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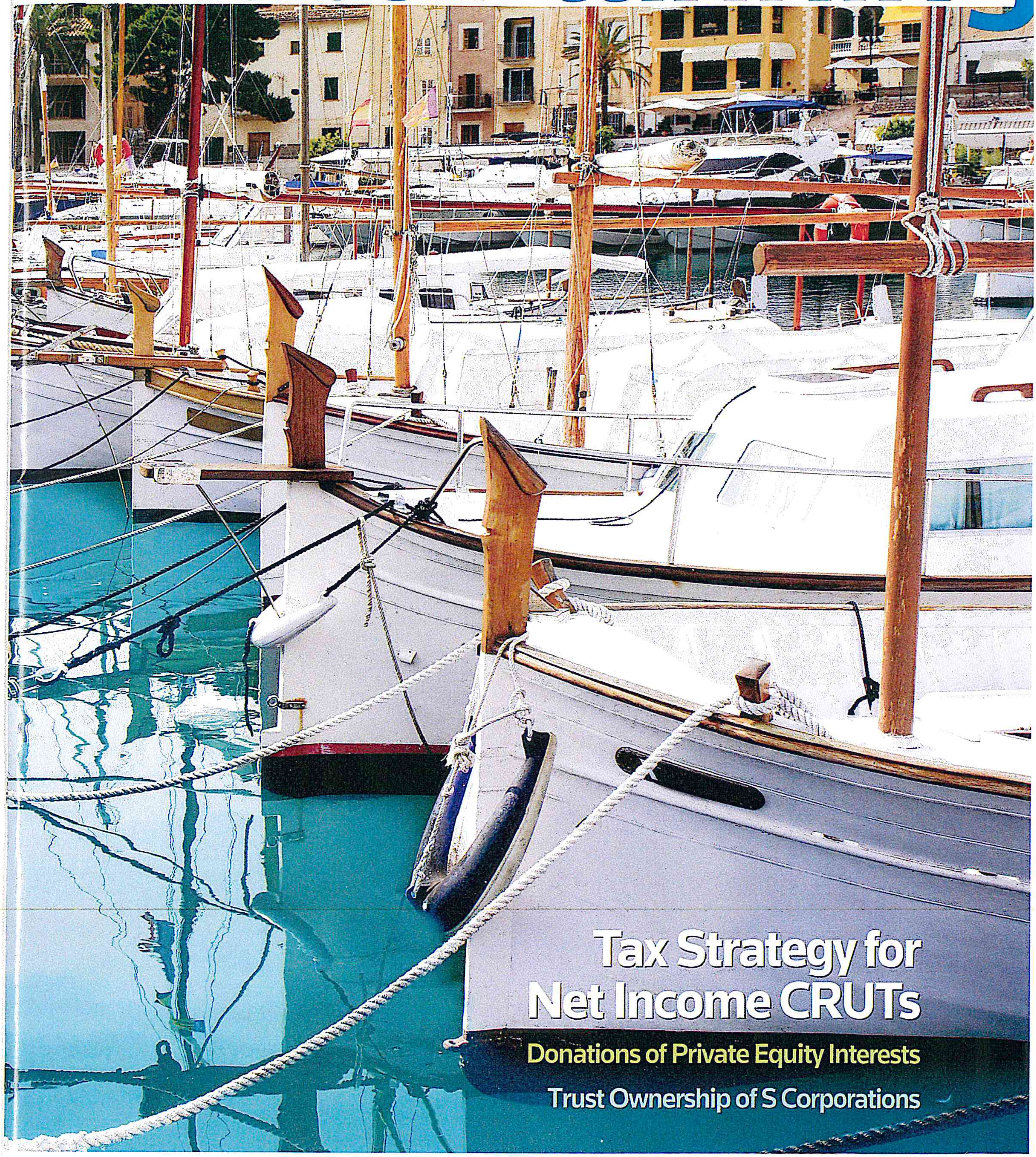

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DONALD H. KELLEY

FundingPro™ Coordinates Trust Funding and Related Tasks

FundingPro™ and its companion product *SettlementPro*™ are software applications published by Advanced Planning Solutions, LLC. They are designed to help practitioners coordinate trust funding, trust settlement, and post-mortem trust administration. This review focuses on *FundingPro* as a software system that helps to transfer assets to living trusts. *SettlementPro* provides a software facility that coordinates trust estate administration and distribution.

FundingPro version 2016 furnishes a structured environment for organizing trust funding and creating the necessary funding documents. Forms are included; including deeds and the templates may be adjusted by the user. It offers a step-by-step procedure for the preparation of funding documents, provides coordination of funding items, and offers assistance with funding issues. A personal information form for the client and forms for the input of information on other related family and advisors are included. Funding is not confined to one trust, and separate trusts can be funded.

Training videos and other materials are furnished with guidelines to train planners and paraprofessionals. The program has context help throughout. HotDocs® help is furnished at each screen of the program. A series of technical bulletins to help the user with funding may be brought up from the Practice Tools item on the opening left side navigational panel.

FundingPro offers:

- Asset-specific transfer process for all asset types.
- Detailed transfer instructions.
- Company-specific transfer and beneficiary forms.
- Creation of asset summary reports and client funding reviews.
- Funding tracking tools and systems for the analysis of trust funding.
- Provision of client data storage for future funding reviews and asset transfers.

Included in the documents that *FundingPro* generates are automated trust funding forms (including annuities, investments, life insurance, retirement accounts, and bonds, Treasury bills, and Treasury notes) for national financial firms, insurance companies, and government securities. FundingPro uses the HotDocs Filler program to assemble institutional company forms to help the user transfer assets held with these organizations.

Monthly software updates are furnished to keep funding forms current and accurate. A copy of the *FundingPro* Answer file can be exported to *SettlementPro* and the programs otherwise integrated for post-mortem administration. After settlement of the estate of one spouse, the Answer file can be changed to the survivor as a single person.

Client educational materials on trust funding are included along with marketing kits to promote trust funding business.

Program capabilities

This product requires an IBM or compatible computer with the Windows operating system and Microsoft® Office. It may be installed as either a single user stand-alone or as a network installation. It requires installation of the HotDocs system, upon which the program documents are built.

Program operation

The publisher's standard method of distribution of the software is by internet download. After the user is set up as a Member, he or she is taken to the download page of the publisher's website. The publish-

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EXHIBIT 1
Basic Navigational Screen

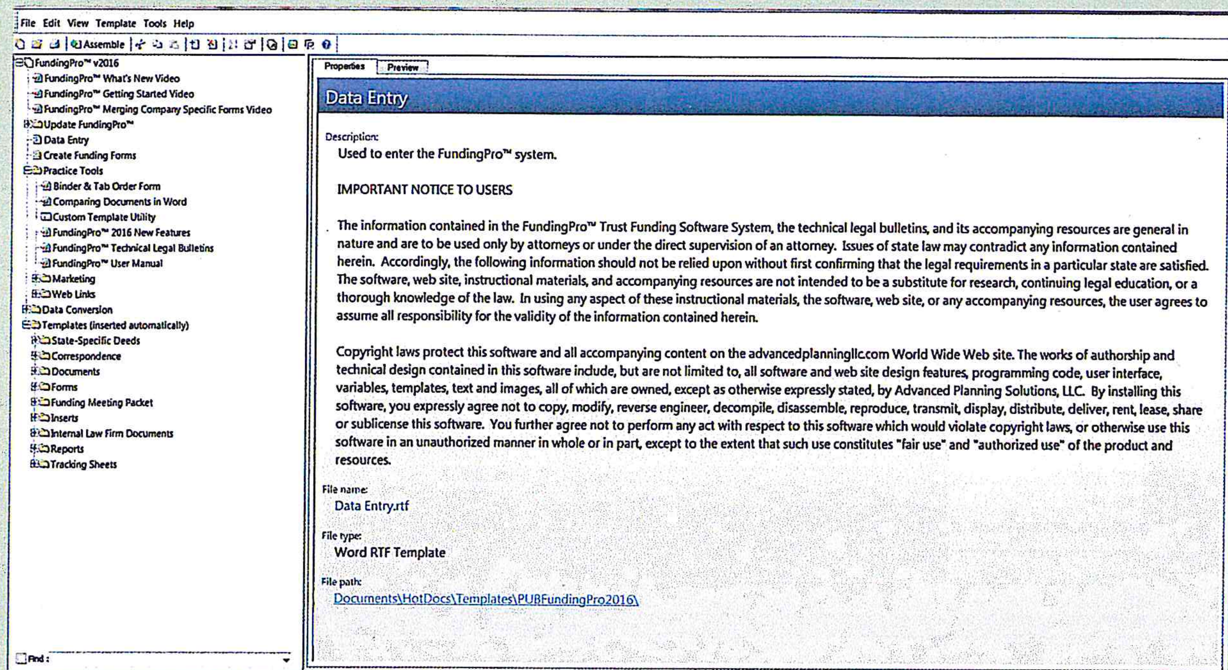


EXHIBIT 2
Interview Screen with Navigational Panel

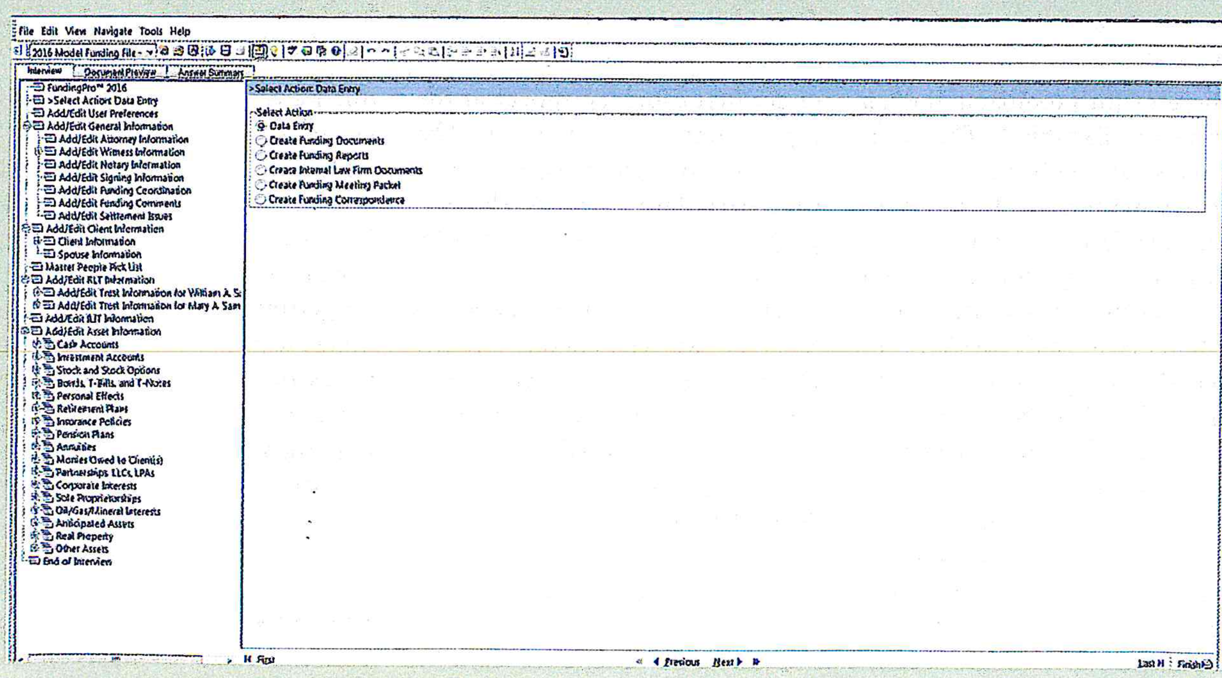
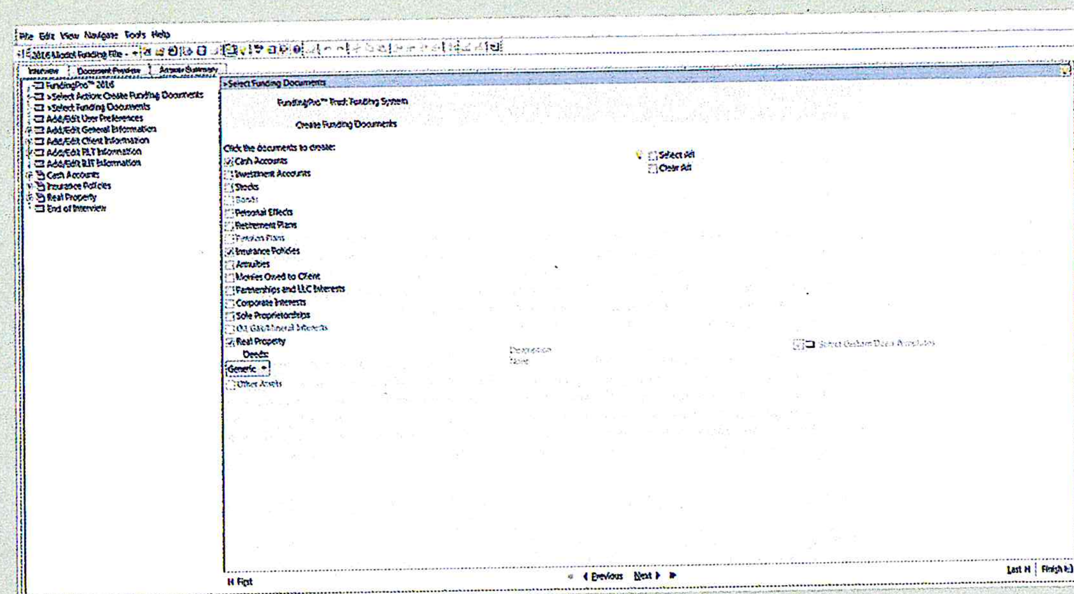


