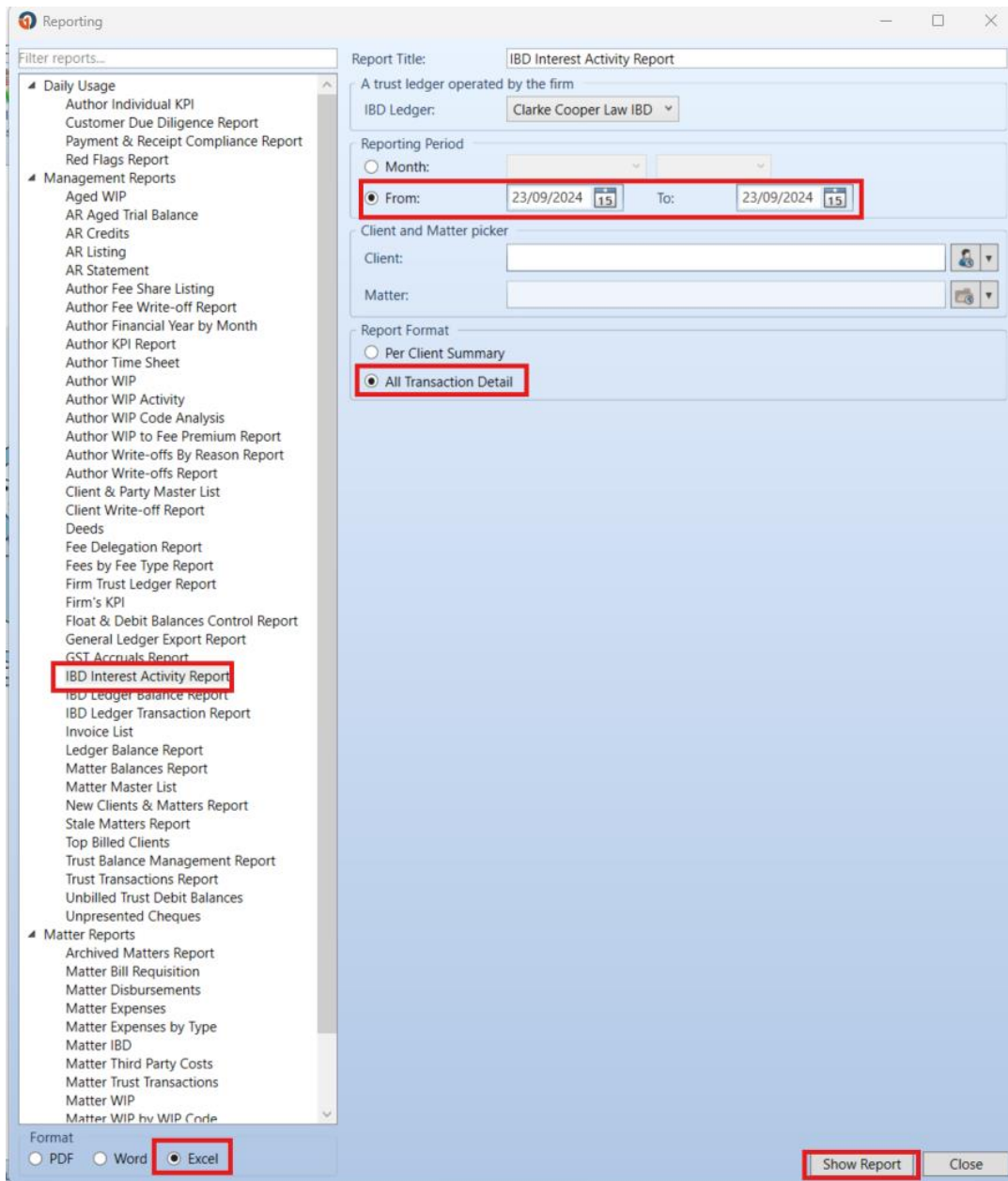


Preparation of File to Upload to ANZ to Withdraw Commission

First complete Import Periodic Interest as usual. Then run the IBD Interest Activity Report for the day of the withdrawal of the commission (see Figures 1 and 2 below).

i.e. if the quarterly interest is paid on Friday the 20th, you will be importing the bank interest file on Monday the 23rd and withdrawing the commission on the 23rd.



Reporting

Filter reports...

