

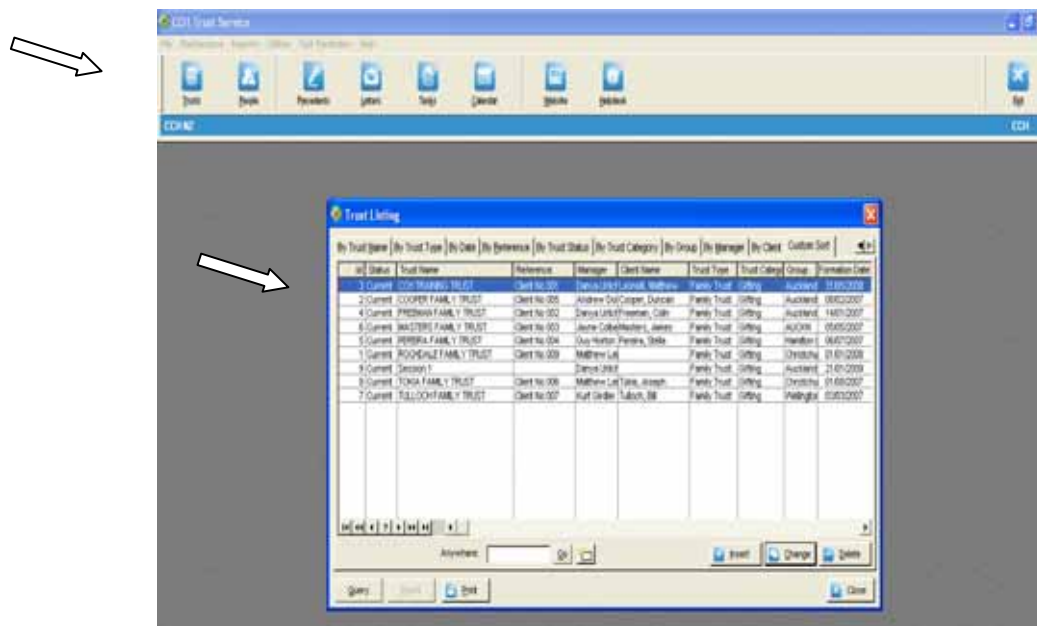
SESSION 2.4

LEVEL 1

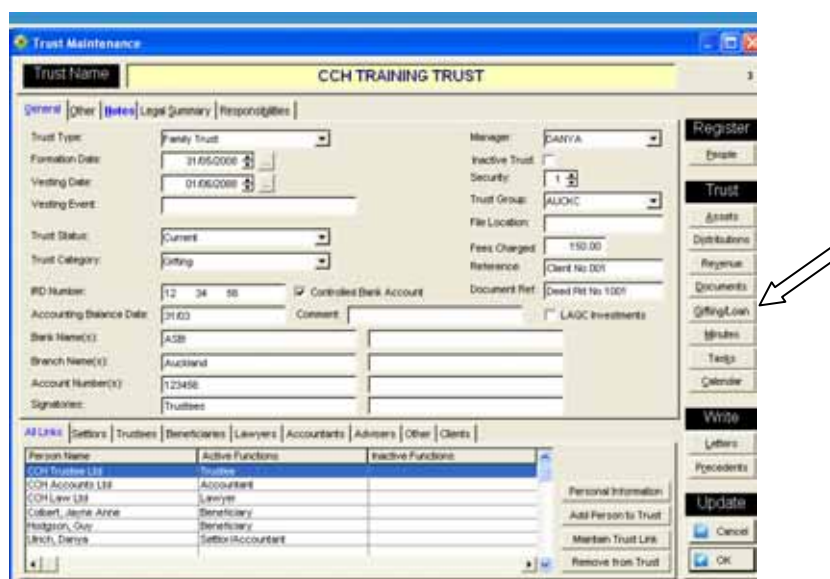
USING SUBGROUPS IN GIFTING ACCOUNTS

Sub Groups can be used when a trust contains more than one asset that is being tracked for gifting. It allows you to separate each asset and run a separate balance on them. Even though you track them separately the programme does provide a summary of the total of all assets and gifting. This is the information that is used for the Gift Statement.

