

Chapter 12

People Payables

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People Definition

People in Nexsure are typically employees but can also be an outside entity set up as an employee. In Nexsure, people are assigned to clients, policies and invoices for tracking and servicing purposes.

There must be at least one assignment on each client and each policy but there can be many. Assignment types are typically to an account manager and producer but can be customized.

Commission defaults can be assigned to **Employees** in Nexsure. When those employees are assigned to a policy, the commission will also default to any invoice created on that policy. Employee commissions can also be manually assigned to a policy and invoices.

When Employees are assigned to an invoice with a commission, a People Payable for the amount of commission is created in the general ledger. There are two People Payable accounts in Nexsure: People Payable Non Due and People Payable Due. The Non Due account is used only if people are paid on a partial or fully paid basis.

Reconciling People Payables

Reconciliation for People Payables is done at the Territory level and generally after the reconciliation worksheet is posted. 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. For more information on mandatory accounts refer to **Chapter 4 - General Ledger Setup**. If necessary, discuss this with the XDimensional Technologies, Inc. Account Manager for a clear understanding of how these accounts should be setup.

There are several ways that an agency might choose to handle their People Payables. In this section each method is covered stepping through the entire process of handling People 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 because these accounts are used by Nexsure for automatic postings.

People GL Account Posting

The posting rules selected at the Department level determine how and when the People Commission General Ledger Accounts are posted and available for reconciliation and payments. Use the information provided below to determine when payments are available according to specific department posting rules at the Branch level:

Pay people commission on invoiced

➤ Posted Invoice

Function	Debit	Credit	GL#	Description
People Payable		X	201000	People Comm Payable-Due
People Expense	X		500000	People Comm Expense

➤ Postings When Partial Payment is Received

Function	Debit	Credit	GL#	Description
No GL Posting				

➤ Postings When Full Payment is Received

Function	Debit	Credit	GL#	Description
No GL Posting				

Pay people commission on fully paid

➤ Posted Invoice

Function	Debit	Credit	GL#	Description
No GL Posting				

➤ Postings When Partial Payment is Received

Function	Debit	Credit	GL#	Description
No GL Posting				

➤ Postings When Full Payment is Received

Function	Debit	Credit	GL#	Description
People Payable		X	201000	People Comm Payable-Due
People Expense	X		500000	People Comm Expense

Pay people commission fully paid, accrue expense

➤ Posted Invoice

Function	Debit	Credit	GL#	Description
People Payable		X	201001	People Comm Payable-Non-Due
People Expense	X		500000	People Comm Expense

➤ Postings When Partial Payment Received

Function	Debit	Credit	GL#	Description
No GL Posting				

➤ Postings When Full Payment is Received

Function	Debit	Credit	GL#	Description
People Payable		X	201000	People Comm Payable-Due
People Payable	X		201001	People Comm Payable-Non-Due

Pay people commission on partially paid

➤ Posted Invoice

Function	Debit	Credit	GL#	Description
No GL Posting				

➤ Postings When Partial Payment is Received

Function	Debit	Credit	GL#	Description
People Payable		X	201000	People Comm Payable-Due
People Expense	X		500000	People Comm Expense

➤ Postings When Full Payment is Received

Function	Debit	Credit	GL#	Description
People Payable		X	201000	People Comm Payable-Due
People Expense	X		500000	People Comm Expense

Pay people commission on partially paid, accrue expense

➤ Posted Invoice

Function	Debit	Credit	GL#	Description
People Payable		X	201001	People Comm Payable-Non-Due
People Expense	X		500000	People Comm Expense

➤ Postings When Partial Payment is Received

Function	Debit	Credit	GL#	Description
People Payable		X	201000	People Comm Payable-Due
People Payable	X		201001	People Comm Payable-Non-Due

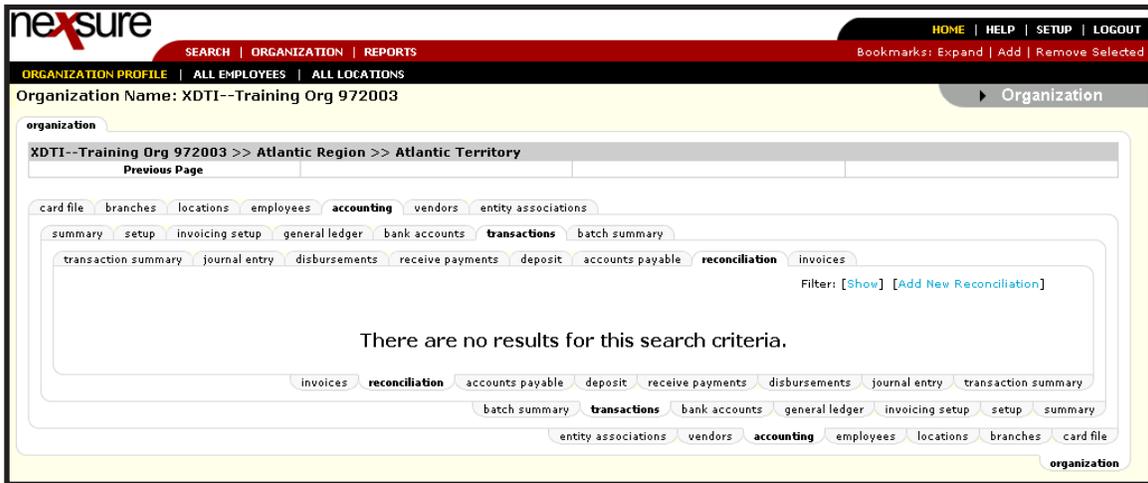
➤ Postings When Full Payment is Received

Function	Debit	Credit	GL#	Description
People Payable		X	201000	People Comm Payable-Due
People Payable	X		201001	People Comm Payable-Non-Due

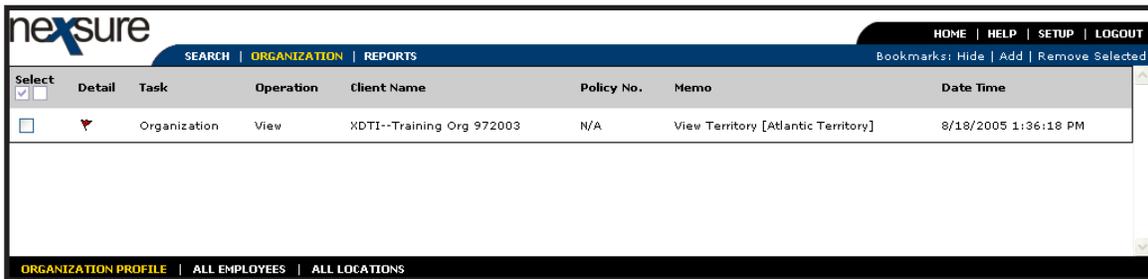
People Payables Reconciliation Worksheet

Reconciling People Payables based on posting rules is the standard method for payment to employees. This section shows how to reconcile for this standard method.

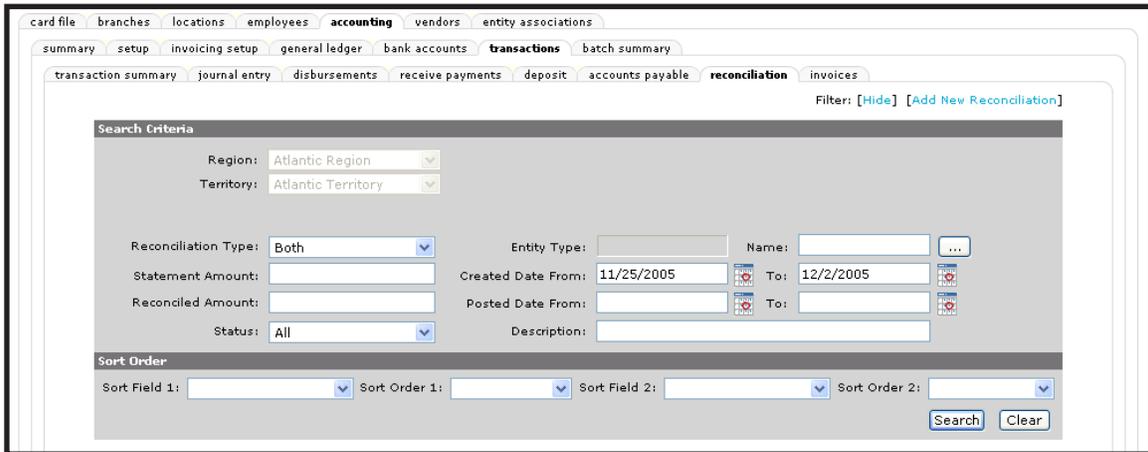
Begin by accessing the reconciliation tab by first clicking on the **ORGANIZATION** link on the primary menu. Click the **territories** tab and click the **Details** icon for the territory where the Statement is to be reconciled. Click the **accounting** tab, the **transactions** tab and the **reconciliation** 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 for the current date range.



Note: After accessing the territory, click the Add link on the Bookmarks menu to add a bookmark so the territory can be quickly accessed next time. To access the bookmark, click the Expand link on the Bookmarks menu and click the red flag beside the territory. The territory tab is displayed. Click the Hide link on the Bookmarks menu to close the window.



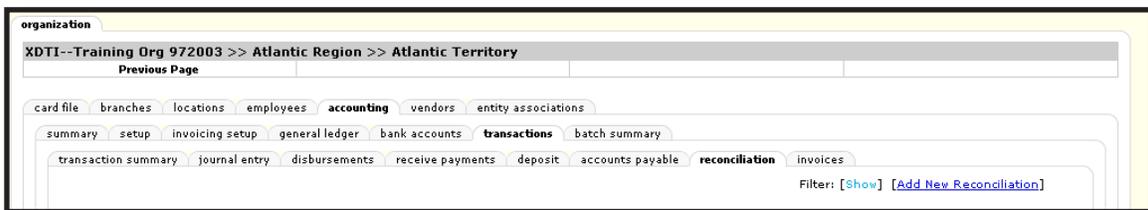
Clicking the **[Show]** link on the top right portion of the reconciliation screen will bring up the Search Filter fields. Notice the region and territory fields are not available to modify. The reason is that the selection for the region and territory was made when the territory **Details** icon was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



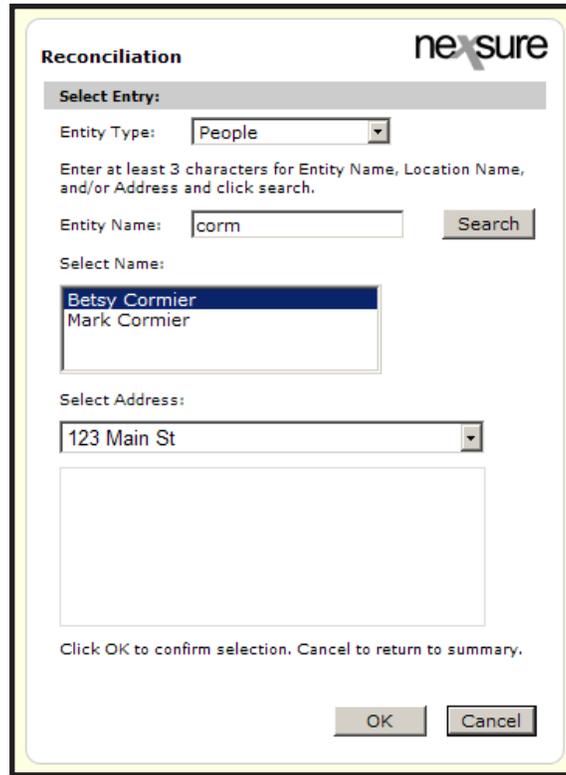
Adding the Reconciliation Worksheet

Only those invoices meeting department posting rules will be available for reconciliation. If unsure when these invoices will be available to pay, see the **General Ledger Posting Tables** in this chapter.

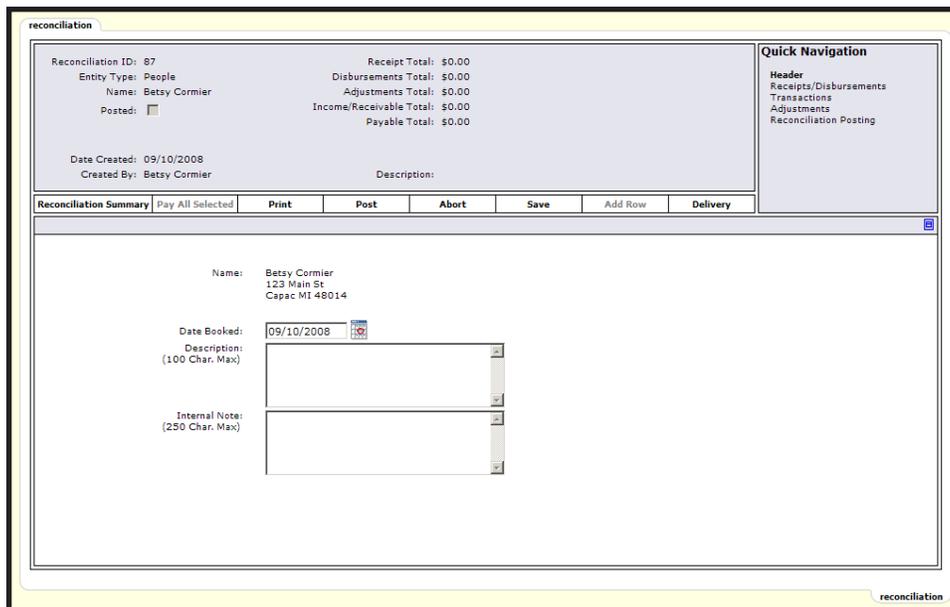
To add the worksheet, click the **[Add New Reconciliation]** link on the upper right side of the Reconciliation Summary screen.



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 **People Payables** 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**. Click to select the name and click the **OK** button.



Click the **OK** button to bring up the reconciliation for the selected People Payables.



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

Section	Description
<p>Reconciliation Header</p>	<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 Entity for the reconciliation. ➤ Date Posted: System generated date is the date the reconciliation was actually posted. ➤ Date Created: System-generated reconciliation creation date. ➤ Created By: Added by Nexsure when the reconciliation is added for the logged in user. ➤ Receipt Total: Total of the 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. Add any non-premium adjustments or write-offs here. ➤ 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. ➤ Description: User added description entered in Header input field displays in reports.
<p>Quick Navigation</p>	<p>Located on the upper 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>
<p>Input Fields</p>	<p>Input Fields are located at the bottom portion of the screen. The displayed input fields correspond with the selected (Bold) link on the upper right side of the screen (Quick Navigation).</p>

Quick Navigation Link Definitions

Link	Description
<p>Receipts/Disbursements</p>	<p>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.</p>
<p>Transactions</p>	<p>Use this link to locate and select all the invoices included on the statement.</p>
<p>Adjustments</p>	<p>Any adjustments included on a statement where the amount does not affect the amount due on a client invoice such as a fee would be added on the adjustments link. Waiving small balances might be another use for this link.</p>
<p>Reconciliation Posting</p>	<p>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.</p>

Using the Search Filter to Locate Invoices

To select the invoices included on the statement, click the **Quick Navigation > Transactions** link located on the right side of the screen to bring up the Transactions screen. Click the **Maximize/Minimize** button to expand the workspace. Clicking the **Maximize/Minimize** button a second time will minimize the workspace and display the reconciliation header. Transactions are listed separately for Agency Bill and Direct Bill invoices. 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.

The screenshot shows a software interface for reconciliation. At the top, there are fields for Reconciliation ID (87), Entity Type (People), Name (Betsy Cormier), and Posted status. Summary statistics include Receipt Total, Disbursements Total, Adjustments Total, Income/Receivable Total, and Payable Total, all showing \$0.00. A 'Quick Navigation' sidebar on the right lists 'Header', 'Receipts/Disbursements', 'Transactions', 'Adjustments', and 'Reconciliation Posting'. Below these are buttons for 'Reconciliation Summary', 'Pay All Selected', 'Print', 'Post', 'Abort', 'Save', 'Add Row', and 'Delivery'. The main area displays a table of 'Agency Bill' invoices. The table has columns: Select, Details, Date, Invoice ID, Client Bill To, Policy No., Line Type, Amount, Agency Commission, Rate Type, Rate, Amount Due, Paid, and Balance. The table lists several invoices from 2008, including those from Hudson Property Management, Inc., Cormier Property Management, Inc., Cormier Construction, Inc., and Jolt Electric, LLC.

Select	Details	Date	Invoice ID	Client Bill To	Policy No.	Line Type	Amount	Agency Commission	Rate Type	Rate	Amount Due	Paid	Balance
<input type="checkbox"/>		07/01/2008	389	Hudson Property Management, Inc. Cormier Property Management, Inc.	PKG1234	Premium	\$11,028.00	\$1,102.80	% of Agency Commission	20.00	\$220.56	\$0.00	\$220.56
<input type="checkbox"/>		07/01/2008	390	Hudson Property Management, Inc. Cormier Property Management, Inc.	BA98238745	Premium	\$472.00	\$70.80	% of Agency Commission	20.00	\$14.16	\$0.00	\$14.16
<input type="checkbox"/>		07/01/2008	391	Hudson Property Management, Inc. Cormier Property Management, Inc.	UMB789654	Premium	\$3,500.00	\$525.00	% of Agency Commission	20.00	\$105.00	\$0.00	\$105.00
<input type="checkbox"/>		06/11/2008	394	Cormier Construction, Inc.	GL123456	Premium	\$48,500.00	\$8,730.00	% of Agency Commission	40.00	\$3,492.00	\$0.00	\$3,492.00
<input type="checkbox"/>		08/31/2008	618	Jolt Electric, LLC	BA987432	Premium	\$1,500.00	\$225.00	% of Agency Commission	40.00	\$90.00	\$0.00	\$90.00

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

The screenshot shows a 'reconciliation' window with various filter options. The filters are set as follows: Region: B C Region, Territory: B C Insurance Agency, Branch: (blank), Department: (blank), Unit: (blank), Business Type: All, Line of Business: 401K - Group, Date Type: -Please Select-, Date Range: (blank) To: (blank), Amount Range: (blank) To: (blank). There are also radio buttons for 'All', 'Paid', and 'Unpaid', and sort field options. Below the filters is a table titled 'Agency Bill' with columns: Select, Details, Date, Invoice ID, Client Bill To, Policy No., Line Type, Amount, Agency Commission, Rate Type, Rate, Amount Due. The table contains two rows of data for invoices dated 07/01/2008.

Select	Details	Date	Invoice ID	Client Bill To	Policy No.	Line Type	Amount	Agency Commission	Rate Type	Rate	Amount Due
<input type="checkbox"/>		07/01/2008	389	Hudson Property Management, Inc. Cormier Property Management, Inc.	PKG1234	Premium	\$11,028.00	\$1,102.80	% of Agency Commission	20.00	\$220.56
<input type="checkbox"/>		07/01/2008	390	Hudson Property Management, Inc. Cormier Property	BA98238745	Premium	\$472.00	\$70.80	% of Agency Commission	20.00	\$14.16

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.
Region: Atlantic Region Branch: Atlantic Branch Territory: Atlantic Territory Department: AB-Acc/DB-Cash Peop Unit: Personal	
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.

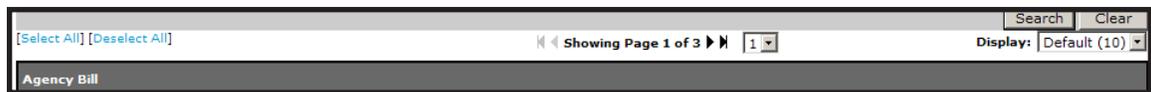
Field Label	Description
Line of Business	If looking for invoices for a specific line of business, select the line of business. If multiples are needed, press the control key on the keyboard and click on each line to be included. If none are selected all will be returned.
Exclude all transactions where 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. Unpaid invoices are returned only if the agency's People Payable posting rules are to Pay on Invoiced or Pay on Partially Paid.
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 number of items to display. Use the drop-down box to select the number desired.

