

# NaviPlan User Guide:

## Forecaster Assessment

(Volume III of VI)

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## Canadian version

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## NaviPlan User Guide Series

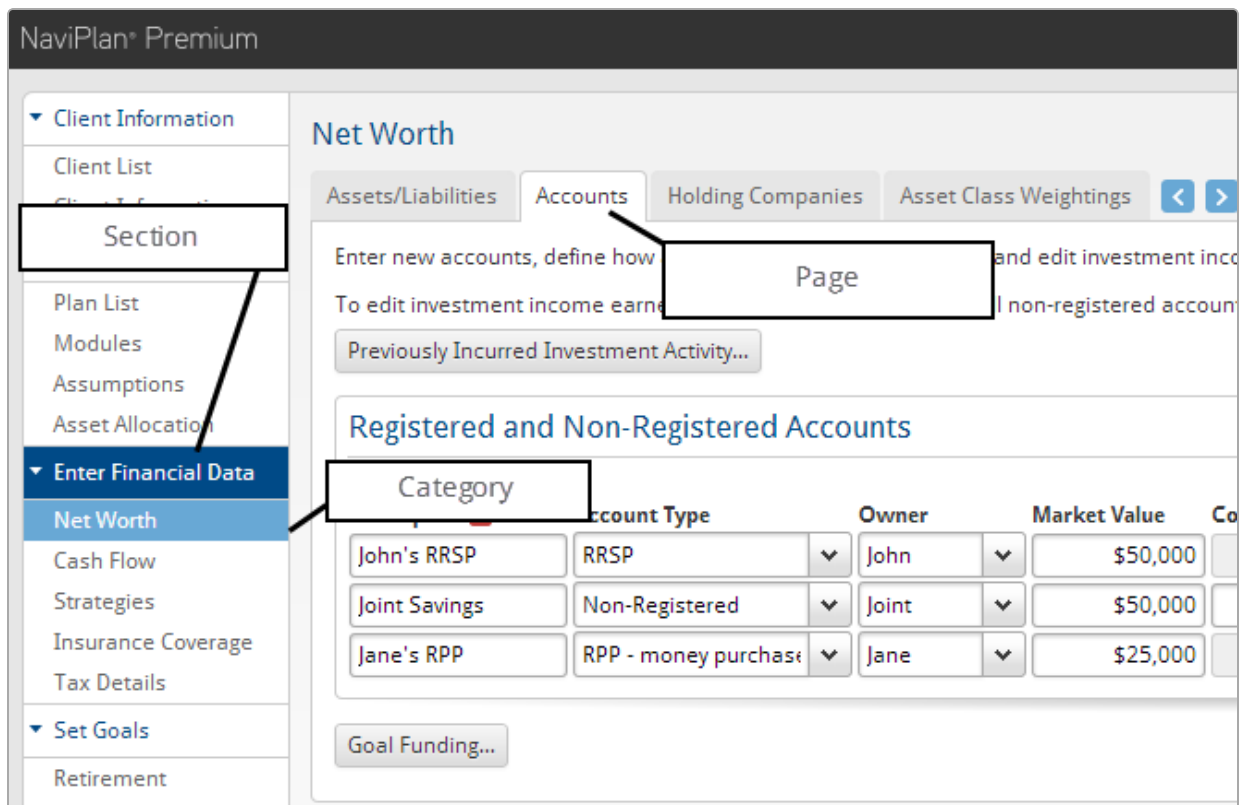
NaviPlan user guides are organized by the tasks you can accomplish in each level. If you are a new NaviPlan user, start with the **Introduction** user guide.

User manual	Tasks covered
<b>Introduction</b>	<ul style="list-style-type: none"> <li>■ Setting up user preferences.</li> <li>■ Creating and managing client engagements.</li> <li>■ Determining which assessment or plan level to select.</li> <li>■ Using NaviPlan workflow.</li> </ul>
<b>Calculators</b>	<ul style="list-style-type: none"> <li>■ Using calculators to model specific aspects of your clients' finances.</li> </ul>
<b>Forecaster Assessment</b>	<ul style="list-style-type: none"> <li>■ Quickly assessing your clients' current financial situation.</li> <li>■ Entering account and annuity information.</li> </ul>
<b>Asset Allocation Assessment</b>	<ul style="list-style-type: none"> <li>■ Determining your clients' investor profile.</li> </ul>
<b>Level 1 and Level 2 Plans: Entering client data and goals</b>	<ul style="list-style-type: none"> <li>■ Entering financial planning assumptions.</li> <li>■ Entering detailed net worth, cash flow, and insurance information.</li> <li>■ Adding holdings to accounts and annuities.</li> <li>■ Entering saving and redemption strategies.</li> <li>■ Entering client goals.</li> <li>■ Generating client reports.</li> </ul>
<b>Level 1 and Level 2 Plans: Analyzing client goals</b>	<ul style="list-style-type: none"> <li>■ Analyzing your clients' goals using Scenario Manager.</li> <li>■ Conducting detailed cash flow and net worth analyses.</li> <li>■ Generating Monte Carlo simulations.</li> <li>■ Creating goal scenarios.</li> <li>■ Generating client reports.</li> </ul>

## Conventions

This user guide uses the following conventions.

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



Enter Financial Data section – Net Worth category – Accounts page

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

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

## NaviPlan Resources

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

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

## Partner Support

Contact us by telephone at

(888) 692-3474

(Monday–Thursday, 7:30 a.m.–6 p.m. central time)

(Friday, 7:30 a.m.-5:00p.m. central time)

Contact us by email at

[support@advicentsolutions.com](mailto:support@advicentsolutions.com)

## An Intro to the Forecaster Assessment

NaviPlan's simplest planning level, formerly known as the Financial Assessment, has been upgraded with additional features, usability enhancements, and Next-Gen reporting! The upgrade provides such a new experience that we thought the level deserved a new name: the Forecaster Assessment.

The Forecaster Assessment is a streamlined analysis perfect for new clients or for clients with simpler financial situations and goals. It was designed to follow the conversations you have with clients, to quickly obtain a picture of your clients' current financial situation and to assess if their financial goals will be met.

### Why was the Financial Assessment planning level upgraded to the Forecaster Assessment?

NaviPlan has always been noted for its adaptability — especially for high net worth clients. This update aims to make NaviPlan equally as friendly for clients on the other end of the spectrum or new clients who just want a quick financial overview:

- Forecaster uses a more intuitive data-entry flow and allows you to dive deeper into insurance needs.
- Forecaster brings an entirely new set of client reports that are easier to understand. Reports are still as detailed and configurable, but much more client-friendly.
- Any client information saved in a Financial Assessment is still available in the Forecaster Assessment. It's a fresh perspective on the same data.

### What are the differences in the Forecaster Assessment?

- Forecaster uses the left-hand navigation bar to bring it closer to the layout of Level 1 and Level 2 plans.
- **Survivor Income** and **Disability Income** have been separated to allow for more in-depth discussions about life insurance needs.
- **Income & Expenses**, **Assets & Liabilities**, and **Savings & Investments** now have individual pages.
  - Retirement investment accounts are now entered on the **Savings & Investments** page rather than the **Retirement** page.
- Forecaster introduces the popular Next-Gen report format to a lower planning level. Reports are still as detailed and configurable, but much more client-friendly now.
- Real-time goal coverage progress is now available from the **Quick Actions** menu under **Current Results** and on each goal page by clicking **Current Results**.



# Assumptions

## Selecting financial goals to assess

The **Select Modules** page displays the assessment’s modules and available options.

Enabled modules are checked. Click **Select Modules** to change the available modules in this assessment.

