

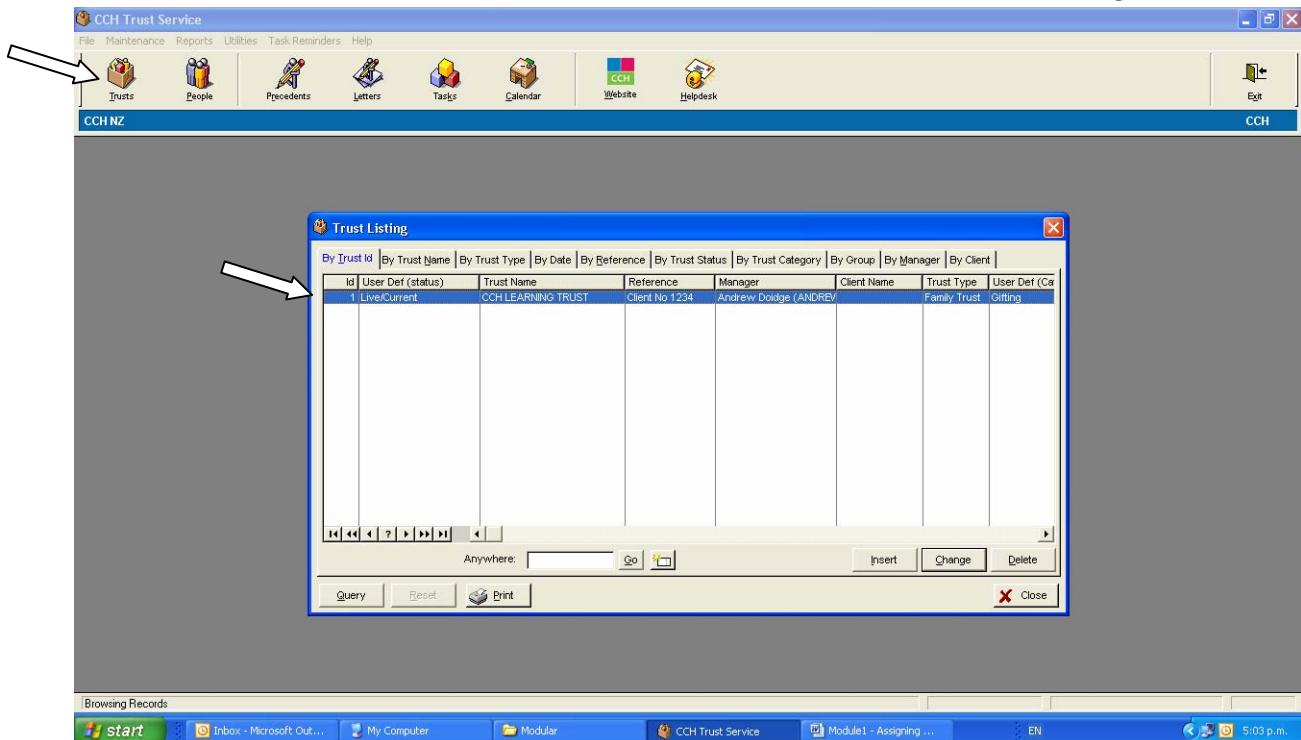
TRUST SERVICE TRAINING - LEVEL 1

SESSION 3.2

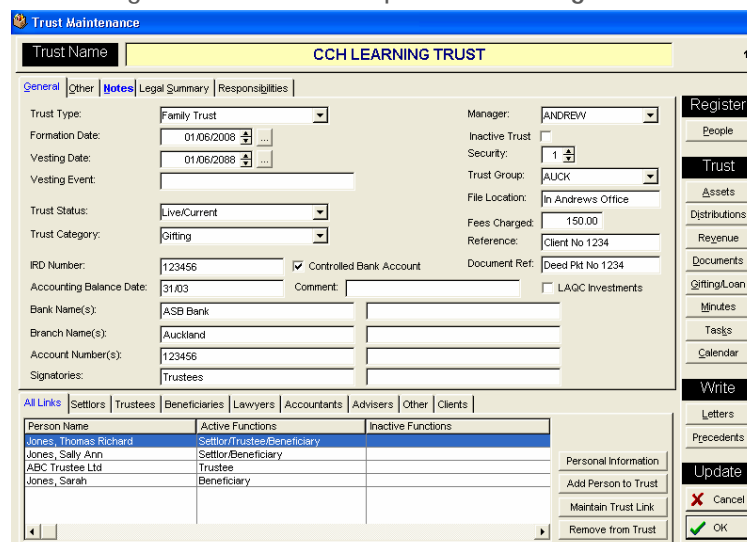
ADDING TRANSACTIONS TO A GIFTING ACCOUNT

