



How to create Reports with the Report Builder

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How to Create Reports with Report Builder

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How to Create Reports with Report Builder

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 The last two have been superseded by other reports: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 you advise the nature of your assistance.

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

Contact: Glenis Phillips

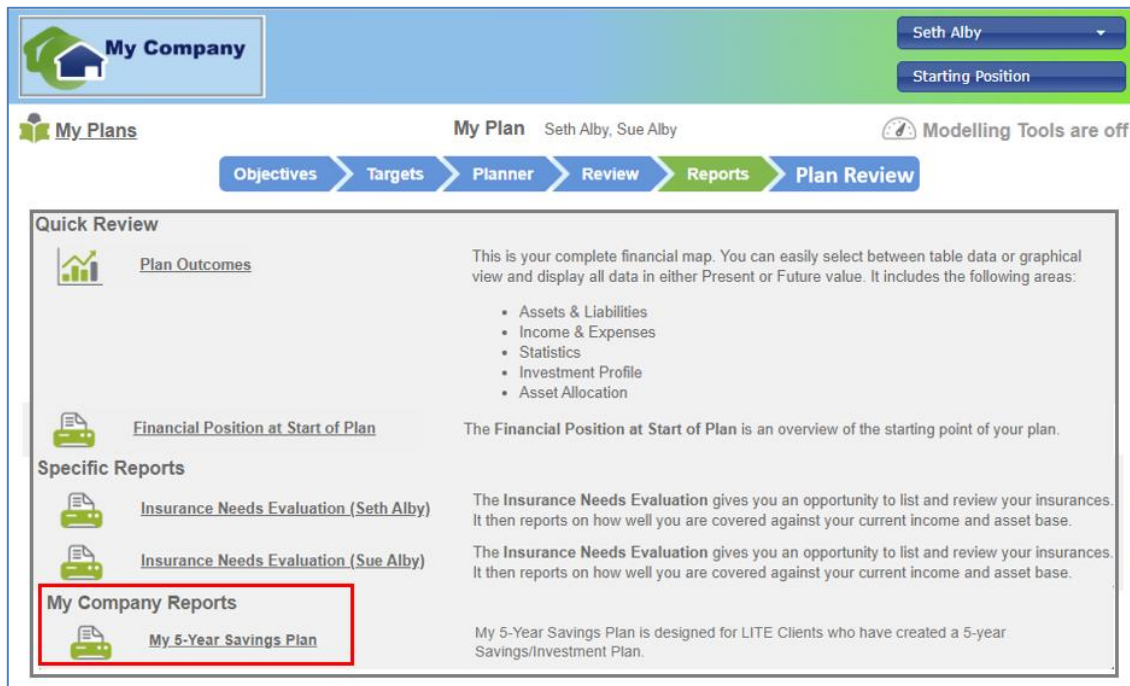
PH: 07 3216 4132

MOB: 0411 086 532

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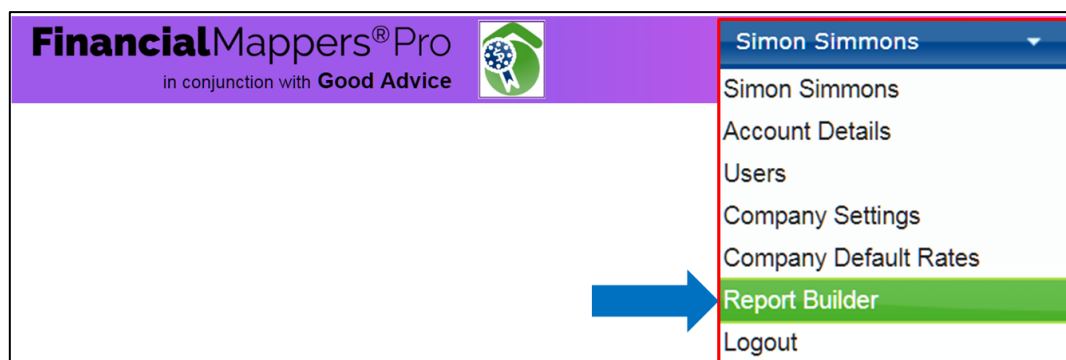
Accessing and using Customized Reports

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. In 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**.

How to Create Reports with Report Builder

← Reports

→ Create New Report

NB:

- A report is only visible to users if it is both **active** and **published**.
- Only the latest published version is generated for users. Click the button in the **Published** column to see the list of published versions for a report.

Name	Plan Type	Active	Published		
Client Report	All	✓	✓	⚙	👁
Company Report	All	✓	✓	⚙	👁
Plan Objectives	All	✓	✓	⚙	👁
Statement of Advice	All	✓	✓	⚙	👁
Summary - 5 Year Plan	All	✓	✓	⚙	👁

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

Report Details

Name

Suitable for Plan Type

All

Theme

Description

✕ Cancel

💾 Save

Reports Details & Publish Page

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

Report Details

Name

Sample Report

Suitable for Plan Type

All

Theme

My Financial Mapper

Description

This Report is to demonstrate the creation of a Customised Report.

Visible to Clients

Yes

No

Active

✓

✕

Versions

☰ Manage Versions

+ Publish New Version

⚙

👁

✕ This report has not been published

🗑 Delete

📄 Copy

✕ Close

💾 Save

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.

Visible to Clients
☒ Yes ☐ No

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

Good Advice Reports
 [Company Report](#)

NB: This report is not visible to clients.
This is a test report for Good Advice

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

How to Create Reports with Report Builder




















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 to 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.

The screenshot shows the 'Report Details' dialog box with the following fields and controls:

- Name:** A text input field containing 'Debt Management Report'. A blue arrow labeled '1' points to this field.
- Suitable for Plan Type:** A dropdown menu with 'All' selected.
- Theme:** A dropdown menu with 'My Financial Mapper' selected.
- Description:** A text area containing two paragraphs of text. A blue arrow labeled '2' points to this area.
- Visible to Clients:** Two radio buttons, 'Yes' and 'No'. The 'Yes' button is selected. A blue arrow labeled '3' points to this section.
- Active:** A checkbox with a green checkmark and a red 'X' icon.
- Versions:** A section containing a 'Manage Versions' button (with a list icon), a 'Publish New Version' button (with a plus icon), and two icons (a person and an eye).
- Status:** A red message icon and the text 'This report has not been published'.
- Buttons:** At the bottom, there are 'Delete' (trash icon), 'Copy' (document icon), 'Cancel' (X icon), and 'Save' (floppy disk icon) buttons. A blue arrow labeled '4' points to the 'Publish New Version' button, and a blue arrow labeled '5' points to the 'Save' button.

How to Create Reports with Report Builder

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.

