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.

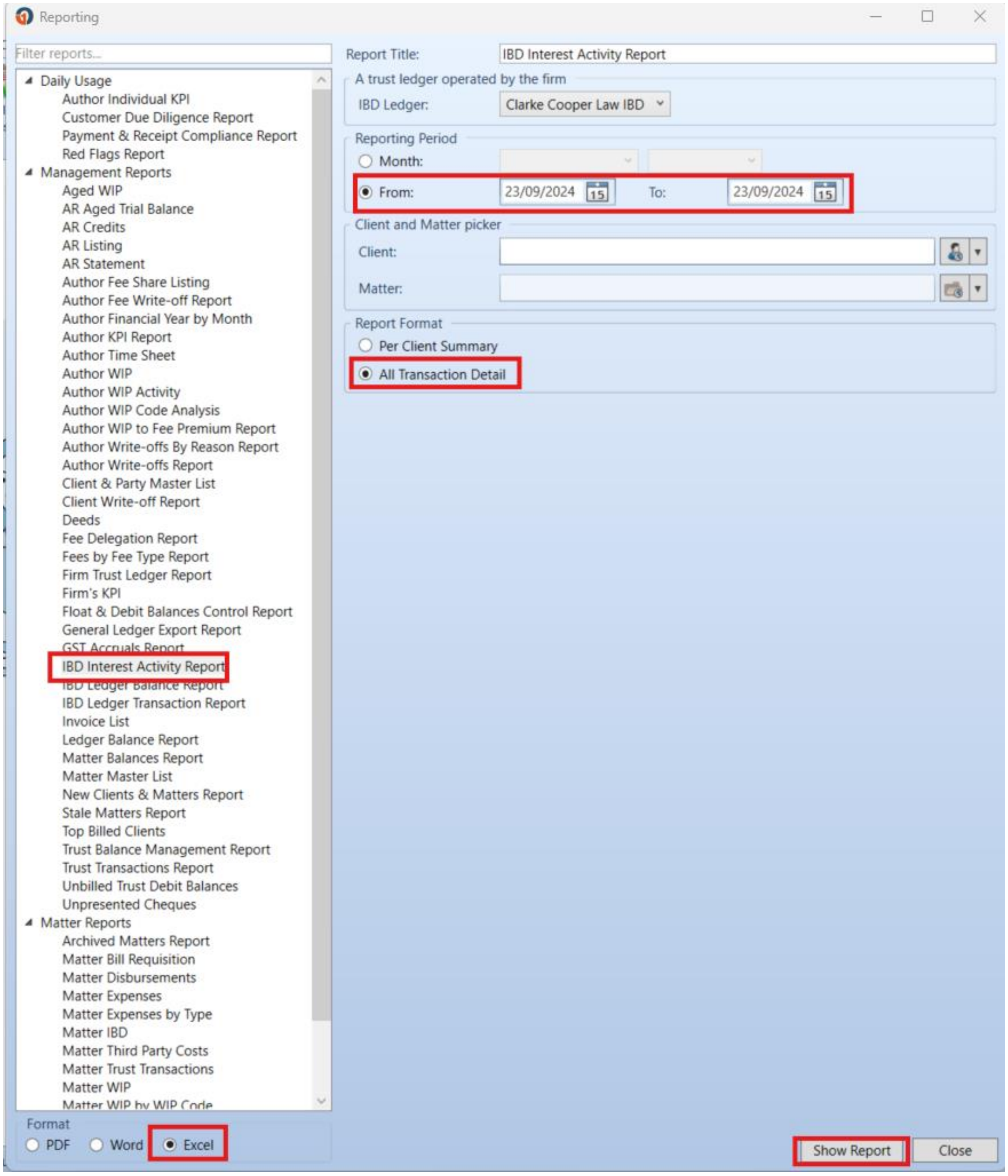
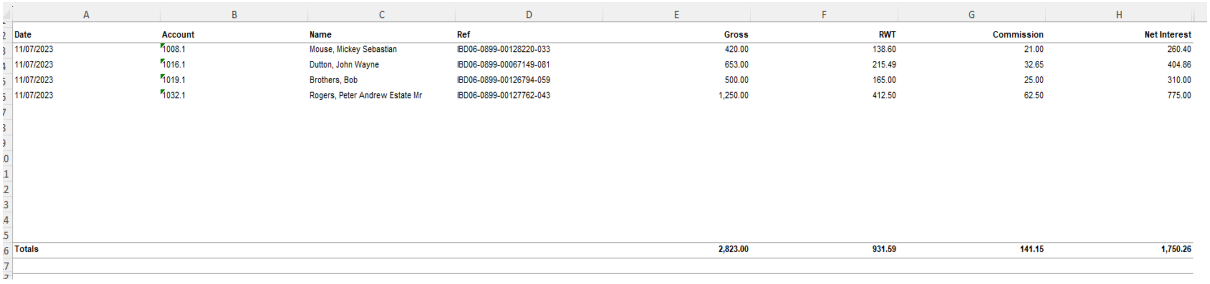


Figure 1.