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

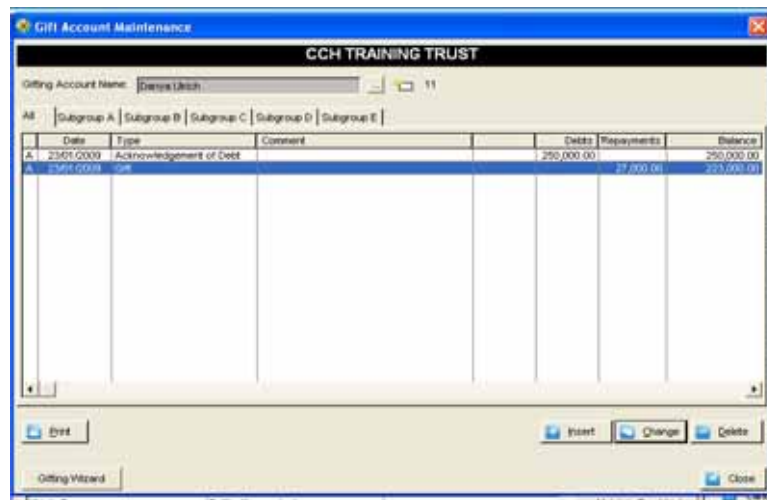


You should have already created your Gift Account as per Session 3.1

Open the Gift Account by selecting the Open icon



In this example the initial postings have already been added to Subgroup A



Select Insert to add a new posting

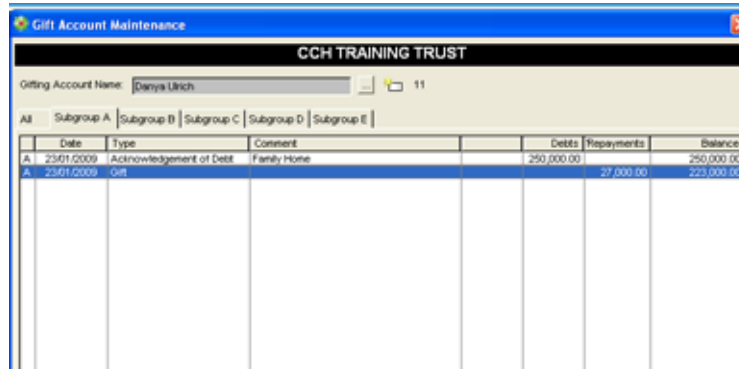


Complete the details and select the Subgroup for this posting. For example, the family home may be added to Subgroup A and a second property may be added to Subgroup B

Select OK to Save

If Sub Group A is chosen for the Acknowledgement of Debt, Sub Group A should be used for any subsequent gifting against this asset.

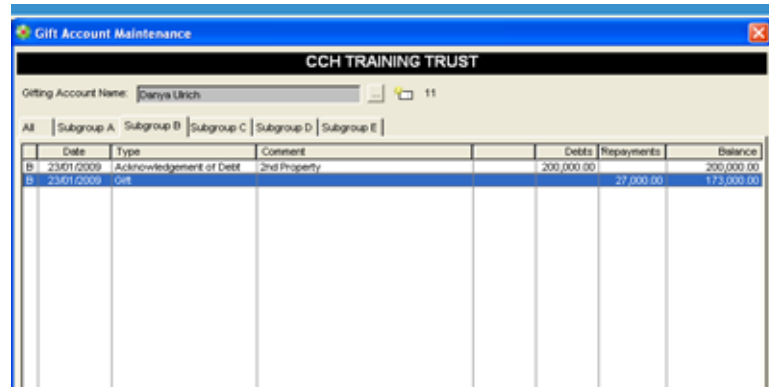
View of Sub Group A



The screenshot shows the 'Gift Account Maintenance' window for 'CCH TRAINING TRUST'. The 'Gifting Account Name' is 'Danya Ulrich'. The 'All' tab is selected. The table below shows transactions for Sub Group A.

	Date	Type	Comment	Debits	Repayments	Balance
A	23/01/2009	Acknowledgement of Debt	Family Home	250,000.00		250,000.00
A	23/01/2009	Gift			27,000.00	223,000.00

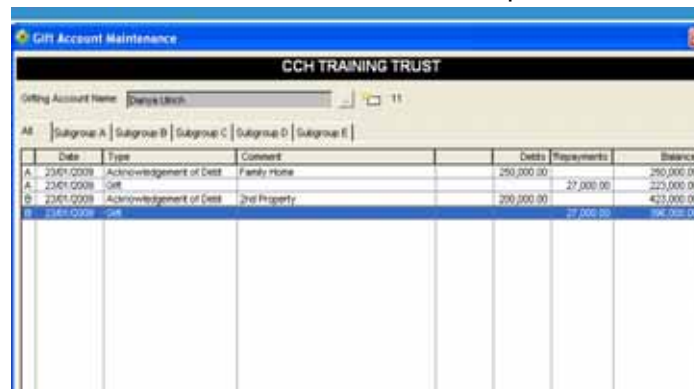
View of Sub Group B



The screenshot shows the 'Gift Account Maintenance' window for 'CCH TRAINING TRUST'. The 'Gifting Account Name' is 'Danya Ulrich'. The 'Subgroup B' tab is selected. The table below shows transactions for Sub Group B.

	Date	Type	Comment	Debits	Repayments	Balance
B	23/01/2009	Acknowledgement of Debt	2nd Property	200,000.00		200,000.00
B	23/01/2009	Gift			27,000.00	173,000.00

View of All - the balance will be combined from all Sub Groups



The screenshot shows the 'Gift Account Maintenance' window for 'CCH TRAINING TRUST'. The 'Gifting Account Name' is 'Danya Ulrich'. The 'All' tab is selected. The table below shows transactions for all subgroups combined.

	Date	Type	Comment	Debits	Repayments	Balance
A	23/01/2009	Acknowledgement of Debt	Family Home	250,000.00		250,000.00
A	23/01/2009	Gift			27,000.00	223,000.00
B	23/01/2009	Acknowledgement of Debt	2nd Property	200,000.00		423,000.00
B	23/01/2009	Gift			27,000.00	396,000.00

Select the view by using the tabs

Use Sub Groups to help you to view and manage multiple properties or investments.

The balances will be combined, as per the All tab when Gifting Documents are created