GDMA / GDMPro

Beginners' Guide Part 1

2017

arisesoftware

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Introduction

GDMA Shareholder Management Software is designed to simplify the processes involved in the management of shareholder details and the distributions from Trusts and Incorporations. The software is designed to be easy to use, especially for the day-to-day tasks associated with Shareholder management.

Getting Started

It is assumed that the program is installed and running. If not, call Arise Software Ltd for technical support.

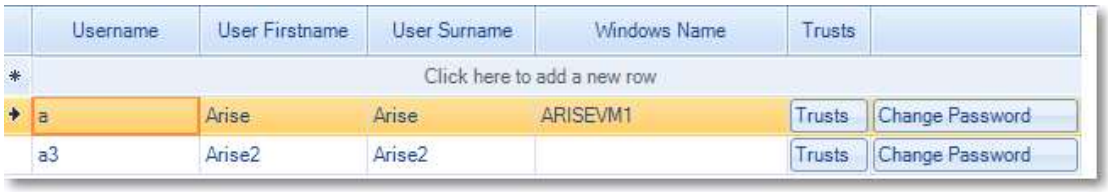
Passwords

To prevent unauthorised changes being made to the details in the database a username and password must be entered each time the program starts. The person with Administrator rights can create and edit details related to users. When logging in the computer can enter your username automatically. Type in your password and press the Enter key to login.

Users

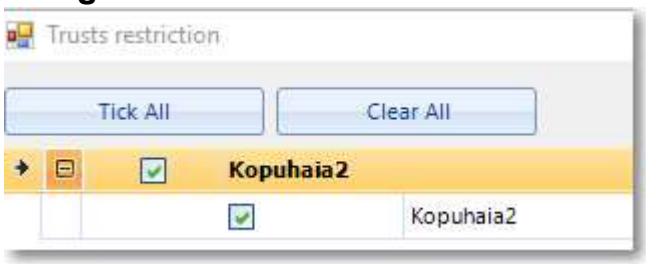
This is where users are added, maintained, passwords changed and trust assigned.

Add/ Maintain Users



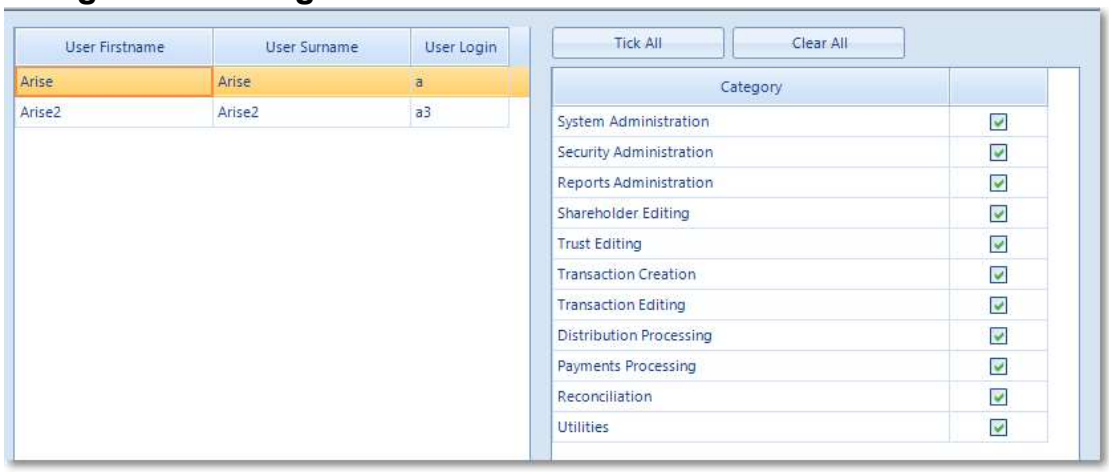
To revoke access, change password to something unknown to user.

Assign Trust Access



Tick to assign trust access.

Assign Access Rights



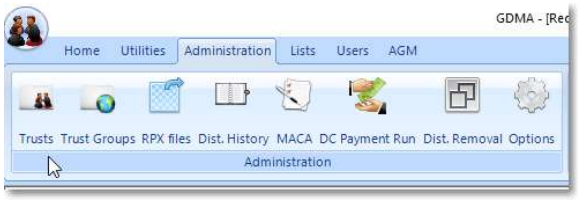
Tick to assign rights. Untick all if wanting to assign read only access.

Provide Audit Changes

Date From 1/09/2016 To 18/07/2017

Date	UserID	S...	Field	From	To
4/05/2017 12:10:5...	2	143	Address		123 Happy Street Hamilton 3200
29/03/2017 12:30:...	2	151	Mother		143
29/03/2017 12:30:...	2	151	First Name	Katie	Katie Jr
17/03/2017 11:36:...	2	138	D.O.B.		Jul 11 1970 12:00AM
21/02/2017 11:40:...	2	150	Gender		Female
21/02/2017 11:40:...	2	150	Email Ad...		linette.leach@heakina.co.nz
20/12/2016 2:52:1...	2	138	Payment...	Direct Credit	Cheque
9/11/2016 2:42:18...	2	149		TransID:986, TransDate:1/11/2016 12:00:00 AM, Tr...	
31/10/2016 9:26:3...	2	149	Email Ad...		ggyuyggug
31/10/2016 9:26:3...	2	149	Cell Phone		gguyguguyguiyu8y89yi
21/10/2016 4:34:2...	2	1	Administr...		test
14/10/2016 3:54:2...	2	1		ShareTransID:184, ShareTransDate:14/10/2016 12:...	
14/10/2016 1:30:4...	2	1	Payment...	Cheque	None
14/10/2016 1:30:3...	2	1	Address	123	
14/10/2016 1:30:3...	2	1	Payment...	Direct Credit	Cheque
14/10/2016 1:29:4...	2	1	Bank Acc...		1111111111111111
14/10/2016 1:29:4...	2	1	Payment...	Cheque	Direct Credit

Trust



This is where users are added, maintained, passwords changed and trust assigned.

Setup Trust Details

ID	Code	Name	Shares	Contact	Phone	Fax	IRD	Area HA
1	Kopuhaia2	Kopuhaia2	369.1				111222333	

Main Details | Other

Trust ID: 1
Trust Code: Kopuhaia2
Trust Name: Kopuhaia2
Trust Address: PO Box 7233
Hamilton 3247
New Zealand
Trust Type: Trust

Trust IRD: 111222333
Trust Contact Name:
Trust Contact Phone:
Trust Contact Fax:
Trust Total Shares: 369.1
Trust Total Area HA:
Kaumatua Trust:
Trust MLC Reference:

Trust Code reference

Trust Address use ctrl-enter to add new line to address.

Trust Type usually trusts but can be kaumatua trust which is a special trust designed for kaumatua grants. There is a separate manual called gdpro kaumatua for this facility.

Trust Total Shares used during distribution to check shares held on the database matches the originally recorded shares.

Trust Total Area Ha if the trust is part of a trust group (explained later), then the ha (hectares) is used to calculate the portion of distribution for the trust block amongst all the other blocks that are part of the group.

For example, if there are 2 blocks in a trust group and block a had 75 ha and block b had 25 ha, then block a would get 75% of the trust group distribution and block a would get 25%.

Kaumatua Trust as in Trust Type, this is for Kaumatua grants.

Trust Mlc Reference the Māori Land Court block number reference.

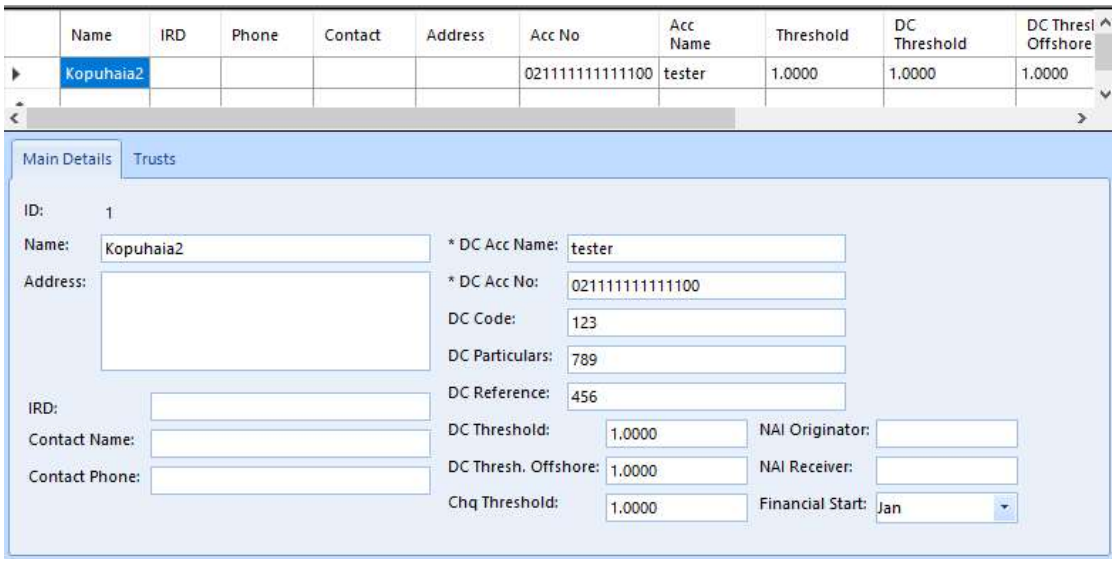
Trust Groups

Setup trust groups that trust/blocks are associated with and share a common bank account for payments, such as distributions and grants.

A distribution is made for a trust/block but the payment is made for the group by accumulating the balances of all the trusts/blocks in the group. This saves time doing one payment batch for the group, instead of many different payment batches for each trust/block.

This screen also sets the payment thresholds for Cheques and Direct Credits. Details required for Direct Credit payments must also be entered on this screen.

Setup Trust Groups Details



Trust Address Appears in distribution statements provided to owners. Use Ctrl-Enter to add new line to address.

