

CORE TRAINING

GDPPro

May 2019

Table of Contents

Coverage	8
General	8
Privacy	8
Accrued Based	8
Automatic Owner Document Linking	9
Location of files	9
Setup	10
All Done	10
File Naming	10
Custom fields	11
Parents	12
Rounding Transactions	15
Increase Search Results	15
Magic Code	16
Magic Code – Login	16
Get your Magic Code	16
Deleting Transactions	17
Successions	18
2019 New Features	19
Māori Land Online	20
Edit Succession Letter	22
Import	22
Open Template	24
The Report Designer	25
Sample Layout Change: Text Change	26
Sample Layout Change: Logo	27
Succession Letter Formatting	29
Succession Process Example	30
Add Shareholders	30
Locating Shareholder	31
Open Succession Screen	32
Creating a Succession	32

Succession Screen	34
Calc from Fraction	34
Calc From Shares	34
Round shares to	34
Transfer Type	35
Reference	35
Schedule #	35
Copy List to All Trusts button	35
Clear Successors List	35
Transfer	36
Succession End Result	36
Succession Letter	36
Report Export	37
Succession Links in Search	37
Share Transfer Schedule Report	38
Financial Transactions	38
Share Transactions	39
Succession Removal	40
Succession Video Presentation	41
Trust and Trust Groups	41
Trusts / Blocks	41
Setup trust details	41
Trust Groups	42
Setup Trust Group Details	42
Assign Trust (blocks) to Trust Group	43
Assign Access to trust (blocks)	43
Financial Transactions	44
Trust/Trust Group Filter	44
Payment Transactions	44
Financial Journals	45
Manual Cheques - Cheque Issued	45
Manual Payments	45
Share Transactions	46
Quick Jump to Linked Shareholder	46

Share Corrections (Journal)	47
Distributions	48
Preparation	48
General	48
Payments	48
Overseas Payments	48
Tax	49
Statements	49
Reports Produced	49
Māori Authority Credit	49
Rates on the distribution screen	50
RWT	51
Threshold Net of Distribution	52
Opinion on NRWT	52
Process	53
Trial Distribution	55
Batch Distribution	56
Distribution Removal	59
Distribution Removal Steps	59
Manual Payment	60
Payment System	62
Reference	62
Overseas Payments	62
Screens	63
Features	63
Trust Group Settings (for DC Payments)	64
Payment Thresholds	64
Direct Credit Account Details	65
Payment Criteria	65
Direct Credit Payment Criteria	65
Payment Screen – Header	66
Trust Group	67
Single Distribution Payment	67
Cheque / DC Date	67

Stmt / Report Sort	67
Info	69
Payment Screen – Direct Credit	69
Batch #	69
Bank	70
Exchange Rate and Currency	71
Enable DC Processing Lock	71
Payment Screen – Footer - Refresh	72
Outstanding Balances	72
Outstanding Balances Refreshing / Recalculation	72
Payment Screen – Footer – Payee List	72
Tick All	73
Clear All	73
Update	73
Cancel	73
Close	73
Search	73
Export to CSV	74
Payment Screen – Footer – Summary Report	74
Payment Screen – Footer - Statement	74
Opening Balance Date	75
Payment Screen – Process DC File	75
Direct Credit – Process Example	76
Trust and Trust Group Setup	76
Check Eligibility	77
Payee List	78
Produce Summary Report	79
Enter Statement Date and produce Statements	79
Produce DC file for online banking	80
Review	80
Save	80
Check	81
Direct Credit Technical Reference	82
Bank File Limitations	82

BNZ 2008	82
Header	82
Body	83
Footer	83
National	84
National 2	84
NAB	85
Header	85
Body	85
Footer	86
WestpacTrust	86
ANZ	87
Header	87
Body	88
Footer	88
BNZ FaxPay	89
Header	89
Body	89
Footer	90
Rabo	90
Header	90
Body	91
Footer	91
ANZ 2010	92
Header	92
Body	92
Footer	93
NBI	93
BNZ 2013	94
Header	94
Body	95
Footer	95
Reconciliation	96
Reconciliation of a Cheque	96
Reconciliation of a Direct Credit	97

Cancellation of a Cheque	97
Cancellation of a Direct Credit	98
Reverse reconciled cheque / direct credit	98
Reporting	99
Simple Report Example 1	99
Simple Report Example 2	100
Custom Statement	102
Ad Hoc Reporting Intro	104
Exclude Empty Addresses	105
Excel and Bank Accounts	106
Outstanding Balances	109
Add Fields in The Top Panel	109
AGM Barcode	113
Unpaid by Year / 10 Year Unclaimed	118
Advanced Training	118
Questions	119

Coverage

1. **Intro, initial Questions, General 9:30 to 10:30**
Facilities, breaks, introductions, expectations, check everyone can log into GDPro
2. **Succession 10:30 to 11:30**
Key Focus
3. **Distributions 11:30 to 12:00**
Tax discussion and hands-on demonstrations
4. **Payments and Reconciliation 1:00 to 1:30**
5. **Reporting 1:30 to 3:00**
Ad-Hoc Reporting theory (tables, fields, relationships) and hands-on demonstrations
6. **Questions 3:00 to 3:30**

This very hands-on, instructive training will be intense and cover in detail the core processes with topics ranging from taxation, report design and excel programming.

It assumes that you have some experience with the system, especially the main owner screen and the share and financial transaction tabs.

There will be regular breaks (for you to check phone messages and emails) in between each topic and plenty of time for questions before and after training.

General

Privacy

The system does store things such as dob, address, bank account. However, it does not have credit card info.

The databases are usually held and maintained by internal IT and is up to them to keep it secure and backed up.

Access to the database at a minimum is by logging into the network, a SQL login then the GDPro login.

Accrued Based

GDPro is accrued based – that is when cheques are produced, it removes the chq amount from the owner's balance once the chq is issued in order to avoid over payment. So, if the chq is presented later, it does not affect the owner's balance in the database. Same with direct credits. If a chq or direct credit is cancelled, it puts the funds back into the owner's balance in the database.

Recommend doing a reconcile of the cheques so it is known which ones are still outstanding or possibly stale. Direct credits usually bounce back within the week so the cancellations are known almost straight away and then the cancellation can be put into the database.

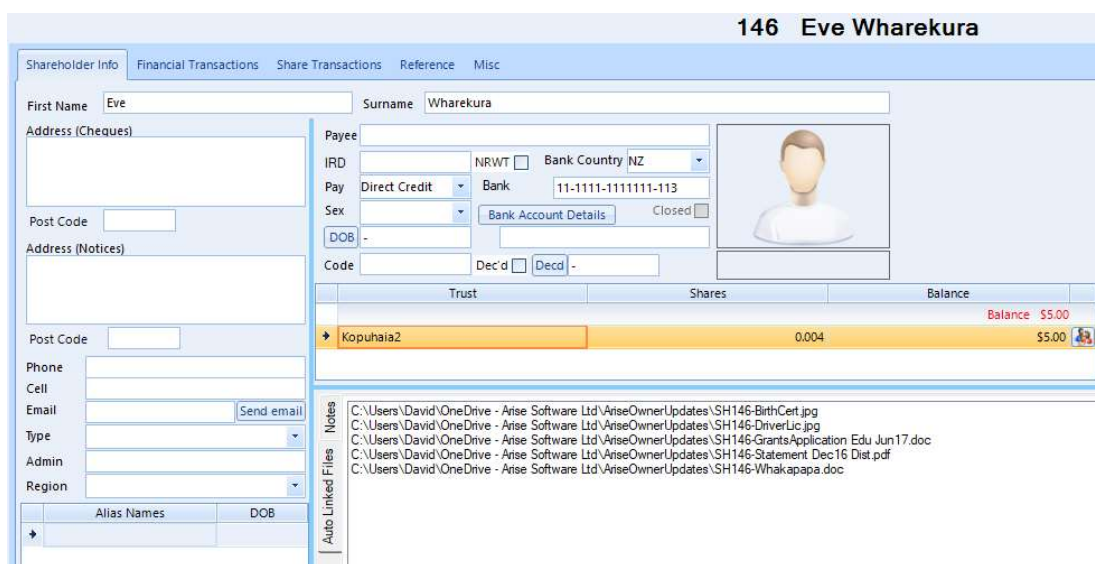
Automatic Owner Document Linking

This new facility allows the automatic linking of documents to owner records. It works by simply drag and dropping files onto the owner's GDPPro record. The facility will then automatically link the files and name the file beginning with SH and then an owner id.

For example, the owner id for Eve is 146:

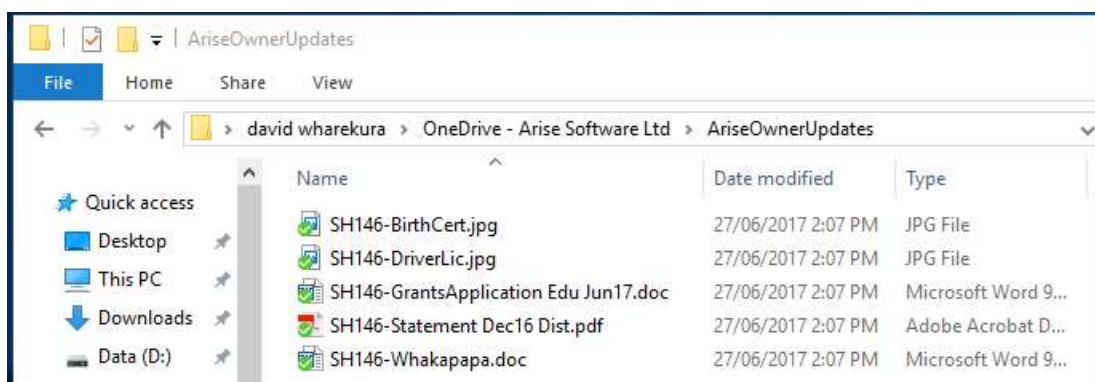


The facility list files that begin with SH146:



Location of files

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



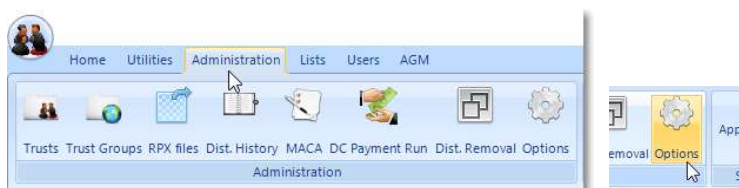
However, the folder can be anywhere. The advantage of having it in a cloud drive (such as Google Drive, Microsoft OneDrive, Dropbox) is that the files are automatically backed up in the cloud and can be accessible anywhere there is an internet connection.

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 and click the Close button.



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, you can either drag and drop the files onto the owner record or placing 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.

Custom fields

Custom fields that use to be in the Misc tab are now on the main screen. If they have not been used prior, the screen will look similar to this:

The screenshot shows a user profile form. On the left is a placeholder for a user photo. To the right of the photo are two checkboxes labeled 7 and 8. Below these are six input fields numbered 1 through 6. Fields 5 and 6 have a small asterisk icon next to them. At the bottom of the form are two tabs labeled 'Shares' and 'Balance'.

To update the captions, go to Misc tab

The screenshot shows the application's main menu bar. It contains five tabs: 'Shareholder Info', 'Financial Transactions', 'Share Transactions', 'Reference', and 'Misc'. The 'Misc' tab is highlighted with a yellow border, and a mouse cursor is pointing at it.

Click Update Text

The screenshot shows a small dialog box with two buttons: 'Reset layout' and 'Update Text'. The 'Update Text' button is highlighted with a yellow border, and a mouse cursor is pointing at it. There is also a question mark icon in the bottom right corner of the dialog box.

The screenshot shows the 'User Defined Fields - Captions' dialog box. It contains a table with three columns: 'Display', 'Original Name', and 'Caption Text'. The table has eight rows of data. The first row is highlighted with a yellow background. Above the table is a text box that says 'Drag a column here to group by this column.' Below the table is a text box that says 'Click here to add a new row'.

	Display	Original Name	Caption Text
*			Click here to add a new row
	<input checked="" type="checkbox"/>	UText1	1
	<input checked="" type="checkbox"/>	UText2	2
	<input checked="" type="checkbox"/>	UText3	3
	<input checked="" type="checkbox"/>	UText4	4
	<input checked="" type="checkbox"/>	UDate1	5
	<input checked="" type="checkbox"/>	UDate2	6
	<input checked="" type="checkbox"/>	UYesNo1	7
	<input checked="" type="checkbox"/>	UYesNo2	8

Update the captions:

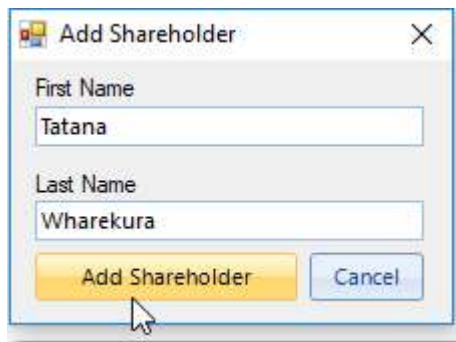
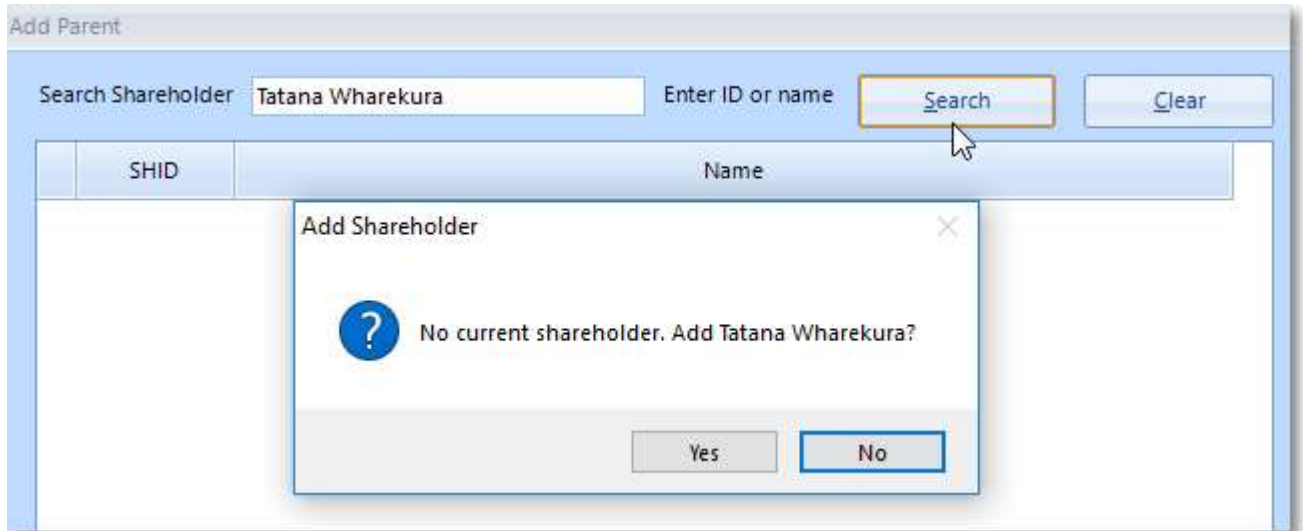
<input checked="" type="checkbox"/>	UText1	Entered By
<input checked="" type="checkbox"/>	UText2	Checked By
<input checked="" type="checkbox"/>	UText3	-
<input checked="" type="checkbox"/>	UText4	-
<input checked="" type="checkbox"/>	UDate1	Validated
<input checked="" type="checkbox"/>	UDate2	Renewal
<input checked="" type="checkbox"/>	UYesNo1	Bank Validated
<input checked="" type="checkbox"/>	UYesNo2	Documents Attached

Restart GDPro/GDMA and they will now show with the updated captions

Parents

Normally parents would be in the database due to succession. If they are not, then a new feature to Add Parent is now available. The core aim of this feature is being able to link all owners back to the original owners list; thus, providing full whakapapa of the block.

A popup screen allows to search for the parent. If cannot be found, the screen will allow the person to be added.



Once added the parent can be selected by double clicking.

The parent will show in the search tree and the share transactions tab:

Date	Transaction	Comments	Name	Ref ID	Trust Code	Amount	Balance
							Balance 0.677582
16-Mar-2018	Other	Parent	Tatana Wharekura	956		0	0.677582
22-Nov-2015	Other	Imported from MLC			Kopuhaia2	0.677582	0.677582

Clicking on the Name or Ref ID cells (i.e., Tatana Wharekura or 956) will jump to that parent record without needing to search for the person.

The parent record will show the link back to the children.

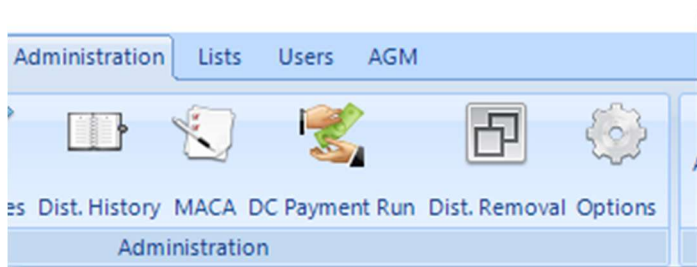
Date	Transaction	Comments	Name	Ref ID
16-Mar-2018	Other	Child	Rawiri David Wharekura	138

Rounding Transactions

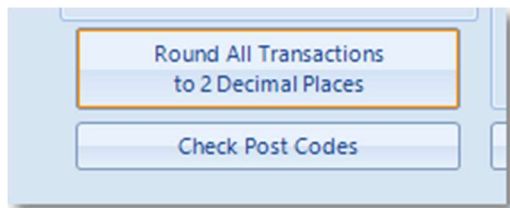
Old GDMPro used 4 decimal places for financial transactions when going things like successions and distributions. New GDMA automatically rounds transactions to 2 decimal places.

Avoid distributions and successions in GDMPro and do them in GDMA. To round financial transactions to 2 decimal places:

In GDMA go to options



Then round...



Increase Search Results

To increase number of search results, go to admin | options

Then press tab, after changing it, then ensure to click Close, then restart

The larger the number the slower the database will be.

To improve speed options:

- Upgrade your server
- Upgrade your database system.
GDMA and GDMPro uses the free version of the database server to keep the costs down. Or can upgrade to a more powerful version from Microsoft
<https://www.microsoft.com/en-us/sql-server/sql-server-2017-pricing>
Your friendly IT team can help here.
- Reduce the search limit number in GDMA

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

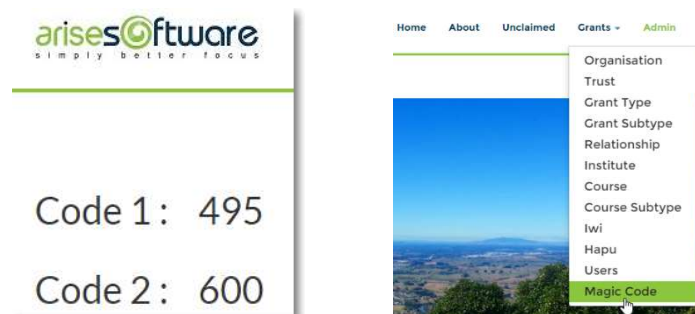
Go to <https://onlinegrants.co.nz> (soon to be <https://gdpro.co.nz>) and then Log in



Send us an email to get your login.

Get your Magic Code

Click Admin, Magic Code

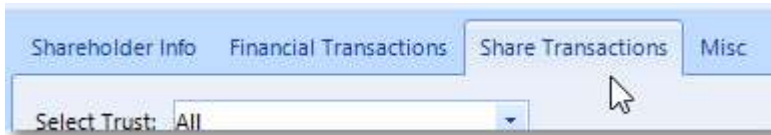
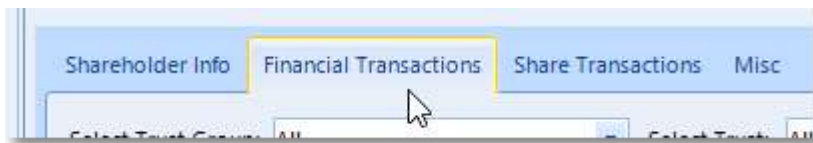


Code 1 works for the majority of processes, otherwise use Code 2.

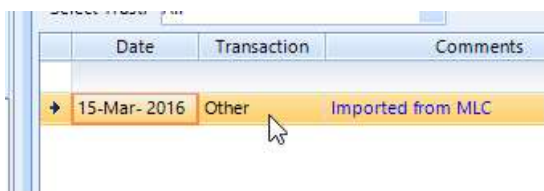
For testing purposes: test1 and A2tuhw6ho1

Deleting Transactions

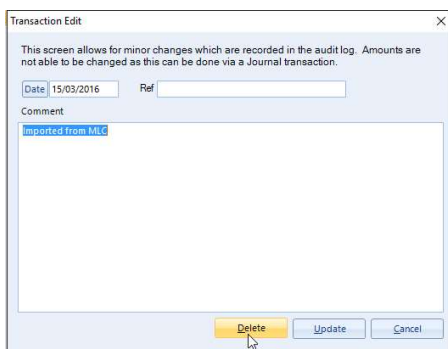
Transactions can be deleted from either:



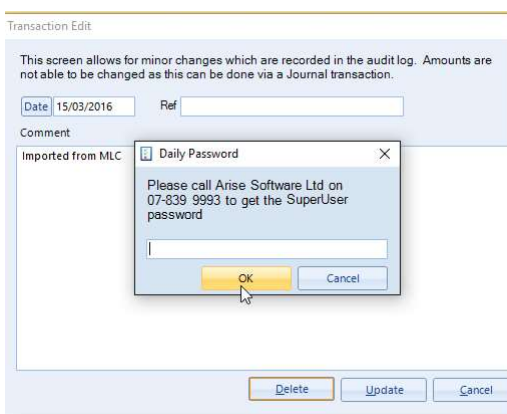
Double-click on the transaction to be deleted:



A screen will display. Click Delete.



