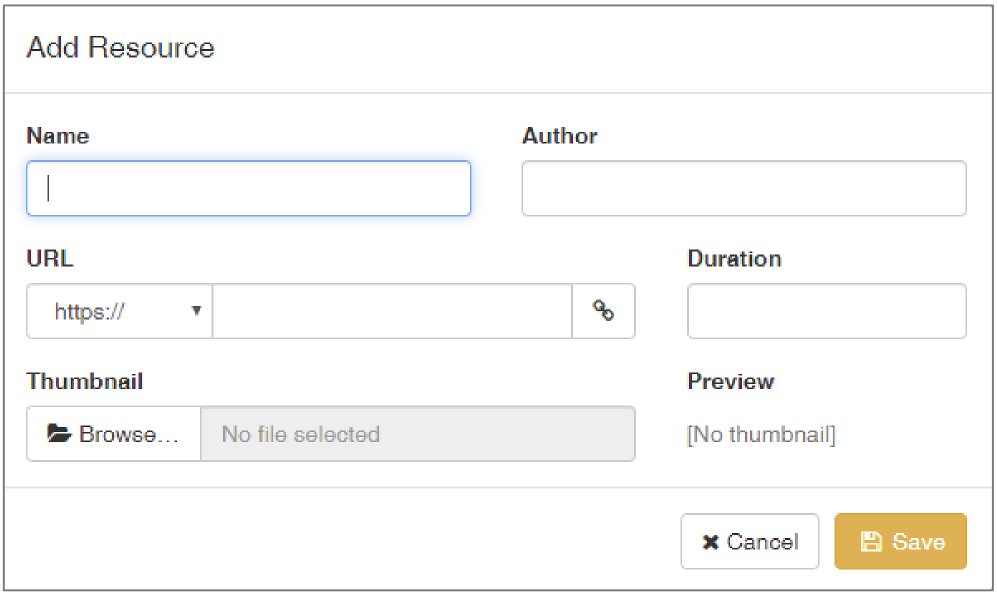


Custom Tabs

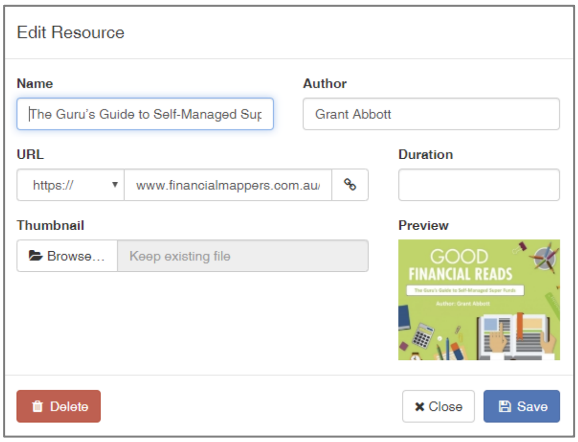
Each company may upload two custom tabs. When you click on the + Add Custom Tab, you name the tab, write a description and then upload your resources.

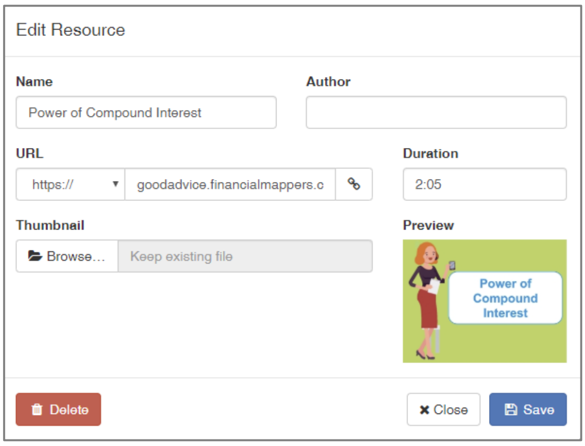


On the Good Advice demonstration, the tabs have been called **Book Club** for book reviews and **Money Matters** for some financial literacy video. You may choose your own names and content. You must SAVE the name and description before you can start to upload your content. For each resource you wish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

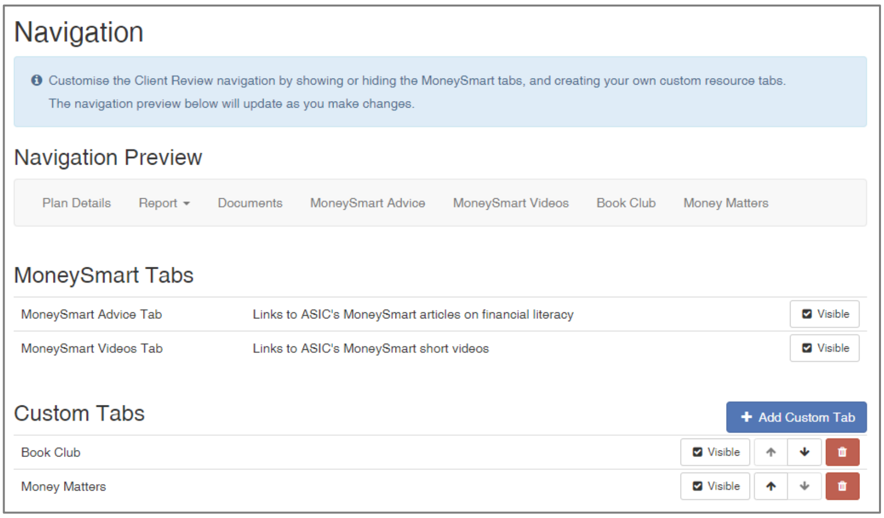


Going back to the ***Good Advice Website***, here is an example of an uploaded resource for the **Book Club** and one for **Money Matters**:

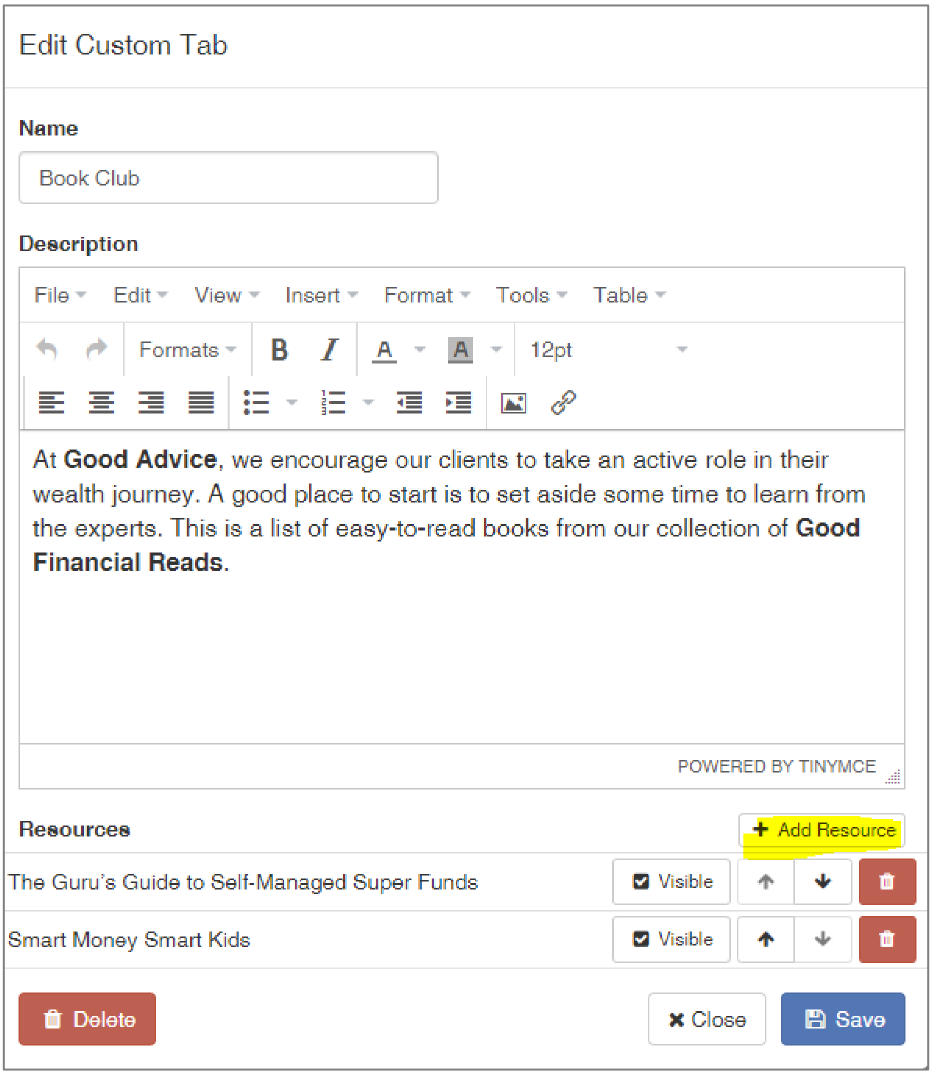




You can make multiple TABs with multiple resources. You can now see all four Tabs displayed in the Navigation Preview:



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.

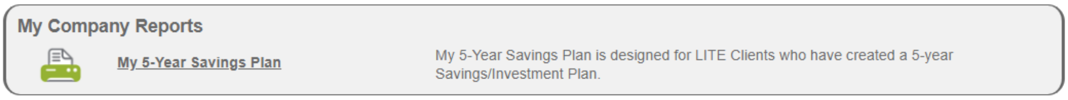

Edit Custom Tab
Name
Book Club
Description
File Edit View Insert Format Tools Table
Formats
B I
A A
12pt
At Good Advice, we encourage our clients to take an active role in their wealth journey. A good place to start is to set aside some time to learn from the experts. This is a list of easy-to-read books from our collection of Good Financial Reads.
POWERED BY TINYMCE
Resources
Add Resource
The Guru's Guide to Self-Managed Super Funds
Visible
Smart Money Smart Kids
Visible
Delete
Close
Save

Plan Review

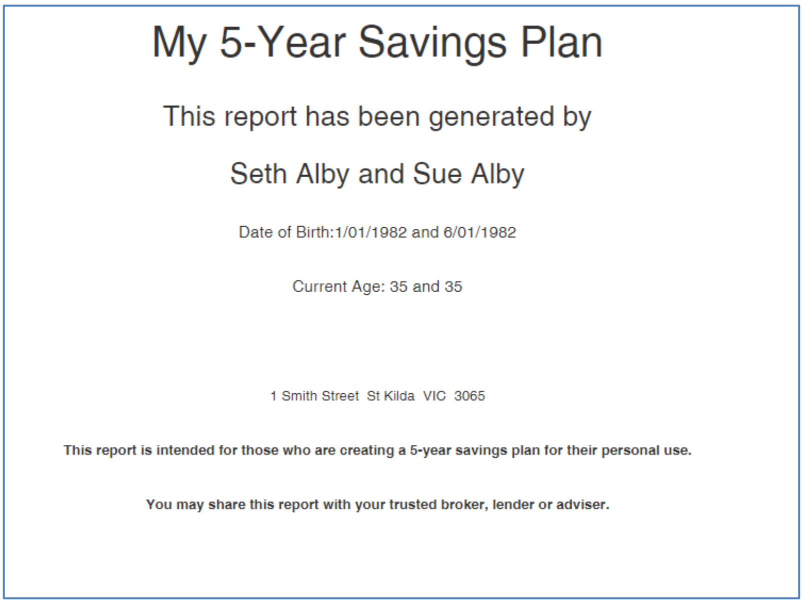
Any report created using the ***Report Builder***, can be uploaded to the ***Plan Review***. This was originally conceived as the Client Review App, the details of which can be found on the website. As a result, some TABs will be "greyed out". This would include the Q&A section where, in Pro, a client can ask a question and the adviser responds in the software.

