

TOTAL Planning Suite Overview Tutorial

TOTAL Planning Suite 5.0 - file:///c:/newdata.vdb4

File Tools Report Selection Help

New Client Open Client Client Tasks ▾

Client List

Clients

New Client Open Client Refresh Clients Client Tasks

| | Last Name ▲ | First Name | Home Phone | Email Address | Cell Phone | Last Updated | Work Phone |
|---|-------------|------------|--------------|---------------|------------|--------------|------------|
| ▼ | | | | | | | |
| | | | | | | 9/9/2011 | |
| | Abbett | Allen | 555-123-4567 | | | 9/9/2011 | 234-5678 |

Client List: Start here

Menu Items: File, Tools, & More.

Icons: shortcut to common tasks.

TOTAL Planning Suite 5.0 - file:///c:/newdata.vdb4

File Tools Report Selection Help

New Client Open Client Client Tasks

Client List

Clients

New Client Open Client Refresh Clients Client Tasks

| Last Name | First Name | Home Phone | Email Address | Cell Phone | Last Updated | Work Phone |
|-----------|------------|--------------|---------------|------------|--------------|------------|
| | | | | | 9/9/2011 | |
| Abbett | Allen | 555-123-4567 | | | 9/9/2011 | 234-5678 |
| Roth | Ir | | | | 9/9/2011 | |
| Sample | | | | | 9/9/2011 | |

Use the search fields under each heading to quickly find your client.

Client List: Sort the list by Name, Number, e-mail address and more!

Imported New Scenario (9/9/2011 10:07:37 AM)

Opening a Client file

The screenshot displays the TOTAL Planning Suite 5.0 interface. At the top, the title bar reads "TOTAL Planning Suite 5.0 - file:///c:/newdata.vdb4". Below this is a menu bar with "File", "Tools", "Report Selection", and "Help". A toolbar contains icons for "New Client", "Open Client", and "Client Tasks". The main window is titled "Client List" and contains a "Clients" section with buttons for "New Client", "Open Client", and "Refresh Clients". A table lists client information with columns: Last Name, First Name, Home Phone, Email Address, Cell Phone, Last Updated, and Work Phone. The table contains three rows: "Abbett", "Allen", "555-123-4567", "9/9/2011", "234-5678"; "Roth", "Ira", "9/9/2011"; and "Sample", "John", "9/9/2011". A right-click context menu is open over the "Sample" row, listing options: "Open Client", "Create New Client", "Copy Client", "Export Client", "Import Client", "Delete Client", "Scenarios", and "Imported New Scenario (9/9/2011 10:07:37 AM)".

Highlight the client. Double click on the client name or select **[Open Client]**.

Right-Click to view available Client options.

| Last Name | First Name | Home Phone | Email Address | Cell Phone | Last Updated | Work Phone |
|-----------|------------|--------------|---------------|------------|--------------|------------|
| Abbett | Allen | 555-123-4567 | | | 9/9/2011 | 234-5678 |
| Roth | Ira | | | | 9/9/2011 | |
| Sample | John | | | | 9/9/2011 | |

- Open Client
- Create New Client
- Copy Client
- Export Client
- Import Client
- Delete Client
- Scenarios
- Imported New Scenario (9/9/2011 10:07:37 AM)

