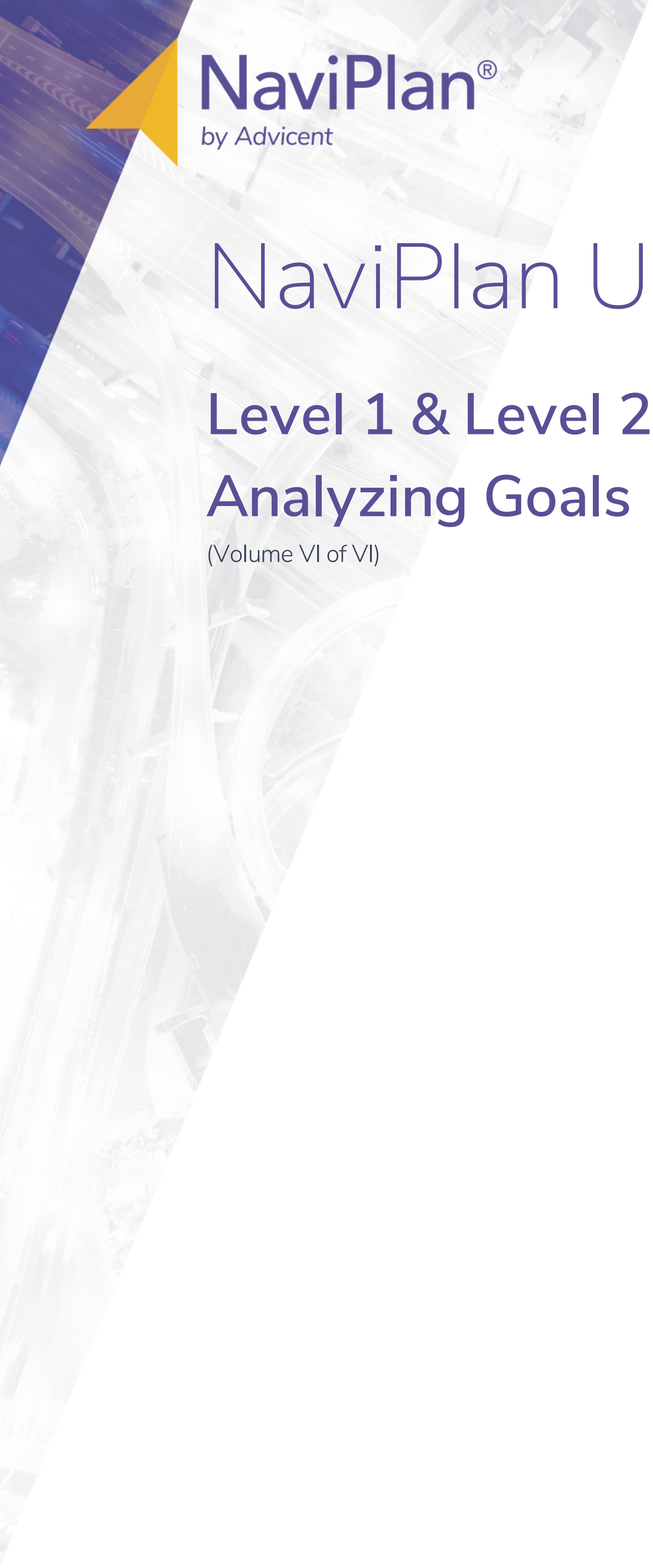

NaviPlan®
by Advicent

NaviPlan User Manual:

Level 1 & Level 2 Plans:
Analyzing Goals

(Volume VI of VI)

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Canadian version

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Chapter 1: Using this manual

The NaviPlan user manual series includes all the instructions you need to use NaviPlan effectively. This chapter will help you use all the manuals in this series. More manuals are available on the Learning Centre.

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NaviPlan User Guide Series

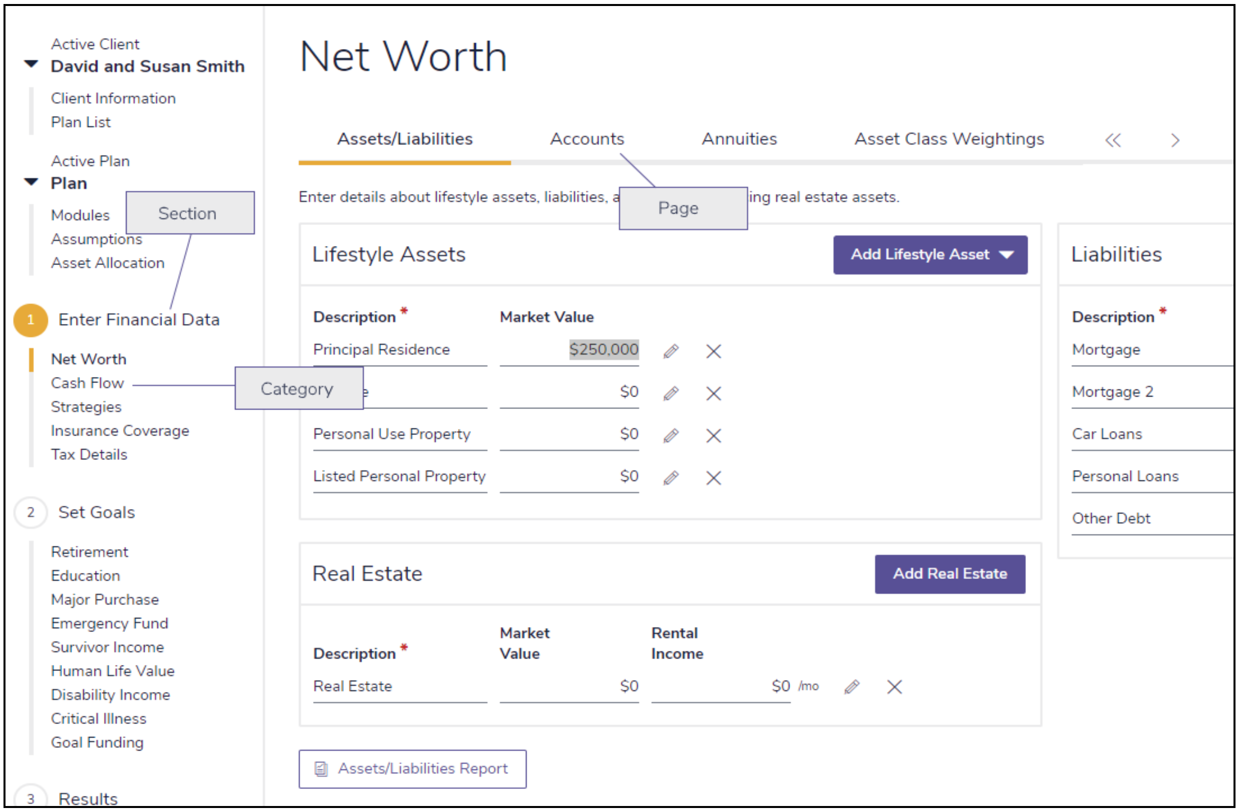
NaviPlan user guides are organized by the tasks you can accomplish in each level. If you are a new NaviPlan user, start with the **Introduction** user guide.

User manual	Tasks covered
Introduction	• Setting up user preferences. • Creating and managing client engagements. • Determining which assessment or plan level to select. • Using NaviPlan workflow.
Calculators	• Using calculators to model specific aspects of your clients' finances.
Forecaster Assessment	• Quickly assessing your clients' current financial situation. • Entering account and annuity information.
Asset Allocation Assessment	• Determining your clients' investor profile.
Level 1 and Level 2 Plans: Entering client data and goals	• Entering financial planning assumptions. • Entering detailed net worth, cash flow, and insurance information. • Adding holdings to accounts and annuities. • Entering real estate assets. • Using the **Detailed Tax** method and **Detailed Cash Flow**. • Entering saving and redemption strategies. • Entering client goals. • Generating client reports.
Level 1 and Level 2 Plans: Analyzing client goals	• Analyzing your clients' goals using **Scenario Manager**. • Conducting detailed cash flow and net worth analyses. • Generating Monte Carlo simulations. • Creating goal scenarios. • Generating client reports.

Conventions

This user guide uses the following conventions.

- The names of items on the screen are bolded and italicized. For example, the **Clients** page opens.
- The names of items that you must select, click, or enter appear in bold. For example, select **Recommended**, and then click **OK**.
- To help you navigate through the application, locations are separated by en dashes (–). For example, **Enter Financial Data – Net Worth – Accounts**.


Active Client
David and Susan Smith
Client Information
Plan List
Active Plan
Plan
Modules
Assumptions
Asset Allocation
Section
1 Enter Financial Data
Net Worth
Cash Flow
Strategies
Insurance Coverage
Tax Details
Category
2 Set Goals
Retirement
Education
Major Purchase
Emergency Fund
Survivor Income
Human Life Value
Disability Income
Critical Illness
Goal Funding
3 Results
Net Worth
Assets/Liabilities
Accounts
Annuities
Asset Class Weightings
Page
Lifestyle Assets
Add Lifestyle Asset
Liabilities
Real Estate
Add Real Estate
Assets/Liabilities Report

Enter details about lifestyle assets, liabilities, a… ing real estate assets.

Description *	Market Value
Principal Residence	$250,000
…e	$0
Personal Use Property	$0
Listed Personal Property	$0

Description *
Mortgage
Mortgage 2
Car Loans
Personal Loans
Other Debt

Description *	Market Value	Rental Income
Real Estate	$0	$0 /mo

Enter Financial Data – Net Worth – Accounts

To help you use this guide, please note the following abbreviations and graphics:

- FA – Refers to the Forecaster Assessment.
- Level 1 – Indicates that the step or paragraph applies to **Level 1 Plans** only.
- Level 2 – Indicates that the step or paragraph applies to **Level 2 Plans** only.
- A. Tax – Indicates that the step or paragraph only applies when you are using the **Average Tax** method.

- D. Tax – Indicates that the step or paragraph only applies when you are using the **Detailed Tax** method.

NaviPlan Resources

Advicent provides several resources to help you use NaviPlan. The following table shows some of the resources available and where to find them.

Advicent resource	Description and location
Help	The quickest way to get information about any item within NaviPlan is to use the application Help. To access Help, select **NaviPlan Help** from the **Help & Resources** menu. Help includes a glossary of terms.
Functional Documents	Functional documents explain NaviPlan functionality, underlying assumptions, and results calculations. You can access functional documents on specific topics on the related page in the Learning Centre, or a list of all available functional documents on the **Functional Documents** page.
Quick Reference Guides (QRGs)	Quick Reference Guides are designed to get you started with a particular workflow in NaviPlan. You can access QRGs on specific topics on the related page in the Learning Centre, or a list of all available QRGs on the **Quick Reference Guides** page.
User Guides	You can also access other user guides in this series . You can access user guides on the **User Guides** page in the NaviPlan Learning Centre.
Training Videos	Training videos are designed to give you an overview of completing a specific task in NaviPlan. You can access videos on specific topics on the related page in the Learning Centre, or a list of all available functional documents on the **Videos** page.
Take Action™ Webinars	The Take Action™ webinar series helps you get the best return on your investment in NaviPlan by showing you how to apply the software to real world situations . You can access webinars on specific topics on the related page in the Learning Centre, or a list of all available functional documents on the **Take Action Webinars** page.

Partner Support

Contact us by telephone at:

(888) 692-3474
(Monday–Thursday, 7:30 am–6 pm Central Time)
(Friday, 7:30 am-5:00pm Central Time)

Contact us by email at:

support@advicentsolutions.com

Chapter 2: Analyzing goals in NaviPlan

This chapter introduces **Scenario Manager**, which is accessible from the **Results** section – **Analyze Goals** category in NaviPlan.

In most plans, the clients' current resources and strategies do not meet their goals. With NaviPlan you can create What-if scenarios that contain additional assumptions and strategies to help develop an optimal solution for the clients. Even in plans where the goal is adequately funded or overfunded, What-if scenarios can be used to find an optimal solution.

Scenario Manager allows you to create and compare multiple scenarios side-by-side without having to create duplicate plans. Once you have an appropriate scenario that you can apply to your clients' plan, you can mark it as the Recommended Plan. Recommended scenarios are included in client reports.

By default, the **Scenarios** page displays the Current Plan scenario, which cannot be edited in the **Scenario Manager** dialog box, as well as the Recommended Plan scenario (current plan with suggested asset allocation). The Current Plan scenario represents the plan that is open, whereas the Recommended Plan scenario is generated by NaviPlan and uses the suggested asset mix. You can create as many alternative scenarios as you like, but only one can be marked as the Recommended Plan scenario.

In this chapter:

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Understanding scenario differences in Level 1 and Level 2 Plans 15
Adding Alternative Plan scenarios 16
Achieving goal success and viewing goal coverage 17
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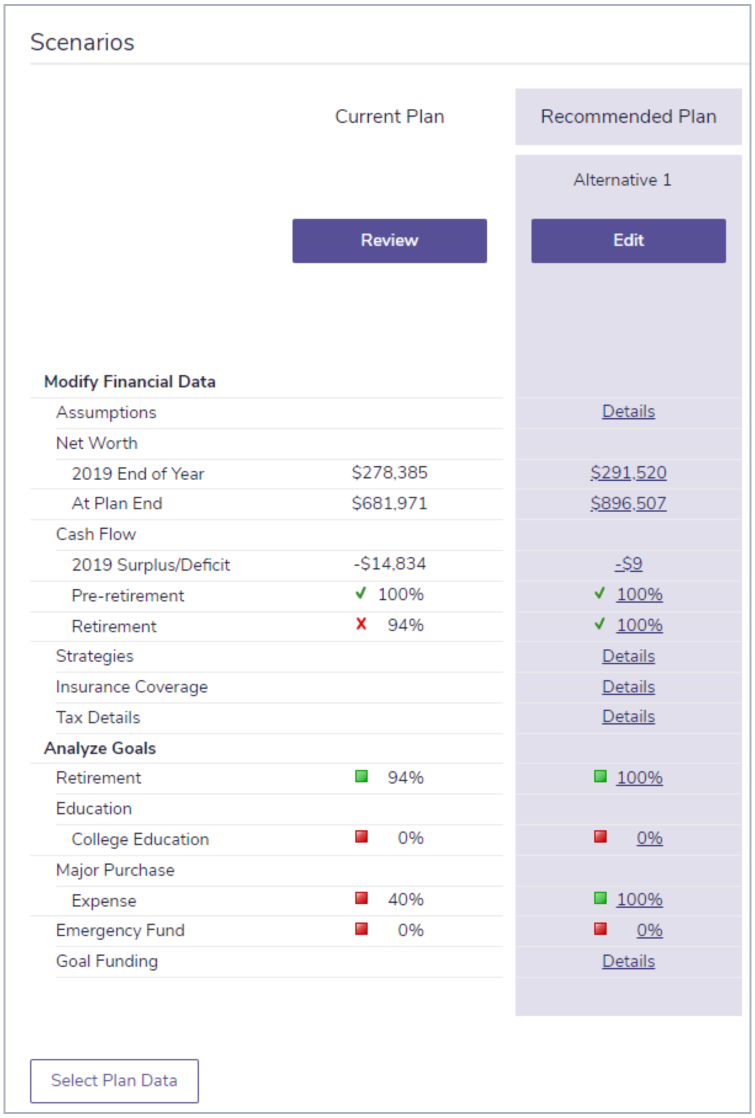
Comparing scenarios

On the **Scenarios** page you can compare the Current Plan scenario (the clients' current financial situation) with the Recommended Plan scenario (the proposed option, or best case scenario). As well, you can create numerous alternative scenarios. Two alternative scenarios can be shown on the **Scenarios** page for comparison purposes. The **Scenarios** page allows you to see at a glance how the changes you make to the plan may affect goal coverage, as well as overall net worth and cash flow.

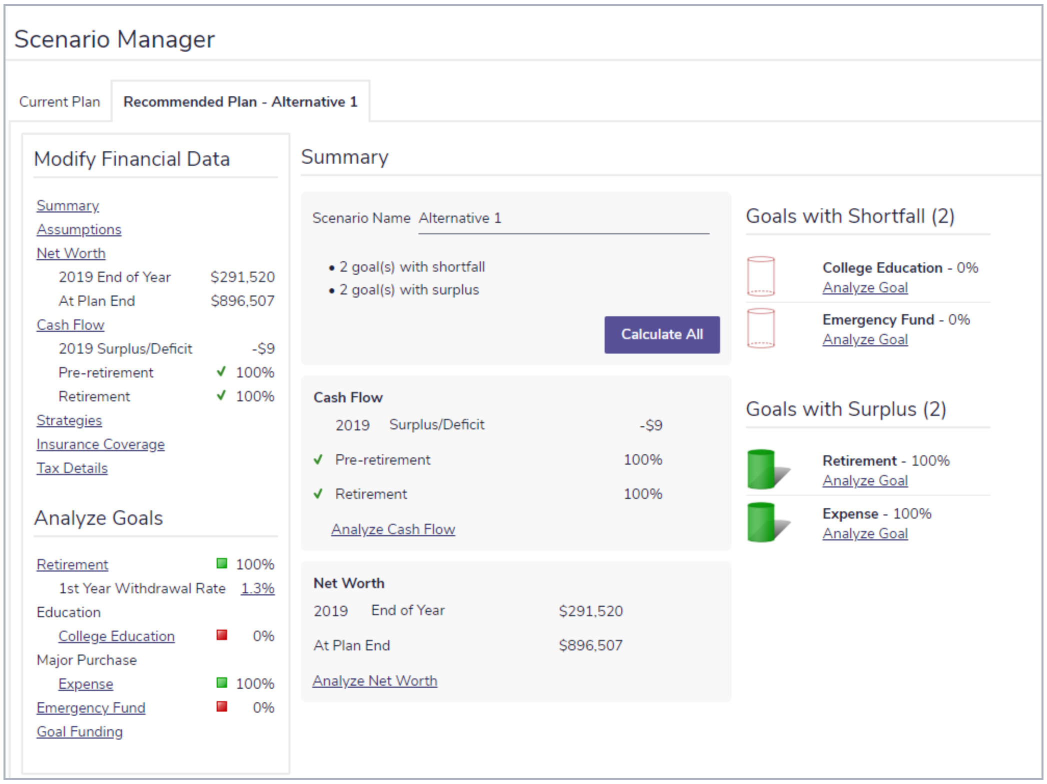


Scenarios

	Current Plan	Recommended Plan Alternative 1
Modify Financial Data		
Assumptions		Details
Net Worth		
2019 End of Year	$278,385	$291,520
At Plan End	$681,971	$896,507
Cash Flow		
2019 Surplus/Deficit	-$14,834	-$9
Pre-retirement	✓ 100%	✓ 100%
Retirement	✗ 94%	✓ 100%
Strategies		Details
Insurance Coverage		Details
Tax Details		Details
Analyze Goals		
Retirement	🟩 94%	🟩 100%
Education		
College Education	🟥 0%	🟥 0%
Major Purchase		
Expense	🟥 40%	🟩 100%
Emergency Fund	🟥 0%	🟥 0%
Goal Funding		Details

Results - Analyze Goals

NaviPlan automatically creates a Recommended Plan scenario based on the current plan with suggested asset allocation. The column on the far left of the **Scenarios** page is split into two categories, **Modify Financial Data** and **Analyze Goals**, similar to the left navigation bar in NaviPlan. To view the plan details, click **Edit Recommended Plan** or any of the links.



Modify Financial Data

Summary	
Assumptions	
Net Worth	
2019 End of Year	$291,520
At Plan End	$896,507
Cash Flow	
2019 Surplus/Deficit	-$9
Pre-retirement	✓ 100%
Retirement	✓ 100%
Strategies	
Insurance Coverage	
Tax Details	

Analyze Goals

Retirement	🟩 100%
1st Year Withdrawal Rate	1.3%
Education	
College Education	🟥 0%
Major Purchase	
Expense	🟩 100%
Emergency Fund	🟥 0%
Goal Funding	

Summary

Scenario Name Alternative 1

- 2 goal(s) with shortfall
- 2 goal(s) with surplus

Cash Flow

2019	Surplus/Deficit	-$9
✓	Pre-retirement	100%
✓	Retirement	100%

Analyze Cash Flow

Net Worth

2019	End of Year	$291,520
At Plan End		$896,507

Analyze Net Worth

Goals with Shortfall (2)

College Education - 0%
Analyze Goal

Emergency Fund - 0%
Analyze Goal

Goals with Surplus (2)

Retirement - 100%
Analyze Goal

Expense - 100%
Analyze Goal

Results - Analyze Goals - Scenario Manager

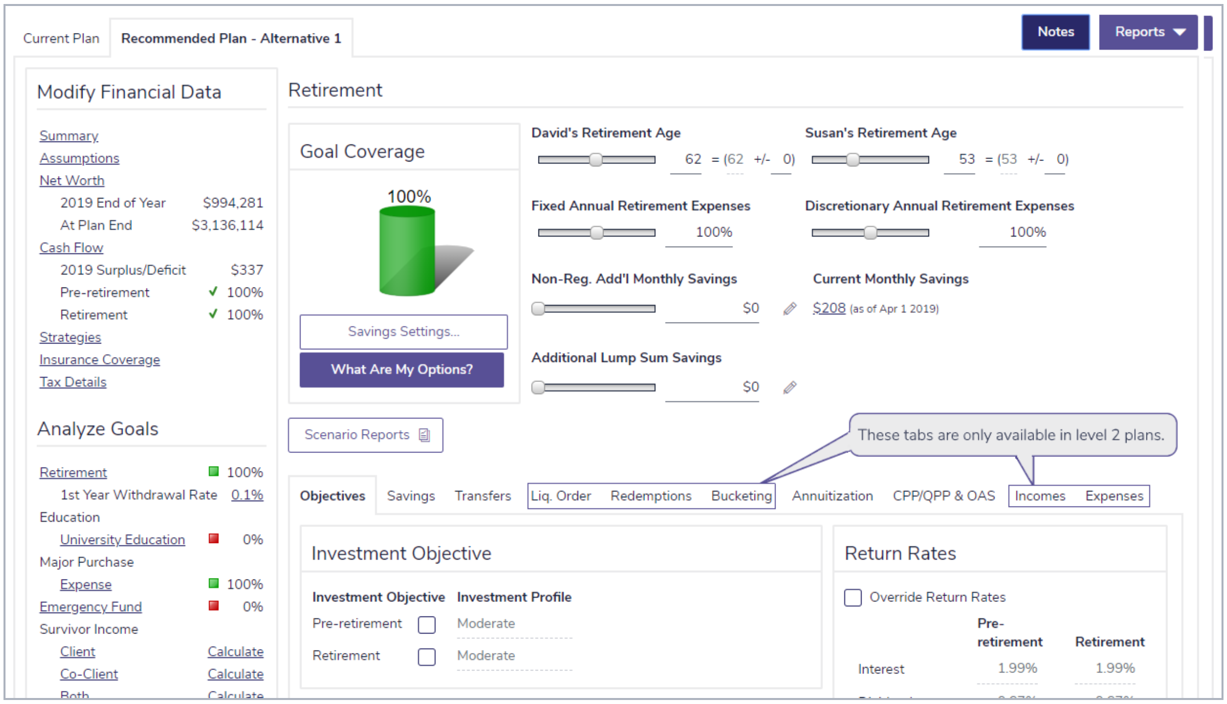
The left side of **Scenario Manager** has the same two categories: **Modify Financial Data** and **Analyze Goals**. Clicking any of the links under these headings changes the information displayed on the right. For example, to see retirement goal details, under **Analyze Goals**, click the **Retirement** link.

Scenario Manager has tabs for each plan shown on the **Scenarios** page. You can quickly compare the current, recommended, and alternative plan details by clicking the other tabs. Only the recommended and alternative plan details are editable.

On the **Recommended Plan** and **Alternative Plan** tabs, you can implement various planning strategies into the plan to solve goal shortfalls, manage cash flow, etc.

Understanding scenario differences in Level 1 and Level 2 Plans

In a Level 1 Plan you can analyze fairly simple What-if scenarios using the **Scenarios** page and **Scenario Manager**. In a Level 2 Plan, more complex What-if scenarios can be analyzed. For example, the **Scenario Manager** – **Retirement** section for a Level 2 Plan has additional tabs—**Transfers**, **Redemptions**, **Liquidation Order**, **Bucketing, Annuitization**, **Incomes**, and **Expenses**—that allow you to modify the What-if scenarios.


Current Plan
Recommended Plan - Alternative 1
Notes
Reports
Modify Financial Data
Retirement
Goal Coverage
100%
Savings Settings...
What Are My Options?
Scenario Reports
These tabs are only available in level 2 plans.
Objectives
Savings
Transfers
Liq. Order
Redemptions
Bucketing
Annuitization
CPP/QPP & OAS
Incomes
Expenses
Investment Objective
Return Rates

Summary		
Assumptions		
Net Worth		
2019 End of Year		$994,281
At Plan End		$3,136,114
Cash Flow		
2019 Surplus/Deficit		$337
Pre-retirement	✓	100%
Retirement	✓	100%
Strategies		
Insurance Coverage		
Tax Details		

Analyze Goals

Retirement	🟩	100%
1st Year Withdrawal Rate		0.1%
Education		
University Education	🟥	0%
Major Purchase		
Expense	🟩	100%
Emergency Fund	🟥	0%
Survivor Income		
Client		Calculate
Co-Client		Calculate
Both		Calculate

David's Retirement Age 62 = (62 +/- 0)

Susan's Retirement Age 53 = (53 +/- 0)

Fixed Annual Retirement Expenses 100%

Discretionary Annual Retirement Expenses 100%

Non-Reg. Add'l Monthly Savings $0

Current Monthly Savings $208 (as of Apr 1 2019)

Additional Lump Sum Savings $0

Investment Objective		Investment Profile
Pre-retirement	☐	Moderate
Retirement	☐	Moderate

☐ Override Return Rates

	Pre-retirement	Retirement
Interest	1.99%	1.99%

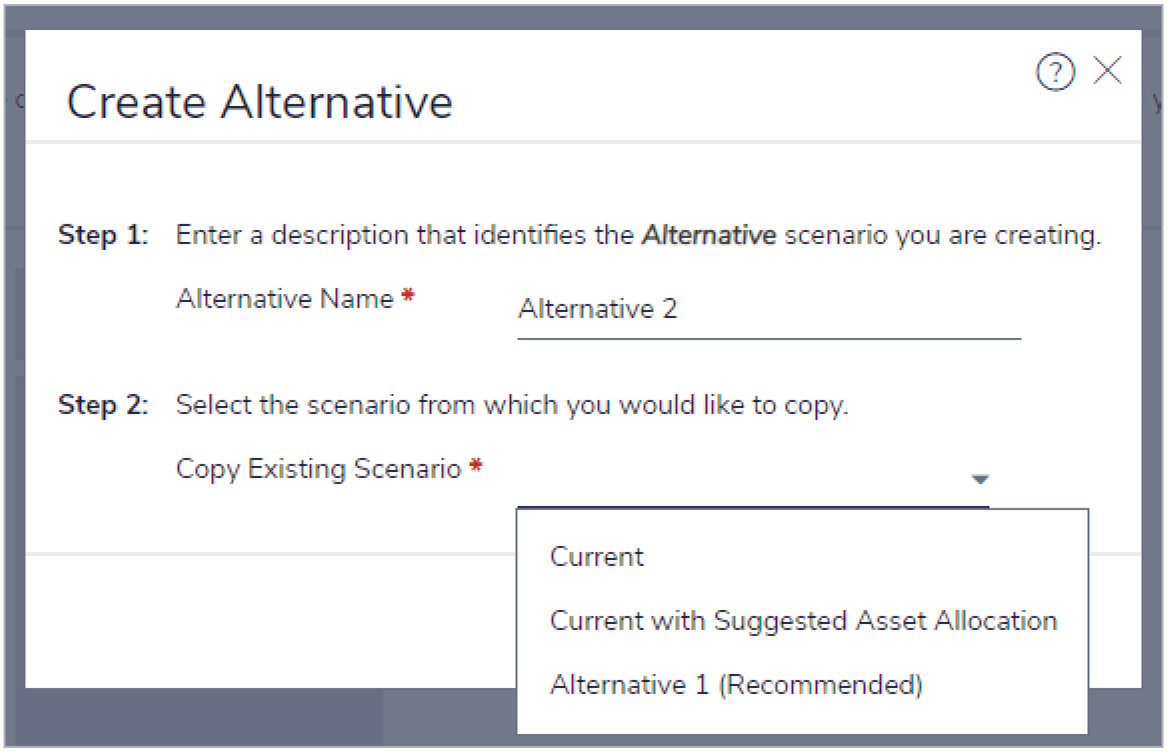
Results - Analyze Goals - Scenario Manager - Retirement

Adding Alternative Plan scenarios

Clicking the **Create Alternative** button on the **Scenarios** page allows you to create alternative scenarios in addition to the **Recommended Plan (Alternative 1)** scenario. NaviPlan has some predefined scenarios that can be added to education, retirement, and major purchase goals. However, you can also create unique scenarios that closely reflect your clients' financial situation and preferences.

To add an **Alternative Plan** scenario, follow these steps:

1. Go to the **Results** – **Analyze Goals** – **Scenarios** page.
2. Click **Create Alternative**.



Create Alternative

Step 1: Enter a description that identifies the **Alternative** scenario you are creating.

Alternative Name * Alternative 2

Step 2: Select the scenario from which you would like to copy.

Copy Existing Scenario *

Current
Current with Suggested Asset Allocation
Alternative 1 (Recommended)

Results – Analyze Goals – Scenarios - Create Alternative

3. Enter a name for the scenario.
4. Select the scenario you would like to use as the basis for the new scenario.
5. If you selected **Current with Suggested Asset Allocation** as the scenario you want to copy, select which predefined scenarios you would like to apply to each of the goals in your scenario.

Note: To delete an alternative scenario, click the **Delete** button at the top of the listed scenario on the **Scenarios** page. The **Current Plan** and **Recommended Plan** scenarios cannot be deleted.

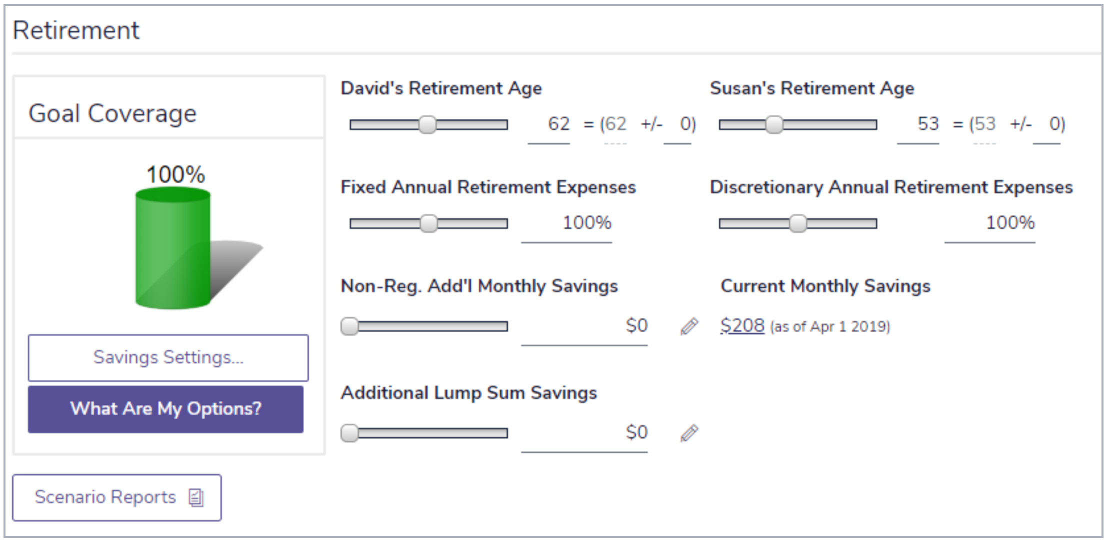
Achieving goal success and viewing goal coverage

NaviPlan recommends options to achieve each goal. To view the recommended options, click **What Are My Options?**. The options may differ among goals.