- Daily Usage
 - Author Individual KPI
 - Customer Due Diligence Report
 - Payment & Receipt Compliance Report
 - Red Flags Report
 - Management Reports
 - Aged WIP
 - AR Aged Trial Balance
 - AR Credits
 - AR Listing
 - AR Statement
 - Author Fee Share Listing
 - Author Fee Write-off Report
 - Author Financial Year by Month
 - Author KPI Report
 - Author Time Sheet
 - Author WIP
 - Author WIP Activity
 - Author WIP Code Analysis
 - Author WIP to Fee Premium Report
 - Author Write-offs By Reason Report
 - Author Write-offs Report
 - Client & Party Master List
 - Client Write-off Report
 - Deeds
 - Fee Delegation Report
 - Fees by Fee Type Report
 - Firm Trust Ledger Report
 - Firm's KPI
 - Float & Debit Balances Control Report
 - General Ledger Export Report
 - GST Accruals Report
 - IBD Interest Activity Report**
 - IBD Ledger Balance Report
 - IBD Ledger Transaction Report
 - Invoice List
 - Ledger Balance Report
 - Matter Balances Report
 - Matter Master List
 - New Clients & Matters Report
 - Stale Matters Report
 - Top Billed Clients
 - Trust Balance Management Report
 - Trust Transactions Report
 - Unbilled Trust Debit Balances
 - Unpresented Cheques
 - Matter Reports
 - Archived Matters Report
 - Matter Bill Requisition
 - Matter Disbursements
 - Matter Expenses
 - Matter Expenses by Type
 - Matter IBD
 - Matter Third Party Costs
 - Matter Trust Transactions
 - Matter WIP
 - Matter WIP by WIP Code

Report Title: IBD Interest Activity Report

A trust ledger operated by the firm

IBD Ledger: Clarke Cooper Law IBD

Reporting Period

☐ Month:

☒ From: 23/09/2024 To: 23/09/2024

Client and Matter picker

Client:

Matter:

Report Format

☐ Per Client Summary

☒ All Transaction Detail

Format

☐ PDF
☐ Word
☒ Excel

Show Report Close

Figure 1.

	A	B	C	D	E	F	G	H
2	Date	Account	Name	Ref	Gross	RWT	Commission	Net Interest
3	11/07/2023	1006.1	Mouse, Mickey Sebastian	IBD06-0899-00128220-033	420.00	138.60	21.00	260.40
4	11/07/2023	1016.1	Dutton, John Wayne	IBD06-0899-00067149-081	653.00	215.49	32.65	404.86
5	11/07/2023	1019.1	Brothers, Bob	IBD06-0899-00126794-059	500.00	165.00	25.00	310.00
6	11/07/2023	1032.1	Rogers, Peter Andrew Estate Mr	IBD06-0899-00127762-043	1,250.00	412.50	62.50	775.00
7								
8								
9								
10								
11								
12								
13								
14								
15								
16	Totals				2,823.00	931.59	141.15	1,750.26
17								

Figure 2.

Delete any extra columns so you are left with:

- + Client.matter number
- + Client name
- + Bank reference
- + Commission amounts

Delete the column headers and any totals (see Figure 3 below).

	A	B	C	D
2	1008.1	Mouse, Mickey Sebastian	IBD06-0899-00128220-033	21.00
3	1016.1	Dutton, John Wayne	IBD06-0899-00067149-081	32.65
4	1019.1	Brothers, Bob	IBD06-0899-00126794-059	25.00
5	1032.1	Rogers, Peter Andrew Estate Mr	IBD06-0899-00127762-043	62.50
6				
7				
8				

Figure 3.

Open a new blank workbook, copy all cells and paste by selecting 'Values only' into the new blank workbook (see Figures 4 and 5 below).

