

Table of Contents

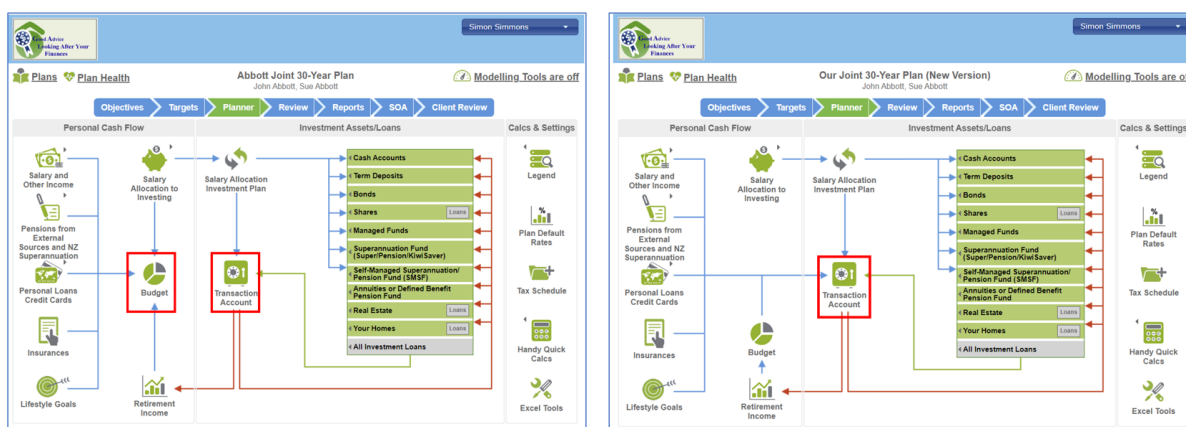
INTRODUCTION.....	2
TWO FACTOR AUTHENTICATION	4
ACCOUNT DETAILS FOR ADVISER.....	5
FINANCIAL MAPPERS PRO.....	6
PLANS LIST	13
Sample Plans	13
Plans	13
PLAN MANAGEMENT AREA	15
1. Planner	15
2. Returning to My Plans List	16
3. Other Plan Management Pages.....	17
4. Header Button Options	20
STARTING POSITION	21
Create Your Starting Position.....	21
Changing the Starting Position.....	24
PLAN CREATION.....	25
PLAN HEALTH.....	29
CLIENT REVIEW GATEWAY.....	31
CONNECT PORTAL.....	31
CONTACT FOR SUPPORT.....	39

Introduction

I would recommend that if you have not already done so, watch the following videos. (Links to these videos are found at the top of the [Advisers QuickStart Resources](#).

- Demonstration Video, (60 mins)
- Introduction to Software Upgrade (3 mins)

In mid-October 2023 Financial Mappers underwent a major upgrade. Previously personal income and expenses were kept separate in the Budget and all other expenses were transacted through the Transaction Account. Now all income and expenses are transacted in the Transaction Account, which is like checking account. Please note the videos will be updated in the coming weeks.



Note on white labelling: When you have your own platform, you can choose whether or not to have the words “Financial Mappers Pro in conjunction with ...” in the top banner. You can also replace the Financial Mappers logo on the login page with you’re your company promo. In this document you will see samples of different color banners.

 **My Company**

LOG IN


My Company
Phone 1300 999 999

Username (Email)

Password [Forgot Password?](#)

☐ I acknowledge I have read and understood the [Disclosure Statement](#) and agree to the [Terms of Service](#)

Version: 3.51.0 [Contact Us](#) | [Disclosure Statement](#) | [Privacy Statement](#) | [Terms of Service](#)

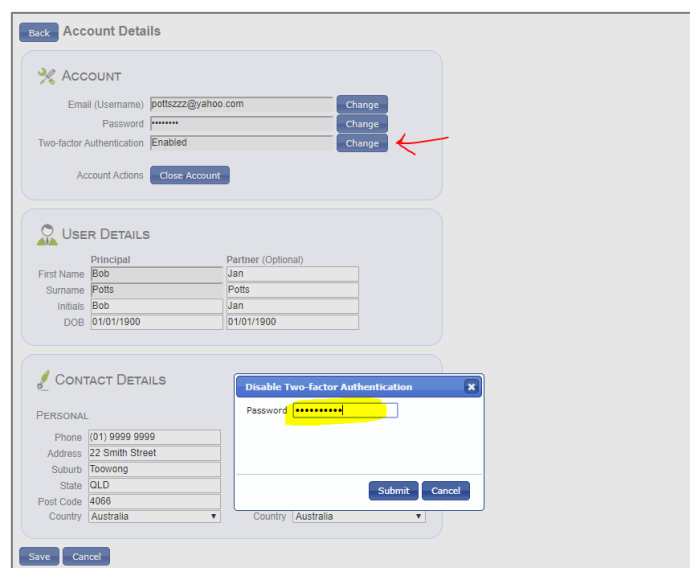
Two Factor Authentication

All account holders using Financial Mappers Pro, will have the option to use two factor identification, (2FA) using email for the second verification.

This feature is optional and may be disabled in the **Account Details**. (The feature defaults to being disabled so you can get started on your trial quickly)



The login screen for Financial Mappers Pro features a blue header with the logo and tagline 'in conjunction with Good Advice'. The main heading is 'LOG IN'. Below it, a graphic of interlocking gears is shown. Text on the right states: 'Your account is protected with 2 factor authentication. An email has been sent to you with a 6 digit code. Please enter it below to continue.' A text input field is provided for the code, with a 'Resend Email?' link. A 'CONTINUE' button is at the bottom right.



The 'Account Details' screen is divided into three sections: ACCOUNT, USER DETAILS, and CONTACT DETAILS. The ACCOUNT section shows 'Email (Username)' as 'pottszzz@yahoo.com' and 'Two-factor Authentication' as 'Enabled', each with a 'Change' button. A red arrow points to the 'Change' button for Two-factor Authentication. The USER DETAILS section contains fields for Principal and Partner information. The CONTACT DETAILS section includes personal information like phone, address, and country. A modal window titled 'Disable Two-factor Authentication' is open, showing a password field and 'Submit'/'Cancel' buttons.

If you are using the optional feature ProConnect for you clients to access the software, they will have the same option to use 2-F-A which may be disabled if they don't want to use it. Clients access the Client Review App through the link you send do not require any login.

Account Details for Adviser

In the Drop-down list, under the adviser's name you can complete your details. Each of these are fields called Placeholders, which can be included in reports. It is unlikely you would add your personal contact details however, you may want to include your Work Contacts, so this information can be added to reports. This is more important where a

In addition, you can add information in the **Profile Section**. This Placeholder, **<<Author Profile>>** can be added to your reports. This is in addition to the Placeholder, **<<Report Generated by...>>**

The screenshot shows the 'Account Details' page for Simon Simmons. The page is divided into four main sections: ACCOUNT, USER DETAILS, CONTACT DETAILS, and PROFILE.

ACCOUNT

Email (Username)	simmonszzz@outlook.com	Change
Password	*****	Change
Two-factor Authentication	Disabled	Change

Account Actions: [Close Account](#)

USER DETAILS

	Principal	Partner (Optional)
First Name	Simon	
Surname	Simmons	
Initials		
DOB	01/01/1900	01/01/1900


CONTACT DETAILS

PERSONAL	WORK
Phone	Company
Address	Address
Suburb	Suburb
State	State
Post Code	Post Code
Country	Country

PROFILE

File Edit View Insert Format Tools Table

Formats B I A 14px



Simon Simmons

Wealth creation and financial independence need not be a dream. With our team at Good Advice, I can guide you to achieve your financial goals. I have over 30-years of experience in financial planning. I am a Certified Financial Planner (CFP), Financial Planning Association of Australia.

Contact

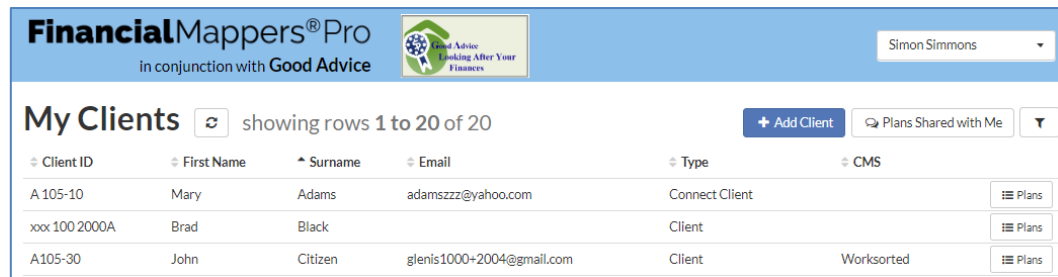
POWERED BY TINYMCE

[Save](#) [Cancel](#)

Financial Mappers Pro

Refer to the [Financial Mappers Overview Document](#) for details of how the adviser registers their account. Later you can fill in your [Account Details](#) and add an [Adviser Profile](#). This information can be included in your company reports, where a profile or company address has been included.

The adviser can add clients and then select the client for whom they wish to create a plan.



Client ID	First Name	Surname	Email	Type	CMS
A 105-10	Mary	Adams	adamszzz@yahoo.com	Connect Client	
xxx1002000A	Brad	Black		Client	
A105-30	John	Citizen	glenis1000+2004@gmail.com	Client	Worksorted

A pop-up dialogue box appears, called **Add Client**. The names of the client and their partner, if applicable together with the Client's ID, are added.

In this example *John and Kate Gooding* are added to the adviser's list after the **Save** button is clicked.