Achieving goal success in a scenario

To achieve 100% goal coverage in a scenario, follow these steps:

1. Go to the **Results** section – **Analyze Goals** category – **Scenarios** page – **Edit <scenario> Plan** – **Scenario Manager** dialog box – **<goal>** link.



David's Retirement Age: 62 = (62 +/- 0)

Susan's Retirement Age: 53 = (53 +/- 0)

Fixed Annual Retirement Expenses: 100%

Discretionary Annual Retirement Expenses: 100%

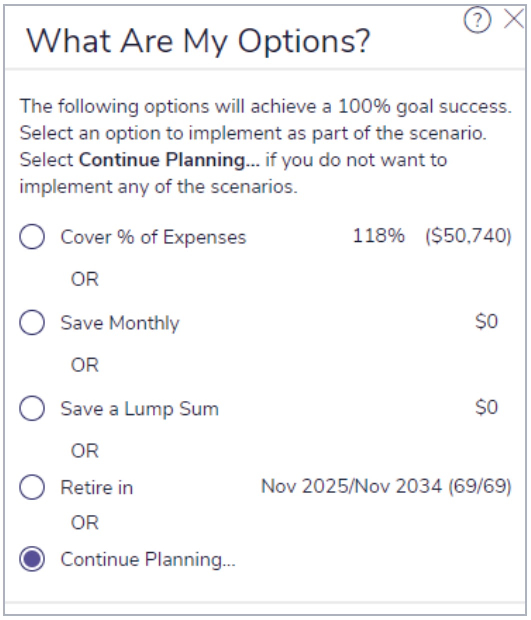
Non-Reg. Add'l Monthly Savings: $0

Current Monthly Savings: $208 (as of Apr 1 2019)

Additional Lump Sum Savings: $0

Results - Analyze Goals - Scenario Manager - Retirement

2. Use the sliders to easily adjust values to solve goals.
3. To achieve 100% success, under **Goal Coverage**, click **What Are My Options?**.



What Are My Options?

The following options will achieve a 100% goal success. Select an option to implement as part of the scenario. Select **Continue Planning...** if you do not want to implement any of the scenarios.

○ Cover % of Expenses 118% ($50,740)

OR

○ Save Monthly $0

OR

○ Save a Lump Sum $0

OR

○ Retire in Nov 2025/Nov 2034 (69/69)

OR

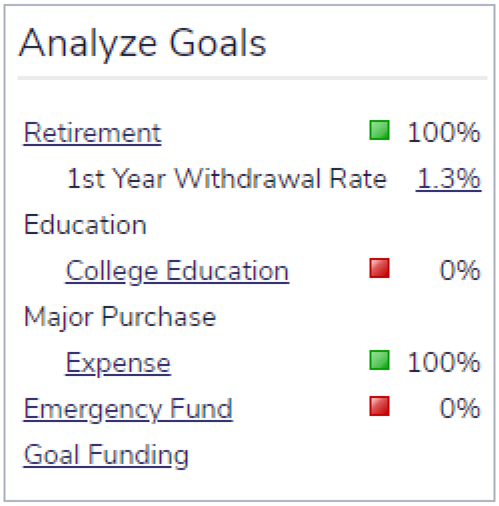
● Continue Planning...

Results - Analyze Goals - Scenario Manager - Retirement - What Are My Options?

4. Select one option that would achieve 100% goal coverage.
5. If you don't want to use any of the 100% options, select **Continue Planning.** To use a combination of options, such as saving a smaller monthly amount and retiring a few years later, define the options yourself by using the slider bars or entering plan modifications in **Scenario Manager**.

Viewing goal coverage for other goals

Under **Analyze Goals**, you can view the status of all other goals in the scenario.



Analyze Goals

Retirement	🟩	100%
1st Year Withdrawal Rate		1.3%
Education		
College Education	🟥	0%
Major Purchase		
Expense	🟩	100%
Emergency Fund	🟥	0%
Goal Funding		

Results - Analyze Goals - Scenario Manager

Changes made to one goal can affect other goals. The colour-coded boxes under **Analyze Goals** indicate the expected goal coverage success for the goal.

The colour...	Indicates that...
Green	Goal coverage is 90% or greater.
Yellow	Goal coverage is between 65% and 89%.
Red	Goal coverage is less than or equal to 64%.

To view another goal in this scenario, under **Analyze Goals**, click the link for the goal you want to view. The selected goal’s details appear on the right side of **Scenario Manager**.

Note: You can calculate insurance goal coverage by clicking the **Calculate** links or **Calculate All**.

Comparing and recommending scenarios

NaviPlan allows you to compare multiple scenarios for meeting goals, without having to create duplicate plans. Once you have an appropriate scenario for your clients' plan, you can recommend it.

The Recommended Plan scenario is a system-generated plan that incorporates the current plan and the recommended scenario. NaviPlan incorporates the strategies into the Recommended Plan scenario in reports and graphs.

Comparing scenarios for an individual goal

To compare scenario details for a goal, follow these steps:

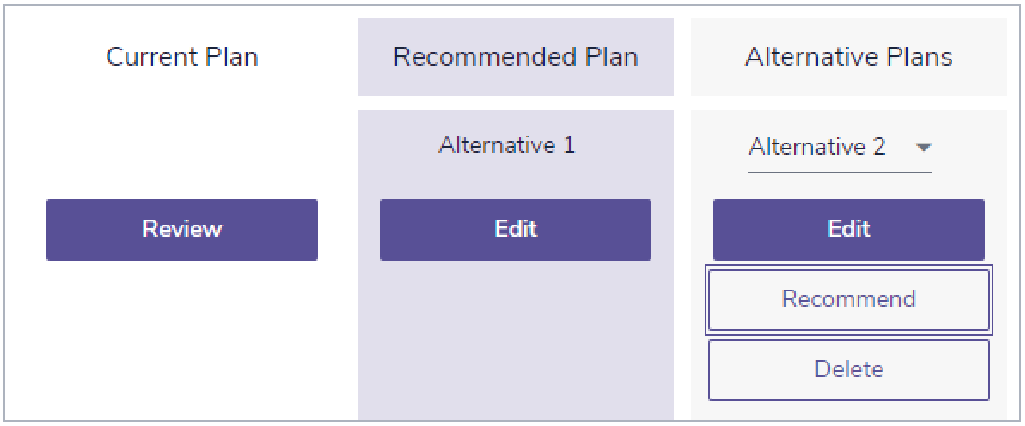
1. Go to the **Results** section – **Analyze Goals** category – **Scenarios** page, and then click **Edit <scenario> Plan**.
2. Under **Analyze Goals**, select the goal you want to compare.
3. Click **Compare Scenarios**.
   OR
   If you've selected the **Monte Carlo** module, click **Scenario Reports**, and then select **Compare Scenarios**.
4. Select the scenarios you want to compare. NaviPlan displays an analysis of the two scenarios, including assumptions and a graph for each scenario.
5. To view additional assumptions, go to the **Assumptions Comparison** tab.

Note: The **Assumptions Comparison** tab does not appear for the emergency fund goal.

Recommending a scenario

NaviPlan allows you to recommend the scenario you want to apply to your clients' plan. Recommended scenarios apply to reports where the **Recommended** plan type is used.

To recommend a scenario for a goal, go to the **Scenarios** page, and then click **Recommend Plan**.



Results - Analyze Goals

A goal can only have one recommended scenario. You cannot recommend the **Current Plan** scenario.

Determining scenario probability (Level 2 Plans)

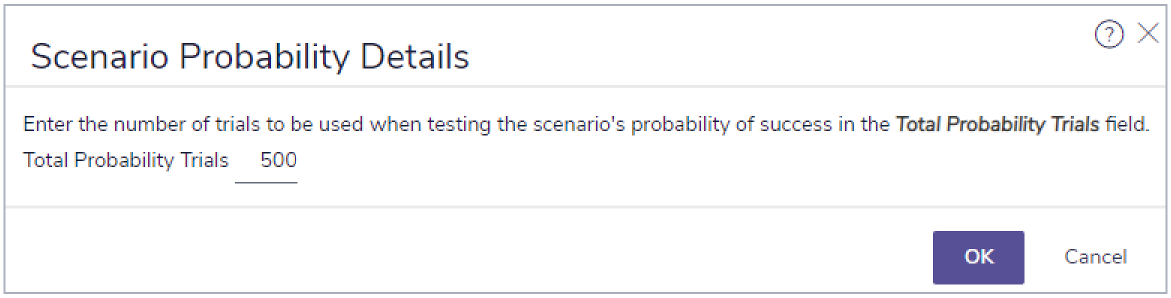
Note: The **Monte Carlo** module must be included to perform scenario probability analyses.

The traditional planning process analyzes one possible outcome of the clients' plan, which assumes that the accounts will always earn their stated return rates. While return rates usually average out in the long run, in the short run they may be higher or lower than average.

Probability analysis projects the scenario multiple times and randomizes account return rates according to their standard deviation for each trial. The goal success of each trial may change due to asset performance. The goal success of each trial is plotted on probability graphs.

To determine the likelihood that your clients will meet a particular goal, follow these steps:

1. Go to the **Results** section – **Analyze Goals** category – **Scenarios** page, and then click the **Edit** button.
2. Under **Analyze Goals**, select the applicable goal link.
3. Under **<goal>**, click **Scenario Reports**, and then select **Scenario Probability**.



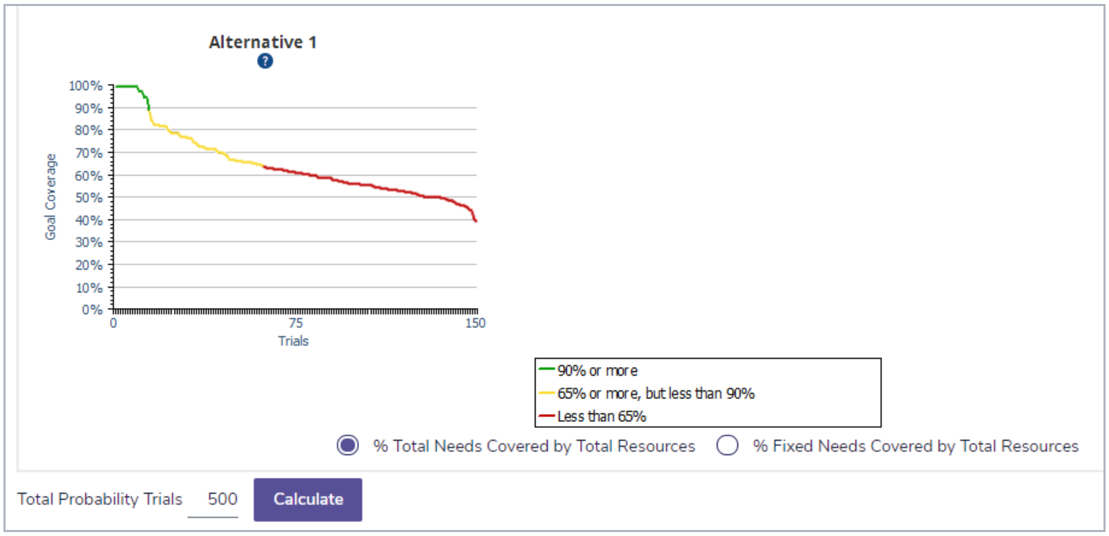
Scenario Probability Details

Enter the number of trials to be used when testing the scenario's probability of success in the **Total Probability Trials** field.

Total Probability Trials 500

Results - Analyze Goals - Edit - <goal> - Scenario Reports - Scenario Probability

4. Enter the number of probability trials you want NaviPlan to perform, and then click **OK**. After NaviPlan calculates the scenario probabilities, the **Scenario Probability** dialog box – **Probability** tab opens showing a goal coverage graph for the scenario. The **Portfolio Variability Projection** and **Investment Capital** tabs also appear. To view more details about a graph, click the **Graph Information** link.

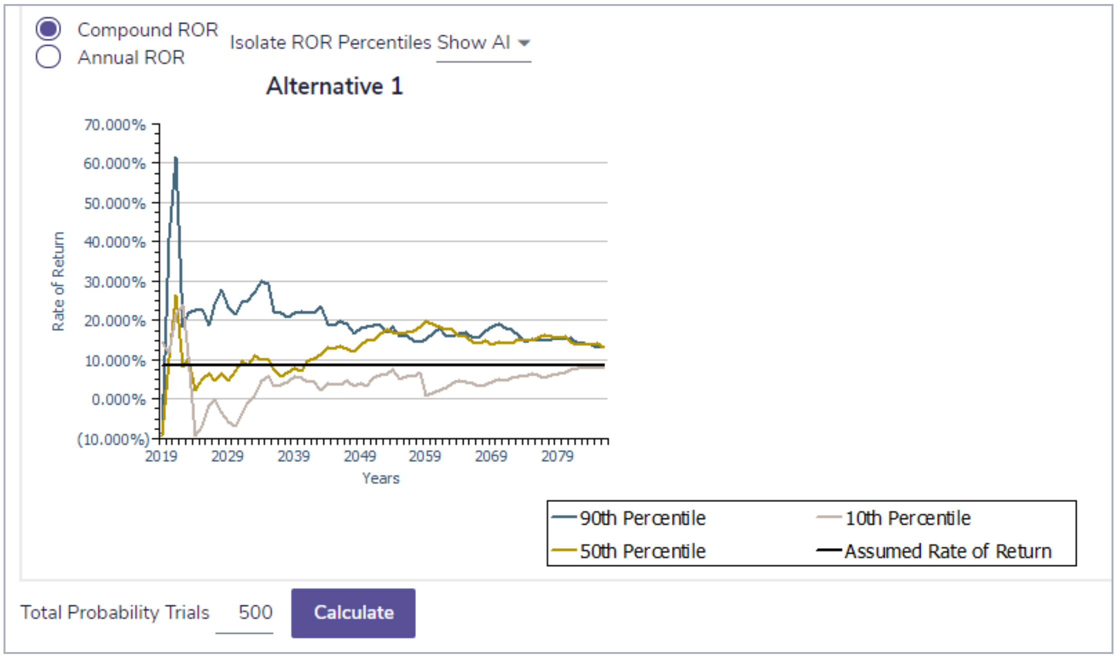

Alternative 1
?
Goal Coverage
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
0
75
150
Trials
90% or more
65% or more, but less than 90%
Less than 65%
Calculate

● % Total Needs Covered by Total Resources ○ % Fixed Needs Covered by Total Resources

Total Probability Trials 500

Results - Analyze Goals - Edit - <goal> - Scenario Reports - Scenario Probability - Probability

5. To view return rate details for the probability analysis, go to the **Portfolio Variability Projection** tab. By default, the **Portfolio Variability Projection** graph shows the scenario's compounded rate of return.


Alternative 1
Rate of Return
70.000%
60.000%
50.000%
40.000%
30.000%
20.000%
10.000%
0.000%
(10.000%)
2019
2029
2039
2049
2059
2069
2079
Years
90th Percentile
10th Percentile
50th Percentile
Assumed Rate of Return
Calculate

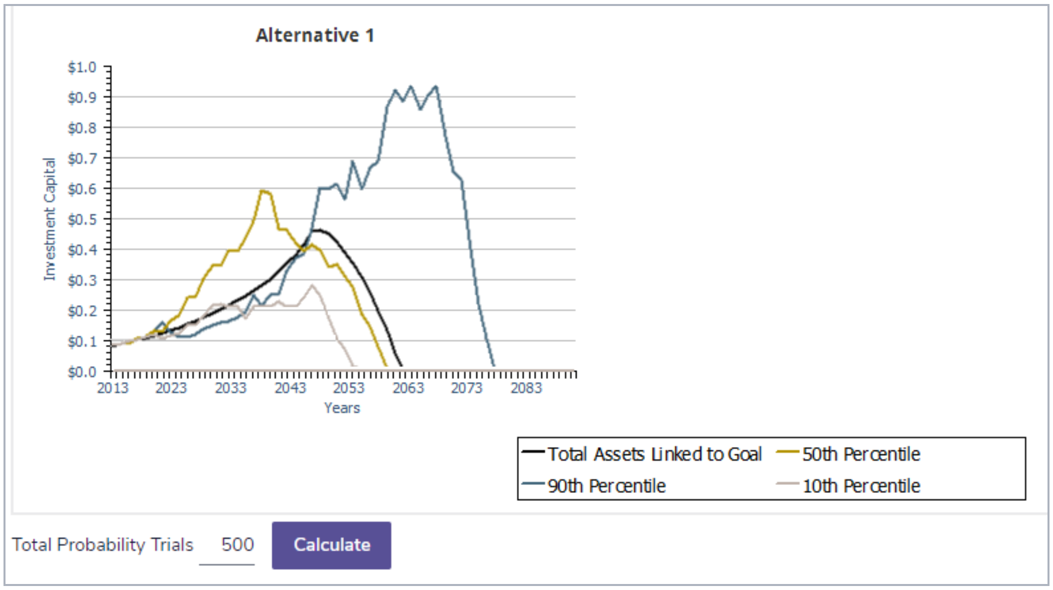
● Compound ROR
○ Annual ROR

Isolate ROR Percentiles Show Al

Total Probability Trials 500

Results - Analyze Goals - Edit - <goal> - Scenario Reports - Scenario Probability - Portfolio Variability Projection

6. To view the annual rate of return instead, select **Annual ROR**.
7. To view the projected capital accumulation, go to the **Investment Capital** tab.
8. If you are viewing results for a retirement goal and you want to determine the probability that all needs will be covered, go to the **Probability** tab, and then select **% Total Needs Covered by Total Resources**.
   OR
   To determine the probability that all fixed retirement needs will be covered, select **% Fixed Needs Covered by Total Resources**.


Alternative 1
Investment Capital
$1.0
$0.9
$0.8
$0.7
$0.6
$0.5
$0.4
$0.3
$0.2
$0.1
$0.0
2013
2023
2033
2043
2053
2063
2073
2083
Years
Total Assets Linked to Goal
50th Percentile
90th Percentile
10th Percentile
Calculate

Total Probability Trials 500

Results - Analyze Goals - Edit - <goal> - Scenario Reports - Scenario Probability - Investment Capital

9. Enter the number of trials you want NaviPlan to perform, and then click **Calculate**. The graph updates.

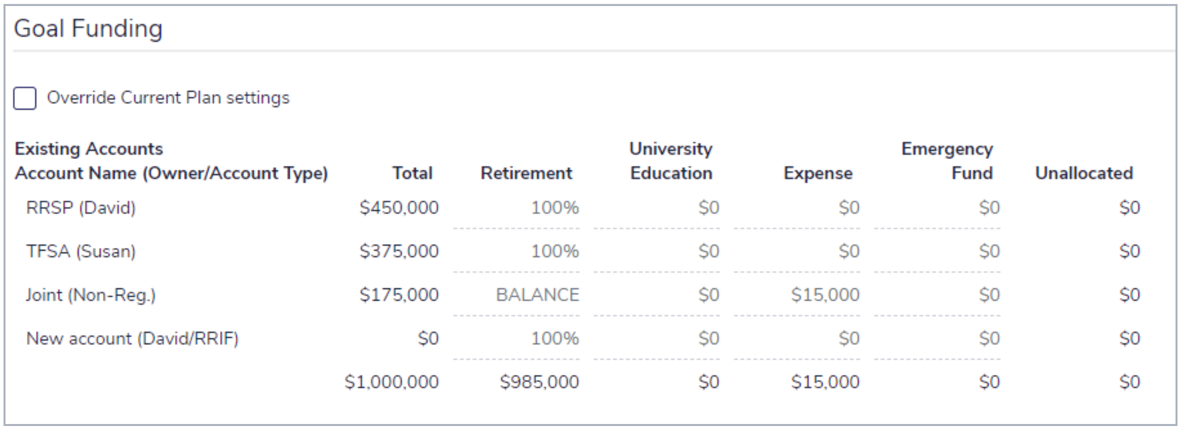
Note: A higher number of trials will provide a more accurate probability distribution. However, NaviPlan will require more time to calculate the results of the probability analysis.

Creating goal funding strategies

In addition to entering goal funding assumptions, NaviPlan allows you to analyze various goal funding strategies, and then apply an appropriate strategy to the clients' recommended plan.

To create a goal funding strategy, follow these steps:

1. Go to the **Results** – **Analyze Goals** – **Scenarios**, and then click **Edit Recommended (or Alternative) Plan**.
2. Under **Analyze Goals**, click **Goal Funding**.



Goal Funding

☐ Override Current Plan settings

Existing Accounts Account Name (Owner/Account Type)	Total	Retirement	University Education	Expense	Emergency Fund	Unallocated
RRSP (David)	$450,000	100%	$0	$0	$0	$0
TFSA (Susan)	$375,000	100%	$0	$0	$0	$0
Joint (Non-Reg.)	$175,000	BALANCE	$0	$15,000	$0	$0
New account (David/RRIF)	$0	100%	$0	$0	$0	$0
	$1,000,000	$985,000	$0	$15,000	$0	$0

Results - Analyze Goals - Scenario Manager - Goal Funding

3. Select the **Override Current Plan settings** option.
4. Under **Goal Funding** in the available fields, enter a fixed dollar value, a percentage, or the keyword **balance** for each non-registered account, as explained in the following table:

Enter...	To fund goals in this manner...
Dollar value	The account funds for this goal are used before those assigned a percentage or a balance. If fixed amounts are assigned to multiple goals, and the combined fixed amounts exceed the value of the account, then funds are automatically distributed according to the dollar amount entered.
Percentage	The account funds for this goal are used before those assigned a balance. Only goals with fixed amounts take precedence.
The word: **BALANCE**	All remaining unallocated funds in the account are directed to the goal. The account funds for this goal will be used after those assigned a percentage or a fixed amount. If **BALANCE** is entered for more than one goal, then the remaining balance is distributed equally among those goals.

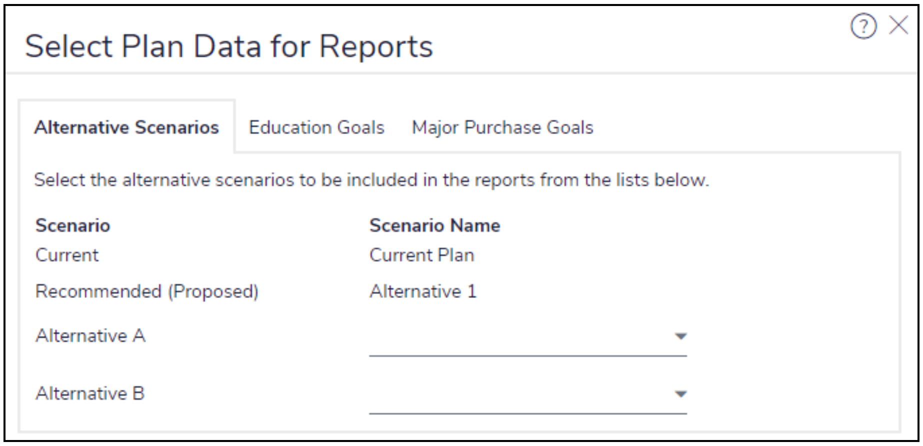
Note: Registered accounts can only be allocated to the retirement goal.

Managing scenarios in client reports

NaviPlan allows you to manage multiple plan scenarios without having to concentrate on individual scenario details. You can determine which scenarios should be included in client reports.

To include alternative scenarios in reports, follow these steps:

1. Go to the **Results** – **Analyze Goals** – **Select Plan Data** page.
2. Click **Select Plan Data**.



Select Plan Data for Reports

Select the alternative scenarios to be included in the reports from the lists below.

Scenario	Scenario Name
Current	Current Plan
Recommended (Proposed)	Alternative 1
Alternative A	
Alternative B	

Results – Analyze Goals – Select Plan Data

3. Select an alternative scenario from the menus for **Alternative A** and **Alternative B**.

Adding notes to scenarios

You can add your own notes to almost every page in NaviPlan, including the **Scenarios** page and **Scenario Manager** dialog box. Once you have added a note to a scenario, an asterisk appears on the **Notes** button indicating that there is a note in the scenario.

To add a note to a scenario, follow these steps:

1. In the **Scenario Manager** dialog box, click **Notes**.
2. In the **Notes** dialog box, enter the note.

Generating scenario reports

After you have defined a scenario in NaviPlan, you can examine the effect the scenario will have on the plan.

To generate a scenario report, follow these steps:

1. Go to **Quick Actions** - **Reports** menu, and then select the report you want to view.

2. Select the applicable scenario.

Chapter 3:

Creating goal scenarios

This chapter describes how to customize scenarios for retirement, education, major purchase, and emergency fund goals, and assumes you already know how to use the common features of **Scenario Manager**.

In this chapter:

Customizing what-if scenarios: Retirement 28
- Entering retirement scenario objectives 29
- Entering additional retirement savings (Level 2) 31
- Editing existing or adding new savings strategies (Level 2) 32
- Entering retirement transfer strategies (Level 2) 33
- Entering liquidation strategies (Level 2) 34
- Entering redemptions (Level 2) 35
- Modeling bucketing strategies 36
- Entering annuitization strategies (Level 2) 37
- Defining CPP/QPP and OAS Benefits 40
- Adding incomes and expenses (Level 2) 41
- Adding new retirement accounts and annuities to the scenario (Level 2) 42
- Modeling a change in the province of residence during retirement 43

Customizing what-if scenarios: Education & Major Purchase 44
- Entering education or major purchase scenario objectives 45
- Entering additional savings for the education or major purchase goal scenario 46
- Editing existing or adding new savings strategies (Level 2) 47
- Entering education transfer strategies (Level 2) 48
- Adding new education or major purchase accounts to the scenario (Level 2) 49

Customizing what-if scenarios: Emergency Fund 50
- Entering emergency fund scenario objectives 51
- Entering additional emergency fund savings 52
- Editing existing or adding new savings strategies (Level 2) 53
- Adding new emergency fund accounts to the scenario (Level 2) 54

Customizing what-if scenarios: Retirement

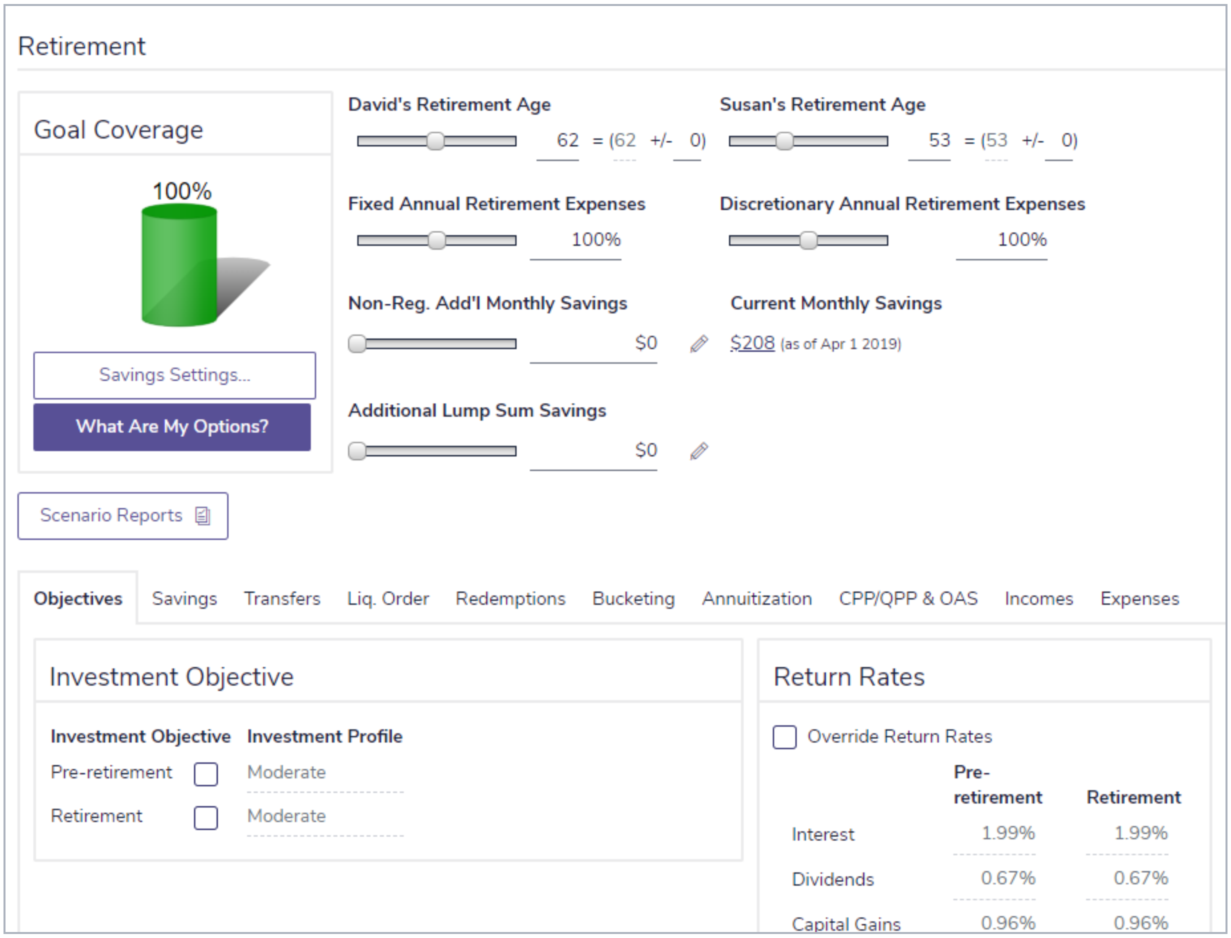
NaviPlan allows you to customize existing retirement scenarios to help meet the needs of your clients' financial situation and their preferences. Once you have an appropriate scenario for your clients' plan, you can recommend it. Recommended scenarios apply to reports where the **Recommended** plan type is used.

All what-if scenarios are created and customized in **Scenario Manager**. To access it, go to the **Results – Analyze Goals**, and then click **Edit <scenario> Plan**.