You should have already created your Gift Account as per Session 3.1

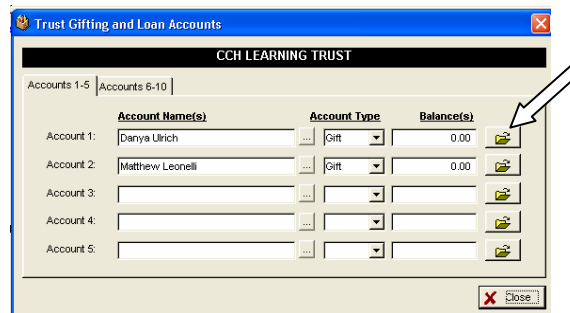
Select Trust Shortcut, then select Trust from List (double click or select Change)



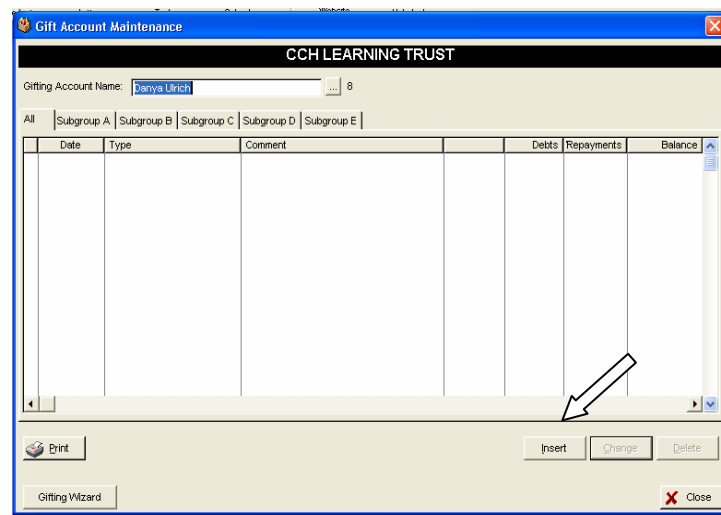
Select Gifting/Loan from Right Hand Menu to open the Gifting Account



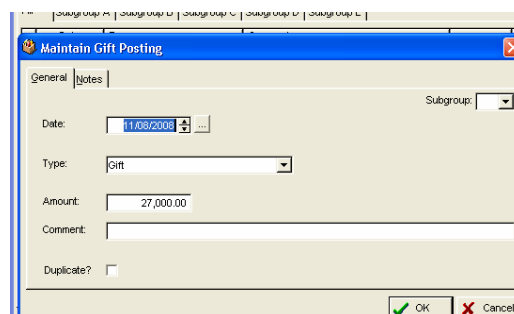
Open the Gift Account by selecting the Folder icon



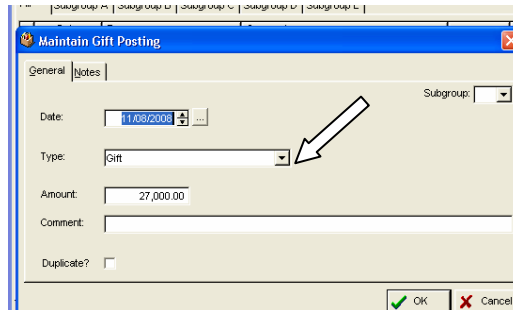
Select Insert



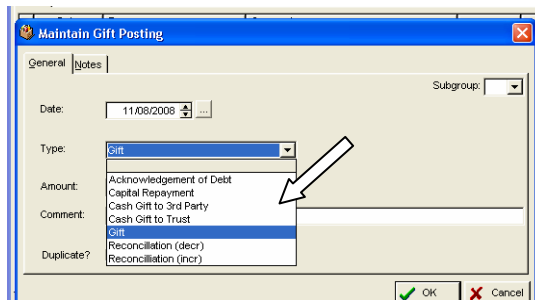
This opens the Maintain Gift Posting screen



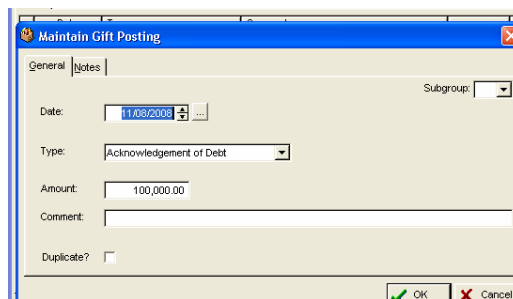
Type or Select the date of the Posting
Select the arrow next to Gift Type.