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Financial Mappers® Pro
in conjunction with

My Clients

Client ID	First Name
A 105-10	Mary
xxx 100 2000A	Brad
A105-30	John
C 102-60	Tom
	Paul
A 105-60	Paul
A 106 345	Beth
A 106-78	Gordon
A 105-09	Bob
D102	David
A 105-27	Georgina
D105	Jack
D101	Brad
C102-58	Bob
A105-61	Bill
A 105-28	Glenda
xxxx	Jack
D104	Barry
A 105-15	Sue
A106 - 44	Tom

Add Client

Client ID and CMS [?] 555 607 None [?] Type [?] Client

Email john.gooding@gmail.com Adviser(s) Simon Simmons

Contact Details

Principal

Firstname Surname John Gooding

Initials DOB John 7/02/1957

Personal

Phone 99 9999 9999

Address 2 Smith Street Sydney NSW 2001 Australia

Partner

Partner Client ID

Firstname Surname Kate Gooding

Initials DOB Kate 9/05/1959

Work

Employer ZZZ Employer

Address 1 William Street Sydney NSW 2001 Australia

Cancel Save

Showing rows 1 to 20 of 20

Version: 3.55.0.5

Contact Us | Disclosure Statement | Privacy Statement | Terms of Service

Special Note on CMS (Content Management System)

Financial Mappers has started to integrate with CRM platforms. Our first integration is with **Worksorted**. You can now select the CMS, in this case **Worksorted**, enter the Worksorted Client ID, and the information will automatically fill.

APIs for CRM integration have been developed. Please contact Glenis Phillips, the Designer of Financial Mappers if you want to consider this option.

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Add Client

Client ID and CMS ? **Worksorted** ▼ **Type** ? ▼

Client ID is used to link to the selected CMS

Email **Adviser(s)**

Contact Details

Principal

Firstname Surname

Initials DOB

Personal

Phone

Address

Suburb State Postcode

Australia ▼

Partner

Firstname Surname

Initials DOB

Work

Employer

Address

Suburb State Postcode

Australia ▼

In the **Field** for **Type**, there are three types of clients:

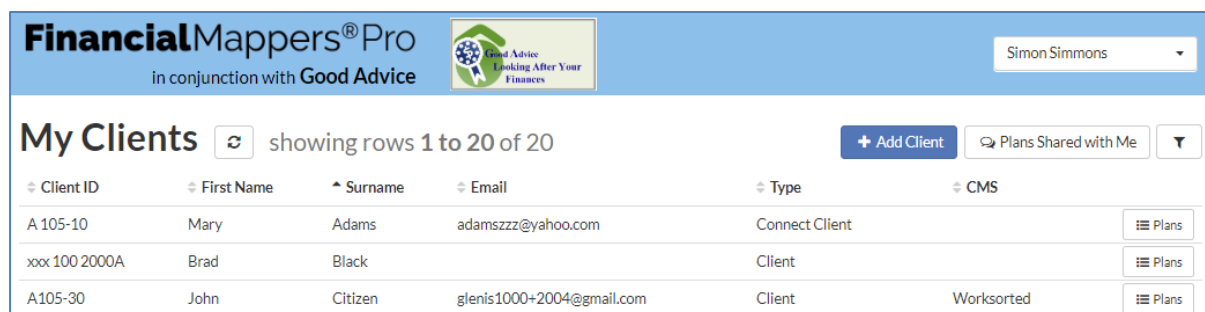
- Client (no access to software)
- Lite Connect Client (limited to 5-year plan)
- Connect Client (No limit to plan length)

Please note that there are no additional annual fees for Connect type Clients. To increase your Cyber-security, it is recommended that you provide each client with an account, so you can communicate within the portal. Each Connect Client will be sent an email, with a link to establish their Financial Mappers Account.

Once the **Save** button has been clicked, you will be advised, (top of page) when the registration has been successful. You must click **OK**, in order to proceed.

The client will then appear on the **My Clients Page**. To access their plans, click on the Plans Icon.

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Simon Simmons

My Clients

showing rows 1 to 20 of 20

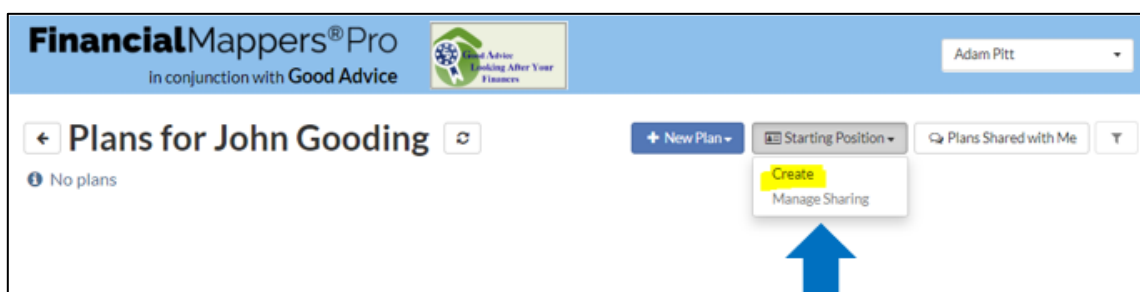
+ Add Client Plans Shared with Me

Client ID	First Name	Surname	Email	Type	CMS
A 105-10	Mary	Adams	adamszzz@yahoo.com	Connect Client	
xxx 100 2000A	Brad	Black		Client	
A105-30	John	Citizen	glenis1000+2004@gmail.com	Client	Worksorted

You can also **filter clients** or access **Plans Shared with Me**. Plans shared with me may be one of the following:

- If you are logged in as **Paraplanner**, you will find the plans shared by **advisers** for you to work on.
- If you are logged in as an **Adviser**, the plans made be shared from other **Advisers** in the group or **Connect Clients**.

The client, John Gooding, can now be selected. At this stage you have no plans and no financial information. Therefore, you need to click the **Starting Position** and select **Create** in the dropdown list. You can manually enter the information in the Starting Position or import it via a CSV file.



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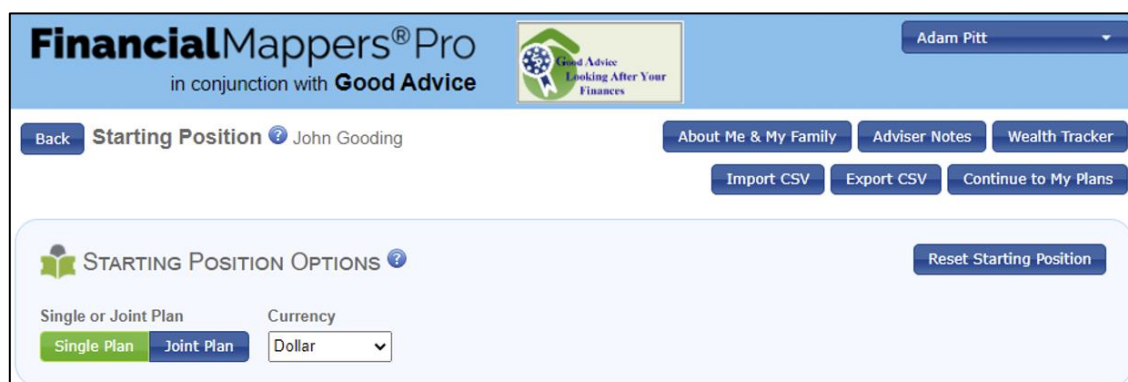
Adam Pitt

Plans for John Gooding

No plans

+ New Plan Starting Position Plans Shared with Me

Create Manage Sharing



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Adam Pitt

Back Starting Position John Gooding

About Me & My Family Adviser Notes Wealth Tracker

Import CSV Export CSV Continue to My Plans

STARTING POSITION OPTIONS

Reset Starting Position

Single or Joint Plan Currency

Single Plan Joint Plan Dollar

Financial Mappers Pro: Getting Started Guide for Advisers

You have the option to **Import from CSV** file. This allows you to export from your CRM, the information required for the **Starting Position** and then map that CSV file to the **Financial Mappers CSV File**. A sample CSV file is included in the **Getting Started Documents** on the **Adviser's Quickstart Resource Page**. This is a test import which includes data Bob Potts as listed in the Demonstration Video. If you would like a CSV file which includes all the fields in the Starting Position, please request a copy or you can create your own by exporting a Starting Position with all fields completed and click the **Export CSV** file button. From here you can import that file into a new Starting Position.

The CSV file is located: <https://www.financialmappers.com.au/trial-sequence-pages/starting-financial-position/>

If you import the data, you should check the results. You may have to complete the following:

- Number of years for Salary, where the client is close to retirement.
- Select which Superannuation Fund is to receive Employer Contributions
- Nominate how much the client wants to save each month.

If you choose, not to import the data, data entry is quite fast. Please note that information regarding **SMSF** or **Annuities** **cannot** be imported due to the complexity. These must be entered manually into the plan. This is an example of the first three items in the **Starting Position**.

VERY IMPORTANT: If you are going to make plans with this information for two people, you must **Select** the **Joint Plan** before you proceed. (*If you don't the names of the partners will not be displayed.*)

The screenshot shows the 'Starting Position' setup interface in Financial Mappers Pro. The header includes the logo and a user dropdown for 'Adam Pitt'. Navigation tabs at the top include 'Back', 'Starting Position' (selected), 'About Me & My Family', 'Adviser Notes', and 'Wealth Tracker'. Below these are buttons for 'Import CSV', 'Export CSV', and 'Continue to My Plans'. The main section is titled 'STARTING POSITION OPTIONS' and contains three sub-sections: 1. 'Single or Joint Plan' with a 'Joint Plan' button selected and a 'Currency' dropdown set to 'Dollar'. 2. 'SALARY' with a table for two entries: 'Salary - Kate' and 'Salary - John', both with an annual amount of '\$120,000' and '30 Years' duration. 3. 'PERSONAL ASSETS' with a table showing a 'Car' owned 'Joint' with a 'Current Value' of '\$30,000'. Each sub-section has 'Save' and 'Cancel' buttons.

Description	Owner	Annual Amount	No. of Years
Salary - Kate	Kate	\$120,000	30 Years
Salary - John	John	\$120,000	30 Years

Description	Owner	Type	Current Value
Car	Joint	Vehicle	\$30,000

Financial Mappers Pro: Getting Started Guide for Advisers

At the end of the **Starting Position**, you have the option to view the **Starting Position Report**, which details all the information in the **Starting Position**. To start making plans, click the **Continue to My Plans** button.

