

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.

The screenshot shows the 'Client List' window in TOTAL Planning Suite 5.0. The window title is 'TOTAL Planning Suite 5.0 - file:///c:/newdata.vdb4'. The menu bar includes 'File', 'Tools', 'Report Selection', and 'Help'. Below the menu bar are icons for 'New Client', 'Open Client', and 'Client Tasks'. The main area is titled 'Client List' and contains a table with columns: 'Last Name', 'First Name', 'Home Phone', 'Email Address', 'Cell Phone', 'Last Updated', and 'Work Phone'. The table has four rows: a header row, a row with a heart icon, a row with 'Abbett', 'Allen', '555-123-4567', and '234-5678', and a row with 'Roth', 'Ir...', '9/9/2011', and '9/9/2011'. A blue row is highlighted at the bottom with 'Sample' and '9/9/2011'. A status bar at the bottom says 'Imported New Scenario (9/9/2011 10:07:37 AM)'. Three callout boxes point to specific features: one to the menu bar, one to the table headers, and one to the table rows.

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!

Opening a Client file

The screenshot displays the 'TOTAL Planning Suite 5.0' interface. At the top, there is a menu bar with 'File', 'Tools', 'Report Selection', and 'Help'. Below the menu bar, there are buttons for 'New Client', 'Open Client', and 'Client Tasks'. The main area 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 (Home Phone: 555-123-4567, Last Updated: 9/9/2011, Work Phone: 234-5678), Roth Ira (Last Updated: 9/9/2011), and Sample John (Last Updated: 9/9/2011). A context menu is open over the 'Sample John' row, listing options: 'Open Client', 'Create New Client', 'Copy Client', 'Export Client', 'Import Client', and 'Delete Client'. A 'Scenarios' section is also visible, showing 'Imported New Scenario (9/9/2011 10:07:37 AM)'. Annotations include a light blue box at the top right stating 'Highlight the client. Double click on the client name or select [Open Client].' with arrows pointing to the 'Open Client' button and the 'Abbett Allen' row. Another light blue box at the bottom center states 'Right-Click to view available Client options.' with an arrow pointing to the context menu.

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

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	

Right-Click to view available Client options.

Client File Options

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File Tools Report Selection Help

New Client Open Client Client Tasks

Client List

Clients

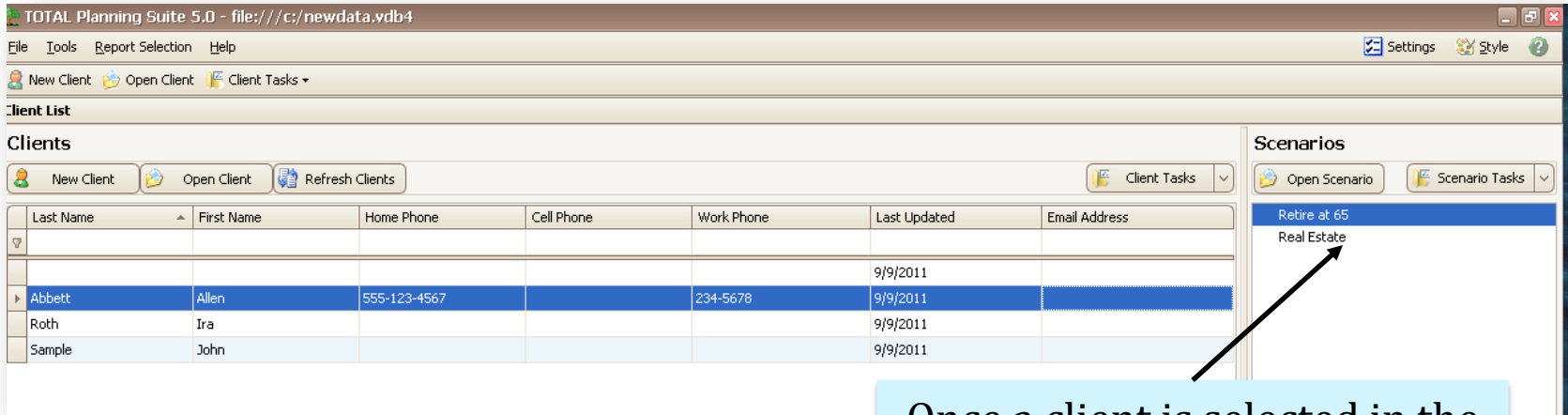
New Client Open Client Refresh Clients Client Tasks