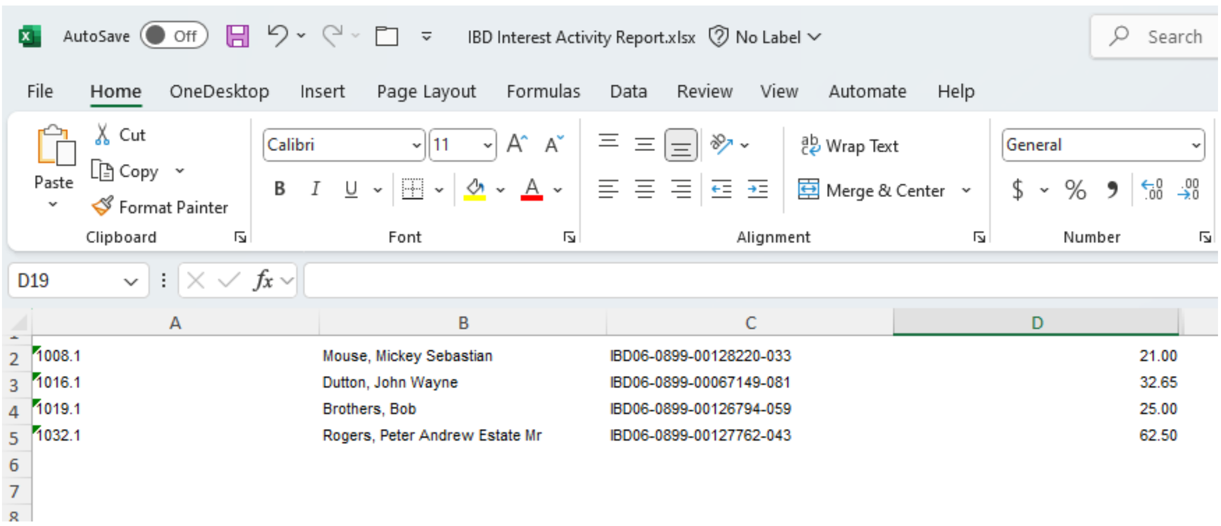
Date	Account	Name	Ref	Gross	RWT	Commission	Net Interest
11/07/2023	1008.1	Mouse, Mickey Sebastian	IBD06-0899-00128220-033	420.00	138.60	21.00	260.40
11/07/2023	1016.1	Dutton, John Wayne	IBD06-0899-00067149-081	653.00	215.49	32.65	404.86
11/07/2023	1019.1	Brothers, Bob	IBD06-0899-00126794-059	500.00	165.00	25.00	310.00
11/07/2023	1032.1	Rogers, Peter Andrew Estate Mr	IBD06-0899-00127762-043	1,250.00	412.50	62.50	775.00
Totals				2,823.00	931.59	141.15	1,750.26

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
1008.1	Mouse, Mickey Sebastian	IBD06-0899-00128220-033	21.00
1016.1	Dutton, John Wayne	IBD06-0899-00067149-081	32.65
1019.1	Brothers, Bob	IBD06-0899-00126794-059	25.00
1032.1	Rogers, Peter Andrew Estate Mr	IBD06-0899-00127762-043	62.50

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).

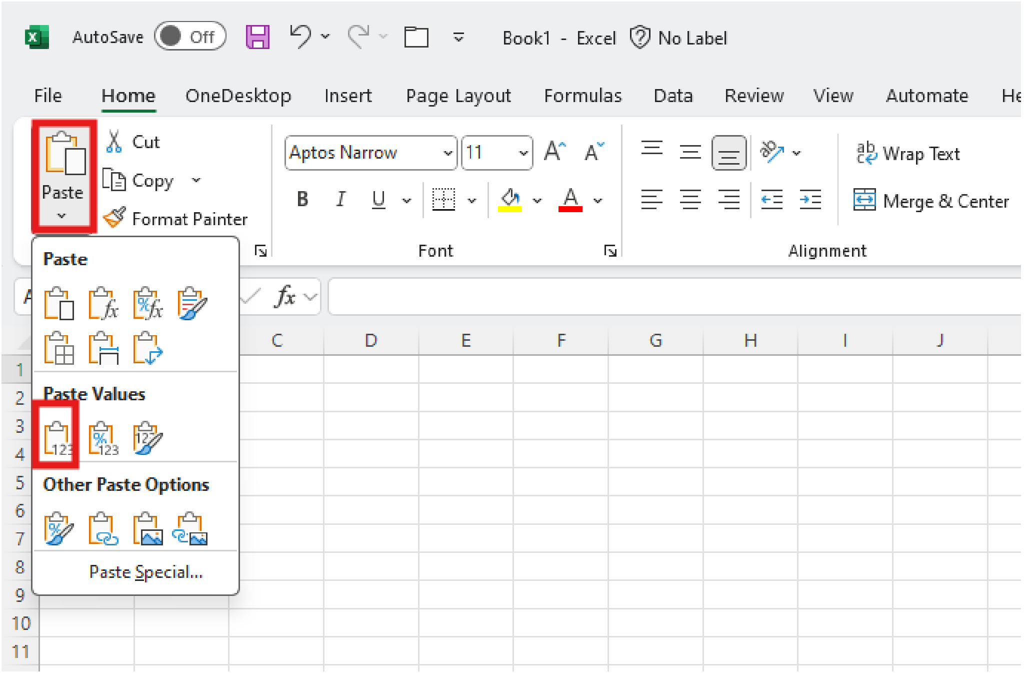


Figure 4.