Entering retirement scenario objectives

To enter scenario objectives for the retirement goal, follow these steps:

1. In **Scenario Manager** under **Analyze Goals**, click the **Retirement** link.



Retirement

Goal Coverage

100%

David's Retirement Age: 62 = (62 +/- 0)

Susan's Retirement Age: 53 = (53 +/- 0)

Fixed Annual Retirement Expenses: 100%

Discretionary Annual Retirement Expenses: 100%

Non-Reg. Add'l Monthly Savings: $0

Current Monthly Savings: $208 (as of Apr 1 2019)

Additional Lump Sum Savings: $0

Investment Objective

Investment Objective		Investment Profile
Pre-retirement	☐	Moderate
Retirement	☐	Moderate

Return Rates

☐ Override Return Rates

	Pre-retirement	Retirement
Interest	1.99%	1.99%
Dividends	0.67%	0.67%
Capital Gains	0.96%	0.96%

Scenario Manager - Analyze Goals - Retirement

2. To change the retirement age of the client or co-client, enter a positive or negative number in the **(Age +/-)** field, or move the slider bars. The retirement age will be adjusted by that number. For example, to change the retirement age from 65 to 55, enter -10 in the **(Age +/-)** field.

Note: To override other assumptions, such as life expectancy and the inflation rate for this scenario, under **Modify Financial Data** click **Assumptions**, select the applicable **Override** option, and then edit the data.

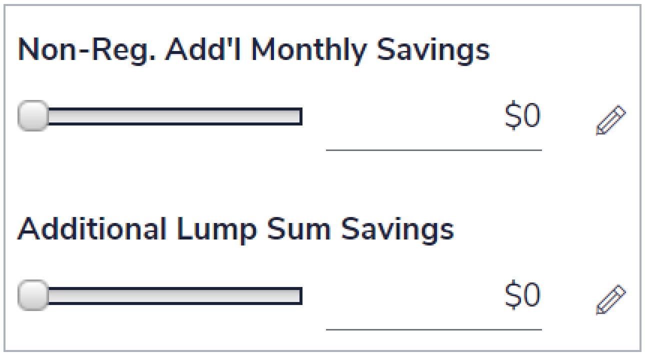
3. To override the default investment profile for the pre-retirement or retirement period, go to the **Objectives** tab, select the **Investment Objective** option next to the profile, and then select a different profile. The **Return Rates** fields update automatically.
    - The default investment profile for the plan is defined on the **Plan Management – Asset Allocation – Profile** page.

4. To override the return rates for the scenario, select the applicable **Override** option, and then enter new return rates.
5. If applicable, enter the percentage of fixed and discretionary expenses to cover during retirement.

Entering additional retirement savings (Level 2)

To enter additional savings for the retirement goal within the scenario, follow these steps:

1. In **Scenario Manager** under **Analyze Goals**, click the **Retirement** link.



Non-Reg. Add'l Monthly Savings

$0

Additional Lump Sum Savings

$0

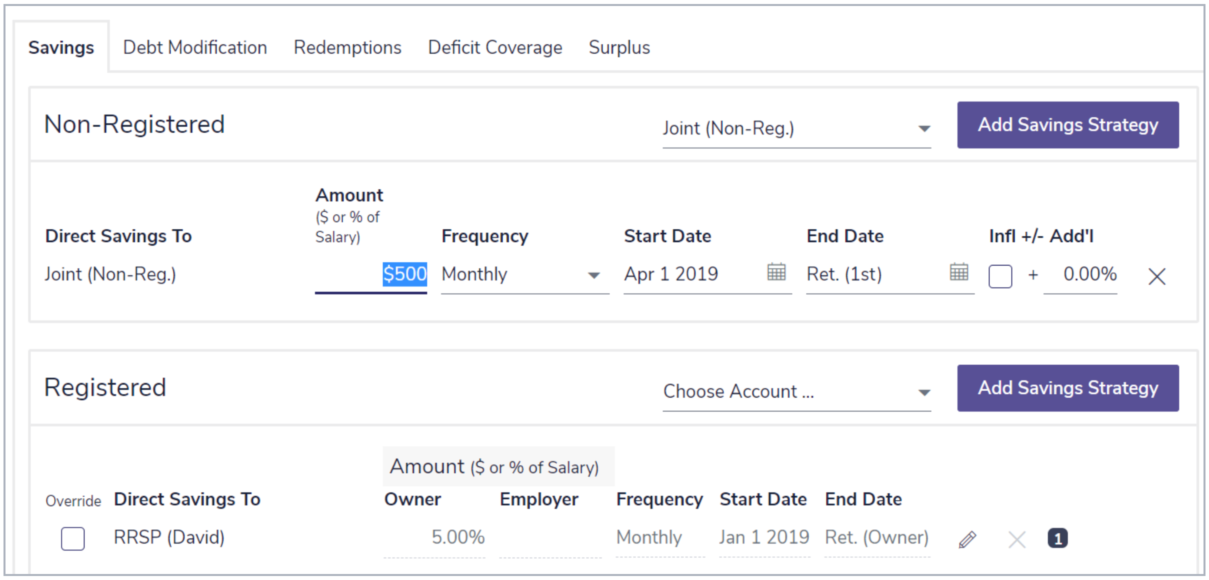
Scenario Manager - Analyze Goals - Retirement

1. Use the slider bars for **Non-Reg. Add'l Monthly Savings** and **Additional Lump Sum Savings** to arrive at an optimal savings amount, or enter the amount. NaviPlan assumes that the savings are directed to a non-registered account, which is created when the savings are entered. The return rate is based on the suggested asset mix.
2. To specify additional savings strategy details such as inflation rates, and start and end dates, click ✎.

Editing existing or adding new savings strategies (Level 2)

To edit existing savings strategies or to add new savings strategies for the retirement goal into the scenario, follow these steps:

1. In **Scenario Manager** under **Modify Financial Data**, click the **Strategies** link, then go to the **Savings** tab.



Non-Registered

Joint (Non-Reg.)

Direct Savings To	Amount ($ or % of Salary)	Frequency	Start Date	End Date	Infl +/- Add'l
Joint (Non-Reg.)	$500	Monthly	Apr 1 2019	Ret. (1st)	☐ + 0.00%

Registered

Choose Account ...

Override	Direct Savings To	Amount ($ or % of Salary) Owner	Employer	Frequency	Start Date	End Date
☐	RRSP (David)	5.00%		Monthly	Jan 1 2019	Ret. (Owner)

Scenario Manager - Modify Financial Data - Strategies - Savings

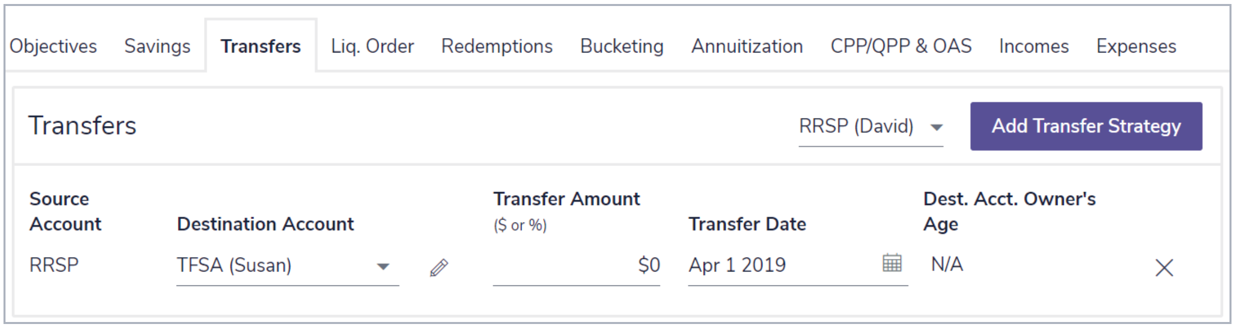
2. To edit an existing savings strategy, under **Non-Registered** or **Registered** on the **Savings** tab, select the **Override** option, and then edit the savings strategy details.
3. To add a new savings strategy, under **Non-Registered** or **Registered**, select an account from the **Choose Account** menu, and then click **Add Savings Strategy**. Enter the savings strategy details.
4. Under **Analyze Goals**, click the **Retirement** link to return to **Retirement** details. Under **Goal Coverage**, note that the goal coverage for the retirement goal updates.

Entering retirement transfer strategies (Level 2)

Note: Transfers cannot be entered in the Current Plan scenario.

To model transferring assets from one account to another, follow these steps:

1. In **Scenario Manager** under **Analyze Goals**, click the **Retirement** link, and then go to the **Transfers** tab.


Objectives
Savings
Transfers
Liq. Order
Redemptions
Bucketing
Annuitization
CPP/QPP & OAS
Incomes
Expenses
Transfers
RRSP (David)
Add Transfer Strategy

Source Account	Destination Account	Transfer Amount ($ or %)	Transfer Date	Dest. Acct. Owner's Age
RRSP	TFSA (Susan)	$0	Apr 1 2019	N/A

Scenario Manager - Analyze Goals - Retirement - Transfers

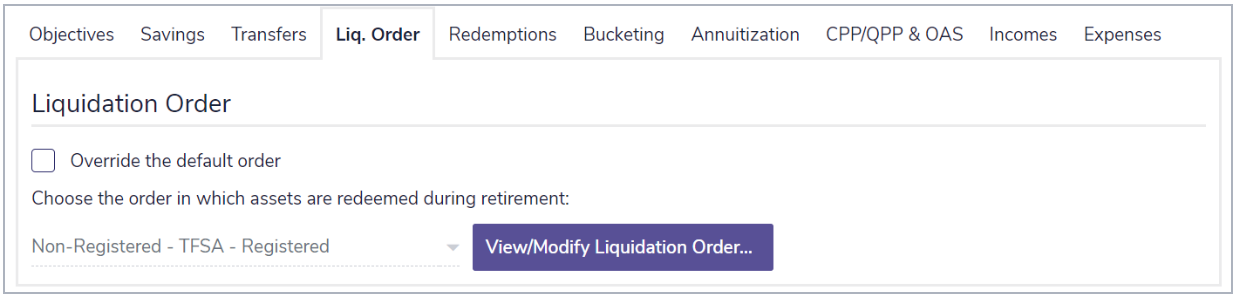
Note: Only accounts created in the current plan that are funding the retirement goal in whole or in part are available.

2. Under **Choose Source Account**, select the source account you want to transfer funds from, and then click **Add Transfer Strategy**.
3. From the **Destination Account** menu, select the account you want to transfer funds to, and then enter the dollar amount or percentage of the source account you want to transfer.
4. Enter the date when you want the transfer to occur.

Entering liquidation strategies (Level 2)

To define the liquidation order of assets to cover cash flow deficits, and to define additional automatic redemptions in the retirement goal scenario, follow these steps:

1. In **Scenario Manager** under **Analyze Goals**, click the **Retirement** link, and then go to the **Liquidation Order** tab.



Liquidation Order

☐ Override the default order

Choose the order in which assets are redeemed during retirement:

Non-Registered - TFSA - Registered

Scenario Manager - Analyze Goals - Retirement - Liquidation Order

2. To override the liquidation order settings for the plan, select the **Override the default order** option.
3. To redeem assets by account type only, select one of the existing liquidation options.
   OR
   To edit the order of specific accounts, select the **View/Modify the liquidation order** option. A menu of existing accounts and the current liquidation order appears. By default, the accounts are ordered based on the selected liquidation option.

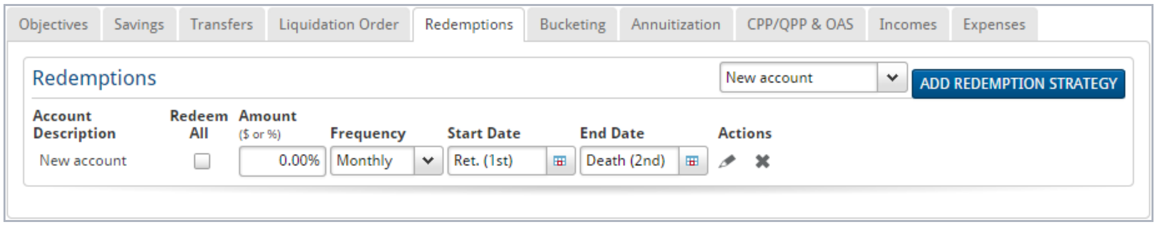
   > **Note:** For non-registered accounts, NaviPlan only redeems the portion that is linked to the retirement goal.

4. To change the liquidation order of individual accounts, for each applicable account, select the account, and then click **Move Up** or **Move Down**. The liquidations occur when cash flow deficits exist in the plan during the retirement period.

Entering redemptions (Level 2)

To enter automatic retirement redemptions that will occur outside deficit coverage, follow these steps:

1. In **Scenario Manager** under **Analyze Goals**, click the **Retirement** link, and then go to the **Redemptions** tab.


Objectives
Savings
Transfers
Liquidation Order
Redemptions
Bucketing
Annuitization
CPP/QPP & OAS
Incomes
Expenses
Redemptions
New account
ADD REDEMPTION STRATEGY

Account Description	Redeem All	Amount ($ or %)	Frequency	Start Date	End Date	Actions
New account	☐	0.00%	Monthly	Ret. (1st)	Death (2nd)	✎ ✖

Scenario Manager - Analyze Goals - Retirement - Redemptions

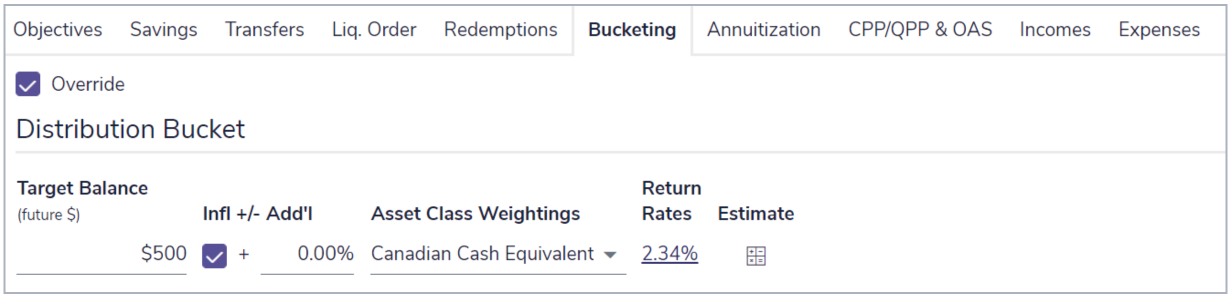
2. Select an account from which funds will be redeemed, and then click **Add Redemption Strategy**.
3. If you expect the entire account to be redeemed, select the **Redeem All** option, and then enter (or select) the date when the redemption should occur. Redemptions can only occur on or after the retirement date.
4. Enter the dollar amount of each redemption.
5. From the **Frequency** menu, select the frequency of the redemption.
6. Enter **Retirement** or a start date during retirement, and then enter the strategy end date.

> **Note:** If **Lump Sum** is selected from the **Frequency** menu, you cannot enter an end date or index the amount.

7. To exclude penalties for early withdrawals or to index the redemptions to inflation, click ✎, and then edit the details as required.

Modeling bucketing strategies

1. To model a bucketing strategy, go to the **Bucketing** tab and then complete the following steps:
    1. Click **Estimate**.
    2. Enter the number of years over which the "bucket" investment account will cover needs, and click **OK**.
    3. The amount determined by the calculator will appear in the **Target Balance** field.
    4. Enter the remaining details of the bucketing strategy.


Objectives
Savings
Transfers
Liq. Order
Redemptions
Bucketing
Annuitization
CPP/QPP & OAS
Incomes
Expenses

☑ Override

Distribution Bucket

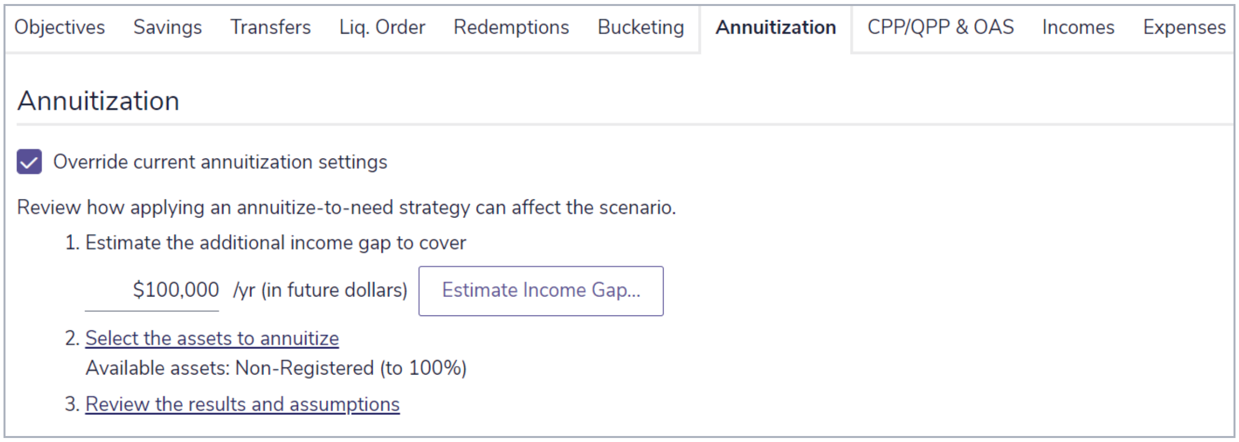
Target Balance (future $)	Infl +/- Add'l		Asset Class Weightings	Return Rates	Estimate
$500	☑ +	0.00%	Canadian Cash Equivalent	2.34%	⊞

Scenario Manager - Analyze Goals - Retirement - Bucketing

Entering annuitization strategies (Level 2)

An annuitize-to-need scenario calculates the amount of redeemable non-annuity assets required to purchase annuities that provide income for needs starting at retirement. An annuitization strategy can demonstrate the benefits of covering some expenses with a guaranteed annuity income stream, instead of relying on market performance to provide enough growth to cover basic retirement needs. This strategy can be of particular interest to clients who are near retirement or are already retired. To enter annuitize-to-need scenarios, follow these steps:

1. In **Scenario Manager**, under **Analyze Goals**, click the **Retirement** link, and then go to the **Annuitization** tab.



Annuitization

☑ Override current annuitization settings

Review how applying an annuitize-to-need strategy can affect the scenario.

1. Estimate the additional income gap to cover

   $100,000 /yr (in future dollars)

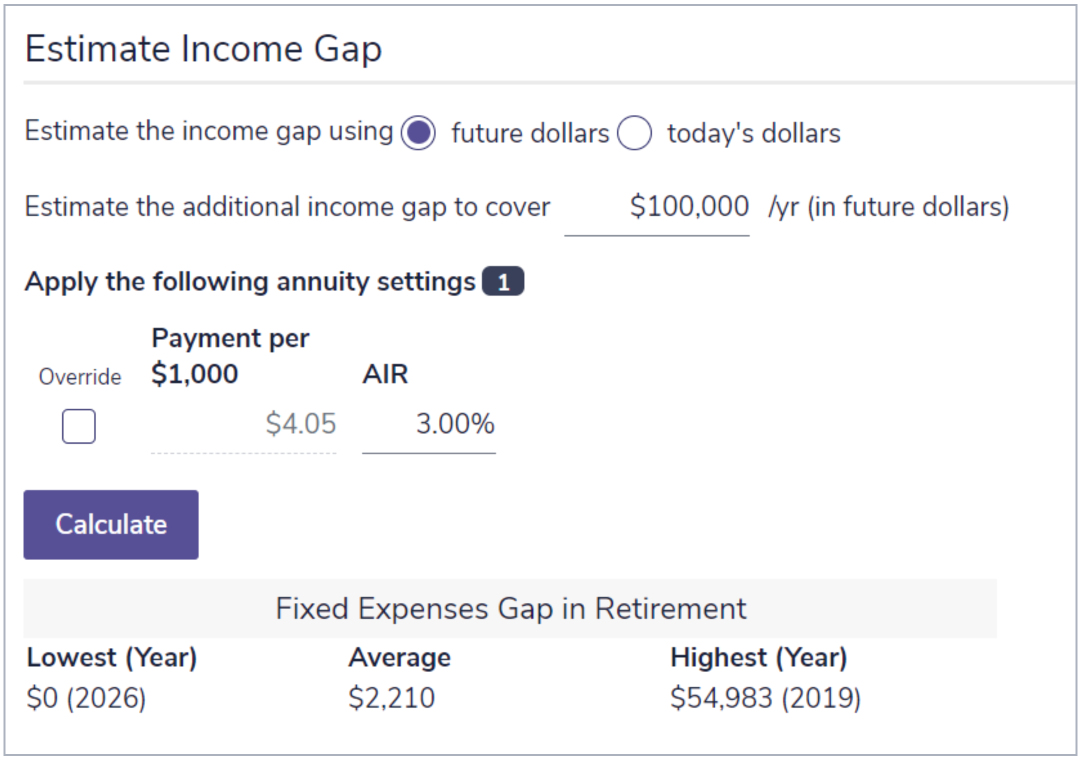
2. Select the assets to annuitize

   Available assets: Non-Registered (to 100%)

3. Review the results and assumptions

Scenario Manager - Analyze Goals - Retirement - Annuitization

2. Select the **Override current annuitization settings** option.
3. To estimate the gap between expenses and fixed incomes during retirement, click **Estimate Income Gap**.
    1. Specify whether the income gap should be expressed in future dollars or in today's dollars.
    2. Use the graph to determine the size of the income gap that should be covered by annuity income, and then enter that amount in the **Estimate the additional income gap to cover** field.
    3. In the **AIR** field, enter the expected rate of return for the new annuity.
    4. Click **Calculate.** NaviPlan calculates and displays in the **Payment per $1,000** field the amount that will be paid out of the annuity for every $1,000 of market value that is transferred into the annuity.
    5. If you do not want to use the calculated **Payment per $1,000** value, select the **Override** option, and then in the **Payment per $1,000** field, enter the value you would rather use.
    6. Click **OK.**



Estimate Income Gap

Estimate the income gap using ● future dollars ○ today's dollars

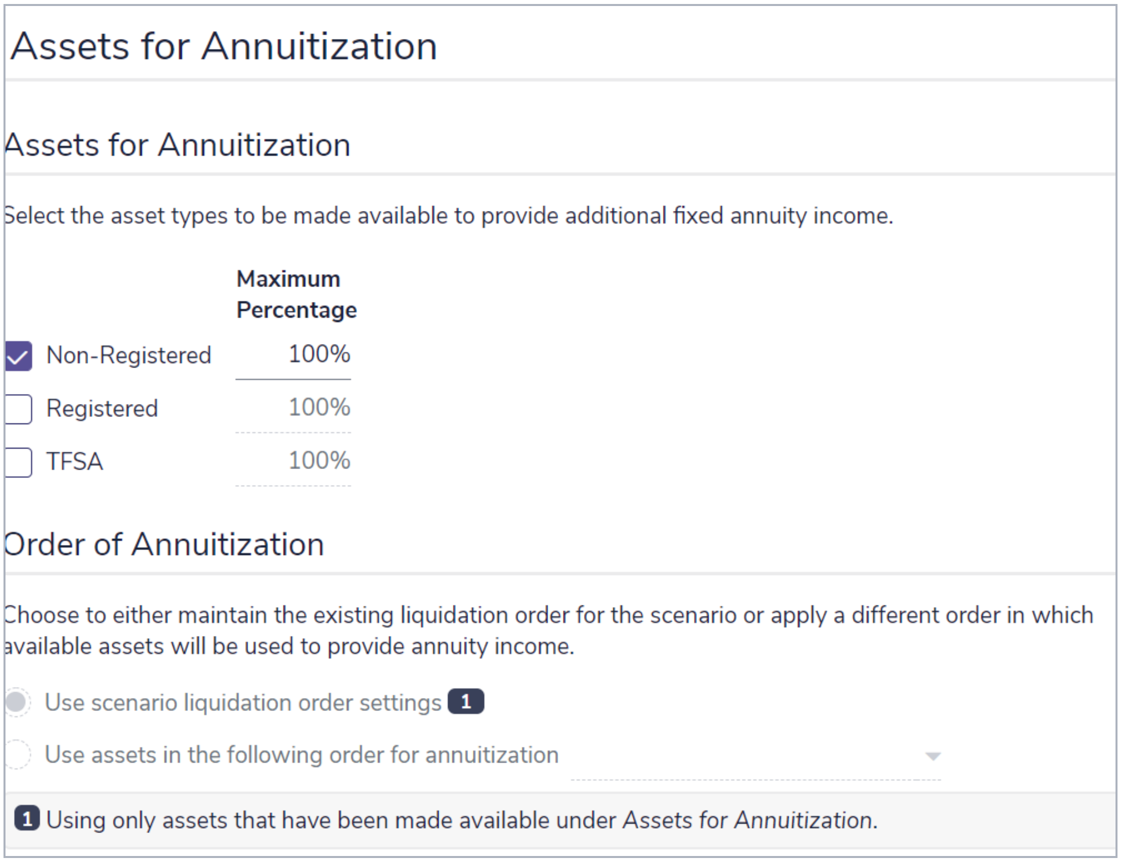
Estimate the additional income gap to cover $100,000 /yr (in future dollars)

Apply the following annuity settings 1

Override	Payment per $1,000	AIR
☐	$4.05	3.00%

Fixed Expenses Gap in Retirement		
Lowest (Year)	**Average**	**Highest (Year)**
$0 (2026)	$2,210	$54,983 (2019)

Scenario Manager - Analyze Goals - Retirement - Annuitization - Estimate Income Gap...



Assets for Annuitization

Assets for Annuitization

Select the asset types to be made available to provide additional fixed annuity income.

	Maximum Percentage
☑ Non-Registered	100%
☐ Registered	100%
☐ TFSA	100%

Order of Annuitization

Choose to either maintain the existing liquidation order for the scenario or apply a different order in which available assets will be used to provide annuity income.

○ Use scenario liquidation order settings 1

○ Use assets in the following order for annuitization

1 Using only assets that have been made available under *Assets for Annuitization*.

Scenario Manager - Analyze Goals - Retirement - Annuitization - Assets for Annuitization

4. To convert asset types into an annuity, click the **Select the assets to annuitize** link.
    1. Select the asset types you want NaviPlan to convert into an annuity, and then enter the maximum percentages you want NaviPlan to convert. For example, if you do not want to sell more than half of the clients’ non-qualified assets to fund annuities, enter 50% for that asset type. By default, non-registered assets are available for the annuity.
    2. If you selected more than one asset type, under **Order of Annuitization**, select the order in which you want NaviPlan to sell the selected asset types. You can select **Use assets in the following order for annuitization**, and then select an annuitization order from the menu, or you can select **Use scenario liquidation order settings for annuitization order** and have NaviPlan use the liquidation order set on the **Retirement: Liquidation Strategies** tab of the **Scenario Manager** dialog box.
    3. Click **OK**.
5. Click the **Review the results and assumptions** link. The **Annuitize to Need Results and Assumptions** report opens and displays the results of the strategy and the assumptions used in it.

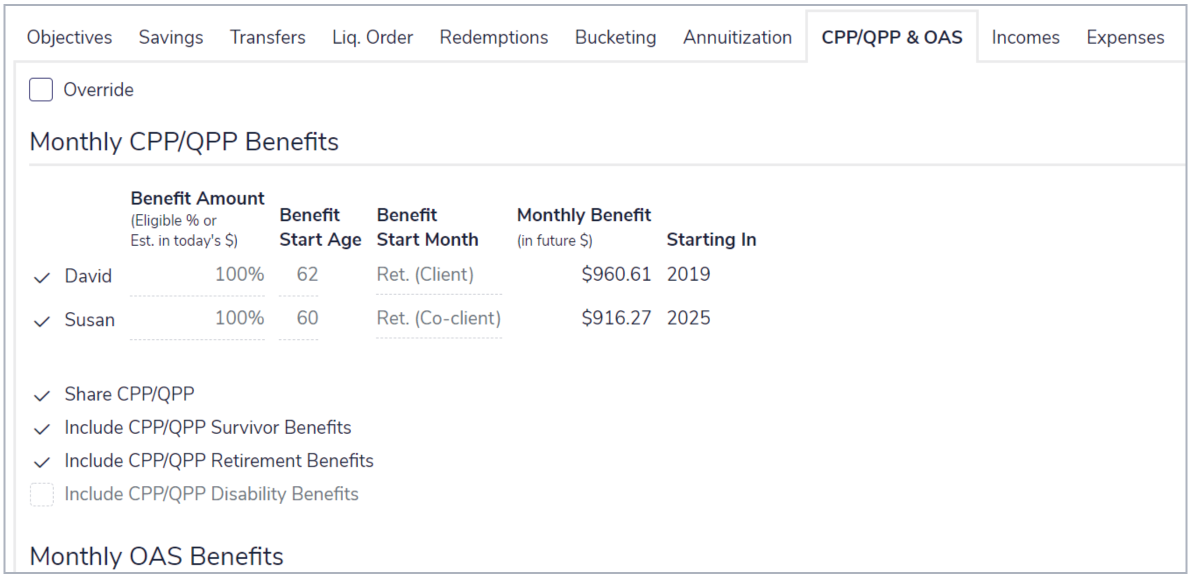
Note: If you made additional assets available for the annuity, the clients may be able to cover a larger income gap. To re-estimate the income gap, repeat the procedure.

Defining CPP/QPP and OAS Benefits

> **Note:** If both the client and co-client are retired in a joint plan, the **CPP/QPP & OAS** tab is unavailable. If only one client in a joint plan is retired, the scenario options are only available for the client in pre-retirement.

To analyze the effects of receiving benefits starting at various ages, follow these steps:

1. In **Scenario Manager** under **Analyze Goals**, click the **Retirement** link, and then go to the **CPP/QPP & OAS** tab.



☐ Override

Monthly CPP/QPP Benefits

	Benefit Amount (Eligible % or Est. in today's $)	Benefit Start Age	Benefit Start Month	Monthly Benefit (in future $)	Starting In
✓ David	100%	62	Ret. (Client)	$960.61	2019
✓ Susan	100%	60	Ret. (Co-client)	$916.27	2025

✓ Share CPP/QPP
✓ Include CPP/QPP Survivor Benefits
✓ Include CPP/QPP Retirement Benefits
☐ Include CPP/QPP Disability Benefits

Monthly OAS Benefits

Scenario Manager - Analyze Goals - Retirement - CPP/QPP & OAS

3. Select the **Override** option.
4. For each client, modify the assumptions as needed.

Adding incomes and expenses (Level 2)

To add annual incomes and expenses to the retirement scenario, follow these steps:

1. In **Scenario Manager** under **Analyze Goals**, click the **Retirement** link, and then go to the **Incomes** tab.
2. Clicking the **Incomes** link takes you to the **Incomes** tab in the **Cash Flow** details section of **Scenario Manager**, where you can add incomes.
3. Go to the **Expenses** tab.
4. Clicking the **Existing Expenses** link takes you to the **Existing Expenses** tab in the **Cash Flow** details section of **Scenario Manager**, where you can edit existing expenses.
5. Clicking the **New Expenses** link takes you to the **New Expenses** tab in the **Cash Flow** details section, where you can add new pre-retirement and retirement expenses.