To manage your workspace, use the **Maximize/Minimize**  button on the upper right of the transactions list; use the page navigation links to move through pages; use the **Display** list to control the number of items per page and use the scroll bar to view all transactions if a view is selected that does not limit the number of items per page.



reconciliation

[Select All] [Deselect All] Showing Page 1 of 2 [Save] Search Filter: [Show] Display: 8

Agency Bill														
Select	Details	Date	Invoice ID	Client Bill To	Policy No.	Line Type	Amount	Agency Commission	Rate Type	Rate	Amount Due	Paid	Balance	
<input type="checkbox"/>		08/31/2008	618	Jolt Electric, LLC	BA987432	Premium	\$1,500.00	\$225.00	% of Agency Commission	40.00	\$90.00	\$0.00	\$90.00	
<input type="checkbox"/>		08/05/2008	620	Jolt Electric, LLC	AWC987234	Premium	\$1,500.00	\$120.00	% of Agency Commission	40.00	\$48.00	\$0.00	\$48.00	
<input type="checkbox"/>		08/05/2008	620	Jolt Electric, LLC	AWC987234	Premium	(\$1,500.00)	(\$120.00)	% of Agency Commission	40.00	(\$48.00)	\$0.00	(\$48.00)	
<input type="checkbox"/>		08/05/2008	620	Jolt Electric, LLC	AWC987234	Premium	\$1,500.00	\$120.00	% of Agency Commission	40.00	\$48.00	\$0.00	\$48.00	
<input type="checkbox"/>		08/05/2008	622	Jolt Electric, LLC	WC2987234	Premium	\$1,500.00	\$120.00	% of Agency Commission	40.00	\$48.00	\$0.00	\$48.00	
<input type="checkbox"/>		08/31/2008	623	Jolt Electric, LLC	BA987432	Premium	(\$1,500.00)	(\$225.00)	% of Agency Commission	40.00	(\$90.00)	\$0.00	(\$90.00)	
<input type="checkbox"/>		08/31/2008	624	Jolt Electric, LLC	BA987432	Premium	\$5,800.00	\$870.00	% of Agency Commission	40.00	\$348.00	\$0.00	\$348.00	
<input type="checkbox"/>		08/27/2008	634	Cormier Construction, Inc.	GL123456	Premium	(\$25,000.00)	(\$4,500.00)	% of Agency Commission	40.00	(\$1,800.00)	\$0.00	(\$1,800.00)	
							This Page Total:	(\$16,200.00)	(\$3,390.00)			(\$1,356.00)	\$0.00	(\$1,356.00)
							All Pages Total:	\$8,800.00	\$1,110.00			\$444.00	\$0.00	\$444.00
							All Selected Items Total:	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00

[Select All] [Deselect All] Showing Page 1 of 1 Display: Default (6)

Direct Bill													
Select	Details	Date	Invoice ID	Client Bill To	Policy No.	Line Type	Amount	Agency Commission	Rate Type	Rate	Amount Due	Paid	Balance
<input type="checkbox"/>		08/01/2008	670	Jason Brown	PAU12345	Premium	\$5,850.00	\$994.50	% of Agency Commission	40.00	\$397.80	\$0.00	\$397.80
<input type="checkbox"/>		08/05/2008	671	Theodore Rennie	PAU12346	Premium	\$1,780.00	\$213.60	% of Agency Commission	40.00	\$85.44	\$0.00	\$85.44

To include the invoices on the worksheet after filtering the list, click the box in the **Select** column to place a check mark indicating the item should be included as payment in full. The **[Select All]** link may also be used on each page to place a check in all filter results. Make sure to select both Agency and Direct Bill if all are being paid.

reconciliation

[Select All] [Deselect All] Showing Page 1 of 2 [Save] Search Filter: [Show] Display: 5

Agency Bill														
Select	Details	Date	Invoice ID	Client Bill To	Policy No.	Line Type	Amount	Agency Commission	Rate Type	Rate	Amount Due	Paid	Balance	
<input checked="" type="checkbox"/>		08/31/2008	618	Jolt Electric, LLC	BA987432	Premium	\$1,500.00	\$225.00	% of Agency Commission	40.00	\$90.00	\$0.00	\$90.00	
<input checked="" type="checkbox"/>		08/05/2008	620	Jolt Electric, LLC	AWC987234	Premium	\$1,500.00	\$120.00	% of Agency Commission	40.00	\$48.00	\$0.00	\$48.00	
<input checked="" type="checkbox"/>		08/05/2008	620	Jolt Electric, LLC	AWC987234	Premium	(\$1,500.00)	(\$120.00)	% of Agency Commission	40.00	(\$48.00)	\$0.00	(\$48.00)	
<input checked="" type="checkbox"/>		08/05/2008	620	Jolt Electric, LLC	AWC987234	Premium	\$1,500.00	\$120.00	% of Agency Commission	40.00	\$48.00	\$0.00	\$48.00	
<input checked="" type="checkbox"/>		08/05/2008	622	Jolt Electric, LLC	WC2987234	Premium	\$1,500.00	\$120.00	% of Agency Commission	40.00	\$48.00	\$0.00	\$48.00	
							This Page Total:	\$4,500.00	\$465.00			\$186.00	\$0.00	\$186.00
							All Pages Total:	\$8,800.00	\$1,110.00			\$444.00	\$0.00	\$444.00
							All Selected Items Total:	\$4,500.00	\$465.00			\$186.00	\$0.00	\$186.00

[Select All] [Deselect All] Showing Page 1 of 1 Display: Default (6)

Direct Bill													
Select	Details	Date	Invoice ID	Client Bill To	Policy No.	Line Type	Amount	Agency Commission	Rate Type	Rate	Amount Due	Paid	Balance
<input checked="" type="checkbox"/>		08/01/2008	670	Jason Brown	PAU12345	Premium	\$5,850.00	\$994.50	% of Agency Commission	40.00	\$397.80	\$0.00	\$397.80
<input checked="" type="checkbox"/>		08/05/2008	671	Theodore Rennie	PAU12346	Premium	\$1,780.00	\$213.60	% of Agency Commission	40.00	\$85.44	\$0.00	\$85.44
<input checked="" type="checkbox"/>		08/01/2008	686	Jason Brown	PAU12345	Premium	\$5,850.00	\$994.50	% of Agency Commission	40.00	\$397.80	\$0.00	\$397.80
<input checked="" type="checkbox"/>		08/05/2008	687	Theodore Rennie	PAU12346	Premium	\$1,780.00	\$213.60	% of Agency Commission	40.00	\$85.44	\$0.00	\$85.44
<input checked="" type="checkbox"/>		08/05/2008	688	Mark Cormier	PAU12347	Premium	\$6,348.00	\$761.76	% of Agency Commission	20.00	\$152.35	\$0.00	\$152.35

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.

nexsure

Payment

Date: 09/02/2008

Comm. Amount: 90.00

Amount: Balance: 88.00

Description:

This item shows a gray box with a check in it and the amount entered \$2.00 is displaying in the Paid column on the right and the balance showing a reduction of \$2.00.

Once all the invoices have been identified and selected, click the **Pay All Selected** link on the Navigation toolbar. If you have maximized your workspace, click the **Maximize/Minimize**  button to minimize the workspace and display the reconciliation header Navigation Toolbar.

reconciliation

Reconciliation ID: 88 Receipt Total: \$0.00
 Entity Type: People Disbursements Total: \$0.00
 Name: Betsy Cormier Adjustments Total: \$0.00
 Posted: Income/Receivable Total: \$0.00
 Payable Total: \$0.00

Date Created: 09/10/2008 Description: August 2008 Commissions Due
 Created By: Betsy Cormier

Quick Navigation

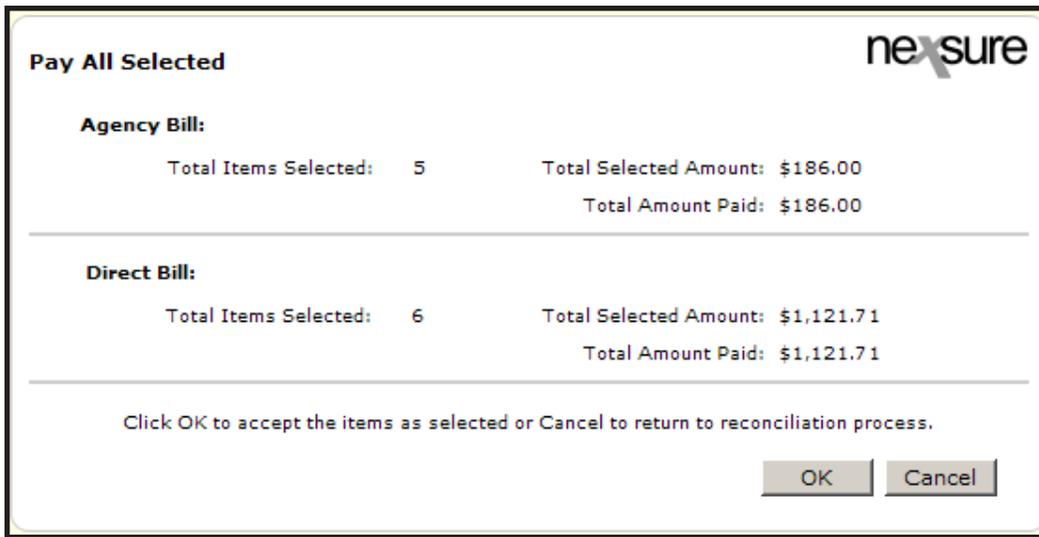
Header
 Receipts/Disbursements
Transactions
 Adjustments
 Reconciliation Posting

[Select All] [Deselect All]
Showing Page 1 of 2
Search Filter: [Show]

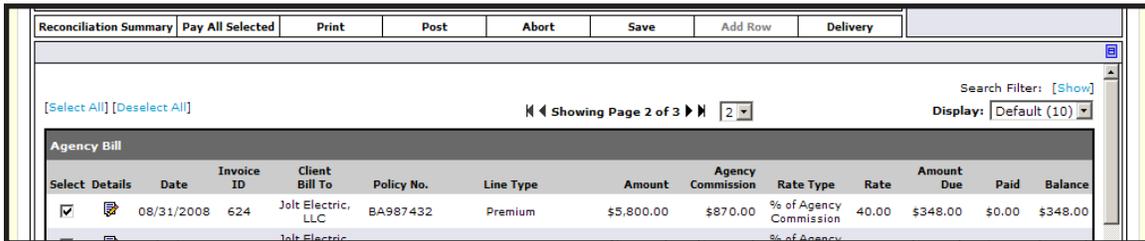
Select	Details	Date	Invoice ID	Client Bill To	Policy No.	Line Type	Amount	Agency Commission	Rate Type	Rate	Amount Due	Paid	Balance		
<input checked="" type="checkbox"/>		08/31/2008	618	Jolt Electric, LLC	BA987432	Premium	\$1,500.00	\$225.00	% of Agency Commission	40.00	\$90.00	\$0.00	\$90.00		
<input checked="" type="checkbox"/>		08/05/2008	620	Jolt Electric, LLC	AWC987234	Premium	\$1,500.00	\$120.00	% of Agency Commission	40.00	\$48.00	\$0.00	\$48.00		
<input checked="" type="checkbox"/>		08/05/2008	620	Jolt Electric, LLC	AWC987234	Premium	(\$1,500.00)	(\$120.00)	% of Agency Commission	40.00	(\$48.00)	\$0.00	(\$48.00)		
<input checked="" type="checkbox"/>		08/05/2008	620	Jolt Electric, LLC	AWC987234	Premium	\$1,500.00	\$120.00	% of Agency Commission	40.00	\$48.00	\$0.00	\$48.00		
<input checked="" type="checkbox"/>		08/05/2008	622	Jolt Electric, LLC	WC2987234	Premium	\$1,500.00	\$120.00	% of Agency Commission	40.00	\$48.00	\$0.00	\$48.00		
This Page Total:											\$4,500.00	\$465.00	\$186.00	\$0.00	\$186.00
All Pages Total:											\$8,800.00	\$1,110.00	\$444.00	\$0.00	\$444.00
All Selected Items Total:											\$4,500.00	\$465.00	\$186.00	\$0.00	\$186.00

[Select All] [Deselect All]
Showing Page 1 of 1
Display: Default (6)

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.



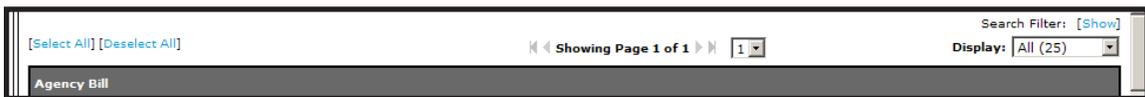
The select check box is grayed with a checkmark in it and the **Pay All Selected** link on the **Navigation** toolbar is inactive. If transactions are listed on more than one page, navigate to the next page; select all transactions to be paid on that page.



The **Pay All Selected** link is once again active. Click **Pay All Selected** on the **Navigation** toolbar; click **OK** to confirm payment of the selected items.

The **Payable Total** in the reconciliation header refreshes with the new total of paid items.

Change the transaction **Display** selection to show **All** transactions. This may be used to display all and select all transactions for payment at once, or to verify that all items have been paid.



Handling Adjustments

To enter an adjustment such as a reimbursement for a charge such as gasoline or charge back for postage that the employee owes the agency, 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.

reconciliation

Reconciliation ID: 88 Receipt Total: \$0.00
 Entity Type: People Disbursements Total: \$0.00
 Name: Betsy Cormier Adjustments Total: \$0.00
 Posted: Income/Receivable Total: \$0.00
 Payable Total: \$5,600.69

Date Created: 09/10/2008 Virtual Disbursement Total: \$5,600.69
 Created By: Betsy Cormier Description: August 2008 Commissions Due

Quick Navigation
 Header
 Receipts/Disbursements
 Transactions
Adjustments
 Reconciliation Posting

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

Account Number	Description	Debit	Credit	1099	LID	#	Remove
		0.00	0.00			0	
Totals:		\$0.00	\$0.00				
Total to write off:		\$0.00	\$0.00				

Click the **Ellipsis**  button to search for the account number the entry will be posted to. 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: 88 Receipt Total: \$0.00
 Entity Type: People Disbursements Total: \$0.00
 Name: Betsy Cormier Adjustments Total: \$0.00
 Posted: Income/Receivable Total: \$0.00
 Payable Total: \$5,600.69

Date Created: 09/10/2008 Virtual Disburs
 Created By: Betsy Cormier

Quick Navigation
 Header
 Receipts/Disbursements
 Transactions
Adjustments
 Reconciliation Posting

Reconciliation Summary Pay All Selected Print Post

Account Number

Nexsure Accounting

Region: B C Region Branch: B C Insurance Agency
 Territory: B C Insurance Agency Department: Commercial Lines
 Unit:

Classification: All
 Group:
 Type:

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

Name: General Ledger Number:

Search

Select the general ledger number:

02.001.0001.001.00.540100 - Vehicles-Gas and Oil

OK Cancel

Enter a description for the entry and the amount of the adjustment. Enter the adjustment amount in the **Debit** column to reimburse the employee, increasing the **Virtual Disbursement Total**. If the adjustment is a charge back, enter the amount in the **Credit** column to reduce payment to the employee, decreasing the **Virtual Disbursement Total**.

The screenshot shows a reconciliation window with the following data:

- Reconciliation ID: 88
- Entity Type: People
- Name: Betsy Cormier
- Posted:
- Date Created: 09/10/2008
- Created By: Betsy Cormier
- Receipt Total: \$0.00
- Disbursements Total: \$0.00
- Adjustments Total: \$418.00
- Income/Receivable Total: \$0.00
- Payable Total: \$5,600.69
- Virtual Disbursement Total: \$6,018.69
- Description: August 2008 Commissions Due

Buttons: Reconciliation Summary, Pay All Selected, Print, Post, Abort, Save, Add Row, Delivery.

Account Number	Description	Debit	Credit	1099	LID #	Remove
02.001.0001.001.00.540100 Vehicles-	Gas Reimbursen	480.00	0.00	<input type="checkbox"/>	...	0
02.001.0001.001.00.641000 General O	Postage Expense	0.00	62.00	<input type="checkbox"/>	...	0
Totals:		\$480.00	\$62.00			
Total to write off:		\$0.00	\$418.00			

To add the line item distribution, use the **Ellipsis** button on the right of the screen to the left of the **Remove** icon for the line item distribution.

The screenshot shows the general ledger interface with the following data:

Account Number	Description	Debit	Credit	LID #	Remove
			\$5.00		
02.001.0001.049.00.560001 Personal-	Postage	0.00	5.00	...	1
Totals:		\$5.00	\$5.00		

Click the **Add** link and the Employee is the **Entity Type** default, so this does not need to be changed. Enter at least 2 characters of the employee name to the left of the search button and then click **Search** to return a list of matching names. Click to highlight the employee for the line item distribution. Enter the amount to allocate to the selected employee. In this case a credit amount is needed, so enter a minus (-) in front of the amount and click the **OK** button to add the line item distribution.

nexsure

Line Item

Entity Type: Employees

Enter at least 2 characters of the name and click search.

corm Search

Select Name

Betsy Cormier

Mark Cormier

Amount: -62.00

Click OK to confirm selection or Cancel to return to previous screen.

OK
Cancel

The addition is added at the bottom of the screen.

reconciliation

Reconciliation ID: 88 Entity Type: People Name: Betsy Cormier Posted: <input type="checkbox"/>	Receipt Total: \$0.00 Disbursements Total: \$0.00 Adjustments Total: \$418.00 Income/Receivable Total: \$0.00 Payable Total: \$5,600.69
Date Created: 09/10/2008 Created By: Betsy Cormier	Virtual Disbursement Total: \$6,018.69 Description: August 2008 Commissions Due

Quick Navigation

- Header
- Receipts/Disbursements
- Transactions
- Adjustments**
- Reconciliation Posting

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

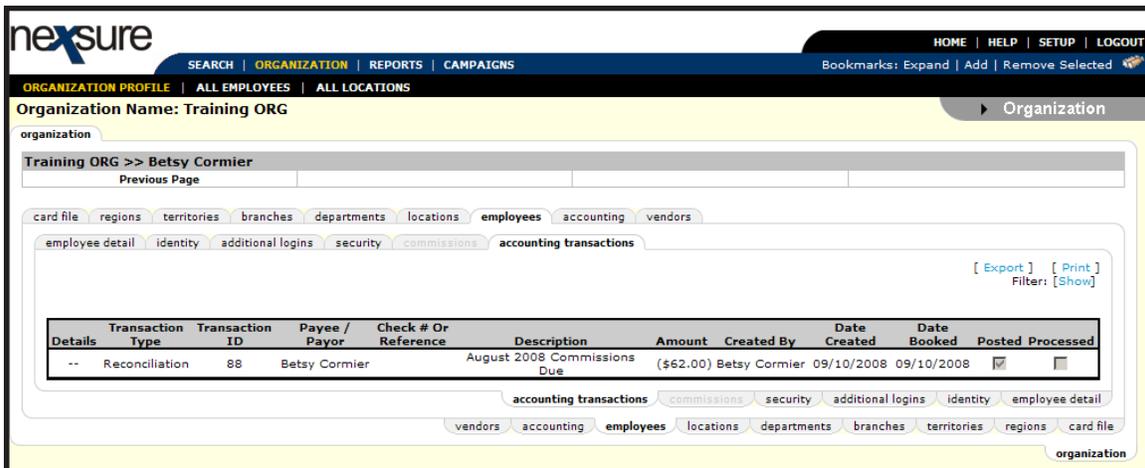
General Ledger

Account Number	Description	Debit	Credit	1099	LID	#	Remove
02.001.0001.001.00.540100 Vehicles-I	Gas Reimbursen	480.00	0.00	<input type="checkbox"/>	...	0	🗑️
02.001.0001.001.00.641000 General O	Postage Expense	0.00	62.00	<input type="checkbox"/>	...	0	🗑️
Totals:		\$480.00	\$62.00				
Total to write off:		\$0.00	\$418.00				