Enter the Magic Code



Successions

138 Rawiri David Wharekura

Shareholder Info Financial Transactions Share Transactions Reference Misc

First Name Surname

Address (Cheques)

Post Code

Address (Notices)

Post Code

Phone
Cell
Email

Type

Admin

Region

Payee


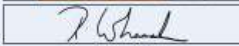
IRD NRWT ☐ Bank Country


Pay Bank

Sex

DOB

Code Dec'd ☐ Decd

Trust	Shares	Balance
		Balance \$1000.00
→ Kopuhaia2	0.677582	\$1000.00 

Notes

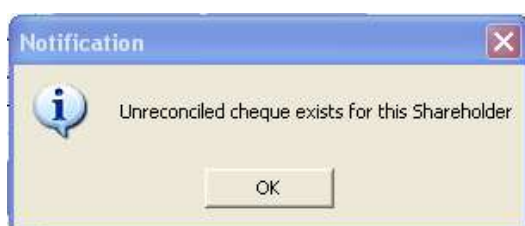
Auto Linked Files

Alias Names DOB

→

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.

2019 New Features

1. Add Name
 - a. Now able to add an owner directly in this screen without having to go out, add the owner and then go back into the succession screen
 - b. The name is checked if it is already in the database, before attempting to add it
2. View Owner Report
 - a. View the shareholder details report to check if the right owner is selected, especially for those names in the database more than once. Very handy.
3. Entry Order #
 - a. Easy cross check to ensure the succession list is the same as the court order
 - b. Entry order of the names in the succession list is retained
4. Names List
 - a. List of names available directly with newly added names prefixed with a *
Speed depends on the power of your server and the number of names in your database
5. Export Succession List (finally!)
 - a. Export the list to csv (Excel).
 - b. Use the list to manually check the fraction calculations for the shares and \$

Succession For Rawiri David Wharekura - Kopuhaia2

Buttons: Add Name, Update #, Only show new or names in same trust as current owner (faster)

SHID	#	Name	A	B	Shares	\$
142	1	*Kristina Wharekura	1	4	0.169395500000	250.00
143	2	*Katie Wharekura	1	4	0.169395500000	250.00
145	3	*Sam Wharekura	1	4	0.169395500000	250.00
146	4	*Eve Wharekura	1	4	0.169395500000	250.00

Annotations:

- 1. Add Name
- 2. View owner report
- 3. Entry order #
- 4. Names list
- 5. Export succession list

Summary:

Total: 0.677582000000 1000.00
 Total Available: 0.677582000000 1000.00
 Total Remaining: 0.00 0.00

Transfer Type: Succession Transfer Date: 01/04/2016
 Reference: test Schedule #:
☒ Include successors name in financial transaction comment (e.g. To Julie Bloggs SH 12345)

Buttons: Copy List to All Trusts, Clear Successors List, Export to CSV, Transfer, Close

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.

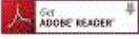


An example search:

A screenshot of the search results section of the Māori Land Online website. It shows the search form with 'Wharekura Rawiri David' entered in the 'Owner Name' field. Below the form, the text 'Search results for: Wharekura Rawiri David' is displayed. The 'Search' and 'Clear' buttons are visible next to the input field. The hint text 'Enter either the last name or first name(s) of the owner e.g. Smith' is also present.

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 : Tairāwhiti				
27788	<u>Whakapaupakihi No 2</u>	0.000466	319 Rot 60-63	Absolute
District : Waiariki				
34709	<u>Kopuhaia 2</u>	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**

Edit Succession Letter

This process allows a succession letter to be imported into GDMA so the layout can be modified.

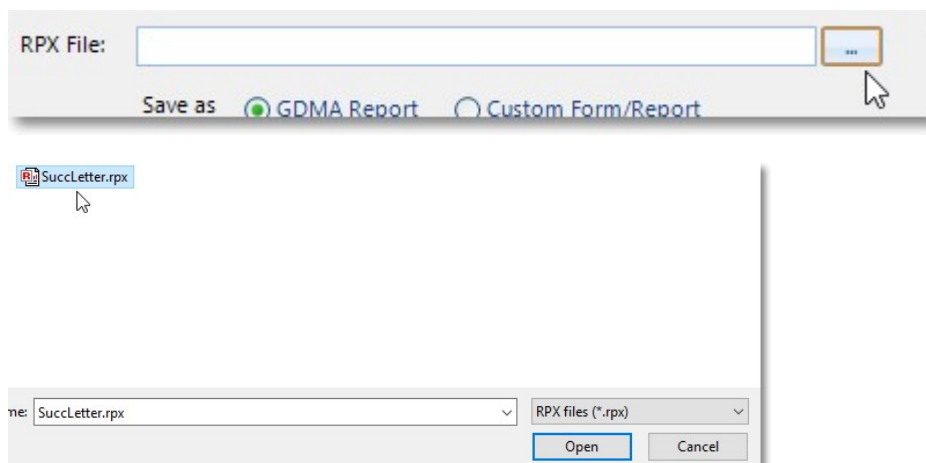
Arise will send a succession letter template file. Save it to your desktop.

Import

1. Go to Administration > RPX Files



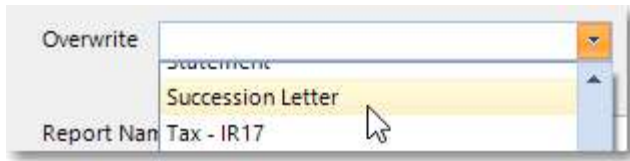
2. Select template file



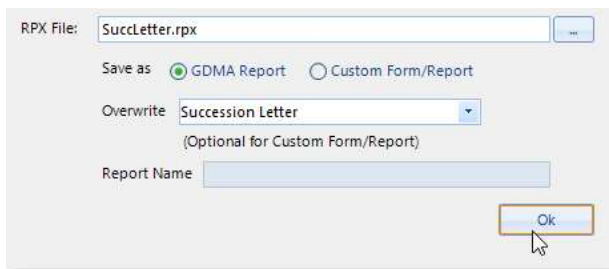
3. Select GDMA Report



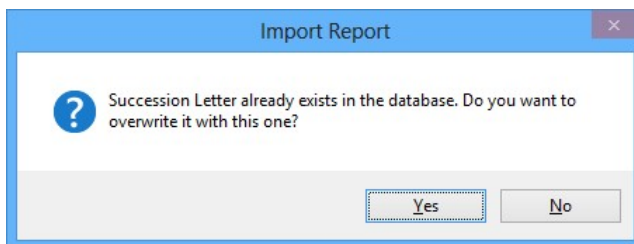
4. Select Succession Letter



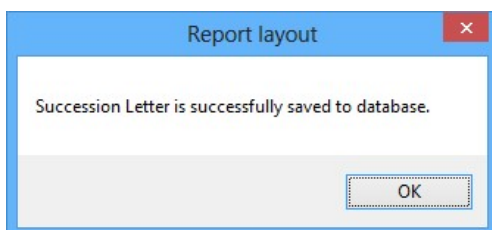
5. Click OK



6. A prompt may if you want to overwrite the existing succession letter. Click 'Yes'.



7. A confirmation will show that you have successfully imported the Succession Letter RPX file.

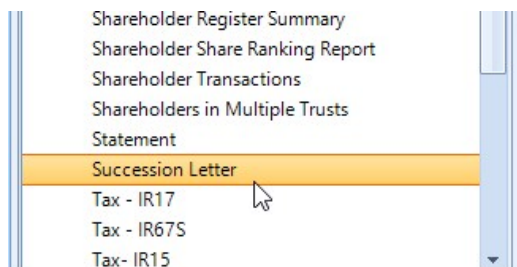


Open Template

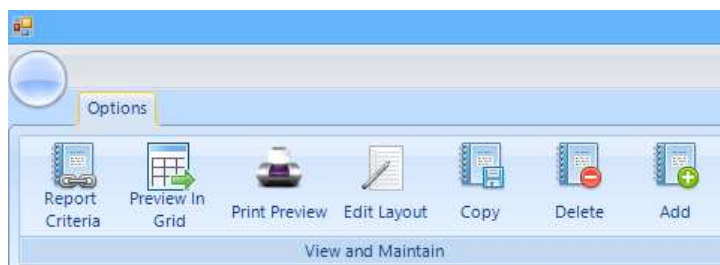
1. Go to Home > Report



2. Select Succession Letter



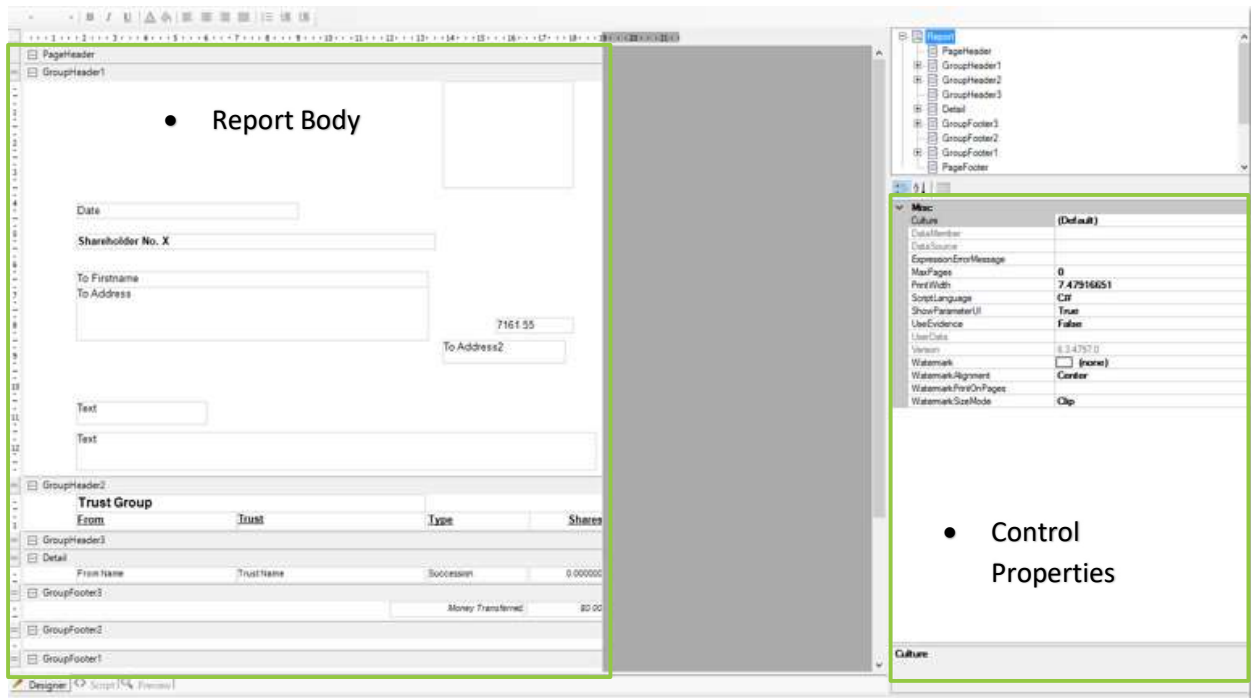
3. Click Edit Layout



The Report Designer

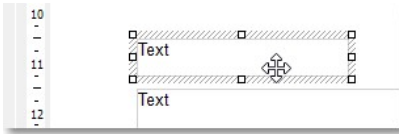
Report Body – The printable section of the report. It contains various controls that compose a report.

Control Properties – The Control Properties section is where the properties of controls like labels or fields can be set.

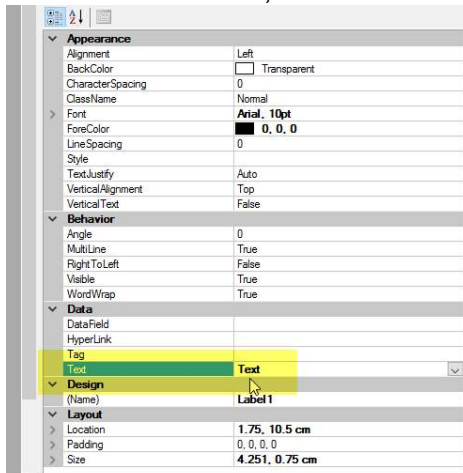


Sample Layout Change: Text Change

1. Click on a Textbox

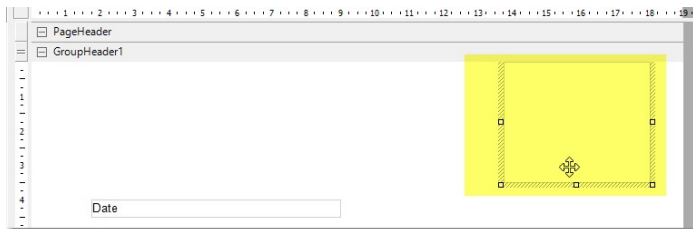


2. Edit text in Text row, as shown below

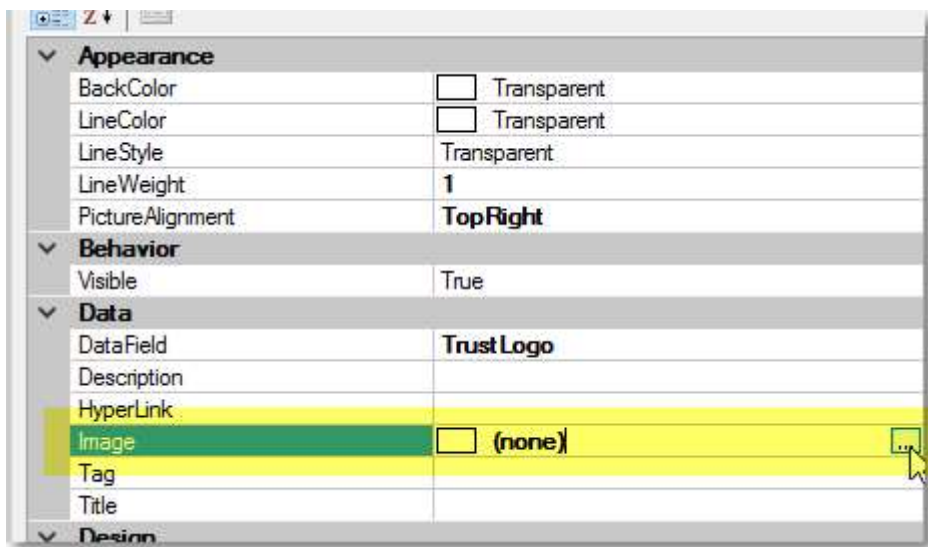


Sample Layout Change: Logo

1. Click on the logo



2. On right side, Properties, click Image row (as shown below) and a button [...] will display. Clicking on this will allow selection of another logo. Please note, large images will slow down report production.



When editing the layouts of special reports such as succession letters, statements and cheque layouts, avoid deleting layout items such as text boxes and labels as these maybe used during report production, otherwise the report may display errors and subsequently not able to display.

Also avoid moving the items to different sections of the report, such as moving a text box from the page header section to the page footer.

The items highlighted in yellow can be customised in terms of text that will be displayed.

The other items are special fields used by the report to display things such as share amounts, names and addresses.

PageHeader

GroupHeader1

Date

Shareholder No. X

To Firstname

To Address

7161.55

To Address2

Text

Text

GroupHeader2

Trust Group

From	Trust	Type	Shares
From Name	Trust Name	Succession	0.000000

GroupHeader3

Detail

GroupFooter3

Money Transferred \$0.00

GroupFooter2

GroupFooter1

Text

Text

865 W381 11824

Name (Name)

- After editing the report, click the Save & Exit button



4. Check your modified succession letter



Succession Letter Formatting

Here is sample code to format the shares and money:

```
= "Your Shares " + ToShares.ToString("#,##0.0#####") + " Your Money $" +  
ToSuccAmount.ToString("N") + " from " + FromFirstname + " " + FromSurname + "'s."
```

Here are some references on the ToString function:

<https://docs.microsoft.com/en-us/dotnet/standard/base-types/standard-numeric-format-strings>

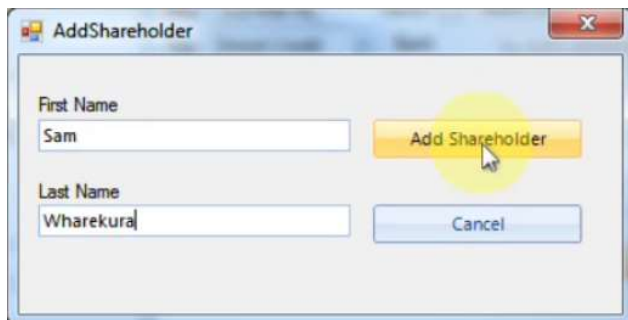
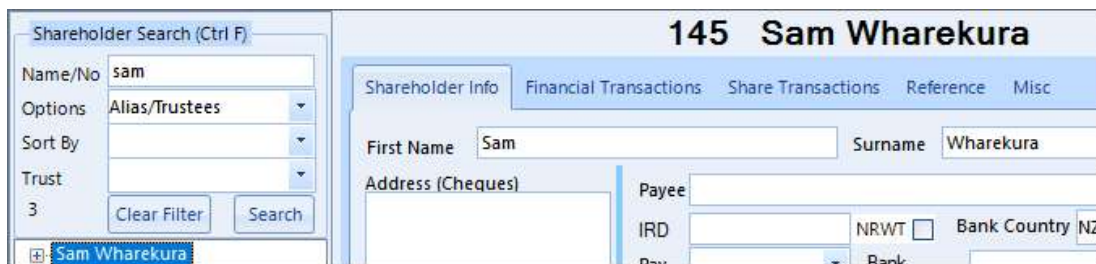
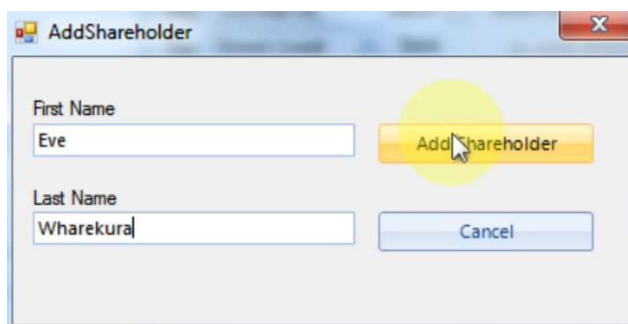
<https://docs.microsoft.com/en-us/dotnet/standard/base-types/custom-numeric-format-string>

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.

A screenshot of a dialog box titled 'AddShareholder'. It has two text input fields: 'First Name' containing 'Sam' and 'Last Name' containing 'Wharekura'. To the right of the 'First Name' field is a yellow 'Add Shareholder' button, and below the 'Last Name' field is a blue 'Cancel' button. A mouse cursor is pointing at the 'Add Shareholder' button.A screenshot of a software interface showing a search and details view. On the left is a 'Shareholder Search (Ctrl F)' panel with a search bar containing 'sam', a dropdown menu set to 'Alias/Trustees', and a 'Trust' value of '3'. Below the search bar are 'Clear Filter' and 'Search' buttons. The search results show 'Sam Wharekura' selected. On the right is a details panel for '145 Sam Wharekura' with tabs for 'Shareholder Info', 'Financial Transactions', 'Share Transactions', 'Reference', and 'Misc'. The 'Shareholder Info' tab is active, showing fields for 'First Name' (Sam), 'Surname' (Wharekura), 'Address (Cheques)', 'Payee', 'IRD', 'NRWT' (checkbox), 'Bank Country' (NZ), and 'Bank'.A screenshot of a dialog box titled 'AddShareholder'. It has two text input fields: 'First Name' containing 'Eve' and 'Last Name' containing 'Wharekura'. To the right of the 'First Name' field is a yellow 'Add Shareholder' button, and below the 'Last Name' field is a blue 'Cancel' button. A mouse cursor is pointing at the 'Add Shareholder' button.

The screenshot shows the 'Shareholder Search (Ctrl F)' window on the left and the '146 Eve Wharekura' record on the right. The search window has fields for 'Name/No' (eve), 'Options' (Alias/Trustees), 'Sort By', and 'Trust' (2). The record window shows 'First Name' (Eve), 'Surname' (Wharekura), 'Address (Cheques)', 'Payee', 'IRD', 'NRWT' (checkbox), 'Bank Country' (NZ), 'Pay' (Direct Credit), and 'Bank' (11-1111-1111).

Locating Shareholder

Find the person that is to have the succession processed

The screenshot shows the 'Shareholder Search (Ctrl F)' window. The 'Name/No' field is empty. The 'Options' dropdown is set to 'Alias/Trustees'. The 'Trust' field is set to '147'. The 'Clear Filter' and 'Search' buttons are visible.

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

The screenshot shows the 'Shareholder Search (Ctrl F)' window. The 'Name/No' field contains 'david'. The 'Options' dropdown is set to 'Alias/Trustees'. The 'Trust' field is set to '2'. The 'Search' button is highlighted. Below the search window, the search results are displayed, showing 'Matiria Ruawai-Taoho Wills Wha' and 'Rawiri David Wharekura' (highlighted with a mouse cursor).

Open Succession Screen

Trust	Shares	Balance
		Balance \$10.00
→ Kopuhaia2	0.667582	\$10.00

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

Successors	Distribution Fraction		Shares	Dollar Amount
→ 🔍	142	Kristina Wharekura	/	
→ 🔍			/	

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

Succession For Rawiri David Wharekura - Kopuhaia2

Successors	Distribution Fraction	Shares	Dollar Amount
142 Kristina Wharekura	0 / 0	0.000000000000	0.0000
143 Katie Wharekura	0 / 0	0.000000000000	0.0000
145 Sam Wharekura	0 / 0	0.000000000000	0.0000
1	/		

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.

