



# Nexsure User's Guide

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# Getting Started in Nexsure

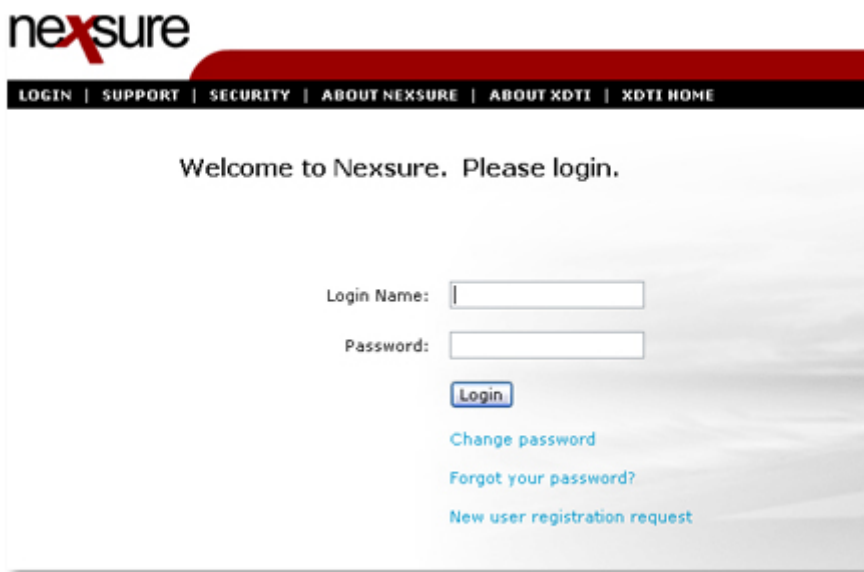
## Logging in to Nexsure

1. Enter your login name.
2. Enter your password.
3. Click **Login**.

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**Note:** When you are finished with your session in Nexsure click the **LOGOUT** link in the Utility menu or you will remain logged in for 4 hours. After 4 hours of inactivity the session will be automatically logged off.

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The screenshot shows the Nexsure login interface. At the top, there is a navigation bar with the following links: LOGIN | SUPPORT | SECURITY | ABOUT NEXSURE | ABOUT XDTI | XDTI HOME. Below the navigation bar, the text reads "Welcome to Nexsure. Please login." There are two input fields: "Login Name:" and "Password:". Below the "Password:" field is a "Login" button. Underneath the button are three links: "Change password", "Forgot your password?", and "New user registration request".

## To Change Your Password

Ask your Nexsure administrator if there are any password requirements such as a minimum character limit or case sensitivity. These rules are set in the Setup / Security Administration screens in Nexsure.

1. On the Login screen, click the **Change password** link.
2. Enter your login name.
3. Enter your existing password.
4. Enter a new password.
5. Re-enter the new password in the Confirm new password field.
6. Click **Change Password**.

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**Note:** While using Nexsure, you are responsible for maintaining the confidentiality of your account and password and for restricting access to your computer. You also agree to accept responsibility for all activities that occur under your account or password.

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## To Retrieve a Password

1. Enter your User Name.
2. Click the **Forgot your password?** link.
3. A new password will be sent to the email address you have on file.
4. Return to the Nexsure login screen and enter your User name and the new password and click **Login**.

## To Create a Custom Password

Once you have logged back into Nexsure, you can enter a new custom password.

1. On the **Primary** menu, click **ORGANIZATION**.
2. Click the **employees** tab.
3. Select your employee name by clicking on the **Details** icon next to your name.
4. Click the **Security** tab.
5. In the Enter a new password field, enter a new password.
6. In the Confirm new password field, enter the same password again.
7. Click the **Update** link. Your password is changed.

## To Request New User Registration

1. Click the **New User Registration** request link. The new user web form appears.
2. Enter the information. The fields with the red asterisks are required fields.
3. Click **Submit**. The information will be sent to the XDTI sales department and you will be contacted in regards to adding a new user.

## Menu Navigation in Nexsure



To navigate through Nexsure it is important to learn the basic menus. The menus include:

- **Utility Menu** - Includes HOME, HELP, SETUP, LOGOUT
- **Primary Menu** - Includes SEARCH, ORGANIZATION, REPORTS, Bookmarks
- **Home Menu** - Includes ACTIONS, OPPORTUNITIES, MARKETING, BINDER LOG, EDITS, AUDITS, EXPIRATIONS, ENDORSEMENTS, CANCELLATIONS, CLAIMS, INTERFACE, DELIVERY
  - **Client Menu** - Includes CLIENT PROFILE, OPPORTUNITIES, MARKETING, POLICIES, CLAIMS, SERVICING, ATTACHMENTS, ACTIONS, TRANSACTIONS, DELIVERY, T-LOG
  - **Organization Menu** - Includes ORGANIZATION PROFILE, ALL EMPLOYEES, ALL LOCATIONS
  - **Reports Menu** - Includes Reports, Global Activity, Ad-Hoc
  - **Carrier Menu** - Includes CARRIER PROFILE, ATTACHMENTS
  - **Retail Agent Menu** - Includes RETAIL AGENT PROFILE, ACTIONS, OPPORTUNITIES, MARKETING, POLICIES, ATTACHMENTS

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**Note:** Items on the menus can be removed by an administrator for security purposes. For example, administrators may want to restrict access to the Accounting or Reports items for customer service employees.

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## Bookmarks

Bookmarks are a convenient way to mark your position in Nexsure. For example, if you need to access a different screen in Nexsure (such as the help system) adding a bookmark will allow you to return to the same screen without losing the data you have entered.

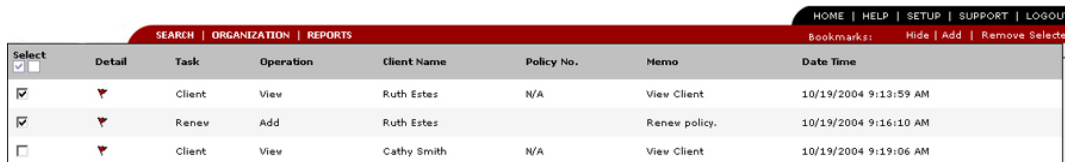
### To Insert a Bookmark

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**Note:** Before adding a bookmark, click the **Save Changes** link to make sure your data has been saved.

---

1. On the Primary menu, click **Add**. To view the bookmark, click **Expand**, the bookmark screen will drop-down.



Select	Detail	Task	Operation	Client Name	Policy No.	Memo	Date Time
<input checked="" type="checkbox"/>	▼	Client	View	Ruth Estes	N/A	View Client	10/19/2004 9:13:59 AM
<input checked="" type="checkbox"/>	▼	Renew	Add	Ruth Estes		Renew policy.	10/19/2004 9:16:10 AM
<input type="checkbox"/>	▼	Client	View	Cathy Smith	N/A	View Client	10/19/2004 9:19:06 AM

2. To return to your bookmarked screen, click the flag  icon.
  - **Hide:** Hides or collapses the bookmarks screen.

### To Remove a Bookmark

1. On the Primary menu, if the bookmark window is closed, click **Expand**.
2. Select the bookmark to be deleted using the selection boxes on the left.
3. On the Primary menu, click **Remove Selected**.

## Search Overview

The search screen allows you to search for and add an entity, as well as import downloaded records. The following entities can be searched for and added:

- Clients
- Carriers
- Additional Interests
- Retail Agents
- Premium Finance Companies
- Vendors
- Financial Entities
- Tax Authorities

The screenshot displays the search interface for clients. On the left, there are search filters for Entity (Client), Search Type (Begins With), Branch (All Branches), Client Stage (Prospect), Client Type (Personal), and various text fields for Client, Policy Number, Phone Number, Location Name, Location Address, Location City, Location Zip, First Name, and Last Name. A 'Clear' and 'Search' button are at the bottom of the filters. The main area shows 'SEARCH RESULTS - CLIENT' with 13 records found. The table includes columns for Details, Name, Client Type, Stage, Location Name, City, State, Zip, and Remove. The records listed are:

Details	Name	Client Type	Stage	Location Name	City	State	Zip	Remove
	Deborah Aufdenkamp	Personal	Prospect		NEWHALL	CA	91321-3471	
	JOSE ZAMBRANO	Personal	Prospect		LANCASTER	CA	93535-7848	
	LETICIA CAMPBELL	Personal	Prospect		LANCASTER	CA	93536-1248	
	MITZIE BROWN	Personal	Prospect		ROSAMOND	CA	93560	
	ROBERT OLSEN	Personal	Prospect		ROSAMOND	CA	93560-6249	
	ROBERT VARELA	Personal	Prospect		LANCASTER	CA	93535-1625	
	RONALD HYATTE	Personal	Prospect		ROSAMOND	CA	93560-6800	
	SIMON GALE	Personal	Prospect		VENTURA	CA	93003-6021	
	South Street Hairdressing	Personal	Prospect					
	The Hawg Barn	Personal	Prospect					

At the bottom of the search results area, there is a note: "You must search for a record prior to entering a new one. After the results are returned you will be given the option to add a new record." There are also links for "[ Import Record ]" and "[ Add New Record ]" at the top right of the search results area.

Before adding an entity you are required to search for the entity to make sure it has not already been entered into Nexsure. Each Entity Type has the same following characteristics and criteria:

- When the Search menu is selected, the History Search Results is displayed for any entities you have accessed in the past with the most recent entities displaying first. Changing entities will display recent history results for each entity.
- From the Search Type drop-down list, select **Begins With** to search items that begin with specific characters, or **Contains** to search items that contain specific characters anywhere in the selected field.
- Prior to adding a new entity a search is required to avoid entering duplicate accounts.
- You can search for a specific entity or conduct a search for all entities.

## To Search for an Entity

1. On the Primary menu, click **SEARCH**.
2. From the **Entity** drop-down list, select the entity type and enter the search criteria.
3. From the **Search Type** drop-down list, select **Begins with** to search items that begin with specific characters, or **Contains** to search items that contain specific characters anywhere in the selected field. You must enter at least 2 characters in the search criteria fields to return results.

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**Tip:** Entering "%%" in a search field will return **ALL** results existing for that particular branch, entity type and stage.

---

4. Click **Search** to begin the search, or click **Clear** to clear the search criteria.

---

**Note:** Once you leave the Search screen, upon the next return the last searched for entity will be displayed. Once you log out of the current Nexsure session the Search screen will revert back to the default entity (Client).

---

## Importing a Record

The **Import Record** link allows you to import downloads from either the Interface screen or a designated source directory.

# Actions

## Home Menu / Actions

Actions are used as follow-up reminders. There are three levels of actions that can be created:

**Personal actions** - This action is created from the Home / Actions screen by clicking the [\[Add New Action\]](#) link. An action created here would be a personal action or a reminder to follow up on a potential client that has had no card file created yet.

**Client actions** - This action is created from the ACTIONS link on the Client menu. An action created here would contain general information pertaining to a client.





**Policy actions** - This action is created from the Actions tab at the policy level. An action created here would pertain to a client's policy.

The **Actions** screen is where users should look to see what items should be taken care of for a particular day. To print out custom Actions reports, see Action Reports.

For more information on creating actions, see [Creating Actions](#).

Details	Client Name	Action Topic	Policy Info	Status	Due Date	Days Left (Overdue By)	Assigned To	Created By	Updated By
		New business Appointment		Open	05/12/2004 10:01 AM PST	(0)	Riyad Mammadov	Riyad Mammadov 05/11/2004	Riyad Mammadov 05/12/2004
No Message(s).									
		New business Appointment		Open	05/25/2004 12:01 AM PST	13	Mike Massaro	Mike Massaro 05/12/2004	Mike Massaro 05/12/2004
No Message(s).									

- **Select Branch:** The drop-down list at the top of the screen allows a specific branch to be selected. Use the Navigation link (**Showing Page 1 of ...**) next to the Select Branch drop-down box to navigate to different screens.
- **Search Filter:** Click **[Show]** to display the Search Filter. This will allow a search for an action meeting particular criteria. The more information entered into the fields, the more specific the result will be. The results may also be sorted. Click on the **Sort By** drop-down box and select a sort prior to initiating the search.
- **MS Outlook:** The Outlook icon is used to open MS Outlook to synchronize actions with your Outlook calendar or tasks. See [Creating Actions](#).
- The blue **Details** icon will display the client Card File screen. Right clicking on the icon displays the following navigation options:
  - **Market new line of business** - Selecting this option will display the underwriting screen for a new policy as described in the Servicing / Marketing / New line of business topic.
  - **Add certificate** - Selecting this option will display the **Add New Certificate** screen as described in the Servicing / Creating New Certificates topic.
  - **Add verification** - Selecting this option will display the Servicing / Verification screen as described in the Servicing / Verification topic.
  - **Add new opportunity** - Selecting this option will display the Home / Opportunities screen as described in the Adding a New Opportunity topic

- The white **Details**  icon will display the selected action allowing the **Due Date**, **Status**, **Priority** or **User** to be modified, or an additional **Memo** to be added. Right clicking on the  icon displays the following navigation options:
  - **Open** - Select **Open** to display the card file. If it's a personal action **Open** will not be available.
  - **Mark as Closed** - Selecting this option will automatically close the action without opening it.
  - **Add New Action** - Select Add New Action to add a new action for the client. Any topic, type, policy, certificate, assignment, status, priority, due date, due time or memo may be added.
- **Client Name:** If the action is created for a particular client, the clients name will be displayed is the Primary Named Insured. The red flag icon under the Client Name on the Actions Summary screen indicates a high level of priority.
- **Action Topic - Action Type:** Topics are unique and allow grouping of like items together. For instance, the Renewal topic would be used on every action during the renewal process, which would then make it easier to determine where you are in the renewal process. Type is the actual description of the action such as Call the Underwriter. Type is found directly under the Topic beside the action icon. (See action setup for more details).   Icons displayed in the Actions column to the left of the **Type** will tell the user what type of action they are looking at. The icons are selected when the Actions are created in Setup.
- **Policy Info:** If an Action is added at policy level the Policy Number, line of business and effective date will be displayed.
- **Status:** The Action status will either be Open or Closed which is identified by the user while creating or modifying it. The status may be changed as necessary.
- **Due Date/ Due Time** This is the date that this action is due to be completed. If more than one action is due on the same day, a due time can be assigned to address each action in chronological order. Next to the Due Date is a color-coded countdown number of the days remaining or past the due date of that specific Action. The legend is as follows:
  - **Green** - indicates more than 5 days before the due date.
  - **Orange** - 5 days or less before the due date.
  - **Red** - number of days past the due date.
- **Assigned to:** The user assigned the responsibility to address the action.
- **Created By:** User who created the action.
- **Date/Time Created:** Date and time action created.
- **Last Updated By:** User who last updated the action.
- **Date/Time Last Updated:** Date and time action was last updated. Clicking on the name in this column is the only way to see the date and time the action was updated.
- **Memo:** Clicking in the memo portion of the action, which is the last line in the summary of each action, will display all notes, users, dates and times this action has been posted to.

## Creating Actions

There are three levels of Actions that can be created:

- **Personal actions** – This action is created from the Home actions screen by clicking the **Add New Action** link. An action created here would be a personal action or a reminder to follow up on maybe a potential Client that has had no Card file created yet.
- **Client actions** – This action is created from the ACTIONS link in the Client menu. An action created here would contain general information pertaining to a Client.
- **Policy level actions** – This action is created from the Actions tab at the policy level. An action created here would pertain to a Clients policy.

Logging into Nexsure defaults to the Home Actions screen. This will display a daily list of actions, or tasks, which need to be followed up on. The Actions will remain on the Home Actions screen until the due date is extend or the action is closed.

## Personal Actions

1. On the Utility menu, click **HOME**. The Actions screen will be displayed.
2. Click the **Add New link**. The Nexsure Action popup window appears.

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**Note:** When adding actions from the Home menu, the Name: field will be blank since it is not associated with a client or a policy. Once saved, the Client name field will show as a personal action.

---

3. Select a **Topic** for the action. Topics are unique and allow grouping of like items together, such as the "renewals" or "endorsements".
4. Select a **Type** for the action. Types (sub-actions) are not unique and may be reused for any Topic.

---

**Tip:** Topics and Types are added in Setup.


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5. When adding actions from the Home menu, the Policy and Certificate fields are be grayed out and cannot be assigned.
6. Select the Status. The status defaults to Open. When the action is completed, the status is changed to Closed and the action will no longer display on the Home Actions screen.
7. Select the Priority (Normal or High). A High priority creates a red flag icon that will be displayed to the left of the action.
8. **Due Date:** - this field is automatically populated with a date, which has been associated with the Topic in Setup. The due date can be changed by clicking the calendar icon and selecting a new due date or typing in the date using the correct format
9. **Due Time:** By default the time an action is due is 12:01 AM. If multiple actions are due on the same day, they can be assigned different times so they can be addressed in chronological order.
10. **Time Zone:** In the drop-down list, select the time zone associated with the due time for the action.

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**Note:** Actions do not appear on the Home Actions screen until their due date.

---

11. The action being created will default to the Current User. The action can be assigned to another user by selecting the **Others** radio button and enter at least two characters in both the first and last name search fields. Click the **Search** button. If a match is found the name will display in the Assign box next to Others. Select the **Others** option to assign the action to this user. If no match was found, click the **Requery** button to run a new search.
12. **MS Outlook:** Selecting this option will mark this action for MS Outlook synchronization. If the action is an appointment, it will be added to the Outlook calendar. Other action types will be added as a Task in Outlook. Once the MS Outlook option is selected, an Outlook reminder can be set up by selecting the Reminder option and selecting a time interval. Once the action is saved, click the Outlook  icon on the Home / Actions screen. Nexsure will open Outlook. In Outlook, on the File menu, select Synchronize with Nexsure Actions. The Users Outlook calendar and/or Outlook Tasks will be updated. To change how an action is added to the calendar or task pad, see Setup-Actions.
13. In the **memo** field, type the action message. Previous memos will display in the previous memo box, these cannot be edited or deleted.
14. Click **Close** to close the Action without saving. Clicking **Add** will add this action and leave the popup window open to allow the addition of a new action. Clicking **Save** will save this action and close the popup window.

## Client Actions

To associate an action with a specific client

1. On the Primary menu, click **SEARCH**.
2. Click the **Details**  icon of the appropriate Client.
3. Click the **Action** link on the Client menu.
4. If no records are found, click the **Add New Action** link.
5. Complete the action as described in **Personal Actions** starting from #3.



---

**Note:** The client's name will appear in the Name field. Policies and Certificates for the client will be available in the drop-down boxes. Select the policy and/or Certificate to be associated to this action if applicable.

---

## Policy Level Actions

To associate an action with a specific client

1. On the Primary menu, click **SEARCH**.
2. Click the **Details**  icon of the appropriate Client.
3. Click the **POLICIES** link on the Client menu.
4. Click the **Details**  icon of the appropriate policy.
5. Click the **Actions** tab.
6. If no records are found, click the **Add New Action** link.
7. Complete the action as described in Personal Actions starting from #3.

---

**Note:** The client's name will appear in the Name field and the policy number will appear in the Policy field. Certificates for the client will be available in the drop-down box. Select the Certificate to be associated to this action if applicable.

---

# Opportunities

## Home Menu / Opportunities

The Opportunities screen displays prospective sales data. A separate Opportunity should be set up for each Line of Business or Policy package. It is up to each organization to define the use of opportunities to best fit their need.

You can access the Opportunities screen from the Home menu, or by clicking the Opportunities tab at the Client level. When accessed from the Home menu, Opportunities for the entire branch will be displayed. The Search filter may be used to refine the data that is displayed. Click [Show] and enter a minimum of 2 characters in the appropriate criteria fields. Click [Hide] on the Search filter to hide.

At the Home level, clicking the **Details** icon next to the opportunity brings you to the Client level. When accessed from the Client level, only the Opportunities for that client will be displayed.

## Accessing the Opportunity Screen from the Home Menu

1. On the Utility menu, click **HOME**.
2. Click **OPPORTUNITIES**.

**Note:** Use the Select Branch drop-down box to display Opportunities for a different branch.


Details	Assign	Policy Type	Line of Business	User / System Grade (Score)	Status	Updated By	Updated Date	Commission	X-Data BORDate	Program	Remove
		Empty		/ (0)	Empty	Jami D. Euper	04/14/2003	\$0.00		-	
		Empty		/ (0)	Empty	Jami D. Euper	04/14/2003	\$0.00		-	
		Monoline Commercial Property		/Not Ranked (12)	Empty	Mary Oberleitner	04/14/2003	\$1,234,567,890.00	04/14/2003	-	

## Accessing the Opportunity Screen from the Client Details

1. Click **SEARCH** on the Primary menu and conduct a search for a specified client.
2. Click the **Details** icon next to the specified client.
3. Select the **Opportunities** tab. This view will show only those Opportunities specific to the selected client.

## Adding a New Opportunity

1. On the Primary menu, click **SEARCH** and conduct a search for the client you wish to add an Opportunity to.
2. Click the **Details** icon next to the specified client. Or add a new prospect/client.
3. Click **Opportunities**.
4. Click [**Add New**]. The New Opportunity dialog box will appear.
5. In the **State** drop-down box, select the state in which the policy will be held.
6. From the **Type** drop-down list, select the type of coverage.

7. Select the line of business from the list box. You can select multiple lines of business by holding down the control key to create a package policy.
8. Click **Save**. The Opportunity will appear in the list of Opportunities for that client.
9. Click the **Details** icon  for the new Opportunity. The client profile opens to the **Qualification** tab:


**Client Name: Starbucks**

underwriting | policy info | assignment | attachments | actions | **qualification** | history | transactions

Branch:	Brea	Policy Term:	04/14/2003 12:01AM PST
			04/14/2004 12:01AM PST
Policy Type:	Empty	Coverage Term:	
Issuing Co:	Unassigned	Stage:	Opportunity
Billing Co:	Unassigned	Mode:	New
Policy Number:	Unassigned	Status:	Empty

List | Print | History | **Market** | Save Changes

**Qualification Information:**

X/BOR Date:  

Program:

Buying Mode:

**Opportunity Criteria:**

Size:

Economic Buyer:

Growth/Trouble:

Partner:

Coach:

**Opportunity Status:**

Total: N/A

System Grade: **Not Ranked**

User Grade:

Commission:

**Contact Information:** [\[Add New\]](#)

Details	Contact	Role	Delete
Please click 'Add New' to insert new record(s).			

### Qualification Information

- **X/BOR Date** – Enter the prospects policy expiration or Broker of Record date. This field is mandatory. Enter a date manually, or click the calendar icon and select a date.
- **Program** – Select the Program, if any, that this Opportunity is being qualified for. Programs are tied to Branches. If a program that should be available to your agency is not listed in the drop-down list, contact your system coordinator to have it added.
- **Buying Mode** – Select the appropriate Buying Mode from the list provided. The Buying Mode is an indication of the prospect's buying attitude.

Using the drop-down lists, select the appropriate answer for each of the questions listed in the Opportunity criteria.

## Opportunity Status

- **Total** – The total will automatically calculate the answers selected in the opportunity criteria section.
- **System Grade** – Automatically calculates based on the total score and the answer requirements for the specified questions.
- **User Grade** – The User Grade is selected as deemed appropriate for each Opportunity based upon user knowledge of the account and factors that may not be considered in the criteria questions.
- **Commission** – Enter the Commission amount estimated for each Opportunity added.
- **Contacts Information** - Enter the Contacts associated with this Opportunity and assign their role in the buying process. Click **Add New** to associate the Client Contacts with the Opportunity.

---

**Note:** The contact names must have already been added to the account at the Client level. Roles on this screen differ from those on the Client Contact details screen.

---

10. Click **Save Changes** to save the information you have entered on the screen.

# Marketing

## Home Menu / Marketing

This screen serves as a way to keep track of policies identified with a Policy Mode of Marketing. It is not necessary to create **Actions** in order to track these policies as Nexsure keeps track of them for you. Policies displaying on the **Marketing** screen located on the **Home** page include both new or renewal policies being re-marketed. After the policy has renewed or moved to history, it will no longer appear on the **Marketing** screen.

Details	Assign	Client Name Policy Number	Policy Type Line of Business	Stage Status	Updated By Updated Date	Premium	Policy Term	Billing Carrier Issuing Carrier
		Ray's Test Client	(Commercial Lines)					
		PA-9890131	Monoline	Marketing Pending	Marcelo Belebr 01/22/2003	\$0.00	03/20/2003 03/20/2004	Unassigned Unassigned
		Unassigned	Monoline	Marketing No Response	Genemar Lazo 07/25/2002	\$0.00	03/20/2003 03/20/2004	Unassigned Unassigned

The **Search Filter** selections may be used to search and filter for specific submissions. The more fields data is entered into, the more specific the results will be.

### Screen Column Definitions

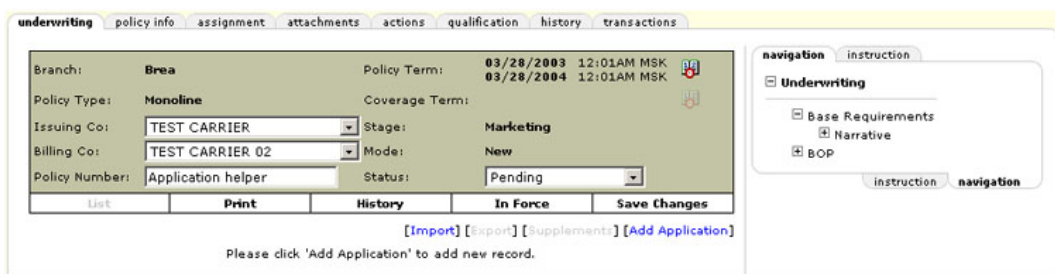
- **Branch:** The Branch will default according to user setup but other branches may be selected depending on user security. The policies displayed will only be policies that belong to the selected Branch or Branches assigned to the logged in user by default. To select a different branch, use the drop-down list.
- The **Details** icon beside the entity name will display the **Client Profile** screen. Right clicking on the icon will display the following navigation options:
  - **Open** - Selecting Open will open the card file for that client.
  - **Add New Marketing Policy** - Select this option to add a new marketing policy. This procedure is detailed in the Servicing / Marketing / New line of business topic.
    - The **Details** icon will display the **Underwriting** screen for that policy. Right clicking on the icon will display the following navigation options:
      - **Open** - Displays the Underwriting screen to add a new marketing application as described in the Policy Underwriting topic.
      - **Print** - Displays a PDF of the entire policy for printing.
      - **Create policy edit** - Displays the Servicing / Edits screen as explained in the Servicing / Edits topic.
      - **Create endorsement** - Displays the Servicing / Endorsements screen, as described in the Servicing / Endorsement topic.
      - **Renew policy** - Displays the policy underwriting screen.
      - **Re-market policy** - Displays the Servicing / re-marketing screen.
      - **Create cancellation** - Displays the Servicing / Cancellation screen.
      - **Create claim** - Displays the Servicing / Claims screen.
      - **Create audit** - Displays the Servicing / Audits screen as described in the Posting an Audit topic.

- **Create binder** - Displays the Servicing / Binders screen as described in the Servicing / Binders topic.
- **Client Name:** The clients name from the primary named insured on the **Named Insureds** screen.
- **Assign:** Producer and account manager information. Populated from the **Assignment** screen.
- **Policy Type:** Nexsure identifies Policy types on the **Underwriting** screen, which display here when a Binder is created and the policy has not yet been **In Forced**. (Policy types are identified as either Monoline or Package policies.)
- **Line of Business:** Line of Business is identified by the user on the **Underwriting** screen and displays here when the binder is created and the policy is not placed **In Force**.
- **Status:** Both the user and Nexsure identify Policy Status on the **Underwriting** screen. The **Status** identifies if the policy is "In Force, cancelled, an endorsement is pending, etc."
- **Updated By:** Displays the user who updated the Binder last. The user is identified at login.
- **Premium:** Premium will be populated from the Premium field on the **Policy Info** screen.
- **Policy Term:** Populated from the effective and expiration date fields on the **Underwriting** screen.
- **Billing Carrier:** This is the company who the agency owes money to or who will pay the agency for direct bill policies. The user on the **Underwriting** screen identifies The Company.
- **Issuing Carrier:** This is the company who actually writes the policy, the name on the top of the written policy. The user on the **Underwriting** screen identifies The Company.

## Policy Underwriting

1. After performing a client search and selecting a client, click on the **Marketing** tab. If no marketing policies exist, a dialog box will display explaining that no marketing policies exist and asking if you would like to see if any marketing history exists.
2. Click **OK** to check for marketing history or click **Cancel** to add new marketing policy.
3. Complete the heading information and click on the **Save Changes** link below the header.
4. To add a new policy to marketing when other marketing policies exist, click on the **Servicing** tab and follow directions under Servicing-Marketing.

- To view or modify existing marketing policies, click on the **Details**  icon.



The screenshot shows the 'underwriting' screen with the following details:


- Branch: Brea
- Policy Type: Monoline
- Issuing Co: TEST CARRIER
- Billing Co: TEST CARRIER 02
- Policy Number: Application helper
- Policy Term: 03/28/2003 12:01AM MSK to 03/28/2004 12:01AM MSK
- Coverage Term: 03/28/2004 12:01AM MSK
- Stage: Marketing
- Mode: New
- Status: Pending

Buttons at the bottom include: List, Print, History, In Force, Save Changes, [Import], [Export], [Supplements], [Add Application].

Navigation pane on the right shows: Underwriting, Base Requirements, Narrative, BOP.





Footer text: Please click 'Add Application' to add new record.


5. Complete each of the following fields appropriately for the Marketing policy:
  - **Branch:** The Branch is selected on the Assignment screen and is displayed here automatically when a policy is added.
  - **Policy Type:** Identified automatically on this screen using the following criteria:
    - If only one Line of Business is added, the policy type will be identified as **Monoline**.

- If more than one Line of Business is added, the policy type will be identified as a **Package**. Note: adding supplements is not considered a Line of Business and will not change the policy type to **Package**.
- **Issuing Company:** Use the drop-down box that will contain all the companies added and identified as issuing companies. **Unassigned** may be used if an issuing company is not yet known.
- **Billing Company:** Use the drop-down box that will contain all the companies added and identified as billing companies. **Unassigned** may be used if a billing company is not yet known.
- **Policy Number:** The policy number will default to **Unassigned** upon adding the policy since policy numbers are not generally assigned at the marketing stage.
- **Policy Term:** The current date + 1 year is the default. Effective and expiration times default to 12:01 A.M. Click the calendar icon  to select a different date and time:

- The **From** date defaults to the current date (if it's a new policy) or to the effective date of an existing policy. To select a different **From** date, select the month and year from the drop-down boxes and click on the day in the calendar.
- The **To** date defaults to one year past the current date (for a new policy) or the policy expiration date of an existing policy. To select a different date, select the month and year from the drop-down boxes and click on the day in the calendar.
- Select a **Duration**. Notice the **To** date will change based on your selection.
  - **Annual** - one year from beginning date.
  - **Semi-Annual** - 6 months from beginning date.
  - **Quarterly** - 3 months from beginning date.
- **Other** - Select this option for any policy that falls outside the default policy durations such as special event coverage.

- Select the **Other** option.
  - Select the **From** date.
  - In the text boxes at the bottom of the calendar, enter in the number of Days, Months, or Years for the coverage.
  - Click the "!" button.
  - Click **Apply**.
  - Click **OK**.
  - On the Policy Header, click the **Save Changes** link.
- **Time** - Click the **time** tab to change the time zone or effective time in hours and minutes.

Policy Term:	03/20/2003	12:01AM PST	
	03/20/2004	12:01AM PST	
Coverage Term:	03/20/2003	12:01AM PST	
	03/20/2004	12:01AM PST	

- **Coverage Term:** Once a policy is bound and a binder is created, the coverage term of the policy will change. The coverage term effective and expiration dates will be the effective and expiration dates of the binder. Once an endorsement is processed, the coverage term effective date becomes the effective date of the last endorsement with the expiration date remaining the same as the policy. If a policy is pending cancellation or cancelled, the coverage term expiration date will be the cancellation effective date. Click the Calendar icon  to select a different date and time.
- **Stage:** Identifies the stage the policy is currently in. Nexsure defines **Stage** automatically, such as: Marketing or Policy stage.
- **Mode:** Populated from the Policy Mode on the **Policy Summary** screen. The **Mode** identifies what the policy is, such as New, Renewal, Rewritten, etc.
- **Status:** Both the user and Nexsure identify the Policy Status. The **Status** identifies if the policy is In Force, cancelled, an endorsement is pending, etc.
- **In Force:** Clicking this link will move the policy from **Marketing** to **Policies** making the policy a current **In Force** policy status. Applications should always be added prior to making a policy In Force. Once a policy is In Force, it cannot be edited without either endorsing or clicking Edit on the Servicing menu.
- **Import:** The import link will import the client's data into the file from outside programs such as rating vendors.
- **History:** Click on this link to move the marketing policy to history when the marketing policy is no longer active or needed.
- **Add Supplements:** This link will add supplements necessary for a particular line of business.
- **Add Applications:** This link will allow the addition of the application.

**New Application Selection.**

Form Standard: All

State: California

Type: Personal Lines

Lines of Business: Accident

Accident

Description: CUSTOM Accidents [APP]

Nexsure Application Helper	
<input checked="" type="radio"/>	Basic Pre-fill: Producer and Applicant Information prefilled.
<input type="radio"/>	Pre-fill from other application: Producer, Applicant and other policy detail prefilled.
<input type="radio"/>	Blank Application: Nothing prefilled.

Cancel Next

- **Form Standard:** Select the appropriate form type from the drop-down box. Sample choices:
  - All
  - ACORD
  - Carrier Specific
- **State:** Select the appropriate state the policy is being written in from the drop-down box containing all the states. Only the corresponding applications will be available for that state.
- **Type:** Select the line of business from the drop-down box, which contains the following (This feature will filter the forms):
  - All
  - Personal
  - Commercial
  - Benefits
  - Bonds
- **Line of Business:** Select the application from the **Line of Business** drop-down box. The drop-down box will only contain applicable choices according to criteria selected in the previous fields.
- **The Application Helper:** Is activated by selecting the checkbox beside **Pre-fill applications to help reduce keystrokes**. The checkbox is selected by default.
- **Cancel:** Closes the dialog box without saving.

- **Next:** To continue to the next step in the flow, adding a new blank form or copying an existing form to the new form.

---

**Note:** If **The Application Helper** checkbox remains checked when the **Next** button is selected and a matching policy exists, the following is displayed: **"Nexsure has determined that the following forms have possible matches to fully or partially pre-fill the current application you are completing."** Select the form Nexsure should use for this process and click **Accept** to copy the selected form to the new form. If no policies are found or the checkbox was not selected **The Application Helper** is skipped.

---

- **The Application Helper** screen will contain the form name underneath a drop-down box that will contain a listing of all possible application matches to copy to the new form being added. The Company and policy number are included in the list. Select the application to be copied and click one of the following buttons:
  - **Cancel** to close without saving the changes.
  - **Back** to return to the New Application window.
  - **Accept** to copy the form to the new form.

---

**Tip:** Once the application has been added, you can access Help information on the selected form by clicking on the name of the form. A PDF file will launch with information specific to each form:



Forms	Description	Remove
Narrative	Underwriting Narrative	-
ACORD 125	Commercial Application 125	-

- **Navigation:** This tab found on the right side of the screen will contain all lines of business added for this policy in a tree format. **Base Requirements** is the first item in the tree when a line of business is dependent on other forms such as the ACORD 125 that is required for most Commercial Applications. The dependent form will automatically be added to the **Base Requirements**. To complete the application, click on the [+] beside the application to expand the tree view of the various applications. The application is broken down into sections and any section can be selected for completion. The navigation bar can be used within the sections as well [Summary, Add New Record, Previous and Next]. For more information see **Working With Forms**.
6. The navigation bar has the following options available:
- **List**– This link will allow a screen display of every field on the application and the data entered.
  - **Print**– This link will allow a print preview of the application in Adobe. The form will display Adobe functionality so the form may be printed if desired.

---

**Tip:** Right-clicking on the **Print** link will display the following short cuts: Print App, Endorse, Renew, Re-market, Cancel, Claim, Audit, eServices and Certificate

---

- **History**- Click this link when you are completely through with the marketing policy, which will move the policy to history. Select a status from the drop-down box and enter any applicable notes. The status choices are not available for additions or edits.
- **In Force**- Is only used on **New** business. If the policy already exist in the current policy list, use the **Renew** option on the servicing page. Once a policy has been place In Force it can only be edited by creating an **Edit** or **Endorsement** from Servicing. In the Popup window, the following choices may be made:

- **In Force**- This selection is made when policies are being entered into Nexsure from your present data if you did not receive a data conversion.
- **Bound**- This selection is made when the policy has been bound and the status should reflect this.
- **Create Binder**- This selection is made when issuance of a Binder is necessary. Creating a Binder will create an entry on the **Binder Log** found on the **Home** menu.



The **Instruction** tab located next to the **Navigation** tab contains instructions or tips that may help complete the current screen.

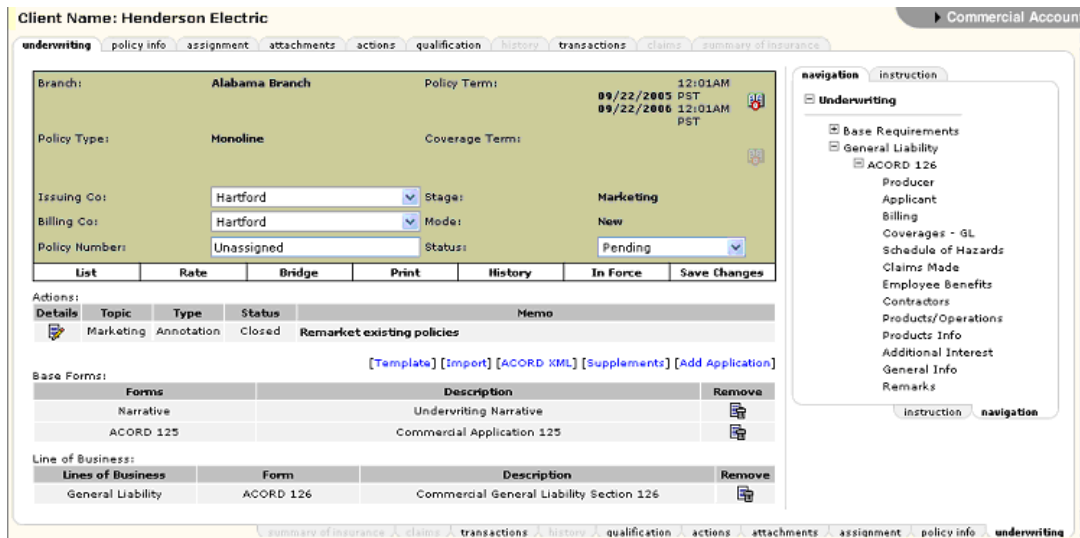
7. To add supplemental forms, click on **[Add Supplements]**, select the line of business application and then select the appropriate supplement. See *Creating a Package Policy and Add Supplemental Forms*.

## Coverage Templates

Application templates can be created to save application population time. Templates can be created on any client account at the Marketing/Underwriting level. On state-specific forms, only templates for the same state as the target application may be used.

### To Create a Coverage Template

1. Add the desired line of business to marketing and complete the application.
2. Click the  beside the line of business and the  beside the form number to activate the **Template** link.







Client Name: Henderson Electric

Commercial Account

Branch: Alabama Branch Policy Term: 12:01AM  
09/22/2005 PST  
09/22/2006 12:01AM PST

Policy Type: Monoline Coverage Term:

Issuing Co: Hartford Stage: Marketing  
Billing Co: Hartford Mode: New  
Policy Numbers: Unassigned Status: Pending

List	Rate	Bridge	Print	History	In Force	Save Changes
Actions:						
[Template] [Import] [ACORD XML] [Supplements] [Add Application]						
Details	Topic	Type	Status	Memo		
	Marketing	Annotation	Closed	Remarket existing policies		
Base Forms:						
Forms	Description		Remove			
Narrative	Underwriting Narrative					
ACORD 125	Commercial Application 125					
Line of Business:						
Lines of Business	Form	Description	Remove			
General Liability	ACORD 126	Commercial General Liability Section 126				

3. Click the **Template** link.

The screenshot shows a web interface titled "template" with the Nexsure logo in the top right. Below the logo is a table with three columns: "Name", "Created By", and "Date Created". The table is currently empty. At the bottom left, there is a checkbox labeled "Add New". At the bottom right, there are three buttons: "Cancel", "Next", and "Populate".

4. Select **Add New** and click **Next**.
5. Enter a name to identify the template. Naming the template makes it easier to pick out of a list later.

The screenshot shows the same "template" interface, but now the "Name" field is filled with the text "Standard GL Limits". The "Add New" checkbox is no longer visible. At the bottom right, there are three buttons: "Cancel", "Back", and "Next".

6. Click **Next**.

template

nexsure

Please select sections to save to the template, then click 'Next' button to continue.

<input type="checkbox"/>	Label	Type
<input checked="" type="checkbox"/>	Producer	Single
<input type="checkbox"/>	Applicant	Single
<input type="checkbox"/>	Billing	Single
<input checked="" type="checkbox"/>	Coverages - GL	Single
<input type="checkbox"/>	Schedule of Hazards	Multi
<input type="checkbox"/>	Claims Made	Single
<input checked="" type="checkbox"/>	Employee Benefits	Single
<input type="checkbox"/>	Contractors	Single
<input type="checkbox"/>	Products/Operations	Multi
<input type="checkbox"/>	Products Info	Single
<input type="checkbox"/>	Additional Interest	Multi

Cancel Back Next

template

7. The sections listed are the same sections found in the tree on the navigation tab. Select the sections to be used to create the template and click **Next**.

**template**

**nexsure**

Please select fields to save to the template, then click 'Finish' to store template data.

<input type="checkbox"/>	Label
<input type="checkbox"/>	Check All Sections
<input checked="" type="checkbox"/>	Producer Name
<input checked="" type="checkbox"/>	Address - Street
<input checked="" type="checkbox"/>	City
<input checked="" type="checkbox"/>	State/Province
<input checked="" type="checkbox"/>	Zip/Postal Code
<input checked="" type="checkbox"/>	Phone Number
<input checked="" type="checkbox"/>	Web Site Address
<input checked="" type="checkbox"/>	Producer Code
<input checked="" type="checkbox"/>	Producer SubCode

Producer

- Producer
- Coverages - GL
- Employee Benefits

Cancel Back Finish

**template**

8. The drop-down box contains each section selected on the previous screen. Selecting the section displays the fields for each section.
9. Select the needed fields. When all sections have been completed, click **Finish**.
10. Click **OK** to confirm the template.

## Using the Template

### To Use a Coverage Template

1. Add the line of business to Marketing for the prospect or client.
2. Click the plus beside the line of business and then beside the form number.

Client Name: Alverson Sports Equipment Commercial Account

underwriting policy info assignment attachments actions qualification history transactions claims summary of insurance

Branch:	Alabama Branch	Policy Term:	12:01AM 09/22/2005 PST 09/22/2006 PST
Policy Type:	Monoline	Coverage Term:	
Issuing Co:	Unassigned	Stage:	Marketing
Billing Co:	Unassigned	Mode:	New
Policy Number:	Unassigned	Status:	Pending

List	Rate	Bridge	Print	History	In Force	Save Changes
------	------	--------	-------	---------	----------	--------------

Actions:

Details	Topic	Type	Status	Memo
	Marketing	Annotation	Closed	Process new marketing application.

[Template] [Import] [ACORD XML] [Supplements] [Add Application]

Base Forms:

Forms	Description	Remove
Narrative	Underwriting Narrative	
ACORD 125	Commercial Application 125	

Line of Business:

Lines of Business	Form	Description	Remove
General Liability	ACORD 126	Commercial General Liability Section 126	

navigation instruction

- Underwriting
  - Base Requirements
  - General Liability
    - ACORD 126
      - Producer
      - Applicant
      - Billing
      - Coverages - GL
      - Schedule of Hazards
      - Claims Made
      - Employee Benefits
      - Contractors
      - Products/Operations
      - Products Info
      - Additional Interest
      - General Info
      - Remarks

instruction navigation

summary of insurance claims transactions history qualification actions attachments assignment policy info underwriting

- Click the **Template** link.
- Select the option button beside the template to use. You must select a template for the **Populate** button to become available.

template

nexsure

Name	Created By	Date Created
Standard GL Limits	Mary Oberleitner	9/22/2005 2:57:14 PM

Add New

Cancel Next Populate

template

- Click **Populate**. When populated, a message notifies you that the application was successfully populated from the template.
- Click **Cancel** to close the Template screen.

## Working with Forms

Nexsure works with standard insurance forms such as ACORD forms, allowing you to populate the fields through the Nexsure interface.

Populating form fields is done on the Underwriting screen. When the form has been completed you can view the form in Adobe Acrobat and then send the form to a printer for hard copy and/or save the Adobe .PDF file.

### Using Nexsure to Complete a Form

1. Once you have added the application, the form you chose will appear in the **Navigation** panel under **Underwriting**.
2. Selecting the form, in this example ACORD 125, will display a list of fields to be completed for the form.
3. Select an item in the navigation panel, and the form fields will appear to the left. See example below:

Branch:	<b>Apollo</b>	Effective Date:	<b>12/12/2002</b>
Policy Type:	<b>Monoline</b>	Expiration Date:	<b>12/12/2003</b>
Issuing Company:	<b>Sample Ins. Agency</b>	Stage:	<b>Marketing</b>
Billing Company:	<b>Sample Ins. Agency</b>	Mode:	<b>New</b>
Policy Number:	<b>8675389</b>	Status:	<b>Pending</b>
<b>List</b>	<b>Print</b>	Compare Policy: [On] [Off]	<b>Save Changes</b>

Producer	
Producer Name:	Apollo
Primary Producer First Name:	William
Primary Producer Middle Initial:	E
Primary Producer Last Name:	Sanders
Address - Street:	450 Apollo Street #A
City:	Brea
State:	CA
Zip Code:	92821
Phone Number:	
Fax Number:	
Web Site Address:	
Producer Code:	
Producer SubCode:	

navigation instruction

**Underwriting**

- [-] Base Requirements
  - [-] ACORD 125
    - ➔ **Producer**
      - Applicant
      - Named Insureds
      - Contact
      - Billing
      - Attachments
      - Premises Info
      - General Info
      - Prior Carrier - GL
      - Prior Carrier - Auto
      - Prior Carrier - Prop
      - Prior Carrier - Other
      - Loss/Incident History
      - Remarks
      - [+] Narrative
      - [+] Equipment Floater

instruction navigation

**Tip:** When adding multiple records, such as Drivers or Accidents to a policy, you must select the item in the navigation panel each time you enter the record. For example, after adding a driver to a personal auto policy, Nexsure will advance to the next item on the form - Accidents Violations. To add another driver to the policy, you must select Drivers in the Navigation panel again. Note that the name of each specific record being worked on is at the top of the fields labeled "Current Record":

Premises Info		Prefill	Import	Export
Summary			Prev	Next
Current Record: 1 1 123 Pine Street, Brea, CA				
Premises Number:	<input type="text" value="1"/>			
Building Number:	<input type="text" value="1"/>			
Location Street Address:	<input type="text" value="123 Pine Street, Brea, CA"/>			

Billing

- ▶ Premises Info
- ▶ Locations
- Subject of Insurance 1
- Subject of Insurance 2
- Subject of Insurance 3
- Business Income 1
- Business Income 2
- Additional Coverages

- After completing each screen, click **Next** or click **Prev** to go back to the previous page. Or you can skip to any section of the form by clicking on an item in the navigation panel.
- When all screens are completed, click **Save Changes**.

## Record Summaries

In instances where there are multiple records to a single policy, such as multiple drivers, you can manage those records on the Summary screen.

The Summary screen allows you to Sort your records by First, Middle or Last Name, Relationship to Applicant or Date of Birth.

### To Sort Records

- On the **Summary** screen, click **Sort**.
- Choose the item to sort by and select **Ascending** or **Descending** from the drop-down list.
- Click **Sort**. The items will be sorted accordingly in the Summary.



### To Search Records

You can also search your records by First, Middle or Last Name, Relationship to Applicant or Date of Birth.

- On the **Summary** screen, click **Search**.
- Choose the item to search by and enter the search criteria.
- Click **Search**. Any items found will appear in the Summary.

## Working with Schedules


### To Add Scheduled Items to a Form

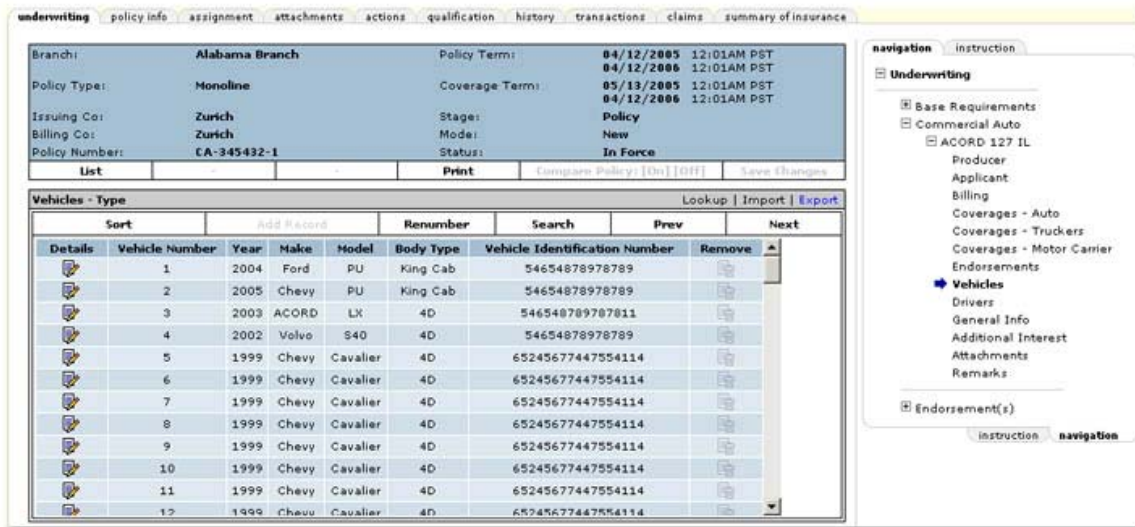
- On the Primary menu, click **SEARCH**.
- Search for the client or prospect.
- Click the **Details**  icon next to the client or prospect name to display the card file.
- On the Client menu, click **Marketing**. The marketing summary screen is displayed.
- Click the **Details**  icon next to the marketing policy to display the underwriting screen.
- To populate the Vehicle schedule on the Commercial ACORD auto application from the Navigation tab, click on the "+" beside **Commercial Auto** and the "+" beside the **ACORD** form, and then on the **Vehicles** link.
- Click the **Add Record** link on the navigation toolbar to add a vehicle.
- Enter all the vehicle information navigating through all the vehicle screens.
- Selecting **Summary** on the navigation toolbar saves the current screen and displays to the vehicle summary.
- To add more vehicles, continue by selecting the **Add Record** link from the navigation toolbar.

## Renumbering Schedules

When the policy is in a pliable state (marketing, pending endorsement, edit of future policy) renumbering can be performed within the schedule itself. Items which can be renumbered include: vehicles, drivers, locations and additional interests.

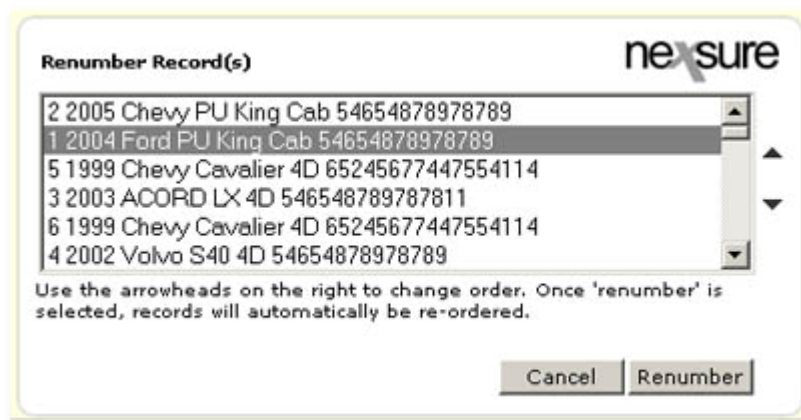
### To Renumber a Schedule:

1. Select the client.
2. On the Client menu, click **POLICIES**.
3. Select the policy with the schedule by clicking the **Details**  icon.
4. In the navigation panel, select the **Vehicles** (in this example) section of the form to display the schedule.



Details	Vehicle Number	Year	Make	Model	Body Type	Vehicle Identification Number	Remove
	1	2004	Ford	PU	King Cab	54654878978789	
	2	2005	Chevy	PU	King Cab	54654878978789	
	3	2003	ACORD	LX	4D	546548789787811	
	4	2002	Volvo	S40	4D	54654878978789	
	5	1999	Chevy	Cavalier	4D	65245677447554114	
	6	1999	Chevy	Cavalier	4D	65245677447554114	
	7	1999	Chevy	Cavalier	4D	65245677447554114	
	8	1999	Chevy	Cavalier	4D	65245677447554114	
	9	1999	Chevy	Cavalier	4D	65245677447554114	
	10	1999	Chevy	Cavalier	4D	65245677447554114	
	11	1999	Chevy	Cavalier	4D	65245677447554114	
	12	1999	Chevy	Cavalier	4D	65245677447554114	

5. Click the **Renumber** link.



**Renumber Record(s)**

2 2005 Chevy PU King Cab 54654878978789  
 1 2004 Ford PU King Cab 54654878978789  
 5 1999 Chevy Cavalier 4D 65245677447554114  
 3 2003 ACORD LX 4D 546548789787811  
 6 1999 Chevy Cavalier 4D 65245677447554114  
 4 2002 Volvo S40 4D 54654878978789



Use the arrowheads on the right to change order. Once 'renumber' is selected, records will automatically be re-ordered.

Cancel Renumber

6. Select the records in the schedule and click the up or down arrows on the right of the dialog box to change the order of the items. When the records are in the correct order, click **Renumber**.



## Entering a Fleet

Some commercial businesses will purchase a fleet of the same type vehicle. In order to save time, enter one vehicle and use the Copy tool to add the remaining fleet.

1. Click the **Vehicles** link on the Navigation tab to display the vehicle summary.
2. Click the **Details**  icon beside the auto.
3. On the Navigation toolbar, select the **Copy** link to display the Copy Record screen.
4. Enter in the number of vehicles remaining in the fleet.
5. Select **Copy** to add the specified number of vehicles to the schedule. The vehicles have been added to the schedule.
6. To edit the VIN number of each vehicle, click on the **Details**  icon beside the vehicle and edit the VIN number.
7. Click the **Summary** link in the Navigation toolbar to save the change and display the summary.
8. Repeat the process until all vehicles have been updated.

## Populating Coverage and Premium Fields on a Form

### To Populate Coverage and Premium Fields on Forms

1. On the Primary menu, click **SEARCH**.
2. Enter at least 2 characters in the name field and click **Search**.
3. Click the **Details**  icon next to the client or prospect name to display the card file.
4. On the Client menu, click **Marketing**. The marketing summary screen is displayed. Click the **Details**  icon next to the marketing policy to display the underwriting screen.
5. To populate a premium field on the Commercial ACORD General Liability application, from the Navigation tab on the right, click on the "+" beside **General Liability** and the "+" beside the ACORD form, and then on the **Billing** link.
6. Enter the premium amount without commas.

---

**Note:** The field is formatted automatically after moving to the next field to provide formatting for dollars and cents while limits are formatted for whole numbers.

---



7. To enter a coverage limit, click on **Coverage/limits**.
8. From the Navigation tab, click **Limits**.
9. Enter the limit without formatting; the field automatically formats after moving to the next field. Text may also be entered into these type fields as necessary. For example entering the word "included" in the "Products and Completed Operations Aggregate Limit:" field is accepted after moving to the next field.

## Create a Package Policy and Add Supplemental Forms

Package policies are created by simply adding another line of business.

### To Change a Monoline Policy to a Package Policy

1. On the Primary menu, click **SEARCH** to search for the appropriate the client or prospect.

2. Click on the **Details**  icon next to the client or prospect name to display the card file.
3. On the Client menu, click **Marketing**. The marketing summary screen is displayed.
4. Click the **Details**  icon next to the marketing policy to display the underwriting screen.
5. In the Navigation toolbar, click the **Add Applications** link and select another line of business. If the application helper is not needed, click in the box beside the helper to remove the checkmark.
6. Select **Next** to add the application. Notice that the policy type now displays **Package** instead of Monoline.

## Supplemental Forms

Sometimes forms require a Supplemental form as well.

### To Add a Supplement

1. Click the **Add Supplement** link in the navigation toolbar and select the Line of business from the drop-down box.
2. Select the supplement from the Available Supplements list. When a supplement is highlighted in the list, a description of the supplement is displayed under the Available Supplements box.
3. Click **Next**, the supplement will be added to the policy. Notice that the supplement is now displayed under the selected Line of business.

## Importing and Exporting XML to Policies

You can import XML data into Nexsure to easily transfer lists of data (such as schedules of autos or drivers) that would otherwise have to be entered manually. This is most useful in transferring information from one Nexsure system to another.

### To Import Record Data XML

This procedure is done when filling out policy forms. If the **Import / Export** option is available for a form item, it will appear in the upper right corner of the record summary dialog box. For more information on filling out policy forms, see Working with Forms.


1. From the record summary screen, click **Import**.
2. Browse to the XML data file.
3. Click **Import**.

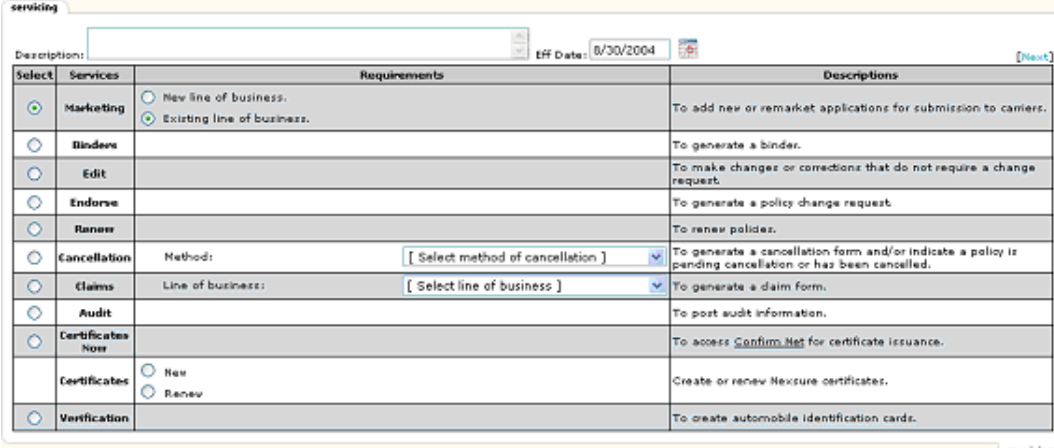
### To Export Record Data XML

1. From the record summary screen, click **Export**. The XML Export Data dialog box appears.
2. Right click on the plus or minus sign to the left of the XML and click **Save Target As**.
3. Name the file and save it to a specified directory.
4. Click **Save**.

## Remarketing a Policy

Policies may be remarketed at any time, although prior to renewal is standard. Remarketing a policy at renewal allows the Agency the flexibility of obtaining various quotes from Carriers for their Clients.

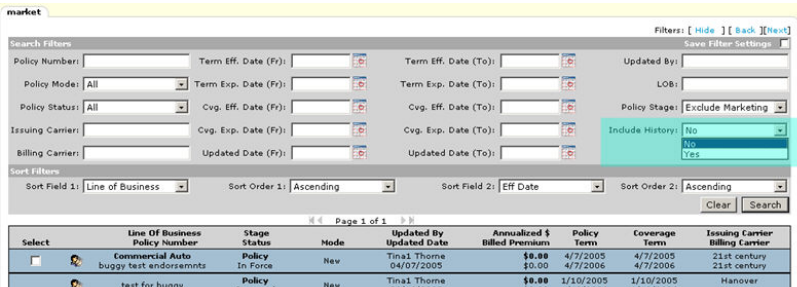
1. On the Primary menu, click **SEARCH**.
2. Click the **Details**  icon of the appropriate client.
3. On the Client menu, click **SERVICING**.



The screenshot shows the 'servicing' window with a 'Description:' field and an 'Eff Date:' of 8/30/2004. Below is a table with columns: Select, Services, Requirements, and Descriptions.

Select	Services	Requirements	Descriptions
<input checked="" type="radio"/>	Marketing	<input type="radio"/> New line of business. <input checked="" type="radio"/> Existing line of business.	To add new or remarket applications for submission to carriers.
<input type="radio"/>	Binders		To generate a binder.
<input type="radio"/>	Edit		To make changes or corrections that do not require a change request.
<input type="radio"/>	Endorse		To generate a policy change request.
<input type="radio"/>	Renew		To renew policies.
<input type="radio"/>	Cancellation	Method: [ Select method of cancellation ]	To generate a cancellation form and/or indicate a policy is pending cancellation or has been cancelled.
<input type="radio"/>	Claims	Line of business: [ Select line of business ]	To generate a claim form.
<input type="radio"/>	Audit		To post audit information.
<input type="radio"/>	Certificates New		To access <a href="#">Confirm Net</a> for certificate issuance.
	Certificates	<input type="radio"/> New <input type="radio"/> Renew	Create or renew Nexsure certificates.
<input type="radio"/>	Verification		To create automobile identification cards.

4. Select **Marketing - Existing line of business** and click **[Next]**.
5. Select the policy to remarket. To search for specific policies, including policies previously sent to history, click **Show** to view the search filter screen. If multiple policies are being selected, the policies will be grouped as if they are a package policy. This feature allows applications to be bundled so they can all be sent to the carrier at one time. The policy Mode always reflects New. If a marketing version of the policy is selected as the renewal the In Force mode will reflect Renew.
  - In the **Include History** drop-down list, select **Yes**.



The screenshot shows the 'market' search filter window with various search criteria and a table of results. The 'Include History' dropdown is set to 'Yes'.

Select	Line Of Business	Policy Number	Stage Status	Mode	Updated By	Updated Date	Annualized \$ Billed Premium	Policy Term	Coverage Term	Issuing Carrier	Billing Carrier	
<input type="checkbox"/>	Commercial Auto	buggy test endorsemntz	Policy	In Force	New	Tin11.Thorne	04/07/2005	\$0.00	4/7/2005	4/7/2005	21st century	21st century
<input type="checkbox"/>	test for buggy		Policy	Renewed	New	Tin11.Thorne	03/10/2005	\$0.00	1/10/2005	1/10/2005	Hanover	Hanover

**Note:** Use **Servicing –Renew** when issuing the re-marketed policy in order to display the correct mode. (See “Placing a Remarketed Renewal In Force” section of help for assistance).

6. Select the lines of business that will make up the renewal policy and click **[Next]**.

---

**Note:** When a policy is selected the system automatically copies the existing applications so the user will not need to re-key application information.

---

7. The Marketing underwriting screen is displayed. Select the Issuing and Billing Carrier, edit the policy term dates if needed and click the **Save Changes** link in the navigation toolbar under the header. Review the application for accuracy and make any necessary modifications. (See the Working with Forms section of help for assistance in navigating the forms).
8. To remarket to another carrier repeat steps 1-7. This process is necessary to capture statistical data and separate application information for each carrier.

---


**Tip:** Use the Home – Marketing page to compare quotes or to determine if each carrier's quote has been received.

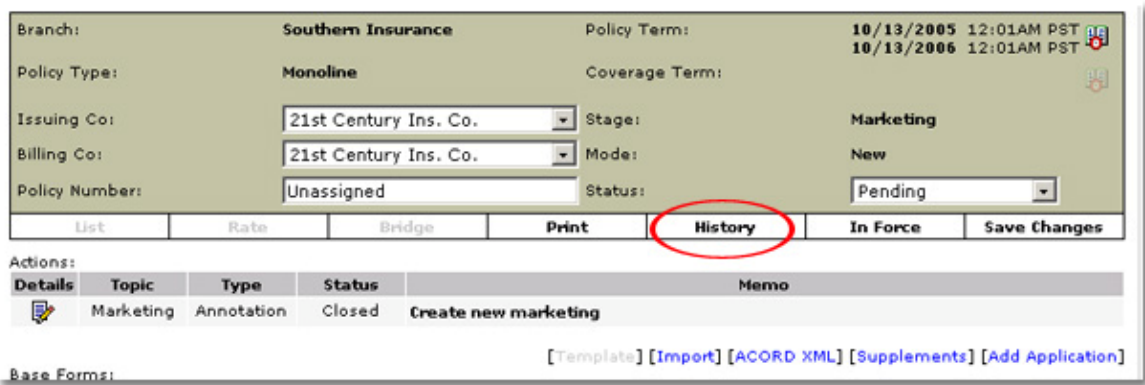
---

## Sending a Marketing Policy to History

Agencies may define reasons (setup in Actions) for marketing policies sent to history.

### To Send a Marketing Policy to History

1. On the Home/Client menu, click **Marketing**.
2. Select the marketing policy to send to history by clicking its **Details**  icon.



Branch: **Southern Insurance** Policy Term: **10/13/2005 12:01AM PST**  
**10/13/2006 12:01AM PST**

Policy Type: **Monoline** Coverage Term:


Issuing Co: **21st Century Ins. Co.** Stage: **Marketing**

Billing Co: **21st Century Ins. Co.** Mode: **New**

Policy Number: **Unassigned** Status: **Pending**

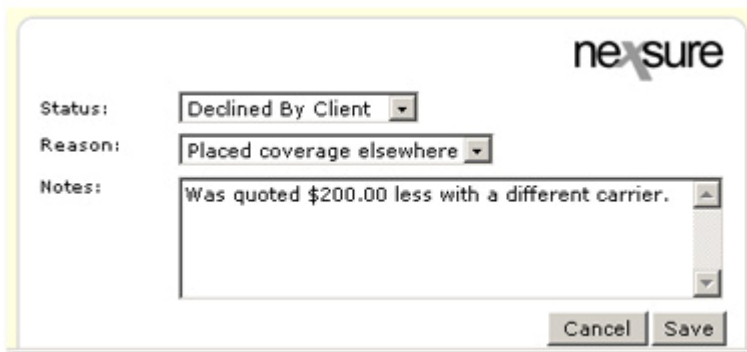
List Rate Bridge Print **History** In Force Save Changes

Actions:

Details	Topic	Type	Status	Memo
	Marketing	Annotation	Closed	Create new marketing

Base Forms: [Template] [Import] [ACORD XML] [Supplements] [Add Application]

3. Click the **History** link.



**nexsure**

Status: **Declined By Client**

Reason: **Placed coverage elsewhere**

Notes: **Was quoted \$200.00 less with a different carrier.**

Cancel Save

- **Status** - Select the status from the drop-down list.
  - **Reason** - Select the reason from the drop-down list. Reasons are agency-defined and can be setup in Actions (see "To define reasons" below).
  - **Notes** - Notes are optional but can further clarify why a policy was sent to history.
4. Click **Save**. The policy will be available to view on the history tab. Note that the policy header is gray denoting that it is in history.

Branch:	Southern Insurance	Policy Term:	10/13/2005 12:01AM PST 10/13/2006 12:01AM PST
Policy Type:	Monoline	Coverage Term:	10/13/2005 12:01AM PST 10/13/2006 12:01AM PST
Issuing Co:	21st Century Ins. Co.	Stage:	Marketing
Billing Co:	21st Century Ins. Co.	Mode:	New
Policy Number:	Unassigned	Status:	Declined By Client

List	Rate	Bridge	Print	Reinstate	Rewrite	In Force	Save Changes
------	------	--------	-------	-----------	---------	----------	--------------

Actions:			
Details	Topic	Type	Status
	Marketing	Placed coverage elsewhere	Open

Memo  
Placed coverage elsewhere - Was quoted \$200.00 less with a different carrier.

### To Define Reasons

1. On the Utility menu, click **SETUP**. The Actions setup appears by default. Before adding a new Action Type, search to see if the action already exists and avoid duplicates.
2. Select the **types** tab and click **Add New**.

**New Action Type.**

Type: Placed coverage elsewhere

Icon: General

Description:

Cancel Save

3. Enter a reason in the Type field and click **Save**.
4. Select the actions tab and click **Add New**.

**New Actions.**

Topic: Marketing

Type: Placed coverage elsewhere

Days Due: 0

Priority: Normal

Status: Open

Description:

Cancel Finish Add

5. In the Topic drop-down, select **Marketing**.
6. In the Type drop-down, select the reason which was just created.
7. Click **Finish**.

## Marketing Analysis

Market Analysis is used to compare alternative options/quotations to current in force coverage frequently done at renewal. This procedure is most commonly used within a commercial renewal setting for independent agents.

To generate a marketing analysis:

1. Locate the appropriate client using the **SEARCH** option on the Primary menu.
2. Select **SERVICING** on the Client menu.
3. Select the **Market Analysis** option.

Client Name: **servicing** Personal Account

Description: Market Analysis. Eff Date: 2/9/2006 [ Next ]

Select	Services	Requirements	Descriptions
<input type="radio"/>	Marketing	<input type="radio"/> New line of business. <input type="radio"/> Existing line of business.	To add new or remarket applications for submission to carrier(s).
<input checked="" type="radio"/>	Market Analysis		To compare marketing and/or in force policies to each other.
<input type="radio"/>	Binders		To generate a binder.
<input type="radio"/>	Edit		To make changes or corrections that do not require a change request.
<input type="radio"/>	Endorsement		To generate a policy change request.
<input type="radio"/>	Renewal		To renew policies.
<input type="radio"/>	Cancellation	Method: [ Select method of cancellation ]	To generate a cancellation form and/or indicate a policy is pending cancellation or has been cancelled.
<input type="radio"/>	Claim	Line of business: [ Select line of business ]	To generate a claim form.
<input type="radio"/>	Audit		To record audit information.
<input type="radio"/>	Certificates Now		To access <u>Confirm Nat</u> for certificate issuance.
<input type="radio"/>	Certificate(s)	<input type="radio"/> New <input type="radio"/> Renew	To create or renew Nexsure certificates.
<input type="radio"/>	Verification(s)		To create insurance identification cards.

servicing

4. Click the **[Next]** link in the upper right corner.
5. The market analysis policy selection screen is displayed.

Client Name: **market analysis** Commercial Account

Showing page 1 of 1 Page 1 Filters: [Show] [Back] [Next]

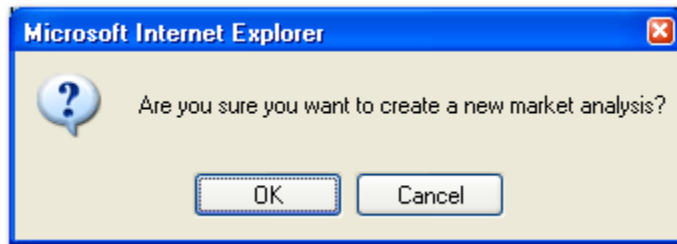
Select	Line of Business	Policy Number	Stage Status	Mode	Updated By	Updated Date	Estimated Premium	Policy Term	Coverage Term	Issuing Carrier	Billing Carrier
<input type="checkbox"/>	Commercial Auto	CA456789	Policy In Force	New	Jami Euper	10/18/2005	\$0	04/12/2006 04/12/2007	04/12/2006 04/12/2007	AIG	Allied Prop. and Cas.
<input type="checkbox"/>	Commercial Auto (AUTOB)	CA-345432-1	Policy In Force	New	Mary Oberleitner	10/17/2005	\$5500	04/12/2005 04/12/2006	05/13/2005 10/17/2005	Zurich	Zurich
<input type="checkbox"/>	Commercial Property (PROPC)	Unassigned	Marketing Pending	New	Mary Oberleitner	10/18/2005	\$0	11/12/2005 11/12/2006	11/12/2005 11/12/2006	Hartford Insurance	Hartford Insurance
<input type="checkbox"/>	General Liability (CGL)	GL-87897	Policy Renewed	New	Mary Oberleitner	02/10/2006	\$0	09/22/2004 09/22/2005	09/22/2004 09/22/2005	Travelers	Travelers
<input type="checkbox"/>	General Liability (CGL)	GL-87897	Policy Future	Renew	Mary Oberleitner	02/10/2006	\$0	09/22/2005 09/22/2006	02/10/2006 03/12/2006	Travelers	Travelers
<input type="checkbox"/>	General Liability (CGL)	12568	Policy Renewed	New	Mary Oberleitner	10/16/2005	\$0	09/22/2005 09/22/2006	09/22/2005 09/22/2006	AIG	AIG
<input type="checkbox"/>	General Liability (CGL)	REST-87867	Marketing Pending	New	Mary Oberleitner	02/08/2006	\$0	02/08/2006 02/08/2007	02/08/2006 02/08/2007	Aetna	Aetna
<input type="checkbox"/>	General Liability (CGL)	12568	Policy In Force	Renew	Mary Oberleitner	10/18/2005	\$0	09/22/2006 09/22/2007	09/22/2006 09/22/2007	AIG	AIG

market analysis


- Place a check mark  in the box to the left of the appropriate source policy by clicking on the box.

**Note:** The first policy that is selected with a check mark is the source policy; this is the policy to which any other selected policy or policies will be compared against.

- Place a check mark  next to the policy or policies to be compared to the source.
- Click the **[Next]** link in the upper right corner.
- Click **OK** when prompted to create a new market analysis or Cancel to abort the operation.



The market analysis details screen will be displayed.

**Note:** After a market analysis has been created, this screen is also accessible by selecting **MARKETING** from the Client menu, clicking the **market analysis** tab and then clicking the **Details**  icon.

Stage:	Policy	Stage:	Policy	Stage:	Policy
Issuing Carrier:	AIG	Issuing Carrier:	Zurich	Issuing Carrier:	Travelers
Policy:	CA456789 - Monoline	Policy:	CA-345432-1 - Monoline	Policy:	GL-87897 - Monoline
Coverage Term:	04/12/2006 - 04/12/2007	Coverage Term:	04/12/2005 - 04/12/2006	Coverage Term:	09/22/2004 - 09/22/2005

Header		
<b>Application Date</b>		
04/12/2005	04/12/2005	09/26/2005
<b>Producer Name</b>		
Alabama Branch	Alabama Branch	Alabama Branch
<b>Producer Address - Street</b>		
12309 Brantz Drive	12309 Brantz Drive	12309 Brantz Drive
<b>Producer City</b>		
Montgomery	Montgomery	Montgomery
<b>Producer State/Province</b>		
AL	AL	AL

## Market Analysis Toolbar



### Export

The Export option will export the file to Microsoft® Word or Excel®.

## Add Existing

The Add Existing option goes to market analysis policy selection screen for selection of an additional policy or policies for comparison to the source policy.

## Finalize

Use this option to select a policy that will be written (the winner). Any marketing policies used in the analysis that were not chosen as the winner will be sent to marketing history. Current and future policies will remain as they were. If a current policy is being renewed or rewritten with a different carrier, the user will need to manually push that policy to history when necessary.

The drop-down is used for entering the reason the policy was selected. The Notes section can be used for any additional information regarding the market chosen.

The status of the analysis becomes finalized. Once this been selected, the Add Existing option is no longer selectable.

## Save Changes

Save changes.

## Close

Closes the market analysis window and displays the market analysis tab.

## Market Analysis Tab

The market analysis tab displays a summary of all saved analyzed markets by default.

Details	Analysis ID	Analysis Status	Line of Business	Policy Number	Policy Type	Stage Status	Description	Created by	Created date	Estimated Premium	Policy Term	Issuing Carrier	Billing Carrier	Remove
	22	Pending	Commercial Auto	CA456789	Policy	In Force		Rob Rohm	02/13/2006	\$0.00	04/12/2006 04/12/2007	Allied Prop. and Cas.		

- Clicking the **Details** icon will take you to the market analysis details screen.
- Using the **[Show]** filters option allows for searching by specific status as well.

**nexsure** HOME | HELP | SETUP | LOGOUT  
 SEARCH | ORGANIZATION | REPORTS Bookmarks: Expand | Add | Remove Selected  
 CLIENT PROFILE | OPPORTUNITIES | **MARKETING** | POLICIES | CLAIMS | SERVICING | ATTACHMENTS | ACTIONS | TRANSACTIONS | DELIVERY | T-LOG

Client Name: Commercial Account  
 marketing history **market analysis**

Showing Page 1 of 1 1 Filters: [Hide]

**Search Filters** Save Filter Settings

Policy Number: Term Eff. Date (Fr): Term Eff. Date (To): Market Analysis ID:  
 Description: Term Exp. Date (Fr): Term Exp. Date (To): Retail Agent:  
 Policy Status: All Created Date (Fr): Created Date (To): Created By:  
 Issuing Carrier: Billing Carrier: Analysis Status: All LOB:

**Sort Filters**

Sort Field 1: Eff Date Sort Order 1: Ascending Sort Field 2: Created Date Sort Order 2: Descending  
 Clear Search

Details	Analysis ID Analysis Status	Line of Business Policy Number Policy Type	Stage Status	Description	Created by Created date	Estimated Premium	Policy Term	Issuing Carrier Billing Carrier	Remove
	22 Pending	Commercial Auto CA456789	Policy In Force		Rob Rohm 02/13/2006	\$0.00	04/12/2006 04/12/2007	Allied Prop. and Cas.	

market analysis history marketing

# Binders

## Home Menu / Binder Log





Any policies with an open Binder will display on the Binder log. When the policy is placed "In Force" or the binder is closed, the policy is removed from the log.

Details	Assign	Client Name	Policy Number	Policy Type	Line of Business	Stage Status	Updated By	Last Updated	Annualized \$	Billed Premium	Coverage Eff Date	Coverage Exp Date	Billing Carrier Issuing Carrier
<b>Stein Daycare</b> (Personal Lines)													
		Unassigned		Monoline	All Terrain Vehicle	Policy In Force	Pamela9 Stein	09/02/2005	\$0.00 D	\$0.00 D	09/02/2005	10/02/2005	Mercury Insurance
		test 12754 binder		Monoline	Commercial Property	Policy Renewed	Tina Thorne	11/29/2005	\$0.00 D	\$0.00 D	11/29/2005	12/29/2005	21st Century Ins. Co.
		test buggy #8657		Monoline	Commercial Auto	Policy Renewed	Tina Thorne	11/22/2005	\$0.00 D	\$0.00 D	04/25/2005	05/25/2005	21st Century Ins. Co.

### Screen Column Definitions

- **Branch:** The default **Branch** will be displayed according to user setup but other branches may be selected depending on user security. Only the policies associated with the selected Branch and the logged in user will be displayed. To select a different branch, use the drop-down list to select the appropriate Branch.
- **View: Agency Issued Binders** - Displays policies with open binders issued against them.  
**Bound/Future - No Open Binder** - Displays policies with a status of Bound or Future that do not have open agency issued binders against them. The latter view can also be thought of as the *carrier issued binders* view. The Binder Log View may be managed using the coverage term effective and expiration dates (which are the binder effective and expiration dates) with the ability to extend the binder dates when the carrier does by changing the coverage term dates with the active calendar icon in the policy header. Once the policy is received, follow the normal workflow to place the policy in force - which would indicate that the carrier binder is closed and thus removing the policy from the Home - Binder Log.

**Note:** To set a particular view as the default view, click the Show link to open the Search and Sort Filters screen and select the Save Filter Settings checkbox.

- Clicking the **Details**  icon beside the entity name will display the **Client Profile** screen. Right clicking on the  icon will display the following navigation options:
  - **Market new line of business** - Selecting this option will display the underwriting screen for a new policy as described in the Servicing / Marketing / New line of business topic.
  - **Add certificate** - Selecting this option will display the Add New Certificate screen as described in the Servicing / Creating New Certificates topic.
  - **Add verification** - Selecting this option will display the Servicing / Verification screen as described in the Servicing / Verification topic.
  - **Add new opportunity** - Selecting this option will display the Home / Opportunities screen as described in the Adding a New Opportunity topic.
- Clicking the **Details**  icon will display the **Binder Details** screen for that policy. Right clicking on the  icon will display the following navigation options:
  - **Open** - Displays the Binders Details screen.

- **Print** - Displays a PDF of the entire policy for printing.
- **Create policy edit** - Displays the Servicing / Edits screen as explained in the Servicing / Edits topic.
- **Create endorsement** - Displays the Servicing / Endorsements screen, as described in the Servicing / Endorsement topic.
- **Renew policy** - Displays the policy underwriting screen.
- **Re-market policy** - Displays the Servicing / re-marketing screen.
- **Create claim** - Displays the Servicing / Claims screen.
- **Create audit** - Displays the Servicing / Audits screen as described in the Posting an Audit topic.
- **Assign:** Producer and account manager information. Populated from the **Assignment** screen.
- **Client Name:** The clients name from the primary named insured on the **Named Insureds** screen.
- **Policy Number:** Nexsure identifies Policy types on the **Underwriting** screen, which display here when a Binder is created and the policy is not placed **In Force**.
- **Policy Type /Line of Business:** Policy types are identified as either Monoline or Package policies. Line of Business is identified by the user on the **Underwriting** screen and displays here when the binder is created and the policy is not placed **In Force**.
- **Status:** Both the user and Nexsure identify Policy Status on the **Underwriting** screen. The **Status** identifies if the policy is "In Force, cancelled, an endorsement is pending, etc."
- **Updated By:** Displays the user who updated the Binder last. The user is identified at login.
- **Annualized \$ / Billed Premium:** Premium amounts are populated from the Policy Info screen. The bill type (agency or direct) will be displayed to the right of the premium as an **A** or **D** respectively.
- **Coverage Eff Date / Coverage Exp. Date** Populated from the effective and expiration date fields on the **Underwriting** screen.
- **Billing Carrier:** This is the company who the agency owes money to or who will pay the agency for direct bill policies. The user on the **Underwriting** screen identifies The Company.
- **Issuing Carrier:** This is the company who actually writes the policy, the name on the top of the written policy. The user on the **Underwriting** screen identifies The Company.

## Creating a Binder

Once you have completed a marketing application, you can In Force a policy or create a binder. Binders can also be added to existing policies from the Servicing screen.

### To Create a Binder

1. Complete the marketing policy.
2. Click **Save Changes**.
3. Click **In force**.

**nexsure**

In force       Bound

Create Binder

Click here to create binder.

Cancel   Save

4. Select **Bound**, and select **Click here to create binder**.
5. Click **Save**. The binder details will be displayed.

Prospect Name: Springfield Nuclear Commercial Account

policies history certificates binders

details delivery

Branch:	Support Test Branch 2004324	Policy Term:	04/09/2004 12:01AM PST
Policy Type:	Monoline	Coverage Term:	04/09/2005 12:01AM PST
Issuing Co:	Hartford	Stage:	Policy
Billing Co:	Hartford	Mode:	New
Policy Number:	Unassigned	Policy Status:	Bound
Binder Number:	753	Binder Status:	Open

-   Abort   Print   Deliver   Save Changes

Line Of Business	Form	Description
Personal Auto	ACORD 90 CA	Personal Auto Application 90 CA

Binders:

Details	Extend	Binder No	Eff Date	Exp Date	Status	Insync	Populate	Remove
		753	4/9/2004	6/8/2004	Open			

delivery details

binders certificates history policies

**Note:** The binder also appears on the right in a tree view. Click the [Close] link to close the binder. If a binder is closed, an [Open] link will be displayed. Click [Open] to reopen the binder.

6. Now you can **Print**, **Deliver** or **Abort** the binder.
7. **Print** - Click **Print**, if there are multiple binders, you will be prompted to select the binder(s) you wish to print. The binder will open as an Adobe Acrobat file in Nexsure. Click the Print icon to send the binder to a printer.

## Servicing - Binders

Adding a binder from the servicing screen allows you to add a binder to an existing policy.

### To Add a Binder

1. On the Client menu, select **SERVICING**.

servicing

Description:  Eff Date: 5/12/2004 [\[Next\]](#)

Select	Services	Requirements	Descriptions
<input checked="" type="radio"/>	Marketing	<input checked="" type="radio"/> New line of business. <input type="radio"/> Existing line of business.	To add new or remarket applications for submission to carriers.
<input type="radio"/>	Binders		To generate a binder.
<input type="radio"/>	Edit		To make changes or corrections that do not require a change request.
<input type="radio"/>	Endorse		To generate a policy change request.
<input type="radio"/>	Renew		To renew policies.
<input type="radio"/>	Cancellation	Method: <input type="text" value="[ Select method of cancellation ]"/>	To generate a cancellation form and/or indicate a policy is pending cancellation or has been cancelled.
<input type="radio"/>	Claims	Line of business: <input type="text" value="[ Select line of business ]"/>	To generate a claim form.
<input type="radio"/>	Audit		To post audit information.
<input type="radio"/>	Certificates Now		To access <u>Confirm Net</u> for certificate issuance.
<input type="radio"/>	Certificates	<input type="radio"/> New <input type="radio"/> Renew	Create or renew Nexsure certificates.
<input type="radio"/>	Verification		To create automobile identification cards.


servicing

2. Select the **Binders** option and click [\[Next\]](#).
3. Select the policy that you wish to create a binder for and click [\[Next\]](#). Then Binder Details screen appears.
4. Click **Save Changes** to save the binder to the policy.

## Extending a Binder


Expired binders will appear on the Home / Binder Log screen. Notice that the date in the Coverage Term column is red denoting that the binder has expired.

Details	Assign	Client Name Policy Number	Policy Type Line of Business	Stage Status	Updated By Last Updated	Annualized \$ Billed Premium	Coverage Eff Date Coverage Exp Date	Billing Carrier Issuing Carrier
		AAA Roofing	(Commercial Lines)					
		Unassigned	Monoline	Policy	Riyad Mamma	\$222,000.00 D	01/14/2005	Aberdeen Insuran
			Commercial Auto (Cr	Renewed	01/14/2005	\$222,000.00 D	02/13/2005	Aberdeen Insuran
			Package	Policy	Riyad Mamma	\$0.00 D	01/14/2005	Aberdeen Insuran

1. Click the **Details** icon  for the binder you wish to extend. The binder details screen appears.

Binders:

Details	Extend	Binder No	Eff Date	Exp Date	Status	Insync	Populate	Remove
		731	3/8/2004	4/7/2004	Open			

2. Click the **Extend**  icon. The Nexsure default is 30 days. You can change the default in Setup.

## Binder Extension Default

When you click the Extend icon on the binder details screen, the binder is automatically extended by 90 days.

### To Change the Default Extension

1. On the Utility menu, click **SETUP**.
2. In the Setup Console, click **Lookup Management**.

lookup management

Select a **Category** and a **Type** to update a dropdown menu

**Category**  
Policy

**Types**  
Binder Term

**Binder Term**

Select Item  
30 Days

Duration Value: 30

Description: 30 Days

[ Update ]

lookup management


3. In the Category drop-down list, select **Policy**.
4. In the Types box, select **Binder Term**.
5. In the **Description** field, enter the number of days you want the binder to automatically extend to (you don't need to type the word 'days').

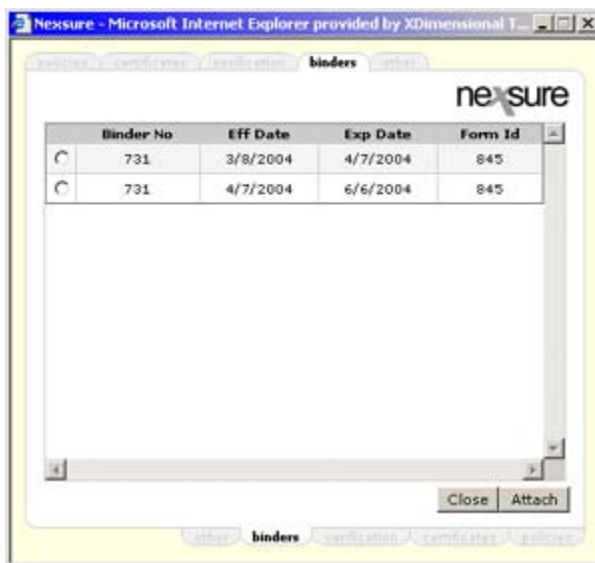
6. Click **Update**.

## Delivering a Binder

Once you have created a binder you can deliver it via fax or email.

### To Deliver a Binder

1. From the Client menu, click **POLICIES**.
2. Select the **Binders** tab.
3. Click the **Details**  icon for the binder you wish to deliver.
4. Click the **Delivery** tab. If there is no pending delivery you will be prompted to "**Click here to add new**".
5. Select the transport method of your delivery, the email or fax tab.
6. Enter the delivery information on the left.
7. On the right, in the Binders group, click [**Add New**].



8. Select the binder(s) to deliver and click **Attach**.
9. The attachment will appear on the delivery tab, click [**Send**].

[Close][Send]

Policies			
No Attachments.			
[Add New]			

Certificates			
No Attachments.			
[Add New]			

Verification			
No Attachments.			
[Add New]			

Binders			
[Add New]			
Binder No	EffDate	ExpDate	
731	3/8/2004	4/7/2004	

Others			
No Attachments.			
[Add New]			

Total Attachments: 1

Address Book			
[Open][Close]			

fax email

Putting a Bound Policy In Force

### To Change a Bound Status to In Force

1. Select the client with the open binder.
2. From the Home menu, click **BINDER LOG**.
3. Click the **Details** icon beside the binder. The binders / details screen appears.

Prospect Name: Springfield Nuclear Commercial Account

policies history certificates binders

details delivery

Branch:	Support Test Branch 2004324	Policy Term:	04/09/2004 12:01AM PST
Policy Type:	Monoline	Coverage Term:	04/09/2005 12:01AM PST
Issuing Co:	Hartford	Stage:	Policy
Billing Co:	Hartford	Model:	New
Policy Number:	Unassigned	Policy Status:	Bound
Binder Number:	753	Binder Status:	Open

Binders  
4/9/2004 - 6/8/2004 [Close]

- Abort Print Deliver Save Changes

Line Of Business	Form	Description
Personal Auto	ACORD 90 CA	Personal Auto Application 90 CA

Binders:						
Details	Extend	Binder	No	Eff Date	Exp Date	Status
		753		4/9/2004	6/8/2004	Open

delivery details

binders certificates history policies

4. On the right side of the binder details screen click **[Close]**.
5. Click the **Save Changes** link. The policy is now In Force.





**Note:** A bound policy may also be placed In Force by selecting the policy from the Policy Summary screen and selecting **In Force**. Once a policy is In Force it can only be edited from the **Servicing** screen.

## Edits

Any client with a pending edit to their policy will display on the Home / Edits screen until the edit is closed. For information on editing a policy see Servicing / Edits.

Details		Assign	Client Name Policy Number	Policy Type Line of Business	Stage Status	Updated By Updated Date	Annualized \$ Billed Premium	Policy Term	Billing Carrier Issuing Carrier
			Jami Euper	(Personal Lines)					
			AP-00001	Monoline	Edit Pending	Jonathan Appl 12/11/2002	\$ 20,000 D \$ 20,000 D	03/20/2003 03/20/2004	Guide One Guide One
			Unassigned	Monoline	Edit Pending	Jonathan Appl 12/11/2002	\$0.00	03/20/2003 03/20/2004	ALLIED 42579 ALLIED 42579

### Screen Column Definitions

- The default **Branch** will be displayed according to user setup, but other branches may be selected depending on user security. Only the policies associated with the selected Branch and the logged in user will be displayed. To select a different branch, use the drop-down list to select the appropriate Branch.
- Clicking the blue **Details**  icon beside the entity name will display the Client Profile screen. Right clicking on the  icon will display the following navigation options:
  - Market new line of business** - Selecting this option will display the underwriting screen for a new policy as described in the Servicing / Marketing / New line of business topic.
  - Add certificate** - Selecting this option will display the Add New Certificate screen as described in the Servicing / Creating New Certificates topic.
  - Add verification** - Selecting this option will display the Servicing / Verification screen as described in the Servicing / Verification topic.
  - Add new opportunity** - Selecting this option will display the Home / Opportunities screen as described in the Adding a New Opportunity topic.
- Clicking the white **Details**  icon will display the **Underwriting** screen for that policy. Right clicking on the  icon will display the following navigation options:
  - Open** - Displays the Edits Details screen.
  - Print** - Displays a PDF of the entire policy for printing.
  - Post edit** - Selecting this option will display the underwriting screen. You can then Post or Abort the edit by clicking the Post or Abort Edit links.
  - Abort edit** - Selecting this option will display the underwriting screen. You will be prompted to confirm the Abort command.
- Client Name:** The clients name from the primary named insured on the Named Insureds screen.
- Assign:** Producer and account manager information. Populated from the **Assignment** screen.
- Policy Type:** Nexsure identifies Policy types on the Underwriting screen, which display here when an Edit is not posted. (Policy types are identified as either Monoline or Package policies.)
- Line of Business:** Line of Business is identified by the user on the Underwriting screen and displays here when the Edit is pending.
- Status:** Both the user and Nexsure identify Policy Status on the Underwriting screen. The Status identifies if the policy is "In Force, cancelled, an endorsement is pending, etc."


- **Updated By:** Displays the user who updated the Binder last. The user is identified at login.
- **Annualized \$ / Billed Premium:** Premium amounts are populated from the Policy Info screen. The bill type (agency or direct) will be displayed to the right of the premium as an **A** or **D** respectively.
- **Policy Term:** Populated from the effective and expiration date fields on the **Underwriting** screen.
- **Billing Carrier:** This is the company who the agency owes money to or who will pay the agency for direct bill policies. The user on the Underwriting screen identifies The Company.
- **Issuing Carrier:** This is the company who actually writes the policy, the name on the top of the written policy. The user on the Underwriting screen identifies The Company.

## Servicing - Edits

**Edit** is used to edit an incorrect policy.

The screenshot shows a web interface titled 'servicing'. At the top, there is a 'Description:' field and an 'E# Date:' field set to '5/12/2004'. Below this is a table with four columns: 'Select', 'Services', 'Requirements', and 'Descriptions'. The 'Edit' option is selected in the 'Select' column. The table contains the following rows:

Select	Services	Requirements	Descriptions
<input type="radio"/>	Marketing	<input checked="" type="radio"/> New line of business. <input type="radio"/> Existing line of business.	To add new or remarket applications for submission to carriers.
<input type="radio"/>	Binders		To generate a binder.
<input checked="" type="radio"/>	Edit		To make changes or corrections that do not require a change request.
<input type="radio"/>	Endorse		To generate a policy change request.
<input type="radio"/>	Renew		To renew policies.
<input type="radio"/>	Cancellation	Method: [ Select method of cancellation ]	To generate a cancellation form and/or indicate a policy is pending cancellation or has been cancelled.
<input type="radio"/>	Claims	Line of business: [ Select line of business ]	To generate a claim form.
<input type="radio"/>	Audit		To post audit information.
<input type="radio"/>	Certificates New		To access <a href="#">Confirm Net</a> for certificate issuance.
<input type="radio"/>	Certificates	<input type="radio"/> New <input type="radio"/> Renew	Create or renew Nexsure certificates.
<input type="radio"/>	Verification		To create automobile identification cards.

1. Select the client and from the client menu, select **SERVICING**.
2. Select the **Edit** option in the **Select** column and click on **[Next]** to continue.
3. Select the policy to edit by selecting the option next to the appropriate policy in the **Select** column and click **[Next]**. You cannot edit a policy that has pending activity and will not be given the option to select those policies.
4. If policy editing is incomplete do not select to Post edit. Policies that are in an **Edit - Stage** will display on the **Policy Summary** screen under the corresponding policy in a light shade of blue.
5. To complete a policy with an **Edit - Stage**, click the **Details**  icon and make the necessary changes. When edits are complete, click **Post Edit**.
6. You will be prompted to add a note pertaining to the edit that was made. This note will be attached to the policy when it is sent to history
7. When the edit is posted on the **Underwriting** screen, the policy prior to the edit is stored in history and removed from both the **Policy Summary**. The edited policy replaces the current **In Force** policy.

**Tip:** Should you be interrupted or lose your place while editing a policy, select **Compare Policy: [On]**. This will display a comparison of data from the current **In Force** policy to the current **Edit** and allow you to see what the differences are between the two.

## Audits

### To Post an Audit

1. On the Primary menu, click **SEARCH** and select a client.
2. On the Client menu, click **SERVICING**.
3. Select the **Audit** option and click **[Next]**
4. Select the policy to be audited and click **[Next]**

**Note:** If you wish to audit multiple policies for the same client, a separate audit must be performed for each policy.

The screenshot displays a web-based interface for configuring an audit. At the top, there are tabs for 'underwriting', 'policy info', 'assignment', 'attachments', 'actions', 'qualification', 'history', and 'transactions'. The main area contains a form with the following fields:

- Branch: Brea
- Policy Type: Monoline
- Issuing Co: Bank of Sahagun's
- Billing Co: Bank of Sahagun's
- Policy Number: WC456789
- Policy Term: 04/22/2003 12:01AM IDLW
- Coverage Term: 04/22/2003 12:01AM IDLW
- Stage: Audit
- Mode: New
- Status: Pending

Below the form are buttons for 'List', 'Print', 'Abort Audit', 'Post Audit', and 'Save Changes'. There are also links for '[Import]', '[Export]', '[Supplements]', and '[Add Application]'. The interface includes two tables:

Base Forms:		
Forms	Description	Remove
Narrative	Underwriting Narrative	-

Line of Business:			
Lines of Business	Form	Description	Remove
Workers Compensation	ACORD 130	Workers Compensation Application - ACORD 130	-

5. Make the desired changes to the policy and/or premium. Click **Save Changes**.
6. After the changes are made and saved, select **Final** or **Disputed** in the Status drop-down list.
7. Click **Post Audit**. Clicking **Abort Audit** will cancel the audit process.

**Tip:** You can view all existing audits from the Home - Audits menu. Audits will also be displayed on the Client History screen.





# Claims

## Home Menu / Claims

Open Claims will display on the Home menu until the claim is closed. For information on generating a new claim, see Servicing / Claims.

Details	Assign	Client Name Line Of Business Claim Number	Date Of Loss Claim Status	Mode	Taken By Updated By	Paid Amount Reserve Amount	Policy Term	Issuing Carrier Adjustor
Jami Euper (Personal Lines)								
		HOME Unassigned	08/01/2002	New	Riyad Mammadov Riyad Mammadov	\$0.00 \$300.00	03/20/2003 03/20/2004	Unassigned Unassigned


### Screen Column Definitions

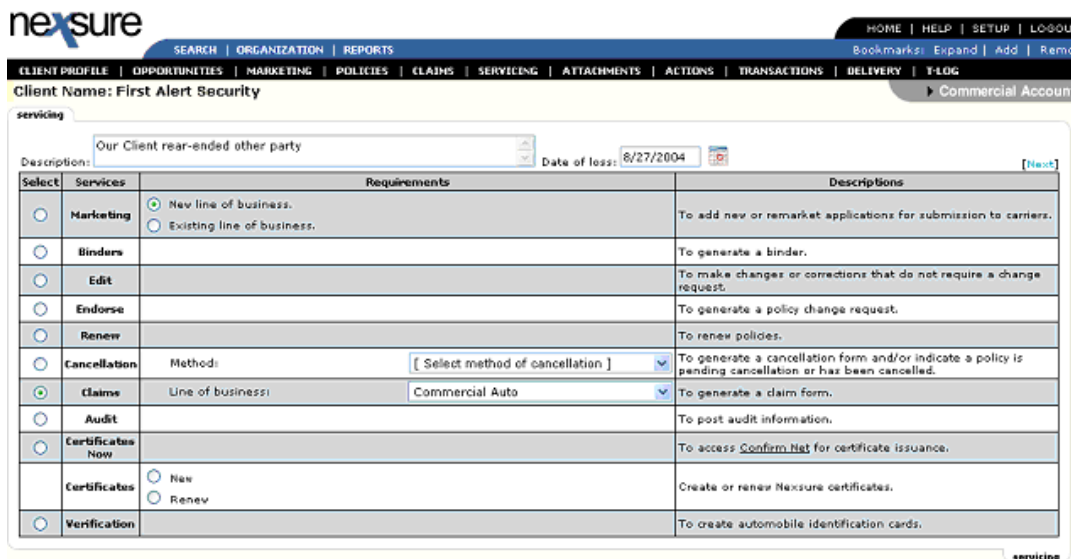
- The default **Branch** will be displayed according to user setup but other branches may be selected depending on user security. Only the policies associated with the selected Branch and the logged in user will be displayed. To select a different branch, use the drop-down list to select the appropriate Branch.
- Clicking the blue **Details**  icon beside the entity name will display the **Client Profile** screen. Right clicking on the  icon will display the following navigation options:
  - Market new line of business** - Selecting this option will display the underwriting screen for a new policy as described in the Servicing / Marketing / New line of business topic.
  - Add certificate** - Selecting this option will display the Add New Certificate screen as described in the Servicing / Creating New Certificates topic.
  - Add verification** - Selecting this option will display the Servicing / Verification screen as described in the Servicing / Verification topic.
  - Add new opportunity** - Selecting this option will display the Home / Opportunities screen as described in the Adding a New Opportunity topic.
- Clicking the white **Details**  icon will display the **Underwriting** screen for that policy. Right clicking on the  icon will display the following navigation options:
  - Open** - Displays Claims Details screen.
  - Print** - Displays a PDF of the entire policy for printing.
  - Display claim** - Selecting this option displays the claim information on the Client / claims tab.
  - Post claim** - Selecting this option will display the underwriting screen. You can then Post or Abort the claim by clicking the Post or Abort Claim links.
  - Abort claim** - Selecting this option will display the underwriting screen. You will be prompted to confirm the Abort command.
- Assign:** Producer and account manager information. Populated from the **Assignment** screen.
- Client Name:** The clients name from the primary named insured on the **Named Insureds** screen.
- Line of Business:** Line of Business is identified by the user on the **Underwriting** screen and displays here when the Claim is created.
- Date of Loss:** Identifies the day the loss occurred.
- Claim Status:** Is reflects as either **Open** or **Closed**, which is assigned on the **Policy Info** screen under the claim detail.
- Mode:** Identifies whether the policy is a New, Renewal, or Renew Co.

- **Taken By:** Displays the user who entered the Claim information. The user is identified at login.
- **Updated By:** Displays the user who last updated the claim information. The user is identified at login.
- **Paid Amount:** Is the amount paid out for the claim. This amount is entered on the **Policy Info** screen under the claim detail.
- **Res. Amount:** Is the reserve amount for the claim. This amount is entered on the **Policy Info** screen under the claim detail.
- **Policy Term:** Populated from the effective and expiration date fields on the **Underwriting** screen.
- **Issuing Carrier:** This is the company who actually writes the policy, the name on the top of the written policy. The user on the **Underwriting** screen identifies The Company.
- **Adjuster:** The adjuster name is entered on the **Policy Info** screen under the claim detail.

## Servicing - Claims

The Claim option is used to generate a Claim form.

1. On the Primary menu, click **SEARCH**.
2. Click the **Details**  icon of the appropriate client.
3. On the Client menu, click **SERVICING**.
4. Select the **Claims** option; select the **Line of Business** from the drop-down box, enter the description i.e. "Our client rear-ended other party" and **Date of loss** of the claim.



The screenshot shows the Nexsure web application interface. At the top, there is a navigation bar with links for HOME, HELP, SETUP, and LOGOUT. Below that is a search and organization bar. The main header shows the client name "First Alert Security" and a "Commercial Account" link. The "servicing" menu is active, and a table of options is displayed. The "Claims" option is selected, and its details are shown in a form below the table.

Select	Services	Requirements	Descriptions
<input type="radio"/>	Marketing	<input checked="" type="radio"/> New line of business. <input type="radio"/> Existing line of business.	To add new or remarket applications for submission to carriers.
<input type="radio"/>	Binders		To generate a binder.
<input type="radio"/>	Edit		To make changes or corrections that do not require a change request.
<input type="radio"/>	Endorse		To generate a policy change request.
<input type="radio"/>	Renew		To renew policies.
<input type="radio"/>	Cancellation	Method: [ Select method of cancellation ]	To generate a cancellation form and/or indicate a policy is pending cancellation or has been cancelled.
<input checked="" type="radio"/>	Claims	Line of business: Commercial Auto	To generate a claim form.
<input type="radio"/>	Audit		To post audit information.
<input type="radio"/>	Certificates Now		To access <a href="#">Confirm Net</a> for certificate issuance.
<input type="radio"/>	Certificates	<input type="radio"/> New <input type="radio"/> Renew	Create or renew Nexsure certificates.
<input type="radio"/>	Verification		To create automobile identification cards.

5. Click [\[Next\]](#). Policies, including copies sent to history that fall within the date of loss, are displayed.
6. Select the appropriate copy of the policy and click [\[Next\]](#).
7. The Underwriting header will appear with a Red border around it. The pending Claim will display on both the Home menu - CLAIMS link and the Client menu – CLAIMS link. It will also display on the Client menu – Policies link with a red border around the policy until it is either Posted or Aborted.

- The appropriate claim form for the line of business selected will be available for completion.

**ACORD 1 – Property Loss Notice**

This form is used for reporting commercial and personal lines property losses.

**ACORD 2 – Auto Claim**

This form is used for reporting commercial and personal lines auto losses.

**ACORD 3 – General Liability Notice of Occurrence**

This form is used for reporting commercial and personal liability losses.


**ACORD 4 – Workers Comp First Report of Injury or Illness**

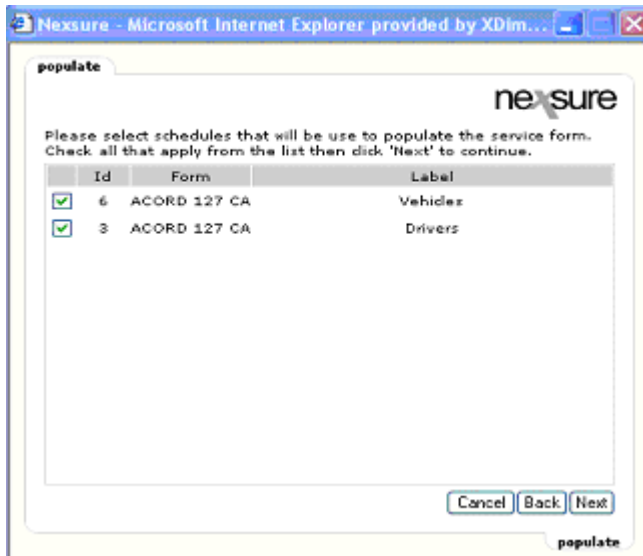
This form is designed as a first notice of a claim for injury or illness by an employee.

---

**Note:** 9 through 17, below, describe using the populate button to populate an Auto claim form. The populate workflow is similar on all claim forms.

---

- Click the **Populate**  button.
- Select the **Agree** option.
- Click **Accept**.
- Click in both vehicles and drivers check boxes (if loss pertains to both)



populate

ne sure

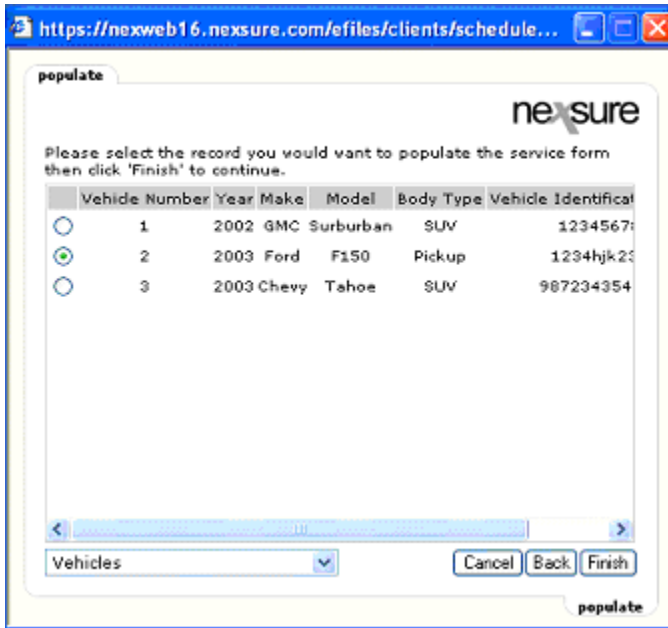
Please select schedules that will be use to populate the service form.  
Check all that apply from the list then click 'Next' to continue.

Id	Form	Label
<input checked="" type="checkbox"/>	6 ACORD 127 CA	Vehicles
<input checked="" type="checkbox"/>	3 ACORD 127 CA	Drivers

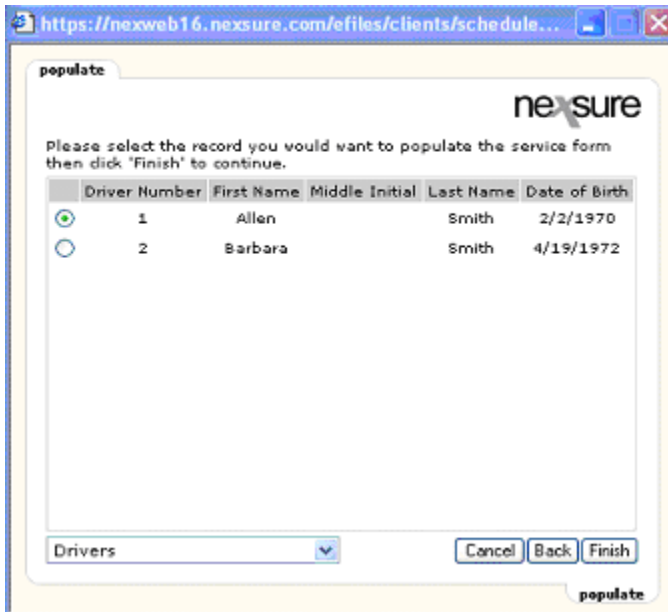
Cancel Back Next

populate

- Click **Next**.
- Select vehicle involved in loss.



15. Select **Drivers** from the drop-down box.
16. Select the Driver involved in the loss.




17. Click **Finish**.

---

**Note:** This pulls the vehicle and driver information from the application over to the claim form.

---


18. Click " + " next to Pending claim form in the navigation tab

19. Review the claim form for accuracy and populate the incomplete sections of the form as described in the Working with Forms section of help.
20. Click the **Underwriting** link to close tree view.
21. Click the **Claims** tab. All claims for this policy will appear in a summary view.
22. Click the **Details**  icon of the claim. This is where Claims information can be stored on an ongoing basis.

---

**Note:** If making changes to the Claims screen always remember to click the **Save Changes** link in the navigation toolbar under the claim header.

---

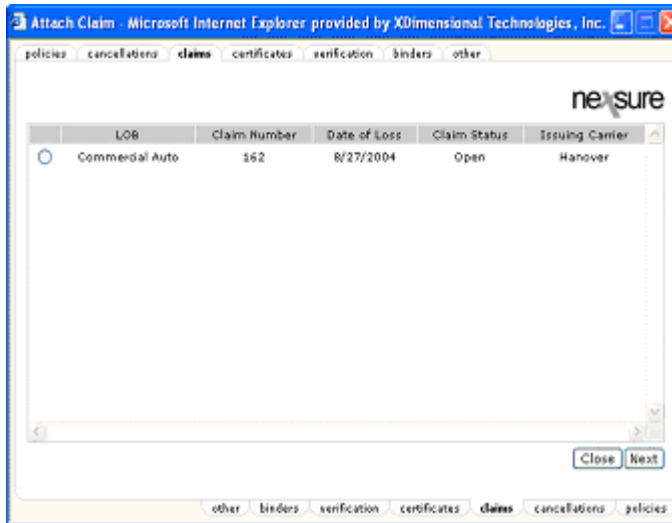
23. Clicking the **Details**  icon of the claim form will open the claim form up on the Underwriting tab to review and/or edit the information.
24. The Claim Action created will default to **Closed**. The Action status can be changed to Open and the memo field can be used to track monies paid out. Complete the Action as described in the Actions topic.
25. Complete the following fields:
  - Adjuster Name & Phone
  - Date of Loss - Pulls from servicing screen.
  - Date Reported - Pulls from servicing screen.
  - Claim No
  - Estimated Amount
  - Reserved Amount
  - Total Paid Amount - This field will be automatically updated as payments are added.
  - Description - Pulls from the servicing screen.
  - Memo - Optional.
26. Click the **Save Changes** link in the navigation toolbar under the claim header.

## Delivering a Claim

Once a Claim has been created, it can be delivered via fax or email



### To Deliver a Claim

1. Click the **DELIVERY** link on the Client menu. If there are no records found click the here link to **Add New**.
2. Select the method of the delivery, the **email** or **fax** tab.
3. Enter the email or fax information on the left.
4. On the right, in the **Claims** section, click [**Add New**].
5. Select the Claim to deliver and click **Next**.





6. The Claim will be attached, click **Send**.

### To Abort a Claim

1. On the Primary menu, click **SEARCH**.
2. Click the **Details**  icon of the appropriate client.
3. On the Client menu, click **CLAIMS**.
4. Click the **Details**  icon of the appropriate claim.
5. Click the **Abort Claim** link in Navigation toolbar under the claim header.

### To Post a Claim

1. On the Primary menu, click **SEARCH**.
2. Click the **Details**  icon of the appropriate Client.
3. On the Client menu, click **CLAIMS**.
4. Click the **Details**  icon of the appropriate claim.
5. Click the **Post Claim** link in Navigation toolbar under the claim header.

---


**Note:** Once the claim is posted a **re-open** link is available on the navigation toolbar under the claim header.

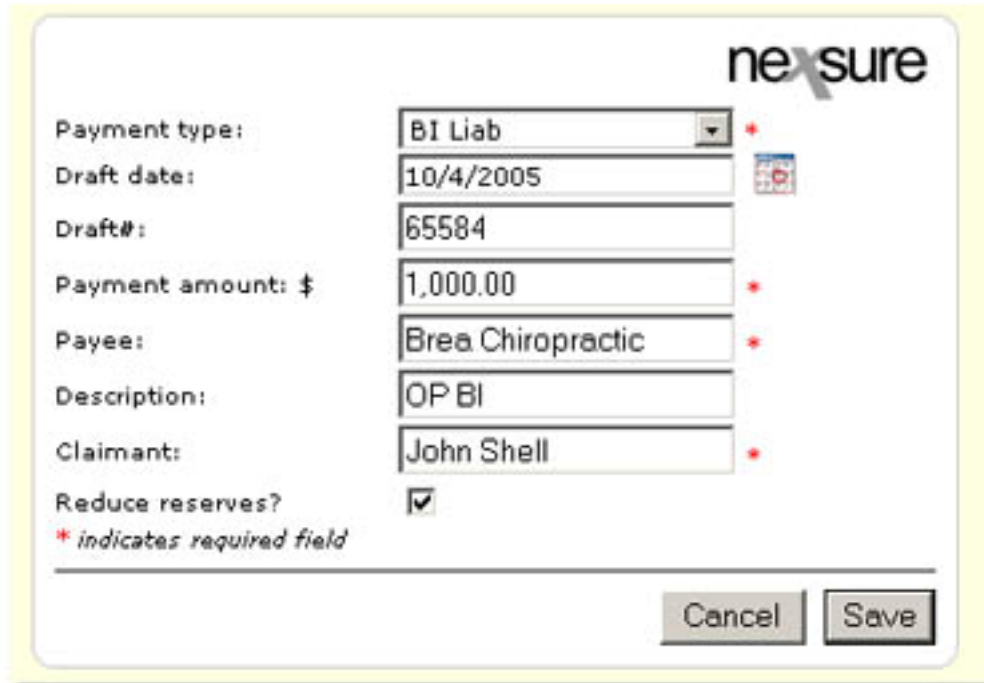
---

## Multiple Claim Payments

### To Add Multiple Claim Payments

1. Search for and select the client.
2. On the Client menu, click **CLAIMS**. The underwriting tab will appear.
3. Click the **claims** tab.

4. Select the policy by clicking the **Details**  icon.
5. Click the **claim payments** tab.
6. Click **Add New Payment**.



The screenshot shows a web form for adding a new payment. The form is titled 'nexsure' in the top right corner. It contains the following fields and values:

Payment type:	BI Liab	*
Draft date:	10/4/2005	
Draft#:	65584	
Payment amount: \$	1,000.00	*
Payee:	Brea Chiropractic	*
Description:	OP BI	
Claimant:	John Shell	*
Reduce reserves?	<input checked="" type="checkbox"/>	

\* indicates required field

Buttons: Cancel, Save

- **Payment type:** Select from drop-down list. these items can be *added through lookup management*.
  - **Draft date:** defaults to Date of Loss.
  - **Draft#:** Enter the check number.
  - **Payment amount:** Enter the amount being paid on this payment.
  - **Payee:** The entity receiving the payment on behalf of the claimant.
  - **Description:** Optional.
  - **Claimant:** Enter the name of the claimant.
  - **Reduce reserves?** When selected, the Reserved Amount on the Claim details screen will be reduced by the payment amount entered.
7. **Click Save.**

# Expirations

## Home Menu / Expirations





Any policies that are nearing their expiration date will display on the **Expirations** screen. Once the policy has been renewed, Nexsure removes the policy from the **Expirations** screen automatically. For information on renewing expired policies, see Servicing / Renewals.

The **Search Filter** selections may be used to search and filter for specific expirations. The more fields data is entered into, the more specific the results will be. If a particular sort is desired, select a sort order from the **Sort** drop-down box prior to initiating the search.

Details	Assign	Client Name	Policy Type	Line of Business	Stage Status	Mode	Updated By	Updated Date	Annualized \$ Billed Premium	Policy Term	Billing Carrier
		JOSE ZAMBRAND	Monoline	(Personal Lines)	Policy Received	New	Jami Euper	08/06/2003	\$6,125.08 D \$6,125.08 D	08/01/2002 08/01/2003	ALLIED (42579) ALLIED (42579)
		Alicia Silverstone	Monoline	(Personal Lines)	Policy Quoted	New	Steve Hall	05/16/2003	\$ 7,374.00 D \$7,374.00 D	08/14/2002 08/14/2003	Unassigned Unassigned
		JOHN F SHIRINIAN	Monoline	(Personal Lines)	Policy Received	New	Jami Euper	08/07/2003	\$878.40 D \$878.40 D	03/21/2003 09/21/2003	Safeco 24740 Safeco 24740

Use the navigation buttons (**Showing Page 1 of ...**) to display the different screens.

### Screen Column Definitions



- The default **Branch** will be displayed according to user setup but other branches may be selected depending on user security. Only the policies associated with the selected Branch and the logged in user will be displayed. To select a different branch, use the drop-down list to select the appropriate Branch.
- Select a different branch by clicking on the arrow of the drop-down box and clicking the appropriate Branch.
- Clicking the blue **Details**  icon beside the entity name will display the **Client Profile** screen. Right clicking on the  icon will display the following navigation options:
  - **Market new line of business** - Selecting this option will display the underwriting screen for a new policy as described in the Servicing / Marketing / New line of business topic.
  - **Add certificate** - Selecting this option will display the Add New Certificate screen as described in the Servicing / Creating New Certificates topic.
  - **Add verification** - Selecting this option will display the Servicing / Verification screen as described in the Servicing / Verification topic.
  - **Add new opportunity** - Selecting this option will display the Home / Opportunities screen as described in the Adding a New Opportunity topic.
- Clicking the white **Details**  icon will display the **Underwriting** screen for that policy. Right clicking on the  icon will display the following navigation options:
  - **Open** - Displays Claims Details screen.
  - **Print** - Displays a PDF of the entire policy for printing.
  - **Push to history** - Selecting this option will send the expired policy to history. Select Lapsed, Renewed, or Non-Renewed from the Status drop-down list. You can add a description in the Action Memo field, then click **Save**. The policy is sent to the Policies / history tab.
- **Assign:** Producer and account manager information. Populated from the **Assignment** screen.

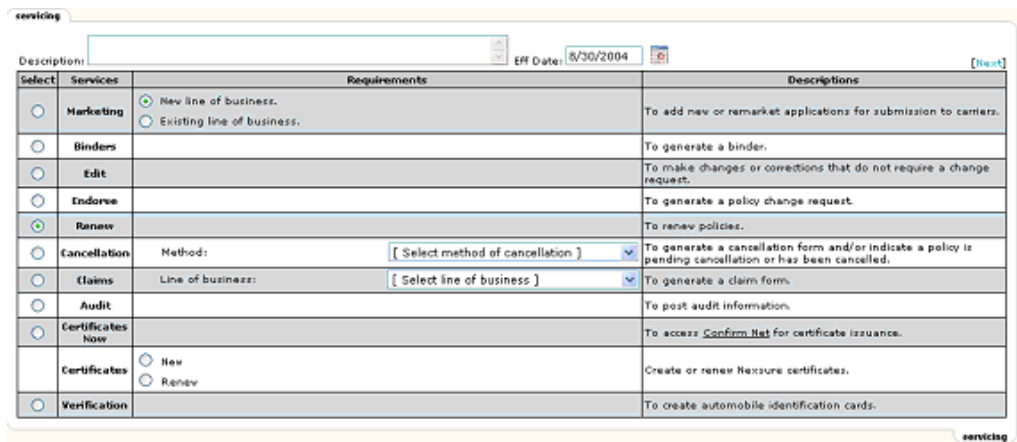
- **Client Name:** The clients name from the primary named insured on the **Named Insureds** screen displays once regardless of the number of expiring policies.
- **Policy Type:** Nexsure identifies Policy types on the **Underwriting** screen, which display here when the expiration date approaches. (Policy types are identified as either Monoline or Package policies.)
- **Line of Business:** Line of Business comes from the **Underwriting** screen and displays here when a policy nears its expiration date. Adding multiple lines of businesses to one policy will create a policy type of Package. Only the policy type displays on the **Home - Marketing** screen when the **Policy Type** is **Package**.
- **Status:** Nexsure identifies the Policy Status on the **Underwriting** screen. The **Status** identifies if the policy is In Force, cancelled, an edit is pending, etc.
- **Mode:** Identifies whether the policy is a New, Renewal, or Renew Co.
- **Updated By:** Displays the date and user who updated the policy last. The user is identified at login.
- **Annualized \$ / Billed Premium:** Premium amounts are populated from the Policy Info screen. The bill type (agency or direct) will be displayed to the right of the premium as an **A** or **D** respectively.
- **Policy Term:** Populated from the effective and expiration date fields on the Underwriting screen. The expiration dates are color-coded to show the proximity to the expiration date:
  - **Red** - Expired
  - **Orange** - Expires in 30 days or less
  - **Green** - Expires in 90 days or less (at 30 days color changes to orange).
  - **Black** - Policy is greater than 90 days from expiration.
- **Billing Carrier:** This is identified as who payments are sent to or received from by the Branch. The user on the Underwriting screen identifies this field.
- **Issuing Carrier:** This is identified as the carrier who actually issues the policy, the name on the top of the written policy. The user on the **Underwriting** screen identifies this field.

# Renewals

## Servicing / Renewals

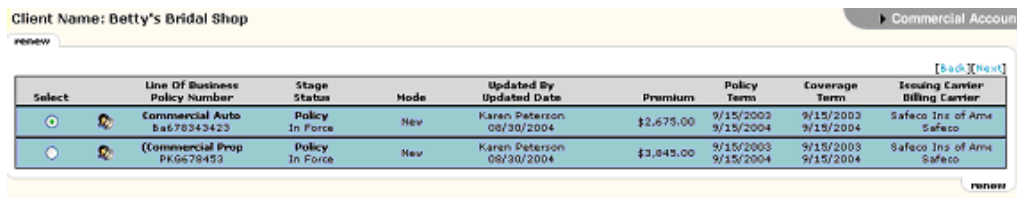
The Servicing – Renew option is used when the policy is ready to be renewed. It is not dependent on whether the policy is remarketed or not as the same workflow is used.

1. On the Primary menu, click **SEARCH**.
2. Click the **Details**  icon of the appropriate client. Or from the Home – Expirations link, click the **Details**  icon next to the appropriate client.
3. On the Client menu, click **SERVICING**.
4. Select **Renew** and click [\[Next\]](#).



Select	Services	Requirements	Descriptions
<input type="radio"/>	Marketing	<input checked="" type="radio"/> New line of business. <input type="radio"/> Existing line of business.	To add new or remarket applications for submission to carriers.
<input type="radio"/>	Binders		To generate a binder.
<input type="radio"/>	Edit		To make changes or corrections that do not require a change request.
<input type="radio"/>	Endorse		To generate a policy change request.
<input checked="" type="radio"/>	Renew		To renew policies.
<input type="radio"/>	Cancellation	Method: <input type="text" value="[ Select method of cancellation ]"/>	To generate a cancellation form and/or indicate a policy is pending cancellation or has been cancelled.
<input type="radio"/>	Claims	Line of business: <input type="text" value="[ Select line of business ]"/>	To generate a claim form.
<input type="radio"/>	Audit		To post audit information.
<input type="radio"/>	Certificates Now		To access <a href="#">Confirm list</a> for certificate issuance.
<input type="radio"/>	Certificates	<input type="radio"/> New <input type="radio"/> Renew	Create or renew Nexsure certificates.
<input type="radio"/>	Verification		To create automobile identification cards.

5. All In Force policies for the Client are displayed. Select the policy to be renewed and click [\[Next\]](#).



Select	Line Of Business	Policy Number	Stage Status	Mode	Updated By	Updated Date	Premium	Policy Term	Coverage Term	Issuing Carrier	Billing Carrier
<input checked="" type="radio"/>	Commercial Auto	Ba678343423	Policy In Force	New	Karen Peterson	08/30/2004	\$2,675.00	9/15/2003 9/15/2004	9/15/2003 9/15/2004	Safeco Ins of Amn	Safeco
<input type="radio"/>	Commercial Prop	PK6678453	Policy In Force	New	Karen Peterson	08/30/2004	\$3,845.00	9/15/2003 9/15/2004	9/15/2003 9/15/2004	Safeco Ins of Amn	Safeco

6. All marketing and In Force policies for the Client will be displayed. Click the Select check box for policies needing to be included in the renewal from the current and/or marketing list and click [\[Next\]](#).

### Splitting a Package Policy into Monoline Policies

1. To create monoline policies select the policy to renew and then the line of business to create, click [\[Next\]](#), this creates the first monoline policy.
2. Go back to Servicing – Renew until all the new monoline policies are created.

**Note:** When a policy is selected the system automatically copies the existing applications so the user will not need to re-key application information.

Client Name: Betty's Bridal Shop Commercial Account

renew

All [Back] [Next]

Select	Line Of Business Policy Number	Stage Status	Mode	Updated By Updated Date	Premium	Policy Term	Coverage Term	Issuing Carrier Billing Carrier
<input type="checkbox"/>	Workers Compensation Unassigned	Marketing Pending	New	Karen Peterson 08/30/2004	\$0	9/1/2004 9/1/2005	9/1/2004 9/1/2005	Hartford Insurance Hartford Insurance
<input checked="" type="checkbox"/>	Commercial Auto Ba678343423	Policy Renewed	New	Karen Peterson 08/30/2004	\$2,675.00	9/15/2003 9/15/2004	9/15/2003 9/15/2004	Safeco Ins of Ame Safeco
<input type="checkbox"/>	PK6678452	Policy In Force	New	Karen Peterson 08/30/2004	\$9,845.00	9/15/2003 9/15/2004	9/15/2003 9/15/2004	Safeco Ins of Ame Safeco
<input type="checkbox"/>	Commercial Propri				\$1,670.00			
<input type="checkbox"/>	General Liability				\$2,175.00			

renew

- The policy term will reflect the new term dates, the Mode is Renew and Status shows Future.


---

**Note:** When a policy status is future the application may be edited. This allows the user to make any changes to the application as needed. Endorsements processed in the expiring policy term are done through Servicing - Endorse.


---


- A policy with a future status may be modified, as necessary, until the policy is placed In Force. The policy info tab is not populated from the previous policy and must be entered before placing the policy In Force. The user determines when to place the future policy In Force. (See Renew – Changing Future Status to In-Force section of help for assistance).
- The expiring policy is separate from the newly created future policy. The user determines when to send an expiring policy to history. (See Renew - Sending an Expired Policy to History section of help for assistance).

## Sending an Expired Policy to History

- Click the **Expirations** link on the Home menu.
- Click the **Details**  icon of the expired policy. Notice that the **Details** icon for the expiration is **red**.
- A pop up box will be displayed. Click **OK** to change the status of the expired policy term to Expired. A second pop up box will be displayed to confirm the change.
- Click the **History** link under the policy header to send the expired policy term to history where a record of the expired policy will be retained.
- Choose an appropriate Status from the drop-down box and enter any applicable notes.
- Click the **Save** button. The policy header will be displayed in gray; the expired term is now in history. The new policy term will now need to be In Forced.

## In Forcing a Future Status Renewal



- Click **SEARCH** on the Primary menu.
- Click the **Details**  icon of the appropriate client.
- Click the **POLICIES** link on the Client menu. All In Force policies for the client will be displayed.

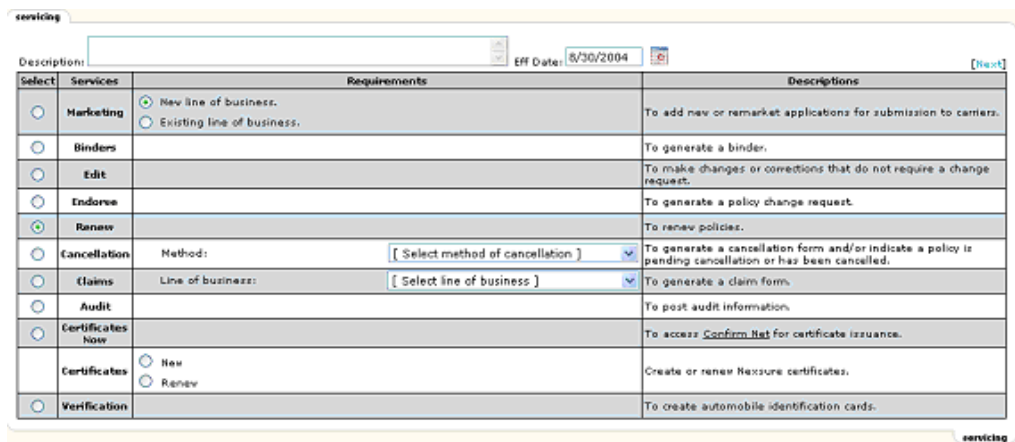
- Click the **Details**  icon of the applicable line of business.

**Note:** The [Show] filter was customized to display only the applicable line of business for the screenshot).

- Click the **In-Force** link under the policy header.
- If a binder is needed select the **Bound** option and click the check box to create a binder. Otherwise, click **Save**.
- The status of the policy will now be **In-Force**.

## Renewing with a New Carrier

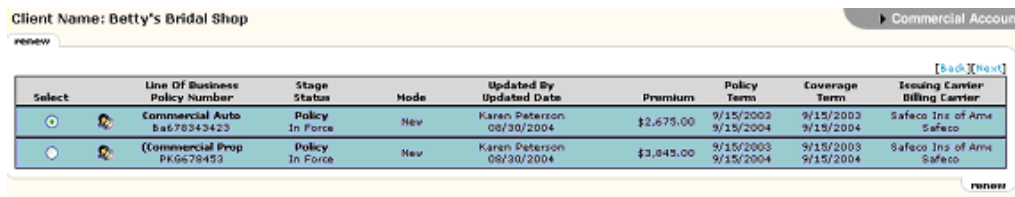
- On the Primary menu, click **SEARCH**.
- Click the **Details**  icon of the appropriate client. Or from the Home – Expirations link, click the **Details**  icon next to the appropriate client.
- On the Client menu, click **SERVICING**.
- Select **Renew** and click [Next].



The screenshot shows the 'servicing' menu with the 'Renew' option selected. The 'Renew' option is highlighted with a green circle. The menu items are as follows:

Select	Services	Requirements	Descriptions
<input type="radio"/>	Marketing	<input checked="" type="radio"/> New line of business. <input type="radio"/> Existing line of business.	To add new or remarket applications for submission to carriers.
<input type="radio"/>	Binders		To generate a binder.
<input type="radio"/>	Edit		To make changes or corrections that do not require a change request.
<input type="radio"/>	Endorse		To generate a policy change request.
<input checked="" type="radio"/>	Renew		To renew policies.
<input type="radio"/>	Cancellation	Method: [ Select method of cancellation ]	To generate a cancellation form and/or indicate a policy is pending cancellation or has been cancelled.
<input type="radio"/>	Claims	Line of business: [ Select line of business ]	To generate a claim form.
<input type="radio"/>	Audit		To post audit information.
<input type="radio"/>	Certificates Now		To access <a href="#">Confirm list</a> for certificate issuance.
<input type="radio"/>	Certificates	<input type="radio"/> New <input type="radio"/> Renew	Create or renew Nexsure certificates.
<input type="radio"/>	Verification		To create automobile identification cards.

- All In Force policies for the Client are displayed. Select the policy to be renewed and click [Next].



The screenshot shows the 'renew' menu for Client Name: Betty's Bridal Shop. The table displays the following policies:

Select	Line Of Business Policy Number	Stage Status	Mode	Updated By Updated Date	Premium	Policy Term	Coverage Term	Issuing Carrier Billing Carrier
<input type="radio"/>	Commercial Auto Ba678343423	Policy In Force	New	Karen Paterson 08/30/2004	\$2,675.00	9/15/2003 9/15/2004	9/15/2003 9/15/2004	Safeco Ins of Am Safeco
<input type="radio"/>	Commercial Prop PK6678453	Policy In Force	New	Karen Paterson 08/30/2004	\$3,845.00	9/15/2003 9/15/2004	9/15/2003 9/15/2004	Safeco Ins of Am Safeco

- All marketing and In Force policies for the Client will be displayed. Click the Select check box for policies needing to be included in the renewal from the current and/or marketing list and click [Next].

## Splitting a Package Policy into Monoline Policies

- To create monoline policies select the policy to renew and then the line of business to create, click [Next], this creates the first monoline policy.
- Go back to Servicing – Renew until all the new monoline policies are created.

**Note:** When a policy is selected the system automatically copies the existing applications so the user will not need to re-key application information.

Client Name: Betty's Bridal Shop Commercial Account

renew

All [Back] [Next]

Select	Line Of Business Policy Number	Stage Status	Mode	Updated By Updated Date	Premium	Policy Term	Coverage Term	Issuing Carrier Billing Carrier
<input type="checkbox"/>	Workers Compensation Unassigned	Marketing Pending	New	Karen Peterson 09/30/2004	\$0	9/1/2004 9/1/2005	9/1/2004 9/1/2005	Hartford Insurance Hartford Insurance
<input checked="" type="checkbox"/>	Commercial Auto Ba678243423	Policy Renewed	New	Karen Peterson 05/30/2004	\$2,675.00	9/15/2003 9/15/2004	9/15/2003 9/15/2004	Safeco Ins of Amr Safeco
<input type="checkbox"/>	PK6678452	Policy In Force	New	Karen Peterson 08/30/2004	\$3,845.00	9/15/2003 9/15/2004	9/15/2003 9/15/2004	Safeco Ins of Amr Safeco
<input type="checkbox"/>	Commercial Propri				\$1,670.00			
<input type="checkbox"/>	General Liability				\$2,175.00			


renew

- The Underwriting screen is displayed. Select the new **Issuing** and/or **Billing Carrier**; click the **Save Changes** link under the header. The mode will now display **"Re-New-Co"** and the status displays **"future"**. This indicates that the policy is a renewal to the agency but is new to the carrier. The mode will remain as Re-New-Co throughout its policy term. Review the application for accuracy and make any necessary modifications. (See Working with Forms for assistance in navigating the forms).

**Note:** When a policy status is future the application may be edited. This allows the user to make any changes to the application as needed. Endorsements processed in the expiring policy term are done through Servicing - Endorse.

- A policy with a future status may be modified, as necessary, until the policy is placed In Force. The policy info tab is not populated from the previous policy and must be entered before placing the policy In Force. The user determines when to place the future policy In Force. (See Renew – Changing Future Status to In-Force section of help for assistance).
- The expiring policy is separate from the newly created future policy. The user determines when to send an expiring policy to history. (See the Renew - Sending an Expired Policy to History section of help for assistance).



## Placing a Remarketed Policy In Force

- On the Primary menu, click **SEARCH**.
- Click the **Details**  icon of the appropriate Client.
- On the Client menu, click **SERVICING**.
- Select **Renew** and click **Next**.
- All In Force policies for the Client are displayed. Select the policy to be renewed and click **Next**.
- All marketing and In Force policies for the Client will be displayed. Select the policy being remarketed, along with any other lines of business that need to be included in the renewal and click **Next**.
- The Underwriting screen is displayed. The mode will display **Renew** and the status displays **Future**. Select the **Issuing** and **Billing Carrier** from the drop-down boxes, enter the policy number if available and review the policy term dates for accuracy.


8. Click the **Save Changes** link in the navigation toolbar under the policy header.
9. The Mode will now display **Re-New-Co** and the status displays **Future**. This indicates that the policy is a renewal to the agency but is new to the Carrier. The mode will remain as Re-New-Co throughout its policy term. Review the application and update the premium information on the policy info tab.
10. Click the **In-Force** link on the navigation toolbar located just under the policy header.
11. If a binder is needed select the **Bound** option and select the check box to create a binder. (See Creating a Binder).
12. Click **Save**. The status of the policy now displays as In Force.
13. The expired policy, along with any un-issued remarketed policies, should be sent to history. (See Sending an Expired Policy to History).

## Issuing a New Policy with the Mode of 'Renew'

All Policies entered manually into Nexsure for the first time will have a mode of New. If the Client has had the coverage with the Agency for a number of years, the mode should reflect Renew when the policy is issued. The user will need to go through Servicing – Renew when issuing the policy. This will allow Reports to reflect correctly. Enter the policy through Marketing as normal (See the Marketing section of help for assistance). When the marketing policy is ready to be issued:

1. On the Primary menu, click **SEARCH**.
2. Click the **Details**  icon of the appropriate client.
3. On the Client menu, click **Marketing**.
4. Click the **Details**  icon of the marketing policy.
5. Click the **In Force** link in the navigation toolbar under the marketing header. Click **Save** (do not create a binder). This policy will have a mode of New.
6. On the Client menu, click **SERVICING**.
7. Select **Renew** and click **Next**.
8. All In Force policies for the Client are displayed. Select the check box for the newly In-forced policy and click **Next**.
9. All marketing and In Force policies for the client will be displayed. Select the check box for the In-force policy and click **Next**.
10. The mode should now reflect **“Renew”**.

---

**Note:** The Policy term and coverage term dates in the header will default to the next policy term. Click the Calendar  icon for both dates and change the dates to the existing term. Click the **Save Changes** link in the navigation toolbar under the policy header.

---

11. Verify that the application data and the information on the policy info tab is correct then click the **In Force** link in the navigation toolbar under the policy header.
12. On the Client menu, click **POLICIES**.
13. Delete the Policy with the mode of New or send it to History with a description of why it was sent to history.



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## In Forcing a Future Status Renewal

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**Tip:** Do not place a 'future' policy In Force until the Policy info tab is updated and all application edits are complete.

---




1. On the Primary menu, click **SEARCH**.
2. Click the **Details**  icon of the appropriate client.
3. On the Client menu, click **POLICIES**. All In Force policies for the client will be displayed.
4. Click the **Details**  icon of the applicable line of business. Update the premium information on the policy info tab and make all edits to the application.
5. Click the **In Force** link on the navigation toolbar located just under the policy header.
6. If a binder is needed select the Bound option and click the check box to create a binder. (See Creating a Binder).
7. Click **Save**.
8. The status of the policy now displays as **In Force**.
9. The expired policy should be sent to history. (See Sending an Expired Policy to History).

## Sending an Expired Policy to History

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**Tip:** It is recommended not to place the expiring policy into history until it has expired.

---

1. On the Primary menu, click **SEARCH**.
2. Click the **Details**  icon of the appropriate client.
3. On the Client menu, click **POLICIES**. Or from the Home – Expirations link, click the **Details**  icon next to the appropriate client.
4. Click the **Details**  icon of the expired policy. Notice the **Details** icon for the expired policy is red.
5. A pop up box will be displayed. Click **OK** to change the status of the expired policy term to **Expired**. A second pop up box will be displayed to confirm the change, click **OK**.
6. Click the History link on the navigation toolbar located just under the policy header to send the expired policy term to history where a record of the expired policy will be retained.
7. Choose an appropriate Status from the drop-down box and enter any applicable notes.
8. Click **Save**. The policy header will be displayed in gray; the expired term is now in history. The new policy term will now need to be placed In Force. (See Changing Future Status to In Force).

## Non-Renewals

Non-renewal of policies is to identify when a policy will not be renewed in the agency. Flagging these types of policies lets everyone know the status of the policy and allows recording visually as well as documenting the policy with an Action.


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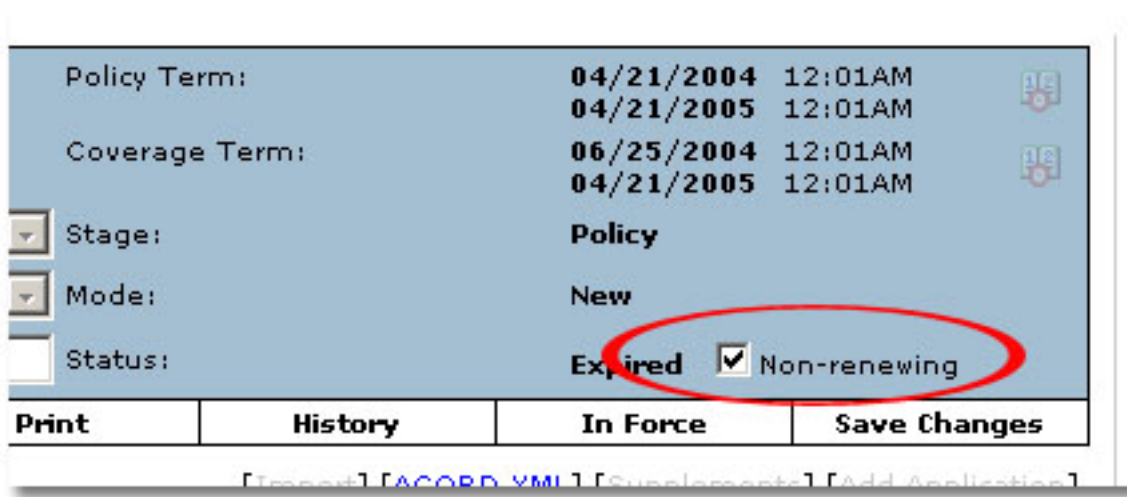
**Note:** The Action Types must be created and associated with the Action Topic of "non-renewed" before using.

---

### To Flag as a Non-Renewal

1. Select the Client.

- On the Client menu, click **POLICIES** and select the non-renewing policy by clicking the Details  icon.
- In the policy header, select the Non-renewing checkbox.



Policy Term: 04/21/2004 12:01AM  
04/21/2005 12:01AM

Coverage Term: 06/25/2004 12:01AM  
04/21/2005 12:01AM

Stage: Policy

Mode: New

Status: Expired  Non-renewing

Print History In Force Save Changes

Selecting this checkbox will open the Non-Renewal pop up screen.



neasure

Status type: Non-Renewed

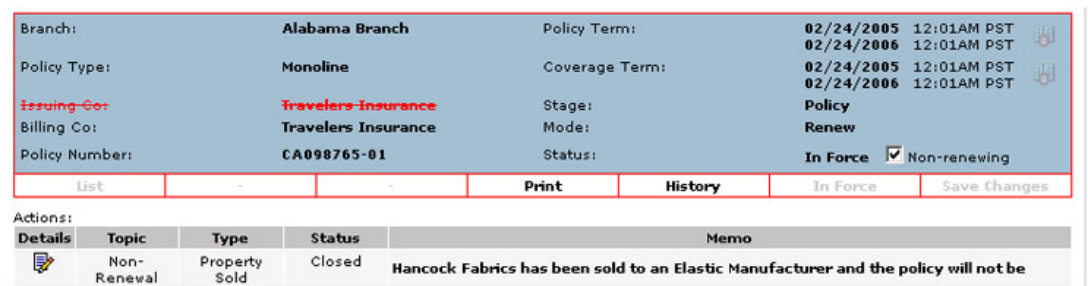
Reason: Property Sold

Notes: Hancock Fabrics has been sold to an elastic manufacturer and the policy will not be renewed.

Cancel Save

**Note:** The Status type cannot be changed.

- In the Reason drop-down list, select the reason of non-renewal. Reasons are created as Actions (see **To Define Reasons** below).
- In the Notes box, enter any information about the non-renewal. The information entered in this box will become the 'memo' of the Action.
- Click **Save**. The Action will be added to the revised Underwriting screen with the issuing carrier crossed out.



Branch: Alabama Branch Policy Term: 02/24/2005 12:01AM PST  
02/24/2006 12:01AM PST


Policy Type: Monoline Coverage Term: 02/24/2005 12:01AM PST  
02/24/2006 12:01AM PST

Issuing Co: ~~Travelers Insurance~~ Stage: Policy

Billing Co: Travelers Insurance Mode: Renew

Policy Number: CA098765-01 Status: In Force  Non-renewing

List - - - Print History In Force Save Changes

Details	Topic	Type	Status	Memo
	Non-Renewal	Property Sold	Closed	Hancock Fabrics has been sold to an Elastic Manufacturer and the policy will not be

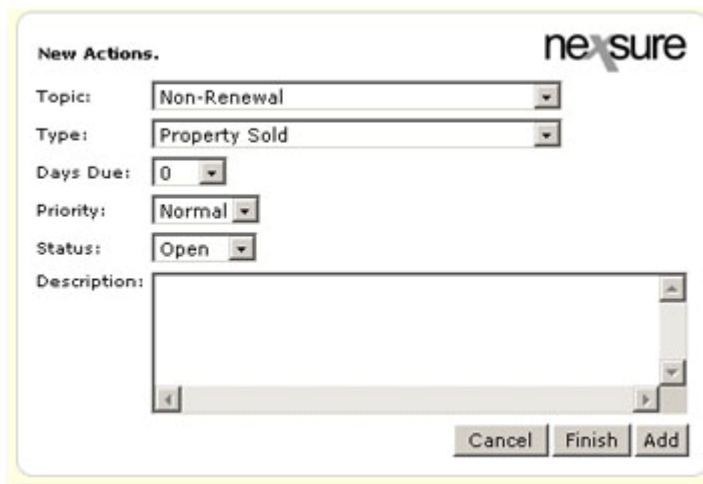
**Note:** A policy flagged as Non-renewing uses the Stage and Status to determine how the policy may be serviced. Non-renewing does not change policy servicing.

**To Define Reasons**

1. On the Utility menu, click **SETUP**. The Actions setup appears by default. Before adding a new Action Type, search to see if the action already exists and avoid duplicates.
2. Select the **types** tab and click **Add New**.



3. Enter a reason in the Type field and click **Save**.
4. Select the **actions** tab and click **Add New**.



5. In the Topic drop-down, select **Non-Renewal**.
6. In the Type drop-down, select the reason which was just created.
7. Click **Finish**.

# Endorsements

## Home Menu / Endorsements

Any policies awaiting endorsements will appear on the Home Endorsements screen. Once a policy has been endorsed it will be removed from this screen automatically. For information on making an endorsement, see Servicing / Endorsements.


endorsements									
All		Showing Page 1 of 103						Filters: [Hide][Show]	
Details	Assign	Client Name Policy Number	Policy Type Line of Business	Stage Status	Updated By Last Updated	Premium	Coverage Term	Billing Carrier Issuing Carrier	
		<b>Rylen Jacen Robles</b>	(Personal Lines)						
		AP-00001	Monoline Personal Auto	Endorsement Pending	Mary Oberleitn 04/18/2003	\$0.00	04/18/2003 04/18/2004	Fireman's Fund Fireman's Fund	
		<b>Stephen Hall</b>	(Commercial Lines)						
		H1614744	Monoline Personal Auto	Endorsement Received	Unassigned 03/06/2003	\$1,110.70	03/20/2003 03/20/2004	SAFECO 39012 SAFECO 39012	

### Screen Column Definitions

- The default **Branch** will be displayed according to user setup but other branches may be selected depending on user security. Only the policies associated with the selected Branch and the logged in user will be displayed. To select a different branch, use the drop-down list to select the appropriate Branch.
- Select a different branch by clicking on the arrow of the drop-down box and clicking the appropriate Branch.
- Clicking the blue **Details** icon beside the entity name will display the **Client Profile** screen. Right clicking on the icon will display the following navigation options:
  - Market new line of business** - Selecting this option will display the underwriting screen for a new policy as described in the Servicing / Marketing / New line of business topic.
  - Add certificate** - Selecting this option will display the Add New Certificate screen as described in the Servicing / Creating New Certificates topic.
  - Add verification** - Selecting this option will display the Servicing / Verification screen as described in the Servicing / Verification topic.
  - Add new opportunity** - Selecting this option will display the Home / Opportunities screen as described in the Adding a New Opportunity topic.
- Clicking the white **Details** icon will display the **Underwriting** screen for that policy. Right clicking on the icon will display the following navigation options:
  - Open** - Displays the Audits Details screen.
  - Print** - Displays a PDF of the entire policy for printing.
  - Post endorsement** - Selecting this option will display the underwriting screen. Before the endorsement is posted, enter a description in the Action Memo field and click **Save**.
  - Abort endorsement** - Selecting this option will display the underwriting screen. You will be prompted to confirm the Abort command.
  - Add binder** - Displays the Servicing / Binders screen as described in the Servicing / Binders topic.
- Assign:** Producer and account manager information. Populated from the **Assignment** screen.
- Client Name:** The clients name from the primary named insured on the **Named Insureds** screen displays once regardless of the number of expiring policies.

- **Policy Type:** Nexsure identifies Policy types on the **Underwriting** screen, which display here when the expiration date approaches. (Policy types are identified as either Monoline or Package policies.)
- **Line of Business:** Line of Business comes from the **Underwriting** screen and displays here when a policy nears its expiration date. Adding multiple lines of businesses to one policy will create a policy type of Package. Only the policy type displays on the **Home - Marketing** screen when the **Policy Type** is **Package**.
- **Status:** Nexsure identifies the Policy Status on the **Underwriting** screen. The **Status** identifies if the policy is In Force, Cancelled, an Edit is Pending, etc.
- **Updated By:** Displays the user who updated the policy last. The user is identified at login.
- **Annualized \$ / Billed Premium:** Premium amounts are populated from the Policy Info screen. The bill type (agency or direct) will be displayed to the right of the premium as an **A** or **D** respectively.
- **Coverage Eff Date / Coverage Exp. Date:** Populated from the effective and expiration date fields on the **Underwriting** screen.
- **Billing Carrier:** This is identified as who payments are sent to or received from by the Branch. The user on the Underwriting screen identifies this field.
- **Issuing Carrier:** This is identified as the carrier who actually issues the policy, the name on the top of the written policy. The user on the **Underwriting** screen identifies this field.

## Servicing / Endorsements

1. On the Primary menu, click **SEARCH**.
2. Click the **Details**  icon of the appropriate client.
3. On the Client menu, click **SERVICING**.

**Tip:** To check the list of policies prior to executing the endorsement, on the Client menu, click **POLICIES** to display a list of policies. The policy hot link may also be selected from the client card file, which is located under the stick-e-note.

4. Select **Endorse**.

Client Name: The Critter Corral Commercial Account

servicing

Description: Increasing GL limits. Eff Date: 7/1/2004 [Next]

Select	Services	Requirements	Descriptions
<input type="radio"/>	Marketing	<input checked="" type="radio"/> New line of business. <input type="radio"/> Existing line of business.	To add new or remarket applications for submission to carriers.
<input type="radio"/>	Binders		To generate a binder.
<input type="radio"/>	Edit		To make changes or corrections that do not require a change request.
<input checked="" type="radio"/>	Endorse		To generate a policy change request.
<input type="radio"/>	Renew		To renew policies.

5. Enter a **Description** of the endorsement and enter the effective date (defaults to current date).

**Note:** The Description will prefill with "Process endorsement" – highlight and type the unique description that describes the endorsement being done. The effective date box to the right of the description will default to the current date, so make sure to enter the effective date of the endorsement if other than today's date. The date entered here will populate in the policy header coverage date.

6. Click **[Next]**. A list of current In Force policies will be displayed.

7. Select the policy to endorse and click [**Next**]. (If a policy displays a lock icon, the policy does not have a status that can be endorsed at this time. For example a "Pending" status on a policy may not be serviced until the pending item is posted, aborted or the status of the pending item has been changed to submitted, 2nd or 3rd Request.)
8. On the policy underwriting screen the endorsement status defaults to Pending. The endorsement status will also display on the policies summary screen and the Home Endorsements menu until the endorsement is posted or aborted.
  - An Action is created using the description entered for the endorsement on the servicing screen. The Action is used as a notation of the event; therefore, make sure the status is "closed". All endorsements should be tracked from the Home – Endorsement menu until the endorsement is either aborted or posted. If additional information is needed to complete the endorsement leave the status set to pending, make sure the action status is open and enter the appropriate number of days to follow-up on the action. Additional memos may be added to the action associated to the endorsement as needed. Keep in mind that the last memo entered is what will display on the policy summary page and will remain with the policy after the endorsement is posted. Therefore it is important to make sure the final description entered is what is needed to identify the policy or endorsement from policy summary.
9. To enter the change, first note that the navigation tab is displayed on the right with links to the Pending Endorsement and the applications in a tree view.
  - Make the changes on application for the appropriate line of business form(s).
  - As changes are made to the application please note the following:
    - Adding a new item to a schedule will display an "A" from the schedule summary view to the right of the item; Deleting an item (select the remove icon) will display a "D" on the right side of the item from the summary view and changing a scheduled item will display a "C" to the right side of the item.
  - It is important to make any applicant, location or billing changes to the ACORD 125 for commercial lines policies as the Change Request is mapped to the ACORD 125 for these details.
  - If you get side tracked and cannot remember where you left off use the Compare Policy: [On] [Off] link on the navigation toolbar in the application to compare this edited version of the application to the original application. Anything highlighted in red is an item that is different from the original application.
  - To populate the change request do the following:
    - Click on the Underwriting link at the top of the navigation tab to close tree view.
    - Click the Populate icon to populate change request form. Note: If manual population is not desired, select the accept option to proceed and populate the Change Request with the changes entered on the application.
  - Make sure to review the endorsement by clicking on the + next to the Pending Endorsement link on the navigation tab.
10. Enter any necessary information to complete the endorsement making sure to **Save Changes**.

## Aborting an Endorsement

An Endorsement may only be aborted (removed) if the status is still Pending. Once the status has been changed and saved by clicking on the **Save Changes** link in the navigation toolbar, the endorsement may not be aborted. Status cannot be changed back to Pending.

## Endorsement Statuses

A Pending status means that the endorsement is incomplete and not ready to be submitted to the carrier. As long as the status is identified as pending any changes may be made to the endorsement. However, another endorsement cannot be added until it is either aborted or the status is changed. The other status options are as follows:

- Submitted
- 2nd Request
- 3rd Request

**Submitted** indicates that the endorsement is ready for submission to the carrier and has been sent to the carrier. **2nd and 3rd Request** indicates the number of times that endorsement has been submitted to the carrier to be handled. Once the status has been changed from pending to submitted, 2nd or 3rd request the endorsement may not be changed nor can the status be changed to show pending again. As long as an endorsement does not have a status of pending new endorsements may be added.

If the status was changed from pending and the **Save Changes** link was selected by mistake, the only recourse is to post the endorsement and enter a description indicating the mistake. It is recommended prior to posting, that the Action memo be modified to indicate the mistake as well. The Action remains on the Home-Endorsement menu to remind the user that the actual endorsement has not been received from the Carrier. To identify that the endorsement has been received, post the endorsement. Posting the endorsement removes it from the Home-Endorsement menu.

# Cancellations

## Home Menu / Cancellations

Any policy with a Pending Cancellation status will display on the **Cancellations** screen. The Search and Filter screen may be used to search for specific pending or previously cancelled policies. To post or reinstate a cancellation, see Servicing / Cancellations.

Details	Assign	Client Name	Policy Number	Policy Type	Line of Business	Stage Status	Updated By	Last Updated	Premium	Coverage Term	Billing Carrier	Issuing Carrier
		Jami Euper	100001-01	Package	(Personal Lines)	Policy Pending Canc	Rodney Gist	04/14/2003	\$0.00	03/20/2003 03/20/2004	ALLIED 42579	ALLIED 42579


### Screen Column Definitions

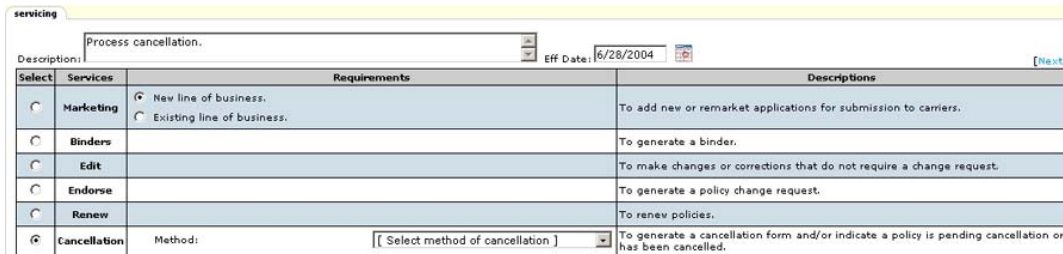
- The default **Branch** will be displayed according to user setup but other branches may be selected depending on user security. Only the policies associated with the selected Branch and the logged in user will be displayed. To select a different branch, use the drop-down list to select the appropriate Branch.
- Clicking the blue **Details** icon beside the entity name will display the **Client Profile** screen. Right clicking on the icon will display the following navigation options:
  - Market new line of business** - Selecting this option will display the underwriting screen for a new policy as described in the Servicing / Marketing / New line of business topic.
  - Add certificate** - Selecting this option will display the Add New Certificate screen as described in the Servicing / Creating New Certificates topic.
  - Add verification** - Selecting this option will display the Servicing / Verification screen as described in the Servicing / Verification topic.
  - Add new opportunity** - Selecting this option will display the Home / Opportunities screen as described in the Adding a New Opportunity topic.
- Clicking the white **Details** icon will display the **Underwriting** screen for that policy. Right clicking on the icon will display the following navigation options:
  - Open** - Displays Claims Details screen.
  - Print** - Displays a PDF of the entire policy for printing.
  - Push to history** - Selecting this option will send the cancelled policy to history. Select Cancelled by Agent, Carrier, or Insured from the Status drop-down list. You can add a description in the Action Memo field, then click **Save**. The policy is sent to the Policies / history tab.
- Assign:** Producer and account manager information. Populated from the **Assignment** screen.
- Client Name/Policy Number:** The policy number and the clients name from the primary named insured on the **Named Insureds** screen displays once regardless of the number of expiring policies.
- Policy Type:** Nexsure identifies Policy types on the **Underwriting** screen, which display here when the expiration date approaches. (Policy types are identified as either Monoline or Package policies.)
- Line of Business:** Line of Business comes from the **Underwriting** screen and displays here when a policy nears its expiration date. Adding multiple lines of businesses to one policy will create a policy type of Package. Only the policy type displays on the **Home - Marketing** screen when the **Policy Type** is **Package**.
- Status:** Nexsure identifies the Policy Status on the **Underwriting** screen. The **Status** identifies if the policy is In Force, cancelled, an edit is pending, etc.

- **Updated By/Last Updated:** Displays the date and user who updated the policy last. The user is identified at login.
- **Annualized \$ / Billed Premium:** Premium amounts are populated from the Policy Info screen. The bill type (agency or direct) will be displayed to the right of the premium as an **A** or **D** respectively.
- **Coverage Eff Date / Coverage Exp. Date:** Populated from the effective and expiration date fields on the **Underwriting** screen.
- **Billing Carrier:** This is identified as who payments are sent to or received from by the Branch. The user on the Underwriting screen identifies this field.
- **Issuing Carrier:** This is identified as the carrier who actually issues the policy, the name on the top of the written policy. The user on the **Underwriting** screen identifies this field.

## Servicing - Cancellations

Cancellation is used to complete a Lost Policy Release form and to identify a policy that is pending Cancellation.

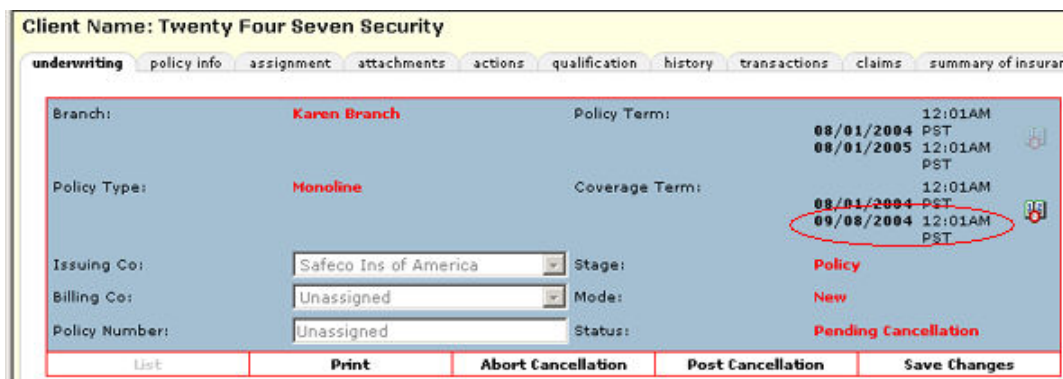
1. On the Primary menu, click **SEARCH**.
2. Click the **Details**  icon of the appropriate client.
3. On the Client menu, click **SERVICING**.
4. Select **Cancellation**.



The screenshot shows the 'servicing' interface with a 'Description' field containing 'Process cancellation.' and an 'Eff Date' of '6/28/2004'. Below this is a table with columns for 'Select', 'Services', 'Requirements', and 'Descriptions'.

Select	Services	Requirements	Descriptions
<input type="radio"/>	Marketing	<input checked="" type="radio"/> New line of business. <input type="radio"/> Existing line of business.	To add new or remarket applications for submission to carriers.
<input type="radio"/>	Binders		To generate a binder.
<input type="radio"/>	Edit		To make changes or corrections that do not require a change request.
<input type="radio"/>	Endorse		To generate a policy change request.
<input type="radio"/>	Renew		To renew policies.
<input checked="" type="radio"/>	Cancellation	Method: <input type="text" value="[[ Select method of cancellation ]"/>	To generate a cancellation form and/or indicate a policy is pending cancellation or has been cancelled.

5. Select the method of Cancellation, **Flat**, **Short-Rate** or **Pro-Rata**.
6. In the **Description** field, enter the description and **effective date** of the Cancellation.
7. Click **[Next]**. A list of current In Force policies will be displayed.
8. Select the policy to cancel and click **[Next]**. The Cancellation header will appear in **Red** font and have a status of **Pending**.
9. The Effective date of the Cancellation will appear in the Header as the Coverage Term Expiration date:



The screenshot shows the 'Client Name: Twenty Four Seven Security' screen with various tabs like 'underwriting', 'policy info', etc. The main area displays policy details:

- Branch: **Karen Branch**
- Policy Type: **Monoline**
- Issuing Co: Safeco Ins of America
- Billing Co: Unassigned
- Policy Number: Unassigned
- Policy Term: 08/01/2004 12:01AM PST, 08/01/2005 12:01AM PST
- Coverage Term: 08/01/2004 12:01AM PST, **09/08/2004 12:01AM PST** (circled in red)
- Stage: **Policy**
- Mode: **New**
- Status: **Pending Cancellation**

At the bottom, there are buttons: List, Print, Abort Cancellation, Post Cancellation, and Save Changes.

10. The Cancellation form is available for completion in the navigation tab to the right of the screen. Complete the form as described in the Marketing / Working with Forms topic.
11. The Cancellation Action created will default to Closed and the due date will default to the effective date of the Cancellation. Complete the Action as described in the Actions topic.
12. On the Client menu, click **POLICIES**. This will display all In Force policies for the client in summary view. The pending cancellation will display with **red** font.

Details	Line Of Business Policy Number Policy Type	Stage Status	Mode	Updated By Updated Date	Estimated Premium	Policy Term	Coverage Term	Issuing Carrier Billing Carrier	Remove
	Commercial Auto Unassigned	Policy Pending	New	Karen Peterson 09/08/2004	D \$5,000.00	08/01/2004 08/01/2005	08/01/2004 09/08/2004	Safeco Ins of America	
<a href="#">Process cancellation.</a>									
	Apartments Unassigned	Policy Renewed	New	Karen Peterson 08/26/2004	D \$0.00	08/11/2004 08/11/2005	09/10/2004 10/10/2004	Hartford Insurance Co. of	

13. On the Utility menu, click **Home**.
14. On the Home menu, click **CANCELLATIONS**.
15. The pending cancellation will appear on the Cancellations link of the Home menu until the cancellation is either posted or aborted. The [show] filter can be used to narrow down the list of clients who are in a Pending Cancellation status.

## Posting a Cancellation

### To Post a Cancellation

1. On the Home menu, click **CANCELLATIONS**.
2. Click the 2nd **Details** (white) icon of the appropriate client.
3. Click the **Post Cancellation** link under the policy header.

Client Name: Twenty Four Seven Security

underwriting | policy info | assignment | attachments | actions | qualification | history | transactions | claims | summary of insurance

Branch: **Karen Branch** Policy Term: 08/01/2004 12:01AM PST  
08/01/2005 12:01AM PST

Policy Type: **Monoline** Coverage Term: 08/01/2004 12:01AM PST  
09/08/2004 12:01AM PST

Issuing Co: Safeco Ins of America Stage: **Policy**

Billing Co: Unassigned Mode: **New**

Policy Number: Unassigned Status: **Pending Cancellation**

List | Print | Abort Cancellation | **Post Cancellation** | Save Changes

4. Choose the Status (reason for cancellation) from the drop-down box and enter any applicable notes. The default options are Cancelled by Agent, Cancelled by Carrier, Cancelled by Insured. Agency-specific reasons (i.e. "Cancelled for non-payment") can be added in **Setup/Lookup Management**.
  - a. On the Utility menu, click **SETUP**.
  - b. In the Setup Console, click Lookup Management.

- c. From the Category drop-down list, select **Policies**.
- d. From the Types box, select **Cancellation Reasons**.
- e. Enter a **Reason**.
- f. Enter a **Description**. Whatever is entered in the Description field will appear in the "Notes" box when posting a cancellation with that specific reason.
- g. Click the **Update** link.

Custom reasons may be deleted or updated until they have been put in use by being selected during a cancellation. At that point a custom reason cannot be deleted or edited.

---

**Note:** The default system reasons cannot be deleted or updated.

---

5. Click the **Save** button. The policy header will be displayed in a gray color; the Cancelled policy is sent to history.
6. The Cancelled policy is only accessible by clicking on the **POLICIES** link on the Client menu and then on the **History** tab.

The screenshot displays the Nexsure web application interface. At the top, there is a navigation bar with links for HOME, HELP, SETUP, and LOG-OUT. Below this is a search bar and a menu with options like CLIENT PROFILE, OPPORTUNITIES, MARKETING, POLICIES, CLAIMS, SERVICING, ATTACHMENTS, ACTIONS, TRANSACTIONS, and DELIVERY. The client name is 'Twenty Four Seven Security' and the account type is 'Commercial Account'. The 'history' tab is selected and circled in red. A table shows a cancelled policy with the following details:

Details	Line Of Business Policy Number Policy Type	Stage Status	Mode Change	Updated By Updated Date	Premium	Policy Term	Coverage Term	Issuing Carrier Billing Carrier	Remove
	Commercial Auto BA5450734	Cancellation Cancelled By	New Cancelled	Karen Peterson 08/02/2004	D \$4,350.00	04/12/2004 04/12/2005	04/12/2004 08/03/2004	Safeco Ins of America	

Below the table, it says 'Cancelled By Carrier for non-pay.' The 'history' tab is also highlighted in the bottom navigation bar.

## Reinstate

Reinstate is used to restore the cancelled policy back to its original state with no lapse in coverage.

### To Reinstate a Policy

1. On the Primary menu, click **SEARCH**.
2. Click the **Details** icon of the appropriate client.
3. On the Client menu, click **POLICIES**.
4. Click the **History** tab.
5. Click the **Details** icon of the appropriate policy in history to be reinstated.
6. Click the **Reinstate** link under the policy header.



Branch:	<b>Karen Branch</b>	Policy Term:	12:01AM 08/01/2004 PST 08/01/2005 12:01AM PST		
Policy Type:	<b>Monoline</b>	Coverage Term:	12:01AM 08/01/2004 PST 09/08/2004 12:01AM PST		
Issuing Co:	Safeco Ins of America	Stage:	<b>Cancellation</b>		
Billing Co:	Safeco	Mode:	New		
Policy Number:	Unassigned	Status:	Cancelled By Insured		
List	-	Print	<b>Reinstate</b>	Rewrite	Save Changes

7. A pop up box will be displayed. Click **OK** to reinstate the policy.
8. The policy header will turn blue and the status will show Reinstated.
9. Click the **In-force** link under the policy header to change the status from Reinstated to In Force. If a binder is needed select the **Bound** option and select the check box to **create a binder**. Otherwise click **Save**.
10. A record of the Cancellation will remain on the policy until the Renewal is processed.

## Rewrite

Rewrite is used when a revision needs to be made to a policy in cancellation status, say for example a lapse in coverage or a new Carrier.

### To Rewrite a Policy

1. On the Primary menu, click **SEARCH**.
2. Click the **Details**  icon of the appropriate client.
3. On the Client menu, click **POLICIES**.
4. Click the **History** tab.
5. Click the **Details**  icon of the appropriate policy in history to be rewritten.
6. Click the **Rewrite** link under the policy header.

Branch:	<b>Karen Branch</b>	Policy Term:	12:01AM 08/01/2004 PST 08/01/2005 12:01AM PST		
Policy Type:	<b>Monoline</b>	Coverage Term:	12:01AM 08/01/2004 PST 09/08/2004 12:01AM PST		
Issuing Co:	Safeco Ins of America	Stage:	<b>Cancellation</b>		
Billing Co:	Safeco	Mode:	New		
Policy Number:	Unassigned	Status:	Cancelled By Insured		
List	-	Print	Reinstate	<b>Rewrite</b>	Save Changes

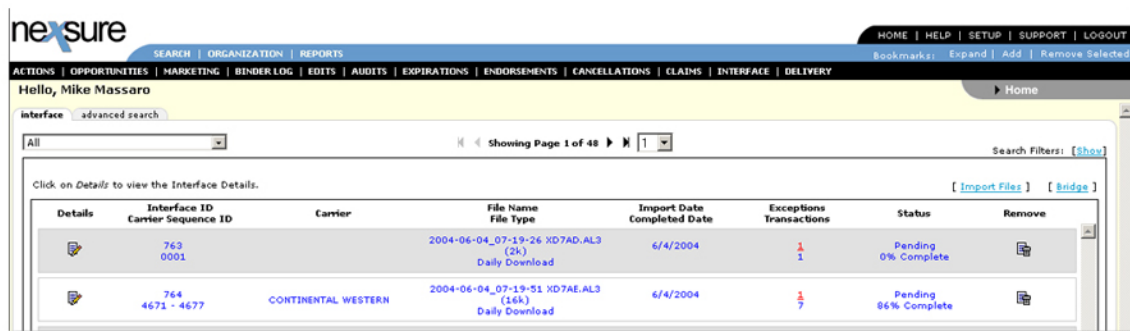
7. The policy will turn to a Wheat color and is placed into a Marketing stage. Complete the Marketing process as described in the Marketing / Marketing Underwriting topic.

# Interface

## Home Menu / Interface

The Interface screen displays a record of all carrier downloads with a "Pending" status. Pending downloads are displayed in blue, completed transactions display in black. To search for specific downloads, use the Search Filter screen by clicking the **Show** link. This is also where FSC and IVANS information is imported into Nexsure.

**Note:** To receive IVANS downloads, you must first have a valid IVANS account. FSC 2-way integration requires the WinFSC application to be installed on the user's machine.



The screenshot shows the Nexsure web application interface. At the top, there is a navigation bar with links for HOME, HELP, SETUP, SUPPORT, and LOGOUT. Below this is a secondary navigation bar with various menu items like ACTIONS, OPPORTUNITIES, MARKETING, BINDER LOG, EDITS, AUDITS, EXPIRATIONS, ENDORSEMENTS, CANCELLATIONS, CLAIMS, INTERFACE, and DELIVERY. The main content area displays a table of download records. The table has columns for Details, Interface ID, Carrier Sequence ID, Carrier, File Name, File Type, Import Date, Completed Date, Exceptions, Transactions, Status, and Remove. Two records are visible, both with a status of 'Pending'.

Details	Interface ID	Carrier Sequence ID	Carrier	File Name	File Type	Import Date	Completed Date	Exceptions	Transactions	Status	Remove
	763	0001		2004-06-04_07-19-26 XD7AD.AL3	(2k) Daily Download	6/4/2004		1	1	Pending 0% Complete	
	764	4671 - 4677	CONTINENTAL WESTERN	2004-06-04_07-19-51 XD7AE.AL3	(16k) Daily Download	6/4/2004		1	7	Pending 86% Complete	

- **Details** - The **Details** icon will open the interface details screen. It displays each download for that particular carrier.
- **Interface ID** - The interface ID is a number assigned by Nexsure to make it easier to track specific downloads. Numbers are generated in the order received.
- **Carrier Sequence ID** - This ID is assigned by the Carrier and is pulled from the AL3 file.
- **Carrier** - Carrier name.
- **File Name** - This name is generated by Nexsure and is used by support to query the database if need be.
- **File Type** - The different file types are **Daily Download**, **FSC Quote** and **Initial Load**.
- **Import Date / Completed Date** - The date the download was received and the date the transaction was completed.
- **Exceptions** - The **Import status** of a download:
  - **Processing Client** - Waiting to be processed.
  - **Processing Policy** - Waiting for data import.
  - **Aborted** - An error occurred while processing the import, and processing has been aborted by the branch. This might occur, for example, if the policy did not belong to that agency. Selecting the Aborted import status and running a search displays all policies that ere rejected by the agency. Choosing to reject a policy will queue the policy for re-processing. This process looks for the policy again, so if you added the policy, the change would then be attached.
  - **Queued for Re-Processing** - Import has been set to be re-processed.
  - **LOB Exception** - Line of Business not currently supported for Import.
  - **Carrier Exception** - Carrier could not be determined. Make sure carrier is listed with correct NAIC code, and click **Accept** to re-process.
  - **Branch Exception** - Branch could not be determined. Make sure branch code is listed under the carrier's commission tab in Nexsure. Click **Accept** to re-process.

- **Application Exception** - Application does not exist.
  - **Client Exception** - Client could not be found. Click here to search existing clients, or click **Accept** to create a new client.
  - **Policy Exception** - Endorsement could not determine policy to endorse. Select policy to endorse.
  - **Policy Exception** - Reinstatement could not determine policy to re-instate. Select a cancelled policy to re-instate.
  - **Policy Exception** - Cancellation could not determine policy to cancel. Select a policy to cancel.
  - **Import Completed** - The import file has been successfully imported into Nexsure.
  - **Endorsement Date Exception** - Policy to endorse could not be determined due to effective date of endorsement being outside policy term.
  - **Reinstatement Date Exception** - Policy to reinstate could not be determined due to effective date of reinstatement being outside policy term.
  - **Cancellation Date Exception** - Policy to cancel could not be determined due to effective date of cancellation being outside policy term.
- **Transactions** - The transactions number is the amount of policies or individual files sent from the carrier.
  - **Status** - While a download has exceptions that haven't been addressed it remains in a Pending status. When all exceptions are resolved, the status changes to Complete. Pending downloads are displayed in a blue font, completed downloads are black.

---

**Note:** Policies with a status of New can no longer download and add to a client that already has a policy.


---

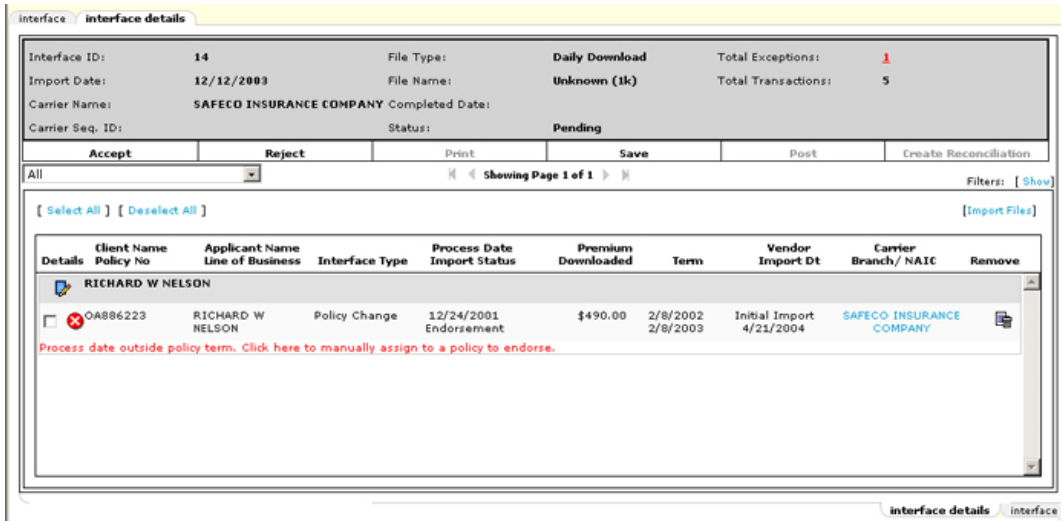
- **Remove** - Clicking the Remove icon will delete the download.
- **Advanced Search Tab** - The advanced Search tab shows all transactions for all carriers regardless of status.

## Processing Downloads

Once downloads have been completed they must be processed.

### To Process Downloads

1. Click the **Details**  icon for the download you wish to process.





The screenshot shows the 'interface details' window. At the top, there is a summary section with the following information:

Interface ID:	14	File Type:	Daily Download	Total Exceptions:	1
Import Date:	12/12/2003	File Name:	Unknown (lk)	Total Transactions:	5
Carrier Name:	SAFECO INSURANCE COMPANY		Completed Date:		
Carrier Seq. ID:		Status:	Pending		

Below the summary are buttons: **Accept**, **Reject**, **Print**, **Save**, **Post**, and **Create Reconciliation**. There is also a dropdown menu set to 'All' and a 'Showing Page 1 of 1' indicator.

The main table displays a list of downloads with the following columns: **Details**, **Client Name**, **Applicant Name**, **Interface Type**, **Process Date**, **Premium**, **Term**, **Vendor**, **Carrier**, and **Remove**.

Details	Client Name	Applicant Name	Interface Type	Process Date	Premium	Term	Vendor	Carrier	Remove
	Policy No	Line of Business		Import Status	Downloaded		Import Dt	Branch/ NAIC	
	RICHARD W NELSON								
<input type="checkbox"/>	OAB86223	RICHARD W NELSON	Policy Change	12/24/2001 Endorsement	\$490.00	2/8/2002 2/8/2003	Initial Import 4/21/2004	SAFECO INSURANCE COMPANY	

Below the table, there is a red message: **Process date outside policy term. Click here to manually assign to a policy to endorse.**

2. Before you can accept or reject a download you must select the check box for each download you wish to process. Use the **Select All** or **Deselect All** links to select or deselect all downloads at once. Select All/ Deselect All will only select the boxes of the downloads on the page being displayed.

---

**Note:** If you have multiple pages of downloads, check boxes you have selected will stay selected as you click through the pages. However, if you leave the downloads screen, they will not remain saved unless you click the **Save** link. Selected downloads will all be processed together, for example, if 10 downloads are selected and you click **Accept**, all selected downloads will be accepted. If you save your selections and leave the interface screen, upon return make sure you review your current selections before you process them all together.

---

3. Click **Accept** or **Reject** to process the downloads you selected.

## Rating Integration

Nexsure facilitates integration with WinFSC, Agency Computer Systems (ACS2000) and The Hartford's ExpressWay rating software. Marketing applications started in Nexsure can be exported for a quote, or a quote file can be imported into Nexsure as a new marketing line item.

**Note:** Quotes obtained using ExpressWay cannot be imported (Bridged) back to Nexsure. Only WinFSC and ACS2000 are supported for bridging at this point.

### Additional Logins

ExpressWay and ACS2000 require an additional login to be setup with a valid user name and password. See "ExpressWay" or "ACS2000" for more details.

### Supported LOBs

#### ExpressWay

Homeowners 1560 ACORD 80	Personal Auto ID 791 ACORD 90 ID	Personal Auto MO 804 ACORD 90 MO
Personal Auto AL 840 ACORD 90 AL	Personal Auto IL 952 ACORD 90 IL	Personal Auto MT 859 ACORD 90 MT
Personal Auto AR 699 ACORD 90 AR	Personal Auto IN 793 ACORD 90 IN	Personal Auto NC 719 ACORD 90 NC
Personal Auto AZ 680 ACORD 90 AZ	Personal Auto KS 850 ACORD 90 KS	Personal Auto NH 853 ACORD 90 NH
Personal Auto CA 818 ACORD 90 CA	Personal Auto KY 794 ACORD 90 KY	Personal Auto NM 807 ACORD 90 NM
Personal Auto CO 722 ACORD 90 CO	Personal Auto MD 851 ACORD 90 MD	Personal Auto NV 683 ACORD 90 NV
Personal Auto CT 716 ACORD 90 CT	Personal Auto MN 799 ACORD 90 MN	Personal Auto GA 1107 ACORD 90 GA
Personal Auto FL 842 ACORD 90 FL	Personal Auto IA 792 ACORD 90 IA	

#### WinFSC


Dwelling Fire 1191 ACORD 84	Personal Auto CA 818 ACORD 90 CA
Homeowners 1560 ACORD 80	Personal Condominium 1560 ACORD 80
Mobile Home 886 ACORD 85	Renters 1560 ACORD 80
Motorcycle CA 818 ACORD 90 CA	

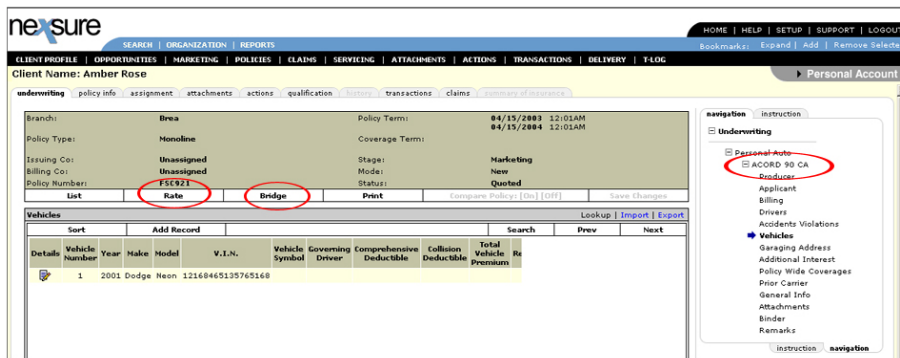
#### ACS2000

Homeowners 1560 ACORD 80	Personal Auto MI ACORD 90
--------------------------	---------------------------

## To Export (Rate) a Marketing Application

Marketing applications can be exported as a blank application, or after it is completed in Nexsure. If the application is not complete when it is exported, the rating tool will prompt you to fill in the required data. If the application is completed in Nexsure before it is exported, a quote will be provided once it opens in a rater (see Mapping Notes below).

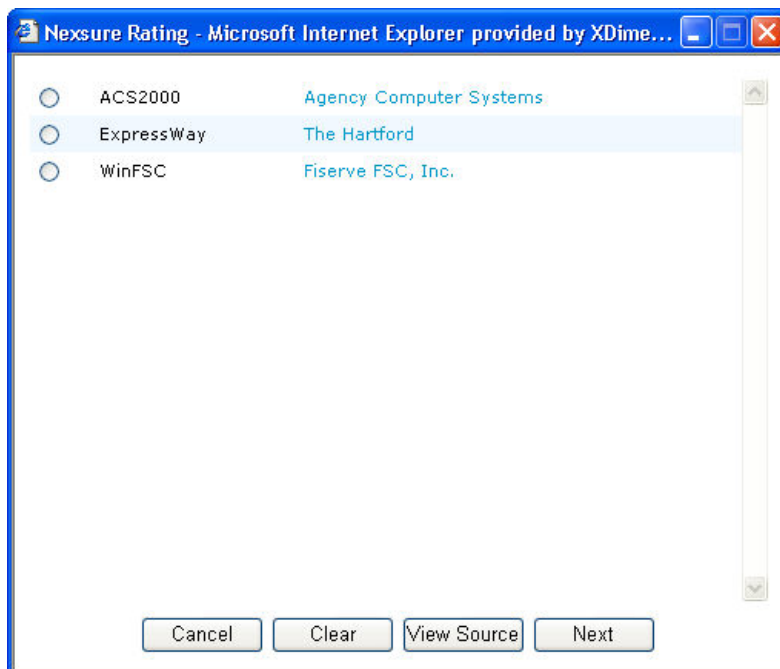
1. Select the client with the marketing application.
2. On the Client menu, click **Marketing**.
3. Click the **Details**  icon for the marketing policy to rate.



4. Select the LOB in the navigation panel, for example, the Personal Auto ACORD 90 CA. The LOB must be selected for the **Rate** (export) link to become available.

**Note:** If the LOB is not supported by the selected a rating tool, the Rate link will not become active.

5. Click the **Rate** link. The rating tool selection screen appears:



6. Select a rater and click **Next**.

---

**Note:** Clicking **View Source** will display the ACORD XML data being transferred to the rater.

---

7. The rater will be launched with information from the application prefilled.
8. Once the quote has been provided, the application can be imported (Bridged) back to Nexsure.

---

**Important:** Quotes obtained using ExpressWay cannot be imported (Bridged) back to Nexsure. Only WinFSC and ACS2000 are supported for bridging at this point.

---


## To Import (Bridge) an Application into Nexsure from FSC Rater

When an application is exported to FSC Rater it is sent with a Nexsure-generated policy ID. This ID number will route the same application back into Nexsure and overwrite the original marketing application that was exported for a quote (see Mapping Notes below). To import (Bridge) applications as separate line items on the marketing screen (to show multiple quotes for example) see, Importing from the Interface Screen below.

---

**Note:** Before an application can be imported from FSC Rater, the quote file must be exported from FSC Rater. In FSC Rater, on the **Tools** menu, click **Export**. The file can now be imported by Nexsure.

---

1. Select the client with the original marketing application.
2. On the Client menu, click **Marketing**.
3. Click the **Details**  icon for the marketing policy.
4. Click the **Bridge** link. The original marketing application will be overwritten with the quoted application from FSC Rater.

## ExpressWay

Nexsure Integrates with The Hartford's ExpressWay rater. You must have a valid ExpressWay account to use this feature. In addition to a valid account, an additional login must be set up in Nexsure to use this functionality.

---

**Note:** Unlike WinFSC, ExpressWay requires an additional login to be setup with a valid user name and password. See ExpressWay setup.

---


### Setting Up an ExpressWay Additional Login

1. On the Primary menu, click **ORGANIZATION**.
2. Click the **Employees** tab.

---

**Note:** It does not matter what level the additional login information is added to.

---

3. Click the **Details**  icon of the appropriate Employee.
4. Click the **Additional logins** tab.
5. Click the **Add New** link.

The screenshot shows the Nexsure web application interface. At the top, there is a navigation bar with 'HOME | HELP | SETUP | LOGOUT' and a search bar. Below that, there are tabs for 'SEARCH | ORGANIZATION | REPORTS'. The main content area displays the 'Organization Profile' for 'XDTI--Training Org 972003' and the user 'Ms. Karen Peterson'. A table titled 'Additional Login Information' is shown, with columns for 'Details', 'Login Type', 'Account No.', 'Login', 'Description', 'Data Created', and 'Remove'. The table contains three rows of data. The 'Add New' button is circled in red.

Details	Login Type	Account No.	Login	Description	Data Created	Remove
	EBC by Hartford		karen63		11/14/2003	
	Agent Center by Allied		dema		11/14/2003	
	Agent20se by Mercury		karen63		11/14/2003	

- From the **Additional Login Type** drop-down box, select Hartford Expressway.

The screenshot shows the 'Add a new Login' form in the Nexsure web application. The form has the following fields:

- Additional Login Type:** Hartford Expressway (dropdown menu)
- Account Number:** (text input field)
- Login ID:** (text input field)
- Password:** (text input field)
- Confirm Password:** (text input field)
- Department ID:** (text input field) (optional)
- Description:** (text input field)

At the bottom of the form, there are 'Cancel' and 'Save' buttons. The browser window title is 'https://rm0web1.nexsure.com - Login Information - M...'. The taskbar shows 'Done' and 'Internet'.

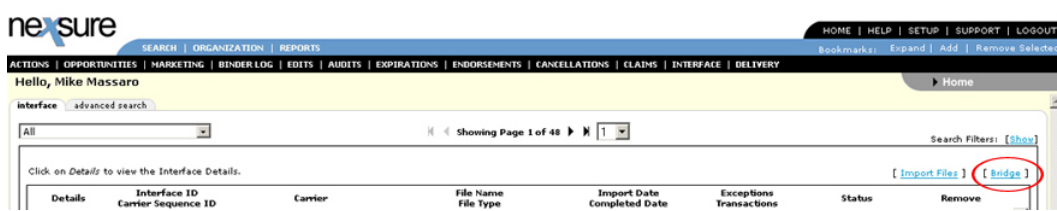
- Complete the Login ID, Password, and Confirm Password fields.
- Department ID is a 3rd field used to collect any additional login information other than login id or password. (IE: group id, etc.)
- Complete the Account Number and Description fields (these fields are optional).

## Importing from the Interface Screen

To import multiple quotes on the same application, quote files from FSC Rater must be imported from the Interface screen. A new marketing line item will be added for each quote on the Marketing screen for the specified client. When applications are originated in FSC Rater, FSC Rater will first search the Nexsure database for the exact name

of the client. If a match is found it will be added as a new marketing line item. If no match is found the new client will be automatically generated in Nexsure.

1. On the **Home** menu, click **Interface**.



2. Click the **Bridge** link. Any files in the FSC export folder will be added to Nexsure. If the client already exists in Nexsure, each quote will be added as a separate marketing line item to that client. If the client does not exist in Nexsure, the client will be automatically created based on the information in the quote file (see Mapping Notes below).

## ExpressWay Mapping Notes

### Nexsure to ExpressWay

- Expressway requires that the **Applicant Name** and **Phone Number** be provided to successfully start a quote.
- Expressway can only be exported using the 'Rating' option. You cannot 'Bridge' an Expressway quote back into Nexsure.

## FSC Mapping Notes

### Nexsure to FSC

- The employer, occupation and work address that populates in FSC will always come from driver #1 in Nexsure.
- The driver #1 name comes from **Named Insured** (so it may differ from driver # 1 name in Nexsure).
- Default occupation in FSC is **Employed** (even if "student" is input in Nexsure it still displays as **Employed** in FSC).
- For rental reimbursement to be quoted, both the **limit per day** and **max** must be populated in Nexsure (if only the limit per day is entered, the rental will not be quoted).
- If Driver license number of digits is invalid for the State licensed, the **license state** will not carry over to FSC (ex- California Driver License numbers have 7 digits. If an 8 digit number is entered, the **license state** will not carry over as **California** for that driver).
- Named insured - Because named insured in Nexsure is not separated into first, middle and last names, names brought over to FSC may need some adjusting (for instance, if two named insureds with an "&" separating them, the "&" may be brought in as middle name).
- DP1 & DP3 - If the coverage type selected is **Fire**, **Fire & EC** or **Fire, EC & VMM** then FSC will rate policy as a **DP1**. If either **broad** or **special coverage** type is selected, FSC will launch **DP3** rating.

### FSC to Nexsure

- If no payment plan selected, the default payment plan from FSC is **Full Pay**.

- **Client Name** and **Client Profile Named Insured** will come from FSC **First Name, Last Name** but the application name will come from **Legal Name** (if any in FSC)
- For **Property LOB's**, distance to fire hydrant is carried over to the application as the max distance for each group: 1000 ft or less from fire hydrant, (none of the three check boxes is selected), 5 miles or less from station, (first check box selected), 5 - 10 miles from station, (second check box selected), 10 or more miles from station (third check box selected).
- Input By in FSC Rater will determine the Branch in Nexsure that the client will be added to.
- First Name and Last Name in FSC Rater are matched in Nexsure with the Named Insured. The names must match exactly in order for the quote to import to the existing client.
- Nexsure also matches the mailing address line # 1 (**Street Address**). If this field is left blank in FSC Rater, Nexsure will use the garaging or property address line 1.

---

**Note:** If the quote originated in Nexsure, then the resulting quote will be attached to the client it came from in Nexsure (no matching of the name and address is needed).

---

### FSC Quote Import Exceptions

- **Producer Exception** - When an FSC quote is imported, a search is performed to determine the branch/producer and who is assigned to the quote. This search is performed using the "**Input By:**" information from FSC Rater. If the **Input By:**(FSC Rater) name and the **Producer** (Nexsure) name match, the assignment will be generated using the first match found.

If no match is found a **Producer Exception** is generated in Nexsure's Interface screen. To resolve the exception, add the employee under a branch in Nexsure, and accept the exception.

- **NAIC Code Exception** - This exception can occur if Nexsure is unable to resolve the NAIC code from FSC Rater's proprietary CarrierID.
- **Carrier Exception** - This exception occurs when the NAIC code for the quote being imported is not listed under the Carriers in Nexsure. To resolve this exception, add the carrier or carrier name with the appropriate NAIC code and accept the exception.

### ACS2000 Mapping Notes

Some ACORD information is not captured or provided by ACS2000:

**Does not provide:** Vehicle Registration State, Loss Years


#### ACS Does Not Capture:

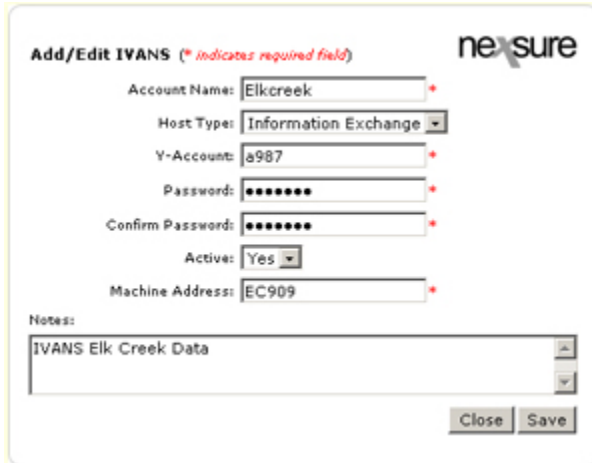
- |  |                                     |
|--|-------------------------------------|
| • Towing Coverage                              | • Knob & Tube or Aluminum Wiring    |
| • Rental Coverage                              | • Plumbing System - Any Known Leaks |
| • Residence Owned                              | • Condition of Roof                 |
| • Applicant - Employer Name/Address            | • # of Amps                         |
| • Homeowners Rating Credits                    | • Sprinkler Info                    |
| • Building Code Effectiveness Grade Inspection | • # of Household Residents          |
| • Hurricane Resistive Glass                    | • # of Weeks Rented                 |
| • Date Heating System Last Serviced            | • Condition of Plumbing             |
| • Circuit Breakers and Fuses                   | • Carrier Name                      |

## IVANS Downloads

### To Receive Downloads from IVANS

Before you can receive downloads from IVANS, you must associate your branch with your IVANS account information.

1. On the Primary menu, click **ORGANIZATION**.
2. Click the **branches** tab and select your branch by clicking the **Details**  icon.
3. Click the **IVANS** tab. If no record exists, you will be prompted to "click here" to add a record.



**Add/Edit IVANS** (\* indicates required field) nexsure

Account Name:

Host Type:

Y-Account:

Password:

Confirm Password:

Active:

Machine Address:







Notes:

4. Enter your IVANS account information and click **Save**.

## AL1 and AL3 Support

ACORD Level 1 and 3 data can be imported into Nexsure via the Home / Interface screen.


AL3 data can be accepted into Nexsure as a New Business, Renewal, Policy Change, Reinstatement or Cancellation. AL1 data is imported as a memo and is limited to the Interface screen. AL1 data can be viewed and printed. New memos have an import status of "New Memo" once they have been viewed they change to "Memo".

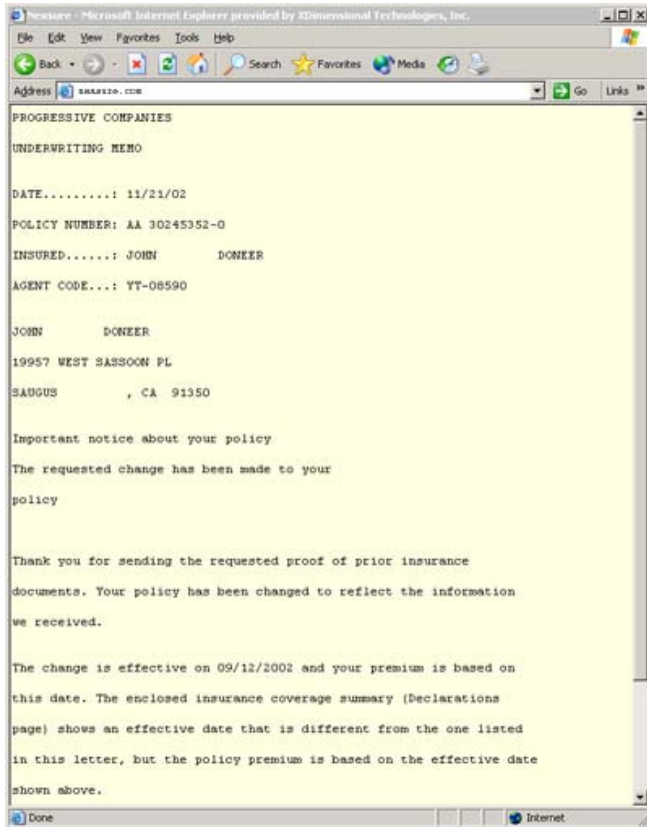
Interface									
Showing Page 1 of 1									
Details	Client Name Policy No	Applicant Name Line of Business	Interface Type	Process Date Import Status	Premium Downloaded	Term	Vendor Import Dt	Carrier Branch/ NAIC	Remove
		Message(s) From Carrier	Miscellaneous Print	10/30/2002 Memo	\$0.00		Nexsure Upload 3/9/2004	PROGRESSIVE 08590/	
		Message(s) From Carrier	Miscellaneous Print	11/20/2002 Memo	\$0.00		Nexsure Upload 3/9/2004	PROGRESSIVE 08590/	
		Message(s) From Carrier	Miscellaneous Print	11/20/2002 Memo	\$0.00		Nexsure Upload 3/9/2004	PROGRESSIVE 08590/	

### To View/Print a Memo

1. On the **Home** menu, click **Interface**. All downloads for the current day appear.

**Tip:** To filter specifically for Memo or New Memo, click the **Show** link and select either option in the **Import Status** drop-down list.

2. Select the AL1 (memo) you wish to view/print and click the **Details**  icon.
3. The data will appear in a separate window.
4. To print the memo, click your browser's **Print** button or from the **File** menu, click **Print**.



# Carrier Commission Downloads

The commission statements come in as a group under the carrier name. The commission statement is worked as a group. At this time, only The Hartford is supported for commission downloads.

## To Process Carrier Commission Downloads

1. Prior to working with the Daily Download statements, process all the policy downloads.
2. On the Home menu, click **Interface**. The File types are "Commission Downloads"



3. If exceptions exist, take the following steps: (Exceptions are Carrier, Branch, Client or Policy)
  - Click on the red exception link (1) to display the item(s)
  - The exception is displayed. Click the exception link to select the policy for a policy exception to display a list of policies. Select a policy from history or the in-force list.

Client Name Policy No	Applicant Name Line of Business	Carrier Seq. ID Interface Type	Process Date Import Status	Premium Downloaded	Term	Vendor Import Dt	Carrier Branch/ NAIC	Remove
DDDDDD, DONA								
A122222290	DDDDDD, DONA PAUTOP	0001	5/23/2004 Policy Exception	\$1,051.00	5/23/2004	11/23/2004	Commission Download	N111111/40169

*Could not determine policy to apply Commission. Select policy to apply this commission.*



- After selecting the policy, click the Select link. The invoice is processing.




Client Name Policy No	Applicant Name Line of Business	Carrier Seq. ID Interface Type	Process Date Import Status	Premium Downloaded	Term	Vendor Import Dt	Carrier Branch/ NAIC	Remo
DDDDDD, DONA								

*The file has been queued for re-processing.*

4. After all exceptions are processed, the **Create Reconciliation** link is active. Click the "Create Reconciliation" link to:
  - Create the invoice
  - Post the invoice
  - Create Reconciliation worksheet ready for posting
5. After clicking Create Reconciliation link the "Ready to Create Reconciliation" message is displayed.
6. Click **OK** to proceed or **Cancel** to abort.

- The Reconciliation confirmation is displayed with the Reconciliation ID. Make note of the ID in order to complete the Reconciliation. Click **Cancel**. The Interface screen is displayed.



- To complete reconciliation, on the Primary menu, click **ORGANIZATION**, select the **Territory** tab and then click the territory **Details**  icon.
- Select the **Accounting** tab.
- Click on the **Transactions** tab and then the **Reconciliation** tab.
- If the Reconciliation worksheet is not displayed use the Show link to search for the specific Reconciliation.
- Click the **Details**  icon to display the worksheet.
- Modify Header and transactions as necessary.
- If the producer commissions need to be adjusted, click the Item ID link to display the invoice detail.
- Scroll down to the Other Commission and click the **Details**  icon to edit.
- Click the **Post Adjustment** link on the navigation toolbar and acknowledge the post.

---

**Note:** If "Post Adjustment" is not selected any adjustments are aborted. (Clicking on the "X" will abort the adjustment)

---

- Click the **Reconciliation ###** link on the navigation toolbar to go back to the Reconciliation.
- The Adjusted amount posts with the same ID with an **"A"** beside the number for easy reference. Please note that once an adjustment is posted it cannot be edited.
- Click the **Post** link on the Reconciliation Navigation toolbar to complete.
- Process Receive payment and deposit.

# Delivery

Using Nexsure's Delivery screen, you can deliver policy information via fax or email.

## Delivery Summary Screen

The Delivery Summary screen can be accessed from the Home menu, or the Client menu. From the Home menu, a summary for all deliveries will appear. At the client level, only deliveries for the specified client will be displayed.



The **Details** column displays an icon to determine the status of a delivery:


Method	Icon	Status	Status Message	Successful
Fax		Processing Forms	Rendering PDF	No
Fax		Pending	.....	No
Fax		Processing	Picked up	No
Fax		Processing	Sending...	No
Fax		Processing	Phone Line Problem...	No
Fax		Successful	Completed.	Yes
Fax		Error Occurred	Line busy	No
Fax		Error Occurred	Human answered	No
Fax		Error Occurred	Transmission error	No
Fax		Error Occurred	Bad Conversion	No

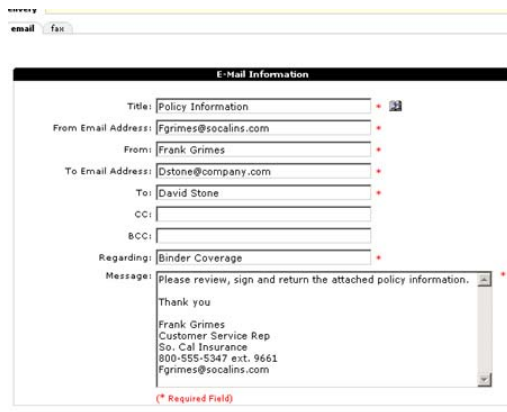
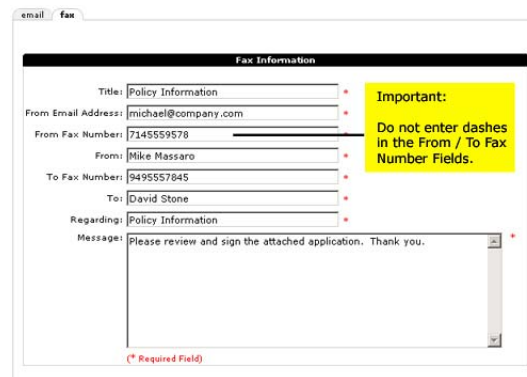
**Note:** To re-send a failed delivery, from the summary view, click the **Details** icon for the failed delivery, then click the **Re-Send** link.

The paper clip column displays the number of attachments associated with the delivery.

## Sending a Delivery

### To Deliver Policy Information

1. On the Client menu, click **DELIVERY**. The Delivery summary screen appears. If this is the first delivery you will be prompted to add a new delivery. If you have made previous deliveries they will appear in the summary.
2. Click [**Add New**].
3. Select a delivery method, **email** or **fax**.
4. Enter the delivery information in the address fields, or use the address book .

- **Title:** The Title field is not displayed to the recipient and is intended to be used as an internal note or to aid in a search. The Regarding field is displayed to the recipient and populates the Subject area of an email.
- **From E-Mail Address / Fax number:** Your email address or fax number (for reply purposes only).

---

**Note:** While you don't need a valid email address or a fax machine, you must populate the From email field. The policy information will be sent via Nexsure and a third party tool.

---

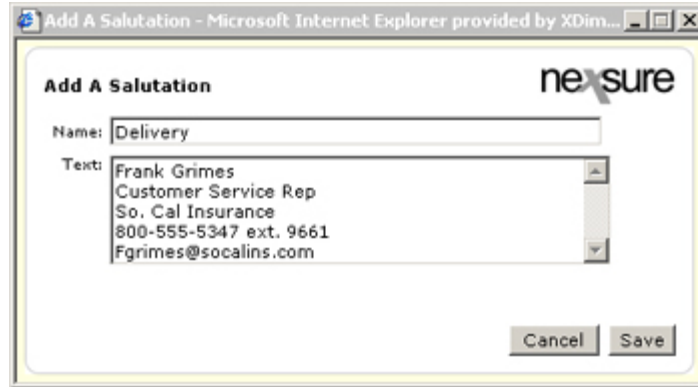
- **From:** Enter your name.
- **To E-Mail Address / Fax Number:** Enter the email or fax number you are sending to.

---

**Tip:** To send an email or fax to multiple recipients, add a semi-colon between the multiple email address or fax numbers.

---

- **To:** The person's name you are sending to.
- **CC:** (email only) Any person's email you would also like this information sent to.
- **BCC:** (email only) Any person's name you would like to send the information to without the others CC'd seeing the names in this field.
- **Regarding:** The delivery subject, as would be shown on the cover page.
- **Message:** Enter a message, if needed, to accompany the attachments. You can add a signature file to your deliveries on the Employee/Identity screen.
  - Signature files can display your name, company name, phone number etc.



- a. On the Primary menu, click **ORGANIZATION**.
- b. Click the **Employees** tab.
- c. Select the employee name to append the signature file to and click the **Details** icon.
- d. Click the **Identity** tab.
- e. Click the **Add Salutation** link.

---

**Note:** Though you can have more than one salutation (or signature) file, the first one will appear in your delivery message body.

---

- f. Enter a Name for the signature file (i.e. Delivery)
  - g. In the Text field, enter your information.
  - h. Click **Save**, then click **Update** on the employee/identity tab.
5. Attach a policy, claim, cancellation, certificate, verification, binder or other (such as a digital picture).

Policies		Add	-
Title	Description		
ACORD 140	Commercial Property Section 140		
Claims		Add	-
No Attachments.			
Cancellations		Add	+
Certificates		Add	+
Verification		Add	+
Binders		Add	+
Others		Add	+


Total Attachments: 1

6. Choose a type of attachment and click **Add**.
7. Select the policy, certificate, image or other item and click **Next**. Follow any remaining prompts.
8. Once any attachments are added, click **Send**.

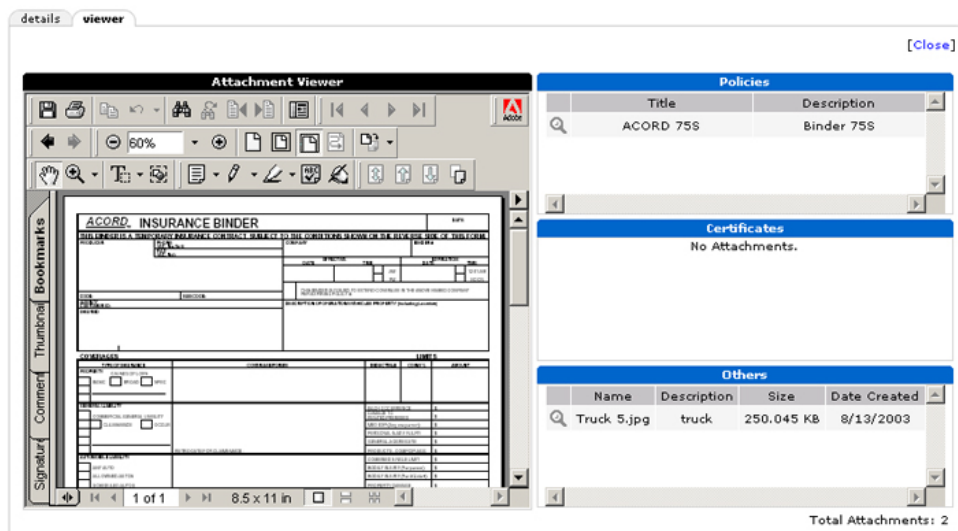
**Note:** If the initial fax could not be delivered, there are 2 ways to proceed:

A PDF file of the document will be automatically generated. That file may then be printed and manually faxed.

-Or-

Click the **Details**  icon for the failed delivery, then click the Re-Send link.

- After the delivery has been sent, the view tab will appear on the delivery screen. To view the attachment, click the **Details** icon for the attachment, click the **viewer** tab, and click the magnifying glass icon to view the document attachment or digital image in the viewer. Once a delivery has been made it cannot be deleted.



## Delivery Address Book

The address book can be used to search and select email or fax recipients. By default the address book will display the current user's delivery history. The address book allows a search of the following entities:

- Additional Interest Location
- Carrier Location
- Contacts
- Delivery History
- Organization Location
- Policy Assignments
- Retail Agent Locations

Entity: Contacts [Search]

Display Name: Company: Entity: branch

Search Results

Name	Company	Entity
Charlotte Rogalski	New York Branch	B
Franco DiAddezio	Orange County Branch franco@xdti.com fdiaddezio@r com 714482966	B
Jami Euper	Orange County Branch jami.euper@xdti.com	B
Jeff Berney	Jeff Download Branch	B
Laurel Walsten	Laurel Download Branch	B
Melva	Orange County	B

From To CC BCC [Select] [Close]

- Select an Entity from the drop-down list. Respective search options will be displayed for each entity:
  - Additional Interest Location** - Company/City
  - Carrier Location** - Company/Display Name/Phone Number
  - Contacts** - Display Name/Company/Entity
  - Delivery History** - Display Name/eMail/Sender
  - Organization Location** - Display Name/City/State
  - Policy Assignments** - Client Name/Policy No./LOB
  - Retail Agent Locations** - Company / Display Name / State
- Enter search criteria and click the **Search** link.

---

**Tip:** Entering %% in a field will return all entries.

---

- Click on the desired entity (to select multiple recipients on the same search screen, press the CTRL key and click each name).
- Select the **From**, **To**, **CC** or **BCC** delivery option.
- Click the **Select** link. Notice that once you click Select, the information appears in the respective fields on the email tab.
- Click **Close**.

# Organization Setup

## Business Rules

Setting up an organization has to occur in a specific order. The system will have two status flags set at organization - the first setting is "Organization Status = Active or Inactive". If Active, then the organization can login. The second setting is "Organization Setup - Complete or Incomplete". When switched to complete, the organization can begin entering transactions.

Abbreviations:

**AR** = Accounts Receivables

**BS** = Balance Sheet

**COA** = Chart of Accounts

**GL** = General Ledger

**IS** = Income Statement

## Organization Setup Order

1. Designate accounting periods
2. Set Fiscal Range with first "Data Entry" period set to enter beginning balances.
3. First "Data Entry" period should be the period before normal transaction entry will begin as balances will be set to the prior period.
4. Assign books
5. Set posting rules
6. Set Organization Setup to "Complete" (Locks Organization posting rules. Established Accounting Periods cannot be deleted.)
7. Validate / Establish account groups
8. Validate / Establish account types.
9. Validate / Establish Chart of Accounts.
10. Set Mandatory General Ledger Numbers.
11. Complete Org Structure.
  - Region
  - Territory
  - Departments

Validate posting rules (Posting to general ledger is set at organization. Not a department variation.):

- i. Agency Bill Accounting Method
- ii. People Payment Accounting Method
- iii. Direct Bill Accounting Method
- iv. People Payment Accounting Method

---

**Note:** If posting rules are changed for department, the applicable general ledger number must be added and designated as a Mandatory General Ledger number at Org.

---

- Branch
  - Validate Departments (Cannot change posting rules at department)
  - Add Units if applicable.

---

**Note:** As org structures are added, based on books assignment and posting rules, chart of accounts will be added.

---

12. Journal Entry beginning balances.
13. Enter Insured beginning balances.
14. Print beginning balance reports (Aged Receivables, Trial Balance, Balance Sheet, Income & Expense Report).
15. At least lock, preferably close, beginning balance entry month.
16. Begin transaction entry.

---

**Note:** Organization, accounting, setup, assign books. "Assign books" represents the organizational level(s) that have balance sheet general ledger numbers and posting. Anything else, including departments and units, will have income and expense general ledger numbers. Reconciliation will occur at the lowest level of books assignment.

---

## Regions

**Region** – Primary divisions of organization such as: Northern, Southern, Eastern Regions. Regions may be added to or modified by the entity depending on security.

- Clicking on **Regions** in the tree view will display a summary view of all Regions on the right side of the screen.
- To add a new region, click **Add New**.
- To enter a location select the **Use Existing** option and select the location from the drop-down list. Or, add a new location by clicking the **Add New** option.
- Complete detail information and click on the **Save** button to save.
- To add employees, select the **Employees** tab and click **Add New**.

## Adding Region Contacts

### To Add a Region Contact

1. On the Primary menu, click **ORGANIZATION**.
2. On the **Employees** tab, click **Add New**, before adding a region contact, you must **Search For Existing Contact Record**. This feature allows the current contact database to be utilized so that duplicate contact records may be avoided.

## Search Contact

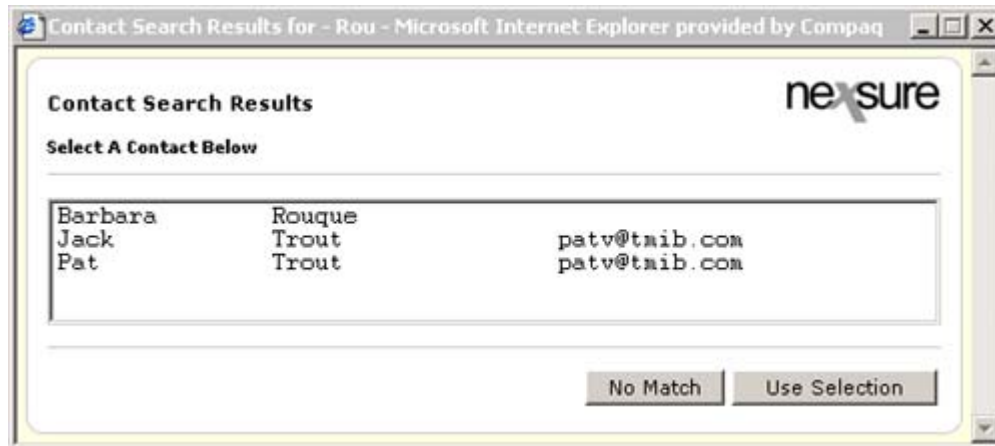
- Select **Search Contact** to search existing contacts and to add as a contact to this entity.

- **Search For Existing Employee Record** - Enter the last name, first name or email address of the employee as the search criteria. Enter a minimum of 2 characters in order to have valid criteria for a search. No wild card searches to search all are available.
- Click **Search** to display any potential matches.
- The results will be displayed in alphabetical order by last name. If the contact has already been entered in the system, select their name and click **Use Selection**.
  - The selected contact detail is automatically populated into the current **Contact Detail** screen with exception of the following fields:

**Is this the Primary Contact for this account?** - There can only be one primary contact and cannot be deleted. The primary contact can be changed.

**Contact Role** - The role is used to identify the contacts role with the Branch on behalf of the named insured (Billing, Claims, CPA, etc.). Use the drop-down box that contains items that are added by the agency in Setup under Lookup Management.

**Contact Notes** - Enter any relevant notes to the contact (ex. "Leaves the office at 3PM")






- If no results are found click **No Match**. The Search Results window will close, then select the **New Contact** option.

## New Contact

- If the **New Contact** option is selected, enter the information in the **Contact Detail** screen.


### Field Descriptions:

- **Prefix:** Use the drop-down box that contains items added by the agency in Setup under Lookup Management.
- **First Name:** Enter the first name of the primary contact for this entity. The primary contact is identified as the person you would call or correspond with most of the time.
- **Middle Initial:** This field is 1 character long. Enter the middle initial of the primary contact.
- **Last Name:** Enter the last name of the primary contact.
- **Suffix:** Use the drop-down box that contains items added by the agency in Setup under Lookup Management.
- **Goes By:** Enter the name the contact prefers to be addressed by. This field may be used in letters or emails to the entity.
- **Title:** Use the drop-down box that contains items added by the agency in Setup under Lookup Management. The title is used to identify the contacts occupation.
- **Sex:** Use the drop-down box containing **Female** and **Male** to identify gender.
- **Date of Birth (DOB):** Enter the contacts date of Birth in the following format: "##/##/####". The Calendar  icon may be used to access a popup calendar. Click on the appropriate day to populate the field.
- **Social Security Number:** This field accepts numerical values only for the social security number. Accepted format: #####. Do not include dashes.

- **Marital Status:** Use the drop-down box to select the appropriate marital status for the contact.
- **State Licensed:** Use the drop-down to select the state licensed.
- **License Number:** This field accepts alphanumeric characters for the license number.
- **Date Licensed:** Enter the contacts date licensed in the following format: **##/##/####**. Use the **Calendar**  icon to access the Popup calendar. Click on the appropriate day to populate the field.
- **Is this the Primary Contact for this account?** There can only be one primary contact and cannot be deleted. The primary contact can be changed.
- **Contact Role:** The role is used to identify the contacts role with the Branch on behalf of the named insured. Use the drop-down box that contains items that are added by the agency in Setup under Lookup Management.
- **Phone:** Enter the phone numbers without formatting. Formatting will be applied after the **Client** screen has been saved. Use the drop-down box to identify the type of phone number. Extension numbers may be entered up to 6 characters. Phone number identities are as follows:
  - Home phone
  - Cell phone
  - International phone
  - Office phone
  - Pager
  - Personal Fax
- To add additional phone numbers:
  - Click on the **Add New** link to the right of group heading
  - Use the drop-down box to select the identity of the phone number being added.
  - Enter the phone numbers without formatting. Formatting will be applied after the screen has been saved.
  - The extension numbers may be entered up to 6 numeric characters.
  - Click on the **Save** button to save the phone number just added.
  - Click on the **Close** button to abort the addition of the new number.
  - The number of Personal Phone numbers that can be added to each contact is only limited by the identity choices. Click on the **Add New Link** to add a new phone number.
  - Click on the **Details** icon beside the number to edit.
  - Click on the **Delete**  icon beside the number to delete.
- **E-Mail:** The e-mail address for the contact is optional, however if the format is entered incorrectly an error will be returned to warn of the improper format. The screen cannot be saved until the format is corrected. The field can contain up to 30 characters with alphanumeric data. There are 2 e-mail addresses to accommodate both work and personal as necessary.
- **Contact notes:** Can be used for any notation about this contact. The notes can only be viewed from the contact details screen.



- **Save** – The **Save** button will save new contact information.
  - **Cancel** – The **Cancel** button will abort any modifications or adding a new contact.
  - **Delete** – The **Delete** button will delete the contact. The primary contact cannot be deleted but can be changed. The delete button will not be present if the contact is set to primary.
  - **Update** – The **Update** button will update any modifications to the contact record.
- When the information is complete, click the **Save** link. The screen returns to the Employee tab.




### To Add the New Contact as a Nexsure User

1. On the Employee tab, select the contact by clicking on their **Details**  icon.
2. Click the link **Click here to make this contact a user**. The **Security** tab is enabled beside the **Contact Detail** tab. See Setup for information on adding and modifying security templates.

## Region Employees Security

### To Add Security

1. **User Information** is optional. Clicking "**Click here to make this contact a user**" will create the **Security** tab beside the **Contact Detail** tab. **Setup** information provides information on adding and modifying security templates. The **Security** screen allows the users login Information to be completed. Once security has been assigned to a contact, this link can no longer be seen unless security is removed.
2. To assign or edit the contacts security, select the **Security** tab. Complete or edit the following fields:
  - **Login ID:** Enter an User login ID no more than 18 characters long using an alphanumeric value.
  - **Password:** Enter a User Password no more than 18 characters long using an alphanumeric value.
  - **Confirm Password:** This field is required for the password to be reentered correctly.
  - **Time Zone:** In the drop-down list, select the user's local time zone.
  - **Cancel:** Click **Cancel** to abort the record.
  - **Save:** Click **Save** to create **User Accounts**
  - **Update:** Click **Update** to update modifications to the record.
  - **User Accounts:** The user account listing contains the following:
    - **Details:** The **Details**  icon will display in this column. Clicking on the icon will display the **User Rights Information** which may be edited.
    - **Entity Name:** All entity name(s) the user has been assigned rights will display in this column.
    - **Entity Type:** The entity type is defined as the contacts type in Nexsure, such as **Client, Employee, Retail Agent, Underwriter, outside finance company** or **additional interest**.
    - **Rights:** Rights are assigned by clicking the **Details**  icon on the **Details** column to access the **User Rights Information** popup screen. The rights as identified in **Setup** under **User Rights Templates** will display in this column.
    - **Status:** Status is assigned on the **User Rights Templates** pop-up screen.
    - **Date Created:** Is the date security was saved.

- **Remove:** Deletes the security record for the contact. The security tab will no longer be displayed but the link to add security will again display at the bottom of the **Contacts** screen (“[Click here to make this contact a user.](#)”).
3. Click on the **Details**  icon to display the **User Rights Information** pop-up screen. Complete the following fields as appropriate for contact security:
- **Entity Type:** Even though a drop-down list is shown, only the appropriate entity type as defined by the area in which the contact is being added in Nexsure will display; such as **Client, Employee, Retail Agent, Underwriter, outside finance company** or **additional interest**. Example: If a Client contact, then the entity type available would be **Client**.
  - **Entity Name:** Even though a drop-down box is shown, only the entity that rights are being assigned for will be available.
  - **Status:** Status will be a drop-down list and will contain 2 choices: **Active** and **Inactive**. If **Inactive** is selected the contact login is disabled and an “” icon will be displayed on **Contacts** summary screen. If **Active** is selected the contact login is enabled and an “” icon will be displayed on the **Contacts** summary screen. (See **Contacts Summary** for placement details)
  - **Rights:** Select the appropriate **User Rights** template from a drop-down box that is populated in **Setup** under **User Rights Templates**.

# Territories

A territory is a Subdivision of Region such as California, Utah, etc. Territories may be added to or modified by the entity depending on security.



## Adding Territory Locations

### To Add a Territory Location

1. On the Primary menu, click **ORGANIZATION**.
2. On the **Locations** tab, click **Add New**.
3. **Use Existing** is the default when adding new locations. Scroll through the list of existing locations to make sure the location does not exist. If the location is present, click that location and then select the **Save** button. This feature allows the entire organization location database to be utilized so that duplicate records may be avoided.
  - If the location does not exist select the **Add New** option and complete the following fields:

#### Field Descriptions:

- Complete the **Location Detail** using the following information:
- **Location Type:** Select the location type from the drop-down list, which is populated by the agency in **Lookup Management**.
- **Location Name:** Enter a unique name to identify the location.
- **Location Description:** Enter a description of the location such as **Billing, Underwriting**, etc.
- **Mailing Address:** The main address for this entity generally used for mailing invoices and correspondence.
- **Physical Address:** The physical address for this location.
- If the Billing address is different from the physical address, make sure to indicate by addressing this question and completing the billing address section.
- **Phone:** Enter the phone numbers without formatting. Formatting will be applied after the **Locations** screen has been saved. Use the drop-down box to identify the type of phone number. Extension numbers may be entered up to 6 characters. Phone number identities are as follows:
  - Back line
  - Building Security
  - Business Phone
  - Fax
  - Main Fax
  - Phone
  - Receptionist
  - Technical Support
  - Toll Free
  - Add additional phone number identities in **Setup** under **Lookup Management**.
    - Adding additional phone numbers:

- Click on the **Add New** link to the right of group heading after accessing the location record to edit.
- Use the drop-down box to select the identity of the phone number being added.
- Enter the phone numbers without formatting. Formatting will be applied after the screen has been saved.
- The extension numbers may be entered up to 6 numeric characters.
- Click on the **Save** button to save the phone number just added.
- Click on the **Close** button to abort the addition of the new number.
- The number of Phone numbers that can be added to each Location is only limited by the identity choices. Click on the **Add New Link** to add a new phone number.
- Click on the **Details**  icon beside the number to edit.
- Click on the **Delete**  icon beside the number to delete.
- **E-Mail:** The e-mail address for the contact is optional, however if the format is entered incorrectly an error will be returned to warn of the improper format. The screen cannot be saved until the format is corrected. The field can contain up to 30 characters with alphanumeric data.
- **Cancel** – The **Cancel** button will abort any modifications or adding a new Location.
- **Save** – The **Save** button will save new location information.
- **Delete** – The **Delete** button will delete the Location. The primary Location cannot be deleted but can be changed. The delete button will not be present if the Location is set to primary.
- **Update** – The **Update** button will update any modifications to the Location record.

## Branches

A branch is the third level of the organization. There are the Branches in a specific territory, which translates to the Agency Name such as: West Coast Insurance Specialists. Branches may be added to or modified by the entity depending on security.



### Adding Branch Locations

#### To Add a Branch Location

1. On the Primary menu, click **ORGANIZATION**.
2. On the **Locations** tab, click **Add New**.
3. **Use Existing** is the default when adding new locations. Scroll through the list of existing locations to make sure the location does not exist. If the location is present, click that location and then select the **Save** button. This feature allows the entire organization location database to be utilized so that duplicate records may be avoided.
  - If the location does not exist select **Add New** and complete the following fields:

#### Field Descriptions:



- Complete the **Location Detail** using the following information:
  - **Location Type:** Select the location type from the drop-down box, which is populated by the agency in Lookup Management.
  - **Location Name:** Enter a unique name to identify the location.
  - **Location Description:** Enter a description of the location such as Billing, Underwriting, etc.
  - **Mailing Address:** The main address for this entity generally used for mailing invoices and correspondence.
  - **Physical Address:** The physical address for this location.
  - If the Billing address is different from the physical address, make sure to indicate by addressing this question and completing the billing address section.
  - **Phone:** Enter the phone numbers without formatting. Formatting will be applied after the **Locations** screen has been saved. Use the drop-down box to identify the type of phone number. Extension numbers may be entered up to 6 characters. Phone number identities are as follows:
    - Back Line
    - Building Security
    - Business Phone
    - Fax
    - Main Fax
    - Phone
    - Receptionist
    - Technical Support
    - Toll Free

- Add additional phone number identities in **Setup** under Lookup Management.
- Adding additional phone numbers:
  - Click on the **Add New** link to the right of group heading after accessing the location record to edit.
  - Use the drop-down box to select the identity of the phone number being added.
  - Enter the phone numbers without formatting. Formatting will be applied after the screen has been saved.
  - The extension numbers may be entered up to 6 numeric characters.
  - Click on the **Save** button to save the phone number just added.
  - Click on the **Close** button to abort the addition of the new number.
  - The number of Phone numbers that can be added to each Location is only limited by the identity choices. Click on the **Add New Link** to add a new phone number.
  - Click on the **Details**  icon beside the number to edit.
  - Click on the **Delete**  icon beside the number to delete.
  - **E-Mail:** The e-mail address for the contact is optional, however if the format is entered incorrectly an error will be returned to warn of the improper format. The screen cannot be saved until the format is corrected. The field can contain up to 30 characters with alphanumeric data.
- **Cancel** – The **Cancel** button will abort any modifications or adding a new Location.
- **Save** – The **Save** button will save new location information.
- **Delete** – The **Delete** button will delete the Location. The primary Location cannot be deleted but can be changed. The delete button will not be present if the Location is set to primary.
- **Update** – The **Update** button will update any modifications to the Location record.

## Branch Employees Security

### To Add Security

1. **User Information** is optional. Clicking "**Click [here](#) to make this contact a user**" will create the **Security** tab beside the **Contact Detail** tab. **Setup** information provides information on adding and modifying security templates. The **Security** screen allows the users login Information to be completed. Once security has been assigned to a contact, this link can no longer be seen unless security is removed.
2. To assign or edit the contacts security, click on the **Security** tab. Complete the following fields:
  - **Login ID:** Enter a login ID for the contact no more than 18 characters long using an alphanumeric value.
  - **Password:** Enter a Password for the contact no more than 18 characters long using an alphanumeric value.
  - **Confirm Password:** This field is required for the password to be reentered correctly.
  - **Time Zone:** In the drop-down list, select the user's local time zone.
  - **Cancel:** Click **Cancel** to abort the record.
  - **Save:** Click **Save** to create **User Accounts**
  - **Update:** Click **Update** to update modifications to the record.
  - **User Accounts:** The user account listing contains the following:

- **Details:** The **Details**  icon will display in this column. Clicking on the icon will display the **User Rights Information** which may be edited.
  - **Entity Name:** All entity name(s) the user has been assigned rights will display in this column.
  - **Entity Type:** The entity type is defined as the contacts type in Nexsure, such as **Client, Employee, Retail Agent, Underwriter, outside finance company** or **additional interest**.
  - **Rights:** Rights are assigned by clicking the **Details**  icon on the **Details** column to access the **User Rights Information** popup screen. The rights as identified in **Setup** under **User Rights Templates** will display in this column.
  - **Status:** Status is assigned on the **User Rights Templates** pop-up screen.
  - **Date Created:** Is the date security was saved.
  - **Remove:** Deletes the security record for the contact. The security tab will no longer be displayed but the link to add security will again display at the bottom of the **Contacts** screen (Click [here](#) to make this contact a user.)
3. Click on the **Details**  icon to display the **User Rights Information** pop-up screen. Complete the following fields as appropriate for contact security:
- **Entity Type:** Even though a drop-down box is shown, only the appropriate entity type as defined by the area in which the contact is being added in Nexsure will display; such as **Client, Employee, Retail Agent, Underwriter, outside finance company** or **additional interest**. Example: If a Client contact, then the entity type available would be **Client**.
  - **Entity Name:** Even though a drop-down box is shown only, the entity that rights are being assigned for will be available.
  - **Status:** Status will be a drop-down list and will contain 2 choices: **Active** and **Inactive**. If **Inactive** is selected the contact login is disabled and an "🔒" icon will be displayed on **Contacts** summary screen. If **Active** is selected the contact login is enabled and an "🔑" icon will be displayed on the **Contacts** summary screen. (See **Contacts Summary** for placement details).
  - **Rights:** Select the appropriate **User Rights** template from a drop-down box that is populated in **Setup** under **User Rights Templates**.

## Departments

Departments are sub-sets of a branch location. For example, a branch could be broken into two departments, Commercial Lines and Personal Lines.


Before you can add a department to a branch, you must first create the branch at the ORG level. Once a department has been created, they can be added at the branch level.

### Creating Departments

#### To Create a Department

1. On the Primary menu, click **ORGANIZATION**.
2. Click the **Departments** tab.
3. Click **Add New**.
4. In the Department field, enter a name for the department.
5. In the Status field, selecting Active will make the department available to be used in a branch.
6. Enter a description of the department (optional).
7. Select the department posting rules. Departments within a branch can have separate general ledger posting rules.
8. To save the new department, click **Update**.

#### To Add a Department

1. On the Primary menu, click **ORGANIZATION**.
2. Click the **branches** tab and select a branch to add a department to by clicking the **Details**  icon.
3. Click the **departments** tab.
4. Click **Add New**. A box with all available departments will be displayed.

---

**Note:** You cannot create departments from the branch level. If a department does not exist, it must be added at the ORG level.

---

5. Select a department and click **Update**.

# Employees

## Adding Employees

Employees should be added at the Organization level. This allows their names to be selected at any level (Region, Territory or Branch). Access and security rights are assigned after the new employee has been added as a Nexsure user.

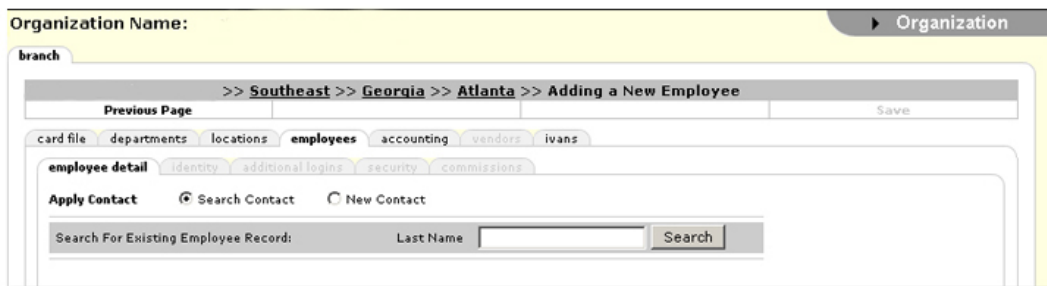
---

**Note:** Employees can be added at lower organization levels such as Region, Territory or Branch. However, employees added at a specific level only have access to that level and the levels below it. For example, an employee added at the Region level has access to Region, Territory and Branch functionality but does not have full Org level capability. An employee added at the Territory level has access to Territory and Branch functionality, but not to Region or Org level functionality. Employees added at Branch level only have access to Branch level functionality. The different levels of security, however can be edited in Security Administration / User Rights Templates.

---

### To Add an Employee

1. On the Primary menu, click **ORGANIZATION**.
2. Click the **employees** tab.
3. Click **Add New**.



4. By default the Search Contact option is selected. To search, type the last name into the box and click Search. Otherwise, select the **New Contact** option.

---

**Tip:** While not necessary, you should always perform a search to see if the name you are adding already exists in the system.

---

5. Enter the employee detail information.

**Employee Information**

Prefix: Mr. First: Michael MI: Last: Powers Suffix: Goes By: Mike

Title: Producer Sex: Male DOB: 4/16/72 Social Security No.: 1234567899 Marital Status: Married  
(000-00-0000)

**Driver Information** State Licensed: CA License Number: A1234567 Date Licensed: 4/16/88

Is this the **PRIMARY CONTACT** for this organization?  Yes  No Contact Role: General

The **PRIMARY LOCATION** for this employee is: Brea, CA [145 S. State College Blvd.]

**Personal Numbers** [ Add New ]

Details	Phone Type	Phone	Ext	Desc	Delete
	Cell Phone	(714) 555-1212			

**E-Mail Address**  
E-Mail: mike@company.com E-Mail 2:

**Contact Notes**  
Can be reached in the office between 8 am and 5 pm PST.

- When all of the information is entered, click the **Save** link to save the information.

**Note:** Adding an employee in Nexsure does not automatically make that employee a Nexsure user, they must be **added as a user** and granted security user rights. See **Adding Employee Rights** below.

- Click the **Details** icon for the new employee you wish to make a user. Click the "Click here to make this contact a user" link appears at the bottom of the screen, the security tab appears.

branch >> Southeast >> Georgia >> Atlanta >> Michael Powers

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card file departments locations employees accounting vendors ivans

employee detail identity additional logins **security** commissions

Employee Name: Michael Powers User Status:

To add/edit a user for this account, enter the login information and click on the Save/Update link on the navigation bar at the top.

**Login Information**

Login name: mpowers

New password: ●●●●●●

Confirm new password: ●●●●●●

Time zone: ((GMT-08:00) Pacific Time (US & Canada); Tijuana)

Automatically adjust clock for Daylight Savings Time (DST)

Login expiration date: and time:

Change of password required:

Access allowed from: 5:00 AM

Access allowed until: 6:30 PM

Notify admin upon login:

Allow login on Saturday:

Allow login on Sunday:

Login disabled:

commissions **security** additional logins identity employee detail

- Login name:** Assign the new user a Nexsure login name.

- **New password:** Assign the new user a password. You can give them the option to change the password you assigned upon their first login (see below).
  - **Confirm new password:** Retype the password you just entered to verify that you typed it correctly.
  - **Time zone:** Select the time zone for the user you are entering.
  - **Automatically adjust clock for Daylight Savings Time:** Select this option unless the user is in a state not effected by daylight savings time (i.e. Indiana).
  - **Login expiration date and time:** You can enter a specific date and time to grant access to Nexsure. This would be useful if you had a temporary employee that will only need access for a specified time frame. If you enter a date and not a time, the system will default to 12:00 AM.
  - **Change of password required:** This allows the new user, once they have logged in the first time, to set their own personal password. Upon login, they will be prompted to change their password.
  - **Access allowed from/until:** You can select the hours that this user can access Nexsure. Leaving them blank allows 24 hour access.
  - Notify admin upon login:
  - **Allow login on Saturday/Sunday:** These options are selected by default. To restrict access on these days, clear the check boxes.
  - **Login disabled:** Selecting this option restricts access for this user.
8. Once the login security is setup click **Save**. To add security rights for a user see **Adding Employee Security** below.

## Adding Employee Rights

When adding employee rights, it is important to limit the number of employees that have high level security access such as "administrator". A user with administrator rights will have access to all levels in the organization while a user with "producer" rights will only have access to CRM functionality. See User Rights Templates for more information on setting up custom templates.

### To Add User Security

1. Once you have made an employee a Nexsure user, on the bottom of the **security** tab, click the link that reads **Click [here](#) to add security**.

The screenshot shows the user management interface for Michael Powers. The 'security' tab is selected, and the 'Click here to add security' link is circled in red. The form includes fields for login name, password, time zone, and access permissions.

organization

XDTI--Training1 >> Michael Powers

Previous Page

card file regions territories branches departments locations employees accounting vendors

employee detail identity additional logins security commissions accounting transactions

Employee Name: Michael Powers

To add/edit a user for this account, enter the login information and click on the Save/Update link on the navigation bar at the top.

**Login Information**

Login name: mpowers

New password:

Confirm new password:

Time zone: (GMT-08:00) Pacific Time (US & Canada); Tijuana

Automatically adjust clock for Daylight Savings Time

Login expiration date:  and time:

Change of password required:

Access allowed from: 12:01:00 AM

Access allowed until: 11:59:00 PM

Notify admin upon login:

Allow login on Saturday:

Allow login on Sunday:

Login disabled:

No record(s) found. [Click here to add security.](#)

accounting transactions

2. Select the user rights information:
  - **Entity Type** - Displays the level at which the employee was added (Organization, Region, Territory, Branch)
  - **Entity Name** - The name of the Org
  - **Status** - Active / Inactive
  - **User Rights** - The level of security granted to the user (ex. Administrator = All access)



3. Click **Add**.

## Employee Identity

### To Add a Photo and Signature File

You can add a picture to your employee profile. This is an optional feature. Pictures can be in GIF or JPG format. Signatures **must be in JPG** format.

1. On the **employees** screen, click the **identity** tab.
2. Click **Add Photo**.



3. Click **Browse** to navigate to the gif file and click **Upload**.

---

**Note:** Photos must be JPG format. To avoid distortion, please upload the photo with a **height of 225 pixels and width of 150 pixels**.

---

4. Click **Close**.

## Creating a Signature File

Signature files are for appending to certificates when creating Nexsure certificates. Signature files **MUST** be created and attached to your employee details to create new certificates in Nexsure. This option is **not** available if you are generating certificates via ConfirmNet. Your signature file must be created in a graphics program such as MS Paint or Adobe Photoshop. The signature file must be in **JPG** format. To avoid distortion, create the signature file with a height of 75 pixels and width of 300 pixels, for example:



\* Drop shadow used to show dimensions.

### To Add a Signature File

1. On the **employees** screen, click the **identity** tab.
2. Click **Add Signature**.
3. Click **Browse** to navigate to the jpg file and click **Upload**.
4. Click **Close**.

## Global Reassignment

This option will allow an Agency to re-assign, en-masse, current in-force policies, marketing policies, open actions, client card file and client assignments from an employee, who has left the Agency, to another employee. This will not affect policies in history or any closed actions.


### To Perform Global Reassignment

1. On the Primary menu, click **ORGANIZATION**.
2. Click the **Branches** tab.

---

**Note:** If employee is assigned to multiple branches, they will need to be re-assigned at each branch level.

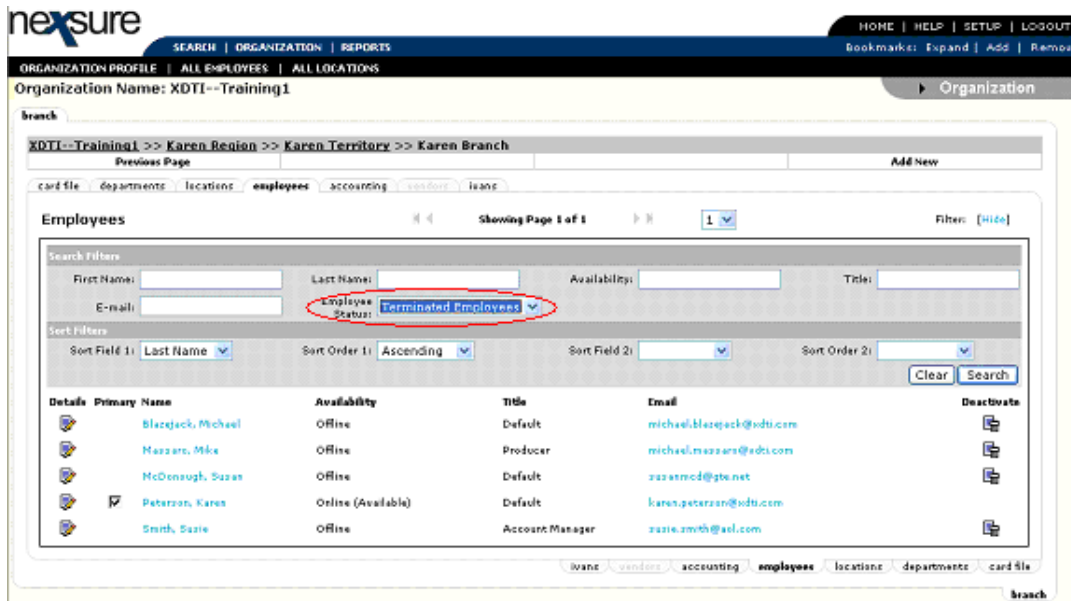
---

3. Click the **Details**  icon of the appropriate branch.
4. Click the **Employees** tab.

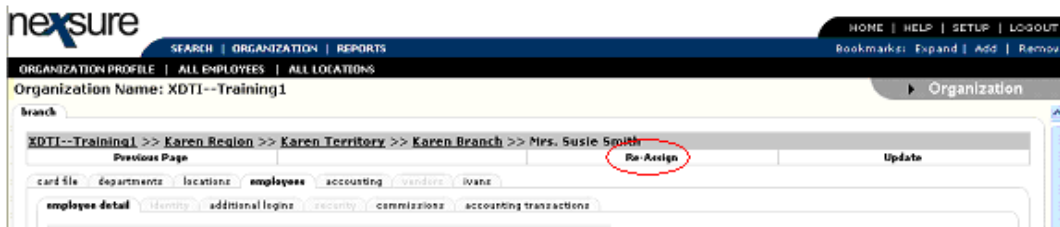
---

**Note:** If the employee has been terminated click on the [show] filter, select Terminated Employees from the Employee Status drop-down box and click Search.

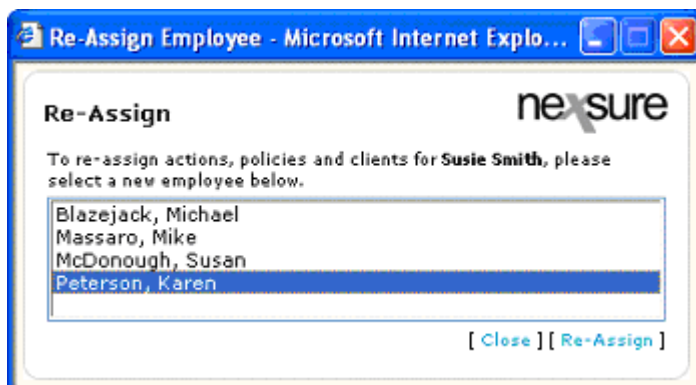
---



5. Click the **Details** icon of the employee who is to be re-assigned.
6. Click the **Re-Assign** link on the toolbar.



7. The re-assign employee screen will display.



8. Highlight the name of the new employee to be assigned
9. Click the **Re-Assign** link.
10. Click **OK** to confirm the change.

## Employee Commissions

### To Setup People Commission Defaults

People commission defaults can only be created in the employee file located at the branch level where the employee has been added.

1. On the Primary menu, Click **ORGANIZATION**
2. Select the **branches** tab and click the **Details** icon of the branch where the employee file resides.
3. Select the **employees** tab and click on the appropriate employee **Details** icon.
4. Select the **commissions** tab.
5. Click on **Add New** or the detail icon of an existing commission default to edit.

Rate Type	Rate	Min.	Max.	Eff. Date	Exp. Date	Quota	Status
New: % of Agency Commission	44.5			7/23/2003		\$ 0	Active
Renew: % of Premium	5			7/23/2003		\$ 0	Active
Rewritten: Flat	33.6			7/23/2003		\$ 0	Active

6. Select a carrier and line of business using the drop-down boxes. Sub code is a required field.
7. Branch People defaults can be set using the check boxes located to the left of each default type and are used as follows:
  - 1 line of business default for each specific line of business within a branch.
  - 1 carrier default for each carrier within a branch.
  - 2 people defaults for the employee within a branch:
    - 1 premium commission default (% Agency, % Premium, Flat Rate)
    - 1 fee commission default. (%of Fee)

---

**Note:** If a default exists and another default is selected it will overwrite the existing default and become the current default within the branch.


---

8. Complete the information selecting the Rate Type, entering the Rate, entering a Min(imum) and Max(imum) rate if desired, entering Eff. Date and Expiration Dates if applicable, and entering a Quota amount. The status defaults to Active, but can be changed to Inactive if the commission default is no longer desired.

## Employee Login Security

In addition to the organization's security defaults, individual employees can have specific security settings that supersede the organization defaults. To modify employee login security settings, you must have administrative rights.

### To Set Employee Security

1. On the Primary menu, click **ORGANIZATION**.
2. Select the **employees** tab.
3. Click the **Details**  icon for the employee you wish to modify the security settings for.
4. Select the **security** tab.
5. Select the login security settings and click **Update**.

## IMX Instant Messenger

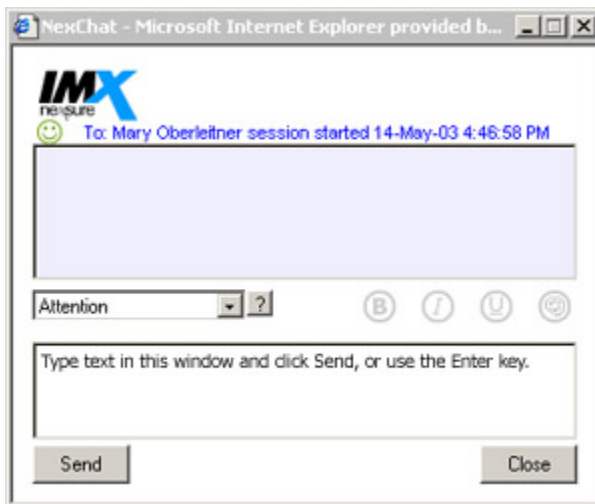
The Nexsure IMX instant messenger allows you to send and receive text messages instantly with anyone logged in to your Nexsure organization.

### To Send an Instant Message

1. On the Utility menu, click **ORGANIZATION**.
2. Select the **Employees** tab.
3. Select an online employee. If the employee is online the word **(Available)** will appear next to their name. Click on the employee's name. The employee contact screen will appear:



4. Click the blinking **IMX** icon. The message box will open:



5. Type a message in the lower box and click **Send** or press Enter. The message will be sent to the online employee.

**Tip:** Use the B, I and U icons to format your text if needed. You can also use the auto text messages in the drop-down list to reduce key strokes.

## Additional Logins

Additional logins are required to gain seamless access to systems outside of Nexsure such as rating systems or carrier websites.

### Adding Additional Logins


#### To Add an Additional Login

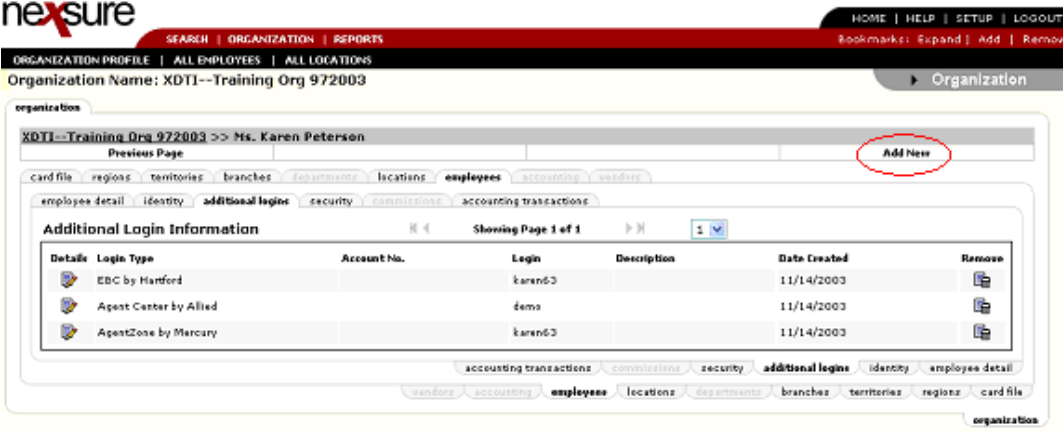
1. On the Primary menu, click **ORGANIZATION**.
2. Click the **Employees** tab.

---







**Note:** It does not matter what level the additional login information is added to.

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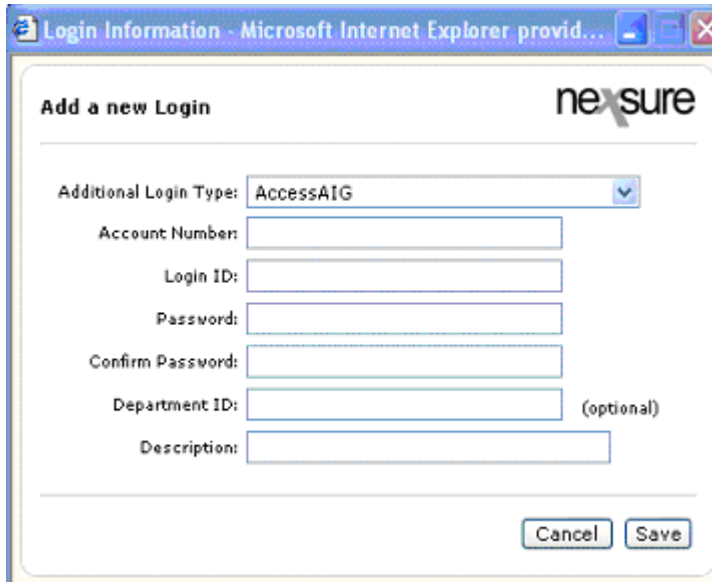
3. Click the **Details**  icon of the appropriate Employee.
4. Click the **Additional logins** tab.
5. Click the **Add New** link.



The screenshot shows the Nexsure web interface. At the top, there is a navigation bar with 'HOME | HELP | SETUP | LOGOUT' and 'SEARCH | ORGANIZATION | REPORTS'. Below this, there are tabs for 'ORGANIZATION PROFILE | ALL EMPLOYEES | ALL LOCATIONS'. The main content area shows 'Organization Name: XDTI--Training Org 972003' and a breadcrumb trail 'Organization'. The 'employees' tab is selected, and the 'Details' icon for 'Ms. Karen Peterson' is active. The 'Additional logins' sub-tab is selected, and the 'Add New' link is circled in red. Below this, there is a table titled 'Additional Login Information' with the following data:

Details	Login Type	Account No.	Login	Description	Date Created	Remove
	EBC by Hartford		karen63		11/14/2003	
	Agent Center by Allied		demo		11/14/2003	
	AgentZone by Mercury		karen63		11/14/2003	

6. Select the carrier from the **Additional Login Type** drop-down box.



The screenshot shows a web browser window titled "Login Information - Microsoft Internet Explorer provid...". The main content area is a form titled "Add a new Login" with the Nexsure logo in the top right corner. The form contains the following fields:

- Additional Login Type: A dropdown menu with "AccessAIG" selected.
- Account Number: A text input field.
- Login ID: A text input field.
- Password: A text input field.
- Confirm Password: A text input field.
- Department ID: A text input field with "(optional)" to its right.
- Description: A text input field.

At the bottom right of the form are two buttons: "Cancel" and "Save".

7. Complete the Login ID, Password, and Confirm Password fields.

---

**Note:** Contact the carrier selected in the **Additional Login Type** drop-down box if the information is unknown.

---

8. Department ID is a 3rd field used to collect any additional login information other than login id or password. (IE: group id, etc.)
9. Complete the Account Number and Description fields (these fields are optional).
10. Click **Save** to save the Additional login information. Repeat steps 5 – 9 to add all additional logins for all carriers.

## Client Contacts

Every entity entered in Nexsure through Search will have a Contacts tab. The Contacts tab will display all Contacts that have been entered for the selected entity in a summary view. An unlimited number of Contacts may be added for each entity, but not every Entity type is required to have a Contact. The first Contact entered, when adding a New Entity, will be designated as the Primary Contact and will be displayed in the Contacts summary view with a checkmark in the Primary checkbox. A Primary Contact cannot be deleted, to change or delete a Primary Contact see Changing a Primary Contact.


---

**Note:** Clicking on the Active links in the Contact summary view will display information pertinent to that contact.

---

### Adding Client Contacts

#### To Add a Contact

1. On the Primary menu, Click **SEARCH**.
2. Click the **Entity** drop-down box and select the appropriate entity.
3. Click the **Details**  icon of the entity.
4. Click the **Contacts** tab.
5. Click the **Add New** link.
6. The Contact detail tab will be displayed. Before a Contact is added, a Search should always be done first. A Contact need only be added to the Nexsure database once. Once the Contact is added, it can be related to an unlimited number of Entities, in any capacity.
  - Apply Contact:
  - Search Contact:
  - The Search Contact radio button will be selected by default; this will allow a search of all Contacts in the Nexsure database.
  - Enter at least two characters in the Last Name field.
7. Click **Search**. If the Contact is found, click the Name and click **Use Selection**. The Contact information will be brought over and associated to this entity. There are four fields in the Contacts details unique to the Contact's relationship to the Entity, they are listed below. All other fields apply to the Contact globally and if updated, it will update all records of this Contact through out Nexsure.

#### Four Unique Fields:

- Title
  - Primary Contact
  - Contact Role
  - Location
8. If the contact is not found, select **New Contact**.

#### Contact Information:

    - Select the **Prefix** from the drop-down box. Items may be added to the drop-down box in Setup under Lookup Management.
    - Enter the **First Name** of the Contact.
    - Enter the **Middle Initial** (MI) of the Contact.
    - Enter the **Last Name** of the Contact.

- Select the **Suffix** from the drop-down box. Items may be added to the drop-down box in Setup under Lookup Management.
- Enter the **Goes By** name for the Contact, if applicable.
- Select the **Title** from the drop-down box. Items may be added to the drop-down box in Setup under Lookup Management.
- Select the **Sex** from the drop-down box.
- Enter the **Date of Birth** (DOB) using the calendar icon or keying the date in using the correct formatting.
- Enter the **Social Security No.** using the correct formatting, if applicable.
- Select the **Marital Status** from the drop-down box. Items may be added to the drop-down box in Setup under Lookup Management.

### Driver Information

- Select the **State Licensed** from the drop-down box.
- Enter the **License Number**.
- Enter the **Date Licensed** using the calendar icon or keying the date in using the correct formatting.
- Select **Yes** or **No** to designate this Contact as the Primary Contact for this Entity.
- Select the **Contact Role** from the drop-down box. Items may be added to the drop-down box in Setup under Lookup Management.

---

**Note:** The information displayed on the Contacts tab may vary by entity.

---

### Personal Numbers

- Select the Type of phone number from the drop-down box. Items may be added to the drop-down box in Setup under Lookup Management.
- Enter the phone number, without formatting, for this Contact. Formatting will be applied after the screen has been saved.
- Up to a six digit Extension may be entered.
- A description may be entered for each number using alpha or numeric characters.
- Enter the e-mail address for the Contact using the correct formatting. The E-Mail address field must contain the @ and. symbols. There are two E-mail address fields available to accommodate both a work and personal E-mail addresses.

---

**Note:** E-Mail addresses should be obtained for all Contacts. E-mail addresses are placed into a global Address Book, and made available on the "Delivery" screen.

---

### Locations

- Select the Primary Account Location for this Contact from the drop-down box. The locations available in the drop-down box will prefill from the locations tab of the Entity.

### Contact Notes

- Enter any notes regarding this Contact.

---



**Note:** Keep in mind when entering Contact Notes that access may be given by the Agency to allow Contacts access to their Nexsure site.

---

## Editing Client Contacts

Contact information may be changed or updated as needed. There are four fields in the Contacts details that are unique to the Contact's relationship to an Entity and if update, will only affect this record. The four unique fields are Title, Primary Contact, Contact Role and Location. All other fields apply to the Contact globally and if updated, it will update all records of this contact throughout Nexsure.



### To Edit a Client Contact

1. On the Primary menu, click **SEARCH**.
2. Click the **Entity** drop-down box, select and search for the appropriate entity.
3. Click the **Details**  icon of the entity.
4. Click the **Contacts** Tab.
5. All contacts for this Entity will display in a summary view.
6. Click the **Details**  icon of the appropriate contact.
7. Edit the information as needed.
8. Click the **Update** link.

## Contacts Security

Security may be given to allow access to the Agent's Nexsure site. There are two types of Contacts available at this time that may be given security rights, Employees of the Agency and Client Contacts. The options selected for the Contact on the Security login information screen will be unique to that Contact. In order for the options selected to apply they must be enabled on the Security policy tab found in Setup, Security Administration. The Contacts security will supersede the Organization defaults that are setup in Setup, Security Administration. It is the Agent's ultimate responsibility to maintain their site's security and to train outside entities, which have been granted access to their Nexsure site.

### To Add Security

1. On the Primary menu, click **SEARCH**.
2. Click the Entity drop-down box and select the appropriate entity.
3. Click the **Details**  icon of the entity.
4. Click the **Contacts** Tab.
5. Click the **Details**  icon of the appropriate contact.
6. Scroll to the bottom of the Contact detail screen and click the **here** link to make this contact a user. The Security login information screen is displayed.
  - Enter a Login name for the Contact. Login names can only be used once, a good rule of thumb, when assigning login names, is to use the contacts Email address omitting the ".com" at the end.
  - Enter a Password for the contact. The password should be unique and contain a combination of unique characters, such as \$ or % signs and alpha and numeric characters.

- Re-enter the Password in the **Confirm Password** field. This field requires the password be re-entered correctly. If incorrect, a warning window will display with this message: Specified passwords do not match. Click **OK** on the warning message and correct the password fields.
- Select the time zone from the drop-down box and click the checkbox to automatically adjust the clock for daylight savings time for this contact.
- Enter a Login expiration date, using the calendar icon or keying the date in using the correct formatting, if applicable.
- Enter the time of day the Login will expire.
- Click the **Change of Password** required checkbox to allow the contact to change the password assigned by the Agency upon logging in to Nexsure for the first time.
- To set a time restriction for accessing the Agents Nexsure site for the contact enter a time in both the **Access allowed from** and **Access allowed until** fields.
- Click the **Notify admin upon login** checkbox to have an email sent to the Administrator in the Agency when this contact logs into their Nexsure site. The Email is sent to the Email address found on the Security policy tab in Setup, Security Administration.
- Click the **Allow login on Saturdays** and **Allow login on Sundays** checkboxes to allow the contact to login on these days.
- Click the **Login disabled** checkbox to disable the login for the contact.

Client Name: Patty's Pancake Palace Commercial Account

card file profiling contacts locations named insureds related accounts assignment classified

contact detail additional logins **security**

Contact Name: **Patty Pancake** User Status:

To add/edit a user for this account, enter the login information and press save button.

**Login Information**

Login name:

New password:

Confirm new password:

Time Zone:  ▼

Automatically adjust clock for Daylight Savings Time (DST)

Login expiration date:  and time:

Change of password required:

Access allowed from:

Access allowed until:

Notify admin upon login:

Allow login on Saturday:

Allow login on Sunday:

Login disabled:

[ Cancel ] [ Save ]

- Click the **Save** link to save or the **Cancel** link to abort.
7. Once the Login Information has been saved, the contact must be assigned to a **User Rights Template**. User Rights Templates allow the Agency to assign security to a group of people needing the same access to the Agent's Nexsure site. This eliminates the need to setup security for an individual. User Rights are created in Setup, Security Administration, User Rights Templates tab.

**Login Information**

Login name: **patty.pancake@nexmail**

New password:

Confirm new password:

Time Zone: [(GMT-08:00) Pacific Time (US & Canada), Tijuana]

Automatically adjust clock for Daylight Savings Time (DST)

Login expiration date:  and time:

Change of password required:

Access allowed from: 8:00:00 AM

Access allowed until: 5:00:00 PM

Notify admin upon login:

Allow login on Saturdays:

Allow login on Sundays:

Login disabled:

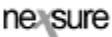
[ Cancel ] [ Update ]

**User Accounts**

Details	Entity Name	Entity Type	Rights	Status	Date Created	Remove
---------	-------------	-------------	--------	--------	--------------	--------

- Scroll to the bottom of the Login Information screen and click the **Add New** link. The User Rights Information popup window will be displayed.

User Rights - Microsoft Internet Explorer provided by ...

**User Rights Information** 

Entity Type: Client

Entity Name: Patty's Pancake Palace

Status: Active

User Rights: Standard Client Rights

- Select the **Entity Type** from the drop-down box. The drop-down box will display only the appropriate entity type defined by the area in Nexsure where the contact's security is being setup. (IE: Client, Employee, Retail Agent, Underwriter, Outside Finance Company or Additional Interest) If a client contact, then the entity type available will be Client.
  - Select the **Entity Name** from the drop-down box. The drop-down box will display only the appropriate entity names defined by the area in Nexsure where the contact's security is being setup.
  - Select the **Status** from the drop-down box. If Active is selected the Contact login is enabled and an active key "🔑" icon will be displayed on the Contacts summary screen. If Inactive is selected the contact login is disabled and an inactive key "🔒" icon will be displayed on contacts summary screen.
  - Select the appropriate **User Rights** template for this contact from the drop-down box. User Rights are created in Setup/Security Administration/User Rights Templates.
- Click **Add** to add **User Rights** for this contact or **Cancel** to abort.

## Changing a Primary Contact





The first Contact entered, when adding a New Entity, will be designated as the Primary Contact and will be displayed in the Contacts summary view with a checkmark in the Primary checkbox.

---

**Note:** A Primary Contact cannot be deleted. To change or delete a Primary Contact another Contact will need to be assigned as primary.

---

### To Change a Primary Contact

1. On the Primary menu, click **SEARCH**.
2. Click the **Entity** drop-down box and select the appropriate entity.
3. Click the **Details**  icon of the entity.
4. Click the **Contacts** Tab. If there is only one Contact displayed, it will be designated as Primary and a second Contact will need to be added. See Adding a Contact to add a second Contact.
5. Select **Yes** to designate the new contact as the Primary Contact for this Entity. If the person to be designated as the new Primary Contact is displayed, click on their **Details**  icon, select **Yes** to the **Is this the Primary Contact for this Account?** question and click the **Update** link.
6. In the **Contacts** tab summary view the newly appointed Primary Contact will be displayed with a checkmark in the Primary checkbox. The old Primary Contact will now have a **Remove**  icon.
7. Click on the **Remove**  icon to delete the old Primary Contact, if applicable. If the remove icon is not available, see the Nexsure point person within the Agency for assistance.



## Profiling

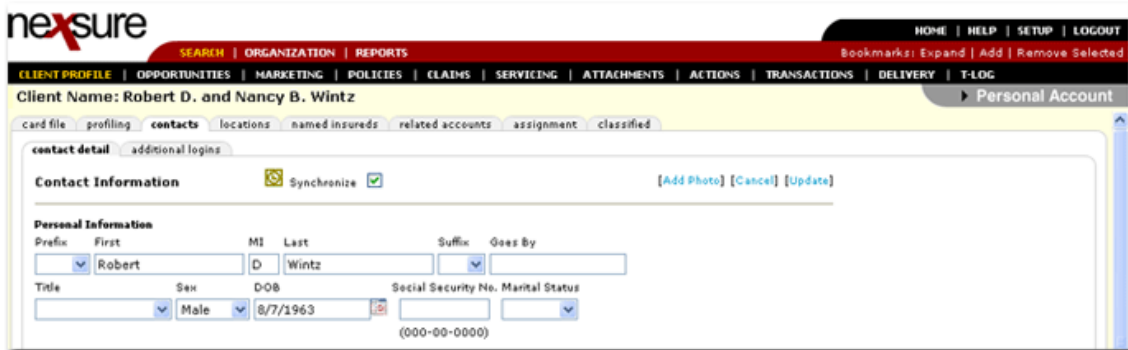
The **Profiling** screen can be used to pre-qualify an account if desired, or to capture information about the account you can quickly refer to at any time.

1. Complete the Profiling screen using the following information:
  - **Client Type:** Use the drop-down box to designate the client as a Personal or Commercial client.
  - **Source:** Use the drop-down box created in setup to designate where this client originated from.
  - **Account Notes:** Enter any appropriate notes.
  - **Business Type:** Use the drop-down box that contains items added by the agency in setup.
  - **Years in business:** Enter the number of years client has been in business.
  - **No of Employees:** Enter the number of client employees.
  - **No of Locations:** Enter the number of client locations.
  - **No of Vehicles:** Enter the number of client vehicles.
  - **Estimated Annual Gross Sales:** Enter the client's estimated annual gross sales amount.
  - **Estimated Commission:** Enter the estimated commission amount to be derived from the client's entire account.
  - **Monthly Payroll:** Enter the client's monthly payroll amount.
  - **No of states:** Enter the number of states the client does business in.
  - **Home Office State/Province:** Select the client's home office State / Province from the drop-down box.
  - **On line business:** Select the appropriate option.
  - **TV/Radio Advertisement:** Select the appropriate option.
2. Click on the **Save** link to keep data entered.

## Synchronizing Nexsure Contacts to Outlook Contacts

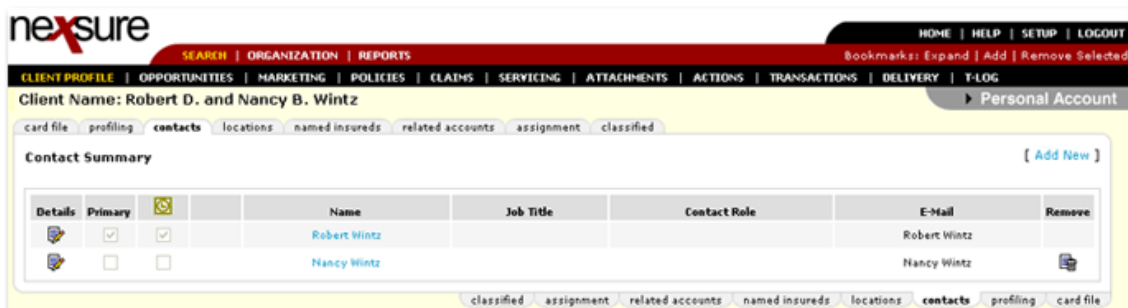
## To Select a Contact for Outlook Synchronization

1. On the Primary menu, click **SEARCH**.
2. Locate the appropriate client.
3. Click on the **Details**  icon of the appropriate client.
4. Click on the **contacts** tab.
5. Click on the **Details**  icon of the appropriate contact.
6. The contact detail screen is displayed. Place a check mark  in the box located next to Synchronize.







The screenshot shows the Nexsure interface for a client profile. The client name is Robert D. and Nancy B. Wintz. The 'contacts' tab is selected. Under 'Contact Information', the 'Synchronize' checkbox is checked. Below this is the 'Personal Information' section with fields for Prefix, First, MI, Last, Suffix, Goes By, Title, Sex, DOB, Social Security No., and Marital Status.


7. Click [**Update**] to save the setting and the **contacts** tab will be displayed.



The screenshot shows the Nexsure interface for a client profile. The client name is Robert D. and Nancy B. Wintz. The 'contacts' tab is selected. Below this is the 'Contact Summary' section with a table of contacts. The 'Synchronize' checkbox is checked.


Details	Primary	Synchronize	Name	Job Title	Contact Role	E-Mail	Remove
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Robert Wintz			Robert Wintz	
	<input type="checkbox"/>	<input type="checkbox"/>	Nancy Wintz			Nancy Wintz	

There should now be a check mark in the box below the **Outlook**  icon.

8. To synchronize your Outlook contact, click the **Outlook**  icon.

## Client Locations

The Client **Locations** tab displays all locations added for this entity. You can add unlimited locations to an entity, but only one can be designated as the primary location. You can designate the primary location by selecting the checkbox in the **Primary** column. You can reassign primary contacts, but they cannot be deleted.

- Click on the **Address** link to connect to mapquest.com for a map.
- Click on the **Details**  icon to edit or delete the location.

## To Add Client Locations



1. On the Client **Locations** summary screen, click **Add New**, the **Locations Detail** screen will appear.
2. Complete the **Locations Detail** using the following information:

- **Location Type:** Use the drop-down list to select from the location types entered in setup.
- **Locations Name:** Enter an identifying location name if desired.
- **Primary Location for this account:** The main address for this entity. This is generally used for mailing invoices and correspondence.
- **Billing Location for this account:** The default billing address where invoices are mailed.
- **Physical Address:** The physical address for this location.

If the Billing address is different from the physical address, make sure to indicate by addressing this question and completing the billing address section.

- **Mailing Address:** The mailing address for this location if different from the physical address.
- **Location Numbers:** Enter the phone numbers without formatting. Formatting will be applied after the **Locations** screen has been saved. Use the drop-down list to identify the type of phone number. Extension numbers may be entered up to 6 characters.

Adding additional phone numbers:

- Click on the **Add New** link to the right of group heading after accessing the location record to edit.
- Use the drop-down box to select the identity of the phone number being added.
- Enter the phone numbers without formatting. Formatting will be applied after the screen has been saved.
- The extension numbers may be entered up to 6 numeric characters.
- Click on the **Save** button to save the phone number just added.
- Click on the **Close** button to abort the addition of the new number.
- The number of Phone numbers that can be added to each Location is only limited by the identity choices. Click **Add New** to add a new phone number.
- Click on the **Details**  icon beside the number to edit.
- Click on the **Delete**  icon beside the number to delete.
- **Cancel** – The **Cancel** button will abort any modifications or adding a new Location.
- **Save** – The **Save** button will save new location information.
- **Delete** – The **Delete** button will delete the Location. The primary Location cannot be deleted but can be changed. The delete button will not be present if the Location is set to primary.
- **Update** – The **Update** button will update any modifications to the Location record.

## Additional Interests

### Adding Additional Interests

Adding new additional interests is done on the **Search** screen. Before you can add a new additional interest, you must conduct a Search to avoid duplicate entries.

#### To Add an Additional Interest

1. On the Primary menu, click **SEARCH**.
2. In the Entity drop-down list select **Additional Interest**.
3. Click the **Search** Button.
4. Click **Add New Record**. The **Card File** screen is displayed:

---

**Note:** The **Add New Record** link will not display unless an actual search has been run.

---

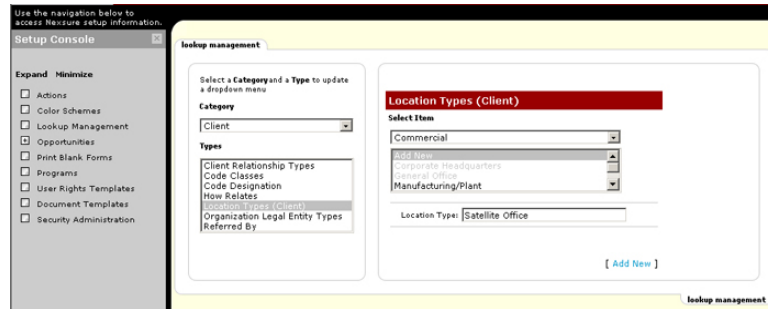
- **Interest Type:** Select the Interest Type, such as Finance Company or Certificate Holder. Additional Interest Types can be added to the drop-down list in **Setup** under **Lookup Management**.
- **Interest Name:** Enter the Additional Interest name as you would identify and correspond with them.
- **Primary Account Address:** The primary account address is automatically assigned to the first location added. The primary location may be reassigned only after other locations have been added.
  - **Address:** Enter the primary address for this entity.
  - **City:** Enter the city for the primary address entered in the previous field.
  - **State/Province:** Select the state (or Province) for the primary address entered in the previous fields.
  - **Zip/Postal Code:** Enter the zip code for the primary address entered in the previous fields.
  - **Phone:** Enter the phone number without formatting. Formatting will be applied after the screen has been saved.
  - **Toll Free:** Enter the toll free number without formatting.
  - **Fax:** Enter the fax number without formatting.

---

**Note:** Once the additional interest has been entered, the Location Types drop-down box is available on the additional interest locations tab. Additional interest Location Types can be added to Nexsure via the Lookup Management screen.

---

- **Lookup Management**
  1. On the Utility menu, click **Setup**.
  2. On the Setup Console, click **Lookup Management**. A summary list of existing Categories and Types will appear.
  3. From the Category drop-down list, select **Additional Interest**. The Types available for the Category will be displayed.
  4. Select the Type for the Category (**Location Types (Addl Interest)**).
  5. Select **Add New** in the Item list.




6. Enter the Item Label. This is what will appear in the drop-down list.
  7. Click **[Add New]** to add the New Item to the drop-down list.
- **Primary Contact:** Only one contact may be added per entity at the time of initial entry. Additional contacts may be added after the new Additional Interest is saved.
    - **Prefix:** Use the drop-down box that contains items added by the agency in Setup under Lookup Management.
    - **First Name:** Enter the first name of the contact for this entity.
    - **Middle Initial (MI):** This field is 1 character long. Enter the middle initial of the contact.
    - **Last Name:** Enter the last name of the contact.
    - **Suffix:** Use the drop-down box that contains items added by the agency in Setup under Lookup Management.
    - **Title:** Use the drop-down box that contains items added by the agency in Setup under Lookup Management. The title is used to identify the contacts occupation.
    - **Phone:** Enter the phone numbers without formatting. Formatting will be applied after the screen has been saved. Use the drop-down box to identify the type of phone number. Extension numbers may be entered up to 6 characters. A brief description may be entered for each number added. Phone number identities initially are as follows:
      - Home phone
      - Cell phone
      - International phone
      - Office phone
      - Pager
      - Personal Fax

---

**Note:** to add additional numbers, see Contacts.


---

- **E-Mail:** The E-mail address for the contact is optional, however if the format is entered incorrectly an error will be returned to warn of the improper format. The field can contain up to 30 characters with alphanumeric data.
5. Click **Save** to save the data or click **Clear** to clear any data entered. Once the additional interest has been added, it can be viewed and edited by clicking on the **Details**  icon.

# Territory Entity Associations

Associating additional interests with a territory will limit the search returns to that specific territory, providing a shorter list and reducing the time to find the correct entity.

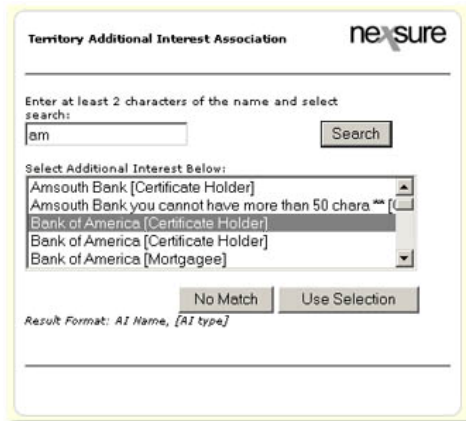
## To Associate an Entity with a Territory

1. On the Primary menu, click **ORGANIZATION**.
2. Click the **territories** tab and select a territory by clicking the **Details**  icon.
3. Click the **entities associations** tab. Any existing entity associations will be displayed.



Details	Status	Additional Interest Name	Primary Contact	Additional Interest Type	Location Type Description	Remove
	Active	Alias Bank	Danny Chan	Loss Payee	Corporate Headquarters test	
	Active	Grubb & Ellis Mgmt Svcs., Inc.	Danny Chan	Certificate Holder	Corporate Headquarters Grub & Ellis	

4. Click **Add New**.



**Territory Additional Interest Association** nexsure


Enter at least 2 characters of the name and select search:

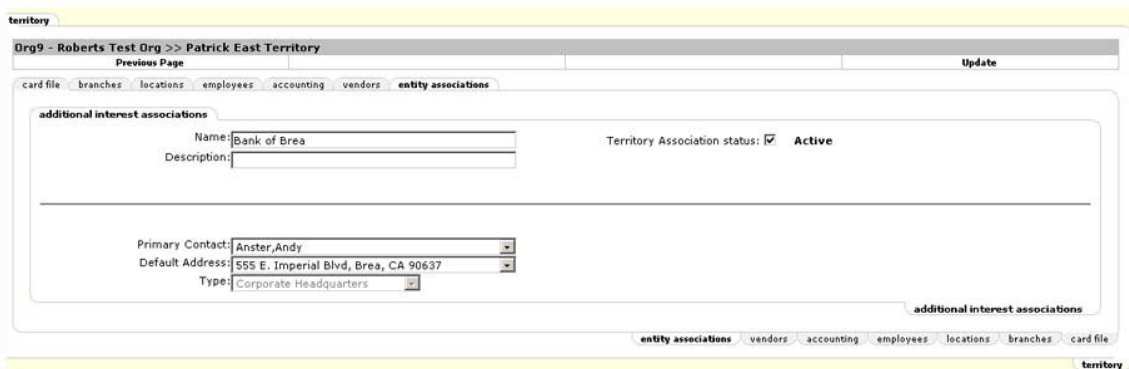
am

Select Additional Interest Below:

- Amsouth Bank [Certificate Holder]
- Amsouth Bank you cannot have more than 50 chara
- Bank of America [Certificate Holder]
- Bank of America [Certificate Holder]
- Bank of America [Mortgagee]

Result Format: AI Name, [AI type]

5. Search for the entity, if it appears in the list, select it and click **Use Selection**.
6. To view or edit the details of the association, click the **Details**  icon.



**territory**

Org9 - Roberts Test Org >> Patrick East Territory

Previous Page

card file branches locations employees accounting vendors **entity associations**

**additional interest associations**

Name: Bank of Brea Territory Association status:  Active

Description:

---

Primary Contact: Anster, Andy

Default Address: 555 E. Imperial Blvd, Brea, CA 90637

Type: Corporate Headquarters

**additional interest associations**

**entity associations** vendors accounting employees locations branches card file **territory**

## Named Insureds

The **Named Insureds** tab displays all Named Insureds added for this entity. You can add unlimited named insureds for each entity, but only one can be designated as the primary named insured. The primary assignment will be selected in the **Primary** column. Primaries can be reassigned, but not deleted. This tab also allows you to activate or inactivate a named insured.

Client Name: American Mosaic Co., Inc. Commercial Account

card file profiling contacts locations **named insureds** related accounts assignment classified

Named Insured Summary [ Inactivate ] [ Add New ]

Details	Primary	Named Insured	DBA	URL	FEIN	Remove
	<input checked="" type="checkbox"/>	American Mosaic Co., Inc.	<input type="checkbox"/>	N/A		

classified assignment related accounts **named insureds** locations contacts profiling card file

- Click on the **Details** icon to edit the named insured.
- **DBA** - Indicates weather or not the named insured is "Doing Business As". (commercial account only)
- **URL** - Displays the **URL** link to access the entity's website.
- **FEIN** - Displays the FEIN or Social Security number as entered in the named insured details. (commercial account only)
- **Activate/Inactivate** - Selecting **Inactivate** will put a line through the named insured's name, serving as a reminder that the named insured is not currently being worked with. Selecting **Activate** will remove the line through the name.

## Adding Named Insureds

### To Add a Named Insured

1. On the **Named Insureds** summary screen, click **Add New**.
2. Complete the **Named Insureds Detail** screen:

Client Name: AAA Roofing Commercial Account

card file profiling contacts locations **named insureds** related accounts assignment classified

Business Information [ Cancel ] [ Save ]

Name: AAA Roofing Interest/Misc: Parent Co Locations 1 & 5

Organization Legal Entity Type: Corporation

Website: aaaroofing.com

Is This a DBA Name?  Yes  No

Is This The Primary Named Insured?  Yes  No

- **Named:** Enter name of named insured.
- **Interest/Misc:** This field may used to record interest, percentage of ownership, locations that pertain to particular named insured, etc. The information in this field will prefill to the new Named Insured Schedule "Interest/Misc." field.
- **Organization Legal Entity Type:** Use the drop-down box to designate the legal entity type (corporation, LLC, Non-profit etc.) of the named insured being added.
- **FEIN/SSN:** Select the FEIN or Social Security Number option and enter the number in the field. The number will be automatically formatted based on which option is selected.
- **Website:** The web site address for the named insured is optional.

- **Is this a DBA Name:** Select the appropriate option.
- **Is this the Primary Named Insured?:** Selecting the **Yes** option will change a prior Primary Named Insured to the named insured being entered.

The screenshot shows a software interface for entering named insured information. It consists of several fields and a summary row at the bottom. The fields are:


- Long named insured:** A text box containing "AAA Roofing".
- Description:** A text box containing "Roofing, siding and sheet metal work.".
- Year Started:** A text box containing "1985".
- Gross Receipts \$:** A text box containing "1500000".
- Frequency:** A dropdown menu set to "Annually".
- Number of Employees:** A text box containing "18".

- **Long named insured:** Enter complete named insured (if longer than ACORD 60 character limit).
  - **Description:** Enter nature of business description. Information from this area will prefill to the ACORD 125 Nature of Business section.
  - **Year Started:** Enter the year business was started.
  - **Gross Receipts:** Enter the business gross receipts amount. In the adjacent drop-down box, select **annually** or **monthly**.
  - **Number of Employees:** Enter the number of employees
  - **NAICS/SIC:** (Primary named insured only) Enter the **NAICS/SIC** codes.
3. Click **Save** or **Cancel**.

# Related Accounts

## Related Accounts Summary

The **Related Accounts** tab displays all Related Accounts added for this entity. Unlimited Related Accounts may be added for each entity.

- Click on the **Related Account** link to display the Related Accounts **Client** screen.
- Click on the **Details**  to view the Related Account detail.

Customers are Cross-referenced by assigning an Account Relationship. When assigning an Account Relationship, determine if the Related account being added is Personal or Commercial. You must enter a few characters of their name for the search. Highlight the appropriate entity and identify the relationship type and if the relationship should be added to the related account. If you relate a relationship to the other entity, the relationship is automatically added.

**Q.** Why add Account Relationships?

**A1.** By adding account relationships, you can quickly see if a Personal Lines account is perhaps the owner of one of the Branch's Commercial Lines accounts. This could be important if the son on the personal auto policy had one too many tickets and the carrier wanted to cancel and the personal lines account manager does not know the commercial lines account exists and allows the cancellation to go through causing the large commercial account to be lost as well. This may not have happened if there had been an Account Relationship association.

**A2.** An account in your Branch is a franchise account and has many locations with different managers. To keep each account separate with a different name and address each were set up as different clients. However, the main office wants to receive all the invoices separately for each location. By adding the Account Relationship to each entity, the invoice may be billed to the main office as requested by your client.

### To Add Related Accounts

1. Select the client to add the related account to.
2. Select the **Related Accounts** tab.
3. Click **[Add New]**. The **Related Accounts** Detail screen will appear.
4. **Search by:** Select the appropriate search categories from the drop-down boxes. Enter a minimum of 2 characters in the search window in order to have valid criteria for a search. No wild card searches to search all are available. The **Search** button will initiate the search and return all suitable matches.
5. Highlight the appropriate entity to associate. The results will display in alphabetical order. If no results were found the message, **No Results Found on Search** is displayed instead.
6. When commercial is selected, the following choices will be available. The agency will have the ability to add in setup.

<b>The Related Account is</b> – this is the identification of the associated account that corresponds with the <b>Relationship Type</b> . Below are some examples:	
<b>Relationship Type Selected</b>	<b>The related Account is</b>
Franchiser	Franchisee
Partner	Partner

PEO	Client Company
Corporation	Subsidiary
Commercial	Personal


- When personal is selected, the following choices will be available. The agency will have the ability to add in setup.

<b>The Related Account is</b> – this is the identification of the associated account that corresponds with the <b>Relationship Type</b> .	
<b>Relationship Type Selected</b>	<b>The related Account is</b>
Commercial	Personal

## Class Codes

Codes and Values are used to segment prospects and clients for marketing campaigns.

### To Add a New Code or Add Value

1. On the client's Card File, select the **Classified** tab.
2. Click **Add New**.
3. Click the **Details**  icon to edit an existing code or value, or click **Add New**.
4. Select a **Class Code** and **Designation**. These items may be edited by the entity in setup.
5. Click **Save**.

# Attachments

The attachment option allows the user to attach photographs, documents, emails, etc to a client or to a client's policy. Documents can also be created using pre-designed templates. There are two levels of attachments that can be created, the Client level and the policy level:

## Client Level Attachments

This attachment is created from the Attachment link in the Client menu. An attachment created here would contain general information pertaining to a Client.

1. On the Primary menu, click **SEARCH**.
2. Click the **Details**  icon of the appropriate client.
3. On the Client menu, click **ATTACHMENTS**.
4. Click the **Add New** link.


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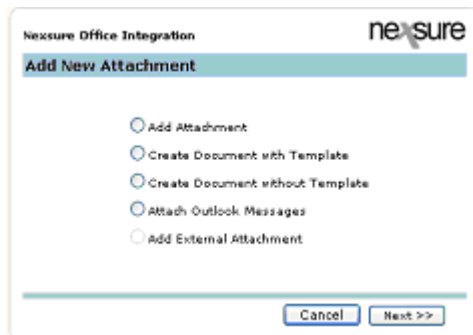
**Note:** The Attachments link on the Client Menu will display all attachments for the client being accessed.

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## Policy Level Attachments

This attachment is created from the Attachment tab at the policy level. An attachment created here would pertain to a Client's policy.

1. On the Primary menu, click **SEARCH**.
2. Click the **Details** icon of the appropriate client.
3. On the Client menu, click **POLICIES**.
4. Click the **Details**  icon of the appropriate policy.
5. Click the **Attachments** tab.
6. Click the **Add New** link.



7. The Add New Attachment popup window is displayed.

---

**Note:** From this point forward adding an Attachment is the same for both Client and policy levels.

---

There are five choices, only four are available at this time:

### **Add Attachment**

Allows pictures, word documents, etc. to be attached that have been saved to one of the Agents drives. See Add Attachment.

### **Create Document with Template**

Allows a document to be created using an existing template that was created in Setup. See Create Document with Template

Before a template can be appended as an attachment, it must be created in Setup

### **Create Document without Template**

Allows the user to create a document without using an existing template. Documents 'created' here cannot be saved globally to be used on other clients or policies. See Create Document without Template.

### **Attach Outlook Messages**

Allows users to attach an email message from outlook. See Attach Outlook Messages.

### **Add External Attachment**

Not available, this is a future enhancement

# Document Templates

Document templates in Nexsure allow you to create and append custom MS Word or Excel templates to policy attachments (MS Office 2000 and XP only). Once a template has been created in Setup, it can be used to create new documents at the client or policy level.

## Creating Document Templates

Document templates in Nexsure allow data from the Nexsure database to be integrated into an MS Word or Excel file. Before a template can be appended as an attachment, it must be created in Setup. Nexsure will add components to Word or Excel to aid in the template creation. Use of this feature requires MS Office 2000 or XP.

### To Create a Document Template

1. On the Utility menu, click **Setup**. (If the setup link is not available on the Utility menu, contact the Nexsure point person within the Agency for assistance).
2. In the setup console, click **Document Templates**.
3. Click **Add New**.

The screenshot shows a 'Document Template' form with the following fields:

- Template Name:
- Description:
- Document Type:
- Category:
- Client Stage:  Suspect  Prospect  Client

Below the form is a table with the following columns:

Business Type	Line of Business	Stage	Mode	Required	Remove
---------------	------------------	-------	------	----------	--------

A '[ Add New ]' button is visible in the bottom right corner of the form area.

4. Enter the following information for the template:
  - Template Name - Enter a brief name of the type of document that is being added so it can be easily recognized from the client / policy level.
  - Description - The description should describe what the document is to be used for. After the document has been created, the template name and description may be modified if necessary.
  - Document Type - Select Microsoft Word or Excel.
  - Category - This drop-down can be modified in Lookup Management to fit the organizations needs.
  - Client Stage - Select a client stage:
    - Suspect: Card file only
    - Prospect: Has Marketing policy only (no In Force policy)
    - Client: Has an in-force policy.
5. To make the document specific to a Line of Business, click **Add New**.

6. Enter the following information pertaining to the Line(s) of Business:

**Stage** - There are 3 policy stages:

- **Opportunities** - No form data included.
- **Marketing** - Only form data from marketing included.
- **Policies** - Only form data from policies included.

**Mode** - There are 3 policy modes including an option for all:

**New** - Select if the document is exclusively used for newly written policies and have a policy mode of New.

**Re-new-co** - Select if the document is exclusively used for policies that are a renewal to the agency but new to the carrier and have a policy mode of re-new-co.

Many documents will be for all modes but there will be exceptions such as new business letters. A mode of new would only be selected.

**Business Type** - This relates to the group that the form can be found in. There are 5 types:

- Benefits
- Bonds
- Commercial Lines
- Financial Services
- Personal Lines

Use these to help filter through the Line of Business list.

**Line of Business** - After selecting the specific type select the line of businesses that the document will be used on by holding down the control key and clicking with the right mouse button. The line of business must be added in order to use the document on that line of business at client/policy level.

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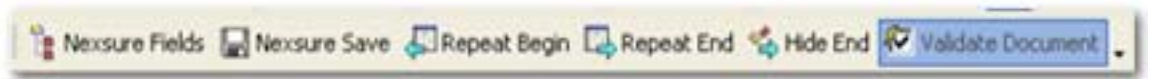
**Tip:** CTRL + Click will allow multiple lines of business to be selected.

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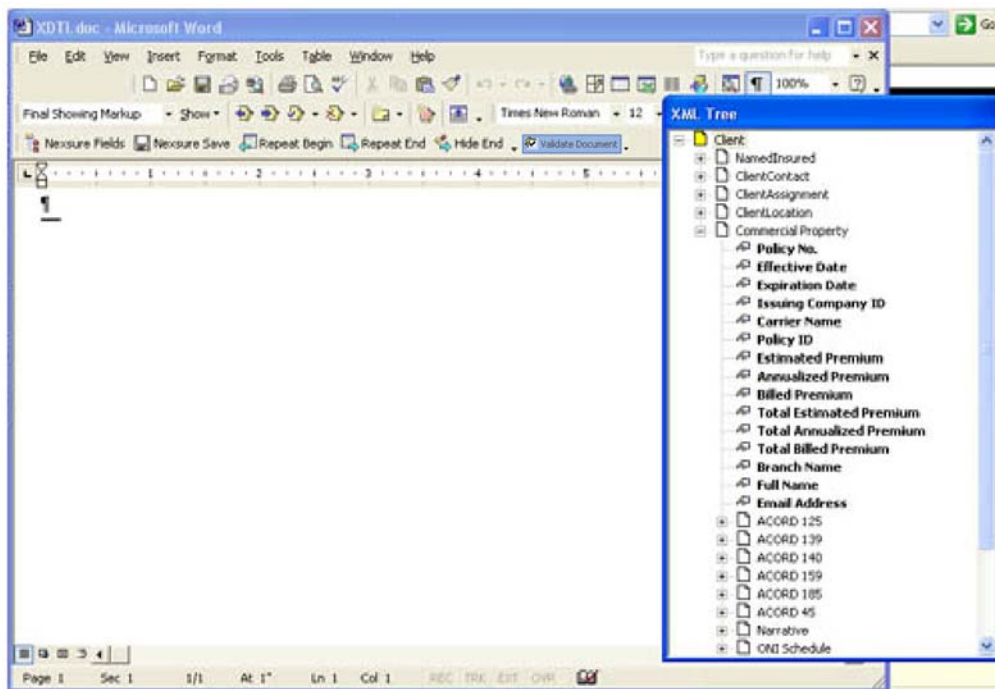
**Required Check Box** - Use this check box only if it is required to have the selected line of businesses in order to access the letter at client/policy level.

**Note:** Adding lines of business will allow fields that are pertinent to the LOB available for selection when creating the template.

7. Click **OK**, Word or Excel will open, it may take several seconds to open.
8. Nexsure will add the **Office Integration Toolbar** to the Word or Excel menus.



9. Click **Nexsure Fields** to display the **XML Tree** window. The XML Tree contains the data fields as they appear in the policy form.



**Tip:** For easier manipulation between the Word document and Nexsure field window resize them so they are side by side.

**Note:** The **Validate Document** button can be used to validate the structure of custom fields such as HideBegin and HideEnd. Use to help locate problems related to custom fields.

- Position the cursor where the field will need to be in the document.
10. In the **XML Tree** window click the + in front of each section to expand the available Nexsure fields.
  11. In the Word Document window:
    - On the **Insert** menu, click **Date and Time**.
    - Select the desired format.

- Check the **Update automatically** checkbox. This will automatically update the date on documents created using this template.
- Click **OK**.
- Click at the end of the date field and enter down 1 or 2 spaces

12. In the Nexsure Fields window:

- From the Client contact section, click and drag the First Name and drop it into the word document. The Nexsure Field Properties pop up box will display:

- **Merge Field / Repeat Index** - When generating a schedule the repeat index will allow a specific number of items to generate. For example, if the number 10 is entered only the first 10 vehicles on a policy will be generated. Setting the Repeat Index value to zero will allow ALL vehicles on the policy to generate to the document.
- **Field Mask** - Select a decimal format (if applicable) to display numeric values. Leaving 'Select Mask' in the drop-down applies no formatting.
- **Match Field on Form** - Select this option if the field populates a specific form type. For example: to merge a field from a state-specific form, this option must be selected. If **Match Field on Form** is *not* selected, any state-specific fields will not be merged.
- **Match Field on LOB** - Select this option if the field will only populate a specific line of business.
- **Hide Page**

The Hide Page is used to hide entire pages if the line of business is not present, such as in a proposal. It can also be used around tables to hide data that does not exist.

When using the Hide Page feature it is easiest to view the document in Normal mode (On Word's View menu, select Normal). This view will display all the page breaks so they may be included above or below the HideBegin/HideEnd fields.

HideBegin is the starting position where the page is to be hidden if the condition is met. Place the cursor where the HideBegin is to be placed.

It is important to select a field that will identify the section to be omitted from the document.

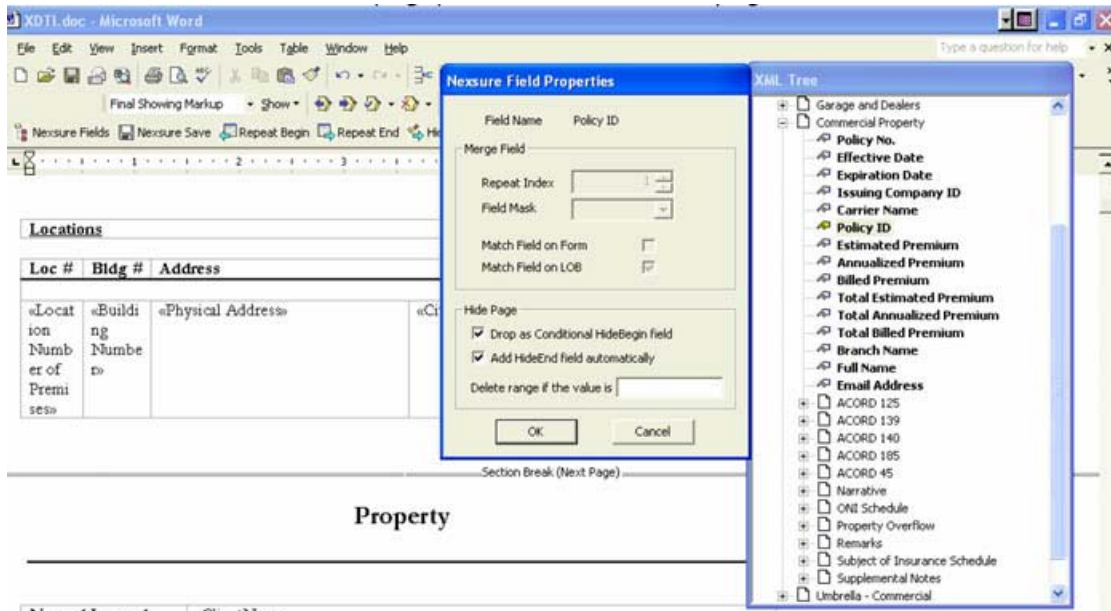
---

**Tip:** If the line of business does not exist, consider choosing the **Policy ID** field. This field is unique and therefore, if it does not exist the page will be suppressed as desired. Find the Policy ID field after selecting the line of business in the XML tree.

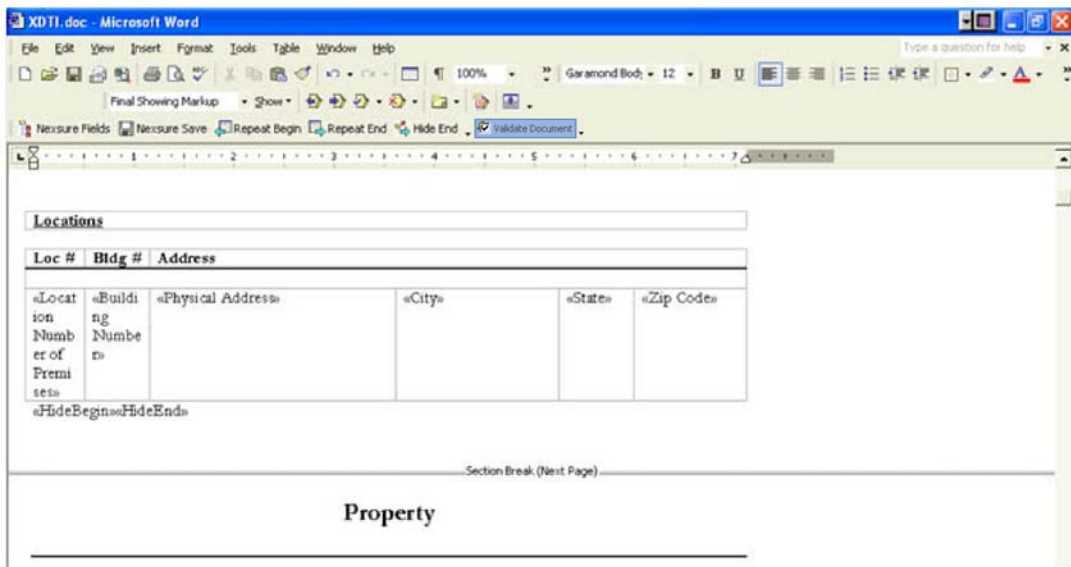
---

Drag the field toward the document to display the **Nexsure Field Properties**. Select **Drop as Conditional Hide Page field**. Notice that the "Find the Policy ID field after selecting the line of business in the XML tree" check box is checked. Leaving this box checked automatically places the HideEnd field immediately after the HideBegin. This HideEnd field will need to be moved to the end of the page that will be omitted if the Policy ID in this case is not found.

In this scenario, if the field has no data the desired effect is to omit the page, so leave the Delete page if the value is field blank.

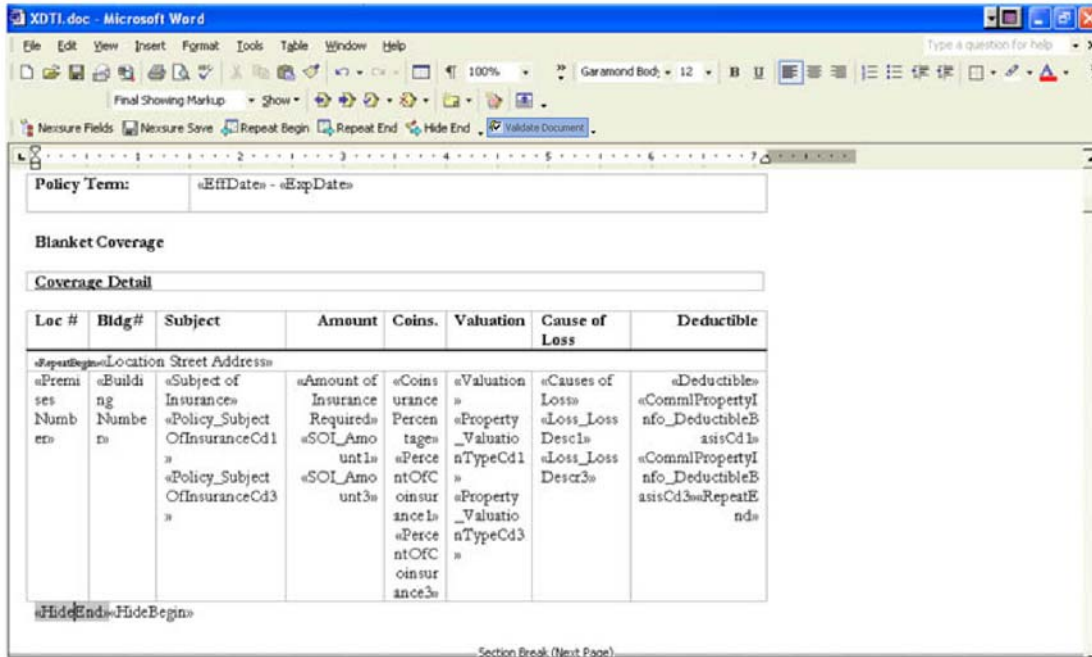


The HideBegin and HideEnd is dropped into the document. Notice that the HideBegin was placed above the Section Break (Next Page). Doing this will suppress any empty pages.



**Note:** If the HideEnd box was not checked in the Nexsure Field Properties window, place the cursor where the HideEnd should be placed and click the HideEnd button on the toolbar to add.

Select the HideEnd field and cut (use the scissors on the toolbar) and paste (click the clipboard on the toolbar) the HideEnd field at the end of where the page should be hidden.



**Note:** For every HideBegin there must be a corresponding HideEnd. If not when the document is merged these HideEnd fields will print on the merged document. Use the printed merge fields to help troubleshoot where missing fields may be.

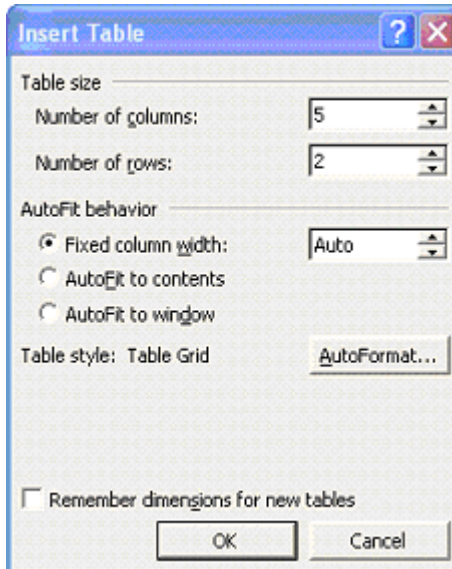
If it is necessary to have more than one HideBegin before the HideEnd is added, they can be 'nested'. However, the HideBegin may not be embedded in (IF) conditional statements. If more than one condition should be met to determine if the page or section should populate, add as many HideBegin fields as needed. It works like a compare string, making sure the condition is met before populating the section. Make sure to add a HideEnd for each HideBegin after all conditions are added:

```
<<HideBegin>>
Section information entered here
<<HideBegin>>
Section information entered here
<<HideBegin>>
Section information entered here
<<HideEnd>>
<<HideEnd>>
<<HideEnd>>
```

**Tip:** If the items in the Nexsure Field Properties box are irrelevant to the field being inserted in the template click **OK** without entering any data to bypass the dialog box.

- Click **OK**.
13. In the Word Document window:
    - Click at the end of the first name, hit space bar.
  14. In the Nexsure Fields window:
    - Click and drag last name

- Click **OK**.
15. In the Word Document window:
- Click at the end of the last name, hit enter key to tab down.
16. In the Nexsure Fields window:
- Click and drag mail address 1
  - Click **OK**.
17. In the Word Document window:
- Click at the end of the mailing address, hit **Enter** key to tab down.
18. In the Nexsure Fields window:
- Click and drag **mail city**
  - Click **OK**.
19. In the Word Document window:
- Click at the end of city, put in a comma, press the space bar.
20. In the Nexsure Fields window:
- Click and drag **mail state**
  - Click **OK**.
21. In the Word Document window:
- Click at the end of the state, hit space bar.
22. In the Nexsure Fields window:
- Click and drag mail zip code field.
  - Click **OK**.
23. In the Word Document window:
- Click at the end of the zip code, hit enter key to tab down two or three spaces.
  - Type "Dear", hit space bar
  - In the Nexsure Fields window:
    - Click and drag First Name field.
    - Click **OK**.
24. In the Word Document window:
- Click at the end of the first name, put in a comma, hit enter key to tab down two or three spaces.
  - Type out message. IE: "Here is the vehicle schedule you requested. Let me know if you have any questions."
  - Hit enter key to tab down two or three spaces.
25. While still in the Word Document window, to create a table:
- On the **Table** menu, point to **Insert** and click **Table**.



- Number of columns: 6
- Number of rows: 2 (the number of rows will automatically increase to accommodate all items)
- Click **OK**.
- Click in the top row of the first column type "Year", tab to next row type "Make", and continue across the top row until each column has a heading.

<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>Vin</b>	<b>Comp</b>	<b>Collision</b>

---

**Tip:** The word document may be customized by changing font size, using bold or italics, centering rows, etc., as seen in the screen shot above.

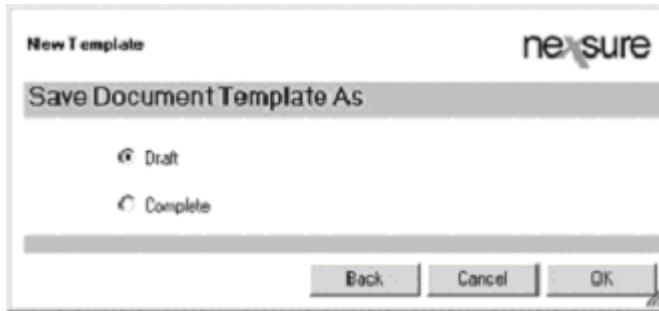
---

**Note:** If an item is dragged over from the Nexsure Fields window and dropped into an inappropriate spot, highlight it and drag it to the correct spot or it can be deleted by hitting the delete key.

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- Place the cursor in the 2nd row under year.
26. In the Nexsure Fields window:
- Click on + in front of Accord 1271 CA (or applicable form)
  - Click on + in front of vehicles
  - Click on + in front of record
  - Click and drag Year field.
  - Using the Nexsure fields property popup select:
    - Repeat Index = set to zero to pull all records, no more, no less.
    - Field Mask = Select Mask

- Table Name = 1 for 1st table
  - Click **OK**.
27. In the Word Document window:
- Click at the end of Year and tab to move cursor over to second row under Make column.
  - Repeat steps 27 and 28 for Make, Model and Year.
  - Move the cursor to the second row under the comp column.
28. In the Nexsure Fields window:
- Click and drag Comprehensive Deductible field.
  - Using the Nexsure fields property popup select:
  - Repeat Index = set to zero to pull all records, no more, no less.
  - Field Mask = \$#,##0
  - Table Name = 1 for 1st table
  - Click **OK**.
29. In the Word Document window:
- Click at the end of comp deductible and tab to move cursor over to second row under collision column.
  - Repeat steps 29 & 30 for collision deductible.
30. In the Word Document window:
- Click underneath table
  - Enter down 1 or 2 lines
  - Type "Thank you,"
  - Enter down 1 or 2 lines
31. In the Nexsure Fields window:
- Under the Client Assignment, click and drag first name field.
  - Click **OK**.
32. In the Word Document window:
- Click at the end of the first name, press the space bar.
33. In the Nexsure Fields window:
- Under the Client Assignment, click and drag last name field.
  - Click **OK**.
  - When the document has been completed:
  - In MS Word, on the **File** menu, click **Nexsure Save As**.



- Draft: Selecting Draft allows edits to be made to the template by anyone having access to Setup, Document Templates.
- Complete: Selecting Complete only the author of the template, or an administrator, can make changes to the template.
- Click **OK**.

The document template will be saved, closed and added to the system. Once the template is in Nexsure, it can be added as a client or a policy attachment.

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**Tip:** Save as draft so that it may be modified later. An Agency logo may be added to the top of the page.

---

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**Note:** When deleting a Nexsure field in Excel, the label must be deleted as well as the comment associated with it. Simply deleting the label of the cell will not delete the comment. The comment may be deleted by deleting the entire row, or right clicking the cell and selecting Delete Comment. The same care must be taken when moving the field to another cell in a spreadsheet. To move a Nexsure field, right-click the field and select Cut, then paste it to another cell.

---

## Using Document Templates

### To Use a Document Template

1. Access the appropriate client or policy level attachment option
2. Click the **Add New** link.
3. Select the **Create Document with Template** option.
4. Enter the attachment name.
5. Enter the document description.
6. Click **Next**. The Nexsure Office Integration popup box will display.

Nexsure Office Integration

Template Name:

Template Description:

Document Type: MS Word

Category: All

Business Type: All

Search

Available Templates:

- acord 80 template
- Auto New
- Auto-Veh
- Commercial Auto Test
- Introduction-CL

Cancel Next >>

7. Enter at least two characters in the template name or description fields, if known.
8. Choose document type, category & business type from drop-down box.
  - If the Template name, description, document type, category and business type are not known leave the fields blank and click **Search**. All available templates will be displayed in the Available Templates box.
9. Click on the appropriate template.
10. Click **Next**.
11. The Policy Section will be displayed. Select the criteria to default into the document from the drop-down boxes:
  - Named Insured
  - Contact
  - Location
  - Assignment
  - Line of Business

Policy Selection

Select criteria to default into the document.

Named Insured: Patty's Pancake Palace [Primary]

Contact: Patty Pancake [Primary]

Location: 123 Main, Brea, CA 92821 [Primary]

Assignment: Karen Peterson

Line of Bus.	Policy Number	Stage	Issuing Carrier	Cvg Eff	Cvg Exp	Pol Eff	Pol Exp	Change	Desc
Commercial Auto	.99999999	Policy	Safeco I.	108/15/04	107/01/05	107/01/04	107/01/05	--	

Back Cancel OK

12. Click **OK**.
13. The document will be opened in MS Word or Excel (whichever was specified) and will integrate with client and policy information.
14. After the integration process is complete, this is now a normal word document. Make any necessary changes/additions to the document as needed.
15. When the document has been completed:
  - From the Word **File** menu, click **Nexsure Save As**.

New Template

Save Document Template As

Draft

Complete

Back Cancel OK

**Draft:** Selecting Draft allows edits to be made to the template by anyone having access to Setup, Document Templates.

**Complete:** Selecting Complete only the author of the template, or an administrator, can make changes to the template.

16. Click **OK**. The Attachment summary view is displayed.

Client Name: Patty's Pancake Palace

Showing Page 1 of 1

Details	Attachment Name	LOB/Policy # Cert #/Ref #	Category	Description	Document Type	Status	Created By Last Updated By	Date Created	Remove
	Vehicle Schedule	Commercial Auto 8A9984225	Policy Letters	Vehicle Schedule	Microsoft Word	Draft	Karen Peterson Karen Peterson	09/20/2004	

17. Click the attachments **Details** icon to open the attachment for viewing.

### To Close the Attachment After Viewing

- On the Word **File** menu, click **Nexsure Save As**.
  - Draft**: Selecting Draft allows edits to be made to the template by anyone having access to Setup, Document Templates.
  - Complete**: Selecting Complete only the author of the template, or an administrator, can make changes to the template.
- Click **OK**.
- Click the **Word** icon to update the Attachment name or the Document description. Click **OK** to save the change or **Cancel** to close the popup window.
- The [**Show**] filter may be used to refine a search.

## Carriers

### To Search for a Carrier

1. On the Primary menu, click **SEARCH**.
2. From the **Entity** drop-down list, select **Carrier** and enter the search criteria.
3. From the **Search Type** drop-down list, select Begins with to search items that begin with specific characters, or Contains to search items that contain specific characters anywhere in the selected field.
4. Enter the **Carrier Name**.
5. Enter the location information.
6. The First and Last Name fields represent the Carrier contact.
7. Click **Search** to begin the search, or click **Clear** to clear the search criteria.

### Adding Carriers

Adding new carriers is done on the **Search** screen. Before you can add a new carrier, you must conduct a Search to avoid duplicate entries.

### To Add a Carrier

1. On the Primary menu, click **SEARCH**.
2. In the Entity drop-down list select **Carrier**.
3. Click the **Search** Button.
4. Click **Add New Record**. The **Card File** screen is displayed:

---

**Note:** The **Add New Record** link will not display unless an actual search has been run.

---

- **Carrier Name:** Enter the insurance carrier name as you would identify and correspond with them. The first carrier name is automatically designated as the Parent company. This may be reassigned only after other names have been added.
- **NAICS Code:** Enter the Carrier's NAICS code as provided by the carrier.
- **Primary Location:** The primary location is automatically assigned to the first location added. The primary location may be reassigned only after other locations have been added.
- **Location Type:** Use the drop-down box to identify the type of location. This list may be populated in **Setup** under **Lookup Management**.

#### Physical Address

- **Address:** Enter the primary address for this entity.
- **City:** Enter the city for the primary address entered in the previous field.
- **State:** Select the state for the primary address entered in the previous fields.
- **Zip:** Enter the zip code for the primary address entered in the previous fields.

#### Mailing Address

- **Address:** Enter the mailing address for this entity.

- **City:** Enter the city for the mailing address entered in the previous field.
- **State:** Select the state for the mailing address entered in the previous fields.
- **Zip:** Enter the zip code for the mailing address entered in the previous fields.
- **Phone:** Enter the phone number without formatting. Formatting will be applied after the screen has been saved.
- **Carrier Email:** Enter the Carriers email address.

**Primary Contact**

- **Prefix:** Use the drop-down box that contains items added by the agency in Setup under Lookup Management.
- **First Name:** Enter the first name of the contact for this entity.
- **Middle Initial (MI):** This field is 1 character long. Enter the middle initial of the contact.
- **Last Name:** Enter the last name of the contact.
- **Suffix:** Use the drop-down box that contains items added by the agency in Setup under Lookup Management.
- **Title:** Use the drop-down box that contains items added by the agency in Setup under Lookup Management. The title is used to identify the contacts occupation.
- **Phone:** Enter the phone numbers without formatting. Formatting will be applied after the screen has been saved. Use the drop-down box to identify the type of phone number. Extension numbers may be entered up to 6 characters. A brief description may be entered for each number added. Phone number identities initially are as follows:
  - Home phone
  - Cell phone
  - International phone
  - Office phone
  - Pager
  - Personal Fax

---

**Note:** to add additional numbers, see Contacts.

---

- **E-Mail:** The E-mail address for the contact is optional, however if the format is entered incorrectly an error will be returned to warn of the improper format. The field can contain up to 30 characters with alphanumeric data.

5. Click **Save** to save the data or click **Clear** to clear any data entered. The Carrier Profile will be displayed.

## Carrier Commissions

The **Commissions Summary** tab displays all Commissions added for the Parent Carrier. Unlimited commissions may be added for each. A default may be set for each carrier added to the parent for each of the following:

- Organization
- Carrier
- Line of business


Each default is marked with a checked box in the appropriate column when the defaults are set. If a commission assignment is added other than the default, that commission will default on the client invoice if the carrier, line of business and organization matches instead of the default commission.

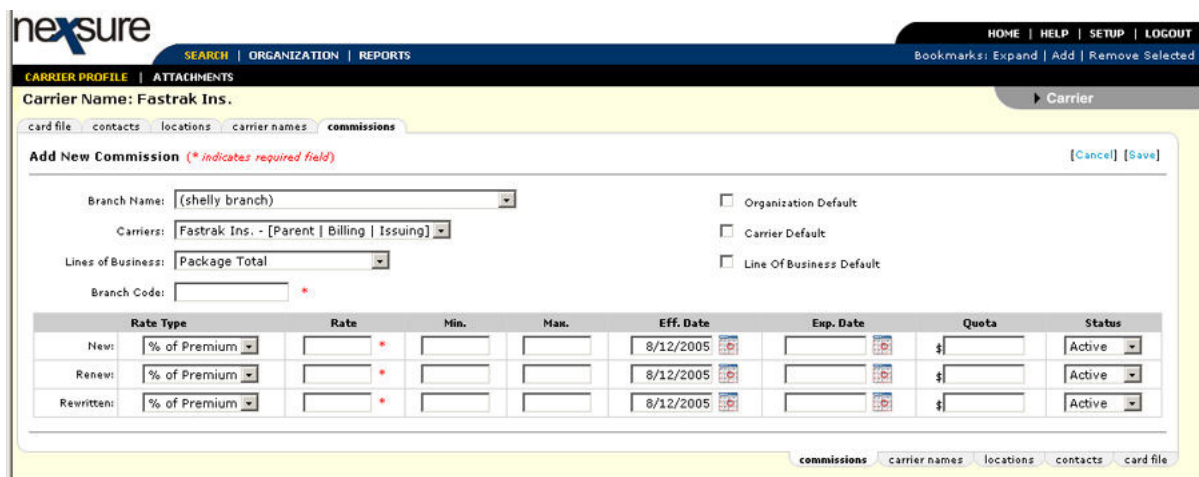
The icons displayed on the summary screen are as follows:

- Click on the **Details**  icon to edit.
- Click on the **Remove**  icon to delete.

## Adding Carrier Commissions

### To Add or Edit Carrier Commissions

1. On the Primary menu, click **SEARCH**.
2. Search for the carrier you wish to view the commission detail for.
3. Click the **Details**  icon for the carrier.
4. Select the **Commissions** tab.
5. Edit the commission details or click **[Add New]**



**nexsure** SEARCH | ORGANIZATION | REPORTS HOME | HELP | SETUP | LOGOUT  
Bookmarks: Expand | Add | Remove Selected

**CARRIER PROFILE | ATTACHMENTS**  
Carrier Name: Fastrak Ins. Carrier

card file | contacts | locations | carrier names | **commissions**

**Add New Commission** (\* indicates required field) [Cancel] [Save]

Branch Name: (shelly branch)  Organization Default  
 Carriers: Fastrak Ins. - [Parent | Billing | Issuing]  Carrier Default  
 Lines of Business: Package Total  Line Of Business Default  
 Branch Code:  \*

	Rate Type	Rate	Min.	Max.	Eff. Date	Exp. Date	Quota	Status
New:	% of Premium	<input type="text"/> *	<input type="text"/>	<input type="text"/>	8/12/2005	<input type="text"/>	\$ <input type="text"/>	Active
Renew:	% of Premium	<input type="text"/> *	<input type="text"/>	<input type="text"/>	8/12/2005	<input type="text"/>	\$ <input type="text"/>	Active
Rewritten:	% of Premium	<input type="text"/> *	<input type="text"/>	<input type="text"/>	8/12/2005	<input type="text"/>	\$ <input type="text"/>	Active

commissions | carrier names | locations | contacts | card file

6. Complete the **Commission Detail**:
  - Select the **Branch Name** from the drop-down box to identify which branch the commission is being setup for. Proceed to Setting up Defaults.
  - Select a **Carrier** from the drop-down box to identify which carrier the commission is being setup for. Proceed to Setting up Defaults.

- Select a **Line of Business** from the drop-down box to identify which line of business the commission is being setup for. Proceed to **Setting up Defaults**.

## Setting Up Defaults

**Organization Default:** One organization default may be selected as the overall default for the entire Nexsure site.

---

**Note:** There can only be one organization default for an agent's Nexsure site. The organization default selected should be what best matches the commission that is received by the agency most of the time.

---

**Branch Default:** This option is a future feature.

**Carrier Default:** One Carrier may be selected as the commission default per carrier within a branch by selecting the checkbox beside "Carrier Default". A Carrier Default may be setup for each Branch.

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**Note:** There can only be one carrier default per carrier per branch. The carrier default should be selected to best match what commission is receive most of the time from that carrier.

---

**Line of Business Default:** Each line of business may be added and selected as a commission default for that line of business, within a branch by selecting the checkbox beside "Line of Business Default". A Line of Business Default may be setup for each individual line of business.

---

**Note:** There can be only one line of business default per Line of business, per Branch. A line of business default should be set up for each LOB that has a commission percentage "outside" of the carrier default. If a defaults exists and another default is selected, it will overwrite the existing default and become the current default.

---

- Branch Code is a required field; this number is given to the agency by the carrier and identifies that agency to that carrier. The commission tab must be completed and the Branch Code entered in order to populate in applications.
- Rate Type is what that commission will be calculated off of. The commission is broken down by "New" business, "Renew" business or "Rewritten" business.
  - % Of Premium is defined as a percentage of the premium entered in the premium field on the "Policy Info" screen by line of business.
  - Flat Amount is defined as a flat dollar amount entered in the Rate field.
- Rate is the commission amount, identified by the "Rate Type" field, based on either a flat dollar amount or a percentage of the premium that will default into the invoice.
- Min. is the minimum commission percent or amount that can be accepted.
- Max. is the maximum commission percent or amount that can be accepted.
- Eff. Date is the date the commissions became effective. The commission effective date setup for a Carrier tracks with the effective date of the policy. If a policy is entered with an effective date prior to this date the commission will not pull to the invoice.
- Exp. Date is the date the commissions will expire. If the Carrier is changing commission rates enter in the expiration date of this commission.

---

**Note:** If an expiration date is entered that commission will not pull to policies written with an effective date after that date. A new commission, with the new rate and effective date, may be added. The effective date of the policy will determine which commission will be pulled to the invoice.

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- Quota is the amount of either commission or premium amounts the Branch expects to meet for the Eff. and Exp. Dates entered.

7. Click **Save** to accept the changes or **Cancel** to close the dialog box without saving the changes.

## How the System Determines the Proper Carrier Commission



The system will first try to match Branch, Carrier and Lines of Business in that order. If the match is not exact, the system will search for a default Line of Business within the branch. If no Line of Business exists within the Branch, the system will then search for the Carrier default within the branch. Finally, if there is no Carrier default within the branch, the system will then search for the Org default. If there is no Org default the message "No valid default commissions exist" and the user will need to enter the commission manually.

## Adding/Editing Carrier Contacts

1. On the **Contacts** summary screen, click **Add New**. This feature allows the current contact database to be utilized so that duplicate contact records may be avoided.
  - Beside **Apply Contact**: select the appropriate option – **Search Contact** is used to search existing contacts and to add as a contact to this entity, or select **New Contact** to add a brand new contact.
  - **Search For Existing Contact Record**: Is available when **Search Contact** is selected. Enter the last name of the contact as the search criteria. Enter a minimum of 2 characters in order to have valid search criteria. No wild card searches to search all are available. The **Search** button will initiate the search and return all matches in a pop-up window display.
  - The results will display in alphabetical order by last name. If no results are found the message, "**No contacts found for xxxxxx**" is displayed instead.
  - Select the **No Match** button if there are no matching contacts.
  - Select the **Use Selection** button – after highlighting a contact from the list. If no contact is highlighted when the **User Selection** button is selected the following message is displayed: **Please select a value for required field**. The selected contact detail is automatically populated into the current **Contact Detail** screen with exception of "Title".
2. If the **New Contact** option is selected the **Contact Detail** screen is displayed ready for completion.



## Field Descriptions

- **Prefix**: Use the drop-down box that contains items added by the agency in Setup under Lookup Management.
- **First**: Enter the first name of the primary contact for this entity. The primary contact is identified as the person you would call or correspond with most of the time.
- **Middle Initial (MI)**: This field is 1 character long. Enter the middle initial of the primary contact.
- **Last**: Enter the last name of the primary contact.
- **Suffix**: Use the drop-down box that contains items added by the agency in Setup under Lookup Management.
- **Goes By**: Enter the name the contact prefers to be addressed by. This field may be used in letters or email to the entity.

- **Title:** Use the drop-down box that contains items added by the agency in Setup under Lookup Management. The title is used to identify the contacts occupation.
- **Is this the Primary Contact for this account?:** There can only be one primary contact and cannot be deleted. The primary contact can be changed.
- **Personal Numbers:** Enter the phone numbers without formatting. Formatting will be applied after the screen has been saved. Use the drop-down box to identify the type of phone number. Extension numbers may be entered up to 6 characters. A brief description may be entered for each number added. Phone number identities are as follows:
  - Home phone
  - Cell phone
  - International phone
  - Office phone
  - Pager
  - Personal Fax
  - To add additional phone numbers:
    - Click on the **Add New** link to the right of group heading
    - Use the drop-down box to select the identity of the phone number being added.
    - Enter the phone numbers without formatting. Formatting will be applied after the screen has been saved.
    - The extension numbers may be entered up to 6 numeric characters.
    - Enter a brief description for the phone number if desired.
    - Click **Save** to save the phone number just added.
    - Click **Close** to cancel the addition of the new number.
    - The number of Personal Phone numbers that can be added to each contact is not limited. Click **Add New** link to add a new phone number.
    - Click on the **Details**  icon beside the number to edit.
    - Click on the **Delete**  icon beside the number to delete.
- **E-Mail:** The e-mail address for the contact is optional, however if the format is entered incorrectly an error will be returned to warn of the improper format. The screen cannot be saved until the format is corrected. The field can contain up to 30 characters with alphanumeric data. There are 2 e-mail addresses to accommodate both work and personal as necessary.
- **Locations:** Use the drop-down box to select the address where contacts are located.
- **Contact notes:** Can be used for any notation about this contact. The notes can only be viewed from the contact details screen.
  - **Save** – The **Save** button will save new contact information.
  - **Cancel** – The **Cancel** link will cancel any modifications or adding a new contact.
  - **Delete** – The **Delete** link will delete the contact. The primary contact cannot be deleted but can be changed. The delete button will not be present if the contact is set to primary.
  - **Update** – The **Update** link will update any modifications to the contact record.

## Adding Carrier Locations

The **Locations** tab displays all locations added for this entity. Unlimited locations may be added for each entity but only one can be designated as the primary location. The primary assignment will be identified as a checkbox in the **Primary** column. The primary may be reassigned but deletion of the primary is not allowed.



- Click on the **Address** link to connect to **expedia.com** for a map.
- Click on the **Details**  icon to edit or delete the location.
- Click on the **Remove**  icon to delete the location.

### To Add Carrier Locations

1. Clicking on the [**Add New**] link on the **Locations** summary screen will display the **Locations Detail** screen. To edit a location see Carrier Locations Summary.
2. Complete the **Locations Detail** using the following information:
  - **Location Type** is used to identify the location. Select the appropriate type from the drop-down box.
  - **Physical Address:** The physical address for this location.
  - **Mailing Address:** The mailing address for this location if different from the physical address.
  - **Location Phones:** Enter the phone numbers without formatting. Formatting will be applied after the **Locations** screen has been saved. Use the drop-down box to identify the type of phone number. Extension numbers may be entered up to 6 characters. Phone number identities are as follows:
    - After Hours
    - Automated
    - Backline
    - Building Security
    - Business Phone
    - Fax Number
    - Main Fax
    - Phone
    - Receptionist
    - Technical Support
    - Toll Free

### Adding Additional Phone Numbers

- Click on the **Add New** link to the right of group heading after accessing the location record to edit.
- Use the drop-down box to select the identity of the phone number being added.
- Enter the phone numbers without formatting. Formatting will be applied after the screen has been saved.
- The extension numbers may be entered up to 6 numeric characters.
- Click on **Save** to add the new phone number.

- Click on **Close** to abort the addition of the new number.
- As many phone numbers as needed may be added.
- Click on the **Details**  icon beside the number to edit.
- Click on the **Delete**  icon beside the number to delete.
- **Cancel** – The [**Cancel**] link will abort any modifications or adding a new Location.
- **Save** – The [**Save**] link will save new location information.
- **Delete** – The [**Delete**] link will delete the Location. The primary Location cannot be deleted but can be changed. The delete link will not be present if the Location is set to primary.
- **Update** – The [**Update**] link will update any modifications to the Location record.

## Carrier Names Detail

1. Clicking on the [**Add New**] link on the **Carrier Names** summary screen will display the **Carrier Names Detail** screen. To edit a carrier name see Carrier Summary Names.

**Carrier Name: Fastrak Ins.**

card file   contacts   locations   **carrier names**   commissions

**Carrier Information**

Carrier Name:

Carrier Type(s):  Issuing  Billing

Carrier DB Rule:  Post Direct Bill Commission to General Ledger

This is the current **PARENT CARRIER**.

Website:

Contract Year:


AM Best Rating:

NAIC Code:




Carrier Email:

Notes:



**Location(s)** [\[ Add New \]](#)

Details	Primary	Location Type	Address	City	St./Prov.	Zip/Postal	Delete
	<input checked="" type="checkbox"/>	Accounting Office	123 plain st.	Anaheim	CA	92801	

2. Complete the Carrier Names Detail using the following information:
  - **Carrier Name** - Enter to identify the carrier.
  - **Carrier Type** - Identifies if the carrier is the issuing, billing or both. The issuing checkbox identifies the carrier writing the policy. The billing checkbox identifies the carrier who will either pay the Branch or bill the Branch.
  - **Carrier DB Rule** - This option is available if "**Override by Carrier**" is selected in the Posting Rules. "Post Direct Bill Commission to General Ledger" will be selected (by default) if Direct Bill Invoice General Ledger Posting is set to "**Post to the General Ledger**" in the Posting Rules. If the default is changed, all previous invoices will retain their posting rule at the time they were posted. Reversals will use the original invoice posting rule.
  - If this option is **not** selected, direct bill invoice activity will not be available for reconciliation, receive payment or disbursement. No aspect of the invoice will post to the general ledger.
  - **Website**: Enter the carriers Web Site address.
  - **Contract Year**: Entering the contact year is optional.
  - **AM Best Rating**: Entered by the Branch.

- **NAIC Code:** Entered by the Branch.
- **Carrier E-Mail:** The email address for the carrier is optional, however if the format is entered incorrectly an error will be returned to warn of the improper format. The screen cannot be saved until the format is correct. The field can contain up to 30 characters with alphanumeric data.
- **Notes:** Enter any appropriate notes.
- **Cancel** – The [**Cancel**] link will abort any modifications or adding a new Location.
- **Save** – The [**Save**] link will save new location information.
- **Location (s):** Click the [**Add New**] link to select or add the address for this carrier. There is no limit to the number of addresses that may be added.
  - Existing addresses may be added by selecting **Use Existing**. Select an existing address from the drop-down box which is populated from locations added to the carrier. A new location may also be added here, by selecting the **Add New** option. Complete information should be populated by accessing the Carrier **Location** tab and click on the **Details**  icon to edit.
  - Locations may be removed or edited by the following:
    - Click on the **Details**  icon to edit.
    - Click on the **Remove**  icon to delete. This icon does not display on the primary location.

## Carrier Names Summary


1. The **Carrier Names** tab displays all Carriers added for this Parent Carrier. Unlimited carriers may be added for each but only one can be designated as the parent carrier. The parent assignment will be identified as a checkbox in the **Parent** column. The parent may be reassigned but it cannot be deleted.
  - Click on the **Details**  icon to edit.
  - Click on the **Remove**  icon to delete.
2. [**Add New**]: Select the link found in the upper right hand corner of the summary screen within the tabs border to display a blank data input **Carrier Names Detail** screen to add a new carrier. (For more information see Carrier Locations Detail.)

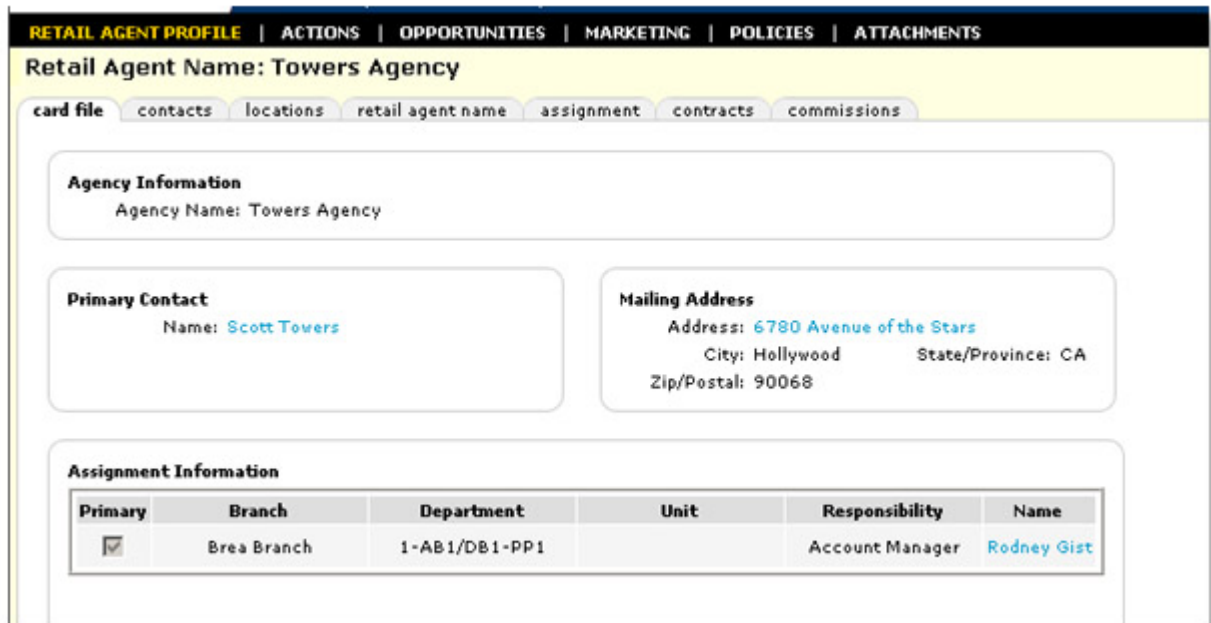
## Retail Agents

Retail Agents are outside producers that broker business through another agency because they do not have a market. Once they have been added to the system, retail agents can view Actions, Opportunities, Marketing, Policies and Attachments as they pertain to the individual retail agent. Before you can add a new retail agent, you must conduct a Search to avoid duplicate entries.

### Adding Retail Agents

#### To Add a Retail Agent

1. On the Primary menu, click **SEARCH**.
2. In the Entities drop-down box, select Retail Agent. Any previously accessed retail agents will be displayed automatically.
3. Enter the name of the retail agent in the Name field or enter "%" to display all existing retail agents.
4. Click **Search**.
5. If the retail agent is in the system, click the **Details**  icon for the appropriate retail agent. If the retail agent does not appear, click **Add New Record**.
6. Enter the card file information:
  - Agency Name
  - Primary Location
  - Primary Contact Name
  - Phone Numbers
7. Click **Save**.



**RETAIL AGENT PROFILE** | ACTIONS | OPPORTUNITIES | MARKETING | POLICIES | ATTACHMENTS

**Retail Agent Name: Towers Agency**

card file | contacts | locations | retail agent name | assignment | contracts | commissions

**Agency Information**  
Agency Name: Towers Agency

**Primary Contact**  
Name: Scott Towers

**Mailing Address**  
Address: 6780 Avenue of the Stars  
City: Hollywood State/Province: CA  
Zip/Postal: 90068

**Assignment Information**

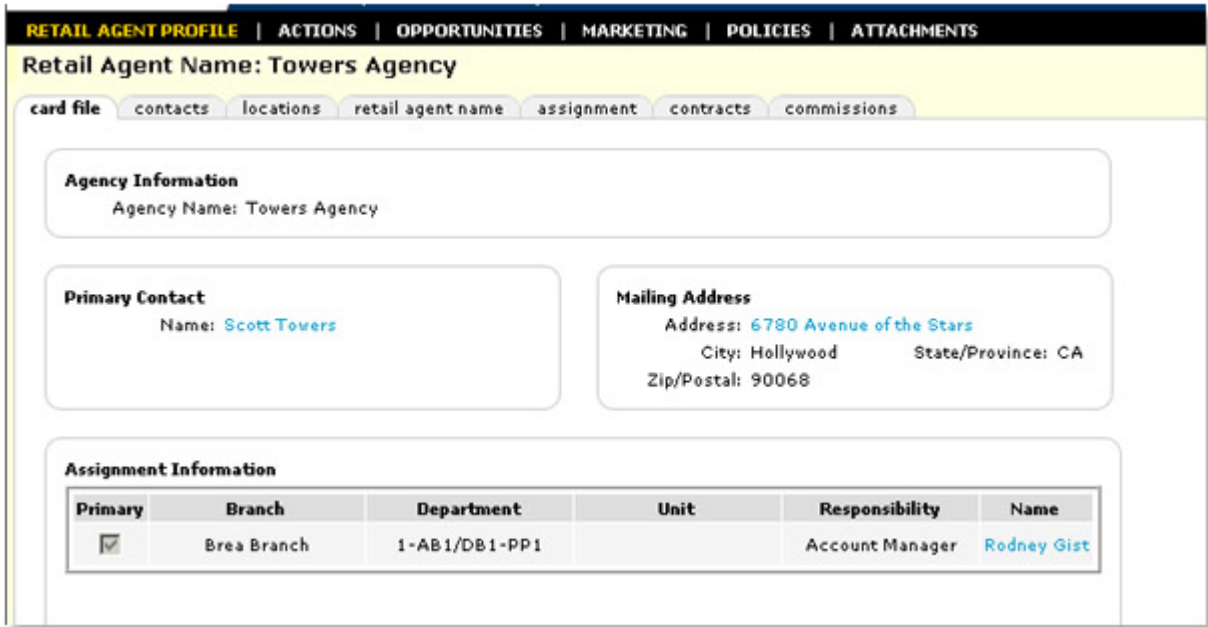
Primary	Branch	Department	Unit	Responsibility	Name
<input checked="" type="checkbox"/>	Brea Branch	1-AB1/DB1-PP1		Account Manager	Rodney Gist

### Retail Agent Profile

The Retail Agent Profile manages all contact, assignment, contracts and commissions information for retail agents once they have been added into Nexsure.

### To Access the Retail Agent Profile

1. On the Primary menu, click **SEARCH**.
2. Search for and select the retail agent by clicking the **Details**  icon. The Retail Agent Profile will appear:



**RETAIL AGENT PROFILE** | ACTIONS | OPPORTUNITIES | MARKETING | POLICIES | ATTACHMENTS

**Retail Agent Name: Towers Agency**

card file | contacts | locations | retail agent name | assignment | contracts | commissions

**Agency Information**  
Agency Name: Towers Agency

**Primary Contact**  
Name: Scott Towers

**Mailing Address**  
Address: 6780 Avenue of the Stars  
City: Hollywood State/Province: CA  
Zip/Postal: 90068


**Assignment Information**

Primary	Branch	Department	Unit	Responsibility	Name
<input checked="" type="checkbox"/>	Brea Branch	1-AB1/DB1-PP1		Account Manager	Rodney Gist

**Card File** - The card file displays the agency contact and assignment information


**Contacts** - Displays contact information as originally added. Contacts information includes:

- Contact Name
- Contact Role
- Personal Numbers
- Email
- Contact Notes

To add a new contact, click **Add New**. To modify the existing contact, click the **Details**  icon. After making changes, click the **Update** link.

**Locations** - Displays location information as originally added. Location information includes:

- Location Type
- Location Numbers
- Physical Address
- Mailing Address

To add a new location, click **Add New**. To modify the existing contact, click the **Details**  icon. After making changes, click the **Update** link.

**Retail Agent Name** - Displays the Agency Name and Website. This tab also allows you to Activate or Inactivate a retail agent. Selecting **Inactivate** will put a line through the retail agent's name, serving as a reminder that the agent is not currently being worked with. Selecting **Activate** will remove the line through the name.

**Assignment - Branch:** Select the appropriate branch for this Client Department: Select a department within the specified branch for this Client. (Departments are a sub-set of the Branch. IE: Personal or Commercial Lines).

**Unit:** Select a unit pertaining to the Department, if applicable. Units are not required. (Units are a sub-set of the Department. IE: Home, Auto or Other)

**Responsibility:** Select the appropriate responsibility. The Responsibilities appearing in the drop-down box can be added to in Setup, Lookup Management.

**Name:** Select the name of the person responsible for this Client. The Names appearing in the drop-down box are appointed from the Employees title at the Branch level.

**Primary:** Check this box to set this Assignment as the primary responsibility for the account.

---



**Note:** A primary Assignment cannot be deleted, it must either be revised or a new assignment can be added, designated as primary, then the old primary can be deleted.

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## Retail Agent Contracts

The retail agent contracts tab stores the agent's contract information, Errors and Omissions Coverage and license information.

### To Enter Contract Details

1. On the Primary menu, Click **SEARCH**.
2. Click the **Entity** drop-down box and select the **Retail Agent**.
3. Click the **Details**  icon of the retail agent.
4. Click the **contracts** tab.
5. Enter the contract information. When complete, click **Save Contract**. Click **Copy** to create a duplicate of the same contract. To update the contract at a later point, select the contract on the **contracts** tab by clicking the **Details**  icon, make the changes and click **Save Contract**.

**Retail Agent Name: Goodrich Agency** ▶ Retail Agents

card file | contacts | locations | retail agent name | assignment | **contracts** | commissions

**Contract Details** [Cancel] [Copy] [Save Contract]

Contract Information		Errors & Omissions Coverage	
Contract Number:	3212132	Carrier Name:	Cal Ins
Effective Date:	08/12/2005	Policy Number:	32154547
Contract Name:	contract	Effective Date:	08/04/2004
Expiration Date:	08/18/2006	Limit of Liability:	\$10,000.00
Description:		Expiration Date:	08/24/2006

**License Information** [Add New]

State/Province	License Number	License Type	Effective Date	Expiration Date	Remove
California	656187424651	Broker	03/17/2005	03/17/2006	

Last Updated By: Michael Massaro Date Updated: 8/17/2005 3:58:26 PM

commissions | **contracts** | assignment | retail agent name | locations | contacts | card file

### Contract Information

- Contract Number
- Contract Name
- Effective/Expiration Dates
- Contract Name
- Description

### Errors & Omissions Coverage

- Carrier Name
- Policy Number
- Limit of Liability
- Effective/Expiration Dates

### License Information

The Contract Details must be saved (Click **Save Contract**) before adding license information.

- State/Province
- License Number
- License Type
- Effective/Expiration Date

---

**Tip:** If you have administrator rights, *custom license types can be added via Lookup Management.*


---

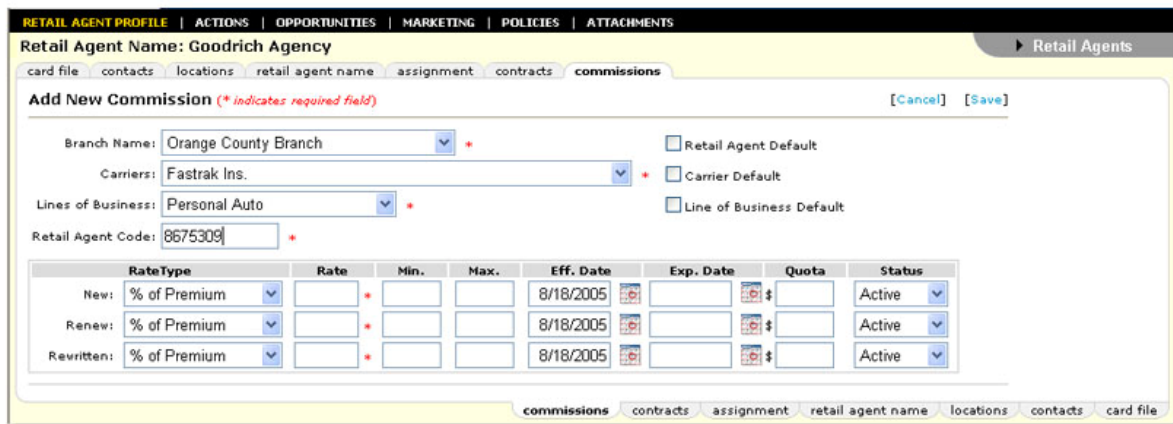
- On the Utility menu, click **Setup**.
- In the Setup Console, click **Lookup Management**.
- In the Category drop-down list, select **Retail Agent**.
- In the Types box, select **License Types**.

- e. In the Select Item box, select **Add New**.
- f. In the License Type field, enter the name of the license type.

## Retail Agent Commissions

### To Add or Edit Carrier Commissions

1. On the Primary menu, click **SEARCH**.
2. Search for the retail agent you wish to view the commission detail for.
3. Click the **Details**  icon for the retail agent.
4. From the Retail Agent Profile, click the **Commissions** tab.
5. Edit the commission details or click **[Add New]**



**RETAIL AGENT PROFILE** | ACTIONS | OPPORTUNITIES | MARKETING | POLICIES | ATTACHMENTS

Retail Agent Name: Goodrich Agency Retail Agents

card file | contacts | locations | retail agent name | assignment | contracts | **commissions**

**Add New Commission** (\* indicates required field) [Cancel] [Save]

Branch Name: Orange County Branch  +  Retail Agent Default

Carriers: Fastrak Ins.  +  Carrier Default

Lines of Business: Personal Auto  +  Line of Business Default

Retail Agent Code: 8675309  +

	RateType	Rate	Min.	Max.	Eff. Date	Exp. Date	Quota	Status
New:	% of Premium <input type="text"/>	<input type="text"/> +	<input type="text"/>	<input type="text"/>	8/18/2005 <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	Active <input type="text"/>
Renew:	% of Premium <input type="text"/>	<input type="text"/> +	<input type="text"/>	<input type="text"/>	8/18/2005 <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	Active <input type="text"/>
Rewritten:	% of Premium <input type="text"/>	<input type="text"/> +	<input type="text"/>	<input type="text"/>	8/18/2005 <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	Active <input type="text"/>

commissions | contracts | assignment | retail agent name | locations | contacts | card file

6. Select the **Branch Name** from the drop-down box to identify which branch the commission is being setup for.
7. Select a **Carrier** from the drop-down box to identify which carrier the commission is being setup for.
8. Select a **Line of Business** from the drop-down box to identify which line of business the commission is being setup for.
9. Enter the **Retail Agent Code**.

## Setting up Defaults

**Retail Agent Default:** One Retail Agent default may be selected as the overall default for the entire Nexsure site.

---

**Note:** There can only be one Retail Agent default for an agent's Nexsure site. The Retail Agent default selected should be what best matches the commission that is received by the agency most of the time.

---

**Carrier Default:** One Carrier may be selected as the commission default per carrier within a branch. A Carrier Default may be setup for each Branch.

---

**Note:** There can only be one carrier default per carrier per branch. The carrier default should be selected to best match what commission is receive most of the time from that carrier.

---

**Line of Business Default:** Each line of business may be added and selected as a commission default for that line of business, within a branch by selecting the checkbox beside "Line of Business Default". A Line of Business Default may be setup for each individual line of business.

---

**Note:** There can be only one line of business default per Line of business, per Branch. A line of business default should be set up for each LOB that has a commission percentage "outside" of the carrier default.

---

If a default exists and another default is selected, it will overwrite the existing default and become the current default.

**Rate Type** is what that commission will be calculated off of. The commission is broken down by "**New**" business, "**Renew**" business or "**Rewritten**" business.

**% Of Premium** is defined as a percentage of the premium entered in the premium field on the "Policy Info" screen by line of business.

Flat Amount is defined as a flat dollar amount entered in the Rate field.

**Rate** is the commission amount, identified by the "Rate Type" field, based on either a flat dollar amount or a percentage of the premium that will default into the invoice.

- Min. is the minimum commission percent or amount that can be accepted.
- Max. is the maximum commission percent or amount that can be accepted.
- Eff. Date is the date the commissions became effective. The commission effective date setup for a retail agent tracks with the effective date of the policy. If a policy is entered with an effective date prior to this date the commission will not pull to the invoice.
- Exp. Date is the date the commissions will expire. If the retail agent is changing commission rates enter in the expiration date of this commission.

---

**Note:** If an expiration date is entered that commission will not pull to policies written with an effective date after that date. A new commission, with the new rate and effective date, may be added. The effective date of the policy will determine which commission will be pulled to the invoice.

---

**Quota** is the amount of either commission or premium amounts the Branch expects to meet for the Eff. and Exp. Dates entered.

10. Click **Save** to accept the changes or **Cancel** to close the dialog box without saving the changes.

## eServices

Nexsure's eServices provides users real-time inquiry capabilities within a carrier's web site. This eliminates the need for the agency to log out of Nexsure or open another browser window to access the carrier's site. Users will have access to the very latest information directly from the carrier's web site – the same information the Underwriters see. Carrier information can include such things as:

- Billing Inquiry
- Invoice Copy
- Policy Declaration
- Claims Inquiry

---

**Note:** eServices are only available for In Force business. It is not available for Opportunities or Marketing policies.

---


Each employee of the Agency, who has login rights to a carrier's site, must have their login information entered in Nexsure to access eServices.

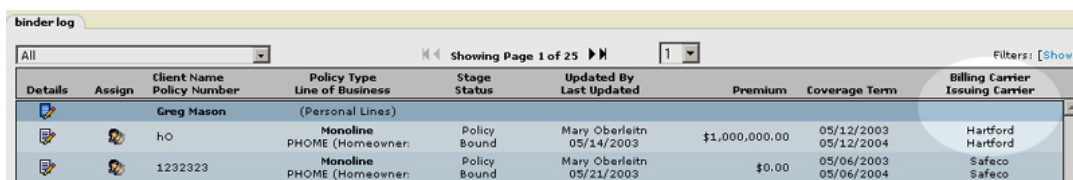
---

**Note:** In rare situations, where an employee may have more than one login to a carrier's site, both should be entered in Nexsure. If you have more than one additional login, you will be prompted to select which additional login to use when entering that carrier's site.





---

### To Access eServices

1. On the Primary menu, click **SEARCH**.
2. Click the **Details**  icon of the appropriate client.
3. On the Client menu, click **POLICIES**.
4. Click the Carrier's name to launch eServices.



The screenshot shows a web interface titled "binder log". At the top, there is a search dropdown set to "All", a pagination indicator "Showing Page 1 of 25", and a filter button "Filters: [Show]". Below this is a table with columns: "Details", "Assign", "Client Name", "Policy Number", "Policy Type", "Line of Business", "Stage", "Status", "Updated By", "Last Updated", "Premium", "Coverage Term", and "Billing Carrier Issuing Carrier". The table lists two policies for "Greg Mason" under "(Personal Lines)".

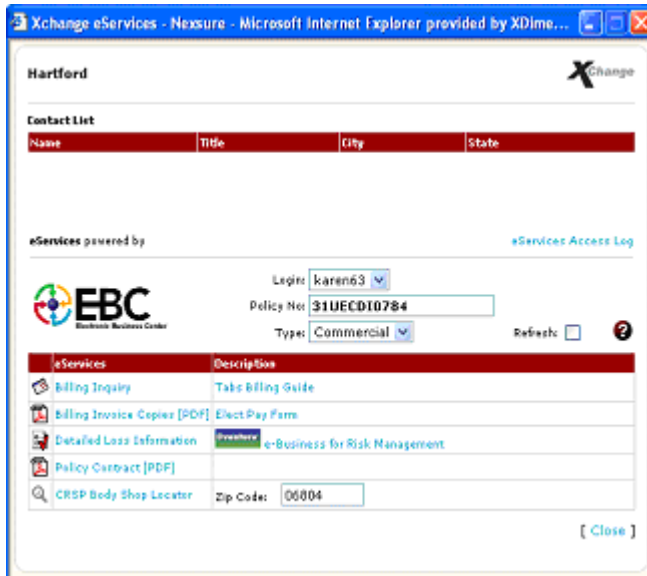
Details	Assign	Client Name	Policy Number	Policy Type	Line of Business	Stage	Status	Updated By	Last Updated	Premium	Coverage Term	Billing Carrier Issuing Carrier
		hO		Monoline	PHOME (Homeowner)	Policy	Bound	Mary Oberleitn	05/14/2003	\$1,000,000.00	05/12/2003 05/12/2004	Hartford Hartford
		1232323		Monoline	PHOME (Homeowner)	Policy	Bound	Mary Oberleitn	05/21/2003	\$0.00	05/06/2003 05/06/2004	Safeco Safeco

5. The eServices popup window is displayed.

---

**Note:** The inquiry capabilities are dependent upon the individual carrier's web site.

---



6. Clicking on the carrier's logo will take the user into the carrier's site. The policy number of the Client is copied to the clipboard for easy access while browsing on the carrier's web site.

---

**Note:** When Nexsure eServices such as billing inquiry is first accessed each day, a copy of the result is stored within Nexsure for a period of 24 hours. The next time that same option is requested during that day, that copy is displayed very quickly. The Nexsure eServices refresh checkbox will instruct Nexsure to ignore what is stored in Nexsure and access the carrier's site for a fresh copy of that information.

---

7. One application of the refresh option would be as follows. If a call is received from a client and eServices needs to be accessed for them but a policy for another client is currently being accessed with the same carrier, the refresh option in Nexsure can be checked and the default policy number can be replaced with the caller's policy number. Then when one of the eServices options are accessed, the information returned will be for that caller's policy.

# Policies Summary

Client Name: Gary's Used Motorcycles Commercial Account

[policies](#) [history](#) [certificates](#) [binders](#) [verifications](#) [summary of insurance](#)

Showing Page 1 of 1 Filters: [Show]

Details	Line Of Business Policy Number Policy Type	Stage Status	Mode	Updated By Updated Date	Annualized \$ Billed Premium	Policy Term	Coverage Term	Issuing Carrier Billing Carrier	Remove
	Commercial Auto AUTOB-1	Policy Renewed	New	Riyad Mammadov 11/17/2004	\$5,000.00 D \$5,000.00 D	11/17/2004 11/17/2005	11/17/2004 12/17/2004	The Hartford The Hartford	
	Commercial Auto AUTOB-1	Edit Pending	New	Riyad Mammadov 12/07/2004	\$0.00 \$0.00	11/17/2004 11/17/2005	11/17/2004 12/17/2004	The Hartford The Hartford	-
<a href="#">Process edit.</a>									
	AUTOB-1 Package	Policy Future	Renew	Riyad Mammadov 01/07/2005	\$0.00 D \$0.00 D	11/17/2005 11/17/2006	11/17/2005 11/17/2006	The Hartford The Hartford	
	Commercial Auto				\$0.00/\$0.00				
	Commercial Auto				\$0.00/\$0.00				
	Personal Auto				\$0.00/\$0.00				



[summary of insurance](#) [verifications](#) [binders](#) [certificates](#) [history](#) [policies](#)

**Policies** at Client level contain a list of the current policies along with the **history**, **certificates**, **binders**, **verifications** and **summary of insurance** tabs. If no policies exist in **Policy Summary** when the Policies tab is selected you will be prompted to check for marketing history or click **Cancel** to add new marketing policy. Complete the heading information and click Save **Changes**. If marketing policies exist, click **Details** to edit the policy. If a policy has expired the **Details** icon will be **red**.

- Click **Details** to edit the policy. Right clicking on the icon will display the following navigation options:
  - **Open** - Displays the Underwriting screen to add a new marketing application as described in the Policy Underwriting topic.
  - **Print** - Displays a PDF of the entire policy for printing.
  - **Summary of Insurance** - The Summary of Insurance tab displays the policy info from the application at the policy level or all policies at the client level. The Summary of Insurance tab is only active with In Force policies.
  - **Create policy edit** - Displays the Servicing / Edits screen as explained in the Servicing / Edits topic.
  - **Create endorsement** - Displays the Servicing / Endorsements screen, as described in the Servicing / Endorsement topic.
  - **Renew policy** - Displays the policy-underwriting screen.
  - **Re-market policy** - Displays the Servicing / re-marketing screen.
  - **Create cancellation** - Displays the Servicing / Cancellation screen.
  - **Create claim** - Displays the Servicing / Claims screen.
  - **Create audit** - Displays the Servicing / Audits screen as described in the Posting an Audit topic.
  - **Create binder** - Displays the Servicing / Binders screen as described in the Servicing / Binders topic.
- Click **Delete** to delete the policy.

## Policy Info Tab

The policy info tab is used to maintain the Premiums, Fees, Taxes, Agency Commissions and People Commissions throughout the life cycle of a policy. The information on this tab is locked down after a marketing policy is placed In Force and can only be changed through the servicing screen. The information on this tab will default into the Invoice.

1. Click the **Details**  icon of the client
2. On the Client menu, click **Marketing**.
3. Click the **Details**  icon of the appropriate Marketing policy.
4. Click the **policy info** tab.
5. Using the links in the Policy Info tab, or the scroll bar, complete the following sections:

### Miscellaneous

- Bill Method: defaults to Direct Bill. To change to agency bill click on the Edit link.
- Annualize: Clearing this checkbox enables exclusion of annualized line items when invoicing. This option is helpful for short term policies or special event policies. This option is selected by default. Click the **Edit** link to change.
- Add Internal Notes if needed.
- Click **OK** to save changes.

### Invoice Bill To

- The Invoice Bill To defaults to the Client, to change the payee click on the Change Bill To link.
- Choose entity.
- Click Next.
- Select name, location & contact from the drop-down boxes.
- Click Next.
- Click **OK** to confirm change.

### Premiums

- Click the **Details** icon to add the Level/Line of Business premium.
- Estimated: The estimated amount of the term premium. This field is input by the Agent.
- Annualized: The policy value based on the term of the policy including annualized mid-term audits and endorsement. This field is updated by Nexsure.
- Billed: The actual premium amount that has been billed in Nexsure. This field is updated by Nexsure.
- Input the amount of the Estimated premium.
- Select the Commission type from the drop-down box.
- If the premium is Taxable select the **Yes** radio button.
- Click **OK**.

### Fees

- If a fee exists for this Line of Business, click the **Add New Fee** link.

- Select the Level/LOB, Fee Code and Service Provider from the drop-down boxes, click **OK**.
- Confirm or make the necessary changes to the Non-Premium Fee and Revenue fields:

- **Rate Type:** Select Flat or % of Fee.
  - **Rate:** Enter the appropriate rate, Nexsure will calculate the commission based on the rate type chosen:
    - Flat: Flat dollar amount entered
    - % of Premium: Commission is calculated based on the premium entered.
    - % of Agency Commission: Commission is calculated on the amount of the Agency commission.
  - **Estimated:** Calculates based on Rate - cannot be edited.
  - **Annualized:** Annual premium.
  - **Billed:** Will populate when billing occurs - cannot be edited.
  - **Entity Type:** Select an Entity Type.
  - **Entity:** Select an Entity
  - **GL Account:** Select the GL account to bill the fee under.
- Click **OK**.

## Taxes

- If a tax exists for this Line of Business, click the **Add New Tax** link. (The taxable radio button must be checked in the premium).
- Select the Tax On, Level/LOB and Tax Code from the drop-down boxes, click the blue Default link. The tax will default in from Invoicing setup.
- Confirm or make the necessary changes to the tax.
- Click **OK**.

## Agency Commissions

If Commission defaults have been set up for the Carrier, they should default in. See Adding/Editing Carrier Commissions to setup defaults.

### To Edit an Existing Commission

1. Click the **Details** icon.
2. Make the necessary changes to the rate type and rate, click **OK**.
3. Nexsure will calculate the % of premium based on the premium entered.

### To Add a New Commission

1. Click **Add New Agency Commission**

2. **Commission On:** Fee selected
  1. Fee option will be available only if fee was flagged as branch commissionable.
  2. Defaults to Policy/All LOBs once Fee is selected.
3. **Level/LOB:** Select appropriate line of business.
4. **Select Fee:** Fee selection permits the application of fee-specific commission rates. Fees subject to commission do not need to have the same rate applied and can have a differentiating commission rate/rate type applied.
5. **Rate Type:** Enter the Rate Type.
6. **Rate:** Select Flat or % of Fee.
7. **Estimated:** Calculates based on Rate
8. **Annualized:** Annual premium
9. **Billed:** Will populate when billing occurs - cannot be edited

## Other Commissions

If Commission defaults have been set up for the Employee, they should default in. See Employee Commissions to setup defaults.

### To Edit an Existing Other Commission

1. Click the **Details** icon
2. Make the necessary changes to the employees, production role and Production Credit amount.

3. The Production Role and Production credit amount fields are used to designate the role and percent of business this employee brought into the Agency on this policy.
4. Select the Rate type from the drop-down box.
5. Key in the appropriate rate, Nexsure will calculate the commission based on the rate type chosen:
6. Flat: Flat dollar amount entered
7. % of Premium: Commission is calculated based on the premium entered.
8. % of Agency Commission: Commission is calculated on the amount of the Agency commission.
9. Click **OK**.

### To Add a New People Commission

1. Click **Add New Other Commission**
2. **Employees:** Select the Employee from the Employees box or use search People option.
3. **Commission On:** Fee selected - Fee option will be available only if the fee was flagged as people commissionable. Defaults to Policy/All LOBs once the fee is selected.
4. **Level/LOB:** Select the appropriate line of business.
5. **Select Fee:** Use this option to select fee-specific commission rates. The selection of the fee, rate type and rate is specific to the fee.

---

**Note:** Only fees which are subject to commission will be available.

---

6. **Production Role:** Select the Production Role. The Production Role and Production credit amount fields are used to designate the role and percent of business this employee brought into the Agency on this policy.
7. **Production Credit Amount:** Select the Production Credit Amount. The Production Role and Production credit amount fields are used to designate the role and percent of business this employee brought into the Agency on this policy.
8. **Rate Type:** Select Flat or % of Fee.
9. **Rate:** Enter the appropriate rate, Nexsure will calculate the commission based on the rate type chosen:
12. Flat: Flat dollar amount entered
13. % of Premium: Commission is calculated based on the premium entered.
14. % of Agency Commission: Commission is calculated on the amount of the Agency commission.
10. **Estimated:** Calculates based on Rate - cannot be edited.
11. **Annualized:** Annual premium.
12. **Billed:** Will populate when billing occurs - cannot be edited.
13. Click **OK**.

## Summary of Insurance

The Summary of Insurance tab displays the policy information from the application at the policy level or all policies at the client level. The Summary of Insurance tab is only active with In Force policies. Policy info can be printed, exported to Microsoft Word or Excel. Using the nexMail option grants temporary access to clients allowing them to view and print their summary of insurance.

Client Name: Peterson's Pet Palace

polices | history | certificates | binders | **summary of insurance**

NIC | Export | Export | Print

### Summary of Insurance

Prepared for: **Stephen Peterson**  
123 Main Street  
Brea, CA 92821

Line of Business	Policy Number	Policy Term	Carrier
BOP	BOP978334	06/08/2004 - 06/08/2005	American States Ins (Safeco)


**Additional Coverages**

Actual Loss Sustained - Number of Months  
Total Amount  
Actual Loss Sustained - Number of Months  
Total Amount


### To View the Summary of Insurance at the Client Level

1. Select a client.
2. From the Client menu, click **POLICIES**.
3. Select the **summary of insurance** tab.
4. The **Excel** and **Word** links will open their respective applications and populate the spreadsheet or document with the policy summary.
5. Click the **Print** link to send the summary to a printer.

### To View the Summary of Insurance at the Policy Level

1. Select a client.
2. From the Client menu, click **POLICIES**.
3. Choose a policy by clicking the **Details**  icon.
4. Select the **summary of insurance** tab.

---

**Tip:** You can also access the summary of insurance tab by right clicking on the **Details**  icon and selecting **Summary of Insurance**.

---

5. The **Excel** and **Word** links will open their respective applications and populate the spreadsheet or document with the policy summary.
6. Click the **Print** link to send the summary to a printer.


### To Deliver a Summary of Insurance File

Export the summary of insurance to Word or Excel saving the file to the desktop or file folder.


1. On the Client menu, click **DELIVERY**.
2. In the Others category, click **Add New**.
3. Attach the Word or Excel file.
4. Enter the delivery information.
5. Click **Send**.

### To Grant Temporary Access to a Summary of Insurance

Grant temporary access to any contact associated with a policy. The contact will be sent an email with a link to view or print the summary of insurance.


1. Select a client.
2. From the Client menu, click **POLICIES**.
3. Select the **summary of insurance** tab. You can also view the summary of insurance from the policy level.
  - Select a client.
  - From the Client menu, click **POLICIES**.
  - Choose a policy by clicking the **Details**  icon.
  - Select the **summary of insurance** tab.

---

**Tip:** You can also access the summary of insurance tab by right clicking on the **Details**  icon and selecting **Summary of Insurance**.

---

4. Click the **NIC**  icon.



Security nexsure

Please select client contact and complete information in order to grant access to the summary of insurance. The contact will be given a temporary access code to provide them with one time access to view their insurance summary.

**Create Temporary User** [ Close ] [ Send ]

Client Name: **Peterson's Pet Palace**

Select Contact: Stephen Peterson: stephen.peterson@verizon.net

Login Expires in: 3 days

Send the following message:

Please review the summary of insurance.

Note: The temporary access code will be automatically included in the e-mail message.

**Create Temporary User**

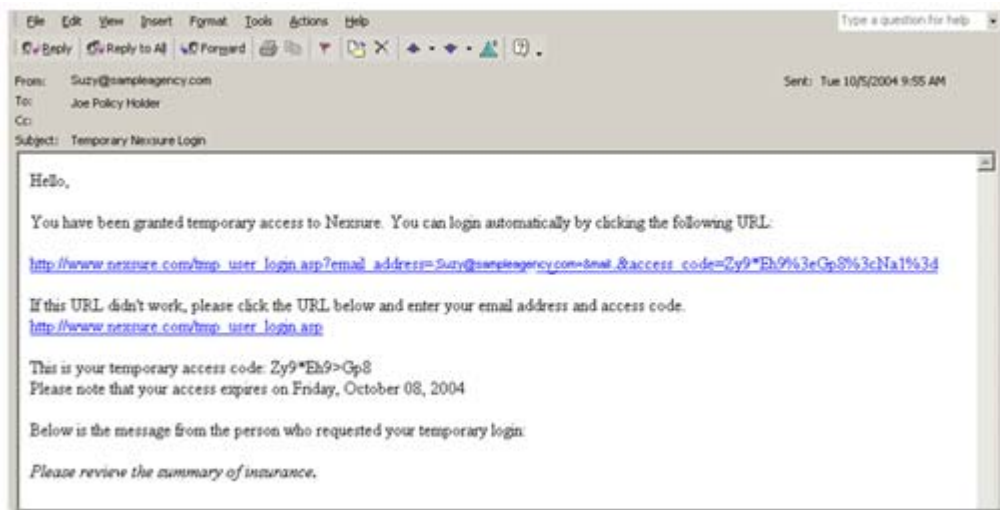
- In the **Select Contact** drop-down box, choose the recipient of the temporary access. You can grant multiple contacts access, but they must be sent one at a time.

---

**Note:** If the client you wish to grant access to is not in this drop-down list, they must be added from the Client Profile / contacts tab. Close the **Create Temporary User** dialog box, add the contact and then the client will appear in the drop-down list.

---

- Select the number of days the contact will have access.
- Enter a custom message, or accept the default: "Please review the summary of insurance."
- Click **Send**. The dialog box will remain open to allow another contact to be selected. If there are no other contacts to grant access to, click **Close**.
- An email with a link to the Summary of Insurance will be delivered to the contact.



- The contact must click the link in the email to be redirected to the summary of insurance.

---

**Note:** The temporary access link can only be accessed one time.

---

- Once the user has accessed the summary of insurance and clicked the **LOGOUT** link, an email will be returned to the Nexsure agent notifying them that the contact has reviewed the summary of insurance.

# Importing and Exporting XML to Policies

You can import XML data into Nexsure to easily transfer lists of data (such as schedules of autos or drivers) that would otherwise have to be entered manually. This is most useful in transferring information from one Nexsure system to another.

## To Import Record Data XML

This procedure is done when filling out policy forms. If the **Import / Export** option is available for a form item, it will appear in the upper right corner of the record summary dialog box. For more information on filling out policy forms, see Working with Forms.

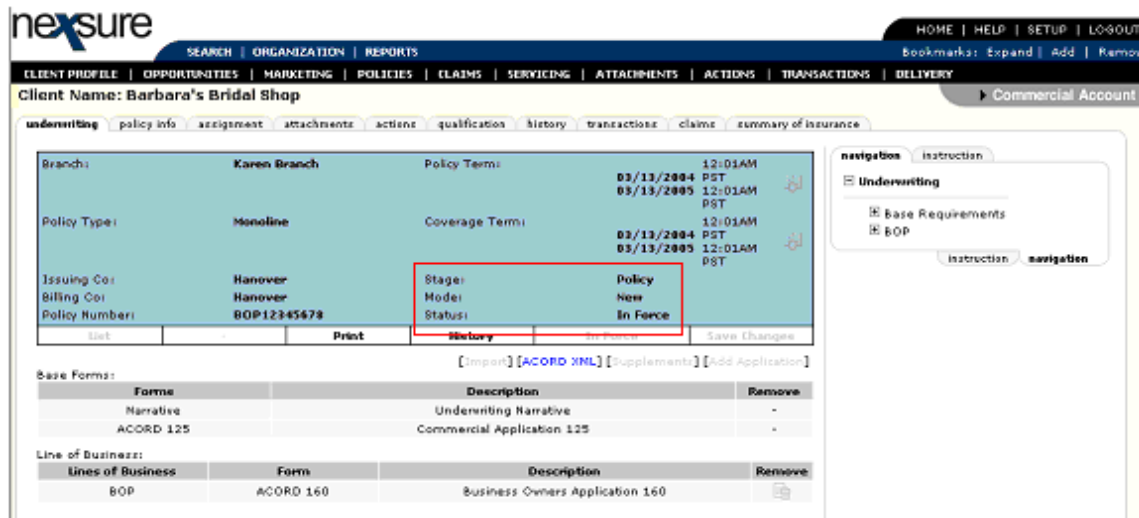
1. From the record summary screen, click **Import**.
2. Browse to the XML data file.
3. Click **Import**.

## To Export Record Data XML

1. From the record summary screen, click **Export**. The XML Export Data dialog box appears.
2. Right click on the plus or minus sign to the left of the XML and click **Save Target As**.
3. Name the file and save it to a specified directory.
4. Click **Save**.

# Policy Code Definitions

Policy codes can be found on the Underwriting tab of a Client's policy.



- **Stage:** Nexsure determines the stage of a policy. The stages of a policy are:

- **Marketing:** This stage is displayed for marketing policies that are currently in the process of being worked on or submitted to a Carrier. See Servicing – Marketing.
- **Policy:** This stage is displayed for in-force policies.
- **Edit:** This stage is displayed when a policy is in an Edit stage. An Edit would be used to make an internal change to an In Force policy that would not need to be sent to outside parties such as the Carrier or the Client. See Servicing – Edits.
- **Endorsement:** This stage is displayed when a policy is in an Endorsement stage. An Endorsement would be used to make a change to an In Force policy that would require a change request to be sent to the Carrier. See Servicing – Endorsements.
- **Audit:** This stage is displayed when a policy is in an Audit stage. The Carrier normally initiates the Audit with the Client and the audit is based on a prior time frame. When the audit is completed, the Carrier sends a copy to the Agency for their records. See Servicing – Audit.
- **Mode:** Nexsure determines the mode during the Servicing process. The modes of a policy are:
  - **New:** This mode identifies the policy as a new piece of business written in the agency.
  - **Renew:** This mode identifies the policy as being renewed with the same Carrier as the expired term.
  - **Re-New-Co:** This mode identifies the policy as being renewed with a different Carrier than the expired term.
  - **Rewrite:** This mode identifies the policy as having been cancelled and coverage is rewritten with either the existing Carrier or a new Carrier. There is usually a lapse in coverage.
  - **Cancelled:** This mode identifies a policy as being cancelled.
  - **Status:** The User identifies the status during the Servicing process. The status is displayed in both the policy summary view and on the home menu links, if applicable. This results in a quick overview of a Client's policy and lets the user know if there is any servicing being processed on a policy and the status of the item. The statuses of a policy are:

---

**Note:** If a policy is being worked on and the Status is changed in the header, make sure to click the **"Save Changes"** link under the policy header to save the change.

---

- **2nd Request:** A copy of the item being processed has been submitted to the Carrier and there has been no response. The status would be changed to 2nd Request and the item re-sent to the Carrier.
- **3rd Request:** A copy of the item being processed has been submitted to the Carrier twice and there has been no response. The status would be changed to 3rd Request and the item re-sent to the Carrier.
- **Declined by Carrier:** The Carrier declined to write the coverage being requested for the Client.
- **Declined by Client:** The Client declined to write his coverage with the Carrier.
- **Empty:** This status is only displayed on a Marketing policy for a new line of business.
- **No Response:** There has been no response from the entity to which information was sent to.
- **Pending:** The information is incomplete and the item is pending until further information can be gathered.
- **Pending Approval:** The item being worked on is pending approval from the Carrier.
- **Quoted:** The user has received a quote from the Carrier.
- **Submitted:** The item being worked on has been submitted to the Carrier for a quote or approval.
- **Pending Cancellation:** A policy that is in the process of being cancelled by the cancellation has not yet been finalized.
- **Reinstated:** A cancelled policy that was reinstated with no lapse in coverage.
- **Rewritten:** A cancelled policy that was rewritten with either a new Carrier and/or new effective dates.

# Certificates

## Certificates Now (ConfirmNet)

### To Receive a Certificate through ConfirmNet

The following is required:

- An additional login for access to ConfirmNet.
- The client must have a primary location, and the location must have a primary phone.
- The client must also have a primary SIC Code.
- An In Force policy with effective and expiration dates.

**Note:** Currently, **workers compensation, general liability and BOP** (Business Owner Policy) are the only lines of business supported for integration.

The screenshot shows a web interface titled 'servicing'. At the top, there is a 'Description:' field and an 'Eff Date:' field set to '5/12/2004'. A '[Next]' button is visible in the top right. Below this is a table with four columns: 'Select', 'Services', 'Requirements', and 'Descriptions'. The table lists various services such as Marketing, Binders, Edit, Endorse, Renew, Cancellation, Claims, Audit, Certificates Now, Certificates, and Verification, each with associated requirements and descriptions.

Select	Services	Requirements	Descriptions
<input checked="" type="radio"/>	Marketing	<input checked="" type="radio"/> New line of business. <input type="radio"/> Existing line of business.	To add new or remarket applications for submission to carriers.
<input type="radio"/>	Binders		To generate a binder.
<input type="radio"/>	Edit		To make changes or corrections that do not require a change request.
<input type="radio"/>	Endorse		To generate a policy change request.
<input type="radio"/>	Renew		To renew policies.
<input type="radio"/>	Cancellation	Method: [ Select method of cancellation ]	To generate a cancellation form and/or indicate a policy is pending cancellation or has been cancelled.
<input type="radio"/>	Claims	Line of business: [ Select line of business ]	To generate a claim form.
<input type="radio"/>	Audit		To post audit information.
<input type="radio"/>	Certificates Now		To access <a href="#">Confirm Net</a> for certificate issuance.
<input type="radio"/>	Certificates	<input type="radio"/> New <input type="radio"/> Renew	Create or renew Nexsure certificates.
<input type="radio"/>	Verification		To create automobile identification cards.

### To Issue Certificates of Insurance

1. Select the entity you wish to issue certificates to.
2. On the client menu, click **SERVICING**.
3. Select **Certificates Now** and click [\[Next\]](#).

## Creating Certificates

Nexsure offers the ability to create a certificate of insurance for one or multiple Holder/Additional Interest(s) in a single process. A separate certificate will be created for each Holder/Additional Interest added. You have the option to add a Holder/Additional Interest from an existing group of holder that have been used for this insured, search Nexsure for a Holder/Additional Interest that may be already entered in Nexsure, or create a new Holder/Additional Interest record.

To Create a Certificate of Insurance

1. Select the entity you wish to create a certificate for.
2. On the client menu, click **SERVICING**.

The screenshot shows a software interface with a yellow header labeled 'servicing'. Below the header is a search bar and an 'Eff Date' field set to '5/12/2004'. A blue '[Next]' button is in the top right. The main area contains a table with the following columns: 'Select', 'Services', 'Requirements', and 'Descriptions'.

Select	Services	Requirements	Descriptions
<input checked="" type="radio"/>	Marketing	<input checked="" type="radio"/> New line of business. <input type="radio"/> Existing line of business.	To add new or remarket applications for submission to carriers.
<input type="radio"/>	Binders		To generate a binder.
<input type="radio"/>	Edit		To make changes or corrections that do not require a change request.
<input type="radio"/>	Endorse		To generate a policy change request.
<input type="radio"/>	Renew		To renew policies.
<input type="radio"/>	Cancellation	Method: [ Select method of cancellation ]	To generate a cancellation form and/or indicate a policy is pending cancellation or has been cancelled.
<input type="radio"/>	Claims	Line of business: [ Select line of business ]	To generate a claim form.
<input type="radio"/>	Audit		To post audit information.
<input type="radio"/>	Certificates Now		To access <u>Confirm Net</u> for certificate issuance.
<input type="radio"/>	Certificates	<input type="radio"/> New <input type="radio"/> Renew	Create or renew Nexsure certificates.
<input type="radio"/>	Verification		To create automobile identification cards.

3. In the **Certificates** row, select **New** and click [[Next](#)].

The screenshot shows a form titled 'New Certificate of Insurance' with a blue '[Next]' button in the top right. The form contains the following sections:

- Certificate Selection**: A dropdown menu showing 'ACORD 24 Certificate of Property Insurance 24 1/95'.
- Insured Name**: A dropdown menu showing 'Michael Massaro'.
- Authorized Representative Signature**: A dropdown menu showing 'Jami Euper'.
- Description (optional)**: An empty text input field.

4. Select the type of certificate to create and select the Insured's Name.
5. Select an Authorized Representative Signature. This signature will appear on the certificate. The authorized representative that you select **must** have a signature file appended to their employee details screen.

**Note:** If you select the Existing Holder option, you must still click on the entities name to highlight it in the box before clicking [[Next](#)].

6. Enter a Description (optional).
7. Click [[Next](#)].

Coverage Summary: [\[Add New\]](#)

Lines of Business	Policy Number	Carrier	InSync	Populate	Remove

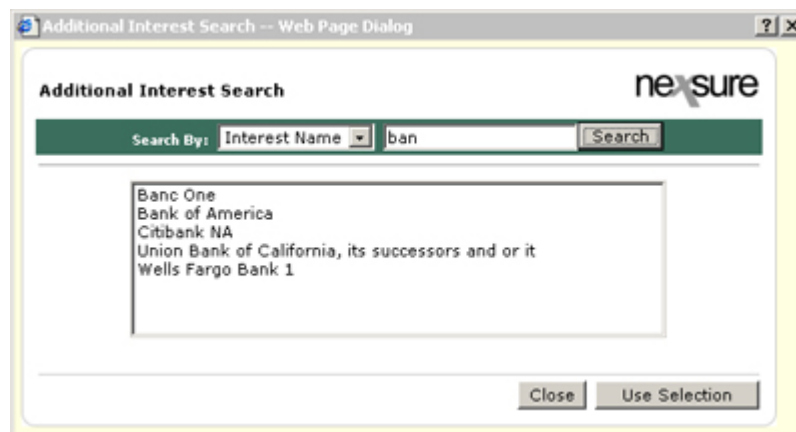
8. In the Coverage Summary area, click the **Add New** link to add a line of business.
9. Select the appropriate line(s) of business for the certificate and click **Next**.
10. Click the **certificate holders** tab to add certificate holder(s):



Select one of the following options:

**Existing holder for this client** - When selecting the existing holder, you must still select the entity name to highlight it in the box, then click **Use Selection**.

**Search org-level additional interests** - Selecting the Search Holders option will open the additional interest search dialog box.



You can search by name, address, phone number etc. Select Search By item from the drop-down list, enter at least 2 characters in the search field and click **Search**.

Select the additional interest you were searching for and click **Use Selection**.

Notice that when you clicked Use Selection in the search screen, it added the name to the certificate. If you there are other additional interests in the box you wish to add to the certificate, select each one and click Use Selection. To select multiple additional interests, hold the **Ctrl** key, select the name, and click **Use Selection**.

Details	ID#	Holder/Additional Interest	Address	City	State	Zip	Sp.Instr.	View Cert	Remove
	1	Wells Fargo Bank 1	4500 Flower Street	Los Angeles	CA	90025-1003			

**Certificate Holder Selection**

Select Certificate Holders that the certificate will be issued to. You can either select from the list of existing holders, search Nexsure for previously entered holders, or add a new holder. Use <CTRL>-click to select multiple holders.


Existing Holder  Search Holders  New Holder

Select an existing certificate holder below to automatically populate certificate holders information.

Wells Fargo Bank 1, 4500 Flower Street, Los Angeles, CA, 90025-1003 Bank of America, 5509 Camelback Road, Phoenix, AZ, 85001
---

[\[ Use Selection \]](#)

---


**Tip:** Additional interests can be removed from the certificate by selecting the Remove  icon for that particular name.


---

**Create New Holder**




- Selecting the Create New Holder option will allow you to enter information on a new additional interest on the **certificate holders** tab. Once you have added the additional interest name and contact information, you can also enter a Description of Operations / Special Instructions at the bottom of the screen by clicking **Add New**.
  - Once your information is complete, click **Save**.
  - Selecting the certificate tab will open the fields for the ACORD certificate form for the additional interest you just added.
  - To view any other certificate holders you have added, click back on the **certificate holder** tab.
  - Selecting the Create New Holder option will allow you to enter information on a new additional interest on the **certificate holders** tab. Once you have added the additional interest name and contact information, you can also enter a Description of Operations / Special Instructions at the bottom of the screen by clicking **Add New**.
  - Once your information is complete, click **Save**.
  - Selecting the certificate tab will open the fields for the ACORD certificate form for the additional interest you just added.
  - To view any other certificate holders you have added, click back on the **certificate holder** tab.
11. Once the certificate holders have been added, you can view and edit the details of a record by clicking the **Details** icon. Clicking the **Details** icon will also give you access to the Description of Operations/Special Instructions section for a specific Holder/Additional Interest. Remember, a separate certificate will be created for each holder listed. Each certificate will display the selected **Holder/Additional Interest Description of Operations/Special Instructions**.

### To Add Special Instructions

- On the **Certificate Holders** tab, click the **Details**  icon for the specified holder.
- In the Description of Operations / Special Instructions area, click **Add New**.
- Enter any special instructions into the text area. Information entered into this area will appear after the standard Description of Operations text entered while creating a new Certificate of Insurance.
- Click **Save**.

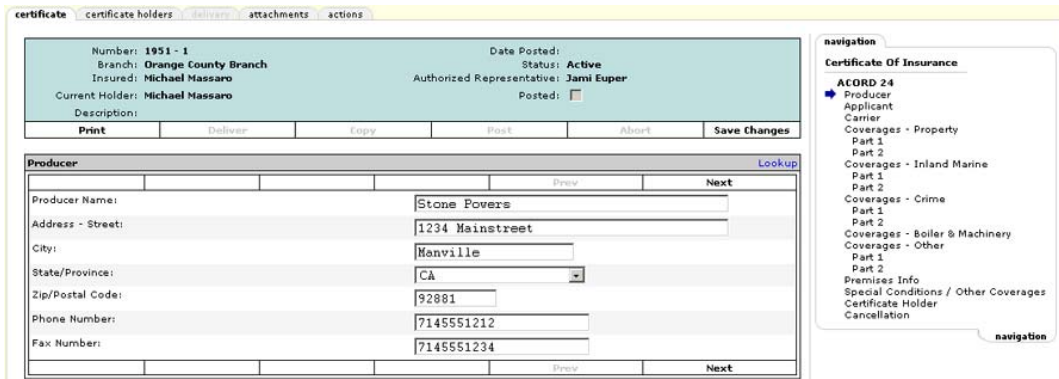
**Tip:** To edit any information in this area at a later time, click the **Details**  icon for the specified special instructions.

Selected Holder/Additional Interest

Details	ID#	Issue Date	Holder/Additional Interest	Address	City	State Prov	Zip / Postal	Reference	Special Instr.	View Cert	Remove
	1	4/8/2005	Michael Massaro	7051 Buena Vista	Corona	CA	92882				

**Tip:** Clicking the blue column headings will sort multiple certificates by the perspective heading.

- To populate the certificate form, select the **certificate** tab.



- Enter the certificate information using the navigation links on the right. Click **Save Changes**, then click **Next**.

**Note:** If the Special Conditions and Certificate holders were already added from the Certificate Holders tab - do not enter them again in this area.

- Click **Print**, **Issue** or click **Abort** to cancel the certificate.

**Note:** Once a certificate has been issued, it cannot be modified.

## Certificate Renewal

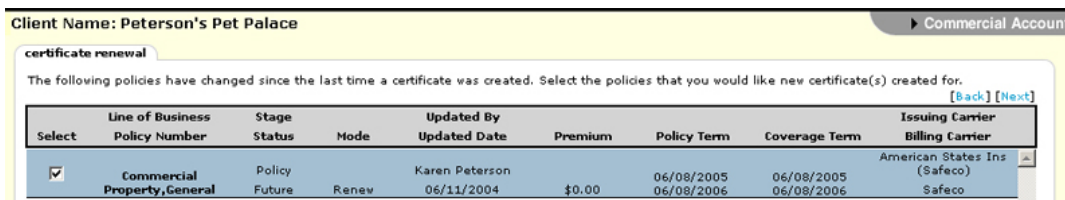
The renewal process displays policies that have changed since the last issuance of certificates. Temporary access can be granted to clients so they select which certificates they would like to have reissued.

### To Renew Certificates

1. On the client menu, click **SERVICING**.



2. Select **Certificates / Renew** and click **[Next]** a list of policies that have changed will be displayed.



3. Select the policy(s) and click next.

**Note:** If the certificate form has expired, Nexsure will notify you that a new form is available. Click **Accept** to migrate the data to the new form. Please verify that the new form is populated correctly.



4. Select the **Renew** option and choose the delivery method, email, fax or both for . To let the client select which certificates get renewed, see **Granting Temporary Access to Clients** below.

**Note:** This process cannot be aborted after **[Next]** is selected. To review selected certificate(s), select **[Back]**.

5. Click **[Next]**.
6. Renewal certificates are processed in the background and are displayed in blue text on the certificates tab. A status of Active, shown in black text, indicates the successful creation of the certificate. To confirm delivery, click the **Delivery** tab.

## Client Access for Certificates

Clients may have several certificate holders associated with a policy, but not wish to issue certificate renewals to each holder. Nexsure users can grant temporary Nexsure access to clients so they can select which certificate holders will be issued a renewed certificate.

1. On the Client menu, click **SERVICING**.
2. Select **Certificates / Renew** and click [[Next](#)]. A list of policies that have changed will be displayed.
3. Select the policy(s) and click [[Next](#)].

Client Name: Peterson's Pet Palace Commercial Account

certificate renewal

Showing Page 1 of 1 Filters: [[Show](#)]

[NIC](#) [Back](#) [Next](#)

Renew	Deliver	Description/Instructions	Cert. No	Named Insured	Cert. Holder	Reference	Issue Date	Status
<input checked="" type="checkbox"/>	<input type="checkbox"/>		22-1	Peterson's Pet Palace	Wells Fargo		06/11/2004	Active
<input type="checkbox"/>	<input type="checkbox"/>		22-2	Peterson's Pet Palace	Citibank		06/11/2004	Active
<input checked="" type="checkbox"/>	<input type="checkbox"/>		22-3	Peterson's Pet Palace	Fairwinds Credit Union		06/11/2004	Active
<input checked="" type="checkbox"/>	<input type="checkbox"/>	None	17-1	Peterson's Pet Palace	Wells Fargo		06/10/2004	Active
<input type="checkbox"/>	<input type="checkbox"/>		17-2	Peterson's Pet Palace	Citibank		06/10/2004	Active

4. Click the **NIC**  icon.

Create Temporary User [Close](#) [Send](#)

Client Name: Peterson's Pet Palace

Select Contact: Karen Peterson : karen.peterson@xdli.com

Login Expires in: 3 days

Send the following message:

Please review the list and check certificates that are to be renewed at your earliest opportunity.  
Thank you.

Note: The temporary access code will be automatically included in the e-mail message.

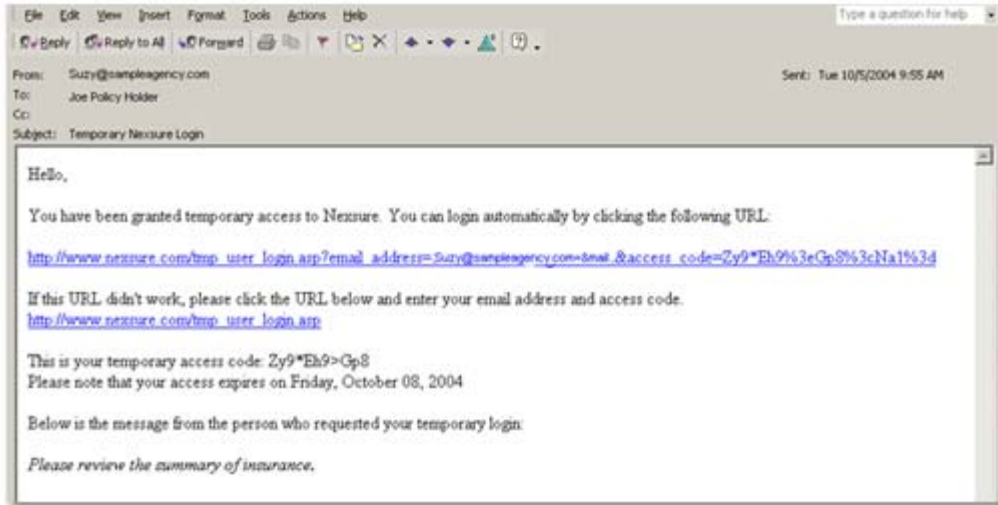
5. In the **Select Contact** drop-down box, choose the recipient of the temporary access. You can grant multiple contacts access, but they must be sent one at a time.

---

**Note:** If the client you wish to grant access to is not in this drop-down list, they must be added from the Client Profile / contacts tab. Close the **Create Temporary User** dialog box, add the contact and then the client will appear in the drop-down list.

---

6. Select the number of days the contact will have access.
7. Enter a custom message, or accept the default.
8. Click [[Send](#)]. The dialog box will remain open to allow another contact to be selected. If there are no other contacts to grant access to, click [[Close](#)].
9. An email with a link to the certificate(s) will be delivered to the contact.



10. The contact must click the link in the email to be redirected to the certificate(s).

---

**Note:** The temporary access link can only be accessed one time.

---

11. Once the user has accessed the certificate(s) and clicked the **LOGOUT** link, an email will be returned to the Nexsure agent notifying them that the contact has reviewed the summary of insurance.

## Certificate Batch Printing

Use certificate batch printing to print multiple (unlimited) certificates at once.

### To Batch Print Certificates

1. On the Primary menu, click **SEARCH**.
2. Select a client.
3. On the Client Menu, click **POLICIES**.
4. Select the **certificates** tab.



5. Select the policies you wish to print separately or click **select all** to select all of the certificates. Clicking **deselect all** will uncheck all of the certificates.

**Note:** Only certificates with holders are available for batch printing.


6. Click the **Print Selected** link. The default is 1 copy but up to 99 copies can be selected.
7. Click **OK** to confirm the batch print job. The certificates will be sent to the default printer.

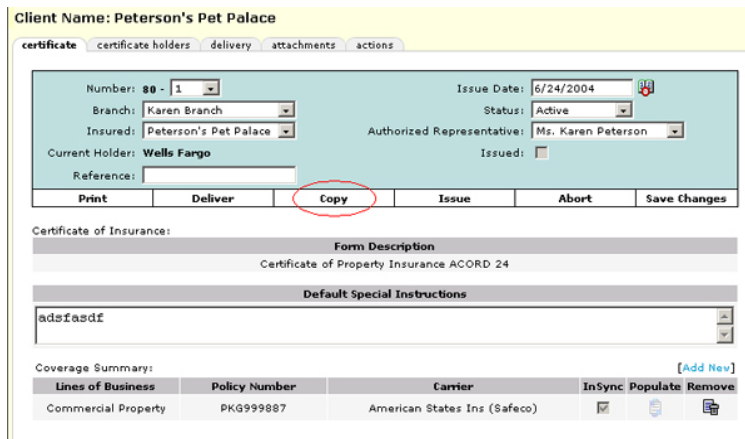
**Note:** When a certificate is printed it records it in the **Printed** column on the certificate summary screen.

## Copying Certificates

The copy certificates feature allows you to copy certificate coverages and or all holders attached to a particular certificate. It can be copied to the current account or to a related account (up to 25 related accounts at one time).

### To Copy a Certificate

1. Select the client.
2. On the Client menu, click **POLICIES**.
3. Click the **certificates** tab.
4. Click the **Details**  icon for the certificate you wish to copy.



Client Name: Peterson's Pet Palace

certificate certificate holders delivery attachments actions

Number: 80 - 1 Issue Date: 6/24/2004

Branch: Karen Branch Status: Active

Insured: Peterson's Pet Palace Authorized Representative: Ms. Karen Peterson

Current Holder: Wells Fargo Issued:



Reference:

Print Deliver **Copy** Issue Abort Save Changes

Certificate of Insurance: **Form Description**  
Certificate of Property Insurance ACORD 24

**Default Special Instructions**  
adsfasdf

Coverage Summary: [\[Add New\]](#)

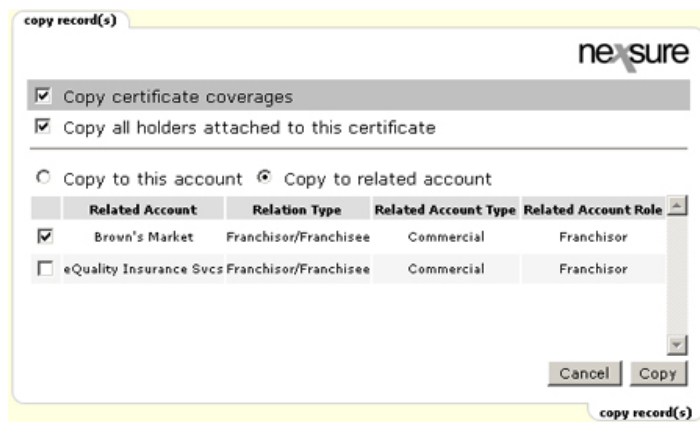
Lines of Business	Policy Number	Carrier	InSync	Populate	Remove
Commercial Property	PKG999887	American States Ins (Safeco)	<input checked="" type="checkbox"/>		

5. Click the **Copy** link. The Copy Record(s) dialog box appears:

**Note:** If the certificate form has expired, Nexsure will notify you that a new form is available. Click **Accept** to migrate the data to the new form. Please verify that the new form is populated correctly.



- **Copy certificate coverages** - Copies all coverages, but does not copy certificate holders.
- **Copy all holders attached to this certificate** - Copies all holders, but does not copy coverages.
- **Copy to this account** - The copy of the certificate will reside on the current client.
- **Copy to related account** - The copy of the certificate will reside on any related account you select. See below:



6. In this example Brown's Market is selected as a related account. The copied certificate will appear on the related accounts certificate tab.

### To View the Copied Certificate on the Related Account

1. On the primary menu, click **SEARCH**.
2. Search for and select the related account.
3. On the Client menu, click **POLICIES**.
4. Click the **certificates** tab. The copied certificate will appear:

Client Name: Brown's Market Commercial Account

[policies](#) | [history](#) | **[certificates](#)** | [binders](#) | [summary of insurance](#)

[Print Selected] [Select All] [Deselect All] Showing Page 1 of 1 Filters: [Show]

Select	Details	Certificate No	Named Insured	Certificate Holder	Form	Reference	Issue Date	Printed	Status	Issued	Original Certificate	Remove
<input type="checkbox"/>		692-1	Brown's Market	Wells Fargo	Certificate of Property Insurance ACORD 24	COPY OF: 80 Peterson's Pet Palace	10/05/2004	<input type="checkbox"/>	Active	<input type="checkbox"/>		
<input type="checkbox"/>		162	Brown's Market		Certificate of Property Insurance		07/01/2004	<input type="checkbox"/>	Active	<input type="checkbox"/>		

The Coverages from the copied certificate will be populated, with the following modifications:

- **No Coverage Summary** - to add, click the **Add New** link.
- **Named Insured** - Changed to the Related Account named insured.
- **Mailing Address** - Will need to be added when coverages are added.

---

**Note:** The copied certificate will appear with a new certificate number and the current date as the issued date. The copied certificate will not be marked as issued.

---

5. Click **Copy**. After the copy is complete the Copy Records dialog box will remain open.

---

**Note:** Though you can add unlimited copies, you can only copy 25 at a time.

---

6. If you are finished copying certificates, click **Cancel**. The copied certificate will appear on the certificates tab with a new certificate number and the current date as the issued date. The copied certificate will not be marked as issued.

# Verification

## Servicing / Verification

The Verification screen is for generating verification of coverage forms, such as Auto ID cards.

1. Click **Search** and select the client.
2. On the client menu, click **SERVICING**.

The screenshot shows the 'servicing' screen with a search bar and an 'Eff Date' of 5/12/2004. Below is a table with columns: Select, Services, Requirements, and Descriptions.

Select	Services	Requirements	Descriptions
<input checked="" type="radio"/>	Marketing	<input checked="" type="radio"/> New line of business. <input type="radio"/> Existing line of business.	To add new or remarket applications for submission to carriers.
<input type="radio"/>	Binders		To generate a binder.
<input type="radio"/>	Edit		To make changes or corrections that do not require a change request.
<input type="radio"/>	Endorse		To generate a policy change request.
<input type="radio"/>	Renew		To renew policies.
<input type="radio"/>	Cancellation	Method: [ Select method of cancellation ]	To generate a cancellation form and/or indicate a policy is pending cancellation or has been cancelled.
<input type="radio"/>	Claims	Line of business: [ Select line of business ]	To generate a claim form.
<input type="radio"/>	Audit		To post audit information.
<input type="radio"/>	Certificates Now		To access <a href="#">Confirm Net</a> for certificate issuance.
<input type="radio"/>	Certificates	<input type="radio"/> New <input type="radio"/> Renew	Create or renew Nexsure certificates.
<input type="radio"/>	Verification		To create automobile identification cards.

3. Select **Verification** and click **[Next]**.
4. Select a policy to generate verification for. If there are multiple records on a policy, such as multiple vehicles on an auto policy, you can use the **Select All Records** or **Deselect All Records** options. Once you have selected the records for verification, click **[Next]**.

The screenshot shows the 'verification policy master' screen. It displays policy details for Number 793, Policy Number PA12345677, and Carrier Name Amerisure. Below the details is a table with buttons: Print, Delete All, Issue All, Abort, and Save changes.

Verification Summary:

Details	Year	Make	Model	VIN	Form	Insured	Active	Issued	Issue Date	Print	Remove
	2005	Chevrolet	Tahoe	JT1111111111111111	Insurance Identification Card 50	Dolly Madison	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
	2005	Mercedes	E300		Insurance Identification Card 50	Dolly Madison	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
	2004	GMC	Pickup		Insurance Identification Card 50	Dolly Madison	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

5. Each vehicle on the policy will be displayed in the Verification Summary. Select a Form in the drop-down list; the ACORD 50 is the default.
6. Select the Insured.
7. If you have selected a form or insured other than the default, click **Save Changes**.
8. Click Issue for individual vehicles **Issue All**.
9. Click **Print** to send the verifications to a printer or to PDF format.

## Accounting Summary

The account summary gives a brief overview of your organization's operating account, operating payables, carrier payables and trust account balances. The summary screen also displays alerts as to undeposited funds or if your premium exceeds the trust balance. The information on the summary tab reflects booked information or balance sheet information for what ever organization is selected.

The information on the summary screen is specific to how the summary screen is accessed. For example, if you click ORGANIZATION on the Primary menu, and then select the accounting tab, the account summary will reflect the entire organization. If you click ORGANIZATION on the primary menu, then select a territory or branch the account summary will display account summary information accordingly.

The screenshot shows the 'Account Summary' screen with the following data:

	Current Through 6/30/2005	Previous Through 5/31/2005
Operating Account:	\$5,298,761.94	\$5,298,761.94
Operating Payable:	(\$162,921.78)	(\$162,921.78)
Carrier Payable:	(\$27,344,183.75)	(\$26,913,300.03)
Trust Account:	\$2,498,910.87	\$2,498,910.87

Alerts	
Undeposited funds:	\$3,053,425.38
Current Period Premium Exceeds Trust Balance:	\$24,845,272.88

**Current Through** - Displays the last day of the current period. This column will display the cumulative total of all subordinate org levels (roll up) based on the account number defined in the mandatory accounts funds as of Last Updated. Accounts include:

- Operating Account
- Operating Payable
- Carrier Payable
- Trust Account

**Previous Through** - Displays the ending cumulative total on the last day of the period immediately preceding the current period of all subordinate org levels (roll up) based on the account number defined in the mandatory accounts:

- Operating Account
- Operating Payable
- Carrier Payable
- Trust Account

### Alerts


**Undeposited Funds** - Calculated as of last updated.

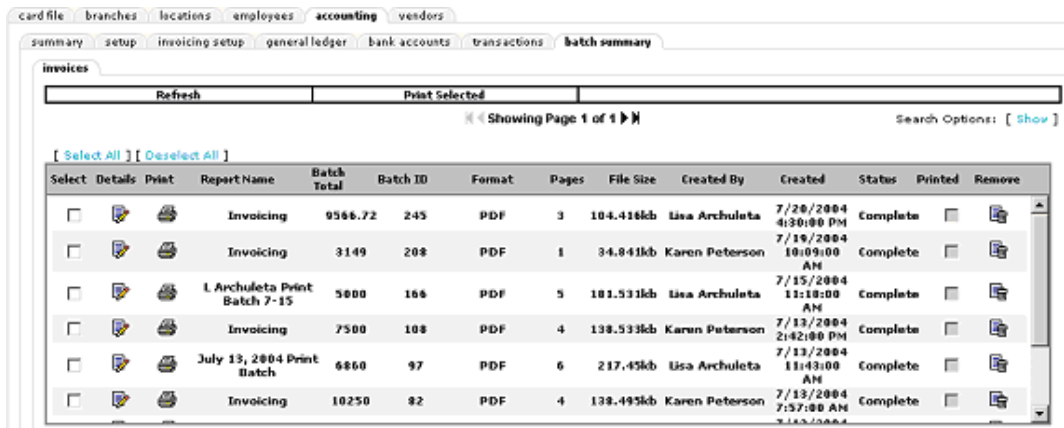
**Current Through Premium Exceeds Trust Balance** - Calculated by deducting the Carrier Payable balance from the Trust Account balance.

## Batch Summary Tab


Invoices and Disbursements can be printed in batches from the **Batch Summary** tab.

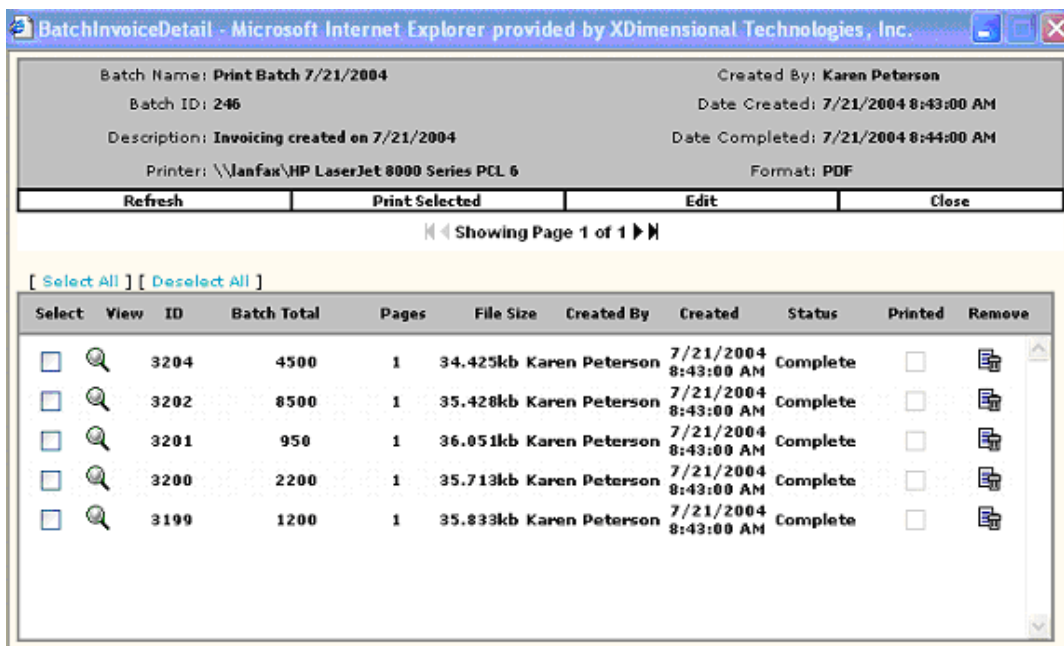
### Invoices Tab

1. On the Primary menu, click **ORGANIZATION**.
2. Click the **Territory** tab.
3. Click the **Details**  icon of the appropriate territory
4. Click the **Accounting** tab
5. Click the **Batch Summary** tab. Any batches that have been generated will appear.



Select	Details	Print	Report Name	Batch Total	Batch ID	Format	Pages	File Size	Created By	Created	Status	Printed	Remove
<input type="checkbox"/>			Invoicing	9566.72	245	PDF	3	104.416kb	Lisa Archuleta	7/20/2004 4:30:00 PM	Complete	<input type="checkbox"/>	
<input type="checkbox"/>			Invoicing	3149	208	PDF	1	34.841kb	Karen Peterson	7/19/2004 10:09:00 AM	Complete	<input type="checkbox"/>	
<input type="checkbox"/>			L Archuleta Print Batch 7-15	5000	166	PDF	5	181.531kb	Lisa Archuleta	7/15/2004 11:10:00 AM	Complete	<input type="checkbox"/>	
<input type="checkbox"/>			Invoicing	7500	108	PDF	4	138.533kb	Karen Peterson	7/13/2004 2:42:00 PM	Complete	<input type="checkbox"/>	
<input type="checkbox"/>			July 13, 2004 Print Batch	6860	97	PDF	6	217.45kb	Lisa Archuleta	7/13/2004 11:43:00 AM	Complete	<input type="checkbox"/>	
<input type="checkbox"/>			Invoicing	10250	92	PDF	4	138.495kb	Karen Peterson	7/13/2004 7:57:00 AM	Complete	<input type="checkbox"/>	

6. To view a batch, click the **Details**  icon of the selected batch. A window will display all items in this Batch.



Batch Name: **Print Batch 7/21/2004** Created By: **Karen Peterson**  
 Batch ID: 246 Date Created: 7/21/2004 8:43:00 AM  
 Description: **Invoicing created on 7/21/2004** Date Completed: 7/21/2004 8:44:00 AM  
 Printer: \\lanfax\HP LaserJet 8000 Series PCL 6 Format: PDF


Select	View	ID	Batch Total	Pages	File Size	Created By	Created	Status	Printed	Remove
<input type="checkbox"/>		3204	4500	1	34.425kb	Karen Peterson	7/21/2004 8:43:00 AM	Complete	<input type="checkbox"/>	
<input type="checkbox"/>		3202	8500	1	35.428kb	Karen Peterson	7/21/2004 8:43:00 AM	Complete	<input type="checkbox"/>	
<input type="checkbox"/>		3201	950	1	36.051kb	Karen Peterson	7/21/2004 8:43:00 AM	Complete	<input type="checkbox"/>	
<input type="checkbox"/>		3200	2200	1	35.713kb	Karen Peterson	7/21/2004 8:43:00 AM	Complete	<input type="checkbox"/>	
<input type="checkbox"/>		3199	1200	1	35.833kb	Karen Peterson	7/21/2004 8:43:00 AM	Complete	<input type="checkbox"/>	

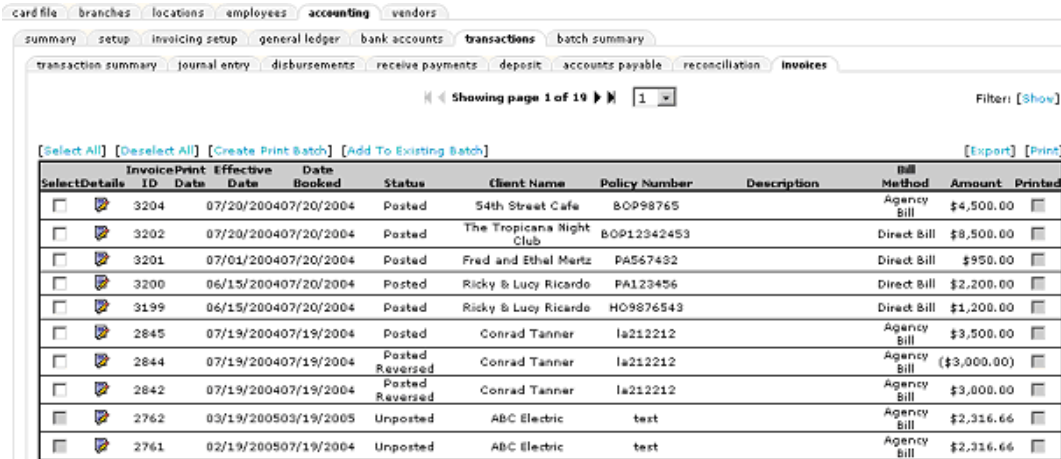
7. Click the **Refresh** link to refresh the view.
8. Click the **Print Selected** link to print individual items selected.
9. Click the **Edit** link to edit the batch name, description, check, preview format and printer selected.
10. Click the **Close** link to close the window.
11. Click the **Close** link to return to the Batch summary view.
12. Use the **Select All** or **Deselect All** links to select batch items to print, or select each batch individually by clicking in the **select** box.
13. Click the **Print Selected** link.
14. Click **OK**.

## Invoices Tab

The Invoices Tab allows access of posted, unposted and reversed invoices, including installments, for printing and research purposes.


### To Access the Invoices Tab

1. On the Primary menu, click **ORGANIZATION**.
2. Click the **territories** tab.
3. Click the **Details**  icon of the appropriate territory.
4. Click the **accounting** tab.
5. Click the **transactions** tab.
6. Click the **invoices** tab.



The screenshot shows the 'Invoices' tab in a software application. The interface includes a navigation menu at the top with tabs for 'card file', 'branches', 'locations', 'employees', 'accounting', and 'vendors'. Under 'accounting', there are sub-tabs for 'summary', 'setup', 'invoicing setup', 'general ledger', 'bank accounts', 'transactions', and 'batch summary'. The 'transactions' sub-tab is active, and within it, the 'invoices' sub-tab is selected. The main area displays a table of invoices with columns for 'Invoice ID', 'Print', 'Effective Date', 'Date Booked', 'Status', 'Client Name', 'Policy Number', 'Description', 'Bill Method', 'Amount', and 'Printed'. The table contains 12 rows of data, including entries for '54th Street Cafe', 'The Tropicana Night Club', 'Fred and Ethel Mertz', 'Ricky & Lucy Ricardo', 'Conrad Tanner', and 'ABC Electric'. Above the table, there are controls for 'Showing page 1 of 19', a filter dropdown set to '1', and a 'Filter: [Show]' link. Below the table, there are links for '[Select All]', '[Deselect All]', '[Create Print Batch]', '[Add To Existing Batch]', '[Export]', and '[Print]'.

Select	Print	Invoice ID	Effective Date	Date Booked	Status	Client Name	Policy Number	Description	Bill Method	Amount	Printed
<input type="checkbox"/>		3204	07/20/2004	07/20/2004	Posted	54th Street Cafe	BO998765		Agency Bill	\$4,500.00	<input type="checkbox"/>
<input type="checkbox"/>		3202	07/20/2004	07/20/2004	Posted	The Tropicana Night Club	BOP12342453		Direct Bill	\$8,500.00	<input type="checkbox"/>
<input type="checkbox"/>		3201	07/01/2004	07/20/2004	Posted	Fred and Ethel Mertz	PA567432		Direct Bill	\$950.00	<input type="checkbox"/>
<input type="checkbox"/>		3200	06/15/2004	07/20/2004	Posted	Ricky & Lucy Ricardo	PA123456		Direct Bill	\$2,200.00	<input type="checkbox"/>
<input type="checkbox"/>		3199	06/15/2004	07/20/2004	Posted	Ricky & Lucy Ricardo	HO9876543		Direct Bill	\$1,200.00	<input type="checkbox"/>
<input type="checkbox"/>		2845	07/19/2004	07/19/2004	Posted	Conrad Tanner	1a212212		Agency Bill	\$3,500.00	<input type="checkbox"/>
<input type="checkbox"/>		2844	07/19/2004	07/19/2004	Posted Reversed	Conrad Tanner	1a212212		Agency Bill	(\$3,000.00)	<input type="checkbox"/>
<input type="checkbox"/>		2842	07/19/2004	07/19/2004	Posted Reversed	Conrad Tanner	1a212212		Agency Bill	\$3,000.00	<input type="checkbox"/>
<input type="checkbox"/>		2762	03/19/2005	03/19/2005	Unposted	ABC Electric	test		Agency Bill	\$2,316.66	<input type="checkbox"/>
<input type="checkbox"/>		2761	02/19/2005	07/19/2004	Unposted	ABC Electric	test		Agency Bill	\$2,316.66	<input type="checkbox"/>

7. Clicking the **Details**  icon will display the invoice for review.
8. To return to the invoices summary view, click the **Transaction Summary** link.
9. Use the **[Show]** filter to display all posted invoices.

Search Criteria Save Filter Settings

Region:  Branch:

Territory:  Department:

Unit:

Bill Method:  Date Created (Fr):  Date Created (To):

Post Status:  Date Booked (Fr):  Date Booked (To):

Bill Type:  Effective Date (Fr):  Effective Date (To):

Invoice Type:  Print Date (Fr):  Print Date (To):

Invoice Mode:  Client Name:  Print Status:

Master Invoice ID:  Policy Number:

Invoice ID:  Description:

Sort Order

Sort Field 1:  Sort Order 1:  Sort Field 2:  Sort Order 2:

10. Select Invoices to print.

nexsure HOME | HELP | SETUP | LOGOUT

SEARCH | ORGANIZATION | REPORTS Bookmarks: Expand | Add | Remove

ORGANIZATION PROFILE | ALL EMPLOYEES | ALL LOCATIONS

Organization Name: XDTI--Training1 Organization

summary setup invoicing setup general ledger bank accounts transactions batch summary

transaction summary journal entry disbursements receive payments deposit accounts payable reconciliation invoices

Showing page 1 of 19  Filter: [Show]

[Select All] [Deselect All] [Create Print Batch] [Add To Existing Batch] [Export] [Print]

Select	Details	Invoice ID	Print Date	Effective Date	Date Booked	Status	Client Name	Policy Number	Description	Bill Method	Amount	Printed
<input checked="" type="checkbox"/>		3204		07/20/2004	07/20/2004	Posted	54th Street Cafe	80995765		Agency bill	\$4,500.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>		3202		07/20/2004	07/20/2004	Posted	The Tropicans Night Club	80P12342453		Direct bill	\$8,500.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>		3201		07/01/2004	07/20/2004	Posted	Fred and Ethel Mertz	PA967432		Direct bill	\$990.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>		3200		06/15/2004	07/20/2004	Posted	Ricky & Lucy Ricardo	PA123456		Direct bill	\$2,200.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>		3199		06/15/2004	07/20/2004	Posted	Ricky & Lucy Ricardo	HO9876543		Direct bill	\$1,200.00	<input type="checkbox"/>
<input type="checkbox"/>		2845	07/20/2004	07/19/2004	07/19/2004	Posted	Conrad Tanner	1a212212		Agency bill	\$3,500.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>		2844		07/19/2004	07/19/2004	Posted Reversed	Conrad Tanner	1a212212		Agency bill	(\$3,000.00)	<input type="checkbox"/>
<input type="checkbox"/>		2842		07/19/2004	07/19/2004	Posted Reversed	Conrad Tanner	1a212212		Agency bill	\$3,000.00	<input type="checkbox"/>
<input type="checkbox"/>		2762		03/19/2005	03/19/2005	Unposted	ABC Electric	test		Agency bill	\$2,316.66	<input type="checkbox"/>
<input type="checkbox"/>		2761		02/19/2005	07/19/2004	Unposted	ABC Electric	test		Agency bill	\$2,316.66	<input type="checkbox"/>

11. Click the **Create Print Batch** link to create new print batch (Invoices must be posted to Batch printing).

12. Edit batch name and description if needed.
13. Select the check style, preview format and printer from the drop-down list.
14. Select restricted box to limit access.
15. Select **print now** to print invoice(s) immediately
16. Click **OK** to add batch to print.
17. A window will appear with the Batch print number.

### To Add an Invoice to an Existing Batch Select the Invoice to be Added

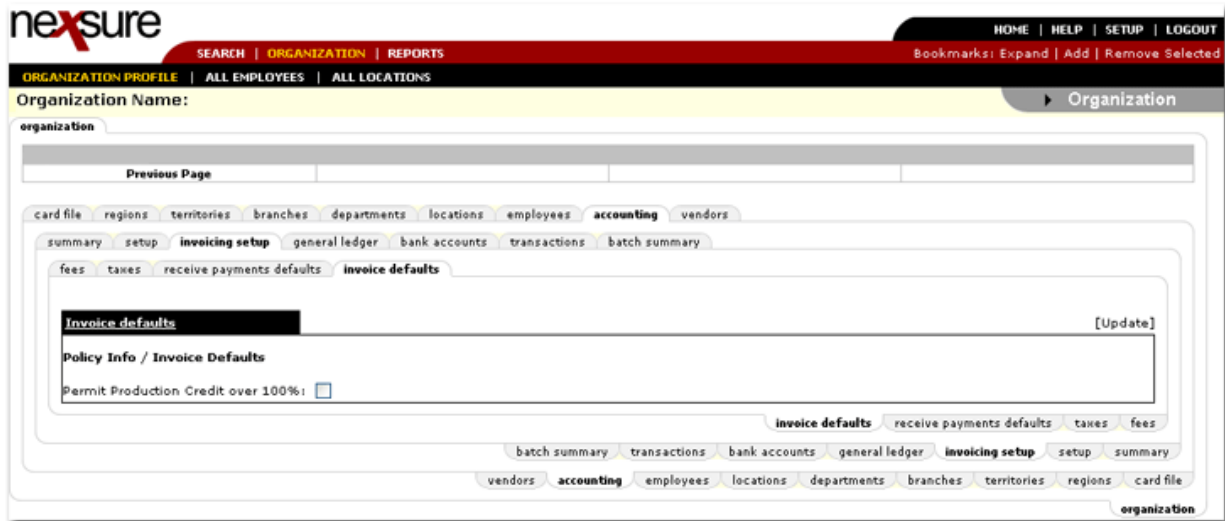
1. Click the Add to Existing Batch link.
2. In the popup window, select the Batch to add the Invoice to from the Last batch created window.

3. Click **OK**. The Invoice has been added to the existing Batch and will be available on the Batch Summary tab.

## Invoice Defaults Tab

### To Locate the Invoice Defaults Tab

1. On the **Primary** menu, click **ORGANIZATION**.
2. Click the **accounting** tab.
3. Click the **invoicing setup** tab.
4. Click the **invoice defaults** tab.



### Permit Production Credit over 100%

- If unchecked , neither policy info nor invoicing production credit can exceed 100%.
- If checked , the policy info and invoicing production credit can exceed 100% but the user will be informed that the amount exceeds 100%.
- If you change settings, be sure to use the **[Update]** link to save the change.


## Bank Accounts

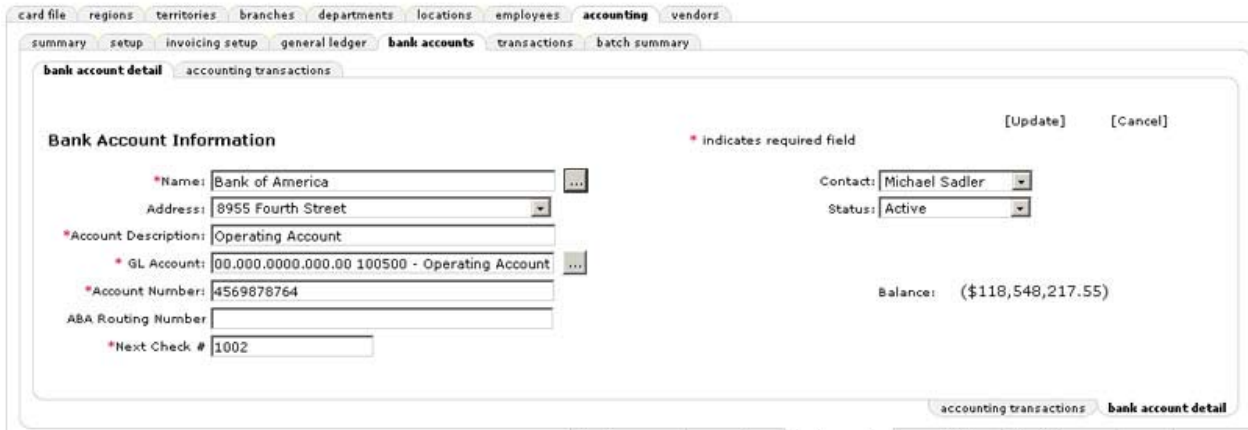
Bank accounts can be associated with any level of your organization that has books. Bank accounts are added as Financial Entities on the Search screen. The bank account summary screen displays all bank accounts associated with the selected organization level.

### To Add a New Bank Account

1. On the **Primary** menu, click **ORGANIZATION**.
2. Click the **accounting** tab.
3. Click the **bank accounts** tab, and then click **Add New**.
4. Enter the bank account information.
5. Click **Update**.

## To View Bank Account Details

1. Select the bank account you wish to view the details for and click the **Details**  icon.




2. The **bank account detail** tab gives a description of the account as well as the account numbers and contact information. If you change any information on this tab, you must click **Update** for the changes to take effect.

---


**Note:** Multiple financial entities with the same name can be distinguished by selecting a different address from the Address drop-down box.

---

3. The **accounting transactions** tab shows all transaction activity for the account, such as journal entries, deposits, disbursements etc. To view details on each transaction click its **Details**  icon.

## Balance Detail

### To view the Balance Detail

1. Locate a client via Search.
2. Click on the client's **Details**  icon.
3. Click on **TRANSACTIONS** from the Client menu.

The Balance Detail is the default view. The default date will be through the last day of the current month. The default sort Date Booked is in ascending order.

Client Name: Commercial Account

transaction summary | client balance summary | list bill plans

Select View: Balance Detail [ Add Master Invoice ] [ Add New Invoice ]

Select Client:  Showing Page 1 of 1 Search Filter: Show

Details	Effective Date	Date Booked	Status	Type	Transaction Id	Invoice Id	Policy Number	Description	Bill Method	Amount	Remove
--	8/1/2004	8/1/2004	-	Receipt	743	-	-	-	-	(\$10,000.00)	--
	9/20/2005	9/20/2005	Posted	Invoice	-	130459	RA-11510068	Flood	Agency Bill	\$10,152.25	--
	9/20/2005	9/20/2005	Posted	Invoice(b)	-	133989	RA-11510068	Flood	Agency Bill	\$10,152.25	--
--	10/1/2005	10/1/2005	-	Receipt	745	-	-	-	-	(\$10,000.00)	--
	10/27/2005	10/27/2005	Posted	Invoice	-	130460	RA-11510068	Flood	Agency Bill	\$1,015.23	--
--	10/27/2005	10/27/2005	-	Receipt	647	-	-	-	-	(\$5,000.00)	--
--	10/27/2005	10/27/2005	-	Receipt	643	-	-	-	-	(\$1,575.00)	--
--	10/27/2005	10/27/2005	-	Receipt	730	-	-	-	-	\$5,000.00	--
	9/20/2005	11/4/2005	Posted	Invoice	-	131847	RA-11510068	Flood	Agency Bill	\$10,152.25	--
	9/20/2005	11/4/2005	Posted Reversed	Invoice	-	131848/- 131849	RA-11510068	Flood	Agency Bill	\$10,152.25	--
	9/20/2005	11/4/2005	Posted Reversed	Invoice	-	131849/131848	RA-11510068	Flood	Agency Bill	(\$10,152.25)	--
	12/8/2005	12/8/2005	Posted	Invoice	-	133851	Unassigned	Travel Insurance	Direct Bill	\$0.00	--
--	12/12/2005	12/12/2005	-	Receipt	751	-	-	-	-	(\$10,152.25)	--
										(\$255.27)	

list bill plans | client balance summary | transaction summary

**Note:** The date is the only field that will change dynamically depending upon the system date. The date can be changed.

## Assign Books

If an entity has assets and liabilities then it will need to be assigned "books" to have a balance sheet. By default, the Organization level is selected and must carry a balance sheet. You can then determine which other entities in the organization will require a balance sheet (Region, Territory or Branch).

### To Assign Books






1. On the **Primary** menu, click **ORGANIZATION**.
2. Click the **accounting** tab.
3. Click the **setup** tab.
4. Click the **assign books** tab.
5. Select the entities you wish to assign books to and click **Update**.

## Accounting Periods

The Accounting period is the time for which accounts are prepared. Accounting periods will be divided into 12 monthly units for the next fiscal year. If "Include Adjustment Period" is selected, a 13th period will be created beginning and ending on the last day of the fiscal year. This period should be used for year-end adjustments. You can set up the accounting periods as far into the future as needed.

Use the Search Filter to search for specific accounting periods which have been entered.

Include Adjustment Period  [ Add Period ] Filter: [ Hide ] [ Show ]

Details	Period	Fiscal Year	Beginning	Ending	Status	Data	Locked
	1	2003	01/01/2003	01/31/2003	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	2	2003	02/01/2003	02/28/2003	Open	<input type="checkbox"/>	<input type="checkbox"/>
	3	2003	03/01/2003	03/31/2003	Open	<input type="checkbox"/>	<input type="checkbox"/>
	4	2003	04/01/2003	04/30/2003	Open	<input type="checkbox"/>	<input type="checkbox"/>
	5	2003	05/01/2003	05/31/2003	Open	<input type="checkbox"/>	<input type="checkbox"/>

### To Add Periods for the Next Fiscal Year

1. On the **Primary** menu, click **ORGANIZATION**.
2. Click the **Accounting** tab.
3. Click the **Setup** tab and then click the **Accounting Periods** tab.
4. Click **Add Period**.

## Editing Account Periods


Account period dates can only be edited at the Org level. However, once an Org Setup is saved as "complete" account period dates cannot be changed. Beginning and ending dates must be in chronological order and cannot overlap, with the exception of the adjustment period.

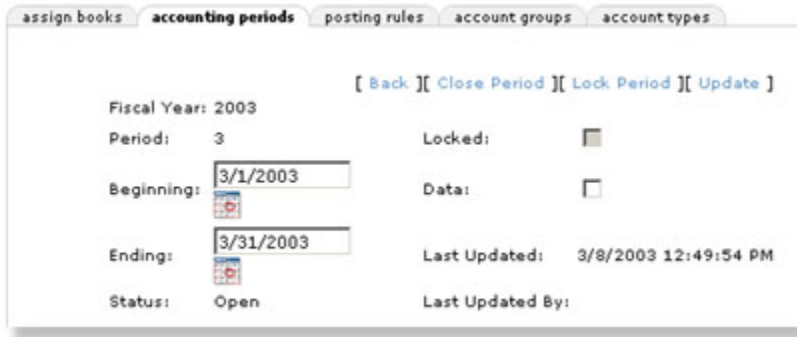
---

**Note:** The adjustment period's beginning and ending dates will always be the last day of the last period.

---

### To Edit a Period

1. On the Primary menu, click **ORGANIZATION**.
2. Click the **Accounting** tab.
3. Click the **Setup** tab and then click the **Accounting Periods** tab.
4. Select the period you wish to edit and click the Details  icon.



5. Edit the account period as needed and click **Update**.

## Locking and Closing Periods

### Locked

When a period has been locked it can no longer be posted to without appropriate security access. Locked periods can also be unlocked at anytime (with appropriate security access) to make adjustments to the period.

#### To grant locked period posting access

6. On the Utility menu, click **Setup**.
7. In the Setup Console, click **Security Administration**.
8. Select the **User Rights Templates** tab.
9. In the Entity Types drop-down, select Client. In the User Template Types box, select Standard Client Rights.
10. Click the **Edit** link.
11. In the Security Wizard scroll down and select **Transactions** from the list.
12. In the Rights area, select all "Post Locked" check boxes that will have access granted to.
13. Click **Save** and **Close**.

### Closed

When a period is closed it cannot be reopened. Be sure that all adjustments to the period have been made prior to putting it in a closed status.

Periods must be closed in chronological order. If you attempt to close a period out of order, you will be prompted to close any subordinate periods before closing the current period.

## Year-End Adjustments

Year-end is when an organization's fiscal year comes to an end. Typically, it is the last day of the last month of their fiscal year. The system's year-end entries must "0" each level income and expense accounts. This creates an offsetting entry to retained earnings by book level. That increase or decrease to retained earnings will appear in the first month of the next fiscal year.

At any given time of the current year, this process will always look at whatever the total income and expense balances are as of that moment to make entries. The "Year end Adjustment" process should not be cumulative. In other words, if I click "Year End Adjustment" on August 15 just to see retained earnings values for the next fiscal year, the system should not be creating a posted entry per se. It should consider the year-to-date values every time and not hold any previous "Year End Adjustment" entries. Retained earnings in the next fiscal year should simply reflect "0" totals from the previous year for income and expense with the appropriate retained earnings accounts updated by an offsetting amount.

Other year end processing done by an organization generally involves working with an accountant to produce adjusting entries for the year. This typically occurs several months after the end of the fiscal year. Locking and unlocking the fiscal periods will facilitate moving forward with year end entries generated for the fiscal year without having to close the month.

Once year-end entries are completed and the final postings validated, the last month of the fiscal year can be closed. Final year end adjustments should be generated prior to closing the last month of the fiscal year as well as the adjustment period. Nexsure handles each book level calculations separately. Org level year-end pertains to entries unique to org. Trial balance summary by general ledger number enables easy view of total balance retained earnings.

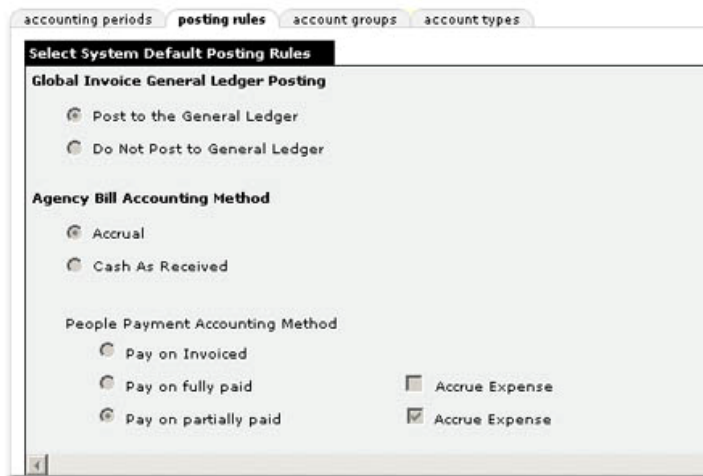
Sample of year-end balances with adjusting entries and beginning balances.

## Posting Rules

Posting rules determine how your organization will post to the general ledger.

### To Setup the Posting Rules

1. On the **Primary** menu, click **ORGANIZATION**.
2. Click the **Accounting** tab.
3. Click **Setup**, then click **Posting Rules**.
4. Select the desired options as follows:



### Global Invoice General Ledger Posting

**Post to the General Ledger** - This option must be selected to enable direct bill posting to the general ledger. This option can be overridden on a per carrier basis (see below).

**Do Not Post to General Ledger** - This option will eliminate any general ledger posting for invoicing globally or specific to direct bill, entries for people and carrier or tax authority reconciliation on an organizational level. This option would typically be used by an agency that would journal entry figures based on production reports.

If this option is selected, all other activity is disabled including direct bill options.

Invoices created will update production, account current, invoice transaction registers and any other reports that use invoice information exclusively. General ledger reports include:

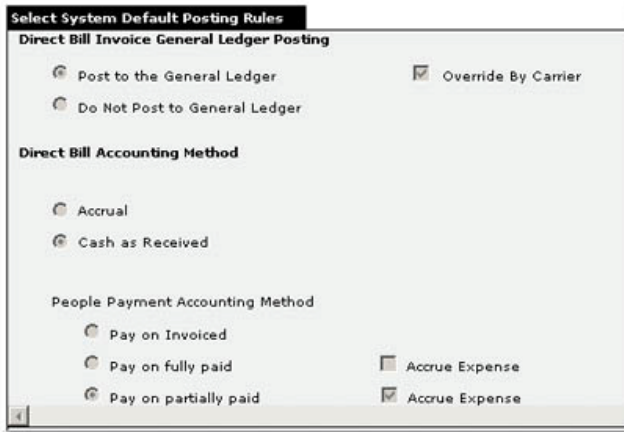
- Direct Bill Commission Receivable
- Accounts Receivable
- Carrier Payable
- People Payable

As well as all financials and any other reports updated by information other than invoices.

### Agency Bill Accounting Method

- Accrual

- Cash as Received
  
- People Payment Accounting Method
  - Pay on Invoiced
  - Pay on fully paid / Accrue Expense
  - Pay on partially paid / Accrue Expense



## Direct Bill Invoice General Ledger Posting

**Post to the General Ledger** - Posts direct bill invoices to the general ledger.

**Do Not Post to General Ledger** - Prevents direct bill invoices from posting to the general ledger. To override this option by carrier, select "Override by Carrier".

**Override by Carrier** - Selecting this option will provide the ability to override the "Do Not Post to General Ledger" option on the Carrier Names screen for specific carriers.

---

**Note:** If "Override by Carrier" is not selected after carriers have been set to alternative rules, those rules will revert to match the Organization's posting rules.

---

## Direct Bill Accounting Method

**Accrual**

**Cash as Received**

**People Payment Accounting Method**

**Pay on Invoiced**

**Pay on fully paid / Accrue Expense**

**Pay on partially paid / Accrue Expense**

# Account Groups

## Adding Account Groups

### To Add a New Account Group

1. On the Primary menu, click **ORGANIZATION**.
2. On the organization screen, select the **accounting** tab.
3. Click the **setup** tab, then select the **account groups** tab.
4. Click **Add New**, the Add Account Group screen will appear.

- a. Select a **Classification**
  - b. Name the **Account Group**
  - c. Enter a **Display Order** number
  - d. Enter the **Number Range**
  - e. Enter a **Description** (optional)
5. Click **Update**.

### To Edit an Existing Account Group

1. On the Primary menu, click **ORGANIZATION**.
2. On the organization screen, select the **accounting** tab.
3. Click the **setup** tab, then select the **account groups** tab.

**Note:** To search for an account group that is not displayed on the screen, use the Search Filter by clicking Show and entering search criteria.

Search Filter: [ Hide ] [ Show ] [ Add New ]							
Details	Classification	Account Group	Description	Display Order	Number Range - Begin	Number Range - End	Remove
	Asset	Current Assets		1	100000	119999	
	Asset	Fixed Assets		2	130000	149999	
	Asset	Other Assets		3	160000	179999	
	Liability	Short Term Liability	Paid within 3 months	1	200000	239999	
	Liability	Long Term Liability	Due 3 months out	2	250000	269999	
	Liability	Other Liability		3	280000	289999	
	Equity	Equity	Equity/Capital Accounts	1	300000	359999	

4. Select the account group you wish to edit and click the **Details** icon.
5. Make the necessary changes and click **Update**.

## Account Types

Account types are subdivisions of account groups. For example a branch may use account types to divide commercial and personal lines.

### Adding Account Types

#### To Add a New Account Type

1. On the Primary menu, click **ORGANIZATION**.
2. On the organization screen, select the **accounting** tab.
3. Click the **setup** tab, then select the **account types** tab.
4. Click **Add New**, the Account Type screen will appear.

The screenshot shows the 'Account Type' configuration window in Nexsure Accounting. The window has a title bar with 'Nexsure Accounting' and the 'nexsure' logo. Below the title bar is a blue header with the text 'Account Type'. The main area contains several input fields and dropdown menus: 'Account Group' is set to 'Current Assets', 'Account Type' is 'Cash Account', 'Normal Balance' is 'Debit', and 'Display Order' is '1'. A horizontal line separates these from the 'Group Number range available' field, which is '100000 To 119999'. Another horizontal line is below that. The 'Type Number Begin' is '100000' and 'Type Number End' is '103999'. A third horizontal line is below that. The 'Description' field is a dropdown menu with 'Use for cash accounts' selected. At the bottom right, there are two buttons: 'Cancel' and 'Apply'.













- Select the Account Group to add the account type to.
  - Name the **Account Type**.
  - Select the Normal Balance, Debit or Credit.
  - Enter the Display Order.
  - Enter the Group Number range available.
  - Enter the Begin and End Type Number range.
  - Enter a description (optional).
5. Click **Apply**.


### To Edit an Existing Account Type

1. On the Primary menu, click **ORGANIZATION**.
2. On the organization screen, select the **accounting** tab.
3. Click the **setup** tab, then select the **account types** tab.

**Note:** To search for an account type that is not displayed on the screen, use the Search Filter by clicking Show and entering search criteria.

Filter: [ Show ] [ Hide ] [ Add New ]

Details	Account Type	Account Group	Normal Balance	Description	Display Order	Range-Begin	Range-End	Remove
	Cash Account	Current Assets	Debit	Use for cash accounts	1	100000	103999	
	Receivable	Current Assets	Debit	All invoice receivables	2	110000	110999	
	Non-due Revenue Receivable	Current Assets	Credit	Include non-due revenue related receivables.	3	112000	112999	
	Furniture/Equipment	Fixed Assets	Debit	Office furniture and equipment	2	130000	132999	
	Vehicle	Fixed Assets	Debit	Office vehicles	1	140000	141999	
	Insurance Payable	Short Term Liability	Credit	All invoice related payables	1	200000	209999	

4. Select the account type you wish to edit and click the **Details**  icon.
5. Make the necessary changes and click **Update**.

## Financial Institution Setup

Financial institutions are banks used by the organization. Financial institutions are created from the Search screen and used in the accounting screens of Nexsure.

### To Setup a Financial Institution

1. You must search for a record before entering a new one. On the Primary menu, click **SEARCH**.
2. From the **Entity** drop-down list, select **Financial Institution**, enter search criteria and click **Search**.
3. If the institution you wish to add is not already in the system, click **Add New Record**.
4. On the Card File tab, fill in all location and contact information.
5. Click **Save**.

## Additional Interest Setup

Additional Interest entities are designated as entities who have a legal interest in a policy. These entities may include financial institutions, private individuals, mortgage companies, certificate holders, etc. Additional Interests are created from the Search screen and used in the policy, Invoicing "Bill To" and Accounting screens of Nexsure.

### To Setup an Additional Interest

1. You must search for a record before entering a new additional Interest. On the Primary menu, click **SEARCH**.
2. From the **Entity** drop-down list, select **Additional Interest**, enter search criteria and click **Search**.
3. If the institution you wish to add is not already in the system, click **Add New Record**.
4. On the Card File tab, fill in all location and contact information.
5. Click **Save**.

## Vendor Setup

Vendors are outside entities to which payments are made for operating expenses such as rent, office supplies, etc. Vendors are created on the Search screen and used in the Accounting screens of Nexsure.

### To Add a Vendor

1. On the Primary menu, click **SEARCH**.
2. Click the **Entity** drop-down box and select **Vendor**.
3. Type the Vendor name in the Vendor field and click **Search**. The vendor name, entered here will prefill to the Vendor card file tab.

---

**Note:** The **Add New Record** link will not display unless an actual search has been run.

---

4. If vendor is not in the system, click the **Add New Record** link.

### Vendor Info:

- Complete the Vendors Name
- Enter the Vendor's Website, if applicable.
- Primary Account Address:
- Select the Location Type from the drop-down box
- Enter the Vendors Location Address
- Enter the Vendors City

---

**Note:** Clicking on the ellipsis button after the City will display all Cities and Zip Codes associated to the city entered. Select the applicable City, State and Zip code from the drop-down box and click **Use Selection** to prefill the State and Zip Code fields to the card file.

---

- Enter the State
- Enter the Zip Code - If the City and State are unknown, enter the Zip code. Clicking on the ellipsis button after the Zip Code field will display the City and State associated to the Zip Code. Click Use Selection to prefill the City and State fields to the card file.
- Enter the Location's phone number. (No formatting is needed).
- Primary Contact:
- Apply Contact:
- **Use Existing:** Select this option to search all contacts in Nexsure.
  - Enter at least two characters in the Last Name fields.
  - Click Search
  - If the contact is found click on the name and click the **Save** Button.
  - If the contact is not found, click the **Add New** radio button.

- **Add New:** Select the Prefix from the drop-down box. Items may be added to the drop-down box in Setup under Lookup Management.
  - Enter the First Name of the contact.
  - Enter the Middle Initial (MI) of the contact.
  - Enter the Last Name of the contact.
  - Select the Suffix from the drop-down box. Items may be added to the drop-down box in Setup under Lookup Management.
  - Select the Title from the drop-down box. Items may be added to the drop-down box in Setup under Lookup Management.
  - Select the Contact Role from the drop-down box. Items may be added to the drop-down box in Setup under Lookup Management.
  - The E-Mail address for the contact is optional, however if the format is entered incorrectly an error will be returned to warn of the improper format. The E-Mail address field must contain the @ and . signs.
  - **Phone Numbers:**
    - Select the Type of phone number from the drop-down box.
    - Enter the phone numbers, without formatting, for this contact. Formatting will be applied after the screen has been saved.
    - Up to a six digit Extension may be entered.
    - A description may be entered for each number using alpha or numeric characters.

---


**Note:** Items with a red \* Asterisk are required fields.



---

5. Click **Save**.
6. The **Clear** button will clear the screen of all information except the Vendor Name.

## Working with Vendors

The vendor entity must be entered in Search, see Adding a Vendor, to be able to associate it to a General Ledger Account at the Territory level. Associating the Vendor to a General Ledger Account at the territory level will make it available for setting up Account Payable records and Disbursements.

1. On the Primary menu, click **ORGANIZATION**.
2. Click the **Territory** tab.
3. Click the **Details**  icon of the appropriate territory.
4. Click the **Vendors** tab.
5. Click the **Add New** link.

6. Click the **ellipsis**  button next to the Name field.
7. The Nexsure Accounting screen will be displayed. Enter at least three characters of the vendor name in the search field and click **Search**.
8. Select the vendor name and click **OK**.
9. Enter a Description for the Vendor.
10. Click the **ellipsis**  button next to the Default GL Account field
11. The Nexsure Accounting screen will be displayed.

---


**Note:** The Region and Territory should be grayed out; this will confirm that the Vendor is being added at the Territory level. If it is not grayed out, click **Cancel** and start at step 1.

---

12. The **Branch**, **Department** and **Unit**, if applicable, may be selected from the drop-down boxes. This information may be left blank.
13. The **Classification**, **Group** and **Type**, may be selected from the drop-down boxes. This information may be left blank.
14. Enter at least two characters in the General Ledger account name or number field and click the **Search** button.

15. All general ledger accounts will be displayed. Select the appropriate General Ledger number and click **OK**.
16. The General Ledger number will be pulled over to the Default GL Account number for the Vendor.

---

**Note:** If this account is not accurate, click the **Clear** link to clear the field. Click the **ellipsis**  button to run a new search.

---

17. Enter the Account Number for this vendor.
18. Click the **Primary Contact** drop-down box to select a contact, if applicable.
19. Click the **Default Address** drop-down box to select an address, if applicable.
20. Click the **Update** link. The vendor will appear in the Vendor tab summary view.

## Tax Authority Setup

Tax Authorities are entities which policy generated taxes are paid. Tax Authorities are created on the Search screen and are used in the Accounting screens of Nexsure.

### To Setup a Tax Authority

1. You must search for a record before entering a new one. On the Primary menu, click **SEARCH**.
2. From the **Entity** drop-down list, select **Tax Authority**, enter search criteria and click **Search**.
3. If the tax authority you wish to add is not already in the system, click **Add New Record**.
4. On the Card File tab, fill in all location and contact information.
5. Click **Save**.

## Premium Finance Company Setup

Premium Finance Companies are outside entities used by the organization to finance policies. Premium Finance Companies are created from the Search screen and are used as an alternate "Bill To" in the invoicing and accounting screens of Nexsure.

### To Setup a Premium Finance Company

1. You must search for a record before entering a new one. On the Primary menu, click **SEARCH**.
2. From the **Entity** drop-down list, select **Premium Finance Company**, enter search criteria and click **Search**.
3. If the premium finance company you wish to add is not already in the system, click **Add New Record**.
4. On the Card File tab, fill in all location and contact information.
5. Click **Save**.

## Retail Agent Setup

Retail Agents are outside producers that broker business through another agency because they do not have a market. Retail Agents are created from the Search screen and used in the Policy Assignment, Invoicing "Bill To" and accounting screens of Nexsure.


### To Setup a Retail Agent

1. You must search for a record before entering a new one. On the Primary menu, click **SEARCH**.
2. From the **Entity** drop-down list, select **Retail Agent**, enter search criteria and click **Search**.
3. If the retail agent you wish to add is not already in the system, click **Add New Record**.
4. On the Card File tab, fill in all location and contact information.
5. Click **Save**.

## Allocation Plan Setup

Organizations with multiple branches, departments and possible units may have a policy of dividing expenses during the course of an accounting transaction based on the organizational structure. Creating a general ledger allocation plan provides a template for easily dividing expenses within the organization. Allocation plans can be created for accounts payable and journal entries.

### To Create an Allocation Plan

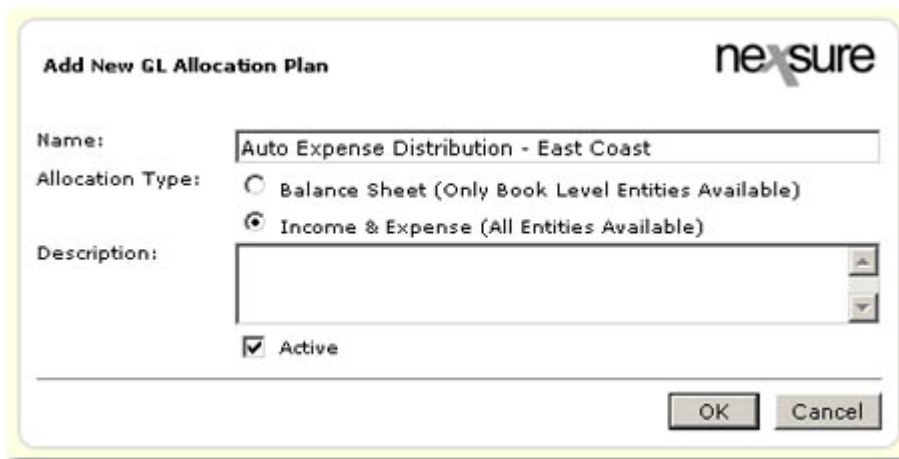
1. On the **Primary** menu, click **ORGANIZATION**.
2. Click the **territories** tab.
3. Select the territory to add the plan to by clicking the **Details**  icon.
4. Click the **accounting** tab and select the general ledger tab. Any previously created allocation plans will be displayed on this screen.

---

**Note:** The territory level is used in this example, but allocations can also be setup at the organization level. When created at the territory level, general ledger defaults will be based on that territory. Depending on user security to other territories, defaults may be overwritten.

---

5. Click the **Add New** link.



**Name:** Enter a name for the allocation plan. Enter a name that can be easily recognized from a list of other possible allocation plans.

**Allocation Type:** Select **Balance Sheet** or **Income & Expense**. Balance Sheet will restrict selection of organizational entities to Region and force a Territory. Income & Expense will permit all organizational entities as well as both income and expense accounts when allocation is used.

**Description:** Add a description of the plan (optional).

**Active:** This is selected by default. To create a plan to be used at a later time or to deactivate a current plan, clear this checkbox.

6. Click **OK**. The GL Plan screen appears:

Name:	<input type="text" value="Auto Expense Distribution - East Coast"/>	<input checked="" type="checkbox"/> Active
Allocation Type:	<input type="radio"/> Balance Sheet (Only Book Level Entities Available) <input checked="" type="radio"/> Income & Expense (All Entities Available)	
Description:	<input type="text"/>	<input type="checkbox"/> Intra-Office

<b>GL Allocation Summary</b>	<b>Copy Allocation</b>	<b>Allocate</b>	<b>Save</b>
------------------------------	------------------------	-----------------	-------------

[Add New] Filter: [Show]

There are no allocation distributions for this GL allocation plan

**Intra-Office:** Selected by default if the allocation uses multiple territories requiring intra-office transactions.

**GL Allocation Summary:** Click to return to the GL Allocation list screen. Any line items added will be saved, but allocation factors will not be saved unless Save or Allocate has been clicked.

**Copy Allocation:** Creates a new allocation screen displaying "copy of" in front of the original plan description.

**Allocate:** Takes any allocation factor entered and creates appropriate percent values.

**Save:** Saves the allocation information without closing the screen.

- Click the **Add New** link.

Region:	<input type="text" value="Southern Region (7)"/>	Branch:	<input type="text" value="Southern Insurance (1)"/>
Territory:	<input type="text" value="Southern Territory (2)"/>	Department:	<input type="text"/>
		Unit:	<input type="text"/>
Allocation Factor:	<input type="text"/>		

**Region:** Defaults based on territory but can be changed depending upon security to other entities.

**Territory:** Available based on Region – defaulted based on entry level but can be changed

**Branch:** Available based on previous territory selection.

**Department:** Available if branch selected.

**Unit:** Available if applicable for department.

**Allocation Factor:** enter a percentage amount (numerical).

- Click **OK**.

**Note:** After a line item has been added, Allocation Type cannot be edited. At this point, the Income and Expense has been designated as the selection which permits pulling all entities but will not be available for balance sheet accounts. To switch the allocation type, you must delete all org line items.

Name:	<input type="text" value="Auto Expense Distribution - East Coast"/>	<input checked="" type="checkbox"/> Active
Allocation Type:	<input type="radio"/> Balance Sheet (Only Book Level Entities Available) <input checked="" type="radio"/> Income & Expense (All Entities Available)	
Description:	<input type="text"/>	<input type="checkbox"/> Intra-Office

---

GL Allocation Summary	Copy Allocation	Allocate	Save
-----------------------	-----------------	----------	------

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[Add New] Filter: [Show]								
Details	Region	Territory	Branch	Department	Unit	Alloc. Fact.	Percent	Remove
	Southern Region	Southern Territory	Southern Insurance	Personal Lines		35.00	100.00%	
This Page Total:						35.00	100.00%	
All Pages Total:						35.00	100.00%	

The plan name and description as entered and can be edited by clicking the **Details** icon.

**Note:** In this example, the Intra-office checkbox is unchecked. Adding a different territory to the allocation will automatically place a check in the box. You cannot check or uncheck the checkbox. Deleting the different territory in an allocation group will uncheck the checkbox.

9. Click **Add New** to continue adding desired groups.
  - Note there can be a single line item = to 100%.
  - Click **Save**, **Allocate** or **OK**. Line items will be split per Allocation Factor percent to equal 100%.
  - Clicking **Cancel** or **GL Allocation Summary** will return to the GL Allocation Summary list, saving changes as of the last "Save" or "Allocate".
  - Clicking the **Remove** icon deletes the item selected.
  - Note that if an allocation plan has been used, its use is held in the existing posted transaction.

#### Intra-Office transaction capability

With GL allocation permitting selection of multiple book levels (territories), subsequent use in accounts payable and journal entries permits intra-office transactions.

Allocation is complete.

## Copying an Allocation Plan

1. On the Primary menu, click **ORGANIZATION**.
2. Click the **territories** tab, select territory by clicking the Details icon.
3. Click the **accounting** tab, then select the **general ledger** tab.
4. Click the **gl allocation** tab and click the **Details** icon on the desired plan to copy.
5. Click **Copy Allocation**
6. Click **OK** and system returns to the original GL Allocation Plan details.
7. Click **GL Allocation Summary**.

The Plan is an exact copy of original with the following exceptions:

- Active Status is unchecked
- Date Created is the date copy was created

Click the **Details** icon to edit as needed. Select the **Active** checkbox to activate the plan when complete.

## Received Payments Default

The Receive Payments Defaults tab allows the Agency to determine how they want payments to be applied. The information on the received payments defaults tab can be changed at any time, if changes are made, click the Update link to save.

1. On the Primary menu, click **ORGANIZATION**.
2. Click the **Accounting** tab
3. Click the **Invoicing Setup** tab.
4. Click the **Receive Payments Defaults** tab.
  - **Third Party Payment** - Future enhancement that, when checked, will indicate if the payment was received from a 3rd party (insurance carrier, additional interest, bank, etc.)
  - Select the **Payment Type default** from the drop-down box.
    - Cash
    - Check
    - Credit Card
    - EFT (Electronic Funds Transfer)
    - ACH (Automatic Check Handling)
    - Credit Card
  - **Reference:** The Reference field will default in to all received payments.
  - **Description:** The Description field will not default in to all received payment.
  - **Assign payments:** Selecting this checkbox will allow Nexsure to automatically allocate the payment to outstanding invoices.
  - Assign Payments Defaults
  - Default Assignments:
    - Invoice Balance/ Oldest First

When a payment is received and is an exact match to an outstanding invoice, Nexsure will apply it to that invoice first. If an exact match is not found, Nexsure will apply the payment to the oldest open item first.

**Oldest Invoice/ Invoice Balance** - When a payment is received, Nexsure will apply it to the oldest open item first.

**Allow Manual Assignment Allocation:** Selecting this check box will allow the user to override payments that have been automatically allocated by Nexsure.

**Allocate Assignment Defaults** - Spread assignment evenly across premiums, fees and taxes. Selecting this option allows the payment to be applied proportionally to the premiums, fees and taxes.

**Use the following rules:** Selecting this option allows the Agency to delegate the order of how a payment will be applied. Only one selection can be made for **Premiums, Fees and Taxes**.

Multiple selections can be made for the **First, Second and Third** options. (IE: Agency can select to have the payment applied to Fees and Taxes first and the Premiums second).

## Chart of Accounts

The chart of accounts for use by all entities is created at Organization. All entities and departments and units then have the applicable general ledger numbers based on the Organization chart of accounts. Mandatory General Ledger numbers are set at Organization and are then used by all other entities.

### Organization Chart of Accounts Rules

- Organization has a full set of books – Balance sheet and Income and Expense chart of accounts.
- All Entities (Organization, Region, Territory, and Branch) have at least Income and Expense chart of accounts.
- Departments and Units at most have only Income and Expense chart of accounts – they never have books.
- If “Include Departments/Units Chart of Accounts” is unchecked in setup, then departments and units do not have chart of accounts
- Only Region, Territory and Branch can optionally have “Books” and, therefore, balance sheet chart of accounts.

## Mandatory General Ledger Numbers

Nexsure provides extensive flexibility and power in terms of transactions and automated work-flow. To properly record general ledger information internally, a series of mandatory general ledger numbers are required. Classification is assigned by the system. As a specific general ledger number is selected, the Account Type and Group populate.

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**Note:** The General Ledger Number range indicated below is typical but is not required. The specific Classification indicated is required. If a mandatory general ledger number is required based on setup variation, the specific variation code will be indicated after Classification.

---

### Income Posting Variations

Agency Bill Accrual (Income hits general ledger at invoicing)

Agency Bill Cash Basis (Income hits general ledger as payments are received and applied to insured invoice)

Direct Bill Accrual (Income hits general ledger at invoicing)

Direct Bill Cash Basis (Income hits general ledger as commission payments are reconciled as received from carrier)

## People Payable Posting Variations

### Pay People on Invoiced

- AB and DB payable and expense is created at invoicing.

### Pay People on Fully Paid

- AB people payable due and expense is created when insured pays agency in full and the payment is applied to the invoice.
  - Installments paid in full will create payable and expense as they are paid.
- DB people payable and expense is created when agency reconciles receipt of commission statement and check where commission due agency is paid in full.
  - Installment commission paid in full will create payable due and expense as they are reconciled.

### Pay People on Fully Paid, Accrue Expense

- AB people payable non-due and expense is created when invoice is posted.
  - People payable due is created when insured pays agency in full and the payment is applied to the invoice, clearing non-due payable.
- DB people payable non-due and expense is created when invoice is posted.
  - People payable due is created when agency reconciles receipt of commission statement and check, paying the commission in full, clearing non-due payable.

### Pay People on Partially Paid

- AB people payable due and expense is created proportionately based on the amount of payment when insured pays agency and the payment is applied to the invoice.
- DB people payable due and expense is created proportionately based on the amount of payment reconciliation posted.

### Pay People on Partially Paid, Accrue Expense

- AB people payable non-due and expense is created when invoice is posted.

- People payable due is created proportionately based on the amount of payment when insured pays agency and the payment is applied to the invoice, clearing non-due payable.
- DB people payable non-due and expense is created when invoice is posted.
- People payable due is created proportionately based on the amount of payment reconciliation posted , clearing non-due payable.

## Invoice Mandatory General Ledger Numbers

**Note:** Mandatory General Ledger Numbers cannot be deleted or flagged as inactive. General ledger numbers with transactions cannot be deleted. Once the balance is zero, they can be flagged as inactive.

### Agency Bill Accounts Receivable

The following 4 Accounts Receivable general ledger numbers are used for agency bill invoice transactions that should be debited or credited with additional or return premium. If desired, a separate general ledger number can be established for each Bill To or they can all be assigned the same general ledger number. It is recommended that Retail Agent have a separate accounts receivable general ledger number.

Description	General Ledger Number	Account Type	Account Group	Classification
1. Client	100000 range	Receivables	Current Asset	Asset
2. Additional Interest	100000 range	Receivables	Current Asset	Asset
3. Premium Finance Company	100000 range	Receivables	Current Asset	Asset
4. Retail Agent	100000 range	Receivables	Current Asset	Asset

### Direct Bill Accounts Receivable

The following direct bill Commissions Receivable general ledger number is necessary for direct bill invoice transactions to record commission due the agency. The offsetting entry will depend upon whether or not an agency records commission income on an accrual or as cash is received. Accrual will offset immediately to the direct bill income account. Cash as received will be held in a non-earned income account until reconciliation occurs, flagging that payment has been received and income should be recorded.

Description	General Ledger Number	Account Type	Account Group	Classification
1. Commissions Receivable	100000 range	Revenue Receivables	Current Asset	Asset

### Unearned Income

The following unearned income general ledger numbers are required only if an agency is cash basis as received for either agency bill or direct bill. If setup is not cash basis, the system will disable the applicable section reference.

Description	General Ledger Number	Classification	Setup Variation
1. Agency Bill Commission Unearned Income	100000 to 300000 range	Asset/Liability/Equity	Cash
2. Agency Fee Unearned Income	100000 to 300000 range	Asset/Liability/Equity	Cash
3. Vendor Fee Commission Unearned Income	100000 to 300000 range	Asset/Liability/Equity	Cash
4. Direct Bill Commission Unearned Income	100000 to 300000 range	Asset/Liability/Equity	Cash

### Invoice Payables

The following payable general ledger numbers represent moneys that will be due based on invoice entry. Non-due accounts will be disabled depending upon system setup. Note items 5, 10 and 11 are used for cash basis income recognition for fee expenses and payables due to other vendors. Carrier Payable is the account total used for the balances displayed in alerts.

Description	General Ledger Number	Account Type	Account Group	Classification	Setup Variation
1. Carrier Payable	200000 range	Insurance Payables	Short Term Liability	Liability	
2. Binder Bill Payable	200000 range	Insurance Payables	Short Term Liability	Liability	
3. Tax Authority Payable	200000 range	Insurance Payables	Short Term Liability	Liability	
4. Vendor Payable	200000 range	Insurance Payables	Short Term Liability	Liability	
5. Vendor Payable Non-due	200000 range	Insurance Payables	Short Term Liability	Liability	Cash
6. People Payable Due	200000 range	Insurance Payables	Short Term Liability	Liability	
7. People Payable Non-due	200000 range	Insurance Payables	Short Term Liability	Liability	People Pay-Paid Accrue Expense
8. Retail Agent Payable Due	200000 range	Insurance Payables	Short Term Liability	Liability	

9. Retail Agent Payable Non-due	200000 range	Insurance Payables	Short Term Liability	Liability	People Pay-Paid Accrue Expense
10. Agency Fee Expense Payable (Non-due)	200000 range	Insurance Payables	Short Term Liability	Liability	Cash
11. Vendor Fee Expense Payable (Non-due)	200000 range	Insurance Payables	Short Term Liability	Liability	Cash

### Income

The following payable general ledger numbers represent moneys recorded as income based on the invoice entered. Note that Agency Fee and Vendor Fee Income exists but alternative general ledger numbers may be assigned as an aspect of the fee setup process. Service Charge Income may be implemented in a future release as the general ledger number for automatic Service/Late charge fees generated.

Description	General Ledger Number	Account Type	Account Group	Classification
1. Agency Bill Income	400000 range	Agency Bill Revenue	Insurance Income	Income
2. Direct Bill Income	400000 range	Direct Bill Revenue	Insurance Income	Income
3. Agency Fee Income	400000 range	Fee Revenue	Fee Income	Income
4. Service Charge Income	400000 range	Service Charge Revenue	Other Income	Income
5. Vendor Fee Commission Income	400000 range	Fee Revenue	Fee Income	Income/Under Ops Income

### Retail Agent Expense

The following expense general ledger numbers represent moneys based on commissions paid to retail agents. Classification can be either income or expense.

Description	General Ledger Number	Account Type	Account Group	Classification
1. Retail Agent Expense - Agency Bill	400000 to 900000 range	Commissions Paid	Insurance Income	Income/Expense
2. Retail Agent Expense - Direct Bill	400000 to 900000 range	Invoice Commissions	Sales Expense	Income/Expense

### Expense

The following People expense general ledger number represent moneys based on commissions paid to agency personnel entered in the system as employees , used as the offset to people payable due or non-due. Vendor Fee expense reflects activity related to vendor fees.

Description	General Ledger Number	Account Type	Account Group	Classification
1. People Commission Expense	500000 range	Invoice Commissions	Sales Expense	Expense
2. Vendor Fee Expense	500000range	Other Sales Expense	Sales Expense	Expense/Under Ops Expense

## Bank Activity Mandatory General Ledger Numbers

### Accounts Payable Entry

The following general ledger numbers represent general ledger numbers used in the accounts payable entry function. Accounts payable entry automatically uses the Operating Payable general ledger number as the credit. Use of Reconciliation Clearing Account and subsequent selection of the accounts payable item in check issuance (disbursement entry) will make the item available as a disbursement in reconciliation. Discounts taken may be implemented in a future release.

Description	General Ledger Number	Account Type	Account Group	Classification
1. Operating Payable	200000 range	Accounts Payable	Short Term Liability	Liability
2. Reconciliation Clearing Account	100000 range	Receivable	Current Asset	Asset/Liability/ Equity
3. Discounts Taken	400000 to 999999 range	Discount/Interest Inc	Other Income	Income/Expense

### Check Issuance

Generating a disbursement may pull entries from the general ledger, accounts payable, invoicing, or reconciliation. The primary definitive accounts would be a trust or operating account. Additional bank accounts using alternative general ledger numbers are setup at organization or books level entities and selected when issuing disbursements. These accounts balances are used in Alerts on the accounting summary screen.

Description	General Ledger Number	Account Type	Account Group	Classification
1. Trust Account	100000 range	Cash Accounts	Current Asset	Asset
2. Operating Account	100000 range	Cash Accounts	Current Asset	Asset

### Receive Payments

Accounts receivable general ledger numbers will be set at invoicing mandatory general ledger numbers and are disabled. Undeposited funds should always be cleared by deposit on a timely basis. Using Reconciliation Clearing Account will enable selection of payment in reconciliation.

Description	General Ledger Number	Account Type	Account Group	Classification
1. Client	Set at invoicing	Receivables	Current Asset	Asset
2. Additional Interest	Set at invoicing	Receivables	Current Asset	Asset
3. Premium Finance Company	Set at invoicing	Receivables	Current Asset	Asset
4. Retail Agent	Set at invoicing	Receivables	Current Asset	Asset
5. Undeposited Funds	100000 range	Receivables	Current Asset	Asset
6. Reconciliation Clearing Account	Set at Accounts Payable	Receivables	Current Asset	Asset/Liability/Equity

### Make Deposit

Making a deposit presents items based on selected ranges created through Receive Payments. Alternative general ledger numbers may be used based on bank account selected for deposit. These accounts balances are used in Alerts on the accounting summary screen.

Description	General Ledger Number	Account Type	Account Group	Classification
1. Trust Account	Set at check issuance	Cash Accounts	Current Asset	Asset
2. Operating Account	Set at check issuance	Cash Accounts	Current Asset	Asset

### Reconciliation Mandatory General Ledger Numbers

#### Adjustments

Accounts available to balance reconciliation permit an offset to a designated Commission Differences account. Use of Reconciliation Clearing Account will enable selection at disbursement entry.

Description	General Ledger Number	Account Type	Account Group	Classification
1. Commission Differences	400000 to 999999 range	Invoice Commissions	Sales Expense	Income / Expense
2. Reconciliation Clearing Account	Set at Bank Activity	Receivable	Current Asset	Asset/Liability/Equity

## Journal Entry Mandatory General Ledger Numbers

### Journal Entry

Year-end processing will create net entries to zero income and expense with an offsetting entry to Retained Earnings.

Description	General Ledger Number	Account Type	Account Group	Classification
1. Retained Earnings	300000 range	Equity	Equity	Equity

## Intra-Office Mandatory General Ledger Numbers

Description	General Ledger Number	Account Type	Account Group	Classification
1. Intra-Office Primary Offset	110000-110999 range	Receivable	Current Assets	Asset/Liability/ Equity
2. Intra-Office Secondary Offset	220000-229999 range	Non-Insurance Payable	Short Term Liability	Asset/Liability/ Equity

## Locking General Ledger Numbers

General ledger access can be disabled based on an employee's user rights. Access to general ledger account posting can be restricted in all areas including:

- Receive Payments
- Journal Entry
- Deposits
- Disbursements
- Invoices
- Reconciliations


Administrators can grant users the ability to override locked general ledger accounts by modifying the user right's template using the Security Administration screen in the Setup Console.

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**Note:** This feature does not affect automatic system posting to any general ledger account that has the Disable Access box checked.

---

### To Disable General Ledger Access

1. On the Primary menu, click **ORGANIZATION**.
2. Select the **accounting** tab and click the **general ledger** tab.
3. Click the **chart of accounts** tab.
4. Select the general ledger account by clicking the **Details**  icon.

**Account Classification:** Asset

**Account Group:** Current Assets

**Account Type:** Bank Accounts

**Number Ranges:** 100000 - 103999

**Account Number:** 100000

**Account Name:** Premium Trust Account

**Description:**

**Status:** Active


**Disable Access:**  **Propagate:**  **Post Warning:**

**Budget Figures** **Fiscal Year:** 2005

	Budget	Actual
1		\$0.00
2		\$0.00
3		\$0.00
4		\$0.00
5		\$0.00
6		\$0.00
7		\$0.00
8		\$100.00
9		\$0.00
10		\$0.00
11		\$0.00
12		\$0.00
13		\$0.00

OK Cancel

5. Select the **Disable Access** checkbox and click **OK**.

In any area of Nexsure where a general ledger number can be selected by clicking an ellipsis , the disabled general ledger accounts will appear as grayed out:

## Granting Disable Override

### To Modify the General Ledger Security Template

1. On the Utility menu, click **Setup**.
2. In the Setup Console, select **Security Administration**.
3. Click the **user rights template** tab.
4. Select the **User Template Type** to apply the changes to, i.e. **Accountant**.
5. Click **Edit**.
6. In the Core Components list on the right, select **General Ledger**.

7. Select or clear the **Allow Override** checkbox.
8. Click **Save**.

# Trial Balance

The trial balance sheet lists all general ledger numbers with a balance as of a given point in time. You can generate a trial balance for specific periods by using the search filter, then print the report or export the file.

## To View a Trial Balance Sheet

1. On the **Primary** menu, click **ORGANIZATION**.
2. Click the **Accounting** tab.
3. Click the **General Ledger** tab, then click **Trial Balance**. To view a specific accounting period, click **Show** to display the Search Filter.
4. After the trial balance sheet has been generated, click **Print** to send it to a printer, or **Export** to save it to a file.

**TRIAL BALANCE DETAILS**

Trial Balance as of January 31, 2003 Page 1 of 222

Org	Bus	Env	Acct	Dept	Dist	GL Number	Account Description	Debit	Credit
<b>XDTI xDev</b>									
NA	NA	NA	NA	NA	NA	90000	Trust Account	\$31,100.00	
NA	NA	NA	NA	NA	NA	90001	Direct Bill Insurance Account	(\$200.00)	
NA	NA	NA	NA	NA	NA	90000	Operating Account	\$400.00	
NA	NA	NA	NA	NA	NA	90000	Revenue/Other Account	(\$149.00)	
NA	NA	NA	NA	NA	NA	110000	Accounts Receivable	\$6,900.00	
NA	NA	NA	NA	NA	NA	110100	Prepaid Ins Co A/E		
NA	NA	NA	NA	NA	NA	110200	Prepaid Legal A/E		
NA	NA	NA	NA	NA	NA	110300	Prepaid System A/E	\$1.00	
NA	NA	NA	NA	NA	NA	110000	Unallocated Funds		
NA	NA	NA	NA	NA	NA	110910	Revenue/Other Clearing Acct	(\$3,000.00)	
NA	NA	NA	NA	NA	NA	112000	DB-Census Receivable		
NA	NA	NA	NA	NA	NA	112510	Agency Bill/Census Unsettled Inv		
NA	NA	NA	NA	NA	NA	112000	Agency Fee Unsettled Income		
NA	NA	NA	NA	NA	NA	112000	Vendor Fee Census Unsettled Inv		\$1.00
NA	NA	NA	NA	NA	NA	112540	Direct Bill/Census Unsettled Inv		
NA	NA	NA	NA	NA	NA	531000	Prepares of Reports		
NA	NA	NA	NA	NA	NA	531100	Accumulated Depreciation		
NA	NA	NA	NA	NA	NA	532000	Equipment		
NA	NA	NA	NA	NA	NA	533100	Accumulated Depreciation		

## Balance Sheet

You can generate a balance sheet for specific periods by using the search filter, then print the report or export the file. The balance sheet will only be active with an entity which has books assigned.

### To View a Balance Sheet

1. On the **Primary** menu, click **ORGANIZATION**.
2. Click the **Territory** tab and select a territory which has books assigned to it.
3. Click the **Accounting** tab.
4. Click the **General Ledger** tab, then click **Balance Sheet**. To view a specific accounting period, click **Show** to display the Search Filter.
5. After the balance sheet has been generated, click **Print** to send it to a printer, or **Export** to save it to a file.

Search Filter: [ Show ] [ Hide ]

[ Print ] [ Export ]

1 of 2

90%

### BALANCE SHEET DETAILS

Balance Sheet as of March 31, 2003

Orange County

Org	Set	Ter	Sub	Dep	Exp	GL Number	Account/Description	Debit	Credit	Debit	
<b>Asset</b>											
<b>Fixed Assets</b>											
Furniture/Equipment											
01	001	NA	NA	NA		03000	Furniture - Furniture	\$268,604.00			
01	001	NA	NA	NA		03100	Accumulated Depn-Fur	\$223,440.23			
01	001	NA	NA	NA		03200	Equipment	\$144,595.40			
01	001	NA	NA	NA		03200	Accumulated Depn-Eqpt	\$134,224.90			
								Furniture/Equipment	\$1470,865.71	\$0.00	
								<b>Total Fixed Assets</b>	<b>\$1,470,865.71</b>	<b>\$0.00</b>	<b>\$1,470,865.71</b>

# Income Statement

The Income Statement is a report which shows income and expenses for all entities. You can use the search filter to choose a specific accounting period to generate the statement for. Once the Income statement is generated, you have the option to print or export the file.

## To View an Income Statement

1. On the **Primary** menu, click **ORGANIZATION**.
2. Click the **Accounting** tab.
3. Click the **General Ledger** tab, then click **Income Statement**. To view a specific accounting period, click **Show** to display the Search Filter.
4. After the statement has been generated, click **Print** to send it to a printer, or **Export** to save it to a file.

**INCOME STATEMENT DETAILS**

Income Statement as of January 31, 2003 Page 1 of 531

Org	Set	Ter	Bill	Desc	Dir	GL Account	Account Description	Debit	Credit	Balance
<b>XDTI xDev</b>										
<b>Income</b>										
							<u>Agency Bill Revenue</u>		\$10,500.00	
NA	NA	NA	NA	NA	NA	400000	Agency Bill Income			
							<u>Type Agency Bill Revenue</u>	\$0.00	\$10,500.00	\$10,500.00
							<u>Commission Paid</u>			
NA	NA	NA	NA	NA	NA	431100	Agency Fee Income			
							<u>Type Commission Paid</u>	\$0.00	\$0.00	\$0.00


## Bank Accounts

Bank accounts can be associated with any level of your organization that has books. Bank accounts are added as Financial Entities on the Search screen. The bank account summary screen displays all bank accounts associated with the selected organization level.


### Adding Bank Accounts

#### To Add a New Bank Account

1. On the Primary menu, click **ORGANIZATION**.
2. Click the **accounting** tab.
3. Click the **bank accounts** tab, then click **Add New**.
4. Enter the bank account information.

**Name:** Click the ellipsis  button to search for and select a bank account that has been previously entered into the system. Bank accounts are entered as a Financial Entity on the search screen.

**Account Description:** Enter a description for the account, such as, "Operating Account".

**GL Account:** Click the ellipsis  button to search for and select a general ledger account number that has been previously entered into the system. General ledger numbers are assigned on the general ledger tab.

**Account Number:** Enter the account number for the bank you have selected.

**ABA Routing Number:** Enter the ABA Routing Number (Optional)


**Next Check #:** Enter the number for the next check to be issued.

**Primary Contact:** This box will be automatically filled with the information supplied when the bank account was entered into the system.




**Status:** Active or Inactive.


5. Click **Update**.

### To View Bank Account Details

1. Select the bank account you wish to view the details for and click the **Details**  icon.

2. The **bank account detail** tab gives a description of the account as well as the account numbers and contact information. If you change any information on this tab, you must click **Update** for the changes to take effect.

Details	Trans Type	Trans ID	Reference	Description	Amount	Created By	Date Created	Date Booked	Posted	Cleared
	Journal Entry	26	test	test	2.00	Scott Simon	4/25/2003 2:43:47 PM	4/25/2003	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Journal Entry	180			5,000.00	Scott Simon	4/28/2003 9:39:12 AM	4/28/2003	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Journal Entry	181			5,000.00	Scott Simon	4/28/2003 9:40:37 AM	3/28/2003	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

3. The **accounting transactions** tab shows all transaction activity for the account, such as journal entries, deposits, disbursements etc. To view details on each transaction click the **Details**  icon.

## Agency Billing

Agency billing generates a record for the agency showing the amount received from the client and the amount due to the carrier.

### To Invoice Using Agency Billing

1. Select the client you wish to invoice.
2. On the Client menu, click **Transactions**.
3. Click **Add New Invoice**.
4. Select the **Policy** option. In the View drop-down list, select Current or History.
5. Select a policy number from the Policies field and click **OK**.
6. Using the Quick Navigation panel, complete the following screens:

#### Invoice Header

- Bill Method: Select Agency (default).
- Bill Type: Select **Regular Bill** (hits all appropriate general ledger accounts), **Binder Bill** (hits accounts receivable, binder bill payables and appropriate income and expense accounts) or **Manual Bill** (is recorded in the system but does not affect any general ledger accounts).
- Department: Select a Department.
- Unit: Select a unit. Units are a subset of departments that provide additional income and expense breakdown if needed.
- Effective Date: Select the effective date of the transaction. The default effective date is the date booked. This date determines the period that the invoice will post in.
- Full Pay: Select if billing in full.
- Compound Billing: Select if the premium is being spread over multiple payments. Selecting this option will add the following additional fields:
  1. Down Payment Amount:
  2. Down Payment Date Due:
  3. Payment Plan:
  4. Number of Compound Billings:
  5. View Other CBs: Shows other billing dates a client may have. This is to synch up billing dates.
  6. 1st Compound Billing Eff. Date:
  7. Fee Option:
  8. Tax Option:
  9. Rounding Option:
- Amount Due: Defaults from premium entered on policy.
- Date Due:
- Days until Past Due:
- # of Print Days Before Eff. Date:
- Unique Invoice Message:
- Internal Note:

## Bill To

This information is pulled from the policy but can be changed. Any named insured may be selected as the "Bill To" on invoices.

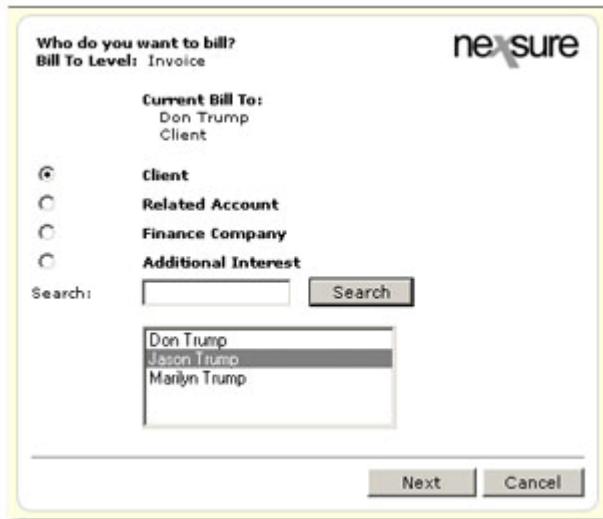
### To Change Bill To information

1. In the Quick Navigation panel, select **Bill To**.
2. Click **Change Bill To**. The Bill To pop up appears with the Client option selected with all named insureds displayed.

---

**Tip:** If a long list of named insureds is displayed, enter a name in the search field and click **Search**.

---



Who do you want to bill?  
Bill To Level: Invoice

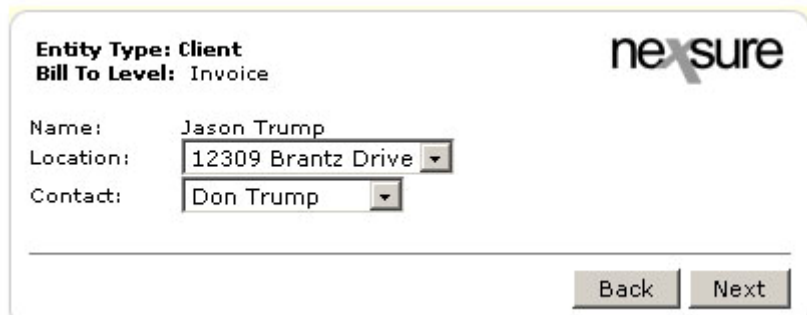
Current Bill To:  
Don Trump  
Client

Client  
 Related Account  
 Finance Company  
 Additional Interest

Search:

Don Trump  
Jason Trump  
Marilyn Trump


3. Select the entity and named insured to bill.
4. Click **Next**.



Entity Type: Client  
Bill To Level: Invoice

Name: Jason Trump  
Location: 12309 Brantz Drive  
Contact: Don Trump

5. Select the location and contact name from the drop-down lists and click **Next**.

6. The new Bill To information is displayed, click **OK** to confirm the change.
  - Policy Header** - Displays policy information.
  - Annualize** - (Checked by default) Clearing this checkbox enables exclusion of annualized line items when invoicing. This option is helpful for short term policies or special event policies.
  - Invoice premium** - This screen allows you to make changes to a current policy premium by clicking the **Details**  icon. You can also add a new premium.
  - Invoice Non-Premium** - Add any new non-premium items to the invoice. These include fees and taxes.
  - Invoice Commissions** - Add any commissions to the invoice. If default commissions exist in Carrier or People screens, they will be created automatically. Defaulted commissions can be edited.
7. Once the invoice has been created, click Invoice Details to verify the information in the new invoice. If all information is correct, click **Post Now**.
8. **Invoice Posting** - Displays general ledger posting entries for this invoice.
9. **Receivable Tab** - Displays client's receivables data including payments assigned for agency bill or carrier receivable data for direct bill.
10. **Payables Tab** - Data for Carrier, People and Tax Authority payables including payments assigned.

## Direct Billing

Direct billing generates an invoice to be sent to the client and records the commissions due to the agency.

### To Invoice Using Direct Billing

1. Select the client you wish to invoice
2. On the Client menu, click **Transactions**.
3. Click **Add New Invoice**.
4. Select the **Policy** option. In the View drop-down list, select Current or History.
5. Select a policy number from the Policies field and click **OK**.
6. Using the Quick Navigation panel, complete the following screens:

#### Invoice Header

- Bill Method: Select Direct.
- Annualize: (Checked by default) Clearing this checkbox enables exclusion of annualized line items when invoicing. This option is helpful for short term policies or special event policies.
- Department: Select a Department.
- Unit: Select a unit. Units are a subset of departments that provide additional income and expense breakdown if needed.
- Effective Date: Select an effective date.
- Full Pay: Select if billing in full.
- Compound Billing: Select this option if the premium is being spread over multiple payments. Selecting this option will add the following additional fields:
  - Down Payment Amount:
  - Down Payment Date Due:
  - Payment Plan:
  - Number of Compound Billings:
  - View Other CBs: Shows other billing dates a client may have. This is to synch up billing dates.
  - 1st Compound Billing Eff. Date:
- Fee Option: Gives you the option to add any applicable fees.
- Tax Option: Select if the items are taxable.
- Rounding Option:
- Amount Due:
- Date Due:
- Days until Past Due:
- # of Print Days Before Eff. Date:
- Unique Invoice Message:
- Internal Note:

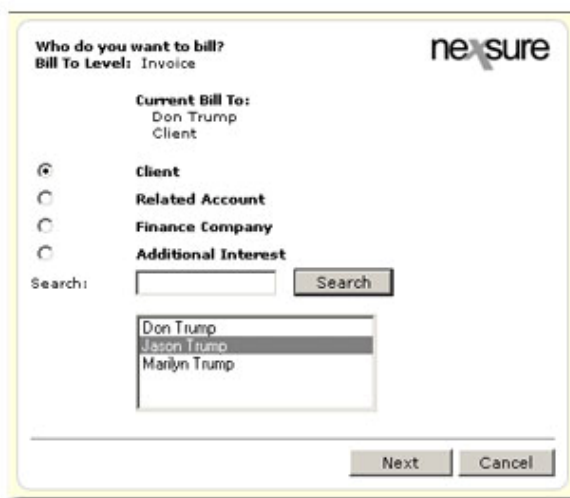
### Bill To

This information is pulled from the policy but can be changed. Any named insured may be selected as the "Bill To" on invoices.

#### To Change Bill To Information

1. In the Quick Navigation panel, select **Bill To**.
2. Click **Change Bill To**. The Bill To pop up appears with the Client option selected with all named insureds displayed.

**Tip:** If a long list of named insureds is displayed, enter a name in the search field and click Search.



Who do you want to bill?  
Bill To Level: Invoice

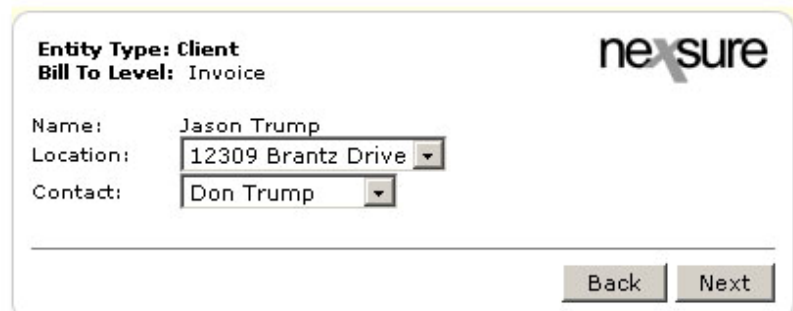
Current Bill To:  
Don Trump  
Client

Client  
 Related Account  
 Finance Company  
 Additional Interest

Search:

Don Trump  
Jason Trump  
Marilyn Trump

3. Select the entity and named insured to bill.
4. Click **Next**.




Entity Type: Client  
Bill To Level: Invoice

Name: Jason Trump

Location: 12309 Brantz Drive

Contact: Don Trump



5. Select the location and contact name from the drop-down lists and click Next.

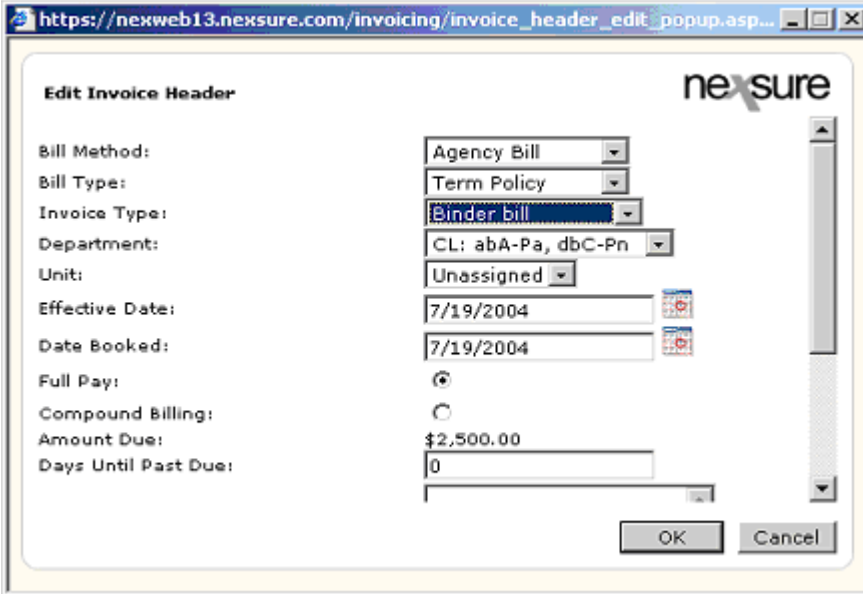
6. The new Bill To information is displayed, click **OK** to confirm the change.
  - Policy Header** - Displays policy information
  - Invoice premium** - This screen allows you to make changes to a current policy premium by clicking the **Details**  icon. You can also add a new premium.
  - Invoice Non-Premium** - Add any new non-premium items to the invoice. These include fees and taxes.
  - Invoice Commissions** - Add any commissions to the invoice. If default commissions exist in Carrier or People screens, they will be created automatically. Defaulted commissions can be edited.
7. Once the invoice has been created, click Invoice Details to verify the information in the new invoice. If all information is correct, click **Post Now**.
8. **Invoice Posting** - Displays general ledger posting entries for this invoice.
9. **Receivable Tab** - displays client's receivables data including payments assigned for agency bill or carrier receivable data for direct bill.
10. **Payables Tab** - data for Carrier, People and Tax Authority payables including payments assigned.

