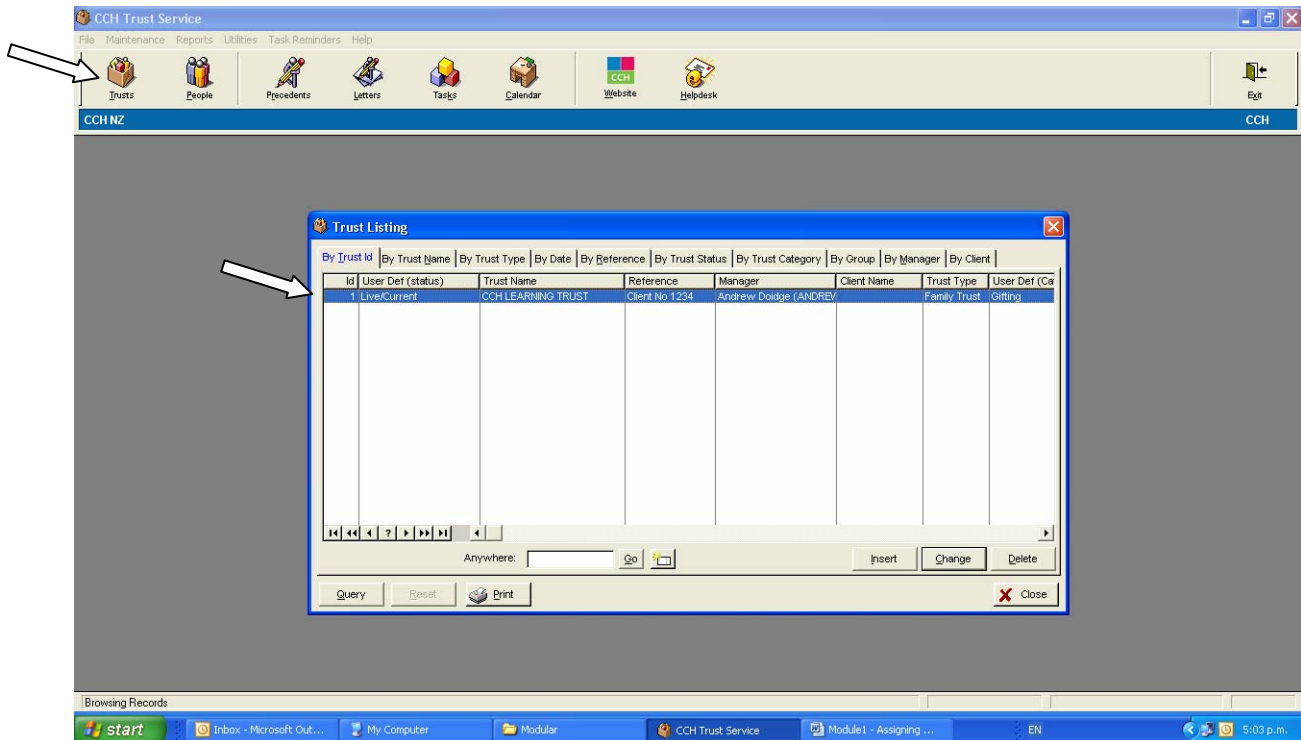


TRUST SERVICE TRAINING - LEVEL 1

SESSION 3.1

ADDING A GIFTING ACCOUNT

Select Trust Shortcut, then select Trust from List (double click or select Def Change)

