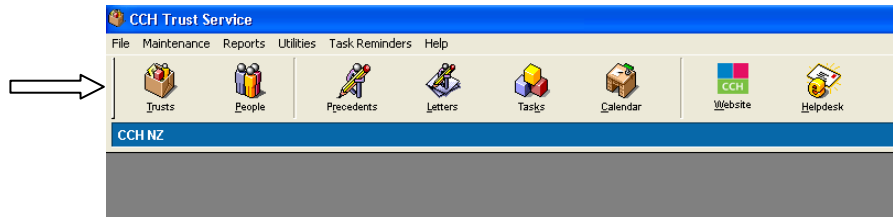


# TRUST SERVICE TRAINING - LEVEL 1

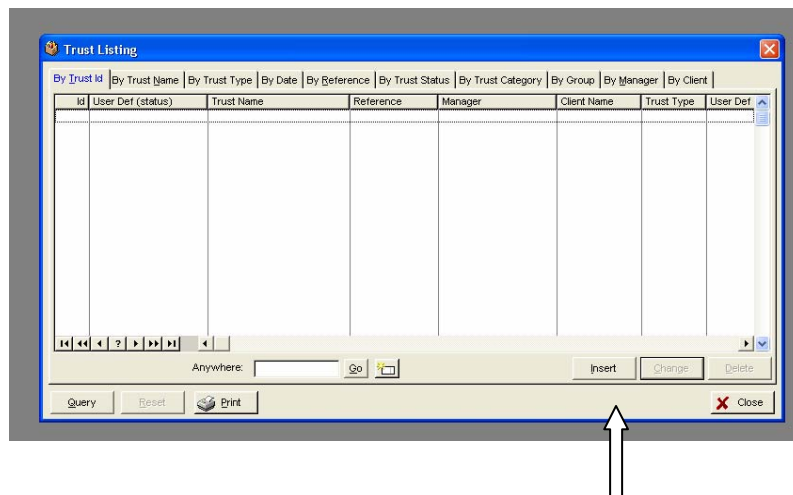
## SESSION 1.1

### ADDING A NEW TRUST

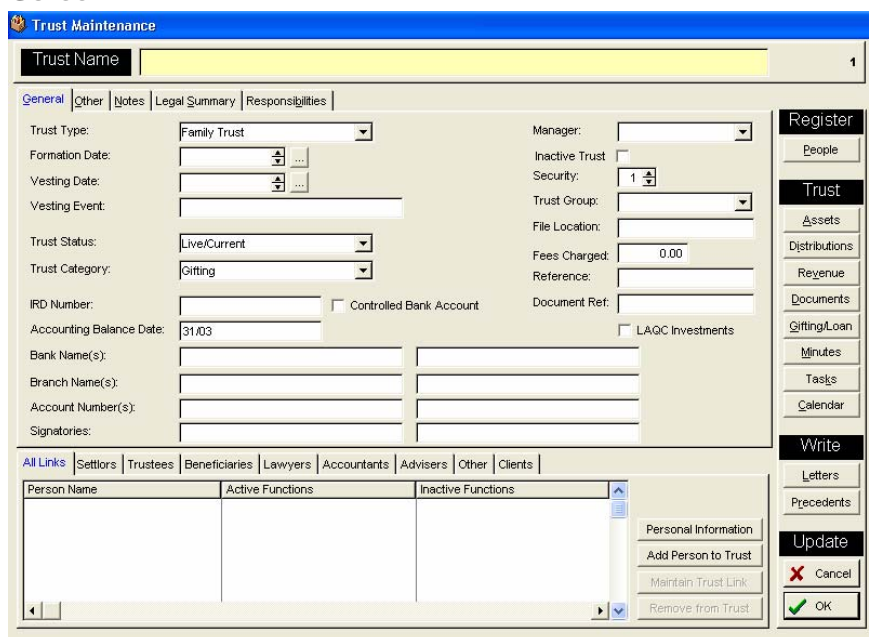
Select Trust



Select Insert




Opens Trust Screen



The screenshot shows the 'Trust Maintenance' window. The 'Trust Name' field is highlighted in yellow. The 'General' tab is selected, showing fields for 'Trust Type' (Family Trust), 'Formation Date', 'Vesting Date', 'Vesting Event', 'Trust Status' (Live/Current), 'Trust Category' (Gifting), 'IRD Number', 'Accounting Balance Date' (31/03), 'Bank Name(s)', 'Branch Name(s)', 'Account Number(s)', 'Signatories', 'Manager', 'Inactive Trust', 'Security' (1), 'Trust Group', 'File Location', 'Fees Charged' (0.00), 'Reference', 'Document Ref.', and 'LAQC Investments'. A 'Register' sidebar is visible on the right with buttons for 'People', 'Trust', 'Assets', 'Distributions', 'Revenue', 'Documents', 'Gifting/Loan', 'Minutes', 'Tasks', and 'Calendar'. At the bottom, there are buttons for 'Write' (Letters, Precedents), 'Update' (Cancel, OK), and 'Personal Information', 'Add Person to Trust', 'Maintain Trust Link', and 'Remove from Trust'.

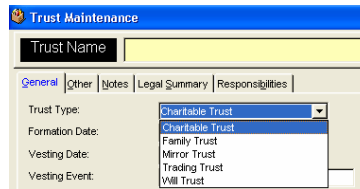
## FRONT SCREEN

Type Trust Name



A screenshot of the 'Trust Maintenance' window. At the top, there is a blue header bar with the text 'Trust Maintenance'. Below this is a yellow bar containing the text 'Trust Name' followed by a text input field and a small '1' in a box on the right.