Access to the Plan Review as a Report.

By clicking on the ***Reports*** chevron, the Reports generated by the company will be found in the 4th panel.



Here the report can be generated as a PDF and emails to the company if required.


My 5-Year Savings Plan

This report has been generated by

Seth Alby and Sue Alby

Date of Birth:1/01/1982 and 6/01/1982

Current Age: 35 and 35

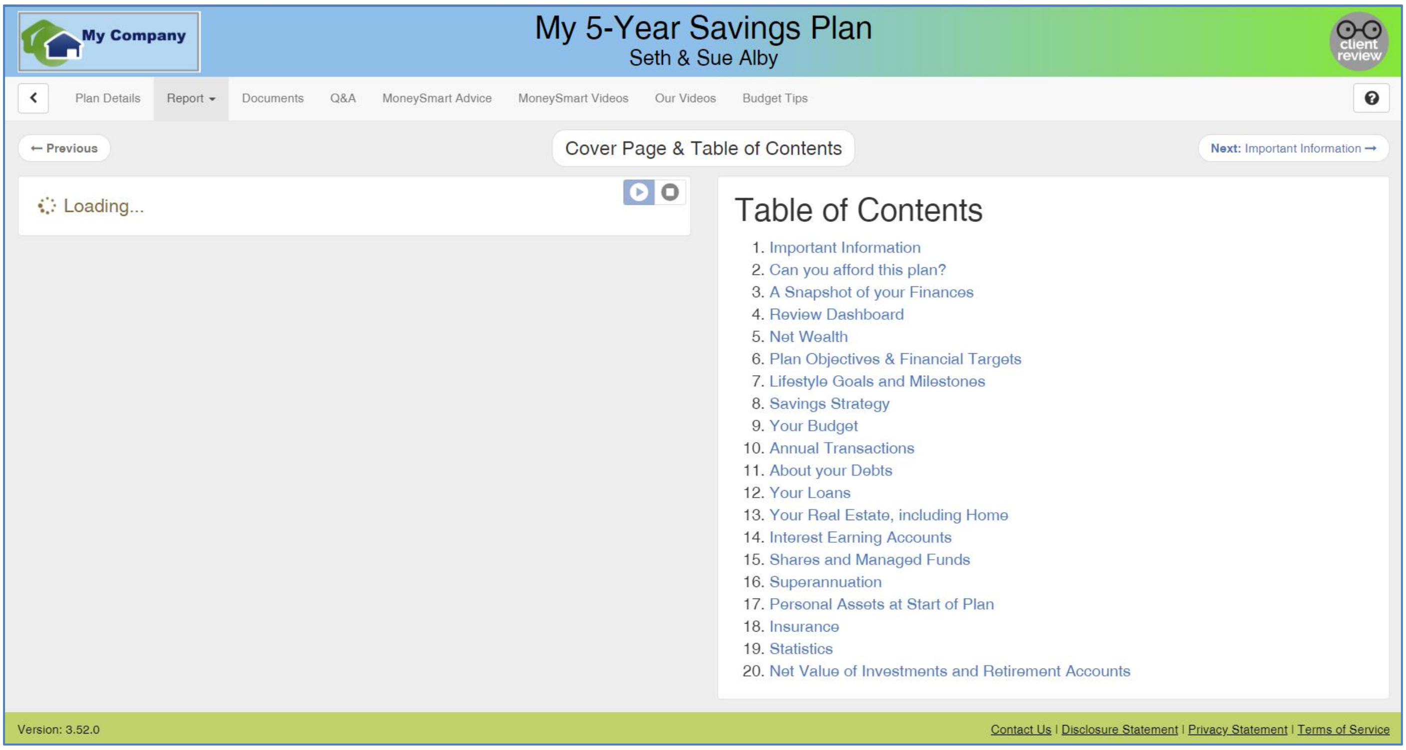
1 Smith Street St Kilda VIC 3065

This report is intended for those who are creating a 5-year savings plan for their personal use.

You may share this report with your trusted broker, lender or adviser.

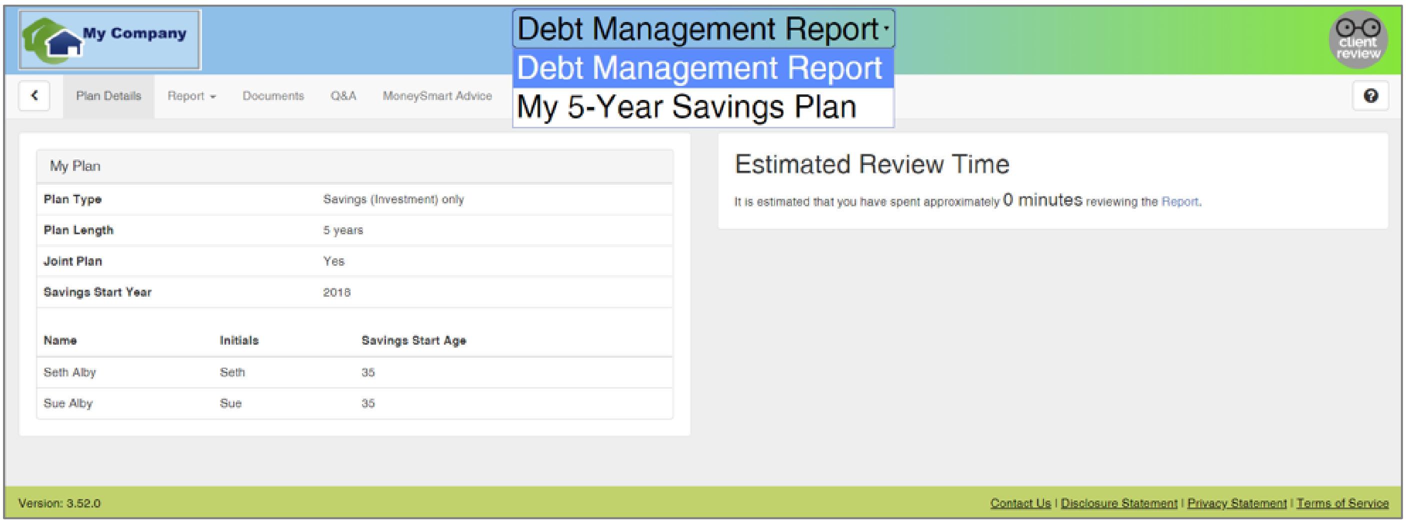
The report can also be uploaded to the ***Plan Review***. Note that when the user clicks on the chevron **Plan Review**, the chevron is removed. Each of the twenty sections of the report will be uploaded and viewed on section at a time. This makes the whole process of understanding the report simple.

How to Create Reports with Report Builder



Selecting the Report to be uploaded

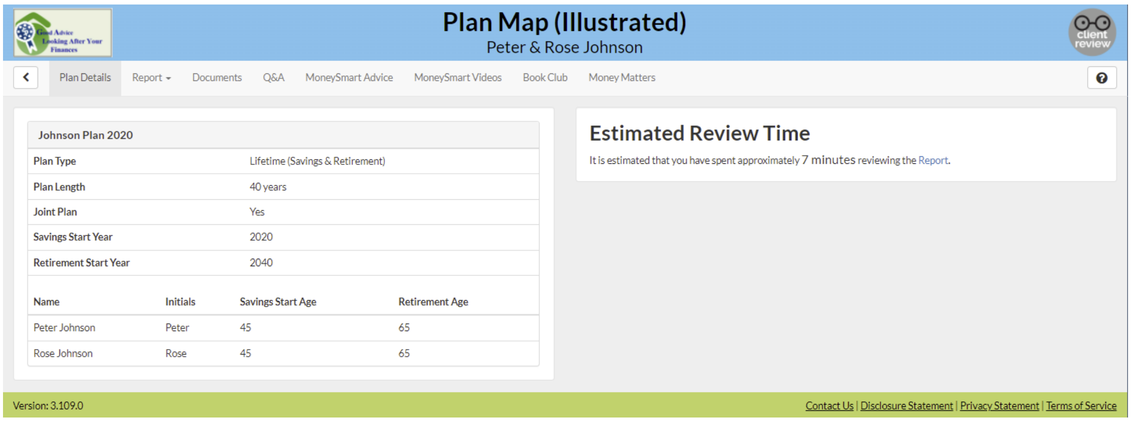
If you choose to have more than one report, the client selects which report from the drop-down list.



My 5-Year Savings Plan

The following is the **Free Text** and **SmartPanels** used in the Template Report.

A recent introduction to the software has been ***Conversational SmartPanels***. These panels describe in easy-to-read text information about various account and loan types. The Plan Map is a Report based on the use of these SmartPanels. This is a copy uploaded to the **Client Review Gateway**, which is similar to the **Plan Review** for the client.



Important Information

Section Heading

Edit

Important Information

Free Text

Edit

This report will give you the results of the plan you have created.

This report does not give financial advice and does not recommend any financial products.

Based on the information entered, the report will display the estimated results.

These results will depend on the accuracy of your **Rates of Return** (Income & Capital Growth) and the **Interest Charged on Loans**.

These are usually based on past performance.

Past performance is not a good indication for future performance.

