

GDPPro

Payment System

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Table of Contents

GDMA Payment System	5
Features	6
Trust Group Settings (for DC Payments)	7
Payment Thresholds	8
Direct Credit Account Details	8
Payment Criteria	9
Direct Credit Payment Criteria	9
Cheque Payment Criteria	10
Payment Screen – Header	11
Trust Group	11
Single Distribution Payment	11
Cheque / DC Date	11
Stmt / Report Sort	12
Info	12
Payment Screen – Direct Credit	13
Batch #	13
Bank	14
Exchange Rate and Currency	14
Enable DC Processing Lock	15
Payment Screen – Footer - Refresh	16
Outstanding Balances	16
Outstanding Balances Refreshing / Recalculation	16
Payment Screen – Footer – Payee List	17
Tick All	18
Clear All	18
Update	18
Cancel	18
Close	18
Search	18
Export to CSV	18
Payment Screen – Footer – Summary Report	19

Payment Screen – Footer – Statement	22
Opening Balance Date	22
Payment Screen – Process DC File	24
BNZ File Format	24
Process Example – Direct Credit - Preparation	26
Setup	26
Report	28
Prepare	29
Process Example – Direct Credit – Sort by SHID	30
Payee List	30
Summary Reports	30
Statements	31
Process Example – Direct Credit – Sort by First name	32
Payee List	32
Summary Reports	32
Process Example – Direct Credit – Sort by Last name	34
Payee List	34
Summary Reports	34
Process Example – Direct Credit – DC File	36
Produce	36
Review	36
Save	36
Check	37
Process Example – Cheque - Preparation	38
Setup	39
Report	41
Prepare	42
Process Example – Cheque – Sort by SHID	45
Payee List	45
Summary Reports	46
Statements	48
Process Example – Cheque – Sort by First name	49

Payee List	49
Summary Reports	50
Process Example – Cheque – Sort by Last name	52
Payee List	52
Summary Reports	52
Process Example – Cheque – Sort by Post Code	54
Payee List	54
Summary Reports	54
Process Example – Cheque – Cheque Layouts	56
Payee List	56
Process Example – Cheque - Save	58
Produce	58
Review	58
Save	58
Check	58

GDMA Payment System

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.

The screenshot shows the 'PAYMENTS' section of the GDMA Payment System. At the top, there's a 'Trust Group' dropdown set to 'ARAKARI TRUST'. Below it, 'Cheque / DC Date' is set to '20-11-2014' and 'Stmt / Report Sort' is set to 'First name'. An 'Info' button is present. The main area has two tabs: 'Direct Credit' (selected) and 'Cheque'. Under 'Direct Credit', there's a 'DC Batch Settings' section with fields for 'Batch # 1', 'Exchange Rate 1.0000', 'Bank NBI', and 'Currency New Zealand Dollar'. There are buttons for 'Process DC File' and 'Save Transaction Entries'. Below this, there's a section for 'Your Ref (16 chars)', 'Bank Charges' (set to 'SHA'), and 'Currency Conv.' (set to 'EXCH'). At the bottom, there are buttons for 'Payee List', 'Summary Report', and 'Statement', along with a 'Close' button. There are also checkboxes for 'Refresh', 'Trust Detail', and a section for 'Opening Balance Date' (set to '19-11-2014') with options for 'Last Nil Balance' and 'Last Payment Made', and an 'Export' checkbox.

FIGURE 1: PAYMENT SCREEN FOR DIRECT CREDITS

The screenshot shows the 'PAYMENTS' section of the GDMA Payment System. At the top, there's a 'Trust Group' dropdown set to 'ARAKARI TRUST'. Below it, 'Cheque / DC Date' is set to '20-11-2014' and 'Stmt / Report Sort' is set to 'First name'. An 'Info' button is present. The main area has two tabs: 'Direct Credit' and 'Cheque' (selected). Under 'Cheque', there's a 'Cheque Run Batches' section with a table showing 'Cheque# From', 'Cheque# To', and 'Status'. To the right of the table are buttons for 'Print/Preview Cheques', 'Destroy/Reprint', 'Remove All', and 'Save Transaction Entries'. Below the table, there are fields for 'Cheque Start #', 'End #', and an 'Add' button. A note states: 'Summary Report, Statements and Cheques will be sorted by cheque number then by First name.' Another note states: 'NOTE: If a cheque run is added, then the sort order can only be changed AFTER removing the ALL cheque runs (for the currently selected trust group)'. At the bottom, there are buttons for 'Payee List', 'Summary Report', and 'Statement', along with a 'Close' button. There are also checkboxes for 'Refresh', 'Trust Detail', and a section for 'Opening Balance Date' (set to '19-11-2014') with options for 'Last Nil Balance' and 'Last Payment Made', and an 'Export' checkbox.

FIGURE 2: PAYMENT SCREEN FOR CHEQUES

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 (not content)
- Able to **customise** the **layout** of the cheques (not content)
- **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)

	Name	IRD	Phone	Contact	Address	Acc No	Acc Name	Threshold	DC Threshold	DC Threshold Offshore	DC Code	DC Reference	DC Particulars
►	Trust1	19-216-802	111222	Trust	PO Box 13 042, Christchurch	0108022267083000	Trust One	20.0000	5.0000		TrustOne	2013 Annual	Dividend
*													

Main Details

Trusts

ID: 190
Name: Trust1 * DC Acc Name: Trust One
Address: PO Box 13 042, Christchurch * DC Acc No: 0108022267083000
DC Code: TrustOne
DC Particulars: Dividend
DC Reference: 2013 Annual
IRD: 19-216-802
Contact Name: Trust DC Threshold: 5.0000 NAI Originator:
Contact Phone: 111222 DC Thresh. Offshore: NAI Receiver:
Chq Threshold: 20.0000 Financial Start: Jan

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

DC Threshold:	<input type="text" value="5.0000"/>
DC Thresh. Offshore:	<input type="text"/>
Chq Threshold:	<input type="text" value="20.0000"/>

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:	<input type="text" value="Trust One"/>
* DC Acc No:	<input type="text" value="0108022267083000"/>

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 \$5.00 and the selected trust group has trust block Trust1 as part of its group.

The screenshot displays the 'GDMA - [Shareholder]' application window. The main content area shows the details for shareholder '927 John Doe'. The 'Shareholder Info' tab is active, displaying fields for First Name (John), Surname (Doe), Address, Post Code, Phone, Cell, Email, Type (Other), Admin, and Region. A 'Send email' button is next to the email field. To the right, there are fields for IRD (061-361-782), NRWT (unchecked), Bank Country (NZ), Bank (00-0000-0000000-000), Sex (Unknown), and DOB (-). A 'Bank Account Details' button and a 'Closed' checkbox are also present. Below these fields is a table with columns for Trust, Shares, and Balance. The table shows a single entry for 'Trust1' with 151.88 shares and a balance of \$359.95. The total balance for the shareholder is \$359.95. At the bottom, there is a section for 'Alias Names' and 'DOB' with a note to 'Click here to add a new row'. A 'Notes' section is also visible at the bottom right.

Trust	Shares	Balance
Trust1	151.88	\$359.95
		Balance \$359.95

Cheque Payment Criteria

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

- *Shareholder Info - Payment Type* is set to Cheque.
-
- *Shareholder Info – Address* has an entry.
-
- 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.
-
- 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 payment if the trust group threshold is \$10.00 and the selected trust group has trust block Trust1 as part of its group.

GDMA - [Shareholder]

Home Utilities Administration Lists Users AGM

Shareholders Distribution Payment Reconcile Reports SH Add SH Merge SH Reports Change Pwd Remote Support Help

Facilities Shareholder General

Shareholder Search (Ctrl F)

Name/No: jane doe

Options: Alias/Trustees

Sort By:

Trust: 0

Clear Filter Search

2273 Adelaide Reremoana Kawana

Shareholder Info Financial Transactions Share Transactions Reference Misc

First Name: Jane Surname: Doe

Address:

Post Code:

Phone:

Cell:

Email: Send email

Type: Individual

Admin:

Region: Auckland

Alias Names: Governor

DOB: 11-09-1948

IRD: 015-380-411 NRWT: ☐ Bank Country: NZ

Pay: Cheque Bank: 03-0219-0273476-025

Sex: Female Bank Account Details: Closed ☐

Dec'd: ☐ Decd: -

Trust	Shares	Balance
Trust1	614.71	\$842.16

Notes: also known as governor
MLC order - dividend to be held 13/08/2008
Emailed MLC 5/12/13 if dividends can be released; told still held

Payment Screen – Header

PAYMENTS

Trust Group: Trust1

Cheque / DC Date: 24-11-2014 * Stmt / Report Sort: SH ID

Info

Direct Credit: Cheque

DC Batch Settings

Batch #: 61009 Bank: ANZ

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

Distribution: A Trust - Nov 15 2007 12:00AM

☒ Single Distribution Payment Only

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

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

Example direct credit payment file (BNZ file type, displaying DC Date 01/02/2006 as 060201 in top row)

2,0309370443150025,50,1719,John Doe,Immerston,SHN 2726,,1719,Trust One,TrustOne,2013 Annual,Dividend

Stmt / Report Sort

The screenshot shows the 'PAYMENTS' section of a software interface. At the top, there's a 'Trust Group' dropdown set to 'Trust1'. Below it, 'Cheque / DC Date:' is set to '24-11-2014'. To the right, 'Stmt / Report Sort' is set to 'SH ID', with a dropdown menu open showing options: 'First name', 'Last name', 'Post Code', 'Post Code-First name', 'Post Code-SHID', and 'SH ID' (which is highlighted). Below these are buttons for 'Info', 'Direct Credit', and 'Cheque'. Further down, 'DC Batch Settings' are visible, with 'Batch #' set to '61009' and 'Bank' set to 'ANZ'.

The following options are sorted through this selection:

This block contains four buttons arranged in two rows. The top row has 'Payee List', 'Summary Report', and 'Statement'. The bottom row has 'Print/Preview Cheques'.

The list of sort options are limited, but can be expanded on request. Currently, the list and future possible expansion options are limited to shareholder information, excluding shares and transactions.

