



Entering Creditors



About this manual

This manual provides the procedure to enter Creditor claims.

Creditors and their claims have different entry forms depending upon the nature of the claim. We will enter **secured creditors**, **preferred (employee) creditors** and **unsecured creditors**.

Creditor claims are lodged by Counterparties, which are a central database of all organisations and individuals across all jobs. You must assign a Counterparty to each claim, other than in the case of preferred employee claims, where you must enter the employee's name.

This manual assumes that readers have knowledge of different creditor priorities

At the completion of this manual, you will be able to:

- Adding counterparties and contacts to a job
- Enter creditors and their claims for different classes (types) of creditor
- Import data
- Enter a Formal Proof of Debt

Adding Counterparties & Contacts to a Job

Now that you have completed entering in all the relevant Corporate Information, it is important to record any parties (referred to as Counterparties) and their Contacts which have some involvement in the Job, For example: solicitors, accountants, the Job's bank manager and so forth. Creditors will also need to be added; however they are discussed later.

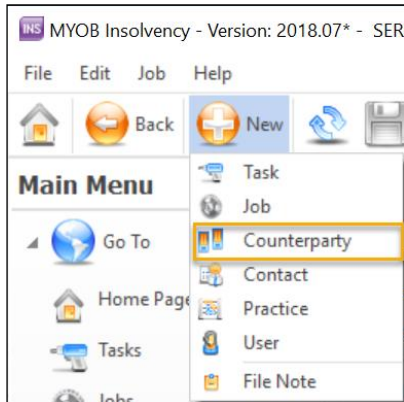
There are a few steps involved in adding a Contact to a Job:

- The Counterparty must either exist in the database or you need to create a new one.
- If the Counterparty has a Contact, then it must either exist in the database or you need to create one.

Once the above is done, the Counterparty and Contact can be linked to the Job.

Adding a new Counterparty

1. Click New ► Counterparty.



2. Enter counterparty details by either entering the ABN or name. Once searched, you will receive all possible matches in your database.

Online Lookup

Enter as much information as possible and click lookup

ABN:

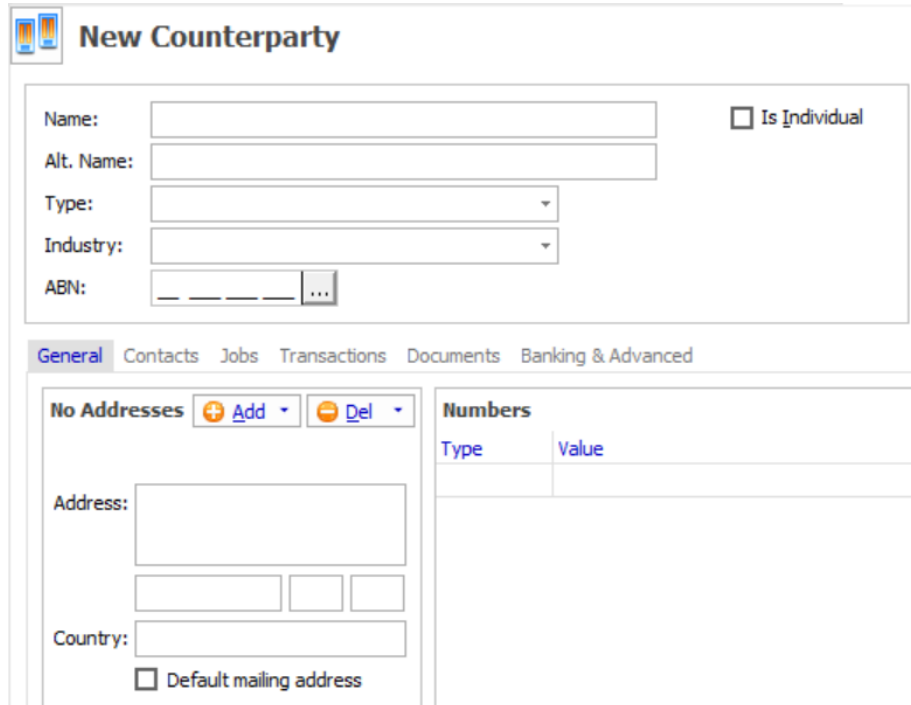
OR:

Entity / Business / Trading Name:

And: State: P Code:

%	LEGAL NAME	BUSINESS NAME(S)	TRADING NAME(S)	ST	P CODE	ABN
100	MYOB GROUP LIMITED			VIC	3150	61 153 094 958

- If the results are not what you are looking for, click cancel and enter a new counterparty in the below screen (this screen appears in the main screen)



New Counterparty

Name: ☐ Is Individual

Alt. Name:

Type:

Industry:

ABN:

General Contacts Jobs Transactions Documents Banking & Advanced

No Addresses

Address:

Country:

☐ Default mailing address

Numbers

Type	Value

Note: The software performs an ABN Lookup and returns the results. The search results provide a percentage match and further details to allow you to select the entity you are dealing with. Double click on the results to select the Counterparty. The counterparty details are populated with the ABN number and any details that can be ascertained from the search such as the post code and state.

Counterparties that have an ABN entered and web registered counterparties will appear at the top of the list

- Enter in as much information as you can then click save. You have now completed entering a new Counterparty.

Adding a Contact to a Counterparty

Contacts are individuals who are associated with a **Counterparty**, e.g. a bank manager at a bank or an Australian Taxation Officer at the Australian Taxation Office.

