

GDMA / GDPPro

Starting Guide

June 2023

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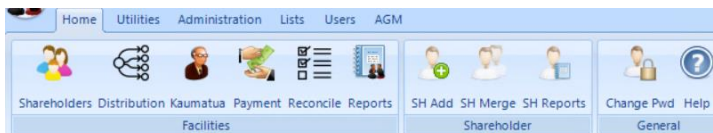
Getting Started

Type in your login and password and press the Enter key to login.

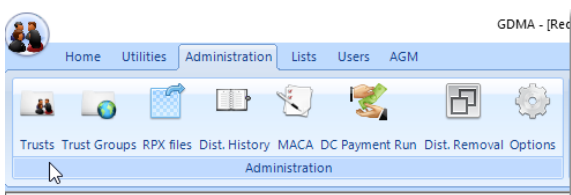


Change Password

First thing to do is change your password by clicking Change Pwd, top right.



Trust



Trusts are blocks. Owners have shares in these.

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:

Kaumatur Trust:

Trust MLC Reference:

Trust Code

Short hand reference to trust name

Trust Address

use ctrl-enter to add a new line to address

Trust Type

usually trust. There is kaumatua trust that is no longer used.

Trust Total Shares

used during distribution to check shares held on the database matches the originally recorded shares

Trust Total Area Ha

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

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

Kaumatua Trust

no longer used

Trust MLC Reference

the Māori Land Court block number reference

Send screenshot to support@arisesoftware.co.nz of each trust showing the updates to each of the above for us to review

Trust Groups

Trust groups are a group of trust/blocks. They also share a common bank account for payments of distributions and grants.

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

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

Setup Trust Groups 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 a new line to address.

IRD

Appears in distribution statements provided to owners. Also required for IRD filing.

Contact Name

This is required for IRD filing

Contact Phone

This is required for IRD filing

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

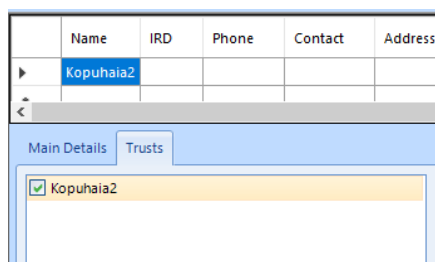
The amount that the outstanding balance needs to be eligible for direct credit payment, but for overseas payments

Chq Threshold

No longer used

Send screenshot to support@arisesoftware.co.nz of each trust group showing the updates to each of the above for us to review

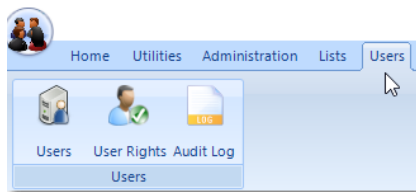
Assign Trust (blocks) To Trust Group



A trust/block is assigned to a trust group. This is done by ticking the trust/block in the Trusts tab.

Send screenshot to support@arisesoftware.co.nz of each trust group and their trust associations for us to review

Users



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

Initially, a user is added (usually admin) that has access to all blocks and has rights to the entire database.

Add/ Maintain Users

Username	User Firstname	User Surname	Windows Name	Trusts	
* Click here to add a new row					
a	Arise	Arise	ARISEVM1	Trusts	Change Password
a3	Arise2	Arise2		Trusts	Change Password

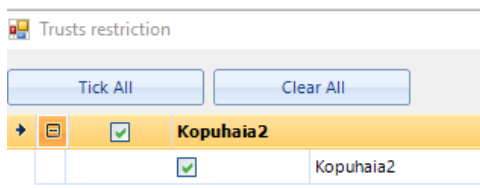
In the row with the * enter username press Tab, first name press Tab, surname press Tab, skip windows name by press Tab

Username	User Firstname	User Surname	Windows Name	Trusts	
* Click here to add a new row					

After tabbing from Windows Name, password dialog will appear to enter password. After entry of password, it will add the new user.

Assign Trust to User

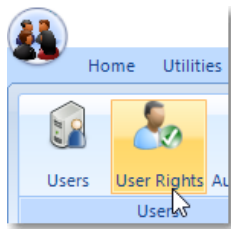
On the user row, select Trusts and a list of trust groups, and their trusts/blocks, will display



Tick to allocate trust access to the user

Assign Rights to User

Click User Rights.



