

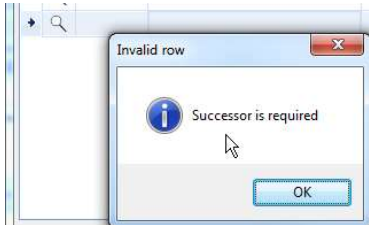
SUCCESSION PROCESS

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Tips

If this appears on a blank row in the successor grid, click OK on the button below and then press Esc key to cancel the blank row.

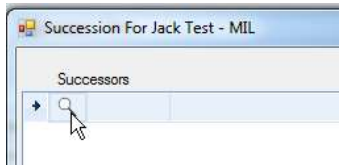


Creating a Succession

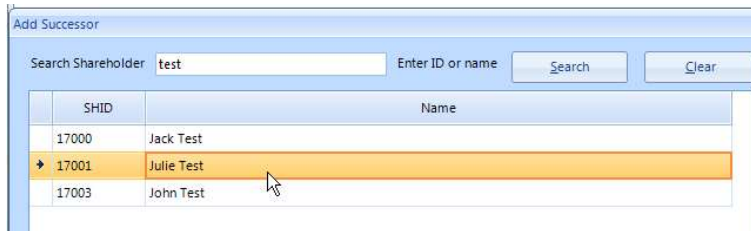
1. In the Shareholder screen, click the Succession button on the shareholder selected as the source.



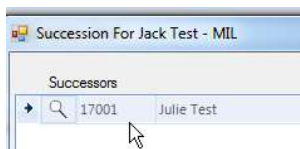
2. Type the SHID in the column after the magnifying glass or click the magnifying glass icon to search for the successor.



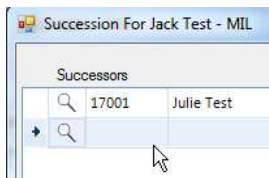
Double click the record to add to successors list.



Press Enter

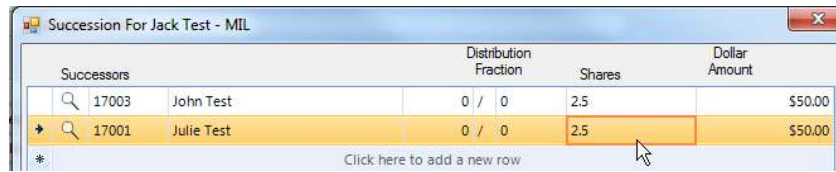


This will add a new row to add more successors.



To cancel adding the new row, click in the blank row and press Esc key.

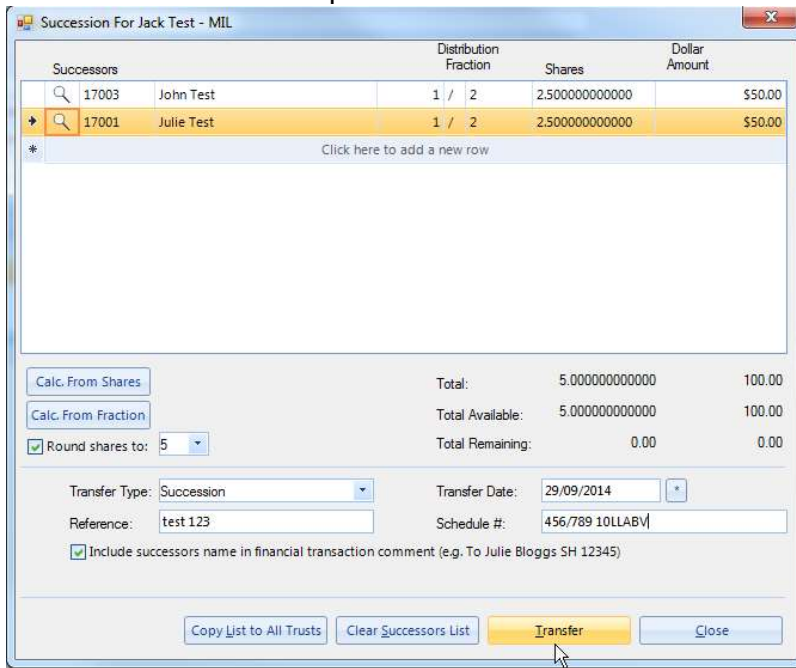
3. There are two ways to determine the shares or amount to be transferred.
 - a. Input value in the shares column and then press the Calc. From Shares button



- b. Input value in the Distribution Fraction columns, and then press the Calc. From Fraction button



4. Enter the details in the input fields at the bottom.



You have the option to click the Copy List to All Trusts, which would copy the successors and other details into the other Trusts.

