

GDMA/GDPRO

CORE FACILITIES

October 2015

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INTRODUCTION

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

GETTING STARTED

It is assumed that the program is installed and running. Check the installation and set-up sections of this manual if this is not the case or call Arise Software Ltd for technical support.



PASSWORDS

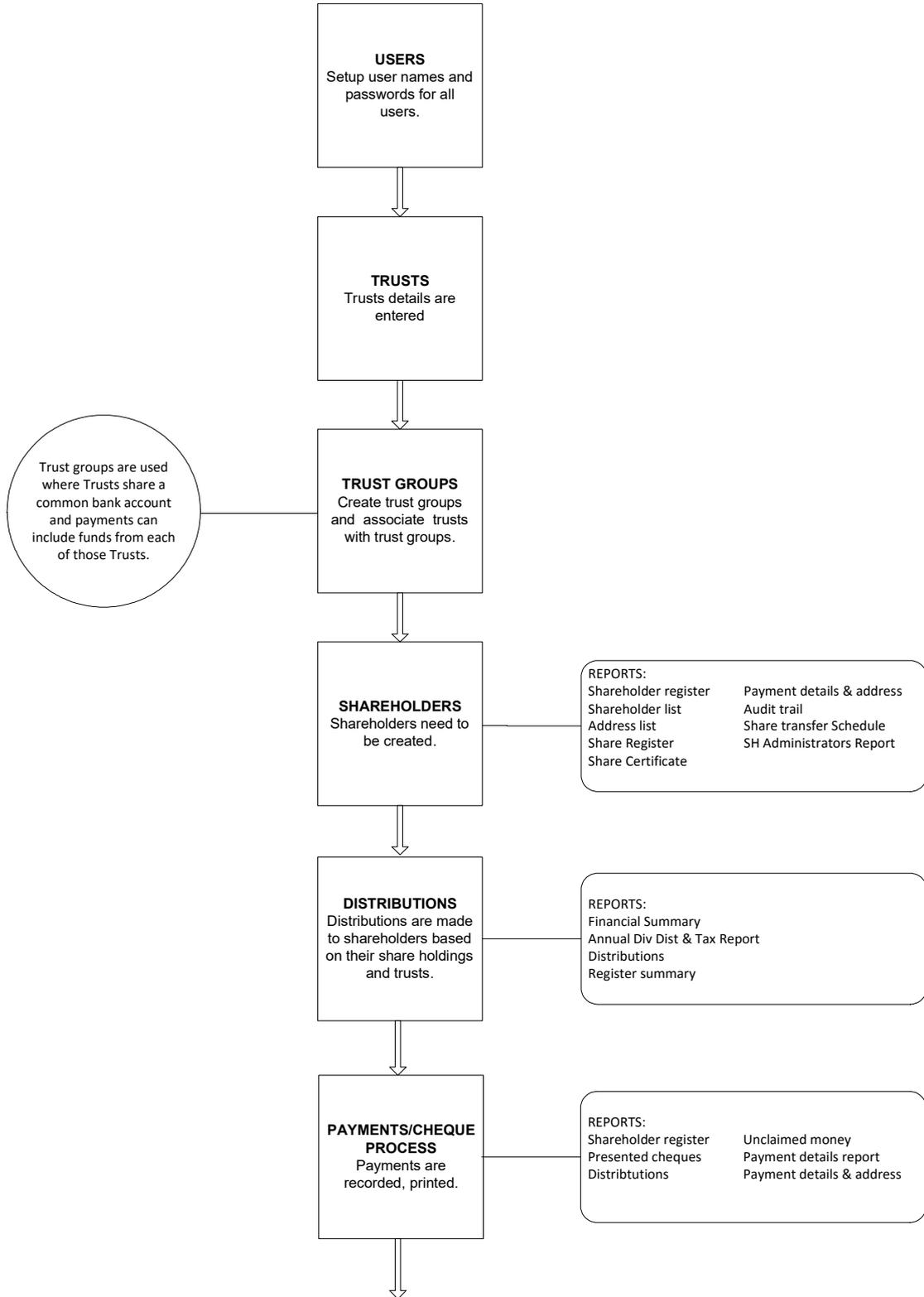
To prevent unauthorised changes being made to the details in the database a username and password must be entered each time the program starts. The person with Administrator rights can create and edit details related to users.

When logging in the computer can enter your username automatically. Type in your password and press the Enter key to login.

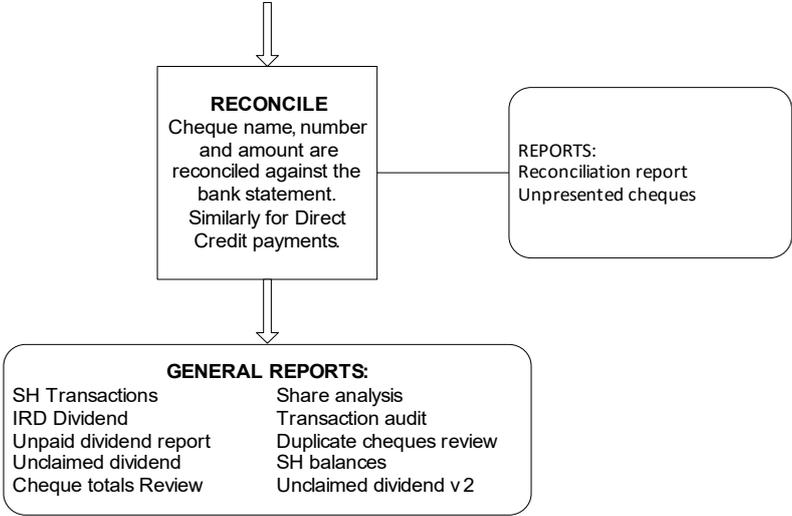
GDMA

Process Diagram

This flow chart is designed to illustrate the purpose and features of GDMA.



