

QUICK START GUIDE

ROCKET FUEL TO IGNITE YOUR PRACTICE

Plutosoft is a comprehensive financial planning software and practice management solution for financial advisors. Our platform enables financial planning practices to automate many of their non-value adding functions. It brings together the various facets involved in providing advice - from data collection to on-boarding, from financial modelling to advice production, from portfolio reporting to ongoing review – seamlessly through one application. The software radically improves productivity by introducing systematic efficiencies within a practice.



Version 2.1
March 2018

CASE STUDIES

The trial environment has been preconfigured with two client records with the intent to guide the user in showcasing the platform's functionality. Each of these case studies can be used to build a client portfolio on PlutoSoft for review.

Case study 1: Andrew and Julie Jones (new clients)

Meet Andrew and Julie Jones.

- Andrew (55- 8/4/63) is an advertising executive employed by a successful marketing consultancy.
- His wife, Julie (54 - 6/2/64), is a teacher employed by a private school.
- They have two adult children age 23 and 27. Their youngest lives at home with them but is not otherwise financially dependent.

Their financial position is as follows:

Assets		\$2,237,830
Income		
Salary (Andrew)	\$300,000 (including bonus)	
Super	9.5%	
Salary (Julie)	\$90,000 (Salary)	
Super	12%	
Personal Assets		
Home (Joint)	\$2,000,000	
Holiday Home (Joint)	<u>\$ 800,000</u>	
	\$2,800,000	
Cash funds		
Term Deposit (Julie)	\$375,000 (2% interest)	
Everyday cash funds (Joint)	\$30,000 (0% interest)	
AMP Flexible Super (Andrew)		
Professional Growth fund	\$1,200,000	
Shares Andrew		
CBA Share (1,000)	\$80,390 cost base \$60,000 reinvest dividends	
Wesfarmers Shares (1,000)	\$44,240 cost base \$35,000 reinvest dividends	
BHP Shares (2,000)	\$58,200 cost base \$42,000 reinvest dividends	
Australian Catholic Super (Julie)		
Balanced fund	\$450,000	
Total liabilities		\$350,000
Home mortgage		\$350,000
Net position (excl personal assets)		\$1,887,830

No will / EPA / EPG

Risk profile

- Andrew balanced (70% growth assets)
- Julie balanced (70% growth assets)

Private Hospital Health Cover

- HBF Andrew and Julie

Goals

- Fund Living Expenditure of \$120,000 per annum (indexed to CPI)
- Retire 2026 when Joe reaches age 63

Possible strategies:

- Rollover Julie's Catholic super into MLC Wrap Super
- Rollover Andrew's AMP super into MLC Wrap Super
- Assume Superannuation and Account Based Pension returns of 5.5%
- Salary sacrifice to maximum cap – Julie
- Non-concessional contribution to Wrap Super - \$300,000 Julie
- Repay home loan prior to retirement with surplus income then make non-concessional super contributions with surplus cash flow to Julie's Wrap super funds until retirement.
- Commence account based pensions at retirement, retain excess of 1.6 million (indexed) in super for Andrew and Julie
- Invest both their MLC Wrap super's in a balanced model portfolio.

Case study 2: Joe and Mary Michaels (ongoing clients)

Meet Joe and Mary Michaels

- Joe (58) is a headmaster employed by a private school.
- His wife Mary (56) is a consultant employed on a part-time basis.

Their financial position is as follows

Assets		\$980,000
Income		
Salary (Joe)	\$130,000	
Super	12%	
Salary (Mary)	\$75,000 (Salary)	
Super	9.5%	
Personal Assets		
Home (Joint)	\$1,000,000 (they have just paid off mortgage)	
Cars (Joint)	\$35,000	
Home contents	\$10,000	
Assets		
Term Deposit (Mary)	\$70,000 (2.5% interest)	
Everyday cash account (Joint)	\$15,000 (0% interest)	
Wrap Super (Joe)	\$595,000	
Wrap Super (Mary)	\$300,000	
Total liabilities		\$-
Mortgage (Joint)	\$-	
Net position (excl personal assets)		\$980,000

Risk profile

- Balanced

Goals

- Both aim to retire when Joe reaches age 60 and Mary age 58
- Fund Expenditure of \$65,000 per annum now and in retirement (indexed to CPI)
- They are happy to use up their capital over their lifetimes (expect normal life expectancy tables)

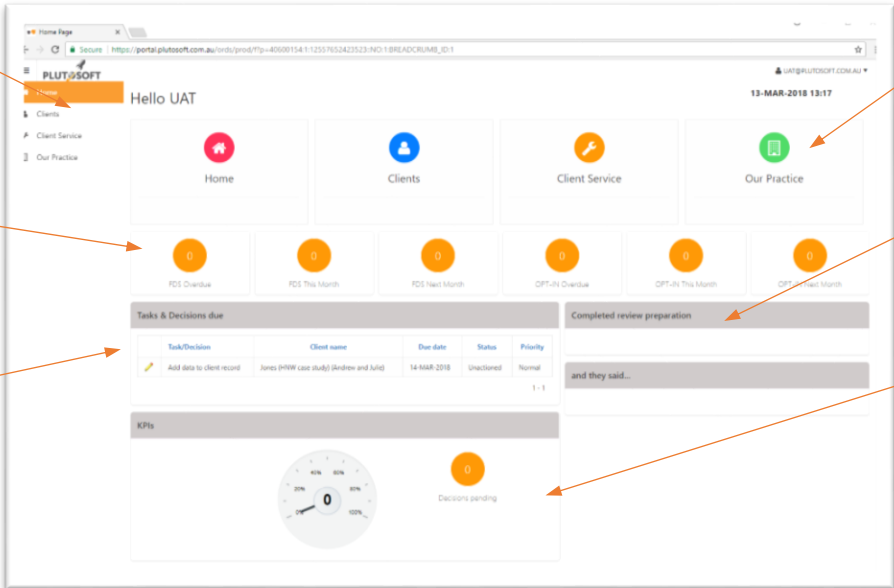
Possible strategies:

- Continue salary sacrificing (already doing)
- Direct surplus cash flow into Joe's MLC Wrap Fund (non-concessional contribution)
- Commence Account Based Pensions when they retire
- Rebalance Wrap Super Portfolios

LOG IN

PlutoSoft creates a systemised working environment through its workflow function. It streamlines administrative tasks freeing up time to allow an advisor to focus on strategic issues. The document provides a high-level overview on how to start using the platform. It does not explain each of the functions in detail.