MONTHLY SALARY ALLOCATION TO INVESTMENT PLAN

	Monthly	Annual
Additional Loan Payments	\$0	\$0
Other Investments (Cash, Shares, Managed Funds, Superannuation)	\$2,866	\$34,392

SUMMARY OF SALARY ALLOCATION TO INVESTMENT PLAN

	Annual
Gross Salary	\$300,000
Allocation from Salary to Investment Plan	
Loan Expenses (Home & Investment Loans less Rent)	\$7,607
Additional Payments for Home & Investment Loans	\$0
Other Investments	\$34,392
Unallocated Funds	\$258,001

% of Salary Invested (Home, Investments & Superannuation) 14%

[Continue to My Plans](#) [Starting Position Report](#)

When you return to the main planning page, you can now share the **Starting Position** information with your **Paraplanner** and commence a **New Plan from Starting Position**. In this case, all the information, except the Personal Assets is imported into the Plan. (Personal Assets are only listed so that these items can be listed the **Starting Position Report**, as part of the Assets and Liabilities Statement).

Financial Mappers® Pro
in conjunction with Good Advice

Adam Pitt

Plans for John Gooding

No plans

+ New Plan

- New Blank Plan
- New Plan from Starting Position

Starting Position

Plans Shared with Me


For more information on making plans, please refer to your **Financial Mappers Overview Document** in the **Advisers Quick Start Resource Page**.

<https://www.financialmappers.com.au/trial-sequence-pages/getting-started/>

Read the **Overview Document** to find out more about **Importing Client Contact Details** on the Users page. This page is accessible by the role of Chief FM Admin and FM Admin.

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Simon Simmons ▾

← **Users** ↻

showing rows 1 to 20 of 48

+ Add User

≡ Import/Export Clients ▾

⌵

⌵ Username	⌵ Firstname	⌵ Surname	⌵ Role	⌵ Client ID	⌵ Last Login
cantrellzzz@outlook.com	Ben	Cantrell	Chief FM Admin		5/05/2020 5:30 pm

Plans List

Sample Plans

When you start your trial, you will have one test client, to which we have added the **Sample Plan** – **Our Joint 30-Year Plan**.

While you are learning to use the software, you may like to access the Sample Plans, make a copy and assign the plan to one of your test clients. Each Sample Plan has a PDF (How to) file which can be downloaded.

Back SAMPLE PLANS ⓘ			
Here is a list of Sample Plans for you to choose from. By clicking the copy button you will copy the plan into your My Plans list. The Plan will then be selected for you to preview and edit.			
Description	Type ⓘ	Copy ⓘ	
Practice Plan	Lifetime (Savings & Retirement)		Download PDF Tutorial
Savings (Investment) Plan	Savings (Investment) only		Download PDF Tutorial
Retirement Plan	Retirement only		Download PDF Tutorial
Lifetime Plan	Lifetime (Savings & Retirement)		Download PDF Tutorial
Debt Reduction Plan	Savings (Investment) only		Download PDF Tutorial
SMSF (Aust)	Lifetime (Savings & Retirement)		Download PDF Tutorial
Joint SMSF (Aust)	Lifetime (Savings & Retirement)		Download PDF Tutorial
Our 10-Year Joint Plan	Lifetime (Savings & Retirement)		Download PDF Tutorial
Our 30-Year Joint Plan	Lifetime (Savings & Retirement)		Download PDF Tutorial

Plans

On the **My Client's** Page, you click the icon for **Plans**.

FinancialMappers® Pro		Good Advice Looking After Your Finances		Adam Pitt	
← Plans for John Gooding		↻ showing row 1 of 1		+ New Plan	
Starting Position		Plans Shared with Me		⌵	
Name	Type	Length	Joint	Date Created	
Gooding Plan A 2020	Lifetime (Savings & Retirement)	30	✓	19/05/2020	✓ Select Manage Sharing Client Review
Showing row 1 of 1					

Note the following navigations points:

- Click on the Name to **Edit** the plan
- To work in the Plan, click **Select**
- To share the plan, click **Manage Sharing**
- To go to the Client Review of plan, click **Client Review**

Financial Mappers Pro: Getting Started Guide for Advisers

To go the **Client's Connect Portal**, go My Clients and select the TAB, **Connect**.

Simon Simmons

My Clients

showing rows 41 to 46 of 46

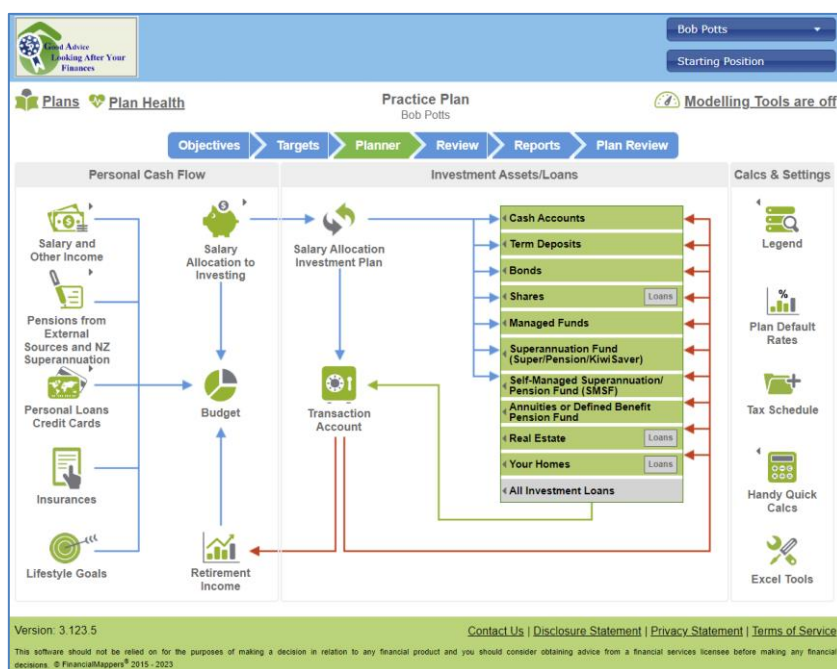
+ Add Client Plans Shared with Me

Client ID	First Name	Surname	Email	Type	CMS	
	John	Test100		Client		Plans
A 105-17	John	Vickery	vickeryzzz@aol.com	Connect Client	Worksorted	Connect Plans
A106z	John	Vickery	finmappers+203@gmail.com	Connect Client		Connect Plans

Plan Management Area

1. Planner

This will take you to the **Planner** page in the **Plan Management Area**, with the Practice Plan loaded, as you can see by the Plan name at the top of the screen. The navigation chevrons show you which part of the Plan Management Area you are in at any time. Your current page is shown by a **green** chevron. This is the view your client if using Pro^{Connect} would see.



As an example, a Practice Plan has been assigned to Bob Potts, the client used in the demonstration videos. This is the view the adviser Simon Simmons would have when creating plans.



Financial Mappers Pro: Getting Started Guide for Advisers

The **Planner** page is the main hub used to enter the details of any plan. The Practice Plan has already been created for you so you can explore the entries made by clicking on the various icons and elements on the **Planner** page. You can test what happens if you make changes to this Practice Plan.

2. Returning to My Plans List

To get started for the first time, you will find a “Test Client” to practice on. A copy of the Sample Plan has been made for you. You can make a copy of any Sample Plan and assign the plan to your ‘Test Client’. From there you can experiment with the plan.

When you select a real client, you can start making a client plan immediately and after some time you will likely have a list of plans for that client. If you click on the name of the **Select**, next to the name of the plan, the plan will open.

If you click on the Name of Plan, you can do any of the following

- Edit the plan details or change the name of the plan after a copy has been made.
- Copy a Plan
- Delete a Plan

Edit Plan

Plan Name Plan Type Calendar Year Currency

Length of Plan

Joint Plan ☒ Joint Plan ☐ Swap Principal/Partner Details

Principal

Firstname Surname

Initials (Identifier) Target Retirement Income Total \$200,000

Age at Start of Plan and Retirement

Year at start of retirement: 2035 (Year 16)

Partner

Firstname Surname

Initials (Identifier) Target Retirement Income Total \$200,000

Age at Start of Plan and Retirement

Actions

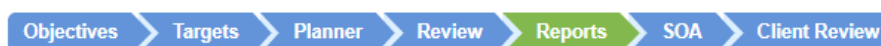
☒ Select ☐ Manage Sharing ☐ Client Review

Financial Mappers Pro: Getting Started Guide for Advisers

Note on Paraplanners: Paraplanners cannot create a plan, the adviser must start the plan and share with the paraplanner. If a paraplanner is trialing the software on the Good Advice platform, they will be assigned the role of Adviser, so they can make their own plans.

3. Other Plan Management Pages

Click on each of the navigation **Chevrons** in the Plan Management Area to see what has been entered or reported for the Practice Plan or your plan. When you get to the **Reports**, select and generate a Report for the plan, for example **Plan Summary**.



On the Reports page there is a 4th section for your customized reports.

Good Advice Reports

Preliminary Report on Financial Plan

Statement of Advice - Full Service

Statement of Advice - Scaled Advice (RG 90)

The First 5-Years of Your Plan

NB: This report is not visible to clients. This report will help you check plan results as the plan is developed. No SOA Smart Panels are used in this Report. This report does not give advice.

NB: This report is not visible to clients. This is a second version of the Statement of Advice provided as an alternative to the Statement of Advice - Scaled Advice (RG90) presented for the FPA's digital solution to the delivery of an SOA.

NB: This report is not visible to clients. This SOA is based on the template provided by ASIC in RG 90. This model only deals with scaled advice for a new client wanting Insurance Advice only. We have tried to expand the content to make it more useful for advisers want to use the RG 90 template for other forms of advice.

This report does not give advice. It demonstrates the expected transactions and outcomes over the first 5-years of the plan when the actions described in the plan are carried out in year year.

SOA Editor

To assist adviser's getting familiar with the report section and Client Review section, there are a number of templates for these reports. It is simply a matter of making a copy of the Template, make any changes, including the title and publish the report.

