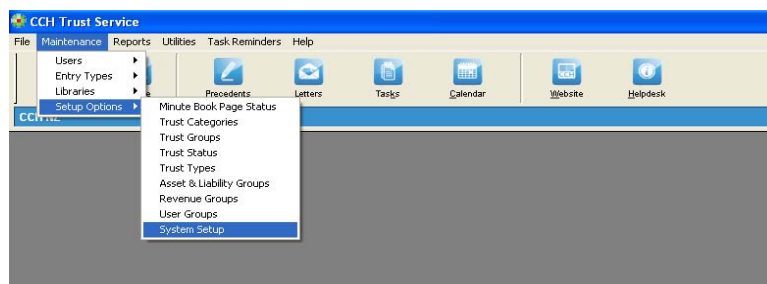


SYSTEM DEFAULTS AND MANDATORY FIELDS

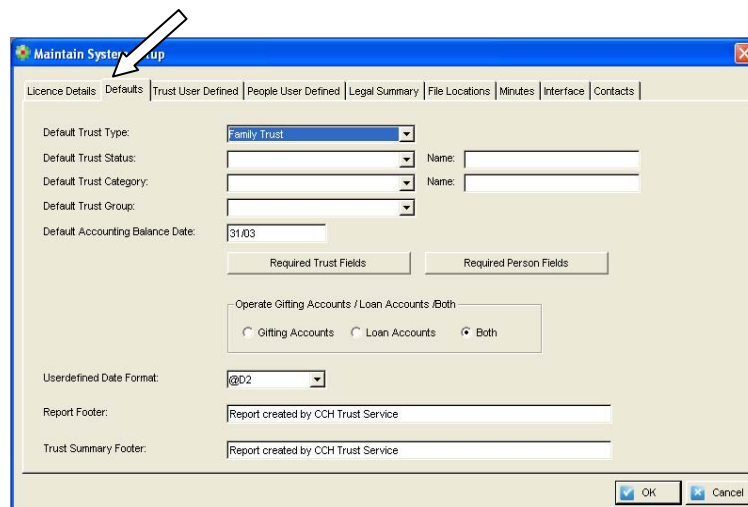
Once you have set up your drop down lists for Trust Type, Trust Status, Trust Category and Trust Group you can set the default entry into these fields for all new Trusts entered.

Information is added into these fields when you add a new Trust but it can be changed by the User, therefore, we recommend you select the most commonly used selection for your defaults.

Select Maintenance > Setup Options > System Setup

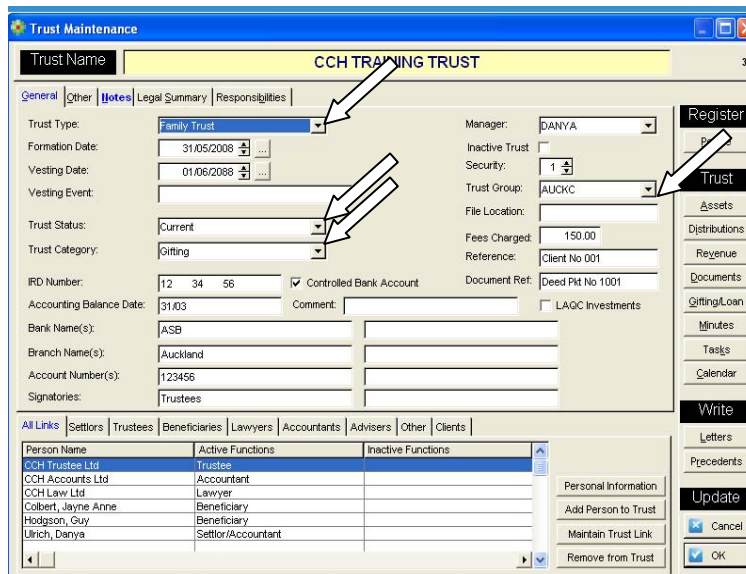


Go to the Defaults Tab



Use the arrow at the end of each field to select the default entry you require

The defaults are now added when you Insert a new Trust



Trust Maintenance
Trust Name: CCH TRAINING TRUST

General | Other | Notes | Legal Summary | Responsibilities

Trust Type: Family Trust
 Formation Date: 31/05/2008
 Vesting Date: 01/06/2008
 Vesting Event:
 Trust Status: Current
 Trust Category: Gifting
 IRD Number: 12 34 56
 Accounting Balance Date: 31/03
 Bank Name(s): ASB
 Branch Name(s): Auckland
 Account Number(s): 123456
 Signatories: Trustees