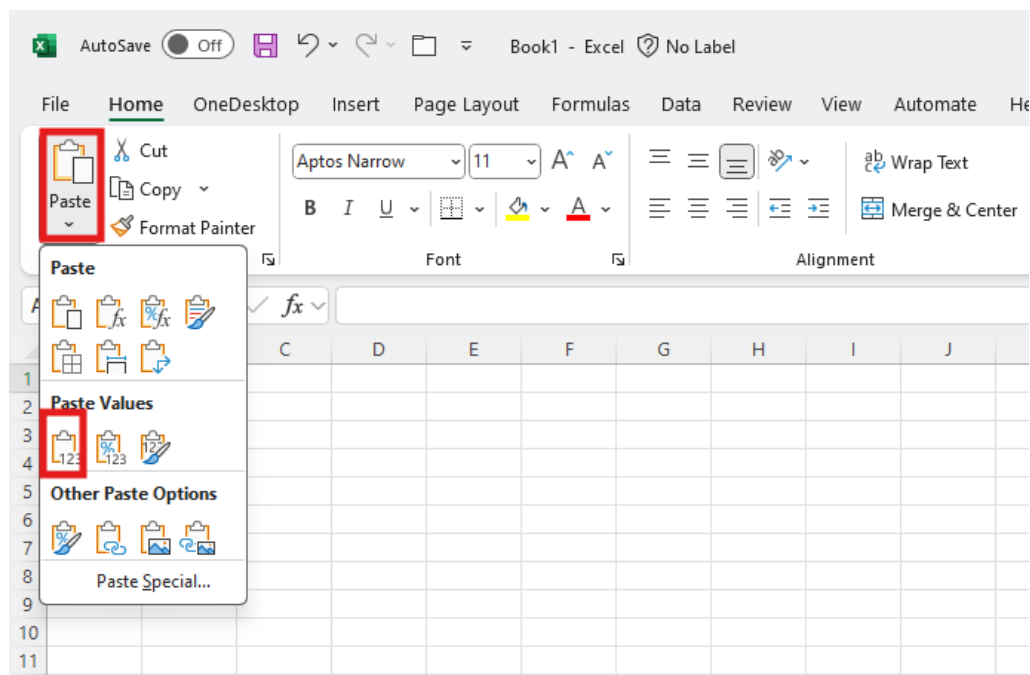


Figure 4.

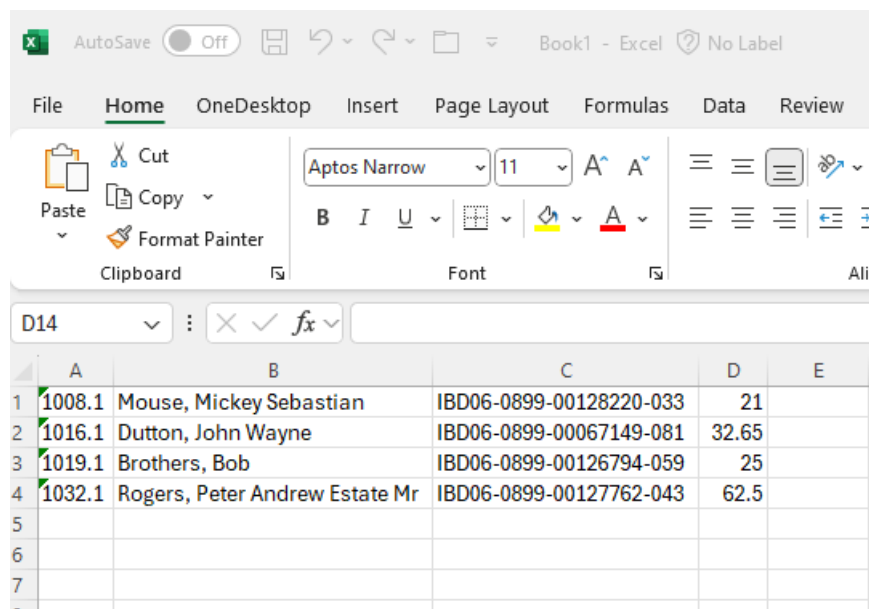


Figure 5.

Reorder the columns:

1. Click on the letter of the column you want to move
2. Right-click and select 'Cut'
3. Click on the letter of the column where you want to insert the cut column
4. Right-click and select 'Insert cut cells'

The columns should be ordered as:

- A Commission
- B Bank reference
- C Client name
- D Client.matter number

	A	B	C	D	E
1	21	IBD06-0899-00128220-033	Mouse, Mickey Sebastian	1008.1	
2	32.65	IBD06-0899-00067149-081	Dutton, John Wayne	1016.1	
3	25	IBD06-0899-00126794-059	Brothers, Bob	1019.1	
4	62.5	IBD06-0899-00127762-043	Rogers, Peter Andrew Estate Mr	1032.1	
5					
6					
7					
8					

Figure 6.

Highlight Column B and use Ctrl H to find all the letters 'IBD' and replace them with nothing i.e. leave 'Replace with' blank (see Figures 7 and 8 below).

