

TRUST SERVICE TRAINING - LEVEL 2

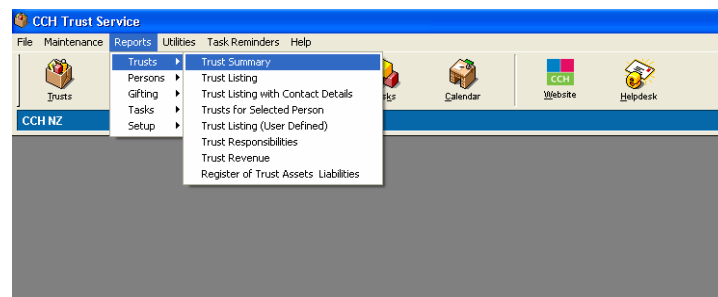
SESSION 7.1

REPORTING

The Trust Service comes with a standard set of Reports. You can also set up your own reports and export data to excel for more detailed reporting.

TRUST REPORTS

Select Reports & select Trusts. You can now see a list of the Trust Reports Available



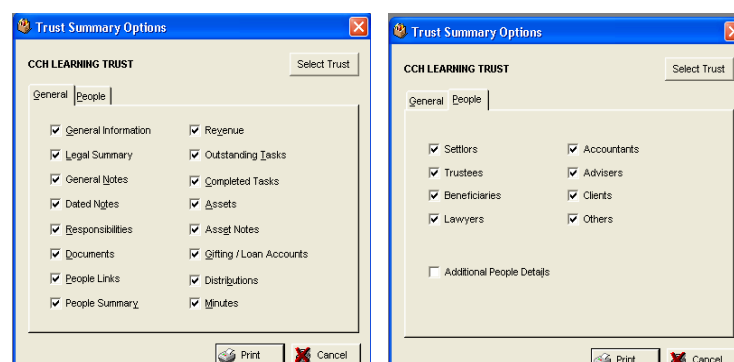
Note: To produce reports you should first close down any Trust Records that are open and also ensure the Trust Listing is closed. The main screen should be blank as above

Trust Summary Report



Select the Trust you wish to report on

Select the information to wish to include

Select the people you wish to include



The Trust Summary Report can be up to 12 pages long, see Appendix 1 for an example.

You can send the report to the printer  or save it as a PDF  which can then be attached to an email.



Trust Listings

Select Reports & Select Trust Listing



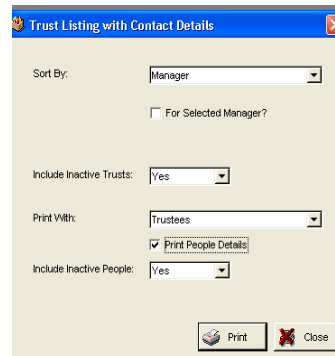
- Select the Sort Order you require
- Select a specific Manager or leave blank for All
- Select to include Advisory Trustee or not
- Select to include Default Trust address
- Select to include Inactive Trusts or not

Trust Id	Trust Name	Manager	Client Name	Client No	Formation
1	CCH LEARNING TRUST	Danya Ulrich	Leonelli, Matthew		31/05/08
2	DOIDGE FAMILY TRUST	Jayne Colbert	Doidge, Andrew		01/01/08
3	COLBERT FAMILY TRUST	Danya Ulrich	Colbert, John		01/01/08
4	HODGESON FAMILY TRUST	Andrew Doidge	Hodgson, Guy		01/01/08
5	GIRDER FAMILY TRUST	Matthew Leonelli	Girdler, Kurt		01/01/08
6	LEONELLI FAMILY TRUST	Kurt Girdler	Leonelli, Matthew		01/01/08
7	ULRICH FAMILY TRUST	Jayne Colbert	Ulrich, Danya		01/01/08
8	ARMSTRONG FAMILY TRUST	Andrew Doidge	Armstrong, Amanda		01/01/08
9	STEPHENSON FAMILY TRUST	Jayne Colbert	Stephenson, Antony		01/01/08

