# Chapter 11

# Handling Carrier Statements

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# Carrier Entity Definition

In Nexsure, two carriers are assigned to a policy: Issuing and Billing.

An issuing carrier is the company that issues the policy; the issuing carrier's name is on the policy, certificate and binder.

The billing carrier is the company that handles the money. The billing carrier for agency bill policies is paid net premium from the agency (payables). The billing carrier for direct bill policies pays commission to the agency (receivables).

The billing carrier may be the same as the issuing carrier, but could instead be a General Agent (GA) or Managing General Agent (MGA) that the agency brokers business through.

This chapter will be dealing with the billing carrier and referring to Carrier Payables and Receivables.

# **Carrier Payables**

Reconciliation for Carrier Payables is done at Territory level and is done either before or after the disbursements are added. Reconciled amounts are posted to the Reconciliation Clearing account identified in mandatory account setup at the Organization level. The mandatory accounts are setup when the organization is built. Work with the XDimensional Technologies, Inc. Account Manager for a clear understanding of how these accounts will be setup.

As previously mentioned, there are several ways that an agency might choose to handle their carrier payables. In this section each method is covered stepping through the entire process of handling carrier payables. Make sure to read each method to have a clear understanding of the process before determining which is best for your organization.

**Note:** DO NOT post to any of the mandatory general ledger accounts unless directed by XDimensional Technologies' Nexsure workflows. This can cause books to be out of balance as these accounts are used by Nexsure for automatic postings.

## **Reconciling Carrier Statements Prior to Check Issuance**

To confirm the accuracy of carrier statements, Nexsure provides the ability to compare posted invoices in Nexsure with the carrier statement.

Navigating to the reconciliation tab is done by clicking the ORGANIZATION link on the Primary menu.

Click the **territories** tab and click the **Details** icon for the territory where the Carrier Statement is to be reconciled. Click the **accounting** tab, the **transactions** tab and the **reconciliation** tab to bring up the Reconciliation Summary screen. If there are no results displayed, then the organization is new and no reconciliations have been previously done or the filter dates are out of range.

| nexsure                             |   |                    |                             |                           |               | ном                        | HELP        | SETUP              | LOGOU   |
|-------------------------------------|---|--------------------|-----------------------------|---------------------------|---------------|----------------------------|-------------|--------------------|---------|
| SEARCH   ORG                        | ANIZATION   REPORTS                     |                    |                             |                           | E             | lookmarks: Exp             | and   Add   | Remove             | Selecte |
| ORGANIZATION PROFILE   ALL EMPLOYEE | S   ALL LOCATIONS                       |                    |                             |                           |               |                            |             |                    |         |
| rganization Name: XDTITraini        | ng Org                                  |                    |                             |                           |               |                            | 🕨 Org       | ganizatio          | on      |
| organization                        |   |                    |                             |                           |               |                            |             |                    |         |
| XDTITraining Org >> B C Region      | >> B C Territory                        |                    |                             |                           |               |                            |             |                    |         |
| Previous Page                       | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, |                    |                             |                           |               |                            |             |                    |         |
|                                     |   |                    |                             |                           |               |                            |             |                    |         |
| card file branches locations empl   | oyees accounting vendors                | entity association |                             |                           |               |                            |             |                    |         |
| summary setup invoicing setup       | general ledger bank accounts            | transactions       | batch summary               |                           |               |                            |             |                    |         |
| transaction summary journal entry   | disbursements receive payme             | ents deposit       | accounts payable            | reconciliation            | invoices      |                            |             |                    |         |
|                                     |   |                    |                             | Filte                     | er: [Show]    | [Add New Recor             | ciliation]  |                    |         |
|                                     |   |                    |                             |                           |               |                            |             |                    |         |
|                                     |   |                    |                             |                           |               |                            |             |                    |         |
|                                     | There are no res                        | ults for t         | this searc                  | h criteria                |               |                            |             |                    |         |
|                                     |   |                    |                             |                           |               |                            |             |                    |         |
|                                     |   |                    |                             |                           |               |                            |             |                    |         |
|                                     | invoices reconciliation acc             | ounts payable 人    | deposit / receive           | payments disb             | ursements     | journal entry              | transaction | summary            |         |
|                                     | I                                       | batch summary      | transactions                | ank accounts $igstyle ge$ | eneral ledger | 人 invoicing setu           | p 人 setup   | 人 summar           | y       |
|                                     |   | ant                | tv associations $ightarrow$ | vendors \ account         | ting omol     | oyees $igstarrow$ location | s Å branch  | nes $\lambda$ card | file    |
|                                     |   | ent                |                             | venuors account           | empi          | oyees location             |             |                    |         |
|                                     |   |                    |                             |                           |               |                            |             | organiz            | zation  |

Clicking the [Show] link on the top right portion of the reconciliation screen will bring up the Search Filter fields. Notice the Region and Territory fields are not available to modify. The reason is that the selection for

the region and territory was made when the territory **Details** icon was clicked. The **Created Date From** field defaults 7 days prior to the current date and the **To** field populates with the current date. These date ranges prevent pulling all the reconciliations across the web at once to help avoid time out errors on the screen. When working on the Internet, it is important to limit the amount of data being pulled because there is a time limit for each upload and download. The **Reconciliation Type** drop-down box defaults to show both agency and direct bill reconciliations and the **Status** to show all posted and unposted reconciliations. Modify these fields as needed to locate a previously entered reconciliation worksheet. Use the **Sort Order** fields at the bottom of the search filter to have data display in a particular order. Clicking the **Search** button on the bottom right of the search screen activates the search and returns matching data to the summary screen.

|  | -                       | tity associations        |                       |                  |            |            |
|--|-------------------------|--------------------------|-----------------------|------------------|------------|------------|
| summary Y setup Y invoicing setup Y general ledg |                         | ansactions batch summ    |                       |                  |            |            |
| transaction summary Y journal entry Y disbursem  | ents Y receive payments | s Y deposit Y accounts p | ayable reconciliation | invoices         |            |            |
|  |                         |                          | Fil                   | ter: [Hide] [Add | New Recor  | nciliation |
| Search Criteria                                  |                         |                          |                       | Save             | Filter Set | tings      |
| Region: Southern East 0                          | Coast R 🗸               |                          |                       |                  |            |            |
| Territory: Southern East 0                       | Coast T 🗸               |                          |                       |                  |            |            |
|  |                         |                          |                       |                  |            |            |
|  |                         |                          |                       |                  |            |            |
| Reconciliation Type: Both                        | Entil                   | ty Type:                 | Name:                 |                  |            |            |
| Statement Amount:                                | Created Dat             | e From: 5/28/2010        | то: б                 | 5/4/2010         |            |            |
| Reconciled Amount:                               | Posted Dat              | e From:                  | то:                   |                  |            |            |
| Status: All                                      | V Des                   | cription:                | Recon ID:             |                  |            |            |
| Sort Order                                       |                         | _                        |                       |                  | _          |            |
| Sort Field 1: Sort                               | Order 1:                | Sort Field 2:            | ~                     | Sort Order 2:    |            | ~          |
|  |                         |                          |                       |                  |            |            |
|  |                         |                          |                       | ٤                | Search     | Clear      |
| Details Name                                     | Ref # Rec ID D          | escription Amoun         | t Created By          | Date Created     | Posted I   | Remove     |
| Auto-Owners Insurance Company                    | 2981 Ap                 | ril 2010 Stmt \$2,700.   | 00 Mary Oberleitner   | 06/01/2010       |            |            |

### Adding the Reconciliation Worksheet

In order to reconcile carrier statements in this scenario, invoices must be added to client policies and posted by agency personnel. These invoices are generally added during the account servicing process so the invoices will be ready to reconcile upon receipt of the statement.

To add the worksheet, click the [Add New Reconciliation] link on the upper right side of the Reconciliation Summary screen.

| nization<br>TITraining Org 972003 >> Atlar | tic Degion >> Atlantic Ter  | ritory             |                  |                |   |
|--|-----------------------------|--------------------|------------------|----------------|---|
| Previous Page                              | ac Region >> Adamac Ten     | 11(017)            |                  |                |   |
| rd file branches locations employ          | ees accounting vendors      | entity association | s                |                |   |
| summary setup invoicing setup g            | eneral ledger bank accounts | transactions       | oatch summary    |                |   |
| transaction summary journal entry          | disbursements receive payme | nts deposit        | accounts payable | reconciliation | invoices                                |
|  |                             |                    |                  |                | Filter: [Show] [Add New Reconciliation] |

After clicking the [Add New Reconciliation] link the Select Entity window is displayed. This window allows searching for the entity being reconciled. In the Entity Type drop-down box select Carrier and in the field below enter at least 3 characters of the entity name. To activate the search, click the Search button to the right of the field. All matches to the characters entered are displayed in the box below the label Select Name. The (p) beside the name indicates that the carrier name is identified as the parent carrier and an (s) indicates a subordinate carrier. Choosing the carrier with a (p) beside it allows all invoices for the subordinate and parent to be available for reconciliation. Choosing the carrier with the (s) beside it allows only invoices for that carrier to be available for reconciliation, however, all or selected subordinates may be selected to include in the worksheet by placing a check in the box next to the carrier name.

| Reconciliation   | ne sure                    |
|--|----------------------------|
| Select Entry:  |                            |
| Entity Type: Carrier<br>Enter at least 3 characte<br>search. | rs of the name and click   |
| safe   | Search                     |
| Select Name:   |                            |
| Safeco (p)<br>Safeco Insurance Comp                          | pany of Ame                |
| Primary Name:  |                            |
| Safeco   |                            |
| Select Address:  |                            |
| Safeco Plaza   | *                          |
| Subordinate Carriers:  |                            |
| [Select All] [Deselect Al                                    | 1]                         |
| Safeco Insurance<br>Company of America                       | Safeco Plaza               |
| Click OK to confirm selec<br>summary.                        | ction. Cancel to return to |

**Note:** Only subordinate carriers identified as billing carriers will have any invoices available.

To select the carrier name, click to highlight and select subordinates only if it is necessary to include those carrier invoices in the reconciliation. Remember that selecting the parent automatically includes subordinate carriers. Click the **OK** button to diplay the **reconciliation** tab for the selected carrier.

| Reconciliation ID:<br>Entity Type:<br>Name:<br>Posted:<br>Date Created:<br>Created By: | Carrier<br>Safeco                               | I   | Disbursements<br>Adjustments<br>income/Receivable<br>Payable | Total: \$0.00 |      |         |          | Quick Navigation<br>Header<br>Receipts/Disbursaments<br>Transactions - Agency Bill<br>Statement Entry<br>Unposted Invoices<br>Adjustments<br>Reconciliation Posting |   |
|--|---|---|--|---------------|------|---------|----------|---|---|
| Reconciliation Summ  | ary Pay All Selected                            | Print                                     | Post   | Abort         | Save | Add Row | Delivery | ]   |   |
|  |   | Safeco<br>Safeco Plaza<br>Seattle WA 9818 | 5  |               |      |         |          |   | B |
| (  | Date Booked:<br>Description:<br>(100 Char. Max) | 12/19/2007                                |  | < >           |      |         |          |   |   |
| (  | Internal Note:<br>250 Char. Max)                |   |  |               |      |         |          |   |   |

There are three sections in the Reconciliation screen: **Reconciliation Header**, **Quick Navigation**, and **Input Fields**.

| Section               | Description  |
|-----------------------|--|
| Reconciliation Header | <ul> <li>The Reconciliation Header section is located at the top of the tab with a shaded background. It summarizes the entire disbursement.</li> <li>Header Definitions: <ul> <li>Reconciliation ID: System-generated used to identify the worksheet.</li> <li>Entity Type: Identifies the type of reconciliation.</li> <li>Name: The name of the Carrier for the reconciliation.</li> <li>Date Created: System-generated reconciliation creation date.</li> <li>Date Posted: System generated date is the date the reconciliation was actually posted.</li> <li>Created By: Name of user who created the record.</li> <li>Received payments records as selected in the Quick Navigation-Receipts/Disbursements link.</li> <li>Disbursements Total: Total amount of paid items as selected in the Quick Navigation-Receipts/Disbursements link.</li> <li>Adjustments Total: Total adjustments pulled from Quick Navigation-Adjustments link.</li> <li>Income/Receivable Total: Total amount of Direct Bill transactions selected from the Quick Navigation-Transactions link.</li> <li>Payable Total: Total amount of Agency Bill payable records selected from the Quick Navigation-Transactions link.</li> <li>OR Virtual Receipt Total: Total amount owed to the Agency as a result of the current reconciliation record.</li> </ul> </li> </ul> |
| Quick Navigation      | Located on the right side of the tab, there are links used to access different sections of the reconciliation. This provides the user the flexibility to select the necessary items for the selected reconciliation.   |
| Input Fields          | Input Fields are located at the bottom left portion of the screen. The displayed input fields correspond with the selected ( <b>Bold</b> ) link on the right side of the screen (Quick Navigation).  |

Edit Header Input fields. Click Save on Navigation Toolbar to save and move input to Reconciliation Header.

| Link                       | Description   |
|----------------------------|---|
| Header                     | Use this link to edit Reconciliation Header input fields.   |
| Receipts/Disbursements     | If a Cash Receipt or Disbursement is added prior to the reconciliation being done, click<br>this link and add the previously entered receipt or disbursement to clear the virtual<br>amount on the reconciliation. Partial amounts may also be applied as needed. |
| Transactions - Agency Bill | Use this link to locate and select all the agency bill invoices included on the carrier statement.  |
| Transactions - Direct Bill | Use this link to locate and select all posted direct bill invoices included on the carrier statement.   |
| Statement Entry            | Select this link to create direct bill invoices included on the carrier statement.  |
| Unposted Invoices          | Select this link to view and select unposted direct bill invoices included on the carrier statement.  |
| Adjustments                | Any adjustments included on a carrier statement where the amount does not affect<br>the amount due on a client invoice such as advertising fees would be added on the<br>adjustments link. Waiving small balances might be another use for this link.             |
| Reconciliation Posting     | Contains all the General Ledger entries that are generated for the selected reconciliation. Posting entries do not display until entries have been made or invoices selected.   |

#### **Quick Navigation Link Definitions**

### Using the Search Filter to Locate Invoices

To select the invoices included on the carrier statement, click the **Quick Navigation > Transactions - Agency Bill** link located on the right side of the screen to bring up the Transactions screen. Clicking a link in the Quick Navigation panel will also save and move Header input to the Reconciliation Header. Make sure to use the Search Filter by clicking the **[Show]** link located just above the listed invoices on the right. There are date range filter defaults just like on the Reconciliation Summary screen.

| Entit<br>Date C |                       | Carrier<br>Safeco  |                    | Disbursements<br>Adjustments<br>Income/Receivable<br>Payable | : Total: \$0.00<br>: Total: \$0.00<br>: Total: \$0.00 | r 2007 Account Ci    | irrent                | C                 | Quick Navigat<br>Header<br>Receipts/Dis<br>Transactions<br>Transactions<br>Statemei<br>Unposter<br>Adjustments<br>Reconciliatio | bursements<br>- <b>Agency Bill</b><br>- Direct Bill<br>nt Entry<br>d Invoices |
|-----------------|-----------------------|--------------------|--------------------|--|---|----------------------|-----------------------|-------------------|---|---|
| conciliatio     | on Summar             | Y Pay All Selected | Print              | Post   | Abort   | Save                 | Add Row               | Delivery          |   |   |
|                 |                       |                    |                    |  |   |                      |                       |                   | s   | earch Filter: [Shov   |
| [Select Al      | I] [Desele            | ect All]           | _                  |  | Agency  | / Bill               |                       |                   | s   | earch Filter: [Shov   |
| -               | l] [Desele<br>Details | ict All]<br>Date   | Item ID            | N  | Agency  |                      | y Number              | Amount            | S   | earch Filter: [Shov<br>Balance  |
|                 |                       |                    | Item ID<br>13615-1 |  |   | Policy               | r Number<br>illpolicy | Amount<br>\$35.71 | -   | Balance   |
| -               | Details               | Date               |                    | Cormier Bil  | ame   | Policy<br>AGb        |                       |                   | Paid  | Balance<br>\$35.71  |
| -               | Details               | Date<br>11/1/2007  | 13615-1            | Cormier Bil<br>Cormier Bil                                   | ame<br>Iling Services                                 | Policy<br>AGb<br>AGb | illpolicy             | \$35.71           | <b>Paid</b><br>\$0.00   |   |

After clicking the **[Show]** link on the screen, the filter options are displayed. After entering the search criteria, click the **Search** button to return all matches. Clicking the **Clear** button clears all the fields on the search filter.

| reconcination  |                      |               |  |  |                    |         |           |              |   |
|--|----------------------|---------------|--|--|--------------------|---------|-----------|--------------|---|
| Reconciliation ID:<br>Entity Type:<br>Name:<br>Posted:<br>Date Created:<br>Created By: | Carrier<br>Safeco    |               | Receipt T<br>Disbursements T<br>Adjustments T<br>Income/Receivable T<br>Payable T<br>Descrip | otal: \$<br>otal: \$<br>otal: \$<br>otal: \$ | 0.00<br>0.00       | ount Cu | rrent     |              | Quick Navigation<br>Header<br>Receipts/Disbursements<br>Transactions - Agency Bill<br>Transactions - Direct Bill<br>Statement Entry<br>Unposted Invoices<br>Adjustments<br>Reconciliation Posting |
| Reconciliation Summa   | ary Pay All Selected | Print         | Post   | Ab   | ort Sav            | 2       | Add Row   | Delivery     |   |
|  |                      |               |  |  |                    |         |           |              | 8   |
|  |                      |               |  |  |                    |         |           |              | Search Filter: [Hide]   |
|  |                      | Region:       | B C Region   | ~  | Branch:            |         |           | ×            |   |
|  |                      | Territory:    | B C Territory  | ~  | Department:        |         |           | ~            |   |
|  |                      |               |  |  | Unit:              |         |           | ×            |   |
|  |                      | Bill Method:  | Agency Bill  | ~  | Date Type:         | Date I  | Effective | ~            |   |
|  | Bu                   | siness Type:  | All  | ~  | Date Range:        |         |           | To: 12/31/20 | 107   |
|  | Line                 |               | 401K - Group<br>401K - Individual<br>Accident - Individua                                    |  | Amount Range:      |         |           | то:          |   |
|  |                      |               | AD&D - Group   | <b>v</b>                                     | Policy Number:     |         |           |              |   |
|  | Exclude all trans    | actions where | the effective date is aft  | er the s                                     | earch ending date. |         |           |              |   |
|  |                      | 🔿 Paid        | 🔘 Unpaid   |  |                    |         |           |              |   |
|  | Sort Field 1:        | *             | Sort Order 1:  |  | Sort Field 2:      |         | 🖌 Sor     | t Order 2:   | ×   |
|  |                      |               |  |  |                    |         |           | Search       | Clear   |
|  |                      |               |  |  |                    |         |           |              |   |
| [Select All] [Desele   | ct All]              |               |  | Ac   | jency Bill         |         |           |              |   |
| focicees and focisies  | cer ang              |               |  |  |                    |         |           |              | ×   |

### **Filter Definitions**

| Field Label            | Description  |
|------------------------|--|
| Region and Territory   | These identify what Region and Territory the reconciliation is for and may not be changed here.  |
| Branch                 | If the reconciliation is only for one Branch under the selected Territory<br>and Branch, use the drop-down box to select the specific Branch. If the<br>reconciliation is for all Branches under the selected Territory, leave blank.  |
| Department             | The Department drop-down box is only active if a specific Branch is selected. The reason is that the Departments are added at each specific Branch. If the reconciliation search results are for a specific Department, first choose the Branch and then the Department.   |
| Unit                   | The Unit drop-down box is only active if a specific Branch and Department<br>is selected. The reason is that the Departments are added at each specific<br>Branch and the Unit is added to specific Departments. If the reconciliation<br>search results are for a specific Department and Unit, first choose the<br>Branch, Department and then the Unit. |
| Region: B C Region     | Branch: B C Insurance Agency 🗸   |
| Territory: B C Territo | ry Department: Commercial Departme 💙   |
|                        | Unit: 🔽  |
| Bill Method            | The Bill Method of Agency Bill may not be changed here. Nexsure provides<br>the ability to reconcile both Agency and Direct Billed invoices in the event<br>the carrier sends statements with both. To search for and reconcile Direct<br>Bill transactions, select Transactions - Direct Bill on the Quick Navigation<br>panel.                           |
| Date Type              | When searching for invoices within a set date range, it is possible to identify what dates to return. Choose either Date Booked or Effective date of the invoice.  |
| Date Range             | The date range from and to will return all posted, open invoices for the selected date type within the date range entered.   |
| Amount Range           | If looking for amounts within a specific range amount, enter from and to amounts.  |
| Business Type          | Allows specific types of business to be filtered to simplify locating the invoices. Use the drop-down box to choose from All, Personal Lines, Commercial Lines, Benefits, Bond or Financial Services.  |

| Field Label   | Description  |
|---|--|
| Line of Business  | If looking for invoices for a specific line of business, select the line of business. If multiples are needed, press the control key on the keyboard and click on each line to be included. If none are selected all will be returned. |
| Policy Number   | To locate a specific policy number, enter the policy number into the field.  |
| Exclude all transactions<br>where the effective date<br>is after the search ending<br>date. | Click to place a check in the box to exclude transactions where the effective date is after the ending date range entered.   |
| All/Paid/Unpaid   | If none are marked all invoices meeting other search criteria are returned.<br>If All is marked both paid and unpaid invoices are returned and if unpaid is<br>marked only unpaid invoices are returned.                               |
| Sort Order  | The sort orders 1 and 2 fields allow the invoices to be displayed in a particular order. Sort in ascending or descending order for Date, Name, Policy Number or Amount. The sort 1 will be the first sort and sort 2 the sub sort.     |

Once the search results are returned, there may be more than one page of invoices. To get to the invoices on other pages, use the **Navigation Arrows** at the top of the list to navigate:

- Single Page Forward ►
- Single Page Back ◀
- Last Page ►
- First Page | ◀

The drop-down box to the right of the arrows with the number 1 displaying allows the selection of any available pages so it is possible to quickly jump to a page in the middle (such as page 3). Just find the number and click to go to the selected page. The **Display** drop-down box on the right allows more than the default of 7 items to display. Use the drop-down box to select the number desired.

| Ent        | Posted:<br>Created: | Carrier<br>Safeco   | Ir  | Receipt Total: \$0.00<br>Disbursements Total: \$0.00<br>Adjustments Total: \$0.00<br>ccome/Receivable Total: \$0.00<br>Payable Total: \$0.00<br>Description: December 2 | 007 Account Curr   | rent  | H<br>R<br>Ti<br>Ti  | ck Navigatic<br>eader<br>acceipts/Disbi<br>ansactions -<br>ransactions -<br>Statement<br>Unposted i<br>djustments<br>aconciliation | ursements<br>Agency Bill<br>• Direct Bill<br>• Entry<br>Invoices |
|------------|---------------------|---|---|---|--|---|---|--|--|
| econciliat | ion Summ            | ary Pay All Select  | ed Print  | Post Abort  | Save   | Add Row   | Delivery  |  |  |
|            |                     |   |   |   |  |   |   |  |  |
|            |                     |   |   |   |  |   |   |  |  |
| •          | All] [Dese          |   | _   | 🖌 📢 Showing page 1 of   | Bill   |   | _   |  | 7 (Default) 💌  |
| •          | Details             | Date  | Item ID   | Agency I<br>Name  | Bill   | Policy Number   | Amount  | Paid   | Balance  |
| •          | Details             | Date<br>7/1/2007  | Item ID<br>12114/-12119                                   | Agency I<br>Name<br>Cormier Quick Stop, Inc.  | Bill   |   | <b>Amount</b><br>\$25.00                                  | Paid   | Balance<br>\$25.00   |
| •          | Details             | Date  |   | Agency I<br>Name  | Bill   | Policy Number   |   | Paid<br>\$0.00   | Balance  |
| •          | Details             | Date<br>7/1/2007  | 12114/-12119  | Agency I<br>Name<br>Cormier Quick Stop, Inc.  | Bill   | Policy Number<br>Unassigned   | \$25.00   | Paid<br>\$0.00<br>\$0.00   | Balance<br>\$25.00   |
| •          | Details             | Date<br>7/1/2007<br>8/1/2007  | 12114/-12119<br>12369                                     | Agency I<br>Name<br>Cormier Quick Stop, Inc.<br>McDonough Bakery  | Bill   | Policy Number<br>Unassigned<br>AC834798372  | \$25.00<br>\$25.00  | Paid<br>\$0.00<br>\$0.00<br>\$0.00   | Balance<br>\$25.00<br>\$25.00                                    |
| Select     | Details             | Date<br>7/1/2007<br>8/1/2007<br>11/1/2007   | 12114/-12119<br>12369<br>13615-1                          | Agency I<br>Name<br>Cormier Quick Stop, Inc.<br>McDonough Bakery<br>Cormier Billing Services  | Bill   | Policy Number<br>Unassigned<br>AC834798372<br>AGbillpolicy                            | \$25.00<br>\$25.00<br>\$35.71                             | Paid<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00   | Balance<br>\$25.00<br>\$25.00<br>\$35.71                         |
| Select     | Details             | Date<br>7/1/2007<br>8/1/2007<br>11/1/2007<br>9/10/2007  | 12114/-12119<br>12369<br>13615-1<br>14366                 | Agency I<br>Name<br>Cormier Quick Stop, Inc.<br>McDonough Bakery<br>Cormier Billing Services<br>Hudson Kennel Services, LL  | BIII<br>BIII<br>B  | Policy Number<br>Unassigned<br>AC834798372<br>AGbillpolicy<br>BOP234567               | \$25.00<br>\$25.00<br>\$35.71<br>\$1,566.40               | Paid<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00   | Balance<br>\$25.00<br>\$35.71<br>\$1,566.40                      |
| Select     | Details             | Date           7/1/2007           8/1/2007           11/1/2007           9/10/2007           7/1/2007 | 12114/-12119<br>12369<br>13615-1<br>14366<br>12114/-12119 | Agency I<br>Name<br>Cormier Quick Stop, Inc.<br>McDonough Bakery<br>Cormier Billing Services, LL<br>Cormier Quick Stop, Inc.  | Bill<br>Bill<br>Bill<br>Bill<br>Bill<br>Bill<br>Bill<br>Bill | Policy Number<br>Unassigned<br>AC834798372<br>AGbillpolicy<br>BOP234567<br>Unassigned | \$25.00<br>\$25.00<br>\$35.71<br>\$1,566.40<br>\$2,075.00 | Paid<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00   | Balance<br>\$25.00<br>\$35.71<br>\$1,566.40<br>\$2,075.00        |

Click the **Maximize** clicon below the Quick Navigation panel to display the full screen view of listed invoices. Click the **Maximize** clicon a second time to collapse the expanded display.

To identify the invoices included on the statement after filtering the list, find the matching invoice and click the box in the **Select** column to place a check mark indicating the item should be included as payment in full.

| I                                       |         |          |              |                          |               |         |        |         |  |  |
|---|---------|----------|--------------|--------------------------|---------------|---------|--------|---------|--|--|
| Agency Bill [Select All] [Deselect All] |         |          |              |                          |               |         |        |         |  |  |
| Select                                  | Details | Date     | Item ID      | Name                     | Policy Number | Amount  | Paid   | Balance |  |  |
|   | Þ       | 7/1/2007 | 12114/-12119 | Cormier Quick Stop, Inc. | Unassigned    | \$25.00 | \$0.00 | \$25.00 |  |  |
|   | 2       | 8/1/2007 | 12369        | McDonough Bakery         | BAC834798372  | \$25.00 | \$0.00 | \$25.00 |  |  |

To identify that only a partial amount has been paid, click the **Details** icon beside the invoice. When the **Payment** window is displayed, enter the amount of the payment and the description then click the **OK** button to return to the list of invoices.

| Payment            | ne sure                       |
|--------------------|-------------------------------|
| Date:              | 12/19/2007                    |
| Payable<br>Amount: | 1566.40                       |
| Amount:            | 1000.00 Balance: 566.40       |
| Description:       | Partial Payment on BOP policy |
|                    | OK Cancel                     |
|                    |                               |

Notice that this item shows a gray box with a check in it and the amount entered \$1,000.00 is displaying in the **Paid** column on the right and the balance showing a reduction of \$1,000.00. The Header Payable Total is changed to reflect the \$1,000.00 partial payment.

| reconciliation   |                      |         |              |                 |      |            |            |            |                    |
|--|----------------------|---------|--------------|-----------------|------|------------|------------|------------|--------------------|
| Reconciliation ID: 778     Receipt Total: \$0.00       Entity Type: Carrier     Disbursements Total: \$0.00       Name: Safeco     Adjustments Total: \$0.00       Posted:     Posted:       Posted:     Payable Total: \$1,000.00       Created 1: 2/19/2007     Virtual Disbursement Total: \$1,000.00       Created St: Betsy Cornier     Description:       Description:     December 2007 Account Current   |                      |         |              |                 |      |            |            |            |                    |
| Reconciliation Summ  | ary Pay All Selected | Print   | Post         | Abort           | Save | Add Row    | Delivery   |            |                    |
|  |                      |         |              |                 |      |            |            |            | E                  |
|  |                      |         |              |                 |      |            |            | Sea        | rch Filter: [Show] |
|  |                      |         | 🛛 🖣 Sha      | owing page 1    |      | 1          |            | Display:   | 7 (Default) 🔽      |
| [Select All] [Dese   | elect All]           | _       | _            | Agency          | Bill | _          | _          | _          |                    |
| Select Details   | Date                 | Item ID | N            | ime             | Del  | icy Number | Amount     | Paid       | Balance            |
|  |                      |         |              |                 |      |            |            |            |                    |
|  | 8/1/2007             | 12369   |              | igh Bakery      |      | 834798372  | \$25.00    | \$0.00     | \$25.00            |
| Image: A state of the state | 9/10/2007            | 14366   | Hudson Kenne | l Services, LLC | BC   | P234567    | \$1,566.40 | \$1,000.00 | \$566.40           |

If an adjustment is required for an invoice, the invoice may be reversed and reentered if desired at the client policy level. Or an adjusting invoice may be added from here by clicking on the **Item ID** link. This brings up the selected invoice.

The only adjustment allowed here is a commission adjustment. Clicking on the **Details** icon beside the premium will allow only the amount of commission to be altered. If the adjustment is for a set amount, click the [Add New] link and enter the information for the adjusted amount only.

| Invoice IE | 000014362        |               |                           |                                     | _        |                                       | Date Creat  | ed:12/19/200                     | 07                                      | Quick Navigation |
|------------|------------------|---------------|---------------------------|-------------------------------------|----------|---------------------------------------|-------------|----------------------------------|---|------------------|
| Created By | y:Betsy Corm     | ier           |                           |                                     |          | E                                     | ffective Da | ate:9/18/2007                    | 7                                       | ∃Invoice Header  |
|            |                  |               |                           |                                     |          | Bill Method:Agency Bill Policy Header |             |                                  |   |                  |
|            |                  |               |                           |                                     |          |                                       | Entry Meth  | od:Invoicing                     |   | Premiums<br>Fees |
| Bill To    | o:Cormier Bil    | ling Services |                           |                                     |          |                                       |             | tus:Posted                       |   | Taxes            |
|            | s:14 David D     | -             |                           |                                     |          | voice Amou                            |             | 0.00                             | Agency Commissions<br>Other Commissions |                  |
| City       | y:Hudson         |               |                           | Amount Paid: \$0.00 Invoice Posting |          |                                       |             |                                  |   |                  |
| State      | Zip:03051        |               | Invoice Balance: \$570.00 |                                     |          |                                       |             |                                  |   |                  |
| Phone      | 91               |               |                           |                                     |          |                                       | Deliver     | ed: N/A 💌                        |   |                  |
| Recond     | iliation         | Print         |                           |                                     | I        | Post Adjustn                          | nent        |                                  |   |                  |
|            |                  |               |                           |                                     |          |                                       |             |                                  |   |                  |
| Agency Co  | mmissions        |               |                           |                                     |          | [Add Nev                              | v Agency    | Commission]                      | ^                                       |                  |
| Details    | Туре             | Level/Line    | of Business               | Rate Type                           | Rate     | Basis                                 | Due         | Remove                           |   |                  |
| Ŵ          | Premium          | Auto - Cor    | nmercial(1)               | % of Premium                        | 17       | \$570.00                              | \$96.90     |                                  |   |                  |
|            |                  |               | · ·                       | Total                               | Agency C | ommissions:                           | \$96.90     |                                  |   |                  |
|            |                  |               |                           |                                     |          |                                       |             |                                  |   |                  |
|            |                  |               |                           |                                     |          |                                       |             |                                  |   |                  |
|            |                  |               |                           |                                     |          |                                       |             |                                  |   |                  |
|            |                  |               |                           |                                     |          |                                       |             |                                  |   |                  |
| Other Com  | imissions        |               |                           |                                     |          | [Add N                                | ew Other    | Commission]                      |   |                  |
| Other Com  | missions<br>Name | Role Type     | Level/Line of<br>Business | Production                          | Rate Typ |                                       |             | <u>Commission]</u><br>Due Remove |   |                  |

Notice that when the **Details** icon is selected, the only change possible is the rate. Enter the rate change and click the **OK** button.

| Edit Agency Commission<br>Screen Mode: Edit | ne                 | e sure |
|---|--------------------|--------|
| Basis: \$570                                | Due: \$96.9        |        |
| Commission On:                              | Premium            | ~      |
| Leve/LOB:                                   | Auto - Commercial( | 1) 🗸   |
| Rate Type:                                  | % of Premium       | ~      |
| Rate:                                       | 15                 |        |
|   | ОК                 | Cancel |

After clicking the **OK** button to save the change, a new line item has been added to both the agency commission and the producer commission. The original record is not altered but a new line is added for auditing purposes. Click the **Post Adjustment** link on the Navigation toolbar to add the new invoice. If the **Reconciliation** link on the Navigation toolbar is clicked prior to posting the adjustment, a warning displays that the adjustment has not been posted and all changes will be lost. Click **OK** to abort the adjustment and return to the reconciliation. Click **Cancel** to complete and post the adjustment.

