

## SESSION 5.3

## LEVEL 1

### REPORTING

The Trust Service comes with a standard set of Gifting Reports & Task Reports

#### Gifting Reports

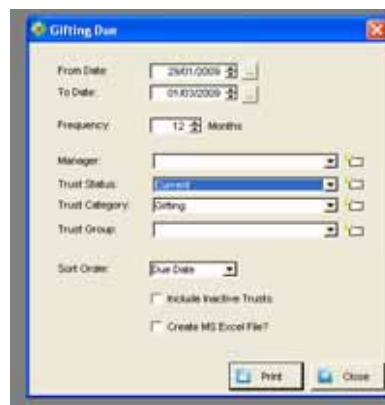
The two gifting reports are generated based on the gifting transaction that is entered onto a gifting account. The Gifting due is based on previous entry and the Gifting completed is based on the current entry. For more information on gifting see Session 3.

Select Reports > Gifting. You can now see a list of the Gifting Reports Available



#### Gifting Due Report

Select Reports > Gifting > Gifting Due Report



Select required Date Range

Select Frequency

Select required Manager or leave blank for All

Select a Trust Status or leave blank for All

Select a Trust Category or leave blank for All

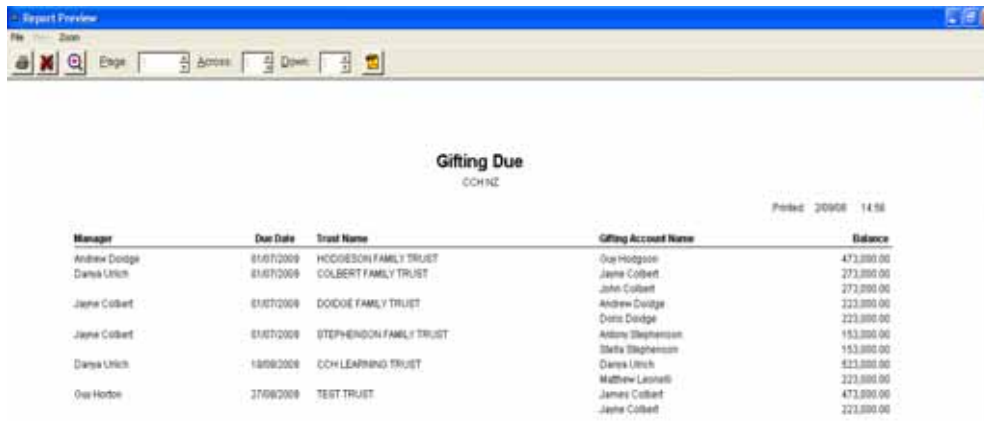
Select the Sort Order for your list

Select to include Inactive Trusts or not

Select Print

If your report is blank there is no gifting for that date range



Date of gifting is taken directly from the last Gifting posted date in the Gifting Account, not the Task dates.



**Gifting Due**  
CCH NZ

Printed: 20/08/14 14:58

| Manager       | Due Date   | Trust Name              | Gifting Account Name | Balance    |
|---------------|------------|-------------------------|----------------------|------------|
| Andrew Dodgic | 01/07/2009 | HODGESON FAMILY TRUST   | Iva Hodgson          | 473,000.00 |
| Danya Ulrich  | 01/07/2009 | COLBERT FAMILY TRUST    | Jayne Colbert        | 273,000.00 |
| Jayne Colbert | 01/07/2009 | DOIDGE FAMILY TRUST     | John Colbert         | 273,000.00 |
| Jayne Colbert | 01/07/2009 | STEPHENSON FAMILY TRUST | Andrew Dodgic        | 223,000.00 |
| Danya Ulrich  | 18/08/2008 | CCH LEARNING TRUST      | Doris Dodgic         | 223,000.00 |
| Ove Horbo     | 27/08/2008 | TEST TRUST              | Arlene Stephenson    | 153,000.00 |
|               |            |                         | Stella Stephenson    | 153,000.00 |
|               |            |                         | Danya Ulrich         | 423,000.00 |
|               |            |                         | Matthew Leonelli     | 223,000.00 |
|               |            |                         | Jayne Colbert        | 473,000.00 |
|               |            |                         | Jayne Colbert        | 223,000.00 |

You can send the report to the printer  or save it as a PDF  which can then be attached to an email.