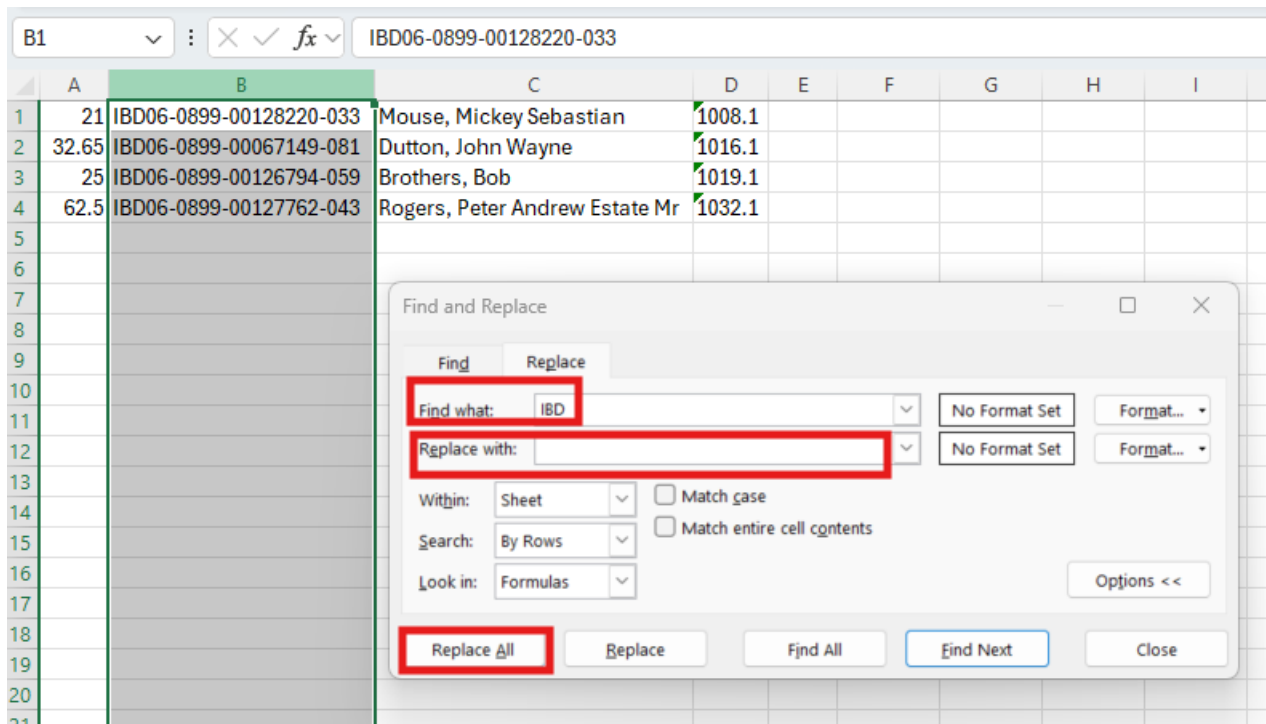


Figure 7.

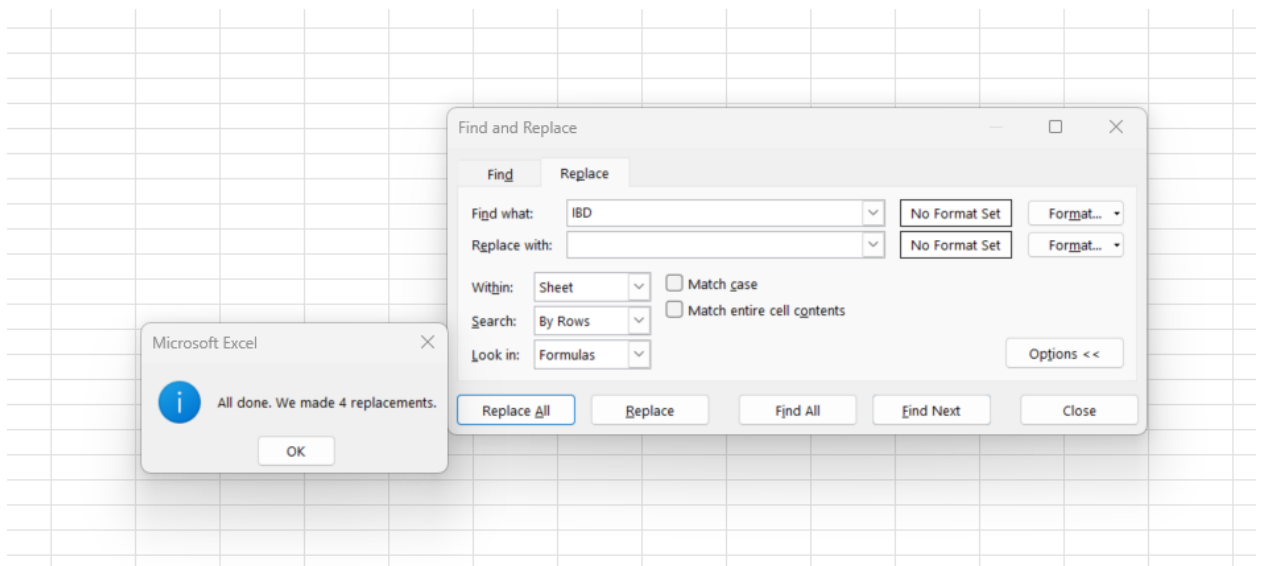


Figure 8.

