



Level 2, Cecil House, 12 Garden Place  
PO Box 15-049, Hamilton 3243  
P +64 7 83 9999 3 D +64 223 54321 3  
[www.arisesoftware.nz](http://www.arisesoftware.nz)

# GDMA/GDPRO

# PAYMENT SYSTEM

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# GDMA PAYMENT SYSTEM

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

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

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

**PAYMENTS**

Trust Group: ARAKARI TRUST  
Cheque / DC Date: 20-11-2014 \* Stmt / Report Sort: First name

Info

Direct Credit | Cheque

DC Batch Settings

Batch #: 1 Bank: NBI  
Exchange Rate: 1.0000 Currency: New Zealand Dollar

Enable DC Processing Lock

Process DC File Save Transaction Entries

Your Ref (16 chars):  
Bank Charges: SHA Currency Conv.: EXCH

Payee List Summary Report Statement Close

Refresh  Trust Detail

Opening Balance Date: 19-11-2014 \*  
 Last Nil Balance  Export  
 Last Payment Made

FIGURE 1: PAYMENT SCREEN FOR DIRECT CREDITS

**PAYMENTS**

Trust Group: ARAKARI TRUST

Cheque / DC Date: 20-11-2014 \* Stmt / Report Sort: First name

Info

Direct Credit | Cheque

Cheque Run Batches

Cheque# From	Cheque# To	Status

Print/Preview Cheques

Destroy/Reprint

Remove All

Save Transaction Entries

Cheque Start #:  End #:  Add

Summary Report, Statements and Cheques will be sorted by cheque number then by First name.

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

Payee List | Summary Report | Statement

Refresh  Trust Detail

Opening Balance Date 19-11-2014 \*  Export

Last Nil Balance

Last Payment Made

Close

FIGURE 2: PAYMENT SCREEN FOR CHEQUES

## FEATURES

- **Control** through the use of a batch payment process.
- **Automatic** creation of **direct credit files** for the following banks:
  - ANZ
  - BNZ
  - Westpac Trust
  - National
  - NAB
- Able to **customise** the **layout** of the statements (not content)
- Able to **customise** the **layout** of the cheques (not content)
- **Statement flexibility** by being able to produce detail from:
  - An opening balance date,
  - The last Nil balance,
  - The last payment made.
- Ability to enter an **exchange rate** for overseas payments, for direct credits.
- **Automatic eligibility** process.
- **Customisable** payment **threshold** limits.

- Payout using outstanding balances for a particular trust – **automatically accumulating** the outstanding balances of the associated trust blocks.
- **Detailed** transaction processing.
- **Automatic locking** system to ensure that no further transactions can be conducted during a payment process.

## TRUST GROUP SETTINGS (FOR DC PAYMENTS)

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

Main Details **Trusts**

ID: 190

Name:  \* DC Acc Name:

Address:  \* DC Acc No:

DC Code:

DC Particulars:

DC Reference:

IRD:

DC Threshold:  NAI Originator:

Contact Name:  DC Thresh. Offshore:  NAI Receiver:

Contact Phone:  Chq Threshold:  Financial Start:

Trust group settings are used to record:

- Payment Thresholds
- Direct Credit Account Details

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

Ensure the settings are entered before processing direct credit payments.

## PAYMENT THRESHOLDS

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

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

There are two different thresholds:

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

## DIRECT CREDIT ACCOUNT DETAILS

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

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

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

## PAYMENT CRITERIA

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

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

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

## DIRECT CREDIT PAYMENT CRITERIA

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

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

The following is an example shareholder that will be eligible for a NZD currency direct credit payment if the trust group threshold is \$5.00 and the selected trust group has trust block Trust1 as part of its group.

The screenshot displays the 'Shareholder Info' page for '927 John Doe'. The page is divided into several sections:

- Search and Navigation:** Includes a search bar for 'Shareholder Search (Ctrl F)' and a navigation menu with options like Home, Utilities, Administration, Lists, Users, and AGM.
- Shareholder Info:** Contains fields for First Name (John), Surname (Doe), Address, Post Code, Phone, Cell, Email, Type (Other), Admin, and Region.
- Banking Details:** Includes IRD (061-361-782), Bank Country (NZ), Bank (00-0000-0000000-000), and Payment Type (Direct Credit).
- Trust Blocks Table:** A table with columns for Trust, Shares, and Balance. The table shows one entry for 'Trust1' with 151.88 shares and a balance of \$359.95.
- Additional Fields:** Includes Sex (Unknown), DOB, and Dec'd (Decd) fields.

Trust	Shares	Balance
Trust1	151.88	\$359.95

## CHEQUE PAYMENT CRITERIA

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

- *Shareholder Info - Payment Type* is set to Cheque.
- *Shareholder Info – Address* has an entry.
- Shareholder has an outstanding amount in a trust block for the selected trust group.
- The Shareholder's total outstanding amount in all trust blocks that belong to the selected trust group is equal or above the trust group payment threshold.
- The Pay tick box is checked in the Payment screen's Payee List, against the shareholder.

The following is an example shareholder that will be eligible for a payment if the trust group threshold is \$10.00 and the selected trust group has trust block Trust1 as part of its group.

The screenshot shows the 'Shareholder Info' page for '2273 Adelaide Reremoana Kawana'. The page is titled 'GDMA - [Shareholder]' and has a navigation menu with 'Home', 'Utilities', 'Administration', 'Lists', 'Users', and 'AGM'. Below the menu are icons for 'Shareholders', 'Distribution', 'Payment', 'Reconcile', 'Reports', 'SH Add', 'SH Merge', 'SH Reports', 'Change Pwd', 'Remote Support', and 'Help'.

The main content area is divided into several sections:

- Search:** A search box with 'jane doe' entered and a 'Search' button.
- Shareholder Info:** A tabbed interface with 'Shareholder Info' selected. It contains fields for 'First Name' (Jane), 'Surname' (Doe), 'Address', 'Post Code', 'Phone', 'Cell', 'Email', 'Type' (Individual), 'Admin', and 'Region' (Auckland).
- Personal Details:** Fields for 'IRD' (015-380-411), 'NRWT' (checkbox), 'Bank Country' (NZ), 'Pay' (Cheque), 'Bank' (03-0219-0273476-025), 'Sex' (Female), 'Bank Account Details' (Closed), 'DOB' (11-09-1948), and 'Dec'd' (checkbox).
- Trusts Table:** A table with columns 'Trust', 'Shares', and 'Balance'. It shows one entry: 'Trust1' with 614.71 shares and a balance of \$842.16.
- Alias Names:** A table with columns 'Alias Names' and 'DOB'. It shows one entry: 'Governor'.
- Notes:** A text area containing the following notes:
  - also known as governor
  - MLC order - dividend to be held 13/08/2008
  - Emailed MLC 5/12/13 if dividends can be released; told still held

## PAYMENT SCREEN – HEADER

### TRUST GROUP

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

### SINGLE DISTRIBUTION PAYMENT

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

### CHEQUE / DC DATE

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

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

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

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

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

## STMT / REPORT SORT

The screenshot shows the 'PAYMENTS' interface. At the top, there is a 'Trust Group' dropdown set to 'Trust1'. Below it, 'Cheque / DC Date' is set to '24-11-2014'. The 'Stmt / Report Sort' dropdown is open, showing options: 'SH ID' (selected), 'First name', 'Last name', 'Post Code', 'Post Code-First name', 'Post Code-SHID', and 'SH ID'. Below the dropdown, there are tabs for 'Direct Credit' and 'Cheque'. Under 'DC Batch Settings', 'Batch #' is '61009' and 'Bank' is 'ANZ'. There is also an 'Info' button.