Client File Options

TOTAL Planning Suite 5.0 - file:///c:/newdata.vdb4

File Tools Report Selection Help

New Client Open Client Client Tasks ▾

Client List

Clients

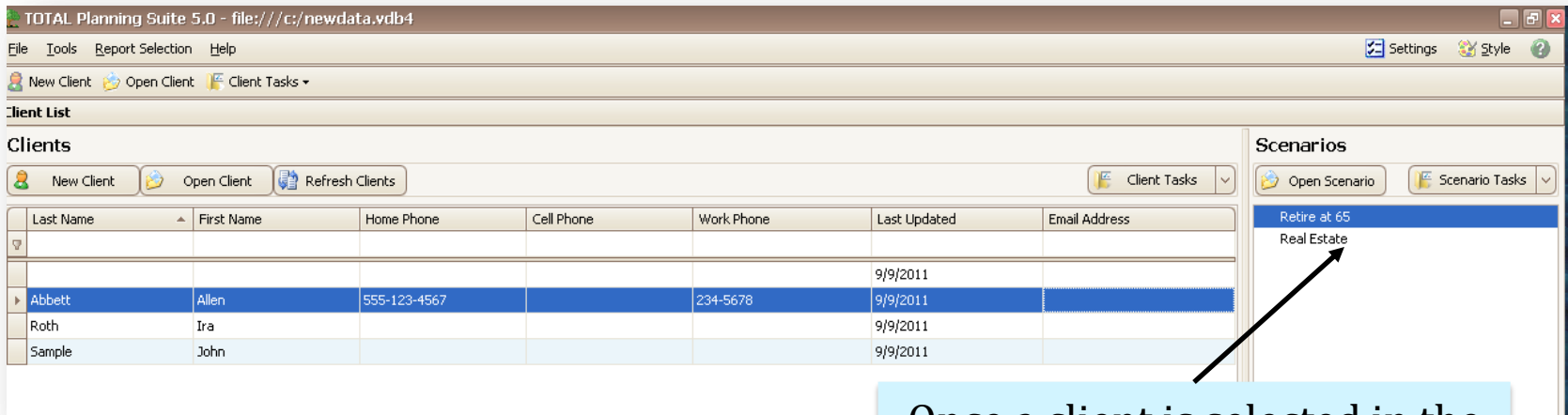
New Client Open Client Refresh Clients Client Tasks

| Last Name | First Name | Home Phone | Email Address | Cell Phone | Last Updated | Work Phone |
|-----------|------------|--------------|---------------|------------|--------------|------------|
| | | | | | 9/9/2011 | |
| Abbett | Allen | 555-123-4567 | | | 9/9/2011 | 234-5678 |
| Roth | Ira | | | | 9/9/2011 | |
| Sample | John | | | | 9/9/2011 | |

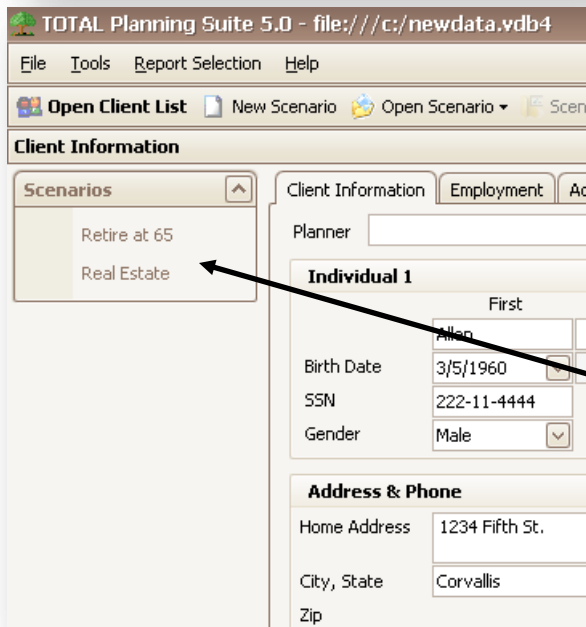
Open Client
Create New Client
Copy Client
Export Client
Import Client
Delete Client
Scenarios
Imported New Scenario (9/9/2011 10:07:37 AM)

Right-Click on the client, or select **[Client Tasks]** to open, create new client, import/export, copy or delete Clients.

