# Financial Mappers® Pro

# **Masterclass**

# **Report Templates**

Please Note: Information in all Masterclass Documents is intended to assist the Financial Adviser and Paraplanners to get maximum benefit from Financial Mappers and its many features. This information should not be considered as giving Financial Advice or advice you should pass on to your clients.

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1300 162 945

Plencore Online Pty Ltd is a wholly owned subsidiary of Plencore Wealth Ltd and is the online retail section of the company. For additional information about the software, contact Glenis Phillips, the concept designer. (glenis.phillips@financialmappers.com.au or phone Direct Line)

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# Introduction

To assist advisers, *Financial Mappers* has created a large number of Template Reports. The increase has resulted from advisers requesting a specific style of Report, and these have been shared, in case other advisers require similar reports.

# **Adding a Template Report**

The **Report Builder** is restricted to team members who have the role of **Chief FM Administrator**. If you have any requests for changes to reports, you should contact this person.

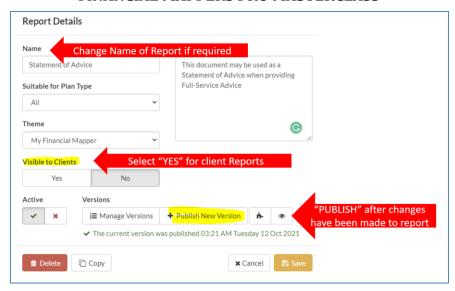
The *Chief Administrator* can **EDIT** these template reports. Some reports are excessively populated. The aim is to give the adviser choices. So you should review each template and make changes as required. It is a simple matter to use use the **DELETE** icon to remove either SmartPanels or whole sections.

Simply **COPY** the Template Report and then **EDIT** the Report after it has been located to your list of Reports.

Note you must **PUBLISH** a new version every time you change a Report. This is found by clicking on the name of the Report.

All reports default to "**Not Visible to Clients**". All the Template Reports preceded by "**My**" are intended for client use. However, you will need to activate the "**Make Visible to Clients**".

The name of the report can also be changed.



## **Cover Page**

Format the Cover Page so that all reports are uniform.

Note you can use the Adviser Profile, in *Account Details*, so that the report automatically selects the name of the adviser providing the report.

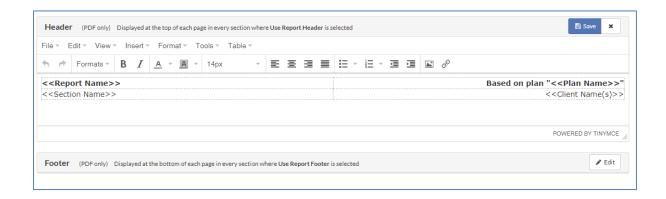
#### **PLEASE NOTE:**

Every adviser should have their account and pay the fees associated with that account. Sharing log-ins to avoid paying fees leaves the company open to legal issues. These *Statements of Advice* are legal documents and should be generated in the name of the adviser providing the advice.



## **Report Header**

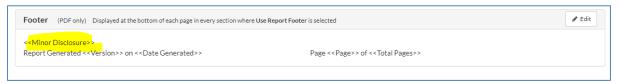
These are the default entries for the Header. The details can be changed to include additional *Placeholders*. For example client's DOB or Company Name.



#### **Report Footer**

The Report Footer default was required by our legal advisers for use with consumers. You should delete this Placeholder, "*Minor Disclosure*" and replace it with text suitable for your Company's short-form Disclosure Statement.

For legal reasons, you should not remove the information on the second row.



# **Error Message in SOA Editor Panels**

Sometimes formatting errors occur, particularly when using the Copy/Paste with unusual characters. This may result in the panel not being SAVED (staying Yellow)

If something like this goes wrong while the PDF is being generated, the user will get a red error message on the screen and the download will be aborted.

If you experience any problems, contact Support.

## **Images**

Images are used to make the reports more engaging. This is important when using the *Client Review Gateway* and you have no graphs for that section on the right-hand side. It is easy to remove or change the images.

# **Placeholders for Licensing Information**

The software will shortly be updated to include Placeholders for *Licencing Information*. When completed, you will be able to insert this information where required. This document will be updated when completed. Below is a list of information being created. If something has been missed, please advise and it will be included.

- Name of Australian Financial Services License (AFSL)
- AFSL Number
- •Name of Corporate Authorised Representative
- Corporate Authorized Representative ABN
- Corporate Authorized Representative Number
- •Authorized Representative Number
- Credit License Number

# **Using the Client Review Gateway**

Financial Mappers have been designed so the adviser can engage with clients at the meeting by using the chevron Client Review. This module is designed so that reports discussed during the meeting can be sent via a link. This allows your client to continue reviewing the content after the meeting. Additional supporting documents can be uploaded, including your FSG. You may want to include reports such as:

- The First Five Years
- Insurance Needs Evaluation
- Comparing Two Plans
- A PDF copy of the Report

It may be that you have one version of the report, with the additional graphics for the meeting, but a more simple plain text version for the PDF. It is simply a matter of making a **COPY** of the Report and then editing out some of the graphs and images.

Another feature of the *Client Review Gateway* is your educational content can be uploaded, together with information from ASICs Money Smart.

Finally, the client can ask questions to which the adviser can reply, with all the information being stored for compliance.

This document will show the details of the Recommended Reports:

# **Adviser Reports:**

- Statement of Advice
- Simple Statement of Advice for 5-years
- Plan Map (Illustrated)
- First Five Years of Client's Plan
- Debt Management Report
- Summary Report of Client Plan

# **Client Reports:**

- My Plan Map (Illustrated)
- My Plan Summary
- My Plan Review
- My Debt Management Report
- My Property Report

This is the full list of reports (as of October 2021)

Templates @			
Name	Plan Type		
Debt Management Report	All	<b>@</b>	•
First 5-Years of Client Plan	All	<b>@</b>	•
Generate Graphs for SOA	All	<b>@</b>	•
My 5-Year Savings Plan	Savings	@	•
My Debt Management Report	All	<b>@</b>	•
My Plan Map (Illustrated)	All	<b>@</b>	•
My Plan Review	All	@	•
My Plan Summary	All	<b>C</b>	•
My Property Report	All	<b>@</b>	•
Plan Map (Illustrated)	All	<b>@</b>	•
Plan Review	All	ළු	•
Retirement Plan Report	Drawdown	ළු	•
Review of Retirement Accounts	All	<b>අ</b>	•
Short Form COVID-19 Super Access	All	ළු	•
Simple Statement of Advice for 5-Years	All	ළු	•
Statement of Advice	All	ළු	•
Statement of Advice - (Insurance Only)	All	ළු	•
Statement of Advice for Retirees	All	ළු	•
Summary Report of Client Plan	All	අු	•
Wealth Tracker Performance Review	All	e <sub>0</sub>	•
Wealth Tracker Performance Review (Investments)	All	<b>4</b> 2	•
Wealth Tracker Performance Review (Short Version)	All	4	•

# **Statement of Advice**

This **Statement of Advice** includes all the **SOA Editor Panels 1 – 20**. If you wish to use any of the Custom Panels, you will need to add them to your Report.

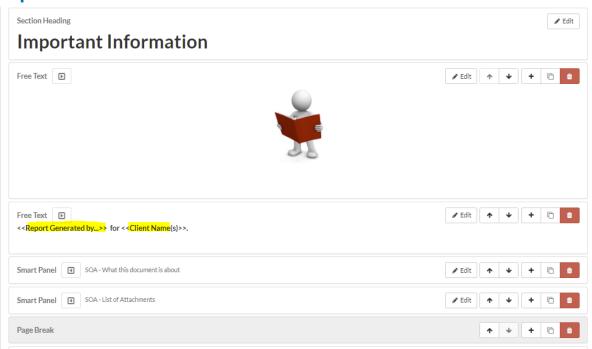
Some of the SOA panels are similar and are generally grouped in the report. You should only use the ones you require. Remember that if you do not use a panel, no information is entered in the Report. For this reason, you need to **Type the Heading**, using Format Headings 2. (Do not copy/paste the SOA headings)

# **Sections**

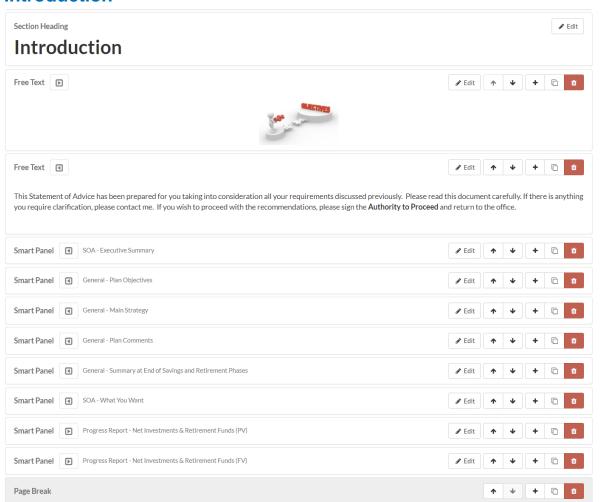
## **Sections**

Sections	
Important Information	↑ <b>↓</b> + □ <b>□</b>
Introduction	↑ ↓ + □ ·
Review Dashboard	1 V + 0 0
The First 5-Years	1 V + 0 0
Investment Targets	1 V + 0 0
Lifestyle Goals and Milestones	1 V + 6 0
Asset Allocation	1 V + 6 0
Investment Profile & Other Statistics	1 V + 6
Factors taken into Consideration	↑ ¥ + 6 <b>1</b>
My advice accompanying this recommended financial plan	↑ ↓ + □ <b>□</b>
Insurance	↑ ↓ + © <b>û</b>
Improving your Money Management Skills	↑ ↓ + © <b>û</b>
Cash Flow Summary	↑ ↓ + □ <b>•</b>
Assets & Liabilities	↑ ↓ + © <b>•</b>
Salary and Retirement Income	↑ ↓ + © <b>•</b>
Know your Assets	↑ ¥ + 6 <b>û</b>
Know your Home and Investment Debts	↑ ↓ + © <b>•</b>
Know your Personal Debts	↑ ↓ + © <b>1</b>
Know your Retirement Accounts	↑ <b>↓</b> + □
Fees, Costs and Commissions	↑ ↓ + □ ·
Authority to Proceed	↑ ↓ + © •

# **Important Information**

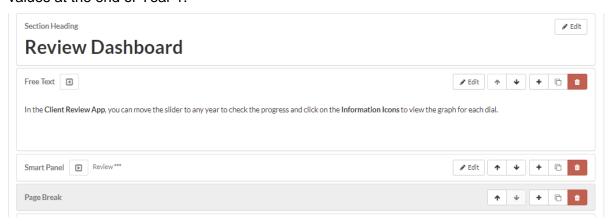


## Introduction

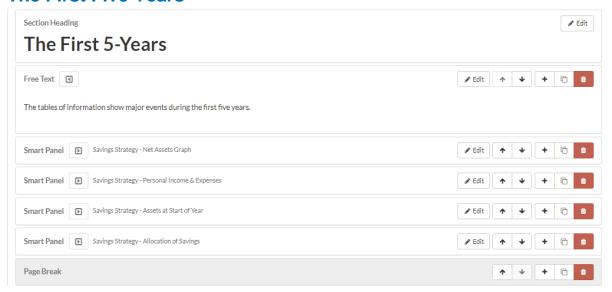


#### **Review Dashboard**

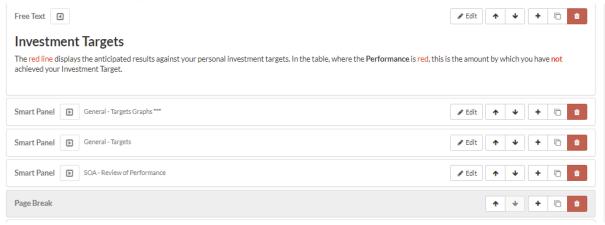
This has been included to use in the Client Review Gateway. In the PDF, it is not dynamic. You may want to have different versions for the two options. The dashboard displays the values at the end of Year 1.



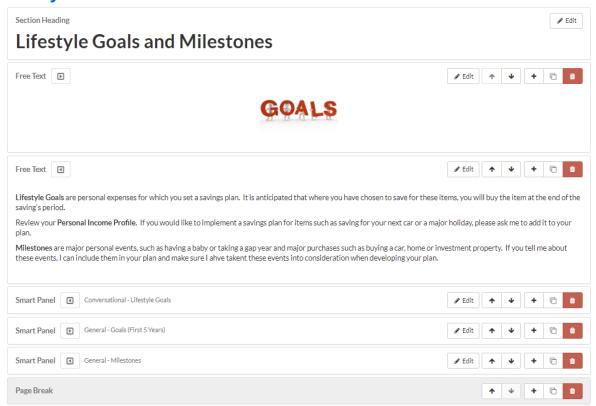
#### The First Five Years



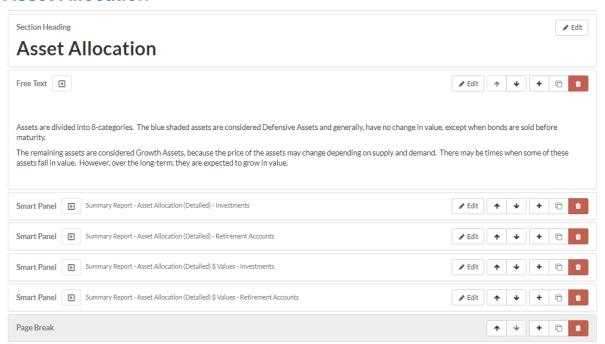
# **Investment Targets**



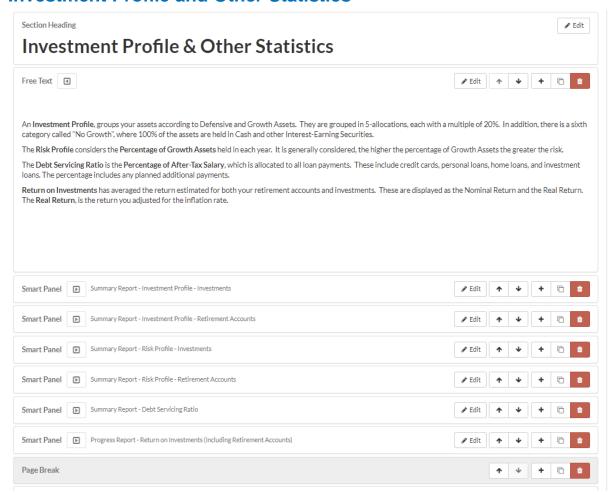
## **Lifestyle Goals and Milestones**



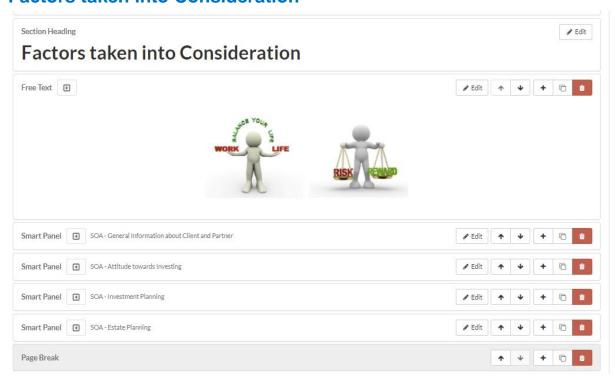
#### **Asset Allocation**



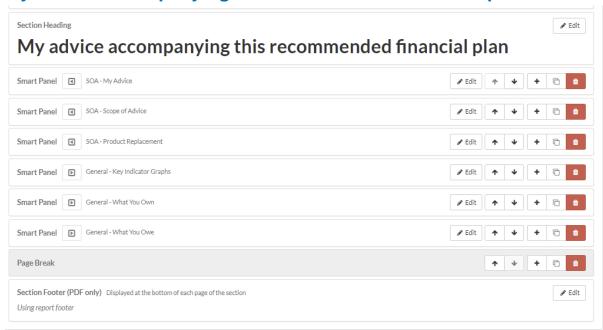
#### **Investment Profile and Other Statistics**



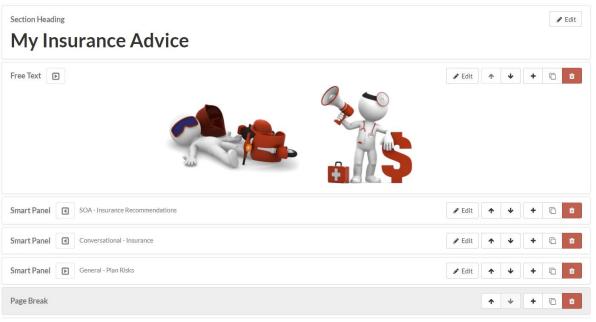
#### **Factors taken into Consideration**