← Reports					+ Create New Report	
NB: <ul style="list-style-type: none">A report is only visible to users if it is both active and published.Only the latest published version is generated for users. Click the button in the Published column to see the list of published versions for a report.						
Name	Plan Type	Active	Published			
Client Report	Savings	✓	✓	⚙️	👁️	
Company Report	All	✓	✓	⚙️	👁️	
Plan Objectives	All	✓	✓	⚙️	👁️	
Sample Report	All	✓	✗	⚙️	👁️	
Statement of Advice	All	✓	✓	⚙️	👁️	
Summary - 5 Year Plan	All	✓	✓	⚙️	👁️	
Test Headings 1	All	✓	✓	⚙️	👁️	

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.

← Reports

+ Create New Report

NB:

- A report is only visible to users if it is both **active** and **published**.
- Only the latest published version is generated for users. Click the button in the **Published** column to see the list of published versions for a report.

Name	Plan Type	Active	Published			
Client Report	Savings	✓	✓	⚙️	👁️	
Company Report	All	✓	✓	⚙️	👁️	
Plan Objectives	All	✓	✓	⚙️	👁️	
Sample Report	All	✓	✗	⚙️	👁️	
Statement of Advice	All	✓	✓	⚙️	👁️	
Summary - 5 Year Plan	All	✓	✓	⚙️	👁️	
Test Headings 1	All	✓	✓	⚙️	👁️	

Report Details

Name

Sample Report

Suitable for Plan Type

All

Theme

My Financial Mapper

Visible to Clients

Yes No

Active

✓ ✗

Versions

⚙️ + ⚙️

✗ This report has not been published

Delete

Copy

Close

Save

Description

This Report is to demonstrate the creation of a Customised Report.

How to Create Reports with Report Builder

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:

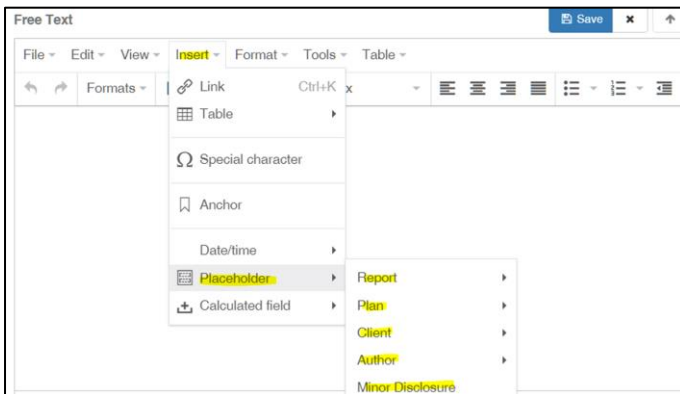
- Placeholders
- Calculated Fields
- Adviser (Author) Profile
- SOA panels in the plan management area (*Not applicable to LITE, however, they will be listed*)
- Import Images to Cover Page and Text Panels
- Free Text Panels which can be formatted
- SmartPanels which are a collection of over 100 panels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



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

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

How to Create Reports with Report Builder

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

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

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

How to Create Reports with Report Builder

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

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.

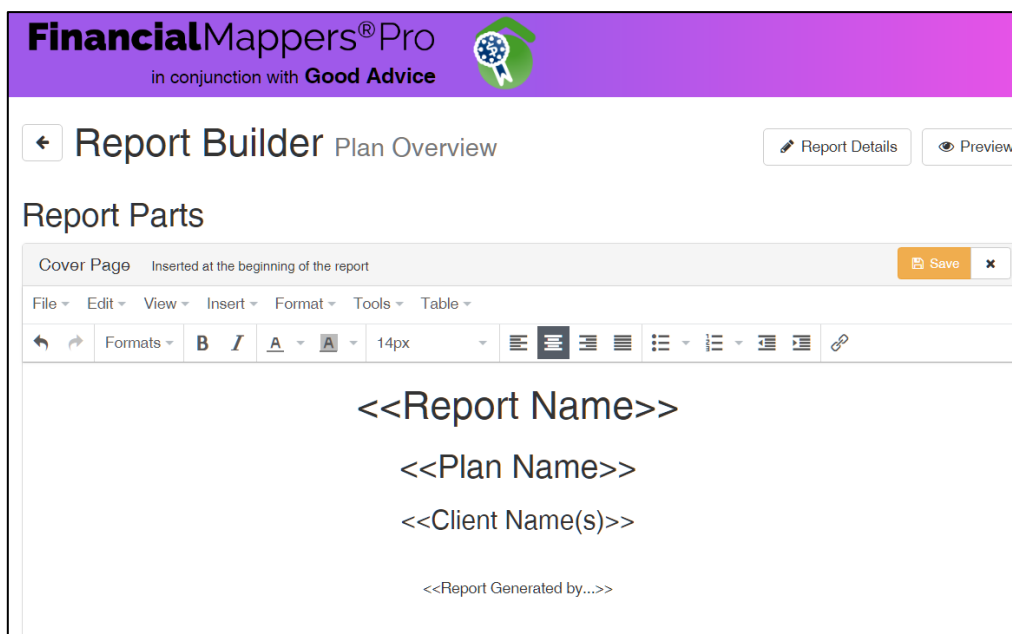
How to Create Reports with Report Builder

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:

How to Create Reports with Report Builder

 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.

It 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 your contact details.

How to Create Reports with Report Builder

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**.

Report Builder

Objectives and Financial Targets

Report Details

Preview

Report Parts

Cover Page

Inserted at the beginning of the report

Edit

Header

(PDF only) Displayed at the top of each page in every section where **Use Report Header** is selected

Edit

Footer

(PDF only) Displayed at the bottom of each page in every section where **Use Report Footer** is selected

Edit

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

Header

(PDF only) Displayed at the top of each page in every section where **Use Report Header** is selected

Edit

<<Report Name>>	Based on plan "<<Plan Name>>"
<<Section Name>>	<<Client Name(s)>>

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**.

How to Create Reports with Report Builder

Header (PDF only) Displayed at the top of each page in every section where **Use Report Header** is selected

<<Report Name>>

<<Section Name>>

Based on plan "<<Plan Name>>"

<<Client Name(s)>>

<<DOB(s)>>

Objectives and Financial Targets

New Section

Based on plan "Cannon Plan (C1)"

Jim Cannon and Carol Cannon

1/01/1960 and 1/01/1960

New Section

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.

Footer (PDF only) Displayed at the bottom of each page in every section where **Use Report Footer** is selected

<<Minor Disclosure>>

Report generated by **FinancialMappers**® version <<Version>> on <<Date Generated>>. Page <<Page>> of <<Total Pages>>

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.