The following options are sorted through this selection:

The image shows four buttons in a row: 'Payee List', 'Summary Report', and 'Statement'. Below them is a separate button labeled 'Print/Preview Cheques'.

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

## INFO

The 'Info' box displays the following text: '79 Shareholders currently over cheque threshold of \$20.00' and '14 Shareholders currently over DC threshold of \$5.00'.

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

# PAYMENT SCREEN – DIRECT CREDIT

## BATCH #

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

Example statement (displaying batch # of 123)

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

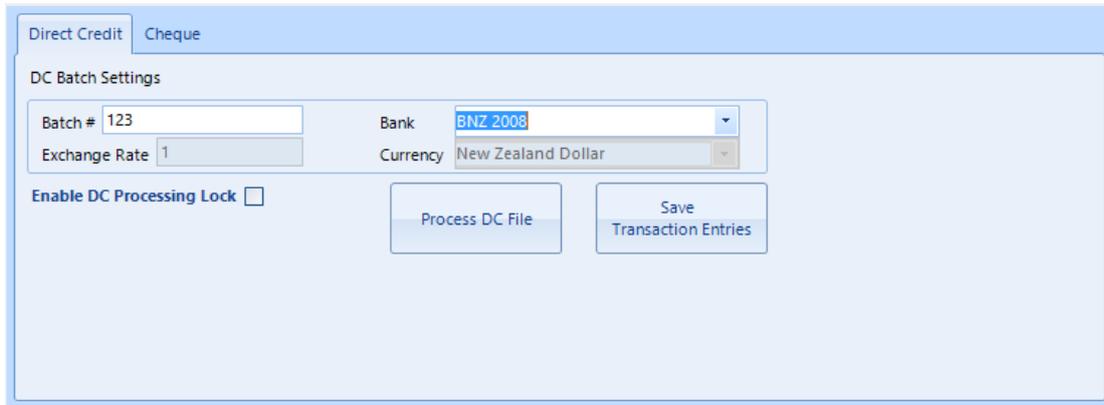
Example transaction screen (displaying batch # of 123)

Shareholder Info   Financial Transactions   Share Transactions   Reference   Misc							
Select Trust Group: All		Select Trust: All					
Date	Transaction	Comments	Reconciled	Trust Code	Amount	Balance	
						Balance \$5.00	
24-Nov-2014	Payment Batch#123			Trust1	-\$17.19	\$0.00	
24-Nov-2014	Direct Credit Batch#123 -\$17.19	Exchange: 1.00, Currency NZD	NO		0	\$17.19	

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

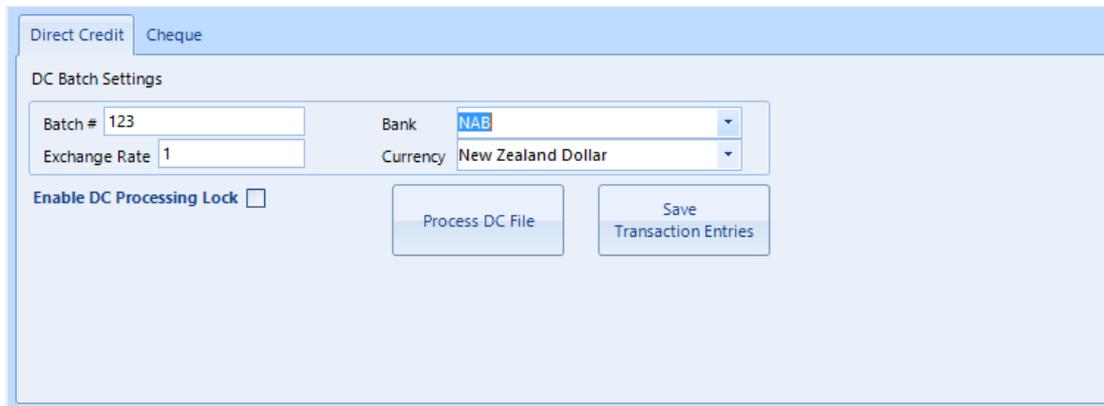
```
1,,,,0108022267083000,7,141124,141124,
2,0309370443150025,50,1719,John Doe,1merston,SHN 2726,,1719,Trust One,TrustOne,2013 Annual,Dividend
```

## BANK



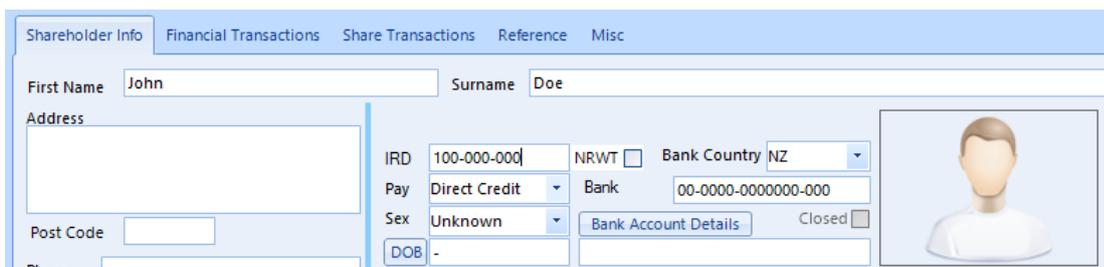
Each bank has a different direct credit file format. Use the *Bank* drop down list to select the required bank.

## EXCHANGE RATE AND CURRENCY



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

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



## ENABLE DC PROCESSING LOCK

The screenshot shows a software interface for 'Direct Credit' settings. At the top, there are tabs for 'Direct Credit' and 'Cheque'. Below this is a 'DC Batch Settings' section with the following fields: 'Batch #' with the value '123', 'Exchange Rate' with the value '1', 'Bank' with a dropdown menu showing 'BNZ 2008', and 'Currency' with a dropdown menu showing 'New Zealand Dollar'. Below these fields is a checkbox labeled 'Enable DC Processing Lock' which is checked. To the right of the checkbox are two buttons: 'Process DC File' and 'Save Transaction Entries'.

This option is to ensure that no other shareholder information is maintained during the direct credit payment process. This is a safety feature to ensure that related outputs such as *Payee List*, *Summary Report* and *Statements* agree with the direct credit transactions when they are posted.