# My advice accompanying this recommended financial plan



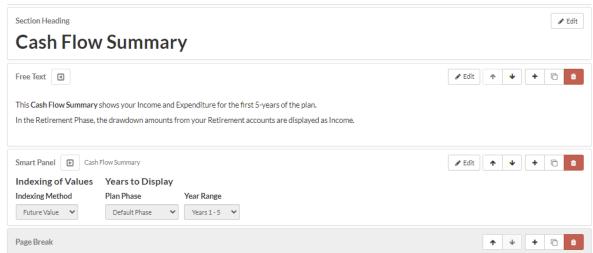
# **My Insurance Advice**



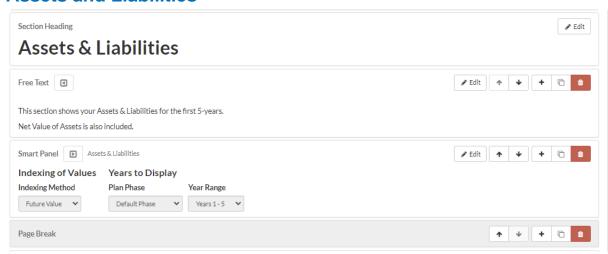
# **Improving your Money Management Skills**



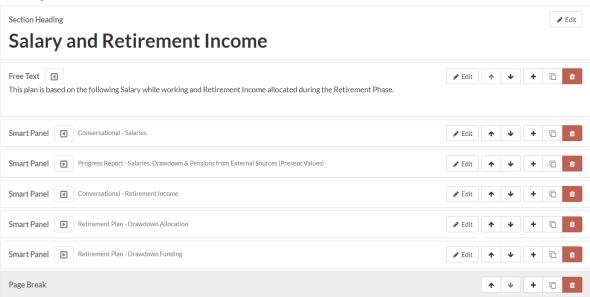
# **Cash Flow Summary**



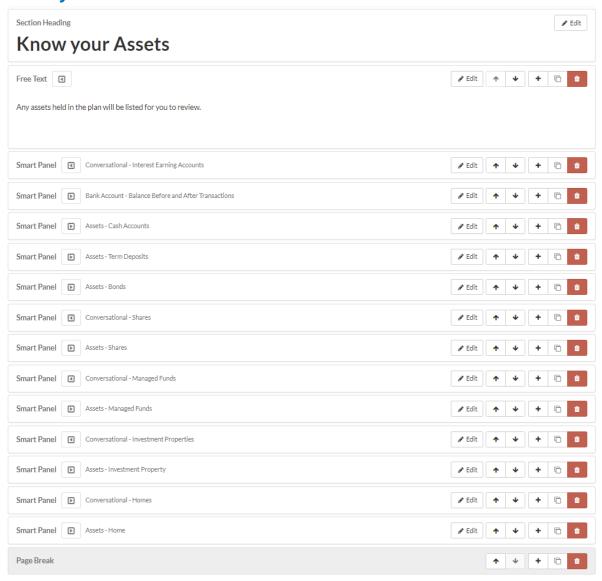
#### **Assets and Liabilities**



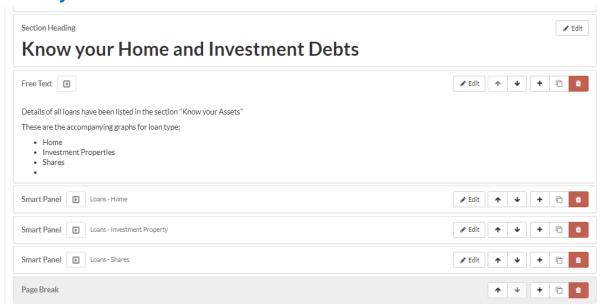
# **Salary and Retirement Income**



# **Know your Assets**



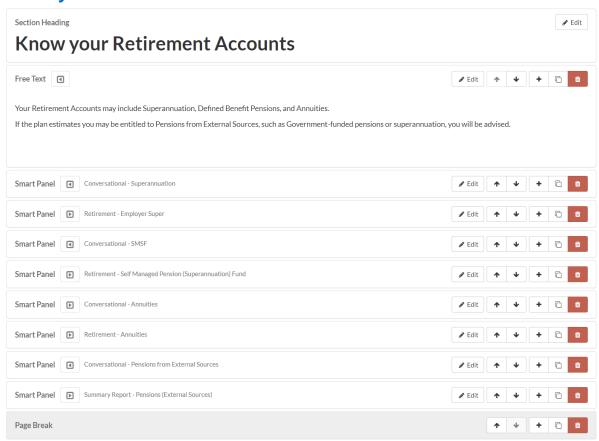
# **Know your Home and Investment Debts**



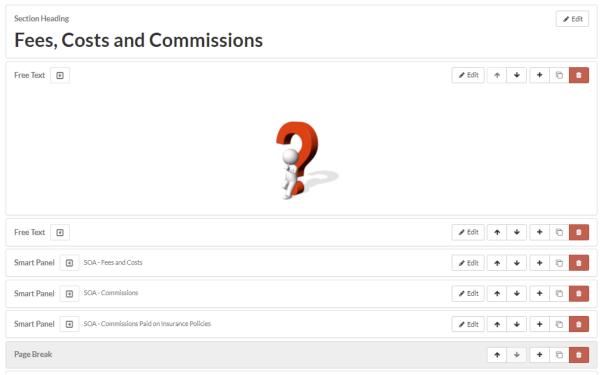
# **Know your Personal Debts**



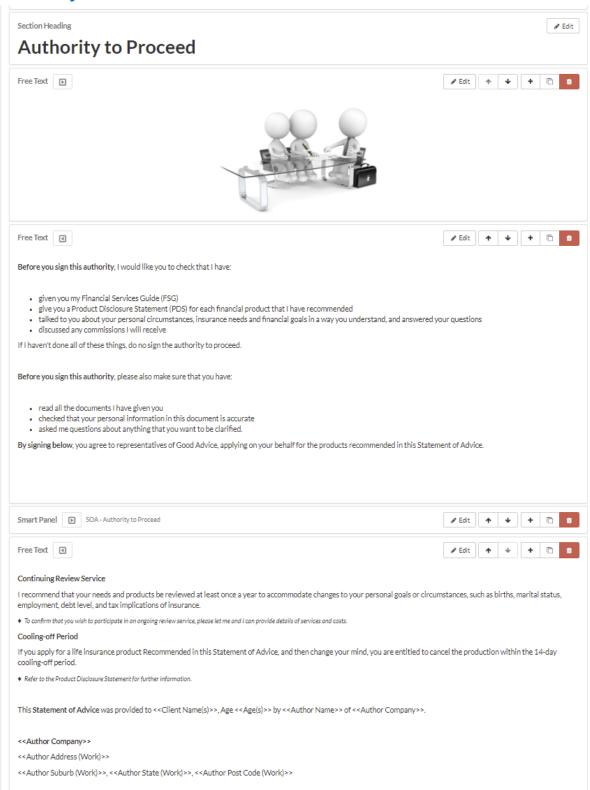
# **Know your Retirement Accounts**



# Fees, Costs and Commissions



# **Authority to Proceed**



# **Simple Statement of Advice for 5-years**

This SOA is intended for short simple advice where no advice is given for *Insurance*, *Superannuation* or *Financial Products*. It is intended for online low cost advice and as a lead generator for new clients. Please check that the Free Text information meets your Compliance Requirements and that the information regarding fees is correct. (No values are included in the template version)

None of the SOA Editor panels are included except the "List of Attachments". All advice needs to be recorded in the three panels on the chevron Objectives. (Refer to the Masterclass document relating to Conversational SmartPanels.)

There are two points of view regarding this type of short, limited advice. Some believe it is more appropriate to all the report *Strategy Document for 5-Years*, as you are not providing product recommendations and just given options to the client. Others believe that once you make any recommendation, such as how to reduce debt, you must provide an SOA. This Simple SOA for 5-years, should meet all the requirements of an SOA.

We believe this plan and associated document, which may be a *Simple Statement of Advice for 5-Years* or a *Strategy Document for 5-Years* can be completed in less than one hour. The process is:

- Client is given an account (for a small additional fee) and the client completes what
  we call the mini Fact Find. There is a section called About Me and My Family,
  together with the Starting Position which includes their current salary, assets and
  liabilities, milestones and how much they want to allocate to savings.
- The Adviser or Paraplanner imports the client entered data into a plan.
- The Adviser optimizes the plan according to the Objectives for the next 5-years provided by the client.
- On the Chevron Objectives, the Adviser completes three panels Plan Objectives,
   Main Strategy and General Comments. Remember this is intended to be a very basis plan with no insurance, superannuation or product recommendations.
- Either the **Statement of Advice for 5-Years** or the **Strategy Document for 5-Years** can be generated. Our Conversational SmartPanels convert to easy-to-read text, all the details of the plan.
- The Adviser shares the plan with the client, so they can review the plan, which includes the information the adviser has written on the Objectives Chevron.

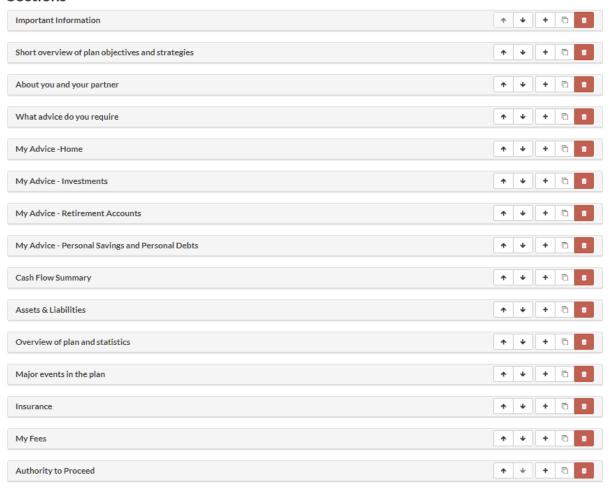
- When the client registers their account, they are added to an automated Financial
   Literacy Program which is included in the software.
- The client can create their own plans in the software and experiment with concepts presented in the Financial Literacy Program
- The client can reach out for additional advice at any time for which they will pay your normal fees.
- The adviser may want to "Value Add" by including the cost of an online meeting to discuss the plan.

There is a Masterclass Document *Simple Statement of Advice or Strategy Document* for a more detailed explanation.

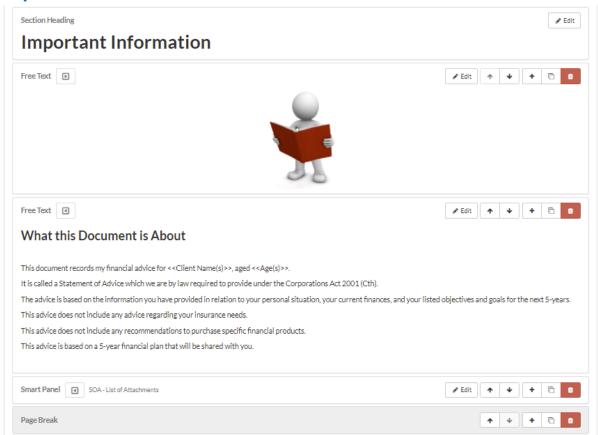
There is also video called Five Year SOA or Strategy Document.

#### **Sections**

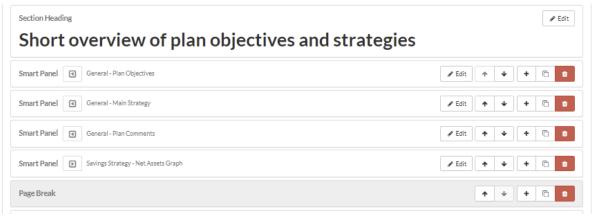
#### Sections



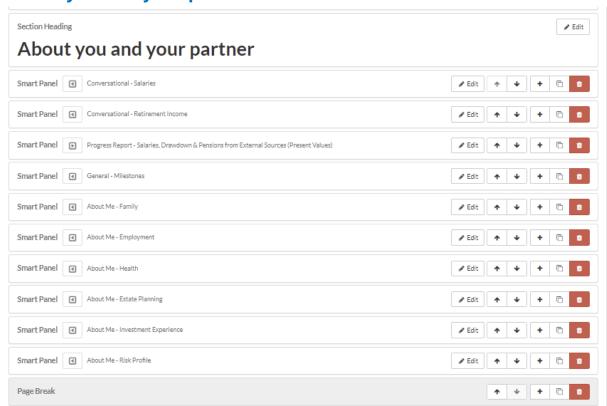
# **Important Information**



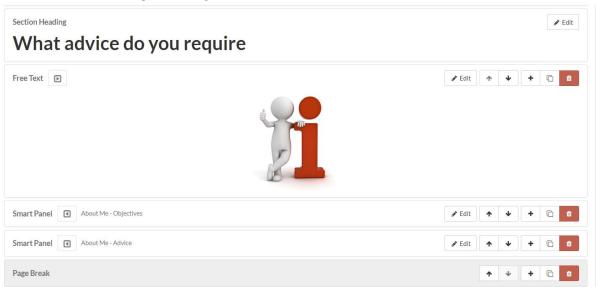
# Short overview of plan objectives and strategies



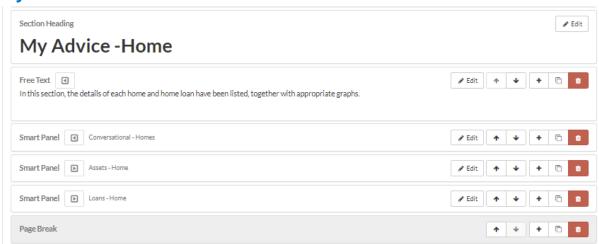
# About you and your partner



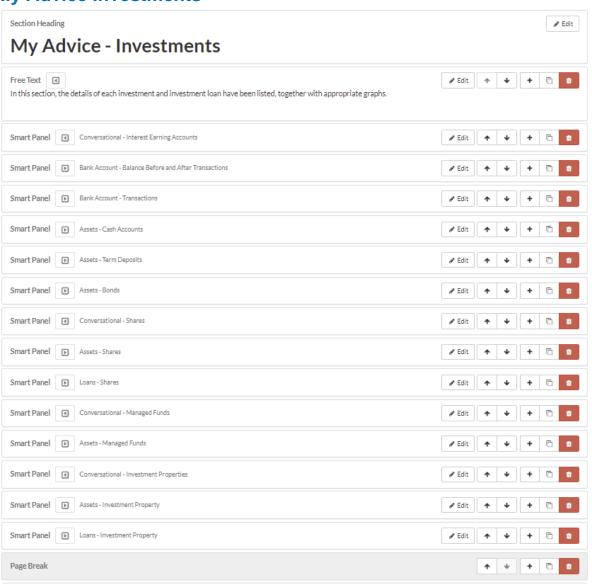
# What advice do you require



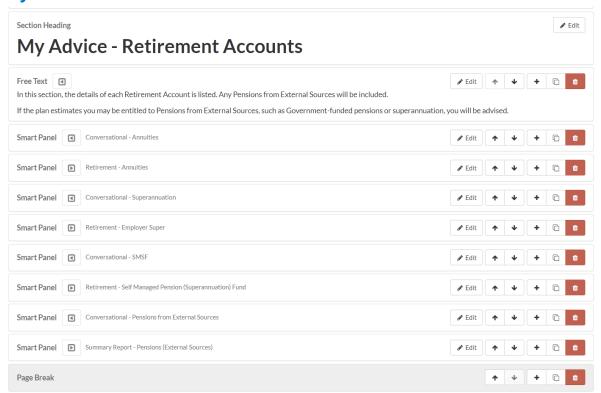
# My Advice - Home



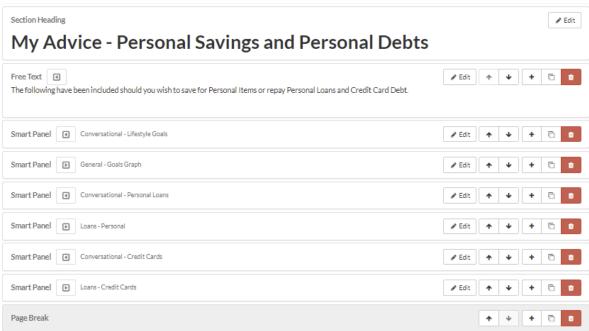
# **My Advice Investments**



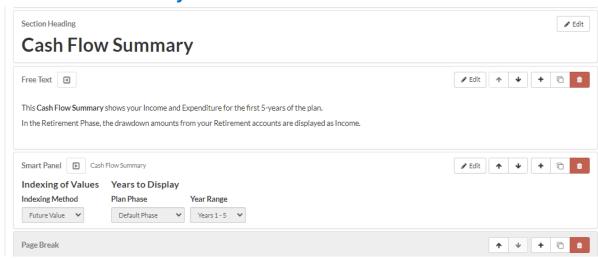
# **My Advice - Retirement Accounts**



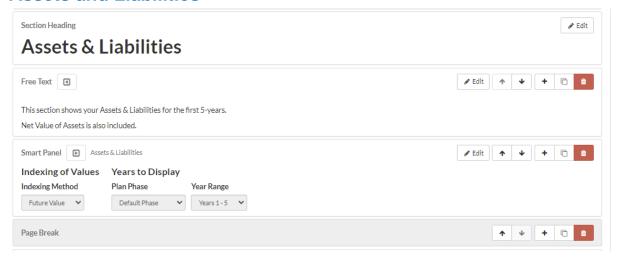
# **My Advice – Personal Savings and Personal Debts**



