Chapter 12

People Payables

IN THIS CHAPTER

- People Definition
- * Reconciling People Payables
- ***** Issuing Disbursement for People Payables
- ***** Commission Paid with Salary
- ***** Commission Not Paid with Salary
- * Producer Draw Against Commission

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		х	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		Х	201000	People Comm Payable-Due
People Expense	х		500000	People Comm Expense

Pay people commission fully paid, accrue expense

Posted Invoice

Function	Debit	Credit	GL#	Description
People Payable		Х	201001	People Comm Payable-Non-Due
People Expense	х		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		Х	201000	People Comm Payable-Due
People Payable	х		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		х	201000	People Comm Payable-Due
People Expense	х		500000	People Comm Expense

> Postings When Full Payment is Received

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

Pay people commission on partially paid, accrue expense

Posted Invoice

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

> Postings When Partial Payment is Received

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

> Postings When Full Payment is Received

Function	Debit	Credit	GL#	Description
People Payable		х	201000	People Comm Payable-Due
People Payable	х		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.

nexsure	HOME HELP SETUP LOGOUT
SEARCH ORGANIZATION REPORTS	Bookmarks: Expand Add Remove Selected
ORGANIZATION PROFILE ALL EMPLOYEES ALL LOCATIONS	
Organization Name: XDTITraining Org 972003	Organization
organization	
XDTITraining Org 972003 >> Atlantic Region >> Atlantic Territory	
Previous Page	
card file branches locations employees accounting vendors entity associations	
summary setup invoicing setup general ledger bank accounts transactions batch summary	
transaction summary journal entry disbursements receive payments deposit accounts payable reconcil	iation invoices
	Filter: [Show] [Add New Reconciliation]
There are no results for this search crit	eria.
invoices reconciliation accounts payable deposit receive payments	\pm disbursements \pm journal entry \pm transaction summary
batch summary transactions bank accou	nts 👃 general ledger 👃 invoicing setup 👃 setup 👃 summary
entity associations vendors	accounting employees locations branches card file organization

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.

ne	Sur	e search	ORGANIZATIO	N REPORTS		Book	HOME HELP SETUP LOGO
Select	Detail	Task	Operation	Client Name	Policy No.	Memo	Date Time
	*	Organization	View	XDTITraining Org 972003	N/A	View Territory [Atlantic Territory]	8/18/2005 1:36:18 PM

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.

insaction summary 🍸 journal entr	/ disbursements rec	:eive payments 🍸 d	leposit 🍸 accounts payable	e reconciliation	invoices	
					Filter: [Hide]	[Add New Reconciliation]
Search Criteria						
Region:	Atlantic Region	×				
Territory:	Atlantic Territory	*				
Reconciliation Type: Statement Amount: Reconciled Amount:	Both	Created Da	ity Type: ite From: 11/25/2005 ite From:	Name:	12/2/2005	
Status:	All	V De	scription:			
Sort Order						
Sort Field 1:	🗸 Sort Ord	er 1:	Sort Field 2:		🗸 Sort Order	2:

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.

accounting vendors entity association	ons			
accounting vendors entity association	ons			
edger bank accounts transactions	batch summary			
sements receive payments deposit	accounts payable	reconciliation	invoices	
			Filter: [Show] [Add New Reconcilia	tion]
se	dger bank accounts transactions aments receive payments deposit	dger bank accounts transactions batch summary aments receive payments deposit accounts payable	Jger bank accounts transactions batch summary aments receive payments deposit accounts payable reconciliation	dger bank accounts transactions batch summary aments receive payments deposit accounts payable reconciliation invoices Filter: [Shov] [<u>Add New Reconcilia</u>

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.



Reconciliation	ne sure
Select Entry:	
Entity Type: People	1
Enter at least 3 characters for Entity Nam and/or Address and click search.	e, Location Name,
Entity Name: corm	Search
Select Name:	
Betsy Cormier Mark Cormier	
Select Address:	
123 Main St	•
Click OK to confirm selection. Cancel to r	eturn to summary.
0	K Cancel

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

Date Created: 09/10/2008 Created By: Betsy Cormier sconciliation Summary Pay All Selected Name:	Descr Print Post	Abort	Save	Add Row	Delivery	
conciliation Summary Pay All Selected	Print Post	Abort	Save	Add Row	Delivery	<u> </u> E
Name:	Betsy Cormier					
Date Booked: Description: (100 Char, Max) Internal Notes: (250 Char, Max)	123 Main St Capac MI 48014		A 10 A 15			

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

Section	Description
Section Reconciliation Header	 Description The Reconciliation Header section is located at the top of the tab with a shaded background. It summarizes the entire disbursement. Header Definitions: 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 anount 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.
	Description: User added description entered in Header input field displays in reports.
Quick Navigation	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.
Input Fields	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).

Quick Navigation Link Definitions

Link	Description
Receipts/Disbursements	If a Cash Receipt or Disbursement is added prior to the reconciliation being done, click this link and add the previously entered receipt or disbursement to clear the virtual amount on the reconciliation.
Transactions	Use this link to locate and select all the invoices included on the statement.
Adjustments	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.
Reconciliation Posting	Contains all the General Ledger entries that are generated for the selected reconciliation. Posting entries do not display until entries have been made or invoices selected.

Using the Search Filter to Locate Invoices

To select the invoices included on the 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.

Reconcili Ent Date Cr	iation ID: tity Type: Name: Posted: Created: reated By:	87 People Betsy Co 09/10/2 Betsy Co	ormier 008 ormier	I	Receip Disbursements Adjustments ncome/Receivable Payable Desc	: Total: \$0.00 : Total: \$0.00 : Total: \$0.00 : Total: \$0.00 : Total: \$0.00 : Total: \$0.00					Quick Nav Header Receipts/Di Transaction Adjustment Reconciliati	igatio isburser s is ion Post	n ments ting	
econciliati	ion Summa	ry Pay A	ll Selected	Print	Post	Abort	Save	Add Row	Deliver	Y				
														E
[Select All]] [Deselec	t All]				Showi	ng Page 1 of 3 🕨	1			Sear Display:	rch Filte Defai	er: [Show ult (10) 💌	
Agency I	Bill													
Select De	etails	Date	Invoice	Client				Agency			Amount			
			10	BIII IO	Policy No.	Line Type	Amount	Commission	Rate Type	Rate	Due	Paid	Balance	
	07/0	01/2008	389	Hudson Property Management, Inc. Cormier Property Management, Inc.	PKG1234	Line Type Premium	Amount \$11,028.00	\$1,102.80	Rate Type % of Agency Commission	Rate	Due \$220.56	Paid \$0.00	Balance \$220.56	_
	₽ 07/0 ₽ 07/0	01/2008	389 390	Hudson Property Management, Inc. Cormier Property Management, Inc. Hudson Property Management, Inc. Cormier Property Management, Inc.	PKG1234 BA98238745	Line Type Premium Premium	Amount \$11,028.00 \$472.00	Commission \$1,102.80 \$70.80	Rate Type % of Agency Commission % of Agency Commission	Rate 20.00 20.00	Due \$220.56 \$14.16	Paid \$0.00 \$0.00	Balance \$220.56 \$14.16	-
	 07/0 07/0 07/0 07/0 	01/2008	389 390 391	Bill To Hudson Property Management, Inc. Cormier Property Management, Inc. Hudson Property Management, Inc. Hudson Property Management, Inc. Cormier Property Management, Inc.	PKG1234 BA98238745 UMB789654	Line Type Premium Premium Premium	Amount \$11,028.00 \$472.00 \$3,500.00	Commission \$1,102.80 \$70.80 \$525.00	Rate Type % of Agency Commission % of Agency Commission % of Agency	Rate 20.00 20.00 20.00	Due \$220.56 : \$14.16 : \$105.00 :	Paid \$0.00 \$0.00 \$0.00	Balance \$220.56 \$14.16 \$105.00	
	 07/0 07/0 07/0 07/0 06/: 	01/2008 01/2008 01/2008 01/2008	389 390 391 394	Bill To Hudson Property Management, Inc. Cormier Property Management, Inc. Hudson Property Management, Inc. Hudson Property Management, Inc. Cormier Property Management, Inc. Cormier Construction, Inc.	PKG1234 PKG1234 BA98238745 UMB789654 GL123456	Line Type Premium Premium Premium Premium Premium	Amount \$11,028.00 \$472.00 \$3,500.00 \$48,500.00	Commission \$1,102.80 \$70.80 \$525.00 \$8,730.00	Rate Type % of Agency Commission % of Agency Commission % of Agency Commission	Rate 20.00 20.00 20.00 40.00	Due \$220.56 : \$14.16 : \$105.00 : \$3,492.00 :	Paid \$0.00 \$0.00 \$0.00 \$0.00	Balance \$220.56 \$14.16 \$105.00 \$3,492.00	
	Image: Control of the control of t	01/2008 01/2008 01/2008 11/2008 81/2008	389 390 391 394 618	Bill 10 Hudson Property Management, Inc. Cormier Property Management, Inc. Gormier Property Management, Inc. Hudson Property Management, Inc. Cormier Property Management, Inc. Cormier Conservation, Inc.	PKG1234 PKG1234 BA98238745 UMB789654 GL123456 BA987432	Line Type Premium Premium Premium Premium Premium Premium	Amount \$11,028.00 \$472.00 \$3,500.00 \$48,500.00 \$1,500.00	Commission \$1,102.80 \$70.80 \$525.00 \$8,730.00 \$225.00	Rate Type % of Agency Commission % of Agency Commission % of Agency Commission % of Agency Commission	Rate 20.00 20.00 20.00 40.00 40.00	Due \$220.56 : \$14.16 : \$105.00 : \$3,492.00 : \$90.00 :	Paid \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Balance \$220.56 \$14.16 \$105.00 \$3,492.00 \$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.