Scenario Selection

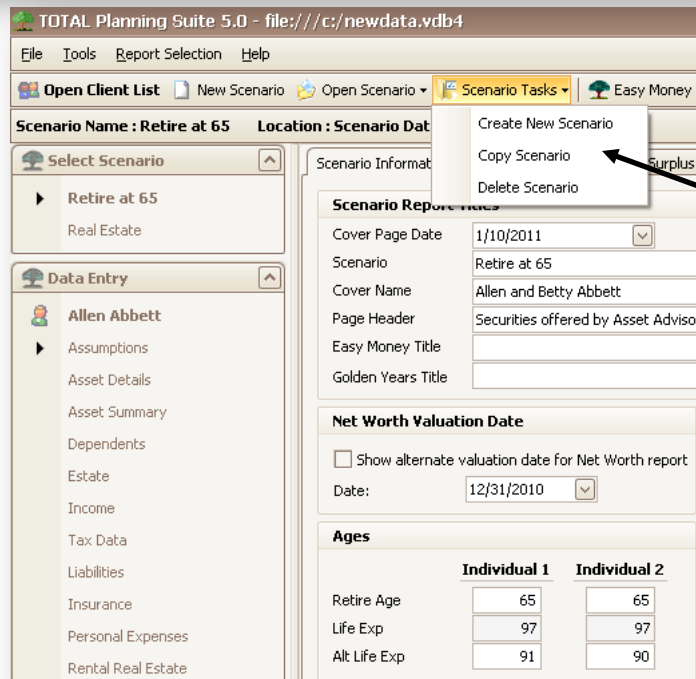
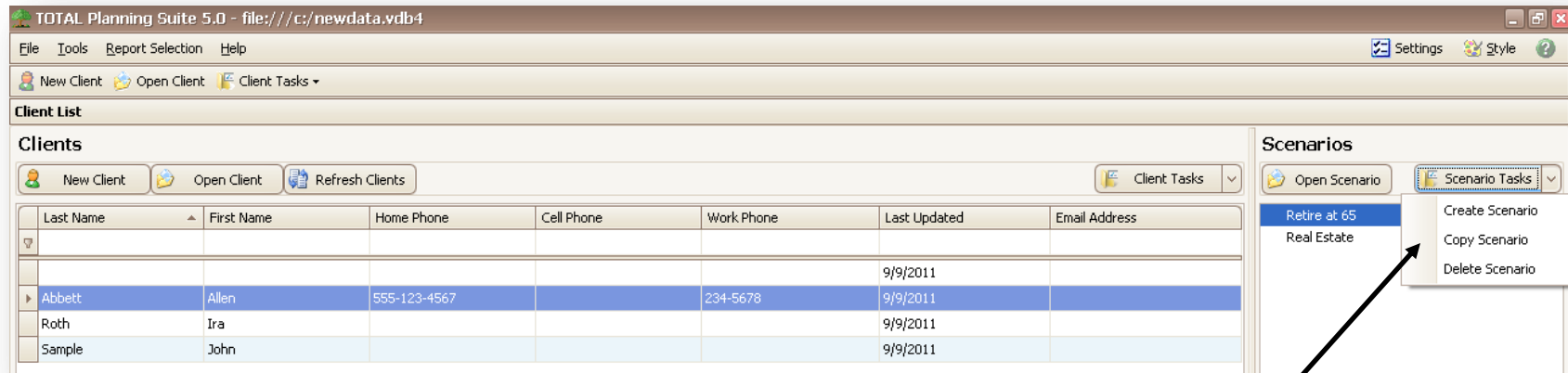


Once a client is selected in the list, you can instantly pick a scenario here. This will open the client and the desired scenario at the same time.



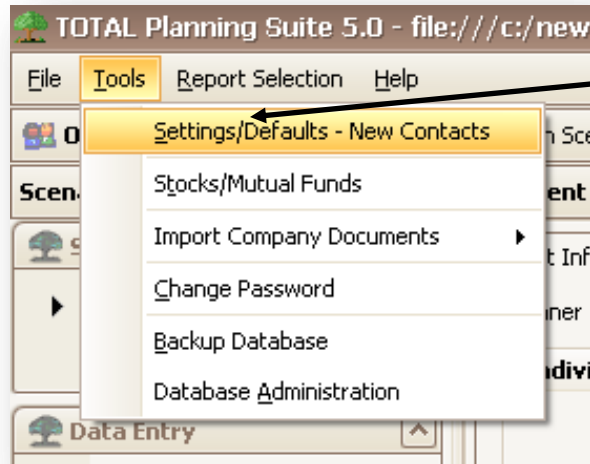
If the client file is already open, you can select the available scenarios here.

Scenario Tasks



You can create, copy or delete scenarios from either the **Client List**, or from within the client file by selecting the Scenario Tasks button.

Settings and Defaults



Customize the default values and program settings to fit your preferences.

This will allow you to modify basic assumptions such as inflation, rates of return, or localized information regarding clients.

See the “*Settings*” tutorial for more information.

Contact Information

TOTAL Planning Suite 5.0 - file:///c:/newdata.vdb4

File Tools Report Selection Help

Open Client List New Scenario Open Scenario Scenario Tasks Easy Money Report Golden Years Report Express Reports

Scenario Name : Retire at 65 Location : Client

Select Scenario

Retire at 65
Real Estate

Data Entry

Allen Abbett

Assumptions
Asset Details
Asset Summary
Dependents
Estate
Income
Tax Data
Liabilities
Insurance
Personal Expenses
Rental Real Estate
Survivor
Stock Options
Financial Goals
Monte Carlo

Client Information Employment Advisors Notes

Planner

Individual 1

First M.I. Last
Allen 51 Abbett

Birth Date 3/5/1960 51

SSN 222-11-4444 ☒ Check if married

Gender Male Date Married 11/8/2004

Individual 2

Birth Date

SSN

Gender

Address & Phone

Home Address 1234 Fifth St.