Templates		
Name	Plan Type	
Debt Management Report	All	<div>Copy</div> <div></div> <div></div>
First 5-Years of Client Plan	All	<div></div> <div></div>
My 5-Year Savings Plan	Savings	<div></div> <div></div>
My Debt Management Report	All	<div></div> <div></div>
My Plan Review	All	<div></div> <div></div>
My Plan Summary	All	<div></div> <div></div>
Plan Review	All	<div></div> <div></div>
Retirement Plan Report	Drawdown	<div></div> <div></div>
Review of Retirement Accounts	All	<div></div> <div></div>
Short Form COVID-19 Super Access	All	<div></div> <div></div>
Statement of Advice	All	<div></div> <div></div>
Statement of Advice - (Insurance Only)	All	<div></div> <div></div>
Statement of Advice for Retirees	All	<div></div> <div></div>
Summary Report of Client Plan	All	<div></div> <div></div>
Wealth Tracker Performance Review	All	<div></div> <div></div>
Wealth Tracker Performance Review (Investments)	All	<div></div> <div></div>
Wealth Tracker Performance Review (Short Version)	All	<div></div> <div></div>

You will immediately have access to a wide range of reports to experiment with while testing the software. Later you can amend these reports or start from scratch with your report.

Financial Mappers Pro: Getting Started Guide for Advisers

← Reports

Client Review Configuration

Create New Report

NB:

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

Name	Plan Type	Active	Published	
Debt Management Report	All	✓	✓	<div><div></div><div></div></div>
First 5-Years of Client Plan	All	✓	✓	<div><div></div><div></div></div>
My 5-Year Savings Plan	Savings	✓	✓	<div><div></div><div></div></div>
Retirement Plan Report	Drawdown	✓	✓	<div><div></div><div></div></div>
Short Form COVID-19 Super Access	All	✓	✓	<div><div></div><div></div></div>
Statement of Advice	All	✓	✓	<div><div></div><div></div></div>
Statement of Advice - (Insurance Only)	All	✓	✓	<div><div></div><div></div></div>
Statement of Advice for Retirees	All	✓	✓	<div><div></div><div></div></div>
Summary Report of Client Plan	All	✓	✓	<div><div></div><div></div></div>

On the chevron, **SOA**, you can add the additional information, which is not part of the plan for your Statement of Advice. (Note there are an additional 20 blank custom panels)

Objectives

Targets

Planner

Review

Reports

SOA

Client Review

SOA Editor

1. Executive Summary

2. What you want

3. General Information about Client and Partner

4. Estate Planning

5. Attitude towards Investing

6. Investment Planning

7. My Advice

8. Scope of Advice

9. Reasons for my Recommendations

10. Consequences of my Advice

11. How to follow my Advice

12. Improving your Money Management Skills

13. Fees and Costs

14. Commissions

15. Insurance Recommendations

16. Commissions Paid on Insurance Policies

17. What this document is about

18. Review of Performance

19. List of Attachments

20. Product Replacement

21. Wealth Tracker Summary

22. Custom 1

23. Custom 2

The **Client Review** chevron shows the same information that is provided to your client, who logs into the **Client Review Gateway**.

Financial Mappers Pro: Getting Started Guide for Advisers

Statement of Advice
John & Betty Vickery

Plan Details | Report | Documents | Q&A | MoneySmart Advice | MoneySmart Videos | Book Club | Money Matters

Previous | Cover Page & Table of Contents | Next: Important Information

Statement of Advice

Vickery Plan 2019 V1

John Vickery and Betty Vickery
DOB: and
26 Smith Street, Sydney, NSW, 2001

Report Generated by Simon Simmons of Good Advice

Simon Simmons

Wealth creation and financial independence need not be a dream. With our team at Good Advice, I can guide you to achieve your financial goals. I have over 30 years of experience in financial planning. I am a Certified Financial Planner (CFP), Financial Planning Association of Australia.

Contact
Phone: 9999 9999
Email: simon@goodadvice.com.au
Good Advice
William Street
Sydney NSW 2000

Table of Contents

1. Important Information
2. Introduction
3. Review Dashboard
4. Your Progress through the Plan
5. The First 5-Years
6. Investment Targets
7. Lifestyle Goals and Milestones
8. Asset Allocation
9. Investment Profile & Other Statistics
10. Factors taken into Consideration
11. My advice accompanying this recommended financial plan
12. Insurance
13. Improving your Money Management Skills
14. Know your Assets
15. Know your Debts
16. Know your Retirement Accounts
17. Fees, Costs and Commissions
18. Authority to Proceed

Using the **Client Review Gateway**, you can send the link directly to the client's Connect Portal. The second option is to email a link to the report, so that your client can view the report independent to you, but this is not as secure as using the Client Portal. (For full details, read the Masterclass Document **Client Review App**). Note that the time spent reviewing the TAB Report is timed.

If your CRM is integrated with Financial Mappers, you can send a copy directly to the CRM.

Statement of Advice
Bob Potts

Plan Details | Report | Documents | Q&A | MoneySmart Advice | MoneySmart Videos | Book Club

Copy of Savings (Investment Plan)

Plan Type	Savings (Investment) only	
Plan Length	30 years	
Joint Plan	No	
Savings Start Year	2020	
Name	Initials	Savings Start Age
Bob Potts	Bob	30

Estimated Review Time

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

Notify Client

Use this form to send a message to your client with a link to view this report.

Client Name: Bob Potts | Client ID: C102-58 | Email Address: pottszzz@yahoo.com

Message: (Optional)

Last sent 6 months ago | Send via Connect | Also send to Worksorted

Note: WorkSorted Advisers can automatically upload a copy to their clients file in the CRM.

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4. Header Button Options

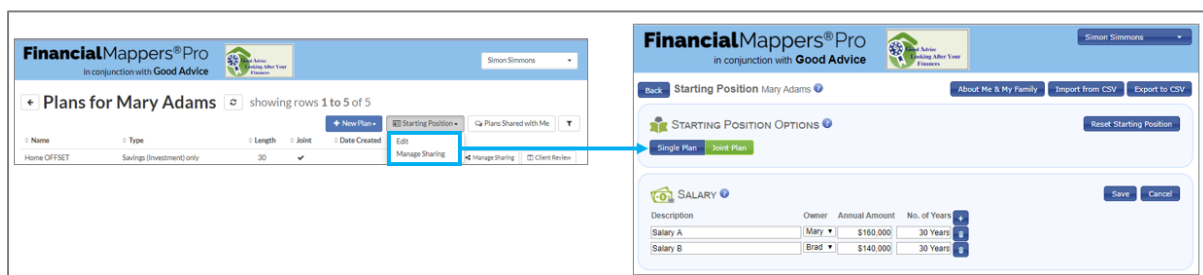
Check out details for the Adviser or Paraplanner. This is the drop-down list for the **Chief FM Admin**. Other team members will have a list appropriate to their level of access. Those with the role of Adviser, will not see the highlighted items.

The screenshot displays the Financial Mappers Pro interface. At the top, the header includes the logo 'FinancialMappers® Pro in conjunction with Good Advice' and a 'Good Advice Looking After Your Finances' logo. Below the header, the 'My Clients' section shows a table with columns: Client ID, First Name, Surname, Email, Type, and CMS. The table lists several clients, including Mary Adams, Brad Black, John Citizen, Tom Goodman, and Paul Harry. To the right of the table is an '+ Add Client' button. A dropdown menu is open for the user 'Simon Simmons', showing a list of options: Account Details, My Clients, Sample Plans, Users, Company Settings, Company Default Rates, Report Builder, Help Manual, FAQs, Tutorials, and Logout. The options 'Users', 'Company Settings', 'Company Default Rates', and 'Report Builder' are highlighted in yellow.

Client ID	First Name	Surname	Email	Type	CMS
A 105-10	Mary	Adams	adamszzz@yahoo.com	Connect Client	
xxx 100 2000A	Brad	Black		Client	
A105-30	John	Citizen	glenis1000+2004@gmail.com	Client	Works
C 102-60	Tom	Goodman	rents@fiscalysis.com.au	Client	
	Paul	Harry	paulharry91+test0@gmail.com	Connect Client	
A 105-50	Paul	Harry	paulharry91+test0@gmail.com	Client	

Starting Position

Click on the **Starting Position / Edit** in the blue rectangle. This will take you to the **Starting Position**.



Create Your Starting Position

Enter all the details of your current personal and investment cash flow and holdings:

Back Starting Position ? Mary Adams

Last modified by: Simon Simmons (18/02/2021 1:50 pm)

About Me & My Family Adviser Notes Wealth Tracker

Import CSV Export CSV Continue to My Plans

STARTING POSITION OPTIONS ?

Reset Starting Position

Single or Joint Plan Currency

Single Plan Joint Plan Dollar

SALARY ?

Save Cancel

Description	Owner	Annual Amount	No. of Years
John's Salary	John	\$150,000	30 Years
Mary's Salary	Mary	\$100,000	30 Years

TRANSACTION ACCOUNT ?

Save Cancel

Description	Balance at Start of Plan	Rate of Return
Transaction (Bank) Account	\$50,000	5.00%

PERSONAL ASSETS ?

Save Cancel



Description	Owner	Type	Current Value
John's Car	John	Vehicle	\$10,000
Mary's Car	Mary	Vehicle	\$15,000
Household goods	Joint	Home Contents	\$10,000

MILESTONES ?