Highlight Column C and use Ctrl H to find all commas and replace them with nothing (see Figures 9 and 10 below). NOTE – this field is limited to a maximum of **20** characters, so you may need to make some edits to your client's names within the spreadsheet

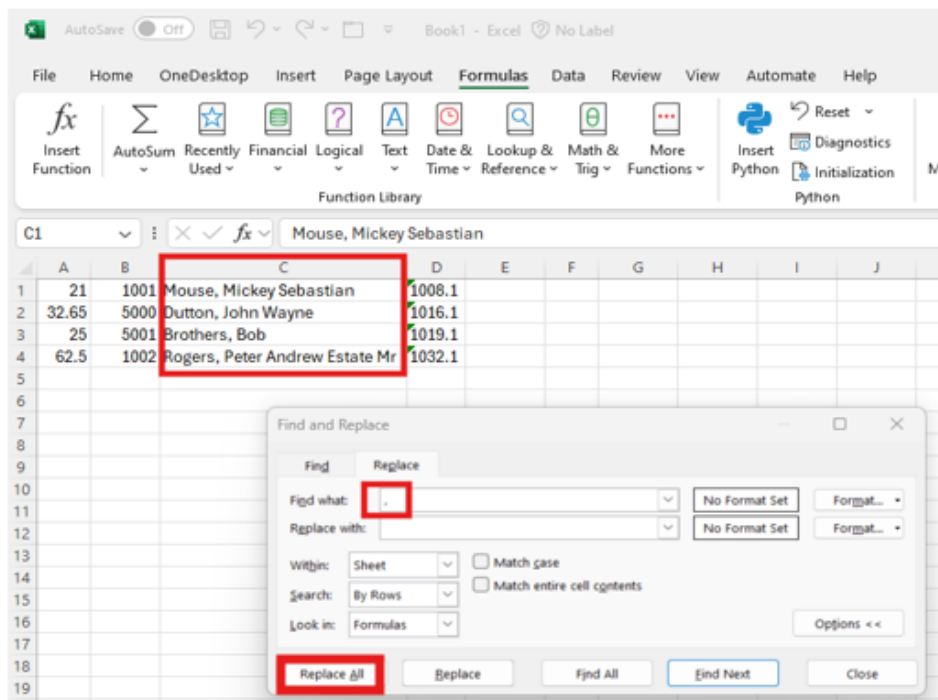


Figure 9.

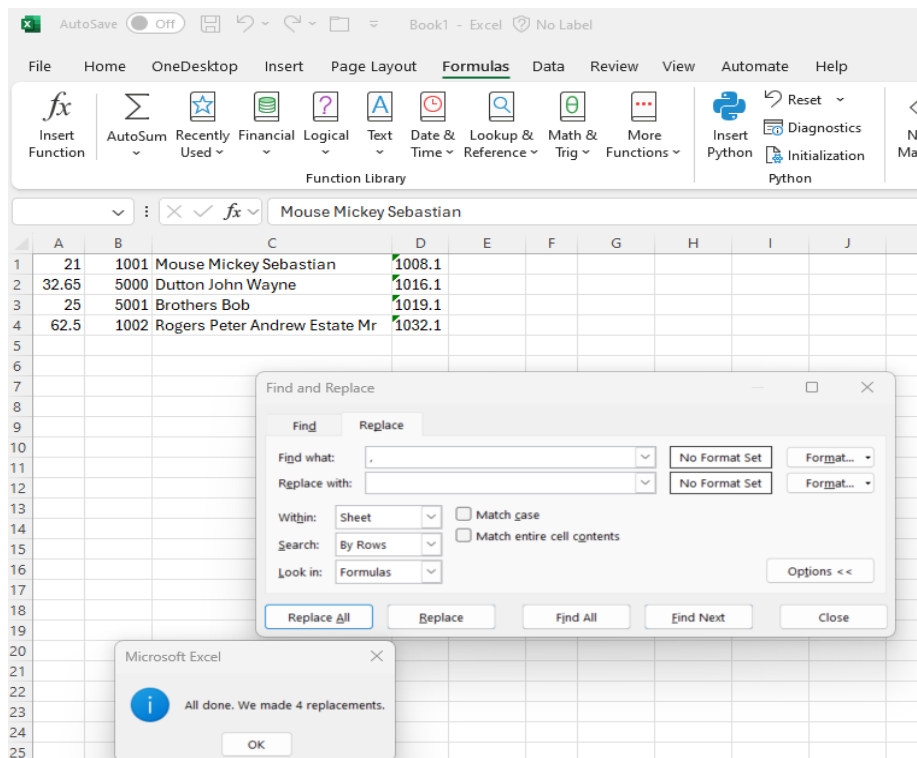


Figure 10.

Highlight Column C and use Ctrl H to find all full-stops and replace them with nothing (see figures 11 and 12 below).

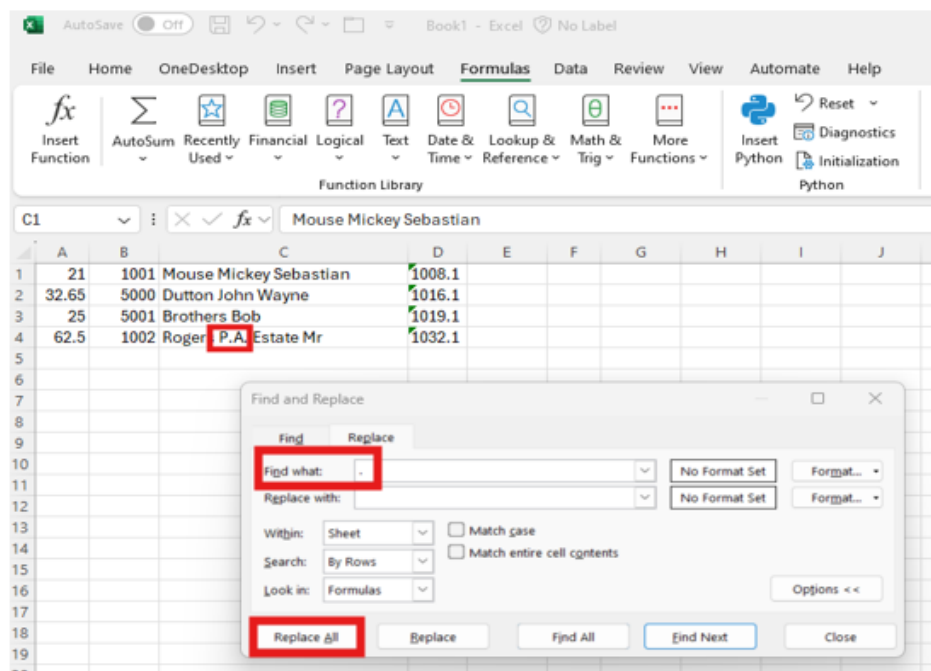


Figure 11.

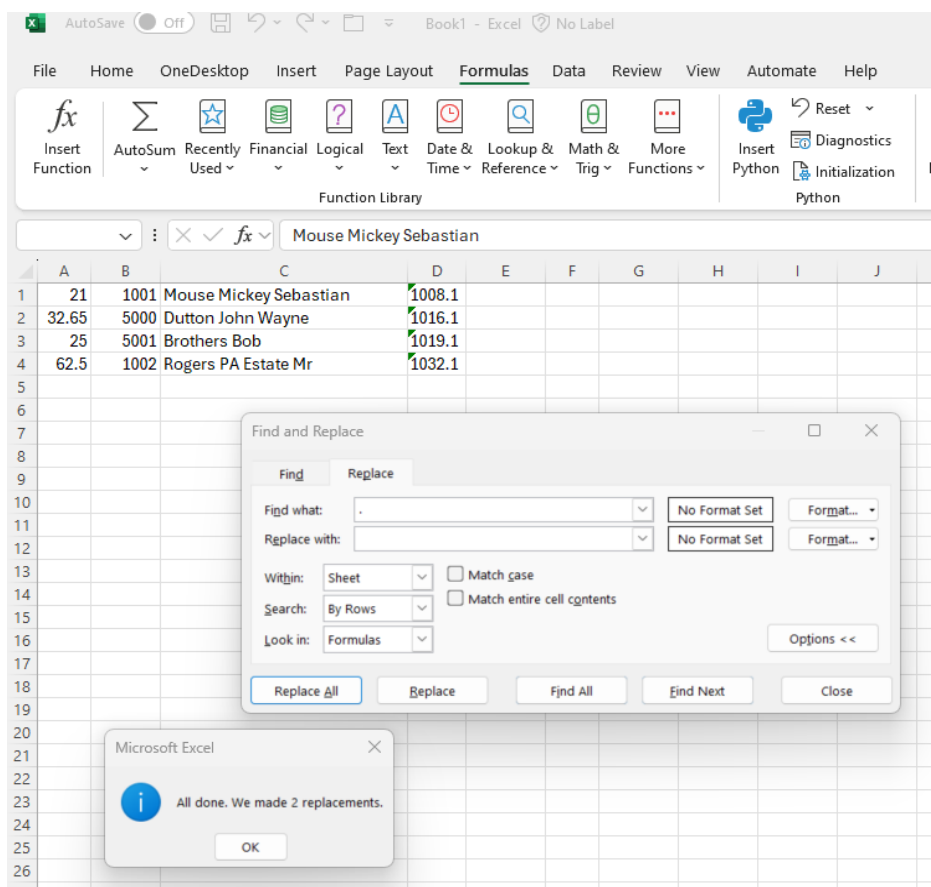


Figure 12.

Highlight Column A, right-click, click 'Format Cells' and set format to 'General' (this will remove the commas from the amounts, if any, as there can be no commas in the data at all) (see Figures 13 and 14 below).

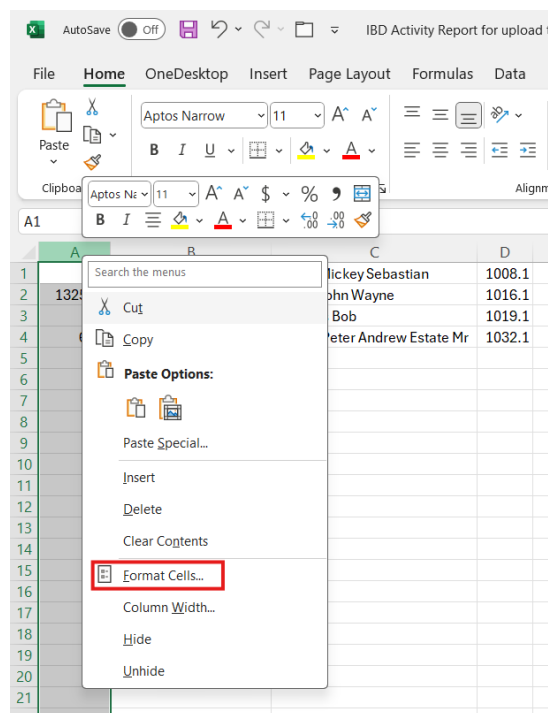


Figure 13.

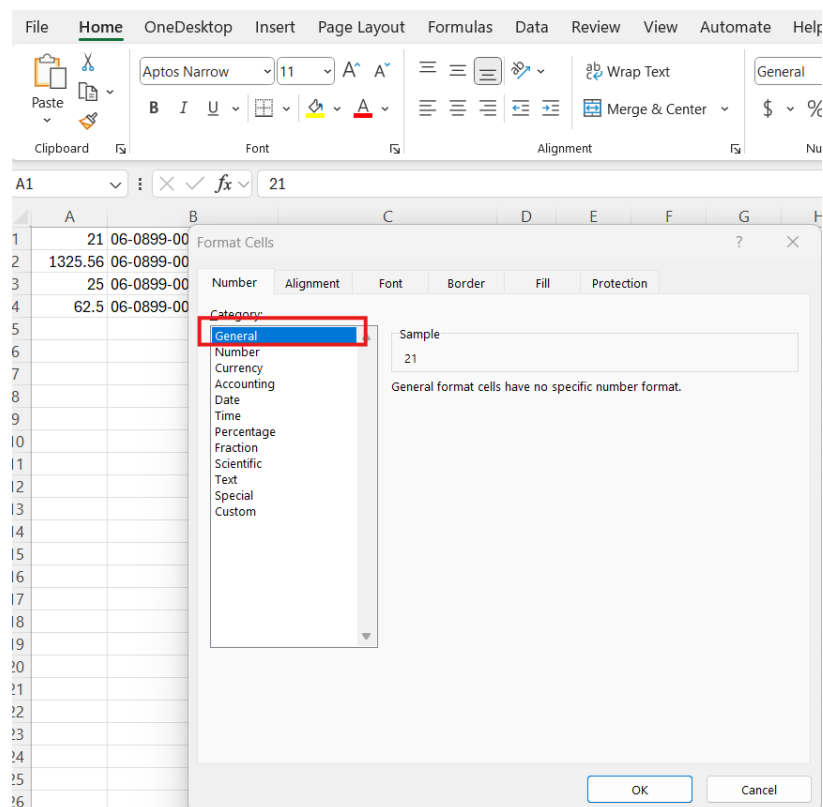


Figure 14.

Save your workbook as a CSV file (see Figure 15 below).

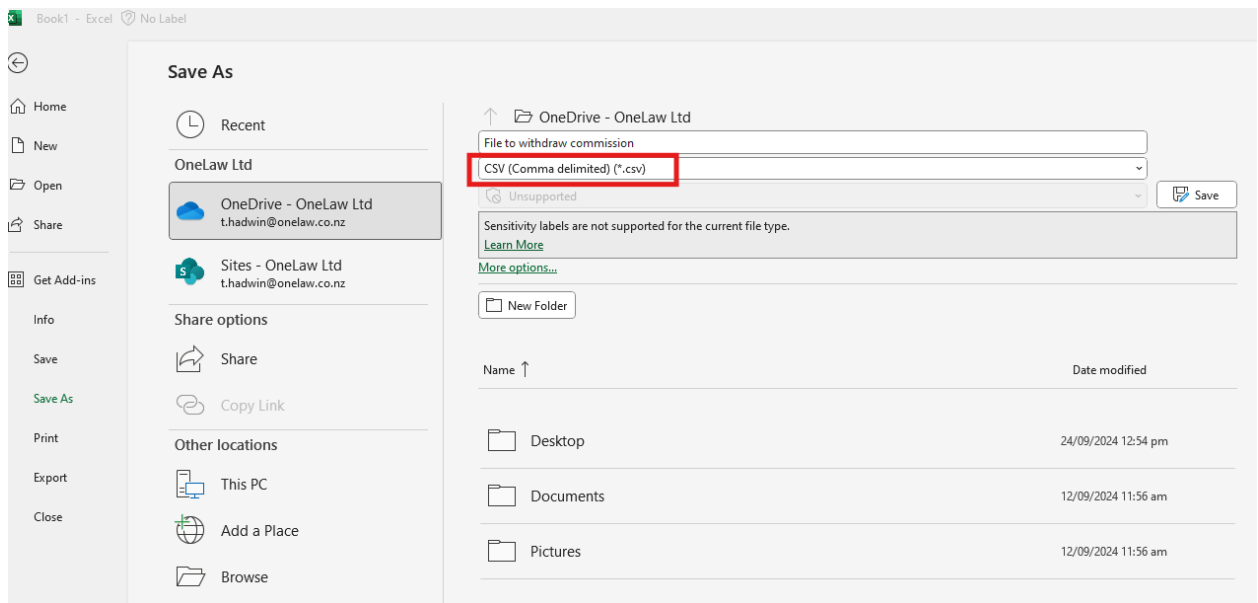


Figure 15.

It is now ready to upload to ANZ – Bulkload Trust Management Payments (Transaction Type = Debit).

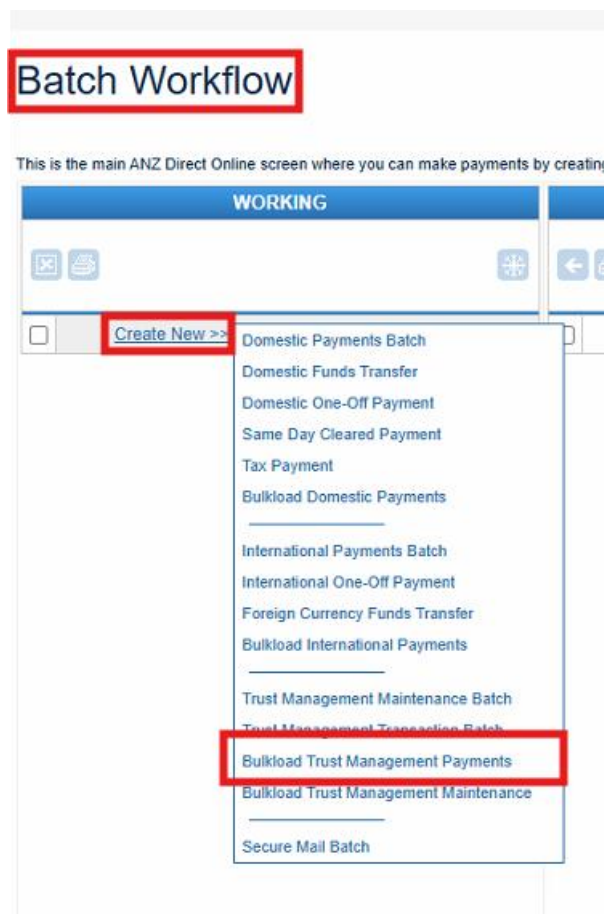


Figure 16.

ANZ Direct Online | Trust Management Transaction Bulkload - Google Chrome

secure.anzdirect.co.nz/online/wfi/nj/DomesticTMBulkload.do?child=true

Trust Management Transaction Bulkload

Use this template to bulkload Trust Management Transactions.
[Bulkload Domestic File Specification](#) is available for you to create a valid bulkload file.

File Import

Drag & drop file here
or
click here to choose a file

Filename : Commission.csv
Status : Import finished.

Import Summary

File Type :	Domestic
Line Count :	159
Error Count :	0

Batch Defaults

Batch Settings

Batch Name *	COMMISSI	Batch Group *	TRUST MANAGEMENT
Due Date *	21/03/2025	Description ?	
Trust Account Reporting ?	Single		
Trust Account *			
Transaction Type *	Debit		

Close Bulkload

Figure 17.