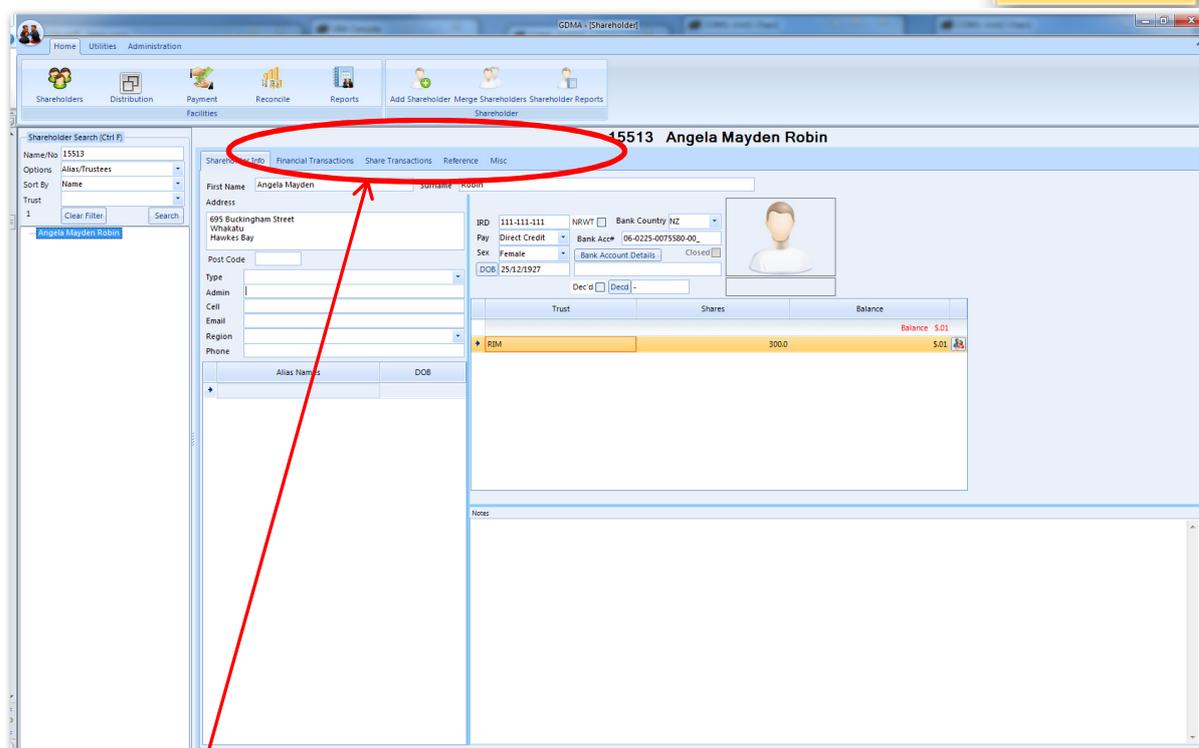
GDMA Process Diagram



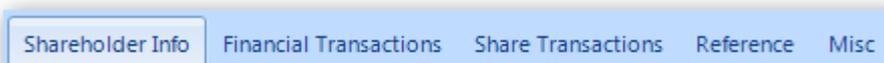
THE MAIN SCREEN – SHAREHOLDERS



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



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

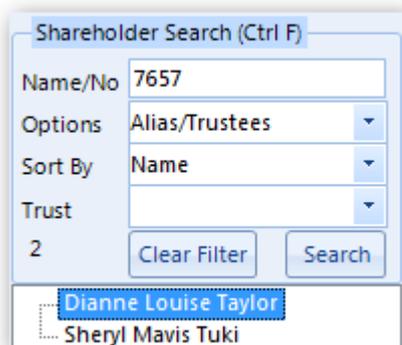


SCREEN NAVIGATION

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

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

SHAREHOLDER SEARCH SCREEN



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

Enter the whole **name** or any letter sequence of the name of the shareholders to be found, then press Enter or

Useful shortcuts:

After entering part of a name (or a number) press Enter. This starts the search without using the mouse. Then use the

click the **Search** button. The search looks for a match in first name, surname, alias/Trustee names, ID number and Old Code fields.

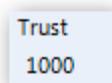
Clicking on the **Search** button with no text in the search criteria will return the first 1000 shareholders in the system.

Enter a number in the Name/No: search field to search by ID Number or shareholder Code number (imported from previous software). Both ID numbers plus the alias fields are included in the search – as a result many numbers will return at least two shareholders.

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

Useful Shortcuts:

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



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

SEARCH OPTIONS

ALIAS/TRUSTEES

This is selected by default when the program starts and when the Clear Filter button is clicked. This extends the name/number search to include Alias and Trustee names. The Alias field can store Code Numbers and names

MISSING INFO

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

Shareholders listed will have one or more of the following:

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

DUPLICATES

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

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

DECEASED

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

SORT ORDER

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

TRUST SELECTION

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

ADD A NEW 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.

MERGE SHAREHOLDERS



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

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

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



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

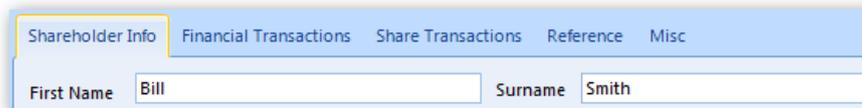
Note that this is the only method within the program that will delete a shareholder.

SHAREHOLDER INFO SCREEN

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

SHAREHOLDER NAME

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



The screenshot shows a software interface with a tabbed menu at the top. The 'Shareholder Info' tab is selected and highlighted. Below the menu, there are two input fields: 'First Name' containing the text 'Bill' and 'Surname' containing the text 'Smith'.

ADDRESS

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

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

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

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

PHONE

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

EMAIL

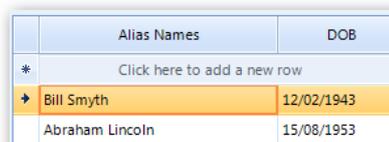
This field is for an email address. The **Send Email** button next to the email field will open a new email in Outlook with the email address filled in.

ADMIN

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

ALIAS NAMES

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



The screenshot shows a table with two columns: 'Alias Names' and 'DOB'. The first row is a header. The second row is a link to add a new row. The third row is highlighted in orange and contains 'Bill Smyth' and '12/02/1943'. The fourth row contains 'Abraham Lincoln' and '15/08/1953'.

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

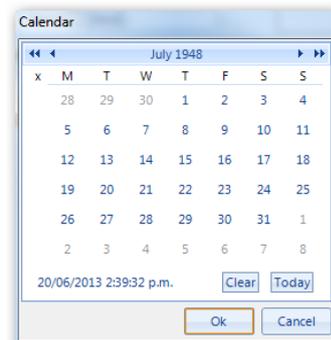
To enter a new name/number click on the top line (Click here to add a new row) and type the name.

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

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

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.

PAYEE NAME

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

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.

SEX

This has three options – Unknown, Male and Female

ID AND CODE NUMBERS

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

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

NRWT (NON RESIDENT WITHHOLDING TAX)

When ticked this will affect the tax rate for distributions.

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.

IRD

The number entered must conform to the IRD number scheme to be accepted. If the number is not a valid IRD number, it will be retained so that it can be edited.

However, once the cursor is placed in this field it cannot move to the next field until the number is valid. The standard IRD formatting will be applied automatically – example: 111-111-111

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.

SHAREHOLDER TRUSTS

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	

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

DECEASED tick box and date

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

CLOSED tick box

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

Notes
[Closed 10/07/03 11:34 by Datasolve Ltd]
[Closed 10/07/03 11:35 by Datasolve Ltd]
[Closed 10/07/03 11:35 by Datasolve Ltd]
[Closed 23/09/03 10:23 by Datasolve Ltd]
[Closed 20/06/13 02:58 by ds]

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

SUCCESSIONS



This button activates the screen used to manage Successions.

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

No action is required, press OK to continue.

This is a warning message only.



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

Successors can be selected in two ways, by selecting either their Shareholder ID number or Name.

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

Successors	Distribution Fraction	Shares	Dollar Amount
54441 Wylie Taylor	1 / 3		
41481 John Bowen Edwards	1 / 18		
3440 Piri Morris	1 / 18		

Calc. From Shares	Total:	0.0	0.00
Calc. From Fraction	Total Available:	68.66	7.10
<input checked="" type="checkbox"/> Round shares to: 4	Total Remaining:	68.66	7.10

Transfer Type: Succession Transfer Date: 20/06/2013

Reference: Schedule #:

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

Copy List to All Trusts Clear Successors List Transfer Close

- Select a shareholder to receive the transfer and enter the fraction of the distribution.
- Add the next successor and adjust their fraction if different. It is best to use the tab key (on your keyboard) when entering this data.

ROUND SHARES TO

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

CALC FROM FRACTION

- Click **Calc from Fraction** button.
- The shares and \$ amounts can be manually adjusted, if necessary, before the distribution is made.
- The default number of decimal places can be changed so that the same number is always displayed.

CALC FROM SHARES

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

Alternatively the number of shares and the \$ amount can be manually entered. When both balances are zero the succession process can proceed. (A partial succession can be done – it is not necessary to have nil balances in order to perform the succession. It is not possible to do a succession that will result in a negative balance).

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

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

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

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

REFERENCE field usually stores the MLC reference number.

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

The screens with the succession details can be saved for future reference by not using the Clear Successors List button. By finding the Shareholder and clicking the button at any stage in the future the same details will be displayed.



An entire line of an entry can be deleted by clicking on the column to the left of the name and pressing the Delete key.