Info

An 'Info' box with a blue header and a white body. It contains two lines of text: '79 Shareholders currently over cheque threshold of \$20.00' and '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

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

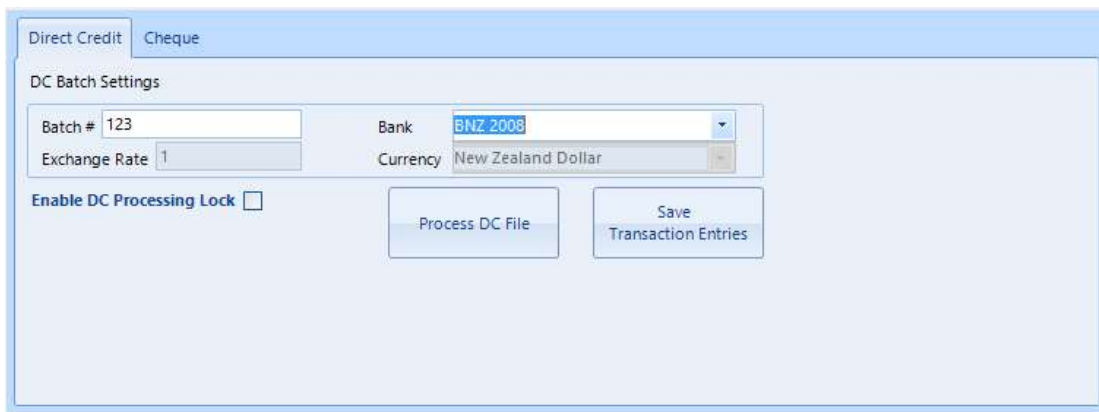
Example transaction screen (displaying batch # of 123)

Shareholder Info Financial Transactions Share Transactions Reference Misc							
Select Trust Group: All		Select Trust: All					
Date	Transaction	Comments	Reconciled	Trust Code	Amount	Balance	
						Balance \$5.00	
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)

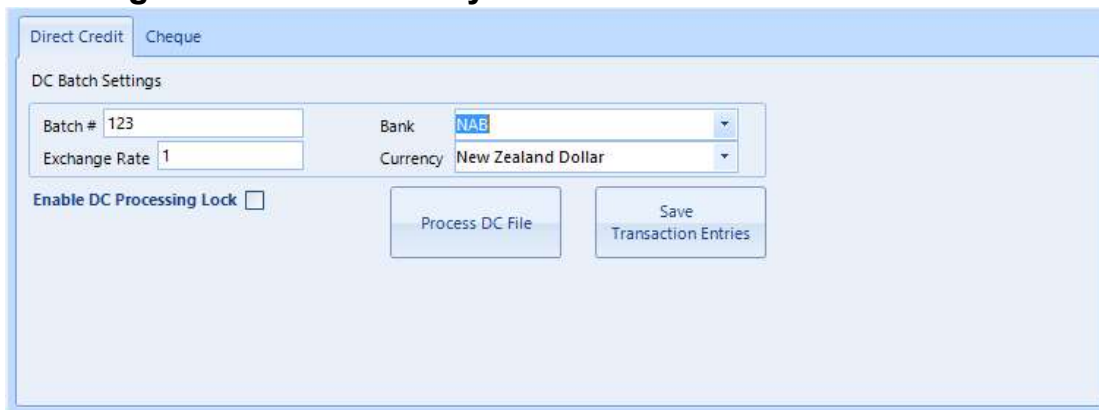
```
1,,,,,0108022267083000,7,141124,141124,
2,0309370443150025,50,1719,John Doe,Imerston,SHN 2726,,1719,Trust One,TrustOne,2013 Annual,Dividend
```

Bank



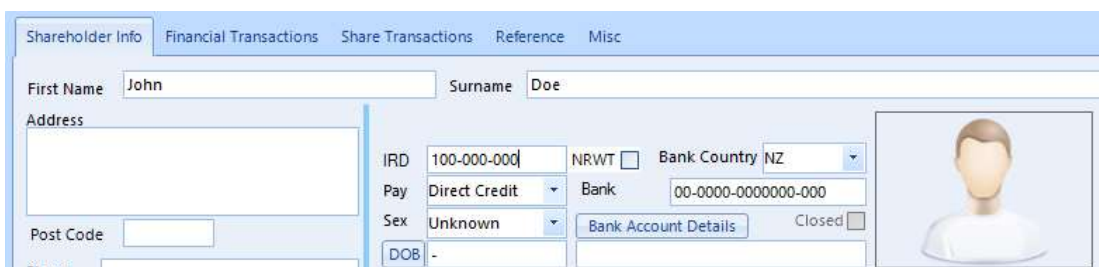
Each bank has a different direct credit file format. Use the *Bank* drop down list to select the required bank.

Exchange Rate and Currency



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.



Enable DC Processing Lock

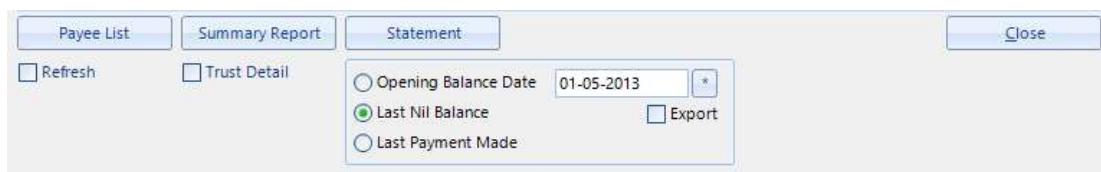
The screenshot shows a software interface with two tabs: 'Direct Credit' and 'Cheque'. The 'Direct Credit' tab is active. Below the tabs is a section titled 'DC Batch Settings'. This section contains four input fields: 'Batch #' with the value '123', 'Bank' with a dropdown menu showing 'BNZ 2008', 'Exchange Rate' with the value '1', and 'Currency' with a dropdown menu showing 'New Zealand Dollar'. Below these fields is a checkbox labeled 'Enable DC Processing Lock' which is checked. To the right of the checkbox are two buttons: 'Process DC File' and '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 footer of a software application with three tabs: 'Payee List', 'Summary Report', and 'Statement'. The 'Payee List' tab is active. Below the tabs are several controls: a 'Refresh' checkbox, a 'Trust Detail' checkbox, a date selection field for 'Opening Balance Date' (set to 01-05-2013), a radio button for 'Last Nil Balance' (which is selected), a radio button for 'Last Payment Made', and an 'Export' checkbox. A 'Close' button is located in the top right corner.

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

Payee List

Summary Report

Statement

Close

☒ Refresh
 ☐ Trust Detail

☐ Opening Balance Date

☒ Last Nil Balance
 ☐ Export

☐ Last Payment Made

<div> <div>Tick All</div> <div>Clear All</div> <div>Update</div> <div>Cancel</div> <div>Close</div> <div>SH#: <input type="text"/></div> <div>Search</div> <div>Export to CSV</div> </div>									
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"/>	

<div> <div>Tick All</div> <div>Clear All</div> <div>Update</div> <div>Cancel</div> <div>Close</div> <div>SH#: <input type="text"/></div> <div>Search</div> <div>Export to CSV</div> </div>							
SHID	First Name	Last Name	Payee	Balance	Decd	Pay?	
32	Darling	Suarez	Darling Suarez	506.26	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
46	Winston	Godfrey	Winston Godfrey	83.64	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
152	Prince	Charming	Prince Charming	126.13	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
156	Emerald	Johnson	Emerald Johnson	944.74	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
201	Ernest	Dickinson	Ernest Dickinson	360.47	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
213	Gerald	Crawford	Gerald Crawford	1,153.25	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
287	Walter	Anderson	Walter Anderson	549.20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2677	Richard	Holland	Richard Holland	261.79	<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 in the Payment Grids, which will be used to filter the eligible shareholders in the following:

Summary Report

Statement

Process DC File

Print/Preview Cheques

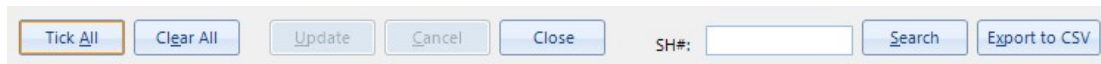
Save Transaction Entries

Cheque Start #:

End #:

Add

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

A horizontal toolbar with a light gray background. It contains eight items: a 'Tick All' button with a blue border, a 'Clear All' button, an 'Update' button, a 'Cancel' button, a 'Close' button, a text input field labeled 'SH#:', a 'Search' button, and an 'Export to CSV' button.

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

This is used to provide a summary of payments that would be made, when selecting the following:

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

Summary Report

☒ Trust Detail

Example Direct Credit Summary Report – by trust

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--	
			Trust1	\$83.89
				\$83.89
51	Jeremiah Hopkins	<input type="checkbox"/>	14-00--	
			Trust1	\$5.54
				\$5.54
91	Wilhelm Prius	<input type="checkbox"/>	12-00--	
			Trust1	\$12.17
				\$12.17
105	Zoren Clifford	<input type="checkbox"/>	16-00--	
			Trust1	\$5.33
				\$5.33
112	January Jonas	<input type="checkbox"/>	17-00--	
			Trust1	\$22.42
				\$22.42
121	Dorothy Singer	<input type="checkbox"/>	18-00--	
			Trust1	\$21.19
				\$21.19
136	Clark Priestly	<input type="checkbox"/>	19-00--	
			Trust1	\$36.93
				\$36.93
144	Luke Graham	<input type="checkbox"/>	20-00--	
			Trust1	\$5.24
				\$5.24
Total Shareholders:		8	Total:	\$192.71

Summary Report

☐ Trust Detail

Example Cheque Summary Report

Payment Summary - Trust Group 1*

Date:		24-11-2014		
Currency:		NZD		
Exchange Rate:		\$1.00		
Payment Threshold:		\$5.00		
ID	Shareholder Name	Decd	Cheque #	Amount (NZD)
32	Darling Suarez Address 2	<input type="checkbox"/>	1	\$506.26
46	Winston Godfrey Address 2	<input type="checkbox"/>	2	\$83.64
152	Prince Charming Address 2	<input type="checkbox"/>	3	\$126.13
156	Emerald Johnson Address 2	<input type="checkbox"/>	4	\$944.74
201	Ernest Dickinson Address 2	<input checked="" type="checkbox"/>	5	\$360.47
213	Gerald Crawford Address 2	<input type="checkbox"/>	6	\$1,153.25
287	Walter Anderson Address 2	<input type="checkbox"/>	7	\$549.20
Total Shareholders:		7	Total:	\$3,723.69

Summary Report

☒ Trust Detail

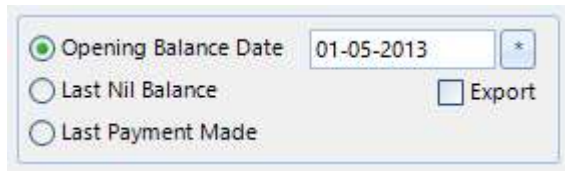
Example Cheque Summary Report – by trust