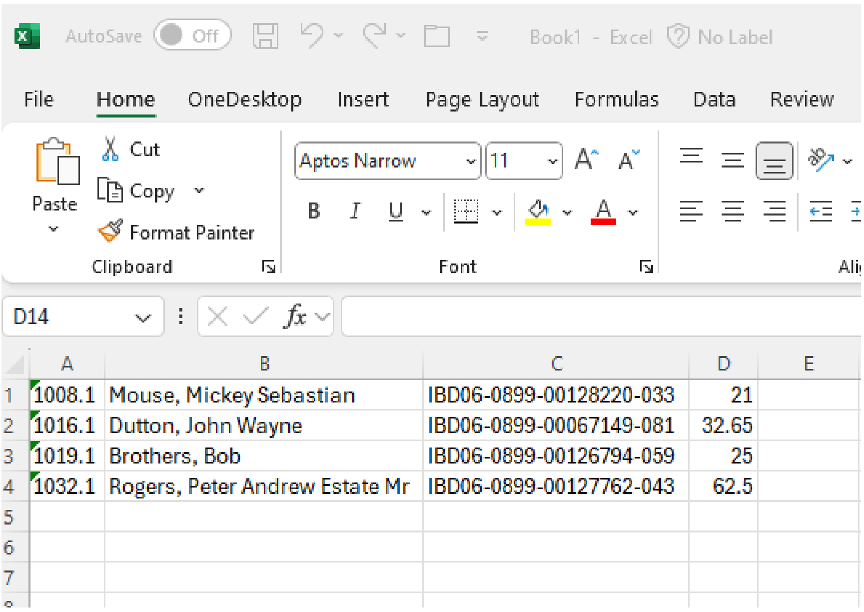


Figure 5.

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

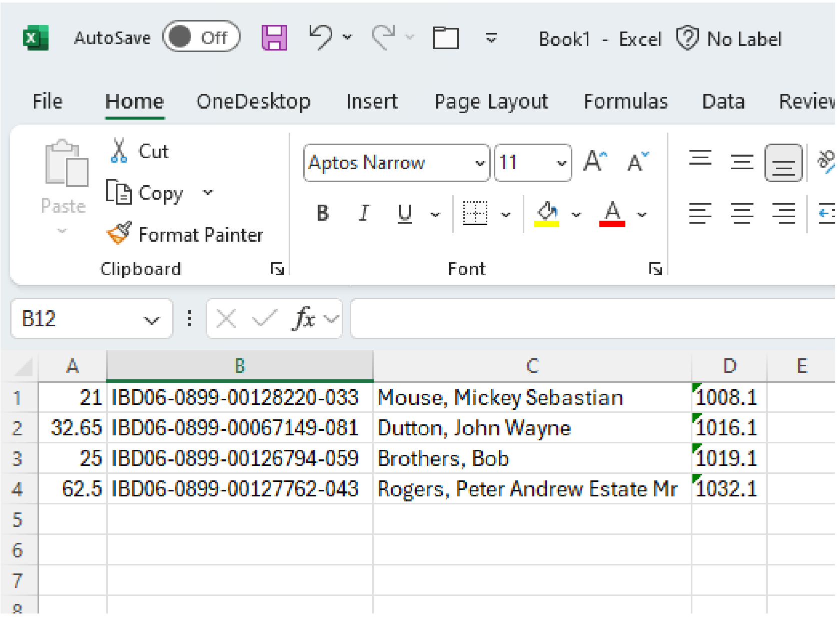


Figure 6.

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).