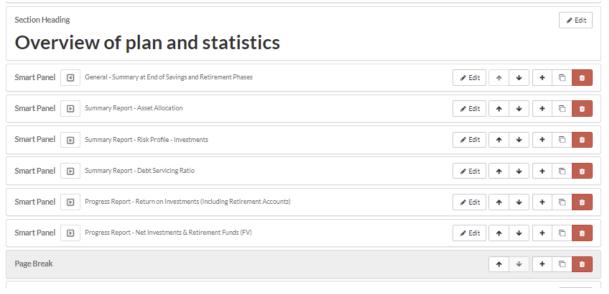
## **Cash Flow Summary**



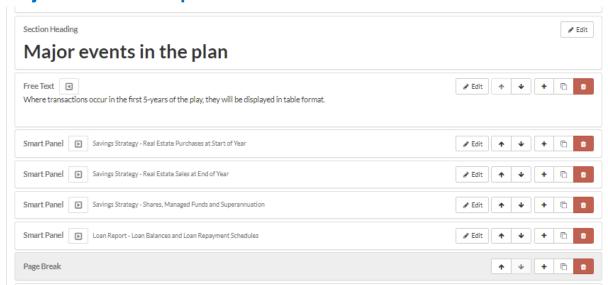
#### **Assets and Liabilities**



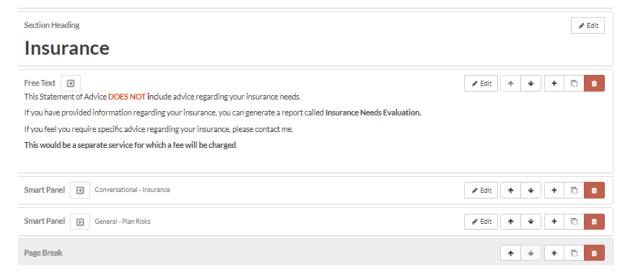
# Overview of plan and statistics



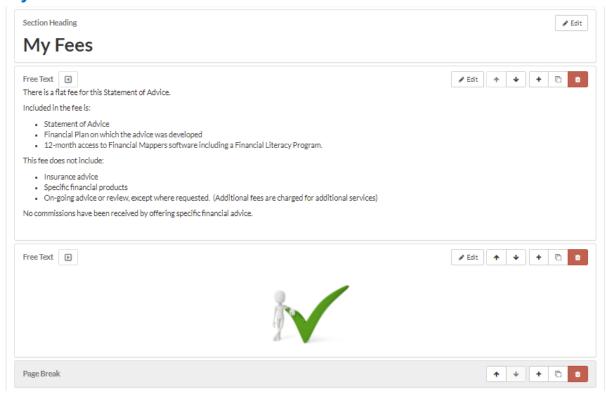
### Major events in the plan



### Insurance



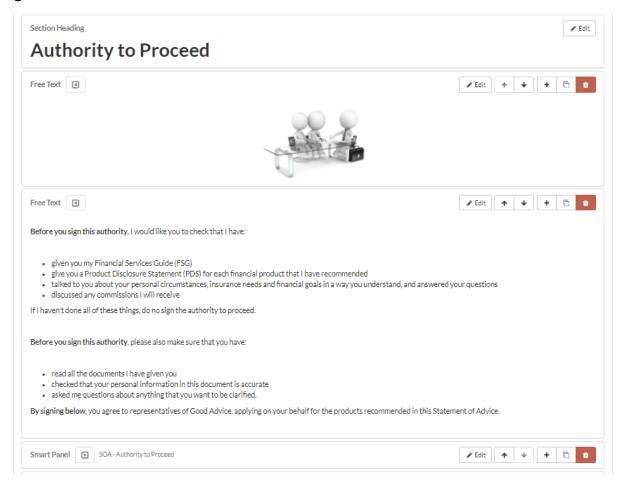
### **My Fees**



### **Authority to Proceed**

Since the SOA does not make recommendations to purchase insurance or financial products, this section may not be required.

S



# **Strategy Document for 5-years**

This is a duplication of the above report, but the emphasis is moved to *Strategies* rather than advice.

### **Table of Contents**

Important Information

Short overview of plan objectives and strategies

About you and your partner

What advice do you require

My Strategy -Home

My Strategy - Investments

My Strategy - Retirement Accounts

My Strategy - Personal Savings and Personal Debts

**Cash Flow Summary** 

**Assets & Liabilities** 

Overview of plan and statistics

Major events in the plan

Insurance

My Fees

The section What this Document is About has been changed.

#### What this Document is About

 $This document \, records \, my \, recommended \, financial \, strategies \, for \, John \, Abbott \, and \, Sue \, Abbott, \, aged \, 50 \, and \, 50.$ 

The strategies are based on the information you have provided in relation to your personal situation, your current finances, and your listed objectives and goals for the next 5-years.

This advice does not include any advice regarding your specific superannuation or insurance needs.

 $This \ advice \ does \ not \ include \ any \ recommendations \ to \ purchase \ specific \ financial \ products.$ 

 $These \ strategies \ have \ been \ developed \ in \ a \ 5-year \ financial \ plan \ that \ will \ be \ shared \ with \ you.$ 

If you later find you would like to implement the recommended strategy, you are most welcome to reach out for specific advice regarding superannuation, insurance, or financial products. However, this service would incur additional fees, which I am happy to discuss with you.

# Plan Map (Illustrated)

This report supplements the report, *Plan Map* found in the *Financial Mappers* software.

That report is not illustrated with graphs, apart from a small selection at the end of the report.

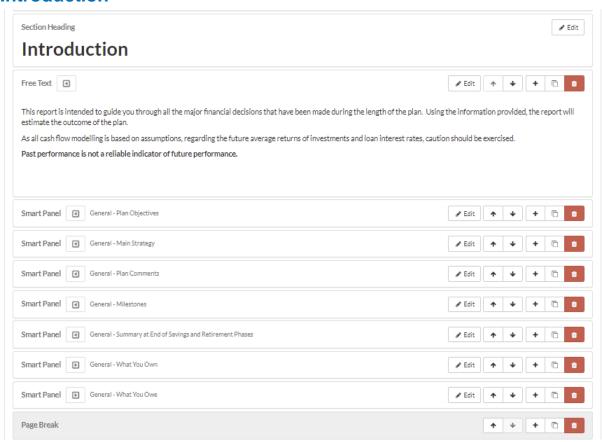
This report is intended to allow you to demonstrate during a meeting what you have created in the plan. If you have Connect Clients, with whom you share the plan, they can review the plan in the report *My Plan Map (Illustrated)* in their **Review Plan** chevron.

### **Sections**

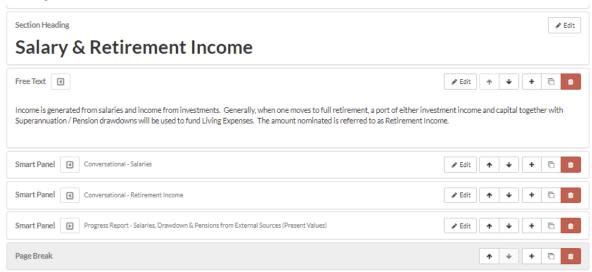
#### Sections



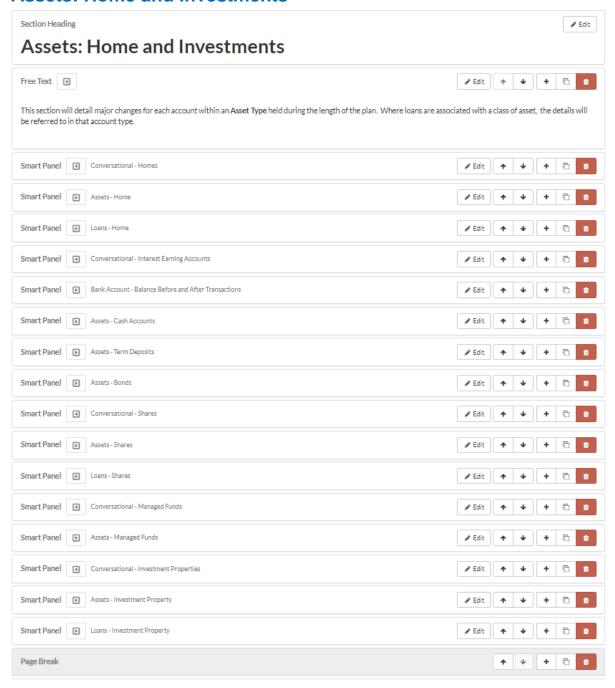
### Introduction



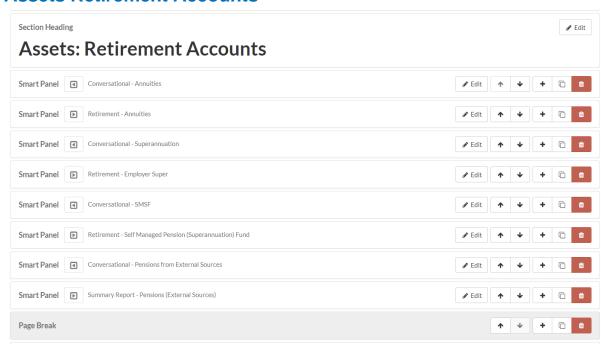
# **Salary and Retirement Income**



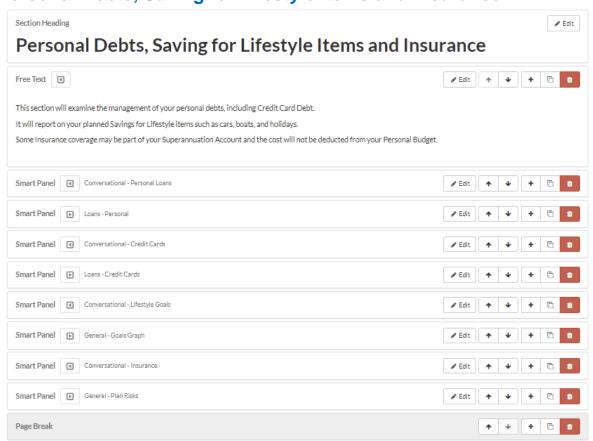
### **Assets: Home and Investments**



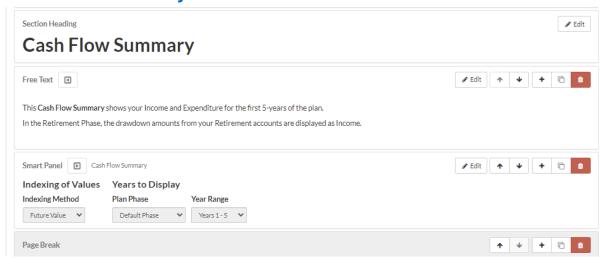
### **Assets Retirement Accounts**



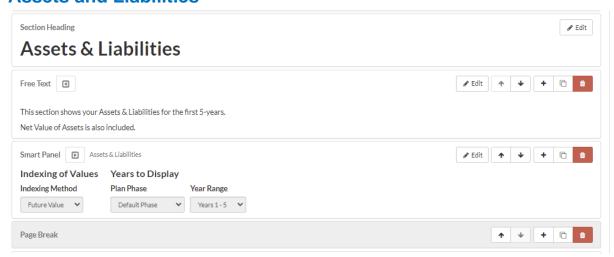
### Personal Debts, Saving for Lifestyle Items and Insurance



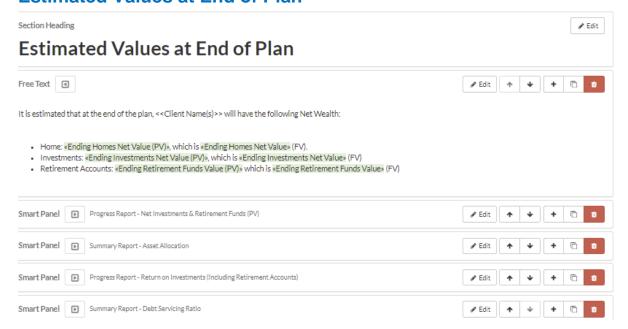
### **Cash Flow Summary**



### **Assets and Liabilities**



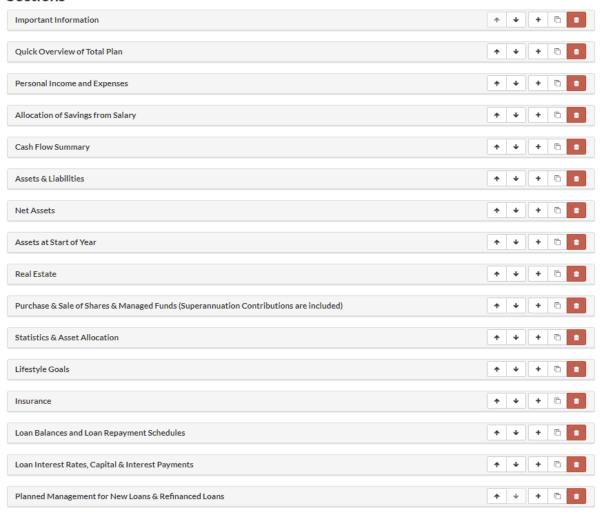
### **Estimated Values at End of Plan**



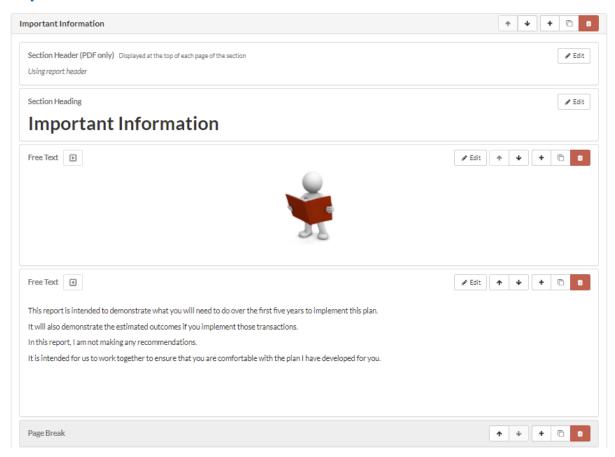
# **First Five Years of Client's Plan**

### **Sections**

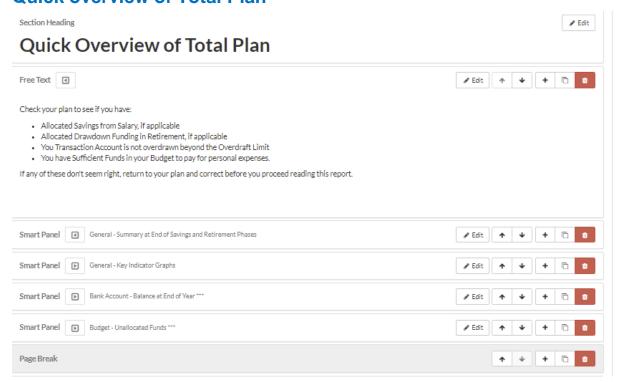
#### Sections



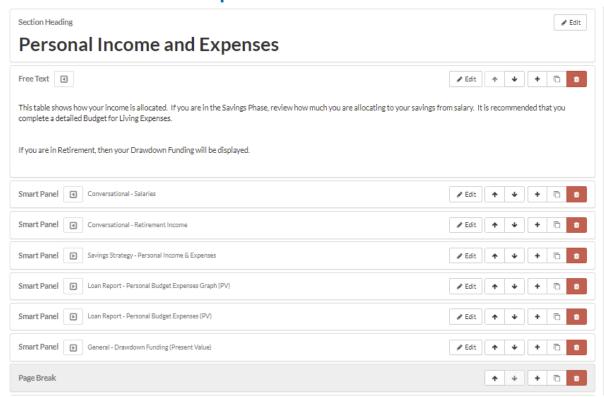
### **Important Information**



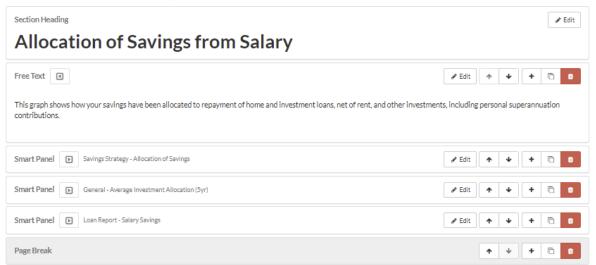
### **Quick overview of Total Plan**



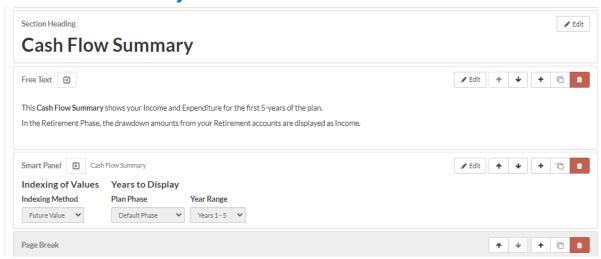
### **Personal Income and Expenses**



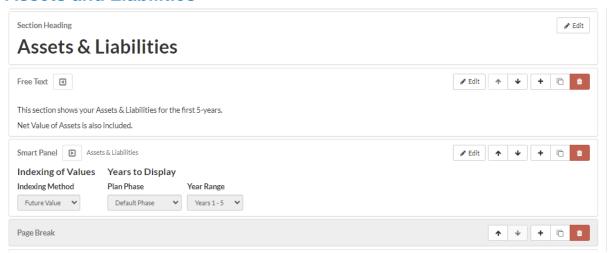
### **Allocation of Savings from Salary**



