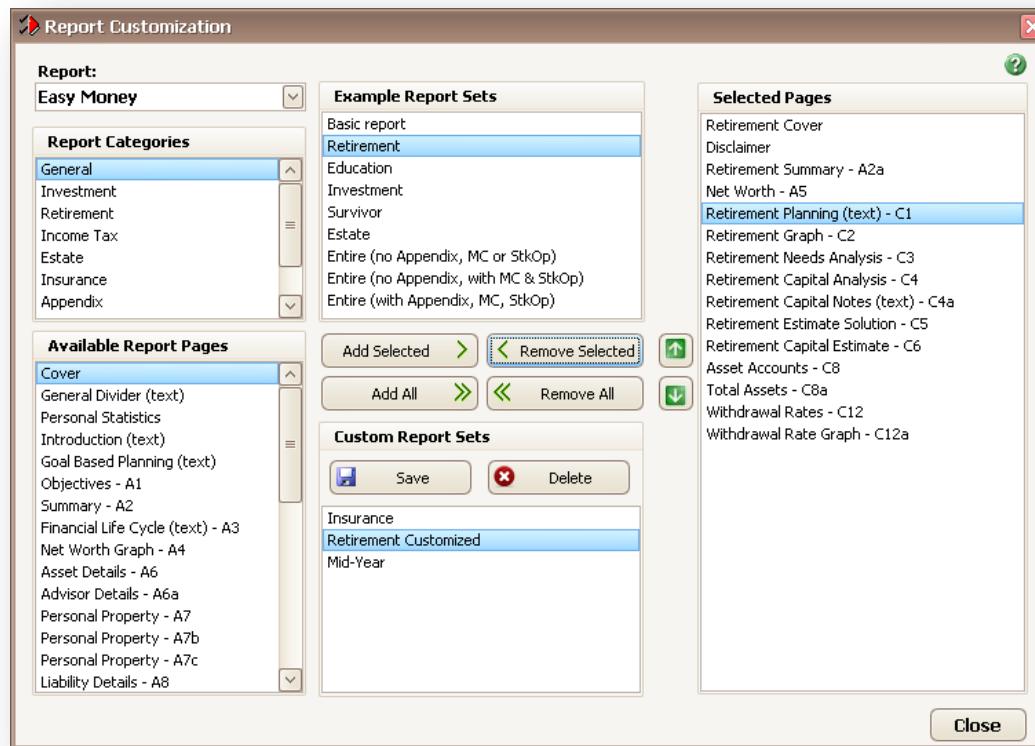


Viewing, Customizing, & Printing Reports

TOTAL Planning Suite

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 Money Tree Software interface. At the top, the file name 'ewdata.vdb4' is visible. Below it, a navigation bar contains 'Scenario', 'Scenario Tasks', 'Easy Money Report', 'Golden Years Report', and 'Express Reports'. The 'Express Reports' menu is open, showing a list of report options: 'Assets by Account', 'Assets by Type', 'Assets by Class', 'Assets by Owner', 'All Assets', 'Expense Summary', 'Personal Expenses', and 'Net Worth'. On the left, the 'Select Scenario' section shows 'Retire at 65' and 'Real Estate'. Below that, the 'Data Entry' section for 'Allen Abbett' includes links for 'Assumptions', 'Asset Details', 'Asset Summary', 'Dependents', and 'Estate'. The 'Address & Phone' section shows 'Home Address' as '1234 Fifth St.' and 'City, State' as 'Corvallis, Oregon'. The 'Account Type' section has checkboxes for 'Active' (checked), 'Business', and 'Client' (checked).

Generating Express Reports



The screenshot displays the TOTAL Planning Suite 5.0 interface. The title bar reads "TOTAL Planning Suite 5.0 - file:///c:/newdata.vdb4". The menu bar includes "File", "Tools", "Report Selection", and "Help". The "Report Selection" menu is open, showing options: "Open Client List", "New Scenario", "Open Scenario", "Scenario Tasks", "Easy Money Report", "Golden Years Report", and "Express Reports". The "Express Reports" option is highlighted with a yellow background and circled. A callout box points to this menu item with the text: "Express Reports Will allow you to generate specific reports, based on your needs." The dropdown menu for "Express Reports" lists the following options: "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 client profile for "Allen Abbett" with fields for "Birth Date" (3/5/1960), "SSN" (222-11-4444), and "Gender" (Male). The "Address & Phone" section shows "Home Address" as "1234 Fifth St." and "City, State" as "Corvallis, Oregon". The "Account Type" section has checkboxes for "Active", "Business", and "Client", with "Active" and "Client" selected.

Express Reports
Will allow you to generate specific reports, based on your needs.

- Assets by Account
- Assets by Type
- Assets by Class
- Assets by Owner
- All Assets
- Expense Summary
- Personal Expenses
- Net Worth

Viewing the 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

Once the Report is generated, you can select any page to display from the View panel.

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

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

Assets: \$1,071,228

Education Graph - A19

The reports are displayed exactly as they will print.

Changing the View Scale

Retire at 65 (9/12/2011) Allen Abbett

Print... Print This Page Export Email PDF Watermark 107% 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
- Income Mgt - A16
- Financial Goals - A17
 - Saving for College (text) - A18
- Education Graph - A19
- Education Costs - A20
- Education Funding - A21
- Education Separate Accounts - A22
- Education Funding Sources - A23
- Investment
- Retirement
- Income Tax

View Scale: 500%, 200%, 150%, 100%, 75%, 50%, 25%, Page Width, Text Width, Whole Page, Two Pages

Set to 50% or 75% for overview, set to Page Width for easier reading.