TRANSACTIONS

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

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

The reconciled column shows YES for a payment transaction which has been reconciled, NO when it has not been reconciled and CANC when cancelled.

Date	Transaction	Comments	Reconciled	Trust Code	Amount	Balance
						Balance \$15.52
30-Apr-2013	Direct Credit Batch#1234 -\$2.40	Exchange: 1.00, Currency NZD	NO		0	\$15.52
30-Apr-2013	Payment Batch#1234			KAH	-\$2.40	\$15.52
30-Apr-2013	Maori Authority Tax Credit			KAH	-\$0.12	\$17.92
30-Apr-2013	Share Distribution - Gross Amount	Shares Held: 0.014893, Rate per Share: 32.17, Annual, Includes Maori Authority Tax Credits: \$0.12 at 19.5%		KAH	\$6.60	\$18.04
30-Apr-2013	Maori Authority Tax Credit			KAU	-\$0.17	\$17.44
30-Apr-2013	Share Distribution - Gross Amount	Shares Held: 0.328, Rate per Share: 2.11, Annual, Includes Maori Authority Tax Credits: \$0.17 at 19.5%		KAU	\$8.86	\$17.61
18-Apr-2013	Maori Authority Tax Credit			KAH	-\$0.58	\$16.75
18-Apr-2013	Share Distribution - Gross Amount	Shares Held: 0.014893, Rate per Share: 160.85, Annual, Includes Maori Authority Tax Credits: \$0.58 at 19.5%		KAH	\$2.98	\$17.33
26-Sep-2012	Share Distribution - Gross Amount	Rate per Share: 2.11, Annual, Includes Maori Authority Tax Credits: \$0.17 at 19.5%		KAU	\$8.86	\$14.35
26-Sep-2012	Maori Authority Tax Credit			KAU	-\$0.17	\$13.49
22-Sep-2011	Share Distribution - Gross Amount	Shares Held: 0.014893, Rate per Share: 2, Annual		KAH	\$0.03	\$13.66
22-Sep-2011	Payment Batch#1234			KAH	-\$137.03	\$13.63
22-Sep-2011	Direct Credit Batch#1234 -\$137.03	Exchange: 1.00, Currency NZD	NO		0	\$150.66
31-Aug-2011	Share Distribution - Gross Amount	Shares Held: 0.014893, Rate per Share: 160.85, Annual, Includes Maori Authority Tax Credits: \$0.58 at 19.5%		KAH	\$2.98	\$150.66
31-Aug-2011	Maori Authority Tax Credit			KAH	-\$0.58	\$147.68
17-May-2011	Maori Authority Tax Credit			KAH	-\$14.28	\$148.26

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

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

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

TRANSACTION TYPES

Additional transaction types can be created in the **Transaction Types** field in the Administration screen.

REVERSE RECONCILED CHEQUE / DIRECT CREDIT

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

MANUAL CHEQUES - Cheque Issued

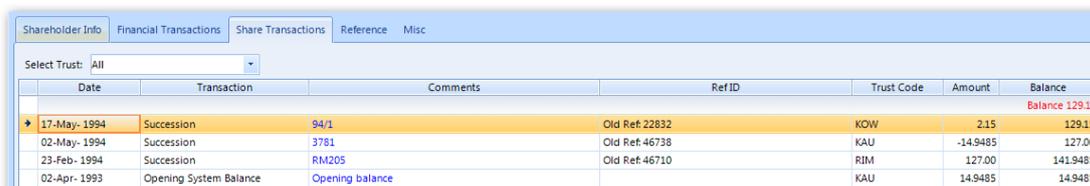
The Transaction Type for a manual cheque is **Cheque Issued**. An amount greater than the available balance of the selected Trust Group cannot be entered for the cheque. Select the Trust, enter the \$ amount, the cheque number and a comment.

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

Although it is possible to edit the layout of the cheque and statement it is recommended that you work with considerable caution if attempting to make changes.

SHARE TRANSACTIONS

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

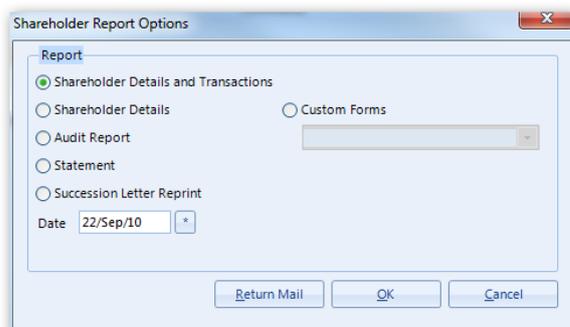


Date	Transaction	Comments	Ref ID	Trust Code	Amount	Balance
						Balance 129.15
17-May-1994	Succession	94/1	Old Ref: 22832	KOW	2.15	129.15
02-May-1994	Succession	3781	Old Ref: 46738	KAU	-14.9485	127.00
23-Feb-1994	Succession	RM205	Old Ref: 46710	RJM	127.00	141.9485
02-Apr-1993	Opening System Balance	Opening balance		KAU	14.9485	14.9485

SHAREHOLDER REPORTS



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



SHAREHOLDER DETAILS AND TRANSACTIONS

This statement displays a summary of 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 DETAILS

This statement displays the details and a summary of the financial and share balances of the current shareholder.

AUDIT REPORT

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

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.

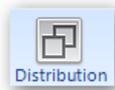
SUCCESSION LETTER REPRINT

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

CUSTOM FORMS

GDMA now allows for an unlimited number of Custom Forms. Existing Forms can be imported via the Administration RPX files screen –minor conversion may need to be done by us for some reports.

DISTRIBUTIONS



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

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

A distribution can be made when there is an imbalance and this will not affect the process. The values are provided as a warning only. Similarly the actual and recommended settings for the MAC values are shown. The actual values can be changed in the Special Processes (Shift Ctrl S) screen.

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

Step 2 Select the Trust (Not the Group). Check that the correct number of shares are displayed.

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

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

Optional Step 5 Type in the description as a comment related to the reason for the distribution. The use of the Description is optional.

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

Optional Step 7 Tick the Tax free tick-box. Check with your accountant that you can make a Tax free distribution before using this option. Untick the Maori Authority box if Tax Free.

Step 8 Click the **Distribute** button.

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

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

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

The screenshot shows the 'DISTRIBUTION' window with the following details:

- Enter Distribution Details:**
 - Date: 16/08/2013
 - Trust: OHN1B2PT
 - Distribution Type: Annual
 - Total Dollar Amount: \$400,000.25
 - Rate Per Share: 5946.73
 - Decimal Places: 2
 - Distribution: Maori Authority, Maori Authority Tax Free
 - Putea Type: Dollars, Percent, None
 - Putea Amount: 0.00
 - Transaction Note: (empty)
 - Append "Shares Held" to Notes:
 - Append "Rate per Share" to Notes:
 - Buttons: TRIAL Distribution, Distribute, View Notes Format
- Total Shares Calculation:**
 - Block Shares: 67.2639
 - Difference: 0.0000
 - Total Shares: 67.2639
- MACA Distributions Defaults:**

MA Credit Rate - Base	19.50%	17.50%
Credit Availability Rate	19.50%	19.50%
O = Nil, Full = 19.5%		
RWT Threshold	\$200.00	\$200.00
Dividend Tax (No IRD Number) Rate	13.50%	13.50%
NRWT	15.00%	15.50%