reco	nciliat	tion													
											[Sa	ave] Se	earch Filter:	[Hide]	-
					Region: B C I	Region]	Branch:		•					
					Territory: B C I	nsurance Agency,]	Department:		-					
								Unit:		•					
				Bus	iness Type: All	_	-	Date Type: -Plea	ase Select- 💌]					
				Line	of Business: 401K 401K	- Group 🔺		Date Range:		то:	•				
					Accid AD&I	ent - Individual D - Group	4	Amount Range:	то:		-				
				Exclude a	Il transactions when	e the effective date is a	after the searc	h ending date.							
			۰		aid 🔍 Unpaid										
			Sor	rt Field 1:	-	Sort Order 1:	• s	Sort Field 2:	▼ 50	rt Order 2:		•			
													Search C	lear	
[54	elect /	All] [De	select All]				Sho	wing Page 1 of 3 🕨	1			Displa	y: Default (10) 🔹	
^	genc	y Bill											2		
s	elect	Details	Date	Invoice ID	Client Bill To	Policy No.	Line Type	Amount	Agency Commission	Rate Type	Rate	Amoun Due	e 5		
		•	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	6 7 8 9		
		>	07/01/2008	390	Hudson Property Management, Inc. Cormier Property	BA98238745	Premium	\$472.00	\$70.80	% of Agency Commission	20.00	\$14.16	6 ²⁰ All (25)	10)	

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 Re	gion 💌 Branch: Atlantic Branch 💌						
Territory: Atlantic Ter	ritory 💽 Department: AB-Acc/DB-Cash Peor 💌						
	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 defaul tnumber 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.

		Search Clear
[Select All] [Deselect All]	Showing Page 1 of 3 N 1	Display: Default (10)
Agency Bill		

Select	All] [De	select All]				ii 4 Shov	ving Page 1 of 2				[Save] Se Displ	arch Fi ay: 8	lter: [Show]
Ageno	y Bill	-	Invoice	Client	-	_	_	Agency	-	-	-	-	
Select	Details	Date	ID	Bill To	Policy No.	Line Type	Amount	Commission	Rate Type	Rate	Amount Due	Paid	Balance
	Þ	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
	>	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
	Þ	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)
	>	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
	>	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
	>	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)
	Þ	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
	>	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 Tota All Pages Tota All Selected Items Tota	l: (\$16,200.00) l: \$8,800.00 l: \$0.00	(\$3,390.00) \$1,110.00 \$0.00			(\$1,356.00) \$444.00 \$0.00	\$0.00 \$0.00 \$0.00	(\$1,356.00) \$444.00 \$0.00
5elect	All] [De	select All]				K 🕻 Shov	ving Page 1 of 1				Displ	ay: De	afault (6) 💌
Direct	Bill												
Select	Details	Date	Invoice ID	Client Bill To	Policy No.	Line Type	Amount	Agency Commission	Rate Type	Rat	Amoun e Du	t e Paio	d Balance
	>	08/01/2008	670	Jason Brown	PAU12345	Premium	\$5,850.00	\$994.50	% of Agency Commission	40.0	0 \$397.8	\$0.00	\$397.80
	>	08/05/2008	671	Theodore	PAU12346	Premium	\$1,780.00	\$213.60	% of Agency	40.0	0 \$85.4	4 \$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.

concilia	tion												
Select	All] [De	select All]				🕅 🖣 Show	ving Page 1 of	2		[Sa	ve] Sean Display:	th Filte	r: [Show]
Agenc Select	y Bill Details	Date	Invoice ID	Client Bill To	Policy No.	Line Type	Amount	Agency Commission	Rate Type	Rate	Amount Due	Paid	Balance
•	>	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
☑	>	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
•	>	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)
☑	>	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
7	>	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: All Pages Total: All Selected Items Total:	\$4,500.00 \$8,800.00 \$4,500.00	\$465.00 \$1,110.00 \$465.00			\$186.00 \$444.00 \$186.00	\$0.00 \$0.00 \$0.00	\$186.00 \$444.00 \$186.00
[Select	All] [De	select All]				i i Show	ving Page 1 of	1 1			Display:	Defa	ult (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
V	>	08/01/2008	670	Jason Brown	PAU12345	Premium	\$5,850.00	\$994.50	% of Agency Commission	40.00	\$397.80 \$	0.00	\$397.80
◄	>	08/05/2008	671	Theodore Rennie	PAU12346	Premium	\$1,780.00	\$213.60	% of Agency Commission	40.00	\$85.44 \$	0.00	\$85.44
~	>	08/01/2008	686	Jason Brown	PAU12345	Premium	\$5,850.00	\$994.50	% of Agency Commission	40.00	\$397.80 \$	0.00	\$397.80
•	>	08/05/2008	687	Theodore Rennie	PAU12346	Premium	\$1,780.00	\$213.60	% of Agency Commission	40.00	\$85.44 \$	0.00	\$85.44
•	>	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.

Payment			r	ne sure
Date:	09/02/2008			
Comm. Amount:	90.00			
Amount:	2.00	Balance:	88.00	
Description:	Partial Payment			
			ОК	Cancel

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.