Footer (PDF only) Displayed at the bottom of each page in every section where **Use Report Footer** is selected

<<Minor Disclosure>>

Report generated by **FinancialMappers**® version <<Version>> on <<Date Generated>>. Page <<Page>> of <<Total Pages>>

Good Advice AFSL 55 555 <<Report Generated by...>>

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. Page 2 of 2

Good Advice AFSL 55 555 Report Generated by Simon Simmons of Good Advice

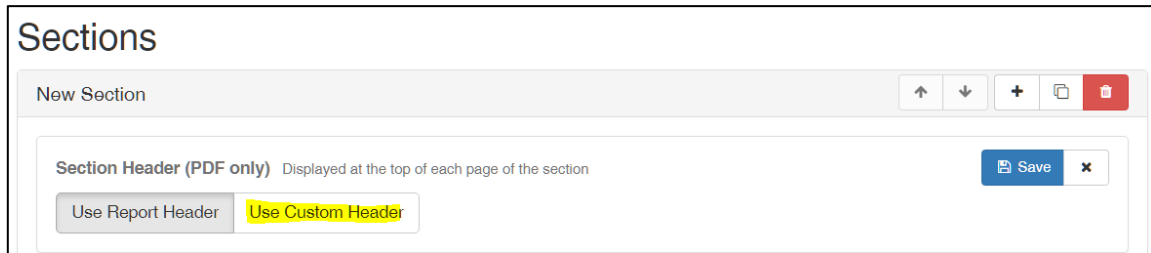
Add Sections

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.

How to Create Reports with Report Builder

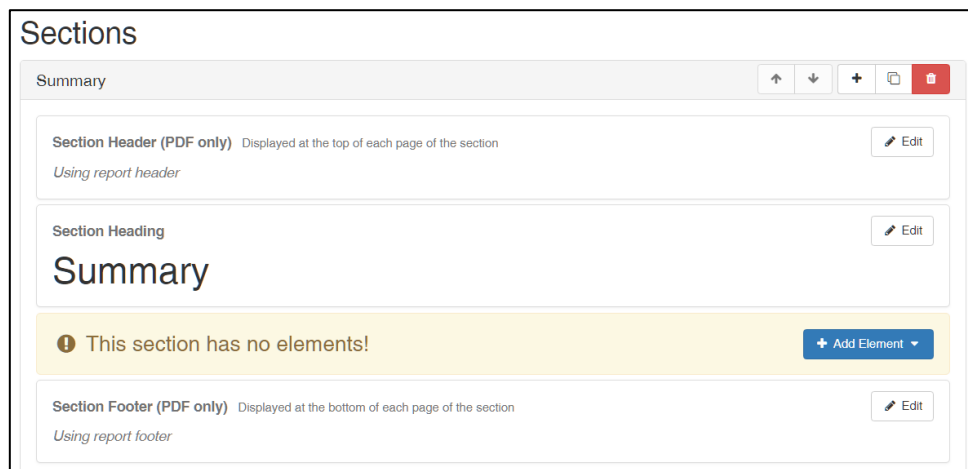


When you click on the **New Section** bar, there are a number of options. Firstly, if you want to change the default Header, then you would **EDIT** the **Header**. The header defaults to the one previously created, but you can click on the **Use Custom Header**, to make a header, specific to this section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



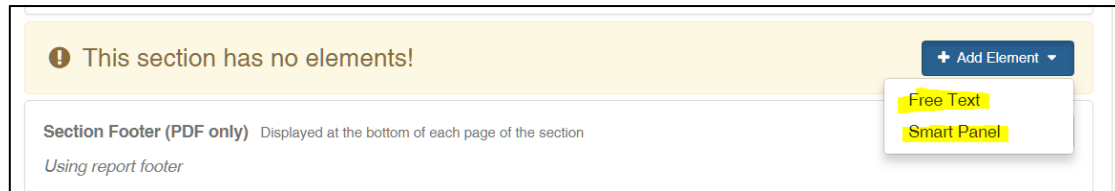
Note that to *close* a section, double-click on the section bar.

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*.

How to Create Reports with Report Builder

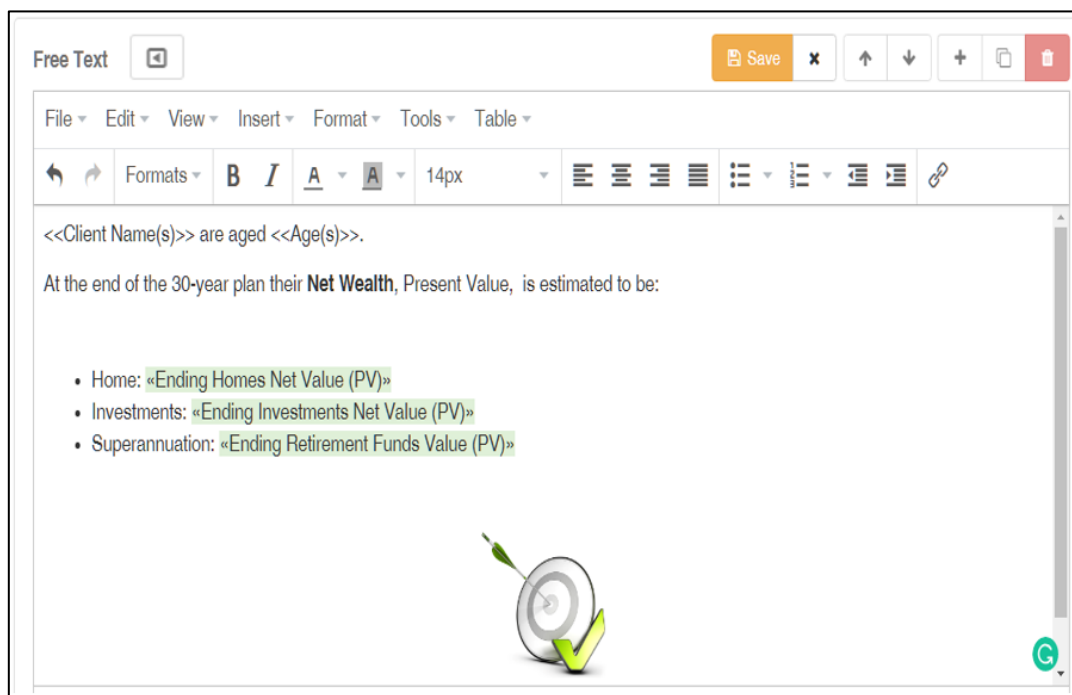
Section Elements

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**.