1. Open the Counterparty you wish to add a Contact to. Then click on Contacts then click Add.

The screenshot shows the 'Counterparty: MYOB GROUP LIMITED (ID:234)' window. The 'Contacts' tab is selected. A 'Select Contact' dialog box is open, showing a search bar and an 'Add New Contact' button highlighted with a yellow box.


2. Click Add new Contact and enter the details.

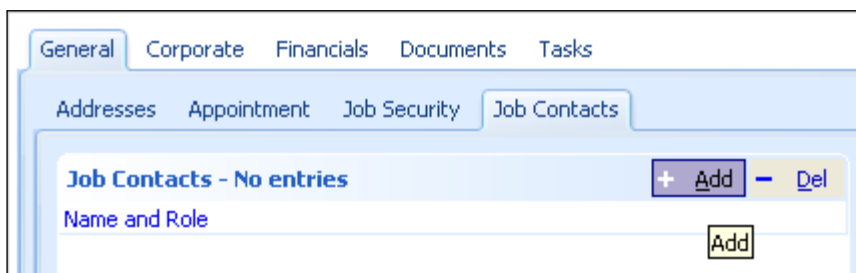
The screenshot shows the 'New Contact' window. The 'General' tab is selected. Fields for Title, First Name, Last Name, Position, Salutation, Company, and Address are visible. The 'Add New Contact' button is highlighted with a yellow box.


Tip: The details stored in the Numbers box will override any details in the Counterparty when addressing documents to this contact. Any details not entered in the Contacts will default back to the Counterparty's details. Also, if the Contact has a particular floor they work on, or a section within the Counterparty, you can click [Click here to edit address.](#) to add those details without affecting the Counterparty's general address.

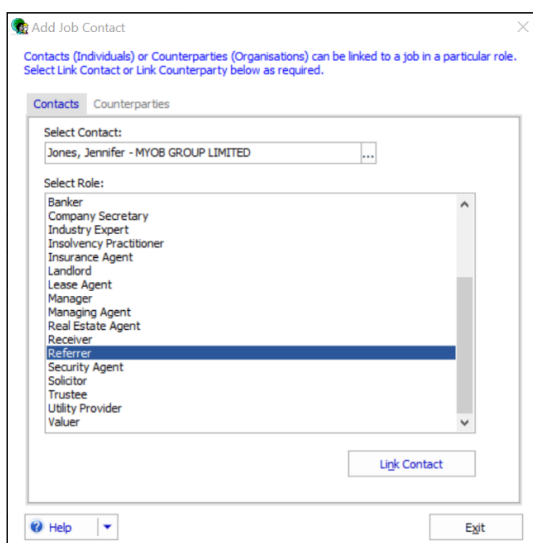
Linking a Contact to a Job

There are two ways you can link a Contact to a Job. You can either link the Job to the Contact or the Contact to the Job. In this example we will be linking a Contact to a Job.

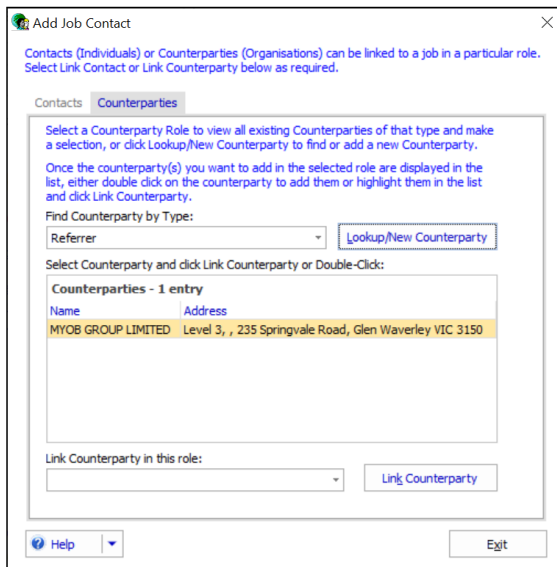
1. Open up the Job and go to General → Job Contacts and click .
2. Type the first few letters of the surname and hit enter. Double-click on the required contact in the returned Contacts list.



3. A Role now needs to be selected for the Job Contact. Bear in mind that even if, for example, the Contact is a solicitor their Role may be something else on that particular Job.
4. Select the required role and click on  as shown below.



5. Click on the Exit button and you will now see the Contact is listed in the Job Contacts tab of the Job.
- You can also make a Counterparty a Job Contact by changing the tab in the New Job Contact window from Contact to Counterparty.
 - You can use Job Contacts to look up a Contacts' details, record the number of referrals a Contact has given, record the number of Jobs you have referred to a solicitor and even have documents automatically addressed to them at the click of a button.
 - To view what Jobs a Contact or Counterparty has links to, simply open the Contact or Counterparty and go to the Jobs and Job Contact tabs.



Add Job Contact

Contacts (Individuals) or Counterparties (Organisations) can be linked to a job in a particular role. Select Link Contact or Link Counterparty below as required.

Contacts Counterparties

Select a Counterparty Role to view all existing Counterparties of that type and make a selection, or click Lookup/New Counterparty to find or add a new Counterparty.

Once the counterparty(s) you want to add in the selected role are displayed in the list, either double click on the counterparty to add them or highlight them in the list and click Link Counterparty.