Date Created: 09/10/2008 Description: August 2008 Commissions Due created By: Betsy Cormier Description: August 2008 Commissions Due econciliation Summary Pay All Selected Print Post Abort Save Add Row Delivery econciliation Summary Pay All Selected Print Post Abort Save Add Row Delivery (select All) Description: Milling Page 1 of 2 ▶ N I Image: Select Piller: Display: Select Piller: Select Details Date Image: Select Bill To Policy No. Line Type Amount Commission Rate Type Amount Due Paid Bill To Image: Select Details Date Image: Selecter: Ball To Policy No. Line Type Amount Commission Rate Type Amount Due Paid Bill To Image: Select Details Date Image: Selecter: Ball To Selecter: Selecter: Amount Commission Selecter: Selecter: Selecter: Selecter: Selecter: Selecter:	Recon	ciliation ID Entity Type Name Posted): 88 a: People a: Betsy Co d: T	rmier		I Disburs Adjus Income/Rec F	Receipt Total: \$0.00 ements Total: \$0.00 itments Total: \$0.00 eivable Total: \$0.00 Payable Total: \$0.00				Qu F F T A F	uick Navig Header Receipts/Dis Transactions Adjustments Reconciliatio	jation bursem n Postir	ents ng	
Invoice Client Poit Abort Save Add Row Delivery [Select All] [Deselect All] Image: Select All] Image: Select All] Search Filter: Display: 5 Agency Bill Image: Select Details Date Image: Select All] Image: Select Details Search Filter: Display: 5 Ø: 08/31/2008 618 Joilt Electric, LLC BA987432 Premium \$1,500.00 \$225.00 % of Agency Commission 40.00 \$90.00 \$0.00 \$0.00 \$ Ø: 08/05/2008 620 Joilt Electric, LLC AwC987234 Premium \$1,500.00 \$120.00 % of Agency Hours 40.00 \$48.00 \$0.00 \$0.00 \$ Ø: 08/05/2008 620 Joilt Electric, LLC Premium \$1,500.00 \$120.00 % of Agency Commission 40.00 \$48.00 \$0.00 \$0.00 \$ Ø: 08/05/2008 620 Joilt Electric, LLC Premium \$1,500.00 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Da	ate Created Created By	d: 09/10/20 /: Betsy Co	008 Irmier			Description: August 20 Due	08 Commissions							
[Select All] Invoice Client Search Filter: Agency Bill Image: Search Select All Search Select All Search Sear	teconcilia	ation Summ	nary Pay Al	ll Selected	l Print	Pos	st Abort	Save	Add Row	Delivery					
Select All] [Deselect All] Search Filter: Display: 5 Agency Bill Image: Select Details Date Image: Image: Select Details Date Amount Due Paid Bell Trainer: Due															6
Select Details Date Invoice ID Client Bill To LLC Policy No. Line Type Amount Agency Commission Rate Type Rate Type Amount Image: Commission Select Details 0s/31/2008 618 Joint Electric, LLC BA987432 Premium \$1,500.00 \$225.00 % of Agency Commission 40.00 \$90.00 \$0.00 \$ Image: Commission Selection Joint Electric, LLC NWC987234 Premium \$1,500.00 \$120.00 Commission Commission 40.00 \$48.00 \$0.00 \$ Image: Commission Selection Joint Electric, LLC NWC987234 Premium \$1,500.00 \$\$ of Agency Commission 40.00 \$48.00 \$0.00 \$\$ Image: Commission Selection Joint Electric, LLC NWC987234 Premium \$\$1,500.00 \$\$ \$\$ of Agency Commission \$\$	[Select /	All] [Desele	ect All1									Searc	h Filter	r: [Show]	
Image: Constraint of the state of	Agenc	y Bill		-	-	-	M 4 Show	ring Page 1 of 2		-	-	Display:	5	•	
Image: System System OS/05/2008 620 Joint Electric, AWC987234 Premium \$1,500.00 \$120.00 % of Agency Commission 40.00 \$48.00 \$0.00 \$ Image: System System System \$1,500.00 \$120.00 \$61 Agency Commission 40.00 \$48.00 \$0.00 \$ Image: System System System System System System \$1,500.00 \$(\$120.00) \$61 Agency Commission 40.00 \$48.00 \$0.00 \$	Agenc Select	y Bill Details	Date	Invoice ID	Client Bill To	Policy No.	K 4 Show	ring Page 1 of 2 Amount	Agency Commission	Rate Type	Rate	Display: Amount Due	5 Paid	▼ Balance	
✓ ♥ 08/05/2008 620 Joit Electric, AWC987234 Premium (\$1,500.00) (\$120.00) % of Agency 40.00 (\$48.00) \$0.00 (\$- LLC	Agenc Select	Details	Date 8/31/2008	Invoice ID 618	Client Bill To Jolt Electric, LLC	Policy No. BA987432	K ∢ Show Line Type Premium	ring Page 1 of 2 Amount \$1,500.00	Agency Commission \$225.00	Rate Type % of Agency Commission	Rate 40.00	Display: Amount Due \$90.00	Paid \$0.00	Balance	
	Agenco Select	Details Details 08 08	Date 3/31/2008	Invoice ID 618 620	Client Bill To Jolt Electric, LLC Jolt Electric, LLC	Policy No. BA987432 AWC987234	K K Show Line Type Premium Premium	ring Page 1 of 2 Amount \$1,500.00 \$1,500.00	Agency Commission \$225.00 \$120.00	Rate Type % of Agency Commission % of Agency Commission	Rate 40.00 40.00	Display: Amount 590.00 \$48.00	Paid \$0.00	• Balance \$90.00 \$48.00	
▼ ■ 08/05/2008 620 Jolt Electric, LLC AWC987234 Premium \$1,500.00 \$120.00 % of Agency Commission 40.00 \$48.00 \$0.00 \$	Agenc Select	y Bill Details Ø 08 Ø 08 Ø 08	Date 8/31/2008 8/05/2008	Invoice ID 618 620 620	Client Bill To Jolt Electric, LLC Jolt Electric, LLC Jolt Electric, LLC	Policy No. BA987432 AWC987234 AWC987234	K Show Line Type Premium Premium Premium	Amount \$1,500.00 \$1,500.00 (\$1,500.00)	► N 1 Agency Commission \$225.00 \$120.00 (\$120.00)	Rate Type % of Agency Commission % of Agency Commission % of Agency Commission	Rate 40.00 40.00 40.00	Display: Amount Due \$90.00 \$48.00 (\$48.00)	Paid \$0.00 \$0.00 \$0.00	• Balance \$90.00 \$48.00 (\$48.00)	-
Image: Wight Control of Contro of Control of Control of Control of Control of Control	Agenco Select	Petails Details I	Date B/31/2008 B/05/2008 B/05/2008 B/05/2008	Invoice ID 618 620 620 620	Client Bill To Jolt Electric, LLC Jolt Electric, LLC Jolt Electric, LLC Jolt Electric, LLC	Policy No. BA987432 AwC987234 AwC987234 AwC987234	Line Type Premium Premium Premium Premium	ring Page 1 of 2 Amount \$1,500.00 \$1,500.00 (\$1,500.00) \$1,500.00	▶ ₩ 1 ▼ Agency Commission \$225.00 \$120.00 (\$120.00) \$120.00	Rate Type % of Agency Commission % of Agency Commission % of Agency Commission % of Agency Commission	Rate 40.00 40.00 40.00 40.00 40.00	Display: Amount 590.00 \$48.00 (\$48.00) \$48.00	Paid \$0.00 \$0.00 \$0.00	• Balance \$90.00 \$48.00 (\$48.00) \$48.00	_

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.

y All Selected		ne sure
Agency Bill:		
Total Items Selected:	5	Total Selected Amount: \$186.00
		Total Amount Paid: \$186.00
Direct Bill:		
Total Items Selected:	6	Total Selected Amount: \$1,121.71
		Total Amount Paid: \$1,121.71

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.

ĺ	Reconci	liation Su	mmary Pa	y All Selecte	d Print	Post	Abort	Save	Add Ro	w Deli	very				
															B
[Select All] [Deselect All] X Showing Page 2 of 3 X 2										Se Display	arch Filte y: Defau	er: [Show] ult (10) 💌	Ê		
	Agen	cy Bill													
	Select	Details	Date	Invoice ID	Client Bill To	Policy No.	Line Type	Amount	Agency Commission	Rate Type	Rate	Amount Due	Paid	Balance	
		>	08/31/20	08 624	Jolt Electric, LLC	BA987432	Premium	\$5,800.00	\$870.00	% of Agency Commission	40.00	\$348.00	\$0.00	\$348.00	
1					Jolt Electric.					% of Agency					

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.

