

Profiles Forecaster™

User Manual

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Chapter 1: Profiles Forecaster™ User Manual

The Profiles Forecaster™ user manual includes all the instructions you need to use Profiles Forecaster™ effectively. This chapter includes the following topics to help you use this manual:

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Conventions

This user manual uses the following conventions:

- The names of items on the screen are *italicized and bolded*.
- The names of items that you are directed to select, click, or enter appear in **bold**.
- To help you navigate through the application, locations are separated by dashes.

Forecaster®

HOME FILE EDIT INPUT OUTPUT TOOLS PREFERENCES HELP QUICK ACTIONS ▾

CASE SETUP

Category

Personal Information Active Case: Sample Case 1 (Sample Case)

Personal Information ⓘ

Category

Peter **Susan**

First Name* Analysis Date*

Middle Name Marital Status* ▾

Last Name

Date of Birth*

Address

City State Zip

Phone E-mail

Dependent Information

Child's Name	Date of Birth	Delete
Jennifer	7/29/2010	✘
Daniel	12/12/2008	✘
		✘

BACK

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Case Data category – Personal Information screen

Note: The screenshots in this guide are taken from Profiles Forecaster™ (web). Your version may have a different style; however the instructions are still accurate and valuable.

Profiles Forecaster™ resources

Advicent Solutions, LP provides several resources to help you use Profiles Forecaster™. In addition to telephone support, you can access resources from within Profiles Forecaster™ and from the Advicent Solutions, LP website. The following table shows some of the resources available and where to find them:

Advicent Solutions resources	Description and location
Help	<p>The quickest way to get information about any command, screen, or item within Profiles Forecaster™ is to use the Help provided in the application. To access the Help, click the Help button at the top of the Profiles Forecaster™ window.</p>
Learning Center	<p>The Learning Center allows you to take full advantage of Profiles™ Financial Planning Application by providing a combination of learning materials in a centralized location. Accessed directly from within the application, the Learning Center is easy to navigate, allowing you to learn when, where and how you want. Whether you are a new or veteran user, you will find value in these complementary materials.</p> <p>You will find the following materials on the Advicent Solutions Learning Center:</p> <ul style="list-style-type: none"> ■ Training Videos ■ Take Action Webinar Sign-ups ■ The Advicent Solutions Training Catalog ■ User Manuals ■ Quick Reference Guides (QRGs) ■ Integration Guides ■ Functional Documents ■ Release Notes

Chapter 2: Overview of Profiles Forecaster™

This chapter provides a general overview of Profiles Forecaster™ and discusses the following topics:

- About Profiles Forecaster™** 5
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- Recommended steps for using Profiles Forecaster™** 12

About Profiles Forecaster™

Profiles Forecaster™ allows you to give your clients a comparison of their current financial situation to their financial objectives.

How does Profiles Forecaster™ help me to identify my clients' needs?

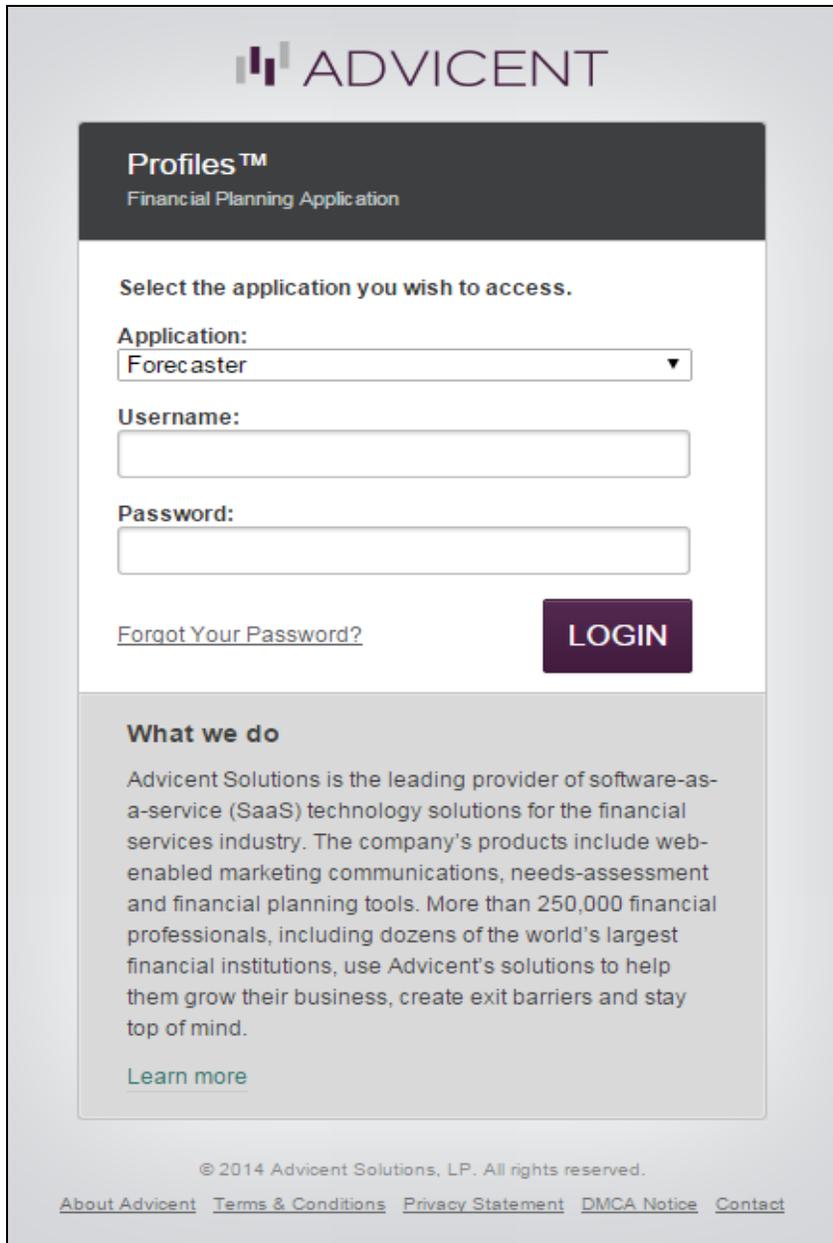
- Profiles Forecaster™ provides a simple and efficient way of analyzing your clients' financial situation, which includes reports that graphically and quantitatively illustrate the strengths and weaknesses of their current financial strategy.
- Profiles Forecaster™ offers a user-friendly interface that can be easily mastered and helps you explain the need for financial planning.

What are the advantages of Profiles Forecaster™?

- **Flexibility** – Profiles Forecaster™ allows you to evaluate client needs both on a modular basis and as a whole. Clients who know what they want can be advised on specific matters, such as saving enough money to fund college costs or making sure their family is adequately-covered in case of a death or disability.
- **Simplicity** – Profiles Forecaster™ is simple to use. With its easy-to-understand questions and simple user interface, you will be proficient in no time.
- **Speed** – Profiles Forecaster™ performs calculations quickly and efficiently, for either a point-of-sale demonstration or the traditional fact-finding, two-interview process.
- **Graphics** – Profiles Forecaster™ incorporates high-quality presentation graphics which are easy to understand.

Logging on

Once you have received your user name and password from your System Administrator, Enter your user name and password information in the appropriate fields on the **Login** screen, and then click the **Login** button.



The screenshot shows the login interface for Advicent Profiles™. At the top, the Advicent logo is displayed. Below it, the text "Profiles™ Financial Planning Application" is shown. The main content area is titled "Select the application you wish to access." and contains a dropdown menu for "Application" with "Forecaster" selected. Below this are input fields for "Username:" and "Password:". A "Forgot Your Password?" link is located to the left of a purple "LOGIN" button. At the bottom of the main content area, there is a section titled "What we do" with a paragraph of text and a "Learn more" link. The footer contains the copyright notice "© 2014 Advicent Solutions, LP. All rights reserved." and a row of links: "About Advicent", "Terms & Conditions", "Privacy Statement", "DMCA Notice", and "Contact".

Login screen

Session expiration

For security purposes, your Profiles Forecaster™ session will expire if the application remains idle for 60 minutes. To ensure you do not lose any data you want to save, Profiles Forecaster™ will store your data to a temporary location.

Working in Profiles Forecaster™

This page contains an explanation of the basics for working in Profiles Forecaster™.

How do I navigate in Profiles Forecaster™?

After opening a case, use the **Next** button at the bottom of the screen to move through the data-entry process; use the **Back** button to retrace your steps. Clicking a category on the navigation bar will navigate to that screen.

How do I use menu commands?

Most Profiles Forecaster™ commands are accessible from the menu.

File Menu

File

Create New Client	Begins the process of creating a new client file.
Existing Clients	Displays a list of existing clients.
Grant/Revoke Client	Define advisor permissions for the active client file.
Open Sample Case	Open one of the provided sample cases.
Save Case	Save the current case.
Save As	Save the current case and define its name.
Send Case	Allows you to send the active case file via email.
Delete Case	Delete the current case.
Close Case	Close the current case; you will be prompted to save any changes.
External Data Sources	Opens a sub-menu which allows you to: <ul style="list-style-type: none"> ■ Update your case using external information. ■ Manage integrations with third party applications.
Logout	Exit Profiles Forecaster™.

Edit Menu

Edit

Restore Default	Profiles Forecaster™ populates some fields for you, clicking this button will revert those fields to their default value.
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Input Menu

Input

Upgrade Case	Launches the Upgrade Client Case screen.
Slide Presentation	Launches the Presentation Module .
Reclassify All Holdings	This command scans the file for holdings that have been automatically classified and updates the asset class mix based on the latest returns-based asset allocation data provided by Morningstar. Note: You will need the Morningstar Classifier Database® to use this feature. Contact your Advicent Solutions, LP Relationship Manager for purchasing information.

Output Menu

Output

Client Presentation	Launches the Client Presentation screen.
Regenerate Presentation	Re-creates the most recently generated presentation.

Forms Menu

Forms

Printable Forms	Opens a list of printable forms for your clients.
Case Review	Launches the Initiate Case Review dialog box; use this feature to begin reviewing your clients' case. Note: This option is only available if you have created the case using the Case Review button on the Case Details form.

Tools Menu

Tools

Validate All Data	Reviews the data entered for the case to for missing or invalid data.
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Alerts	Launches the Alerts screen; use this feature to check for new leads.
--------	---

Change Password	Allows you to change your password.
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Preferences Menu

Preferences

Personalization	Launches the Personalization category; this category includes a several sub-screens enabling you to make changes to a variety of features withing Profiles Forecaster™. Note: Changes made here affect the entire application.
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My Default Preferences	This button launches the Planning Preferences section with the default settings. Changes here can be either saved for the active case, or you can restore system preferences.
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Help Menu

Help

Help Contents and Search	Launches the Help dialog box; use this feature to search for additional information on any topic within Profiles Forecaster™.
--------------------------	--

Release Overview	Launches the Release Overview document; this document explains the most recent changes made to Profiles Forecaster™.
------------------	---

Learning Center	Launches the Profiles Forecaster™ Learning Centerre .
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Send Case to Support	Sends the current case file to Advicent Solutions, LP Partner Support. Note: Before sending a case, please contact Advicent Solutions, LP Partner Support. Email: support@advicentsolutions.com Phone: (888)-692-3474
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Third Party Disclosure	Displays all relevant legal information for third-party providers related to Profiles Forecaster™.
------------------------	--

How do I use the toolbar?

The **Quick Actions** menu takes some of the most commonly-used features in Profiles Forecaster™ and places them in one convenient location. The **Quick Actions** menu is always in the upper-right corner of the application and the options on the menu never change. Each of the options on the **Quick Actions** menu perform the same functions they do when accessed from other menus. To access the **Quick Actions** menu, simply hover your cursor over the **Quick Actions** button.

The screenshot displays the Profiles Forecaster™ application interface. The main content area is titled 'Personal Information' and is divided into two columns for 'Peter' and 'Susan'. The form includes fields for First Name, Middle Name, Last Name, Date of Birth, Address, City, State, Zip, Phone, and E-mail. Below the form is a 'Dependent Information' table with columns for Child's Name, Date of Birth, and Delete. A 'QUICK ACTIONS' toolbar is open on the right side, listing options such as 'Create New Client', 'Existing Clients', 'Save Case', 'Restore Default', 'Client Presentation', 'Regenerate Presentation', 'Grant/Revoke Client', 'Home', 'Help', and 'Help Video'. The bottom of the screen shows a copyright notice for 2012 Zywave and links to 'About Zywave', 'Terms and Conditions', 'Privacy Statement', 'DMCA Notice', and 'Contact'.

Client Data category - Personal Data section (with the Quick Actions toolbar opened)

How do I save data?

Profiles Forecaster™ stores customer case files to a temporary database when moving from screen to screen within the application. This ensures that your case data is safe if your Profiles Forecaster™ closes unexpectedly. In the event of an unexpected exit, you will be prompted to log on again.

How do I exit Profiles Forecaster™?

When you're ready to exit Profiles Forecaster™, go to the **File** menu, and then select **Logout** to end your current session. Perform one of the following actions:

- Click **Yes** to save the case and exit.
- Click **No** to continue working on the active case.

Access Help

There is more than one way to access Help.

Help menu

To open the Profiles Forecaster™ Help, go to the **Help** menu, and then select **Help Contents and Search**. You can then browse the Help contents or search for specific content.

i-Help icons

Within the application you will notice the i-Help  icons, which appear next to data fields and screen sections. Move the pointer over the icon to display descriptive information about the relevant field.

From any input field in a case you can select **Help** from the **Quick Actions** menu to see field specific help. From there, you can select **More Help** to get to launch the **Profiles Forecaster™ Help System**.

Recommended steps for using Profiles Forecaster™

The process below outlines some recommended steps for creating an optimal financial plan for your clients.

1. Gather information and define goals

Use the fact finder to collect financial information from your clients. Each section in the fact finder corresponds to an input screen in Profiles Forecaster™ and ensures you have the necessary information to proceed. The fact finder also allows your clients to define their goals.

2. Create the client file and initial case

Once all the financial information is collected, create a new client file and an initial case. All future cases for that client will be saved in the same client file. Then using the completed fact finder, enter data on the corresponding input screens. If applicable, enter the clients' answers to the Asset Allocation Questionnaire.

3. Verify information

Ensure that the data is accurate, as any errors can alter results. Generate the **Personal Information Summary** report from the **Client Presentation** dialog box to verify your input.