### Modules

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

SELECT MODULES...

CONVERT TO DETAILED RETIREMENT

CONVERT TO DETAILED INCOME TAX

Forecaster Assessment section – Forecaster Assessment category – Select Modules page (Average Tax method selected)

To change the selected modules, go to the **Select Modules** page, and then click **Select Modules**. A dialog box opens where you can clear or select modules.

Select Modules

### Modules

Select one or more of the following modules:

☒ Retirement

Compare your current financial situation with your retirement goal.

☒ Simple

☐ Detailed

☒ Education

Assess the cost of funding a post secondary education goal such as college.

☒ Major Purchase

Assess the cost of funding a major purchase goal such as a vehicle.

☒ Survivor Income

Assess your life insurance needs in the event of premature death.

☒ Disability Income

Assess your disability insurance needs in the event of disability.

SELECT ALL

SELECT NONE

OK

CANCEL

Select Modules dialog box

## Selecting analysis methods

Two types of tax methods are available in Forecaster Assessments: Average Tax and Detailed Tax.

### **Average Tax Method:**

When the Average Tax method is used, average tax rates (including province tax rates specified on the **Settings** menu – **Plan Settings – General** tab) apply to income during three different time periods: pre-retirement, retirement, and in the year of death. The tax rates can be edited on the **Assumptions** page.

If you selected the Average Tax method during assessment creation, you can convert to the Detailed Tax method by clicking **Convert to Detailed Income Tax** on the **Select Modules** page. Once you have converted to the Detailed Tax method, you cannot revert to the Average Tax method.

### **Detailed Tax Method:**

When using the Detailed Tax method, NaviPlan applies the bracketed federal and province rates (including tax deductions and credits), to taxable income on a year-by-year basis. These tax rates are not editable.

### **Retirement Methods:**

The **Retirement** module can either be Simple or Detailed. To enter specific details for the clients' government benefits or defined benefit pension benefits, model retirement accounts such as spousal RRSPs, defined contribution pension plans, and locked-in retirement accounts (LIRAs), or specify to which account type (non-registered, RRSP, or RRSP spousal) additional savings should be directed, click **Convert to Detailed Retirement**.

To use the detailed retirement mode, click **Convert to Detailed Retirement** on the **Select Modules** page.

OR

Select the **Detailed** option in the **Plan Creation – Modules** stage during assessment creation.

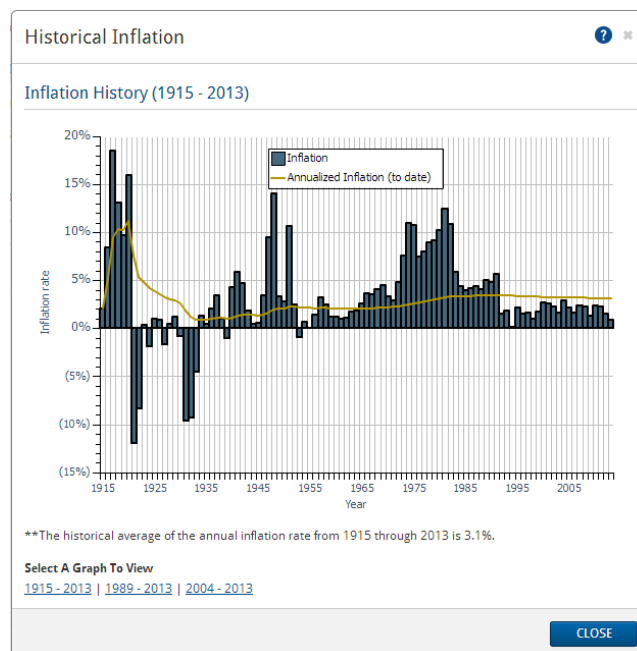
**Note:** Assessments that have been converted to **Detailed Retirement** cannot be reverted to **Simple Retirement**.

## Entering inflation, tax, and historical assumptions

On the **Assumptions** page using the Average Tax method, you can specify the base inflation rate and the income tax brackets before and during retirement, and in the year of death. The tax rate for dependants can also be defined. On the **Historical Data** tab, you can also specify amounts that will affect RRSP contributions, such as the previous year's income or pension adjustments. You can also enter TFSA and RESP contributions.

To enter the clients' inflation, tax, and historical assumptions, follow these steps:

1. Go to the **Assumptions** page.
2. To view a graph of historical inflation rates, click **Inflation Rate Graph** under **Economic Factors**. By default, the graph displays inflation rate information from 1915 to the present. You can show inflation rates for the last 25 years or the last 10 years by clicking the links under **Select a Graph to View**.



Forecaster Assessment section - Assumptions page - General tab - Inflation Rate Graph dialog box

3. To change the inflation rate, enter a different percentage in the **Base Inflation Rate** field.

**Economic Factors**

Base Inflation Rate
**INFLATION RATE GRAPH...**

Forecaster Assessment section - Assumptions page - General tab - Economic Factors section

4. Under **Tax Rates**, select the appropriate taxable income range from the **Tax Bracket** menu. NaviPlan automatically populates the **Average** and **Marginal** tax rate fields for the defined income. You can override the calculated rates by entering the desired rates into the appropriate fields. If any of the rates change, an arrow appears beside each edited tax rate to remind you that it has been modified.

**Note:** When using the Detailed Tax method, the **Tax Rates** section is not available as NaviPlan applies bracketed federal and provincial taxes, which consider an extensive number of deductions and credits.

5. If your client intends to become a resident of a different province during their retirement, under **Future Province of Residence**, do the following:
  - a. Select **Override**.
  - b. From the **Province** menu, select the province where your client will reside in the future.
  - c. Enter the **Average Tax Rate** for the client, co-client and any dependants.
6. To enter historical RRSP, TFSA, and RESP contribution information, go to the **Historical Data** tab.

Forecaster Assessment section – Assumptions page – Historical Data tab – RRSP Contributions tab (Detailed Tax method)

7. To enter historical RRSP information, go to the **RRSP Contributions** tab.
  - Enter the clients' previous year's income.
  - If either of the clients are a member of a pension plan at work, enter the pension adjustment amount (from the T4 statement). This value will be deducted from the allowable limit.
  - If either of the clients have an outstanding overcontribution balance, enter the overcontribution amount in the **RRSP Overcontribution Balance** field. This value will be deducted from the allowable limit for the current year.
  - If either of the clients have not made contributions that meet their maximum allowable contribution, enter the RRSP deduction carryforward amount from the client's Notice of Assessment. This value is added to the allowable limit for the current year.
8. **D. Tax** If the client withdrew funds from an RRSP to participate in the Home Buyers' Plan, under **Home Buyers' Plan - RRSP Repayments**, enter the remaining balance in the **HBP Balance Owing** field. If the value is left at \$0, NaviPlan assumes that no loan exists. In the **Years Left to Repay** field, enter the number of years the client has to repay the balance (must be less than 16 years). In the **Begin Repayments In** field, enter the year in which the repayments must begin.

RRSP Contributions	TFSA Contributions	RESP Contributions
<b>TFSA Contributions</b>		
	<b>Robert</b>	<b>Sarah</b>
TFSA Overcontribution Balance	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
Unused TFSA Contribution Room	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>

Forecaster Assessment category – Assumptions page – Historical Data tab – TFSA Contributions tab

9. To enter historical TFSA information, go to the **TFSA Contributions** tab.
  - If either of the clients have an outstanding TFSA overcontribution balance, enter the overcontribution amount in the **TFSA Overcontribution Balance** field. This value will be deducted from the allowable limit for the current year.
  - If either of the clients have not made TFSA contributions that meet their maximum allowable contribution, enter the TFSA deduction carryforward amount from the client's Notice of Assessment. This value is added to the allowable limit for the current year.