IRD Appears in distribution statements provided to owners

Dc Acc Name Used in direct credit files imported into online banking for the processing of distribution direct credit payments

DC Acc No Used in DC files, as above

DC Code Used in DC files, as above

DC Particulars Used in DC files, as above

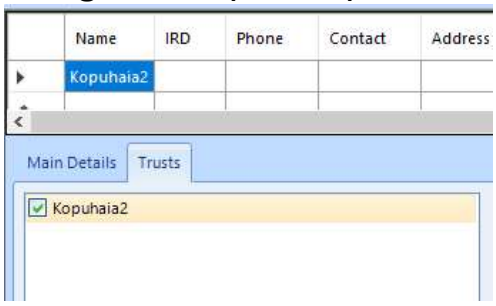
DC Reference Used in DC files, as above

DC Threshold The amount that the outstanding balance needs to be eligible for direct credit payment

DC Thresh. Offshore The amount that the outstanding balance needs to be eligible for direct credit payment, but for overseas payments

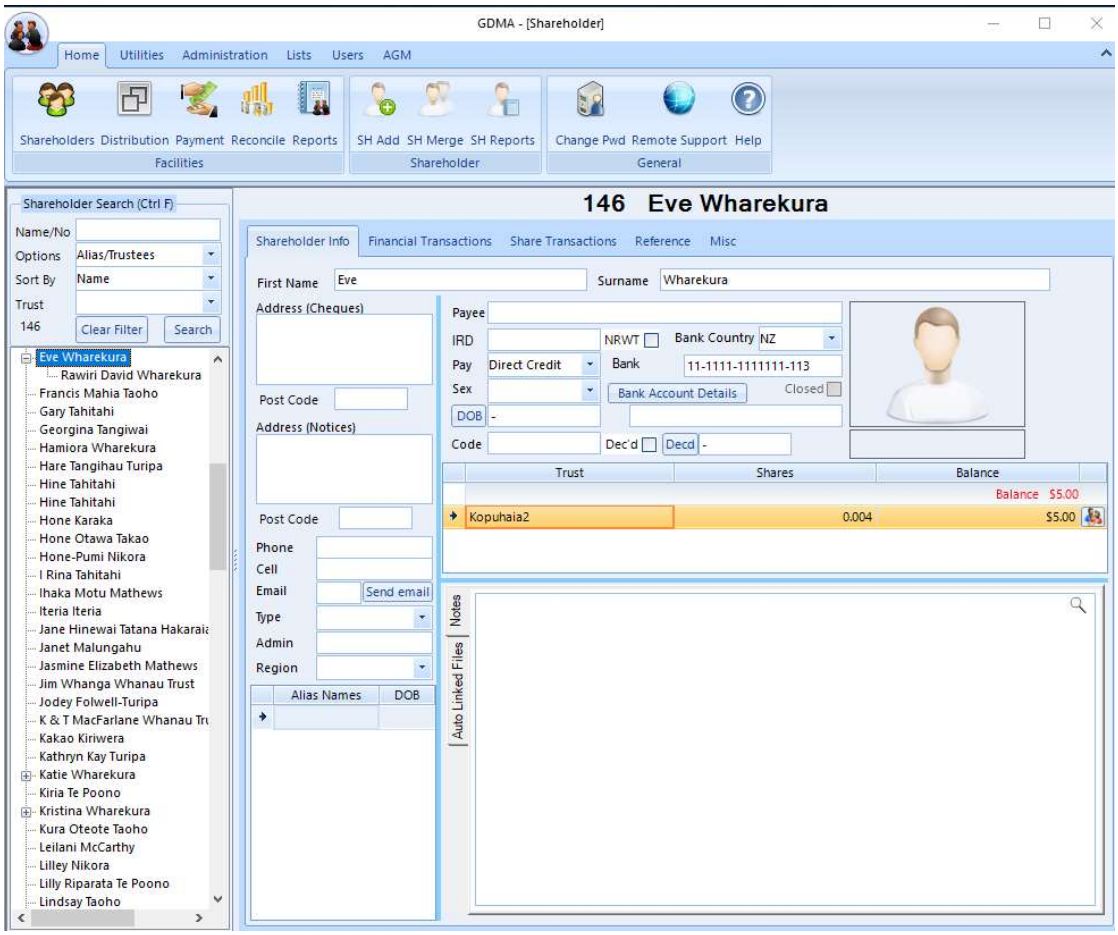
Chq Threshold The amount that the outstanding balance needs to be eligible for cheque payment

Assign Trust (blocks) To Trust Group

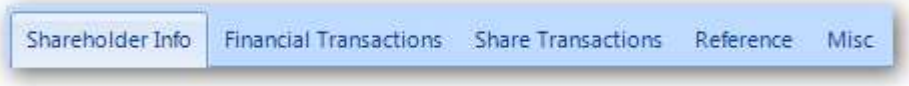


The Main Screen – Shareholders

The program always opens in Search mode on the main screen.



There are other tabs to this screen – **Shareholder Info, Financial Transactions, Share Transactions, Reference** and **Misc**. The mouse is used to select the desired tab.

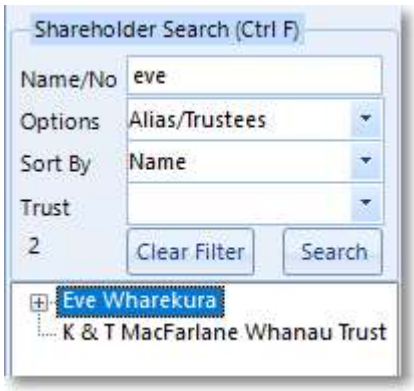


Screen Navigation

There are several methods that can be used to move around the screens. The **Tab** key is the preferred key for moving from field to field. The mouse can also be used.

The **Enter** key does not move the cursor to the next field as it does on some programs. On the Address and Notes fields, the **Enter** key adds a new blank line instead of moving to the next field.

Shareholder Search Screen



This part of the screen (shown left) provides a means of finding a single shareholder or a selection of shareholders.

Enter the whole **name** or any letter sequence of the name of the shareholders to be found, then press Enter or click the **Search** button. The search looks for a match in first name, surname, alias/Trustee names, ID number and Old Code fields.

Useful shortcuts:

After entering part of a name (or a number) press Enter. This starts the search without using the mouse.
Then use the down arrow key to select each shareholder.

Clicking on the **Search** button with no text in the search criteria will return the first 1000 shareholders in the system.

Enter a number in the Name/No: search field to search by ID Number or shareholder Code number (imported from previous software). Both ID numbers plus the alias fields are included in the search.

When the search is complete the up/down arrow keys can be used to select a shareholder and the details for the shareholder will be displayed automatically. Use the mouse to select the relevant screen (Financial Transactions, Share Transactions etc.) by clicking on the Tabs.

Useful Shortcuts:

Use **Ctrl F** to go to the search field, type text

The number displayed below the word Trust indicates the number of shareholders returned by the search. This defaults to a maximum of 1000

Search Options

Alias/Trustees

This is selected by default when the program starts and when the Clear Filter button is clicked. This extends the name/number search to include Alias and Trustee names. The Alias field can store numbers (such as Māori Land Court reference) and names.

Missing Info

To list all shareholders with details missing first remove text from the Name/No search field (or click **Clear Filter**) then select **Missing Info**. in Options. Then click search.

Shareholders listed will have one or more of the following:

1. Shareholder has an address but payment option is None. (A cheque could be sent if the cheque option is selected)
2. Shareholder has an address and payment option is Cheque and Shareholder has an Account number (A Direct Credit payment could be made)
3. Both Address fields are empty.
4. Direct credit payment option is selected but there is no Account Number.

Duplicates

To list those shareholders with identical names, tick this box and click search.

Duplicate names usually result from the import process when the database is installed. Where there is insufficient evidence (such as IRD or bank account numbers) to prove that a shareholder with shares in more than one trust is the same person they will not be merged during the import process. The Merge Shareholders button as described below can be used to combine the details of the two entries and delete one of them.

Deceased

To list the deceased shareholders, tick this box and click search. This search can be combined with a name &/or Trust entry. All Shareholders with the **Dec'd** field ticked will be returned

Sort Order

To change the order in which the names are displayed in the search results click the down arrow beside **Sort By** and choose **Name, ID, Family Name or Date Created**. Then click on Search again to update the order of the results. The default is First name.

Trust Selection

To view the shareholders with shares in a specific **Trust** select an option from the Trust drop down list and click search (or press enter).

Add Shareholder

The Add Shareholder button is used to create a new shareholder entry.

The new name is entered on the screen that pops up, then the user is returned to the search screen, with the new shareholder selected. This allows for the recording of the ID of the new SH. Click on the name to start entering details for the shareholder. Note: the only details needed in order to create a new SH is the name. Address and contact details can all be added later.

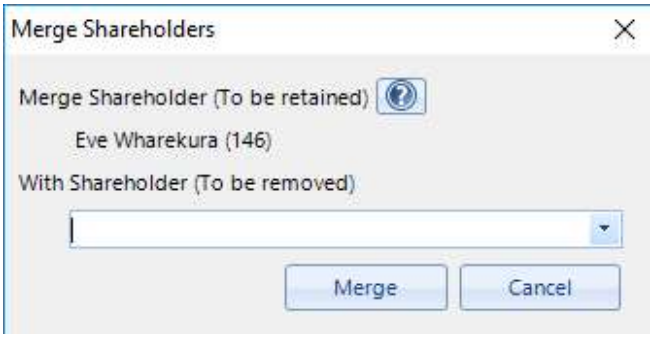
Typically adding a shareholder is required when doing a succession and the person in not already in the database.

Merge Shareholders

Any two shareholders with identical names can be merged with this button.

If there are two shareholder entries for the same shareholder but one of them has different spelling, then they cannot be merged until the spelling is the same for both.

A screen similar to that shown (to the right) will appear to allow the selection of the second shareholder. Click on the drop-down arrow to select the second shareholder. If there are no entries in the drop-down list then there are no other shareholders with the exact same name recorded in the database.



The merge process will move all financial and share transactions from the second shareholder to the first shareholder. The second shareholders ID number will be automatically entered in the Alias field.

Note that this is the only method within the program that will delete a shareholder.

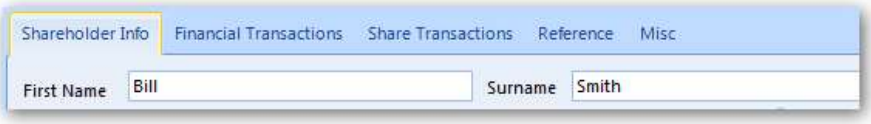
The process is irreversible.

Shareholder Info Screen

The key details associated with each shareholder are displayed on the one screen.

Shareholder Name

This can be set to be a single field for the entire name, or two fields to separate First name and Surname (as shown to the right). The option selected does not affect the search facility but it may affect the sort order options available for some of the reports.



Address

The address can have many lines. Press enter in the field to add a line.

There are two address fields available. If the second one is activated (via the Special Processes screen) then it can be used for any address purpose the user decides on. The second address field is labelled Address 2.

Postcode numbers can be part of the Address or in the separate Postcode field. Some reports will separate the Postcode from the address data for mail sorting processes.

Important: Blank lines (from pressing Enter several times) will be printed on labels and reports – remove them by using the backspace or delete key.

Phone/Cell

The phone number is for reference purposes and text characters are permitted.

Email

This field is for an email address. The **Send Email** button next to the email field will open a new email in Outlook with the email address filled in.

Type

Options for this field include Life Interest, Whanau Trust, Estate Trust, Kaitiaki Trust and Administered Trust. When one of the Trust options are selected the trustee names can be stored in the Alias fields' area.

Admin

This field is to record the name of a trust Administrator.

Region

	Region Code	Region Description	Non Resident
*	Click here to add a new row		
➔	NZD	New Zealand	☐
	AUS	Australia land	☑
	ROW	Rest Of World	☑

This is a code field that can be used for a variety of purposes. It can be used to identify the demographic details of the shareholders. The options for this field's drop-down list are set in the Administration screens, as seen above. There is no limit to the number of region options that can be created in this table. The Non-Resident tick box should be ignored as this has since been replaced by the NRWT field.

Alias Names

This area allows the entry of an unlimited number of Alias Names and/or code numbers for a Shareholder.

	Alias Names	DOB
*	Click here to add a new row	
➔	Bill Smyth	12/02/1943
	Abraham Lincoln	15/08/1953

To enter a new name/number click on the top line (Click here to add a new row) and type the name.

An entry can be deleted by clicking on the grey margin to the left to highlight the line, and then press the Delete key, as shown above.

Where the **Type** field has a Trust entry the Alias Name area is used to record the Trustees Names - the Trustees names are treated the same as Alias names by the Search facility.