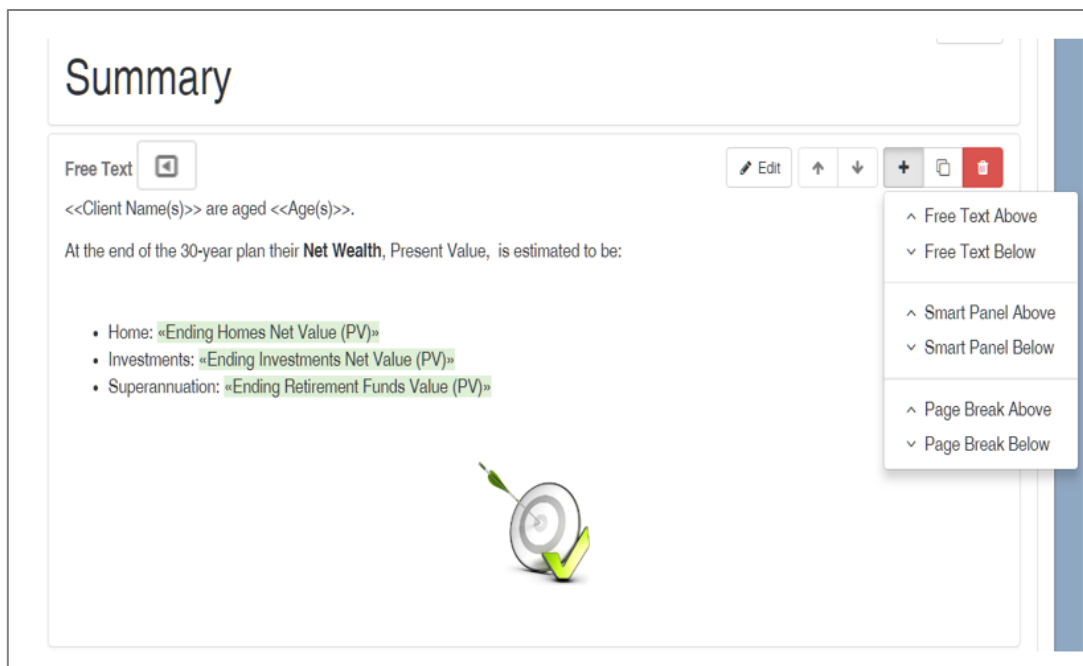
Here a Free Text panel has been inserted. In this panel you can write text, insert Placeholders, Calculated Answers and Images. When completed, you must click on the **SAVE** button. This an example of the panel before it is saved.

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.

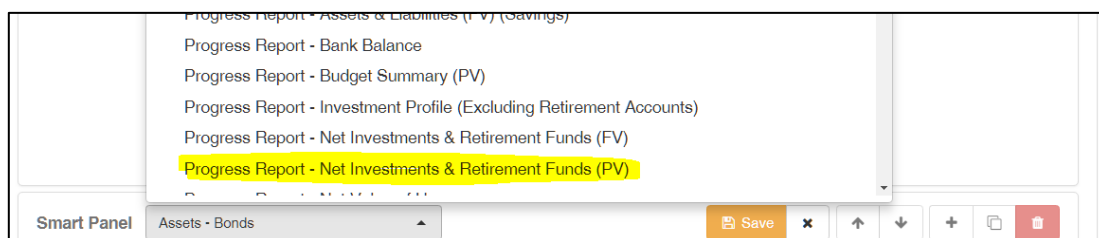
How to Create Reports with Report Builder



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**.

How to Create Reports with Report Builder

Sections

Summary	↑	↓	+	📄	🗑️
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**.

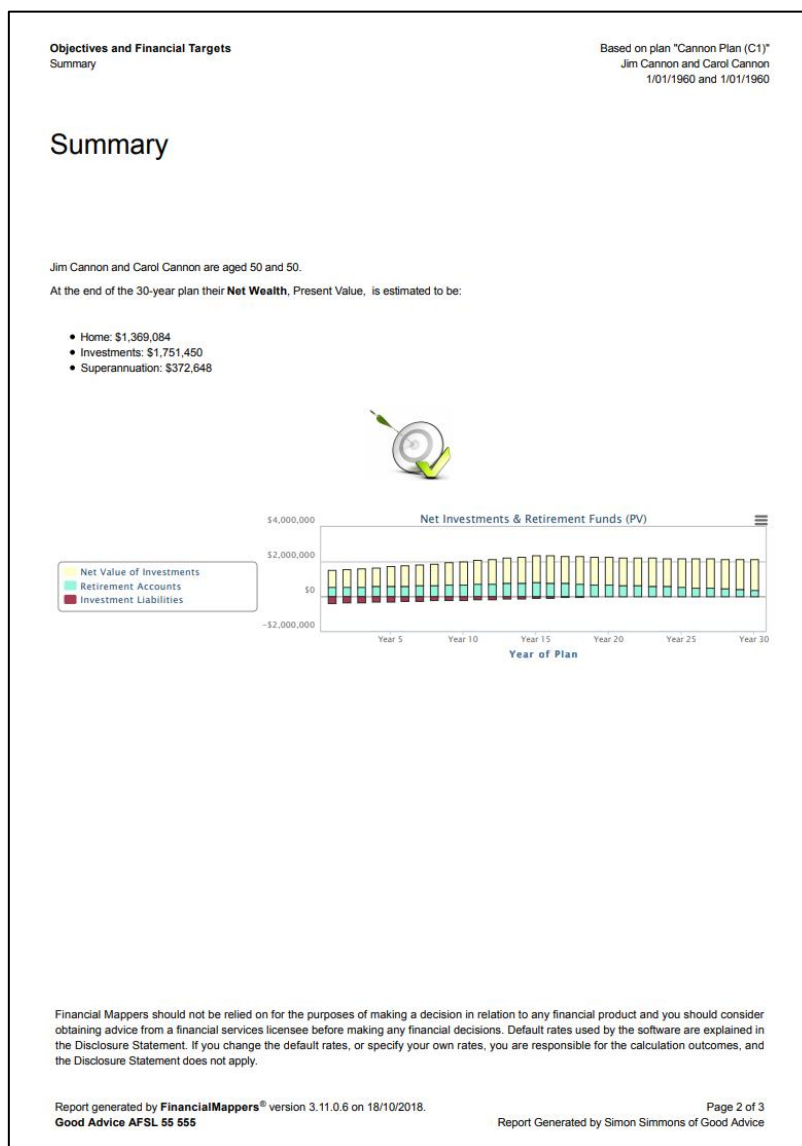
Note that the Report must be both **Active** and **Published**. If you are progressing through the creation of your report, you may want to Publish it, but not have it Active. That way the published report, which is under construction, will not be displayed on the Reports Chevron. After the report has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

Report Details

Name Objectives and Financial Targets	Description Check Sections for Report Writer
Suitable for Plan Type All	
Theme My Financial Mapper	
Visible to Clients Yes No	
Active ✓ ✕	Versions ☰ Manage Versions + Publish New Version 🏠 👁️
✓ The current version was published 10:07 AM Thursday 18 Oct 2018	
🗑️ Delete	📄 Copy
✕ Close Save	

How to Create Reports with Report Builder

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



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.