Payment Summary - Trust Group 1*

Date:		24-11-2014		
Currency:		NZD		
Exchange Rate:		\$1.00		
Payment Threshold:		\$5.00		
ID	Shareholder Name	Decd	Cheque #	Amount (NZD)
32	Darling Suarez Address 2	<input type="checkbox"/>	Trust1	
				1
46	Winston Godfrey Address 2	<input type="checkbox"/>	Trust1	
				2
152	Prince Charming Address 2	<input type="checkbox"/>	Trust1	
				3
156	Emerald Johnson Address 2	<input type="checkbox"/>	Trust1	
				4
201	Ernest Dickinson Address 2	<input checked="" type="checkbox"/>	Trust1	
				5
213	Gerald Crawford Address 2	<input type="checkbox"/>	Trust1	
				6
287	Walter Anderson Address 2	<input type="checkbox"/>	Trust1	
				7
Total Shareholders:		7	Total:	\$3,723.69

Payment Screen – Footer – Statement

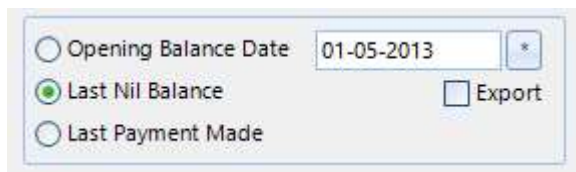
Statements can be sorted and processed to display transactions based on:



☒ Opening Balance Date 01-05-2013 *

☐ Last Nil Balance ☐ Export

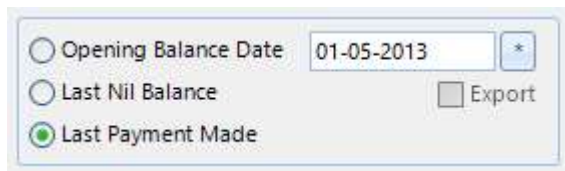
☐ Last Payment Made



☐ Opening Balance Date 01-05-2013 *

☒ Last Nil Balance ☐ Export

☐ Last Payment Made



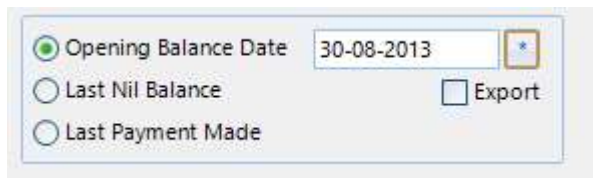
☐ Opening Balance Date 01-05-2013 *

☐ 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

Example Transactions

Transactions for Trust Group 1, SH ID # 19

Shareholder Info						
Financial Transactions						
Share Transactions						
Reference						
Misc						
Select Trust Group: Group -> Trust Group 1						
Select Trust: All						
Date	Transaction	Comments	Reconciled	Trust Code	Amount	Balance
						Balance \$9.38
24-Nov-2014	Share Distribution - Gross Amount	0.01 Annual, Includes Maori Authority Tax Credits: \$1.99 at 17.5%		Trust1	\$11.37	\$11.37
24-Nov-2014	Payment Batch#123			Trust1	-\$9.38	\$0.00
24-Nov-2014	Maori Authority Tax Credit			Trust1	-\$1.99	\$9.38
24-Nov-2014	Share Distribution - Gross Amount	Shares Held: 1876.58, Rate per Share: 0.01 Annual, Includes Maori Authority Tax Credits: \$1.99 at 17.5%		Trust1	\$11.37	\$11.37
12-Sep-2013	Payment Batch#160913			Trust1	-\$1313.61	\$0.00
30-Aug-2013	Maori Authority Tax Credit			Trust1	-\$135.98	\$1313.61
30-Aug-2013	Share Distribution - Gross Amount	Shares Held: 1876.58, Rate per Share: 0.34 Annual - Dividend AGM 30 Aug 13, Includes Maori Authority Tax Credits: \$135.98 at 17.5%		Trust1	\$777.02	\$1449.59
30-Aug-2013	Share Distribution - Gross Amount	Shares Held: 1876.58, Rate per Share: 0.36 Annual - Dividend AGM 30 Aug 13 TAX FREE		Trust1	\$672.57	\$672.57

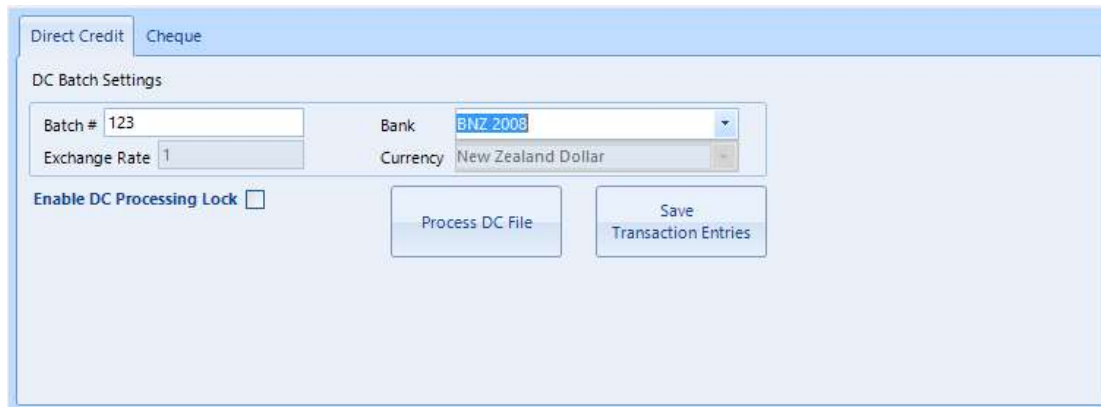
Example Statements (based on above transactions)

Transactions for Trust Group 1, SH ID # 19,, Opening Bal Date: 30/08/2013

Trust Group 1		
Address Line	Statement Type	Direct Credit
	Cheque / Batch #	61009
	Statement Date	25-11-2014
	Trust IRD No.	19-216-802
Jermaine Dawkins	Shareholder IRD No.	000000000
	Bank Account No.	13-00-
	Total Paid / Outstanding	\$9.38
Shareholder ID No. 19		
30-08-2013	Proprietors of Mawhera Incorporation : Opening Balance	\$1,313.61
12-09-2013	Proprietors of Mawhera Incorporation : PaymentDC# 160913, Bank Acc#1231660093167058	-\$1,313.61
24-11-2014	Proprietors of Mawhera Incorporation : Share Distribution - Gross Amount - Shares Held: 1876.58, Rate per Share: 0.01 Annual, Includes Maori Authority Tax Credits: \$1.99 at 17.5%	\$11.37
24-11-2014	Proprietors of Mawhera Incorporation : Maori Authority Tax Credit	-\$1.99
24-11-2014	Proprietors of Mawhera Incorporation : PaymentDC# 123, Bank Acc#1231660093167058	-\$9.38
24-11-2014	Proprietors of Mawhera Incorporation : Share Distribution - Gross Amount - Shares Held: 1876.58, Rate per Share: 0.01 Annual, Includes Maori Authority Tax Credits: \$1.99 at 17.5%	\$11.37
24-11-2014	Proprietors of Mawhera Incorporation : Maori Authority Tax Credit	-\$1.99
25-11-2014	Payment	\$9.38

Payment Screen – Process DC File

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



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

The following is the format of the BNZ direct credit file. Other formats are to be documented in future updates.

BNZ File Format

The following is the detail of the BNZ Direct Credit (AFI) Definition, specifically for GPro -> Payment -> Bank: BNZ -> Process DC File Process.

- File Header Record Format
 - Record Type, 1 digit: 1 = Header
 - Direct Debit Auth No, 7 digits: Blank
 - Batch Number, 2 digits: Last 2 digits from GPro -> Payment -> Batch #
 - Batch Seq Number, 4 digits: All digits from GPro -> Payment -> Batch #
 - Account Number, 15 digits: All digits from GPro -> Administration -> Trust Groups -> DC Acc. No. (req.)
 - Batch Type, 1 digit: 7 = Direct Credit
 - Batch Due Date, 6 digits YYMMDD: GPro -> Payment -> Cheque / DC Date
 - Today's Date, 6 digits YYMMDD: Current Date
 - Indicator, 12 char: Blank
- Detail records
 - Record Type, 1 digit: 2 = Transaction
 - Acc No, 16 digits: GPro -> Shareholder Info -> Bank Acc. No
 - Trans Code, 2 digits: 50 = Direct Credit
 - Amount, 12 digits: Outstanding balance for selected trust group x 100 to remove the two decimal places.
 - Other Party Name, 20 chars: GPro -> Shareholder Info -> Firstname + a space + GPro -> Shareholder Info -> Surname **or** GPro -> Shareholder Info -> Payee Name, if there is an entry.
 - Other Party Ref, 12 chars: 12 chars after the first 12 chars from GPro -> Shareholder Info -> Bank Acc. Details

- Other Party Code, 12 chars: GPro -> Shareholder Info -> ID
 - (This will have text "SHN: " before ID number)
- Other Party Alpha Ref: Blank
- Other Party Particulars - Particular Reference Details, 12 chars: Dividend (gross)
- Subscriber Name - This Party (Name of Payer), 20 chars: Subscriber Name (Trust Group making the payment)
- Sub Code - This Party code reference details, 12 chars: GPro -> Administration -> Trust Group -> DC Code (opt.)
- Sub Reference - This Party reference details, 12 chars: GPro -> Administration -> Trust Group -> DC Reference (opt.)
- Sub Particular - This Party particular reference details, 12 chars: GPro -> Administration -> Trust Group -> DC Particulars (opt.)

Process Example – Direct Credit - Preparation

The following will demonstrate an example processing run.