4. Assess options

Once all financial data and goals have been entered and verified, explore various alternative scenarios as needed. Ensure that the selected recommendations are appropriate for your clients and are achievable with their cash flow. If you would like to offer your clients more than one alternative, you can duplicate the case, rename it appropriately, and produce other recommendations that may be appropriate.

5. Present options

Present possible solutions to your clients using reports from the **Client Presentation** dialog box, and then confirm the strategies you will use. Presentation templates can be used to quickly access reports.

6. Implement

Implement your strategies immediately so that savings can accumulate. It is imperative to note future events so you can contact your clients in time to act on and do not miss a sales opportunity.

7. Review

Regularly review the progress of your plan and adjust as necessary. We cannot predict the future, but we can analyze the past and make adjustments.

Note: The Jim and Maria Dixon family client file has been created to assist in learning how to use Profiles Forecaster™. You can use their information to work through this user manual and improve your learning by using a more hands-on approach. For more information, "Meet the Dixons" on page 16.

Chapter 3: Gathering financial information

This chapter includes the following topics to help you gather financial information from your clients:

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Collecting financial information

Before entering your clients' financial information in Profiles Forecaster™, collect all the clients' relevant financial documents. These include the following:

- Tax returns and assessments for the client and co-client for the past two years
- Social Security Statements
- CPP/QPP and OAS information
- Pension statements and booklets from the client's and co-client's employers
- Benefits statements from the client's and co-client's employers
- Pension statements, investment plans, and benefits plans from former employers
- Pay stubs for the last two pay periods
- Life, disability, and long-term care insurance policies
- Insurance policy information
- Most recent investment statements from banks, trust companies, brokers, and investment companies
- Budget of personal and living expenses
- Most recent mortgage and loan statements
- Most recent will and power of attorney documents
- Marital agreement(s)
- Severance pay documents
- Any other relevant documents

Profiles Forecaster™ also includes several printable forms that are useful for collecting financial information from your clients.

How do I view printable forms?

- Go to the **Forms** menu, and then select **Printable Forms**. Select the form you want to print.
Note: These forms are now interactive PDFs; this means you can enter data directly into the PDF file and save the data you enter. To use these interactive PDFs, you must have—at a minimum—Adobe Reader XI.

Printable form	Description
Profiles Forecaster™ Fact Finder	Use the Profiles Forecaster™ Fact Finder to collect your clients' financial information. Each section in the fact finder corresponds to a data-entry screen in Profiles Forecaster™. Once collected, the information can be entered into Profiles Forecaster™.
Asset Allocation Questionnaire	Consisting of six questions, <i>Morningstar Associates' asset allocation questionnaire</i> takes into account your clients' time horizon and risk tolerance. The total score will help you determine which investment portfolio best matches your clients' objectives for the future.
Authorization to Release Information	Having your clients complete this form gives you authorization from your clients to obtain the necessary information you require to prepare financial recommendations for your clients.
Cash Flow Worksheet	Use this worksheet to calculate your clients' monthly and/or annual cash flow surplus/deficit.
Documents Needed	Use this checklist to provide your clients with a list of documents you will need to properly study, analyze, and prepare a personal plan for them.
Pre-Meeting Questionnaire	Similar to the fact finder, the <i>Pre-Meeting Questionnaire</i> is designed to be completed by new clients to help them gather and prepare their financial information.
Receipt for Documents	Use this checklist to keep track of which documents your clients have provided and which documents are still needed.
Review Checklist	Use this checklist to indicate where changes have occurred or are expected to occur. For example, the clients expect to get married in the near future as well as purchase their first home.

Note: These files can be viewed or printed from Adobe® Reader, which can be downloaded at no charge from Adobe's Web site.

Meet the Dixons

Tip: To provide you with realistic examples, the Dixon family client file has been created and is referred to throughout this user manual. Examples are provided based on the following scenario.

Jim and Maria Dixon have made an appointment with you to obtain advice regarding some recent changes in their finances. All their investments are with your firm and they are happy with the advice they have received. The Dixons have been making all their own decisions to date but feel they don't have the knowledge to deal with these changes.

Here are the Dixons' concerns in order of importance:

1. The Dixons received an inheritance of \$30,000 from Jim's aunt. These funds have been added to their savings account, which now totals \$35,000. They also expect to receive an additional \$60,000 by the end of the year. Jim and Maria would like advice on what they should do with these funds.
2. Jim and Maria enjoy their current lifestyle they have due to their education. Their parents worked hard to ensure they didn't have to borrow money for school and it is important to them to pass this benefit on to their children.
3. Jim and Maria love their careers but are looking forward to retirement. Their favorite activity is packing up their RV and heading out for adventures unknown. They have family out of state and the RV gives them a place to stay while visiting. Can you look at their retirement plan with them while you're at it?
4. Jim and Maria have been following their budget for the last few months and have approximately \$1,000 per month they would like to make better use of. If they commit to saving the funds or paying down debt, they will be less likely to spend it. Jim and Maria would like advice on what to do with these funds.
5. The Dixons do not have long-term care insurance and it was mentioned to them by their neighbors. Is this something they should have? What will the financial effect be if one of them had to go into long-term care?

Jim and Maria have come to your meeting well prepared with their **Cash Flow Worksheet** and **Pre-Meeting Questionnaire** completed, as well as bringing in the documents listed in the **Documents Needed** worksheet. Your interview with them uncovers the following information:

Children and education

Jim and Maria have two sons, Evan and Daniel. The older son, Evan, will be continuing his studies but has not yet decided what field of studies to follow or what college he wants to attend. In preparing for his education costs, the Dixons would like to have \$15,000 per year saved.

Their younger son, Daniel, is very sure of his field of study and hopes to attend Alliant International University and follow in his father's footsteps. The Dixons have recently moved their education savings into a conservative investor profile as they expect to be using these funds in the next few years.

Needs in the Event of Death

Jim and Maria are comfortable with their insurance coverage, but would feel more comfortable if it could be reviewed. Their children should both be away at school within three years.

Earnings

Both clients have worked for their existing employers for a number of years and receive annual cost of living salary increases. With approximately 15 years left to work, Jim is hoping for one more promotion before retirement. The most current pension statement they were able to find for Jim was from 2007.

Rent and Mortgage

The Dixons' primary residence has not been affected greatly by the market downturn. They would like to have the mortgage paid off before retirement, sooner if possible.

Other Liabilities

Jim and Maria financed the purchase of their RV but they don't know what their outstanding balance is. They do know their monthly payment amount, original loan amount, interest rate, and amortization of their loan. Jim and Maria do not believe in credit cards.

Retirement Funds

The Dixons have been able to maximize Jim's contributions since he started work. Maria stayed at home with the boys until they were both in school; therefore, her qualified plan balances are lower. Jim and Maria are now taking advantage of the spousal option. They are unsure about Social Security benefits so they would be comfortable if additional funds could be saved. Jim and Maria have a joint non-qualified account they would like to use for retirement funding.

Asset Allocation

During your interview with Jim and Maria, you work through the Asset Allocation Questionnaire with them and determine that they are medium to high risk/return investors. Maria tends to be a little more conservative in her portfolio, while Jim tends to be a little riskier. Jim and Maria believe they balance each other off.

Cash Flow

Jim and Maria completed the Cash Flow Worksheet prior to the meeting. They didn't realize how much money they were unable to account for and are confident they would like to commit \$1,000 per month towards either savings or debt reduction.

Chapter 4: Managing client data

This chapter includes the following topics to help you manage your client data:

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Home screen

The first screen that appears when Profiles Forecaster™ opens is the **Home** screen.

Functional Documentation:

- This help topic has associated functional documentation. To access functional documentation see [Profiles Resources](#). The following functional documents apply to this topic:
 - ***Presentation Module***

Create New Client and Initial Case screen

The **Create New Client and Initial Case** screen is used to enter a new client's details, along with an initial case name.

Forecaster® [Logout](#)

HOME FILE EDIT INPUT OUTPUT TOOLS PREFERENCES HELP QUICKACTIONS ▾

CREATE NEW CLIENT
EXISTING CLIENTS
OPEN SAMPLE CASE

Create New Client and Initial Case

Enter the New Client Details and an Initial Case Name below. If you wish to create a new case for an existing client click the Existing Clients link. Please note: fields denoted with * are required.

New Client Details

First Name

Middle Name

*Last Name

Client Description

Initial Case Details

*Case Name:

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Create New Client category – Create New Client and Initial Case screen

How do I enter a new client's information

1. Go to the **Create New Client** category – **Create New Client and Initial Case** screen.
2. Under **New Client Details**, enter the client's information.
3. Under **Initial Case Details**, enter a case name, and then click **Next** to continue.

Create New Case screen

The **Create New Case** screen is used to select the modules you want to analyze in the new case. Based upon the selections made on this screen, Profiles Forecaster™ will dynamically present input screens corresponding to the modules selected. You can change your selections at any time while you are working in an existing client file by clicking **Case Setup** on the navigation bar on the left side of the screen.

Forecaster®

HOME FILE EDIT INPUT OUTPUT TOOLS PREFERENCES HELP QUICK ACTIONS ▾

CREATE NEW CLIENT
EXISTING CLIENTS
OPEN SAMPLE CASE

Create New Case

Welcome to Profiles Forecaster - designed to compare a current financial situation with future goals and objectives. Throughout the program, you will notice 'i' icons. Clicking on these icons will provide you with tips or guidelines for data entry. ⓘ

To begin, choose the areas you want to analyze below. You can display and/or print the results when finished.

Forecaster Modules

Select All Deselect All

- Needs in the Event of Death**
Examine the financial impact of a death, including immediate cash needs and continuing income needs.
- College Funding**
Examine the cost of college and alternative funding methods.
- Retirement**
Examine how a client's current plans will meet his or her objectives.
- Asset Allocation**
Examine a client's current asset allocation in relation to his or her risk tolerance.
- Disability Income**
Examine the financial impact of a disability on client's income.
- Long-Term Care**
Examine the impact long-term care costs can have on a financial situation.

BACK NEXT

Create New Client category – Create New Case screen

How do I select modules

- Under **Forecaster Modules**, select the modules required, and then click **Next** to continue. The **Personal Information** screen opens "Personal Information screen" on page 33.

Note: In order to proceed to the next screen you must select at least one module.

You can obtain this information from page 1 of the Profiles Forecaster™ Fact Finder.

What concerns you the most?

There are a number of different areas to consider when preparing for your future financial security. Start now by identifying your financial goals.

Which of the following areas are important to you?

- | | |
|--|--|
| <input type="checkbox"/> Needs in the Event of Death | Examine the financial impact of death, including immediate cash needs and continuing income needs. |
| <input type="checkbox"/> College Funding | Find out the cost of education and alternative funding methods. |
| <input type="checkbox"/> Retirement | Assess how your current retirement strategy will meet your objective. |
| <input type="checkbox"/> Asset Allocation | Examine your current asset allocation strategy in relation to your risk tolerance. |
| <input type="checkbox"/> Disability Income | Assess the financial effect of a disability on your income. |
| <input type="checkbox"/> Long-Term Care | Evaluate the impact that long-term care costs can have on your financial situation. |

Client List screen

The **Client List** screen is used to manage your existing client files. You can access this screen by going to the **Existing Clients** category from the **Home** screen.

Client List

OPEN
NEW CASE
GRANT/REVOKE
REASSIGN
DATA LINKS
DELETE
PROPERTIES
NEW CLIENT

Client Last Name:
Owner Last Name:
Access: All ▼
SEARCH
CLEAR

Client Name	Owner	Access	Last Updated
Dixon, Jim		Owner	9/13/2013 7:33:50 AM

CLOSE

Existing Clients category – Client List screen

How do I open a client file?

- Select the client file you want to open, and then click **Open**.

How do I create a new case?

- Select the client you want to create a new case for, and then click **New Case**.

How do I delete a client file?

1. Select the client file you want to delete, and then click **Delete**. You will be asked to confirm the deletion.
2. Click **OK** to delete the client file; click **Cancel** to close the message without deleting the client file.

Warning! Once a client file is deleted, the deletion cannot be undone. Furthermore, this will delete the entire client file, including all case files created for it.

How do I edit the client properties?

1. Select the client you want to edit, and then click **Properties**.

2. Make the required changes, and then click **Save**.

How do I create a new client?

1. Click **New Client**.
2. Enter the new client's information, and then click **Save**. The new client appears on the **Client List** screen.

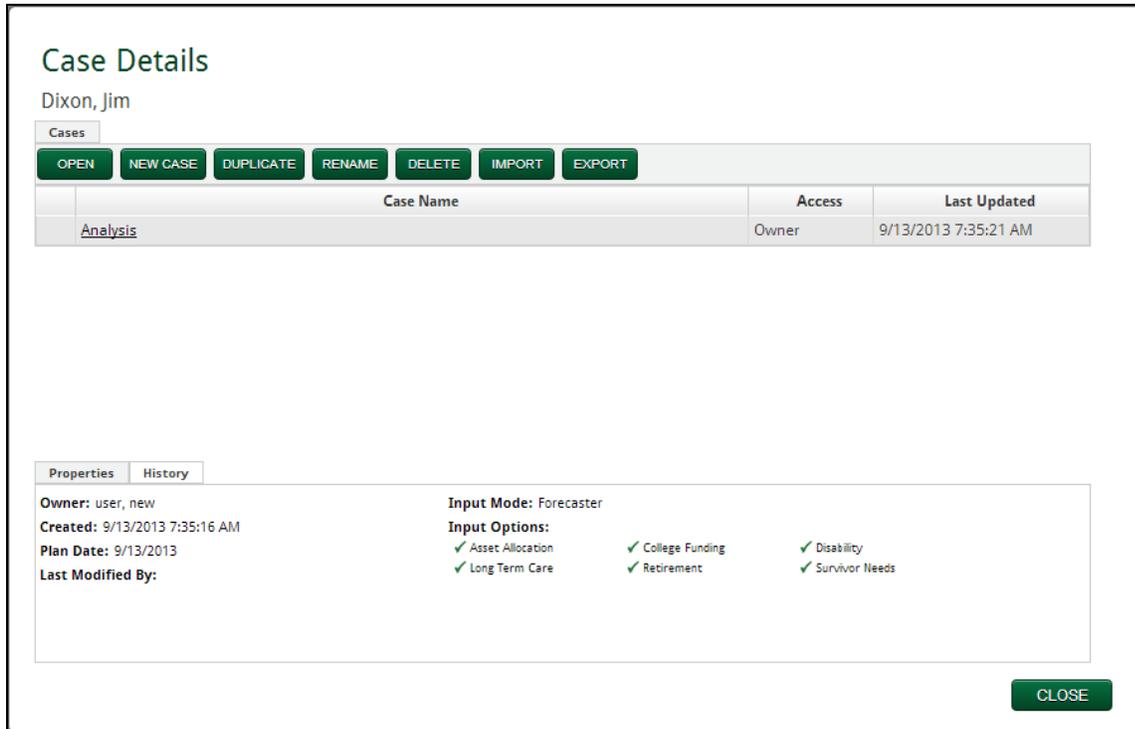
How do I search for a client?