Heading 1

Heading 2

Heading 3

Heading 4

Heading 5

Heading 6

How to Create Reports with Report Builder

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

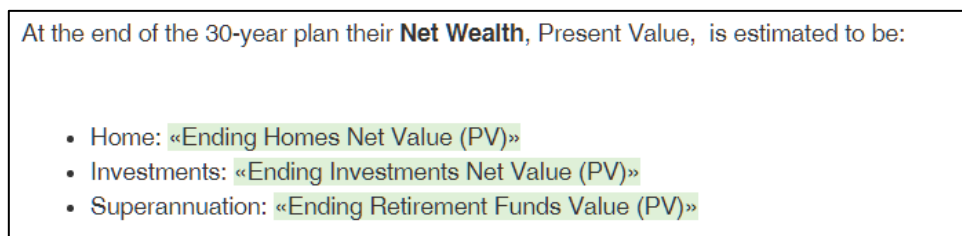
To access **Placeholders**, click on the **Insert** feature and select the select **Placeholders**. From there, navigate to the type of Placeholder you are looking for. For example, **Client**. Placeholders may be inserted into the Free Text Panel:



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.



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**

How to Create Reports with Report Builder

Publishing the Report

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

Reports				
NB: <ul style="list-style-type: none">A report is only visible to users if it is both active and published.Only the latest published version is generated for users. Click the button in the Published column to see the list of published versions for a report.				
Name	Plan Type	Active	Published	
Net Worth Summary	All	✓	✓	 
New Report	All	✗	✓	 
Objectives and Financial Targets	All	✓	✓	 

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

Report Details

Name
Objectives and Financial Targets



Suitable for Plan Type
All

Theme
My Financial Mapper


Visible to Clients
Yes No


Active
✓ ✗


Description
Check Sections for Report Writer


Versions
Manage Versions + Publish New Version  

✓ The current version was published 10:17 AM Thursday 18 Oct 2018

 Delete

 Copy

 Close

 Save



Publish

Preview

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.

Good Advice Reports		
	Company Report	This is a test report for Good Advice
	Sample Report	This is a Test Report to demonstrate the features of the Report Writer.

How to Create Reports with Report Builder

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.

Reports

+

Create New Report

NB:

A report is only visible to users if it is both **active** *and* **published**.

Only the latest published version is generated for users. Click the button in the **Published** column to see the list of published versions for a report.

Name	Plan Type	Active	Published		
Net Worth Summary	All	<div></div>	<div></div>	<div></div>	<div></div>

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.

Visible to Clients

☒ Yes ☐ No

Active

☒ ☒

Versions

Manage Versions

Publish

Publish New Version

✓ The current version was published 10:17 AM Thursday 18 Oct 2018

Delete

Copy

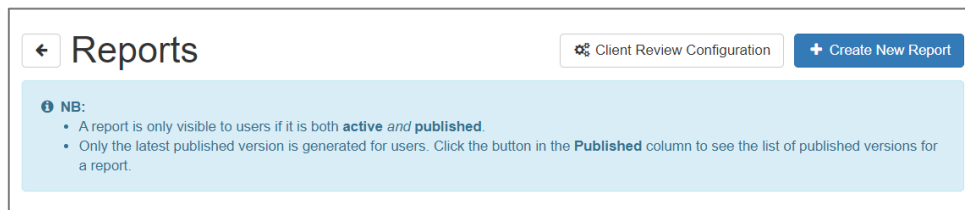
Close

Save

How to Create Reports with Report Builder

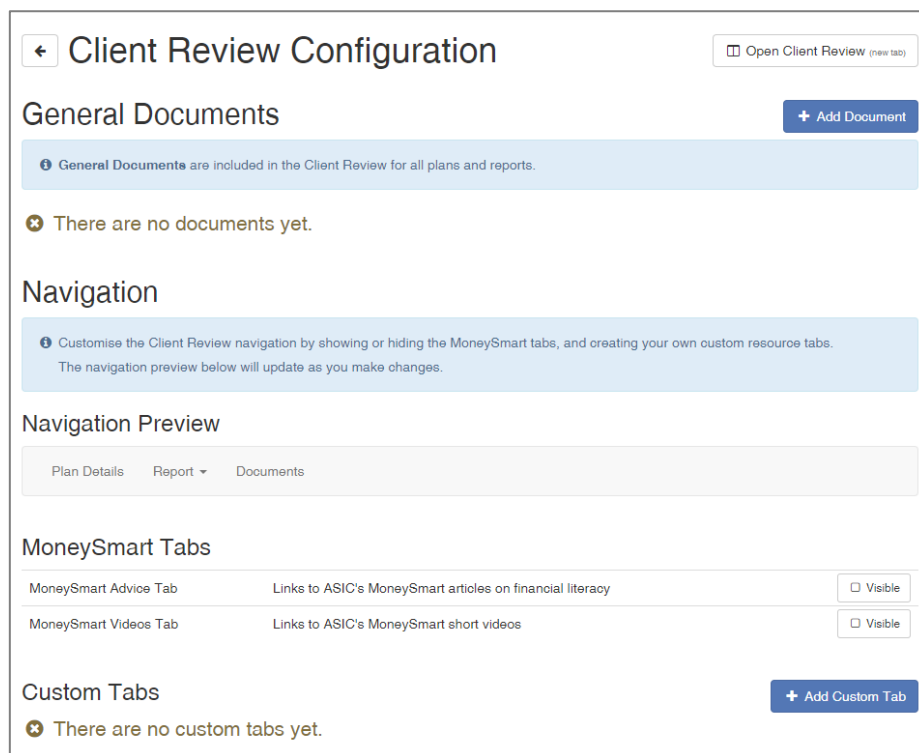
Client Review Configuration

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 screenshot shows the 'Reports' page. At the top, there is a back arrow, the title 'Reports', and two buttons: 'Client Review Configuration' (with a gear icon) and 'Create New Report' (with a plus icon). Below this is a light blue information box with the text 'NB:' followed by two bullet points: 'A report is only visible to users if it is both **active** and **published**.' and 'Only the latest published version is generated for users. Click the button in the **Published** column to see the list of published versions for a report.'

