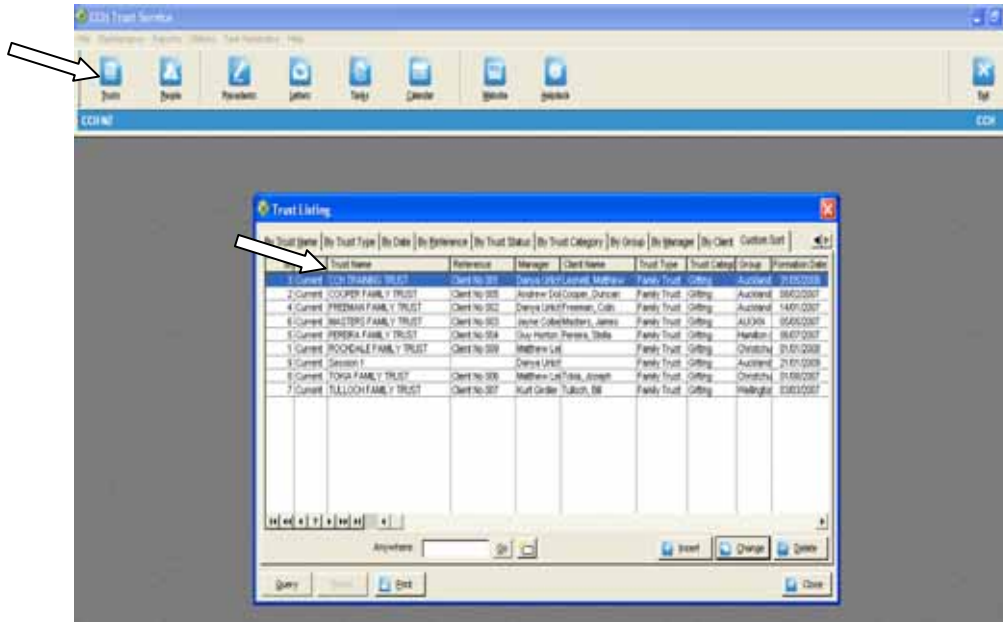


## SESSION 2.2

## LEVEL 1

### ADDING A TRANSACTION ON A GIFT ACCOUNT

Select Trust Shortcut, then select Trust from List (double click or select Change)

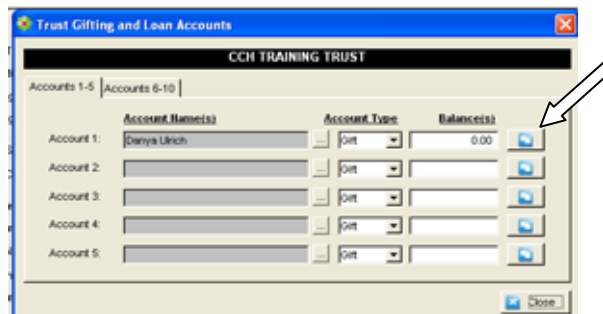


Select Gifting/Loan from Right Hand Menu to open the Gifting Loan Account

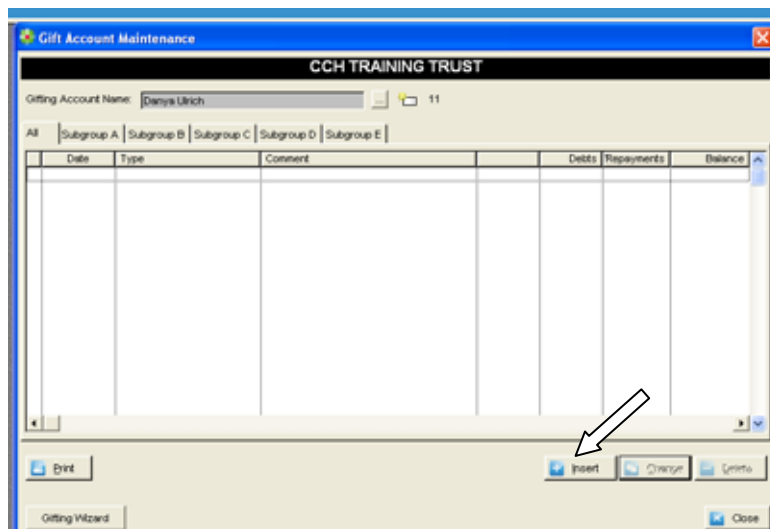


This opens the Gifting & Loan Accounts screen.

Open the Gift Account by selecting the Open icon



Select Insert



This opens the Maintain Gift Posting screen



Type or Select the date of the posting  
 Select the arrow next to Gift Type

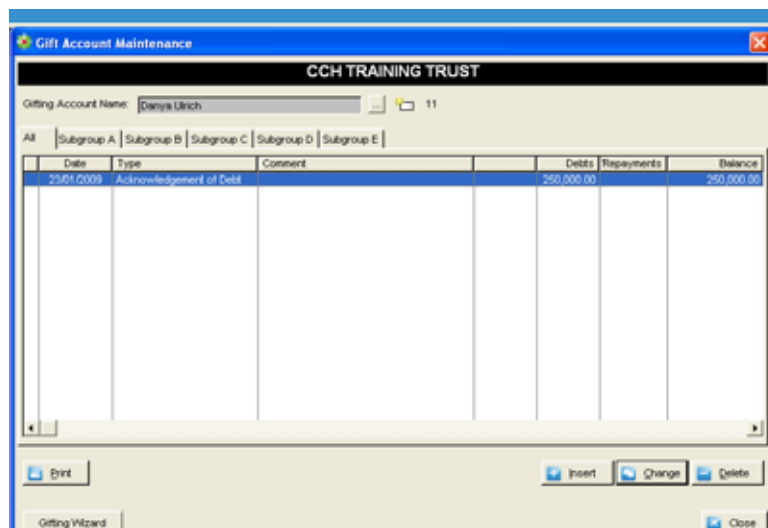


Select the appropriate choice - the normal choice for the first transaction is Acknowledgement of Debt.

Type the Amount of the posting and any other comment you might want to make. You may also wish to select the Notes tab and make further notes on the posting

Select OK to Save

You now have your first posting in your Gift Account



Add further postings as required. The Balance will calculate on the right hand column



Types of standard posting available:-

- Acknowledgement of Debt
- Gift (Default \$27,000)
- Cash Gift to 3<sup>rd</sup> Party
- Cash Gift to Trust
- Capital Repayment
- Reconciliation (Incr), will increase the balance
- Reconciliation (Decr), will decrease the balance

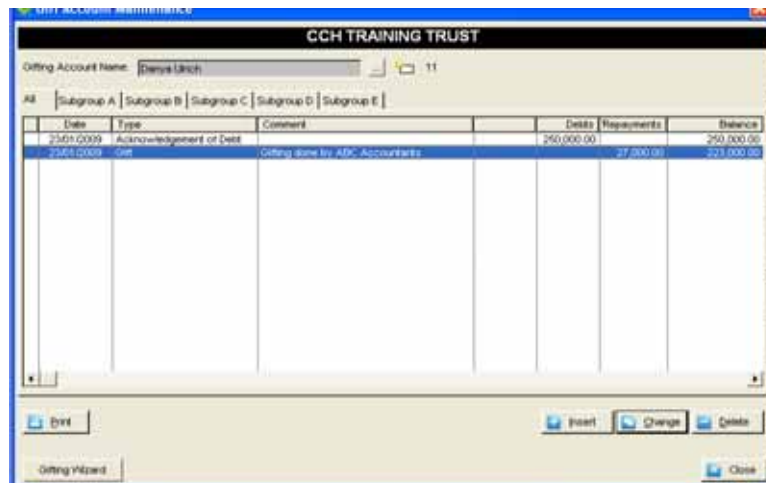
Additional posting types you may have on your system

- Opening Balance, to be used when Trust is taken on with Gifting completed by another organisation.

Extra posting types can be added as required. See Session 7 for more details.

It is possible to 'backdate' the Gifting postings (not actual Gifting) in the Gift Account to show all gifting done by a prior organisation & get the correct balance, however, you may chose to use an Opening Balance to make it quite clear where your responsibilities start

If you do chose to add all historic Gifting then using the comment to show who was responsible for this might be useful.



Date	Type	Comment	Debits	Repayments	Balance
22/01/2009	Acknowledgement of Debt		250,000.00		250,000.00
22/01/2009	Gift	Gifting done by APC Accountants		27,000.00	223,000.00