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	

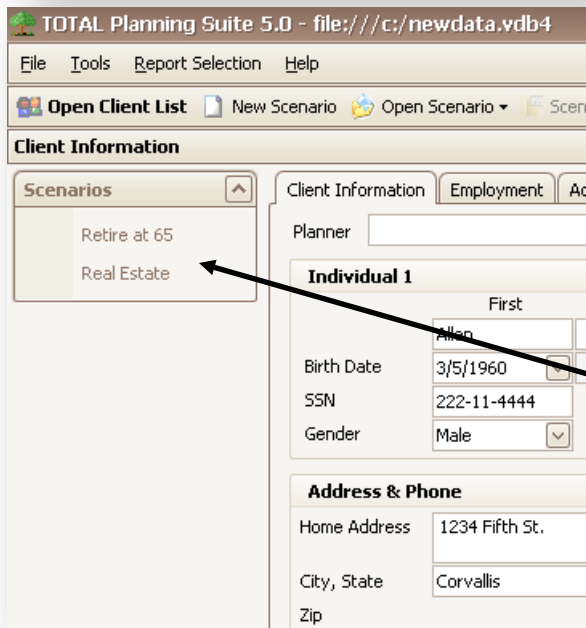
Open Client
Create New Client
Copy Client
Export Client
Import Client
Delete Client
Scenarios
Imported New Scenario (9/9/2011 10:07:37 AM)

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

Scenario Selection

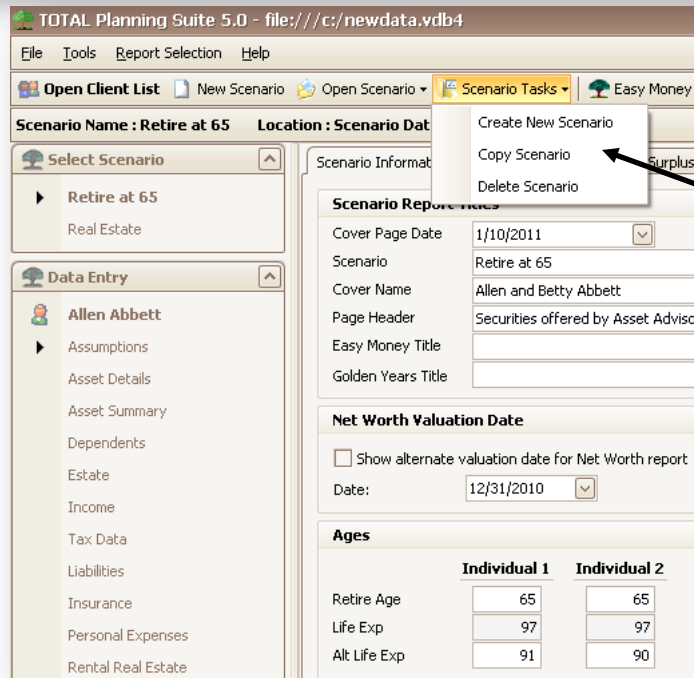
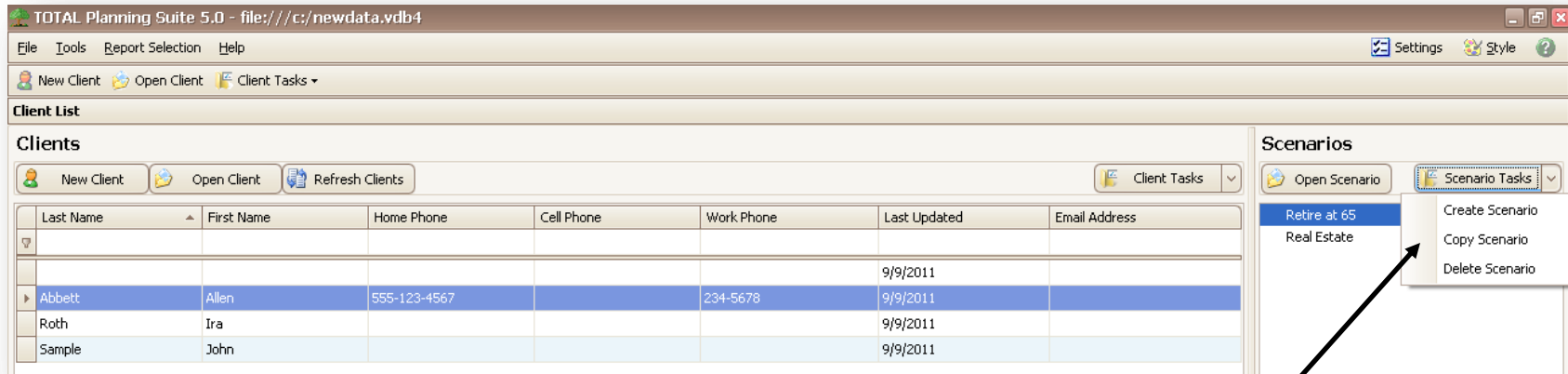