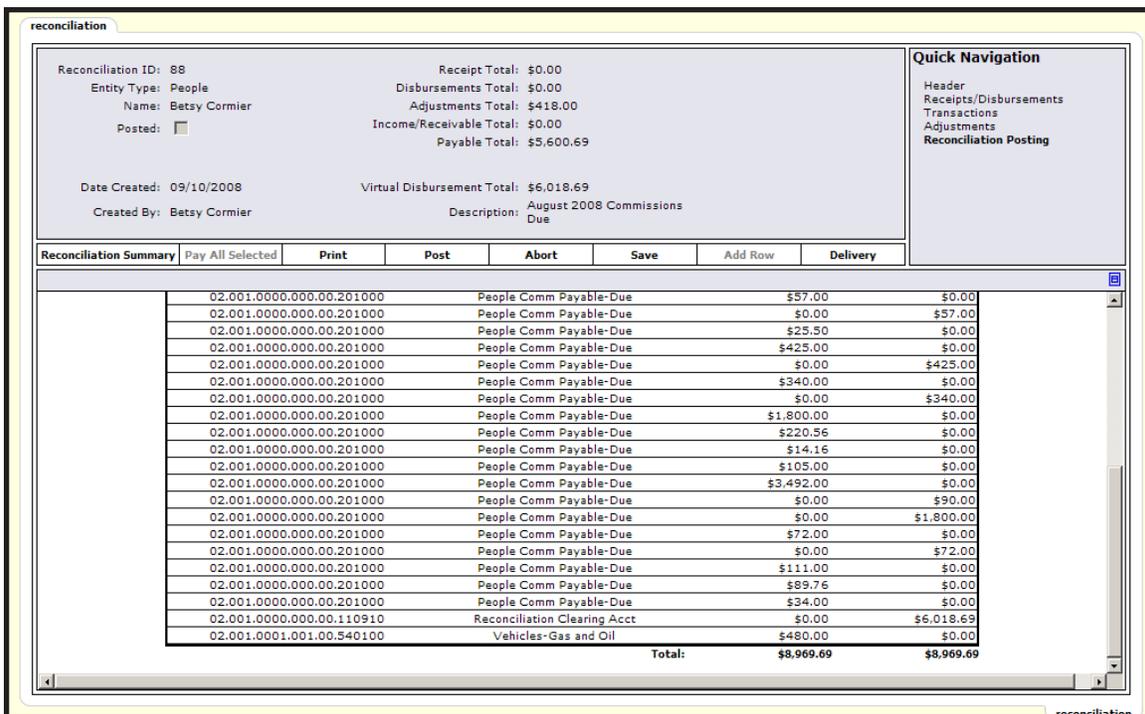
Line Item Distribution [Add]

Details	Entity Type	Name	Distribution Amount	Remove
🗑️	People/employees	Betsy Cormier	-\$62.00	🗑️

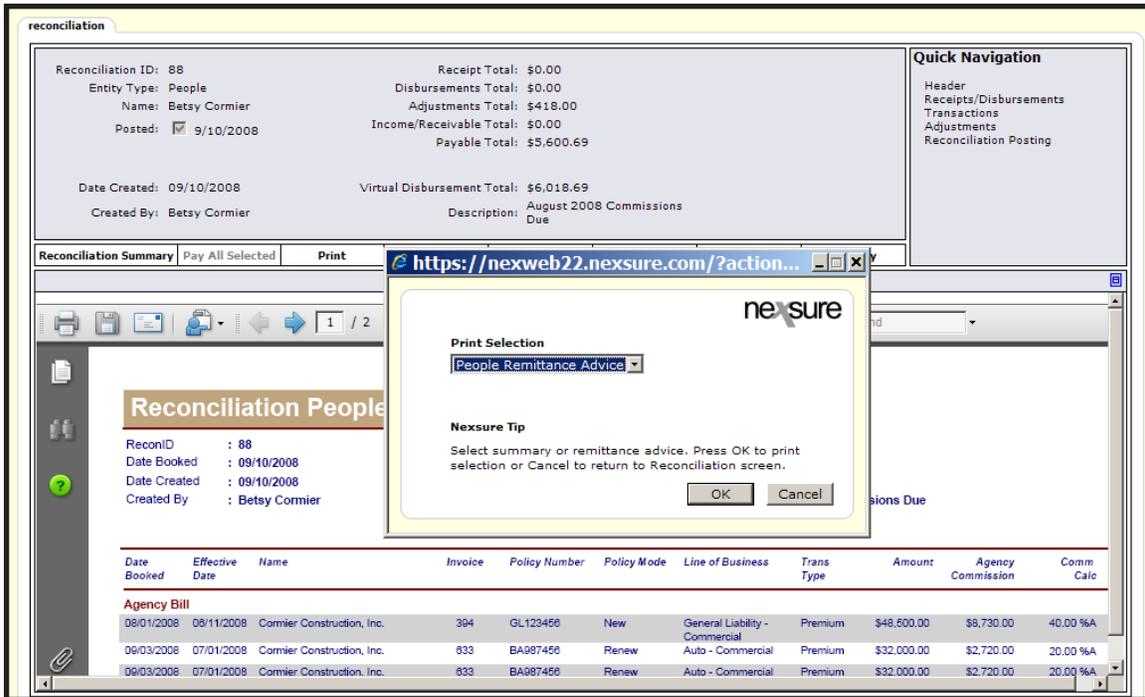
Line item distribution details can only be found on the employees file at the Territory level on the **accounting transactions** tab. The list may be viewed, exported and/or printed.



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



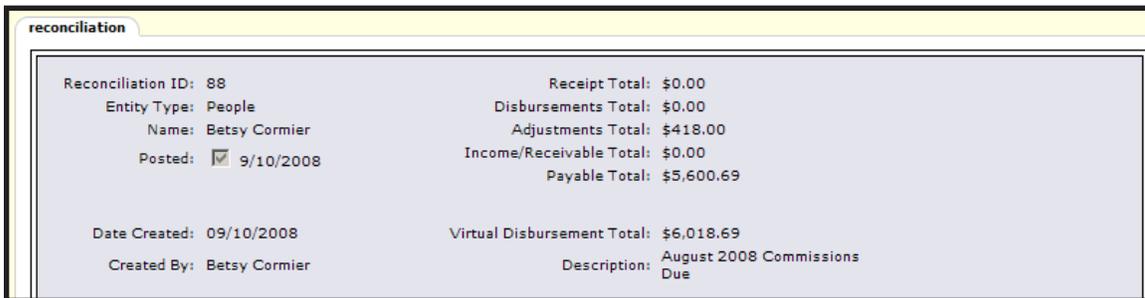
To complete the Process, click the **Post** link on the Navigation toolbar. The Post Reconciliation screen is displayed providing an opportunity to review the posting. Once confirmed that the posting is correct, click the **OK** button to complete the post.



Click the **Reconciliation Summary** link on the **Navigation** toolbar to exit the reconciliation.

Issuing Disbursement for People Payables

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



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 People Payables Disbursement for the Reconciliation Worksheet, 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 **Employee** 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**. Click to select name and click the **OK** button on the bottom of the window to add the disbursement. Clicking the **Cancel** button will abort the process.

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

Disbursement ID: 83 **Entity Type:** Employee

Posted: **Payee:** Betsy Cormier

Cleared: **Bank Name:** Bank of America

Date Booked: **Bank Account #:** 209902025

GL Account: 02.001.0000.000.00.100000 Trust Account

Date Created: 9/10/2008 **Balance:** \$150,816.55

Created By: Betsy Cormier **Disbursement Amount:** \$0.00

Estimated Balance: \$150,816.55

Check #:

Description:

Quick Navigation

Disbursement Header
 General Ledger
 Accounts Payable
 Reconciliation
 Disbursement Posting

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

Payee: Betsy Cormier
 123 Main St
 Capac, MI 48014 United States

Date Booked:

Disbursement Method:

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)

Internal Note: (250 Char. Max)

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

Section	Description
Disbursement Header	<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 Account #: 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.
Quick Navigation	<p>Located on the upper 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>
Input Fields	<p>Input Fields are located at the bottom 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

Link	Description
General Ledger	Any adjustments not included on a 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.
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.

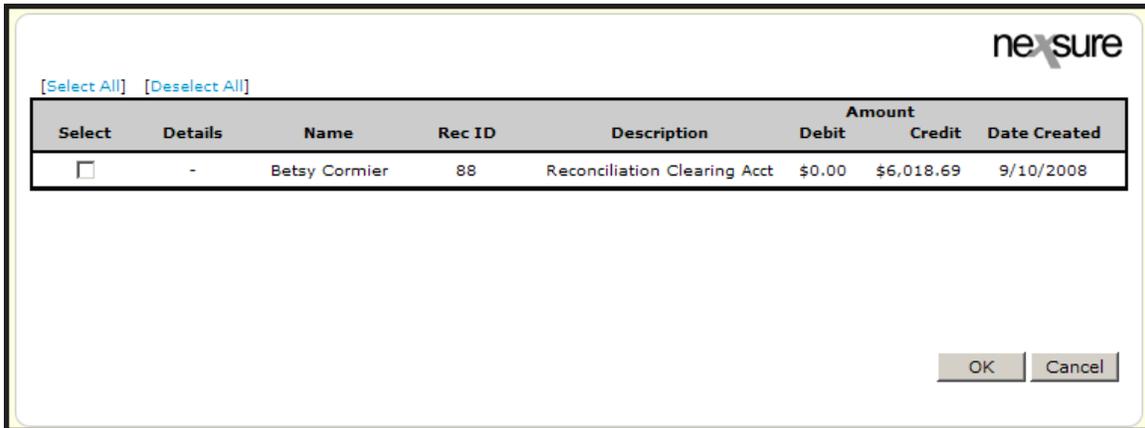
After entering data into the input fields on the first page, click the **Save** link on the Navigation toolbar or click one of the links on the right to save entries.

The screenshot shows a web form titled "disbursements". It contains several input fields and a "Quick Navigation" menu. The fields include: Disbursement ID: 83, Entity Type: Employee, Payee: Betsy Cormier, Bank Name: Bank of America, Bank Account #: 209902025, GL Account: 02.001.0000.000.00.100000 Trust Account, Date Booked: 9/10/2008, Date Created: 9/10/2008, Created By: Betsy Cormier, Disbursement Amount: \$0.00, Estimated Balance: \$150,816.55, Check #: (empty), and Description: 08/2008 Comm Due incl Gas Ex... The Quick Navigation menu on the right lists: Disbursement Header, General Ledger, Accounts Payable, Reconciliation, and Disbursement Posting. At the bottom, there is a navigation toolbar with buttons: Disbursement Summary, Pay All Selected, Print, Post, Abort, Save, and Add Row.

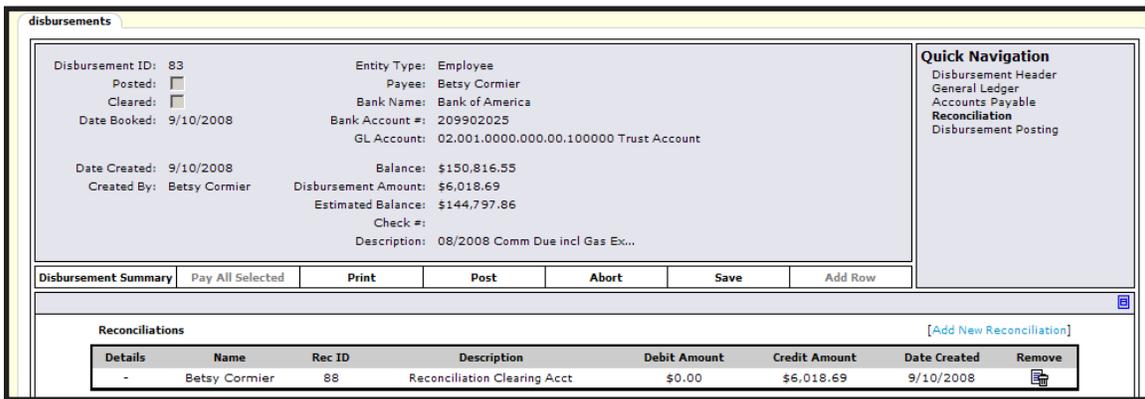
To select the reconciliation for this statement, click the **Quick Navigation > Reconciliation** link located on the right side of the screen to bring up the Reconciliation screen. Click the **[Add New Reconciliation]** link located just below the Navigation toolbar on the right.

This screenshot shows the same "disbursements" form as above, but with the "Reconciliation" section expanded. Below the navigation toolbar, there is a section titled "Reconciliations" with an "[Add New Reconciliation]" link. Below this is a table with the following columns: Details, Name, Rec ID, Description, Debit Amount, Credit Amount, Date Created, and Remove. The table is currently empty.

Any reconciliation worksheet added for the selected entity 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.

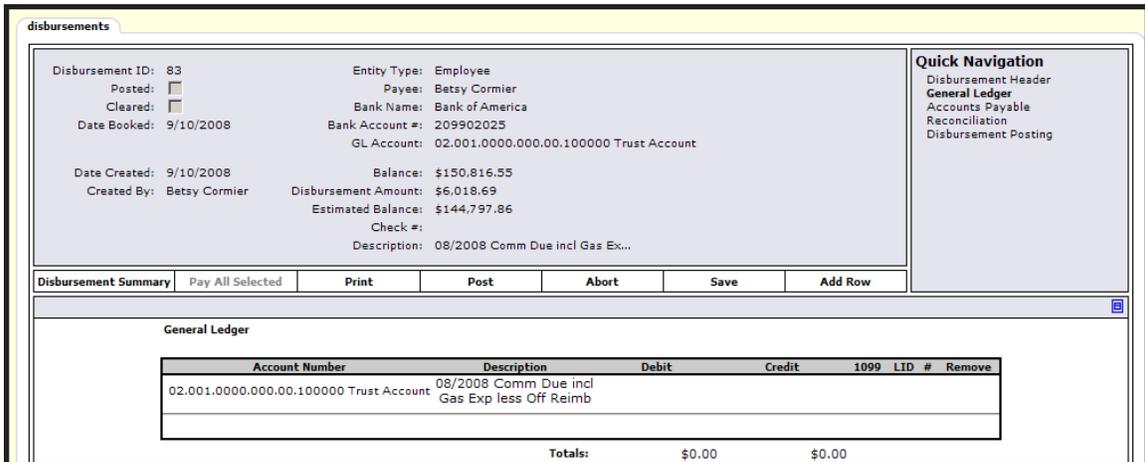


After selecting the reconciliation the disbursement is being issued for, click the **OK** button. The selected reconciliation worksheet is added to the disbursement.

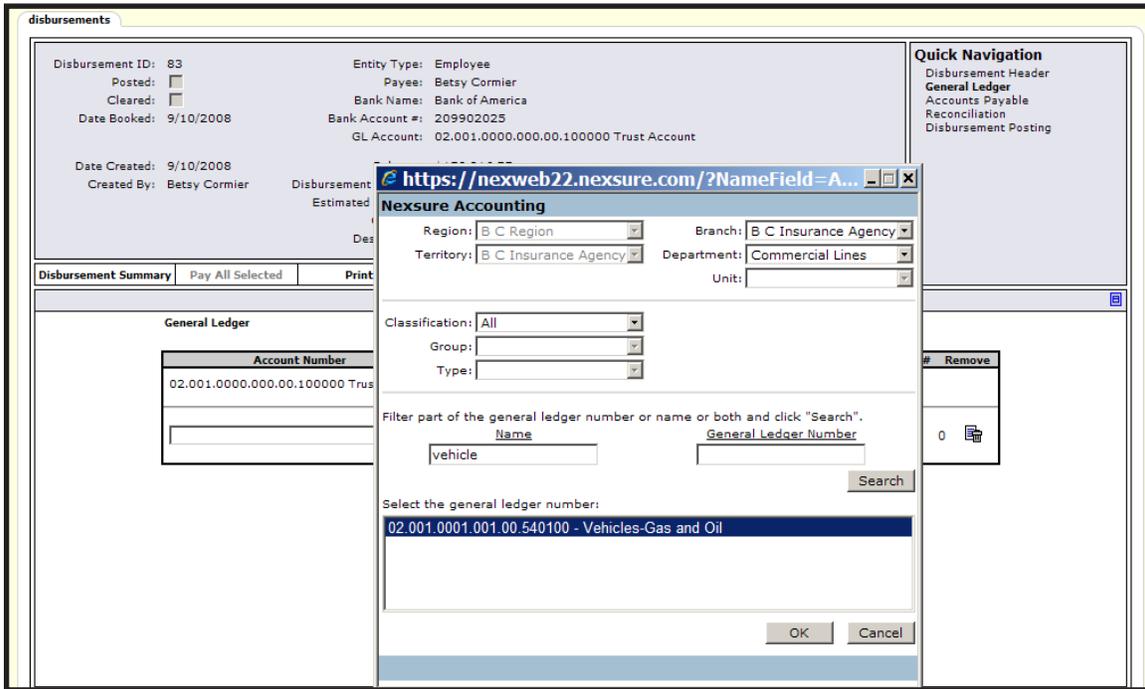


Using the General Ledger Link

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.

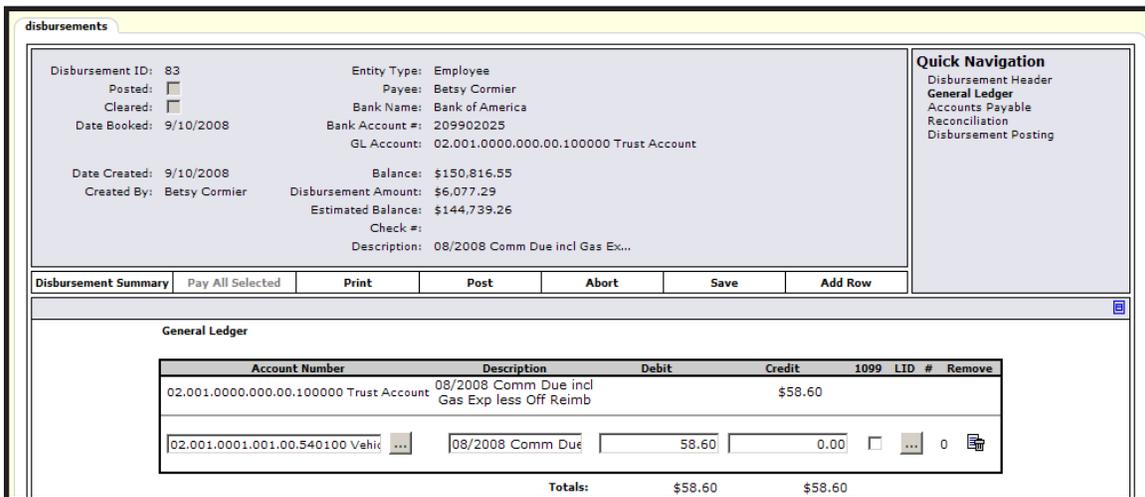


Click the **Add Row** link on the Navigation toolbar. Click the **Ellipsis**  button to search for the account number the entry will be posted to.



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.