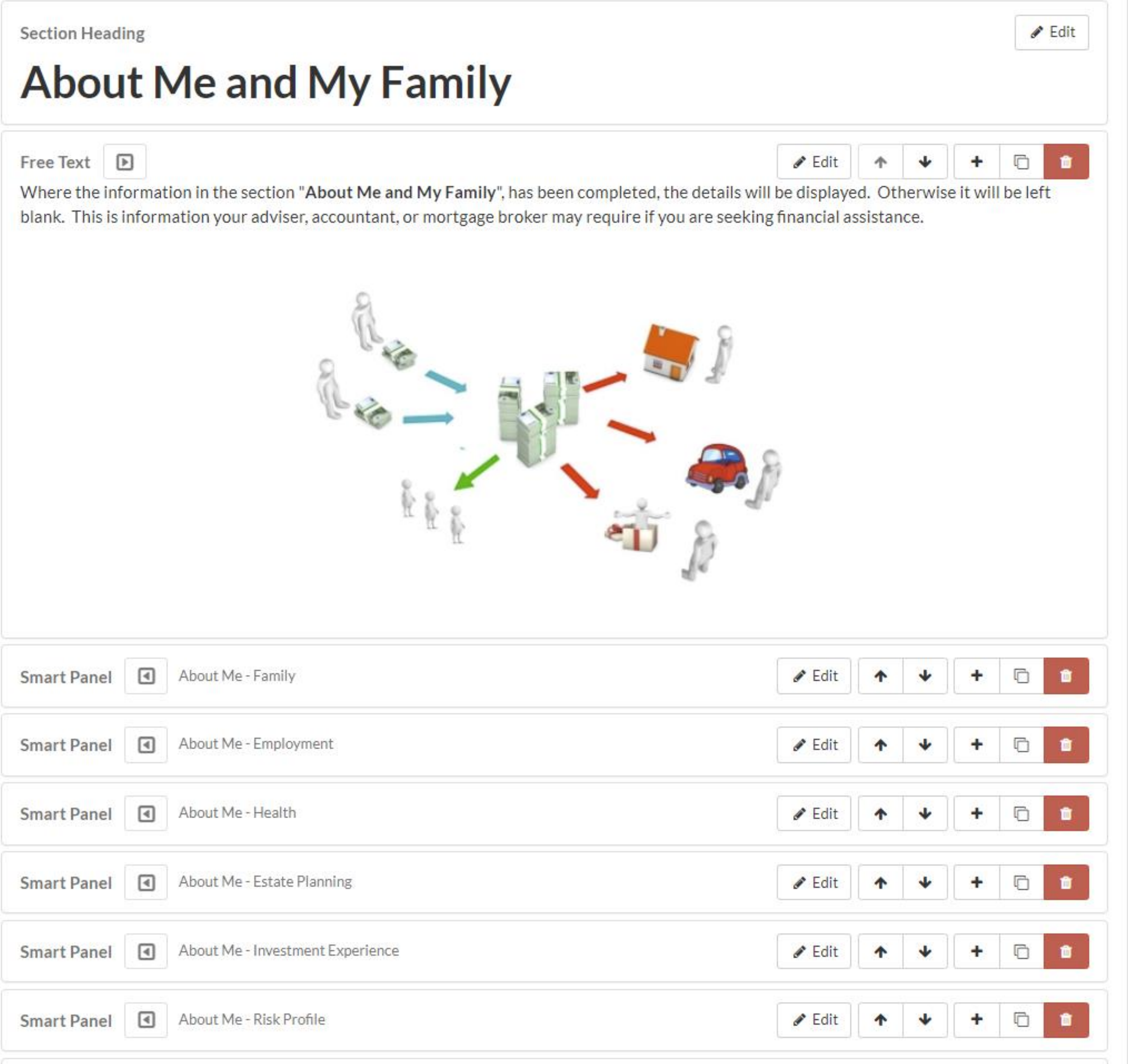
NOTE

This report may also be printed and saved as a PDF (Reports Chevron). The PDF may be emailed to your sponsor or professional advisers if you so choose.

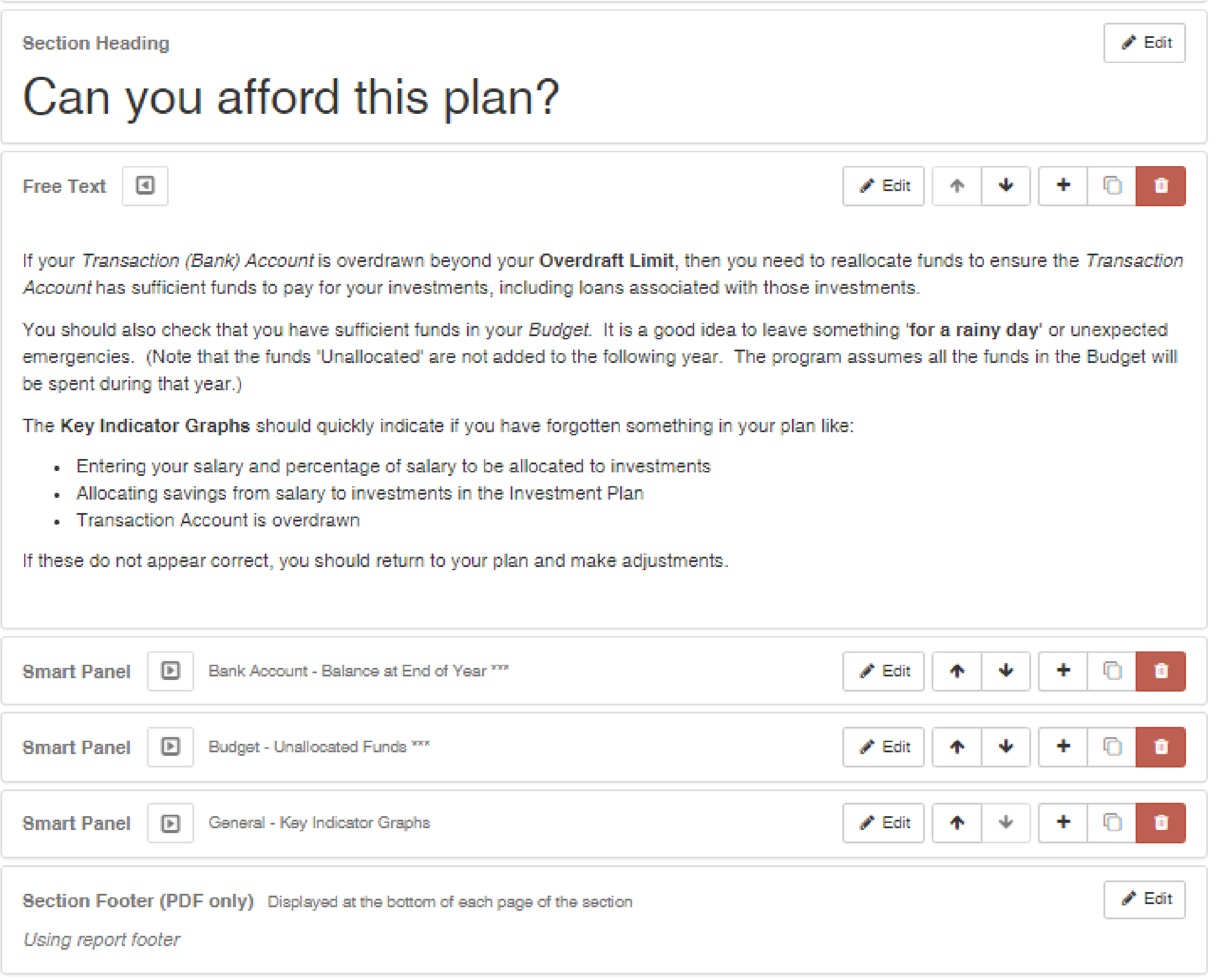
Free Text

Edit

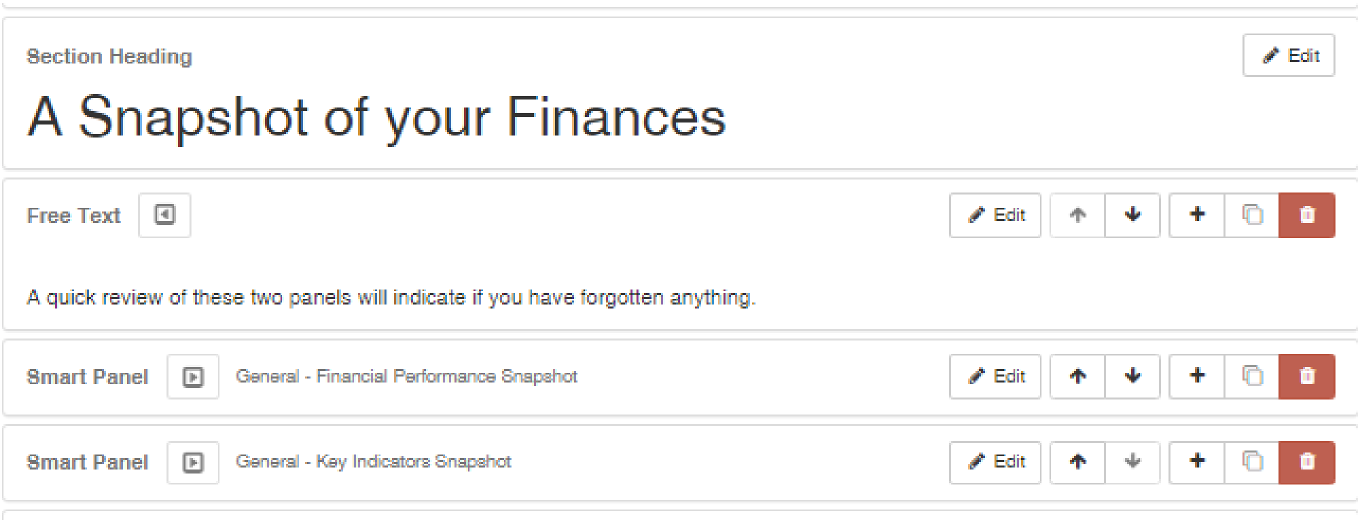
About Me and My Family



Can you afford this plan?