The "View" - "Zoom" selection will allow you to increase or decrease the size of the page displayed on the screen.

Current Net Worth

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

Legend: Ordinary Income, Retirement, Personal, Net Worth, Investment, Real Estate, Debt

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

Assets:	\$1,071,228
Ordinary income accounts	\$496,178
Investment accounts	159,900
Retirement accounts	63,300
Real estate	312,750
Personal assets	39,100
Less Debts	(\$82,690)

Retire at 65 (9/12/2011) Allen Abbett

You can also view multiple pages at once.

Print the current page

The screenshot shows the Money Tree Software interface. The title bar reads "Retire at 65 (9/12/2011) Allen Abbett". The menu bar includes "Print...", "Print This Page", "Export", "Email PDF", "Watermark", and "Close Report". The "Print This Page" button is highlighted with a yellow background and a black arrow pointing to it. A light blue callout box contains the text: "The [Print This Page] button will print the page you are currently viewing." The left sidebar shows a tree view with "Easy Money" expanded, containing "Cover", "Table of Contents", "General", "General Divider (text)", "Personal Statistics", "Financial Life Cycle (text) - A3", "Net Worth Graph - A4", "Net Worth - A5", "Asset Details - A6", and "Personal Property - A7". The main content area displays "Securities offered by Asset Advisors - a Registered Investment Ad", "Net Worth" in blue italics, "Retire at 65", and a 3D bar chart titled "Current Net Worth". The chart has a vertical axis with labels "\$750,000", "\$1,000,000", and "\$1,250,000". The bar is stacked with yellow, orange, blue, and pink segments.

Retire at 65 (9/12/2011) Allen Abbett

Print... Print This Page Export Email PDF Watermark 107% 12 / 109 Close Report

Easy Money

- Cover
 - Cover
 - Table of Contents
- General
 - General Divider (text)
 - Personal Statistics
- Financial Life Cycle (text) - A3
- Net Worth Graph - A4
- Net Worth - A5
- Asset Details - A6
- Personal Property - A7

Securities offered by Asset Advisors - a Registered Investment Ad

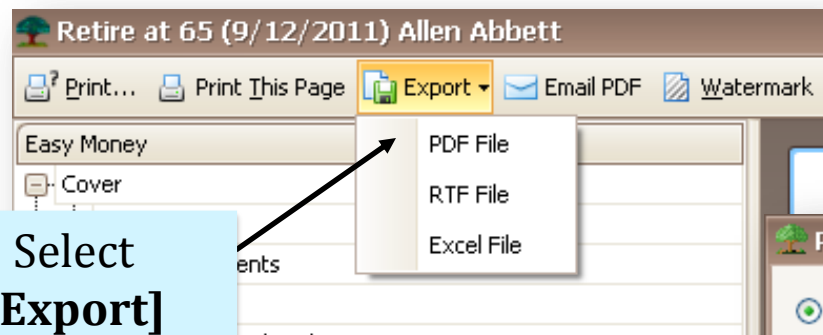
Net Worth

Retire at 65

Current Net Worth

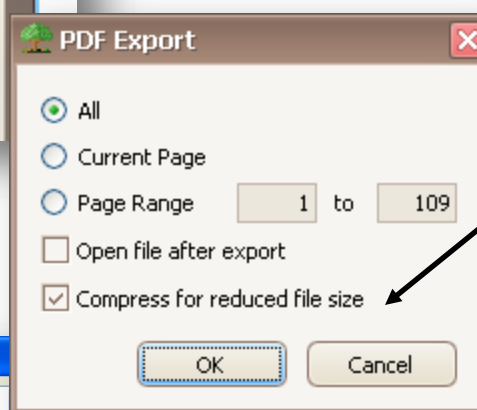
\$1,250,000
\$1,000,000
\$750,000

Exporting files to PDF, RTF or XLS

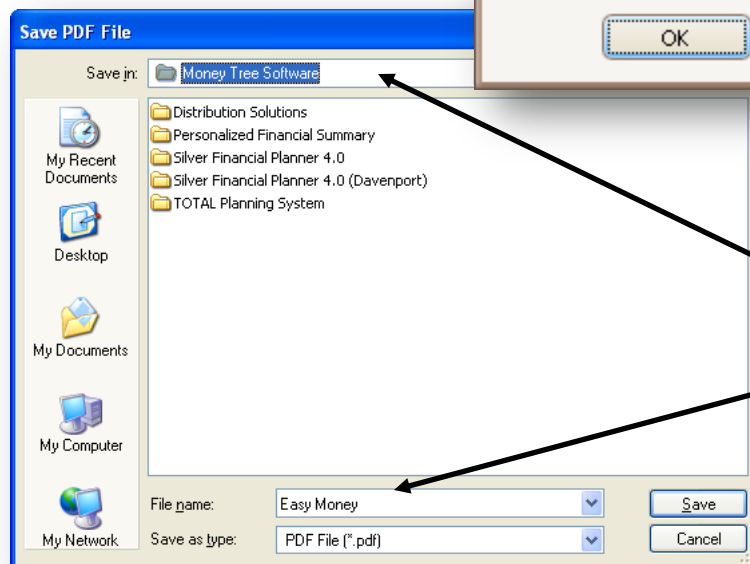


Select
[Export]

Then select
PDF, RTF, or
Excel file type
to export.



