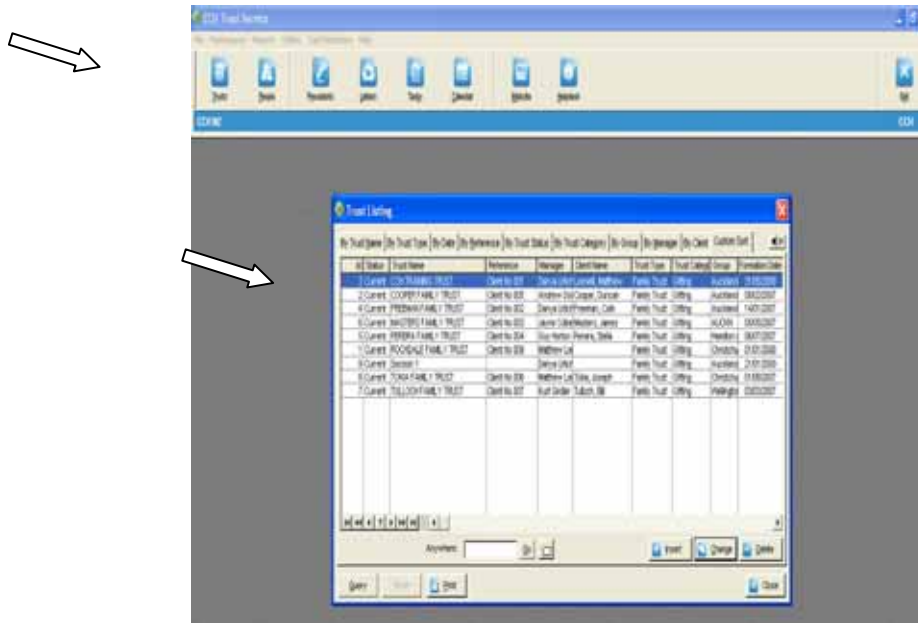


SESSION 2.7

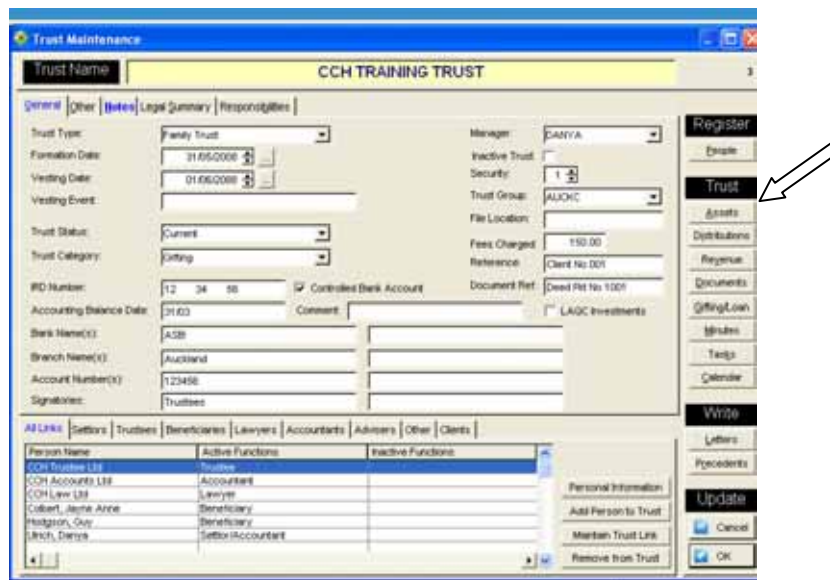
LEVEL 1

ASSETS, REVENUE & DISTRIBUTIONS

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

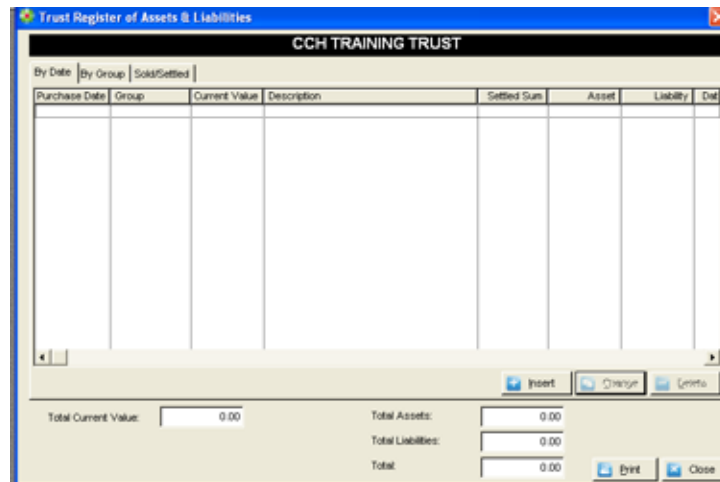


Select Assets, Distributions or Loan from Right Hand Menu to open



Assets

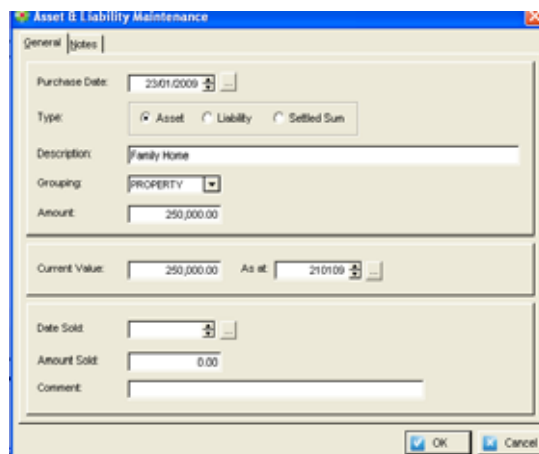
Select Insert to add a new Asset



| Purchase Date | Group | Current Value | Description | Settled Sum | Asset | Liability | Del |
|---------------|-------|---------------|-------------|-------------|-------|-----------|-----|
| | | | | | | | |

Total Current Value: 0.00 Total Assets: 0.00
 Total Liabilities: 0.00
 Total: 0.00

Type Date, Select Asset or Liability & Add the details



Purchase Date: 23/01/2009

Type: Asset Liability Settled Sum

Description: Family Home

Grouping: PROPERTY

Amount: 250,000.00

Current Value: 250,000.00 As at: 21/01/09

Date Sold:

Amount Sold: 0.00

Comment:

Note: A new feature for 4.3 is to allow Groupings to have a drop down menu. Information on how to set this up is in Session 6.

Assets are shown in Black, Liabilities in Red. A total current value is given, bottom left

| Purchase Date | Group | Current Value | Description | Settled Sum | Asset | Liability | DM |
|---------------|----------|---------------|--------------------------|-------------|------------|------------|----|
| 23/01/2009 | PROPERTY | 250,000.00 | Family Home | | 250,000.00 | 0.00 | |
| 23/01/2009 | PROPERTY | 150,000.00 | Loan against family home | | 0.00 | 150,000.00 | |

Total Current Value: 100,000.00 Total Assets: 250,000.00