Π			Search Filter: [Show]
	[Select All] [Deselect All]	Showing Page 1 of 1 🕨 🛛 1 💌	Display: All (25)
	Agency Bill		

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.

ſ	econciliation													
	Reconciliation ID: Entity Type: Name: Posted: Date Created: Created By:	88 People Betsy Cormier 09/10/2008 Betsy Cormier	Ince Virtua	Receipt Tota Disbursements Tota Adjustments Tota ome/Receivable Tota Payable Tota al Disbursement Tota Descriptior	I: \$0.00 I: \$0.00 I: \$0.00 I: \$0.00 I: \$5,600.69 I: \$5,600.69 I: \$5,600.69 Due) 9 UGB Commissions				Quick Navigation Header Receipts/Disbursements Transactions Adjustments Reconciliation Posting				
li	Reconciliation Summa	ry Pay All Selected	Print	Post	Abort	Save	Add Row	Deliver	y I					
	Gen	ieral Ledger Account Ni	umber	Desci	ription	Debit	Credit	t 109	99 LIC)#Re	emove	1		
						0.	.00	0.00		0				
					Totals:	\$(0.00	\$0.00						
				Total to	o write off:	\$C	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 R4 Entity Type: People Disburser Name: Betsy Cormier Adjust Posted: Income/Recei Pated: Pa	aceipt Total: \$0.00 ments Total: \$0.00 ments Total: \$0.00 ivable Total: \$0.00 yable Total: \$5,600.69	Quick Navigation Header Receipts/Disbursements Transactions Adjustment Reconciliation Posting
Date Created: 09/10/2008 Virtual Disburs Created By: Betsy Cormier Reconciliation Summary Pay All Selected Print Post General Ledger Account Number	Inttps://nexweb22.nexsure.com/?NameField=. Nexsure Accounting Region: B C Region Territory: B C Insurance Agency Department: Commercial Unit: Classification: All Group: Type: Filter part of the general ledger number or name or both and click "Sea Name General Ledger Num Veh Select the general ledger number: 02.001.0001.001.00.540100 - Vehicles-Gas and Oil OK	A T X te Agency V Lines V V Re Re Re Re Re Re Re Re Re Re
	1	

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**.

Reconciliation ID: Entity Type: Name: Posted:	88 People Betsy Cormier	Inc	Receipt Tot Disbursements Tot Adjustments Tot ome/Receivable Tot Payable Tot	al: \$0.00 al: \$0.00 al: \$418.00 al: \$0.00 al: \$5,600.69				Qui He Re Tra Ad Re	ck Navigati ader ceipts/Disburs ansactions ljustments conciliation Po	on ements Isting
Date Created: Created By:	09/10/2008 Betsy Cormier	Virtua	al Disbursement Tot Descriptio	al: \$6,018.69 August 200 Due	8 Commissions					
econciliation Summa	Pay All Selected	Drint	Post	Abort	Sava	Add Row	Delivery			
concine con Summa	i i uy rai beleeceu	Finit		Abort	Jave	Add Now	Delivery			
Ger	neral Ledger	Fint		Abort	Jave	Add Row	Delivery			8
Ger	neral Ledger Account N	umber	Des	cription	Debit	Credi	t 1099	LID #	e Remove	<u> </u>
Gei	neral Ledger Account N 2.001.0001.001.00.540 2.001.0001.001.00.641	umber 100 Vehicles-{ 000 General O	Gas Rei Postage	cription mbursemen Expense	Debit 480. 0.	Credi	0.00 C	LID #	• Remove 0 कि 0 कि	
Get 02	neral Ledger Account N 2.001.0001.001.00.540 2.001.0001.001.00.641	umber 100 Vehicles-(000 General O	Dese Gas Rei Postage	cription mbursemen Expense Totals:	Debit 480. 0. \$480	Credi	t 1099 0.00 □ 62.00 □ \$62.00	LID #	Remove 0	

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

Reconciliation Summa ry	Pay All Selected	Print	Post	Abort	Save	Add Row	Deliver	у
General Ledger								<
Account	Number	Description	n Debi	t	Credit	LID	# Remove	
				\$5.00				≡
02.001.0001.049.00.56	50001 Personal-, 🛄	Postage		0.0	0	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.

Line Item	ne sure
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 ID: 88 Entity Type: People Name: Betsy Posted:	e Cormier It	Receipt 1 Disbursements 1 Adjustments 1 ncome/Receivable 1 Payable 1	Total: \$0.00 Total: \$0.00 Total: \$418.00 Total: \$0.00 Total: \$5,600.69				QL H R T A R	uick Navig leader leceipts/Dist ransactions Adjustments leconciliatior	pursements n Posting
Date Created: 09/10 Created By: Betsy	0/2008 Virt Cormier	tual Disbursement T Descrip	Total: \$6,018.69 ption: August 200 Due	08 Commissions					
conciliation Summary Pay	y All Selected Print	Post	Abort	Save	Add Row	Deliver			
General Lee	dger Account Number	De	scription	Debit	Credit	1099	LID #	Remove	
									1
02.001.000	01.001.00.540100 Vehicles-(01.001.00.641000 General O	Gas Re	eimbursemen ge Expense	480.0	0	0.00		0 🖬 0 🖷	
02.001.000	01.001.00.540100 Vehicles- 01.001.00.641000 General O	Gas Re Postag	eimbursemen je Expense Totals:	480.0 0.0 \$480.0		0.00 62.00 \$62.00		0 E	-
02.001.00	01.001.00.540100 Vehicles-(01.001.00.641000 General O	Gas Re Postag	eimbursemen je Expense Totals: I to write off:	480.0 0.0 \$480.0 \$480.0		0.00 62.00 \$62.00		0 E	
02.001.000	01.001.00.540100 Vehicles-(01.001.00.641000 General O 1.001.00.641000 General O	Gas Re Postag Total	Totals:	480.0 0.0 \$480.0 \$0.0	0 0 0 0 0 20 5 20 5 20 5 20 5 20 5 20 5	0.00 62.00 \$62.00 \$18.00		0 🛱 0 🖶	[Add]
02.001.000 02.001.000 Line Item Distri Details	01.001.00.540100 Vehicles-i 01.001.00.641000 General O ibution Entity Type	Gas Re Postag	eimbursemen je Expense Totals: I to write off: Name	480.0 0.0 \$480.0 \$480.0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0.00 62.00 562.00 H18.00		0 🖬 0 🖶	[Add]

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.

SEARCH ORG	ANIZATION REPORTS CA	MPAIGNS		HO Bookmarks: Expand	ME HELP SETUP LO Add Remove Selected
GANIZATION PROFILE ALL EMPLOYE anization Name: Training OR anization	ES ALL LOCATIONS				 Organization
aining ORG >> Betsy Cormier					
					[Export] [Print]
Transaction Transaction	Payee / Check # Or	Provide line	•	Date Date	d Parted Present
Transaction Transaction Details Type ID Reconciliation 88	Payee / Check # Or Payor Reference Betsy Cormier	Description August 2008 Commissions Due	Amount Created By (\$62.00) Betsy Cormier	Date Date Created Booke 09/10/2008 09/10/20	d Posted Processed

