

### IN THIS ISSUE

- ✘ Invoice Notations on Transaction Summary Screen

## Invoice Notations on Transaction Summary Screen

Do you know what all the notations are on the Transaction Summary screen? This Tips & Facts will define these to help you quickly identify their meaning:

1. Access the appropriate client through **SEARCH** on the **Primary** menu and click **TRANSACTIONS** on the **Client** menu.



2. In the **Select View** list, click **Summary View**.

The asterisk \* beside the invoice status **\*Posted** or **\*Unposted** identifies the presence of an internal note on the invoice.

Details	Effective Date	Date Booked	Status	Type	Transaction Id	InvoiceID Master Invoice ID	Policy Number	Description	Bill Method	Amount	Remove
	2/6/2008	2/6/2008	Posted	Invoice(S)	-	15192	WC-65789-1	Workers Compensation	Direct Bill	\$45,000.00	--
	1/19/2008	2/6/2008	Posted	Invoice(CB)	-	15186 (15185)	CPP-789000-2	Package	Agency Bill	\$22,500.00	--
	1/19/2008	2/6/2008	* Posted	Invoice	-	15190	CPP-789000-2	Package	Agency Bill	\$50.00	--
	1/19/2008	2/6/2008	Unposted	Invoice(CB)	-	(15185)	CPP-789000-2	Package	Agency Bill	\$0.00	--
<b>Total</b>										<b>\$67,550.00</b>	

Internal notes are added to the invoice by clicking the [\[Edit Invoice Header\]](#) link and typing text into the **Internal Note** box. The asterisk \* will only display on the transaction summary screen when an internal note has been added to a posted or unposted invoice.

Invoice ID: <b>000015190</b> Created By: Mary Oberleitner		Date Created: 2/6/2008 Effective Date: 1/19/2008 Bill Method: Agency Bill		<b>Quick Navigation</b> <input type="checkbox"/> Invoice Header <input type="checkbox"/> Invoice Bill To <input type="checkbox"/> Policy Header <input type="checkbox"/> Premiums <input type="checkbox"/> Fees <input type="checkbox"/> Taxes <input type="checkbox"/> Agency Commissions <input type="checkbox"/> Other Commissions <input type="checkbox"/> Invoice Posting
<b>Bill To: Planters Nuts</b> Address: 7120 Hyatt Drive City: Brea State: CA      Zip: 92821 Phone: (714) 672-8908		Invoice Status: * <b>Posted</b> Invoice Amount: \$50.00 Amount Paid: \$0.00 Invoice Balance: \$50.00 Delivered: N/A		
<b>Transaction Summary</b>	<b>Print</b>	<b>Deliver</b>	<b>Reverse Now</b>	
<b>Invoice Header</b>				<a href="#">[Edit Invoice Header]</a>
<b>Description</b>		<b>Value</b>		
Bill Method:		Agency Bill		
Annualize:		<input checked="" type="checkbox"/>		
Bill Type:		Endorsement		
Invoice Type:		Regular		
Department:		Commercial Lines (Acc-Pay on Inv)		
Unit:				
Effective Date:		1/19/2008		
Date Booked:		2/6/2008		
Full Pay:		<input checked="" type="radio"/>		
Compound Billing:		<input type="radio"/>		
Amount Due:		\$50.00		
Days Until Past Due:		0		
# of Print Days Before Eff. Date:				
Unique Invoice Message:				
Internal Note:		Internal Notes are indicated by an asterisk on transaction summary view.		

**Note:** Internal notes may be added to a posted invoice.

The (S) beside the transaction type **Invoice(S)** indicates that a direct bill invoice was created through Carrier Reconciliation.

Transaction summary client balance summary list bill plans

Select View: Summary View [ Add Master Invoice ] [ Add New Invoice ]

Select Client: [ Search Filter: Show ]

Showing Page 1 of 1

Details	Effective Date	Date Booked	Status	Type	Transaction Id	InvoiceID Master Invoice ID	Policy Number	Description	Bill Method	Amount	Remove
	2/6/2008	2/6/2008	Posted	Invoice(S)	-	15192	WC-65789-1	Workers Compensation	Direct Bill	\$45,000.00	--
	1/19/2008	2/6/2008	Posted	Invoice(CB)	-	15186 (15185)	CPP-789000-2	Package	Agency Bill	\$22,500.00	--
	1/19/2008	2/6/2008	* Posted	Invoice	-	15190	CPP-789000-2	Package	Agency Bill	\$50.00	--
	1/19/2008	2/6/2008	Unposted	Invoice(CB)	-	(15185)	CPP-789000-2	Package	Agency Bill	\$0.00	--
<b>Total</b>										<b>\$67,550.00</b>	

list bill plans client balance summary transaction summary

These invoices are created by adding a Carrier Reconciliation, selecting **Transactions - Direct Bill > Statement Entry**. These invoice types will display with an (S) on the summary screen.