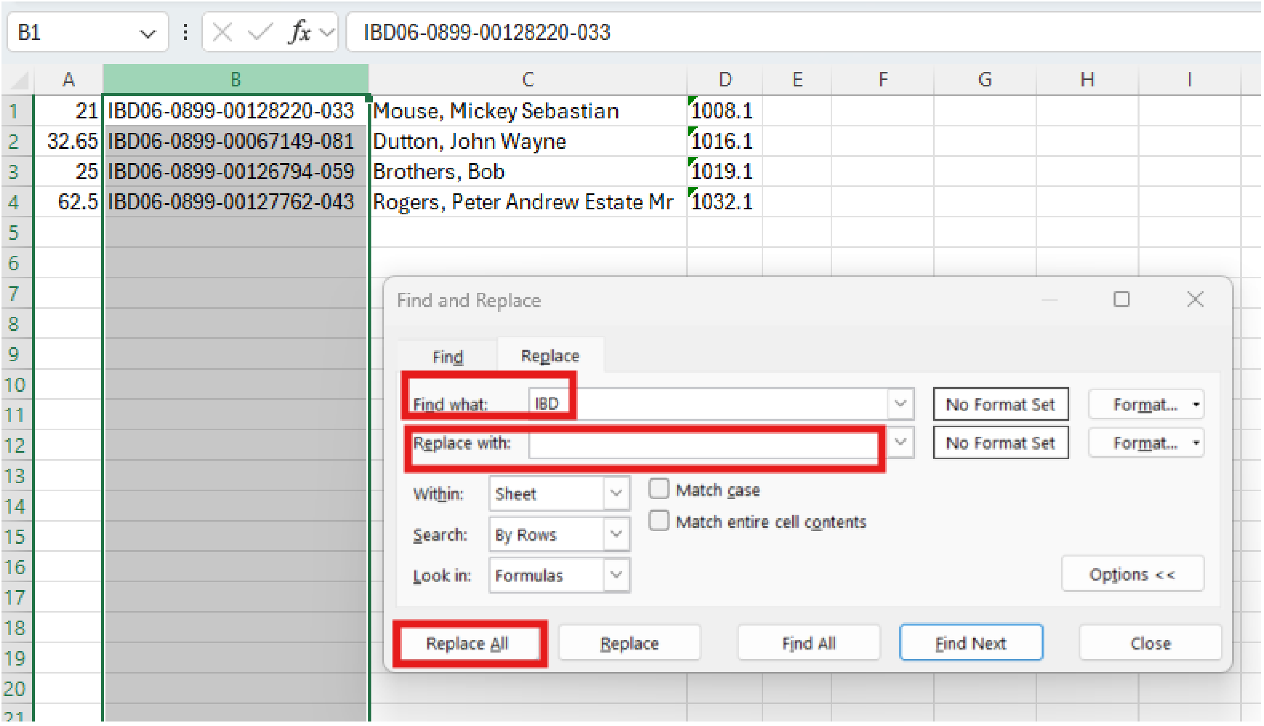


Figure 7.

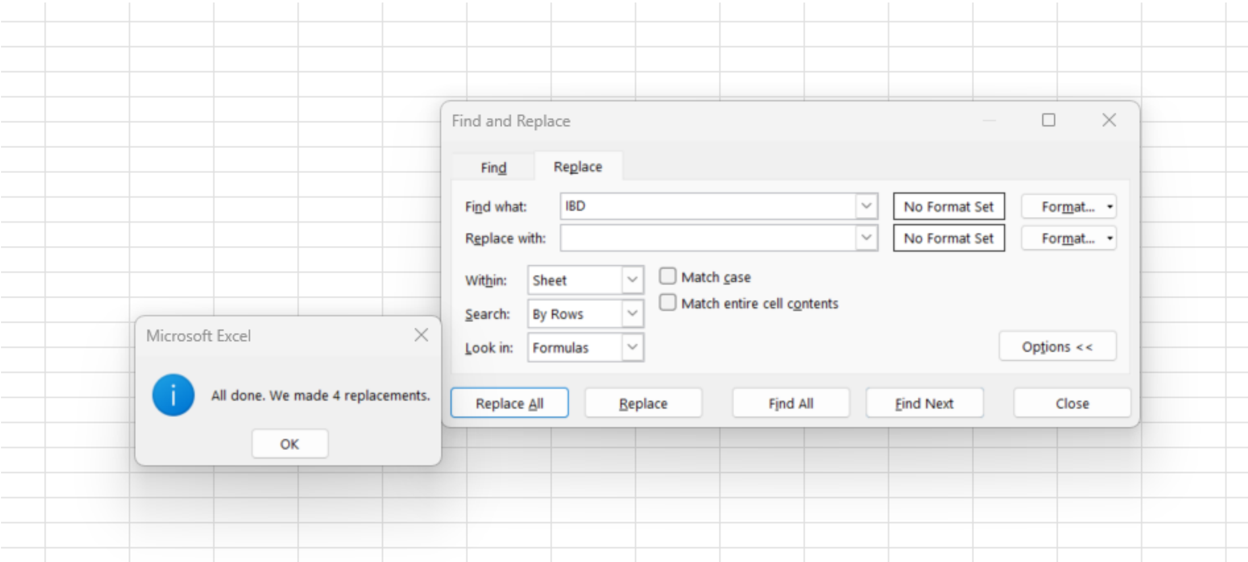


Figure 8.