- www.plutosoft.com.au/trialadviser
- Enter your personal login name and password



The screenshot shows the PlutoSoft dashboard interface. The dashboard includes a sidebar navigation menu on the left, a main content area with a 'Hello UAT' greeting, and a top navigation bar. The main content area features several widgets: 'Home', 'Clients', 'Client Service', and 'Our Practice'. Below these are six circular widgets representing various metrics: 'RDS Overview', 'RDS This Month', 'RDS Next Month', 'OPT-In Overview', 'OPT-In This Month', and 'OPT-In Next Month'. A 'Tasks & Decisions due' section displays a table with columns for Task/Decisions, Client name, Due date, Status, and Priority. A 'Completed review preparation' section shows a progress bar and a 'and they said...' section. A 'KPIs' section at the bottom features a gauge chart and a 'Decisions pending' widget.

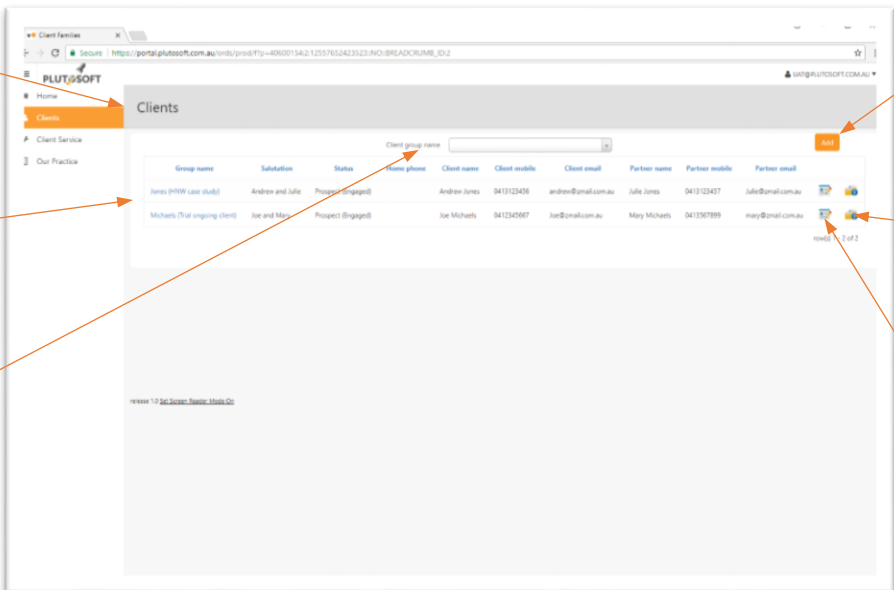
Annotations on the screenshot include:

- Standard navigation menu**: Points to the sidebar navigation menu.
- Compliance indicators**: Points to the 'RDS Overview' widget.
- Tasks / decisions assigned to user**: Points to the 'Tasks & Decisions due' table.
- Main navigation buttons**: Points to the 'Home', 'Clients', 'Client Service', and 'Our Practice' buttons.
- Client review overview and feedback**: Points to the 'Completed review preparation' section.
- KPI metrics**: Points to the 'KPIs' section.

ONBOARDING A NEW CLIENT IN 8 EASY STEPS

1 Create new client

- Select **Clients** from the navigation menu on the left
- A list of clients will be shown
- Click on the **Add** new client button

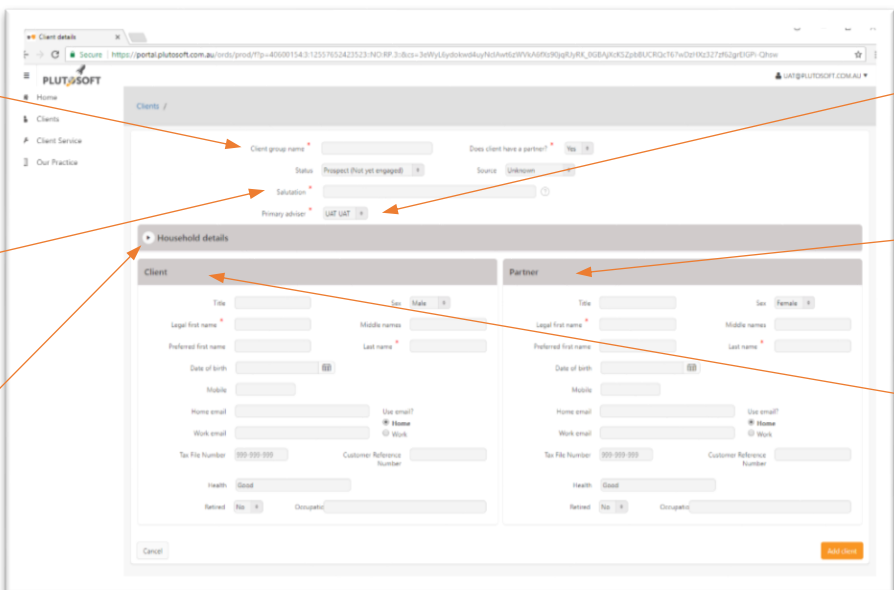


The screenshot shows the 'Clients' page in the PlutoSoft application. The left navigation pane has 'Clients' selected. The main area displays a table of clients with columns: Group name, Salutation, Status, Home phone, Client name, Client mobile, Client email, Partner name, Partner mobile, and Partner email. An 'Add' button is in the top right corner. Callouts point to the following elements:

- Navigation pane**: Points to the left sidebar.
- Client list**: Points to the table of clients.
- Filter selector**: Points to the search bar above the table.
- Add new client button**: Points to the 'Add' button in the top right.
- View client's financial position**: Points to a gear icon next to a client row.
- View client's personal details**: Points to a person icon next to a client row.