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

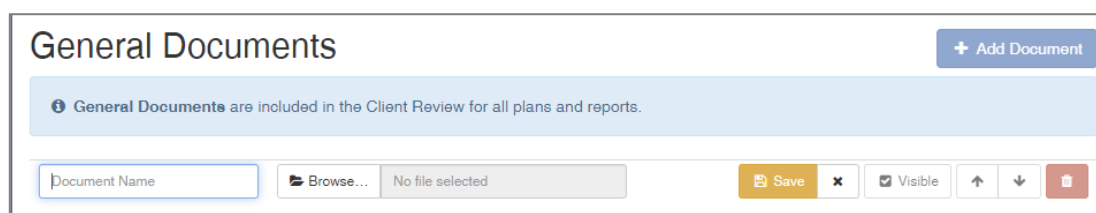


The screenshot shows the 'Client Review Configuration' page. At the top, there is a back arrow, the title 'Client Review Configuration', and a button 'Open Client Review (new tab)'. The page is divided into several sections: 'General Documents' with an 'Add Document' button and a note that general documents are included in the client review; 'Navigation' with a note about customizing navigation; 'Navigation Preview' showing a preview of the navigation tabs (Plan Details, Report, Documents); 'MoneySmart Tabs' with a table of tabs and their visibility; and 'Custom Tabs' with an 'Add Custom Tab' button and a note that there are no custom tabs yet.

MoneySmart Advice Tab	Links to ASIC's MoneySmart articles on financial literacy	<input type="checkbox"/> Visible
MoneySmart Videos Tab	Links to ASIC's MoneySmart short videos	<input type="checkbox"/> Visible

General Documents

The first section, General Documents, allows you to upload documents which will be universal 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.



The screenshot shows the 'General Documents' section. At the top, there is a back arrow, the title 'General Documents', and an 'Add Document' button. Below this is a light blue information box with the text 'General Documents are included in the Client Review for all plans and reports.' At the bottom, there is a form with a 'Document Name' input field, a 'Browse...' button, a 'No file selected' status, a 'Save' button, a 'Visible' checkbox, and up/down arrows and a delete icon.

How to Create Reports with Report Builder

General Documents

General Documents

are included in the Client Review for all plans and reports.

Financial Services Guide

Edit

Visible

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

Navigation

Customise the Client Review navigation by showing or hiding the MoneySmart tabs, and creating your own custom resource tabs.

The navigation preview below will update as you make changes.

Navigation Preview

Plan Details

Report

Documents

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.

Navigation

Customise the Client Review navigation by showing or hiding the MoneySmart tabs, and creating your own custom resource tabs.

The navigation preview below will update as you make changes.

Navigation Preview

Plan Details

Report

Documents

MoneySmart Advice

MoneySmart Videos

MoneySmart Tabs

MoneySmart Advice Tab	Links to ASIC's MoneySmart articles on financial literacy	<input checked="" type="checkbox"/> Visible
MoneySmart Videos Tab	Links to ASIC's MoneySmart short videos	<input checked="" type="checkbox"/> Visible

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.

How to Create Reports with Report Builder

Add Custom Tab

Name

Description

File

Edit

View

Insert

Format

Tools

Table

↶

↷

Formats

B

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POWERED BY TINYMCE


Resources

+

Add Resource

 You need to [save this tab](#) before adding resources.

✕ Cancel

 Save

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

Add Resource


Name

Author

URL


https://

▼



Duration

Thumbnail


 Browse...

No file selected

Preview

[No thumbnail]

✕ Cancel

 Save

How to Create Reports with Report Builder

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

Edit Resource

Name

The Guru's Guide to Self-Managed Sup

Author

Grant Abbott

URL

https://www.financialmappers.com.au

Duration

Thumbnail

Browse... Keep existing file

Preview

Delete

Close

Save

Edit Resource

Name

Power of Compound Interest

Author

URL

https://goodadvice.financialmappers.c

Duration

2:05

Thumbnail

Browse... Keep existing file

Preview

Delete

Close

Save

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

Navigation

Customise the Client Review navigation by showing or hiding the MoneySmart tabs, and creating your own custom resource tabs.
The navigation preview below will update as you make changes.

Navigation Preview

Plan Details

Report

Documents

MoneySmart Advice

MoneySmart Videos

Book Club

Money Matters

MoneySmart Tabs

MoneySmart Advice Tab

Links to ASIC's MoneySmart articles on financial literacy

Visible

MoneySmart Videos Tab

Links to ASIC's MoneySmart short videos

Visible

Custom Tabs

Book Club

Visible

Up

Down

Delete

Money Matters

Visible

Up

Down

Delete

Add Custom Tab

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.

32

How to Create Reports with Report Builder

Edit Custom Tab

Name

Book Club

Description

File Edit View Insert Format Tools Table

Undo Redo

Formats

B *I* A A 12pt

Align Left

Align Center

Align Right

Justify

Bulleted List

Numbered List

Decrease Indent

Increase Indent

Image

Link

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**.

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Resources

+ Add Resource

The Guru's Guide to Self-Managed Super Funds	<input checked="" type="checkbox"/> Visible	<div>↑</div>	<div>↓</div>	<div>🗑</div>
Smart Money Smart Kids	<input checked="" type="checkbox"/> Visible	<div>↑</div>	<div>↓</div>	<div>🗑</div>

🗑 Delete

✕ Close

💾 Save

33

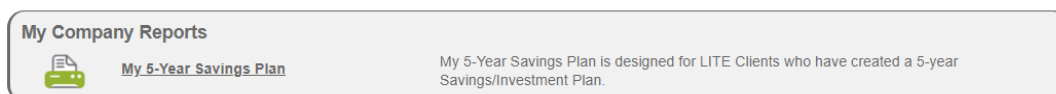
Plan Review

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.

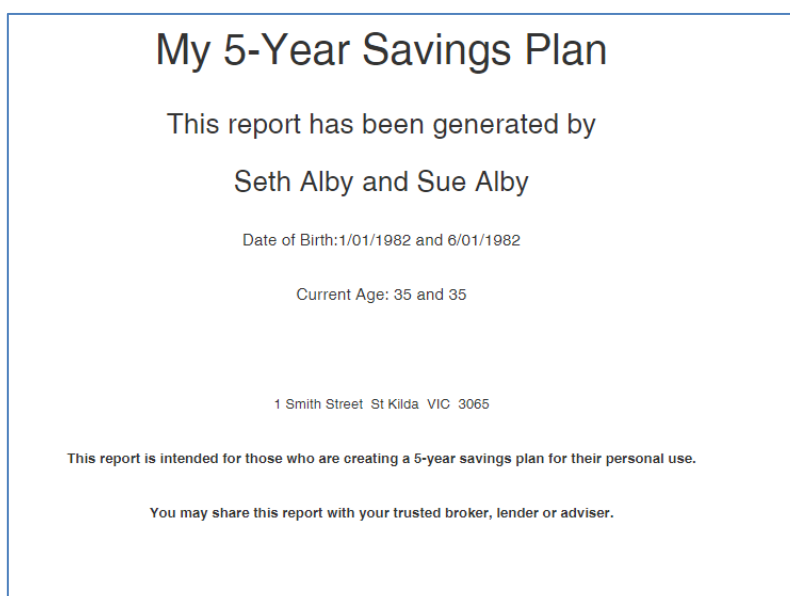
Access to the Plan Review as a Report.