reconciliation

Reconciliation ID: 940 Entity Type: Carrier Name: Travelers Main Office

Posted:  2/6/2008 Date Created: 02/06/2008 Created By: Mary Oberleitner

Receipt Total: \$0.00 Disbursements Total: \$0.00 Adjustments Total: \$0.00 Income/Receivable Total: \$4,500.00 Payable Total: \$0.00 Virtual Receipt Total: \$4,500.00

Quick Navigation: Header, Receipts/Disbursements, Transactions - Agency Bill, Transactions - Direct Bill, **Statement Entry**, Unposted Invoices, Adjustments, Reconciliation Posting

Reconciliation Summary Pay All Selected Print Reverse Abort Save Add Row Delivery

Showing Page 1 of 1 Display: Default (1)

Select	Name: Client Bill To	Policy # (LOB)	Policy: Mode Status	Eff Date	Premiums: Billed Estimated	Premium Paid	Rate Type	Rate	Agency Comm Billed Estimated	Commission Paid	Bill Type	Other Comm
<input type="checkbox"/>	Planters Nuts	WC-65789-1 (WORK)	New In Force	02/06/2008	\$45,000.00 \$45,000.00	\$45,000.00	% of Premium	10.00	\$4,500.00 \$4,500.00	4,500.00	Term Policy	
					This Page Total Premium Paid:	\$45,000.00						
					All Pages Total Premium Paid:	\$45,000.00						
					This Page Total Commission Paid:	\$4,500.00						
					All Pages Total Commission Paid:	\$4,500.00						

reconciliation

The (CB) beside the transaction type Invoice(CB) indicates an installment plan.

transaction summary | client balance summary | list bill plans

Select View: Summary View [v]  
Select Client: [v]

Showing Page 1 of 1

Details	Effective Date	Date Booked	Status	Type	Transaction Id	InvoiceID Master Invoice ID	Policy Number	Description	Bill Method	Amount	Remove
	2/6/2008	2/6/2008	Posted	Invoice(S)	-	15192	WC-65789-1	Workers Compensation	Direct Bill	\$45,000.00	--
	1/19/2008	2/6/2008	Posted	Invoice(CB)	-	15186 (15185)	CPP-789000-2	Package	Agency Bill	\$22,500.00	--
	1/19/2008	2/6/2008	* Posted	Invoice	-	15190	CPP-789000-2	Package	Agency Bill	\$50.00	--
	1/19/2008	2/6/2008	Unposted	Invoice(CB)	-	(15185)	CPP-789000-2	Package	Agency Bill	\$0.00	--
<b>Total</b>										<b>\$67,550.00</b>	

list bill plans | client balance summary | transaction summary

Installments are created by clicking the [Add Master Invoice] link on the Transactions summary screen.

transaction summary | client balance summary | list bill plans

Select View: Summary View [v]  
Select Client: [v]

Showing Page 1 of 1

Details	Effective Date	Date Booked	Status	Type	Transaction Id	InvoiceID Master Invoice ID	Policy Number	Description	Bill Method	Amount	Remove
	2/6/2008	2/6/2008	Posted	Invoice(S)	-	15192	WC-65789-1	Workers Compensation	Direct Bill	\$45,000.00	--
	1/19/2008	2/6/2008	Posted	Invoice(CB)	-	15186 (15185)	CPP-789000-2	Package	Agency Bill	\$22,500.00	--
	1/19/2008	2/6/2008	* Posted	Invoice	-	15190	CPP-789000-2	Package	Agency Bill	\$50.00	--
	1/19/2008	2/6/2008	Unposted	Invoice(CB)	-	(15185)	CPP-789000-2	Package	Agency Bill	\$0.00	--
<b>Total</b>										<b>\$67,550.00</b>	

list bill plans | client balance summary | transaction summary

The **(LB)** beside the transaction type **Invoice(LB)** indicates a list bill invoice.

Client Name: Adam Signs

transaction summary | client balance summary | list bill plans

Select View: Summary View

Select Client:

Showing Page 1 of 1

Details	Effective Date	Date Booked	Status	Type	Transaction Id	InvoiceID Master Invoice ID	Policy Number	Description	Bill Method	Amount	Remove
	4/24/2007	2/6/2008	Unposted	Invoice(LB)	-	15195 (15194)	GL-8754532-07	General Liability - Commercial	Direct Bill	\$20,000.00	
	4/24/2007	2/6/2008	Unposted	Invoice(LB)	-	(15194)	GL-8754532-07	General Liability - Commercial	Direct Bill	\$0.00	--
<b>Total</b>										<b>\$20,000.00</b>	

list bill plans | client balance summary | transaction summary

List Bills are created by clicking the **[Add Master Invoice]** link on the transactions screen and selecting a previously created **List Bill Plan** from the list. These invoice types will display with **(LB)** on the summary screen.