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. On the right, a 'Quick Navigation' menu lists: Disbursement Header, General Ledger, Accounts Payable, Reconciliation, and Disbursement Posting. The main area displays a 'Disbursement Summary' with fields for Disbursement ID (83), Entity Type (Employee), Payee (Betsy Cormier), Bank Name (Bank of America), Bank Account # (209902025), GL Account (02.001.0000.000.00.100000 Trust Account), Date Booked (9/10/2008), Date Created (9/10/2008), Created By (Betsy Cormier), Balance (\$150,816.55), Disbursement Amount (\$6,077.29), Estimated Balance (\$144,739.26), and Description (08/2008 Comm Due incl Gas Ex...). Below this is a 'Disbursement Posting' table:

Account Number	Account Description	Debit	Credit
02.001.0000.000.00.110910	Reconciliation Clearing Acct	\$6,018.69	\$0.00
02.001.0000.000.00.100000	Trust Account	\$0.00	\$6,077.29
02.001.0001.001.00.540100	Vehicles-Gas and Oil	\$58.60	\$0.00
Total:		\$6,077.29	\$6,077.29

Removing Entries from the General Ledger Link

The disbursement being entered should match the reconciliation worksheet unless multiple worksheets are being added. In this scenario, only one statement is being paid, so the entry added on the **Quick Navigation > 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' window with a table of entries. The entry to be removed is highlighted:

Account Number	Description	Debit	Credit	1099	LID #	Remove
02.001.0000.000.00.100000 Trust Account	08/2008 Comm Due incl Gas Exp less Off Reimb		\$58.60			
02.001.0001.001.00.540100 Vehic	08/2008 Comm Due	58.60	0.00		0	
Totals:		\$58.60	\$58.60			

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



The adjustment is successfully removed from the disbursement.

disbursements																											
Disbursement ID: 83	Entity Type: Employee					Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Disbursement Posting																					
Posted: <input type="checkbox"/>	Payee: Betsy Cormier																										
Cleared: <input type="checkbox"/>	Bank Name: Bank of America																										
Date Booked: 9/10/2008	Bank Account #: 209902025																										
	GL Account: 02.001.0000.000.00.100000 Trust Account																										
Date Created: 9/10/2008	Balance: \$150,816.55																										
Created By: Betsy Cormier	Disbursement Amount: \$6,018.69																										
	Estimated Balance: \$144,797.86																										
	Check #:																										
	Description: 08/2008 Comm Due incl Gas Ex...																										
Disbursement Summary	Pay All Selected	Print	Post	Abort	Save	Add Row																					
General Ledger <table border="1"> <thead> <tr> <th>Account Number</th> <th>Description</th> <th>Debit</th> <th>Credit</th> <th>1099</th> <th>LID #</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>02.001.0000.000.00.100000 Trust Account</td> <td>08/2008 Comm Due incl Gas Exp less Off Reimb</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">Totals:</td> <td>\$0.00</td> <td>\$0.00</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>							Account Number	Description	Debit	Credit	1099	LID #	Remove	02.001.0000.000.00.100000 Trust Account	08/2008 Comm Due incl Gas Exp less Off Reimb						Totals:		\$0.00	\$0.00			
Account Number	Description	Debit	Credit	1099	LID #	Remove																					
02.001.0000.000.00.100000 Trust Account	08/2008 Comm Due incl Gas Exp less Off Reimb																										
Totals:		\$0.00	\$0.00																								

Aborting the Disbursement

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

disbursements						
Disbursement ID: 83	Entity Type: Employee					Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Disbursement Posting
Posted: <input type="checkbox"/>	Payee: Betsy Cormier					
Cleared: <input type="checkbox"/>	Bank Name: Bank of America					
Date Booked: 9/10/2008	Bank Account #: 209902025					
	GL Account: 02.001.0000.000.00.100000 Trust Account					
Date Created: 9/10/2008	Balance: \$150,816.55					
Created By: Betsy Cormier	Disbursement Amount: \$6,018.69					
	Estimated Balance: \$144,797.86					
	Check #:					
	Description: 08/2008 Comm Due incl Gas Ex...					
Disbursement Summary	Pay All Selected	Print	Post	Abort	Save	Add Row

Posting the Disbursement and Printing the Check

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

disbursements						
Disbursement ID: 83	Entity Type: Employee					Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Disbursement Posting
Posted: <input type="checkbox"/>	Payee: Betsy Cormier					
Cleared: <input type="checkbox"/>	Bank Name: Bank of America					
Date Booked: 9/10/2008	Bank Account #: 209902025					
	GL Account: 02.001.0000.000.00.100000 Trust Account					
Date Created: 9/10/2008	Balance: \$150,816.55					
Created By: Betsy Cormier	Disbursement Amount: \$6,018.69					
	Estimated Balance: \$144,797.86					
	Check #:					
	Description: 08/2008 Comm Due incl Gas Ex...					
Disbursement Summary	Pay All Selected	Print	Post	Abort	Save	Add Row

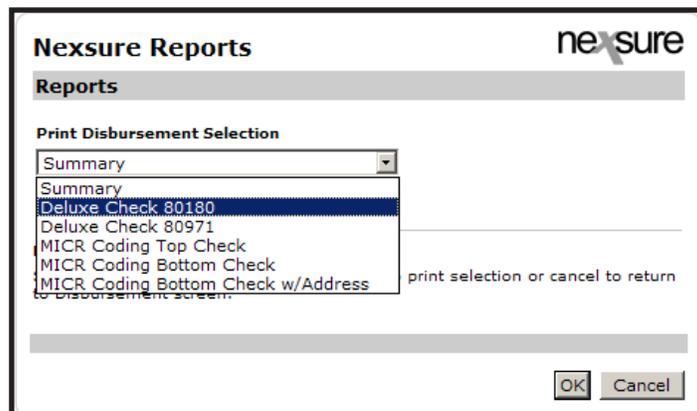
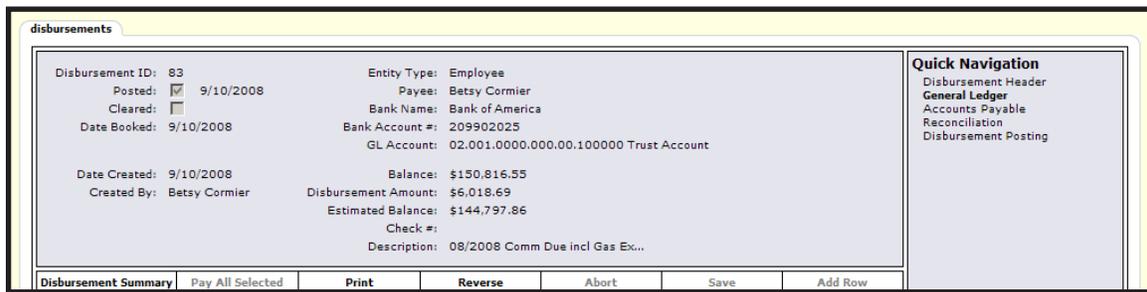
The Post Disbursement screen is displayed providing an opportunity to review the disbursement amount. If the disbursement is out of balance, a message is displayed advising of the out of balance. At that point,

click cancel, correct the disbursement and post again. Once confirmed that the posting is correct, click the **OK** button to complete the post.

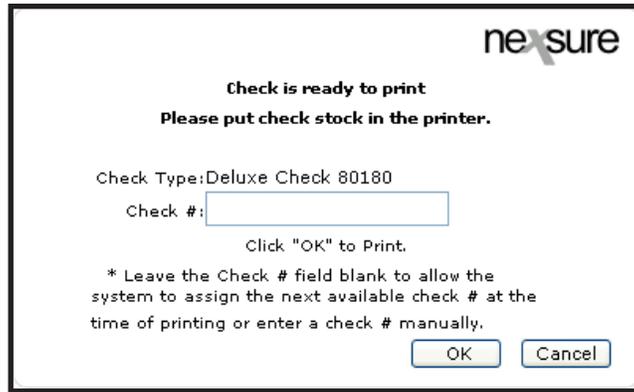


After the disbursement is posted the disbursement screen is refreshed and **Post** is no longer an option.

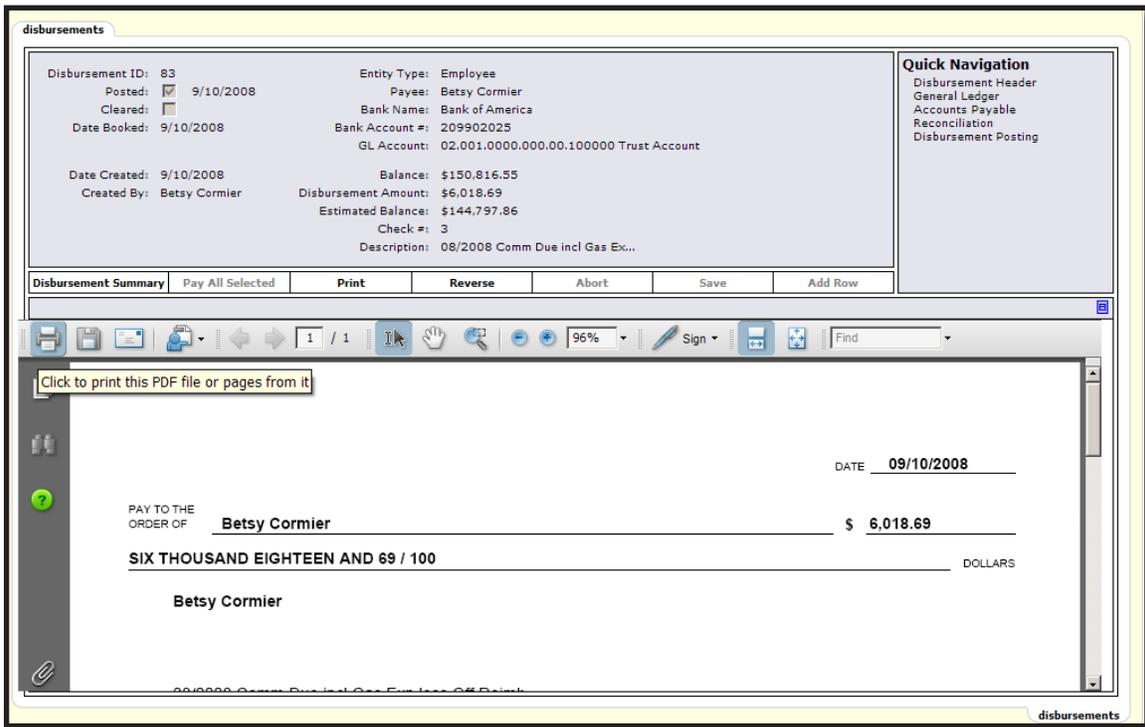
A check may be printed by clicking the **Print** link on the Navigation toolbar and selecting the check style from the drop-down box and clicking the **OK** button.



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.

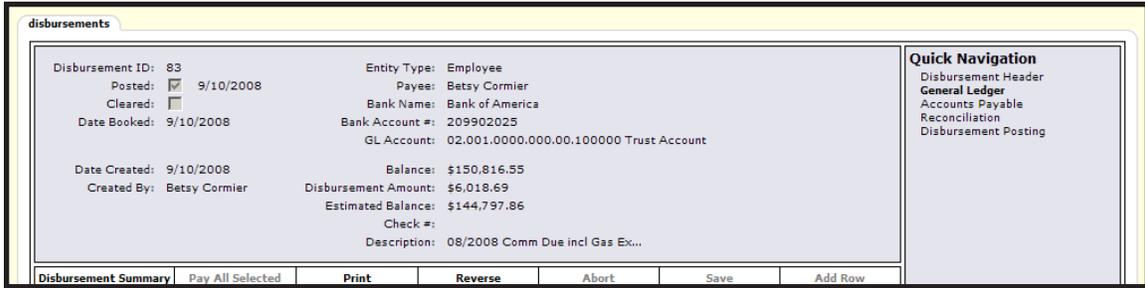


The check is displayed. To print the check, click the **Adobe® Reader® printer**  icon just above the document. Checks should be in the printer prior to printing.



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.



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.

<input type="checkbox"/>	Jolt Electric, LLC	63/62	1	Refund for RP End #1 delete 2001 Ford	(\$950.00)	Betsy Cormier	09/03/2008	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--
<input checked="" type="checkbox"/>	Jolt Electric, LLC	62/63	1	Refund for RP End #1 delete 2001 Ford	\$950.00	Betsy Cormier	09/03/2008	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--

Removing Disbursements not Posted

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



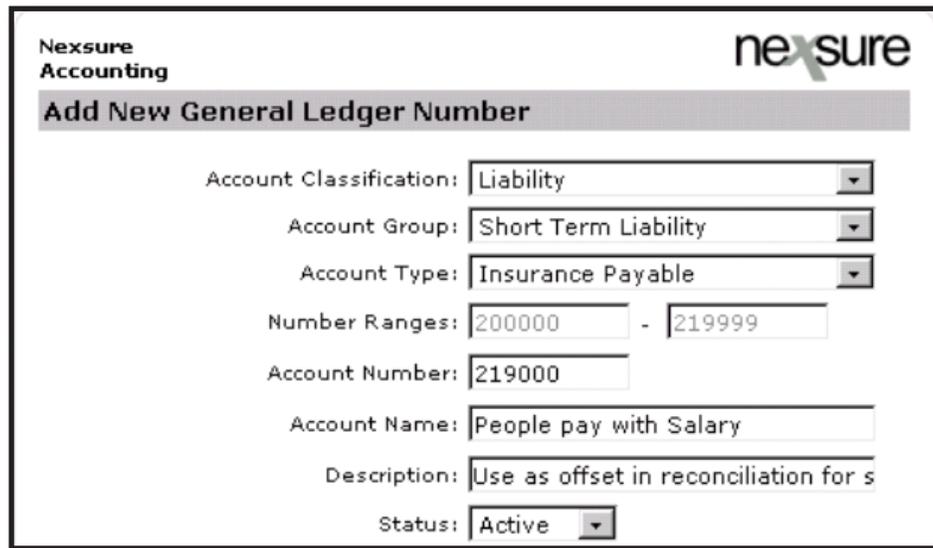
The abort confirmation is displayed allowing an opportunity to go back to the summary view without aborting the disbursement. To confirm the deletion, click the **OK** button. Clicking the **Abort** link on the disbursement itself works the same as removing from the summary screen.



Commission Paid with Salary

In some agency operations, a salary check is issued that includes the commission due, however, the People Payable will be reconciled but will not be included in the disbursement to the employee pulled from reconciliation as in the process above titled **Reconciling People Payables**. This section shows how to handle People Payables reconciled but not paid by disbursement using the reconciliation.

The first step is to add the general ledger account number to use with the adjustment to offset the entire people reconciliation to during the reconciliation process. To add the account number, follow the steps for adding General Ledger Account Numbers in Chapter 4, "Accounting General Ledger" of this manual.



Nexsure Accounting

Add New General Ledger Number

Account Classification: Liability

Account Group: Short Term Liability

Account Type: Insurance Payable

Number Ranges: 200000 - 219999

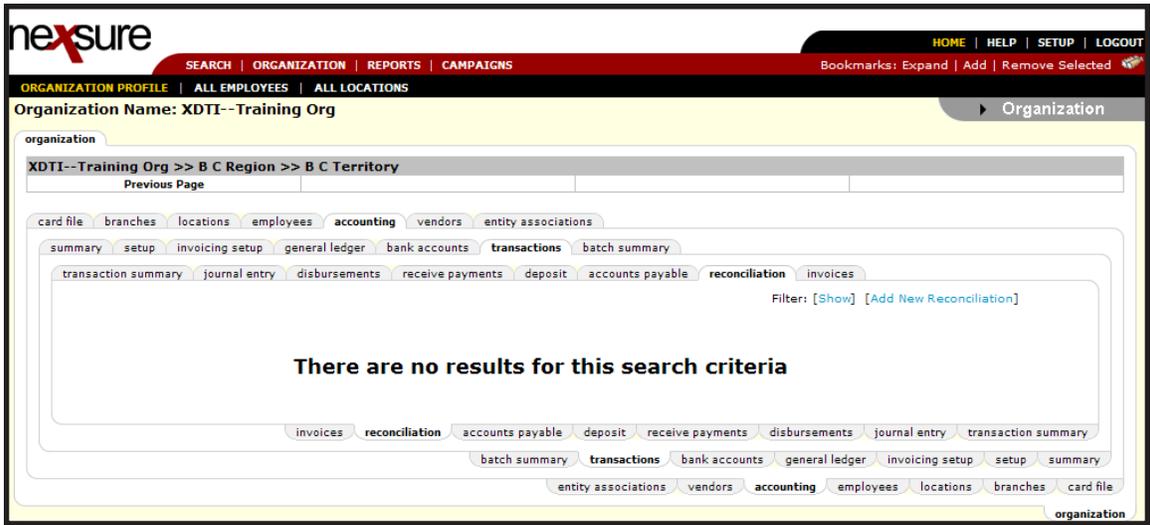
Account Number: 219000

Account Name: People pay with Salary

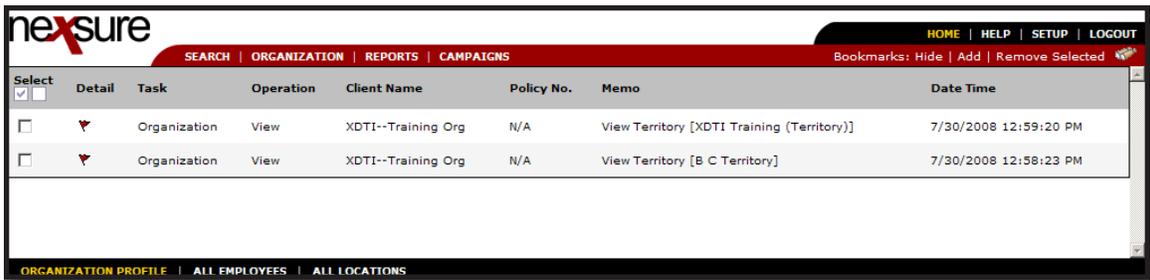
Description: Use as offset in reconciliation for s

Status: Active

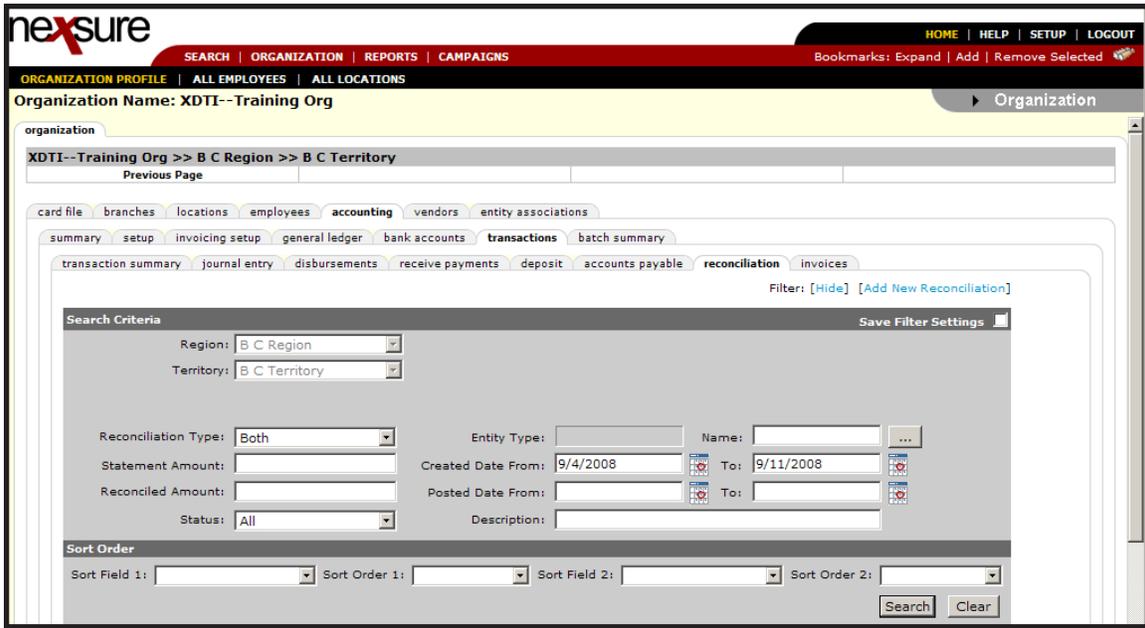
Begin by accessing the reconciliation tab by first clicking on the **ORGANIZATION** link on the primary menu. Click the **territories** tab and click the **Details**  icon for the territory where the Statement is to be reconciled. Click the **accounting** tab, the **transactions** tab and the **reconciliation** 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.



Note: After accessing the territory, click the Add link on the Bookmarks menu to add a bookmark so the territory can be quickly accessed next time. To access click the Expand link on the Bookmarks menu and click the red flag beside the territory. The territory tab is displayed. Click the Hide link on the Bookmarks menu to close the window.



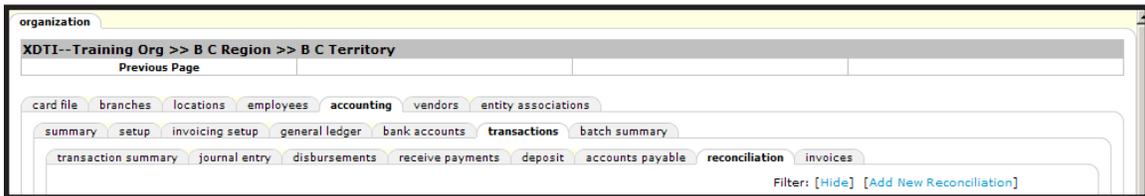
Clicking the Show link on the top right portion of the reconciliation screen will bring up the Search Filter fields. Notice the Region and Territory fields are not available to modify. The reason is that the selection for the region and territory was made when the territory **Details** icon was clicked.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

Only those invoices meeting department posting rules will be available for reconciliation. If unsure when these invoices will be available to pay, see the General Ledger Posting tables in this chapter.

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 **People** 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**. Click to select the name and click the **OK** button.

Reconciliation

Select Entry:

Entity Type: People

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

Entity Name: mcd Search

Select Name:

Samantha McDonough

Susan McDonough

Select Address:

12050 S Ravinia Avenue

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

OK
Cancel

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

reconciliation

Reconciliation ID: 1155	Receipt Total: \$0.00
Entity Type: People	Disbursements Total: \$0.00
Name: Susan McDonough	Adjustments Total: \$0.00
Posted: <input type="checkbox"/>	Income/Receivable Total: \$0.00
	Payable Total: \$0.00

Date Created: 09/11/2008
Created By: Betsy Cormier

Description: Producer recon for MM/YYYY

Quick Navigation

Header

- Receipts/Disbursements
- Transactions
- Adjustments
- Reconciliation Posting

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

Name: Susan McDonough
12050 S Ravinia Avenue
Orland Park IL 60462

Date Booked: 09/11/2008

Description: (100 Char. Max) Producer recon for MM/YYYY

Internal Note: (250 Char. Max) Producer paid on Salary.
Recon to clear payable.

reconciliation

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 on the right to save entries.