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

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

## PAYMENT SCREEN – FOOTER - REFRESH

The screenshot shows the footer of a payment screen. It contains several buttons: 'Payee List', 'Summary Report', 'Statement', and 'Close'. Below these buttons are two checkboxes: 'Refresh' and 'Trust Detail'. To the right of these checkboxes is a date field with the value '01-05-2013' and a dropdown arrow. Below the date field are three radio buttons: 'Opening Balance Date', 'Last Nil Balance' (which is selected), and 'Last Payment Made'. To the right of the radio buttons is an 'Export' checkbox.

## OUTSTANDING BALANCES

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

## OUTSTANDING BALANCES REFRESHING / RECALCULATION

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

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

The *Refresh* option is used to enforce the application to refresh information for the *Payee List*. This should be used if related information had been changed, such as entering a bank account for a shareholder that previously did not have one.

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

## PAYMENT SCREEN – FOOTER – PAYEE LIST

DC Payment Grid

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

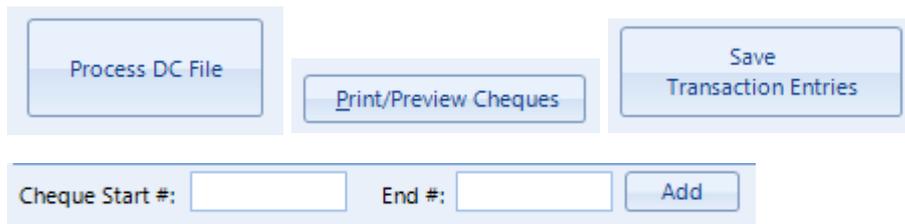
SHID	First Name	Last Name	Payee	Bank Account	Balance	Balance x Exc	Decd	Pay?
5	Johnny	Doe		1100	83.89	83.89	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	Jermaine	Dawkins		1300	9.38	9.38	<input type="checkbox"/>	<input checked="" type="checkbox"/>
51	Jeremiah	Hopkins		1400	5.54	5.54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

Chq Payment Grid

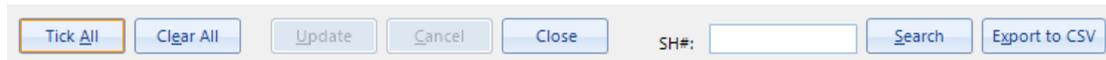
Tick All Clear All Update Cancel Close SH#: Search Export to CSV

SHID	First Name	Last Name	Payee	Balance	Decd	Pay?
32	Darling	Suarez	Darling Suarez	506.26	<input type="checkbox"/>	<input checked="" type="checkbox"/>
46	Winston	Godfrey	Winston Godfrey	83.64	<input type="checkbox"/>	<input checked="" type="checkbox"/>
152	Prince	Charming	Prince Charming	126.13	<input type="checkbox"/>	<input checked="" type="checkbox"/>
156	Emerald	Johnson	Emerald Johnson	944.74	<input type="checkbox"/>	<input checked="" type="checkbox"/>
201	Ernest	Dickinson	Ernest Dickinson	360.47	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
213	Gerald	Crawford	Gerald Crawford	1,153.25	<input type="checkbox"/>	<input checked="" type="checkbox"/>
287	Walter	Anderson	Walter Anderson	549.20	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2677	Richard	Holland	Richard Holland	261.79	<input type="checkbox"/>	<input checked="" type="checkbox"/>

This feature provides the ability to pay one or more eligible shareholders instead of the whole batch at once. This is possible by ticking the *Pay* tick box for the appropriate eligible shareholders in the Payment Grids, which will be used to filter the eligible shareholders in the following:



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



Other features include:

### TICK ALL

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

### CLEAR ALL

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

### UPDATE

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

### CANCEL

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

### CLOSE

Closes the form.

### SEARCH

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

### EXPORT TO CSV

Exports the payee list to a CSV file

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

## PAYMENT SCREEN – FOOTER – SUMMARY REPORT

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

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

*Example Direct Credit Summary Report*

### Payment Summary - Trust Group 1

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

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

Summary Report

Trust Detail

Example Direct Credit Summary Report – by trust

## Payment Summary - Trust Group 1\*

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

ID	Shareholder Name	Decd	Bank Account #	Amount (NZD)
5	Johnny Doe	<input type="checkbox"/>	11-00--	<i>Trust1</i> \$83.89 <b>\$83.89</b>
51	Jeremiah Hopkins	<input type="checkbox"/>	14-00--	<i>Trust1</i> \$5.54 <b>\$5.54</b>
91	Wilhelm Pries	<input type="checkbox"/>	12-00--	<i>Trust1</i> \$12.17 <b>\$12.17</b>
105	Zoren Clifford	<input type="checkbox"/>	16-00--	<i>Trust1</i> \$5.33 <b>\$5.33</b>
112	January Jonas	<input type="checkbox"/>	17-00--	<i>Trust1</i> \$22.42 <b>\$22.42</b>
121	Dorothy Singer	<input type="checkbox"/>	18-00--	<i>Trust1</i> \$21.19 <b>\$21.19</b>
136	Clark Priestly	<input type="checkbox"/>	19-00--	<i>Trust1</i> \$36.93 <b>\$36.93</b>
144	Luke Graham	<input type="checkbox"/>	20-00--	<i>Trust1</i> \$5.24 <b>\$5.24</b>
<b>Total Shareholders:</b>		<b>8</b>	<b>Total:</b>	<b>\$192.71</b>

Summary Report

Trust Detail

Example Cheque Summary Report

### Payment Summary - Trust Group 1\*

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

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

Summary Report

Trust Detail

Example Cheque Summary Report – by trust

### Payment Summary - Trust Group 1\*

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

ID	Shareholder Name	Decd	Cheque #	Amount (NZD)
32	Darling Suarez <small>Address 2</small>	<input type="checkbox"/>		
			<i>Trust1</i>	\$506.26
			1	<b>\$506.26</b>
46	Winston Godfrey <small>Address 2</small>	<input type="checkbox"/>		
			<i>Trust1</i>	\$83.64
			2	<b>\$83.64</b>
152	Prince Charming <small>Address 2</small>	<input type="checkbox"/>		
			<i>Trust1</i>	\$126.13
			3	<b>\$126.13</b>
156	Emerald Johnson <small>Address 2</small>	<input type="checkbox"/>		
			<i>Trust1</i>	\$944.74
			4	<b>\$944.74</b>
201	Ernest Dickinson <small>Address 2</small>	<input checked="" type="checkbox"/>		
			<i>Trust1</i>	\$360.47
			5	<b>\$360.47</b>
213	Gerald Crawford <small>Address 2</small>	<input type="checkbox"/>		
			<i>Trust1</i>	\$1,153.25
			6	<b>\$1,153.25</b>
287	Walter Anderson <small>Address 2</small>	<input type="checkbox"/>		
			<i>Trust1</i>	\$549.20
			7	<b>\$549.20</b>
<b>Total Shareholders:</b>			<b>7</b>	<b>Total: \$3,723.69</b>

## PAYMENT SCREEN – FOOTER - STATEMENT

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

Opening Balance Date 01-05-2013 \*

Last Nil Balance  Export

Last Payment Made

Opening Balance Date 01-05-2013 \*

Last Nil Balance  Export

Last Payment Made

Opening Balance Date 01-05-2013 \*

Last Nil Balance  Export

Last Payment Made

### OPENING BALANCE DATE

The opening balance date is used for statement production.