Setup

Trusts that are used:

	ID	Code	Name	Shares	Contact	Phone	Fax	IRD	Area HA
▶	2064	Trust1	Trust 1	2893197.73	Luke Skywalker	2222	2222	11-111-111	10000000.00

Trust Group with Trusts assigned:

	Name	IRD	Phone	Contact	Address	Acc No	Acc Name	Threshold	DC Threshold	DC Threshold Offshore
▶	Trust Group 1	19-216-802	111222	Trust	Address Line	0108022267083000	Trust One	20.0000	5.0000	
*										

Main Details

Trusts

☒ Trust1

Trust Group Payment Thresholds used:

DC Threshold:	<input type="text" value="5.0000"/>
DC Thresh. Offshore:	<input type="text"/>
Chq Threshold:	<input type="text" value="20.0000"/>

Distributions processed on each trust:



	Date	Process Date	Trust	Gross Total	Total Shares	No of Shareholders
▶	24-11-2014	24-11-2014	Trust 1	\$17,411.84	2893197.73	1902

Eligible shareholder for direct credit payment – *Shareholder Info:*

19 Jermaine Dawkins

Shareholder Info Financial Transactions Share Transactions Reference Misc

First Name: Surname:


Address:
 Address Line:
 Address Line 2:

Post Code:

Phone:
 Cell:
 Email: [Send email](#)

Type:
 Admin:
 Region:

IRD: NRWT ☐ Bank Country:
 Pay: Bank:
 Sex: [Bank Account Details](#) ☐ Closed
 DOB: ASB, Hokitika
 Dec'd ☐ Dec'd:



Trust	Shares	Balance
Trust1	1876.58	\$9.38

Alias Names: DOB:

Notes:

Eligible shareholder for direct credit payment – *Financial Transactions:*

19 Jermaine Dawkins

Shareholder Info Financial Transactions Share Transactions Reference Misc

Select Trust Group: Select Trust:

Date	Transaction	Comments	Reconciled	Trust Code	Amount	Balance
						Balance \$9.38
24-Nov-2014	Maori Authority Tax Credit			Trust1	-\$1.99	\$9.38
24-Nov-2014	Share Distribution - Gross Amount	Shares Held: 1876.58, Rate per Share: 0.01 Annual, Includes Maori Authority Tax Credits: \$1.99 at 17.5%		Trust1	\$11.37	\$11.37
24-Nov-2014	Payment Batch#123			Trust1	-\$9.38	\$0.00
24-Nov-2014	Direct Credit Batch#123 - \$9.38	Exchange: 1.00, Currency NZD	NO		0	\$9.38
24-Nov-2014	Maori Authority Tax Credit			Trust1	-\$1.99	\$9.38
24-Nov-2014	Share Distribution - Gross Amount	Shares Held: 1876.58, Rate per Share: 0.01 Annual, Includes Maori Authority Tax Credits: \$1.99 at 17.5%		Trust1	\$11.37	\$11.37

Report

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.

The screenshot shows the 'Report Selection and Criteria' window. On the left, under 'Fixed Format Reports', the 'Shareholder Register' report is highlighted. On the right, the configuration for 'Trust 1' is shown. Fields include ID No., First Name, Surname, Shareholding (with an 'Exclude 0 Shares' checkbox), Financial Bal., D.O.B., Gender, Payment Method, Deceased, Address Status, Region, Sort Report By, and Decimal Places (set to 5).

Shareholder Register Report

Trust 1

ID	Name	Sex	D.O.B.	Decd	RWT	Bank Account IRD No.	Shares Held	Closing Balance	Phone Number	Email Address
6	Johnny Doe Address 1	F	15-05-1928	N		1100	16,778.26000	\$0.00 DC	(06) 323 5519	

Prepare PAYMENTS

Trust Group: Trust Group 1
 Cheque / DC Date: 26-11-2014 * Stmt / Report Sort: SH ID
 Info

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

Payee List Summary Report Statement Close

☐ Refresh ☒ Trust Detail

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

Select sort order:

PAYMENTS

Trust Group: Trust Group 1
 Cheque / DC Date: 26-11-2014 * Stmt / Report Sort: SH ID
 Info

Direct Credit Cheque

DC Batch Settings

Batch #: 123 Bank: BNZ 2008

First name
 Last name
 Post Code
 Post Code-First name
 Post Code-SHID
 SH ID

Select bank:

Direct Credit Cheque

DC Batch Settings

Batch #: 123 Bank: BNZ 2008
 Exchange Rate: 1 Currency: BNZ 2008

Enable DC Processing Lock ☒

Proc

National
 National2
 NAB
 WestpacTrust
 ANZ

Select payees:

Payee List

☒ Refresh

Process Example – Direct Credit – Sort by SHID

Payee List

Stmt / Report Sort SH ID

DC Payment Grid							
<input type="button" value="Tick All"/>		<input type="button" value="Clear All"/>		<input type="button" value="Update"/>	<input type="button" value="Cancel"/>	<input type="button" value="Close"/>	SH # <input type="text"/> <input type="button" value="Search"/>
SHID	First Name	Last Name	Bank Account	Balance	Balance x Exc	Decd	Pay
1	firstname16		0000000000016000	\$176.00	\$176.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	firstname15	surname02	0000000000015000	\$165.00	\$165.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	firstname10	surname07	0000000000010000	\$110.00	\$110.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	firstname09	surname08	0000000000009000	\$99.00	\$99.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	firstname04	surname13	0000000000004000	\$44.00	\$44.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	firstname03	surname14	0000000000003000	\$33.00	\$33.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Summary Reports

☐

Payment Summary - Trust Group A					
Currency: NZD					
Exchange Rate: \$1.0000					
Payment Threshold: \$10.00					
ID	Shareholder Name	Decd	Bank Account #	Amount (NZD)	Amount (NZD)
1	firstname16	<input type="checkbox"/>	0000000000016000	\$176.00	\$176.00
2	firstname15 surname02	<input type="checkbox"/>	0000000000015000	\$165.00	\$165.00
7	firstname10 surname07	<input type="checkbox"/>	0000000000010000	\$110.00	\$110.00
8	firstname09 surname08	<input type="checkbox"/>	0000000000009000	\$99.00	\$99.00
13	firstname04 surname13	<input type="checkbox"/>	0000000000004000	\$44.00	\$44.00
14	firstname03 surname14	<input type="checkbox"/>	0000000000003000	\$33.00	\$33.00
Total Shareholders: 6				Total: \$627.00	\$627.00

Summary Report	
<input checked="" type="checkbox"/>	Trust Detail

Payment Summary - Trust Group A					
Currency: NZD					
Exchange Rate: \$1.0000					
Payment Threshold: \$10.00					
ID	Shareholder Name	Decd	Bank Account #	Amount (NZD)	Amount (NZD)
1	firstname16	<input type="checkbox"/>	00-0000-0000016-000		
			Trust 1	\$16.00	\$16.00
			Trust 2	\$160.00	\$160.00
				\$176.00	\$176.00
2	firstname15 surname02	<input type="checkbox"/>	00-0000-0000015-000		
			Trust 1	\$15.00	\$15.00
			Trust 2	\$150.00	\$150.00
				\$165.00	\$165.00
7	firstname10 surname07	<input type="checkbox"/>	00-0000-0000010-000		
			Trust 1	\$10.00	\$10.00
			Trust 2	\$100.00	\$100.00
				\$110.00	\$110.00
8	firstname09 surname08	<input type="checkbox"/>	00-0000-0000009-000		
			Trust 1	\$9.00	\$9.00
			Trust 2	\$90.00	\$90.00
				\$99.00	\$99.00
13	firstname04 surname13	<input type="checkbox"/>	00-0000-0000004-000		
			Trust 1	\$4.00	\$4.00
			Trust 2	\$40.00	\$40.00
				\$44.00	\$44.00
14	firstname03 surname14	<input type="checkbox"/>	00-0000-0000003-000		
			Trust 1	\$3.00	\$3.00
			Trust 2	\$30.00	\$30.00
				\$33.00	\$33.00
Total Shareholders: 6				Total:	\$627.00
					\$627.00

Statements

Trust Group A	
Trust 1 AddressLine1 Trust 1 AddressLine2 Trust 1 AddressLine3	<u>Statement Type</u> Direct Credit <u>Cheque / Batch #</u> 123 <u>Statement Date</u> 1/06/2006 <u>Trust IRD No.</u>
firstname03 surname14 0	<u>Shareholder IRD No.</u> <u>Bank Account No.</u> 00-0000-0000003-000 <u>Total Paid</u> \$33.00
Shareholder ID No. 14	
Trust1	
02-05-2006	Share Distribution - Gross Amount - Shares Held: 3, Rate per Share: 1, Annual TAX FREE \$3.00
01-06-2006	Payment \$3.00
Trust2	
03-05-2006	Share Distribution - Gross Amount - Shares Held: 30, Rate per Share: 1, Annual TAX FREE \$30.00
01-06-2006	Payment \$30.00

Process Example – Direct Credit – Sort by First name

Payee List

Stmt / Report Sort: First name

DC Payment Grid							
<input type="button" value="Tick All"/>		<input type="button" value="Clear All"/>		<input type="button" value="Update"/>	<input type="button" value="Cancel"/>	<input type="button" value="Close"/>	SH # <input type="text"/> <input type="button" value="Search"/>
SHID	First Name	Last Name	Bank Account	Balance	Balance x ...	D...	Pay
14	firstname03	surname14	0000000000003000	\$33.00	\$33.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
13	firstname04	surname13	0000000000004000	\$44.00	\$44.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	firstname09	surname08	0000000000009000	\$99.00	\$99.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	firstname10	surname07	0000000000010000	\$110.00	\$110.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	firstname15	surname02	0000000000015000	\$165.00	\$165.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1	firstname16		0000000000016000	\$176.00	\$176.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Summary Reports

☐

Payment Summary - Trust Group A					
Currency: NZD					
Exchange Rate: \$1.0000					
Payment Threshold: \$10.00					
ID	Shareholder Name	Decd	Bank Account #	Amount (NZD)	Amount (NZD)
14	firstname03 surname14	<input type="checkbox"/>	0000000000003000	\$33.00	\$33.00
13	firstname04 surname13	<input type="checkbox"/>	0000000000004000	\$44.00	\$44.00
8	firstname09 surname08	<input type="checkbox"/>	0000000000009000	\$99.00	\$99.00
7	firstname10 surname07	<input type="checkbox"/>	0000000000010000	\$110.00	\$110.00
2	firstname15 surname02	<input type="checkbox"/>	0000000000015000	\$165.00	\$165.00
1	firstname16	<input type="checkbox"/>	0000000000016000	\$176.00	\$176.00
Total Shareholders: 6				Total:	\$627.00
					\$627.00

Summary Report

☒ Trust Detail

Payment Summary - Trust Group A					
Currency: NZD					
Exchange Rate: \$1.0000					
Payment Threshold: \$10.00					
ID	Shareholder Name	Decd Bank Account #	Amount (NZD)		Amount (NZD)
14	firstname03 surname14	<input type="checkbox"/> 00-0000-0000003-000			
			Trust1	\$3.00	\$3.00
			Trust2	\$30.00	\$30.00
				\$33.00	\$33.00
13	firstname04 surname13	<input type="checkbox"/> 00-0000-0000004-000			
			Trust1	\$4.00	\$4.00
			Trust2	\$40.00	\$40.00
				\$44.00	\$44.00
8	firstname09 surname08	<input type="checkbox"/> 00-0000-0000009-000			
			Trust1	\$9.00	\$9.00
			Trust2	\$90.00	\$90.00
				\$99.00	\$99.00
7	firstname10 surname07	<input type="checkbox"/> 00-0000-0000010-000			
			Trust1	\$10.00	\$10.00
			Trust2	\$100.00	\$100.00
				\$110.00	\$110.00
2	firstname15 surname02	<input type="checkbox"/> 00-0000-0000015-000			
			Trust1	\$15.00	\$15.00
			Trust2	\$150.00	\$150.00
				\$165.00	\$165.00
1	firstname16	<input type="checkbox"/> 00-0000-0000016-000			
			Trust1	\$16.00	\$16.00
			Trust2	\$160.00	\$160.00
				\$176.00	\$176.00
Total Shareholders: 6			Total:	\$627.00	\$627.00