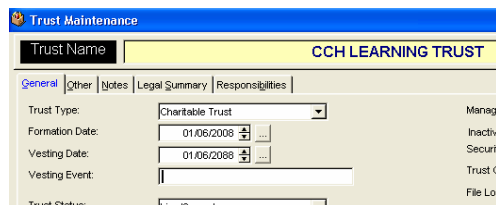
Select Trust Type



A screenshot of the 'Trust Maintenance' window. The 'Trust Name' field is filled with 'CCH LEARNING TRUST'. Below this, there are tabs for 'General', 'Other', 'Notes', 'Legal Summary', and 'Responsibilities'. The 'Trust Type' dropdown menu is open, showing options: 'Charitable Trust', 'Family Trust', 'Mirror Trust', 'Trading Trust', and 'Will Trust'. The 'Formation Date', 'Vesting Date', and 'Vesting Event' fields are also visible.

Action Point: Trust Types can be added, deleted or amended to suite your business needs. Take a look on your system and note any required change. We will cover how to make these changes in Level 2.

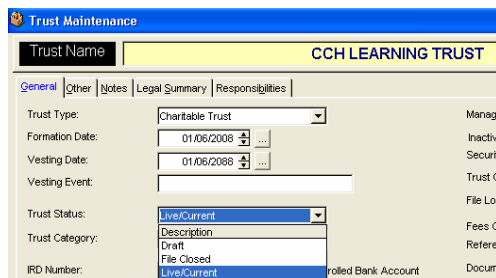
Formation Date



A screenshot of the 'Trust Maintenance' window. The 'Trust Name' field is filled with 'CCH LEARNING TRUST'. The 'Trust Type' is set to 'Charitable Trust'. The 'Formation Date' is set to '01.06/2008'. The 'Vesting Date' is also set to '01.06/2008'. The 'Trust Status' is set to 'Live/Current'. On the right side, there are buttons for 'Manage', 'Inactive', 'Security', 'Trust G', and 'File Loc'.

Type Formation date. A Vesting date will automatically be added, 80yrs after the Formation date. If this date is not correct you can re-type or delete. You may prefer to note a Vesting Event instead of a Vesting date.