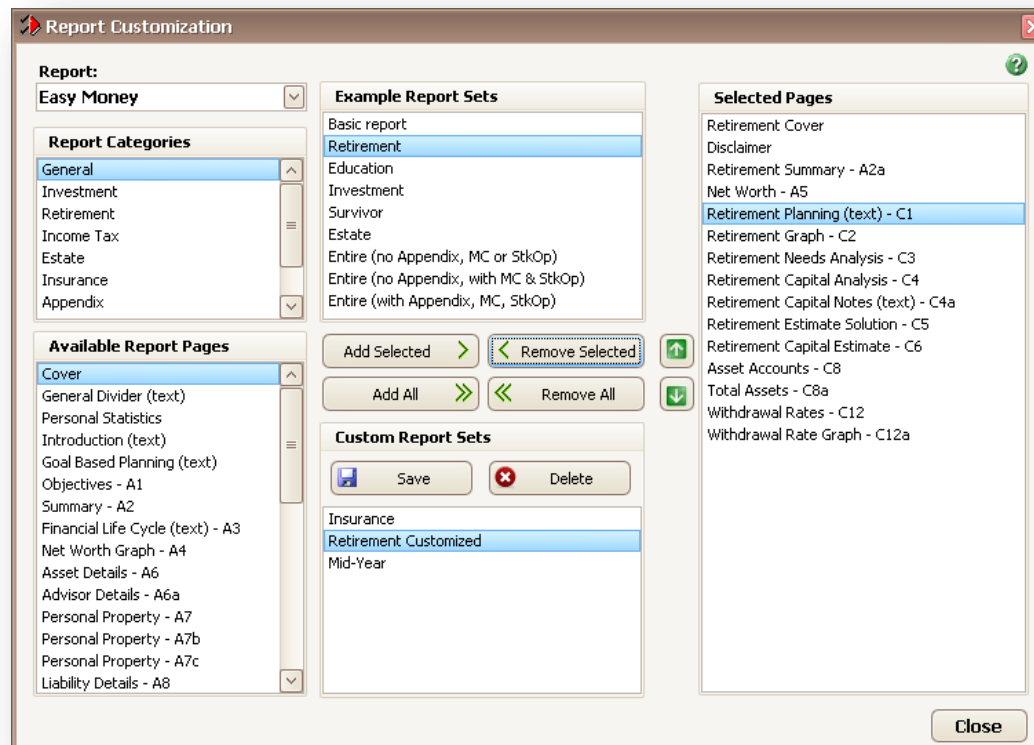
Select All, or part
of the report to
export, click
[OK].



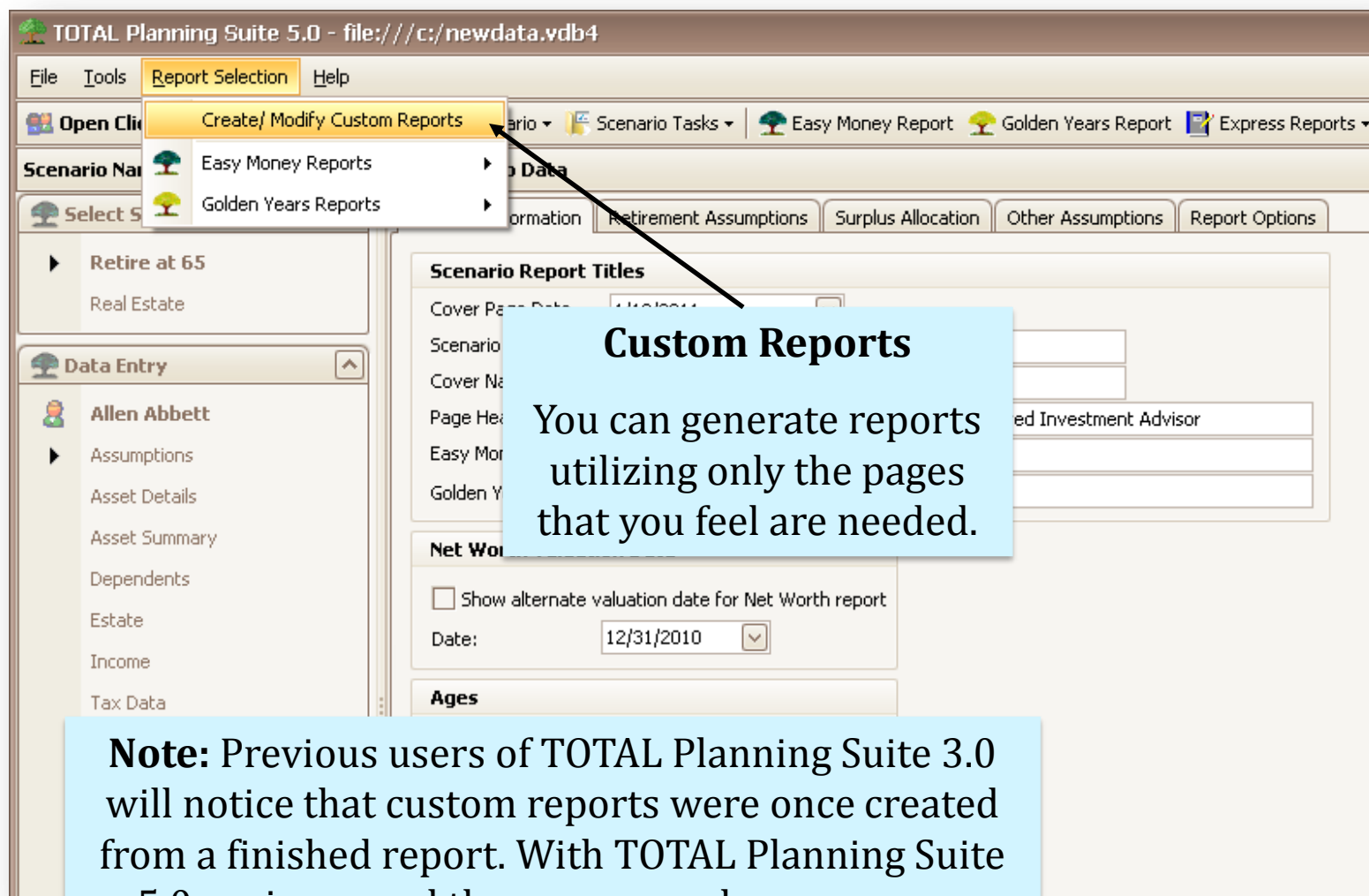
In the **Save** window,
select the location
and filename for your
newly exported file.

