

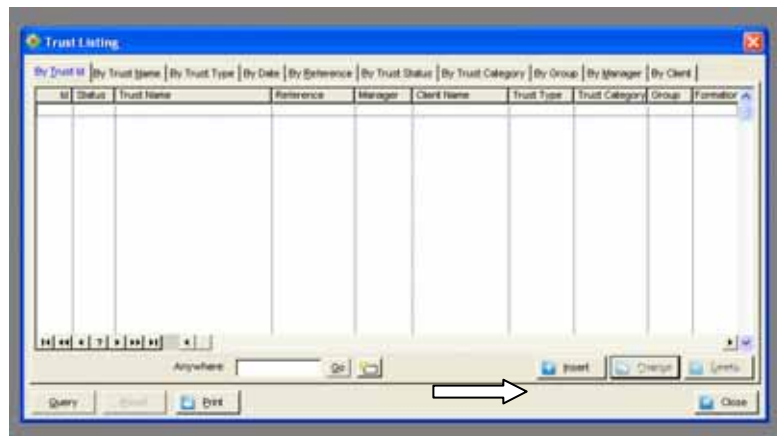
ADDING A NEW TRUST

The following instructions cover the basic data capture information that is available in the different tab areas of the Trust Maintenance screen.

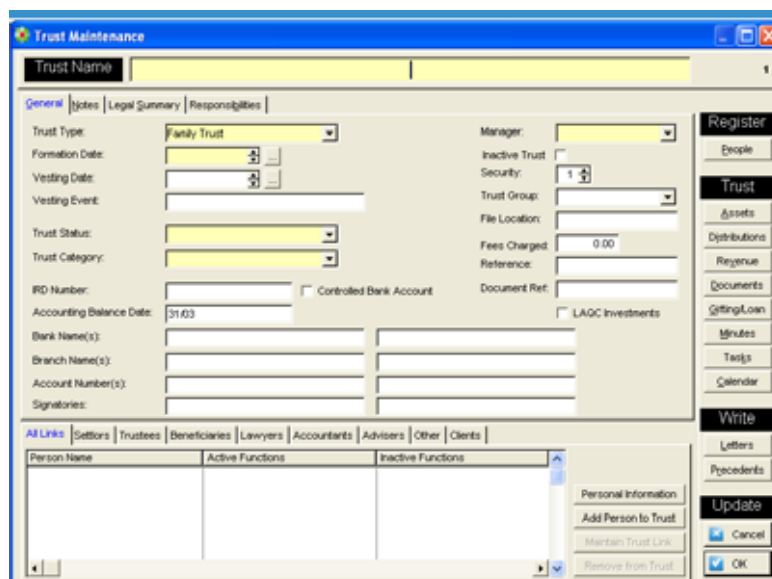
Select Trust



Select Insert



Opens Trust Screen



FRONT SCREEN

Any mandatory fields will be highlighted in Yellow. You cannot save a Trust Record until all mandatory fields have been completed. To learn more about setting mandatory fields see notes on Session 7

Type Trust Name



Select Trust Type



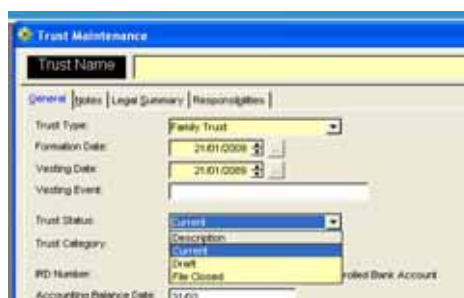
Trust Types can be added, deleted or amended to suite your business needs. To learn more about setting Trust Types see notes on Session 7

Type or Select Formation Date



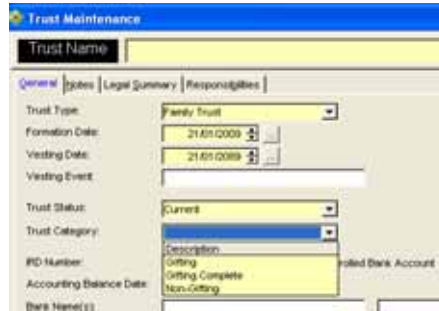
Type Formation date. A Vesting date will automatically be added, 80yrs after the Formation date. If this date is not correct you can re-type or delete. You may prefer to note a Vesting Event instead of a Vesting date.