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

Reconciliation ID: Entity Type: Name: Posted: Date Created: Created By:	88 People Betsy Cormier 09/10/2008 Betsy Cormier	In Virte	Receipt Tot Disbursements Tot Adjustments Tot come/Receivable Tot Payable Tot nal Disbursement Tot Descriptic	al: \$0.00 al: \$0.00 al: \$418.00 al: \$418.00 al: \$5,600.69 al: \$6,018.69 n: August 200 Due	8 Commissions			Quick Nav Header Receipts/Di Transaction Adjustment Reconciliati	igation sbursements s son Posting
econciliation Summa	ry Pay All Selected	Print	Post	Abort	Save	Add Row	Delivery		
									E
	02.001.0000.0	000.00.201000	Peop	le Comm Payabl	e-Due	\$	57.00	\$0.00	
	02.001.0000.0	000.00.201000	Peop	le Comm Payabl	e-Due		\$0.00	\$57.00	
	02.001.0000.0	000.00.201000	Peop	le Comm Payabl	e-Due	\$:	25.50	\$0.00	
	02.001.0000.0	000.00.201000	Peop	le Comm Payabl	e-Due	\$43	25.00	\$0.00	
	02.001.0000.0	000.00.201000	Peop	le Comm Payabl	e-Due		\$0.00	\$425.00	
	02.001.0000.0	000.00.201000	Peop	le Comm Payabl	e-Due	\$34	\$0.00	\$0.00	
	02.001.0000.0	000.00.201000	Peop	le Comm Payabl	e-Due		\$0.00	\$340.00	
	02.001.0000.0	000.00.201000	Peop	le Comm Payabl	e-Due	\$1,8	00.00	\$0.00	
	02.001.0000.0	000.00.201000	Peop	le Comm Payabl	e-Due	\$23	20.56	\$0.00	
	02.001.0000.0	000.00.201000	Peop	le Comm Payabl	e-Due	\$	14.16	\$0.00	
	02.001.0000.0	000.00.201000	Peop	le Comm Payabl	e-Due	\$1	05.00	\$0.00	
	02.001.0000.0	000.00.201000	Peop	le Comm Payabl	e-Due	\$3,4	92.00	\$0.00	
	02.001.0000.0	000.00.201000	Peop	le Comm Payabl	e-Due		\$0.00	\$90.00	
	02.001.0000.0	000.00.201000	Peop	le Comm Payabl	e-Due		\$0.00	\$1,800.00	
	02.001.0000.0	000.00.201000	Peop	le Comm Payabl	e-Due	\$	72.00	\$0.00	
	02.001.0000.0	000.00.201000	Peop	le Comm Payabl	e-Due		\$0.00	\$72.00	
	02.001.0000.0	000.00.201000	Peop	le Comm Payabl	e-Due	\$1	11.00	\$0.00	
	02.001.0000.0	000.00.201000	Peop	le Comm Payabl	e-Due	\$1	39.76	\$0.00	
	02.001.0000.0	000.00.201000	Peop	le Comm Payabl	e-Due	\$3	34.00	\$0.00	
	02.001.0000.0	000.00.110910	Recor	ciliation Clearin	g Acct		\$0.00	\$6,018.69	
	02.001.0001.0	001.00.540100	Ve	hicles-Gas and	Oil	\$4	30.00	\$0.00	
					Total:	\$8,	969.69	\$8,969.69	

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.

t Reconciliation			ne sur
Reconciliation Total:	\$	6,018.69	
General Ledger Posting	Account Description	Debit	Credit
02.001.0001.001.00.641000	General Office Expense	\$0.00	\$62.00
02.001.0000.000.00.201000	People Comm Payable-Due	\$90.00	\$0.00
02.001.0000.000.00.201000	People Comm Payable-Due	\$48.00	\$0.00
02.001.0000.000.00.201000	People Comm Payable-Due	\$0.00	\$48.00
02.001.0000.000.00.201000	People Comm Payable-Due	\$48.00	\$0.00
02.001.0000.000.00.201000	People Comm Payable-Due	\$48.00	\$0.00

Notice that the **Post** link on the Navigation toolbar is no longer available.

Reconciliation	88		Receipt 7	Total: \$0.00				Quick Navigation	
Entity Type: Name: Posted:	People Betsy Cormier 9/10/2008	In	Disbursements Adjustments come/Receivable Payable	Total: \$0.00 Total: \$418.00 Total: \$0.00 Total: \$5,600.69				Header Receipts/Disbursements Transactions Adjustments Reconciliation Posting	
Date Created: Created By: Reconciliation Summa	09/10/2008 Betsy Cormier	Virt	ual Disbursement ⁻ Descrij Reverse	Total: \$6,018.69 ption: August 20 Due Abort	08 Commissions	Add Row	Delivery		
	· · ·		1		•	1	-		8
	Reconciliation Details	;							-
	Accoun	t Number		Account Descrip	tion		Debit	Credit	

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

									ck Navigatio	n
Reconciliai Entit	ition ID: 88 ty Type: People Name: Betsy Cormier Posted: 👿 9/10/2008	Disbu Adj Income/R	Receipt Tot rsements Tot ustments Tot eceivable Tot Payable Tot	al: \$0.00 al: \$0.00 al: \$418.00 al: \$0.00 al: \$5,600.69				He Re Tri Ad Re	eader eceipts/Disburse ansactions ljustments econciliation Pos	ments ting
Date C Crea	Created: 09/10/2008 ated By: Betsy Cormier	Virtual Disb	ursement Tot Descriptio	al: \$6,018.69 August 200 Due)8 Commission	s				
Reconciliation	n Summary Pay All Selected	Print C hi	ttps://ne	exweb22.	nexsure.c	com/?action	<u> </u>			B
88) 🖃 🔊 - 🔶 🔷	1 / 2	Print Sel	lection Remittance A	dvice 🔽	nex	sure		•	A
60 ?	Reconciliation P ReconID Date Booked Date Created Created By Betsy Cornie	People	Nexsure Select su selection	Tip ummary or rer o or Cancel to	nittance advic return to Reco	e. Press OK to pr onciliation screen.	int Cancel si	ons Due		
	Date Effective Name Booked Date		Invoice	Policy Number	Policy Mode	Line of Business	Trans Type	Amount	Agency Commission	Comm Calc
	Agency Bill 08/01/2008 08/11/2008 Cormier Co	nstruction, Inc.	394	GL123456	New	General Liability - Commercial	Premium \$	48,500.00	\$8,730.00	40.00 %A
n.	09/03/2008 07/01/2008 Cormier Co	nstruction, Inc.	633	BA987456	Renew	Auto - Commercial	Premium \$	32,000.00	\$2,720.00	20.00 %A

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.

reconciliation				
Reconciliation ID:	88	Receipt Total:	\$0.00	
Entity Type:	People	Disbursements Total:	\$0.00	
Name:	Betsy Cormier	Adjustments Total:	\$418.00	
Posted:	V 9/10/2009	Income/Receivable Total:	\$0.00	
	5/10/2008	Payable Total:	\$5,600.69	
Date Created:	09/10/2008	Virtual Disbursement Total:	\$6,018.69	
Created By:	Betsy Cormier	Description:	August 2008 Commissions Due	

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			
Training ORG >> B C Region >> B C Ins	surance Agency, Inc.		
Previous Page			
card file branches locations employee	s accounting vendors entity association	ons	
summary setup invoicing setup gen	eral ledger bank accounts transactions	batch summary	
transaction summary journal entry di	sbursements receive payments deposit	accounts payable reconciliat	tion invoices
Select Bank Account: Bank of America 209902025 Trust Ac	ccount		Filter: [Show] [Add New Disbursement]
Bank of America 209902025 Trust Ac Bank of America 011101101 Operation	count		
[Select All] [Deselect All] [Create Prin	t Batch] [Add To Existing Batch]		
SelectDetailsPayee Disbur. ID C	heck Number Description	Amount Created By	y Date PostedPrintedClearedRemove Created

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.

