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- Setting Up Fees in Nexsure

Setting Up Fees in Nexsure

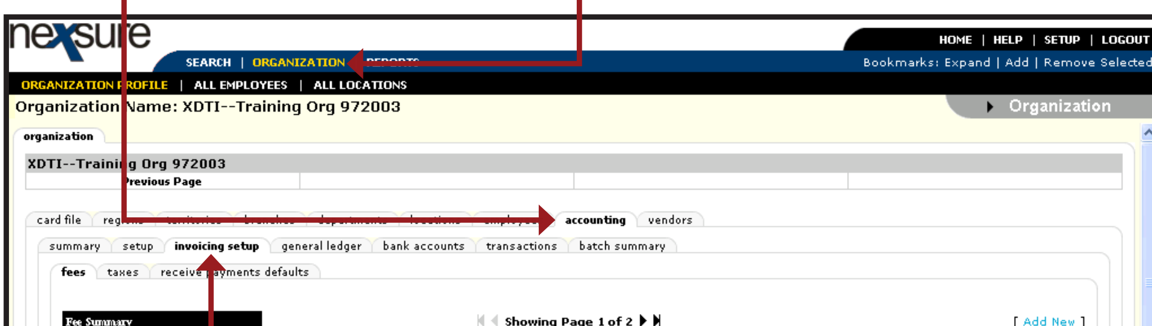
The **fees** tab lists non-premium charges that can be added to a client invoice/transaction. Fees are sometimes added to policies and in other cases the branch may need to collect a fee from clients for service provided.

Fees are added at Organization level in Nexsure and associated with the branch they are to be used with.

Adding a Fee

1. Click the **ORGANIZATION** link located on the Primary menu.

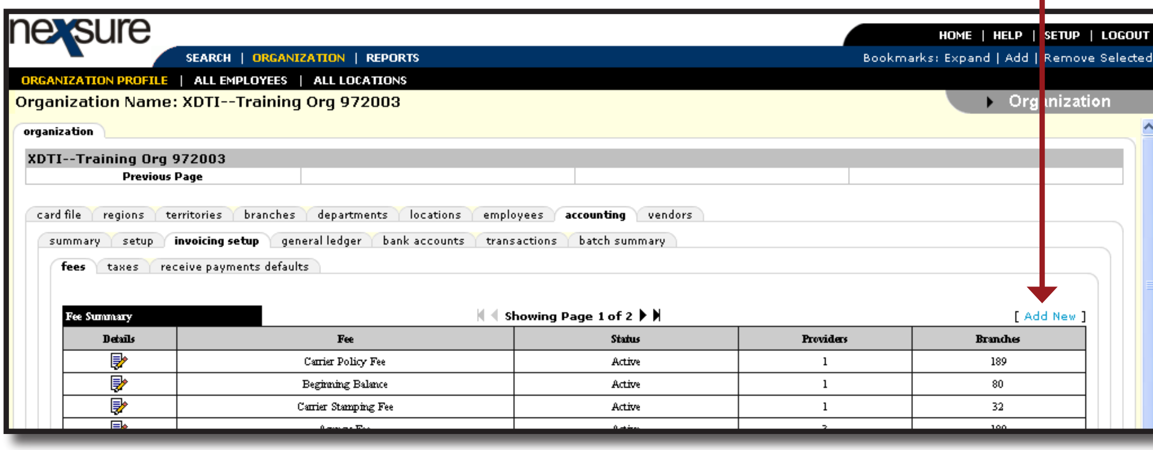
2. Click the **accounting** tab.



3. Click the **invoicing setup** tab.

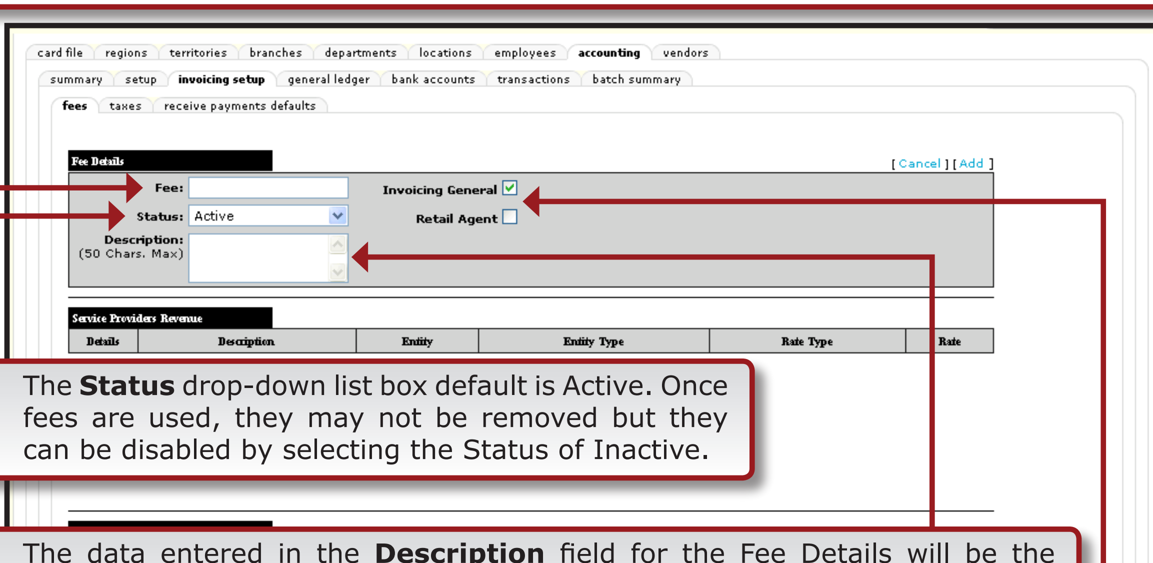
The **fees** tab is displayed showing any previously added fees on the Fee Summary view.

4. Click the **[Add New]** link located on the Primary menu.



On this screen are the Fee Details, Service Providers Revenue and Branches. Branches are located towards the bottom of the screen, so it may be necessary to scroll down to view them. Populate the top portion of the screen as follows:

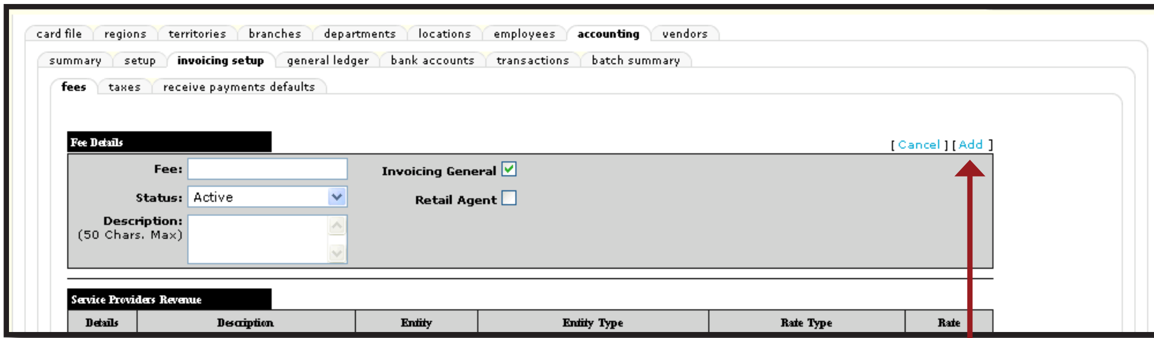
5. The name entered in the **Fee** field should reflect a broad type of fee such as Policy Fee or Inspection Fee. Fine differentiation is best left to the Service Provider section; however this is the ideal place to differentiate between Agency Bill and Direct Bill fees (for example, Agency Bill Policy Fee and Direct Bill Policy Fee). This name is displayed when selecting the fee during the invoicing process but will not default to the printed invoice.



6. The **Status** drop-down list box default is Active. Once fees are used, they may not be removed but they can be disabled by selecting the Status of Inactive.