Find Counterparty by Type:

Referrer

Select Counterparty and click Link Counterparty or Double-Click:

Counterparties - 1 entry	
Name	Address
MYOB GROUP LIMITED	Level 3, 235 Springvale Road, Glen Waverley VIC 3150

Link Counterparty in this role:

Creditors and their claims

The Creditors' ledger is accessible by going to **Financials ▶ Creditors**. This window allows you to enter creditors' proofs, adjudicate on their claims, pay dividends, run reports, etc.

General Corporate Financials Document Management Messages Tasks	
Accounts Batches Creditors Assets Distributions Position WIP and Fees	
Creditors	Reports + Add Creditor
Creditor Type	Value
▶ Secured Creditors	0
▶ Priority Creditors	0
▶ Priority Creditors (Employees and SGC)	0
▶ Unsecured Creditors	0
▶ Deferred Creditors	0
▶ Contingent Creditors	0
▶ All & Statutory Interest	0
	0

When entering **creditors**, they must be matched to a **counterparty** record.

Creditor claims have different entry forms depending upon the nature of the claim. We will enter claims for:

- Secured creditors
- Priority creditors
- Preferred (employee) creditors
- Unsecured creditors
- Deferred creditors
- Contingent creditors

Secured Creditors

The position of secured creditors is automatically calculated on the ranking of their securities. If you change secured creditor claims or the value of a charged asset the underlying security position is **automatically recalculated**.

It is possible to either:

- enter a security and allow the claim to be calculated automatically; or
- tick **Manually Enter Claims** and manually enter the exact amounts applicable to fixed and/or floating charges.

If secured asset is not entered, it is necessary to mark a secured claim as **Manually Enter Claims**, otherwise the claim will appear as unsecured

Note: Entering securities with the Manually Enter Claims option ticked may result in the ROCAP not reporting correctly. If you allow the system to calculate claims automatically, the ROCAP will report the claims correctly.

Entering Secured Creditors

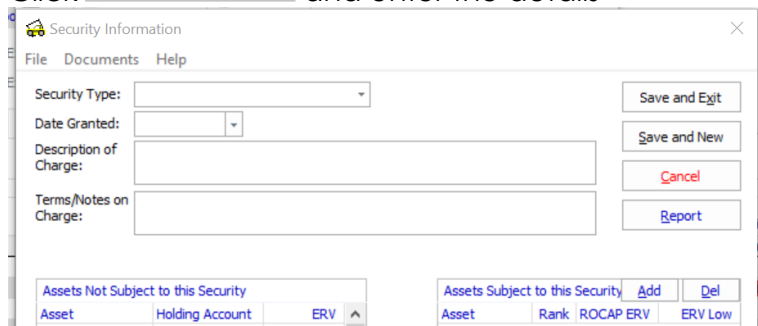
1. To enter secured creditors, click Financials ► Creditors
2. Double-click on Secured Creditors. The creditors register opens. Click the Add Creditor button and the Creditor Entry form opens:

3. Type the creditor's name in the Name field to search and press Enter once you have located the Counterparty you want. Double-click the creditor name or press Enter.
4. Go to the Claim and Securities tab. Enter the amount as the ROCAP amount and Adv / Est amount as the screen shot below.

	ROCAP	Adv / Est
Total Claim:	2,500,000.0	2,500,000.0
Total Fixed Charge Claim:	1,200,000.0	1,200,000.0
Total Floating Charge Claim:	0.0	0.0
Total Unsecured Claim (Incl. GST):	1,300,000.0	1,300,000.0

Charge Description	Date Granted	Asset(s) ERV Low
Land & Building (Fixed Charge)	1/01/2005	1,200,000

5. Click **New Security** and enter the details



Security Information

File Documents Help

Security Type:

Date Granted:

Description of Charge:

Terms/Notes on Charge:

Save and Exit

Save and New

Cancel

Report

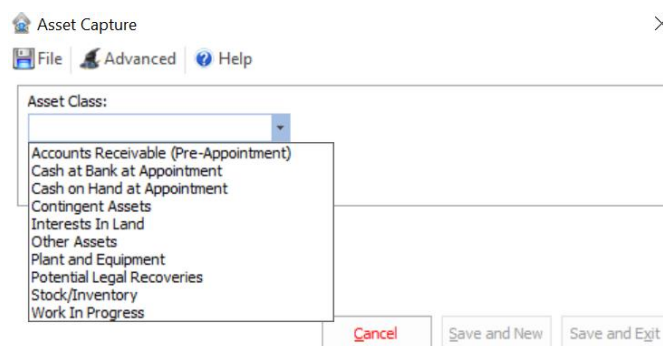
Assets Not Subject to this Security

Asset	Holding Account	ERV

Assets Subject to this Security

Asset	Rank	ROCAP	ERV	ERV Low

6. Click on **Add** and Select the Asset Class from the drop down



Asset Capture

File Advanced Help

Asset Class:

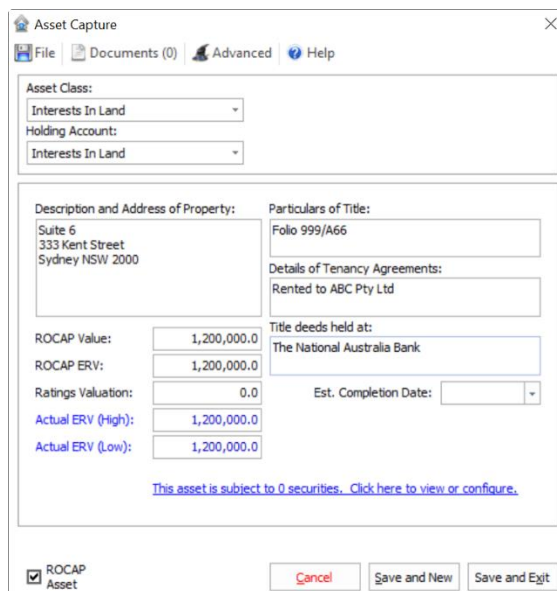
- Accounts Receivable (Pre-Appointment)
- Cash at Bank at Appointment
- Cash on Hand at Appointment
- Contingent Assets
- Interests In Land
- Other Assets
- Plant and Equipment
- Potential Legal Recoveries
- Stock/Inventory
- Work In Progress

Cancel

Save and New

Save and Exit

7. Fill in the details (screenshot below as example):



Asset Capture

File Documents (0) Advanced Help

Asset Class:

Holding Account:

Interests In Land

Description and Address of Property: Suite 6
333 Kent Street
Sydney NSW 2000

Particulars of Title: Folio 999/A66

Details of Tenancy Agreements: Rented to ABC Pty Ltd

Title deeds held at: The National Australia Bank

ROCAP Value: 1,200,000.0

ROCAP ERV: 1,200,000.0

Ratings Valuation: 0.0

Actual ERV (High): 1,200,000.0

Actual ERV (Low): 1,200,000.0

Est. Completion Date:

[This asset is subject to 0 securities. Click here to view or configure.](#)

☒ ROCAP Asset

Cancel

Save and New

Save and Exit

8. Click Save and Exit. The asset should now be linked to the Secured Creditor (example below)

Good XX - 161628 - Secured Creditor MYOB GROUP LIMITED

File Documents (2) Advanced Help

Creditor Name: MYOB GROUP LIMITED

Contact Person for Correspondence: <None> Creditor Reference:

☒ Send Mail to Default Address Additional Recipients

Save and Exit Save and New Cancel Prev Next

Address Claim and Securities Proof Of Debt Meetings Distributions Custom Data

	ROCAP	Adv / Est
Total Claim:	2,500,000.0	2,500,000.0
Total Fixed Charge Claim:	0.0	0.0
Total Floating Charge Claim:	0.0	0.0
Total Unsecured Claim (Ind. GST):	2,500,000.0	2,500,000.0

Securities held by this creditor (Right-click for more options) ☐ Manually Enter Claims

Charge Description	Date Granted	Asset(s) ERV Low
Land & Building (Fixed Charge)	1/01/2005	1,200,000

New Security

Note: You can update the secured asset as required by clicking on the Secured Creditor ► Claim and Securities ► double clicking on the Charge Description.

You could add a Contact to the Counterparty if you had a contact at there. You could then record any activity with that particular Contact at that counterparty for future reporting and accurate Job information.

Preferred Creditors (Employee and SGC) Claims

The system caters for the priority of **Preferred Creditor Claims** as prescribed by s556 of the *Corporations Act (2001)*.

To capture all the information necessary in processing their claims, employee claims are entered on a separate entry form to other creditors.

You may also import **Employee Creditor** claims. We will look at both methods.

Entering Preferred Employee Creditors

1. To enter Preferred (Employee) creditors, click **Financials** ► **Creditors**. Double click on **Priority Creditors (Employees and SGC)**

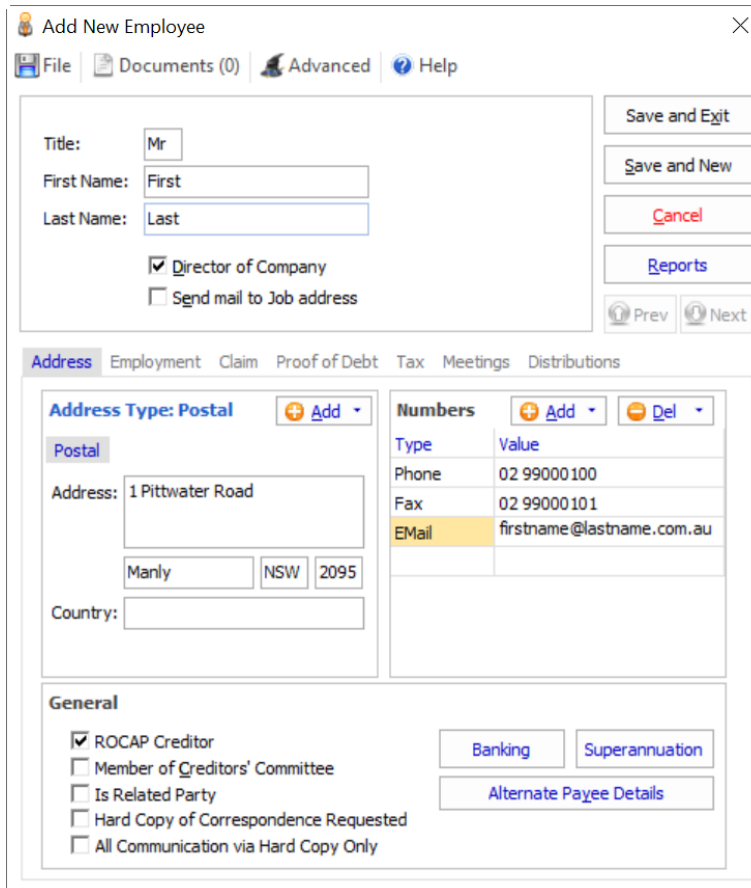
Creditor Type	Value
Secured Creditors	1,200,000
Priority Creditors	0
Priority Creditors (Employees and SGC)	0
Unsecured Creditors	1,300,000
Deferred Creditors	0
Contingent Creditors	0
All & Statutory Interest	0
Total	2,500,000