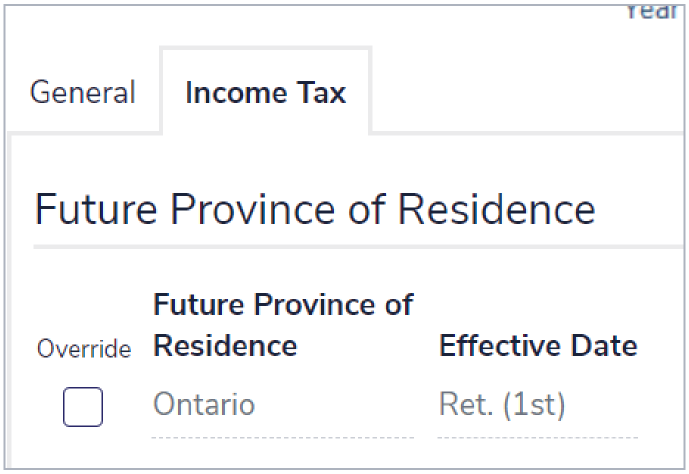
Adding new retirement accounts and annuities to the scenario (Level 2)

To add new accounts and annuities to the scenario, follow these steps:

1. In **Scenario Manager** under **Modify Financial Data**, click the **Net Worth** link, and then go to the **Accounts** or the **Annuities** tab.
2. Click **Add Account**, **Add Guaranteed Withdrawal Benefit**, **Add Existing Annuity**, or **Add Future Annuity**.

Modeling a change in the province of residence during retirement

To model a change in the province of residence for your clients during the retirement period, follow these steps:



Future Province of Residence

Future Province of Residence: Ontario

Effective Date: Ret. (1st)

Scenario Manager - Modify Financial Data - Assumptions - Income Tax

1. In **Scenario Manager** under **Modify Financial Data**, click the **Assumptions** link.
2. Click the **Income Tax** tab.
3. Select the **Override** option, and select the state to which you clients intend to move from the **Future Province of Residence** menu.
4. Additionally, if the province to which your clients intend to move has a different rate of taxation you can enter the new rate into the **Average Tax Rate** field.

Customizing what-if scenarios: Education & Major Purchase

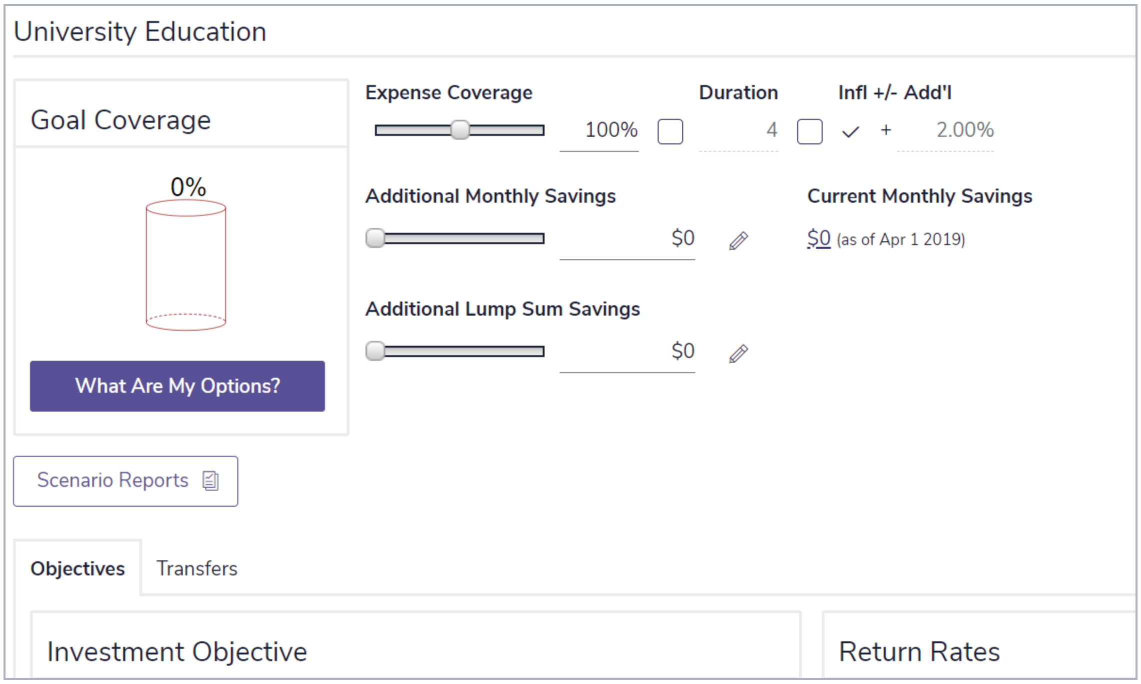
NaviPlan allows you to customize existing education or major purchase goals within scenarios to help meet the needs of your clients' financial situation and their preferences. Once you have an appropriate scenario for your clients' plan, you can recommend it. Recommended scenarios apply to reports where the **Recommended** plan type is used.

All what-if scenarios are created and customized in **Scenario Manager**. To access it, go to the **Results** – **Analyze Goals** – **Scenarios** page, and then click **Edit <scenario> Plan**.

Entering education or major purchase scenario objectives

To enter scenario objectives for the education goal, follow these steps:

1. In **Scenario Manager** under **Analyze Goals**, click the applicable goal link.
2. **Education goal only:** If applicable, use the slider bars or enter the percentage of the education expenses to cover.
3. **Education goal only:** To override the duration of the education goal, select the **Duration** option, and then enter the number of years you expect the education goal to last.
4. **Major purchase goal only:** To override the amount of the major purchase, use the **Purchase Amount** slider bar or select the option, and then enter a rate at which to adjust annual savings.



Expense Coverage 100% ☐
Duration 4 ☐
Infl +/- Add'l ✓ + 2.00%
Additional Monthly Savings $0
Current Monthly Savings $0 (as of Apr 1 2019)
Additional Lump Sum Savings $0

Scenario Manager - Analyze Goals - Education

5. To override the inflation rate for this scenario, select the **Infl** option, and then, if applicable, enter a new rate.
6. **Major purchase goal only:** To override the purchase date, select the **Purchase Date** option, and then enter a new date.
7. To override the default investment profile for the goal, on the **Objectives** tab, select the **Investment Objective** option next to the profile, and then select a different profile. The **Return Rates** fields update automatically.
   The default investment profile for the plan is defined on the **Plan Management** section – **Asset Allocation** category – **Profile** page.
8. To override the return rates for the scenario, select the applicable **Override** option, and then enter new return rates.

Entering additional savings for the education or major purchase goal scenario

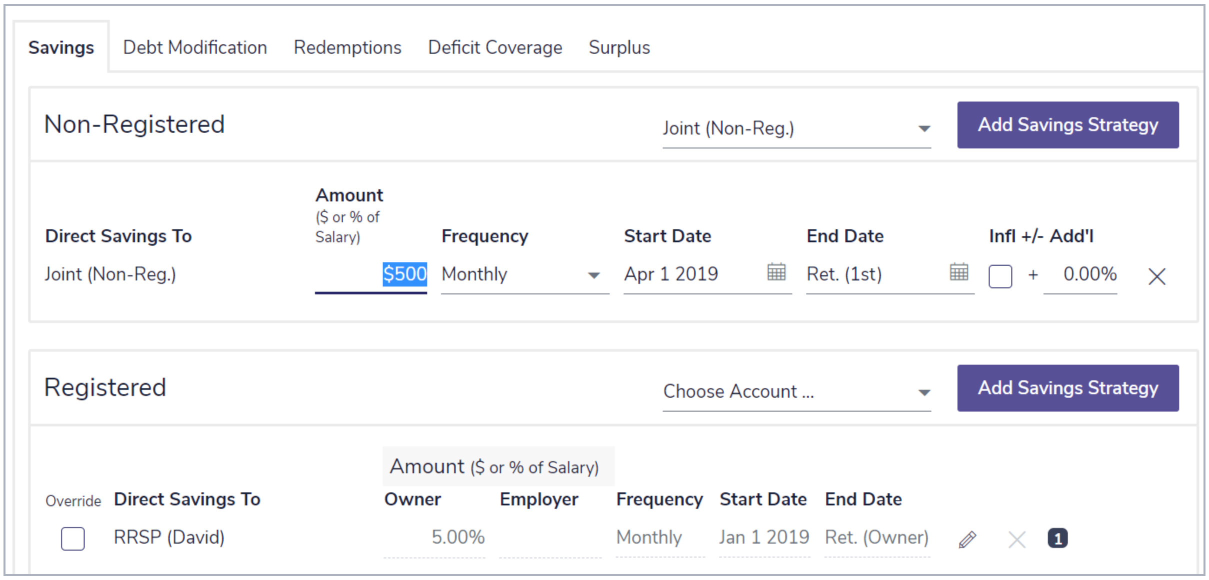
To enter additional savings for the education or major purchase goal scenario, follow these steps:

1. In **Scenario Manager** under **Analyze Goals**, click the applicable goal link.
2. Use the slider bars for **Additional Monthly Savings** and **Additional Lump Sum Savings** to arrive at an optimal savings amount, or enter the amount. NaviPlan assumes that the savings are directed to a non-registered account, which is created when the savings are entered. The return rate is based on the suggested asset mix.
3. To specify additional savings strategy details such as inflation rates, and start and end dates, click ✏ and then enter the additional details in the dialog box that opens.

Editing existing or adding new savings strategies (Level 2)

To edit existing savings strategies or to add new savings strategies for the education or major purchase goal into the scenario, follow these steps:

1. In **Scenario Manager** under **Modify Financial Data**, click the **Strategies** link.


Savings
Debt Modification
Redemptions
Deficit Coverage
Surplus
Non-Registered
Joint (Non-Reg.)
Add Savings Strategy
Registered
Choose Account ...
Add Savings Strategy

Direct Savings To	Amount ($ or % of Salary)	Frequency	Start Date	End Date	Infl +/- Add'l
Joint (Non-Reg.)	$500	Monthly	Apr 1 2019	Ret. (1st)	☐ + 0.00%

Override	Direct Savings To	Amount ($ or % of Salary) Owner	 Employer	Frequency	Start Date	End Date
☐	RRSP (David)	5.00%		Monthly	Jan 1 2019	Ret. (Owner)

Scenario Manager - Modify Financial Data - Strategies - Savings

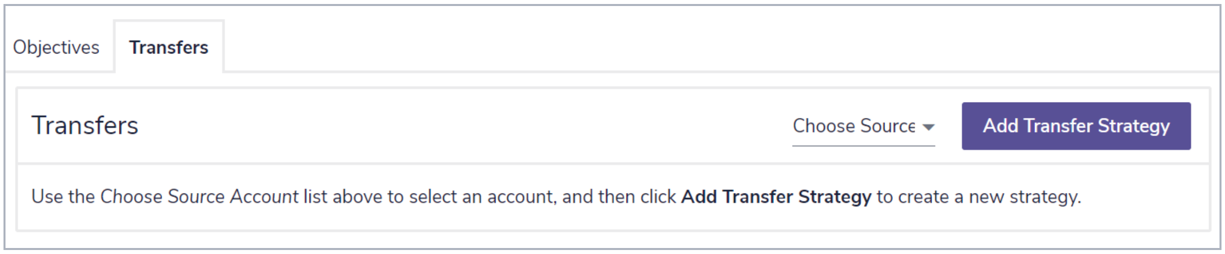
2. To edit an existing savings strategy, under **Non-Registered** or **Registered** on the **Savings** tab, select the **Override** option, and then edit the savings strategy details.
3. To add a new savings strategy, under **Non-Registered** or **Registered**, select an account from the **Choose Account** menu, and then click **Add Savings Strategy**. Enter the savings strategy details.
4. Under **Analyze Goals**, click the **<education>** or **<major purchase>** goal link to return to **Retirement** details. Under **Goal Coverage**, note that the goal coverage for the education or major purchase goal updates.

Entering education transfer strategies (Level 2)

Note: Transfers cannot be entered in the **Current Plan** scenario.

To model transferring assets from one account to another, follow these steps:

1. In **Scenario Manager** under **Analyze Goals**, click the applicable goal link, and then go to the **Transfers** tab. Under **Transfers**, existing transfers appear.



Use the Choose Source Account list above to select an account, and then click **Add Transfer Strategy** to create a new strategy.

Scenario Manager - Analyze Goals - Education - Transfers

2. >Under **Transfers**, select the source account you want to transfer funds from, and then click **Add Transfer Strategy**.
3. >From the **Destination Account** menu, select the account you want to transfer funds to, and then enter the dollar amount or percentage of the source account you want to transfer.
4. >Enter the date when you want the transfer to occur.

Adding new education or major purchase accounts to the scenario (Level 2)

To add new accounts to the scenario, follow these steps:

1. In **Scenario Manager** under **Modify Financial Data**, click the **Net Worth** link, and then go to the **Accounts** tab.
2. Click **Add Account**.

Customizing what-if scenarios: Emergency Fund

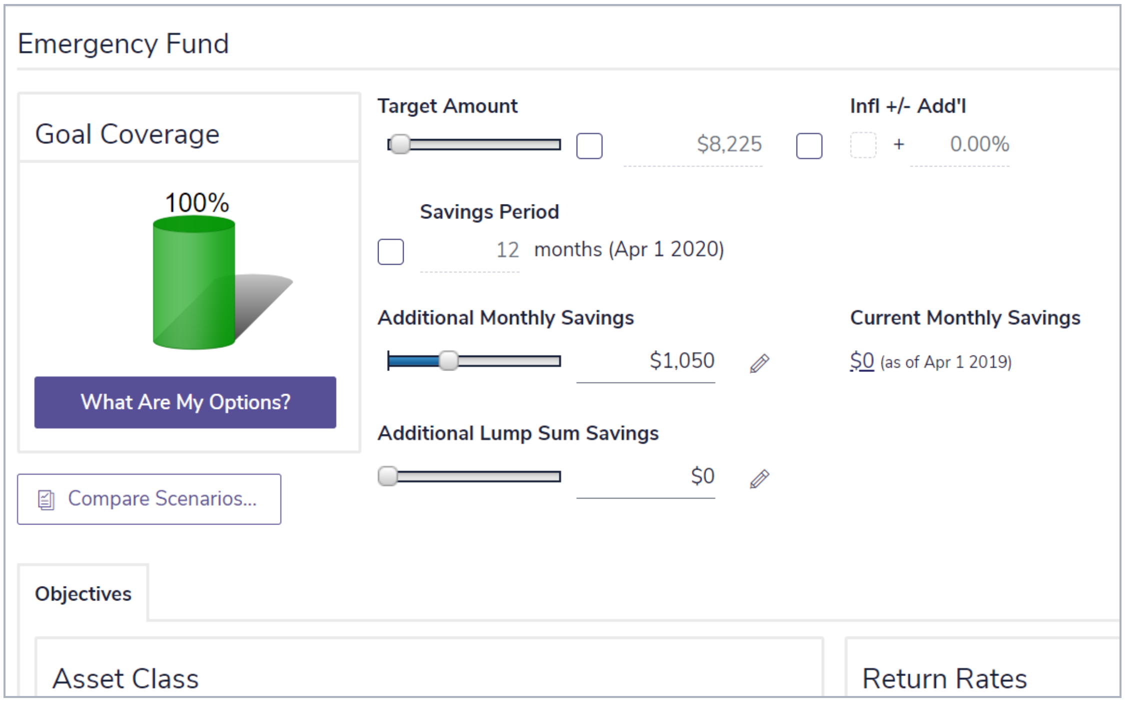
NaviPlan allows you to customize existing emergency fund scenarios to help meet the needs of your clients' financial situation and their preferences. Once you have an appropriate scenario for your clients' plan, you can recommend it. Recommended scenarios apply to reports where the **Recommended** plan type is used.

All what-if scenarios are created and customized in **Scenario Manager**. To access it, go to the **Results** – **Analyze Goals** – **Scenarios** page, and then click the **Edit <scenario> Plan**.

Entering emergency fund scenario objectives

To enter scenario objectives for the emergency fund goal, follow these steps:

1. In the **Scenario Manager** dialog box under **Analyze Goals**, click the **Emergency Fund** link.



Target Amount ☐ $8,225

☐ Infl +/- Add'l ☐ + 0.00%

Savings Period

☐ 12 months (Apr 1 2020)

Additional Monthly Savings $1,050

Current Monthly Savings $0 (as of Apr 1 2019)

Additional Lump Sum Savings $0

Scenario Manager - Analyze Goals - Emergency Fund

2. To override the target amount of the emergency fund, use the slider bar to select an amount.
   OR
   Select the **Target Amount** option, and then enter a new amount.
3. To override the inflation rate for this scenario, select the **Infl** option, and then enter a rate at which to adjust annual savings.
4. Enter the savings period in months, up to a maximum of 60.
5. To override the current asset class, on the **Objectives** tab select the **Asset Class** option, and then select a new asset class for the emergency fund. NaviPlan assumes savings to an emergency fund are invested. The **Return Rates** fields update automatically.

Entering additional emergency fund savings

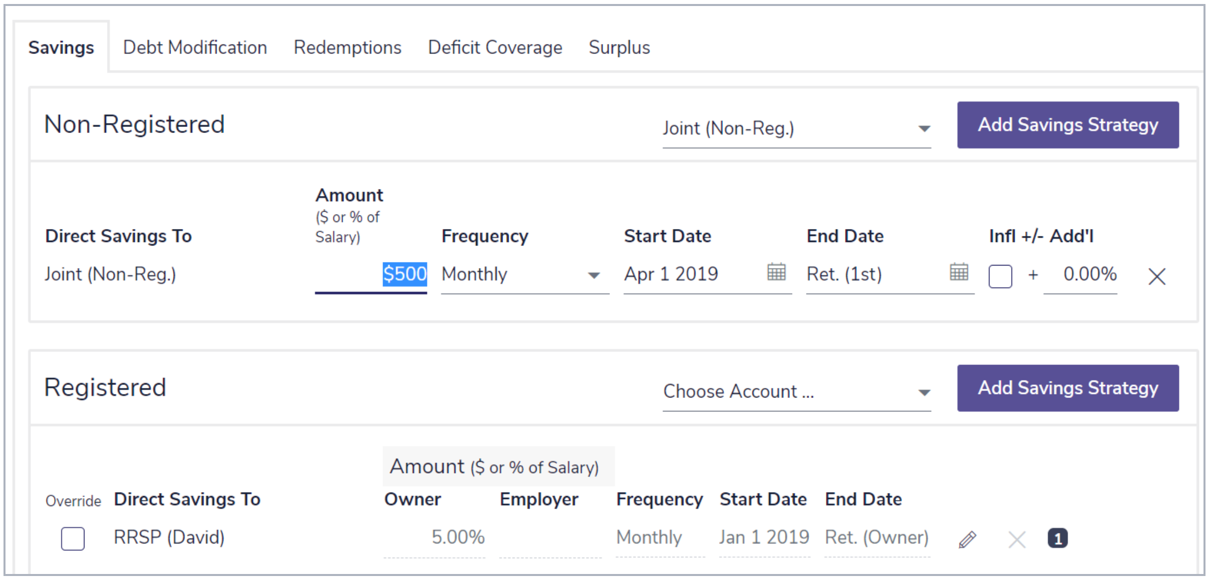
To enter additional savings for the emergency fund goal scenario, follow these steps:

1. In the **Scenario Manager** dialog box under **Analyze Goals**, click the **Emergency Fund** link.
2. Use the slider bars for **Additional Monthly Savings** and **Additional Lump Sum Savings** to arrive at an optimal savings amount, or enter the amount. NaviPlan assumes that the savings are directed to a non-registered account, which is created when the savings are entered. The return rate is based on the suggested asset mix.
3. To specify additional savings strategy details such as inflation rates, and start and end dates, click **Details**.

Editing existing or adding new savings strategies (Level 2)

To edit existing savings strategies or to add new savings strategies for the emergency fund goal into the scenario, follow these steps:

1. In **Scenario Manager** under **Modify Financial Data**, click the **Strategies** link.



Non-Registered — Joint (Non-Reg.)

Direct Savings To	Amount ($ or % of Salary)	Frequency	Start Date	End Date	Infl +/- Add'l
Joint (Non-Reg.)	$500	Monthly	Apr 1 2019	Ret. (1st)	☐ + 0.00%

Registered — Choose Account ...

Override	Direct Savings To	Amount ($ or % of Salary) Owner	Amount ($ or % of Salary) Employer	Frequency	Start Date	End Date
☐	RRSP (David)	5.00%		Monthly	Jan 1 2019	Ret. (Owner)

Scenario Manager - Modify Financial Data - Strategies - Savings

2. To edit an existing savings strategy, under **Non-Registered** or **Registered** on the **Savings** tab, select the **Override** option, and then edit the savings strategy details.
3. To add a new savings strategy, under **Non-Registered** or **Registered**, select an account from the **Choose Account** menu, and then click **Add Savings Strategy**. Enter the savings strategy details.
4. Under **Analyze Goals**, click the **<emergency fund goal>** link to return to the goal details. Under **Goal Coverage**, note that the goal coverage for the emergency fund goal updates.

Adding new emergency fund accounts to the scenario (Level 2)

To add new accounts to the scenario, follow these steps:

1. In **Scenario Manager** under **Modify Financial Data**, click the **Net Worth** link, and then go to the **Accounts** tab.
2. Click **Add Account**.

Chapter 4:

Insurance goal scenarios

This chapter describes how to customize scenarios for insurance goals and assumes you already know how to use the common features of **Scenario Manager**. For more information about using the common features, see *"Chapter 2: Analyzing goals in NaviPlan" on page 12*.

All what-if scenarios are created and customized in **Scenario Manager**. To access it, go to **Results** – **Analyze Goals** – **Scenarios** , and then click **Edit <scenario> Plan**.

For more detailed insurance goal analysis, use a Level 2 Plan.

In this chapter:

- **Customizing what-if scenarios:Insurance (Level 1) 57**
- **Customizing what-if scenarios: Survivor Income (Level 2) 58**
  - Goal and Expense Analysis method: 58
  - Income Coverage Analysis method: 58
  - Quick Assessment Method: 58
  - When both the client and co-client die together: 59
  - Entering survivor income assumptions (Level 2) 60
  - Entering ongoing expenses (Level 2) 61
  - Entering additional annual income at death (Level 2) 63
  - Entering the survivor’s annual income needs (Level 2) 64
  - Entering the survivor’s lump-sum needs at death (Level 2) 65
  - Entering the survivor’s income at death (Level 2) 66
  - Entering dependant needs when both clients die (Level 2) 67
  - Customizing what-if scenarios: Life Insurance Quick Assessment 68
- **Customizing what-if scenarios: Disability Income (Level 2) 71**
  - Goal and Expense Analysis method 71
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  - Entering disability income assumptions (Level 2) 72
  - Entering ongoing expenses during disability (Level 2) 74
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    Entering annual income needs during disability (Level 2) 78
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Customizing what-if scenarios:Long-Term Care (Level 2) 80
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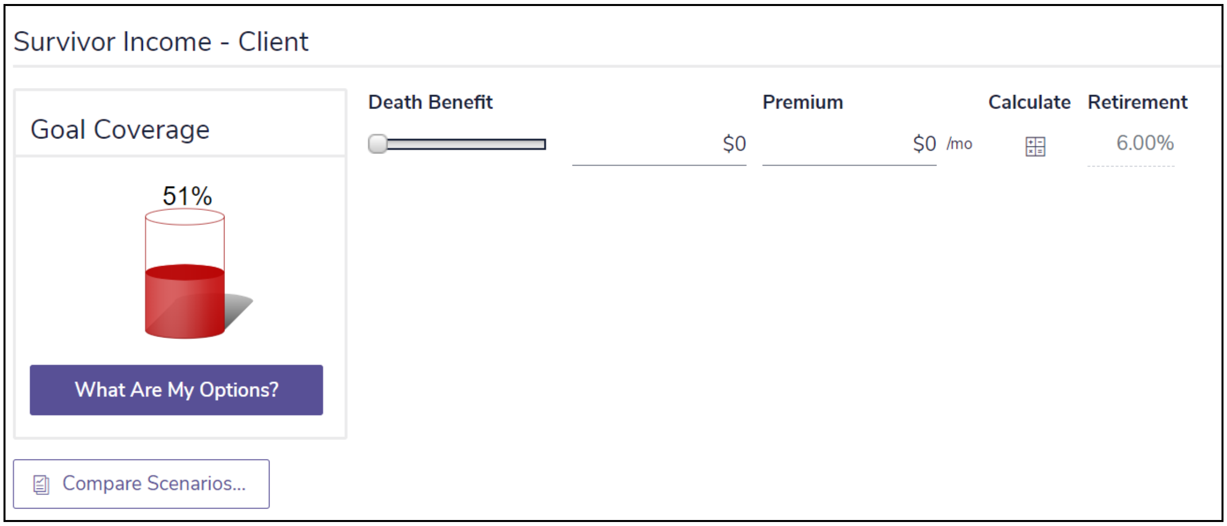
Customizing what-if scenarios: Insurance (Level 1)

NaviPlan allows you to customize a recommended scenario to meet the needs of your clients' financial situation and preferences. Recommended scenarios apply to reports where the Recommended plan type is used.

To customize the survivor, disability, or long-term care scenario, follow these steps:

1. In **Scenario Manager** under **Analyze Goals**, click the appropriate insurance goal link. In this example we will look at survivor income.



Death Benefit: $0

Premium: $0 /mo

Retirement: 6.00%

Scenario Manager - Analyze Goals - Survivor Income <client>

2. Use the slider bar for **Death Benefit** (survivor income), **Disability Benefit** (disability income), or **Daily Benefit Amount** (long-term care) to arrive at an optimal insurance amount, or enter the amount.
3. Enter the premium amount.
4. Survivor income scenario only: To override the rate of return used for life insurance proceeds, under **ROR on Cash Flow Surpluses & Liquidations**, select the option, and then enter a new return rate.
5. Long-term care insurance scenario only: Select the **Additional Daily LTC Expenses** option, and then enter the daily expense amount that is to be covered.
6. Under **Goal Coverage**, note how your changes affect the **Goal Coverage** graph.

Customizing what-if scenarios: Survivor Income (Level 2)

The analysis method chosen in **Set Goals – Survivor Income** determines the available tabs under **Survivor Income** in **Scenario Manager**:

- **Quick Assessment** method – Calculates the clients' need for additional insurance on the basis of a simple comparison of their needs to their available assets.
- **Goal and Expense Analysis** method – Uses the clients' existing lifestyle expenses and goal information to define their insurance needs.
- **Income Coverage Analysis** method – Uses the clients' income to estimate the anticipated expenses during the survivorship period.

NaviPlan allows you to customize a recommended survivor income scenario for your clients' financial situation and preferences. Recommended scenarios apply to reports where the **Recommended** plan type is used.

To customize a survivor income scenario, complete the following procedures, based on the method used (or special circumstance):

Note: The procedures available depend on which analysis method is selected on the **Set Goals** – **Survivor Income** – **Survivor Income** page.

Goal and Expense Analysis method:

- *"Entering survivor income assumptions (Level 2)"* on page 60
- *"Entering ongoing expenses (Level 2)"* on page 61
- *"Entering the survivor's annual income needs (Level 2)"* on page 64
- *"Entering the survivor's lump-sum needs at death (Level 2)"* on page 65

Income Coverage Analysis method:

- *"Entering survivor income assumptions (Level 2)"* on page 60
- *"Entering additional annual income at death (Level 2)"* on page 63
- *"Entering the survivor's lump-sum needs at death (Level 2)"* on page 65
- *"Entering the survivor's income at death (Level 2)"* on page 66

Quick Assessment Method:

- *"Customizing what-if scenarios: Life Insurance Quick Assessment"* on page 68

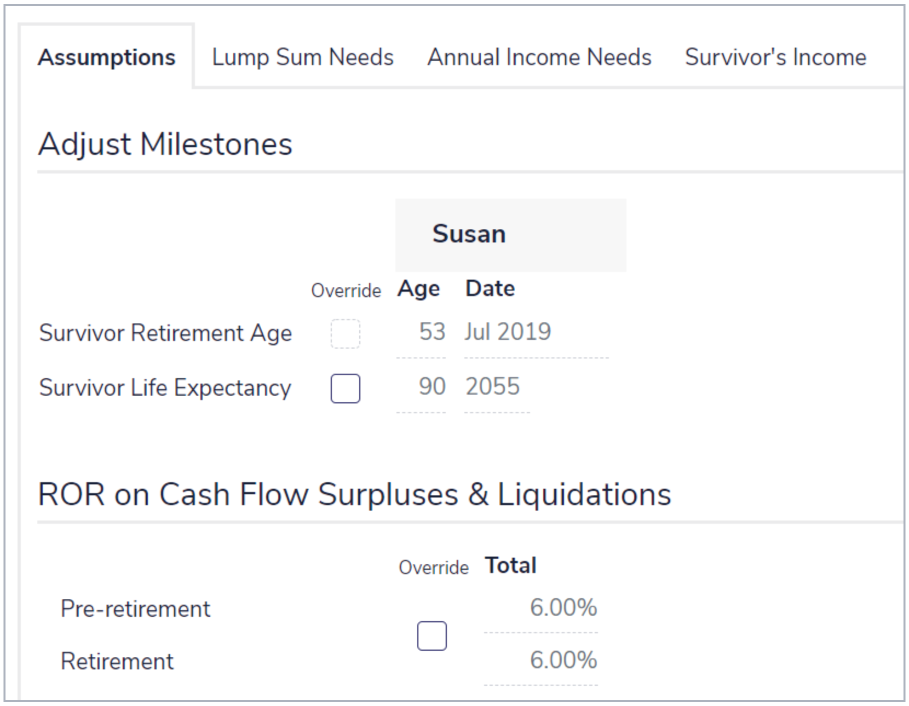
When both the client and co-client die together:

- *"Entering dependant needs when both clients die (Level 2)" on page 67*

Entering survivor income assumptions (Level 2)

To enter survivor income assumptions in the **Recommended Plan** scenario, follow these steps:

1. In **Scenario Manager** under **Analyze Goals**, click the appropriate **<insurance goal>** link.



Adjust Milestones

	Override	Susan Age	Susan Date
Survivor Retirement Age	☐	53	Jul 2019
Survivor Life Expectancy	☐	90	2055

ROR on Cash Flow Surpluses & Liquidations

	Override	Total
Pre-retirement	☐	6.00%
Retirement		6.00%

Scenario Manager – Survivor Income – Assumptions

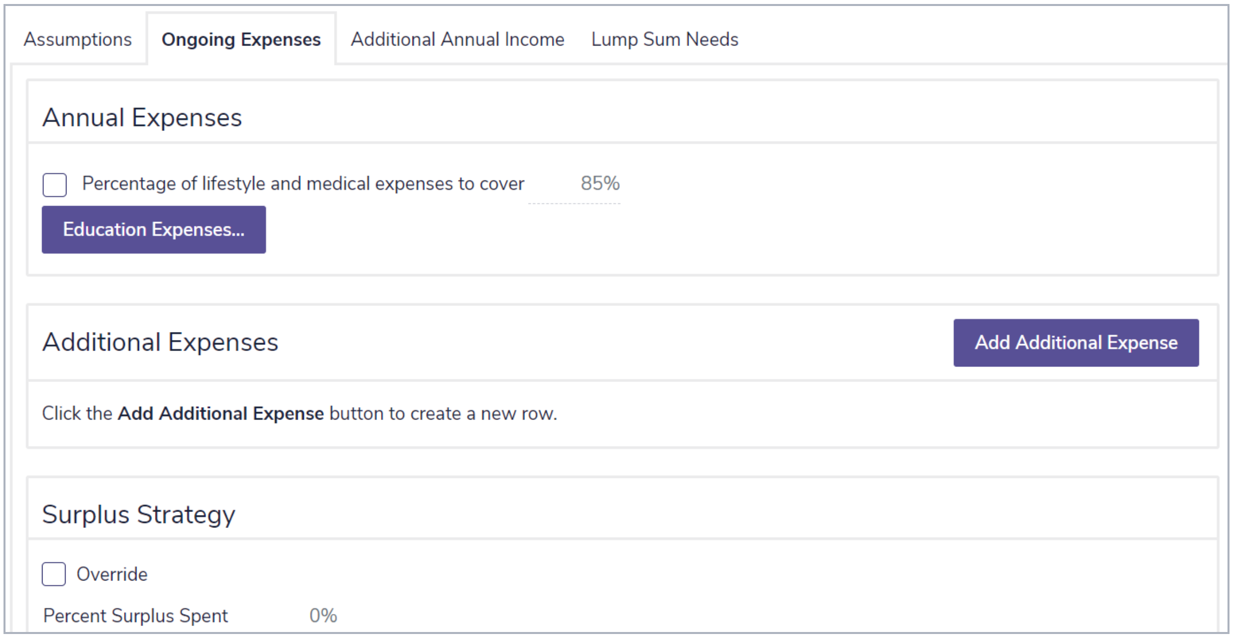
2. Under **Survivor Income - <client>** details, to include additional life insurance, enter the death benefit and annual premium amount. You can use the slider bar and the **What Are My Options?** button to find the optimal life insurance amount.
3. To override the return rates used for the additional life insurance, select the override option, and then enter the pre-retirement and retirement return rates.
4. To change the survivor's retirement age for the scenario, select the **Survivor Retirement Age** option, and then enter the retirement age or date.
5. To change the survivor's life expectancy for the scenario, select the **Survivor Life Expectancy** option, and then enter the life expectancy age or year.
6. To override the return rates used for cash flow surpluses and liquidations, under **ROR on Cash Flow Surpluses & Liquidations**, select the override option, and then enter the pre-retirement and retirement return rates.
7. Note the results of goal coverage graph.