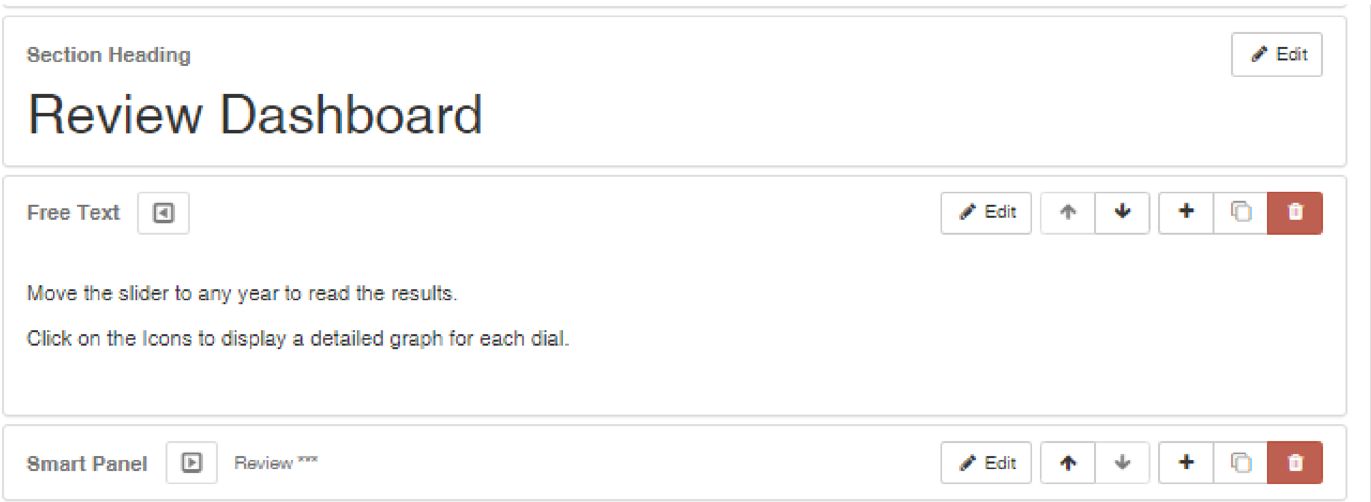


Snapshot of your Finances

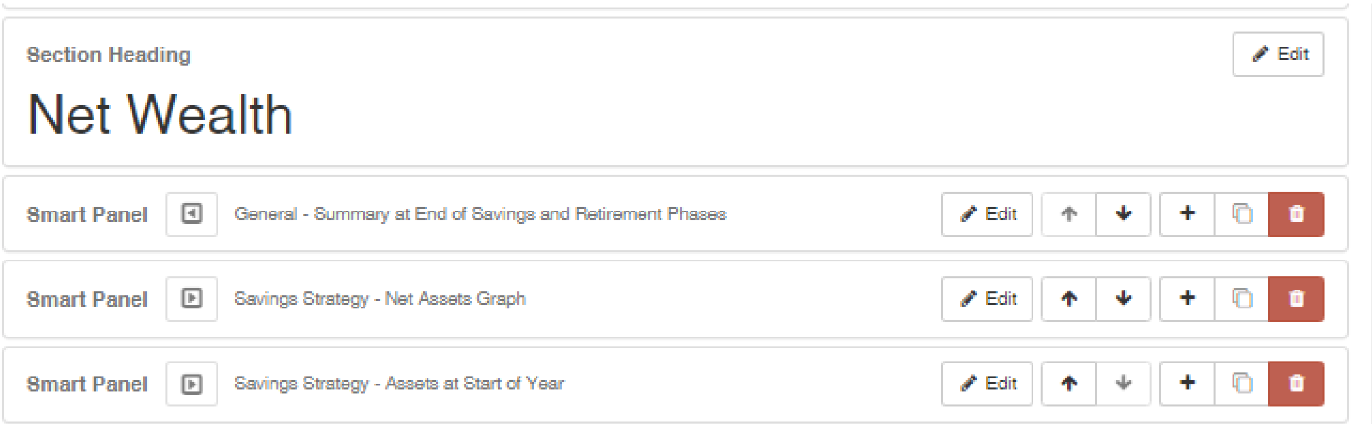


How to Create Reports with Report Builder

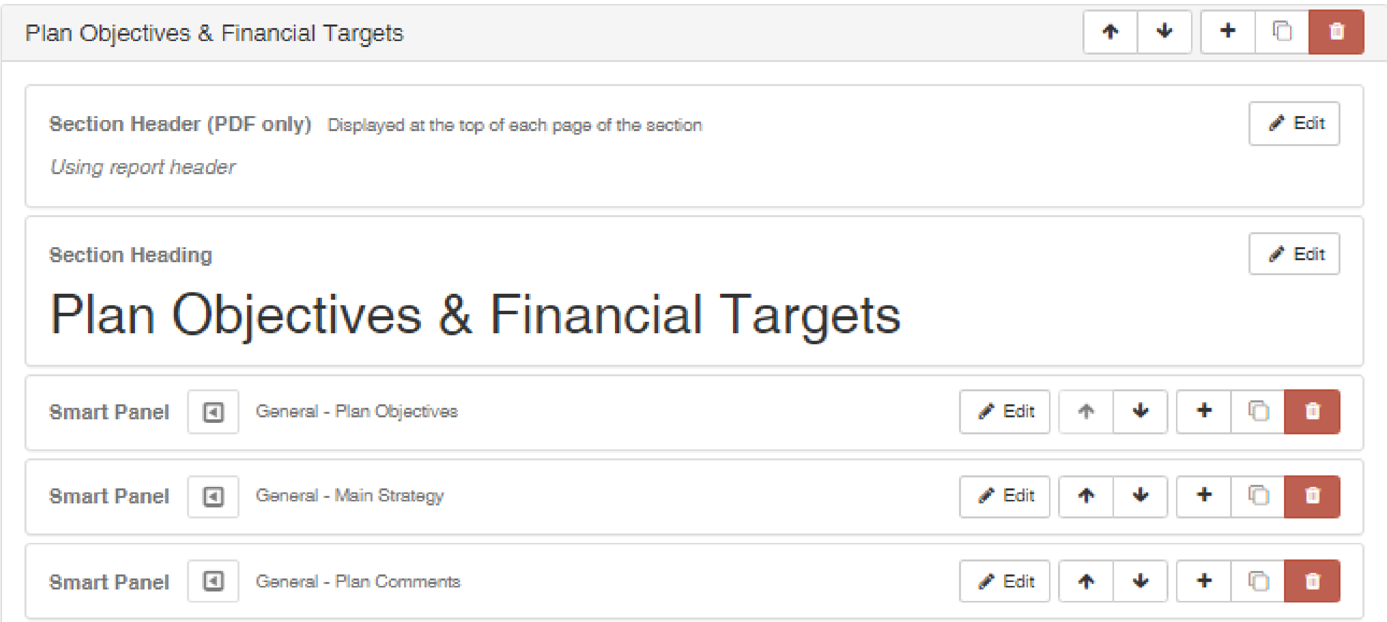
Review Dashboard



Net Wealth



Plan Objectives & Financial Targets



Lifestyle Goals and Milestones

Section Heading

Edit

Lifestyle Goals and Milestones

Free Text

Edit

Lifestyle Goals are personal expenses you are saving for. These are items such as:

- Home appliances
- Car
- Holidays

Milestones are the year in which you have a major personal event or major financial purchase. There would include:

- Having a baby
- Having a gap year
- Being debt-free
- Buying a car
- Buying real estate

Smart Panel Conversational - Lifestyle Goals Edit

Smart Panel General - Milestones Edit

Smart Panel General - Goals (First 5 Years) Edit

Smart Panel General - Goals Graph Edit

Section Footer (PDF only) Displayed at the bottom of each page of the section Edit

Using report footer

Savings Strategy

Section Heading

Edit

Savings Strategy

Free Text

Edit

Your wealth is dependent on how much you save and where you invest those savings.

Please note your **Home** is considered an investment because you are building wealth. As you pay down the debt you are creating a very good asset.

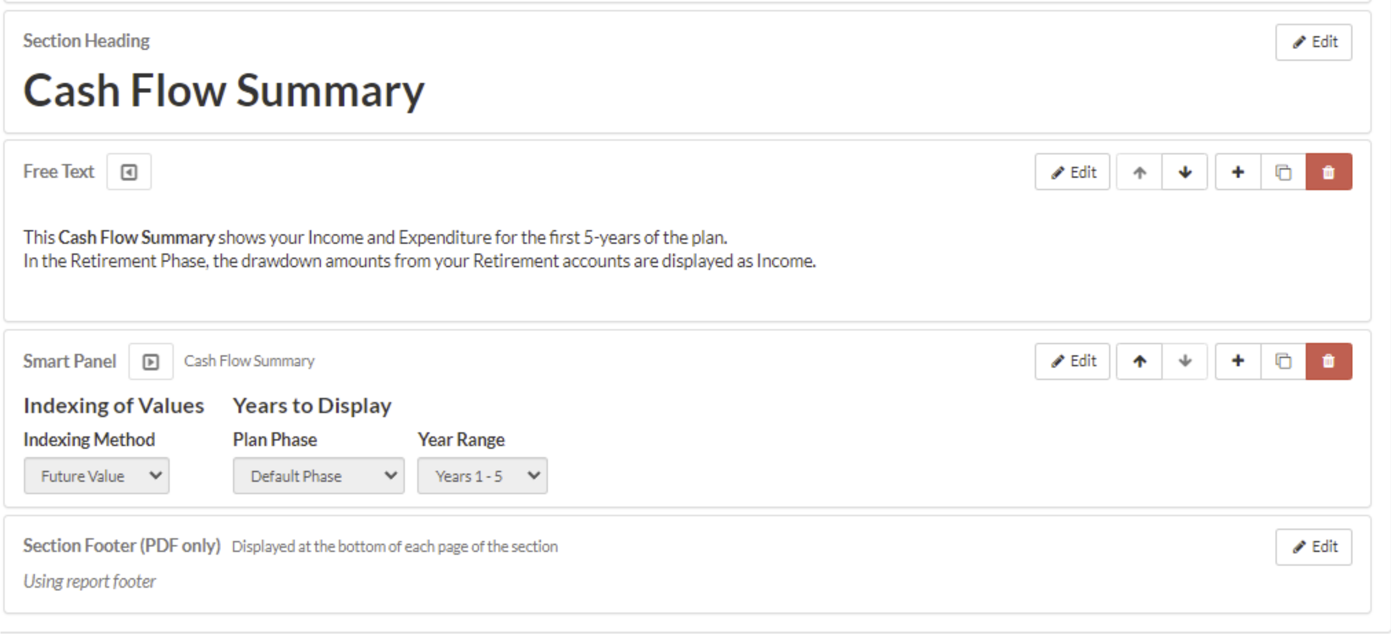
Your **Savings from Salary**, which is allocated each year as a percentage of Gross Salary, may be used to:

- Repay Home and Investment Loans.
- Save buy other investments in the form of Bank Account savings, Cash, TD's, Bonds, Shares and Managed Funds
- Personal Superannuation (Pension) Contributions