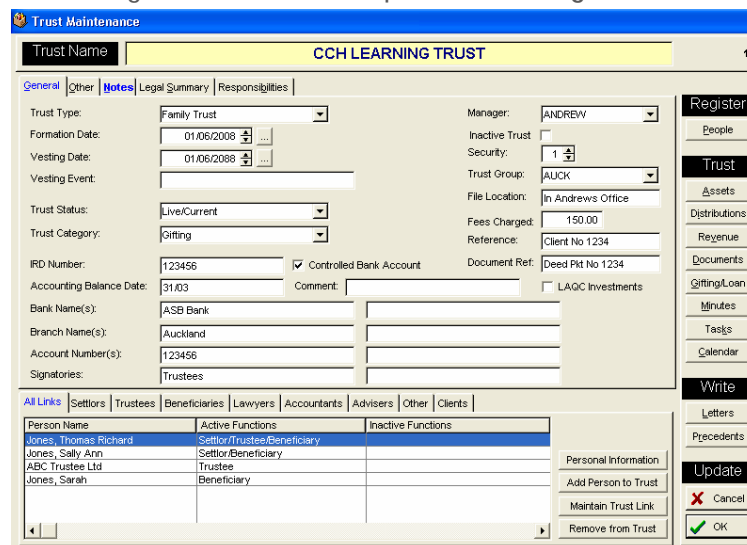


The screenshot shows the CCH Trust Service application window. The top toolbar contains icons for 'Trusts', 'People', 'Precedents', 'Letters', 'Tasks', 'Calendar', 'Website', and 'Helpdesk'. The 'Trusts' icon is highlighted with a white arrow. Below the toolbar, the 'Trust Listing' window is open, displaying a table with the following data:

Id	User Def (status)	Trust Name	Reference	Manager	Client Name	Trust Type	User Def (Ca
1	Live/Current	CCH LEARNING TRUST	Client No 1234	Andrew Dougde (ANDREW)		Family Trust	Gifting

The 'Trust Listing' window also includes a search bar labeled 'Anywhere:' and buttons for 'Query', 'Reset', 'Print', 'Insert', 'Change', 'Delete', and 'Close'.

Select Gifting/Loan from Right Hand Menu to open the Gifting Account



The screenshot shows the 'Trust Maintenance' window for 'CCH LEARNING TRUST'. The right-hand menu is open, and the 'Gifting/Loan' option is highlighted with a white arrow. The main window displays the following information:

Trust Name: CCH LEARNING TRUST

General | Other | Notes | Legal Summary | Responsibilities

Trust Type: Family Trust
 Formation Date: 01/06/2008
 Vesting Date: 01/06/2008
 Vesting Event:
 Trust Status: Live/Current
 Trust Category: Gifting
 IRD Number: 123456
 Accounting Balance Date: 31/03
 Bank Name(s): ASB Bank
 Branch Name(s): Auckland
 Account Number(s): 123456
 Signatories: Trustees

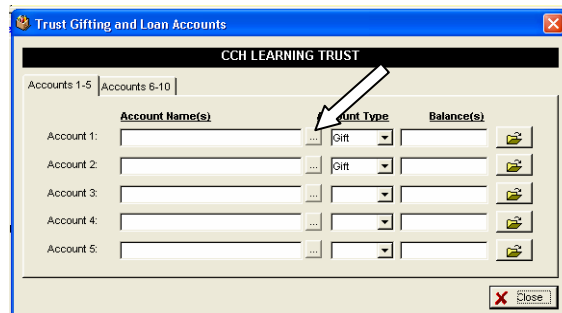
Manager: ANDREW
 Inactive Trust:
 Security: 1
 Trust Group: AUCK
 File Location: In Andrews Office
 Fees Charged: 150.00
 Reference: Client No 1234
 Document Ref: Deed Pt No 1234

All Links | Settings | Trustees | Beneficiaries | Lawyers | Accountants | Advisers | Other | Clients

