

## **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:

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list bill plans 👃 client balance sum



## Tips & Facts Volume 4, Issue 3

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:000015190 Created By:Mary Oberleitner Bill To:Planters Nuts Address:7120 Hyatt Drive City:Brea State:CA Zip:92821 Phone:(714) 672-8908			Date Create Effective Dat Bill Methor Invoice Statu Invoice Amount Amount Pai Invoice Balanc Delivere	1:2/6/2008 ::1/19/2008 :Agency Bil :: <b>* Posted</b> :: \$50 1: \$0 :: \$50 0: \$50 0: \$50	B = = = = = = = = = = = = = = = = = = =	Quick Navigation Invoice Header Invoice Bill To Policy Header Premiums Fees Taxes Agency Commissions Other Commissions Invoice Posting
Transaction Summary Print	Deliver		Reverse Now			
Invoice Header Description			[Edit Invo	ice Header]		
Bill Method:		Agency Bill				
Annualize:		×				
Bill Type:		Endorsement				
Invoice Type:		Regular				
Department:		Commercial Lines (Acc-P	y on Inv)			
Unit:						
Effective Date:		1/19/2008				
Date Booked:		2/6/2008				
Full Pay:		۲				
Compound Billing:		0				
Amount Due:		\$50.00				
Days Until Past Due:		0				
# of Print Days Before Eff. Date:						
Unique Invoice Message:		Tabara Natas an india	had been a subsciele		- I	
Internal Note:		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.

IE S	sure								HOME	HELP   SETU	P   LO
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Select Vie	ew: Sum	mary View	~					[ Add	Master Invoice ]	[ Add New Ir	nvoice ]
Select Cli	ent:		*		Showing F	age 1 of 1 🕨				Search Filter:	[Show]
Details	Effective Date	Date Booked	Status	Туре	Transaction Id	InvoiceID Master Invoice ID	Policy Number	Description	Bill Method	Amount R	emove
<b>&gt;</b>	2/6/2008	2/6/2008	Posted	Invoice(S)	i -	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	
- C-2	1/19/2008	2/6/2008	* Posted	Invoice	-	15190	CPP-789000-2	Package	Agency Bill	\$50.00	
			11	Invoice(CP)		(15185)	CPP-789000-2	Package	Agency Bill	\$0.00	
	1/19/2008	2/6/2008	Unposted	This fire (CD)	/						

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.

Nan Posti Date Creat Created I	ID: 940 pe: Carrier ne: Travele ed: 🕑 2/6 ed: 02/06/ By: Mary O	ers Main 5/2008 2008 Iberleitne	Office	:	Recei Disbursemen Adjustmen Income/Receivab Payab Virtual Recei Des	pt Total: \$0.00 ts Total: \$0.00 ts Total: \$0.00 ile Total: \$4,500 ile Total: \$4,500 pt Total: \$4,500 ccription:	.00			Q	uick Navigato Header Receipts/Dis u Transactions Statement Unposted I Adjustments Reconciliation I	n Agency E Direct Bil <b>Entry</b> nvoices Posting	511 1
Reconciliation Su	mmary Pay	y All Sele	ected Pr	int	Reverse	Abort	Save	P	Add Row D	elivery			
[Select All] [D Add Carrier S	eselect All] Statement	Transad	ctions		_	K 🖣 Sha	owing Page 1 of	1 ⊨ ⊨	1 V	_	Sear	ch Filter: Default	[Show]
Name: Client Select Bill To	Policy # (LOB)	Policy: Mode Status	Eff Date	e	Premiums: Billed Estimated	Premium Paid	Rate Type	Rate	Comm Billed Estimated	Commission Paid	n Bil Typ	l e	Other Comm
Planter Nuts	WC- s 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	*	
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The **(CB)** beside the transaction type **Invoice(CB)** indicates an installment plan.

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ansaction	summary cl	ient balance summ	ary list bill pli	ans							
elect Vie	w: Sumr	nary View	*					[ Add	Master Invoice ]	[ Add New I	nvoice ]
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<b>&gt;</b>	2/6/2008	2/6/2008	Posted	Invoice(1)	-	15192	WC-65789-1	Workers Compensation	Direct Bill	\$45,000.00	
<b>&gt;</b>	1/19/2008	2/6/2008	Posted	Invoice(CB)		15186 (15185)	CPP-789000-2	Package	Agency Bill	\$22,500.00	
<b>&gt;</b>	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	
2											

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

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<b>&gt;</b>	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	
<b>&gt;</b>		2/6/2008	* Posted	Invoice	-	15190	CPP-789000-2	Package	Agency Bill	\$50.00	
<b>&gt;</b>	1/19/2008	2/0/2000									
₽ ₽ ₽	1/19/2008 1/19/2008	2/6/2008	Unposted	Invoice(CB)	-	(15185)	CPP-789000-2	Package	Agency Bill	\$0.00	



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



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.