Payee Name

The optional payee name field is used for printing on cheques. If a payee name has not been entered then the shareholder name is used by default. This field is normally hidden and can be turned on via the Special Processes screen.

IRD

The number entered must conform to the IRD number scheme to be accepted. If the number is not a valid IRD number, it will be retained so that it can be edited. However, once the cursor is placed in this field it cannot move to the next field until the number is valid. The standard IRD formatting will be applied automatically – example: 111-111-111.

Pay (Payment Method)

Used to determine the means of making payments from distributions. Cheques will only be printed if there is an entry in the Address (Cheques) field AND the Cheque payment option is selected. A Direct Credit will only be made if:

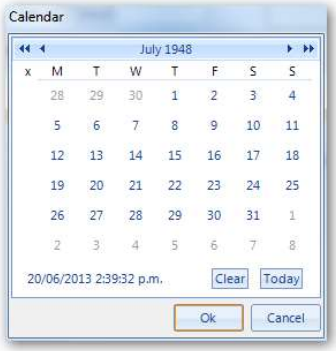
- A valid Bank Account Number is entered for the shareholder and
- Direct Credit Method is selected.

Sex

This has three options – Unknown, Male and Female

D.O.B.

When the Date of Birth is recorded it can be used to determine the age of the shareholder for reports. Click on the DOB button next to the field to select a date from a pop-up calendar. Alternatively, the date can be typed directly into the field in standard date format – example 02/03/1956 then press the Tab key.



Important – Press **TAB** after a date is typed into the field to ensure it is saved.

The same applies to the DOB field in the Alias area except the calendar is not available.

ID and Code Numbers

The ID No is a system-generated number. This means that every shareholder will have a unique ID. It is not possible to have duplicate numbers in this field as the system is allocating the numbers.

The Code No is often used to display ID numbers from previously used software and this field is hidden by default. The number displayed in this field can be changed by the users.

NRWT (Non-Resident Withholding Tax)

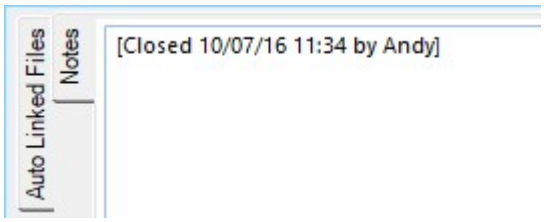
When ticked this will affect the tax rate for distributions.

Bank & Bank Acc No

These details are required in order to make Direct Credit payments. The bank account number must conform to the layout requirements of account numbers. Formats can be configured for foreign bank accounts. As with the IRD number field a valid bank account number must be entered.

Closed tick box

This can only be ticked when the shares and financial balances are both zero. Once ticked all fields will change to the colour set for closed SH. This prevents changes being made but also shows at a glance that the shareholders details are closed. An entry is placed automatically in the Notes box when the closed field is ticked. If further changes are to be made to the records for a closed SH then the Closed field can be unticked.

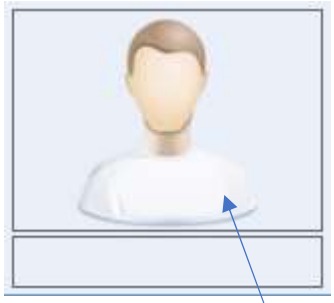


Deceased tick box and date

This should be ticked when notification has been received that a shareholder is deceased. The date can be entered by clicking on the

button or by typing directly into the field.

Photos / Signatures

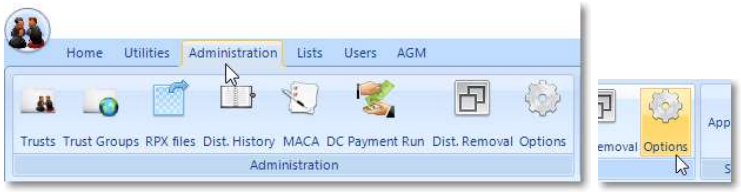


Owners can have a photo and signature assigned to the record. This can be used for things such as AGM verification or change of address notifications.

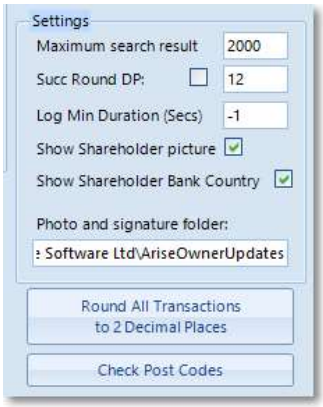
Setup

Setting up the folder is simple and only needs to happen once:

Step 1: Click Administration tab, then Options



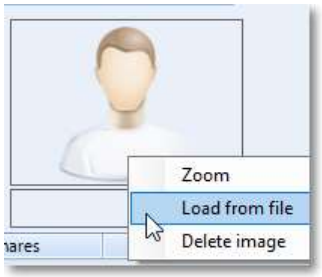
Step 2: Enter the folder in the "Photo and signature folder" then press Tab



Ensure that you have folder permissions in order to add or remove files from the selected folder.

Step 3: Restart GDMA

Step 4: Select owner record, right click on photo box, load photo



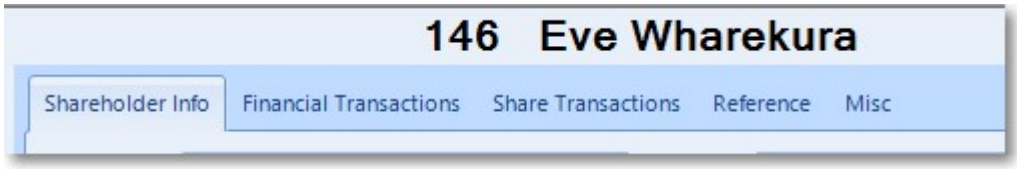
The same can be done for the signatures

Automatic Owner Document Linking

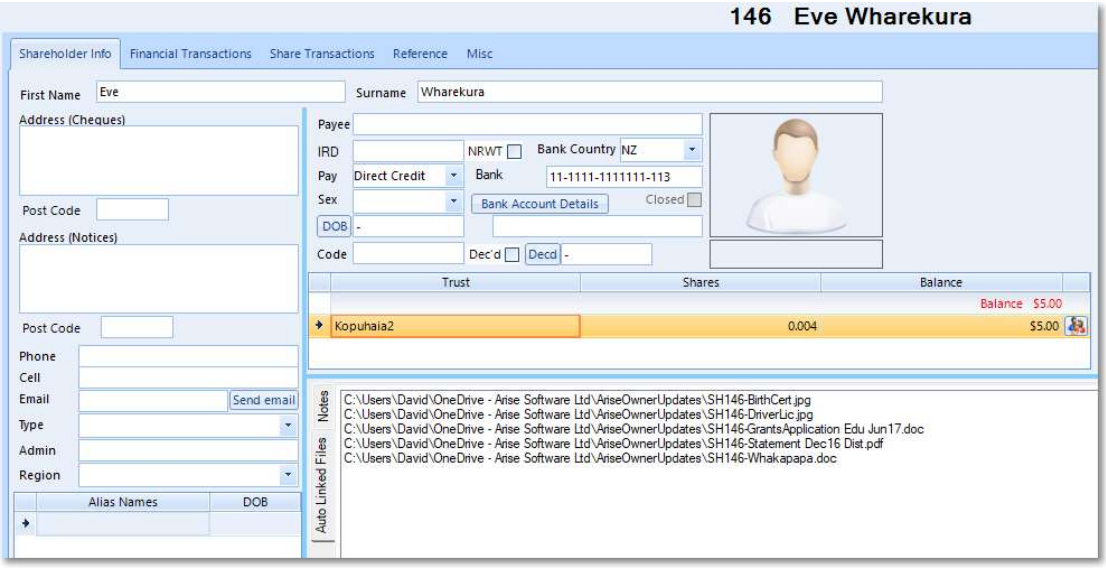
This new facility allows the automatic linking of documents to owner records. There is nothing required for you to do in the application.

It works by searching files that begin with SH and then an owner id.

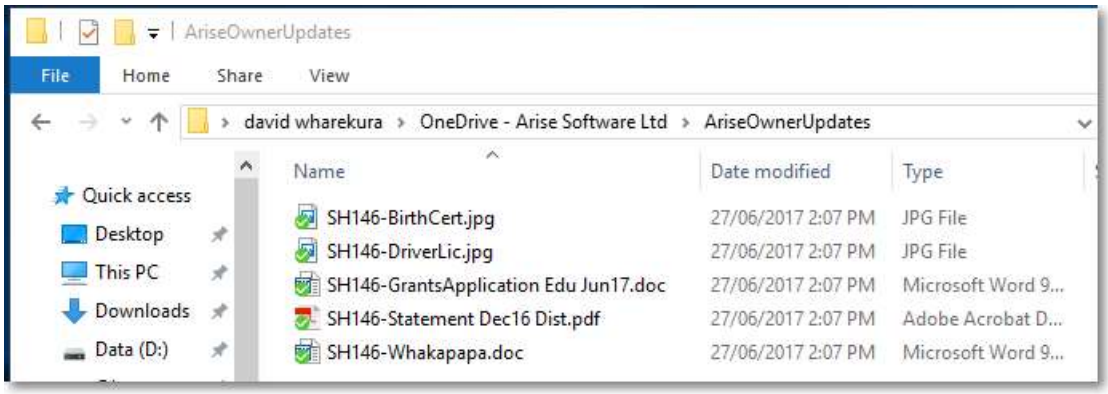
For example, the owner id for Eve is 146:



The facility will list all files where the filenames begin with SH146:



The files are located in a folder that you designate. In this example, the folder is in my cloud drive called AriseOwnerUpdates:



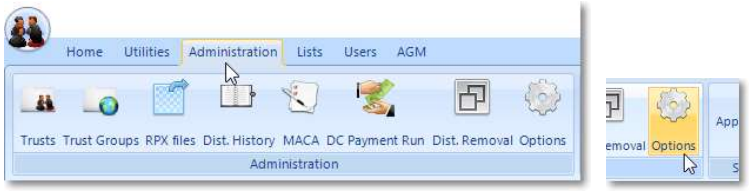
However, the folder can be anywhere. The advantage of having it in a cloud drive (such as Google Drive, Microsoft OneDrive, Dropbox) is that the files are automatically backed up in the cloud and can be accessible anywhere there is an internet connection.

For organisations, the folder could be located in a shared folder on your network to allow other staff to access these files. The key is ensuring that the folder is the same name and network path, so it can be shared by all staff in the organisation that use GDMA. Speak with your IT team to designate a suitable folder.

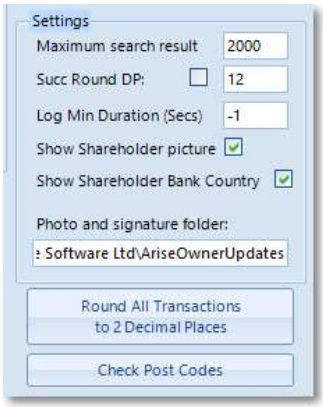
Setup

Setting up the folder is simple and only needs to happen once:

Step 1: Click Administration tab, then Options



Step 2: Enter the folder in the "Photo and signature folder" then press Tab



Step 3: Restart GDMA

If you are already using "Photo and signature folder", then the owner documents can be stored here with the photo and signature image files.

All Done

Once the folder is set up, simply place the owner documents into the folder and the application will do the rest.