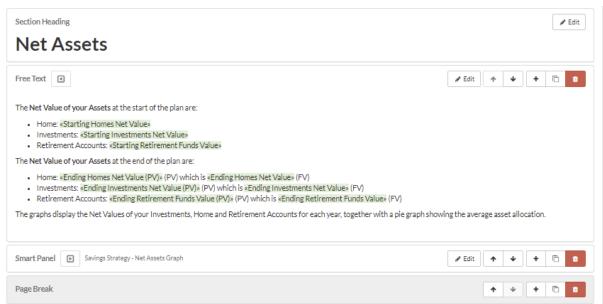
### **Cash Flow Summary**



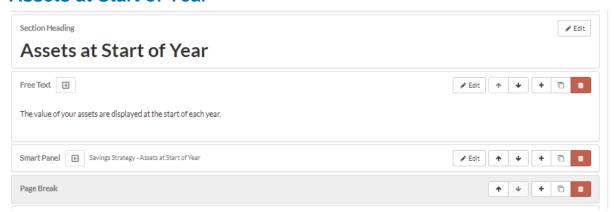
### **Assets and Liabilities**



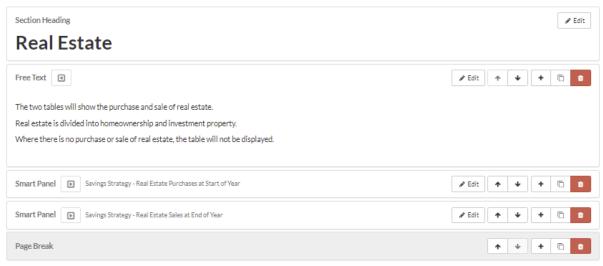
### **Net Assets**



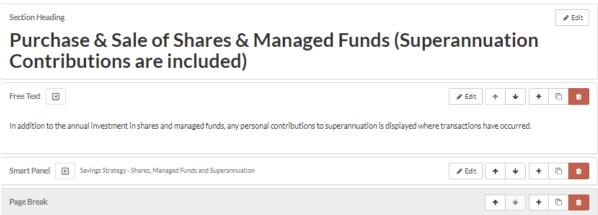
### **Assets at Start of Year**



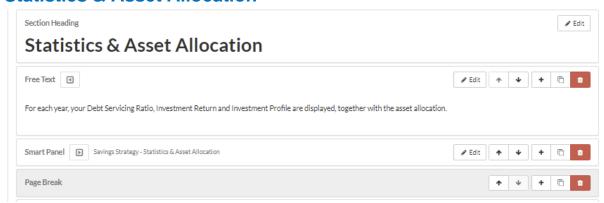
### **Real Estate**



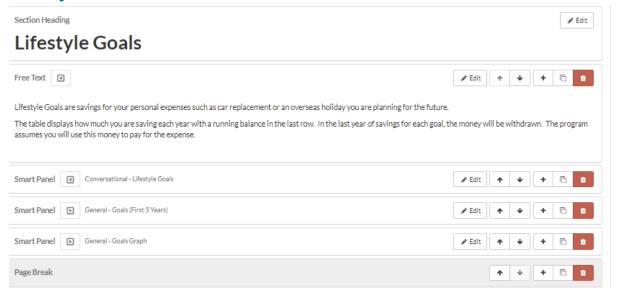
# Purchase & Sale of Shares & Managed Funds (Superannuation Contributions are included)



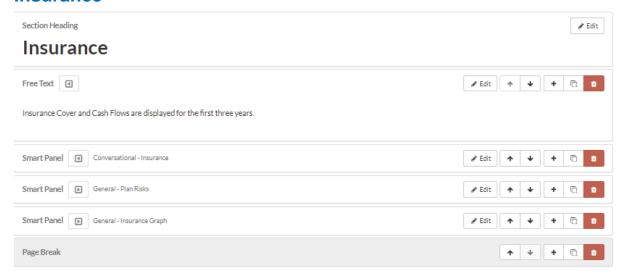
### **Statistics & Asset Allocation**



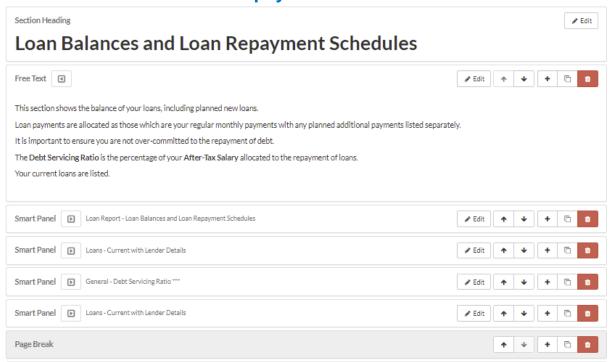
### **Lifestyle Goals**



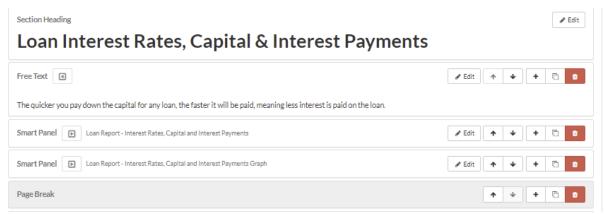
#### **Insurance**



### **Loan Balances and Loan Repayments Schedules**



### **Loan Interest Rates**



### **Planned Management for New Loans & Refinanced Loans** Section Heading Edit Planned Management for New Loans & Refinanced Loans

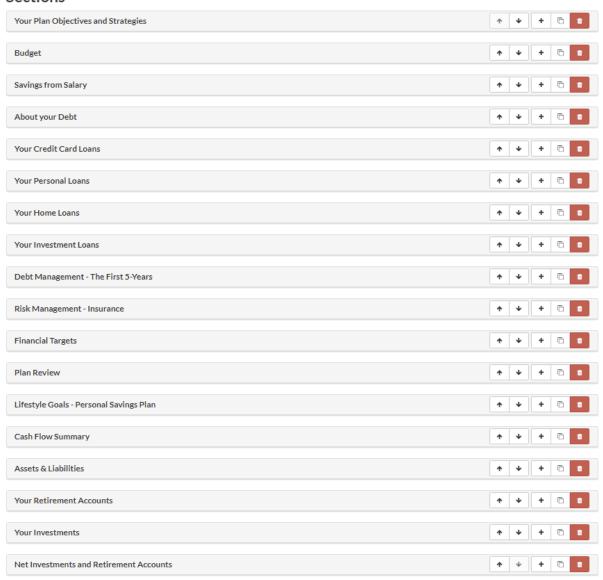
This section shows you how you plan to manage both existing and new loans. If there have been no new loans or refinanced loans, the screen will be blank. Smart Panel Doan Report - Planned Loan Management for New Loans and Refinanced Loans

Free Text

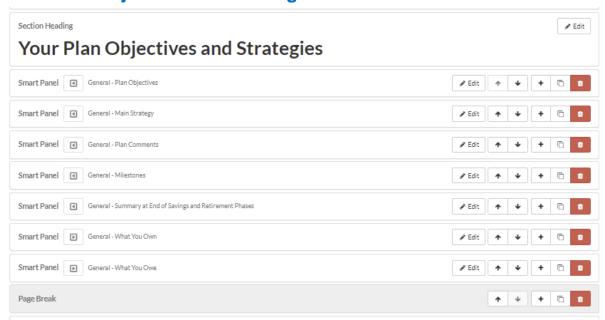
# **Debt Management Report**

### **Sections**

#### Sections



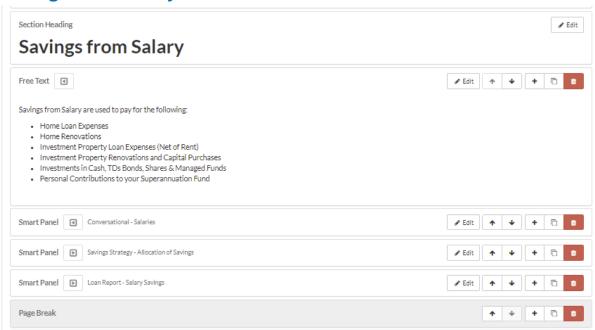
### **Your Plan Objectives and Strategies**



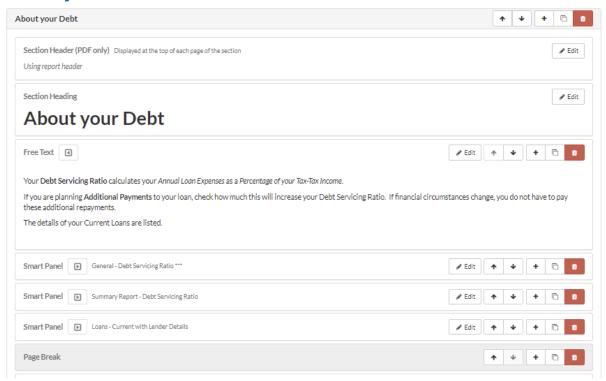
### **Budget**



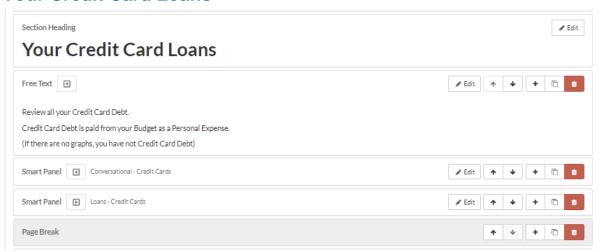
### **Savings from Salary**



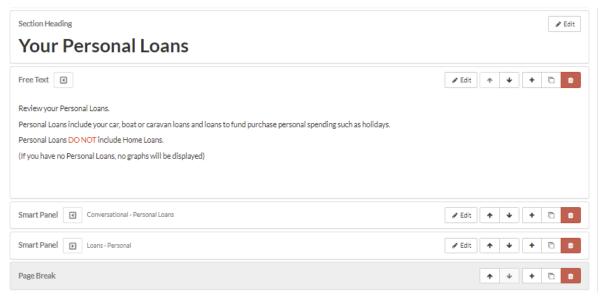
### **About your Debt**



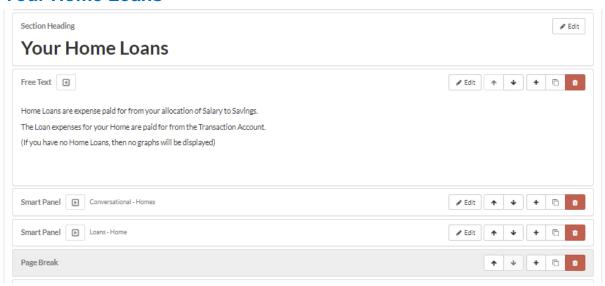
### **Your Credit Card Loans**



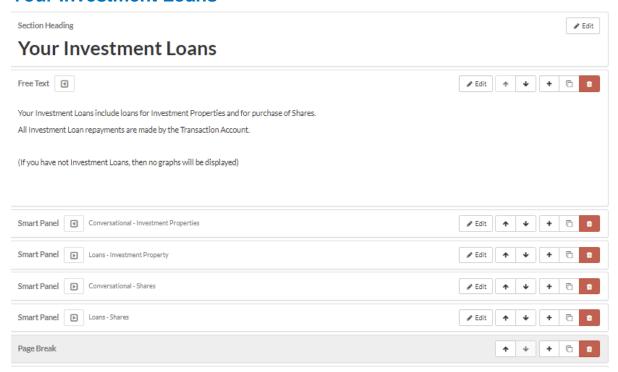
### **Your Personal Loans**



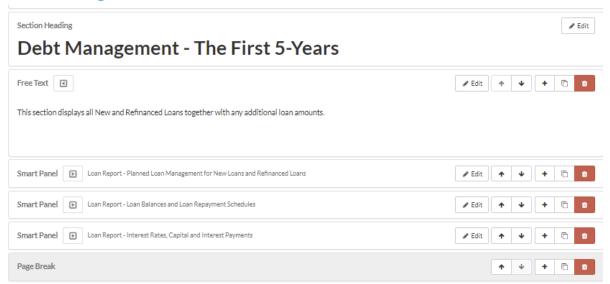
### **Your Home Loans**



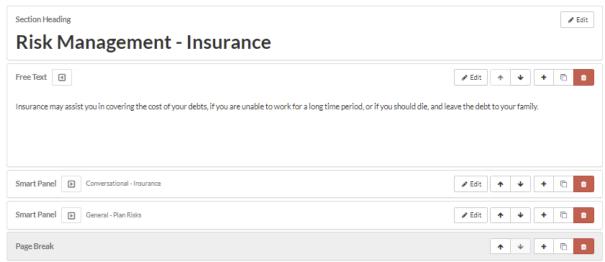
### **Your Investment Loans**



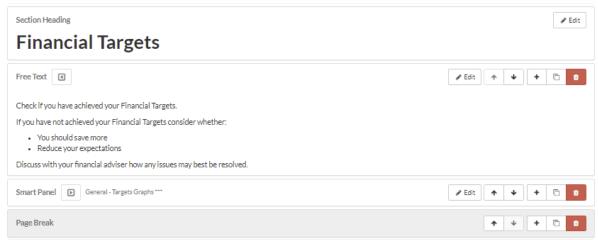
### **Debt Management – The First 5-Years**



### **Risk Management**



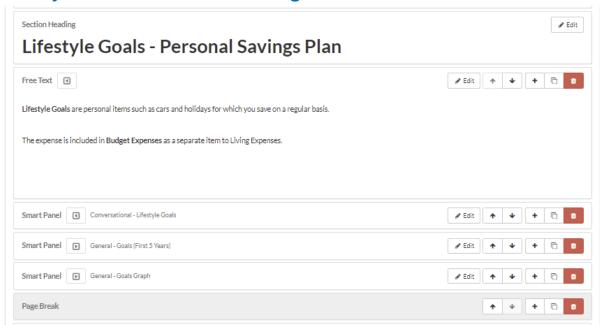
### **Financial Targets**



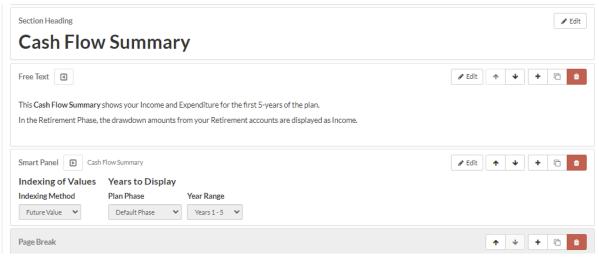
### **Plan Review**



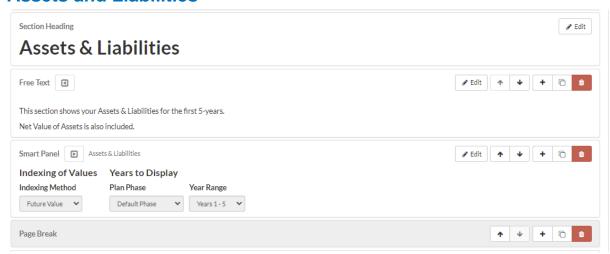
### **Lifestyle Goals – Personal Savings Plan**