Manager: DANYA
 Inactive Trust:
 Security: 1
 Trust Group: AUCKC
 File Location:
 Fees Charged: 150.00
 Reference: Client No 001
 Document Ref: Deed Pkt No 1001
 LAGC Investments

Controlled Bank Account: Comment:
 LAGC Investments

Person Name	Active Functions	Inactive Functions
CCH Trustees Ltd	Trustee	
CCH Accounts Ltd	Accountant	
CCH Law Ltd	Lawyer	
Colbert, Jayne Anne	Beneficiary	
Hodgson, Guy	Beneficiary	
Ulrich, Danya	Settlor/Accountant	

Personal Information
 Add Person to Trust
 Maintain Trust Link
 Remove from Trust

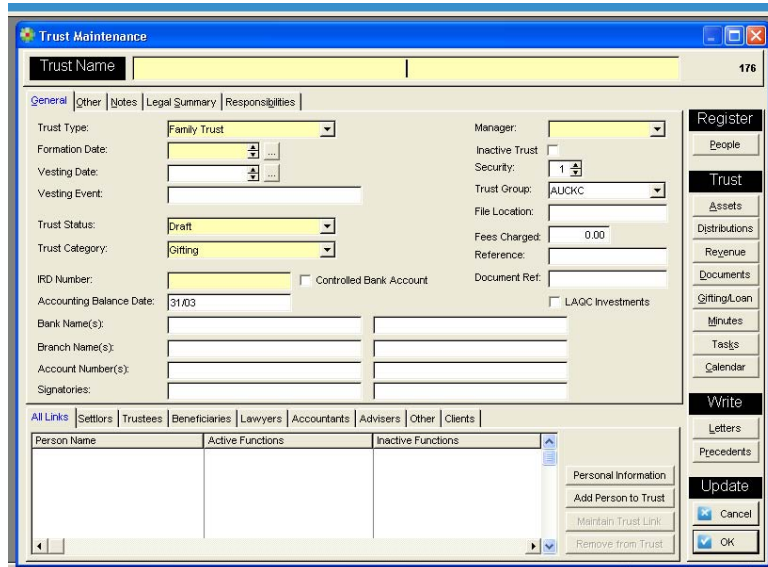
Register
 Trust
 Assets
 Distributions
 Revenue
 Documents
 Gifting/Loan
 Minutes
 Tasks
 Calendar
 Write
 Letters
 Precedents
 Update
 Cancel
 OK

The User can change these at any time by selecting the arrow at the end of the field and selecting another option from the list.

Mandatory Fields

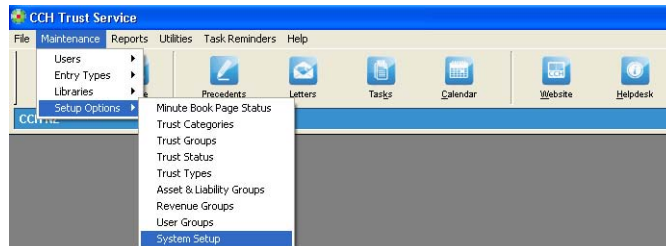
The system can now be configured so that certain fields in the Trust Maintenance Screen & People Maintenance Screen are Mandatory.

Mandatory fields are shown in Yellow.