## Binder Bill Invoicing

Binder bill invoicing hits the general ledger but does not appear on the agents account current statement. Binder bills are available for Agency Billed policies only.

### To Create a Binder Bill Invoice

1. Click on the **Details**  icon of the client.
2. On the Client menu, click **POLICIES**.
3. Click the **Details**  icon on the appropriate policy.
4. Select the **transactions** tab.
5. Click **Add New Invoice**.
6. Click **Edit Invoice Header** link.
7. Choose **Binder Bill** as the invoice type.



**Edit Invoice Header**

Bill Method: Agency Bill

Bill Type: Term Policy

Invoice Type: Binder bill

Department: CL: abA-Pa, dbC-Pn

Unit: Unassigned

Effective Date: 7/19/2004

Date Booked: 7/19/2004

Full Pay:

Compound Billing:

Amount Due: \$2,500.00

Days Until Past Due: 0

OK Cancel

- Click **OK**.
- In the Quick Navigation panel, click **Invoice Posting**.
- Click **Post Now**.


---

**Note:** Invoice posting for binder bills creates entries to accounts receivable and binder bill payable only. No posting rules will be taken into consideration with binder bill invoices.

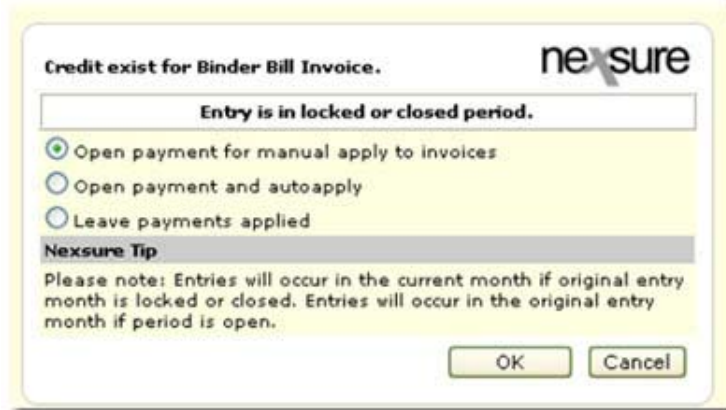
---

## Reversing Binder Bills

### To Reverse the Binder Bill

1. At the policy level, click the **transactions** tab. If there are several invoices, go to the Select view drop-down box and choose **Open Binder Bill**.
2. Click the **Details**  icon of the posted binder invoice.
3. On the binder invoice header, click **Reverse Now**.

The reversal process displays three options:



- **Open payment for manual apply to invoices:** Will open receive payment with the entire amount as residual.
  - Go to Receive Payment - note that it now has a residual amount.
  - Open and assign credits to invoices as applicable.
    - The original and reversal can be applied against each other.
- **Open payment and auto-apply:** Will re-apply the receive payment to the replacement invoice.
  - Replacement invoice will have the credit.
  - The original and reversal invoice will need to be applied to each other.
- **Leave payments applied:** No change to the receive payment, it will remain against the original binder bill.
  - No activity required.

---

**Note:** If credits exist for binder bill invoices, the message returned will be the same except for the reference to the locked or closed period:

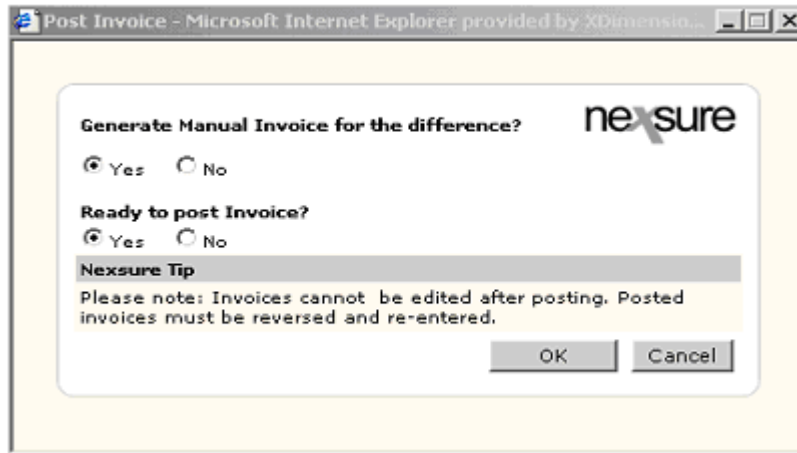
Locked or closed period: "Entry is in locked or closed period"

Open period: "Entry is in an open period"

---

The binder bill reversal creates a replacement invoice. The invoice header shows the replacement invoice number and the original binder number.

4. Make any necessary changes to the premium, fees, taxes etc.
5. Click **Post Invoice**. If the premium has been changed, the user will receive a prompt to generate a manual invoice, select Yes and click **OK**.



In the summary view there will be:

- "+" in front of the replacement invoice with "posted" status only
- "-" in front of the reversed binder bill invoice
- (M) is the manual invoice

Details	Effective Date	Date Booked	Status	Type	Transaction Id	InvoiceID	Master Invoice ID	Policy Number	Description	Bill Method	Amount	Remove
	7/28/2005	7/28/2005	Posted	Invoice(B)	-	8281/+8300	BDR-11512006		Employers Liability	Agency Bill	\$28,570.00	--
	7/28/2005	9/2/2005	Reversed	Invoice(B)	-	-8299/8281	BDR-11512006		Employers Liability	Agency Bill	(\$28,570.00)	--
	7/28/2005	9/2/2005	Posted	Invoice	-	+8300/8281	BDR-11512006		Employers Liability	Agency Bill	\$28,570.00	--
	7/28/2005	9/2/2005	Reversed	Invoice(M)	-	+8303/8281	BDR-11512006		Employers Liability	Agency Bill	\$0.00	--
<b>Total:</b>											<b>\$28,370.00</b>	

## Related Receive Payment Activity

- **Open payment for manual apply to invoices:**
  - Go to Receive Payment, note that it now has a residual amount.
  - Open and assign credits to invoices as applicable.
    - The original and reversal can be applied against each other.
- **Open payment and auto-apply:**
  - Replacement invoice will have the credit.
  - The original and reversal invoice will need to be applied to each other.
- **Leave payments applied:**
  - No activity required.

## List Billing

List Bill provides a means of splitting a premium over multiple entities and locations. A list bill is comprised of one master policy billed to multiple locations. The master policy provides insurance coverage for locations insured on a policy. Up to 300 combined locations and related accounts can be associated to the master account and of those, up to 15 may be selected into a single List Bill plan for automatic inclusion in an invoice. The locations are attached to the Master Client via its Related Accounts tab.

List billing is based on a percentage of the risk that each location will pay thus creating multiple receivables and multiple payables based on the entities involved in each individual billing. The Carrier payables are based on an installment schedule generated over the specified number of locations, not time.

### List Bill Setup

1. All Clients (the master Client and the related accounts) are added to Nexsure following the normal procedures. See Adding Suspects, Prospects and Clients for assistance.
2. Each Clients location(s) should be added on their respective locations tab. See Adding Locations for assistance.
3. All related accounts need to be associated to the Master Client via its Related Account's tab. As a result of list billing the related accounts policy will reside with the Master Client. See Adding a Related Account for assistance.
4. The master policy(ies) is added to Nexsure through Marketing following the normal procedures. See Policy Underwriting for assistance.

---


**Note:** The Client containing the policy to be list billed is the Master Client for that policy and all related accounts. The master policy provides insurance coverage for all locations. When completing the ACORD application for the Master Client add the locations, coverage's, limits, etc., for the related accounts as well.

---

5. The premium information is entered on the policy info tab following the normal procedures. See Policy Info Tab for assistance.
6. The Marketing policy is In-Forced following the normal procedures. See In-Forcing a Marketing Policy for assistance.

### Creating a List Bill Plan

Setting up a list bill plan is done at the Client level. On the Client menu, click Transactions. The list bill is only available on the master client; it is created as a template to be used for billing the master policy and related account locations.

1. On the Primary menu, click **SEARCH**.
2. Click the **Details**  icon of the appropriate master client.
3. On the **Client** menu, click **Transactions**.
4. Click the **List bill plans** tab.
5. Click the **Add New** link. The Add New Bill Plan popup is displayed.

- **Plan Name:** Enter the plan name.
  - **Plan Description:** Enter the plan description
  - **Active:** Leaving this box checked it makes the list bill plan available for use, if unchecked, the plan is not available for use at invoicing and is marked inactive.
  - Click **OK**.
6. All current locations of the master account and the related accounts are displayed. As locations and related accounts are added or deleted, they will be shown here.

Select	Details	Name	RA/Loc	Address	City	State	Alloc. Fact.	Branch	Dept.	Unit	Percent	Comm
<input type="checkbox"/>		Jerry A. Master	Loc	123 Main Street	Brea	CA		Karenz Branch	CL: abA-I, dbC-I	Unassigned	0.00	0
<input type="checkbox"/>		Jerry A. Master	Loc	456 Seventh Street	Long Beach	CA		Karenz Branch	CL: abA-I, dbC-I	Unassigned	0.00	0
<input type="checkbox"/>		Jerry A. Master	Loc	987 Anaheim Blvd	Anaheim	CA		Karenz Branch	CL: abA-I, dbC-I	Unassigned	0.00	0
<input type="checkbox"/>		Sue B. RelatedOne	RA	654 Greg Street	Long Beach	CA		Karenz Branch	CL: abA-I, dbC-I	Unassigned	0.00	0
<input type="checkbox"/>		Sue B. RelatedOne	RA	500 Carson Street	Long Beach	CA		Karenz Branch	CL: abA-I, dbC-I	Unassigned	0.00	0
<input type="checkbox"/>		Tim C. RelatedTwo	RA	201 Pacific Coast Hwy	Long Beach	CA		Karenz Branch	Ben: abC-Pn, dbC-Pn	Unassigned	0.00	0
<input type="checkbox"/>		Tim C. RelatedTwo	RA	777 Palo Verde	Lakewood	CA		Karenz Branch	Ben: abC-Pn, dbC-Pn	Unassigned	0.00	0
This Page Total:											0.00	0.00%
All Pages Total:											0.00	0.00%

**Note:** For a related account with multiple locations, the related account will be displayed once with each location.

7. Select the locations to be included in the list bill plan by clicking in the appropriate Select checkboxes. As locations are selected, the allocate factor and the ellipsis button are activated.
8. In the **Allocation Factor** column, enter a value based on square footage, premium dollars, total insurance to value, etc. for each related account or location.

**Note:** Select one type of factor and be consistent for each location.

Plan Name: General Liability Distribution  
Description: Use to split between locations by area.

List Bill Summary Copy Plan Allocate Save

[Select All] [Deselect All] Filter: [Show]

Select	Details	Name	RA/Loc	Address	City	State	Alloc. Fact.	Branch	Dept.	Unit	Percent	Comm
<input checked="" type="checkbox"/>		Jerry A. Master	Loc	123 Main Street	Brea	CA	5000	Karenz Branch	CL: abA-1, dbC-1	Unassigned	0.00	0
<input checked="" type="checkbox"/>		Jerry A. Master	Loc	456 Seventh Street	Long Beach	CA	2205	Karenz Branch	CL: abA-1, dbC-1	Unassigned	0.00	0
<input checked="" type="checkbox"/>		Jerry A. Master	Loc	987 Anaheim Blvd	Anaheim	CA		Karenz Branch	CL: abA-1, dbC-1	Unassigned	0.00	0
<input checked="" type="checkbox"/>		Sue B. RelatedOne	RA	654 Greg Street	Long Beach	CA	3000	Karenz Branch	CL: abA-1, dbC-1	Unassigned	0.00	0
<input checked="" type="checkbox"/>		Sue B. RelatedOne	RA	900 Carson Street	Long Beach	CA	1500	Karenz Branch	CL: abA-1, dbC-1	Unassigned	0.00	0
<input checked="" type="checkbox"/>		Tim C. RelatedTwo	RA	301 Pacific Coast Hwy	Long Beach	CA	4500	Karenz Branch	Ben: abC-Pn, dbC-Pn	Unassigned	0.00	0
<input checked="" type="checkbox"/>		Tim C. RelatedTwo	RA	777 Palo Verde	Lakewood	CA	1132	Karenz Branch	Ben: abC-Pn, dbC-Pn	Unassigned	0.00	0
							This Page Total:				0.00%	
							All Pages Total:				0.00%	

9. Click **Allocate**. Each value will be divided by the total amount of related accounts (or locations) and calculate its percentage of the total in the **Percent** column. The total of the **Percent** column will equal 100%.

Seven related accounts or locations can be displayed per 'page'. Nexsure runs a per page total (**This Page Total**) as well as a collective total (**All Pages Total**). The Allocation Factor box will display in red once that unit's total has been added to the page total field.

10. Click **Save**.

Plan Name: General Liability Distribution  
Description: Use to split between locations by area.

List Bill Summary Copy Plan Allocate Save

[Select All] [Deselect All] Filter: [Show]

Select	Details	Name	RA/Loc	Address	City	State	Alloc. Fact.	Branch	Dept.	Unit	Percent	Comm
<input checked="" type="checkbox"/>		Jerry A. Master	Loc	456 Seventh Street	Long Beach	CA	2205.00	Karenz Branch	CL: abA-1, dbC-1	Unassigned	12.72%	0
<input checked="" type="checkbox"/>		Jerry A. Master	Loc	123 Main Street	Brea	CA	5000.00	Karenz Branch	CL: abA-1, dbC-1	Unassigned	28.84%	0
<input checked="" type="checkbox"/>		Sue B. RelatedOne	RA	654 Greg Street	Long Beach	CA	3000.00	Karenz Branch	CL: abA-1, dbC-1	Unassigned	17.30%	1
<input checked="" type="checkbox"/>		Sue B. RelatedOne	RA	900 Carson Street	Long Beach	CA	1500.00	Karenz Branch	CL: abA-1, dbC-1	Unassigned	8.65%	1
<input checked="" type="checkbox"/>		Tim C. RelatedTwo	RA	777 Palo Verde	Lakewood	CA	1132.00	Karenz Branch	Ben: abC-Pn, dbC-Pn	Unassigned	6.53%	1
<input checked="" type="checkbox"/>		Tim C. RelatedTwo	RA	301 Pacific Coast Hwy	Long Beach	CA	4500.00	Karenz Branch	Ben: abC-Pn, dbC-Pn	Unassigned	25.96%	1
<input type="checkbox"/>		Jerry A. Master	Loc	987 Anaheim Blvd	Anaheim	CA		Karenz Branch	CL: abA-1, dbC-1	Unassigned	0.00%	0
							This Page Total:				100.00%	
							All Pages Total:				100.00%	

[Add New]

11. If the allocation factors are changed, click the **Allocate** link to update the page total and percentages based on the new allocation factors.

12. Clicking the **Details** icon of a location will display the specific location information for the selected line item. If changes are made click **OK** to save or **Cancel** to close without saving.

Related Account / Location Details - Microsoft Internet...

**nexsure**

Name: Sue B. RelatedOne  
 Address: 900 Carson Street  
 City: Long Beach State: CA  
 Zip: 90810

Branch: Karens Branch  
 Department: CL: abA-I, dbC-I  
 Unit: Unassigned

OK Cancel

13. Clicking the ellipsis button to the right of a location displays the producer(s) (Account Managers are not displayed) commission record(s) at the bottom of the screen in a summary view for that line item. The number displayed to the right of the ellipsis button is the total number of producer(s) for that line item. The commission defaults in if it has been set up for the Producer. The location record is highlighted in gray to designate the record being worked.

Bill Plan - Microsoft Internet Explorer provided by XDimensional Technologies, Inc.

Plan Name: General Liability Distribution  Active  
 Description: Use to split between locations by area.

List Bill Summary Copy Plan Allocate Save

[Select All] [Deselect All] Filter: [Show]

Select	Details	Name	RA/Loc	Address	City	State	Alloc. Fact.	Branch	Dept.	Unit	Percent	Comm.
<input checked="" type="checkbox"/>		Jerry A. Master	Loc	456 Seventh Street	Long Beach	CA	2205.00	Karens Branch	CL: abA-I, dbC-I	Unassigned	12.72%	0
<input checked="" type="checkbox"/>		Jerry A. Master	Loc	123 Main Street	Brea	CA	5000.00	Karens Branch	CL: abA-I, dbC-I	Unassigned	28.84%	0
<input checked="" type="checkbox"/>		Sue B. RelatedOne	RA	454 Greg Street	Long Beach	CA	3000.00	Karens Branch	CL: abA-I, dbC-I	Unassigned	17.30%	1
<input checked="" type="checkbox"/>		Sue B. RelatedOne	RA	900 Carson Street	Long Beach	CA	1500.00	Karens Branch	CL: abA-I, dbC-I	Unassigned	8.65%	1
<input checked="" type="checkbox"/>		Tim C. RelatedTwo	RA	777 Palo Verde	Lakesood	CA	1132.00	Karens Branch	Ben: abC-Pn, dbC-Pn	Unassigned	6.53%	1
<input checked="" type="checkbox"/>		Tim C. RelatedTwo	RA	301 Pacific Coast Hwy	Long Beach	CA	4500.00	Karens Branch	Ben: abC-Pn, dbC-Pn	Unassigned	25.96%	1
<input type="checkbox"/>		Jerry A. Master	Loc	987 Anaheim Blvd	Anaheim	CA		Karens Branch	CL: abA-I, dbC-I	Unassigned	0.00%	0
This Page Total: 17,337.00											100.00%	
All Pages Total: 17,337.00											100.00%	

[Add New]

Details	Name	Role	Rate Type	Rate	Remove
	Karen Paterson	Producer	% of Agency Commission	50.00	--

**Note:** For the Master Account, Producers will not prefill. The producer(s) displayed are at the Client level NOT the policy level.

14. If the Producer is displayed with the incorrect commission rate, click the **Details** icon of the commission record, adjust the commission and click **OK** to save the change.
15. If no producer(s) is displayed, click the [\[Add New\]](#) link to pull the producer in to create a commission record for that line item.

Plan Name: General Liability Distribution  
 Description: Use to split between locations by area.  Active

List Bill Summary    Copy Plan    Allocate    Save

[Select All] [Deselect All]    Filter: [Show]

Select	Details	Name	RA/Loc	Address	City	State	Alloc. Fact.	Branch	Dept.	Unit	Percent	Comm
<input checked="" type="checkbox"/>		Jerry A. Macter	Loc	456 Seventh Street	Long Beach	CA	2205.00	Karens Branch	CL: abA-I, dbC-I	Unassigned	12.72%	0
<input checked="" type="checkbox"/>		Jerry A. Macter	Loc	123 Main Street	Brea	CA	5000.00	Karens Branch	CL: abA-I, dbC-I	Unassigned	28.84%	0
<input checked="" type="checkbox"/>		Sue S. RelatedOne	RA	654 Greg Street	Long Beach	CA	3000.00	Karens Branch	CL: abA-I, dbC-I	Unassigned	17.30%	1
<input checked="" type="checkbox"/>		Sue S. RelatedOne	RA	900 Carson Street	Long Beach	CA	1500.00	Karens Branch	CL: abA-I, dbC-I	Unassigned	8.65%	1
<input checked="" type="checkbox"/>		Tim C. RelatedTwo	RA	777 Palo Verde	Lakewood	CA	1132.00	Karens Branch	Ben: abC-Pn, dbC-Pn	Unassigned	6.53%	1
<input checked="" type="checkbox"/>		Tim C. RelatedTwo	RA	301 Pacific Coast Hwy	Long Beach	CA	4500.00	Karens Branch	Ben: abC-Pn, dbC-Pn	Unassigned	25.94%	1
<input type="checkbox"/>		Jerry A. Macter	Loc	987 Anaheim Blvd	Anaheim	CA		Karens Branch	CL: abA-I, dbC-I	Unassigned	0.00%	0
This Page Total: 17,337.00											100.00%	0
All Pages Total: 17,337.00											100.00%	0

16. The Add People Commission popup is displayed. The Employees box defaults to the employees that are assigned at the client level as producers.

**Add People Commission**  
 Mode: Add

Search People  
 First Name:    Last Name:    Search

Employees: **Anne Hammond**

Commission On: Fee  
 Level/LOB: Homeowners(1)  
 Select Fee: **Policy Processing Fee**  
 Production Role: Producer  
 Production Credit Amount: 100%  
 Rate Type: **% of Fee**  
 Rate: 10

Cancel    **OK**

- Select the Employee from the Employees box or use search People option.
- Select the Commission On from the drop-down box.

- **Select Fee:** Fee selection permits the application of fee-specific commission rates. Fees subject to commission do not need to have the same rate applied and can have a differentiating commission rate/rate type applied.

---

**Note:** Only fees which are subject to commission will be available.

---

- Select the Production Role and Production credit amount from the drop-down boxes
- The Production Role and Production credit amount fields are used to designate the role and percent of business this employee brought into the Agency on this policy.
- Select the Rate Type from the drop-down box
- Key in the appropriate rate, Nexsure will calculate the commission based on the rate type chosen.
- Click **OK**.

---

**Note:** An unlimited number of people commission records may be added for each location, as people commission records are added, the commission column tallies the number of commission records for each location.

---

17. Click the **Copy Plan** button to copy the existing plan, if desired. This removes the need to re-key an existing plan and reduces the chances of duplicate entries.

Select	Details	Name	RA/Loc	Address	City	State	Alloc. Fact.	Branch	Dept.	Unit	Percent	Comm.
<input checked="" type="checkbox"/>		Jerry A. Master	Loc	454 Seventh Street	Long Beach	CA	2205.00	Karenc Branch	CL: abA-I, dbc-I	Unassigned	12.72%	0
<input checked="" type="checkbox"/>		Jerry A. Master	Loc	123 Main Street	Brea	CA	5000.00	Karenc Branch	CL: abA-I, dbc-I	Unassigned	29.04%	0
<input checked="" type="checkbox"/>		Sue S. RelatedOne	RA	654 Greg Street	Long Beach	CA	3000.00	Karenc Branch	CL: abA-I, dbc-I	Unassigned	17.90%	1
<input checked="" type="checkbox"/>		Sue S. RelatedOne	RA	900 Carson Street	Long Beach	CA	1500.00	Karenc Branch	CL: abA-I, dbc-I	Unassigned	6.65%	1
<input checked="" type="checkbox"/>		Tim C. RelatedTwo	RA	777 Palo Verde	Lakewood	CA	1132.00	Karenc Branch	Ben: abC-Pn, dbc-Pn	Unassigned	6.52%	1
<input checked="" type="checkbox"/>		Tim C. RelatedTwo	RA	201 Pacific Coast Hwy	Long Beach	CA	4500.00	Karenc Branch	Ben: abC-Pn, dbc-Pn	Unassigned	25.96%	1
<input type="checkbox"/>		Jerry A. Master	Loc	707 Anaheim Blvd	Anaheim	CA		Karenc Branch	CL: abA-I, dbc-I	Unassigned	0.00%	0
											This Page Total: 17,337.00	100.00%
											All Pages Total: 17,337.00	100.00%

18. A confirmation window is displayed. Click **OK** to confirm and return to the original list bill plan.
19. Once the list bill plan template is created, or copied, click **List Bill Summary** to exit.
20. All list bill plans created will appear in a summary view on the list bill plans tab. Notice the copy displays with "copy of" before the original plan name and the **Active** check box is not checked.

Client Name: Jerry A. Master

transaction summary **list bill plans** [Add New] Filter: [Show]

Details	Plan Name	Description	# Entities	Allocated	Active	Created By	Date Created	Remove
	General Liability Distribution	Use to split between locations by area.	6	100.00%	<input checked="" type="checkbox"/>	Karen Peterson	1/20/2005	
	Copy of General Liability Distribution	Use to split between locations by area.	6	100.00%	<input type="checkbox"/>	Karen Peterson	1/20/2005	

list bill plans transaction summary

**Note:** You must edit the copy and check the activate box to activate the copy.

- Click the **Details** icon of the copied plan. The entire plan along with the Plan Name and Description can be edited as needed. Click the **Active** checkbox to activate the new bill plan and click the Save link to save. Click the **List Bill Summary** link to exit the plan.

Bill Plan - Microsoft Internet Explorer provided by XDimensional Technologies, Inc.

Plan Name: Copy of General Liability Distribution  Active

Description: Use to split between locations by area.

List Bill Summary Copy Plan Allocate Save

[Select All] [Deselect All] Filter: [Show]

Select	Details	Name	RA/Loc	Address	City	State	Alloc. Fact.	Branch	Dept.	Unit	Percent	Comm
<input checked="" type="checkbox"/>		Jerry A. Master	Loc	454 Seventh Street	Long Beach	CA	2205.00	Karen Branch	CL: aba-1, dbc-1	Unassigned	12.72%	0
<input checked="" type="checkbox"/>		Jerry A. Master	Loc	123 Main Street	Brea	CA	5000.00	Karen Branch	CL: aba-1, dbc-1	Unassigned	28.84%	0
<input checked="" type="checkbox"/>		Sue B. RelatedOne	RA	654 Greg Street	Long Beach	CA	3000.00	Karen Branch	CL: aba-1, dbc-1	Unassigned	17.30%	1
<input checked="" type="checkbox"/>		Sue B. RelatedOne	RA	900 Carson Street	Long Beach	CA	1500.00	Karen Branch	CL: aba-1, dbc-1	Unassigned	8.65%	1
<input checked="" type="checkbox"/>		Tim C. RelatedTwo	RA	777 Pale Verde	Lakewood	CA	1132.00	Karen Branch	Ben: abc-Pn, dbc-Pn	Unassigned	6.53%	1
<input checked="" type="checkbox"/>		Tim C. RelatedTwo	RA	301 Pacific Coast Hwy	Long Beach	CA	4500.00	Karen Branch	Ben: abc-Pn, dbc-Pn	Unassigned	25.94%	1
<input type="checkbox"/>		Jerry A. Master	Loc	987 Anaheim Blvd	Anaheim	CA		Karen Branch	CL: aba-1, dbc-1	Unassigned	0.00%	0
This Page Total: 17,337.00											100.00%	
All Pages Total: 17,337.00											100.00%	

[Add New]

## List Bill Plan Invoicing

Once a List Bill Plan has been created, it is used as a billing template. The Invoice is created at the Client level on the Master Client.

- On the Primary menu, click **SEARCH**.
- Click the **Details** Icon of the appropriate master client.
- On the Client menu, click **Transactions**. The transaction summary tab is displayed.
- Click the **Add Master Invoice** link. The Invoice Add Policy popup window is displayed.

5. Select the **Policy** option, select **Current** or **History** from drop-down box, highlight the policy number to be billed and select the **List Bill Plan** from the drop-down box. Click **OK**.
6. Select the appropriate check boxes for **Premium**, **Fees** and/or **Taxes** to default in from the policy info tab of the master client, click **OK**.

7. Using the links in the Quick Navigation panel, or the scroll bar, complete the following screens:
  - **Invoice Header**
    - Verify the Bill Method, Bill Type, Invoice Type, Department and Unit.
    - The Effective Date defaults to the Effective Date of the policy.
    - Date book defaults to effective date of policy or invoice creation date based on whichever one is later.
    - Enter the number of Days until Past Due.
    - Enter the number of Print Days Before the Effective Date.
    - Click **OK**.
  - **Premiums** - Changes can be made to the existing premium by clicking on the **Details** icon. A new premium can be added by clicking the add new premium link.

- **Fees** - Changes can be made to existing fees by clicking on the **Details** icon. A new fee can be added by clicking the add new fee link.
- **Taxes** - Changes can be made to existing taxes by clicking on the **Details** icon. A new tax can be added by clicking the add new tax link.
- **Agency Commission** - If a default commissions exist for the Carrier it will automatically default in. Changes can be made to Agency commissions by clicking on the **Details** icon. A new agency commission can be added by clicking the add new agency commission link.

---

**Note:** The Other commissions will become available after the Invoices are created.

---

8. Click the **List Bill Detail** link in the quick Navigation. A new List Bill Schedule is generated. The list bill schedule is based on the information in the list bill plan template.

The screenshot displays a web interface for 'List Bill Detail'. At the top, there are two columns of summary information:

- Policy Premium Total: \$453,000.00
- Agency Commission: \$47,950.00
- Total Fees: \$6,795.00
- Fees-Agency Commission: \$0.00
- Total Taxes: \$7,927.50

Below this is a 'Quick Navigation' menu with the following items: Invoice Header, Policy Header, Invoice Premiums, Invoice Non-Premiums, Invoice Commissions, **List Bill Detail** (highlighted with a red box), Invoice Detail, and Invoice Posting.

At the bottom of the navigation menu are buttons: Cancel, Remove Policy, Abort, and Create Invoices.

The main section is titled 'List Bill Schedule' and contains a table with the following data:

Details	Name	RA/Loc	Address	City	State	Amount
	Tim C. RelatedTwo	RA	777 Palo Verde	Lakewood	CA	\$30,542.28
	Sue B. RelatedOne	RA	900 Carson Street	Long Beach	CA	\$40,458.00
	Jerry A. Master	Loc	456 Seventh Street	Long Beach	CA	\$59,494.30
	Sue B. RelatedOne	RA	454 Greg Street	Long Beach	CA	\$80,915.99
	Tim C. RelatedTwo	RA	301 Pacific Coast Hwy	Long Beach	CA	\$121,420.76
	Jerry A. Master	Loc	123 Main Street	Brea	CA	\$134,891.17

9. Click the **Create invoices** link. A separate invoice is created for each location shown in the schedule and automatically posts.

The screenshot shows a 'Master Invoice' window. The top section contains the following information:

- Master Invoice: 131
- Created By: Karen Peterson
- Date Created: 1/19/2005
- Invoices: 6
- Client: Jerry A. Master, 123 Main Street, Brea, CA 92621
- Total Amount: \$467,722.50
- Amount Paid: \$0.00
- Balance: \$467,722.50

Below this is a 'Transaction Summary' table with a 'Modify Master' link. The table has the following columns: Details, Invoice ID, Effective Date, Date Booked, Print Date, Type, Status, Transaction ID, Policy Number, Amount, and Remove.

Details	Invoice ID	Effective Date	Date Booked	Print Date	Type	Status	Transaction ID	Policy Number	Amount	Remove
	132	01/19/2005	01/19/2005	01/04/2005	Invoice	Unposted	PKG1204567	PKG1204567	\$30,542.28	
	133	01/19/2005	01/19/2005	01/04/2005	Invoice	Unposted	PKG1204567	PKG1204567	\$40,458.00	
	134	01/19/2005	01/19/2005	01/04/2005	Invoice	Unposted	PKG1204567	PKG1204567	\$59,494.30	
	135	01/19/2005	01/19/2005	01/04/2005	Invoice	Unposted	PKG1204567	PKG1204567	\$80,915.99	
	136	01/19/2005	01/19/2005	01/04/2005	Invoice	Unposted	PKG1204567	PKG1204567	\$121,420.76	
	137	01/19/2005	01/19/2005	01/04/2005	Invoice	Unposted	PKG1204567	PKG1204567	\$134,891.17	

10. Each location has its own unique Invoice number. The total number of invoices will be reflected in the header.

**Note:** Each invoice ID numbers displays on the transaction summary tab at the client level where the location record is located.

11. Click the **Transaction Summary** to close the master invoice. The Transaction summary view of the master client displays only the invoice(s) for the master Client.

Transaction summary | list bill plans

Select View: Invoice Summary [Add Master Invoice] [Add New Invoice]

Select Client: [Commercial Account] [Showing Page 1 of 1] Search Filter: [Show]

Details	Effective Date	Date Booked	Status	Type	Transaction Id	InvoiceID Master Invoice ID	Policy Number	Description	Bill Method	Amount	Remove
	1/10/2005	1/19/2005	Unposted	Invoice(CB)	-	(131)	PKG1234567	Package	Agency Bill	\$0.00	--
	1/19/2005	1/19/2005	Unposted	Invoice(CB)	-	124 (131)	PKG1234567	Package	Agency Bill	\$59,494.30	[Remove]
	1/19/2005	1/19/2005	Unposted	Invoice(CB)	-	127 (131)	PKG1234567	Package	Agency Bill	\$134,891.17	[Remove]
<b>Total:</b>										<b>\$194,385.47</b>	

list bill plans | transaction summary

12. Each invoice is displayed with the master invoice number stacked below. The master number is a hotlink, clicking on the link will launch the entire bill plan for review and modification.
13. The select client drop-down box will display the accounts related to the master client. Select one of clients in the drop-down box to access that related accounts transaction summary tab.

Transaction summary | list bill plans

Select View: Invoice Summary [Add Master Invoice] [Add New Invoice]

Select Client: [Commercial Account] [Showing Page 1 of 1] Search Filter: [Show]

Details	Effective Date	Date Booked	Status	Type	Transaction Id	InvoiceID Master Invoice ID	Policy Number	Description	Bill Method	Amount	Remove
	1/10/2005	1/19/2005	Unposted	Invoice(CB)	-	(131)	PKG1234567	Package	Agency Bill	\$0.00	[Remove]
	1/19/2005	1/19/2005	Unposted	Invoice(CB)	-	124 (131)	PKG1234567	Package	Agency Bill	\$59,494.30	[Remove]
	1/19/2005	1/19/2005	Unposted	Invoice(CB)	-	127 (131)	PKG1234567	Package	Agency Bill	\$134,891.17	[Remove]
<b>Total:</b>										<b>\$194,385.47</b>	

list bill plans | transaction summary

14. The Transaction Summary view of the related account selected will display the invoices for that Client's location.

The screenshot shows the Nexsure web application interface. At the top, there is a navigation menu with options like HOME, HELP, SETUP, and LOGOUT. Below that, there are tabs for CLIENT PROFILE, OPPORTUNITIES, MARKETING, POLICIES, CLAIMS, SERVICING, ATTACHMENTS, ACTIONS, TRANSACTIONS, DELIVERY, and T-LOG. The main content area displays the Transaction Summary for a client named Sue B. RelatedOne. The interface includes a search bar, a dropdown for Select View (set to Invoice Summary), and a dropdown for Select Client. A table of invoices is displayed with the following data:

Details	Effective Date	Date Booked	Status	Type	Transaction Id	Invoice ID	Master Invoice ID	Policy Number	Description	Bill Method	Amount	Remove
	1/19/2005	1/19/2005	Unposted	Invoice(CB)	-	133	(124)	PW01234567	Package	Agency Bill	\$40,458.00	
	1/19/2005	1/19/2005	Unposted	Invoice(CB)	-	125	(131)	PW01234567	Package	Agency Bill	\$80,915.99	
<b>Total:</b>											<b>\$121,373.99</b>	

15. Click the **Details** icon of one invoice; Invoice header will display the master client info along with the location that is being billed for this invoice.

---


**Note:** If an agent makes changes to a policy level assignment it will affect list bill. List bill assignment comes from the client level.

---

## Installment Billing

Installment billing is used when spreading a premium over a number of payments.

### To Invoice using Installment Billing

1. Select the Client to be invoiced.
2. On the Client menu, click the **policies** link.
3. Click the **Details**  icon for the appropriate policy.
4. Click the **transactions** tab at the policy level.
5. Click **Add Master Invoice** link.
6. Click check boxes for premium, fees and/or taxes to default in from the policy info tab, click **OK**.
7. Using the links in the Quick Navigation panel, or the scroll bar, complete the following screens:

#### Edit Invoice Header

- a. Verify the *Bill Method, Bill Type, Department and Unit*.
- b. The *Effective Date* defaults to the *Effective Date* of the policy.
- c. *Date Booked* defaults to effective date of policy or invoice creation date based on whichever one is later.
- d. Enter the *Down Payment Amount*.
- e. Enter *Down Payment Date Due*.
- f. Chose the **Payment Plan** from the drop-down box.

---

**Note:** The down payment is not included in the number of installments.

---

**Annual:** Due date of 1st installment is based off date entered in 1st Installment Effective Date field. Subsequent installments billed in 1 year increments up to the specified number of installments.

---

**Note:** If client is paying in full, (no down payment), click [**Add New Invoice**] link and bill as full pay.

---

**Semi Annual:** Due date of 1st installment is based off date entered in 1st Installment Effective Date field. Subsequent installments are billed in 6 month increments up to the specified number of installments..

**Quarterly:** Due date of 1st installment is based off date entered in 1st Installment Effective Date field. Subsequent installments are billed in 3-month increments up to the specified number of installments.

**Monthly:** Due date of 1st installment is based off date entered in 1st Installment Effective Date field. Subsequent installments are billed in 1-month increments up to the specified number of installments.

**Weekly:** Due date of 1st installment is based off date entered in 1st Installment Effective Date field. Subsequent installments are billed in 1-week increments up to the specified number of installments.

**Same Date:** Due date of 1st installment is based off date entered in 1st Installment Effective Date field. Subsequent installments are billed on the same date as the 1st Installment up to the specified number of installments.

- g. Enter the *Number of Installments*.
- h. Enter the *1st Installment Effective Date*. (All subsequent installment default from this date).
- i. Enter the number of *Days until Past Due*.

- j. Enter the # of Print Days Before Effective Date.

This field is used to calculate the date when the installment will automatically post and makes the invoice available to print in batch.

EX: 1st installment effective date is 7/20/2004

Print date field entered is the number 15

Installment will post on 7/5/2004 and be available for batch printing on that date

If zero used in this field, each installment will post from the date in the effective date field in their scheduled month.

To suspend the posting of an invoice the User should leave this field blank to avoid Nexsure automatically posting the installment.

---

**Note:** If the month is locked or closed, the invoice will post in the current month.

---

- k. Choose *fee, tax & rounding options* from the drop-down boxes.
- l. Input *Unique Invoice* message – this will print out on the invoice.
- m. Input *Internal Note*.
- n. Click **OK**.

**Change Bill To**

This information is pulled from the Client but can be changed by clicking the Change Bill To link.

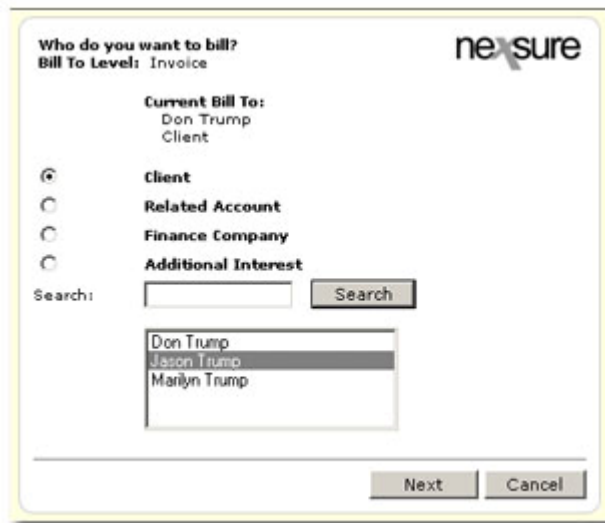
**To Change Bill To Information**

1. In the Quick Navigation panel, select **Bill To**.
2. Click **Change Bill To**. The Bill To pop up appears with the Client option selected with all named insureds displayed.

---

**Tip:** If a long list of named insureds is displayed, enter a name in the search field and click Search.

---




3. Select the entity and named insured to bill.
4. Click **Next**.


5. Select the location and contact name from the drop-down lists and click **Next**.
6. The new Bill To information is displayed, click **OK** to confirm the change.


**Policy Header** - Displays the Policy Header Information.

**Base Forms** - Displays base forms for the policy.

**LOB Forms** - Displays all Lines of Business forms on the policy.

**Premiums** - Changes can be made to the existing premium by clicking on the **Details**  icon. A new premium can be added by clicking the **add new premium** link.

**Fees** - Changes can be made to existing fees by clicking on the **Details**  icon. A new fee can be added by clicking the **add new fee** link.

**Taxes** - Changes can be made to existing taxes by clicking on the **Details**  icon. A new tax can be added by clicking the **add new tax link**.

**Agency Commission** - If a default commissions exist for the Carrier it will automatically default in.

**Other Commissions**

Changes can be made to Agency commissions by clicking on the **Details**  icon.

A new agency commission can be added by clicking the **add new agency commission** link:

- **Commission On:** Fee selected
  - Fee option will be available only if fee was flagged as branch commissionable (this has not changed)
  - Defaults to Policy/All LOBs once Fee is selected

- **Level/LOB:** Select appropriate line of business
- **Select Fee:** Fee selection permits the application of fee-specific commission rates. Fees subject to commission do not need to have the same rate applied and can have a differentiating commission rate/rate type applied.


---

**Note:** Only fees which are subject to commission will be available.

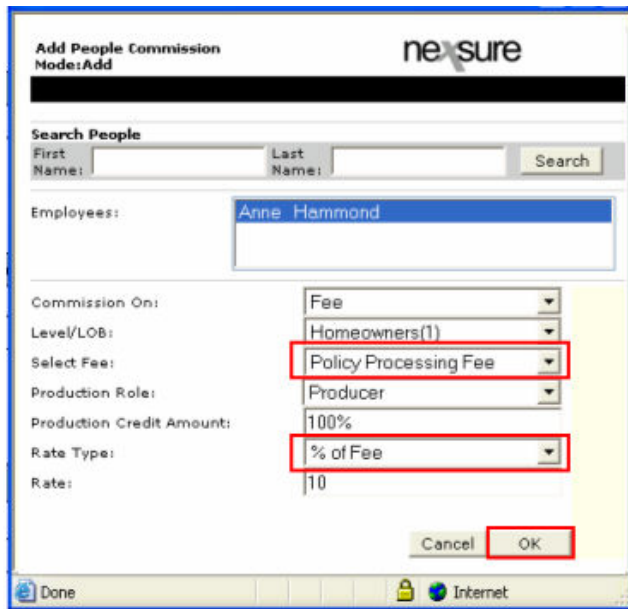
---

- **Rate Type / Rate:** Enter rate information.
- Click **OK**.

**Other Commissions** - If a default commissions exist for the Employee it will automatically default in.

Changes can be made to Employee commissions by clicking on the **Details**  icon.

A new employee commission can be added by clicking the **add new other commission** link:



- Select the Employee from the Employees box or use search People option.
- Select the Commission On from the drop-down box.
- **Select Fee:** Fee selection permits the application of fee-specific commission rates. Fees subject to commission do not need to have the same rate applied and can have a differentiating commission rate/rate type applied.

---

**Note:** Only fees which are subject to commission will be available.

---

- Select the Production Role and Production credit amount from the drop-down boxes
- The Production Role and Production credit amount fields are used to designate the role and percent of business this employee brought into the Agency on this policy.
- Select the Rate Type from the drop-down box

- Key in the appropriate rate, Nexsure will calculate the commission based on the rate type chosen.
  - Click **OK**.
8. Click the **Installment plan** link in the Quick Navigation. A new installment schedule will be generated, click **OK**.

The screenshot shows the 'Installment Schedule' section of the software. At the top, there is a summary box with the following information:

- Policy Premium Total: \$6,000.00
- Agency Commission: \$900.00
- Total Fees: \$0.00
- Fees-Agency Commission: \$0.00
- Total Taxes: \$0.00

Below this summary is a row of buttons: Cancel, Remove Policy, Abort, and Create Invoices. To the right is a 'Quick Navigation' sidebar with the following links:

- Invoice Header
- Bill To
- Policy Header
- Invoice Premiums
- Invoice Non-Premiums
- Invoice Commissions
- Installment Plan**
- Invoice Detail
- Invoice Posting

The main 'Installment Schedule' table is as follows:

Details	Bill To	Installment ID	Installment Date	Print Date	Past Due Date	Description	Amount
		2613-D	7/15/2004	7/5/2004	7/25/2004	Down Payment	\$2,000.00
		2613-1	8/15/2004	8/5/2004	8/25/2004	Installment #1	\$1,000.00
		2613-2	11/15/2004	11/5/2004	11/25/2004	Installment #2	\$1,000.00
		2613-3	2/15/2005	2/5/2005	2/25/2005	Installment #3	\$1,000.00
		2613-4	5/15/2005	5/5/2005	5/25/2005	Installment #4	\$1,000.00

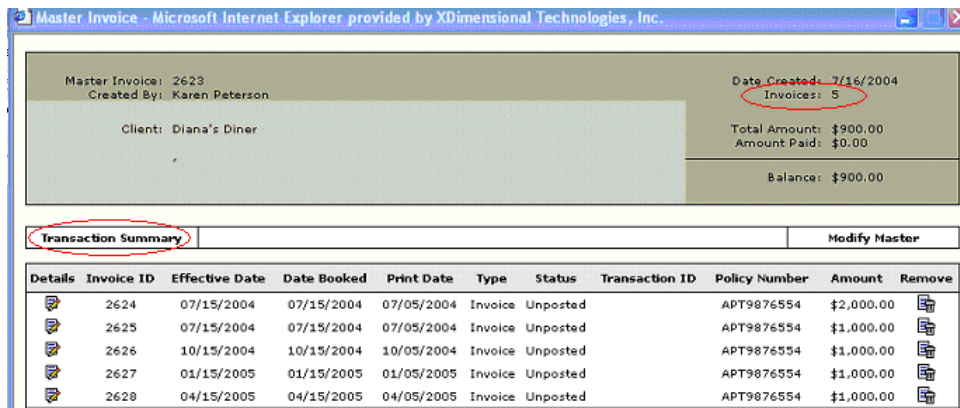
9. The installment schedule is based on the information in the Invoice header.
- The amount of an installment can be changed by clicking on the **Details** icon. Change the amount and click **Update**. Click **cancel** to close the popup, click on **Installment Plan** in the Quick Navigation to revise the existing Installment schedule.
  - An installment may be billed to another entity. See **Change Bill To**.  
This information is pulled from the policy but can be changed by clicking the Change Bill To link.
    - Select the new Bill To entity.
    - If Finance Company, Additional Interest or Retail Agent is selected, the appropriate entities will be displayed. Enter at least 2 characters to narrow search results.
    - Once you have selected an entity click next. Select the Name, Location and Contact from the drop-down boxes.
    - Click next.
    - A popup box will confirm the change, click **OK** to complete.
    - A Bill To Log will display the date and time changed, the prior bill to entity and the user who made the change.
  - The Installment ID includes the installment number followed by its description letter or number.
  - The Installment date, print date, past due date and description default from the information in the Invoice Header.
    - Verify the Bill Method, Bill Type, Department and Unit.
    - The Effective Date defaults to the Effective Date of the policy.
    - Date book defaults to effective date of policy or invoice creation date based on whichever one is later.
    - Enter the down payment amount.
    - Enter down payment due date.
    - Chose the payment plan from the drop-down box.
    - Enter the Number of Installments.

- h. Enter the 1st Installment Effective Date.
- i. All subsequent installment default from this date.
- j. Enter the number of Days until Past Due.
- k. Enter the number of Print Days Before the Effective Date
  - i. This field is used to calculate the date when the installment will automatically post and makes the invoice available to print in batch. EX: 1st installment effective date is 7/20/2004.
  - ii. Print date field entered is the number 15.
  - iii. Installment will post on 7/5/2004 and be available for batch printing on that date.
  - iv. If zero used in this field each installments will post from the date in the effective date field in their scheduled month.
- V. To suspend the posting of an invoice the User should leave this field blank to avoid Nexsure automatically posting the installment.

**Note:** If the month is locked or closed, the invoice will post in the current month.

- l. Choose fee, tax & rounding options from the drop-down boxes.
  - m. Input Unique Invoice message – this will print out on the invoice.
  - n. Input Internal Note.
  - o. Click **OK**.
- The amount of each installment is based on the total premium, amount due of the down payment and number of installments.

10. Click the **Create Invoices** link.



- 11. Each installment will now have its own unique Invoice number. The total number of invoices will be reflected in the header.
- 12. Click the **Transaction Summary** to close the master invoice.

The screenshot shows the Nexsure web application interface. At the top, there is a navigation bar with links for HOME, HELP, SETUP, and LOGOUT. Below that, a menu contains CLIENT PROFILE, OPPORTUNITIES, MARKETING, POLICIES, CLAIMS, SERVING, ATTACHMENTS, ACTIONS, TRANSACTIONS, and DELIVERY. The client name is Diana's Diner, and the account type is Commercial Account. The 'transactions' tab is selected, showing an 'Invoice Summary' view. The table below lists several unposted invoices for 'Apartments' with a total amount of \$5,000.00.

Details	Effective Date	Date Booked	Status	Type	Transaction Id	Invoice ID	Master Invoice ID	Policy Number	Description	Bill Method	Amount	Remove
	7/15/2004	7/16/2004	Unposted	Invoice(CB)	-	(2623)	(2623)	APT9876554	Apartments	Direct Bill	\$0.00	--
	7/15/2004	7/15/2004	Unposted	Invoice(CB)	-	2624	(2623)	APT9876554	Apartments	Direct Bill	\$2,000.00	
	7/15/2004	7/15/2004	Unposted	Invoice(CB)	-	2625	(2623)	APT9876554	Apartments	Direct Bill	\$1,000.00	
	10/15/2004	10/15/2004	Unposted	Invoice(CB)	-	2626	(2623)	APT9876554	Apartments	Direct Bill	\$1,000.00	
	1/15/2005	1/15/2005	Unposted	Invoice(CB)	-	2627	(2623)	APT9876554	Apartments	Direct Bill	\$1,000.00	
	4/15/2005	4/15/2005	Unposted	Invoice(CB)	-	2628	(2623)	APT9876554	Apartments	Direct Bill	\$1,000.00	
<b>Total:</b>											<b>\$5,000.00</b>	

- The Transaction Summary view displays each installment number with the master invoice number stacked below. The master number is a link, clicking on the link will launch the entire installment plan for review and modification.
- Unposted invoices can be removed, security permitting, but posted invoices must be reversed.

## Splitting an Installment

Each Installments Invoice may be billed to more than one entity.

### To Split an Installment

- Click the **Details** icon of the client.
- Click the **POLICIES** link on the Client menu.
- Click the **Details** icon of the appropriate policy.
- Click the **transactions** tab.
- Click the **Details** icon of the unposted installment invoice to split.
- Click **edit invoice header**.
- Change the number of billings to the number of entities splitting the installment.



8. Click **OK**.
9. Click on the **compound billing schedule** link in the Quick Navigation. A new installment schedule will be generated, click **OK**.

Details	Bill To	Installment ID	Installation Date	Print Date	Past Due Date	Description	Amount
		2632-1	7/16/2004	7/6/2004	7/26/2004	Installment #1	\$500.00
		2632-2	7/16/2004	7/6/2004	7/26/2004	Installment #2	\$500.00

10. This installments invoice is now split between the number of billings, with all installments being billed to the entity shown in the header.
11. The Entity for each installment can be changed:
  - Click the **Bill To** icon
  - Chose **entity**
  - Click **next**
  - Select name, location & contact from the drop-down boxes
  - Click **next**
  - Click **OK** to confirm change
  - Close the installment schedule window by clicking the X in the upper right corner of the window.
12. The invoice will post on print date (or tonight, if date is in the past).
13. Each installments invoice will need to be split if the split applies to all.

## Delivery Option for Installment Invoicing

### To Deliver an installment invoice

1. From the Client menu, click the **policy** link.
2. Click the **Details**  icon for the appropriate policy.
3. Click the **transactions** tab.
4. Click the **Details**  icon of the posted installment to be delivered.
5. Under the invoice header, click **Print**.

---



**Note:** The invoice must be posted in order to deliver.

---

6. Select the Invoice Format from the drop-down list and select the invoice to print.
7. Click **OK**.
8. Click **Deliver**. The invoice must be in Adobe PDF format to deliver. Delivery can be sent via email or fax.
  1. Fill out the Delivery screen and click **Send**.
  2. Close the Delivery window.
  3. Delivery details can be viewed from the delivery link on the client menu.

## Endorsements and Installment Billing

Endorsements are processed normal through Servicing. The Endorsement does not need to be posted to make premium adjustments to any remaining unposted installments.

1. Click the **Details**  icon of the Client
2. On the Client menu, click **POLICIES**.
3. Click the **Details**  icon of the appropriate policy.
4. Click the **transactions** tab.
5. Click on the **Master Invoice ID** link of any installment.

Client Name: ABC Electric

Select View: Invoice Summary

Showing Page 1 of 1

Details	Effective Date	Date Booked	Status	Type	Transaction ID	Invoice ID Master Invoice ID	Policy Number	Description	Bill Method	Amount	Remove
	6/28/2004	7/19/2004	Unported	Invoice(CB)	-	(2728)	BA1234567	Commercial Auto	Agency Bill	\$0.00	--
	6/28/2004	6/28/2004	Posted	Invoice(CB)	-	2729 (2728)	BA1234567	Commercial Auto	Agency Bill	\$6,619.00	--
	7/28/2004	7/28/2004	Posted	Invoice(CB)	-	2730 (2728)	BA1234567	Commercial Auto	Agency Bill	\$3,149.00	--
	8/28/2004	8/28/2004	Posted	Invoice(CB)	-	2731 (2728)	BA1234567	Commercial Auto	Agency Bill	\$3,149.00	--
	9/28/2004	9/28/2004	Unported	Invoice(CB)	-	2732 (2728)	BA1234567	Commercial Auto	Agency Bill	\$3,149.00	
	10/28/2004	10/28/2004	Unported	Invoice(CB)	-	2733 (2728)	BA1234567	Commercial Auto	Agency Bill	\$3,149.00	
	11/28/2004	11/28/2004	Unported	Invoice(CB)	-	2734 (2728)	BA1234567	Commercial Auto	Agency Bill	\$3,149.00	
	12/28/2004	12/28/2004	Unported	Invoice(CB)	-	2735 (2728)	BA1234567	Commercial Auto	Agency Bill	\$3,149.00	
	1/28/2005	1/28/2005	Unported	Invoice(CB)	-	2736 (2728)	BA1234567	Commercial Auto	Agency Bill	\$3,149.00	
	2/28/2005	2/28/2005	Unported	Invoice(CB)	-	2737 (2728)	BA1234567	Commercial Auto	Agency Bill	\$3,149.00	
	3/28/2005	3/28/2005	Unported	Invoice(CB)	-	2738 (2728)	BA1234567	Commercial Auto	Agency Bill	\$3,149.00	
<b>Total:</b>										<b>\$34,968.98</b>	

- Click on **Modify Master** link.
- In the Modify Master box, select split. Leave the other options unchecked and click **OK**.

**Modify Master Invoice**

Modification Distribution

New

Split

---

Default from policy information?

Premium

Fees

Taxes

**Nexsure Tip**  
Information from policy such as premium, fees and taxes can default into the master invoice. Commissions as applicable will apply as well.

- Scroll to the **Premium** link and click on the **Details** icon.
- In the **Amount Due** field put in the additional or return premium (a return premium will need a "-" in front of the amount), generated by the endorsement.

10. Click **OK**.
11. Click on the **Installment Plan** link. The amount of the additional or return premium will be divided over the number of the original installments.

Details	Bill To	Installment ID	Installment Date	Print Date	Past Due Date	Description	Amount
		2728-1	7/28/2004	7/8/2004	8/7/2004	Installment #1	\$77.84
		2728-2	8/28/2004	8/8/2004	9/7/2004	Installment #2	\$77.77
		2728-3	9/28/2004	9/8/2004	10/8/2004	Installment #3	\$77.77
		2728-4	10/28/2004	10/8/2004	11/7/2004	Installment #4	\$77.77
		2728-5	11/28/2004	11/8/2004	12/8/2004	Installment #5	\$77.77
		2728-6	12/28/2004	12/8/2004	1/7/2005	Installment #6	\$77.77
		2728-7	1/28/2005	1/8/2005	2/7/2005	Installment #7	\$77.77
		2728-8	2/28/2005	2/8/2005	3/10/2005	Installment #8	\$77.77
		2728-9	3/28/2005	3/8/2005	4/7/2005	Installment #9	\$77.77

12. Click on the **Create Invoices** link. The amount of the additional or return premium will be divided over the remaining unposted installment invoices.
13. Click the **Transaction Summary** link.
14. The remaining unposted installment invoices will post according to their respective dates.

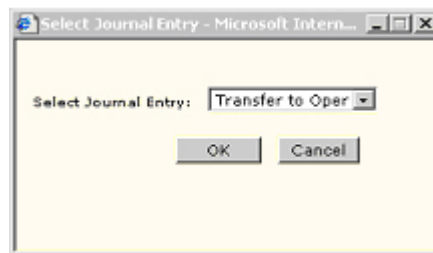
## Journal Entry

A Journal Entry is an entry made directly to specific general ledger accounts. Journal entries must balance before posting is allowed. If a particular entry is made on a consistent basis, it can be created as a “recurring” entry.

### To Add a New Journal Entry

1. On the Primary menu, click **ORGANIZATION**.
2. Select the **accounting** tab.
3. Select the **transactions** tab and click **journal entry**.
4. Click **Add New**, or click **Add Recurring**.

Recurring journal entries must have been previously created as “Recurring” to be available to add. If recurring journal entries have been created, they can be selected from the drop-down list.

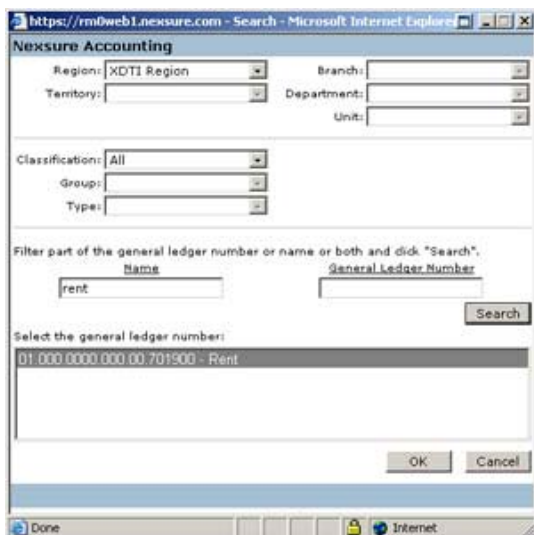


- **Journal Entry ID:** This number will be automatically assigned once the entry is made.
- **Posted:** Checkbox will populate once entry is posted.
- **Date Booked:** Displays the date entry was booked. Enter the date manually or click the calendar icon to select a date.
- **Date Created:** Displays the date entry was created.
- **Created By:** User that created the entry.

- **Recurring:** Select this option to save the journal entry so it may be easily selected next time it needs to be entered. This eliminates the need to enter all of the journal entry information each time it is entered. See "Recurring Journal Entries".

**Note:** If "Recurring" is selected, the "Post" option becomes unavailable as it will be determined when creating the recurrence schedule.

- **Set Properties:** This option becomes active once "Recurring" is selected.
  - **Frequency:** Displays the journal entry schedule.
  - **Start Date:** Displays the journal entry starting point.
  - **Expiration:** Displays the recurrence expiration.
  - **Auto Post:** If checked, the journal entry will post automatically at 12:40 AM. If unchecked, the entry will be created based on rules and will be available to post, edit or delete.
- **Reference:** (optional) Use this as a type of internal note.
  - **Description:** (optional) Add a description of the entry. It will be displayed on the Journal Entry Summary screen. The description will also populate the Description field in the General Journal Entry group below.
5. Select an **account number** by clicking the ellipsis button.



6. Use the drop-down lists or search fields to select the organization and general ledger account information and click **OK**.



7. Enter the amount of the **Debit/Credit**.
8. Click **Add Row** to enter the corresponding general ledger account and Debit/Credit amount, or click Add Allocation to apply an allocation template.
9. Click **Save**. You can then **Print**, **Post** or **Abort** the entry. Before you can post the entry, it must be in balance.

## Recurring Journal Entries

If a particular journal entry is made on a consistent basis, it can be created as a “recurring” entry. Recurring entries can be created on any recurring schedule needed. Recurring entries can also be scheduled to automatically post.

### To Create a Recurring Journal Entry

1. On the Primary menu, click **ORGANIZATION**.
2. Select the **accounting** tab.
3. Select the **transactions** tab and click **journal entry**.
4. Click **Add New**.

The screenshot shows a form for creating a journal entry. On the left side, the following fields are populated: Journal Entry ID: 1854; Posted: ; Date Booked: 09/22/2005 (with a calendar icon); Date Created: 9/22/2005 12:23:04 PM; Created By: Michael Massaro. On the right side, the Recurring checkbox is checked and labeled [Set Properties]. Below it are fields for Frequency, Start Date, Expiration, Auto Post (unchecked), Reference (empty text box), and Description (empty text box).

- **Journal Entry ID:** This number will be automatically assigned once the entry is made.
  - **Posted:** Checkbox will populate once entry is posted.
  - **Date Booked:** Displays the date entry was booked. Enter the date manually or click the calendar icon to select a date.
  - **Date Created:** Displays the date entry was created.
  - **Created By:** User that created the entry.
5. Select the **Recurring** option.
  6. Click **Set Properties**.

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**Note:** If not selected, previous recurring journal entries will apply and the entry will be available through [Add Recurring] on the Journal Entry screen.

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7. Select the Recurring Schedule:

<p><b>Daily</b></p> <hr/> <p>Recurrence Schedule: <input checked="" type="radio"/> Daily      Every <input type="text"/> days</p> <p><input type="radio"/> Weekly</p> <p><input type="radio"/> Monthly</p> <p><input type="radio"/> Yearly</p> <hr/> <p>Recurrence Schedule: <input checked="" type="radio"/> Daily      Every <input type="text"/> days</p> <p><input type="radio"/> Weekly</p> <p><input type="radio"/> Monthly</p> <p><input type="radio"/> Yearly</p> <hr/> <p><b>Daily Recurrence Schedule</b></p> <ul style="list-style-type: none"> <li>• Every number of days will create journal entry on that number of days</li> <li>• Every weekday will create journal entry Monday to Friday</li> </ul> <p><b>Recurrence Range</b></p> <ul style="list-style-type: none"> <li>• Start date – defaults from Journal Entry screen and determines the first occurrence</li> <li>• Continuous – journal entry will be created until end is defined</li> <li>• Continue for number of occurrences – journal entry will be created for set number of occurrences.             <ul style="list-style-type: none"> <li>• End by specific date – journal entry will be created until date is reached.                 <ul style="list-style-type: none"> <li>• If end by date = the prescribed occurrence of a journal entry, the entry will be created. For example, end by date = July 21, 2006 the journal entry will occur on July 21. If end by date = July 23, 2006 then the last journal entry will also occur on July 21 since July 23 is not a weekday.</li> </ul> </li> </ul> </li> </ul> <p><b>Automatically Post</b></p> <ul style="list-style-type: none"> <li>• If checked, journal entry will post during a night process automatically (12:40 AM).</li> <li>• If unchecked, journal entry will be created but will not post.</li> </ul>	<p><b>Monthly</b></p> <hr/> <p>Recurrence Schedule: <input type="radio"/> Daily      Day <input type="text"/> of every <input type="text"/> month(s)</p> <p><input type="radio"/> Weekly</p> <p><input checked="" type="radio"/> Monthly</p> <p><input type="radio"/> Yearly</p> <hr/> <p>Recurrence Schedule: <input type="radio"/> Daily      Day <input type="text"/> of every <input type="text"/> month(s)</p> <p><input type="radio"/> Weekly</p> <p><input checked="" type="radio"/> Monthly</p> <p><input type="radio"/> Yearly</p> <hr/> <p><b>Monthly Recurrence Schedule</b></p> <ul style="list-style-type: none"> <li>• Day ## of every # month(s) – specific date the number of months designated.             <ul style="list-style-type: none"> <li>• Example – Day 15 of every 1 month will create the journal entry on the 15th of each month beginning in August.</li> <li>• Example – Day 15 of every 3 months will create the journal entry on the 15th of every 3rd month. In this example, with 7/21/2005 as start date, the first entry will be August with subsequent entries occurring in November, February 2006, May 2006, August 2006 and so on.</li> <li>• To effect a different month, “Start” could be changed to later month to begin the series in that month.</li> </ul> </li> </ul> <p><b>Recurrence Range</b></p> <ul style="list-style-type: none"> <li>• Start date – defaults from Journal Entry screen and determines the first occurrence</li> <li>• Continuous – journal entry will be created until end is defined</li> <li>• Continue for number of occurrences – journal entry will be created for set number of occurrences.</li> <li>• End by specific date – journal entry will be created until date is reached.</li> </ul> <p><b>Automatically Post</b></p> <ul style="list-style-type: none"> <li>• If checked, journal entry will post during a night process automatically (12:40 AM).</li> <li>• If unchecked, journal entry will be created but will not post.</li> </ul>
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<p><b>Weekly</b></p> <hr/> <p>Recurrence Schedule: <input type="radio"/> Daily <input checked="" type="radio"/> Every <input type="text" value="1"/> Week(s) on</p> <p><input checked="" type="radio"/> Weekly <input type="checkbox"/> Monday <input type="checkbox"/> Friday</p> <p><input type="radio"/> Monthly <input type="checkbox"/> Tuesday <input type="checkbox"/> Saturday</p> <p><input type="radio"/> Yearly <input type="checkbox"/> Wednesday <input type="checkbox"/> Sunday</p> <p><input type="checkbox"/> Thursday</p> <hr/> <p>Recurrence Schedule: <input type="radio"/> Daily <input checked="" type="radio"/> Every <input type="text" value="1"/> Week(s) on</p> <p><input checked="" type="radio"/> Weekly <input type="checkbox"/> Monday <input type="checkbox"/> Friday</p> <p><input type="radio"/> Monthly <input type="checkbox"/> Tuesday <input type="checkbox"/> Saturday</p> <p><input type="radio"/> Yearly <input type="checkbox"/> Wednesday <input type="checkbox"/> Sunday</p> <p><input type="checkbox"/> Thursday</p>	<p><b>Yearly</b></p> <hr/> <p>Recurrence Schedule: <input type="radio"/> Daily <input checked="" type="radio"/> Occurs <input type="text" value="1"/> </p> <p><input type="radio"/> Weekly</p> <p><input type="radio"/> Monthly</p> <p><input checked="" type="radio"/> Yearly</p> <hr/> <p>Recurrence Schedule: <input type="radio"/> Daily <input checked="" type="radio"/> Occurs <input type="text" value="1"/> </p> <p><input type="radio"/> Weekly</p> <p><input type="radio"/> Monthly</p> <p><input checked="" type="radio"/> Yearly</p>
<p><b>Weekly Recurrence Schedule</b></p> <ul style="list-style-type: none"> <li>• Every # of week(s) on a specific day (or days) will create journal entry on that day every designated number of weeks.</li> <li>• Example – every 1 week on Tuesday will create the journal entry every Tuesday</li> <li>• Example – every 2 weeks on Tuesday will create the journal entry every other Tuesday</li> </ul>	<p><b>Yearly Recurrence Schedule</b></p> <ul style="list-style-type: none"> <li>• Only option is “Occurs” with the specific day designated.</li> </ul> <p><b>Recurrence Range</b></p> <ul style="list-style-type: none"> <li>• Start date – defaults from Journal Entry screen and determines the first occurrence</li> <li>• Defaults from “Date Booked” but may be changed based on rules for using “Date Booked” in a journal entry.</li> </ul> <p>Today’s date is the default.</p> <p><b>Date may not be in a closed or locked period</b></p> <ul style="list-style-type: none"> <li>• Continuous – journal entry will be created until end is defined</li> <li>• Continue for number of occurrences – journal entry will be created for set number of occurrences.</li> <li>• End by specific date – journal entry will be created until date is reached.</li> </ul> <p><b>Automatically Post</b></p> <ul style="list-style-type: none"> <li>• If checked, journal entry will post during a night process automatically (12:40 AM).</li> <li>• If unchecked, journal entry will be created but will not post.</li> </ul>
<p><b>Recurrence Range</b></p> <ul style="list-style-type: none"> <li>• Start date – defaults from Journal Entry screen and determines the first occurrence</li> <li>• Continuous – journal entry will be created until end is defined</li> <li>• Continue for number of occurrences – journal entry will be created for set number of occurrences.</li> <li>• Example – 24 occurrences will result in 24 weeks of Tuesday journal entry</li> <li>• End by specific date – journal entry will be created until date is reached.</li> </ul> <p><b>Automatically Post</b></p> <ul style="list-style-type: none"> <li>• If checked, journal entry will post during a night process automatically(12:40 AM).</li> <li>• If unchecked, journal entry will be created but will not post.</li> </ul>	

8. Click **OK**.

Journal Entry ID: 1945  
 Posted:   
 Date Booked: 10/03/2005  
 Date Created: 10/3/2005 10:35:33 AM  
 Created By: Michael Massaro

Recurring:  [Set Properties]  
 Frequency: Yearly  
 Start Date: 10/4/2005  
 Expiration: Continuous  
 Auto Post:   
 Reference: Yearly Transfer  
 Description: Annual Stock Transfer

Transaction Summary    Print    Post    Abort    Save    Add Allocation    Add Row

Nexsure Accounting  
 General Journal Entry

Account Number	Description	Debit	Credit	Remove
00.000.0000.000.00.354400 - Capital Stock	Annual Stock Transfer		100,000.00	
00.000.0000.000.00.801110 - Corporate Accounting	Annual Stock Transfer	100,000.00		
Totals:		100,000.00	100,000.00	
Out of Balance:		0.00	0.00	

- **Journal Entry Summary:** Saves the entry and returns to Journal Entry transaction list view. Recurring entries must be in balance, clicking Transaction Summary while not in balance will prompt a message notifying you to balance the journal entry.
  - **Print:** Prints journal entry line items.
- 
- Note:** Post is not available for a recurring entry.
- 
- **Abort:** Deletes the entry.
  - **Save:** Saves the entry, remaining in the journal entry screen.
  - **Add Allocation:** Displays available allocations for entry, see Using Allocations.
  - **Add Row:** Adds general ledger line items.

card file    regions    territories    branches    departments    locations    employees    **accounting**    vendors

summary    setup    invoicing setup    general ledger    bank accounts    **transactions**    batch summary

transaction summary    **journal entry**    disbursements    receive payments    deposit    accounts payable    reconciliation    invoices

Filter: [Show] [Add New] [Add Recurring]

Details	Reference	Journal Entry ID	Description	Created By	Date Created	Date Booked	Posted	Recurring	Auto Post	Remove
	Yearly Transfer	1945	Annual Stock Transfer	Michael Massaro	10/03/2005	10/03/2005	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

invoices    reconciliation    accounts payable    deposit    receive payments    disbursements    **journal entry**    transaction summary

**Note:** In the example above, items cannot be selected since they are recurring journal entries and are not posted. Only Journal Entries created from recurring journal entries that are unposted or single journal entries created and unposted can be selected for the **Post Selected** process.

## Using Allocations

Organizations with multiple branches, departments and possible units may have a policy of dividing expenses during the course of an accounting transaction based on the organizational structure. Creating a general ledger allocation plan provides a template for easily dividing expenses within the organization. Allocation plans can be created for accounts payable and journal entries. Before using an allocation template it must be created first, see Allocation Plan Setup.

### Accounts Payable Allocations

#### To Use Allocations with Accounts Payable

1. On the Primary menu, click **ORGANIZATION**. Select the Org level where your bank accounts are located, for example - **Territories**.
2. Select the **accounting** tab.
3. Select the **transactions** tab and click **accounts payable**.
4. Click **Add New**. The Entity Search dialog appears.
5. Search for the Entity to pay.

**Note:** If the entity has an alternate payment address, it can be selected from the **Select Address** drop-down list.

6. Click **OK**.

Accounts Payable ID: 524  
 Posted:   
 Processed:   
 Date Booked: 9/9/2005  
 Date Due: 9/9/2005  
 Date Created: 9/9/2005 10:41:39 AM  
 Created By: Anne Hammond

Payee: Mareta Realty and Accounting  
 22845 Northside Drive  
 Atlanta, GA 30314

Recurring:  [Set Properties]  
 Frequency:  
 Start Date:  
 Expiration:  
 Auto Post:   
 Reference: Advertising-Corp  
 Description: Advertising-Corp

Transaction Summary | Print | Post | Abort | Save | **Add Allocation** | Add Row

Nexsure Accounting  
**Accounts Payable Entry**

Account Number	Description	Debit	Credit	Remove
25.001.0000.000.00.220000 Accounts Payable	Advertising-Corp		3,200.00	

7. Enter the accounts payable information as covered in the accounts payable topic.
8. Click Add Allocation. An allocation plan must have been previously created to activate this link.

**Add GL Allocation**

GL Allocation Name: Advertising distribution-Personal Lines

GL Account Number:  ...

Description: Advertising for Personal Lines

Type: Debit

Amount: 3,200.00

OK Cancel

- **GL Allocation Name** - Select the allocation plan from the drop-down list. The Entity where the transaction is created must be part of the allocation plan to be available.
  - **Description** - defaults from allocation plan.
  - **Type** - Select debit or credit for fill in to accounts payable item.
  - **Amount** - defaults from the first AP entry but can be changed. If the amount is changed, additional rows or allocation must be entered to balance.
9. Click the GL Account Number ellipsis.

**Nexsure Accounting**

Classification: Expense

Group: All

Type:

Filter part of the general ledger number or name or both and click "Search".

Name: Corp

General Ledger Number:

Search

Select the general ledger number:

25.001.0000.000.00.801110 - Corporate Accounting

25.001.0000.000.00.802010 - Corporate Education

OK Cancel

- **Classification** - classification availability depends on the allocation plan's Type.
    - A Balance Sheet Type will display: Classification Asset, Liability and Equity
    - An Income & Expense Type will display: Classification Income, Expense, Under Ops Income and Under Ops Expense
  - **Group** - selection is dependent upon the classification selected.
  - **Type** - selection is dependent upon the classification selected.
  - Enter a partial name or GL account number and click **Search**.
10. Select the general ledger number and click **OK**.

11. Click **OK** to close the Add GL Allocation pop up.

Accounts Payable ID: 524  
 Posted:   
 Processed:   
 Date Booked: 9/9/2005  
 Date Due: 9/9/2005  
 Date Created: 9/9/2005 10:41:39 AM  
 Created By: Anne Hammond

Payee: Mareta Realty and Accounting  
 22045 Northside Drive  
 Atlanta, GA 30314

Recurring:  [Set Properties]  
 Frequency:  
 Start Date:  
 Expiration:  
 Auto Post:   
 Reference: Advertising-Corp  
 Description: Advertising-Corp

Transaction Summary | Print | Post | Abort | Save | Add Allocation | Add Row

Nexsure Accounting  
 Accounts Payable Entry

Account Number	Description	Debit	Credit	Remove
25.001.0000.000.00.220000 Accounts Payable	Advertising-Corp		3,200.00	
25.001.0001.002.00.801110 Corporate Accounting	Advertising-Corp	1,493.44	0.00	
25.002.0001.002.00.801110 Corporate Accounting	Advertising-Corp	1,706.56	0.00	
25.001.0000.000.00.110992 Intra-Office Primary Offset	Advertising-Corp	1,706.56	0.00	
25.002.0000.000.00.220992 Intra-Office Secondary Off	Advertising-Corp	0.00	1,706.56	
		4,906.56	4,906.56	
		0.00	0.00	

Note that additional entries occur because of intra-office activity. If no intra-office activity existed, the entries would have been expense only and excluded the 2 intra-office offset entries.

The allocation in this example divided items evenly across 2 organizational levels. Intra-territory angle creates additional entries to keep the books in balance.

Processing the disbursement for the accounts payable item in this example will:

- Credit bank \$3,200.00 (Territory 001)
- Debit accounts payable \$3,200.00 (Territory 001)
- No additional entries via disbursement (accounts payable processing) need to occur to Territory 002
- Territory 002 may eventually repay territory 10, crediting the bank and debiting Intra-Office Secondary Offset.
- Territory 001 receipts repayment, debiting undeposited funds and crediting Intra-Office Primary Offset.

## Journal Entry Allocations

### To Use Allocations with Journal Entries

1. On the Primary menu, click **ORGANIZATION**. Select the Org level where your bank accounts are located, for example - **Territories**.
2. Select the **accounting** tab.
3. Select the **transactions** tab and click **journal entry**.
4. Click **Add New**.

Journal Entry ID: 1680  
 Posted:   
 Date Booked: 09/09/2005  
 Date Created: 9/9/2005 5:47:35 PM  
 Created By: Anne Hammond

Recurring:  [Set Properties]  
 Frequency:  
 Start Date:  
 Expiration:  
 Auto Post:   
 Reference: Record Adv Expense  
 Description: Record Adv Expense

Transaction Summary | Print | Post | Abort | Save | **Add Allocation** | Add Row

Nexsure Accounting  
 General Journal Entry

Account Number	Description	Debit	Credit	Remove
25.001.0000.000.00.801110 - Corporate Accounting	Record Adv Expense		3,200.00	

**Note:** The first General Journal Entry line must be completed with a general ledger number and debit or credit value before Add Allocation can be used.

5. Enter the journal entry information as covered in Journal Entry, and click **Add Allocation**.

**Add GL Allocation** nexsure

GL Allocation Name: Advertising distribution-Personal Lines

GL Account Number:  ...

Description: Advertising for Personal Lines

Type: Debit

Amount: 3,200.00

OK Cancel

- **GL Allocation Name** - Select the allocation plan from the drop-down list. The Entity where the transaction is created must be part of the allocation plan to be available.
- **Description** - defaults from allocation plan.
- **Type** - Select debit or credit for fill in to accounts payable item.
- **Amount** - defaults from the first AP entry but can be changed. If the amount is changed, additional rows or allocation must be entered to balance.

- **Classification** - classification availability depends on the allocation plan's Type.
  - A Balance Sheet Type will display: Classification Asset, Liability and Equity
  - An Income & Expense Type will display: Classification Income, Expense, Under Ops Income and Under Ops Expense
- **Group** - selection is dependent upon the classification selected.
- **Type** - selection is dependent upon the classification selected.
- Enter a partial name or GL account number and click **Search**.
- Select the general ledger number and click **OK**.
- Click **OK** to close the Add GL Allocation pop up.

Journal Entry ID: 1680  
 Posted:   
 Date Booked: 09/09/2005  
 Date Created: 9/9/2005 5:47:35 PM  
 Created By: Anne Hammond

Recurring:  [Set Properties]  
 Frequency:  
 Start Date:  
 Expiration:  
 Auto Post:   
 Reference: Record Adv Expense  
 Description: Record Adv Expense

Transaction Summary    Print    Post    Abort    Save    Add Allocation    Add Row

Nexsure Accounting  
 General Journal Entry

Account Number	Description	Debit	Credit	Remove
25.001.0000.000.00.801110 Corporate Accounting	Record Adv Expense	0.00	3,200.00	
25.001.0001.002.00.801110 Corporate Accounting	Record Adv Expense	1,493.44	0.00	
25.002.0001.002.00.801110 Corporate Accounting	Record Adv Expense	1,706.56	0.00	
25.001.0000.000.00.110992 Intra-Office Primary Offset	Record Adv Expense	1,706.56	0.00	
25.002.0000.000.00.220992 Intra-Office Secondary Off	Record Adv Expense	0.00	1,706.56	
Totals:		4,906.56	4,906.56	
Def Balance:		0.00	0.00	

Note that additional entries occur because of intra-office activity. If no intra-office activity existed, the entries would have been expense only and excluded the 2 intra-office offset entries.

**Note:** Process for journal entry is different from Accounts Payable in that a determination must be made for the initial line item with subsequent offsets. In this example, corporate accounting for the territory level has been credited the entire amount with the gl allocation providing subsequent allocation for the same general ledger number. It could be the first line is bank interest or bank service charges with allocation created to distribute to other levels.



Disbursement ID: 1768		Entity Type: Client	
Posted: <input type="checkbox"/>	Payee: Max Towers Automotive	AR Balance: \$112,041.42	
Cleared: <input type="checkbox"/>	Bank Name: Bank of America		
Date Booked: 6/1/2005	Bank Account #: 546487988		
	GL Account: 02.001.0000.000.00.100500 Operating Account		
Date Created: 6/1/2005	Balance: \$2,133,632.06		
Created By: Pamela Stein	Disbursement Amount: \$0.00		
	Estimated Balance: \$2,133,632.06		
	Check #:		
	Description:		

---

<b>Disbursement Summary</b>	Pay All Selected	Print	Post	Abort	Save	Add Rows
-----------------------------	------------------	-------	------	-------	------	----------

Transactions									
[Select All] [Deselect All]									
Select	Details	Date	Invoice Number	Policy Number	Bill Type	Description	Balance	Credit Assigned	Revised Balance
<input type="checkbox"/>		4/14/2005	14935	2nd Territory	Endorsement		(\$5,000.00)	\$0.00	(\$5,000.00)
<input type="checkbox"/>		4/12/2005	14834	2nd Territory	Term Policy		\$40,000.00	\$0.00	\$40,000.00
This Page Total:							\$35,000.00	\$0.00	\$35,000.00
All Pages Total:							\$35,000.00	\$0.00	\$35,000.00

12. Select the invoice to disburse by marking the checkbox and click **Pay All Selected**.
13. Click **Post**. You will be prompted to confirm the post, click **OK**. The posted and printed from the Disbursement Summary screen.

---

**Note:** You must **Post** a disbursement before you can **Print** it.

---

# Posting a Zero Disbursement

A zero disbursement can be done to clear open items on a client's account.

Scenario: Client is invoiced for full payment of new business BOP policy. Full payment of BOP policy received on client's account, (unapplied to invoice resulting) in a residual amount.

Endorsement processed on BOP policy resulting in a return premium. Client is invoiced for full payment of new business Auto policy. Payment received on client's account, (unapplied to invoice) resulting in a residual amount. (Amount received was Auto premium minus return premium from BOP endorsement). The disbursement process can be used to clear open items for the client in one transaction process.

## Client Level Invoice Summary View

The screenshot shows the 'transaction summary' for 'Smoke Signals' with the view set to 'Invoice Summary'. It displays a table of three invoices with a total amount of \$9,075.00.

Details	Effective Date	Date Booked	Status	Type	Transaction Id	InvoiceID Master Invoice ID	Policy Number	Description	Bill Method	Amount	Remove
	7/1/2004	7/29/2004	Posted	Invoice	-	4173	BOP984534	BOP	Agency Bill	\$6,500.00	--
	7/10/2004	7/29/2004	Posted	Invoice	-	4174	BOP984534	BOP	Agency Bill	(\$625.00)	--
	7/10/2004	7/29/2004	Posted	Invoice	-	4187	BAS678243	Commercial Auto	Agency Bill	\$3,200.00	--
<b>Total:</b>										<b>\$9,075.00</b>	

## Client Level Unassigned Payments View

The screenshot shows the 'transaction summary' for 'Smoke Signals' with the view set to 'Unassigned Payments'. It displays a table of two payment receipts with a total amount of \$9,075.00.

Details	Effective Date	Date Booked	Status	Type	Transaction Id	Invoice Id	Policy Number	Description	Bill Method	Amount	Remove
	7/29/2004	-	-	Payment Receipt	113	-	-	payment in full/BOP policy		\$9,500.00	--
	7/29/2004	-	-	Payment Receipt	116	-	-	partial pay/auto policy		\$2,575.00	--
<b>Total:</b>										<b>\$9,075.00</b>	


## Receive Payment Tab Summary View

**Note:** Amount received on clients account displays as a Residual amount in receive payments tab summary view.

The screenshot shows the Nexsure web application interface. The top navigation bar includes 'HOME | HELP | SETUP | LOGOUT' and 'Bookmarks: Expand | Add | Remove'. Below this, there are links for 'ORGANIZATION PROFILE | ALL EMPLOYEES | ALL LOCATIONS' and 'Organization Name: XDTI--Training1'. The main content area is titled 'organization' and shows a breadcrumb trail: 'XDTI--Training1 >> Karen Region >> Karen Territory'. A 'Previous Page' link is visible. The 'accounting' tab is selected, and the 'transactions' sub-tab is active. A table of transactions is displayed with the following data:

Details	Payee	Reference	Payment ID	Description	Amount	Residual	Created By	Date Created	Posted	Printed	Remove
	Smoke Signals	324	140	partial pay/auto policy	2,575.00	2,575.00	Karen Peterson	7/29/2004	<input checked="" type="checkbox"/>	<input type="checkbox"/>	**
	Smoke Signals	7463	130	payment in full/BOP policy	6,500.00	6,500.00	Karen Peterson	7/29/2004	<input checked="" type="checkbox"/>	<input type="checkbox"/>	**

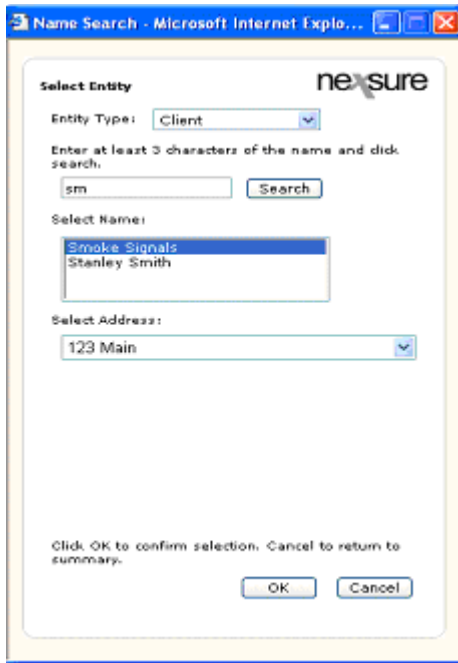
## To Process a Zero Disbursement

1. On the Primary Menu, click **ORGANIZATION**.
2. Click the **Territory** tab.
3. Click the **Details**  icon of the appropriate territory.
4. Click the **Accounting** tab.
5. Click the **Transaction** tab.
6. Click the **Disbursements** tab.
7. Select appropriate bank account from the drop-down list.
8. Click [[Add New Disbursement](#)] link.

The screenshot shows the Nexsure web application interface. The top navigation bar includes 'HOME | HELP | SETUP | LOGOUT' and 'Bookmarks: Expand | Add | Remove'. Below this, there are links for 'ORGANIZATION PROFILE | ALL EMPLOYEES | ALL LOCATIONS' and 'Organization Name: XDTI--Training1'. The main content area is titled 'organization' and shows a breadcrumb trail: 'XDTI--Training1 >> Karen Region >> Karen Territory'. A 'Previous Page' link is visible. The 'accounting' tab is selected, and the 'disbursements' sub-tab is active. The 'Add New Disbursement' link is circled in red. The form includes a 'Select Bank Account' dropdown menu with 'Bank of America 3408065534 Trust Account' selected. Below the dropdown, there is a message: 'There are no results for this search criteria.'

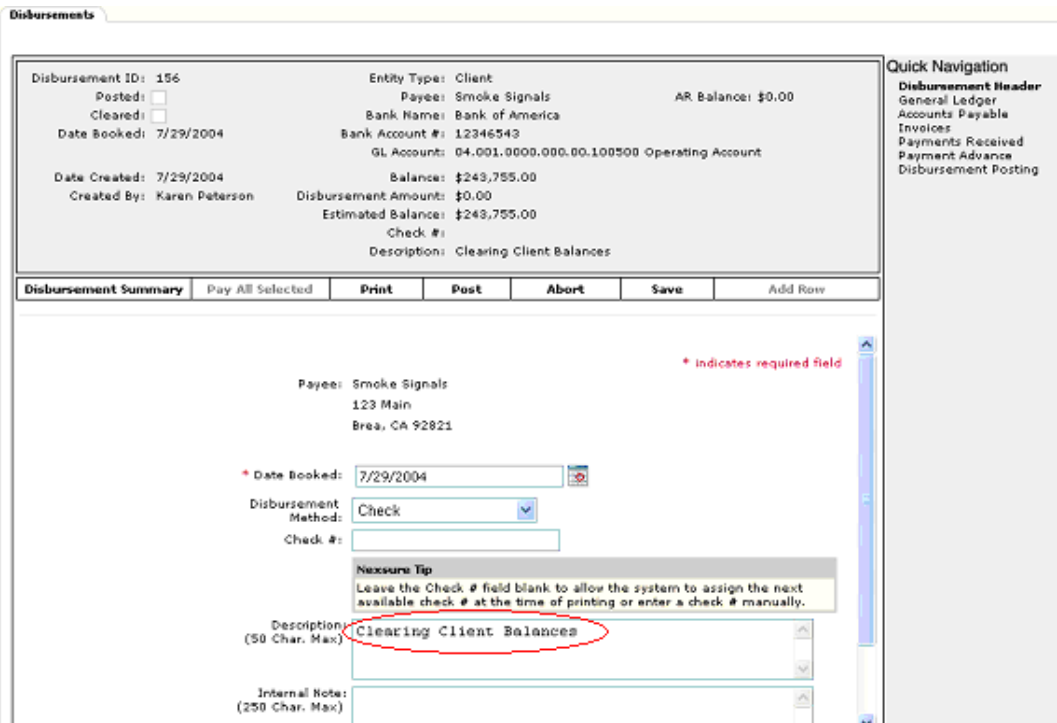
9. Select **Client** as entity type from the drop-down list.
10. Enter at least 2 characters of the name of the client you wish to disburse to and click **Search**.

11. Select the client in the search results and click **OK**.



12. Complete disbursement header as appropriate and enter description.

**Note:** To avoid a check number from being assigned, the Disbursement Method should be set to EFT.



13. Click on the **Invoices** link in Quick Navigation.
14. Select all applicable invoices to pull into the disbursement.

Transactions									
[Select All] [Deselect All]									
Select	Details	Date	Invoice Number	Policy Number	Bill Type	Description	Balance	Credit Assigned	Revised Balance
<input checked="" type="checkbox"/>		7/29/2004	4174	8OP984534	Endorsement		(\$625.00)	\$0.00	(\$625.00)
<input checked="" type="checkbox"/>		7/29/2004	4187	8A5678243	Term Policy		\$3,200.00	\$0.00	\$3,200.00
<input checked="" type="checkbox"/>		7/29/2004	4171	8OP984534	Term Policy		\$6,500.00	\$0.00	\$6,500.00
This Page Total:							\$9,075.00	\$0.00	\$9,075.00
All Pages Total:							\$9,075.00	\$0.00	\$9,075.00

**Scenario:**

- Invoice # 4171 full pay BOP policy.
- Invoice # 4174 return premium - BOP endorsement.
- Invoice # 4187 full pay Auto policy.

15. Click **Pay All Selected** link under disbursement header.

**Note:** Selected items are calculated into the disbursement when the Revised Balance column is zero and the Credit Assigned column shows an amount. The **Details** icon can be used to assign partial credit to an invoice.

Disbursement ID: 156		Entity Type: Client	
Posted: <input type="checkbox"/>	Payee: Smoke Signals	AR Balance: \$0.00	
Cleared: <input type="checkbox"/>	Bank Name: Bank of America		
Date Booked: 7/29/2004	Bank Account #: 12346543		
	GL Account: 04.001.0000.000.00.100500 Operating Account		
Date Created: 7/29/2004	Balance: \$243,755.00		
Created By: Karen Peterson	Disbursement Amount: \$0.00		
	Estimated Balance: \$243,755.00		
	Check #:		
	Description: Clearing Client Balances		
Disbursement Summary	<b>Pay All Selected</b>	Print	Post
		Abort	Save
			Add Row

16. Click on **Payments Received** link in Quick Navigation.
17. Select applicable payments received on clients account to pull into the disbursement.
18. Click the **Save** link under Disbursement header to activate **Pay All Selected** link.

Disbursement ID: 156		Entity Type: Client	
Posted: <input type="checkbox"/>	Payee: Smoke Signals	AR Balance: \$0.00	
Cleared: <input type="checkbox"/>	Bank Name: Bank of America		
Date Booked: 7/29/2004	Bank Account #: 12346543		
	GL Account: 04.001.0000.000.00.100500 Operating Account		
Date Created: 7/29/2004	Balance: \$243,755.00		
Created By: Karen Peterson	Disbursement Amount: (\$9,075.00)		
	Estimated Balance: \$252,830.00		
	Check #:		
	Description: Clearing Client Balances		
Disbursement Summary	Pay All Selected	Print	Post
		Abort	<b>Save</b>
			Add Row

19. Click **Pay All Selected** link under disbursement header.

Disbursements

Disbursement ID: 156	Entity Type: Client	AR Balance: \$0.00
Posted: <input type="checkbox"/>	Payee: Smoke Signals	
Cleared: <input type="checkbox"/>	Bank Name: Bank of America	
Date Booked: 7/29/2004	Bank Account #: 12346543	
	GL Account: 04.001.0000.000.00.100500 Operating Account	
Date Created: 7/29/2004	Balance: \$243,755.00	
Created By: Karen Peterson	Disbursement Amount: (\$9,075.00)	
	Estimated Balance: \$252,830.00	
	Check #:	
	Description: Clearing Client Balances	

Disbursement Summary	<b>Pay All Selected</b>	Print	Post	Abort	Save	Add Row
----------------------	-------------------------	-------	------	-------	------	---------

**Note:** Selected items are calculated into the disbursement when the Balance column is zero and the Return Amount column shows an amount. The **Details** icon can be used to apply a partial amount of a receipt into the overall disbursement.

20. Click **Save** link under disbursement header.

**Note:** Notice Disbursement header is updated and reflects a \$0.00 disbursement amount.

Disbursements

Disbursement ID: 156	Entity Type: Client	AR Balance: \$0.00
Posted: <input type="checkbox"/>	Payee: Smoke Signals	
Cleared: <input type="checkbox"/>	Bank Name: Bank of America	
Date Booked: 7/29/2004	Bank Account #: 12346543	
	GL Account: 04.001.0000.000.00.100500 Operating Account	
Date Created: 7/29/2004	Balance: \$243,755.00	
Created By: Karen Peterson	<b>Disbursement Amount: \$0.00</b>	
	Estimated Balance: \$243,755.00	
	Check #:	
	Description: Clearing Client Balances	

Disbursement Summary	Pay All Selected	Print	Post	Abort	Save	Add Row
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21. Click **Post** link

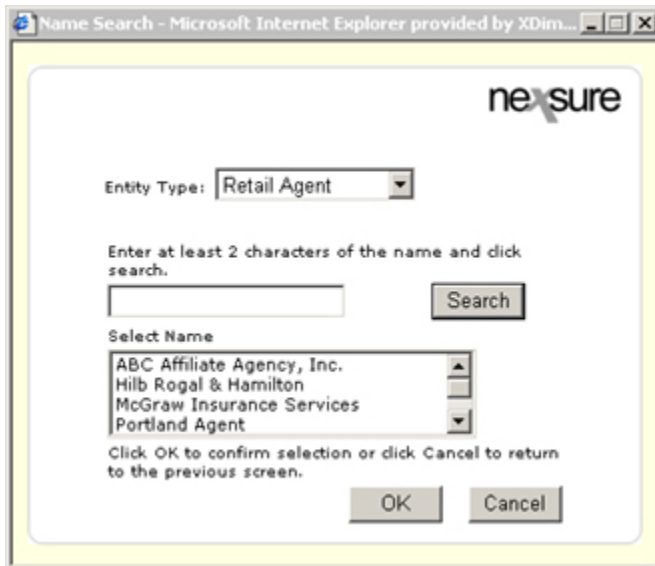
22. Click **OK** to post zero disbursement. Disbursement summary view shows zero amount posted.

# Receive Payments

Use the Receive Payment tab to post received payments to the general ledger. They will then be available for deposit.

## To Receive a Payment

1. On the Primary Menu, click **ORGANIZATION**.
2. Select the **territories** tab and select the appropriate **Details**  icon for the territory that will be receiving a payment.
3. Select the **accounting** tab.
4. Select the **transactions** tab and click **receive payments**.
5. Click **Add New**.



6. Select the **Entity Type** (the default is Client) and search for the entity name.
7. Select the entity name and click **OK**.

**Payments Received**

Payment ID: 103	Entity Type: Client
Posted: <input type="checkbox"/>	Name: Maryn Tovers
Processed:	3rd Party Type:
Date Booked: 6/1/2005	Payment Type: Check
Date Created: 6/1/2005	Payment Amount: \$300.00
Created By: Mike Massaro	Allocated: \$0.00
Reference #: 1750	Balance: \$300.00
Description:	

**Payment Header**  
 General Ledger  
 Account Payable  
 Invoices  
 Receive Payment Details  
 Receive Payment Posting

**Payment Summary**    Pay All Selected    **Print**    **Post**    **Abort**    **Save**    Add Row

\* indicates required field

Payee: Maryn Tovers  
 33256 Chapman Parkway  
 Brea, CA 92821

Date Booked:

Payment Type:

Reference #:

\*Payment Amount:

Description:

- Enter the **Date Booked** (current date is default).
  - If the payment is a **3rd Party Type**, select the checkbox.
  - Select the **Payment Type** from the drop-down list.
  - Enter a **Reference** number. If payment is by check, enter the check number.
  - Enter the **Payment Amount**.
  - Enter a **Description** (optional).
8. Click **Save**.
  9. Select the **Invoices** link. All invoices for the selected client in the selected territory will be displayed.

**Payments Received**

Payment ID: 103	Entity Type: Client
Posted: <input type="checkbox"/>	Name: Maryn Towers
Processed:	3rd Party Type:
Date Booked: 6/1/2005	Payment Type: Check
Date Created: 6/1/2005	Payment Amount: \$300.00
Created By: Mike Massaro	Allocated: \$0.00
Reference #: 1750	Balance: \$300.00
Description:	

Showing page 1 of 9 | 1 | Display: 7 (Default)

Select	Details	Date	Installment#	Policy Number	Bill Type	Description	Balance	Credit Assigned	Revised Balance
<input checked="" type="checkbox"/>		1/28/2005	1207	Policy 2005	Term Policy	Term Policy	\$300.00	\$0.00	\$300.00
<input type="checkbox"/>		1/28/2005	1207	Policy 2005	Term Policy	Term Policy	\$1,300.00	\$0.00	\$1,300.00
<input type="checkbox"/>		1/28/2005	1207	Policy 2005	Term Policy	Term Policy	\$800.00	\$0.00	\$800.00
<input type="checkbox"/>		1/28/2005	1207	Policy 2005	Term Policy	Term Policy	\$75.00	\$0.00	\$75.00
<input type="checkbox"/>		1/28/2005	1207	Policy 2005	Term Policy	Carrier	\$50.00	\$0.00	\$50.00
<input type="checkbox"/>		1/28/2005	1207	Policy 2005	Term Policy	Carrier Tax	\$1.50	\$0.00	\$1.50
<input type="checkbox"/>		1/28/2005	1214	Policy 2005	Term Policy	Term Policy	\$300.00	\$0.00	\$300.00
This Page Total:							\$2,826.50	\$0.00	\$2,826.50
All Pages Total:							\$72,712.00	\$0.00	\$72,712.00


10. Nexsure will automatically select the closest matching invoice based on payment and date. Click **Pay All Selected**.
11. Click **Post**. Once received payments are posted, they will be available on the **receipts** screen of the **deposit** tab.

## NSF / Receive Payment Reversal

If a client's receive payment has been returned to the agency after it was included in a deposit, you have to remove the money from the bank account and reverse the application of the receive payment to specific invoices. This process also allows for the creation of a charge back to the client for the returned payment. Charging a fee back for NSF is available ONLY for clients. NSF flag functionality is available for the following entities but is for information purposes only and will not create a fee:

- Employee
- Retail Agent
- Carrier
- Additional Interest
- Finance Company
- Tax Authority
- Vendor

## To reverse a receive payment

14. Locate the original receive payment and click the **Details**  icon.
15. Click **Reverse**.



**Reverse Payment** nexsure

The selected Receive Payment has been included in Deposit #426.

To reverse this receive payment select the reason and enter note up to 20 characters.  
Select Yes or No to create a charge and click on OK.  
Click Cancel to return to previous screen.

Reversal Reason:

Do you want to create a charge for this reversal?

Yes  No

Fee:

Amount:

GL Account:



16. In the Reverse Payment pop up, select NSF from the drop-down list. Enter a note in the Reversal Reason field (up to 20 characters).
17. Click **OK** to complete process.

---

**Note:** Both the reversing entry and the original entry will have "Reversal Reason" displayed.

---

18. Click **Payment Summary** to view the reversal on the receive payments tab:

Details	Payee	Reference Payment ID	Description	Amount	Residual	Created By	Date Created	Posted	Printed	Remove
	Oxford Band Rentals	1228/1227	GL pol premium	(\$7,500.00)	(\$7,500.00)	Mary Oberleitner	11/17/2005	<input checked="" type="checkbox"/>	<input type="checkbox"/>	**
	Oxford Band Rentals	1227/1228	GL pol premium	\$7,500.00	\$7,500.00	Mary Oberleitner	11/17/2005	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	**

The following actions should occur after completing the reversal of a deposited receive payment:

- Bank account will be credited for the amount of the reversed receive payment.
- Credit transactions will display in the bank account's accounting transactions tab.
- Client's transaction summary will reflect the reversal of all associated applications to invoices.

---

**Note:** To remove the amount from the bank account, you must add a negative Deposit picking up the reversed receipt by clicking the **Receipt** link on the deposit.

---

## Deposits

### To Make a Deposit

1. On the Primary Menu, click **ORGANIZATION**.
2. Click the **accounting** tab.
3. Click the **transactions** tab and select the **deposits** tab.
4. Select the bank account you wish to deposit to from the drop-down list.

Select Bank Account: Bank of America 11008

Page 1 of 2 Filters: [Hide] [Show] [Add New Deposit] [Close Window]

Details	Deposit ID	Description	Amount	Created By	Date Created	Posted	Cleared	Remove
	3		\$0.00	Rodney Gist	04/26/2003	<input type="checkbox"/>	<input type="checkbox"/>	
	28		\$0.00	Shawn Bullock	04/27/2003	<input type="checkbox"/>	<input type="checkbox"/>	
	34		\$0.00	Scott Simon	04/28/2003	<input type="checkbox"/>	<input type="checkbox"/>	

5. Click [[Add New Deposit](#)].

Deposit ID: 454	Bank Name: Bank of America
Posted: <input type="checkbox"/>	Bank Account #: 11008
Cleared: <input type="checkbox"/>	GL Account: 00.000.0000.000.00.100000 Trust Account
Date Booked:	Deposit Total: \$0.00
Date Created: 7/21/2003	Balance: \$402,893.03
Created By: Mike Massaro	Deposit Amount: \$0.00
	Estimated Balance: \$402,893.03
	Description:
	Difference: \$0.00

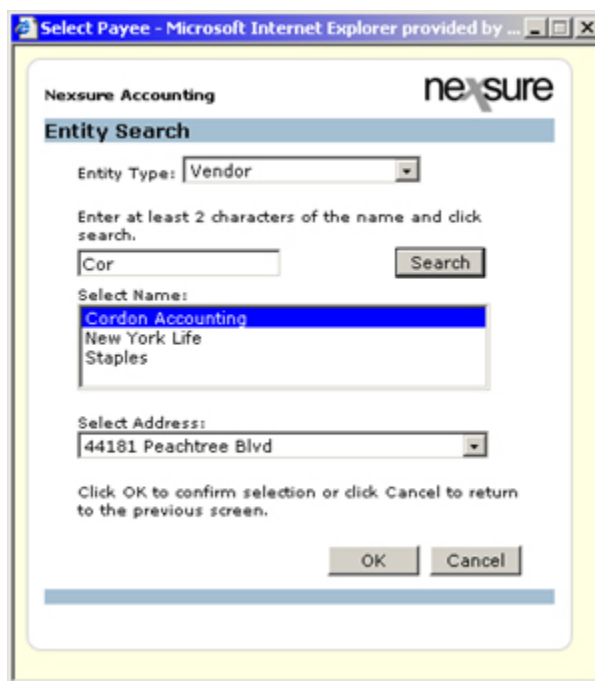
A deposit ID number will be assigned by Nexsure and be displayed in the deposit header. The deposit header also displays other general information such as the date created, who created the deposit and bank account information including balances.

6. Enter the **Date Booked** (current date is default).
7. Select the **Deposit Method**, such as EFT (electronic file transfer).
8. Enter the **Anticipated Total** dollar amount.
9. Enter a description and internal note (optional) to help identify the deposit.
10. In the Quick Navigation panel, click **Receipt**. This will show a list of existing received payments.
11. Select the payments you wish to deposit, or click **Select All**.
12. Click **Post** to post the deposit to the general ledger, or click **Abort** to cancel the deposit.

# Accounts Payable

## To Make an Accounts Payable Entry

1. On the Primary menu, click **ORGANIZATION**. Select the Org level where your bank accounts are located, for example - **Territories**.
2. Select the **accounting** tab.
3. Select the **Transactions** tab and click **accounts payable**.
4. Click **Add New**. The Entity Search dialog appears.



The screenshot shows a web browser window titled "Select Payee - Microsoft Internet Explorer provided by ...". The page displays the "Nexsure Accounting" logo and the "Entity Search" dialog. The dialog includes the following fields and options:

- Entity Type:** A dropdown menu set to "Vendor".
- Search Instructions:** "Enter at least 2 characters of the name and click search."
- Search Input:** A text box containing "Cor" and a "Search" button.
- Select Name:** A list box showing "Cordon Accounting" (highlighted in blue), "New York Life", and "Staples".
- Select Address:** A dropdown menu set to "44181 Peachtree Blvd".
- Instructions:** "Click OK to confirm selection or click Cancel to return to the previous screen."
- Buttons:** "OK" and "Cancel" buttons at the bottom.

5. Search for the Entity to pay.

---

**Note:** If the entity has an alternate payment address, it can be selected from the **Select Address** drop-down list.

---

6. Click **OK**.

Accounts Payable ID: \_\_\_\_\_ Payee: Cordon Accounting  
44181 Peachtree Blvd  
Peachtree City, GA 30269

Posted:  Processed:

Date Booked: 5/26/2004 Date Due: 6/1/2004

Date Created: 5/26/2004 10:50:47 AM Reference: \_\_\_\_\_  
Created By: Mike Mazzaro Description: Services

Accounts Payable Summary Print Post Abort Save Add Row

Nexsure Accounting  
Accounts Payable Entry

Account Number	Description	Debit	Credit	Remove
01.002.0000.000.00.220000 - Accounts Payable	Services		500.00	
01.002.0000.000.00.801110 - Corporate Accounting	Services	500.00		
Totals:		1,000.00	1,000.00	
Out of Balance:		0.00	0.00	

7. Enter the **Date Booked** (current date is default).
8. Enter payable **Date Due**.
9. Select **Recurring** to setup a recurring accounts payable.

---

**Note:** The recurring accounts payable option fully automates the accounts payable process. This topic covers the Recurring option, for more information see **Recurring Accounts Payable**.

---

10. Enter an internal **Reference** and **Description** for the payable transaction (optional).
11. In the **Debit** field, enter the amount owed, in the **Credit** field, enter the amount being paid.

---

**Note:** If you are making more than one payment to the same vendor, click **Add Row** to add another line item.

---

12. In the **Credit** field, enter the amount being paid. The difference (if any) will be displayed below.
13. Click **Save** to save the payable information, then click **Post** to return to the **Accounts Payable Summary**.
14. Click **Post** to post the payable information to the general ledger. The **Posted** check box will be selected. Once a disbursement has been made, the **Processed** checkbox will be selected as well.

## Accounts Payable Auto Processing


This process allows you to create a disbursement by selecting multiple accounts payable items and posting them all at once, bypassing the need to create a new disbursement for each item. All posted, unprocessed accounts payable entities can be selected for auto processing.

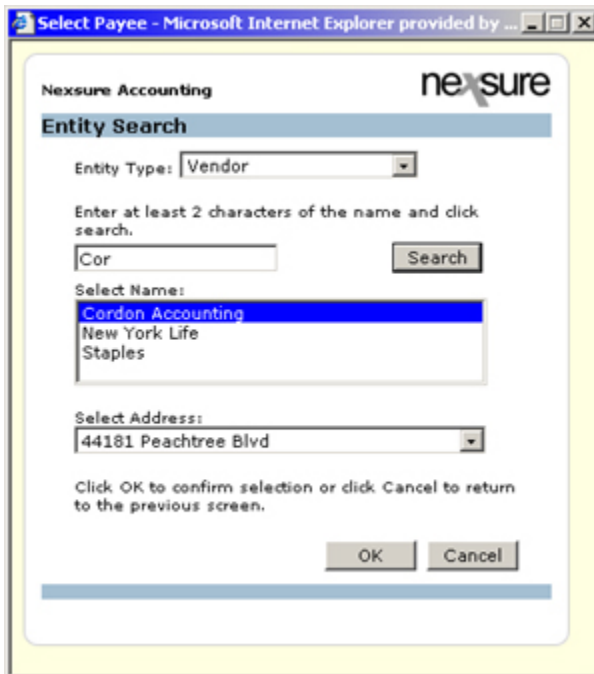
---

**Note:** Accounts payable items that anticipate a refund and require a receive payment entry cannot be selected for auto processing.

---

### To Auto-Process AP Items

1. On the Primary menu, click **ORGANIZATION**. Select the accounting territory by clicking the **Details**  icon.
2. Select the **accounting** tab.
3. Select the **Transactions** tab and click **accounts payable**.
4. Click **Add New**.



5. Search for the Entity to pay.

---

**Note:** If the entity has an alternate payment address, it can be selected from the **Select Address** drop-down list.

---

6. Click **OK**.

Accounts Payable ID: 654	Payee: Cordon Accounting 44181 Peachtree Blvd. Peachtree City, GA 30269
Posted: <input type="checkbox"/>	
Processed: <input type="checkbox"/>	
Date Booked: 10/3/2005	Recurring: <input type="checkbox"/> [Set Properties]
Date Due: 11/1/2005	Frequency:
Date Created: 10/3/2005 9:15:38 AM	Start Date:
Created By: Michael Massaro	Expiration:
	Auto Post: <input type="checkbox"/>
	Reference: <input type="text"/>
	Description: Services

Transaction Summary	Print	Post	Abort	Save	Add Allocation	Add Row
---------------------	-------	------	-------	------	----------------	---------

Nexsure Accounting  
Accounts Payable Entry

Account Number	Description	Debit	Credit	Remove
03.001.0000.000.00.220000 - Accounts Payable	Services		500.00	
03.001.0000.000.00.801110 - Corporate Accounting	Services	500.00		
<b>Totals:</b>		500.00	500.00	
<b>Out of Balance:</b>		0.00	0.00	

7. Enter the **Date Booked** (current date is default).
8. Enter payable **Date Due**.
9. Enter an internal **Reference** and **Description** for the payable transaction (optional).
10. Accounts Payable should be the credit amount that will be paid. Enter the amount owed in the **Credit** field. The difference will be displayed below.

---

**Note:** If you are making more than one payment to the same vendor, click **Add Row** to add another line item.

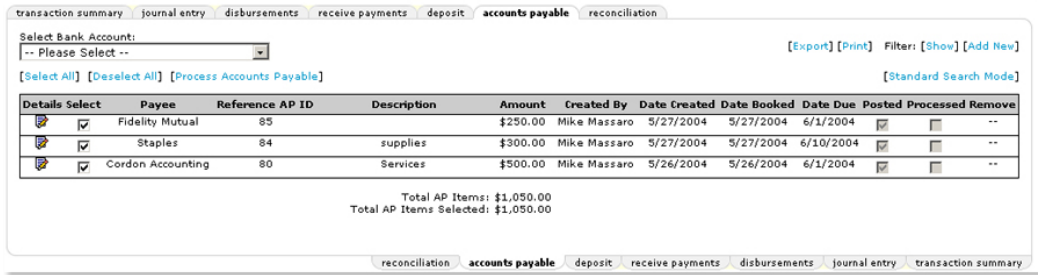
---

11. The 2nd line item will be the expense or offset detail related to the amount that is owed. Enter that amount into the **Debit** field. The difference, unless an additional row is needed, should be "0".
12. Click **Save** to save the payable information, then click **Post** to return to the **Accounts Payable Summary**.
13. Click **Auto Process Accounts Payable**. A list of the posted, unprocessed AP items will be displayed.

---

**Note:** Items creating a debit to accounts payable (expecting receive payment) will not be available for auto processing.

---



14. Select a bank account from the drop-down list.
15. Select AP items for auto processing by clicking in the **Select** box, or clicking the **Select All** link.
16. Click **Process Accounts Payable**. All selected AP items will be auto processed and will now appear on the **Disbursements** tab.







17. To print a check for an item in the disbursement list, click the **Details** icon and click the **Print** link.

# Reconciliation

Reconciliation posting clears existing income/receivable totals and/or payable totals. Reconciliation items must be posted by invoicing with offsets to the reconciliation clearing account as recorded with disbursement issuance or cash payments received.

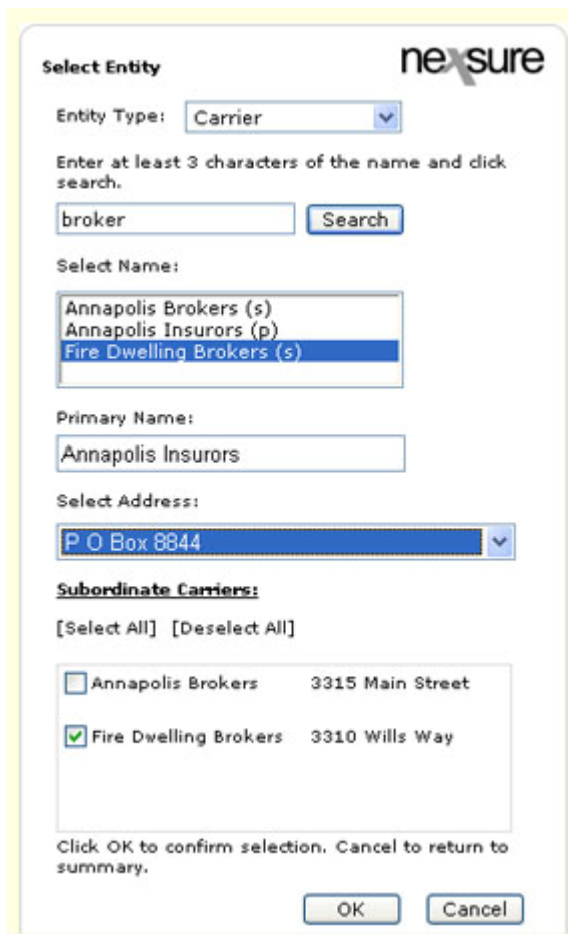
Showing page 1 of 2

Filters: [ Hide ] [ Show ] [ Add New Reconciliation ]

Details	Name	Ref #	Rec ID	Description	Amount	Created By	Date Created	Posted	Remove
	Forbes Insurance		1206		\$30,789.60	Rodney Gist	07/25/2003	<input checked="" type="checkbox"/>	--
	Rodney Gist		1205		\$1,539.48	Rodney Gist	07/25/2003	<input checked="" type="checkbox"/>	--
	Forbes Insurance		1193		\$79,082.30	Rodney Gist	07/25/2003	<input checked="" type="checkbox"/>	--
	Rodney Gist		1192		\$2,991.94	Rodney Gist	07/25/2003	<input checked="" type="checkbox"/>	--

## To Perform a Reconciliation

1. On the Primary menu, click **ORGANIZATION**.
2. Select the **territory** tab and select the territory you wish to reconcile.
3. Select the **accounting** tab.
4. Select the **transactions** tab and click **reconciliation**.
5. Click **Add New Reconciliation**.



**Select Entity** nexsure

Entity Type:

Enter at least 3 characters of the name and click search.

Select Name:

- Annapolis Brokers (s)
- Annapolis Insurors (p)
- Fire Dwelling Brokers (s)**

Primary Name:

Select Address:

**Subordinate Carriers:**

[Select All] [Deselect All]

- Annapolis Brokers 3315 Main Street
- Fire Dwelling Brokers 3310 Wills Way

Click OK to confirm selection. Cancel to return to summary.

6. Select an **Entity Type** from the drop-down list and search for the entity.

---

**Note:** If you select Carrier, you are given the option to select any subordinate carriers associated with a parent carrier. Subordinate carriers will be followed by an **(s)**. Note also that if you search for a subordinate carrier, the primary carrier will also be displayed followed by a **(p)**.

---

7. Click **OK**.
8. In the **Description** field, enter a description that identifies the reconciliation (such as March 05 commissions).
9. In the Quick Links list, click **Transactions**. By default, all agency billed posted invoices will be displayed.

---

**Note:** Each invoice is posted showing the individual LOBs for that policy. There may be multiple invoices with the same invoice ID, these are not duplicates, but different LOBs on a package policy.

---

10. If there are direct bill invoices that need to be included in the reconciliation, click **Show**, in the bill method drop-down list, select **Direct Bill** or **Both** and click **OK**.
11. Select the invoices to include in the reconciliation by clicking in the checkbox. If you are making a partial payment on an invoice, click the Details icon and enter the amount.
12. Click **Save**.
13. Click **Pay All Selected**.

---


**Important:** If you have more than one page (or screen) of invoices, clicking Pay All Selected will only pay the invoices that are displayed on the current page. If you selected invoices on other pages, navigate to each page and click Pay All Selected.

---

14. Click **OK**. Verify that the proper amount appears in the Paid column.
15. Click **Post**.

## Direct Bill Carrier Statement Entry

This process allows you to create and post invoices quickly from a Carriers Direct Bill Commission Statement, through Reconciliation, without having to access individual Clients. No invoicing is done at the Client's policy level but the Policy Info tab does need to be completed with all applicable information.

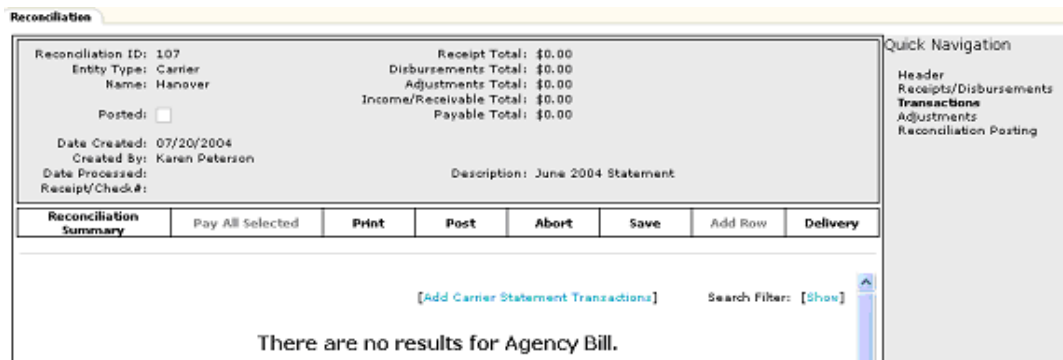
1. On the Primary menu, click **ORGANIZATION**.
2. Click the **Territory** tab.
3. Click the **Details**  icon of the appropriate territory.
4. Click the **Accounting** tab.
5. Click the **Transaction** tab.
6. Click the **Reconciliation** tab.
7. Click the **Add New Reconciliation** link.
8. Select **Carrier** in the entity type drop-down box
9. Search for the appropriate Carrier, select Subordinate Carriers if applicable, and click **OK**.
10. The date booked field will apply to all items added.
11. Enter a description.
12. In the Quick Navigation panel, click **Transactions**. By default, all posted agency billed invoices will be displayed.

---

**Tip:** Any existing invoices that need to be included in this reconciliation should be reconciled before entering the carrier statement.

---

13. Click the [[Add Carrier Statement Transactions](#)] link



The screenshot shows the 'Reconciliation' window. The top section displays summary information for Reconciliation ID: 107, Entity Type: Carrier, Name: Hanover, and Description: June 2004 Statement. It also shows financial totals: Receipt Total: \$0.00, Disbursements Total: \$0.00, Adjustments Total: \$0.00, Income/Receivable Total: \$0.00, and Payable Total: \$0.00. Below this is a 'Reconciliation Summary' table with buttons for 'Pay All Selected', 'Print', 'Post', 'Abort', 'Save', 'Add Row', and 'Delivery'. A search filter is visible with the text '[Add Carrier Statement Transactions]' and 'Search Filter: [Show]'. The main area of the window displays the message 'There are no results for Agency Bill.'

14. The Search filter will open and default the Bill Method to Direct Bill. The sort field and sort order can be used to match the search criteria to the Carrier's Statement. Click **Search**.

15. A list of Clients will be displayed. The Clients must have an In Force policy and premium information entered on the policy info tab.

Select	Details	Date	Item ID	Name	Policy Number	Amount	Paid	Balance	
<input type="checkbox"/>		7/19/2004	2836	Ricky & Lucy Ricardo	HO9876543	\$180.00	\$0.00	\$180.00	
<input type="checkbox"/>		7/19/2004	2838	Ricky & Lucy Ricardo	PA123456	\$330.00	\$0.00	\$330.00	
<input type="checkbox"/>		7/19/2004	2841	Fred and Ethel Mertz	PA567432	\$142.50	\$0.00	\$142.50	
<input type="checkbox"/>		7/20/2004	3112	The Tropicana Night Club	80P12342453	\$1,275.00	\$0.00	\$1,275.00	
						This Page Total:	\$1,927.50	\$0.00	\$1,927.50
						All Pages Total:	\$1,927.50	\$0.00	\$1,927.50

16. The information in the unposted invoice, pulled from the policy info tab, can be edited.

- Click on the "item id" hotlink to launch an unposted invoice into edit mode.
- The date booked will be the same for all entries and is designated at the reconciliation.
- Make the necessary changes to premiums, fees, and taxes. The Agency & people commission should adjust automatically. The Invoice will display at both the client and policy level but can only be edited from the unposted reconciliation.
- Click the Reconciliation link under the Invoice header to return to the reconciliation.

- Repeat steps 16a-d for all unposted invoices where the amount does not match the Carriers Statement.
17. Select the Clients, appearing on the Carrier statement, to create the Invoices for. Click the **Create Invoices** link under the Reconciliation header.

**Reconciliation**

Reconciliation ID: 107  
 Entry Type: Carrier  
 Name: Hanover  
 Posted:   
 Date Created: 07/20/2004  
 Created By: Karen Peterson  
 Date Processed:  
 Receipt/Check#:

Receipt Total: \$0.00  
 Disbursements Total: \$0.00  
 Adjustments Total: \$0.00  
 Income/Receivable Total: \$0.00  
 Payable Total: \$0.00

Description: June 2004 Statement

Quick Navigation  
 Header  
 Receipts/Disbursements  
 Transactions  
 Adjustments  
 Reconciliation Posting

Reconciliation Summary   **Create Invoices**   Print   Post   Abort   Save   Add Row   Delivery

Search Filter: [Show]

Select	Details	Date	Item ID	Name	Policy Number	Amount	Paid	Balance
<input checked="" type="checkbox"/>		7/19/2004	2838	Ricky & Lucy Ricardo	PA123456	\$330.00	\$0.00	\$330.00
<input checked="" type="checkbox"/>		7/19/2004	2841	Fred and Ethel Mertz	PA567432	\$142.50	\$0.00	\$142.50
<input checked="" type="checkbox"/>		7/20/2004	3112	The Tropicana Night Club	BOP12342453	\$1,275.00	\$0.00	\$1,275.00
<input checked="" type="checkbox"/>		7/25/2004	2836	Ricky & Lucy Ricardo	HO9876543	\$180.00	\$0.00	\$180.00
This Page Total:						\$1,927.50	\$0.00	\$1,927.50
All Pages Total:						\$1,927.50	\$0.00	\$1,927.50

18. To post the Invoices click the **Post Invoices** link under the reconciliation header.
19. Click **Pay All Selected**. To check your work against the carrier statement before posting, print Remittance Advice (see below).
20. Click **Post**.

## Making a Payment

- In the Quick Navigation panel, click **Receipts/Disbursements**.
- Click **Add New Disbursement**.
- Select the disbursement.
- Click **OK**.
- Click **Post**
- Click **Print Check**.


## Submitting Remittance Advice


- Once the reconciliation is completed and posted click the **print** link under the reconciliation header.
- Select **Remittance Advice** in the Print Selection drop-down box.
- Click **OK**.
- Click the **print** link in the adobe toolbar to print out the remittance advice to compare to the Carrier's statement.
- Click the Delivery link under the Reconciliation header to email or fax from Nexsure.


## Revising Commission During Reconciliation

This process will allow the adjustment of commissions to be made during the reconciliation process without reversing or re-billing invoices. Adjustments to commission can be made to both Direct and Agency billed invoices.

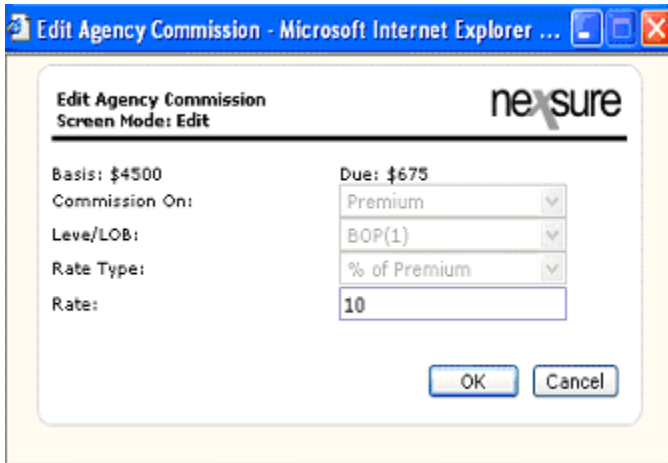
### To Revise a Commission

1. On the Primary menu, click **ORGANIZATION**.
2. Click the **Territory** tab.
3. Click the **Details**  icon of the appropriate territory.
4. Click the **Accounting** tab.
5. Click the **Transaction** tab.
6. Click the **Reconciliation** tab.
7. Click the **Add New Reconciliation** link.
8. Select Carrier in the entity type drop-down box
9. Search for the appropriate Carrier, select Subordinate Carriers if applicable, and click **OK** to display the reconciliation header screen for the select Carrier. The Date Booked will default to today's date.
10. Enter Description.
11. Click the **Transactions** link in Quick Navigation.
12. Transactions screen defaults to posted Agency Bill invoices; click the Search filter [Show] link and search by Agency bill, Direct bill or both to pull them into the reconciliation. (Use the other search criteria for a more refined search).
13. Click the **Item ID** hotlink to launch the posted invoice into edit mode.

Agency Bill									
[Select All] [Deselect All]									
Select	Details	Date	Item ID	Name	Policy Number	Amount	Paid	Balance	
<input type="checkbox"/>		7/20/2004	3204	54th Street Cafe	BOP98765	\$3,825.00	\$0.00	\$3,825.00	
						This Page Total:	\$3,825.00	\$0.00	\$3,825.00
						All Pages Total:	\$3,825.00	\$0.00	\$3,825.00

Direct Bill									
[Select All] [Deselect All]									
Select	Details	Date	Item ID	Name	Policy Number	Amount	Paid	Balance	
<input type="checkbox"/>		7/21/2004	3354	Peter Piper	HO876543	\$180.00	\$0.00	\$180.00	
						This Page Total:	\$180.00	\$0.00	\$180.00
						All Pages Total:	\$180.00	\$0.00	\$180.00

14. Click the **Details**  icon of the Agency Commission to enter the correct commission rate and click **OK**.



15. If Agency commission is based on a percent of the premium, it will automatically display a second line item with the difference and the amount due (credit or debit). If people commission is based on a percent of the Agency commission, it will adjust automatically. The people commission can also be adjusted by clicking on the **Details** icon. This will also generate a second line item based on the difference.

invoice receivables payables

Invoice ID: 00003204      Date Created: 7/20/2004  
 Created By: Karen Peterson      Effective Date: 7/20/2004  
 Bill Method: Agency Bill  
 Entry Method: Invoicing  
 Invoice Status: Posted  
 Invoice Amount: \$4,500.00  
 Amount Paid: \$0.00  
 Invoice Balance: \$4,500.00  
 Delivered: N/A

Bill To: 54th Street Cafe  
 Address: 123 Second  
 City: Brea  
 State: CA      Zip: 92821  
 Phone:

Reconciliation 125      Print      --      Post Adjustment

**Agency Commissions**      [\[Add New Agency Commission\]](#)

Details	Type	Level/Line of Business	Rate Type	Rate	Basis	Due	Remove
	Premium	BOP(1)	% of Premium	15	\$4,500.00	\$675.00	--
	Premium	BOP(1)	% of Premium	-5	\$4,500.00	(\$225.00)	
<b>Total Agency Commissions:</b>						<del>\$450.00</del>	

**Other Commissions**      [\[Add New Other Commission\]](#)

Details	Name	Role	Type	Level/Line of Business	Production	Rate Type	Rate	Basis	Due	Remove
	Karen Peterson	Producer	Premium	BOP(1)	100	% of Agency Commission	20	\$675.00	\$135.00	--
	Karen Peterson	Producer	Premium	BOP(1)	100	% of Agency Commission	20	(\$225.00)	(\$45.00)	--
<b>Total Other Commissions:</b>									<del>\$90.00</del>	

16. Click the **Post Adjustment** link to post the commission changes made to the invoice.
17. Click the **Reconciliation (ID)** link under the invoice header to return to the reconciliation.

Invoice receivables payables

Invoice ID: 00003204  
Created By: Karen Peterson

**Bill To: 54th Street Cafe**  
Address: 123 Second  
City: Brea  
State: CA Zip: 92821  
Phone:

Date Created: 7/20/2004  
Effective Date: 7/20/2004  
Bill Method: Agency Bill  
Entry Method: Invoicing  
Invoice Status: **Posted**  
Invoice Amount: \$4,500.00  
Amount Paid: \$0.00  
Invoice Balance: \$4,500.00  
Delivered: N/A

Quick Navigation

- Invoice Header
- Bill To
- Policy Header
- Invoice Premiums
- Invoice Non-Premiums
- Invoice Commissions**
- Invoice Detail
- Invoice Posting

Reconciliation 125
Print
--
Post Adjustment

**Agency Commissions** [Add New Agency Commission]

Details	Type	Level/Line of Business	Rate Type	Rate	Basis	Due	Remove
	Premium	BOP(1)	% of Premium	15	\$4,500.00	\$675.00	--
	Premium	BOP(1)	% of Premium	-5	\$4,500.00	(\$225.00)	
<b>Total Agency Commissions:</b>						<b>\$450.00</b>	

**Other Commissions** [Add New Other Commission]

Details	Name	Role	Type	Level/Line of Business	Production	Rate Type	Rate	Basis	Due	Remove
	Karen Peterson	Producer	Premium	BOP(1)	100	% of Agency Commission	20	\$675.00	\$135.00	--
	Karen Peterson	Producer	Premium	BOP(1)	100	% of Agency Commission	20	(\$225.00)	(\$45.00)	--
<b>Total Other Commissions:</b>									<b>\$90.00</b>	

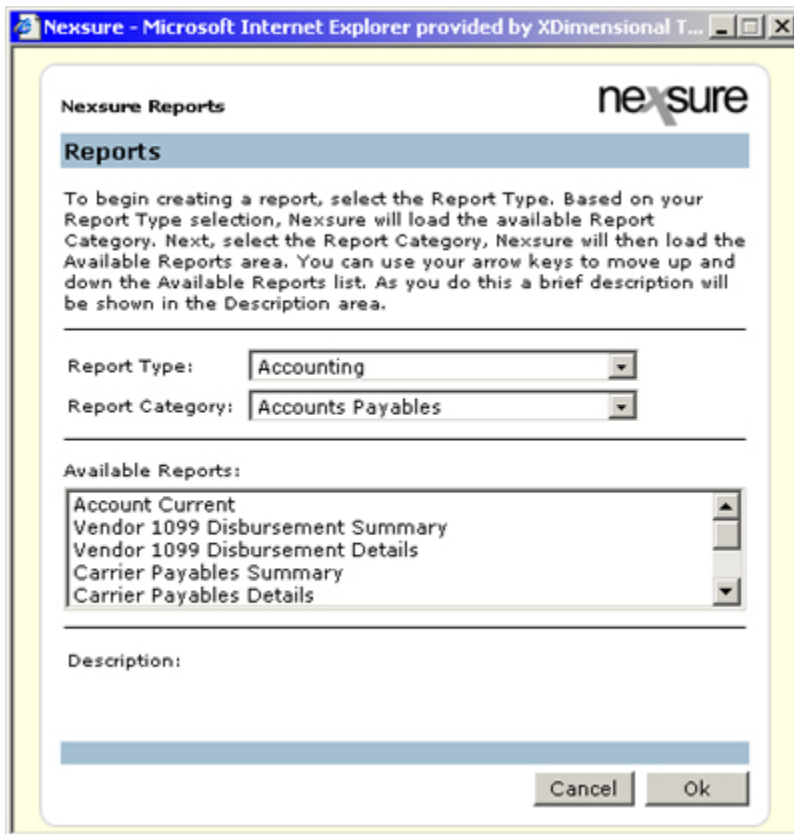
18. Repeat steps 14-18 for all invoices where the commission amount does not match the Carrier Statement.
19. Continue the Reconciliation process.
20. Once the reconciliation is completed and posted, click the **Print** link under the reconciliation header.
21. Select **Remittance Advice** in the Print Selection drop-down box.
22. Click **OK**.
23. Click the **Print** link in the Adobe toolbar to print out the remittance advice to compare to the Carrier's statement.
24. Click the Delivery link under the Reconciliation header to email or fax from Nexsure.

# Reports

Nexsure offers a comprehensive list of over 40 reports covering all areas of Nexsure. Nexsure also offers Ad Hoc reporting (Ad Hoc reporting must be purchased separately, contact your Nexsure sales rep. for details). Using the report criteria screens you can sort and select only the report criteria you need. After the results are displayed they can be saved or printed as a MS Word, Excel or Adobe Acrobat PDF file.

## To Access the Reports Screen

1. On the Primary menu, click **REPORTS**.
2. On the Report menu, click **Reports**.



Nexsure Reports

**Reports**

To begin creating a report, select the Report Type. Based on your Report Type selection, Nexsure will load the available Report Category. Next, select the Report Category, Nexsure will then load the Available Reports area. You can use your arrow keys to move up and down the Available Reports list. As you do this a brief description will be shown in the Description area.

Report Type: Accounting

Report Category: Accounts Payables

Available Reports:

- Account Current
- Vendor 1099 Disbursement Summary
- Vendor 1099 Disbursement Details
- Carrier Payables Summary
- Carrier Payables Details

Description:

Cancel Ok

3. Select a **Report Type** from the drop-down list.

### Report Types:

- Accounting
- Management
- Clients/Contacts
- Organization
- Marketing
- Opportunities

- Policies
  - Ad-Hoc
4. If an Accounting report is being generated, select a **Report Category**.

**Accounting Report Categories:**

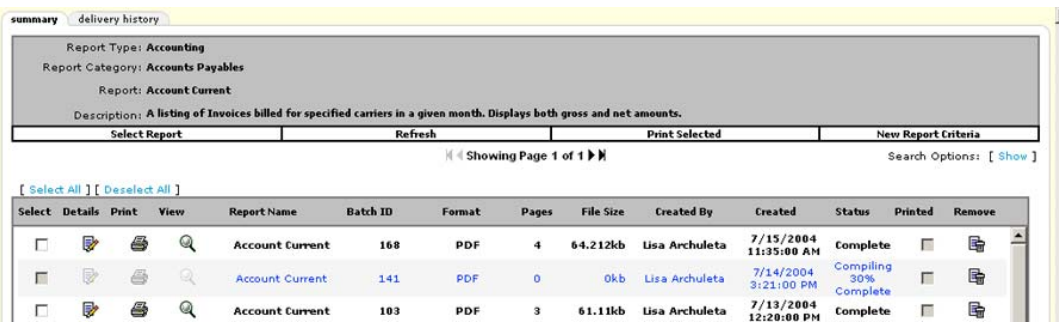
- Accounts Payable
  - Accounts Receivable
  - General Ledger
  - Production
  - Profitability
  - Reconciliation
  - Entities
5. Select a report from the Available Reports box.

---

**Note:** A description of each report will be displayed when it is selected.

---

6. Click **Ok**. The report summary screen is displayed.



7. All previous reports of that type and category will be displayed. Existing reports can be modified by selecting the report and clicking the New Report Criteria link. If this is the first time the report has been generated click New Report Criteria.
8. Enter the Organization Information.

---

**Note:** These fields cannot be populated directly. You must click the **Select** link to enter the organization information.

**Organization Information** [ [Select](#) ]

Region Name:  Department Name:

Territory Name:  Unit Name:


Branch Name:

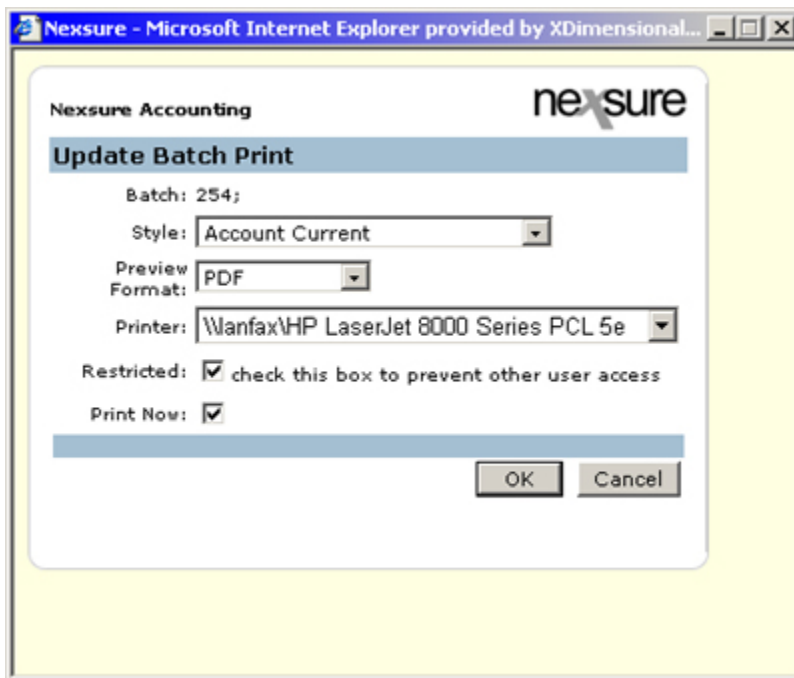
9. Click **Select**. The Nexsure Organization Criteria dialog box will appear. Using the drop-down lists, select the desired organization information (Region, Territory, Branch, Department, Unit) you wish to query for the report and click **Add**. This feature allows you to add as many regions, territories, etc. to the report as needed. Once information has been added to the Include box, it can be removed by selecting the item and clicking the **Del** button or **Clear** to remove all items. If the organization information is correct, click **OK**.
10. Enter the remaining report criteria.
11. In the **Report Format Options** drop-down list select how the report should be saved as (PDF, Word or Excel file).
12. Click **OK**. The report will appear on the report summary screen.

---

**Note:** Some reports may take a few minutes to generate depending on the size of the report. The **Status** will display a percentage of completion until the report is complete. Click the **Refresh** link to update the progress.

---

13. Once a report is complete, click the **Print** icon .



14. Select the default printer.
15. The **Restricted** option prevents other users from viewing the report.
16. Selecting **Print Now** will send the report to the printer immediately.

# Security Administration

User login security can be administered at an Organization level, as well as on an employee level basis. Some security options are:

- Enable special password requirements.
- Create specific log in and log out times by user.
- Add expiration date and time to login accounts.
- Lock down Login Screen contact link.
- Lock down mandatory General Ledger use by user.
- Period Security - Enable specific individual's rights to post to locked month.
- Email notification upon login.

## Organization-Wide Login Security

### To Set Organization-wide Login Security Settings

To setup org-wide security, you must have administrator rights.

1. On the Utility menu, click **SETUP**.
2. In the Setup Console, click **Security Administration**.

**security policy** | user rights templates | access log | T-Log

Please review and update organization security policy

When effective date column is blank, the rule takes effect immediately.  
When expiration date column is blank, the rule remains in effect indefinitely.

Rule Description	Value	Effective Date	Expiration Date
Enable user login expiration date and time	No		
Enable access time restriction for users	No		
Default time of day after which user is allowed to login	5:00 AM		
Default time of day after which user is not allowed to login	6:30 PM		
Require that passwords contain at least one special character	No		
Require that passwords contain at least one numeric character	No		
Number of unsuccessful login attempts before login name is locked	12		
Number of minutes before locked login name is unlocked	1		
Number of days before users are required to change password	365		
Require that users change password on their first login	No		
Number of previous passwords that cannot be reused	10		
Email address to notify upon user login	default@address.com		

Save Cancel Default

T-Log | access log | user rights templates | **security policy**

3. Use the drop-down lists to set the security level.

---

**Note:** When effective date column is blank, the rule takes effect immediately. When expiration date column is blank, the rule remains in effect indefinitely.

---

4. Click **Save** to keep the security settings.

---


**Tip:** Click the **Access Log** tab to view a time stamped list of all login activity in your organization.

---

## Employee-Specific Login Security

In addition to the organization's security defaults, individual employees can have specific security settings that supersede the organization defaults. To modify employee login security settings, you must have administrative rights.

### To Set Employee Security

1. On the Primary menu, click **ORGANIZATION**.
2. Select the **employees** tab.
3. Click the **Details**  icon for the employee you wish to modify the security settings for.
4. Select the **security** tab.
5. Select the login security settings and click **Update**.

## User Rights Templates

User Rights Templates are used to assign security to the following entities:

- Organization
- Carrier
- Retail Agent
- Client
- Additional Interest
- Premium Finance Co.
- Tax Authority
- Vendor
- Financial Entity

### To Add a User Template

1. On the **Utility** menu, click **SETUP**.
2. From the Setup Console, click **Security Administration** and select the **user rights** tab.

The screenshot shows a web interface for managing user rights. At the top, there are tabs for 'templates' and 'user assigned'. Below the 'templates' tab, there is a section for 'Entity Types' with a dropdown menu currently showing 'Organization'. To the right of this dropdown are buttons for '[Add]', '[Copy]', '[Edit]', and '[Delete]'. Below the 'Entity Types' section is a list of 'User Template Types' including 'Administrator', 'Manager', 'Producer', 'Representative', and 'sample org user'. To the right of this list is a 'Description' field containing the text 'Full access to the Nexsure System.'. Below the description is a 'Status' section with a table containing the following information:

Status	
Date Created:	10/25/2001 2:31:26 PM
Last Modified:	7/30/2002 10:47:04 AM
Modified By:	Admin Nexsure

At the bottom of the interface, there are tabs for 'user assigned' and 'templates', and a 'user rights' label in the bottom right corner.

3. Click **Add**. Each new template added is automatically stored with the **Date Created**, **Last Modified** and **Modified By**, which can be seen when an installed template is selected from the **templates** screen.
4. On the **Template** screen, enter the following fields:
  - Enter the **Template Name** in the space provided.
  - Enter a description in the **Description** field.
5. To assign security rights for a specific area, select a **Core Component** from the **Security Wizard**. Selecting **View**, **Add**, **Modify**, **Delete** or **import** will grant security access for those particular items.
6. Click **Save** to save the added **Template** or **Close** to cancel without saving.

### To Edit a Template

1. Click **Edit** and select **Core Components**.
2. Click **Save** to save the added **Template** or **Close** to cancel.

---

**Note:** When a template is modified all users associated with the template should be synchronized to update their security with the modifications. See below.

---

### Synchronizing Users Security

1. Select the **user assigned** tab. On the **user assigned** screen, a list of assigned users is displayed.
2. Click the **Synchronize all User(s)** button to sync user's security.
3. You will be prompted to Synchronize all users' rights. Click **OK**.

If modifications have been made to a template and the users security have not been synchronized, a red "✘" will display in the In Sync column. Once the user(s) security has been synchronized the **In Sync** column will display a green check mark "✔".


## Task Log

The task log is on the client menu (**T-LOG**) and also in Setup / Security Administration. The T-Log records client events (history of the client). Items recorded are:


- Task
- Action
- Policy #
- Memo
- User
- Date / Time

Client Name: Mochashello's Commercial Account

T-Log Filter: [Show]

Detail	Task	Operation	Client Name	Policy No.	Memo	User Name User Rights	DateTime ▼
	Client	View	Mochashello's	N/A	View Client	Michael Massaro Administrator	6/3/2004 2:05:12 PM
	Organization	View	Mochashello's	N/A	View Organization Regions	Michael Massaro Administrator	6/3/2004 2:01:23 PM
	Organization	View	Mochashello's	N/A	View Organization Branches	Michael Massaro Administrator	6/3/2004 2:01:10 PM

When accessing the T-Log from the client menu, all user actions associated with that client. When accessing the T-Log from the Setup / Security Administration screen, all user actions associated with the current user are displayed.

Clicking the **Details**  icon for an item in the T-Log will jump to that place in history.

---

**Note:** Information that accessed by clicking the **Details** icon, while it can be changed, cannot be saved and has no effect on the rest of the system. It is intended for viewing purposes only.

---

# Nexsure Setup

## Actions

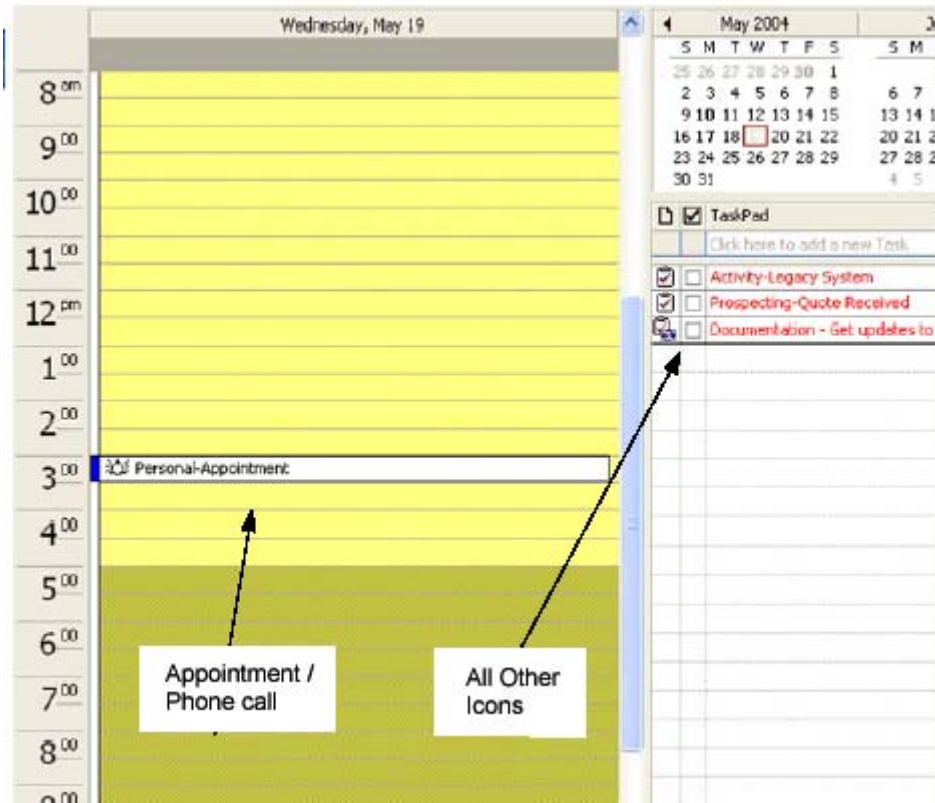
### To Add or Modify the Defaults for Actions

1. On the Utility menu, click **SETUP**.
2. From the **Setup Console** click Actions.
3. By default the **Actions** are displayed by **Topic**. Use the navigation link at the top of the page to view other pages. Click the [**View Types**] link to display the list of **Types**. Click the [**View Topics**] link to display the default view of **Topics**.
4. Click [**Add New**] to add a new **Action** to setup. The **New Actions** Popup screen is displayed.
5. Select a **Topic**. Topics are unique and allow grouping like items together such as the renewal topic. This topic would be used on every action during the renewal process, which would then make it easier to determine where you are in the renewal process.
  - If a desired **Topic** does not exist, click **Add** to add a new one. The **Add New Topic** Popup screen is displayed.
  - Enter the new **Topic** and enter a description in the **Description** area. Click the **Next** button to complete the addition of the new **Topic**. The **New Actions** Popup screen is displayed. To cancel the addition of the **New Topic**, click the **Back** button.
6. **Types** are not unique and may be reused for any topic, so be careful when adding to make sure the type is not being repeated.
  - To add a new **Type**, Select the Type tab and click the **Add New** link. The **Add New Type** Popup screen is displayed.
  - Enter a name for the new Type. Select an icon from the drop-down list. The icon will appear on the Home / Actions screen with the action that is associated with it.

---

**Note:** The icon also determines how the action interacts with MS Outlook. Assigning a type to a appointment or phone call icon will synchronize the action with your Outlook Calendar. Assigning any other icon to the type will synchronize the action with the Outlook Tasks pad. See **Creating Actions**.

---



- Enter a description in the **Description** area. Click the **Next** button to complete the addition of the new **Type**. The **New Actions** Popup screen is displayed. To cancel the addition of the **New Type**, click the **Back** button.
7. From the **Days Due** drop-down list select the number of days to default the **Due date** from the current date when the **Action** is created by the User.
  8. From the **Priority** drop-down list select **Normal** or **High**. If the Action's priority is considered **High** a red flag icon will display on the action in the summary view. If **Normal** no icon will be displayed. The user may change the **Priority** as needed when the **Action** is created.
  9. The **Action** status may be set with a default of either **Open** or **Closed**. When adding a new **Action** the status would generally default to **Open** since **Actions** are meant to remind the user to do something. The User may change the status as necessary when the **Action** is added or modified.
  10. The **Description** entered in setup is strictly to identify the **Action** in setup.

## Color Scheme

You can change the Nexsure color scheme or add your company logo to the Nexsure login page. Customizing your interface will allow Nexsure to more closely match your company's look and feel.

### To Change the Color Scheme

1. On the Utility menu, click **SETUP**.
2. In the Setup Console, select **Color Schemes**.

3. In the Color Schemes drop-down list, select a color scheme. Selecting a scheme will present a preview in the color scheme Preview window.
4. When you have chosen a scheme, click **Change Scheme**.

### To Add a Custom Logo Graphic

1. On the Utility menu, click **SETUP**.
2. In the **Setup Console**, select **Color Schemes**.
3. Beside **Apply Image**, select **Use New**.
4. Beside **New Logo File**: click **Browse**. Select your logo file in .gif format.

---

**Note:** The graphic dimensions must be no bigger than 135 x 58 pixels and a file size no larger than 10 Kb. To resize a graphic that is too large, use a graphics program such as *Microsoft Paint* or Microsoft Photo Editor.

---

5. Click **Change Scheme**.

### Adding a Default Message

You can add a message that will appear to all users when they login. For example: "Welcome to Sample Insurance Agency, Please login."

1. On the Utility menu, click **SETUP**.
2. In the Setup Console, select **Color Schemes**.
3. In the Default message to all users box, enter a message.
4. Click **Change Schemes**.

The Lookup Management screens are where the agency has the most control over what is displayed in certain drop-down boxes. Lookup Management consists of three sections:

- Categories
- Types
- Items

Categories are main areas of Nexsure (Additional Interests, Carriers etc.) Types are groupings within Categories. Items are the actual drop-down list options. Items that appear in light gray are system generated items and while they cannot be changed or deleted, the agency is not required to use them.

### Listing of Types Within Each Category and the System Generated Items Within Each Type

Category	Types	System Generated Items
Additional Interest	Interest Types	Corporation Default Individual Partnership

<b>Category</b>	<b>Types</b>	<b>System Generated Items</b>
Carrier	Location Types (Carrier)	Corporate Headquarters Home Office Satellite Office
Client	Business Types	Corporation Default Individual Partnership
	Code Classes	Internet Access
	Code Designation	(No System Generated Items)
	Client Relationship Types	Corporate/Subsidiary Franchiser/Franchisee Partner/Partner PEO/Client Company
	How Relates	(No System Generated Items)
	Location Types (Client)	Corporate Headquarters General Office
	Referred By	Default Past Client
Financial Entity	Location Types	Branch Office Corporate Office
Document Integration	Category	Proposal
Miscellaneous	Attachment File Types	(No System Generated Items)
	Delivery Types	Email Fax FTP

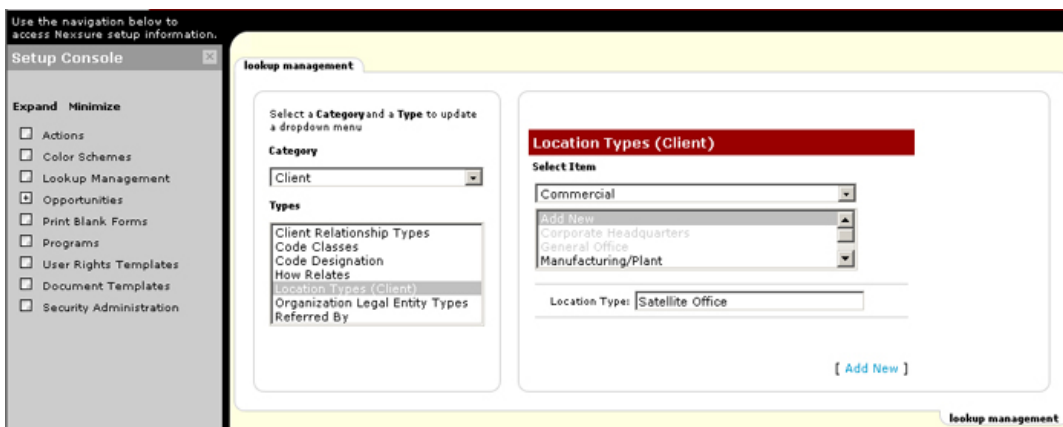
Category	Types	System Generated Items
	Phone Types	After Hours Automated Back Line Building Security Business Phone Fax Number Main Fax Phone Receptionist Technical Support Toll Free
Organization	Location Types (Organization)	Corporate Office General Office Home Office
People	Contact Roles	Daughter Husband Son Wife
	Marital Status	Married Single
	People Availability Status	Offline Online (Available) Online (Unavailable)
	Name Prefixes	Dr. Miss Mr. Mrs. Ms.
	Titles	Account Manager Default File Clerk Producer
Premium Finance Company	Location Types	Corporate Headquarters Home Office Satellite Office

Category	Types	System Generated Items
Retail Agent	Location Types	Corporate Headquarters Home Office Satellite Office
Tax Authority	Location Types	Corporate Headquarters Home Office Satellite Office
Vendor	Location Types	Accounting Office Corporate Headquarters Home Office Satellite Office Retail Office Service Center

## Adding Lookup Management Items

### To Add a Lookup Management Item

1. On the Utility menu, click **SETUP**.
2. On the Setup Console, click **Lookup Management**. A summary list of existing Categories and Types will appear.
3. From the drop-down list, select a **Category**. The Types available for the Category will be displayed.
4. Select the **Type** for the Category.
5. Select **[Add New]** in the Item list.



6. Enter the Item Label. This is what will appear in the drop-down list.
7. Click **[Add New]** to add the New Item to the drop-down list.

---

## Editing Lookup Management Items

---

**Note:** Items in gray cannot be modified.

---

### To Edit a Lookup Management Item

1. On the Utility menu, click **SETUP**.
2. On the Setup Console, click **Lookup Management**. A summary list of existing Categories and Types will appear.
3. From the drop-down list, select a **Category**. The Types available for the Category will be displayed.
4. Select the **Type** for the Category.
5. Select the Item to be modified in the Item list.
6. Modify the Item Label. This is what will appear in the drop-down list.
7. Click [**Update**] to complete the modification.

---

## Deleting Lookup Management Items

---

**Note:** Items in gray cannot be deleted.

---

### To Delete a Lookup Management Item

1. On the Utility menu, click **SETUP**.
2. On the Setup Console, click **Lookup Management**. A summary list of existing Categories and Types will appear.
3. From the drop-down list, select a **Category**. The Types available for the Category will be displayed.
4. Select the **Type** for the item you wish to delete.
5. Select the Item you wish to delete.
6. Click [**Delete**] to delete the Item from the drop-down list.

## Customizing Opportunities for a Branch

The Setup - Opportunities - Branches screen is for adding and managing customer qualifying questions that will be used on the Opportunities screen. Each branch can use the same group of questions or (Template) or use their own unique set of questions and answers. After you create the qualifying questions and answers, you can assign a numerical value for each answer which will calculate a grade for prospective clients.


### To Setup Qualification Questions for a Branch

Selecting the Branches link displays a list of branches previously setup on the right side of the screen.

---

**Note:** If no templates exist, click on the link to add a new branch template. "No record(s) found. Please go to [here](#) to add new data."

---

1. On the **Setup Console**, click **Opportunities**, then click **Branches**.
2. Click the **Details** icon  beside the Branch you wish to setup questions for. The Templates tab for that Branch will open.

3. On the Templates screen you can:


### Add a Question

1. Click [**Add New**].
2. From the **Question** drop-down list, select a question.
3. From the **Answer** drop-down list, select an answer.
4. In the **Value** field, assign a value based on the importance of the answer. For example, 1 being highest.
5. At the bottom of the dialog box, click **Add**.
6. Continue to add values to the remainder of the available answers.
7. When completed click **Save**. The new question will be available for that Branch next time the Opportunities screen is accessed.

### Create a New Question

1. Click [**Add New**].
2. Beside the **Question** drop-down list, click **Add**.
3. From the **Answer** drop-down list, select an answer.
4. In the **Value** field, assign a value based on the importance of the answer. For example, 5 being highest.
5. At the bottom of the dialog box, click **Add**.
6. Continue to add values to the remainder of the available answers.
7. When completed click **Save**. The new question will be available for that Branch next time the **Opportunities** screen is accessed.

### Edit the Value of an Existing Answer

1. On the Templates tab, only one question and the corresponding answer will appear per page. Select the answer you wish to change the value for and click the Details  icon beside the answer.
2. In the Value field, enter or edit the value of the answer.

### Change the Order of Questions and Answers

1. On the Templates tab, Click [**Order**].
2. All the questions will appear with a corresponding drop-down box to input the desired order.
3. Select an order place for each question.
4. Click **Next**. The answers for each question will appear.
5. You can change the order of the answers for each question, or you can keep them as they were.
6. Click **Save** then click **Close**.

### Delete a Question

1. On the Templates tab, only one question and the corresponding answer will appear per page. Select the question you wish to delete and click the Remove icon.


## Buying Modes

The Setup - Opportunities - Buying Mode screen is where you can add or modify **Buying Modes** that will display on the Client Opportunities screen in the Buying Mode drop-down list.

### To Add a New Buying Mode

1. Click [**Add New**]
2. Enter a Buying Mode. For example: Very Interested.
3. Enter a brief description of the Buying Mode.
4. Click **Save**.

### To Modify an Existing Buying Mode

1. Select the **Buying Mode** you wish to modify.
2. Click the **Details**  icon beside the Buying Mode.
3. Modify the Buying Mode.
4. Click **Save**.


## Contact Roles

The Setup - Opportunities - Contact Roles is where Suspect/Prospect's role as Contact is defined. The Contact Roles added here will display on the Client Opportunities screen. The Contact Roles are limited to 4 entries. If no contact roles exist, you will be prompted to add new data.

### To Add a New Contact Role

1. Click [**Add New**].
2. Enter the Contact Role. For example: Economic Buyer
3. Selecting Active will make that Contact Role available in the Contact Role drop-down list. If you select Inactive the Contact Role will not be available for selection in the drop-down list.
4. Enter a brief description for the Contact Role (optional).
5. Click **Save**.

### To Modify a Contact Role

1. Click the **Details**  icon beside the Contact Role you wish to modify.
2. Modify the Contact Role
3. Click **Save**.

### To Change the Order of Contact Roles

1. Click [**Order**]
2. Each Contact Role will have a drop-down list. Select an order number for each Contact Role.
3. Click **Save**.

## Grades

The Setup - Opportunities - Grades screen displays the system ranking results. This includes the minimum number of points needed in order for the opportunity to be ranked in a particular grade. The system default rank may also be set on this screen. The grades added on this screen will be displayed on the Opportunities screen based on the total points.

### To Add a New Grade


1. Click **[Add New]**.
2. Enter a grade in the field. For example: Gold
3. Select **Active** to activate the grade in the ranking system.
4. Enter the minimum number of points needed for this grade.
5. Select the **Default** option if this grade should be the system default grade.
6. Enter a brief description that describes the answer.
7. Click **Add** to save the grade and continue adding another entry.
8. When completed, click **Save**.

## Labels

The Setup - Opportunities - Labels screen lets you name the different groups on the Client Opportunities screen. For example, Qualifying Information or Contact Information. The default names for the 4 groups are: **Qualifying Information, Opportunity Criteria, Opportunity Status and Contacts**.

### To Assign or Modify a Label Name

1. Click **[Add New]**
2. Enter a **Label Name**.
3. Enter a description for the label (optional).
4. Click **Save**.

To Modify an existing label name, click the Details  icon next to the Label Name.

## Printing Blank Forms

You can print standard insurance forms, such as ACORD forms, from the Setup - Print Blank Forms screen.

### To Print a Blank Form

1. On the Utility menu, click **SETUP**.
2. Under **Setup Console**, click **Print Blank Forms**
3. Select the Form Standard, State, Type and Line of Business and click **List**. All available forms matching your criteria will be displayed in the window below.
4. Place a check mark  in the box next to **Suppress page number (# of ##) when printing/delivering forms** if desired.

Use the navigation below to access Nexsure setup information.

Setup Console

Expand Minimize

- Actions
- Color Schemes
- Lookup Management
- Opportunities
- Print Blank Forms
- Programs
- Document Templates
- Security Administration

blank forms

Form Standard: ACORD

State/Province: ALL

Type: All

Lines of Business: All Terrain Vehicle



Suppress page number (# of ##) when printing/delivering forms.

View	Form	Description	Type
	ACORD 1	Property Loss Notice 1	Claim
	ACORD 125	Commercial Application 125	Application
	ACORD 126	Commercial General Liability Section 126	Application

---

**Note:** In order to view/print the ACORD 125 Commercial Application, Form Standard must be set to All.

---

4. Click the **View**  icon. The form will open in a new window.
5. Click the **Print**  icon.

---

**Note:** To view and print forms you need to have the Adobe Acrobat Viewer installed.

---

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