- In the **Client Last Name** field, enter the last name of the client for whom you are searching. You can also search by the last name of the owner, or by the type of access granted.

Note: Search results will automatically appear in the client list as you enter data.

Case Details screen

The **Case Details** screen is used to display and manage your existing clients' cases. You can access this screen by going to the **Existing Clients** category from the **Home** screen, and then opening a client case.



Existing Clients category – Client List screen – Open button – Case Details screen

How do I create a new case?

- Click **New Case**.

How do I open a client case?

- Select the client case you want to open, and then click **Open**.

Note: Profiles Forecaster™ validates all data in a case when it is opened. When Profiles Forecaster™ finds invalid data in a case, the **Validation Results** dialog box opens. This dialog box provides a summary of the invalid data found within the case.

How do I create a duplicate copy of a client case?

You can duplicate a case, rename it appropriately, and then edit it independently of the original case.

1. Select the case you want to duplicate, and then click **Duplicate**.
2. Enter a new name for the duplicate case, and then click **OK**.

How do I rename a client case?

1. Select the case you want to rename, and then click **Rename**.
2. In the **Case Name** field, enter a new name for the case, and then click **Save**.

How do I delete a client case?

- Select the case you want to delete, and then click **Delete**.

Warning! Once a client case is deleted, the deletion cannot be undone.

How do I Import a client case?

1. Click **Import**.
2. Click **Browse**.
3. Browse to the file you wish to import, and then click **Open**.
4. In the **New Case Name** field, enter a new name for the case, and then click **OK**.

How do I export a client case?

1. Select the case you want to export, and then click **Export**.
2. Browse to the location where you want to save the case, and then click **Save**.

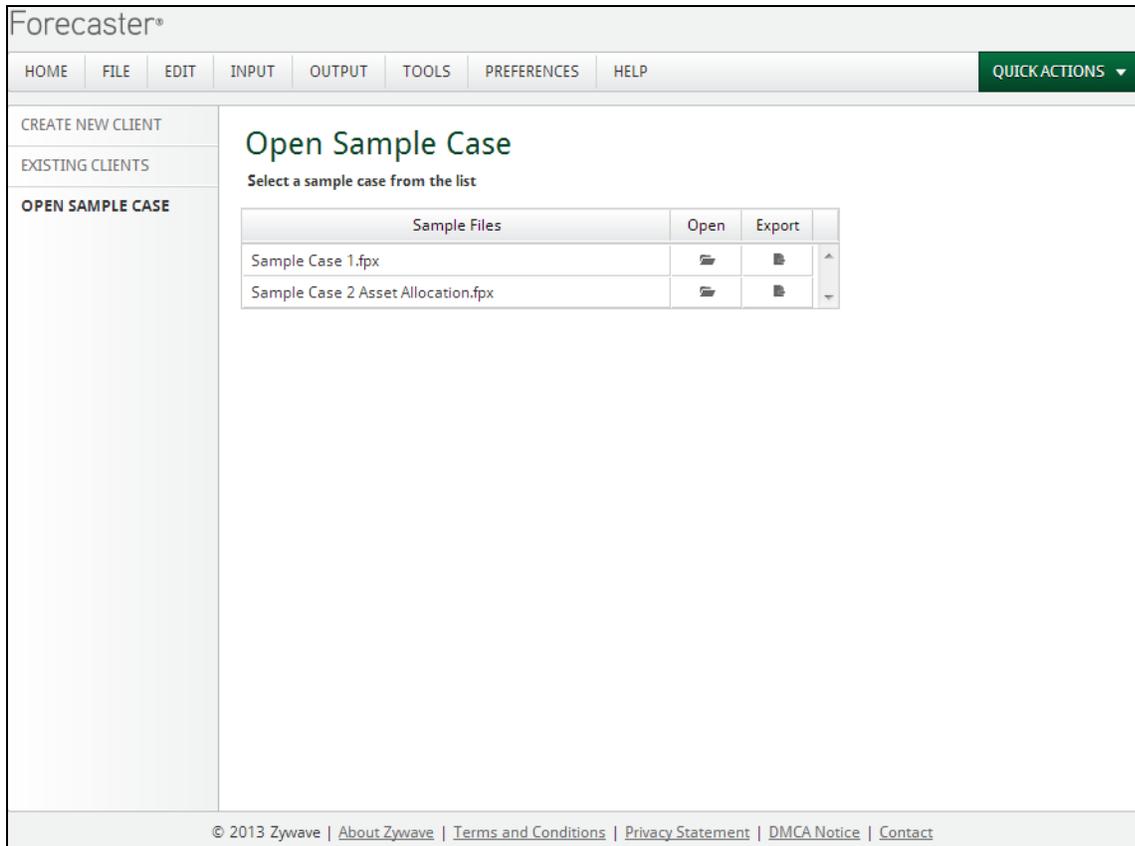
Functional Documentation:

- This help topic has associated functional documentation. To access functional documentation see [Profiles Resources](#). The following functional documents apply to this topic:
 - **Basic Workflow**

Open Sample Case screen

Profiles Forecaster™ includes sample cases you can use to work with in the application. These cases do not represent actual clients, instead these cases exist so you can test the features of Profiles Forecaster™ without making changes to any of your actual clients' information. Any changes you make to a sample case will **not** be saved. Therefore, you should feel free to make any changes you like to test their effects.

The sample cases can be found in the **Open Sample Case** category on the home screen folder.



Open Sample Case category – Open Sample Case screen

How do I open a sample case?

- Click beside the sample case you want to open.

How do I export a sample case?

1. Click beside the sample case you want to open.
2. Enter a new file name, and click **Save**.

Note: You can now create a new sample client and import the sample case. This will allow you to edit and save changes to the sample case.

Planning Preferences screen

The **Planning Preferences** screen controls the overall settings for client cases. On this screen, you can change the default preferences for all new cases, as well as change the preferences for the current case.

Note: The **Planning Preferences** screen is only available if you have a case open.

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HOME FILE EDIT INPUT OUTPUT TOOLS PREFERENCES HELP QUICK ACTIONS ▾

CASE SETUP

CASE DATA

CLIENT PRESENTATION

PLANNING PREFERENCES

Active Case: Sample Case 1 (Sample Case)

Enter the Planning Preferences you would like to use for all new plans in the Default column. Any preference that you wish to override for the current plan should be changed in the Current column.

	Defaults for New Plans	Used for Current Plan
What rate of return on assets should be assumed:		
During retirement?	<input type="text" value="7"/> %	<input type="text" value="7"/> %
In the event of a death?	<input type="text" value="6"/> %	<input type="text" value="6"/> %
How many years should a rent fund provide?	<input type="text" value="10"/>	<input type="text" value="10"/>
How many months income should be set aside for emergency reserves?	<input type="text" value="3"/>	<input type="text" value="3"/>
What long-term inflation rate should be used?	<input type="text" value="4"/> %	<input type="text" value="3"/> %
What inflation rate should be used for Social Security?	<input type="text" value="2.50"/> %	<input type="text" value="2.50"/> %
What long-term inflation rate should be used for college costs?	<input type="text" value="6"/> %	<input type="text" value="6"/> %
What should the assumed life expectancy be?	<input type="text" value="90"/>	<input type="text" value="90"/>
What should be assumed for final expenses?	<input type="text" value="\$10,000"/>	<input type="text" value="\$10,000"/>

RESET GLOBAL DEFAULTS RESTORE MY DEFAULT PREFERENCES

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Planning Preferences category – Planning Preferences screen

How do I apply preferences for all new plans?

- Enter your changes under the column labeled **Defaults for New Plans**, and then click **Save**.

How do I apply preferences for the current plan?

- Enter your changes under the column labeled **Used for Current Plan**, and then click **Save**.

Note: Any preferences entered in this column will override those entered in the **Defaults for New Plans** column, for the current plan only.

How do I reset the global defaults for all new plans?

Note: This resets the settings under **Defaults for New Plans** to the original settings used when Profiles Forecaster™ was

installed.

1. Click **Reset Global Defaults**. A confirmation message appears.
2. Click **Yes** to restore the defaults; click **No** to cancel.

Chapter 5: Entering client data

This chapter includes the following topics to help you enter your clients' financial information:

Notes screen	31
Client Objective Notes screen	32
Personal Information screen	33
Employment Information screen	34

Notes screen

The **Notes** screen can be used to record key information to remind yourself about your clients' specific financial goals, the available resources they have to achieve those goals, any other ideas that are important elements of your clients' financial strategies, as well as information relating to your relationship with your clients. The information you enter on this screen will appear in the **Notes** report.

The screenshot displays the Forecaster® application interface. At the top, there is a navigation bar with the following options: HOME, FILE, EDIT, INPUT, OUTPUT, TOOLS, PREFERENCES, HELP, and a green button labeled QUICK ACTIONS with a dropdown arrow. Below the navigation bar, the left sidebar is divided into sections: CASE SETUP, CASE DATA, CLIENT PRESENTATION, and PLANNING PREFERENCES. The CASE DATA section is expanded, showing a list of sub-categories: Personal Information, Survivor Needs, College Funding, Retirement, Earnings and Assets, Savings/Investments, Other Income/Expenses, Disability Income, Long-Term Care, Notes, Client Objective Notes, and Recommendation Notes. The main content area is titled 'Notes' and features a large, empty rectangular text box for entering information. In the top right corner of the main area, it says 'Active Case: Sample Case 1 (Sample Case)'. At the bottom right of the main area, there are two buttons: a light gray 'BACK' button and a green 'NEXT' button. The footer of the application contains the text: © 2013 Zyawave | [About Zyawave](#) | [Terms and Conditions](#) | [Privacy Statement](#) | [DMCA Notice](#) | [Contact](#).

Case Data category – Notes screen

Client Objective Notes screen

On the **Client Objective Notes** screen, you can enter details about your clients' objectives. Use this screen to remind your clients about their specific financial goals, the available resources they have to achieve those goals, as well as any other ideas that are important to your clients' financial strategies. The information you enter on this screen will appear in the **Client Objectives** report.

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CASE SETUP

CASE DATA

- Personal Information
- Survivor Needs
- College Funding
- Retirement
- Earnings and Assets
- Savings/Investments
- Other Income/Expenses
- Disability Income
- Long-Term Care
- Notes
- Client Objective Notes**
- Recommendation Notes

CLIENT PRESENTATION

PLANNING PREFERENCES

Client Objective Notes

Active Case: Sample Case 1 (Sample Case)

Client Objective Notes

Send kids to 4-year universities

Retire at 65 on 75% of their current household income

Review survivor needs

Review disability needs

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Case Data category – Client Objective Notes screen

Personal Information screen

The **Personal Information** screen is used to enter the clients' personal information, including employment and dependent information.

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CASE SETUP

CASE DATA

- Personal Information
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- Recommendation Notes

CLIENT PRESENTATION

PLANNING PREFERENCES

Personal Information Active Case: Sample Case 1 (Sample Case)

Personal Information ⓘ

Peter **Susan**

First Name* Peter Susan Analysis Date* 1/4/2013

Middle Name A. L. Marital Status* Married ▾

Last Name Franklin Franklin **EMPLOYMENT INFO**

Date of Birth* 4/8/1978 3/1/1979

Address 143 South Reed St.

City Middletown State MO Zip 64318

Phone (818) 555-4875 E-mail psfranklin@aol.com

Dependent Information

Child's Name	Date of Birth	Delete
Jennifer	7/29/2010	X
Daniel	12/12/2008	X
		X

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Case Data category – Personal Information screen

How do I enter the clients' personal information?

- Enter the clients' personal information in the applicable fields. You are required to enter data in all fields marked with an asterisk (*) before you can proceed to the next screen.

Note: When entering client data, make sure to enter Client A as your primary contact and Client B as the secondary contact.

You can obtain the clients' personal information from page 2 of the Profiles Forecaster™ Fact Finder.

Section 1 - Personal Information				
Marital Status		<input type="checkbox"/> Single	<input checked="" type="checkbox"/> Married	<input type="checkbox"/> Domestic Partner
		Client A		Client B
First Name	<u>Jim</u>			<u>Maria</u>
Middle Name	<u>Albert</u>			<u>Lynn</u>
Last Name	<u>Dixon</u>			<u>Dixon</u>
Date of Birth	<u>May 22, 1966</u>			<u>February 10, 1965</u>
Address	<u>3058 Main Street</u>			
City	<u>San Diego</u>	State	<u>CA</u>	Zip <u>92113</u>
Phone	<u>(619) 555-1417</u>	E-mail		

How do I enter the clients' employment information?

- Click **Employment Info**. The **Employment Information** screen opens "Employment Information screen" below.

How do I add a dependent?

- Enter the new dependent's information in the blank data-entry row.

How do I delete a dependent?

- Click **X** beside the dependent you want to delete. A confirmation message appears.
- Click **Yes** to continue; click **No** to cancel the deletion.

You can obtain the dependents' information from page 2 of the Profiles Forecaster™ Fact Finder.

Dependent Information	
Child's Name	Date of Birth
<u>Daniel</u>	<u>March 29, 1995</u>
<u>Evan</u>	<u>Sept 22, 1993</u>

Employment Information screen

The **Employment Information** screen is used to enter detailed employment information for Client A and Client B. Entering data on this screen is optional and this data will only appear in the **Personal Information Summary** client report as no calculations depend on this data. This information is useful if you need to contact your clients when they are at work.

QUICK ACTIONS ▾

Employment Information

Enter detailed employment information below.

	Peter	Susan
Employer	<input type="text"/>	<input type="text"/>
Occupation	<input type="text"/>	<input type="text"/>
Phone	<input type="text"/>	<input type="text"/>

CLOSE

Case Data category – Personal Information screen – Employment Info – Employment Information screen

How do I enter client employment information?

- Enter the clients' employment information in the applicable fields, and then click **Close**.

You can obtain the clients' employment information from page 2 of the Profiles Forecaster™ Fact Finder.