Entering ongoing expenses (Level 2)

This procedure only applies if the **Goal and Expense Analysis** method is selected on the **Set Goals – Survivor Income – Client/Co-client Objectives** .

To enter the survivor's annual expenses at death in the **Recommended Plan** scenario, follow these steps:

1. In **Scenario Manager** under **Analyze Goals,** click the appropriate **Survivor Income** link, and then go to the **Ongoing Expenses** tab.


Assumptions
Ongoing Expenses
Additional Annual Income
Lump Sum Needs
Annual Expenses
Education Expenses...
Additional Expenses
Add Additional Expense
Surplus Strategy

☐ Percentage of lifestyle and medical expenses to cover 85%

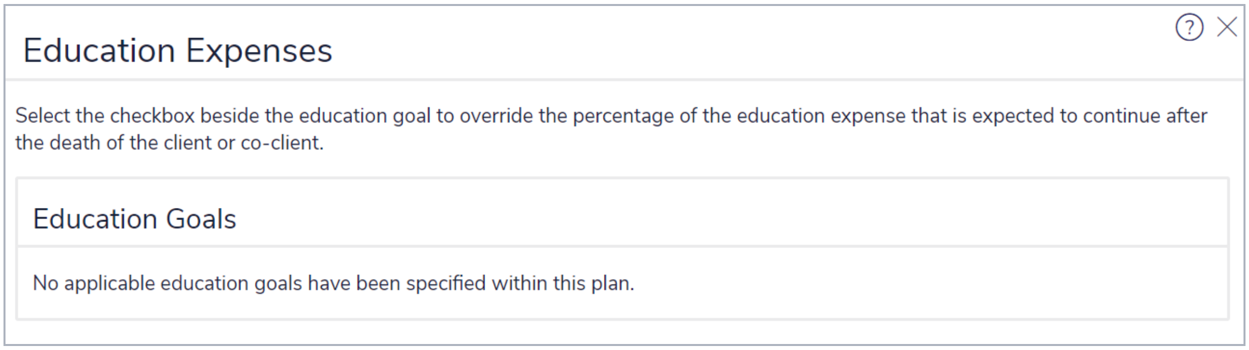
Click the **Add Additional Expense** button to create a new row.

☐ Override

Percent Surplus Spent 0%

Scenario Manager - Analyze Goals, - Survivor Income - Ongoing Expenses

2. To change the default percentage of expenses to cover at death, under **Annual Expenses**, select the **Percentage of lifestyle expenses to cover** option, and then enter a new percentage.
3. To change the percentage of education expenses to cover at death, click **Education Expenses**.


Education Expenses
Education Goals

Select the checkbox beside the education goal to override the percentage of the education expense that is expected to continue after the death of the client or co-client.

No applicable education goals have been specified within this plan.

Scenario Manager - Analyze Goals, - Survivor Income - Ongoing Expenses - Education Expenses

4. For each applicable education goal, select the option next to the goal, and then enter a new percentage in the **% to Cover** field.
5. Click **OK**.

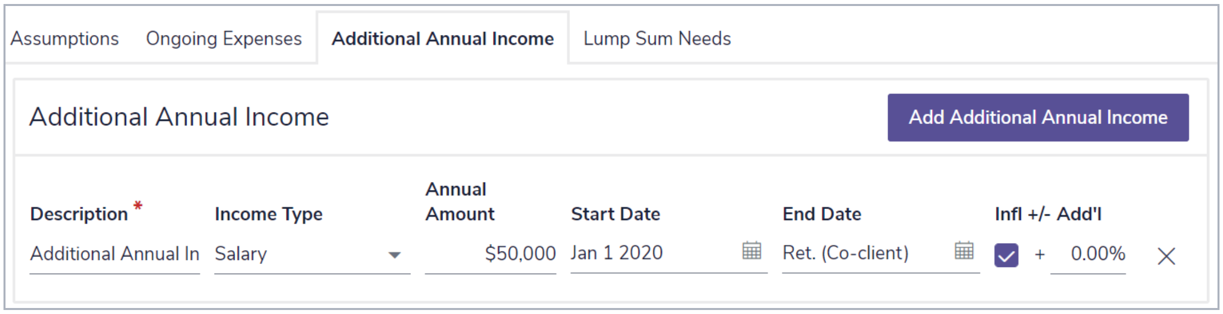
6. To add additional expenses to the scenario, under **Additional Expenses**, click **Add Additional Annual Expense**.
7. Enter a description and the annual amount of the expense.

Entering additional annual income at death (Level 2)

This procedure only applies if the **Goal and Expense Analysis** method is selected on the **Set Goals – Survivor Income – Client/Co-client Objectives** page.

To enter the survivor's additional annual income at death in the **Recommended Plan** scenario, follow these steps:

1. In the **Scenario Manager** under **Analyze Goals**, click the appropriate **Survivor Income** link, and then go to the **Additional Annual Income** tab.


Assumptions
Ongoing Expenses
Additional Annual Income
Lump Sum Needs
Additional Annual Income
Add Additional Annual Income

Description *	Income Type	Annual Amount	Start Date	End Date	Infl +/- Add'l
Additional Annual In	Salary	$50,000	Jan 1 2020	Ret. (Co-client)	☑ + 0.00%

Scenario Manager - Analyze Goals - Survivor Income - Additional Annual Income

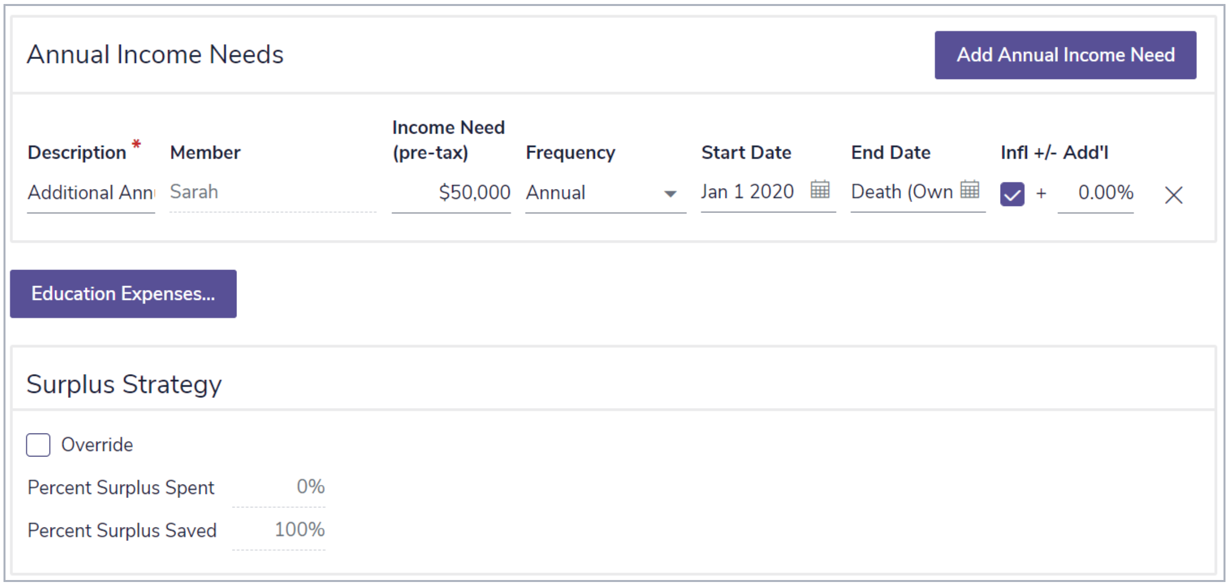
2. To edit an existing income, under **Additional Annual Income**, select the option next to the applicable income.
   OR
   To create a new income, under **Additional Annual Income**, click **Add Additional Annual Income**.
3. Enter the income description, select the income type, and then enter an annual income amount.

Entering the survivor’s annual income needs (Level 2)

This procedure only applies if the **Income Coverage Analysis** method is selected on the **Set Goals – Survivor Income – Client/Co-client Objectives** page.

To enter the survivor’s annual income needs at death in the **Recommended Plan** scenario, follow these steps:

1. In **Scenario Manager** under **Analyze Goals,** click the appropriate **Survivor Income** link, and then go to the **Annual Income Needs** tab.



Annual Income Needs

Description *	Member	Income Need (pre-tax)	Frequency	Start Date	End Date	Infl +/- Add'l
Additional Ann	Sarah	$50,000	Annual	Jan 1 2020	Death (Own	☑ + 0.00%

Surplus Strategy

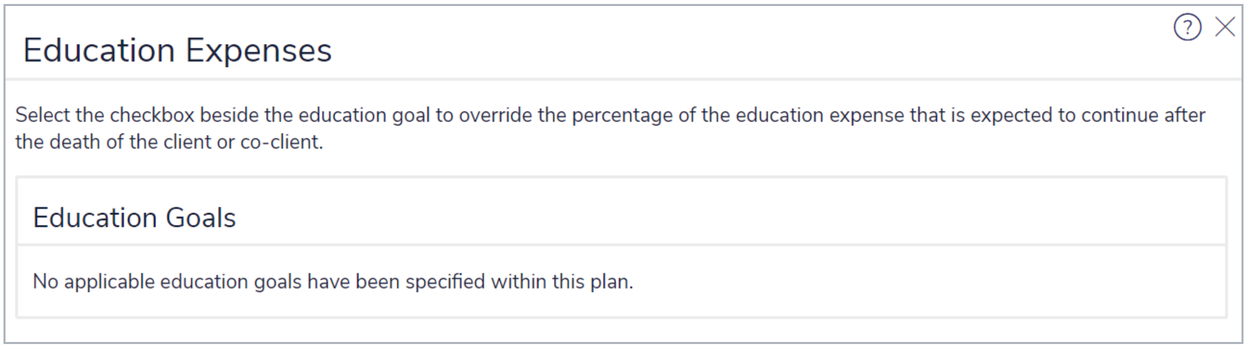
☐ Override

Percent Surplus Spent 0%

Percent Surplus Saved 100%

Scenario Manager - Analyze Goals - Survivor Income - Annual Income Needs

2. Under **Additional Annual Income Needs**, click **Add Additional Annual Income Need**.
3. Enter the income description and pre-tax amount needed.
4. To change the percentage of education expenses to cover at death, click **Education Expenses**.



Education Expenses

Select the checkbox beside the education goal to override the percentage of the education expense that is expected to continue after the death of the client or co-client.

Education Goals

No applicable education goals have been specified within this plan.

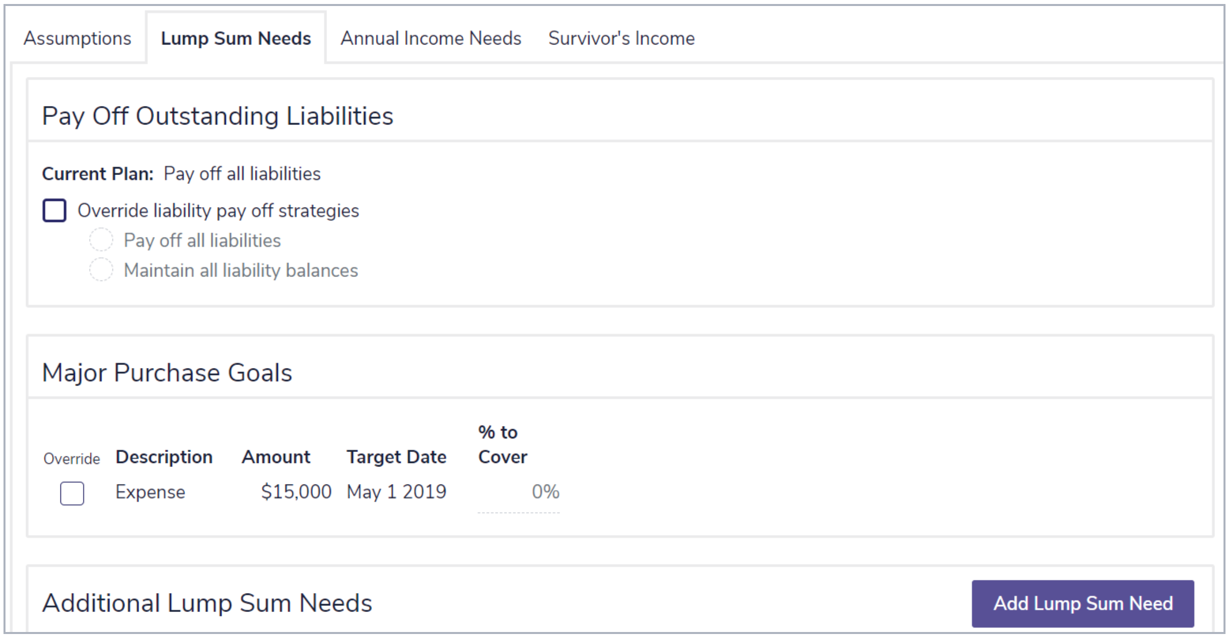
Scenario Manager - Analyze Goals - Survivor Income - Annual Income Needs - Education Expenses

5. For each applicable education goal, select the option next to the goal, and then enter a new percentage in the **% to Cover** field. When you are done, click **OK**.

Entering the survivor’s lump-sum needs at death (Level 2)

To enter the survivor’s lump-sum needs at death in the **Recommended Plan** scenario, follow these steps:

1. In **Scenario Manager** under **Analyze Goals**, click the appropriate **Survivor Income** link, and then go to the **Lump Sum Needs** tab.



Pay Off Outstanding Liabilities

Current Plan: Pay off all liabilities

☐ Override liability pay off strategies
○ Pay off all liabilities
○ Maintain all liability balances

Major Purchase Goals

Override	Description	Amount	Target Date	% to Cover
☐	Expense	$15,000	May 1 2019	0%

Additional Lump Sum Needs

Scenario Manager - Analyze Goals - Survivor Income - Lump Sum Needs

2. To override the manner in which liabilities are to be paid off for this scenario, under **Pay Off Outstanding Liabilities**, select **Override liability pay off strategies**, and then select an option.

Note: This option appears if liabilities exist in the plan and, if in **Enter Financial Data – Net Worth – Assets/Liabilities – Liability Details**. the **Payoff Options at Death** is set to either **Transfer to survivor** or **Payoff at first death (from estate)**.

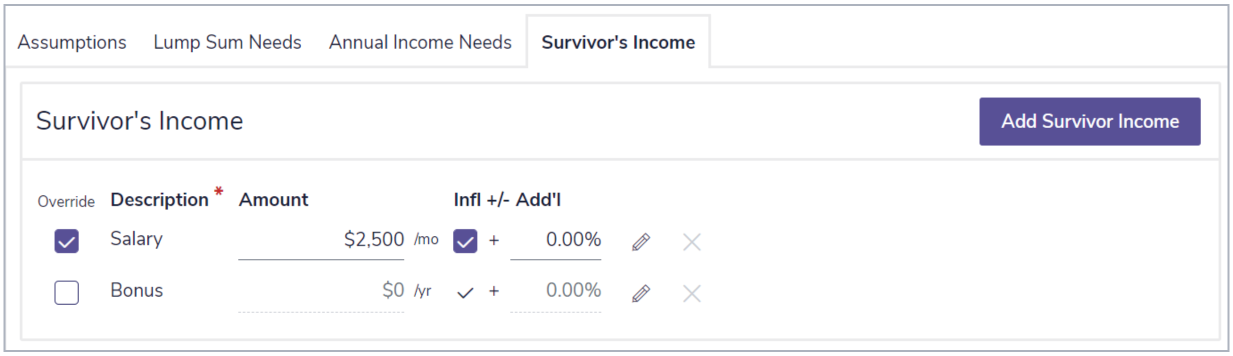
3. If major purchase goals are included in the plan and you want to override the **% to Cover** field, under **Major Purchase Goals**, select the **Override** option for each applicable major purchase, and then enter a new percentage.
4. To add lump-sum needs to the scenario, under **Additional Lump Sum Needs**, if any other lump-sum needs are expected, click **Add Lump Sum Need**, and then enter the details of the need in the fields that appear.

Entering the survivor’s income at death (Level 2)

This procedure only applies if the **Income Coverage Analysis** method is selected on the **Set Goals – Survivor Income – Client/Co-client Objectives** page.

To enter the survivor’s income at the death of the client or co-client in the **Recommended** scenario, follow these steps:

1. In **Scenario Manager** under **Analyze Goals**, click the appropriate **Survivor Income** link, and then go to the **Survivor’s Income** tab.



Override	Description *	Amount		Infl +/- Add'l				
☑	Salary	$2,500	/mo	☑	+	0.00%	✎	×
☐	Bonus	$0	/yr	✓	+	0.00%	✎	×

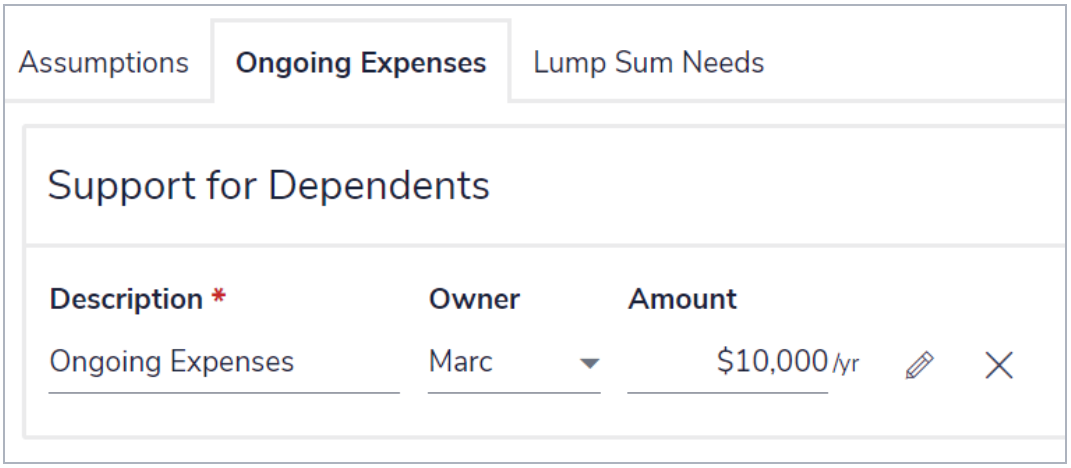
Scenario Manager - Analyze Goals - Survivor Income - Survivor’s Income

2. To change the survivor’s existing income in the **Recommended Plan** scenario, under **Specify Survivor Income**, select the option next to the income.
   OR
   To add a new survivor income for the scenario, click **Add Survivor’s Income**.
3. Enter the income details.
4. To enter additional details for the income, click ✎.
5. Enter detailed information. If you are entering a salary, bonus, or self-employed income type that is linked to a defined benefit pension or is excluded from either group disability insurance, or savings strategies, under **Other Options**, make the appropriate selections.

Entering dependant needs when both clients die (Level 2)

To enter dependant needs when both clients die in the **Recommended Plan** scenario, follow these steps:

1. In **Scenario Manager** under **Analyze Goals**, click the **Survivor Income – Both** link, and then go to the **Assumptions** tab.
2. To override the return rates used for the survivor income scenario, under **ROR on Cash Flow Surpluses & Liquidations**, select the option, and then enter the pre-retirement and retirement return rates.
3. Under **Survivor Income – Both** details, to include additional life insurance in the scenario, enter the death benefit and annual premium amount. You can use the slider bar or **What Are My Options?** to find the optimal death benefit amount.
4. Go to the **Ongoing Expenses** tab.



Description *	Owner	Amount
Ongoing Expenses	Marc	$10,000 /yr

Scenario Manager - Analyze GoalsSurvivor Income Both - Ongoing Expenses

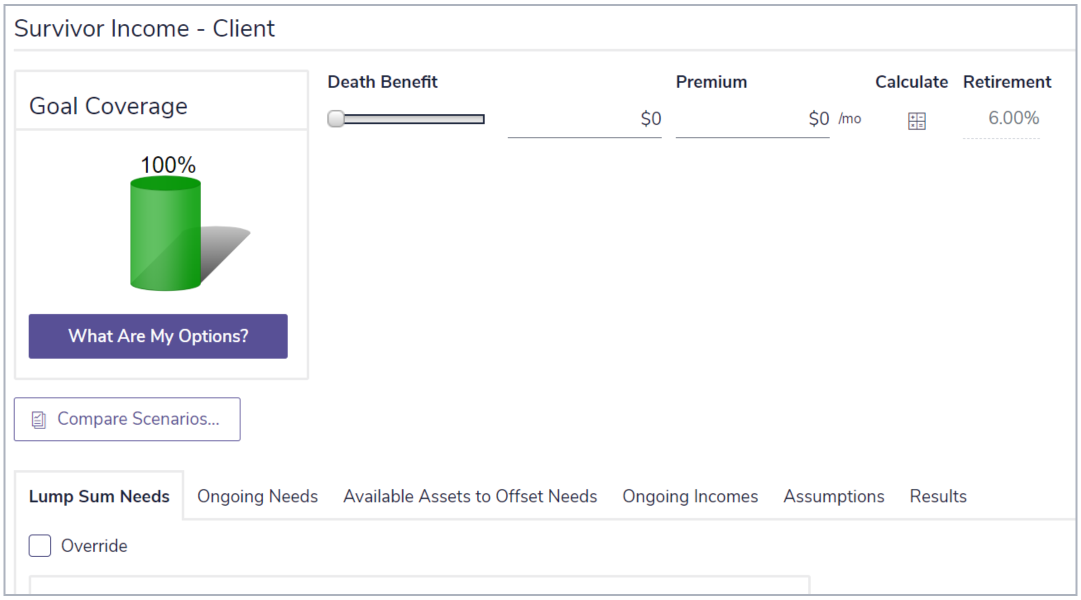
5. To override an existing ongoing expense, under **Support for Dependants**, select the option next to an existing expense, and then edit the information, or click **Details**.
6. To add a new ongoing expense, click **Add Support for Dependent**.
7. Enter the details of the dependent expense(s).
8. For each applicable education goal, select the option next to the goal, and then enter a new percentage in the **% to Cover** field.
9. Go to the **Lump Sum Needs** tab.
10. Select the option next to an existing expense that you expect will apply.
11. If any other lump-sum needs are expected, click **Add Lump Sum Need**, and then enter the details of the need in the fields that appear.

Customizing what-if scenarios: Life Insurance Quick Assessment

The **Quick Assessment** method calculates your clients' additional insurance needs based on a simple comparison of their lump sum and ongoing needs to their assets available to offset those needs. This allows you to quickly assess your clients' need and provide an accurate amount of additional coverage they will require.

To make changes to Survivor Income goals calculated using the **Quick Assessment** method, follow these steps:

1. In **Scenario Manager** under **Analyze Goals**, click the **Survivor Income** link for the appropriate client(s).



Survivor Income - Client

Death Benefit: $0

Premium: $0 /mo

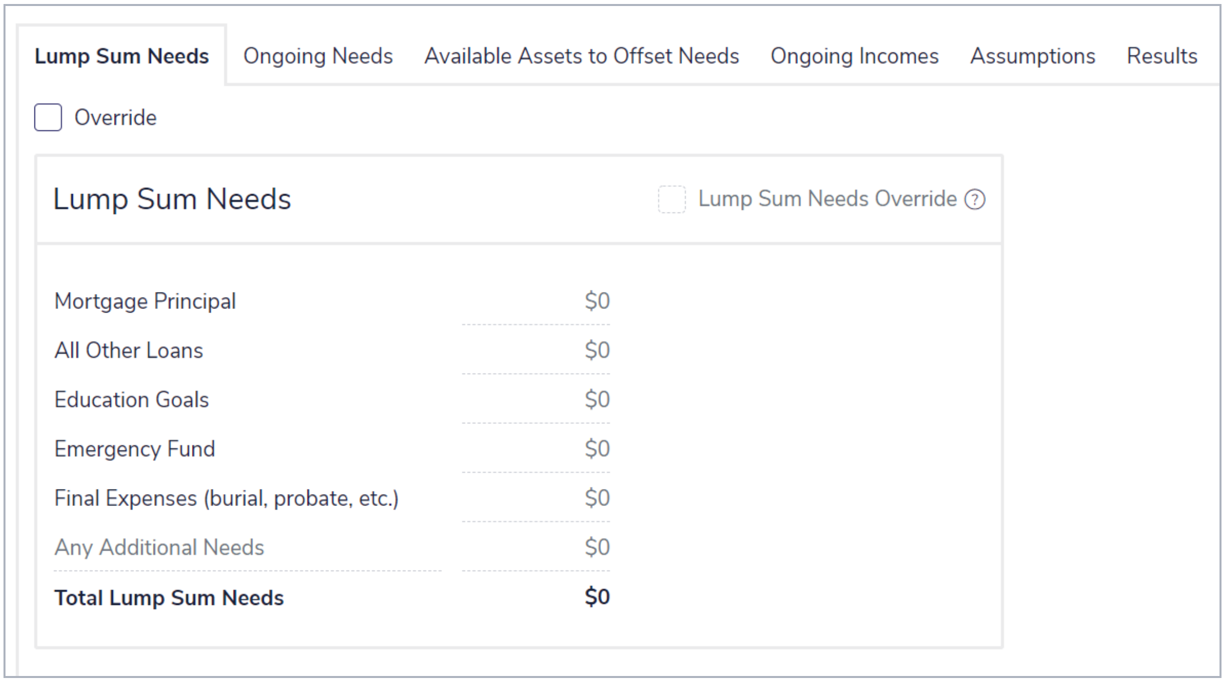
Retirement: 6.00%

☐ Override

Goal Coverage
100%
What Are My Options?
Compare Scenarios...
Calculate
Lump Sum Needs
Ongoing Needs
Available Assets to Offset Needs
Ongoing Incomes
Assumptions
Results

Scenario Manager - Analyze Goals - Survivor Income - Lump Sum Needs

2. Proceed to the **Lump Sum Needs** tab and review the data displayed there.


Lump Sum Needs
Ongoing Needs
Available Assets to Offset Needs
Ongoing Incomes
Assumptions
Results

☐ Override

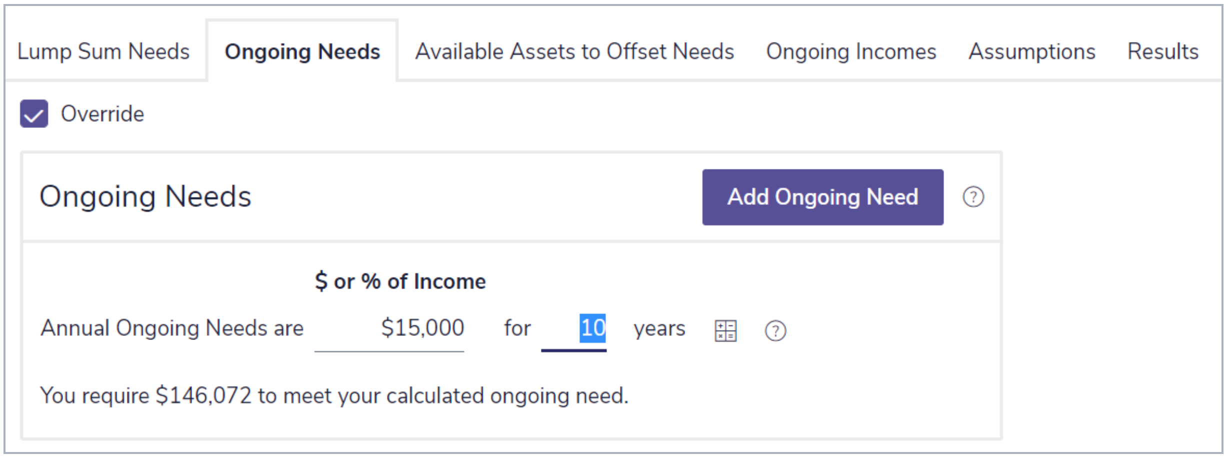
Lump Sum Needs

☐ Lump Sum Needs Override

Mortgage Principal	$0
All Other Loans	$0
Education Goals	$0
Emergency Fund	$0
Final Expenses (burial, probate, etc.)	$0
Any Additional Needs	$0
Total Lump Sum Needs	**$0**

Scenario Manager - Analyze Goals - Survivor Income - Lump Sum Needs

3. Select the **Override** option to make changes to **Emergency Fund**, **Final Expenses (burial probate, etc.)**, as well as **Any Additional Needs**.
4. To make changes to any remaining fields, select the **Lump Sum Needs Override** option.
5. Proceed to the **Ongoing Needs** tab and review the data displayed there.