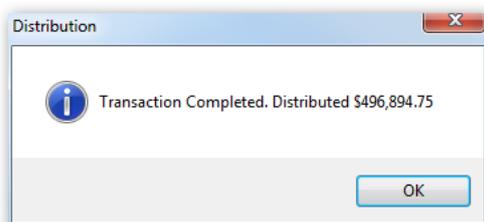
TRIAL DISTRIBUTION

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

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

This is Grossed Up by the Distribution process to \$496,894.75 by adding \$96,893.41 of tax credits (MAC). The amounts do not add totally correctly due to the complex algorithms in the system to ensure correct round of \$ amounts to whole cent values. This is especially important for tax amounts. (In the example to the left there is a difference of \$1.34 caused by the rounding process)

Dividend Allocation Report	
Trust	KAURI TRUST
As At	20-Jun-2013
Dividend Per Share	16.86
Dividend Date	20-Jun-2013
Total Shareholders	597
Total Shares	23726.40999
Allocation Summary	
Balance B/Fwd	\$220,066.56
Dividend Gross	496,894.75
MAC	-96,893.41
RWT (no IRD and Div > 200)	-60,385.14
RWT (insufficient MAC)	0.00
NRWT	0.00
Putea	0.00
Cheques (Count)	6
Cheques	\$1,221.61
Direct Credits (Count)	372
Direct Credits	\$451,373.00
Dividend Net	339,616.20
Balance (unclaimed)	\$107,087.73



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

REVERSING A DISTRIBUTION

An incorrect distribution can be reversed once it has been made but this requires a support call to the team at Arise Software Ltd. **It is important that no payments have been made against the distribution before it is reversed.**

Business Rules built into GDMA. If any part of the distribution process fails the entire process will be reversed so that no parts of the distribution will remain.

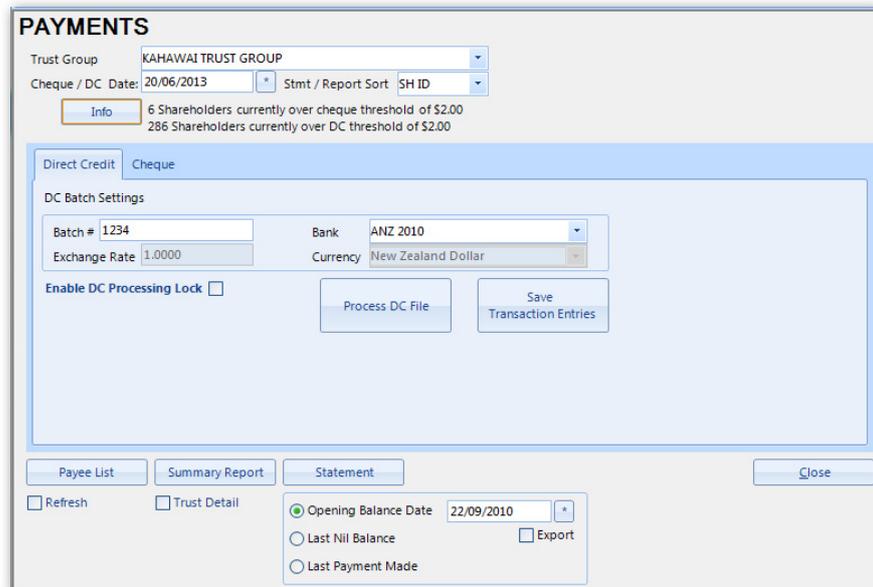
PAYMENTS



This screen is used mainly for creating Direct Credit batch payments via a file that can be imported into a banking system. All payments are made via Trust Groups rather than individual Trusts. Usually a Trust Group is associated with a single Trust but in some cases multiple Trusts will share the same bank account and hence payment processes.

Info BUTTON

The first step is to select the Trust Group then click the **Info** button to determine the number of shareholders who are eligible for payments.



CHEQUE/DC DATE

The **Cheque/DC Date** field is used to indicate the “official” date of the payment. It can be before or after the current day.

STMT/REPORT SORT

The **Stmt/Report Sort** option allows for a Postcode sort. This will only work if the separate Postcode field is used.

The payments screen has two roles:

- 1 Prepare Direct Credit payments
 - a. Print a statement to be sent out to shareholders receiving Direct Credit payments.
 - b. Prepare the batch file for BNZ or Desk-link system to process the payments.
 - c. Print a summary list of all direct Credit payments.
- 2 Print cheques
 - a. Print the cheque with a transaction summary.
 - b. Print a statement to be sent out with the cheques.
 - c. Print a summary list of all cheque payments.

CHEQUE PRINTING

This process assumes that pre-printed and pre-signed A4 size cheque forms are available.

The important part of this process is to allocate cheque numbers correctly. The system allows cheque numbers to be automatically recorded against each payment. It also takes into account the Murphy's Law events that causes paper jams resulting in the need to reprint the occasional cheque with resultant breaks in the sequence.

Before printing the cheques have a close look at several statements – print them if necessary. It is important to satisfy yourself that all aspects of the payments, including tax deductions are correct.

CHEQUE START # / END

To print the cheques add the cheque series start number to the **Cheque Start #** field and a cheque **End #**.

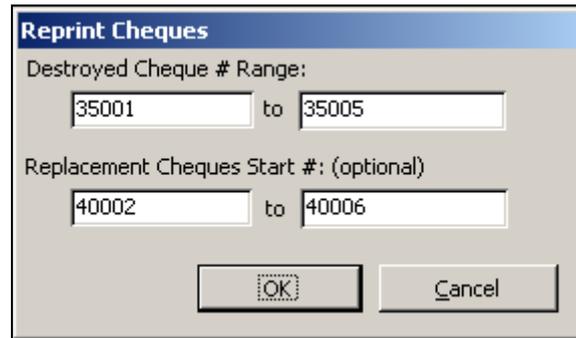
PRINT PREVIEW CHEQUES

Then click on **Print Preview Cheques** or press Alt P. When satisfied that the cheques are ready to be printed click on the  **Print...** printer icon from the preview screen.

Try to eliminate all possibility of the cheque printing being interrupted.

DESTROY/REPRINT

Interrupted cheque runs are managed via the **Destroy/Reprint** button. This screen will record the numbers of cheques that have been damaged/destroyed and can be used for only one cheque or many.



Payment records are matched to cheque numbers sequentially via the batches. Before printing ensure that the number printed by the system on the cheque will match the cheque number on the stationery using the preview screens.

Print the cheque statements from the preview screen once all the cheques are printed.

If the cheques are all printed successfully and the cheque numbers printed on the top of each cheque page match the actual cheque numbers then:

CHEQUE SUMMARY REPORT

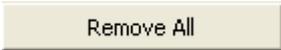
Step 1 Print the **Cheque Summary Report** as a record of the cheques printed.

SAVE CHEQUE TRANSACTION ENTRIES

Step 2 Click the **Save Cheque Transaction Entries** button to create a permanent record of the process on the transaction screen for each shareholder affected.

If any of the cheque numbers are incorrect they can only be corrected by the Arise Software support team provided they can establish a connection to your system.

Collate the cheques and statements before inserting into DLE windowed envelopes.

If, before printing, incorrect cheques are entered in to a new batch, use the Remove All  icon to delete all the cheques in the batch.

Then start again.

A lock is placed on any transactions that may affect the shareholder financial balances once a cheque batch has been created. The reason is that the creation of a cheque batch copies the value of the cheques to a new table ready for cheque printing. Any changes made to the financial balances after the batch is created will not be reflected in the cheque values unless the cheque batch is deleted and recreated.

SAVE CHEQUE TRANSACTION ENTRIES

All batch entries are removed when the **Save Cheque Transaction Entries** button is clicked.

DIRECT CREDITS

Before starting all details for the Direct Credit payment, including account number and name, must be entered into the **Administration - Trust Groups** screen.

The Direct Credit process creates a file that is delivered to the bank on a floppy disk for the BNZ option or the file can be picked up by the local or to desklink systems for National and Westpac.