Select Trust Status



Trust Status can be added, deleted or amended to suite your business needs. To learn more about setting Trust Status see notes on Session 7

Select Trust Category



The screenshot shows the 'Trust Maintenance' window with the 'Trust Name' field at the top. Below it, the 'General' tab is active. The 'Trust Category' dropdown menu is open, showing options: 'Gifting', 'Gifting Complete', and 'Non-Gifting'. Other fields visible include 'Trust Type' (Family Trust), 'Formation Date' (21/01/2009), 'Vesting Date' (21/01/2009), 'Trust Status' (Current), and 'Bank Name(s)' (rolled Bank Account).

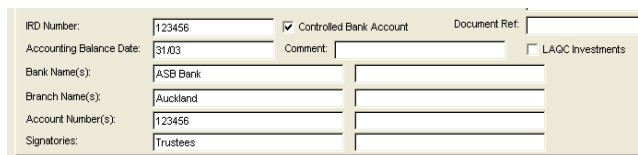
Trust Categories can be added, deleted or amended to suite your business needs. To learn more about setting Trust Categories see notes on Session 7

Type IRD Number for Trust



The screenshot shows the 'Trust Maintenance' window with the 'Trust Category' dropdown set to 'Gifting'. The 'IRD Number' field contains '123456'. A checkbox for 'Controlled Bank Account' is checked.

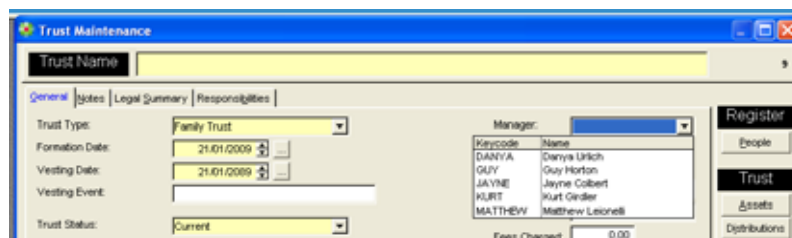
Type Bank Account Details & Balance Date



The screenshot shows the 'Trust Maintenance' window with the 'Controlled Bank Account' checkbox checked. The 'Accounting Balance Date' is '31/03'. The 'Bank Name(s)' is 'ASB Bank', 'Branch Name(s)' is 'Auckland', and 'Account Number(s)' is '123456'. The 'Signatories' are 'Trustees'. A 'Comment' field is visible, and the 'LAGC Investments' checkbox is unchecked.

Note: If you check 'Controlled Bank Account' a further comment box appears in which you can add information about the controls

Select the Trust Manager (the person in your organization who is responsible for this Trust)



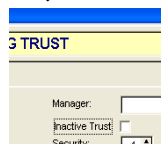
The screenshot shows the 'Trust Maintenance' window with the 'Manager' dropdown menu open. The dropdown list shows the following options:

Keycode	Name
DANYA	Danya Ulrich
GUY	Guy Horton
JAYNE	Jayne Colbert
KURT	Kurt Grider
MATTHEW	Matthew Leonelli

Other fields visible include 'Trust Type' (Family Trust), 'Formation Date' (21/01/2009), 'Vesting Date' (21/01/2009), 'Trust Status' (Current), and 'Fees Charged' (0.00).

Managers can be added, deleted or amended. To learn more about setting Managers see notes on Session 6

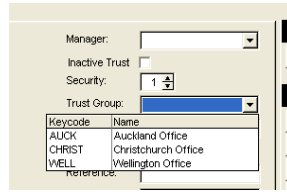
Select Active/Inactive (will default to Active)



The screenshot shows the 'Trust Maintenance' window with the 'Trust Name' field containing 'TRUST'. The 'Trust Status' dropdown menu is open, showing options: 'Active Trust' and 'Inactive Trust'. The 'Inactive Trust' option is selected.

