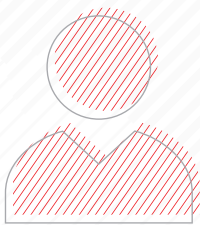
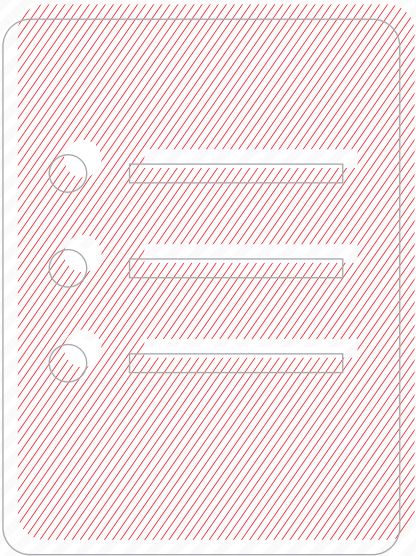
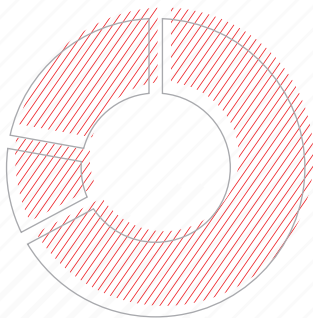
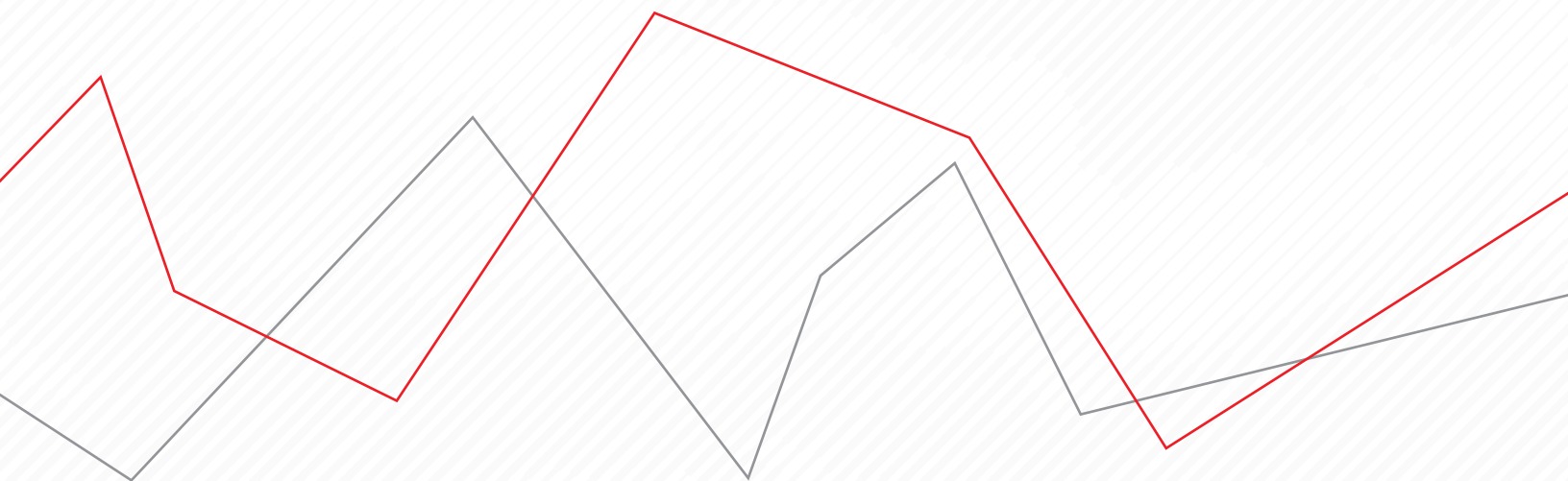


Leveraging Goal Bridge to Create Goal-Based Investment Plans in Morningstar Office Web

Exercise Guide



MORNINGSTAR Office



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Leveraging Goal Bridge to Create Goal-Based Investment Plans in Morningstar Office Web

Welcome to Morningstar Goal Bridge, a planning and investment proposal tool designed to combine goal setting and investment planning into a single workflow. In this exercise manual, you will create a Goal Plan for prospects Chris and Nicole Haba. The following topics are covered:

Overview

- ▶ [Learning about Your Prospects \(page 5\)](#)
- ▶ [Establishing the Habas in Morningstar Office Web \(page 6\)](#)
- ▶ [Initiating a Goal Plan \(page 15\)](#)
- ▶ [Completing the Information Section \(page 18\)](#)
- ▶ [Establishing Goals \(page 34\)](#)
- ▶ [Creating Investment Plans and Goal Plan Summaries \(page 45\)](#)

Learning about Your Prospects

Meet Chris and Nicole Haba. You've learned a lot about them over the course of a few virtual meetings. They are a recently married couple. They love to travel, and they have family scattered across the globe. This is both of their second marriage. Nicole has two grown children from her first marriage.

So far, your working relationship is going well. Using Morningstar Office Web, you've shown the value you can provide helping them build a portfolio aligned with their investment objectives.

Today, you and the Habas are meeting virtually once again to discuss their goals. Using Morningstar Goal Bridge, you and the Habas will work together to create a goal-based investment plan.

Overview



Chris and Nicole Haba

Before you begin creating the Habas's investment plan, review the **Exploring Benefits and features of Morningstar Goal Bridge** section of the Goal Bridge [user manual](#).

As you move through the plan, be sure to refer back to the [user manual](#) to review guidance on the different steps of the goal plan.

Establishing the Habas in Morningstar Office Web

Before creating a Goal Plan, you must first establish the Habas within Morningstar Office Web. Data within the prospect and account profiles automatically push into Goal Plan. So, be sure to enter as much information in this initial step as possible.

Overview

In this section, complete the following exercises:

- ▶ Create a prospect record ([Exercise 1 on page 6](#))
- ▶ Add a member ([Exercise 2 on page 8](#))
- ▶ Import a quick account, and ([Exercise 3 on page 10](#))
- ▶ Create a model portfolio. ([Exercise 4 on page 12](#))

To begin, create a prospect record for the Habas. The demographic data entered here autopopulates the Profile step of the goal plan. In addition to the required fields noted with a red asterisk, be sure to enter the following fields:

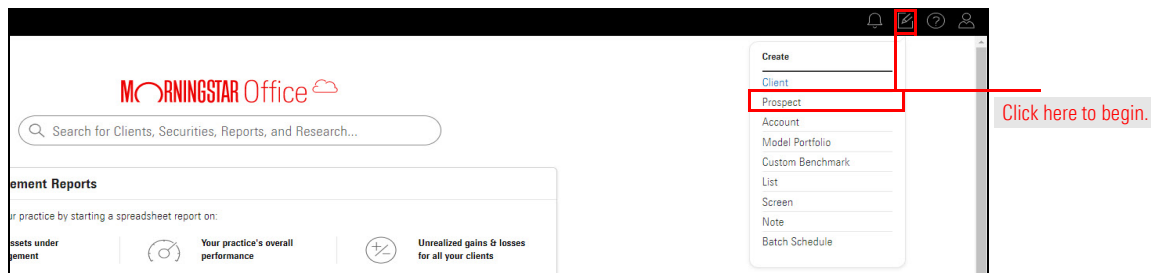
Exercise 1: Create a prospect record

- ▶ Date of Birth
- ▶ Desired Retirement Age, and
- ▶ State of Residence/

Note: If you already created a prospect record for the Habas, please edit the prospect profile. **Hover the cursor** over the **Haba** record, then click **Actions > Prospect > Edit Prospect Profile/Settings**. Then use the table in step 2 to update the prospect record.

To create a prospect record, do the following:

1. In the header, click the **Create** icon, then select **Prospect**. The Create Prospect window opens.



2. In the Create Prospect box, fill out the following **fields**:

In this field ...	Enter this data ...
Prospect Name	Haba Family
First Name	Chris
Last Name	Haba
Date of Birth	10/12/1972
Desired Retirement Age	65
State of Residence	TX

Create Prospect Cancel Create

[Profile](#) [Settings](#)

Prospect Name* * Required
Haba Family

PRIMARY MEMBER

First Name* * Required
Chris

Last Name* * Required
Haba

Social Security Number

Date of Birth

Client Age

Desired Retirement Age

Address 1

Address 2

Address 3

City **State** **Zip Code**

E-mail

Home Phone **Work Phone**

Review Date

Enter all
required fields.

3. Click **Create**. The Create Prospect window closes.

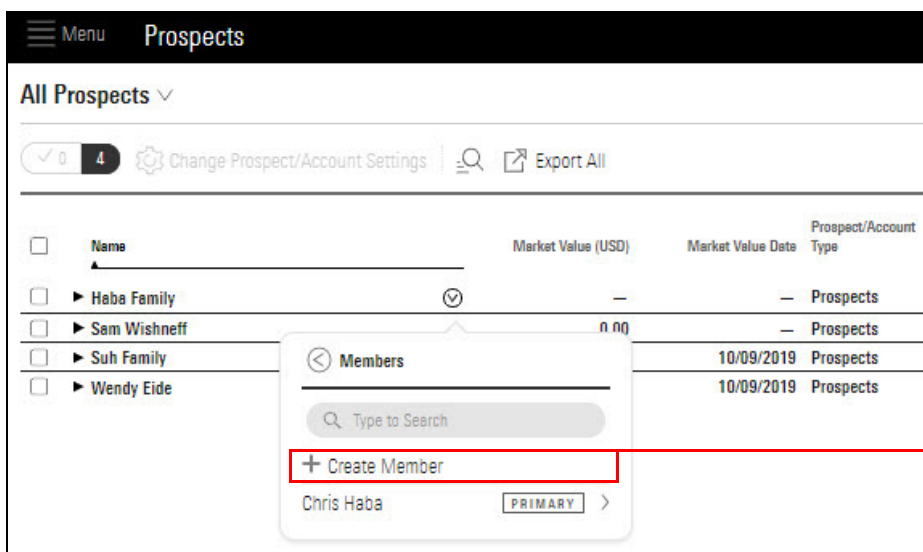
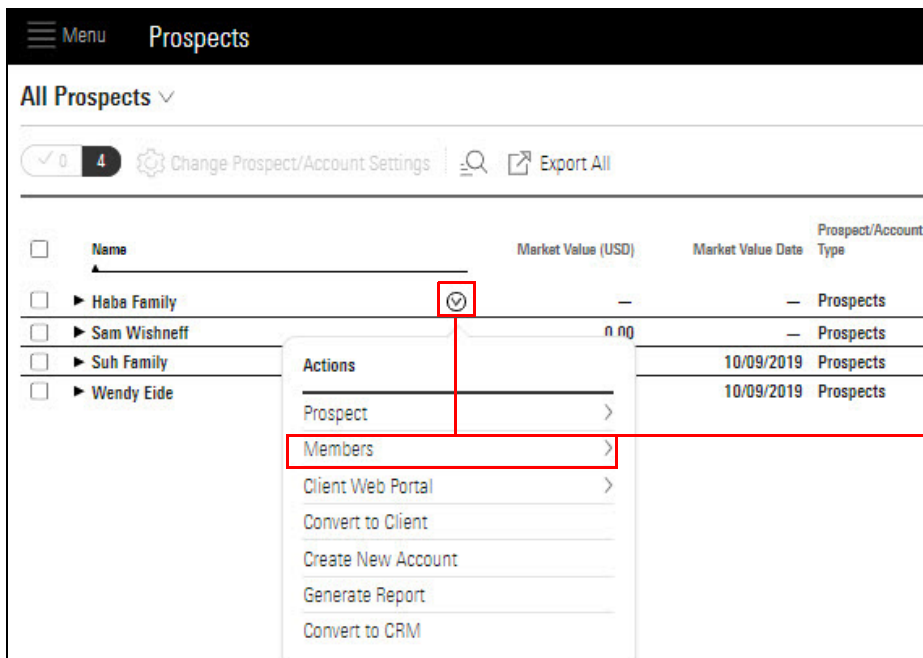
To include Nicole in the plan, she must be added as a member of the prospect record.

- Note: If you already added Nicole as a member of the Habas Family record, please edit the member profile. Hover the cursor over the Haba record, then click **Actions > Member > Nicole Haba > Edit Profile**. Then use the table in step 2 to update the member record.

Exercise 2: Add Nicole to the Haba Family record

Do the following:

1. **Hover the cursor** over the **Haba Family** row, click the **Action** icon, then select **Members > Create Member**. The Create Member window opens.



2. In the Edit Member box, fill out the following **fields**:

In this field ...	Enter this data ...
First Name	Nicole
Last Name	Haba
Date of Birth	10/24/1975
Desired Retirement Age	62
State of Residence	TX
Relationship	Spouse

Edit Member - Haba Family Cancel Save

* Required

Member First Name* Member Last Name*

Social Security Number Date of Birth Client Age Desired Retirement Age

Address 1 Address 2

Address 3 City State Zip Code

E-mail Home Phone Work Phone

Relationship*

Enter all
required fields.

3. Click **Create**.

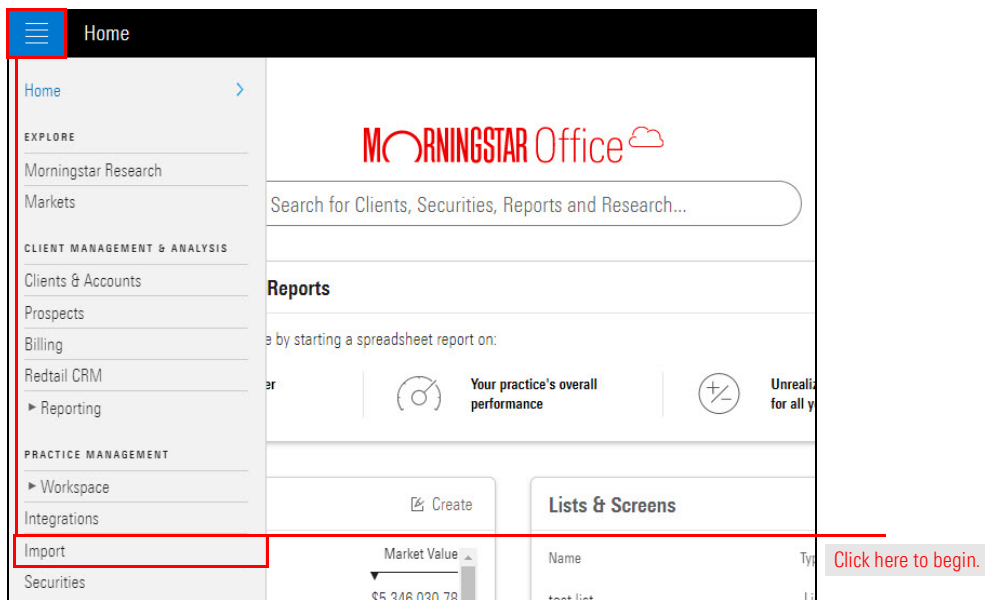
Prior to today's meeting, the Habas provided you with a current account statement. In this exercise, use the import tool to create a quick account based on their current holdings and market value. This account will be used to fund goals within the goal plan.

Note: Click [here](#) to download the Microsoft Excel file to import.

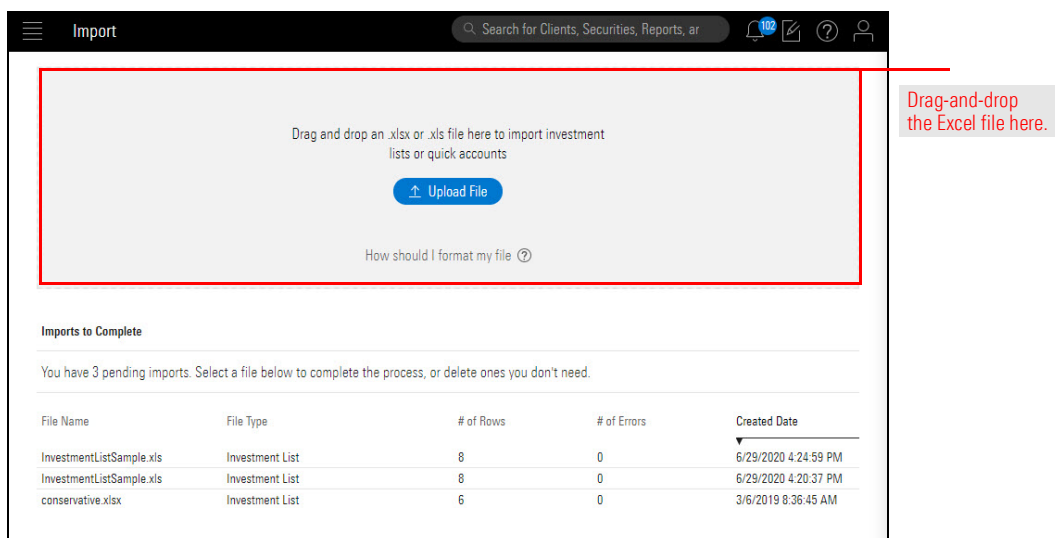
Exercise 3: Import a quick account

Do the following:

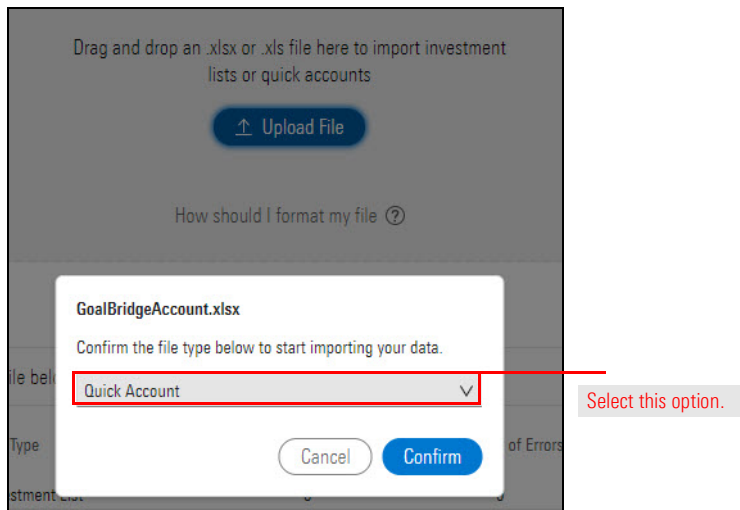
1. From the **Menu**, select **Import**. The Import page opens.



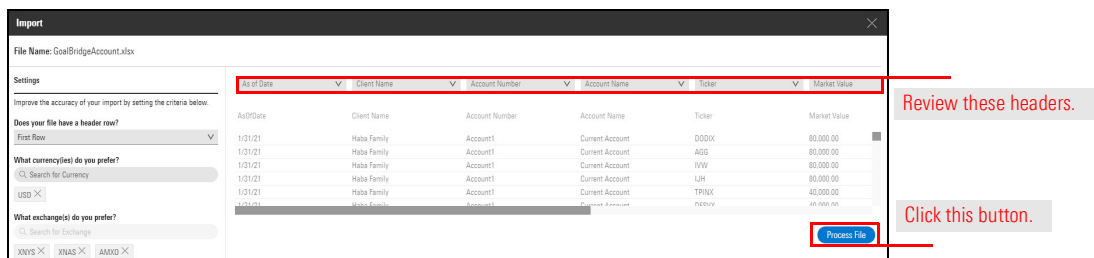
2. **Drag-and-drop** the **GoalBridgeAccount.xlsx** file to the Upload File banner. The File Type box opens.



- From the **drop-down** menu, select **Quick Account**, then click **Confirm**. The Import panel opens.

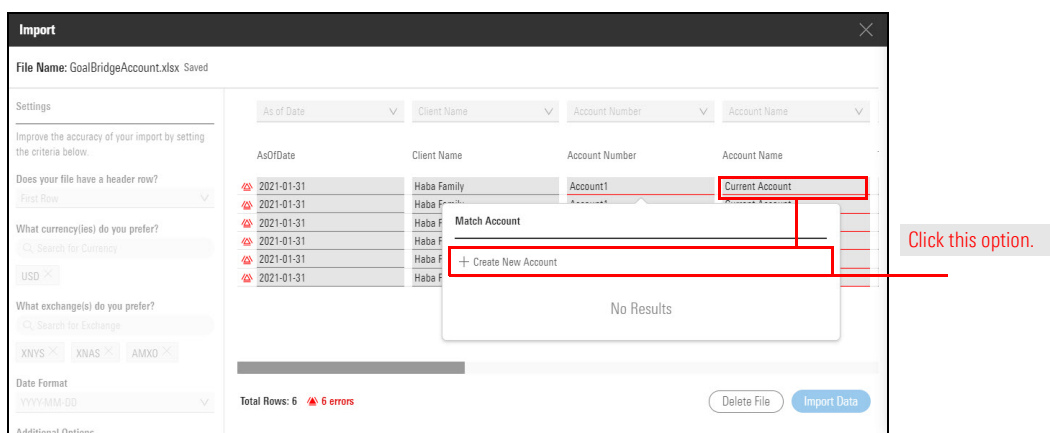


- In the Import panel, validate the label in each header matches the content in its column, then click **Process File**. A red warning symbol appears.



- In the **Account Name** column, in the first row, select **Current Account**. The Create New Account box opens.

Note: If you previously created an account for the Habas, the Match Account box opens. Click **Current Account**.



6. Click **Create**.

File Name: GoalBridgeAccount.xlsx Saved

Settings

Improve the accuracy of your import by setting the criteria below.

Does your file have a header row?

First Row

What currency(ies) do you prefer?

Search for Currency

USD

What exchange(s) do you prefer?

Search for Exchange

XNYS XNYS XNYS AMXO

Date Format

YYYY-MM-DD

Additional Options

As of Date	Client Name	Account Number	Account Name
2021-01-31	Haba Family	Account1	Current Account
2021-01-31	Haba Family	Account2	Current Account
2021-01-31	Haba Family	Account3	Current Account
2021-01-31	Haba Family	Account4	Current Account
2021-01-31	Haba Family	Account5	Current Account
2021-01-31	Haba Family	Account6	Current Account

Create New Account

Account Name: Current Account

Type: Taxable

Create

Total Rows: 6 6 errors

Delete File Import Data

7. Click **Import Data**. The Habas's account is now available within the Prospects page.

The final step before initiating the goal plan is to create a model portfolio with your preferred holdings. This model portfolio is used to create an investment plan for each goal.

Exercise 4: Create a model portfolio

Note: If you already created the Recommended Portfolio in a previous class, skip this exercise and move on to [Exercise 5 on page 15](#).

To create a model portfolio to fund the plan, do the following:

1. On the header, click the **Create** icon, then select **Model Portfolio**. The Create a Model Portfolio box opens.

MORNINGSTAR Office

Search for Clients, Securities, Reports, and Research...

Recent Reports

For practice by starting a spreadsheet report on:

Assets under management

Your practice's overall performance

Unrealized gains & losses for all your clients

Create

- Client
- Prospect
- Account
- Model Portfolio
- Custom Benchmark
- List
- Screen
- Note
- Batch Schedule

2. In the **Model Portfolio Name** field, type **Recommended Investments**, then click **Next**. The Creating: Recommended Investments box opens.

Create a Model Portfolio

Cancel Next

You can always change these details later in Settings. *Required


Model Portfolio Name*

Recommended Investments

Benchmark*



Morningstar Mod Tgt Risk TR USD

- Click the **Add Holdings** button. The Add Holdings menu opens.
- In the **Add Holdings** field, type **AULRX**, then click the **suggestion**. The fund is added.

Creating: Recommended Investm...  Save Close

Choose holdings for this model portfolio, then set your allocations by either entering the weights or using Set Equal Weight.

+ Add Holdings Set Equal Weight Calculate

0/0  **Add Holdings** Rescaled 


☐ Name

MORNINGSTAR SECURITIES

Name	Identifier	Type	Exchange	Bond	Cash	Other	Not Classified
American Century Ultra® R	AULRX	Open-En...	NASDAQ	0.00	100.00	0.00	0.00





Enter a security identifier into this field.

- Click away from the Add Holdings menu.
- In the **Weight %** column, type **30**, then **click away**.

Creating: Recommended Invest  Save Close

Choose holdings for this model portfolio, then set your allocations by either entering the weights or using Set Equal Weight.

+ Add Holdings Set Equal Weight Calculate


0/1    Column Set: Asset Allocation (Long Rescaled) 

Name	Weight %	Ticker	US Stock	Non-US Stock	Bond	Cash	Other	Not Classified
Morningstar US Market TR USD	—	MSTART	98.88	1.32	0.00	0.00	0.00	—
Edited	100.00	—	—	—	—	—	—	—
Unallocated Cash	70.00	SCASHEQ\$	—	—	—	—	—	—
<input type="checkbox"/> 1 American Century Ultra® R	30.00	AULRX	98.14	3.86	0.00	0.20	0.00	—

Enter a weight% here.

7. Repeat **steps 3 – 6** to add holdings as outlined in the following table:

Ticker	Weight %
VASVX	20
VTSMX	15
EFG	10
PRFHX	10
DFSVX	5
DODIX	5
VSGBX	5

Editing: Recommended Investm...  Save As Save Close

Choose holdings for this model portfolio, then set your allocations by either entering the weights or using Set Equal Weight.

+ Add Holdings Set Equal Weight Calculate

0/8 Delete Clear Weight Export Column Set: Asset Allocation (Long Rescaled) ▾

<input type="checkbox"/> Name	Weight %	Ticker	US Stock	Non-US Stock	Bond	Cash	Other	Not Classified
Morningstar US Market TR USD	—	MSTART	98.68	1.32	0.00	0.00	0.00	—
Existing	—	—	67.06	12.77	19.51	0.52	0.13	—
Edited	100.00	—	67.06	12.77	19.51	0.52	0.13	—
Unallocated Cash	0.00	SCASHEQS	—	—	—	—	—	—
<input type="checkbox"/> 1 American Century Ultra® R	30.00	AULRX	96.14	3.66	0.00	0.20	0.00	—
<input type="checkbox"/> 2 Vanguard Selected Value Inv	20.00	VASVX	92.08	7.82	0.00	0.10	0.00	—
<input type="checkbox"/> 3 Vanguard Total Stock Mkt Idx Inv	15.00	VTSMX	99.05	0.92	0.00	0.03	0.00	—
<input type="checkbox"/> 4 iShares MSCI EAFE Growth ETF	10.00	EFG	1.13	98.49	0.00	0.38	0.00	—
<input type="checkbox"/> 5 T. Rowe Price Tax-Free High Yield	10.00	PRFHX	0.01	0.00	99.89	0.10	0.00	—
<input type="checkbox"/> 6 DFA US Small Cap Value I	5.00	DFSVX	96.63	2.46	0.00	0.72	0.19	—
<input type="checkbox"/> 7 Dodge & Cox Income	5.00	DODIX	0.00	0.00	90.52	7.06	2.42	—
<input type="checkbox"/> 8 Vanguard Short-Term Federal Inv	5.00	VSGBX	0.00	0.00	100.00	0.00	0.00	—

Enter weight percentages in this column.

8. Click **Save**, then click **Close**.

Initiating a Goal Plan

You have established the Habas as a prospect, added a current account, and created a model containing recommended investments. Now you are ready to create the Goal Plan from Morningstar Office Web.

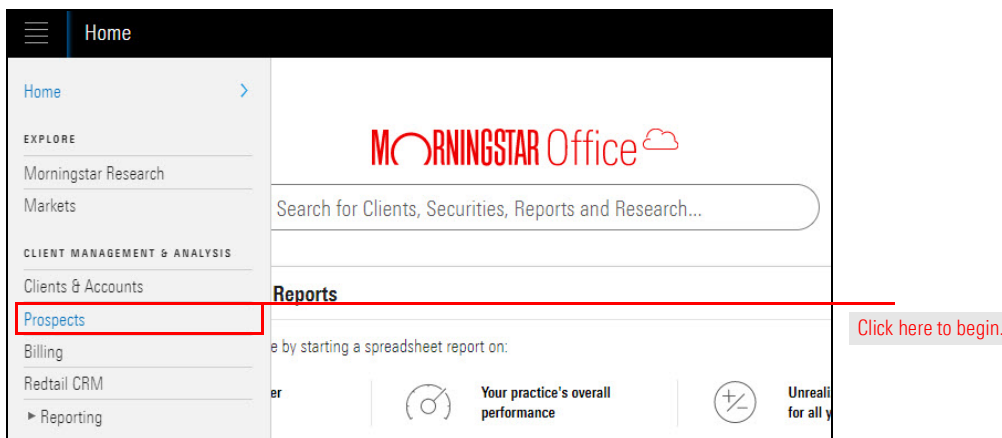
In this section, complete the following exercises:

- ▶ Launch Goal Bridge from Morningstar Office Web, and ([Exercise 5 on page 15](#)), and
- ▶ Create a new Goal Plan. ([Exercise 6 on page 17](#))

Goal Bridge is launched from a client or prospect record. Once launched, Goal Bridge opens in a separate browser tab.

To open Goal Bridge, do the following:

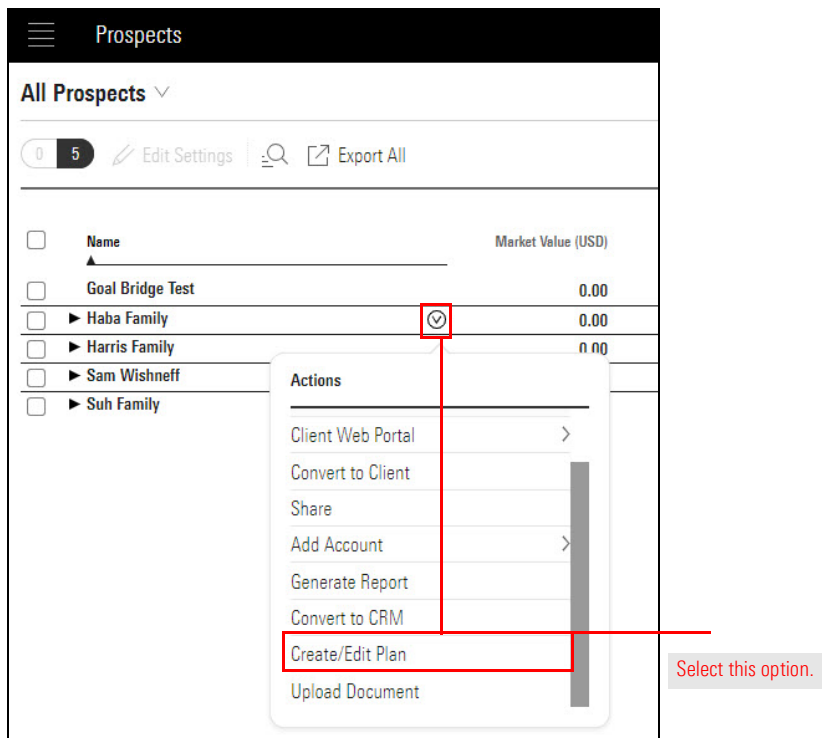
1. From the **Menu**, select **Prospects**. The Prospects page opens.



Overview

Exercise 5: Launch Goal Bridge from Morningstar Office Web

2. **Hover the cursor** over the **Haba Family** record. The Action icon appears.
3. From the **Actions** drop-down menu, select **Create/Edit Plan**. Goal Bridge opens in a separate browser tab.

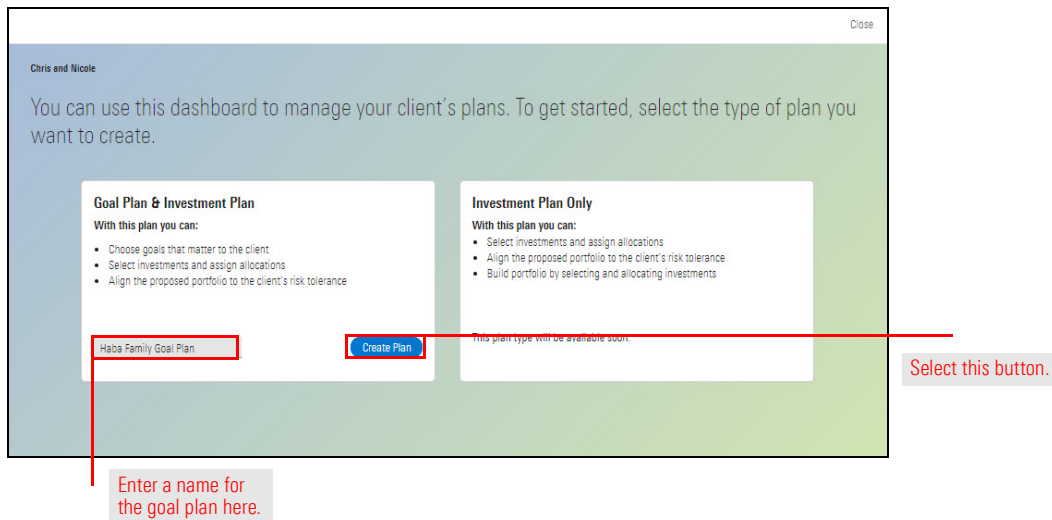


Goal Bridge opens on the client dashboard. Within this dashboard, you find any previously created plans, as well as the option to create new plans.

Exercise 6: Create a Goal Plan

To create a new plan for the Habas, do the following:

1. On the Goal Bridge client dashboard, in the **Goal Bridge & Investment Plan** box, type **Haba Family Goal Plan**.



2. Click **Create Plan**. The Information section of the Goal Plan opens.

Completing the Information Section

The Information section captures important client data necessary to inform the plan. This includes retirement age, life expectancy, income, risk tolerance, and more. The Information section includes the following steps:

1. Profile
2. Incomes
3. Accounts, and
4. Questionnaire.

 Note: Click [here](#) to access instructions on the Information section in the user manual.

In this section, complete the following steps:

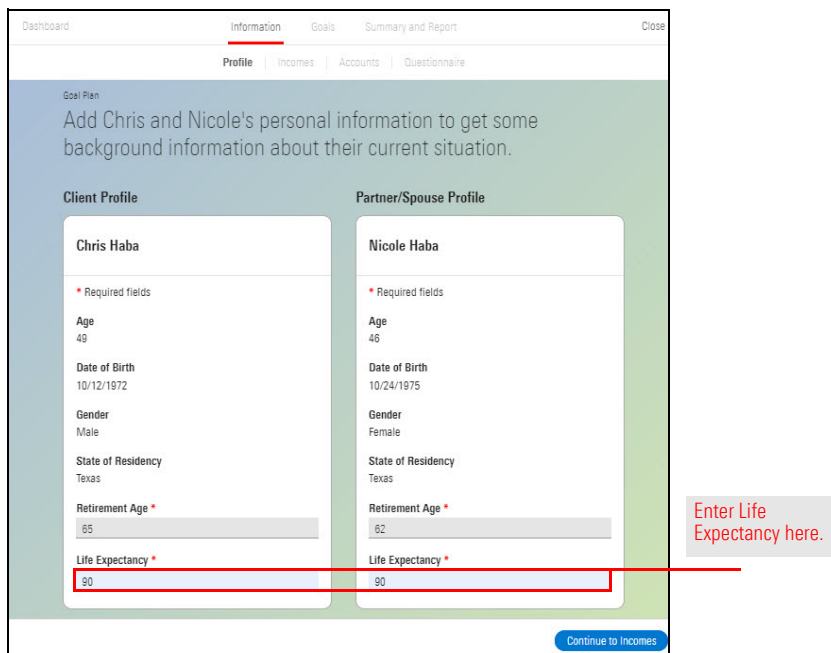
- ▶ Edit the Profile ([Exercise 7 on page 18](#))
- ▶ Enter Income Sources ([Exercise 8 on page 19](#))
- ▶ Add Retirement Accounts ([Exercise 9 on page 27](#))
- ▶ Add Contribution Amounts, and ([Exercise 10 on page 30](#))
- ▶ Complete the Risk Questionnaire. ([Exercise 11 on page 31](#))

Many of the fields entered in the prospect profile automatically push through to Goal Bridge. To include additional information, do the following:

1. In the Client Profile, from the **Gender** drop-down menu, select **Male** (first plan only).
2. In the **Life Expectancy** text box, type **90**.
3. In the Partner/Spouse Profile, from the **Gender** drop-down menu, select **Female**.
4. In the **Life Expectancy** text box, type **90**.

Overview

Exercise 7: Edit the Profile



The screenshot displays the 'Information' section of the Morningstar Goal Bridge interface, specifically the 'Profile' tab. It shows two profiles: 'Chris Haba' (Client Profile) and 'Nicole Haba' (Partner/Spouse Profile). Both profiles have fields for Age, Date of Birth, Gender, State of Residency, Retirement Age, and Life Expectancy. The Life Expectancy field for both is highlighted with a red box and contains the value '90'. A red arrow points from a text box 'Enter Life Expectancy here.' to the Life Expectancy field of Nicole Haba.

Field	Chris Haba (Client)	Nicole Haba (Partner/Spouse)
Age	49	46
Date of Birth	10/12/1972	10/24/1975
Gender	Male	Female
State of Residency	Texas	Texas
Retirement Age *	65	62
Life Expectancy *	90	90

5. On the bottom-right corner of the screen, click **Continue to Incomes**. The Income page opens.

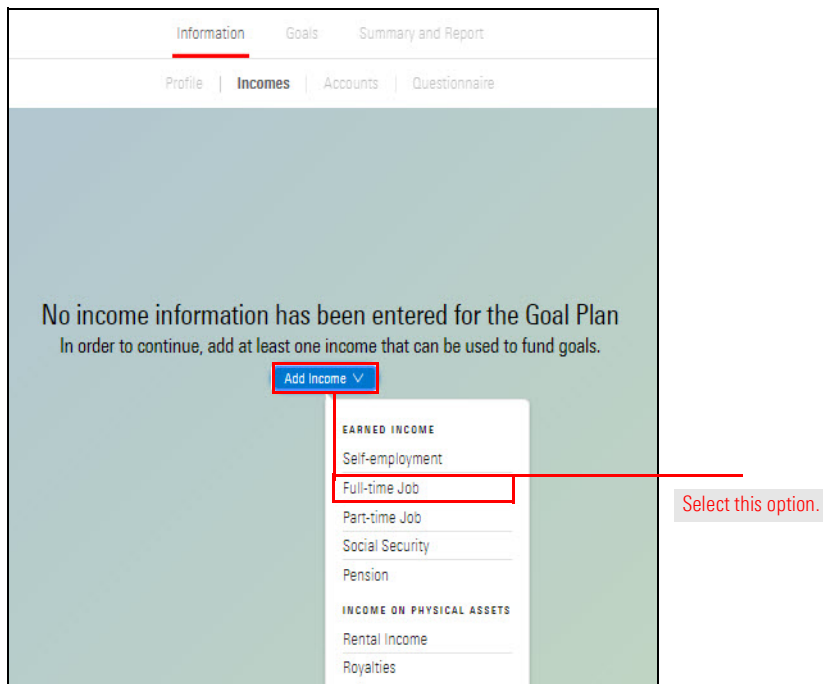
Next, enter the following income sources for the Habas:

- ▶ Employer income for Chris & Nicole, and
- ▶ Social Security for Chris & Nicole.

Exercise 8: Enter Income Sources

To add Chris's employer income, do the following:

1. From the **Add Income** drop-down menu, select **Full-time Job**. The Full-time Job box opens.



2. In the Owner field, confirm Chris Haba is selected.

3. In the income entry box, enter the following:

In this field ...	Enter this data ...
Income Name	Chris's Employer Income
Annual Salary	\$100,000
Income Growth Rate	2.5%

Dashboard Information Goals Summary and Report Close

Profile Incomes Accounts Questionnaire

Goal Plan

Enter all Chris and Nicole's sources of income to get a better sense of their cash flow.

[Add Income](#)

Earned Income

▼ Chris' Employer I...
Full-time Job

* Required fields

Income Name *
Chris' Employer Income

Owner *
Chris Haba

Annual Salary *
\$100,000

Income Growth Rate
2.50%

Start Year * Current Year: 2021 (age 48) ▼ **End Year *** Retirement Year: 2037 (age 65) ▼

Income Over Time

Settings ▼

■ Chris' Employer Income

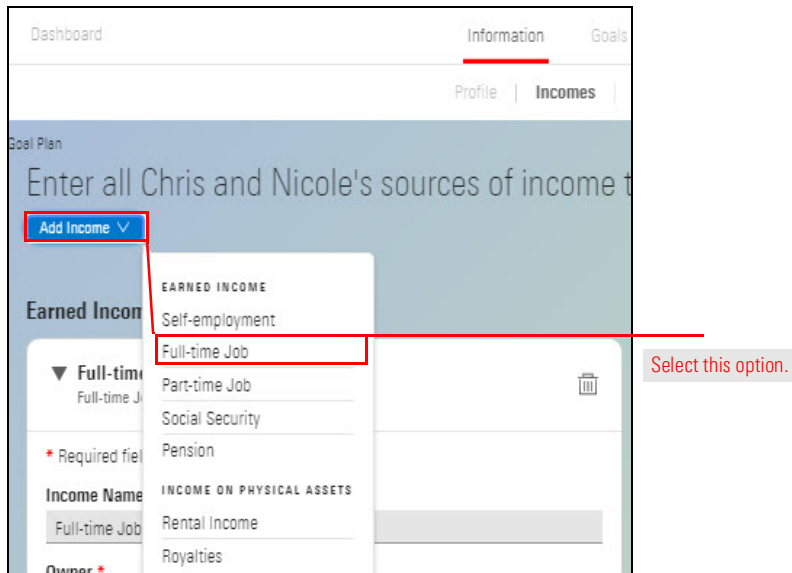
Client Retirement Year: 2037
Partner Retirement Year: 2037

Back [Continue to Accounts](#)

Enter data
into these fields.

To add Nicole's employer income, do the following

1. From the **Add Income** drop-down menu, select **Full-time Job**. A second box opens.



2. In the Owner field, confirm Nicole Haba is selected.

3. In the income entry box, enter the following:

In this field ...	Enter this data ...
Income Name	Nicole's Employer Income
Annual Salary	\$120,000
Income Growth Rate	2.5%

Profile | **Incomes** | Accounts | Questionnaire

Goal Plan

Enter all Chris and Nicole's sources of income to get a better sense of their cash flow.

[Add Income](#)

Earned Income

▶ Chris' Employer I...
Full-time Job
Income Amount: \$100,000 / Year
Start—End Year: 2021-2037

▼ Nicole's Employ...
Full-time Job

* Required fields

Income Name *
Nicole's Employer Income

Owner *
Nicole Haba

Annual Salary *
\$120,000

Income Growth Rate
2.50%

Start Year *
Current Year: 2021 (age 46)

End Year *
Retirement Year: 2037 (age 62)

[Back](#) [Continue to Accounts](#)

Income Over Time Settings

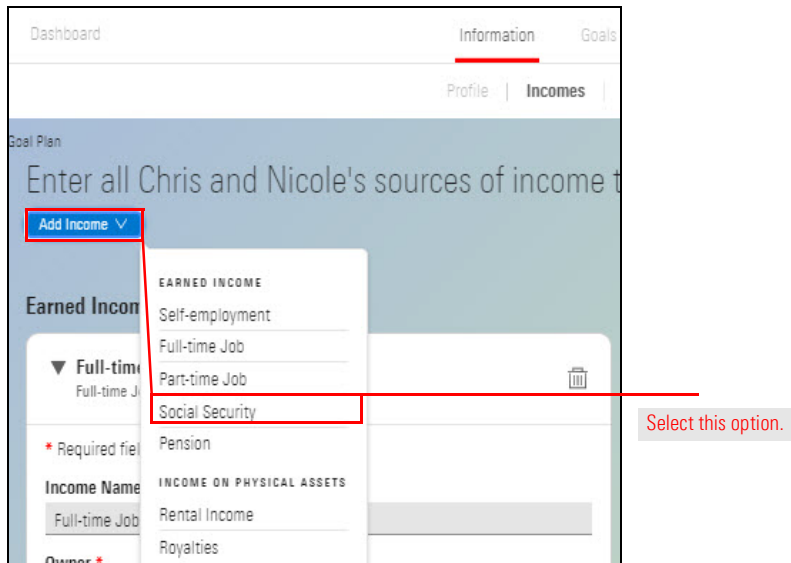
■ Chris' Employer Income ■ Nicole's Employer Income

Client Retirement Year: 2037
Partner Retirement Year: 2037

Enter data
into these fields.

To add Chris's Social Security income, do the following:

1. From the **Add Income** drop-down menu, select **Social Security**. A third box opens.



2. In the Owner box, confirm Chris Haba is selected.

3. In the income entry box, enter the following:

In this field ...	Enter or select this data ...
Income Name	Chris's Social Security
Social Security Benefit Age	65
Social Security Benefit	Projected Benefit Amount

Chris' Social Sec...

Social Security

Required fields

Income Name *

Chris' Social Security

Owner *

Chris Haba

Social Security Benefit Start Age *

View projected benefit based on election age

65

Social Security Benefit *

Estimated Benefit Amount

Monthly *

Annual

\$0.00

\$0

Social Security COLA

0.00%

Projected Benefit Amount

Monthly

Annual

\$3,500.56

\$42,007

Eligible for Spousal Benefits

Income Over Time

Settings

Chris' Employer Income

Nicole's Employer Income

Chris' Social Securit

Client Retirement Year: 2037

Partner Retirement Year: 2037

Enter benefit age here.

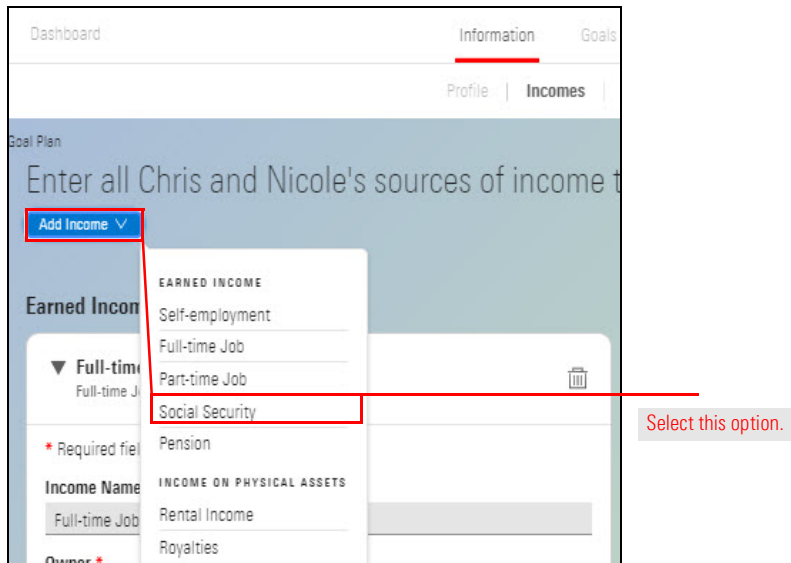
Select this option.

Back

Continue to Accounts

To add Nicole's Social Security income, do the following:

1. From the **Add Income** drop-down menu, select **Social Security**.



2. In the Owner field, confirm Nicole Haba is selected.

3. In the income entry box, enter the following:

In this field ...	Enter or select this data ...
Income Name	Nicole's Social Security
Social Security Benefit Age	68
Social Security Benefit	Projected Benefit Amount

The screenshot displays the 'Income Over Time' section of the Morningstar Goal Bridge software. On the left, the form for 'Nicole's Social Security' is shown. The 'Income Name' is 'Nicole's Social Security', the 'Owner' is 'Nicole Haba', and the 'Social Security Benefit Start Age' is set to 68. The 'Social Security Benefit' section has two options: 'Estimated Benefit Amount' (selected) and 'Projected Benefit Amount'. The 'Projected Benefit Amount' is set to 'Monthly' with a value of \$5,402.37. The 'Estimated Benefit Amount' is set to 'Monthly' with a value of \$0.00. The 'Social Security COLA' is set to 0.00%. The 'Projected Benefit Amount' is also set to 'Annual' with a value of \$64,828. On the right, the 'Income Over Time' chart shows income from 2021 to 2057. The chart includes three data series: 'Chris' Employer Income' (blue), 'Nicole's Employer Income' (red), and 'Chris' Social Security' (green). The chart shows a significant increase in income starting around 2037, which corresponds to the 'Client Retirement Year: 2037' and 'Partner Retirement Year: 2037'. A red box highlights the 'Projected Benefit Amount' section, and a red line points to the 'Continue to Accounts' button at the bottom right.

Enter benefit age here.

Select this option. Then enter amounts.

4. On the bottom-right corner of the screen, click **Continue to Accounts**. The Accounts page opens.

Once all income sources are added, the next step is to add additional accounts to help fund the goal plan. In this exercise, you will add 401(k) plans for Chris and Nicole.

Exercise 9: Enter Retirement Income

To add Chris's retirement account, do the following:

1. From the **Add Accounts** drop-down menu, select **401(k)**. A box opens.

The screenshot shows the Morningstar Goal Bridge 'Information' tab. The main heading is 'Enter the amount Chris and Nicole contribute annually'. Below this, there is a section for 'Add Accounts' with a dropdown menu. The dropdown menu is open, showing a list of 'PRE-TAX ASSETS' options: Variable Annuity, 401(a), 457(b), KEOGH, Profit Sharing Money Purchase, SIMPLE, IRA SEP, SARSEP, Traditional IRA, 403(b), and 401(k). The '401(k)' option is highlighted with a red box. A red line points from the '401(k)' option to a text box on the right that says 'Select this option.'.

2. In the Owner field, confirm Chris Haba is selected.

3. In the account entry box, enter the following:

In this field ...	Enter or select this data ...
Account Name	Chris's 401(k)
Account Value	\$200,000
Managed	Check the box
Pre-tax Contribution	10%
Employer Contribution — Matches	75% of the first 10%

Pre-tax Assets

▼ Chris' 401(k)

Required fields

Account Name *
Chris' 401(k)

Owner *
Chris Haba

Managed
☒

Account Value *
\$200,000

Total Contributions
\$17,500.00/year

Linked Income
Chris' Employer Income

Income Amount
\$100,000/year

Pre-tax Contribution
10.00%/yr
\$10,000.00/yr

Start Year *
Current Year: 2021 (age 49)

End Year *
Retirement Year: 2037 (age 65)

Employer Contribution

☒ Matches 75.00% of the first 10.00%
\$7,500.00 \$10,000.00

☐ 0% if the employee contributes at least 0%

☐ 0% regardless of the employee contribution

Asset Allocation
View details
Conservative

Annual Contributions

Chris' 401(k)

Client Retirement Year: 2037
Partner Retirement Year: 2037

Enter data
into these fields.

Select this option.

To add Nicole's Retirement Account, do the following:

1. From the **Add Accounts** drop-down menu, select **401(k)**. A second box opens.
2. In the Owner field, confirm Nicole Haba is selected.
3. In the account entry box, enter the following:

In this field ...	Enter or select this data ...
Account Name	Nicole's 401(k)
Owner	Nicole Haba
Account Value	\$250,000
Managed	Check the box
Pre-tax Contribution	10%
Employer Contribution — 0% regardless of the employee contribution	7%

Nicole's 401(k)

Required fields

Account Name *

Owner *

Managed ☒

Account Value *

Total Contributions \$17,000.00/year

Linked Income Chris' Employer Income

Income Amount \$100,000/year

Pre-tax Contribution \$10,000.00/yr

Start Year * End Year *

Employer Contribution

☐ Matches 0% of the first 0%

☐ 0% if the employee contributes at least 0%

☒ 7.00% regardless of the employee contribution \$7,000.00

Asset Allocation

Back [Continue to Questionnaire](#)

Annual Contributions

Chris' 401(k) Nicole's 401(k)

\$60,000

45,000

30,000

15,000

0

2021 2025 2029 2033 2037

Client Retirement Year: 2037
Partner Retirement Year: 2037

Enter data into these fields.

Select this option, then enter amounts.

In addition to adding additional accounts, you must also add a contribution amount for the Habas's Current Account.

To add account contributions, do the following:

1. Click the **caret** to the left of the Current Account. The account entry box expands.
2. Check the **Managed** box.
3. In the **Post-Tax Contribution** text box, type **\$10,000**.

Exercise 10: Enter a contribution amount for the Habas's Current Account

Profile | Incomes | Accounts | Questionnaire

Goal Plan

Enter the amount Chris and Nicole contribute annually to each of their accounts.

[Add Accounts](#) [Sync Account Values](#)

Pre-tax Assets

	Managed	Account Value	Contribution Amount
▶ Chris' 401(k) 401(k)	<input checked="" type="checkbox"/>	\$200,000	\$17,500.00 / Year
▶ Nicole's 401(k) 401(k)	<input checked="" type="checkbox"/>	\$250,000	\$17,000.00 / Year

Post-tax Assets

▼ Current Acc...
Taxable

* Required fields

Owner	Managed	Account Value
Chris Haba	<input checked="" type="checkbox"/>	\$354,658

Post-tax Contribution

Start Year *
Current Year: 2021 (age 49) ▼

End Year *
Retirement Year: 2037 (age 65) ▼

Asset Allocation

[View details](#)

Annual Contributions

Settings ▼

■ Chris' 401(k) ■ Nicole's 401(k) ■ Current Account

Stacked bar chart showing annual contributions from 2021 to 2037. The y-axis ranges from 0 to \$70,000. The legend indicates three series: Chris' 401(k) (blue), Nicole's 401(k) (red), and Current Account (green). The chart shows a steady increase in total contributions over time.

Client Retirement Year: 2037
Partner Retirement Year: 2037

Back [Continue to Questionnaire](#)

Enter an amount here.

4. On the bottom-right corner of the screen, click **Continue to Questionnaire**. The Questionnaire page opens.

The final step within the Information section is to complete the FinaMetrica risk tolerance questionnaire. Once the questionnaire is filled out, FinaMetrica autogenerates a risk tolerance score. This score is considered alongside the time horizon when establishing goals to produce a suggested investment profile and target asset allocation for each goal.

Exercise 11: Complete the Questionnaire

The questionnaire includes 10 questions designed to be answered with clients. Answer the questionnaire for the Habas according to the following table:

For this question ...	Select this answer ...
1. Compared to others, how do you rate your willingness to take financial risks?	Average risk taker.
2. How easily do you adapt when things go wrong financially?	Somewhat easily.
3. When you think of the word "risk" in a financial context, which of the following words comes to mind first?	Opportunity.
4. When faced with a major financial decision, are you more concerned about the possible losses or the possible gains?	Usually the possible gains.
5. What degree of risk are you currently prepared to take with your financial decisions?	Medium.
6. Suppose five years ago you bought stock in a highly regarded company. That same year, the company experienced a severe decline in sales due to poor management. The price of the stock dropped drastically and you sold at a substantial loss. The company has been restructured under new management and most experts now expect it to produce better than average returns. Given your bad past experience with this company, would you buy stock now?	Not sure.
7. Investments can go up or down in value and experts often say you should be prepared to weather a downturn. By how much could the total value of all your investments go down before you would begin to feel uncomfortable?	33%.

For this question ...	Select this answer ...
<p>8. Most investment portfolios have a mix of investments - some of the investments may have high expected returns but with high risk, some may have medium expected returns and medium risk, and some may be low-risk/low-return. (For example, stocks and real estate would be high-risk/high-return whereas cash and CDs (certificates of deposit) would be low-risk/low-return.)</p> <p>Which mix of investments do you find most appealing? Would you prefer all low-risk/low-return, all high-risk/high-return, or somewhere in between?</p>	Portfolio 5.
<p>9. With some types of investment, such as cash and CDs (certificates of deposit), the value of the investment is fixed. However, inflation will cause the purchasing power of this value to decrease.</p> <p>With other types of investment, such as stocks and real estate, the value is not fixed. It will vary. In the short term it may even fall below the purchase price. However, over the long term, the value of the stocks and real estate should certainly increase by more than the rate of inflation.</p> <p>With this in mind, which is more important to you - that the value of your investments does not fall or that it retains its purchasing power?</p>	Somewhat more important the value doesn't fall.
<p>10. Think of the average rate of return you would expect to earn on an investment portfolio over the next ten years. How does this compare with what you think you would earn if you invested the money in one-year CDs (certificates of deposit)?</p>	About 3 times the rate of a CD.

Dashboard Information Goals Summary and Report Close

Profile | Incomes | Accounts | Questionnaire

Goal Plan

Work with Chris and Nicole through the following questions so you can better understand how they feel about investment risk.

10 of 10 Answered

1. Compared to others, how do you rate your willingness to take financial risks?

- ☐ Extremely low risk taker.
- ☐ Very low risk taker.
- ☐ Low risk taker.
- ☒ Average risk taker.
- ☐ High risk taker.
- ☐ Very high risk taker.
- ☐ Extremely high risk taker.

2. How easily do you adapt when things go wrong financially?

- ☐ Very uneasily.
- ☐ Somewhat uneasily.
- ☒ Somewhat easily.
- ☐ Very easily.

3. When you think of the word "risk" in a financial context, which of the following words comes to mind first?

- ☐ Danger.
- ☐ Uncertainty.
- ☒ Opportunity.

Back Continue to Goals

Select answers to
each question here.

On the bottom-right corner of the screen, click **Continue to Goals**. The Select Goals page opens.

Establishing Goals

Now that the Habas's information has been added and their risk tolerance has been determined, work together to set goals. Once goals are selected, you will use the accounts added in the previous section to fund the goals. Last, you will create a proposed plan for each goal for the Habas.

Note: Click [here](#) to access the Goals section of the user manual.

In this section, complete the following exercises:

- ▶ Select and customize goals ([Exercise 12 on page 34](#))
- ▶ Fund each goal, and ([Exercise 13 on page 37](#))
- ▶ Create a proposed plan for each goal. ([Exercise 14 on page 40](#)).

In working with the Habas, you've learned retiring comfortably is important to them. They also enjoy traveling internationally to visit family. In this exercise, you will select and customize the following goals:

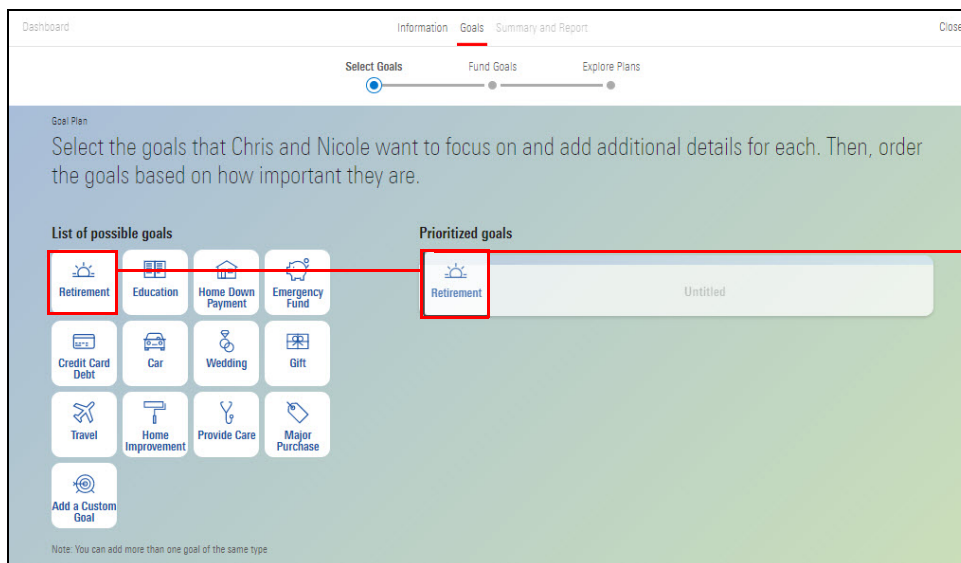
- ▶ Retirement, and
- ▶ Long-term travel budget.

To add a Retirement goal, do the following:

1. **Click-and-drag** the **Retirement** goal from the List of possible goals area to the Prioritized goals area. The Retirement box opens.

Overview

Exercise 12: Select and customize goals



Click and drag goals here.

2. In the goal entry box, enter the following:

In this field ...	Enter or select this data ...
Goal Name	Chris & Nicole's Retirement
Desired Amount	\$180,000
Withdrawals Start Year	Client's Retirement 2037 (Age 65)

Select Goals Fund Goals Explore Plans

Goal Plan

Select the goals that Chris and Nicole want to focus on and add additional details for each. Then, order the goals based on how important they are.

List of possible goals

- Retirement
- Education
- Home Down Payment
- Emergency Fund
- Credit Card Debt
- Car
- Wedding
- Gift
- Travel
- Home Improvement
- Provide Care
- Major Purchase
- Add a Custom Goal

Note: You can add more than one goal of the same type.

Prioritized goals

1 ▼ Chris & Nicole's Retirement

* Required fields

Goal Name *

Chris & Nicole's Retirement

Client: Chris Haba Partner: Nicole Haba

Date of Birth 10/11/1972 Date of Birth 10/23/1975

Retirement Age 65 Retirement Age 62

Retirement Year 2037 Retirement Year 2037

Life Expectancy 90 Life Expectancy 90

Desired Annual Income *

\$180,000

Inflation Rate *

2.27%

Withdrawal Start Year *

Client's Retirement: 2037 (age 65)

Withdrawal End Year *

Partner's Expectancy: 2065 (age 90)

Back Continue to Fund Goals

Enter data
into these fields.

3. **Click-and-drag** the **Travel** goal from the List of possible goals area to the Prioritized goals area. The Travel box opens.
4. In the goal entry box, enter the following:

In this field ...	Enter or select this data ...
Goal Name	Visit Family Internationally
Target Amount	\$5,000
Inflation Rate	2.27%
Withdrawals Period	Deselect One Time box 2037 through 2047

Dashboard Information Goals Summary and Report Close

Select Goals Fund Goals Explore Plans

Goal Plan

Select the goals that Chris and Nicole want to focus on and add additional details for each. Then, order the goals based on how important they are.

List of possible goals

Retirement Education Home Down Payment Emergency Fund

Credit Card Debt Car Wedding Gift

Travel Home Improvement Provide Care Major Purchase

Add a Custom Goal

Note: You can add more than one goal of the same type.

Prioritized goals

1 Visit Family Internatio...

* Required fields

Goal Name *
Visit Family Internationally

Target Amount *
\$5,000

Inflation Rate *
2.27%

Withdrawal Period *
2037 2047 ☐ One Time

2 Chris & Nicole's Retire... Desired Amount \$180,000 / Year Start — End Year 2037-2065

Back Continue to Fund Goals

Enter data
into these fields.

5. In the Prioritized goals area, **click-and-drag** the **Chris & Nicole's Retirement** above Visit Family Internationally.

Dashboard Information Goals Summary and Report Close

Select Goals Fund Goals Explore Plans

Goal Plan

Select the goals that Chris and Nicole want to focus on and add additional details for each. Then, order the goals based on how important they are.

List of possible goals

- Retirement
- Education
- Home Down Payment
- Emergency Fund
- Credit Card Debt
- Car
- Wedding
- Gift
- Travel
- Home Improvement
- Provide Care
- Major Purchase
- Add a Custom Goal

Note: You can add more than one goal of the same type.

Prioritized goals

	Goal	Desired Amount	Start — End Year	
1	▶ Chris & Nicole's Retirement	\$100,000 / Year	2037-2095	
2	▶ Visit Family Internationally	\$5,000 / Year	2037-2047	

Back Continue to Fund Goals

Prioritize goals
in this order.

6. On the bottom-right corner of the screen, click **Continue to Fund Goals**. The Fund Goals page opens.

The next step is to fund each goal using the accounts entered into the Accounts step of the Information section. Each goal is funded individually, and Goal Bridge recommends account types usually used to fund certain goals, such as a 401(k) to fund a retirement goal. However, you can use any account to fund any goal. In this exercise, you will add funding to the following goals:

- ▶ Chris & Nicole's Retirement goal, and
- ▶ Visit Family Internationally goal.

Exercise 13: Fund Goals

To fund the Habas's goals, do the following:

1. Click the **caret** to the left of the Retirement goal. The goal entry box opens.
2. In the **Accounts generally used for this goal type** area, in the text box next to **Chris's 401(k)**, type **100%**.
3. In the text box next to **Nicole's 401(k)**, type **100%**.
4. In the **Consider these if you need more funding** area, in the text box next to **Current Account**, type **75%**.

Dashboard Information Goals Summary and Report Close

Select Goals Fund Goals Explore Plans

Goal Plan

Assign a percentage of Chris and Nicole's accounts to fund each of their goals. This will help determine how likely they are to achieve them.

Assign Accounts

1 **Chris & Nicole's Retirement** Desired Amount \$180,000 / Year Start—End Year 2037-2065

Estimated Amount to Achieve This Goal ⓘ \$2,829,634 — \$3,037,773 Total Amount Assigned to This Goal \$715,993

Account	Assigned to Other Goals	Available for This Goal	Assigned to This Goal
Accounts generally used for this goal type:			
Pre-tax Assets			
Chris' 401(k), Chris	\$200,000	\$0	\$200,000
	ⓘ 0%	0%	100%
Nicole's 401(k), Chris	\$250,000	\$0	\$250,000
	ⓘ 0%	0%	100%
Consider these if you need more funding:			
Post-tax Assets			
Current Account, Chris	\$354,858	\$0	\$354,858
	ⓘ 0%	25%	75%

2 **Visit Family Internationally** Desired Amount \$5,000 / Year Start—End Year 2037-2047

Back Continue to Explore Plans

Goal and Account Details

Goals Accounts

Chris' 401(k), Chris Nicole's 401(k), Chris Current Account, Chris Benchmark range

Chris & Nicole's Retirement

\$200k \$250k \$354.858 \$715.993

0 170,990 327,997 536,999 715,993

Visit Family Internationally

In this scenario, there is no estimated initial balance required to achieve this goal.

Enter data into these fields.

5. Click the **caret** to the left of the to the Travel goal. The goal entry box opens.
6. In the **Accounts generally used for this goal** type area, in the text box next to **Current Account**, type **25%**.

Dashboard Information Goals Summary and Report Close

Select Goals Fund Goals Explore Plans

Goal Plan

Assign a percentage of Chris and Nicole's accounts to fund each of their goals. This will help determine how likely they are to achieve them.

Assign Accounts

1 Chris & Nicole's Retirement Desired Amount \$180,000 / Year Start - End Year 2037-2046

2 Visit Family Internationally Desired Amount \$5,000 / Year Start - End Year 2037-2047

Total Amount Assigned to This Goal \$88,664

Account	Value	Assigned to Other Goals	Available for This Goal	Assigned to This Goal
Accounts generally used for this goal type:				
Post-tax Assets				
Current Account, Chris	\$354,858	\$285,993	\$0	\$88,664
		79%	0%	25%
Consider these if you need more funding:				
Pre-tax Assets				
Chris' 401(k), Chris	\$200,000	\$200,000	\$0	\$0
		100%	0%	0%
Nicole's 401(k), Chris	\$250,000	\$250,000	\$0	\$0
		100%	0%	0%

Goal and Account Details

Goals Accounts

Chris' 401(k), Chris Nicole's 401(k), Chris Current Account, Chris Benchmark range

Chris & Nicole's Retirement

\$200k \$250k \$260k

\$0 759,443 1,918,886 2,278,330 3,037,772

Visit Family Internationally

\$0 22,196 44,332 66,498 88,664

Back Continue to Explore Plans

Enter data into this field.

7. On the bottom-right corner of the screen, click **Continue to Explore Plans**. The Explore Plans page opens.

On the Explore Plan page, note the Retirement goal is funded at 62%, while the Travel goal is funded at 100%. In this exercise, create a proposed plan for Chris & Nicole's Retirement in order to increase the likelihood of meeting their goal.

Exercise 14: Create a Proposed Plan

To create a proposed plan, do the following:

1. From the Explore Plans page, click **Create Proposed Plan**. The Proposed Plan area populates.

The screenshot shows the 'Explore Plans' page in the Morningstar Goal Bridge. The page has a top navigation bar with 'Dashboard', 'Information', 'Goals', 'Summary and Report', and 'Close'. Below this is a progress bar with three steps: 'Select Goals', 'Fund Goals', and 'Explore Plans'. The 'Explore Plans' step is currently active. The main content area is titled 'Goal Plan' and includes tabs for 'Plan Comparisons' and 'Goals Over Time'. A text block states: 'Now that you've created an initial plan, you can generate a proposed plan with your proposals. Then you can discuss both with Chris and Nicole and decide which one is right for them.' Below this is a 'Show Details' button. The 'Initial Plan: 2 Goals' section lists two goals:

Goal	Funding Status	Projected Amount	Desired Amount
Chris & Nicole's...	62% of desired amount	\$111,960 / Year	\$180,000 / Year
Visit Family Inte...	100% of desired amount	\$14,523 / Year	\$5,000 / Year

On the right, the 'Proposed Plan' section is empty, with a red box highlighting the 'Create Proposed Plan' button. A red line points from this button to a callout box that says 'Click here to build a proposal.' At the bottom of the page, there are 'Back' and 'Continue to Summary and Report' buttons.

- Click the **caret** to the left of Chris and Nicole's Retirement. A series of tabs opens.
- In the Details tab, in the Retirement Age fields, enter the following:

In this field ...	Enter this data ...
Chris's Retirement Age	68
Nicole's Retirement Age	65

Goal Plan

Now that you've created an initial plan, you can generate a proposed plan with your proposals. Then you can discuss both with Chris and Nicole and decide which one is right for them.

Show Details

Initial Plan: 2 Goals

1 **Chris & Nicole's...**

62% of desired amount

Projected Amount \$111,960 / Year
Desired Amount \$180,000 / Year

2 **Visit Family Inte...**

100% of desired amount

Projected Amount \$14,523 / Year
Desired Amount \$5,000 / Year

Proposed Plan

Cancel Save

▼ **Chris & Nicole's Retire...** Include goal

85% of desired amount

Projected Amount \$152,397 / Year
Desired Amount \$180,000 / Year

After considering Chris and Nicole's goal funding, contributions and available income, they are projected to reach 85% of their desired amount for the Chris & Nicole's Retirement.

Details Asset Allocation Accounts Fund Goals Income

* Required fields

Client: Chris Haba Partner: Nicole Haba

Retirement Age * 68 Retirement Age * 65

Life Expectancy 90 Life Expectancy 90

Desired Annual Income * ⓘ \$180,000

Inflation Rate * 2.27%

Withdrawal Start Year * Client's Retirement: 2040 (age 68)

Withdrawal End Year * Partner's Expectancy: 2065 (age 90)

Back

Continue to Summary and Report

Update these fields.

4. Click the **Asset Allocation** tab, then select **Moderately Aggressive**.

Now that you've created an initial plan, you can generate a proposed plan with your proposals. Then you can discuss both with Chris and Nicole and decide which one is right for them.

Initial Plan: 2 Goals

1 ▶ **Chris & Nicole's...**

62% of desired amount

Projected Amount \$111,960 / Year
Desired Amount \$180,000 / Year

2 ▶ **Visit Family Inte...**

100% of desired amount

Projected Amount \$14,523 / Year
Desired Amount \$5,000 / Year

Proposed Plan Cancel Save

▼ **Chris & Nicole's Retire...** Include goal

90% of desired amount

Projected Amount \$162,312 / Year
Desired Amount \$180,000 / Year

After considering Chris and Nicole's goal funding, contributions and available income, they are projected to reach 90% of their desired amount for the Chris & Nicole's Retirement.

Details **Asset Allocation** Accounts Fund Goals Income

☐ Conservative

☐ Moderately Conservative

☒ Moderate **Recommended**

☒ **Moderately Aggressive**

Description

As a moderately aggressive investor, your portfolio will be invested primarily in equities. This approach concentrates on achieving a good overall return on your investment while avoiding the most speculative areas of the market. Significant short-term fluctuations in value can be expected. The eventual return for the time period over which you invest could fall within a relatively wide range of possibilities. In most circumstances, particularly for time periods greater than

Asset Allocation

Asset Class %

- US Stocks 68.00
- Non-US Stocks 17.00
- Bonds 15.00
- Cash 0.00
- Other 0.00
- Total 100.00

Back Continue to Summary and Report

Select this option.

5. Click the **Accounts** tab, then click the **caret** to the left of Nicole's 401(k).
6. In the Pre-tax Contribution field, type **12%**.

Now that you've created an initial plan, you can generate a proposed plan with your proposals. Then you can discuss both with Chris and Nicole and decide which one is right for them.

Initial Plan: 2 Goals

1 ▶ **Chris & Nicole's...**

62% of desired amount

Projected Amount \$111,960 / Year
Desired Amount \$180,000 / Year

2 ▶ **Visit Family Inte...**

100% of desired amount

Projected Amount \$14,523 / Year
Desired Amount \$5,000 / Year

Proposed Plan Cancel Save

▼ **Chris & Nicole's Retire...** Include goal

93% of desired amount

Projected Amount \$166,673 / Year
Desired Amount \$180,000 / Year

After considering Chris and Nicole's goal funding, contributions and available income, they are projected to reach 93% of their desired amount for the Chris & Nicole's Retirement.

Details Accounts **Fund Goals** Income

☐ Show assets not funding this goal

Pre-tax Assets

▼ **Nicole's 401(k)**
401(k)

* Required fields

Owner Chris Haba Managed ☒ Account Value \$250,000

Linked Income Chris' Employer Income Income Amount \$100,000.00

Pre-tax Contribution 12.00%/yr Employer Contribution \$7,000.00

Start Year * Current Year: 2021 (age 49) End Year * Retirement Year: 2037 (age 65)

Back Continue to Summary and Report

Update this field.

7. Click the **caret** to the left of Chris' 401(k), then repeat steps **5 – 6**.
8. On the left-hand side of the screen, click the **caret** to the left of Visit Family Internationally. The Goal Entry box opens.
9. In the Details tab, in the Withdrawal Period fields, type **2039** to **2049**.

Dashboard Information Goals Summary and Report Close

Select Goals Fund Goals Explore Plans

Goal Plan

Now that you've created an initial plan, you can generate a proposed plan with your proposals. Then you can discuss both with Chris and Nicole and decide which one is right for them.

Show Details

Initial Plan: 2 Goals

1 Chris & Nicole's...

2 Visit Family Inte...

Proposed Plan

1 Chris & Nicole's Retirement

2 Visit Family Internationally

Projected Amount \$18,151 / Year

Desired Amount \$5,000 / Year

100% of desired amount

After considering Chris and Nicole's goal funding and contributions, they are projected to reach 100% of their desired amount for the Visit Family Internationally.

Details Asset Allocation Accounts Fund Goals

* Required fields

Target Amount * \$5,000

Inflation Rate * 2.27%

Withdrawal Period * 2039 2049

Update these fields.

Back Continue to Summary and Report

10. Click **Save**. The Proposed Plan appears.

Dashboard Information Goals Summary and Report Close

Select Goals Fund Goals Explore Plans

Goal Plan

Plan Comparisons Goals Over Time

Now that you've created an initial plan, you can generate a proposed plan with your proposals. Then you can discuss both with Chris and Nicole and decide which one is right for them.

Show Details

Initial Plan: 2 Goals

1 ▶ Chris & Nicole's...

62% of desired amount

Projected Amount \$111,980 / Year
Desired Amount \$180,000 / Year

2 ▶ Visit Family Inte...

100% of desired amount

Projected Amount \$14,523 / Year
Desired Amount \$5,000 / Year

Proposed Plan: 2 Goals

1 ▶ Chris & Nicole's...

93% of desired amount

Projected Amount \$166,673 / Year
Desired Amount \$180,000 / Year

2 ▶ Visit Family Inte...

100% of desired amount

Projected Amount \$18,151 / Year
Desired Amount \$5,000 / Year

Back Continue to Summary and Report

Click this button.

11. At the top of the Proposed Plan, click **Select**.
12. On the bottom-right corner of the screen, click **Continue to Summary and Report**. The Summary and Report page opens.

Creating Investment Plans and Goal Plan Summaries

So far, you've combined important client information such as a retirement goal, risk tolerance, and current financial state, with short-term and long-term goal planning. Through this effort, you've created a goal plan to present to the Habas.

The Summary and Report page lists all of the Habas's goals. Each goal provides a summary of the agreed-upon plan changes within the selected plan.

Note: Click [here](#) to access the Summary and Report section of the user manual.

In this section, complete the following exercises:

- ▶ Build an Investment Plan for the Habas ([Exercise 15 on page 45](#))
- ▶ Review the Allocate Portfolio page ([Exercise 16 on page 47](#))
- ▶ Generate an Investment Plan ([Exercise 17 on page 48](#))
- ▶ Generate the Goal Plan Summary, and ([Exercise 18 on page 49](#))
- ▶ Locate the Summary in Morningstar Office Web. ([Exercise 19 on page 51](#))

To create an Investment Plan for the Habas's retirement goal, use the Recommended Investments model you created in [Exercise 4 on page 12](#) as a strategy.

Do the following:

1. From the Summary and Report section, in the Chris & Nicole's Retirement goal, click the **Create Investment Plan**. A text box opens.

Overview

Exercise 15: Create an Investment Plan for the Habas's retirement goal

Dashboard Information Goals **Summary and Report** Close

Goal Plan

Here's the plan that you and Chris and Nicole agreed was the best option to achieve their goals. Take a look at the changes, and how they affect the likelihood of achieving those goals.

1 ▶ **Chris & Nicole's Retirement** 63% Projected Amount \$166,873 / Year Desired Amount \$180,000 / Year Create Investment Plan

Plan Changes	Initial Plan	Proposed Plan
Retirement Age	65 / 62	68 / 65
Withdrawal Start—End Year	2037 — 2065	2040 — 2065
Asset Allocation	Moderate	Moderately Aggressive
Chris' 401(k) Pre-tax contributions	\$10,000 / Year	\$12,000 / Year
Nicole's 401(k) Pre-tax contributions	\$10,000 / Year	\$12,000 / Year

2 ▶ **Visit Family Internationally** 100% Projected Amount \$18,151 / Year Desired Amount \$5,000 / Year Create Investment Plan

Plan Changes	Initial Plan	Proposed Plan
Withdrawal Start—End Year	2037 — 2047	2039 — 2049

Back Generate Report Return to Dashboard

Click this button.

2. Click **Save**. The Build Plan page opens.
3. Click **Model Portfolios**. The Choose Option page opens.

Dashboard | Build Plan | Summary and Report | Close

Choose Option | Select Investments | Allocate Portfolio

Goal Plan

Choose an option below to start building the plan.

Model Portfolios
Portfolios prebuilt by a firm or you.

Lists
Lists created by a firm or you.
This plan type will be available soon.

Client Portfolios
Portfolios you have previously used for your client.
This plan type will be available soon.

Saved Searches
Searches created by a firm or you.
This plan type will be available soon.

Custom Portfolios
Create a portfolio using a universe, lists, prebuilt portfolios.
This plan type will be available soon.

Continue to Select Investments

Select this option.

4. In the Search by Name field, type **Recommended Investments**.
5. In the **Recommended Investments** box, click **Select**.

Dashboard | Build Plan | Summary and Report | Close

Choose Option | Select Investments | Allocate Portfolio

Goal Plan

Select a model portfolio that best aligns with Chris and Nicole's target asset allocation.

recommended

Recommended Investments
Deviation from Target %
US Stocks
Non US Stocks
Bonds
Cash
Other
-50% 0 50
Select

Recommended Model
Deviation from Target %
US Stocks
Non US Stocks
Bonds
Cash
Other
-50% 0 50
Select

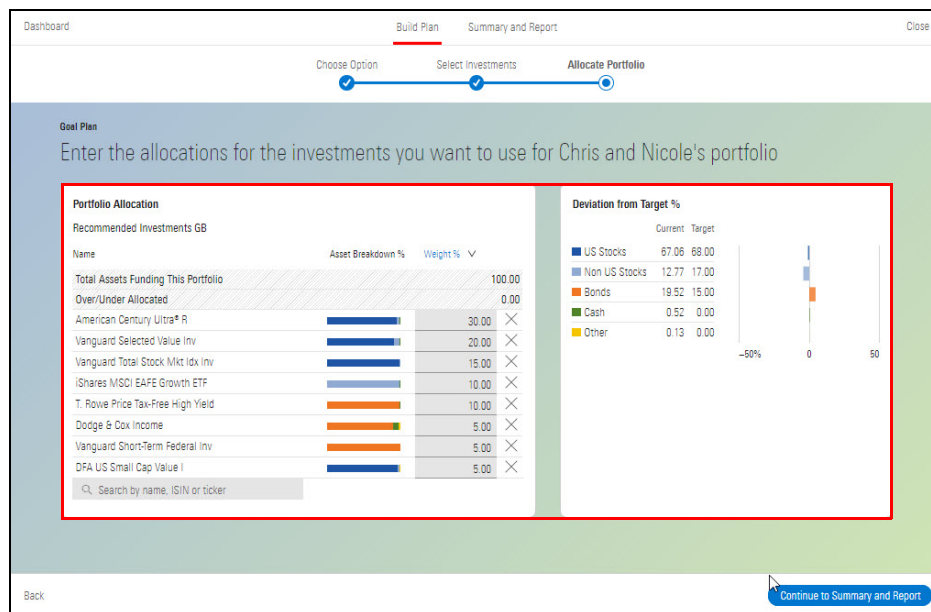
Back | Continue to Allocate Portfolio

Click this button.

6. On the bottom right-hand corner of the page, click **Continue to Allocate Portfolio**.

On this page, adjustments can be made to the strategy to meet the target asset allocation. Note the Recommended Investments model you created closely mirrors the target asset allocation.

Exercise 16: Review Allocate Portfolio page

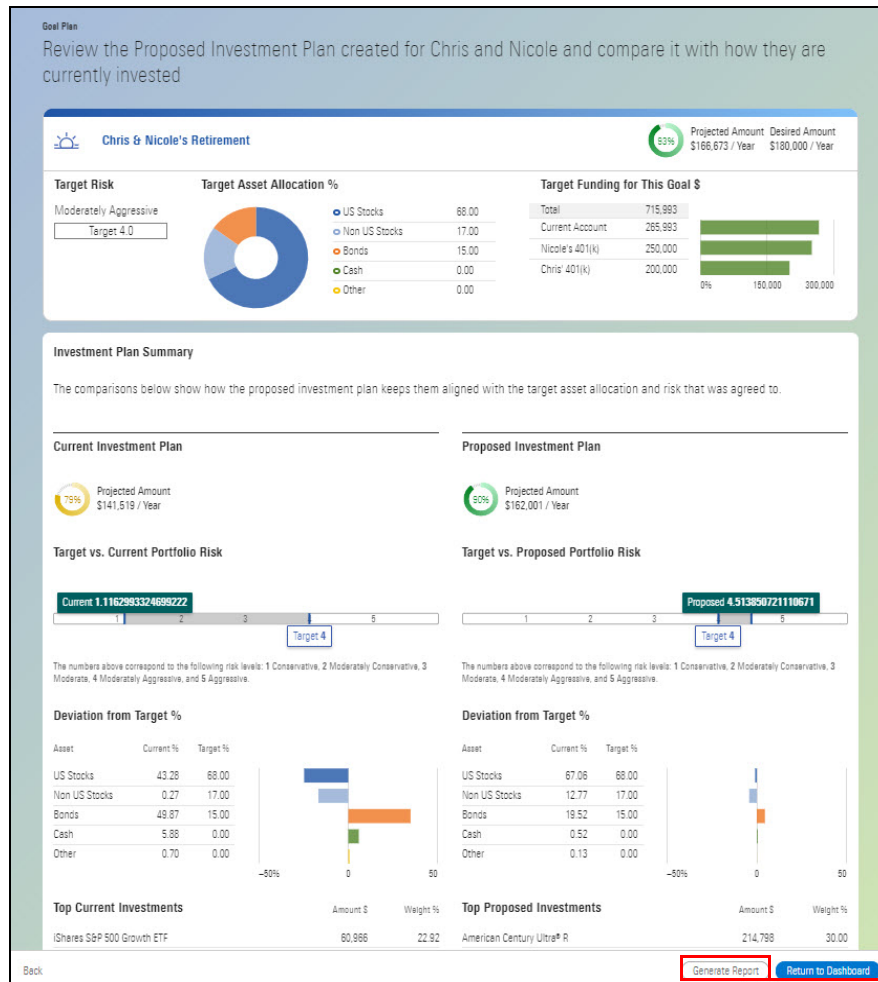


On the bottom right-hand corner of the page, click **Continue to Summary and Report**.

The final investment report shows the target allocation and target funding, along with an assessment of the current versus proposed portfolios in relation to the target allocation. A Target Portfolio Risk score is defined for the goal, and the current investments assigned to the goal receive a Risk Score (Current Portfolio Risk) as well as the proposed portfolio (Proposed Portfolio Risk), making it straightforward to demonstrate the proposed portfolio is better aligned to the Habas's needs for the goal.

To generate a Client Report, on the bottom-right corner of the screen, click **Generate Report**. In the text box, click **Save**. The report opens in a separate browser tab.

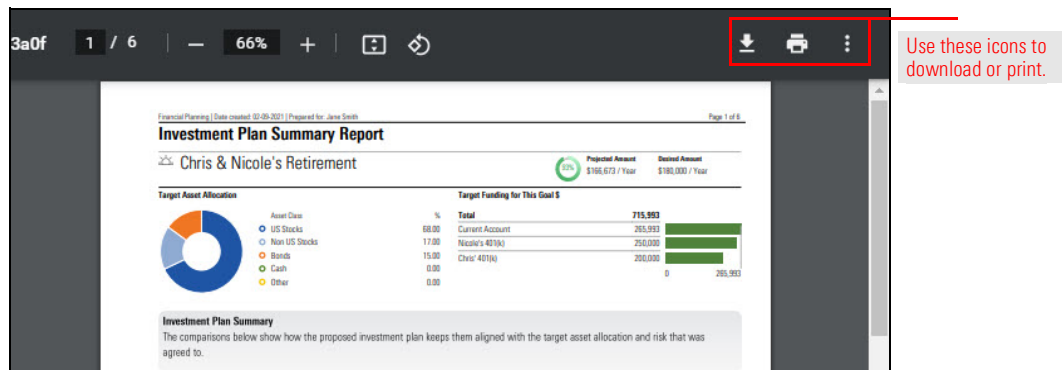
Exercise 17: Generate an Investment Plan



Compare the current and proposed investment plans here.

Select this option.

To print or download this report, use the **icons** on the top-right corner of the screen.

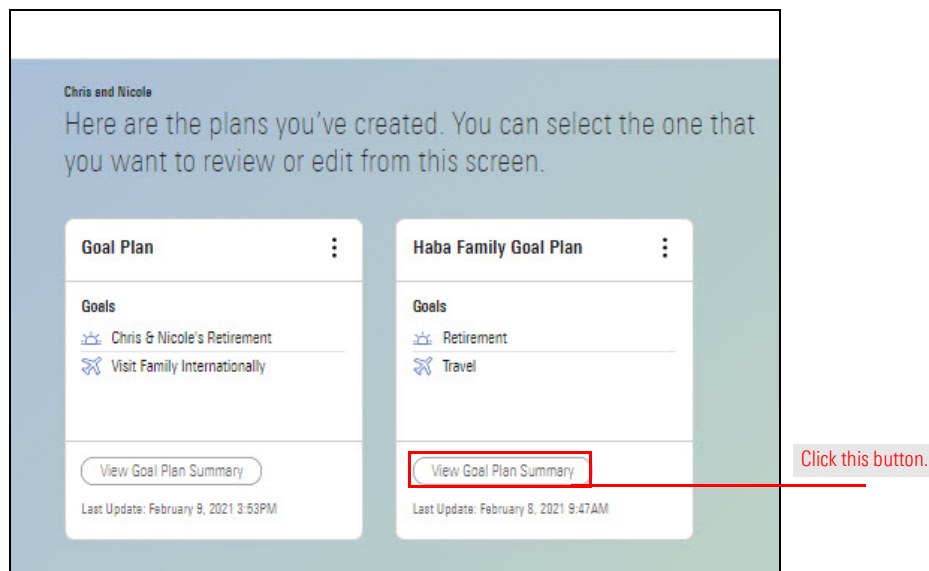


The Client dashboard stores all saved Goal Plans for the Habas. In this exercise, you will prepare a Goal Plan Summary report to share with the Habas.

Exercise 18: Create a Goal Plan Summary report

To create a Goal Plan Summary, do the following:

1. From the Dashboard, in the Haba Family Goal Plan, click **View Goal Plan Summary**. The Summary and Report page opens.



- From the Summary and Report page, on the bottom-right corner of the screen, click **Generate Report**. In the text box, click **Generate Report**. The report opens in a separate browser tab. Each goal is outlined on a separate page.

Dashboard Information Goals **Summary and Report** Close

Goal Plan

Here's the plan that you and Chris and Nicole agreed was the best option to achieve their goals. Take a look at the changes, and how they affect the likelihood of achieving those goals.

- Chris & Nicole's Retirement** 93% Projected Amount: \$166,673 / Year Desired Amount: \$180,000 / Year Create Investment Plan

Plan Changes	Initial Plan	Proposed Plan
Retirement Age	65 / 62	68 / 65
Withdrawal Start—End Year	2037 — 2065	2040 — 2065
Asset Allocation	Moderate	Moderately Aggressive
Chris' 401(k) Pre-tax contributions	\$10,000/ Year	\$12,000/ Year
Nicole's 401(k) Pre-tax contributions	\$10,000/ Year	\$12,000/ Year
- Visit Family Internationally** 100% Projected Amount: \$18,151 / Year Desired Amount: \$5,000 / Year Create Investment Plan

Plan Changes	Initial Plan	Proposed Plan
Withdrawal Start—End Year	2037 — 2047	2039 — 2049

Back Generate Report Return to Dashboard

Click this button.

- To print or download this report, use the **icons** on the top-right corner of the screen.

3a0f 1 / 6 | 66% + | [Download] [Print] [More]

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Investment Plan Summary Report

Chris & Nicole's Retirement 93% Projected Amount: \$166,673 / Year Desired Amount: \$180,000 / Year

Target Asset Allocation

Asset Class	%
US Stocks	68.00
Non US Stocks	17.00
Bonds	15.00
Cash	0.00
Other	0.00

Target Funding for This Goal \$

	Total
Total	715,993
Current Account	265,993
Nicole's 401(k)	250,000
Chris' 401(k)	200,000
	0
	265,993

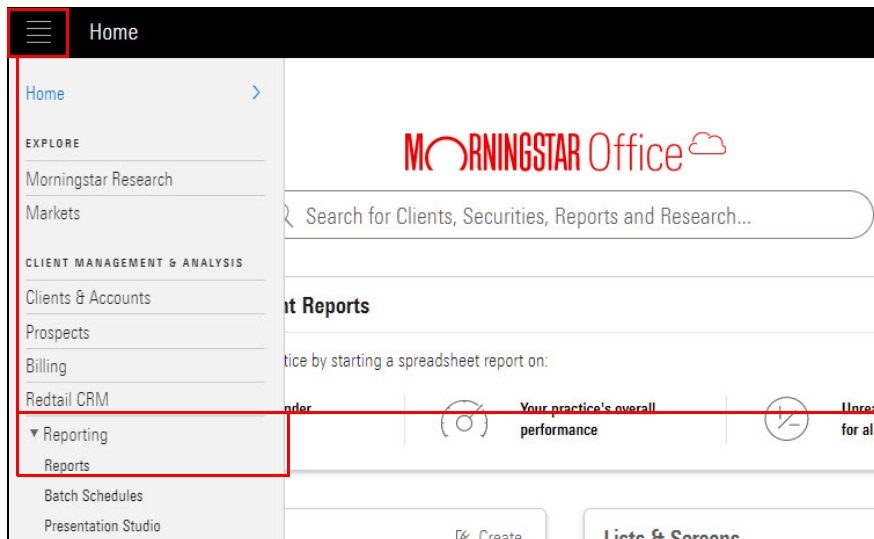
Investment Plan Summary
The comparisons below show how the proposed investment plan keeps them aligned with the target asset allocation and risk that was agreed to.

Use these icons to download or print.

Once generated, the Goal Plan Summary automatically saves within the Reports page in Morningstar Office Web. To locate the Habas's saved summary, do the following:

1. From the **Menu**, select **Reporting > Reports**. The Reports page opens.

Exercise 19: Locate the Habas's Goal Plan Summary in Morningstar Office Web.



2. In the Filter, in the Report Level area, click **Plan**.
3. Use the **icons** on the top of the screen to download, publish to the Client Web Portal, Archive, and more.