Using the Search Filter to Locate Invoices

To select the invoices included on the statement, click the **Quick Navigation > Transactions** link located on the upper 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.

The screenshot displays the 'reconciliation' screen. At the top, there is a summary section with the following details:

- Reconciliation ID: 1155
- Entity Type: People
- Name: Susan McDonough
- Posted:
- Date Created: 09/11/2008
- Created By: Betsy Cormier
- Description: Producer recon for MM/YYYY
- Receipt Total: \$0.00
- Disbursements Total: \$0.00
- Adjustments Total: \$0.00
- Income/Receivable Total: \$0.00
- Payable Total: \$0.00

On the right side, there is a 'Quick Navigation' menu with the following options:

- Header
- Receipts/Disbursements
- Transactions**
- Adjustments
- Reconciliation Posting

Below the summary is a toolbar with buttons: Reconciliation Summary, Pay All Selected, Print, Post, Abort, Save, Add Row, and Delivery.

The main area contains a table of 'Agency Bill' items. Above the table, there are search filters: '[Select All] [Deselect All]', 'Showing Page 1 of 1', and 'Display: Default (5)'. The search filter is currently set to '[Show]'.

Select	Details	Date	Invoice ID	Client Bill To	Policy No.	Line Type	Amount	Agency Commission	Rate Type	Rate	Amount Due	Paid	Balance
<input type="checkbox"/>		08/06/2007	12358	Cormier Billing Services	AG2	Premium	\$850.00	\$144.50	% of Agency Commission	25.00	\$36.12	\$0.00	\$36.12
<input type="checkbox"/>		08/06/2007	12358	Cormier Billing Services	AG2	Premium	\$800.00	\$136.00	% of Agency Commission	25.00	\$34.00	\$0.00	\$34.00
<input type="checkbox"/>		11/01/2007	13615-1	Cormier Billing Services	AGbillpolicy	Premium	\$1,000.00	\$100.00	% of Agency Commission	25.00	\$25.00	\$0.00	\$25.00
<input type="checkbox"/>		12/19/2007	14365	Cormier Billing Services	WC123456	Premium	\$25,750.00	\$2,575.00	% of Agency Commission	25.00	\$643.75	\$0.00	\$643.75
<input type="checkbox"/>		12/19/2007	15214	Cormier Billing Services	WC123456	Premium	(\$25,750.00)	(\$2,575.00)	% of Agency Commission	25.00	(\$643.75)	\$0.00	(\$643.75)
							This Page Total:	\$2,650.00	\$380.50		\$95.12	\$0.00	\$95.12
							All Pages Total:	\$2,650.00	\$380.50		\$95.12	\$0.00	\$95.12
							All Selected Items Total:	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00

At the bottom of the table area, there are additional search filters: '[Select All] [Deselect All]', 'Showing Page 1 of 1', and 'Display: Default (5)'.

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.

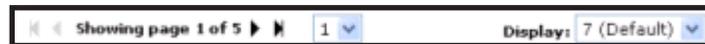
The screenshot shows a search interface with the following elements:

- Region:** B C Region
- Territory:** B C Territory
- Branch:** (empty)
- Department:** (empty)
- Unit:** (empty)
- Business Type:** All
- Line of Business:** 401K - Group, 401K - Individual, Accident - Individual, AD&D - Group
- Date Type:** -Please Select-
- Date Range:** (empty) To: (empty)
- Amount Range:** (empty) To: (empty)
- Exclude all transactions where the effective date is after the search ending date.
- All Paid Unpaid
- Sort Field 1:** (empty) **Sort Order 1:** (empty) **Sort Field 2:** (empty) **Sort Order 2:** (empty)
- Search Filter:** [Hide]
- Buttons:** Search, Clear
- Page Navigation:** [Select All] [Deselect All] << Showing Page 1 of 1 >> 1
- Display:** Default (5)
- Header:** Agency Bill
- Footer:** reconciliation

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 number of items to display. Use the drop-down box to select the number desired. To display these options there must be more than 7 invoices.



Click the **Maximize/Minimize**  button to expand the transaction workspace. Clicking the **Maximize/Minimize**  button a second time minimizes the workspace and displays the reconciliation header. Transactions for Agency Bill and Direct Bill are listed separately.

reconciliation

[Select All] [Deselect All] Showing Page 1 of 1 [Save] Search Filter: [Show] Display: Default (5)

Agency Bill													
Select	Details	Date	Invoice ID	Client Bill To	Policy No.	Line Type	Amount	Agency Commission	Rate Type	Rate	Amount Due	Paid	Balance
<input checked="" type="checkbox"/>		08/06/2007	12358	Cormier Billing Services	AG2	Premium	\$850.00	\$144.50	% of Agency Commission	25.00	\$36.12	\$0.00	\$36.12
<input checked="" type="checkbox"/>		08/06/2007	12358	Cormier Billing Services	AG2	Premium	\$800.00	\$136.00	% of Agency Commission	25.00	\$34.00	\$0.00	\$34.00
<input checked="" type="checkbox"/>		11/01/2007	13615-1	Cormier Billing Services	AGbillpolicy	Premium	\$1,000.00	\$100.00	% of Agency Commission	25.00	\$25.00	\$0.00	\$25.00
<input checked="" type="checkbox"/>		12/19/2007	14365	Cormier Billing Services	WC123456	Premium	\$25,750.00	\$2,575.00	% of Agency Commission	25.00	\$643.75	\$0.00	\$643.75
<input checked="" type="checkbox"/>		12/19/2007	15214	Cormier Billing Services	WC123456	Premium	(\$25,750.00)	(\$2,575.00)	% of Agency Commission	25.00	(\$643.75)	\$0.00	(\$643.75)
This Page Total:							\$2,650.00	\$380.50			\$95.12	\$0.00	\$95.12
All Pages Total:							\$2,650.00	\$380.50			\$95.12	\$0.00	\$95.12
All Selected Items Total:							\$2,650.00	\$380.50			\$95.12	\$0.00	\$95.12

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

Direct Bill													
Select	Details	Date	Invoice ID	Client Bill To	Policy No.	Line Type	Amount	Agency Commission	Rate Type	Rate	Amount Due	Paid	Balance
<input checked="" type="checkbox"/>		08/01/2006	12272	Betsy Cormier	Unassigned	Premium	\$400.00	\$80.00	% of Agency Commission	25.00	\$20.00	\$0.00	\$20.00
<input checked="" type="checkbox"/>		09/01/2007	13639	McDonough Bakery	Unassigned	Premium	\$291.67	\$35.00	% of Agency Commission	25.00	\$8.75	\$0.00	\$8.75
<input checked="" type="checkbox"/>		12/19/2007	14388	Hudson Kennel Services, LLC	WC987654	Premium	\$1,850.00	\$185.00	% of Agency Commission	25.00	\$46.25	\$0.00	\$46.25
<input checked="" type="checkbox"/>		12/19/2007	14389	Hudson Electric Supply, Inc.	GL123456	Premium	\$4,500.00	\$540.00	% of Agency Commission	25.00	\$135.00	\$0.00	\$135.00
<input checked="" type="checkbox"/>		12/19/2007	14390	Jason Bourne	HO124356	Premium	\$850.00	\$170.00	% of Agency Commission	25.00	\$42.50	\$0.00	\$42.50

reconciliation

To include the invoices on the worksheet after filtering the list, click the box in the **Select** column to place a check mark indicating the item should be included as payment in full. The [Select All] link may also be used on each page to place a check in all filter results. Make sure to select both Agency and Direct Bill if all are being paid.

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: 12/14/2005

Payable Amount: 232.00

Amount: Balance: 230.00

Description:

Partially paid items show a gray box with a check in it and the amount entered is displayed in the **Paid** column on the right and the balance showing a reduction.

Once all the invoices have been identified and selected, click the **Pay All Selected** link on the Navigation toolbar. If you have maximized your workspace, click the **Maximize/Minimize**  button a second time to minimize and display the reconciliation header and the **Pay All Selected** link on the Navigation toolbar.

reconciliation

Reconciliation ID: 1155	Receipt Total: \$0.00
Entity Type: People	Disbursements Total: \$0.00
Name: Susan McDonough	Adjustments Total: \$0.00
Posted: <input type="checkbox"/>	Income/Receivable Total: \$0.00
	Payable Total: \$0.00

Date Created: 09/11/2008
Created By: Betsy Cormier

Description: Producer recon for MM/YYYY

Quick Navigation

Header
Receipts/Disbursements
Transactions
Adjustments
Reconciliation Posting

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

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

Select	Details	Date	Invoice ID	Client Bill To	Policy No.	Line Type	Amount	Agency Commission	Rate Type	Rate	Amount Due	Paid	Balance
<input checked="" type="checkbox"/>		08/06/2007	12358	Cormier Billing Services	AG2	Premium	\$850.00	\$144.50	% of Agency Commission	25.00	\$36.12	\$0.00	\$36.12
<input checked="" type="checkbox"/>		08/06/2007	12358	Cormier Billing Services	AG2	Premium	\$800.00	\$136.00	% of Agency Commission	25.00	\$34.00	\$0.00	\$34.00
<input checked="" type="checkbox"/>		11/01/2007	13615-1	Cormier Billing Services	AGbillpolicy	Premium	\$1,000.00	\$100.00	% of Agency Commission	25.00	\$25.00	\$0.00	\$25.00
<input checked="" type="checkbox"/>		12/19/2007	14365	Cormier Billing Services	WC123456	Premium	\$25,750.00	\$2,575.00	% of Agency Commission	25.00	\$643.75	\$0.00	\$643.75
<input checked="" type="checkbox"/>		12/19/2007	15214	Cormier Billing Services	WC123456	Premium	(\$25,750.00)	(\$2,575.00)	% of Agency Commission	25.00	(\$643.75)	\$0.00	(\$643.75)
This Page Total:							\$2,650.00	\$380.50			\$95.12	\$0.00	\$95.12
All Pages Total:							\$2,650.00	\$380.50			\$95.12	\$0.00	\$95.12
All Selected Items Total:							\$2,650.00	\$380.50			\$95.12	\$0.00	\$95.12

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

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: 5 Total Selected Amount: \$95.12

Total Amount Paid: \$95.12

Direct Bill:

Total Items Selected: 5 Total Selected Amount: \$252.50

Total Amount Paid: \$252.50



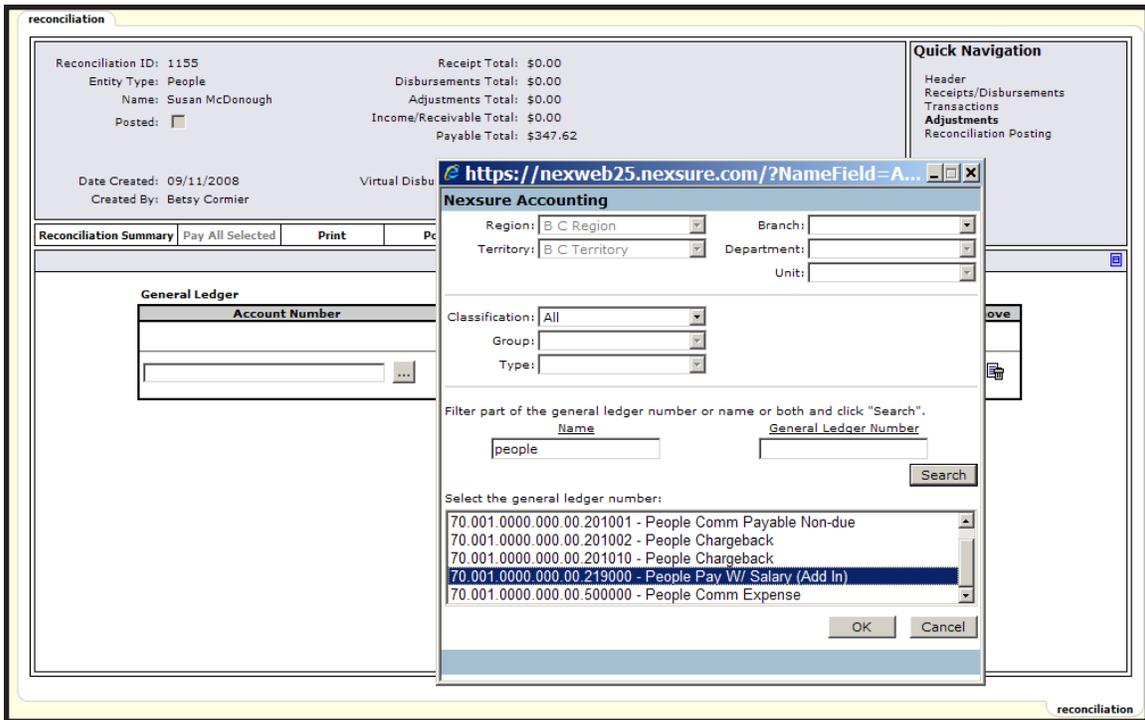
Click OK to accept the items as selected or Cancel to return to reconciliation process.

OK
Cancel

If transactions are listed on more than one page, be sure to select all transactions to be paid and **Pay All Selected** on each page.

To offset the amount of the disbursement to the People Pay with Salary account, click the **Quick Navigation > Adjustments** 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.



Enter a description for the entry and the Reconciled People Payable amount to be offset. Enter reconciled payable amount in the **Credit** box and click the **Save** link on the Navigation toolbar. If the reconciliation Payable Total was a credit amount, enter as a **Debit** here.

Reconciliation ID: 1155		Receipt Total: \$0.00		Quick Navigation	
Entity Type: People		Disbursements Total: \$0.00		Header	
Name: Susan McDonough		Adjustments Total: (\$347.62)		Receipts/Disbursements	
Posted: <input type="checkbox"/>		Income/Receivable Total: \$0.00		Transactions	
		Payable Total: \$347.62		Adjustments	
				Reconciliation Posting	
Date Created: 09/11/2008		Description: Producer recon for MM/YYYY			
Created By: Betsy Cormier					
Reconciliation Summary Pay All Selected Print Post Abort Save Add Row Delivery					
General Ledger					
Account Number	Description	Debit	Credit	1099	LID #
70.001.0000.000.00.219000 People Pa	Recon comm due m	0.00	347.62	<input type="checkbox"/>	0
Totals:		\$0.00	\$347.62		
Total to write off:		\$347.62	\$0.00		

Clicking on the **Quick Navigation > Reconciliation Posting** link on the right side of the screen shows no posting is made to the Reconciliation Clearing account, but instead the People Pay with Salary account. What this basically means is when the payroll check is added, the People Pay with Salary account is offset to take care of the payable created with this reconciliation worksheet.

Reconciliation ID: 1155		Receipt Total: \$0.00		Quick Navigation	
Entity Type: People		Disbursements Total: \$0.00		Header	
Name: Susan McDonough		Adjustments Total: (\$347.62)		Receipts/Disbursements	
Posted: <input type="checkbox"/>		Income/Receivable Total: \$0.00		Transactions	
		Payable Total: \$347.62		Adjustments	
				Reconciliation Posting	
Date Created: 09/11/2008		Description: Producer recon for MM/YYYY			
Created By: Betsy Cormier					
Reconciliation Summary Pay All Selected Print Post Abort Save Add Row Delivery					
Reconciliation Details					
Account Number	Account Description	Debit	Credit		
70.001.0000.000.00.201000	People Comm Payable-Due	\$36.12	\$0.00		
70.001.0000.000.00.201000	People Comm Payable-Due	\$34.00	\$0.00		
70.001.0000.000.00.201000	People Comm Payable-Due	\$25.00	\$0.00		
70.001.0000.000.00.201000	People Comm Payable-Due	\$643.75	\$0.00		
70.001.0000.000.00.201000	People Comm Payable-Due	\$0.00	\$643.75		
70.001.0000.000.00.201000	People Comm Payable-Due	\$20.00	\$0.00		
70.001.0000.000.00.201000	People Comm Payable-Due	\$8.75	\$0.00		
70.001.0000.000.00.201000	People Comm Payable-Due	\$46.25	\$0.00		
70.001.0000.000.00.201000	People Comm Payable-Due	\$135.00	\$0.00		
70.001.0000.000.00.201000	People Comm Payable-Due	\$42.50	\$0.00		
70.001.0000.000.00.219000	People Pay W/ Salary (Add In)	\$0.00	\$347.62		
Total:		\$991.37	\$991.37		

Click the **Post** link on the Navigation toolbar to post the reconciliation. The Post Reconciliation screen is displayed providing an opportunity to review the amount. If the amount is out of balance, a message is displayed advising the out of balance. At that point correct the worksheet and post again. Once confirmed that the posting is correct, click the **OK** button to complete the post.

Post Reconciliation nexsure

Reconciliation Total: **\$0.00**

General Ledger Posting	Account Description	Debit	Credit
70.001.0000.000.00.201000	People Comm Payable-Due	\$36.12	\$0.00
70.001.0000.000.00.201000	People Comm Payable-Due	\$34.00	\$0.00
70.001.0000.000.00.201000	People Comm Payable-Due	\$25.00	\$0.00
70.001.0000.000.00.201000	People Comm Payable-Due	\$643.75	\$0.00
70.001.0000.000.00.201000	People Comm Payable-Due	\$0.00	\$643.75
70.001.0000.000.00.201000	People Comm Payable-Due	\$20.00	\$0.00

Click OK to proceed or Cancel to return to reconciliation.

OK Cancel

Click the **Reconciliation Summary** link on the Navigation toolbar to exit the reconciliation and return to the reconciliation summary tab.

Issuing Disbursement for Employee Salary and Commission

When including Commission with a Salary Disbursement, a Virtual Disbursement Total is not created because the payable amount for the total reconciled invoices is offset to a People Pay with Salary account. The account is added as a Payable account to show that the amount is still due to the employee.

Reconciliation ID: 1155	Receipt Total: \$0.00
Entity Type: People	Disbursements Total: \$0.00
Name: Susan McDonough	Adjustments Total: (\$347.62)
Posted: <input type="checkbox"/>	Income/Receivable Total: \$0.00
	Payable Total: \$347.62
Date Created: 09/11/2008	
Created By: Batsy Cormier	Description: Producer recon for MM/YYYY

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.

organization

XDTI--Training Org >> B C Region >> B C 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

Select Bank Account:

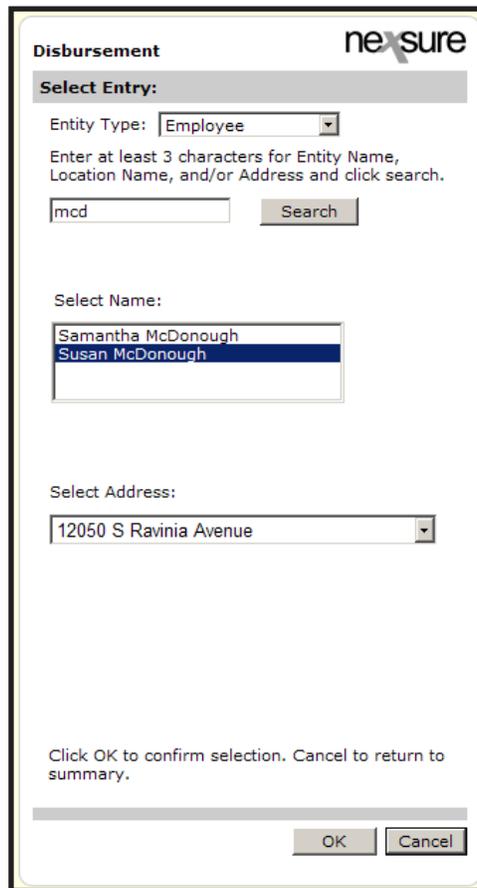
- Bank of America/NH 123456 Trust Account
- Bank of America/NH 123456 Trust Account
- Bank of America/NH 56789 Operating Account
- Citizens Bank 123456789 Savings Account

Filter: [Show] [Add New Disbursement]

are no results for this search criteria

To issue the payroll check, first select the bank account to enter the disbursement from 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 **Employee** 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**. Click to select the name and 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: Employee

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

mcd Search

Select Name:

- Samantha McDonough
- Susan McDonough

Select Address:

12050 S Ravinia Avenue

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

OK Cancel

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

disbursements

Disbursement ID: 1253	Entity Type: Employee	Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Disbursement Posting
Posted: <input type="checkbox"/>	Payee: Susan McDonough	
Cleared: <input type="checkbox"/>	Bank Name: Bank of America/NH	
Date Booked: 9/11/2008	Bank Account #: 56789	
	GL Account: 70.001.0000.000.00.100500 Operating Account	
Date Created: 9/11/2008	Balance: \$408,570.43	
Created By: Betsy Cormier	Disbursement Amount: \$0.00	
	Estimated Balance: \$408,570.43	
	Check #:	
	Description: MM/YY Salary plus commission	

[Disbursement Summary](#) | [Pay All Selected](#) | [Print](#) | [Post](#) | [Abort](#) | [Save](#) | [Add Row](#)

* indicates required field

Payee: Susan McDonough
 12050 S Ravinia Avenue
 Orland Park, IL 60462 United States

Date Booked: 9/11/2008

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) MM/YY Salary plus commission

Internal Notes: (250 Char. Max)

disbursements

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 on the right to save entries.