Process Example – Direct Credit – Sort by Last name

Payee List

Stmt / Report Sort Last name

DC Payment Grid							
<input type="button" value="Tick All"/>		<input type="button" value="Clear All"/>		<input type="button" value="Update"/>	<input type="button" value="Cancel"/>	<input type="button" value="Close"/>	SH # <input type="text"/> <input type="button" value="Search"/>
SHID	First Name	Last Name	Bank Account	Balance	Balance x ...	D...	Pay
1	firstname16		0000000000016000	\$176.00	\$176.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	firstname15	surname02	0000000000015000	\$165.00	\$165.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	firstname10	surname07	0000000000010000	\$110.00	\$110.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	firstname09	surname08	0000000000009000	\$99.00	\$99.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	firstname04	surname13	0000000000004000	\$44.00	\$44.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	firstname03	surname14	0000000000003000	\$33.00	\$33.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Summary Reports

☐

Payment Summary - Trust Group A					
Currency: NZD					
Exchange Rate: \$1.0000					
Payment Threshold: \$10.00					
ID	Shareholder Name	Decd	Bank Account #	Amount (NZD)	Amount (NZD)
1	firstname16	<input type="checkbox"/>	0000000000016000	\$176.00	\$176.00
2	firstname15 surname02	<input type="checkbox"/>	0000000000015000	\$165.00	\$165.00
7	firstname10 surname07	<input type="checkbox"/>	0000000000010000	\$110.00	\$110.00
8	firstname09 surname08	<input type="checkbox"/>	0000000000009000	\$99.00	\$99.00
13	firstname04 surname13	<input type="checkbox"/>	0000000000004000	\$44.00	\$44.00
14	firstname03 surname14	<input type="checkbox"/>	0000000000003000	\$33.00	\$33.00
Total Shareholders: 6				Total:	\$627.00
					\$627.00

Summary Report	
<input checked="" type="checkbox"/>	Trust Detail

Payment Summary - Trust Group A

Currency: NZD

Exchange Rate: \$1.0000

Payment Threshold: \$10.00

ID	Shareholder Name	Decd Bank Account #	Amount (NZD)	Amount (NZD)
1	firstname16	<input type="checkbox"/> 00-0000-0000016-000		
		Trust 1	\$16.00	\$16.00
		Trust 2	\$160.00	\$160.00
			\$176.00	\$176.00
2	firstname15 surname02	<input type="checkbox"/> 00-0000-0000015-000		
		Trust 1	\$15.00	\$15.00
		Trust 2	\$150.00	\$150.00
			\$165.00	\$165.00
7	firstname10 surname07	<input type="checkbox"/> 00-0000-0000010-000		
		Trust 1	\$10.00	\$10.00
		Trust 2	\$100.00	\$100.00
			\$110.00	\$110.00
8	firstname09 surname08	<input type="checkbox"/> 00-0000-0000009-000		
		Trust 1	\$9.00	\$9.00
		Trust 2	\$90.00	\$90.00
			\$99.00	\$99.00
13	firstname04 surname13	<input type="checkbox"/> 00-0000-0000004-000		
		Trust 1	\$4.00	\$4.00
		Trust 2	\$40.00	\$40.00
			\$44.00	\$44.00
14	firstname03 surname14	<input type="checkbox"/> 00-0000-0000003-000		
		Trust 1	\$3.00	\$3.00
		Trust 2	\$30.00	\$30.00
			\$33.00	\$33.00
Total Shareholders: 6			Total:	
			\$627.00	\$627.00

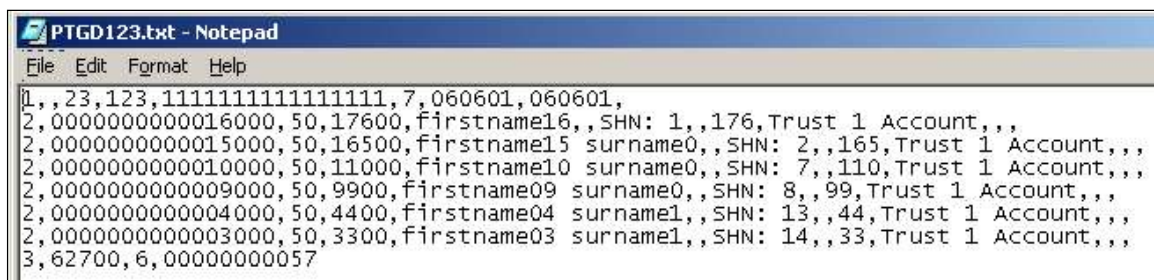
Process Example – Direct Credit – DC File

Produce

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



Review



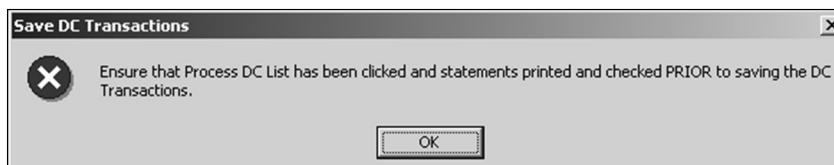
Save

Click *Save Transaction Entries* once:

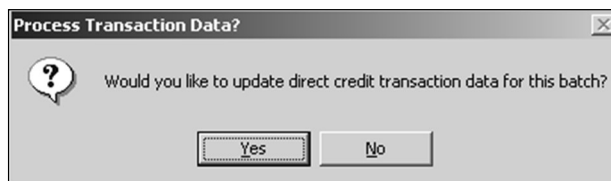
- Produced and satisfied the summary reports are correct,
- Produced and satisfied the statements are correct,
- Produced, processed and satisfied the DC File is correct.



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:

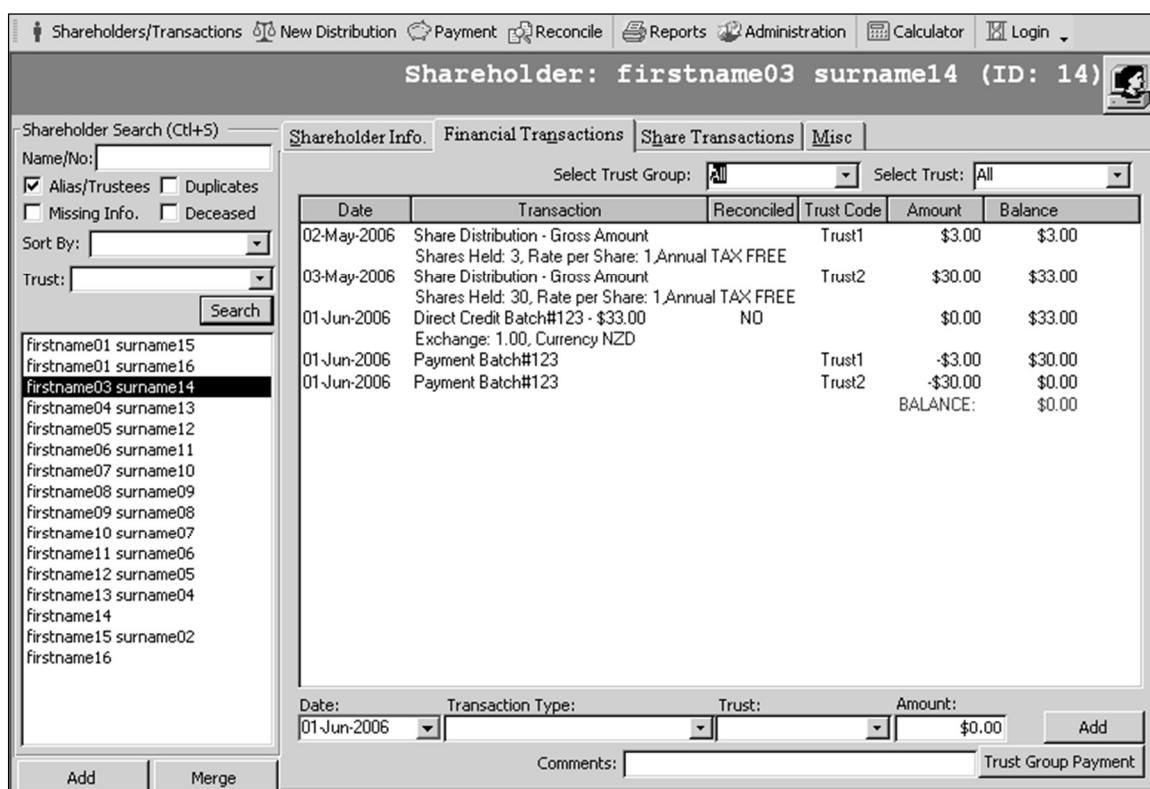


A confirmation message will display if transactions have been saved.



Check

Review payments against eligible shareholders:



Check Payment Run summary entry in administration section:

<div> <div> Trusts Trust Groups RPX files Dist. History MACA DC Payment Run Dist. Removal </div> <div> Administration <div> Apply Update Support </div> </div> </div>							
Trust Group	Run Date / Time	Total Payment (NZD)	Total Shareholders	Exchange Rate	User	Currency	
→ C Trust	24/10/2007 10:17:42	\$66,126.46	64	1	Lin Leach	NZD	
C Trust	29/10/2007 01:57:46	\$17,773.25	1	1	Lin Leach	NZD	

Note Total Shareholders = Total Transactions

Process Example – Cheque - Preparation

The following will demonstrate an example processing run.

PAYMENTS

Trust Group: A Trust
 Distribution: A Trust - Nov 15 2007 12:00AM
 Cheque / DC Date: 12/10/2015 * Stmt / Report Sort: SH ID

☒ Single Distribution Payment Only

Direct Credit

Cheque

Cheque Run Batches

Cheque# From	Cheque# To	Status

Cheque Start #: End #:

Summary Report, Statements and Cheques will be sorted by cheque number then by SH ID.