|          | 10.00004405           | -        |            |                          |             |                     |              |                     |            | 0/40/000             |      | Quick Navigation            |
|----------|-----------------------|----------|------------|--------------------------|-------------|---------------------|--------------|---------------------|------------|----------------------|------|-----------------------------|
|          | ID:00001436           |          |            |                          |             |                     |              |                     |            | 2/19/200<br>/18/2007 | J/   | -Invoice Header             |
| Created  | r by rbeasy con       |          |            |                          |             |                     |              |                     |            | aency Bil            |      | Invoice Bill To             |
|          |                       |          |            |                          |             |                     |              |                     |            |                      | ·    | Policy Header<br>Premiums   |
|          |                       |          |            |                          |             |                     |              | · · · ·             |            | nvoicing             |      | Fees                        |
|          | ll To:Cormier B       | -        | rices      |                          |             |                     |              | Invoice S           |            |                      |      | Taxes<br>Agency Commissions |
|          | ess:14 David (        | Dr       |            |                          |             |                     |              | Invoice Ar          |            | \$570                |      | Other Commissions           |
|          | City:Hudson<br>ate:NH | Zip:03   | 051        |                          |             |                     |              | Amoun<br>Invoice Ba |            | \$0<br>\$570         | 0.00 | Invoice Posting             |
|          | one:                  | 210:03   | 051        |                          |             |                     |              |                     |            | 4                    | .00  |                             |
| Pli      | one:                  |          |            |                          |             |                     |              | Deli                | vered:     | N/A 🚩                |      |                             |
| Rec      | onciliation           | P        | Print      |                          |             |                     | Post Adju    | stment              |            |                      |      |                             |
|          |                       |          |            |                          |             |                     |              |                     |            |                      |      |                             |
| Agency   | Commissions           |          |            |                          |             |                     | [ <u>Add</u> | New Agen            | cy Com     | mission]             | ^    |                             |
| Details  | 5 Type                | Lev      | vel/Line o | f Business               | Rate Type   | Rate                | Basis        | Due                 | R          | emove                |      |                             |
| <b>*</b> | Premium               | Au       | to - Com   | mercial(1)               | % of Premiu | m -2                | \$570.00     | (\$11.40            | <b>)</b> ) | <b>B</b>             |      |                             |
| <b></b>  | Premium               | Au       | to - Com   | mercial(1)               | % of Premiu | m 17                | \$570.00     | \$96.90             | 2          |                      |      |                             |
|          |                       |          |            |                          | Tot         | al Agency C         | ommissions   | \$85.5              | <b>D</b>   |                      |      |                             |
|          | ommissions            |          |            | Level/Line of            |             |                     |              | d New Oth           |            |                      |      |                             |
| Details  | Name                  | Role     | Туре       | Business                 | Production  | Rate Ty             |              | e Basis             | Due        | Remove               |      |                             |
| <b>P</b> | Susan<br>McDonough    | Producer | Premium    | Auto - Commercial<br>(1) | 100         | % of Age<br>Commiss | sion 25      | \$96.90             | \$24.23    |                      |      |                             |
| <b>P</b> | Susan<br>McDonough    | Producer | Premium    | Auto - Commercial<br>(1) | 100         | % of Age<br>Commiss | sion 20      | (\$11.40)           |            |                      | _    |                             |
|          |                       |          |            |                          |             |                     | l Other Con  |                     | 624 20     |                      |      |                             |

When posting is complete and you are returned to the reconciliation worksheet, select both the invoices to include in the reconciliation. Notice that the Item ID number has a hyphen and the number 1 beside it. This indicates an adjustment to the original invoice.

| <b>&gt;</b> | 9/18/2007 | 14362   | Cormier Billing Services | AG2 | \$473.10 | \$0.00 | \$473.10 |
|-------------|-----------|---------|--------------------------|-----|----------|--------|----------|
| <b>&gt;</b> | 9/18/2007 | 14362-1 | Cormier Billing Services | AG2 | \$11.40  | \$0.00 | \$11.40  |

Once all the invoices have been identified and selected, click the **Pay All Selected** link on the Navigation toolbar.

| Reconciliation ID: 778<br>Entity Type: Carri<br>Name: Safe:<br>Posted:<br>Date Created: 12/1<br>Created By: Bets: | 9/2007          | Incor | Receipt Total:<br>Disbursements Total:<br>Adjustments Total:<br>ne/Receivable Total:<br>Payable Total:<br>Disbursement Total:<br>Description: | \$0.00<br>\$0.00<br>\$0.00<br>\$1,000.00<br>\$1,000.00 | )07 Account Cui | rrent   |          | Quick Navigation<br>Header<br>Receipts/Disbursements<br>Transactions - Oirect Bill<br>Statement Entry<br>Unposted Invoices<br>Adjustments<br>Reconciliation Posting |
|---|-----------------|-------|---|--|-----------------|---------|----------|---|
| conciliation Summary  | ay All Selected | Print | Post  | Abort  | Save            | Add Row | Delivery | •   |

A confirmation of the selections is displayed. Take a look at the information and if it is correct, click the **OK** link to include all the selections.

| Pay All Selected                      | nevsure   |
|---------------------------------------|---|
| Agency Bill:                          |   |
| Total Items Selected: 4               | Total Selected Amount: \$545.21                   |
|                                       | Total Amount Paid: \$1,545.21                     |
| Direct Bill:                          |   |
| Total Items Selected: 0               | Total Selected Amount: \$0.00                     |
|                                       | Total Amount Paid: \$0.00                         |
| Click OK to accept payments as select | ed or Cancel to return to reconciliation process. |

### Handling Carrier Payables Not Related to Clients Included on Statements

To enter an adjustment such as an advertising or administrative fee, click on the **Quick Navigation > Adjustments** link on the right side of the screen. Click the **Add Row** link on the Navigation toolbar below the header. Make sure to include this adjustment with the reconciliation for the statement it is included on.

| Posted:<br>Date Created: | Carrier<br>Safeco |        | Disbursements<br>Adjustments<br>Icome/Receivable<br>Payable<br>ual Disbursement | Total: \$0.00<br>Total: \$0.00<br>Total: \$1,545.21 | L     | urrent  |          | Hea<br>Rec<br>Tra<br>Tra | c Navigation<br>sider<br>septs/Disbursement<br>nsactions - Agency<br>nsactions - Direct E<br>Statement Entry<br>Unposted Invoices<br>ustments<br>conciliation Posting | Bill<br>Sill |
|--------------------------|-------------------|--------|---|---|-------|---------|----------|--------------------------|---|--------------|
| econciliation Sumn       | Pay All Selected  | Print  | Post  | Abort   | Save  | Add Row | Delivery | <u> </u>                 |   |              |
|                          | eneral Ledger     |        |   |   |       |         |          |                          |   | 8            |
| G                        | cherur ceuger     |        |   |   |       |         |          | 170 //                   | -   |              |
| G                        | Account           | Number | De  | scription   | Debit | Credit  | 1099     | LID #                    | Remove  |              |
| G                        |                   | Number | De  | scription   | Debit | Credit  | 1099     | LID #                    | Remove  |              |
| G                        |                   | Number | De  | scription   | Debit | Credit  | 1099     |                          | Remove  |              |

Click the **Ellipsis** button to search for the account number the entry will be posted to.

| reconciliation   |                    |  |  |       |         |          |                  |   |  |   |
|--|--------------------|--|--|-------|---------|----------|------------------|---|--|---|
| Reconciliation ID: 778<br>Entity Type: Carrier<br>Name: Safeco<br>Posted:<br>Date Created: 12/19/2<br>Created By: Betsy Co | 007 Vi             | Disbursements<br>Adjustments<br>Income/Receivable<br>Payable<br>rtual Disbursement | Total: \$0.00<br>Total: \$0.00<br>Total: \$1,545.2 | L     | Current |          | H<br>R<br>T<br>T | uick Navigation<br>Header<br>Receipts/Disburs<br>Transactions - A<br>Fransactions - D<br>Statement Er<br>Unposted In-<br>A <b>djustments</b><br>Reconciliation Po | gency Bill<br>irect Bill<br>htry<br>voices |   |
| Reconciliation Summary Pay /   | All Selected Print | Post   | Abort  | Save  | Add Row | Delivery |                  |   |  |   |
|  |                    |  |  |       |         |          |                  |   |  | B |
| General Le   |                    |  |  |       |         |          |                  |   |  |   |
|  | Account Number     | De   | escription   | Debit | Credit  | 1099     | LID              | # Remove  |  |   |
|  |                    |  |  |       | 0.00    | 0.00     |                  | 0 🛱   |  |   |
|  |                    |  | Totals:  |       | \$0.00  | \$0.00   |                  |   | -  |   |

Make certain to post the adjustment to the correct level by using the Branch, Department and Unit dropdown boxes before searching for the account number. Enter the search information for the GL account and click the **Search** button. Click the correct account number and the **OK** button to return to the reconciliation adjustments screen.

| Reconciliation<br>Reconciliation ID: 778<br>Entity Type: Carrier<br>Name: Safeco<br>Posted: Date Created: 12/19/2007<br>Created By: Betsy Cormier | Receipt Total: \$0.<br>Disbursements Total: \$0.<br>Adjustments Total: \$0.<br>Income/Receivable Total: \$1.<br>Payable Total: \$1.<br>https://nexweb24.nexsure.com/IN<br>Nexsure Accounting<br>Region: B C Region | 00<br>00<br>00<br>545.21        | Quick Navigation<br>Header<br>Receipts/Disbursements<br>Transactions - Agency Bill<br>Transactions - Direct Bill<br>Statement Entry<br>Unposted Invoices<br>Adjustments<br>Reconciliation Posting |
|---|--|---------------------------------|---|
| Reconciliation Summary Pay All Selected   | Territory: B C Territory   |                                 | Delivery  |
|   |  | Unit:                           |   |
| General Ledger  | Classification: All<br>Group:<br>Type:<br>Filter part of the general ledger number of<br>Name<br>mvr<br>Select the general ledger number:<br>70.001.0001.000.00.571000 - MVR Fee                                   | General Ledger Number<br>Search | 1099 LID # Remove<br>0 0 🖻  |
|   |  |                                 | reconciliatio   |

Enter a description for the entry and the amount of the adjustment. If the amount is a credit, just enter the amount in the credit column without a (-) as it is not needed. Click the **Reconciliation Posting** link in the Quick Navigation frame on the upper right side of the screen shows all entries to the general ledger and moves the adjustment total to the Reconciliation Header. The Adjustments Total is now \$250.00, Payable Total is \$1,545.21 (for the invoices selected to be included) and the Virtual Disbursement Total is \$1,795.21. The Virtual Disbursement Total is the amount the check will be issued for and this should match the total amount due on the Carrier Statement.

| Account Number                                 | Description  | Debit    | Credit   | 1099    | LID       | #      | Remove |
|--|--|----------|----------|---------|-----------|--------|--------|
|  |  |          | \$250.00 |         |           |        |        |
| 70.001.0001.000.00.571000 MVR Fees             | MVR Expense  | 250.00   | 0.00     |         |           | 0      | Ē      |
|  | Totals:  | \$250.00 | \$250.00 |         |           |        |        |
|  |  |          |          | _       | _         | _      | _      |
| onciliation                                    |  |          |          | Quick N | lavigatio | on     |        |
| Reconciliation ID: 778<br>Entity Type: Carrier | Receipt Total: \$0.00<br>Disbursements Total: \$0.00 |          |          | Heade   |           |        |        |
| Name: Safeco                                   | Adjustments Total: \$250.00                          |          |          |         |           | urseme |        |

| Entity Type: Carrier<br>Name: Safeco<br>Posted:<br>Date Created: 12/19/2007<br>Created By: Betsy Cormier | Adju<br>Income/Re<br>Virtual Disbu   | Disbursements Total: \$20.00       Adjustments Total: \$250.00       Income/Receivable Total: \$0.00       Payable Total: \$1,545.21       Virtual Disbursement Total: \$1,795.21       Description: December 2007 Account Current         Print     Post     Abort     Save     Add Row     Delivery |   |  |  |  |  |
|--|--|---|---|--|--|--|--|
| Reconciliation Summary Pay All Sel   | ected Print Pos  | t Abort Save  | Add Row Delivery  |  |  |  |  |
| Reconciliatio  | n Details  |   |   |  |  |  |  |
|  |  |   |   |  |  |  |  |
|  | Account Number   | Account Description   | Debit   | Credit   |  |  |  |
| 70.0   | Account Number<br>01.0000.000.00.200000  | Account Description<br>Carrier Payable  | <b>Debit</b><br>\$25.00                                 | Credit<br>\$0.00   |  |  |  |
|  |  |   |   |  |  |  |  |
| 70.0   | 01.0000.000.00.200000  | Carrier Payable<br>Carrier Payable<br>Carrier Payable   | \$25.00   | \$0.00   |  |  |  |
| 70.0   | 01.0000.000.00.200000<br>01.0000.000.00.200000   | Carrier Payable<br>Carrier Payable  | \$25.00<br>\$35.71                                      | \$0.00<br>\$0.00   |  |  |  |
| 70.0<br>70.0<br>70.0   | 01.0000.000.00.200000<br>01.0000.000.00.200000<br>01.0000.000.00.200000  | Carrier Payable<br>Carrier Payable<br>Carrier Payable   | \$25.00<br>\$35.71<br>\$473.10                          | \$0.00<br>\$0.00<br>\$0.00                               |  |  |  |
| 70.0<br>70.0<br>70.0<br>70.0<br>70.0<br>70.0   | 01.000.000.00.20000<br>01.0000.00.00.20000<br>01.0000.000.00.20000<br>01.0000.000.00.200000<br>01.0000.000.00.200000<br>01.0001.00 | Carrier Payable<br>Carrier Payable<br>Carrier Payable<br>Carrier Payable<br>Carrier Payable<br>MVR Fees   | \$25.00<br>\$35.71<br>\$473.10<br>\$11.40               | \$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00 |  |  |  |
| 70.0<br>70.0<br>70.0<br>70.0<br>70.0<br>70.0   | 01.0000.000.00.200000<br>01.0000.000.00.200000<br>01.0000.000.00.200000<br>01.0000.000.00.200000<br>01.0000.000.00.200000          | Carrier Payable<br>Carrier Payable<br>Carrier Payable<br>Carrier Payable<br>Carrier Payable   | \$25.00<br>\$35.71<br>\$473.10<br>\$11.40<br>\$1,000.00 | \$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00 |  |  |  |

To complete the Process, click the **Post** link on the Navigation toolbar.

The **Post Reconciliation** screen is displayed providing an opportunity to review the posting. Once confirmed that the posting is correct, click the **OK** button to complete the post.

| Post Reconciliation                     |          |                              | ne                  | e sure   |
|---|----------|------------------------------|---------------------|----------|
| Reconciliation Total:                   |          | \$                           | 1,545.21            |          |
| Agency Bill:                            |          |                              |                     |          |
| Total Transactions:                     | 5        | Total Payable Amount Reco    | onciled: \$1,545.21 |          |
| Direct Bill:                            |          |                              |                     |          |
| Total Items Selected                    | 0        | Total Commission Amount Reco | nciled: \$0.00      |          |
| General Ledger Posting                  |          | Account Description          | Debit               | Credit   |
| 70.001.0000.000.00.200000               |          | Carrier Payable              | \$25.00             | \$0.00   |
| 70.001.0000.000.00.200000               |          | Carrier Payable              | \$35.71             | \$0.00   |
| 70.001.0000.000.00.200000               |          | Carrier Payable              | \$473.10            | \$0.00   |
| 70.001.0000.000.00.200000               |          | Carrier Payable              | \$11.40             | \$0.00   |
| 70.001.0000.000.00.200000               |          | Carrier Payable              | \$1,000.00          | \$0.00   |
| 70.001.0001.000.00.571000               |          | MVR Fees                     | \$250.00            | \$0.00 🗸 |
| Click OK to proceed or Cancel to return | to recon | ciliation.                   |                     | >        |
|   |          |                              | ОК                  | Cancel   |

A remittance advice may be printed by clicking the **Print** link on the Navigation toolbar and selecting from the drop-down box and clicking the **OK** button. This may be used to attach to the statement for your records and serve as a reminder that the disbursement still needs to be done.

|   | ne sure                  |
|---|--------------------------|
| Print Selection                             | _                        |
| Reconciliation Summary 🔽                    |                          |
| Reconciliation Summary                      |                          |
| Remittance Advice                           |                          |
| Nexsure Tip<br>Select summary or remittance | -                        |
| selection or Cancel to return t             | o Reconciliation screen. |
|   |                          |

| Enti        | ation ID: 778<br>ty Type: Carrier<br>Name: Safeco<br>Posted: ♥ 12/19/2007<br>Created: 12/19/2007<br>Lated By: Betsy Cormier  | Disbursements To<br>Adjustments To<br>Income/Receivable To<br>Payable To<br>Virtual Disbursement To                   | tal: \$250.00<br>tal: \$0.00<br>tal: \$1,545.<br>tal: \$1,795. | 21        | urrent              |  | Quick Navigation<br>Header<br>Receipt/Disbursements<br>Transactions - Agency Bill<br>Statement Entry<br>Unposted Invoices<br>Adjustments<br>Reconciliation Posting   |  |
|-------------|--|---|--|-----------|---------------------|--|--|--|
| econciliati | ion Summary Pay All Selected Prin  | t Reverse   | Abort  | Save      | Add Row             | Delivery   |  |  |
|             |  |   |  |           |                     |  |  |  |
| 86          | ] 🖃 🎒 און 🗘 און 🔁 🗎  | /1 🗈 🖑 🤻  | •  | 96.5% 🔹 🥖 | Sign 🔹 🧮            | Find   | -  |  |
|             | Reconciliation Sun   | nmary   |  |           |                     |  |  |  |
| 0           | Reconciliation Sun<br>B C Territory<br>ReconID : 778<br>Date Created : 12/19/2007<br>Date Booked : 12/19/2007<br>Created By : Betsy Cormier  | nmary   |  |           | Name<br>Description | : Safeco<br>: December 2007 A  | Account Current  |  |
|             | B C Territory           ReconID         : 778           Date Created         : 12/19/2007           Date Booked         : 12/19/2007           Created By         : Betsy Cormier  |   |  |           |                     | : December 2007 F  | Page 1 of 1  |  |
| 66          | B C Territory<br>ReconID : 778<br>Date Created : 12/19/2007<br>Date Booked : 12/19/2007<br>Created By : Betsy Cormier<br>Account Number  | Account Description   |  |           |                     | : December 2007 #  | Page 1 of 1<br>bit Credit  |  |
| 66          | B C Territory           ReconID         : 778           Date Created         : 12/19/2007           Date Booked         : 12/19/2007           Created By         : Betsy Cormier             Account Number           70.001.0000.000.01.10910  | Account Description<br>Reconciliation Clearing A  | vect   |           |                     | : December 2007 #<br>Deb<br>\$0.0  | Page 1 of 1           Diff         Credit           0         \$1,795.21   |  |
| 66          | B C Territory           ReconID         : 778           Date Created         : 12/19/2007           Date Booked         : 12/19/2007           Created By         : Betsy Cormier   Account Number 70.001.0000.000.00.110910 70.001.0001.000.00.571000   | Account Description<br>Reconciliation Clearing A<br>MVR Fees  | vect   |           |                     | : December 2007 #  | Page 1 of 1           bit         Credit           0         \$1,795.21           0         \$0.00   |  |
| 60          | B C Territory           ReconID         : 778           Date Created         : 12/19/2007           Date Booked         : 12/19/2007           Created By         : Betsy Cormier             Account Number           70.001.0000.000.01.10910  | Account Description<br>Reconciliation Clearing A  | .cct   |           |                     | : December 2007 A<br>Deb<br>\$0.0<br>\$250.0                                   | Page 1 of 1           bit         Credit           0         \$1,795.21           0         \$0,00           0         \$0,00           0         \$0,00   |  |
| 7           | B C Territory           ReconID         : 778           Date Created         : 12/19/2007           Date Booked         : 12/19/2007           Created By         : Betsy Cormier   Account Number 70.001.0000.000.00.110910 70.001.0000.000.05/1000 70.001.0000.000.00.200000   | Account Description<br>Reconciliation Clearing A<br>MVR Fees<br>Carrier Payable                                       | vect   |           |                     | : December 2007 A<br>Deb<br>\$0.0<br>\$25.0<br>\$25.0                          | Page 1 of 1           bit         Credit           0         \$1,795.21           0         \$0.00           0         \$0.00           1         \$0.00   |  |
| 66          | B C Territory           ReconID         : 778           Date Created         : 12/19/2007           Date Booked         : 12/19/2007           Created By         : Betsy Cormier           Account Number   | Account Description<br>Reconciliation Clearing A<br>MVR Fees<br>Carrier Payable<br>Carrier Payable                    |  |           |                     | : December 2007 A<br>Deb<br>\$0.0<br>\$250.0<br>\$250.0<br>\$250.0<br>\$35.7   | Page 1 of 1           Diff         Credit           0         \$1,795.21           0         \$0.00           0         \$0.00           1         \$0.00           0         \$0.00           0         \$0.00  |  |
| ?           | B C Territory           ReconID         : 778           Date Created         : 12/19/2007           Date Booked         : 12/19/2007           Created By         : Betsy Cormier             Account Number           70.001.0000.000.00.110910           70.001.0000.000.00.200000           70.001.0000.000.00.200000           70.001.0000.000.00.200000           70.001.0000.000.00.200000 | Account Description<br>Reconciliation Clearing A<br>MVR Fees<br>Carrier Payable<br>Carrier Payable<br>Carrier Payable | rect   |           |                     | : December 2007 A<br>Deb<br>\$0.0<br>\$250.0<br>\$252.0<br>\$257.0<br>\$473.11 | Page 1 of 1           bit         Credit           0         \$1,795.21           0         \$0.00           0         \$0.00           1         \$0.00           0         \$0.00           0         \$0.00           0         \$0.00           0         \$0.00 |  |

Click **Reconciliation Summary** link on the Navigation Toolbar to return to the reconciliation tab. Clicking the **Reconciliation Summary** link will also save changes if you need to leave the reconciliation worksheet before it is complete.

# Completing the Reconciliation with a Disbursement

If a Virtual Disbursement Total is on the reconciliation header, this indicates a disbursement would need to be added to issue payment to the carrier.

| Posted:           | Carrier<br>Safeco Insurance<br>Ø 9/5/2008 |       | Disbursements To<br>Adjustments To<br>come/Receivable To<br>Payable To | otal: \$0.00<br>otal: \$0.00<br>otal: \$7,690.00 |                   |         |          | Quick Navigation<br>Header<br>Receipts/Disbursements<br>Transactions - Direct Bill<br>Statement Entry<br>Unpoted Invoices<br>Adjustments<br>Reconciliation Posting |
|-------------------|---|-------|--|--|-------------------|---------|----------|--|
| Date Created:     | 09/05/2008                                | Virt  | ual Disbursement To  | otal: \$7,690.00                                 |                   |         |          |  |
| Created By:       | Betsy Cormier                             |       | Descript   | ion: August 20                                   | 08 Account Curren | t       |          |  |
| onciliation Summa | ry Pay All Selected                       | Print | Reverse  | Abort  | Save              | Add Row | Delivery | 1  |

Navigating to the **disbursements** tab is done by clicking the **ORGANIZATION** link on the **Primary** menu. Click the **territories** tab and click the **Details** icon for the territory where the disbursement is to be added. Click the **accounting** tab; the **transactions** tab and the **disbursements** tab to bring up the Disbursement Summary screen. If there are no results displayed, then the organization is new and no disbursements have been previously done or the filter dates are out of range.

|                |                 | SEAR   | H   ORGAN                       | IZATION   REPOR                            | TS   CAMPAIGNS   |             |                             | Bookm           | arks: E      | kpand   | Add   F         | Remove Sele        |
|----------------|-----------------|--|---------------------------------|--|--|-------------|-----------------------------|-----------------|--------------|---------|-----------------|--------------------|
| ZATIC          | ON PRO          | OFILE   ALL  | EMPLOYEES                       | ALL LOCATIONS                              |  |             |                             |                 |              |         |                 |                    |
| izatio         | on Na           | ame: Train   | ing ORG                         |  |  |             |                             |                 |              |         | _ <b>&gt;</b> ( | Organizati         |
| ation          |                 |  |                                 |  |  |             |                             |                 |              |         |                 |                    |
| ina O          | RG >            | > B C Regio  | n >> B C I                      | insurance Agend                            | v, Inc.  |             |                             |                 |              |         |                 |                    |
|                |                 | evious Page  |                                 |  |  |             |                             |                 |              |         |                 |                    |
| _              | -               | Account:<br>merica 20990   | 2025 Trust                      | Account 💌                                  |  |             |                             | Filter: [S      | ihow] [      | Add Nei | w Disbu         | rsement]           |
| Bank<br>Selec  | of Ar           | nerica 20990<br>[Deselect All  |                                 | Account  Trint Batch] [Add To Check Number | o Existing Batch]<br>Description   | Amount      | Created By                  |                 |              |         |                 | rsement]<br>Remove |
| Bank           | of Ar           | Inerica 20990  | ] [Create P                     | Print Batch] [Add To                       |  |             | Created By<br>Betsy Cormier | Date            | Postedi      |         |                 |                    |
| Bank           | t All]          | Inerica 20990  | ] [Create P<br>Disbur. ID       | rint Batch] [Add To<br>Check Number        | Description Deposit for Mark Cormie  | °r \$580.00 |                             | Date<br>Created | Postedi      |         | Cleared         | Remove             |
| Bank<br>Select | t All]<br>tDeta | [Deselect All<br>ilsPayee I<br>Hartford<br>Insurance<br>Group<br>Jolt<br>Electric, | ] [Create P<br>Disbur. ID<br>65 | rint Batch] [Add To<br>Check Number<br>0   | Description<br>Deposit for Mark Cormie<br>Personal Auto Policy<br>Return Premium due for E | er \$580.00 | Betsy Cormier               | Date<br>Created | Postedi<br>V |         | Cleared         | Remove             |

To add the Carrier Disbursement for the Reconciled Carrier Statement, first select the bank account to enter the disbursement for in the **Select Bank Account** drop-down box located on the upper left of the Disbursement Summary screen. Then click the [Add New Disbursement] link located in the upper right of the Disbursement Summary screen.

After clicking the **[Add New Disbursement]** link the **Select Entity** window is displayed. This window allows searching for the entity the disbursement is for. In the **Entity Type** drop-down box select **Carrier** and in the field below the type enter at least 3 characters of the entity name. To activate the search, click the **Search** button to the right of the field. All matches to the characters entered are displayed in the box below the label **Select Name**. The (p) beside the name indicates that the carrier name is identified as the parent carrier and an (s) indicates a subordinate carrier. Choosing the carrier with a (p) beside it displays all subordinate carriers for the selected parent. If the reconciliation was done for one of the subordinates, then one may be selected but choosing the parent will include all subordinates. Use the drop-down address box to choose a different address to print on the check. Click the **OK** button on the bottom of the window to add the disbursement. Clicking the **Cancel** button will abort the process.

| Disbursement   | ne sure          |
|--|------------------|
| Select Entry:  |                  |
| Entity Type: Carrier   | -                |
| Enter at least 3 characters for Enti<br>Location Name, and/or Address an   |                  |
| safe Searc   | h                |
|  |                  |
| Select Name:   |                  |
| Safeco Insurance (p)<br>Safeco Insurance Co. of America<br>Safeco Insurance Co. of Oregon<br>Safeco Lloyds Insurance Co. (s) |                  |
| Primary Name:  |                  |
| Safeco Insurance (p)   |                  |
| Select Address:  |                  |
| Safeco Plaza   | •                |
| Subordinate Carriers:  |                  |
| [Select All] [Deselect All]  |                  |
| American States Safeco   | Plaza            |
| □ Safeco Insurance Co. Safeco of America   | Plaza            |
| Safeco Insurance Co. Safeco  |                  |
| Click OK to confirm selection. Can<br>summary.   | cel to return to |
| C  | DK Cancel        |

After clicking the **OK** button, the disbursement is added.

| Disbursement ID: 79<br>Posted:<br>Cleared:<br>Date Booked:<br>Date Created: 9/5/2008<br>Created By: Betsy Cormier D | Entity Type: Carrier<br>Payee: Safeco In<br>Bank Name: Bank of A<br>Bank Account = 2099020<br>GL Account: 02.001.0<br>Balance: \$148,470<br>Disbursement Amount: \$100<br>Estimated Balance: \$148,470<br>Check =:<br>Description:   | merica<br>)25<br>000.000.00.100000 Trust /<br>0.00  | Account                          |              | Quick Navigation<br>Disbursement Header<br>General Ledger<br>Accounts Payable<br>Reconciliation<br>Invoices<br>Payment Advance<br>Disbursement Posting |
|---|--|---|----------------------------------|--------------|--|
| Disbursement Summary Pay All Selected   | Print Pos  | t Abort   | Save                             | Add Row      |  |
|   | <ul> <li>indicates requires a factor in a factor of the factor of th</li></ul> | ck = field blank to allow the s<br>time of printing or enter a ch<br>for Aug 2008 - Prints on r | eck = manually.<br>nemo of Check | xt available |  |

There are three sections in the Disbursement screen: Disbursement Header, Quick Navigation, and Input Fields.

| Section             | Description  |
|---------------------|--|
| Disbursement Header | <ul> <li>The Disbursement Header section is located at the top of the tab with a shaded background. It summarizes the entire disbursement.</li> <li>Header Definitions:</li> <li>Disbursement ID: System-generated used to identify the disbursement.</li> <li>Entity Type: Identifies the type of disbursement.</li> <li>Date Posted: System generated date is the date the disbursement was actually posted. When posted the box will contain a check.</li> <li>Cleared: A box with a check inserted indicates that the disbursement has cleared the bank. This is done when reconciliation of the bank account is completed by the organization.</li> <li>Date Created: System-generated disbursement creation date.</li> <li>Created By: The logged in User name is placed here at the point the disbursement is added.</li> <li>Bank Name: The bank name the disbursement is being added is selected prior to adding the disbursement on the Disbursement Summary screen and displays here on the header.</li> <li>GL Account Number: This number the disbursement summary screen and displays here on the header.</li> <li>GL Account Number: This number is assigned when the bank account is added to the Territory. When the bank is selected prior to adding the disbursement amount: once entries for the disbursement are made, the total of the disbursement amount is added to the header.</li> <li>Estimated Balance: The estimated balance at the time the disbursement was added.</li> <li>Disbursement Amount: Once entries for the disbursement are made, the total of the disbursement from the balance at the time the disbursement was added.</li> <li>Check Number: The check number should not be entered on the check unless adding a check out of sequence. The check number is entered based on the last check printed. The number is assigned and stored when the check is printed.</li> </ul> |
| Quick Navigation    | Located on the right side of the tab, there are links used to access different sections of the disbursement. This provides the user the flexibility to select the necessary links for the disbursement.  |
| Input Fields        | Input Fields are located at the bottom left portion of the screen. The displayed input fields correspond with the selected bolded link on the right side of the screen (Quick Navigation).   |

#### **Quick Navigation Link Definitions**

Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Invoices Payment Advance Disbursement Posting

| Link                 | Description   |  |  |  |  |  |
|----------------------|---|--|--|--|--|--|
| General Ledger       | Any adjustments not included on a carrier statement where the amount does not affect<br>the amount due on a client invoice such as advertising fees would be added on this link.  |  |  |  |  |  |
| Accounts Payable     | Use this link to locate and select all the Accounts Payables added and posted for future disbursements.   |  |  |  |  |  |
| Reconciliation       | This link is used when the reconciliation has been added prior to adding the disbursement. Selecting a reconciliation worksheet in a disbursement will reduce the reconciliation clearing account for the selected reconciliation amount. |  |  |  |  |  |
| Invoices             | This link allows invoices to be reconciled that were not reconciled on a reconciliation statement. They may be included with a reconciliation worksheet if necessary or separate if not associated with the worksheet.                    |  |  |  |  |  |
| Payment Advance      | This link is used if payment is being advanced to the carrier on behalf of the client.  |  |  |  |  |  |
| Disbursement Posting | Contains all the General Ledger entries that are generated for the selected disbursement.<br>Posting entries do not display until items have been included and/or entries have been<br>made.  |  |  |  |  |  |

After entering data into the input fields on the first page, click the **Save** link on the Navigation toolbar or click one of the links in the **Quick Navigation** panel to save entries.

| d | lisbursements   |                     |  |  |                     |       |         |  |
|---|---|---------------------|--|--|---------------------|-------|---------|--|
|   | Disbursement ID:<br>Posted:<br>Cleared:<br>Date Booked: |                     | Bank Name:<br>Bank Account #:                          | Safeco Insurance<br>Bank of America<br>209902025 | .00.100000 Trust Ac | count |         | Quick Navigation<br>Disbursement Header<br>General Ledger<br>Accounts Payable<br>Reconciliation<br>Invoices<br>Payment Advance |
|   | Date Created:<br>Created By:                            |                     | Disbursement Amount:<br>Estimated Balance:<br>Check #: | \$148,470.00                                     | ıg 2008 - P         |       |         | Payment Advance<br>Disbursement Posting  |
|   | Disbursement Summa                                      | ry Pay All Selected | Print  | Post   | Abort               | Save  | Add Row | ]  |
|   |   |                     |  |  |                     |       |         | B  |

To select the reconciliation for this carrier statement, click the **Quick Navigation > Reconciliation** link located on the right side of the screen to bring up the Reconciliation screen. Click the **[Add New Reconciliation]** link located just below the Navigation toolbar on the right.

| Disbursement ID:<br>Posted:<br>Cleared:<br>Date Booked:<br>Date Created:<br>Created By: | 9/5/2008<br>9/5/2008 | Bank Name:<br>Bank Account #:<br>GL Account:<br>Disbursement Amount:<br>Estimated Balance:<br>Check #: | Safeco Insurance<br>Bank of America<br>209902025<br>02.001.0000.000<br>\$148,470.00<br>\$0.00 | .00.100000 Trust Ad<br>19 2008 - P | count |         | Quick Navigation<br>Disbursement Header<br>General Ledger<br>Accounts Payable<br><b>Reconciliation</b><br>Invoices<br>Payment Advance<br>Disbursement Posting |
|---|----------------------|--|---|------------------------------------|-------|---------|---|
| isbursement Summa   | ry Pay All Selected  | Print  | Post  | Abort                              | Save  | Add Row |   |
|   |                      |  |   |                                    |       |         |   |
|   | tions                |  |   |                                    |       |         | [Add New Reconciliation]  |

Any reconciliation worksheet added for the selected carrier is displayed. If more than one should be included with the disbursement, click in the box in the **Select** column to choose selected ones or the **[Select All]** link above the list on the left. Clicking the **[Deselect All]** link will clear the selections. In this scenario, only one will be sent.

|     | [Select All] | [Deselect Al | 1]               |        |                              |            |                 | ne sure      |
|-----|--------------|--------------|------------------|--------|------------------------------|------------|-----------------|--------------|
| Γ   | Select       | Details      | Name             | Rec ID | Description                  | A<br>Debit | mount<br>Credit | Date Created |
| I D |              |              | Safeco Insurance | 70     | Reconciliation Clearing Acct | \$0.00     | \$7,690.00      | 9/5/2008     |
|     |              |              |                  |        |                              |            |                 |              |
|     |              |              |                  |        |                              |            |                 |              |
|     |              |              |                  |        |                              |            |                 |              |
|     |              |              |                  |        |                              |            |                 | OK Cancel    |

After selecting the reconciliation the disbursement is being issued for, click the **OK** button. The selected reconciliation worksheet is added to the disbursement.

|   | Print Post Abort Save Add Row |  | Disbursement ID:<br>Posted:<br>Cleared:<br>Date Booked:<br>Date Created:<br>Created By: | 9/5/2008             | Bank Name:<br>Bank Account #:<br>GL Account:<br>Disbursement Amount:<br>Estimated Balance:<br>Check #: | Safeco Insurance<br>Bank of America<br>209902025<br>02.001.0000.000<br>\$148,470.00<br>\$7,690.00<br>\$140,780.00 | .00.100000 Trust A<br>g 2008 - P | count |         | Quick Navi<br>Disbursemen<br>General Led,<br>Accounts Pa<br>Reconciliatio<br>Invoices<br>Payment Ad<br>Disbursemen | nt Header<br>ger<br>syable<br>on<br>vance |
|---|-------------------------------|--|---|----------------------|--|---|----------------------------------|-------|---------|--|---|
| Disbursement Summary Pay All Selected Print Post Abort Save Add Row | -                             | Reconciliations [Add New Reconciliation] | Disbursement Summa  | ary Pay All Selected | Print  | Post  | Abort                            | Save  | Add Row |  |   |

## Using the General Ledger Link

If a fee or write-off was not included on the worksheet and still must be added so the amount of the disbursement is correct, click on the **Quick Navigation > General Ledger** link.

