

# FinaMetrica Profiler QuickStart Guide



---

Morningstar Inc. 312 696-6000 phone  
22 West Washington Street  
Chicago, Illinois 60602

---

©2021 Morningstar, Inc. All rights reserved. The Morningstar name and logo are registered marks of Morningstar, Inc. The information contained in this document is for informational purposes only and is the proprietary material of Morningstar, Inc.. Reproduction, transcription, or other use, by any means, in whole or in part, without the prior written consent of Morningstar, Inc, is prohibited.

**SuitabilityPro** Dashboard Clients 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000

# 1. FinaMetrica Profiler Navigation and Overview

## Legend

1. Global Menu Bar - accessible from any screen.
2. Advisor Dashboard - displays summary information of clients in database.
3. Clients Overview – displays summary information of selected client as shown above.
4. Help Options
  - a. LiveChat - 24/7 access to Client Services Representative.
  - b. Help Centre - link to video tutorials, user guides and other resources.
5. System Notifications - system notifications.
6. Global Settings
  - a. My Profile - advisor profile details.
  - b. Settings - configure the application (e.g. capital market assumptions etc).
7. Navigation Menu - displayed when a client is selected, navigate between modules.
8. Navigation Menu Icons
  - a. Notes – add client specific notes.
  - b. Side Reports – generate quick summary reports
9. View More - takes you to the summary page of the respective tile.
10. More Vertical Icon - when selected it displays quick actions available.
11. Suitability Score - see Glossary for details.

## 2. Let's Get Started!

### a. Adding Clients

#### Select **ADD A CLIENT** from the **Clients** tile on the advisor Dashboard

- ❖ The side panel will appear, enter client information.
- ❖ Select **Save** or **Save/Edit** if there are additional family members.
- ❖ The side panel will close upon save, select the client to open the client overview.
- ❖ To edit client information (address/jurisdiction etc.), select **VIEW MORE** from the family tile.

### b. Completing the Risk Tolerance and KYC Questionnaire

#### From the client Overview > Risk tolerance tile

- ❖ For clients who are comfortable completing the questionnaire electronically, select the **more vertical icon** from the menu options, then select **SEND INVITE**.
- ❖ The side panel will appear, customize message if desired, then select **SEND INVITE**.
- ❖ Once client completes the questionnaire, the results will appear in the notification tile.
- ❖ For clients who have completed a hard copy questionnaire already, select the **more vertical icon** from the menu options, then select **COMPLETE QUESTIONNAIRE**.
- ❖ The client portal will open in a separate browser, enter client's Risk Tolerance, Experience and KYC responses, the browser will close upon completion. Refresh client overview to view score. Repeat for spouse if applicable.
- ❖ To view the report, select the **more vertical icon** from the menu options, then select **VIEW RESULTS**. For guidance on the report, please refer to the User Guide.

### c. Adding Client's Portfolios (Goals)

#### Using the navigation menu > Planning > Portfolios

- ❖ On portfolio overview, select **ADD A PORTFOLIO**.
- ❖ The side panel will appear, enter a description in the text box under portfolio name, the investment capital amount and time horizon. For couples, add the investor/s and if joint, a **Decision Marker** will need to be selected; their risk tolerance score will be applied for the portfolio.
- ❖ Select **Save** to add additional portfolios or **Save/Edit** to move to the portfolio details.
- ❖ On **PORTFOLIO DETAILS**, select **EDIT > EDIT CURRENT** to update asset allocation and adjust the Suitability Score using the slider as needed, remember to document in text box. Select **SAVE CHANGES** once complete.
- ❖ Select **IMPLEMENTATION** to apply solution, see Glossary for details on Preferred Solutions.
- ❖ Select **ANALYSIS** to review risk capacity for the portfolio.

### d. Generating Reports

#### Using the navigation menu > Documents > Generate a report

- ❖ Select **GENERATE A DOCUMENT**.
- ❖ The side panel will appear, under category select **Profiler** and then select **Profiler** icon.
- ❖ Choose the sections to include in the report then select **GENERATE**.
- ❖ Select **Download** when the dialogue appears on the dialogue box.
- ❖ Only documents "in progress" can be deleted, share document the status must be "completed".

## 3. Glossary

- ❖ **Capital Market Assumptions (CMA)** - identify the rate of return, standard deviations, real inflation and benchmarks that are used to dynamically calculate the risk and return of current, target and implemented portfolios.
- ❖ **Certainty of Outcome (CoO)** - showing the range of possible outcomes over the time horizon using stochastic modelling. We combine the two factors of (1) the uncertainty of the investment returns and (2) "longevity risk" to determine the chance of outliving your money.
- ❖ **Current Portfolio** - a collection of accounts and investments that are subject to a shared investment policy. This should reflect the asset allocation of the client's invested capital.
- ❖ **Favourable and Unfavourable Markets** - another way of viewing the certainty of outcome by showing the capital and savings base and the income range of unfavourable and better than expected (favourable) markets.
- ❖ **Implemented Portfolio** - the Preferred Solutions (investments products) selected to best meet the objectives of the Target Portfolio.
- ❖ **Income Distribution** - the proportion of interest, dividends, realized gains, deferred gains that result from specific investment policy and portfolio.
- ❖ **Investment Policy** - the target asset allocation by asset class which has a specific target and may also have a range of acceptable percentages.
- ❖ **Preferred Solutions** - pre-defined investment products to be used for implementation, these can be a single product or a suite of products. Illustrative and pre-validated third partner solutions that have been mapped by FinaMetrica are also available for selection if desired.
- ❖ **Professional Judgement Matrix** - the suitability framework for time horizon, experience, knowledge and composure. The constraints are applied to the risk tolerance score to arrive at a Suitability Score for each

portfolio. The default constraints are based on research and back-testing and can be customised by the advisor if desired. The setting from the PJM is used in the Planning > Portfolios section to provide you with a consistent and defensible method for making investment recommendations.

- ❖ **Risk Profile** - the optimal level of investment risk for your client by balancing their risk required, risk capacity and their individual risk tolerance.
- ❖ **Risk Tolerance** - a psychological trait, it is how emotionally comfortable a person is with taking financial risk.
- ❖ **Suitability Score** - defaults to the FinaMetrica Risk Tolerance Score, may be adjusted lower by constraints defined in the PJM (time horizon, experience, knowledge and composure).
- ❖ **Target Portfolio** - the asset allocation or investment policy being recommended based on the Suitability Score.
- ❖ **Value at Risk (VaR)** - shows the size of potential falls on a year-by-year basis and how long it would take to recover in value.
- ❖ **Values** - important needs or requirements that helped identify what's important to an individual. Values are the foundation, that lead the discussion to identify priorities and ultimately establish sound financial goals.