Client Name: Adam Signs

transaction summary | client balance summary | list bill plans

Select View: Detail Assigned

Select Client:

[ Add Master Invoice ] [ Add New Invoice ]

Search Filter: [Show]

**New Policy Selection**

None

Policy

Current:

Policies:

- GL-8754532-07 General Liability - Commercial 4/24/2007 to 4/24/2008
- PR-7890000 Property - Commercial 6/29/2006 to 6/29/2007

**Nexsure Tip**  
Select Current or History to display billable policies. Only policies with issuing and billing carriers will display.

Cancel OK

Account Balance \$0.00

client balance summary | transaction summary

The **(B)** beside the transaction type **Invoice(B)** indicates a binder bill invoice.

Client Name: Adam Signs

Select View: Open Binder Bill

Details	Effective Date	Date Booked	Status	Type	Transaction Id	InvoiceID Master Invoice ID	Policy Number	Description	Bill Method	Amount	Remove
	6/29/2007	2/6/2008	Unposted	Invoice(B)	-	15200	PR-7890000	Property - Commercial	Agency Bill	\$2,300.00	
<b>Total:</b>										<b>\$2,300.00</b>	

Binder bills are created by clicking the [\[Edit Invoice Header\]](#) link on the invoice screen and selecting the **Invoice Type** of **Binder Bill**. **Binder Bill** type is only available when **Agency Bill** is selected for **Bill Method**. These invoice types will display with **(B)** on the summary screen.

Invoice ID: 000015200  
Created By: Mary Oberleitner

Bill To: Adam Signs  
Address: PO Box 12588  
City: Brea  
State: CA Zip: 92821  
Phone: (714) 672-3000

Date Created: 2/6/2008  
Effective Date: 6/29/2007  
Bill Method: Agency Bill  
Invoice Status: Unposted  
Invoice Amount: \$2,300.00  
Amount Paid: \$0.00  
Invoice Balance: \$2,300.00  
Delivered: N/A

[\[Edit Invoice Header\]](#)

**Edit Invoice Header**

Bill Method: Agency Bill

Annualize:

Bill Type: Term Policy

Invoice Type: Binder bill

Department: Commercial Lines (Acc-Pay on Inv)

Unit: --Please Select--

Effective Date: 6/29/2007

Date Booked: 2/6/2008

Full Pay:

Compound Billing:

Amount Due: \$2,300.00

Days Until Past Due: n

OK Cancel

The **(M)** beside the transaction type **Invoice(M)** indicates a manual bill invoice.

Details	Effective Date	Date Booked	Status	Type	Transaction Id	InvoiceID Master Invoice ID	Policy Number	Description	Bill Method	Amount	Remove
	4/24/2007	2/6/2008	Unposted	Invoice(M)	-	15202	GL-8754532-07	General Liability - Commercial	Agency Bill	\$7,500.00	
<b>Total:</b>										<b>\$7,500.00</b>	

Manual bills are created by clicking the **[Edit Invoice Header]** link on the invoice screen and selecting the **Invoice Type** of **Manual Bill**. **Manual Bill** type is only available when **Agency Bill** is selected for **Bill Method**. These invoice types will display with **(M)** on the summary screen.

**Invoice ID: 000015202**  
Created By: Mary Oberleitner

**Bill To: Adam Signs**  
Address: 1200 Henderson Way  
City: Brea  
State: CA Zip: 92821  
Phone: (714) 672-3000

Date Created: 2/6/2008  
Effective Date: 4/24/2007  
Bill Method: Agency Bill  
Invoice Status: Unposted  
Invoice Amount: \$7,500.00  
Amount Paid: \$0.00  
Invoice Balance: \$7,500.00  
Delivered: N/A

**Transaction Summary** | Print | Deliver | Post Now | Abort

**Invoice Header** | [\[Edit Invoice Header\]](#)

**Edit Invoice Header**

Bill Method: Agency Bill  
Annualize:   
Bill Type: Term Policy  
Invoice Type: Manual bill  
Department: Commercial Lines (Acc-Pay on Inv)  
Unit: --Please Select--  
Effective Date: 4/24/2007  
Date Booked: 2/6/2008  
Full Pay:   
Compound Billing:   
Amount Due: \$7,500.00  
Days Until Past Due: n

OK Cancel