| Disbursement ID:<br>Posted:<br>Cleared:<br>Date Booked: | Payee:         Safeco Insurance           Bank Name:         Bank of America           9/5/2008         Bank Account :         209902025           GL Account:         02.001.0000.000.00.00000 Trust Account           9/5/2008         Balance:         \$148,470.00 |  |  |                  |      |        |         | Disbursement<br>General Ledge<br>Accounts Pay<br>Reconciliation<br>Invoices<br>Payment Adva<br>Disbursement | : Header<br>er<br>able<br>ance |         |
|---|--|--|--|------------------|------|--------|---------|---|--------------------------------|---------|
| Date Created:   |  |  |  |                  |      |        |         |   | Dispuisement                   | Posting |
| Created By:   | Betsy Cormier  | Disbursement Amount:                       | \$7,690.00   |                  |      |        |         |   |                                |         |
|   |  | Estimated Balance:                         | \$140,780.00   |                  |      |        |         |   |                                |         |
|   |  | Check #:                                   |  |                  |      |        |         |   |                                |         |
|   |  | Description:                               | Safeco Stmt for Au   | ıg 2008 - P      |      |        |         |   |                                |         |
| sbursement Summa  | ry Pay All Selected  | Print                                      | Post   | Abort            | Save |        | Add Row |   |                                |         |
|   |  |  |  |                  |      |        |         |   |                                | [       |
|   | General Ledger   |  |  |                  |      |        |         |   |                                |         |
|   |  |  |  |                  | bit  | Credit | 1099    | LTD   | # Remove                       |         |
|   | Accoun   | nt Number                                  |  |                  |      |        | 2055    |   |                                |         |
|   |  | <b>nt Number</b><br>D.100000 Trust Account | Descriptio<br>Safeco Stmt fo<br>2008 - Prints or<br>of Check | or Aug<br>n memo |      |        |         |   |                                |         |
|   |  |  | Safeco Stmt fo<br>2008 - Prints or                           | or Aug<br>n memo |      |        |         |   |                                |         |

Click the **Add Row** link on the Navigation toolbar. Click the **Ellipsis** button to search for the account number the entry will be posted to.

| disbursements<br>Disbursement ID:<br>Posted:<br>Cleared:<br>Date Booked:<br>Date Created:<br>Created By: | 9/5/2008            | Bank Name:<br>Bank Account =:<br>GL Account:<br>Balance:<br>Disbursement Amount:<br>Estimated Balance:<br>Check =: | Safeco Insurance<br>Bank of America<br>209902025<br>02.001.0000.000.<br>\$148,470.00<br>\$7,690.00 |                  | Account |            |         | uick Navig<br>Disbursemen<br>General Ledg<br>Accounts Pay<br>Reconciliatio<br>Invoices<br>Payment Adv<br>Disbursemen | t Header<br>er<br>yable<br>n<br>vance |  |
|--|---------------------|--|--|------------------|---------|------------|---------|--|---------------------------------------|--|
| Disbursement Summa   | ry Pay All Selected | Print  | Post   | Abort            | Save    | Add Row    |         |  |                                       |  |
|  | General Ledger      |  |  |                  | shit    | Credit 109 |         |  |                                       |  |
|  |                     | <b>it Number</b><br>).100000 Trust Account   | Description<br>Safeco Stmt fo<br>2008 - Prints on<br>of Check                                      | or Aug<br>1 memo | DIC     | Credit 109 | y LID # | # Remove   |                                       |  |
|  |                     |  | Safeco Stmt f  | or Aug           | 0.00    | 0.00       |         | 0 🔓  |                                       |  |
|  |                     |  |  | Totals:          | \$0.00  | \$0.00     |         |  | -                                     |  |

Make certain to post the adjustment to the correct level by using the Branch, Department and Unit dropdown boxes before searching for the account number. Enter the search information for the GL account and click the **Search** button. Click the correct account number and the **OK** button to return to the General Ledger screen.

| Nexsure Accounting  |  |
|---|--|
| Region: B C Region  | Branch: B C Insurance Agency 💌   |
| Territory: B C Insurance Agency   | Department:  |
|   | Unit:  |
| Classification: All   |  |
| Group:  |  |
| Type:   |  |
| Filter part of the general ledger number o<br><u>Name</u><br>mvr<br>Select the general ledger number: | r name or both and click "Search".<br><u>General Ledger Number</u><br>Search |
| 02.001.0001.000.00.571000 - MVR Fee   |  |
|   | OK Cancel  |

Enter a description for the entry and the amount of the adjustment. If the amount is a credit, just enter the amount in the credit column without a (-) as it is not needed.

| disbursements<br>Disbursement ID:<br>Posted:<br>Cleared:<br>Date Booked:<br>Date Created:<br>Created By: | 9/5/2008  | Bank Name:<br>Bank Account =:<br>GL Account:<br>Disbursement Amount:<br>Estimated Balance:<br>Check =: | Safeco Insurance<br>Bank of America<br>209902025<br>02.001.0000.000<br>\$148,470.00<br>\$7,690.00 | .00.100000 Trust A<br>g 2008 - P | ccount           |      |  | Disb<br>Gene<br>Acco<br>Reco<br>Invo<br>Payr | k Navig<br>ursemeni<br>eral Ledge<br>ounts Pay<br>onciliation<br>bices<br>ment Adv<br>bursemeni | t Header<br>er<br>yable<br>n |  |
|--|---|--|---|----------------------------------|------------------|------|--|--|---|------------------------------|--|
| Disbursement Summa   | Dursement Summary Pay All Selected Print Post Abort Save Add Row                                |  |   |                                  |                  |      |  |  |   |                              |  |
|  | General Ledger Account Number Description Debit Credit 1099 LID # Remove                        |  |   |                                  |                  |      |  |  |   |                              |  |
|  | Safeco Stmt for Aug<br>02.001.0000.00.00.100000 Trust Account 2008 - Prints on memo<br>of Check |  |   |                                  |                  |      |  |  |   |                              |  |
|  | 02.001.0001.000.0   | 0.571000 - MV  | Safeco Stmt f   | Totals:                          | 250,00<br>\$0.00 | 0.00 |  | 0  | Ē   |                              |  |

Clicking the **Quick Navigation > Disbursement Posting** link on the right side of the screen shows all the entries to the general ledger.

| disbursements<br>Disbursement ID:<br>Posted:<br>Cleared:<br>Date Booked:<br>Date Created:<br>Created By: | 9/5/2008            | Bank Name:<br>Bank Account #:<br>GL Account:   | Safeco Insurance<br>Bank of America<br>209902025<br>02.001.0000.000<br>\$148,470.00 | .00.10000 Trust Ac | count  |                      | Quick Nav<br>Disbursem<br>General Lei<br>Accounts F<br>Reconciliat<br>Invoices<br>Payment A<br>Disburseme | ant Header<br>dger<br>layable<br>ion<br>dvance |
|--|---------------------|--|---|--------------------|--------|----------------------|---|--|
|  |                     | Estimated Balance:<br>Check #:<br>Description: | \$140,530.00<br>Safeco Stmt for Au  | ıg 2008 - P        |        |                      |   |  |
| Disbursement Summar  | y Pay All Selected  | Print  | Post  | Abort              | Save   | Add Row              |   |  |
|  | Disbursement Postin | 9  |   |                    |        |                      |   |  |
|  | Accourt             | nt Number                                      | Accou   | nt Description     | Debit  | :                    | Credit  |  |
|  |                     | .000.00.571000                                 |   | IVR Fees           |        | \$250.00             | \$0.00  |  |
|  |                     | .000.00.110910                                 |   | tion Clearing Acct |        | \$7,690.00           | \$0.00  |  |
|  | 02.001.0000         | .000.00.100000                                 | Tru   | ist Account        | Total: | \$0.00<br>\$7,940.00 | \$7,940.00<br>\$7,940.00  |  |

### Removing Entries from the General Ledger Link

The disbursement being entered should match the reconciliation worksheet unless multiple items are being added. In this scenario, MVR fees will not be paid with the statement, so the entry added on the General Ledger link must be removed. To remove the item, click the **Quick Navigation > General Ledger** link. Then click the **Remove** icon.

| isbursement Summary | Pay All Selected    | Print              | Post   | Abort   | Save   | Ad     | d Row |     |          |
|---------------------|---------------------|--------------------|--|---------|--------|--------|-------|-----|----------|
|                     |                     |                    |  |         |        |        |       |     |          |
| G                   | eneral Ledger       |                    |  |         |        |        |       |     |          |
| Г                   | Account             | t Number           | Description                                    | n       | Debit  | Credit | 1099  | LID | # Remove |
| c                   | 02.001.0000.000.00. | 100000 Trust Accou | Safeco Stmt fo<br>2008 - Prints on<br>of Check | n memo  |        |        |       |     |          |
| I                   | 02.001.0001.000.00  | .571000 - MV       | Safeco Stmt f                                  | or Aug  | 250,00 | 0.0    | 10    |     | 0 🖶      |
| -                   |                     |                    |  | Totals: | \$0.00 | \$0.   | 00    |     |          |

Click the **OK** button to confirm the deletion in the pop-up warning.



The adjustment is successfully removed from the disbursement.

| Disbursement Summary | Pay All Selected  | Print    | Post       | Abort   | Save   | A       | dd Row |      |          |   |
|----------------------|---|----------|------------|---------|--------|---------|--------|------|----------|---|
|                      | General Ledger  |          |            |         |        |         |        |      |          |   |
|                      | _   | Neurober | Descriptio | - 0-6   |        | Condita | 1000   | 10 4 | <b>D</b> | 1 |
|                      | Account Number         Description         Debit         Credit         1099         LID         #         Remove           Safeco Stmt for Aug         02.001.0000.00.000.00000 Trust Account         2008         Prints on memo of Check |          |            |         |        |         |        |      |          |   |
|                      |   |          |            |         |        |         |        |      |          |   |
|                      |   |          |            | Totals: | \$0.00 | \$0.    | 00     |      |          |   |

#### **Reconciling Invoices from a Disbursement**

This may be used to issue a check to the carrier if just one or a few invoices are involved. Selecting the invoices in the carrier disbursement identifies them as being reconciled.

This link may also be used if the reconciliation statement was posted but there is still one invoice missing that will be picked up at the time the disbursement is added, click the **Quick Navigation > Invoices** link on the right side of the screen. If the invoices are not displayed, then click the **[Show]** link and modify filters to search for them. If they still do not show up, then check to make sure the invoice was added and for the correct billing carrier. Select the invoices to be included in the reconciliation by clicking in the box in the **Select** column to add a check. Click the **Pay All Selected** link on the Navigation toolbar to include in the disbursement. If the link is not selected the items will not be included in the disbursement.

| Disbursement ID:<br>Posted:<br>Cleared:<br>Date Booked: | 9/5/2008           | Bank Name:<br>Bank Account #:<br>GL Account: | Safeco Insurance<br>Bank of America<br>209902025<br>02.001.0000.000. | 00.100000 Trust Ac        | count                   |         | Quick Navig<br>Disbursement<br>General Ledge<br>Accounts Pay<br>Reconciliation<br>Invoices<br>Payment Adv<br>Disbursement | t Header<br>er<br>vable<br>n<br>ance |
|---|--------------------|--|--|---------------------------|-------------------------|---------|---|--------------------------------------|
| Date Created:   |                    |  | \$148,470.00   |                           |                         |         |   |                                      |
| Created By:   | Betsy Cormier      | Disbursement Amount:<br>Estimated Balance:   | 1.1  |                           |                         |         |   |                                      |
|   |                    | Estimated Balance:<br>Check #:               | +  |                           |                         |         |   |                                      |
|   |                    |  | Safeco Stmt for Aug  | 2008 - P                  |                         |         |   |                                      |
| bursement Summa   | y Pay All Selected | l Print                                      | Post   | Abort                     | Save                    | Add Row |   |                                      |
|   |                    |  |  |                           |                         |         |   |                                      |
| Agency Bill   | _                  |  |  |                           |                         |         | Se  | arch Filter: [Show                   |
| Agency Bill<br>[Select All] [Dese                       | lect All]          |  | _  | _                         | _                       | _       | Se  | arch Filter: [Show                   |
|   | lect All]<br>Date  | Name   | Invoice  | Policy Number             | Bill Type               | Amount  | -   | arch Filter: [Show<br>Balance        |
|   |                    | Name<br>Cormier Construction, In             |  | Policy Number<br>GL123456 | Bill Type<br>Endorsemen |         | Paid  |                                      |

After clicking the **Pay All Selected** link, the **Pay All Selected** confirmation window is displayed providing an opportunity to go back and make changes to invoices selected. Confirm the invoices are to be included in the disbursement by clicking the **OK** button.

| Pay All Selected                      | ne sure  |
|---------------------------------------|--|
| Agency Bill:                          |  |
| Total Items Selected: 1               | Total Selected Amount: \$39,770.00                     |
|                                       | Total Amount Paid: \$39,770.00                         |
| Direct Bill:                          |  |
| Total Items Selected: 0               | Total Selected Amount: \$0.00                          |
|                                       | Total Amount Paid: \$0.00                              |
| Click OK to accept disbursement as se | elected or Cancel to return to reconciliation process. |
|                                       |  |

After clicking the **OK** button on the **Pay All Selected** confirmation window, the Invoices screen is displayed showing all the selected invoices with a gray checkbox, which indicates the invoices, are included in the disbursement.

| Disbursement ID:<br>Posted:<br>Cleared:<br>Date Booked: | 9/5/2008                  | Bank Name:<br>Bank Account #:<br>GL Account: | Safeco Insurance<br>Bank of America<br>209902025<br>02.001.0000.000 | .00.100000 Trust Acci | punt      |         | Quick Navigation<br>Disbursement Head<br>General Ledger<br>Accounts Payable<br>Reconciliation<br>Invoices<br>Payment Advance<br>Disbursement Posti | ler          |
|---|---------------------------|--|---|-----------------------|-----------|---------|--|--------------|
| Date Created:   | 9/5/2008<br>Betsy Cormier | Balance:<br>Disbursement Amount:             | \$148,470.00  |                       |           |         |  |              |
| Created by:   | Betsy Connier             | Estimated Balance:                           |   |                       |           |         |  |              |
|   |                           | Check #:                                     | \$101,010.00  |                       |           |         |  |              |
|   |                           | Description:                                 | Safeco Stmt for Au  | g 2008 - P            |           |         |  |              |
|   |                           |  |   |                       |           |         |  |              |
| sbursement Summa  | ry Pay All Selected       | Print  | Post  | Abort                 | Save      | Add Row |  |              |
| Agency Bill<br>[Select All] [Dese                       | lect All]                 |  |   |                       |           |         | _  | ilter: [Shov |
| Agency Bill<br>[Select All] [Dese<br>Select Details     | lect All]<br>Date         | Name   | Invoice   | Policy Number         | Bill Type | Amount  | Paid   | Balance      |
| Agency Bill<br>[Select All] [Dese                       | lect All]<br>Date         |  | Invoice   |                       |           |         | Paid   | -            |

Clicking the **Quick Navigation > Disbursement Posting** link on the right side of the screen shows that the invoices included have been added and also notice that the adjustment removed on the General Ledger link has also been removed.

| Disbursement ID:<br>Posted:<br>Cleared:<br>Date Booked: |                     | Bank Name:<br>Bank Account #: | Safeco Insurance<br>Bank of America<br>209902025 | .00.100000 Trust Ac | count |             | Quick Navig<br>Disbursement<br>General Ledge<br>Accounts Pay<br>Reconciliation<br>Invoices<br>Payment Adva<br>Disbursement | : Header<br>ar<br>able<br>1<br>ance |
|---|---------------------|-------------------------------|--|---------------------|-------|-------------|--|-------------------------------------|
| Date Created:   |                     |                               | \$148,470.00                                     |                     |       |             | bisburschiefte   | , osting                            |
| Created By:   | Betsy Cormier       | Disbursement Amount:          | \$47,460.00                                      |                     |       |             |  |                                     |
|   |                     | Estimated Balance:            | \$101,010.00                                     |                     |       |             |  |                                     |
|   |                     | Check #:                      |  |                     |       |             |  |                                     |
|   |                     | Description:                  | Safeco Stmt for Au                               | g 2008 - P          |       |             |  |                                     |
| isbursement Summar                                      | y Pay All Selected  | Print                         | Post   | Abort               | Save  | Add Row     |  |                                     |
|   | -                   |                               |  |                     |       |             |  |                                     |
|   | Disbursement Postin | 9                             |  |                     |       |             |  |                                     |
|   | Accou               | nt Number                     | Accou  | nt Description      | D     | ebit        | Credit   |                                     |
|   | 02.001.0000         | .000.00.200000                | Carr   | ier Payable         |       | \$39,770.00 | \$0.00   |                                     |
|   | 02.001.0000         | .000.00.110910                | Reconcilia                                       | tion Clearing Acct  |       | \$7,690.00  | \$0.00   |                                     |
|   |                     | .000.00.100000                |  | ist Account         |       | \$0.00      | \$47,460.00  |                                     |

### Aborting the Disbursement

If the disbursement is not needed, it may be aborted prior to posting. Click the **Abort** link on the Navigation toolbar.

| disbursements   |                     |  |   |                     |       |         |  |
|---|---------------------|--|---|---------------------|-------|---------|--|
| Disbursement ID:<br>Posted:<br>Cleared:<br>Date Booked: | 9/5/2008            | Bank Name:<br>Bank Account #:<br>GL Account:           | Safeco Insurance<br>Bank of America<br>209902025<br>02.001.0000.000 | .00.100000 Trust Ac | count |         | Quick Navigation<br>Disbursement Header<br>General Ledger<br>Accounts Payable<br>Reconciliation<br>Invoices<br>Payment Advance<br>Disbursement Posting |
| Date Created:<br>Created By:                            |                     | Disbursement Amount:<br>Estimated Balance:<br>Check #: | \$101,010.00  | g 2008 - P          |       |         |  |
| Disbursement Summa                                      | ry Pay All Selected | Print  | Post  | Abort               | Save  | Add Row |  |

### Posting the Disbursement and Printing the Check

Checks cannot be printed until the disbursement is posted. To complete the process so the check may be printed, click the **Post** link on the Navigation toolbar.

| disbursements    |                                     |  |  |                     |       |         |   |
|------------------|-------------------------------------|--|--|---------------------|-------|---------|---|
| Clear            | D: 79<br>ed:<br>ed:<br>ed: 9/5/2008 | Bank Name:<br>Bank Account #:                                      | Safeco Insurance<br>Bank of America<br>209902025 | .00.100000 Trust Ac | count |         | Quick Navigation<br>Disbursement Header<br>General Ledger<br>Accounts Payable<br>Reconciliation<br>Invoices |
|                  | :d: 9/5/2008<br>:y: Betsy Cormier   | Balance:<br>Disbursement Amount:<br>Estimated Balance:<br>Check =: | \$148,470.00<br>\$47,460.00<br>\$101,010.00      |                     |       |         | Payment Advance<br>Disbursement Posting   |
| Disbursement Sur | Pay All Selected                    | Print  | Post   | Abort               | Save  | Add Row |   |

The **Post Disbursement** screen is displayed providing an opportunity to review the disbursement amount. If the disbursement is out of balance, a message is displayed advising of the out of balance. At that point correct the disbursement and post again. Once confirmed that the posting is correct, click the **OK** button to complete the post.



After the disbursement is posted the disbursement screen is refreshed and Post is no longer an option.

| sbursements        |                     |                      |                   |                     |        |         | Quick Navigation                        |
|--------------------|---------------------|----------------------|-------------------|---------------------|--------|---------|---|
| Disbursement ID:   |                     | Entity Type:         |                   |                     |        |         | Disbursement Header                     |
|                    | 9/5/2008            | Payee:               | Safeco Insurance  |                     |        |         | General Ledger                          |
| Cleared:           |                     | Bank Name:           | Bank of America   |                     |        |         | Accounts Payable                        |
| Date Booked:       | 9/5/2008            | Bank Account #:      | 209902025         |                     |        |         | Reconciliation<br>Invoices              |
|                    |                     | GL Account:          | 02.001.0000.00    | 0.00.100000 Trust A | ccount |         | Payment Advance<br>Disbursement Posting |
| Date Created:      | 9/5/2008            | Balance:             | \$148,470.00      |                     |        |         | bisbursement Posting                    |
| Created By:        | Betsy Cormier       | Disbursement Amount: | \$47,460.00       |                     |        |         |   |
|                    |                     | Estimated Balance:   | \$101,010.00      |                     |        |         |   |
|                    |                     | Check #:             |                   |                     |        |         |   |
|                    |                     | Description:         | Safeco Stmt for A | ug 2008 - P         |        |         |   |
|                    | -                   |                      |                   | 1                   |        |         | -                                       |
| )isbursement Summa | ry Pay All Selected | Print                | Reverse           | Abort               | Save   | Add Row |   |
|                    |                     |                      |                   |                     |        |         |   |

A check may be printed by clicking the **Print** link on the Navigation toolbar and selecting the check style from the drop-down box and clicking the **OK** button.

|   | ne sure |
|---|---------|
| Print Disbursement Selection                  |         |
| Deluxe Check 80180 🛛 👻                        |         |
| Summary                                       |         |
| Deluxe Check 80180                            |         |
| Deluxe Check 80971                            |         |
| MICR Coding Top Check                         |         |
| MICR Coding Bottom Check 📿                    |         |
| MICR Coding Bottom Check w/Address            |         |
| Select a check type or summary. Press OK to   |         |
| selection or cancel to return to Disbursement | screen. |
| ок  | Cancel  |
|   |         |

After clicking the **OK** button, the next screen shows the type of check selected and the check number field is empty. This field has no number in it if the check has not been previously printed or a check number was not entered on the disbursement header. A check number would not be entered normally since Nexsure will check to see what the next check number is and automatically number. So, leave the check number blank and click the **OK** button.

| ne sure  |
|--|
| Check is ready to print  |
| Please put check stock in the printer.   |
|  |
| Check Type:Deluxe Check 80180  |
| Check #:   |
| Click "OK" to Print.   |
| * Leave the Check # field blank to allow the<br>system to assign the next available check # at the |
| time of printing or enter a check # manually.  |
| OK Cancel  |

The check is displayed. To print the check, click the **Adobe**<sup>\*</sup> **Reader**<sup>\*</sup> **printer** icon just above the document. Checks should be in the printer prior to printing.

| Cleared: Bank Name:<br>Date Booked: 9/5/2008 Bank Account =:<br>GL Account:<br>Date Created: 9/5/2008 Balance:<br>Created By: Betsy Cormier Disbursement Amount:<br>Estimated Balance:<br>Check =: | Carner<br>Safeco Insurance<br>Bank of America<br>209902025<br>02:001.0000.000.00.100000 Trust Account<br>\$148,470.00<br>\$47.460.00<br>\$101,010.00 | Quick Navigation<br>Disbursement Header<br>General Ledger<br>Accounts Payable<br>Reconciliation<br>Involces<br>Payment Advance<br>Disbursement Posting |
|--|--|--|
| Disbursement Summary Pay All Selected Print  | Reverse Abort Save Add Row   |  |
| 🖶 📋 📰   🚑 •   🧼 🍁 1 / 1   🗽  | 🖑 🥙 🖲 🖲 96% 🗸 🎢 Sign 🗸 🧱 🕅 Find  | •  |
| <b>6</b>   | DATE0  | 19/05/2008   |
| PAY TO THE<br>ORDER OF Safeco Insurance  | \$ <u>4</u> 7,-  | 460.00   |
| FORTY-SEVEN THOUSAND FOUR HU   | INDRED SIXTY AND 00 / 100  | DOLLARS  |
| Safeco Insurance<br>Safeco Piaza<br>Seattle, WA 98185  |  | *  |
|  |  | disbursements  |

|  |  |                 |              |                  |                      | DATE 05/05/2           | 8008                                      |
|--|--|-----------------|--------------|------------------|----------------------|------------------------|---|
| PAYTO THE  | Safeco Insura  |                 |              |                  |                      | \$ 47,460.00           |   |
| ORDER OF   |  |                 |              |                  |                      | \$ 47,460.00           |   |
| FORTY-SE   | EVEN THOUSAN   | ID FOUR HUND    | ORED SIXTY / | AND 00 / 100     |                      |                        | DOLLARS                                   |
|  | co Insurance   |                 |              |                  |                      |                        |   |
|  | co Plaza   |                 |              |                  |                      |                        |   |
| Seat   | ttle, WA 98185   |                 |              |                  |                      |                        |   |
| MBKO Safe  | co Stmt for Aug :  | 2006 - Prints a | n memo of Ch | eck              |                      |                        |   |
|  |  |                 |              |                  |                      |                        |   |
| woices<br>Date Booked C  | (ilent   |                 |              | Invoice No.      | Policy No.           | Amount                 | Pald                                      |
|  | Carrier Construction   |                 |              | 294              | GL123456             | \$39,770.00            | \$39,770.00                               |
|  | artier Reconciliation  |                 |              |                  |                      |                        |   |
| Date Booked  |  | Reference       | Description  |                  |                      | Amount                 | Paid                                      |
| 09/05/2008   | 70   |                 |              | Account Current  |                      | \$7,690.00             | \$7,690.00                                |
|  |  |                 |              |                  |                      |                        |   |
|  |  |                 |              |                  | Disbursement Total:  |                        | \$47,460.00                               |
| heck Number: 3   |  |                 |              |                  | Diebursenent Tolsi:  |                        | \$47,460.00                               |
| isbursement ID<br>Safeco<br>Safeco   |  |                 |              |                  | Disbursenzent Tolal: |                        | \$47,466.06                               |
| isbursement ID<br>Safecc<br>Safecc<br>Seattle<br>walces  | : 79<br>o Insurance<br>o Plaza<br>e, WA 08185  |                 |              |                  |                      |                        |   |
| isburnement ID<br>Safecc<br>Safecc<br>Seattle<br>welces<br>Date Booked C   | : 79<br>o Insurance<br>o Plaza<br>a, WA 00105<br>Silvat  |                 |              | irrake Ro.       | Pakey Ma.            | Arcant                 | Paid                                      |
| isbursement ID<br>Safecc<br>Safecc<br>Seattle<br>Malices<br>Date Booked C<br>Os/On/2008 C  | : 79<br>o Insurance<br>o Plaza<br>a, WA 38185<br>West<br>Comier Construction   |                 |              | irrake No<br>344 |                      | Arroant<br>\$36,770.00 |   |
| isbursement ID<br>Safecc<br>Safecc<br>Seattle<br>Malices<br>Date Booked C<br>Os/On/2008 C  | i 79<br>o Insurance<br>o Plaza<br>a, WA 99105<br>Swar<br>Smith Construction<br>artist Reconciliation   |                 | Description  |                  | Pakey Ma.            |                        | Paid                                      |
| isbursement ID<br>Saflecc<br>Seattle<br>Seattle<br>Maices<br>Date Booked ID<br>Ob/01/2008 IC<br>ax Authority/Cz  | i 79<br>o Insurance<br>o Plaza<br>a, WA 99105<br>Swar<br>Smith Construction<br>artist Reconciliation   |                 |              |                  | Pakey Ma.            | \$39,770.00            | Paid<br>\$36,770.00                       |
| isbursement ID<br>Safecc<br>Safecc<br>Seattle<br>Natices<br>Date Booland C<br>Garon 2008 C<br>Garon 2008 C<br>Safect Society (Co<br>Date Booland C   | 579<br>o Insurance<br>o Placa<br>e, WA 98105<br>Simut<br>Comine Construction<br>arrier Reconciliation<br>Arecon O  |                 |              | 384              | Pakey Ma.            | \$39,770.00<br>Amount  | Paul<br>\$36,770.00<br>Paul               |
| isbursement ID<br>Safecc<br>Safecc<br>Seattle<br>Natices<br>Date Booland C<br>Garon 2008 C<br>Garon 2008 C<br>Safect Society (Co<br>Date Booland C   | 279<br>o Insurance<br>o Plaza<br>a, WA 38105<br>Simat<br>Contrier Construction<br>anter Reconciliation<br>Recon D<br>70  |                 |              | 384              | Paky Ma.<br>GL122465 | \$39,770.00<br>Amount  | Poid<br>\$36,770.00<br>\$7,890.00         |
| internentent ID<br>Saliece<br>Seattle<br>Notices<br>Date Booled C<br>000012008 C<br>ac Autoothy/C2<br>Date Booled<br>000052000<br>Pack Hausbert ID   | 279<br>o Insurance<br>o Placa<br>s, WA 98105<br>20mit Context Contextualism<br>Accord 20<br>70<br>20<br>20<br>20<br>20<br>20<br>20<br>20<br>20<br>20<br>20<br>20<br>20<br>20 |                 |              | 384              | Paky Ma.<br>GL122465 | \$39,770.00<br>Amount  | Poid<br>\$36,770.00<br>\$7,890.00         |
| Internet and D<br>Safaco<br>Seattle<br>Nation<br>Date Booland C<br>Georgeos C<br>Autorotypes<br>Date Booland<br>Georgeos<br>Date Booland<br>Date Booland | : 79<br>Diseases<br>a, WA 98105<br>Stant<br>Same Construction<br>Access D<br>70<br>2<br>2<br>2<br>7 P  |                 |              | 384              | Paky Ma.<br>GL122465 | \$39,770.00<br>Amount  | Poid<br>\$36,770.00<br>\$7,890.00         |
| inturnenzent ID<br>Salisco<br>Seattik<br>valicas<br>Date Boolad C<br>docurszosa C<br>ac Astronomy Cost<br>Date Boolad<br>De0052000<br>heck Hausberr:<br>Isbursensent ID<br>Salisco<br>Salisco  | : 79<br>Diseases<br>a, WA 98105<br>Stant<br>Same Construction<br>Access D<br>70<br>2<br>2<br>2<br>7 P  |                 |              | 384              | Paky Ma.<br>GL122465 | \$39,770.00<br>Amount  | Puid<br>\$36,770.00<br>Pabl<br>\$7,590.00 |

### **Reversing the Disbursement**

If the disbursement is incorrect, it may be reversed by clicking the **Reverse** link on the Navigation toolbar. The check number assigned to the reversed disbursement may be re-used by entering the number in the field on the Disbursement or at the time the check is being printed.

| Cleared:<br>Date Booked:<br>Date Created: | 9/5/2008<br>9/5/2008 | Bank Name:<br>Bank Account =<br>GL Account:<br>Balance:<br>Disbursement Amount:<br>Estimated Balance:<br>Check =: | Safeco Insurance<br>Bank of America<br>209902025<br>02.001.0000.000<br>\$148,470.00<br>\$47,460.00<br>\$101,010.00 | 0.00.100000 Trust A | ccount |         | Quick Navigation<br>Disbursament Header<br>General Ledger<br>Accounts Payable<br>Reconciliation<br>Invoices<br>Payment Advance<br>Disbursement Posting |
|---|----------------------|---|--|---------------------|--------|---------|--|
| isbursement Summa                         | ry Pay All Selected  | Print   | Reverse  | Abort               | Save   | Add Row |  |

Reversed disbursements will display on the summary screen with 2 disbursement numbers with a "/" between them. This indicates the in and out of the entries. The associated reconciliation, invoices and any general ledger adjustments are available again to be used in the new disbursement. Click **Disbursement Summary** link on the Navigation toolbar to exit the **Disbursement** and view the **disbursement summary** tab.

| file branches locations employees accounting vendors entity associations mmary setup invoicing setup general ledger bank accounts transactions batch summary transaction summary journal entry disbursements receive payments deposit accounts payable reconciliation invoices Select Bank Account: Filter: [Sh Bank of America 209902025 Trust Account  |            |              |         |
|--|------------|--------------|---------|
| mmary setup invoicing setup general ledger bank accounts transactions batch summary<br>transaction summary journal entry disbursements receive payments deposit accounts payable reconciliation invoices<br>Select Bank Account:   |            |              |         |
| ransaction summary journal entry disbursements receive payments deposit accounts payable reconciliation invoices<br>Select Bank Account:   |            |              |         |
| Select Bank Account:   |            |              |         |
| Filters [Ch  |            |              |         |
| Bank of America 209902025 Trust Account 💌 Filter: [Sh  |            |              |         |
|  | Show] [Add | New Disburs  | sement] |
|  |            |              |         |
|  |            |              |         |
|  |            |              |         |
| Select All] [Deselect All] [Create Print Batch] [Add To Existing Batch]  |            |              |         |
| SelectDetailsPayee Disbur. ID Check Number Description Amount Created By Date Po<br>Created  | PostedPrin | itedClearedF | Remove  |
|  |            |              |         |
| Safeco         79         2         Safeco Stmt for Aug 2008 -<br>Prints on memo of Check         \$47,460.00         Betsy Cormier         09/05/2008   |            |              |         |
| Insurance     /9     Z     Prints on memo of Check     \$47,460.00     Betsy Cormier     09/03/2008     Hartford     Deposit for Mark Cormier     4550.00     Betsy Cormier     09/03/2008   |            |              |         |
| Insurance         79         2         Prints on memo of Check         \$47,460.00         Betsy Cormier         09/03/2008           Hartford         Deposit for Mark Cormier<br>Group         Deposit for Mark Cormier<br>Personal Auto Policy         \$580.00         Betsy Cormier         09/03/2008  |            |              |         |
| Insurance         79         2         Prints on memo of Check         \$47,460.00         Betsy Cormier         09/03/2008           Hartford         Deposit for Mark Cormier         Deposit for Mark Cormier         \$580.00         Betsy Cormier         09/03/2008           Group         Joint         Deposit for Mark for Sold         Deposit for Mark Cormier         \$580.00         Betsy Cormier         09/03/2008  |            |              |         |
| Insurance     79     2     Prints on memo of Check     \$47,460.00     Betsy Cormier     09/03/2008       Hartford     Deposit for Mark Cormier<br>Group     Deposit for Mark Cormier<br>Personal Auto Policy     \$580.00     Betsy Cormier     09/03/2008       Jolt     Return Premium due for End<br>et Policy     \$950.00     Betsy Cormier     09/03/2008   |            |              |         |
| Insurance     /9     2     Prints on memo of Checks     4/4,460.00     Betsy Cormier     09/03/2008       Image: Hartford Foruge     Insurance     65     0     Deposit for Mark Cormier Personal Auto Policy     \$580.00     Betsy Cormier     09/03/2008       Image: Insurance     65     0     Deposit for Mark Cormier Personal Auto Policy     \$580.00     Betsy Cormier     09/03/2008       Image: Insurance     Joit     Image: Image |            |              |         |
| Insurance     79     2     Prints on memo of Check     \$47,460.00     Betsy Cormier     09/03/2008       Hartford     Deposit for Mark Cormier<br>Group     Deposit for Mark Cormier<br>Personal Auto Policy     \$580.00     Betsy Cormier     09/03/2008       Jolt     Betsy Cormier     09/03/2008     Return Premium due for End<br>#1 Del 2001 Ford     \$950.00     Betsy Cormier     09/03/2008   |            |              |         |

### **Removing Disbursements Not Posted**

If the disbursement is incorrect, it may be removed by clicking the **Remove** icon on the right side of disbursement.

| elect Bank A                |                      |                               |                                  |                       |        |            |         | Filter | : [Show] | I FAdd N | lew Disbu | Jrsem |
|-----------------------------|----------------------|-------------------------------|----------------------------------|-----------------------|--------|------------|---------|--------|----------|----------|-----------|-------|
| Jank of Am                  | erica 22234243928    | 27 Trust Accou                | ×                                |                       |        |            |         |        |          |          |           |       |
|                             |                      |                               |                                  |                       |        |            |         |        |          |          |           |       |
|                             |                      |                               |                                  |                       |        |            |         |        |          |          |           |       |
|                             |                      |                               |                                  |                       |        |            |         |        |          |          |           |       |
| Select All] [               | Deselect All] [Creat | te Print Batch]               | [Add To Existing                 | Batch]                |        |            |         |        |          |          |           |       |
| elect All] [<br>elect Detai |                      | te Print Batch]<br>Disbur. ID | [Add To Existing<br>Check Number | Batch]<br>Description | Amount | Created By | Date Cr | eated  | Posted   | Printed  | Cleared   | Remo  |

The abort confirmation is displayed allowing an opportunity to go back to the summary view without aborting the disbursement. To confirm the deletion, click the **OK** button. Clicking the **Abort** link on the disbursement itself works the same as removing from the summary screen.