Select the Type of posting you wish to make.



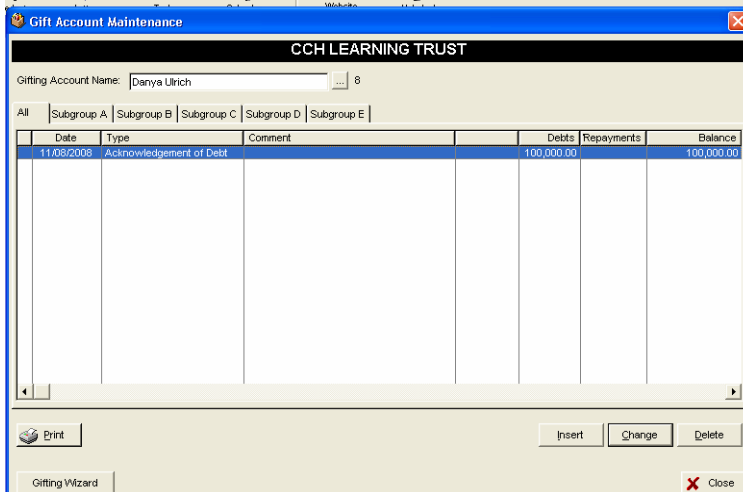
Type the **Amount** of the posting and any other comment you might want to make. You may also wish to select the **Notes** tab and make further notes on the posting



Note: Default amount of \$27,000 will be present if Gift is selected. All other posting types require you to type an amount

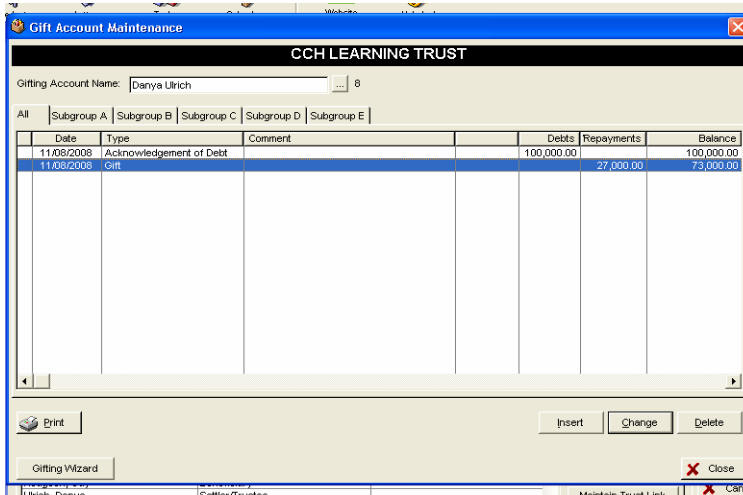
Select OK to Save

You now have your first posting in your Gift Account



Date	Type	Comment	Debits	Repayments	Balance
11/08/2008	Acknowledgement of Debt		100,000.00		100,000.00

Add further posting as required. The Balance will calculate on the right hand column



Date	Type	Comment	Debits	Repayments	Balance
11/08/2008	Acknowledgement of Debt		100,000.00		100,000.00
11/08/2008	Gift			27,000.00	73,000.00

Types of standard posting available:-

- Acknowledgement of Debt
- Gift (Default \$27,000)
- Cash Gift to 3rd Party
- Cash Gift to Trust
- Capital Repayment

Additional posting types you may have on your system

- Reconciliation (Incr), will increase the balance
- Reconciliation (Decr), will decrease the balance
- Opening Balance, to be used when Trust is taken on with Gifting completed by another organisation.

Action Point: Do you have the additional posting types? Do you need them?

Note: It is possible to 'backdate' the Gifting **postings** (not actual Gifting) in the Gift Account to show all gifting done by a prior organisation & get the correct balance, however, you may chose to use an Opening Balance to make it quite clear where your responsibilities start

If you do chose to add all historic Gifting then using the comment to show who was responsible for this might be useful.