

# Planning Toolkit 9.0

## User Guide

# Product documentation

# Table of Contents

ABOUT PLANNING TOOLKIT .....	1
Using Planning Toolkit .....	3
STARTING PLANNING TOOLKIT .....	3
CREATING AND MANAGING CLIENT FILES.....	3
USING CLIENT FILES OVER A NETWORK .....	4
EXPORTING/IMPORTING CLIENT FILES.....	5
CREATING A FINANCIAL PLAN .....	6
ENTERING AND SAVING DATA.....	7
DEFAULT VALUES.....	8
PRINTING REPORTS AND PLANS.....	10
EXPORTING REPORTS TO PDF.....	11
EXPORTING REPORTS TO WORD OR EXCEL .....	12
PRINTING BLANK FORMS.....	13
NAVIGATING THROUGH PLANNING TOOLKIT.....	13
KEYBOARD SHORTCUTS.....	14
CHANGING ADVISOR INFORMATION AND CPP/OAS DATA.....	14
Planning Modules .....	17
PLANNING MODULE LIST .....	17
OVERVIEW.....	17
PERSONAL DATA .....	17
COVER PAGE.....	18
DISCLAIMER.....	19
LETTER OF ENGAGEMENT .....	20
PLAN SUMMARY .....	20
GOALS.....	21
CASH FLOW .....	22
NET WORTH.....	22
ASSET ALLOCATION PROFILE.....	24
ASSET ALLOCATION .....	25
RETIREMENT.....	26
LIFE INSURANCE .....	34
DISABILITY INSURANCE.....	35
ESTATE PLANNING CHECKLIST.....	36
EDUCATION .....	36
CUSTOM # 1 .....	37
CUSTOM # 2 .....	37
RECOMMENDATIONS.....	38
SUPPORT .....	39

Table of Contents

Index .....41

## **About Planning Toolkit**

Planning Toolkit is a financial needs software package that lets financial advisors create financial plans easily and quickly. Planning Toolkit's ten components of financial planning are designed specifically to create flexible financial plans in about thirty minutes.

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### **System Requirements**

Windows 2000/XP/NT/VISTA/Windows 7/8/10

Pentium Processor

32 MB RAM minimum, 64 MB recommended

15 MB Hard Drive Space

CD-ROM Drive

### **Installing Planning Toolkit**

To install Planning Toolkit 9.0:

1. Put the Planning Toolkit 9.0 CD into your CD-ROM drive.
2. The installation will begin automatically.
3. Follow instructions on screen.

### **Removing Planning Toolkit**

1. Click on the Start button on your desktop
2. Select the Settings folder and select Control Panel
3. Double-click on the Add or Remove Programs icon
4. Find and click on Planning Toolkit 9.0 in the list of programs
5. Click on the Remove button
6. Follow instructions on screen.



# Using Planning Toolkit

## Starting Planning Toolkit

To launch Planning Toolkit from the Program Menu, click the Start button on the desktop, select Programs, select the Planning Toolkit 9.0 folder and then select Planning Toolkit 9.0.  
To launch Planning Toolkit from the shortcut icon, double click the Planning Toolkit 9.0 icon on your desktop.

## Creating and Managing Client Files

When you launch Planning Toolkit, the client that was opened the last time you were in Planning Toolkit, will be opened up automatically.

To create a new client or open an existing one, go to the Main Menu of Planning Toolkit and click on the Clients button. A Clients window will appear listing your saved clients along with five buttons: New, Open, Save As, Delete and Done.

### Create New Client

To create a new client, click on the **New** button in the Clients window. A New Client window will appear with an entry field to enter the client's name. Type in the name of the client and click **Done** to create the new client file. To exit this window without saving the new file, click Cancel.

**Tip:** Since client names are listed alphabetically in the Clients window, it's a good idea to enter the name for a new client file in a last name, first name format. i.e. Smith, John & Mary.

### Open an Existing Client

To open an existing client, click on a name in the Clients window to select it and then click the **Open** button. The Open button will remain dimmed and inactive until you select a name from the client list.

**Tip:** The client file that you were working on when you last exited Planning Toolkit will open up automatically when you launch Planning Toolkit the next time.

### Save As

To save an existing client file under a different name, click on a name in the Clients window to select it and then click the Save As Button. A Save As Client window will appear with an entry field to enter the new name. Type in the new name and click Done to create the new client file. To exit this window without saving the new file, click Cancel. The Save As button remains inactive until you select a name from the client list.

**Tip:** It is not recommended that you use Save As to save a Client/Spouse file under a new name that will be a Client only file. If you do, some of the spouse's data in the originating file may appear in the Client only file.

**Tip:** Use Save As to create a financial plan template that you can over and over again without having to select modules and enter the same data each time.

### **Delete an Existing Client**

To delete an existing client, click on a name in the Clients window to select it and then click the **Delete** button. The Delete button will remain dimmed and inactive until you select a name from the client list.

### **Exiting the Clients Window**

Click the **Done** button to exit the **Clients** window.

### **Storing Client Files**

Planning Toolkit stores client files and all the data entered for the clients in a Microsoft Access database. You do not need to have Microsoft Access installed on your computer.

### **Backing Up or Restoring Your Client File Database**

Click the **Backup** button on the Main Menu screen, select the backup drive and directory and then click the **Backup** or **Restore** button. Click **Backup** to make a backup copy of the client database. Click **Restore** to copy a previously backed up client database back into the program. You can also access the Backup/Restore feature by clicking on the **Utilities** button on the Main Menu screen and then click on **Backup**.

### **Repairing or Compressing Your Client File Database**

Click the **Utilities** button on the **Main Menu** and click the **Repair** button. To exit the **Utilities** window, click the **Done** button.

### **Related Topics**

Using Client Files Over a Network

Exporting/Importing Client Files

## **Using Client Files Over a Network**

More than one user can share the same Planning Toolkit database over a network. This allows your financial planning team to be more productive. For example, you can have your assistant key in the information for a financial plan at his/her own computer. You can then open the same file from your own computer to review the plan and make any changes or adjustments.

Only one user can access the database at the same time. Multiple users can access the database provided they do so one at a time.

To share the same database over a network with your assistant:

1. Install Planning Toolkit 9 on your computer.
2. Install Planning Toolkit 9 on your assistant's computer.
3. Launch Planning Toolkit on your assistant's computer.
4. Click the **Utilities** button on the **Main Menu**.
5. Click the **Path** button in the **Database Storage Location** section.



6. If the hard drive on your computer appears as "F:" on your assistant's computer, locate and select the PlanningToolkit.mdb file on your computer's "F" drive. The database will be located in this directory: F:\Program Files\Planning Toolkit 9\Data\PlanningToolkit.mdb
7. Click the **Open** button after selecting the PlanningToolkit.mdb file.
8. Click **Done** at the bottom of the Utilities window.
9. You will be asked if you want to connect to the new Planning Toolkit Ver. 9 database? Click **Yes** if you do or click **Cancel** if you don't.

**Tip:** For assistance on how to share a database over a network, speak to your systems or network specialist or call Ativa Interactive support at 905-648-3221.

### Related Topics

Creating and Managing Client Files

Exporting/Importing Client Files

## Exporting/Importing Client Files

Individual client files can be exported from or imported to your Planning Toolkit client database. You would use this feature if you create a financial plan on your desktop computer and then want to work on the plan on another computer, such as your laptop. After completing your work on the laptop, you can import the plan back to the client database on your desktop computer.

**Tip:** When exporting and importing client files between computers, you create two versions of the same client file. It is important to keep track of the most current version since importing a client file will overwrite the data in an existing file.

### How to export an individual client file:

1. Click on the **Export/Import** button on the **Main Menu**.
2. Click on the **Export** button.
3. Select a client from the list in the window.
4. Click the magnifying glass icon next to the **Select the export file path** field to open the **Select Directory** window. Use this window to choose a location for saving the file.
5. The default save location is the **Export Import Files** folder located in the Planning Toolkit program folder. To accept this location, click **OK** in the **Select Directory** window. To select another location, select another folder in the Directories list box.
6. To save the file onto a flash drive, use Windows Explorer to open the Flash drive, Select Directory window and then click **OK**.
7. Click **Export**.
8. Click **OK** when the "Data export successfully completed" message appears.
9. Click **Close**.

If you did not export the file directly onto a flash drive, you need to locate the exported file on your hard drive and then copy it onto a flash drive. For example, if the name of your file is **Smith, Jane** and you exported the file to the default save location (**Export Import Files** folder), the file will be found in this location:

C:\Program Files\Planning Toolkit 9\ Export Import Files\Smith, Jane, May 6.mdb

Copy the file **Smith, Jane, May 6.mdb** to your flash drive.

#### **How to Import an individual client file:**

1. Click on the **Export/Import** button on the **Main Menu**.
2. Click on the **Import** button.
3. Click the magnifying glass icon next to the **Select the import file path** field to open the **Export Import Files** folder. If the file you want to import has been stored in another folder, find and select that folder.
4. Select the client file that you want to import and click **Open**.
5. Click **Import**. If you are importing a client file that was originally exported, you will be asked if you want to proceed since the imported data will overwrite the existing client data. Click **OK** to proceed or **Cancel** if you don't want to overwrite the data.
6. Click **OK** when the "Data imported successfully" message appears.
7. Click **Close**.

**Tip:** For assistance on how to Export or Import client files, speak to your systems or network specialist or call Ativa Interactive support at 905-648-3221.

#### **Related Topics**

Creating and Managing Client Files

Using Client Files Over a Network

## **Creating a Financial Plan**

To create a new financial plan, go to the **Main Menu** of Planning Toolkit and follow the five steps shown along the left side of this window.

### **1. Create/Open Client**

1. Click the **Clients** button to open the Clients window.
2. Click **New**.
3. Type in the name of the client in the **New Clients** window.
4. Click **Done**.

The name of the new client will appear as the **Current Client** in the top right hand corner of the Planning Toolkit screen.

### **2. Select Type of Plan**

1. To prepare a plan for a client only, check the **Client Only** box.
2. To prepare a plan for a client and spouse, check the **Client/Spouse** box.

Checking **Client Only** will disable all of the spouse entry fields in the data entry screens for the planning modules.

### 3. Select Modules

Check the modules that you want to include in your financial plan using the checkboxes next to the modules name on the right hand side of the **Main Menu** screen. The modules you check or uncheck are automatically saved. If you exit Planning Toolkit and then return, the same modules will remain selected.

The **Personal Data** module is the only required or mandatory module. All other modules are optional.

### 4. Start Plan

Click the **Start Plan** button to go the **Personal Data** module's **Identification** screen where you must complete the client and spouse's **First** and **Last Name**, **Date of Birth** and **Marital Status** fields as a minimum. These fields must be completed before you can proceed to any of the other modules. All other fields in the **Personal Data** module entry screens are optional.

### 5. Print Plan

Once you have completed entering data for the modules you have selected, return to **the Main Menu** and click **Print Plan** to batch print your financial plan or to batch export it in PDF format.

### Related Topics

Printing Reports and Plans  
Printing Blank Forms  
Exporting Reports to PDF  
Exporting Reports to Word or Excel  
Entering and Saving Data  
Default Values  
Navigating Through Toolkit

## Entering and Saving Data

### Entering Data

To enter data in a Toolkit module, type in a number or text for the field you are in and then press the **Tab** or **Enter** key to move to the next field. You can move backward through fields by using **Shift-Tab** or you can use the mouse to move to any other field. To select the entire contents of a field, double-click in the field or use your mouse and click and drag.

Some Toolkit fields are drop down fields that allow the user to select from a list of choices. You can use the mouse to make your selection or you can type in the first letter of the choice and it will appear in the field. For example, in the **Marital Status** drop down field on the **Identification** screen of the **Personal Data** module, type in the letter "m" and the **Married** option will appear in the field. Or you can click on the field and then select the **Married** option with your mouse.

## **Saving Data**

To save data you have entered on an entry screen, click the **Save** button at the bottom of the screen. If you exit the module you are in, you will automatically be asked if you want to save your changes.

If you click **Preview** or **Print**, you will also be asked if you want to save your changes before previewing or printing it.

The modules you check or uncheck in the **Modules** section of the **Main Menu** screen are automatically saved. If you exit Planning Toolkit and then return, the same modules will remain selected.

## **Related Topics**

Creating and Managing Client Files

Using Client Files Over a Network

Exporting/Importing Client Files

Default Values

## **Default Values**

Many of the fields in Planning Toolkit will already have default values in them when you first open an entry screen. There are three types of default values:

### **1. System.default.values**

Examples of system default values include the rate of return (10.00%) and income indexation (2.00%) fields in the **Income Needs** entry screen of the **Retirement** module. These will automatically appear whenever you start a new plan and go into the **Income Needs** screen.

These values can be overridden by simply typing over them. You can also change the default values for these fields or any other field by typing in the desired value and then clicking the **Set Default** button at the bottom of the Toolkit screen. When the prompt window asking if you want to set the information as the default data appears, click **Yes**. The next time you start a new plan, these values will appear in the fields as the defaults.

**WARNING:** If you type over a field whose default value is calculated or entered in another module and then click **Set Default**, you effectively cut off this automatic link to the other module. The next time you start a new plan and come to this screen, the number you typed in will appear as the default value and not the value entered in the other screen.

## 2. Linked default values

The modules in Planning Toolkit are integrated so that data entered in one module will flow through to another module to avoid double entering. For example, the client and spouse's before-tax incomes from the **Cash Flow** module appear as the default values in the **Current income need** fields in the **Retirement** module.

**Tip:** Data entry fields with a green background are linked to numbers entered in other modules. Typing over these fields breaks the link.

You can type over these fields to change the value but once you do, the link to the module that provides the default value will be broken. For example, if a client's income is calculated as \$50,000 in the **Cash Flow** module, \$50,000 will appear as the default value in the **Current income need** field in the **Retirement** module. If you change the \$50,000 to \$60,000 in the **Retirement** module, the link to the **Cash Flow** module will be broken. If you go back to the **Cash Flow** module and change the income to \$55,000, this value will not appear as the default value in the **Retirement** module. Instead, the \$60,000 that you manually typed in will appear as the default.

Note that the link is broken only for the current plan you are working on. If you start a new plan, the link will be reinstated. Manually overriding fields that are linked to other modules only temporarily breaks that link. Read the Warning below on how this break can become more permanent.

**WARNING:** If you type over a field whose default value is linked to another module and then click **Set Default**, you effectively cut off this automatic link to the other module. The next time you start a new plan and come to this screen, the number you typed in will appear as the default value and not the value entered in the other screen.

## 3. Custom default values

You can create your own custom default values for fields. Type in the desired value or text in a field, click the **Set Default** button at the bottom of the Toolkit screen and when the prompt window asking if you want to set the information as the default data appears, click **Yes**. The next time you start a new plan, the value or text will appear in the field as the default.

## 4. Restoring Default Values

You can restore default values by individual module:

1. Click on the **Utilities** button on the **Main Menu** screen
2. Click the **Restore** button in the **Restore Defaults** section
3. Click on the checkbox next to the module's name that you want to restore defaults for and then click the **Restore** button. To restore default values for several modules, click on the appropriate checkboxes and then click **Restore**.

4. Click **Close**.

Default values will be restored only for the modules that you have checked off.

## Related Topics

Entering and Saving Data

## Printing Reports and Plans

### Printing Individual Reports

To print a report for an individual module, go to the module, enter your data, save changes and then click the **Preview** or **Print** buttons.

#### Preview

This option lets you preview the report before actually printing it. Click the Print Report icon at the top of the Preview window to print the report. To enter the number of copies, click on the Printer Setup icon. To see what each icon does, roll your mouse over the icon and hold it there until a yellow description popup appears.

You can also export the report to Microsoft Word, Excel or PDF format from the **Preview** window by clicking on the Word, Excel and PDF icons at the top of the Preview window.

#### Print

To print the report without previewing it, click the **Print** button.

### Printing an Entire Plan

Once you have completed entering data for the modules selected for your plan, return to the **Main Menu** screen and click the **Print Plan** button. Click the **Print** button and then click the **Print Financial Plan** button to batch print all of the modules in your plan.

Before printing, make sure the **Prepared For** and **Copies** fields are completed.

### Advisor and Company Name

Select **Yes** for the **Print advisor title on all pages?** and **Print company name on all pages?** radio buttons to have your title and company name appear in the footnotes section on each page in the report. If you do not want these to appear, then select **No**. **NOTE:** The default setting for these two fields is **Yes** but if you want to change them to **No**, you should do this **BEFORE** entering data in the modules. If you enter data first and then decide to change these fields from **Yes** to **No**, you will need to go back to each module and **Preview** it to invoke this change.

To exit the **Print Plan** window, click **Done** or **Cancel**.

## Related Topics

Printing Blank Forms

Exporting Reports to PDF

Exporting Reports to Word or Excel

## Exporting Reports to PDF

### Exporting Reports to PDF

You can export individual reports for modules to Adobe PDF format. You can also export all modules in a financial plan to a single PDF file to preview the plan, save it or email it to a client.

#### To export an individual report to PDF:

1. Go to the data entry screen for the report that you want to export. For example, to export the Net Worth statement, go to the Net Worth module data entry screen.
2. Make any data entry changes.
3. Click **Save** to save your changes.
4. Click **Preview**.
5. Click the **PDF** icon (located at the top right corner of the **Preview** window just to the left of the Close button).
6. In the **Export Report to PDF** window, select the destination folder, enter the file name and click **Save**. The default destination folder that appears is named using the client's name. Planning Toolkit automatically creates a folder with the client's name for storing that client's PDF files. The individual client folder is stored inside a Plan PDF Files folder located inside the Planning Toolkit program folder.

#### To export an entire financial plan to PDF:

1. Click on the **Print Plan** button on the **Main Menu**.
2. Click the **Print** button.
3. Click the **Export Plan to PDF Files** button and the click **OK**.
4. Click the **Merge to One PDF File** button to create a single PDF file that contains all of the modules in the financial plan.

Click the **Export to a Single Compressed File** button if you want to create a single zipped file that contains all of the modules as separate, individual PDF reports. Your client will have to double-click on the zipped file when they receive it to "unzip" the individual PDF files. They will be able to view the financial plan as separate PDF files, not a single PDF file.

5. In the **Select Directory** window, select the destination folder or directory. The default destination folder that appears is named using the client's name. Planning Toolkit automatically creates a folder with the client's name for storing that client's PDF files. The individual client folder is stored inside a Plan PDF Files folder located inside the Planning Toolkit program folder.

6. Click **OK**, then click **Close**, then click **Done**

### **Related Topics**

Printing Reports and Plans

Printing Blank Forms

Exporting Reports to Word or Excel

## **Exporting Reports to Word or Excel**

You can export individual reports for modules to Microsoft Word or Excel format. Note that you cannot batch export all modules in a financial plan at one time. The reports must be exported individually.

To export a report to Microsoft Word:

1. Go to the data entry screen for the report that you want to export. For example, to export the Net Worth statement, go to the Net Worth module data entry screen.
2. Make any data entry changes.
3. Click **Save** to save your changes.
4. Click **Preview**.
5. Click the **Word** icon (located at the top of the **Preview** window in between the **Printer** icon and the **Excel** icon).
6. In the **Export Report to Word** window, select the destination folder, enter the file name and click **Save**.

To export a report to Microsoft Excel:

1. Go to the data entry screen for the report that you want to export. For example, to export the Net Worth statement, go to the Net Worth module data entry screen.
2. Make any data entry changes.
3. Click **Save** to save your changes.
4. Click **Preview**.
5. Click the **Excel** icon (located at the top of the **Preview** window in between the **Word** icon and the **HTML** icon that looks like a blue globe).



6. In the **Export Report to Excel** window, select the destination folder, enter the file name and click **Save**.

**Note:** You may need to do some re-formatting in the exported Word or Excel document since the export process does not always produce an exact match of the Planning Toolkit report.

### Related Topics

Exporting Reports to PDF  
Printing Reports and Plans  
Printing Blank Forms

## Printing Blank Forms

You can print blank entry forms in Adobe PDF format or Word format to assist you in entering data for all modules. The blank entry forms mimic the entry screens to let you and your staff streamline the data entry process.

To print individual, blank entry forms in Word format:

1. Click the **Print Forms** button on the **Main Menu** screen.
2. Check the forms you want printed and then click **Print**.

To merge forms into a single PDF file:

If you want to merge forms into a single PDF file for emailing to a client

1. Click the **Print Forms** button on the **Main Menu** screen
2. Check the forms you want merged and then click **Merge**.
3. Follow the instructions to save the PDF file.

### Related Topics

Printing Reports and Plans  
Exporting Reports to PDF  
Exporting Reports to Word or Excel

## Navigating through Planning Toolkit

To go to a module from the **Main Menu** screen, click on the module name in the **Modules** section. **The Include in Plan?** box must be checked for the module to be active and accessible. If the box is not checked, clicking on the module name will have no effect.

Once you are in a module, you can proceed to the next module by clicking the **Next** buttons at the bottom right of the screen. To go back one module, click on the **Back** button. If you have made any changes to the module you are in, you will be asked if you want to save those changes before going to the next or previous module.

To jump directly to another module from within a module, click the **Menu** button at the bottom left of the screen. If you have made any changes to the module you are in, you will be asked if you want to save those changes before going back to the **Main Menu** screen. You will be taken to the **Main Menu** screen where you can then click on the module you want to go to.

## Keyboard Shortcuts

The keyboard shortcuts for the buttons on Toolkit's data entry screens are shown below.

Button	Shortcut
<u>E</u> xit	Alt-E
<u>M</u> enu	Alt-M
<u>H</u> elp	Alt-H
Set <u>D</u> efault	Alt-D
<u>S</u> ave	Alt-S
<u>P</u> review	Alt-P
<u>P</u> rint	Alt-N
Back	Alt-B
<u>N</u> ext	Alt-X

There are no shortcuts for the buttons on the **Main Menu** screen.

## Changing Advisor Information and CPP/OAS Data

Advisor (Advisor's Title and Company Name) and CPP and OAS benefit information can be changed in the **Settings** window of Planning Toolkit.

To change Advisor and CPP/OAS information:

1. Click on the **Settings** button at the bottom of the **Main Menu**.
2. Make the appropriate changes in the **Settings** window that appears.

**Note:** The Advisor's Name cannot be changed since the copy of Planning Toolkit is registered in the advisor's name.



# Planning Modules

## Planning Module List

- Overview
- Personal Data
- Cover Page
- Disclaimer
- Letter of Engagement
- Plan Summary
- Goals
- Cash Flow
- Net Worth
- Asset Allocation Profile
- Asset Allocation
- Retirement
- Life Insurance
- Disability Insurance
- Estate Planning Checklist
- Education
- Custom #1
- Custom #2
- Recommendations

## Overview

Planning Toolkit's modules are integrated and are designed to be used together to create a financial plan for a client. Information entered in various entry screens flows through to other entry screens and appears as the default values on those screens.

You can also use the modules independently. For example, if you want to generate a Life Insurance Need report for a client, you can use the Life Insurance Need module on its own without entering data in other modules, with one exception – the Personal Data module. This is the only required module in Planning Toolkit where you must enter the client's **First** and **Last Name**, **Date of Birth** and **Marital Status** fields in the **Identification** entry screen. If you select **Client/Spouse** as the type of plan on the **Main Menu** screen, then this information must also be entered for the Spouse. Once this information is entered, you can access any of the other modules.

## Personal Data

The **Personal Data** module is the only required or mandatory module in Planning Toolkit.

You must complete the client and spouse's **First and Last Name, Date of Birth and Marital Status** fields as a minimum. These fields must be completed before you can proceed to any of the other modules. All other fields in the **Personal Data** module entry screens are optional.

There are four entry screens in the **Personal Data** module:

### **Identification**

First & Last Name, Birthdate, Marital Status, SIN number, Occupation, Employer, Address and Contact information is entered on this screen. The birthdate entered here and the calculation of the client's age is also used in the **Retirement** module.

The **Spouse** fields will be dimmed and inactive if you have selected **Client Only** in the **Select Type of Plan** section on the **Main Menu** screen. To make them active, you must select **Client/Spouse** in the **Select Type of Plan** section on the **Main Menu** screen.

### **Dependents & Wills**

Dependent names, birthdates and SIN numbers along with information about the client's wills are entered on this screen. The dependent information entered here is used in the **Education** module and the client's will status (does the client have a will?) is used in the **Estate Planning Checklist** module.

### **Insurance**

Enter the client's current Life, Disability and Other insurance information on this screen which is also used in the **Life Insurance** and **Disability Insurance** modules.

The **Spouse** option in the **Insured** drop down field will be dimmed and inactive if you have selected **Client Only** in the **Select Type of Plan** section on the **Main Menu** screen. To make it active, you must select **Client/Spouse** in the **Select Type of Plan** section on the **Main Menu** screen.

### **Advisors and KYC**

Enter the client's current advisors (lawyer, accountant, banker, broker) and Know Your Client information on this screen. This information is not used anywhere else in Planning Toolkit.

### **Set Default**

The Set Default button is not active or available for the Personal Data module. This is to avoid having personal data from other clients appearing in the module for an existing client.

## **Cover Page**

Use this entry screen to create a cover page for your financial plan.

The **Prepared By** and **Advisor Title** fields are dimmed and inactive and cannot be changed. The **Prepared By** field shows your name as the licensed user of Planning Toolkit and cannot be

changed at all. The **Advisor Title** field can be changed in the **Settings** window on the Main Menu screen.

You can import your company logo so that it appears at the bottom of the cover page. The logo graphic should not be greater than 1.75" high by 7.00" wide and must be in a JPEG, JPG or BMP format. It is recommended that the graphic's resolution be between 150 to 300 pixels per inch.

To import a logo, click the **Import** button and select the graphic file in the Open window that appears. Once the file has been selected, click the **Open** button.

To have the logo appear on the cover page for all of your financial plans, click the **Set Default** button and then click **Yes**. Otherwise, you will have to import the logo each time you create a new plan.

To delete the logo from the cover page, click the **Delete** button and then click **Yes**.

### **Restore Defaults**

To restore default values for this module:

1. Click on the **Utilities** button on the **Main Menu** screen
2. Click the **Restore** button in the **Restore Defaults** section
3. Click on the checkbox next to this module's name and then click the **Restore** button. To restore default values for several modules, click on the appropriate checkboxes and then click **Restore**.
4. Click **Close**.

## **Disclaimer**

Use this entry screen to enter a disclaimer for your financial plan.

A standard disclaimer will appear when you first open this screen.

**Tip:** It is highly recommended that you consult with your own legal advisor before using the standard disclaimer.

### **Restore Defaults**

To restore default values for this module:

1. Click on the **Utilities** button on the **Main Menu** screen
2. Click the **Restore** button in the **Restore Defaults** section

3. Click on the checkbox next to this module's name and then click the **Restore** button. To restore default values for several modules, click on the appropriate checkboxes and then click **Restore**.
4. Click **Close**.

## Letter of Engagement

Use this entry screen to create a letter of engagement. Since the letter contents can be applied to most clients, you can enter 12 paragraphs on this screen and then select which paragraphs to include in the letter by selecting or deselecting the **Include in Letter?** checkboxes.

A series of 12 paragraphs will appear when you first open this screen. If you do not make any changes to the standard paragraphs, no text will be printed or be visible when you click the **Preview** or **Print** button. In order to view or print the standard paragraphs, you must make a change to any of the paragraph fields. The change can be as simple as typing in a blank space and then pressing the backspace or **Delete** key. Once a change is made, the text can be previewed and printed.

To create your own set of paragraphs:

1. Type in the text in the 12 **Letter of Engagement Content** fields.
2. Click the **Set Default** button at the bottom of the screen
3. Click **Yes** when you are prompted if you want make these goals the default data for this form.

The next time you create a new financial plan and open this screen, your own customized text will appear as the default text.

### Restore Defaults

To restore default values for this module:

1. Click on the **Utilities** button on the **Main Menu** screen
2. Click the **Restore** button in the **Restore Defaults** section
3. Click on the checkbox next to this module's name and then click the **Restore** button. To restore default values for several modules, click on the appropriate checkboxes and then click **Restore**.
4. Click **Close**.

## Plan Summary

This module summarizes the key results for each component of the financial plan on one page.

Results from the following modules can be included in the Plan Summary, at the user's option:



Cash Flow  
Net Worth  
Asset Allocation Profile  
Asset Allocation  
Retirement  
Life Insurance  
Disability Insurance  
Estate Planning Checklist  
Education

### Restore Defaults

To restore default values for this module:

1. Click on the **Utilities** button on the **Main Menu** screen
2. Click the **Restore** button in the **Restore Defaults** section
3. Click on the checkbox next to this module's name and then click the **Restore** button. To restore default values for several modules, click on the appropriate checkboxes and then click **Restore**.
4. Click **Close**.

## Goals

Use this entry screen to enter up to 12 goals for your client's financial plan. Since some goals are fairly standard and can be applied to most clients, you can enter these on this screen and then select which goals to include in a plan by selecting or deselecting the **Include in Report?** checkboxes.

A series of 12 standard goals will appear when you first open this screen. If you do not make any changes to the standard goals, no text will be printed or be visible when you click the **Preview** or **Print** button. In order to view or print the standard goals, you must make a change to any of the Goals fields. The change can be as simple as typing in a blank space and then pressing the backspace or **Delete** key. Once a change is made, the text can be previewed and printed.

To create your own set of standard goals:

1. Type in the goals in the 12 **Goal Description** fields.
2. Click the **Set Default** button at the bottom of the screen
3. Click **Yes** when you are prompted if you want make these goals the default data for this form.

The next time you create a new financial plan and open this screen, your own customized goals will appear as the default goals.

### Restore Defaults

To restore default values for this module:

1. Click on the **Utilities** button on the **Main Menu** screen
2. Click the **Restore** button in the **Restore Defaults** section
3. Click on the checkbox next to this module's name and then click the **Restore** button. To restore default values for several modules, click on the appropriate checkboxes and then click **Restore**.
4. Click **Close**.

### Cash Flow

Enter the client and spouse's detailed income and expense information in this module.

Amounts can be entered annually or monthly.

The **Spouse's Income** fields on the **Income** entry screen will be dimmed and inactive if you have selected **Client Only** in the **Select Type of Plan** section on the **Main Menu** screen. To make them active, you must select **Client/Spouse** in the **Select Type of Plan** section on the **Main Menu** screen.

The client and spouse's before-tax income, CPP and Pension income amounts entered here are used in the **Retirement**, **Life Insurance** and **Disability Insurance** modules and the expenses information is used in the **Disability Insurance** module.

**Note:** The **Taxes** field will only calculate the income tax if a province has been selected in the **Province** field on the Identification screen of the **Personal Data** module.

### Restore Defaults

To restore default values for this module:

1. Click on the **Utilities** button on the **Main Menu** screen
2. Click the **Restore** button in the **Restore Defaults** section
3. Click on the checkbox next to this module's name and then click the **Restore** button. To restore default values for several modules, click on the appropriate checkboxes and then click **Restore**.
4. Click **Close**.

### Net Worth

Use this module to enter a client's assets and liabilities. There are three asset categories – Registered, Non-Registered, Personal – and one Liability category.

### Statement Date and Asset Classes

Click on the **Date / Asset Classes** tab on the **Net Worth** entry screen to enter the current date for the Net Worth statement.

You can customize the names of the four asset classes used in the Net Worth Statement. The custom name you enter cannot be longer than 10 characters. Click **Save Names** to save your entries.

**Tip:** The asset class names you enter here are also used in the Asset Allocation Profile and Asset Allocation modules.

### Registered Assets

For each registered asset, enter the following information:

Description: Asset description  
 Amount: Asset's current value  
 Owner: Whose name the asset registered under, Client or Spouse.  
 Asset Type Cash, Bond, Balanced or Stock (custom names may differ from these).  
 Reg'd Type RRSP, RRIF, LIRA, LIF/LRIF, Money Purchase/DPSP, Other

### Non-Registered Assets

For each non-registered asset, enter the following information:

Description: Asset description  
 Amount: Asset's current value  
 ACB: Asset's adjusted cost base.  
 Owner: Whose name the asset registered under, Client, Spouse or Joint.  
 Asset Type Cash, Bond, Balanced or Stock (custom names may differ from these).

**Note:** Planning Toolkit assumes that the ownership split on Jointly held assets is 50/50.

### Personal Assets

For each personal asset (non-investment asset), enter the following information:

Description: Asset description  
 Amount: Asset's current value  
 ACB: Asset's adjusted cost base.  
 Owner: Whose name the asset registered under, Client, Spouse or Joint.  
 Taxable: Is the asset taxable? Yes or No.

**Note:** Planning Toolkit assumes that the ownership split on Jointly held assets is 50/50.

### Liabilities

For each liability enter the following information:

Description: Liability description

Amount: Current amount of liability.

Owner: Who is liable? – Client, Spouse or Joint.

**Note:** Planning Toolkit assumes that the ownership split on Jointly held liabilities is 50/50.

### **Restore Defaults**

To restore default values for this module:

1. Click on the **Utilities** button on the **Main Menu** screen
2. Click the **Restore** button in the **Restore Defaults** section
3. Click on the checkbox next to this module's name and then click the **Restore** button. To restore default values for several modules, click on the appropriate checkboxes and then click **Restore**.
4. Click **Close**.

## **Asset Allocation Profile**

This module has 10 multiple choice questions that are used to determine a client's Investment profile. Each question has five choices and each of these choices has been assigned a numerical value (these values are hidden and not visible to the user or client). Planning Toolkit adds up these numbers to produce a total score.

If the Total Score is between 0 – 16: Very Conservative Profile

If the Total Score is between 17 – 35: Conservative Profile

If the Total Score is between 36 – 56: Moderate Profile

If the Total Score is between 57 – 77: Aggressive Profile

If the Total Score is 78 or greater: Very Aggressive

**Note:** This module uses the same asset class names that are used in the Net Worth statement.

### **Restore Defaults**

To restore default values for this module:

1. Click on the **Utilities** button on the **Main Menu** screen
2. Click the **Restore** button in the **Restore Defaults** section
3. Click on the checkbox next to this module's name and then click the **Restore** button. To restore default values for several modules, click on the appropriate checkboxes and then click **Restore**.

4. Click **Close**.

## Asset Allocation

Use this module to enter the details of a client's recommended portfolio. There are two entry screens, one for Registered Investments and one for Non-Registered Investments. These are identical in functionality to the Registered and Non-Registered Investment screens in the Net Worth module.

### Importing Data from Net Worth

Check the **Import data from Net Worth Statement** box at the bottom of the Registered Assets and Non-Registered Asset entry screens to import data entered in the Net Worth statement.

Check the **Clear all data** box to clear all entries and imported data from the screen.

### Registered Assets

For each registered asset, enter the following information:

Description: Asset description

Amount: Asset's current value

Owner: Whose name the asset registered under, Client or Spouse.

Asset Type Cash, Bond, Balanced or Stock (custom names may differ from these).

Reg'd Type RRSP, RRIF, LIRA, LIF/LRIF, Money Purchase/DPSP, Other

### Non-Registered Assets

For each non-registered asset, enter the following information:

Description: Asset description

Amount: Asset's current value

ACB: Asset's adjusted cost base.

Owner: Whose name the asset registered under, Client, Spouse or Joint.

Asset Type Cash, Bond, Balanced or Stock (custom names may differ from these).

There are 3 pie charts on the Notes entry screen of this module. Use these charts to guide you towards the client's recommended allocation as you enter data.

1. Current Allocation (uses the data entered in the Net Worth module)
2. Proposed Allocation (uses the data entered in the Asset Allocation Profile module)
3. Recommended Allocation (uses the data entered in the Asset Allocation module)

**Note:** This module uses the same asset class names that are used in the Net Worth statement.

## Restore Defaults

To restore default values for this module:

1. Click on the **Utilities** button on the **Main Menu** screen
2. Click the **Restore** button in the **Restore Defaults** section
3. Click on the checkbox next to this module's name and then click the **Restore** button. To restore default values for several modules, click on the appropriate checkboxes and then click **Restore**.
4. Click **Close**.

# Retirement

## OVERVIEW

The **Retirement** module calculates whether a client and his/her spouse will have enough funds to last throughout their retirement years.

It compares a client's projected income need (on a before-tax basis) to the projected income sources during retirement and calculates a surplus or shortage for each year of retirement. The module calculates the future value of the client's registered and non-registered investments up to retirement and throughout retirement. An income surplus in a year is added to the non-registered capital pool while an income shortage in a year is taken out of the non-registered pool. Once the non-registered pool is depleted, any income shortages are funded from the registered pool. Once both capital pools are depleted, the program calculates the amount of additional capital needed at the start of retirement to fund any income shortages after the existing capital pool becomes depleted.

### Client and Spouse Scenarios

A complete retirement plan can be prepared for both the Client and Spouse in Planning Toolkit.

The entry screens in this module have identical Client and Spouse tabs. The **Spouse** tabs on the entry screens will be dimmed and inactive if you have selected **Client Only** in the **Select Type of Plan** section on the **Main Menu** screen. To make them active, you must select **Client/Spouse** in the **Select Type of Plan** section on the **Main Menu** screen.

### Note the following assumptions about Client and Spouse scenarios:

Additional capital required to fund retirement calculation uses the year in which the client or spouse first retires as the base year for present value calculations.

The Post-Retirement Rate of Return takes effect in the year in which the client or spouse first retires.

## RETIREMENT REPORT

To preview the **Retirement Report**, click on the **Preview** button at the bottom of any of the entry screens. When the **Preview Options** window appears, click on **Calculate**. The calculation and table creation process may take between 15 to 30 seconds depending on the amount of information entered and your computer's speed. You only need to recalculate by clicking the **Calculate** button if you have made a change on one of the entry screens.

Once the calculations are completed, you can choose to preview these pages:

- Retirement Summary
- Accumulation Table
- Distribution Table
- Assumptions
- Supporting Tables

The main **Retirement Report** consists of the **Retirement Summary** (2 pages – 1 text page and 1 graph page), the **Accumulation** and **Distribution** tables and **Assumptions** page. These pages will automatically be printed during a batch print. To perform a batch print, go to the **Main Menu** screen and click on **Print Plan**.

For details on **Supporting Tables**, see below.

### Supporting Tables

You can print or preview any of the 14 supporting tables to view details not provided by the main **Retirement Report**. These tables are not printed automatically during a batch print and they must be printed individually from an entry screen in the **Retirement** module.

Table 2:	Calculation of Income Shortages Not Covered by Current Capital
Table 3:	Income Need and CPP/OAS Income Detail
Table 4:	Pension Income Detail
Table 5:	Other Income Detail
Table 6:	Non-Registered Investments Growth
Table 6A:	Client: Non-Registered Investments Growth & Withdrawals
Table 6B:	Spouse: Non-Registered Investments Growth & Withdrawals
Table 6C:	Non-Registered Investments: Client's Contributions & Withdrawals
Table 6D:	Non-Registered Investments: Spouse's Contributions & Withdrawals
Table 7:	Registered Investments Growth & Withdrawals
Table 7A:	Registered Investments: Client's RRSP Growth & RRIF Withdrawals
Table 7B:	Registered Investments: Spouse's RRSP Growth & RRIF Withdrawals
Table 7C:	Registered Investments: Client's Contributions & Other Withdrawals
Table 7D:	Registered Investments: Spouse's Contributions & Other Withdrawals

To preview or print a supporting table:

1. Click the **Preview** or **Print** button at the bottom of the entry screen
2. Click **Calculate**
3. Click the **Supporting Tables** radio button

4. Click on the drop down box below the **Supporting Tables** heading and use your mouse to select a table.
5. Click the **OK** button.

## **INCOME NEED ENTRY SCREEN**

The entry fields on this screen are described below:

### **Current Age**

This is a calculated field that uses the date of birth entered in the **Identification** screen of the **Personal Data** module. The **Identification** screen is the only required entry screen in Planning Toolkit where a client's first and last name, date of birth and marital status information must be entered before completing any other modules.

### **Are you currently retired?**

Select **Yes** or **No** from the drop down menu. If you select **Yes**, the **Retirement Age** field below changes to the client's current age and becomes dimmed and inactive.

### **Retirement Age**

The age you enter here will be used as the starting point for retirement and Pension and Other income sources. For example, if you enter age 65 here, you will not be able to enter an age earlier than 65 as the starting age for any Pensions and Other income. If you select **Yes** in the **Are you currently retired?** field above, the **Retirement Age** field changes to the client's current age and becomes dimmed and inactive.

### **Years until retirement**

This is a calculated field using the client's **Current age** and **Retirement Age**.

### **Retirement ends at age**

This is the client's estimated age of death.

### **Length of retirement**

This is a calculated field using the client's **Retirement Age** and **Retirement ends at age**.

### **Amount to be left in estate**

The amount entered in this field will be added to the **Income Need** column of the **Retirement Income Needs and Sources** table in the year the client dies (**Retirement ends at age**).

### **Rates of Return**

You can enter different **Pre-Retirement** and **Post-Retirement** rates of return or you can enter the same rate for both periods. You can also apply different rates to Registered and Non-Registered investments by entering a figure in the **Adjust registered rate by** fields. This figure reduces the Registered investments rate of return accordingly.

Separate rates of return can be entered for the client and spouse in a Client/Spouse scenario.



The additional capital required to fund retirement calculation uses the average of the Registered and Non-registered investment rates of return during Post-retirement as the discount rate.

The annual investment required to make up any capital shortage calculation uses the average of the Registered and Non-registered investment rates of return during Pre-retirement.

#### **Current income need**

The default value for this field is the before-tax income calculated in the **Cash Flow** module. You can override the default value by typing over it, but once you do this, you break the data connection with the **Cash Flow** module. If you make a change to the client's income in the **Cash Flow** module after overriding the value in the **Retirement** module, the new income value will not appear in this field. Instead, the value you typed in as the override value will appear.

#### **Index pre-retirement income at**

Enter a projected inflation rate between now and retirement. Note that the same index rates apply to the client and spouse in a Client/Spouse scenario.

#### **Inflated income need at retirement**

Calculated field using the **Current income need** and **Index pre-retirement income at** figures.

#### **Percentage of above income needed at retirement**

Enter a value between 1 and 100% here. The default value is 80% since a client's living expenses typically decline during retirement.

#### **Income need in Year 1 of retirement**

Calculated field using the **Inflated income need at retirement** and **Percentage of above income needed at retirement** figures.

#### **Index post-retirement income at**

Enter a projected inflation rate during retirement. Note that the same index rates apply to the client and spouse in a Client/Spouse scenario.

#### **Change income need again ?**

To adjust the client's income need during retirement to reflect any lifestyle changes, select **Yes** in the drop down field. The other fields described below become active and you can enter the appropriate data in them. If **No** is selected, these fields are dimmed and inactive.

#### **Change income need at age**

This age must be greater than the **Retirement start age**.

#### **Inflated income need at above age**

Calculated field using the **Income need in Year 1 of retirement**, **Index post-retirement income at**, **Change income need at age** and **Retirement start age** figures.

#### **Percentage of above income needed**

Enter a value between 1 and 100% here.

### **New income need**

Calculated field using the **Inflated income need at above age** and **Percentage of above income needed** figures.

### **Index new income at**

Enter a projected inflation rate for the new income need figure. Note that the same index rates apply to the client and spouse in a Client/Spouse scenario.

## **REG'D INVESTMENTS ENTRY SCREEN**

The entry fields for the Registered Investments screen are described below:

### **RRSPs – Current Value**

The default value for this field is calculated in the **Net Worth** module. You can override the default value by typing over it, but once you do this, you break the data connection with the **Net Worth** module. If you make a change to the client's or spouse's RRSPs in the **Net Worth** module after overriding the value on this screen, the new value will not appear in this field. Instead, the value you typed in as the override value will appear.

### **RRSPs – Contributions Stream 1 and Stream 2**

You can show two separate streams of indexed annual RRSP contributions over any period between the client's **Current age** and **Retirement ends at age**. Use the two streams to start and stop annual contributions and then start and stop them again.

### **LIRAs – Current Value**

The default value for this field is calculated in the **Net Worth** module. You can override the default value by typing over it, but once you do this, you break the data connection with the **Net Worth** module. If you make a change to the client's or spouse's LIRAs in the **Net Worth** module after overriding the value on this screen, the new value will not appear in this field. Instead, the value you typed in as the override value will appear.

### **RRIF Details**

Click this button to enter RRIF Details:

#### **Current RRIF Value**

If the client currently has RRIFs, enter the amount here. Otherwise, leave this field blank and the program will automatically convert any RRSPs to a RRIF.

#### **Start Age**

Enter the start age for RRIF withdrawals.

#### **End Age**

This is a locked field that cannot be changed. The End Age is set to the same value as the Retirement Ends At Age value.

### Payment Type

Select Minimum, Specified Dollar or Specified Percent for the type of payment.

The first minimum payment is delayed for one year. All RRIF payments are withdrawn annually. Minimum payments are based on withdrawal rates for new RRIF funds (post 1992).

### LIFs/LRIFs – Current Value

The default value for this field is calculated in the **Net Worth** module. You can override the default value by typing over it, but once you do this, you break the data connection with the **Net Worth** module. If you make a change to the client's or spouse's LIFs/LRIFs in the **Net Worth** module after overriding the value on this screen, the new value will not appear in this field. Instead, the value you typed in as the override value will appear.

### Other – Current Value

The default value for this field is calculated in the **Net Worth** module. You can override the default value by typing over it, but once you do this, you break the data connection with the **Net Worth** module. If you make a change to the client's or spouse's Other category in the **Net Worth** module after overriding the value on this screen, the new value will not appear in this field. Instead, the value you typed in as the override value will appear.

### Money Purchase Plans/DPSPs – Current Value

The default value for this field is calculated in the **Net Worth** module. You can override the default value by typing over it, but once you do this, you break the data connection with the **Net Worth** module. If you make a change to the client's or spouse's Money Purchase Plans/DPSPs in the **Net Worth** module after overriding the value on this screen, the new value will not appear in this field. Instead, the value you typed in as the override value will appear.

### Money Purchase Plans – Contributions

Use this section to calculate the growth of a client's money purchase plan by entering their current salary, annual salary increases, combined contribution percentage (employer and employee), start and end ages for the contributions.

### Other Contributions or Withdrawals

You can show up to 3 inflows or outflows to the client's registered investment pool.

Examples of inflows include a catch-up contribution, retiring allowance or lump sum payment from a DPSP or Money Purchase plan. The inflows can be received annually or as a lump sum. To enter a lump sum amount, enter the same age for the **Start Age** and **End Age** fields and 0% for the **Indexed at** field.

Examples of outflows include making lump sum or annual withdrawals from an RRSP or RRIF. To enter an outflow, type in a negative number (type a minus sign "-" in front of the number) in the **Amount** field. To enter a lump sum amount, enter the same age for the **Start Age** and **End Age** fields and 0% for the **Indexed at** field.

### NON-REG'D INVESTMENTS ENTRY SCREEN

The entry fields for the Non-Registered Investments screen are described below:

### Non-Registered Investments - Current Value

The default value for this field is calculated in the **Net Worth** module. You can override the default value by typing over it, but once you do this, you break the data connection with the **Net Worth** module. If you make a change to the client's or spouse's non-registered investments in the **Net Worth** module after overriding the value on this screen, the new value will not appear in this field. Instead, the value you typed in as the override value will appear.

### **Non-Registered Investments – Contributions Stream 1 and Stream 2**

You can show two separate streams of indexed annual contributions over any period between the client's **Current age** and **Retirement ends at age**. Use the two streams to start and stop annual contributions and then start and stop them again.

### **Non-Registered Investments – Major Inflows or Outflows**

You can show up to 5 inflows or outflows to the client's non-registered investment pool.

Examples of inflows include an inheritance, lottery winnings or proceeds from the sale of property (real estate, business). The inflows can be received annually or as a lump sum. To enter a lump sum amount, enter the same age for the **Start Age** and **End Age** fields and 0% for the **Indexed at** field.

Examples of outflows include purchasing a home, paying for children's education or taking vacations. To enter an outflow, type in a negative number (type a minus sign "-" in front of the number) in the **Amount** field. Outflows can be shown as a stream or as a lump sum. To enter a lump sum amount, enter the same age for the **Start Age** and **End Age** fields and 0% for the **Indexed at** field.

## **PENSIONS ENTRY SCREEN**

The entry fields for the Pensions entry screen are described below:

### **Canada Pension Plan – Are you currently receiving CPP?**

If the client is retired and receiving CPP benefits, choose **Yes** in this drop down field.

#### **If Yes:**

If the current year is the first year the client is receiving CPP, choose **Yes** from the **Is this the first year of receiving CPP?** field. Do not prorate the amount you enter in the **Current annual amount being received** field since Planning Toolkit will do this calculation for you based on the client's date of birth. For example, if the client was born on June 30, enter the annual maximum amount the client would receive in the year. Planning Toolkit will take this amount and divide it in half since the client's birthdate occurs half way through the year.

If the current year is NOT the first year the client is receiving CPP, choose **No** from the **Is this the first year of receiving CPP?** field and enter the current amount being received in the **Current annual amount being received** field.

#### **If No:**

If the client is not currently receiving CPP benefits, enter an age between 60 and 70 in the **Start receiving CPP at age** field. Planning Toolkit will take the current annual maximum CPP retirement benefit, inflate it out using the index rate you enter and then adjust this amount for the starting age you enter. If your client does not qualify for maximum benefits, adjust their benefit by entering an appropriate percentage figure in the **What percentage of maximum CPP do you qualify for?** field.

## Old Age Security (OAS)

### What Percentage of OAS do you qualify for?

Enter 100% if the client fully qualifies for OAS benefits. If the client doesn't meet the requirements to receive the full OAS benefit, enter the appropriate percentage figure here. Since Planning Toolkit does not automatically calculate the OAS clawback, you can enter a reduced percentage figure here to approximate the clawback, if any.

### Do you want to defer receiving OAS?

Select **Yes** from the drop down field if the client wants to defer receiving OAS benefits for up to 5 years from their first year of eligibility. Select **No** if the client wants to receive the benefit in their first year of eligibility.

### If Yes, for how many years?

Enter the number of years the client wants to defer receiving OAS benefits. The maximum you can enter is 5 years.

### Index CPP and OAS benefits at

Enter a projected inflation rate that you want these benefits indexed at.

### Current annual CPP and OAS maximums

Current annual CPP and OAS maximum amounts can be changed in Planning Toolkit in the **Settings** window on the **Main Menu** screen.

### Employer Defined Benefit Pension Plans

You can enter up to four different pension plan streams with indexed annual amounts between a start age and end age. The start age must be greater than or equal to the **Retirement age** and the end age must be less than or equal to the **Retirement ends at age** entered on the **Income Need** screen.

Use the calculator in this section to estimate the annual defined benefit pension plan amount the client or spouse will receive. You can override the calculated value simply by typing over it.

## OTHER INCOME ENTRY SCREEN

You can enter up to four different other income streams with indexed annual amounts between a start age and end age. The start age must be greater than or equal to the **Retirement age** and the end age must be less than or equal to the **Retirement ends at age** entered on the **Income Need** screen. Other income could include part-time employment income or self-employment income.

## NOTES ENTRY SCREEN

Use this screen to enter any notes or text that you want to appear on the Retirement Summary page of the Retirement report. If you want to produce several scenarios for the client, use this screen to enter a brief description of each scenario. When the report is printed, you and the client will be able to quickly identify the differences between the scenarios by looking at these notes.

### Restore Defaults

To restore default values for this module:

1. Click on the **Utilities** button on the **Main Menu** screen
2. Click the **Restore** button in the **Restore Defaults** section
3. Click on the checkbox next to this module's name and then click the **Restore** button. To restore default values for several modules, click on the appropriate checkboxes and then click **Restore**.
4. Click **Close**.

## Life Insurance

Use this module to calculate the life insurance need for a client and spouse.

The **Spouse** fields on the three entry screens (Cash Needs, Income Needs, Current Capital) will be dimmed and inactive if you have selected **Client Only** in the **Select Type of Plan** section on the **Main Menu** screen. To make them active, you must select **Client/Spouse** in the **Select Type of Plan** section on the **Main Menu** screen.

Information entered in the **Personal Data** and **Cash Flow** modules will appear as the initial, default values for some of the fields in the **Insurance** module.

The Client's and Spouse's before-tax annual income calculated in the **Cash Flow** module are shown as the default values for the **Annual income to be provided** fields on the **Income Need** screen. These fields show the combined income of the client and spouse.

The Client's and Spouse's before-tax annual income calculated in the **Cash Flow** module are shown as the default values for the **Less: Surviving spouse's income** fields on the **Income Need** screen. These fields show the individual incomes of the client and spouse.

The information entered in the **Insurance** entry screen of the **Cash Flow** module are shown as the default values for the **Existing life insurance** fields on the **Current Capital** entry screen.

The information entered in the **Net Worth** module are shown as the default values for the **Non-registered assets** and **Registered assets** fields on the **Current Capital** entry screen.

**Tip:** You can override any of these default values by typing over them, but once you do this, you break the data connection with the originating module and information will no longer flow through to this module for the current plan you are working on. If a start a new plan, the data connection becomes re-established.

**Tip:** To save entering the same figures over again in the Spouse's column, click on the **Copy Client's Data to Spouse's Fields** button on the **Cash Needs** screen. This copy function only applies to the **Cash Needs** screen and not the **Income Needs** or **Current Capital** screens.

### Restore Defaults

To restore default values for this module:

1. Click on the **Utilities** button on the **Main Menu** screen
2. Click the **Restore** button in the **Restore Defaults** section
3. Click on the checkbox next to this module's name and then click the **Restore** button. To restore default values for several modules, click on the appropriate checkboxes and then click **Restore**.
4. Click **Close**.

## Disability Insurance

Use this module to calculate the annual income required in the case the client or spouse becomes disabled.

The fields in the **Income Sources if Spouse is Disabled** section will be dimmed and inactive if you have selected **Client Only** in the **Select Type of Plan** section on the **Main Menu** screen. To make them active, you must select **Client/Spouse** in the **Select Type of Plan** section on the **Main Menu** screen.

Information entered in the **Personal Data** and **Cash Flow** modules will appear as the initial, default values for some of the fields in the **Disability Insurance** module.

The Client's and Spouse's before-tax annual income calculated in the **Cash Flow** module are shown as the default values for the **Spouse's Income** and **Client's Income** fields.

The information entered in the **Insurance** entry screen of the **Cash Flow** module are shown as the default values for the **Current disability coverage** fields.

The default values for **the Housing, Automobile, Food/Clothing, Health Care, Investments, Loans, Other** expense fields are calculated in the **Cash Flow** module. You can override these default values by typing over them, but once you do this, expense information from the **Cash Flow** module will no longer flow through to this module.

### Restore Defaults

To restore default values for this module:

1. Click on the **Utilities** button on the **Main Menu** screen
2. Click the **Restore** button in the **Restore Defaults** section
3. Click on the checkbox next to this module's name and then click the **Restore** button. To restore default values for several modules, click on the appropriate checkboxes and then click **Restore**.
4. Click **Close**.

## Estate Planning Checklist

This module consists of a 12 question checklist designed to give clients a quick overview of where they stand with respect to estate planning.

The checklist can be completed for a client only or for a client and spouse. The **Spouse** radio buttons will be dimmed and inactive if you have selected **Client Only** in the **Select Type of Plan** section on the **Main Menu** screen. To make them active, you must select **Client/Spouse** in the **Select Type of Plan** section on the **Main Menu** screen.

### Restore Defaults

To restore default values for this module:

1. Click on the **Utilities** button on the **Main Menu** screen
2. Click the **Restore** button in the **Restore Defaults** section
3. Click on the checkbox next to this module's name and then click the **Restore** button. To restore default values for several modules, click on the appropriate checkboxes and then click **Restore**.
4. Click **Close**.

## Education

Use this module to calculate the future costs of post-secondary education and the monthly investment amounts needed to fund those costs. You can prepare a report for up to 5 children.

The dependent's first name, last name and date of birth entered in the **Dependents** screen of the **Personal Data** module appear in **Education** module's entry screen as default values.

### Calculations in the Education module use the following assumptions:

The value of Current RESP savings is used as the amount of principle contributed to the RESP. This number is used to calculate the amount still available to contribute to the RESP based on the \$50,000 lifetime limit.

If RESPs are used to fund education, the maximum RESP and CESG contributions (maximum monthly CESG contribution is \$41.67 or \$500.00 per year) are calculated. If these amounts are insufficient to meet the funding requirements, then the monthly Non-RESP contribution amount needed to meet the shortfall is calculated.

If Non-RESPs are used to fund education, no RESP or CESG calculations are performed.

All monthly contributions are made at the end of the month.

The rate of return on monthly contributions is compounded annually.



The calculation of the present value of annual education costs at the start of the first year of school uses the RESP rate of return as the discount rate.

### Restore Defaults

To restore default values for this module:

1. Click on the **Utilities** button on the **Main Menu** screen
2. Click the **Restore** button in the **Restore Defaults** section
3. Click on the checkbox next to this module's name and then click the **Restore** button. To restore default values for several modules, click on the appropriate checkboxes and then click **Restore**.
4. Click Close.

## Custom # 1

Use this module to create a custom report that can be included in your client's financial plan. It is a free-form text module that lets you enter any text you wish.

To create a boiler plate report that will be used in many financial plans, enter your text, click **Save** and then click **Set Default**. Click **Yes** when asked if you want to set the information you entered as the default data for this form. The next time you create a plan, this text will automatically appear in this module and you will not have to re-enter the information.

To change this module back to a blank form with no text entered, delete the text you have entered, click **Save** and then click **Set Default**. Click **Yes** when asked if you want to set the information you entered, which is now blank text, as the default data for this form.

### Restore Defaults

To restore default values for this module:

1. Click on the **Utilities** button on the **Main Menu** screen
2. Click the **Restore** button in the **Restore Defaults** section
3. Click on the checkbox next to this module's name and then click the **Restore** button. To restore default values for several modules, click on the appropriate checkboxes and then click **Restore**.
4. Click Close.

## Custom # 2

Use this module to create a custom report that can be included in your client's financial plan. It is a free-form text module that lets you enter any text you wish.

To create a boiler plate report that will be used in many financial plans, enter your text, click **Save** and then click **Set Default**. Click **Yes** when asked if you want to set the information you entered as the default data for this form. The next time you create a plan, this text will automatically appear in this module and you will not have to re-enter the information.

To change this module back to a blank form with no text entered, delete the text you have entered, click **Save** and then click **Set Default**. Click **Yes** when asked if you want to set the information you entered, which is now blank text, as the default data for this form.

### Restore Defaults

To restore default values for this module:

1. Click on the **Utilities** button on the **Main Menu** screen
2. Click the **Restore** button in the **Restore Defaults** section
3. Click on the checkbox next to this module's name and then click the **Restore** button. To restore default values for several modules, click on the appropriate checkboxes and then click **Restore**.
4. Click **Close**.

## Recommendations

Use this entry screen to enter up to 18 recommendations for your client's financial plan. Since some recommendations may be fairly standard and can be applied to most clients, you can enter them on this screen and then select which Recommendations to include in a plan by selecting or deselecting the **Include in Report?** checkboxes.

To create your own set of standard recommendations:

1. Type in the recommendations in the 18 **Recommendation** fields.
2. Click the **Set Default** button at the bottom of the screen
3. Click **Yes** when you are prompted if you want make these recommendations the default data for this form.

The next time you create a new financial plan and open this screen, your own customized recommendations will appear as the default goals.

You also have the option of using the **Custom #1** or **Custom #2** modules to enter your recommendations. These are free-form text modules that can be used for any purpose.

### Automated Recommendations

Automatic recommendations are generated in this module based on the results from the Net Worth, Asset Allocation, Retirement, Life Insurance, Disability Insurance, Estate Planning Checklist and Education modules. The automatic recommendations for these modules appear in the following fields (these fields have a green background):

Recommendation # 1:	Net Worth and Asset Allocation
Recommendation # 3:	Retirement
Recommendation # 5:	Life Insurance
Recommendation # 7:	Disability Insurance
Recommendation # 9:	Estate Planning Checklist
Recommendation # 11:	Education

**Note:** If you type over any of the text in an automatic recommendation field, the link to the originating module will be broken. If you return to another module, make a change and then return to the Recommendations module, the automatic recommendation will not be updated because of the broken link.

**Tip:** Use the blank Recommendation field below each automated field to add more information about the automated recommendation. For example, the automated recommendation # 1 will display the text shown below. Add your own text in Recommendation #2 to complement #1.

*Recommendation # 1 (automated)*

Rebalance your current portfolio allocation from Cash 21%, Income 16%, Equity 35% , Balanced 28% to the following allocation: Cash 7%, Income 12%, Equity 53%, Balanced 28%.

*Recommendation # 21 (your own custom text)*

To accomplish this rebalancing, we recommend that you transfer \$20,000 from your ABC Income Fund account to XYZ equity fund.

### Restore Defaults

To restore default values for this module:

1. Click on the **Utilities** button on the **Main Menu** screen
2. Click the **Restore** button in the **Restore Defaults** section
3. Click on the checkbox next to this module's name and then click the **Restore** button. To restore default values for several modules, click on the appropriate checkboxes and then click **Restore**.
4. Click **Close**.

## Support

Registered users of Planning Toolkit can contact Ativa Interactive for technical support by:

- Call 905-648-3221 between 9.00am and 5:00pm Eastern Standard Time.

- Emailing your question or problem to [support@ativa.com](mailto:support@ativa.com)
- Visit the support page on our website at <http://www.ativa.com/support/>

## Index

<b>A</b>		<b>K</b>	
About Planning Toolkit	1	Keyboard Shortcuts	14
Asset Allocation	25	<b>L</b>	
Asset Allocation Profile	24	Letter of Engagement	20
<b>C</b>		Life Insurance	34
Cash Flow	22	<b>N</b>	
Changing Advisor Information and CPP/OAS Data	14	Navigating through Planning Toolkit	13
Cover Page	18	Net Worth	22
Creating a Financial Plan	6	<b>O</b>	
Creating and Managing Client Files	3	Overview	17
Custom # 1	37	<b>P</b>	
Custom # 2	37	Personal Data	17
<b>D</b>		Plan Summary	20
Default Values	8	Planning Module List	17
Disability Insurance	35	Printing Blank Forms	13
Disclaimer	19	Printing Reports and Plans	10
<b>E</b>		<b>R</b>	
Education	36	Recommendations	38
Entering and Saving Data	7	Retirement	26
Estate Planning Checklist	36	<b>S</b>	
Exporting Reports to PDF	11	Starting Planning Toolkit	3
Exporting Reports to Word or Excel	12	Support	39
Exporting/Importing Client Files	5	<b>U</b>	
<b>G</b>		Using Client Files Over a Network	4
Goals	21		