NOTE: If a cheque run is added, then the sort order can only be changed AFTER removing the ALL cheque runs (for the currently selected trust group)

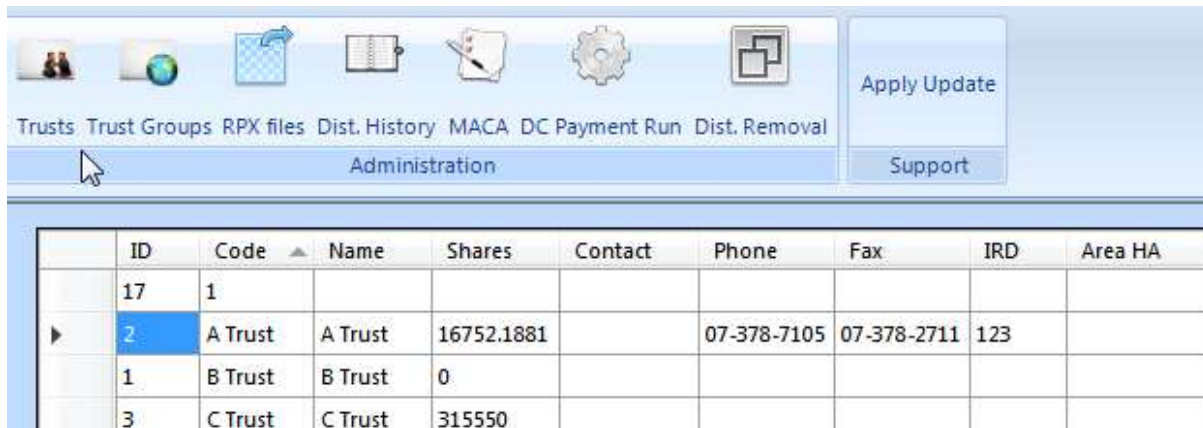
☒ Refresh
 ☐ Trust Detail

☒ Opening Balance Date 2/02/2000 *
☐ Last Nil Balance
☐ Last Payment Made

☐ Export

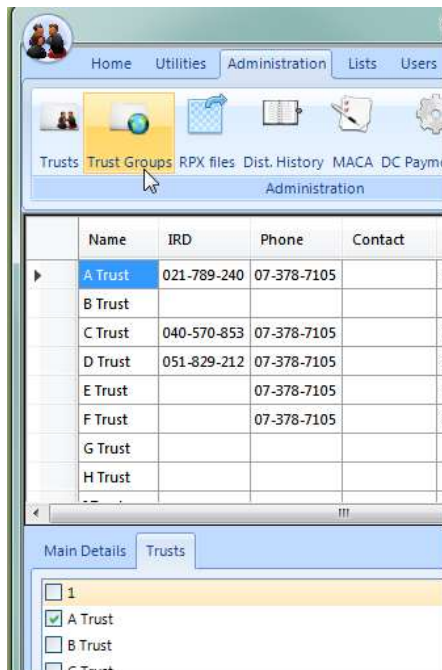
Setup

Trusts that are used:



ID	Code	Name	Shares	Contact	Phone	Fax	IRD	Area HA
17	1							
2	A Trust	A Trust	16752.1881		07-378-7105	07-378-2711	123	
1	B Trust	B Trust	0					
3	C Trust	C Trust	315550					

Trust Group with Trusts assigned:



Name	IRD	Phone	Contact
A Trust	021-789-240	07-378-7105	
B Trust			
C Trust	040-570-853	07-378-7105	
D Trust	051-829-212	07-378-7105	
E Trust		07-378-7105	
F Trust		07-378-7105	
G Trust			
H Trust			

Trust Group Payment Thresholds used:

Cheque Pay. Threshold	DC Pay. Threshold
\$10.00	\$10.00
\$10.00	\$10.00

Distributions processed on each trust:

Date	Process Date	Trust	Gross Total	Total Shares	No of Shareholders	Comments	Tax Amount
09/12/2011	06/12/2011	A Trust	\$1,842,739.56	16752.1881	2757	test	\$0.00
05/05/2012	17/05/2012	A Trust	\$620,691.61	16752.1881	2757	Test BW2	-\$22,570.24

Eligible shareholder for cheque payment – *Shareholder Info:*

Gross Distribution Professional 2.27 - [Shareholder Information]

File Shareholders Distribution Reports Utilities Help

Shareholders/Transactions New Distribution Payment Reconcile Reports Administration Calculator Login

Shareholder: firstname01 surname16 (ID: 16)

Shareholder Search (Ctrl+S)

Name/No:

☒ Alias/Trustees ☐ Duplicates

☐ Missing Info. ☐ Deceased

Sort By:

Trust:

firstname01 surname15
firstname01 surname16
 firstname03 surname14
 firstname04 surname13
 firstname05 surname12
 firstname06 surname11
 firstname07 surname10
 firstname08 surname09
 firstname09 surname08
 firstname10 surname07
 firstname11 surname06
 firstname12 surname05
 firstname13 surname04
 firstname14
 firstname15 surname02
 firstname16

Shareholder Info. Financial Transactions Share Transactions Misc

First Name: Surname: ID:

Address (Cheques)1

Add1:
 Add2:
 Add3:
 Add4:

Address (Notices)2

Phone:
 Email:
 Admin:

Alias Names

Region:
 Last AGM:

Payee Name: Code:

Type: D.O.B.:

IRD No: Tax: ☐ NRWT

Payment Type: Gender:

Bank Acc. Type:

Bank Acc. No:

Bank Acc. Details:

Trust	Shares	Balance
Trust1	1	\$1.00
Trust2	10	\$10.00
		\$11.00

Notes:

Eligible shareholder for cheque payment – *Financial Transactions:*

Shareholder: firstname01 surname16 (ID: 16)

Shareholder Info. Financial Transactions **Share Transactions** Misc

Select Trust Group: Select Trust:

Date	Transaction	Reconciled	Trust Code	Amount	Balance
02-May-2006	Share Distribution - Gross Amount		Trust1	\$1.00	\$1.00
	Shares Held: 1, Rate per Share: 1 Annual TAX FREE				
03-May-2006	Share Distribution - Gross Amount		Trust2	\$10.00	\$11.00
	Shares Held: 10, Rate per Share: 1 Annual TAX FREE				
				BALANCE:	\$11.00

Report

Check eligibility.

Use *Reports* → *Fixed Format Reports* → *Shareholder Register #2* to account for shareholder outstanding amounts for the trust group and not just for a particular trust.

The screenshot displays the 'REPORTS' section of the software interface. The top navigation bar includes icons for Shareholders/Transactions, New Distribution, Payment, Reconcile, Reports, Administration, Calculator, and Login. The 'REPORTS' section is active, showing a sidebar with 'Fixed Format Reports' and a list of reports: Shareholder Register, Shareholder Register #2, Shareholder Transactions, Share Analysis, Financial Summary, Register Summary, IRD Dividend, and IRD Dividend #2. The 'Shareholder Register #2' report is selected. The main area contains a form for generating the report, with fields for Trust (Group -> Trust Group A), ID No., First Name, Surname, Shareholding, Financial Bal. (10), D.O.B., Tax Rate, Gender, Payment Method (Cheque), Deceased, Address Status (Has Address), Region, and Sort Report By (ID No.). The 'Exclude 0 Shares' checkbox is checked. At the bottom, there are buttons for Add Report, Delete Report, Duplicate Report, Preview, Print, Save To XLS, and Cancel.

Shareholder Register Report

Group -> Trust Group A

ID	Name Address	Sex	D.O.B	Deceased	Shares Held	Closing Balance Pay. Type	Bank Account & IRD No.	Tax Rate Non-RWT
3	firstname14 Addr1 firstname14 Addr2 firstname14 Addr3 firstname14 Addr4 firstname14				154	\$154.00 Cheq	00-000-000	33% N
4	firstname13 sumame04 Addr1 firstname13sumame04 Addr2 firstname13sumame04 Addr3 firstname13sumame04 Addr4 firstname13sumame04				143	\$143.00 Cheq	00-000-000	33% N
9	firstname08 sumame09 Addr1 firstname08sumame09 Addr2 firstname08sumame09 Addr3 firstname08sumame09 Addr4 firstname08sumame09				88	\$88.00 Cheq	00-000-000	33% N
10	firstname07 sumame10 Addr1 firstname07sumame10 Addr2 firstname07sumame10 Addr3 firstname07sumame10 Addr4 firstname07sumame10				77	\$77.00 Cheq	00-000-000	33% N
15	firstname01 sumame15 Addr1 firstname01sumame15 Addr2 firstname01sumame15 Addr3 firstname01sumame15 Addr4 firstname01sumame15				22	\$22.00 Cheq	00-000-000	33% N
16	firstname01 sumame16 Addr1 firstname01sumame16 Addr2 firstname01sumame16 Addr3 firstname01sumame16 Addr4 firstname01sumame16				11	\$11.00 Cheq	00-000-000	33% N
Total Shareholders:					6			
Total Shareholding:					495.00			
Total Outstanding:					\$495.00			

Prepare

Select sort order:

PAYMENT

Trust Group: Trust Group A

Cheque / DC Date: 1/06/2006 Stmt / Report Sort SH ID

Info 0 Shareholders 0 Shareholders

Direct Credit Cheque

First name
Last name
Post Code
SH ID

PAYMENT

Trust Group:

Cheque / DC Date:

Stmt / Report Sort:

Info

0 Shareholders

0 Shareholders

Direct Credit

Cheque

Cheque Run Batches

Cheque# From	Cheque# To	Status
1	6	UnPrinted

Print/Preview Cheques

Destroy/Reprint

Remove All

Save
Transaction Entries

Cheque Start #: End #:

Summary Report, Statements and Cheques are currently sorted by cheque number then by SH ID.

To change the sort order, the following is required:

1. Remove all cheque runs for the currently selected trust group.
2. Select a Stmt / Report sort. (top right, under Trust Group drop down list box)
3. Re-add the cheque run.


Process Example – Cheque – Sort by SHID

Payee List

Stmt / Report Sort SH ID

Chq Payment Grid						
<input type="button" value="Tick All"/>		<input type="button" value="Clear All"/>		<input type="button" value="Update"/>	<input type="button" value="Cancel"/>	<input type="button" value="Close"/>
SH #		<input type="text"/>		<input type="button" value="Search"/>		
SHID	First Name	Last Name	Payee	Balance	Decd	Pay?
3	firstname14			\$154.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	firstname13	surname04		\$143.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	firstname08	surname09		\$88.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	firstname07	surname10		\$77.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	firstname01	surname15		\$22.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	firstname01	surname16		\$11.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Payee List ✕



Any current cheque runs for Trust Group A will need to be removed and re-added to reflect the changes to the Payee List.