RRSP Contributions	TFSA Contributions	RESP Contributions
<b>RESP Contributions</b>		
	<b>Clients</b>	
As of Dec 31st 2013 where the beneficiary is:	<b>Eric</b>	<b>Beth</b>
Total RESP Contributions from All Subscribers	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
CESG eligibility carry forward	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
Total CESG Payment Received	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
2013 Net Income	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
Net incomes must be entered for CESG purposes.		

Forecaster Assessment category – Assumptions page – Historical Data tab – RESP Contributions tab

10. To enter historical RESP contributions, go to the **RESP Contributions** tab. You can manually track your clients' RESP contributions, their CESG eligibility, total CESG payment received, and net income for the previous year.

## Clients' Financial Data

### Entering assets and liabilities

Assets		Liabilities			
Asset	Amount	Liability	Outstanding Amount	Interest Rate	Monthly Payments
Principal Residence	<input type="text" value="\$0"/>	Mortgage	<input type="text" value="\$0"/>	<input type="text" value="7.00%"/>	<input type="text" value="\$0"/>
Cottage	<input type="text" value="\$0"/>	Car Loans	<input type="text" value="\$0"/>	<input type="text" value="8.00%"/>	<input type="text" value="\$0"/>
Personal Use Property	<input type="text" value="\$0"/>	Personal Loans	<input type="text" value="\$0"/>	<input type="text" value="8.00%"/>	<input type="text" value="\$0"/>
Listed Personal Property	<input type="text" value="\$0"/>	Other	<input type="text" value="\$0"/>	<input type="text" value="12.00%"/>	<input type="text" value="\$0"/>
<b>Total</b>	<input type="text" value="\$0"/>	<b>Total</b>	<input type="text" value="\$0"/>		<input type="text" value="\$0"/>

Forecaster section – Assets & Liabilities

To enter clients' current assets and liabilities, follow these steps:

1. Go to the **Assets & Liabilities** page.
2. Under **Assets**, enter the current value of each asset by category. NaviPlan will provide the **Total** below.
3. Under **Liabilities**, enter the outstanding amount, interest rate, and monthly payment amount for each liability by category. NaviPlan will provide the **Total** below.

## Entering income and expenses

Annual Income		
	Eric	Veronica
Annual Income	\$85,000	\$42,000
Estimated Annual Pension Income (in today's \$)	\$55,000	\$17,545

Monthly Expenses	
Expense	Amount
Housing (e.g. utilities, repairs)	\$1,200
Food	\$350
Transportation (e.g. gas, insurance)	\$125
Entertainment (e.g. restaurants, movies)	\$125
Personal (e.g. clothing, hobbies)	\$0
Other (e.g. child care, travel)	\$0
Mortgage	\$0
Car Loans	\$0
Personal Loans	\$0
Other Liabilities	\$0
<b>Total</b>	<b>\$1,800</b>

Forecaster section – Incomes & Expenses

To enter clients' current annual income and monthly expenses, follow these steps:

1. Go to the **Income & Expenses** page.
2. Under **Annual Income**, enter the **Annual Income** and the **Estimated Annual Pension Income** for the client and co-client.
3. Under **Monthly Expenses**, enter the monthly expense amounts either by individual category or as one summary expense in the **Other** field. NaviPlan will provide the **Total** below.

**Note:** The last four fields are greyed-out and unavailable. These values are entered on the **Assets & Liabilities** page.

## Entering savings and investments (Simple Retirement Analysis)

Investment Accounts for Retirement			
	Eric	Veronica	Joint
<b>Registered Accounts ?</b>			
Current Value	\$7,829	\$4,256	
Current Monthly Savings	\$200	\$125	
<b>TFSA's</b>			
Current Value	\$7,456	\$0	
Current Monthly Savings	\$0	\$0	
<b>Non-Registered Accounts</b>			
Current Value	\$12,000	\$4,500	\$15,000
Current Monthly Savings	\$450	\$175	\$125
Assumed Return Rate	6.00%	6.00%	6.00%

Forecaster section – Savings & Investments

To enter clients' current investments and savings, follow these steps:

1. Go to the **Savings & Investments** page.
2. Enter the **Current Value** and **Current Monthly Savings** amounts for the client and co-client's individual registered accounts, as well as for their individual and joint non-registered accounts.
3. Enter the **Assumed Return Rate** for all accounts.





### Entering RRSP/RRSP Spousal account information

To enter the clients' RRSP and RRSP Spousal account information, follow these steps:

1. On the **Savings & Investments** page, go to the **RRSP** or **RRSP Spousal** tab.

Non-Registered	RRSP	RRSP Spousal	TFSA	Defined Contribution	LIRA
		<b>Robert</b>	<b>Sarah</b>		
Current Value		<input type="text" value="\$0"/>	<input type="text" value="\$0"/>		
Monthly Savings (\$, % of Salary, or MAX)		<input type="text" value="0.00%"/>	<input type="text" value="0.00%"/>		
Conversion		 DETAILS	 DETAILS		
Assumed Return Rate					
Pre-Retirement		<input type="text" value="6.00%"/>	<input type="text" value="6.00%"/>		
Retirement		<input type="text" value="6.00%"/>	<input type="text" value="6.00%"/>		

Forecaster section – Savings & Investments – RRSP tab (Detailed retirement mode)

2. Enter the current value of each client's RRSP or RRSP Spousal account.
3. Enter monthly savings that will be contributed to the registered accounts.
4. To set up the conversion to a retirement income fund, click **Details**.

**Note:** For help with the conversion to a retirement income fund, see [Converting an RRSP or spousal RRSP to a Registered Retirement Income Fund \(RRIF\)](#) on page 16.

5. Enter the **Assumed Return Rate** for the pre-retirement and retirement periods.

### Entering TFSA account information

To enter the clients' TFSA information, follow these steps:

1. On the **Savings & Investments** page, go to the **TFSA** tab.

Non-Registered	RRSP	RRSP Spousal	TFSA	Defined Contribution	LIRA
----------------	------	--------------	------	----------------------	------

	Robert	Sarah
Current Value	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
Monthly Savings (\$ or % of Salary)	<input type="text" value="0.00%"/>	<input type="text" value="0.00%"/>
Assumed Return Rate		
Pre-Retirement	<input type="text" value="6.00%"/>	<input type="text" value="6.00%"/>
Retirement	<input type="text" value="6.00%"/>	<input type="text" value="6.00%"/>

Forecaster section – Savings & Investments – TFSA tab (Detailed retirement mode)

2. Enter the current value of each client's TFSA.
3. Enter monthly savings that will be contributed to the TFSA.
4. Enter the **Assumed Return Rate** for the pre-retirement and retirement periods.

## Entering defined contribution information

To enter the clients' defined contribution information, follow these steps:

1. On the **Savings & Investments** page, go to the **Defined Contribution** tab.

	Robert	Sarah
Current Value	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
Employee Monthly Savings (\$ or % of Salary)	<input type="text" value="0.00%"/>	<input type="text" value="0.00%"/>
Employer Monthly Savings (\$ or % of Salary)	<input type="text" value="0.00%"/>	<input type="text" value="0.00%"/>
Conversion	<input type="button" value="DETAILS"/>	<input type="button" value="DETAILS"/>
Assumed Return Rate		
Pre-Retirement	<input type="text" value="6.00%"/>	<input type="text" value="6.00%"/>
Retirement	<input type="text" value="6.00%"/>	<input type="text" value="6.00%"/>

Forecaster section – Savings & Investments – Defined Contribution tab (Detailed retirement mode)

2. Enter the current value of each client's registered pension plans (RPP money purchase plan type).
3. Enter the monthly employee and employer savings that will be contributed to the clients' registered pension plans.
4. To enter conversion details, click **Details**.