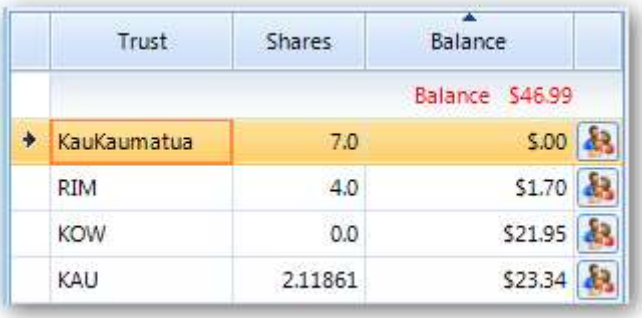
File naming

Ensure to name the files with SH then the owner id. After the owner id, the filename can have a space or - then anything else after it.

The files in the list can be opened by double clicking on the file.

Shareholder Trusts

This part of the screen displays a summary of trusts, shares held and financial balances.



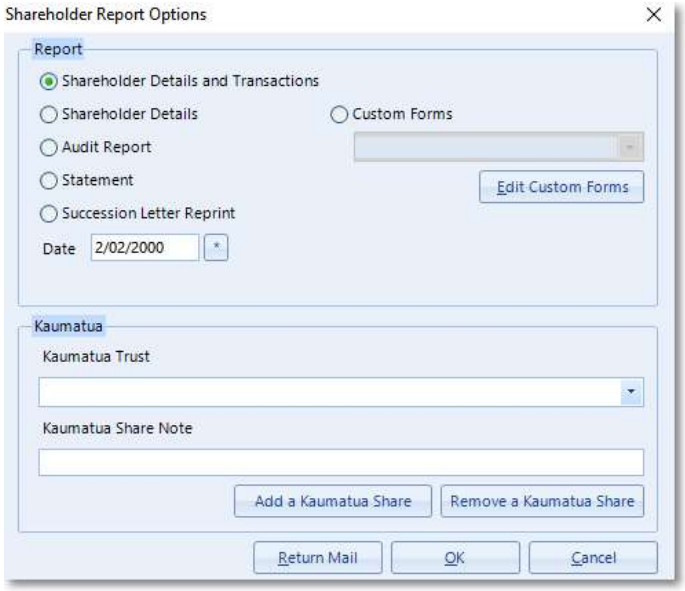
Trust	Shares	Balance
		Balance $46.99
KauKaumatua	7.0	$.00
RIM	4.0	$1.70
KOW	0.0	$21.95
KAU	2.11861	$23.34

Each shareholder can have shares in a number of trusts. The scroll bar will appear on the right to display further trusts that belong to the shareholder.

The button can be used to make successions or transfers of shares and account balances to other shareholders. This process is described on the next page of this manual.

Shareholder Reports

The Shareholder Reports button will display a list of reports specific to the selected Shareholder.



Shareholder Details and Transactions

This statement displays information from the three main tabs (Shareholder Info, Financial Statements and Share Transactions) for the current shareholder from a given date. Any transactions occurring before the given date are included in the opening balances.

Shareholder Information

Rawiri David Wharekura

ID Number	138	Closed ☐	NRWT ☐
Date of Birth		I.R.D. Number	12-345-678
Gender	Male	Payment Method	Cheque
Type	Individual	Bank Account	11-1111-1111111-111
Address 1	Hamilton	Account Details	
Post Code		Region	
Address 2		Aliases	
Post Code			
Phone #1			
Cellphone			
Email			
Administrator			

Shareholder Note

Financial Transactions

Date	Transaction Type	Reference	Amount	Balance	Comment
Kopuhaia2					
01/04/2016	Journal		$10.00	$10.00	Test
18/07/2017	Transfer		-$2.50	$7.50	To Kristina Wharekura 142
18/07/2017	Transfer		-$2.50	$5.00	To Katie Wharekura SH 143
18/07/2017	Transfer		-$2.50	$2.50	To Sam Wharekura SH 145
18/07/2017	Transfer		-$2.50	$0.00	To Eve Wharekura SH 146
			Closing Balance	$0.00	

Share Transactions

Date	Transaction Type	Reference	Amount	Balance	Comment
Kopuhaia2					
22/11/2015	Other		0.677582	0.677582	Imported from MLC
18/07/2017	Succession	142	-0.1693955	-0.1693955	MLC A12-124
18/07/2017	Succession	143	-0.1693955	-0.1693955	MLC A12-124
18/07/2017	Succession	145	-0.1693955	-0.1693955	MLC A12-124
18/07/2017	Succession	146	-0.1693955	-0.1693955	MLC A12-124
			Closing Balance	0	

Shareholder Details

This is the same as above except with summary financial and share transactions

Shareholder Information

Rawiri David Wharekura

ID Number	138	Closed ☐	NRWT ☐
Date of Birth		I.R.D. Number	12-345-678
Gender	Male	Payment Method	Cheque
Type	Individual	Bank Account	11-1111-1111111-111
Address 1	Hamilton	Account Details	
Post Code		Region	
Address 2		Aliases	
Post Code			
Phone #1			
Cellphone			
Email			
Administrator			

Shareholder Note

Financial Transactions

Kopuhaia2	$0.00

Share Transactions

Kopuhaia2	0

Audit Report

This displays an Audit Trail of any changes made to the selected Shareholder's details.

Audit Trail

Rawiri David Wharekura

Date/Time	Name	ID No.	Field	From	To
19/07/2017 12:16:41 AM	ds	138	Address	Hamilton	123 Somewhere Street Hamilton
19/07/2017 12:16:41 AM	ds	138	Payment Method	Cheque	Direct Credit
19/07/2017 12:16:41 AM	ds	138	Payee Name	None	David W

Statement

This displays a statement that can be sent to the shareholder, it shows trust group tax and dividend rates and any transactions within the time period given.

your company slogan

Statement Type
Statement Reprint
Cheque / Batch #
N/A
Statement Date
19/07/2017
IRD No.

Katie Wharekura

Shareholder IRD No.

Bank Account No.
11-1111-1111111-111

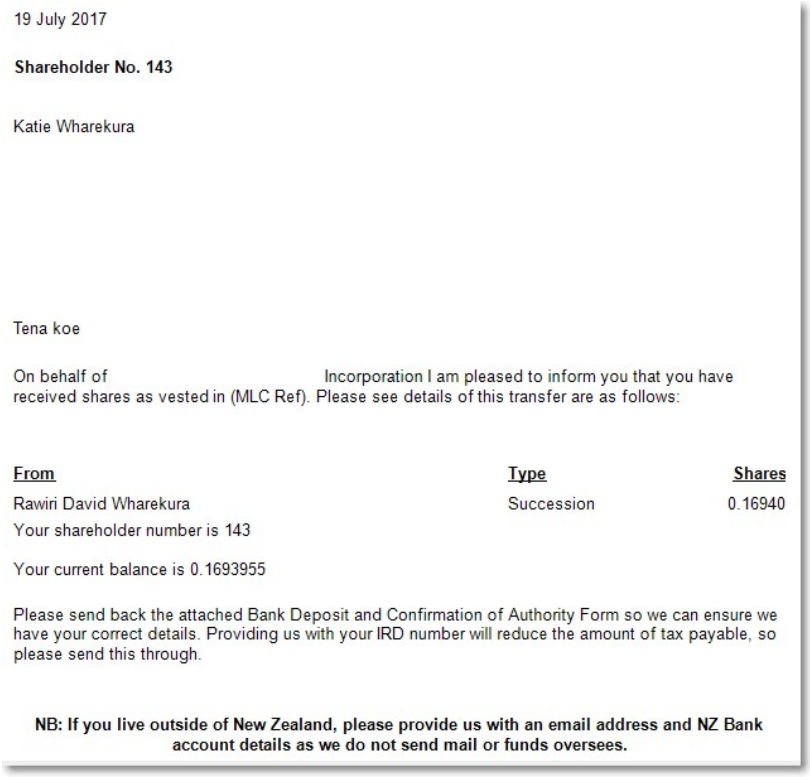
Outstanding Amount
$0.00

Shareholder ID No. 143

18-07-2017	Transfer - From Rawiri David Wharekura SH 138	$2.50
19-07-2017	Payment DC#1	-$2.50

Succession Letter Reprint

This allows for the reprinting of a succession letter when needed. This is particularly useful if the succeeding Shareholder has shares in multiple Trusts and they are being processed at the same time. The letter will combine the trusts onto one letter.



19 July 2017

Shareholder No. 143

Katie Wharekura

Tena koe

On behalf of Incorporation I am pleased to inform you that you have received shares as vested in (MLC Ref). Please see details of this transfer are as follows:

From	Type	Shares
Rawiri David Wharekura	Succession	0.16940

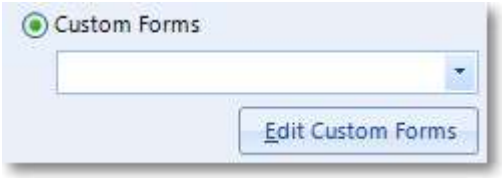
Your shareholder number is 143

Your current balance is 0.1693955

Please send back the attached Bank Deposit and Confirmation of Authority Form so we can ensure we have your correct details. Providing us with your IRD number will reduce the amount of tax payable, so please send this through.

NB: If you live outside of New Zealand, please provide us with an email address and NZ Bank account details as we do not send mail or funds oversees.

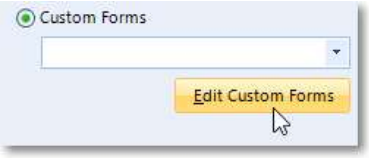
Custom Forms

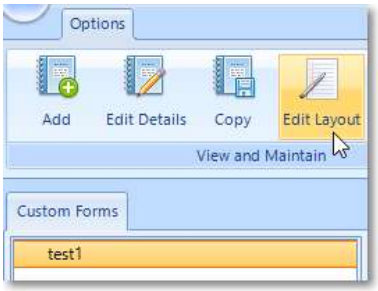


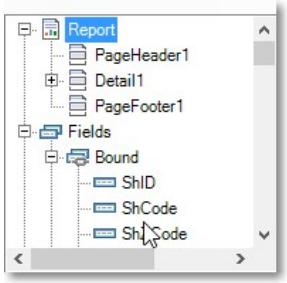
GDMA now allows for an unlimited number of custom forms. These are similar to mail merge and uses most of the information from the Shareholder Info tab.

Due to the complexity of this topic, it is covered in Beginners Guide Part 3.

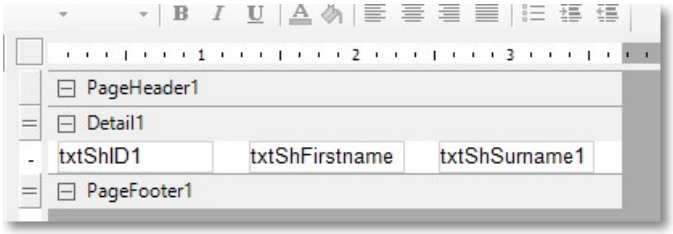
To get started:

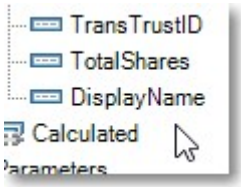




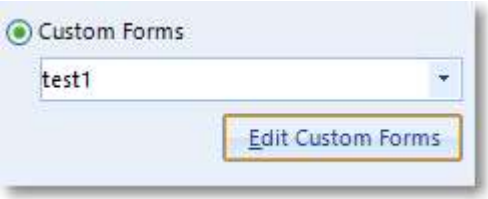


On the right side of the report designer screen, is the list of fields that can be dragged and dropped onto the report area.





