

TRUST SERVICE TRAINING - LEVEL 2

SESSION 5.3

MANAGERS

Managers are the people within your organisation who are responsible for the Trust
Manager can be added to each Trust Records (see Session 1.1)

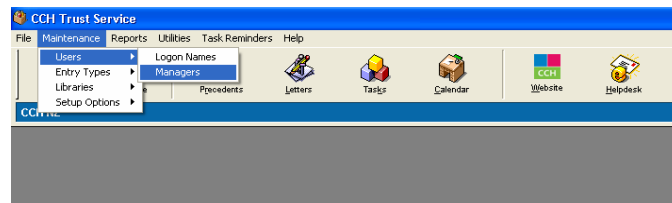
Managers can be linked to Users, for example if 1 administrator does work for 1 partner only
(See Session 5.1)

Managers can be allocated tasks (see Session 4.1)

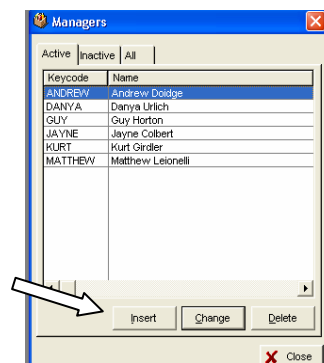
Managers can be reported upon in a number of ways, for example, Task Listings, Trust Involvement, Gifting Reports (see Session 7)

ADDING A MANAGER

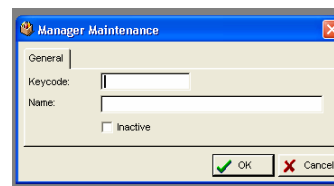
Select Maintenance, select Users, Select Managers



Select Insert



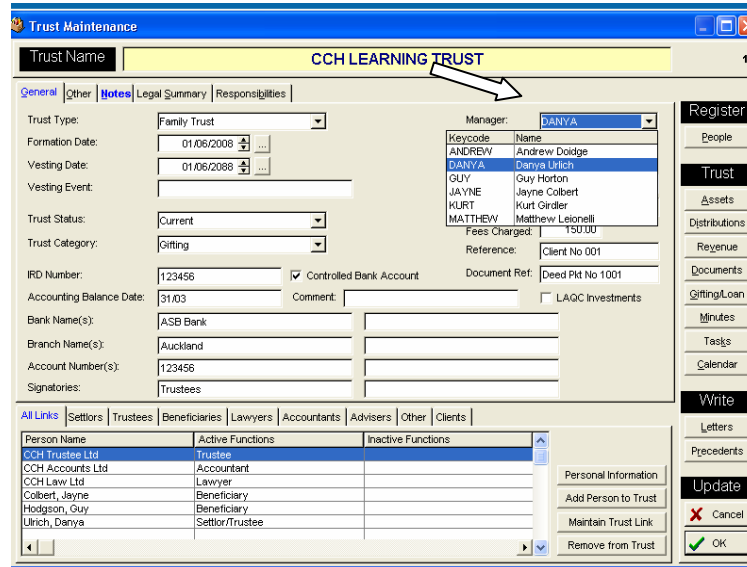
Type a Keycode and Name for the Manager, click OK to Save



The Manager is now added & can be linked to your User

LINKING A MANAGER TO A TRUST

On the main Trust Maintenance screen, select the dropdown next to Manager
Select the Manager from the list



Trust Maintenance
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
Trust Status: 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: DANYA

| Keycode | Name |
|---------|------------------|
| ANDREW | Andrew Doidge |
| DANYA | Danya Ulrich |
| GUY | Guy Horton |
| JAYNE | Jayne Colbert |
| KURT | Kurt Girler |
| MATTHEW | Matthew Leonelli |

Fees Charged: 13000
Reference: Client No 001
Document Ref: Deed Pt No 1001

Controlled Bank Account: LAQC Investments:

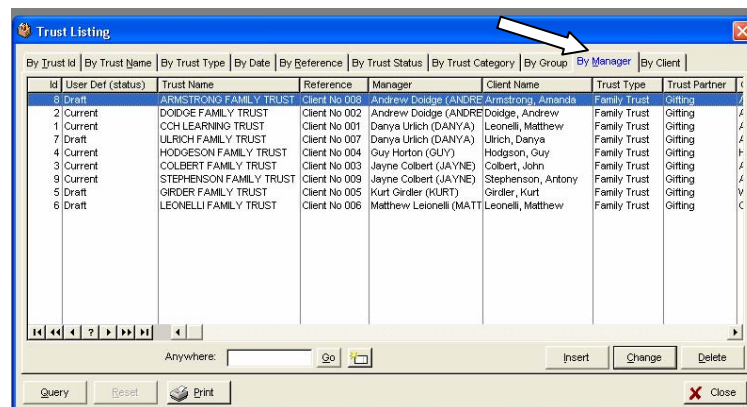
Person Name | Active Functions | Inactive Functions

| | | |
|------------------|-----------------|--|
| CCH Trustees Ltd | Trustee | |
| CCH Accounts Ltd | Accountant | |
| CCH Law Ltd | Lawyer | |
| Colbert, Jayne | Beneficiary | |
| Hodgson, Guy | Beneficiary | |
| Ulrich, Danya | Settlor/Trustee | |

Buttons: Register, People, Trust, Assets, Distributions, Revenue, Documents, Gifting/Loan, Minutes, Tasks, Calendar, Write, Letters, Precedents, Update, Cancel, OK

VIEW TRUST LIST BY MANAGER

Select By Manager tab on Trust Listing



Trust Listing

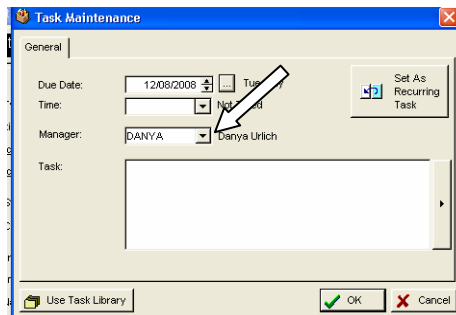
By Trust Id | By Trust Name | By Trust Type | By Date | By Reference | By Trust Status | By Trust Category | By Group | **By Manager** | By Client

| Id | User Def (status) | Trust Name | Reference | Manager | Client Name | Trust Type | Trust Partner |
|----|-------------------|-------------------------|---------------|-------------------------|--------------------|--------------|---------------|
| 8 | Draft | ARMSTRONG FAMILY TRUST | Client No 008 | Andrew Doidge (ANDRE) | Armstrong, Amanda | Family Trust | G |
| 2 | Current | DOIDGE FAMILY TRUST | Client No 002 | Andrew Doidge (ANDRE) | Doidge, Andrew | Family Trust | G |
| 1 | Current | OCH LEARNING TRUST | Client No 001 | Danya Ulrich (DANYA) | Leonelli, Matthew | Family Trust | G |
| 7 | Draft | ULIRICH FAMILY TRUST | Client No 007 | Danya Ulrich (DANYA) | Ulrich, Danya | Family Trust | G |
| 4 | Current | HODGSON FAMILY TRUST | Client No 004 | Guy Horton (GUY) | Hodgson, Guy | Family Trust | G |
| 3 | Current | COLBERT FAMILY TRUST | Client No 003 | Jayne Colbert (JAYNE) | Colbert, John | Family Trust | G |
| 9 | Current | STEPHENSON FAMILY TRUST | Client No 009 | Jayne Colbert (JAYNE) | Stephenson, Antony | Family Trust | G |
| 5 | Draft | GIRDER FAMILY TRUST | Client No 005 | Kurt Girler (KURT) | Girler, Kurt | Family Trust | G |
| 6 | Draft | LEONELLI FAMILY TRUST | Client No 006 | Matthew Leonelli (MATT) | Leonelli, Matthew | Family Trust | G |