User Firstname	User Surname	User Login
Arise	Arise	a
Arise2	Arise2	a3

Category	
System Administration	<input checked="" type="checkbox"/>
Security Administration	<input checked="" type="checkbox"/>
Reports Administration	<input checked="" type="checkbox"/>
Shareholder Editing	<input checked="" type="checkbox"/>
Trust Editing	<input checked="" type="checkbox"/>
Transaction Creation	<input checked="" type="checkbox"/>
Transaction Editing	<input checked="" type="checkbox"/>
Distribution Processing	<input checked="" type="checkbox"/>
Payments Processing	<input checked="" type="checkbox"/>
Reconciliation	<input checked="" type="checkbox"/>
Utilities	<input checked="" type="checkbox"/>

Click the user on right side and tick which rights are to be allocated to the user. Untick all if wanting to assign read only access.

Restart GDMA and try the new login. If not work, login back as yourself, re-enter the password in the screen below and try again

	Username	User Firstname	User Surname	Windows Name	Trusts	
*	Click here to add a new row					
+	a	Arise	Arise	ARISEVM1	Trusts	Change Password
	a3	Arise2	Arise2		Trusts	Change Password

Revoke Access

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

This concludes the initial setup

The following sections are about the main screen and no setup is required

The Main Screen – Shareholders

There are other tabs to this screen – **Shareholder Info, Financial Transactions, Share Transactions, Reference and Misc.**

Shareholder Search Screen

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

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

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

are included in the search.

Search Options

Alias/Trustees

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

Missing Info

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

Shareholders listed will have one or more of the following:

1. Shareholder has an address but the payment option is None.
2. Shareholder has an address and payment option is Cheque and Shareholder has an Account number (A Direct Credit payment could be made) (*cheques are no longer an option*)
3. Both Address fields are empty. (some databases only have one address field)
4. Direct credit payment option is selected but there is no Account Number.

Duplicates

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

Duplicate names usually result from the import process when the database is installed.

Deceased

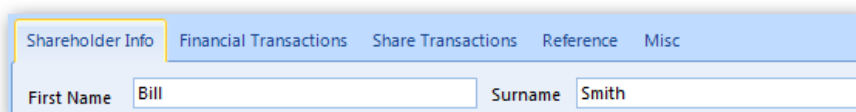
To list the deceased shareholders, tick this box and click search.

Trust Selection

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

Fields

Shareholder Name



Shareholder Info	Financial Transactions	Share Transactions	Reference	Misc
First Name	Bill	Surname	Smith	

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

Address

Press enter in the field to add a line.

There are two address fields available. If the second one is activated (via the Special Processes screen) then it can be used for any address purpose.

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

Postcode

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

Phone/Cell

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

Email

This field is for an email address.

Type

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

Admin

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

Region

	Region Code	Region Description	Non Resident
*	Click here to add a new row		
➔	NZD	New Zealand	<input type="checkbox"/>
	AUS	Australia land	<input checked="" type="checkbox"/>
	ROW	Rest Of World	<input checked="" type="checkbox"/>

This is a code field that can be used for a variety of purposes. It can identify the demographic details of the shareholders. The options for this field's drop-down list are set in the Administration screens, as seen above. There is no limit to the number of region options that can be created in this table.

Alias Names

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

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

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

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

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

Payee Name

This is no longer used. It was used in cheque production.

IRD

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


Pay (Payment Method)

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

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

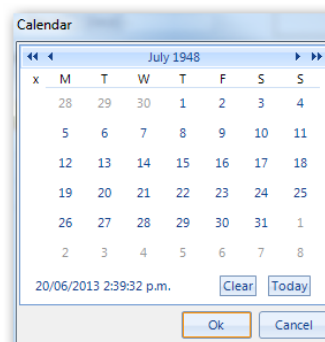
Cheques are no longer produced by the system.

D.O.B.