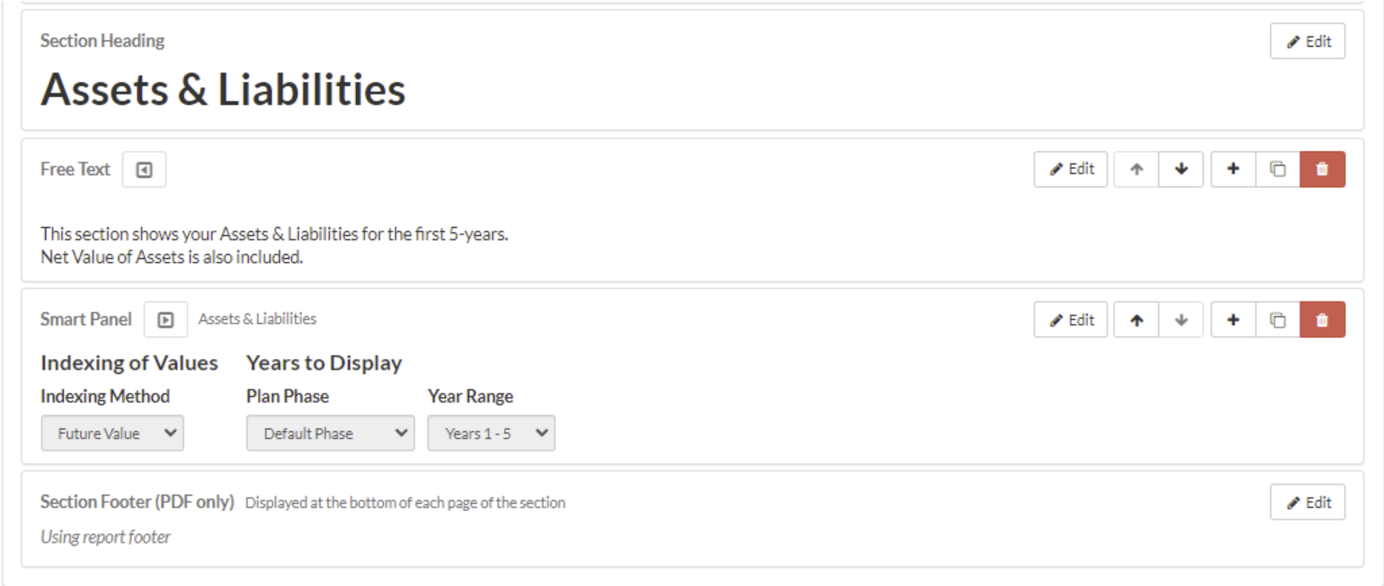
Smart Panel Savings Strategy - Allocation of Savings Edit