 Total Liabilities: 150,000.00 Total: 100,000.00

Assets & Liabilities that are Sold or Settled
 Highlight the item on the list

Asset & Liability Maintenance
 General | Notes |
 Purchase Date: 23/01/2009
 Type: Asset Liability Settled Sum
 Description: Family Home
 Grouping: PROPERTY
 Amount: 250,000.00
 Current Value: 250,000.00 As at: 21/01/09
 Date Sold:
 Amount Sold: 0.00
 Comment:
 OK Cancel

Complete Date Sold, Amount Sold and add any comment. Sold/settled items are now only shown on the Sold/settled tab

| Purchase Date | Group | Current Value | Description | Settled Sum | Asset | Liability | DM |
|---------------|-------|---------------|-------------------------------|-------------|-------|------------|----|
| 26/02/08 | | 100,000.00 | Loan to Family Home - Paid up | | | 100,000.00 | 14 |

Total Current Value: 100,000.00 Total Assets: 250,000.00
 Total Liabilities: 150,000.00 Total: 100,000.00

To print a summary of the Assets & Liabilities Register, select Print

Report Preview

File View Zoom

Page: 1 Across: 1 Down: 1

Trust Register of Assets & Liabilities

CCH NZ

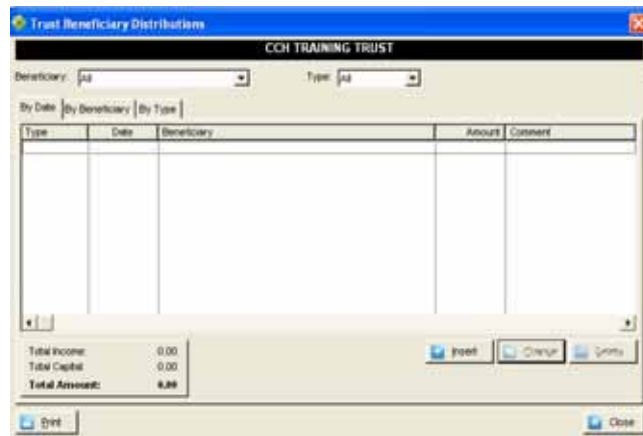
Trust Name: CCH TRAINING TRUST

Printed: 23/01/09 16:28

| Date | Group | Current Value | Description | Asset | Liability |
|------------|----------|-------------------|--------------------------|-------------------|-------------------|
| 23/01/2009 | PROPERTY | 250,000.00 | Family Home | 250,000.00 | |
| 23/01/2009 | PROPERTY | 150,000.00 | Loan against family home | | 150,000.00 |
| | | 100,000.00 | | 250,000.00 | 150,000.00 |