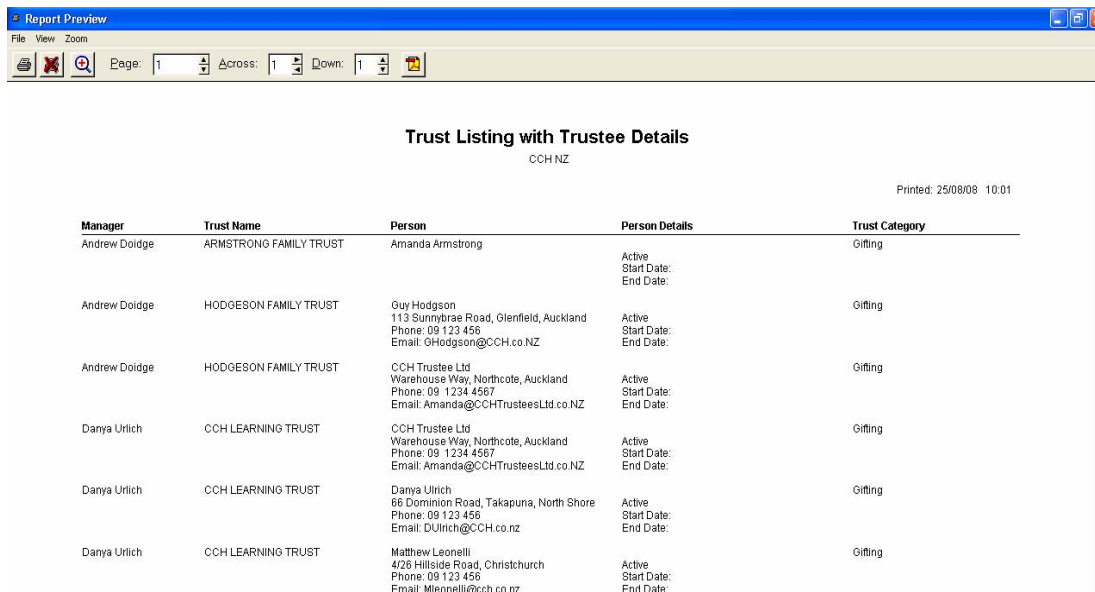
You can send the report to the printer  or save it as a PDF  which can then be attached to an email.

Trust Listing with Contact Details (Trustees or Default Contact)



Select Reports & select Trust Listing with Contact Details



- Select the Sort Order for your list
- Select a specific Manager or leave blank for All
- Select to include Inactive Trusts or not
- Select Trustees or Default Contact Details to be included in the list
- Select to print People Details
- Select to include Inactive People or not

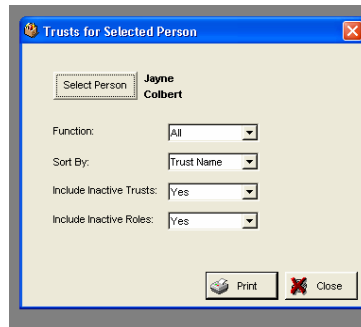


Manager	Trust Name	Person	Person Details	Trust Category
Andrew Doidge	ARMSTRONG FAMILY TRUST	Amanda Armstrong	Active Start Date: End Date:	Gifting
Andrew Doidge	HODGESON FAMILY TRUST	Guy Hodgson 113 Sunnybrae Road, Glenfield, Auckland Phone: 09 123 456 Email: GHodgson@CCH.co.NZ	Active Start Date: End Date:	Gifting
Andrew Doidge	HODGESON FAMILY TRUST	CCH Trustee Ltd Warehouse Way, Northcote, Auckland Phone: 09 1234 4567 Email: Amanda@CCHTrusteesLtd.co.NZ	Active Start Date: End Date:	Gifting
Danya Ulrich	CCH LEARNING TRUST	CCH Trustee Ltd Warehouse Way, Northcote, Auckland Phone: 09 1234 4567 Email: Amanda@CCHTrusteesLtd.co.NZ	Active Start Date: End Date:	Gifting
Danya Ulrich	CCH LEARNING TRUST	Danya Ulrich 86 Dominion Road, Takapuna, North Shore Phone: 09 123 456 Email: DUlrich@CCH.co.nz	Active Start Date: End Date:	Gifting
Danya Ulrich	CCH LEARNING TRUST	Matthew Leonelli 426 Hillside Road, Christchurch Phone: 09 123 456 Email: MLeonelli@cch.co.nz	Active Start Date: End Date:	Gifting

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Trust Listing for Selected Person