**Note:** For help with the conversion to a retirement income fund, see [Converting a defined contribution pension plan or a LIRA to a Life Income Fund \(LIF\)](#) on page 17.

5. Enter the **Assumed Return Rate** for the pre-retirement and retirement periods.

### Entering LIRA information

To enter the clients' locked-in retirement account (LIRA) information, follow these steps:

1. On the **Savings & Investments** page, go to the **LIRA** tab.

Non-Registered	RRSP	RRSP Spousal	TFSA	Defined Contribution	LIRA
		Robert		Sarah	
Current Value		<input type="text" value="\$0"/>		<input type="text" value="\$0"/>	
Conversion		 DETAILS		 DETAILS	
Assumed Return Rate					
Pre-Retirement		<input type="text" value="6.00%"/>		<input type="text" value="6.00%"/>	
Retirement		<input type="text" value="6.00%"/>		<input type="text" value="6.00%"/>	

Forecaster section – Savings & Investments – LIRA tab (Detailed retirement mode)

2. Enter the current value of each client's LIRA.
3. To enter conversion details, click **Details**.

**Note:** For help with the conversion to a retirement income fund, see [Converting a defined contribution pension plan or a LIRA to a LIF](#) on page 1.

4. Enter the **Assumed Return Rate** for the pre-retirement and retirement periods.

### Directing additional monthly savings to specific account types

On the **Savings & Investments** page, under **Savings Settings**, select the account types to which additional monthly savings will be directed.

## Setting up the conversion of registered plans to retirement income funds

In a Forecaster Assessment, you can set up the conversion of the following registered plans to retirement income funds:

- Registered retirement savings plans (RRSP) or spousal RRSPs can be converted to registered retirement income funds (RRIFs).
- Defined contribution pension plans or locked-in retirement accounts (LIRAs) can be converted to a life income fund (LIF).
- All registered plan types can be converted to an annuity.

## Converting an RRSP or spousal RRSP to a Registered Retirement Income Fund (RRIF)

1. On the **Investments & Savings** page, go to the **RRSP** or **RRSP Spousal** tab.
2. Click **Details**.

The image shows a software dialog box titled "Account Setup". It has a question mark icon and a close icon in the top right corner. The dialog is divided into two main sections: "Conversion" and "Annuity Information".

**Conversion Section:**

- Convert to RRIF:** There are two radio button options: "At Retirement" (unselected) and "At Age" (selected). The "At Age" option has a text input field containing the number "71".
- Use younger partner's age for minimums:** This is a checkbox that is currently unchecked.
- Minimum Payment Frequency:** A dropdown menu showing "Monthly".
- Make Annual Payments In:** A dropdown menu showing "January".

**Annuity Information Section:**

- Convert to Annuity:** A checkbox that is currently unchecked.
- At Age:** A text input field containing the number "80".
- Annuity Return:** A text input field containing "0.00%".

At the bottom of the dialog, there are two buttons: "OK" (highlighted in blue) and "CANCEL".

Account Setup dialog box (Convert to RRIF)

3. Under **Convert to RRIF**, define when the RRSP will be converted. If you select **At Age**, specify the age when the RRSP will be converted.  
**Note:** Conversion must take place by age 71 at the latest.
4. To use the younger client's age to calculate RRIF minimum payments, select the **Use younger partner's age for minimums** option.
5. From the **Minimum Payment Frequency** menu, select **Monthly** or **Annual**. If you selected **Annual**, select the payment month from the **Make Annual Payments In** menu.
6. Click **OK**.

## Converting a defined contribution pension plan or a LIRA to a Life Income Fund (LIF)

1. On the **Savings & Investments** page, go to the **Defined Contribution** or **LIRA** tab, and then click **Details**.

**Note:** The **LIF** option is selected by default, and the **LRIF** option is no longer accessible. This is due to recent legislative changes where existing LRIFs are being converted to LIFs.

**Account Setup** ⓘ %

**Conversion**

**Convert to**

☒ LIF  
☐ LRIF

**Conversion Preference**

☒ Automatic  
 Conversion will occur at first occurrence of a deficit during retirement, no earlier than age

☐ At Retirement  
☐ At Age

**Payout Options**

☒ Use maximum payout amount  
 Rate for determining maximum payout   
 Governing legislative area

Minimum Payment Frequency   
 Make Annual Payments In

**Annuity Information**

☒ Convert to Annuity  
 At Age   
 Annuity Return

**OK** **CANCEL**

Account Setup dialog box (Convert to LIF)

2. Under **Conversion Preference**, indicate when the plan is to be converted. To specify the age, select **At Age**, and then enter the age.
3. To use the maximum payout amount, select the **Use maximum payout amount** option.  
**Note:** This option is not accessible if **Automatic** was selected under **Conversion Preference**.
4. Select the governing legislative area.
5. From the **Minimum Payment Frequency** menu, select **Monthly** or **Annual**. If you selected **Annual**, select the payment month from the **Make Annual Payments In** menu.
6. Click **OK**.



## Converting a registered plan to an annuity

**Note:** All registered plan types can be converted to annuities except for Registered Education Savings Plans (RESPs).

1. On the **Savings & Investments** page, go to the **<registered plan>** tab, and then click **Details**.
2. Click the **Annuity Information (Optional)** link.
3. Select the **Convert to Annuity** option.
4. Specify the age when the plan is to be converted.

**Note:** Annuity legislation is constantly changing. In some legislative jurisdictions, conversion is mandatory at age 80, while in other areas 90 is the mandatory age. Some jurisdictions have removed this restriction all together and leave it to the plan owner to decide when best to convert to an annuity. It is up to you to ensure that the applicable legislation is followed.

5. Enter the expected annuity return rate.
6. Click **OK**.

**Note:** Accounts converted to a life annuity do not carry over to the spouse should the owner die.

## Clients' Goals

### Retirement

Here is a summary of the considerations NaviPlan makes to analyze retirement goals in a Forecaster Assessment:

#### Retirement Dates

- Retirement begins on the date specified for the first client to retire.
- Retirement ends December 31 of the year when the last client dies.
- NaviPlan assesses needs in each year of the retirement period and compares them to the resources available for retirement funding. If either a shortfall or overfunding is expected, NaviPlan presents recommendations.

#### Retirement Needs

- Include desired annual retirement income and liability payments that extend into the retirement period
- Do not include taxes or life insurance premiums.
  - NaviPlan calculates taxes automatically; insurance premiums are entered on the **Life Insurance** page.
- Lifestyle assets, such as homes, are not sold to fund retirement needs.

#### Retirement Resources

- Include estimated annual pension income, Canada/Quebec pension plan and Old Age Security benefits, and all registered and non-registered accounts.

Two modes of data-entry are available for the **Retirement** module: **Simple** and **Detailed**.

- **Simple** retirement mode – NaviPlan assumes that the clients are 100% eligible for CPP/QPP and OAS benefits starting at retirement. You can enter summary information about the clients' registered accounts (which NaviPlan converts to RRIFs at retirement) and non-registered retirement accounts.
- **Detailed** retirement mode – You can enter specific details for the clients' CPP/QPP and OAS benefits or defined benefit pension benefits, model retirement accounts such as spousal RRSPs, defined contribution pension plans, or LIRAs, enter details for the conversion of assets to retirement income funds, and specify to which account type (RRSP, RRSP Spousal, TFSA, or non-registered) additional savings should be directed.