Disbursement Ne SURE
Select Entry:
Entity Type: Employee
Enter at least 3 characters for Entity Name, Location Name, and/or Address and click search.
corm
Select Name:
Betsy Cormier Mark Cormier
Select Address:
123 Main St 🗾 🗸
Click OK to confirm selection. Cancel to return to summary.
OK Cancel

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

Disbursement ID: 8 Posted: Cleared: Date Booked: Date Created: 9	10/2008	Entity Type: Payee: Bank Name: Bank Account #: GL Account: Balance:	Employee Betsy Cormier Bank of America 209902025 02.001.0000.000 \$150,816.55	.00.100000 Trust Ac	count		Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Disbursement Posting
Created By: B	etsy Cormier L	Sobursement Amount: Estimated Balance: Check #: Description:	\$0.00 \$150,816.55				
Disbursement Summary	Pay All Selected	Print	Post	Abort	Save	Add Row	
							8
	Disi	Payee: Be 12 Ca Date Booked: 9/ bursement Method: C Check #:	tsy Cormier 3 Main St pac, MI 48014 Unit (10/2008 heck	ed States			
		Description: (50 Char. Max) Internal Note: (250 Char. Max)	exsure Tip eave the Check = fie heck = at the time of	ld blank to allow the s printing or enter a ch	ystem to assign the ack ≠ manually.	next available	

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

Section	Description
Disbursement Header	 The Disbursement Header section is located at the top of the tab with a shaded background. It summarizes the entire disbursement. Header Definitions: 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 is being added is selected prior to adding the disbursement on the disbursement summary screen and displays here on the header. GL 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 #: The bank is selected prior to adding the disbursement This number is assigned when the bank account is added to the territory. When the bank is selected prior to adding the disbursement must added. Disbursement Amount: Once entries for the disbursement are made, the total of the disbursement from the balance at the time the disbursement was added. Disbursement from the balance at the time the disbursement was added. 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
Quick Navigation	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.
Input Fields	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).

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.

disbursements							
Disbursement ID: Posted: Cleared: Date Booked:	83 	Entity Type: Payee: Bank Name: Bank Account ≠: GL Account:	Employee Betsy Cormier Bank of America 209902025 02.001.0000.000	.00.100000 Trust Ac	count		Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Disbursement Posting
Date Created: Created By:	9/10/2008 Betsy Cormier I	Balance: Disbursement Amount: Estimated Balance: Check #: Description:	\$150,816.55 \$0.00 \$150,816.55 08/2008 Comm D	ue incl Gas Ex			
Disbursement Summa	ry Pay All Selected	Print	Post	Abort	Save	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.

Disbursement ID: Posted: Cleared: Date Booked: Date Created: Created By:	83 9/10/2008 9/10/2008 Betsy Cormier	Entity Type: Payee: Bank Name: Bank Account #: GL Account: Balance: Disbursement Amount: Estimated Balance: Check #: Description:	Employee Betsy Cormier Bank of America 209902025 02.001.00000.0000 \$150,816.55 \$0.00 \$150,816.55 08/2008 Comm D	.00.100000 Trust Ac ue incl Gas Ex	count		Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Disbursement Posting
)isbursement Summa	ry Pay All Selected	Print	Post	Abort	Save	Add Row	

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.

								ne sure
l r	[Select All]	[Deselect All]						
	Select	Details	Name	Rec ID	Description	Debit	Credit	Date Created
[-	Betsy Cormier	88	Reconciliation Clearing Acct	\$0.00	\$6,018.69	9/10/2008
							(OK Cancel

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

Disbu	ents Ursement ID: Posted: Cleared: Date Booked: ate Created: Created By:	83 9/10/2008 9/10/2008 Betsy Cormier	Entity Type: Payee: Bank Name: Bank Account =: GL Account Disbursement Amount: Estimated Balance: Check =: Description:	Employee Betsy Cormier Bank of America 209902025 02.001.0000.000 \$150,816.55 \$6,018.69 \$144,797.86 08/2008 Comm D	.00.100000 Trus ue incl Gas Ex	st Account		Quick Navi Disburseme General Led Accounts Pi Reconciliati Disburseme	igation nt Header ger syable on nt Posting	
Disburse	ement Summar	y Pay All Selected	Print	Post	Abort	Save	Add Row			
	Pasansiliati							[Add Naw Pa		
	Details	Name	Rec ID	Description		Debit Amount	Credit Amount	Date Created	Remove	
	-	Betsy Cormier	88 Re	conciliation Clearing	Acct	\$0.00	\$6,018.69	9/10/2008		

Using the General Ledger Link

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

Disbursement ID: Posted: Cleared: Date Booked:	83 F 9/10/2008	Entity Type: Payee: Bank Name: Bank Account #: GL Account:	Employee Betsy Cormier Bank of America 209902025 02.001.0000.000	0.00.100000 Trust Ac	count		Qu D G A R D	tick Navigation Hisbursement Header eneral Ledger sccounts Payable econciliation Hisbursement Posting
Date Created: Created By:	9/10/2008 Betsy Cormier E	Balance: Disbursement Amount: Estimated Balance: Check =: Description:	\$150,816.55 \$6,018.69 \$144,797.86 08/2008 Comm D	ue incl Gas Ex				
isbursement Summar	Pay All Selected	Print	Post	Abort	Save	Add Row		
	General Ledger							
	Account 02.001.0000.000.00.	t Number 100000 Trust Accoun	08/2008 Comm Due incl Gas Exp less Off Reimb		it	Credit 1099 Li		Remove

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

disbursements		
Disbursement ID: 83 Enti Posted: Cleared: Ban Date Booked: 9/10/2008 Bank Ac GL A	ty Type: Employee Payee: Betsy Cormier k Name: Bank of America count ≠: 209902025 kccount: 02.001.0000.00.00.100000 Trust Account	Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Disbursement Posting
Date Created: 9/10/2008 Created By: Betsy Cormier Disbursement Estimated Des Disbursement Summary Pay All Selected Print	https://nexweb22.nexsure.com/?NameField=A Nexsure Accounting Region: B C Region Territory: B C Insurance Agency Department: Commercial Lines Unit:	
General Ledger <u> Account Number</u> 02.001.0000.00.100000 Trus	Classification: All	# Remove
	Name General Ledger Number vehicle	
	OK Cancel	

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

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.

Disbursement ID: Posted: Cleared: Date Booked: Date Created: Created By:	83 9/10/2008 9/10/2008 Betsy Cormier	Entity Type: Payee: Bank Name: Bank Account =: GL Account : Balance: Disbursement Amount: Estimated Balance: Check =: Description:	Employee Betsy Cormier Bank of America 209902025 02.001.0000.000 \$150,816.55 \$6,077.29 \$144,739.26 08/2008 Comm D	1.00.100000 Trust Ac	count		Q	uick Navig Disbursemen General Ledg Accounts Pay Reconciliatio Disbursemen	jation t Header er yable n t Posting
isbursement Summa	ry Pay All Selected	Print	Post	Abort	Save	Add Row			
	General Ledger	at Number	Descriptio	on Deh	it Cr	redit 1099	LID 4	# Remove	
	02.001.0000.000.00).100000 Trust Accoun	08/2008 Comm Gas Exp less Of	Due incl ff Reimb		\$58.60			
			00/0000 0		59.60	0.00		o 🖙	
	02.001.0001.001.0	0.540100 Vehic	108/2008 Com		56.60	0.00			

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

Disbursement ID: Posted: Cleared: Date Booked: Date Created:	83 9/10/2008 9/10/2008	Entity Type: Payee: Bank Name: Bank Account =: GL Account: Balance:	Employee Betsy Cormier Bank of America 209902025 02.001.0000.000 \$150,816.55	0.00.100000 Trust Ac	count		Quick Nav Disburseme General Led Accounts P Reconciliati Disbursemen	igation nt Header ger ayable on nt Posting
Created By:	Betsy Cormier	Disbursement Amount: Estimated Balance: Check #: Description:	\$6,077.29 \$144,739.26 08/2008 Comm D	Due incl Gas Ex				
Disbursement Summar	y Pay All Selected	Print	Post	Abort	Save	Add Row		
	Disbursement Postir	ng						8
	Accou	int Number	Αссон	unt Description	D	ebit	Credit	
	02.001.0000	0.000.00.110910	Reconcilia	ation Clearing Acct		\$6,018.69	\$0.00	
	02.001.0000	.000.00.100000	Tri	ust Account		\$0.00	\$6,077.29	
	02.001.0001	1.001.00.540100	Vehicle	es-Gas and Oil		\$58.60	\$0.00	
				1	otal:	\$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.

General Ledger							
Account Number	Description	Debit	Credit	1099	LID	# R	emove
02.001.0000.000.00.100000 Trust Accour	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	Ē.
	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.

Disbursement ID: Posted: Cleared: Date Booked:	83 	Entity Type: Payee: Bank Name: Bank Account #: GL Account:	Employee Betsy Cormier Bank of America 209902025 02.001.0000.000	.00.100000 Trust Ac	count		Q	uick Navigati Disbursement He General Ledger Accounts Payabl Reconciliation Disbursement Po
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 D	ue incl Gas Ex				
isbursement Summa	ry Pay All Selected	Print	Post	Abort	Save	Add Ro	w	
	General Ledger							
	Accou	unt Number	Descriptio	n Debi	t	Credit 1	099 LID (# Remove
	02.001.0000.000.0	0.100000 Trust Account	08/2008 Comm Gas Exp less Of	Due incl f Reimb				

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: Posted: Cleared: Date Booked:	83 	Entity Type: Payee: Bank Name: Bank Account #: GL Account:	Employee Betsy Cormier Bank of America 209902025 02.001.0000.000	.00.100000 Trust Ac	count		Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Disbursement Posting
Date Created: Created By:	9/10/2008 Betsy Cormier I	Balance: Disbursement Amount: Estimated Balance: Check =: Description:	\$150,816.55 \$6,018.69 \$144,797.86 08/2008 Comm Dr	ue incl Gas Ex			
Disbursement Summa	ry Pay All Selected	Print	Post	Abort	Save	Add Row	

Posting the Disbursement and Printing the Check

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

disbursements							
Disbursement Post Clear Date Book	ID: 83 ad: ad: ad: 9/10/2008	Entity Type: Payee: Bank Name: Bank Account ≠: GL Account:	Employee Betsy Cormier Bank of America 209902025 02.001.0000.000	.00.100000 Trust Ac	count		Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Disbursement Posting
Date Creat Created	ed: 9/10/2008 3y: Betsy Cormier	Balance: Disbursement Amount: Estimated Balance: Check =: Description:	\$150,816.55 \$6,018.69 \$144,797.86 08/2008 Comm Di	ue incl Gas Ex			
Disbursement Su	mary Pay All Select	ted 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.

d	isbursements							
	Disbursement ID: Posted: Cleared: Date Booked:	83 9/10/2008 9/10/2008	Entity Type Payee Bank Name Bank Account ≠ GL Account	Employee Betsy Cormier Bank of America 209902025 02.001.0000.0	a 100.00.100000 Trust	Account		Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Disbursement Posting
	Date Created: Created By:	9/10/2008 Betsy Cormier	Balance Disbursement Amoun Estimated Balance Check = Descriptior	\$150,816.55 \$6,018.69 \$144,797.86 08/2008 Comm	n Due incl Gas Ex			
	Disbursement Summar	y Pay All Selected	Print	Reverse	Abort	Save	Add Row	



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

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

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

disbursements					
Disbursement ID: 83 Posted: Cleared: Date Booked: 9/10 Date Created: 9/10	9/10/2008 Pai 9/10/2008 Pai 0/2008 Bank Na 0/2008 Bank Accour GL Accour 0/2008 Bala	rpe: Employee ree: Betay Cormier me: Bank of America t =: 209902025 mt: 02.001.0000.000.00.100000 T ice: \$150,816.55	rust Account		Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Disbursement Posting
Created By: Bets	sy Cormier Disbursement Amo Estimated Bala Chec Descript	unt: \$6,018.69 ice: \$144,797.86 k =: 3 ion: 08/2008 Comm Due incl Gas Es			
Disbursement Summary	Pay All Selected Print	Reverse Abort	Save	Add Row	
	🕽 • 🧅 🏟 🚺 / 1 🛛 🚺	🖑 🥰 💿 🖲 96% ·	🌽 Sign 👻 拱	Find	•
Click to print this PDF f	file or pages from it			DATE	D9/10/2008
PAY TO TH	⊨ FBetsy Cormier			\$ <u>6,0</u>	18.69
SIX THO	OUSAND EIGHTEEN AND 69 /	100			DOLLARS
в	etsy Cormier				
Ø					
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	0/0000 Oseren Dus in al Ose Eu	- Jaaa Off Daimle			disbursements

#### **Reversing the Disbursement**

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

disbursements Disbursement ID: Posted: Cleared: Date Booked: Date Created: Created By:	83 9/10/2008 9/10/2008 9/10/2008 Betsy Cormier	Entity Type: Payee: Bank Name: Bank Account #: GL Account: Balance: Disbursement Amount:	Employee Betsy Cormier Bank of Americ: 209902025 02.001.0000.0 \$150,816.55 \$6,018.69	a 00.00.100000 Trust	Account		Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Disbursement Posting
Created By:	Betsy Cormier	Disbursement Amount: Estimated Balance:	\$6,018.69 \$144,797.86				
		Check #: Description:	08/2008 Comm	n Due incl Gas Ex			
Disbursement Summa	ry Pay All Selected	Print	Reverse	Abort	Save	Add Row	

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

		LLC								
	Þ	Jolt Electric, LLC	63/62	1	Refund for RP End #1 delete (\$950.00) 2001 Ford	Betsy Cormier	09/03/2008	>	×	
	Þ	Jolt Electric, LLC	62/63	1	Refund for RP End #1 delete \$950.00 2001 Ford	Betsy Cormier	09/03/2008	$\searrow$	V	

### **Removing Disbursements not Posted**

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

Previo	is Page										
d file branches	locations employe	es accounting	vendors e	ntity associatio	ins						
ummary setup	invoicing setup ge	eneral ledger 🍸 ban	k accounts	transactions	batch summary						
transaction summ	ary journal entry	disbursements r	eceive payment	ts deposit	accounts payable	e reconciliation	invoices				
transaction summ Select Bank Acco Bank of Ameri	ary journal entry ount: a 011101101 Opera	disbursements re	eceive payment	ts deposit	accounts payable	e reconciliation	invoices Filter:	Show] [/	Add New D	)isbursemen	ıt]
transaction summ Select Bank Acco Bank of Americ [Select All] [De	ary journal entry ount: ca 011101101 Opera select All] [Create Pr	disbursements reting	eceive payment o Existing Bat	ts deposit	accounts payable	e reconciliation	invoices Filter:	Show] [/	Add New D	)isbursemen	ıt]

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		ne sure
Add New (	General Ledger Nun	nber
	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.

	SEARCH   OR	GANIZATION	REPORTS   CA	MPAIGNS			Boo	kmarks: Expand	Add   Remo	ve Selected
GANIZATIO	N PROFILE   ALL EMPLOYE	ES   ALL LOC	ATIONS							
anizatio	on Name: XDTITrain	ning Org							🕨 🕨 🕨 🕨	nization
anization										
OTITrai	ning Org >> B C Regior	>> B C Terr	itory							
	Previous Page									
ard file summary	branches locations em setup invoicing setup	general ledger	nting vendors	s entity associat	ions batch summ	ary				
transac	tion summary journal entry	disburseme	nts receive pa	yments deposit	accounts p	ayable reconcilia	ation invoice	25		
							Filter: [Sho	w] [Add New Reco	nciliation]	
		There	are no re	esults for	this se	arch crite	ria			
		invoices	reconciliation	accounts payable	∖deposit ∕i	eceive payments	disbursemen	s / journal entry /	transaction s	ummary
				batch summary	transaction	s bank account	s ∕general lee	lger 人 invoicing set	tup / setup /	summary

**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.

	SEARCH   ORGANIZATION   REPORTS   CAMPAIGNS Bookmarks: Hide   Add										
Select	Detail	Task	Operation	Client Name	Policy No.	Memo	Date Time				
	٣	Organization	View	XDTITraining Org	N/A	View Territory [XDTI Training (Territory)]	7/30/2008 12:59:20 PM				
	*	Organization	View	XDTITraining Org	N/A	View Territory [B C Territory]	7/30/2008 12:58:23 PM				

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.