5. After entering all the details, click the Transfer button.

Checking the Result of the Succession

Source Shareholder

1. Financial Transactions tab

The screenshot shows the 'Financial Transactions' tab with a table of transactions. The columns are Date, Transaction, Comments, Reconciled, Trust Code, Amount, and Balance. The table shows a series of transfers and journal entries.

Date	Transaction	Comments	Reconciled	Trust Code	Amount	Balance
						Balance \$0.00
29-Sep-2014	Transfer	To John Test SH 17003		MIL	-\$50.00	\$0.00
29-Sep-2014	Transfer	To Julie Test SH 17001		MIL	-\$50.00	\$50.00
23-Jan-2014	Journal	.		MIL	\$99.00	\$100.00
22-Jan-2014	Journal	3		MIL	\$1.00	\$1.00

2. Share Transactions tab

The screenshot shows the 'Share Transactions' tab with a table of share transactions. The columns are Date, Transaction, Comments, Name, Ref ID, Trust Code, Amount, and Balance. The table shows a succession of shares to John Test and Julie Test.

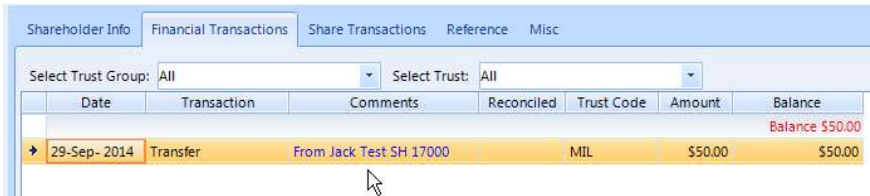
Date	Transaction	Comments	Name	Ref ID	Trust Code	Amount	Balance
							Balance 0
29-Sep-2014	Succession	test 123	John Test	17003	MIL	-2.50	0
29-Sep-2014	Succession	test 123	Julie Test	17001	MIL	-2.50	2.50
13-Jan-2014	Other	test2			MIL	5.00	5.00

Clicking on the share row will allow direct transfer to the record:

The screenshot shows the 'Share Transactions' tab with the first row (29-Sep-2014 Succession test 123 John Test 17003 MIL -2.50) highlighted. A mouse cursor is clicking on the '17003' Ref ID. A dialog box titled 'Shareholder Transfers' is open, displaying a question mark icon and the text: 'Shares transferred as Succession to John Test. Do you want to view the Shareholder Details?'. There are 'Yes' and 'No' buttons at the bottom of the dialog.

Target Shareholder

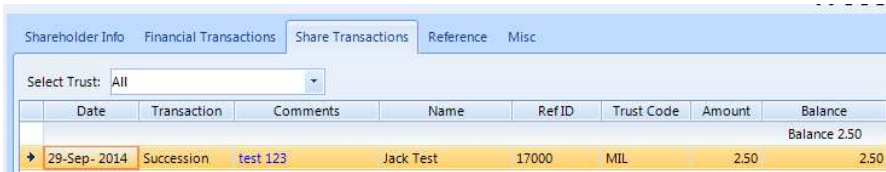
1. Financial Transactions tab



The screenshot shows the 'Financial Transactions' tab selected. At the top, there are tabs for 'Shareholder Info', 'Financial Transactions', 'Share Transactions', 'Reference', and 'Misc'. Below the tabs, there are two dropdown menus: 'Select Trust Group: All' and 'Select Trust: All'. The main table has columns: Date, Transaction, Comments, Reconciled, Trust Code, Amount, and Balance. A single transaction is visible: 29-Sep-2014, Transfer, From Jack Test SH 17000, MIL, \$50.00, \$50.00. A mouse cursor is pointing at the 'Comments' cell. A 'Balance \$50.00' is shown in red text at the end of the table.

Date	Transaction	Comments	Reconciled	Trust Code	Amount	Balance
						Balance \$50.00
29-Sep-2014	Transfer	From Jack Test SH 17000		MIL	\$50.00	\$50.00

2. Share Transactions tab



The screenshot shows the 'Share Transactions' tab selected. At the top, there are tabs for 'Shareholder Info', 'Financial Transactions', 'Share Transactions', 'Reference', and 'Misc'. Below the tabs, there is a dropdown menu: 'Select Trust: All'. The main table has columns: Date, Transaction, Comments, Name, RefID, Trust Code, Amount, and Balance. A single transaction is visible: 29-Sep-2014, Succession, test 123, Jack Test, 17000, MIL, 2.50, 2.50. A 'Balance 2.50' is shown in red text at the end of the table.

Date	Transaction	Comments	Name	RefID	Trust Code	Amount	Balance
							Balance 2.50
29-Sep-2014	Succession	test 123	Jack Test	17000	MIL	2.50	2.50