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

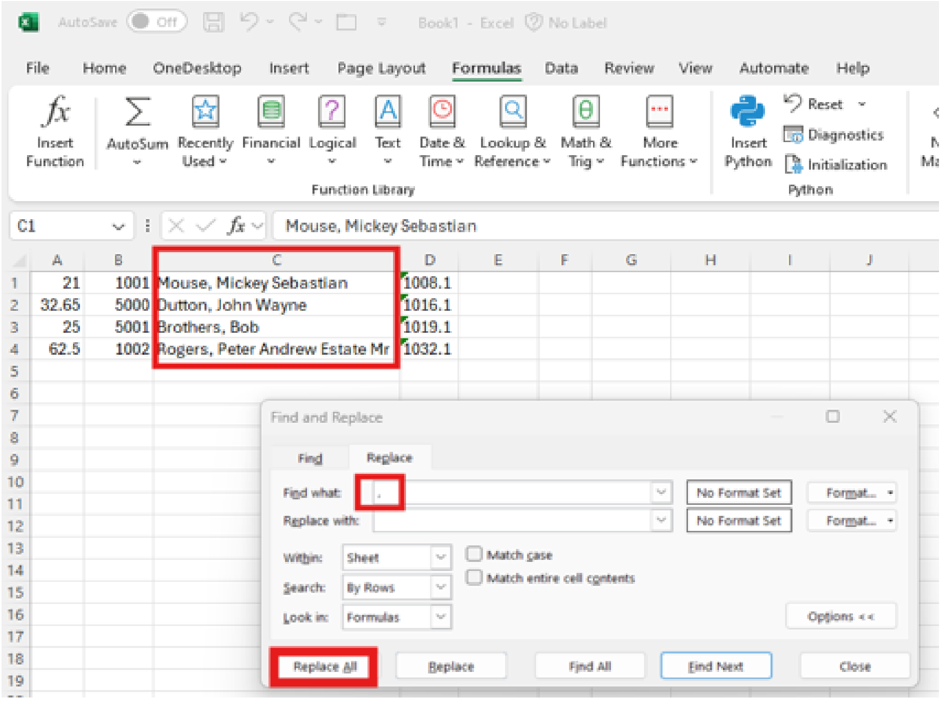


Figure 9.

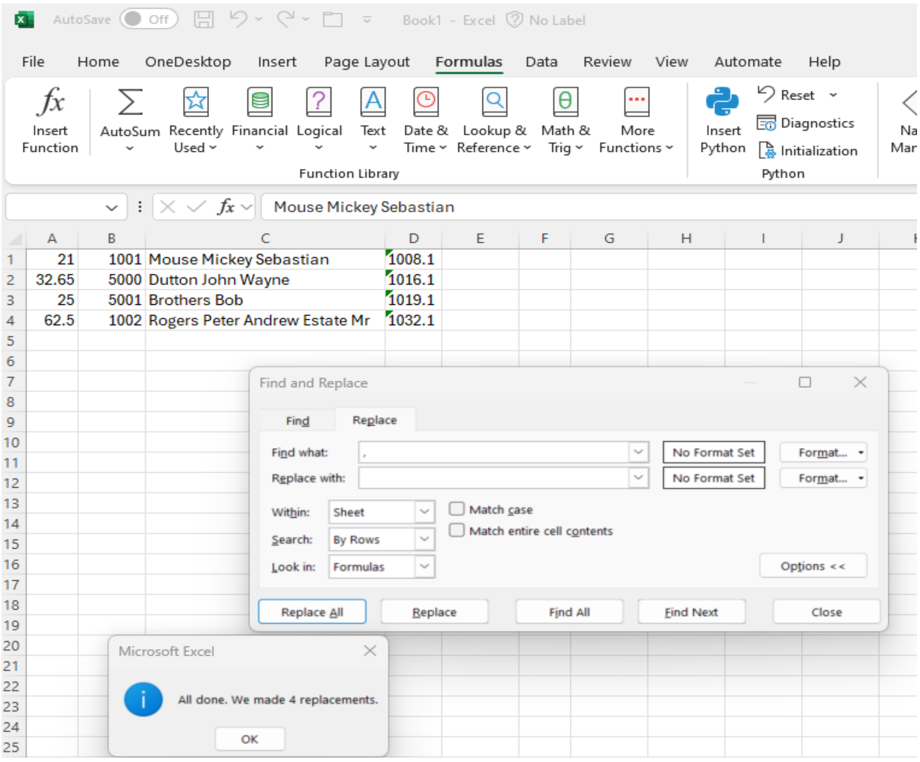


Figure 10.

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

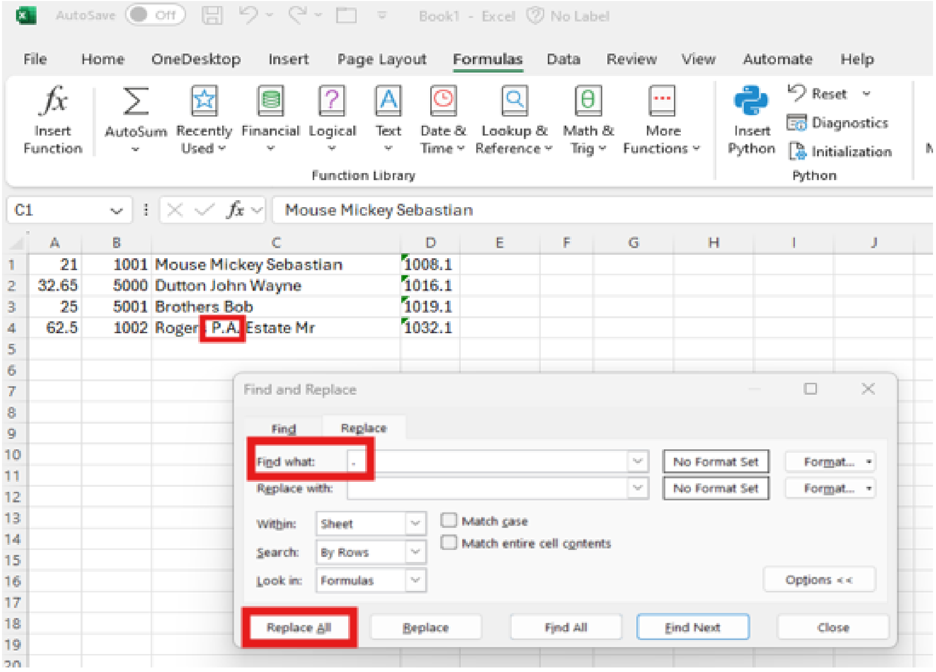


Figure 11.