Employment Information	Client A	Client B
Employer	<u>ABC Company</u>	<u>123 Company</u>
Occupation	<u>Psychologist</u>	<u>Interior Designer</u>
Phone	<u>(619) 555-1234</u>	<u>(619) 555-1234</u>

Chapter 6: Entering survivor needs

This chapter includes the following topics to help you enter your clients' survivor needs in Profiles Forecaster™:

Survivor Needs screen	37
Life Insurance Details screen	39

Survivor Needs screen

The death of a wage earner can have a significant effect on household income. Although individual needs may vary, it is generally recommended that 70% of household income be available for a family's continuing income needs while there are children at home, and 50% thereafter. For a single client with dependents, or for married clients with one wage earner, these percentages may differ. Other issues to consider when determining the appropriate percentage is whether there is a mortgage or whether there are other debts that will be paid off at death, thereby reducing household expenses.

Generally, the survivor needs analysis is designed to provide an income for the survivor's lifetime, which includes the survivor's retirement years. A few clients may want to provide survivor income for a shorter period of time. For these clients, Profiles Forecaster™ allows you to determine the length of time during which income will be provided.

The **Survivor Needs** screen is used to enter details about survivor income needs and the clients' current life insurance.

Example: Jim and Maria are comfortable with their insurance coverage, but would feel more comfortable if it could be reviewed. Their children should both be away at school within three years.

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CASE SETUP

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Other Income/Expenses
Disability Income
Long-Term Care
Notes
Client Objective Notes
Recommendation Notes

CLIENT PRESENTATION

PLANNING PREFERENCES

Survivor Needs

Active Case: Sample Case 1 (Sample Case)

The death of a wage earner can have a significant impact on household income. Financial experts recommend that most financial plans include an analysis of needs in the event of a death.

Survivor Income Needs

Enter the % of income that should be provided in the event of death: ⓘ

Percentage of Current Income
 Monthly Need (in today's dollars)

With Children at Home: %
 No Children at Home: %

Enter the age to begin survivor's Social Security retirement benefits:

Provide income for how long? Years OR Lifetime

In the event of a death, should the children's education be funded?
 Yes No

Current Life Insurance

Insured	Insurance Benefit	Delete
Peter ▾	\$90,000	X
Peter ▾	\$125,000	X
Susan ▾	\$60,000	X
<Choose> ▾	\$0	X

DETAILS

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Case Data category – Survivor Needs screen

How do I enter survivor income needs details?

- Enter the clients' survivor income needs information in the applicable fields.

How do I enter life insurance details?

1. Under ***Insured***, select the client who is insured, and then enter the amount of the death benefit for each insurance policy under ***Insurance Benefit***.
2. If you would like to capture additional details of your clients' insurance policies, click **Details** to open the ***Life Insurance Details*** screen.

Life Insurance Details screen

The **Life Insurance Details** screen is used to enter additional details of your clients' insurance policies. It is optional to complete the fields on this screen and the data will only appear on the **Personal Information Summary** report.

QUICK ACTIONS ▾

Life Insurance Details

Enter detailed life insurance information below.

Insured	Insurance Benefit	Insurance Company	Annual Premium	Type	Delete
Peter ▾	\$90,000	Group Insurance	\$0	Group ▾	✕
Peter ▾	\$125,000	Nationwide	\$1,200	Universal Life ▾	✕
Susan ▾	\$60,000	Group Insurance	\$0	Group ▾	✕
<Choose> ▾	\$0		\$0	<Choose> ▾	✕

CLOSE

Case Data category – Survivor Needs screen – Details button – Life Insurance Details screen

How do I add additional life insurance details?

- Enter the additional details of your clients' insurance policies as required, and then click **Close**. The **Life Insurance Details** screen closes.

You can obtain the clients' life insurance details from page 3 of the Profiles Forecaster™ Fact Finder.

Section 2 - Survivor Needs

The death of a wage earner can have a significant impact on household income. Financial experts recommend that every strategy include an analysis of needs in the event of a death.

Survivor Income Needs

In the event of death, what income (percent or dollar) should be provided for your family's continuing income needs?

With children at home	Without children at home
70 % or \$ _____	50 % or \$ _____

What age should Survivor's Social Security Retirement benefits begin? 67

Provided income for how long? 3 years or Lifetime

In the event of death, should your children's education be funded? (If yes, also complete Section 3.) Yes No

Current Life Insurance

Name of Insured	Insurance Benefit	Insurance Company	Annual Premium	Type*
<u>Jim</u>	<u>\$ 100,000</u>	<u>Group Insurance</u>	<u>\$ 0</u>	<u>Group</u>
<u>Maria</u>	<u>\$ 50,000</u>	<u>Group Insurance</u>	<u>\$ 0</u>	<u>Group</u>
<u>1st to Die</u>	<u>\$ 150,000</u>	<u>Private Insurance Co.</u>	<u>\$ 200</u>	<u>Term</u>
_____	\$ _____	_____	\$ _____	_____

*Insurance types include: Group, Term, Whole Life, Universal Life, and Other

Chapter 7: Entering college funding needs

This chapter includes the following topics to help you enter the college funding needs in Profiles Forecaster™:

College Funding screen	42
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College Funding screen

With the ever-increasing cost of education, it is important to begin planning as soon as possible. The *College Funding* screen allows you to examine the education needs of the dependents when they reach age 18. You can select a specific school from the College Cost Database, or view the correct average costs and inflation rates for public and private colleges by moving the pointer over the *i-Help* icon. In addition, the *College Costs - by Region* report from the *Client Presentation* dialog box provides college costs and growth rates for six geographic regions of the United States.

Forecaster*

HOME FILE EDIT INPUT OUTPUT TOOLS PREFERENCES HELP QUICK ACTIONS

CASE SETUP

CASE DATA

Personal Information
Survivor Needs
College Funding
Retirement
Earnings and Assets
Savings/Investments
Other Income/Expenses
Disability Income
Long-Term Care
Notes
Client Objective Notes
Recommendation Notes

CLIENT PRESENTATION

PLANNING PREFERENCES

College Funding Active Case: Sample Case 1 (Sample Case)

College Funding Needs ⓘ

With the ever-increasing cost of college, it's important to begin planning as soon as possible. Use the College Cost Database to find the costs for a specific college, or enter an estimate.

Child's Name	School	Annual Amount (in today's dollars)	Years To Attend	Percent Clients Want to Provide	College Search
Jennifer	State University	\$12,000	4	100	🔍
Daniel	State University	\$12,000	4	100	🔍

Current Savings

Enter any savings already accumulated for the children's college education.

Total Saved To Date

Monthly Savings

Average Rate of Return %

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Case Data category – College Funding screen

How do I enter college funding needs?

- Under *College Funding Needs*, enter the information in the applicable fields.
Note: To find tuition information about a particular school, click for the applicable dependent to open the *College Cost Search* screen.
- Under *Current Savings*, enter any savings already accumulated for the children's college education.

Example: You can enter Evan's college funding needs here.

How do I view average college costs?

- Move the pointer over the *i-Help* icon. Descriptive information appears displaying the average college costs.

How do I search the College Cost Database?

- Click  for the applicable dependent. The *College Cost Search* screen opens.

CollegeUniversity Cost Search screen

More than 2,200 institutions are included in the College Cost Database. Expenses are based on data compiled by the College Entrance Examination Board for the current school year. Costs are comprised of tuition—either in-state or out-of-state—and other costs such as room and board, books, and supplies.

QUICK ACTIONS ▾

College Cost Search

To search, please select the category you would like to search.

Name of School ▾

Please type in the specific item to search for (separate multiple items with commas).

State University

and/or

Search on Tuition

<Choose> ▾

Between and

Institution Name	City	State	In-State	Out-of-State	Select
Alabama State University	Montgomery	Alabama	\$7,932	\$14,244	✓
Albany State University	Albany	Georgia	\$5,912	\$17,816	✓
Alcorn State University	Alcorn State	Mississippi	\$5,712	\$14,052	✓
Angelo State University	San Angelo	Texas	\$7,493	\$18,023	✓
Appalachian State University	Boone	North Carolir	\$5,859	\$17,907	✓
Arizona State University	Tempe	Arizona	\$9,724	\$22,977	✓
Arkansas State University	Jonesboro	Arkansas	\$7,180	\$12,610	✓
Armstrong Atlantic State University	Savannah	Georgia	\$5,844	\$17,748	✓
Athens State University	Athens	Alabama	\$5,340	\$9,930	✓

Source: Annual Survey of Colleges 2012. Copyright © 2012 The College Board. This material may not be copied, published, rewritten or redistributed without permission.

Education Goal	Tuition & Required Fees	Other Costs	Total
Jennifer	<input type="radio"/> In-State \$0 <input type="radio"/> Out-of-State \$0 <input checked="" type="radio"/> Exclude Tuition	<input type="radio"/> Room Only \$0 <input type="radio"/> Room & Board \$0 <input checked="" type="radio"/> Exclude Housing <input type="checkbox"/> Books & Supplies \$0	\$0

Case Data category – College Funding screen – College Search button – College Cost Search screen

How do I find tuition information for a particular school?

- From the search list, select the category you would like to search. The options are **Name of School**, **City**, and **State**.
- Based on your selection in step 1, enter a specific item to search for in the search field.
Note: If you select **Name of School**, you cannot enter an acronym for an institution (e.g., UCLA). You must enter the school's full name or a keyword (e.g. CaliforniaCalgary).
- For tuition type, select **In-State** or **Out-of-State**.

4. In the **Between** fields, enter a tuition range.

Note: The **Between** fields are optional; however, if you're searching for schools in states that have numerous institutions, such as California or New Yorklike Ontario, and leave these fields blank, there may be too many institutions to display. Profiles Forecaster™ will display only the first 100 institutions. In this case, enter a tuition range to help narrow your search.

5. Click **Search**. The results of your search appear alphabetically on the screen.
6. Click for the institution you want to select, and then select the options under **Tuition & Required Fees** and **Other Costs** you want to incorporate into the total. The total appears on the right side of the screen.
7. Click **OK** to apply the data to your client case.

You can use page 3 of the Profiles Forecaster™ Fact Finder to obtain the college funding details.

Chapter 8: Entering retirement needs

This chapter includes the following topic to help you enter your clients' retirement needs in Profiles Forecaster™:

Retirement screen	46
--------------------------------	-----------

Retirement screen

Many people underestimate the amount of money they will need to enjoy a comfortable retirement. Today, once retired, the average person lives another 20 years. In order to have sufficient money to maintain a comfortable lifestyle during retirement, planning should begin as soon as possible.

The **Retirement** screen allows you to capture information regarding your clients' desired retirement lifestyle.

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CASE SETUP

CASE DATA

- Personal Information
- Survivor Needs
- College Funding
- Retirement**
- Earnings and Assets
- Savings/Investments
- Other Income/Expenses
- Disability Income
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- Recommendation Notes

CLIENT PRESENTATION

PLANNING PREFERENCES

Retirement Active Case: Sample Case 1 (Sample Case)

Many people underestimate the amount of money they will need to enjoy a comfortable retirement. In order to have sufficient money to maintain a comfortable lifestyle during retirement, planning needs to begin as soon as possible.

Enter retirement details below to include an analysis in the client's financial plan.

	Peter	Susan
Desired Retirement Age ⓘ	65	64
Begin Social Security Retirement Benefits	65	64
Retirement Need ⓘ	<input checked="" type="radio"/> Percentage of Current Income <input type="text" value="70"/> % <input type="radio"/> Monthly Need (in today's dollars)	
	Age ⓘ	Monthly Need
Phase 1	<input type="text" value="65"/>	<input type="text" value="\$7,391"/>
Phase 2	<input type="text" value="0"/>	<input type="text" value="\$0"/>
Phase 3	<input type="text" value="0"/>	<input type="text" value="\$0"/>

Does the employer offer any retirement plans into which contributions can be made such as 401(k)s or SIMPLE IRAs?

Yes No Yes No

If so, is the maximum allowable amount being contributed?

Yes No Yes No

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Case Data category – Retirement screen

How do I add retirement details?

- To include a retirement analysis in the clients' financial plan, enter the retirement details as required.

You can obtain the clients' retirement details from page 4 of the Profiles Forecaster™ Fact Finder.

Section 4 - Retirement		
<p>Many people underestimate the amount of money they will need to enjoy a comfortable retirement. Begin saving as soon as possible to ensure you will have enough to maintain a comfortable lifestyle during retirement.</p>		
At what age do you plan to retire?	Client A <u>60</u>	Client B <u>60</u>
At what age will you begin to collect Social Security?	<u>67</u>	<u>67</u>
<p>Indicate your retirement need as either a percent of current income or a dollar amount for up to three phases.</p>		
<input checked="" type="checkbox"/> Percentage of current income (e.g., 80%) <u>70</u> %	<input type="checkbox"/> Monthly need (in today's dollars)	
	Phase 1 starts at <u>retirement</u>	\$ _____
	Phase 2 starts at age _____	\$ _____
	Phase 2 starts at age _____	\$ _____
<p>For Discussion</p> <ul style="list-style-type: none"> • Does your employer offer a retirement plan? • Are you contributing the maximum? 	<p><i>Yes</i></p> <hr/> <p><i>Yes and no</i></p>	

Chapter 9: Entering asset allocation needs

This chapter includes the following topics to help you enter your clients' asset allocation needs in Profiles Forecaster™:

Asset Allocation screen	49
--------------------------------------	-----------

Asset Allocation screen

Note: This feature is optional and available for an additional charge. If you haven't purchased this option, this page does not apply.

Not all investors can withstand the same level of risk. Time horizon is a major factor in assessing your clients' risk tolerance. An individual with a short investment time horizon is less able to withstand and recover from potential losses, and would have a low risk tolerance. The ability to withstand the emotional ups and downs of market volatility is another factor in accessing your clients' risk tolerance. Risk and return are related and, as investors, your clients need to recognize that there is a trade-off.

The **Asset Allocation** module is designed to fit the needs of financial services professionals making asset allocation purchases and adjust recommendations. The **Asset Allocation** module also allows the user to classify assets either automatically or manually on the **Savings/Investments** screen.

You can use the **Asset Allocation: Current vs. Recommended** report when presenting to clients to address the current portfolio and their suggested portfolio, as well as strategies to achieve an optimal asset allocation.

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CASE SETUP

Asset Allocation Active Case: Sample Case 1 (Sample Case)

A model portfolio used for allocating your client's assets can be determined by selecting their responses to the following questions. To view the complete questions and select answers press the 'Complete Questionnaire' button.