Successors	Distribution Fraction
142 Kristina Wharekura	0 / 0
143 Katie Wharekura	1 / 0
145 Sam Wharekura	1 / 4
146 Eve Wharekura	1 / 4

Once fractions are entered, can calculate the shares

Succession For Rawiri David Wharekura - Kopuhaia2

Successors	Distribution Fraction	Shares	Dollar Amount
142 Kristina Wharekura	1 / 4	0.169395500000	2.5000
143 Katie Wharekura	1 / 4	0.169395500000	2.5000
145 Sam Wharekura	1 / 4	0.169395500000	2.5000
146 Eve Wharekura	1 / 4	0.169395500000	2.5000
* Click here to add a new row			

Simply use Up/Down arrow keys to navigate. Press [Esc] to cancel new row. Screen is resizable.

Calc. From Shares

Calc. From Fraction

☐ Round shares to: 12

Total:

Total Available:

Total Remaining:

0.677582000000

0.677582000000

0.00

10.00

10.00

0.00

Transfer Type: Succession

Transfer Date: 18/07/2017

Reference: MLC A12-124

Schedule #: 123

☒ Include successors name in financial transaction comment (e.g. To Julie Bloggs SH 12345)

Copy List to All Trusts

Clear Successors List

Transfer

Close

Succession Screen

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.

Successors			Distribution Fraction			Shares	Dollar Amount
	142	Kristina Wharekura	1	/	4	0.166895500000	2.5000
	143	Katie Wharekura	1	/	4	0.166895500000	2.5000
	145	Sam Wharekura	1	/	4	0.166895500000	2.5000
	146	Eve Wharekura	1	/	4	0.166895500000	2.5000
* Click here to add a new row							

Simply use Up/Down arrow keys to navigate. Press [Esc] to cancel new row. Screen is resizable.

Calc. From Shares	Total:	0.677582000000	10.00
Calc. From Fraction	Total Available:	0.677582000000	10.00
<input type="checkbox"/> Round shares to: 12	Total Remaining:	0.00	0.00

Transfer Type: Succession Transfer Date: 18/07/2017 *

Reference: MLC A12-124 Schedule #: 123

☒ Include successors name in financial transaction comment (e.g. To Julie Bloggs SH 12345)

Copy List to All Trusts Clear Successors List Transfer Close

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 matched 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

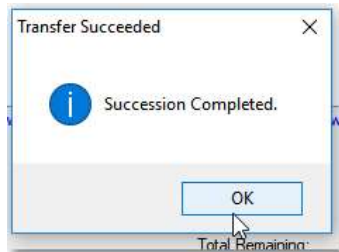
This will transfer the list of successors and fractions shown on the screen to all trusts. Note – the list of successors will only be transferred to trusts with shares held by that shareholder. This reduces the amount of data entry if you want to have the same list applied to several trusts. The lists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

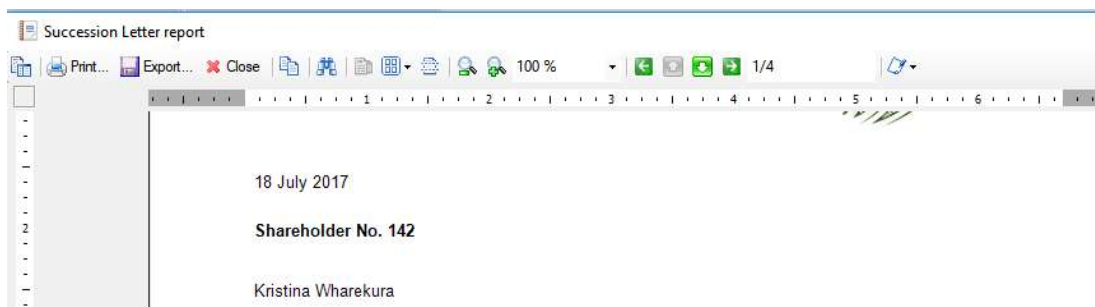
This button is pressed to initiate the process. The new shares will be added to each of the selected shareholders and the balances for the existing shareholder will be reduced. The transactions will be shown on the financial and shareholder transactions screens for all shareholders involved in the process.



Succession End Result

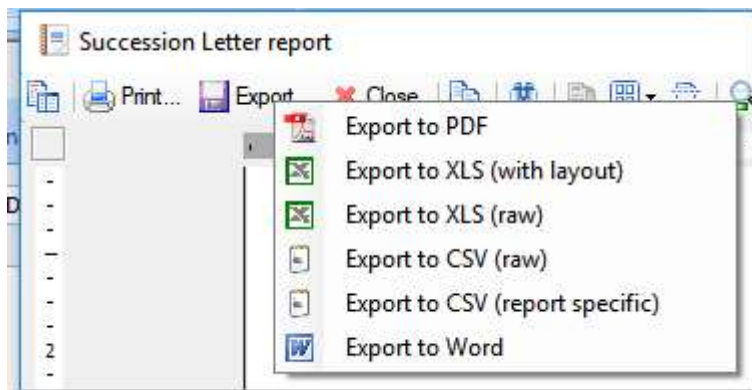
Succession Letter

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.

Trust: **Kopuhaia2**

Transfer Type:

Transfer Date From: **-** to **-**

Schedule Number: **123**

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 Tahiri-o-Te-Rangi Whanau Trust	69	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	0.1693956	\$2.50	MLC A12-124	18/07/2017
				Katie Wharekura	143	0.1693956	\$2.50	MLC A12-124	18/07/2017
				Sam Wharekura	145	0.1693956	\$2.50	MLC A12-124	18/07/2017
				Eve Wharekura	146	0.1693956	\$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 \$0.00
18-Jul-2017	Transfer	To Kristina Wharekura SH 142		Kopuhaia2	-\$2.50	\$0.00
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	\$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	<input type="checkbox"/>	
18-Jul-2017	Succession	MLC A12-124	Katie Wharekura	143	Kopuhaia2	-0.1693955	0.1693955	<input type="checkbox"/>	
18-Jul-2017	Succession	MLC A12-124	Sam Wharekura	145	Kopuhaia2	-0.1693955	0.338791	<input type="checkbox"/>	
18-Jul-2017	Succession	MLC A12-124	Eve Wharekura	146	Kopuhaia2	-0.1693955	0.5081865	<input type="checkbox"/>	
22-Nov-2015	Other	Imported from MLC			Kopuhaia2	0.677582	0.677582	<input type="checkbox"/>	

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

Date	Transaction	Comments	Name	Ref ID
18-Jul-2017	Succession	MLC A12-124	Kristina Wharekura	142
18-Jul-2017	Succession	MLC A12-124	Katie Wharekura	143
18-Jul-2017	Succession	MLC A12-124	Sam Wharekura	145
18-Jul-2017	Succession	MLC A12-124	Eve Wharekura	146

Shareholder Transfers

Shares transferred as Succession to Kristina Wharekura
Do you want to view the Shareholder Details?

Yes No

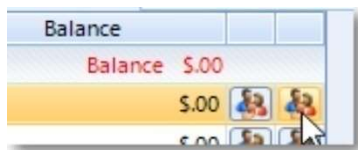
And here are the results of Kristina receiving the money and shares

142 Kristina 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 \$2.50									
18-Jul-2017	Transfer	From Rawiri David Wharekura SH 138		Kopuhaia2	\$2.50	\$2.50			

142 Kristina Wharekura									
Shareholder Info Financial Transactions Share Transactions Reference Misc									
Select Trust: All									
Date	Transaction	Comments	Name	Ref ID	Trust Code	Amount	Balance	LI	
Balance 0.1693955									
18-Jul-2017	Succession	MLC A12-124	Rawiri David Wha...	138	Kopuhaia2	0.1693955	0.1693955	<input type="checkbox"/>	

Succession Removal

For successions made from this new version using the “2nd” button, the entire succession batch (shares and \$) will now be removable.



Simply double click the succession:



Then click Delete Succession:



Succession Video Presentation

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

Trust and Trust Groups

Trusts / Blocks



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 trust but can be Kaumatua trust which is a special trust designed for Kaumatua grants. There is a separate manual called GPro 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) are 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

Use to setup trust groups that trusts/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 Group Details

Name	IRD	Phone	Contact	Address	Acc No	Acc Name	Threshold	DC Threshold	DC Thresh Offshore
Kopuhaia2					021111111111100	tester	1.0000	1.0000	1.0000

Main Details

Trusts

ID: 1
Name: Kopuhaia2
Address:
IRD:
Contact Name:
Contact Phone:

* DC Acc Name: tester
* DC Acc No: 021111111111100
DC Code: 123
DC Particulars: 789
DC Reference: 456
DC Threshold: 1.0000
DC Thresh. Offshore: 1.0000
Chq Threshold: 1.0000

NAI Originator:
NAI Receiver:
Financial Start: Jan

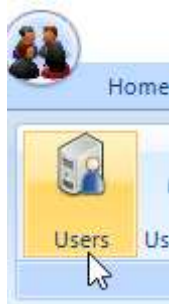
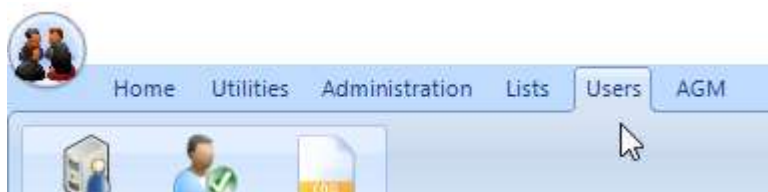
- **Trust Address** Appears in distribution statements provided to owners. Use Ctrl-Enter to add new line to address.
- **IRD** Appears in distribution statements provided to owners
- **Dc Acc Name** Used in direct credit files imported into online banking for the processing of distribution direct credit 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

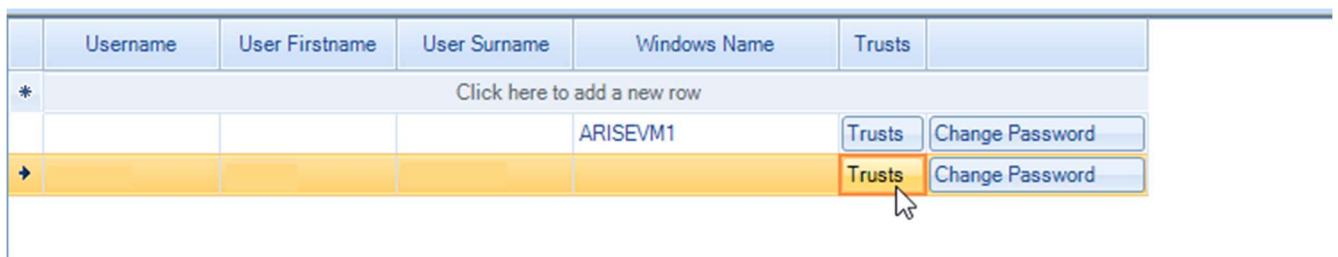


Assign Access to trust (blocks)

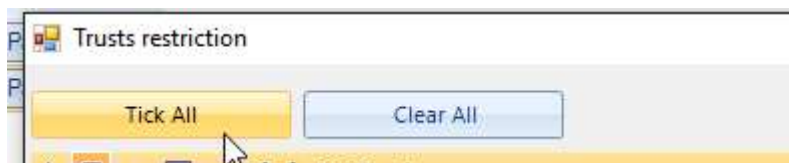
To assign access of trust/blocks to a login/user:



Select the login/user then click trusts



Tick All to assign all blocks.



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.

138 Rawiri David Wharekura

Shareholder InfoFinancial TransactionsShare TransactionsReferenceMisc

Select Trust Group: AllSelect Trust: All

Date	Transaction	Comments	Reconciled	Trust Code	Amount	Balance
						Balance \$0.00
18-Jul-2017	Transfer	To Kristina Wharekura SH 142		Kopuhaia2	-\$2.50	\$0.00
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	\$0.00

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.

146 Eve Wharekura

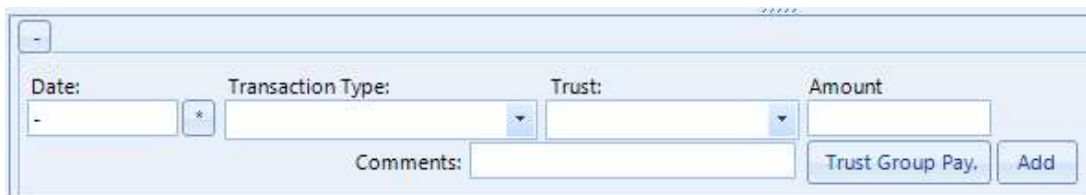
Shareholder InfoFinancial TransactionsShare TransactionsReferenceMisc

Select Trust Group: AllSelect Trust: All

Date	Transaction	Comments	Reconciled	Trust Code	Amount	Balance
						Balance \$0.00
18-Jul-2017	Cheque Issued Chq#15100 -\$2.50	Manual Payment - Exchange: 1.00, Currency NZD	NO		0	\$0.00
18-Jul-2017	Payment Chq#15100			Kopuhaia2	-\$2.50	\$0.00
18-Jul-2017	Transfer	From Rawiri David Wharekura SH 138		Kopuhaia2	\$2.50	\$2.50

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.

Financial Journals



The screenshot shows a form titled "Financial Journals" with the following fields and buttons:

- Date: [] *
- Transaction Type: []
- Trust: []
- Amount: []
- Comments: []
- Trust Group Pay. []
- Add []

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.

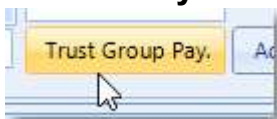
Any deduction related transactions (apart from cheques and Direct Credit) should be entered as negative dollar amounts.

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.

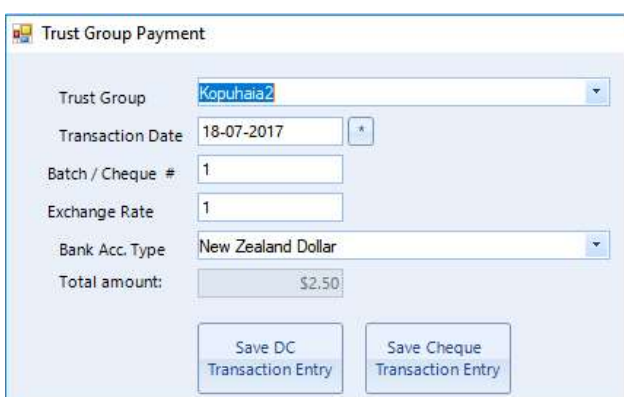
When **Add** is clicked the cheque is displayed in preview mode. It can be printed from this screen or the cheque can be hand written. When the cheque preview screen is closed the statement, preview is displayed.

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 screenshot shows a form titled "Trust Group Payment" with the following fields and buttons:

- Trust Group: [Kopuhaia2]
- Transaction Date: [18-07-2017] *
- Batch / Cheque #: [1]
- Exchange Rate: [1]
- Bank Acc. Type: [New Zealand Dollar]
- Total amount: [\$2.50]
- Save DC Transaction Entry []
- Save Cheque Transaction Entry []

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.

138 Rawiri David Wharekura

Shareholder InfoFinancial TransactionsShare TransactionsReferenceMisc

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	

Quick Jump to Linked Shareholder

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

Date	Transaction	Comments	Name	Ref ID
18-Jul-2017	Succession	MLC A12-124	Kristina Wharekura	142
18-Jul-2017	Succession	MLC A12-124	Katie Wharekura	143
18-Jul-2017	Succession	MLC A12-124	Sam Wharekura	145
18-Jul-2017	Succession	MLC A12-124	Eve Wharekura	146

Shareholder Transfers

Shares transferred as Succession to Kristina Wharekura
Do you want to view the Shareholder Details?

Yes No

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

142 Kristina 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 \$2.50
➔ 18-Jul-2017	Transfer	From Rawiri David Wharekura SH 138		Kopuhaia2	\$2.50	\$2.50

142 Kristina Wharekura

Shareholder Info
Financial Transactions
Share Transactions
Reference
Misc

Select Trust: All

	Date	Transaction	Comments	Name	Ref ID	Trust Code	Amount	Balance	U
								Balance 0.1693955	
➔	18-Jul- 2017	Succession	MLC A12-124	Rawiri David Wha...	138	Kopuhaia2	0.1693955	0.1693955	<input type="checkbox"/>

Share Corrections (Journal)

To add a journal / correction / adjustment to shares, simply go to the shareholder record that needs updating and select the Share Transactions tab:

142 Felix Te Cat

Shareholder Info
Financial Transactions
Share Transactions
Reference
Misc

Select Trust: All

Date	Transaction	Comments
------	-------------	----------

At the footer of the screen is a place to enter in the share transaction journal: (if not, your access may have to be updated by your GPro administrator - give us a call)

142 Felix Te Cat

Shareholder Info	Financial Transactions	Share Transactions	Reference	Misc
------------------	------------------------	---------------------------	-----------	------

Select Trust: All

	Date	Transaction	Comments	Name	Ref ID

←
|||||
→

Date: -

Transaction Type: Transaction Type


Trust: Trust

Amount: Amount

Comments: Comments

Add

It is here where the share transaction journal is added:

A screenshot of a software window with a light blue border. Inside, there's a form with several fields: 'Date:' with a text box containing a dash and a star icon; 'Transaction Type:' with a dropdown menu; 'Trust:' with a dropdown menu; 'Amount' with a text box; and 'Comments:' with a larger text box. An 'Add' button is located to the right of the 'Amount' field. A mouse cursor is pointing at the bottom of the 'Comments' field.

In Transaction Type, select Journal.

If you are removing shares, put in a negative amount. Please note adjusting the shares will affect the total shares for the block.

Distributions

Preparation

General

- What is the distribution date to be set as?
- What is the payment date to be set as?
- What is the distribution amount?

Payments

We do not access your banking systems to ensure that we have no contact with the money. Therefore, if you have not done a direct credit batch payment before through internet banking, please consult with your bank manager or the organisation that processed the payment before.

- Which bank are you with?
- Please confirm the bank account from which the distributions are to be paid from
- What is the payment limit per direct credit payment batch?
- Are deceased excluded from payment?
- Are owners also paid by cheque?

We can reverse distribution easily, just not the payments nor can we reverse payments made already to owners via banking online

Overseas Payments

Banks usually charge extra for overseas direct credit payments and the charges can vary for each bank. These charges can be manually journaled against each overseas owner and then a direct credit batch can be made, with the bank charge already deducted from the owner's GDPro account.

Contact your bank manager regarding:

- the charges for overseas direct credits
- What type of direct credit batch file is to be created - let us know this so we can check if it is supported by GDPro
- how to process the direct credit batch file into their internet banking system

The following questions have tax implications and confirmation from your accountant is required, as we are not accountants or tax specialist. This information should not be assumed or rely on what happened on the prior distribution.

Tax

Is the distribution tax free?

Skip this section if the distribution is tax free.

- Is the distribution inclusive or exclusive of MAC?
- Is the MAC 17.5%?
- Is there enough Māori Authority Credits to cover the distribution?
- Is the RWT Threshold \$200 if the owner does not have an IRD number?
- Is the RWT rate 15.5%? (This with MAC if 17.5% makes it 33%)
- Is the NRWT rate 15%?

Statements

- Any note to be put on the statements?
- Do you want them to see rate per share and/or shares held on the statements?
- Do you want to show full history in the statements or just current distribution?
- We produce statements in PDF form so you can print them at your convenience.
- We no longer post statements

Reports Produced

- Trial Distribution
- Distribution pdf and xls
- Duplicate Bank Accounts Report
- Duplicate IRD No. Report
- Payee list csv
- Pay summary pdf and xls
- Statements csv and pdf
- Exporting of statements (csv file) is so you can do a mail merge if you like rather than having the basic statement
- DC file

Māori Authority Credit

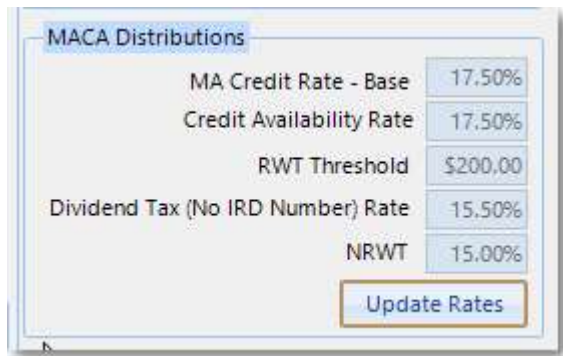
Māori Authority Credits are just like Company Dividend Input Credits, so the Gross amount is payable to the tax payer (shareholder) less the Māori Authority tax which is 17.5%, that is paid to the IRD.

Refer to [IRD Reference](#) regarding MAC

The following can be used to assist in MAC calculation

[MAC Calc June 2018.xlsx \(11.68 kb\)](#)

Rates on the distribution screen



The screenshot shows a window titled "MACA Distributions" with a table of tax rates and thresholds. The table has two columns: the first column lists the rate or threshold, and the second column shows the current value. The values are: MA Credit Rate - Base (17.50%), Credit Availability Rate (17.50%), RWT Threshold (\$200.00), Dividend Tax (No IRD Number) Rate (15.50%), and NRWT (15.00%). Below the table is a button labeled "Update Rates".

Rate/Threshold	Value
MA Credit Rate - Base	17.50%
Credit Availability Rate	17.50%
RWT Threshold	\$200.00
Dividend Tax (No IRD Number) Rate	15.50%
NRWT	15.00%

[Update Rates](#)

The above will be taxed at 33% (17.5% + 15.5%) for those with no IRD and more than \$200 in distribution. If there is no threshold (i.e., \$200) then change the RWT Threshold to \$0.

For the system to apply NRWT, the NRWT needs to be ticked against each owner on the main screen. It is an IRD requirement for the owner to supply NRWT certificate to be eligible.