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

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

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



ID and Code Numbers

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

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

NRWT (Non-Resident Withholding Tax)

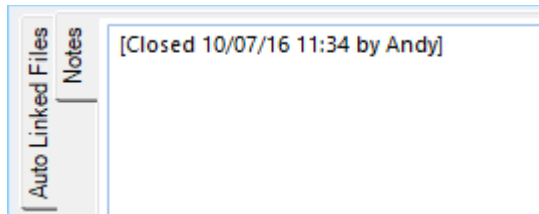
When ticked, this will affect the tax rate for distributions. This should only be ticked with a valid IRD NRWT certificate.

Bank & Bank Acc No


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

Closed

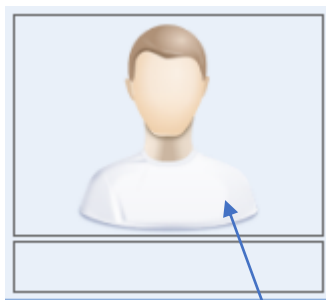
This can only be ticked when the shares and financial balances are both zero. Once ticked, all fields will change to the colour set for closed SH. This prevents changes being made but also shows at a glance that the shareholders' details are closed. An entry is placed automatically in the Notes box when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



Deceased

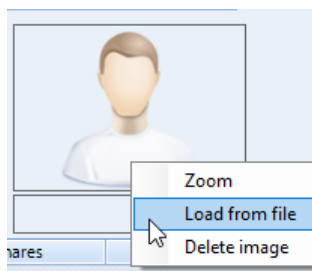
This should be ticked when the notification has been received that a shareholder is deceased. The date can be entered by clicking on the  button or by typing directly into the field.

Photos / Signatures



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

Right click on photo box, load photo








The same can be done for the signatures

Shareholder Trusts

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

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

The  button can make successions or transfers of shares and account balances to other shareholders.

	Trust	Shares	Balance	
			Balance \$46.99	
→	KauKaumatua	7.0	\$0.00	
	RIM	4.0	\$1.70	
	KOW	0.0	\$21.95	
	KAU	2.11861	\$23.34	

Succession Guide: <https://arisesoftware.co.nz/wp-content/uploads/simple-file-list/GDPro-Successions.pdf>

We can assist with your first two successions. Complete the table inside the guide, email support@arisesoftware.co.nz and we'll make an appointment.

Automatic Owner Document Linking

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

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

For example, the owner id for Eve is 146:



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

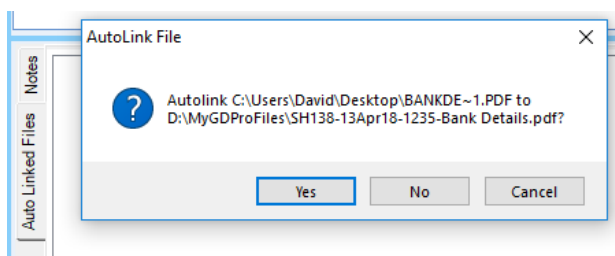
A screenshot of the '146 Eve Wharekura' form. The form is divided into several sections. On the left, there are fields for 'First Name' (Eve), 'Surname' (Wharekura), 'Address (Cheques)', 'Post Code', 'Address (Notices)', 'Phone', 'Cell', 'Email', 'Type', 'Admin', and 'Region'. In the center, there are fields for 'Payee', 'IRD', 'Pay' (Direct Credit), 'Bank' (11-1111-1111111-113), 'Sex', 'DOB', and 'Code'. On the right, there is a profile picture placeholder. Below these fields is a table with columns 'Trust', 'Shares', and 'Balance'. The table has one row: 'Kopuhaia2' with '0.004' shares and a 'Balance' of '\$5.00'. At the bottom, there is a section for 'Auto Linked Files' which lists several files: 'C:\Users\David\OneDrive - Arise Software Ltd\AriseOwnerUpdates\SH146-BirthCert.jpg', 'C:\Users\David\OneDrive - Arise Software Ltd\AriseOwnerUpdates\SH146-DriverLic.jpg', 'C:\Users\David\OneDrive - Arise Software Ltd\AriseOwnerUpdates\SH146-GrantsApplication Edu Jun17.doc', 'C:\Users\David\OneDrive - Arise Software Ltd\AriseOwnerUpdates\SH146-Statement Dec16 Dist.pdf', and 'C:\Users\David\OneDrive - Arise Software Ltd\AriseOwnerUpdates\SH146-Whakapapa.doc'.