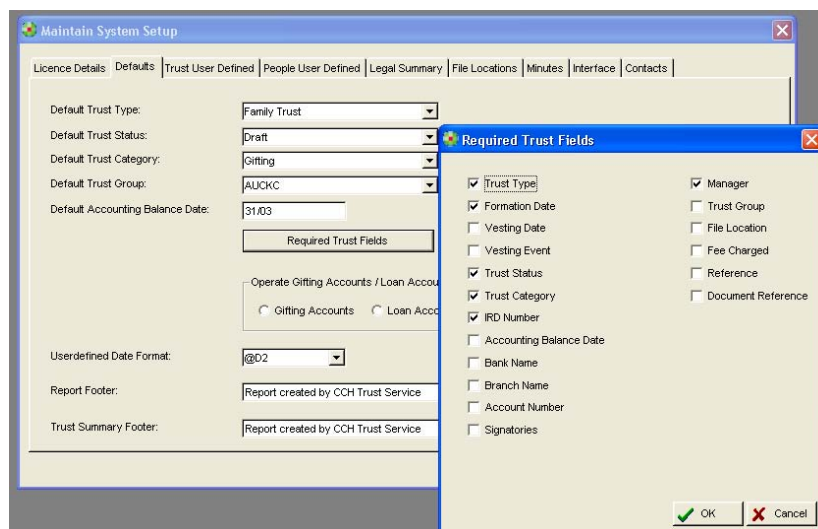


To set mandatory Trust fields

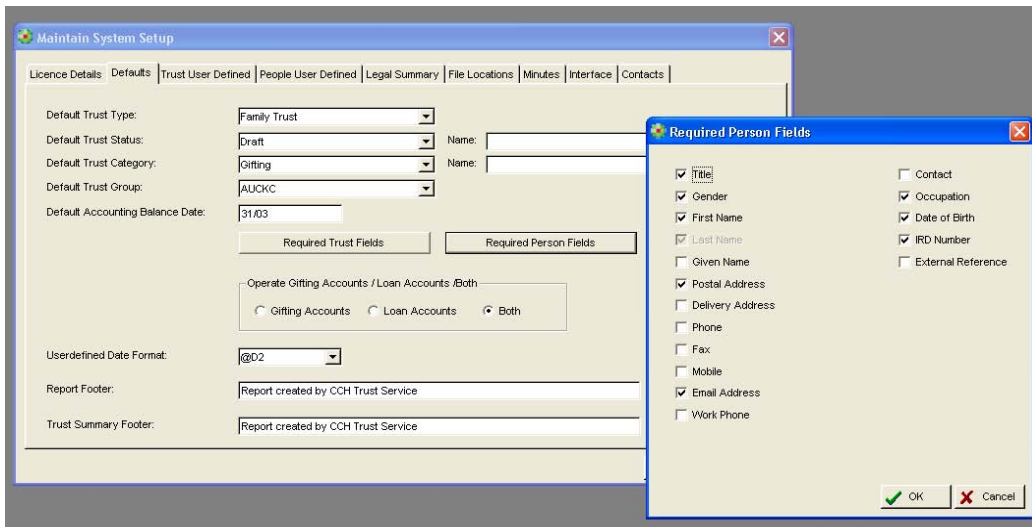
Select Maintenance > Setup Options > System Setup



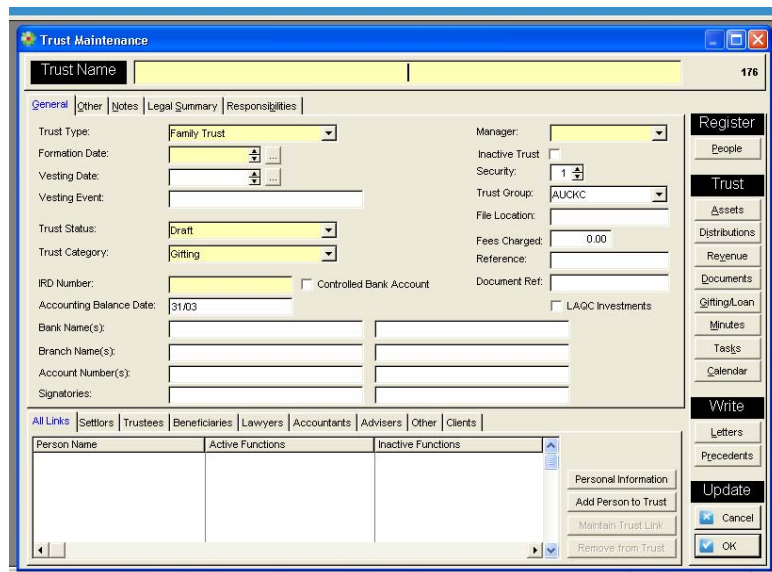
Select Defaults > Required Trust Fields. Tick fields to be mandatory.



To set mandatory People/Company fields
 Select Defaults > Required People Fields. Tick fields to be mandatory



Where a Person data field corresponds with a Company data field the company field will also be mandatory.



When adding a new Trust, Person or Company you cannot select OK to close & save the record until all mandatory fields have been completed.

If an existing record is opened you cannot select OK to close & save the record until all mandatory fields have been completed. On existing records the fields are not coloured.