Note: Inactive Trusts will be grayed out on your Trust List but still count as a Trust Record in your total no of Trusts

Select Trust Group (if Used)



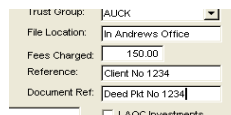
Manager: [dropdown]
 Inactive Trust:
 Security: [1] [up/down arrows]
 Trust Group: [dropdown]

Keycode	Name
AUCK	Auckland Office
CHRST	Christchurch Office
WELL	Wellington Office

 Reference: [text field]

Note: Trust Groups are part of the security features. To learn more about Trust Groups see notes on Session 6

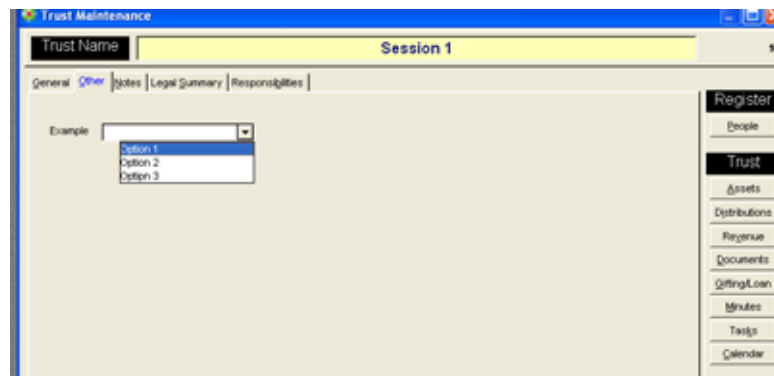
Type details of File Location, Fees Charges, Reference & Deed Packet No (if required).



Trust Group: [AUCK] [dropdown]
 File Location: [In Andrews Office]
 Fees Charged: [150.00]
 Reference: [Client No 1234]
 Document Ref: [Deed Pkt No 1234]
 L&CC Investments

'OTHER' TAB

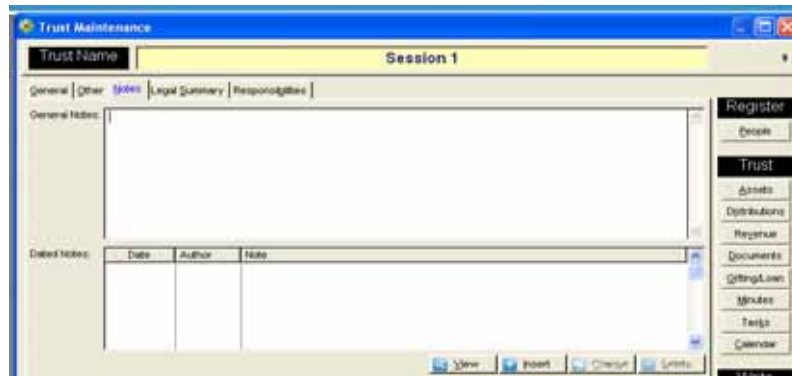
Complete any fields you may have on the 'Other Tab. This tab will only appear if you have added any fields via setup.



Note: Any additional fields you find under the Other tab are unique to your company and can be set up as required. To learn more about setting up additional fields see notes on Session 7. If you have no additional fields the Other tab will not be present.

NOTES

You can add a General Note and/or a Dated Note here if required.