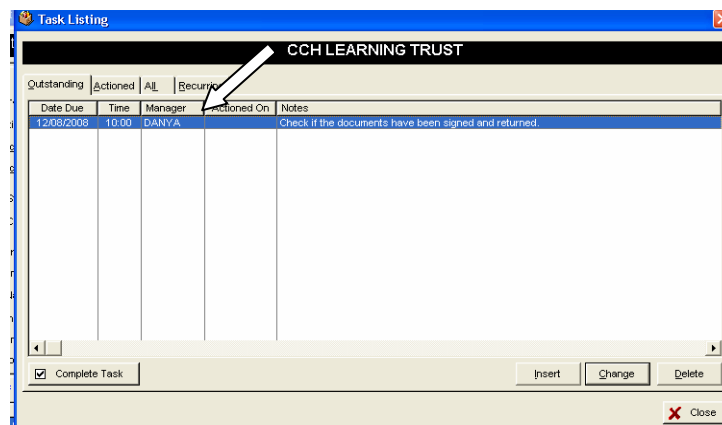
Buttons: Query, Reset, Print, Insert, Change, Delete, Close

MANAGERS & TASKS

Add a Manager to a Task



View the Task List for Manager

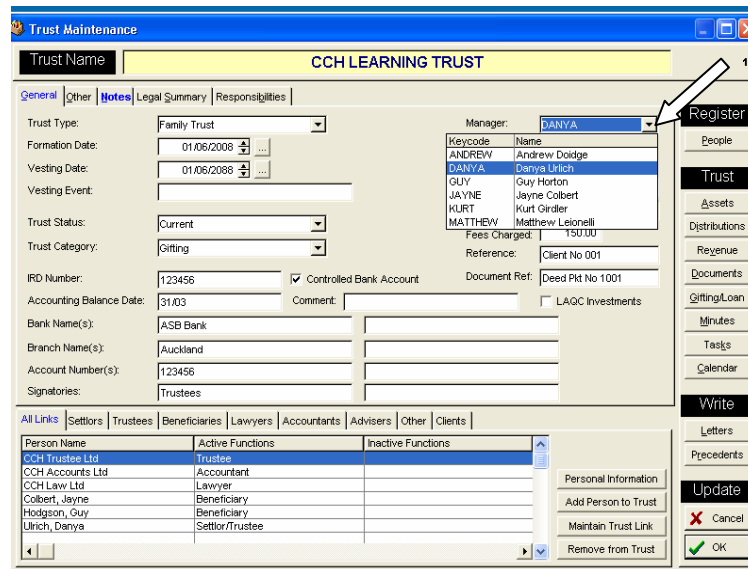


For more details on Tasks see [Session 4](#)

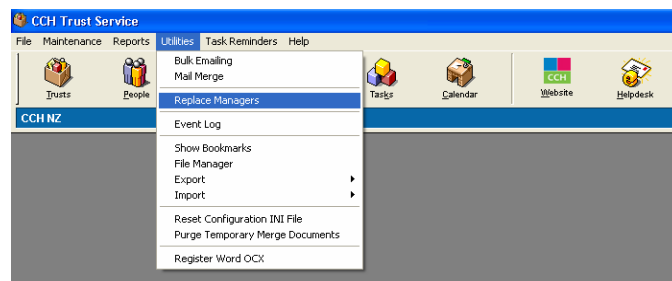
For information on Managers & Reporting see [Session 7](#)

REPLACING A MANAGER

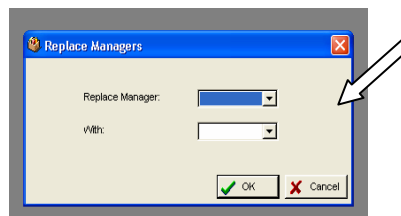
If a Manager should leave your company or no longer be involved in Trust work then you can replace the Manager link on all their Trusts.



Select Utilities (top menu, main screen), select Replace Manager



Select the Manager being replaced, with the Manager who is replacing them.



Select OK & all Trust records are updated to show the new Manager.