## Paying the Carrier Prior to Reconciling

If for some reason it is necessary to pay the Carrier Statement today and reconcile later, make sure to do the following:

Navigating to the **disbursements** tab is done by clicking the **ORGANIZATION** link on the **Primary** menu. Click the **territories** tab and click the **Details** icon for the Territory where the disbursement is to be added. Click the **accounting** tab; the **transactions** tab and the **disbursements** tab to bring up the Disbursement Summary screen. If there are no results displayed, then the organization is new and no reconciliations have been previously done or the filter dates are out of range.

| ne sure   |  |
|---|--|
|   | HOME   HELP   SETUP   LOGOUT               |
|   | ookmarks: Expand   Add   Kemove Selected 👐 |
| ORGANIZATION PROFILE   ALL EMPLOYEES   ALL LOCATIONS  |  |
| Organization Name: Training ORG   | <ul> <li>Organization</li> </ul>           |
| organization  | _  |
|   |  |
| Training ORG >> B C Region >> B C Insurance Agency, Inc.  |  |
| Previous Page   |  |
| card file branches locations employees accounting vendors entity associations   |  |
| summary setup invoicing setup general ledger bank accounts transactions batch summary   |  |
| transaction summary journal entry disbursements receive payments deposit accounts payable reconciliation invoic   | es   |
| Select Bank Account: Bank of America 209902025 Trust Account  | er: [Show] [Add New Disbursement]          |
| [Select All] [Deselect All] [Create Print Batch] [Add To Existing Batch]<br>SelectDetailsPayee Disbur. ID Check Number Description Amount Created By Da<br>Crea |  |

To add the Carrier Disbursement for the unreconciled Carrier Statement, first select the bank account to enter the disbursement for in the **Select Bank Account** drop-down box located on the upper left of the Disbursement Summary screen. Then click the [Add New Disbursement] link located in the upper right of the Disbursement Summary screen.

After clicking the **[Add New Disbursement]** link the **Select Entity** window is displayed. This window allows searching for the entity the disbursement is for. In the **Entity Type** drop-down box select Carrier and in the field below the type enter at least 3 characters of the entity name. To activate the search, click the Search button to the right of the field. All matches to the characters entered are displayed in the box below the label Select Name. The (p) beside the name indicates that the carrier name is identified as the parent carrier and an (s) indicates a subordinate carrier. Choosing the carrier with a (p) beside it displays all subordinate carriers for the selected parent. If the reconciliation is to be done for one of the subordinates, then one may be selected but choosing the parent will include all subordinates making certain the correct invoice is available when reconciling later. Use the drop-down address box to choose a different address to print on the check. Click the **OK** button on the bottom of the window to add the disbursement. Clicking the **Cancel** button will abort the process.

| Disbursement  | ne sure       |
|---|---------------|
| Select Entry:   |               |
| Entity Type: Carrier  | •             |
| Enter at least 3 characters for Ent<br>Location Name, and/or Address ar   |               |
| hart Searc  | ch            |
|   |               |
| Select Name:  |               |
| Hartford Accident and Indemnity<br>Hartford Casualty Insurance (s)<br>Hartford Fire Insurance Company<br>Hartford Insurance Group (p) |               |
| Primary Name:   |               |
| Hartford Insurance Group (p)  |               |
| Select Address:   |               |
| One Hartford Plaza  | •             |
| Subordinate Carriers:   |               |
| [Select All] [Deselect All]   |               |
| Hartford Accident and<br>Indemnity Company One Ha   | artford Plaza |
| Hartford Casualty One Ha  | artford Plaza |
| Hartford Fire Insurance <sub>One</sub> Har<br>Company<br>Click OK to confirm selection. Can<br>summary.                               |               |
|   | OK Cancel     |

After clicking the **OK** button, the disbursement is added.

| Disbursement ID: 80<br>Posted: Cleared: Cleared: 5/5/2<br>Date Booked: 9/5/2<br>Date Created: 9/5/2<br>Created By: Bets | Payee:<br>Bank Name:<br>008 Bank Account =<br>GL Account:<br>Cormier Disbursement Amount:<br>Estimated Balance:<br>Check =: |   | yee: Hartford Insurance Group<br>ame: Bank of America<br>nt = 209902025<br>ount: 02.001.0000.000.00.100000 Trust Account<br>ance: \$101,010.00<br>ount: \$0.00<br>ance: \$101,010.00<br>ck ≠: |  |                |               | Entity Type:     Carrier       Payee:     Hartford Insurance Group       Bank Name:     Bank America       Bank Account ≠:     209902025       GL Account:     02.001.0000.000.00.100000 Trust Account       Balance:     \$10,010.00 |  |  |  |
|---|---|---|---|--|----------------|---------------|---|--|--|--|
| Disbursement Summary  | Pay All Selected  | Print   | Post  | Abort  | Save           | Add Row       |   |  |  |  |
|   |   | Payee: Ha<br>On<br>Ha<br>Date Booked: 9/<br>rsement Method: C<br>Check #:<br>Description:<br>(50 Char. Max) |   | blank to allow the sys<br>rinting or enter a chec<br>Statement | :k ≠ manually. | ext available | 2   |  |  |  |

After entering data into the input fields on the first page, click the **Save** link on the Navigation toolbar or click one of the links in the **Quick Navigation** panel to save entries.

To offset the amount of the disbursement to the **Reconciliation Clearing Acct**, click the **Quick Navigation** > **General Ledger** link located on the upper right side of the screen to bring up the General Ledger screen. Click the **Add Row** link located on the Navigation toolbar. Click the **Ellipsis** ... button to search for the account number the entry will be posted to.

Enter the search information for the GL account and click the Search button. Click the correct **Reconciliation Clearing Acct** account number and the **OK** button to return to the General Ledger screen.

|                   |                       |                    |   | Quick Navigation                   |
|-------------------|-----------------------|--------------------|---|------------------------------------|
| Disbursement ID:  |                       | Entity Type:       |   | Disbursement Header                |
| Posted:           | -                     |                    | Hartford Insurance Group  | General Ledger                     |
| Cleared:          |                       |                    | Bank of America   | Accounts Payable<br>Reconciliation |
| Date Booked:      | 9/5/2008              | Bank Account #:    |   | Invoices                           |
|                   |                       | GL Account:        | 02.001.0000.000.00.100000 Trust Account                                     | Payment Advance                    |
| Date Created:     | 9/5/2009              | Balanc             |   | Disbursement Posting               |
|                   | Betsy Cormier D       | Sichursoment Amoun | https://nexweb24.nexsure.com/?NameField=A                                   |                                    |
| Created by.       | becay connier - E     |                    | lexsure Accounting  |                                    |
|                   |                       | Check              |   |                                    |
|                   |                       | Descriptic         | Region: B C Region 🗾 Branch:  |                                    |
|                   |                       | Descriptio         | Territory: B C Insurance Agency Department:                                 | -                                  |
| sbursement Summa  | Pay All Selected      | Print              | Unit:   |                                    |
| sour semente Summ | ary Pay Anocice       |                    | onici   |                                    |
|                   |                       |                    |   | •••••                              |
|                   | General Ledger        |                    | Classification: All   |                                    |
|                   |                       |                    | Group:  |                                    |
|                   | Account N             | lumber             | Type:   | ove                                |
|                   | 02.001.0000.000.00.10 | 0000 Trust Account | Type:   |                                    |
|                   |                       |                    |   |                                    |
|                   |                       | F                  | ilter part of the general ledger number or name or both and click "Search". |                                    |
|                   |                       |                    | Name General Ledger Number  | <b>品</b>                           |
|                   |                       |                    | recon   |                                    |
| L                 |                       |                    |   |                                    |
|                   |                       |                    |   | earch                              |
|                   |                       | 5                  | Select the general ledger number:   |                                    |
|                   |                       | 11                 | 02.001.0000.000.00.110210 - Deferred Recon Receivable                       |                                    |
|                   |                       |                    | 02.001.0000.000.00.110910 - Reconciliation Clearing Acct                    |                                    |
|                   |                       |                    | 02.001.0000.000.00.202010 - Deferred Recon Payable                          |                                    |
|                   |                       |                    | 02.001.0000.000.00.529000 - Recon Comm Adj                                  |                                    |
|                   |                       |                    |   |                                    |
|                   |                       | l'                 | 4   |                                    |
|                   |                       |                    | OK Ci   | ancel                              |
|                   |                       |                    |   |                                    |
|                   |                       |                    |   |                                    |

Enter a description for the entry and the amount of the disbursement. Enter the debit amount in the debit field and click the **Save** link on the Navigation toolbar. Click the **Post** link on the Navigation toolbar to post the disbursement.

| disbursements      |                      |                      |   |               |             |              | Quick Na   | vigation               |  |
|--------------------|----------------------|----------------------|---|---------------|-------------|--------------|------------|------------------------|--|
| Disbursement ID:   | 80                   | Entity Type:         | Carrier   |               |             |              |            | vigation<br>ent Header |  |
| Posted:            |                      | Payee:               | Hartford Insurance  | Group         |             |              | General Le |                        |  |
| Cleared:           |                      | Bank Name:           | Bank of America   |               |             |              | Accounts   | Payable                |  |
| Date Booked:       | 9/5/2008             | Bank Account #:      | 209902025   |               |             |              | Reconcilia | tion                   |  |
|                    |                      | GL Account:          | GL Account: 02.001.0000.000.00.100000 Trust Account Disbursement Advance Disbursement Posting |               |             |              |            |                        |  |
| Date Created:      | 9/5/2008             | Balance:             | \$101,010.00  |               |             |              | Disbursen  | ient Posting           |  |
| Created By:        | Betsy Cormier        | Disbursement Amount: | \$0.00  |               |             |              |            |                        |  |
|                    |                      | Estimated Balance:   | \$101,010.00  |               |             |              |            |                        |  |
|                    |                      | Check #:             |   |               |             |              |            |                        |  |
|                    |                      | Description:         | Hartford August 2   | 008 Statement |             |              |            |                        |  |
|                    |                      |                      |   |               |             |              |            |                        |  |
| Disbursement Summa | ry Pay All Selected  | Print                | Post  | Abort         | Save        | Add Row      |            |                        |  |
|                    |                      |                      |   |               | •           |              |            | 8                      |  |
| G                  | eneral Ledger        |                      |   |               |             |              |            |                        |  |
|                    | ellerar Leuger       |                      |   |               |             |              |            |                        |  |
|                    | Account              | Number               | Description   | Debi          | : Cred      | lit 1099 LIC | ) # Remove | 1                      |  |
| (                  | 02.001.0000.000.00.1 | 00000 Trust Account  | Hartford August<br>Statement  | 2008          | \$48,64     | 43.45        |            |                        |  |
| ſ                  | 02.001.0000.000.00.  | 110910 - Rec         | Hartford Augus  | t 200 48      | 643.45      | 0.00         | . o 🖷      |                        |  |
|                    |                      |                      |   | Totals: \$48  | ,643.45 \$4 | 8,643.45     |            | -                      |  |

The Post Disbursement screen is displayed providing an opportunity to review the disbursement amount. If the disbursement is out of balance, a message is displayed advising of the out of balance. At that point correct the disbursement and post again. Once confirmed that the posting is correct, click the **OK** button to complete the post.



A check may be printed by clicking the **Print** link on the Navigation toolbar and selecting the check style from the drop-down box and clicking the **OK** button.

After clicking the **OK** button, the next screen shows the type of check selected and the check number field is empty. This field has no number in it if the check has not been previously printed or a check number was not entered on the disbursement header. A check number would not be entered normally since Nexsure will check to see what the next check number is and automatically number. So, leave the check number blank and click the **OK** button.

| Nexsure Reports  | ne sure                             |
|--|-------------------------------------|
| Reports  |                                     |
| Print Disbursement Selection                                   |                                     |
| Summary 🔹  |                                     |
| Summary  |                                     |
| Deluxe Check 80180<br>Deluxe Check 80971                       |                                     |
| MICR Coding Top Check  |                                     |
| MICR Coding Bottom Check<br>MICR Coding Bottom Check w/Address | print selection or cancel to return |
| to bisbarsement screen.  | 1                                   |
|  |                                     |
|  | OK Cancel                           |

#### Adding the Reconciliation for the Previously Entered Disbursement

Navigating to the **reconciliation** tab is done by clicking the **ORGANIZATION** link on the **Primary** menu. Click the **territories** tab and click the **Details** icon for the Territory where the Carrier Statement is to be reconciled. Click the **accounting** tab, the **transactions** tab and the **reconciliation** tab to bring up the Reconciliation Summary screen. If there are no results displayed, then the organization is new and no reconciliations have been previously done or the filter dates are out of range.

| organization  | tic Region >> Atlantic Territory                |                                 |   |  |  |  |  |  |
|---|---|---------------------------------|---|--|--|--|--|--|
| XDTITraining Org 972003 >> Atlantic Region >> Atlantic Territory<br>Previous Page |   |                                 |   |  |  |  |  |  |
| card file branches locations employ   | ees accounting vendors entity associati         | 0.05                            |   |  |  |  |  |  |
|   | eneral ledger bank accounts <b>transactions</b> |                                 |   |  |  |  |  |  |
| transaction summary journal entry   | disbursements receive payments deposit          | accounts payable reconciliation | invoices                                |  |  |  |  |  |
|   |   |                                 | Filter: [Show] [Add New Reconciliation] |  |  |  |  |  |

In order to reconcile carrier statements in this scenario, invoices must be added to client policies and posted by agency personnel. These invoices are generally added during the account servicing process so the invoices will be ready to reconcile upon receipt of the statement.

To add the worksheet, click the [Add New Reconciliation] link on the upper right side of the Reconciliation Summary screen.

| rganization                       |  |               |  |
|-----------------------------------|--|---------------|--|
| XDTITraining Org 972003 >> Atlant | c Region >> Atlantic Territory   |               |  |
| Previous Page                     |  |               |  |
|                                   | s accounting vendors entity associati<br>eral ledger bank accounts transactions<br>isbursements receive payments deposit | batch summary | tion invoices<br>Filter: [Show] [Add New Reconciliation] |

After clicking the **[Add New Reconciliation]** link the **Select Entity** window is displayed. This window allows searching for the entity being reconciled. In the **Entity Type** drop-down box select **Carrier** and in the field below the type enter at least 3 characters of the entity name. To activate the search, click the **Search** button to the right of the field. All matches to the characters entered are displayed in the box below the label Select Name. The (p) beside the name indicates that the carrier name is identified as the parent carrier and an (s) indicates a subordinate carrier. Choosing the carrier with a (p) beside it allows all invoices for the subordinate and parent to be available for reconciliation. Choosing the carrier with the (s) beside it allows only invoices for that carrier to be available for reconciliation, however, all or selected subordinates may be selected by clicking the box placing a check to include in the worksheet.

To select the carrier name, click to highlight and select subordinates only if it is necessary to include those carrier invoices in the reconciliation. Remember that selecting the parent automatically includes subordinate carriers. Click the **OK** button to bring up the Reconciliation for the selected carrier.

| https://nexweb24.nexsure.com/?Mode 🔳 🗖 🔀  |
|---|
| Reconciliation Ne SUICE   |
| Select Entry:   |
| Entity Type: Carrier  Enter at least 3 characters of the name and click search. Safe Search |
|   |
| Select Name:<br>Safeco (p)<br>Safeco Insurance Company of Ame                               |
| Primary Name:   |
| Safeco  |
| Select Address:   |
| Safeco Plaza 🗸  |
| Subordinate Carriers:<br>[Select All] [Deselect All]  |
| Safeco Insurance<br>Company of America Safeco Plaza   |
| Click OK to confirm selection. Cancel to return to summary.                                 |
| OK Cancel   |
|   |

Make sure to change the date booked if necessary and enter the description and any internal note necessary for the reconciliation to identify it later. It might be good to enter the check number or Disbursement ID previously entered in the description. Click the **Save** link on the Navigation toolbar or click a link on the right to store modifications.

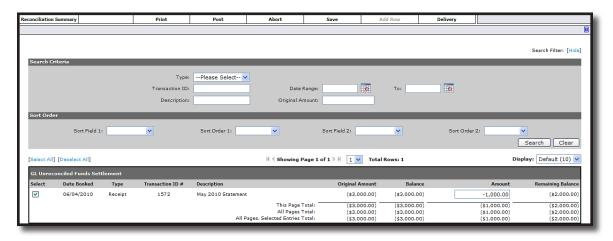
| Reconciliation ID: 780<br>Entity Type: Carrier<br>Name: Safeco<br>Posted:<br>Date Created: 12/19/2007<br>Created By: Betsy Cormier | In   | Disbursements 7<br>Adjustments 7<br>come/Receivable 7 | otal: \$0.00<br>otal: \$0.00<br>otal: \$0.00 |      |         |          | Quick Navigation<br>Header<br>Transactions - Agency Bill<br>Transactions - Direct Bill<br>Statement Entry<br>Unposted Invoices<br>Adjustments<br>Reconciliation Posting |
|--|--|---|--|------|---------|----------|---|
| econciliation Summary Pay All Selected   | Print  | Post  | Abort  | Save | Add Row | Delivery |   |
| Name:<br>Date Booked:<br>Description:<br>(100 Char. Max)<br>Internal Note:<br>(250 Char. Max)                                      | Safeco Plaza<br>Safeco Plaza<br>Seattle WA 98185<br>12/19/2007 | •   | < > <  |      |         |          |   |

In order to associate the amount entered on the Disbursement to the Reconciliation Clearing account, click the **Quick Navigation > Receipts/Disbursements** link on the right side of the screen. Click the **[Show]** link to search for **Receipts** and/or **Disbursements** as needed.

| conciliation       | n Summary                         |                            | Print                    | Post                              | Abort        | Save                                     | Add Row   | Delivery |        |                                   |
|--------------------|-----------------------------------|----------------------------|--------------------------|-----------------------------------|--------------|--|---|----------|--------|-----------------------------------|
|                    |                                   |                            |                          |                                   |              |  |   |          |        |                                   |
|                    |                                   |                            |                          |                                   |              |  |   |          |        | Search Filter: [Show]             |
| [Select All        | [Deselect All]                    |                            |                          |                                   | Showing Page | 1 of 1 🕨 🕺 🚺 🔽                           | Total Rows: 1                                   |          | Displ  | ay: Default (10) 🗸                |
|                    |                                   |                            |                          |                                   |              |  |   |          |        |                                   |
|                    |                                   | tlement                    |                          |                                   |              |  |   |          |        |                                   |
|                    | conciled Funds Set                |                            | Transaction ID #         | Description                       |              |  |   | e        | Amount |                                   |
| GL Unred           | conciled Funds Set                | tlement<br>Type<br>Receipt | Transaction ID #<br>1572 | Description<br>May 2010 Statement |              | Original Amo<br>(\$3,000.                | unt Baland                                      |          |        | Remaining Balance<br>(\$3,000.00) |
| GL Unrec<br>Select | conciled Funds Set<br>Date Booked | Туре                       |                          |                                   |              | Original Amo<br>(\$3,000.<br>: (\$3,000. | unt Balan<br>00) (\$3,000.01<br>00) (\$3,000.01 | n)<br>   |        | Remaining Balance                 |

Any previously issued **Disbursements** or **Receipts** are displayed. Click the **Select** check box. If a partial amount is to be applied, type in the specific amount in the **Amount** box provided. Click the **Save** link to keep the entry.

The disbursement is added to the reconciliation worksheet to identify that this worksheet is associated with it. This does not create another entry to the general ledger but closes the checks and balances in Nexsure. This step must be done if the check was paid prior to the reconciliation.



The invoices that were previously paid (found on the reconciliation statement) must be identified. To select the invoices included on the carrier statement, click the **Quick Navigation > Transactions > Agency Bill** link located on the right side of the screen to bring up the Transactions screen. Make sure to use the Search Filter by clicking the **[Show]** link located just above the listed invoices on the right. There are date range filter defaults just like on the Reconciliation Summary screen.

| Reconciliation ID:<br>Entity Type:<br>Name:<br>Posted:<br>Date Created:<br>Created By: | Carrier<br>Safeco    |                  | Receipt To<br>Disbursements To<br>Adjustments To<br>Income/Receivable To<br>Payable To<br>Virtual Receipt To<br>Descript | tal: \$<br>tal: \$<br>tal: \$<br>tal: \$ | 4,799.40<br>0.00<br>0.00<br>0.00<br>4,799.40 | 2007 Stater | ment   |           |          |            | Quick Navigation<br>Header<br>Receipts/Disbursements<br><b>Transactions - Agency Bill</b><br>Statement Entry<br>Unposted Invoices<br>Adjustments<br>Reconciliation Posting |       |
|--|----------------------|------------------|--|--|--|-------------|--------|-----------|----------|------------|--|-------|
| Reconciliation Summa   | ary Pay All Selecter | d Print          | Post   | Ab                                       | ort  | Save        |        | Add Row   |          | Delivery   |  |       |
|  |                      | Region:          | B C Region   | ~  |  | Branch:     |        |           | ~        |            | Search Filter: [Hide]  |       |
|  |                      |                  | B C Territory  | ~  | Dep  | artment:    |        |           | ~        |            |  |       |
|  |                      |                  |  |  |  | Unit:       |        |           | ~        |            |  |       |
|  |                      | Bill Method:     |  | ~  | Da   | ite Type:   | Date I | Effective | ~        |            |  |       |
|  |                      | Business Type:   |  | ×  | Dat  | e Range:    |        | ••        | To:      | 11/30/2007 |  | =     |
|  | Li                   | ne of Business:  | 401K - Group<br>401K - Individual<br>Accident - Individual   |  | Amoun  | it Range:   |        |           | To:      |            |  |       |
|  |                      |                  | AD&D - Group   | ~  | Policy                                       | Number:     |        |           |          |            |  |       |
|  | Exclude all tra      | insactions where | the effective date is afte   | r the s                                  | earch end                                    | ing date.   |        |           |          |            |  |       |
|  |                      | 🔿 Paid           | 🔘 Unpaid   |  |  |             |        |           |          |            |  |       |
|  | Sort Field 1:        | ~                | Sort Order 1:  |  | Sort   | Field 2:    |        | ✓ So      | ort Orde | er 2:      | <b>~</b>   |       |
|  |                      |                  |  |  |  |             |        |           |          | Search     | Clear  |       |
| [Select All] [Desele   | ect All]             | _                | _  | Ag                                       | jency B                                      | Bill        |        | _         | -        | _          |  | ~     |
|  |                      |                  |  |  |  |             |        |           |          |            | reconcili  | ation |

After clicking the [Show] link on the screen the filter options are displayed. After entering the search criteria, click the Search button to return all matches. Clicking the Clear button clears all the fields on the search filter.

Once the search results are returned, there may be more than one page of invoices. To get to the invoices on other pages, use the **Navigation Arrows** at the top of the list to navigate:

- Single Page Forward ►
- Single Page Back
- Last Page ►
- First Page | ◀

The drop-down box to the right of the arrows with the number 1 displaying allows the selection of any available pages so it is possible to quickly jump to a page in the middle (such as page 3). Just find the number and click to go to the selected page. The **Display** drop-down box on the right allows more than the default of 7 items to display.

| Entil<br>Date (     | aconciliation ID: 780 Receipt Total: \$0.00<br>Entity Type: Carrier Disbursements Total: \$4,799.40<br>Name: Safeco Adjustments Total: \$0.00<br>Incom/Receivable Total: \$0.00<br>Posted: Payable Total: \$0.00<br>Date Created: 12/19/2007 Virtual Receipt Total: \$4,799.40<br>Created By: Betsy Cormier Description: November 2007 Statement |   |   |                               |   |      |  |  | Quick Navigat<br>Header<br>Receipts/Dis<br><b>Transactions</b><br>Transactions<br>Statemer<br>Unpostec<br>Adjustments<br>Reconciliatio   | bursements<br>- <b>Agency Bill</b><br>- Direct Bill<br>It Entry<br>Invoices |
|---------------------|--|---|---|-------------------------------|---|------|--|--|--|---|
| econciliati         | on Summary   | Pay All Selected  | Print   | Post                          | Abort   | Save | Add Row  | Delivery                                       |  |   |
|                     |  |   |   | K 4                           | Showing page 1 of 2   |      |  |  | Display  | 7 (Default) ⊻   |
| [Select Al          | II] [Deseled   | t All]  | _   | K 4                           | Showing page 1 of 2<br>Agency Bil   |      |  | _  | Display  | 7 (Default) 🗸   |
| [Select A<br>Select |  | tt All]<br>Date   | Item ID   | ИЧ                            | 31.3  |      | Policy Number  | Amount   | Display:<br>Paid   | 7 (Default) 🗸   |
|                     |  |   | Item ID<br>12114/- 12119                                |                               | Agency Bil  |      |  | Amount<br>\$25                                 | Paid   | Balance   |
|                     | Details  | Date  |   | Cor                           | Agency Bil  |      | Policy Number  |  | Paid   | Balance<br>\$25.00  |
|                     | Details  | Date<br>7/1/2007  | 12114/-12119  | Cor<br>Hudso                  | Agency Bil<br>Name<br>mier Quick Stop, Inc.   |      | Policy Number<br>Unassigned  | \$25   | Paid<br>.00 \$0.00<br>.40 \$0.00   | Balance<br>\$25.00<br>\$566.40  |
|                     | Details  | Date<br>7/1/2007<br>9/10/2007   | 12114/-12119<br>14366                                   | Cor<br>Hudso<br>Cor           | Agency Bil<br>Name<br>mier Quick Stop, Inc.<br>In Kennel Services, LLC  |      | Policy Number<br>Unassigned<br>BOP234567   | \$25<br>\$566                                  | Paid<br>.00 \$0.00<br>.40 \$0.00<br>.00 \$0.00   |   |
|                     | Details  | Date           7/1/2007           9/10/2007           7/1/2007  | 12114/-12119<br>14366<br>12114/-12119                   | Cor<br>Hudso<br>Cor<br>N      | Agency Bil<br>Name<br>mier Quick Stop, Inc.<br>In Kennel Services, LLC<br>mier Quick Stop, Inc.   |      | Policy Number<br>Unassigned<br>BOP234567<br>Unassigned                                 | \$25<br>\$566<br>\$2,075                       | Paid<br>.00 \$0.00<br>.40 \$0.00<br>.00 \$0.00<br>.00 \$0.00   | Balance<br>\$25.00<br>\$566.40<br>\$2,075.00                                |
|                     | Details  | Date           7/1/2007           9/10/2007           7/1/2007           8/1/2007                                       | 12114/-12119<br>14366<br>12114/-12119<br>12369          | Cor<br>Hudsc<br>Cor<br>N      | Agency Bil<br>Name<br>mier Quick Stop, Inc.<br>in Kennel Services, LLC<br>mier Quick Stop, Inc.<br>IcDonough Bakery                     |      | Policy Number<br>Unassigned<br>BOP234567<br>Unassigned<br>BAC834798372                 | \$25<br>\$566<br>\$2,075<br>\$2,158            | Paid<br>.00 \$0.00<br>.40 \$0.00<br>.00 \$0.00<br>.00 \$0.00<br>.00 \$0.00   | Balance<br>\$25.00<br>\$266.40<br>\$2,075.00<br>\$2,158.00<br>\$2,075.00    |
|                     | Details  | Date           7/1/2007           9/10/2007           7/1/2007           8/1/2007           8/1/2007           8/8/2007 | 12114/-12119<br>14366<br>12114/-12119<br>12369<br>12382 | Cor<br>Hudso<br>Cor<br>N<br>N | Agency Bil<br>Name<br>mier Quick Stop, Inc.<br>in Kennel Services, LLC<br>mier Quick Stop, Inc.<br>McDonough Bakery<br>McDonough Bakery |      | Policy Number<br>Unassigned<br>BOP234567<br>Unassigned<br>BAC834798372<br>BAC834798372 | \$25<br>\$566<br>\$2,075<br>\$2,158<br>\$2,075 | Paid           .00         \$0.00           .40         \$0.00           .00         \$0.00           .00         \$0.00           .00         \$0.00           .00         \$0.00           .00         \$0.00           .00         \$0.00 | Balance<br>\$25.00<br>\$566.40<br>\$2,075.00<br>\$2,158.00                  |

To identify the invoices included on the statement after filtering the list, find the matching invoice and click the box in the **Select** column to place a check mark indicating the item should be included as payment in full. To identify a partial amount, click the **Details** icon beside the invoice and enter the amount.

Once all the invoices have been identified and selected, click the **Pay All Selected** link on the Navigation toolbar.

| Enti        | econciliation ID: 780 Receipt Total: \$0.00 +<br>Entity Type: Carrier Disbursements Total: \$4,799.40 +<br>Name: Safeco Adjustments Total: \$4,799.40 Re<br>Incom/Receivable Total: \$0.00 Tr<br>Posted: Payable Total: \$0.00 Tr<br>Date Created: 12/19/2007 Virtual Receipt Total: \$4,799.40 AC |   |   |                          |   |      |  |  |   | pts/Disbu<br>actions - /   | Agency Bill<br>Direct Bill<br>Entry<br>Invoices                             |
|-------------|--|---|---|--------------------------|---|------|--|--|---|--|---|
| econciliati | ion Summar   | y Pay All Selected  | Print   | Post                     | Abort   | Save | Add Row  | Delivery                                       |   |  |   |
|             |  |   |   | 1 ◄                      | Showing page 1 of 2   |      | ~  |  |   |  | arch Filter: [Show<br>7 (Default) 💌   |
| -           | ll] [Desele  | ct All]<br>Date   | Item ID   | H 4                      | Agency Bil  |      |  | Amount   | -   | Display:   | 7 (Default) 💌   |
| Select      | Details  |   | Item ID<br>14366  |                          |   |      | Policy Number  | Amount<br>\$566                                | P   |  |   |
| Select      |  | Date  |   | Hudso                    | Agency Bil  |      | Policy Number  |  | P<br>5.40                                 | Display:   | 7 (Default) 💌<br>Balance  |
| Select      | Details  | Date<br>9/10/2007   | 14366   | Hudso                    | Agency Bil<br>Name<br>n Kennel Services, LLC  |      | Policy Number<br>BOP234567   | \$566  | P<br>5.40<br>3.00                         | Display:   | 7 (Default) V<br>Balance<br>\$566.40  |
| Select      | Details  | Date<br>9/10/2007<br>8/1/2007   | 14366<br>12369  | Hudso                    | Agency Bil<br>Name<br>n Kennel Services, LLC<br>IcDonough Bakery  |      | Policy Number<br>BOP234567<br>BAC834798372   | \$566<br>\$2,158                               | P<br>5.40<br>3.00<br>5.00                 | Display:   | 7 (Default) V<br>Balance<br>\$566.40<br>\$2,158.00                          |
| Select      | Details  | Date<br>9/10/2007<br>8/1/2007<br>8/8/2007   | 14366<br>12369<br>12382                                 | Hudso<br>N<br>Corr       | Agency Bil<br>Name<br>n Kennel Services, LLC<br>IcDonough Bakery<br>IcDonough Bakery  |      | Policy Number<br>BOP234567<br>BAC834798372<br>BAC834798372                             | \$566<br>\$2,158<br>\$2,075                    | P<br>5.40<br>3.00<br>5.00<br>5.00         | Display:   | 7 (Default) ♥<br>Balance<br>\$566.40<br>\$2,158.00<br>\$2,075.00            |
| Select      | Details  | Date           9/10/2007           8/1/2007           8/8/2007           7/1/2007 | 14366<br>12369<br>12382<br>12114/-12119                 | Hudso<br>N<br>Cor<br>Cor | Agency Bil<br>Name<br>n Kennel Services, LLC<br>IcDonough Bakery<br>IcDonough Bakery<br>mier Quick Stop, Inc.                           |      | Policy Number<br>BOP234567<br>BAC834798372<br>BAC834798372<br>Unassigned               | \$566<br>\$2,158<br>\$2,075<br>\$2,075<br>\$25 | P<br>5.40<br>5.00<br>5.00<br>5.00         | Display:   | 7 (Default) V<br>Balance<br>\$566.40<br>\$2,158.00<br>\$2,075.00<br>\$25.00 |
| Select      | Details  | Date<br>9/10/2007<br>8/1/2007<br>8/8/2007<br>7/1/2007<br>7/1/2007                 | 14366<br>12369<br>12382<br>12114/-12119<br>12114/-12119 | Hudse<br>N<br>Cor<br>Cor | Agency Bil<br>Name<br>In Kennel Services, LLC<br>IcDonough Bakery<br>IcDonough Bakery<br>mier Quick Stop, Inc.<br>mier Quick Stop, Inc. |      | Policy Number<br>BOP234567<br>BAC834798372<br>BAC834798372<br>Unassigned<br>Unassigned | \$566<br>\$2,158<br>\$2,075<br>\$25<br>\$27    | P<br>5.40<br>5.00<br>5.00<br>5.00<br>5.00 | Display:<br>Paid<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00 | 7 (Default)  Balance \$566.40 \$2.158.00 \$2.075.00 \$25.00 \$25.00 \$25.00 |

A confirmation of the selections is displayed. Take a look at the information and if it is correct, click the **OK** link to include all the selections.

| Pay All Selected                       | ne sure   |
|--|---|
| Agency Bill:                           |   |
| Total Items Selected: 3                | Total Selected Amount: \$4,799.40                 |
|  | Total Amount Paid: \$4,799.40                     |
| Direct Bill:                           |   |
| Total Items Selected: 0                | Total Selected Amount: \$0.00                     |
|  | Total Amount Paid: \$0.00                         |
| Click OK to accept payments as selecte | ed or Cancel to return to reconciliation process. |

All invoices included now have a check in the **Select** box and are grayed out indicating they have been included. If a selection error was made, click the **Details** icon of the invoice and enter a zero amount and save, this will open the invoice for reselection if necessary.