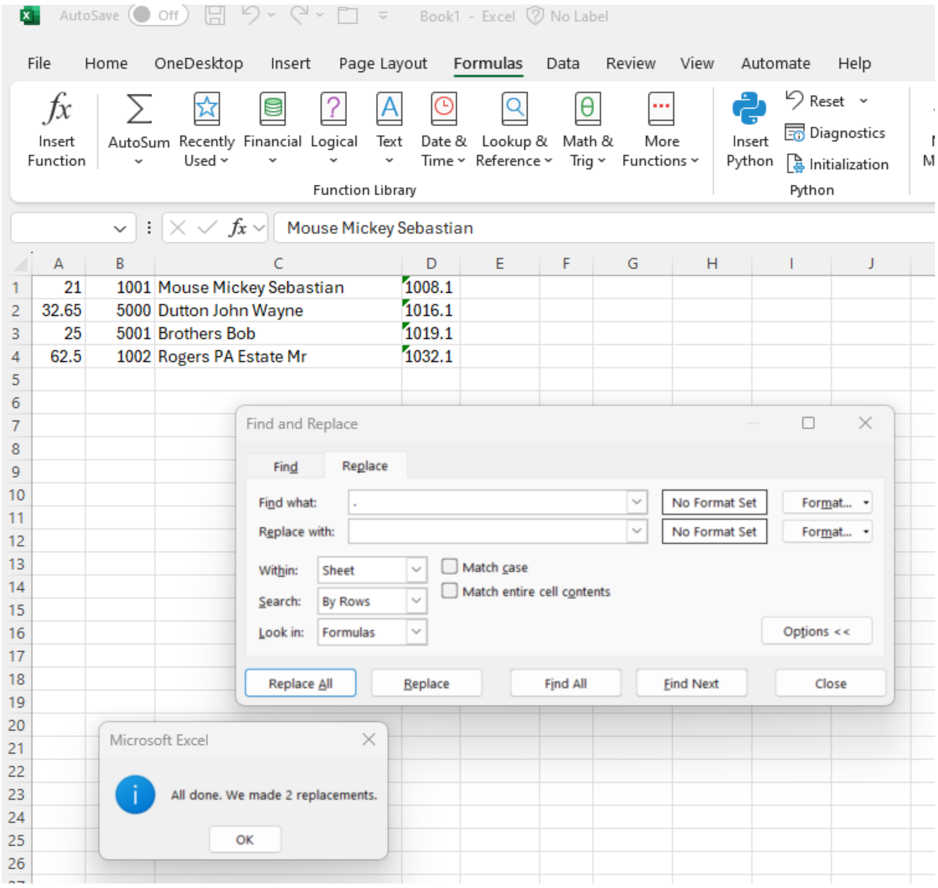


Figure 12.

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).

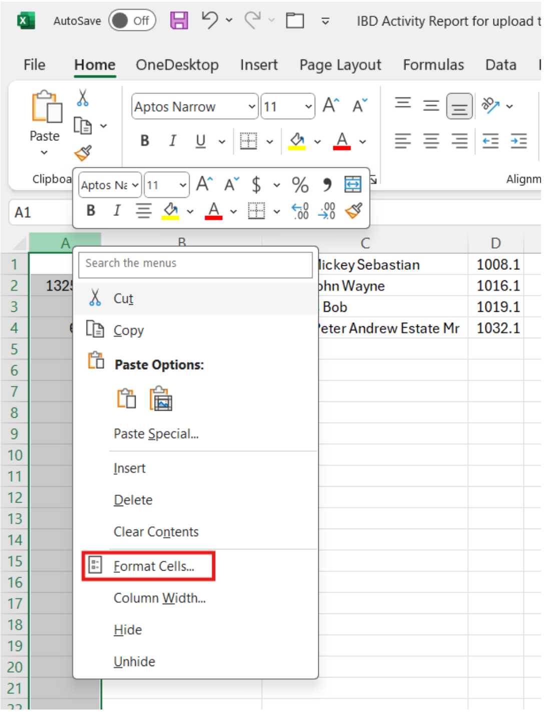


Figure 13.