2 Update client information

- Complete client header record details (i.e. **Client group name**, **Salutation**, **Primary adviser** etc)
- Complete **Client**, Partner and Household information
- Add any entities and dependants (if applicable)
- Click the **Add client** button

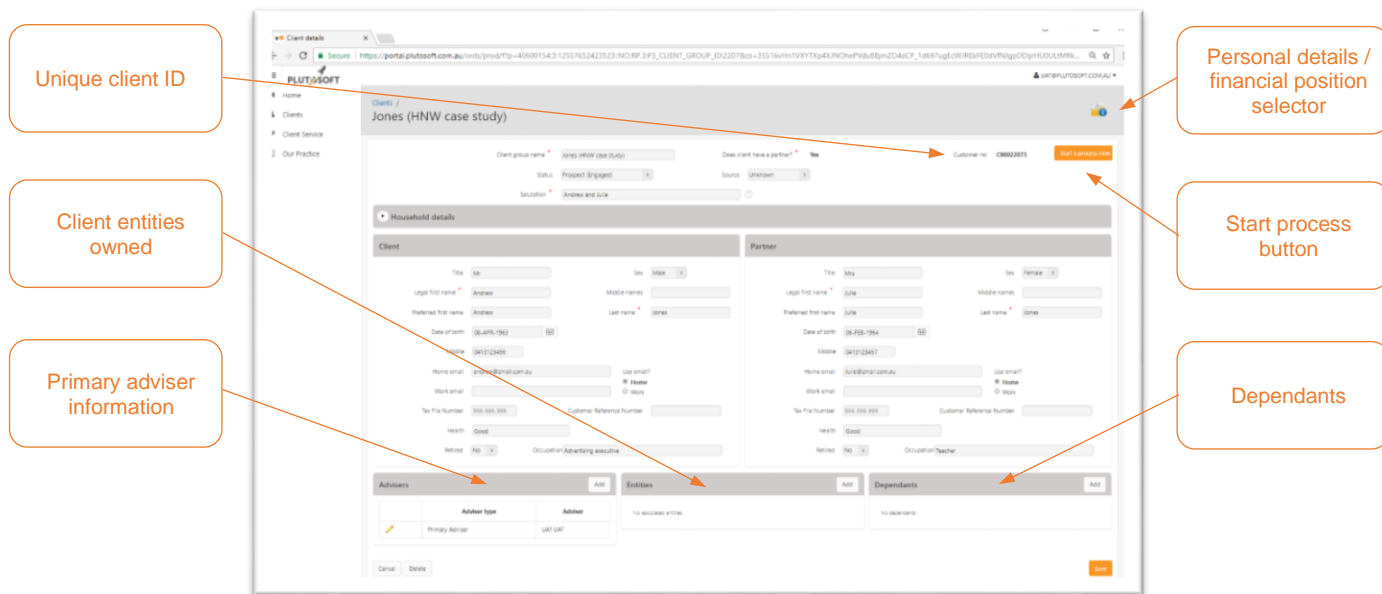


The screenshot shows the 'Client details' form in the PlutoSoft application. The form is divided into sections: Client group name, Client header, Household details, and Partner details. Callouts point to the following elements:

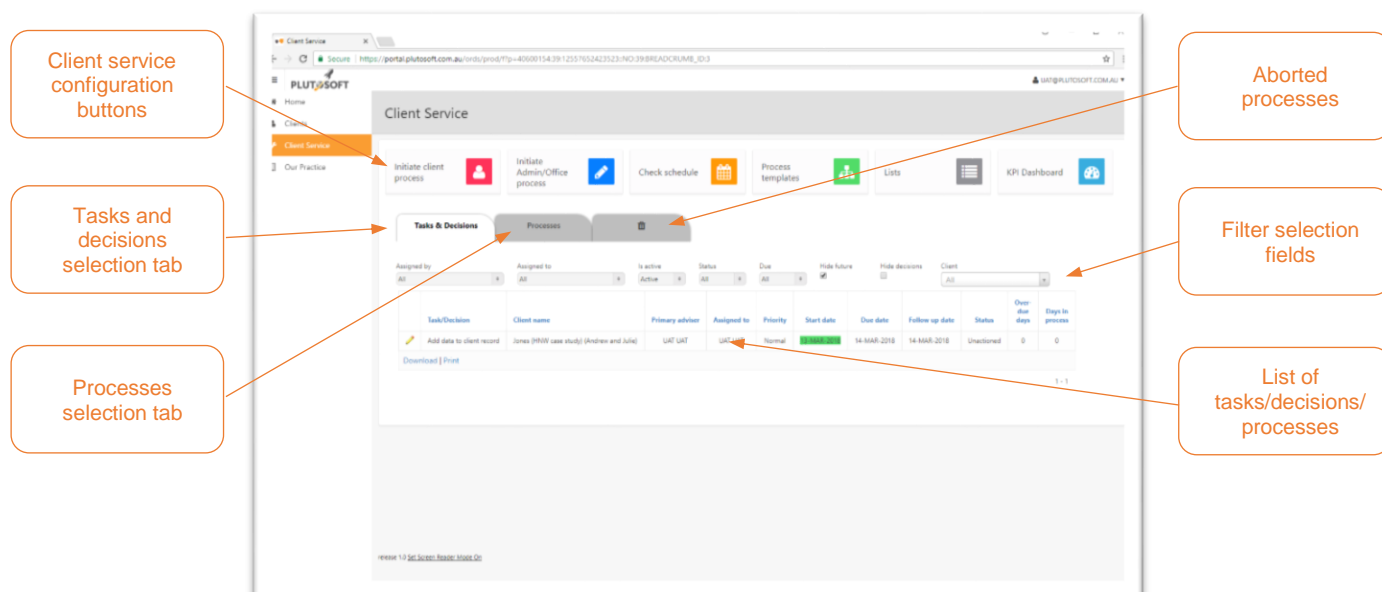
- Client group name for internal use**: Points to the 'Client group name' field.
- Salutation when referencing client records**: Points to the 'Salutation' dropdown.
- Household information**: Points to the 'Household details' section.
- Primary advisor**: Points to the 'Primary adviser' field.
- Client's partner details**: Points to the 'Partner' section.
- Client's personal details**: Points to the 'Client' section.