Lump Sum Needs
Ongoing Needs
Available Assets to Offset Needs
Ongoing Incomes
Assumptions
Results
Add Ongoing Need

☑ Override

Ongoing Needs

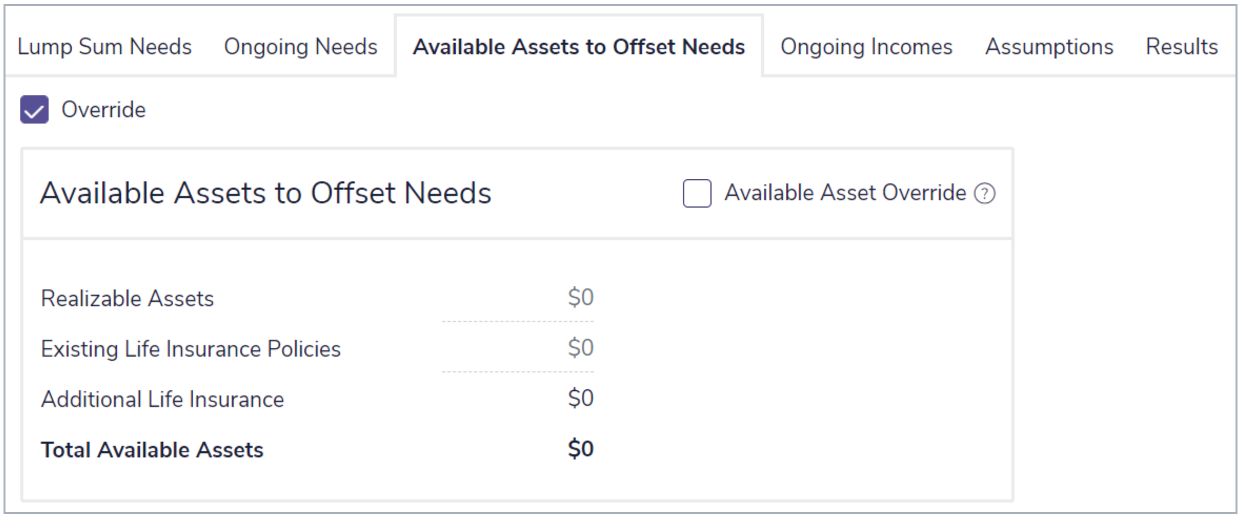
$ or % of Income

Annual Ongoing Needs are $15,000 for 10 years

You require $146,072 to meet your calculated ongoing need.

Scenario Manager - Analyze Goals - Survivor Income - Ongoing Needs

6. Select the **Override** option to make changes to any of the ongoing needs periods.
    - Use the calculator to have NaviPlan help you determine your clients' needs using the **Ongoing Needs** dialog box.
7. Proceed to the **Available Assets to Offset Needs** tab and review the data displayed there.


Lump Sum Needs
Ongoing Needs
Available Assets to Offset Needs
Ongoing Incomes
Assumptions
Results

☑ Override

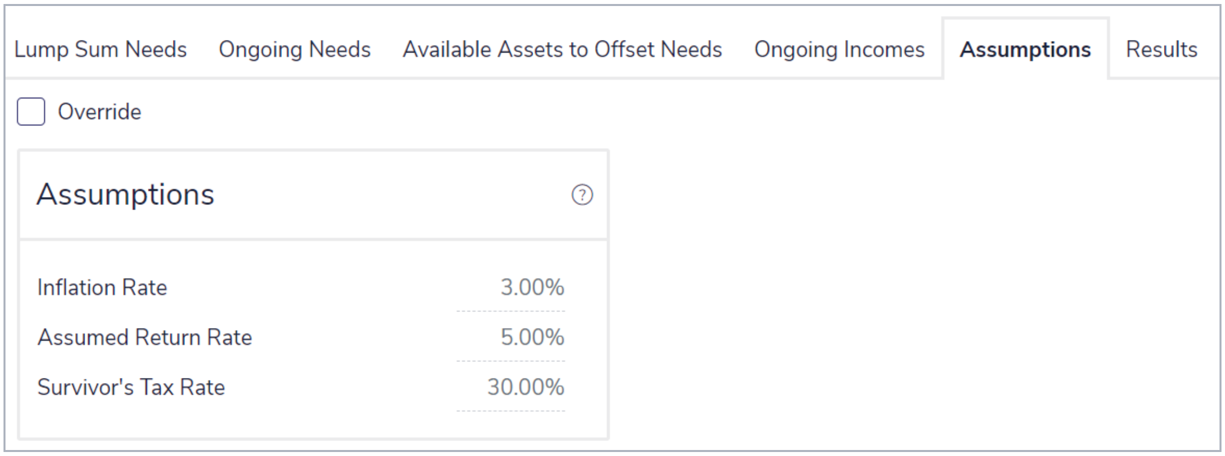
Available Assets to Offset Needs

☐ Available Asset Override

Realizable Assets	$0
Existing Life Insurance Policies	$0
Additional Life Insurance	$0
Total Available Assets	**$0**

Scenario Manager - Analyze Goals - Survivor Income - Available Assets to Offset Needs

8. Select the **Override** option to make changes to the value of any of the assets listed.
9. Proceed to the **Assumptions** tab and review the data displayed there.


Lump Sum Needs
Ongoing Needs
Available Assets to Offset Needs
Ongoing Incomes
Assumptions
Results

☐ Override

Assumptions

Inflation Rate	3.00%
Assumed Return Rate	5.00%
Survivor's Tax Rate	30.00%

Scenario Manager - Analyze Goals - Survivor Income - Assumptions

10. Select the **Override** option to make changes to any of the assumptions listed.
11. Proceed to the **Results** tab and review the data displayed there.

Customizing what-if scenarios: Disability Income (Level 2)

The analysis method chosen in the **Set Goals** – **Disability Income** category determines the available tabs in the **Analyze Goals** section of **Scenario Manager**:

- **Goal and Expense Analysis** method – Uses the clients' existing lifestyle expenses and goal information to define their insurance needs.
- **Income Coverage Analysis** method — Uses the clients' income to estimate the anticipated expenses during the disability period.

NaviPlan allows you to customize a recommended disability income scenario for your clients' financial situation and preferences. Recommended scenarios apply to reports where the **Recommended** plan type is used.

To customize the disability income scenarios, complete the following procedures, based on the method used:

Note: The procedures vary depending on which analysis method is selected on the **Set Goals** – **Disability Income** – **Client/Co-client Objectives** page.

Goal and Expense Analysis method

- *"Entering disability income assumptions (Level 2)"* on the next page
- *"Entering ongoing expenses during disability (Level 2)"* on page 74
- *"Entering lump-sum needs during disability (Level 2)"* on page 77

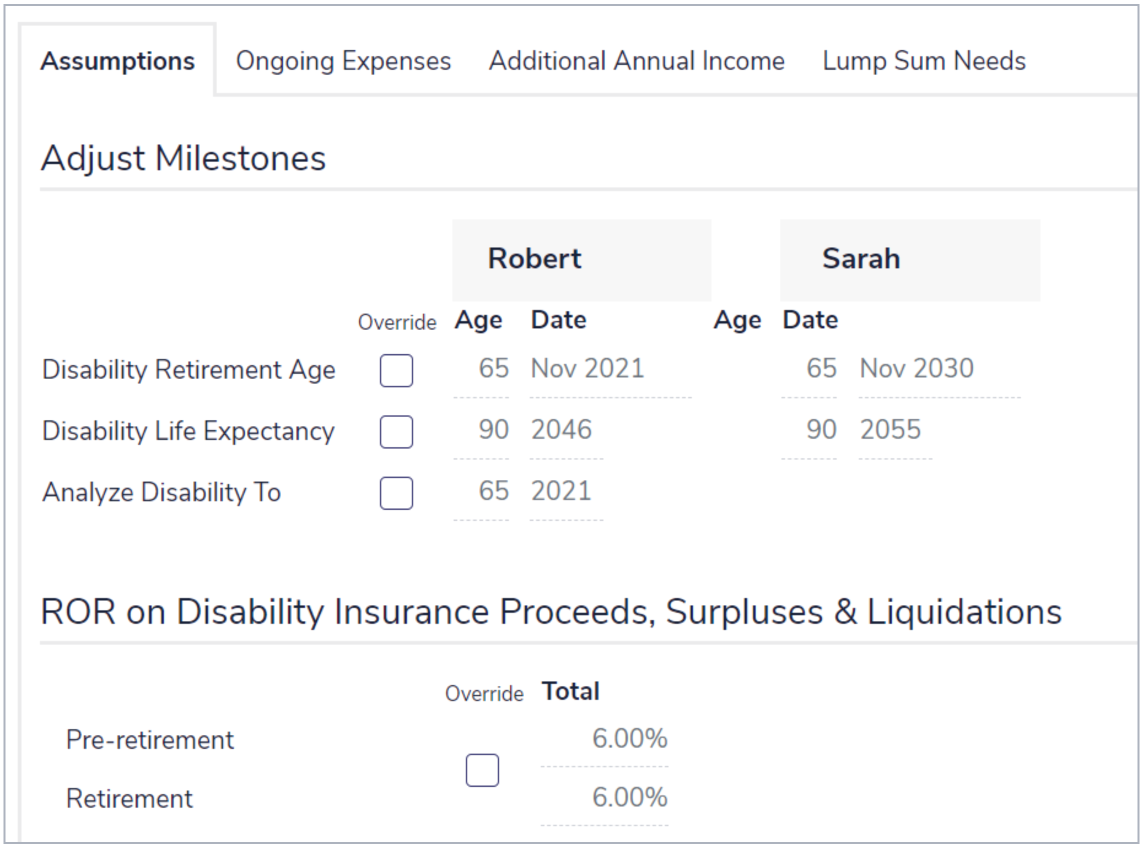
Income Coverage Analysis method

- *"Entering disability income assumptions (Level 2)"* on the next page
- *"Entering lump-sum needs during disability (Level 2)"* on page 77
- *"Entering income available during disability (Level 2)"* on page 79

Entering disability income assumptions (Level 2)

To enter disability income assumptions in the **Recommended Plan** scenario, follow these steps:

1. In **Scenario Manager** under **Analyze Goals**, click the **Disability Insurance – Client/Co-Client** link.



Adjust Milestones

	Override	Robert Age	Robert Date	Sarah Age	Sarah Date
Disability Retirement Age	☐	65	Nov 2021	65	Nov 2030
Disability Life Expectancy	☐	90	2046	90	2055
Analyze Disability To	☐	65	2021		

ROR on Disability Insurance Proceeds, Surpluses & Liquidations

	Override	Total
Pre-retirement	☐	6.00%
Retirement		6.00%

Scenario Manager - Analyze Goals - Disability Insurance - Assumptions

2. To include additional disability insurance in the scenario, enter the disability benefit (percentage of income or dollar amount) and annual premium amount. You can adjust the **Disability Benefit** value using the slider bar.

Note: Use the **What Are My Options?** button to find the optimal death benefit amount.

3. To override the client's or co-client's default retirement age, select the **Disability Retirement Age** option, and then enter the age or date of retirement.
4. To override the client's or co-client's default life expectancy, select the **Disability Life Expectancy** option, and then enter the age or year of death.
5. To override the last year used in the client's or co-client's disability analysis reporting, select the **Analyze Disability To...** option, and then enter the last age or year you want the reports to display. The adjacent field updates automatically.
6. To override the return rates used for the disability income scenario, select the option under **ROR on**

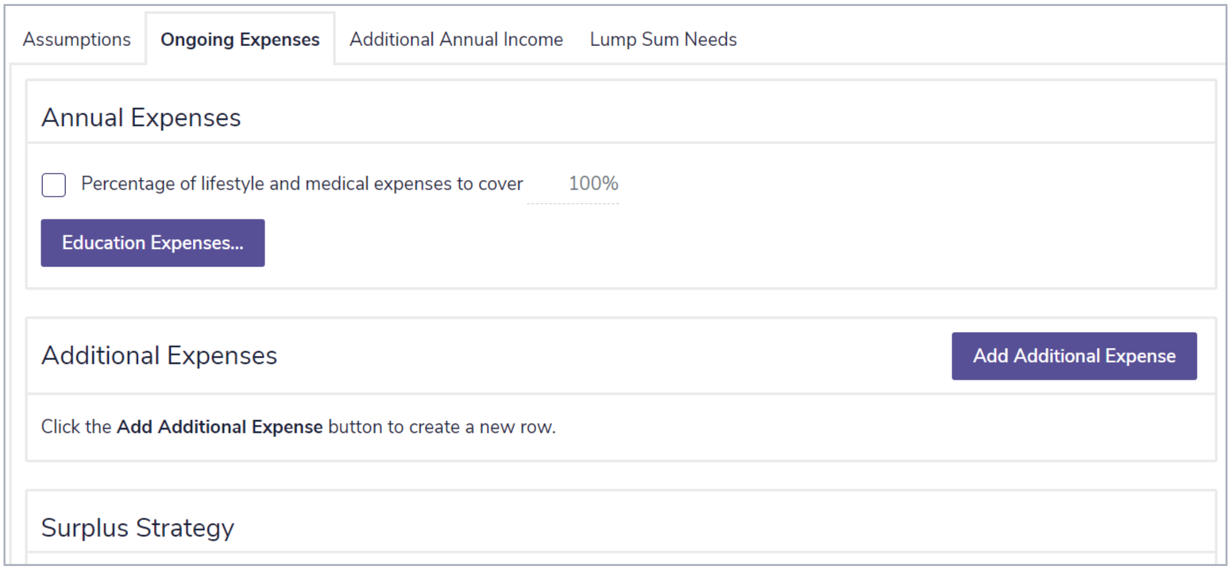
Disability Insurance Proceeds, Surpluses & Liquidations, and then enter the pre-retirement and retirement return rates.

Entering ongoing expenses during disability (Level 2)

This procedure only applies if the **Goal and Expense Analysis** method is selected on the **Set Goals – Disability Income – Client/Co-client Objectives** page.

To enter the survivor's annual expenses during disability in the **Recommended Plan** scenario, follow these steps:

1. In **Scenario Manager** under **Analyze Goals,** click the **Disability Income – Client/Co-Client** link, and then go to the **Ongoing Expenses** tab.



☐ Percentage of lifestyle and medical expenses to cover 100%

Click the **Add Additional Expense** button to create a new row.

Scenario Manager - Analyze Goals - Disability Insurance - Ongoing Expenses

2. To override the percentage of lifestyle and medical expenses covered during disability, under **Annual Expenses**, select the **Percentage of lifestyle expenses to cover** option, and then enter a new percentage.

Note: If the percentage of expenses to cover varies among expenses, **Blended** appears in the field.

3. To change the percentage of education expenses to cover during disability, click **Education Expenses**.

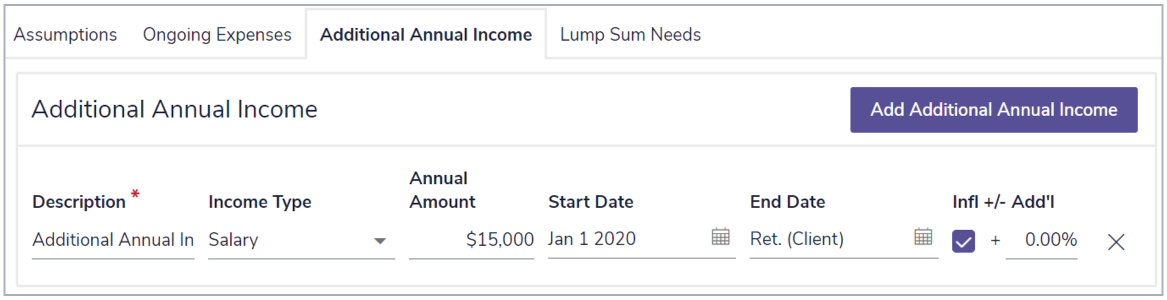
4. For each applicable education goal, select the option next to the goal, and then enter a new percentage in the **% to Cover** field.
5. Click **OK** to close the **Education Expenses** dialog box.
6. To edit an existing annual expense (previously entered in the **Set Goals** category), under **Additional Annual Expenses**, select the option next to it, and then edit the expense.
   OR
   To create a new annual expense, under **Additional Expenses**, click **Add Additional Expense**.

7. Enter the expense description and annual amount of the expense.
8. Repeat steps 2–7 until you’ve finished entering all additional disability expenses.

Entering additional annual income during disability

To enter the clients' additional annual income during disability in a what-if scenario, follow these steps:

1. In **Scenario Manager** under **Analyze Goals**, click the **Disability Income** – **Client/Co-Client** link, and then go to the **Additional Annual Income** tab.


Assumptions
Ongoing Expenses
Additional Annual Income
Lump Sum Needs
Additional Annual Income
Add Additional Annual Income

Description *	Income Type	Annual Amount	Start Date	End Date	Infl +/- Add'l
Additional Annual In	Salary	$15,000	Jan 1 2020	Ret. (Client)	☑ + 0.00%

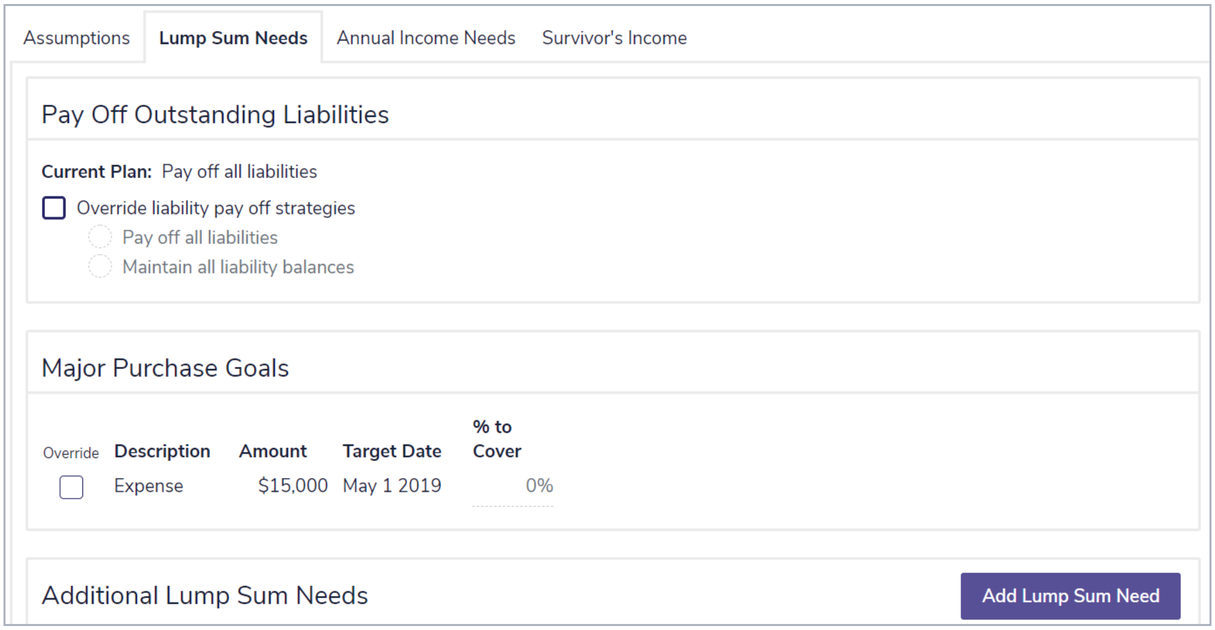
Scenario Manager - Analyze Goals - Disability Insurance - Additional Annual Income

2. To edit an existing annual income (previously entered in the **Set Goals** category), under **Additional Annual Income**, select the **Override** option next to it, and then edit the income.
3. To create a new annual income, under **Additional Annual Income**, click **Add Additional Annual Income**.
4. Enter the income description and annual income amount for the new income.
5. Repeat steps 3–4 until you've finished entering all additional disability income.

Entering lump-sum needs during disability (Level 2)

To enter the client's lump-sum needs during disability in the **Recommended Plan** scenario, follow these steps:

1. In **Scenario Manager** under **Analyze Goals**, click the **Disability Income – Client/Co-Client** link, and then go to the **Lump Sum Needs** tab.


Assumptions
Lump Sum Needs
Annual Income Needs
Survivor's Income
Pay Off Outstanding Liabilities
Major Purchase Goals
Additional Lump Sum Needs
Add Lump Sum Need

Current Plan: Pay off all liabilities

☐ Override liability pay off strategies
○ Pay off all liabilities
○ Maintain all liability balances

Override	Description	Amount	Target Date	% to Cover
☐	Expense	$15,000	May 1 2019	0%

Scenario Manager - Analyze Goals - Disability Income - Lump Sum Needs

2. To override the manner in which liabilities are paid off for this scenario, under **Pay Off Outstanding Liabilities**, select the **Override liability pay off strategies** option, and then select an option.

> **Note: Payoff Outstanding Liabilities** is only available if liabilities exist in the plan and, if in **Enter Financial Data – Net Worth – Assets/Liabilities – Liability Details**, the **Payoff Options at Death** is set to **Transfer to survivor** or **Payoff at first death (from estate)**.

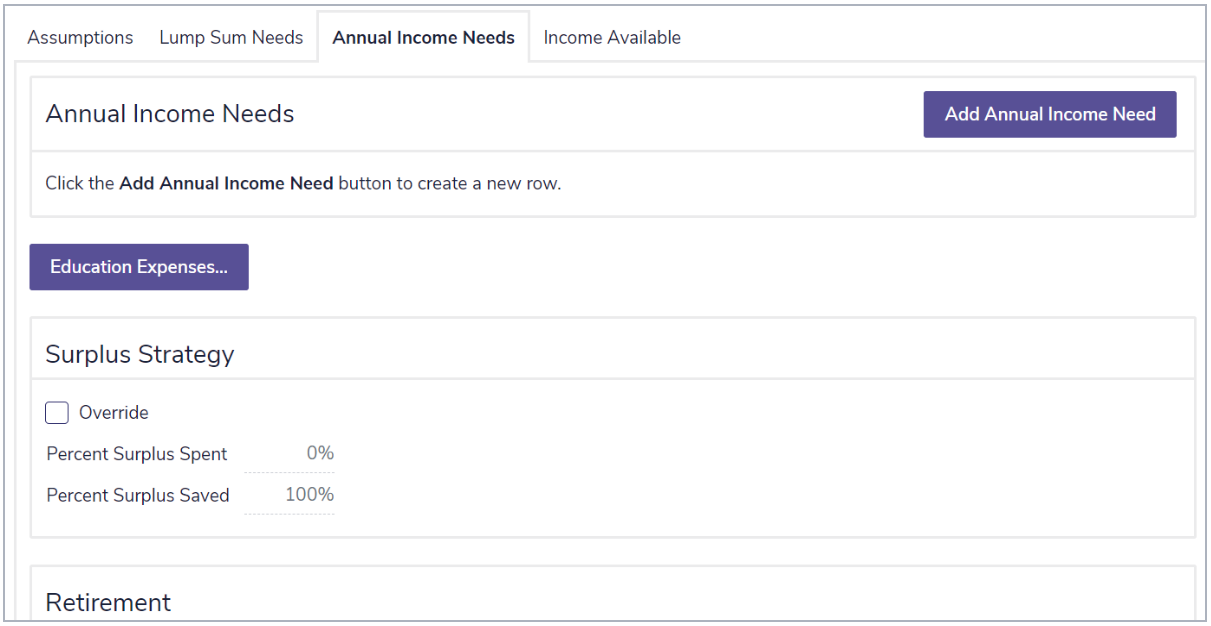
3. If major purchase goals are included in the plan and you want to override the **% to Cover**, under **Major Purchase Goals**, select each applicable major purchase, and then enter a new percentage.
4. To add lump-sum needs to the scenario, under **Additional Lump Sum Needs**, click **Add Lump Sum Need**, and then enter the details of the need in the fields that appear.

Entering annual income needs during disability (Level 2)

This procedure only applies if the **Income Coverage Analysis** method is selected on the **Set Goals – Disability Income – Client/Co-client Objectives** page.

To enter annual income needs during disability in the **Recommended Plan** scenario, follow these steps:

1. In **Scenario Manager** under **Analyze Goals,** click the **Disability Income – Client/Co-Client** link, and then go to the **Annual Income Needs** tab.


Assumptions
Lump Sum Needs
Annual Income Needs
Income Available
Annual Income Needs
Add Annual Income Need

Click the **Add Annual Income Need** button to create a new row.

Education Expenses...
Surplus Strategy

☐ Override

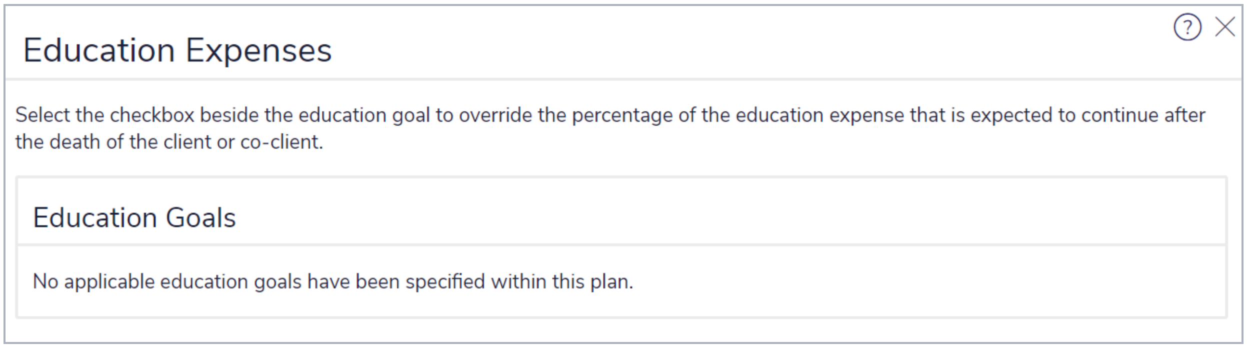
Percent Surplus Spent 0%

Percent Surplus Saved 100%

Retirement

Scenario Manager - Analyze Goals - Disability Insurance - Annual Income Needs

2. To override an existing income need, select the option next to the income need.
3. To add an income need, click **Add Additional Annual Income Need**, and then enter the additional details of the income need(s).
4. To change the percentage of education expenses to cover at death, click **Education Expenses**.


Education Expenses

Select the checkbox beside the education goal to override the percentage of the education expense that is expected to continue after the death of the client or co-client.

Education Goals

No applicable education goals have been specified within this plan.

Scenario Manager - Analyze Goals - Disability Insurance - Annual Income Needs - Education Expenses

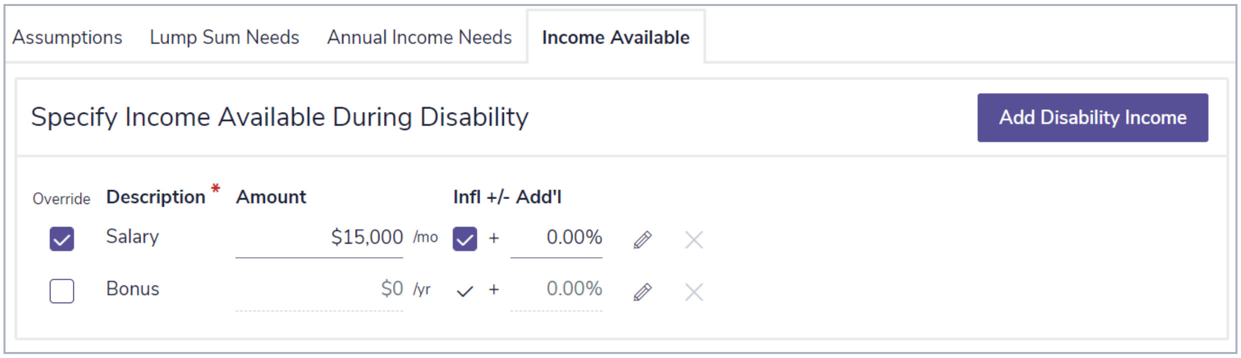
5. For each applicable education goal, select the **Override** option next to the goal, and then enter a new percentage in the **% to Cover** field. When you are done, click **OK**.

Entering income available during disability (Level 2)

This procedure only applies if the **Income Coverage Analysis** method is selected on the **Set Goals – Disability Income – Client/Co-client Objectives** page.

To enter the clients' income available during disability in the **Recommended Plan** scenario, follow these steps:

1. In **Scenario Manager** under **Analyze Goals,** click the **Disability Income – Client/Co-Client** link, and then go to the **Income Available** tab.


Assumptions
Lump Sum Needs
Annual Income Needs
Income Available
Specify Income Available During Disability
Add Disability Income

Override	Description *	Amount	Infl +/- Add'l		
☑	Salary	$15,000 /mo	☑	+	0.00%
☐	Bonus	$0 /yr	✓	+	0.00%

Scenario Manager - Analyze Goals - Disability Insurance - Income Available

2. To override an existing income, select the option next to the income.
3. To add a new income for the scenario, click **Add Disability Income**, and then enter the income details.
4. To enter additional details for the income, click ✎ .
5. Enter detailed information.
6. Repeat steps 2–5 until you are finished entering details for the income.

Customizing what-if scenarios: Long-Term Care (Level 2)

NaviPlan allows you to customize a recommended long-term care scenario for your clients' financial situation and preferences. Recommended scenarios apply to reports where the Recommended plan type is used.

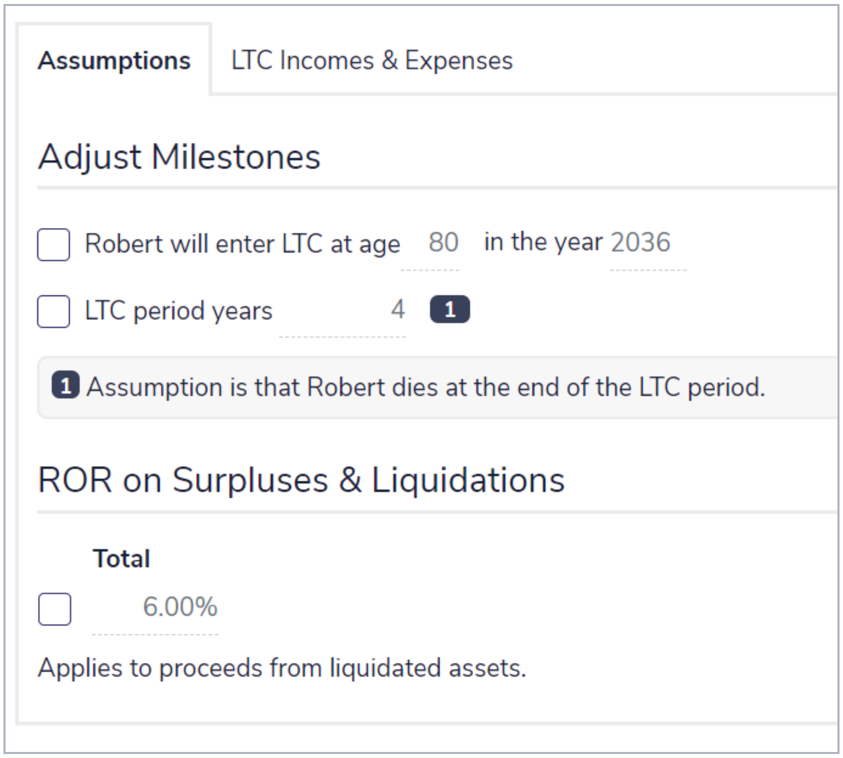
To customize the long-term care, see the following sections:

- *"Entering long-term care assumptions (Level 2)" on the next page*
- *"Entering long-term care incomes and expenses" on page 82*

Entering long-term care assumptions (Level 2)

To enter long-term care assumptions in a what-if scenario, follow these steps:

1. In **Scenario Manager** under **Analyze Goals**, click the **Long-term Care – Client/Co-Client** link, and then go to the **Assumptions** tab.



Adjust Milestones

☐ Robert will enter LTC at age 80 in the year 2036

☐ LTC period years 4 1

1 Assumption is that Robert dies at the end of the LTC period.

ROR on Surpluses & Liquidations

Total

☐ 6.00%

Applies to proceeds from liquidated assets.