City, State Corvallis Oregon

Zip 97330

Individual 1 Individual 2

Home Phone 555-123-4567

Work Phone 234-5678

Mobile Phone

Fax

Email

Web Page

Edit Account Types

Client Information is used to enter the basic information about the client, including:

- Personal Information
- Employment
- Advisors
- Notes

Scenario Data

TOTAL Planning Suite 5.0 - file:///c:/newdata.vdb4

File Tools Report Selection Help

Open Client List New Scenario Open Scenario Scenario Tasks Easy Money Report Golden Years Report Express Reports

Scenario Name : Retire at 65 Location : Client

Select Scenario

- Retire at 65
- Real Estate

Data Entry

Allen Abbett

- Assumptions
- Asset Details
- Asset Summary
- Dependents
- Estate
- Income
- Tax Data
- Liabilities
- Insurance
- Personal Expenses
- Rental Real Estate
- Survivor
- Stock Options
- Financial Goals
- Monte Carlo

Client Information Employment Advisors Notes

Planner

Individual 1

First Name: Allen
Birth Date: 3/5/1960
SSN: 222-11-1111
Gender: Male

Address & Phone

Home Address: 1234 Fifth
City, State: Corvallis
Zip:
Home Phone: 555-123-4567
Work Phone: 234-5678
Mobile Phone:
Fax:
Email:
Web Page:
Edit Account Types

Enter data for the scenario.
You can select each section from the list on the left.
You may create an unlimited number of scenarios, each with different assumptions or values.

*For more details on creating clients and scenarios, refer to the “*Clients and Scenarios*” tutorial.

Generating Reports

When data entry is complete, generate the reports for the scenario.

Select the report module you wish to use.

- **Easy Money** for a “Goal Solving” report.
- **Golden Years** for the “Cash Flow” report.
- **Express Reports** for special reports.

The screenshot displays the TOTAL Planning software interface. On the left, the 'Data Entry' section for 'Allen Abbett' is visible, with tabs for Assumptions, Asset Details, Asset Summary, Dependents, and Estate. The main area shows the 'Scenario Name : Retire at 65' and 'Location : Client'. A menu bar at the top includes 'File', 'Tools', and 'Reports'. Below this, a 'Scenario Tasks' dropdown menu is open, showing options for 'Easy Money Report', 'Golden Years Report', and 'Express Reports'. The 'Express Reports' option is highlighted, and its dropdown menu is open, listing various report types: 'Assets by Account', 'Assets by Type', 'Assets by Class', 'Assets by Owner', 'All Assets', 'Expense Summary', 'Personal Expenses', and 'Net Worth'. An arrow points from the 'Express Reports' menu item to the 'Net Worth' option in the dropdown. The bottom section of the interface contains 'Address & Phone' and 'Account Type' fields.

Viewing Reports

Retire at 65 (9/9/2011) Allen Abbett

Print... Print This Page Export Email PDF Watermark 82% 12 / 109 Close Report

Easy Money

- Cover
 - Cover
 - Table of Contents
- General
 - General Divider (text)
 - Personal Statistics
 - Introduction (text)
 - Goal Based Planning (text)
 - Objectives - A1
 - Summary - A2
 - Retirement Summary - A2a
 - Financial Life Cycle (text) - A3
 - Net Worth Graph - A4
 - Net Worth - A5
 - Asset Details - A6
 - Personal Property - A7
 - Liability Details - A8
 - Life Insurance - A9
 - Other Insurance - A10
 - Asset Summary - A11
 - Liquidity Graph - A12
 - Liquidity - A13
 - Cash Flow Graph - A14
 - Cash Flow - A15
 - Income Mgt - A16
 - Financial Goals - A17
 - Saving for College (text) - A18
 - Education Graph - A19

Click on a report page to see it immediately displayed.

Securities offered by Asset Advisors - a Registered Investment Advisor

Net Worth

Retire at 65

Current Net Worth

| Category | Value |
|-----------|-------------|
| Assets | \$1,071,228 |
| Debts | (\$82,690) |
| Net Worth | \$988,538 |

Worth graph illustrates the amount of your assets, including savings, investments, retirement, and personal assets, less liabilities such as mortgages, loans, credit card balances, etc.

Assets: \$1,071,228

Ordinary income accounts
Investment accounts
Retirement accounts
Real Estate

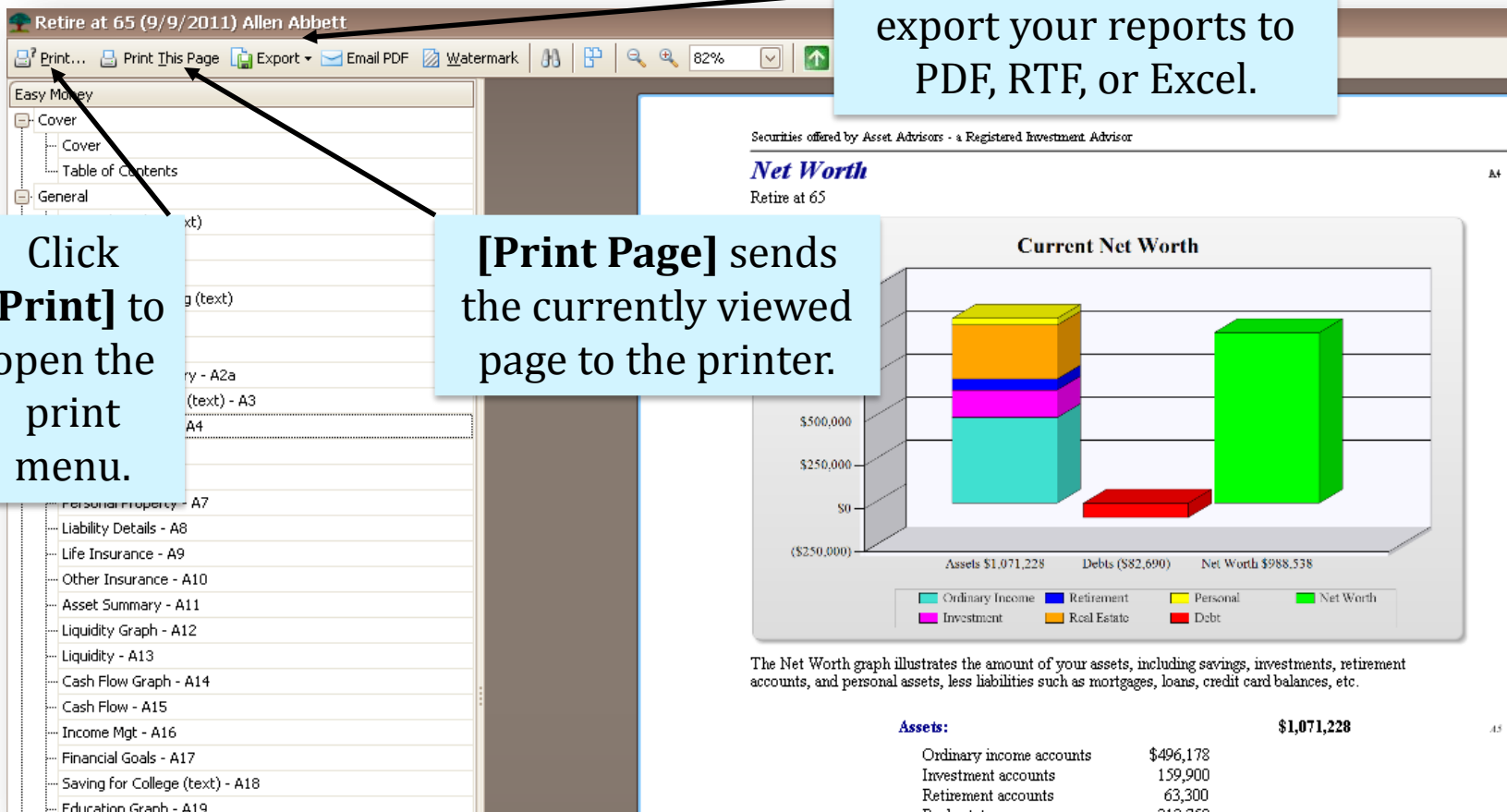
The reports appear exactly as they will be printed.

Printing/Exporting reports

[Export] Allows you to export your reports to PDF, RTF, or Excel.

Click **[Print]** to open the print menu.

[Print Page] sends the currently viewed page to the printer.



*For more details on viewing, printing or creating custom reports, refer to the ***“Viewing/Printing Tutorial”***.

End of Overview Tutorial