Once a client is selected in the list, you can instantly pick a scenario here. This will open the client and the desired scenario at the same time.



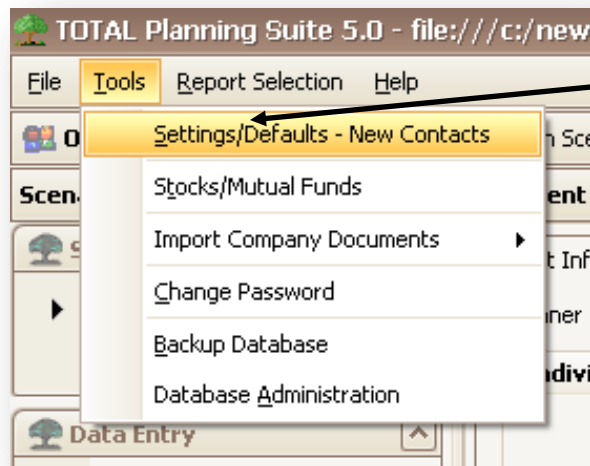
If the client file is already open, you can select the available scenarios here.

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		Abbett
Birth Date	3/5/1960	51
SSN	222-11-4444	<input checked="" type="checkbox"/> Check if married
Gender	Male	Date Married 11/8/2004

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. The top menu bar includes 'File', 'Tools', and 'Reports'. Below the menu bar, there are three report options: 'Easy Money Report', 'Golden Years Report', and 'Express Reports'. The 'Express Reports' option is highlighted with a yellow background and a black oval. A dropdown menu is open for 'Express Reports', 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'. The main window shows a scenario named 'Retire at 65' with a location of 'Client'. The left sidebar has sections for 'Select Scenario' (with 'Retire at 65' and 'Real Estate' options) and 'Data Entry' (with 'Allen Abbett' selected and sub-options like 'Assumptions', 'Asset Details', 'Asset Summary', 'Dependents', and 'Estate'). The main content area has tabs for 'Client Information', 'Employment', 'Advisors', and 'Notes'. Below these tabs, there are fields for 'Address & Phone' (Home Address: 1234 Fifth St., City, State: Corvallis, Oregon) and 'Account Type' (Active, Business, Client).

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

Securities offered by Asset Advisors - a Registered Investment Advisor

Net Worth

Retire at 65

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
- Personal
- Debt

Click on a report page to see it immediately displayed.

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.

The screenshot shows the 'Retire at 65' software interface. The top menu bar includes 'Print...', 'Print This Page', 'Export', 'Email PDF', and 'Watermark'. The left sidebar shows a table of contents with items like 'Cover', 'Table of Contents', 'General', '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', and 'Education Graph - A19'. The main content area displays a report titled 'Net Worth' for 'Retire at 65'. It features a 3D bar chart titled 'Current Net Worth' with the following data:

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

The chart uses a color-coded legend: Ordinary Income (Cyan), Retirement (Blue), Personal (Yellow), Investment (Magenta), Real Estate (Orange), and Debt (Red). Below the chart, a table lists the components of the assets:

Assets:	\$1,071,228
Ordinary income accounts	\$496,178
Investment accounts	159,900
Retirement accounts	63,300
Real Estate	312,350

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

End of Overview Tutorial