For BNZ:

The first step of the process is to acquire a batch number from your BNZ branch. This number is recorded on the floppy disk and provides part of the verification process for the transactions.

For National and Westpac:

Enter any number into the Batch # field.

BATCH #

Add the Batch number to the **Batch #** field.

PRINT PREVIEW DC LIST

Click the **Print Preview DC List** and review the details.

PRINT PREVIEW DC STATEMENT

If correct, print the statements by clicking on the **Print Preview DC Statement** button.

OUTPUT BNZ DC FILE

Click **Output BNZ DC File** to create the file on the floppy disk.

SAVE DC TRANSACTIONS

Finally, if satisfied with the process click **Save DC Transactions** to make a permanent record of the process on the transaction screen for each shareholder effected. Remember this last step creates the transactions.

There is no record against the shareholders for the payment until the **Save DC Transactions** button is clicked.

RECONCILE



RECONCILE UNPRESENTED CHEQUES							
Default Bank Statement # 3344		Default Date Presented: 16/04/2002		<input type="button" value="Reconcile"/> <input type="button" value="Cancel Cheques"/>			
Date:	Shareholder:	Amount:	Cheque No:	Reconciled:	Date Presented:	Comments:	Bank Statement #
30/04/2002	Amy Doreen Walker	\$1,942.09	2233	<input type="checkbox"/>			
30/04/2002	Ani Julia Wallace	\$388.42	2234	<input type="checkbox"/>			
30/04/2002	Barbara Edwards	\$197.15	2235	<input checked="" type="checkbox"/>	16/04/2002		3344
30/04/2002	Bruce James Wallace	\$539.46	2236	<input type="checkbox"/>			
30/04/2002	Colin Arthur Wallace	\$53.97	2237	<input type="checkbox"/>			
30/04/2002	Dianne Lorraine Hunter	\$269.75	2238	<input type="checkbox"/>			
30/04/2002	Francis Leonard Dawson	\$308.03	2239	<input checked="" type="checkbox"/>	16/04/2002		3344
30/04/2002	Graeme Rodney Wallace	\$109.11	2240	<input type="checkbox"/>			
30/04/2002	Harriet Agnes Wallace	\$388.42	2241	<input type="checkbox"/>			
30/04/2002	Hinewairoro Solomon	\$2,464.40	2242	<input type="checkbox"/>			
30/04/2002	James William Harrison	\$3,138.75	2243	<input type="checkbox"/>			
30/04/2002	Lorraine Lahina	\$197.15	2244	<input type="checkbox"/>			
30/04/2002	Malcolm Silberry Wallace	\$109.11	2245	<input type="checkbox"/>			
30/04/2002	Margaret Irene McGee	\$308.06	2246	<input type="checkbox"/>			
30/04/2002	Margaret Lynette Persall	\$3,138.72	2247	<input type="checkbox"/>			
30/04/2002	Marian Patricia McIntosh	\$3,138.75	2248	<input type="checkbox"/>			
30/04/2002	Mark Lahina	\$197.15	2249	<input type="checkbox"/>			
30/04/2002	Mona Kohunui	\$197.15	2250	<input type="checkbox"/>			
30/04/2002	Nan Roma Amelia Wallace	\$388.42	2251	<input type="checkbox"/>			
30/04/2002	Owen Bruce Wallace	\$53.94	2252	<input type="checkbox"/>			
30/04/2002	Paul Harrison	\$1,569.36	2253	<input type="checkbox"/>			
30/04/2002	Pauline Moana Cahill	\$109.18	2254	<input type="checkbox"/>			
30/04/2002	Peri Walters	\$1,232.20	2255	<input type="checkbox"/>			

The reconcile screen has two key roles:

1. To reconcile direct credit / cheques
2. To cancel direct credit / cheques

TO RECONCILE

BANK STATEMENT # Enter the **Bank Statement #**.

DEFAULT DATE PRESENTED

Enter **Default Date Presented** Then tick each direct credit / cheque that is listed on the statement.

Click **Update** when all appropriate direct credit / cheques have been ticked.

Individual comments can be recorded against each cheque and the presented date can also be selected for each direct credit / cheque.

CANCEL DIRECT CREDIT / CHEQUES

Cancelling cheques is a similar process – select the **Cancel Direct Credit / Cheques** option, tick all appropriate cheques then click **Update**. There is no need to enter a date as the current (today's) date is used for the transaction.

The Cancel Direct Credit / Cheques option will add extra transactions to reinstate each the Shareholders financial balance for all Trusts effected by the cancelled payment.

CANCEL

The **Cancel** button will close the screen without saving the changes.

REPORTS



REPORTS

Fixed Format Reports

- Shareholder Register
- Shareholder Transactions
- Share Analysis
- Financial Summary
- Register Summary
- IRD Dividend
- Transaction Audit
- Shareholder List

Ad-Hoc Reports

New Reports

User Designed Reports

System Reports

Description 1

Add Report Delete Report Duplicate Report

Preview Print Save To CSV Cancel

The program is supplied with a number of standard reports.

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

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

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

AD-HOC REPORTS

Of the many reports available in GDMA, at least 10 of them have been produced using the MS Access reporting facility and are referred to as Fixed Format

Reports. The rest of the reports have been produced using an Ad-Hoc report writer.

The screenshot shows the 'REPORTS' interface. On the left, a sidebar lists report categories: 'Fixed Format Reports', 'Ad-Hoc Reports', 'New Reports', 'User Designed Reports', and 'System Reports'. Under 'Ad-Hoc Reports', several reports are listed, including 'Share Register', 'Annual Div Dist & Tax Report', 'Payment Details Report', 'Payment Details & Address', 'Audit Trail', 'Reconciliation Report', 'Unpresented Cheques', and 'Unpaid Dividend Report'. The 'Annual Div Dist Tax Report' is selected. The main area is divided into 'Fields' and 'Criteria' sections. The 'Fields' section lists fields to be included in the report, such as 'TrustName', 'ID', 'Firstname', 'Surname', 'IRD No', and 'TransDate', each with a sort order and a function. The 'Criteria' section shows a list of conditions to be applied, such as 'Records where TransCurrentShares is greater than 0', 'Records where TransDate is greater than or equal to 01/04/2002', 'Records where TrustName is equal to KOKAKO TRUST', and 'Records where DistributionType is equal to Annual'. At the bottom, there are buttons for 'Clear Criteria', 'Restore', 'Save', 'SQL', 'Preview in Grid', 'Edit Layout', 'Add Report', 'Delete Report', 'Duplicate Report', 'Preview', 'Print', 'Save To CSV', and 'Cancel'.

The advantage of the Ad-Hoc reports is that they provide the user with the ability to control the selection of fields and records to be included in the report.

The facility can also be used to create completely new reports. Unfortunately putting together a new report is an advanced facility that requires patience and perseverance, but the results can be outstanding. On account of the time-consuming nature of the process of generating a new report layout (actually placing the fields onto the report layout) we consider the real strength of this Ad-Hoc facility to be the flexibility it provides for users to change the existing reports.

GENERAL APPEARANCE

All of the reports in the Ad-Hoc reports section appear as below when selected, to show the Field and Criteria options.

An additional row of buttons also appears. The first four buttons (Clear Criteria, Restore, Save and SQL) relate to the Criteria options.

PREVIEW IN GRID

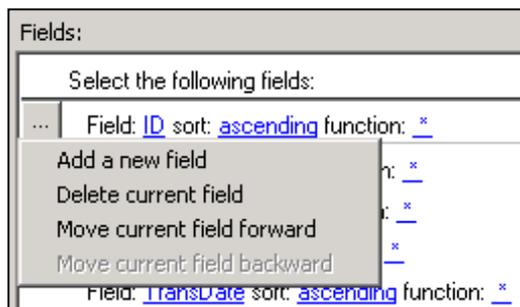
The **Preview in Grid** button provides the means to quickly check the records to be returned by the selected criteria.

EDIT LAYOUT

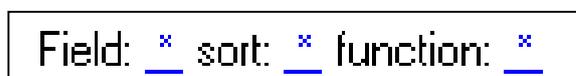
Edit Layout is to adjust the way the data and text are presented on the report when printed.

FIELDS

The button with the 3 dots,  when clicked, displays the menu for adding, deleting and moving fields.



The field line, when added, appears as follows:



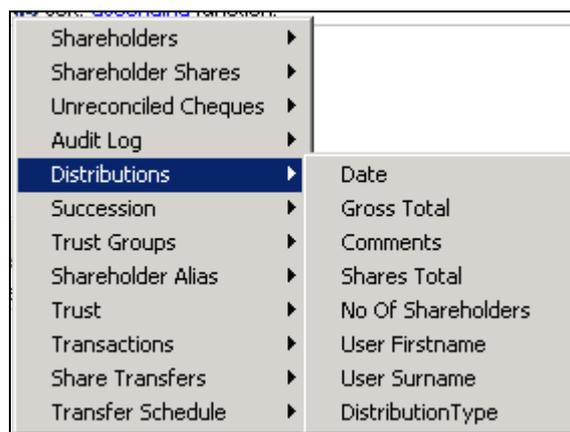
FIELD: * Click this * to view the list of tables available and the fields associated with each table.

Select any field for your report.

Clicking on an existing field name in blue will also produce the same list so that a different field may be selected.

SORT: * Click this * if the field name on this line is to be used to control the sort order of the report. More than one field line can be used to control the sort order in which case the

priority will be from the top sort line to the bottom sort line.



The **Move current field forward** or **backward** option enables adjustment of this sort priority where more than one field is selected for the sort.

FUNCTION: * This * is used to perform calculations or advance functions with the field. It is not appropriate to use this option with GDMA.

CRITERIA

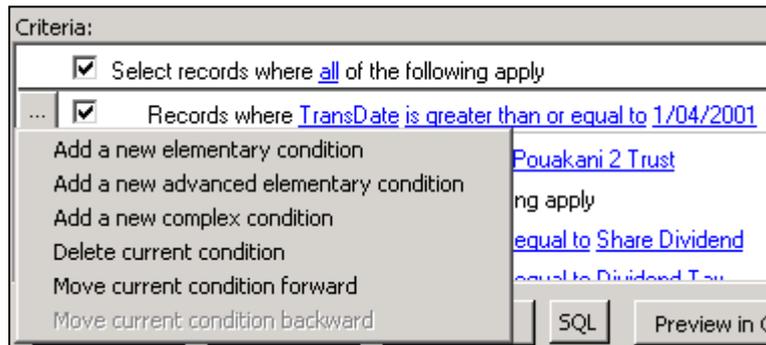
The criteria option is used to select the records to be displayed by the report. The

criteria may be relatively simple, like complex with a variety of conditions



all records from a selected Trust, or to specify the exact conditions.

As with fields the button with the 3 dots, when clicked, displays the menu for adding, deleting and moving criteria conditions.

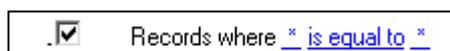


There are 3 types of criteria conditions:

- 1 Elementary condition
- 2 Advanced elementary condition
- 3 Complex condition.

The most commonly used option is the first – the elementary condition.

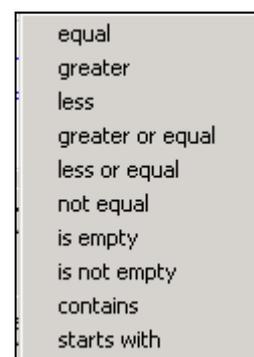
THE ELEMENTARY CONDITION



The where * selects a field from the same list presented in the Fields part of the screen.

The **is equal to part** presents a list of criteria options for the comparison process. Note the **contains** and **starts with** options which apply to text fields. **Contains** allows the criteria to search any part of a word, such as the characters “uku” in the names or address fields.

The final * determines the value for the comparison and is controlled by the type of field selected.



DATE FIELDS

If the field is of date type then a calendar pops up/down when the triangle is clicked. A date can be typed directly into the field or the calendar can be used. Note that the red oval indicates today's date. This date can be selected by clicking the oval or the word Today at the bottom if a different month/year is displayed from the current.



A different month can be selected by clicking on the month word at the top. This pops down a list of months.

Similarly, the year can be changed by clicking on the year and scrolling with the up down buttons presented to the right of the year.

The last way to navigate the months is via the left/right triangles in the blue area.

A single click on any date returns that value to the date field and closes the calendar.

TRUST NAMES

Many fields, like the Trust name, present a drop down list of names to choose from.

OTHERS

For criteria options other than is empty or **is not empty** a value can be typed. If the field is numeric only numbers can be typed.

THE TICK BOX This is used to indicate, if ticked, that the criteria is to be included in the selection process. Thus a line can be temporarily disabled rather having to delete it.

 Records where field * is equal to constant *

THE ADVANCED ELEMENTARY CONDITION

This allows criteria to be used where one field is compared to another. For example it could be used to display all shareholders where the cheque address (Address) is the same as the notices address (Address2).

 Select records where all of the following apply

Useful Tip: To select all shareholders with an address use the criteria **Address is greater than ""**.

THE COMPLEX CONDITION

This condition is at the top of the list of conditions by default.

<input checked="" type="checkbox"/>	Select records where any of the following apply
<input checked="" type="checkbox"/>	Records where TransDate is equal to 3/07/02
<input checked="" type="checkbox"/>	Records where TransDate is equal to 17/07/02

It may be useful to add another of these

conditions if you need the equivalent of a logic OR condition. For example if you want to report on transactions that were made on two specific dates. Then two separate entries would be made below a new complex condition, one for each date. The complex condition would be set to **any** of the following rather than **all** of the following.

THE BUTTONS

Clear Criteria	Restore	Save	SQL	Preview in Grid	Edit Layout
----------------	---------	------	-----	-----------------	-------------

CLEAR CRITERIA

This button removes all criteria except the first Complex Criteria line. If this button was pressed by mistake then the Restore button can be used to return the saved values.

RESTORE

Copies all the saved criteria to the screen. This will replace all criteria on the screen and cannot be undone.

SAVE

This button, when clicked, saves the displayed criteria for future use. If changes are made to the criteria users are asked to save their changes when actions are taken which may cause the changes to be lost e.g. changing to another report.

SQL

This enables the developers to view the query generated by the criteria. This is for support purposes.

PREVIEW IN GRID

The records selected by the criteria and fields are displayed, via this button, in a raw format. This is useful as a quick means to check the criteria.

The Grid format can be used to reformat the data and to print it.

There are several ways the Grid format can be changed:

SORT ORDER

Any column can be used to control the sort order by clicking on the grey column title/name.

COLUMN ORDER

The columns can be moved by dragging the column title/name to the left or right.

GROUPING

The Grid will group entries by a column when the column title/name is dragged upwards and dropped below the Print Preview button.

PRINT PREVIEW

The Grid contents can be printed directly with the Print button or via the Preview screen. By default the preview layout shows the page number, total number of pages and the date/time printed on each page.

CLOSE

The Close button should be used to close the Grid and preview screens.

