TRIQUEST

Risk Bucket Allocation Strategy

Agent Quick Start & Training Manual

A practical guide to moving from "What You Have" to "What You Want"

ACTUAL / CURRENT	DESIRED / TARGET

Purpose Help an agent organize a client's assets by both risk and tax treatment, compare the current allocation with the client's desired allocation, and distinguish the conceptual target from what can actually be implemented when certain assets must remain in place.

For agent training and client-discussion preparation.

1. What This Application Does

The application organizes the client's allocation in two dimensions at the same time: investment risk and tax treatment. The result is a 3 × 3 matrix that makes it easy to see where the client's assets are today, where the client says they want them to be, and whether the desired mix can be implemented with the assets that are actually available to reposition.

The core conversation What You Have → What You Want → What Can Be Implemented

Risk categories

- Higher Risk
- Moderate Risk
- No/Low Risk

Tax-treatment categories

- Taxable
- Tax Deferred
- Tax Free

Color language used throughout the application

Yellow	Actual/current allocation — what the client has today
Blue	Desired/target allocation — what the client identified as the goal
Gray bucket	The container for a Risk × Tax Treatment position

Important distinction: Target vs. Implementable

The Target Allocation is the exact desired picture. It conceptually distributes all included value into the desired Risk × Tax mix, including Strategic / Illiquid assets. The Implementable Allocation is different: only Flexible assets can move. Strategic / Illiquid and Fixed / Illiquid assets remain in their existing positions.

2. Start the Client Case

Open Client & Case Management at the top of the application. Use it as the file cabinet for the analysis.

Field / Button	What it does	Agent use
Client Name	Identifies the client on the active case and client report.	Use the client’s normal display name.
Case Name	Names the working case.	Use a name that will still make sense months later.
Saved Cases	Selects a previously saved case.	Choose a case, then click Load.
Save	Saves the active case under its current case name.	Use after meaningful changes.
Save As	Creates a separately named saved case.	Use for alternative strategies or versions.
Load	Loads the selected saved case.	Confirm the correct case before editing.
New Case	Starts a clean case and clears the prior case selection.	Use before beginning a different client or a truly separate analysis.
Export Case File	Creates a portable case backup.	Useful for backup or moving a case between computers.
Import Case File	Loads a previously exported case file.	Use only with a case file you intend to open.
Client PDF	Opens the client-facing allocation report for printing/saving as PDF.	Use after the analysis is complete.
Delete Saved Case	Deletes the selected saved case.	Use deliberately; this is a destructive action.

Best practice Save the case before producing the Client PDF. If you are testing an alternative design, use Save As so the original case remains available.

3. Screen 1 — Desired Risk Allocation

Screen title: "How Do You Want Your Money Allocated by Risk?"

This screen establishes the client's desired overall risk mix. Enter any two percentages; the third automatically balances to 100%.

Agent workflow

1. Discuss the client's desired balance among Higher Risk, Moderate Risk and No/Low Risk.
2. Enter two percentages.
3. Confirm that the automatically balanced third percentage reflects the client's intent.
4. Do not move forward until the client understands that this is the desired allocation, not a recommendation generated by the application.

> **Conversation prompt** "If we could design the risk mix intentionally, how would you want the total dollars divided among higher, moderate and no/low risk?"

4. Screen 2 — Desired Tax Treatment

Screen title: "How Do You Want Your Money Allocated by Tax Treatment?"

This screen establishes the desired overall mix among Taxable, Tax Deferred and Tax Free accounts. As on Screen 1, enter any two percentages and the third balances to 100%.

Agent workflow

5. Discuss the role of each tax-treatment category in the client's overall allocation.
6. Enter the client's desired percentages.
7. Verify the three categories total 100%.
8. Keep the discussion focused on allocation structure; the application itself does not provide tax advice.

> **Why Screens 1 and 2 matter** The application will combine these two separate goals into the Risk × Tax Treatment matrix shown on Screen 4.

5. Screen 3 — Your Current Allocations

This is the account-entry and implementation screen. Each account is classified by current balance, taxation, risk and allocation treatment.

Adding an account

9. Click + Add Account.
10. Enter the Account Name and Current Balance.
11. Choose Taxation: Taxable, Tax Deferred or Tax Free.
12. Choose Risk: Higher Risk, Moderate Risk or No/Low Risk.
13. Choose the Allocation Treatment.
14. Click Save Account.

Allocation Treatment choices

Treatment	Meaning in the application	Effect on allocation
Flexible / Reallocatable	Asset is available to reposition.	May move when calculating the Implementable Allocation.
Strategic / Illiquid — Target Picture + Hold in Place	Included in the target picture but held in place for implementation.	Counts in allocation analysis; cannot be moved in the Implementable view.
Fixed / Illiquid — Hold in Place	Held in its current Risk × Tax bucket.	Included, but unavailable for reallocation.
Exclude from Allocation Analysis	Kept on the ledger but omitted from the Risk × Tax analysis.	Does not affect the allocation matrix.

Target Allocation and Implementable views

- Target Allocation: shows the exact desired picture using all included value conceptually.
- Implementable: moves only Flexible assets; Strategic / Illiquid and Fixed / Illiquid assets stay in place.
- Show Resolved Allocation: switches the ledger from the current accounts to the resolved allocation.
- Recalculate Resolved: recalculates the resolved result after changes.

When constrained assets prevent an exact match, the Implementation Constraint panel identifies the held-in-place amount and the Risk × Tax buckets that are over or short of target.

6. Screens 4 and 5 — See the Two Pictures Separately

Screen 4 — Desired Allocation Mix

Screen 4 combines the desired Risk allocation from Screen 1 with the desired Tax Treatment allocation from Screen 2. The column totals across the top are the Risk targets. The row totals on the left are the Tax Treatment targets. The blue buckets show the resulting desired Risk × Tax positions in both percentage and dollars.

Read it this way Choose a row (tax treatment) and a column (risk). Their intersection is one target bucket.

Screen 5 — Actual Allocation Mix

Screen 5 uses the same grid but shows the client's current allocation. Yellow buckets identify where the client's existing assets actually sit. Because Screens 4 and 5 use the same visual structure, the agent can move between them without changing the client's frame of reference.

Teaching point Screen 4 is the desired picture. Screen 5 is the current picture. Do not start solving the difference yet—first make sure the client sees both pictures clearly.

How to read any matrix screen

Across the top	Higher Risk / Moderate Risk / No/Low Risk totals
Down the left	Taxable / Tax Deferred / Tax Free totals
Inside a bucket	Percentage and dollar amount assigned to that exact Risk × Tax position
Empty cell	No allocation currently assigned to that Risk × Tax position

7. Screen 6 — Does “What You Have” = “What You Want”?

This is the primary comparison screen. Yellow represents Actual. Blue represents Desired. The top of each column compares overall Risk totals; the left side compares overall Tax Treatment totals; paired buckets inside the grid compare each specific Risk × Tax position.

How to present this screen

15. Start with the top Risk totals. Identify the largest differences between Actual and Desired.
16. Move to the left-side Tax Treatment totals.
17. Then move into the grid to show exactly where those differences occur.
18. Use the dollar amounts to translate percentages into real client dollars.
19. Avoid jumping immediately to a product or transaction. The purpose of this screen is to make the allocation gap understandable.

> **Client conversation** “Now we can see the difference between the allocation you have and the allocation you told us you want. The next question is which dollars are actually available to reposition.”

8. Screen 7 — This Is What You Want

Screen 7 presents the resolved result using the same Actual-versus-Desired layout. If the desired allocation can be implemented exactly, the two sides align. If Strategic / Illiquid or Fixed / Illiquid assets prevent an exact match, the screen shows the closest allocation available without moving those constrained assets.

When a constraint exists, the warning ribbon explains that held-in-place assets prevent an exact match. The important point is not that the application 'failed' to hit the target; it is showing the practical difference between a conceptual target and an implementable strategy.