It is assumed there is enough Māori Authority credits. If it is not known, IRD will need to be contacted.

RWT

Regarding RWT on entire distribution and not just those paid out

"A Māori authority declares a distribution for all beneficiaries, calculating the pay out and crediting the account of each beneficiary. They make payment to known beneficiaries but some distributions remain unclaimed. The Māori authority is required to account for RWT on the full amount declared not just the amount physically paid to beneficiaries"

Refer to ir1027.pdf

Disadvantages of becoming a Māori authority

Some of the disadvantages of becoming a Māori authority are:

- Māori authorities that are companies cannot group losses, amalgamate or consolidate with other companies that are not Māori authorities.
- A 33% RWT rate applies on distributions over \$200 where the Māori authority does not hold a member's IRD number.
- A Māori authority that elects out and then re-enters later is treated as having disposed of and then reacquired all of its assets at market value.

Resident withholding tax

Taxable Māori authority distributions are also subject to resident withholding tax (RWT) if the:

- Māori authority decides not to attach any credits to the distribution, and
- credits attached are less than 17.5% of the gross distribution
- Māori authority does not hold the member's IRD number and the distributions exceeds \$200, in which case the withholding tax rate is 33%, reduced by a Māori authority credits attached, up to a maximum rate of 17.5%.

Threshold Net of Distribution

To have the threshold net of distribution – that is the distribution less MA credit % - changing the threshold to be \$242.42. That is \$200 + Māori Authority Credit of 17.5% inclusive. It seems confusing at first the calculation ($\$200 \times 21.21\%$) but it is calculated as an imputation credit. That is if you apply 17.5% to the \$242.42, you will get the MA Credit of \$42.42.

Māori authority credit ratio

Māori authorities are free to decide whether to attach a Māori authority credit to distributions they pay, but there is a maximum ratio of credit to distributions that can be allocated.

The maximum tax rate a Māori authority is required to pay is 17.5%.

The maximum Māori authority credit ratio is 17.5:82.5 from 1 April 2011 (previously 19.5:80.5 up to 31 March 2011). This means up to \$17.50 of Māori authority credits can be attached to every \$82.50 of dividends or, in other terms, the gross distribution can include imputation credits up to 21.21% of the dividend's cash value amount.

If this ratio were exceeded, the Māori authority would effectively be passing on more credits to its members than the amount of tax the Māori authority has paid on the profits from which those distributions were paid.

Opinion on NRWT

Individuals living overseas have the same rates apply as if they were residents unless they have provided you with an IRD supplied NRWT certificate. NRWT if ticked will only apply 15%, regardless.

Registering as an NRWT payer

If you're paying NRPI, you're required to deduct NRWT and pay it to us. You can register online at www.ird.govt.nz or send us a completed *NRWT - payer registration (IR380)*. The information you give us when you register determines what certificates we send you and how often you receive your IR67P payment forms - see page 11.

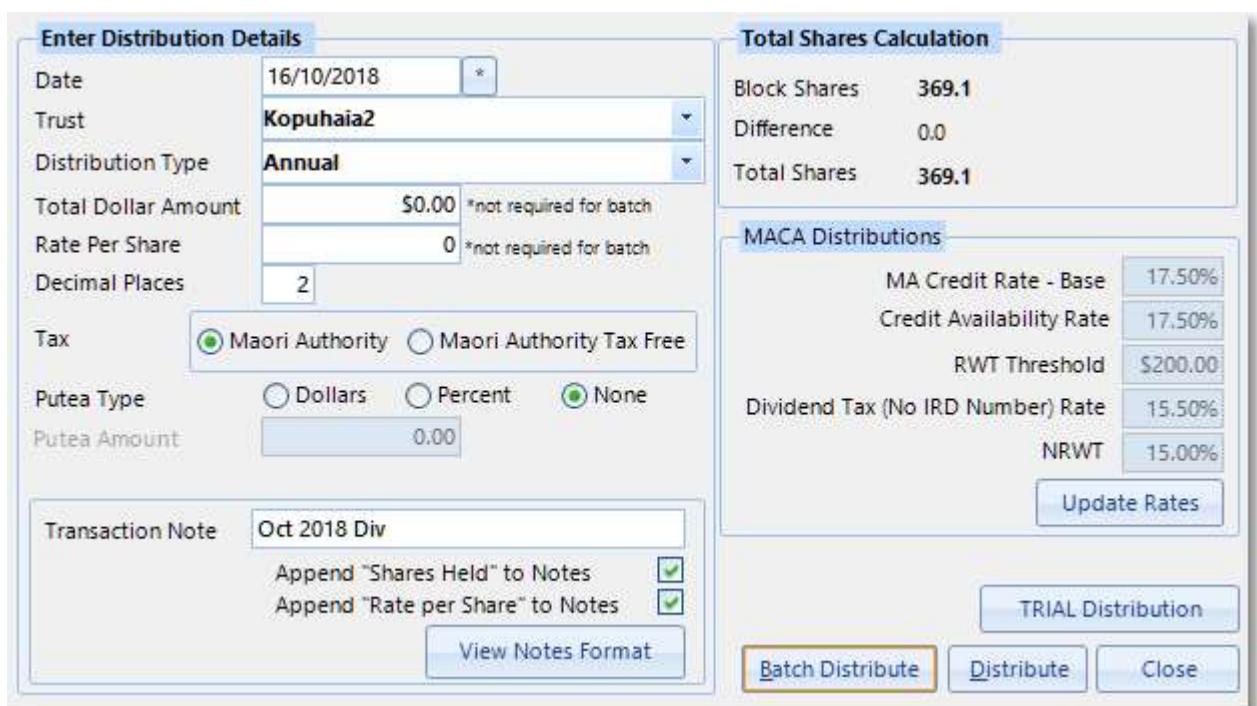
Process



Click the Distribution button at the top of the screen to make a distribution to shareholders.

When the Trust is selected the screen will immediately show the difference between Block Shares (as set for the Trust in the Administration screen) and the actual number of shares held by the shareholders (Total Shares).

A distribution can be made when there is an imbalance and this will not affect the process. The values are provided as a warning only. Similarly, the actual and recommended settings for the MAC values are shown.

A screenshot of a software interface for entering distribution details. The interface is divided into two main sections: 'Enter Distribution Details' on the left and 'Total Shares Calculation' on the right. The 'Enter Distribution Details' section includes fields for Date (16/10/2018), Trust (Kopuhaia2), Distribution Type (Annual), Total Dollar Amount (\$0.00), Rate Per Share (0), Decimal Places (2), Tax (Maori Authority selected), Putea Type (None selected), and Putea Amount (0.00). There is also a Transaction Note field with 'Oct 2018 Div' and two checkboxes for appending notes. The 'Total Shares Calculation' section shows Block Shares (369.1), Difference (0.0), and Total Shares (369.1). Below this is a 'MACA Distributions' section with various rates and thresholds. At the bottom, there are buttons for 'Batch Distribute', 'Distribute', 'Close', and a 'TRIAL Distribution' button.

Step 1 Enter or select the date. This can be in the future or the past.

Step 2 Select the Trust. Check that the correct number of shares are displayed.

Step 3 Select the distribution type as Annual, Special, Capital or Other.

Step 4 Enter the amount to be distributed as Total \$ Amount or Rate per Share. Enter one value and the other will be calculated automatically when the cursor leaves the field (use Tab).

Optional Step 5 Type in the description as a comment related to the reason for the distribution.

Optional Step 6 Untick the “Append Shares Held” and “Rate per Share” to Notes if these details are not wanted on the transaction records. The inclusion of the number of shares on the transaction records enables the shareholder to determine the number of shares they held at the time of the distribution, particularly useful when looking back over distributions made many years ago.

Optional Step 7 Select Tax-free option if distribution is to be tax-free. Check with your accountant that you can make a Tax-free distribution before using this option.

Step 8 Click the **Distribute** button.

When the **Distribute** button is pressed the program will create, for each eligible shareholder, a series of transactions for the distribution income and tax deductions.

When the Distribution process finishes a screen will show the total amount distributed.

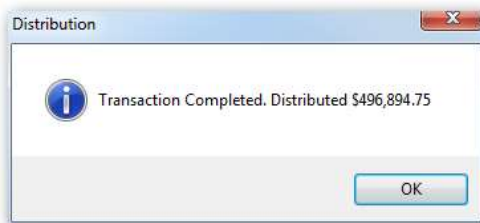
If the Māori Authority option is selected this amount will be greater than the amount entered in the Total Dollar Amount field. This is caused by the “grossing up” of the amount with Tax Credits.

Trial Distribution

This button, if displayed, allows for running a test distribution. This allows for the impact of a selected distribution amount to be understood prior to running the process.

For the distribution shown to the right the Total Dollar amount (Dividend Gross) was \$400,000.

This is grossed up by the Distribution process to \$496,894.75 by adding \$96,893.41 of tax credits (MAC). The amounts do not add totally correctly due to the complex algorithms in the system to ensure correct round of \$ amounts to whole cent values.



This is especially important for tax amounts. (In the example to the left there is a difference of \$1.34 caused by the rounding process)

Dividend Allocation Report

Trust	KAURI TRUST
As At	20-Jun-2013
Dividend Per Share	16.86
Dividend Date	20-Jun-2013
Total Shareholders	597
Total Shares	23726.40999

Allocation Summary

Balance B/Fwd	\$220,066.56
Dividend Gross	496,894.75
MAC	-96,893.41
RWT (no IRD and Div > 200)	-60,385.14
RWT (insufficient MAC)	0.00
NRWT	0.00
Putea	0.00
Cheques (Count)	6
Cheques	\$1,221.61
Direct Credits (Count)	372
Direct Credits	\$451,373.00
Dividend Net	339,616.20
Balance (unclaimed)	\$107,087.73

When the distribution process is complete the next step is to make the payments.

A new facility for Batch Distributions allows for multiple tiered distributions.

Distribution Batch

1. Untick Process column for the range to be skipped. 2. Unable to cancel once started - even if the application is closed.

Example: A range 1 to 3 means owners that have shares from 1 up to 3 but not including 3. Ensure ranges do not overlap otherwise owners may get more than one distribution.

	From	To	Distribution	Process	Processed
	0.000000001000	5	\$10,000.00	<input checked="" type="checkbox"/>	16/10/2018 9:46:25 PM
	5	25	\$20,000.00	<input checked="" type="checkbox"/>	16/10/2018 9:46:54 PM
➔				<input type="checkbox"/>	

To Bank Accounts Only? ☐

[Distribute](#) [Close](#)

Once Distribute is clicked and after each successful distribution, the Process tick box will be unticked and the process date and time will be entered into the Processed column, then it will ask if the next distribution is to be processed.

Distribution Batch

1. Untick Process column for the range to be skipped. 2. Unable to cancel once started - even if the application is closed.
Example: A range 1 to 3 means owners that have shares from 1 up to 3 but not including 3. Ensure ranges do not overlap otherwise owners may get more than one distribution.

	From	To	Distribution	Process	Processed
	0.000000001000	5	\$100.00	<input checked="" type="checkbox"/>	16/10/2018 9:46:25 PM
→	5	25	\$150.00	<input checked="" type="checkbox"/>	16/10/2018 9:46:54 PM
*	Click here to add a new row				

Distribution

?

Distribute \$100.00 to each owner with shares from 0.000000001000 to 5. OK?

Yes No

To Bank Accounts Only? ☐

Distribute Close

Distribution Batch

1. Untick Process column for the range to be skipped. 2. Unable to cancel once started - even if the application is closed.
Example: A range 1 to 3 means owners that have shares from 1 up to 3 but not including 3. Ensure ranges do not overlap otherwise owners may get more than one distribution.

	From	To	Distribution	Process	Processed
	0.000000001000	5	\$100.00	<input type="checkbox"/>	16/10/2018 9:54:24 PM
→	5	25	\$150.00	<input checked="" type="checkbox"/>	16/10/2018 9:46:54 PM
*	Click here to add a new row				

Distribution

?

Distribute \$150.00 to each owner with shares from 5 to 25. OK?

Yes No

To Bank Accounts Only? ☐

Distribute Close

Go to Distribution History to check progress

<div> <div>Trusts Trust Groups RPX files Dist. History MACA DC Payment Run Dist. Removal Options</div> <div>Administration</div> <div> <div>Apply Update</div> <div>Support</div> </div> </div>										
Date	Process Date	Trust	Gross Total	Total Shares	No of Shareholders	Comments	Tax Amount	NRWT	MACA Credits	Net
16/10/2018	16/10/2018	Kopuhaia2	\$14,787.62	122.0	122	Oct 2018 Div	\$0.00	\$0.00	-\$2,587.62	\$12,200.00
16/10/2018	16/10/2018	Kopuhaia2	\$3,454.58	19.0	19	Oct 2018 Div	\$0.00	\$0.00	-\$604.58	\$2,850.00

Go to Reports to compare totals:

Report Selection and Criteria

Preview Grid

Favorites

Addresses

Fixed Format Reports

AGM Export Report

Audit Trail

Cheque

ChequeSingle

DC Statement By Group

Distribution and Tax (MAC)

Div Allocation

Trust Group

Combined

ShareHolding is greater than

0

Distribution is greater than

0

Transaction date is

equal to

16/10/2018

Distribution Type is equal to

NUMBER	NAME	DATE OF PAYMENT	DISTRIBUTION TYPE	IRD NUMBER	SHARE HOLDING	DIVIDEND RATE	GROSS DIVIDEND	MAORI AUTHORITY CREDIT	RWT	NRWT	PUTEA	NET DIVIDEND
134	Miriamia Whangarei	16/10/2018	Annual		0.677582	\$178.89	\$121.21		\$0.00	\$0.00	\$0.00	\$100.00
135	Ariatia Whangarei at Tonga	16/10/2018	Annual		0.677583	\$178.89	\$121.21	-\$21.21	\$0.00	\$0.00	\$0.00	\$100.00
136	Paea Whangarei	16/10/2018	Annual		1.84796	\$65.59	\$121.21	-\$21.21	\$0.00	\$0.00	\$0.00	\$100.00
137	Paea Paea Whangarei	16/10/2018	Annual		1.539962	\$78.71	\$121.21	-\$21.21	\$0.00	\$0.00	\$0.00	\$100.00
138	Paeoni Sava Whangarei	16/10/2018	Annual	12-345-678	0.677582	\$178.89	\$121.21	-\$21.21	\$0.00	\$0.00	\$0.00	\$100.00
139	Paeoni Sava Paea Whangarei	16/10/2018	Annual		1.539962	\$78.71	\$121.21	-\$21.21	\$0.00	\$0.00	\$0.00	\$100.00
140	Wangarei Whangarei	16/10/2018	Annual		1.539961	\$78.71	\$121.21	-\$21.21	\$0.00	\$0.00	\$0.00	\$100.00
141	Luvordina Whangarei	16/10/2018	Annual		4.37487	\$27.71	\$121.21	-\$21.21	\$0.00	\$0.00	\$0.00	\$100.00
Total Shareholders:					141							
Total Shareholdings:					369.1							
Total Gross Dividend:					\$18,242.20							
Total MAC:					-\$3,192.20							
Total RWT:					\$0.00							
Total NRWT:					\$0.00							
Total Putea:					\$0.00							
Total Net Dividend:					\$15,050.00							

Distribution Removal

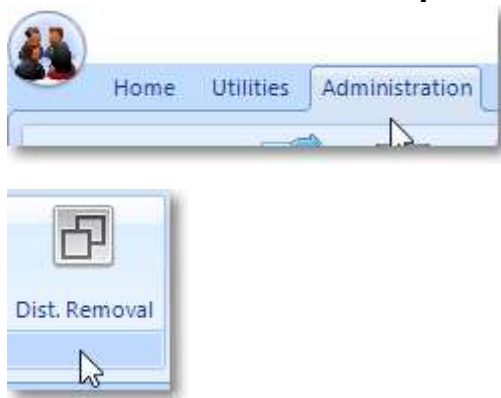
Please contact us first to discuss the implications of removing a distribution as removing a distribution is not reversible and may affect reporting and payment reconciliations.

Payments made against a distribution have a link to the distribution.

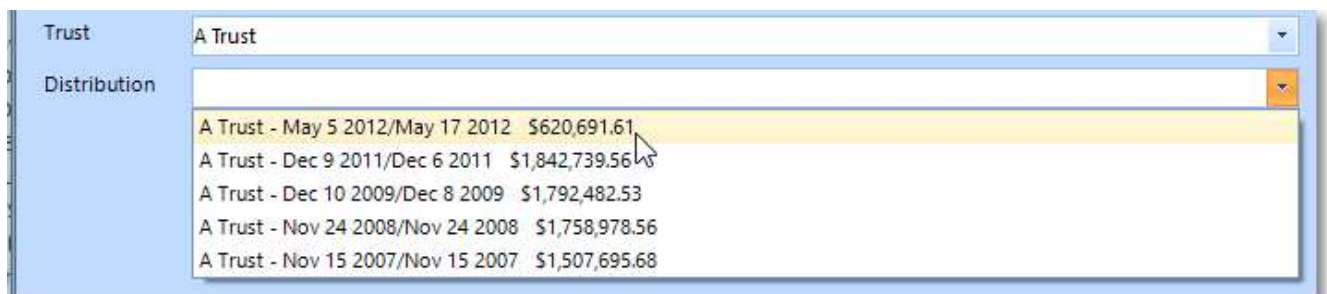
When removing the distribution - the link between the distribution transactions and their associated payments are lost. This means reconciliation that relies on these links, may no longer be possible. Any reporting that relies on these links could also be affected producing incorrect results.

Ensure that a backup of the GPro database is made prior to processing a distribution removal.

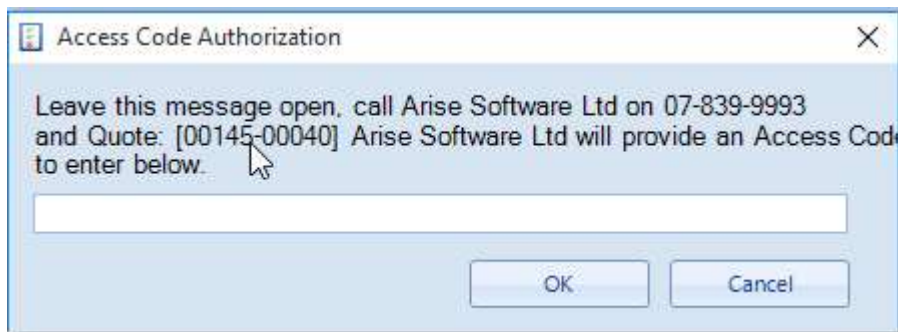
Distribution Removal Steps



Select the Trust and Distribution - ensure to select the correct distribution as once it is removed, it is no longer retrievable.



Click Remove and a message will display with a code which is to be provided to us so we can send an Access Code. Once the Access Code is entered, clicking OK will process the removal.



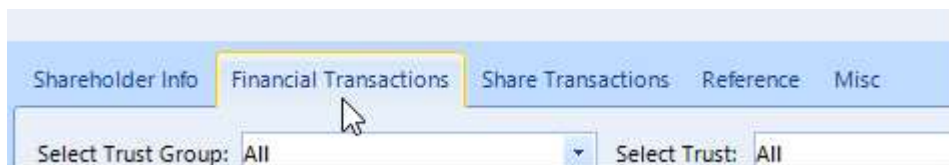
The reason for this step is so we can discuss if it is necessary to remove the distribution, the implications of removing the distribution and ensuring the correct distribution is selected for removal.

Manual Payment

The following records a payment of the outstanding balance for a particular owner. This process assumes that a payment has already been made manually by either cheque or direct credit. Please consult your bank regarding making a one-off direct credit payment through your online banking system.

First, select the owner.

Click financial transaction tab



At the footer of the tab click Trust Group Pay



Fill out the details

Trust Group Payment

Trust Group: Kopuhaia2

Transaction Date: 18-06-2018 *

Batch / Cheque #: 123

Exchange Rate: 1

Bank Acc. Type: New Zealand Dollar

Total amount: \$1.00

Buttons: Save DC Transaction Entry, Save Cheque Transaction Entry

In the above example, the Trust Group is selected, entered the payment date and batch # (if any)

If you have done a chq, click Save Cheque Transaction Entry, or if you have done a direct credit, click Save DC Transaction Entry. In our example, we had done a Direct Credit.

Once completed, the transaction will show in the transaction history for the owner:

Shareholder Info Financial Transactions Share Transactions Reference Misc							
Select Trust Group: All		Select Trust: All					
Date	Transaction	Comments	Reconciled	Trust Code	Amount	Balance	
						Balance \$0.00	
18-Jun-2018	Payment Batch#123			Kopuhaia2	-\$1.00	\$0.00	
18-Jun-2018	Direct Credit Batch#123 -\$1.00	Manual Payment - Exchange: 1.00, Currency NZD	NO		0	\$1.00	
21-Apr-2016	Maori Authority Tax Credit			Kopuhaia2	-\$0.21	\$1.00	
21-Apr-2016	Share Distribution - Gross Amount	Shares Held: 0.001, Rate per Share: 1000.0 Annual - test 1, Includes Maori Authority Tax Credits: \$0.21 at 17.5%		Kopuhaia2	\$1.21	\$1.21	
01-Apr-2016	Transfer	From Rawiri David Wharekura SH 138		Kopuhaia2	0	\$0.00	

Payment System

Reference

There is a 70+ page manual that can be downloaded for more detailed explanation of the payment system:

<http://help.arisesoftware.co.nz/file.axd?file=/Files/GDMA%20Manual%20Payments%20System%202015.pdf>

To avoid adding 70 pages to this guide, the following section provides an overview of the **domestic Direct Credit** payment system as this is the most used, as cheques are slowly being phased out.