ID	Shares_Held	TrustCode	TransDate	TransAmt
1	120	TC	4/12/1900	\$29.40
1	120	TC	10/12/1901	\$29.40
1	120	TC	6/12/97	\$24.00
1	120	TC	24/11/98	\$25.80
1	120	TC	30/11/99	\$28.20
1	120	TC	15/09/73	\$0.30
1	120	TC	28/11/95	\$21.00
1	120	TC	2/12/96	\$22.20
5	0	TC	2/12/96	\$858.40
5	0	TC	28/11/95	\$812.00
5	0	TC	26/11/94	\$742.40
5	0	TC	3/12/92	\$649.60

KEY REPORTS

SHAREHOLDER REGISTER

Displays base information for a shareholder prior to any transactions.

Shareholder Register - RIMU TRUST

ID	Name Address	Sex	D.O.B Other Information	Deceased	Shares Held	Closing Balance Pay. Type	Bank Account & IRD No.	Tax Rate Non-RWT
61	Rangi Tonita 652 Ellison Road Palmerston North 1212	M	17-03-33	DEC'D	84	\$95.99 None		33% N

DISTRIBUTIONS REPORT

Shows a report that displays shareholders, the number of shares they own, trusts and trust groups. It displays opening balances for the shareholders and adds distributions and payments then takes away tax to give an overall balance. The Distributions report is based on a given time period.

Date From	09/07/2003
Date To	09/07/2003

Distr. Date	Shares	Distribution	Tax	Net Distribution	Payments	Overall Balance
Warie Reni Kemp (994)						
					Opening Balance for Trust: KAH	\$0.00
Total for Trust: KAH		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

PRESENTED CHEQUES

Date From	<input type="text"/>
Date to	<input type="text"/>
Distribution Date From	<input type="text"/>
Distribution Date to	<input type="text"/>
Report Type	
Presented Cheques	<input type="radio"/>
UnPresented Cheques	<input type="radio"/>
Direct Credit	<input checked="" type="radio"/>

To show the amounts of presented cheques, unpresented cheques or direct credits and what they are offset against. A total for each shareholder is calculated and grouped by trust.

SH ID	Trans. Date	DC Batch Ref	Direct Credit Amount
31	11/11/2002 4:55:35 P	1	\$63.57
Distribution Date	Trust	Distribution Amount Less Tax	
11/25/1989	KOW	33.12	
12/8/1990	KOW	16.81	
11/29/1992	KOW	86.5	
12/5/1993	KOW	120.33	
12/7/1994	KOW	115.46	
11/26/1995	KOW	115.46	
11/16/1996	KOW	64.9	
11/15/1997	KOW	41.7	
11/14/1998	KOW	41.73	
11/14/1999	KOW	41.73	
11/11/2000	KOW	63.57	
11/10/2001	KOW	63.57	
11/11/2002	KOW	63.57	
		\$668.45	
			\$63.57
			<i>Other</i>
			\$804.88

RECONCILIATION REPORT

This report is designed to aid the reconciliation process by displaying issued cheques, their number, amount and destination. The cheque amounts are totalled.

Criteria:

Select records where all of the following apply

- Records where TransTypeName is equal to Cheque Issued
- Records where Trust Group Name is equal to *
- Records where TransReconciled is equal to No
- Records where TransCancelled is equal to No

Reconciliation Report

NUMBER	NAME	DATE OF PAYMENT	CHEQUE NUMBER DIRECT CREDIT	NET AMOUNT	STATUS
18	Busby Pohiko Whitehead	21/08/2002	14	\$57.62	Unpresented
31	William Pire Akuhata	21/08/2002	24	\$204.72	Unpresented

GDMA UNCLAIMED DIVIDEND V2 REPORT

Trust: MAN

Transaction Date From: 1/1/1800 Transaction Date To: 01/01/1993

Transaction Type:

- Closing Balance Transfer to New System
- Opening Balance Transfer to New System
- Share Dividend
- Dividend Tax
- Direct Credit
- Payment**
- Cheque Cancelled

This report will show the full transactions history (up to the "Transaction Date To" date) for shareholders who:

- * Have one or more of the selected transaction types in the date range specified

The report will display the following information:

- * Total Distributions less Tax
- * Total Selected Transaction Types
- * Total Outstanding Balance

Include Distribution Transactions in criteria but do not include in 'Total Selected Transaction Types' total.
 Do not show shareholders who had a zero balance (due to payment) since the "Transaction Date To" date
 Summary Report Only

UNCLAIMED DIVIDEND INFORMATION

To show outstanding balance / unclaimed dividend total, for each shareholder, where:

- 1 The transactions are for a particular trust, and
- 2 At least one transaction was made between particular dates, and those transactions are of certain types as selected by the operator.

An example is displayed on the above screen. The operator would like to see shareholders that have transactions for trust code MAN and have had one or more Payment transactions between 1-Jan-1800 and 1-Jan-1993.

NON-PAYMENT INFORMATION

To calculate an outstanding balance for shareholders that have not had a full payment made since a certain date. This can be used to show all shareholders who have unpaid dividends from distributions made 10 years ago.

DEFINITIONS

TOTAL DISTRIBUTIONS LESS TAX

A calculation made by retrieving the total of Share Dividend transactions and subtracting the value by the total of Dividend Tax transactions. Only transactions made before or up to the *Transaction Date To* date are included.

TOTAL SELECTED TRANSACTION TYPES

A calculation made by retrieving the total of transactions that are the same transaction type as selected in the *Transaction Type list*. Only transactions made between the *Transaction Date From* date and the *Transaction Date To* date are included.

TOTAL OUTSTANDING BALANCE

A calculation made by retrieving the total of ALL transactions where they were made before or up to the *Transaction Date To* date.

OPTIONS

Include Distribution Transactions in criteria but do not include in 'Total Selected Transaction Types' total

This will ensure that shareholders that have Share Dividend and Dividend Tax transactions within the report criteria dates are included in the report. It will also ensure that the total of the Share Dividend and Dividend Tax transactions are not included in the *Total Selected Transaction Types* total.

The purpose of this option is to allow the report to show shareholders that have had distribution transactions within the report criteria dates, but have a separate total to be calculated based on selected transaction types – without the inclusion of distribution transaction totals.

Do not show shareholders who had a zero balance (due to payment) since the “Transaction Date To” date

This will ensure that shareholders that have had a Payment transaction on, or after, the *Transaction Date To* date and reduced the balance to \$0.00 will not be included in the report.

The purpose of this option is to calculate an outstanding balance for shareholders that have not had a full payment made since a certain date.

SUMMARY REPORT ONLY

This will only show the totals for each shareholder. This report will process faster than the detail report, as transactions are not displayed.

The purpose of the detail report is to verify the information in the summary report.

ADMINISTRATION



The Administration screen is only accessible to users with Administration rights.

The Options list on the left determines the details displayed on the right.

ADMINISTRATION - TRUSTS						
Options	Code	Name	Address	Total Block Shares	Contact Name	Contact Pho
P3		Poukari 2 Trust	PO BOX 2, Mangalino	863		
MT		Turang Township Inc.	PO BOX 2019, Masterton	543411		
AMALG		Amalgamated Trust				
* [Redacted]						

Trust Group Name	Cheque Pay. Threshold	DC Pay. Threshold	DC Acc. No. (req.)	DC Acc. Name
- MMR6GRP	\$10.00	\$10.00		
Trusts				
MMR6 - MMR6				
* [Redacted]				
- AMR6GRP	\$10.00	\$10.00		
Trusts				
AMR6 - AMR6				
* [Redacted]				
- OHNGRP	\$10.00	\$10.00		
Trusts				
OHN1B2PT - Ohuanga North 1B 2PT				
OHN2BN01 - Ohuanga North 2BN01				
OHN5B1F1 - Ohuanga North 5B1F1				
OHN5B2C2 - Ohuanga North 5B2C2				
OHUN1B1A - Ohuanga North 1B1A				
OHUN2AS1 - Ohuanga North 2AS1				
OHUN2B2B - Ohuanga North 2B2B				
OHUN3A2B - Ohuanga North 3A2B				
OHUN3B2B - Ohuanga North 3B2B				
OHUN5B3B - Ohuanga North 5B3B				
SEC4PIHA - SEC4 BLK3 Pihanga SD				
WA1D2B3B - Waiapa 1D2B3B				

TRUSTS

The details related to each Trust are stored via this screen. Note that more fields are available by scrolling to the right.