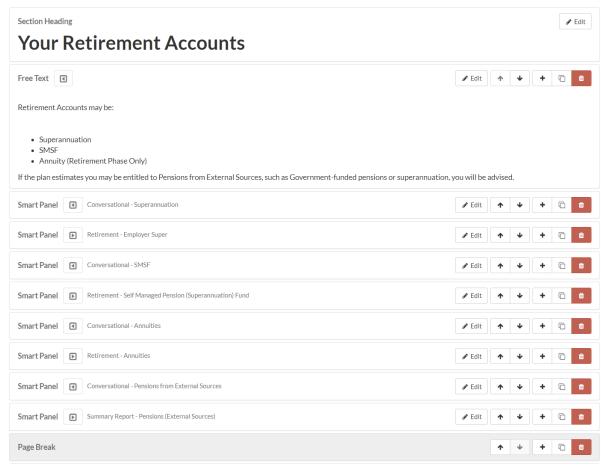
### **Cash Flow Summary**



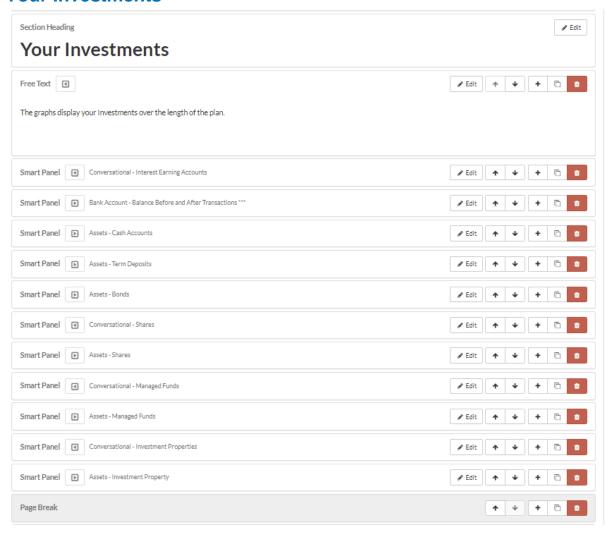
### **Assets and Liabilities**



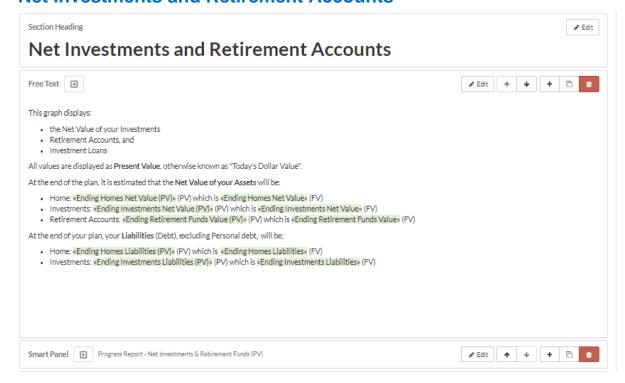
### **Your Retirement Accounts**



### **Your Investments**



### **Net Investments and Retirement Accounts**

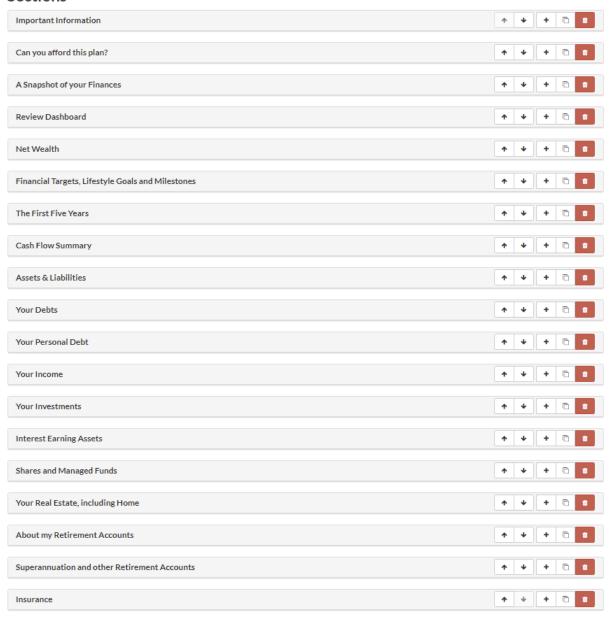


# **Summary Report of Client Plan**

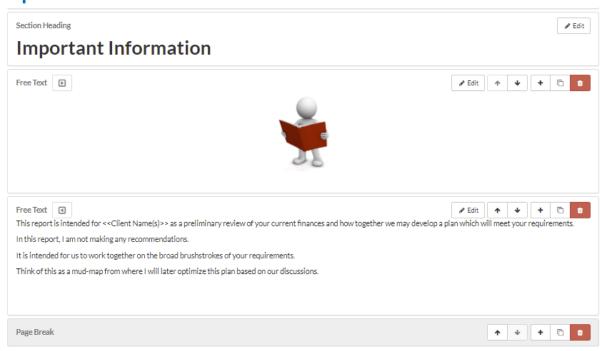
This report may have been superseded with the *Plan Map (Illustrated)*, however there is a significant body of work not included in the Plan Map report.

### **Sections**

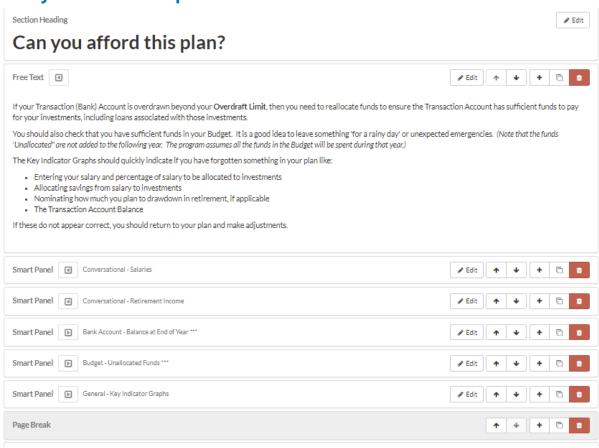
#### Sections



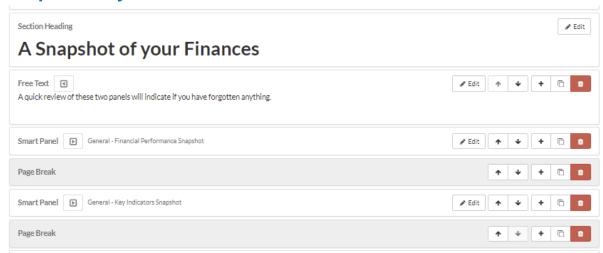
### **Important Information**



### Can you afford this plan?



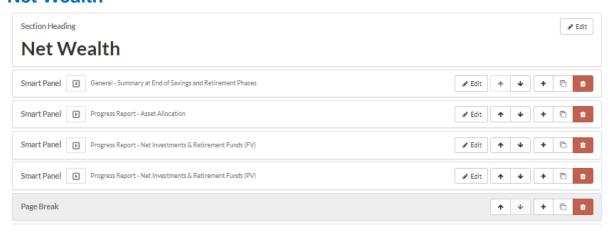
### **Snapshot of your Finances**



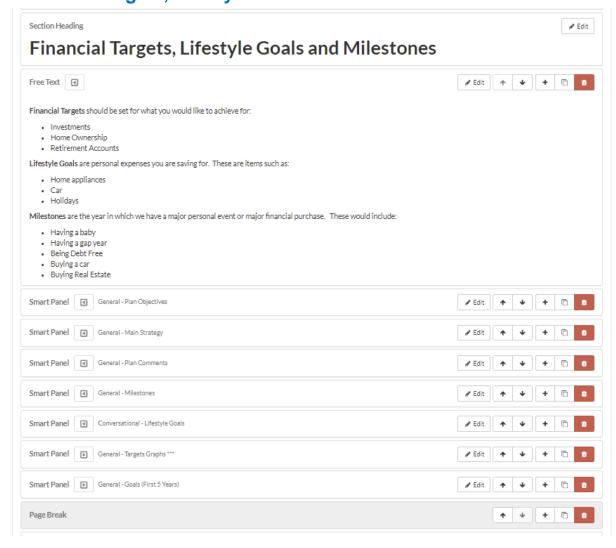
### **Review Dashboard**



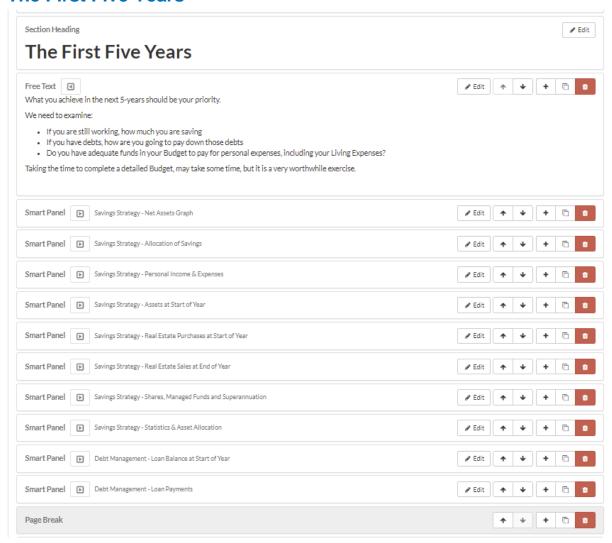
### **Net Wealth**



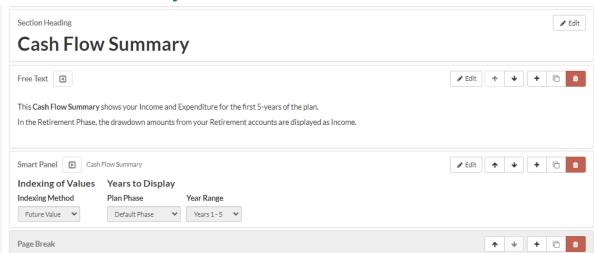
### **Financial Targets, Lifestyle Goals and Milestones**