Overseas Payments

These are references for overseas payments supported by ANZ and BNZ.

<http://help.arisesoftware.co.nz/post/2018/10/03/australian-direct-credit-payments>

<http://help.arisesoftware.co.nz/post/2019/02/20/bnz-international-dc-payments>

Screens

Control, automation, flexibility and detail are the key words to describe the GDMA Payment System.

Easy to use, yet powerful enough to provide the results needed to process payments in a controlled manner.

The GDMA Payment System consists of two key sections: Direct Credit and Cheque.

PAYMENTS

FIGURE 1: PAYMENT SCREEN FOR DIRECT CREDITS

Features

- **Control** through the use of a batch payment process.
- **Automatic** creation of **direct credit files** for the following banks:
 - ANZ
 - BNZ
 - Westpac Trust
 - National
 - NAB
- Able to **customise** the **layout** of the statements
- Able to **customise** the **layout** of the cheques
- **Statement flexibility** by being able to produce detail from:
 - An opening balance date,
 - The last Nil balance,
 - The last payment made.

- Ability to enter an **exchange rate** for overseas payments, for direct credits.
- **Automatic eligibility** process.
- **Customisable** payment **threshold** limits.
- Payout using outstanding balances for a particular trust – **automatically accumulating** the outstanding balances of the associated trust blocks.
- **Detailed** transaction processing.
- **Automatic locking** system to ensure that no further transactions can be conducted during a payment process.

Trust Group Settings (for DC Payments)

Trust group settings are used to record:

- Payment Thresholds
- Direct Credit Account Details

These entries are required for the production of direct credit payment files and payment eligibility processing. They are recorded in *Administration -> Trust Groups*.

Ensure the settings are entered before processing direct credit payments.

Payment Thresholds

Trust Group Payment Thresholds are used to ensure that only outstanding amounts that are equal or above the payment threshold, are included in payment batches.

There are two different thresholds:

1. DC Pay. Threshold for NZ payments
2. DC Pay. Threshold OffShore for non-NZ payments

Direct Credit Account Details

* DC Acc Name:	My Account Name
* DC Acc No:	1111111111111000
DC Code:	DCCode1
DC Particulars:	DCPart1
DC Reference:	DCRef1

The payment system produces direct credit payment files that are used by the banks. Core information required by the payment files are as follows:

1. *DC Acc. No. (req.)* – Direct Credit Account Number. This is the number in which the funds are being transferred out.
2. *DC Acc. Name (req.)* – Direct Credit Account Name. This is the bank account name associated with the bank account number.

Payment Criteria

Criteria are used to ensure that only eligible shareholders are included in the payment process.

It is based on factors sourced from shareholder details, trust group settings and payment screen selections.

The criteria are implemented during each payment process and applied automatically.

Direct Credit Payment Criteria

For a shareholder to be eligible for a direct credit payment, the following needs to be current:

- *Shareholder Info - Payment Type* is set to Direct Credit
- *Shareholder Info - Bank Acc. No* (Bank Account Number) is entered.
- Shareholder has an outstanding amount in a trust block for the selected trust group.
- The Shareholder's total outstanding amount in all trust blocks that belong to the selected trust group is equal or above the trust group payment threshold.
- *Shareholder Info - Bank Acc. Type* (Bank Account Type) is the same as the Currency selected in the Payment screen.
- The Pay tick box is checked in the Payment screen's Payee List, against the shareholder.

The following is an example shareholder that will be eligible for a NZD currency direct credit payment if the trust group threshold is \$10 and the selected trust group has trust block Trust1 as part of its group.

138 Rawiri David Wharekura

Shareholder Info
Financial Transactions
Share Transactions
Reference
Misc

First Name Surname

Address (Cheques)

PostCode

Address (Notices)

PostCode

Phone

Cell

Email

Payee

IRD NRWT ☐ Bank Country

Pay Bank

Sex

DOB

Code Dec'd ☐ Decd



Trust	Shares	Balance
		Balance \$1000.00
→ Kopuhaia2	0.677582	\$1000.00  

Payment Screen – Header

PAYMENTS

Trust Group

Cheque / DC Date: * Stmt / Report Sort

Direct Credit
Cheque

DC Batch Settings

Batch # Bank

First name

Last name

Post Code

Post Code-First name

Post Code-SHID

SH ID

Trust Group

Trust Group	Trust1
-------------	--------

The payment system is used to create payments using cheques or direct credit files based on the shareholders outstanding amounts for trust block(s) pertaining to the selected trust group.

Single Distribution Payment

Trust Group	A Trust	<input checked="" type="checkbox"/> Single Distribution Payment Only
Distribution:	A Trust - Nov 15 2007 12:00AM	

Payments can be made based on a particular distribution. This is a separate specialised option.

Cheque / DC Date

Cheque / DC Date:	24-11-2014	*
-------------------	------------	---

The *Cheque / DC Date* is used in the statement, direct credit files and cheques.

Example statement (displaying statement date of 24/11/2014)

Trust Group 1	
Address Line	<u>Statement Type</u> Direct Credit
	<u>Cheque / Batch #</u> 123
	<u>Statement Date</u> 24-11-2014
	<u>Trust IRD No.</u> 19-216-802

Stmt / Report Sort

PAYMENTS	
Trust Group	Trust1
Cheque / DC Date:	24-11-2014
Info	Stmt / Report Sort
Direct Credit	Cheque
DC Batch Settings	
Batch #	61009
Bank	ANZ

SH ID

First name

Last name

Post Code

Post Code-First name

Post Code-SHID

SH ID

Info

Info	79 Shareholders currently over cheque threshold of \$20.00 14 Shareholders currently over DC threshold of \$5.00
------	---

The number of shareholders that meet payment criteria for the selected trust group will display.

Payment Screen – Direct Credit

Batch

Direct Credit Cheque

DC Batch Settings

Batch # 121 Bank BNZ 2008

Exchange Rate 1 Currency New Zealand Dollar

Enable DC Processing Lock ☐

Process DC File Save Transaction Entries

The batch number is used in the direct credit payment file, statement and shareholder transaction screen.

Example statement (displaying batch # of 123)

Trust Group 1	
Address Line	<u>Statement Type</u> Direct Credit
	<u>Cheque / Batch #</u> 123
	<u>Statement Date</u> 24-11-2014
	<u>Trust IRD No.</u> 19-216-802

Example transaction screen (displaying batch # of 123)

Shareholder Info Financial Transactions Share Transactions Reference Misc							
Select Trust Group: All		Select Trust: All					
Date	Transaction	Comments	Reconciled	Trust Code	Amount	Balance	
						Balance \$0.00	
24-Nov- 2014	Payment Batch#123			Trust1	-\$17.19	\$0.00	
24-Nov- 2014	Direct Credit Batch#123 -\$17.19	Exchange: 1.00, Currency NZD	NO		0	\$17.19	

Example direct credit payment file (BNZ file type, displaying batch # of 123 in top row)

```
1,,,0108022267083000,7,141124,141124,
2,0309370443150025,50,1719,John Doe,Immerston,SHN 2726,,1719,Trust One,TrustOne,2013 Annual,Dividend
```

Bank

Direct Credit
Cheque

DC Batch Settings

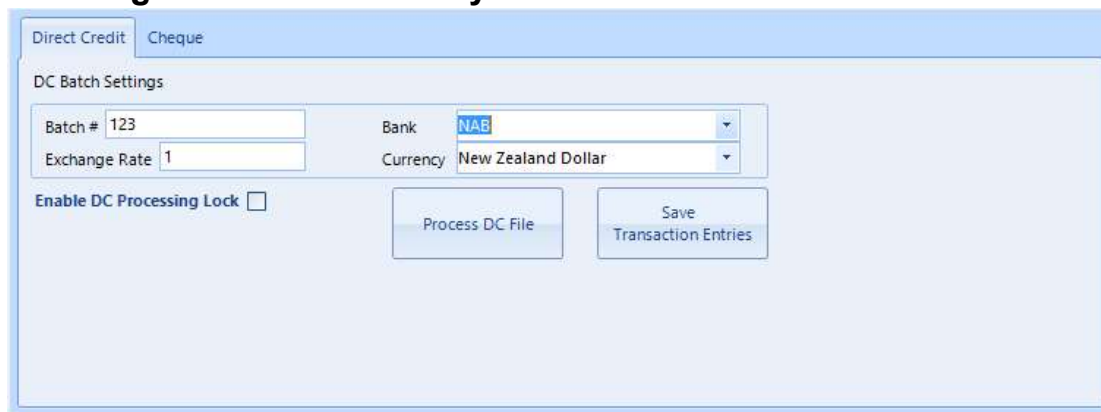
Batch # 123
Bank BNZ 2008
Exchange Rate 1
Currency New Zealand Dollar

Enable DC Processing Lock ☐

Process DC File
Save Transaction Entries

Each bank has a different direct credit file format. Use the *Bank* drop down list to select the required bank.

Exchange Rate and Currency



Direct Credit Cheque

DC Batch Settings

Batch # 123 Bank NAB

Exchange Rate 1 Currency New Zealand Dollar

Enable DC Processing Lock ☐

Process DC File Save Transaction Entries

The NAB bank allows for the entry of an exchange rate and currency. The currency selected will ensure only those shareholders with the associated bank account type are included in the payment process, along with the normal payment criteria.

The following displays the location of an associated bank account type (Bank Acc. Type) that is to match the Currency selection in the payment screen.



Shareholder Info Financial Transactions Share Transactions Reference Misc

First Name John Surname Doe

Address

Post Code

Phone

IRD 100-000-000 NRWT ☐ Bank Country NZ

Pay Direct Credit Bank 00-0000-0000000-000

Sex Unknown Bank Account Details Closed ☐

DOB -

Enable DC Processing Lock



Direct Credit Cheque

DC Batch Settings

Batch # 123 Bank BNZ 2008

Exchange Rate 1 Currency New Zealand Dollar

Enable DC Processing Lock ☒

Process DC File Save Transaction Entries

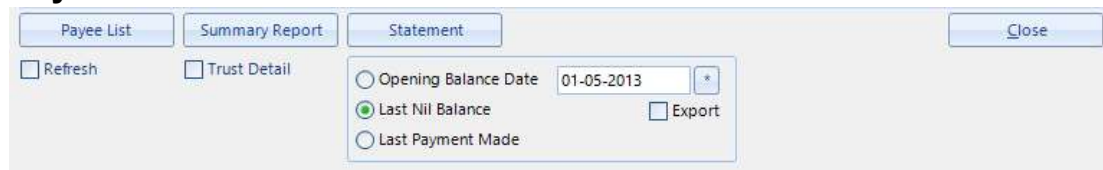
This option is to ensure that no other shareholder information is maintained during the direct credit payment process.

This is a safety feature to ensure that related outputs such as *Payee List*, *Summary Report* and *Statements* agree with the direct credit transactions when they are posted.

The option is automatically turned on when *Process DC File* is clicked.

It can be manually turned off when it is no longer required.

Payment Screen – Footer - Refresh

The screenshot shows the 'Payment Screen – Footer - Refresh' section. It features three tabs: 'Payee List', 'Summary Report', and 'Statement'. The 'Payee List' tab is selected. Below the tabs, there are two checkboxes: 'Refresh' (checked) and 'Trust Detail' (unchecked). To the right, there is a group box containing three radio buttons: 'Opening Balance Date' (selected), 'Last Nil Balance' (selected), and 'Last Payment Made' (selected). The 'Opening Balance Date' radio button is accompanied by a date field showing '01-05-2013' and a '*' icon. An 'Export' checkbox is also present.

Outstanding Balances

The *Payee List* and *Summary Report* require complex processes to derive balances, which are used by the lists, based on a variety of factors. Due to this, processing time can vary from a few seconds to 15 minutes.

Outstanding Balances Refreshing / Recalculation

The *Payee List* will automatically refresh its information each time it is selected for the first time for each GDMA session (a session is the time when the application is started until it is closed) and per operator.

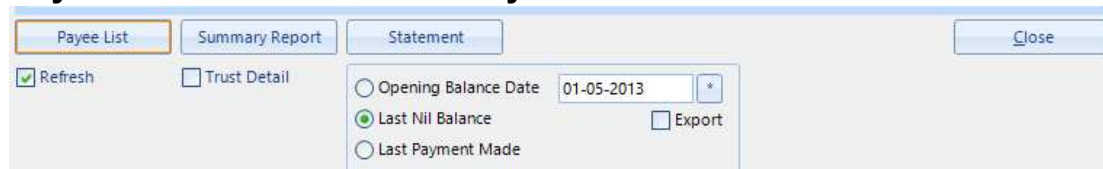
To optimise the payment processing experience, the information is not re-checked for each subsequent time the *Payee List* is selected.

The *Refresh* option is used to enforce the application to refresh information for the *Payee List*.

This should be used if related information had been changed, such as entering a bank account for a shareholder that previously did not have one.

The *Payee List* is to be used by one operator at any one time, to reduce the time to re-process the balances.

Payment Screen – Footer – Payee List

The screenshot shows the 'Payment Screen – Footer – Payee List' section. It features three tabs: 'Payee List', 'Summary Report', and 'Statement'. The 'Payee List' tab is selected. Below the tabs, there are two checkboxes: 'Refresh' (checked) and 'Trust Detail' (unchecked). To the right, there is a group box containing three radio buttons: 'Opening Balance Date' (selected), 'Last Nil Balance' (selected), and 'Last Payment Made' (selected). The 'Opening Balance Date' radio button is accompanied by a date field showing '01-05-2013' and a '*' icon. An 'Export' checkbox is also present.

DC Payment Grid

Buttons: **Tick All**, **Clear All**, **Update**, **Cancel**, **Close**, SH#: , **Search**, **Export to CSV**

SHID	First Name	Last Name	Payee	Bank Account	Balance	Balance x Exc	Decd	Pay?
5	Johnny	Doe		1100	83.89	83.89	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	Jermaine	Dawkins		1300	9.38	9.38	<input type="checkbox"/>	<input checked="" type="checkbox"/>
51	Jeremiah	Hopkins		1400	5.54	5.54	<input type="checkbox"/>	<input checked="" type="checkbox"/>
91	Wilhelm	Prius		1200	12.17	12.17	<input type="checkbox"/>	<input checked="" type="checkbox"/>
105	Zoren	Clifford		1600	5.33	5.33	<input type="checkbox"/>	<input checked="" type="checkbox"/>
112	January	Jonas		1700	22.42	22.42	<input type="checkbox"/>	<input checked="" type="checkbox"/>
121	Dorothy	Singer		1800	21.19	21.19	<input type="checkbox"/>	<input checked="" type="checkbox"/>
136	Clark	Priestly		1900	36.93	36.93	<input type="checkbox"/>	<input checked="" type="checkbox"/>
144	Luke	Graham		200	5.24	5.24	<input type="checkbox"/>	<input checked="" type="checkbox"/>

This feature provides the ability to pay one or more eligible shareholders instead of the whole batch at once.

This is possible by ticking the *Pay* tick box for the appropriate eligible shareholders.

No information can be modified in this screen, except indicating through the *Pay* tick box which shareholders are to be paid.

Buttons: **Tick All**, **Clear All**, **Update**, **Cancel**, **Close**, SH#: , **Search**, **Export to CSV**

Other features include:

Tick All

Automatically tick (include all) the *Pay* tick box for all eligible shareholders

Clear All

Automatically untick (exclude all) the *Pay* tick box for all eligible shareholders

Update

When changes are made to the *Pay* tick box, the *Update* and *Cancel* buttons become available. Clicking on *Update* will save the changes to the tick boxes. Clicking on *Update* does not initiate the payment process.

Cancel

When changes are made to the *Pay* tick box, the *Update* and *Cancel* buttons become available. Clicking on *Cancel* will revert the changes to the tick boxes. Clicking on *Cancel* has no affect on other processes and does not initiate or revert the payment process.

Close

Closes the form.

Search

Attempt to locate the shareholder id entered in the SH # text box.

Export to CSV

Exports the payee list to a CSV file

The *Payee List* is to be used by one operator at any one time, to reduce the time to re-process the balances.

Payment Screen – Footer – Summary Report

The screenshot shows a software interface with three tabs: 'Payee List', 'Summary Report' (which is selected and highlighted with an orange border), and 'Statement'. To the right of these tabs is a 'Close' button. Below the tabs, there are three checkboxes: 'Refresh' (checked), 'Trust Detail' (unchecked), and 'Export' (unchecked). To the right of these checkboxes is a date selection field with a dropdown arrow, currently showing '01-05-2013'. Below the date field, there are three radio buttons: 'Opening Balance Date' (unchecked), 'Last Nil Balance' (checked), and 'Last Payment Made' (unchecked).

This is used to provide a summary of payments that would be made

The summary of payments can be separated by trust for each shareholder.

Example Direct Credit Summary Report

Payment Summary - Trust Group 1

Date:	24-11-2014
Batch Number:	123
Currency:	NZD
Exchange Rate:	\$1.00
Payment Threshold:	\$5.00

ID	Shareholder Name	Decd	Bank Account #	Amount (NZD)
5	Johnny Doe	<input type="checkbox"/>	11-00--	\$83.89
51	Jeremiah Hopkins	<input type="checkbox"/>	14-00--	\$5.54
91	Wilhelm Prius	<input type="checkbox"/>	12-00--	\$12.17
105	Zoren Clifford	<input type="checkbox"/>	16-00--	\$5.33
112	January Jonas	<input type="checkbox"/>	17-00--	\$22.42
121	Dorothy Singer	<input type="checkbox"/>	18-00--	\$21.19
136	Clark Priestly	<input type="checkbox"/>	19-00--	\$36.93
144	Luke Graham	<input type="checkbox"/>	20-00--	\$5.24
Total Shareholders:		8	Total:	\$192.71

Payment Screen – Footer - Statement

Statements can be sorted and processed to display transactions based on:

The screenshot shows a software interface with three radio buttons: 'Opening Balance Date' (checked), 'Last Nil Balance' (unchecked), and 'Last Payment Made' (unchecked). To the right of the 'Last Nil Balance' radio button is an 'Export' checkbox, which is unchecked. To the right of the 'Opening Balance Date' radio button is a date selection field with a dropdown arrow, currently showing '01-05-2013'.

☐ Opening Balance Date 01-05-2013 *
☒ Last Nil Balance ☐ Export
☐ Last Payment Made

☐ Opening Balance Date 01-05-2013 *
☐ Last Nil Balance ☐ Export
☒ Last Payment Made

Opening Balance Date

The opening balance date is used for statement production.

☒ Opening Balance Date 30-08-2013 *
☐ Last Nil Balance ☐ Export
☐ Last Payment Made

Payment Screen – Process DC File

Process DC File will create a file that is used for direct credit online banking.

Direct Credit Cheque
 DC Batch Settings
 Batch # 123 Bank BNZ 2008
 Exchange Rate 1 Currency New Zealand Dollar
 Enable DC Processing Lock ☐
 Process DC File Save Transaction Entries

There are a few different direct credit files that are created based on the bank selected.

Direct Credit – Process Example

The following will demonstrate an example processing run.

Trust and Trust Group Setup

Trusts that are used:

	ID	Code	Name	Shares	C
▶	1	Kopuhaia2	Kopuhaia2	369.1	
	2	Block B	Block B		
	3	Block C	Block C		

Trust Group with Trusts assigned:

	Name	IRD
▶	Combined	
*		
<		
Main Details		Trusts
<input checked="" type="checkbox"/>	Block B	
<input checked="" type="checkbox"/>	Block C	
<input checked="" type="checkbox"/>	Kopuhaia2	

Trust Group Payment Thresholds used:

DC Threshold:	10
DC Thresh. Offshore:	25
Chq Threshold:	10

Check Eligibility

Use *Reports* → *Fixed Format Reports* → *Shareholder Register* to account for shareholder outstanding amounts for the trust group and not just for a particular trust.

Trust	Kopuhaia2	
ID No.		to
First Name		to
Surname		to
Shareholding		to
Financial Bal.	10	to
D.O.B.	-	to
Gender		
Payment Method	Direct Credit	
Deceased		
Address Status		
Region		
Sort Report By		
Decimal Places	5	

Shareholder Register Report

Kopuhaia2

ID	Name	Sex	D.O.B.	Decd	RWT	Bank Account IRD No.	Shares Held	Closing Balance
124	Amiria Turupa 3 2000	F			N	1111111111111113	0.88594	\$88.60 DC
129	Alison Dawn Wairama 2 1000	F			N	1111111111111112	8.69025	\$705.75 DC
138	Rawiri David Wharekura 1 Wharekura Way Hamilton	M			N	1111111111111111 012-345-678	0.67758	\$1,067.76 DC
51	Andy Nelson 4 0500	M			N	1111111111111114	1.22419	\$122.42 DC
1	Airini Manihera-Taoho Whanau Trust 1 3000				N	1111111111111111	7.51259	\$610.11 DC

Total Shareholders: 5
Total Shareholding: 18.990553
Total Outstanding: \$2,594.64

Payee List

PAYMENTS

Trust Group: Combined

Distribution: ☐ Single D

Cheque / DC Date: 5/05/2019 * Statement Sort: SH ID

Info 0 Shareholders currently over cheque threshold of \$10.00
5 Shareholders currently over DC threshold of \$10.00

Direct Credit: Cheque

DC Batch Settings

Batch #: 0519 Bank: ANZ 2010

Exchange Rate: 1 Currency: New Zealand Dollar

Enable DC Processing Lock ☐

Process DC File Save Transaction Entries

Select Trust Group, DC Date, Statement Sort Order, Batch #, and Bank.