To use the detailed retirement mode, you must either:

- Click **Convert to Detailed Retirement** on the **Financial Assessment** section – **Select Modules** page.  
OR
- Select the **Detailed** option on the **Plan Creation** dialog box – **Modules** screen during assessment creation.

## Entering retirement assumptions (Simple Retirement Analysis)

### Retirement Information

	Client	CoClient
Retirement Age	65	65
Life Expectancy	90	90

### Retirement Needs

☒ Percentage of Current Income

☐ Monthly Need (in today's dollars)
 

	Age	Monthly Need
Phase 1	65	\$0
Phase 2	0	\$0
Phase 3	0	\$0

Index at

Forecaster section – Retirement

To enter the assumptions to use for your clients' retirement goals, follow these steps:

- Go to the **Retirement** page.
- Under **Retirement Information**, enter the **Retirement Age** and the **Life Expectancy** for the client and co-client.
- Under **Retirement Needs**, select one of the following options:
  - **Percentage of Current Income:** NaviPlan calculates the percentage of the household income that you entered on the **Incomes & Expenses** page and uses this amount as their retirement income need for the entire duration of the retirement period.
  - **Monthly Need (in today's dollars):** Manually enter up to three phases during which the clients' retirement income need will be based off of the dollar amount that you enter. Each phase will begin when the first client to retire reaches the specified age.

## Entering retirement assumptions (Detailed Retirement Analysis)

### Retirement Information

	Client	CoClient	
Retirement Age	65	65	
Life Expectancy	90	90	
CPP/QPP Eligibility	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Details
OAS Eligibility	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Details

### Retirement Needs

☒ Percentage of Current Income

☐ Monthly Need (in today's dollars)
 

	Age	Monthly Need
Phase 1	65	\$7,221
Phase 2	0	\$0
Phase 3	0	\$0

Index at

Forecaster section – Retirement

To enter the assumptions to use for your clients' retirement goals, follow these steps:

1. Go to the **Retirement** page.
2. Under **Retirement Information**, enter the **Retirement Age** and the **Life Expectancy**.
3. Indicate the clients' benefit eligibility by selecting the **CPP/QPP Eligibility** and/or the **OAS Eligibility** options.

4. To specify CPP/QPP & OAS benefit information, such as the **Benefit Amount**, **Benefit Start Age**, OAS **Deferred Benefit Bonus** and the **Index Rate**, click **Details**.

CPP/QPP & OAS Details

Monthly CPP/QPP Benefits

	Benefit Amount (Eligible % or Est. in today's \$)	Benefit Start (Age or Retirement)	Monthly Benefit (in future \$)	Starting In
<input checked="" type="checkbox"/> Eric	100%	Ret. (Client)	\$1,920	2035
<input checked="" type="checkbox"/> Beth	100%	Ret. (Co-client)	\$2,225	2040

☒ Share CPP/QPP

Monthly OAS Benefits

	Benefit Amount (Eligible % or Est. in today's \$)	Maximize Benefit	Benefit Start Age	Benefit Start Month	Deferred Benefit Bonus	Monthly Benefit (in future \$)
<input checked="" type="checkbox"/> Eric	100%	<input type="checkbox"/>	67	Jul 2037	0.0%	\$1,088.51
<input checked="" type="checkbox"/> Beth	100%	<input type="checkbox"/>	67	Feb 2042	0.0%	\$1,261.88

Benefits Indexed At

Infl. +/- Add'l = Total

☒ + 0.00% = 3.00%

OK

CANCEL

CPP/QPP & OAS Details dialog box

5. Under **Retirement Needs**, select one of the following options:
- **Percentage of Current Income:** NaviPlan calculates the percentage of the clients' current income that you entered on the **Incomes & Expenses** page and uses this amount as their retirement income need for the entire duration of the retirement period.
  - **Monthly Need (in today's dollars):** Manually enter up to three phases during which the clients' retirement income need will be based off of the dollar amount that you enter. Each phase will begin when the first client to retire reaches the specified age.

## Education

NaviPlan compares all needs associated with the education goal for each dependant to the resources available for education funding. If a shortfall or overfunding is expected, NaviPlan presents recommendations for each education goal. In the Forecaster Assessment, each dependant can have one education goal.

In the Forecaster Assessment, education assessments can only be done for dependants; they cannot be done for the client or co-client. If no dependant was added when the client file was created, go to the **Client Management – Client Information – Personal Information** page, and then add the family member.

### Education Objectives

Frank

Annual Education Costs (in today's \$)

\$0

Index Costs by

5.00%

Education Start Age

18

2023

Number of Years

4

Total Projected Cost ?

\$0

### Investment Accounts for Education

Frank

Non-Registered Accounts

Current Amount Saved

\$0

Current Monthly Savings

\$0

Assumed Return Rate

6.00%

RESP Accounts

Current Amount Saved

\$0

Current Monthly Savings


\$0

Assumed Return Rate

6.00%

Forecaster section – Education

To enter the assumptions to use for your clients' education goals, follow these steps:

- Go to the **Education** page.
- Under **Education Objectives**, enter:
  - the estimated annual education costs in today's dollars.
    - You can click  to search for the cost of attending a specific North American school.
  - a percentage to index costs by.
  - the dependant's age when the education goal begins.
  - the duration of the education goal.

NaviPlan calculates the **Total Projected Cost** value by indexing each annual cost individually by the rate entered in the **Index Costs by** field from January 1 of the assessment year to December 31 of the year prior to the last year of the education goal.

3. Under ***Investment Accounts for Education***, enter the current amount saved, the current monthly savings, and the assumed rate of return.
- Savings earn the return specified in the ***Assumed Return Rate*** field until the account is depleted.
  - Non-registered savings are assumed to be deposited into a joint non-registered account.
  - For RESP accounts, NaviPlan automatically calculates and includes the 20% Canada Education Savings Grant (CESG) for ***Current Monthly Savings*** and this is reflected in goal coverage.
  - The amounts in the ***Current Amount Saved*** fields are assumed to be saved on January 1 of the plan year, whereas monthly savings begin in the current month. The monthly savings end on December 31 of the year before the last year of the goal.

## Major Purchases

NaviPlan compares all needs associated with the major purchase goal to the resources available to fund major purchases. If a shortfall or overfunding is expected, NaviPlan will present suggestions to attain 100% goal coverage. In the Forecaster Assessment, you can enter up to three major purchase goals.

Major Purchase Objectives			
	Goal One	Goal Two	Goal Three
Description	Major Purchase 1	Major Purchase 2	Major Purchase 3
Purchase Date	Jan 1 2019	Jan 1 2019	Jan 1 2019
Cost (in today's \$)	\$0	\$0	\$0
Index Costs by	3.00%	3.00%	3.00%
<b>Total Projected Cost</b> ?	\$0	\$0	\$0

Investment Accounts for Major Purchases			
	Goal One	Goal Two	Goal Three
<b>Non-Registered Accounts</b>			
Current Amount Saved	\$0	\$0	\$0
Current Monthly Savings	\$0	\$0	\$0
<b>TFSAs</b>			
Current Amount Saved	\$0	\$0	\$0
Current Monthly Savings	\$0	\$0	\$0
Assumed Return Rate	5.00%	5.00%	5.00%

Forecaster section – Major Purchase

To enter the your clients' major purchase goals, follow these steps:

1. Go to the **Major Purchase** page.
2. Under **Major Purchase Objectives**, enter:
  - the description.
  - the purchase date.
  - the current value of the cost.
  - the cost index rate.