		HOME   HELP   SETUP   LOGOUT
SEARCH   OR	GANIZATION   REPORTS	Bookm irks: Expand   Add   Remove Selected
CLIENT PROFILE   OPPORTUNITIES   M	ARKETING   POLICIES   CLAIMS   SERVICING   ATTACHMENTS   ACTIONS	TRANSACTIONS   DELIVERY   T-LOG
Client Name: Adam Signs		Commercial Account
transaction summary client balance sum	mary list bill plans	
Select View: Detail Assigned	A https://nexweb19.nexsure.com/?Form=invoice_frame&Ca	Add Master Invoice ] [Add New Invoice ]
Select Client:		Search Filter: [Show]
Effective Details Date Date Booked	New Policy Selection	intion Bill Mathed Amount Remove
Details Date Date Booked	O None List Bill Plan: General Liability	Account Palance
	Policy	Account balance \$0.00
	Ourset W	is $igstarrow$ client balance summary $igstarrow$ transaction summary
	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 issuin	9
	and bining carriers will display.	
	Cancel OK	



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

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Select View: Open Binder Bil Select Client: Effective Details Date Date Boc	ked Status	Type_	K Showing F Transaction	Page 1 of 1	Policy Number	[ Add	d Master Invoice ]	[ Add New I Search Filter: Amount R	nvoice ] [Show]
Select View: Open Binder Bil Select Client: Details Date Date Boo 6/29/2007 2/6/20	ked Status 08 Unposted	Type Invoice(B	I Showing I Transaction Id	Dage 1 of 1	Policy Number PR-7890000	[ Add Description Property - Commercial	d Master Invoice ] Bill Method Agency Bill	[ Add New I Search Filter: Amount R \$2,300.00	Ishow]

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		D Fi Irv Irv	late Createc ifective Date Bill Method voice Status oice Amoun Amount Paic oice Balance Deliverec	:2/6/2008 :6/29/2007 :Agency Bill :Unposted : \$2,300.00 : \$2,300.00 : \$2,300.00	Quick Navigation Invoice Bill To Policy Header Premiums Fees Taxes Agency Commissions Other Commissions Invoice Posting
Transaction Summary     Print       Invoice Header       Bill Method       Annualize:       Bill Type:       Invoice Ty       Departmer       Unit:       Effective D       Date Book       Full Pay:       Compound Du       Days Until       # of Print I       Unique Inv       Internal Ne	Agenci Commercial Li Please Selec 6/29/2007 2/6/2008 € \$2,300. n	Post No y	(Edit InvoiceID=, nvoiceID=, ne	Abort	



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

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SEARCH   ORGANIZATION   REPORTS	Bookmarks: Expand   Add   Remove Selected
CLIENT PROFILE   OPPORTUNITIES   MARKETING   POLICIES   C	AIMS   SERVICING   ATTACHMENTS   ACTIONS   TRANSACTIONS   DELIVERY   T-LOG
	Commercial Account
underwriting policy info assignment attachments actions qu	lification history transactions claims summary of insurance classifieds
Select View: Invoice Summary	[ Add Master Invoice ] [ Add New Invoice ]
Select Client:	Search Filter: [Show]
Effective Details Date Date Booked Status Type	InvoiceID Transaction Master Policy Id InvoiceID Number Description Bill Method Amount Remove
4/24/2007 2/6/2008 Unposted Invoice()	0] - 15202 GL-8754532-07 Liability - Agency Bill \$7,500.00 ि Commercial
	Total: \$7,500.00

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 Effective Date Bill Method Invoice Status Invoice Amount Amount Paid Invoice Balance Delivered	2/6/2008 4/24/2007 Agency Bill Unposted \$7,500.00 \$7,500.00 N/A	Quick Navigation Invoice Header Invoice Bill To Policy Header Premiums Fees Taxes Agency Commissions Other Commissions Other Commissions Invoice Posting
Transaction Summary     Print     Deliv       Invoice Header <ul> <li>bill Method</li> <li>Annualize;</li> <li>Bill Type;</li> <li>Invoice Ty</li> <li>Departmer</li> <li>Date Book</li> <li>Full Pay;</li> <li>Compound</li> <li>Date Book</li> <li>Full Pay;</li> <li>Date Book</li> <li>Full Pay;</li> <li>Compound</li> <li>Bill Pay:</li> <li>Compound Billing:</li> <li>Amount Du</li> <li>Dave Until Past Due;</li> <li>Dave</li></ul>	er voicing/invoice_he, der_edit_po Agency Bill ♥ Term Policy ♥ Manual bill Commercial Lines (Acc-Pay Please Select ♥ 4/24/2007 2/6/2008 ♥ \$7,500.00 n	Post Now [Edit Invoice] pup.asp?Invoice]D= ne on Inv)	Abort Cancel	