Select payees:

Payee List

☒ Refresh

Select the Payees then click Close

DC Payment Grid

Tick All Clear All Update Cancel Close SH#: Search Export to CSV Must have: Amount NZ Account Address IRD

Chq DC

SHID	First Name	Last Name	Payee	Bank Account	Balance	Balance x Exc	Decd	IRD	Pay?	
1	Airini Manihera~...			1111111111111111	610.11	610.11	<input type="checkbox"/>		<input checked="" type="checkbox"/>	1 30
51	Andy	Nelson		1111111111111114	122.42	122.42	<input type="checkbox"/>		<input checked="" type="checkbox"/>	4 05
124	Amiria	Turupa		1111111111111113	88.60	88.6	<input type="checkbox"/>		<input checked="" type="checkbox"/>	3 20
129	Alison Dawn	Wairama		1111111111111112	705.75	705.75	<input type="checkbox"/>		<input checked="" type="checkbox"/>	2 10
→ 138	Rawiri David	Wharekura		1111111111111111	1,067.76	1,067.76	<input type="checkbox"/>	12345678	<input checked="" type="checkbox"/>	1 Wt Ham

Produce Summary Report

Payment Summary - Combined

Date: 5/05/2019
Batch Number: 0519
Currency: NZD
Exchange Rate: \$1.00
Payment Threshold: \$10.00

ID	Shareholder Name	Decd	Bank Account #	Amount (NZD)
1	Airini Manihera-Taoho Whanau Trust	<input type="checkbox"/>	11-1111-1111111-111	\$610.11
51	Andy Nelson	<input type="checkbox"/>	11-1111-1111111-114	\$122.42
124	Amiria Turupa	<input type="checkbox"/>	11-1111-1111111-113	\$88.60
129	Alison Dawn Wairama	<input type="checkbox"/>	11-1111-1111111-112	\$705.75
138	Rawiri David Wharekura	<input type="checkbox"/>	11-1111-1111111-111	\$1,067.76
Total Shareholders:		5	Total:	\$2,594.64

Enter Statement Date and produce Statements

Payment Summary - Combined

Date: 5/05/2019
Batch Number: 0519
Currency: NZD
Exchange Rate: \$1.00
Payment Threshold: \$10.00

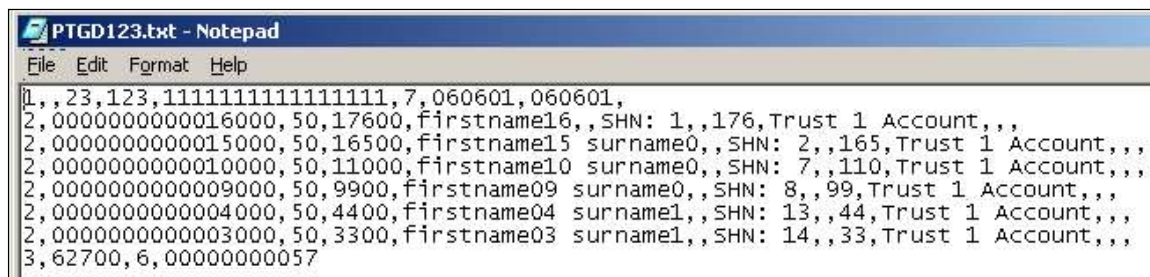
ID	Shareholder Name	Decd	Bank Account #	Amount (NZD)
1	Airini Manihera-Taoho Whanau Trust	<input type="checkbox"/>	11-1111-1111111-111	\$610.11
51	Andy Nelson	<input type="checkbox"/>	11-1111-1111111-114	\$122.42
124	Amiria Turupa	<input type="checkbox"/>	11-1111-1111111-113	\$88.60
129	Alison Dawn Wairama	<input type="checkbox"/>	11-1111-1111111-112	\$705.75
138	Rawiri David Wharekura	<input type="checkbox"/>	11-1111-1111111-111	\$1,067.76
Total Shareholders:		5	Total:	\$2,594.64

Produce DC file for online banking

Click *Process DC File* once produced summary reports and statements and satisfied information is correct:



Review



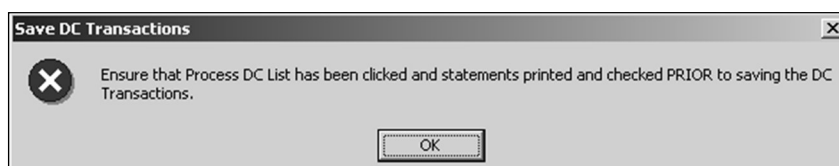
Save

Click *Save Transaction Entries* once:

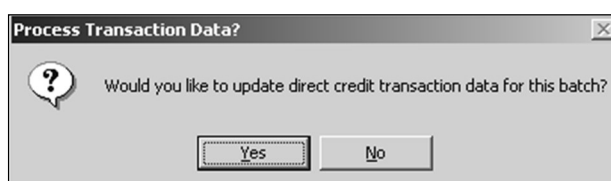
- Produced and satisfied the summary reports are correct,
- Produced and satisfied the statements are correct,
- Produced, processed and satisfied the DC File is correct.



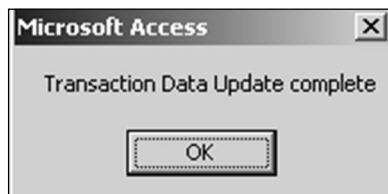
A warning message will be displayed to provide the opportunity to stop the process:



A secondary warning message will be displayed to provide the opportunity to stop the process:



A confirmation message will display if transactions have been saved.



Check

Review payments against eligible shareholders:

Shareholder Info Financial Transactions Share Transactions Reference Misc							
Select Trust Group: All		Select Trust: All					
Date	Transaction	Comments	Reconciled	Trust Code	Amount	Balance	
						Balance \$0.00	
05-May- 2019	Payment Batch#0519			Kopuhaia2	-\$1067.76	\$0.00	
05-May- 2019	Direct Credit Batch#0519...	Exchange: 1.00, Currency NZD	NO		0	\$1067.76	
05-May- 2019	Maori Authority Tax Credit			Kopuhaia2	-\$14.37	\$1067.76	
05-May- 2019	Share Distribution - Gros...	Shares Held: 0.677582, Other, Includes Maori Authority Tax Credits: \$14.37 at 17.5%		Kopuhaia2	\$82.13	\$1082.13	
25-Dec- 2017	Journal	Xmas 2017		Kopuhaia2	\$1000.00	\$1000.00	
22-Nov- 2015	Opening Balance			Kopuhaia2	0	\$0.00	

Check Payment Run summary entry in administration section:

Trust Group	Run Date / Time	Total Payment (NZD)	Total Shareholders
Combined	13/10/2016 06:21:04	\$10.00	1
Combined	05/05/2019 09:47:53	\$2,594.64	5

Note Total Shareholders = Total Transactions

Direct Credit Technical Reference

Bank File Limitations

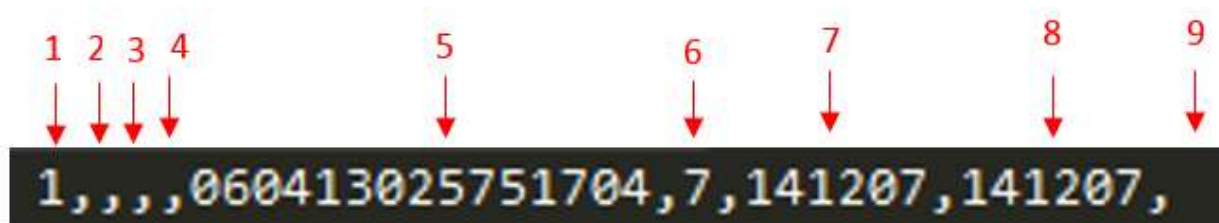
We have no control of how banks interpret / process the information. It's the banks that dictate to us the strict format and limitations of the information that is to be provided. If these rules specified by the bank are not suitable, these need to be discussed with your bank manager directly.

BNZ 2008

The BNZ 2008 file is composed of three parts. The header, body and footer. The header is the first line of the file. The body is the second line up to the second to the last line of the file unless there's only one transaction in the file, thus the body will only be one line. Lastly, the footer is the last line of the file.

Header

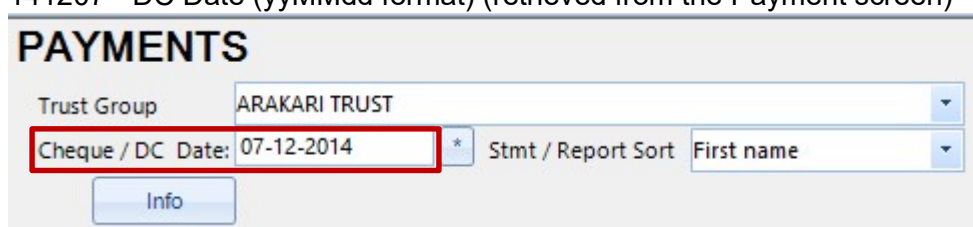
The first line contains nine values.



1 2 3 4 5 6 7 8 9

1, , , , 060413025751704, 7, 141207, 141207, ,

1. Fixed value of 1
2. Blank (not used)
3. Blank (not used)
4. Blank (not used)
5. 060413025751704 - Trust account number
6. 7 - Fixed value of 7
7. 141207 - DC Date (yyMMdd format) (retrieved from the Payment screen)



PAYMENTS

Trust Group: ARAKARI TRUST

Cheque / DC Date: 07-12-2014 * Stmt / Report Sort: First name

Info

8. 141207 - Date the DC file was generated (yyMMdd format)
9. Blank (not used)

Body

The body is composed of 13 values.

1 2 3 4 5 6 7 8 9 10 11 12 13
↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓
2,031749003259400,50,2750,John Doe,,SHN 28,,275,TRUST ONE,DIVIDEND,DCRef,DCPart1

1. Fixed value of 2
2. 031749003259400 - Shareholder's bank account number (max. 16 characters)
3. 50 - Transaction code value of 50
4. 2750 - Amount of payment of \$27.50 multiplied by 100
5. John Doe - Shareholder's name (max. 20 characters)
6. "Empty" - Other party ref (format: 13th character up to the 24th character of the Bank Account Details (field: ShBankAccountDetails))
7. SHN 28 - Other party code (format: "SHN <Shareholder ID>")
8. "Empty" - Other party alpha ref (always blank)
9. 275 - Other party particulars (format: amount of payment \$27.50 multiplied by 10)
10. TRUST ONE - Subscriber name / Trust name (max. 20 characters)
11. DIVIDEND - Sub code / Pay code (from the Trust Group DC Code)
12. DC Ref - Pay ref (from the Trust Group DC Reference)
13. DCPart1 - Sub particular pay part (from the Trust Group DC Particulars)

ID:	16		
Name:	TRUST ONE	* DC Acc Name:	TRUST ONE
Address:		* DC Acc No:	060413025751704
		DC Code:	DIVIDEND
		DC Particulars:	DCPart1
		DC Reference:	DCRef
IRD:	21-805-483	DC Threshold:	2.0000
Contact Name:		DC Thresh. Offshore:	
Contact Phone:	07 3431050	Chq Threshold:	2.0000
		NAI Originator:	
		NAI Receiver:	
		Financial Start:	Mar

Footer

The footer is composed of 4 values.

1 2 3 4
↓ ↓ ↓ ↓
3,73717,58,76773944985

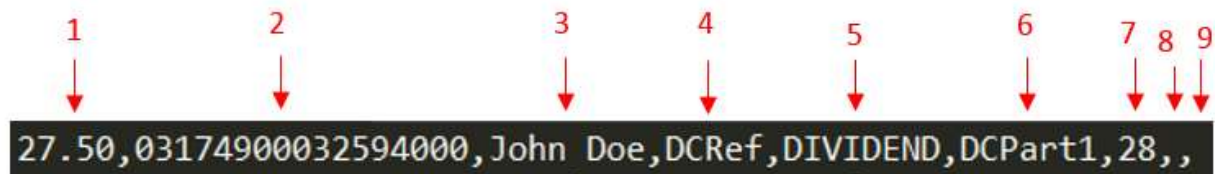
1. 3 – Fixed value of 3
2. 73717 – Total amount of the transactions in the file

3. 58 – No. of transactions in the file
4. 76773944985 – bank number

National

The National DC file is composed only transaction lines.

A line is composed of nine values.

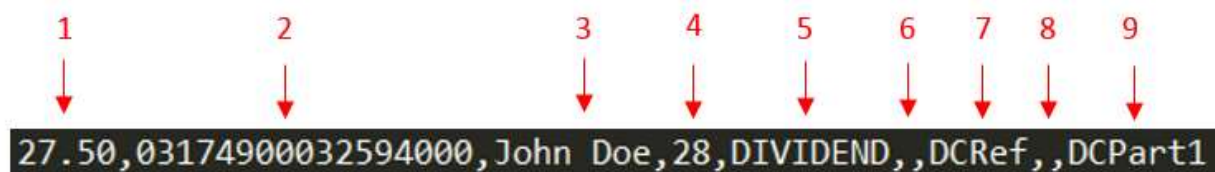


1. 27.50 – Amount
2. 03174900032594000 – Shareholder's bank account
3. John Doe - Shareholder's Name (max. 20 characters)
4. DC Ref - Pay ref (from the Trust Group DC Reference)
5. DIVIDEND - Sub code / Pay code (from the Trust Group DC Code)
6. DCPart1 - Sub particular pay part (from the Trust Group DC Particulars)
7. 28 – Shareholder ID / Other party alpha ref
8. "Empty" - Other party code (format: 13th character up to the 24th character of the Bank Account Details (field: ShBankAccountDetails))
9. "Empty" - Other party particulars (format: 2nd character up to the 12th character of the Bank Account Details (field: ShBankAccountDetails))

National 2

The National 2 DC file is composed only of transaction lines.

A line is composed of nine values.



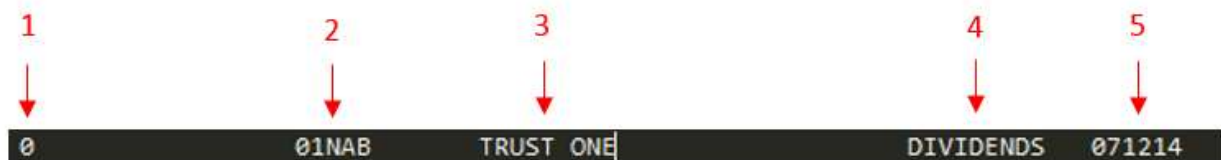
1. 27.50 – Amount
2. 03174900032594000 – Shareholder's bank account
3. John Doe - Shareholder's Name (max. 20 characters)
4. 28 – Other party alpha ref / Shareholder ID
5. DIVIDEND - Sub code / Pay code (from the Trust Group DC Code)
6. "Empty" - Other party particulars (format: 2nd character up to the 12th character of the Bank Account Details (field: ShBankAccountDetails))
7. DC Ref - Pay ref (from the Trust Group DC Reference)
8. "Empty" - Other party code (format: 13th character up to the 24th character of the Bank Account Details (field: ShBankAccountDetails))

9. DCPart1 - Sub particular pay part (from the Trust Group DC Particulars)

NAB

The NAB file is composed of three parts. The header, body and footer. The header is the first line of the file. The body is the second line up to the second to the last line of the file unless there's only one transaction in the file, thus the body will only be one line. Lastly, the footer is the last line of the file.

Header

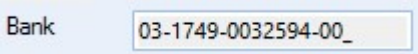


1. 0 – Fixed value of 0
2. 01NAB – Fixed value of 01NAB
3. TRUST ONE – Trust group DC account name
4. DIVIDENDS – Fixed value of DIVIDENDS
5. 071214 – DC Date (from the Payment screen)

Body

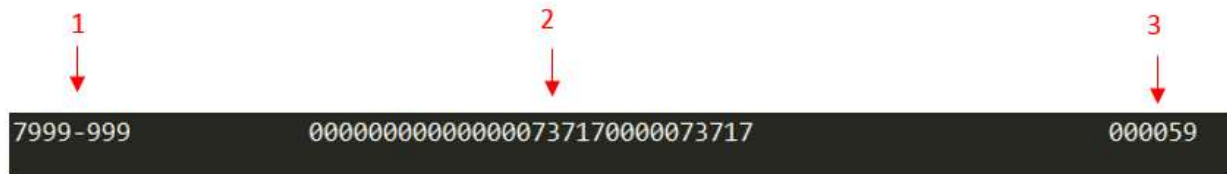
The body is composed of 5 groups of values.



1. 1031-749003259400
Format: 1[1st-3rd characters of the bank account no.]-[4th-6th characters of the bank account no.][7th to the last characters of the bank account no.]

2. 560000002750John Doe
Format: 56[10 characters used to display the amount of payment of \$27.50 multiplied by 100 and the left part filled with zeroes (0) to max out 10 characters]Shareholder's name
3. SH 28
Format: SH [shareholder ID]
4. 060-413025751704TRUST ONE
Format: [1st-3rd characters of the Trust Group's DC Account No.]-[4th to the rest of characters of the Trust Group's DC Account No.][Trust Group DC Account Name]
5. 00000000 – Fixed value

Footer

The footer is composed of 3 groups of values



1. 7999-999 – Fixed value
2. 0000000000000000737170000073717
Format: [10 zeroes][10 characters to display the total amount of the transactions with the left part filled with zeroes(0) to max out 10 characters][10 characters to display the total amount of the transactions with the left part filled with zeroes(0) to max out 10 characters]
3. 000059
Format: [6 characters to display the total transactions in the file with the left part filled with zeroes (0) to max out 6 characters]

WestpacTrust

The WestpacTrust DC file only consists of the transaction lines. D – Fixed value of D (Record Type)



1. 000001 – Sequence number of the transaction in the DC file
 - Format: 6 characters padded with zeroes to its left to fill the length
2. 03
Format: [First 2 characters of the shareholder's bank account no.]
3. 1749
Format: [3rd-6th characters of the shareholder's bank account no.]
4. 00032594
Format: 0[7th-13th characters of the shareholder's bank account no.]
5. 0000
Format: 0[14th-16th characters of the shareholder's bank account no.]
6. 50 – Fixed value of 50 (Transaction Code)
7. DC – Fixed value of 'DC' (MTS Source)
8. 0000000000002750
Format: [Fixed length of 15 characters for the payment of \$27.50 multiplied by 100 with the left part padded with zeroes]
9. John Doe - Shareholder's Name (max. 20 characters)
10. "Empty" - Other party particulars (format: 2nd character up to the 12th character of the Bank Account Details (field: ShBankAccountDetails))
11. "Empty" - Other party code (format: 13th character up to the 24th character of the Bank Account Details (field: ShBankAccountDetails))

12. 28 – Other party alpha ref / Shareholder ID

13. 06

Format: [First two characters of the Trust Group DC Account No.]

* DC Acc No: 060413025751704

14. 0413

Format: [3rd-6th characters of the Trust Group DC Account No.]

15. 00257517

Format: 0[7th-13th characters of the Trust Group DC Account No.]

16. 0004

Format: 0[14th-16th characters of the Trust Group DC Account No.]

17. DCPart1

Format: DC Particulars of the Trust Group, max. 20 characters

DC Particulars: DCPart1

18. "Empty"

ANZ

The ANZ DC file is composed of three parts. The header, body and footer. The header is the first line of the file. The body is the second line up to the second to the last line of the file unless there's only one transaction in the file, thus the body will only be one line. Lastly, the footer is the last line of the file.

Header

The header is composed of eight values.



1. 1 – Fixed value of 1

2. DC Ref - from the Trust Group DC Reference (max. of 16 characters)

3. 1 – DC Batch # from the Payment Screen

DC Batch Settings

Batch # 1

4. "Empty"

5. 060413025751704 – Trust Group DC Account No.

6. "Empty"

7. 20141211 – Date the DC file is generated with format yyyyMMdd

8. 20141211 – Date the DC file is generated with format yyyyMMdd

Body

The body is composed of 13 values.



1. 2 – Fixed value of 2
2. 031749003259400 – Shareholder's bank account (max. 16 characters)
3. 50 – Fixed value of 50
4. 2750 - Amount of payment of \$27.50 multiplied by 100
5. John Doe – Shareholder's Name (max. 20 characters)
6. SH 28
Format: SH [shareholder ID]
7. DCRef – Trust Group DC Reference (max. 12 characters)
8. DCPart1 – Trust Group DC Particulars (max. 12 characters)
9. DIVIDEND – Trust Group DC Code (max. 12 characters)
10. TRUST ONE – Trust Group DC Account Name (max. 20 characters)
11. DC Batch # 1
Format: 1 – DC Batch No.
12. DCRef – Trust Group DC Reference (max. 12 characters)
13. SH 28
Format: 28 – Shareholder ID

Footer

The footer is composed of 4 values.



1. 3 – Fixed value of 3
2. 73717 – Total amount of the transactions in the file
3. 58 – No. of transactions in the file
4. 76773944985 – hash total of all shareholder bank accounts

BNZ FaxPay

The BNZ FaxPay DC file is composed of three parts. The header, body and footer. The header is the first line of the file. The body is the second line up to the second to the last line of the file unless there's only one transaction in the file, thus the body will only be one line. Lastly, the footer is the last line of the file.

Header

The header is composed of eight values.

1 2 3 4 5 6 7 8

↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓

1,,34,1234,060413025751704,7,141211,141218

- 1 – Fixed value of 1
- “Empty”
- 34
Format: 3rd-4th character of the DC Batch No. from the Payment screen

DC Batch Settings	
Batch #	1234
Exchange Rate	1

- 1234 – DC Batch No.
- 060413025751704 – DC Account No.
- 7 – Fixed value of 7
- 141211 - DC Date (yyMMdd format) (retrieved from the Payment screen)
- 141218 - Date the DC file was generated (yyMMdd format)

Body

The body is composed of 13 values.