Smart Panel Loan Report - Salary Savings Edit

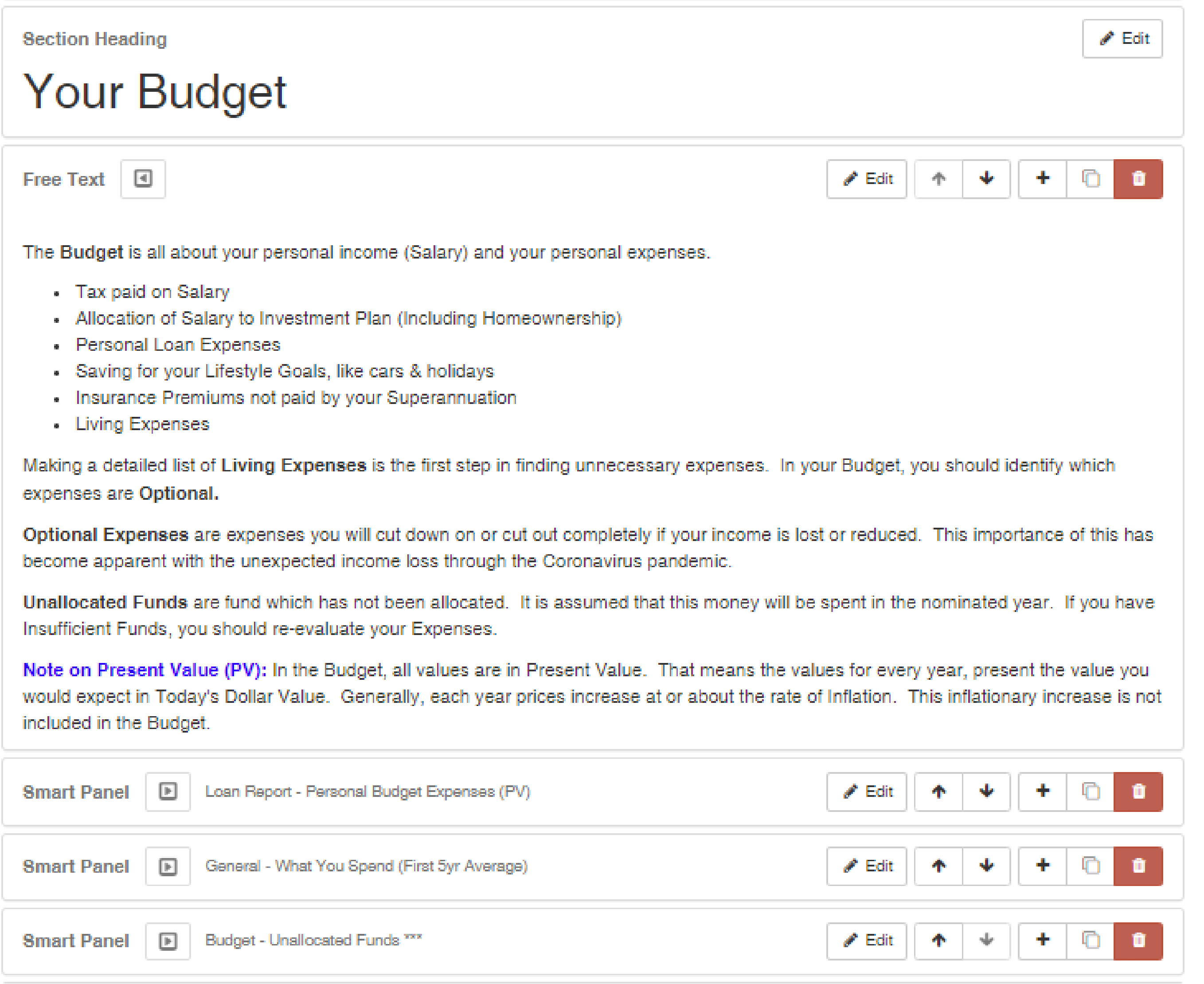
Cash Flow Summary



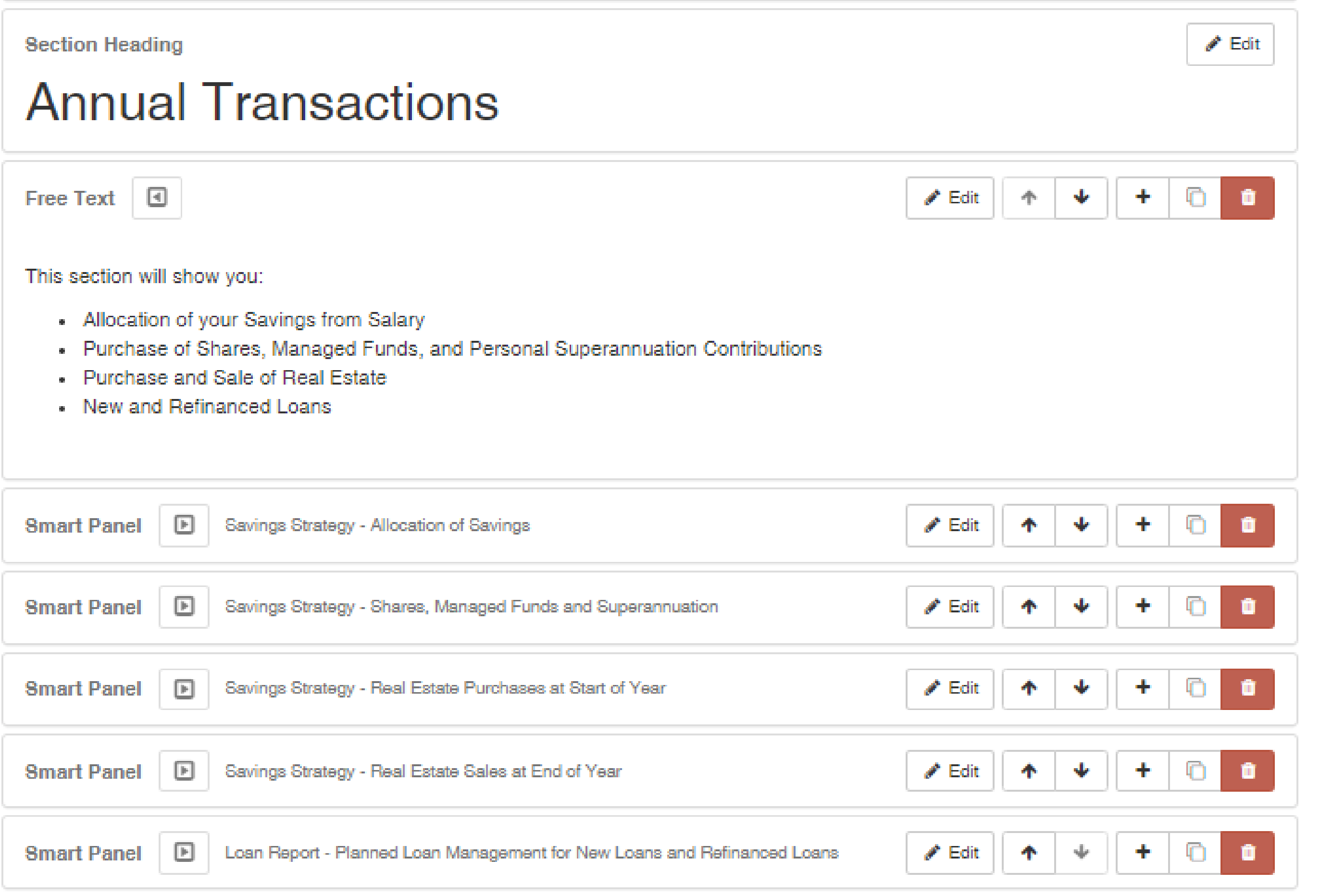
Assets and Liabilities



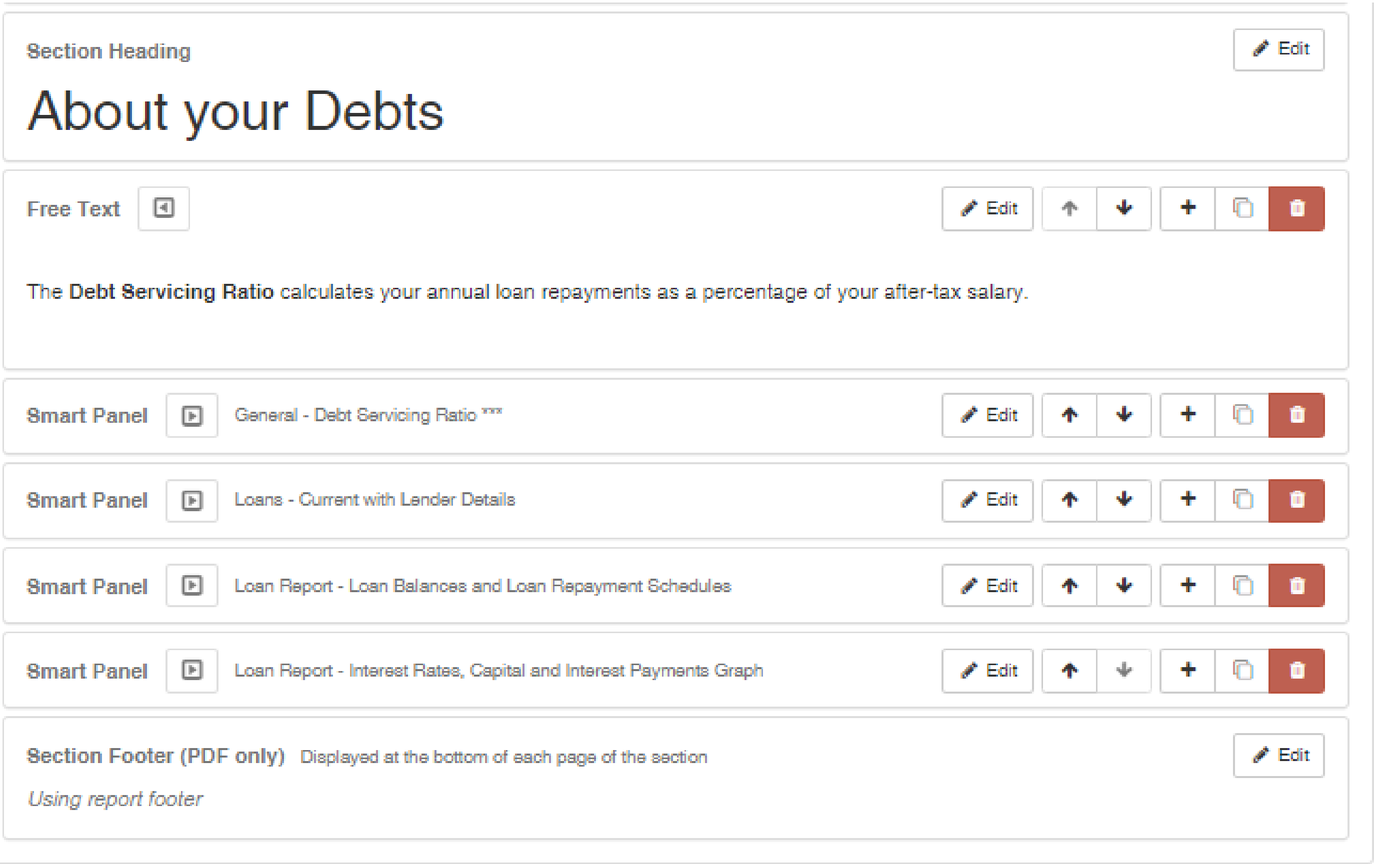
Your Budget


Section Heading
Edit
Your Budget
Free Text
Edit
The Budget is all about your personal income (Salary) and your personal expenses.
Tax paid on Salary
Allocation of Salary to Investment Plan (Including Homeownership)
Personal Loan Expenses
Saving for your Lifestyle Goals, like cars & holidays
Insurance Premiums not paid by your Superannuation
Living Expenses
Making a detailed list of Living Expenses is the first step in finding unnecessary expenses. In your Budget, you should identify which expenses are Optional.
Optional Expenses are expenses you will cut down on or cut out completely if your income is lost or reduced. This importance of this has become apparent with the unexpected income loss through the Coronavirus pandemic.
Unallocated Funds are fund which has not been allocated. It is assumed that this money will be spent in the nominated year. If you have Insufficient Funds, you should re-evaluate your Expenses.
Note on Present Value (PV): In the Budget, all values are in Present Value. That means the values for every year, present the value you would expect in Today's Dollar Value. Generally, each year prices increase at or about the rate of Inflation. This inflationary increase is not included in the Budget.
Smart Panel
Loan Report - Personal Budget Expenses (PV)
Edit
Smart Panel
General - What You Spend (First 5yr Average)
Edit
Smart Panel
Budget - Unallocated Funds ***
Edit