Opening Balance Date 30-08-2013 \*

Last Nil Balance  Export

Last Payment Made

## Example Transactions

Transactions for Trust Group 1, SH ID # 19

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

## Example Statements (based on above transactions)

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

<b>Trust Group 1</b>		
Address Line		<b>Statement Type</b> Direct Credit
		<b>Cheque / Batch #</b> 61009
		<b>Statement Date</b> 25-11-2014
		<b>Trust IRD No.</b> 19-216-802
Jemaine Dawkins		<b>Shareholder IRD No.</b> 00000000
		<b>Bank Account No.</b> 13-00-
		<b>Total Paid / Outstanding</b> \$9.38
Shareholder ID No. 19		
30-08-2013	Proprietors of Mawhera Incorporation : Opening Balance	\$1,313.61
12-09-2013	Proprietors of Mawhera Incorporation : PaymentDC# 160913, Bank Acc#1231660093167058	-\$1,313.61
24-11-2014	Proprietors of Mawhera Incorporation : Share Distribution - Gross Amount - Shares Held: 1876.58, Rate per Share: 0.01 Annual, Includes Maori Authority Tax Credits: \$1.99 at 17.5%	\$11.37
24-11-2014	Proprietors of Mawhera Incorporation : Maori Authority Tax Credit	-\$1.99
24-11-2014	Proprietors of Mawhera Incorporation : PaymentDC# 123, Bank Acc#1231660093167058	-\$9.38
24-11-2014	Proprietors of Mawhera Incorporation : Share Distribution - Gross Amount - Shares Held: 1876.58, Rate per Share: 0.01 Annual, Includes Maori Authority Tax Credits: \$1.99 at 17.5%	\$11.37
24-11-2014	Proprietors of Mawhera Incorporation : Maori Authority Tax Credit	-\$1.99
25-11-2014	<b>Payment</b>	<b>\$9.38</b>

## PAYMENT SCREEN – PROCESS DC FILE

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

The screenshot shows a software interface for processing direct credit files. At the top, there are two tabs: 'Direct Credit' (selected) and 'Cheque'. Below the tabs is a section titled 'DC Batch Settings'. This section contains several input fields: 'Batch #' with the value '123', 'Exchange Rate' with the value '1', 'Bank' with a dropdown menu showing 'BNZ 2008', and 'Currency' with a dropdown menu showing 'New Zealand Dollar'. There is also an unchecked checkbox labeled 'Enable DC Processing Lock'. At the bottom of the settings section, there are two buttons: 'Process DC File' and 'Save Transaction Entries'.

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

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

### BNZ FILE FORMAT

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

- File Header Record Format
  - Record Type,1 digit: 1 = Header
  - Direct Debit Auth No,7 digits: Blank
  - Batch Number,2 digits: Last 2 digits from GDPro -> Payment -> Batch #
  - Batch Seq Number,4 digits: All digits from GDPro -> Payment -> Batch #
  - Account Number,15 digits: All digits from GDPro -> Administration -> Trust Groups -> DC Acc. No. (req.)
  - Batch Type,1 digit: 7 = Direct Credit
  - Batch Due Date,6 digits YYYYMMDD: GDPro -> Payment -> Cheque / DC Date
  - Todays Date,6 digits YYYYMMDD: Current Date
  - Indicator,12 char: Blank
- Detail records
  - Record Type, 1 digit: 2 = Transaction
  - Acc No, 16 digits: GDPro -> Shareholder Info -> Bank Acc. No
  - Trans Code, 2 digits: 50 = Direct Credit
  - Amount, 12 digits: Outstanding balance for selected trust group x 100 to remove the two decimal places.

- Other Party Name, 20 chars: GDPro -> Shareholder Info -> Firstname + a space + GDPro -> Shareholder Info -> Surname **or** GDPro -> Shareholder Info -> Payee Name, if there is an entry.
- Other Party Ref, 12 chars: 12 chars after the first 12 chars from GDPro -> Shareholder Info -> Bank Acc. Details
- Other Party Code, 12 chars: GDPro -> Shareholder Info -> ID
  - (This will have text "SHN: " before ID number)
- Other Party Alpha Ref: Blank
- Other Party Particulars - Particular Reference Details, 12 chars: Dividend (gross)
- Subscriber Name - This Party (Name of Payer), 20 chars: Subscriber Name (Trust Group making the payment)
- Sub Code - This Party code reference details, 12 chars: GDPro -> Administration -> Trust Group -> DC Code (opt.)
- Sub Reference - This Party reference details, 12 chars: GDPro -> Administration -> Trust Group -> DC Reference (opt.)
- Sub Particular - This Party particular reference details, 12 chars: GDPro -> Administration -> Trust Group -> DC Particulars (opt.)

## PROCESS EXAMPLE – DIRECT CREDIT - PREPARATION

The following will demonstrate an example processing run.

### SETUP

Trusts that are used:

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

Trust Group with Trusts assigned:

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

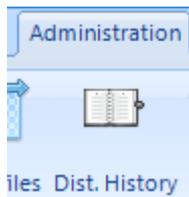
Main Details **Trusts**

- Trust1

Trust Group Payment Thresholds used:

DC Threshold:	5.0000
DC Thresh. Offshore:	
Chq Threshold:	20.0000

Distributions processed on each trust:



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

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

19 Jermaine Dawkins

Shareholder Info | Financial Transactions | Share Transactions | Reference | Misc

First Name: Jermaine | Surname: Dawkins

Address:  
Address Line  
Address Line 2

Post Code: | Phone: 1111 | Cell: | Email: | Send email

Type: Individual | Admin: | Region: West Coast

Alias Names: | DOB: | Notes:

IRD: 000-000-000 | NRWT:  | Bank Country: NZ

Pay: Direct Credit | Bank: 13-00- | Sex: Female | Bank Account Details: Closed

DOB: 08-02-1922 | ASB, Hokitika | Dec'd:  Decd: -

Trust	Shares	Balance
→ Trust1	1876.58	Balance \$9.38 \$9.38

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

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

REPORT

Check eligibility.