Summary Reports

Summary Report

☐ Trust Detail

Payment Summary - Trust Group A

Currency: NZD

Exchange Rate: \$1.0000

Payment Threshold: \$10.00

ID	Shareholder Name	Decd	Cheque #	Amount (NZD)
3	firstname14 Addr1 firstname14 Addr2 firstname14 Addr3 firstname14 Addr4 firstname14	<input type="checkbox"/>	1	\$154.00
4	firstname13 surname04 Addr1 firstname13surname04 Addr2 firstname13surname04 Addr3 firstname13surname04 Addr4 firstname13surname04	<input type="checkbox"/>	2	\$143.00
9	firstname08 surname09 Addr1 firstname08surname09 Addr2 firstname08surname09 Addr3 firstname08surname09 Addr4 firstname08surname09	<input type="checkbox"/>	3	\$88.00
10	firstname07 surname10 Addr1 firstname07surname10 Addr2 firstname07surname10 Addr3 firstname07surname10 Addr4 firstname07surname10	<input type="checkbox"/>	4	\$77.00
15	firstname01 surname15 Addr1 firstname01surname15 Addr2 firstname01surname15 Addr3 firstname01surname15 Addr4 firstname01surname15	<input type="checkbox"/>	5	\$22.00
16	firstname01 surname16 Addr1 firstname01surname16 Addr2 firstname01surname16 Addr3 firstname01surname16 Addr4 firstname01surname16	<input type="checkbox"/>	6	\$11.00
Total Shareholders: 6		Total:	\$495.00	\$495.00

Summary Report

☒ Trust Detail

Payment Summary - Trust Group A

Currency: NZD

Exchange Rate: \$1.0000

Payment Threshold: \$10.00

ID	Shareholder Name	Decd	Cheque #	Amount (NZD)
3	firstname14 Addr1: firstname14 Addr2: firstname14 Addr3: firstname14 Addr4: firstname14	<input type="checkbox"/>		
			Trust1	\$14.00
			Trust2	\$140.00
			1	\$154.00
4	firstname13 surname04 Addr1: firstname13 surname04 Addr2: firstname13 surname04 Addr3: firstname13 surname04 Addr4: firstname13 surname04	<input type="checkbox"/>		
			Trust1	\$13.00
			Trust2	\$130.00
			2	\$143.00
9	firstname08 surname09 Addr1: firstname08 surname09 Addr2: firstname08 surname09 Addr3: firstname08 surname09 Addr4: firstname08 surname09	<input type="checkbox"/>		
			Trust1	\$8.00
			Trust2	\$80.00
			3	\$88.00
10	firstname07 surname10 Addr1: firstname07 surname10 Addr2: firstname07 surname10 Addr3: firstname07 surname10 Addr4: firstname07 surname10	<input type="checkbox"/>		
			Trust1	\$7.00
			Trust2	\$70.00
			4	\$77.00
15	firstname01 surname15 Addr1: firstname01 surname15 Addr2: firstname01 surname15 Addr3: firstname01 surname15 Addr4: firstname01 surname15	<input type="checkbox"/>		
			Trust1	\$2.00
			Trust2	\$20.00
			5	\$22.00
16	firstname01 surname16 Addr1: firstname01 surname16 Addr2: firstname01 surname16 Addr3: firstname01 surname16 Addr4: firstname01 surname16	<input type="checkbox"/>		
			Trust1	\$1.00
			Trust2	\$10.00
			6	\$11.00
Total Shareholders: 6			Total:	\$495.00
				\$495.00

Statements

Trust Group A		
Trust 1 AddressLine1 Trust 1 AddressLine2 Trust 1 AddressLine3	<u>Statement Type</u> Cheque <u>Cheque / Batch #</u> 6 <u>Statement Date</u> 2/06/2006 <u>Trust IRD No.</u>	
firstname01 surname16 Addr1 firstname01 surname16 Addr2 firstname01 surname16 Addr3 firstname01 surname16 Addr4 firstname01 surname16	<u>Shareholder IRD No.</u> <u>Bank Account No.</u> 0 <u>Total Paid</u> \$11.00	Shareholder ID No. 16
<u>Trust1</u>		
02-05-2006	Share Distribution - Gross Amount - Shares Held: 1, Rate per Share: 1, Annual TAX FREE	\$1.00
02-06-2006	Payment	\$1.00
<u>Trust2</u>		
03-05-2006	Share Distribution - Gross Amount - Shares Held: 10, Rate per Share: 1, Annual TAX FREE	\$10.00
02-06-2006	Payment	\$10.00


Process Example – Cheque – Sort by First name

Payee List

Stmt / Report Sort First name

Chq Payment Grid						
Tick All		Clear All		Update	Cancel	Close
SH #				Search		
SHID	First Name	Last Name	Payee	Balance	Decd	Pay?
15	firstname01	surname15		\$22.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
16	firstname01	surname16		\$11.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	firstname07	surname10		\$77.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	firstname08	surname09		\$88.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	firstname13	surname04		\$143.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	firstname14			\$154.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Payee List



Any current cheque runs for Trust Group A will needed to be removed and re-added to reflect the changes to the Payee List.

OK

Summary Reports

Summary Report

☐ Trust Detail

Payment Summary - Trust Group A

Currency: NZD

Exchange Rate: \$1.0000

Payment Threshold: \$10.00

ID	Shareholder Name	Decd	Cheque #	Amount (NZD)
15	firstname01 surname15 <i>Addr1 firstname01surname15</i> <i>Addr2 firstname01surname15</i> <i>Addr3 firstname01surname15</i> <i>Addr4 firstname01surname15</i>	<input type="checkbox"/>	1	\$22.00
16	firstname01 surname16 <i>Addr1 firstname01surname16</i> <i>Addr2 firstname01surname16</i> <i>Addr3 firstname01surname16</i> <i>Addr4 firstname01surname16</i>	<input type="checkbox"/>	2	\$11.00
10	firstname07 surname10 <i>Addr1 firstname07surname10</i> <i>Addr2 firstname07surname10</i> <i>Addr3 firstname07surname10</i> <i>Addr4 firstname07surname10</i>	<input type="checkbox"/>	3	\$77.00
9	firstname08 surname09 <i>Addr1 firstname08surname09</i> <i>Addr2 firstname08surname09</i> <i>Addr3 firstname08surname09</i> <i>Addr4 firstname08surname09</i>	<input type="checkbox"/>	4	\$88.00
4	firstname13 surname04 <i>Addr1 firstname13surname04</i> <i>Addr2 firstname13surname04</i> <i>Addr3 firstname13surname04</i> <i>Addr4 firstname13surname04</i>	<input type="checkbox"/>	5	\$143.00
3	firstname14 <i>Addr1 firstname14</i> <i>Addr2 firstname14</i> <i>Addr3 firstname14</i> <i>Addr4 firstname14</i>	<input type="checkbox"/>	6	\$154.00
Total Shareholders: 6			Total:	\$495.00
				\$495.00

Summary Report

☒ Trust Detail

Payment Summary - Trust Group A

Currency: NZD

Exchange Rate: \$1.0000

Payment Threshold: \$10.00

ID	Shareholder Name	Decd	Cheque #	Amount (NZD)
15	firstname01 surname15 Addr1: firstname01 surname15 Addr2: firstname01 surname15 Addr3: firstname01 surname15 Addr4: firstname01 surname15	<input type="checkbox"/>		
			Trust1	\$2.00
			Trust2	\$20.00
			1	\$22.00
16	firstname01 surname16 Addr1: firstname01 surname16 Addr2: firstname01 surname16 Addr3: firstname01 surname16 Addr4: firstname01 surname16	<input type="checkbox"/>		
			Trust1	\$1.00
			Trust2	\$10.00
			2	\$11.00
10	firstname07 surname10 Addr1: firstname07 surname10 Addr2: firstname07 surname10 Addr3: firstname07 surname10 Addr4: firstname07 surname10	<input type="checkbox"/>		
			Trust1	\$7.00
			Trust2	\$70.00
			3	\$77.00
9	firstname08 surname09 Addr1: firstname08 surname09 Addr2: firstname08 surname09 Addr3: firstname08 surname09 Addr4: firstname08 surname09	<input type="checkbox"/>		
			Trust1	\$8.00
			Trust2	\$80.00
			4	\$88.00
4	firstname13 surname04 Addr1: firstname13 surname04 Addr2: firstname13 surname04 Addr3: firstname13 surname04 Addr4: firstname13 surname04	<input type="checkbox"/>		
			Trust1	\$13.00
			Trust2	\$130.00
			5	\$143.00
3	firstname14 Addr1: firstname14 Addr2: firstname14 Addr3: firstname14 Addr4: firstname14	<input type="checkbox"/>		
			Trust1	\$14.00
			Trust2	\$140.00
			6	\$154.00
Total Shareholders: 6			Total:	\$495.00
				\$495.00


Process Example – Cheque – Sort by Last name

Payee List

Stmt / Report Sort Last name

Chq Payment Grid						
<div>Tick All Clear All Update Cancel Close</div> <div>SH # <input type="text"/> Search</div>						
SHID	First Name	Last Name	Payee	Balance	Decd	Pay?
3	firstname14			\$154.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	firstname13	surname04		\$143.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	firstname08	surname09		\$88.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	firstname07	surname10		\$77.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	firstname01	surname15		\$22.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	firstname01	surname16		\$11.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Payee List

 Any current cheque runs for Trust Group A will need to be removed and re-added to reflect the changes to the Payee List.

OK

Summary Reports

Summary Report

Trust Detail

Payment Summary - Trust Group A					
Currency: NZD Exchange Rate: \$1.0000 Payment Threshold: \$10.00					
ID	Shareholder Name	Decd	Cheque #	Amount (NZD)	
3	firstname14 Addr1 firstname14 Addr2 firstname14 Addr3 firstname14 Addr4 firstname14	<input type="checkbox"/>	1	\$154.00	
4	firstname13 surname04 Addr1 firstname13surname04 Addr2 firstname13surname04 Addr3 firstname13surname04 Addr4 firstname13surname04	<input type="checkbox"/>	2	\$143.00	
9	firstname08 surname09 Addr1 firstname08surname09 Addr2 firstname08surname09 Addr3 firstname08surname09 Addr4 firstname08surname09	<input type="checkbox"/>	3	\$88.00	
10	firstname07 surname10 Addr1 firstname07surname10 Addr2 firstname07surname10 Addr3 firstname07surname10 Addr4 firstname07surname10	<input type="checkbox"/>	4	\$77.00	
15	firstname01 surname15 Addr1 firstname01surname15 Addr2 firstname01surname15 Addr3 firstname01surname15 Addr4 firstname01surname15	<input type="checkbox"/>	5	\$22.00	
16	firstname01 surname16 Addr1 firstname01surname16 Addr2 firstname01surname16 Addr3 firstname01surname16 Addr4 firstname01surname16	<input type="checkbox"/>	6	\$11.00	
Total Shareholders: 6			Total:	\$495.00	\$495.00