2. The creditors register opens (filtered by preferred creditors). Company Director will appear in the register as he/she was entered during the job set up procedure

Name	TFN*	RS**	DOB	RATA	Advised	Claimed	Admitted	Rejected	Under Consid...	Distributed	Proposed Div	Div
TOTALS				0.00	0.00	0.00	0.00	0.00	0.00	0.00	Automatic	
Director, Company	✗			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	✓

LEGEND * ABN/TFN: Entered Not Entered ** Recipient Status: Email Agreed Email or Hard Copy Hard Copy

- Click the **Add Employee** button for the employee claims form to open. Then enter the details



Add New Employee

File Documents (0) Advanced Help

Title: Mr
First Name: First
Last Name: Last

☒ Director of Company
☐ Send mail to Job address

Save and Exit
Save and New
Cancel
Reports
Prev Next

Address Employment Claim Proof of Debt Tax Meetings Distributions

Address Type: Postal Add

Postal

Address: 1 Pittwater Road
Manly NSW 2095
Country:

Numbers Add Del

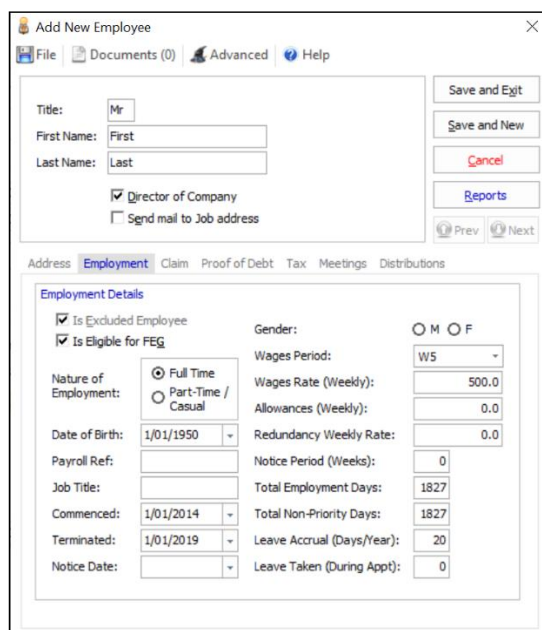
Type	Value
Phone	02 99000100
Fax	02 99000101
EMail	firstname@lastname.com.au

General

☒ ROCAP Creditor
☐ Member of Creditors' Committee
☐ Is Related Party
☐ Hard Copy of Correspondence Requested
☐ All Communication via Hard Copy Only

Banking Superannuation
Alternate Payee Details

- Click on the Employment tab and enter the details



Add New Employee

File Documents (0) Advanced Help

Title: Mr
First Name: First
Last Name: Last

☒ Director of Company
☐ Send mail to Job address

Save and Exit
Save and New
Cancel
Reports
Prev Next

Address **Employment** Claim Proof of Debt Tax Meetings Distributions

Employment Details

☒ Is Excluded Employee
☒ Is Eligible for FEG

Nature of Employment: ☒ Full Time ☐ Part-Time / Casual

Gender: ☐ M ☐ F

Wages Period: WS

Wages Rate (Weekly): 500.0
Allowances (Weekly): 0.0
Redundancy Weekly Rate: 0.0

Date of Birth: 1/01/1950
Payroll Ref:
Job Title:
Commenced: 1/01/2014
Terminated: 1/01/2019
Notice Date:

Notice Period (Weeks): 0
Total Employment Days: 1827
Total Non-Priority Days: 1827
Leave Accrual (Days/Year): 20
Leave Taken (During Appt): 0

5. Ensure that the **Is Excluded Employee** check box is ticked if the employee is an excluded creditor.

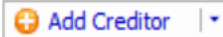
Excluded Creditors are limited in their priority claim to \$2,000 for wages and super (pro-rated) and \$1,500 for leave. If you tick the **Is Excluded** check box and auto admit the claims, the system will automatically limit the **Admitted Amounts** and calculate an amount to add as an unsecured claim (**Excluded Employee Rejected Amount**.)