COMPLETE QUESTIONNAIRE

Time Horizon

Initial Withdrawals? f. 11 years or more ▾

Length of Withdrawals? e. 11 years or more ▾

Risk Tolerance

Investment Philosophy? b. Portfolio 2 ▾

Return vs. Loss Portfolio? c. Portfolio C ▾

Investment Goals? c. Balance moderate risk/returns ▾

Reaction to Loss? a. Would not change portfolio ▾

Portfolio Preference? b. Portfolio B ▾

Investment Attitudes? a. Agree ▾

Suggested Portfolio: Medium to High risk/return

Override Suggested Portfolio: Medium to High risk/return ▾

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Case Data category – Asset Allocation screen

How do I complete the Morningstar Associates' Asset Allocation Questionnaire

There are two ways to complete the questionnaire:

- If you don't have previous experience with Morningstar's questionnaire, on the **Asset Allocation** screen click **Complete Questionnaire**. The **Questionnaire** screen opens.
- If you have previous experience with Morningstar's questionnaire, on the **Asset Allocation** screen, select the answers from the lists based on your clients' responses. Based on the selections made, one of the five model portfolios—**Low risk/return**, **Low to Medium risk/return**, **Medium risk/return**, **Medium to High risk/return**, or **High risk/return**—is suggested. Click **Score Questionnaire** once you have answered all the questions.

Example: You can use Jim and Maria's completed asset allocation questionnaire to answer the questions.

How do I override the suggested portfolio

- From the **Override Suggested Portfolio** list, select the preferred portfolio for the clients based on the clients' risk tolerance and time horizon.

Questionnaire screen

The Morningstar Associates' Asset Allocation Questionnaire consists of eight questions and evaluates your clients' time horizon and risk tolerance. The total score will help you determine which investment portfolio best matches your clients' objectives for the future.

The **Questionnaire** screen displays a series of questions. Click the **Next** button to advance to the next question. Click the **Back** button to go back to the previous question. Once you have answered all the questions, the responses you selected are populated in the appropriate fields on the **Asset Allocation** screen. Based on your clients' responses, one of the following model portfolios is suggested:

- **Low risk/return**
- **Low to Medium risk/return**
- **Medium risk/return**
- **Medium to High risk/return**
- **High risk/return**

Note: The risk tolerance profile is only half of the overall evaluation needed to select an appropriate portfolio for your client. The application will also evaluate the time horizon score, and combine the two scores to provide a recommended portfolio for specific objectives such as retirement, education goals and accumulation goals.

Questionnaire

Time Horizon - Question 1

When do you expect to begin withdrawing money from your investment account?

- a. Less than 1 year
- b. 1 to 2 years
- c. 3 to 4 years
- d. 5 to 7 years
- e. 8 to 10 years
- f. 11 years or more

[<<BACK](#) [NEXT>>](#) [CLOSE](#)

Case Data category – Asset Allocation screen – Complete Questionnaire button – Questionnaire screen

Chapter 10: Entering earnings and assets

This chapter includes the following topics to help you enter your clients' earnings and assets in Profiles Forecaster™:

Earnings and Assets screen	53
Mortgage Details screen	54
Other Liabilities Details screen	55
Assets and Liabilities Details screen	57
Loan Calculator screen	58

Earnings and Assets screen

The **Earnings and Assets** screen is used to enter annual employment income. Include income received from employers as well as self-employment income. All other sources of income should be entered on the **Other Income/Expenses** screen.

For assets and liabilities, include your clients' residence, personal property, real estate, and businesses. Do not include any retirement or investment assets that will be used to meet their retirement or survivor needs, as they are entered on either the **Retirement** or **Survivor Needs** screens.

Forecaster®

HOME FILE EDIT INPUT OUTPUT TOOLS PREFERENCES HELP QUICK ACTIONS ▾

CASE SETUP

Earnings and Assets Active Case: Sample Case 1 (Sample Case)

CASE DATA

Personal Information
Survivor Needs
College Funding
Retirement
Earnings and Assets
Savings/Investments
Other Income/Expenses
Disability Income
Long-Term Care
Notes
Client Objective Notes
Recommendation Notes

CLIENT PRESENTATION

PLANNING PREFERENCES

Earnings

Enter annual employment income below. Include income received from employers as well as self-employment income. All other sources of income should be entered on the Other Income/Expenses screen.

Peter **Susan**

Annual Employment Income

Do clients contribute to Social Security? Yes No Yes No

Assets and Liabilities (excluding retirement plans and investments)

For assets and liabilities, include your residence, personal property, real estate and businesses. Do not include any retirement or investment assets that will be used to meet your retirement or survivor needs.

Personal Residence

Own Rent

Mortgage Amount

Market Value of House

Credit Cards and Personal Loans

Additional Assets and Liabilities

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Case Data category – Earnings and Assets screen

How do I enter earnings and assets information?

1. Under **Earnings**, enter the current annual income from employment for Client A and Client B.
2. Beside **Do clients contribute to Social Security?**, select **Yes** or **No** for each client.
3. If the clients own their home, under **Assets and Liabilities**, select **Own**, and then enter the current balance on the home mortgage in the **Mortgage Amount** field.
Note: To enter detailed mortgage information, click **Details** to open the **Mortgage Details** screen."Mortgage Details screen" on the next page.
4. If the clients rent their home, select **Rent**, and then enter the monthly rent payment in the **Monthly Rent** field.

- To enter the total outstanding amount of all other liabilities, such as credit cards and car loans, click **Details** to open the **Other Liabilities Details** screen"Other Liabilities Details screen" on the next page.
- To enter additional assets and liabilities, click **Details** to open the **Assets and Liabilities Details** screen. Do not include retirement or education assets here on this screen"Assets and Liabilities Details screen" on page 57.

You can obtain the clients' earnings and assets details from page 4 of the Profiles Forecaster™ Fact Finder.

Section 5 - Earnings and Assets		
Enter your annual employment income in this section. Include income received from employers as well as self-employment income. All other sources of income should be entered in the Other Income Sources section. For assets and liabilities, include your residence, personal property, real estate, and business. Do not include any retirement or investment assets that will be used to meet your retirement or survivor needs.		
Earnings		
Annual Employment Income	Client A \$ <u>125,000</u>	Client B \$ <u>50,000</u>
Do you contribute to Social Security?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Mortgage Details screen

On the **Mortgage Details** screen, you can enter detailed information for the clients' mortgage. In addition, you can access the **Loan Calculator** to determine the amount due, monthly payment, and final payment due date"Loan Calculator screen" on page 58.

Example: The Dixons' home is owned and has not been affected greatly by the market downturn. They would like to have the mortgage paid off before retirement, sooner if possible.

QUICK ACTIONS ▾

Mortgage Details

Enter detailed mortgage information below.

Name	Market Value	Current Liability	Monthly Payment	Interest Rate	Loan Calculator	Delete
Mortgage	\$390,000	\$269,520	\$1,816	6.75		✕

CLOSE

Case Data category – Earnings and Assets screen – Details button – Mortgage Details screen

How do I enter detailed mortgage information?

1. Enter the detailed mortgage information in the applicable fields.
2. If you're missing loan information, or you want to print a loan schedule, click . The **Loan Calculator** screen opens.
3. If you want to delete a mortgage, click **X** beside the mortgage. A confirmation message appears. Click **Yes** to continue; click **No** to cancel.

Example: You can enter the details for the Dixons' mortgage on this screen.

You can obtain the clients' mortgage details from page 4 of the Profiles Forecaster™ Fact Finder.

Assets and Liabilities			
Personal Residence			
<input type="checkbox"/>	Rent - Monthly Rent	\$ _____	
<input checked="" type="checkbox"/>	Own - Mortgage Amount	\$ _____	Approximate Market Value of Home \$ <u>500,000</u>
<i>Mortgage Details</i>			
	Lender	Current Liability	Monthly Payment
	<u>The Bank</u>	\$ <u>84,179</u>	\$ <u>1,461</u>
			Interest Rate <u>5</u> %

Other Liabilities Details screen

The **Other Liabilities Details** screen lists each liability separately and can be used to edit or add detailed debt information. In addition, you can access the **Loan Calculator** to determine the amount due, monthly payment, and final payment due dates "Loan Calculator screen" on page 58.

Example: Jim and Maria financed the purchase of their RV but they don't know what their outstanding balance is. They do know their monthly payment amount, original loan amount, interest rate, and amortization of their loan. Jim and Maria do not believe in credit cards.

QUICK ACTIONS ▾

Other Liabilities Details

Enter detailed debt information below.

Name	Amount	Monthly Payment	Final Payment Due	Interest Rate	Delete
Credit Card	\$3,750	\$102		18	✕
	\$0	\$0		0	✕

CLOSE

Case Data category – Earnings and Assets screen – Details button – Other Liabilities Details screen

How do I enter detailed debt information?

1. Enter the detailed debt information in the applicable fields.
2. If you're missing loan information, or you want to print a loan schedule, click . The **Loan Calculator** screen opens.
3. To add additional liabilities, enter the information for the new liability. Forecaster automatically adds a new data-entry row below the one you are currently in.
4. If you want to delete a liability, click **✕** beside the liability you want to delete. A confirmation message appears. Click **Yes** to continue; click **No** to cancel.

Example: You can enter the details for the Dixons' RV loan on this screen.

You can obtain the clients' other liabilities details from page 4 of the Profiles Forecaster™ Fact Finder.

Total Liabilities (Credit Cards and Personal Loans) \$ <u>45,638</u>				
<i>Other Liabilities Details</i>				
Name	Amount	Monthly Payment	Final Payment Date	Interest Rate
<u>RV Loan</u>	<u>\$ 45,638</u>	<u>\$ 539</u>	<u>Feb 1, 2020</u>	<u>7</u> %
	\$	\$		%
	\$	\$		%
	\$	\$		%

Assets and Liabilities Details screen

The **Assets and Liabilities Details** screen lists each asset and liability separately and is used to edit or add detailed asset and liability information. The value of any asset entered here will be included in the **Net Worth** report. In addition, all liability amounts are assumed to be paid off at death. Do not include any retirement plans or investment accounts here that will be used to fund income needs.

QUICK ACTIONS ▾

Assets and Liabilities Details

Enter any additional assets and liabilities. ⓘ

Type	Name	Market Value	Current Liability	Delete
Personal Property ▾	Peter's Car	\$16,058	\$11,113	✕
Personal Property ▾	Susan's Car	\$12,450	\$0	✕
<Choose> ▾		\$0	\$0	✕

CLOSE

Case Data category – Earnings and Assets screen – Details button – Assets and Liabilities Details screen

How do I enter additional assets and liabilities information

1. Enter the additional assets and liabilities information as required.
2. To add additional assets and liabilities, enter the information for the new asset or liability. Profiles Forecaster™ automatically adds a new data-entry row below the one you are currently in.
3. If you want to delete an asset or liability, click **✕** beside the asset or liability you want to delete. A confirmation message appears. Click **Yes** to continue; click **No** to cancel.

You can obtain the clients' additional asset and liabilities details from page 5 of the Profiles Forecaster™ Fact Finder.

Section 5 - Earnings and Assets (continued)				
Additional Asset and Liabilities Details				
Type*	Name	Market Value	Current Liability	
Personal	RV	\$ 150,000	\$ 0	
		\$	\$	
		\$	\$	
		\$	\$	

*Types include: Personal Property, Real Estate and Business

Loan Calculator screen

The **Loan Calculator** calculates the payment, remaining balance, and last payment due on a loan. The **Loan Calculator** provides an amortization schedule, as well as information on the remaining balance and the final payment date. Once the liability's balance due has been calculated, the total amounts are automatically recalculated on the **Earnings and Assets** screen.

QUICK ACTIONS ▾

Loan Calculator

Original Loan Amount

Original Loan Date

Interest Rate

Loan Term Years

Payment: \$0.00

Remaining Balance: \$0.00

Last Payment:

Pmt	Date	Begin Bal.	Interest	Principal	End Bal.	Cumulative Int.	Total Paid
0		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Case Data category – Earnings and Assets screen – Details button – Mortgage Details screen – Loan Calculator button – Loan Calculator screen

How do I use the Loan Calculator?

- Enter data in the necessary fields, and then click **Calculate**. The calculator provides an amortization schedule, as well as information on the remaining balance and the final payment date.

- To print a copy of the schedule, click **Print**.

Chapter 11: Entering savings and investments

This chapter includes the following topics to help you enter your clients' savings and investments in Profiles Forecaster™:

Savings/Investments screen	61
Retirement Fund Details screen	62
Asset Details screen	63
Account Name screen	64

Savings/Investments screen

On the **Savings/Investments** screen, you can enter the total value of your clients' savings and investments that will fund retirement and survivor needs. This information can be entered at the summary level using the fields on this screen, or at the detailed level by clicking the **Details** button to the right of the summary fields.

Example: The Dixons have been able to maximize Jim's contributions since he started work. Maria stayed at home with the boys until they were both in school; therefore, her qualified plan balances are lower. Jim and Maria are now taking advantage of the spousal option. They are unsure about Social Security benefits so they would be comfortable if additional funds could be saved. Jim and Maria have a joint non-qualified account they would like to use for retirement funding.

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CASE SETUP

CASE DATA

- Personal Information
- Survivor Needs
- College Funding
- Retirement
- Earnings and Assets
- Savings/Investments**
- Other Income/Expenses
- Disability Income
- Long-Term Care
- Notes
- Client Objective Notes
- Recommendation Notes

CLIENT PRESENTATION

PLANNING PREFERENCES

Savings/Investments

Active Case: Sample Case 1 (Sample Case)

Enter the total for your client's retirement savings and investments below. The Details feature will allow you to enter multiple items for each section. Include IRAs, 401(k)s (including any employer match amounts), variable annuities, etc.

Retirement Funds

Total Amount	<input type="text" value="\$18,200"/>	
Total Monthly Savings	<input type="text" value="\$350"/>	<input type="button" value="DETAILS"/>
Average Rate of Return	<input type="text" value="8"/> %	

Bank Accounts and Investments

Total Amount	<input type="text" value="\$23,650"/>	
Total Monthly Savings	<input type="text" value="\$0"/>	<input type="button" value="DETAILS"/>
Average Rate of Return	<input type="text" value="4.99"/> %	

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Case Data category – Savings/Investments screen

How do I enter retirement savings and investment information?

- Under **Retirement Funds**, enter the retirement savings information in the applicable fields.

Note: If you would like to list each retirement plan separately, click the **Details** button to open the **Retirement Fund Details** dialog box. This dialog box can be used to edit or add retirement account details"Retirement Fund Details screen" on the next page.