TRUST GROUPS

The Trust Groups relate to bank accounts. Some organisations group their Trusts for payment purposes others keep them all separate.

GDMA permits both options by creating Trust Groups that can hold one or more Trusts.

Thus a distribution is made for a Trust but the payment is made for the Group by accumulating the balances of the Trusts in the Group.

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

REGIONS

	Region Code	Region Description	Non Resident
▶	NZD	New Zealand	<input type="checkbox"/>
	AUS	Australia	<input checked="" type="checkbox"/>
	ROW	Rest Of World	<input checked="" type="checkbox"/>
*			<input type="checkbox"/>

The region field can be used to report on geographic locations of shareholders. The non-resident field should line up with the tax difference for shareholders resident off-shore.

An unlimited number of region entries can be created, but once allocated to a shareholder the region cannot be deleted.

DISTRIBUTION HISTORY

	Date	Trust	Gross Total	Tax Rate	Total Shares	No Of Shareholders	Ente
	30/04/2002	Orimopiko	\$65,000.00		148	79	Datasolv
▶	30/04/2002	MMR6	\$45,000.00		46646.32388	5956	Datasolv
	30/04/2002	MMR6	\$45,000.00		46646.32388	5956	Datasolv

This is a list of the distributions made.

A distribution cannot easily be reversed once it has been made. Reversing a distribution requires a support call to the team at Arise Software Ltd. There is a fee associated with this service.

Scrolling the screen to the right shows more details related to the distributions.

TRANSACTION TYPES

This screen lists the options presented when a Transaction is set up for a single shareholder. This includes one-off cheque payments and fund transfers. New Transaction Types can be added to this screen.

#	Transaction Type Description
1	Closing Balance Transfer to New System
2	Opening Balances
3	Share Dividend
4	Dividend Tax
5	Direct Credit
6	Payment
7	Cheque Cancelled
8	Journal
12	Cheque Issued
10	Transfer
19	Opening Balance
20	Putea
*	per)

AUDIT TRAIL

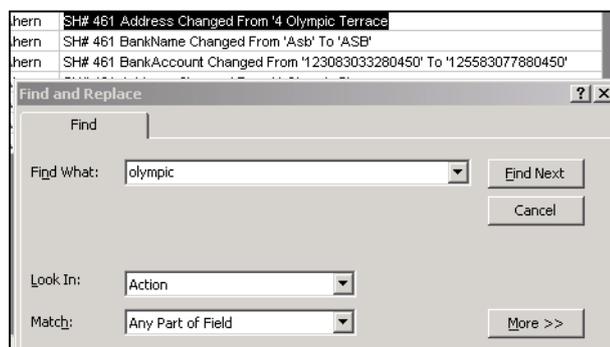
All changes to shareholder details are recorded by the audit system. The changes can be reviewed by the Administrator via this screen.

Date/Time	User	ID No.	Field	From	To
06/2002 10:30:00 p.m.	Datasolve Ltd	3374	Address	C/- 897 HIGH STREET	C/- 897 HIGH STREET
1/06/2002 7:02:54 p.m.	Datasolve Ltd	5957	First Name	TERRY SHORTCLIFFE	TERRY SMITH
1/06/2002 7:02:07 p.m.	Datasolve Ltd	5276	First Name	TERESA WALKER	Tessie Smith
1/06/2002 7:00:54 p.m.	Datasolve Ltd	6308	First Name	Test1	Test1
1/06/2002 5:33:33 p.m.	Datasolve Ltd	3380	Address2		57A DOUGLAS McLEAN A
16/05/2002	robyn	3623	Sex		
16/05/2002	robyn	3623	Living/Dec	L	
16/05/2002	robyn	3753	Sex		
16/05/2002	robyn	3753	Living/Dec	L	
16/05/2002	robyn	4796	Living/Dec	L	
16/05/2002	robyn	5940	Address	TORBY	
16/05/2002	robyn	6106	Address	C/- LORRETA TAIRUA T	
16/05/2002	robyn	6106	Address	44 HARPER STREET	
16/05/2002	robyn	6106	Address	GONVILLE	
16/05/2002	robyn	6106	Address	WANGANUI	
16/05/2002	robyn	6106	IRD Numbr	- - 0	
16/05/2002	robyn	6106	Birth Date	00/00/0000	
16/05/2002	robyn	6106	Address	C/- TAIRUA LERETTO TL	
16/05/2002	robyn	6106	Address	C/- TAIRUA LORETTA TI	
16/05/2002	robyn	6106	Address	9 KINROSS STREET	
16/05/2002	robyn	6106	Address	LEVIN	
16/05/2002	robyn	6106	Address	HOROWHENUA	
16/05/2002	robyn	6106	IRD Numbr	15-358-068	

The address is a multi-line field – to review the changes click on the Action line and use the down/up arrows or change the height of the field.

Fields recorded in the audit log include names, addresses and bank account details.

To search the audit log for a specific change press Control F and put the word or part of word to be searched for into the **Find What:** field. For best results the **Match** option should be changed to **Any Part of Field**.



The row height can be made higher (to view multi-line address field changes) by clicking on the horizontal line between rows in the grey column to the left of the Date/Time column.

The data cannot be changed or deleted but it can be copied as follows. Click on the grey column to the left of the Date/Time column so that the entire line is highlighted. Then press Ctrl C or Right Mouse click on the line for a menu that includes the Copy option. Then Paste the result into the desired application.

DATE/TIME	USER	ID No.	FIELD	FROM	TO
4/06/2002 10:30:00 p.m.	Arise Software Ltd	3374	Address	C/- 897 HIGH STREET LOWER HUTT	C/- 897 HIGH STREET Hamilton

USERS

The administrator's username and password must be re-entered in order to view this screen.

Firstname	Surname	UserLogin	UserPassword	Security Level
Datasolve	Ltd	ds	**	Full Access Administrator
robyn		r	*	Disallow Access
Charmaine	Kawana	ckk	****	Full Access Administrator
Keryn	Rowe	kr	*****	Edit/View Shareholder Info
*				Disallow Access Read Only Edit/View Shareholder Info Add Transactions/Reconcile Add Distributions/Payments Full Access Administrator Administrator Only

There are 7 levels of security available one of which can be chosen for each user.

The level options provided are:

DISALLOW ACCESS

Used to prevent a person accessing the system. It is not possible to delete a name from the system once that user has made changes to the data. The reason is that entries created in the Audit logs refer back to the Users table for the names.

READ ONLY

The user can only view details and transactions for shareholders. No changes can be made.

EDIT/VIEW SHAREHOLDER INFO

Users can view and edit shareholder details and view transactions.

ADD TRANSACTIONS/RECONCILE

Users can view and edit shareholder details, view and create transactions, and reconcile/cancel cheques.

ADD DISTRIBUTIONS/PAYMENTS

As for Add Transactions/Reconcile plus make distributions and payments.

FULL ACCESS ADMINISTRATOR

Full rights to all parts of the program.

ADMINISTRATOR ONLY

Can access the Administrator screen but no other parts of the program.

BACKUP/RESTORE

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

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

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

Starting GDMA

To run GDMA double click on the GDMA Icon

CONCLUSION

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

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

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