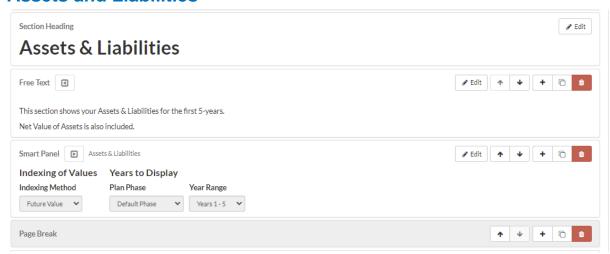
### The First Five Years



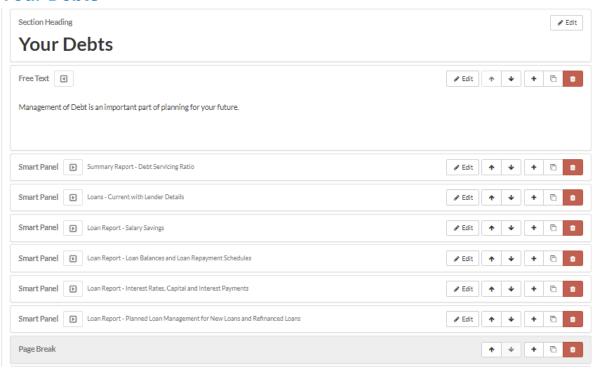
### **Cash Flow Summary**



### **Assets and Liabilities**



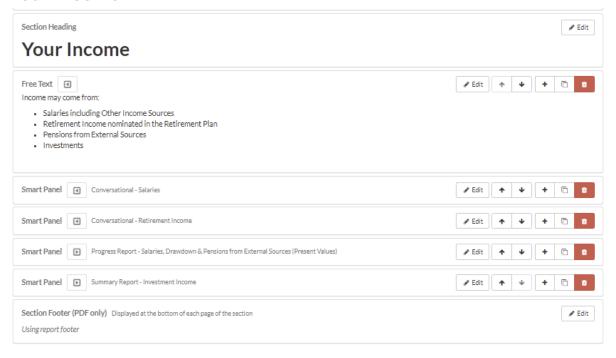
### **Your Debts**



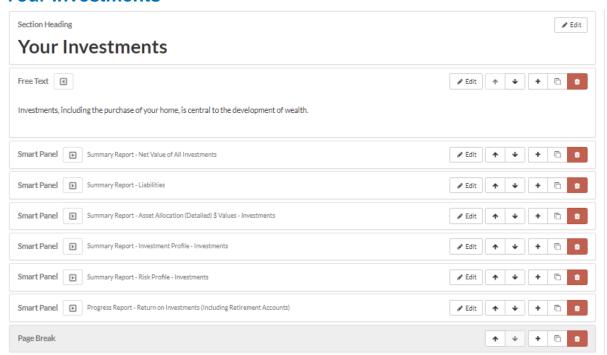
### **Your Personal Debt**



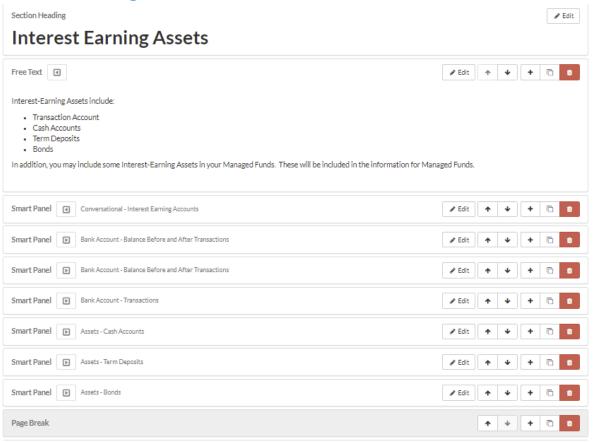
### **Your Income**



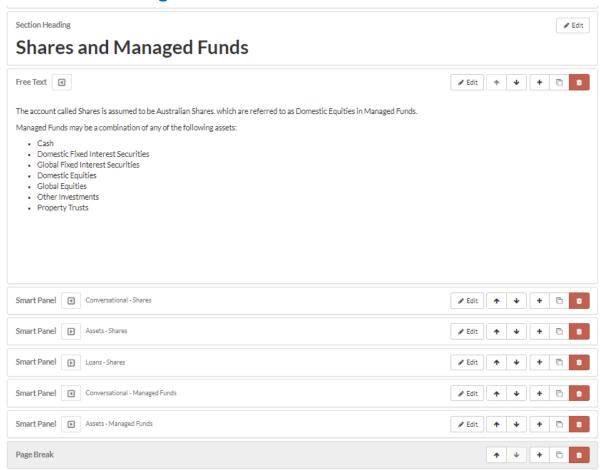
### **Your Investments**



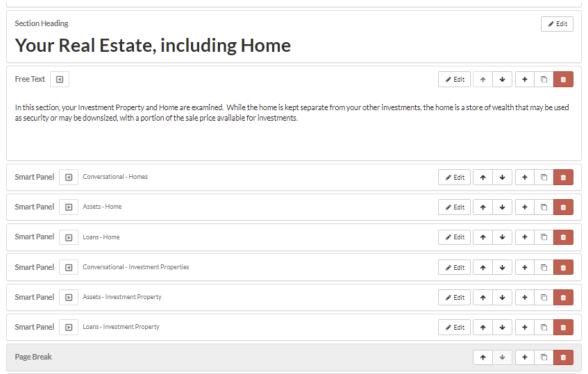
### **Interest Earning Accounts**



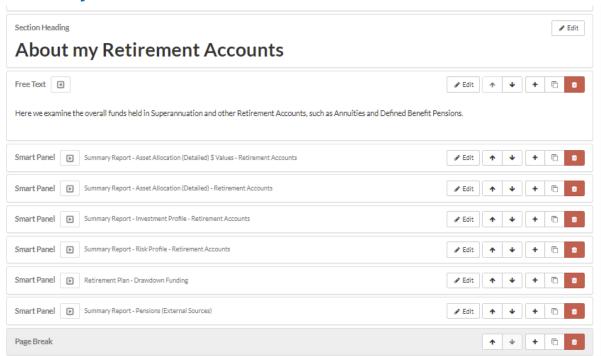
### **Shares and Managed Funds**



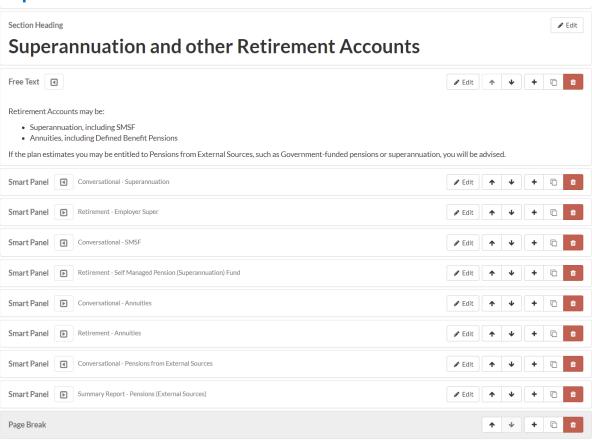
### Your Real Estate, including Home



## **About my Retirement Accounts**



# **Superannuation and other Retirement Accounts**



#### **Insurance**

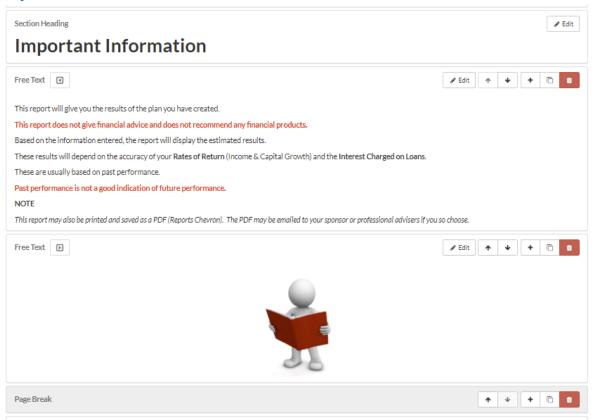


# My Plan Map (Illustrated)

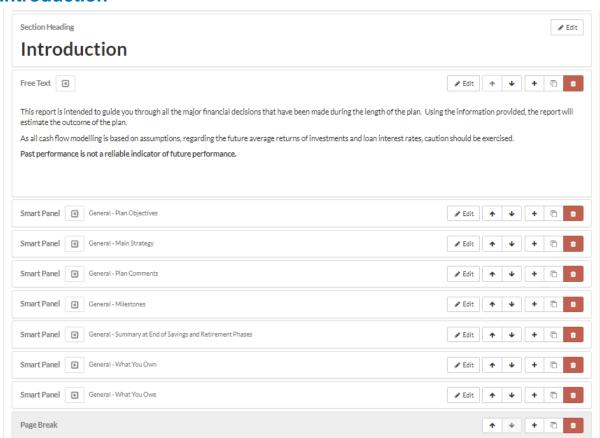
#### **Sections**



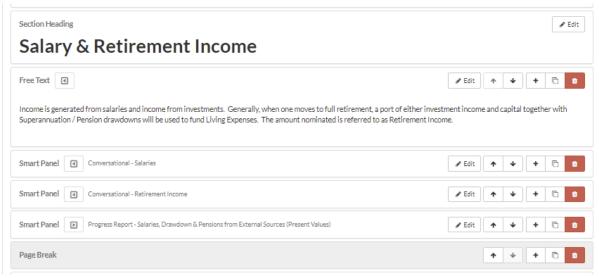
# **Important Information**



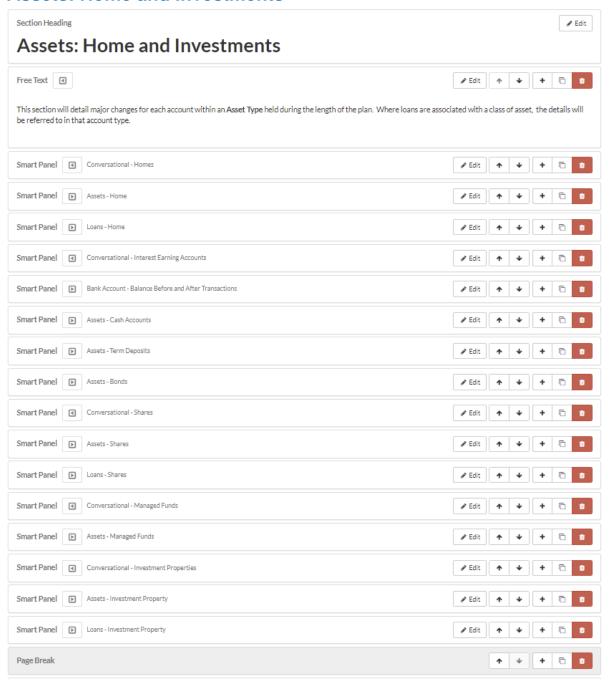
#### Introduction



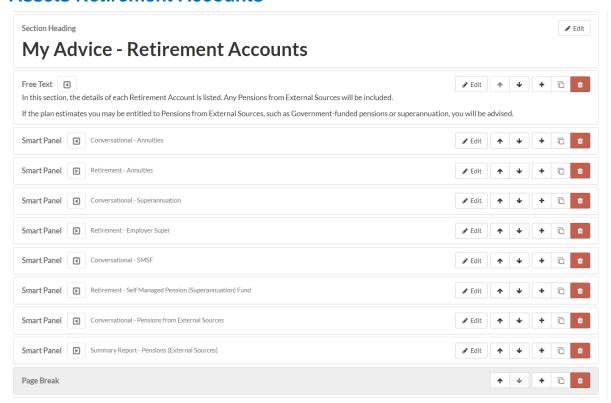
# **Salary and Retirement Income**



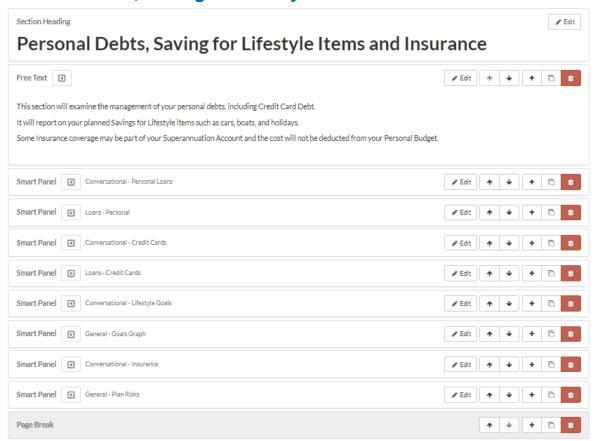
#### **Assets: Home and Investments**



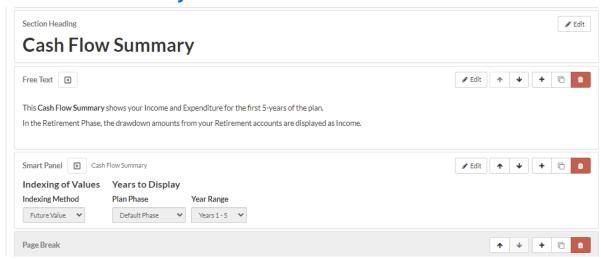
#### **Assets Retirement Accounts**



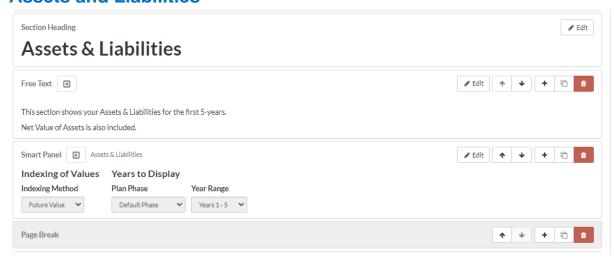
# Personal Debts, Saving for Lifestyle Items and Insurance



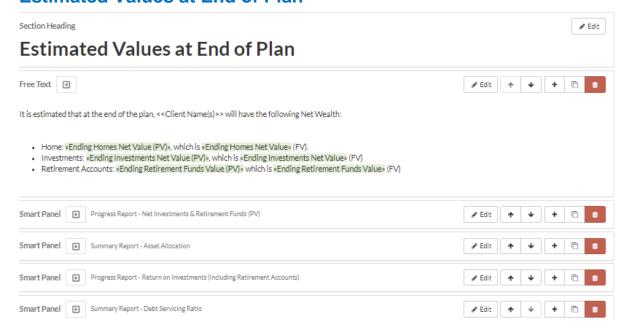
## **Cash Flow Summary**



#### **Assets and Liabilities**



#### **Estimated Values at End of Plan**



# **My Plan Summary**

#### **Sections**

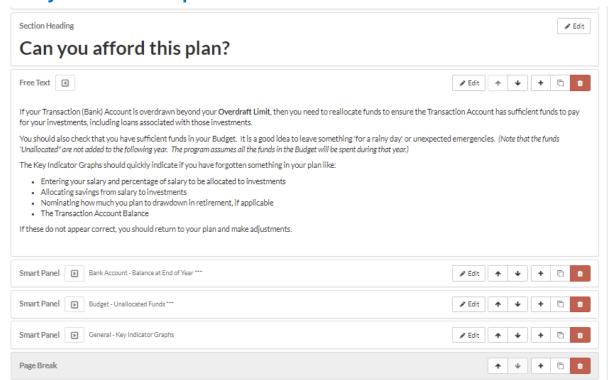
#### Sections



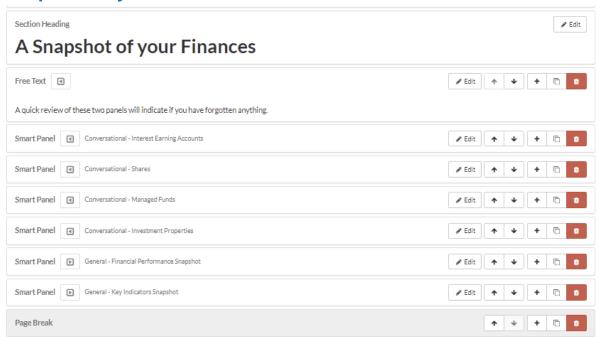
# **Important Information**



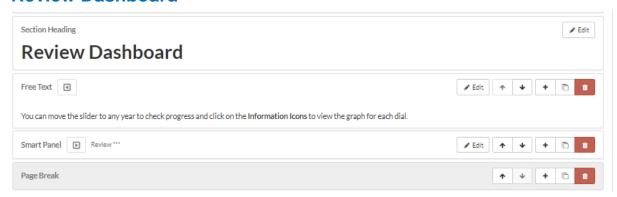
### Can you afford this plan?



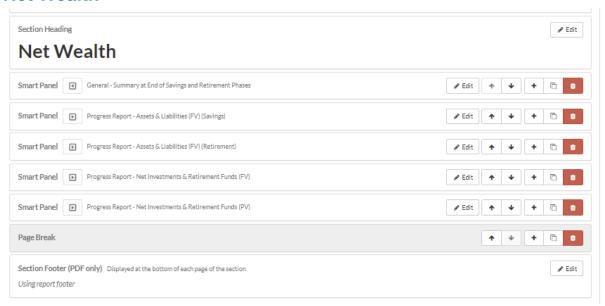
### **Snapshot of your Finances**



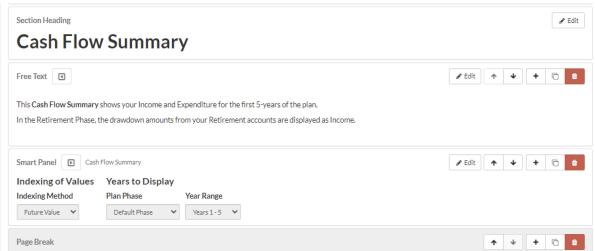
#### **Review Dashboard**



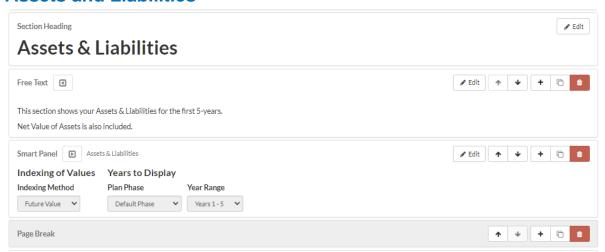
#### **Net Wealth**



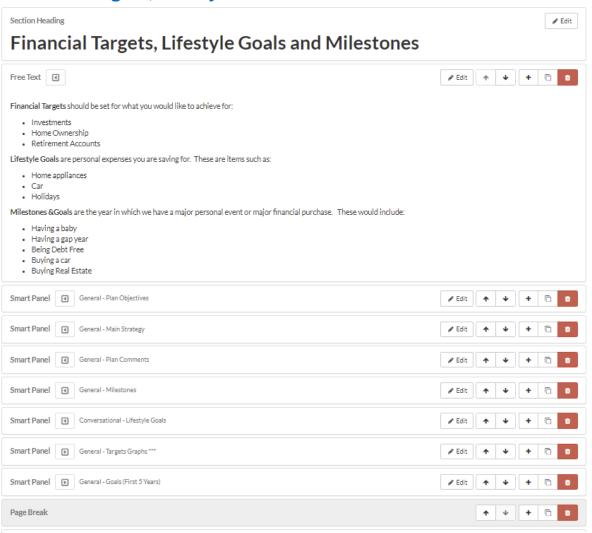
# **Cash Flow Summary**



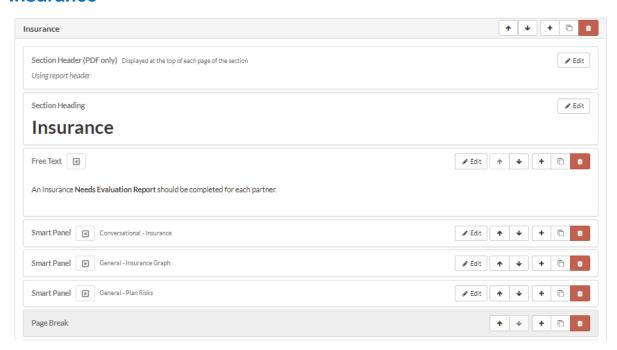
### **Assets and Liabilities**



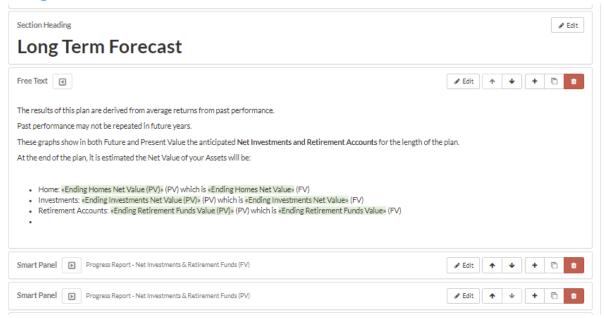
# **Financial Targets, Lifestyle Goals and Milestones**



#### **Insurance**



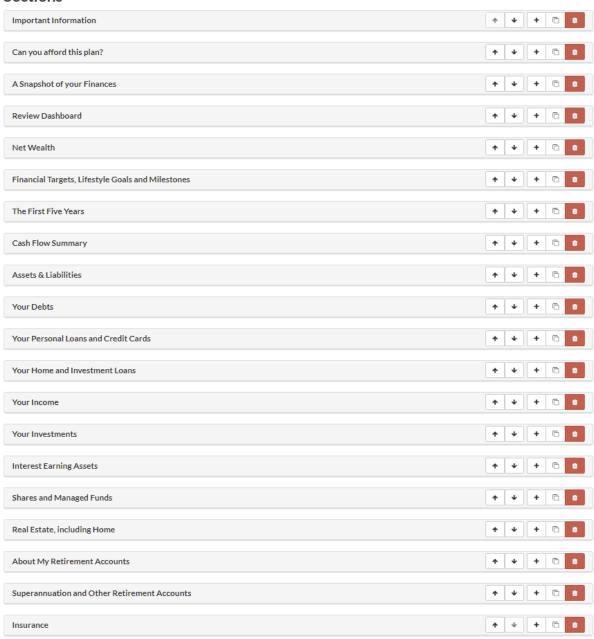
# **Long Term Forecast**



# **My Plan Review**

#### **Sections**

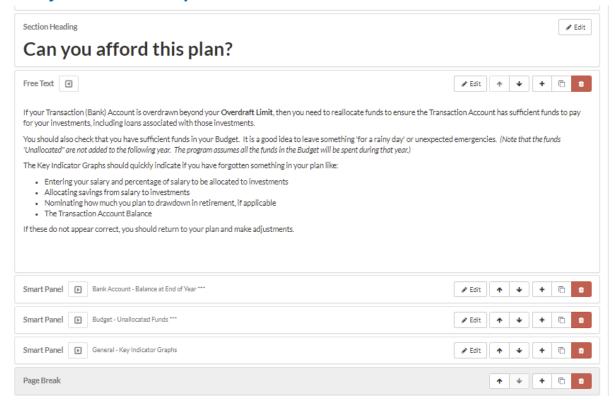
#### Sections



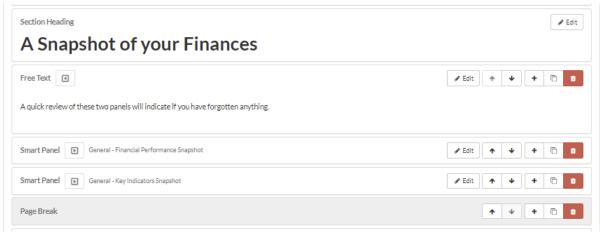
# **Important Information**



## Can you afford this plan?



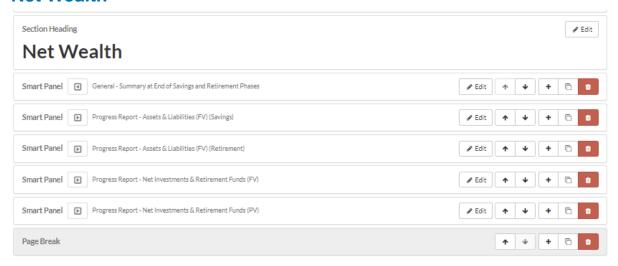
# **Snapshot of your Finances**



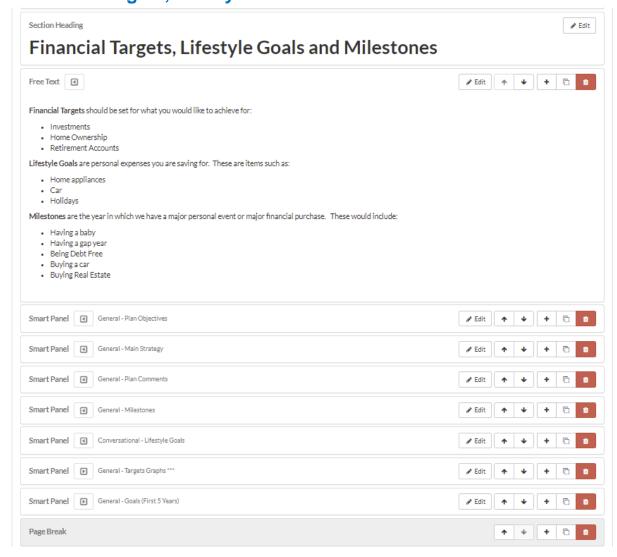
#### **Review Dashboard**



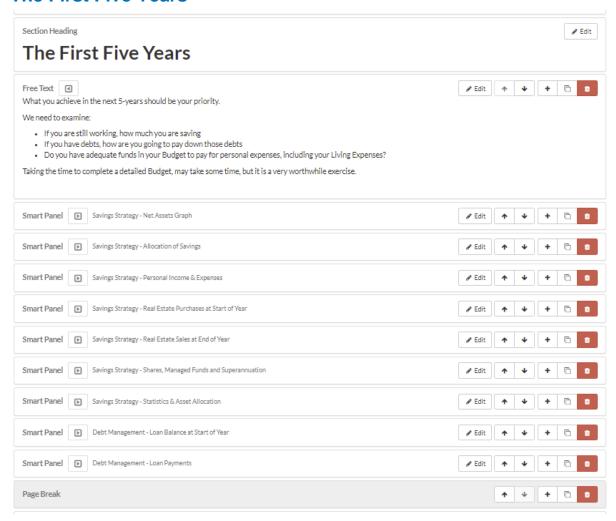
#### **Net Wealth**



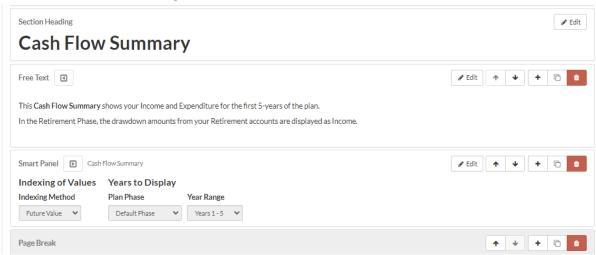
# **Financial Targets, Lifestyle Goals and Milestones**