3 Start new client process

- Click **Start a process** button
- The **Select process** window will be shown
- Select **Advice preparation** from **Process category** drop down list
- Select **New Client Process** from **Process template** drop down list
- Click the **Start now** button



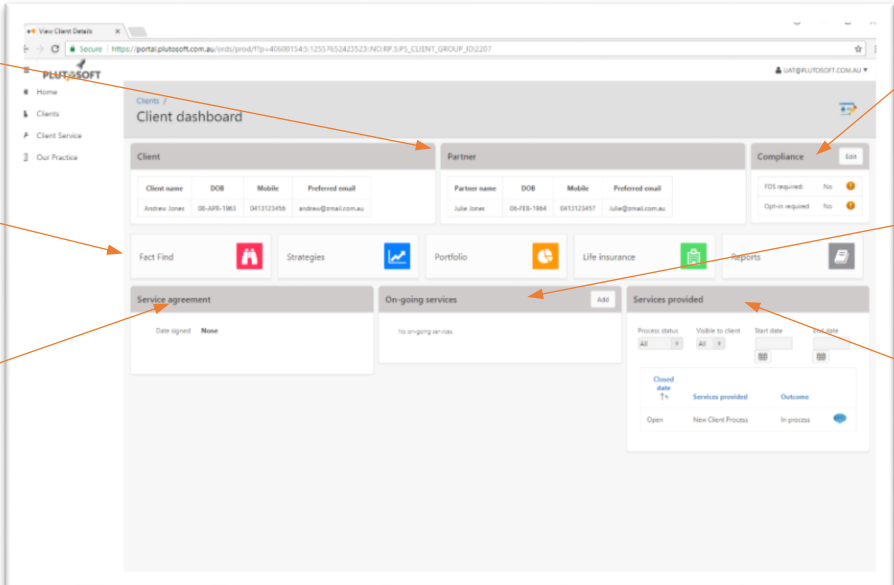
- Select **Client Service** from the navigation menu on the left
- Identify the relevant task from the list of tasks and click the edit button (✎)
- Follow the steps that are listed in the **Task description** text field
- Change **Status** to **Completed** (when the task is done)
- The next task in the sequence will follow. The list of outstanding tasks can also be viewed on the home page



Task/Decision	Client name	Primary adviser	Assigned to	Priority	Start date	Due date	Follow up date	Status	Open date	Steps in process
Add data to client record	Jones (HNW case study) (Andrew and Julia)	UAT UAT	UAT UAT	Normal	14 MAR 2018	14 MAR 2018		Unstarted	0	0

4 Add client's financial position

- Select **Clients** from the navigation menu on the left
- Find the required client record by using the filter selection box or scrollbar
- Click on the financial position selector button (📄) next to the client record
- The **Client dashboard** page is displayed with relevant client information
- The financial planning process buttons are shown in the order in which a user will typically provide financial advice to clients.
- Click on the **Fact Find** button to start adding the client's financial information



Client/partner overview

Compliance indicators

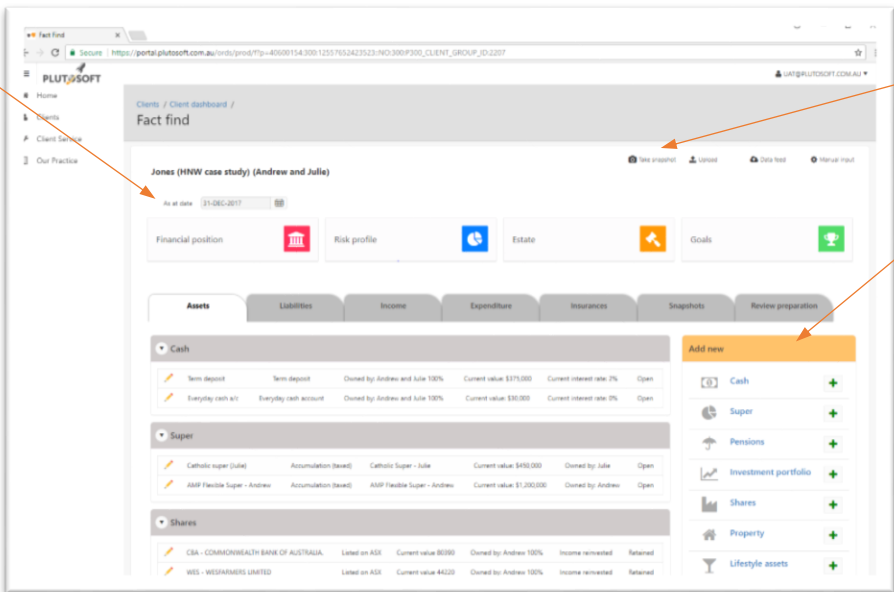
Financial planning process buttons

Ongoing services

Summary of service agreement

History of services provided

- Click the **Financial position** button
- add each of the client's assets liabilities, income and expenditure under each of the relevant tabs.
- Click on the risk profile button and insert the relevant risk profile(s) and do likewise with the estate and goal buttons.
- Once complete, click the **Take snapshot** button (📷)



Date of valuation

Snapshot button

Add new

5 Create strategy

- From the **Client dashboard** page, click the **Strategies** button. The **Scenarios** window will be displayed
- Click the **Add** button and complete the scenario information (select the recommended scenario as applicable)
- Click on the wand button (🪄) next to the created scenario record. The **Advice scenario** page will be displayed
- Conduct live modelling and make recommendations as required
- Click on the **Calculate** (🧮) button once all entries have been added to update the financial model
- Click the **Display** drop down menu to view different display options (Cash Flow, Balance Sheet, Centrelink, Tax and Total Capital Position).