Custom Templates

- This allows you to create your own list of reports that can be called up at any time.
- You may create an unlimited number of templates.
- Separate lists are maintained for Easy Money and Golden Years.

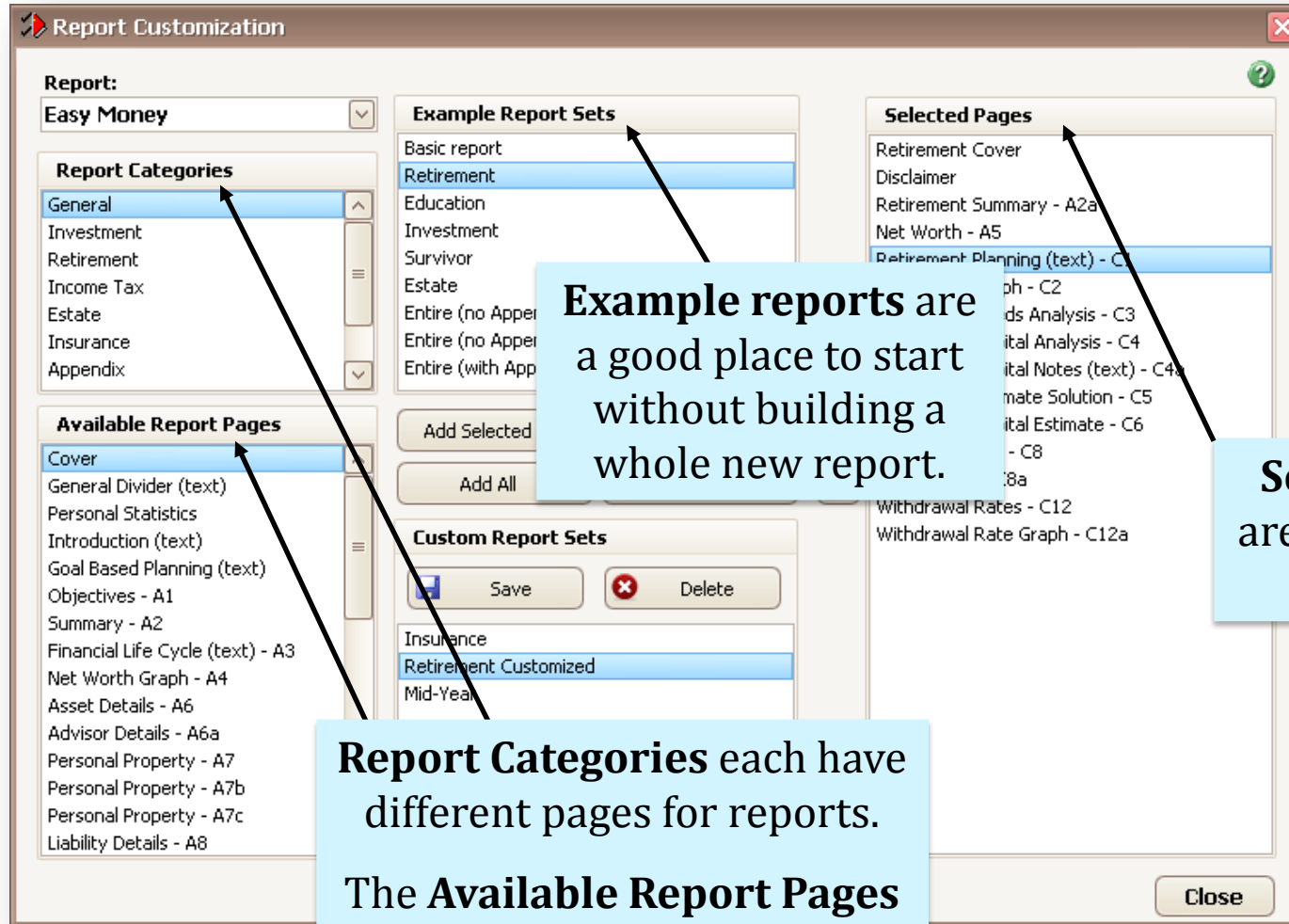


Selecting Custom Reports