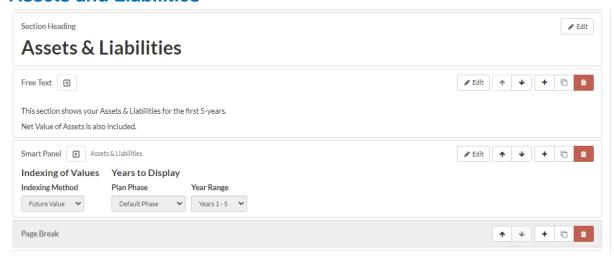
#### The First Five Years



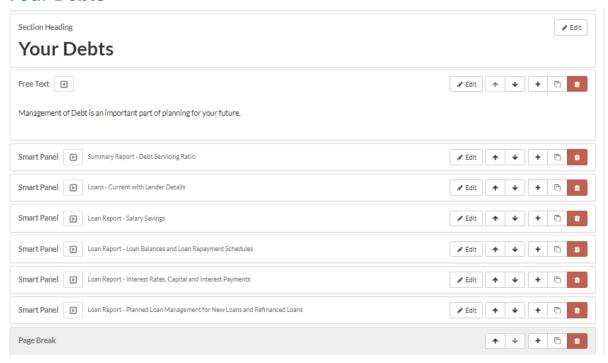
## **Cash Flow Summary**



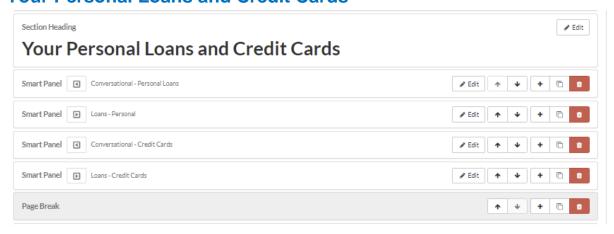
### **Assets and Liabilities**



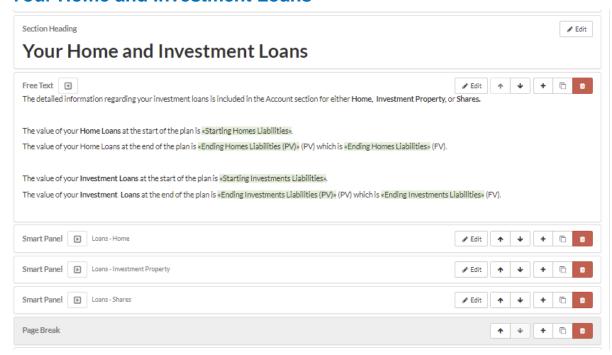
#### **Your Debts**



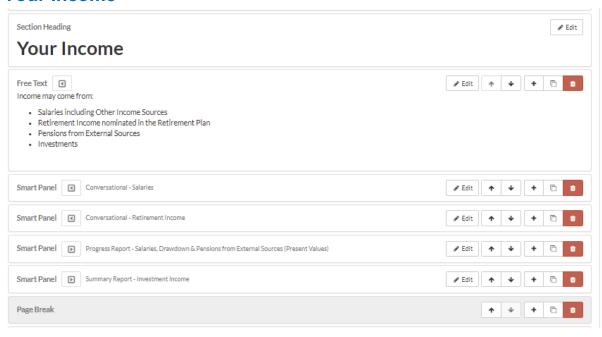
#### **Your Personal Loans and Credit Cards**



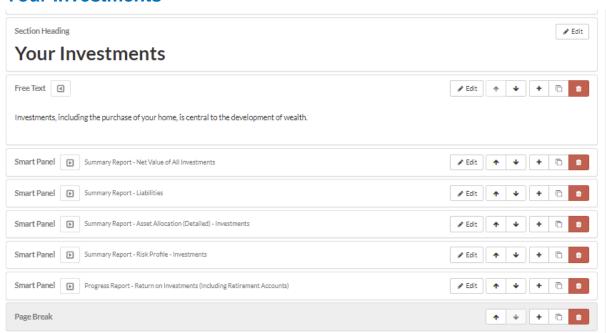
#### **Your Home and Investment Loans**



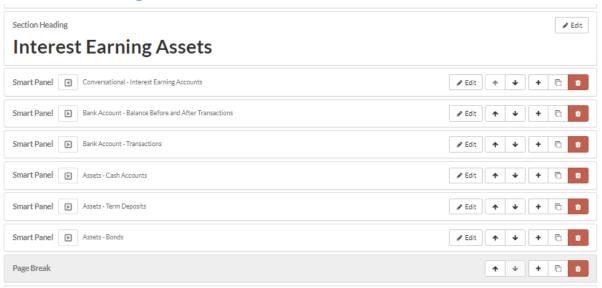
#### **Your Income**



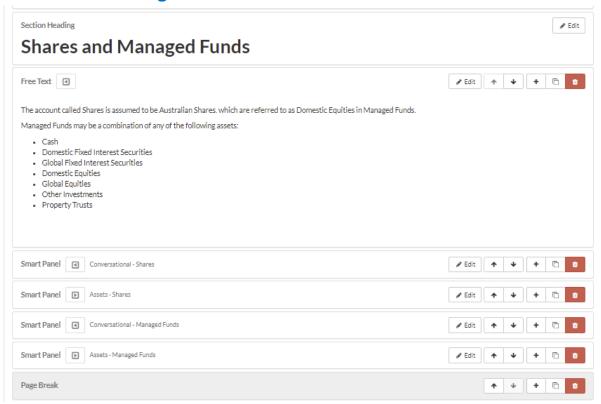
#### **Your Investments**



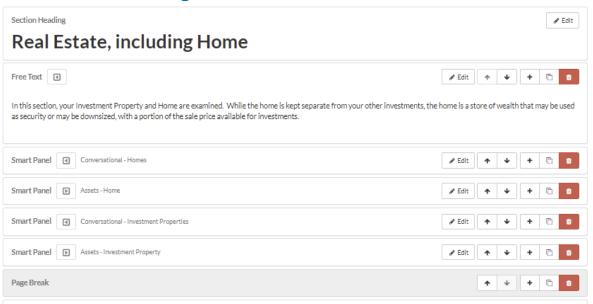
# **Interest Earning Assets**



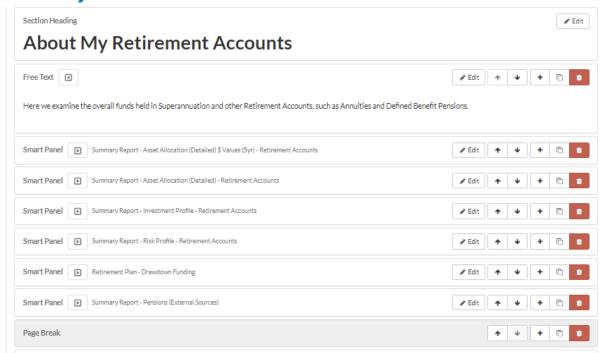
### **Shares and Managed Funds**



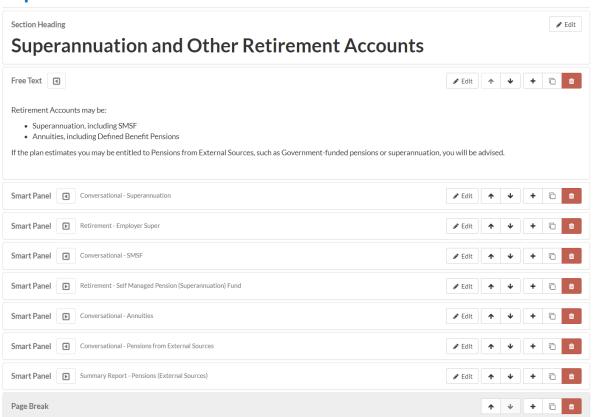
# **Real Estate, Including Home**



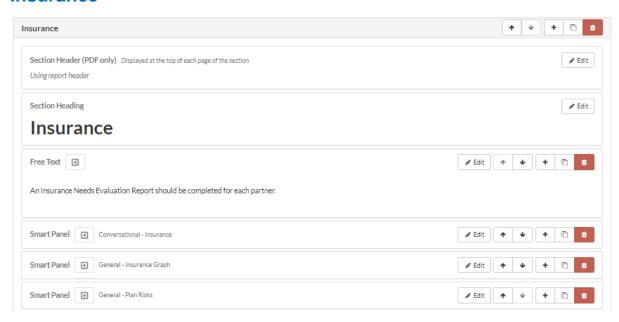
### **About My Retirement Accounts**



# **Superannuation and Other Retirement Accounts**



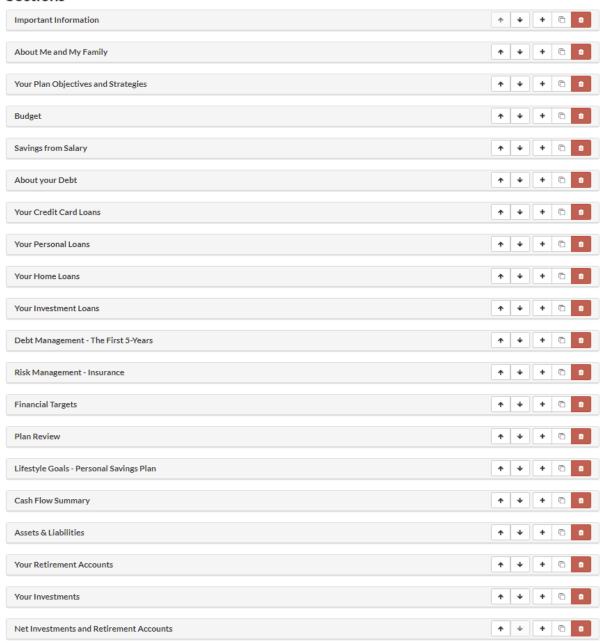
#### **Insurance**



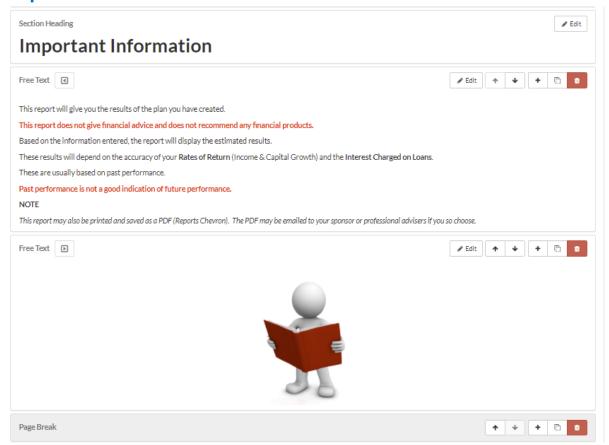
# **My Debt Management Report**

#### **Sections**

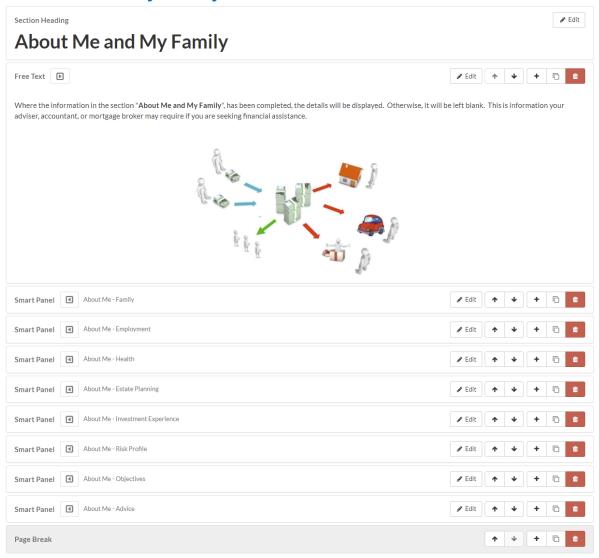
#### Sections



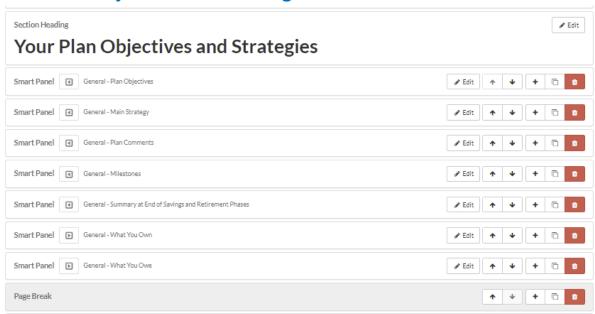
# **Important Information**



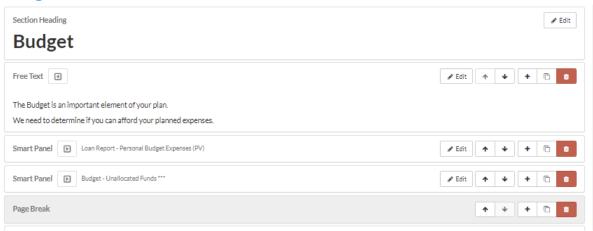
## **About Me and My Family**



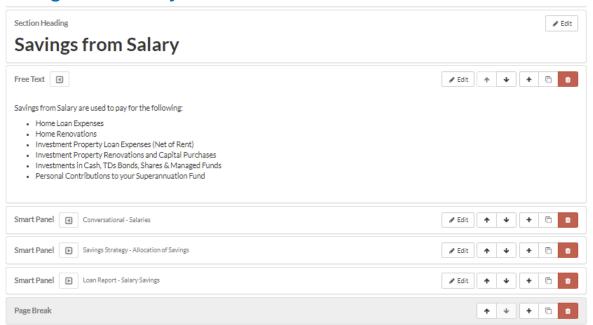
## **Your Plan Objectives and Strategies**



