DASH

USER GUIDE

ARCHER

Contents

Introduction to Archer

Archer is designed to be used in your client meetings and as such, only requires a handful of basic client information to work. If more information is entered, more detailed projections and complex calculations can be done.

Archer has the ability to optimize the allocation of surplus funds to help meet a combination of client goals, such as retirement, savings and debt repayment goals. It can also conduct other calculations such as retirement planning, Age pension eligibility, annuity feasibility, gearing, and multi-entity calculations.

How Archer works:

1. **Input Client Information / Create Current Position**
    a. Archer will pull client information from DASH if this has been captured (except client goals)
    b. Step through each section on the left side panel to input and check client information (**About You, Wealth** and **Surplus Funds** are essential sections)

2. **Enter client goals:**
    a. On the top panel, enter goals in the **Goals** tab
    b. Set goal priorities for the optimisation of **Surplus Funds** allocation
    c. The **Dashboard** will initially display a Retirement goal and the client's retirement need defaults to the ASFA Comfortable Retirement Standard in retirement
    d. Confirm or adjust the assumptions – click into **Assumptions** tab

3. **See the Results:**
    a. Optimize each goal in the **Goals** tab to see how you can best meet each goal
    b. Enter any specific modelling requirements in the **Modelling** tab and the Tools tab (Contributions is the main one)
    c. View high level results in **Dashboard**

4. **Save the Scenario:**
    a. Name the Scenario and Save to CRM
    b. Compare up to three scenarios. Make modifications to the original scenario or start from scratch.
    c. Include the projections into your SOA

Step 1 – Current Position/Client Data Entry

Archer is designed to work with very minimal information so that it can be used in front of a client. To calculate a Retirement adequacy goal, Archer only needs 4 data points:

- Date of birth
- Gender
- Salary/wages
- Super balance

1. Step through each section on the left side panel, reviewing data that may have been entered in the DASH CRM, and entering other information that you have available.

Basic Details

Some things to check here:

- Income including or excluding super
- Advanced Pension toggle – If you'd like to leave super in accumulation at retirement, or include a defined benefit pension

Income & Deductions, Lifestyle Assets & Expenses

Additional optional information can be entered in the **Other Income & Deductions**, **Lifestyle Assets and Expenses**. If this information is already in DASH, it will pre-populate these areas in Archer.

In the Expenses section:
- This section will default to show "Simple" or high-level expenses which will pre-populate from DASH.
- You can enter more detailed expenses by selecting the Detailed option.

Super Contribution Details

Set certain superannuation parameters which will be used in the retirement planning calculations. These include:

- Setting SG parameters
- Electing to maximise concessional contributions
- Enter existing and prior year contributions so contribution limits can be calculated and applied to calculations.

Notes when using this section: Unless there are voluntary contributions, you can often skip this entire section.

Debt Details

Debts can be added by clicking on the **(+)** symbol at top right.
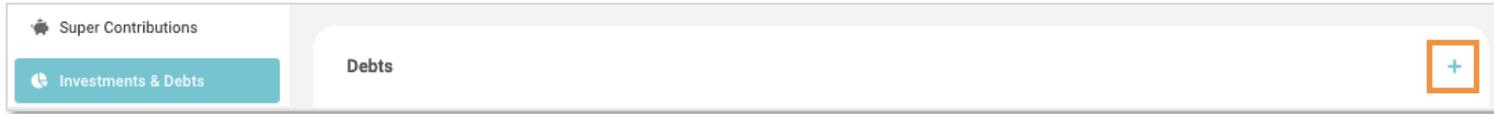
The following pop-up will appear for you to enter the details of a debt.

The pop-up includes the following fields:

Field	Description
Label	Free Text field to "Name" the loan.
Type	Loan type, contingent, long term or current/short term
Amount Owed	The approximate current debt balance
Owner	Dropdown to choose between "Client", "Partner" or "Joint"
Repayment	Existing repayment
Frequency	Existing repayment Frequency
Calculated Annual Amount	Not an Input Field. This is Archer calculating the annual repayment based on the previous two inputs
Deductible	Is the debt interest tax deductible to its owner
Interest Rate	What interest rate is the debt

Click **+ Add** when finished adding the debt details.
Repeat this process for all significant debts the client might have.

> **Note:**
> - You have to enter a debt in order to have a "Pay Down Debt" goal.
> - Archer is currently limited to tracking three debts at once.

Notes when using this section:

- Debts will pre-populate from DASH with Archer displaying a maximum of 7 debts. Credit card balances from DASH will display as one total amount.
- In most cases you only want to load debts here that you will be offering advice around, and perhaps setting goals to pay down early.
- Home loans and investment property loans should generally be included, and any other investment debts.
- Credit cards need only be included if the client has accumulated large standing balances and you are going to advise on how to pay these down.
- Other debts such as Car Leases can potentially be omitted and treated as part of the client's living expenses.

Non-Super or Investment Assets

Investment Assets can be added by clicking on the **(+)** symbol at top right. Investment assets will pre-populate from DASH with Archer displaying a maximum of 8 assets. Where there are more than 8 assets in DASH, assets in excess of 8 will be summed up and the total amount displayed in Archer as the 8th asset.

The following pop-up will appear for you to enter an investment asset.

The pop-up includes the following fields:

Field	Description
Label	Free Text field to "Name" the asset.
Owner	Dropdown to choose between "Client", "Partner" or "Joint"
Non-Super Balance	Enter value of asset
Drawdown in Retirement?	Indicate whether this asset will be held after retirement.
Reinvest	Select option to reinvest or not
Deemed	Indicate whether this asset is subject to deeming for Centrelink purposes
Regular Contributions/ Withdrawals?	Any regular contributions or withdrawals from this asset can be entered here.

Click **+ Add** when finished adding the debt details.
Repeat this process for all significant assets the client might have.

Savings Pool Assets

Add Savings Pool assets where relevant. Savings Pools are used specifically when setting up a Savings Goal.

The Savings Pool Assets section allows you add any significant Non-Super Investment Assets the client may have.

- At present you can enter a single pool of assets for the client, another for the partner, and finally a third joint pool of assets.
- Each asset pool can be given its own return assumptions, and you can also add any existing regular contributions or withdrawals from that pool.
- In retirement, a portion of the client's retirement income will also be drawn from these assets (in proportion with their Super).
  - Example: If the client has $500,000 in Super and $500,000 in non-super assets then 50% of any additional income will be drawn from the non-super assets.
- Savings Pools are used for "Savings Goals".
  - If the client was saving $20,000 for a new Car, and already had $5,000 saved up you would put that into a Savings Pool and Archer would help track when they had the $20,000 required to buy the car.

Savings Pool Assets

Savings Pool 1

Amount	$ 0	Owner	Joint
Regular Contribution	$ 0	Frequency of Contribution	Monthly
Annual Contribution	**$0**		

Surplus Cashflow/Funds

In this step you should discuss and agree with the client on the amount of surplus cashflow the client has which can be used to fund the goals.

This section allows you to do the following:

1   **Set the Surplus Cashflow:** This is the amount the client can afford to save each year, and is what will be used to fund goals set in Archer.
2   **Enter any amount used to fund insurance:** This ensures any insurance premiums are provided for in the calculation of surplus cashflow.

Note: The surplus amount specified here will be relevant to the Goal Priorities section in Archer where you will be able to allocate the surplus income to the client's goals.

The Advice Panel: The Advice Navigation Toolbar

This toolbar across the top is the Advice Panel and allows you to conduct optimisation and access more detailed modelling, as well as set your assumptions.
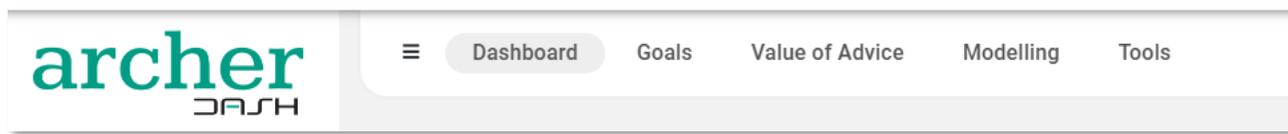
A brief description of each tab is below:

Toolbar Tabs	Description
Goals	A detailed panel on each of the Goals, and ability to run optimisation calculations to understand what is required to achieve the goal.
Value of Advice	An overall summary of the value of your advice both in Year 1, and across the life of the projection
Assumptions	A panel showing all the assumptions. This is also where you change growth rates by either Risk Profile, or for each individual asset
Modelling	Allows you to go into each individual asset or income table. Many tables also allow variations at a year-by-year level for projection purposes.
Tools	Access a range of additional calculators such as insurance needs analysis, Contribution/TTR Strategy calculations and calculators for other Entities
Save Draft	Save your work in progress in Archer, allowing you to close Archer and continue working on the client scenario at another time.
Finalise and Close	When you are done working on the client scenario, click on this to finalise and save the Scenario. This is required before Archer data can be used to populate into SOAs. Once this is done, the next time to launch Archer, it will open up a fresh Archer session.

We will cover each of these below.

Step 2 - Enter Client Goals in Dashboard
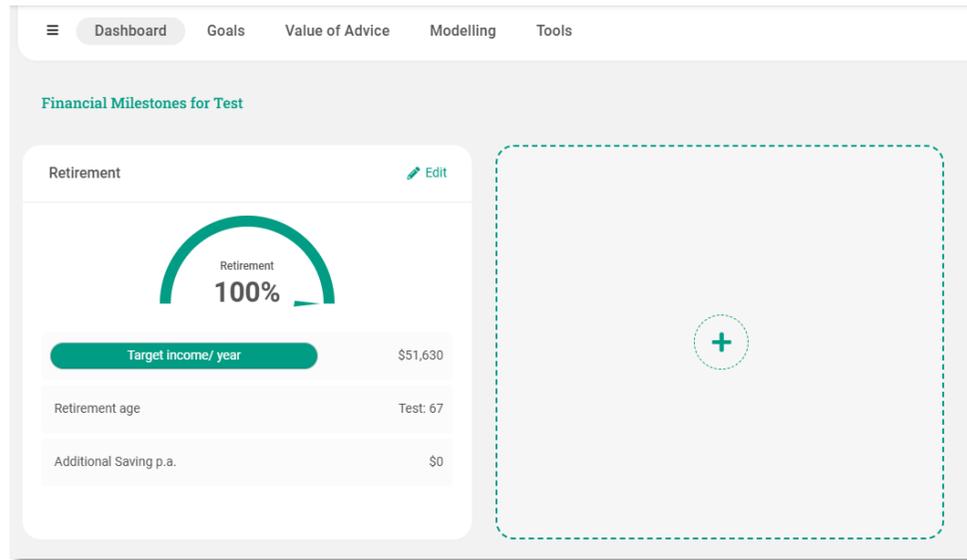
After entering the client's relevant information, you can proceed to add their goals. Goals are added through the Dashboard, located in the Advice panel at the top.

By default, the Advice panel opens to the Dashboard, which offers a high-level overview of the client's goals.

Types of Goals

Goal Type	Description
Retirement	This goal type is about long-term retirement adequacy.
Pay Down	This goal type is to pay down debts sooner, and shows the often significant amount of interest that the client can save.
Savings	This goal type is to set the target amount and year to achieve an amount of saving to facilitate an expenditure.
Build up Equity	
Maximise Wealth	
Protect against Risk	

To add client goals:

Select the (**+**) symbol, choose the type of Goal, and then add the necessary information for that goal.

1. The Retirement goal is a default goal. Target income is also defaulted to the current ASFA Comfortable Retirement Standard amount of $62,828 pa.

2. For the Retirement goal, click on **Edit** to adjust the retirement Age and Target Income for the client. You can also choose how long to make their capital last. Default is Life Exp plus 5 Yrs.

   In each goal, further fine-tuning of a goal can be done by clicking on **Edit** and then **Edit more detail**.
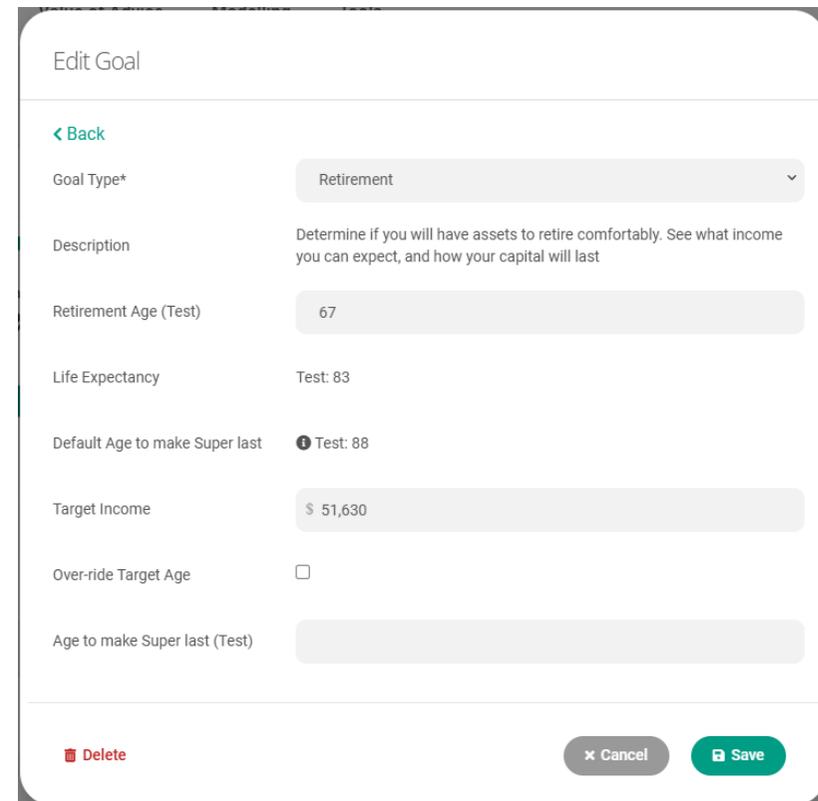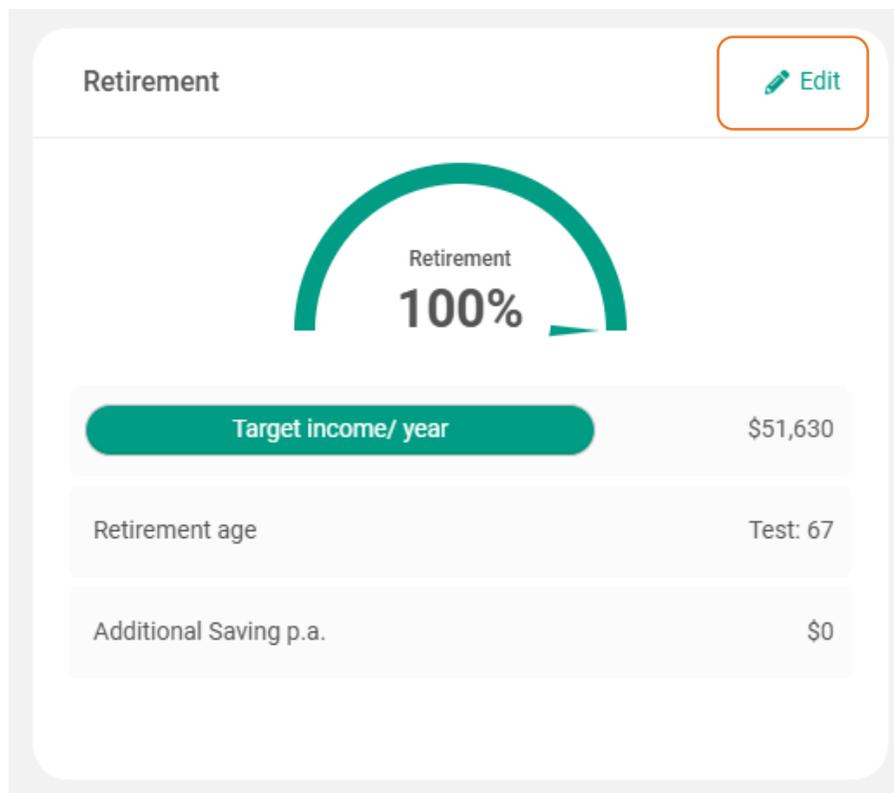
Prioritise Client Goals

Once you have all your goals set up, Select **Edit Goal Priorities** to set the priority for each goal and allocate the surplus funds. Make sure to select **Save** after making any changes to the Goal Priorities.

Key points to remember:

- This step tells Archer how to reallocate funds as each goal is completed, starting with Priority 1, then 2, then 3, and so on.
- You decide how much of the initial surplus to allocate to each goal. You can allocate 100% to the highest priority goal or distribute it among multiple goals.

In the example below, the client has agreed on the following:

- They can afford to save $10,000 a year.
- Initially, this amount will be allocated equally between the World Trip Savings goal and paying down the Home Loan.
- They have prioritized the Savings Goal first, then the Home Loan. Only after achieving both of these will funds be allocated to Retirement.
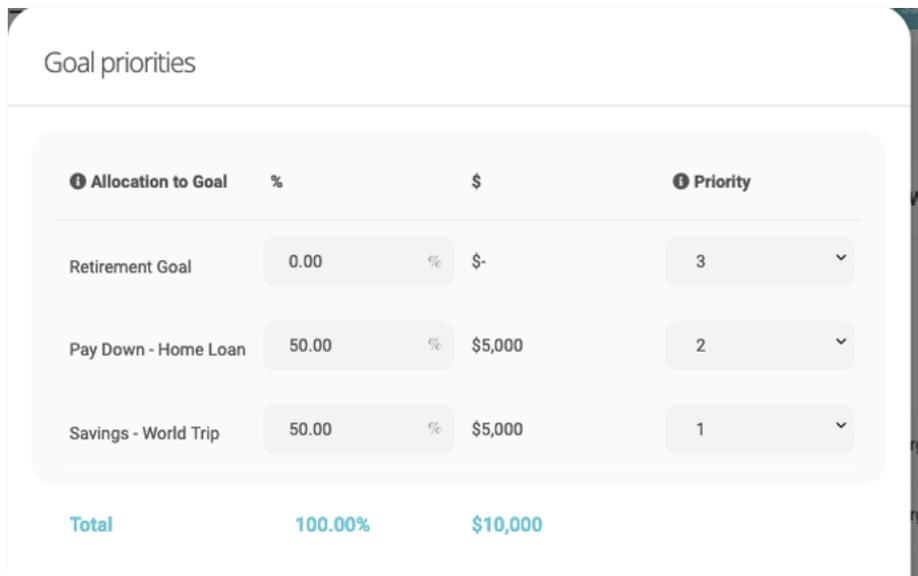
Goal priorities

ⓘ Allocation to Goal	%		$	ⓘ Priority	
Retirement Goal	0.00	%	$-	3	⌄
Pay Down - Home Loan	50.00	%	$5,000	2	⌄
Savings - World Trip	50.00	%	$5,000	1	⌄
Total	**100.00%**		**$10,000**		

This now concludes the data entry section.
Now Archer will analyse the scenario and immediately tell us how the client is going to go with each of these goals, and help us provide advice to better meet each goal.

Step 3 - Optimise Goals

Once you have entered goals from the Dashboard, you can now work on how to achieve these goals through a series of optimise functions in Archer. To do this, click into each goal in the **Goals tab**. Firstly let's look at how to optimise the Retirement goal.
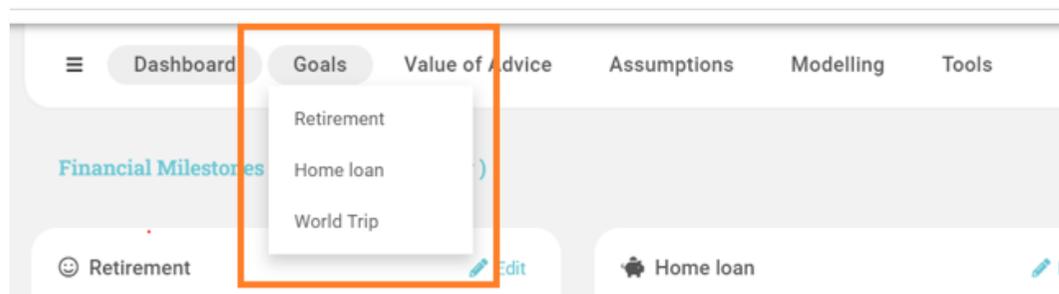
Optimise Retirement Goal

Where there is a shortfall in the Retirement goal, that is where the Target income is not yet achieved and the gauge shows an amount less than 100%, you can click on **Optimise** and Archer will quantify the shortfall.

In the below example, once optimisation is done, you will now know:

- In the **Retirement Income** panel: if nothing changes, the client can only achieve a retirement income of $121,000 pa in retirement, which is a shortfall of $29,000 pa. of their target income of $150,000 pa.
- In the **Retirement Capital** panel: if nothing changes, the client will only accumulate assets of $1,631,000 to fund retirement, but they will need $2,549,000 to generate the target income, hence there is a shortfall in capital of $918,000.
- In the **How long will your Super last** panel: if nothing changes, the client's super will last to age 84, which is 9 years short of their target age of 93.

💾 Save Draft   💾 Finalise and Close

Retirement Goal Details

Retirement Income

Surplus/Deficit

$(29,000)

This is the difference between your expected Retirement Income and the amount you ideally wish to have

ℹ Expected	$121,000
ℹ Target	$150,000

Suggested $121,000   ◯ NO

🪄 Optimise

Retirement Capital

Surplus/Deficit

$(918,000)

This is the difference between your expected Retirement Capital and the amount you ideally need

ℹ Expected	$1,631,000
ℹ Target	$2,549,000

Suggested $918,500   ◯ NO

🪄 Optimise

How long will your Super Last

Surplus/Deficit

-9

This is the difference between how long your capital will last if you draw your Target level of income, and how long your capital ideally needs to last

Expect last until age		84
Target last until age		93
Life Expectancy	Arch	82
	Karley	86

Retirement Goal Recommendations

Now that the amount of shortfall has been calculated, the next step is discussing how this shortfall can be met. Scrolling down to the **Retirement Goal Recommendations** section, you can click on **Optimise** to see options available to the client:

- **Contribute More to Super:** In the below example, the suggested amount to contribute more is calculated as $11,500 pa. If the client accepts this option, change the toggle to YES to commit this change and allow this to flow into the modelling calculations.
- **Retire Later:** the suggested delay in retirement is calculated as 4 years. If this is more acceptable to the client, toggle to YES for this change to apply to modelling.
- **Reduce Retirement Income:** if reducing retirement income is preferred, go back to the Dashboard to adjust the Target retirement income.

Retirement Goal Recommendations

Contribute More to Super

Additional p.a.	$11,500
Suggested	$11,500 YES

Optimise

Retire Later

Additional	0 years
Suggested	4 years NO

Optimise

Reduce Retirement Income

Your target retirement income	ASFA Comfortable Retirement Standard
$121,000	$61,061

Congratulations. You are comfortably on track to exceed the Comfortable retirement standard.

ASFA Modest Retirement Standard	Disposable Income
$39,848	$98,180

You are on track to achieve an income better than your pre-retirement disposable income.

Optimise Pay Down Goal

Where there is a shortfall in the Pay Down goal, this section shows the quantity of the shortfall. In this example, the loan will be paid down in 20 years vs the target of 14 years. You can now click on **Optimise** and Archer will calculate recommended repayments to meet the target.

Goal: Pay Down - Home loan

Goal Achieved
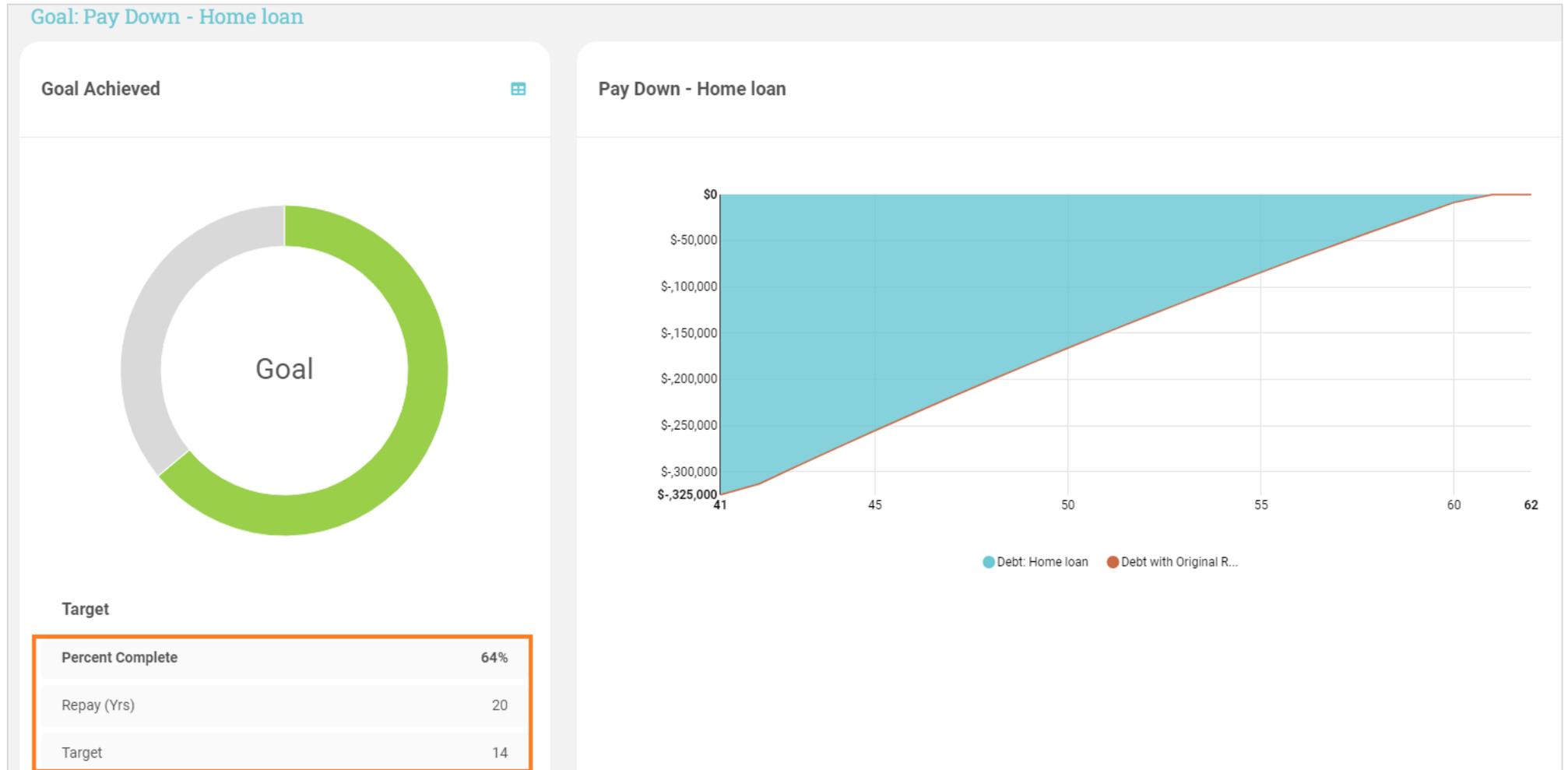
Goal

Target

Percent Complete	64%
Repay (Yrs)	20
Target	14

Pay Down - Home loan

● Debt: Home loan ● Debt with Original R...

Once **Optimise** is clicked, the **Suggested Additional** repayment amount appears, in this example, it is $6,500 pa. If this is accepted, change the toggle to YES to include this additional repayment to the modelling.

Advice Panel: Value of Advice

This shows the client the projected value of your advice over both 1 year, and their lifetime.

Value of Advice

Year	2022
Surplus Income Allocated:	$0

Goal	Year 1 Benefit			Lifetime Benefit			
	Amount Allocated	Benefit	Return	Amount Allocated	Benefit		Return
Retirement Goal	$11,500	$4,494	39.08%	$717,513	$1,856,576	extra funds in super	158.75%
Pay Down - Home loan	$6,500	$228	3.50%	$90,076	$37,496	interest saved	41.63%
Savings Goal 1: World Trip	$7,500	$225	3.00%	$28,152	$30,000	saved	6.56%
Total	$25,500	$4,946	19.40%	$835,529	$1,924,072		141.04%

You can select the Year in which you wish to show them the benefit of the strategy.

It will then show the amount allocated and the benefit derived from that goal for that year, and the whole projection.
- In the above example, we can see we have **added $4,946 of benefit in Year 1** (from strategic contributions of $25,500 across the client goals).
- But we have **added $1,924,072 of benefit across the lifetime of the strategy** because of the following:
  - Clients have saved the amount for the World Trip ($30,000). Previously they weren't saving anything
  - Clients have saved $37,496 in interest on the Home Loan by paying that down earlier
  - Clients have saved $1,856,576 extra in Superannuation by the time they retire.

Advice Panel: The Assumptions

This is where you can control many of the assumptions used in the system.

Risk Profile/Growth Rate changes:
- To change the global risk profile for the client, use the Risk Profile dropdown.
- To change it for an individual asset, use the individual growth rates.

Part Year Scenarios:
You can also change the start date to allow for a Part Year projection in Year 1. This will reduce things like growth rates in Year to match the proportion of the year. Eg: If the start date is 1st Jan, then earnings and future contributions for that first year are roughly halved.

Part Year Scenarios

Strategy Start Date (Part Yr Calcs)	▦ 1/07/2021	30/06/2022
Days in 1st Year	365	100%
Fy Ending	2022	

Product Options

Amount to Leave in Accum (TTR)	$ 1,000	$ 0

Advice Panel: Modelling and Over-rides

This is where you can see the many detailed asset or income tables that are behind these projections. You can also change specific items on a Year-by-Year basis.
The list of projections you can over-ride is on the left. The list of tables you can open up are on the right.

Note: when changes have been made in modelling tables, you will need to go back and Optimise each goal again.

☰	Dashboard	Goals	Value of Advice	Assumptions	Modelling	Tools		🖫 Save Draft	🖫 Finalise and Close

Advanced Over-rides

This section allows you apply specific over-rides to individual years within the projection. A list of each of the available over-rides, and its purpose are listed below

Over-ride	Purpose	Chart	Table Impacted
Salary	To allow part-time work, time out of the workforce, or just a change in salary level	Chart	Income Table for Arch
		Chart	Income Table for Karley
Super Contributions	To allow variations or one-off contributions of either concessional or non-concessional contributions to super, including downsizing.	Chart	Super Contributions for Arch
		Chart	Super Contributions for Karley
Non-Super Assets	To allow one-off additions or withdrawals from the Non-Super Asset Tables	Chart	Cash account
		Chart	ING Term Deposit
		Chart	Macquarie Investment Wrap
			Perth Apartment

Example of an Over-ride – Time out of the Workforce

If you click on the **Income Table** for a client, you are presented with a tabular view of the many columns which make up the Income table.

By typing 50% into the "Salary Over-ride" column for Yr 3 and 4, you have actually reduced the salary income from those years.

Once you have made these manual over-rides, remember to check back on the Dashboard to ensure

Income Table for Karley

FY Ending	Age	Salary Over-ride	Total Salary	Salary less SG	SG	Other Income	Other Income Future	Income from Non-Super Assets	Income from Savings Goals	Entity Distributions	Franking Credits
2022	39	100 %	$59,400	$54,000	$5,400	$-	$-	$6,380	$56	$-	$-
2023	40	50 %	$30,730	$27,810	$2,920	$-	$-	$6,571	$170	$-	$-
2024	41	50 %	$31,795	$28,644	$3,151	$-	$-	$6,769	$288	$-	$-
2025	42	100 %	$65,793	$59,007	$6,786	$-	$-	$6,972	$409	$-	$-
2026	43	100 %	$68,071	$60,777	$7,293	$-	$-	$7,181	$-	$-	$-

Advice Panel: Tools

This is where you can access a number of additional tools to help you work on specific strategies, such as Contributions/Transitional to Retirement, Insurance Needs Analysis and Retirement Structuring including Annuity modelling. You can also add details of other Entities to be included in modelling calculations.

Contribution Strategies:

Archer automatically determines the best way to contribute funds to superannuation. In the example below the client is contributing $10,000 to "Retirement Funding". Archer will consider contribution caps, existing contributions, tax rates, government co-contribution eligibility and spouse contributions to get the most benefit.

	Before Scenario		After Scenario		Changes
	Bob	Jo	Bob	Jo	
Income	$164,250	$109,500	$164,250	$109,500	
Add Pension Income			$-	$-	
Less Super					
Mandatory Super (SGC)	$14,250	$9,500	$14,250	$9,500	
Before Tax Contributions	$-	$-	$10,750	$5,643	You will contribute $16,393 more to super before tax
Net to Super	$12,113	$8,075	$21,250	$12,872	Your Super will receive $13,934 more after tax
Assessable Income	$150,000	$100,000	$139,250	$94,357	You will have $16,393 less taxable income.
Tax Paid	$45,997	$25,548	$41,805	$23,347	You will pay $6,393 less tax.
After Tax Contributions	$-	$-	$-	$-	
Govt Co-Contribution	$-	$-	$-	$-	
Reinvested Invest Income	$-	$-	$-	$-	
Net Income	$104,003	$74,452	$97,446	$71,010	You will have $10,000 less Net Income
Benefit to You					
Income Sacrificed			$(10,000)		
Increase in Super			$13,934		
Total Benefit			$3,934		
% Return of Strategy			39.34%		

Strategy Determined
- Bob has the higher tax bracket, so Archer initiates Salary Sacrifice for him first.
- Once his contribution cap is reached, Archer then commences Salary Sacrifice for Jo.

Had Jo's income been low enough, this contribution may have been either Non-Concessional to get a Government Co-Contribution OR possibly a Spouse Contribution on behalf of Bob.

Outcome
- This results in $16,393 of total contributions.
- This reduces their Net Income by $10,000
- This adds $13,934 to the super-fund.
- Hence there is a benefit to the client of $3,934
- Which represents a 39.34% return

Retirement Structuring:

In this section, you can view more details on the client's retirement income projections. You can then determine whether the use of an Annuity vs Account Based Pension may be appropriate to meet their income needs.

To do the comparison:
- Add in details of the Annuity under the **Add Annuity** section.
- The impact of adding the Annuity will be displayed in the Comparison table.
- The Notes section provides an explanation. In this example, Archer has calculated that by adding a Lifetime Annuity of $80,000 using Super money, the client will receive $61,475 more Age Pension up to age 88. If the client lives past age 88, they would be better off with the Annuity.

Comparison - Proposed Annuity Structure vs 100% Account Based Pension

	100% Account Based		Proposed Structure		Difference	
	Age Pension	Super	Age Pension	Super	Age Pension	Super
Year 1	$0	$111,432	$0	$111,432	$0	$0
5 Years	$0	$838,554	$0	$838,554	$0	$0
Up to Life Expectancy: 88	$522,385	$5,718,252	$583,861	$5,656,776	$61,475	-$61,475
Up to Age 100			$2,108,858	$5,695,603		

Notes

You will receive more Aged Pension up until Age 88. You will receive less Super Pension up until Age 88

Add Annuity

Note: Projected Year of Retirement is 2048

Activate	Owner	Reversionary	Lifetime	Orig Term	Super Money	Purchase Price	Pension	Frequency	Annual Income
YES	Arch	NO	YES		YES	$ 80,000	$	Annually	$0

Existing		Life Expectancy (Yr)	Inflation/Index	Residual Value	Purchase Yr	Cap Value	Income Test	Assets Test
NO		18.1	2.50 %	$ 0	2048	$ 0	$ 0	$ 48,000

Insurance needs Analysis:

A comprehensive needs analysis calculator sits in this section of Archer. This needs analysis calculator allows for the inclusion of the below items to determine the client's personal insurance needs:

- Lump sum amounts such as home mortgage and other debts
- Annuity amount such as any ongoing expenses like house-keeping and childcare needs
- Consideration of assets to be realised
- Ability to provide for loss of super
- Ability to provide for taxation impact of holding policy in Super and non-tax dependent beneficiary.

Advice Panel: The Dashboard Goal Tracker

Once all optimisation and specific modelling have been done, you can go back to the Dashboard to see how the client's position will change with your recommendations. The Dashboard gives a visual on each goal and whether it is on track, as well as calling out key values for the respective goals.
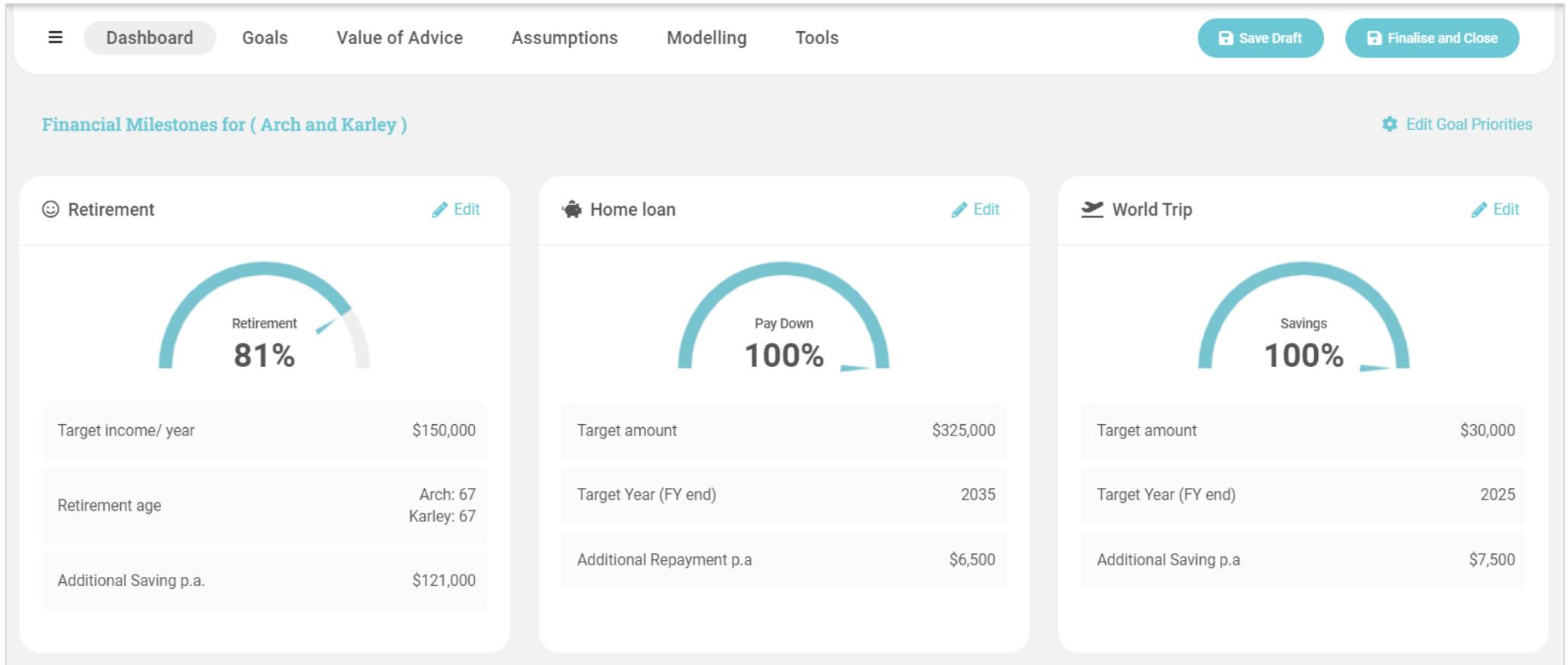
Section	Description
Status	Percentage to indicate how close they are to meeting the Goal
Target Income/Year/Amount	The Key Target value for the Goal
Additional Saving/Repayment p.a.	How much additional savings or repayments are required to meet the goal or get as close as possible given surplus cashflow

How Does Archer Allocate Between my Goals?

In order to model all of this and determine the outcome Archer has automatically done the following:

Example Scenario: Archer has an agreed surplus of $10,000 a year. It is then using that to achieve each goal then redirect funds as possible.

Year 1-3:   The beginning allocation is based on how the user has allocated the initial surplus. In this case it is 50/50 between the Home Loan and the World Trip.
Allocated $5,000 a year to the World Trip (which is then achieved in Year 3)
Allocated $5,000 extra towards paying down the Home Loan

Year 4-10:   Allocated all $10,000 into paying down the Home Loan as that was the next highest priority debt once the World Trip was achieved.

Year 11:   Allocated all $10,000 PLUS the existing $42,000 home loan payment into Retirement funding, as the Home Loan is now paid off.
(and Optimised the best way to do that between contributions for client and partner).

Year 12:   Client Retires

Allocation of Surplus Funds to Goals

The Graph below shows how you are allocating funds across each of your debts and/or assets throughout this projection.
This includes both the agreed surplus income amount AND any existing payments you were already making (eg: Home Loan Payments).
As each goal or debt is fulfilled, this amount is then moved onto the next goal based on its priority.

Legend: Home Loan, Bob Non-Super, Jo Non-Super, Joint Non-Super, World Trip, Retirement