The screenshot shows the 'Advice scenario' page for a client named Andrew and Julie Jones. The page includes a sidebar with navigation options like Home, Clients, Client Services, and Our Practice. The main content area displays a 'Display' dropdown set to 'Cash flow' and a 'December 2018' tab. Below this are icons for various financial categories: Super, Pensions, Cash, Investments portfolio, Shares, Property, Liabilities, Income, Expenditure, and Lifestyle assets. A 'Key goals' section shows 'Cash flow' and 'Assumptions'. A 'Recalculate' button (🧮) and a 'Compare scenarios' button (🔍) are visible. A 'Copy scenario details into a new scenario' button (📋) is also present. The bottom section shows a financial model table with columns for years from 2018 to 2027 and rows for various income and expenditure items.

Callouts from the image:

- Display options
- Financial tabs
- Financial model
- Command bars
- Recalculate
- Compare scenarios
- Copy scenario details into a new scenario

6 Make portfolio recommendations

- From the **Client dashboard** page, click the **Portfolio** button. Select the **Investment Recommendations** tab.
- Under the **Portfolio recommendations** section, click on the pencil (✎) next to each fund where changes are required.
- Select the relevant option (Hold/Rebalance/Redeem) from the **Recommendation** drop down list. Click **Recommend** once relevant fields have been completed.
- If there are funds under the **New portfolios** tab that require recommendations, click on the pencil (✎) next to the relevant fund and make recommended changes.

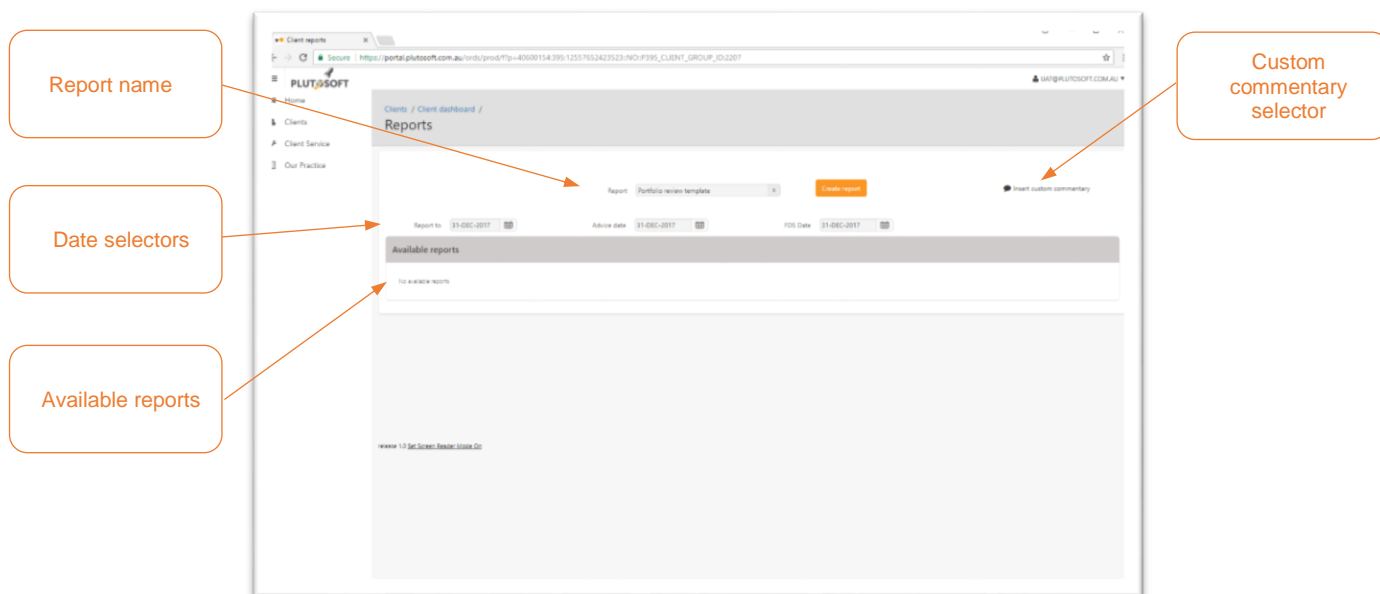
The screenshot shows the 'Portfolio' page for a client named Andrew and Julie Jones. The page includes a sidebar with navigation options like Home, Clients, Client Services, and Our Practice. The main content area displays a 'Portfolio' dropdown set to 'Catholics super (Julie) (Julie)'. Below this are tabs for 'Valuation', 'Transactions', 'Asset allocation (Chart)', 'Asset Allocation (Table)', and 'Investment Recommendations'. The 'Investment Recommendations' tab is active, showing a table of portfolio recommendations with columns for Portfolio name, Platform, Unassigned amount, and Recommendation. A 'Strategy advice' section is also visible. The bottom section shows a table of new portfolios with columns for Portfolio name, Type, Owner, Unassigned amount, and Recommendation.

