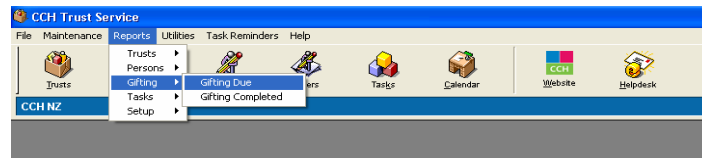


# TRUST SERVICE TRAINING - LEVEL 2

## SESSION 7.3

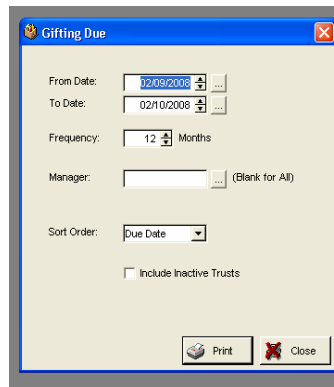
### GIFTING & TASK REPORTS

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



### Gifting Due Report

Select Gifting Due Report



Select required Date Range

Select Frequency

Select required Manager or leave blank for All

Select the Sort Order for your list

Select to include Inactive Trusts or not

Select Print

Note: If your report is blank there is no gifting for that date range

Note: Date of gifting is taken directly from the last Gifting posted date in the Gifting Account, not the Task dates

Report Preview



File View Zoom

Page: [ ] Across: [ ] Down: [ ]

**Gifting Due**  
CCHNZ


Printed: 2/09/08 14:56

Manager	Due Date	Trust Name	Gifting Account Name	Balance
Andrew Doidge	01/07/2009	HODGSON FAMILY TRUST	Guy Hodgson	473,000.00
Danya Ulrich	01/07/2009	COLBERT FAMILY TRUST	Jayne Colbert	273,000.00
			John Colbert	273,000.00
Jayne Colbert	01/07/2009	DOIDGE FAMILY TRUST	Andrew Doidge	223,000.00
			Doris Doidge	223,000.00
Jayne Colbert	01/07/2009	STEPHENSON FAMILY TRUST	Antony Stephenson	153,000.00
			Stella Stephenson	153,000.00
Danya Ulrich	18/08/2009	CCH LEARNING TRUST	Danya Ulrich	523,000.00
			Matthew Leonelli	223,000.00
Guy Horton	27/08/2009	TEST TRUST	James Colbert	473,000.00
			Jayne Colbert	223,000.00


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

## Gifting Completed Report

Select Reports, Select Gifting & Select Gifting Completed



Select Criteria as for Gifting Due Report (above)





**Gifting Completed**  
CCH NZ

Printed: 2/09/08 14:59

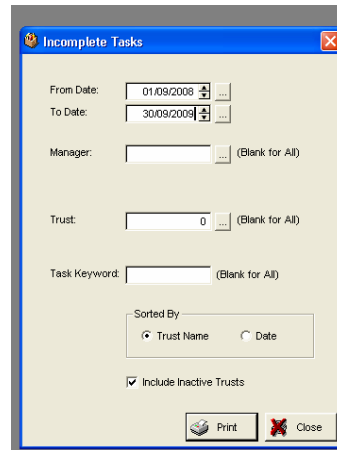
Between 02/08/07 and 02/09/08. Sorted By Trust Name

Manager	Trust Name	Completion Date	Gifting Account Name	Amount	Balance
Danya Ulrich	CCH LEARNING TRUST	18/08/2008	Danya Ulrich	27,000	223,000
Danya Ulrich	CCH LEARNING TRUST	18/08/2008	Matthew Leonelli	27,000	223,000
Danya Ulrich	COLBERT FAMILY TRUST	01/07/2008	Jayne Colbert	27,000	273,000
Danya Ulrich	COLBERT FAMILY TRUST	01/07/2008	John Colbert	27,000	273,000
Jayne Colbert	DOIDGE FAMILY TRUST	01/07/2008	Andrew Doidge	27,000	223,000
Jayne Colbert	DOIDGE FAMILY TRUST	01/07/2008	Doris Doidge	27,000	223,000

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

## Task Report

Select Reports, Select Tasks & Select Incomplete Tasks



Select Date Range

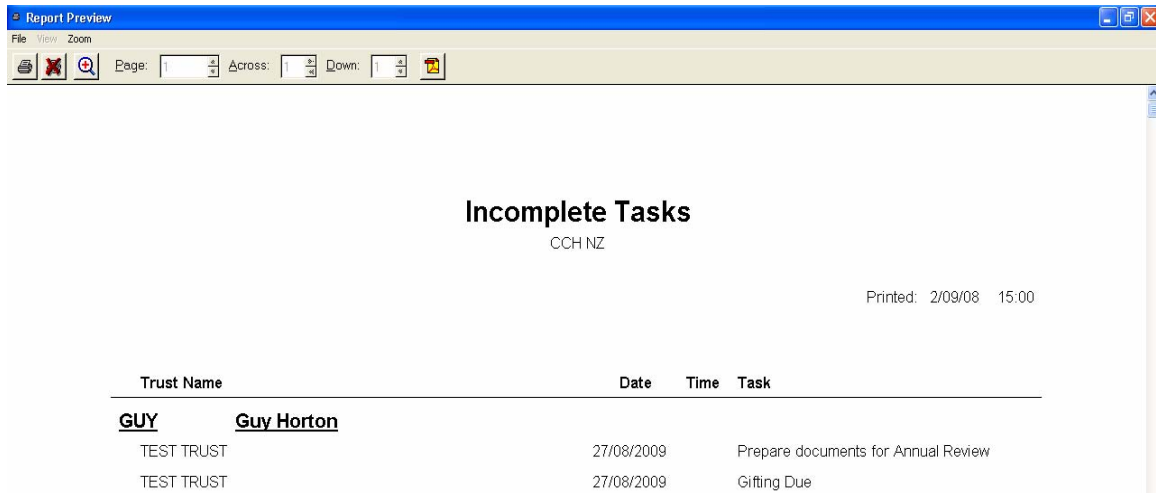
Select Manager or leave blank for all

Select Trust or leave



Type Task Keyword, e.g Gifting, or leave blank for all

Select Sort Order

Select to include Inactive Trusts or not



Trust Name	Date	Time	Task
<b><u>GUY</u></b> <b><u>Guy Horton</u></b>			
TEST TRUST	27/08/2009		Prepare documents for Annual Review
TEST TRUST	27/08/2009		Gifting Due

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