



# Cash flow Training

1 – Training Plan & Pre-Webinar Case Study

# Introduction

Thank you for registering for the Dynamic Planner Cash flow training webinar.

We have put together a comprehensive training plan to help you get up to speed with Cash flow as soon as possible. The training plan is delivered in three sections, as described below.

## Pre-Webinar Case Study (this document)

*Expected completion time ~30 minutes*

The pre-webinar case study has been designed to be a very short case study for you to complete before your webinar to give you an introduction to creating cash flow plans.

The case study is contained in this document and ideally should be completed ahead of your training webinar.

## Webinar and full case study

*Webinar run time ~60 minutes*

*Expected case study completion time ~90 minutes*

The webinar runs through a complete Cash flow case study, using a selection of the Dynamic Planner system to help you to:

- gather and enter information
- sense check the data
- complete a cash flow plan
- understand the assumptions and modelling
- understand the charts
- control the charts
- improve your clients' current situation
- create a report

Following the webinar the case study will also be sent out to you so that you can repeat this exercise in your own time to cement your understanding.

## Additional case study and Q&A

*Expected case study completion time ~90 minutes*

An additional case study is also available if you would like further practice or information. This case study also includes a Q&A section to ensure that you understand the information that Cash flow is showing you and your clients.

## Cash flow Case Study – Basic Case

**Ryan is mid-forties and wants to know when he can retire, as well as how much he can spend in retirement.**

**He is employed and saves into a pension. He also has an ISA.**

### **Task: Set up a new client**

Set up a new client for your client Ryan.

You should enter their Surname as “YourNameCS1” to prevent confusion in case you can see other adviser’s clients.

<b>Ryan DOB</b>	05/05/1979
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There are lots of ways to collect information about this client which will be covered in the webinar, but for now we will enter data directly into cash flow.

# Enter data

## Task: Create a new cash flow plan

From the client dashboard we can create a new cash flow plan.

Ryan Howard

Date of birth: 05 May 1979

Edit

Client profiling

Client review

Cash flow

Recommendation

Client Details

Arrangements | Incomes & Expenditure | Risk | Sustainabilit...

Client Access

Profiling | Objectives | Circumstances | Fact find

Give Ryan mobile access to this plan

Tram is the brand-new digital engagement app from Dynamic Planner that helps your clients stay on track by hosting their financial plan in the palm of their hand, delivering personalised client relationship efficiencies and supporting your consumer duty obligations at scale.

You can accept the default settings and create your cash flow plan.

Create new cash flow plan

Plan name \*

Cash flow plan for Ryan Howard - Apr 2024

Adviser \*

Steph Willcox

Plan end date \*

April 2079

Confirm

Recent cash flow activity

You have no recent activities

About cash flow

Explore the impact of savings, investments and intended spending on client goals. Find answers and generate detailed reports.

You will land on the Summary page. We can add some data in here.

### Task: Add Ryan's pension

To add Ryan's Pension we can

- Click "Add an arrangement"
- Pick "Personal pension plan" from the "Product type" drop down
- Pick "7IM Platform" as the provider

Then we need to add a valuation for this pension.

- Click "Create valuation"
- Enter "£100,000" in the summary valuation amount


Because we haven't added a fund or portfolio in here, we also need to pick how this pension will be forecasted. In the "Growth assumption" section pick "Risk profile 5" in the drop down menu.

We also need to add in our contributions

- Click "Add contribution"
- Enter "£300" as a monthly **employee** contribution, increasing at price inflation
- Enter "£500" as a monthly **employer** contribution, increasing at price inflation

Don't worry about the start and stop dates here

### Task: Check your set up and save the pension

 7IM Platform Personal pension plan

Arrangement details

Product type \*

Personal pension plan

Provider name \*

7IM Platform

Product \*

Other



Product name

Account / Policy number

Owner \*

Ryan

Contributions

Amount	Starting	Ending	
Employee £3,600 per year	Apr 2024	Rest of life	
Employer £6,000 per year	Apr 2024	Rest of life	

Add Contribution

Valuation details

Enter the arrangement's current valuation.

Select a valuation

01/04/2024 - £100,000.00 (summary valuation)

Add Fund

OR

Enter a summary valuation amount

100,000.00

Growth assumptions

Benchmark risk profile for growth assumptions

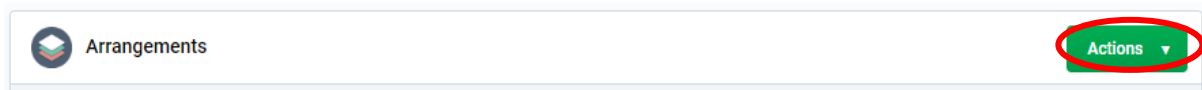
Risk profile 5

Assumed charges % (optional)

0.00

## Task: Add Ryan's ISA

Once you have saved the pension you will be on the “Arrangements” screen. From here you can use the green “Actions” button to add a new arrangement.



To add Ryan's ISA we can

- Click “Add an arrangement”
- Pick “ISA” from the “Product type” drop down
- Pick “7IM Platform” as the provider
- Pick “ISA” from the “Product” drop down

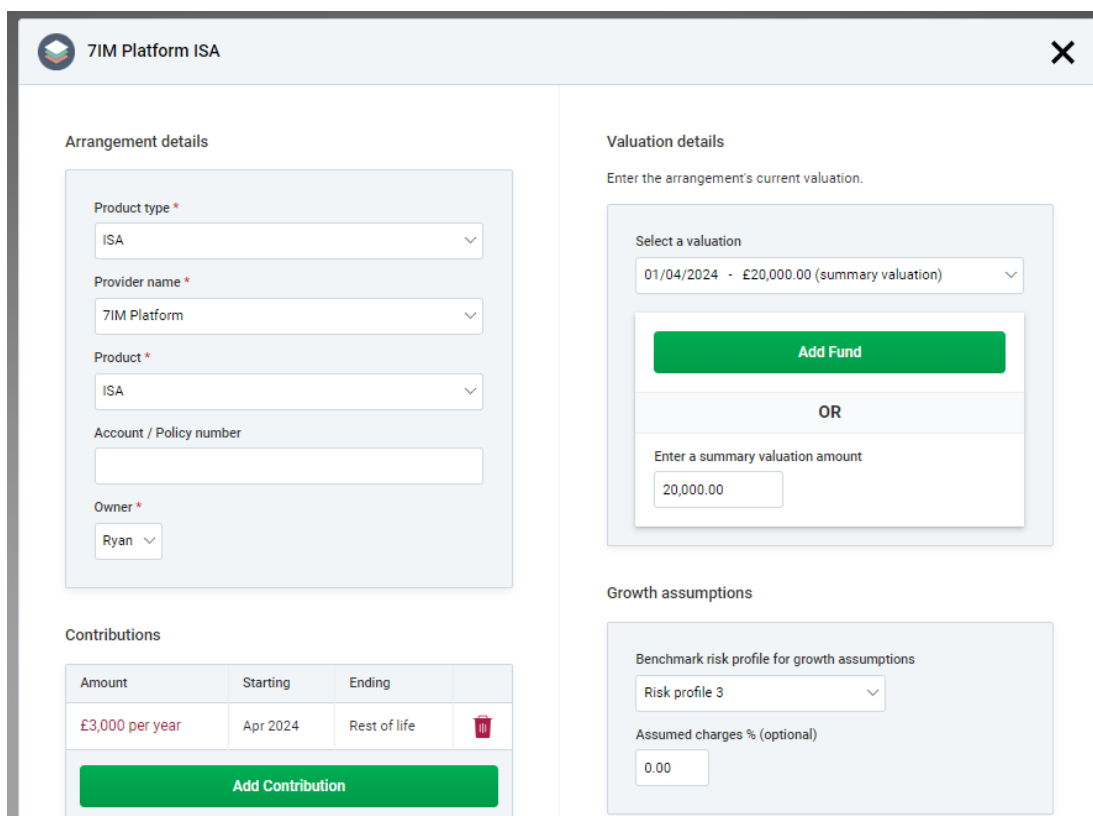
Again, we need to add a valuation for this ISA.

- Click “Create valuation”
- Enter “£20,000” in the summary valuation amount

In the “Growth assumptions” section pick “Risk profile 3” in the drop down menu

Add a contribution of £250 a month, increasing at price inflation.

## Task: Check your set up and save the ISA

A screenshot of the '7IM Platform ISA' setup screen. The screen is divided into two main columns. The left column contains 'Arrangement details' and 'Contributions'. The right column contains 'Valuation details' and 'Growth assumptions'.  
**Arrangement details:** Includes dropdowns for 'Product type' (ISA), 'Provider name' (7IM Platform), and 'Product' (ISA). There is a text field for 'Account / Policy number' and a dropdown for 'Owner' (Ryan).  
**Contributions:** A table with columns 'Amount', 'Starting', and 'Ending'. The first row shows '£3,000 per year', 'Apr 2024', and 'Rest of life'. Below the table is a green 'Add Contribution' button.  
**Valuation details:** Includes a 'Select a valuation' dropdown showing '01/04/2024 - £20,000.00 (summary valuation)'. Below this is a green 'Add Fund' button, followed by 'OR', and then a text field for 'Enter a summary valuation amount' with '20,000.00' entered.  
**Growth assumptions:** Includes a 'Benchmark risk profile for growth assumptions' dropdown showing 'Risk profile 3' and a text field for 'Assumed charges % (optional)' with '0.00' entered.

Next, we need to add some incomes and expenditures.

On the left-hand navigation, click on “Income and expenditure”

When we create a new cash flow plan, it will pre-populate with three life phases:

- Pre-retirement
- Retirement
- Late retirement

It’s helpful for us to link the start and stop dates of incomes, withdrawals, expenditures, and contributions to these phases so that we can drag the life phases up and down and all of our cash flow items will move with them.

**Task: Add Ryan’s income**

To add Ryan’s income we can:

- Click “Actions” on the “Pre-retirement” life phase, pick “Add income”

Income and expenditure

Actions

NEXT 12 MONTHS' NET INCOME  
£0

NEXT 12 MONTHS' MUST DO EXPENDITURE  
£6,600

NEXT 12 MONTHS' LIKE TO EXPENDITURE  
£6,600

NEXT 12 MONTHS' DREAM OF EXPENDITURE  
£6,600

Pre-retirement  
Apr 2024  
44 - Ryan

Retirement  
May 2047  
68 - Ryan

Late retirement  
May 2059  
80 - Ryan

Pre-retirement

RYAN AGE  
44 - 67

PHASE DURATION  
Apr 2024 - Apr 2047

Actions

Retirement

RYAN AGE  
68 - 79

PHASE DURATION  
May 2047 - Apr 2059

Actions

Late retirement

RYAN AGE  
80 - 99

PHASE DURATION  
May 2059 - Apr 2079


Actions

We can then enter the following information:

Name	Ryan’s Salary
Type	Salary or wages (gross)
Amount	£6,000
Frequency	Monthly
Annual increase	Price inflation

The start and end dates will default to the start and end of pre-retirement.

## Task: Check your set up and save the income

 Income ✕


Name \*

Type \*


Amount \*

Annual amount: £72,000

Frequency \*


Annual increase \* 

Enter start date as \*

Life phase 

Start life phase \*

Enter end date as \*

Life phase 

End life phase \*

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### Task: Add Ryan's expenditure

We'll add one expenditure item for pre-retirement and one for retirement.


- Click "Actions" on the "Pre-retirement" life phase, pick "Add expenditure"

We can then enter the following information:

Name	Pre-Retirement Spending
Frequency	Monthly
Annual increase	Price inflation
Fixed / flexible	Fixed
Amount	£3,000

*The start and end dates will default to the start and end of pre-retirement.*

### Task: Check your set up and save the expenditure


 Expenditure ✕

Name \*

Pre-Retirement Spending

Frequency \*

Monthly

Annual increase \* 

Price inflation

Fixed / flexible \*

Fixed

Amount

3,000.00

Annual amount: £36,000

Enter start date as \*

Life phase

Start life phase \*

Start of Pre-retirement (Apr 2024)

Enter end date as \*

Life phase

End life phase \*

End of Pre-retirement (Apr 2047)

Is this expenditure a plan goal or event? \*

No


- Click “Actions” on the “Retirement” life phase, pick “Add expenditure”

We can then enter the following information:

Name	Retirement Spending
Frequency	Monthly
Annual increase	Price inflation
Fixed / flexible	Flexible
Must do	£2,000
Like to	£3,000
Dream of	£4,000
End date	Rest of life

*The start and end dates will default to the start and end of Retirement, make sure you change the end date*

### Task: Check your set up and save the expenditure

 Expenditure
 ✕

Name \*

Retirement Spending

Frequency \*

Monthly

Annual increase \* i

Price inflation

Fixed / flexible \*

Flexible

Must do

2,000.00

Annual amount: £24,000

Like to \*

3,000.00

Annual amount: £36,000

Dream of \*

4,000.00

Annual amount: £48,000

Enter start date as \*

Life phase

Start life phase \*

Start of Retirement (May 2047)

Enter end date as \*

Rest of life

Is this expenditure a plan goal or event? \*

No

## Task: Check the start and end dates of all cash flow items

The start and end dates should be set correctly for incomes and expenditures but we also need to link our contribution stop dates to the end of the Pre-retirement life phase.

You can do this by expanding the Pre-retirement life phase, clicking on “Contribution”, and then clicking on each end date to link it to the end of the phase.

Pre-retirement  
Apr 2024  
44 - Ryan

Retirement  
May 2047  
68 - Ryan

Late retirement  
May 2059  
80 - Ryan

Pre-retirement

RYAN AGE  
44 - 67

PHASE DURATION  
Apr 2024 - Apr 2047

Actions

Incomes (1)	Withdrawals (0)	Expenditures (1)	Contributions (3)
Amount	Payer	Start	End
ISA (7IM Platform) / Ryan			
<input checked="" type="checkbox"/> £3,000 per year	Employee	<input type="text" value="Apr 2024"/>	<input type="text" value="Rest of life"/>
Personal pension plan (7IM Platform) / Ryan			
<input checked="" type="checkbox"/> £3,600 per year	Employee	<input type="text" value="Apr 2024"/>	<input type="text" value="Rest of life"/>
<input checked="" type="checkbox"/> £6,000 per year	Employer	<input type="text" value="Apr 2024"/>	<input type="text" value="Rest of life"/>

Retirement

RYAN AGE  
68 - 79

PHASE DURATION  
May 2047 - Apr 2059

Actions

It will look like this

Pre-retirement

RYAN AGE  
44 - 67

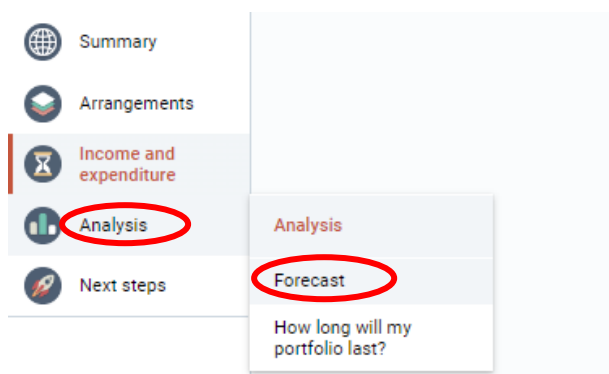
PHASE DURATION  
Apr 2024 - Apr 2047

Actions

Incomes (1)	Withdrawals (0)	Expenditures (1)	Contributions (3)
Amount	Payer	Start	End
ISA (7IM Platform) / Ryan			
<input checked="" type="checkbox"/> £3,000 per year	Employee	<input type="text" value="Apr 2024"/>	<input type="text" value="At end of phase: Pre-retirement (Apr 2047)"/>
Personal pension plan (7IM Platform) / Ryan			
<input checked="" type="checkbox"/> £3,600 per year	Employee	<input type="text" value="Apr 2024"/>	<input type="text" value="At end of phase: Pre-retirement (Apr 2047)"/>
<input checked="" type="checkbox"/> £6,000 per year	Employer	<input type="text" value="Apr 2024"/>	<input type="text" value="At end of phase: Pre-retirement (Apr 2047)"/>

## Task: Look at Ryan's cash flow plan

We've set up a basic cash flow plan for Ryan so we can now see what his life looks like.

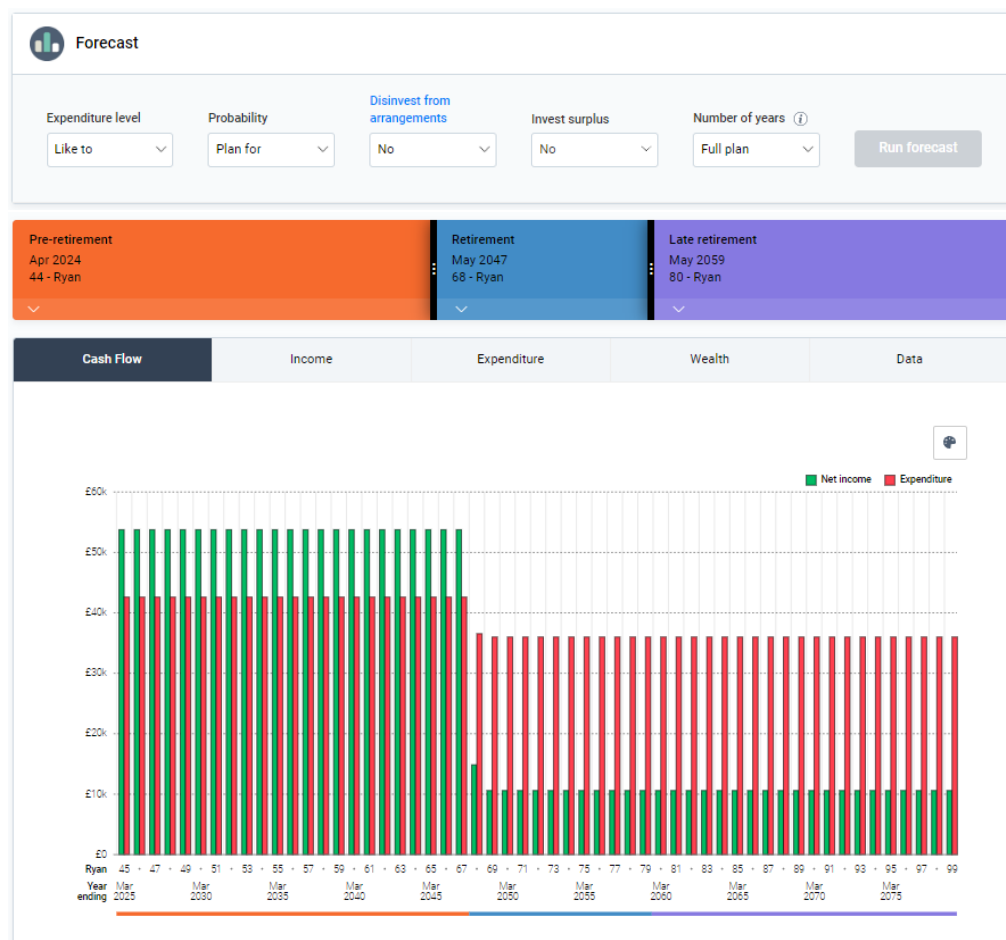


Using the left-hand navigation you can click “Analysis” and then “Forecast” to see the charting

*Note: If you'd like a different way of displaying how long your client's portfolio will last you can pick this output here too*

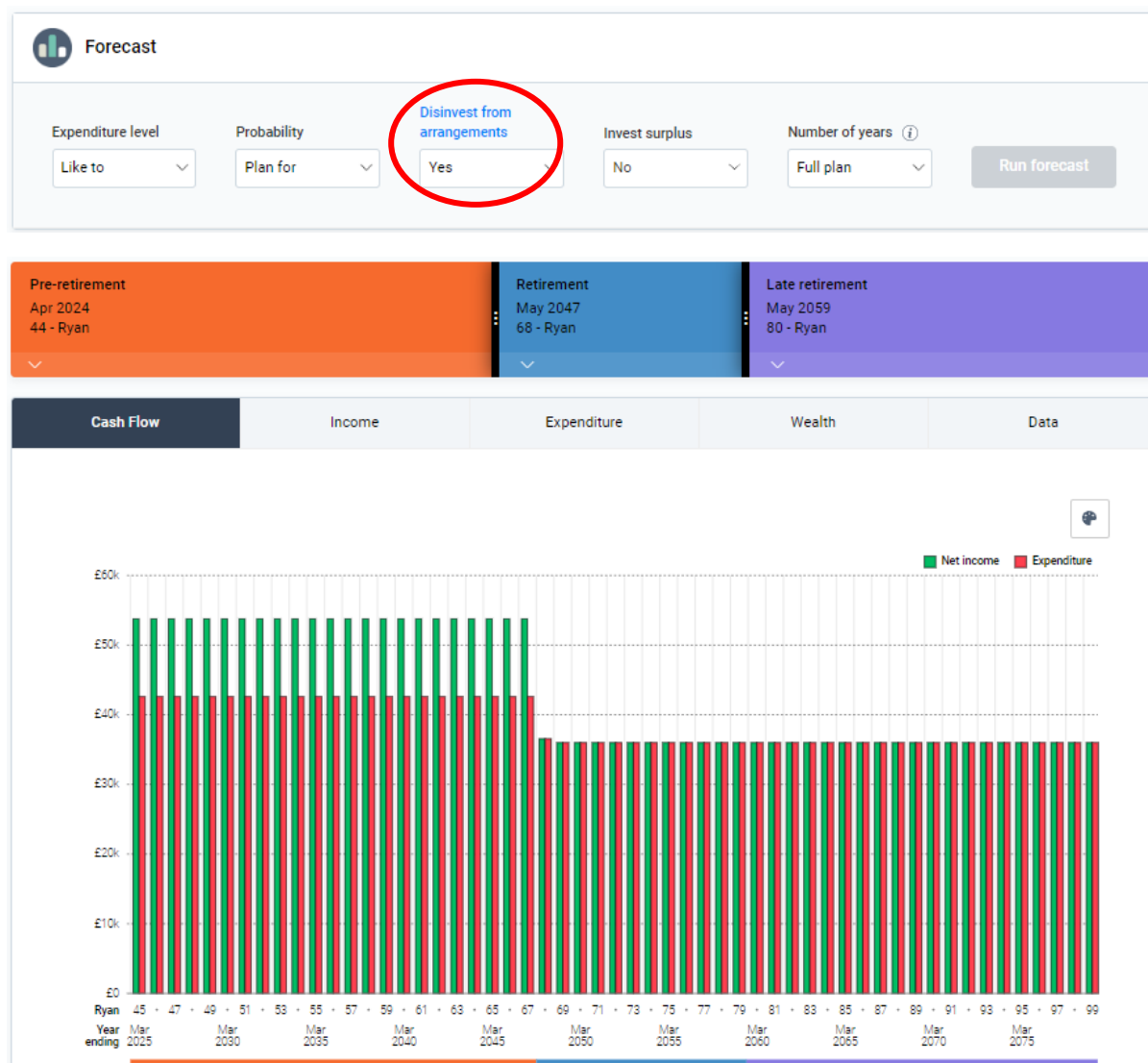
## Task: Check your plan

Using the default setting at the top of your chart, you should have a cash flow plan that looks like this.



## Task: Use automatic withdrawals to fill the shortfall in Ryan's Retirement

Setting “Disinvest from arrangements” to “Yes” will withdraw from Ryan’s investments in the priority order specified (you can see and adjust this order by clicking on the blue “Disinvest from arrangements” words) to cover any shortfall in the plan. A shortfall is shown where the green income bar is not as high as the red expenditure.



## Thank you for completing the pre-webinar cash flow training

You can now play with cash flow before the webinar. You might want to:

- Take a look around the rest of the charts
- Change the expenditure to “Dream of” to see what happens to Ryan’s plan if he wants to spend at a higher level during retirement
- Drag the retirement life phase earlier (the black bars are draggable)

We look forward to seeing you at the Cash flow webinar to cover a more complex case as well as all the underlying assumptions and full explanations of the charts.