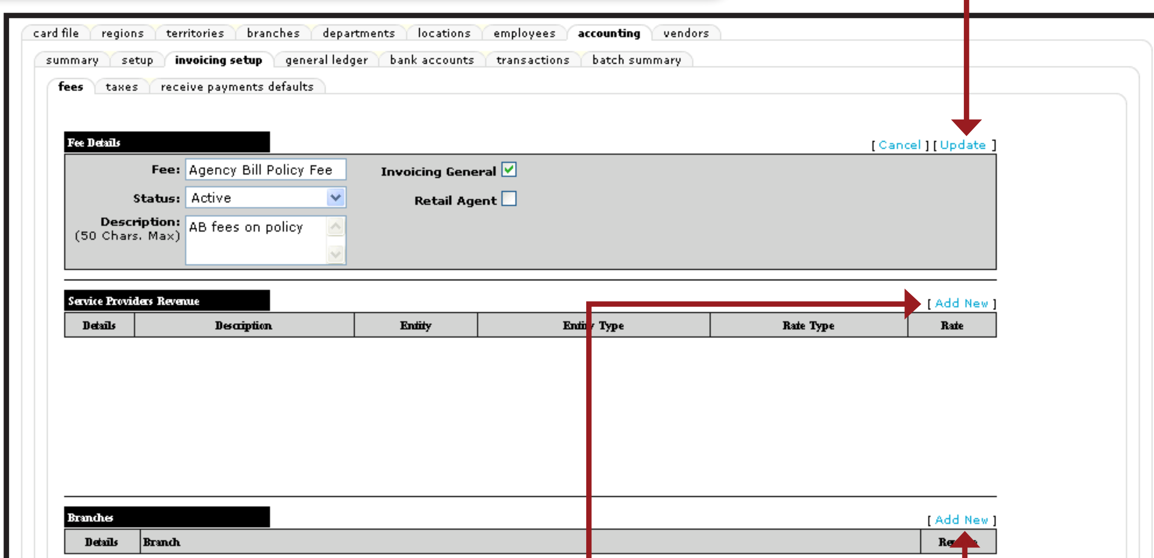
7. The data entered in the **Description** field for the Fee Details will be the default description when the fee is added to the client invoice. The default may be changed prior to posting the invoice.

8. There are two check boxes, **Invoicing General** and **Retail Agent**. If the fee being added is to be used on invoices that will not be used for Retail Agents, select only Invoicing General. If the fee is only to be used for Retail Agents, select only Retail Agent but if for both make sure to select both check boxes.



9. After adding the fee details, store the new fee by clicking the **[Add]** link on the upper right side of this screen.

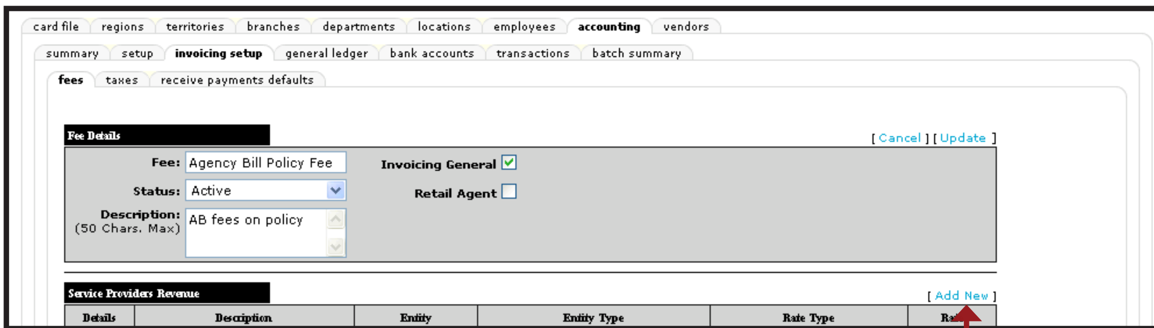
10. Once the new fee has been stored, notice that the **[Add]** link is replaced with an **[Update]** link.



11. An **[Add New]** link has been added to the Service Provider Revenue and Branch sections of the screen.

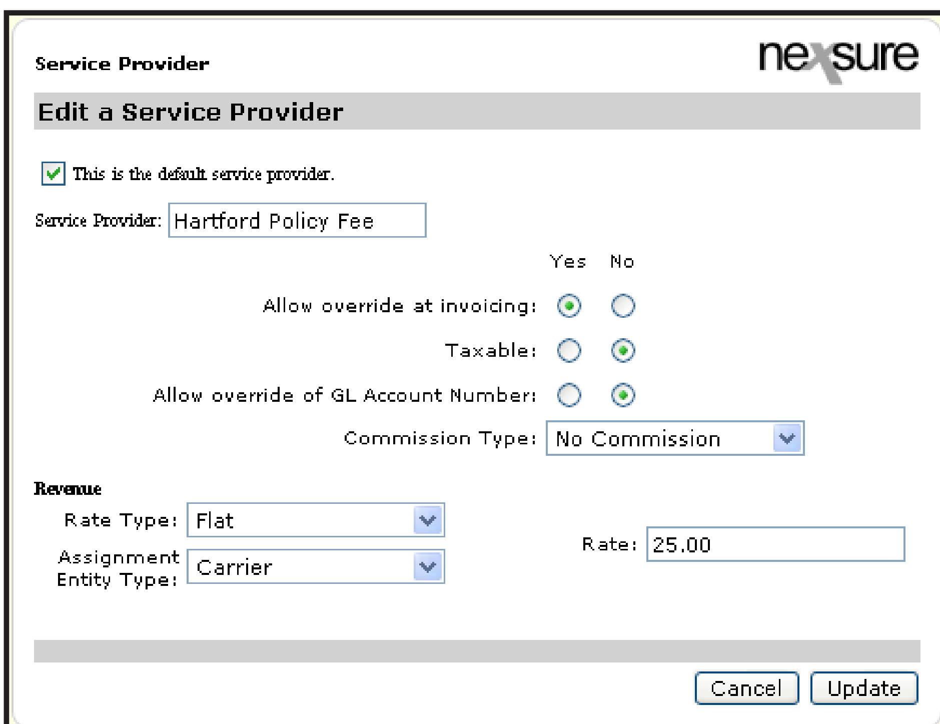
Adding the Service Provider to the Fee

At least one Service Provider must be added to the fee. To add Providers, follow these steps:



1. Click the **[Add New]** link on the right above the Service Provider Revenue section.

The Service Provider is a description of what provider the fee should be used for. Below is an example of a typical fee that is payable to the carrier:

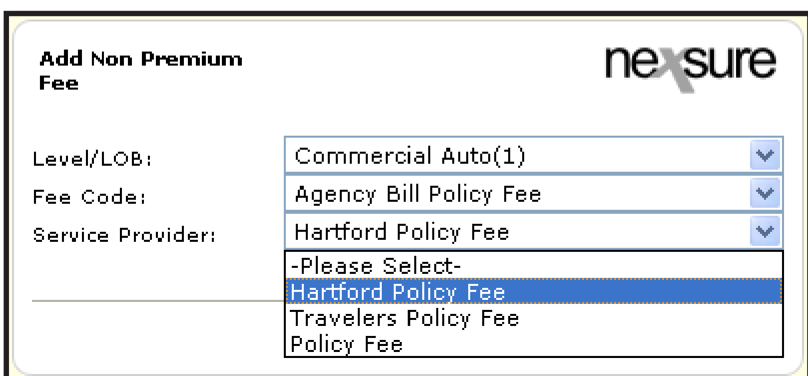


If the **This is a default service provider** check box has a check mark, this service provider will be the default for the fee when added to invoices. A red letter **D** displays next to the fee description under the Service Provider Revenue to indicate the default selection in Setup.

Since many Service Providers may be added to one fee, it is important to name these providers very carefully so those invoicing will know which fee to select. Make sure to distinguish between Direct Bill and Agency Bill fees.

For example, if a fee is added in setup that is to be paid to the branch and the fee is added to a Direct Billed policy invoice, the fee will be booked as a receivable due to the agency branch and not the carrier. If a fee were being applied to a client due the agency who happens to have all Direct Bill policies, the fee should be on a separate invoice so the remittance address is correct. Keep in mind that the person adding the invoices may not understand the difference between a Branch Fee and a Carrier Fee, so the Service Provider Descriptions must be clear.

Below is an example of how the Service Providers are displayed when adding fees to invoices.



Note: A default designation must be assigned to fee that is intended for use by Nexsure's automatic NSF charge for returned checks. This charge is initiated by reversing a deposited payment receipt.

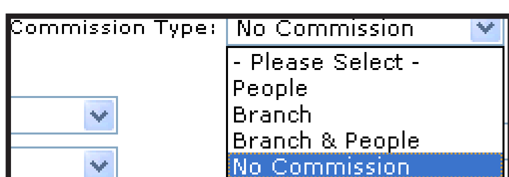
- If the **yes** option is selected to Allow Override at Invoicing, the following fields can be changed during the invoicing process: **Description**, **Commission Type**, **Taxable**, **Rate Type**, **Rate**, **Entity Type** and **Entity**. If the **no** option is selected these fields are grayed and cannot be edited during invoicing.

- If the **yes** option is selected for Taxable, taxes may be applied to the fee during invoicing.

- If the **yes** option is selected for **Allow Override of GL Account Number** and the **Assignment Entity Type** is set to Branch, the GL Account Number can be changed and offset to any branch level income or expense account during the invoicing process. For example, a fee may be setup to write off client balances for bad debt or small balances. If the **no** option is selected, the fee amount will be offset to the Agency Fee Income account.

  This option should be set to **no** if the Assignment Entity Type is Carrier.

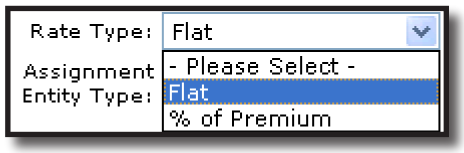
- The **Commission Type** is used to identify if a commission should be applied to a fee and if so, what type of commission:



  - **People:** Allows people commission to be applied to the fee for employees or outside entities setup as employees.
  - **Branch:** Allows agency commission to be applied to the fee.

- **Branch & People:** Allows branch and people commission to be applied to the fee.
- **No Commission:** Does not allow any commissions to be applied to the fee.

- **Rate Type** drop-down list box



- **Flat:** Flat dollar amount.
- **% of Premium:** Percentage of premium. "% of Premium" is not applied to fees or taxes. If there is a need for a percentage to be applied to premium *and* fees, consider setting the charge up as a Tax.

- **Rate** field

The "Rate" field is used to establish the flat dollar amount or the percentage of premium for the fee.

- **The Assignment Entity Type** determines if the fee amount is offset to the "Branch" (income or expense) or "Carrier" (payable).

- **Branch:** A Fee may be used to transfer money from a client's accounts receivable to a branch level income or expense account such as a Consulting fee or Client write off.

If Branch is selected the offset will be the Agency Fee Income account unless a different general ledger account is specified during the invoicing process. An example of Branch assignment would be a Consulting Fee where the fee is considered as income.

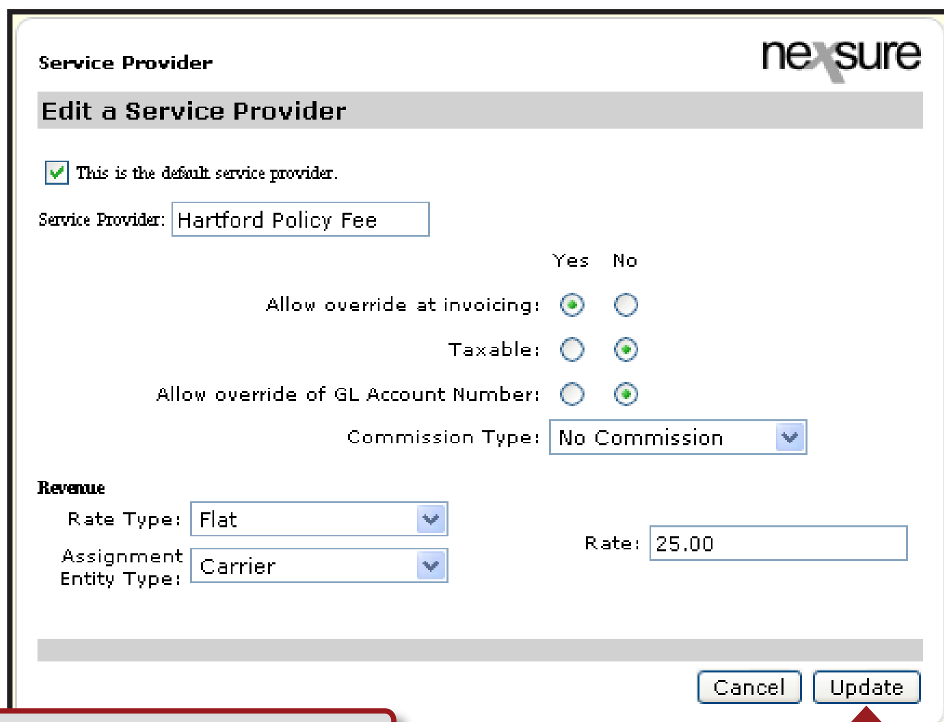
A fee that has a Branch assignment is always considered agency bill even if the rest of the invoice is direct bill:

$100.00 Branch fee	Debit	Credit
Client Accounts Receivable	100.00	
Agency Fee Income		100.00

- **Carrier:** If Carrier is selected the fee will be applied as an item due to the carrier:

Agency Bill only - $100.00 Carrier fee	Debit	Credit
Client Accounts Receivable	100.00	
Carrier Payables		100.00

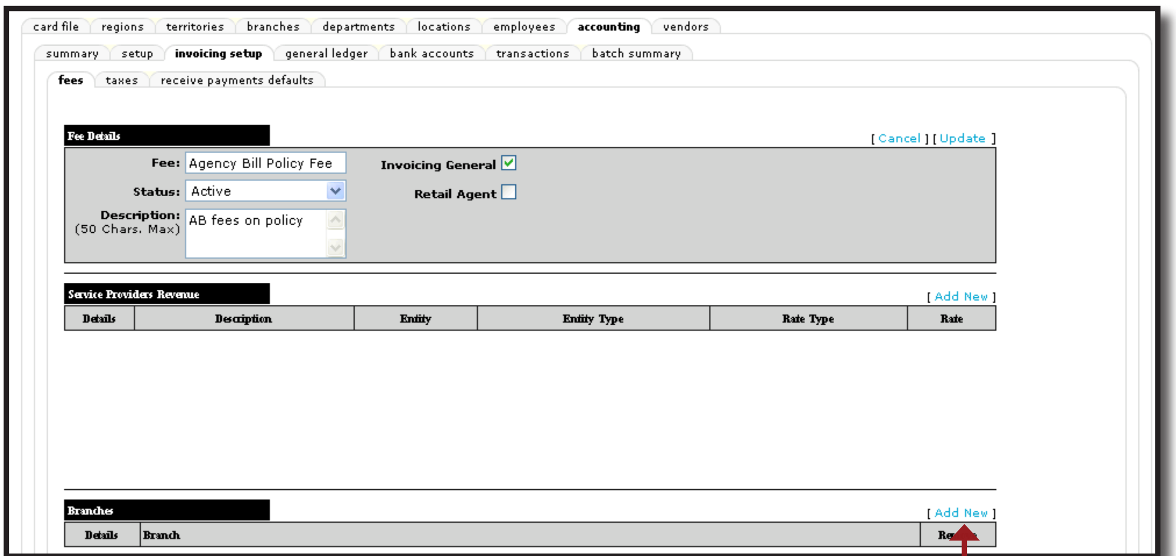
Since Direct Bill Carrier Fees are paid directly to the carrier, no entry is posted to the general ledger unless commission is involved.



2. Click the **Update** button to save the Service Provider information.

Adding Branches to the Fee

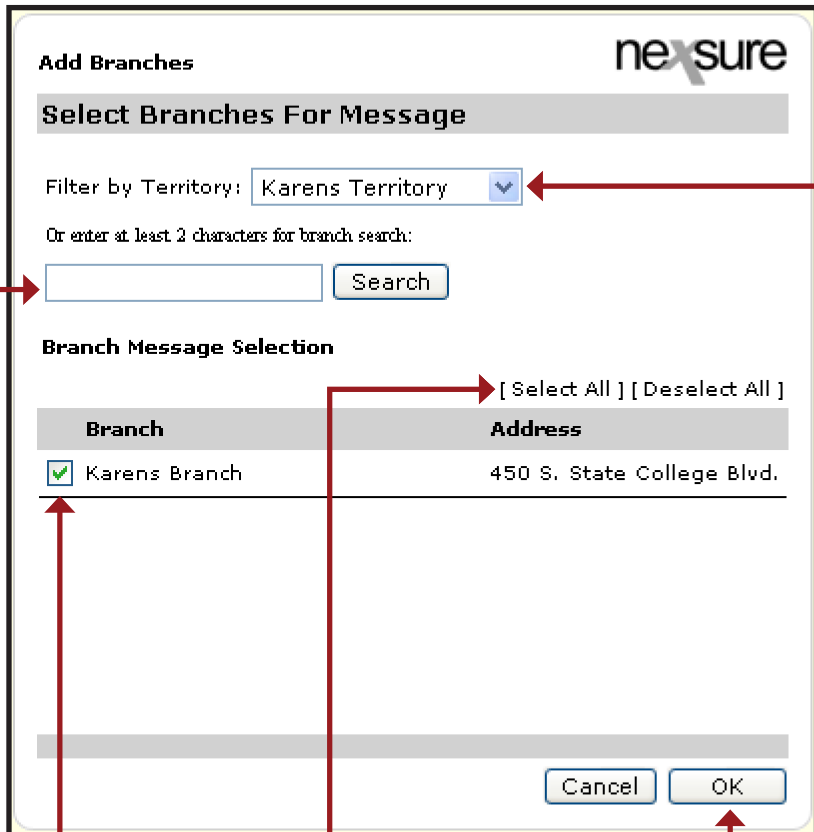
The last step before the fee is available for use is to add all the branches the fee will be used on.



1. To add the branch, click the **[Add New]** link above the branches on the right side.

2. Select the Territory from the **Filter by Territory** drop-down box that the branch is in.

3. Click the **Search** button to view all branches or enter at least 2 characters of a specific branch name in the field under the territory. Click the **Search** button to return all possible matches.

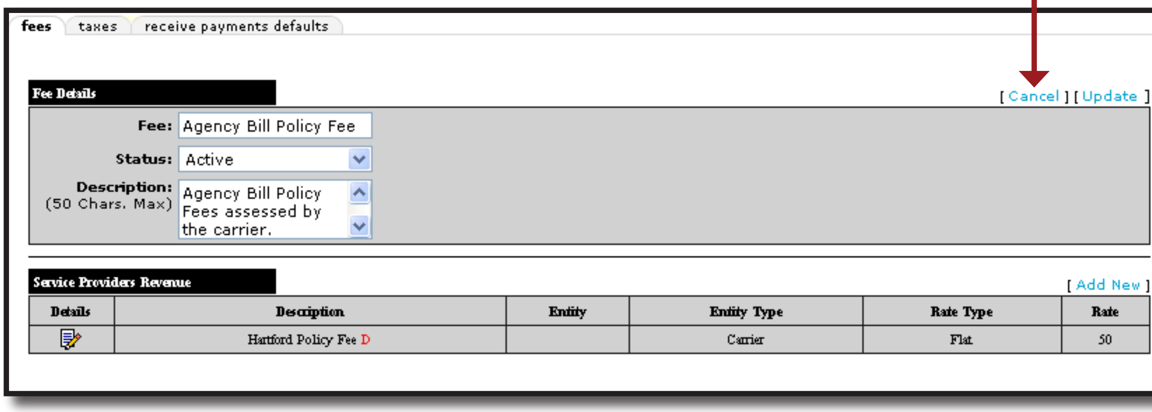


4. Select branches individually by clicking the check box to the left of the name or use the **[Select All]** link to choose all branches.

5. After selecting the branches, click the **OK** button to save and return to the Fee screen.

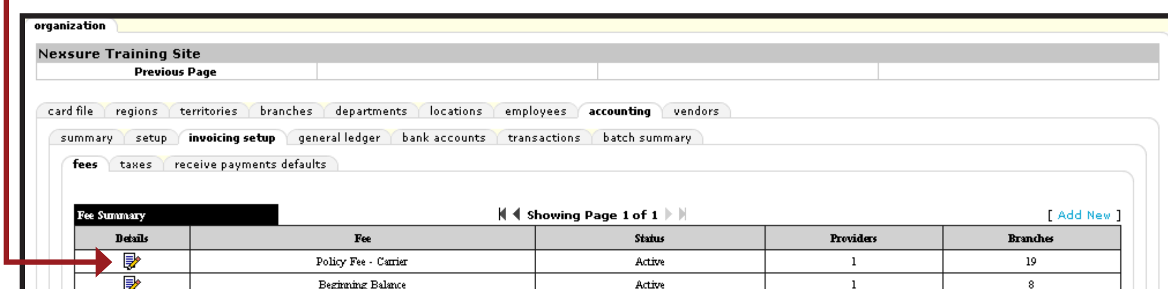
Repeat steps 2 through 5 as needed to add any branches that will use this fee.

6. To exit and return to the Fee Summary, click the **[Cancel]** link to the right of the Fee Details section.



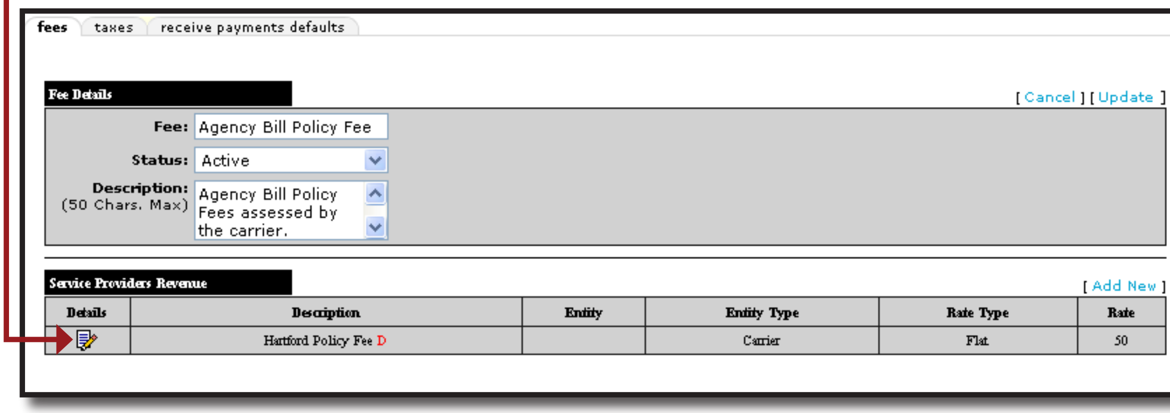
Editing Fees

1. Should the fee need to be modified, click the **Details** icon on left side of the Fee.

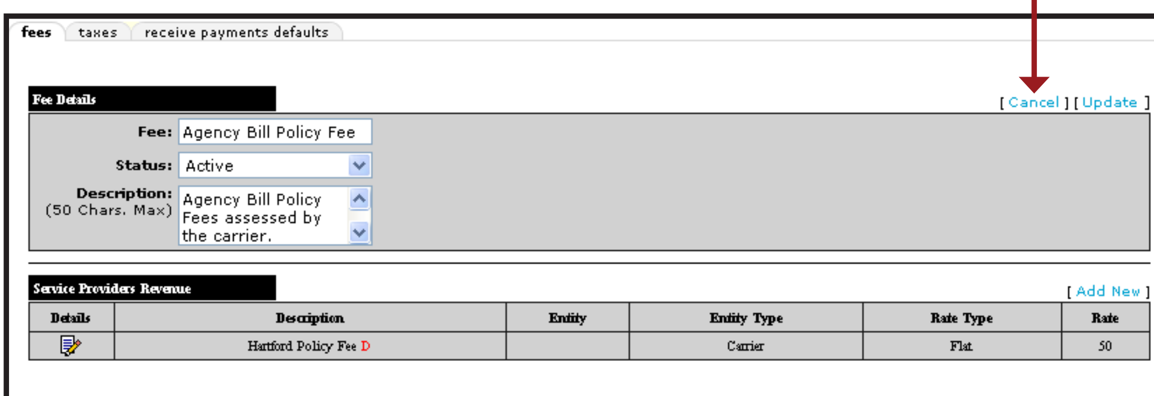


2. Modify the Fee Details as necessary and click the **[Update]** link.

3. To edit the Service Provider, click the **Details** icon beside the provider to bring up the Service Provider dialog box. Make desired changes and click the **Update** button to save the modifications.

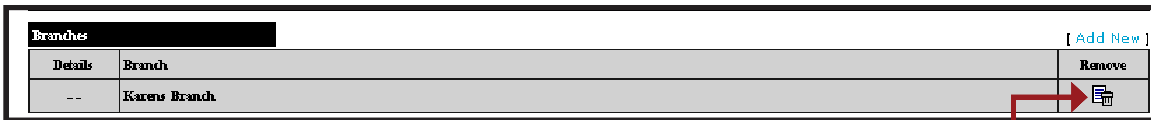


4. To exit and return to the Fee Summary, click the **[Cancel]** link to the right of the Fee Details section.



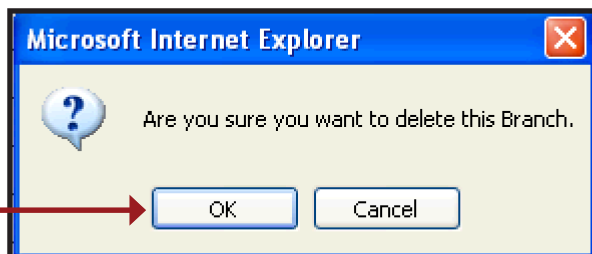
Deleting a Branch Associated with a Fee

Branch Association may be removed from an associated fee, but keep in mind that if this is done, the fee will no longer be available at invoice level.



1. To remove the branch from a fee, scroll down to view the Branch section of the screen. Click the **Remove** icon next to the branch that is to be deleted.

2. Click the **OK** button to confirm deletion when prompted.



3. Click the **[Cancel]** link to return to the previous screen.