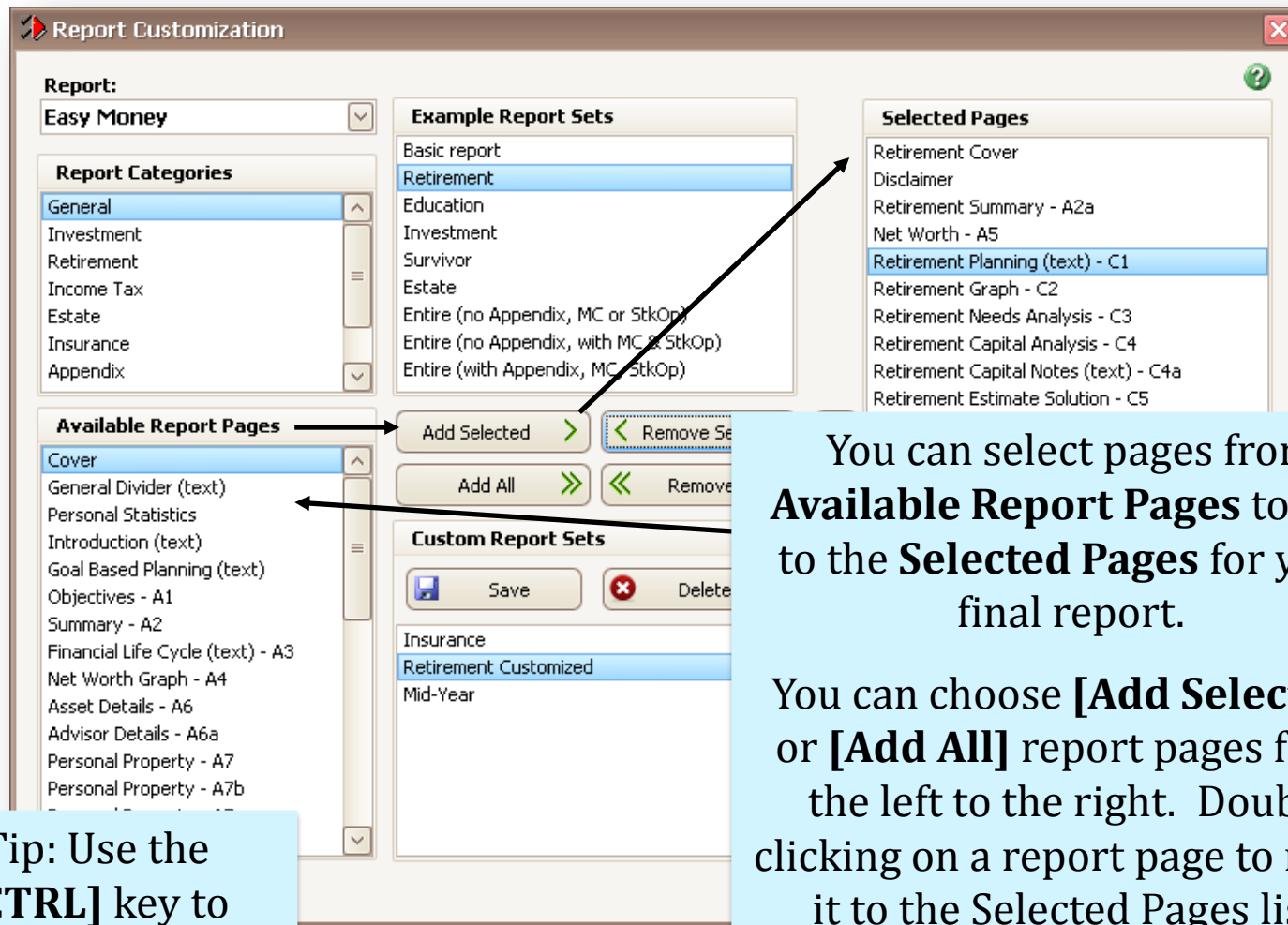


Note: Previous users of TOTAL Planning Suite 3.0 will notice that custom reports were once created from a finished report. With TOTAL Planning Suite 5.0 we improved the process and now you can create custom reports BEFORE generating.