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

The screenshot shows the 'Report Selection and Criteria' window. On the left, under 'Fixed Format Reports', the 'Shareholder Register' option is highlighted. On the right, the configuration fields are as follows:

- Trust: Trust 1
- ID No.: [ ] to [ ]
- First Name: [ ] to [ ]
- Surname: [ ] to [ ]
- Shareholding: [ ] to [ ]  Exclude 0 Shares
- Financial Bal.: [ ] to [ ]
- D.O.B.: [ ] to [ ]
- Gender: [ ]
- Payment Method: [ ]
- Deceased: [ ]
- Address Status: [ ]
- Region: [ ]
- Sort Report By: [ ]
- Decimal Places: 5

## Shareholder Register Report

Trust 1

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

## PREPARE

### PAYMENTS

Trust Group: Trust Group 1

Cheque / DC Date: 26-11-2014 \* Stmt / Report Sort: SH ID

Info

Direct Credit Cheque

DC Batch Settings

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

Enable DC Processing Lock

Process DC File Save Transaction Entries

Payee List Summary Report Statement Close

Refresh  Trust Detail

Opening Balance Date: 30-08-2013 \*  
 Last Nil Balance  Export  
 Last Payment Made

Select sort order:

### PAYMENTS

Trust Group: Trust Group 1

Cheque / DC Date: 26-11-2014 \* Stmt / Report Sort: SH ID

Info

Direct Credit Cheque

DC Batch Settings

Batch #: 123 Bank: BNZ 2008

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

Select bank:

Direct Credit Cheque

DC Batch Settings

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

Enable DC Processing Lock

Proc National National2 NAB WestpacTrust ANZ

Select payees:

Refresh

## PROCESS EXAMPLE – DIRECT CREDIT – SORT BY SHID

### PAYEE LIST

Stmnt / Report Sort

DC Payment Grid							
<input type="button" value="Tick All"/>		<input type="button" value="Clear All"/>		<input type="button" value="Update"/>		<input type="button" value="Cancel"/>	
		<input type="button" value="Close"/>		SH # <input type="text"/>		<input type="button" value="Search"/>	
SHID	First Name	Last Name	Bank Account	Balance	Balance x Exc	Decd	Pay
1	firstname16		0000000000016000	\$176.00	\$176.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	firstname15	surname02	0000000000015000	\$165.00	\$165.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	firstname10	surname07	0000000000010000	\$110.00	\$110.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	firstname09	surname08	000000000009000	\$99.00	\$99.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	firstname04	surname13	000000000004000	\$44.00	\$44.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	firstname03	surname14	000000000003000	\$33.00	\$33.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### SUMMARY REPORTS

Trust Detail

Payment Summary - Trust Group A						
Currency: NZD						
Exchange Rate: \$1.0000						
Payment Threshold: \$10.00						
ID	Shareholder Name	Decd	Bank Account #	Amount (NZD)	Amount (NZD)	
1	firstname16	<input type="checkbox"/>	0000000000016000	\$176.00	\$176.00	
2	firstname15 surname02	<input type="checkbox"/>	0000000000015000	\$165.00	\$165.00	
7	firstname10 surname07	<input type="checkbox"/>	0000000000010000	\$110.00	\$110.00	
8	firstname09 surname08	<input type="checkbox"/>	000000000009000	\$99.00	\$99.00	
13	firstname04 surname13	<input type="checkbox"/>	000000000004000	\$44.00	\$44.00	
14	firstname03 surname14	<input type="checkbox"/>	000000000003000	\$33.00	\$33.00	
<b>Total Shareholders: 6</b>				<b>Total:</b>	<b>\$627.00</b>	<b>\$627.00</b>

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

### Payment Summary - Trust Group A

Currency: NZD  
Exchange Rate: \$1.0000  
Payment Threshold: \$10.00

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

STATEMENTS

Trust Group A		
Trust 1 AdressLine1	<b>Statement Type</b>	
Trust 1 AdressLine2	Direct Credit	
Trust 1 AdressLine3	<b>Cheque / Batch #</b>	
	123	
	<b>Statement Date</b>	
	1/06/2006	
	<b>Trust IRD No.</b>	
firstname03 surname14	<b>Shareholder IRD No.</b>	
0		
	<b>Bank Account No.</b>	
	00-0000-0000003-000	
	<b>Total Paid</b>	
	\$33.00	
Shareholder ID No. 14		
<b>Trust1</b>		
02-05-2006	Share Distribution - Gross Amount - Shares Held: 3, Rate per Share: 1,Annual TAX FREE	\$3.00
01-06-2006	<b>Payment</b>	<b>\$3.00</b>
<b>Trust2</b>		
03-05-2006	Share Distribution - Gross Amount - Shares Held: 30, Rate per Share: 1,Annual TAX FREE	\$30.00
01-06-2006	<b>Payment</b>	<b>\$30.00</b>

## PROCESS EXAMPLE – DIRECT CREDIT – SORT BY FIRST NAME

### PAYEE LIST

Stmnt / Report Sort

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

### SUMMARY REPORTS

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

Summary Report  
 Trust Detail

### Payment Summary - Trust Group A

Currency: NZD  
 Exchange Rate: \$1.0000  
 Payment Threshold: \$10.00

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

## PROCESS EXAMPLE – DIRECT CREDIT – SORT BY LAST NAME

### PAYEE LIST

Stmt / Report Sort: Last name

DC Payment Grid									
Tick All		Clear All		Update		Cancel		Close	
						SH #	Search		
SHID	First Name	Last Name	Bank Account	Balance	Balance x ...	D...	Pay		
1	firstname16		0000000000016000	\$176.00	\$176.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
2	firstname15	surname02	0000000000015000	\$165.00	\$165.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
7	firstname10	surname07	0000000000010000	\$110.00	\$110.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
8	firstname09	surname08	0000000000090000	\$99.00	\$99.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
13	firstname04	surname13	0000000000040000	\$44.00	\$44.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
14	firstname03	surname14	0000000000030000	\$33.00	\$33.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

SUMMARY REPORTS

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

### Payment Summary - Trust Group A

Currency: NZD  
Exchange Rate: \$1.0000  
Payment Threshold: \$10.00

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

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

### Payment Summary - Trust Group A

Currency: NZD  
Exchange Rate: \$1.0000  
Payment Threshold: \$10.00

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

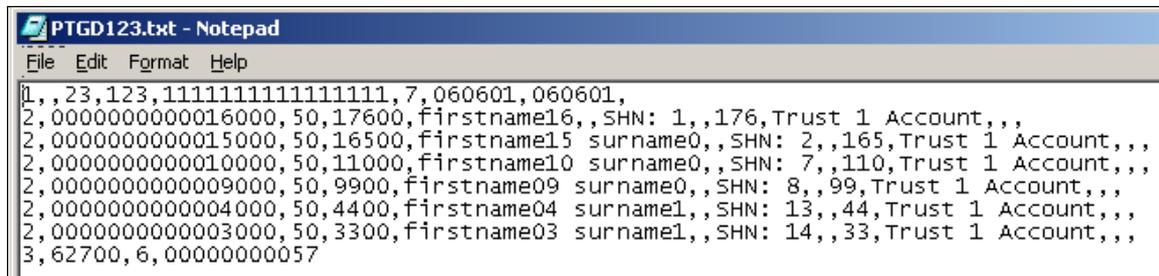
## PROCESS EXAMPLE – DIRECT CREDIT – DC FILE

### PRODUCE

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



### REVIEW



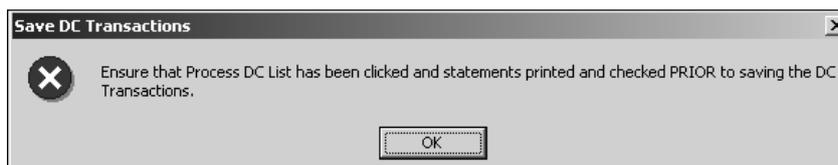
### SAVE

Click *Save Transaction Entries* once:

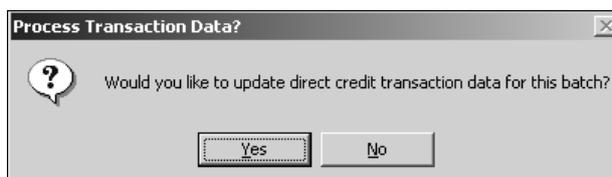
- Produced and satisfied the summary reports are correct,
- Produced and satisfied the statements are correct,
- Produced, processed and satisfied the DC File is correct.