For payroll checks, click on the **Quick Navigation > General Ledger** link.

disbursements

Disbursement ID: 1253	Entity Type: Employee	Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Disbursement Posting
Posted: <input type="checkbox"/>	Payee: Susan McDonough	
Cleared: <input type="checkbox"/>	Bank Name: Bank of America/NH	
Date Booked: 9/11/2008	Bank Account #: 56789	
	GL Account: 70.001.0000.000.00.100500 Operating Account	
Date Created: 9/11/2008	Balance: \$408,570.43	
Created By: Betsy Cormier	Disbursement Amount: \$0.00	
	Estimated Balance: \$408,570.43	
	Check #:	
	Description: MM/YY Salary plus commission	

[Disbursement Summary](#) | [Pay All Selected](#) | [Print](#) | [Post](#) | [Abort](#) | [Save](#) | [Add Row](#)

General Ledger

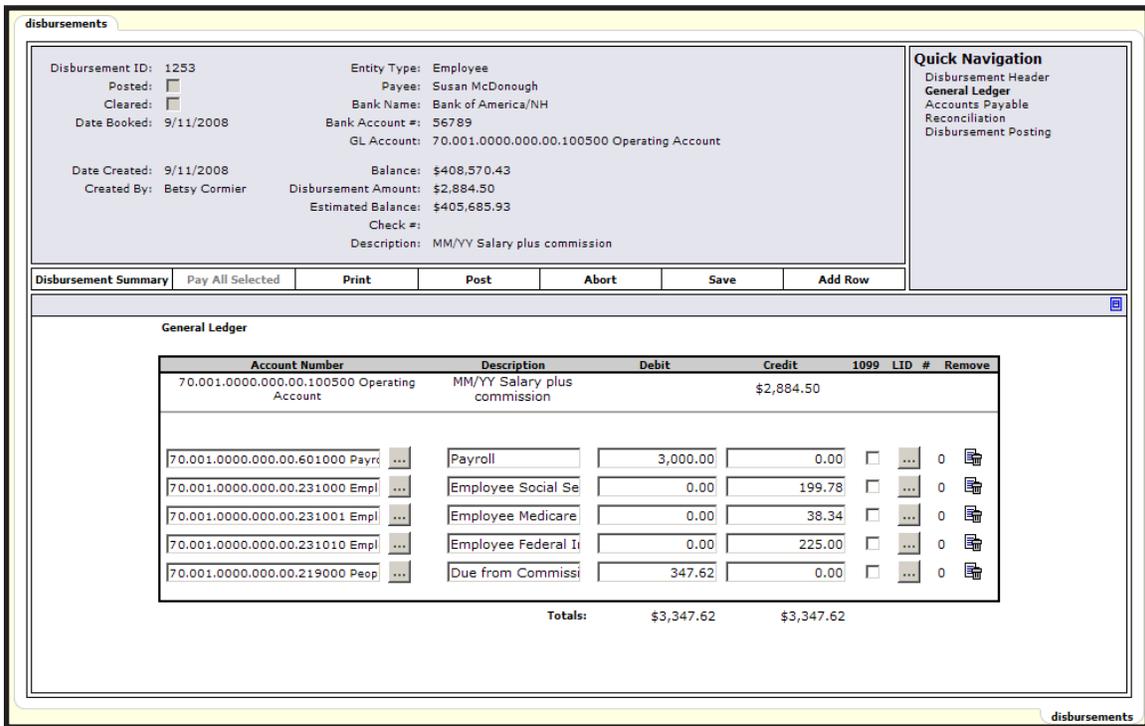
Account Number	Description	Debit	Credit	1099	LID	#	Remove
70.001.0000.000.00.100500 Operating Account	MM/YY Salary plus commission						
Totals:		\$0.00	\$0.00				

Click the **Add Row** link on the Navigation toolbar. Click the **Ellipsis**  button to search for each account number to be offset to for the disbursement.

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.

Make sure to pull in the People Pay with Salary account number and offset the commission amount reconciled previously and offset to this account in order to clear the payable.

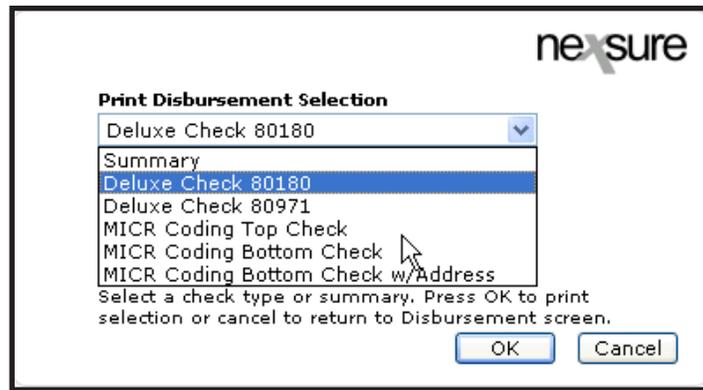


The screenshot shows the 'disbursements' window. At the top, there is a 'Disbursement Summary' section with fields for Disbursement ID (1253), Entity Type (Employee), Payee (Susan McDonough), Bank Name (Bank of America/NH), Bank Account # (56789), GL Account (70.001.0000.000.00.100500 Operating Account), Date Booked (9/11/2008), Date Created (9/11/2008), Created By (Betsy Cormier), Balance (\$408,570.43), Disbursement Amount (\$2,884.50), Estimated Balance (\$405,685.93), Check #, and Description (MM/YY Salary plus commission). A 'Quick Navigation' menu is on the right with options: Disbursement Header, General Ledger, Accounts Payable, Reconciliation, and Disbursement Posting. Below the summary is a toolbar with buttons: Disbursement Summary, Pay All Selected, Print, Post, Abort, Save, and Add Row. The main area is titled 'General Ledger' and contains a table with columns: Account Number, Description, Debit, Credit, 1099, LID #, and Remove. The table shows a main entry for '70.001.0000.000.00.100500 Operating Account' with a credit of \$2,884.50. Below it are five offset entries: Payroll (Debit 3,000.00), Employee Social Se (Credit 199.78), Employee Medicare (Credit 38.34), Employee Federal I (Credit 225.00), and Due from Commissi (Debit 347.62). A 'Totals' row shows a total debit of \$3,347.62 and a total credit of \$3,347.62.

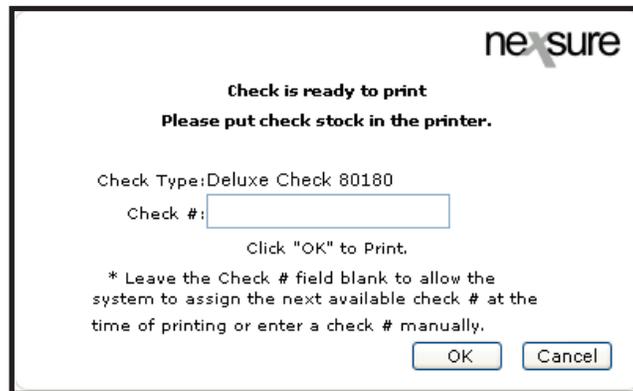
Account Number	Description	Debit	Credit	1099	LID #	Remove
70.001.0000.000.00.100500 Operating Account	MM/YY Salary plus commission		\$2,884.50			
70.001.0000.000.00.601000 Payroll	Payroll	3,000.00	0.00		0	
70.001.0000.000.00.231000 Empl	Employee Social Se	0.00	199.78		0	
70.001.0000.000.00.231001 Empl	Employee Medicare	0.00	38.34		0	
70.001.0000.000.00.231010 Empl	Employee Federal I	0.00	225.00		0	
70.001.0000.000.00.219000 Peop	Due from Commissi	347.62	0.00		0	
Totals:		\$3,347.62	\$3,347.62			

Note that the line item “Due from Commission” is entered in the **Debit** column and increases the amount due to the employee. Taxes and other withholding amounts are entered as **Credits** and reduce the amount of the disbursement.

Click the **Disbursement Posting** link on the right side of the screen to show all entries to the general ledger.



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.



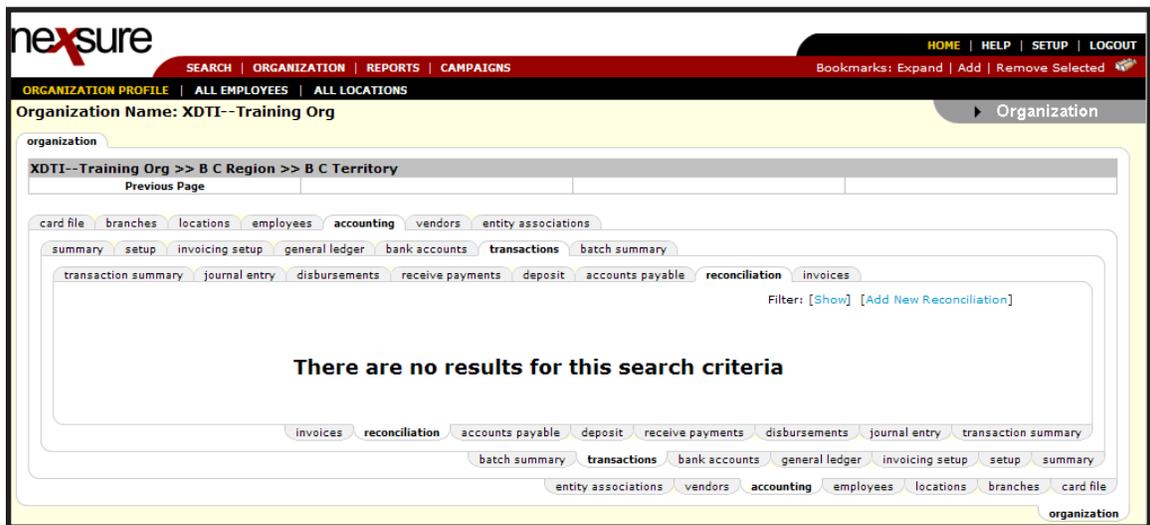
The check is displayed. To print the check, click the **Adobe® Reader® printer**  icon just above the document. Checks should be in the printer prior to printing.

Click the **Disbursement Summary** link on the Navigation toolbar to exit the disbursement and return to the **disbursement summary** tab.

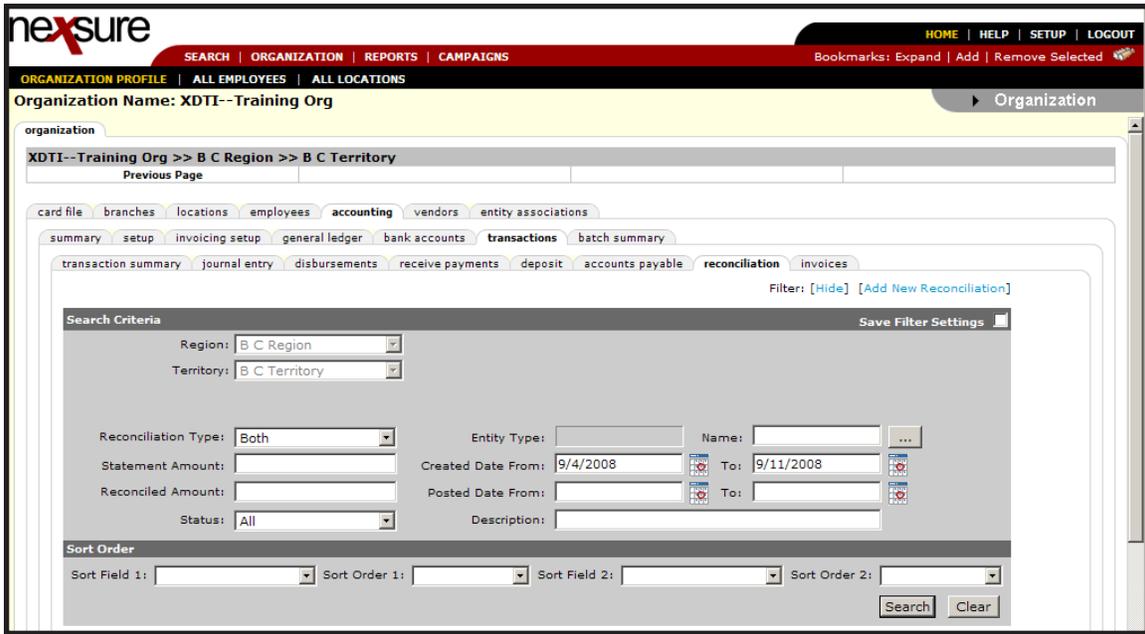
Commission Not Paid with Salary

A salary check is going to be issued that does not reflect commissions reconciled. People pay is for report purposes only and is used perhaps to chart goals with potential bonuses paid if the goals are reached or exceeded. Keep in mind that during the people posting process, people expense has been generated and should be cleared. It represents an expense that is not really going to be incurred since salary will represent the true expense paid to people. Issue the salary disbursement as you would any other employee. This section shows how to handle the Producer Reconciliation.

Begin by accessing the reconciliation tab by first clicking on the **ORGANIZATION** link on the **Primary** menu. Click the **territories** tab and click the **Details**  icon for the territory where the 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.



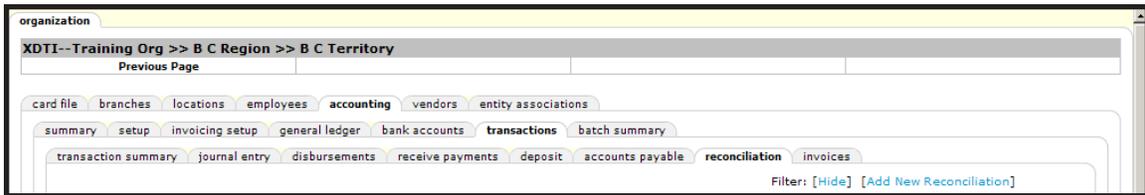
Clicking the **[Show]** link on the top right portion of the reconciliation screen will bring up the Search Filter fields. Notice the region and territory fields are not available to modify. The reason is that the selection for the region and territory was made when the territory **Details**  icon was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



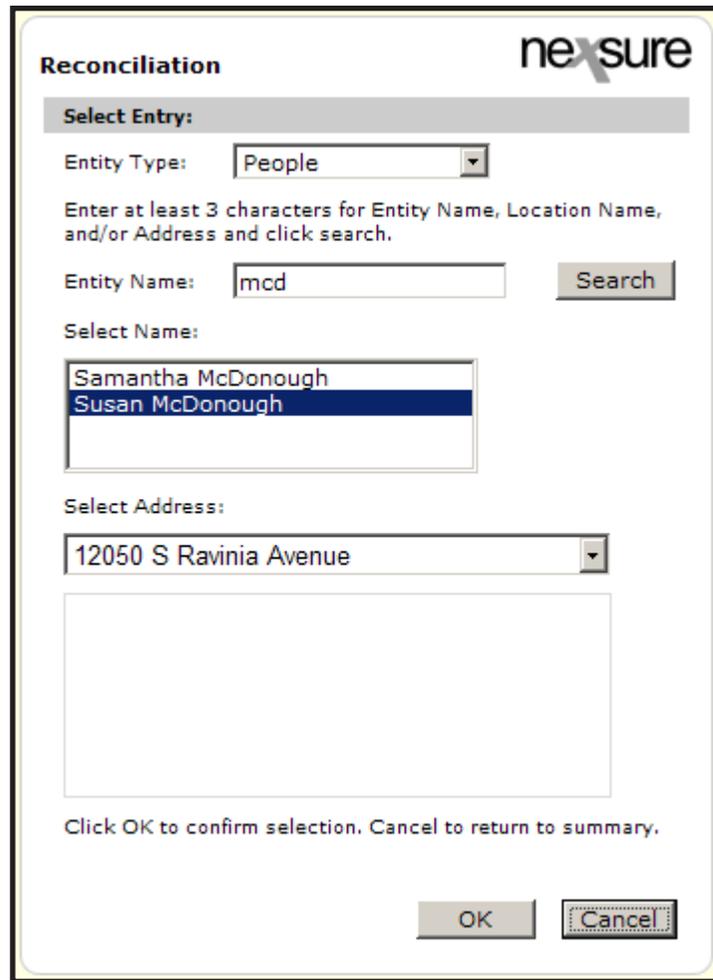
Adding the Reconciliation Worksheet

Only those invoices meeting department posting rules will be available for reconciliation. If unsure when these invoices will be available to pay, see the General Ledger Posting tables in this chapter.

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 **People** and in the field below enter at least 3 characters of the 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**. Click to select the name and click the **OK** button.



Reconciliation nexsure

Select Entry:

Entity Type:

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

Entity Name:

Select Name:

Select Address:

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

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

reconciliation		Quick Navigation	
Reconciliation ID: 1158	Receipt Total: \$0.00	Header Receipts/Disbursements Transactions Adjustments Reconciliation Posting	
Entity Type: People	Disbursements Total: \$0.00		
Name: Susan McDonough	Adjustments Total: (\$347.62)		
Posted: <input type="checkbox"/>	Income/Receivable Total: \$0.00		
	Payable Total: \$347.62		
Date Created: 09/11/2008	Description: Commission earned for MM/YYYY		
Created By: Betsy Cormier			
Reconciliation Summary Pay All Selected Print Post Abort Save Add Row Delivery			
<p>Name: Susan McDonough 12050 S Ravinia Avenue Orland Park IL 60462</p> <p>Date Booked: 09/11/2008</p> <p>Description: (100 Char. Max) Commission earned for MM/YYYY</p> <p>Internal Note: (250 Char. Max) Producer paid on Salary and no commission is paid to employee</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 on the right to save entries.

Using the Search Filter to Locate Invoices

To select the invoices included on the statement, click the **Quick Navigation > Transactions** 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.

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.

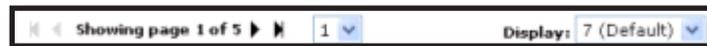
The screenshot shows a search interface with the following elements:

- Region:** B C Region
- Territory:** B C Territory
- Branch:** (empty)
- Department:** (empty)
- Unit:** (empty)
- Business Type:** All
- Line of Business:** 401K - Group, 401K - Individual, Accident - Individual, AD&D - Group
- Date Type:** -Please Select-
- Date Range:** (empty) To: (empty)
- Amount Range:** (empty) To: (empty)
- Exclude all transactions where the effective date is after the search ending date.
- All Paid Unpaid
- Sort Field 1:** (empty) **Sort Order 1:** (empty) **Sort Field 2:** (empty) **Sort Order 2:** (empty)
- Search Filter:** [Hide]
- Buttons:** Search, Clear
- Page Navigation:** [Select All] [Deselect All] << Showing Page 1 of 1 >> 1
- Display:** Default (5)
- Table Header:** Agency Bill
- Footer:** reconciliation

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. To display these options there must be more than 7 invoices.



reconciliation

Reconciliation ID: 1158 Receipt Total: \$0.00
 Entity Type: People Disbursements Total: \$0.00
 Name: Susan McDonough Adjustments Total: \$0.00
 Posted: Income/Receivable Total: \$0.00
 Payable Total: \$0.00

Date Created: 09/11/2008 Description: Commission earned for MM/YYYY
 Created By: Betsy Cormier

Quick Navigation

Header
 Receipts/Disbursements
 Transactions
 Adjustments
 Reconciliation Posting

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

[Select All] [Deselect All] << Showing Page 1 of 1 >> 1

Search Filters: [Show] Display: Default (5)

Select	Details	Date	Invoice ID	Client Bill To	Policy No.	Line Type	Amount	Agency Commission	Rate Type	Rate	Amount Due	Paid	Balance
<input checked="" type="checkbox"/>		08/06/2007	12358	Cormier Billing Services	AG2	Premium	\$850.00	\$144.50	% of Agency Commission	25.00	\$36.12	\$0.00	\$36.12
<input checked="" type="checkbox"/>		08/06/2007	12358	Cormier Billing Services	AG2	Premium	\$800.00	\$136.00	% of Agency Commission	25.00	\$34.00	\$0.00	\$34.00
<input checked="" type="checkbox"/>		11/01/2007	13615-1	Cormier Billing Services	AGbillpolicy	Premium	\$1,000.00	\$100.00	% of Agency Commission	25.00	\$25.00	\$0.00	\$25.00
<input checked="" type="checkbox"/>		12/19/2007	14365	Cormier Billing Services	WC123456	Premium	\$25,750.00	\$2,575.00	% of Agency Commission	25.00	\$643.75	\$0.00	\$643.75
<input checked="" type="checkbox"/>		12/19/2007	15214	Cormier Billing Services	WC123456	Premium	(\$25,750.00)	(\$2,575.00)	% of Agency Commission	25.00	(\$643.75)	\$0.00	(\$643.75)
This Page Total:							\$2,650.00	\$380.50			\$95.12	\$0.00	\$95.12
All Pages Total:							\$2,650.00	\$380.50			\$95.12	\$0.00	\$95.12
All Selected Items Total:							\$2,650.00	\$380.50			\$95.12	\$0.00	\$95.12

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

To include the invoices on the worksheet after filtering the list, click the box in the select column to place a check mark indicating the item should be included as payment in full. The **[Select All]** link may also be used on each page to place a check in all filter results. Make sure to select both Agency and Direct Bill if all are being paid.