Report Customization



Add Reports to Selected Pages

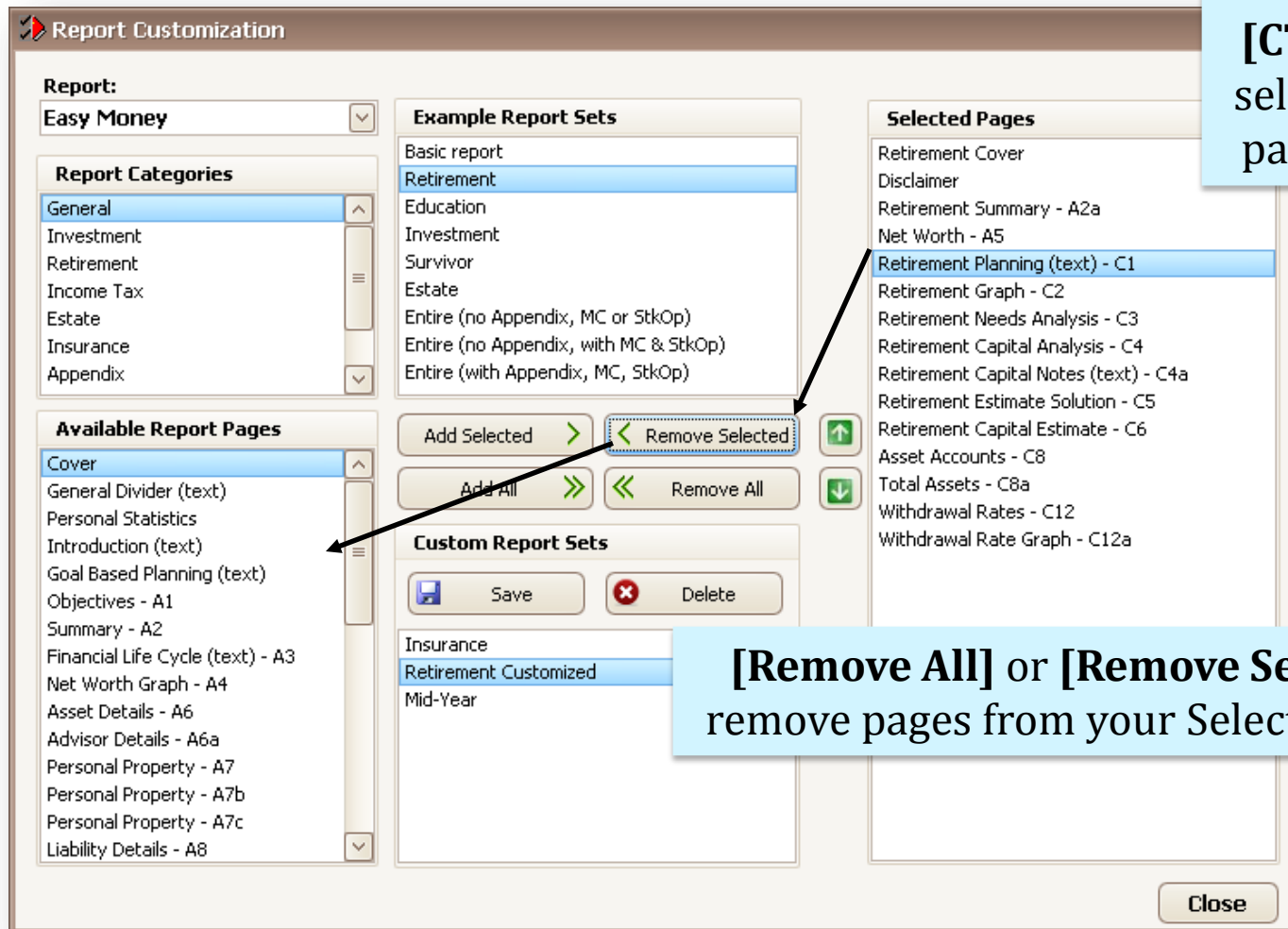


Tip: Use the [CTRL] key to select multiple pages at once.

You can select pages from **Available Report Pages** to add to the **Selected Pages** for your final report.

You can choose **[Add Selected]** or **[Add All]** report pages from the left to the right. Double clicking on a report page to move it to the Selected Pages list.

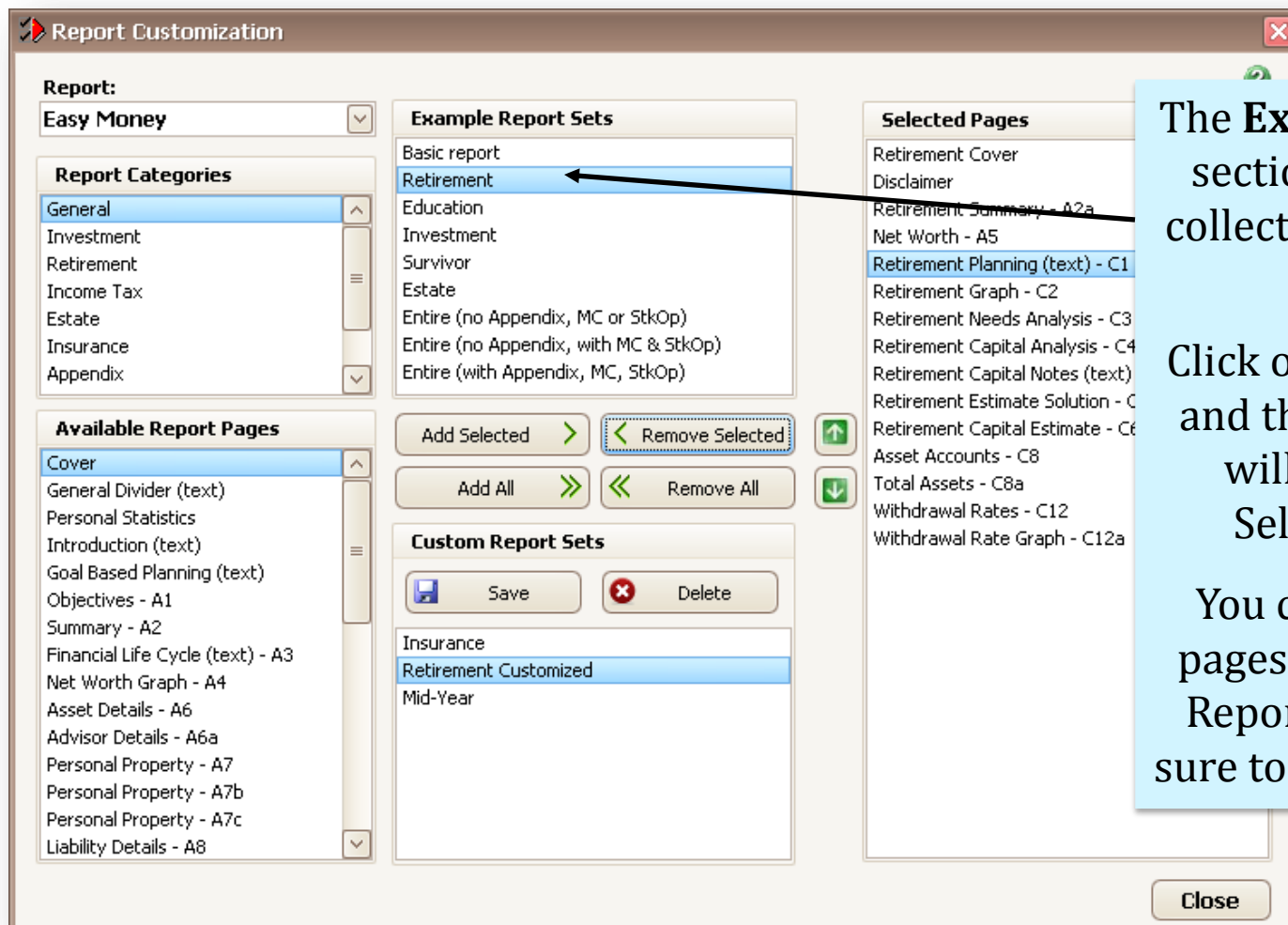
Remove Selected Pages



Tip: Use the [CTRL] key to select multiple pages at once.

[Remove All] or [Remove Selected] will remove pages from your Selected Pages list.

Default Templates



The **Example Report Sets** section contains report collections that have been pre-selected.

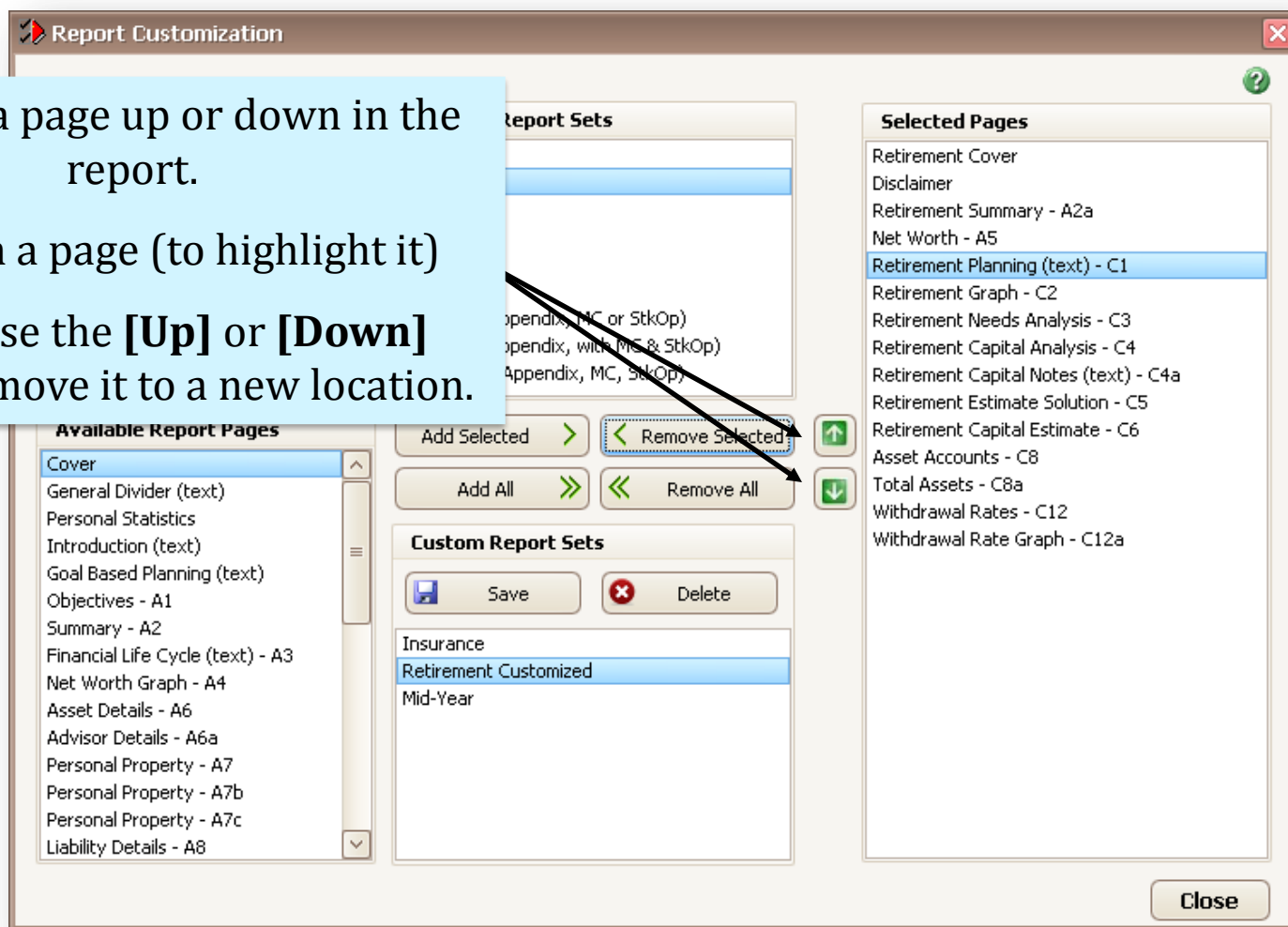
Click one of the templates and the group of reports will be added to the **Selected Pages** list.