Save Cancel












Description	Owner	Year of Event
Buying a car	John	2018
Buying an investment property	Joint	2018
Having a baby	Mary	2018

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 PERSONAL BUDGET 

Save Cancel

COMMITMENTS \$0

Active 	Optional 	Budget Item	Payments per Year	Amount	Annual Cost	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rent	1	\$0	\$0	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Child Support Payments	1	\$0	\$0	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Insurance - Home	1	\$0	\$0	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Insurance - Home Contents	1	\$0	\$0	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Insurance - Property	1	\$0	\$0	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Insurance - Property Contents	1	\$0	\$0	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		1	\$0	\$0	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		1	\$0	\$0	

HOME

\$0

UTILITIES

\$0

EDUCATION

\$0

HEALTH

\$0

SHOPPING

\$0

TRANSPORT

\$0

ENTERTAINMENT

\$0


OTHER

\$0



MISCELLANEOUS

\$0

Total Living Expenses \$0

 HOMES & INVESTMENT PROPERTIES 

Save Cancel

Description	Owner	Current Value	Purchase Price	Loan Amount	Loan Type	Lender	Remaining	Interest Rate	
Homes									
Home 1	Joint	\$600,000	\$500,000	\$50,000	Principal and Inter	NAB	20 Years	5.00%	
Investment Properties									
Property	Mary	\$200,000	\$150,000	\$60,000	Principal and Inter		20 Years	6.00%	
Reno	Mary	(Unlinked Loan)		\$20,000	Interest Only		5 Years	8.00%	

 SHARES & MANAGED FUNDS 

Save Cancel

Shares  



Managed Funds 

 PERSONAL LOANS & CREDIT CARDS 

Save Cancel




PERSONAL LOANS 


CREDIT CARDS 

 RETIREMENT ASSETS 

Save Cancel

SUPERANNUATION/PENSION FUNDS

Description	Owner	Value of Employer Contributions	Value of After-Tax Personal Contributions	Value of Pre-Tax Personal Contributions	
John's Super	John	\$400,000	\$0	\$0	
Mary's Super	Mary	\$300,000	\$0	\$0	

Activate Employer Contributions? 

John Citizen Mary Citizen

John's Super Mary's Super

SELF-MANAGED SUPERANNUATION/PENSION FUNDS (SMSF)

SMSFs cannot be included in the **Starting Position**. This information must be entered into the plan itself.

ANNUITIES & DEFINED BENEFIT PENSION FUNDS

Annuities and Defined Benefit Pension Funds cannot be included in the **Starting Position**. This information must be entered into the plan itself.

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INSURANCE

Save

Cancel

Description	Owner	Type	Value	Cost Payment	Start and End Age
ABC Life - Mary	Mary	Life Insurance Death & TPD	\$100,000	\$1,000 <input checked="" type="checkbox"/> Tax Deductible	Budget Age 30 Age 65
ABC Life	John	Life Insurance Death & TPD	\$200,000	\$2,000 <input checked="" type="checkbox"/> Tax Deductible	Budget Age 30 Age 65

MONTHLY SALARY ALLOCATION TO INVESTMENT PLAN

Save

Cancel

	Monthly	Annual
Additional Loan Payments	\$500	\$6,000
Other Investments (Cash, Shares, Managed Funds, Superannuation)	\$500	\$6,000

SUMMARY OF SALARY ALLOCATION TO INVESTMENT PLAN

	Annual
Gross Salary	\$250,000
Allocation from Salary to Investment Plan	
Loan Expenses (Home & Investment Loans less Rent)	\$13,676
Additional Payments for Home & Investment Loans	\$6,000
Other Investments	\$6,000
Unallocated Funds	\$224,324

% of Salary Invested (Home, Investments & Superannuation) 11%

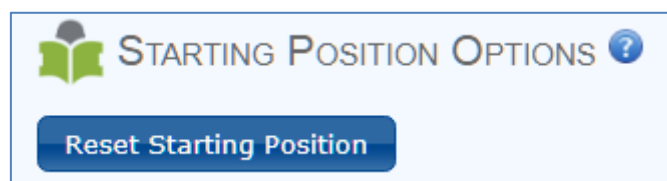
Continue to My Plans

Starting Position Report

Changing the Starting Position

There are two types of changes that can be made, once a **Starting Financial Position** is created for your Account:

1. **Amendment of Details.** This means changing, adding to, or deleting from items previously entered.
2. **Reset.** This means removing ALL entries, so that there is nothing in the Starting Financial Position.



**** IMPORTANT ****

Any changes made to the **Starting Position** will not change details in any PLANS that have been created *prior to* the point in time when the **Starting Position** changes are made.

The changes to the **Starting Position** will only be included in New Plans (made after the changes) when this plan creation option is specified.

There is no history kept of changes to the **Starting Position**. Whatever it is currently set to, is what is used for new plans when the above option is selected.

Note for Financial Advisers: Where you are using Pro^{Connect}, either you or your client can update the Starting Position. The Starting Position is changed on the adviser's and client's copy of the **Starting Position**. An email will be sent advising the other party of the change.

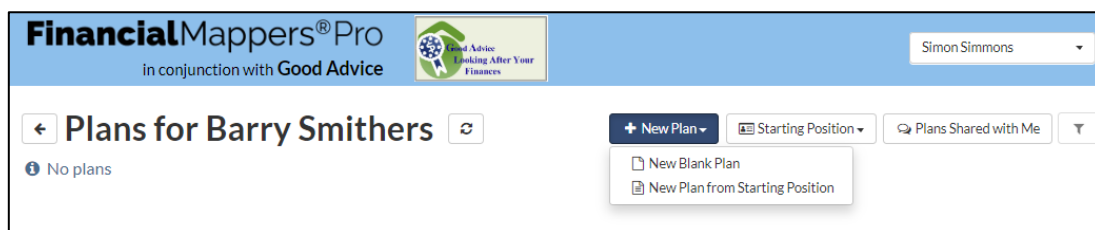
In the report, **Compare Two Plans**, the Starting Position calculated from the plan is used and not the Start Position Report. The reason is that information regarding SMSF and Annuities is not included in the Starting Position entries.

Note for Financial Advisers: The button **About Me and My Family** is intended where you have **Connect Clients** and you want them to complete this information /and or the Starting Position. You may choose to enter or update any information. Refer to the Overview Document.

Plan Creation

When you select **Plans** on the line of the client's name, you are taken to page which only has the plans for that client. To create a plan you can choose from these two options:

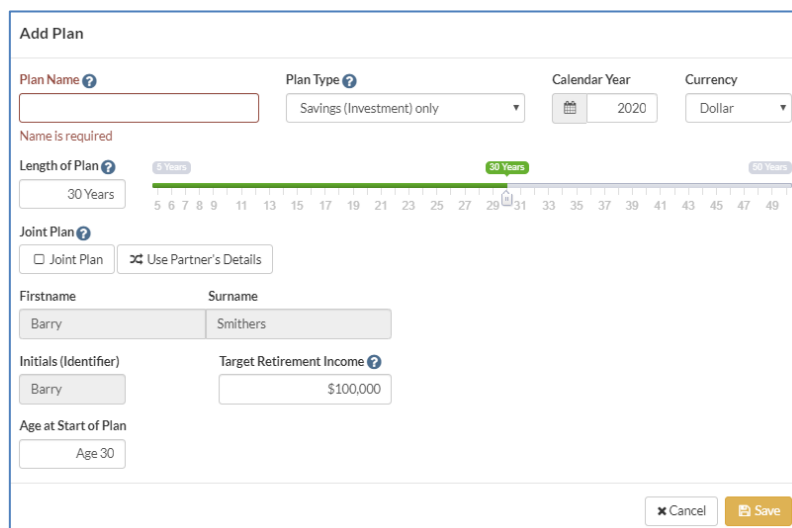
1. **New Blank Plan**
2. **New Plan from Starting Financial Position.**



When **New Blank Plan** is chosen, your current financial position will need to be entered into the new plan, before the future investing entries are made. With this option your current financial position information will ONLY apply to this plan.

When **New Plan from Starting Financial Position** is chosen, the new plan is pre-filled with all information that has been set up, or recently updated, in the **Starting Position** area.

Complete the name of the plan (or alter it, if creating using **New Plan from Starting Financial Position**) and choose whether the plan type will be a Savings (Investment) Plan, Retirement Plan or a Lifetime plan which is a combination of both.



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Complete the remainder of information requested.

When you click “save”, you will be taken to the **Planner Page** in the Plan Management Area.

We suggest that you select the **Objectives**, then **Targets** navigation chevrons and complete this information, however you can do this at any time. You will find it useful to have a written description of what outcomes you want your plan to achieve. And this is what the **Objectives** area is for. The **Targets** is for the specific numeric outcomes you want your plan to achieve. The information in these areas will be imported into some of the **Reports** so it is a good idea to complete, to add meaning to your Reports.

When creating your plan, there are some important things to understand:

- When creating an investment or retirement plan, you need to keep checking the funds in the **Transaction Account**. This is like a checking account, from which all income and expenses transact between account. Use the **Plan Health** Icon on the Planner Page to check that the balance of the account is not overdrawn.
- From the **Salary**, or **Salary Allocation to Investing** icons on the **Planner page**, you allocate a percentage of your **Gross Salary**, to fund the cost of home and investment loans, together with any savings you may want to allocate for other investments. Investments can also be purchased from specific accounts, such as Cash, Managed Funds, Shares and Personal Superannuation Contributions.
- There are two methods of purchasing assets.
 1. The **Salary Allocation Investment Plan** on the **Planner** page should be used to allocate your investable funds nominated in the **Savings from Salary** area. Use this method to create a multi-year investment plan quickly. This method only uses the funds allocated from **Savings from Salary area** each year.
 2. The alternative option is to purchase assets directly using any asset account, for example – going to the **Shares** section of the Assets block and entering specific amounts for specific years. When you do this, the entered amount is then withdrawn from the Transaction Account in the year selected for the purchase.
- There is one method for selling assets.

To sell any particular asset, go to the specific asset in the Asset Block and enter the amount you wish to sell, in the year you wish to sell. The sale funds are deposited into the transaction account.

- When you are in the **Retirement Phase** of a plan you can nominate how much you require for living expenses each year. This amount is entered as **Retirement Income**. You will need to allocate how much of your retirement accounts and other liquid assets you want to draw down each year (in each of these areas of the Planner). This money is transferred to your **Transaction Account**. As Living Expenses listed the Personal Budget are part of the Retirement Income, The Living Expenses are not included in the Transaction Account, once the Retirement/Income Plan has been activated.
- When you have completed your plan, check the **Key Indicator Graphs**, at the top of the **Plan Outcomes** report. Generally, these graphs will indicate if you have forgotten to do something, like spend more than you earn or not allocate funds to the Investment Plan or Retirement Plan.

Financial Mappers is modelling software working on a year by year basis. To maintain the ease of use and dynamic nature of the software these rules are applied.