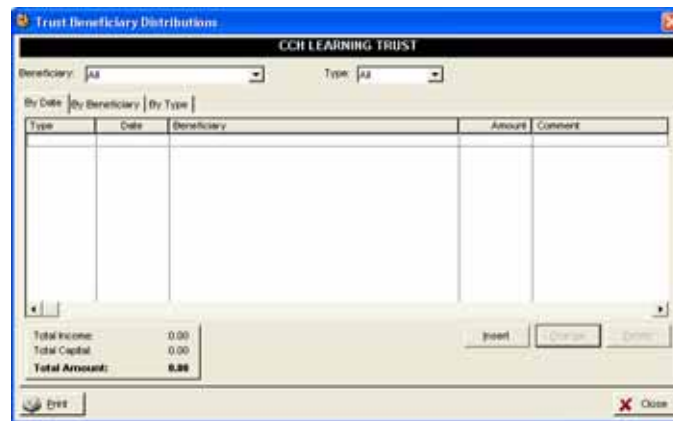
Distributions

Select Distributions from Right Hand Menu to open the Trust Distributions Screen




The screenshot shows the 'Trust Beneficiary Distributions' window for 'CCH TRAINING TRUST'. At the top, there are dropdown menus for 'Beneficiary' (set to 'All') and 'Type' (set to 'All'). Below these are radio buttons for 'By Date', 'By Beneficiary', and 'By Type'. A table with columns 'Type', 'Date', 'Beneficiary', 'Amount', and 'Comment' is present but empty. At the bottom left, summary statistics are shown: 'Total Income: 0.00', 'Total Capital: 0.00', and 'Total Amount: 8.88'. On the bottom right, there are buttons for 'Insert', 'Change', and 'Print'. A 'Close' button is at the very bottom right.

Select Insert



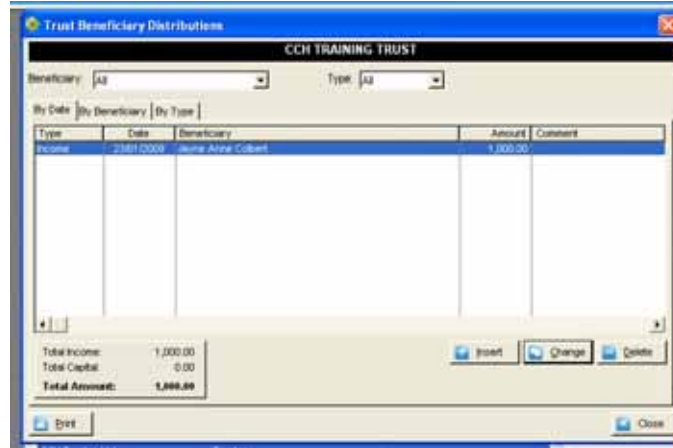
This screenshot shows the 'Trust Beneficiary Distributions' window for 'CCH LEARNING TRUST'. The layout is identical to the previous screenshot, but the 'Insert' button is highlighted with a mouse cursor, indicating the next step in the process.

Select Insert & complete the details of the Distribution.



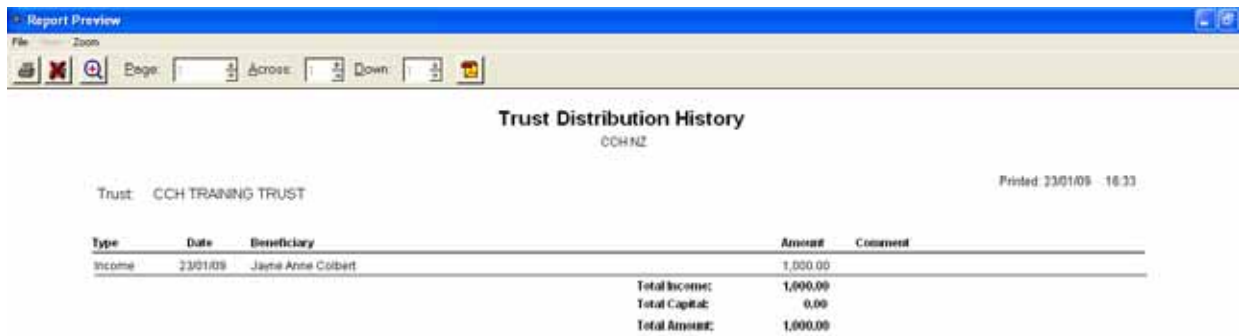
The screenshot shows the 'Trust Beneficiary Distribution' dialog box. The 'General' tab is active. The 'Type' dropdown is set to 'Income'. The 'Beneficiary' dropdown is set to 'Jayne Anne Gilbert'. The 'Date' is set to '23/01/2009'. The 'Amount' is set to '1,000.00'. The 'Comment' field is empty. 'OK' and 'Cancel' buttons are at the bottom right.