You can add additional pages from the **Available Report Pages** list. Make sure to save when finished.

Changing the order of Selected Pages

To MOVE a page up or down in the report.

- Click on a page (to highlight it)
- Then use the **[Up]** or **[Down]** arrows to move it to a new location.



Saving a Custom List

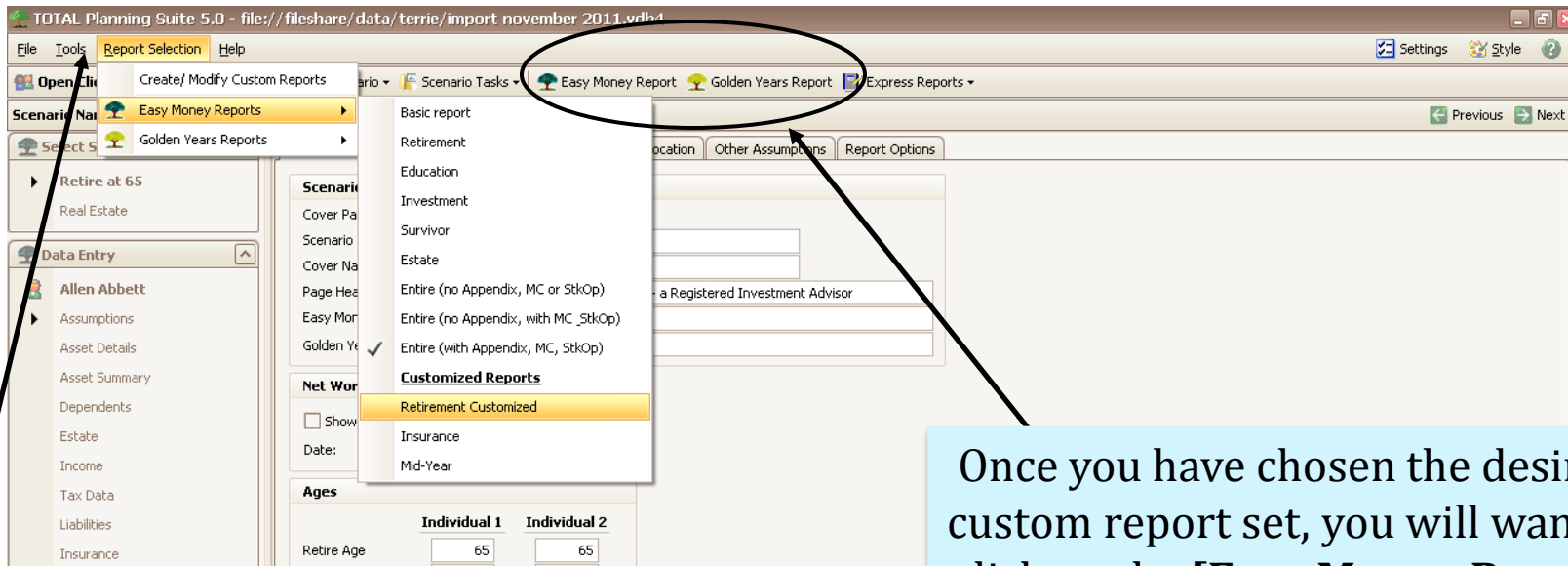
The screenshot shows the 'Report Customization' window with the following sections:

- Report:** Easy Money
- Report Categories:** General, Investment, Retirement, Income Tax, Estate, Insurance, Appendix
- Example Report Sets:** Basic report, Retirement, Education, Investment, Survivor, Estate, Entire (no Appendix, MC or StkOp), Entire (no Appendix, with MC & StkOp), Entire (with Appendix, MC, StkOp)
- Available Report Pages:** Cover, General Divider (text), Personal Statistics, Introduction (text), Goal Based Planning (text), Objectives - A1, Summary - A2, Financial Life Cycle (text) - A3, Net Worth Graph - A4, Asset Details - A6, Advisor Details - A6a, Personal Property - A7, Personal Property - A7b, Personal Property - A7c, Liability Details - A8
- Custom Report Sets:** Insurance, Retirement Customized, Mid-Year
- Selected Pages:** Retirement Cover, Disclaimer, Retirement Summary - A2a, Net Worth - A5, Retirement Planning (text) - C1, Retirement Graph - C2, Total Assets - C8a, Withdrawal Rates - C12

Annotations and steps:

- First, Click **[Save]**
- Next, type a custom report set name & click **[OK]**.
- You now have a custom template that can be used at any time.

Generating a Custom Report



Once you have created and saved you custom reports you will want to select Report Selections at the top of the program.

Then choose either Easy Money or Golden Years. You will now be able to select the desired custom report set from the list.

Once you have chosen the desired custom report set, you will want to click on the **[Easy Money Report]** or **[Golden Years Report]** button at the top of the program to generate the selected report.

**End of
Viewing, Customizing, & Printing Reports
TOTAL Planning Suite
Tutorial**