Annual Transactions

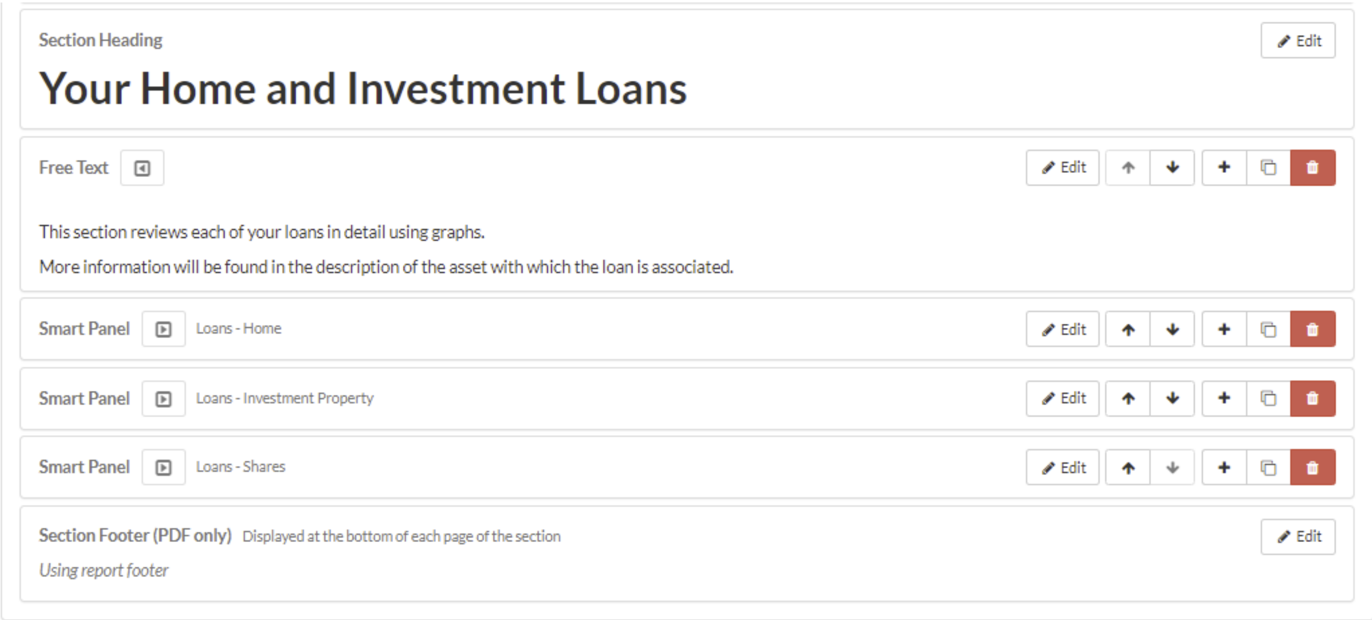


About your Debts

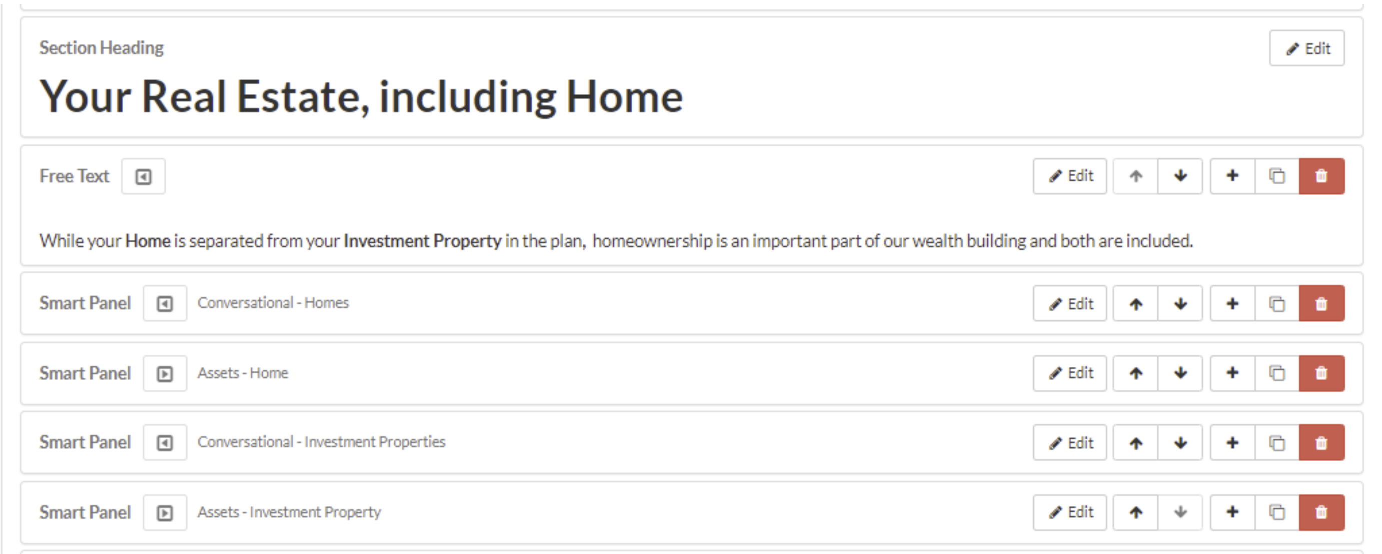


Your Personal Loans

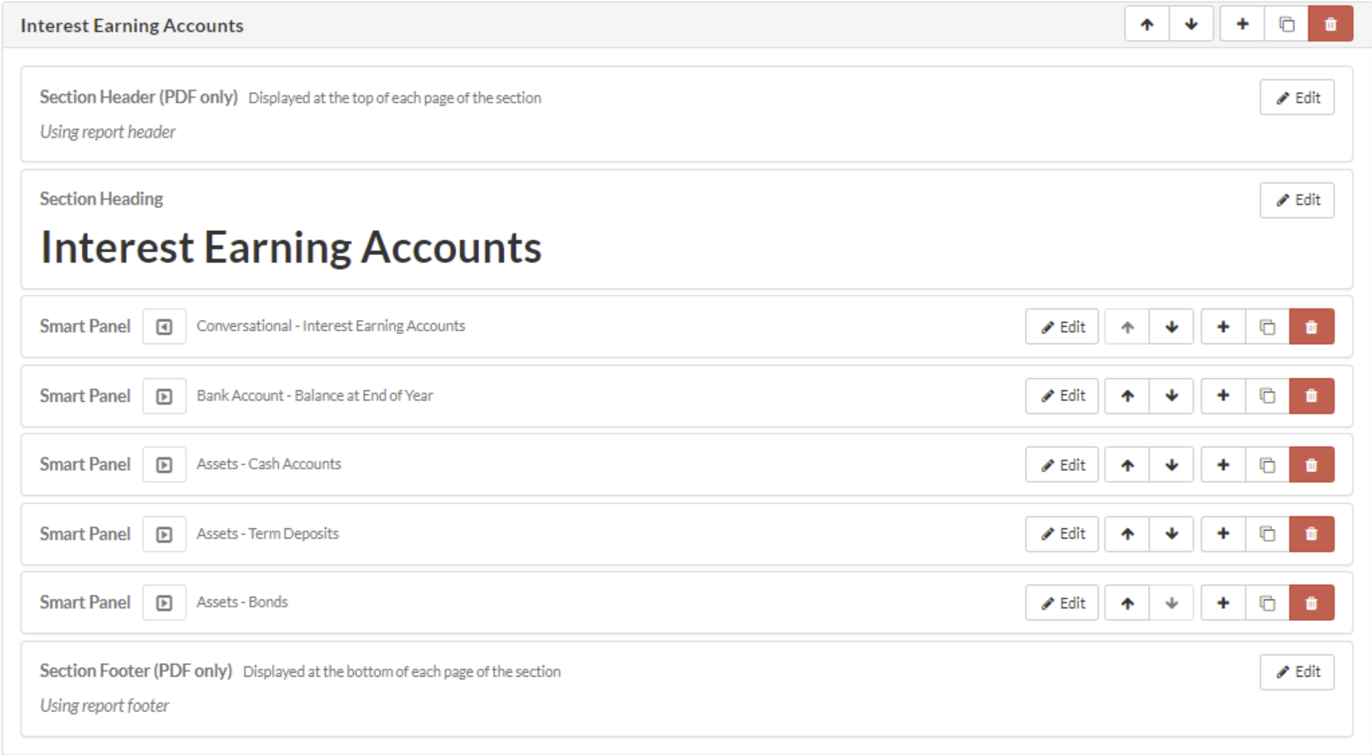
Your Home and Investment Loans



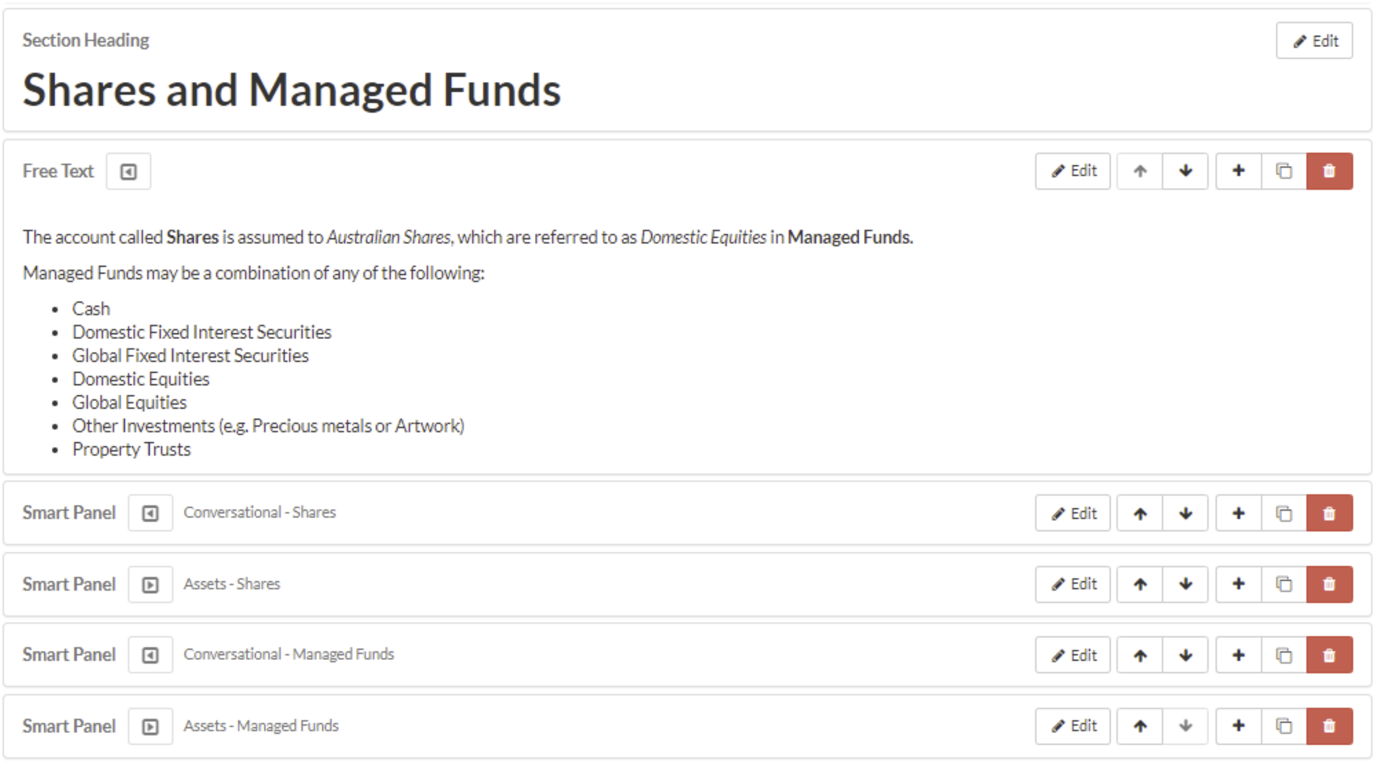
Your Real Estate, including Home



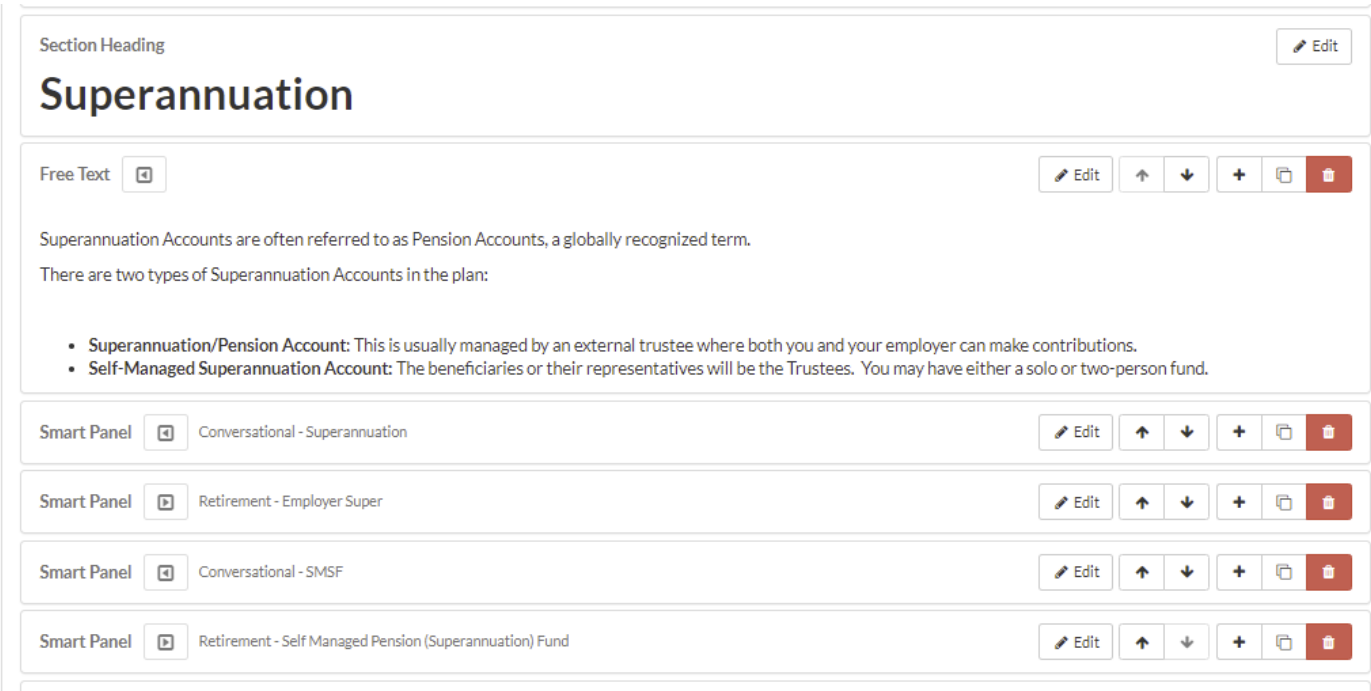
Interest Earning Accounts



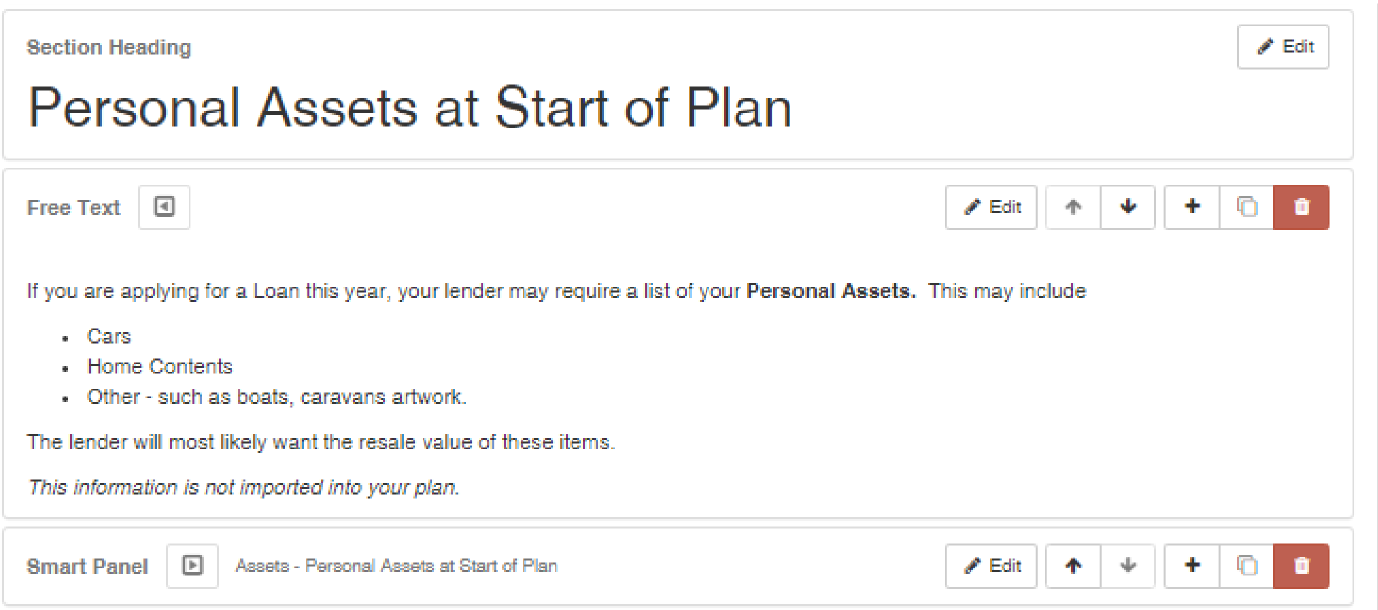
Shares & Managed Funds



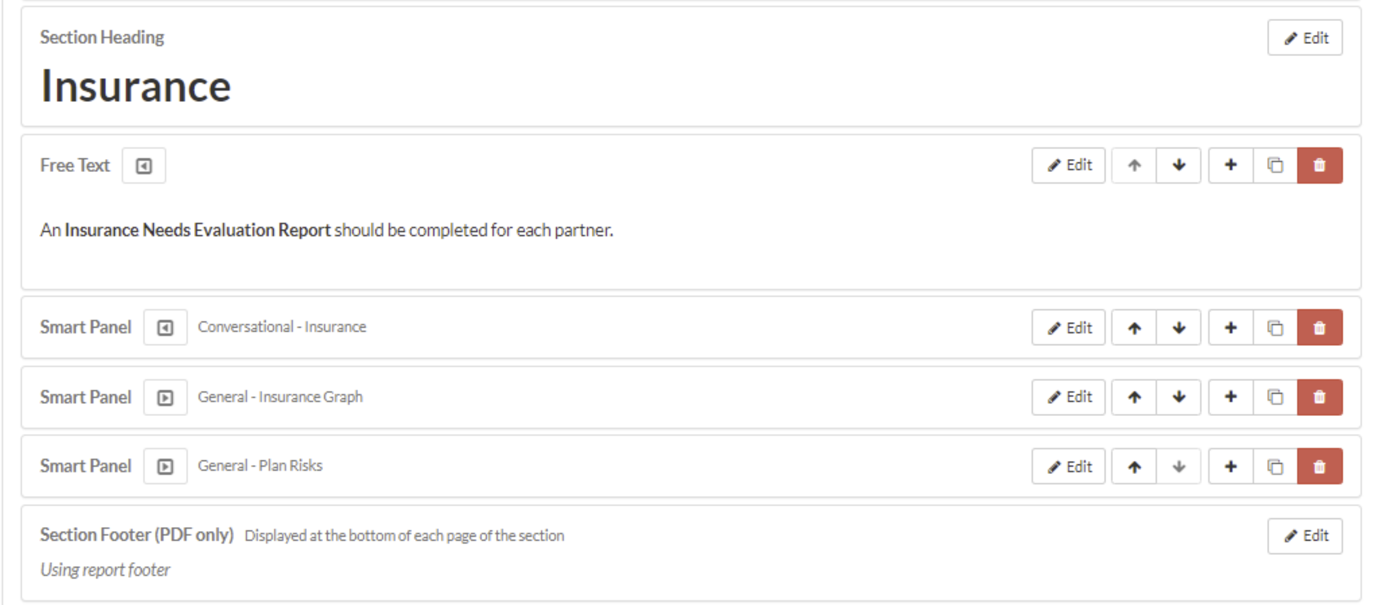
Superannuation



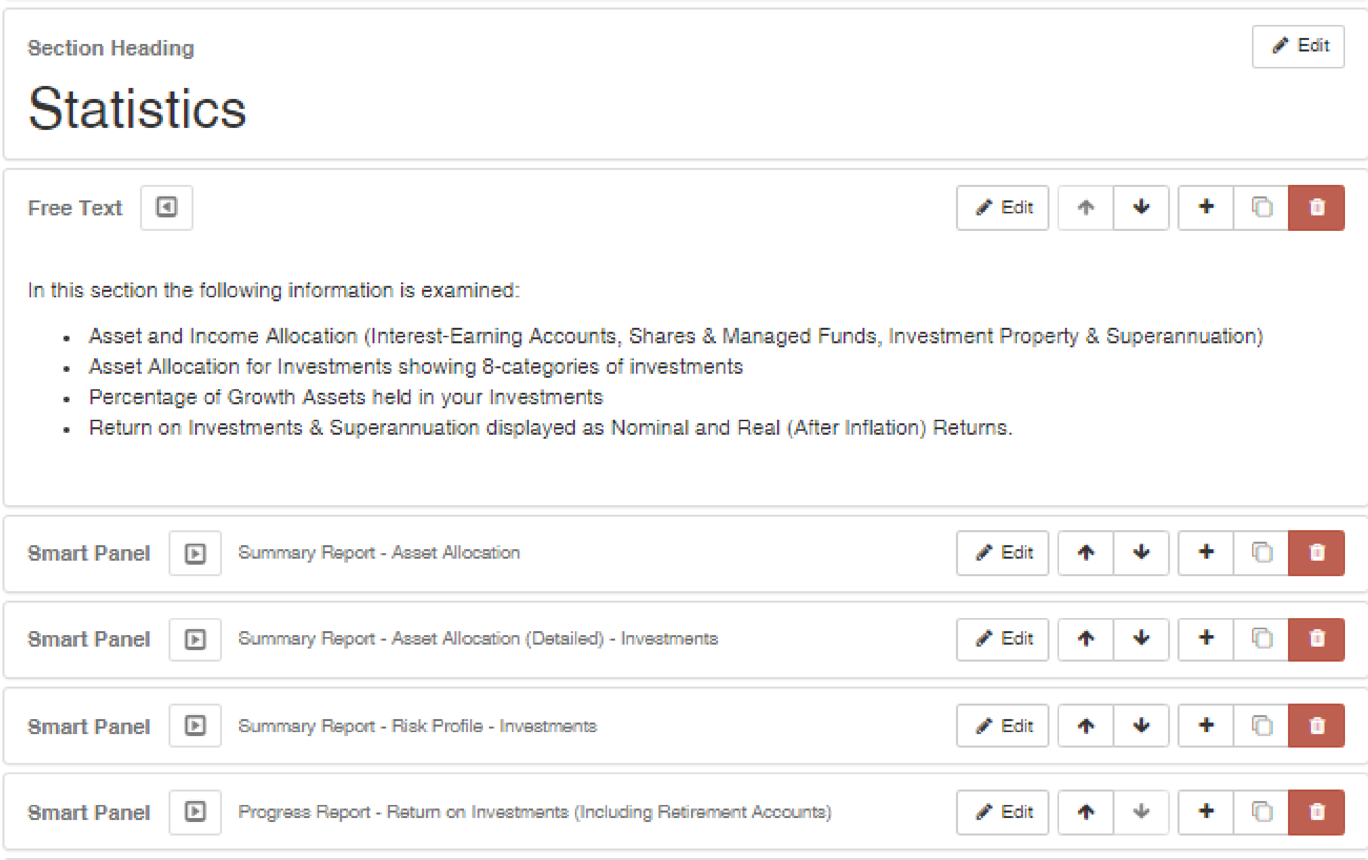
Personal Assets at Start of Plan



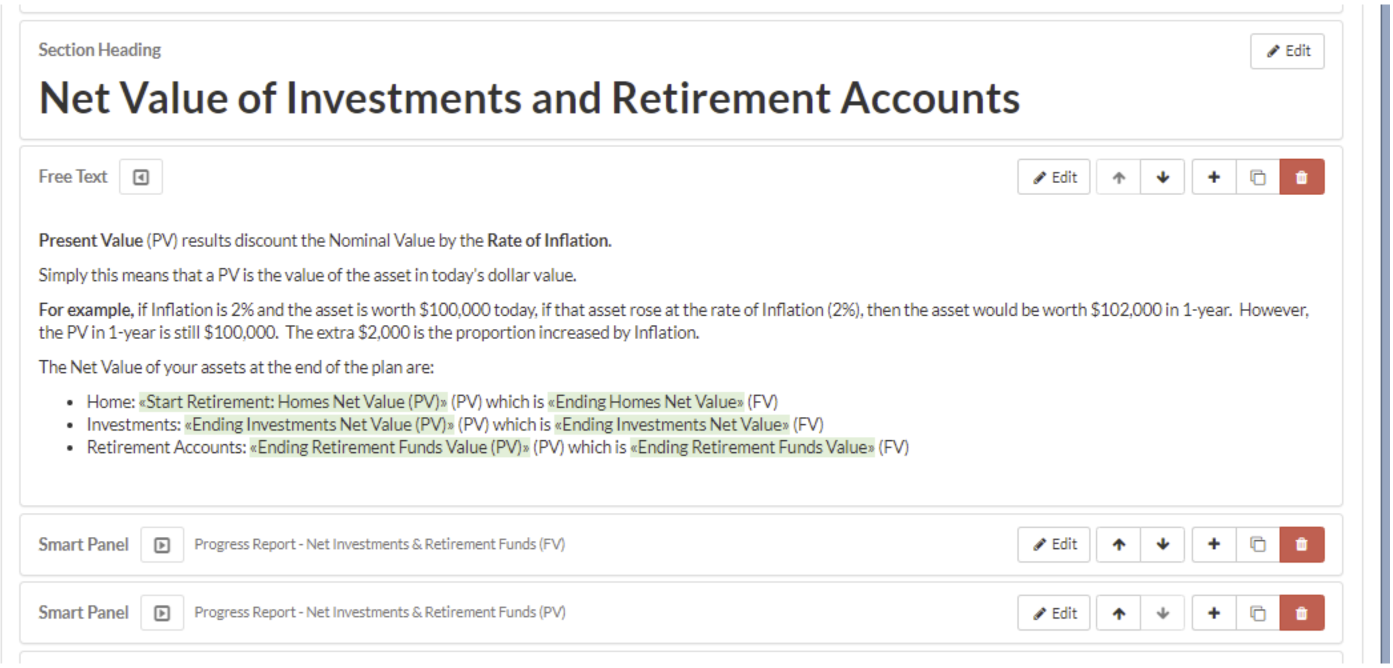
Insurance



Statistics



Net Value of Investments and Retirement Accounts



Contact:

Glenis Phillips
Mobile: 0411 086 532
1300 162945
glenis.phillips@financialmappers.com.au

Book a ***Training Session*** through Calendly: