

Workflow: CF: Prep Client Review (0/21 Steps Completed)

Related to Test Client

Scheduled Aug 19 2020, 3:06pm

Started Aug 19 2020, 3:06pm

Projected End Date Sep 10 2020, 6:00pm

1 Print Reports

Workflow CF: Prep Client Review

Step Status Current

Priority ☆ None

Due Tomorrow

Assigned to Cooper Shubert

Description Client Report, Benchmark Report & Holdings w/ Annualized Returns from Client Center

2 Review OneNote for GPM Updates

Workflow CF: Prep Client Review

Step Status Incomplete

Priority ☆ None

Due 1 day later, at 6:00pm

Assigned to Cooper Shubert

2 Outcomes

If No Updates

Go to Step: Review Taxes

If Updates Are Needed

Go to Step: Update GPM with New Numbers

3 Update GPM with New Numbers

Workflow CF: Prep Client Review

Step Status Incomplete

Priority ☆ None

Due 1 day later, at 6:00pm

Assigned to Cooper Shubert

4 Review Taxes

Workflow CF: Prep Client Review

Step Status Incomplete

Priority ☆ None

Due 1 day later, at 6:00pm

Assigned to Cooper Shubert

Description

Has tax return been reviewed already? If so, print.

↙ 2 Outcomes

Taxes Already Reviewed

Go to Step: Review OneNote for Cash Flow Updates

Taxes Need to be Reviewed

Go to Step: Upload Taxes and Print Review

5 Upload Taxes and Print Review

Workflow CF: Prep Client Review

Step Status Incomplete

Priority ☆ None

Due 1 day later, at 12:30pm

Assigned to Cooper Shubert

6 Review OneNote for Cash Flow Updates

Workflow CF: Prep Client Review

Step Status Incomplete

Priority ☆ None

Due 1 day later, at 6:00pm

Assigned to Cooper Shubert

7 Update Retirement Income Spreadsheet

Workflow CF: Prep Client Review

Step Status Incomplete

Priority ☆ None

Due 1 day later, at 6:00pm

Assigned to Cooper Shubert

Description Account balances, withholding, the withdrawal rate Are there multiple income scenarios? Make sure to update all pages

8 Confirm Fee Matches Shedule

Workflow CF: Prep Client Review

Step Status Incomplete

Priority ☆ None

Due 1 day later, at 12:30pm

Assigned to Cooper Shubert

Description Have they added money? Has the markets taken them above?

↙ 2 Outcomes

If New Fee Forms are Needed

Go to Step: Create New Fee Forms

If No Fees Need Updated

Go to Step: Review OneNote for Agenda Items

9 Create New Fee Forms

Workflow CF: Prep Client Review

Step Status Incomplete

Priority ☆ None

Due 1 day later, at 12:30pm

Assigned to Cooper Shubert

10 Review OneNote for Agenda Items

Workflow CF: Prep Client Review

Step Status Incomplete

Priority ☆ None

Due 1 day later, at 6:00pm

Assigned to Cooper Shubert

11 Update OPP

Workflow CF: Prep Client Review

Step Status Incomplete

Priority ☆ None

Due 1 day later, at 6:00pm

Assigned to Cooper Shubert

12 Confirm Bank Link

Workflow CF: Prep Client Review

Step Status Incomplete

Priority ☆ None

Due 1 day later, at 12:30pm

Assigned to Cooper Shubert

↓ 2 Outcomes

If No Bank Linked
Go to Step: Print Bank Link Form

Bank Link Established
Go to Step: Review OneDrive File for appropriate file names and organization

13 Print Bank Link Form

Workflow CF: Prep Client Review

Step Status Incomplete

Priority ☆ None

Due 1 day later, at 12:30pm

Assigned to Cooper Shubert

14 Review OneDrive File for appropriate file names and organization

Workflow	CF: Prep Client Review
Step Status	Incomplete
Priority	☆ None
Due	1 day later, at 12:30pm
Assigned to	Cooper Shubert
Description	The purpose of this is to keep client files organized

15 Review OneNote for Housekeeping Items

Workflow	CF: Prep Client Review
Step Status	Incomplete
Priority	☆ None
Due	1 day later, at 6:00pm
Assigned to	Cooper Shubert
Description	Misc forms? Things that are still needed from client Review items that need Tanya's attention

📄 2 Outcomes

Does Client Do Online Access? If Yes...
Go to Step: Confirm Online Access set up and clients can access all accounts.

Does Client Do Online Access? If No...
Go to Step: Confirm Household'd & Stmt's Look Correct

16 Confirm Online Access set up and clients can access all accounts.

Workflow	CF: Prep Client Review
Step Status	Incomplete
Priority	☆ None
Due	1 day later, at 12:30pm
Assigned to	Cooper Shubert

17 Confirm Household'd & Stmt's Look Correct

Workflow	CF: Prep Client Review
Step Status	Incomplete
Priority	☆ None
Due	1 day later, at 12:30pm
Assigned to	Cooper Shubert
Description	Confirm Document Delivery Preferences

18 Print Retirement Income Spreadsheet & OPP

Workflow	CF: Prep Client Review
Step Status	Incomplete
Priority	☆ None
Due	1 day later, at 6:00pm
Assigned to	Cooper Shubert

19 Put Folder Together

Workflow CF: Prep Client Review

Step Status Incomplete

Priority ☆ None

Due 1 day later, at 6:00pm

Assigned to Cooper Shubert

Description Client Report Benchmark Report Holdings with Annualized Returns OPP Retirement Income Spreadsheet Next Meeting Agenda - OneNote JP Morgan? Handouts Tax Review Misc Forms that are pending Create list of items pending for TN review

20 Tanya to Review

Workflow CF: Prep Client Review

Step Status Incomplete

Priority ☆ None

Due 3 days later, at 6:00pm

Assigned to Tanya Nichols

21 Start Post Annual Review Workflow

Workflow CF: Prep Client Review

Step Status Incomplete

Priority ☆ None

Due No due date.

Assigned to Cooper Shubert

CF: Post Annual Review

Steps for after annual reviews

Actions ▾

▶ Start Workflow

WORKFLOW TEMPLATE STEPS

☆ Update pending items in agenda and add notes to 'Next Meeting Agenda' in OneNote

Assigned to: Tanya Nichols

☆ Update retirement income sheet

Assigned to: Cooper Shubert

☆ Update net worth and other changes on NW statement and GPM

Assigned to: Cooper Shubert

☆ Complete or add remind for any other follow up

Assigned to: Cooper Shubert

☆ Change Last Meeting/Contact Date in CRM and WB

Assigned to: Cooper Shubert

☆ Add meeting agenda and portfolio review confirmation to WB

Assigned to: Cooper Shubert

☆ Scan and save any documents

Assigned to: Cooper Shubert

☆ Confirm clients review TAG is still accurate

Assigned to: Cooper Shubert

Next Meeting Agenda:

Tuesday, September 20, 2016

8:39 PM

Fall 2020

- 1) **TN TO DO:** Research Impact Investing options / Socially responsible investing options
- 2) Did they move things along with Keith to update the trust now that they made a bunch of decisions about giving Rocktop to XXX , and Warba to XXX etc
 - a. Yes - need copies 10/2019
- 3) Did they update their bucket spreadsheet to show which buckets are being paid for by investments
 - a. They will do in Spring 2020 - they are out of touch with this and it's okay - Still out of touch 3/2020
 - b. They are down from \$125k to about \$50k in savings instead of the planned \$75k - now down to \$40k refilled bucket to \$75k from trust
 - c. Also rebuild GPM and goals at this time (did not do)
- 4) How did they finally get over the Rocktop thing?
- 5) 529 transfer set up for 9/1 / Lee set up for 6/1 -
- 6) Did they talk to XXX about when he wanted the Money?
- 7) He may want someone to just do the taxes ? Just give them tax prepare and we'll do projecting together
 - a. Need to do 2020 tax review - they were short on state

TN

TN

TN

- 1) Auto RMD to Trust as is - change date to 8/15
- 2) 9/1 Check to MN Saves for XXX 529 plan from Trust
- 3) 6/1 auto transfer to Affinity bank for 12k/year for XXX
- 4) 2/15 check to Nationwide \$9860 (confirm \$amt) from Trust for XXX insurance policy