| Ent        |              | Carrier<br>Safeco   | I   | Disbursements<br>Adjustments<br>ncome/Receivable<br>Payable | Total: \$0.00<br>Total: \$4,799.40<br>Total: \$0.00<br>Total: \$0.00<br>Total: \$4,799.40<br>iption: November 20        | 007 Statement                                 |   |   | Quick Navigation<br>Header<br>Receipts/Disbur<br>Transactions - A<br>Transactions - I<br>Statements<br>Unposted In<br>Adjustments<br>Reconciliation F | rsements<br><b>Igency Bill</b><br>Direct Bill<br>Entry<br>nvoices |
|------------|--------------|---|---|---|---|---|---|---|---|---|
| econciliat | tion Summa   | y Pay All Selecte   | ed Print  | Post  | Abort   | Save  | Add Row   | Delivery  |   |   |
|            |              |   |   |   |   |   |   |   |   |   |
|            |              |   |   | N 4   | Showing page 1 of   | 2 🕨 🕺 📋                                       | <b>~</b>  |   | Display:  | 7 (Default) 🔽   |
| -          | All] [Desele | -   |   | M 4   | Agency E  | Bill  |   | ••  |   |   |
| Select     | Details      | Date  | Item ID   |   | Agency E  | Bill  | licy Number   | Amount  | Paid  | Balance   |
| Select     | Details      | Date<br>9/10/2007   | 14366   | Hudson K  | Agency E<br>Name<br>ennel Services, LLC   | Bill<br>Po<br>Bi                              | licy Number<br>DP234567   | \$566.40  | Paid<br>\$566.40  | Balance<br>\$0.0  |
| Select     | Details      | Date<br>9/10/2007<br>8/1/2007   | 14366<br>12369  | Hudson K<br>McD   | Agency E<br>Name<br>Iennel Services, LLC<br>Ionough Bakery  | Bill<br>Bill<br>BAC                           | <b>licy Number</b><br>DP234567<br>2834798372                                    | \$566.40<br>\$2,158.00  | Paid<br>\$566.40<br>\$2,158.00  | Balance<br>\$0.00<br>\$0.00                                       |
| Select     | Details      | Date<br>9/10/2007<br>8/1/2007<br>8/8/2007   | 14366<br>12369<br>12382                                 | Hudson K<br>McD<br>McD                                      | Agency E<br>Name<br>Innel Services, LLC<br>Ionough Bakery<br>Ionough Bakery   | Bill<br>Bill<br>BAC<br>BAC                    | licy Number<br>DP234567<br>2834798372<br>2834798372                             | \$566.40<br>\$2,158.00<br>\$2,075.00                          | Paid<br>\$566.40<br>\$2,158.00<br>\$2,075.00  | <b>Balance</b><br>\$0.00<br>\$0.01<br>\$0.01                      |
| Select     | Details      | Date           9/10/2007           8/1/2007           8/8/2007           7/1/2007 | 14366<br>12369<br>12382<br>12114/-12119                 | Hudson K<br>McD<br>McD<br>Cormie                            | Agency E<br>Name<br>ennel Services, LLC<br>ionough Bakery<br>ionough Bakery<br>r Quick Stop, Inc.                       | Bill<br>BAC<br>BAC<br>BAC                     | licy Number<br>DP234567<br>2834798372<br>2834798372<br>Inassigned               | \$566.40<br>\$2,158.00<br>\$2,075.00<br>\$25.00               | Paid<br>\$566.40<br>\$2,158.00<br>\$2,075.00<br>\$0.00  | Balance<br>\$0.0<br>\$0.0<br>\$0.0<br>\$25.0                      |
| Select     | Details      | Date<br>9/10/2007<br>8/1/2007<br>8/8/2007<br>7/1/2007<br>7/1/2007                 | 14366<br>12369<br>12382                                 | Hudson K<br>McD<br>McD<br>Cormie<br>Cormie                  | Agency E<br>Name<br>ennel Services, LLC<br>tonough Bakery<br>rouough Bakery<br>r Quick Stop, Inc.<br>r Quick Stop, Inc. | Bill<br>BAC<br>BAC<br>U                       | licy Number<br>DP234567<br>2834798372<br>2834798372                             | \$566.40<br>\$2,158.00<br>\$2,075.00<br>\$25.00<br>\$2,075.00 | Paid<br>\$566.40<br>\$2,158.00<br>\$2,075.00<br>\$0.00<br>\$0.00  | Balance<br>\$0.0<br>\$0.0<br>\$0.0<br>\$25.0<br>\$2,075.0         |
| Select     | Details      | Date           9/10/2007           8/1/2007           8/8/2007           7/1/2007 | 14366<br>12369<br>12382<br>12114/-12119<br>12114/-12119 | Hudson K<br>McD<br>McD<br>Cormie<br>Cormie<br>McD           | Agency E<br>Name<br>ennel Services, LLC<br>ionough Bakery<br>ionough Bakery<br>r Quick Stop, Inc.                       | HII<br>Pe<br>BAC<br>BAC<br>L<br>L<br>L<br>BAC | licy Number<br>DP234567<br>:834798372<br>:834798372<br>Inassigned<br>Inassigned | \$566.40<br>\$2,158.00<br>\$2,075.00<br>\$25.00               | Paid<br>\$566.40<br>\$2,158.00<br>\$2,075.00<br>\$0.00  | Balance<br>\$0.0<br>\$0.0<br>\$0.0<br>\$25.0                      |

Clicking the **Quick Navigation > Reconciliation Posting** link on the right side of the screen shows what accounts will be offset.

| reconciliation   |                      |                 |                     |                 |                |         |          |                |                 |      |
|--|----------------------|-----------------|---------------------|-----------------|----------------|---------|----------|----------------|-----------------|------|
| Reconciliation ID:   | 790                  |                 | Receipt Tot         |                 |                |         |          | Quick Naviga   | tion            |      |
| Entity Type:   |                      |                 | Disbursements Tot   |                 | n              |         |          | Header         |                 |      |
| Name:  |                      |                 | Adjustments Tol     |                 |                |         |          |                | sbursements     |      |
| in the second se | 001000               | In              | come/Receivable Tot |                 |                |         |          |                | s - Agency Bill |      |
| Posted:  |                      |                 |                     | al: \$4,799.40  | 0              |         |          |                | s - Direct Bill |      |
|  |                      |                 | ,                   |                 |                |         |          |                | nt Entry        |      |
| Date Created:  | 12/19/2007           |                 |                     |                 |                |         |          |                | d Invoices      |      |
| Created By:  | Betsy Cormier        |                 |                     |                 |                |         |          | Adjustments    |                 |      |
|  |                      |                 | Descripti           | on: November    | 2007 Statement |         |          | Reconciliation | on Posting      |      |
|  |                      |                 |                     |                 |                |         |          |                |                 |      |
|  |                      | 1               |                     |                 |                |         | 1        | 눼              |                 |      |
| Reconciliation Summa   | ary Pay All Selected | Print           | Post                | Abort           | Save           | Add Row | Delivery |                |                 |      |
|  |                      |                 |                     |                 |                |         |          | •              |                 | B    |
|  | Reconciliation Detai | ls              |                     |                 |                |         |          |                |                 |      |
|  |                      |                 |                     |                 |                |         |          |                |                 |      |
|  | Accou                | int Number      |                     | Account Descri  | ption          |         | Debit    | Credit         |                 |      |
|  | 70.001.000           | 0.000.00.200000 | )                   | Carrier Paya    | ble            | \$2,:   | 158.00   | \$0.00         |                 |      |
|  | 70.001.000           | 0.000.00.200000 | )                   | Carrier Paya    | ble            | \$2,0   | 075.00   | \$0.00         |                 |      |
|  | 70.001.000           | 0.000.00.200000 | )                   | Carrier Paya    | ble            | \$3     | 566.40   | \$0.00         |                 | - II |
|  | 70.001.000           | 0.000.00.110910 | ) Reco              | nciliation Clea | ring Acct      |         | \$0.00   | \$4,799.40     |                 |      |
|  |                      |                 |                     |                 | Total:         | \$4     | 1,799.40 | \$4,799.40     |                 |      |

Click the **Post** link on the Navigation toolbar to post the reconciliation. Click **OK** if the reconciliation total looks correct.

| 06/04/2010 Disbursement 1325 \$1,000.00 \$4,799.4<br>Total: \$1,000.00 \$4,799.4<br>djustments Total Adjustments: \$0.00<br>gency Bill<br>otal Transactions: 2 Total Payable Amount Reconciled: \$4,799.40<br>irect Bill<br>otal Items Selected: 0 Total Commission Amount Reconciled: \$0.00   | eceipts/Disbursements<br>Date Booked   | Transaction   |                               | Remaining Balan                                   | re .                            | Amount Allocated                  |
|---|--|---|-------------------------------|---|---------------------------------|-----------------------------------|
| Total:     \$1,000.00       gency Bill       otal Transactions: 2       Total Payable Amount Reconciled: \$4,799.40       irect Bill       otal Items Selected: 0       Total Commission Amount Reconciled: \$0.00       econciliation Total: \$0.00       General Ledger Posting       Account Description       Debit       Credit       42.001.0000.000.00.200000       Carrier Payable       \$799.40       \$0.00       42.001.0000.000.00.200000       Carrier Payable       \$4,799.40     |  |   |                               | -   |                                 | \$4,799.40                        |
| General Ledger Posting       Account Description       Debit       Credit         42.001.0000.000.000.000000       Carrier Payable       \$799.40       \$0.00         42.001.0000.000.000.000.00000       Reconciliation Clearing Accc       \$0.00       \$0.00   |  |   | Total:                        |   |                                 | \$4,799.40                        |
| Total Payable Amount Reconciled: \$4,799.40         irect Bill         otal Items Selected: 0         Total Commission Amount Reconciled: \$0.00         econciliation Total: \$0.00         General Ledger Posting       Account Description         42.001.0000.000.00.200000       Carrier Payable         \$7.99.40       \$0.00         42.001.0000.000.00.200000       Carrier Payable         \$4,000.00       \$0.00         42.001.0000.000.00.110910       Reconciliation Clearing Acct | djustments   |   |                               | Total Adj   | ustments: \$0.0                 | D                                 |
| Total Payable Amount Reconciled: \$4,799.40         irect Bill         otal Items Selected: 0         Total Commission Amount Reconciled: \$0.00         econciliation Total: \$0.00         General Ledger Posting       Account Description         42.001.0000.000.00.200000       Carrier Payable         \$7.99.40       \$0.00         42.001.0000.000.00.200000       Carrier Payable         \$4,000.00       \$0.00         42.001.0000.000.00.110910       Reconciliation Clearing Acct | Agency Bill  |   |                               |   |                                 |                                   |
| General Ledger Posting         Account Description         Debit         Credit           42.001.0000.000.00.200000         Carrier Payable         \$799.40         \$0.00           42.001.0000.000.00.200000         Carrier Payable         \$4,000.00         \$0.00           42.001.0000.000.00.110910         Reconciliation Clearing Acct         \$0.00         \$4,799.40  | Total Transactions: 2  |   |                               | Total Payable Amount R                            | econciled: \$4,7                | 99.40                             |
| General Ledger Posting         Account Description         Debit         Credit           42.001.0000.000.00.200000         Carrier Payable         \$799.40         \$0.00           42.001.0000.000.00.200000         Carrier Payable         \$4,000.00         \$0.00           42.001.0000.000.00.110910         Reconciliation Clearing Acct         \$0.00         \$4,799.40  |  |   |                               |   |                                 |                                   |
| General Ledger Posting         Account Description         Debit         Credit           42.001.0000.000.00.200000         Carrier Payable         \$799.40         \$0.00           42.001.0000.000.00.200000         Carrier Payable         \$4,000.00         \$0.00           42.001.0000.000.00.110910         Reconciliation Clearing Acct         \$0.00         \$4,799.40  | Direct Bill  |   |                               |   |                                 |                                   |
| 42.001.0000.00.200000         Carrier Payable         \$799.40         \$0.00           42.001.0000.000.00.200000         Carrier Payable         \$4,000.00         \$0.00           42.001.0000.000.00.110910         Reconciliation Clearing Acct         \$0.00         \$4,799.40  | D <b>irect Bill</b><br>Total Items Selected: O   |   | т                             | otal Commission Amount R                          | econciled: \$0.0                | D                                 |
| 42.001.0000.00.200000         Carrier Payable         \$4,000.00         \$0.00           42.001.0000.000.00.110910         Reconciliation Clearing Acct         \$0.00         \$4,799.40  |  |   | T                             | otal Commission Amount R                          | econciled: \$0.0                | D                                 |
| 42.001.0000.000.110910 Reconciliation Clearing Acct \$0.00 \$4,799.40   | otal Items Selected: 0   |   |                               |   |                                 |                                   |
|   | econciliation Total: \$0.00<br>General Ledger  | r Posting   | Acco                          | unt Description                                   | Debit                           | Credit                            |
| ick OK to proceed or Cancel to return to reconciliation.  | econciliation Total: \$0.00<br>General Ledger<br>42.001.0000.000<br>42.001.0000.000  | r Posting<br>.00.200000<br>.00.200000               | Acco<br>Ca<br>Ca              | unt Description<br>rrier Payable<br>rrier Payable | Debit<br>\$799.40<br>\$4,000.00 | Credit<br>\$0.00                  |
|   | Cotal Items Selected: 0 Control Items Select | r Posting<br>.00.200000<br>.00.200000               | Acco<br>Ca<br>Ca              | unt Description<br>rrier Payable<br>rrier Payable | Debit<br>\$799.40<br>\$4,000.00 | Credit<br>\$0.00<br>\$0.00        |
|   | econciliation Total: \$0.00<br>General Ledger<br>42.001.0000.000<br>42.001.0000.000  | r Posting<br>.00.200000<br>.00.200000<br>.00.110910 | Acco<br>Ca<br>Ca<br>Reconcili | unt Description<br>rrier Payable<br>rrier Payable | Debit<br>\$799.40<br>\$4,000.00 | Credit<br>\$0.00<br>\$0.00        |
|   | Conciliation Total: \$0.00<br>General Ledger<br>42.001.0000.000<br>42.001.0000.000   | r Posting<br>.00.200000<br>.00.200000<br>.00.110910 | Acco<br>Ca<br>Ca<br>Reconcili | unt Description<br>rrier Payable<br>rrier Payable | Debit<br>\$799.40<br>\$4,000.00 | <b>Credit</b><br>\$0.00<br>\$0.00 |

# **Carrier Receivables**

Reconciliation for Carrier Receivables is done at Territory level and is done either before or after the payments are received. Reconciled amounts are posted to the Reconciliation Clearing account identified in mandatory account setup at the Organization level. The mandatory accounts are setup when the organization is built. Work with the XDimensional Technologies, Inc. Account Manager for a clear understanding of how these accounts will be setup.

As previously mentioned there are several ways that an agency might choose to handle their carrier receivables. In this section each method is covered stepping through the entire process of handling carrier receivables. Make sure to read each method to have a clear understanding of the process before determining which is best for your organization.

## **Reconciling Carrier Statements Prior to Adding the Cash Receipt**

To confirm the accuracy of carrier statements, Nexsure provides the ability to compare posted invoices in Nexsure with the carrier statement. To add the Reconciliation worksheet, see the Carrier Payable section in this chapter on **Reconciling Carrier Statements Prior to Check Issuance**.

When searching for invoices after selecting the **Quick Navigation > Transactions** link on the right side of the screen click the **[Show]** link to show the filter options. Enter the search criteria, making sure to select Direct Bill and click the **Search** button to return all matches. Clicking the **Clear** button clears all the fields on the search filter. Both Agency and Direct may be selected if both are included on the Carrier Statement. If money is owed to the carrier a Virtual Disbursements amount is displayed in the header and if money is due to the Agency a Virtual Receipt amount is displayed in the header.

Follow the remaining steps for the Carrier Payable Reconciliation. If the carrier has sent a check with the statement, once all items have been included in the worksheet the Virtual Receipt Amount in the header should show the amount matching payment if all steps were followed correctly. Post the worksheet to complete.

## Completing the Reconciliation with a Receive Payment

If a Virtual Receipt Total is on the reconciliation header, this indicates a Receive Payment would need to be added to identify that the receivable has been received.

| Posted:<br>Date Created: | Carrier<br>Safeco<br>212/19/2007 | I     | Disbursements<br>Adjustments<br>ncome/Receivable<br>Payable<br>Virtual Receipt | Total: \$0.00<br>Total: \$782.82<br>Total: \$0.00<br>Total: \$782.82 | /2007 Statement |         |          | Quick Navigation<br>Header<br>Receipts/Disbursaments<br>Transactions - Agency Bill<br>Statement Entry<br>Unposted Invoices<br>Adjustments<br>Reconciliation Posting |   |
|--------------------------|----------------------------------|-------|--|--|-----------------|---------|----------|---|---|
| Reconciliation Summ      | ary Pay All Selected             | Print | Reverse  | Abort  | Save            | Add Row | Delivery |   |   |
|                          |                                  |       |  |  |                 |         |          | -   | B |

To add the Receive Payment, navigate to the **territories** tab. If not already at territory accounting level, click the **ORGANIZATION** link on the **Primary** menu. Click the **territories** tab and click the **Details** icon for the territory where the disbursement is to be added. Click the **accounting** tab, the **transactions** tab and the **receive payments** tab to bring up the summary screen. If there are no results displayed, then the organization is new and no receipts have been previously done or the filter dates are out of range.

| Previous Page                     |                          |                         |                 |                              |                 |        |              |             |
|-----------------------------------|--------------------------|-------------------------|-----------------|------------------------------|-----------------|--------|--------------|-------------|
| ile branches locations emp        | oyees accounting v       | vendors Ventity associa | tions           |                              |                 |        |              |             |
|                                   |                          | accounts transactions   |                 |                              |                 |        |              |             |
| nmary setup invoicing setup       |                          |                         |                 |                              |                 |        |              |             |
| ansaction summary 🍸 journal entry | disbursements <b>rec</b> | eive payments 丫 deposi  | t 🍸 accounts pa | yable 🍸 reconcilia           | tion Y invoices |        |              |             |
|                                   |                          |                         |                 |                              |                 | Fi     | ilter: [Show | ] [Add New] |
|                                   |                          |                         |                 |                              |                 |        |              |             |
|                                   |                          |                         |                 | 6 I I B                      |                 |        |              |             |
| Details Payee Reference           | Payment ID D             | escription Amount       | Residual        | Created By                   | Date Created    | Posted | Printed      | Remove      |
| Details Payee Reference           | Payment ID D             | escription Amount       | Residual        | Created By                   | Date Created    | Posted | Printed      | Remove      |
| Details Payee Reference           |                          |                         |                 |                              |                 |        |              |             |
| Details Payee Reference           | Payment ID D             |                         |                 | Created By<br>ceive payments | Date Created    | Posted |              | Remove      |



To add the Receive Payment for the Reconciled Carrier Statement, click the [Add New] link located in the upper right of the Receive Payments Summary screen.

After clicking the **[Add New]** link the **Select Entity** window is displayed. This window allows searching for the entity the payment is for. In the **Entity Type** drop-down box select Carrier and in the field below the type enter at least 3 characters of the entity name. To activate the search, click the **Search** button to the right of the field. All matches to the characters entered are displayed in the box below the label **Select Name**. The (p) beside the name indicates that the carrier name is identified as the parent carrier and an (s) indicates a subordinate carrier. Choosing the carrier with a (p) beside it displays all subordinate carriers for the selected parent. If the reconciliation was done for one of the subordinates, then one may be selected but choosing the parent will include all subordinates. Use the drop-down address box to choose a different address to print on the check. Click the **OK** button on the bottom of the window to add the disbursement. Clicking the **Cancel** button will abort the process.

| 🌈 https://nexweb24.nexsure.com/ - Nam 📮 🗆 🔀   |
|---|
|   |
| Select Entity NEXSURE   |
| Entity Type: Carrier 💌  |
| Enter at least 3 characters for Entity Name, Location<br>Name, and/or Address and click search. |
| safe Search   |
|   |
| Select Name:  |
| Safeco (p)<br>Safeco Insurance Company of Ame   |
| Primary Name:   |
| Safeco Insurance Company of Ame   |
| Select Address:   |
| Safeco Plaza   Subordinate Carriers:  |
| [Select All] [Deselect All]   |
| Safeco Insurance<br>Company of America Safeco Plaza   |
| Click OK to confirm selection. Cancel to return to<br>summary.<br>OK Cancel                     |

After clicking the **OK** button, the payments received screen is added. Enter details of the payment using the definitions below.

| Payment ID: 918<br>Posted:<br>Date Booked: 12/19/2007<br>Date Created 12/19/2007<br>Created By: Betsy Cornier<br>Reference =:<br>Description: | Payn  | ntity Type: Carrier<br>Name: Safeco<br>nent Type: Check<br>t Amount: |                                      |       |         | Quick Navigation<br>Payment Header<br>General Ledger<br>Accounts Payable<br>Reconciliation<br>Receive Payment Posting |
|---|-------|--|--------------------------------------|-------|---------|---|
| ayment Summary Pay All Selected   | Print | Post   | Abort                                | Save  | Add Row | ]   |
|   |       |  |                                      |       |         | 8   |
|   |       | 0  | * indicates required fi<br>e: Safeco | eld   |         |   |
|   |       | Paye   | e: Safeco Plaza                      |       |         |   |
|   |       |  | Seattle, WA 98185                    |       |         |   |
|   |       | Date Booke   | d: 12/19/2007                        |       |         |   |
|   |       | Payment Typ  | e: Check                             | ▼     |         |   |
|   |       | Reference  | #: 2879                              |       |         |   |
|   |       | *Payment Amoun   | it: 782.82                           |       |         |   |
|   |       |  |                                      |       |         |   |
|   |       | Descriptio   | n: Safeco 11/2007 St                 | ateme |         |   |
|   |       |  |                                      |       |         |   |

There are three sections in the Payments Received screen: **Payments Received Header**, **Quick Navigation**, and **Input Fields**.

| Section                          | Description  |
|----------------------------------|--|
| Section Payments Received Header | <ul> <li>Description</li> <li>The Payments Received Header section is located at the top of the tab with a shaded background. It summarizes the entire payment.</li> <li>Header Definitions: <ul> <li>Payment ID: System-generated used to identify the payment.</li> <li>Entity Type: Identifies the type of payment.</li> <li>Name: The name of the Entity the payment is from.</li> <li>Posted: System generated date is the date the reconciliation was actually posted. When posted the box will contain a check.</li> <li>Processed: Not in use at this time.</li> <li>Date Booked: This is entered by the User and is the date the entry will be posted to.</li> <li>Date Created: System-generated payment creation date.</li> <li>Created By: The logged in User name is placed here at the point the payment is added.</li> <li>3<sup>rd</sup> Party Type: Not in use at this time.</li> <li>Payment Type: Displays the type of payment selected when adding the payment.</li> <li>Payment Amount: The payment amount entered in the Payment Amount field is required on the payment header details and the amount entered here displays in the top header.</li> <li>Reference #: This number is entered in the Reference # field on the payment header details to identify the payment such as a check number and displays on the top header.</li> <li>Description: The description entered in the first description box on the payment header details to identify the payment selected.</li> </ul> </li> </ul> |

| Section          | Description  |
|------------------|--|
| Quick Navigation | Located on the right side of the tab, there are links used to access different sections of the payment. This provides flexibility to select the necessary links for the payment.           |
| Input Fields     | Input Fields are located at the bottom left portion of the screen. The displayed input fields correspond with the selected bolded link on the right side of the screen (Quick Navigation). |

#### **Quick Navigation Link Definitions**

| Link                    | Description   |
|-------------------------|---|
| General Ledger          | Any adjustments not included on a carrier statement where the amount does not affect<br>the amount due on a client invoice such as advertising fees would be added on this link.  |
| Payment Header          | Use this link to edit the Payments Received Header input fields.  |
| Accounts Payable        | Use this link to locate and select all the Accounts Payables added and posted for future disbursements.   |
| Reconciliation          | This link is used when the reconciliation has been added prior to adding the payment.<br>Selecting a reconciliation worksheet in a payment will reduce the reconciliation clearing<br>account for the selected reconciliation amount. |
| Receive Payment Posting | Contains all the General Ledger entries that are generated for the selected payment.<br>Posting entries do not display until items have been included and/or entries have been<br>made.   |

After entering data into the input fields on the Payment Header, click the **Save** link on the Navigation toolbar or click one of the links on the right to save entries. Like disbursements, use the **Quick Navigation > General Ledger** link for any adjustments.

To select the reconciliation for this carrier statement, click the **Quick Navigation > Reconciliation** link located on the right side of the screen to bring up the Reconciliation screen. Click the **[Add new]** link located just below the Navigation toolbar on the right.

Any reconciliation worksheet added for the selected carrier is displayed. If more than one should be included with the payment, click in the box in the **Select** column to choose selected ones or the [Select All] link above the list on the left. Clicking the [Deselect All] link will clear the selections. In this scenario, only one will be selected. After selecting the reconciliation the disbursement is being issued for, click the **OK** button. The selected reconciliation worksheet is added to the disbursement.

| Reference #:   | 12/19/2007<br>12/19/2007<br>Betsy Cormier | ' Statemer | Payr<br>Paymer | intity Type: Carrier<br>Name: Safeco<br>ment Type: Check<br>nt Amount: \$782.82 |                                 |                 |               | Paym<br>Gener<br>Accor<br>Recor | t Navigati<br>tent Header<br>ral Ledger<br>unts Payabl<br>nciliation<br>ive Payment | le     |
|----------------|---|------------|----------------|---|---------------------------------|-----------------|---------------|---------------------------------|---|--------|
| ayment Summary | Pay All Selec                             | ted        | Print          | Post  | Abort                           | Save            | Add Ro        | w                               |   |        |
| Details        |   |            |                |   |                                 |                 |               |                                 |   | Pamova |
| Details        |   |            |                |   |                                 |                 | [ Select All] |                                 | е   | Remove |
| Details        | Select D                                  | etails     | Name           | Rec ID Des  | scription                       | Amount<br>Debit |               | -                               | е   | Remove |
| Details        | Select D                                  | etails<br> | Name           |   | scription<br>tion Clearing Acct |                 |               | [ Deselect A                    | е   | Remove |

Clicking the **Quick Navigation > Receive Payment Posting** link on the right side of the screen shows what accounts are being posted to. The Undeposited Funds Account is a mandatory account that holds all payment amounts until they are identified as being added to the bank account through a deposit. To complete, add a deposit. See Chapter 14,"Deposits" in this manual for more details.

| Reference #:   | 12/19/2007<br>12/19/2007<br>Betsy Cormier | Paym<br>Payment | tity Type: Carrier<br>Name: Safeco<br>ent Type: Check<br>t Amount: \$782.82 |                          |      |                  | Quick Navigation<br>Payment Header<br>General Ledger<br>Accounts Payable<br>Reconciliation<br>Receive Payment Posting |
|----------------|---|-----------------|---|--------------------------|------|------------------|---|
|                |   |                 |   |                          |      |                  |   |
| ayment Summary | Pay All Selected                          | Print           | Post  | Abort                    | Save | Add Row          | ]   |
| ayment Summary | Pay All Selected                          | Print           | Post  | Abort                    | Save | Add Row          | ]   |
|                | Pay All Selected                          | Print           | Post<br>Account Des   | 1                        | Save | Add Row<br>Debit | <br>Credit  |
| · ·            |   |                 |   | cription                 | Save |                  |   |
| 70.001         | Account Number                            | 0               | Account Des   | cription<br>learing Acct | Save | Debit            | Credit  |

# Aborting the Payment

If the payment is not needed, it may be aborted prior to posting. Click the **Abort** link on the Navigation toolbar.

| 1 | payments received  |                                  |  |       |      |         |   |
|---|--|----------------------------------|--|-------|------|---------|---|
|   | Payment ID: 918<br>Posted:<br>Date Booked: 12/19/2<br>Date Created: 12/19/2<br>Created By: Bestry Cc<br>Reference =: 2879<br>Description: Safeco 1 | 007 Payn<br>007 Paymer<br>ormier | ntity Type: Carrier<br>Name: Safeco<br>nent Type: Check<br>It Amount: \$782,82 |       |      |         | Quick Navigation<br>Payment Header<br>General Ledger<br>Accounts Payable<br>Reconciliation<br>Receive Payment Posting |
|   | Payment Summary Pay Al   | I Selected Print                 | Post   | Abort | Save | Add Row |   |

#### Posting the Payment

To complete the Process so the payment can be deposited, click the **Post** link on the Navigation toolbar. The Post Payment screen is displayed providing an opportunity to review the amount. If it is out of balance, a message is displayed advising of the out of balance. At that point make any corrections and post again. Once confirmed that the posting is correct, click the **OK** button to complete the post.



After the payment is posted the screen is refreshed and Post is no longer an option on the Navigation toolbar.

| ſ | payments received  |   |                 |   |               |      |         |   |
|---|--|---|-----------------|---|---------------|------|---------|---|
|   | Date Booked: 1<br>Date Created: 1<br>Created By: E<br>Reference #: 2 | 12/19/2007<br>12/19/2007<br>12/19/2007<br>Betsy Cormier | Paym<br>Paymeni | tity Type: Carrier<br>Name: Safeco<br>ent Type: Check<br>t Amount: \$782.82 |               |      |         | Quick Navigation<br>Payment Header<br>General Ledger<br>Accounts Payable<br>Reconciliation<br>Receive Payment Posting |
|   | Payment Summary  | Pay All Selected  | Print           | Reverse   | Assign Credit | Save | Add Row |   |

#### **Reversing the Payment Prior to Adding a Deposit**

This works just like reversing a disbursement as long as the Deposit has not been added. For more details on reversing payments, see Chapter 9, "Client-Account Receivable" in this manual. Once the payment has been reversed, the reconciliation worksheet is available to be added to the correct payment later.

| Payment ID: 1312<br>Posted: 2 12/<br>Processed:<br>Date Booked: 12/12/<br>Date Created: 12/12/<br>Created By: Mary C<br>Reference #: Ck#98<br>Description: Allied ( | /2005<br>/2005<br>)berleitner<br>)7 | Entity Type:<br>Name:<br>3rd Party Type:<br>Payment Type:<br>Payment Amount: | Allied Insurance<br>Check |  |         |
|---|-------------------------------------|--|---------------------------|--|---------|
| Payment Summary   | Pay All Selec                       | ted Print  | Reverse                   |  | Add Row |

#### Removing Payments Not Posted

If the payment is incorrect, it may be removed by clicking the **Remove** icon on the right side of the Receive Payment summary screen.

| Previous Page               |                      |                               |                       |                  |          |         |        |           |
|-----------------------------|----------------------|-------------------------------|-----------------------|------------------|----------|---------|--------|-----------|
| file branches locations     | employees accounting | vendors entity asso           | ciations              |                  |          |         |        |           |
| ummary setup invoicing se   |                      | nk accounts <b>transactio</b> |                       |                  |          |         |        |           |
| transaction summary journal |                      |                               | osit accounts payable | e reconciliation | invoices |         |        |           |
| dansaction summary journal  | encry disparsements  | receive payments dep          | osic accounts payable | reconcination    | motices  |         |        |           |
|                             |                      |                               |                       |                  |          | Filter: | [Show] | [Add New] |

The abort confirmation is displayed allowing an opportunity to go back to the summary view without aborting the payment. To confirm the deletion, click the **OK** button. Clicking the **Abort** link on the payment itself works the same as removing from the summary screen.



## **Receiving the Payment Prior to Reconciling the Carrier Statement**

In many cases the payment is added prior to reconciling the Carrier Statement. For this scenario, use the following to make sure payments are allocated correctly.

Navigating to the **receive payments** tab is done by clicking the **ORGANIZATION** link on the **Primary** menu. Click the **territories** tab and click the **Details** icon for the Territory where the payment is to be added. Click the **accounting** tab, the **transactions** tab and the **receive payments** tab to bring up the receive payments summary screen. If there are no results displayed, then the organization is new and no reconciliations have been previously done or the filter dates are out of range.

Follow the instructions to add a receive payment in the section called **Completing the Reconciliation with** a **Receive Payment**. After selecting the carrier and adding the Receive Payment screen, enter the payment detail into the Payment Header. Click the **Save** link on the Navigation toolbar to store the entries.

| Reference #:    | 12/19/2007<br>12/19/2007<br>Betsy Cormier | Paym<br>Payment | tity Type: Carrier<br>Name: The Hartfo<br>ent Type: Chack<br>t Amount: \$480.00 | rd Insurance   |      |         | Quick Navigation<br>Payment Header<br>General Ledger<br>Accounts Payable<br>Reconciliation<br>Receive Payment Posting |
|-----------------|---|-----------------|---|--|------|---------|---|
| Payment Summary | Pay All Selected                          | Print           | Post  | Abort  | Save | Add Row | ]   |
|                 |   |                 | Payee:  | * indicates required fie<br>The Hartford Insurance<br>SSS Monarch<br>West Side, MA 01602 | 2    |         |   |
|                 |   |                 | Date Booked:<br>Payment Type:   |  |      |         |   |
|                 |   |                 | Reference #:  | 2328   |      |         |   |
|                 |   |                 | *Payment Amount:  | 480.00   |      |         |   |

To offset the amount of the payment to the Reconciliation Clearing account, click the **Quick Navigation** > **General Ledger** link located on the right side of the screen to bring up the General Ledger screen. Click the **Add Row** link located on the Navigation toolbar. Click the **Ellipsis** ... button to search for the account number the entry will be posted to.

Enter the search information for the GL account and click the **Search** button. Click the correct account number and the **OK** button to return to the General Ledger screen.

| Reference #:    | 12/19/2007<br>12/19/2007<br>Betsy Cormier | Paym<br>Payment | tity Type: Carrier<br>Name: The Hartfo<br>ent Type: Check<br>Amount: \$480.00 | d Insurance |      |          | Quick Nav<br>Payment H<br>General Lec<br>Accounts F<br>Reconciliat<br>Receive Pa | eader<br>Iger<br>Payable<br>ion |        |
|-----------------|---|-----------------|---|-------------|------|----------|--|---------------------------------|--------|
| Payment Summary | Pay All Selected                          | Print           | Post  | Abort       | Save | Add Row  | ]  |                                 |        |
|                 |   |                 |   |             |      |          |  |                                 |        |
| eneral Ledger   | Account Number                            |                 | Description   | Debi        | t    | Credit 1 | .099 LID   | #                               | Remove |

| Payment ID: 919<br>Posted:<br>Date Booked: 12/19/2007<br>Date Created: 12/19/2007<br>Created By: Betsy Cormier | Entity Type: Carrier<br>Name: The Hartford Insurance<br>Payment Type: Check<br>Payment Amount: \$480.00 | Quick Navigation<br>Payment Header<br>General Ledger<br>Accounts Payable<br>Reconciliation<br>Receive Payment Posting |
|--|---|---|
| Reference #: 2328<br>Description: Hartford 12/2007 Statemen  | https://nexweb24.nexsure.com/?NameField=AccountNumb     Nexsure Accounting                              |   |
| ayment Summary Pay All Selected  | Region: B C Region Branch:  |   |
|  | Territory: B C Territory Department:  |   |
| eneral Ledger  | Unit:   |   |
| Account Number   | Classification: All   | 1099 LID # Remove   |
| 70.001.0000.000.00.110900 UndepositedFund  | Group:  |   |
|  | Туре:   | o 🛱   |
|  | Filter part of the general ledger number or name or both and click "Search".                            |   |
|  | Name General Ledger Number  |   |
|  | Searc   | rah   |
|  | Select the general ledger number:   |   |
|  | 70.001.0000.000.00.110910 - Reconciliation Clearing Acct  |   |
|  | 70.001.0000.000.00.529000 - Recon Comm Adj  |   |
|  |   |   |

Enter a description for the entry and the amount of the adjustment. Enter the payment amount in the credit field and click the **Save** link on the Navigation toolbar.

| Payment ID: 919<br>Posted: Date Booked: 12/19/2007<br>Date Booked: 12/19/2007<br>Created By: Betsy Cormier<br>Reference =: 2328<br>Description: Hartford 12/2007 Str | Paym<br>Payment | tity Type: Carrier<br>Name: The Hartfor<br>ent Type: Check<br>t Amount: \$480.00 | d Insurance |        |         | F<br>Q<br>A<br>F | uick Nav<br>Payment He<br>General Led<br>Accounts P<br>Reconciliati<br>Receive Pay | ader<br>ger<br>ayable |        |
|--|-----------------|--|-------------|--------|---------|------------------|--|-----------------------|--------|
| ayment Summary Pay All Selected  | Print           | Post   | Abort       | Save   | Add Row |                  |  |                       |        |
| eneral Ledger<br>Account Number  |                 | Description  | Debit       | t      | Credit  | 1099             | LID  | #                     | Remove |
| 0.001.0000.000.00.110900 Undeposit   | tedFunds        |  |             | 480.00 |         |                  |  |                       |        |
| 70.001.0000.000.00.110910 Reconcili  | a H             | lartford 12/2007 St  |             | 0.00   | 480.00  |                  |  | 0                     | Ē.     |
|  |                 |  | otals:      | 480.00 | 480.00  |                  |  |                       |        |

Click the **Quick Navigation > Receive Payment Posting** link on the right side of the screen to verify where the entries are posting. Click the **Post** link on the Navigation toolbar to post the payment. Make sure to add in a deposit for the day.

| Payment ID: 919<br>Posted:<br>Date Booked: 12/19/2007<br>Date Created: 12/19/2007<br>Created By: Betsy Cormier<br>Reference #: 2328<br>Description: Hartford 12/200 | Payn<br>Paymen | ntity Type: Carrier<br>Name: The Hartfo<br>nent Type: Check<br>nt Amount: \$480.00 | ord Insurance               |      |  | Quick Navigation<br>Payment Header<br>General Ledger<br>Accounts Payable<br>Reconciliation<br>Receive Payment Posting |
|---|----------------|--|-----------------------------|------|--|---|
|   |                |  |                             |      |  |   |
| ayment Summary Pay All Select   | ted Print      | Post   | Abort                       | Save | Add Row                                |   |
| yment Summary Pay All Select<br>Account Numb<br>70.001.0000.000.00<br>70.01.0000.000.00   | er<br>1.110910 | Post<br>Account D<br>Reconciliation<br>Undeposit                                   | escription<br>Clearing Acct | Save | Add Row<br>Debit<br>\$0.00<br>\$480.00 | Credit<br>\$480.00<br>\$0.00  |





#### Adding the Reconciliation for the Previously Entered Payment

Follow the directions in this chapter under **Adding the Reconciliation for the Previously Entered Disbursement**. Also, make sure to search for Direct Bill or Both when searching for invoices to be included on the statement.

| econciliation | n Summary                 |                 | Print                    | Post                              | Abort            | Save                      | Add Row         | Delivery |            |   |
|---------------|---------------------------|-----------------|--------------------------|-----------------------------------|------------------|---------------------------|-----------------|----------|------------|---|
|               |                           |                 |                          |                                   |                  |                           |                 |          |            |   |
|               |                           |                 |                          |                                   |                  |                           |                 |          |            | Search Filter: [Show]   |
| [Select All   | ] [Deselect All]          |                 |                          |                                   | 🛛 🖣 Showing Page | 1 of 1 🕨 🛛 🔽              | Total Rows: 1   |          | Dis        | play: Default (10) 🗸  |
| GL Unred      | conciled Funds Set        | tlement         |                          |                                   |                  |                           |                 |          |            |   |
|               |                           |                 |                          |                                   |                  |                           |                 |          |            |   |
| Select        | Date Booked               | Туре            | Transaction ID #         | Description                       |                  | Original Amo              | unt Balano      | :e       | Amount     | Remaining Balance   |
| Select        | Date Booked<br>06/04/2010 | Type<br>Receipt | Transaction ID #<br>1572 | Description<br>May 2010 Statement |                  | Original Amo<br>(\$3,000. |                 |          | Amount     | -   |
|               |                           |                 |                          |                                   | This Page Total: | (\$3,000.                 | 00) (\$3,000.00 | o)       | Amount<br> | (\$3,000.00)  |
|               |                           |                 |                          |                                   |                  | (\$3,000.                 | 00) (\$3,000.00 | 0)       |            | Remaining Balance<br>(\$3,000.00)<br>(\$3,000.00)<br>(\$3,000.00) |

After adding the Receipt and invoices, click the **Reconciliation Posting** link on the right side of the screen to see account posting.

| Posted:<br>Date Created: | Carrier<br>The Hartford Insurance   | Iı   | Disbursement<br>Adjustment<br>ncome/Receivabl<br>Payabl                           | ot Total: \$480.00<br>is Total: \$0.00<br>is Total: \$0.00<br>e Total: \$480.00<br>e Total: \$480.00<br>e Total: \$0.00  | 12/2007 Statemen   | it      |  | Quick Navigati<br>Header<br>Receipts/Dist<br>Transactions<br>Transactions<br>Statemen<br>Unposted<br>Adjustments<br>Reconciliation | ursements<br>- Agency Bill<br>- Direct Bill<br>t Entry<br>Invoices |
|--------------------------|---|--|---|--|--|---------|--|--|--|
| econciliation Summ       | Pay All Selected  | Print  | Post  | Abort  | Save   | Add Row | Delivery   | ]  |  |
|                          |   |  |   |  |  |         |  |  | B  |
|                          | Reconciliation Details  |  |   |  |  |         |  |  |  |
|                          |   |  |   |  |  |         |  |  |  |
|                          | Account   | Number   |   | Account Descr  | iption   |         | Debit  | Credit   |  |
|                          | Account<br>70.001.0000.0  |  | 0   | Account Descr  |  |         | Debit<br>\$0.00  | Credit<br>\$200.00   |  |
|                          |   | 000.00.11080   | -   |  | eivable  |         |  |  |  |
|                          | 70.001.0000.0   | 000.00.11080   | 0   | DB Comm Rec  | eivable<br>eivable   |         | \$0.00   | \$200.00   |  |
|                          | 70.001.0000.0   | 000.00.11080<br>000.00.11080<br>000.00.11080   | 0<br>0  | DB Comm Rec<br>DB Comm Rec   | eivable<br>eivable<br>eivable  | Ś       | \$0.00<br>\$0.00   | \$200.00<br>\$40.00  |  |
|                          | 70.001.0000.0<br>70.001.0000.0<br>70.001.0000.0   | 000.00.11080<br>000.00.11080<br>000.00.11080<br>000.00.11204   | 0<br>0<br>0 D   | DB Comm Rec<br>DB Comm Rec<br>DB Comm Rec  | eivable<br>eivable<br>eivable<br>nearned Inc   |         | \$0.00<br>\$0.00<br>\$0.00   | \$200.00<br>\$40.00<br>\$240.00  |  |
|                          | 70.001.0000.0<br>70.001.0000.0<br>70.001.0000.0<br>70.001.0000.0  | 000.00.11080<br>000.00.11080<br>000.00.11080<br>000.00.11204<br>000.00.11204   | 0<br>0<br>0 D<br>0 D  | DB Comm Rec<br>DB Comm Rec<br>DB Comm Rec<br>Direct Bill Comm U  | eivable<br>eivable<br>eivable<br>nearned Inc<br>nearned Inc  |         | \$0.00<br>\$0.00<br>\$0.00<br>200.00   | \$200.00<br>\$40.00<br>\$240.00<br>\$0.00  |  |
|                          | 70.001.0000.0<br>70.001.0000.0<br>70.001.0000.0<br>70.001.0000.0<br>70.001.0000.0                                   | 000.00.11080<br>000.00.11080<br>000.00.11080<br>000.00.11204<br>000.00.11204<br>000.00.11204   | 0<br>0<br>0 D<br>0 D<br>0 D   | DB Comm Rec<br>DB Comm Rec<br>DB Comm Rec<br>Direct Bill Comm U<br>Direct Bill Comm U  | eivable<br>eivable<br>eivable<br>nearned Inc<br>nearned Inc<br>nearned Inc   |         | \$0.00<br>\$0.00<br>\$0.00<br>200.00<br>\$40.00  | \$200.00<br>\$40.00<br>\$240.00<br>\$0.00<br>\$0.00  |  |
|                          | 70.001.0000.0<br>70.001.0000.0<br>70.001.0000.0<br>70.001.0000.0<br>70.001.0000.0<br>70.001.0000.0                  | 000.00.11080<br>000.00.11080<br>000.00.11080<br>000.00.11204<br>000.00.11204<br>000.00.11204<br>000.00.11204   | 0<br>0<br>0 D<br>0 D<br>0 D<br>0 D  | DB Comm Rec<br>DB Comm Rec<br>DB Comm Rec<br>Direct Bill Comm U<br>Direct Bill Comm U<br>Direct Bill Comm U  | eivable<br>eivable<br>eivable<br>nearned Inc<br>nearned Inc<br>nearned Inc<br>come   |         | \$0.00<br>\$0.00<br>\$0.00<br>200.00<br>\$40.00<br>240.00  | \$200.00<br>\$40.00<br>\$240.00<br>\$0.00<br>\$0.00<br>\$0.00  |  |
|                          | 70.001.0000.0<br>70.001.0000.0<br>70.001.0000.0<br>70.001.0000.0<br>70.001.0000.0<br>70.001.0000.0<br>70.001.0000.0 | 000.00.11080<br>000.00.11080<br>000.00.11080<br>000.00.11204<br>000.00.11204<br>000.00.11204<br>000.00.11204<br>001.00.41000   | 0<br>0<br>0 D<br>0 D<br>0 D<br>0<br>0   | DB Comm Rec<br>DB Comm Rec<br>DB Comm Rec<br>Direct Bill Comm U<br>Direct Bill Comm U<br>Direct Bill Comm U<br>Direct Bill In  | eivable<br>eivable<br>eivable<br>nearned Inc<br>nearned Inc<br>come<br>come  |         | \$0.00<br>\$0.00<br>\$0.00<br>200.00<br>\$40.00<br>240.00<br>\$0.00  | \$200.00<br>\$40.00<br>\$240.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$200.00  |  |
|                          | 70.001.0000.0<br>70.001.0000.0<br>70.001.0000.0<br>70.001.0000.0<br>70.001.0000.0<br>70.001.0000.0<br>70.001.0001.0 | 000.00.11080<br>000.00.11080<br>000.00.11080<br>000.00.11204<br>000.00.11204<br>000.00.11204<br>001.00.41000<br>001.00.41000   | 0<br>0<br>0 D<br>0 D<br>0 D<br>0<br>0   | DB Comm Rec<br>DB Comm Rec<br>DB Comm Rec<br>Direct Bill Comm U<br>Direct Bill Comm U<br>Direct Bill Comm U<br>Direct Bill In<br>Direct Bill In  | eivable<br>eivable<br>eivable<br>nearned Inc<br>nearned Inc<br>come<br>come<br>come<br>come                                | \$      | \$0.00<br>\$0.00<br>\$0.00<br>200.00<br>\$40.00<br>240.00<br>\$0.00<br>\$0.00  | \$200.00<br>\$40.00<br>\$240.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$200.00<br>\$40.00   |  |
|                          | 70.001.0000.0<br>70.001.0000.0<br>70.001.0000.0<br>70.001.0000.0<br>70.001.0000.0<br>70.001.0001.0                  | 000.00.11080<br>000.00.11080<br>000.00.11080<br>000.00.11204<br>000.00.11204<br>000.00.11204<br>001.00.41000<br>001.00.41000<br>001.00.50000                                 | 0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0                                    | DB Comm Rec<br>DB Comm Rec<br>DB Comm Rec<br>Direct Bill Comm U<br>Direct Bill Comm U<br>Direct Bill Comm U<br>Direct Bill In<br>Direct Bill In<br>Direct Bill In                                | eivable<br>eivable<br>eivable<br>nearned Inc<br>nearned Inc<br>come<br>come<br>come<br>come                                | \$      | \$0.00<br>\$0.00<br>\$0.00<br>200.00<br>\$40.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00  | \$200.00<br>\$40.00<br>\$240.00<br>\$0.00<br>\$0.00<br>\$200.00<br>\$40.00<br>\$240.00   |  |
|                          | 70.001.0000.0<br>70.001.0000.0<br>70.001.0000.0<br>70.001.0000.0<br>70.001.0000.0<br>70.001.0001.0                  | 000.00.11080<br>000.00.11080<br>000.00.11080<br>000.00.11204<br>000.00.11204<br>001.00.11204<br>001.00.41000<br>001.00.41000<br>001.00.50000                                 | 0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0                          | DB Comm Rec<br>DB Comm Rec<br>Direct Bill Comm Q<br>Direct Bill Comm U<br>Direct Bill Comm U<br>Direct Bill In<br>Direct Bill In<br>Direct Bill In<br>Direct Bill In                             | eivable<br>eivable<br>eivable<br>nearned Inc<br>nearned Inc<br>come<br>come<br>come<br>come<br>come<br>come<br>come        | \$      | \$0.00<br>\$0.00<br>\$0.00<br>200.00<br>200.00<br>240.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00   | \$200.00<br>\$40.00<br>\$240.00<br>\$0.00<br>\$0.00<br>\$200.00<br>\$40.00<br>\$200.00<br>\$40.00<br>\$2.00<br>\$0.00              |  |
|                          | 70.001.0000.0<br>70.001.0000.0<br>70.001.0000.0<br>70.001.0000.0<br>70.001.0001.0                                   | 000.00.11080<br>000.00.11080<br>000.00.11080<br>000.00.11204<br>000.00.11204<br>001.00.41000<br>001.00.41000<br>001.00.4000<br>001.00.50000<br>001.00.50000                  | 0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0                | DB Comm Rec<br>DB Comm Rec<br>Direct Bill Comm V<br>Direct Bill Comm U<br>Direct Bill Comm U<br>Direct Bill In<br>Direct Bill In<br>Direct Bill In<br>People Comm B<br>People Comm B             | eivable<br>eivable<br>eivable<br>nearned Inc<br>nearned Inc<br>come<br>come<br>come<br>come<br>come<br>come<br>come<br>com | \$      | \$0.00<br>\$0.00<br>\$0.00<br>200.00<br>200.00<br>240.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00                     | \$200.00<br>\$40.00<br>\$0.00<br>\$0.00<br>\$200.00<br>\$40.00<br>\$40.00<br>\$40.00<br>\$240.00<br>\$0.00<br>\$0.00               |  |
|                          | 70.001.0000.0<br>70.001.0000.0<br>70.001.0000.0<br>70.001.0000.0<br>70.001.0000.0<br>70.001.0001.0                  | 000.00.11080<br>000.00.11080<br>000.00.11080<br>000.00.11204<br>000.00.11204<br>001.00.41000<br>001.00.41000<br>001.00.40000<br>001.00.50000<br>001.00.50000<br>000.00.20100 | 0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0 | DB Comm Rec<br>DB Comm Rec<br>DB Comm Rec<br>Direct Bill Comm U<br>Direct Bill Comm U<br>Direct Bill In<br>Direct Bill In<br>Direct Bill In<br>Direct Bill In<br>People Comm B<br>People Comm Pa | eivable<br>eivable<br>eivable<br>nearned Inc<br>nearned Inc<br>come<br>come<br>come<br>come<br>come<br>come<br>come<br>com | \$      | \$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00 | \$200.00<br>\$40.00<br>\$0.00<br>\$0.00<br>\$200.00<br>\$200.00<br>\$240.00<br>\$240.00<br>\$0.00<br>\$0.00<br>\$80.00             |  |

## Invoicing From Carrier Statement in the Reconciliation Worksheet

This method is used only if invoices are not created at client level and transaction detail is needed for production reports and paying employees. Follow the steps in this chapter for adding a reconciliation worksheet up through selecting invoiced **Transactions - Agency Bill** or **Transactions - Direct Bill** link on the **Quick Navigation** panel. There may be some invoices that were previously added using the following method that would need to be included because they were only partially paid, but in this scenario, no prior invoices are considered since this is a new organization.

Click the **Statement Entry** link on the **Quick Navigation** panel. The policies that are available for statement entry transactions are displayed according to the search criteria selected.

| Di      | Poster<br>ate Creater  | e: Carrier<br>e: Safeco   |   |                        | Disbursements<br>Adjustments<br>Income/Receivable<br>Payable   | Total: \$0.00                                   | er DB Statement                |                        |  | Head<br>Rece<br>Tran<br>Tran<br>S<br>Adju  | Navigation<br>der<br>eipts/Disbursemer<br>isactions - Agency<br>Statement Entry<br>Unposted Invoices<br>istments<br>onciliation Posting | y Bill<br>Bill<br>s |
|---------|--|---|---|------------------------|--|---|--------------------------------|------------------------|--|--|---|---------------------|
| Reconci | liation Sum  | nmary Creat   | e Invoice:  | 5 Print                | Create/Pay All   | Abort   | Save                           | Add Rov                | Delive   | ry   |   |                     |
|         |  |   |   |                        |  |   |                                |                        |  |  |   |                     |
|         |  |   |   |                        |  |   |                                |                        |  |  | Search Filter   | : [Show]            |
|         |  |   |   |                        |  |   |                                |                        |  |  |   |                     |
| Select  | All] [Dese   |   |   |                        |  |   |                                |                        |  |  |   |                     |
| -       |  | elect All   |   |                        |  | Showi   | ing Page 1 of 1 🕨              | 1 🗸                    |  | D  | Default   | (5) 🚩               |
| Add C   |  | tement Trai   | saction   | 5                      |  | N Showi   | ing Page 1 of 1 ▶              |                        | -  | D  | Default   | (5) 💌               |
|         |  |   | Policy:<br>Mode<br>Status   | 5<br>Eff Date          | Premiums:<br>Billed<br>Estimated   | Premium<br>Paid                                 | Rate<br>Type                   | Rate                   | Agency<br>Comm<br>Billed<br>Estimated  | D<br>Commission<br>Paid                    | Display: Default<br>Bill<br>Type  | (5) V               |
|         | arrier Sta<br>Name:<br>Client<br>Bill To   | tement Trai<br>Policy #   | Policy:<br>Mode   | Eff Date               | Billed   | Premium<br>Paid                                 | Rate                           |                        | Comm<br>Billed   | Commission                                 | Bill  | Ot                  |
|         | arrier Sta<br>Name:<br>Client<br>Bill To<br>Betsy  | tement Trai<br>Policy #<br>(LOB)<br>ClaimPolicy   | Policy:<br>Mode<br>Status<br>New<br>In  | Eff Date               | Billed<br>Estimated  | Premium<br>Paid                                 | Rate<br>Type                   | Rate                   | Comm<br>Billed<br>Estimated<br>\$0.00  | Commission<br>Paid                         | Bill<br>Type  | Ot                  |
| Select  | arrier Stat<br>Name:<br>Client<br>Bill To<br>Betsy<br>Cormier<br>Betsy                               | tement Tran<br>Policy #<br>(LOB)<br>ClaimPolicy<br>(PROPC)<br>NYAUTOID  | Policy:<br>Mode<br>Status<br>New<br>In<br>Force<br>New<br>In                    | Eff Date<br>11/01/2007 | Billed<br>Estimated<br>\$0.00<br>\$0.00  | Premium<br>Paid<br>0.00                         | Rate<br>Type<br>% of Premium V | Rate                   | Comm<br>Billed<br>Estimated<br>\$0.00<br>\$0.00  | Commission<br>Paid                         | Bill<br>Type  | Ot<br>Cor           |
| Select  | arrier Sta<br>Name:<br>Client<br>Bill To<br>Betsy<br>Cormier<br>Betsy<br>Cormier<br>Betsy<br>Cormier | tement Trai<br>Policy #<br>(LOB)<br>ClaimPolicy<br>(PROPC)<br>NYAUTOID<br>(CAUTO)<br>TestPhone                            | Policy:<br>Mode<br>Status<br>New<br>In<br>Force<br>New<br>Force<br>New<br>Bound | Eff Date               | Billed<br>Estimated<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00  | Premium Paid 0.00 0.00 0.00 0.00                | Rate<br>Type<br>% of Premium 💌 | Rate 20.00 17.00       | Comm<br>Billed<br>Estimated<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00  | Commission<br>Paid<br>0.00<br>0.00<br>0.00 | Bill<br>Type<br>Term Policy<br>Term Policy  |                     |
| Select  | arrier Sta<br>Name:<br>Client<br>Bill To<br>Betsy<br>Cormier<br>Betsy<br>Cormier<br>Betsy<br>Cormier | tement Tran<br>Policy #<br>(LOB)<br>ClaimPolicy<br>(PROPC)<br>NYAUTOID<br>(CAUTO)<br>TestPhone<br>(CAUTO)<br>TestPolicyCo | Policy:<br>Mode<br>Status<br>New<br>In<br>Force<br>New<br>Bound                 | Eff Date<br>11/01/2007 | Billed           Estimated           \$0.00           \$0.00           \$0.00           \$0.00           \$0.00           \$0.00           \$0.00           \$0.00           \$0.00           \$0.00           \$0.00           \$0.00 | Premium<br>Paid<br>0.00<br>0.00<br>0.00<br>0.00 | Rate<br>Type                   | Rate<br>20.00<br>17.00 | Comm <sup>2</sup><br>Billed<br>Estimated<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00 | Commission<br>Paid<br>0.00<br>0.00<br>0.00 | Bill<br>Type<br>Term Policy<br>Term Policy<br>Term Policy   | Ot<br>Cor<br>V .    |

If policies to be used for statement entry transactions are not immediately displayed, click [Show] to open the search filter. Enter criteria to search for policies that will be used to create transactions. It is important to make sure all service personnel are entering the estimated premium information on the **policy info** tab at policy underwriting level. This saves time when adding invoices at this level.

| Reconciliation ID: 786<br>Entity Type: Carrier<br>Name: Safeco<br>Posted:<br>Date Created: 12/19/2007<br>Created By: Betsy Cormier | Disbursements To<br>Adjustments To<br>Income/Receivable To<br>Payable To | otal: \$0.00<br>otal: \$0.00<br>otal: \$0.00 | iber DB Statem | ent        |             |           |           | Quick Navigation<br>Header<br>Receipts/Disbut<br>Transactions -<br>Statement I<br>Unposted Ir<br>Adjustments<br>Reconciliation F | sements<br>Agency Bill<br>Direct Bill<br>Entry<br>Ivoices |   |
|--|--|--|----------------|------------|-------------|-----------|-----------|--|---|---|
| Reconciliation Summary Create Invoices Print   | Create/Pay All   | Abort  | Save           | A          | dd Row      | Deli      | ivery     |  |   |   |
|  |  |  |                |            |             |           |           |  |   | B |
|  |  |  |                |            |             |           |           | Searc  | h Filter: [Hide]  | ^ |
| Region:  | B C Region   | ~  | Branch:        |            |             | ~         |           |  |   |   |
| Territory:   | B C Territory  | ~  | Department:    |            |             | ~         |           |  |   |   |
|  |  |  | Unit:          |            |             | *         |           |  |   |   |
| Bill Method:   | Direct Bill  | ×  | Date Type:     | Coverage   | Term Effect | t 🗸       |           |  |   |   |
|  |  |  | Date Range:    | 12/1/2007  | ø           | то: 12    | 2/31/2007 |  |   |   |
|  | All  |  | Amount Type:   | Premium    |             | ~         |           |  |   |   |
| Line of Business:  | 401K - Group<br>401K - Individual  |  | mount Range:   |            |             | To:       |           |  |   |   |
|  | Accident - Individual<br>AD&D - Group                                    | <b>~</b>                                     | Name:          |            |             |           |           |  |   |   |
|  |  | Po   | olicy Number:  |            |             |           |           |  |   |   |
| ✓ Include Policies In History  |  |  | Policy Mode:   | All        |             | *         |           |  |   |   |
| ✓ Include Selected Items   |  | P  | Policy Status: | All        |             | ~         |           |  |   |   |
| Sort Field 1: Client Name  | Sort Order 1: Ascer  | nding 💌                                      | Sort Field 2:  | Policy Num | ber 💌 Son   | t Order 2 | 2: Ascend |  |   |   |
|  |  |  |                |            |             | S         | earch     | Clear  |   | ~ |

#### **Filter Definitions**

| Field Label          | Description  |
|----------------------|--|
| Region and Territory | These identify what Region and Territory the reconciliation is for and may not be changed here.  |
| Branch               | If the reconciliation is only for one Branch under the selected Territory, use<br>the drop-down box to select the specific Branch. If the reconciliation is for<br>all Branches under the selected Territory, leave blank.   |
| Department           | The Department drop-down box is only active if a specific Branch is selected. The reason is that the Departments are added at each specific Branch. If the reconciliation search results are for a specific Department, first choose the Branch and then the Department.   |
| Unit                 | The Unit drop-down box is only active if a specific Branch and Department<br>is selected. The reason is that the Departments are added at each specific<br>Branch and the Unit is added to specific Departments. If the reconciliation<br>search results are for a specific Department and Unit, first choose the<br>Branch, Department and then the Unit. |
| Bill Method          | The bill method of Direct Bill may not be changed here.  |
| Date Type            | When searching for policies within a set date range, use the Date Type drop-down box to return policies by Coverage Term Effective or Policy Term Effective date within that date range.   |
| Date Range           | The date range from and to will return all policies for the selected Date Type within the date range entered.  |
| Amount Type          | When searching for policy info amounts within a set range, use the Amount<br>Type drop-down box to return policies by Premium or Commission per line<br>item in the policy's policy info tab.  |
| Amount Range         | The amount range from and to will return all policies with the selected Amount Type, Premium or Commission, within the amount range entered.   |
| Business Type        | Allows specific types of business to be filtered to simplify locating policies.<br>Use the drop-down box to choose from All, Benefits, Bonds, Commercial<br>Lines, Financial Services, Personal Lines.   |
| Lines of Business    | If looking for policies for a specific line of business, select the line of business.<br>If multiples are needed, press the control key on the keyboard and click on<br>each line to be included. If none are selected, all will be returned.  |
| Name                 | Enter a client Bill To name to search for all policies with that Bill To name on the policy info.  |

| Field Label                 | Description  |
|-----------------------------|--|
| Policy Number               | To locate a specific policy number, enter the policy number into the field.  |
| Policy Mode                 | The drop-down box allows for selection of All, New, ReNew or Re-New-Co to filter policy search results.  |
| Policy Status               | The drop-down box allows for selection of all or a specific policy status to filter policy search results.   |
| Include Policies In History | Select box to include policies from History in search results. To exclude History policies in search results, deselect the box.                                      |
| Include Selected Items      | Select box to maintain previously selected transactions in search results.   |
| Sort Order                  | The sort orders 1 and 2 fields allow the policy transactions to be displayed<br>in a particular order. The sort 1 will be the first sort and sort 2 the sub<br>sort. |

After entering any search criteria, click the **Search** button at the bottom to return results.

| E<br>Da  | ciliation II<br>Entity Type<br>Name<br>Postee<br>ate Createe | a: Carrier<br>a: Safeco |                           | I          | Disbursement<br>Adjustment<br>ncome/Receivabl<br>Payable             | t Total: \$0.00<br>s Total: \$0.00<br>s Total: \$0.00<br>a Total: \$0.00<br>a Total: \$0.00<br>ription: Decembe | er DB Statement   |       |  | Hei<br>Rec<br>Tra<br>Tra<br>Adj | c Navigation<br>eiepts/Disbursen<br>nsactions - Age<br>S <b>tatement Entr</b><br>Unposted Invoi<br>ustments<br>conciliation Post | ncy Bill<br>ct Bill<br><b>y</b><br>ces |
|----------|--|-------------------------|---------------------------|------------|--|---|-------------------|-------|--|---------------------------------|--|--|
| Reconcil | iation Sum   | imary Creat             | te Invoid                 | es Print   | Create/Pay All   | Abort   | Save              | Add   | Row Deliv  | rery                            |  |  |
| [Select  | All] [Dese   | elect All]              |                           |            |  | i 🕯 Show  | ing Page 1 of 1 🕨 | ▶ 1   | <b>v</b>   |                                 | Search Fili<br>Display: Defa   | eter: [Show]                           |
| Add Ca   | arrier Sta   | tement Tra              | nsactio                   | ns         |  |   |                   |       |  |                                 |  |  |
| Select   | Name:<br>Client<br>Bill To                                   | Policy #<br>(LOB)       | Policy:<br>Mode<br>Status | Eff Date   | Premiums:<br>Billed<br>Estimated                                     | Premium<br>Paid   | Rate<br>Type      | Rate  | Agency<br>Comm<br>Billed<br>Estimated                                      | Commission<br>Paid              | Bill<br>Type   | Othe<br>Com                            |
|          | Hudson<br>Electric<br>Supply,<br>Inc.                        | GL123456<br>(CGL)       | New<br>In<br>Force        | 12/19/2007 | \$0.00<br>\$4,560.00   | 4,560.00  | % of Premium 💙    | 12.00 | \$0.00<br>\$547.20   | 547.20                          | Term Policy  | •                                      |
|          |  | WC987654<br>(WORK)      | New<br>In<br>Force        | 12/19/2007 | \$0.00<br>\$1,850.00   | 1,850.00  | % of Premium 💙    | 10.00 | \$0.00<br>\$185.00   | 185.00                          | Term Policy  | ◄                                      |
|          |  | HO124356<br>(HOME)      | New<br>In<br>Force        | 12/19/2007 | \$0.00<br>\$850.00   | 850.00  | % of Premium 💙    | 20.00 | \$0.00<br>\$170.00   | 170.00                          | Term Policy  | ·                                      |
| 16       |  |                         |                           |            | This Page Total<br>Premium Paid:<br>All Pages Total<br>Premium Paid: | \$7,260.00<br>\$7,260.00  |                   |       | This Page Total<br>Commission Paid:<br>All Pages Total<br>Commission Paid: | \$902.2<br>\$902.2              |  | ~                                      |
| <        |  |                         |                           |            |  |   |                   |       |  |                                 |  | >                                      |
|          |  |                         |                           |            |  |   |                   |       |  |                                 |  | reconciliation                         |

CHAPTER 11

Once the search results are displayed, select the policy transactions to create invoices from the carrier's statement by clicking the box in the **Select** column. Policy numbers preceded by an (H) are iterations of the policy in History.

| SAF32198431<br>(PAUTO) | New<br>Rewritten 11/06/2007    | \$600.00<br>\$600.00 | 600.00 | % of Premium | ✓ 12.00 | \$72.00<br>\$72.00 72.00 | Endorsement |
|------------------------|--------------------------------|----------------------|--------|--------------|---------|--------------------------|-------------|
|                        | (H)New<br>Rewritten 11/01/2007 | \$750.00<br>\$600.00 | 600.00 | Flat         | ¥       |                          | Term Policy |
| SAF32198431<br>(PAUTO) | (H)New<br>Rewritten 11/01/2007 | \$750.00<br>\$600.00 | 600.00 | Flat         |         |                          | Term Policy |

Nexsure uses the data in each field of a selected line item to create an invoice. All fields of a selected policy line item must be completed to create an invoice. Each policy available for statement entry displays information from the policy info tab to assist with selection and entry of premium and commission information.

- Name: Client/Bill To If the Bill To name is the same as the client's name, only the client name is displayed.
- Policy # / (LOB) Displays the policy number and line of business assigned to the policy.
- Policy: Mode / Status Displays the mode and status from the policy header.
- Eff Date The default date is the coverage term effective date. The date can be changed to the invoice effective date. Invoices created through Statement Entry will post on the later of the effective date of the transaction entered here or the calendar date they are created in the reconciliation.
- Premium Paid This amount can be edited to reflect the amount of the invoice. If the rate type is % of Premium, the commission paid field will auto-figure based on the rate and premium entered in this field.
- Rate Type The default selection is the commission type from the policy's policy info tab. This type can be changed if necessary.
- Rate The default entry is the commission rate from the policy's policy info tab. If the Rate is changed and the rate type is % of Premium, the Commission Paid field entry will automatically adjust based on the premium in the Premium Paid field.
- Commission Paid The default entry is from the estimated agency commission on the policy's policy info tab. This amount can be changed to the commission on the carrier's statement. If the Rate is % of Premium and Commission Paid is entered, the Premium Paid will automatically calculate. If the rate is Flat, the Premium Paid field will not automatically calculate.

**Note:** Fields for policy line items selected to create invoices cannot be blank. If the **Rate** is **Flat**, enter the commission received in both the **Commission Paid** and **Rate** fields.

 Bill Type - The default selection is from the background servicing activity. The options are Audit, Cancellation, Endorsement, Installment and Term Policy. Installment is exclusive to direct bill statement entry. Note: **Bill Type** impacts the annualized and billed amounts of the policy being invoiced. The **Premium Paid** amount will add to the **policy info** tab's billed premium total for all transactions except **Term Policy** bill types. **Term Policy** invoicing updates annualized and billed with the **Premium Paid** amount of the transaction, replacing any previously entered totals. Cancellation transactions do not impact the annualized premium total. Installment invoicing will add to the annualized and billed during the policy term as determined by the transaction effective date. The master invoice together with the general invoice determines the annualized premium. An invoice must be created each time an installment commission is received. Invoices created from policies in **History (H)** will not update the **In Force** policy's annualized and billed premiums. To accurately accrue annualized and billed premiums, use the **In Force** policy for each commission received on a carrier's statement, changing the **Bill Type** selection for each transaction. When the first invoice is created, the **In Force** policy is again available for selection.

Other - When a policy line item is selected by clicking the box in the Select column, the Ellipsis
 button will become active if Other Commissions have been added to the policy. Click the Ellipsis
 button to display existing Other Commissions at the bottom of the screen. Click the [Add New Other Commission] link to add other People Commissions for this transaction. Click OK to add the other commission or Cancel to return to the Add Carrier Statement Transactions screen without saving Other Commissions additions.

| Select | Name:<br>Client<br>Bill To            | Policy #<br>(LOB)  | Policy:<br>Mode<br>Status | Eff Date   | Premiums:<br>Billed<br>Estimated                                     | Premium<br>Paid          | Rate<br>Type   | Rate  | Agency<br>Comm<br>Billed<br>Estimated                                      | Commission<br>Paid   | Bill<br>Type  | Oth<br>Con |              |
|--------|---------------------------------------|--------------------|---------------------------|------------|--|--------------------------|----------------|-------|--|----------------------|---------------|------------|--------------|
|        | Hudson<br>Electric<br>Supply,<br>Inc. | GL123456<br>(CGL)  | New<br>In<br>Force        | 12/19/2007 | \$0.00<br>\$4,560.00   | 4,560.00                 | % of Premium 💌 | 12.00 | \$0.00<br>\$547.20   | 547.20               | Term Policy   | ¥          |              |
|        | Jason<br>Bourne                       | HO124356<br>(HOME) | New<br>In<br>Force        | 12/19/2007 | \$0.00<br>\$850.00   | 850.00                   | % of Premium 💌 | 20.00 | \$0.00<br>\$170.00   | 170.00               | Term Policy   | <b>~</b>   |              |
|        | Hudson<br>Kennel<br>Services,<br>LLC  | WC987654<br>(WORK) | New<br>In<br>Force        | 12/19/2007 | \$0.00<br>\$1,850.00   | 1,850.00                 | % of Premium 💌 | 10.00 | \$0.00<br>\$185.00   | 185.00               | Term Policy   | <b>*</b>   |              |
|        |                                       |                    |                           |            | This Page Total<br>Premium Paid:<br>All Pages Total<br>Premium Paid: | \$7,260.00<br>\$7,260.00 |                |       | This Page Total<br>Commission Paid:<br>All Pages Total<br>Commission Paid: | \$902.20<br>\$902.20 |               |            | -            |
|        |                                       |                    |                           |            |  |                          |                |       |  | -                    | d New Other C | -          |              |
| Name   |                                       |                    | Role                      | Rate Ty    |  |                          | Basis          | Rate  | Amount   | Production           | Credit        | Remove     |              |
| Susan  | McDonough                             | ו                  | Produce                   | er % of A  | gency Commission 👻   |                          | \$547.20       | 25.00 | \$136.80   | 100.00               |               | ۲          | ~            |
| <      |                                       |                    |                           |            |  |                          |                |       |  |                      |               | reconci    | ><br>iliatio |

Once all selections and entries have been made, click **Save** on the Navigation Toolbar. Notice the **Create Invoices** and **Create/Pay All** links are now active on the Navigation toolbar. To review created invoices prior to posting, click the **Create Invoices** link on the Navigation toolbar. Click **OK** in the confirmation dialog box to create invoices for the selected transactions. Click **Close** to exit the reconciliation process while the invoices are being created. The created invoices are moved to the **Unposted Invoices** link in the **Quick Navigation** panel and display when the screen refreshes. If Create/Pay All is clicked, invoices are created, posted and flagged as paid all at once.

| reconciliation       |                     |       |                  |                  |                  |         |          |   |
|----------------------|---------------------|-------|------------------|------------------|------------------|---------|----------|---|
| Reconciliation ID:   | 786                 |       | Receipt          | Total: \$0.00    |                  |         |          | Quick Navigation                                    |
| Entity Type:         |                     |       | Disbursements    |                  |                  |         |          | Header  |
|                      | Safeco              |       | Adjustments      | Total: \$0.00    |                  |         |          | Receipts/Disbursements                              |
|                      |                     | I     | ncome/Receivable |                  |                  |         |          | Transactions - Agency Bill                          |
| Posted:              |                     |       | Payable          | Total: \$0.00    |                  |         |          | Transactions - Direct Bill                          |
| Date Created:        |                     |       |                  |                  |                  |         |          | Statement Entry<br>Unposted Invoices<br>Adjustments |
| Created By:          | Betsy Cormier       |       | Deser            | iption: December | DR Statement     |         |          | Reconciliation Posting                              |
|                      |                     |       | Desci            | ipcion: December | DB Statement     |         |          | _   |
| Reconciliation Summ  | ary Create Invoices | Print | Create/Pay All   | Abort            | Save             | Add Row | Delivery |   |
|                      |                     |       |                  |                  |                  |         |          |   |
| [Select All] [Desele | ct All]             |       |                  | Showin           | ig Page 1 of 1 🕨 | 1 💌     |          | Display: Default (3) 💙 🔥                            |
| Add Carrier State    | ment Transactions   |       |                  |                  |                  |         |          |   |
|                      |                     |       |                  |                  |                  | Ane     | ncv      |   |

To edit an invoice before posting, click the Item ID. The Item ID for invoices created by Statement Entry are identified by an (S). Clicking the Item ID displays the invoice screen.

| Direct   | Bill       |          |             |                              |               |     |            |       |            |                      |                            |   |
|----------|------------|----------|-------------|------------------------------|---------------|-----|------------|-------|------------|----------------------|----------------------------|---|
| Select   | Date       | Item ID  | Bill Type   | Client<br>Bill To            | Policy Number | LOB | Premium    | Rate  | Commission | Other Comm.<br>Total | Other Comm.<br>% of Agency |   |
| <b>~</b> | 12/19/2007 | 14389(5) | Term Policy | Hudson Electric Supply, Inc. | GL123456      | CGL | \$4,560.00 | 12.00 | \$547.20   | \$136.80             | 25                         | 5 |

Make any necessary changes to the premium and/or commissions and click the **Reconciliation** link on the invoice Navigation toolbar to return to the **Transactions - Unposted Invoices** screen.

After verifying the created invoices, click **Post Invoices** on the Navigation Toolbar.

| conciliation | n  |                         |             |  |                |                  |            |       |            |  |   |                |
|--------------|--|-------------------------|-------------|--|----------------|------------------|------------|-------|------------|--|---|----------------|
| Ent          | iation ID: 786<br>ity Type: Car<br>Name: Saf<br>Posted:<br>Created: 12/<br>eated By: Bet | rier<br>eco<br>(19/2007 |             | Disbursements<br>Adjustments<br>Income/Receivable<br>Payable | Total: \$0.00  | r DB Statement   |            |       |            | Transac<br>Transac<br>Stat<br>Unp<br>Adjustn | s/Disburseme<br>tions - Agenc<br>tions - Direct<br>tement Entry<br>osted Invoice: | y Bill<br>Bill |
| Reconciliat  | tion Summary   | Post Invo               | ices P      | Print  | Abort          | Save             | Add Rov    | N     | Delivery   |  |   |                |
|              |  |                         |             |  |                |                  |            |       |            |  |   |                |
|              | ions - Unposte<br>All] [Deselect   |                         |             | K ⊲ :  | Showing Page 1 | of 1 🕨 1 💌       |            |       |            | Dis  | Search Filt<br>play: Defau  |                |
| Direct       | Bill   |                         |             |  |                |                  |            |       |            |  |   |                |
| Select       | Date   | Item ID                 | Bill Type   | Client<br>Bill To  | Policy Number  | LOB              | Premium    | Rate  | Commission | Other Comm.<br>Total                         | Other Comm.<br>% of Agency  | Remove         |
| <b>V</b>     | 12/19/2007   | 14389(S)                | Term Policy | Hudson Electric Supply, Inc                                  | GL123456       | CGL              | \$4,560.00 | 12.00 | \$547.20   | \$136.80                                     | 25  | E.             |
|              | 12/19/2007   | 14388(S)                | Term Policy | Hudson Kennel Services, LL                                   | C WC987654     | WORK             | \$1,850.00 | 10.00 | \$185.00   | \$46.25                                      | 25  | <b>B</b>       |
| <b>V</b>     | 12/19/2007   | 14390(S)                | Term Policy | Jason Bourne   | HO124356       | HOME             | \$850.00   | 20.00 | \$170.00   | \$42.50                                      | 25  | E.             |
|              |  |                         |             |  |                | This Page Total: | 47.0C0.00  |       | \$902.20   | \$225.55                                     | 25  |                |

Click **OK** in the **Post Selected** confirmation box or **Cancel** to the list of unposted invoices. Clicking **OK** posts and pays the invoices, moving them to the **Transactions - Direct Bill** link on the Quick Navigation panel.

| Post Selected                              | ne sure                                     |
|--|---|
| Invoice Totals:                            | Total Selected Premium Amount: \$7,200.00   |
| Total Items Selected: 3                    | Total Selected Commission Amount: \$895.00  |
| Click OK to accept invoices so<br>process. | elected or Cancel to return to post invoice |
|  | OK Cancel                                   |
|  |   |

When the screen is refreshed, the **Transactions - Direct Bill** link is displayed. The **Pay All Selected** link is not active. All posted invoices created in Statement Entry have been created, posted and flagged as paid.

| En<br>Date                  | liation ID: 78<br>htity Type: Ca<br>Name: Sa<br>Posted:<br>e Created: 12<br>reated By: Be | arrier<br>afeco<br>]<br>2/19/2007                 |                                |  | Disburse<br>Adjus<br>Income/Rec<br>P | Receipt Total: \$<br>ements Total: \$<br>tments Total: \$<br>eivable Total: \$<br>Payable Total: \$<br>Receipt Total: \$<br>Description: D | 0.00<br>0.00<br>895.00<br>0.00<br>895.00 | B Stateme | ant                    |                   |          |          | Transactio<br>Transactio<br>Staten<br>Unpos<br>Adjustmer | Disbursemen<br>ons - Agenc<br><b>ns - Direct E</b><br>nent Entry<br>ted Invoice | y Bill<br>Sill<br>S                     |
|-----------------------------|---|---|--------------------------------|--|--------------------------------------|--|--|-----------|------------------------|-------------------|----------|----------|--|---|---|
| concilia                    | tion Summary  | Pay All S   | elected                        | Print  | Post                                 | : Abo  | ort                                      | Save      | A                      | dd Row            | Deli     | ivery    |  |   |   |
|                             |   |   |                                |  |                                      |  |  |           |                        |                   |          |          |  |   |   |
|                             |   |   |                                |  |                                      |  |  |           |                        |                   |          |          |  | Search Filt   | er: ISnow                               |
| Fransact                    | cions - Direct i  | ып  |                                |  |                                      | Showing  | Page 1 of                                | 1         | 1 🗸                    |                   |          |          | Displa   | y: Defau  | lt (3) 🗸                                |
| [Select                     | All] [Deselec   |   | _                              | _  | _                                    | Showing  | Page 1 of                                | 1 ▶ ∦ [   | 1 💌                    |                   |          | _        | Displa   |   | lt (3) 🗸                                |
| [Select                     | : All] [Deselec<br>t Bill   |   | Bill<br>Type                   | Client<br>Bill To  | Policy No.                           | K < Showing  |  |           | 1 V                    | Paid to<br>Date   | Balance  | Received | New  |   | People<br>Comm.<br>% of<br>Agency       |
| [Select                     | : All] [Deselec<br>t Bill   | t All]<br>Item ID                                 |                                |  | <b>Policy No.</b><br>GL123456        | _  |  | n Rate    |                        |                   |          | Received | New  | ay: Defau<br>People<br>Comm.  | People<br>Comm.<br>% of                 |
| [Select<br>Direct<br>Select | Ali] [Deselec<br>t Bill<br>Date   | t All]<br>Item ID<br>14389<br>(5)                 | Type<br>Term                   | Bill To<br>Hudson<br>Electric<br>Supply, Inc.<br>Hudson Kennel | GL123456                             | LOB  | Premiu                                   | n Rate    | Commission             | Date              | \$540.00 |          | New<br>Balance   | ay: Defau<br>People<br>Comm.<br>Total   | People<br>Comm.<br>% of<br>Agency       |
| [Select<br>Direct<br>Select | All] [Deselec<br>t Bill<br>Date<br>12/19/2007   | t All]<br>Item ID<br>14389<br>(5)<br>14388<br>(5) | Type<br>Term<br>Policy<br>Term | Bill To<br>Hudson<br>Electric<br>Supply, Inc.<br>Hudson Kennel | GL123456<br>WC987654                 | LOB  | <b>Premiu</b><br>\$4,500.0<br>\$1,850.0  | n Rate    | Commission<br>\$540.00 | Date<br>\$0.00 \$ | \$540.00 | 540.00   | New<br>Balance<br>\$0.00                                 | People<br>Comm.<br>Total<br>\$135.00  | People<br>Comm.<br>% of<br>Agency<br>25 |

Follow the rest of the directions for completing the reconciliation, posting, entering the disbursement or cash receipt in this chapter. The reconciliation must be posted to complete invoicing from a carrier statement using Statement Entry.

**Note**: Invoices created through **Statement Entry** in a reconciliation will post on the invoice's **Date Booked**. The invoice **Date Booked** is the later of the transaction effective date or the date created in the Reconciliation. The reconciliation's **Date Booked** does not determine the invoice **Date Booked**.



Invoices created through Statement Entry are posted to the Client's policy and viewed from the **Transaction** link on the **Client** Menu or the **transaction** tab at policy underwriting.

|             |                   | SEARCH   ORG       | ANIZATION       | REPORTS        |                   |                                   |                  | E                                    | lookmarks: Expan | d   Add   Rem  | ove Selec |
|-------------|-------------------|--------------------|-----------------|----------------|-------------------|-----------------------------------|------------------|--------------------------------------|------------------|----------------|-----------|
| ENT PRO     | OFILE   OPPO      | ORTUNITIES   MA    | RKETING   P     | OLICIES   CLAI | MS   SERVICIN     | G   ATTACHMENT                    | IS   ACTIONS     | TRANSACTIO                           | NS   DELIVERY    | T-LOG          |           |
| ent Na      | ame: Hudso        | on Electric Su     | pply, Inc.      |                |                   |                                   |                  |                                      |                  | Commercia      | I Accou   |
| insaction   | n summary cl      | ient balance summ: | ary list bill p | lans           |                   |                                   |                  |                                      |                  |                |           |
| elect Vie   | Invoi             | ce Summary         | *               |                |                   |                                   |                  |                                      |                  |                |           |
| elect Vie   | ew: Invol         | ce Summary         | •               |                |                   |                                   |                  | [ Add                                | Master Invoice ] | [ Add New Ir   | nvoice ]  |
| elect Cli   | ient:             |                    | *               |                | Showing F         | Page 1 of 1 🕨 🕅                   |                  |                                      |                  | Search Filter: | [Show]    |
| etails      | Effective<br>Date | Date Booked        | Status          | Туре           | Transaction<br>Id | InvoiceID<br>Master<br>Invoice ID | Policy<br>Number | Description                          | Bill Method      | Amount R       | emove     |
| <b>&gt;</b> | 12/19/2007        | 12/20/2007         | Posted          | Invoice(S)     | -                 | 14389                             | GL123456         | General<br>Liability -<br>Commercial | Direct Bill      | \$4,500.00     |           |
|             |                   |                    |                 |                |                   |                                   |                  |                                      | Total:           | \$4,500.00     |           |

# **Commission Downloads**

To use **Commission Downloads**, do not add invoices at the Policy level since the processing of **Commission Downloads** creates and posts the invoices in addition to creating the reconciliation worksheet for the carrier. Carrier Commission Download is not available for all carriers. Check Nexsure Help for a complete list of carriers. Nexsure provides a formatted Microsoft Excel spreadsheet option to import commission information for carriers that do not supply AL3 files for their direct bill commission statements.

Formatted Microsoft Excel spreadsheets for direct bill commission statements are manually imported into Nexsure as a commission download file. Manually imported files along with Carrier Commission Download files brought in through your IVANS mailbox are found on the **interface** screen. These **commission download files** are processed the same, whether the source is a file from the carrier or a formatted Microsoft Excel spreadsheet.

# Import Microsoft Excel Spreadsheet for Commission Download

A formatted Microsoft Excel spreadsheet is used to import premium and commission amounts for carriers that do not supply an AL3 file for their direct bill commission statements. The spreadsheet data, once imported, is processed through the Nexsure Interface screen with other **Commission Downloads**.

**Note**: The Clients and policies must exist in Nexsure prior to importing the spreadsheet.

To setup the Microsoft Excel Spreadsheet for commission information, first download the spreadsheet from Nexsure Help: HELP > Utility menu > Home menu > Interface > Importing Microsoft Excel Files > To Set Up the Microsoft Excel Spreadsheet for Commission information > sample spreadsheet.

| 😭 🍄 🔡 🔹 🌽 Nexsure   | 🏉 Nexsure Help System 🗙 🔤 🔻 🗟 👻 🖶   | 📴 Page 🔻 🎯 Tools 🔻 |
|---|---|--------------------|
| тос   | 🔲 🔎 🖻 🖿 🔯 📴 🖷 🖇 🏠 🌭 🗶 🤹   | nexsure 2 He       |
| Overview Getting Started In Nexsure Utility menu Home menu Actions  | To Set Up the Microsoft Excel Spreadsheet for Commissions Information The Microsoft Excel spreadsheet must be set up exactly as explained below. All columns in this Microsoft Excel spreadsheet must be filled out for the commission download to work properly. Note: Clients and policies must exist in Nexsure prior to importing the spreadsheet. If a Client and / or policy does not ex will result and the process will be an exception until the necessary information has been added. |                    |
| Opportunities     Marketing     Binder Log     Cleated     Cl | Commission Download Microsoft Excel Import Format: This format is used to supply the agency policy premium a commission amounts for specified policies. A sample spreadsheet is available. The following columns are require be filled out for the spreadsheet to import properly:     a. LOB   |                    |
| 한 Expirations<br>한 Endorsements<br>D Claims<br>한 Cancellations  | <ul> <li>a. Edg</li> <li>b. Policy Number</li> <li>c. Effective Date</li> <li>d. Expiration Date</li> </ul>   |                    |
| Interface<br>Home Menu > Interf<br>AL1 and AL3 Support<br>Carrier Commission  | e. Named Insured<br>f. NAIC   |                    |
| Importing Microsoft         Delivery         Annualized Premium   | g. Transaction Type Important: Only the following are valid transaction types; New Business, Renewal, Endorsement, Cancellati   | on, Reinstatement, |

The Microsoft Excel spreadsheet displays after clicking the **sample spreadsheet** link. Save the spreadsheet as an Excel 97-2003 Workbook.

The **Commission Download Microsoft Excel Import** spreadsheet format must be maintained for a successful import. All columns in the spreadsheet are required and must be filled out for the commission download to work properly. All column headers must remain in the same order and format as the downloaded spreadsheet. If the information supplied is not correct on the spreadsheet, the client or policy may not be found.

| Column Header                     | Field Description  |
|-----------------------------------|--|
| LOB                               | Enter the ACORD LOB Code. Obtain the ACORD LOB Code from the Available Lines of Business Report in Nexsure Help: HELP > Supporting Documents > Available Lines of Business. You may need to convert the LOB provided by your carrier to the required LOB Code. |
| Policy Number                     | An exact match to the policy number in Nexsure is required.  |
| Effective Date<br>Expiration Date | Effective and Expiration Dates are required to find the correct policy term for the transaction.   |
| Named Insured                     | An exact match to the named insured in Nexsure is required.  |
| NAIC                              | Carrier and NAIC code match is required. Multiple NAIC codes may be included in one commission download spreadsheet.   |

| Column Header        | Field Description   |
|----------------------|---|
| Transaction Type     | Valid Transaction Types are: New Business, Renewal, Endorsement,<br>Cancellation, Reinstatement, and Audit. Other transaction types will cause<br>the import to fail. You may need to convert the transaction type provided<br>by your carrier to the appropriate valid Transaction Type. When invoices<br>are created during the processing of commission download, New Business<br>and Renewal will convert to a Bill Type of Term. |
| Trans Effective Date | Date of transaction is matched to the policy coverage term effective date.<br>If a match cannot be found an exception is created to manually select the<br>policy.  |
| Gross Amount         | Enter the gross premium to be invoiced through the processing of commission download.   |
| Commission Rate      | Enter the commission rate of the transaction to be invoiced. The spreadsheet will convert the rate to a flat amount. Commission Download process uses the commission rate on the spreadsheet to create the transaction invoice and ignores Agency Commission rate on policy info.   |
| Commission Amount    | Enter the commission amount of the transaction to be invoiced.  |

**Reminder**: Every column must be completed with correct information for each transaction.

Save the completed commission spreadsheet to your **Source Directory** for manual import into the Nexsure **interface** screen. Once imported, the file will display on the interface screen with a **Carrier** name of **Excel Commission Import** and **File Type** of **Excel Commission Download File**. Instructions for importing files through Exchange Manager (Manual Import) are in Chapter 21 of the **CRM Training Manual**.

## Commission Download Processing for Carrier Commission and Excel Commission Download

**Important**: Clients and policies must exist in Nexsure before **Commission Downloads** can be processed. Before processing **Carrier Commission Downloads**, <u>always</u> process policy downloads first. For more information see "Policy Download and Import/Export", in Chapter 21, *CRM Training Manual*.

Click the INTERFACE link on the Home menu and process policy downloads first. To process Commission Downloads, click the [Show] link and select the File Type of Commission Download for Carrier Commission Downloads or Excel Commission Download File for imported Microsoft Excel Commission spreadsheets. Use other search criteria to locate the download file such as the Carrier and date range of the file. Searching File Status of All will return both pending statements and completed commission statements that came in without exceptions. Pending statements either include exceptions or are still processing (incomplete). After entering search criteria for the download files you want to process, click the Search button on the bottom right of the Search Filters to return results. Leave the Sort to display in ascending order to be certain you do not process download out of order.

| interface advanced search               |                          |                           |   |
|---|--------------------------|---------------------------|---|
| All                                     | 🕅 🖣 Showing Pag          | e 1 of 2 🕨 🗎 📕            | Search Filters: [ <u>Hide]</u>                        |
| Search Filters                          |                          |                           | Save Filter Settings 📕                                |
| Interface Type: All                     | Client Name:             | Eff. Date (Fr):           | Eff. Date (To):                                       |
| Import Status: All                      | Policy Number:           | Process Date:<br>(Fr):    | Process Date:<br>(To):                                |
| Interface ID:                           | LOB:                     | Import Date: Fr):         | Import Date: To:                                      |
| File Type: Excel Commission Downloa     | Branch Code:             | Complete Date: 6          | Complete Date: 10 10 10 10 10 10 10 10 10 10 10 10 10 |
| File Status: All                        | Carrier:                 | NAIC:                     | CarrierSeqNo:   |
| File Name:                              |                          |                           |   |
| Sort Filters Sort Field 1: Interface ID | Sort Order 1: Descending | Sort Field 2: Import Date | Sort Order 2: Ascending                               |
|   |                          | Files Per Page: 5         | Clear Search  |

If exceptions exist, use the following example to help process exceptions for **Carrier**, **Branch**, **Client** or **Policy**. Exceptions are items that could not process automatically and need the attention of the agency.

| ne su         | re                                     |                          |  |                               |                            | HOME                    | HELP   SETUP     | LOGOU   |
|---------------|--|--------------------------|--|-------------------------------|----------------------------|-------------------------|------------------|---------|
|               |  | ORGANIZATION   REPORTS   | CAMPAIGNS  |                               | Bookr                      | narks: Expand   Ado     | d   Remove Sel   | ected 🚿 |
| CTIONS   OPPO | RTUNITIES   MARKET                     | ING   BINDER LOG   EDITS | AUDITS   EXPIRATIONS   END   | ORSEMENTS   CANCEL            | LATIONS   CLAIMS           | INTERFACE   DELI        | IVERY            |         |
| Hello, Betsy  | / Cormier                              |                          |  |                               |                            |                         | Home             |         |
| interface adv | anced search                           |                          |  |                               |                            |                         |                  |         |
| All           |  | •                        | Showing Page 1 of 2  | • • • <b>•</b>                |                            | s                       | Search Filters:  | [Show]  |
| Click on Deta | <i>ils</i> to view the Interfa         | ce Details.              |  |                               |                            | [ Import                | : Files ] [ Brid | ige ]   |
| Details       | Interface ID<br>Carrier Sequence<br>ID | Carrier                  | File Name<br>File Type   | Import Date<br>Completed Date | Exceptions<br>Transactions | Status                  | Remove           |         |
| •             | 40                                     | Excel Commission Import  | Org287_10_5_2_XD3C.XLS<br>(25k)<br>Excel Commission<br>Download File | 9/8/2008                      | <u>1</u><br>4              | Pending<br>75% Complete | 6                | -       |

Click the red exception link (<sup>1</sup>) to display the **Exception** item(s). Clicking the **Details** icon will display all transactions in the download file. The red exception message is displayed. In this example, the policy could not be determined.

| nterface ID:         | 40                  |                      | File Type:      | Excel Comm<br>Download Fi | lotal                       | Exceptions: | 1       | Total I            | nvoices:                | 0                               |
|----------------------|---------------------|----------------------|-----------------|---------------------------|-----------------------------|-------------|---------|--------------------|-------------------------|---------------------------------|
| mport Date:          | 9/8/2               | 008                  | File Name:      | Org287_10_<br>(25k)       | 5_2_XD3C.XLS Total<br>Trans | actions:    | 4       |                    |                         |                                 |
| arrier Name:         | Excel               | Commission Import    | Completed Date: |                           | Total                       | Premium:    | 14098   |                    |                         |                                 |
| arrier Seq. ID:      |                     |                      | Status:         | Pending                   | Total                       | Commission: | 1984.26 |                    |                         |                                 |
| Re-Process           |                     | Accept               | Remo            | ove                       | Print                       | Sa          | ve      |                    | Pending                 | 9                               |
|                      |                     | necept               |                 |                           |                             |             |         |                    |                         |                                 |
|                      |                     | •                    |                 | ki ∢ s                    | Showing Page 1 of 1 🕨       | N           |         |                    |                         | Filters: [Sho                   |
| <br>[Select All ] [D | eselect             |                      |                 | M 4 5                     | Showing Page 1 of 1 ▶       | M           | i       |                    |                         | Filters: [Sho<br>[Import Files] |
|                      | Name                |                      |                 | Process [                 | Date Premi                  | um          |         | endor<br>Updated F | Carrier<br>Branch/ NAIC | [Import Files]                  |
| [ Select All ] [ D   | Name<br>No<br>rmier | All ] Applicant Name |                 | Process [                 | Date Premi                  | um          |         |                    |                         | [Import Files]                  |

After clicking the red exception message, the **Policy** screen is displayed. Select the appropriate policy for the download and click [Select] to resolve the exception.

| Policy       | - Webpage Dialog                  |                             |                          | nevsure                                | × |
|--------------|-----------------------------------|-----------------------------|--------------------------|--|---|
| Please selec | t a Policy:                       |                             |                          |  |   |
| Select       | Line Of Business<br>Policy Number | PolicyStage<br>PolicyStatus | Coverage Term            | IssuingCarrier<br>BillingCarrier       |   |
| ۲            | Auto - Personal<br>PAU12347       | Policy<br>In Force          | 08/05/2008<br>08/05/2009 | Progressive 27804<br>Progressive 27804 |   |
|              |                                   |                             |                          |  |   |
| Policy       |                                   |                             |                          |  |   |
|              |                                   |                             |                          | [Select][Close]                        | ļ |

Resolve all exceptions in the download file, re-processing as many times as necessary. Transactions can also be removed by selecting the item and clicking the **Remove** option on the Navigation toolbar. If the agency invoices commercial lines at the Policy level, the agency will want to remove commercial lines transactions from the download file if the carrier sends both commercial and personal commission information in their download file.

The interface header identifies the total number of transactions remaining in the file. Invoices will be created for each of these transactions, whether or not they are all displayed on the screen. If desired, click the [Show] link to display the interface details filter. Change the Import Status to All and click the Search button to return all remaining transactions in the download file. To print a report of the listed transactions click the Print link on the Navigation toolbar.

| interface interface deta | tails                  |                                |                      |                   |          |                    |             |          |                        |                   |       |  |
|--------------------------|------------------------|--------------------------------|----------------------|-------------------|----------|--------------------|-------------|----------|------------------------|-------------------|-------|--|
| Interface ID: 40         | 0 1                    | File Type:                     | Excel Co<br>Downloa  |                   | Total B  | Exceptions:        | 0           |          | Total Invoices:        | 0                 |       |  |
| Import Date: 9/          | /8/2008                | File Name:                     | Org287_<br>(25k)     | 10_5_2_XD3C.XI    |          | actions:           | 4           |          |                        |                   |       |  |
| Carrier Name: Ex         | xcel Commission Import | Completed Date:                |                      |                   | Total P  | Premium:           | 14098       |          |                        |                   |       |  |
| Carrier Seq. ID:         | \$                     | Status:                        | Exceptio<br>Complete | n Processing<br>e | Total (  | Commission         | : 1984.26   |          |                        |                   |       |  |
| Re-Process               | Accept                 | Remov                          | /e                   | Print             |          | Sa                 | ave         |          | Create In              | voices            |       |  |
| All                      | <b>•</b>               |                                | H ·                  | Showing Page 1    | of 1 🕨 🛛 | N                  |             |          |                        | Filters:          | Hide] |  |
| Search Filters           |                        |                                |                      |                   |          |                    |             |          | Sa                     | ve Filter Setting | s 🗖   |  |
| Interface Type: All      |                        | <ul> <li>Client Nam</li> </ul> | e:                   |                   | Eff. C   | Date (Fr):         |             | ie 🗖     | Eff. Date (To):        |                   |       |  |
| Import Status: All       |                        | Policy Number                  | r:                   |                   | Proce    | ess Date:<br>(Fr): |             | <b>i</b> | Process Date:<br>(To): |                   |       |  |
| Carrier:                 |                        | LO                             | в:                   |                   |          | NAIC:              |             |          | CarrierSeqNo:          |                   |       |  |
| Business Type: All       |                        | •                              |                      |                   |          |                    |             |          |                        |                   |       |  |
| Sort Filters             |                        |                                |                      |                   |          |                    |             |          |                        |                   |       |  |
| Sort Field 1: Impor      | rt Date 💽              | Sort Order 1:                  | Ascendir             | ng 💽              | Sort Fie | Id 2: Clien        | nt Name     | -        | Sort Order 2: As       | cending           | •     |  |
|                          |                        |                                |                      |                   |          | Clients P          | Per Page: 5 | 5        | -                      | Clear Sear        | ch    |  |

Once all exceptions have been resolved, the **Create Invoices** link on the Navigation toolbar becomes available.

| terface ID: 40  |   | le Type:                                  | Excel Commission<br>Download File<br>Org287 10 5 2                                  | I otal E                | xceptions: 0   | Tota   | al Invoices: 0                   |                |
|---|---|---|---|-------------------------|--|--|----------------------------------|----------------|
| nport Date: 9/8/2   | 2008 Fil  | le Name:                                  | (25k)   | Transa                  | 4<br>ctions:   |  |                                  |                |
| nrier Name: Excel   | Commission Import Co  | ompleted Date:<br>atus:                   | Exception Proces<br>Complete  | -1                      | remium: 140<br>ommission: 198                              |  |                                  |                |
| Re-Process  | Accept  | Remo                                      | ve  | Print                   | Save   |  | Create Invoic                    | es             |
|   | •   |   | 🕅 🖣 Showir  | ng Page 1 of 1 🕨 🗎      |  |  |                                  | Filters: [ Sho |
| Select All ] [ Deselect                                     | All ]   |   |   |                         |  |  |                                  | [Import Files] |
|   |   |   |   |                         |  |  |                                  |                |
| Client Name<br>Details Policy No                            | Applicant Name<br>Line of Business  | Carrier Seq. ID<br>Interface Type         | Process Date<br>Import Status   | Premiur<br>Downloade    |  | Vendor<br>Date Updated                                     | Carrier<br>Branch/ NAIC          | Remove         |
| Details Policy No   |   |   |   |                         |  |  |                                  | Remove         |
| Details Policy No   | Line of Business  | Interface Type                            | Import Status   |                         | d Term   | Date Updated   | Branch/ NAIC                     |                |
| Details Policy No   | Line of Business  | Interface Type                            | Import Status   |                         | d Term<br>8/1/2009   | Date Updated   | Branch/ NAIC                     |                |
| Details Policy No   | Line of Business<br>PAUTO<br>Mark Cormier<br>PAUTO<br>Mark Cormier          | Interface Type<br>New Business<br>Renewal | Import Status<br>Ready for Invoice<br>08/05/2008                                    | Downloade               | d Term<br>8/1/2009<br>8/5/2008<br>8/5/2009                 | Date Updated<br>Commission<br>Excel                        | Branch/ NAIC<br>/27804           | <u>د</u>       |
| Details Policy No           Mark Cormier           PAU12347 | Line of Business<br>PAUTO<br>Mark Cormier<br>PAUTO<br>Mark Cormier<br>PAUTO | Interface Type<br>New Business<br>Renewal | Import Status<br>Ready for Invoice<br>08/05/2008<br>Ready for Invoice<br>08/15/2008 | Downloade<br>\$6,348.00 | d Term<br>8/1/2009<br>0 8/5/2008<br>8/5/2009<br>0 8/5/2008 | Date Updated<br>Commission<br>Excel<br>Commission<br>Excel | Branch/ NAIC<br>/27804<br>/27804 |                |

Click the Create Invoices link. Click OK on the Create Selected dialog box.

| Create Selected                            |   | ne sure |
|--|---|---------|
| Invoice Totals:<br>Total Items Selected: 4 | Total Selected Premium Amount:<br>Total Selected Commission Amount: |         |
| Click OK to create invo                    | ices  |         |
|  | ОК  | Cancel  |

While the invoices are processing, the Navigation Toolbar displays a Create Invoice Processing message in the Navigation toolbar. Click the Interface Details tab to refresh the screen. The time required to create invoices depends on the number of invoices processed. The interface header status changes when invoices have finished processing. When the invoices have finished processing, the View Invoices link is active on the Navigation toolbar, replacing the Create Invoice Processing message.

| Interface ID:       | 40                    | File Type:         | Excel Commission<br>Download File | Total Exceptions:        | 0         | Total Invoices: 0      |     |
|---------------------|-----------------------|--------------------|-----------------------------------|--------------------------|-----------|------------------------|-----|
| Import Date:        | 9/8/2008              | File Name:         | Org287_10_5_2_XD3C.XL5<br>(25k)   | 5 Total<br>Transactions: | 4         |                        |     |
| Carrier Name:       | Excel Commission Impo | rt Completed Date: |                                   | Total Premium:           | 14098     |                        |     |
| Carrier Seq. ID:    |                       | Status:            | Create Invoice Processing         | Total Commission         | : 1984.26 |                        |     |
| Re-Process          | Accept                | Remo               | ve Print                          |                          |           |                        |     |
|                     | / /tecepe             | Remo               | ve Print                          | 5                        | ave       | Create Invoice Process | ing |
| All                 | ▼ I                   | Kemo               | Showing Page 1 o                  |                          | ave       | Create Invoice Process | ing |
| terface (interface  | e details             |                    |                                   | f1 ▶ N                   |           | Create Invoice Process | ing |
| terface Y interface |                       | File Type:         | Showing Page 1 o                  |                          |           |                        | ng  |
|                     | e details             |                    | Showing Page 1 o                  | f1                       |           |                        | ng  |

1984.26

View Invoices

Total Corr

Print

Status:

Click the View Invoices link to display the Commission Download screen. The Commission Download screen displays un-posted invoices. Only the **Bill Type** option of each invoice can be edited at this stage. New Business and Renewal transactions convert to a Bill Type of Term. The Bill Type list includes an option for **Installment** that may be selected. If Annualized is selected on the policy info tab of the policy, Endorsement transactions will calculate a new annualized premium; Term transactions will overwrite the existing annualized premium; Installment transactions will add to the existing annualized premium. Edit the Bill Type if necessary.

The staged transaction prior to the invoice being created and posted will use **Other Commission** information from the policy's policy info tab if that information exists. To view Other Commissions, select the check box for the invoice and click the Other Commission Ellipsis .... button. Other Commission displays at the bottom of the screen.

. ID

| Ir<br>Ca<br>Carri | rrier Name:<br>ier Seq. ID: | 09/08/2008<br>Excel Comm | nission I                 |            |  | Total Invoic<br>Total Premi<br>Total Commissi | ım: \$14,09  |          |  |                          |                      |      |
|-------------------|-----------------------------|--------------------------|---------------------------|------------|--|---|--------------|----------|--|--------------------------|----------------------|------|
|                   |                             |                          |                           |            |  | Delete  |              |          |  | Create Recon             | Create/Post R        | econ |
| Select            | Name:<br>Client<br>Bill To  | Policy #<br>(LOB)        | Policy:<br>Mode<br>Status | Eff Date   | Premiums:<br>Billed<br>Estimated                                     | Premium<br>Paid                               | Rate<br>Type | Rate     | Agency<br>Comm<br>Billed<br>Estimated                                      | Commission<br>Paid       | Bill Oth<br>Type Cor |      |
| <b>v</b>          | Jason<br>Brown              | PAU12345<br>(PAUTO)      | New<br>In<br>Force        | 08/01/2008 | \$5,850.00<br>\$5,850.00   | 5,850.00 F                                    | lat          | ₹ 994.50 | \$994.50<br>\$994.50   | 994.50 Term F            | Policy 💽             |      |
|                   | Mark<br>Cormier             | PAU12347<br>(PAUTO)      | Renew<br>In<br>Force      | 08/05/2008 | \$6,348.00<br>\$6,348.00   | 6,348.00                                      | lat          | 761.76   | \$761.76<br>\$761.76   | 761.76 Term F            | Policy 🔹             |      |
|                   | Mark<br>Cormier             | PAU12347<br>(PAUTO)      | Renew<br>In<br>Force      | 08/05/2008 | \$120.00<br>\$120.00   | 120.00 F                                      | lat          | ▼ 14.40  | \$14.40<br>\$14.40   | 14.40 Endors             | sement 💌             |      |
|                   | Theodore<br>Rennie          | PAU12346<br>(PAUTO)      | New<br>In<br>Force        | 08/05/2008 | \$1,780.00<br>\$1,780.00   | 1,780.00                                      | lat          | 213.60   | \$213.60<br>\$213.60   | 213.60 Term F            | Policy               |      |
|                   |                             |                          |                           |            | This Page Total<br>Premium Paid:<br>All Pages Total<br>Premium Paid: | \$14,098.00<br>\$14,098.00                    |              |          | This Page Total<br>Commission Paid:<br>All Pages Total<br>Commission Paid: | \$1,984.26<br>\$1,984.26 |                      |      |
|                   |                             |                          |                           |            |  |   |              | _        |  |                          | ew Other Commiss     | _    |
| Name              |                             | Role                     |                           | Rate Type  |  |   | Basis        | Rate     | Amount   | Production Credit        | t Remove             |      |

If **Other Commission** information was available from the **policy info** tab, it will be listed and may be edited. To add **Other Commissions**, click the **[Add New Other Commission]** link to display the **Add People Commission** section.

| Commission Download  |   |        |  |                          |              |                   |
|--|---|--------|--|--------------------------|--------------|-------------------|
| Interface ID: 40<br>Import Date: 09/08/2008<br>Carrier Name: Excel Commis:<br>Carrier Saq. ID:<br>File Name: Org287_10_5 |   |        | es: 4<br>Jm: \$14,098.00<br>on: \$1,984.26 |                          |              |                   |
|  |   | Delete |  |                          | Create Recon | Create/Post Recon |
|  |   |        |  |                          |              | 8                 |
|  | Add People Commission Search People First Name: Employees: Commmission On: Level/LOB: Production Role: Production Credit Amount: Rate Type: Rate: |        | ,  | Search<br>×<br>OK Cancel |              |                   |

Search for the staff member to which commission will be added. Select the employee to use from the search results displayed in the **Employees** box. In the **Production Role** list, select the production role for the staff member. In the **Production Credit Amount** box, enter the production credit amount. In the **Rate** box, enter the rate of the commission. Click **OK** to add the **Other Commission** or **Cancel** to return to close the **Add People Commission** section.