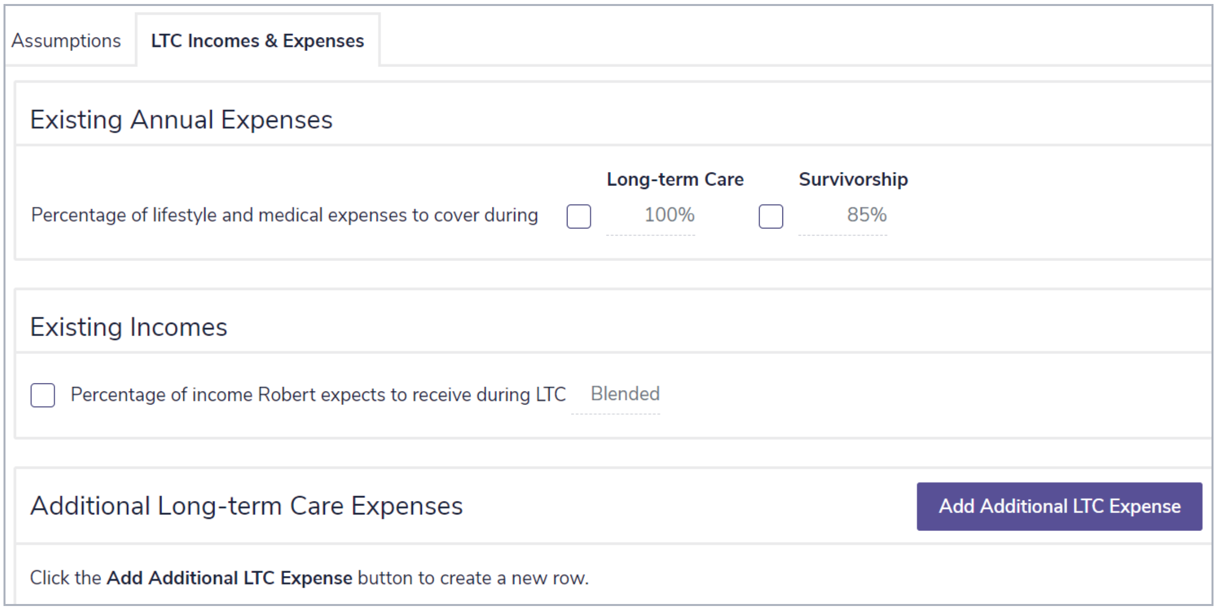
Scenario Manager - Analyze Goals - Long-term Care - Assumptions

2. To override the age at which the client or co-client will enter long-term care, select the option next to the **Age at Start of LTC** field, and then enter new values.
3. To override the duration of the long-term care period, select the option next to **LTC period years**, then enter the number of years. NaviPlan assumes that the client will die at the end of the period.
4. To override the **ROR on Surpluses & Liquidations**, select the option and enter a new return rate.
5. To include additional long-term care insurance in the scenario, under **Long-term Care - Client/CoClient** details, enter the **Daily Benefit Amount** and **Premium**.

Entering long-term care incomes and expenses

To enter long-term care incomes and expenses for the **Recommended Plan** scenario, follow these steps:

1. In **Scenario Manager** under **Analyze Goals**, click the **Long-term Care – Client/Co-Client** link, and then go to the **LTC Incomes & Expenses** tab.



Existing Annual Expenses

		Long-term Care		Survivorship
Percentage of lifestyle and medical expenses to cover during	☐	100%	☐	85%

Existing Incomes

☐ Percentage of income Robert expects to receive during LTC Blended

Additional Long-term Care Expenses

Click the **Add Additional LTC Expense** button to create a new row.

Scenario Manager - Analyze Goals - Long-term Care - LTC Incomes & Expenses

2. To override the percentage of lifestyle and medical expenses to cover during the long-term care and survivorship periods, under **Existing Annual Expenses**, select the **Percentage of lifestyle and medical expenses to cover** option, and then revise the percentages. NaviPlan assumes that the client will die at the end of the long-term care period.
3. To override the percentage of income the client or co-client will receive during the long-term care period, under **Existing Incomes**, select the **Percentage of income <client/co-client> expects to receive during LTC** option, and then enter a new percentage.

Note: If the percentage of expenses to cover or expected income varies among expenses and income, **Blended** appears in the field.

4. To edit an existing additional long-term care expense in the **Recommended Plan** scenario, under **Additional Long-term Care Expenses**, select the option next to the expense.
   OR
   To add a new long-term care expense for the scenario, click **Add Additional LTC Expense**, and then enter the expense details.

Chapter 5:

Examining results

After you have entered your clients' financial information and goals into a plan, you can prepare and generate results. When you are satisfied with the results, you can generate professionally designed client reports that you can distribute to your clients.

In this chapter:

Viewing goal coverage progress **84**
  Tracking net worth and cash flow projections/viewing goal coverage progress 84
Using the Planning Assistant **86**
  Opening the Planning Assistant 87
  Viewing and/or printing the Planning Assistant reports 88
Using reporting options in NaviPlan **90**
  Standalone reports and graphs 91
Using Client Reports **94**
  Working in Client Reporting 94
  Creating a new report with Client Reporting 94
  Creating a new template with Client Reporting 96
  Organizing templates 96
  Using a template to create a report 97
  Adding custom content to a report 97
  Converting Client reports to Microsoft Word output 97
Legacy Reports **98**
  Preparing personal notes for reports 101
  Managing quick picks for user-defined text 102
  Adding user-defined text to reports 102
Using the Client Report Monitor **103**
  Adding notes for your own personal use 104
Tracking success through Progress Reports **105**

Viewing goal coverage progress

NaviPlan allows you to quickly view **Current Results** for clients' projected net worth, cash flow, and goal coverage progress based on the information you have entered in the analysis so far. It also recommends steps that clients could take to achieve 100% goal coverage.

Current Results are available for the following goal types:

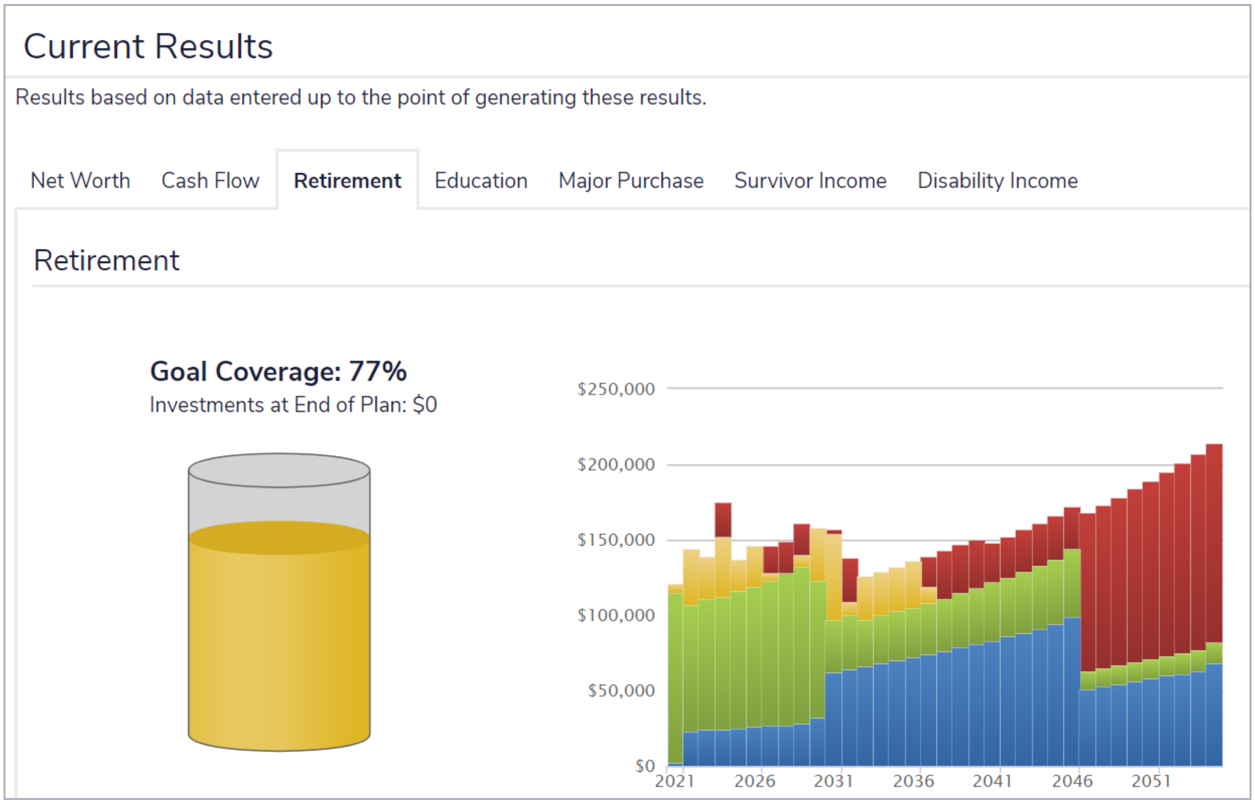
- Retirement
- Education
- Major Purchase
- Survivor Income
- Disability Income

Note: The actual goals that appear on your screen will depend on the modules you selected on the **Modules** screen during goal creation.

Tracking net worth and cash flow projections/viewing goal coverage progress

To track projections of clients' net worth and cash flow or to view their goal coverage progress, follow these steps:

1. Go to **Quick Actions** and select **Current Results**.
2. Select either **Net Worth** or **Cash Flow** to view projections of the clients' financial situation.
3. Select a tab for one of the goals for which you would like to view the coverage.
    - The goal coverage graphs are interactive - hover over any of the bar's within the graph to get details on that specific year.
    - You can click on labels in the graph key to hide or display the associated category from the graph.
4. View suggested methods to achieve 100% goal coverage under **Options to Increase Goal Coverage**.
5. Once you've reviewed your clients' progress and the suggested options to increase coverage, click **Close** to return to where you left off.



Current Results

Results based on data entered up to the point of generating these results.

Net Worth
Cash Flow
Retirement
Education
Major Purchase
Survivor Income
Disability Income

Retirement

Goal Coverage: 77%

Investments at End of Plan: $0

$250,000
$200,000
$150,000
$100,000
$50,000
$0
2021
2026
2031
2036
2041
2046
2051

Current Results

Using the Planning Assistant

The Planning Assistant™ displays a broad overview of the potential success of the plan. It summarizes potential problems, opportunities, and questions. You can use the Planning Assistant reports to analyze the financial data in your clients' current or recommended plan.

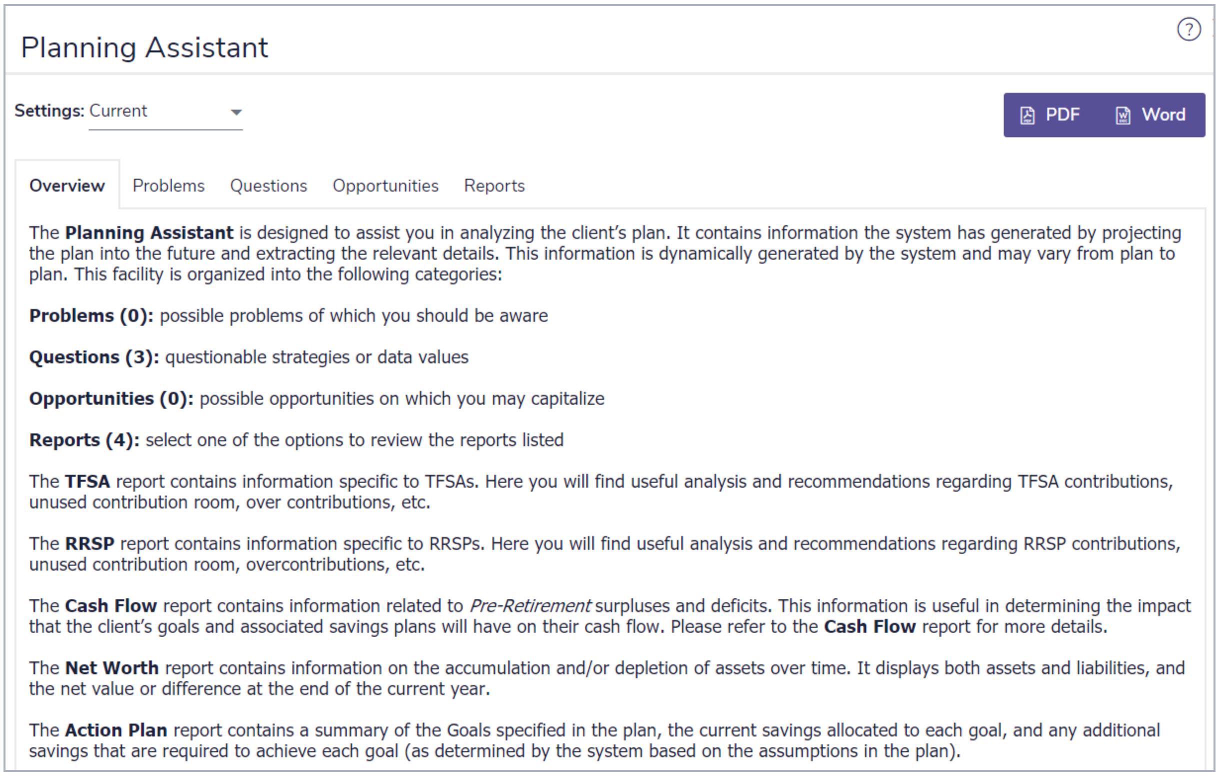
These reports identify the strengths and weaknesses of the plan. In some cases, the reports identify something discretionary that does not apply to the current plan and can be ignored. In other cases, the reports identify an improvement that could be made with a simple data change. Sometimes, following the recommendations requires using one or more financial planning strategies.

You can open the **Planning Assistant** from the **Quick Actions** menu while working in any plan.

Opening the Planning Assistant

To open the **Planning Assistant**, follow these steps:

1. From the **Quick Actions** menu, select **Planning Assistant**.



Settings: Current

The **Planning Assistant** is designed to assist you in analyzing the client's plan. It contains information the system has generated by projecting the plan into the future and extracting the relevant details. This information is dynamically generated by the system and may vary from plan to plan. This facility is organized into the following categories:

Problems (0): possible problems of which you should be aware

Questions (3): questionable strategies or data values

Opportunities (0): possible opportunities on which you may capitalize

Reports (4): select one of the options to review the reports listed

The **TFSA** report contains information specific to TFSAs. Here you will find useful analysis and recommendations regarding TFSA contributions, unused contribution room, over contributions, etc.

The **RRSP** report contains information specific to RRSPs. Here you will find useful analysis and recommendations regarding RRSP contributions, unused contribution room, overcontributions, etc.

The **Cash Flow** report contains information related to *Pre-Retirement* surpluses and deficits. This information is useful in determining the impact that the client's goals and associated savings plans will have on their cash flow. Please refer to the **Cash Flow** report for more details.

The **Net Worth** report contains information on the accumulation and/or depletion of assets over time. It displays both assets and liabilities, and the net value or difference at the end of the current year.

The **Action Plan** report contains a summary of the Goals specified in the plan, the current savings allocated to each goal, and any additional savings that are required to achieve each goal (as determined by the system based on the assumptions in the plan).

Quick Actions - Planning Assistant

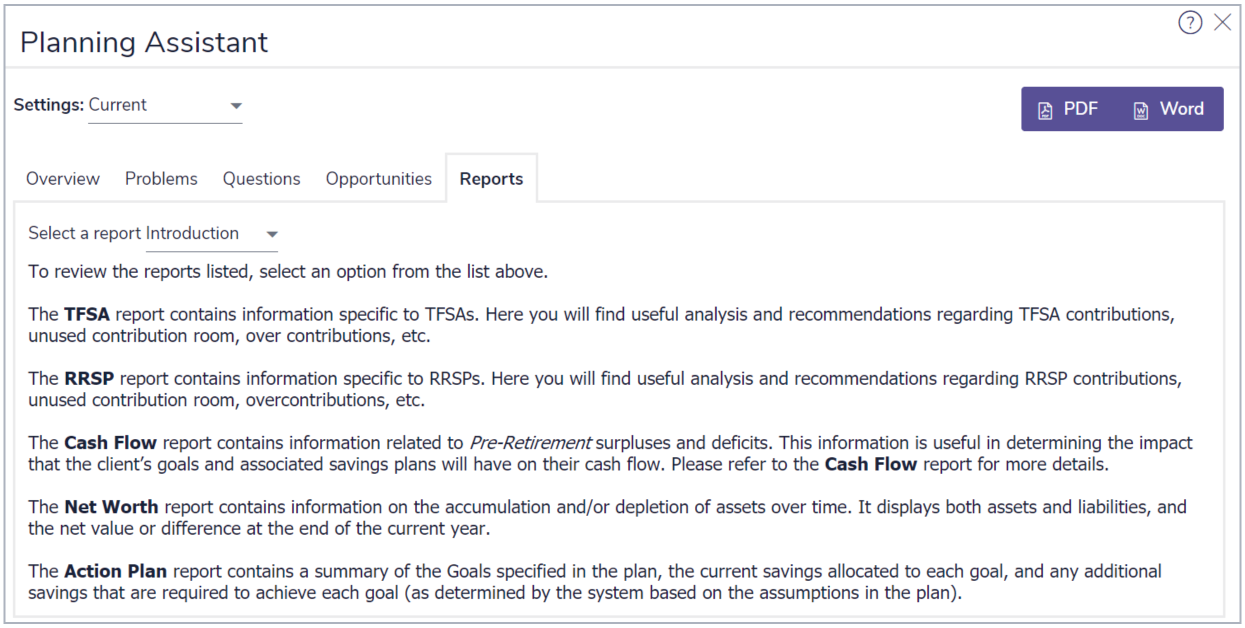
2. From the **Settings** menu, select the plan type you want to analyze. The **Current** option is based on the plan in which you are working. The **Recommended** option represents the **Recommended Plan** scenario, which takes into account additional assumptions and strategies including those selected in the **What Are My Options?** dialog boxes found throughout NaviPlan.
3. Click a tab to view detailed information.

Viewing and/or printing the Planning Assistant reports

The **Reports** tab and the **Overview** tab provide a synopsis of the other **Planning Assistant** reports.

To view or print the **Planning Assistant** reports, follow these steps:

1. Open the **Planning Assistant**, select either **Current** or **Recommended**, and then go to the **Reports** tab.



Settings: Current

Select a report Introduction

To review the reports listed, select an option from the list above.

The **TFSA** report contains information specific to TFSAs. Here you will find useful analysis and recommendations regarding TFSA contributions, unused contribution room, over contributions, etc.

The **RRSP** report contains information specific to RRSPs. Here you will find useful analysis and recommendations regarding RRSP contributions, unused contribution room, overcontributions, etc.

The **Cash Flow** report contains information related to *Pre-Retirement* surpluses and deficits. This information is useful in determining the impact that the client's goals and associated savings plans will have on their cash flow. Please refer to the **Cash Flow** report for more details.

The **Net Worth** report contains information on the accumulation and/or depletion of assets over time. It displays both assets and liabilities, and the net value or difference at the end of the current year.

The **Action Plan** report contains a summary of the Goals specified in the plan, the current savings allocated to each goal, and any additional savings that are required to achieve each goal (as determined by the system based on the assumptions in the plan).

Quick Actions - Planning Assistant - Reports

2. Select one of the following reports:
   - **Introduction** – A summary of each of the reports available to you in the **Planning Assistant**.
   - **TFSA Contribution Limits** – Details about TFSA contributions, unused contribution room, overcontributions, and pension adjustments.
   - **RRSP Contribution Limits** – Details about RRSP contributions, unused contribution room, overcontributions, etc.
   - **Cash Flow** – Summary of pre-retirement cash flow surpluses and deficits. This information is useful for seeing how the clients' cash flow is affected by their goals and associated savings strategies.
     Note: The **Planning Assistant** is not designed to perform a detailed cash flow analysis. For a more detailed report, you can access the **Cash Flow Details** report from the **Reports** menu.
   - **Net Worth** – Summary of all the assets and liabilities entered into the plan for the clients (client, co-client, and joint ownership) and the net value and accumulated surplus/deficit at the end of the plan year.
   - **Action Plan** – Summary of the goals specified in the plan, the current savings allocated to each goal, and any additional savings that are required to achieve each goal.

3. To print the **Planning Assistant** report displayed on the current tab, click **PDF** or **Word**. The report generates in its own window and can be printed from your desktop.

Using reporting options in NaviPlan

NaviPlan offers three primary report types:

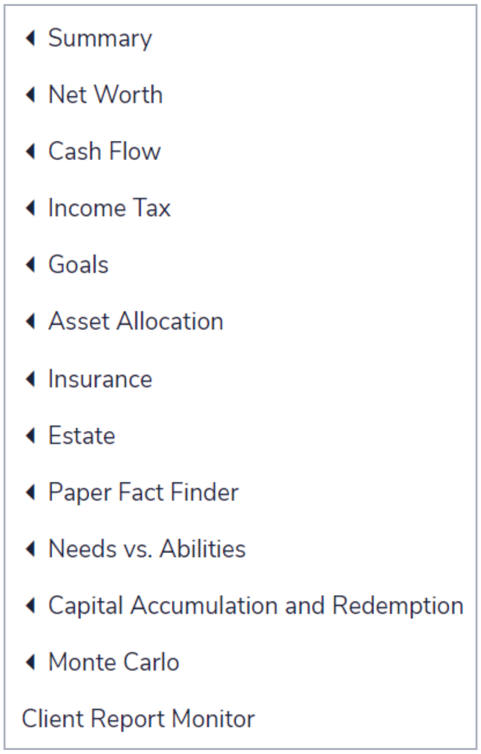
- **Standalone Reports** allow you to verify the numbers after you have entered your clients' financial information and goals. These are intended for your use or to review information prior to meeting with your clients. They feature a straight-forward layout and focus on numbers.
- **Client Reports** summarize a client's plan using a modern, professional design. Their easy-to-understand content and format is intended to be shared with clients. Client reports are available for each category in the left navigation bar.
- **Legacy Reports** are traditional, figure-focused reports that summarize a client's plan. Legacy reports have a simple layout and focus on numbers without the contextual explanations of client reports.

Standalone reports and graphs

After you have entered your clients' financial information and goals, you can verify the results by generating standalone reports and graphs. The available options depend on the plan level selected.

To generate a standalone report or graph, follow these steps:

1. From the **Quick Actions** – **Reports** menu, select a report category (and if applicable, a subcategory), and then select the report or graph you want to generate.


Summary
Net Worth
Cash Flow
Income Tax
Goals
Asset Allocation
Insurance
Estate
Paper Fact Finder
Needs vs. Abilities
Capital Accumulation and Redemption
Monte Carlo
Client Report Monitor

Quick Actions – Reports

Depending on the report or graph type selected, the **Assign Settings** dialog box may open. The contents of this dialog box varies depending on the report selected.

2. If applicable, enter the settings details, and then click **OK**.
3. If a **Report Year** field appears in the **Assign Settings** dialog box (e.g., for the **Cash Flow Details** report) and you want to report on a different year, after you have generated the report in the report window, click **Previous Year** or **Next Year**. NaviPlan redisplays the report based on the applicable year.
4. To redisplay the report settings, click **Report Settings** at the bottom of the report window. To hide the settings again, click **Report Settings**.
5. To generate a report or graph that you can print or distribute, beside the **PDF** or **Word** button, click the button, and then select **Automatic**, **Portrait**, or **Landscape**. The report or graph generates as a PDF or Word file.
   Note: Selecting **Automatic** generates a report or graph using NaviPlan's default printer orientation.

6. If you made changes to the plan and the report window is still open, click **Refresh** to update the report.
7. To duplicate the report or graph, click **Duplicate**. NaviPlan creates a duplicate and displays it next to the original in the same window.
8. To generate a report or graph from within an open stand-alone report or graph window, click **Report**.

Report categories	Examples of the tasks you can perform
Favourite Reports	• Keep reports that you use frequently readily available.
Summary	• View an action plan for the clients' investments, redemptions, insurance, and debt. • View a synopsis of the data entered into the plan. • View the results of the **Planning Assistant™** report. • Compare differences between the current plan and the recommended plan.
Net Worth	• View account and holding details. • Compare summary or detailed changes in net worth over time. • View composition and activity details for the clients' assets and liabilities.
Cash Flow	• Monitor changes in cash flow activity. • Examine current and projected cash flow on a single or multi-year basis. • View the effects of taxes and capital loss carryovers. • Monitor changes in projected surpluses and deficits.
Income Tax	• Monitor income tax changes and capital loss carryovers. **Note:** If you are using the Detailed Tax method, additional income tax reports are available.
Goals	• View details of goals and goal savings. • Compare goal needs with current and projected goal funding. • View summaries for each goal.
Asset Allocation	• Compare current and suggested asset mixes, asset class weightings, and the efficient frontier. **Note:** If you are using Morningstar asset allocation, examine risk score and questionnaire results.
Insurance	• Analyze the effects of death, disability, critical illness, long-term care, and insurance on cash flow. • Analyze the effects of asset redemptions at death, during disability, if critically ill, and for long-term care.
Estate	• View the value of the clients' estates in a given year. • Monitor changes to the value of the clients' estates and how taxes, expenses, and benefits may affect it.

Report categories	Examples of the tasks you can perform
Needs vs. Abilities	• Compare goal type needs with abilities to meet those goals (all goals of the same type are grouped together in the same graph).
Capital Accumulation and Redemption	• Analyze the accumulation and redemption of capital used to fund a goal type or all goals.
Deficit Coverage	• Compare deficit coverage assets to deficit coverage sells (Detailed Tax method only).
Monte Carlo	• Analyze the probability of plan success given random asset returns based on the standard deviation assigned to each account and holding.

Using Client Reports

Client Reports feature a number of improvements to the traditional client reporting structure including:

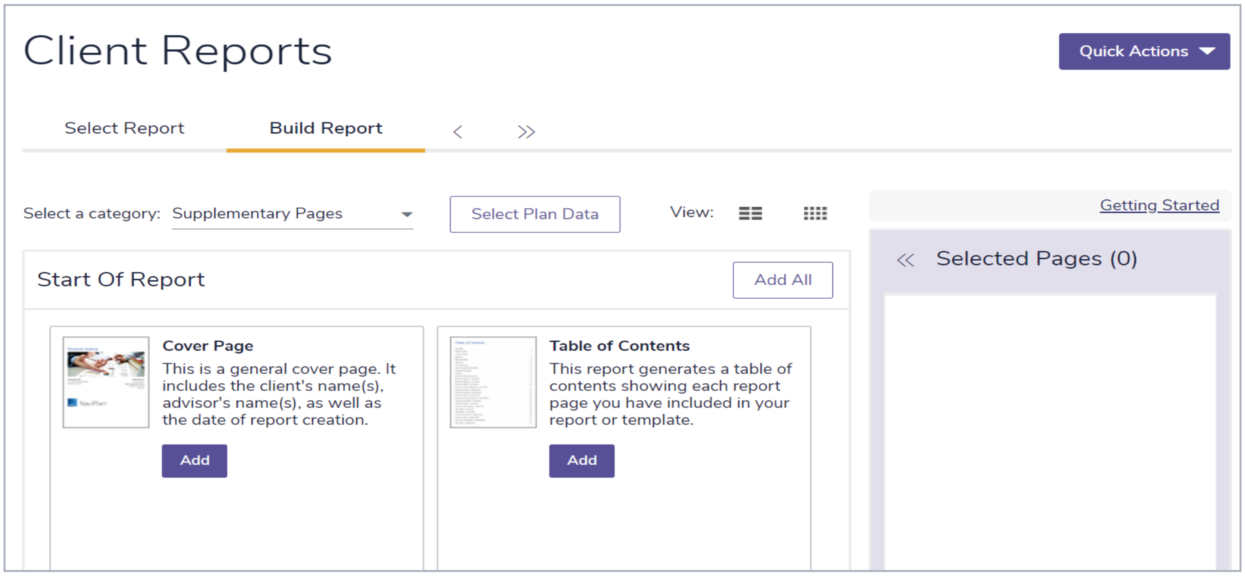
- a new modern design.
- increased control over the pages included in your report.
- improved user interface controls allowing you to preview pages, get summary information, and easily modify the order in which pages appear.

In order to understand Client Reporting, it is important to understand a few terms:

Term	Definition
Report page	A report page is a single topic. Each tile on the **Build Report** page adds report pages to your report.
Report	A report is a collection of report pages. After you have added each of the report pages you wish to present to your clients on the **Build Report** page, the generated output is called a report.
Template	A template is a report that has been saved for multiple uses. By saving reports as a template you can present the same set of report pages to all of your clients saving you time and ensuring consistency.

Working in Client Reporting

Client Reporting can be accessed from the **Results** – **Client Reports** section. When you first access Client Reports you will be taken to the **Select Report** page.


Client Reports
Quick Actions
Select Report
Build Report
Select a category: Supplementary Pages
Select Plan Data
View:
Getting Started
Selected Pages (0)
Start Of Report
Add All
Add
Add

Cover Page
This is a general cover page. It includes the client's name(s), advisor's name(s), as well as the date of report creation.

Table of Contents
This report generates a table of contents showing each report page you have included in your report or template.

Results – Reports – Select Reports

Creating a new report with Client Reporting

Follow these steps to create a new report:

1. From the **Select Report** page, select **Start a New Report**.
2. Use the **Select a category** menu to display a list of report pages for each category.
3. Report pages are displayed as tiles. Select **Add** for each tile you want to include in your report. To remove a tile, select **Remove**.

   > **Tip**: You may preview the page by either clicking the thumbnail of the page, or click the 🔍 icon, found to the right of the page name within the **Selected Pages** section.

   - Report tiles are categorized by the following sections:
     - **Content**: Dataless pages that provide an overview of the financial topic at hand. These provide context to reports and relate plans in a way that clients can understand.
     - **Summary**: Pages that cover clients' progress toward achieving their goal based on their current situation. These contain easy follow graphs and images.
     - **Current Plan**: Pages that summarize data for the current plan. These pages are numbers-oriented and often contain projection tables.
     - **Proposed Plan**: Pages that summarize data for the proposed plan. These pages are numbers-oriented and often contain projection tables.
     - **Alternative Plan**: Pages that summarize data for the alternative plans. These pages are numbers-oriented and often contain projection tables. This pages will appear after including additional alternative plans in the **Select Plan Data for Reports...** section found on the top of the next gen report builder.
   - Report pages display data for their section. For example, The **Cash Flow Surplus/Deficit** report page will display different data for the Current Plan than when selected for the Proposed Plan.

   > **Tip**: You can include up to two Alternative Plans in a report. To add alternative plan scenarios, click **Select Plan Data** near the top of the **Build Report** page.

4. Review the order of report pages in the **Selected Pages** panel. The order displayed here matches the order in which reports will appear when generated.
   - To better organize your pages, you can add sections to your report with the Add Sections button. This will add a new sub-section in your report to which you can combine similar pages to become a grouped section. A corresponding section page with the section name will be printed in the report.
   - To edit the position of report pages, drag and drop the page titles into the order you would like.