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.



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

My Company

My 5-Year Savings Plan

Seth & Sue Alby

client review

Plan Details Report Documents Q&A MoneySmart Advice MoneySmart Videos Our Videos Budget Tips

Previous Cover Page & Table of Contents Next: Important Information

Loading...

Table of Contents

1. Important Information
2. Can you afford this plan?
3. A Snapshot of your Finances
4. Review Dashboard
5. Net Wealth
6. Plan Objectives & Financial Targets
7. Lifestyle Goals and Milestones
8. Savings Strategy
9. Your Budget
10. Annual Transactions
11. About your Debts
12. Your Loans
13. Your Real Estate, including Home
14. Interest Earning Accounts
15. Shares and Managed Funds
16. Superannuation
17. Personal Assets at Start of Plan
18. Insurance
19. Statistics
20. Net Value of Investments and Retirement Accounts

Version: 3.52.0

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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 Company

Debt Management Report

client review

Plan Details Report Documents Q&A MoneySmart Advice

My Plan

Plan Type	Savings (Investment) only
Plan Length	5 years
Joint Plan	Yes
Savings Start Year	2018

Name	Initials	Savings Start Age
Seth Alby	Seth	35
Sue Alby	Sue	35

Estimated Review Time

It is estimated that you have spent approximately 0 minutes reviewing the Report.

Version: 3.52.0


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How to Create Reports with Report Builder


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.



Plan Map (Illustrated)
Peter & Rose Johnson



Plan Details

Report

Documents

Q&A

MoneySmart Advice

MoneySmart Videos

Book Club

Money Matters

Johnson Plan 2020

Plan Type	Lifetime (Savings & Retirement)		
Plan Length	40 years		
Joint Plan	Yes		
Savings Start Year	2020		
Retirement Start Year	2040		
Name	Initials	Savings Start Age	Retirement Age
Peter Johnson	Peter	45	65
Rose Johnson	Rose	45	65

Estimated Review Time

It is estimated that you have spent approximately 7 minutes reviewing the Report.

Version: 3.109.0

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How to Create Reports with Report Builder

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



How to Create Reports with Report Builder

About Me and My Family

Section Heading

Edit

About Me and My Family

Free Text



Edit



Where the information in the section "About Me and My Family", has been completed, the details will be displayed. Otherwise it will be left blank. This is information your adviser, accountant, or mortgage broker may require if you are seeking financial assistance.



Smart Panel About Me - Family

Edit



Smart Panel About Me - Employment

Edit



Smart Panel About Me - Health

Edit



Smart Panel About Me - Estate Planning

Edit



Smart Panel About Me - Investment Experience

Edit



Smart Panel About Me - Risk Profile

Edit



How to Create Reports with Report Builder

Can you afford this plan?

Section Heading

Edit

Can you afford this plan?

Free Text

Edit

↑

↓

+

If your *Transaction (Bank) Account* is overdrawn beyond your **Overdraft Limit**, then you need to reallocate funds to ensure the *Transaction Account* has sufficient funds to pay for your investments, including loans associated with those investments.

You should also check that you have sufficient funds in your *Budget*. It is a good idea to leave something 'for a rainy day' or unexpected emergencies. (Note that the funds 'Unallocated' are not added to the following year. The program assumes all the funds in the Budget will be spent during that year.)

The **Key Indicator Graphs** should quickly indicate if you have forgotten something in your plan like:

- Entering your salary and percentage of salary to be allocated to investments
- Allocating savings from salary to investments in the Investment Plan
- Transaction Account is overdrawn

If these do not appear correct, you should return to your plan and make adjustments.

Smart Panel

Bank Account - Balance at End of Year ***

Edit

↑

↓

+

Smart Panel

Budget - Unallocated Funds ***

Edit

↑

↓

+

Smart Panel

General - Key Indicator Graphs

Edit

↑

↓

+

Section Footer (PDF only)

Displayed at the bottom of each page of the section

Edit

Using report footer

Snapshot of your Finances

Section Heading

Edit

A Snapshot of your Finances

Free Text

Edit

↑

↓

+

A quick review of these two panels will indicate if you have forgotten anything.

Smart Panel

General - Financial Performance Snapshot

Edit

↑

↓

+

Smart Panel

General - Key Indicators Snapshot

Edit

↑

↓

+

How to Create Reports with Report Builder

Review Dashboard

Section Heading

Edit

Review Dashboard

Free Text

Edit

↑

↓

+

Move the slider to any year to read the results.
Click on the Icons to display a detailed graph for each dial.

Smart Panel

Review ***

Edit

↑

↓

+

Net Wealth

Section Heading

Edit

Net Wealth

Smart Panel

General - Summary at End of Savings and Retirement Phases

Edit

↑

↓

+

Smart Panel

Savings Strategy - Net Assets Graph

Edit

↑

↓

+

Smart Panel

Savings Strategy - Assets at Start of Year

Edit

↑

↓

+

Plan Objectives & Financial Targets

Plan Objectives & Financial Targets

↑

↓

+

Section Header (PDF only)

Displayed at the top of each page of the section

Edit

Using report header

Section Heading

Edit

Plan Objectives & Financial Targets

Smart Panel

General - Plan Objectives

Edit

↑

↓

+

Smart Panel

General - Main Strategy

Edit

↑

↓

+

Smart Panel

General - Plan Comments

Edit

↑

↓

+

How to Create Reports with Report Builder

Lifestyle Goals and Milestones

Section Heading

Edit

Lifestyle Goals and Milestones

Free Text

Edit

Up

Down

+

Copy

Delete

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

Up

Down

+

Copy

Delete

Smart Panel

General - Milestones

Edit

Up

Down

+

Copy

Delete

Smart Panel

General - Goals (First 5 Years)

Edit

Up

Down

+

Copy

Delete

Smart Panel

General - Goals Graph

Edit

Up

Down

+

Copy

Delete

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

Up

Down

+

Copy

Delete

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

Up

Down

+

Copy

Delete

Smart Panel

Loan Report - Salary Savings

Edit

Up

Down

+

Copy

Delete

How to Create Reports with Report Builder

Cash Flow Summary

Section Heading

Edit

Cash Flow Summary

Free Text

Edit

↑

↓

+

This **Cash Flow Summary** shows your Income and Expenditure for the first 5-years of the plan.
In the Retirement Phase, the drawdown amounts from your Retirement accounts are displayed as Income.