Select Reports & select Trust Listing for Selected Person



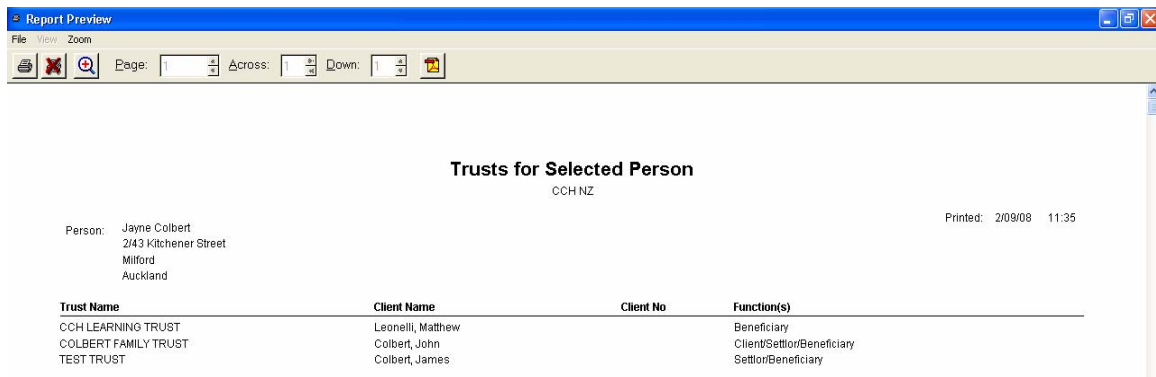
Select the Person

Select the Function you wish to report on, e.g Trustee, or All



Select the Sort Order for your list

Select to include Inactive Trusts or not

Select to include Inactive People or not



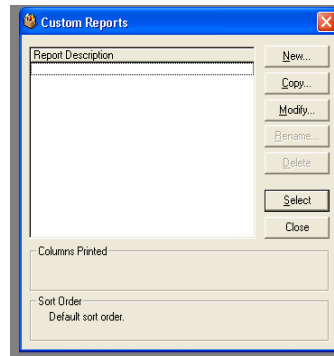
Trust Name	Client Name	Client No	Function(s)
CCH LEARNING TRUST	Leonelli, Matthew		Beneficiary
COLBERT FAMILY TRUST	Colbert, John		Client/Settlor/Beneficiary
TEST TRUST	Colbert, James		Settlor/Beneficiary

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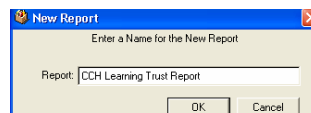
Trust Listing (User Defined)

The User Defined listing allows you to specify what information you would like displayed on your listing

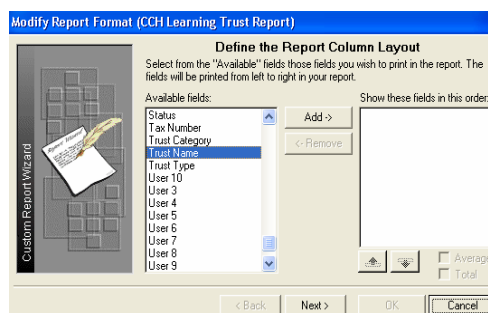
Select Reports & Select Trust Listing (User Defined)



Select New & type the name of the Report. Select OK

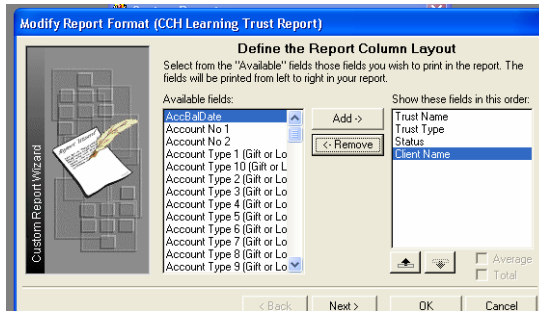


You can now select the information you want to appear on your report
Highlight name of field, select Add



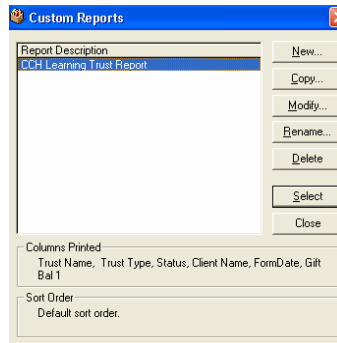
You can add 4 or 5 items before you run out of space to fit the information onto a page. If you need more than 5 items you should Export the information into Excel - See notes on Session 10

Columns will appear across the page of your report in the same order they appear down this list.





To change the order of the list, highlight field name & select the up or down arrow beneath the list.

Your report is now ready to run.



Ensure your report is highlighted then Select.

Trust Name	Trust Type	Status	Client Name
CCH LEARNING TRUST	Family Trust	Current	Leonelli, Matthew
DOIDOE FAMILY TRUST	Family Trust	Current	Doidge, Andrew
COLBERT FAMILY TRUST	Family Trust	Current	Colbert, John
HODGSON FAMILY TRUST	Family Trust	Current	Hodgson, Guy
GIRDNER FAMILY TRUST	Family Trust	Draft	Girdler, Kurt
LEONELLI FAMILY TRUST	Family Trust	Draft	Leonelli, Matthew
ULRICH FAMILY TRUST	Family Trust	Draft	Ulrich, Daryna
ARMSTRONG FAMILY TRUST	Family Trust	Draft	Armstrong, Amanda
STEPHENSON FAMILY TRUST	Family Trust	Current	Stephenson, Antony
TEST TRUST	Family Trust	Current	Colbert, James

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