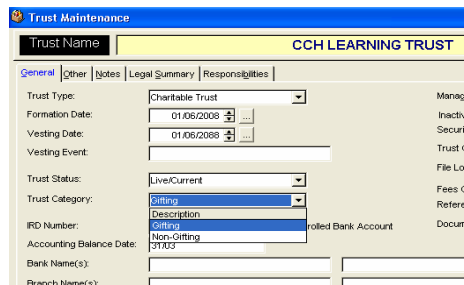
Trust Status



A screenshot of the 'Trust Maintenance' window. The 'Trust Name' field is filled with 'CCH LEARNING TRUST'. The 'Trust Type' is set to 'Charitable Trust'. The 'Formation Date' is set to '01.06/2008'. The 'Vesting Date' is also set to '01.06/2008'. The 'Trust Status' dropdown menu is open, showing options: 'Live/Current', 'Description', 'Draft', 'File Closed', and 'Live/Current'. The 'Trust Category' is set to 'rolled Bank Account'. On the right side, there are buttons for 'Manage', 'Inactive', 'Security', 'Trust G', 'File Loc', 'Fees Cl', 'Referer', and 'Docume'.

Action Point: Trust Status can be added, deleted or amended to suite your business needs. Take a look on your system and note any required change. We will cover how to make these changes in Level 2.

## Trust Category

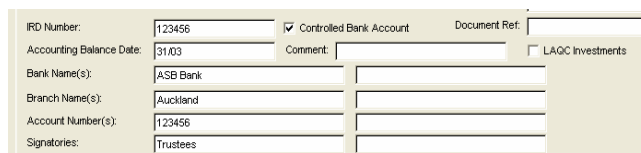


Action Point: Trust Categories can be added, deleted or amended to suite your business needs. Take a look on your system and note any required change. We will cover how to make these changes in Level 2.

## Type IRD Number for Trust

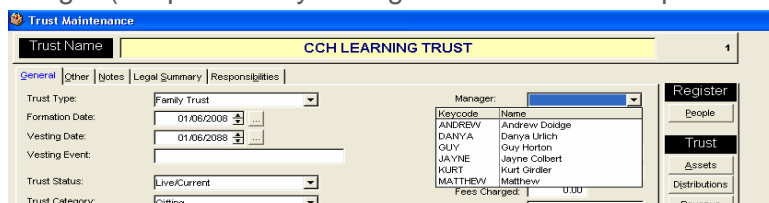


## Type Bank Account Details & Balance Date



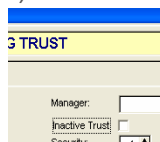
Note: If you check 'Controlled Bank Account' a further comment box appears in which you can add information about the controls

## Select the Trust Manager (the person in your organization who is responsible for this Trust)



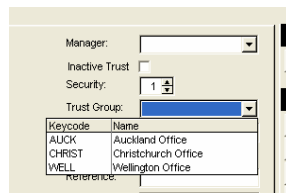
Action Point: Managers can be added, deleted or amended. Take a look on your system and note any required change. We will cover how to make these changes in Level 2.

## Select Active/Inactive (will default to Active)



Note: Inactive Trusts will be grayed out on your Trust List but still count as a Trust Record in your total no of Trusts

### Select Trust Group (if Used)



Manager:

Inactive Trust:

Security:

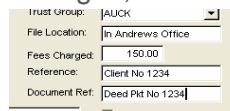
Trust Group:

Keycode	Name
AUCK	Auckland Office
CHRIST	Christchurch Office
WELL	Wellington Office

Reference:

Note: Trust Groups are part of the security features that will be covered in Level 2

Type details of File Location, Fees Charges, Reference & Deed Packet No (if required).



Trust Group:

File Location:

Fees Charged:

Reference:

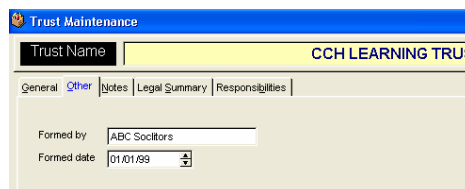
Document Ref:

IAGC Investments

Action Point: These field are all free type for you to use if you want. Do you need to agree a policy so that everyone in your organization is completing the same thing?