Select OK to Save



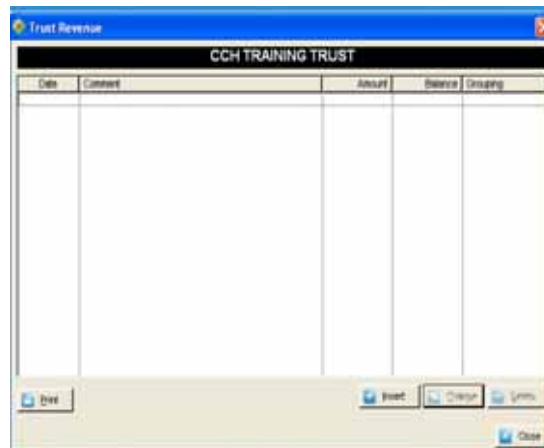
A total is shown on the bottom left of the screen

To print a Summary of the Distributions, select Print



Revenue

Select Revenue from Right Hand Menu to open the Trust Revenue Screen

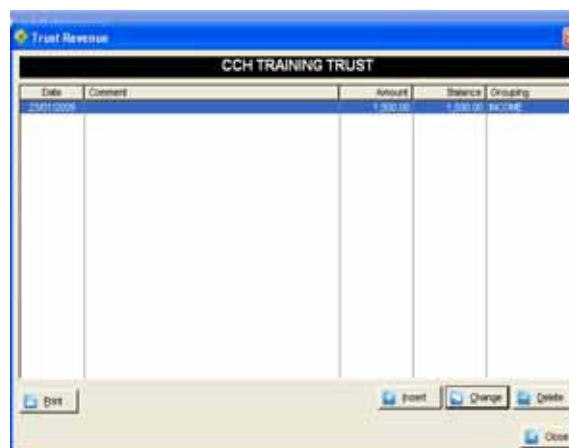


Select Insert & complete the details of the Revenue

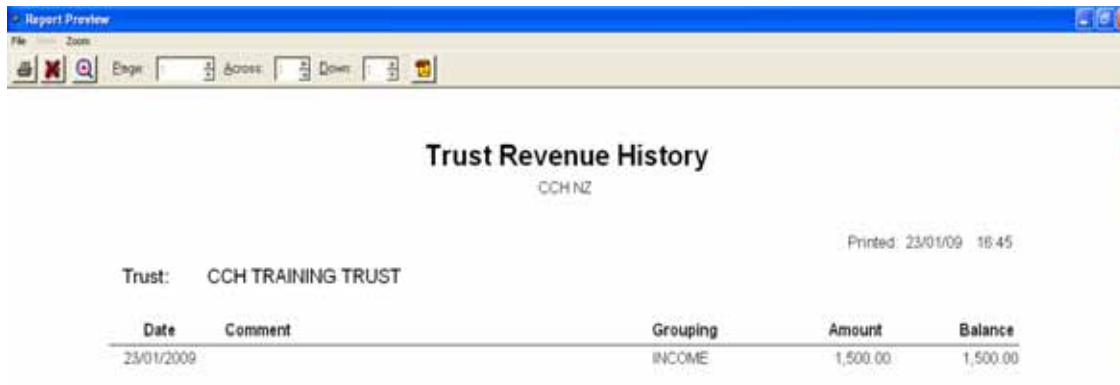


Note: A new feature for 4.3 is to allow Groupings to have a drop down menu. Information on how to set this up is in Session 6.

There is no Total on the Revenue Screen



To print a Summary of the Revenue; select Print



The screenshot shows a 'Report Preview' window with a standard toolbar at the top. The main content area displays the title 'Trust Revenue History' and 'CCH NZ'. Below this, it indicates 'Trust: CCH TRAINING TRUST' and 'Printed: 23/01/09 16:45'. A table with five columns is shown: 'Date', 'Comment', 'Grouping', 'Amount', and 'Balance'. The table contains one data row for the date 23/01/2009, with a grouping of 'INCOME', an amount of 1,500.00, and a balance of 1,500.00.

| Date | Comment | Grouping | Amount | Balance |
|------------|---------|----------|----------|----------|
| 23/01/2009 | | INCOME | 1,500.00 | 1,500.00 |