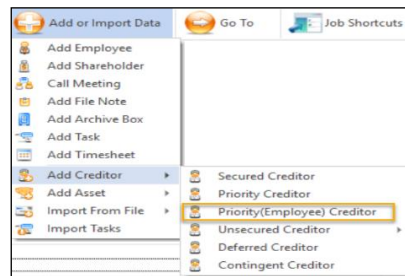
6. On the **Claim** tab, enter the **ROCAP** Amounts:

	ROCAP	Adv / Est
Wages (Ordinary):	3,000.0	3,000.0
Wages (In Lieu of Notice):	0.0	0.0
Total Wages:	3,000.0	3,000.0
Superannuation:	7,000.0	7,000.0
Compensation:	0.0	0.0
Leave (Annual):	2,000.0	2,000.0
Leave (Long Service):	0.0	0.0
Total Leave:	2,000.0	2,000.0
Retrenchment (Ordinary) (R):	4,000.0	4,000.0
Retrenchment (In Lieu of Notice) (O):	0.0	0.0
Total Retrenchment:	4,000.0	4,000.0
Total Pref. Claims:	16,000.0	16,000.0
Unsecured:	0.0	0.0

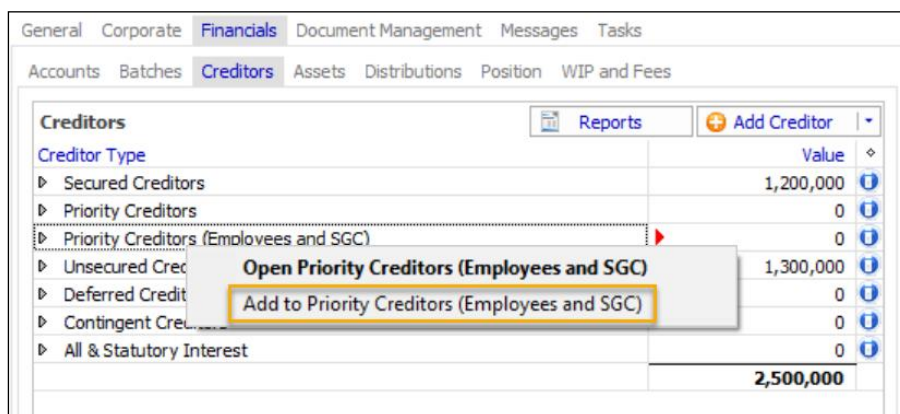
7. The **Adv/Est** (Advised / Estimated) is the amount advised by the creditor where it differs from, or there is a dispute over, the amount owed as reported by the director, or the value appearing in the Company records

Tip: There are a couple of other ways to add creditors:

- In **Financials** ► **Creditors** tab, you can click .
- Alternatively, you add a creditor through the standard toolbar:



- You can also add a creditor by right-mouse clicking on the particular creditor class you wish to add to



Entering Unsecured Creditors

1. To add a company who is already a counterparty as an Unsecured Creditor click **Financials ► Creditors**. Double click or right click on Unsecured Creditors and select Add to Unsecured Creditors

Creditor Type	Value
Secured Creditors	1,200,000
Priority Creditors	0
Priority Creditors (Employees and SGC)	29,650
Unsecured Creditors	1,300,250
Deferred Creditors	0
Contingent Creditors	0
All & Statutory Interest	0
Total	2,529,900

2. In the **Name** field, enter the **Creditor's** name and press the **Enter** key. The system's database will search to see if the counterparty is already a counterparty
3. Once found, select the counterparty

Good XX - Add New Unsecured Creditor

File Documents (0) Advanced Help

Creditor Name: TELSTRA CORPORATION LIMITED

Contact Person for Correspondence: Creditor Reference:

☒ Send Mail to Default Address Additional Recipients

Save and Exit Save and New Cancel Prev Next

Address Claim Proof Of Debt Meetings Distributions Custom Data

Address Type: Postal

Address: Insolvency Centre Locked Bag 20033 Melbourne VIC 3001

Country: Click here to edit address.

Numbers Add Del

Type Value

General

☒ RATA Creditor

☐ Is On Creditors' Committee

☐ Is Related Party

☐ Correspondence by Hard Copy

Alternate Payee Details



- Then go to the **Claim** tab and add the details in the ROCAP and Adv/Est fields

- Then click save and new to add another or save and exit to move on.

Entering an Unsecured Creditor that is not recorded as a Counterparty

From time to time you might notice that the name you have typed in is not in the Counterparty list, as shown below.

To use the Counterparty search, enter the first few letters of the Counterparty and press the enter key. A list of matching Counterparties appears.

If your Counterparty is not listed, click  and enter as much information as possible and click lookup. If counterparty is not listed online, you may manually enter creditors details by clicking .

More on adding creditors and using the counterparty lookup can be found in this online article <https://exalt.zendesk.com/hc/en-us/articles/115001657333-Adding-Counterparties-and-using-the-Couterparty-Lookup>

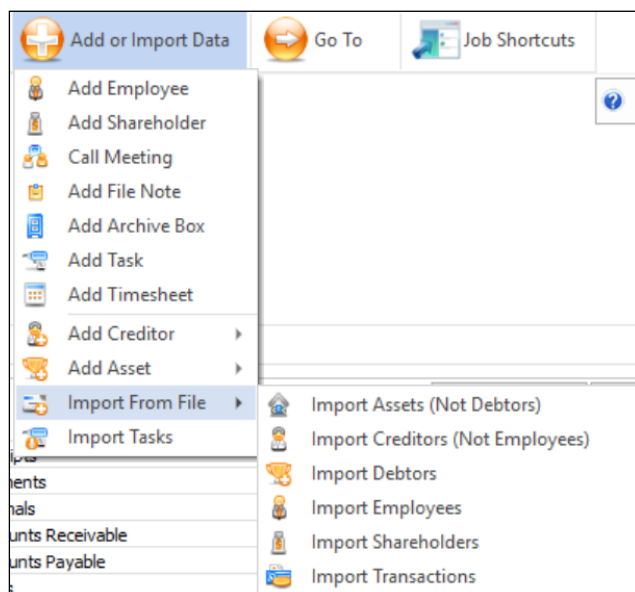
Importing Creditors

Importing is the fastest way to enter a large amount of data. It is particularly useful when you have statutory time constraints and a large amount of creditor information has to be entered on the initial day of the appointment.

