

GDMA/GDPRO

BEGINNERS GUIDE PART 1 TRAINING CHECK LIST

December 2019

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Overview

FORMAT 30 minute blocks with 5-10 min breaks. QA throughout.

FOCUS Base setup, Main Screen, SH Reports, Successions and Transactions.

AIM Able to maintain the register confidently.

NEXT STEP Distributions, Payments and Reconciliation

Training Start

- Backup database
- Setup remote support on all computers

Beginners' Guide Part 1

Base Setup

User	Trust	Trust Group
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Main Screen

User	Trust	Trust Group	Fields	Photos	Doc Linking
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SH Reports

Reports	Audit Demo & Report	Statement (after manual payment)	Succession Reprint (after succession)
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Successions

MLO	Add	Create	Calc Fraction	Calc Shares	Other Details
Succession Letter	Links	Schedule Report	Transactions Review	Jump to Shareholders	

Transactions

Transaction Tabs	Journal	One-off Payment	Delete	Magic code
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Reports

Addresses	Audit Trail	Duplicate Bank Accounts	Duplicate IRD No
Export Address	Register Summary	Share Analysis	Share Certificate
Share Register	Share Transfer Schedule	Shareholder Alias	Shareholder Balances
Shareholder Register	Shareholder Register Summary	Shareholder Share Ranking	Shareholder Transactions
Shareholders in Multiple Trusts	Trust Report	Unclaimed Money	

Support

- Reiterate support
- We expect emails first few months
- Backup database, important, can IT do regular automated backups?

Training End

- Restore database
- Review database is back to normal
- Review what has been covered in checklist

Beginners' Guide Part 2

- Distribution
- Admin
 - Distribution History
 - MACA
 - DC Payment Run
 - Distribution Removal
- Payment
- Reconcile
- Reporting

We will provide remote assistance when it comes to your distributions.

Beginners' Guide Part 3

- AGM
- Kaumatua Grants
- Name Matching
- Bulk Update
- Admin – Options
 - MACA Rates
 - Check Post Codes
 - Check Bank Account Numbers
- SH Reports – Custom Forms
- QR Code and List maintenance

Advanced Guide

- Ad-hoc Reporting

Most people are ready for this stage after a couple of years with the system.