- **Assets** are considered to be purchased at the **start of the year**. and sold at the **end of the year** in the **Transaction Account**. Thus if you want to sell your current home and buy a new one in Year 5, you would sell the current home at the end of Year 4, so the funds are in your **Transaction Account** at the start of Year 5, to purchase the property.
- Generally, you enter all future costs in Today's Dollar or **Present Value**. The Inflation rate is used to calculate **Future Value** amounts. The default inflation rate is 2.5%.
- You will sometimes be asked to enter values as a percentage. For example, if you want to sell some of your share portfolio, you will be asked to nominate a percentage. The same applies when you are allocating funds in the **Salary Allocation Investment Plan**. This allows the values to adjust when you make other changes to your plan.

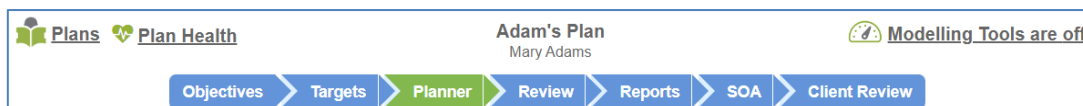
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After you have completed your plan, you can **Compare Results**, with your initial **Financial Targets** and those achieved in the **Targets** area. You can then use the slider in the **Review** area, to check the results of 8-major outcomes of your plan for any one year.

Finally try some of the 20 **Reports** you can generate to give you quick, short and plain English answers.

Plan Health

From any page which includes the chevrons, you can access [Plan Health](#), by clicking on the *Heartbeat* icon.



[Plan Health](#) is intended to speed up the planning process because you can access information from critical sections of the software without changing your current location.

When you click on the [Heartbeat](#) icon, a *floating window* will open with 4-graphs.

- Transaction Account – Balance at End of Year
- Salary Allocation to Investment Plan & Percentage of Salary Saved
- Investment Plan – Loan and Investment Allocation of Salary Savings

The aim is to use the data displayed while you are making financial choices in your plan. You can move the window to the side and use your mouse to examine the information. This will speed up your planning time because all the data you need will be available on one page.

Note that if you change plans, you should **“RELOAD”** the graphs. The program will recalculate all the and give you the new values.

All graph values are displayed in [Future Value](#), so you may want to use the [Handy Quick Cals](#) – *Present Value and Future Value*, to calculate the Discounted Value. Otherwise, you can estimate the PV and the software will display the FV for you. More detailed explanations are provided in the [Help Manual](#) of the software.

Financial Mappers Pro: Getting Started Guide for Advisers



Client Review Gateway

Before the Client Review Gateway can be used, people with the role of **Chief FM Admin** must create a report using the **Report Builder**. It is only these reports which can be uploaded to the **Client Review**.

To make the process quick, *Financial Mappers* has provided several templates of reports. If you want to use any of these, simply copy the template, make any adjustments you desire, such as changing the names of the two SOA. You must always publish any changes and ensure the report is active. The reports for Statement of Advice include all of the SOA Editor Panels. The following is a short sample.

Templates		
Name	Plan Type	
Debt Management Report	All	
First 5-Years of Client Plan	All	
My 5-Year Savings Plan	Savings	
My Debt Management Report	All	
My Plan Review	All	
My Plan Summary	All	
Plan Review	All	
Retirement Plan Report	Drawdown	
Review of Retirement Accounts	All	
Short Form COVID-19 Super Access	All	
Statement of Advice	All	
Statement of Advice - (Insurance Only)	All	
Statement of Advice for Retirees	All	
Summary Report of Client Plan	All	
Wealth Tracker Performance Review	All	
Wealth Tracker Performance Review (Investments)	All	
Wealth Tracker Performance Review (Short Version)	All	

← Reports for Clients – Plan Review

← Includes SOA Editor Panels

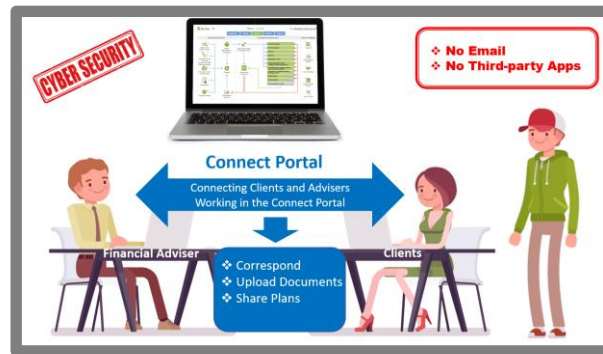
← Compares Actual with Projections

When trialing the software on the **Good Advice** platform all the Reports will be available.

Connect Portal

As part of improving cyber-security, *Financial Mappers* now allows you to communicate with your Connect Clients (only) through a **Connect Portal**. This means that no sensitive information is passed between client and adviser with the use of email or third-party apps.

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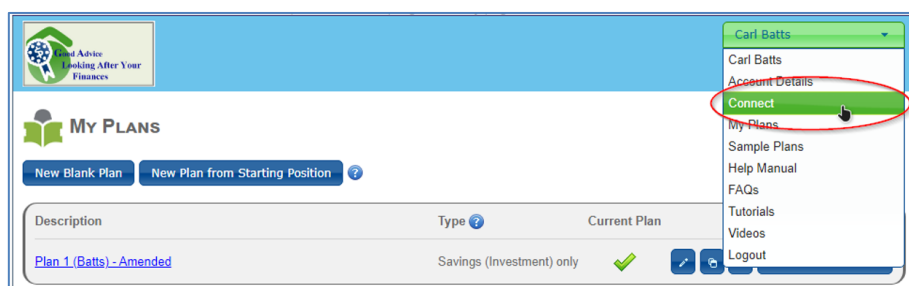
Full details are provided in the Masterclass Document, *Sharing Software with Team Members and Clients*.

Here is a brief explanation

Adviser selects the **Connect** button to right of the client's name.

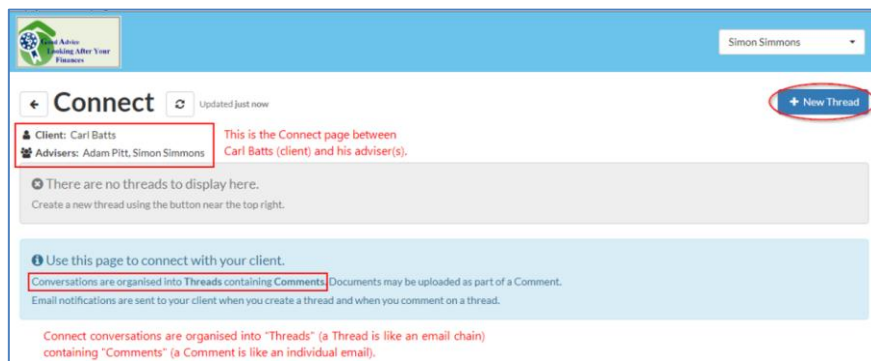
Client ID	First Name	Surname	Email	Type	CMS	Connect	Plans
A 100-01	John	Abbott	finmappers+171@gmail.com	Connect Client	Worksorted	Connect	Plans
A 105-10	Mary	Adams	adamszzz@yahoo.com	Connect Client		Connect	Plans
A350	Buck	Andrews	finmappers+235@gmail.com	Connect Client		Connect	Plans
A 110-25	John	Appleby	finmappers+087@gmail.com	Connect Client		Connect	Plans
A 100-02	Ben	Archer	finmappers+172@gmail.com	Connect Client	Worksorted	Connect	Plans
A 105-11	Carl	Batts	battszzz@yahoo.com	Connect Client		Connect	Plans
XXX 100 2000	Brad	Black	brad.blackzzz@gmail.com	Client		Connect	Plans

For Connect clients, there will be a new item, “**Connect**” in the dropdown at the top right of every page.



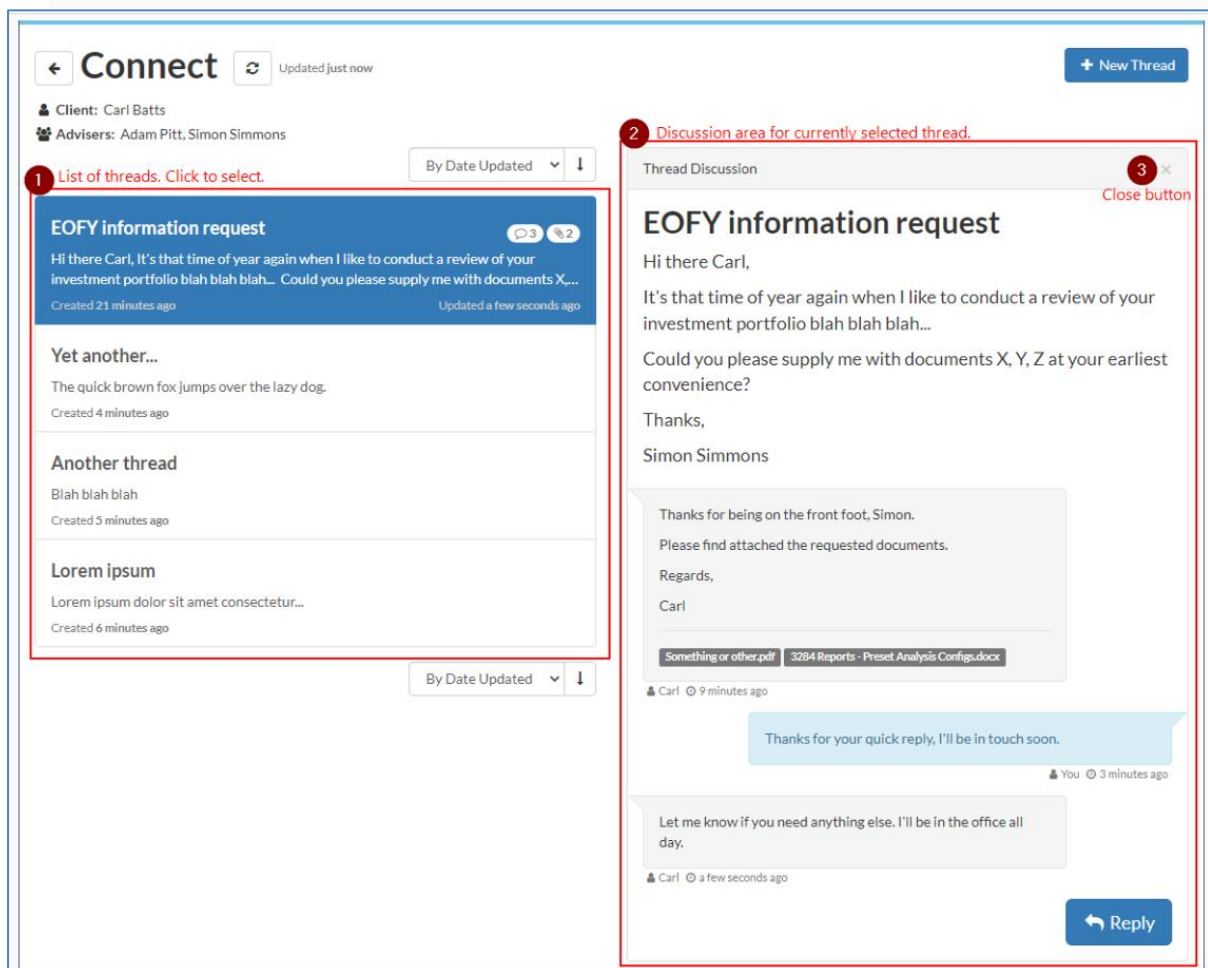
Financial Mappers Pro: Getting Started Guide for Advisers

Here is an empty **Connect Page** for the adviser, Simon Simmons and client, Carl Batts.