Callouts from the image:

- Portfolio name
- Portfolio functions
- Recommendations for existing portfolio
- Recommendations for new portfolios

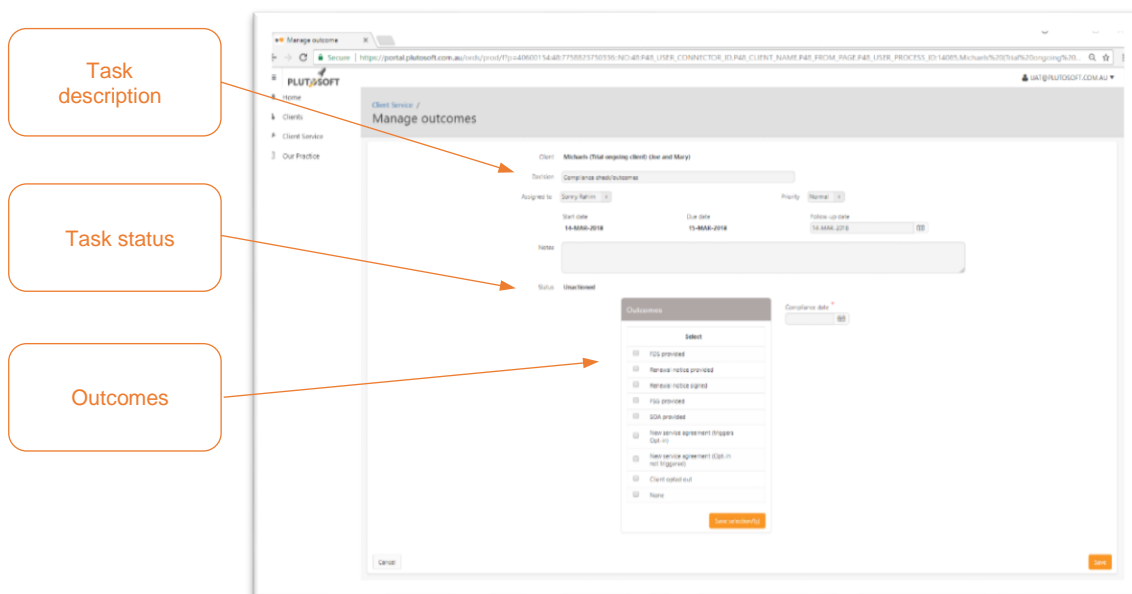
7 Generate report

- From the **Client dashboard** page, click the **Reports** button
- Select the **Statement of Advice** for new client report from the **Report** drop down list
- Click on the **Create report** button
- The report will be stored as a PDF document on the local workstation for review



8 Compliance and follow up

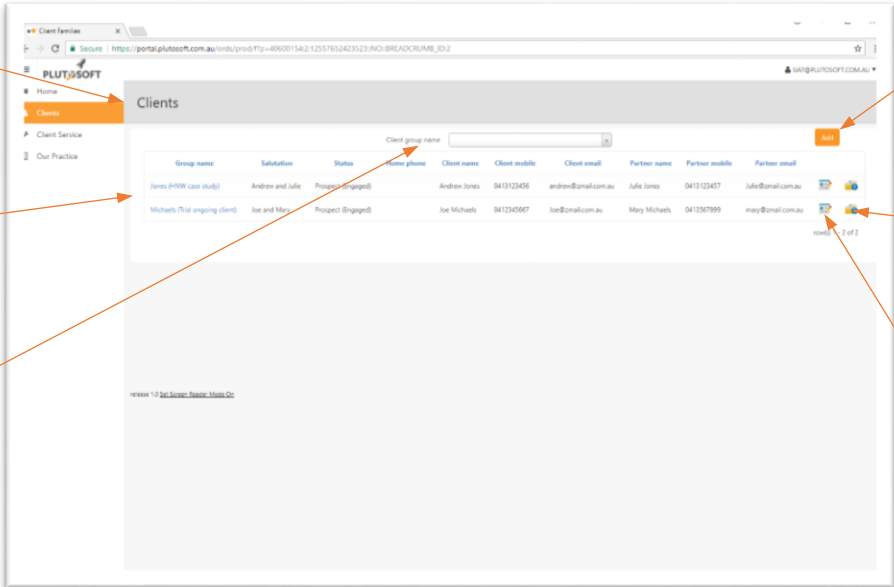
- Select **Home** from the navigation bar on the left
- Select the pencil (✎) button next to the follow up meeting task.
- Check the relevant outcomes and click on the **Save Selection(s)** button



PREPARING ANNUAL REVIEW FOR ONGOING CLIENT IN 8 EASY STEPS

1 Start client review process

- Select **Clients** from the navigation menu on the left. A list of clients will be shown.
- Click the personal details button (👤) next to the relevant client record. The client personal details page will appear.
- Click on the **Start a process** button
- Select **Ongoing services** from the **Process category** dropdown list
- Select **Meeting with a client for a review or further advice** process from the **Process template** dropdown list

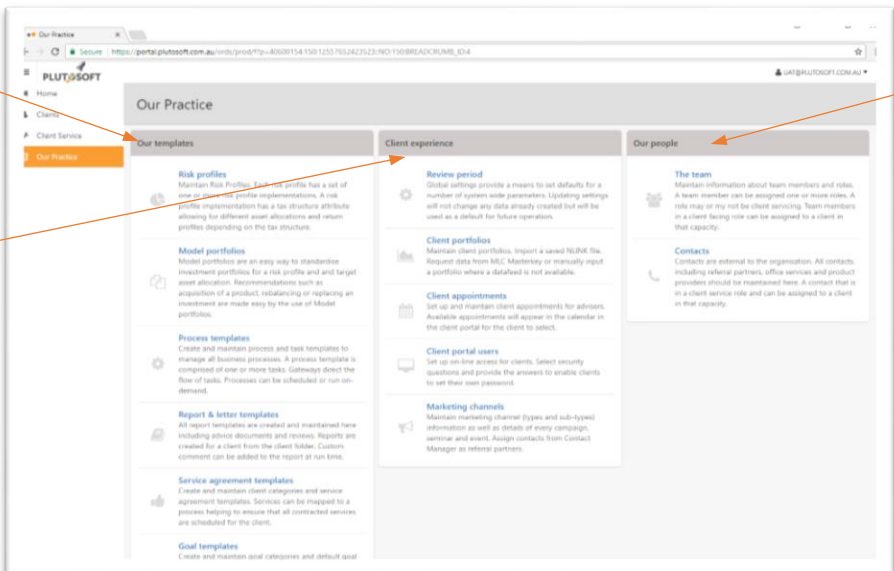


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- Filter selector:** Points to the 'Client group name' dropdown filter.
- Add new client button:** Points to the '+ Add' button in the top right.
- View client's financial position:** Points to the '📊' icon next to a client record.
- View client's personal details:** Points to the '👤' icon next to a client record.