Drag Drop Files

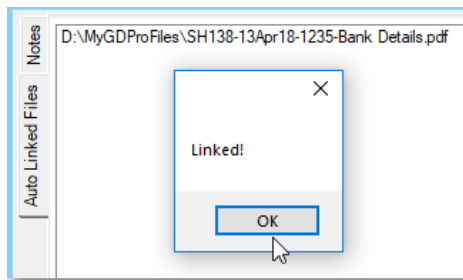
Copy the file from your computer, and paste onto the desktop of the GDPro GO desktop.

Click on the Auto Linked Files tab

Drag and drop a file (such as a succession order or a scanned proof of bank account) into the Auto Linked Files Panel



Click Yes



The new facility will automatically prefix the filename with the shareholder's ID and the current date/time.

File naming

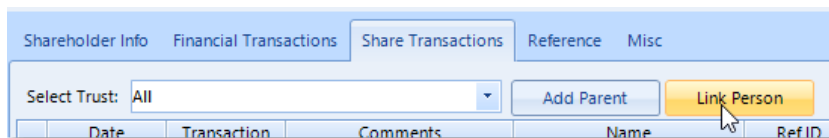
Ensure to name the files with SH then the owner id. After the owner id, the filename can have a space or - then anything else after it.

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

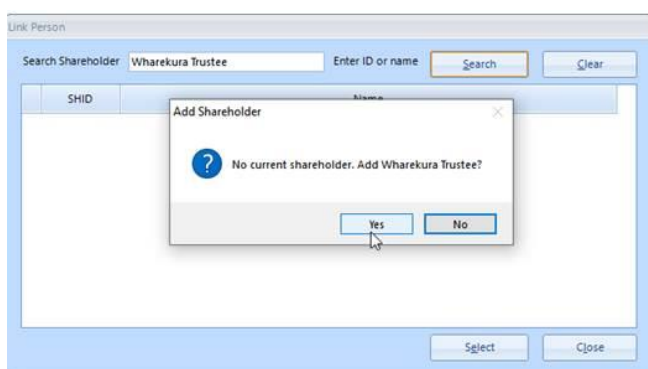
Too easy.

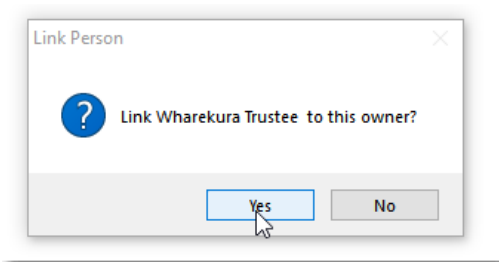
Link Person / Add Parent

This new facility allows to add people such as trustees in order to record address and contact details.



Search for the person you want to link to the owner. If the person is not found, you have the option to automatically add the person:





The person is “linked” to the owner.

Shareholder Info Financial Transactions Share Transactions Reference Misc									
Select Trust: All				Add Parent		Link Person			
Date	Transaction	Comments	Name	Ref ID	Trust Code	Amount	Balance	LI	Act
Balance 1518.6775...									
14-Jun- 2019	Other	Link	Wharekura Trustee	151		0	1518.677582	<input type="checkbox"/>	
22-Nov- 2015	Other	Imported from MLC			Kopuhaia2	0.677582	1518.677582	<input type="checkbox"/>	
01-Jan- 2000	Other	Imported from MLC			Block B	138	1518	<input type="checkbox"/>	
01-Jan- 2000	Other	Imported from MLC			Block C	1380	1380	<input type="checkbox"/>	

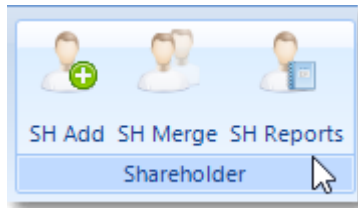
Right clicking on the Link allows for selection of the type of relationship the person has to the owner.