To identify that only a partial amount has been paid, click the **Details** icon beside the invoice. When the **Pay All Selected** 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

Date: 09/02/2008

Comm. Amount: 90.00

Amount: Balance: 88.00

Description:

Partially paid items show a gray box with a check in it and the amount entered is displaying in the Paid column on the right and the balance showing a reduction.

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

reconciliation

Reconciliation ID: 1155 Receipt Total: \$0.00
 Entity Type: People Disbursements Total: \$0.00
 Name: Susan McDonough Adjustments Total: \$0.00
 Posted: Income/Receivable Total: \$0.00
 Payable Total: \$0.00

Date Created: 09/11/2008 Description: Producer recon for MM/YYYY
 Created By: Betsy Cormier

Quick Navigation
 Header
 Receipts/Disbursements
 Transactions
 Adjustments
 Reconciliation Posting

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

[Select All] [Deselect All] Showing Page 1 of 1 Search Filter: [Show] Display: Default (5)

Select	Details	Date	Invoice ID	Client Bill To	Policy No.	Line Type	Amount	Agency Commission	Rate Type	Rate	Amount Due	Paid	Balance
<input checked="" type="checkbox"/>		08/06/2007	12358	Cormier Billing Services	AG2	Premium	\$850.00	\$144.50	% of Agency Commission	25.00	\$36.12	\$0.00	\$36.12
<input checked="" type="checkbox"/>		08/06/2007	12358	Cormier Billing Services	AG2	Premium	\$800.00	\$136.00	% of Agency Commission	25.00	\$34.00	\$0.00	\$34.00
<input checked="" type="checkbox"/>		11/01/2007	13615-1	Cormier Billing Services	AGbillpolicy	Premium	\$1,000.00	\$100.00	% of Agency Commission	25.00	\$25.00	\$0.00	\$25.00
<input checked="" type="checkbox"/>		12/19/2007	14365	Cormier Billing Services	WC123456	Premium	\$25,750.00	\$2,575.00	% of Agency Commission	25.00	\$643.75	\$0.00	\$643.75
<input checked="" type="checkbox"/>		12/19/2007	15214	Cormier Billing Services	WC123456	Premium	(\$25,750.00)	(\$2,575.00)	% of Agency Commission	25.00	(\$643.75)	\$0.00	(\$643.75)
							This Page Total:	\$2,650.00	\$380.50		\$95.12	\$0.00	\$95.12
							All Pages Total:	\$2,650.00	\$380.50		\$95.12	\$0.00	\$95.12
							All Selected Items Total:	\$2,650.00	\$380.50		\$95.12	\$0.00	\$95.12

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

reconciliation

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 nexsure

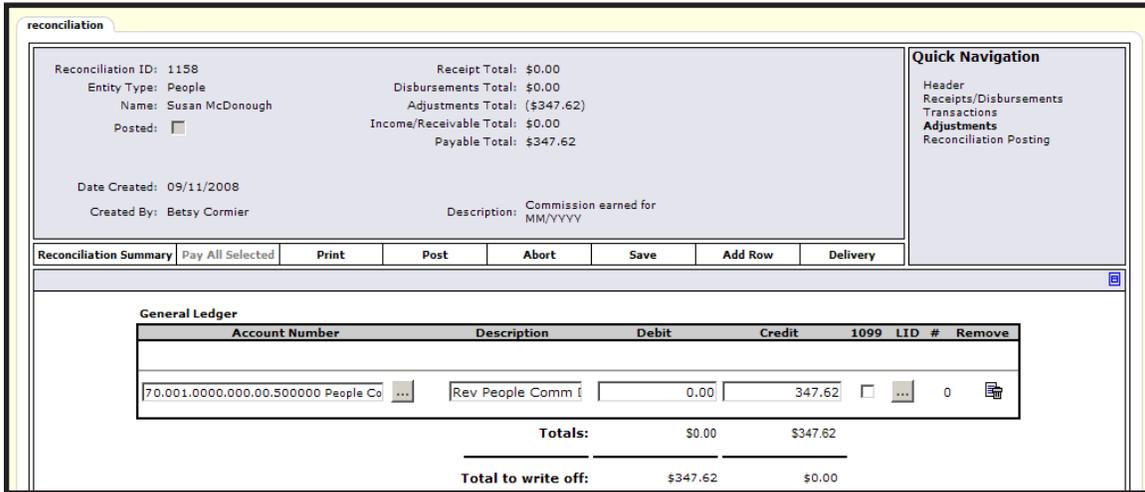
Agency Bill:
 Total Items Selected: 5 Total Selected Amount: \$95.12
 Total Amount Paid: \$95.12

Direct Bill:
 Total Items Selected: 5 Total Selected Amount: \$252.50
 Total Amount Paid: \$252.50

Click OK to accept the items as selected or Cancel to return to reconciliation process.

To offset the amount of the disbursement to the People Commission Expense account, click the **Quick Navigation > Adjustments** 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 a 'reconciliation' window with the following details:

- Reconciliation ID: 1158
- Entity Type: People
- Name: Susan McDonough
- Posted:
- Date Created: 09/11/2008
- Created By: Betsy Cormier
- Description: Commission earned for MM/YYYY
- Receipt Total: \$0.00
- Disbursements Total: \$0.00
- Adjustments Total: (\$347.62)
- Income/Receivable Total: \$0.00
- Payable Total: \$347.62

Navigation buttons include: Pay All Selected, Print, Post, Abort, Save, Add Row, Delivery. A 'Quick Navigation' sidebar on the right lists: Header, Receipts/Disbursements, Transactions, Adjustments, and Reconciliation Posting.

The 'General Ledger' table is as follows:

Account Number	Description	Debit	Credit	1099	LID #	Remove
70.001.0000.000.00.500000 People Co	Rev People Comm	0.00	347.62	<input type="checkbox"/>	...	0
Totals:		\$0.00	\$347.62			
Total to write off:		\$347.62	\$0.00			

Enter a description for the entry and the amount of the disbursement. Enter the reconciled People Payable total in the **Credit** box and click the **Save** link on the Navigation toolbar. Note that the Virtual Disbursement Total is no longer present on the header.

Clicking on the Reconciliation Posting link on the right side of the screen shows no posting is made to the Reconciliation Clearing account, but instead the People Commission Expense account. The entries on this worksheet effectively clear the payable and expense accounts.

Producer Draw against Commission

In some agency operations, a check is issued that is for the commission due but only as a draw. The checks for the draw are issued monthly and the People Payable is then reconciled monthly or quarterly for the amount of the draw. This section shows how to handle this scenario.

The first step is to add the general ledger account number to use with the adjustment to offset any difference between the draw and the reconciliation amount. To add the account number, follow the steps for adding General Ledger Account Numbers in **Chapter 4 - General Ledger Setup**.

Accounting nexsure

Edit General Ledger Number

Account Classification:

Account Group:

Account Type:

Number Ranges: -

Account Number:

Account Name:

Description:

Status:

Disable Access Propagate: Post Warning:

In this scenario the agency pays the Producer prior to reconciling because the draw is a set amount each month. The reconciliation is then added to match the amount of the disbursements either monthly or quarterly. If there is not enough commission to equal the amount of the draw an offset is made against the Producer Draft Over/Under account created.

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.

organization

XDTI-- Training Org >> B C Region >> B C 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

Select Bank Account:

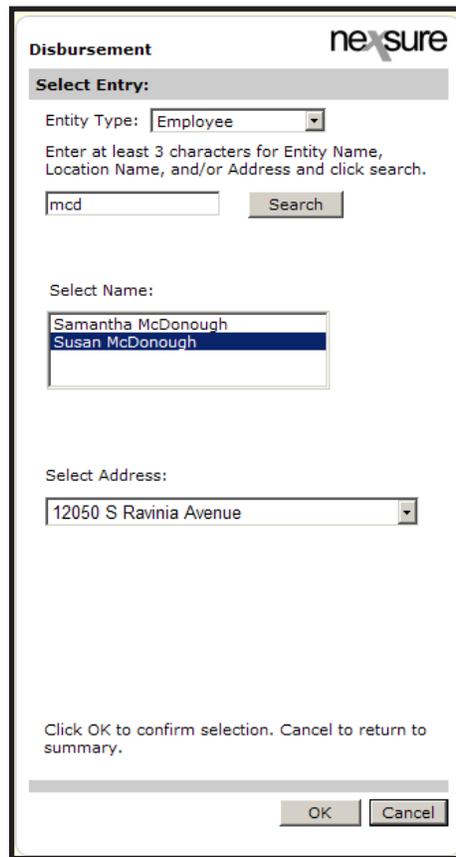
- Bank of America/NH 123456 Trust Account
- Bank of America/NH 123456 Trust Account
- Bank of America/NH 56789 Operating Account
- Citizens Bank 123456789 Savings Account

Filter: [Show] [Add New Disbursement]

are no results for this search criteria

To issue the payroll check, first select the bank account to enter the disbursement from 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 **Employee** 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. 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: Employee

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

mcd Search

Select Name:

- Samantha McDonough
- Susan McDonough

Select Address:

12050 S Ravinia Avenue

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

OK Cancel

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

disbursements

Disbursement ID: 1254	Entity Type: Employee	
Posted: <input type="checkbox"/>	Payee: Susan McDonough	
Cleared: <input type="checkbox"/>	Bank Name: Bank of America/NH	
Date Booked: 9/11/2008	Bank Account #: 56789	
	GL Account: 70.001.0000.000.00.100500 Operating Account	
Date Created: 9/11/2008	Balance: \$405,685.93	
Created By: Betsy Cormier	Disbursement Amount: \$0.00	
	Estimated Balance: \$405,685.93	
	Check #:	
	Description: Susan McDonough draw for MM/...	

Quick Navigation

- Disbursement Header
- General Ledger
- Accounts Payable
- Reconciliation
- Disbursement Posting

Disbursement Summary
Pay All Selected
Print
Post
Abort
Save
Add Row

Payee: Susan McDonough
12050 S Ravinia Avenue
Orland Park, IL 60462 United States

Date Booked: 9/11/2008

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) Susan McDonough draw for MM/YYYY

Internal Note: (250 Char. Max) Draw to be offset to People Payable Reconciliation on a monthly basis

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 on the right to save entries.

For payroll checks, click on the **Quick Navigation > General Ledger** link. Click the **Add Row** link on the Navigation toolbar. Click the **Ellipsis** button to search for each account number to be offset to for the disbursement.

disbursements

Disbursement ID: 1254	Entity Type: Employee	Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Disbursement Posting
Posted: <input type="checkbox"/>	Payee: Susan McDonough	
Cleared: <input type="checkbox"/>	Bank Name: Bank of America/NH	
Date Booked: 9/11/2008	Bank Account #: 56789	
	GL Account: 70.001.0000.000.00.100500 Operating Account	
Date Created: 9/11/2008	Balance: \$405,685.93	
Created By: Betsy Cormier	Disbursement Amount: \$1,435.43	
	Estimated Balance: \$404,250.50	
	Check #:	
	Description: Susan McDonough draw for MM/...	

General Ledger

Account Number	Description	Debit	Credit	1099	LID #	Remove
70.001.0000.000.00.100500 Operating Account	Susan McDonough draw for MM/YYYY		\$1,395.10			
70.001.0000.000.00.110910 - Rec	S McDonough draw	2,000.00	0.00	<input type="checkbox"/>	...	0
70.001.0000.000.00.231000 - Emj	Federal Inc Tax	0.00	392.13	<input type="checkbox"/>	...	0
70.001.0000.000.00.621001 - Pay	Social Security Tax	0.00	172.44	<input type="checkbox"/>	...	0
70.001.0000.000.00.231001 - Emj	Medicare Tax	0.00	40.33	<input type="checkbox"/>	...	0
Totals:		\$2,000.00	\$2,000.00			

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.

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

disbursements

Disbursement ID: 1254	Entity Type: Employee	Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Disbursement Posting
Posted: <input type="checkbox"/>	Payee: Susan McDonough	
Cleared: <input type="checkbox"/>	Bank Name: Bank of America/NH	
Date Booked: 9/11/2008	Bank Account #: 56789	
	GL Account: 70.001.0000.000.00.100500 Operating Account	
Date Created: 9/11/2008	Balance: \$405,685.93	
Created By: Betsy Cormier	Disbursement Amount: \$1,395.10	
	Estimated Balance: \$404,290.83	
	Check #:	
	Description: Susan McDonough draw for MM/...	

Disbursement Posting

Account Number	Account Description	Debit	Credit
70.001.0000.000.00.231000	Employee FICA W/H	\$0.00	\$392.13
70.001.0000.000.00.231001	Employee Medicare W/H	\$0.00	\$40.33
70.001.0000.000.00.100500	Operating Account	\$0.00	\$1,395.10
70.001.0000.000.00.621001	Payroll Tax - ER FICA	\$0.00	\$172.44
70.001.0000.000.00.110910	Reconciliation Clearing Acct	\$2,000.00	\$0.00
Total:		\$2,000.00	\$2,000.00

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.

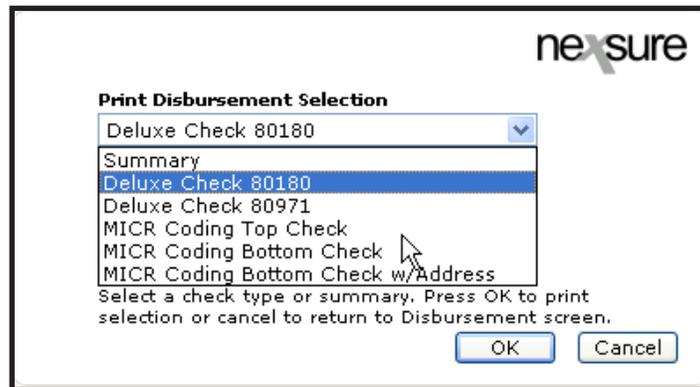
Disbursement ID: 1254	Entity Type: Employee
Posted: <input type="checkbox"/>	Payee: Susan McDonough
Cleared: <input type="checkbox"/>	Bank Name: Bank of America/NH
Date Booked: 9/11/2008	Bank Account #: 56789
	GL Account: 70.001.0000.000.00.100500 Operating Account
Date Created: 9/11/2008	Balance: \$405,685.93
Created By: Betsy Cormier	Disbursement Amount: \$1,395.10
	Estimated Balance: \$404,290.83
	Check #:
	Description: Susan McDonough draw for MM/...

Disbursement Summary	Pay All Selected	Print	Post	Abort	Save	Add Row
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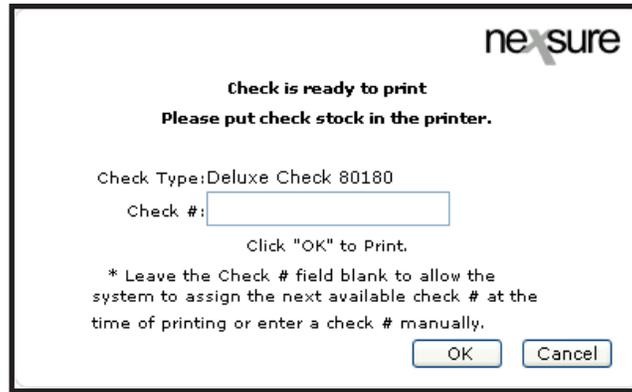
The Post Disbursement screen is displayed providing an opportunity to review the disbursement amount. If the disbursement is out of balance, a message is displayed advising of the out of balance. At that point correct the disbursement and post again. Once confirmed that the posting is correct, click 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.



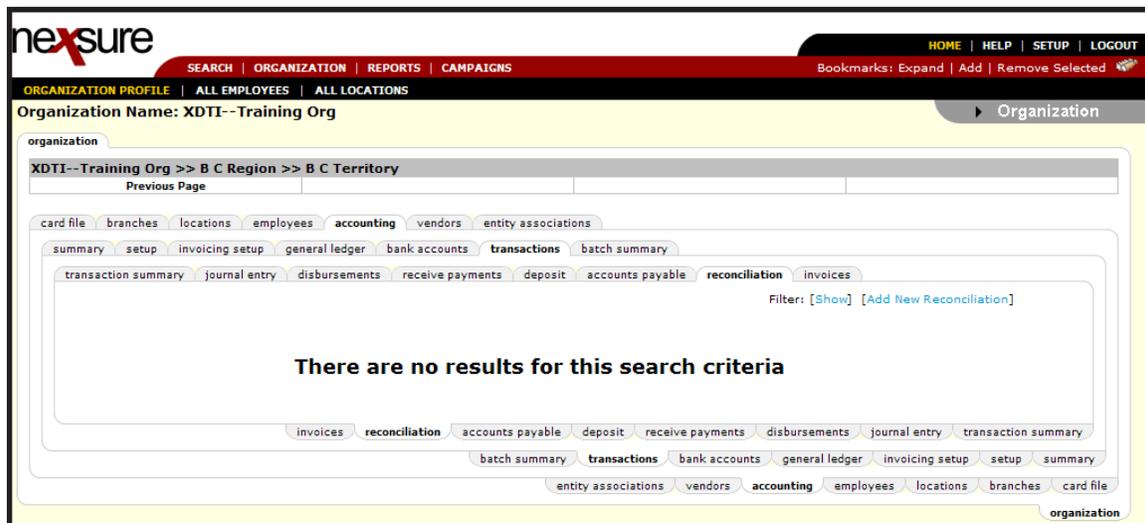
The check is displayed. To print the check, click the **Adobe® Reader® printer**  icon just above the document. Checks should be in the printer prior to printing.

Adding the Reconciliation Worksheet

Only those invoices meeting department posting rules will be available for reconciliation. If unsure when these invoices will be available to pay, see the General Ledger Posting tables in this chapter.

Access the reconciliation tab by first clicking on the **ORGANIZATION** link on the primary menu. Click the **territories** tab and click the **Details**  icon for the territory where the 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.

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 **People Payables** 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**. Click to select the employee and click the **OK** button.

Reconciliation nexsure

Select Entry:

Entity Type: People

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

Entity Name:

Select Name:

- Samantha McDonough
- Susan McDonough**

Select Address:

12050 S Ravinia Avenue

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

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

reconciliation

Reconciliation ID: 1160	Receipt Total: \$0.00
Entity Type: People	Disbursements Total: \$0.00
Name: Susan McDonough	Adjustments Total: \$0.00
Posted: <input type="checkbox"/>	Income/Receivable Total: \$0.00
	Payable Total: \$0.00
Date Created: 09/11/2008	
Created By: Betsy Cormier	Description: Susan McDonough Reconciliation

Quick Navigation

- Header
- Receipts/Disbursements
- Transactions
- Adjustments
- Reconciliation Posting

Reconciliation Summary	Pay All Selected	Print	Post	Abort	Save	Add Row	Delivery
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Name: Susan McDonough
12050 S Ravinia Avenue
Orland Park IL 60462

Date Booked: 09/11/2008

Description: (100 Char. Max)
Susan McDonough Reconciliation

Internal Note: (250 Char. Max)
Offset to Disbursement issued for draw

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 on the right to save entries.

Using the Search Filter to Locate Invoices

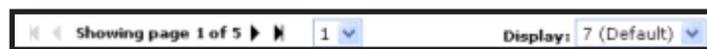
To select the invoices included on the statement, click the **Quick Navigation > Transactions** link located on the right side of the screen to bring up the Transactions screen. Make sure to use the Search Filter by clicking the **[Show]** link located just above the listed invoices on the right. There are date range filter defaults just like on the Reconciliation Summary screen.

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 number of items to display. Use the drop-down box to select the number desired. To display these options there must be more than 7 invoices.



reconciliation

Reconciliation ID: 1160 Receipt Total: \$0.00
 Entity Type: People Disbursements Total: \$0.00
 Name: Susan McDonough Adjustments Total: \$0.00
 Posted: Income/Receivable Total: \$0.00
 Payable Total: \$0.00

Date Created: 09/11/2008 Description: Susan McDonough Reconciliation
 Created By: Betsy Cormier

Quick Navigation

Header
 Receipts/Disbursements
 Transactions
 Adjustments
 Reconciliation Posting

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

[Select All] [Deselect All] << Showing Page 1 of 1 >> 1

Search Filters: [Show] Display: Default (6)

Agency Bill													
Select	Details	Date	Invoice ID	Client Bill To	Policy No.	Line Type	Amount	Agency Commission	Rate Type	Rate	Amount Due	Paid	Balance
<input type="checkbox"/>		08/06/2007	12358	Cormier Billing Services	AG2	Premium	\$850.00	\$144.50	% of Agency Commission	25.00	\$36.12	\$0.00	\$36.12
<input type="checkbox"/>		08/06/2007	12358	Cormier Billing Services	AG2	Premium	\$800.00	\$136.00	% of Agency Commission	25.00	\$34.00	\$0.00	\$34.00
<input type="checkbox"/>		11/01/2007	13615-1	Cormier Billing Services	AGbillpolicy	Premium	\$1,000.00	\$100.00	% of Agency Commission	25.00	\$25.00	\$0.00	\$25.00
<input type="checkbox"/>		12/19/2007	14365	Cormier Billing Services	WC123456	Premium	\$25,750.00	\$2,575.00	% of Agency Commission	25.00	\$643.75	\$0.00	\$643.75
<input type="checkbox"/>		12/19/2007	15214	Cormier Billing Services	WC123456	Premium	(\$25,750.00)	(\$2,575.00)	% of Agency Commission	25.00	(\$643.75)	\$0.00	(\$643.75)
<input type="checkbox"/>		09/01/2008	17320	Cormier Billing	UMB9876	Premium	\$25,000.00	\$2,500.00	% of Agency Commission	45.00	\$1,125.00	\$0.00	\$1,125.00

To include the invoices on the worksheet after filtering the list, click the box in the **Select** column to place a check mark indicating the item should be included as payment in full. The **[Select All]** link may also be used to place a check in all filter results. Make sure to select both Agency and Direct Bill if all are being paid.

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

Date: 12/14/2005

Payable Amount: 232.00

Amount: Balance: 230.00

Description:

Partially paid items show a gray box with a check in it and the amount entered is displaying in the **Paid** column on the right and the balance showing a reduction.

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

reconciliation

Reconciliation ID: 1160 Receipt Total: \$0.00
 Entity Type: People Disbursements Total: \$0.00
 Name: Susan McDonough Adjustments Total: \$0.00
 Posted: Income/Receivable Total: \$0.00
 Payable Total: \$0.00

Date Created: 09/11/2008 Description: Susan McDonough Reconciliation
 Created By: Betsy Cormier

Quick Navigation

Header
 Receipts/Disbursements
Transactions
 Adjustments
 Reconciliation Posting

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

[Select All] [Deselect All] << Showing Page 1 of 1 >> 1 Search Filter: [Show] Display: Default (6)

Agency Bill													
Select	Details	Date	Invoice ID	Client Bill To	Policy No.	Line Type	Amount	Agency Commission	Rate Type	Rate	Amount Due	Paid	Balance
<input checked="" type="checkbox"/>		08/06/2007	12358	Cormier Billing Services	AG2	Premium	\$850.00	\$144.50	% of Agency Commission	25.00	\$36.12	\$0.00	\$36.12
<input checked="" type="checkbox"/>		08/06/2007	12358	Cormier Billing Services	AG2	Premium	\$800.00	\$136.00	% of Agency Commission	25.00	\$34.00	\$0.00	\$34.00
<input checked="" type="checkbox"/>		11/01/2007	13615-1	Cormier Billing Services	AGbillpolicy	Premium	\$1,000.00	\$100.00	% of Agency Commission	25.00	\$25.00	\$0.00	\$25.00
<input checked="" type="checkbox"/>		12/19/2007	14365	Cormier Billing Services	WC123456	Premium	\$25,750.00	\$2,575.00	% of Agency Commission	25.00	\$643.75	\$0.00	\$643.75
<input checked="" type="checkbox"/>		12/19/2007	15214	Cormier Billing Services	WC123456	Premium	(\$25,750.00)	(\$2,575.00)	% of Agency Commission	25.00	(\$643.75)	\$0.00	(\$643.75)
<input checked="" type="checkbox"/>		09/01/2008	17320	Cormier Billing	UMB9876	Premium	\$25,000.00	\$2,500.00	% of Agency Commission	45.00	\$1,125.00	\$0.00	\$1,125.00

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

Pay All Selected

Agency Bill:

Total Items Selected: 6 Total Selected Amount: \$1,220.12
 Total Amount Paid: \$1,220.12

Direct Bill:

Total Items Selected: 5 Total Selected Amount: \$252.50
 Total Amount Paid: \$252.50

Click OK to accept the items as selected or Cancel to return to reconciliation process.

OK
Cancel

reconciliation

Reconciliation ID: 1160 Receipt Total: \$0.00
 Entity Type: People Disbursements Total: \$0.00
 Name: Susan McDonough Adjustments Total: \$0.00
 Posted: Income/Receivable Total: \$0.00
 Payable Total: \$1,472.62

Date Created: 09/11/2008 Virtual Disbursement Total: \$1,472.62
 Created By: Betsy Cormier Description: Susan McDonough Reconciliation

Quick Navigation
 Header
 Receipts/Disbursements
 Transactions
 Adjustments
 Reconciliation Posting

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

Receipts [Add New]
 Detail Da Remove

Disbursements [Add New]
 Detail Da Remove

https://nexweb25.nexsure.com/?ReconID=1160&Mode... x

Add Disbursements nexsure

[Select All] [Deselect All]

Select	Date	Disbur#	Description	Amount
<input checked="" type="checkbox"/>	9/11/2008	1254	Susan McDonough draw for...	\$2,000.00

OK Cancel

Notice that the Virtual Receipt Total still shows \$527.38. Offset the amount over or under to the Producer Draft Over/Under account. This will ensure that there is no amount left in the reconciliation clearing account for the next reconciliation. Any amount remaining in this account will be addressed at year-end.

reconciliation

Reconciliation ID: 1160 Receipt Total: \$0.00
 Entity Type: People Disbursements Total: \$2,000.00
 Name: Susan McDonough Adjustments Total: \$0.00
 Posted: Income/Receivable Total: \$0.00
 Payable Total: \$1,472.62

Date Created: 09/11/2008 Virtual Receipt Total: \$527.38
 Created By: Betsy Cormier Description: Susan McDonough Reconciliation

Quick Navigation
 Header
 Receipts/Disbursements
 Transactions
 Adjustments
 Reconciliation Posting

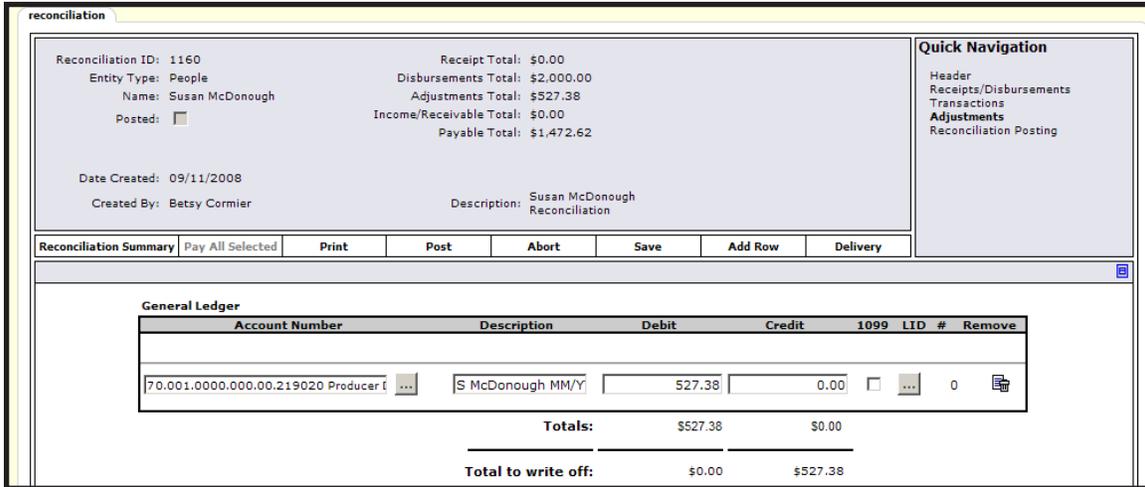
Reconciliation Summary Pay All Selected Print Post Abort Save Add Row Delivery

Receipts [Add New]
 Detail Date Receipt# Amount Description Remove

Disbursements [Add New]
 Detail Date Disbur# Amount Description Remove

--	09/11/2008	1254	\$2,000.00	Susan McDonough draw for MM/YYYY	
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To offset the amount over or under to the Producer Draft Over/Under account, click the **Quick Navigation > Adjustments** 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 Producer Draw Over/Under 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. Make sure to enter a description for the entry. Enter the debit or credit amount and click the **Save** link on the Navigation toolbar. A **Debit** is entered to offset a Virtual Receipt Total. A **Credit** is entered to offset a Virtual Disbursement Total. Click the **Post** link on the Navigation toolbar to post the reconciliation.



The screenshot shows a 'reconciliation' window with the following details:

- Reconciliation ID: 1160
- Entity Type: People
- Name: Susan McDonough
- Posted:
- Date Created: 09/11/2008
- Created By: Betsy Cormier
- Description: Susan McDonough Reconciliation
- Receipt Total: \$0.00
- Disbursements Total: \$2,000.00
- Adjustments Total: \$527.38
- Income/Receivable Total: \$0.00
- Payable Total: \$1,472.62

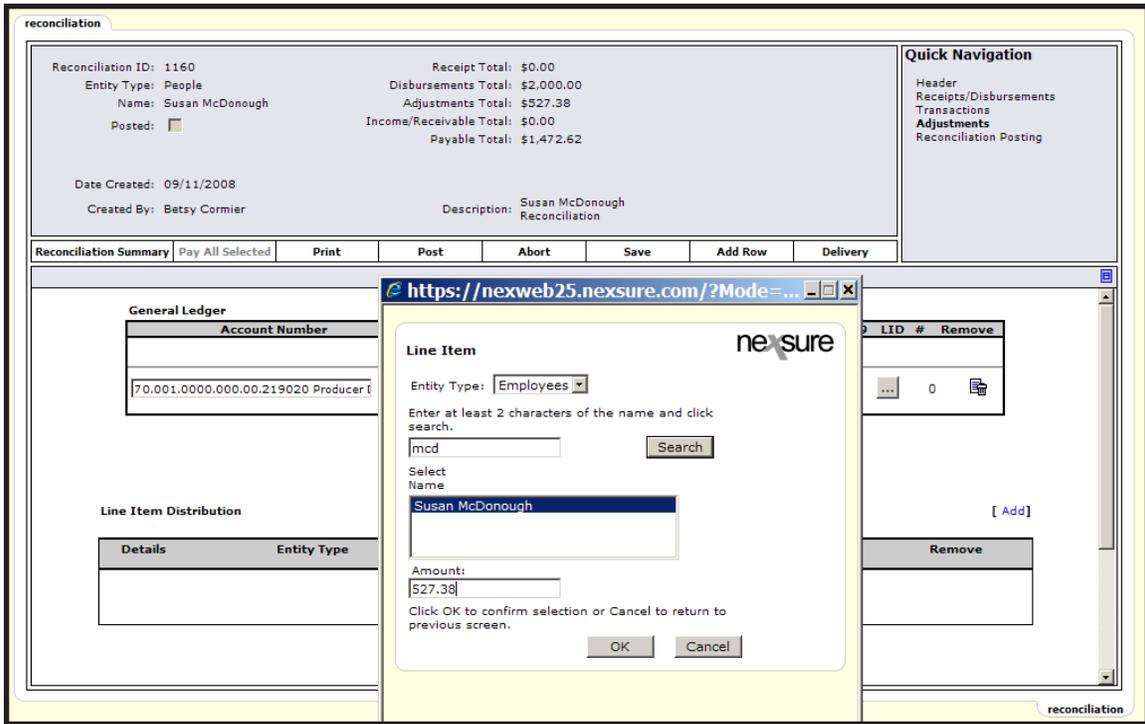
Navigation buttons include: Reconciliation Summary, Pay All Selected, Print, Post, Abort, Save, Add Row, Delivery.

Quick Navigation menu items: Header, Receipts/Disbursements, Transactions, Adjustments, Reconciliation Posting.

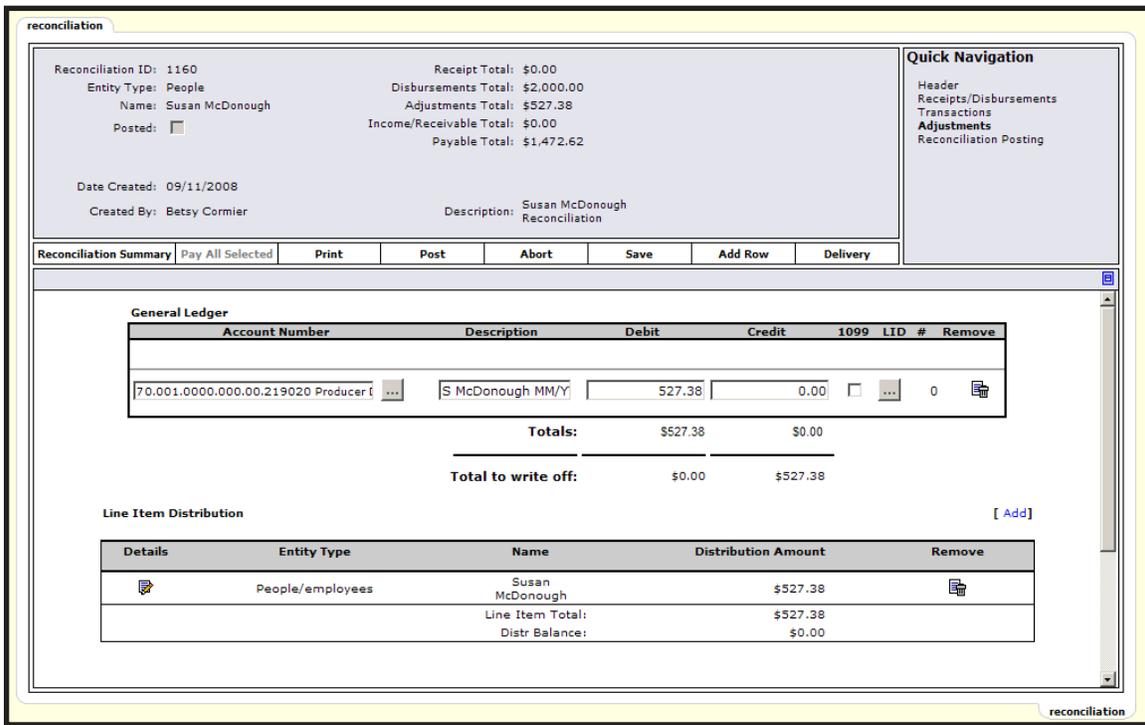
General Ledger table:

Account Number	Description	Debit	Credit	1099	LID #	Remove
70.001.0000.000.00.219020 Producer t	S McDonough MM/Y	527.38	0.00	<input type="checkbox"/>	...	0 
Totals:		\$527.38	\$0.00			
Total to write off:		\$0.00	\$527.38			

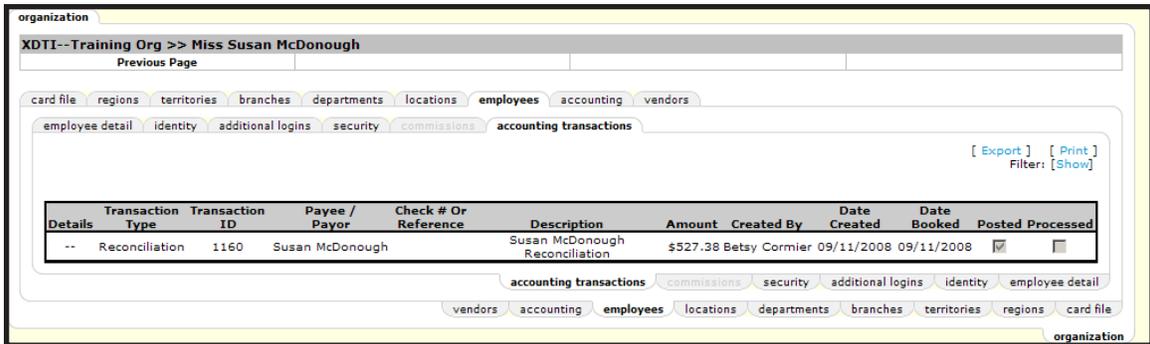
To show the distribution, use the **Ellipsis**  button on the right of the screen to the left of the **Remove**  icon for the line item distribution. Click the **Add** link and the **Employee** is the **Entity Type** default, so this does not need to be changed. Enter at least 2 characters of the employee name to the left of the search button and then click **Search** to return a list of matching names. Click to highlight the employee for the line item distribution. Enter the amount to allocate to the selected employee. Click the **OK** button to add the line item distribution.



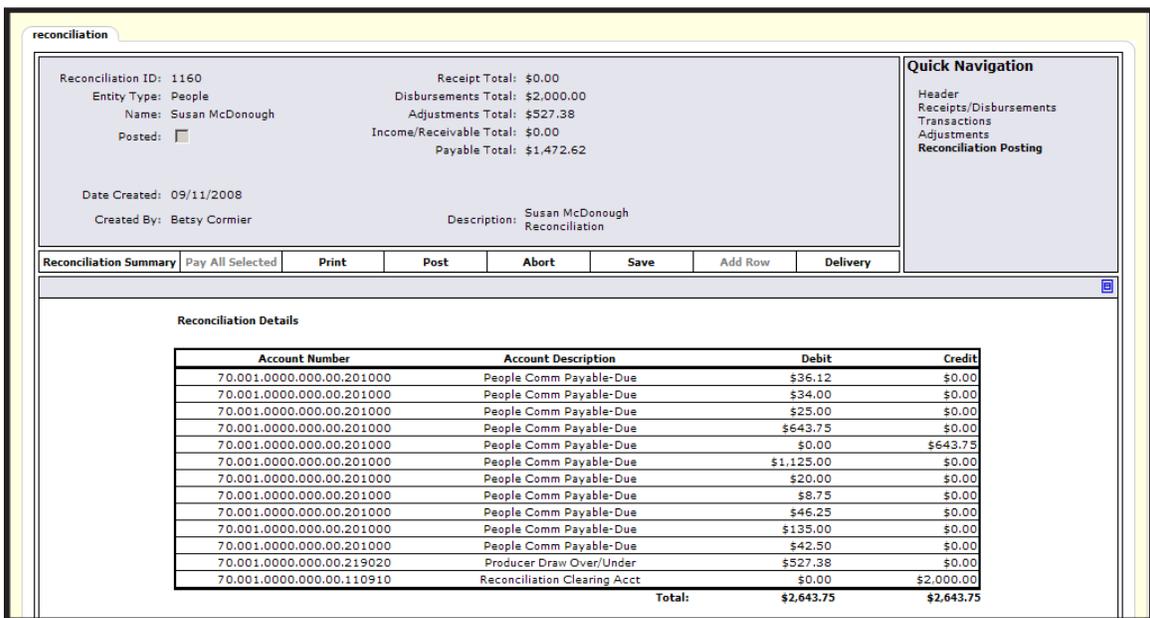
The addition is added at the bottom of the screen.



Line item distribution details can only be found on the employees file at the Territory level on the **accounting transactions** tab. The list may be viewed, exported and/or printed.



Clicking on the Reconciliation Posting link on the right side of the screen shows only the \$2,000.00 disbursement amount selected on the **Quick Navigation > Receipts/Disbursements** link is offset to the Reconciliation Clearing account. The Producer Draft Over/Under account shows the offset for the difference.



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

