

# **Quick Start to PFP Notebook™**

# Quick Start to PFP Notebook™

## Contents

<b>Getting Started with PFP Notebookä .....</b>	<b>3</b>
System Requirements.....	3
Installing the Program.....	3
Backup Clients .....	3
Importing from a Previous Version .....	4
Unassigned Clients.....	4
Installing Over a Network.....	4
Multiple Users and PFP Data Protection .....	4
<b>A Quick Tutorial in PFP Notebookä .....</b>	<b>5</b>
How Do I Set Myself Up as a Planner? .....	5
Password Protecting Your Work .....	5
Selecting a Client .....	6
The Find Button .....	6
How do I Import My Clients from a Previous PFP Export?.....	7
How do I Set Up My Company Information? .....	8
General Assumptions .....	8
<b>How do I Enter a Client? .....</b>	<b>10</b>
E-mail File .....	10
Entering a Client Using Data Gatherer .....	11
<b>Navigating through PFP .....</b>	<b>11</b>
PFP Notebook Commands.....	11
Navigating Through PFP Notebook Sections.....	12
Changing Between Notebook Sections.....	12
What Do I Do if the Spell Check Program Is Not Working? .....	15
Creating a Report .....	15
<b>New Features .....</b>	<b>16</b>
Interacting with Brentmark Products .....	16



# Quick Start to PFP Notebook™

## Getting Started with PFP Notebookä

The following sections will help you install the software into your system. This section also shows how to navigate through the program, along with providing other helpful information for your system.

### System Requirements

In order to run the PFP Notebook™, you need:

- A personal computer running Windows 95, 98, or NT 4.0 or higher.
- 30 MB of hard disk space free.
- 32 MB of RAM.
- A printer.

### Installing the Program

**Note: Do not uninstall your previous version of PFP.**

1. Back up your client files from your previous version of PFP. This is recommended.

### Backup Clients

1. From the File menu, choose Clients.
  2. Click the **Import-Export** button.
  3. Click the Export Clients radio button.
  4. Choose whether to export the selected client or all clients. Click the **Next** button.
  5. Select a location for the backup or exported file: a floppy disk, a drive, or an e-mail export file. The program will give this file a default name using the date of the export; you may change this by typing in the File name field. It will create a Zip Archive in the location you have specified. Click the **Next** button.
  6. The program will run through the export and display a progress graph.
- 
2. Start Windows.
  3. Insert the PFP Notebook CD into your CD drive.
  4. If the setup program does not start automatically:
    - a) Click Start.
    - b) Choose Run.
    - c) Type D:\Setup (where D is the CD drive, this may vary on your computer).

## Importing from a Previous Version

If needed, PFP will guide you through the import process with pop-up instructions. It will find the list of clients for that directory.

## Unassigned Clients

If any imported clients have not yet been assigned to a planner, they will be listed as “Unassigned Clients.” Double-clicking on the unassigned client will cause that client to be assigned to the active planner.

## Installing Over a Network

1. Determine the current location of the PFP database folder.
2. Copy the PFP database folder to a common location on your network.
3. Go to the File menu and select Database. Then select Configure Database. Click on the Folders button in the window that appears. Enter the location of the PFP database folder you created in step 2.
4. Test the workstation:
  - Close PFP Notebook. Now reopen it.
  - Enter a new client.
  - Select the Sample client.
5. Duplicate Steps 3 and 4 on the other workstations.

## Multiple Users and PFP Data Protection

To prevent two users from unknowingly working on the same client data at the same time, PFP will pop up a warning that lets you know that someone else has accessed the record you have selected. The name of the user appears in the pop-up window. At that point you can:

**Abort:** Do not open the selected client.

**Ignore:** Disregard the warning and proceed. If there is someone else using the client file, the program will save the data that was entered last. Therefore, if you ignore the warning, make changes to data and exit, and there is still another user working with the data and that person makes changes to the data after you do, your changes will be overwritten. If two users make data changes to the record at the same time, there is a possibility that the data could become mingled, so we advise resolving any multiple user conflicts.

**Retry:** Try to open the client file again. You may contact the other user (as listed in the pop-up window), ask that he or she close the client file, and instruct PFP to retry opening the file after the other user has exited.

## A Quick Tutorial in PFP Notebookä

Once you have installed PFP Notebook™, double-click the PFP icon on your desktop to run the program. There are two things you **MUST** do first, before entering your first client:

- **Set yourself up as a planner.** This provides a way to link planners to their respective clients through the use of an identification code. If more than one planner is using the program, each individual planner must set himself up as a planner **before** entering his client.
- **Set up your company's information.** This allows for the name and address of your company to appear on printed letters and reports.

### How Do I Set Myself Up as a Planner?

1. From the Clients window (which appears when the program is run) click Change Planners. To create a new planner, click New. The Edit Planner window opens.
2. Enter an ID (up to four characters), your name, and the rest of the information. If you do not want to have a password, leave the Password field blank.
3. Click OK when done.

### Password Protecting Your Work

Another planner may wish to access your Client Files. The way to protect your data so no other planner may make changes is to assign a password to your Planner ID and share that password **ONLY** with those planners who have your permission to make and save changes.

1. On the File menu, choose Planners.
2. Select your planner ID and click Edit. Enter your password on the Edit Planner window.

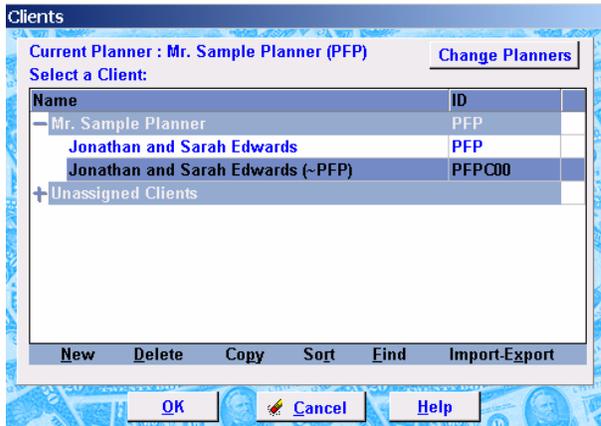
In order for any other user to change your Client Files and Planner information, he or she must have the password. You can change the password if you wish to eliminate others' access.

Click the OK button to save the information and to return to the Planners window. The program automatically enters your Planner ID and Planner Name in the Planners window.

## Selecting a Client

PFM organizes client data by planner. To select a client, you need that planner's password.

Click on the client name and then the **OK** button. Click the + to see all the clients for that planner.



## The Find Button

Click the Find button on the Clients window to search for a client. After you click "Find," type in a name (or part of a name) and click OK. The Clients window now contains only those Clients that match your search.

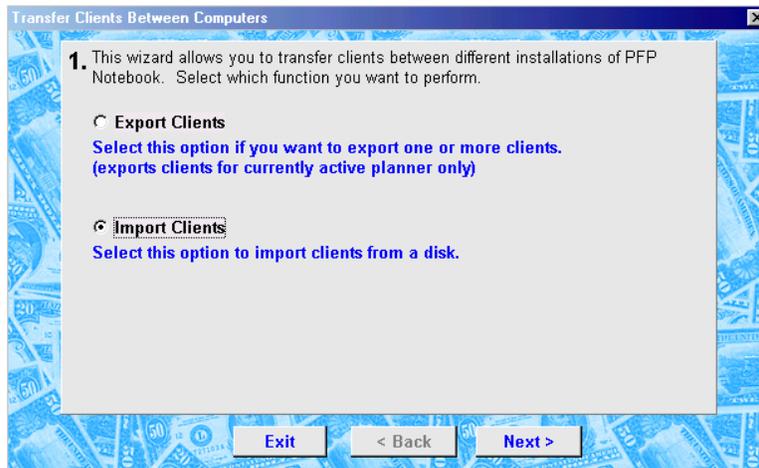
To return to viewing a list of all clients click "Find," and then click OK without entering any search term. Sorting the clients also returns the list to including all clients.

## How do I Import My Clients from a Previous PFP Export?

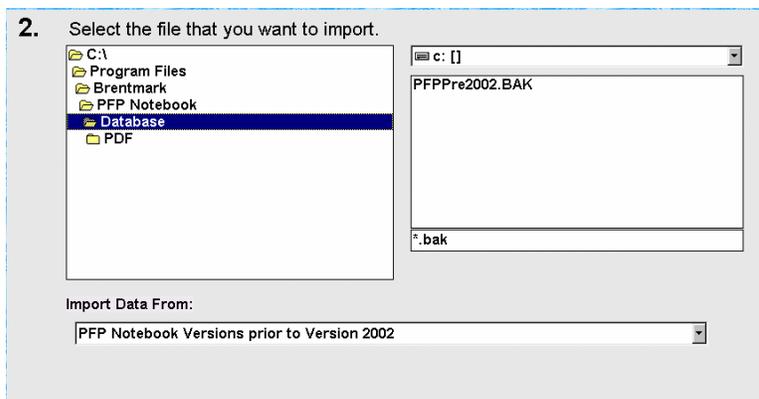
If you used an older version of PFP, and have exported those client files from that version, you can use them in the new version.

From the **File** menu, choose **Clients**. Click the **Import-Export** button.

Click the **Import Clients** radio button.



Click Next.

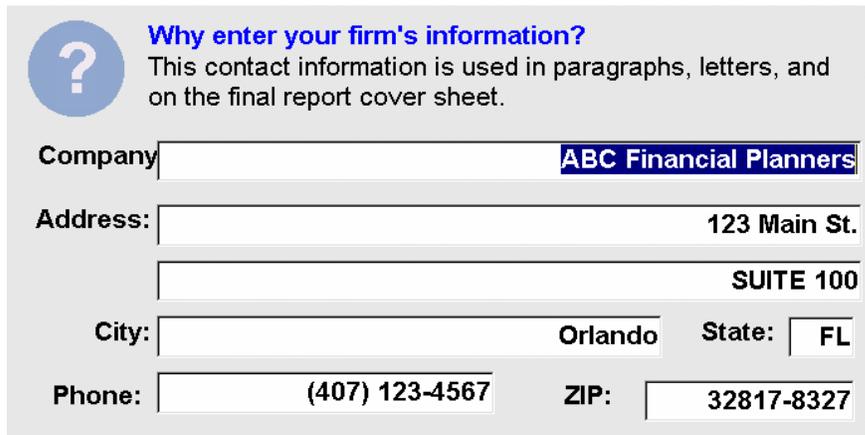


Locate the backup file you want to use in your new version of PFP. If the data was from before 2002, choose “**Import from PFP Notebook versions prior to version 2002**” in the Import Data From field. Click the **Next** button.

The program will take several minutes (depending on the speed of your computer) to convert, import, rename, and transfer the data.

## How do I Set Up My Company Information?

1. On the Edit menu, select Company Information.



**Why enter your firm's information?**  
This contact information is used in paragraphs, letters, and on the final report cover sheet.

Company:

Address:

City:  State:

Phone:  ZIP:

2. Enter your company's name, address, and telephone number, replacing the default company information already present.
3. Click Close to enter the information.

You can check to see if the program saved your company information by selecting Company Information in the Edit menu again. The information you entered should appear. Once you have entered the preliminary information about yourself and your company, you are ready to set up your first client.

## General Assumptions

**Important:** The General Assumptions are optional. It is not mandatory that you set the General Assumptions in order to set up a client file. You may enter the values manually into the program as you come across them, if a value will vary each time it is used.

The General Assumptions feature allows you to specify values for five commonly used items in the program. Assign values to these items and the program distributes them to the appropriate locations throughout PFP Notebook. The items are:

1. General inflation rate
2. Pre-tax return on investments
3. After-tax return on investments
4. Years until retirement
5. Education inflation rate

## Setting the General Assumptions

1. On the Edit Menu, select General Assumptions. The General Assumptions window displays.

**What are the General Assumptions?**  
A set of assumptions affecting many aspects of the plan. These assumptions are unique to each client and can be overridden in every place they are used.

**Where are these assumptions used?**  
Click "Apply" for a list of places the assumption is used.

Assumption	Value	Apply
General Inflation Rate:	4.01%	Apply
Pre-Tax Return on Investments:	7.00%	Apply
After-Tax Return on Investments:	5.00%	Apply
Years Until Retirement:	13	Apply
Education Inflation Rate:	6.00%	Apply

Provide any comments necessary to justify these assumptions:

OK Help

2. Enter the values for each of the items that may apply to your client.
3. Click the Apply button.

**What happens when I click "OK"?**  
The assumption value will be copied to every place it is used in the program. Those locations are listed below.

Assumed Pre-Tax Return On Investment = 7.020%

**Section: Risk Management**  
Page: Insurance Needs Analysis  
Input: Interest Rate(Client) = 7.000%  
Input: Interest Rate(Spouse) = 7.000%

**Section: Retirement Planning**  
Page: Asset Life Schedule  
Input: Assumed Return on Investments = 7.000%

OK Cancel

If there are any inconsistencies, the program will list the places where another value is being used. If you click the OK button, the general assumption value will be copied to those places, replacing the original value. The values will be delivered to their appropriate locations throughout the program.

4. Enter any comments in the comments box. The comments will not appear anywhere else in the program, and they will not print.
5. Click OK when finished.

**NOTE:** Setting the values for the General Assumptions window does not limit you from changing a value where it actually appears. However, if you change a value, PFP Notebook alerts you that there is an inconsistency by displaying a red **I** button next to the value. **Inconsistencies** appear when a value entered in the General Assumptions is different from the value entered elsewhere in the program.

## How do I Enter a Client?

There are two ways of entering a New Client into PFP Notebook:

- You can enter a new client using the **Data Gatherer**. This implies that you have a completed Data Gatherer file from your client.
- You can enter a New Client without using the Data Gatherer. This implies that your client used the **Initial Forms Packet** or that you don't have any personal or financial information on your client to enter into the program yet.

The process is described in detail in the first chapter of the manual.

### E-mail File

Choose **Data Gatherer** from the **File** menu. Select option #2: **click here to create a data gatherer disk**. You will then enter the Data Gatherer Wizard. Click **Next** to proceed to the next step.

**Create Data Gatherer for E-mail** is selected by default. Click the **Next** button.

Your standard company information, as entered previously, is automatically imported in to the name and address fields. You may edit this information by typing in the fields. Click **Next**.

You will be asked "Would you like to make a Data Gatherer file out of a PFP Notebook client? This file will automatically open when the Client runs the Data Gatherer." If you have already entered some information for this client, click the box next to "Yes, create a Data Gatherer file from a PFP Notebook client." If you are starting a Data Gatherer for a new client with no information, do not check the box. Click **Next**.

The program will create a findata.exe file, and the program will tell you that the Data Gatherer disk has been successfully created. You can test this file by clicking the **Test Data Gatherer Disk** button. To open your e-mail program and **Send the Data Gatherer via E-mail**, click the second button.

The Choose Profile window will open. Keep the default setting, Email Profile. Click **OK**. A new e-mail message with the Data Gatherer file as an attachment will open. Enter the client's e-mail address. In the e-mail message, instruct the client to download the

attachment to a disk or hard drive by clicking the **Save it to disk** radio button. Send the e-mail as you normally do. Then click the **Exit** button.

Your client can e-mail the Data Gatherer back to you as an attachment by replying to your e-mail and attaching the completed Data Gatherer as an attachment. Then you will follow step 4 of the Data Gatherer menu. Once again, choose **Data Gatherer** from the **File** menu. Select option 4: Click Here to Import Data.

## Entering a Client Using Data Gatherer

Enter the client into PFP Notebook using this procedure if you gave your client the Data Gatherer disk to complete.

1. From the File menu, select Data Gatherer.
2. Go to step 4, Click Here to Import Data. Select whether you want to new client from the data or to overwrite existent client's data.
3. Enter the client's ID number.
4. Enter the client's name.
5. On Import Data from Data Gatherer, select yes.
6. Insert the floppy disk with the client's responses to the Data Gatherer forms when prompted and click OK. If using an e-mail file, click OK. You will see the Open window. Navigate your way to the disk or drive where the client's data gatherer is located.
7. Choose the file Finddata.fpd and click Open.

If you used the Initial Forms Packet, you will need to enter the client data manually.

## Navigating through PFP

Hint: The easiest way to work through the program is to start at the first tab on the left, Clients, and move through each tab toward the right.

## PFP Notebook Commands

To move through PFP, you can use your choice of methods.

- Use the tabs at the bottom of the screen to advance to each section
- Click the Next button to move ahead

PFP has key commands you can use instead of the mouse:

Page up and page down—Clicking on these keys will move you through every section of PFP.

Alt and X = Exit

F7 = Spell check

F2 = Save on the four pages in the Finances page—Net Worth, Budget Information, Net Worth Projections, and Budget Projections—and the Investment Portfolio page. The program displays a message telling you that your data has been saved.

## **Navigating Through PFP Notebook Sections**

The PFP Notebook consists of eight Notebook Sections:

- **Client**
- **Financial Data**
- **Risk Management**
- **Investments**
- **Retirement Planning**
- **Estate Planning**
- **Education Funding**
- **Income Tax**

Each section begins with a Section Menu page, which lists the pages in order and gives a brief outline of the purpose of the Notebook Section. You can turn to any page listed under that Notebook Section by clicking on the name of the page. Each section provides areas for recording and accessing information about your client. Many sections contain calculation results and comparisons of those results, as well.

## **Changing Between Notebook Sections**

Hit enter before you change pages in PFP to make sure your data is saved.

There are five ways to change between Notebook Sections:

- **Menu Bar**
- **Notebook Tabs**
- **Section Menu Toolbar**
- **The Page Up and Page Down keys**

The **Menu Bar** is located at the top of the screen. From the Section pull-down menu, select any Notebook Section or page within that section.



The **Notebook Tabs** are located at the bottom of the screen. Select a Notebook Section by clicking on a Notebook Tab. The Section Menu page of your selection will appear with a list of the pages within that section.



The **Section Menu Toolbar** is located on the top-right of every page (except the Section Menu page). The toolbar consists of a Section Menu button and two sets of single and double arrow buttons:



- Click the double arrow buttons to move back and forth from section to section.
- Click the single arrow buttons to move back and forth, one page at a time, within a section. The right button will move to the next section if you are on the last page of a section. The left button will move to the previous section if you are on the first page of a section.
- Click the Section Menu button to turn to the Section Menu page of the present section.

To walk through a financial plan, you need to know the three basic functions of the PFP Notebook™:

1. Gathering the client's personal and financial information, as described earlier in this guide and in the first chapter of the manual.
2. Analyzing and reviewing the client's information.
3. Creating the comprehensive report for the client.

Input the information from the Forms Packet into the PFP Notebook™ or import the information from the client's Data Gatherer disk. (See Import from Data Gatherer in the manual.)

Enter any additional information into the other sections of the program. For ease of use, PFP Notebook™ is divided into eight different tabs that cover specific areas of an individual's financial scope.

- 1. Client**—Details all of the personal information regarding the client. The information will come from the Initial Forms Packet or the Data Gatherer Disk. You can also record the goals and objectives of the client.
- 2. Financial Data**—Records and projects the client's net worth and budget statements. It also calculates mortgage payments and amortization schedules.
- 3. Risk Management**—Analyzes the client's current insurance coverage, life insurance needs, and helps to determine the best life insurance vehicle.
- 4. Investments**—Records the client's present investment portfolio, risk aversions, and recommendations for developing an investment strategy for the future.
- 5. Retirement Planning**—Provides several models to calculate the client's retirement income needs and the amount of investments needed to reach that goal.
- 6. Estate Planning**—Provides major estate planning considerations and alternatives through the use of checklists. It also provides a section for documenting any decisions made by the client. It makes simple estate and gift tax calculations and shows total assets to be distributed.
- 7. Education Funding**—Estimates the cost of educating children.
- 8. Income Tax**—Organizes the client's prior tax information. It also provides various tax alternatives, and it estimates income tax liability.

Clicking on any tab displays a worksheet or text box for your use. Fill out as much or as little information as needed, depending on what areas apply to your client.

For example, if your client is only concerned with retirement planning and funding for a child's education, you only need to access the Retirement Planning and the Education Funding tabs.

The manual covers each tab in depth.

## What Do I Do if the Spell Check Program Is Not Working?

PFM Notebook should be ready to run when you first open the program, but if something goes wrong, you can remedy it. If you open spell check by clicking the Spelling button in a text window and see the following message: “A main dictionary has yet to be set for this configuration. Edit configuration?” Click the Yes button. You'll next see the spell check set up screen. Remove any dictionary currently listed there. Then click on the Add button that's nearer the top of the screen. You'll get an “open” screen. Locate the American.dct file that's in your main PFM directory and click the open button. If there is more than one dictionary on the list, click the Remove button to clear them all and locate the .dct file in your PFM folder. When you return to the spell check set up screen, click OK. You should have to do this only once.

## Creating a Report

Once all the information is entered and you have consulted with your client, it's time to create the report. From the Documents pull-down menu, select **Final Report**. Click in the include column to include the item on the final report. The final report screens are discussed in detail in chapter 14.

## **New Features**

### **Interacting with Brentmark Products**

PFP Notebook interacts with other Brentmark Software programs. If you also license the Pension Distributions Planner, or any of several other products, you can access them from inside PFP Notebook.

Select “Brentmark Programs” from the list of Calculators on the Tools Menu to see which programs are installed on your system, and then just click the program name to run it.

When you are done using one of these other Brentmark programs, click “Save” on the file menu to save the data with the rest of your client's data in PFP Notebook.

The next time you load that program from inside PFP Notebook, it will have your client’s data loaded automatically! To do a calculation for another client, just select another client from inside PFP Notebook, and then click the desired program again.

### **The Pension Distributions Calculator**

The Pension Distributions Calculator provides you with a quick, easy way to illustrate both required minimum distributions and the pre-59½ distributions necessary to avoid the 10% penalty for early withdrawals. The Pension Distributions Planner adds to this the ability to illustrate plans being split between multiple beneficiaries.

### **Savings Bond Toolkit**

Run Savings Bond Toolkit from inside PFP and have the Total Redemption Value appear of the PFP Net Worth Schedule. Re-valuing the bonds will be as simple as changing the statement date in PFP, and then clicking the Savings Bond Toolkit button. Savings Bond Toolkit will be acting as a “drill down” to illustrate the details of the savings bond holdings.