### Gifting Completed Report

Select Reports > Gifting > Gifting Completed



**Gifting Completed**

From Date:

To Date:

Trust:  (Blank for All)

Manager:

Trust Status:

Trust Category:

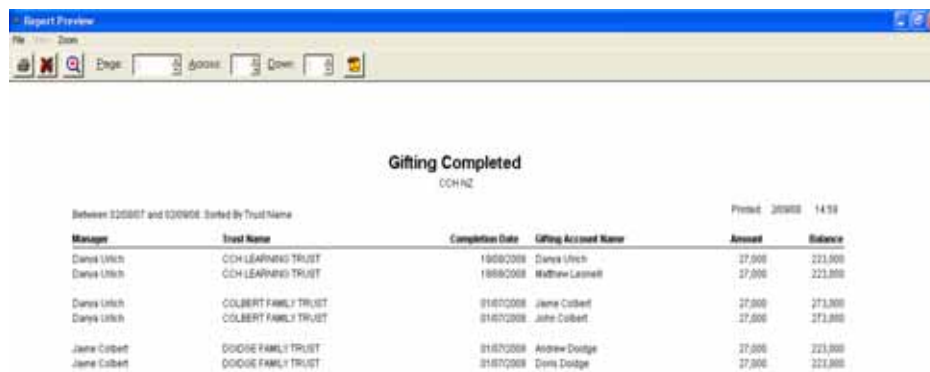
Trust Group:

Sort Order:

Include Inactive Trusts

Create MS Excel File?

Select Criteria as for Gifting Due Report (above)





**Gifting Completed**  
CCH NZ

Printed: 20/08/14 14:58

Between 02/08/07 and 02/08/08 Sorted By Trust Name

| Manager       | Trust Name           | Completion Date | Gifting Account Name | Amount | Balance |
|---------------|----------------------|-----------------|----------------------|--------|---------|
| Danya Ulrich  | CCH LEARNING TRUST   | 18/08/2008      | Danya Ulrich         | 27,000 | 223,000 |
| Danya Ulrich  | CCH LEARNING TRUST   | 18/08/2008      | Matthew Leonelli     | 27,000 | 223,000 |
| Danya Ulrich  | COLBERT FAMILY TRUST | 01/07/2009      | Jayne Colbert        | 27,000 | 273,000 |
| Danya Ulrich  | COLBERT FAMILY TRUST | 01/07/2009      | John Colbert         | 27,000 | 273,000 |
| Jayne Colbert | DOIDGE FAMILY TRUST  | 01/07/2009      | Andrew Dodgic        | 27,000 | 223,000 |
| Jayne Colbert | DOIDGE FAMILY TRUST  | 01/07/2009      | Doris Dodgic         | 27,000 | 223,000 |

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## Task Report

Select Reports > Tasks > Incomplete Tasks



Select Date Range

Select Manager or leave blank for all

Select a Status or leave blank for all

Select a Category or leave blank for all

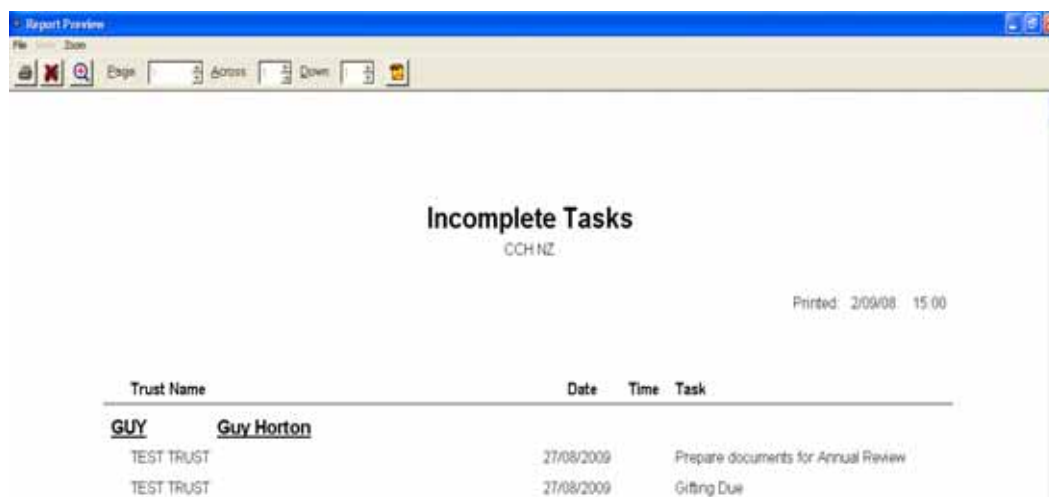
Select a Group of leave blank for all

Select Trust or leave



Type Task Keyword, e.g Gifting, or leave blank for all

Select Sort Order

Select to include Inactive Trusts or not



| Trust Name                      | Date       | Time | Task                                |
|---------------------------------|------------|------|-------------------------------------|
| <b>GUY</b><br>TEST TRUST        | 27/08/2009 |      | Prepare documents for Annual Review |
| <b>Guy Horton</b><br>TEST TRUST | 27/08/2009 |      | Gifting Due                         |

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