These fields are reserved for AGM labels.



The report will display in the list of custom forms, when competed.

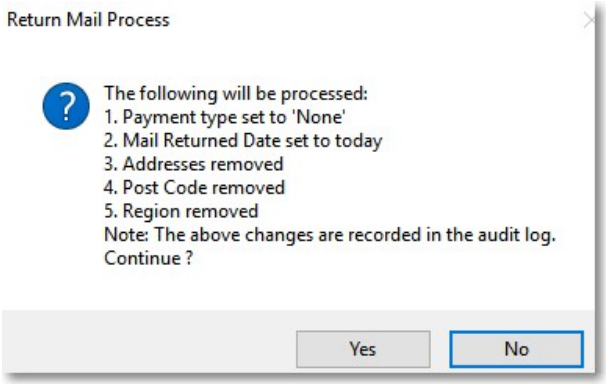
If you need assistance, just give us a call – this is what the hour per month support is for which is covered by the annual support agreement.

Kaumatua Grants

As this is an add-on feature that diverts from the core of share ownership and distributions, this topic is covered in Beginners Guide Part 3.

Return Mail

A process to clear some information automatically, if returned mail is received

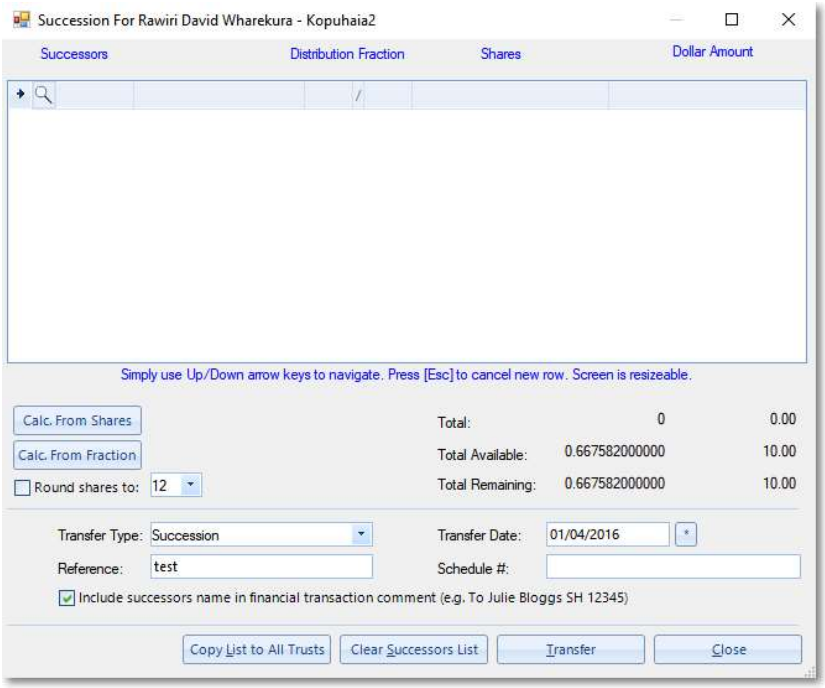


Succession Overview

This button activates the screen used to manage Successions.

If the shareholder has an unreconciled payment, then the following message is displayed:

No action is required, press OK to continue. This is a warning message only.



The available shares and $ balance for the selected trust will be displayed when the screen opens.

The succession screen performs the calculations and the rounding for the MLC fractions to actual shares.

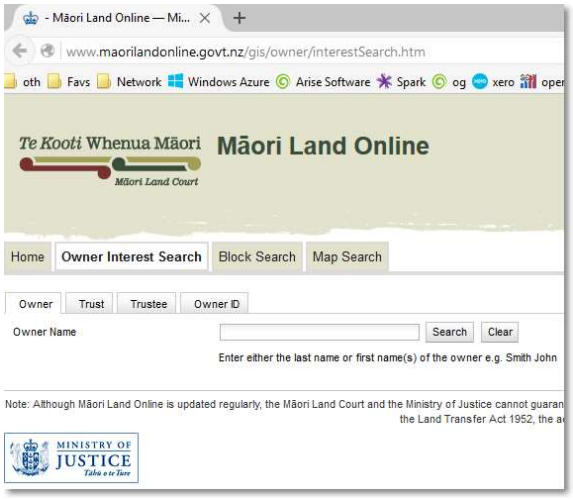
Succession Video Presentation

http://arisesoftware.co.nz/Demos/Successions/Successions.html

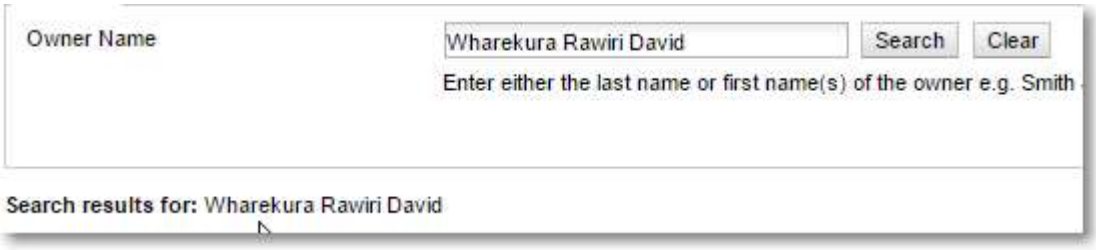
Māori Land Online

This section is to show where the shares are coming from for the succession process example in the next section.

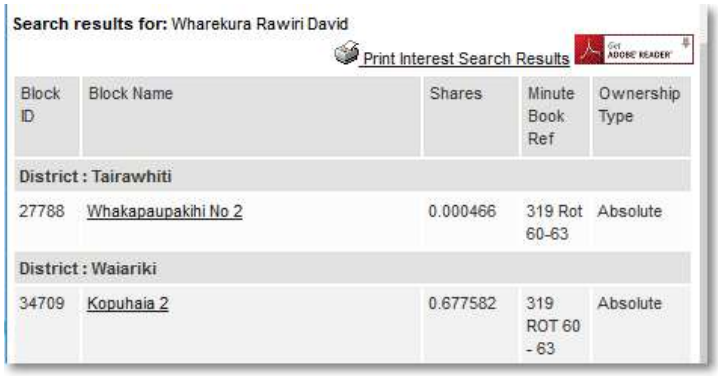
In http://www.maorilandonline.govt.nz/gis/owner/interestSearch.htm allows to search for Māori land owners.



An example search:



This example shows an owner and what block s/he belongs to and shares



Search results for: Wharekura Rawiri David

Print Interest Search Results

Block ID	Block Name	Shares	Minute Book Ref	Ownership Type
District : Tairawhiti				
27788	Whakapaupakihi No 2	0.000466	319 Rot 60-63	Absolute
District : Waiariki				
34709	Kopuhaia 2	0.677582	319 ROT 60 - 63	Absolute

The website will provide block information, such as the number of owners and total shares.

BLOCK : Kopuhaia 2

Block ID :	**34709**
District :	Waiariki
Title Order Type :	Partition Order
Title Order Ref :	97 ROT 119
Title Notice Ref :	-
Title Order Date :	08/03/1949
Land Status :	Maori Freehold Land
Plan :	ML 399912
LINZ Ref :	271741
Area (ha) :	149.556
Total Shares :	369.1
Total Owners :	145

David has **0.677582** shares from Kopuhaia 2.

When David passes on, the shares will then go to his wife - this is called Life Interest. If he has no wife, then the shares go to his children. She will have ownership of the shares until she passes on.

The shares are distributed to the children, usually in equal amounts.

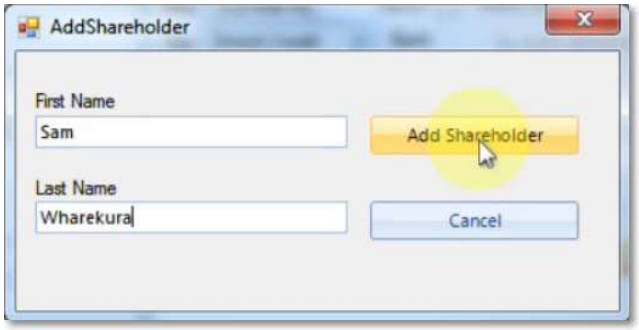
As David has 0.0018794 shares and 4 children, each child receives 1/4 or **0.1693955**

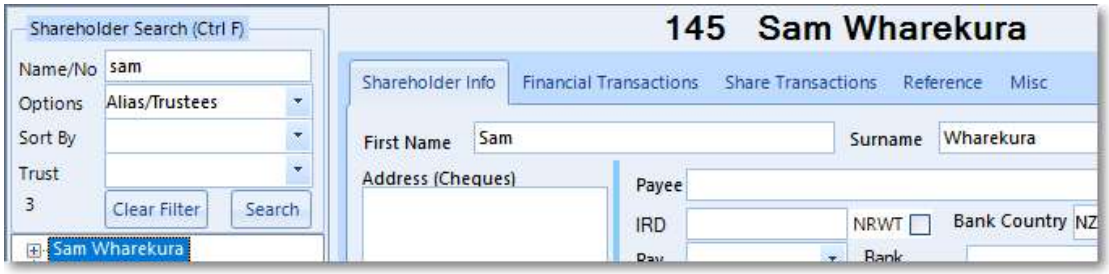
Succession Process Example

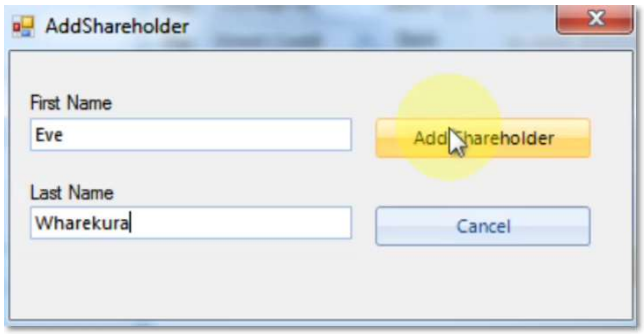
Add Shareholders

David has 4 children. Kristina, Katie, Sam and Eve.

Kristina and Katie are already in the system. Therefore, need to add Sam and Eve.

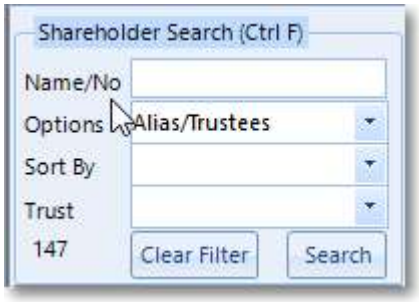






Locating Shareholder

Find the person that is to have the succession processed



Type in name of person to search, click Search and click on required shareholder

Open Succession Screen

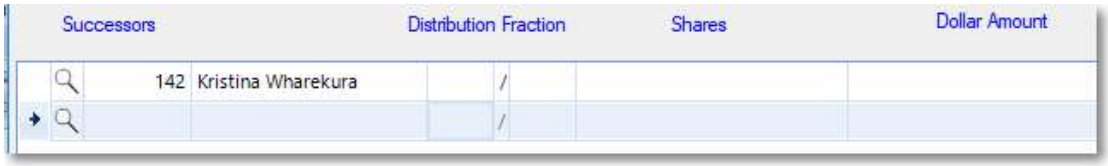
Click succession button

Creating a Succession

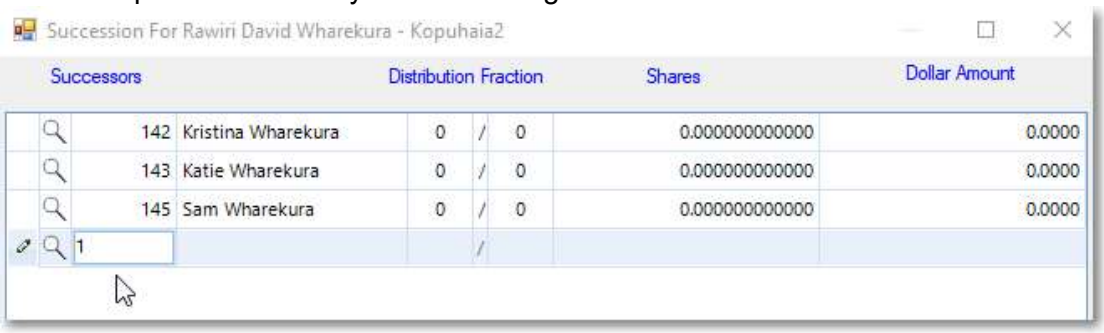
There are two ways that people can be added to the list. By search or by typing in the owner number.

We'll add Kristina by clicking on the search icon

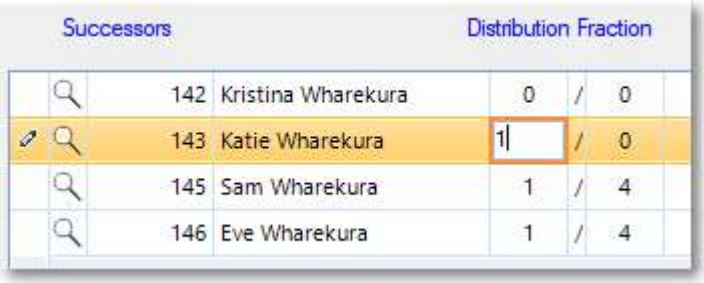
Kristina is now added. For the other 3, I will just type in the owner number



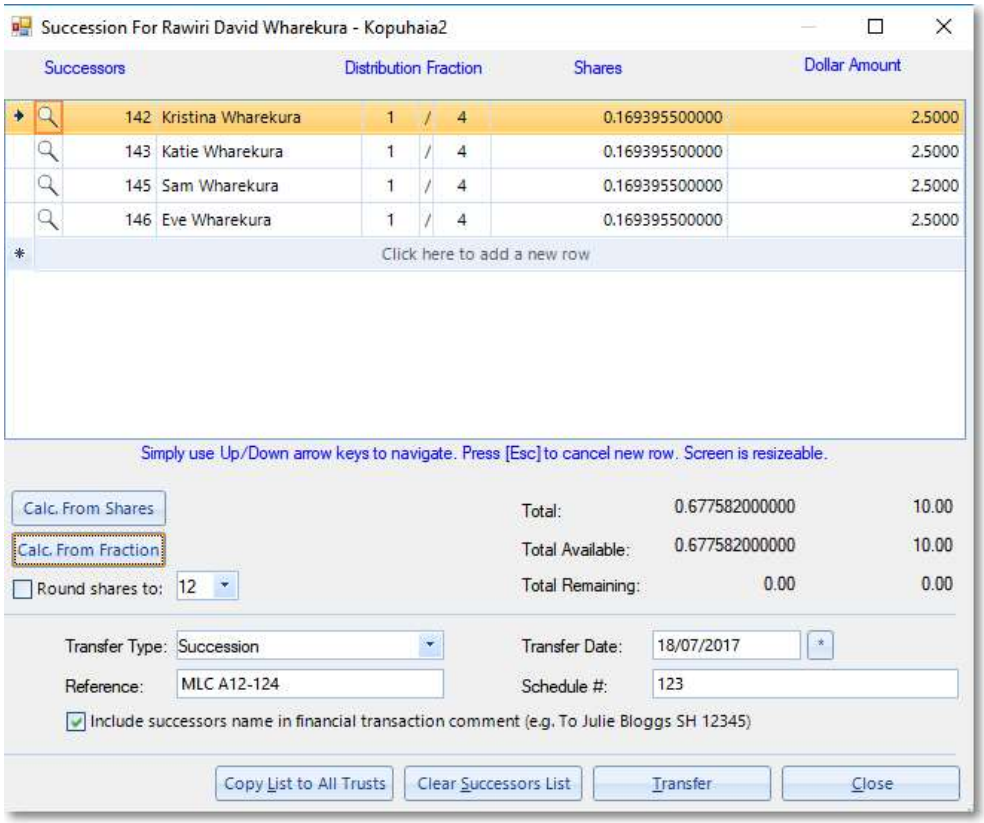
Can use up/down arrow keys after entering the successors shareholder id



Once all the successors are added, I can now enter the fractions of shares they each are to receive. Again, can use the up/down arrow keys.



Once fractions are entered, can calculate the shares



Calc from Fraction

Click **Calc from Fraction** button.

The shares and $ amounts can be manually adjusted, if necessary, before the distribution is made.

The default number of decimal places can be changed so that the same number is always displayed.

Calc From Shares

If the number of shares for each SH are entered, then use the **Calc From Shares** button to calculate the $ values.

Round shares to

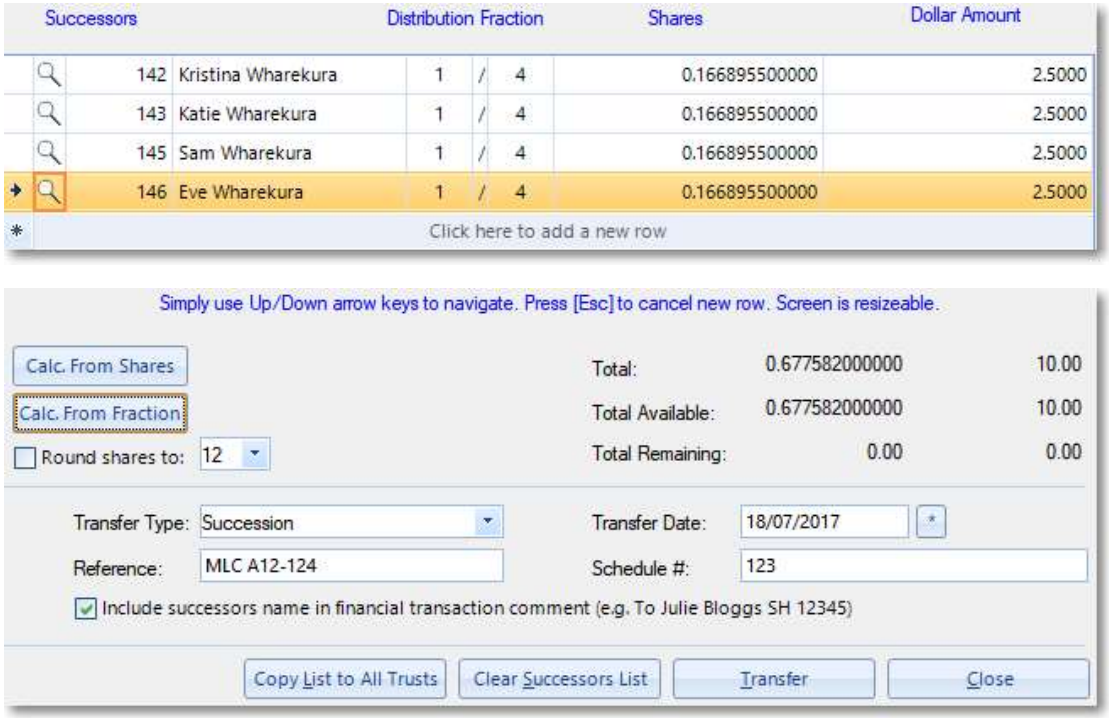
Tick the **Round shares to** box if you want auto-rounding and select the number of decimal places to round to.

Alternatively, the number of shares and the $ amount can be manually entered. When both balances are zero the succession process can proceed.

A partial succession can be done – it is not necessary to have nil balances in order to perform the succession.

Safeguards are in place to ensure a succession will not process that will result in a negative balance.

The succession screen performs the calculations and the rounding for the MLC fractions to actual shares.



Transfer Type

Options are Succession, Purchase/Sale, Gifting, Other, Transfer or Succession- Life Interest. The Succession option is selected by default.

Reference

Can be used to store the MLC reference number.

Schedule

The successions can be batched by using the Schedule number field. When the Share Transfer Schedule report is run only the successions related to the selected schedule number will be included in the report.

Copy List to All Trusts button

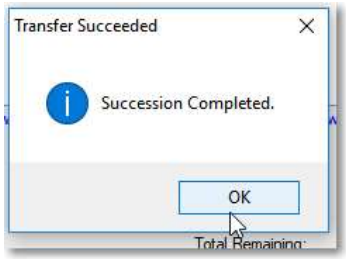
This will transfer the list of successors and fractions shown on the screen to all trusts. Note – the list of successors will only be transferred to trusts with shares held by that shareholder. This reduces the amount of data entry if you want to have the same list applied to several trusts. The lists of successors will be retained by the system until needed at some later date.

Clear Successors List

This will clear the successors of the shareholder for the active trust. This can be used once the transfer has been made although some users prefer to leave the details on these screens for future reference.

Transfer

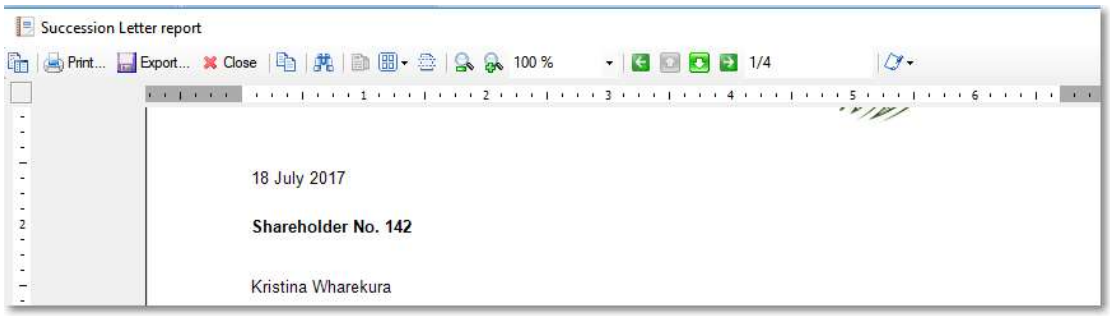
This button is pressed to initiate the process. The new shares will be added to each of the selected shareholders and the balances for the existing shareholder will be reduced. The transactions will be shown on the financial and shareholder transactions screens for all shareholders involved in the process.



Succession End Result

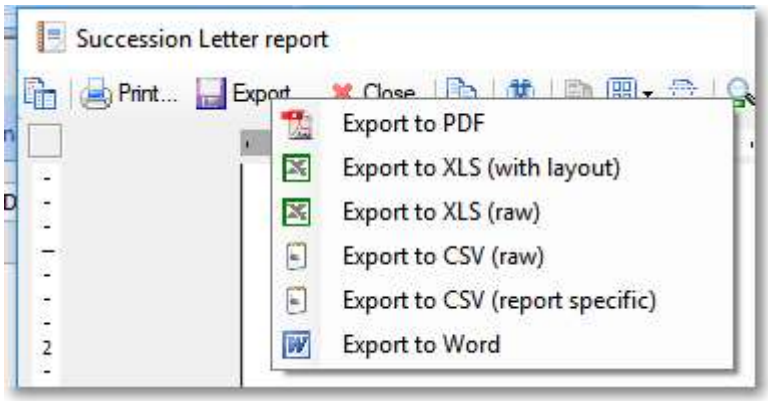
Succession Letter

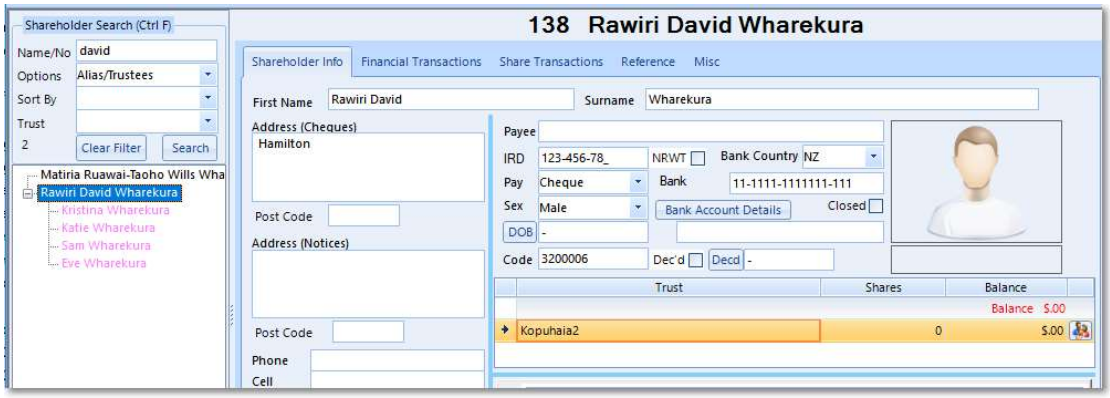
A succession letter(s) will display once the succession is complete. The format is updated by us.



Report Export

There are a variety of export options



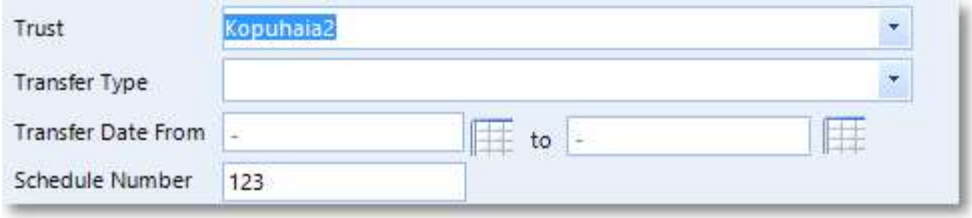


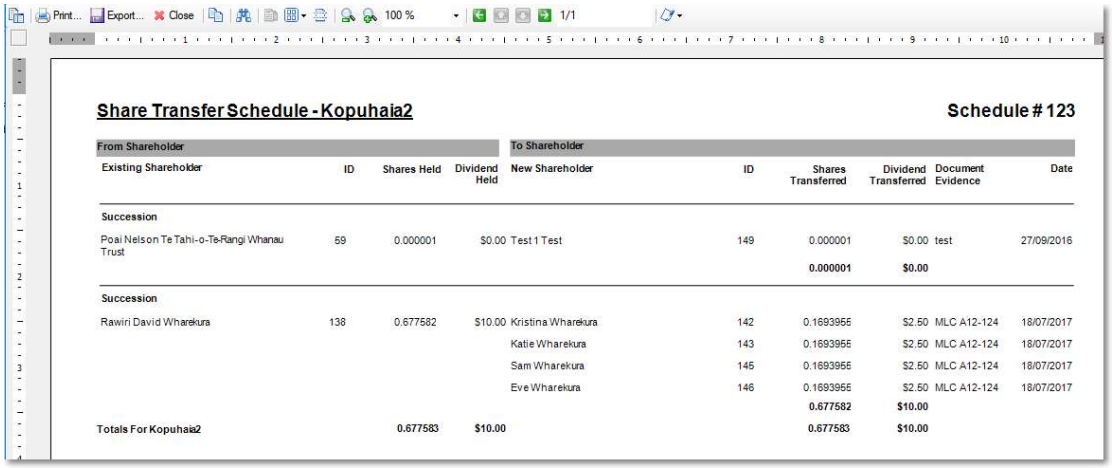
Once transfer is complete, it can be seen that the shares are 0 and so is the balance.

Succession Links in Search

Share Transfer Schedule Report

This will show the succession details once it is completed.





Share Transfer Schedule - Kopuhaia2 **Schedule # 123**

From Shareholder				To Shareholder					
Existing Shareholder	ID	Shares Held	Dividend Held	New Shareholder	ID	Shares Transferred	Dividend Transferred	Document Evidence	Date
Succession									
Poai Nelson Te Tahi-o-Te-Rangi Whanau Trust	59	0.000001	$0.00	Test 1 Test	149	0.000001	$0.00	test	27/09/2016
						0.000001	**$0.00**		
Succession									
Rawiri David Wharekura	138	0.677582	$10.00	Kristina Wharekura	142	0.1693955	$2.50	MLC A12-124	18/07/2017
				Katie Wharekura	143	0.1693955	$2.50	MLC A12-124	18/07/2017
				Sam Wharekura	145	0.1693955	$2.50	MLC A12-124	18/07/2017
				Eve Wharekura	146	0.1693955	$2.50	MLC A12-124	18/07/2017
						0.677582	**$10.00**		
Totals For Kopuhaia2		**0.677583**	**$10.00**			**0.677583**	**$10.00**		

Financial Transactions

Here we can see the money is transferred from David to each of his children

138 Rawiri David Wharekura

Shareholder Info | Financial Transactions | Share Transactions | Reference | Misc

Select Trust Group: All Select Trust: All

Date	Transaction	Comments	Reconciled	Trust Code	Amount	Balance
						Balance $.00
18-Jul- 2017	Transfer	To Kristina Wharekura SH 142		Kopuhaia2	-$2.50	$.00
18-Jul- 2017	Transfer	To Katie Wharekura SH 143		Kopuhaia2	-$2.50	$2.50
18-Jul- 2017	Transfer	To Sam Wharekura SH 145		Kopuhaia2	-$2.50	$5.00
18-Jul- 2017	Transfer	To Eve Wharekura SH 146		Kopuhaia2	-$2.50	$7.50
01-Apr- 2016	Journal	Test		Kopuhaia2	$10.00	$10.00
22-Nov- 2015	Opening Balance			Kopuhaia2	0	$.00

Share Transactions

Same for the shares

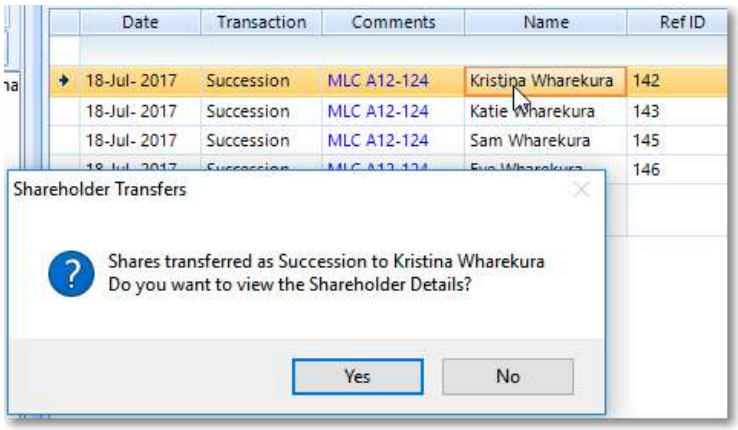
138 Rawiri David Wharekura

Shareholder Info | Financial Transactions | Share Transactions | Reference | Misc

Select Trust: All

Date	Transaction	Comments	Name	Ref ID	Trust Code	Amount	Balance	LI
							Balance 0	
18-Jul- 2017	Succession	MLC A12-124	Kristina Wharekura	142	Kopuhaia2	-0.1693955	0	☐
18-Jul- 2017	Succession	MLC A12-124	Katie Wharekura	143	Kopuhaia2	-0.1693955	0.1693955	☐
18-Jul- 2017	Succession	MLC A12-124	Sam Wharekura	145	Kopuhaia2	-0.1693955	0.338791	☐
18-Jul- 2017	Succession	MLC A12-124	Eve Wharekura	146	Kopuhaia2	-0.1693955	0.5081865	☐
22-Nov- 2015	Other	Imported from MLC			Kopuhaia2	0.677582	0.677582	☐

By clicking on the name in the share transaction list, will transfer automatically to that persons records



And here are the results of Kristina receiving the money and shares

Financial Transactions

The screen presents the financial transactions in a format similar to that of a bank statement. By default, the balance and transactions shown represents all the Trusts for which the shareholder has shares.

Trust/Trust Group Filter

To see the balance and transactions for any one Trust Group or Trust the appropriate selection should be made at the top of the screen.

Payment Transactions

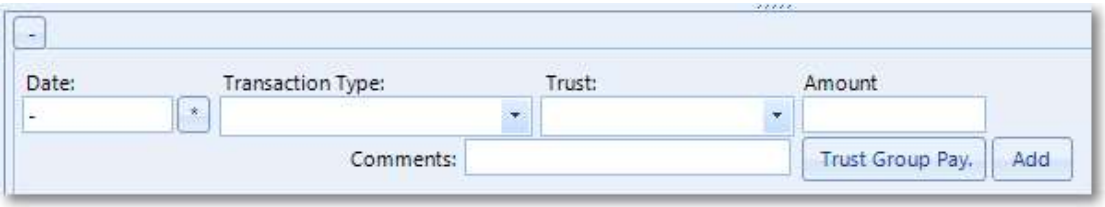
The reconciled column shows **Yes** for a payment transaction which has been reconciled, **No** when it has not been reconciled and **Canc** when cancelled.

When cheque or direct credit payments are made two transactions are generated. The first transaction represents the payment process that adjusts the balance. The second transaction records the payment method – thus the details such as cheque number (for cheques) and batch number (for direct credits) are recorded as a transaction but with a zero $ amount.

Reverse reconciled cheque / direct credit

To reverse a reconciled cheque or direct credit payment right mouse click on the **Yes** in the Reconciled column. A pop-up menu with the Reverse option will appear. Select the Reverse word. The alternative is to press the letter R.

Financial Journals



Financial transactions (journal entries) such as the manual issue of a cheque or an adjustment to the account balance are made via the area at the foot of the screen.

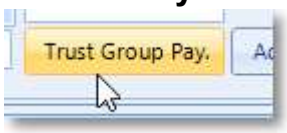
Any deduction related transactions (apart from cheques and Direct Credit) should be entered as negative dollar amounts.

Manual Cheques - Cheque Issued

The Transaction Type for a manual cheque is **Cheque Issued**. An amount greater than the available balance of the selected Trust Group cannot be entered for the cheque. Select the Trust, enter the $ amount, the cheque number and a comment.

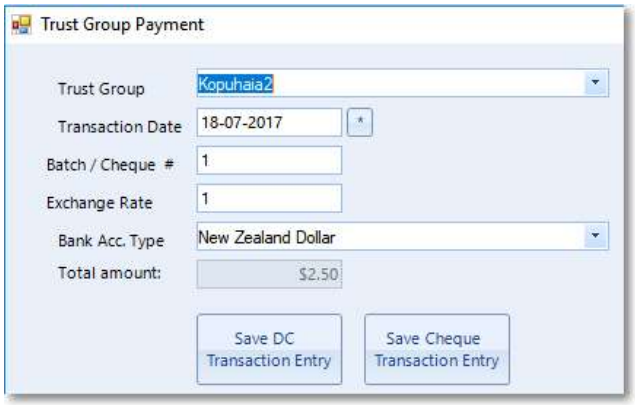
When **Add** is clicked the cheque is displayed in preview mode. It can be printed from this screen or the cheque can be hand written. When the cheque preview screen is closed the statement, preview is displayed.

Manual Payments



The Trust Group Pay button allows for quick and easy one-off payment.

It will automatically put in the total amount based on the outstanding balance.



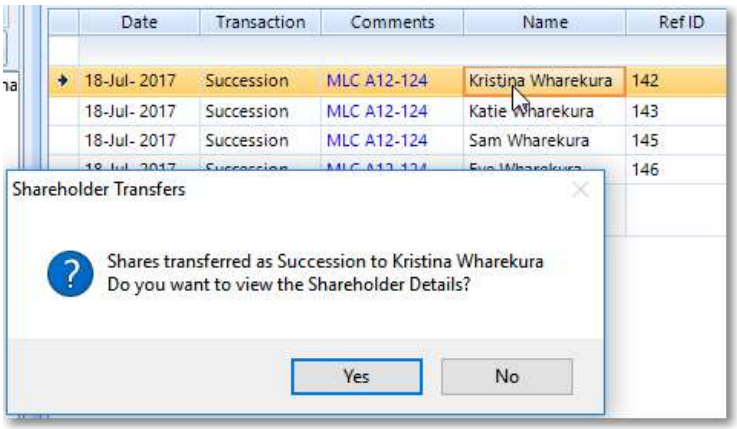
The Payment System is used for making a batch of payments, which is explained in another manual.

Share Transactions

This is very similar to the Financial Transactions, except for share transactions.

Quick Jump to Linked Shareholder

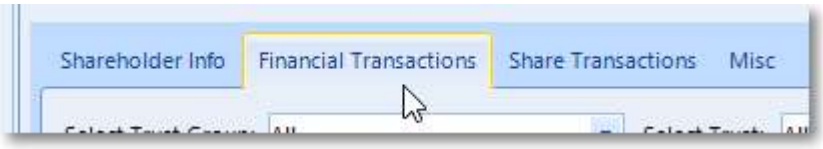
By clicking on the name in the share transaction list, will transfer automatically to that persons records

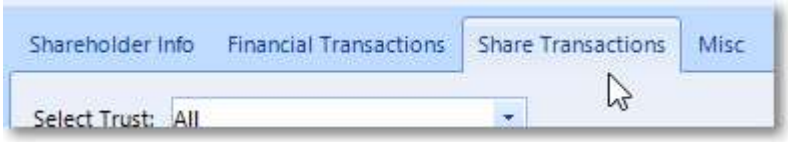


And here are the results of Kristina receiving the money and shares

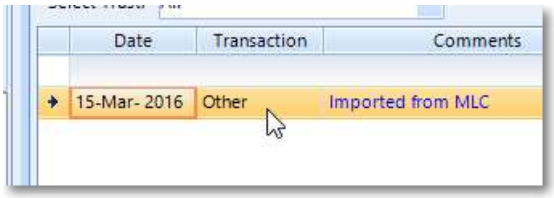
Deleting Transactions

Transactions can be deleted from either

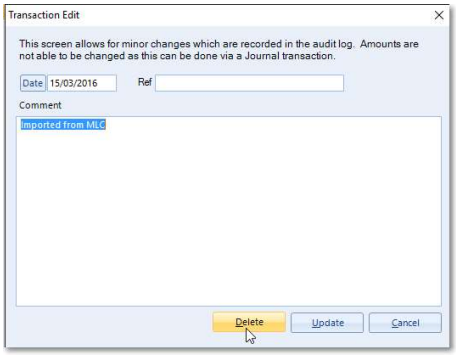




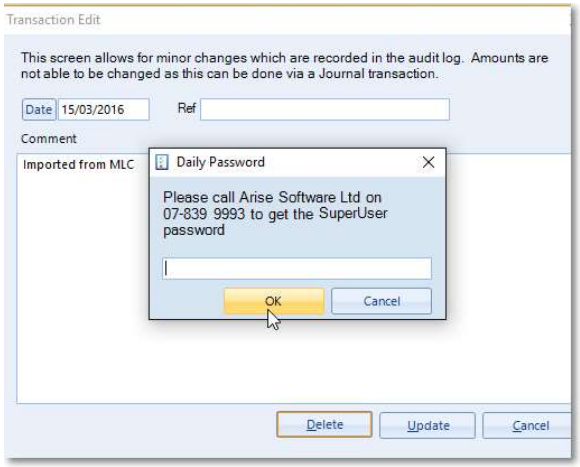
Select the transaction to delete and double-click



A screen will display. Click Delete.



Enter the Magic Code



Magic Code

The “magic code” enables specific processes such as distribution and transaction removal.

No longer do you need to send us an email or give us a call to obtain the code.

Magic Code – Login

Go to http://www.onlinegrants.co.nz and then Log in

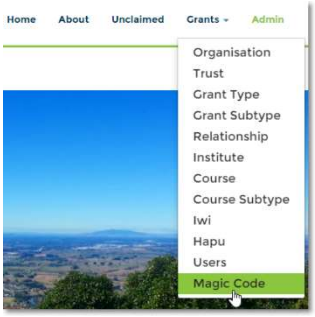
Send us an email to get your login.

Not all logins are able to access this new page.

Magic Code

Click Admin, Magic Code

Magic Code provided.



Code 1 works for the majority of processes, otherwise use Code 2.

A log is recorded for each use of this page. Contact us for a record of accesses to this page by your login.

Reports

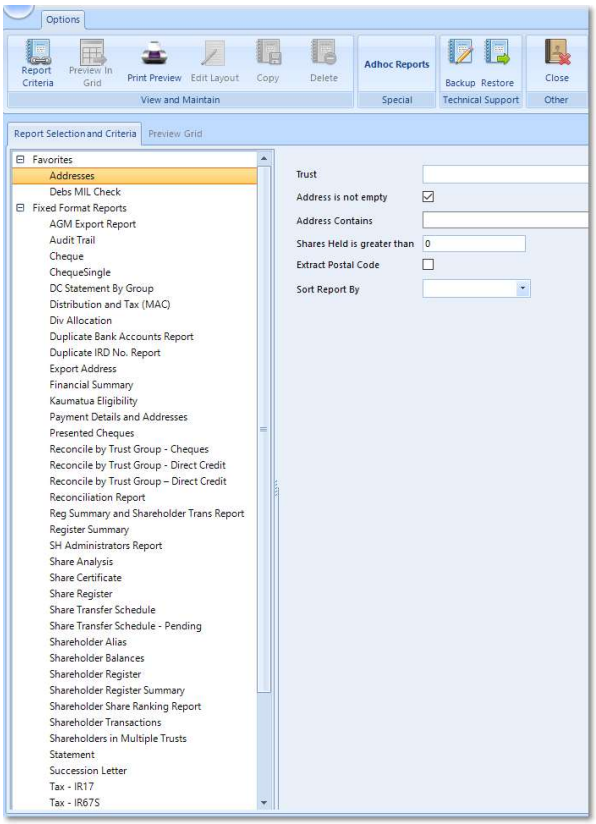
The program is supplied with a number of standard reports.

New reports are developed from time to time and will be added to the list when the program is upgraded.

Different criteria options are presented, depending on which report is selected. Some reports are based on a single Trust and others are based on Trust Groups.

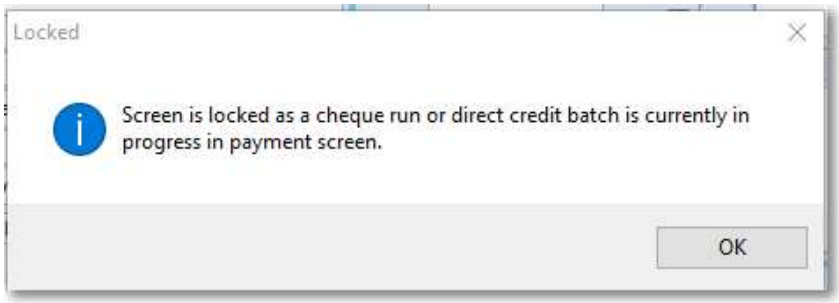
Once the report and criteria are selected the report can be **Previewed** or **Printed**. The report can also be printed from the preview screen by clicking on the Printer icon.

A separate manual is provided for reports.



Unlocking Screen in GDMA

When initially logging in, a pop-up message will display if cheque run or direct credit batch is in progress. This will lock most screens (distributions, main screens) until the payments are processed.



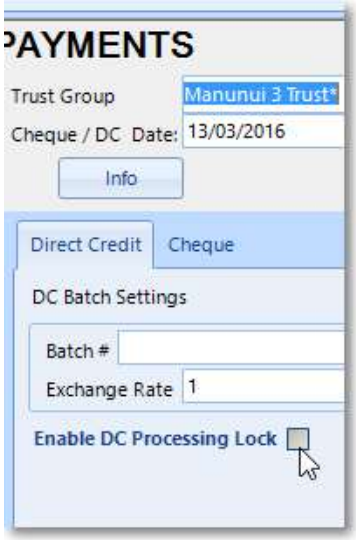
Important: Ensure that the cheques or direct credits have not been paid out before removing batches otherwise you could be paying out more than once.

PLEASE talk to us if unsure.

Click on Payment in Facilities.

To unlock do either of the following:

Untick the box shown below



or Remove All in Cheque

Backup/Restore

It is essential that a backup of the data be made at regular intervals. Although the data is usually stored on a server it generally cannot be backed up with other data files as the database is always running/open. Special software is available that will permit automatic backups of the data from the open database files.

Usually at time of installation an automated process is set up to back up the data at a nominated time (each day) to a nominated location. This process creates a single backup file each time.

The backup file generated by this process should be copied to a different media type (such as a memory stick, external hard drive or cloud) at regular intervals and be kept off site or in a fire-proof container.

Support Manuals

There are many other guides that come with this system.

Core

- GDMA Successions Manual
- GDMA Manual Payments System
- GDMA AGM Features
- GDPro Kaumatua
- GDMA Name Match Guide
- Magic Code

Reporting

- GDMA Manual ad-hoc reporting example
- Tax Certificate GDMA
- Live Unclaimed List
- GDMA Standard Reports Functional Matrix
- GDMA Standard Reports

General Reference

- Arise Products and Services
- Iwi Register Manual
- MAC Calculation
- MAC Calculation Exercises
- GDMA Manual Barcodes in Excel
- Arise QRCode Manual

Conclusion

GDMA is designed to save time and improve the accuracy distributions and unpaid dividend tracking.

We are always keen to find ways to improve the product. If you have any ideas then please let us know.

If you require further assistance, contact the support team at Arise Software Ltd.