2 Create client portal details

- Select **Our Practice** from the navigation menu on the left
- Click on the **Client portal users** selector from the **Client experience** tab. A list of portal users will be shown.
- Click on the **Add** button to include additional users and complete the **On-line access** form fields.
- Click on the **Add** button to submit the changes.

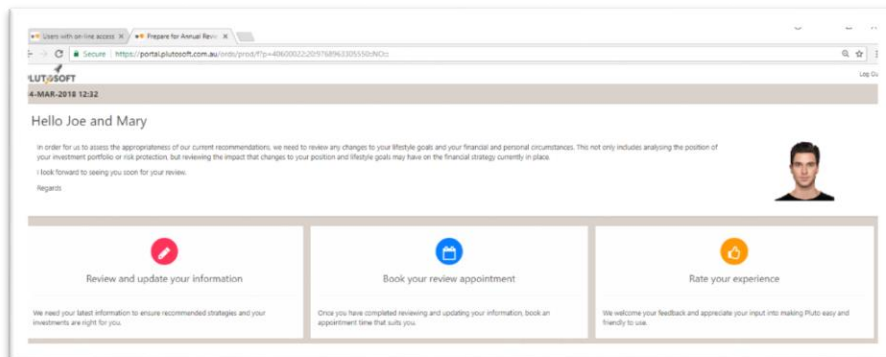


The screenshot shows the 'Our Practice' page in the Plutsoft application. The left navigation pane has 'Our Practice' selected. The main area is divided into three tabs: 'Our templates', 'Client experience', and 'Our people'. Annotations point to various elements:

- Template selections:** Points to the 'Our templates' tab.
- Client experience selections:** Points to the 'Client experience' tab.
- User selections:** Points to the 'Our people' tab.

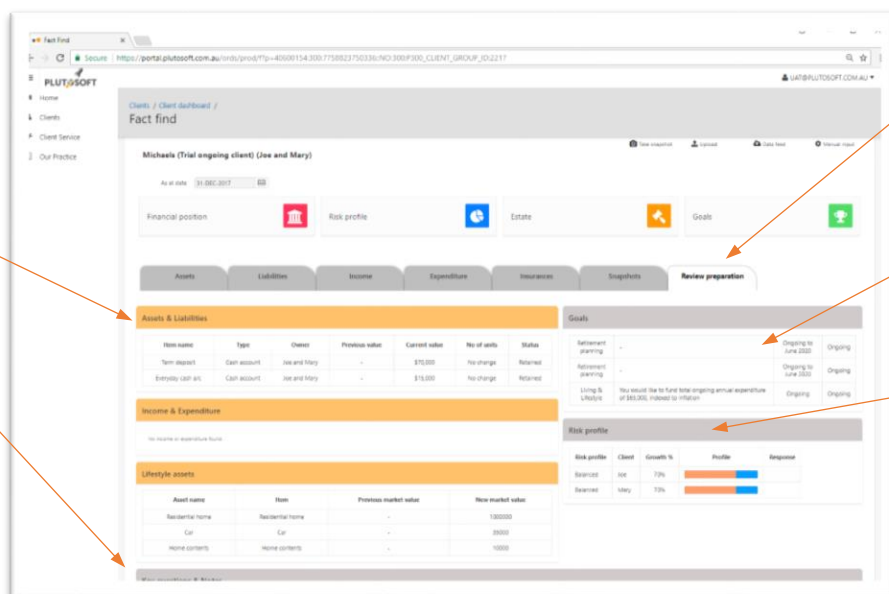
3 Client complete questionnaire and book appointment

- Select **Our Practice** from the navigation menu on the left
- Click on the **Client appointments** selector from the **Client experience** tab. The advisor calendar will appear for editing.
- Click on the relevant date when available/unavailable for an appointment. Complete the New appointment form and click **Create**.
- Send an email to client with username, the client portal URL www.plutosoft.com.au/trialclient as well as answers to security questions.
- The client will browse to the client portal and click on the **"I don't have a password"** selection
- The client will enter user name, answer security questions and create a new password
- The client will subsequently log in to the client portal, review personal information, submit changes and book an appointment from available timeslots.



4 Check changes client made

- Select **Clients** from the navigation menu on the left
- Find the required client record by using the filter selection box or scrollbar
- Click on the financial position selector button (📄) next to the client record. The **Client dashboard** page is displayed with relevant client information
- Click on the **Fact Find** button and then select the **Review preparation** tab
- Review the changes and comments made by the client.



Client's changes made via portal

Client questions and notes

Review tab

Client's goals

Clients risk profile

5 Update/create strategy

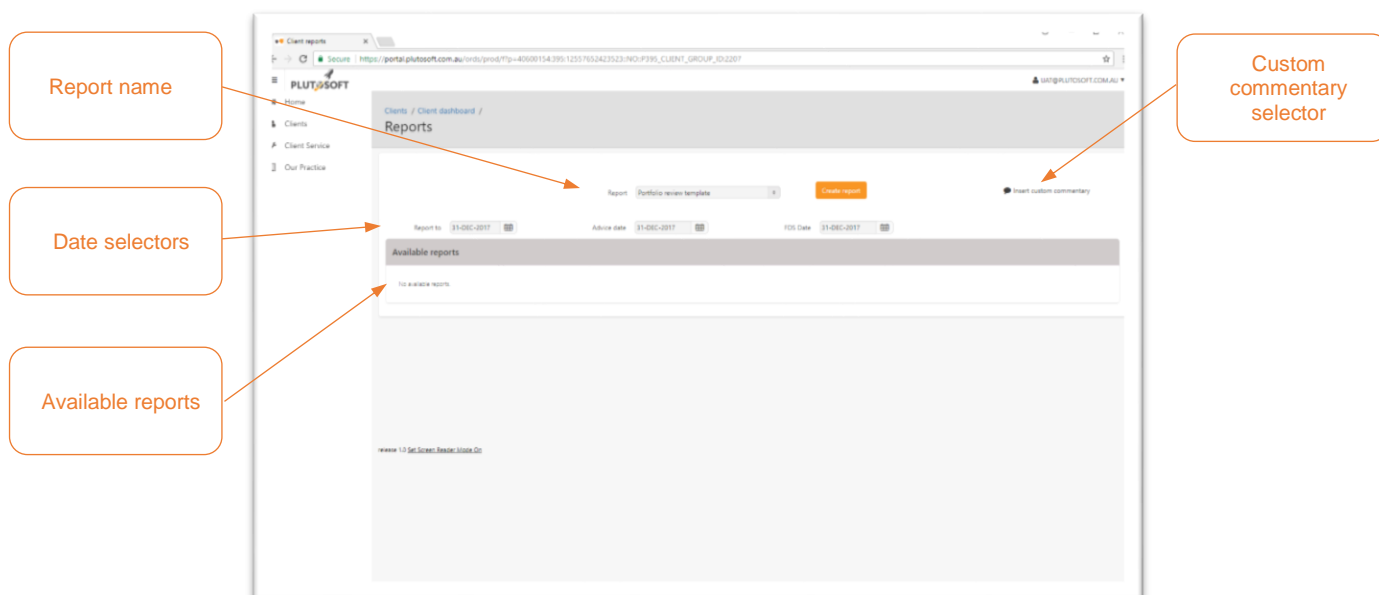
- Browse to the **Client dashboard** page and click the **Strategies** button. The **Scenarios** window will be displayed
- Click the **Add** button and complete the scenario information (select the recommended scenario as applicable)
- Click on the wand button (🪄) next to the created scenario record. The **Advice scenario** page will be shown
- Conduct live modelling and make recommendations as appropriate
- Click on the **Calculate** (🧮) button once all entries have been added to update the financial model
- Click the **Display** drop down menu to view different display options (Cash Flow, Balance Sheet, Centrelink, tax and Total Capital Position).

6 Make or rebalance portfolio recommendations

- From the **Client dashboard** page, click the **Portfolio** button. Select the **Investment Recommendations** tab.
- Under the **Portfolio recommendations** section, click on the pencil (✎) next to each fund where changes are required.
- Select the relevant option (Hold/Rebalance/Redeem) from the **Recommendation** drop down list. Click **Recommend** once relevant fields have been completed.
- If there are funds under the **New portfolios** tab that require recommendations, click on the pencil (✎) next to the relevant fund and make recommended changes.

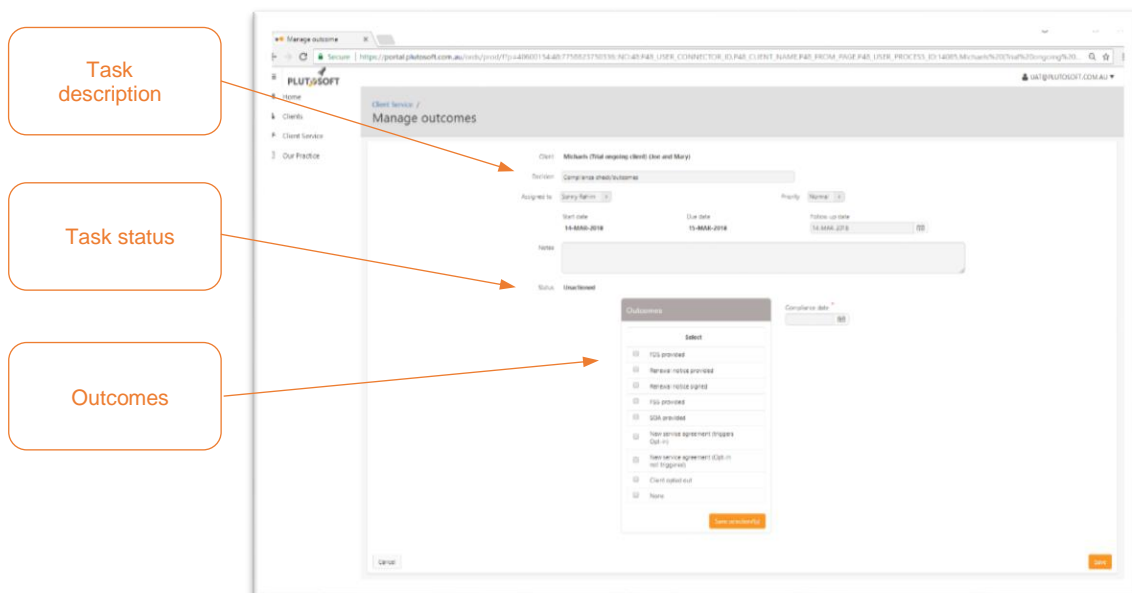
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8 Compliance and follow up

- Select **Home** from the navigation bar on the left
- Select the pencil (✎) button next to the follow up meeting task.
- Check the relevant outcomes and click on the **Save Selection(s)** button



SUPPORT

For any support queries please contact our help desk, log a request online or forward an email

Online: www.plutosoft.com.au (click technical support link at the bottom of the page)

Email: servicedesk@plutosoft.com.au

Phone: 086 444 9363

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