- Under **Bank Accounts and Investments**, enter the retirement investments information in the applicable fields.

Note: If you would like to list each asset separately, click the **Details** button to open the **Asset Details** dialog box. This dialog box can be used to edit assets or to add accounts "Asset Details screen" on the next page.

Retirement Fund Details screen

The **Retirement Fund Details** screen lists each retirement plan in the case separately. On this screen, you can edit or add retirement account information.

Owner	Account Name	Asset Name	Ticker	Amount	ROR	Monthly Savings	Co. Match	Savings Increase	Asset Class	Classify	Delete
Peter	<Choose	Peter's 401(k)		\$12,000	8	\$200	\$100	3	Unclassified	●	✕
Susan	<Choose	Susan's 401(k)		\$6,200	8	\$150	\$0	3	Unclassified	●	✕
<Choose	<Choose			\$0	0	\$0	\$0	0	Unclassified	●	✕

Case Data category – Savings/Investments screen – Details button – Retirement Fund Details screen

How do I add retirement account information?

- Enter the retirement account information as required.

How do I classify an asset?

- Click  beside the asset you want to classify. The **Classify Holding** screen opens "Classify Holding screen" on page 65.

How do I add a new account?

- Click **Add Account**. The **Account Name** screen opens "Account Name screen" on page 64.

How do I delete a retirement fund?

1. Click **x** beside the retirement fund you want to delete. A confirmation message appears.
2. Click **Yes** to continue; click **No** to cancel.

You can obtain the clients' retirement fund details from page 5 of the Profiles Forecaster™ Fact Finder.

Section 6 - Savings and Investments

Please provide information regarding retirement plans you may have. Include IRAs, Roth IRAs, SEP IRAs, SIMPLE IRAs, 401(k)s (including any employer match), 403(b)s, Profit Sharing Plans, 457 plans, variable annuities, etc.

Retirement Funds

For this section either enter total amounts or details

Total Amount Total Monthly Savings Average Rate of Return

\$ _____ \$ _____ _____ %

Retirement Fund Details

Owner	Account Name	Asset Name	Amount	Rate of Return	Monthly Savings	Company Match	Savings Increase
Other	Non-Qual	Invest Port	\$ 18,000	7 %	\$ 500	\$ _____	15 %
Jim	Qualified	IRA	\$ 160,000	10 %	\$ 416	\$ _____	%
Maria	Qualified	Group SEP	\$ 110,000	7 %	\$ 210	\$ 210	%
Maria	Qualified	Spousal IRA	\$ 40,000	5 %	\$ 100	\$ _____	%
			\$ _____	%	\$ _____	\$ _____	%

Asset Details screen

The **Asset Details** screen lists each asset in the case separately. On this screen, you can edit or add asset information.

Asset Details QUICK ACTIONS ▾

Enter detailed asset information below.

Owner	Account Name	Asset Name	Ticker	Amount	ROR	Monthly Savings	Savings Increase	Asset Class	Classify	Delete
Both ▾	<Choose> ▾	Checking		\$3,650	0	\$0	0	Unclassified ▾	●	x
Both ▾	<Choose> ▾	Savings		\$8,000	2	\$0	0	Unclassified ▾	●	x
Both ▾	<Choose> ▾	Stocks		\$12,000	8.50	\$0	0	Unclassified ▾	●	x
<Choose> ▾	<Choose> ▾			\$0	0	\$0	0	Unclassified ▾	●	x

ADD ACCOUNT CLOSE

Case Data category – Savings/Investments screen – Details button – Asset Details screen

How do I add asset information

- Enter the asset information as required.

How do I classify an asset

- Click  beside the asset you want to classify. The **Classify Holding** screen opens "Classify Holding screen" on the next page.

How do I add a new account

- Click **Add Account**. The **Account Name** screen opens "Account Name screen" below.

How do I delete an asset

1. Click  beside the asset you want to delete. A confirmation message appears.
2. Click **Yes** to continue; click **No** to cancel.

You can obtain the clients' asset details from page 5 of the Profiles Forecaster™ Fact Finder.

Bank Accounts and Investments						
For this section either enter total amounts <u>or</u> details						
Total Amount		Total Monthly Savings		Average Rate of Return		
\$	_____	\$	_____	_____ %		
<i>Bank Accounts and Investment Details</i>						
Owner	Account Name	Asset Name	Amount	Rate of Return	Monthly Savings	Savings Increase
<u>Both</u>	<u>Non-Qual</u>	<u>Emerg. Fund</u>	\$ <u>5,000</u>	<u>1</u> %	\$ <u>0</u>	<u>0</u> %
<u>Both</u>	<u>Non-Qual</u>	<u>Savings Acct.</u>	\$ <u>35,000</u>	<u>1</u> %	\$ <u>0</u>	<u>0</u> %
_____	_____	_____	\$ _____	_____ %	\$ _____	_____ %
_____	_____	_____	\$ _____	_____ %	\$ _____	_____ %
_____	_____	_____	\$ _____	_____ %	\$ _____	_____ %

Account Name screen

On the **Account Name** screen, you can enter account names to be used in grouping assets into accounts. Any accounts entered on this screen will be available for selection on the **Asset Details** and **Retirement Fund Details** screens.

QUICK ACTIONS ▼

Account Name

Enter Account Names to be used in grouping Assets into Accounts. Accounts entered here will be available for selection on the Asset Details and Retirement Fund Details screens.

Account Name	Delete	
	X	▲ ▼

CLOSE

Case Data category – Savings/Investments screen – Details button – Retirement Fund Details/Asset Details screen – Add Account button – Account Name screen

How do I add a new account

- Enter the name of the new account in the blank data-entry row.
- Note:** A new blank data-entry row appears every time you add a new account.

How do I delete an account

1. Click **X** beside the account you want to delete. A confirmation message appears.
2. Click **Yes** to continue; click **No** to cancel.

Classify Holding screen

The **Classify Holding** screen provides classification information that you can apply to a holding.

QUICK ACTIONS ▾

Classify Holding

Search By ⓘ

Ticker Symbol or Holding Name
 Begins with this phrase
 Contains this phrase
 SEARCH

Search Results

Name	Ticker	Select
		✓

Asset Class	%
Large Cap Growth Stocks	0
Large Cap Value Stocks	0
Mid Cap Stocks	0
Small Cap Stocks	0
REITs	0
International Stocks	0
0.00%	

Selected Security

Selected Ticker: _____

Selected Security: Checking

Manual Classification

OK
CANCEL

Case Data category – Savings/Investments screen – Details button – Retirement Fund Details/Asset Details screen – Classify Holding screen

How do I search for a specific holding?

1. Enter a ticker symbol or a holding name in the appropriate field.

Note: Be sure to use a keyword for your search. Performing a search using only one or two letters may cause a significant delay in generating the search results.
2. Depending on the type of search you want to perform, select either **Begins with this phrase** or **Contains this phrase**, and then click **Search**. Any matches appear under **Search Results**.
3. Browse through the search results to find the holding you want. If you can not find a specific holding, you may need to refine your search criteria. Once you have found a holding, click ✓ beside the holding you want. The information under **Selected Security** updates.

Note: Funds that are less than three years old are not included in the Morningstar Classifier Database.

How do I classify a holding manually?

1. Select the holding to be classified by selecting the holding in the table directly under **Search Results**.
2. Select the **Manual Classification** option, and then enter the appropriate allocation percentages under %.

Chapter 12: Entering other income sources and expenses

This chapter includes the following topics to help you enter your clients' other income sources and expenses in Profiles Forecaster™:

Other Income/Expenses screen	68
Other Income Source Details screen	69
Expenses screen	70

Other Income/Expenses screen

The **Other Income/Expenses** screen allows you to capture information regarding any other income sources your clients may have. This may include sources such as alimony, child support, defined benefit plans, fixed annuities, part-time employment during retirement, and expected inheritance. In addition, if the clients are currently retired, enter their Social Security benefits if they are being collected.

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CASE SETUP

Other Income / Expenses Active Case: Sample Case 1 (Sample Case)

CASE DATA

- Personal Information
- Survivor Needs
- College Funding
- Retirement
- Earnings and Assets
- Savings/Investments
- Other Income/Expenses**
- Disability Income
- Long-Term Care
- Notes
- Client Objective Notes
- Recommendation Notes

CLIENT PRESENTATION

PLANNING PREFERENCES

Other Income

Enter other income sources received today or expected in the future. Make sure you include alimony, child support, defined benefit pension plans, fixed annuities, part-time income during retirement, expected inheritance, etc.
To add an additional income source, click add sources. To modify an income source, click edit.

Name	Description	Amount	Edit	Delete	
Susan	Pension	\$1,000			ADD SOURCES

Expenses

Enter the living expenses to be listed on the Cash Flow reports. If monthly savings and liabilities have been entered on the Savings/Investments and Earnings and Assets screens, respectively, then do not reflect those cash flow items here.

Average Monthly Expenses \$7,700

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Case Data category – Other Income/Expenses screen

How do I edit an existing income source?

- Click beside the income source you want to edit. The **Other Income Source Details** screen opens.

How do I delete an income source?

- Click beside the income source that you want to delete. A confirmation message appears.
- Click **Yes** to continue; click **No** to cancel.

How do I add an additional income source?

- Click **Add Sources**. The **Other Income Source Details** screen opens.

How do I enter living expenses?

- Under **Expenses**, click **Details**. The **Expenses** screen opens.

Other Income Source Details screen

The **Other Income Source Details** screen is used to enter specific information about other areas from which your clients draw income. Do not include Social Security benefits unless the client is currently collecting Social Security benefits.

QUICK ACTIONS ▾

Other Income Sources Details

Enter detailed information about other income below. Please note: fields denoted with * are required.

Number (2 of 2) ◀ + × ▶

*Type ⓘ <Choose> ▾

Name

*Recipient <Choose>

Amount (Monthly - Except for Lump Sum)

Present Value or Future Value <Choose>

Annual Increase %

*Beginning <Choose> +/- Years

*Ending <Choose> +/- Years

Apply this income to the following analysis:

Retirement Analysis	<input checked="" type="checkbox"/>
Survivor Needs Analysis: Client A Dies	<input checked="" type="checkbox"/>
Survivor Needs Analysis: Client B Dies	<input checked="" type="checkbox"/>

CLOSE

Case Data category – Other Income/Expenses screen – Edit button – Other Income Source Details screen

How do I add an additional income source?

- Click ▾ beside the income source number, and then select the highest number. Blank data-entry rows appear.
- Beside **Type**, select the type of income. The data-entry rows below become accessible.

Note: If a Social Security income is added, this data will override the system calculated Social Security benefit.
- Complete the remaining details for the new income source.

You can obtain the clients' other income source details from page 6 of the Profiles Forecaster™ Fact Finder.

Section 7 - Other Income Sources

Enter other income sources that you currently receive or expect to receive in the future. Be sure to include alimony, child support, defined benefit pension plans, fixed annuities, part-time income during retirement, expected inheritance, etc.

Other Income Sources Details

Type ¹	Name	Recipient	Amount ²	Present or Future Value	Annual Increase	Begin When?	End When?	Income Applies to
Other	DB Pension Jim	<input checked="" type="checkbox"/> Client A <input type="checkbox"/> Client B	\$ 2,500	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Future	3 %	<input type="checkbox"/> Today <input checked="" type="checkbox"/> Retirement <input type="checkbox"/> Year _____	<input type="checkbox"/> Retirement <input checked="" type="checkbox"/> Death <input type="checkbox"/> Year _____	<input checked="" type="checkbox"/> Retirement <input checked="" type="checkbox"/> Survivor A Dies <input checked="" type="checkbox"/> Survivor B Dies
Lump-sum	Inheritance	<input checked="" type="checkbox"/> Client A <input type="checkbox"/> Client B	\$ 60,000	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Future	0 %	<input checked="" type="checkbox"/> Today <input type="checkbox"/> Retirement <input type="checkbox"/> Year _____	<input type="checkbox"/> Retirement <input type="checkbox"/> Death <input checked="" type="checkbox"/> Year 2011	<input checked="" type="checkbox"/> Retirement <input checked="" type="checkbox"/> Survivor A Dies <input checked="" type="checkbox"/> Survivor B Dies
		<input type="checkbox"/> Client A <input type="checkbox"/> Client B	\$ _____	<input type="checkbox"/> Present <input type="checkbox"/> Future	_____ %	<input type="checkbox"/> Today <input type="checkbox"/> Retirement <input type="checkbox"/> Year _____	<input type="checkbox"/> Retirement <input type="checkbox"/> Death <input type="checkbox"/> Year _____	<input type="checkbox"/> Retirement <input type="checkbox"/> Survivor A Dies <input type="checkbox"/> Survivor B Dies
		<input type="checkbox"/> Client A <input type="checkbox"/> Client B	\$ _____	<input type="checkbox"/> Present <input type="checkbox"/> Future	_____ %	<input type="checkbox"/> Today <input type="checkbox"/> Retirement <input type="checkbox"/> Year _____	<input type="checkbox"/> Retirement <input type="checkbox"/> Death <input type="checkbox"/> Year _____	<input type="checkbox"/> Retirement <input type="checkbox"/> Survivor A Dies <input type="checkbox"/> Survivor B Dies
		<input type="checkbox"/> Client A <input type="checkbox"/> Client B	\$ _____	<input type="checkbox"/> Present <input type="checkbox"/> Future	_____ %	<input type="checkbox"/> Today <input type="checkbox"/> Retirement <input type="checkbox"/> Year _____	<input type="checkbox"/> Retirement <input type="checkbox"/> Death <input type="checkbox"/> Year _____	<input type="checkbox"/> Retirement <input type="checkbox"/> Survivor A Dies <input type="checkbox"/> Survivor B Dies
		<input type="checkbox"/> Client A <input type="checkbox"/> Client B	\$ _____	<input type="checkbox"/> Present <input type="checkbox"/> Future	_____ %	<input type="checkbox"/> Today <input type="checkbox"/> Retirement <input type="checkbox"/> Year _____	<input type="checkbox"/> Retirement <input type="checkbox"/> Death <input type="checkbox"/> Year _____	<input type="checkbox"/> Retirement <input type="checkbox"/> Survivor A Dies <input type="checkbox"/> Survivor B Dies

Expenses screen

The **Expenses** screen allows you to capture information regarding your clients' living expenses. These values appear in cash flow reports.

Note: If you have entered monthly savings and liabilities on the **Savings/Investments** and **Earnings and Assets** screens, do not enter those cash flow items on the **Expenses** screen.

Expenses

QUICK ACTIONS ▾

Expenses	Monthly	Annually	Delete	
Household expenses	\$4,000	\$0	✕	▲
Taxes	\$3,700	\$0	✕	
	\$0	\$0	✕	▼

CLOSE

Case Data category – Other Income/Expenses – Details button – Expenses screen

Enter a living expense

- Enter the details for each living expense in a separate data-entry row. A new data-entry row is added when you enter data in an empty row.

Delete an expense

1. Click **✕** beside the expense that you want to delete. A confirmation message appears.
2. Click **Yes** to continue; click **No** to cancel.

Chapter 13: Entering disability needs

This chapter includes the following topics to help you enter your clients' disability needs in Profiles Forecaster™:

- Disability Income screen73**
- Disability Insurance Details screen74**

Disability Income screen

The **Disability Income** screen is designed to capture information regarding your clients' disability needs, including any existing disability insurance policies they may own.

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CASE SETUP

Disability Income Active Case: Sample Case 1 (Sample Case)

The financial impact of a disability on household income can be significant.

Disability Income Needs

	Peter	Susan
Annual Employment Income	<input type="text" value="\$72,500"/>	<input type="text" value="\$54,200"/>
Income Replacement Objective ⓘ <input type="text" value="70"/> % of above	<input type="text" value="70"/> % of above	<input type="text" value="60"/> % of above

Current Long-Term Disability Insurance

	Peter	Susan
Monthly Benefit	<input type="text" value="\$1,250"/>	<input type="text" value="\$0"/>

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Case Data category – Disability Income screen

How do I enter disability income needs?

- Enter each client's disability income needs information in the applicable fields.

How do I enter current long-term disability insurance?

1. Enter the current monthly benefit of existing long-term disability coverage for each client.
2. To edit each disability policy separately, click **Details**. The **Disability Insurance Details** screen opens.
Note: Once detailed data is entered, the summary screen cannot be modified. All changes must be made on the **Disability Insurance Details** screen.

You can obtain the clients' disability income needs details from page 6 of the Profiles Forecaster™ Fact Finder.

Section 8 - Disability Income		
Disability Income Needs		
	Client A	Client B
Annual Employment Income	\$ <u>125,000</u>	\$ <u>50,000</u>
Income Replacement Objective	<u>60</u> % of above	<u>60</u> % of above

Disability Insurance Details screen

On the *Disability Insurance Details* screen, you can edit each disability policy separately.
Note: Once detailed data is entered, the *Disability Income* screen cannot be modified. All changes must be made on the *Disability Insurance Details* screen.

QUICK ACTIONS ▾

Disability Insurance Details

Enter detailed disability insurance information below.

Insured	Company	Monthly	Group or	Annual	Waiting	Benefit	Delete
		Benefit	Personal	Premium	Period		
Peter ▾	Long-Term Disability Coverage	\$1,250	Group ▾	\$0	3 months ▾	To age 65 ▾	✕
<Choose> ▾		\$0	Group ▾	\$0	3 months ▾	6 months ▾	✕

CLOSE

Case Data category – Disability Income screen – Details button – Disability Insurance Details screen

How do I enter detailed disability insurance information?

- Enter the details for each disability policy in a separate data-entry row. A new data-entry row appears when you enter data in an empty row.

You can obtain the clients’ disability insurance details from page 6 of the Profiles Forecaster™ Fact Finder.

Current Long-Term Disability Insurance						
		Client A		Client B		
Monthly Benefit		\$ _____		\$ _____		
Name of Insured	Insurance Company	Monthly Benefit	Group or Personal	Annual Premium	Waiting Period ¹	Benefit Period ²
<i>Jim</i>	<i>Group Coverage</i>	<i>\$ 7,000</i>	<i>Group</i>	<i>\$ 420</i>	<i>3 mth</i>	<i>To 65</i>
<i>Maria</i>	<i>Group Coverage</i>	<i>\$ 1,500</i>	<i>Group</i>	<i>\$ 180</i>	<i>3 mth</i>	<i>To 65</i>
		\$ _____		\$ _____		
		\$ _____		\$ _____		

Chapter 14: Entering long-term care needs

This chapter includes the following topic to help you enter your clients' long-term care needs in Profiles Forecaster™:

Long-Term Care screen77

Long-Term Care screen

The **Long-Term Care** screen is designed to capture information regarding your clients' long-term care needs, as well as any existing coverage they may currently have.

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CASE SETUP

Long-Term Care Active Case: Sample Case 1 (Sample Case)

Long-term care expenses can have a tremendous impact on a financial situation. Having sufficient insurance coverage can help assure there is enough money for adequate care.

Estimated monthly long-term care costs (in today's dollars):

Existing Long-Term Care Coverage

Insured	Company	Daily Benefit	Annual Premium	Elimination Period (Days)	Benefit Period (Years)	Delete
<Choose> ▾		\$0	\$0	0	0	✕

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Case Data category – Long-Term Care screen

How do I enter long-term care information

- Enter the long-term care information in the applicable fields.

How do I delete an existing long-term care policy

1. Click **X** beside the long-term care policy that you want to delete. A confirmation message appears.
2. Click **Yes** to continue; click **No** to cancel.

You can obtain the clients' long-term care details from page 7 of the Profiles Forecaster™ Fact Finder.

Section 9 - Long-Term Care

Long-term care expenses can have a tremendous impact on a family's financial security. Having sufficient insurance coverage can help assure there is enough money for adequate care.

Estimated monthly long-term care costs (in today's dollars): \$?

Estimated Long-Term Care Coverage

Name of Insured	Insurance Company	Daily Benefit	Annual Premium	Elimination Period (Days)	Benefit Period (Years)
	<i>None</i>	\$ _____	\$ _____	_____	_____
		\$ _____	\$ _____	_____	_____
		\$ _____	\$ _____	_____	_____
		\$ _____	\$ _____	_____	_____

Chapter 15: Verifying and reviewing case data

After you have entered your clients' financial information into a case, you need to verify and review the case data. This ensures that the advice you provide is based on accurate information. This chapter includes the following topics to help you verify and review case data:

Verify and review case data	80
Assess your clients' options	81
Recommendation Notes screen	85

Verify and review case data

It is very important to ensure that all data entered is accurate, as any errors can alter results. The ***Personal Information Summary*** report from the ***Client Presentation*** dialog box is a very useful report that you can use to verify your input.

The ***Personal Information Summary*** is a multi-page document that contains all the data entered for a particular client. Use it to do the following:

- Print the data entered.
 - Verify that data was entered correctly.
 - Verify data entries and locate any errors.
 - Keep date-stamped records in a client's file.
 - Assist Advicent Solutions, LP's support teams when you call with questions.
-

Generate the Personal Information Summary report

1. Go to the **Client Presentation** category. The ***Client Presentation*** dialog box opens.
2. Under ***Available Reports***, select ***Personal Information Summary***, and then click **Add Checked**. ***Personal Information Summary*** now appears under ***Your Presentation***.
3. If there are other reports listed under ***Your Presentation***, ensure that the ***Personal Information Summary*** report is the only one selected.
4. To print all reports listed, select **Print All**. To print only the reports with an option selected, select **Print Checked**.

Example: The *Personal Information Summary* report can be used to verify the information entered from the completed Fact Finder supplied by the Dixons.

Personal Information Summary

This financial needs analysis report is based on the information and assumptions you provided.

Personal Data			
Name	Date of Birth	Contributing to Social Security	Annual Employment Income
Jim Albert Dixon	05/22/1966	Yes	\$125,000
Maria Lynn Dixon	02/10/1965	Yes	\$50,000

Married: Yes

Address
3058 Main Street
San Diego, CA 92113

E-Mail

The *Personal Information Summary* can be used to verify data entered from the Fact Finder.

Occupation			
Jim:			

Section 1 - Personal Information

Marital Status Single Married Domestic Partner

Client A Client B

First Name	Jim	Maria
Middle Name	Albert	Lynn
Last Name	Dixon	Dixon
Date of Birth	May 22, 1966	February 10, 1965
Address	3058 Main Street	
City	San Diego	State CA Zip 92113
Phone	(619) 555-1417	E-mail

Bank Accounts a							
Owner							
	Non-Qualified	Emergency Fund					
Both	Non-Qualified	Savings Account	\$5,000	1.00%	\$0	0.00%	Cash
Both	Non-Qualified		\$35,000	1.00%	\$0	0.00%	Cash
Total.....		\$40,000					
Monthly Savings.....		\$0					
Average Rate of Return.....		1.00%					

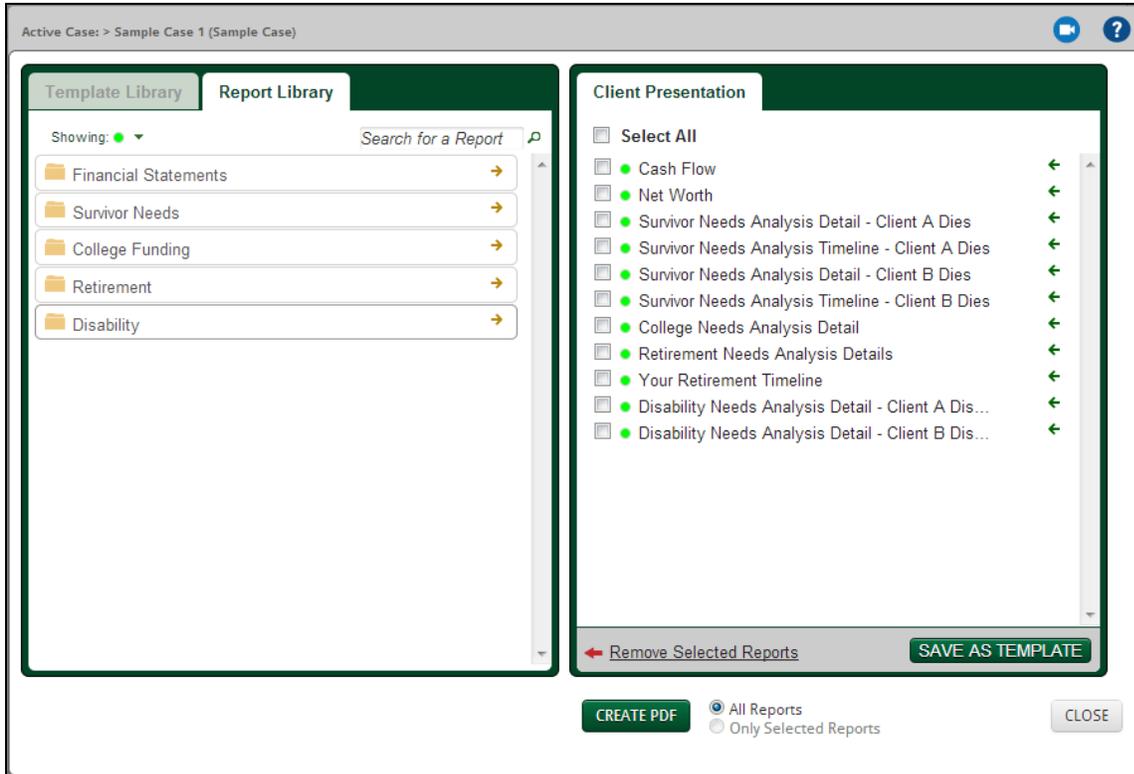
Assess your clients' options

Once all the clients' financial data and goals have been entered and verified, you can assess your clients' options by exploring various alternative scenarios as needed. Make sure that the selected recommendations are appropriate for your clients and are achievable with their cash flow.

Profiles Forecaster™'s audit reports can be very useful for assessing your clients' options. To increase your efficiency, a presentation template can be created to quickly access audit reports.

Create an audit report template

1. From the **Report Library Tab**, click the **Filter Report By Type** menu and select **Audit Report**.
2. Select from the list of audit reports in the **Report Library** tab.
3. Click the **SAVE AS TEMPLATE** button.



Client Presentation category – Client Presentation dialog box

Example: The *Disability Needs Analysis Detail in the Event of Disability* audit report summarizes income needs in the first year and subsequent years following a disability. Generating this report for Maria indicates a shortfall of approximately \$12,000 per year. We know that Jim and Maria have been following their budget for the last few months and have approximately \$1,000 per month that they could use towards purchasing additional disability insurance to increase her disability benefit by \$12,000 per year.

Disability Needs Analysis Detail

In the event of Maria's Disability

In the first year following a disability

After	Salary to Replace	Desired Replacement	Existing Insurance	(Shortage)/ Surplus
1 Month	\$50,000	\$30,000	\$0	(\$30,000)
2 Months	\$50,000	\$30,000	\$0	(\$30,000)
3 Months	\$50,000	\$30,000	\$18,000	(\$12,000)
6 Months	\$50,000	\$30,000	\$18,000	(\$12,000)

In the years following a disability

	Maria's Age	Salary to Replace	Desired Replacement	Existing Insurance	(Shortage)/ Surplus
1 Year	46	\$51,500	\$30,900	\$18,540	(\$12,360)
2 Years	47	\$53,045	\$31,827	\$19,096	(\$12,731)
5 Years	50	\$57,964	\$34,778	\$20,867	(\$13,911)
10 Years	55	\$67,196	\$40,317	\$24,190	(\$16,127)
Age 64		\$87,675	\$52,605	\$31,563	(\$21,042)
Age 65		\$90,306	\$54,183	\$0	(\$54,183)

Disability Policies

Policy Name	Monthly Benefit	Type	Waiting Period	Benefit Period	COLA
Group Coverage	\$1,500	Group	3 months	To age 65	3.00%

Assumptions

Income Replacement % of Maria's Income	60%
Inflation	3.00%

Be aware that there is a waiting period before insurance begins. Jim and Maria's emergency fund can cover this shortfall.

Since Maria plans on retiring at age 60, she doesn't need to worry about the insurance shortfall at age 65 as her retirement goal will have begun funding.

Note: To generate the *Disability Needs Analysis Detail in the Event of Disability* audit report, follow the same instructions for generating the *Personal Information Summary* report, but under **Available Reports**, click **Disability**, select **Disability Needs Analysis Detail - Client B Disable**, and then click **Add Checked**.

If you would like to offer your client more than one alternative, you can duplicate the case, rename it appropriately, and then make other recommendations that may be appropriate.

Duplicate a case

1. Go to the **File** menu, and then select **Save As**. The **Save Client Case As** dialog box opens.
2. In the **Client Case Name** field, enter a new name for the case, and then click **OK**.