When importing creditor claims, Counterparty information is also imported. As part of the importation process imported Counterparties may be matched with existing Counterparty records.

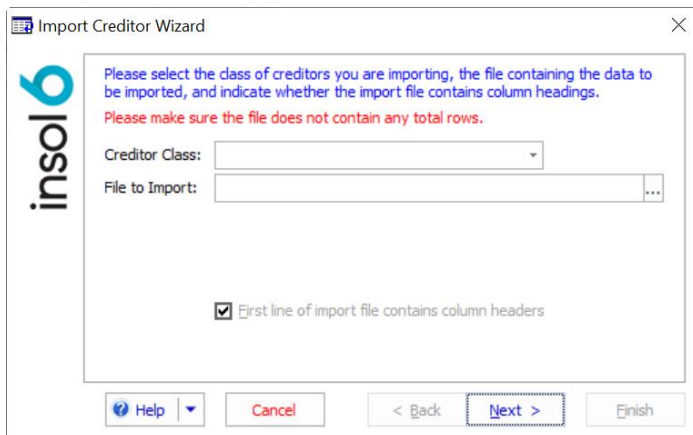
You can import employees and unsecured creditors using the import templates. The import processes are very similar for

To import the Excel file, from the standard toolbar select **Add or Import Data → Import from file**



Once you select the employees or creditors, the import wizard will begin.


1. Locate the File to Import by clicking on the  button. Then click next.








Import Creditor Wizard

Please select the class of creditors you are importing, the file containing the data to be imported, and indicate whether the import file contains column headings.
Please make sure the file does not contain any total rows.

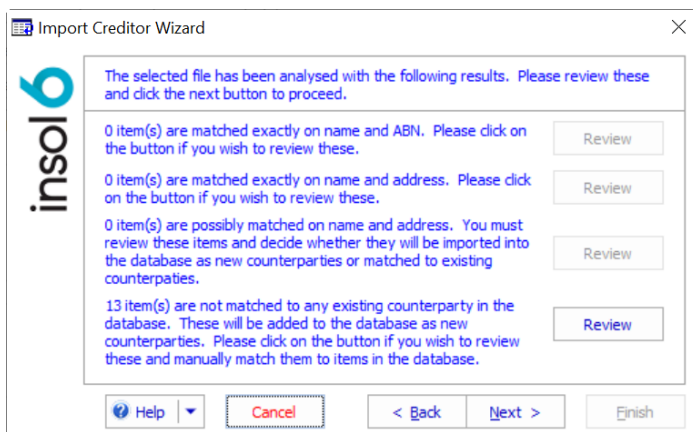
Creditor Class:

File to Import: 

☒ First line of import file contains column headers

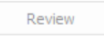
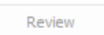
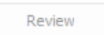

 Help    






2. The Import Wizard performs a matching routine against Counterparty. The matched records are now available for review. Matches are separated into three categories exact matches, possible matches and unmatched. The next step in the import wizard is to determine whether the system has correctly matched the imported Counterparty records against the Counterparty records already existing in the database.



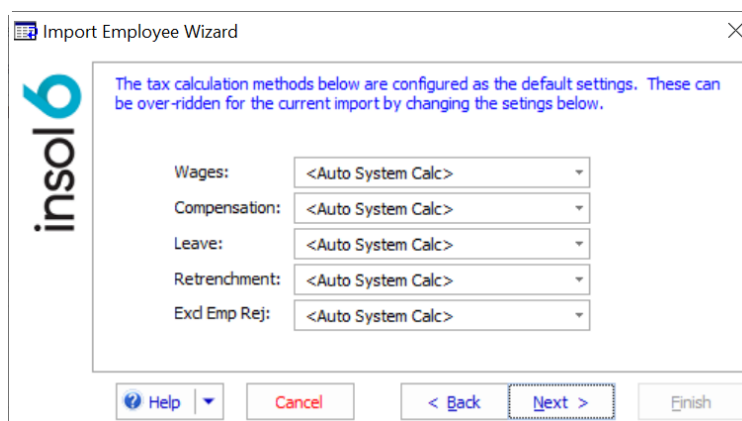
Import Creditor Wizard

The selected file has been analysed with the following results. Please review these and click the next button to proceed.

- 0 item(s) are matched exactly on name and ABN. Please click on the button if you wish to review these. 
- 0 item(s) are matched exactly on name and address. Please click on the button if you wish to review these. 
- 0 item(s) are possibly matched on name and address. You must review these items and decide whether they will be imported into the database as new counterparties or matched to existing counterparties. 
- 13 item(s) are not matched to any existing counterparty in the database. These will be added to the database as new counterparties. Please click on the button if you wish to review these and manually match them to items in the database. 

 Help    

Note: In the employee import, you will see the below screen



Import Employee Wizard

The tax calculation methods below are configured as the default settings. These can be over-riden for the current import by changing the settings below.