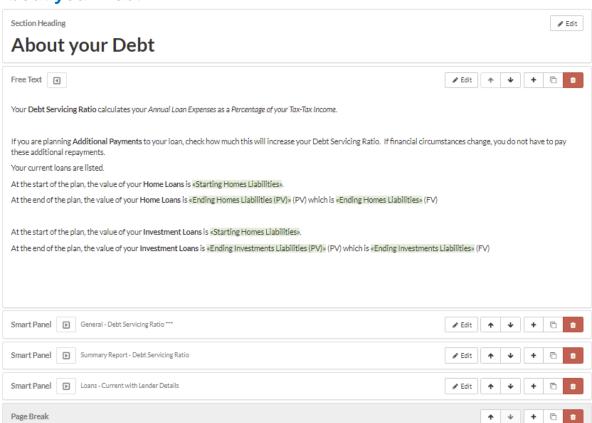
# **Budget**



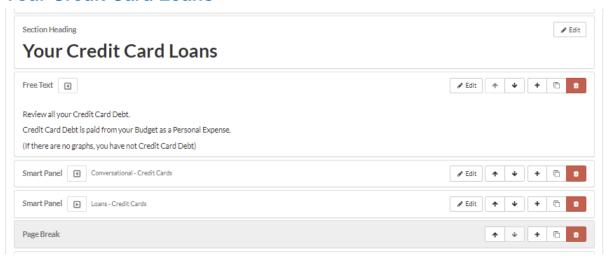
## **Savings from Salary**



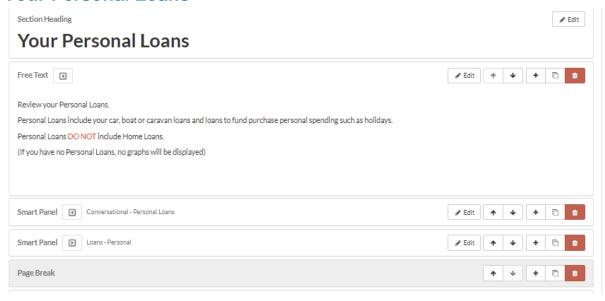
# **About your Debt**



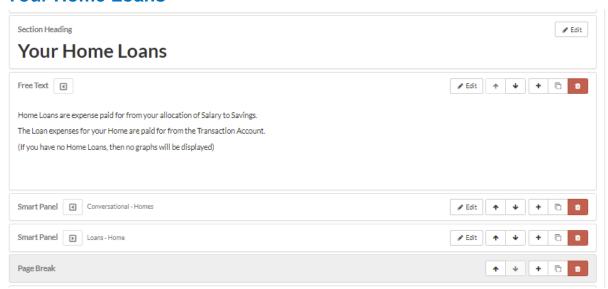
#### **Your Credit Card Loans**



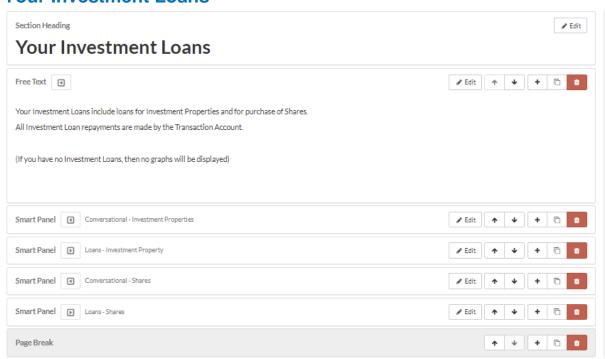
#### **Your Personal Loans**



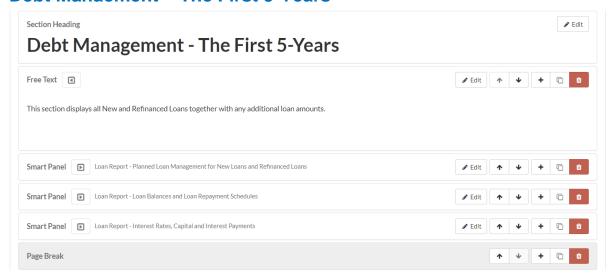
#### **Your Home Loans**



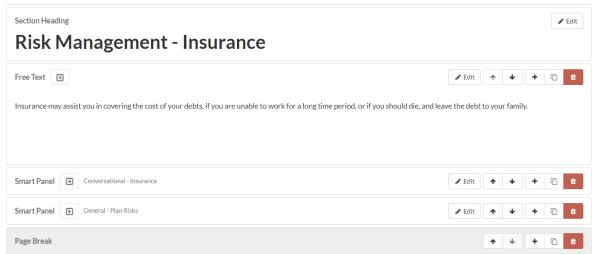
## **Your Investment Loans**



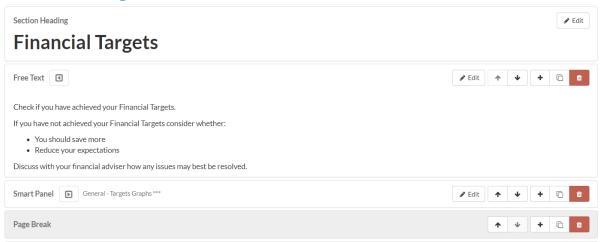
#### **Debt Manaement – The First 5-Years**



# **Risk Management Insurance**



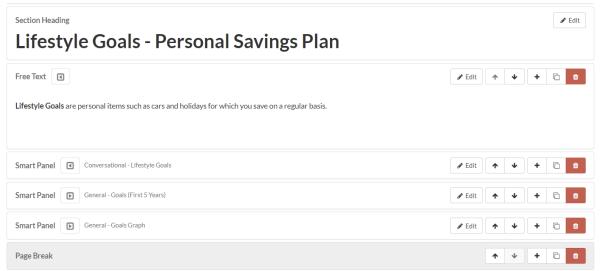
# **Financial Targets**



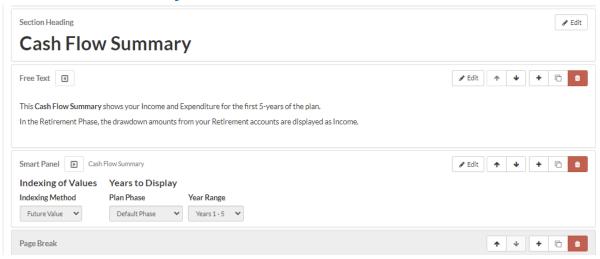
#### **Plan Review**



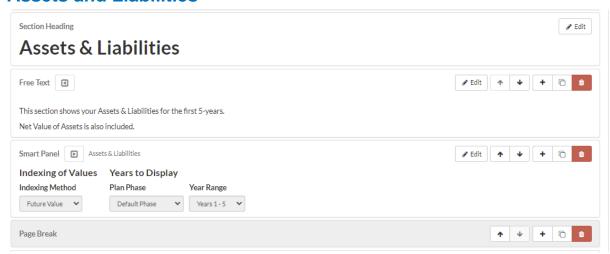
# **Lifestyle Goals – Personal Savings Plan**



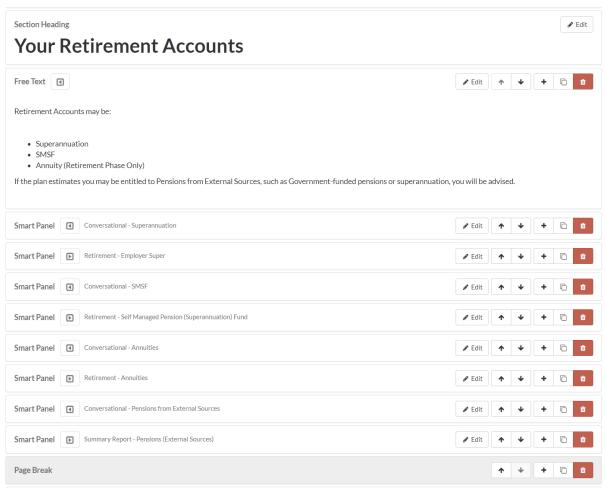
# **Cash Flow Summary**



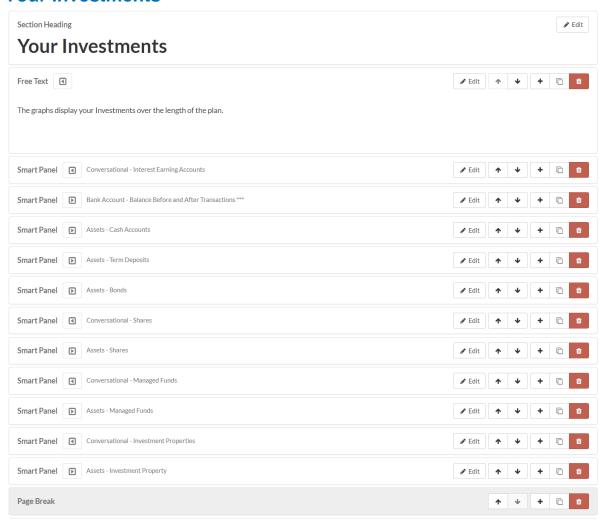
#### **Assets and Liabilities**



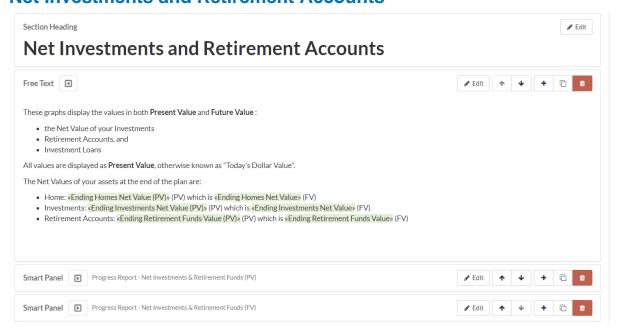
#### **Your Retirement Accounts**



#### **Your Investments**



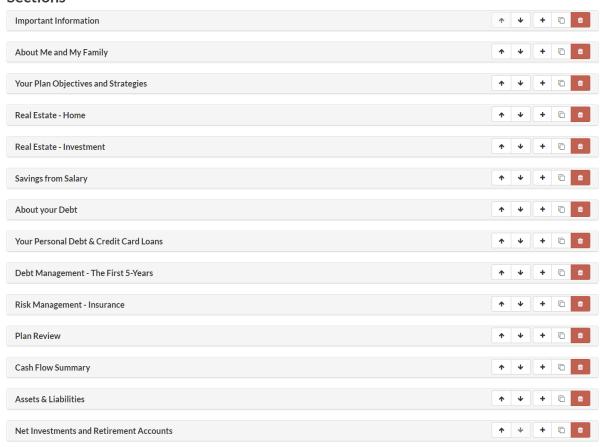
#### **Net Investments and Retirement Accounts**



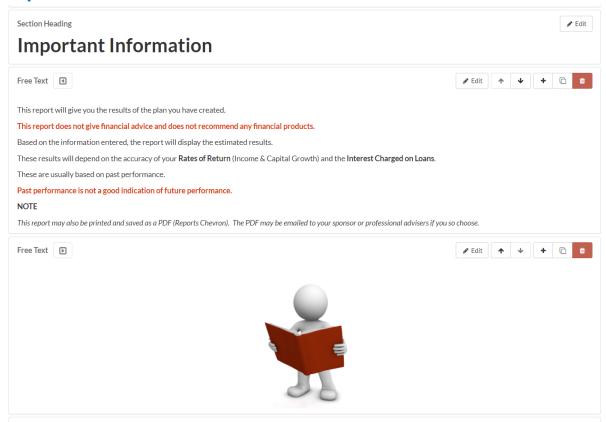
# **My Property Report**

#### **Sections**

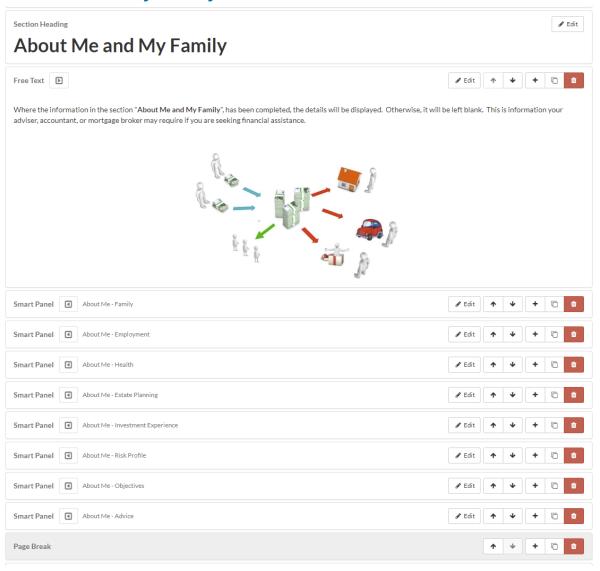
#### **Sections**



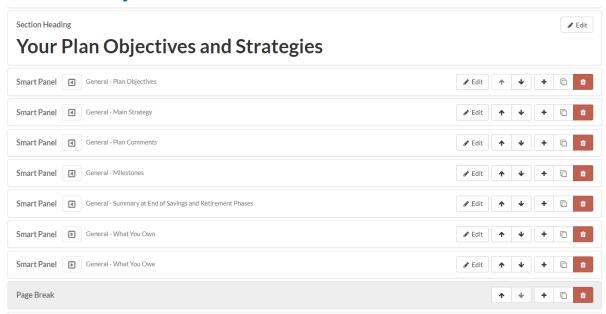
# **Important Information**



# **About Me and My Family**



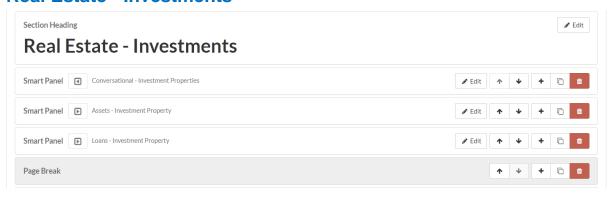
## **Your Plan Objectives**



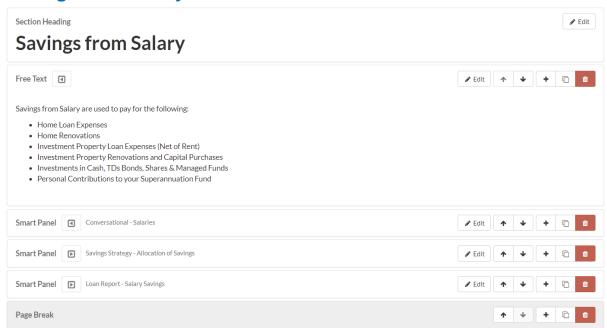
#### **Real Estate - Home**



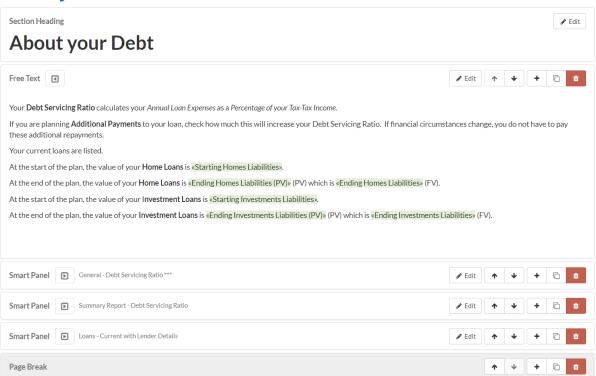
#### **Real Estate - Investments**



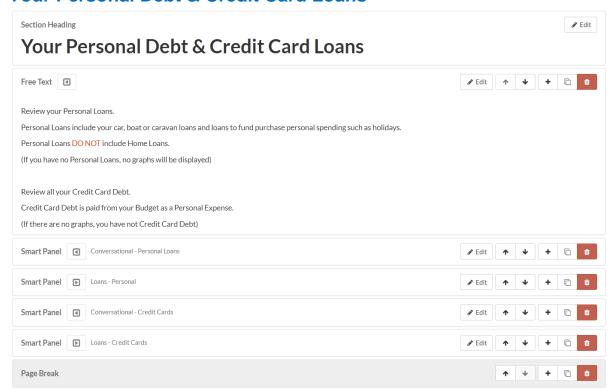
## **Savings from Salary**



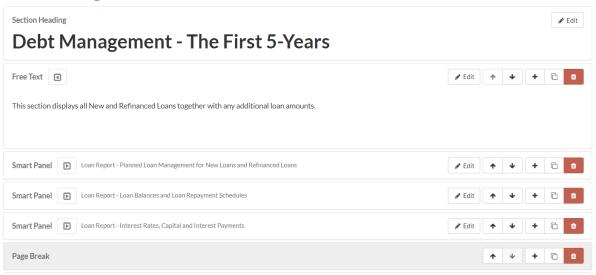
# **About your Debt**



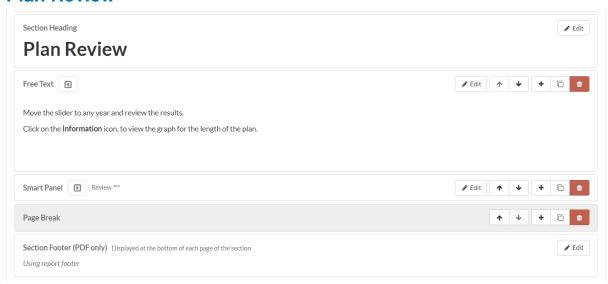
#### Your Personal Debt & Credit Card Loans



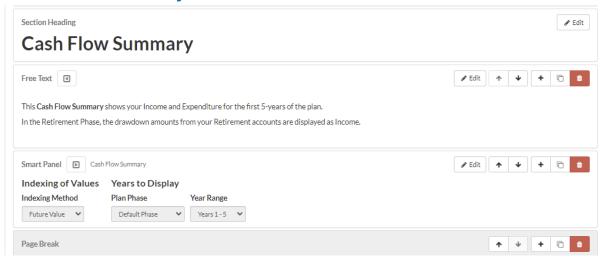
# **Debt Management – The First 5-Years**



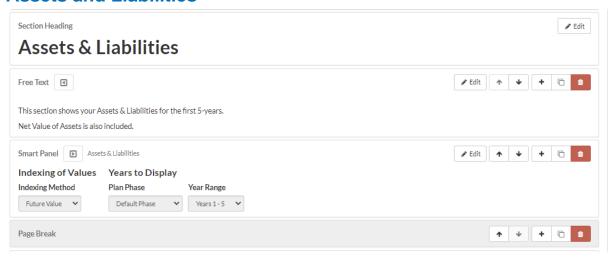
#### **Plan Review**



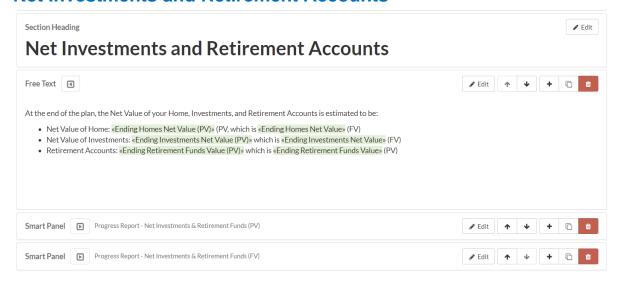
### **Cash Flow Summary**



#### **Assets and Liabilities**



#### **Net Investments and Retirement Accounts**



# **Contact**

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

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