Once you start creating threads, they will be listed on the left-hand side of the page.

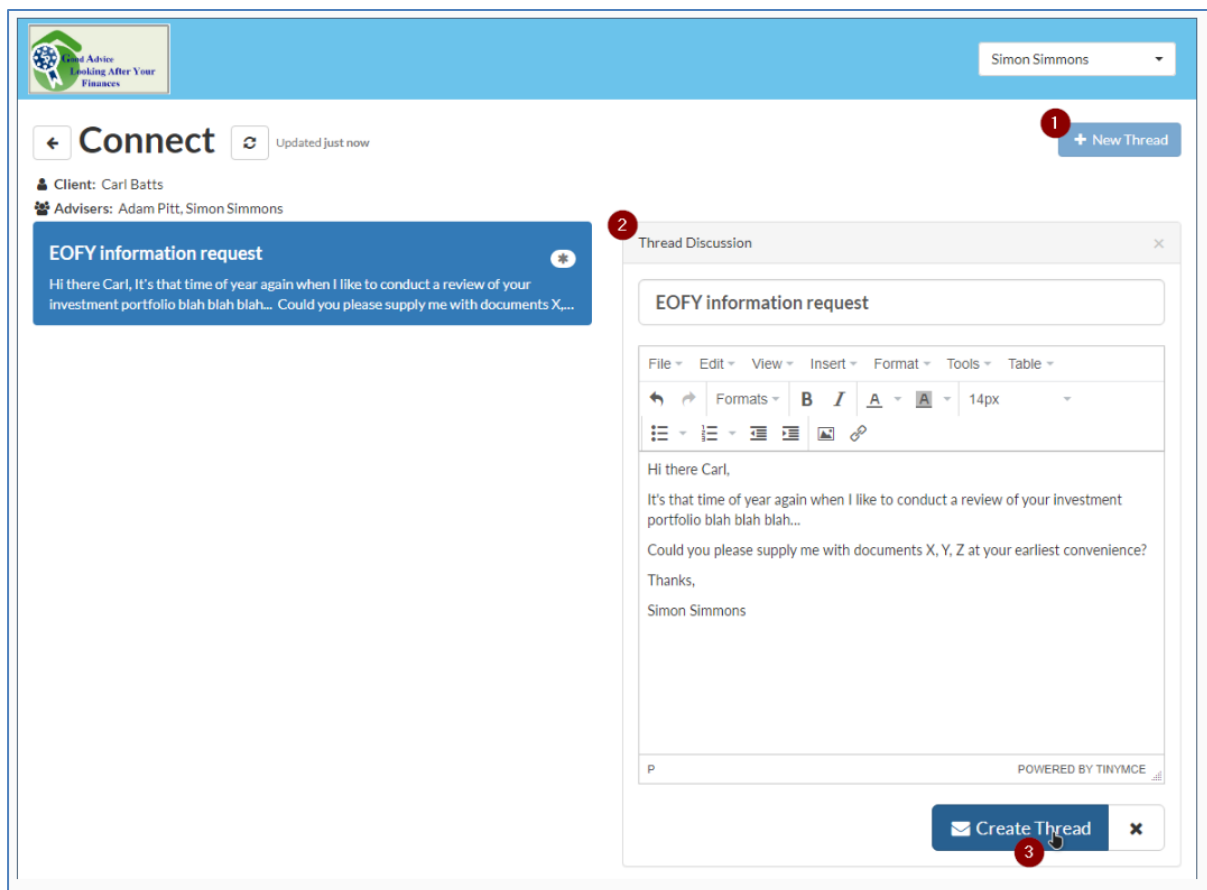
- Click a thread to select it. When a thread is selected, its discussion is shown on the right-hand side of the page.
- Click the small "x" to close the selected thread.



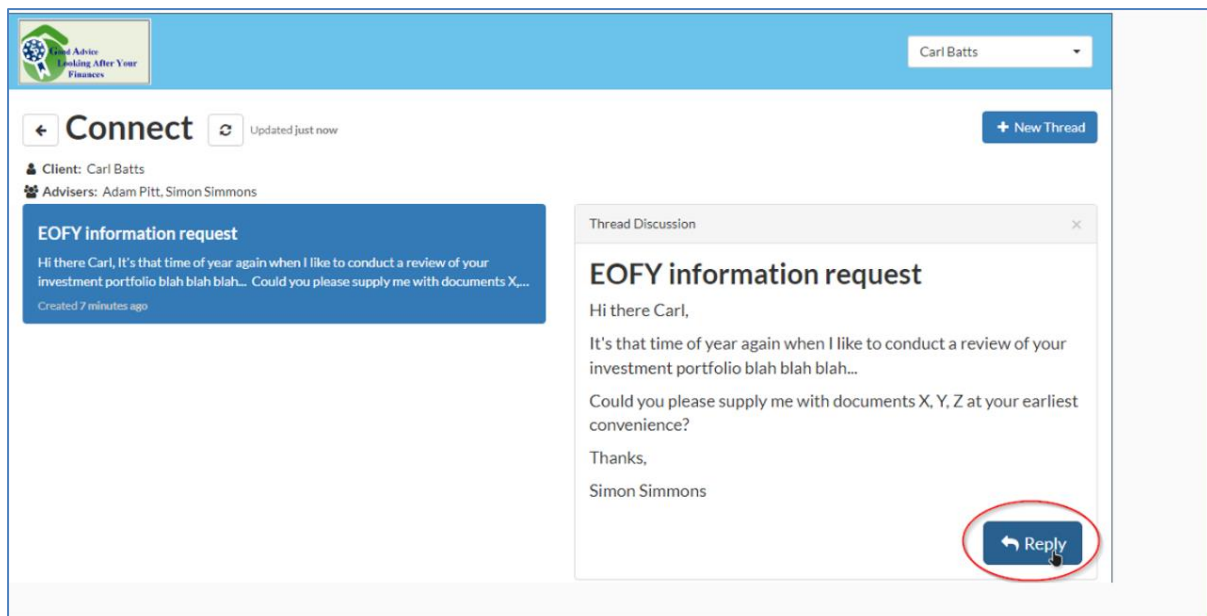
To start a conversation, either the Client or one of the Advisers can create a **New Thread**. The other party is notified by email.

- Click the **New Thread** button.
- Write a subject and message.
- Click the **Create Thread** button.

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Once the thread is created, Carl is sent an email notification. Both parties can see the thread on their **Connect** page and can reply to it. To reply to a thread, click on the **Reply** button.



You can type the message and also attach documents using the **Attach File** button.

Thread Discussion

EOFY information request

Hi there Carl,

It's that time of year again when I like to conduct a review of your investment portfolio blah blah blah...

Could you please supply me with documents X, Y, Z at your earliest convenience?

Thanks,

Simon Simmons

File Edit View Insert Format Tools Table

Formats B I A A 14px

Thanks for being on the front foot, Simon.

Please find attached the requested documents.

Regards,

Carl

P POWERED BY TINYMCE

Attachments

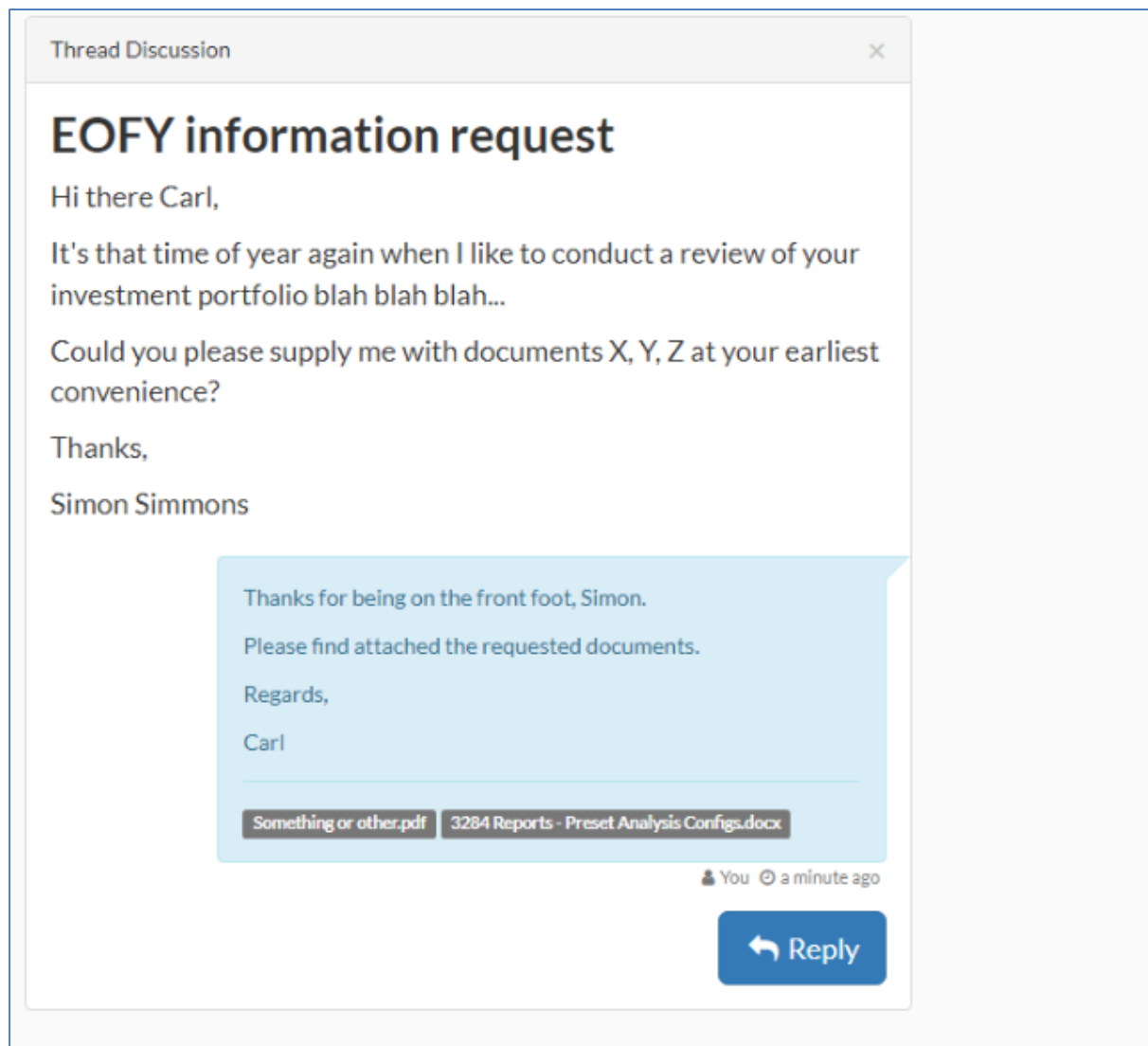
Something or other.pdf 3284 Reports - Preset Analysis Configs.docx

Attach file...

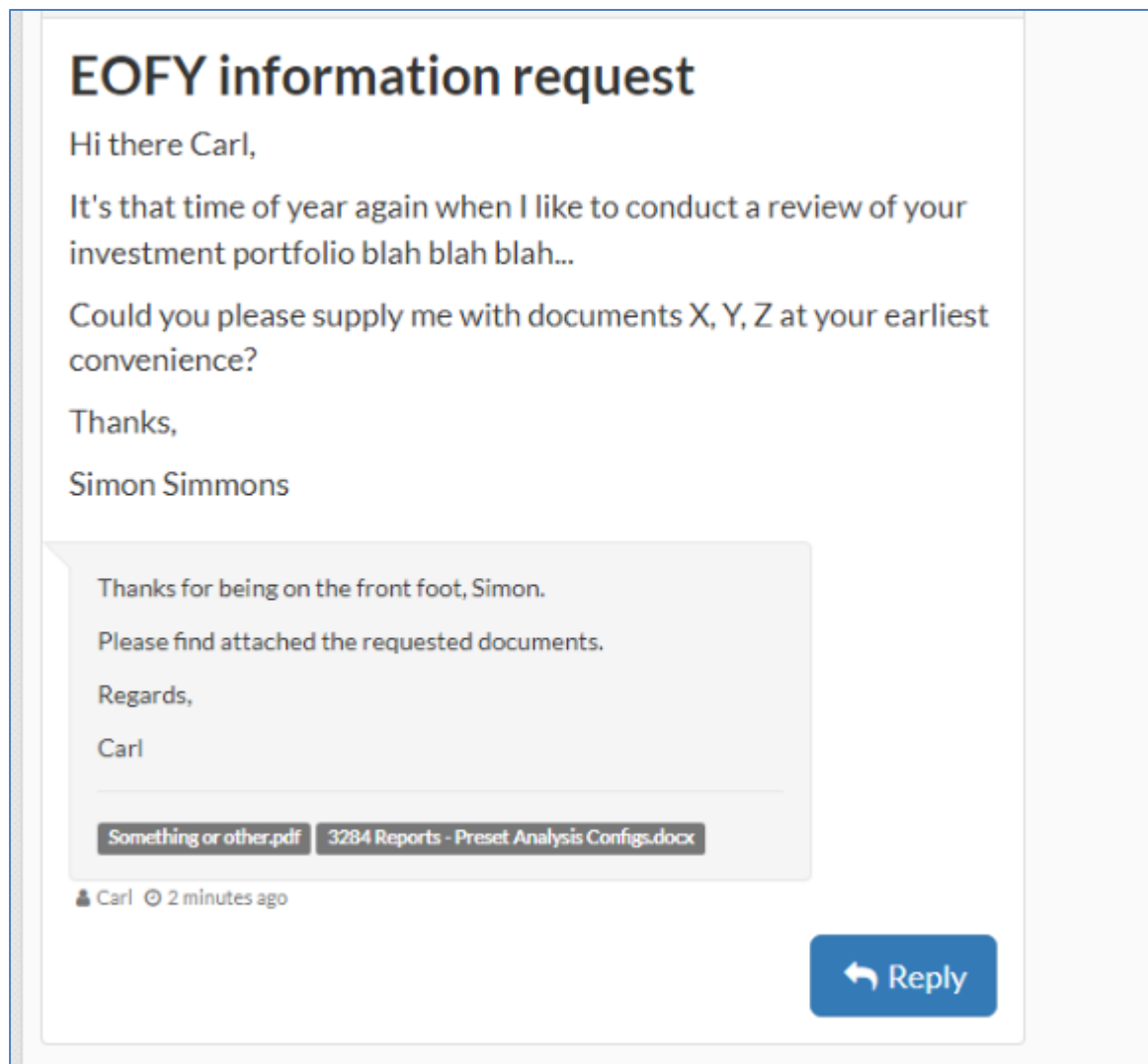
Send Comment

These are two documents that I have attached.

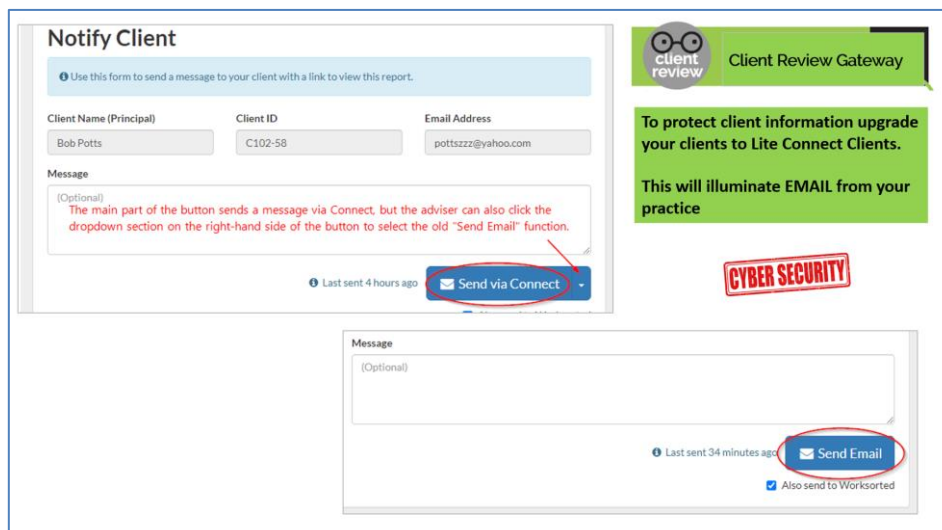
Once the comment is saved, it shows in a blue or grey bubble in the **Thread Discussion** area. Blue equals your comments and grey equals someone else's comments. You can also see the name of the person who sent a comment in the small text just below the comment. This is the Client (Carl) view.



This is the Adviser (Simon) view:

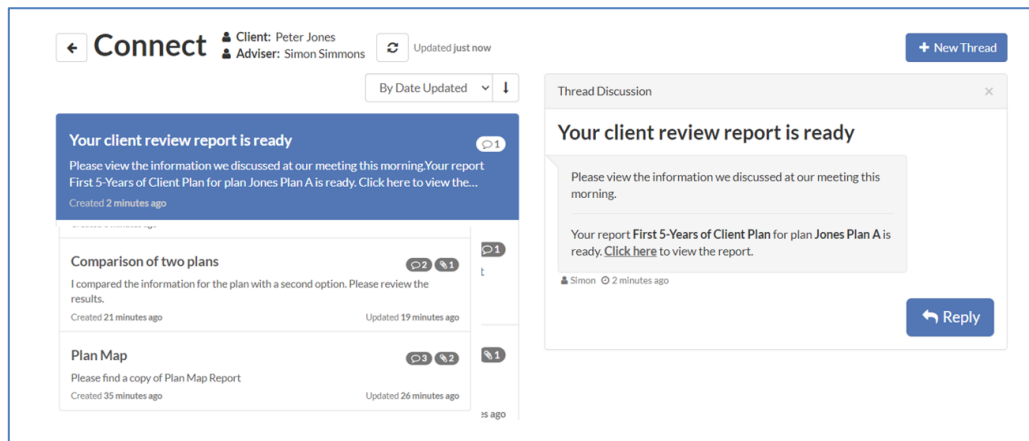


Links can also be sent for the **Client Review Gateway**.



Financial Mappers Pro: Getting Started Guide for Advisers

Over time you will create a series of threads for each client. This Connect Portal maintains a record for both you and your clients.



Contact for Support

If you have any questions please contact **Glenis Phillips**, the designer of Financial Mappers and she will assist you. You are most welcome to arrange a private Zoom meeting if you have any detailed questions or would like a demonstration for your team.

Office: (07) 32164132 (Direct line)
Mobile: 0411 086 532
Email: glenis.phillips@financialmappers.com.au

While trialing the software you will be sent a series of seven automated emails over two weeks. These are aimed to assist you in understanding the software.

Request a demonstration or discussion of Financial Mappers, using the [Calendly](#) link.