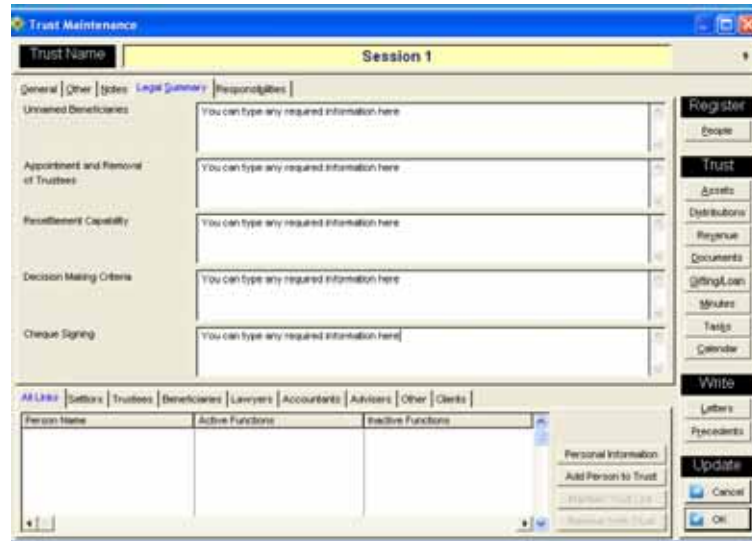


Type directly into General Note. Any notes type here will say visible.

Select Insert, Select Manager, then type Dated Note as required. These notes will display in date order with the most recent at the top.

LEGAL SUMMARY

Complete Legal Summary (if required)

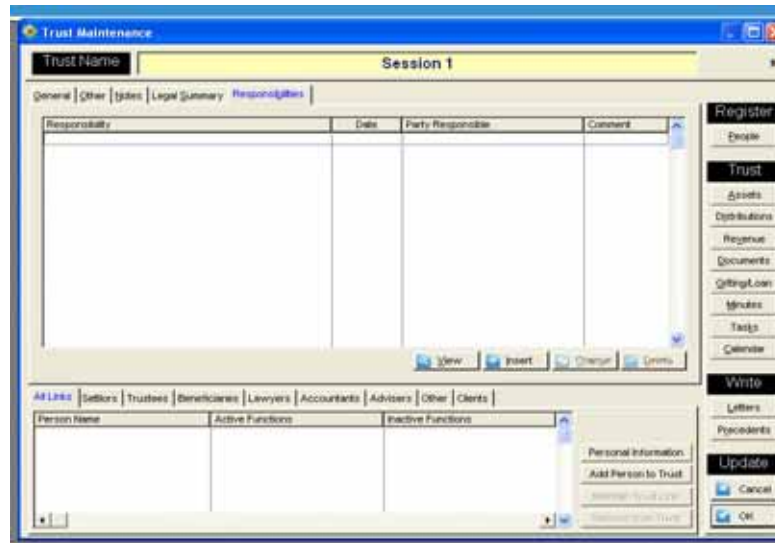


The screenshot shows the 'Trust Maintenance' software interface. At the top, there is a title bar with 'Trust Maintenance' and a window title 'Session 1'. Below the title bar, there is a navigation menu with tabs for 'General', 'Other', 'Types', 'Legal Summary', and 'Responsibilities'. The 'Legal Summary' tab is selected, and it contains five text input fields, each with a placeholder text 'You can type any required information here'. The fields are labeled: 'Unnamed Beneficiaries', 'Appointment and Removal of Trustees', 'Fulfillment Capability', 'Decision Making Criteria', and 'Cheque Signing'. To the right of the main content area is a vertical toolbar with buttons for 'Register', 'Trust', 'Assets', 'Distributions', 'Reserve', 'Documents', 'Gifting/Loan', 'Minutes', 'Tasks', and 'Calendar'. Below the main content area, there is a 'Write' section with buttons for 'Letters', 'Precedents', and 'Update'. At the bottom, there is a table with columns for 'Person Name', 'Active Functions', and 'Inactive Functions'. The table is currently empty. Below the table, there are buttons for 'Personal Information', 'Add Person to Trust', 'Import from Trust List', and 'Remove from Trust List'.

Note: Any of the 5 fields in the Legal Summary can be renamed to suite your business requirements. To learn more about this see notes on Session 7

RESPONSIBILITIES

Responsibilities will be covered in Level 2 as some additional configuration is required



CLICK OK TO SAVE

