

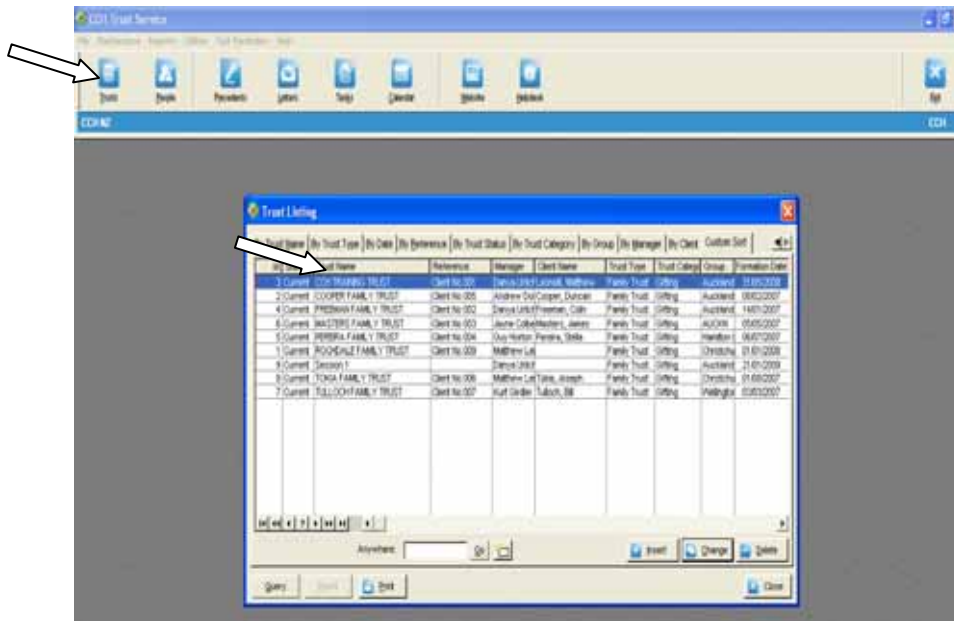
SESSION 2.3

LEVEL 1

DUPLICATION TRANSACTIONS TO MULTIPLE SETTLORS

This functionality is used most often when you have a husband and wife as settlors and the assets of trust are split between them.

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

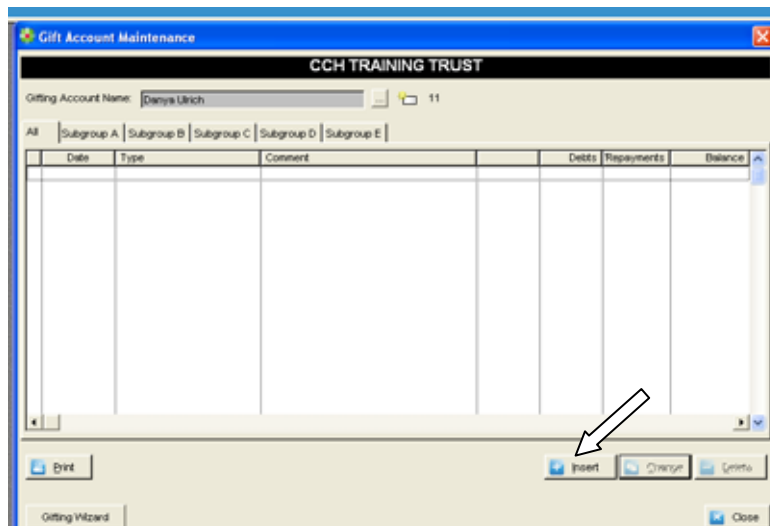


This opens the Gifting & Loan Accounts screen.

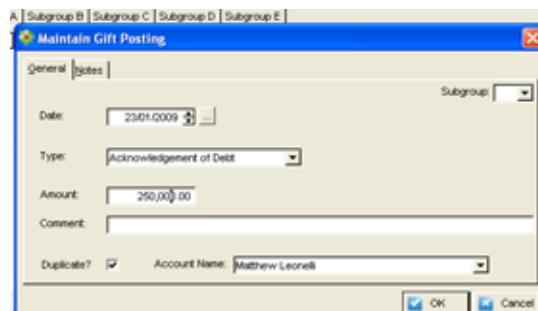
This functionality will only work if you have more than one gifting account created. Open the 1st Gift Account by selecting the Open icon



Select Insert



This opens the Maintain Gift Posting screen



Complete the details of the posting then select the Duplicate box. You will now have the option to select the 2nd Gift Account

If the Total Acknowledgement of Debt is \$500,000 and this is to be split between 2 Settlers, type half of the amount, e.g \$250,000 each

If you do not see a 2nd Account Name you may not have created that Account correctly. Return to the Gifting & Loan Account Screen and check you have 2 Accounts set up.

Select OK to Save

Your posting is now duplicated to the 2nd Gift Account



Account Name(s)	Account Type	Balance(s)
Account 1: Danya Ulrich	Gift	250,000.00
Account 2: Matthew Leonell	Gift	250,000.00
Account 3:	Gift	
Account 4:	Gift	
Account 5:	Gift	

When duplicating the Gifting posting do not split the amount, each account should have \$27,000 each

Ongoing gifting can be duplicated in this way to half the workload and keep both balances in line.