Smart Panel

Cash Flow Summary

Edit

↑

↓

+

Indexing of Values

Years to Display

Indexing Method

Plan Phase

Year Range

Future Value

Default Phase

Years 1 - 5

Section Footer (PDF only)

Displayed at the bottom of each page of the section

Edit

Using report footer

Assets and Liabilities

Section Heading

Edit

Assets & Liabilities

Free Text

Edit

↑

↓

+

This section shows your Assets & Liabilities for the first 5-years.
Net Value of Assets is also included.

Smart Panel

Assets & Liabilities

Edit

↑

↓

+

Indexing of Values

Years to Display

Indexing Method

Plan Phase

Year Range

Future Value

Default Phase

Years 1 - 5

Section Footer (PDF only)

Displayed at the bottom of each page of the section

Edit

Using report footer

How to Create Reports with Report Builder

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

↑

↓

+

43

How to Create Reports with Report Builder

Annual Transactions

Section Heading

Annual Transactions

Edit

Free Text

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This section will show you:

- Allocation of your Savings from Salary
- Purchase of Shares, Managed Funds, and Personal Superannuation Contributions
- Purchase and Sale of Real Estate
- New and Refinanced Loans

Smart Panel

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Savings Strategy - Allocation of Savings

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Savings Strategy - Shares, Managed Funds and Superannuation

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Smart Panel

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Savings Strategy - Real Estate Purchases at Start of Year

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Savings Strategy - Real Estate Sales at End of Year

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Loan Report - Planned Loan Management for New Loans and Refinanced Loans

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How to Create Reports with Report Builder

About your Debts

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About your Debts

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The Debt Servicing Ratio calculates your annual loan repayments as a percentage of your after-tax salary.

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General - Debt Servicing Ratio ***

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Loans - Current with Lender Details

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Smart Panel

Loan Report - Loan Balances and Loan Repayment Schedules

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Smart Panel

Loan Report - Interest Rates, Capital and Interest Payments Graph

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Using report footer

Your Personal Loans

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Your Personal Loans

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Conversational - Personal Loans

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Smart Panel

Loans - Personal

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Conversational - Credit Cards

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Loans - Credit Cards

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How to Create Reports with Report Builder

Your Home and Investment Loans

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Your Home and Investment Loans

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This section reviews each of your loans in detail using graphs.

More information will be found in the description of the asset with which the loan is associated.

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Loans - Home

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Loans - Investment Property

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Loans - Shares

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Your Real Estate, including Home

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Your Real Estate, including Home

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While your **Home** is separated from your **Investment Property** in the plan, homeownership is an important part of our wealth building and both are included.

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Conversational - Homes

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Assets - Home

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Conversational - Investment Properties

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Assets - Investment Property

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How to Create Reports with Report Builder

Interest Earning Accounts

Interest Earning Accounts

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Using report header

Section Heading

Smart Panel Conversational - Interest Earning Accounts

Smart Panel Bank Account - Balance at End of Year

Smart Panel Assets - Cash Accounts

Smart Panel Assets - Term Deposits

Smart Panel Assets - Bonds

Section Footer (PDF only) Displayed at the bottom of each page of the section
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Shares & Managed Funds

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The account called **Shares** is assumed to *Australian Shares*, which are referred to as *Domestic Equities* in **Managed Funds**.
Managed Funds may be a combination of any of the following:

- Cash
- Domestic Fixed Interest Securities
- Global Fixed Interest Securities
- Domestic Equities
- Global Equities
- Other Investments (e.g. Precious metals or Artwork)
- Property Trusts

Smart Panel Conversational - Shares

Smart Panel Assets - Shares

Smart Panel Conversational - Managed Funds

Smart Panel Assets - Managed Funds

How to Create Reports with Report Builder

Superannuation

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Superannuation

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Superannuation Accounts are often referred to as Pension Accounts, a globally recognized term.

There are two types of Superannuation Accounts in the plan:

- **Superannuation/Pension Account:** This is usually managed by an external trustee where both you and your employer can make contributions.
- **Self-Managed Superannuation Account:** The beneficiaries or their representatives will be the Trustees. You may have either a solo or two-person fund.

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Conversational - Superannuation

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Retirement - Employer Super

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Conversational - SMSF

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Retirement - Self Managed Pension (Superannuation) Fund

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Personal Assets at Start of Plan

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Personal Assets at Start of Plan

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If you are applying for a Loan this year, your lender may require a list of your **Personal Assets**. This may include

- Cars
- Home Contents
- Other - such as boats, caravans artwork.

The lender will most likely want the resale value of these items.

This information is not imported into your plan.

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Assets - Personal Assets at Start of Plan

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How to Create Reports with Report Builder

Insurance

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Insurance

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An Insurance Needs Evaluation Report should be completed for each partner.

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Conversational - Insurance

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General - Insurance Graph

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General - Plan Risks

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Statistics

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Statistics

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In this section the following information is examined:

- Asset and Income Allocation (Interest-Earning Accounts, Shares & Managed Funds, Investment Property & Superannuation)
- Asset Allocation for Investments showing 8-categories of investments
- Percentage of Growth Assets held in your Investments
- Return on Investments & Superannuation displayed as Nominal and Real (After Inflation) Returns.

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Summary Report - Asset Allocation

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Summary Report - Asset Allocation (Detailed) - Investments

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Summary Report - Risk Profile - Investments

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Progress Report - Return on Investments (Including Retirement Accounts)

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How to Create Reports with Report Builder

Net Value of Investments and Retirement Accounts

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Net Value of Investments and Retirement Accounts

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Present Value (PV) results discount the Nominal Value by the **Rate of Inflation**.

Simply this means that a PV is the value of the asset in today's dollar value.

For example, if Inflation is 2% and the asset is worth \$100,000 today, if that asset rose at the rate of Inflation (2%), then the asset would be worth \$102,000 in 1-year. However, the PV in 1-year is still \$100,000. The extra \$2,000 is the proportion increased by Inflation.

The Net Value of your assets at the end of the plan are:

- Home: «Start Retirement: Homes Net Value (PV)» (PV) which is «Ending Homes Net Value» (FV)
- Investments: «Ending Investments Net Value (PV)» (PV) which is «Ending Investments Net Value» (FV)
- Retirement Accounts: «Ending Retirement Funds Value (PV)» (PV) which is «Ending Retirement Funds Value» (FV)

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Progress Report - Net Investments & Retirement Funds (FV)

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Smart Panel



Progress Report - Net Investments & Retirement Funds (PV)

Edit



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Book a **Training Session** through [Calendly](#):