

# SOFTWAREASSISTANT

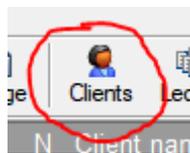
## Financial Reports – Adding Director Details to Trustee’s Declaration

### How to add Director’s name to Trustee’s Declaration

This guide will show how to add the Directors’ names to the Trustee Declaration report in Ledger Assistant.

First make sure you are not in the client’s ledger.

1. The names of the Directors will be added using the **Client Details** form. To access the Client Details form, click on the **Clients** button.



2. Then click on the **'Other'** tab located in the Client Details form.

A screenshot of the 'Client details' form. The 'Other' tab is selected and circled in red. The form contains various fields: 'Type' (Trust), 'Trust name' (New Test Trust), 'Date registered' (19/06/2020), 'Scaling' (100), 'Assigned to' (AD - Administrator), and 'Client code' (NEWTEST2).

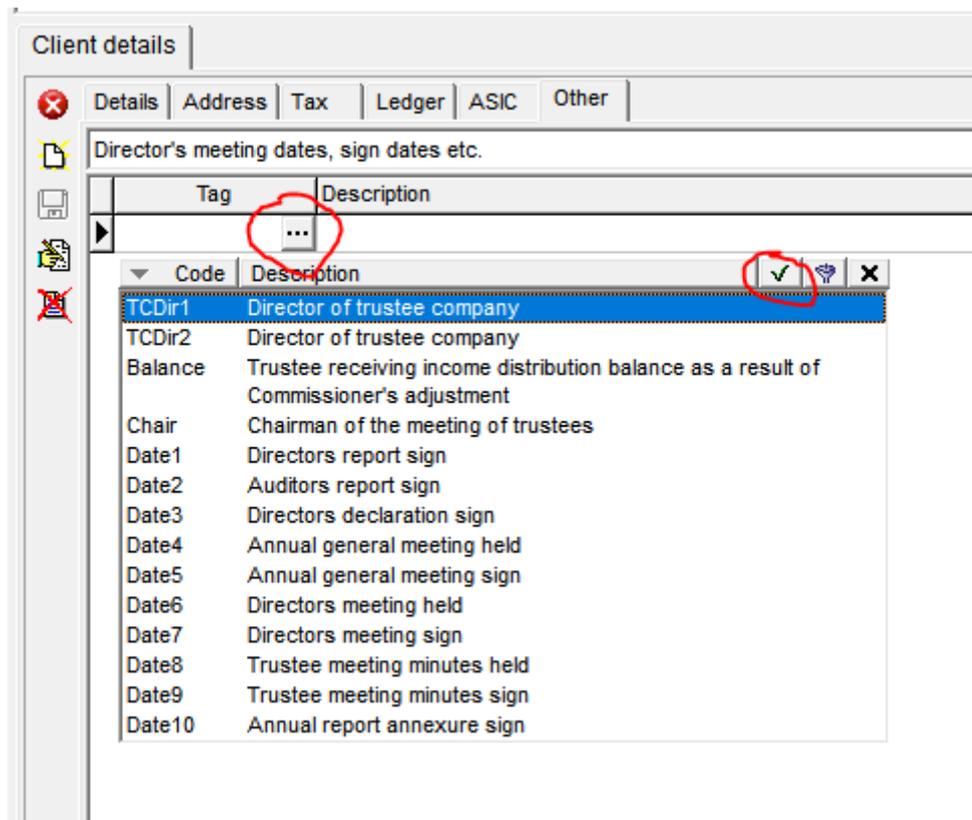
3. Click on the **'Director’s Partners or Members'** drop down list and then select **'Director’s meeting dates, sign dates, etc.'**

A screenshot of the 'Client details' form with the 'Director’s Partners or Members' dropdown menu open. The menu is highlighted in blue, and the option 'Director’s meeting dates, sign dates, etc.' is selected and highlighted in red.

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## Financial Reports – Adding Director Details to Trustee’s Declaration

- Click on the [...] located in the Tag column and then select 'TCDir1 – Director of trustee company' and then click on the tick.



- Then enter the Director's name in the **Value** column.



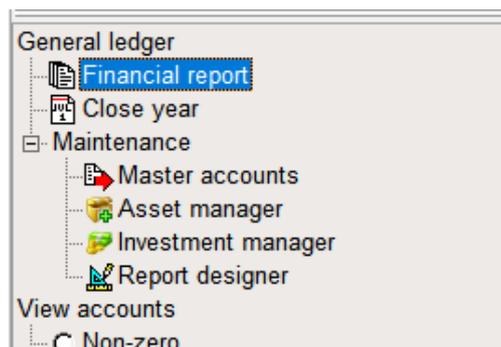
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## Financial Reports – Adding Director Details to Trustee’s Declaration

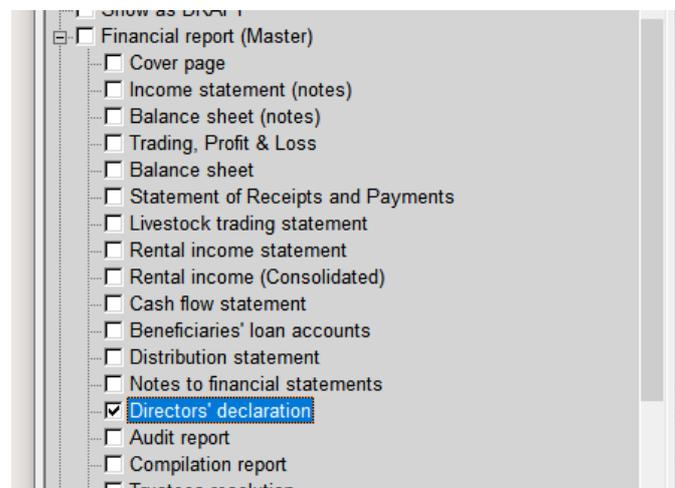
- Repeat Steps 4 and 5 if there are more than 1 director.



- Then go into the client's ledger and select **Financial report** on the left hand side.



- Then select the **Director's declaration** report and click **OK**.



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## Financial Reports – Adding Director Details to Trustee’s Declaration

9. The Directors’ names should then appear on the report.

### TRUSTEE DECLARATION

The trustee of the *New Test Trust* declare that the trust is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

The trustees of the trust declare that:

1. the financial statements and notes attached presents fairly the trust’s financial position as at 30/06/2020 and its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements;
2. in the trustees’ opinion there are reasonable grounds to believe that the trust will be able to pay its debts as and when they become due and payable.

This declaration is made in accordance with a resolution of the Board of Trustees.

Trustee: \_\_\_\_\_

John Smith

Jane Smith

Dated : 7/09/2021

**Notes:** If there are more than 2 directors, you can add additional directors by manually adding the tag ‘TCDIR3’, ‘TCDIR4’, etc.

Tag	Description	
TCDIR1	Director of trustee company	John Smith
TCDIR2	Director of trustee company	Jane Smith
TCDIR3		Mark
TCDIR4		AAA