### 'OTHER' TAB

Complete any fields you may have on the 'Other Tab



**Trust Maintenance**

Trust Name: **CCH LEARNING TRUS**

General | **Other** | Notes | Legal Summary | Responsibilities

Formed by:

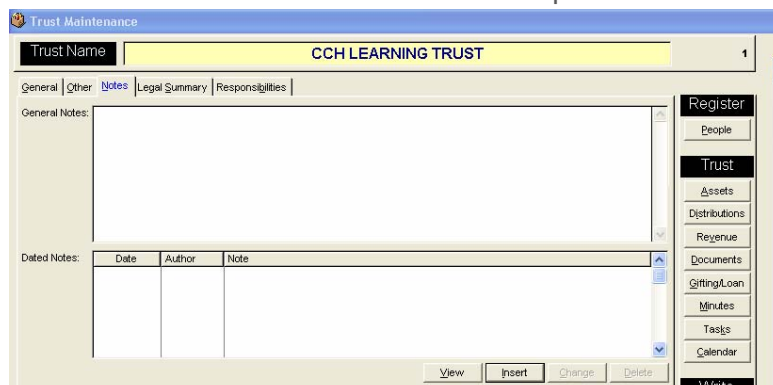
Formed date:

Note: Any additional fields you find under the Other tab are unique to your company and can be set up as required. This will be covered in Level 2. If you have no additional fields the Other tab will not be present.

Action Point: Is there any other information you would like to capture? Make a note of anything you might need

### NOTES

You can add a General Note and/or a Dated Note here if required.



**Trust Maintenance**

Trust Name: **CCH LEARNING TRUST**

General | Other | **Notes** | Legal Summary | Responsibilities

General Notes:

Dated Notes:

Date	Author	Note

View Insert Change Delete

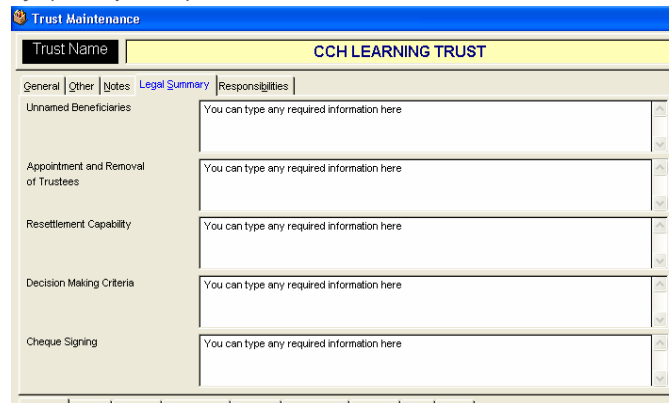
Register  
People  
Trust  
Assets  
Distributions  
Revenue  
Documents  
Gifting/Loan  
Minutes  
Tasks  
Calendar  
Write

Type directly into General Note

Select Insert, Select Manager, then type Dated Note as required

## LEGAL SUMMARY

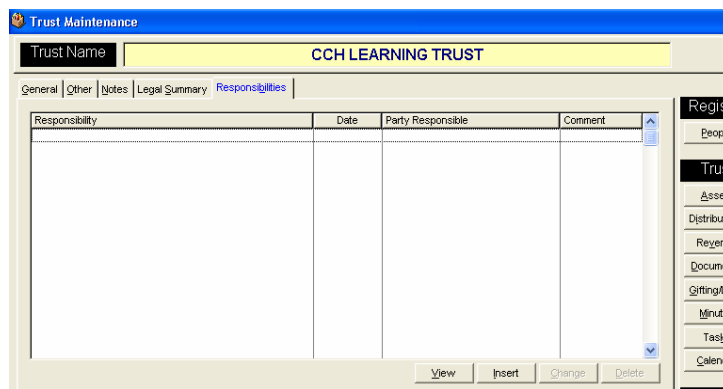
Complete Legal Summary (if required)



Note: Any of the 5 fields in the Legal Summary can be renamed to suite your business requirements. This will be covered in Level 2

Action Point: Are there any changes you would like to make? Make a note of anything you might like.

## RESPONSIBILITIES



Note: Responsibilities will be covered in Level 2 as some additional configuration is required

**CLICK OK TO SAVE**