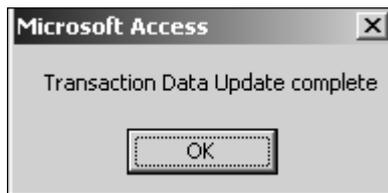
A warning message will be displayed to provide the opportunity to stop the process:



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



A confirmation message will display if transactions have been saved.



## CHECK

Review payments against eligible shareholders:

Shareholder: **firstname03 surname14 (ID: 14)**

Shareholder Search (Ctrl+S)  
 Name/No:   
 Alias/Trustees  Duplicates  
 Missing Info.  Deceased  
 Sort By:   
 Trust:

Select Trust Group:  Select Trust:

Date	Transaction	Reconciled	Trust Code	Amount	Balance
02-May-2006	Share Distribution - Gross Amount Shares Held: 3, Rate per Share: 1, Annual TAX FREE		Trust1	\$3.00	\$3.00
03-May-2006	Share Distribution - Gross Amount Shares Held: 30, Rate per Share: 1, Annual TAX FREE		Trust2	\$30.00	\$33.00
01-Jun-2006	Direct Credit Batch#123 - \$33.00 Exchange: 1.00, Currency NZD	NO		\$0.00	\$33.00
01-Jun-2006	Payment Batch#123		Trust1	-\$3.00	\$30.00
01-Jun-2006	Payment Batch#123		Trust2	-\$30.00	\$0.00
				BALANCE:	\$0.00

Date:  Transaction Type:  Trust:  Amount:  \$0.00   
 Comments:

Check Payment Run summary entry in administration section:

Administration

Trusts Trust Groups RPX files Dist. History MACA **DC Payment Run** Dist. Removal

Trust Group	Run Date / Time	Total Payment (NZD)	Total Shareholders	Exchange Rate	User	Currency
C Trust	24/10/2007 10:17:42	\$66,126.46	64	1	Lin Leach	NZD
C Trust	29/10/2007 01:57:46	\$17,773.25	1	1	Lin Leach	NZD

Note Total Shareholders = Total Transactions

## PROCESS EXAMPLE – CHEQUE - PREPARATION

The following will demonstrate an example processing run.

### PAYMENTS

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

[Info](#)

Direct Credit | **Cheque**

Cheque Run Batches

Cheque# From	Cheque# To	Status

Cheque Start #:  End #:  [Add](#)

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

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

[Print/Preview Cheques](#)  
[Destroy/Reprint](#)  
[Remove All](#)  
[Save Transaction Entries](#)

[Payee List](#) [Summary Report](#) [Statement](#) [Close](#)

Refresh  Trust Detail

Opening Balance Date 2/02/2000 \*  
 Last Nil Balance  Export  
 Last Payment Made

## SETUP

Trusts that are used:

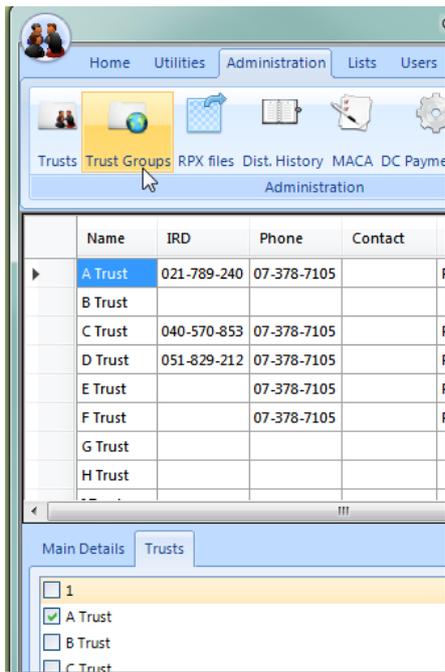
[Apply Update](#)

[Trusts](#) [Trust Groups](#) [RPX files](#) [Dist. History](#) [MACA](#) [DC Payment Run](#) [Dist. Removal](#)

**Administration** [Support](#)

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

Trust Group with Trusts assigned:



Trust Group Payment Thresholds used:

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

Distributions processed on each trust:

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

Eligible shareholder for cheque payment – *Shareholder Info:*

**Gross Distribution Professional 2.27 - [Shareholder Information]**

File Shareholders Distribution Reports Utilities Help

Shareholders/Transactions New Distribution Payment Reconcile Reports Administration Calculator Login

**Shareholder: firstname01 surname16 (ID: 16)**

Shareholder Search (Ctrl+S)  
 Name/No:   
 Alias/Trustees  Duplicates  
 Missing Info.  Deceased  
 Sort By:   
 Trust:

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

First Name:  Surname:  ID:   
 Address (Cheques)1:   
  
  
  
 Address (Notices)2:

Payee Name:   
 Code:   
 Type:  D.O.B.:   
 IRD No:  Tax:  NRWT   
 Payment Type:  Gender:   
 Bank Acc. Type:   
 Bank Acc. No:   
 Bank Acc. Details:

Trust	Shares	Balance
Trust1	1	\$1.00
Trust2	10	\$10.00
		<b>\$11.00</b>

Phone:   
 Email:   
 Admin:

Alias Names

Notes:

Deceased   
 Closed  Mail Merge  
 Region:   
 Last AGM:

Eligible shareholder for cheque payment – *Financial Transactions:*

**Shareholder: firstname01 surname16 (ID: 16)**

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

Select Trust Group:  Select Trust:

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

## REPORT

Check eligibility.

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

The screenshot shows a software interface for generating reports. At the top, there is a navigation bar with icons and labels for 'Shareholders/Transactions', 'New Distribution', 'Payment', 'Reconcile', 'Reports', 'Administration', 'Calculator', and 'Login'. Below this is a header for 'REPORTS'. The main area is divided into a left sidebar and a central form.