Shareholder Info Financial Transactions Share Transactions Reference M									
Select Trust: All				Add Parent					
Date	Transaction	Comments	Name	Ref ID	Trust Code	Amount	Balance	LI	Act
14-Jun- 2019	Other	Link	Wharekura Trust						
22-Nov- 2015	Other	Imported from							
01-Jan- 2000	Other	Imported from							
01-Jan- 2000	Other	Imported from							

Admin
 Remaindermen
 Trust
 Trustee

Shareholder Info Financial Transactions Share Transactions Reference Misc									
Select Trust: All				Add Parent		Link			
Date	Transaction	Comments	Name	Ref ID	Trust Code	Amount	Balance	LI	Act
14-Jun- 2019	Other	Trustee	Wharekura Trustee						
22-Nov- 2015	Other	Imported from MLC							

Shareholder Reports



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

A screenshot of a 'Shareholder Report Options' dialog box. The dialog has a title bar with a close button. It is divided into two main sections. The top section, titled 'Report', contains several radio buttons: 'Shareholder Details and Transactions' (which is selected), 'Shareholder Details', 'Audit Report', 'Statement', and 'Succession Letter Reprint'. To the right of these is a radio button for 'Custom Forms' and a dropdown menu. Below the radio buttons is a 'Date' field with the value '2/02/2000' and a calendar icon. An 'Edit Custom Forms' button is also present. The bottom section, titled 'Kaumatua', contains a 'Kaumatua Trust' dropdown menu and a 'Kaumatua Share Note' text area. Below these are two buttons: 'Add a Kaumatua Share' and 'Remove a Kaumatua Share'. At the very bottom of the dialog are three buttons: 'Return Mail', 'OK', and 'Cancel'.

Shareholder Details and Transactions

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

Shareholder Information

Rawiri David Wharekura

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

Shareholder Note

Financial Transactions

Date	Transaction Type	Reference	Amount	Balance	Comment
<u>Kopuhiaia2</u>					
01/04/2016	Journal		\$10.00	\$10.00	Test
18/07/2017	Transfer		-\$2.50	\$7.50	To Kristina Wharekura 142
18/07/2017	Transfer		-\$2.50	\$5.00	To Katie Wharekura SH 143
18/07/2017	Transfer		-\$2.50	\$2.50	To Sam Wharekura SH 145
18/07/2017	Transfer		-\$2.50	\$0.00	To Eve Wharekura SH 146
Closing Balance				\$0.00	

Share Transactions

Date	Transaction Type	Reference	Amount	Balance	Comment
<u>Kopuhiaia2</u>					
22/11/2015	Other		0.677582	0.677582	Imported from MLC
18/07/2017	Succession	142	-0.1693955	-0.1693955	MLC A12-124
18/07/2017	Succession	143	-0.1693955	-0.1693955	MLC A12-124
18/07/2017	Succession	145	-0.1693955	-0.1693955	MLC A12-124
18/07/2017	Succession	146	-0.1693955	-0.1693955	MLC A12-124
Closing Balance				0	

Shareholder Details

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

Shareholder Information	
Rawiri David Wharekura	
ID Number	138
Date of Birth	
Gender	Male
Type	Individual
Address 1	Hamilton
Post Code	
Address 2	
Post Code	
Phone #1	
Cellphone	
Email	
Administrator	
Closed <input type="checkbox"/> NRWT <input type="checkbox"/>	
I.R.D. Number	12-345-678
Payment Method	Cheque
Bank Account	11-1111-1111111-111
Account Details	
Region	
Aliases	
Shareholder Note	
Financial Transactions	
Kopuhaia2	\$0.00
Share Transactions	
Kopuhaia2	0

Audit Report

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

Audit Trail


Rawiri David Wharekura

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

Statement

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

We can update or remove the logo. Provide the logo to support@arisesoftware.co.nz.

 your company slogan		Statement Type Statement Reprint
		Cheque / Batch # N/A
		Statement Date 19/07/2017
		IRD No.
Katie Wharekura		Shareholder IRD No.
		Bank Account No. 11-1111-1111111-111
		Outstanding Amount \$0.00
Shareholder ID No. 143		
18-07-2017	Transfer - From Rawiri David Wharekura SH 138	\$2.50
19-07-2017	Payment DC#1	-\$2.50

Succession Letter Reprint

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

19 July 2017

Shareholder No. 143

Katie Wharekura

Tena koe

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

<u>From</u>	<u>Type</u>	<u>Shares</u>
Rawiri David Wharekura	Succession	0.16940

Your shareholder number is 143

Your current balance is 0.1693955

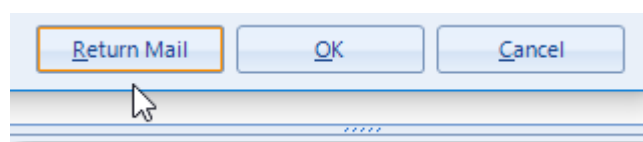
Please send back the attached Bank Deposit and Confirmation of Authority Form so we can ensure we have your correct details. Providing us with your IRD number will reduce the amount of tax payable, so please send this through.

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

Kaumatua Grants

No longer used

Return Mail



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

Add Shareholder



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

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

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

Merge Shareholders



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

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

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

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

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

The process is irreversible.

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 represent 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 selection should be made at the top of the screen.

138 Rawiri David Wharekura						
<div> Shareholder Info Financial Transactions Share Transactions Reference Misc </div>						
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

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.

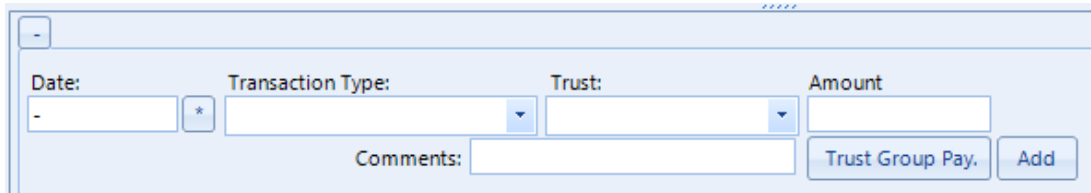
146 Eve Wharekura						
<div> Shareholder Info Financial Transactions Share Transactions Reference Misc </div>						
Select Trust Group: All Select Trust: All						
Date	Transaction	Comments	Reconciled	Trust Code	Amount	Balance
						Balance \$0.00
18-Jul-2017	Cheque Issued Chq#15100 -\$2.50	Manual Payment - 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 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 batch number (for direct credits) are recorded as a transaction but with a zero \$ amount.

Reverse reconciled cheque / direct credit

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

Financial Journals

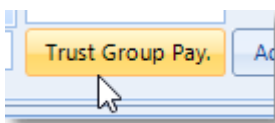


A screenshot of a software interface for entering financial journal entries. It features a light blue header bar. Below it, there are four main input fields: 'Date:' with a dropdown menu showing a hyphen and a '*' icon; 'Transaction Type:' with a dropdown menu; 'Trust:' with a dropdown menu; and 'Amount' with a text input field. Below these fields is a 'Comments:' label followed by a text input field. To the right of the comments field are two buttons: 'Trust Group Pay.' and 'Add'.

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

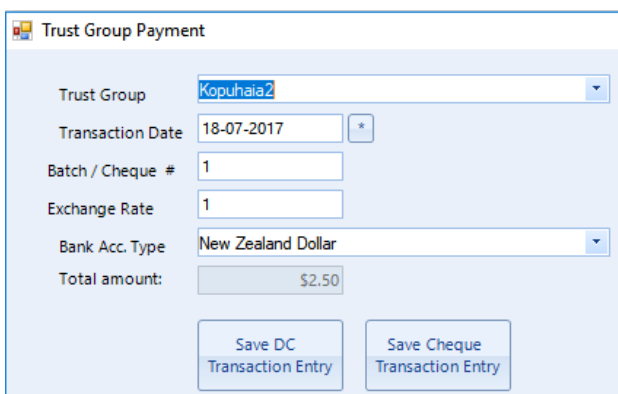
Any deduction related transactions (apart from Direct Credit) should be entered as negative dollar amounts.

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.



A screenshot of a 'Trust Group Payment' dialog box. It has a title bar with a small icon and the text 'Trust Group Payment'. Inside, there are several fields: 'Trust Group' with a dropdown menu showing 'Kopuhaia2'; 'Transaction Date' with a text input field showing '18-07-2017' and a '*' icon; 'Batch / Cheque #' with a text input field showing '1'; 'Exchange Rate' with a text input field showing '1'; 'Bank Acc. Type' with a dropdown menu showing 'New Zealand Dollar'; and 'Total amount:' with a text input field showing '\$2.50'. At the bottom, there are two buttons: 'Save DC Transaction Entry' and '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									
<div> Shareholder Info Financial Transactions Share Transactions Reference Misc </div>									
<div> Select Trust Group: All Select Trust: All </div>									
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

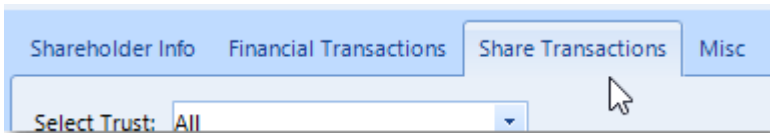
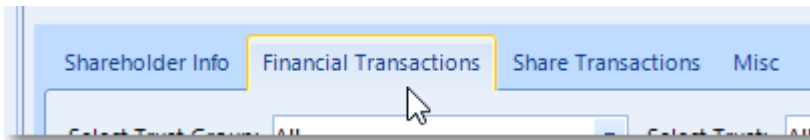
Misc

Select Trust: All

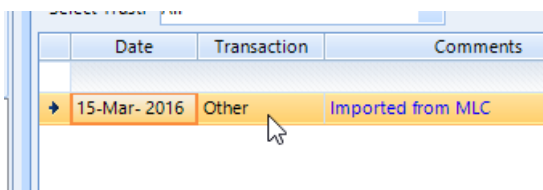
Date	Transaction	Comments	Name	Ref ID	Trust Code	Amount	Balance	
							Balance 0.1693955	
18-Jul-2017	Succession	MLC A12-124	Rawiri David Wha...	138	Kopuhaia2	0.1693955	0.1693955	

Deleting Transactions

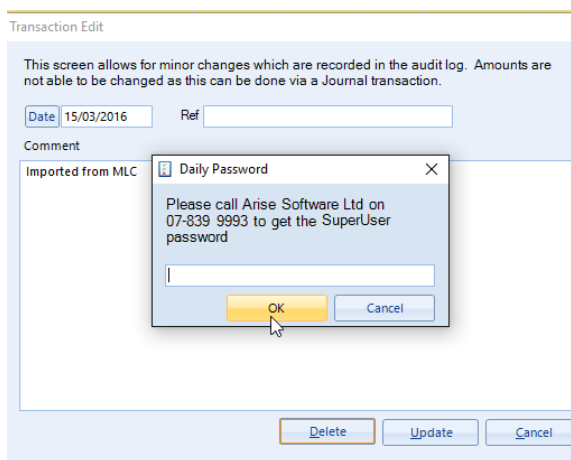
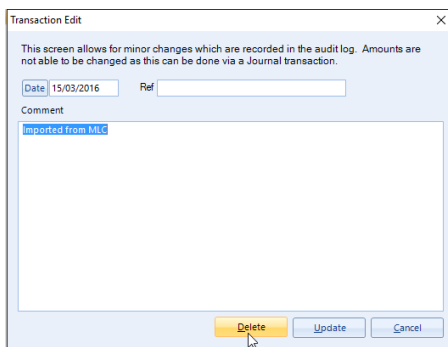
Transactions can be deleted from either



Select the transaction to delete and double-click



A screen will display. Click Delete.



Enter the Magic Code

Magic Code

To get the code, first register here <https://onlinegrants.co.nz> We'll approve the registration as soon as possible. Check junk mail in case the approval email went to junk email folder.

If you have forgotten your password, go here <https://onlinegrants.co.nz/Login> and click Forgot Your Password? An email will be sent with a link that will allow to reset the password. Once you have reset your password, login again.

Click Magic Code to get the codes:

HOME MY REGISTRATION MAGIC CODE PASSWORD LOGOUT

User Magic Code 1 when the GDPro/GDMA system asks for Super User code/password or Magic Code