NaviPlan calculates the **Total Projected Cost** value by indexing each annual cost individually by the rate entered in the **Index Costs by** field from January 1 of the assessment year until the month prior to the the purchase month.



3. Under ***Investment Accounts for Major Purchase***, enter the current amount saved, the current monthly savings, and the assumed rate of return.
  - All amounts saved earn the rate of return specified in the ***Assumed Return Rate*** field until the account is depleted.
  - Accounts used to save toward major purchase goals are assumed to be joint, non-registered accounts or TFSAs.
  - The amounts in the ***Current Amount Saved*** fields are assumed to be saved on January 1 of the plan year, whereas monthly savings begin in the current month. The monthly savings end on the last day of the month prior to the the purchase month.

## Clients' Insurance Coverage & Needs

### Entering existing life insurance policies

Life Insurance

ADD LIFE INSURANCE

Description	Insured	Policy Type	Benefit	Beneficiary	Premium	Cease Coverage		Actions
						At Age	On Date	
Life Insurance	Eric	Term Life	\$0	Beth	\$0 /mo		Never	✕
Life Insurance	Beth	Term Life	\$0	Eric	\$0 /mo		Never	✕

Forecaster section – Life Insurance

To enter clients' existing life insurance policies, follow these steps:

1. Go to the **Life Insurance** page.
2. Enter a **Description** for the life insurance policy.
3. Select the **Insured** client, **Policy Type**, and **Beneficiary**.
4. Enter the **Benefit** amount and monthly **Premium** for all existing life insurance policies.
5. Under **Cease Coverage**, specify either an age or a specific date at which the life insurance policy will end.

## Determining additional life insurance needs


To determine clients' life insurance needs, follow these steps:

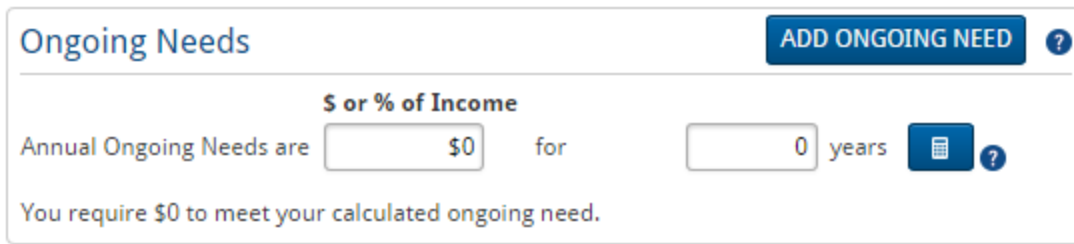
1. Go to the **Survivor Income** page.
2. Select the scenario for which to run the quick assessment:
  - If the Client dies
  - If the Co-Client dies
  - If Both die
3. To include the calculated life insurance amount as a Survivor Income goal for your clients, select **Include in Analysis**.

The screenshot shows a web interface for 'Lump Sum Needs'. At the top, there is a checkbox labeled 'Include in Analysis' which is checked. To the right of the title is another checkbox labeled 'Lump Sum Needs Override' with a question mark icon. Below the title is a button that says 'Copy Lump Sum Needs from CoClient's Assessment'. The main area contains a list of items with corresponding input fields for dollar amounts:

Mortgage Principal	\$0
All Other Loans	\$0
Education Goals	\$0
Emergency Fund	\$0
Final Expenses (burial, probate, etc.)	\$100,000
Any Additional Needs	\$0
<b>Total Lump Sum Needs</b>	<b>\$100,000</b>

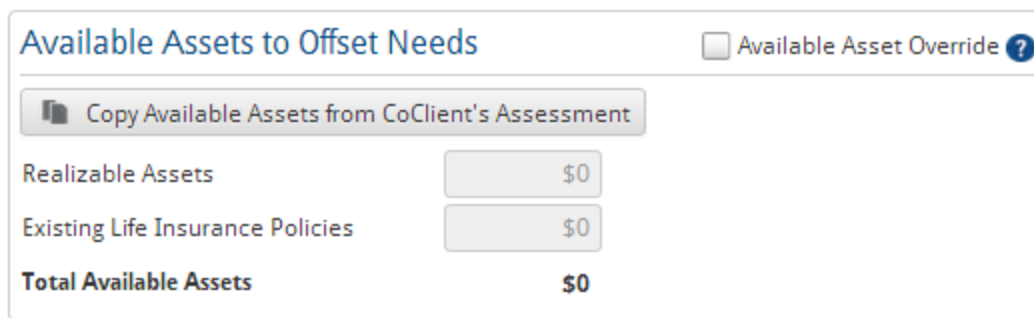
Forecaster section – Survivor Income (if Client dies) – Lump Sum Needs container

4. In the **Lump Sum Needs** container, enter the amount your clients would like to save in their **Emergency Fund** and the anticipated amount of their **Final Expenses**.
  - NaviPlan automatically includes any liabilities and the cost of any Education goals entered elsewhere in the assessment. To use different values, select **Lump Sum Needs Override**.
5. In the Ongoing Needs container, do one of the following:
  - If you are fairly certain what the clients' ongoing needs would be in the event of a premature death, enter either a dollar amount or a percentage of their current household income under **\$ or % of Salary** and the number of years to which the needs apply.
  - To calculate the amount of income that would be lost and the new expenses that would arise from a death, click  to open the **Ongoing Needs** calculator.

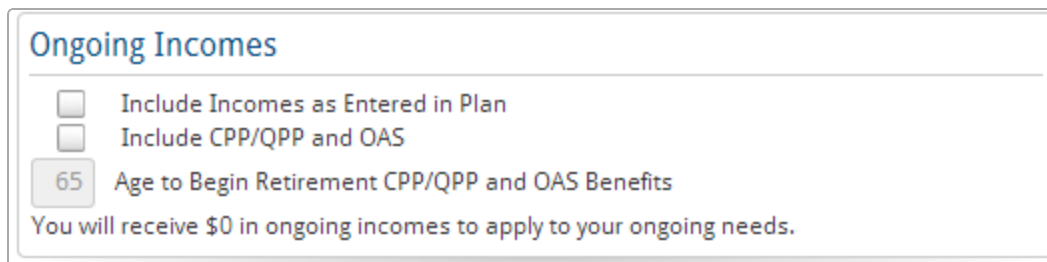


Forecaster section – Survivor Income (if Client dies) – Ongoing Needs container – Calculate button – Ongoing Needs dialog box

6. In the **Available Assets to Offset Needs** container, NaviPlan displays any assets that the survivor could sell to offset the immediate needs following the spouse's death, as well as the value of any existing life insurance policies. To use different values, select **Available Asset Override**.



Forecaster section – Survivor Income (if Client dies) – Available Assets to Offset Needs container



Forecaster section – Survivor Income (if Client dies) – Ongoing Incomes container

7. In the **Ongoing Incomes** container, you can select to **Include Incomes as Entered in Plan** (on the **Incomes & Expenses** page) and/or **Include CPP/QPP and OAS** to include these values in the Survivor Income analysis.
8. In the **Assumptions** container, enter the **Inflation Rate**, **Assumed Return Rate** and the **Survivor's Tax Rate**.
9. NaviPlan displays the total recommendation for additional life insurance in the **Results** container. If there are instances in the survivorship cash flow where surpluses will be available in the future but are not available to cover expenses today, you will see a line for **Present Value Adjustments** to account for these.

## Entering disability insurance coverage and disability income needs

Disability policies in the Forecaster Assessment are assumed to provide non-taxable flat dollar amounts that are not indexed for inflation. The owner of the policy is expected to pay for the premiums and be the recipient of disability benefits.

**Disability Information**

Current Household Income \$127,000

Income Need in Event of Disability ?  
(% of income or \$) Eric 100% Beth 100%

**Disability Insurance**
ADD DISABILITY INSURANCE ▾

Description <span>+</span>	Insured	Policy Type	Benefit	Premium	Waiting Period	Benefits Period	Actions
Group LTD	Eric ▾	Group LTD ▾	\$0 /mo	\$0 /mo	3 Months ▾	65 Years of Age ▾	✕
Group STD	Eric ▾	Group STD ▾	\$0 /mo	\$0 /mo	2 Weeks ▾	3 Months ▾	✕
Group LTD	Beth ▾	Group LTD ▾	\$0 /mo	\$0 /mo	3 Months ▾	65 Years of Age ▾	✕
Group STD	Beth ▾	Group STD ▾	\$0 /mo	\$0 /mo	2 Weeks ▾	3 Months ▾	✕

Forecaster section – Disability Income

To enter the your clients' existing disability insurance policies, follow these steps:

- Go to the **Disability Income** page.
- Enter the **Income Need in Event of Disability**, either as a percentage of current household income or a specific dollar amount.
- For any short-term and long-term coverage, enter the following:
  - a description.
  - the insured client.
  - the policy type.
  - the monthly benefit amount.
  - the monthly premium amount.
  - the waiting period.
  - the benefits period.

## Viewing goal coverage progress

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

**Current Results** are available for the following goal types:

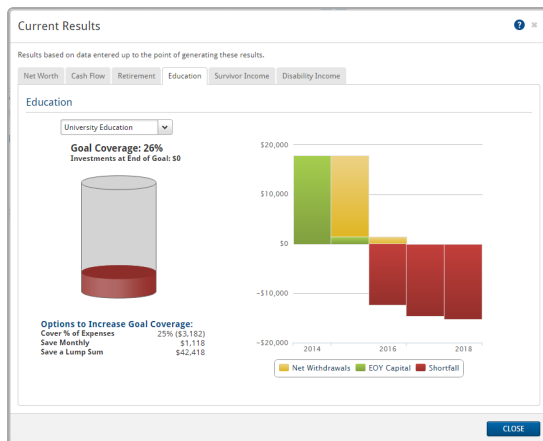
- Retirement
- Education
- Major Purchase
- Survivor Income
- Disability Income

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

## Tracking net worth and cash flow projections/Viewing goal coverage progress

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

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



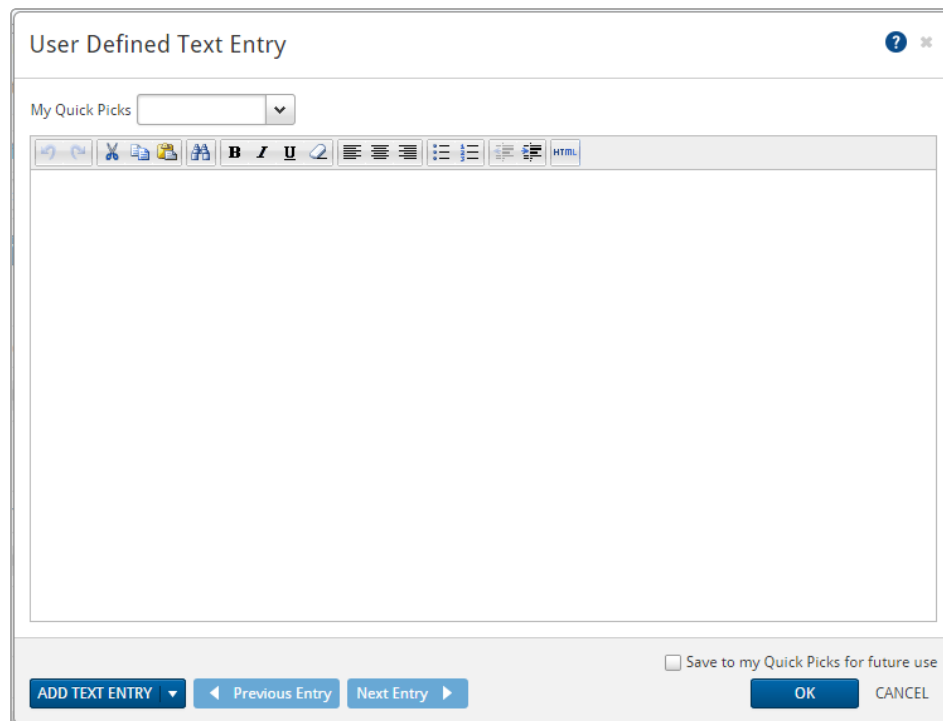
Current Results dialog box – Education tab

## Preparing personal notes for reports

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


To enter personalized text for reports, follow these steps:

1. Go to the **Reports – User Defined Text** page.
2. Under **Objectives, Recommendations, or Action Plan**, click **Add**.



The dialog box is titled "User Defined Text Entry" and features a "My Quick Picks" dropdown menu at the top left. Below this is a rich text editor toolbar with icons for undo, redo, cut, copy, paste, link, unlink, bold, italic, underline, bulleted list, numbered list, decrease indent, increase indent, link, unlink, and HTML. The main area is a large text input field. At the bottom, there is a checkbox labeled "Save to my Quick Picks for future use" and a row of buttons: "ADD TEXT ENTRY" (with a dropdown arrow), "Previous Entry" (with a left arrow), "Next Entry" (with a right arrow), "OK", and "CANCEL".



User Defined Text Entry dialog box

3. Enter the text in the dialog box, and then use the formatting buttons where applicable.  
**Note:** A spelling checker is not available. Use your browser's spell-check or copy and paste plain text from Microsoft Word. Graphics are not supported.
4. If you would like to use this text across multiple plans or with multiple clients, select the **Save to my Quick Picks for future use** option.
5. When you are finished, click **OK**.
6. To edit an existing entry, click  to reopen the **User Defined Text Entry** dialog box for that entry.
7. To reorder entries within a category, click **Move Up** or **Move Down**.
8. Repeat steps 2– until all your entries are complete.



## Managing quick picks for user-defined text

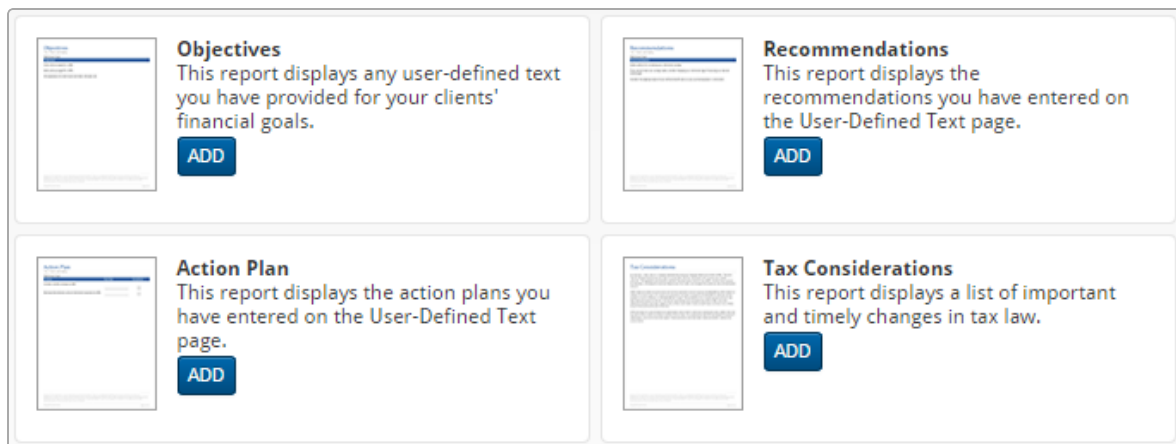
To access and manage any existing quick picks, follow these steps:

1. On the **User-Defined Text** page, click **Manage My Quick Picks**.
2. A list of all quick picks saved for the goal or category will appear.
  - To add a new quick pick, click **Add**.
  - To edit the content of an existing quick pick, click .
  - To delete a quick pick, click .
3. Once you've finished managing your quick picks, click **OK**.

## Adding user-defined text to reports

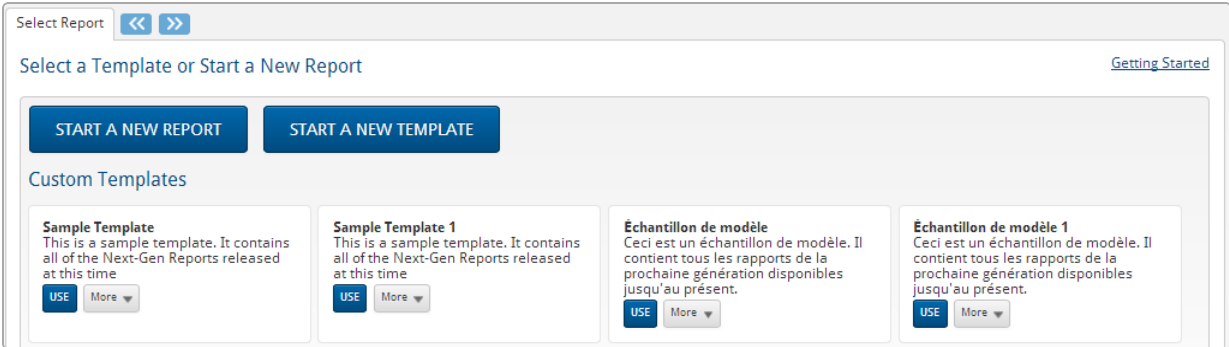
To add your user-defined text to Next-Gen reports, follow these steps:

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



# Forecaster Client Reports

Client reports can be accessed from the *Results – Client Reports* section.

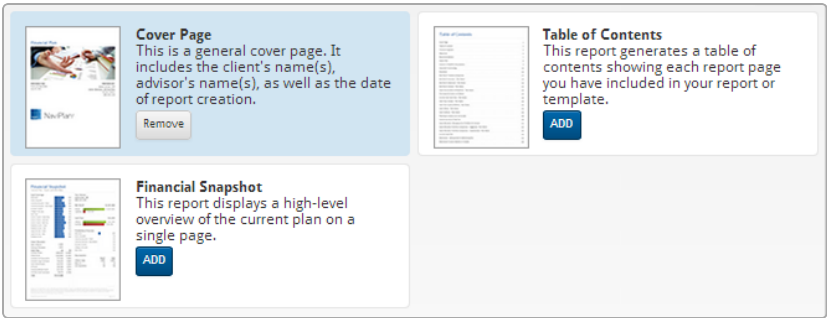


Results category – Client Reports – Select Reports page

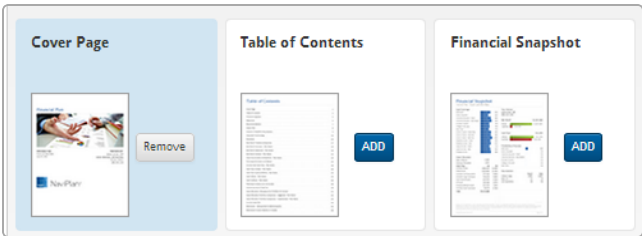
Term	Definition
Report Page	A report page is a single topic. Each tile on the <i>Build Report</i> page adds pages to your report.
Report	A report is a collection of report pages. After you have added each of the report pages you wish to present to your clients on the <i>Build Report</i> page, the output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

Report Pages can be viewed as tiles or panels by selecting either or at the top of the page.

Tile View ()



Panel view ()



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## Creating a new report

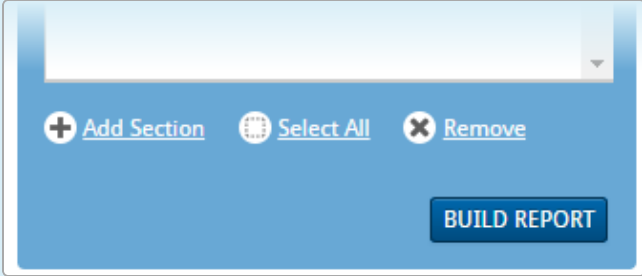
For a guided walkthrough to help you get started, on the **Build Report** page, click **Getting Started** above the **Selected Pages** panel. You're also welcome to send us your suggestions by clicking **Feedback**.

[Feedback](#)[Getting Started](#)

Follow these steps to create a new report:

1. From the **Select Report** page, select **Start a New Report**.
  2. Use the **Select a category** menu to display a list of report pages for each category.
  3. For multiple education and major purchase goals, use the **Select a goal** menu to navigate between goals.
  4. Report pages are displayed as tiles. Select **Add** for each tile you want to include in your report. To remove a tile, select **Remove**.
- Report tiles are categorized by the following sections:
    - **Content**: Dataless pages that provide an overview of the financial topic at hand. These provide context to reports and relate plans in a way that clients can understand.
    - **Summary**: Pages that cover clients' progress toward achieving their goal based on their current situation. These contain easy follow graphs and images.
    - **Current Plan**: Pages that summarize data for each goal in the current plan. These pages are numbers-oriented and often contain projection tables.
    - **Proposed Plan**: Pages that summarize data for the proposed plan. These pages are numbers-oriented and often contain projection tables.
    - **Alternative Plan**: Pages that summarize data for the alternative plans. These pages are numbers-oriented and often contain projection tables. This pages will appear after including additional alternative plans in the **Select Plan Data for Reports...** section found on the top of the next gen report builder.
  - Report pages display data for their section. For example, The **Cash Flow Surplus/Deficit** report page will display different data when selected for the Current Plan section than when selected for the Proposed Plan.

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



Results - Next-Gen Reports - Build Report Section

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

6. Click **Select Plan Data for Reports...**, to select which alternative plans, education goals and major purchase goals to include in the report.
7. When you are satisfied with these options, select **Build Report**.

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

## Adding custom content to a report

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

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

**Note:** The following requirements apply:

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

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


## Converting reports to Microsoft Word output

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

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

## Creating a new report template

Follow these steps to create a new template:

1. From the **Select Report** page, select **Start a New Template**.
2. Select  to enter a name and description for the template.
3. Use the **Select a category** menu to display a list of report pages for a category.
4. Report pages are displayed as tiles. Select **Add** for each tile you want to include in your template. To remove a tile, select **Remove**.
  - Report tiles are categorized by the following sections
    - **Current Plan:** Pages that summarize data for the current plan. These pages are numbers-oriented and often contain projection tables.
5. Review the order of report pages in the **Selected Pages** panel. The order displayed here matches the order in which reports will appear when generated.
  - To edit the position of report pages, drag and drop the page titles into the order you would like.
6. When you are satisfied with these options, select **Save**.
  - If you have not yet entered a name for your template, you will be prompted to do so now.

## Using a template to create a report

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

1. From the **Select Report** page, find the template you want to use to create a report and select **Use**.
2. When you are satisfied with these options, select **Build Report**.

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