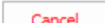



Wages:

Compensation:

Leave:

Retrenchment:

Exd Emp Rej:

 Help    

The auto system calculation is configured based on mid-rate of the marginal tax scales. ARITA has negotiated special rates of PAYG tax deductions for insolvency practitioners to calculate tax. There is also an ATO tax ruling that supports the use of these rates for insolvency practitioners. We assume this is intended to make it easier for insolvency practitioners to calculate tax. The rate used is equivalent to the mid-rate of the marginal tax scales for PAYG deductions. The mid-rate is **currently 32% plus Medicare 2.5%**. This rate changes, so rather than refer to this rate as a percentage, we will refer to this as the mid-rate. As the mid-rate has been adopted by most of the industry the software auto system calculations now use the mid-rate to calculate tax for all dividend payments.

- Click Next and then Finish to complete the import.

When new creditors are added they are recorded in the **Creditors** tab. In addition, entries in the **accounts** are automatically created to reflect the **Job's** liability to those creditors as shown below

General Corporate Financials Document Management Messages Tasks		
Accounts Batches Creditors Assets Distributions Position WIP and Fees		
<div> <div><All Accounts></div> <div> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Refresh"/> <input checked="" type="checkbox"/> Hide Nil Activity </div> <div> <input type="button" value="Reports"/> <input type="button" value="Add Account"/> </div> </div>		
Account Type	Account Name	Balance
Assets (Other)	Interests In Land	1,200,000.00
Equity	Equity	(1,200,000.00)
	Opening Balance	(1,200,000.00)
	Secured Creditors (Fixed)	(1,200,000.00)
	Claims	(1,200,000.00)
	Priority Creditors (Employees and SGC)	(29,650.00)
	Compensation	(5,000.00)
	Leave of Absence	(2,200.00)
	Retrenchment	(1,700.00)
	Superannuation	(750.00)
	Wages	(20,000.00)
	Unsecured Creditors	(1,300,250.00)
	Deficiency In Security	(1,300,000.00)
	Employees	(250.00)
	Priority Creditors (Employees and SGC) Co...	29,650.00
Pre-Appointment Creditors Control	Secured Creditor Control	1,200,000.00
	Unsecured Creditor Control	1,300,250.00

Entering Proof of Debt

1. Double click into the creditor you want to fill the POD out for and enter the amounts.
Note: There are slight differences to the secured creditor, employee creditor and unsecured creditor fields, as shown below:

Secured Creditor POD form

001 - Test CVL - Secured Creditor ANZ

File Documents (0) Advanced Help

Creditor Name: ANZ

Contact Person for Correspondence: <None> Creditor Reference:

☒ Send Mail to Default Address Additional Recipients

Save and Exit Save and New Cancel Prev Next

Address Claim and Securities **Proof Of Debt** Meetings Distributions Portal Custom 4

P.O.D. Date: Total: 0 Withdrawn: 0 ☐ POD Is Informal

Reasons for Rejection:

Claim Type	Total Claimed	GST Claimed	Total Admitted	GST Admitted	Total Rejected	Total Distributed
Sec Fixed	0.00	0.00	0.00	0.00	0.00	0.00
Sec Float	0.00	0.00	0.00	0.00	0.00	0.00
Priority	0.00	0.00	0.00	0.00	0.00	0.00
Unsecured	0.00	0.00	0.00	0.00	0.00	0.00
Deferred	0.00	0.00	0.00	0.00	0.00	0.00
Contingent	0.00	0.00	0.00	0.00	0.00	0.00
Totals	0.00	0.00	0.00	0.00	0.00	0.00

Unsecured Creditor POD form

001 - Test CVL - 38086 - Unsecured Creditor AUSTRALIAN TAXATION OFFICE

File Documents (0) Advanced Help

Creditor Name: AUSTRALIAN TAXATION OFFICE

Contact Person for Correspondence: <None> Creditor Reference:

☒ Send Mail to Default Address Additional Recipients

Save and Exit Save and New Cancel Prev Next

Address Claim and Securities **Proof Of Debt** Meetings Distributions Portal Custom 4

P.O.D. Date: Total: 0 Withdrawn: 0 ☐ POD Is Informal

Reasons for Rejection:

Claim Type	Total Claimed	GST Claimed	Total Admitted	GST Admitted	Total Rejected	Total Distributed
Unsecured	0.00	0.00	0.00	0.00	0.00	0.00
Deferred	0.00	0.00	0.00	0.00	0.00	0.00
Contingent	0.00	0.00	0.00	0.00	0.00	0.00
Totals	0.00	0.00	0.00	0.00	0.00	0.00

Employee POD Form

38094 - Batman, Robin

File Documents (0) Advanced Help

Title: Mr
First Name: Robin
Last Name: Batman
☐ Director of Company
☐ Send mail to Job address

Save and Exit
Save and New
Cancel
Reports
Prev Next

Address Employment Claim **Proof of Debt** Tax Meetings Distributions Portal

P.O.D. Date:
Total: 0
Withdrawn: 0
☐ POD Is Informal

Reasons for Rejection:

Priority Claim:	Claimed	Admitted	Rejected	Distributed
Wages:	0.0	0.0	0.0	0.0
Super:	0.0	0.0	0.0	0.0
Compensation:	0.0	0.0	0.0	0.0
Leave:	0.0	0.0	0.0	0.0
Retrenchment:	0.0	0.0	0.0	0.0
Totals:	0.0	0.0	0.0	0.0

Non-Priority:
Unsecured: 0.0 0.0 0.0 0.0
Excl. Emp. Rej: 0.0 0.0