**Fixed Format Reports**

- Shareholder Register
- Shareholder Register #2
- Shareholder Transactions
- Share Analysis
- Financial Summary
- Register Summary
- IRD Dividend
- IRD Dividend #2

**Ad-Hoc Reports**

- New Reports
- User Designed Reports
- System Reports

**Shareholder Register #2**

Trust: Group -> Trust Group A

ID No. [ ] to [ ]

First Name [ ] to [ ]

Surname [ ] to [ ]

Shareholding [ ] to [ ]  Exclude 0 Shares

Financial Bal. 10 to [ ]

D.O.B [ ] to [ ]

Tax Rate [ ] to [ ]

Gender [ ]

Payment Method Cheque

Deceased [ ]

Address Status Has Address

Region [ ]

Sort Report By ID No. [ ] [ ]

Buttons: Add Report, Delete Report, Duplicate Report, Preview, Print, Save To XLS, Cancel

## Shareholder Register Report

Group -> Trust Group A

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

**Total Shareholders:** 6  
**Total Shareholding:** 495.00  
**Total Outstanding:** \$495.00

### PREPARE

Select sort order:

**PAYMENT**

Trust Group: Trust Group A

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

Info 0 Shareholders  
0 Shareholders

Direct Credit Cheque

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

Select payees:

Payee List

Refresh

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

Add cheque run:

### PAYMENT

Trust Group:

Cheque / DC Date:  Stmt / Report Sort

0 Shareholders  
0 Shareholders

Cheque Run Batches

Cheque# From	Cheque# To	Status

Cheque Start #:  End #:

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

NOTE: If a cheque run is added, then the sort order can only be changed AFTER removing the ALL cheque runs (for the currently selected trust group) and re-adding them after selecting a new sort order.

Cheque Run Batches

Cheque# From	Cheque# To	Status

Cheque Start #:  End #:

### PAYMENT

Trust Group:

Cheque / DC Date:  Stmt / Report Sort:

0 Shareholders  
0 Shareholders

Cheque Run Batches

Cheque# From	Cheque# To	Status
1	6	UnPrinted

Cheque Start #:  End #:

Summary Report, Statements and Cheques are currently sorted by cheque number then by SH ID.  
 To change the sort order, the following is required:  
 1. Remove all cheque runs for the currently selected trust group.  
 2. Select a Stmt / Report sort. (top right, under Trust Group drop down list box)  
 3. Re-add the cheque run.

## PROCESS EXAMPLE – CHEQUE – SORT BY SHID

### PAYEE LIST

Stmt / Report Sort:

### Chq Payment Grid

SH #

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

### Payee List

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

## SUMMARY REPORTS

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

### Payment Summary - Trust Group A

Currency: NZD  
 Exchange Rate: \$1.0000  
 Payment Threshold: \$10.00

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

Summary Report

Trust Detail

## Payment Summary - Trust Group A

Currency: NZD  
 Exchange Rate: \$1.0000  
 Payment Threshold: \$10.00

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

STATEMENTS

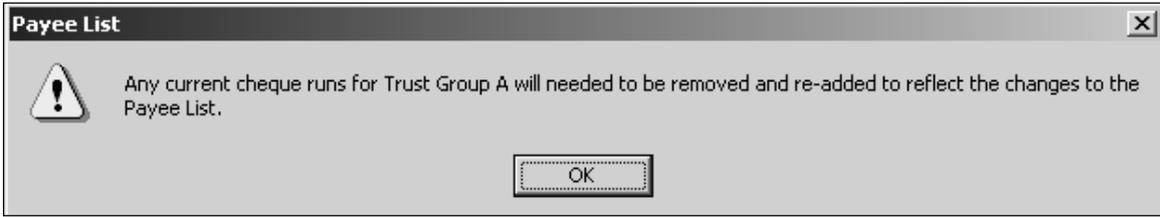
<b>Trust Group A</b>	
Trust 1 AddressLine1	<b>Statement Type</b>
Trust 1 AddressLine2	Cheque
Trust 1 AddressLine3	<b>Cheque / Batch#</b>
	6
	<b>Statement Date</b>
	2/06/2006
	<b>Trust IRD No.</b>
firstname01 surname16	<b>Shareholder IRD No.</b>
Addr1 firstname01 surname16	
Addr2 firstname01 surname16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

PROCESS EXAMPLE – CHEQUE – SORT BY FIRST NAME

PAYEE LIST

Stmnt / Report Sort

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



SUMMARY REPORTS



### Payment Summary - Trust Group A

Currency: NZD  
 Exchange Rate: \$1.0000  
 Payment Threshold: \$10.00

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

Summary Report

Trust Detail

## Payment Summary - Trust Group A

Currency: NZD  
 Exchange Rate: \$1.0000  
 Payment Threshold: \$10.00

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

# PROCESS EXAMPLE – CHEQUE – SORT BY LAST NAME

## PAYEE LIST

Stmt / Report Sort: Last name

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

**Payee List** ✕

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

## SUMMARY REPORTS

Summary Report

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

Summary Report

Trust Detail

## Payment Summary - Trust Group A

Currency: NZD  
 Exchange Rate: \$1.0000  
 Payment Threshold: \$10.00

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

## PROCESS EXAMPLE – CHEQUE – SORT BY POST CODE

### PAYEE LIST

Stmt / Report Sort

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

**Payee List** ✕

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

### SUMMARY REPORTS

Summary Report

Trust Detail

Payment Summary - Trust Group A					
Currency: NZD					
Exchange Rate: \$1,000.00					
Payment Threshold: \$10.00					
ID	Shareholder Name	Decd	Cheque #	Amount (NZD)	
16	firstname01 surname16 <small>Addr1 firstname01surname16 Addr2 firstname01surname16 Addr3 firstname01surname16 Addr4 firstname01surname16</small>	<input type="checkbox"/>	1	\$11.00	
10	firstname07 surname10 <small>Addr1 firstname07surname10 Addr2 firstname07surname10 Addr3 firstname07surname10 Addr4 firstname07surname10</small>	<input type="checkbox"/>	2	\$77.00	
4	firstname13 surname04 <small>Addr1 firstname13surname04 Addr2 firstname13surname04 Addr3 firstname13surname04 Addr4 firstname13surname04</small>	<input type="checkbox"/>	3	\$143.00	
15	firstname01 surname15 <small>Addr1 firstname01surname15 Addr2 firstname01surname15 Addr3 firstname01surname15 Addr4 firstname01surname15</small>	<input type="checkbox"/>	4	\$22.00	
9	firstname08 surname09 <small>Addr1 firstname08surname09 Addr2 firstname08surname09 Addr3 firstname08surname09 Addr4 firstname08surname09</small>	<input type="checkbox"/>	5	\$88.00	
3	firstname14 <small>Addr1 firstname14 Addr2 firstname14 Addr3 firstname14 Addr4 firstname14</small>	<input type="checkbox"/>	6	\$154.00	
Total Shareholders: 6			Total:	\$495.00	\$495.00