> **Agent language** “This is the closest implementable allocation using the dollars we are actually allowed to reposition. The remaining variance is being caused by assets we have intentionally held in place.”

9. Client PDF

The Client PDF is generated from Client & Case Management. It is intentionally client-facing and unbranded. The report summarizes the allocation analysis without the application controls.

Current report flow

Page 1 — Your Allocation Strategy: Side-by-side summary of What You Have and What You Want across Risk Allocation and Tax Treatment, with Total Assets Analyzed.

Page 2 — Your Desired Allocation: The desired Risk × Tax matrix using the blue target buckets.

Page 3 — Where You Are Today: The current Risk × Tax matrix using the yellow actual buckets.

Page 4 — Your Allocation Comparison: Actual versus Desired in one matrix. When applicable, the page also explains constrained Strategic / Illiquid or Fixed / Illiquid assets and implementation considerations.

Before giving the PDF to a client

- Confirm the client name and case name are correct.
- Confirm all accounts and balances are current.
- Confirm each account's Taxation, Risk and Allocation Treatment.
- Review Screens 4–7 for obvious classification errors.
- Save the case.
- Generate the Client PDF and visually review the pages before sending or printing.

> **Important** The report itself states that the analysis is for discussion purposes and does not constitute investment, tax, legal or insurance advice or guarantee future results.

10. Recommended Client Meeting Flow

Step	Purpose	Application location
1	Establish the desired risk mix	Screen 1
2	Establish the desired tax-treatment mix	Screen 2
3	Inventory and classify current assets	Screen 3
4	Show the desired matrix	Screen 4
5	Show where the client is today	Screen 5
6	Compare What You Have with What You Want	Screen 6
7	Show the resolved / implementable result	Screen 7
8	Produce the client handout	Client PDF

11. Agent Best Practices

- Classify the asset first; solve the strategy second. A wrong Risk, Taxation or Allocation Treatment classification can distort every later screen.
- Use Strategic / Illiquid and Fixed / Illiquid deliberately. They are implementation constraints, not cosmetic labels.
- Use Excluded only when the asset truly should not participate in the Risk × Tax allocation analysis.
- Save meaningful versions with Save As rather than overwriting a useful prior design.
- Use Export Case File as a portable backup for important cases.
- Keep the yellow/blue language consistent with the client: yellow = actual, blue = desired.
- On Screen 6, explain the gap before discussing a solution.
- On Screen 7, explain why a constrained result can differ from the conceptual target.
- Always review the Client PDF before delivery.

12. Quick Troubleshooting

What you see	What to check
The desired percentages do not look right	Return to Screens 1 and 2 and verify the desired Risk and Tax Treatment percentages.
The current matrix looks wrong	Review each account on Screen 3 for balance, taxation and risk classification.
The resolved result will not exactly match the target	Check for Strategic / Illiquid or Fixed / Illiquid assets and review the Implementation Constraint panel.
An asset should not affect the analysis	Edit the account and select Exclude from Allocation Analysis.
You need an alternate design without losing the current one	Use Save As and give the alternate case a new case name.
You are starting a different client/case	Use New Case; verify the prior Saved Cases selection is cleared before entering new data.
You need a portable backup	Use Export Case File.
The client handout needs updating	Correct the case, Save, then regenerate Client PDF.

13. One-Minute Agent Checklist

☐ Client and case names are correct.

☐ Desired Risk percentages are confirmed.

- ☐ Desired Tax Treatment percentages are confirmed.
- ☐ All current accounts are entered.
- ☐ Every account has the correct Taxation and Risk classification.
- ☐ Allocation Treatment is intentional for every account.
- ☐ Target and Implementable views have been reviewed when constraints exist.
- ☐ Screens 4–7 tell a coherent story.
- ☐ Case has been saved.
- ☐ Client PDF has been visually reviewed before delivery.

Bottom line The application is most effective when the agent uses it as a conversation framework: define the desired allocation, classify what the client actually owns, identify the gap, then distinguish the ideal target from what can practically be implemented.