1 2 3 4 5 6 7 8 9 10 11 12 13

↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓

2,031749003259400,50,2750,John DOE,,SHN: 28,,27.5,TRUST ONE,DIVIDEND,DCRef,DCPart1

- 2 – Fixed value of 2
- 031749003259400 – Shareholder's bank account
- 50 – Fixed value of 50
- 2750 – Amount of payment of \$27.50 multiplied by 100
- John Doe – Shareholder's name (max. 20 characters)
- “Empty” - Other party ref (format: 13th character up to the 25th character of the Bank Account Details (field: ShBankAccountDetails))
- SHN: 28 – Other party code

Format: SHN: [\[shareholder ID\]](#)

8. "Empty" – fixed empty value (other party ref)
9. 27.5 – Amount
10. TRUST ONE – Trust Group's DC Account Name
11. DIVIDEND – Trust Group DC Code
12. DCRref – Trust Group DC Reference
13. DCPart1 – Trust Group DC Particulars

Footer

The footer is composed of 4 values.



1. 3 – Fixed value of 3
2. 73717 – Total amount of the transactions in the file
3. 58 – No. of transactions in the file
4. 76773944985 – hash total of all shareholder bank accounts

Rabo

The Rabo DC file is composed of three parts. The header, body and footer. The header is the first line of the file. The body is the second line up to the second to the last line of the file unless there's only one transaction in the file, thus the body will only be one line. Lastly, the footer is the last line of the file.

Header

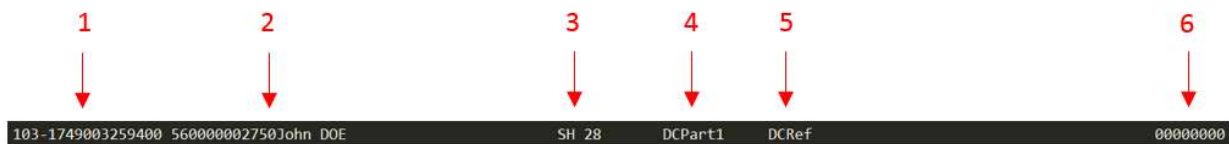
The header has 3 sets of values.



1. 0 – Fixed value of 0
2. [GDPro1234](#)
Format: GDPro[\[DC batch no.\]](#)
3. 181214 - Date the DC file was generated (yyMMdd format)

Body

The body has 6 sets of values.



1. 103-1749003259400

Format:

- For bank accounts with 15 characters or less in length -> 1[1st-2nd characters of the bank account no.]-[3rd-15th characters of the bank account][
- For bank accounts with 16 characters in length -> 1[1st-2nd characters of the bank account no.]-[3rd-12th characters of the bank account][15th-16th characters of the bank account no.]

2. 560000002750John Doe

Format: 56[10 characters used to display the amount of payment of \$27.50 multiplied by 100 and the left part filled with zeroes (0) to max out 10 characters]Shareholder's name

3. SH 28

Format: SH [shareholder ID]

4. DCPart1 - Trust Group DC Particulars

5. DCRef – Trust Group DC Reference

6. 00000000 – Fixed value

Footer

The footer is composed of 3 groups of value



1. 7 – Fixed value of 7

2. 000007371700000000000000073717

Format: [10 characters to display the total amount of the transactions with the left part filled with zeroes(0) to max out 10 characters][10 zeroes][10 characters to display the total amount of the transactions with the left part filled with zeroes(0) to max out 10 characters]

3. 000058

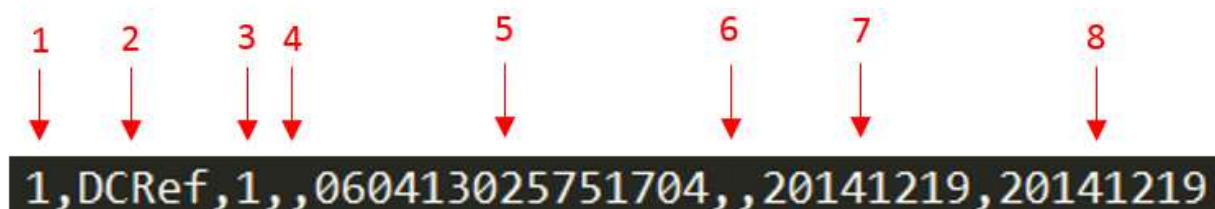
Format: [6 characters to display the total transactions in the file with the left part filled with zeroes (0) to max out 6 characters]

ANZ 2010

The ANZ 2010 DC file is composed of three parts. The header, body and footer. The header is the first line of the file. The body is the second line up to the second to the last line of the file unless there's only one transaction in the file, thus the body will only be one line. Lastly, the footer is the last line of the file.

Header

The header is composed of 8 values.



1. 1 – Fixed value of 1
2. DCRef – Trust Group DC Reference (max. 16 characters)
3. 1 – DC Batch No.
4. “Empty”
5. 060413025751704 – Trust Group DC Account No. (max. 15 characters)
6. “Empty”
7. 20141219 – Date the DC file was generated (yyMMdd format)
8. 20141219 – Date the DC file was generated (yyMMdd format)

Body

The body is composed of 13 values.



1. 2 – Fixed value of 2
2. 031749003259400 – Shareholder's bank account no.
3. 50 – Fixed value of 50
4. 2750 – Amount of payment of \$27.50 multiplied by 100
5. John DOE – Shareholder's name (max. 20 characters)
6. SH 28
Format: SH [\[Shareholder ID\]](#)
7. DCRef – Trust Group DC Reference
8. DCPart1 – Trust Group DC Particulars
9. DIVIDEND – Trust Group DC Code
10. TRUST ONE – Trust Group DC Account Name
11. 1 – DC Batch no.
12. DCRef – Trust Group DC Reference
13. SH 28
Format: SH [\[Shareholder ID\]](#)

Footer

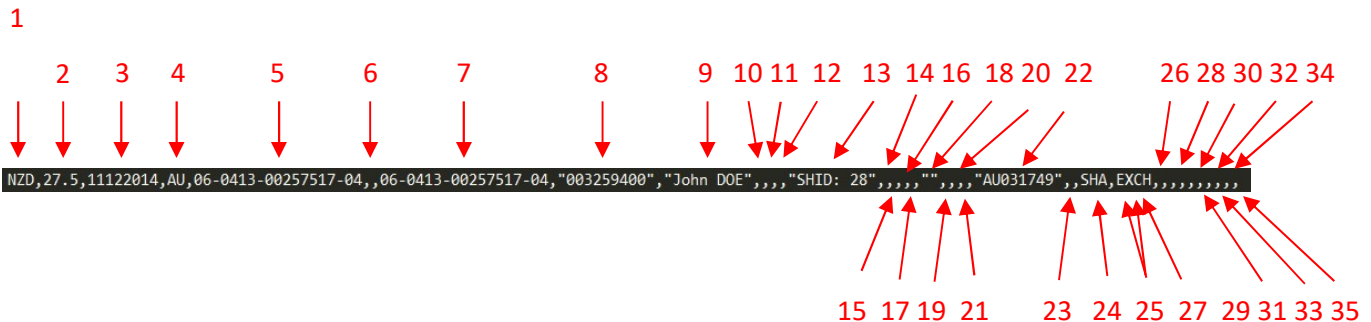
The footer is composed of 4 values.




1. 3 – Fixed value of 3
2. 73717 – Total amount of the transactions in the file
3. 58 – No. of transactions in the file
4. 76773944985 – hash total of all shareholder bank accounts

NBI

The NBI DC file is composed only of transaction lines.



1. NZD – Fixed value of NZD
2. 27.5 – Amount
3. 11122014 – DC Date (ddMMyyyy format) (retrieved from the Payment screen)
4. AU – Fixed value of AU
5. 06-0413-00257517-04 – Trust Group DC Account No.
6. "Empty" - Your ref from the Payment screen

7. 06-0413-00257517-04 – Trust Group DC Account No.
8. "003259400" – Shareholder's bank account no.
9. John DOE – Shareholder's name (max. 35 characters)
10. "Empty"
11. "Empty"
12. "Empty"
13. SHID: 28
Format: SHID: [shareholder ID]
14. "Empty"
15. "Empty"
16. "Empty"
17. "Empty"
18. "Empty" – Shareholder bank account details (field: ShBankAccountDetails) (max. 35 characters)

19. "Empty"
20. "Empty"
21. "Empty"
22. "AU031749"
Format: AU[First 6-digits of the Shareholder bank account no.]
23. "Empty"
24. SHA – Bank Charges (from the Payment screen) (options: SHA or OUR)

Bank Charges

25. EXCH – Currency conv. (from the Payment screen) (options: EXCH, DEAL, BOTH)

Currency Conv.

26. "Empty"
27. "Empty"
28. "Empty"
29. "Empty"
30. "Empty"
31. "Empty"
32. "Empty"
33. "Empty"
34. "Empty"
35. "Empty"

BNZ 2013

The BNZ 2013 file is composed of three parts. The header, body and footer. The header is the first line of the file. The body is the second line up to the second to the last line of the file unless there's only one transaction in the file, thus the body will only be one line. Lastly, the footer is the last line of the file.

Header

The header is composed of 9 values.

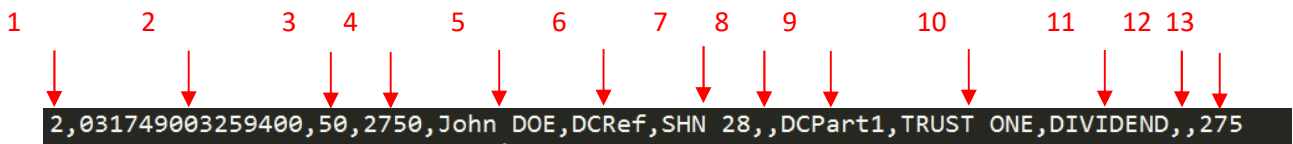
1	2	3	4		5		6	7		8	9
↓	↓	↓	↓		↓		↓	↓		↓	↓

1, , , , 060413025751704, 7, 141211, 141222, ,

1. 1 – Fixed value of 1
2. "Empty"
3. "Empty"
4. "Empty"
5. 060413025751704 – Trust Group DC Account No.
6. 7 – Fixed value of 7
7. 141211 – DC Date (yyMMdd format) (retrieved from the Payment screen)
8. 141222 – Date the DC file was generated (yyMMdd format)
9. "Empty"

Body

The body is composed of 13 values.



1. 2 – Fixed value of 2
2. 031749003259400 – Shareholder bank account no. (max. 16 characters)
3. 50 – Fixed value of 50
4. 2750 – Amount of payment of \$27.50 multiplied by 100
5. John DOE – Shareholder's name (max. 20 characters)
6. DCRef – Trust Group DC Reference
7. SHN 28
Format: SHN [shareholder ID]
8. "Empty"
9. DCPart1 – Trust Group DC Particulars
10. TRUST ONE – Trust Group Name
11. DIVIDEND – Trust Group DC Code
12. "Empty" – Shareholder bank account details (field: ShBankAccountDetails)
13. 275 - Amount of payment of \$27.50 multiplied by 10

Footer

The footer is composed of 4 values.



1. 3 – Fixed value of 3
2. 73717 – Total amount of the transactions in the file
3. 58 – No. of transactions in the file
4. 76773944985 – bank number

Reconciliation

Reconciliation of a Cheque

Go to Home – Reconcile, in the Facilities ribbon group.

Check the **Cheques** radio button.

Tick the checkbox of the **Reconciled** column in the grid to reconcile desired cheques.

Click the **Update** button to commence the reconciliation

The screenshot shows the 'GDMA - [Reconcile]' window. The 'Facilities' ribbon is active, and the 'Reconcile' button is highlighted. The 'RECONCILE/CANCEL UNPRESENTED CHEQUES' section contains the following fields and controls:

- Default Bank Statement #: [Empty]
- Default Date Presented: 05/03/2014
- Trust Group: [Empty]
- Radio buttons: ☒ Cheques, ☐ DC
- SH#: [Empty] Search
- Buttons: Tick All, Clear All, Update, Cancel, Close

The grid below shows the following data:

SH #	Date	Name	Amount	Cheque#	Reconciled	Cancelled	Date Presented
1892	05/03/2014	Julie Smith	\$2.18	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05/03/2014
52061	05/03/2014	Joe Smith	\$13.50	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05/03/2014

Reconciliation of a Direct Credit

Go to Home – Reconcile, in the Facilities ribbon group.

Check the **DC** radio button.

Tick the checkbox of the **Reconciled** column in the grid to reconcile desired credit.

Click the **Update** button to commence the reconciliation

GDMA - [Reconcile]

Home Utilities Administration Lists Users AGM

Shareholders Distribution Payment Reconcile Reports Change Pwd Remote Support

Facilities General

RECONCILE/CANCEL DIRECT CREDITS

Default Bank Statement # Default Date Presented: 05/03/2014

Trust Group:

☐ Cheques ☒ DC SH#: Search

Tick All Clear All Update Cancel Close

SH #	Date	Name	Amount	DC Batch#	Reconciled	Cancelled	Date Presented	Comments
48022	23/10/2013	Julie Smith	\$3.18	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05/03/2014	Exchange: 1.00, Currency NZD
1832	23/10/2013	Joe Smith	\$2.27	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05/03/2014	Exchange: 1.00, Currency NZD

Cancellation of a Cheque

Go to Home – Reconcile, in the Facilities ribbon group.

Check the **Cheques** radio button.

Tick the checkbox of the **Cancelled** column in the grid to cancel desired cheques.

Click the **Update** button to commence the cancellation

GDMA - [Reconcile]

Home Utilities Administration Lists Users AGM

Shareholders Distribution Payment Reconcile Reports Change Pwd Remote Support

Facilities General

RECONCILE/CANCEL UNPRESENTED CHEQUES

Default Bank Statement # Default Date Presented: 05/03/2014

Trust Group:

☒ Cheques ☐ DC SH#: Search

Tick All Clear All Update Cancel Close

SH #	Date	Name	Amount	Cheque#	Reconciled	Cancelled	Date Presented
52061	05/03/2014	Joe Smith	\$3.22	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	05/03/2014

Cancellation of a Direct Credit

Go to Home – Reconcile, in the Facilities ribbon group.

Check the **DC** radio button.

Tick the checkbox of the **Cancelled** column in the grid to cancel desired direct credit.

Click the **Update** button to commence the cancellation

GDMA - [Reconcile]

Home Utilities Administration Lists Users AGM

Shareholders Distribution Payment Reconcile Reports Facilities Change Pwd Remote Support General

RECONCILE/CANCEL DIRECT CREDITS

Default Bank Statement # Default Date Presented: 05/03/2014

Trust Group: ☐ Cheques ☒ DC SH#: Search

Tick All Clear All Update Cancel Close

SH #	Date	Name	Amount	DC Batch#	Reconciled	Cancelled	Date Presented	Comments
24667	23/10/2013	Julie Smith	\$4.83	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	05/03/2014	Exchange: 1.00, Currency NZD
1835	23/10/2013	Joe Smith	\$2.27	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	05/03/2014	Exchange: 1.00, Currency NZD

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.

Reporting

Simple Report Example 1

The screenshot shows the Arise Software interface. At the top, there is a navigation bar with tabs: Home, Utilities, Administration, Lists, and Use. Below the navigation bar, there is a row of icons representing different functions: Shareholders, Distribution, Payment, Reconcile, and Reports. The Reports icon is highlighted with a mouse cursor. Below the Reports icon, there is a dropdown menu with the following options: Duplicate IRD No. Report, Export Address, Financial Summary, and Facilities. The Export Address option is highlighted. Below the dropdown menu, there is a form for configuring the report. The form has a section for Trust, with a dropdown menu showing 'MANUMON PTCT - 474 PERSIDJUN TRUST'. Below this, there are four rows of configuration options: 'Address is not empty' with a checkbox, 'Address contains' with a text input field, 'Address does not contain' with a text input field, and 'Exclude zero shares' with a checked checkbox. At the bottom of the form, there is a button labeled 'Save to XLS'.

Trust: MANUMON PTCT - 474 PERSIDJUN TRUST

Address is not empty: ☐

Address contains:

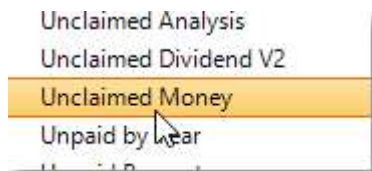
Address does not contain:

Exclude zero shares: ☒

Save to XLS

Use the export file to do your filtering / sorting in XL

Simple Report Example 2



Trust:

ID No. to

First Name to

Surname to

Shareholding to ☐ Exclude 0 Shares

Financial Bal. to

D.O.B. to

Gender

Payment Method

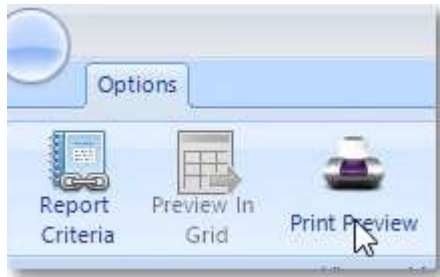
Deceased

Address Status

Region

Date From to ☐ Use Date Criteria

Sort Report By



Custom Statement

To create your own custom statement:

Export the statement list:

Payee List Summary Report **Statement**

☐ Refresh ☐ Trust Detail

☐ Show All (for statement reprints)

☒ Opening Balance Date 14/08/2018 *

☐ Last Nil Balance

☐ Last Payment Made

Export

Statement Export Grid

Export to CSV Close

shid	Name	Address	ChequeNumber	Opening Balance	Shares	Distribution	Tax	MAC	Other	Closing Balance
------	------	---------	--------------	-----------------	--------	--------------	-----	-----	-------	-----------------

Open the exported file and format the columns E,G,H,I,J,K:

	A	B	C	D	E	F	G	H	I	J	K	L
1	shid	Name	Address	ChequeNumber	Opening Balance	Shares	Distribution	Tax	MAC	Other	Closing Balance	
2	142	Kristina Wharekura		0	\$0.00	0.002	\$2.42	\$0.00	-\$0.42	\$0.00	\$2.00	
3	143	Katie Wharekura		0	\$0.00	1.201	\$1.21	\$0.00	-\$0.21	\$0.00	\$1.00	
4	146	Eve Wharekura	123	0	\$0.00	0.004	\$0.00	\$0.00	\$0.00	\$300.88	\$300.88	

Format Cells

Number Alignment Font Border Fill Protection

Category:

- General
- Number
- Currency**
- Accounting
- Date
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample: \$2.42

Decimal places: 2

Symbol: \$

Negative numbers:

- \$1,234.10
- \$1,234.10**
- \$1,234.10
- \$1,234.10

Ad Hoc Reporting Intro

GDPro Reports: *new report*

Use \ or Shift-\ to move through the list

Ad-Hoc Reports
New Reports
User Designed Reports
<input type="checkbox"/> *new report*

...

Select the following fields:

Field: [ID](#) sort: [_](#) function: [_](#)

Field: [Firstname](#) sort: [_](#) function: [_](#)

Field: [Surname](#) sort: [_](#) function: [_](#)

Field: [Shares Trust Code](#) sort: [_](#) function: [_](#)

Field: [Shares Share Amt](#) sort: [_](#) function: [SUM](#)

☒ Select records where [all](#) of the following apply

☒ Records where [Shares Trust ID is equal to Rotoma No. 1 Incorporated](#)

...

☒ Records where [Shares Total Shares is greater than 0](#)

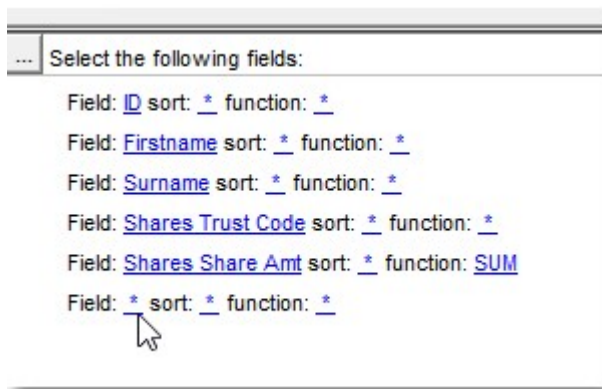
Click top [...] then Add a new field

...

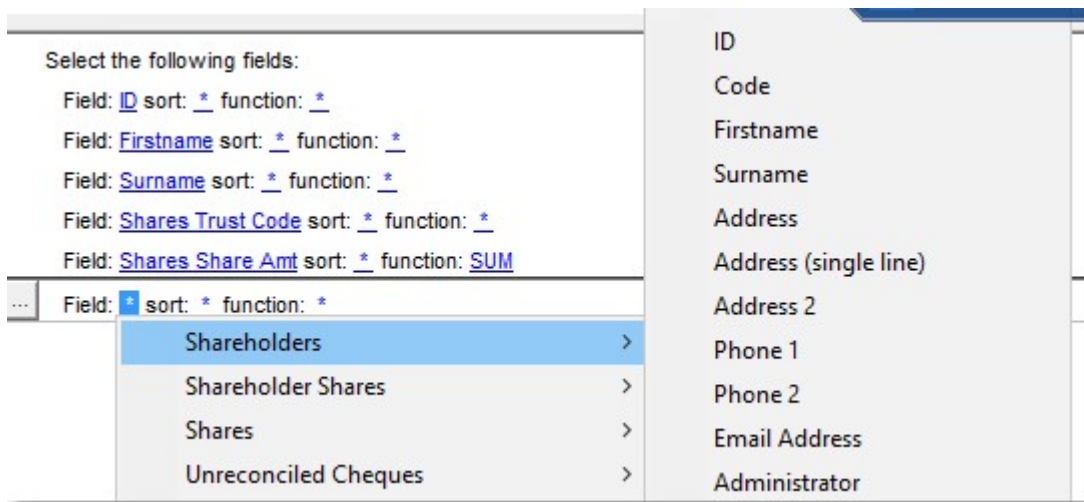
Select the following fields:

Add a new field

On the new field click the first *



Select from the Shareholders section, the field you want to display



Then click Show in Grid – then export

Exclude Empty Addresses

If a report showing rows that it should not, for example you are wanting to excludes those that do not have an email address, then try the following:

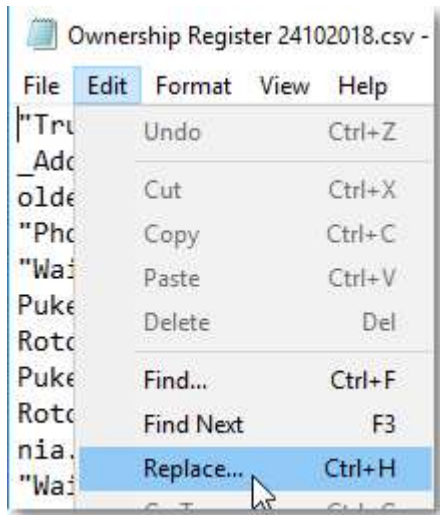


For addresses and similar fields, replace Email Address with the required field.

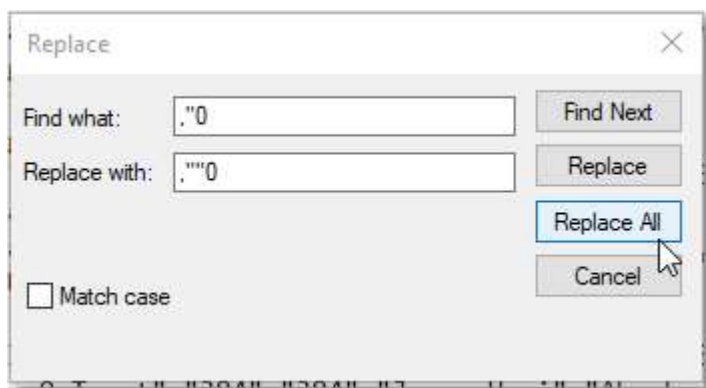
Excel and Bank Accounts

Excel will remove zeros at the beginning of bank accounts, when opening a CSV file. If opening the file in notepad, it can be seen the bank # are intact. Best attempt to get it opening in Excel as follows:

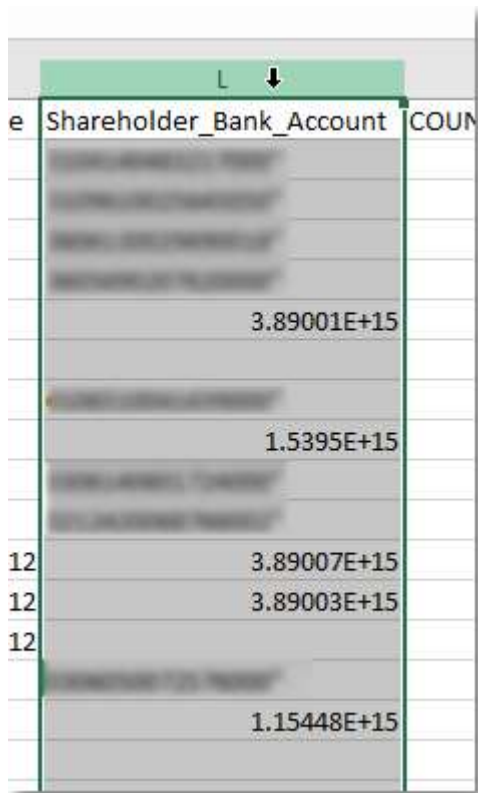
Open file in notepad, click Edit then Replace



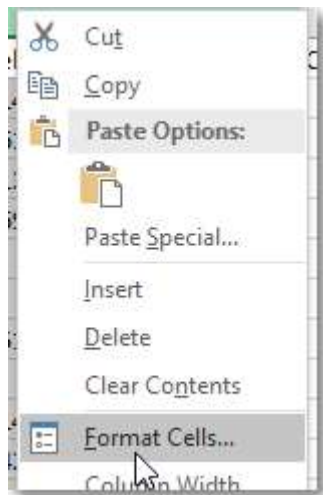
Find,"0 (that is comma | double quote | zero) and replace with,""0 (that is comma | double quote | double quote | zero)



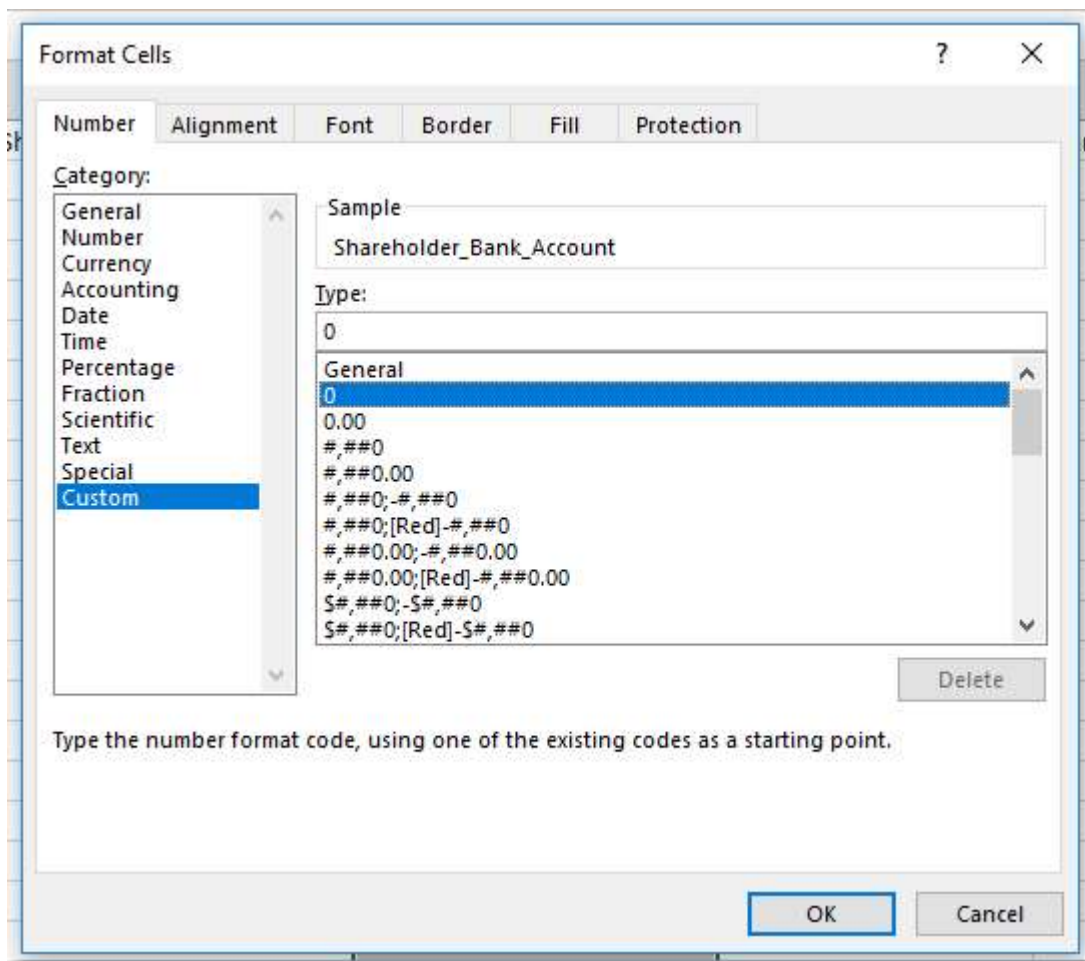
Open file in Excel and select the bank account column by clicking on the column header to select the entire column



Right click, select Format Cells

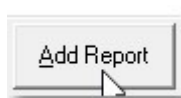


Select Custom, then Type to be 0, click OK



The full account number will then be seen.

Outstanding Balances

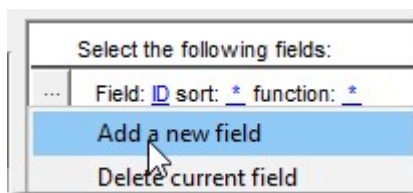


Add Fields in The Top Panel

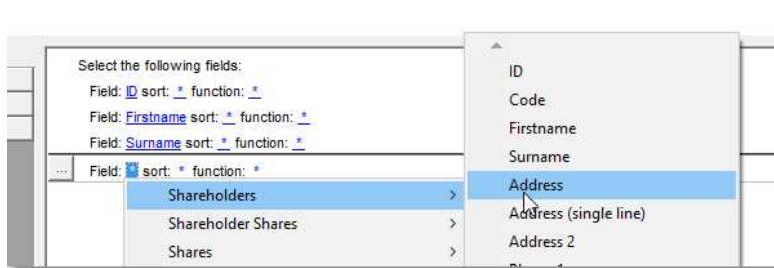
Click on * to bring up fields list



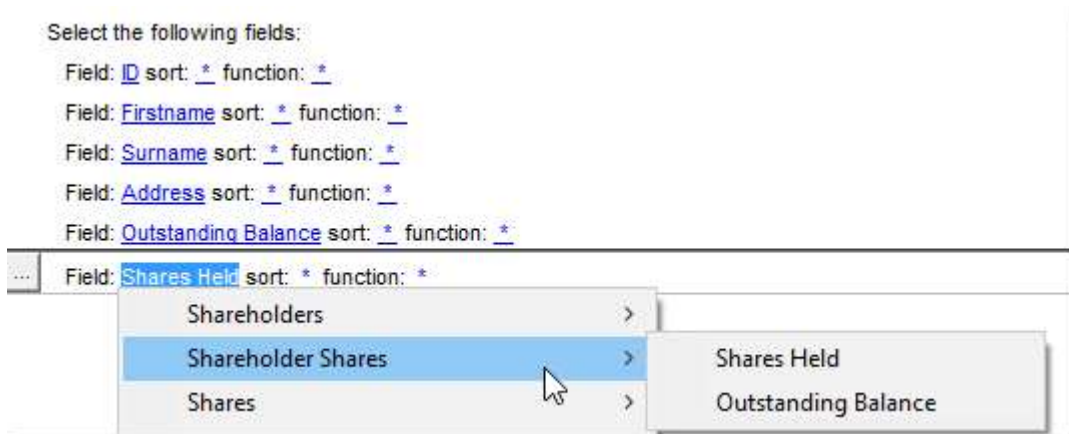
After adding field, click [...] and click Add a new field



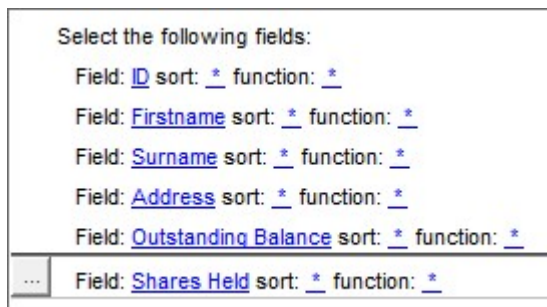
Repeat to add shareholder fields until completed



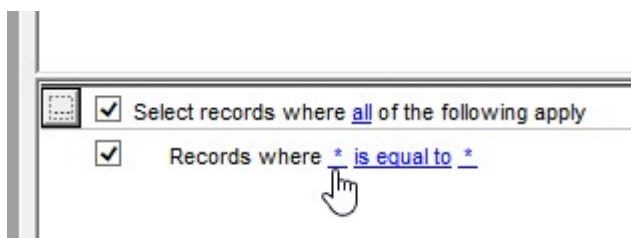
Example: To show outstanding balance is to add the following fields:



Example: Result for the top portion:



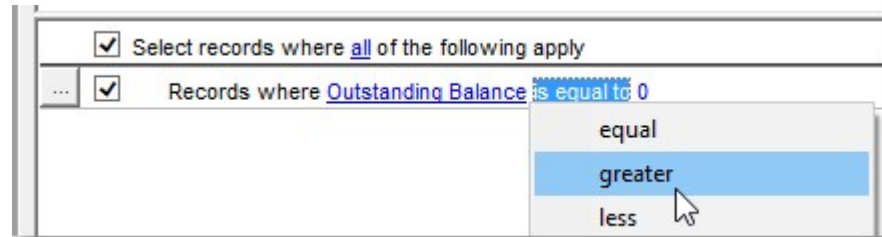
Now to add criteria – go to footer section and click *:



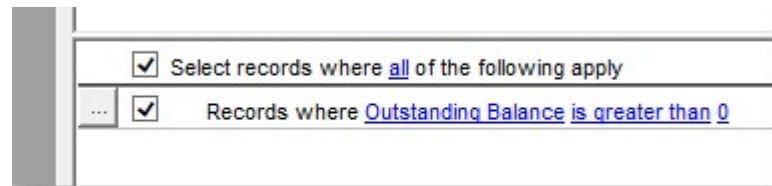
Select field – in this example we want all outstanding balances more than \$0



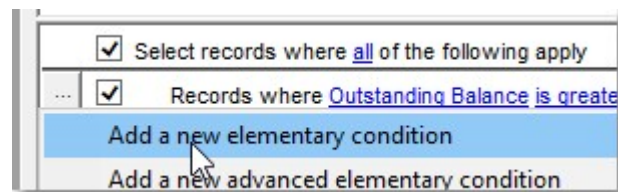
Click is equal to, Select greater



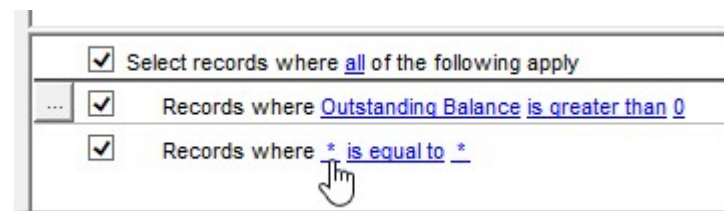
Result: criteria = outstanding balance is greater than 0



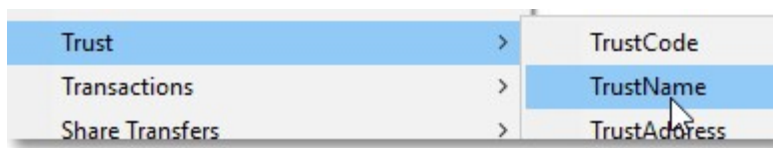
To add more criteria, click on [...] and select Add a new elementary condition



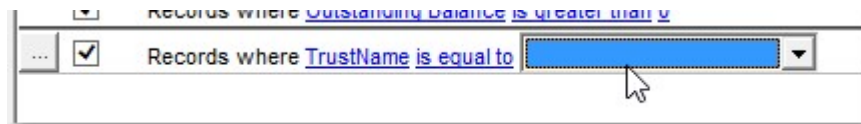
Click *



Select



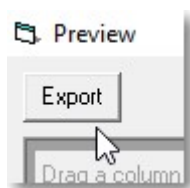
Once Trust Name is added, can select trust from drop down list



Click



Click

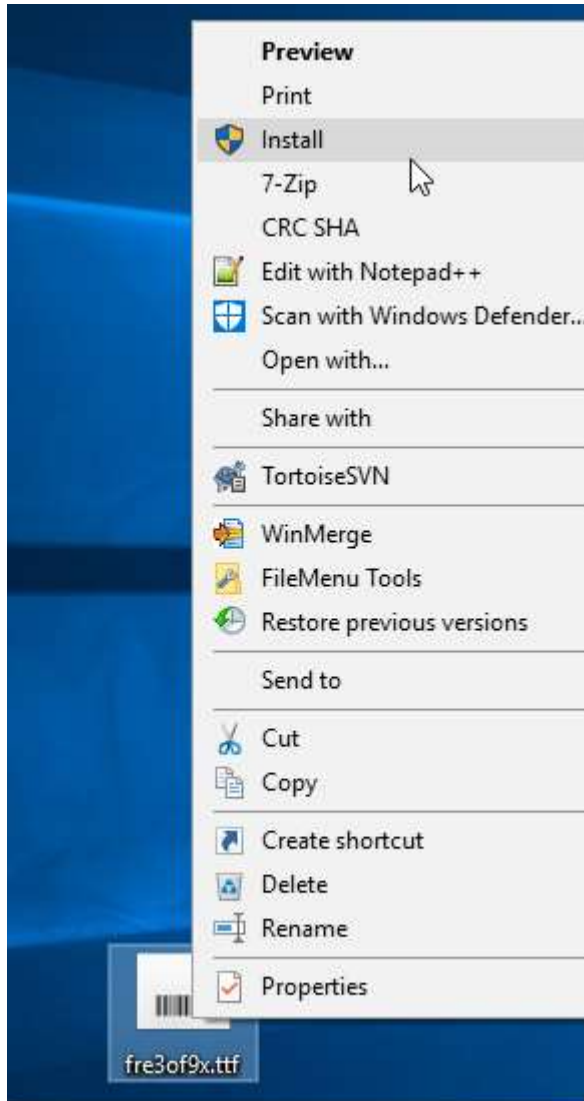


AGM Barcode

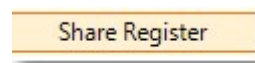
The following instructions are to produce an owner's list with a barcode.

First, consult with IT to install a barcode font:

For example: <https://www.barcodesinc.com/free-barcode-font/>



In GDMA open the following report

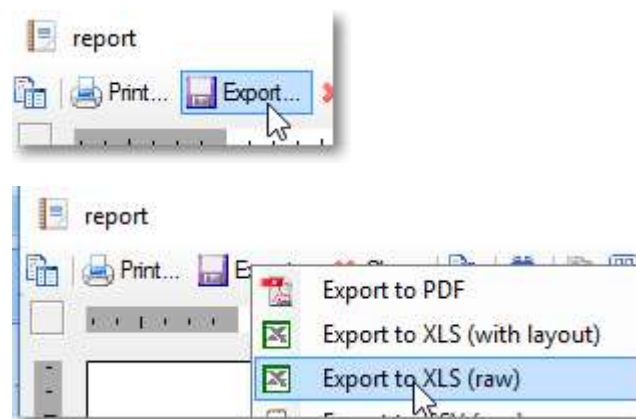


Complete criteria:

A light blue rectangular form with a shadow. It contains several fields with labels on the left and input areas on the right. The fields are: "Trust" with a dropdown menu showing "Kopuhaia2"; "Shares held is greater than" with a text input field containing "0"; "Address" with a dropdown menu; "Bank Account Number" with a dropdown menu; "Sort By" with a dropdown menu showing "First name"; "Sort Direction" with a dropdown menu showing "Ascending"; "Show Bank Account" with a dropdown menu showing "No"; and "Show DOB" with a dropdown menu showing "Yes".

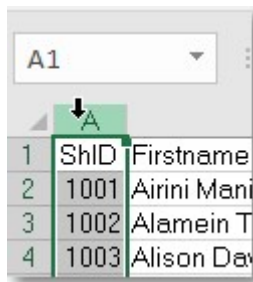
Trust	Kopuhaia2
Shares held is greater than	0
Address	
Bank Account Number	
Sort By	First name
Sort Direction	Ascending
Show Bank Account	No
Show DOB	Yes

Produce report an Export:



Open the exported report.

Select the first column:

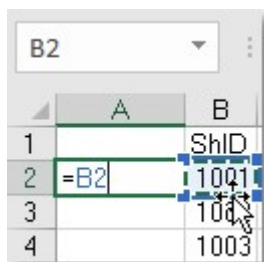


Right click on first column and Insert:



This will insert a blank column:

In cell **A2** type in **=B2** then press enter



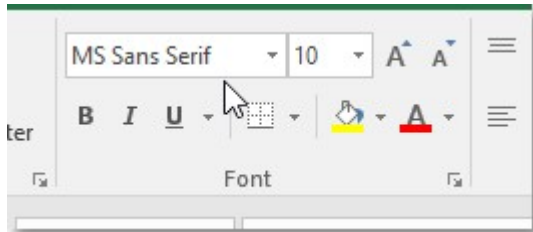
This will copy the sh# in the first column

	A	B	
1		ShID	Firstn
2	1001	1001	Airini
3		1002	Alame

Select cell **A2**

	A	B	
1		ShID	First
2	1001	1001	Airi
3		1002	Ale

Changed the font of this cell:

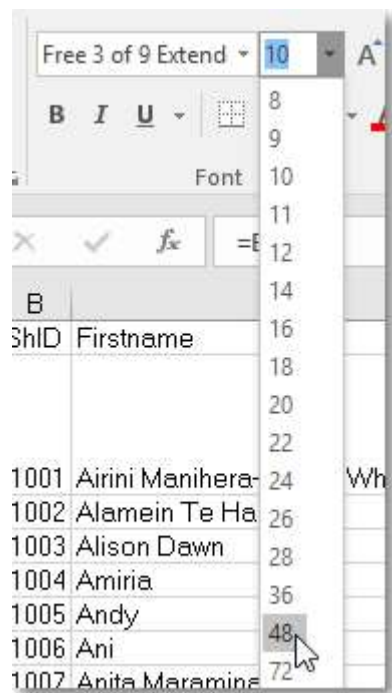


Scrolling down the list of fonts should display a barcode font:

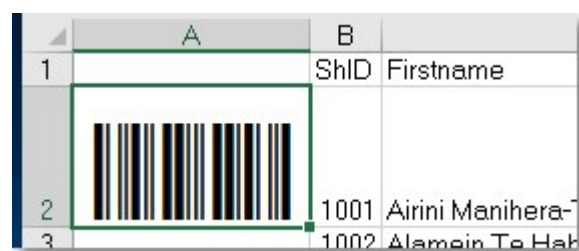


	A	B	
1		ShID	Firstname
2	1001	1001	Airini Mar
3		1002	Alamein

Change the font size for cell **A2**



This will produce the barcode



Unpaid by Year / 10 Year Unclaimed

Currently being redeveloped.

Advanced Training

<https://www.w3schools.com/sql/>

Questions