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

### Payment Summary - Trust Group A

Currency: NZD  
Exchange Rate: \$1.0000  
Payment Threshold: \$10.00

ID	Shareholder Name	Decd	Cheque #	Amount (NZD)
16	firstname01 surname16 <i>Addr1 firstname01surname16</i> <i>Addr2 firstname01surname16</i> <i>Addr3 firstname01surname16</i> <i>Addr4 firstname01surname16</i>	<input type="checkbox"/>	Trust1	\$1.00
			Trust2	\$10.00
			<b>1</b>	<b>\$11.00</b>
10	firstname07 surname10 <i>Addr1 firstname07surname10</i> <i>Addr2 firstname07surname10</i> <i>Addr3 firstname07surname10</i> <i>Addr4 firstname07surname10</i>	<input type="checkbox"/>	Trust1	\$7.00
			Trust2	\$70.00
			<b>2</b>	<b>\$77.00</b>
4	firstname13 surname04 <i>Addr1 firstname13surname04</i> <i>Addr2 firstname13surname04</i> <i>Addr3 firstname13surname04</i> <i>Addr4 firstname13surname04</i>	<input type="checkbox"/>	Trust1	\$13.00
			Trust2	\$130.00
			<b>3</b>	<b>\$143.00</b>
15	firstname01 surname15 <i>Addr1 firstname01surname15</i> <i>Addr2 firstname01surname15</i> <i>Addr3 firstname01surname15</i> <i>Addr4 firstname01surname15</i>	<input type="checkbox"/>	Trust1	\$2.00
			Trust2	\$20.00
			<b>4</b>	<b>\$22.00</b>
9	firstname08 surname09 <i>Addr1 firstname08surname09</i> <i>Addr2 firstname08surname09</i> <i>Addr3 firstname08surname09</i> <i>Addr4 firstname08surname09</i>	<input type="checkbox"/>	Trust1	\$8.00
			Trust2	\$80.00
			<b>5</b>	<b>\$88.00</b>
3	firstname14 <i>Addr1 firstname14</i> <i>Addr2 firstname14</i> <i>Addr3 firstname14</i> <i>Addr4 firstname14</i>	<input type="checkbox"/>	Trust1	\$14.00
			Trust2	\$140.00
			<b>6</b>	<b>\$154.00</b>
<b>Total Shareholders: 6</b>			<b>Total:</b>	<b>\$495.00</b>
				<b>\$495.00</b>

## PROCESS EXAMPLE – CHEQUE – CHEQUE LAYOUTS

### PAYEE LIST

Stmnt / Report Sort	Post Code
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# Chq Payment Grid

Tick All		Clear All		Update		Cancel		Close		SH #	Search
SHID	First Name	Last Name	Payee	Balance	Decd	Pay?					
16	firstname01	sumame16		\$11.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
10	firstname07	sumame10		\$77.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
4	firstname13	sumame04		\$143.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
15	firstname01	sumame15		\$22.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
9	firstname08	sumame09		\$88.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
3	firstname14			\$154.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>					

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

16 IRD Number

firstname01 sumame16  
Addr1 firstname01sumame16  
Addr2 firstname01sumame16  
Addr3 firstname01sumame16  
Addr4 firstname01sumame16

Payment Summary

<u>Trust:</u>	<u>Amount:</u>
Trust1	\$1.00
Trust2	\$10.00
Cheque Number 1 Total:	<u>\$11.00</u>

**NOT TRANSFERABLE** 02-Jun-2006

firstname01 sumame16  
xxxxxx  
ELEVEN DOLLARS AND 00 CENTS 11.00

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

10 IRD Number

firstname07 sumame10  
Addr1 firstname07sumame10  
Addr2 firstname07sumame10  
Addr3 firstname07sumame10  
Addr4 firstname07sumame10

Payment Summary

<u>Trust:</u>	<u>Amount:</u>
Trust1	\$7.00
Trust2	\$70.00
Cheque Number 2 Total:	<u>\$77.00</u>

**NOT TRANSFERABLE** 02-Jun-2006

firstname07 sumame10  
xxxxxx  
SEVENTY SEVEN DOLLARS AND 00 CENTS 77.00

	Trust Group A Trust 1 AddressLine1 Trust 1 AddressLine2 Trust 1 AddressLine3
4	IRD Number
firstname13 surname04 Addr1 firstname13 surname04 Addr2 firstname13 surname04 Addr3 firstname13 surname04 Addr4 firstname13 surname04	
Payment Summary	
<u>Trust:</u>	<u>Amount:</u>
Trust1	\$13.00
Trust2	\$130.00
Cheque Number 3 Total:	\$143.00
<b>HOT TRANSFERABLE</b>	
02-Jun-2006	
firstname13 surname04	
xxxxxx	
143.00	
ONE HUNDRED AND FORTY THREE DOLLARS AND 00	

	Trust Group A Trust 1 AddressLine1 Trust 1 AddressLine2 Trust 1 AddressLine3
15	IRD Number
firstname01 surname15 Addr1 firstname01 surname15 Addr2 firstname01 surname15 Addr3 firstname01 surname15 Addr4 firstname01 surname15	
Payment Summary	
<u>Trust:</u>	<u>Amount:</u>
Trust1	\$2.00
Trust2	\$20.00
Cheque Number 4 Total:	\$22.00
<b>HOT TRANSFERABLE</b>	
02-Jun-2006	
firstname01 surname15	
xxxxxx	
22.00	
TWENTY TWO DOLLARS AND 00 CENTS	

	Trust Group A Trust 1 AddressLine1 Trust 1 AddressLine2 Trust 1 AddressLine3
9	IRD Number
firstname08 surname09 Addr1 firstname08 surname09 Addr2 firstname08 surname09 Addr3 firstname08 surname09 Addr4 firstname08 surname09	
Payment Summary	
<u>Trust:</u>	<u>Amount:</u>
Trust1	\$8.00
Trust2	\$80.00
Cheque Number 5 Total:	\$88.00
<b>HOT TRANSFERABLE</b>	
02-Jun-2006	
firstname08 surname09	
xxxxxx	
88.00	
EIGHTY EIGHT DOLLARS AND 00 CENTS	

	Trust Group A Trust 1 AddressLine1 Trust 1 AddressLine2 Trust 1 AddressLine3
3	IRD Number
firstname14 Addr1 firstname14 Addr2 firstname14 Addr3 firstname14 Addr4 firstname14	
Payment Summary	
<u>Trust:</u>	<u>Amount:</u>
Trust1	\$14.00
Trust2	\$140.00
Cheque Number 6 Total:	\$154.00
<b>HOT TRANSFERABLE</b>	
02-Jun-2006	
firstname14	
xxxxxx	
154.00	
ONE HUNDRED AND FIFTY FOUR DOLLARS AND 00 CENTS	

## PROCESS EXAMPLE – CHEQUE - SAVE

### PRODUCE

Produce summary reports, statements and cheques.

### REVIEW

Review summary reports, statements and cheques.

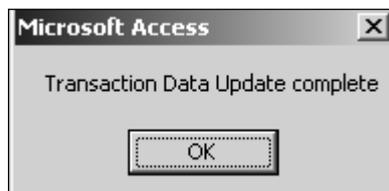
### SAVE

Click *Save Transaction Entries* once:

- Produced and satisfied the summary reports are correct,
- Produced and satisfied the statements are correct,
- Produced, processed and satisfied the cheques are correct.



A confirmation message will display if transactions have been saved.



### CHECK

Review payments against eligible shareholders:

