

Checklists Overview

Using simple checklists makes data entry very easy. Find on www.nowsorted.com/knowledge-base/

Your Documents/Location Checklist
for preparing Documents/Location data entry

- To simplify data entry, use the Handy Notes below before you start.
- This will make entering information easy, simple and quick.
- Tip: destroy this sheet once used as a data entry aid.

Person 1
(fill for Person 1 on next page)
First name: _____ Family name: _____

Handy notes:

A. When entering your Documents/Location data in your Now Sorted app software, simply use the drop-down menu to select the relevant items you need.

B. You can enter multiple items for each type of asset or liability.

C. Your Checklist/Report & Summary will not be a summary of everything you enter.

D. While we encourage you to enter frequently (e.g. bank balances) others will fluctuate properly (property).

E. Enter any Notes as necessary.

Data entry tab > Documents/Location

Item	Account	Location of original	Date entered in MS	Current	Source
1	Administration of Estate/Executor		1/1/16	1/1/16	1/1/16
2	Confidential Bank, Mortgage, etc.		1/1/16	1/1/16	1/1/16
3	Debt/Loan		1/1/16	1/1/16	1/1/16
4	Driving Licence		1/1/16	1/1/16	1/1/16
5	Insurance policies		1/1/16	1/1/16	1/1/16
6	Investment receipts		1/1/16	1/1/16	1/1/16
7	Message documents		1/1/16	1/1/16	1/1/16
8	Power of Attorney		1/1/16	1/1/16	1/1/16
9	Shareholder Certificate		1/1/16	1/1/16	1/1/16
10	Shareholder documents		1/1/16	1/1/16	1/1/16
11	The months		1/1/16	1/1/16	1/1/16
12	City Council		1/1/16	1/1/16	1/1/16
13	Will		1/1/16	1/1/16	1/1/16
14	Other 1		1/1/16	1/1/16	1/1/16
15	Other 2		1/1/16	1/1/16	1/1/16
16	Other 3		1/1/16	1/1/16	1/1/16

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Documents/Location

Your Financial Summary Checklist
for preparing Financial Summary data entry

- To simplify data entry, use the Handy Notes below before you start.
- This will make entering information easy, simple and quick.
- Tip: destroy this sheet once used as a data entry aid.

Person 1
(fill for Person 1 on next page)
First name: _____ Family name: _____

Handy notes:

A. When entering your Financial Summary data in your Now Sorted app software, simply use the drop-down menu to select the relevant items you need.

B. You can enter multiple items for each type of asset or liability.

C. Your Checklist/Report & Summary will not be a summary of everything you enter.

D. While we encourage you to enter frequently (e.g. bank balances) others will fluctuate properly (property).

E. Enter any Notes as necessary.

Data entry tab > Financial Summary

Item	Type	Account	Date entered in MS	Current	Source
1	Cash at bank		1/1/16	1/1/16	1/1/16
2	Cash in investment fund		1/1/16	1/1/16	1/1/16
3	Real estate		1/1/16	1/1/16	1/1/16
4	Investment property		1/1/16	1/1/16	1/1/16
5	Personal loan/loan document		1/1/16	1/1/16	1/1/16
6	Non-Person/Personal loan document		1/1/16	1/1/16	1/1/16
7	Vehicle		1/1/16	1/1/16	1/1/16
8	Vehicle as assets		1/1/16	1/1/16	1/1/16
9	Non-vehicle/vehicle		1/1/16	1/1/16	1/1/16
10	Liabilities as liability		1/1/16	1/1/16	1/1/16

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Financial Summary

Your Guarantee Checklist
for preparing Guarantee data entry

- To simplify data entry, use the Handy Notes below before you start.
- This will make entering information easy, simple and quick.
- Tip: destroy this sheet once used as a data entry aid.

Person 1
(fill for Person 1 on next page)
First name: _____ Family name: _____

Handy notes:

A. This checklist is for Person 1 & Person 2 (next page) - fill in Person 2 on next page.

B. When entering your Guarantee data in your Now Sorted app software, simply use the self-explanatory fields.

C. Always use record types for amounts throughout your software, which will be calculated automatically.

D. Enter the date for the guarantee.

E. Enter any Notes as necessary.

Data entry tab > Guarantee

Item	Type	Account	Date entered in MS	Current	Source
1	Guarantee		1/1/16	1/1/16	1/1/16
2	Guarantee		1/1/16	1/1/16	1/1/16
3	Guarantee		1/1/16	1/1/16	1/1/16
4	Guarantee		1/1/16	1/1/16	1/1/16
5	Guarantee		1/1/16	1/1/16	1/1/16
6	Guarantee		1/1/16	1/1/16	1/1/16
7	Guarantee		1/1/16	1/1/16	1/1/16
8	Guarantee		1/1/16	1/1/16	1/1/16
9	Guarantee		1/1/16	1/1/16	1/1/16
10	Guarantee		1/1/16	1/1/16	1/1/16
11	Guarantee		1/1/16	1/1/16	1/1/16
12	Guarantee		1/1/16	1/1/16	1/1/16
13	Guarantee		1/1/16	1/1/16	1/1/16
14	Guarantee		1/1/16	1/1/16	1/1/16
15	Guarantee		1/1/16	1/1/16	1/1/16

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Guarantees

Your Life Insurance Checklist
for preparing Life Insurance data entry

- To simplify data entry, use the Handy Notes below before you start.
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- Tip: destroy this sheet once used as a data entry aid.

On the life of Person 1
(fill for Person 1 on next page)
First name: _____ Family name: _____

Handy notes:

A. This checklist is for up to 10 policies on life of Person 1 (Person 2 on next page).

B. When entering your Life Insurance data in your Now Sorted app software, simply use the self-explanatory fields.

C. To assist, we have provided light colored text for you to complete for Category, Protection and Frequency.

D. Always use record types for amounts throughout your software, which will be calculated automatically for you.

Protection types (1 to 10)

A. Payable on death from all causes. ☐

B. Payable on death by accident. ☐

C. Total & Permanent Disability - TPD (own occupation). ☐

D. Total & Permanent Disability - TPD (any occupation). ☐

E. Critical Illness - Trauma Cover. ☐

F. Income protection on self - individual policy benefit per month. ☐

G. Income protection - Employer owned - Employer paid - benefit per month. ☐

H. Income protection - Business Income - benefit per month. ☐

Data entry tab > Insurance (General)

Item	Category	Protection Type	Frequency	Policy No.	Current	Source
1	Life Insurance	1	Monthly	123456789	1/1/16	1/1/16
2	Life Insurance	2	Monthly	123456789	1/1/16	1/1/16
3	Life Insurance	3	Monthly	123456789	1/1/16	1/1/16
4	Life Insurance	4	Monthly	123456789	1/1/16	1/1/16
5	Life Insurance	5	Monthly	123456789	1/1/16	1/1/16
6	Life Insurance	6	Monthly	123456789	1/1/16	1/1/16
7	Life Insurance	7	Monthly	123456789	1/1/16	1/1/16
8	Life Insurance	8	Monthly	123456789	1/1/16	1/1/16
9	Life Insurance	9	Monthly	123456789	1/1/16	1/1/16
10	Life Insurance	10	Monthly	123456789	1/1/16	1/1/16

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Life Insurance

Your Property Insurance Checklist
for preparing Insurance (General, non-life) data entry

- To simplify data entry, use the Handy Notes below before you start.
- This will make entering information easy, simple and quick.
- Tip: destroy this sheet once used as a data entry aid.

For general (non-life) property of Person 1
(fill for Person 1 on next page)
First name: _____ Family name: _____

Handy notes:

A. This checklist is for up to 10 general property insurance for Person 1 (Person 2 on next page).

B. When entering your Insurance (General) data in your Now Sorted app software, simply use the self-explanatory fields.

C. To assist, we have provided light colored text for you to complete for Category and Frequency.

D. Always use record types for amounts throughout your software.

Protection types (General, Non-Life, Insurance)

Building & Contents. ☐

Special items (jewellery, etc). ☐

Vehicle. ☐

Tools, equipment. ☐

Sparring goods. ☐

Data entry tab > Insurance (General)

Item	Category	Protection Type	Frequency	Policy No.	Current	Source
1	Property Insurance	1	Monthly	123456789	1/1/16	1/1/16
2	Property Insurance	2	Monthly	123456789	1/1/16	1/1/16
3	Property Insurance	3	Monthly	123456789	1/1/16	1/1/16
4	Property Insurance	4	Monthly	123456789	1/1/16	1/1/16
5	Property Insurance	5	Monthly	123456789	1/1/16	1/1/16
6	Property Insurance	6	Monthly	123456789	1/1/16	1/1/16
7	Property Insurance	7	Monthly	123456789	1/1/16	1/1/16
8	Property Insurance	8	Monthly	123456789	1/1/16	1/1/16
9	Property Insurance	9	Monthly	123456789	1/1/16	1/1/16
10	Property Insurance	10	Monthly	123456789	1/1/16	1/1/16

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Property Insurance

Your Cash Flow Checklist
for preparing Cash Flow data entry

- To simplify data entry, use the Handy Notes below before you start.
- This will make entering information easy, simple and quick.
- Tip: destroy this sheet once used as a data entry aid.

Person 1
(fill for Person 1 on next page)
First name: _____ Family name: _____

Handy notes:

A. This checklist is for Person 1 & Person 2 (next page) - fill in Person 2 on next page.

B. When entering your Cash Flow data in your Now Sorted app software, use fields indicated below.

C. To assist, we have provided light colored text for you to complete for Category, Type and Frequency.

D. Always use record types for amounts throughout your software, which will be calculated automatically for you.

Data entry tab > Cash Flow

Item	Category	Frequency	Policy No.	Current	Source
1	Cash Flow	Monthly	123456789	1/1/16	1/1/16
2	Cash Flow	Monthly	123456789	1/1/16	1/1/16
3	Cash Flow	Monthly	123456789	1/1/16	1/1/16
4	Cash Flow	Monthly	123456789	1/1/16	1/1/16
5	Cash Flow	Monthly	123456789	1/1/16	1/1/16
6	Cash Flow	Monthly	123456789	1/1/16	1/1/16
7	Cash Flow	Monthly	123456789	1/1/16	1/1/16
8	Cash Flow	Monthly	123456789	1/1/16	1/1/16
9	Cash Flow	Monthly	123456789	1/1/16	1/1/16
10	Cash Flow	Monthly	123456789	1/1/16	1/1/16
11	Cash Flow	Monthly	123456789	1/1/16	1/1/16
12	Cash Flow	Monthly	123456789	1/1/16	1/1/16
13	Cash Flow	Monthly	123456789	1/1/16	1/1/16
14	Cash Flow	Monthly	123456789	1/1/16	1/1/16
15	Cash Flow	Monthly	123456789	1/1/16	1/1/16

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Cash flow data

Your Important Numbers Checklist
for preparing Important Numbers data entry

- To simplify data entry, use the Handy Notes below before you start.
- This will make entering information easy, simple and quick.
- Tip: destroy this sheet once used as a data entry aid.

Important Numbers for Person 1
(fill for Person 1 on next page)
First name: _____ Family name: _____

Handy notes:

A. This checklist is for numbers relating to Accounts (e.g. Bank, Credit, and Other) important numbers.

B. This page is for Person 1 (page for Person 2 on next page).

C. To assist, we have provided light colored text for you to complete for Category, Current, and Other.

D. Always use record types for amounts throughout your software, which will be calculated automatically for you.

Data entry tab > Important Numbers

Item	Account	Current	Other	Source
1	Important Numbers	1/1/16	1/1/16	1/1/16
2	Important Numbers	1/1/16	1/1/16	1/1/16
3	Important Numbers	1/1/16	1/1/16	1/1/16
4	Important Numbers	1/1/16	1/1/16	1/1/16
5	Important Numbers	1/1/16	1/1/16	1/1/16
6	Important Numbers	1/1/16	1/1/16	1/1/16
7	Important Numbers	1/1/16	1/1/16	1/1/16
8	Important Numbers	1/1/16	1/1/16	1/1/16
9	Important Numbers	1/1/16	1/1/16	1/1/16
10	Important Numbers	1/1/16	1/1/16	1/1/16

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Important Numbers

Your Property Insurance Checklist
for preparing Insurance (General, non-life) data entry

- To simplify data entry, use the Handy Notes below before you start.
- This will make entering information easy, simple and quick.
- Tip: destroy this sheet once used as a data entry aid.