Example: When we first generated the **Disability Needs Analysis Detail In the Event of Disability** report for Maria, we discovered a shortfall of approximately \$12,000 per year. By duplicating the Dixon's original case, and then increasing Maria's disability benefit by \$12,000 per year (\$1,000 per month), we can generate this report and compare it to the original case. Note that the premiums for the new disability coverage also fit within their cash flow.

Recommendation Notes screen

The **Recommendation Notes** screen allows you to enter any notes, recommendations, or reminders about the clients' objectives. The information you enter on this screen will appear on the **Recommendations** report.

Use this screen to remind your clients about recommendations to help them obtain their financial goals.

Example: After solving the Dixons' shortfall in disability coverage, the recommendations can be added to the **Recommendations Notes** screen. The shortfall during the waiting period should also be included as this recommendation supports the need for an emergency fund.

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CASE SETUP

CASE DATA

- Personal Information
- Survivor Needs
- College Funding
- Retirement
- Earnings and Assets
- Savings/Investments
- Other Income/Expenses
- Disability Income
- Long-Term Care
- Notes
- Client Objective Notes
- Recommendation Notes**

CLIENT PRESENTATION

PLANNING PREFERENCES

Recommendation Notes Active Case: Sample Case 1 (Sample Case)

Recommendation Notes

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Case Data category – Recommendation Notes screen

Chapter 16: Generating client presentations

After you have verified and reviewed your clients' financial information, you can prepare and generate presentations. Profiles Forecaster™ analyzes the data and then allows you to present it in the form of graphs, tables, and charts, designed to illustrate certain financial concepts to your clients.

This chapter includes the following topics to help you generate client presentations:

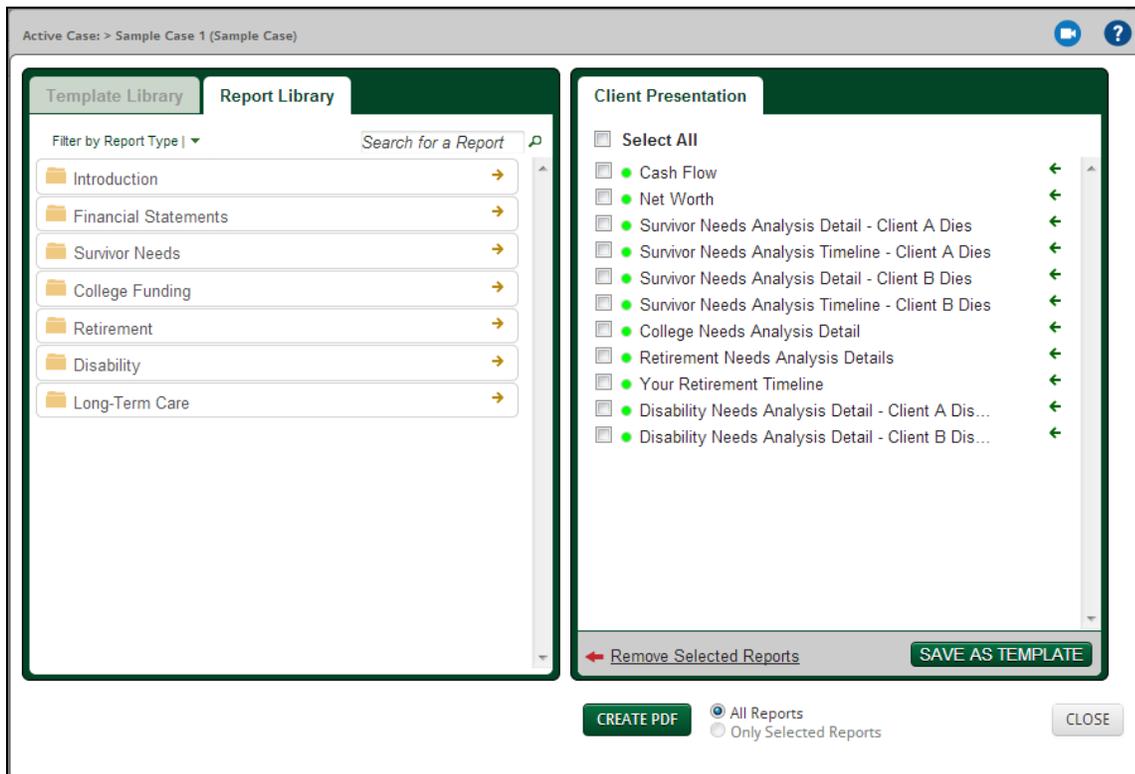
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Present options	89
Implement and review	91

Client Presentation dialog box

The **Client Presentation** dialog box is used to create and print customized client presentations according to your needs, and to help your clients understand how they can improve their financial situation.

Note: If any part of your case data is invalid, the **Invalid Data** dialog box opens, and you will be required to correct the invalid data. Data validation occurs automatically when you go to the **Client Presentation** dialog box.

To learn more about this dialog box, click  at the top of the dialog box and select the **Client Presentation Reports** video under **Core**.



Client Presentation category – Client Presentation dialog box

How do I filter report types?

1. To display the different report types available, on the **Report Library** tab, click the **Filter by Report Type** menu.
2. Select the report types that you want to show.

Note: To clear all selected report types, click **Clear**.

How do I find a specific report?

- Enter a search term in the **Search for a Report** field. For example, if you enter **retirement**, any report that contains **retirement** in the title is listed.

- To clear the search and restore the full list of reports, remove all text from the field.

How do I add reports to a presentation?

There are several ways to add reports to your presentation.

- Select the report title for each report you want to include in your presentation, and then drag one of the selected reports under **Client Presentation**. The reports appear under **Client Presentation**.
Note: Dragging an unselected report only adds that report, even if there are other reports selected.
- Click the green arrow located beside a report title to add the report to **Client Presentation**. Click a gold arrow beside a report category to add all the reports within that category.

How do I remove reports from a presentation?

There are several ways to remove reports from your presentation.

- Under **Client Presentation**, select the report title for each report you want to remove from your presentation, and then click **Remove Selected Reports**.
- Select the report title for each report you want to remove from your presentation, and then drag one of the selected reports under **Report Library**.
Note: Dragging an unselected report only removes that report, even if there are other reports selected.
- Click the green arrow located beside a report title under **Client Presentation**.
- To remove all reports, select all reports using the stand-alone option located at the top of the **Client Presentation** list, and then click **Remove Selected Reports**, or drag the selected reports under **Report Library**.

How do I reorganize reports in a presentation?

- To move a single report, select the report title for the report you want to reorganize, and then drag the report to the new location within the presentation. The report appears in the new location.
- To move multiple reports, select the report title for each report you want to move in your presentation, and then drag one of the selected reports to the new location. The reports appear in the new location.
Note: Dragging an unselected report only moves that report, even if there are other reports selected.

How do I apply a presentation template?

To quickly generate a group of related reports, default presentation templates can be applied to the existing presentation. The default presentations cannot be modified or deleted; however, custom presentations can be modified and deleted.

1. Click the **Template Library** tab to display all templates available.
2. Select the template you want to apply. The reports added to the selected template appear under **Client Presentation**.

How do I create a new presentation template?

1. Ensure that all the reports you want to include in the template are listed under **Client Presentation**.
2. Click **Save as Template**.
3. In the **Save Template** dialog box, enter a name for the new template, and then click **Save**. All the reports in the list are added to the new template, and the new template appears under **Template Library**.

How do I edit an existing presentation template?

1. Click the **Template Library** tab to display all templates available.
2. Click  beside the template you want to edit. The list of associated reports appears under **Edit Template**.
3. Add, remove, or rearrange the reports in the list.
4. When you are finished editing the template, click **Save**.

Note: Default presentations cannot be modified; however, custom presentations can be modified.

How do I delete a presentation template?

1. Click the **Template Library** tab to display all templates available.
2. Click  beside the template you want to delete. A confirmation message appears.
3. Click **OK** to confirm the deletion.

Note: Default presentations cannot be deleted; however, custom presentations can be deleted.

How do I generate a presentation report?

1. Under **Client Presentation**, select the reports you want to include in the final report.
2. To print all reports listed, next to **Create PDF**, select **All Reports**. To print only the reports with a option selected, next to **Create PDF**, select **Only Selected Reports**.
3. Select **PDF** to generating the reports.

How do I remove the Draft Presentation watermark from my report?

1. Select all of the reports that you want to include in the presentation you will deliver to your client.
2. Select **Save as Final Presentation**.
3. The presentation will be generated without the draft presentation watermark and will be accessible by selecting the **View Final Report** link.

Present options

Once you have assessed your clients' options, you can present possible solutions to your clients using the available reports from the **Client Presentation** dialog box. Use these reports to confirm the strategies you will use. For a description of each available report, see the application Help.

Profiles Forecaster™'s presentation reports can be very useful for assessing your clients' options. To increase your efficiency in generating reports, a presentation template can be created to quickly access presentation reports. For more information, "Create an audit report template" on page 81

Example: The **Financial Needs in the Event of Disability** presentation report contains an overview of the clients'

disability insurance needs. After increasing Maria's disability benefit by \$12,000 per year, we can present this report to the Dixons and explain how purchasing additional disability insurance will help them achieve their disability goal.

Financial Needs in the Event of Maria's Disability

Disability is something most people don't like to think about. But the chances of your becoming disabled are probably greater than you realize. Studies show that a 20-year-old worker has a 3-in-10 chance of becoming disabled before reaching retirement age.¹ In fact, the Census Bureau reports there are currently over twenty-one million people of working age

This disability needs analysis shows the impact a disability can have on your financial situation.

Your current annual income is \$50,000 and your current long-term disability coverage provides \$30,000 per year. Your disability goal is to provide 60% of your current income, or \$30,000.

It appears you may have sufficient coverage for ongoing living expenses.

About Disability Income Insurance...

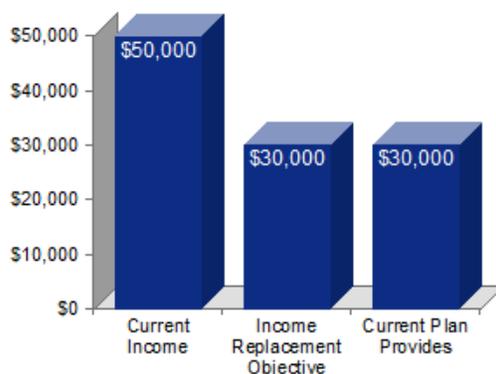
When purchasing disability income protection, there are a number of options to consider:



- Protection against inflation for future Benefits paid, referred to as Cost of Living Adjustment (COLA).
- Non-cancelable, guaranteed renewable provisions.
- Various waiting periods are available. The longer the waiting period, the lower the premium.
- Policies offer varying benefit periods. The longer the period covered by the policy, the higher the premium.
- Some Policies provide "Own Occupation" coverage and will pay benefits if the insured is unable to work in their specialized field.

Increasing Maria's disability income by \$12,000 per year is enough to cover 60% of her current income.

Disability Income



A word about Social Security¹...

It's important that you understand how Social Security defines "disability." That's because other programs have different definitions for disability. Some programs pay for parti

The Social Security Administration uses the strict definition of disability. Disability under Social Security is based on your inability to work. You will be considered disabled if you cannot do work you did before, and the SSA decides that you cannot adjust to other work because of your medical condition. Your disability also must last or be expected to last for at least a year or to result in death.

For these reasons, this analysis does not include any potential benefits from Social Security.

¹Source: SSA Publication No. 05-10029, August 2009.

²Source: U.S. Census Bureau, Disability Status 2000, Employment disability age 16-64.

Example: Currently the Dixons do not have any long-term care coverage. To reduce the risk of their assets being depleted in the event that long-term care is required, it is recommended that they meet with an insurance specialist to find out what coverage is appropriate for them and the associated costs. Once the Dixons have this information, their

plan can be updated. In the meantime, you can present the **Long-Term Care** text report to the Dixons to inform them about long-term care issues they should consider.

Long-Term Care

What is long-term care? Long-term care goes beyond medical care and nursing care to include all the assistance you could need if you ever have a chronic illness or disability that leaves you unable to care for yourself for an extended period of time. You can receive long-term care in a nursing home, assisted-living facility, or in your own home. Though older people use the most long-term care services, a young or middle-aged person who has been in an accident or suffered a debilitating illness can also need long-term care.

Are you likely to need long-term care? You may never need long-term care. But about 19 percent of Americans aged 65 and older experience some degree of chronic physical impairment. By the year 2020, 12 million older Americans will need long-term care. Most will be cared for at home; family members and friends are the sole caregivers for 70 percent of elderly people. But a study by the U.S. Department of Health and Human Services indicates that people age 65 face at least a 40 percent lifetime risk of entering a nursing home. About 10 percent will stay there five years or longer. While certainly older people are more likely to need long-term care, your need for long-term care can come at any age. In fact, the U.S. Government Accountability Office estimates that 40 percent of the 13 million people receiving long-term care services are between the ages of 18 and 64.

What does long-term care cost? Long-term care can be very expensive and the real amount you will spend depends on the level of services you need and the length of time you need care. One year in a nursing home can average more than \$50,000. In some regions, it can easily cost twice that amount.

Who pays the bills? For the most part, the people who need the care pay the bills. Individuals and their families pay about one-third of all nursing home costs out-of-pocket. Generally, long-term care isn't covered by the health insurance you may have either on your own or through your employer. What about the government? Generally, neither Medicare nor Medicaid cover long-term care. People over 65 and some younger people with disabilities have health coverage through the federal Medicare program. Medicare pays only about 12 percent for short-term skilled nursing home care following hospitalization. Medicare also pays for some skilled at-home care, but only for short-term unstable medical conditions and not for the ongoing assistance that many elderly, ill, or injured people need. Medicaid - the federal program that provides health care coverage to lower-income Americans - pays almost half of all nursing home costs. Medicaid pays benefits either immediately, for people meeting federal poverty guidelines, or after nursing home residents exhaust their savings and become eligible. Turning to Medicaid once meant impoverishing the spouse who remained at home as well as the spouse confined to a nursing home. However, the law permits the at-home spouse to retain specified levels of assets and income.

Implement and review

After presenting the options to your clients, you should start implementing the recommendations immediately so that savings have time to accumulate. Make sure you note future events so you can contact your clients at the right times and not miss a sales opportunity. It is important to regularly review progress of your clients' plan and adjust as necessary. We cannot predict the future but we can analyze the past and make adjustments based on historical data. Is there an opportunity to promote this client to Profiles Professional?

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