



# **Profiles Professional Desktop**

## **Organizing Output Self-Study Guide**

**Version 8.0**

EISI, Winnipeg

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# Organizing Output

Profiles Professional comes with a library of over 800 possible output pages that you can organize as you wish. You can put together client presentations that include only the specific output pages that are relevant to your clients. In version 8.0 of Profiles Professional, the report selection process was simplified. Only the output pages for the modules selected in the case appear in the *Reports* dialog box.

## Learning objectives

This module will enable you to

- Access and generate output pages
- Recognize different types of output
- Create report templates for future use
- Include customized text in the output pages

There are several ways to access and generate output pages. This module will show you how. You will become familiar with the different types of output pages that are available in Profiles Professional. You will learn to create templates for groups of output pages that you use frequently, saving you time over and over again. You will also learn to include your own notes, objectives, or specific recommendations in your client reports which will encourage your clients to take action.

## Learning tools

This module includes some practice exercises using one of the sample clients provided in the application. If you want to keep this sample client case intact, open the *Sample 4 - Comprehensive (Jones - non-tax).fpx* client case, and then save it with a new case name.


To open and save the client case, follow these steps:

1. Start Profiles Professional.
2. Click **Open Existing Case**, and then click **Open Sample Case**. The *Open Sample Case* screen opens.
3. Click the **Open** link beside *Sample 4 - Comprehensive (Jones - non-tax).fpx*. A *Data Conversion* dialog box may appear to warn you that the planning preferences in this case differ from the global planning preferences. Click **Close**.
4. Click the **File** menu – **Save As**. The *Save Client Data As* dialog box opens.
5. Save the case with a unique name, for example, *Jones – Organizing Output Self-Study Guide*.

Please keep in mind that the case we are using for this self-study guide does not have the *Tax-Sensitive* option selected.

## Access and generate output pages

There are three different ways to access the output pages. Each method opens the *Reports* dialog box.

- Click **Client Presentation** on the left-side navigation bar
- Click the  button (printer with a magnifying glass) on the tool bar
- Click the **Output** menu – **Client Presentation**

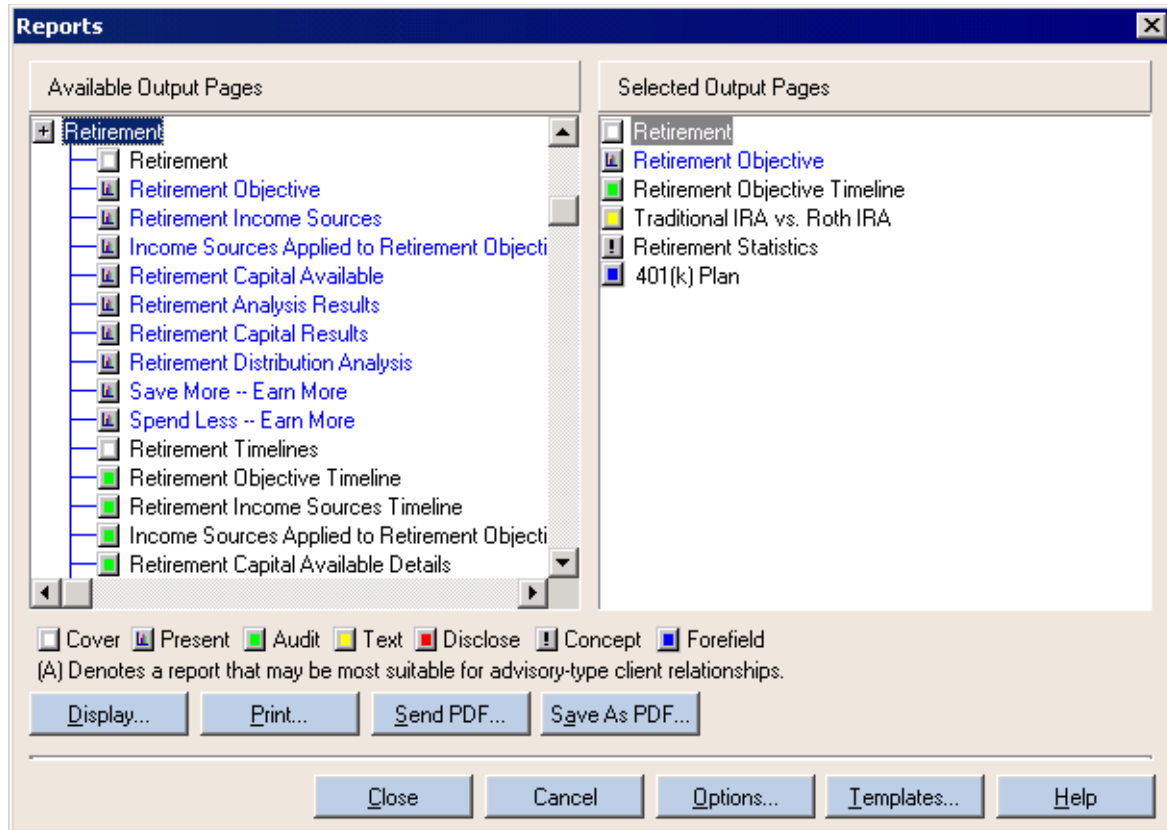


Figure 1: Client Presentation

To generate output pages, select the page or pages you want to generate, and then drag them from the *Available Output Pages* list to the *Selected Output Pages* list. You can also move items by double-clicking or pressing the spacebar when a page (or pages) is highlighted.

To select a group of multiple pages

1. Select the first page you want to generate, press and hold the **SHIFT** button on the keyboard, and then select the last page you want to generate. The group of pages is highlighted.
2. Drag the group of highlighted pages to the right side of the dialog box under *Selected Output Pages*.

To select multiple separate pages, press the **CTRL** key while selecting the pages you want to generate.

To remove pages from the *Selected Output Pages* list, select the pages you want to remove, and then do one of the following:

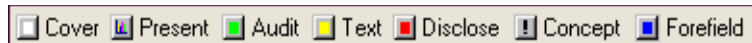
- Press the spacebar
- Press the **DELETE** key
- Double-click to remove pages one by one
- Drag the pages to the *Available Output Pages* list

The following buttons appear at the bottom of the *Reports* dialog box:

- *Display* – Shows the output on the screen only
- *Print* – Sends the output directly to the printer
- *Send PDF* – Opens an e-mail with the output pages attached in Portable Document Format (PDF)
- *Save as PDF* – Generates a PDF report and prompts you to save it to your computer (this is the best method to use if you want to compare output pages side by side)

## Recognize different types of output

Each output page has a little icon in front of it that identifies it as a certain type of output page. Use the legend at the bottom of the *Reports* dialog box to identify the output types.



*Cover* pages – Title pages for each analysis and section. Use these pages to begin your presentation and to indicate a change from one subject area to another.

*Presentation* pages – Summarizes the clients' financial position and goals using graphs, tables, and text. This is the most useful type of page for presentations with clients.

*Audit* pages – Supporting information for the presentation pages. Use these for clients who like to see the numbers, for example, engineers and analytical clients.

*Text* pages – Educational information for the clients on concepts or investments. Use these pages to save time instead of having to explain basic ideas (such as, What is a 529 plan?).

*Disclosure* pages – Lists all information and data used for calculations in the analysis. Use these pages to verify data with the clients.

*Concept* pages – Interactive pages that illustrate various financial concepts in general terms. Use these pages to explain concepts or to convince clients to take action.

*Forefield* pages – Educational information from Forefield. These pages are available only if you have purchased the Forefield Content option.

## Create report templates for future use

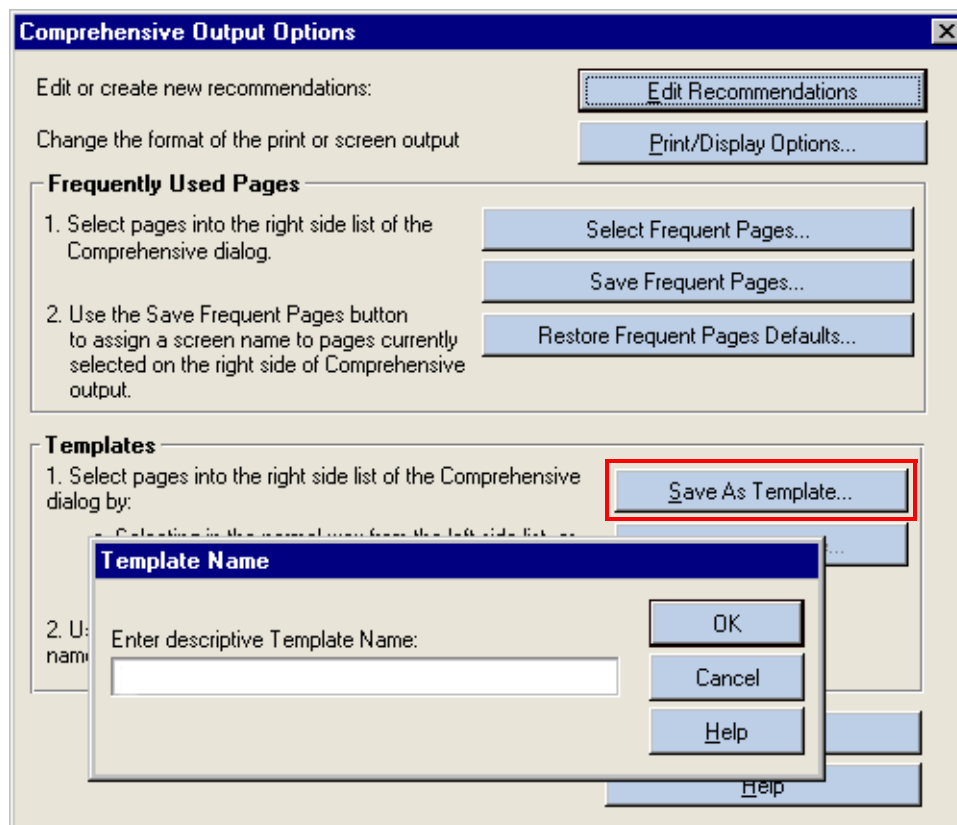


Figure 2: Client Presentation – Options button – Save As Template button

Profiles Professional includes several templates with pre-selected output pages. You can choose the pre-selected templates or you can create your own.

To create your own report template, follow these steps:

1. Select all of the reports you want to include in the *Selected Output Pages* list making sure that they are in the order that you want.
2. Click the **Options** button in the *Reports* dialog box. The *Comprehensive Output Options* dialog box opens.
3. Click **Save As Template**. The *Template Name* dialog box opens.
4. Enter a descriptive name for the template, and then click **OK**.

The next time you go to *Client Presentation* and click the *Templates* button, the template that you created will be available. Templates you create will be available for all other cases and clients. Using templates saves the time you would spend creating manual client reports, and provides consistency.

## Include customized text in the output pages

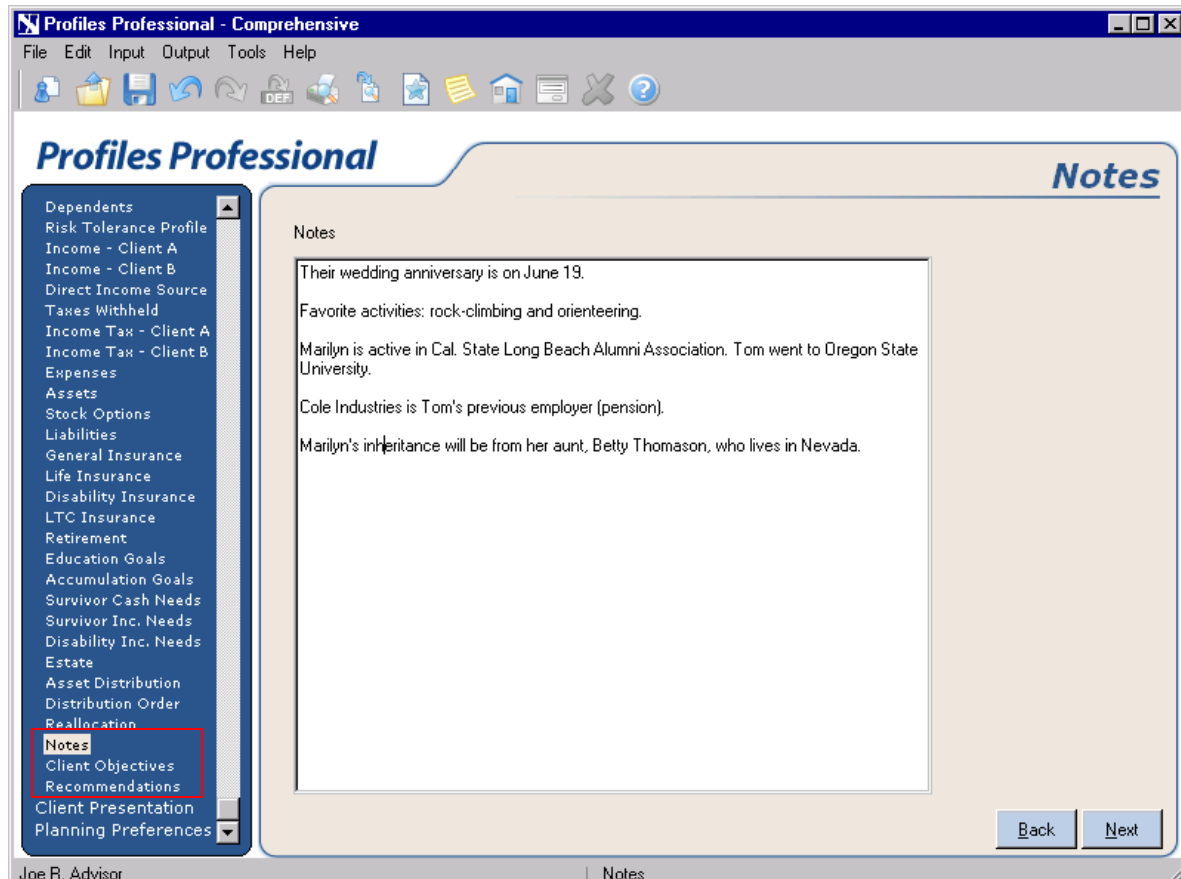


Figure 3: Case Data – Notes

There are a few ways to customize the content in the output pages. One way is to use the three text input screens that are available under *Case Data*: *Notes*, *Client Objectives*, and *Recommendations*.

- On the *Notes* screen, you can make notes for the clients or notes for yourself about the clients, for example, birthdays, anniversaries, CDs maturity dates, etc.
- On the *Objectives* screen, you can list the clients' financial objectives.
- On the *Recommendations* screen, you can summarize some or all of your recommendations.

To include any of the text pages in output, click **Client Presentation**, and then drag the page to the *Selected Output Pages* list. Under the *Available Output Pages*, the *Client Objectives* page is listed under *General Information*; *Notes* and *Recommendations* are listed under *Recommendations*.

Another way to customize content is to use the generic recommendations included in the application. You can access the generic recommendations in the *Reports* dialog box by clicking *Recommendations – Recommendations*, and then dragging the recommendations you want to include in the output page to


the *Selected Output Pages* list. You can also add your own custom recommendations to the list and save them for future use.

To edit the recommendations from the *Reports* dialog box, click the **Options** button (the *Comprehensive Output Options* dialog box opens), and then click **Edit Recommendations**. Notepad opens and displays the generic recommendations that you can edit, add to, or delete. It may be useful to set up a list of the common recommendations you plan to use.

**Hint:** The recommendations file can also be accessed by clicking the *Input* menu – *Recommendations*.

There is one last very useful customized list you can add to your client presentation. It is a list of action items. To add it, select the **Recommendations** category – **Action Items** output page in the *Reports* dialog box, and then click **Display**. The *Display* dialog box opens. Select the page range you want to see, and then click **OK**. The *Action Plan* dialog box opens where you can enter the action item, who is responsible for the action, and when the action should be completed. Figure 4 below shows what the *Action Items* output page might look like. You must display the page, and then enter the action items before generating the page as a PDF or printing it.

**Action Items**



<i>Action</i>	<i>Who</i>	<i>Date</i>
Bring financial data	Timothy	This week
Get living trust info	Barbara	This week
Define benefit plan details	Timothy	By the end of the month

Figure 4: Client Presentation – Financial Concepts – Action Items (concept page)

Let's review the different ways that you can add customized content to client presentations.







- Under *Case Data*, you can enter objectives on the *Client Objectives* screen. To generate the related output page, click **Client Presentation** (the *Reports* dialog box opens), and then drag the **General Information – Client Objectives** output page to the *Selected Output Pages* list.
- Under *Case Data*, you can enter notes on the *Notes* screen. To generate the related output page, click **Client Presentation** (the *Reports* dialog box opens), and then drag the **Recommendations – Notes** output page to the *Selected Output Pages* list.
- Under *Case Data*, you can enter recommendations on the *Recommendations* screen. To generate the related output page, click **Client Presentation** (the *Reports* dialog box opens), and then drag the **Recommendations – Recommendations** (text output type) output page to the *Selected Output Pages* list.
- In the *Reports* dialog box, you can create a *Recommendations* output page using generic recommendations. To generate this page, select **Recommendations – Recommendations**, and then drag the generic recommendations that you want to add to the output page to the *Selected Output Pages* list.
- In the *Reports* dialog box, you can create an *Action Plan* output page. To generate this page, drag the **Recommendations – Action Items** output page to the *Selected Output Pages* list. The *Action Plan* dialog box opens. Enter the action items, the person responsible for the item, and the dates when the items are to be completed. When you click *OK*, the report generates automatically.

## Exercises

### Exercise 1: Generating output pages and recognizing different types

- Which of the following is **not** a method for moving multiple output pages back and forth between the *Available Output Pages* list and the *Selected Output Pages* list?
  - Click and drag to highlight multiple pages, and then double-click or drag the pages over.
  - Click a page, press the CTRL key on your keyboard, click another page(s), and then double-click or drag the pages over.
  - Click a page, press the SHIFT key on your keyboard, click another page(s), and then double-click or drag the pages over.
  - Click a section name (for example, *Education Goals*) and then drag it to the *Selected Output Pages* list.
- Draw lines to match the type of output page with the description.

**Hint:** Generate a few output pages to help you become familiar with the types.

Type of Output Page
 Cover
 Presentation
 Audit
 Text
 Disclosure
 Concept

Description
a. Use these pages to begin your presentation and indicate a change from one subject area to another
b. These interactive pages use graphs, charts, and illustrations to help you explain general financial planning concepts, and are great selling tools.
c. These pages contain graphs and charts to back up financial concepts, and help simplify complicated calculations specific to the case.
d. Use these pages for an explanation on how a number is calculated. Though not designed for clients, they can help you explain complex ideas.
e. These pages reveal all of the client input and planning assumptions used in the calculations.
f. These pages let you provide additional information to back up your presentation and concept pages.

3. Which of the following report generation methods will be most useful when trying to make side-by-side comparisons of output pages before and after you make changes?
  - a) *Display*
  - b) *Print*
  - c) *Send PDF*
  - d) *Save as PDF*

### Exercise 2: Using report templates

1. Given the Jones family’s financial situation and demographics, which of the following templates would be the most appropriate to use?

**Hint:** Generate some of the templates and review the output included in each template.

- a) *Accumulation Years*
  - b) *Distribution Years*
  - c) *Financial Statements*
  - d) *Estate*
2. You do not want to include any audit pages in the report you present to the Jones family because you realize that they are knowledgeable about financial concepts and they do not need detailed explanations. Remove the audit pages from list of *Selected Output Pages*.

Generate your custom module and review the output. What comments would you share with Tom and Marilyn for each of the report sections?

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**Exercise 3: Including customized text in output pages**

1. If you enter text on the *Notes*, *Client Objectives*, or *Recommendations* screens, which output type must be used to include them in the report?
  - a) *Cover* page
  - b) *Text* page
  - c) *Disclosure* page
  - d) *Concept* page

2. You can add your own custom recommendations for future use into the software.

**Hint:** Try clicking the *Input* menu or the *Options* button in the *Reports* dialog box.

- a) True
  - b) False
3. Which of the following features can you use to add custom recommendations to a case?
  - a) *Action Items* concept page
  - b) Predefined recommendations located under the *Input* menu or in the *Comprehensive Output Options* dialog box
  - c) *Recommendations* screen and the corresponding text page
  - d) All of the above
4. Generate a few output pages to assess the case. Based on your assessment, add some recommendations using any or all of the custom output features. Which feature do you prefer and why?

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## Answers to exercises

### Exercise 1: Generating output pages and recognizing different types

1. d) Click a section name (for example, *Education Goals*), and then drag it to the *Selected Output Pages* list.
- 2.

Type of Output Page	Description
 Cover	a. Use these pages to begin your presentation and indicate a change from one subject area to another
 Presentation	c. These pages contain graphs and charts to back up financial concepts, and help simplify complicated calculations specific to the case.
 Audit	d. Use these pages for an explanation on how a number is calculated. Though not designed for clients, they can help you explain complex ideas.
 Text	f. These let you provide additional information to back up your presentation and concept pages.
 Disclosure	e. These pages reveal all of the client input and planning assumptions used in the calculations.
 Concept	b. These interactive pages use graphs, charts, and illustrations to help you explain general financial planning concepts, and are great selling tools.

3. d) *Save as PDF*

### Exercise 2: Using report templates

1. a) *Accumulation Years*
2. Answers will vary

**Exercise 3: Include customized text in output pages**

1. b) *Text* page
2. a) True
3. d) All of the above
4. Answers will vary