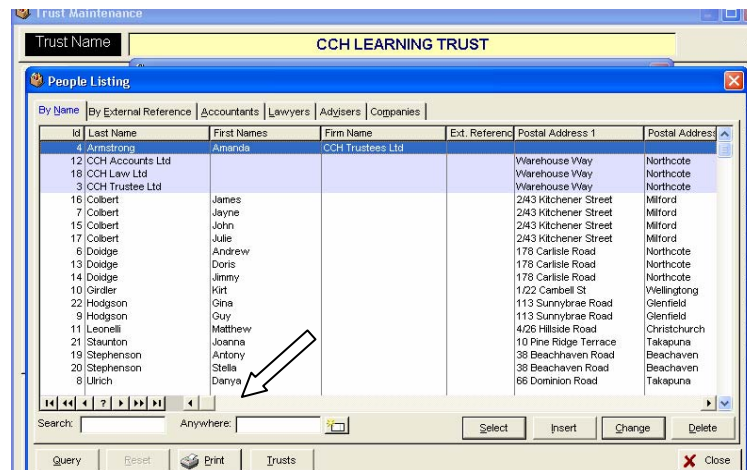
Person Name	Active Functions	Inactive Functions
Jones, Thomas Richard	Settlor/Trustee/Beneficiary	
Jones, Sally Ann	Settlor/Beneficiary	
ABC Trustee Ltd	Trustee	
Jones, Sarah	Beneficiary	

The right-hand menu includes options: Register, People, Trust, Assets, Distributions, Revenue, Documents, Gifting/Loan, Minutes, Tasks, Calendar, Write, Letters, Precedents, Update, Cancel, and OK.

This opens the **Gifting & Loan Accounts** screen. You can have upto 10 accounts per Trust, 1 account is created per Settlor.

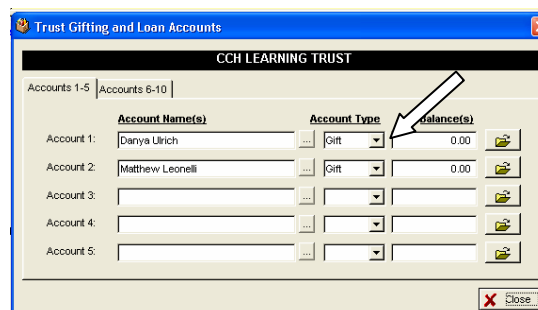


Select the small square at the end of Account 1 to bring up the People listing. Select the name of the 1st Settlor from this list

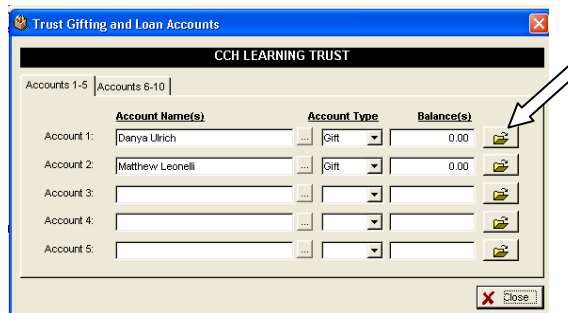


Repeat this process if there is more than 1 Settlor.

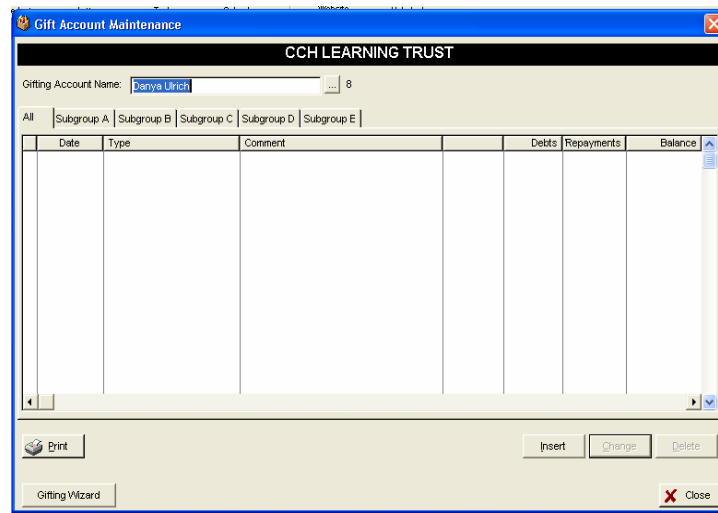
Use the arrow next to Account Type to select Gift account



Open the Gift Account by selecting the Folder icon



You should now see an empty Gift Account



Your Gift Account is set up and ready to use