   > **Tip**: You can quickly select all report pages on the **Selected Pages** panel by clicking the **Check All** link.

5. When you are satisfied with these options, select **Build Report**.

   > **Tip**: If you run out of space on the **Select Pages** panel, you can select **Expand** « to enlarge the panel.

Creating a new template with Client Reporting

Follow these steps to create a new template:

1. From the **Select Report** page, select **Start a New Template**.
2. Select ✎ to enter a name and description for the template.
3. Use the **Select a category** menu to display a list of report pages for a category.
4. Report pages are displayed as tiles. Select **Add** for each tile you want to include in your template. To remove a tile, select **Remove**.
    - Report tiles are categorized by the following sections: **Summary**, **Current Plan**, **Proposed Plan**, and **Alternative Plan**.
    - Report pages display data for their section. For example, The **Cash Flow Surplus/Deficit** report page will display different data when selected for the Current Plan section than when selected for the Proposed Plan.

    Tip: You can view the report page tiles in summary view. To switch views, select ☰ or ⊞ from the **View** section.
5. Review the order of report pages in the **Selected Pages** panel. The order displayed here matches the order in which reports will appear when generated.
    - To edit the position of report pages, select the page(s) to be moved and use ▲ and ▼ to change the reports' position.
6. Make a selection from the **Page Orientation** menu.
    - **Portrait**: All report pages will appear in portrait mode.
    - **Landscape**: All report pages will appear in landscape mode.
    - **Mixed (Recommended)**: All report pages will appear in the orientation recommended by its designer.
7. When you are satisfied with these options, select **Save**.
    - If you have not yet entered a name for your template, you will be prompted to do so now.

Organizing templates

Follow the steps to organize templates for quick location:

1. Within the **Search** bar, type in the title of the template.

Or:

1. From the **Sort Order** dropdown, found on the right side of the ***Select Report*** tab.
2. Select either ***Alphabetical*** or ***Last Modified Date***.

Using a template to create a report

Follow these steps to generate a report using an existing template:

1. From the **Select Report** page, find the template you want to use to create a report and select **Use**.
2. Review the report pages included, **Page Orientation** and **Output Type** to ensure they are appropriate.
3. When you are satisfied with these options, select **Build Report**.

Adding custom content to a report

Follow these steps to add your own supplementary content (e.g. client's wills, other estate planning documents, etc.) in PDF format to a report:

1. From the **Build Report** page, select the **Custom Content** report tile.
2. Use the **Choose File** button to find your custom PDF.
3. Enter a **Title** for the custom content.
4. When you are satisfied with these options, click **OK**.

Note: The following requirements apply:

- Maximum of 1 PDF per report (10MB or less).

Custom Content can also be uploaded in User Preferences – Content Settings. After uploading, you can add these files to reports by selecting the category the content is uploaded under and press the **Add** button.

Converting Client reports to Microsoft Word output

Follow these steps to convert any generated Client report into a Microsoft Word (.docx) export file:

1. Select the pages to include in your report, then click **Build Report**.
2. Once the report is generated a blue bar appears near the top of the page. From this bar, click **Convert to Microsoft Word** to generate the report in Word format.

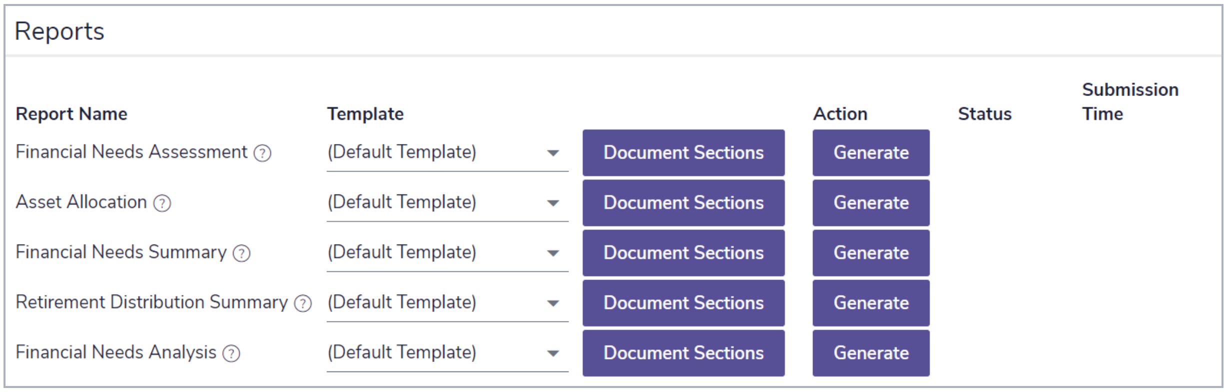
Legacy Reports

The following legacy client reports are available in NaviPlan for Level 1 and Level 2 Plans and are accessible from the **Results** – **Legacy Report** page:

Legacy Report	Description
Financial Needs Assessment	This report provides an overview of the clients' current financial situation and indicates whether the clients' goals are attainable.
Asset Allocation	This report demonstrates the effects that the clients' time horizon, risk tolerance, and asset allocation have on their portfolio returns. The clients' portfolio is calculated based on their existing accounts and related holdings.
Financial Needs Summary	This report provides an overview of your clients' current financial situation with special emphasis on their retirement goal. Typically, this report is used when the recommended plan has been finalized as the final presentation to the clients.
Retirement Distribution Summary	This report is useful to clients who are nearing or at retirement, and provides an in-depth review of the plan retirement period and the distribution of income the clients may expect in retirement. The report focuses on the apparent risks in the clients' current plan and how those risks have been reduced by strategies implemented in the proposed plan. It also shows a review of the fixed and total incomes as well as expenses during retirement.
Financial Needs Analysis	Level 2 This report provides a comprehensive view of the entire plan, including a summary of the clients' needs and objectives, the financial assumptions used in preparing the financial analysis, as well as additional strategies that could be implemented to achieve the objectives. The report includes summaries of the various analyses performed and recommendations and strategies that could be used to meet the clients' objectives. A synopsis of the analysis data is included.

To generate a Legacy report, follow these steps:

1. Go to the **Results** – **Legacy Report** page.



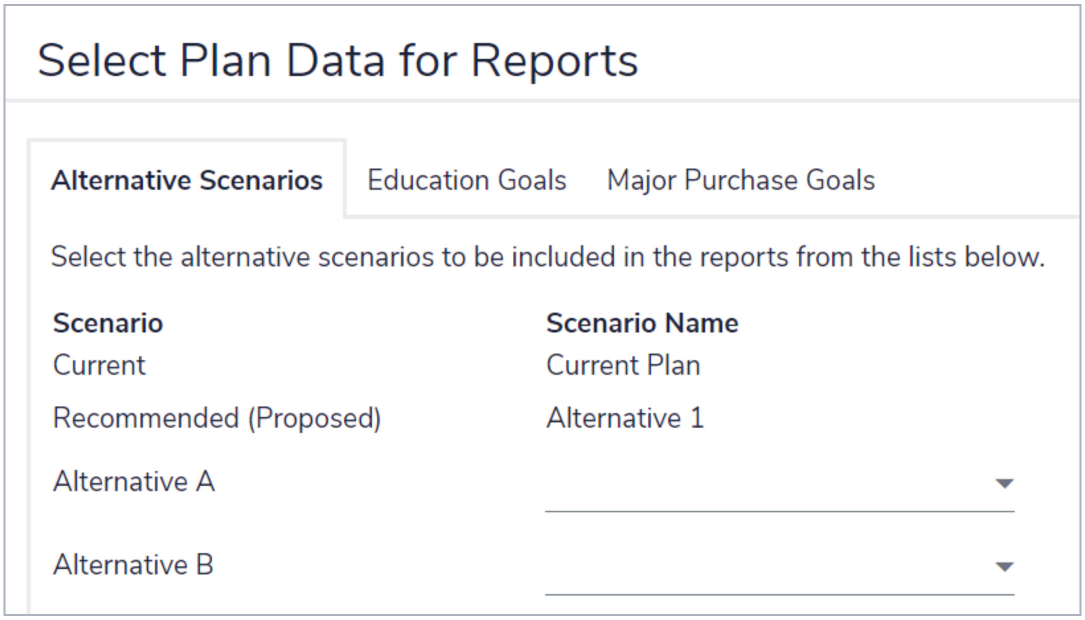
Reports

Report Name	Template		Action	Status	Submission Time
Financial Needs Assessment	(Default Template)	Document Sections	Generate		
Asset Allocation	(Default Template)	Document Sections	Generate		
Financial Needs Summary	(Default Template)	Document Sections	Generate		
Retirement Distribution Summary	(Default Template)	Document Sections	Generate		
Financial Needs Analysis	(Default Template)	Document Sections	Generate		

Results – Legacy Report

2. To include alternative plans in the Legacy reports, click **Select Pan Data**, and then select the alternative plans to include.

   > **Note:** The current and recommended plans are always included.



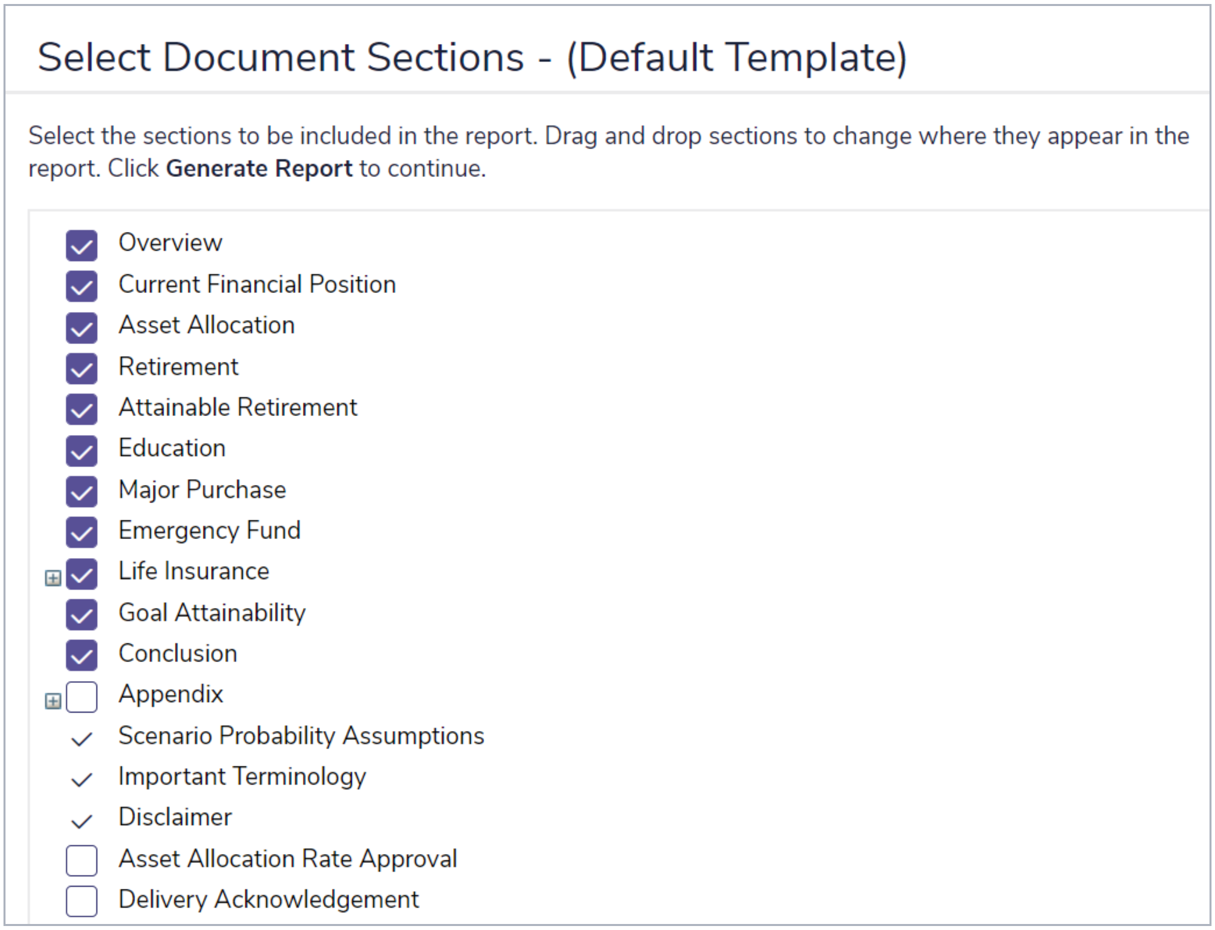
Select Plan Data for Reports

Select the alternative scenarios to be included in the reports from the lists below.

Scenario	Scenario Name
Current	Current Plan
Recommended (Proposed)	Alternative 1
Alternative A	
Alternative B	

Results – Legacy Report - Select Pan Data - Alternative Scenarios

3. If applicable, select a template to use for the report.
4. Click **Document Sections** for the report you want to generate.



Select Document Sections - (Default Template)

Select the sections to be included in the report. Drag and drop sections to change where they appear in the report. Click **Generate Report** to continue.

☑ Overview
☑ Current Financial Position
☑ Asset Allocation
☑ Retirement
☑ Attainable Retirement
☑ Education
☑ Major Purchase
☑ Emergency Fund
⊞ ☑ Life Insurance
☑ Goal Attainability
☑ Conclusion
⊞ ☐ Appendix
✓ Scenario Probability Assumptions
✓ Important Terminology
✓ Disclaimer
☐ Asset Allocation Rate Approval
☐ Delivery Acknowledgement

Results – Legacy Report - Document Sections

5. Select the sections you want included in the report.
6. To view the subsections for a section, click the ⊞ beside that section. The menu expands and subsections appear. Select or clear the options for the appropriate subsections.
7. To reorder report sections, click an applicable section, and then drag it to another location.
8. To save your selections as a template for this type of Legacy report, click **Save as Template**. Enter a name for the template, and then click **OK**.
   The templates you create can be managed on the **User Preferences** - **System Settings** dialog box – **Templates** tab (**Settings** menu – **System Settings**).
9. Click **OK**. NaviPlan saves your selections.
10. To generate the report, click **Generate**. If you generated this report before, this button appears as **Regenerate**. If you are using NaviPlan Online, the **Status** column updates. To view the report or view the status of other reports, see *"Using the Client Report Monitor" on page 103*.

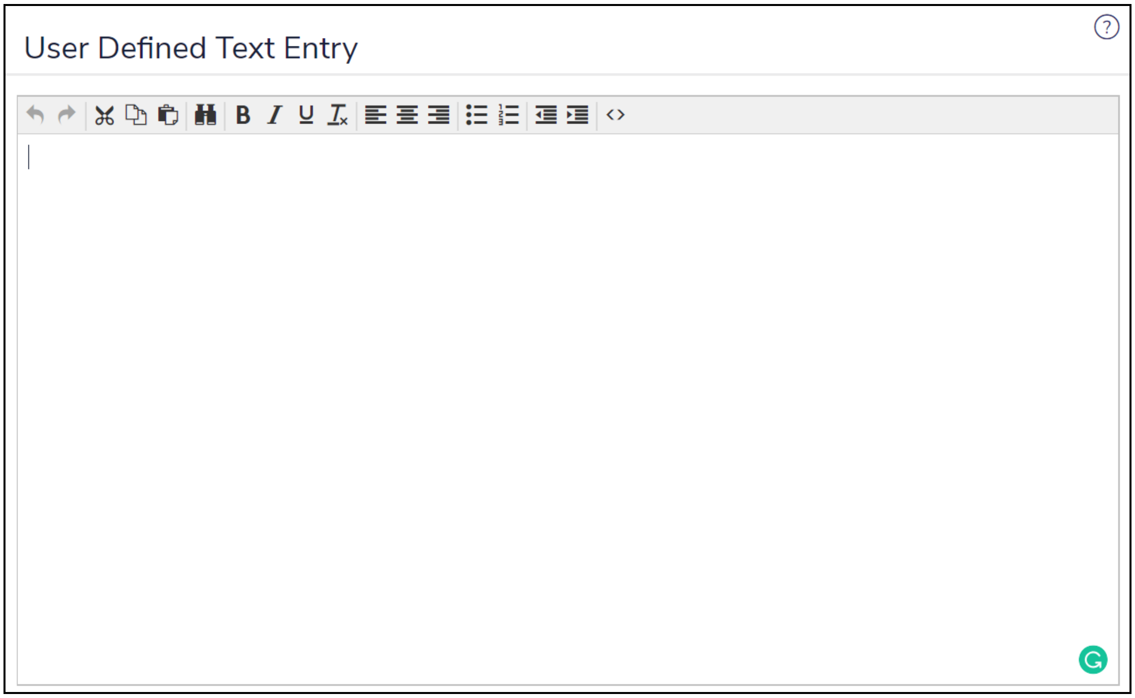
    Note: In NaviPlan Offline, you may have to click **Refresh** to update the **Status** column.

Preparing personal notes for reports

In NaviPlan, you can create and customize text that will be included in reports. Personalize your plans and presentations by entering text on goal progress, recommendations, and any specific action items you would like clients to pursue.

To enter personalized text for reports, follow these steps:

1. Go to the **Results** – **User Defined Text** page.
2. Under **User Defined Text Summary**, select the goal or category for the user-defined text.
3. Under **Objectives**, **Recommendations**, or **Action Plan**, click **Add**.



User Defined Text Entry

4. Enter the text in the dialog box, and then use the formatting buttons where applicable.

   > **Note:** A spelling checker is not available. Use your browser's spell-check or copy and paste plain text from Microsoft Word. Graphics are not supported.

5. If you would like to use this text across multiple plans or with multiple clients, select the **Save to my Quick Picks for future use** option.
6. When you are finished, click **OK**.
7. To edit an existing entry, click ✎ to reopen the **User Defined Text Entry** dialog box for that entry.
8. To reorder entries within a category, click **Move Up** or **Move Down**.
9. Repeat steps 2–8 until all your entries are complete.

Managing quick picks for user-defined text

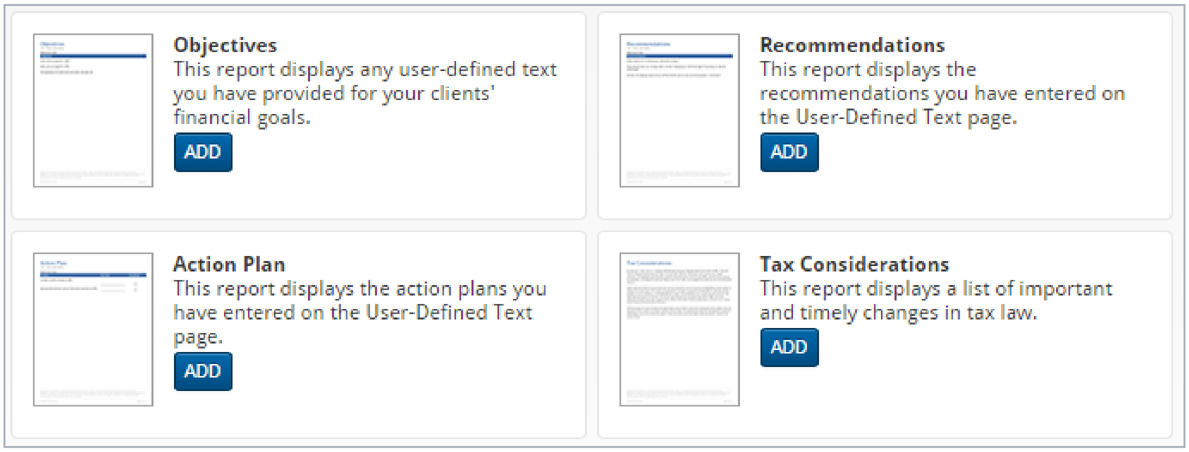
To access and manage any existing quick picks, follow these steps:

1. On the **User-Defined Text** page, select a goal or category from the **User Defined Text Summary** menu.
    - User-Defined text can also be updated from **User Preferences** - **Content Settings** - **User Defined Text Quick Picks**.
2. Click **Manage My Quick Picks**.
3. A list of all quick picks saved for the goal or category will appear.
    - To add a new quick pick, click **Add**.
    - To edit the content of an existing quick pick, click ✎.
    - To delete a quick pick, click ✕.
4. Once you've finished managing your quick picks, click **OK**.

Adding user-defined text to reports

To add your user-defined text to client reports, follow these steps:

1. Go to the **Results** – **Client Reports** page.
2. On the **Select Report** page, select either an existing template or click **Start a New Report**.
3. From the **Select a category** menu, select a goal or category.
4. Depending on the type(s) of user-defined text you entered (Objectives, Recommendations, or Action Plan), a report page will appear under the **Content** section.
5. Click **Add** to include the page(s) containing your user-defined text in the report.



Objectives
This report displays any user-defined text you have provided for your clients' financial goals.

Recommendations
This report displays the recommendations you have entered on the User-Defined Text page.

Action Plan
This report displays the action plans you have entered on the User-Defined Text page.

Tax Considerations
This report displays a list of important and timely changes in tax law.

Results – Client Reports

Using the Client Report Monitor

The **Client Report Monitor** allows you to continue using NaviPlan while generating legacy reports, can take between a few seconds to a few minutes.

Each time you click the **Generate** button for a report, NaviPlan creates a request in the **Client Report Monitor** and generates the report. You can view all requested and generated reports, only those reports with a **Completed** status can be opened. The **Client Report Monitor** is available from all the following areas:

- **Quick Actions** menu - **Reports**
- **Results** – **Legacy Report** page
- **Workflow** – **Status** page

To use the **Client Report Monitor**, follow these steps:

1. Generate a client or progress report
   OR
   From the **Quick Actions - Reports** menu, select **Client Report Monitor**.
2. Do one of the following:

To...	Do this...
List all reports for which you have access	Clear the **Show only reports for this plan** option.
View a complete report	Click the link for a report with the **Completed** status. The report opens in the format specified under **System Settings** – **Report Format**.
Delete a report	Click ✕ for the applicable report, or click **Delete All** to delete all listed reports, and then click **OK**.

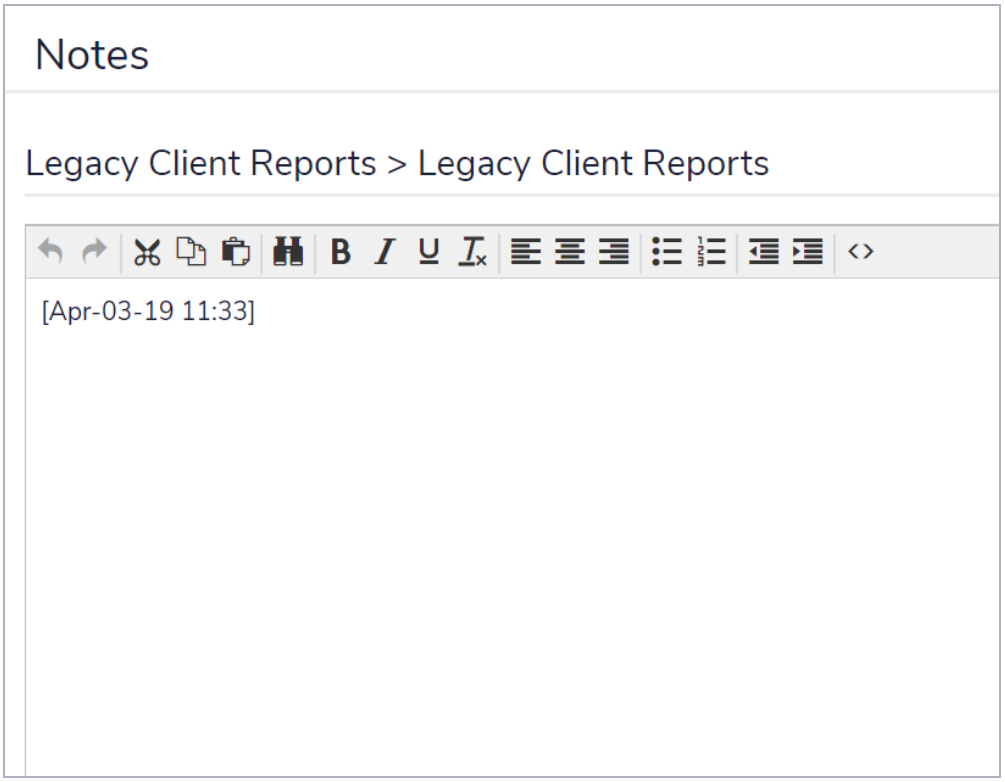
Note: If you close the **Client Report Monitor** while a report is generating the report will continue to process while you work in other areas of NaviPlan. If needed, you can generate additional reports while other reports are being processed. NaviPlan generates each report independently.

Adding notes for your own personal use

In NaviPlan, you can add notes for yourself that are not seen by the clients.

To enter personalized text for reports, follow these steps:

1. On any page within an open plan, go to **Quick Actions** -**Notes**, and then select **Add Note**.



[Apr-03-19 11:33]

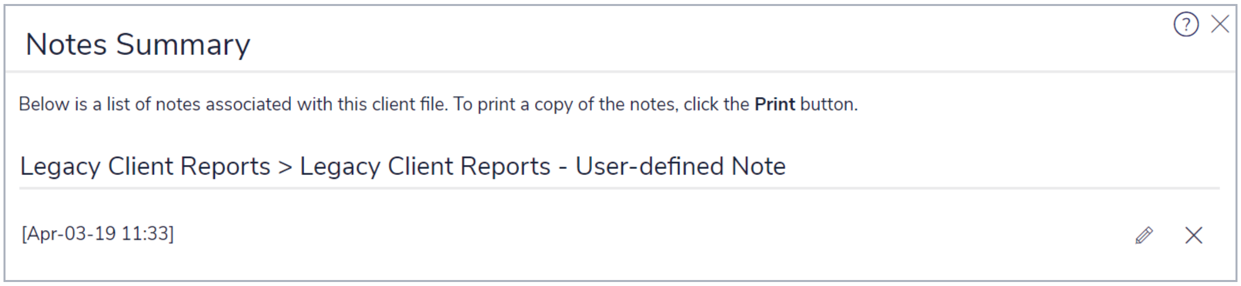
Quick Actions -Notes - Add Note

2. Enter the text into the dialog box, and then use the formatting buttons where applicable.

> **Note:** A spelling checker is not available. Use your browser's spell-check or copy and paste plain text from Microsoft Word. Graphics are not supported.

To view and print all notes that were entered for this plan, follow these steps:

1. On any page within an open plan, go to **Quick Actions** - **Notes**, and then select **View All Notes**.



Below is a list of notes associated with this client file. To print a copy of the notes, click the **Print** button.

Legacy Client Reports > Legacy Client Reports - User-defined Note

[Apr-03-19 11:33]

Quick Actions - Notes - View All Notes

Tracking success through Progress Reports

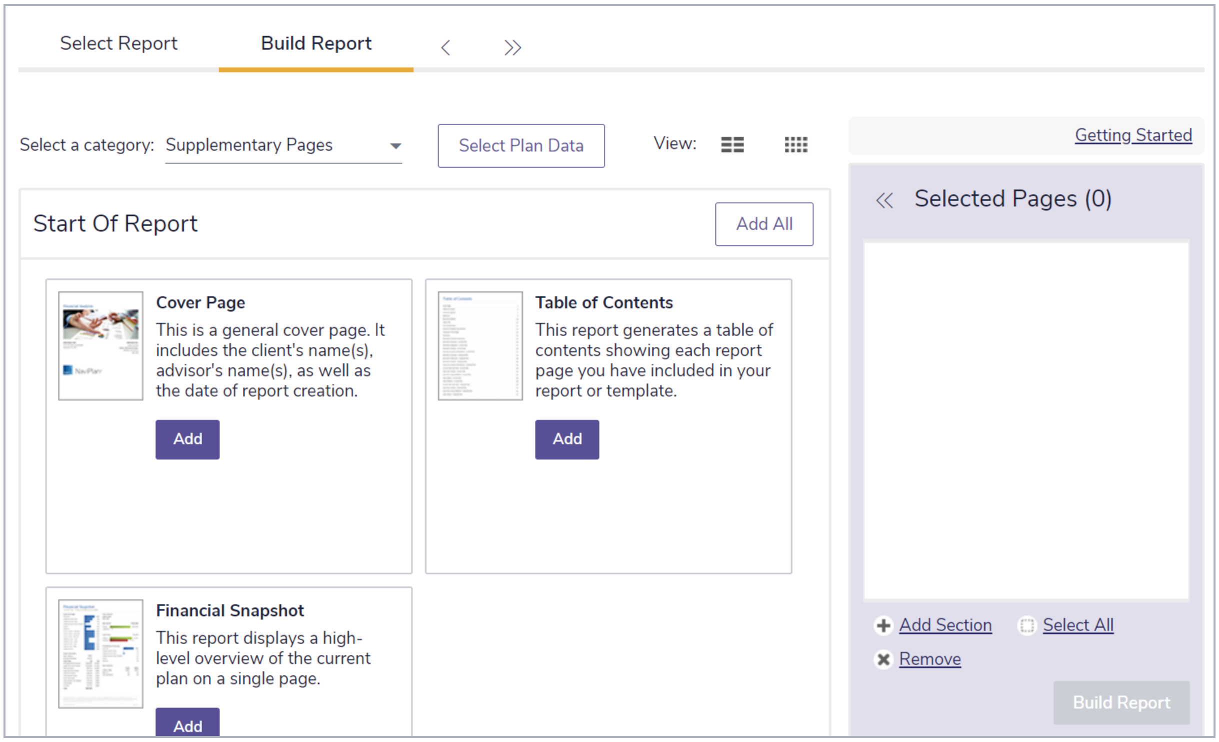
A progress plan allows you to track your clients' progress against an approved plan. Using this feature, you can update recent changes in income, account values, and expenses without affecting the approved plan or changing the clients' goals.

The progress plan is populated with information from the approved plan's **Current Plan** scenario. If any recommendations from the approved plan were not acted upon, you may have to make adjustments to the updated plan to accurately reflect the clients' current financial situation.

You can compare your clients' progress and the approved plan by generating a **Progress** report. This report helps you to determine how well your clients are staying on track towards attaining their financial goals.

To create a progress plan, follow these steps:

1. Go to the **Plan Management** – **Plan List** – **Plans** page.
2. Select the approved plan, and then click **Plan Options**, select the **Create Progress Plan**button and press **Engagement Options**. Choose your desired engagement and press finish. A copy of the approved plan appears in **Progress-Draft** status.
3. Open the newly created plan, and then update it with the clients' most recent data.
   Note: Navigation may be slightly different in progress plans. For information about these differences, search for "Progress Plans" in the application Help.
4. Go to the **Results** – **Client Report** page.
5. Select **Start a New Report**, then choose desired reports.



Select a category: Supplementary Pages

Cover Page
This is a general cover page. It includes the client's name(s), advisor's name(s), as well as the date of report creation.

Table of Contents
This report generates a table of contents showing each report page you have included in your report or template.

Financial Snapshot
This report displays a high-level overview of the current plan on a single page.

Results - **Client Reports** - **Build Report**

6. Click **Build Report** to create progress report.

To Build Templates for **Progress Reports**:

1. Go to the **Results** – **Client Report** page.
2. Select **Start a New Template**, and name the template, you may also add a description.
3. Choose your desired reports from the lists, and press **Save.**

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