For general (non-life) property of Person 1
(fill for Person 1 on next page)
First name: _____ Family name: _____

Handy notes:

A. This checklist is for up to 10 general property insurance for Person 1 (Person 2 on next page).

B. When entering your Insurance (General) data in your Now Sorted app software, simply use the self-explanatory fields.

C. To assist, we have provided light colored text for you to complete for Category and Frequency.

D. Always use record types for amounts throughout your software.

Protection types (General, Non-Life, Insurance)

Building & Contents. ☐

Special items (jewellery, etc). ☐

Vehicle. ☐

Tools, equipment. ☐

Sparring goods. ☐

Data entry tab > Insurance (General)

Item	Category	Protection Type	Frequency	Policy No.	Current	Source
1	Property Insurance	1	Monthly	123456789	1/1/16	1/1/16
2	Property Insurance	2	Monthly	123456789	1/1/16	1/1/16
3	Property Insurance	3	Monthly	123456789	1/1/16	1/1/16
4	Property Insurance	4	Monthly	123456789	1/1/16	1/1/16
5	Property Insurance	5	Monthly	123456789	1/1/16	1/1/16
6	Property Insurance	6	Monthly	123456789	1/1/16	1/1/16
7	Property Insurance	7	Monthly	123456789	1/1/16	1/1/16
8	Property Insurance	8	Monthly	123456789	1/1/16	1/1/16
9	Property Insurance	9	Monthly	123456789	1/1/16	1/1/16
10	Property Insurance	10	Monthly	123456789	1/1/16	1/1/16

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Important People

Executor Checklist (Part 1)
for preparing Executor Checklist data entry

- To simplify data entry, use the Handy Notes below before you start.
- This will make entering information easy, simple and quick.
- Tip: destroy this sheet once used as a data entry aid.

Executor ID
(fill for Person 1 on next page)
First name: _____ Family name: _____

Handy notes:

A. This checklist is for the Executor of an estate with tasks relevant to produce.

B. Part 2 (tasks post production) is available upon request from a licensed Now Sorted user.

Data entry tab > Executor Checklist

Item	Category	Frequency	Policy No.	Current	Source
1	Executor Checklist	Monthly	123456789	1/1/16	1/1/16
2	Executor Checklist	Monthly	123456789	1/1/16	1/1/16
3	Executor Checklist	Monthly	123456789	1/1/16	1/1/16
4	Executor Checklist	Monthly	123456789	1/1/16	1/1/16
5	Executor Checklist	Monthly	123456789	1/1/16	1/1/16
6	Executor Checklist	Monthly	123456789	1/1/16	1/1/16
7	Executor Checklist	Monthly	123456789	1/1/16	1/1/16
8	Executor Checklist	Monthly	123456789	1/1/16	1/1/16
9	Executor Checklist	Monthly	123456789	1/1/16	1/1/16
10	Executor Checklist	Monthly	123456789	1/1/16	1/1/16
11	Executor Checklist	Monthly	123456789	1/1/16	1/1/16
12	Executor Checklist	Monthly	123456789	1/1/16	1/1/16
13	Executor Checklist	Monthly	123456789	1/1/16	1/1/16
14	Executor Checklist	Monthly	123456789	1/1/16	1/1/16
15	Executor Checklist	Monthly	123456789	1/1/16	1/1/16

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Executor Checklist

Disclaimer

Now Sorted Pty Ltd provides this sheet as an organising aid but does not provide advice of any kind and users of this document should consult an appropriately qualified professional adviser.

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