EXHIBIT 3
Funding Documents Screen



er's typical protocol is to have a support assistant schedule a mutually convenient time to go through the installation process and provide a quick starting tour of the software. An operating manual for *FundingPro* is available from the left side navigational panel.

When *FundingPro* is launched, a basic navigational screen appears on the left with a toolbar at the top as shown in Exhibit 1. The Toolbar items vary with the screen the user is working on, but always include a Help icon. The user begins with Data Entry and may select from instructional videos and Practice Tools as he or she works. Ultimately, the user may select from the templates listed on the navigational panel for the documents he or she wishes to create.

Personal information and client asset data should be entered before beginning document preparation. To commence data entry, the user clicks on the Data Entry item on the left-hand navigational panel. A pop-up appears asking the user for the Answer file he or she wishes to use, whether a new Answer File or one already created. The Interview screen with the accompanying left-hand navigational panel then appears as shown in Exhibit 2.

When the user selects a category at the bottom left of the navigation pane, the subcategories under that category appear at the top left of the navigation pane. The user clicks on a subcategory to proceed with data entry for the displays and calculations created by that subcategory.

The user then clicks on the action he or she wishes to take. Selecting Data Entry lets the user choose among the Data Entry screen or screens for the creation of documents, reports, or correspondence. Note that as reflected on the navigational panel, the user may add or edit information, work on a master people list, or select user preferences for the operation of the program. If the user selects documents, he or she may bring up a list of funding documents to create in the program, as shown in Exhibit 3.

FundingPro generates multiple company forms in one batch. Detailed step-by-step instructions demonstrating this process are provided in *FundingPro*'s online training videos.

Toll-free support is available during business hours by phone at 800-300-0431 ext. 2 or 3, and email at support@advancedplanningllc.com. The Customer Help Center screen also supplies a list of frequently asked questions on getting started with and operating the program that the user may check before contacting customer support. A knowledge base with getting started videos, training materials, and trust funding articles is available on the *FundingPro* member website.

Procurement information

FundingPro and *SettlementPro* are available from Advanced Planning

Solutions, as are binders and tabs for use with trust funding and settlement documents, at the "Order" page to be found at www.advancedplanningllc.com/.

These products may be ordered by downloading an order form and faxing it to the publisher; by phone at 800-300-0431, ext. 1; or by email at sales@advancedplanningllc.com.

These programs are sold for a 60-day orientation period providing a site license for up to five users at $1,995 for the *FundingPro* software system only and $1,995 for the *SettlementPro* software system only. A package (*FundingPro* and *SettlementPro* systems) is available at $2,995 that includes both software programs. For $1,495, either *FundingPro* or *SettlementPro* may be added to a membership for the other. A monthly subscription fee is required following the 60-day orientation period at $59.95 per month for either the *FundingPro* or *SettlementPro* software systems only, or $79.95 per month for the package of both software systems.

HotDocs is not included. It may be ordered separately as described on the "Order" page found at www.advancedplanningllc.com/. ■

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