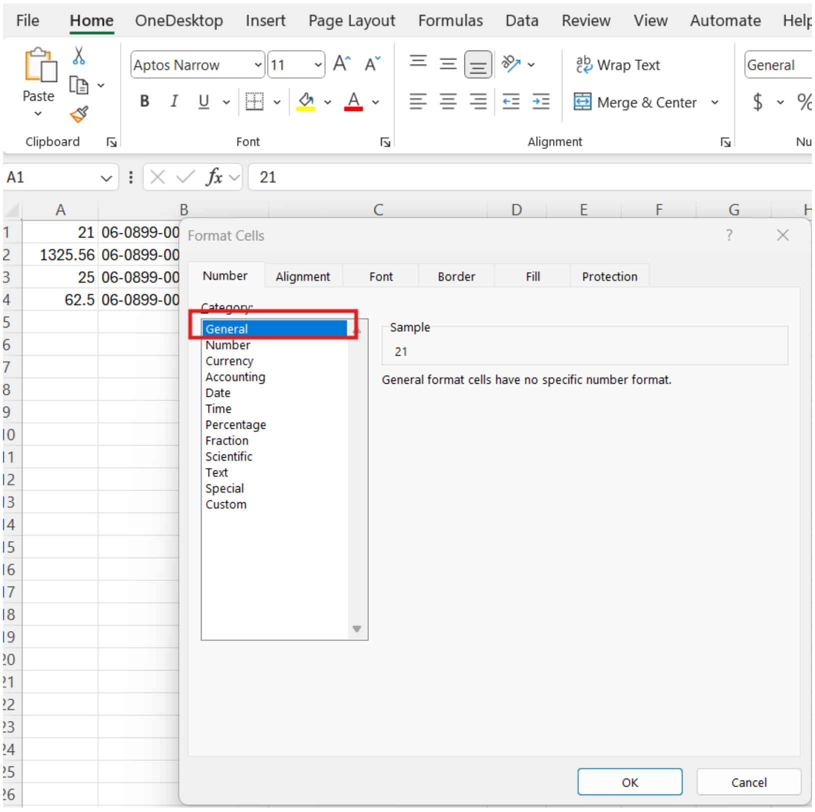


Figure 14.

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

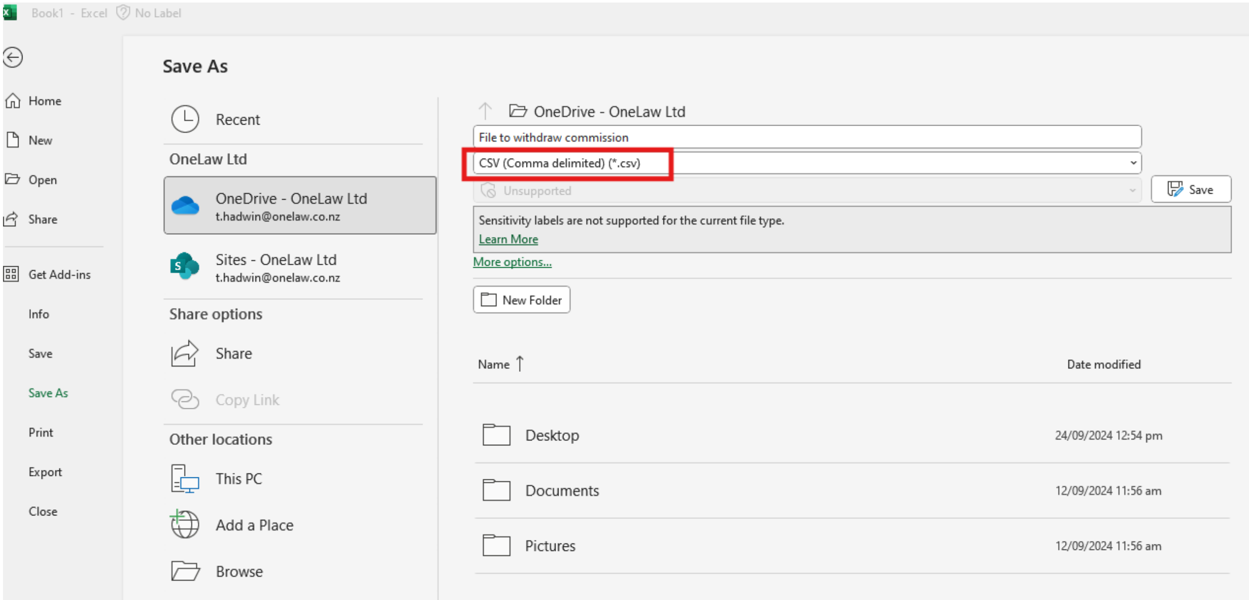


Figure 15.

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

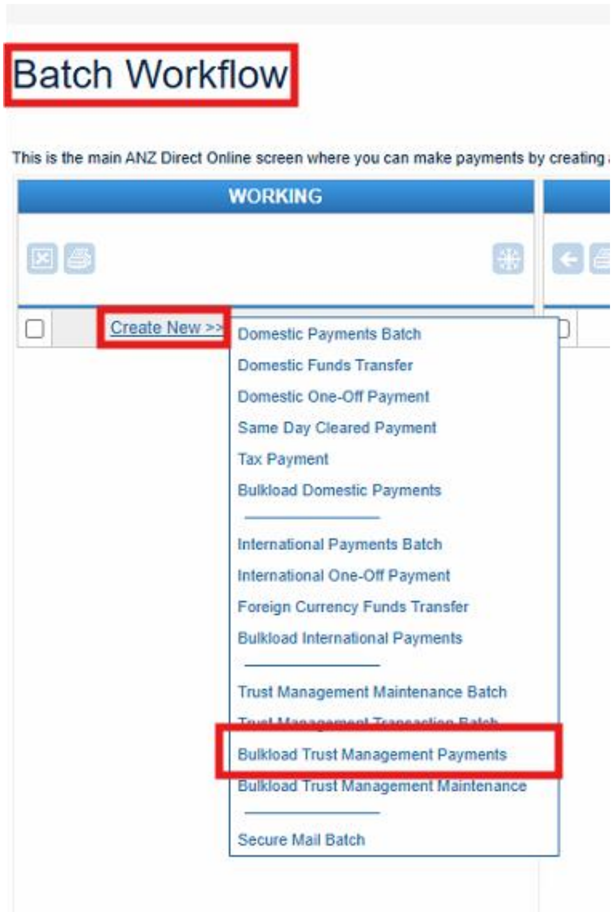


Figure 16.

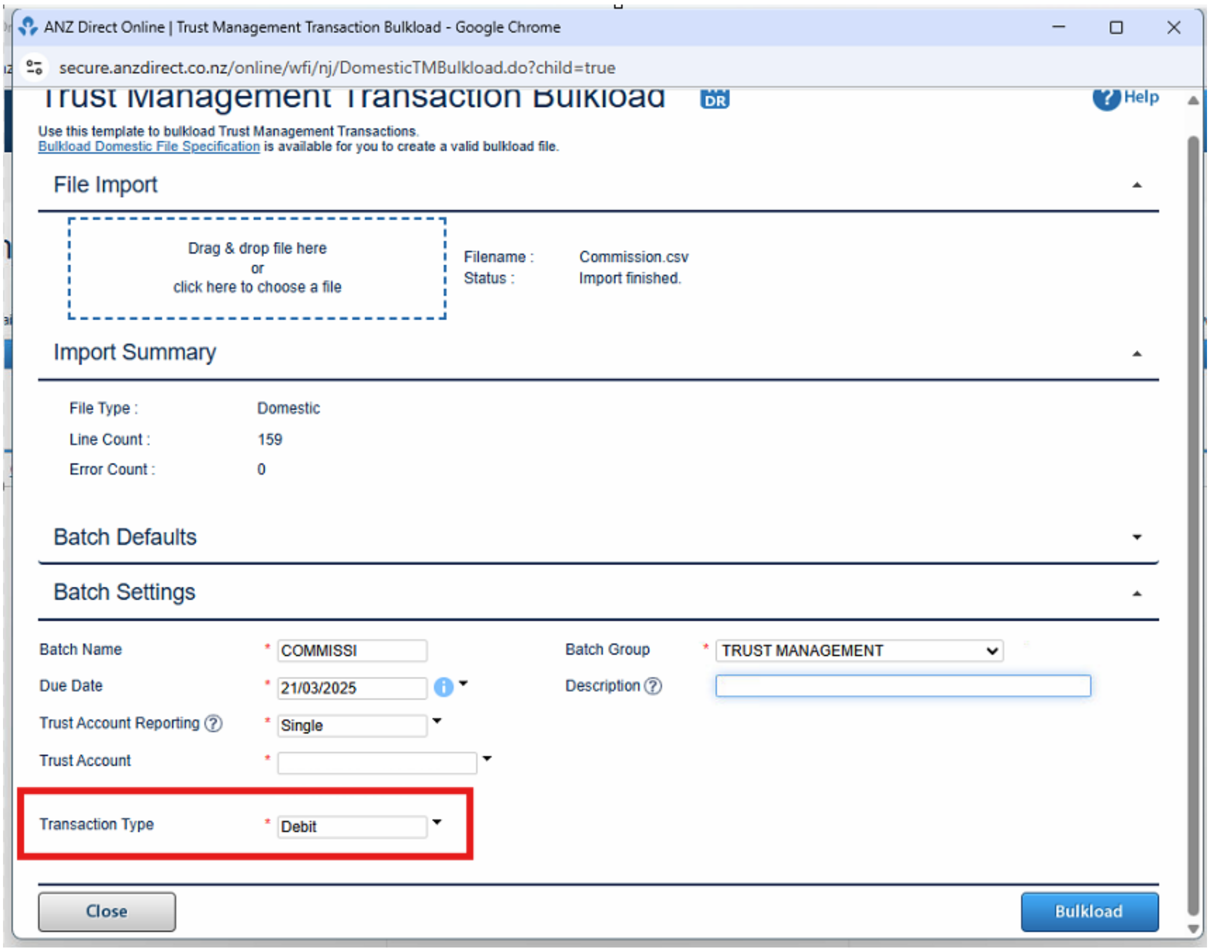

ANZ Direct Online | Trust Management Transaction Bulkload - Google Chrome
secure.anzdirect.co.nz/online/wfi/nj/DomesticTMBulkload.do?child=true
Trust Management Transaction Bulkload
Help
Use this template to bulkload Trust Management Transactions.
Bulkload Domestic File Specification is available for 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.