Summary Report

☒ Trust Detail

Payment Summary - Trust Group A

Currency: NZD

Exchange Rate: \$1.0000

Payment Threshold: \$10.00

ID	Shareholder Name	Decd	Cheque #	Amount (NZD)
3	firstname14 Addr1: firstname14 Addr2: firstname14 Addr3: firstname14 Addr4: firstname14	<input type="checkbox"/>		
			Trust1	\$14.00
			Trust2	\$140.00
			1	\$154.00
4	firstname13 surname04 Addr1: firstname13 surname04 Addr2: firstname13 surname04 Addr3: firstname13 surname04 Addr4: firstname13 surname04	<input type="checkbox"/>		
			Trust1	\$13.00
			Trust2	\$130.00
			2	\$143.00
9	firstname08 surname09 Addr1: firstname08 surname09 Addr2: firstname08 surname09 Addr3: firstname08 surname09 Addr4: firstname08 surname09	<input type="checkbox"/>		
			Trust1	\$8.00
			Trust2	\$80.00
			3	\$88.00
10	firstname07 surname10 Addr1: firstname07 surname10 Addr2: firstname07 surname10 Addr3: firstname07 surname10 Addr4: firstname07 surname10	<input type="checkbox"/>		
			Trust1	\$7.00
			Trust2	\$70.00
			4	\$77.00
15	firstname01 surname15 Addr1: firstname01 surname15 Addr2: firstname01 surname15 Addr3: firstname01 surname15 Addr4: firstname01 surname15	<input type="checkbox"/>		
			Trust1	\$2.00
			Trust2	\$20.00
			5	\$22.00
16	firstname01 surname16 Addr1: firstname01 surname16 Addr2: firstname01 surname16 Addr3: firstname01 surname16 Addr4: firstname01 surname16	<input type="checkbox"/>		
			Trust1	\$1.00
			Trust2	\$10.00
			6	\$11.00
Total Shareholders: 6			Total:	\$495.00
				\$495.00

Process Example – Cheque – Sort by Post Code

Payee List

Stmt / Report Sort Post Code

Chq Payment Grid

Tick All

Clear All

Update

Cancel


Close

SH #

Search

SHID	First Name	Last Name	Payee	Balance	Decd	Pay?
16	firstname01	surname16		\$11.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	firstname07	surname10		\$77.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	firstname13	surname04		\$143.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	firstname01	surname15		\$22.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	firstname08	surname09		\$88.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	firstname14			\$154.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Payee List



Any current cheque runs for Trust Group A will need to be removed and re-added to reflect the changes to the Payee List.

OK

Summary Reports

Summary Report

☐ Trust Detail

Payment Summary - Trust Group A				
Currency: NZD				
Exchange Rate: \$1.0000				
Payment Threshold: \$10.00				
ID	Shareholder Name	Decd	Cheque #	Amount (NZD)
16	firstname01 surname16	<input type="checkbox"/>	1	\$11.00
	Addr1 firstname01 surname16			
	Addr2 firstname01 surname16			
	Addr3 firstname01 surname16			
	Addr4 firstname01 surname16			
10	firstname07 surname10	<input type="checkbox"/>	2	\$77.00
	Addr1 firstname07 surname10			
	Addr2 firstname07 surname10			
	Addr3 firstname07 surname10			
	Addr4 firstname07 surname10			
4	firstname13 surname04	<input type="checkbox"/>	3	\$143.00
	Addr1 firstname13 surname04			
	Addr2 firstname13 surname04			
	Addr3 firstname13 surname04			
	Addr4 firstname13 surname04			
15	firstname01 surname15	<input type="checkbox"/>	4	\$22.00
	Addr1 firstname01 surname15			
	Addr2 firstname01 surname15			
	Addr3 firstname01 surname15			
	Addr4 firstname01 surname15			
9	firstname08 surname09	<input type="checkbox"/>	5	\$88.00
	Addr1 firstname08 surname09			
	Addr2 firstname08 surname09			
	Addr3 firstname08 surname09			
	Addr4 firstname08 surname09			
3	firstname14	<input type="checkbox"/>	6	\$154.00
	Addr1 firstname14			
	Addr2 firstname14			
	Addr3 firstname14			
	Addr4 firstname14			
Total Shareholders: 6		Total:	\$495.00	\$495.00

Summary Report

☒ Trust Detail

Payment Summary - Trust Group A

Currency: NZD

Exchange Rate: \$1.0000

Payment Threshold: \$10.00

ID	Shareholder Name	Decd	Cheque #	Amount (NZD)
16	firstname01 surname16 Addr1: firstname01 surname16 Addr2: firstname01 surname16 Addr3: firstname01 surname16 Addr4: firstname01 surname16	<input type="checkbox"/>		
			Trust1	\$1.00
			Trust2	\$10.00
			1	\$11.00
10	firstname07 surname10 Addr1: firstname07 surname10 Addr2: firstname07 surname10 Addr3: firstname07 surname10 Addr4: firstname07 surname10	<input type="checkbox"/>		
			Trust1	\$7.00
			Trust2	\$70.00
			2	\$77.00
4	firstname13 surname04 Addr1: firstname13 surname04 Addr2: firstname13 surname04 Addr3: firstname13 surname04 Addr4: firstname13 surname04	<input type="checkbox"/>		
			Trust1	\$13.00
			Trust2	\$130.00
			3	\$143.00
15	firstname01 surname15 Addr1: firstname01 surname15 Addr2: firstname01 surname15 Addr3: firstname01 surname15 Addr4: firstname01 surname15	<input type="checkbox"/>		
			Trust1	\$2.00
			Trust2	\$20.00
			4	\$22.00
9	firstname08 surname09 Addr1: firstname08 surname09 Addr2: firstname08 surname09 Addr3: firstname08 surname09 Addr4: firstname08 surname09	<input type="checkbox"/>		
			Trust1	\$8.00
			Trust2	\$80.00
			5	\$88.00
3	firstname14 Addr1: firstname14 Addr2: firstname14 Addr3: firstname14 Addr4: firstname14	<input type="checkbox"/>		
			Trust1	\$14.00
			Trust2	\$140.00
			6	\$154.00
Total Shareholders: 6		Total:	\$495.00	\$495.00

Process Example – Cheque – Cheque Layouts

Payee List

Stmt / Report Sort Post Code

Chq Payment Grid						
Tick All		Clear All		Update	Cancel	Close
SH #		<input type="text"/>				
		Search				
SHID	First Name	Last Name	Payee	Balance	Decd	Pay?
16	firstname01	surname16		\$11.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10	firstname07	surname10		\$77.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	firstname13	surname04		\$143.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	firstname01	surname15		\$22.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	firstname08	surname09		\$88.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	firstname14			\$154.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Trust Group A
Trust 1 AddressLine1
Trust 1 AddressLine2
Trust 1 AddressLine3

IRD Number

16
firstname01 surname16
Addr1 firstname01 surname16
Addr2 firstname01 surname16
Addr3 firstname01 surname16
Addr4 firstname01 surname16

Payment Summary

Trust:	Amount:
Trust1	\$1.00
Trust2	\$10.00
Cheque Number 1 Total:	\$11.00

NOT TRANSFERABLE

02-Jun-2006

firstname01 surname16

xxxxxx

ELEVEN DOLLARS AND 00 CENTS

11.00

Trust Group A
Trust 1 AddressLine1
Trust 1 AddressLine2
Trust 1 AddressLine3

IRD Number

10
firstname07 surname10
Addr1 firstname07 surname10
Addr2 firstname07 surname10
Addr3 firstname07 surname10
Addr4 firstname07 surname10

Payment Summary

Trust:	Amount:
Trust1	\$7.00
Trust2	\$70.00
Cheque Number 2 Total:	\$77.00

NOT TRANSFERABLE

02-Jun-2006

firstname07 surname10

xxxxxx

SEVENTY SEVEN DOLLARS AND 00 CENTS

77.00

		Trust Group A Trust 1 AddressLine1 Trust 1 AddressLine2 Trust 1 AddressLine3	
		IRD Number	
4 firstname13 surname04 Addr1 firstname13surname04 Addr2 firstname13surname04 Addr3 firstname13surname04 Addr4 firstname13surname04			
Payment Summary			
<u>Trust:</u>		<u>Amount:</u>	
Trust1		\$13.00	
Trust2		\$130.00	
Cheque Number 3 Total:		<u>\$143.00</u>	
NOT TRANSFERABLE			
02-Jun-2006			
firstname13 surname04			
xxxxxx			
ONE HUNDRED AND FOURTY THREE DOLLARS AND 00 CENTS			
143.00			

		Trust Group A Trust 1 AddressLine1 Trust 1 AddressLine2 Trust 1 AddressLine3	
		IRD Number	
3 firstname14 Addr1 firstname14 Addr2 firstname14 Addr3 firstname14 Addr4 firstname14			
Payment Summary			
<u>Trust:</u>		<u>Amount:</u>	
Trust1		\$14.00	
Trust2		\$140.00	
Cheque Number 6 Total:		<u>\$154.00</u>	
NOT TRANSFERABLE			
02-Jun-2006			
firstname14			
xxxxxx			
ONE HUNDRED AND FIFTY FOUR DOLLARS AND 00 CENTS			
154.00			

		Trust Group A Trust 1 AddressLine1 Trust 1 AddressLine2 Trust 1 AddressLine3	
		IRD Number	
9 firstname08 surname09 Addr1 firstname08surname09 Addr2 firstname08surname09 Addr3 firstname08surname09 Addr4 firstname08surname09			
Payment Summary			
<u>Trust:</u>		<u>Amount:</u>	
Trust1		\$8.00	
Trust2		\$80.00	
Cheque Number 5 Total:		<u>\$88.00</u>	
NOT TRANSFERABLE			
02-Jun-2006			
firstname08 surname09			
xxxxxx			
EIGHTY EIGHT DOLLARS AND 00 CENTS			
88.00			

		Trust Group A Trust 1 AddressLine1 Trust 1 AddressLine2 Trust 1 AddressLine3	
		IRD Number	
15 firstname01 surname15 Addr1 firstname01surname15 Addr2 firstname01surname15 Addr3 firstname01surname15 Addr4 firstname01surname15			
Payment Summary			
<u>Trust:</u>		<u>Amount:</u>	
Trust1		\$2.00	
Trust2		\$20.00	
Cheque Number 4 Total:		<u>\$22.00</u>	
NOT TRANSFERABLE			
02-Jun-2006			
firstname01 surname15			
xxxxxx			
TWENTY TWO DOLLARS AND 00 CENTS			
22.00			

Process Example – Cheque - Save

Produce

Produce summary reports, statements and cheques.

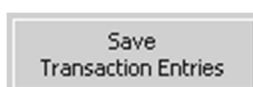
Review

Review summary reports, statements and cheques.

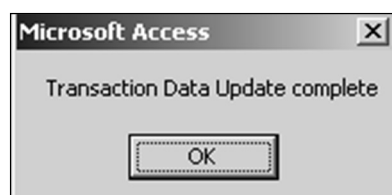
Save

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 cheques are correct.



A confirmation message will display if transactions have been saved.



Check

Review payments against eligible shareholders:

