

Chapter 11

Handling Carrier Statements

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 - ✦ Carrier Payables
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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.

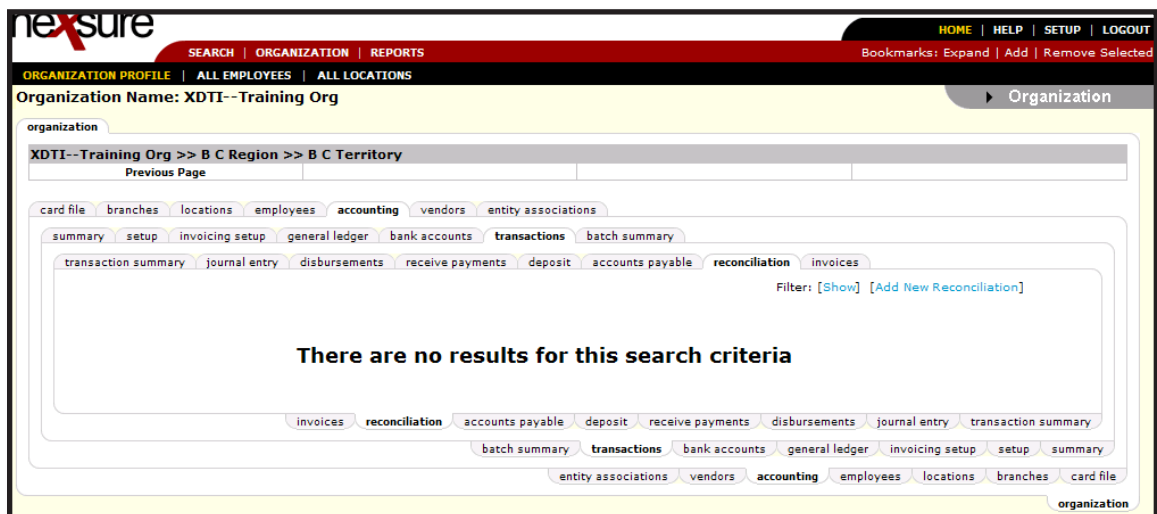
As previously mentioned, there are several ways that an agency might choose to handle their carrier payables. In this section each method is covered stepping through the entire process of handling carrier payables. Make sure to read each method to have a clear understanding of the process before determining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

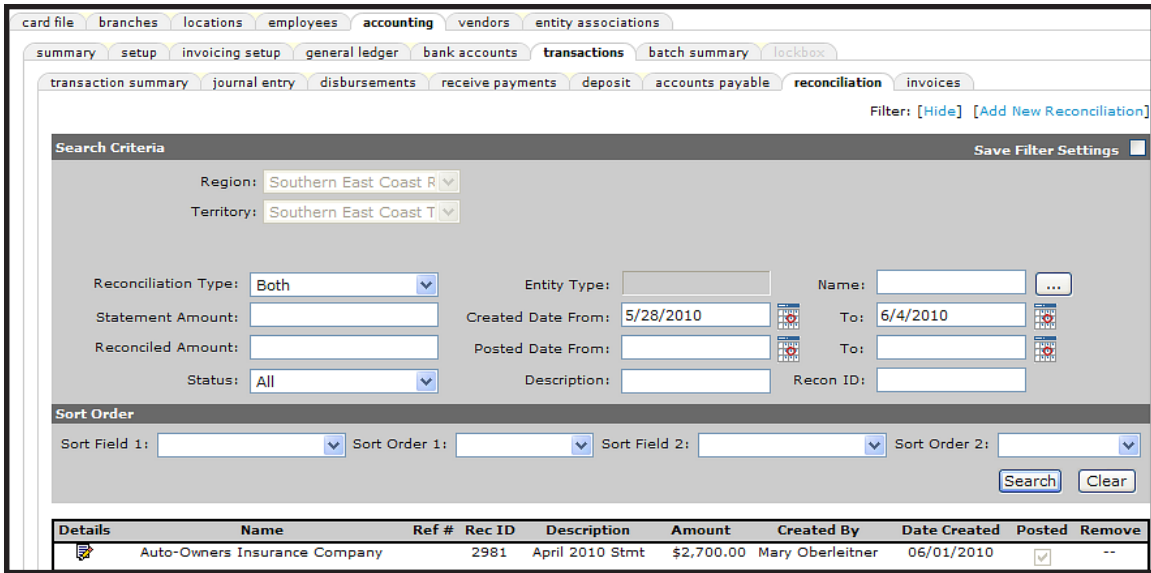
Reconciling Carrier Statements Prior to Check Issuance

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.



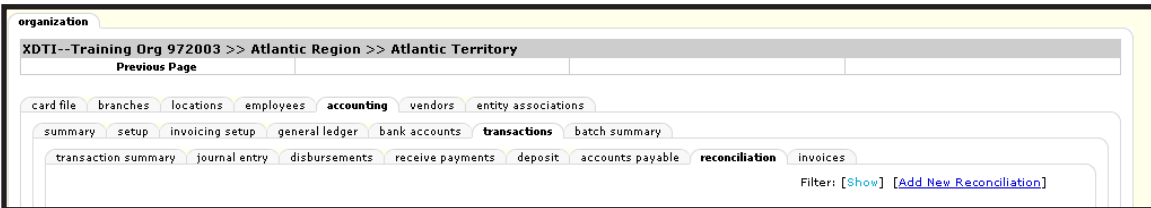
Clicking the **[Show]** link on the top right portion of the reconciliation screen will bring up the Search Filter fields. Notice the Region and Territory fields are not available to modify. The reason is that the selection for the region and territory was made when the territory **Details**  icon was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



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.



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 nexsure

Select Entry:

Entity Type: Carrier

Enter at least 3 characters of the name and click search.

safe Search

Select Name:

Safeco (p)
Safeco Insurance Company of America

Primary Name:

Safeco

Select Address:

Safeco Plaza

Subordinate Carriers:

[Select All] [Deselect All]

Safeco Insurance Company of America Safeco Plaza

Click OK to confirm selection. Cancel to return to summary.

OK Cancel

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 display the **reconciliation** tab for the selected carrier.

The screenshot shows a software interface for reconciliation. At the top, there is a 'reconciliation' tab. Below it, a header section contains the following information: Reconciliation ID: 777, Entity Type: Carrier, Name: Safeco, Date Created: 12/19/2007, Created By: Betsy Cormier. To the right, financial totals are listed: Receipt Total: \$0.00, Disbursements Total: \$0.00, Adjustments Total: \$0.00, Income/Receivable Total: \$0.00, and Payable Total: \$0.00. A 'Quick Navigation' menu on the right lists: Header, Receipts/Disbursements, Transactions - Agency Bill, Transactions - Direct Bill, Statement Entry, Unposted Invoices, Adjustments, and Reconciliation Posting. Below the header is a row of buttons: Reconciliation Summary, Pay All Selected, Print, Post, Abort, Save, Add Row, and Delivery. The main area contains input fields for Name (Safeco, Safeco Plaza, Seattle WA 98185), Date Booked (12/19/2007), Description (100 Char. Max), and Internal Note (250 Char. Max).

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

Section	Description
Reconciliation Header	<p>The Reconciliation Header section is located at the top of the tab with a shaded background. It summarizes the entire disbursement.</p> <p><u>Header Definitions:</u></p> <ul style="list-style-type: none"> ➤ Reconciliation ID: System-generated used to identify the worksheet. ➤ Entity Type: Identifies the type of reconciliation. ➤ Name: The name of the Carrier for the reconciliation. ➤ Date Created: System-generated reconciliation creation date. ➤ Date Posted: System generated date is the date the reconciliation was actually posted. ➤ Created By: Name of user who created the record. ➤ Received payments records as selected in the Quick Navigation-Receipts/Disbursements link. ➤ Disbursements Total: Total amount of paid items as selected in the Quick Navigation-Receipts/Disbursements link. ➤ Adjustments Total: Total adjustments pulled from Quick Navigation-Adjustments link. These entries are made for the purpose of balancing an unbalanced reconciliation. ➤ Income/Receivable Total: Total amount of Direct Bill transactions selected from the Quick Navigation-Transactions link. ➤ Payable Total: Total amount of Agency Bill payable records selected from the Quick Navigation-Transactions link. ➤ Virtual Receipt Total: Total amount owed to the Agency as a result of the current reconciliation record. ➤ OR Virtual Disbursement Total: Total amount owed the Entity as a result of the current reconciliation record.
Quick Navigation	<p>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.</p>
Input Fields	<p>Input Fields are located at the bottom left portion of the screen. The displayed input fields correspond with the selected (Bold) link on the right side of the screen (Quick Navigation).</p>

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

Quick Navigation Link Definitions

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 this link and add the previously entered receipt or disbursement to clear the virtual 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 the amount due on a client invoice such as advertising fees would be added on the 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.

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.

reconciliation

Reconciliation ID: 778 Receipt Total: \$0.00
 Entity Type: Carrier Disbursements Total: \$0.00
 Name: Safeco Adjustments Total: \$0.00
 Income/Receivable Total: \$0.00
 Posted: Payable Total: \$0.00

Date Created: 12/19/2007
 Created By: Betsy Cormier

Description: December 2007 Account Current

Quick Navigation

Header
 Receipts/Disbursements
Transactions - Agency Bill
 Transactions - Direct Bill
 Statement Entry
 Unposted Invoices
 Adjustments
 Reconciliation Posting

Reconciliation Summary Pay All Selected **Print** **Post** **Abort** **Save** Add Row **Delivery**

Search Filter: [\[Show\]](#)

Agency Bill

[Select All] [Deselect All]

Select	Details	Date	Item ID	Name	Policy Number	Amount	Paid	Balance
<input type="checkbox"/>		11/1/2007	13615-1	Cormier Billing Services	AGbillpolicy	\$35.71	\$0.00	\$35.71
<input type="checkbox"/>		11/1/2007	13615-1	Cormier Billing Services	AGbillpolicy	\$6,750.00	\$0.00	\$6,750.00
<input type="checkbox"/>		11/1/2007	13615-1	Cormier Billing Services	AGbillpolicy	\$6,750.00	\$0.00	\$6,750.00
This Page Total:						\$13,535.71	\$0.00	\$13,535.71
All Pages Total:						\$13,535.71	\$0.00	\$13,535.71

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.

reconciliation

Reconciliation ID: 778 Receipt Total: \$0.00
 Entity Type: Carrier Disbursements Total: \$0.00
 Name: Safeco Adjustments Total: \$0.00
 Income/Receivable Total: \$0.00
 Posted: Payable Total: \$0.00

Date Created: 12/19/2007
 Created By: Betsy Cormier

Description: December 2007 Account Current

Quick Navigation

Header
 Receipts/Disbursements
Transactions - Agency Bill
 Transactions - Direct Bill
 Statement Entry
 Unposted Invoices
 Adjustments
 Reconciliation Posting

Reconciliation Summary Pay All Selected **Print** **Post** **Abort** **Save** Add Row **Delivery**

Search Filter: [\[Hide\]](#)

Region:

Territory:

Bill Method:

Business Type:

Line of Business:

Branch:

Department:

Unit:

Date Type:

Date Range: To:

Amount Range: To:

Policy Number:

Exclude all transactions where the effective date is after the search ending date.

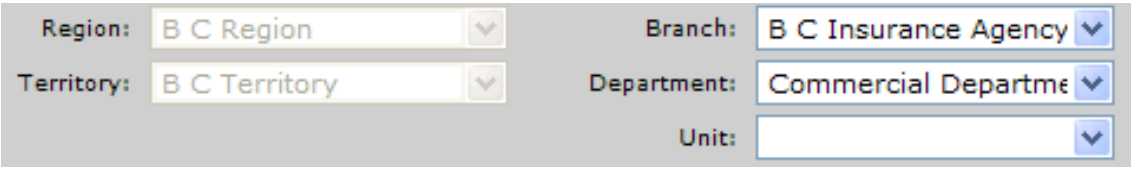
All Paid Unpaid

Sort Field 1: Sort Order 1: Sort Field 2: Sort Order 2:

Agency Bill

[Select All] [Deselect All]

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 and Branch, use the drop-down box to select the specific Branch. If the 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 is selected. The reason is that the Departments are added at each specific Branch and the Unit is added to specific Departments. If the reconciliation search results are for a specific Department and Unit, first choose the Branch, Department and then the Unit.
 <p>The screenshot shows a user interface for selecting filters. It includes five dropdown menus: 'Region' (selected: B C Region), 'Territory' (selected: B C Territory), 'Branch' (selected: B C Insurance Agency), 'Department' (selected: Commercial Department), and 'Unit' (empty).</p>	
Bill Method	The Bill Method of Agency Bill may not be changed here. Nexsure provides the ability to reconcile both Agency and Direct Billed invoices in the event the carrier sends statements with both. To search for and reconcile Direct Bill transactions, select Transactions - Direct Bill on the Quick Navigation 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 where the effective date is after the search ending 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. If All is marked both paid and unpaid invoices are returned and if unpaid is 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.

reconciliation

Reconciliation ID: 778 Receipt Total: \$0.00
 Entity Type: Carrier Disbursements Total: \$0.00
 Name: Safeco Adjustments Total: \$0.00
 Income/Receivable Total: \$0.00
 Posted: Payable Total: \$0.00

Date Created: 12/19/2007
 Created By: Betsy Cormier

Description: December 2007 Account Current

Quick Navigation

Header
 Receipts/Disbursements
Transactions - Agency Bill
 Transactions - Direct Bill
 Statement Entry
 Unposted Invoices
 Adjustments
 Reconciliation Posting

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

Search Filter: [Show]

Showing page 1 of 2 1

Display: 7 (Default)

Agency Bill									
Select	Details	Date	Item ID	Name	Policy Number	Amount	Paid	Balance	
<input type="checkbox"/>		7/1/2007	12114/-12119	Cormier Quick Stop, Inc.	Unassigned	\$25.00	\$0.00	\$25.00	
<input type="checkbox"/>		8/1/2007	12369	McDonough Bakery	BAC834798372	\$25.00	\$0.00	\$25.00	
<input type="checkbox"/>		11/1/2007	13615-1	Cormier Billing Services	AGbillpolicy	\$35.71	\$0.00	\$35.71	
<input type="checkbox"/>		9/10/2007	14366	Hudson Kennel Services, LLC	BOP234567	\$1,566.40	\$0.00	\$1,566.40	
<input type="checkbox"/>		7/1/2007	12114/-12119	Cormier Quick Stop, Inc.	Unassigned	\$2,075.00	\$0.00	\$2,075.00	
<input type="checkbox"/>		8/1/2007	12369	McDonough Bakery	BAC834798372	\$2,158.00	\$0.00	\$2,158.00	
<input type="checkbox"/>		8/8/2007	12382	McDonough Bakery	BAC834798372	\$2,075.00	\$0.00	\$2,075.00	
This Page Total:						\$7,960.11	\$0.00	\$7,960.11	
All Pages Total:						\$40,219.41	\$0.00	\$40,219.41	

Click the **Maximize** icon below the Quick Navigation panel to display the full screen view of listed invoices. Click the **Maximize** icon 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.

Showing page 1 of 1 1

Display: All (14)

Agency Bill									
Select	Details	Date	Item ID	Name	Policy Number	Amount	Paid	Balance	
<input type="checkbox"/>		7/1/2007	12114/-12119	Cormier Quick Stop, Inc.	Unassigned	\$25.00	\$0.00	\$25.00	
<input checked="" type="checkbox"/>		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 nexsure

Date: 12/19/2007

Payable Amount: 1566.40

Amount: Balance: 566.40

Description:

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								Quick Navigation	
Reconciliation ID: 778 Entity Type: Carrier Name: Safeco Posted: <input type="checkbox"/> Date Created: 12/19/2007 Created By: Betsy Cormier				Receipt Total: \$0.00 Disbursements Total: \$0.00 Adjustments Total: \$0.00 Income/Receivable Total: \$0.00 Payable Total: \$1,000.00 Virtual Disbursement Total: \$1,000.00 Description: December 2007 Account Current				Header Receipts/Disbursements Transactions - Agency Bill Transactions - Direct Bill Statement Entry Unposted Invoices Adjustments Reconciliation Posting	
<input type="button" value="Reconciliation Summary"/> <input type="button" value="Pay All Selected"/> <input type="button" value="Print"/> <input type="button" value="Post"/> <input type="button" value="Abort"/> <input type="button" value="Save"/> <input type="button" value="Add Row"/> <input type="button" value="Delivery"/>									
Showing page 1 of 2 1								Search Filter: [Show] Display: 7 (Default)	
Agency Bill									
<input type="checkbox"/> [Select All] <input type="checkbox"/> [Deselect All]									
Select	Details	Date	Item ID	Name	Policy Number	Amount	Paid	Balance	
<input checked="" type="checkbox"/>		8/1/2007	12369	McDonough Bakery	BAC834798372	\$25.00	\$0.00	\$25.00	
<input checked="" type="checkbox"/>		9/10/2007	14366	Hudson Kennel Services, LLC	BOP234567	\$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 receivables payables

Invoice ID:000014362 Date Created:12/19/2007
 Created By:Betsy Cormier Effective Date:9/18/2007
 Bill Method:Agency Bill Entry Method:Invoicing
 Invoice Status:Posted Invoice Amount: \$570.00
 Amount Paid: \$0.00
 Invoice Balance: \$570.00
 Delivered: N/A

Bill To:Cormier Billing Services
 Address:14 David Dr
 City:Hudson
 State:NH Zip:03051
 Phone:

Quick Navigation
 Invoice Header
 Invoice Bill To
 Policy Header
 Premiums
 Fees
 Taxes
 Agency Commissions
 Other Commissions
 Invoice Posting

Reconciliation Print Post Adjustment

Agency Commissions [Add New Agency Commission]

Details	Type	Level/Line of Business	Rate Type	Rate	Basis	Due	Remove
	Premium	Auto - Commercial(1)	% of Premium	17	\$570.00	\$96.90	--
Total Agency Commissions:						\$96.90	

Other Commissions [Add New Other Commission]

Details	Name	Role	Type	Level/Line of Business	Production	Rate Type	Rate	Basis	Due	Remove
	Susan McDonough	Producer	Premium	Auto - Commercial (1)	100	% of Agency Commission	25	\$96.90	\$24.23	--
Total Other Commissions:									\$24.23	

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 Screen Mode: Edit nexsure

Basis: \$570 Due: \$96.9
 Commission On: Premium
 Leve/LOB: Auto - Commercial(1)
 Rate Type: % of Premium
 Rate: 15

OK 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.

invoice
receivables
payables

Invoice ID:000014362
Created By:Betsy Cormier

Bill To:Cormier Billing Services
Address:14 David Dr
City:Hudson
State:NH Zip:03051
Phone:

Date Created:12/19/2007
Effective Date:9/18/2007
Bill Method:Agency Bill
Entry Method:Invoicing
Invoice Status:Posted
Invoice Amount: \$570.00
Amount Paid: \$0.00
Invoice Balance: \$570.00
Delivered: N/A

Reconciliation	Print	Post Adjustment	
-----------------------	-------	------------------------	--

Agency Commissions [\[Add New Agency Commission\]](#)

Details	Type	Level/Line of Business	Rate Type	Rate	Basis	Due	Remove
	Premium	Auto - Commercial(1)	% of Premium	-2	\$570.00	(\$11.40)	
	Premium	Auto - Commercial(1)	% of Premium	17	\$570.00	\$96.90	--
Total Agency Commissions:						\$85.50	

Other Commissions [\[Add New Other Commission\]](#)

Details	Name	Role	Type	Level/Line of Business	Production	Rate Type	Rate	Basis	Due	Remove
	Susan McDonough	Producer	Premium	Auto - Commercial (1)	100	% of Agency Commission	25	\$96.90	\$24.23	--
	Susan McDonough	Producer	Premium	Auto - Commercial (1)	100	% of Agency Commission	25	(\$11.40)	(\$2.85)	--
Total Other Commissions:									\$21.38	

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.

<input checked="" type="checkbox"/>		9/18/2007	14362	Cormier Billing Services	AG2	\$473.10	\$0.00	\$473.10
<input checked="" type="checkbox"/>		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.

The screenshot shows a reconciliation window with the following details:

- Reconciliation ID:** 778
- Entity Type:** Carrier
- Name:** Safeco
- Posted:**
- Date Created:** 12/19/2007
- Created By:** Betsy Cormier
- Receipt Total:** \$0.00
- Disbursements Total:** \$0.00
- Adjustments Total:** \$0.00
- Income/Receivable Total:** \$0.00
- Payable Total:** \$1,000.00
- Virtual Disbursement Total:** \$1,000.00
- Description:** December 2007 Account Current

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

Buttons at the bottom: Reconciliation Summary, Pay 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.

The dialog box displays the following information:

- 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 selected or Cancel to return to reconciliation process.


Buttons: OK, Cancel

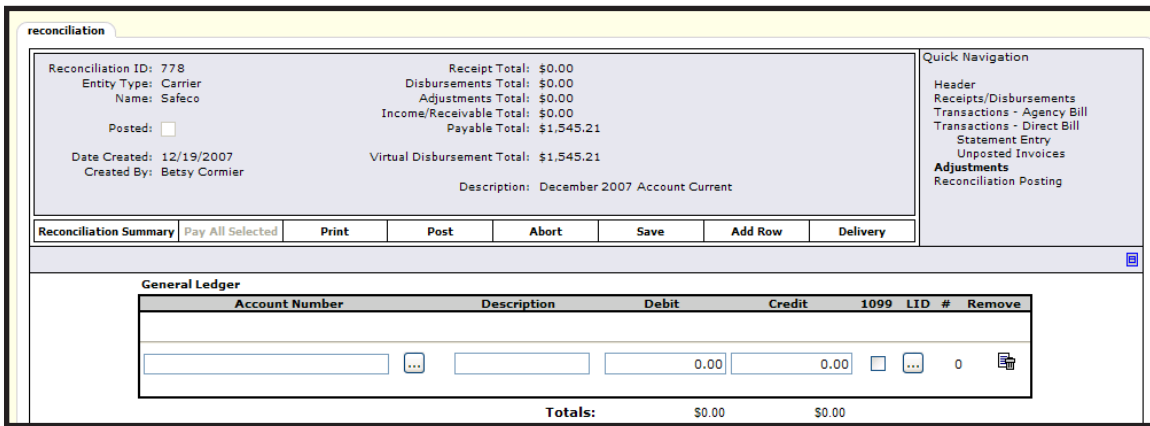
Handling Carrier Payables Not Related to Clients Included on Statements

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.

The screenshot shows the reconciliation screen with the **General Ledger** table below the navigation bar:

Account Number	Description	Debit	Credit	1099	LID #	Remove
Totals:		\$0.00	\$0.00			

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



reconciliation

Reconciliation ID: 778 Receipt Total: \$0.00
 Entity Type: Carrier Disbursements Total: \$0.00
 Name: Safeco Adjustments Total: \$0.00
 Posted: Income/Receivable Total: \$0.00
 Payable Total: \$1,545.21
 Date Created: 12/19/2007 Virtual Disbursement Total: \$1,545.21
 Created By: Betsy Cormier Description: December 2007 Account Current

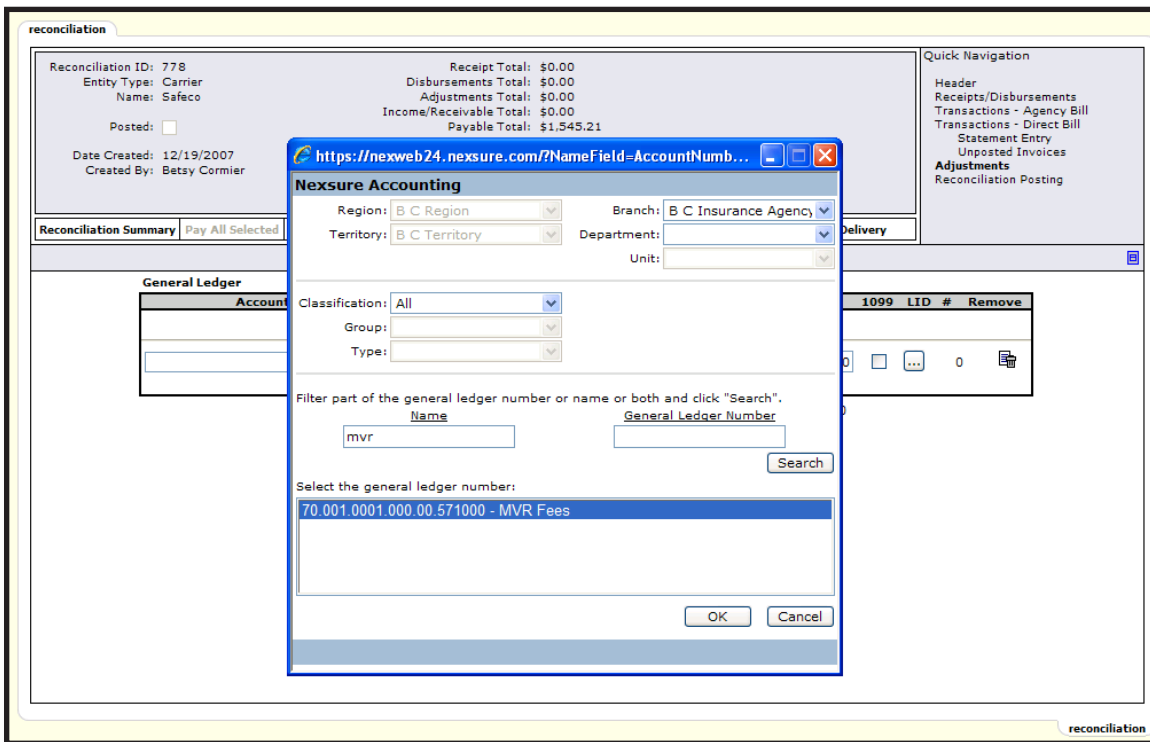
Quick Navigation
 Header
 Receipts/Disbursements
 Transactions - Agency Bill
 Transactions - Direct Bill
 Statement Entry
 Unposted Invoices
Adjustments
 Reconciliation Posting

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

General Ledger

Account Number	Description	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 drop-down 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

Reconciliation ID: 778 Receipt Total: \$0.00
 Entity Type: Carrier Disbursements Total: \$0.00
 Name: Safeco Adjustments Total: \$0.00
 Posted: Income/Receivable Total: \$0.00
 Payable Total: \$1,545.21
 Date Created: 12/19/2007 Virtual Disbursement Total: \$1,545.21
 Created By: Betsy Cormier Description: December 2007 Account Current

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

Reconciliation Summary Pay All Selected Delivery

General Ledger

Account Classification: All Group: Type: 1099 LID # Remove

Filter part of the general ledger number or name or both and click "Search".

Name: mvr General Ledger Number: Search

Select the general ledger number:

70.001.0001.000.00.571000 - MVR Fees

OK Cancel

reconciliation


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.

General Ledger						
Account Number	Description	Debit	Credit	1099	LID #	Remove
			\$250.00			
70.001.0001.0000.00.571000 MVR Fees	MVR Expense	250.00	0.00		0	
Totals:		\$250.00	\$250.00			

reconciliation		Quick Navigation	
Reconciliation ID: 778	Receipt Total: \$0.00	Header	
Entity Type: Carrier	Disbursements Total: \$0.00	Receipts/Disbursements	
Name: Safaco	Adjustments Total: \$250.00	Transactions - Agency Bill	
Posted: <input type="checkbox"/>	Income/Receivable Total: \$0.00	Transactions - Direct Bill	
Date Created: 12/19/2007	Payable Total: \$1,545.21	Statement Entry	
Created By: Betsy Cormier	Virtual Disbursement Total: \$1,795.21	Unposted Invoices	
	Description: December 2007 Account Current	Adjustments	
		Reconciliation Posting	
Reconciliation Summary Pay All Selected Print Post Abort Save Add Row Delivery			
Reconciliation Details			
Account Number	Account Description	Debit	Credit
70.001.0000.0000.00.200000	Carrier Payable	\$25.00	\$0.00
70.001.0000.0000.00.200000	Carrier Payable	\$35.71	\$0.00
70.001.0000.0000.00.200000	Carrier Payable	\$473.10	\$0.00
70.001.0000.0000.00.200000	Carrier Payable	\$11.40	\$0.00
70.001.0000.0000.00.200000	Carrier Payable	\$1,000.00	\$0.00
70.001.0001.0000.00.571000	MVR Fees	\$250.00	\$0.00
70.001.0000.0000.00.110910	Reconciliation Clearing Acct	\$0.00	\$1,795.21
Total:		\$1,795.21	\$1,795.21

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


Reconciliation Total: **\$1,545.21**

Agency Bill:

Total Transactions:	5	Total Payable Amount Reconciled:	\$1,545.21
---------------------	---	----------------------------------	------------


Direct Bill:

Total Items Selected	0	Total Commission Amount Reconciled:	\$0.00
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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 reconciliation.

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.

Print Selection


Reconciliation Summary ▼

Reconciliation Summary

Remittance Advice

Nexsure Tip

Select summary or remittance advice. Press OK to print selection or Cancel to return to Reconciliation screen.

reconciliation

Reconciliation ID: 778	Receipt Total: \$0.00	Quick Navigation
Entity Type: Carrier	Disbursements Total: \$0.00	Header
Name: Safeco	Adjustments Total: \$250.00	Receipts/Disbursements
Posted: <input checked="" type="checkbox"/> 12/19/2007	Income/Receivable Total: \$0.00	Transactions - Agency Bill
	Payable Total: \$1,545.21	Transactions - Direct Bill
Date Created: 12/19/2007	Virtual Disbursement Total: \$1,795.21	Statement Entry
Created By: Betsy Cormier	Description: December 2007 Account Current	Unposted Invoices
		Adjustments
		Reconciliation Posting

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

Header
Receipts/Disbursements
Transactions - Agency Bill
Transactions - Direct Bill
Statement Entry
Unposted Invoices
Adjustments
Reconciliation Posting

1 / 1

96.5%

Sign

Find

Reconciliation Summary

B C Territory

ReconID : 778	Name : Safeco
Date Created : 12/19/2007	Description : December 2007 Account Current
Date Booked : 12/19/2007	
Created By : Betsy Cormier	

Page 1 of 1

Account Number	Account Description	Debit	Credit
70.001.0000.000.00.110910	Reconciliation Clearing Acct	\$0.00	\$1,795.21
70.001.0001.000.00.571000	M/R Fees	\$250.00	\$0.00
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
Total Reconciliation Summary		\$1,795.21	\$1,795.21

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.

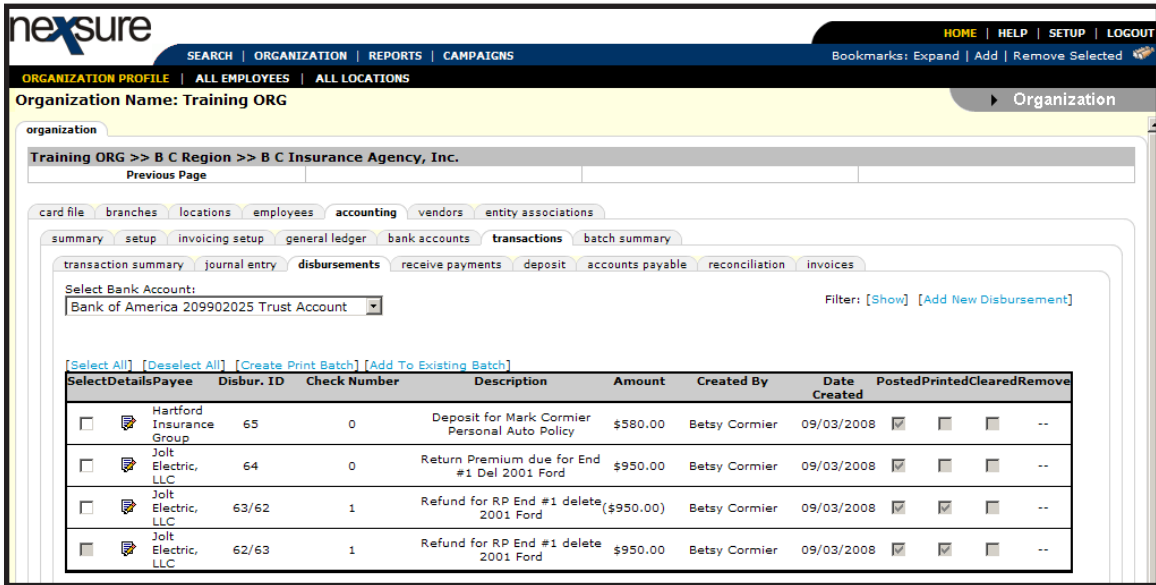
reconciliation

Reconciliation ID: 70	Receipt Total: \$0.00	Quick Navigation
Entity Type: Carrier	Disbursements Total: \$0.00	Header
Name: Safeco Insurance	Adjustments Total: \$0.00	Receipts/Disbursements
Posted: <input checked="" type="checkbox"/> 9/5/2008	Income/Receivable Total: \$0.00	Transactions - Agency Bill
	Payable Total: \$7,690.00	Transactions - Direct Bill
Date Created: 09/05/2008	Virtual Disbursement Total: \$7,690.00	Statement Entry
Created By: Betsy Cormier	Description: August 2008 Account Current	Unposted Invoices
		Adjustments
		Reconciliation Posting

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

Header
Receipts/Disbursements
Transactions - Agency Bill
Transactions - Direct Bill
Statement Entry
Unposted Invoices
Adjustments
Reconciliation Posting

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.



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

Select Entry:

Entity Type: Carrier

Enter at least 3 characters for Entity Name, Location Name, and/or Address and click search.

safe Search

Select Name:

Safeco Insurance (p)
 Safeco Insurance Co. of America (i
 Safeco Insurance Co. of Oregon (s
 Safeco Lloyds Insurance Co. (s)

Primary Name:
Safeco Insurance (p)

Select Address:
Safeco Plaza

Subordinate Carriers:
 [Select All] [Deselect All]

American States Insurance Co. Safeco Plaza
 Safeco Insurance Co. of America Safeco Plaza
 Safeco Insurance Co. of Oregon Safeco Plaza

Click OK to confirm selection. Cancel to return to summary.

OK
Cancel

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

disbursements

Disbursement ID: 79	Entity Type: Carrier
Posted: <input type="checkbox"/>	Payee: Safeco Insurance
Cleared: <input type="checkbox"/>	Bank Name: Bank of America
Date Booked:	Bank Account #: 209902025
	GL Account: 02.001.0000.000.00.100000 Trust Account
Date Created: 9/5/2008	Balance: \$148,470.00
Created By: Betsy Cormier	Disbursement Amount: \$0.00
	Estimated Balance: \$148,470.00
	Check #:
	Description:

Quick Navigation

- Disbursement Header
- General Ledger
- Accounts Payable
- Reconciliation
- Invoices
- Payment Advance
- Disbursement Posting

Disbursement Summary	Pay All Selected	Print	Post	Abort	Save	Add Row
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* indicates required field

Payee: Safeco Insurance
Safeco Plaza

Seattle, WA 98185

Date Booked: 9/5/2008

Disbursement Method: Check

Check #:

Nexsure Tip

Leave the Check # field blank to allow the system to assign the next available check # at the time of printing or enter a check # manually.

Description: (50 Char. Max) Safeco Stmt for Aug 2008 - Prints on memo of Check

Internal Note: (250 Char. Max) Any helpful note may be entered here.

disbursements

PAGE 410

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

Section	Description
<p>Disbursement Header</p>	<p>The Disbursement Header section is located at the top of the tab with a shaded background. It summarizes the entire disbursement.</p> <p><u>Header Definitions:</u></p> <ul style="list-style-type: none"> ➤ Disbursement ID: System-generated used to identify the disbursement. ➤ Entity Type: Identifies the type of disbursement. ➤ Payee: The name of the Entity selected for the disbursement. ➤ Date Posted: System generated date is the date the disbursement was actually posted. When posted the box will contain a check. ➤ 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. ➤ Date Created: System-generated disbursement creation date. ➤ Created By: The logged in User name is placed here at the point the disbursement is added. ➤ 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. ➤ Bank Number: The bank number the disbursement is being added is selected prior to adding the disbursement on the Disbursement Summary screen and displays here on the header. ➤ 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 that determines what displays in the header. ➤ Balance: The balance is the bank balance at the time the disbursement was added. ➤ Disbursement Amount: Once entries for the disbursement are made, the total of the disbursement amount is added to the header. ➤ Estimated Balance: The estimated balance shows the balance subtracting the amount of the disbursement from the balance at the time the disbursement was added. ➤ 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. ➤ Description: The description entered in the first description box on the disbursement displays here in the header when the Save link on the Navigation toolbar is selected.
<p>Quick Navigation</p>	<p>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.</p>
<p>Input Fields</p>	<p>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).</p>

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 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. Posting entries do not display until items have been included and/or entries have been 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.

disbursements

Disbursement ID: 79	Entity Type: Carrier
Posted: <input type="checkbox"/>	Payee: Safeco Insurance
Cleared: <input type="checkbox"/>	Bank Name: Bank of America
Date Booked: 9/5/2008	Bank Account #: 209902025
	GL Account: 02.001.0000.000.00.100000 Trust Account
Date Created: 9/5/2008	Balance: \$148,470.00
Created By: Betsy Cormier	Disbursement Amount: \$0.00
	Estimated Balance: \$148,470.00
	Check #:
	Description: Safeco Stmt for Aug 2008 - P...

Quick Navigation

- Disbursement Header
- General Ledger
- Accounts Payable
- Reconciliation
- Invoices
- Payment Advance
- Disbursement Posting

Disbursement Summary	Pay All Selected	Print	Post	Abort	Save	Add Row
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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.

Details	Name	Rec ID	Description	Debit Amount	Credit Amount	Date Created	Remove

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	Details	Name	Rec ID	Description	Debit	Credit	Date Created
<input type="checkbox"/>	-	Safeco Insurance	70	Reconciliation Clearing Acct	\$0.00	\$7,690.00	9/5/2008

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

Details	Name	Rec ID	Description	Debit Amount	Credit Amount	Date Created	Remove
<input checked="" type="checkbox"/>	-	Safeco Insurance	70	Reconciliation Clearing Acct	\$0.00	\$7,690.00	9/5/2008

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.

disbursements

Disbursement ID: 79	Entity Type: Carrier
Posted: <input type="checkbox"/>	Payee: Safeco Insurance
Cleared: <input type="checkbox"/>	Bank Name: Bank of America
Date Booked: 9/5/2008	Bank Account #: 209902025
	GL Account: 02.001.0000.000.00.100000 Trust Account
Date Created: 9/5/2008	Balance: \$148,470.00
Created By: Betsy Cormier	Disbursement Amount: \$7,690.00
	Estimated Balance: \$140,780.00
	Check #:
	Description: Safeco Stmt for Aug 2008 - P...

Quick Navigation

- Disbursement Header
- General Ledger**
- Accounts Payable
- Reconciliation
- Invoices
- Payment Advance
- Disbursement Posting

Disbursement Summary
Pay All Selected
Print
Post
Abort
Save
Add Row

General Ledger

Account Number	Description	Debit	Credit	1099	LID #	Remove
02.001.0000.000.00.100000 Trust Account	Safeco Stmt for Aug 2008 - Prints on memo of Check					
Totals:		\$0.00	\$0.00			

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

Disbursement ID: 79	Entity Type: Carrier
Posted: <input type="checkbox"/>	Payee: Safeco Insurance
Cleared: <input type="checkbox"/>	Bank Name: Bank of America
Date Booked: 9/5/2008	Bank Account #: 209902025
	GL Account: 02.001.0000.000.00.100000 Trust Account
Date Created: 9/5/2008	Balance: \$148,470.00
Created By: Betsy Cormier	Disbursement Amount: \$7,690.00
	Estimated Balance: \$140,780.00
	Check #:
	Description: Safeco Stmt for Aug 2008 - P...

Quick Navigation

- Disbursement Header
- General Ledger**
- Accounts Payable
- Reconciliation
- Invoices
- Payment Advance
- Disbursement Posting

Disbursement Summary
Pay All Selected
Print
Post
Abort
Save
Add Row

General Ledger

Account Number	Description	Debit	Credit	1099	LID #	Remove
02.001.0000.000.00.100000 Trust Account	Safeco Stmt for Aug 2008 - Prints on memo of Check					
	<input style="width: 100px;" type="text" value="Safeco Stmt for Aug"/> ...	0.00	0.00	<input type="checkbox"/>	...	0
Totals:		\$0.00	\$0.00			

Make certain to post the adjustment to the correct level by using the Branch, Department and Unit drop-down 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.

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.


Account Number	Description	Debit	Credit	1099	LID	#	Remove
02.001.0000.000.00.100000 Trust Account	Safeco Stmt for Aug 2008 - Prints on memo of Check						
02.001.0001.000.00.571000 - MV	Safeco Stmt for Aug	250.00	0.00			0	
Totals:		\$0.00	\$0.00				

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

The screenshot shows a software interface for disbursements. At the top, there are fields for Disbursement ID (79), Entity Type (Carrier), Payee (Safeco Insurance), Bank Name (Bank of America), Bank Account # (209902025), and GL Account (02.001.0000.000.00.100000 Trust Account). It also shows the date booked (9/5/2008), date created (9/5/2008), and created by (Betsy Cormier). A 'Quick Navigation' menu on the right lists options like Disbursement Header, General Ledger, Accounts Payable, Reconciliation, Invoices, Payment Advance, and Disbursement Posting. Below this is a 'Disbursement Posting' table:

Account Number	Account Description	Debit	Credit
02.001.0001.000.00.571000	MVR Fees	\$250.00	\$0.00
02.001.0000.000.00.110910	Reconciliation Clearing Acct	\$7,690.00	\$0.00
02.001.0000.000.00.100000	Trust Account	\$0.00	\$7,940.00
Total:		\$7,940.00	\$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.

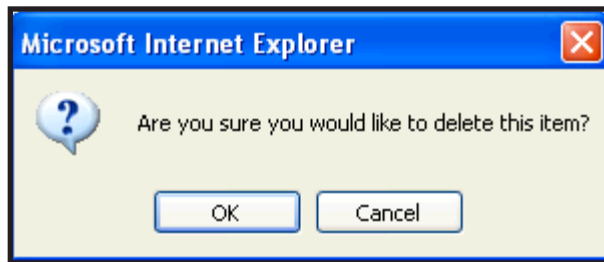
The screenshot shows the 'General Ledger' screen. It features a table with columns for Account Number, Description, Debit, Credit, 1099, LID #, and Remove. The table contains one entry:

Account Number	Description	Debit	Credit	1099	LID #	Remove
02.001.0000.000.00.100000 Trust Account	Safeco Stmt for Aug 2008 - Prints on memo of Check					

Below the table, there is a row for editing: [02.001.0001.000.00.571000 - MV] ... [Safeco Stmt for Aug] [250.00] [0.00] [] [] [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	Add Row
General Ledger												
Account Number	Description	Debit	Credit	1099	LID #	Remove						
02.001.0000.000.00.100000	Trust Account Safeco Stmt for Aug 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.

disbursements											
Disbursement ID: 79 Posted: <input type="checkbox"/> Cleared: <input type="checkbox"/> Date Booked: 9/5/2008 Date Created: 9/5/2008 Created By: Betsy Cormier					Entity Type: Carrier Payee: Safeco Insurance Bank Name: Bank of America Bank Account #: 209902025 GL Account: 02.001.0000.000.00.100000 Trust Account Balance: \$148,470.00 Disbursement Amount: \$7,690.00 Estimated Balance: \$140,780.00 Check #: Description: Safeco Stmt for Aug 2008 - P...					Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Invoices Payment Advance Disbursement Posting	
Disbursement Summary Pay All Selected Print Post Abort Save Add Row											
Search Filter: [Show]											
Agency Bill											
[Select All] [Deselect All]											
Select	Details	Date	Name	Invoice	Policy Number	Bill Type	Amount	Paid	Balance		
<input checked="" type="checkbox"/>		8/1/2008	Cormier Construction, Inc.	394	GL123456	Endorsement	\$39,770.00	\$0.00	\$39,770.00		
This Page Total:							\$39,770.00	\$0.00	\$39,770.00		
All Pages Total:							\$39,770.00	\$0.00	\$39,770.00		

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


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 selected or Cancel to return to reconciliation process.

OK
Cancel

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.

disbursements

Disbursement ID: 79	Entity Type: Carrier
Posted: <input type="checkbox"/>	Payee: Safeco Insurance
Cleared: <input type="checkbox"/>	Bank Name: Bank of America
Date Booked: 9/5/2008	Bank Account #: 209902025
	GL Account: 02.001.0000.000.00.100000 Trust Account
Date Created: 9/5/2008	Balance: \$148,470.00
Created By: Betsy Cormier	Disbursement Amount: \$47,460.00
	Estimated Balance: \$101,010.00
	Check #:
	Description: Safeco Stmt for Aug 2008 - P...

Quick Navigation

- Disbursement Header
- General Ledger
- Accounts Payable
- Reconciliation
- Invoices**
- Payment Advance
- Disbursement Posting

Disbursement Summary
Pay All Selected
Print
Post
Abort
Save
Add Row

Search Filter: [\[Show\]](#)

Agency Bill									
Select	Details	Date	Name	Invoice	Policy Number	Bill Type	Amount	Paid	Balance
<input checked="" type="checkbox"/>		8/1/2008	Cormier Construction, Inc.	394	GL123456	Endorsement	\$39,770.00	\$39,770.00	\$0.00
This Page Total:							\$39,770.00	\$39,770.00	\$0.00
All Pages Total:							\$39,770.00	\$39,770.00	\$0.00

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.

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

- Disbursement ID: 79
- Entity Type: Carrier
- Payee: Safeco Insurance
- Bank Name: Bank of America
- Bank Account #: 209902025
- GL Account: 02.001.0000.000.00.100000 Trust Account
- Date Booked: 9/5/2008
- Date Created: 9/5/2008
- Created By: Betsy Cormier
- Balance: \$148,470.00
- Disbursement Amount: \$47,460.00
- Estimated Balance: \$101,010.00
- Description: Safeco Stmt for Aug 2008 - P...

The 'Disbursement Posting' table is as follows:

Account Number	Account Description	Debit	Credit
02.001.0000.000.00.200000	Carrier Payable	\$39,770.00	\$0.00
02.001.0000.000.00.110910	Reconciliation Clearing Act	\$7,690.00	\$0.00
02.001.0000.000.00.100000	Trust Account	\$0.00	\$47,460.00
Total:		\$47,460.00	\$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.

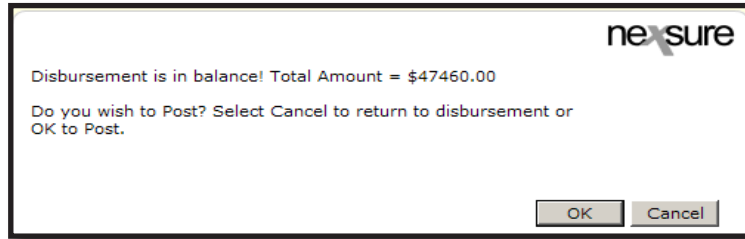
This screenshot is identical to the previous one, but the 'Abort' button in the navigation toolbar is highlighted, indicating the user's next action.

Posting the Disbursement and Printing the Check

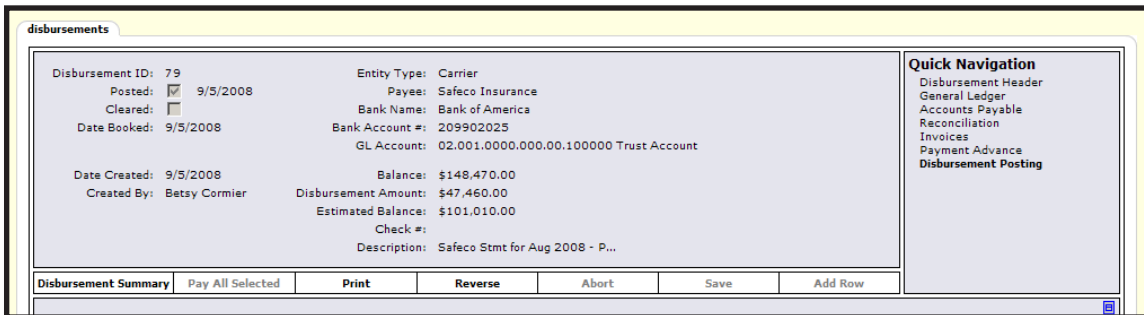
Checks cannot be printed until the disbursement is posted. To complete the process so the check may be printed, click the **Post** link on the Navigation toolbar.

This screenshot is identical to the previous ones, but the 'Post' button in the navigation toolbar is highlighted, indicating the user's next action.

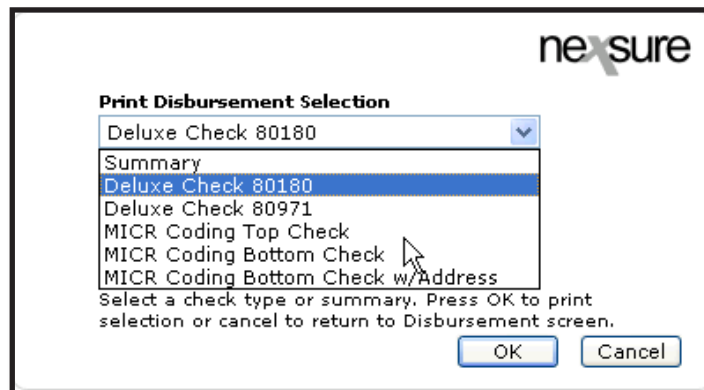
The **Post Disbursement** screen is displayed providing an opportunity to review the disbursement amount. If the disbursement is out of balance, a message is displayed advising of the out of balance. At that point correct the disbursement and post again. Once confirmed that the posting is correct, click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



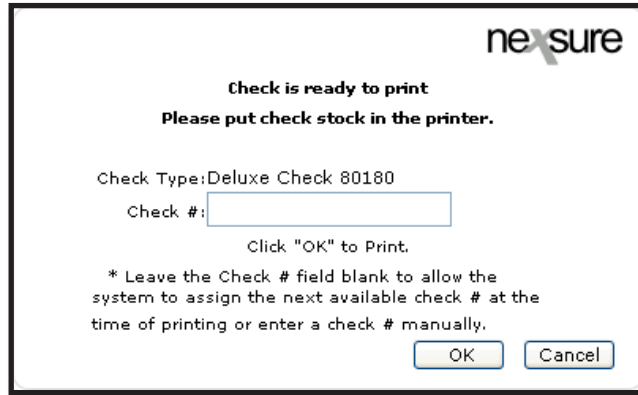
After the disbursement is posted the disbursement screen is refreshed and Post is no longer an option.




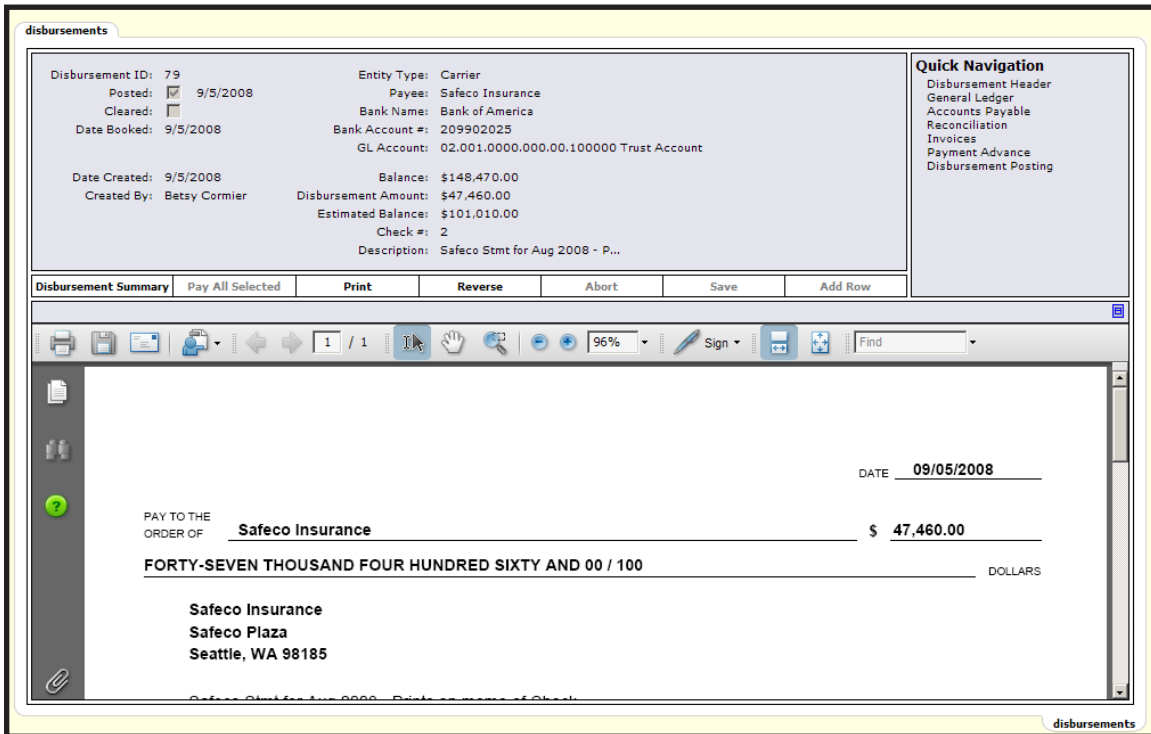
A check may be printed by clicking the **Print** link on the Navigation toolbar and selecting the check style from the drop-down box and clicking the **OK** button.



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.



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



DATE: 09/05/2008

PAY TO THE ORDER OF: **Safeco Insurance** \$ **47,460.00**

FORTY-SEVEN THOUSAND FOUR HUNDRED SIXTY AND 00/100 DOLLARS

Safeco Insurance
Safeco Plaza
Seattle, WA 98185

MEMO: Safeco Stmt for Aug 2008 - Prints on memo of Check

Invoice Date Booked	Client	Invoice No.	Policy No.	Amount	Paid
08/01/2008	Corvus Construction, Inc.	384	GL123456	\$36,770.00	\$36,770.00
Tax Authority/Carrier Reconciliation					
Date Booked	Reconc ID	Reference	Description	Amount	Paid
09/05/2008	79	August 2008 Account Current		\$7,690.00	\$7,690.00
Disbursement Total:				\$47,460.00	

Check Number: 2
Disbursement ID: 79

Safeco Insurance
Safeco Plaza
Seattle, WA 98185

Invoice Date Booked	Client	Invoice No.	Policy No.	Amount	Paid
08/01/2008	Corvus Construction, Inc.	384	GL123456	\$36,770.00	\$36,770.00
Tax Authority/Carrier Reconciliation					
Date Booked	Reconc ID	Reference	Description	Amount	Paid
09/05/2008	79	August 2008 Account Current		\$7,690.00	\$7,690.00
Disbursement Total:				\$47,460.00	

Check Number: 2
Disbursement ID: 79

Safeco Insurance
Safeco Plaza
Seattle, WA 98185

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.

disbursements

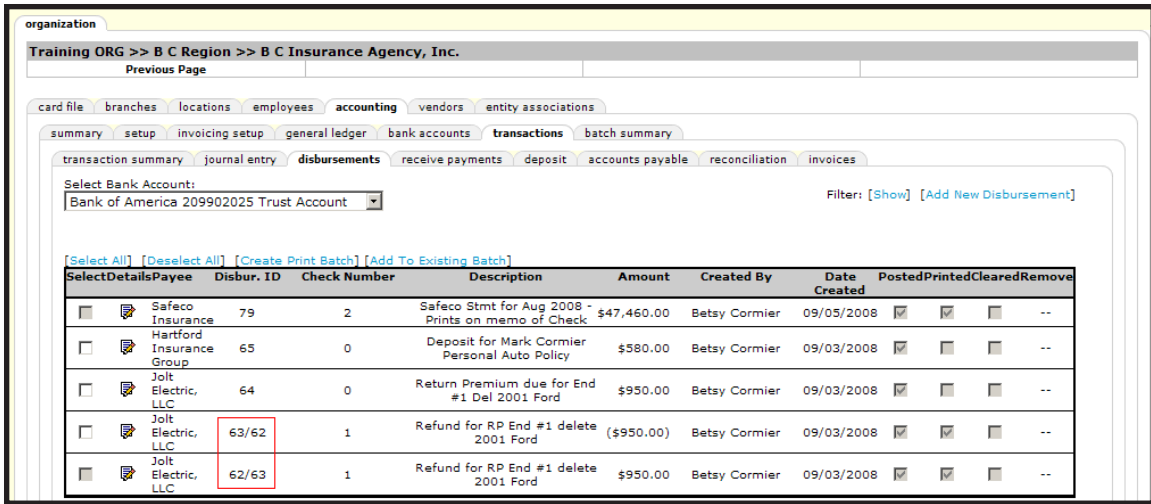
Disbursement ID: 79 Posted: <input checked="" type="checkbox"/> 9/5/2008 Cleared: <input type="checkbox"/> Date Booked: 9/5/2008 Date Created: 9/5/2008 Created By: Betsy Cormier	Entity Type: Carrier Payee: Safeco Insurance Bank Name: Bank of America Bank Account #: 209902025 GL Account: 02.001.0000.000.00.100000 Trust Account Balance: \$148,470.00 Disbursement Amount: \$47,460.00 Estimated Balance: \$101,010.00 Check #: Description: Safeco Stmt for Aug 2008 - P...
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Quick Navigation


- Disbursement Header
- General Ledger
- Accounts Payable
- Reconciliation
- Invoices
- Payment Advance
- Disbursement Posting**

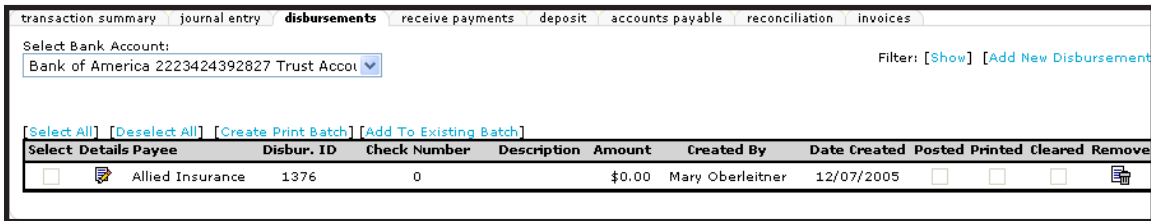
Disbursement Summary	Pay All Selected	Print	Reverse	Abort	Save	Add Row
----------------------	------------------	-------	---------	-------	------	---------

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.

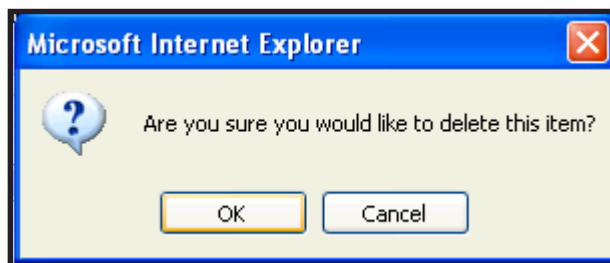


Removing Disbursements Not Posted

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




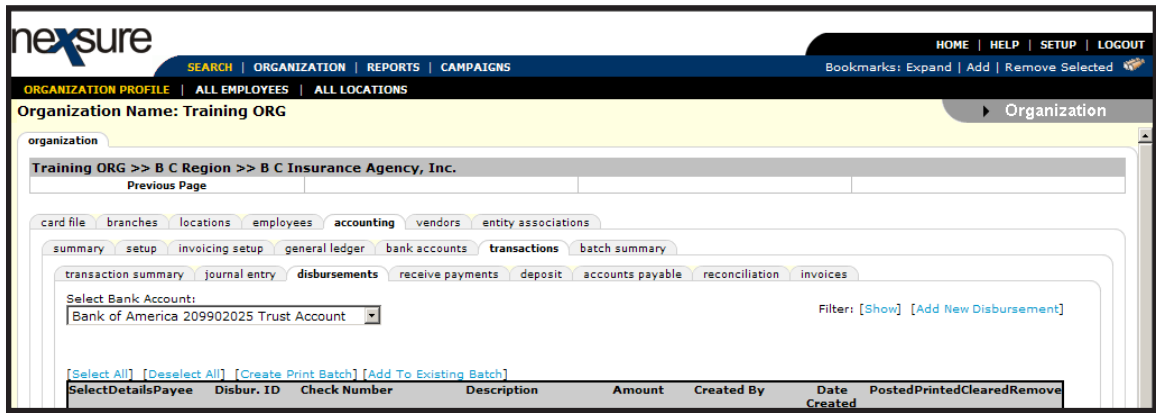
The abort confirmation is displayed allowing an opportunity to go back to the summary view without aborting the disbursement. To confirm the deletion, click the **OK** button. Clicking the **Abort** link on the disbursement itself works the same as removing from the summary screen.



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.



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 nexsure

Select Entry:

Entity Type:

Enter at least 3 characters for Entity Name, Location Name, and/or Address and click search.

Select Name:

- Hartford Accident and Indemnity C
- Hartford Casualty Insurance (s)
- Hartford Fire Insurance Company (
- Hartford Insurance Group (p)**

Primary Name:

Select Address:

Subordinate Carriers:

[Select All] [Deselect All]


- Hartford Accident and Indemnity Company One Hartford Plaza
- Hartford Casualty Insurance One Hartford Plaza
- Hartford Fire Insurance Company One Hartford Plaza

Click OK to confirm selection. Cancel to return to summary.

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

disbursements		Quick Navigation	
Disbursement ID: 80	Entity Type: Carrier	Disbursement Header General Ledger Accounts Payable Reconciliation Invoices Payment Advance Disbursement Posting	
Posted: <input type="checkbox"/>	Payee: Hartford Insurance Group		
Cleared: <input type="checkbox"/>	Bank Name: Bank of America		
Date Booked: 9/5/2008	Bank Account #: 209902025		
	GL Account: 02.001.0000.000.00.100000 Trust Account		
Date Created: 9/5/2008	Balance: \$101,010.00		
Created By: Betsy Cormier	Disbursement Amount: \$0.00		
	Estimated Balance: \$101,010.00		
	Check #:		
	Description: Hartford August 2008 Statement		
Disbursement Summary Pay All Selected Print Post Abort Save Add Row			
<p>* indicates required field</p> <p>Payee: Hartford Insurance Group One Hartford Plaza Hartford, CT 06155</p> <p>Date Booked: 9/5/2008</p> <p>Disbursement Method: Check</p> <p>Check #:</p> <p>Nexsure Tip Leave the Check # field blank to allow the system to assign the next available check # at the time of printing or enter a check # manually.</p> <p>Description: (50 Char. Max) Hartford August 2008 Statement</p> <p>Internal Note: (250 Char. Max) Issued check prior to reconciling. Must reconcile later.</p>			

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.

The screenshot shows the 'disbursements' window with the following details:

- Disbursement ID: 80
- Entity Type: Carrier
- Payee: Hartford Insurance Group
- Bank Name: Bank of America
- Bank Account #: 209902025
- GL Account: 02.001.0000.000.00.100000 Trust Account
- Date Booked: 9/5/2008
- Date Created: 9/5/2008
- Created By: Betsy Cormier

The 'Quick Navigation' menu includes: Disbursement Header, General Ledger, Accounts Payable, Reconciliation, Invoices, Payment Advance, and Disbursement Posting.

The 'Nexsure Accounting' search window is open, showing filters for Region (B C Region), Territory (B C Insurance Agency), and Classification (All). The search results list the following general ledger numbers:

- 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

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.

The screenshot shows the 'disbursements' window with the following details:

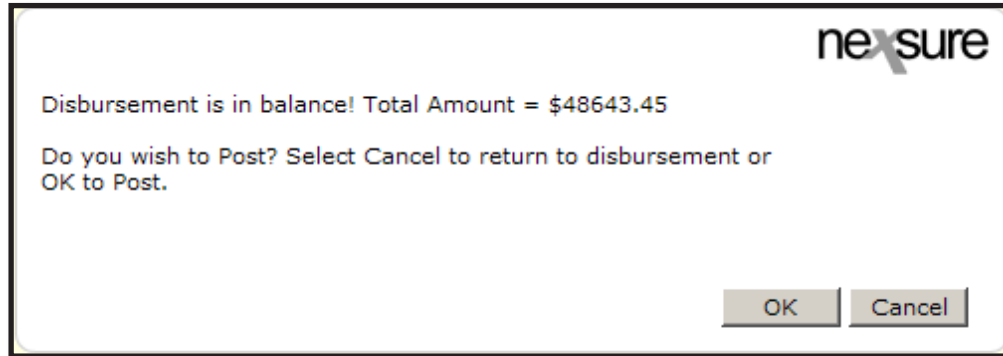
- Disbursement ID: 80
- Entity Type: Carrier
- Payee: Hartford Insurance Group
- Bank Name: Bank of America
- Bank Account #: 209902025
- GL Account: 02.001.0000.000.00.100000 Trust Account
- Date Booked: 9/5/2008
- Date Created: 9/5/2008
- Created By: Betsy Cormier
- Balance: \$101,010.00
- Disbursement Amount: \$0.00
- Estimated Balance: \$101,010.00
- Description: Hartford August 2008 Statement

The 'Quick Navigation' menu includes: Disbursement Header, General Ledger, Accounts Payable, Reconciliation, Invoices, Payment Advance, and Disbursement Posting.

The 'General Ledger' table is displayed with the following data:

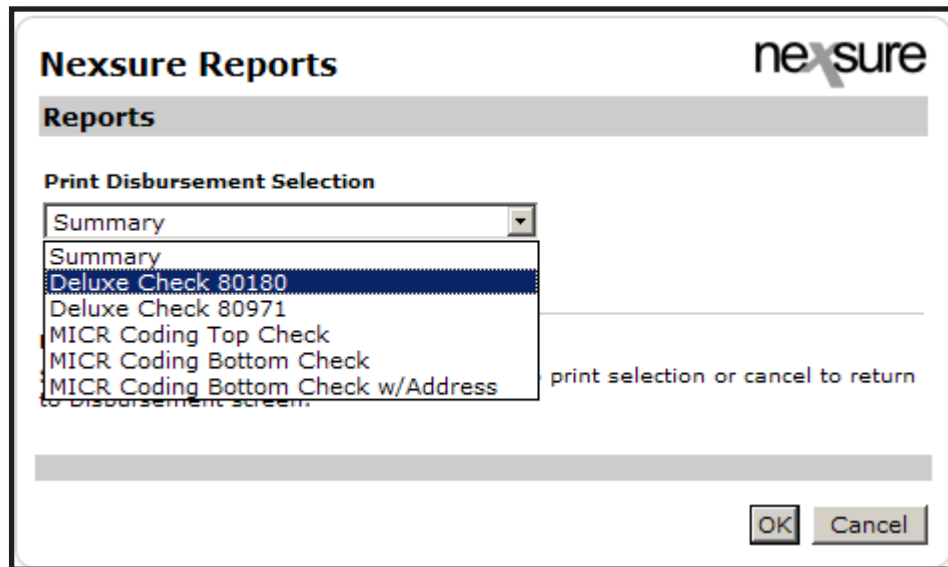
Account Number	Description	Debit	Credit	1099	LTD	#	Remove
02.001.0000.000.00.100000 Trust Account	Hartford August 2008 Statement		\$48,643.45				
02.001.0000.000.00.110910 - Rec	Hartford August 2008 Statement	48,643.45	0.00			0	
Totals:		48,643.45	48,643.45				

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.

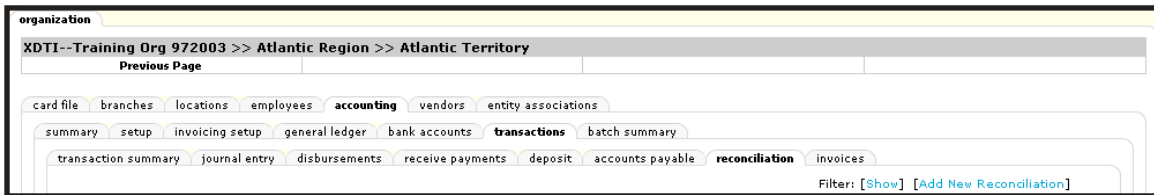
After clicking the **OK** button, the next screen shows the type of check selected and the check number field is empty. This field has no number in it if the check has not been previously printed or a check number was not entered on the disbursement header. A check number would not be entered normally 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.



Adding the Reconciliation for the Previously Entered Disbursement

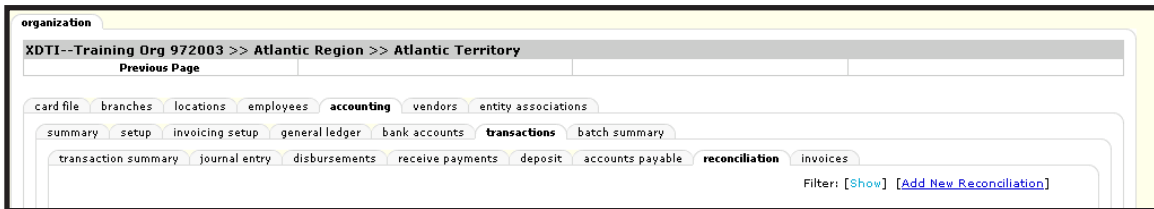
Navigating to the **reconciliation** tab is done by clicking the **ORGANIZATION** link on the **Primary** menu.

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.



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.



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.

Reconciliation nexsure

Select Entry:

Entity Type:

Enter at least 3 characters of the name and click search.

Select Name:

Safeco Insurance Company of Ame

Primary Name:

Select Address:

Subordinate Carriers:

[Select All] [Deselect All]

Safeco Insurance Company of America Safeco Plaza

Click OK to confirm selection. Cancel to return to summary.

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

Reconciliation ID: 780 Receipt Total: \$0.00
 Entity Type: Carrier Disbursements Total: \$0.00
 Name: Safeco Adjustments Total: \$0.00
 Posted: Income/Receivable Total: \$0.00
 Date Created: 12/19/2007 Payable Total: \$0.00
 Created By: Betsy Cormier

Description:

Quick Navigation

Header
 Receipts/Disbursements
 Transactions - Agency Bill
 Transactions - Direct Bill
 Statement Entry
 Unposted Invoices
 Adjustments
 Reconciliation Posting

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

Name: Safeco
 Safeco Plaza
 Seattle WA 98185

Date Booked: 12/19/2007

Description: (100 Char. Max) November 2007 Statement

Internal Note: (250 Char. Max)

reconciliation

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.

Reconciliation Summary Print Post Abort Save Add Row Delivery

Search Filter: [\[Show\]](#)

Showing Page 1 of 1 | 1 Total Rows: 1 Display: [Default \(10\)](#)

GL Unreconciled Funds Settlement								
Select	Date Booked	Type	Transaction ID #	Description	Original Amount	Balance	Amount	Remaining Balance
<input type="checkbox"/>	06/04/2010	Receipt	1572	May 2010 Statement	(\$3,000.00)	(\$3,000.00)	[]	(\$3,000.00)
This Page Total:					(\$3,000.00)	(\$3,000.00)	\$0.00	(\$3,000.00)
All Pages Total:					(\$3,000.00)	(\$3,000.00)	\$0.00	(\$3,000.00)
All Pages, Selected Entries Total:					\$0.00	\$0.00	\$0.00	\$0.00

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.

Reconciliation Summary | Print | Post | Abort | Save | Add Row | Delivery

Search Filter: [Hide]

Search Criteria

Type: --Please Select--
 Transaction ID:
 Description:
 Date Range: To:
 Original Amount:

Sort Order

Sort Field 1: Sort Order 1:
 Sort Field 2: Sort Order 2:

[Select All] [Deselect All] | Showing Page 1 of 1 | 1 Total Rows: 1 | Display: Default (10)

Select	Date Booked	Type	Transaction ID #	Description	Original Amount	Balance	Amount	Remaining Balance
<input checked="" type="checkbox"/>	06/04/2010	Receipt	1572	May 2010 Statement	(\$3,000.00)	(\$3,000.00)	-1,000.00	(\$2,000.00)
This Page Total:					(\$3,000.00)	(\$3,000.00)	(\$1,000.00)	(\$2,000.00)
All Pages Total:					(\$3,000.00)	(\$3,000.00)	(\$1,000.00)	(\$2,000.00)
All Pages, Selected Entries Total:					(\$3,000.00)	(\$3,000.00)	(\$1,000.00)	(\$2,000.00)

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

Reconciliation ID: 780
 Entity Type: Carrier
 Name: Safeco
 Posted:
 Date Created: 12/19/2007
 Created By: Betsy Cormier

Receipt Total: \$0.00
 Disbursements Total: \$4,799.40
 Adjustments Total: \$0.00
 Income/Receivable Total: \$0.00
 Payable Total: \$0.00
 Virtual Receipt Total: \$4,799.40
 Description: November 2007 Statement

Quick Navigation

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

Reconciliation Summary | Pay All Selected | Print | Post | Abort | Save | Add Row | Delivery

Search Filter: [Hide]

Region: B C Region | Branch:
 Territory: B C Territory | Department:
 Unit:
 Bill Method: Agency Bill | Date Type: Date Effective
 Business Type: All | Date Range: To: 11/30/2007
 Line of Business: 401K - Group, 401K - Individual, Accident - Individual, AD&D - Group | Amount Range: To:
 Policy Number:

Exclude all transactions where the effective date is after the search ending date.

All Paid Unpaid

Sort Field 1: Sort Order 1: Sort Field 2: Sort Order 2:

[Select All] [Deselect All]

Agency Bill

reconciliation

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.

reconciliation

Reconciliation ID: 780 Receipt Total: \$0.00
 Entity Type: Carrier Disbursements Total: \$4,799.40
 Name: Safeco Adjustments Total: \$0.00
 Posted: Income/Receivable Total: \$0.00
 Payable Total: \$0.00
 Date Created: 12/19/2007 Virtual Receipt Total: \$4,799.40
 Created By: Betsy Cormier Description: November 2007 Statement

Quick Navigation

Header
 Receipts/Disbursements
 Transactions - Agency Bill
 Transactions - Direct Bill
 Statement Entry
 Unposted Invoices
 Adjustments
 Reconciliation Posting

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

Search Filter: [\[Show\]](#)

◀ ◀ Showing page 1 of 2 ▶ ▶ 1 ▼ Display: 7 (Default) ▼

Agency Bill								
Select	Details	Date	Item ID	Name	Policy Number	Amount	Paid	Balance
<input type="checkbox"/>		7/1/2007	12114/-12119	Cormier Quick Stop, Inc.	Unassigned	\$25.00	\$0.00	\$25.00
<input type="checkbox"/>		9/10/2007	14366	Hudson Kennel Services, LLC	BOP234567	\$566.40	\$0.00	\$566.40
<input type="checkbox"/>		7/1/2007	12114/-12119	Cormier Quick Stop, Inc.	Unassigned	\$2,075.00	\$0.00	\$2,075.00
<input type="checkbox"/>		8/1/2007	12369	McDonough Bakery	BAC834798372	\$2,158.00	\$0.00	\$2,158.00
<input type="checkbox"/>		8/8/2007	12382	McDonough Bakery	BAC834798372	\$2,075.00	\$0.00	\$2,075.00
<input type="checkbox"/>		8/31/2007	12389	McDonough Bakery	BAC834798372	(\$4,150.00)	\$0.00	(\$4,150.00)
<input type="checkbox"/>		10/15/2007	13410	Cormier Construction	AGCleanup	(\$510.00)	\$0.00	(\$510.00)
This Page Total:						\$2,239.40	\$0.00	\$2,239.40
All Pages Total:						\$15,739.40	\$0.00	\$15,739.40

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.

reconciliation

Reconciliation ID: 780
 Entity Type: Carrier
 Name: Safeco
 Posted:
 Date Created: 12/19/2007
 Created By: Betsy Cormier

Receipt Total: \$0.00
 Disbursements Total: \$4,799.40
 Adjustments Total: \$0.00
 Income/Receivable Total: \$0.00
 Payable Total: \$0.00
 Virtual Receipt Total: \$4,799.40
 Description: November 2007 Statement

Quick Navigation

Header
 Receipts/Disbursements
Transactions - Agency Bill
 Transactions - Direct Bill
 Statement Entry
 Unposted Invoices
 Adjustments
 Reconciliation Posting

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

Search Filter: [\[Show\]](#)

Showing page 1 of 2 | 1 | Display: 7 (Default)

Agency Bill								
Select	Details	Date	Item ID	Name	Policy Number	Amount	Paid	Balance
<input checked="" type="checkbox"/>		9/10/2007	14366	Hudson Kennel Services, LLC	BOP234567	\$566.40	\$0.00	\$566.40
<input checked="" type="checkbox"/>		8/1/2007	12369	McDonough Bakery	BAC834798372	\$2,158.00	\$0.00	\$2,158.00
<input checked="" type="checkbox"/>		8/8/2007	12382	McDonough Bakery	BAC834798372	\$2,075.00	\$0.00	\$2,075.00
<input type="checkbox"/>		7/1/2007	12114/-12119	Cormier Quick Stop, Inc.	Unassigned	\$25.00	\$0.00	\$25.00
<input type="checkbox"/>		7/1/2007	12114/-12119	Cormier Quick Stop, Inc.	Unassigned	\$2,075.00	\$0.00	\$2,075.00
<input type="checkbox"/>		8/31/2007	12389	McDonough Bakery	BAC834798372	(\$4,150.00)	\$0.00	(\$4,150.00)
<input type="checkbox"/>		10/15/2007	13410	Cormier Construction	AGCleanup	(\$510.00)	\$0.00	(\$510.00)
This Page Total:						\$2,239.40	\$0.00	\$2,239.40
All Pages Total:						\$15,739.40	\$0.00	\$15,739.40

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

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 selected or Cancel to return to reconciliation process.

OK
Cancel

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.

reconciliation

Reconciliation ID: 780 Receipt Total: \$0.00
 Entity Type: Carrier Disbursements Total: \$4,799.40
 Name: Safeco Adjustments Total: \$0.00
 Posted: Income/Receivable Total: \$0.00
 Date Created: 12/19/2007 Payable Total: \$4,799.40
 Created By: Betsy Cormier

Description: November 2007 Statement

Quick Navigation

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

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

Search Filter: [\[Show\]](#)

Showing page 1 of 2 1 Display: 7 (Default)

Agency Bill							
Select	Details	Date	Item ID	Name	Policy Number	Amount	Balance
<input checked="" type="checkbox"/>		9/10/2007	14366	Hudson Kennel Services, LLC	BOP234567	\$566.40	\$0.00
<input checked="" type="checkbox"/>		8/1/2007	12369	McDonough Bakery	BAC834798372	\$2,158.00	\$0.00
<input checked="" type="checkbox"/>		8/8/2007	12382	McDonough Bakery	BAC834798372	\$2,075.00	\$0.00
<input type="checkbox"/>		7/1/2007	12114/-12119	Cormier Quick Stop, Inc.	Unassigned	\$25.00	\$25.00
<input type="checkbox"/>		7/1/2007	12114/-12119	Cormier Quick Stop, Inc.	Unassigned	\$2,075.00	\$2,075.00
<input type="checkbox"/>		8/31/2007	12389	McDonough Bakery	BAC834798372	(\$4,150.00)	(\$4,150.00)
<input type="checkbox"/>		10/15/2007	13410	Cormier Construction	AGCleanup	(\$510.00)	(\$510.00)
This Page Total:						\$2,239.40	\$4,799.40
All Pages Total:						\$15,739.40	\$10,940.00

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

reconciliation

Reconciliation ID: 780 Receipt Total: \$0.00
 Entity Type: Carrier Disbursements Total: \$4,799.40
 Name: Safeco Adjustments Total: \$0.00
 Posted: Income/Receivable Total: \$0.00
 Date Created: 12/19/2007 Payable Total: \$4,799.40
 Created By: Betsy Cormier

Description: November 2007 Statement

Quick Navigation


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

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

Reconciliation Details

Account Number	Account Description	Debit	Credit
70.001.0000.000.00.200000	Carrier Payable	\$2,158.00	\$0.00
70.001.0000.000.00.200000	Carrier Payable	\$2,075.00	\$0.00
70.001.0000.000.00.200000	Carrier Payable	\$566.40	\$0.00
70.001.0000.000.00.110910	Reconciliation Clearing Acct	\$0.00	\$4,799.40
Total:		\$4,799.40	\$4,799.40

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

Post Reconciliation


Receipts/Disbursements

Date Booked	Transaction	Remaining Balance	Amount Allocated
06/04/2010	Disbursement 1325	\$1,000.00	\$4,799.40
Total:		\$1,000.00	\$4,799.40

Adjustments

Total Adjustments: \$0.00

Agency Bill

Total Transactions: 2 Total Payable Amount Reconciled: \$4,799.40

Direct Bill

Total Items Selected: 0 Total Commission Amount Reconciled: \$0.00

Reconciliation 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	\$4,000.00	\$0.00
42.001.0000.000.00.110910	Reconciliation Clearing Acct	\$0.00	\$4,799.40

Click OK to proceed or Cancel to return to reconciliation.

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

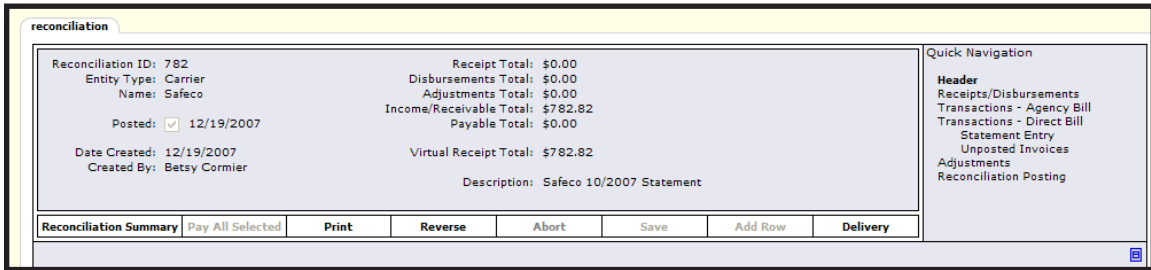
To confirm the accuracy of carrier statements, Nexsure provides the ability to compare posted invoices in Nexsure with the carrier statement. To add the Reconciliation worksheet, see the Carrier Payable section in this chapter on **Reconciling Carrier Statements Prior to Check Issuance**.

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.

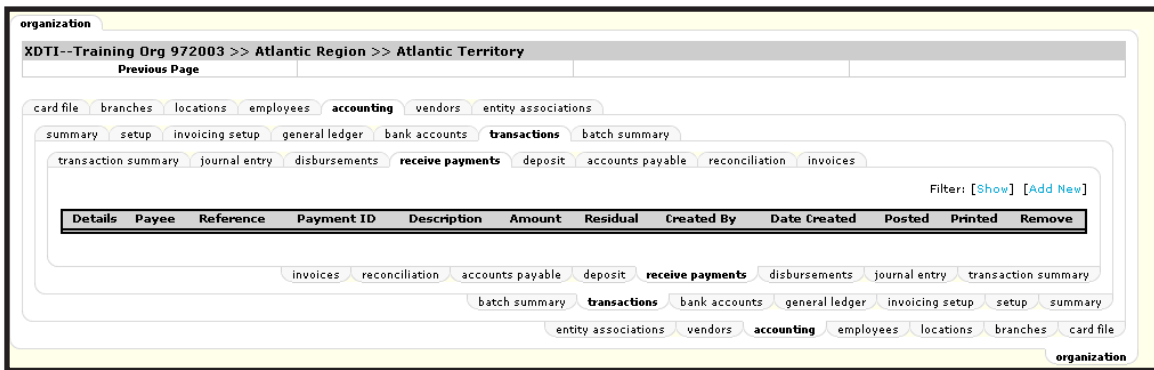
Follow the remaining steps for the Carrier Payable Reconciliation. If the carrier has sent a check with the statement, once all items have been included in the worksheet the Virtual Receipt Amount in the header should show the amount matching payment if all steps were followed correctly. Post the worksheet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



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.



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.

Select Entity nexsure

Entity Type: Carrier

Enter at least 3 characters for Entity Name, Location Name, and/or Address and click search.

safe Search

Select Name:

Safeco (p)
Safeco Insurance Company of Ame

Primary Name:
Safeco Insurance Company of Ame

Select Address:
Safeco Plaza

Subordinate Carriers:
[Select All] [Deselect All]

Safeco Insurance Company of America Safeco Plaza

Click OK to confirm selection. Cancel to return to summary.

OK Cancel

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

The screenshot shows a software interface for entering payment details. It is divided into three main sections:

- Payments Received Header:** A shaded area at the top containing fields for Payment ID (918), Entity Type (Carrier), Name (Safeco), Payment Type (Check), Date Booked (12/19/2007), Date Created (12/19/2007), Created By (Betsy Cormier), Reference #, and Description.
- Quick Navigation:** A panel on the right with links for Payment Header, General Ledger, Accounts Payable, Reconciliation, and Receive Payment Posting.
- Input Fields:** A central area with a toolbar (Pay All Selected, Print, Post, Abort, Save, Add Row) and a form for entering details like Payee (Safeco, Safeco Plaza, Seattle, WA 98185), Date Booked (12/19/2007), Payment Type (Check), Reference # (2879), Payment Amount (782.82), and Description (Safeco 11/2007 Stateme).

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

Section	Description
<p>Payments Received Header</p>	<p>The Payments Received Header section is located at the top of the tab with a shaded background. It summarizes the entire payment.</p> <p><u>Header Definitions:</u></p> <ul style="list-style-type: none"> ➤ Payment ID: System-generated used to identify the payment. ➤ Entity Type: Identifies the type of payment. ➤ Name: The name of the Entity the payment is from. ➤ Posted: System generated date is the date the reconciliation was actually posted. When posted the box will contain a check. ➤ Processed: Not in use at this time. ➤ Date Booked: This is entered by the User and is the date the entry will be posted to. ➤ Date Created: System-generated payment creation date. ➤ Created By: The logged in User name is placed here at the point the payment is added. ➤ 3rd Party Type: Not in use at this time. ➤ Payment Type: Displays the type of payment selected when adding the payment. ➤ 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. ➤ 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. ➤ Description: The description entered in the first description box on the payment header displays here in the header when the Save link on the Navigation toolbar is selected.

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 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. Selecting a reconciliation worksheet in a payment will reduce the reconciliation clearing account for the selected reconciliation amount.
Receive Payment Posting	Contains all the General Ledger entries that are generated for the selected payment. Posting entries do not display until items have been included and/or entries have been 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.

payments received

Payment ID: 918	Entity Type: Carrier	Quick Navigation Payment Header General Ledger Accounts Payable Reconciliation Receive Payment Posting
Posted: <input type="checkbox"/>	Name: Safeco	
Date Booked: 12/19/2007	Payment Type: Check	
Date Created: 12/19/2007	Payment Amount: \$782.82	
Created By: Betsy Cormier		
Reference #: 2879		
Description: Safeco 11/2007 Statement		

Reconcilia <https://nexweb24.nexsure.com/?EntityTypeID=7&ReceiptID=918&PGID=50> - Add Reconciliation - Windows Inter... [Add new]

Details [Remove]

[Select All] [Deselect All]

Select	Details	Name	Rec ID	Description	Amount	Debit	Credit	Date Created
<input checked="" type="checkbox"/>	--		782	Reconciliation Clearing Acct	\$782.82	\$0.00		12/19/2007

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.

payments received

Payment ID: 918	Entity Type: Carrier	Quick Navigation Payment Header General Ledger Accounts Payable Reconciliation Receive Payment Posting
Posted: <input type="checkbox"/>	Name: Safeco	
Date Booked: 12/19/2007	Payment Type: Check	
Date Created: 12/19/2007	Payment Amount: \$782.82	
Created By: Betsy Cormier		
Reference #: 2879		
Description: Safeco 11/2007 Statement		

Account Number	Account Description	Debit	Credit
70.001.0000.000.00.110910	Reconciliation Clearing Acct	\$0.00	\$782.82
70.001.0000.000.00.110900	Undeposited Funds	\$782.82	\$0.00
Total:		\$782.82	\$782.82


Aborting the Payment

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

payments received						
Payment ID: 918 Posted: <input type="checkbox"/> Date Booked: 12/19/2007 Date Created: 12/19/2007 Created By: Betsy Cormier Reference #: 2879 Description: Safeco 11/2007 Statement				Entity Type: Carrier Name: Safeco Payment Type: Check Payment Amount: \$782.82		Quick Navigation Payment Header General Ledger Accounts Payable Reconciliation Receive Payment Posting
Payment Summary	Pay All Selected	Print	Post	Abort	Save	

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.

	
Payment is in balance! Total Amount = \$782.82 Assign Credit Amount = \$0.00	
Click OK to post, or Cancel to return to previous screen.	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

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

payments received						
Payment ID: 918 Posted: <input checked="" type="checkbox"/> 12/19/2007 Date Booked: 12/19/2007 Date Created: 12/19/2007 Created By: Betsy Cormier Reference #: 2879 Description: Safeco 11/2007 Statement				Entity Type: Carrier Name: Safeco Payment Type: Check Payment Amount: \$782.82		Quick Navigation Payment Header General Ledger Accounts Payable Reconciliation Receive Payment Posting
Payment Summary	Pay All Selected	Print	Reverse	Assign Credit	Save	


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	Entity Type: Carrier
Posted: <input checked="" type="checkbox"/> 12/12/2005	Name: Allied Insurance
Processed:	3rd Party Type:
Date Booked: 12/12/2005	Payment Type: Check
Date Created: 12/12/2005	Payment Amount: \$4,000.00
Created By: Mary Oberleitner	
Reference #: Ck#987	
Description: Allied Oct. 05 Stmt	

Payment Summary	Pay All Selected	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.

organization

XDTI--Training Org 972003 >> Atlantic Region >> Atlantic Territory



Previous Page

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

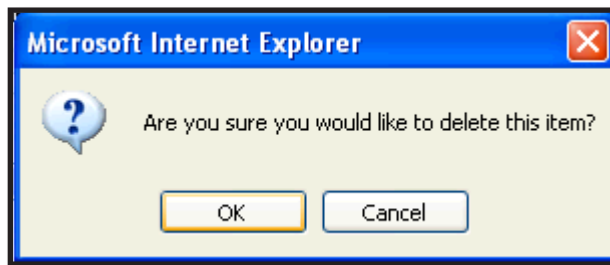
summary | setup | invoicing setup | general ledger | bank accounts | **transactions** | batch summary

transaction summary | journal entry | disbursements | **receive payments** | deposit | accounts payable | reconciliation | invoices

Filter: [Show] [Add New]


Details	Payee	Reference	Payment ID	Description	Amount	Residual	Created By	Date Created	Posted	Printed	Remove
	Mason Electric	Ck#	1288	payment on account	\$300.00	\$0.00	Mary Oberleitner	9/23/2005	<input type="checkbox"/>	<input type="checkbox"/>	

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.

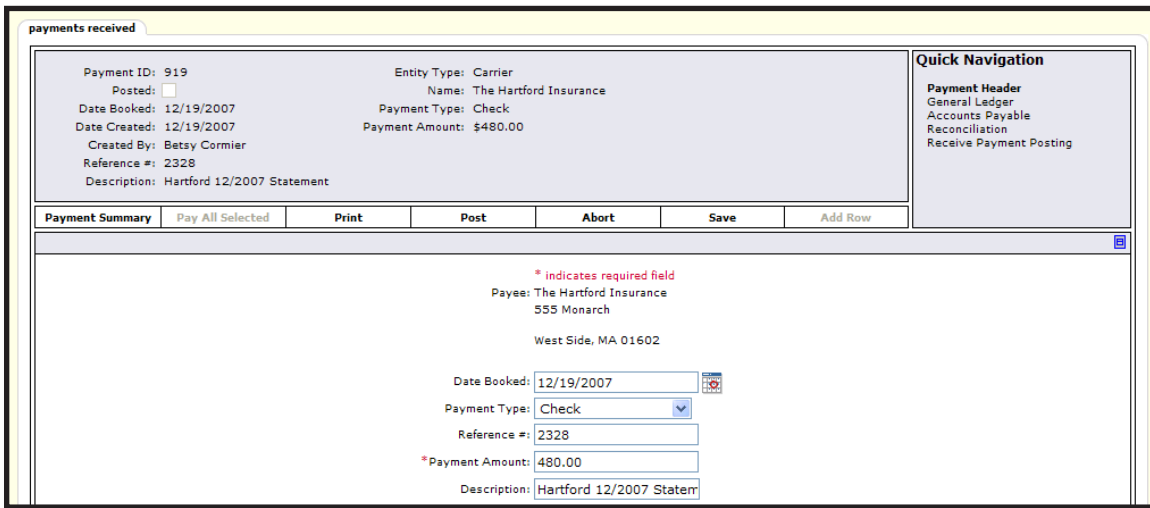


Receiving the Payment Prior to Reconciling the Carrier Statement

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.



The screenshot shows the 'payments received' screen with the following details:


- Payment ID: 919
- Posted:
- Date Booked: 12/19/2007
- Date Created: 12/19/2007
- Created By: Betsy Cormier
- Reference #: 2328
- Description: Hartford 12/2007 Statement
- Entity Type: Carrier
- Name: The Hartford Insurance
- Payment Type: Check
- Payment Amount: \$480.00

Quick Navigation links: Payment Header, General Ledger, Accounts Payable, Reconciliation, Receive Payment Posting.

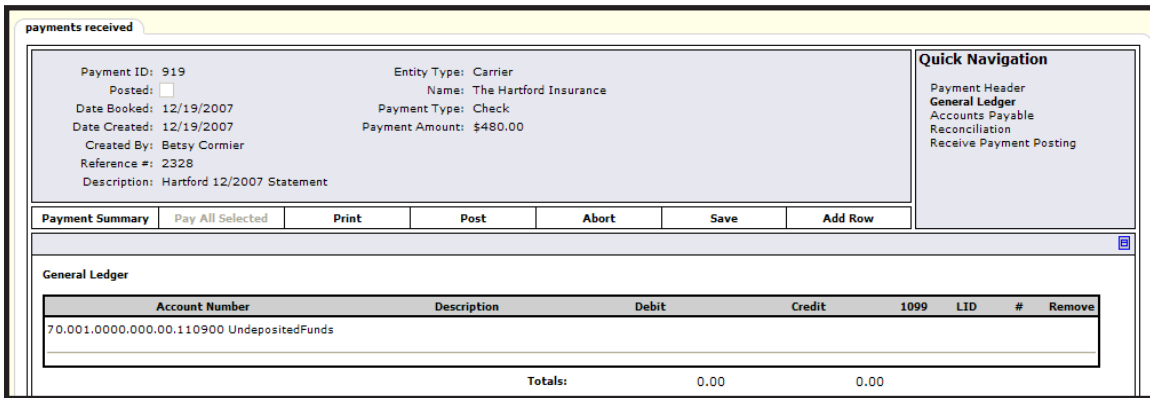
Navigation toolbar: Payment Summary, Pay All Selected, Print, Post, Abort, Save, Add Row.

Payee: The Hartford Insurance
555 Monarch
West Side, MA 01602

Date Booked: 12/19/2007
Payment Type: Check
Reference #: 2328
* Payment Amount: 480.00
Description: Hartford 12/2007 Statem

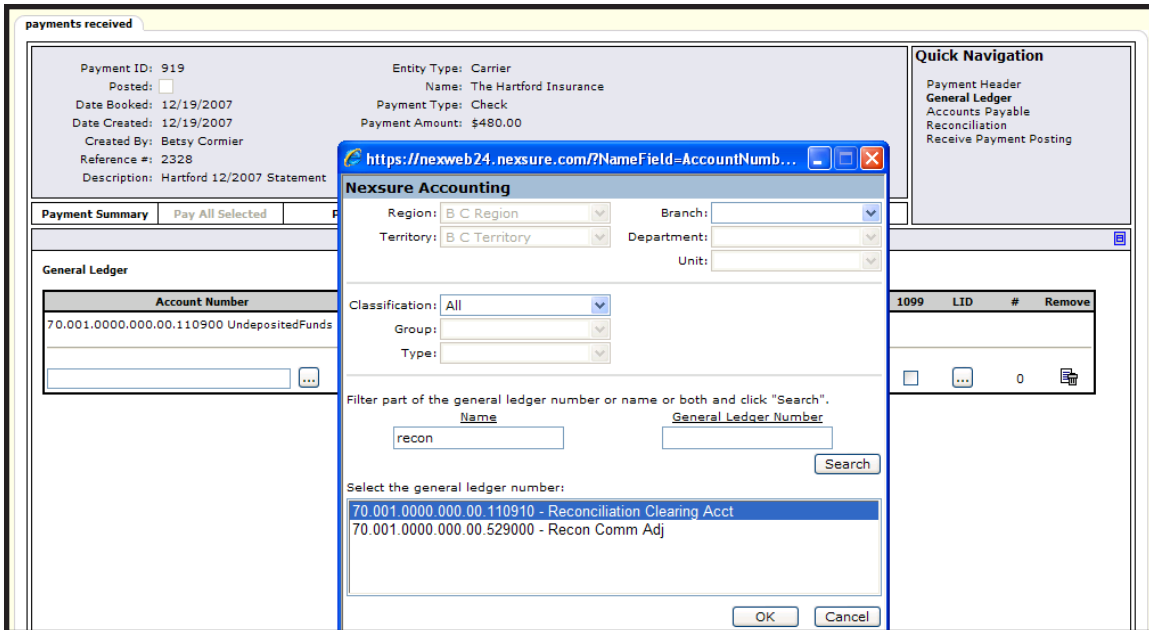
To offset the amount of the payment to the Reconciliation Clearing account, click the **Quick Navigation > General Ledger** link located on the right side of the screen to bring up the General Ledger screen. Click the **Add Row** link located on the Navigation toolbar. Click the **Ellipsis**  button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

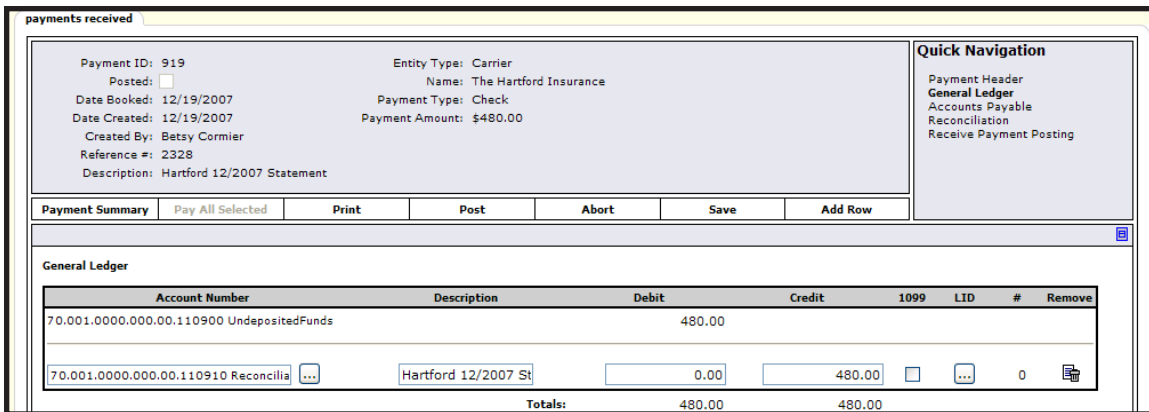


The screenshot shows the 'General Ledger' screen with the following table:

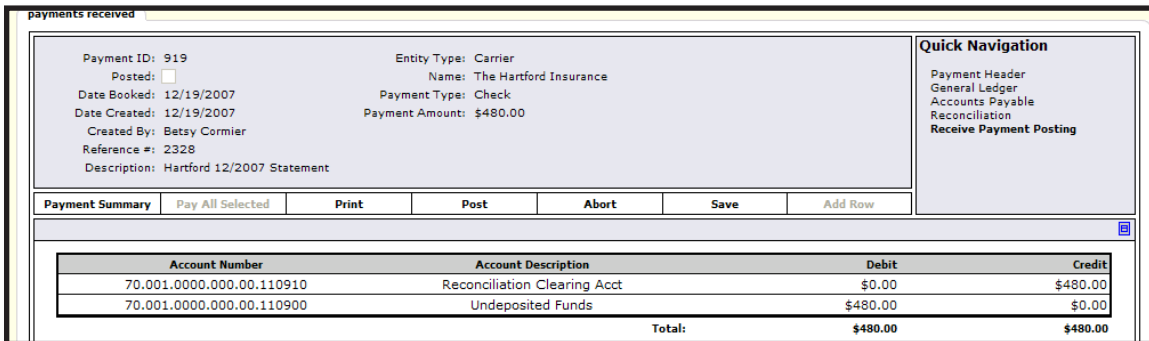
Account Number	Description	Debit	Credit	1099	LID	#	Remove
70.001.0000.000.00.110900	UndepositedFunds						
Totals:		0.00	0.00				



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.



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.



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.

Reconciliation Summary		Print	Post	Abort	Save	Add Row	Delivery																																																
<div style="text-align: right;">Search Filter: [Show]</div> <div style="text-align: center;"> [Select All] [Deselect All] << Showing Page 1 of 1 >> 1 Total Rows: 1 Display: [Default (10)] </div> <table border="1"> <thead> <tr> <th colspan="8">GL Unreconciled Funds Settlement</th> </tr> <tr> <th>Select</th> <th>Date Booked</th> <th>Type</th> <th>Transaction ID #</th> <th>Description</th> <th>Original Amount</th> <th>Balance</th> <th>Remaining Balance</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>06/04/2010</td> <td>Receipt</td> <td>1572</td> <td>May 2010 Statement</td> <td>(\$3,000.00)</td> <td>(\$3,000.00)</td> <td>(\$3,000.00)</td> </tr> <tr> <td colspan="5" style="text-align: right;">This Page Total:</td> <td>(\$3,000.00)</td> <td>(\$3,000.00)</td> <td>\$0.00</td> </tr> <tr> <td colspan="5" style="text-align: right;">All Pages Total:</td> <td>(\$3,000.00)</td> <td>(\$3,000.00)</td> <td>\$0.00</td> </tr> <tr> <td colspan="5" style="text-align: right;">All Pages, Selected Entries Total:</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> </tbody> </table>								GL Unreconciled Funds Settlement								Select	Date Booked	Type	Transaction ID #	Description	Original Amount	Balance	Remaining Balance	<input type="checkbox"/>	06/04/2010	Receipt	1572	May 2010 Statement	(\$3,000.00)	(\$3,000.00)	(\$3,000.00)	This Page Total:					(\$3,000.00)	(\$3,000.00)	\$0.00	All Pages Total:					(\$3,000.00)	(\$3,000.00)	\$0.00	All Pages, Selected Entries Total:					\$0.00	\$0.00	\$0.00
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After adding the Receipt and invoices, click the **Reconciliation Posting** link on the right side of the screen to see account posting.

reconciliation		Quick Navigation																																																																	
Reconciliation ID: 785 Entity Type: Carrier Name: The Hartford Insurance Posted: <input type="checkbox"/> Date Created: 12/19/2007 Created By: Betsy Cormier	Receipt Total: \$480.00 Disbursements Total: \$0.00 Adjustments Total: \$0.00 Income/Receivable Total: \$480.00 Payable Total: \$0.00	Header Receipts/Disbursements Transactions - Agency Bill Transactions - Direct Bill Statement Entry Unposted Invoices Adjustments Reconciliation Posting																																																																	
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Reconciliation Details <table border="1"> <thead> <tr> <th>Account Number</th> <th>Account Description</th> <th>Debit</th> <th>Credit</th> </tr> </thead> <tbody> <tr><td>70.001.0000.000.00.110800</td><td>DB Comm Receivable</td><td>\$0.00</td><td>\$200.00</td></tr> <tr><td>70.001.0000.000.00.110800</td><td>DB Comm Receivable</td><td>\$0.00</td><td>\$40.00</td></tr> <tr><td>70.001.0000.000.00.110800</td><td>DB Comm Receivable</td><td>\$0.00</td><td>\$240.00</td></tr> <tr><td>70.001.0000.000.00.112040</td><td>Direct Bill Comm Unearned Inc</td><td>\$200.00</td><td>\$0.00</td></tr> <tr><td>70.001.0000.000.00.112040</td><td>Direct Bill Comm Unearned Inc</td><td>\$40.00</td><td>\$0.00</td></tr> <tr><td>70.001.0000.000.00.112040</td><td>Direct Bill Comm Unearned Inc</td><td>\$240.00</td><td>\$0.00</td></tr> <tr><td>70.001.0001.001.00.410000</td><td>Direct Bill Income</td><td>\$0.00</td><td>\$200.00</td></tr> <tr><td>70.001.0001.001.00.410000</td><td>Direct Bill Income</td><td>\$0.00</td><td>\$40.00</td></tr> <tr><td>70.001.0001.001.00.410000</td><td>Direct Bill Income</td><td>\$0.00</td><td>\$240.00</td></tr> <tr><td>70.001.0001.001.00.500000</td><td>People Comm Expense</td><td>\$80.00</td><td>\$0.00</td></tr> <tr><td>70.001.0001.001.00.500000</td><td>People Comm Expense</td><td>\$16.00</td><td>\$0.00</td></tr> <tr><td>70.001.0000.000.00.201000</td><td>People Comm Payable-Due</td><td>\$0.00</td><td>\$80.00</td></tr> <tr><td>70.001.0000.000.00.201000</td><td>People Comm Payable-Due</td><td>\$0.00</td><td>\$16.00</td></tr> <tr><td>70.001.0000.000.00.110910</td><td>Reconciliation Clearing Acct</td><td>\$480.00</td><td>\$0.00</td></tr> <tr> <td colspan="2" style="text-align: right;">Total:</td> <td>\$1,056.00</td> <td>\$1,056.00</td> </tr> </tbody> </table>				Account Number	Account Description	Debit	Credit	70.001.0000.000.00.110800	DB Comm Receivable	\$0.00	\$200.00	70.001.0000.000.00.110800	DB Comm Receivable	\$0.00	\$40.00	70.001.0000.000.00.110800	DB Comm Receivable	\$0.00	\$240.00	70.001.0000.000.00.112040	Direct Bill Comm Unearned Inc	\$200.00	\$0.00	70.001.0000.000.00.112040	Direct Bill Comm Unearned Inc	\$40.00	\$0.00	70.001.0000.000.00.112040	Direct Bill Comm Unearned Inc	\$240.00	\$0.00	70.001.0001.001.00.410000	Direct Bill Income	\$0.00	\$200.00	70.001.0001.001.00.410000	Direct Bill Income	\$0.00	\$40.00	70.001.0001.001.00.410000	Direct Bill Income	\$0.00	\$240.00	70.001.0001.001.00.500000	People Comm Expense	\$80.00	\$0.00	70.001.0001.001.00.500000	People Comm Expense	\$16.00	\$0.00	70.001.0000.000.00.201000	People Comm Payable-Due	\$0.00	\$80.00	70.001.0000.000.00.201000	People Comm Payable-Due	\$0.00	\$16.00	70.001.0000.000.00.110910	Reconciliation Clearing Acct	\$480.00	\$0.00	Total:		\$1,056.00	\$1,056.00
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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.

reconciliation

Reconciliation ID: 786 Receipt Total: \$0.00
 Entity Type: Carrier Disbursements Total: \$0.00
 Name: Safeco Adjustments Total: \$0.00
 Income/Receivable Total: \$0.00
 Posted: Payable Total: \$0.00

Date Created: 12/19/2007
 Created By: Betsy Cormier

Description: December DB Statement

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

Reconciliation Summary Create Invoices Print Create/Pay All Abort Save Add Row Delivery

Search Filter: [Show]

[Select All] [Deselect All] << Showing Page 1 of 1 >> 1 Display: Default (5)

Add Carrier Statement Transactions

Select	Name: Client Bill To	Policy # (LOB)	Policy: Mode Status	Eff Date	Premiums: Billed Estimated	Premium Paid	Rate Type	Rate	Agency Comm Billed Estimated	Commission Paid	Bill Type	Other
<input type="checkbox"/>	Betsy Cormier	ClaimPolicy (PROPC)	New In Force	11/01/2007	\$0.00 \$0.00	0.00	% of Premium	20.00	\$0.00 \$0.00	0.00	Term Policy	
<input type="checkbox"/>	Betsy Cormier	NYAUTOID (CAUTO)	New In Force	11/27/2007	\$0.00 \$0.00	0.00	% of Premium	17.00	\$0.00 \$0.00	0.00	Term Policy	
<input type="checkbox"/>	Betsy Cormier	TestPhone (CAUTO)	New Bound	11/02/2007	\$0.00 \$0.00	0.00	% of Premium	17.00	\$0.00 \$0.00	0.00	Term Policy	
<input type="checkbox"/>	Betsy Cormier	TestPolicyCov (CAUTO)	New Bound	11/12/2007	\$0.00 \$0.00	0.00	% of Premium	17.00	\$0.00 \$0.00	0.00	Endorsement	
<input type="checkbox"/>	Betsy Cormier	TimeZone (CAUTO)	New Bound	11/01/2007	\$0.00 \$0.00	0.00	% of Premium	17.00	\$0.00 \$0.00	0.00	Term Policy	

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

Reconciliation ID: 786 Receipt Total: \$0.00
 Entity Type: Carrier Disbursements Total: \$0.00
 Name: Safeco Adjustments Total: \$0.00
 Income/Receivable Total: \$0.00
 Posted: Payable Total: \$0.00

Date Created: 12/19/2007
 Created By: Betsy Cormier

Description: December DB Statement

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

Reconciliation Summary Create Invoices Print Create/Pay All Abort Save Add Row Delivery

Search Filter: [Hide]

Region: B C Region Branch:

Territory: B C Territory Department:

Bill Method: Direct Bill Date Type: Coverage Term Effect

Business Type: All Date Range: 12/1/2007 To: 12/31/2007

Line of Business: 401K - Group
 401K - Individual
 Accident - Individual
 AD&D - Group

Amount Type: Premium Amount Range: To:

Name:

Policy Number:

Policy Mode: All Policy Status: All

Include Policies In History
 Include Selected Items

Sort Field 1: Client Name Sort Order 1: Ascending Sort Field 2: Policy Number Sort Order 2: Ascending

Search 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 the drop-down box to select the specific Branch. If the 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 is selected. The reason is that the Departments are added at each specific Branch and the Unit is added to specific Departments. If the reconciliation search results are for a specific Department and Unit, first choose the 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 Type drop-down box to return policies by Premium or Commission per line 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. Use the drop-down box to choose from All, Benefits, Bonds, Commercial Lines, Financial Services, Personal Lines.
Lines of Business	If looking for policies 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.
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 in a particular order. The sort 1 will be the first sort and sort 2 the sub sort.

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

reconciliation

Reconciliation ID: 786
 Entity Type: Carrier
 Name: Safeco
 Posted:
 Date Created: 12/19/2007
 Created By: Betsy Cormier

Receipt Total: \$0.00
 Disbursements Total: \$0.00
 Adjustments Total: \$0.00
 Income/Receivable Total: \$0.00
 Payable Total: \$0.00

Description: December DB Statement

Quick Navigation

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

Reconciliation Summary
Create Invoices
Print
Create/Pay All
Abort
Save
Add Row
Delivery

Search Filter: [Show]

[Select All] [Deselect All] << Showing Page 1 of 1 >> 1 Display: Default (3)

Select	Name: Client Bill To	Policy # (LOB)	Policy: Mode Status	Eff Date	Premiums: Billed Estimated	Premium Paid	Rate Type	Rate	Agency Comm Billed Estimated	Commission Paid	Bill Type	Oth Com
<input type="checkbox"/>	Hudson Electric Supply, Inc.	GL123456 (CGL)	New In Force	12/19/2007	\$0.00 \$4,560.00	4,560.00	% of Premium	12.00	\$0.00 \$547.20	547.20	Term Policy	
<input type="checkbox"/>	Hudson Kennel Services, LLC	WC987654 (WORK)	New In Force	12/19/2007	\$0.00 \$1,850.00	1,850.00	% of Premium	10.00	\$0.00 \$185.00	185.00	Term Policy	
<input type="checkbox"/>	Jason Bourne	HO124356 (HOME)	New In Force	12/19/2007	\$0.00 \$850.00	850.00	% of Premium	20.00	\$0.00 \$170.00	170.00	Term Policy	
This Page Total						Premium Paid: \$7,260.00	This Page Total					
All Pages Total						Premium Paid: \$7,260.00	Commission Paid: \$902.20					
							All Pages Total					
							Commission Paid: \$902.20					

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 (PAUTO)	New Rewritten	11/06/2007	\$600.00 \$600.00	600.00	% of Premium	12.00	\$72.00 \$72.00	72.00	Endorsement
SAF32198431 (PAUTO)	(H)New Rewritten	11/01/2007	\$750.00 \$600.00	600.00	Flat				Term Policy
SAF32198431 (PAUTO)	(H)New Rewritten	11/01/2007	\$750.00 \$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.

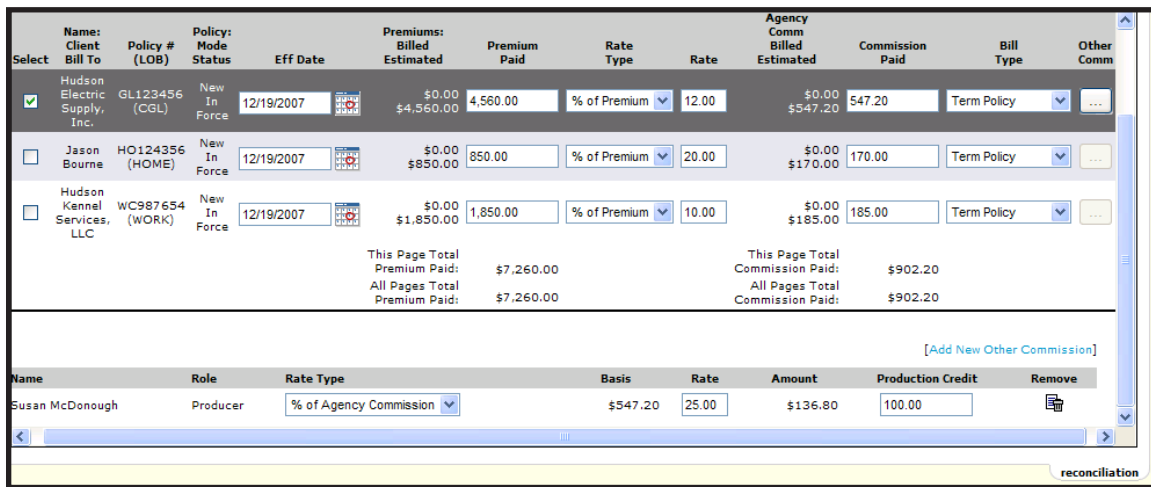
- **Name: Client/Bill To** - If the **Bill To** name is the same as the client's name, only the client name is displayed.
- **Policy # / (LOB)** - Displays the policy number and line of business assigned to the policy.
- **Policy: Mode / Status** - Displays the mode and status from the policy header.
- **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.



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.

The screenshot shows the 'reconciliation' window. On the left, it displays: Reconciliation ID: 786, Entity Type: Carrier, Name: Safeco, Posted: , Date Created: 12/19/2007, Created By: Betsy Cormier. On the right, it shows: Receipt Total: \$0.00, Disbursements Total: \$0.00, Adjustments Total: \$0.00, Income/Receivable Total: \$0.00, Payable Total: \$0.00, and Description: December DB Statement. A 'Quick Navigation' menu on the right includes: Header, Receipts/Disbursements, Transactions - Agency Bill, Transactions - Direct Bill, Statement Entry, Unposted Invoices, Adjustments, and Reconciliation Posting. Below the summary is a toolbar with buttons: Reconciliation Summary, Create Invoices, Print, Create/Pay All, Abort, Save, Add Row, and Delivery. At the bottom, there are links for [Select All] and [Deselect All], a page indicator 'Showing Page 1 of 1', and a 'Display: Default (3)' dropdown.

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.

Select	Date	Item ID	Bill Type	Client Bill To	Policy Number	LOB	Premium	Rate	Commission	Other Comm. Total	Other Comm. % of Agency	Remove
<input checked="" type="checkbox"/>	12/19/2007	14389(S)	Term Policy	Hudson Electric Supply, Inc.	GL123456	CGL	\$4,560.00	12.00	\$547.20	\$136.80	25	

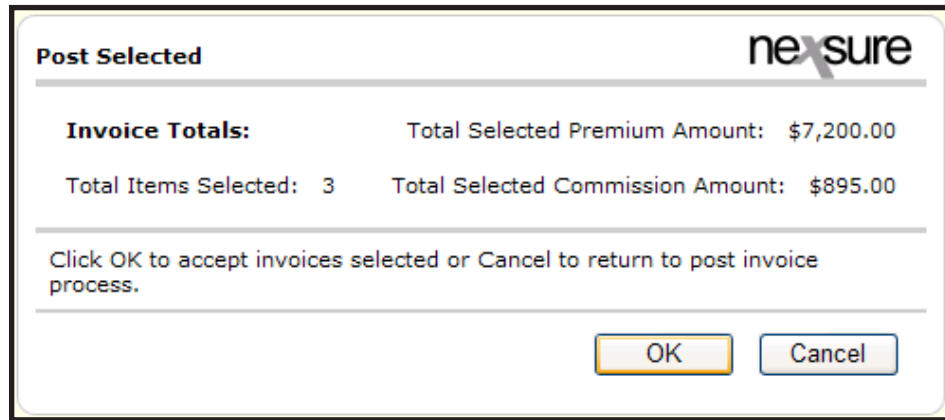
Make any necessary changes to the premium and/or commissions and click the **Reconciliation** link on the invoice Navigation toolbar to return to the **Transactions - Unposted Invoices** screen.

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

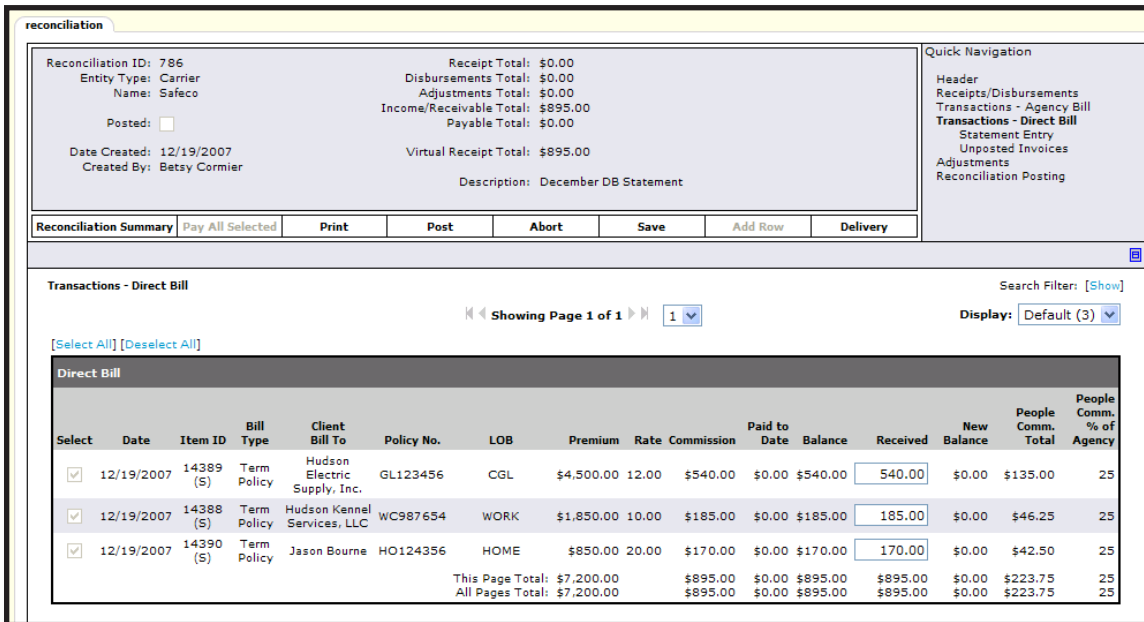
This screenshot is similar to the first one but with the 'Post Invoices' button highlighted in the toolbar. Below the toolbar, the 'Transactions - Unposted Invoices' section is active, showing a list of three invoices. The table includes a search filter '[Show]', a page indicator 'Showing Page 1 of 1', and a 'Display: Default (3)' dropdown. The table data is as follows:

Select	Date	Item ID	Bill Type	Client Bill To	Policy Number	LOB	Premium	Rate	Commission	Other Comm. Total	Other Comm. % of Agency	Remove
<input checked="" type="checkbox"/>	12/19/2007	14389(S)	Term Policy	Hudson Electric Supply, Inc.	GL123456	CGL	\$4,560.00	12.00	\$547.20	\$136.80	25	
<input checked="" type="checkbox"/>	12/19/2007	14388(S)	Term Policy	Hudson Kennel Services, LLC	WC987654	WORK	\$1,850.00	10.00	\$185.00	\$46.25	25	
<input checked="" type="checkbox"/>	12/19/2007	14390(S)	Term Policy	Jason Bourne	HO124356	HOME	\$850.00	20.00	\$170.00	\$42.50	25	
							This Page Total:	\$7,260.00	\$902.20	\$225.55	25	
							All Pages Total:	\$7,260.00	\$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.



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.



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.

The screenshot displays the Nexsure web application interface. At the top, there is a navigation menu with options like SEARCH, ORGANIZATION, and REPORTS. Below this, the client name "Hudson Electric Supply, Inc." is shown. The main content area features a "transaction summary" tab, a "Select View" dropdown set to "Invoice Summary", and a "Select Client" dropdown. A table of transactions is displayed, showing one invoice with a total amount of \$4,500.00.

Details	Effective Date	Date Booked	Status	Type	Transaction Id	InvoiceID Master Invoice ID	Policy Number	Description	Bill Method	Amount	Remove
	12/19/2007	12/20/2007	Posted	Invoice(S)	-	14389	GL123456	General Liability - 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.

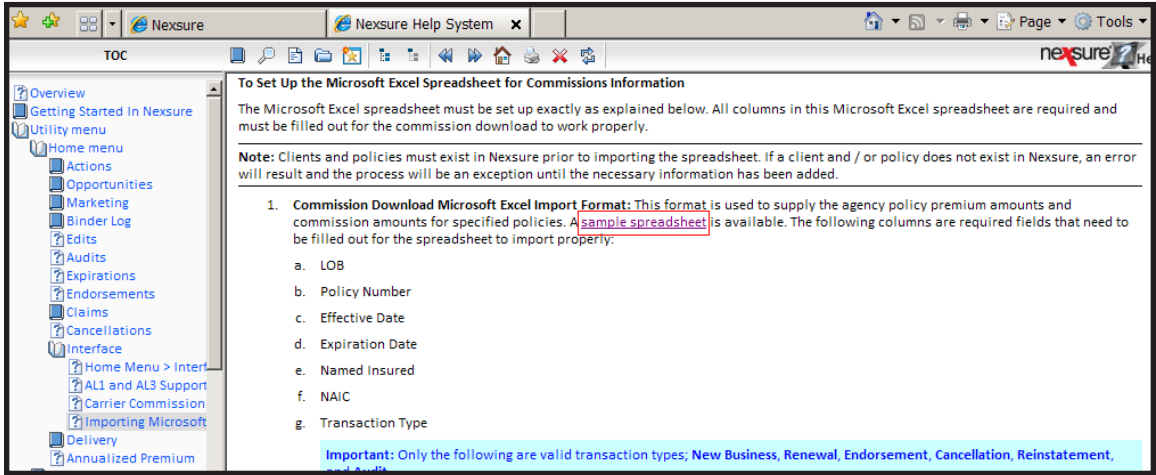
Formatted Microsoft Excel spreadsheets for direct bill commission statements are manually imported into Nexsure as a commission download file. Manually imported files along with Carrier Commission Download files brought in through your IVANS mailbox are found on the **interface** screen. These **commission 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.**



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 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, Cancellation, Reinstatement, and Audit . Other transaction types will cause the import to fail. You may need to convert the transaction type provided by your carrier to the appropriate valid Transaction Type . When invoices are created during the processing of commission download, New Business 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. If a match cannot be found an exception is created to manually select the 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

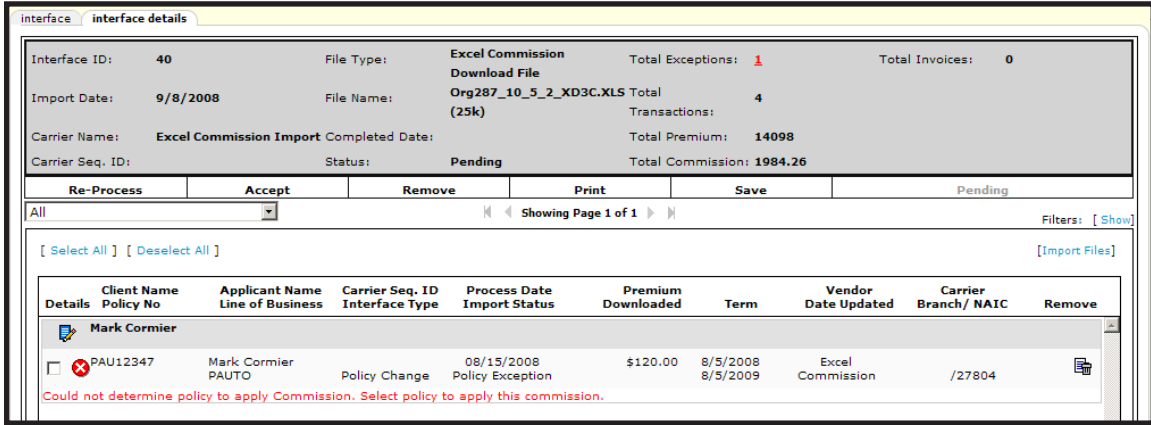
Important: Clients and policies must exist in Nexsure before **Commission Downloads** can be processed. Before processing **Carrier Commission Downloads**, always process policy downloads first. For more information see “Policy Download and Import/Export”, in Chapter 21, *CRM Training Manual*.

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.

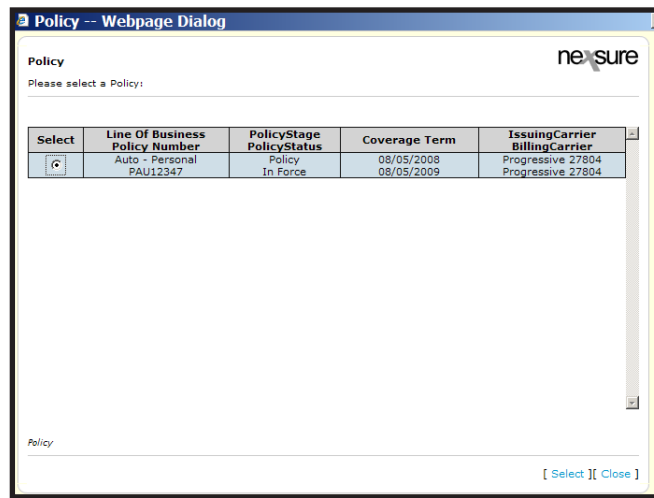
If exceptions exist, use the following example to help process exceptions for **Carrier, Branch, Client** or **Policy**. Exceptions are items that could not process automatically and need the attention of the agency.

Details	Interface ID Carrier Sequence ID	Carrier	File Name File Type	Import Date Completed Date	Exceptions Transactions	Status	Remove
	40	Excel Commission Import	Org287_10_5_2_XD3C.XLS (25k) Excel Commission Download File	9/8/2008	1 4	Pending 75% Complete	

Click the red exception link ([1](#)) 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.



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.



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.

The screenshot shows the 'interface details' window with the following summary information:

- Interface ID: 40
- File Type: Excel Commission Download File
- Total Exceptions: 0
- Total Invoices: 0
- Import Date: 9/8/2008
- File Name: Org287_10_5_2_XD3C.XLS (25k)
- Total Transactions: 4
- Carrier Name: Excel Commission Import
- Completed Date: [Blank]
- Total Premium: 14098
- Carrier Seq. ID: [Blank]
- Status: Exception Processing Complete
- Total Commission: 1984.26

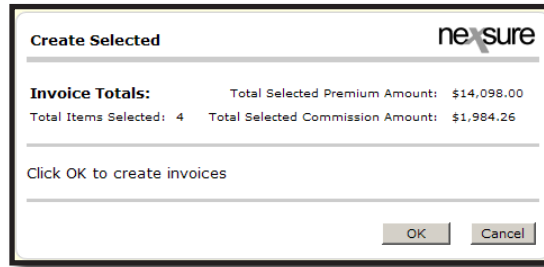
Navigation toolbar includes: Re-Process, Accept, Remove, Print, Save, and Create Invoices. Search filters include Interface Type (All), Client Name, Eff. Date (Fr/To), Import Status (All), Policy Number, Process Date (Fr/To), Carrier, LOB, NAIC, and CarrierSeqNo. Sort filters include Sort Field 1 (Import Date), Sort Order 1 (Ascending), Sort Field 2 (Client Name), Sort Order 2 (Ascending), and Clients Per Page (5).

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

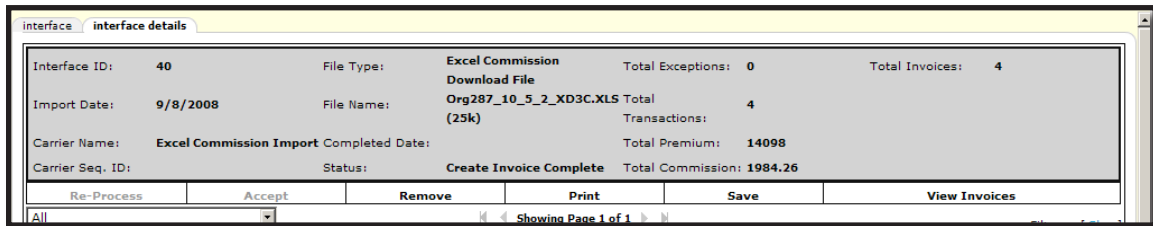
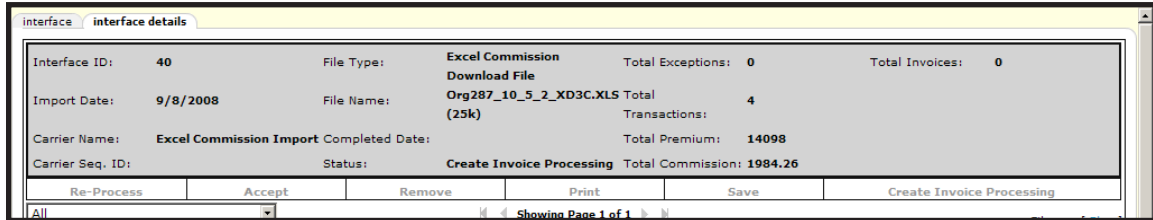
The screenshot shows the 'interface details' window with a list of transactions. The 'Create Invoices' link is now visible in the navigation toolbar. The table below lists the transactions:

Client Name	Applicant Name	Carrier Seq. ID	Process Date	Premium	Term	Vendor	Carrier	Remove
Policy No	Line of Business	Interface Type	Import Status	Downloaded		Date Updated	Branch/ NAIC	
[Select All] [Deselect All]	PAUTO	New Business	Ready for Invoice		8/1/2009	Commission	/27804	[Import Files]
Mark Cormier								
<input type="checkbox"/>	PAU12347	Mark Cormier PAUTO	Renewal	08/05/2008	\$6,348.00	8/5/2008	Excel Commission	/27804
<input type="checkbox"/>	PAU12347	Mark Cormier PAUTO	Policy Change	08/15/2008	\$120.00	8/5/2008	Excel Commission	/27804
Theodore Rennie								
<input type="checkbox"/>	PAU12346	Theodore Rennie PAUTO	New Business	08/05/2008	\$1,780.00	8/5/2008	Excel Commission	/27804


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



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.



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.

Commission Download

Interface ID: 40
 Import Date: 09/08/2008
 Carrier Name: Excel Commission Import
 Carrier Seq. ID:
 File Name: Org287_10_5_2_XD3C.XLS

Total Invoices: 4
 Total Premium: \$14,098.00
 Total Commission: \$1,984.26

Buttons: Delete, Create Recon, Create/Post Recon

Select	Name: Client Bill To	Policy # (LOB)	Policy: Mode Status	Eff Date	Premiums: Billed Estimated	Premium Paid	Rate Type	Rate	Agency Comm Billed Estimated	Commission Paid	Bill Type	Other Comm
<input checked="" type="checkbox"/>	Jason Brown	PAU12345 (PAUTO)	New In Force	08/01/2008	\$5,850.00 \$5,850.00	5,850.00	Flat	994.50	\$994.50 \$994.50	994.50	Term Policy	...
<input type="checkbox"/>	Mark Cormier	PAU12347 (PAUTO)	Renew In Force	08/05/2008	\$6,348.00 \$6,348.00	6,348.00	Flat	761.76	\$761.76 \$761.76	761.76	Term Policy	...
<input type="checkbox"/>	Mark Cormier	PAU12347 (PAUTO)	Renew In Force	08/05/2008	\$120.00 \$120.00	120.00	Flat	14.40	\$14.40 \$14.40	14.40	Endorsement	...
<input type="checkbox"/>	Theodore Rennie	PAU12346 (PAUTO)	New In Force	08/05/2008	\$1,780.00 \$1,780.00	1,780.00	Flat	213.60	\$213.60 \$213.60	213.60	Term Policy	...
					This Page Total Premium Paid:	\$14,098.00			This Page Total Commission Paid:	\$1,984.26		
					All Pages Total Premium Paid:	\$14,098.00			All Pages Total Commission Paid:	\$1,984.26		

[Add New Other Commission]

Name	Role	Rate Type	Basis	Rate	Amount	Production Credit	Remove
Betsy Cormier	Producer	% of Agency Commission	\$994.50	40.00	\$397.80	100.00	...

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
 Import Date: 09/08/2008
 Carrier Name: Excel Commission Import
 Carrier Seq. ID:
 File Name: Org287_10_5_2_XD3C.XLS

Total Invoices: 4
 Total Premium: \$14,098.00
 Total Commission: \$1,984.26

Buttons: Delete, Create Recon, Create/Post Recon

Add People Commission

Search People
 First Name: _____ Last Name: _____ Search

Employees:
 Betsy Cormier


Commission On:
 Level/LOB: _____
 Production Role: _____
 Production Credit Amount: _____
 Rate Type: Flat
 Rate: _____

Premium
 Auto - Personal

OK Cancel

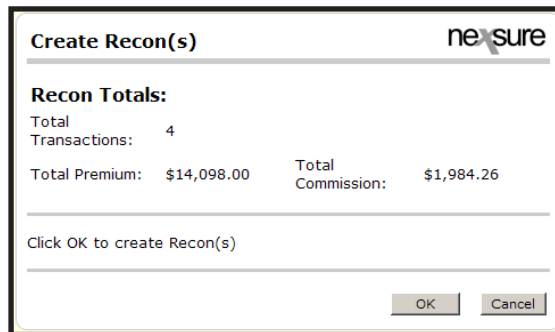
Search for the staff member to which commission will be added. Select the employee to use from the search results displayed in the **Employees** box. In the **Production Role** list, select the production role for the staff member. In the **Production Credit Amount** box, enter the production credit 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 Create Recon to post invoices and create a new reconciliation for each Territory. The reconciliation is un-posted.
Create/Post Recon	Click Create/Post Recon 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 Recon(s) nexsure

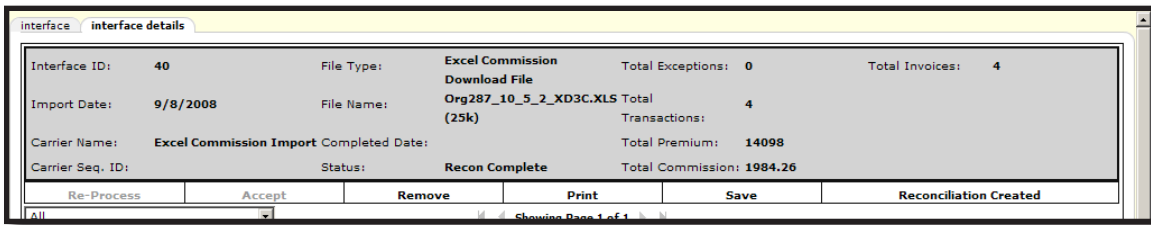
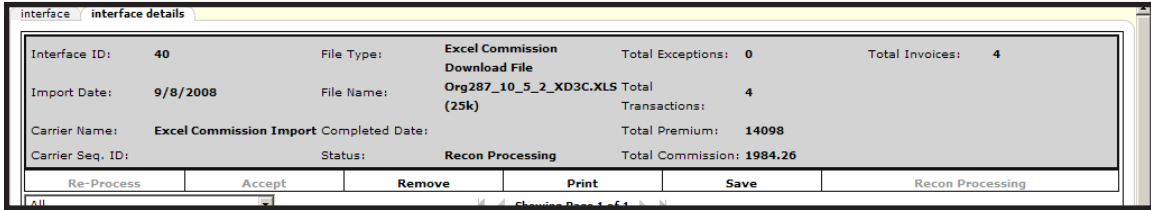
Recon Totals:

Total Transactions: 4

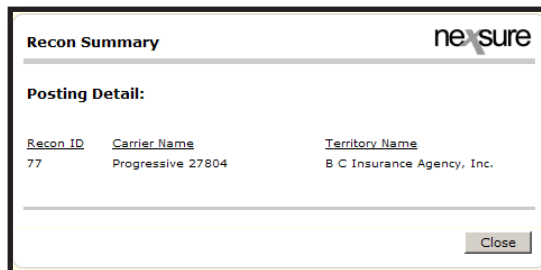
Total Premium: \$14,098.00 Total Commission: \$1,984.26

Click OK to create Recon(s)

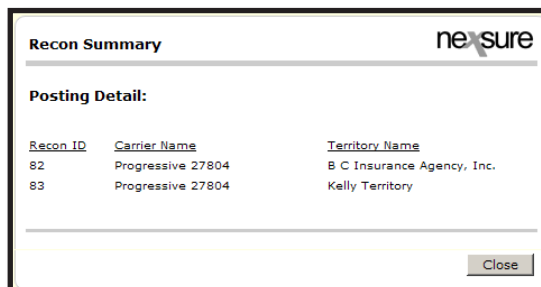
The Navigation Toolbar displays the message **Recon Processing**. Click the **interface details** tab to refresh the screen. When complete, the **Reconciliation Created** link is active on the Navigation Toolbar. The interface header displays a status of **Recon Complete**.



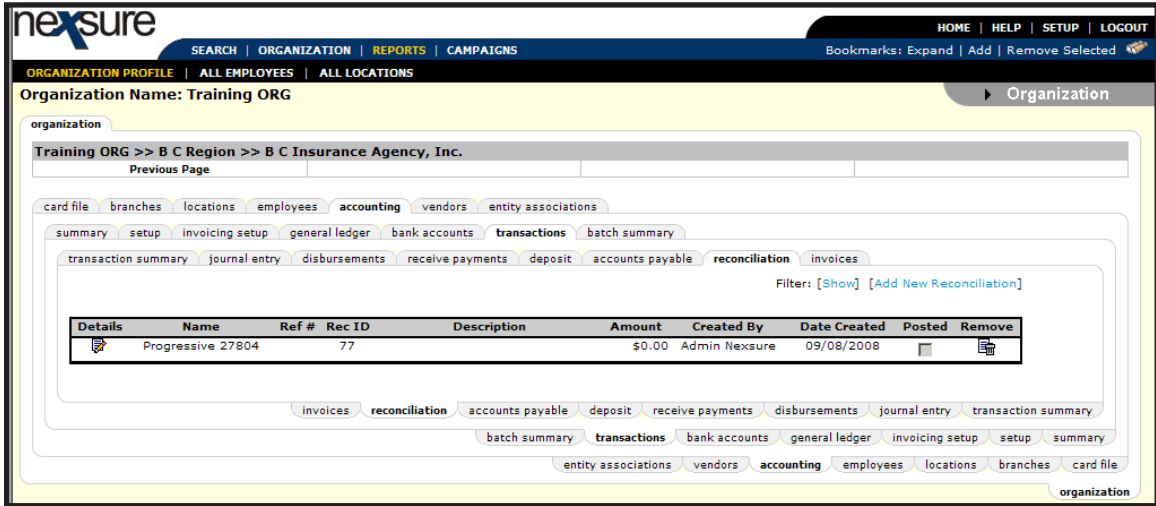
At this point all invoices have been added and posted to the client record and the reconciliation worksheet added to the applicable territory(ies). If the option to **Create/Post Recon** was selected, all invoices would be added and posted to the client record, and the reconciliation would be created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



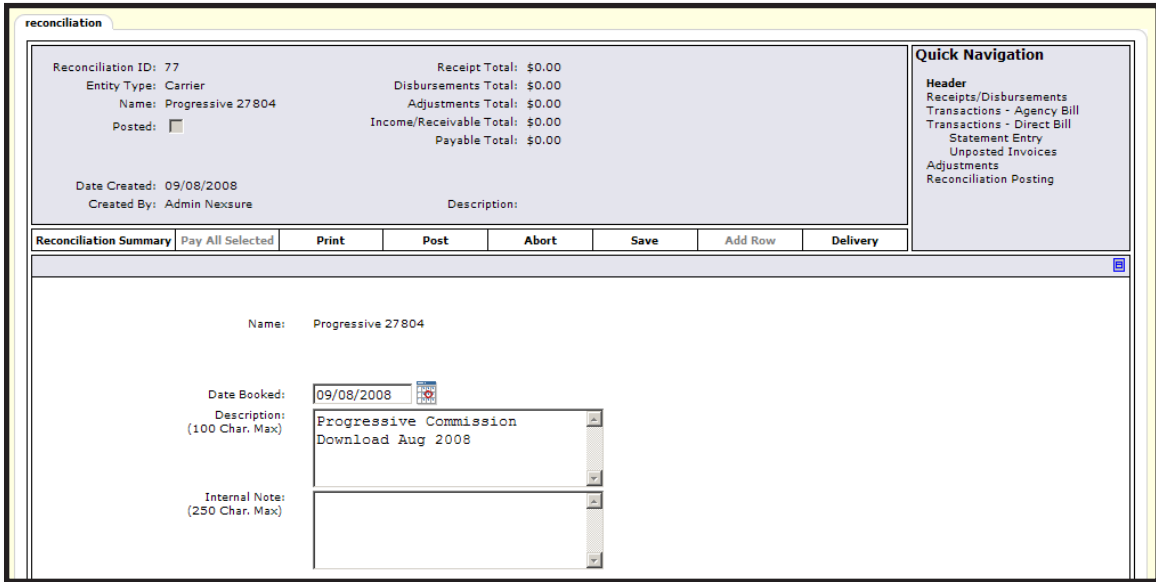
If transactions for more than one territory were included in the **Commission Download** statement, a separate reconciliation is created for each territory. The **Recon Summary** identifies the recon number for each territory. Click **Close** to exit the **Recon Summary**.





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.



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.



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.

reconciliation

Reconciliation ID: 77 Receipt Total: \$0.00
 Entity Type: Carrier Disbursements Total: \$0.00
 Name: Progressive 27804 Adjustments Total: \$0.00
 Posted: Income/Receivable Total: \$0.00
 Payable Total: \$0.00

Date Created: 09/08/2008 Description: Progressive Commission Downl...
 Created By: Admin Nexsure

Quick Navigation

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

Reconciliation Summary **Pay All Selected** **Print** **Post** **Abort** **Save** **Add Row** **Delivery**

Transactions - Direct Bill

Showing Page 1 of 1

[Select All] [Deselect All]

Select	Date	Item ID	Bill Type	Client Bill To	Policy No.	LOB	Premium	Rate	Commission	Paid to Date	Balance	Received	New Balance	People Comm. Total Agency
<input checked="" type="checkbox"/>	08/01/2008	686	Term Policy	Jason Brown	PAU12345	PAUTO	\$5,850.00	994.50	\$994.50	\$0.00	\$994.50	0.00	\$994.50	\$397.80
<input checked="" type="checkbox"/>	08/05/2008	688	Term Policy	Mark Cormier	PAU12347	PAUTO	\$6,348.00	761.76	\$761.76	\$0.00	\$761.76	0.00	\$761.76	\$152.35
<input checked="" type="checkbox"/>	08/05/2008	689	Endorsement	Mark Cormier	PAU12347	PAUTO	\$120.00	14.40	\$14.40	\$0.00	\$14.40	0.00	\$14.40	\$2.88
<input checked="" type="checkbox"/>	08/05/2008	687	Term Policy	Theodore Rennie	PAU12346	PAUTO	\$1,780.00	213.60	\$213.60	\$0.00	\$213.60	0.00	\$213.60	\$85.44
This Page Total:							\$14,098.00		\$1,984.26	\$0.00	\$1,984.26	\$0.00	\$1,984.26	\$638.47
All Pages Total:							\$14,098.00		\$1,984.26	\$0.00	\$1,984.26	\$0.00	\$1,984.26	\$638.47
All Selected Items Total:							\$14,098.00		\$1,984.26	\$0.00	\$1,984.26	\$0.00	\$1,984.26	\$638.47


reconciliation

Transactions - Direct Bill

Showing Page 1 of 1

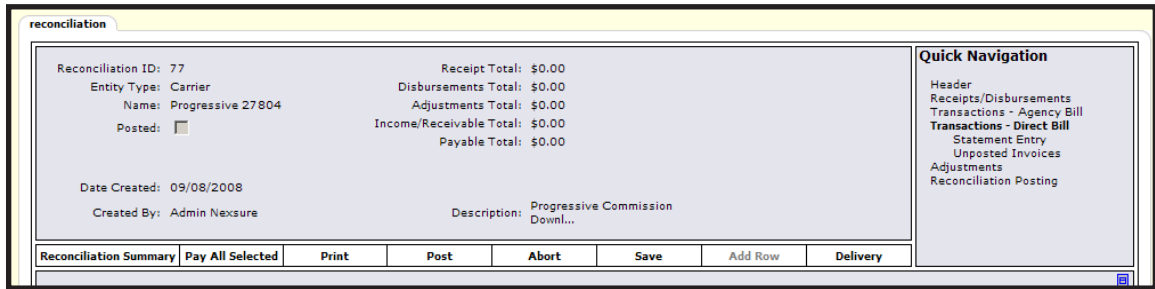
[Select All] [Deselect All]

Select	Date	Item ID	Bill Type	Client Bill To	Policy No.	LOB	Premium	Rate	Commission	Paid to Date	Balance	Received	New Balance	People Comm. % of Total Agency
<input checked="" type="checkbox"/>	08/01/2008	686	Term Policy	Jason Brown	PAU12345	PAUTO	\$5,850.00	994.50	\$994.50	\$0.00	\$994.50	0.00	\$994.50	40
<input checked="" type="checkbox"/>	08/05/2008	688	Term Policy	Mark Cormier	PAU12347	PAUTO	\$6,348.00	761.76	\$761.76	\$0.00	\$761.76	0.00	\$761.76	20
<input checked="" type="checkbox"/>	08/05/2008	689	Endorsement	Mark Cormier	PAU12347	PAUTO	\$120.00	14.40	\$14.40	\$0.00	\$14.40	0.00	\$14.40	20
<input checked="" type="checkbox"/>	08/05/2008	687	Term Policy	Theodore Rennie	PAU12346	PAUTO	\$1,780.00	213.60	\$213.60	\$0.00	\$213.60	0.00	\$213.60	40
This Page Total:							\$14,098.00		\$1,984.26	\$0.00	\$1,984.26	\$0.00	\$1,984.26	32
All Pages Total:							\$14,098.00		\$1,984.26	\$0.00	\$1,984.26	\$0.00	\$1,984.26	32
All Selected Items Total:							\$14,098.00		\$1,984.26	\$0.00	\$1,984.26	\$0.00	\$1,984.26	32

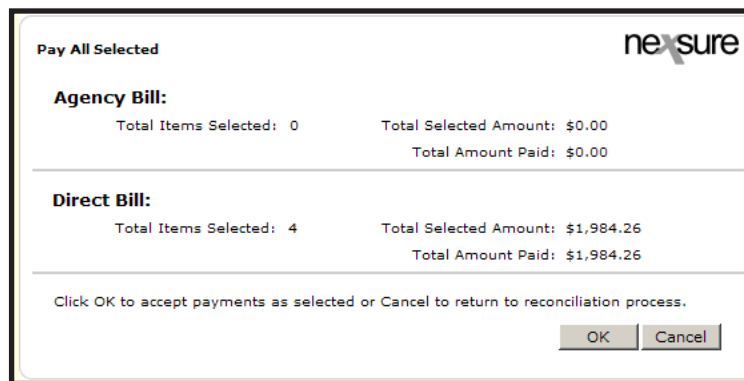
Agency commissions for transactions created through Commission Download display with a flat rate. If the producer commissions need to be adjusted, click the **Item ID** link of the invoice to display the invoice detail. Scroll down to the **other Commission** section of the invoice; click the **Details**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



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



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**.

reconciliation

Reconciliation ID: 77 Receipt Total: \$0.00
 Entity Type: Carrier Disbursements Total: \$0.00
 Name: Progressive 27804 Adjustments Total: \$0.00
 Posted: Income/Receivable Total: \$1,984.26
 Payable Total: \$0.00

Date Created: 09/08/2008 Virtual Receipt Total: \$1,984.26
 Created By: Admin Nexsure Description: Progressive Commission Downl...

Quick Navigation

Header
 Receipts/Disbursements
 Transactions - Agency Bill
Transactions - Direct Bill
 Statement Entry
 Unposted Invoices
 Adjustments
 Reconciliation Posting

[Reconciliation Summary](#)
[Pay All Selected](#)
[Print](#)
[Post](#)
[Abort](#)
[Save](#)
[Add Row](#)
[Delivery](#)

Transactions - Direct Bill

Search Filter: [Sh

« Showing Page 1 of 1 » 1

Display: Default (4)

[Select All] [Deselect All]

Select	Date	Item ID	Bill Type	Client Bill To	Policy No.	LOB	Premium	Rate	Commission	Paid to Date	Balance	Received	New Balance	People Comm. Total	Peop Comm %	
<input checked="" type="checkbox"/>	08/01/2008	686	Term Policy	Jason Brown	PAU12345	PAUTO	\$5,850.00	994.50	\$994.50	\$0.00	\$994.50	994.50	\$0.00	\$397.80	4	
<input checked="" type="checkbox"/>	08/05/2008	688	Term Policy	Mark Cormier	PAU12347	PAUTO	\$6,348.00	761.76	\$761.76	\$0.00	\$761.76	761.76	\$0.00	\$152.35	2	
<input checked="" type="checkbox"/>	08/05/2008	689	Endorsement	Mark Cormier	PAU12347	PAUTO	\$120.00	14.40	\$14.40	\$0.00	\$14.40	14.40	\$0.00	\$2.88	2	
<input checked="" type="checkbox"/>	08/05/2008	687	Term Policy	Theodore Rennie	PAU12346	PAUTO	\$1,780.00	213.60	\$213.60	\$0.00	\$213.60	213.60	\$0.00	\$85.44	4	
This Page Total:							\$14,098.00		\$1,984.26	\$0.00	\$1,984.26	\$1,984.26	\$0.00	\$638.47	3	
All Pages Total:							\$14,098.00		\$1,984.26	\$0.00	\$1,984.26	\$1,984.26	\$1,984.26	\$0.00	\$638.47	3
All Selected Items Total:							\$14,098.00		\$1,984.26	\$0.00	\$1,984.26	\$1,984.26	\$1,984.26	\$0.00	\$638.47	3

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

reconciliation

Reconciliation ID: 77 Receipt Total: \$0.00
 Entity Type: Carrier Disbursements Total: \$0.00
 Name: Progressive 27804 Adjustments Total: \$0.00
 Posted: Income/Receivable Total: \$1,984.26
 Payable Total: \$0.00

Date Created: 09/08/2008 Virtual Receipt Total: \$1,984.26
 Created By: Admin Nexsure Description: Progressive Commission Downl...

Quick Navigation

Header
 Receipts/Disbursements
 Transactions - Agency Bill
Transactions - Direct Bill
 Statement Entry
 Unposted Invoices
 Adjustments
 Reconciliation Posting

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[Pay All Selected](#)
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[Save](#)
[Add Row](#)
[Delivery](#)

Transactions - Direct Bill

Search Filter: [Sh

« Showing Page 1 of 1 » 1

Display: Default (4)

[Select All] [Deselect All]

Select	Date	Item ID	Bill Type	Client Bill To	Policy No.	LOB	Premium	Rate	Commission	Paid to Date	Balance	Received	New Balance	People Comm. Total	Peop Comm %	
<input checked="" type="checkbox"/>	08/01/2008	686	Term Policy	Jason Brown	PAU12345	PAUTO	\$5,850.00	994.50	\$994.50	\$0.00	\$994.50	994.50	\$0.00	\$397.80	4	
<input checked="" type="checkbox"/>	08/05/2008	688	Term Policy	Mark Cormier	PAU12347	PAUTO	\$6,348.00	761.76	\$761.76	\$0.00	\$761.76	761.76	\$0.00	\$152.35	2	
<input checked="" type="checkbox"/>	08/05/2008	689	Endorsement	Mark Cormier	PAU12347	PAUTO	\$120.00	14.40	\$14.40	\$0.00	\$14.40	14.40	\$0.00	\$2.88	2	
<input checked="" type="checkbox"/>	08/05/2008	687	Term Policy	Theodore Rennie	PAU12346	PAUTO	\$1,780.00	213.60	\$213.60	\$0.00	\$213.60	213.60	\$0.00	\$85.44	4	
This Page Total:							\$14,098.00		\$1,984.26	\$0.00	\$1,984.26	\$1,984.26	\$0.00	\$638.47	3	
All Pages Total:							\$14,098.00		\$1,984.26	\$0.00	\$1,984.26	\$1,984.26	\$1,984.26	\$0.00	\$638.47	3
All Selected Items Total:							\$14,098.00		\$1,984.26	\$0.00	\$1,984.26	\$1,984.26	\$1,984.26	\$0.00	\$638.47	3

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

Post Reconciliation

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

Click OK to proceed or Cancel to return to reconciliation.

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

Reconciliation ID: 544 Entity Type: Carrier Name: The Hartford Posted: <input checked="" type="checkbox"/> 12/13/2005 Date Created: 12/13/2005 Created By: Mary Oberleitner Date Processed: Receipt/Check#:	Receipt Total: \$0.00 Disbursements Total: \$0.00 Adjustments Total: \$0.00 Income/Receivable Total: \$105.00 Payable Total: \$0.00 Virtual Receipt Total: \$105.00 Description: Hartford Statement Download MM/YY	Quick Navigation Header Receipts/Disbursements Transactions Adjustments Reconciliation Posting
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Reconciliation Summary	Pay All Selected	Print	Reverse	Abort	Save	Add Row	Delivery
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Reconciliation Details

Account Number	Account Description	Debit	Credit
01.001.0000.000.00.110910	Reconciliation Clearing Acct (p)	\$105.00	\$0.00
01.001.0000.000.00.110800	Direct Bill Comm Receivable (p)	\$0.00	\$105.00
01.001.0000.000.00.112040	Direct Bill Comm Unearned Inc (p)	\$105.00	\$0.00
01.001.0002.001.00.410000	Direct Bill Income (p)	\$0.00	\$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.