**Note**: Completing the **Other Commission** section of the policy's **policy info** tab at Policy level will streamline commission processing.

When all information on the **Commission Download** screen is accurate, click the **Create Recon** or **Create/Post Recon** link on the Navigation Toolbar. Invoices will be posted and included in the reconciliation for every transaction, whether or not they are selected. Selection option is only used to activate the **Other Commission Ellipsis** ... button. All invoices will be posted, whether or not they are displayed on the screen.

| Option            | Description   |
|-------------------|---|
| Create Recon      | Click <b>Create Recon</b> to post invoices and create a new reconciliation for each Territory. The reconciliation is un-posted.     |
| Create/Post Recon | Click <b>Create/Post Recon</b> to post invoices, create reconciliation for each Territory and post the reconciliations in one step. |

In this illustration, **Create Recon** was clicked. The **Create Recon(s)** dialog box displays. Click **OK** to create the recon.

| Create Reco            | on(s)       |                      | nevsure    |
|------------------------|-------------|----------------------|------------|
| Recon Total            | s:          |                      |            |
| Total<br>Transactions: | 4           |                      |            |
| Total Premium:         | \$14,098.00 | Total<br>Commission: | \$1,984.26 |
| Click OK to creat      | te Recon(s) |                      |            |
|                        |             |                      | OK Cancel  |

The Navigation Toolbar displays the message **Recon Processing**. Click the **interface details** tab to refresh the screen. When complete, the **Reconciliation Created** link is active on the Navigation Toolbar. The interface header displays a status of **Recon Complete**.

| interface ID:    | 40        | l l            | File Type:      | Excel Commission<br>Download File | Total Exceptions           | :: 0               | Total Invoices: 4 |
|------------------|-----------|----------------|-----------------|-----------------------------------|----------------------------|--------------------|-------------------|
| mport Date:      | 9/8/2008  | •              | File Name:      | Org287_10_5_2_XD3C<br>(25k)       | XLS Total<br>Transactions: | 4                  |                   |
| Carrier Name:    | Excel Con | mission Import | Completed Date: |                                   | Total Premium:             | 14098              |                   |
| Carrier Seq. ID: |           | :              | Status:         | Recon Processing                  | Total Commissi             | on: <b>1984.26</b> |                   |
| Re-Process       | ;         | Accept         | Remo            | ve Prin                           | t                          | Save               | Recon Processing  |
| AU               |           | -              |                 | Chowing Dags                      | toft N N                   |                    |                   |

| Interface ID:    | 40                    | File Type:        | Excel Con<br>Download |                | Total Exceptions:      | 0         | Total Invoices: | 4         |
|------------------|-----------------------|-------------------|-----------------------|----------------|------------------------|-----------|-----------------|-----------|
| Import Date:     | 9/8/2008              | File Name:        | Org287_1<br>(25k)     | 0_5_2_XD3C.XLS | Total<br>Transactions: | 4         |                 |           |
| Carrier Name:    | Excel Commission Impo | rt Completed Date | 2:                    |                | Total Premium:         | 14098     |                 |           |
| Carrier Seq. ID: |                       | Status:           | Recon Cor             | mplete         | Total Commission       | : 1984.26 |                 |           |
| Re-Process       | Accept                | Rer               | nove                  | Print          | s                      | ave       | Reconciliatio   | n Created |

At this point all invoices have been added and posted to the client record and the reconciliation worksheet added to the applicable territory(ies). If the option to **Create/Post Recon** was selected, all invoices would be added and posted to the client record, and the reconciliation would be created and posted. Click the **Reconciliation Created** link on the Navigation Toolbar to display a **Recon Summary**.

| Recon Su              | immary                                   | ne sure   |
|-----------------------|--|---|
| Posting [             | Detail:                                  |   |
| <u>Recon ID</u><br>77 | <u>Carrier Name</u><br>Progressive 27804 | <u>Territory Name</u><br>B C Insurance Agency, Inc. |
|                       |  | Close   |

If transactions for more than one territory were included in the **Commission Download** statement, a separate reconciliation is created for each territory. The **Recon Summary** identifies the recon number for each territory. Click **Close** to exit the **Recon Summary**.

| Recon Su                    | ımmary  | ne sure  |
|-----------------------------|---|--|
| Posting I                   | Detail:   |  |
| <u>Recon ID</u><br>82<br>83 | <u>Carrier Name</u><br>Progressive 27804<br>Progressive 27804 | <u>Territory Name</u><br>B C Insurance Agency, Inc.<br>Kelly Territory |
|                             |   | Close  |



To complete Reconciliation worksheet, click the **ORGANIZATION** link, **territories** tab and then the territory **Details** icon. Select the **accounting** tab for selected territory. Click 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 on the left side of the screen beside the carrier name to display the worksheet.

| NIZATION PRO                             | FILE   ALL EMPLO                               | DYEES   ALL LOCATION   | NS   |  |                                   |                   |              | Organization |
|--|--|--|--|--|-----------------------------------|-------------------|--------------|--------------|
| nization                                 |  |  |  |  |                                   |                   |              | organization |
| ining ORG >:                             | > B C Region >>                                | B C Insurance Age  | ncy, Inc.  |  |                                   |                   |              |              |
| Pre                                      | evious Page                                    |  |  |  |                                   |                   |              |              |
| rd file V branch<br>summary V set        |  | mployees accounting  |  | ns<br>batch summary  |                                   |                   |              |              |
|  | tup invoicing setu                             | p general ledger ba  |  |  |                                   | invoices          | d New Reconc | iliation]    |
| summary set                              | tup invoicing setu                             | p general ledger ba  | ank accounts transactions                          | batch summary  |                                   |                   | New Reconc   |              |
| summary set<br>transaction su<br>Details | up invoicing setu<br>ummary journal er         | p general ledger ba  | ank accounts transactions receive payments deposit | batch summary<br>accounts payal<br>Amount                  | Fi                                | lter: [Show] [Add | Posted Re    |              |
| summary set<br>transaction su<br>Details | up invoicing setu<br>ummary journal er<br>Name | p general ledger bi<br>htry disbursements<br>Ref# Rec ID<br>77 | ank accounts transactions receive payments deposit | batch summary<br>accounts payal<br><u>Amount</u><br>\$0.00 | Fi<br>Created By<br>Admin Nexsure | Date Created      | Posted Re    | move         |

Enter a **Description** to identify the carrier statement on reports and any **Internal Note** needed in the header input fields. Click **Save** on the Navigation toolbar to save the header input.

| Reconciliation ID: 77<br>Entity Type: Carrier<br>Name: Progressive 27804<br>Posted: |   | Disbursements<br>Adjustments<br>ome/Receivable | Total: \$0.00<br>Total: \$0.00<br>Total: \$0.00 |      |         |          | Quick Navigation<br>Header<br>Receipts/Disbursements<br>Transactions - Agency Bill<br>Transactions - Direct Bill<br>Statement Entry<br>Unposted Invoices<br>Adjustments<br>Reconciliation Posting |
|---|---|--|---|------|---------|----------|---|
| Reconciliation Summary Pay All Selected   | Print   | Post   | Abort   | Save | Add Row | Delivery |   |
| Name:<br>Date Booked:<br>Description:<br>(100 Char. Max)                            | Progressive 23<br>09/08/2008<br>Progressi<br>Download | ive Commiss                                    | sion  | X    |         |          |   |

Click the **Transactions - Direct Bill** link on the **Quick Navigation** panel. Clicking a link on the **Quick Navigation** panel will also save changes to the header input fields. Any items included in the **Commission Download** are automatically included in the worksheet with a checkmark in the Select box to be included on the reconciliation. Use the **Maximize/Minimize** icon to expand the workspace. Click the **Maximize/Minimize** icon a second time to display the reconciliation header.

|   | e: Carrier<br>e: Progre<br>d:                             | ssive 27804  |   | Adj                              | Receipt Total: \$0.0<br>irsements Total: \$0.0<br>justments Total: \$0.0<br>eceivable Total: \$0.0<br>Payable Total: \$0.0 | 0<br>0<br>0                                |                                   |   |  |                                 | Header<br>Receip<br>Transa<br><b>Transa</b><br>Sta<br>Un<br>Adjusti | ts/Disburser<br>ctions - Age<br>ctions - Direc<br>stement Entr<br>posted Invoi | ments<br>ency Bill<br>e <b>t Bill</b><br>Y<br>ices |      |
|---|---|--|---|----------------------------------|--|--|-----------------------------------|---|--|---------------------------------|---|--|--|------|
| Created E   | y: Admin  | Nexsure  |   |                                  | Description: Prog  | ressive Commiss<br>11                      | ion                               |   |  |                                 |   |  |  |      |
| conciliation Sum  | mary Pay  | All Selected   | Print   | 1                                | Post Abor  | t Sav                                      | /e                                | Add Row                                       |  | Delivery                        | 5   |  |  |      |
|   |   |  |   |                                  |  |  |                                   |   |  |                                 |   |  |  |      |
| Fransactions - Dir  | ect Bill  |  |   |                                  | 4 Showin   | n Page 1 of 1                              | N 1                               | 1   |  |                                 |   | _  | earch Filte  |      |
| Fransactions - Dir<br>[Select All] [Des<br>Direct Bill  |   |  |   |                                  | K 4 Showing  | g Page 1 of 1 🕨                            |                                   | 1   | Paid                                     |                                 |   | _  | /: Defau   | lt ( |
| [Select All] [Des   | elect All]<br>Item  | Bill Type  | Client<br>Bill To   | Policy No.                       | K 🕻 Showin   | g Page 1 of 1 ♪<br>Premium                 |                                   | ]<br>Commission                               | to                                       | Balance                         | Received  | Display  |  | P. C |
| [Select All] [Des<br>Direct Bill<br>Select Date   | elect All]<br>Item  |  |   | Policy No.<br>PAU12345           | -  |  | Rate                              |   | to<br>Date                               | <b>Balance</b><br>\$994.50 [    | Received<br>0.00  | Display<br>New<br>Balance  | r: Defau<br>People<br>Comm.                        | P. C |
| [Select All] [Des<br>Direct Bill<br>Select Date<br>Ø8/01/2  | elect All]<br>Item<br>D<br>008 686                        | Bill Type  | Bill To<br>Jason  |                                  | LOB  | Premium                                    | <b>Rate</b><br>994.50             | Commission                                    | to<br>Date<br>\$0.00                     |                                 |   | Display<br>New<br>Balance<br>\$994.50  | People<br>Comm.<br>Total                           | P. C |
| [Select All] [Des<br>Direct Bill<br>Select Date<br>V 08/01/2<br>V 08/05/2   | elect All]<br>Item<br>1D<br>008 686<br>008 688            | Bill Type<br>Term Policy<br>Term Policy<br>Endorsement | Bill To<br>Jason<br>Brown<br>Mark<br>Cormier<br>Mark<br>Cormier | PAU12345<br>PAU12347<br>PAU12347 | LOB<br>PAUTO   | Premium<br>\$5,850.00                      | <b>Rate</b><br>994.50<br>761.76   | Commission<br>\$994.50                        | to<br>Date<br>\$0.00<br>\$0.00           | \$994.50                        | 0.00  | Display<br>New<br>Balance<br>\$994.50  | People<br>Comm.<br>Total<br>\$397.80<br>\$152.35   | P. C |
| Select All]         Desc           Direct Bill         Select         Data           Image: Comparison of the select of the | elect All]<br>Item<br>1D<br>008 686<br>008 688<br>008 689 | Bill Type<br>Term Policy<br>Term Policy<br>Endorsement | Bill To<br>Jason<br>Brown<br>Mark<br>Cormier<br>Mark<br>Cormier | PAU12345<br>PAU12347             | LOB<br>PAUTO<br>PAUTO  | <b>Premium</b><br>\$5,850.00<br>\$6,348.00 | Rate<br>994.50<br>761.76<br>14.40 | Commission<br>\$994.50<br>\$761.76<br>\$14.40 | to<br>Date<br>\$0.00<br>\$0.00<br>\$0.00 | \$994.50<br>\$761.76<br>\$14.40 | 0.00  | New<br>Balance<br>\$994.50<br>\$761.76<br>\$14.40                              | People<br>Comm.<br>Total<br>\$397.80<br>\$152.35   | P. C |

| econcilia | tion            |      |             |                    |            |   |              |        |  |            |            |          |  |                 |                         |
|-----------|-----------------|------|-------------|--------------------|------------|---|--------------|--------|--|------------|------------|----------|--|-----------------|-------------------------|
|           |                 |      |             |                    |            |   |              |        |  |            |            |          |  |                 | B                       |
| Transact  | ions - Direct B | ill  |             |                    |            |   |              |        |  |            |            |          | [Save] S                               | earch Filte     | r: [Show]               |
|           |                 |      |             |                    |            | Showing P   | age 1 of 1 🕨 | 1      | ]                                      |            |            |          | Display                                | Defau           | lt (4) 💌                |
| [Select   | All] [Deselect  | All] |             |                    |            |   |              |        |  |            |            |          |  |                 |                         |
| Direct    | Bill            |      |             |                    |            |   |              |        |  |            |            |          |  |                 |                         |
|           |                 | Item |             | Client             |            |   |              |        |  | Paid<br>to |            |          | New                                    | People<br>Comm. | People<br>Comm.<br>% of |
| Select    | Date            | ID   | Bill Type   | Bill To            | Policy No. | LOB   | Premium      | Rate   | Commission                             | Date       | Balance    | Received |  |                 | Agency                  |
| ~         | 08/01/2008      | 686  | Term Policy | Jason<br>Brown     | PAU12345   | PAUTO   | \$5,850.00   | 994.50 | \$994.50                               | \$0.00     | \$994.50   | 0.00     | \$994.50                               | \$397.80        | 40                      |
| •         | 08/05/2008      | 688  | Term Policy | Mark<br>Cormier    | PAU12347   | PAUTO   | \$6,348.00   | 761.76 | \$761.76                               | \$0.00     | \$761.76   | 0.00     | \$761.76                               | \$152.35        | 20                      |
| •         | 08/05/2008      | 689  | Endorsement | Mark<br>Cormier    | PAU12347   | PAUTO   | \$120.00     | 14.40  | \$14.40                                | \$0.00     | \$14.40    | 0.00     | \$14.40                                | \$2.88          | 20                      |
|           | 08/05/2008      | 687  | Term Policy | Theodore<br>Rennie | PAU12346   | PAUTO   | \$1,780.00   | 213.60 | \$213.60                               | \$0.00     | \$213.60   | 0.00     | \$213.60                               | \$85.44         | 40                      |
|           |                 |      |             |                    |            | This Page Total:<br>All Pages Total:<br>All Selected Items Total: | \$14,098.00  |        | \$1,984.26<br>\$1,984.26<br>\$1,984.26 | \$0.00     | \$1,984.26 | \$0.00   | \$1,984.26<br>\$1,984.26<br>\$1,984.26 | \$638.47        | 32<br>32<br>32          |
|           |                 |      |             |                    |            | All Selected Items Total:   | \$14,098.00  |        | \$1,984.26                             | \$0.00     | \$1,984.26 | \$0.00   | \$1,984.26                             | \$638.47        |                         |

Agency commissions for transactions created through Commission Download display with a flat rate. If the producer commissions need to be adjusted, click the **Item ID** link of the invoice to display the invoice detail.

Scroll down to the **other Commission** section of the invoice; click the **Details** icon to edit or **[Add New]** link. When editing is complete, click the **Post Adjustment** link on the Navigation toolbar and acknowledge the post.

Please note that if **Post Adjustment** is not selected any adjustments are aborted. (Clicking on the **X** will abort the adjustment) Click the **Reconciliation Summary** link on the Navigation toolbar to go back to the Reconciliation worksheet if no adjustment is added.

Click the Pay All Selected link once all Producer Commission adjustments have been completed.

| Reconciliation ID:<br>Entity Type:<br>Name:<br>Posted:<br>Date Created: | Carrier<br>Progressive 27804 | In    | Disbursements 1<br>Adjustments 1<br>come/Receivable 1 | Total: \$0.00            |                |         |          | Quick Navigation<br>Header<br>Receipts/Disbursements<br>Transactions - Agency Bill<br><b>Transactions - Direct Bill</b><br>Statement Entry<br>Unposted Invoices<br>Adjustments<br>Reconciliation Posting |
|---|------------------------------|-------|---|--------------------------|----------------|---------|----------|--|
| Created By:   | Admin Nexsure                |       | Descrip   | ption: Progress<br>Downl | ive Commission |         |          |  |
| econciliation Summa   | y Pay All Selected           | Print | Post  | Abort                    | Save           | Add Row | Delivery |  |

Click the **OK** button on the **Pay All Selected** pop-up window to include all items included in the worksheet.

| Pay All Selected                       |                                 | ne sure    |
|--|---------------------------------|------------|
| Agency Bill:                           |                                 |            |
| Total Items Selected: 0                | Total Selected Amount:          | \$0.00     |
|  | Total Amount Paid:              | \$0.00     |
| Direct Bill:                           |                                 |            |
| Total Items Selected: 4                | Total Selected Amount:          | \$1,984.26 |
|  | Total Amount Paid:              | \$1,984.26 |
| Click OK to accept payments as selecte | ad or Cancel to return to recor | OK Cancel  |

The checked boxes selected are now gray indicating these are the invoices included in the worksheet. Notice in this case on the Reconciliation header at the top of the screen that the Virtual Receipt Total has an amount beside it. This indicates that a Receive Payment will need to be added. Follow the directions in this chapter on **Completing the Reconciliation with a Receive Payment**. If there is a Virtual Disbursement Total displayed, read the section on **Completing the Reconciliation with a Disbursement**.

| pe: Carrier<br>me: Progressive 271<br>ed: 09/08/2008<br>By: Admin Nexsure<br>mary Pay All Select<br>rect Bill |  | Ad<br>Income/R<br>Virtu   | ursements Tot<br>djustments Tot<br>Receivable Tot<br>Payable Tot<br>Jal Receipt Tot<br>Descriptio   | al: \$0.00<br>al: \$1,984.2<br>al: \$0.00<br>al: \$1,984.2  |  |  | Add Row  |  |  | Transac<br>Transac<br>Stat<br>Unp<br>Adjustm  | tions - Di<br>tement E<br>osted In  | Agency Bil<br>irect Bill<br>intry<br>voices  | I   |
|---|--|---|---|---|--|--|--|--|--|---|---|--|---|
| ed: 09/08/2008<br>By: Admin Nexsure   | ed Print   | Virtu   | Payable Tot<br>ual Receipt Tot<br>Descriptio  | al: \$0.00<br>al: \$1,984.2<br>progressi<br>Downl   | 26<br>ive Commissi   |  | Add Row  |  |  | Transac<br>Stat<br>Unp<br>Adjustm   | tions - Di<br>tement E<br>oosted In<br>nents  | ntry<br>voices   |   |
| By: Admin Nexsure   | ed Print   |   | Descriptio  | Progressi<br>Downl  | ive Commissi   |  | Add Row  |  |  | Adjustm   | nents   |  |   |
| nmary Pay All Select  | ed Print   |   |   | Downl   | 1  |  | Add Row  |  |  |   |   |  |   |
|   | red Print  |   | Post  | Abort   | Save   | 2  | Add Row  |  |  |   |   |  |   |
|   |  |   |   |   |  | -  |  |  | Delivery   |   |   |  |   |
| rect Bill   |  |   |   |   |  |  |  |  |  |   |   |  |   |
| -   | -  | -   |   | -   | -  | -  |  |  |  | -   | -   |  | Peop  |
| Item<br>e ID Bill Ty  | Client<br>pe Bill To                                 | Policy No.  | LO  | в   | Premium  | Rate   | Commission   | Paid<br>to<br>Date   | Balance  | Received  | New<br>Balance  | Comm.  | %   |
| 2008 686 Term P   | olicy Jason<br>Brown                                 | PAU12345  | PAU   | то  | \$5,850.00   | 994.50   | \$994.50   | \$0.00   | \$994.50   | 994.50  | \$0.00  | \$397.80   | 4   |
| 2008 688 Term P   | olicy Mark<br>Cormier                                | PAU12347  | PAU   | то  | \$6,348.00   | 761.76   | \$761.76   | \$0.00   | \$761.76   | 761.76  | \$0.00  | \$152.35   | 2   |
| 2008 689 Endorse  | Cormier  | PAU12347  |   | то  | \$120.00   | 14.40  | \$14.40  | \$0.00   | \$14.40  | 14.40   | \$0.00  | \$2.88   | 2   |
|   | Theodore   | PAU12346  | PAU   |   |  | 213.60   | \$213.60   | \$0.00   | \$213.60   | 213.60  | \$0.00  | \$85.44  | 4   |
| 2008 687 Term P   | licy Rennie  |   |   |   | \$14,098.00  |  | \$1,984.26   | ±0.00  | ** 004 00  | \$1,984.26  |   | \$638.47   |   |
|   | e ID Bill Ty<br>2008 686 Term Po<br>2008 688 Term Po | Item Client<br>e ID Bill Type Bill To<br>2008 686 Term Policy Jason<br>2008 688 Term Policy Mark<br>Cormier<br>Mark | Item Client<br>e ID Bill Type Bill To Policy No.<br>2008 686 Term Policy Brown<br>2008 688 Term Policy Mark<br>2008 688 Term Policy Mark<br>Cormie PAU12347 | Item Client<br>e ID Bill Type Bill To Policy No. LO<br>2008 686 Term Policy Brown PAU12345 PAU<br>2008 688 Term Policy Mark<br>Cormier PAU12347 PAU | Item Client<br>e ID Bill Type Bill To Policy No. LOB<br>2008 686 Term Policy Brown PAU12345 PAUTO<br>2008 688 Term Policy Mark<br>Cormier PAU12347 PAUTO | Item Client Client<br>e ID Bill Type Bill To Policy No. LOB Premium<br>2008 686 Term Policy Jason PAU12345 PAUTO \$5.850.00<br>2008 688 Term Policy Mark PAU12347 PAUTO \$6.348.00 | Item         Client           e         ID         Bill Type         Bill To         Policy No.         LOB         Premium         Rate           2008         686         Term Policy         Jason         PAU12345         PAUTO         \$5,850.00         994.50           2008         688         Term Policy         Mark         PAU12347         PAUTO         \$6,348.00         761.76           2008         688         Term Policy         Mark         PAU12347         PAUTO         \$6,348.00         761.76 | Item         Client           e         ID         Bill Type         Bill To         Policy No.         LOB         Premium         Rate Commission           2008         686         Term Policy         Jason<br>Brown         PAU12345         PAUTO         \$5,850.00         994.50         \$994.50           2008         688         Term Policy         Mark<br>Cormisr         PAU12347         PAUTO         \$6,348.00         761.76         \$761.76 | Item         Client         Paid           e         ID         Bill Type         Bill To         Policy No.         LOB         Premium         Rate Commission         Date           2008         686         Term Policy         Jason         PAU12345         PAUTO         \$5,850.00         994.50         \$90.00           2008         688         Term Policy         Mark         PAU12347         PAUTO         \$6,348.00         761.76         \$761.76         \$0.00 | Item         Client         Paid           e         ID         Bill Type         Bill To         Policy No.         LOB         Premium         Rate Commission         Date         Balance           2008         686         Term Policy         Jason         PAU12345         PAUTO         \$5,850.00         \$94.50         \$9.00         \$994.50         \$994.50         \$0.00         \$994.50         \$           2008         688         Term Policy         Mark         Cormier         PAU12347         PAUTO         \$6,348.00         761.76         \$761.76         \$         761.76         \$ <td>Item         Client         Paid           e         ID         Bill Type         Bilt Type         Bilt Ty</td> <td>Item         Client         Paid<br/>to         Paid<br/>to         New           e         ID         Bill Type         Bill To         Policy No.         LOB         Premium         Rate Commission         Date         Balance         Received Balance           2008         686         Term Policy         Jason<br/>Brown         PAU12345         PAUTO         \$5,850.00         \$994.50         \$994.50         \$994.50         \$994.50         \$994.50         \$994.50         \$994.50         \$994.50         \$904.50         \$0.00           2008         688         Term Policy         Mark<br/>Cormiser         PAU12347         PAUTO         \$6,348.00         761.76         \$0.00         \$761.76         761.76         \$0.00</td> <td>Item         Client         Policy No.         LOB         Premium         Rate         Commission         Date         Balance         Received         Balance         Total           2008         686         Term Policy         Jason<br/>Brown         PAU12345         PAUTO         \$5,850.00         \$994.50         \$994.50         \$994.50         \$994.50         \$994.50         \$994.50         \$0.00         \$397.80           2008         688         Term Policy         Mark<br/>Cormiser         PAU12347         PAUTO         \$6,348.00         761.76         \$7.00         \$761.76         \$0.00         \$122.35</td> | Item         Client         Paid           e         ID         Bill Type         Bilt Type         Bilt Ty | Item         Client         Paid<br>to         Paid<br>to         New           e         ID         Bill Type         Bill To         Policy No.         LOB         Premium         Rate Commission         Date         Balance         Received Balance           2008         686         Term Policy         Jason<br>Brown         PAU12345         PAUTO         \$5,850.00         \$994.50         \$994.50         \$994.50         \$994.50         \$994.50         \$994.50         \$994.50         \$994.50         \$904.50         \$0.00           2008         688         Term Policy         Mark<br>Cormiser         PAU12347         PAUTO         \$6,348.00         761.76         \$0.00         \$761.76         761.76         \$0.00 | Item         Client         Policy No.         LOB         Premium         Rate         Commission         Date         Balance         Received         Balance         Total           2008         686         Term Policy         Jason<br>Brown         PAU12345         PAUTO         \$5,850.00         \$994.50         \$994.50         \$994.50         \$994.50         \$994.50         \$994.50         \$0.00         \$397.80           2008         688         Term Policy         Mark<br>Cormiser         PAU12347         PAUTO         \$6,348.00         761.76         \$7.00         \$761.76         \$0.00         \$122.35 |

Click the **Post** link on the Navigation toolbar to complete the worksheet.

| Enti<br>Date (           | ation ID: 7<br>ity Type: C<br>Name: P<br>Posted: J<br>Created: 0<br>sated By: A | Carrier<br>Progres:             |   |   | Ad<br>Income/F                   | ursements To<br>djustments To<br>Receivable To<br>Payable To | otal: \$0.00<br>otal: \$1,984.2<br>otal: \$0.00<br>otal: \$1,984.2 |   | ion                               |   |  |   | Transa<br>Transa<br>Sta<br>Un<br>Adjusti | ts/Disbur<br>ctions - A<br>ctions - Di<br>atement E<br>posted In     | sements<br>Agency Bil<br>irrect Bill<br>intry<br>ivoices                                      | I                |
|--------------------------|---|---------------------------------|---|---|----------------------------------|--|--|---|-----------------------------------|---|--|---|--|--|---|------------------|
| econciliatio             | n Summary   | Pay /                           | All Selected                              | Print   |                                  | Post   | Abort  | Save  | e                                 | Add Row   |  | Delivery  |  |  |   |                  |
|                          |   |                                 |   |   |                                  |  |  |   |                                   |   |  |   |  | 21   | earch Filte   |                  |
| [Select All<br>Direct Bi | ] [Deselect<br>ill  | : All]                          |   |   |                                  | 4 ∢  | Showing Pag  | e 1 of 1 🕨 🕅  | 1 -                               |   |  |   |  |  | : Defau   | -                |
|                          | ill   | Item                            | Bill Type                                 | Client<br>Bill To   | Policy No.                       | -  | Showing Pag  | e 1 of 1 🕨 M  |                                   | Commission  | Paid<br>to<br>Date   | Balance   | Received                                 | Display  | People<br>Comm.   | lt (4)<br>Peop   |
| Direct Bi<br>Select      | Date  | Item<br>ID                      | Bill Type<br>Term Policy                  |   | Policy No.<br>PAU12345           | Ľ  |  | -   | Rate                              | Commission<br>\$994.50  | to<br>Date   | <b>Balance</b><br>\$994.50  | Received<br>994.50                       | Display<br>New<br>Balance  | People<br>Comm.   | Peop<br>Com      |
| Direct Bi<br>Select      | <b>Date</b><br>8/01/2008  | Item<br>ID<br>686               |   | Bill To<br>Jason  |                                  | Ŀ  | ов   | Premium   | Rate<br>994.50                    |   | to<br>Date<br>\$0.00   |   |  | Display<br>New<br>Balance<br>\$0.00                                  | People<br>Comm.<br>Total  | Peop<br>Com<br>% |
| Direct Bi                | Date<br>B/01/2008<br>B/05/2008  | Item<br>ID<br>686<br>688        | Term Policy<br>Term Policy                | Bill To<br>Jason<br>Brown<br>Mark                               | PAU12345                         | LI<br>PA<br>PA   | <b>ов</b><br>ито   | <b>Premium</b><br>\$5,850.00  | <b>Rate</b><br>994.50<br>761.76   | \$994.50  | to<br>Date<br>\$0.00<br>\$0.00   | \$994.50  | 994.50                                   | Display<br>New<br>Balance<br>\$0.00                                  | People<br>Comm.<br>Total<br>\$397.80  | Peop<br>Com      |
| Direct Bi                | Date<br>B/01/2008<br>B/05/2008<br>B/05/2008                                     | Item<br>ID<br>686<br>688<br>689 | Term Policy<br>Term Policy<br>Endorsement | Bill To<br>Jason<br>Brown<br>Mark<br>Cormier<br>Mark<br>Cormier | PAU12345<br>PAU12347             | LI<br>PA<br>PA<br>PA   | <b>ов</b><br>ито<br>ито  | Premium<br>\$5,850.00<br>\$6,348.00<br>\$120.00   | Rate<br>994.50<br>761.76<br>14.40 | \$994.50<br>\$761.76  | to<br>Date<br>\$0.00<br>\$0.00<br>\$0.00                               | \$994.50<br>\$761.76  | 994.50<br>761.76                         | Display<br>New<br>Balance<br>\$0.00<br>\$0.00                        | People<br>Comm.<br>Total<br>\$397.80<br>\$152.35  | Peop<br>Com      |
| Direct Bi                | Date<br>B/01/2008<br>B/05/2008<br>B/05/2008                                     | Item<br>ID<br>686<br>688<br>689 | Term Policy<br>Term Policy<br>Endorsement | Bill To<br>Jason<br>Brown<br>Mark<br>Cormier<br>Mark<br>Cormier | PAU12345<br>PAU12347<br>PAU12347 | Ц<br>РА<br>РА<br>РА<br>Тhi<br>АII                            | ов<br>ито<br>ито<br>ито  | Premium<br>\$5,850.00<br>\$6,348.00<br>\$120.00<br>\$1,780.00<br>\$14,098.00<br>\$14,098.00 | Rate<br>994.50<br>761.76<br>14.40 | \$994.50<br>\$761.76<br>\$14.40<br>\$213.60<br>\$1,984.26<br>\$1,984.26 | to<br>Date<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00 | \$994.50<br>\$761.76<br>\$14.40<br>\$213.60<br>\$1,984.26<br>\$1,984.26 | 994.50<br>761.76<br>14.40                | Display<br>Balance<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00 | People<br>Comm.<br>Total<br>\$397.80<br>\$152.35<br>\$2.88<br>\$85.44<br>\$638.47<br>\$638.47 | Peop<br>Com<br>% |

Click the **OK** button on the bottom of the **Post Reconciliation** screen after confirming the details are correct.

| Post Reconciliation                     |         |                                     |            | ne sur   | е |
|---|---------|-------------------------------------|------------|----------|---|
| Reconciliation Total:                   |         | (\$1,984.26                         | )          |          |   |
| Agency Bill:                            |         |                                     |            |          |   |
| Total Transactions:                     | 0       | Total Payable Amount Reconciled:    | \$0.00     |          |   |
| Direct Bill:                            |         |                                     |            |          |   |
| Total Items Selected                    | 4       | Total Commission Amount Reconciled: | \$1,984.26 |          |   |
| General Ledger Posting                  |         | Account Description                 | Debit      | Credit   | - |
| 02.001.0000.000.00.110800               |         | DB Comm Receivable                  | \$0.00     | \$994.50 |   |
| 02.001.0000.000.00.110800               |         | DB Comm Receivable                  | \$0.00     | \$213.60 | _ |
| 02.001.0000.000.00.110800               |         | DB Comm Receivable                  | \$0.00     | \$761.76 |   |
| 02.001.0000.000.00.110800               |         | DB Comm Receivable                  | \$0.00     | \$14.40  |   |
| 02.001.0000.000.00.112040               |         | Direct Bill Comm Unearned Inc       | \$994.50   | \$0.00   |   |
| 02.001.0000.000.00.112040               |         | Direct Bill Comm Unearned Inc       | \$213.60   | \$0.00   | Ţ |
| 1                                       |         | **                                  |            |          |   |
| Click OK to proceed or Cancel to return | to reco | nciliation.                         |            |          |   |
|   |         |                                     | ОК         | Cancel   |   |

After posting the worksheet, click the **Reconciliation Summary** link on the Navigation toolbar to exit the reconciliation and display the reconciliation summary.

| Posted:<br>Date Created:              | Carrier<br>The Hartford<br>V 12/13/2005 | Disbursem<br>Adjustm<br>Income/Receix<br>Pay<br>Virtual R | yable Total<br>eceipt Tota | : \$0.00<br>: \$0.00<br>: \$105.00<br>: \$0.00<br>  \$105.00 | tatement Dowr | nload MM/YY |          | Quick Navigation<br>Header<br>Receipts/Disbursements<br>Transactions<br>Adjustments<br>Reconciliation Posting |
|---------------------------------------|---|---|----------------------------|--|---------------|-------------|----------|---|
| Reconciliation<br>Summa <del>ry</del> | Pay All Selected                        | Print Rev   | verse                      | Abort  | Save          | Add Row     | Delivery |   |
| Reconciliation De                     |   |   |                            |  |               |             |          |   |
|                                       | nt Number                               | Account Desci   |                            |  | Del           |             | Credit   |   |
|                                       | 0.000.00.110910                         | Reconciliation Clear                                      |                            |  | \$105.        |             | \$0.00   |   |
|                                       | 0.000.00.110800                         | Direct Bill Comm Re                                       |                            |  | \$0.          |             | \$105.00 |   |
|                                       |   | Direct Bill Comm Une                                      |                            | (p)  | \$105.        |             | \$0.00   |   |
| 01.001.000                            | 2.001.00.410000                         | Direct Bill Inco  |                            |  | \$0.          |             | \$105.00 |   |
|                                       |   |   |                            | Total:   | \$210         | .00         | \$210.00 |   |

# Reversing, Aborting and Removing Accounting Entries

Please refer to Chapter 6, "Reversing, Aborting, and Removing Accounting Entries" in this manual.

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## Notes