		HOME   HELP   SETUP   LOO
SEARCH   ORGANIZATION   REPORTS   CAMPAN	IGNS	Bookmarks: Expand   Add   Remove Selected
GANIZATION PROFILE   ALL EMPLOYEES   ALL LOCATIONS		
anization Name: XDTITraining Org		Organization
anization		
DTITraining Org >> B C Region >> B C Territory		
Previous Page		
and file branches locations employees accounting worders	antity associations	
aro me pranches locations employees accounting vendors e	entity associations	
summary setup invoicing setup general ledger bank accounts	transactions batch summary	
transaction summary journal entry disbursements receive payment	nts deposit accounts payable rec	conciliation invoices
		Filter: [Hide] [Add New Reconciliation]
		man [mac] [ridd new reconciliation]
Search Criteria		Save Filter Settings 📕
Beging: B.C.Region		
Territory: B C Territory		
Reconciliation Type: Both	ntity Type: Na	ame:
Chattan and Amounts	-t- F 9/4/2008	T-: 9/11/2008
Statement Amount:		18: 37172000
Reconciled Amount: Posted D	ate From:	To:
Status: All 🔽 De	escription:	
Sort Order		
Sort Field 1: Sort Order 1:	▼ Sort Field 2:	▼ Sort Order 2: ▼
Sort Field 1: Sort Order 1:	▼ Sort Field 2:	Sort Order 2:

## 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.

ganization	
DTITraining Org >> B C Region >	> B C Territory
Previous Page	
ard file $\checkmark$ branches $\checkmark$ locations $\checkmark$ employ	rees accounting vendors entity associations
summary setup invoicing setup	eneral ledger bank accounts transactions batch summary
transaction summany viournal antor	dishuramente V session avanate V denosit V sessure available V sessitistica Visuaises
cransaction summary journar entry	dispursements receive payments deposit accounts payable reconcination involces
	Filter: [Hide] [Add New Reconciliation]

After clicking the [Add New Reconciliation] link the Select Entity window is displayed. This window allows searching for the entity being reconciled. In the Entity Type drop-down box select 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	ne sure
Select Entry:	
Entity Type: People 🔽	1
Enter at least 3 characters for Entity Nam and/or Address and click search.	e, Location Name,
Entity Name: mcd	Search
Select Name:	
Samantha McDonough Susan McDonough	
Select Address:	
12050 S Ravinia Avenue	•
Click OK to confirm selection. Cancel to re	eturn to summary.
0	Cancel

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

econciliation Summary Pay	y All Selected	Print Susan McDon	Post	Abort	Save	Add Row	Delivery	]
	Name:	Susan McDor						
	Name:	Susan McDo						Į
(1	Date Booked: Description: 100 Char. Max)	12050 S Ray Orland Park	nough Vinia Avenue IL 60462 8 8 7 7 7 7 8 7 8 7 8 7 8 8 8 8 8 8 8	M/YYYY .	A			
(2	Internal Note: 50 Char. Max)	Producer Recon to	r paid on Sal o clear payab	lary. Dle.	¥ 4			

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]** ink located just above the listed invoices on the right. There are date range filter defaults just like on the Reconciliation Summary screen.

Reconciliation Entity Ty Nai Post Date Creat Created	Receipt Total:     \$0.00       Entity Type:     People     Disbursements Total:     \$0.00       Name:     Susan McDonough     Adjustments Total:     \$0.00       Posted:     Income/Receivable Total:     \$0.00       Pate     Created By:     Betsy Cormier     Description:									Quick Navigation Header Receipts/Disbursements Transactions Adjustments Reconciliation Posting			
econciliation Sur	mmary Pay A	ll Selecter	e Print	Pos	at Abort	Save	Add Row	Delive	ry				
[Select All] [Deselect All]       I < Display: Default (S)          Agency Bill													
Select Details	Date	ID	Bill To	Policy No.	Line Type	Amount	Commission	Data Tura		Amount	Daid	Delener	
						Allount	commission	Rate Type	Kate	Due	Faiu	Dalalice	
	08/06/2007	12358	Cormier Billing Services	AG2	Premium	\$850.00	\$144.50	% of Agency Commission	25.00	\$36.12	\$0.00	\$36.12	
	08/06/2007 08/06/2007	12358 12358	Cormier Billing Services Cormier Billing Services	AG2 AG2	Premium	\$850.00 \$800.00	\$144.50 \$136.00	% of Agency Commission % of Agency Commission	25.00 25.00	\$36.12 \$34.00	\$0.00 \$0.00	\$36.12 \$34.00	
	08/06/2007 08/06/2007 11/01/2007	12358 12358 13615- 1	Cormier Billing Services Cormier Billing Services Cormier Billing Services	AG2 AG2 AGbillpolicy	Premium Premium Premium	\$850.00 \$800.00 \$1,000.00	\$144.50 \$136.00 \$100.00	% of Agency Commission % of Agency Commission % of Agency Commission	25.00 25.00 25.00	\$36.12 \$34.00 \$25.00	\$0.00 \$0.00 \$0.00	\$36.12 \$34.00 \$25.00	
Image: 1     Image: 2       Image: 2     I	08/06/2007 08/06/2007 11/01/2007 12/19/2007	12358 12358 13615- 1 14365	Cormier Billing Services Cormier Billing Services Cormier Billing Services	AG2 AG2 AGbillpolicy WC123456	Premium Premium Premium Premium	\$850.00 \$800.00 \$1,000.00 \$25,750.00	\$144.50 \$136.00 \$100.00 \$2,575.00	% of Agency Commission % of Agency Commission % of Agency Commission % of Agency Commission	25.00 25.00 25.00 25.00	\$36.12 \$34.00 \$25.00 \$643.75	\$0.00 \$0.00 \$0.00 \$0.00	\$36.12 \$34.00 \$25.00 \$643.75	
	08/06/2007 08/06/2007 11/01/2007 12/19/2007 12/19/2007	12358 12358 13615- 1 14365 15214	Cormier Billing Services Cormier Billing Services Cormier Billing Services Cormier Billing Services	AG2 AG2 AGbillpolicy WC123456 WC123456	Premium Premium Premium Premium Premium	\$850.00 \$800.00 \$1,000.00 \$25,750.00 (\$25,750.00)	\$144.50 \$136.00 \$100.00 \$2,575.00 (\$2,575.00)	% of Agency Commission % of Agency Commission % of Agency Commission % of Agency Commission % of Agency Commission	25.00 25.00 25.00 25.00 25.00	\$36.12 \$34.00 \$25.00 \$643.75 (\$643.75)	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$36.12 \$34.00 \$25.00 \$643.75 (\$643.75)	
□	08/06/2007 08/06/2007 11/01/2007 12/19/2007 12/19/2007	12358 12358 13615- 1 14365 15214	Cormier Billing Services Cormier Billing Services Cormier Billing Services Cormier Billing Services	AG2 AG2 AGbillpolicy WC123456 WC123456	Premium Premium Premium Premium Premium This Page Total: All Selected Items Total:	\$\$50.00 \$\$00.00 \$1,000.00 \$25,750.00 (\$25,750.00) \$2,650.00 \$2,650.00 \$2,050.00	\$144.50 \$136.00 \$100.00 \$2,575.00 (\$2,575.00) \$380.50 \$380.50 \$3.00	Nate Type % of Agency Commission % of Agency Commission % of Agency Commission % of Agency Commission	25.00 25.00 25.00 25.00 25.00	\$36.12 \$34.00 \$25.00 \$643.75 (\$643.75) \$95.12 \$95.12 \$95.12 \$95.12	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$36.12 \$34.00 \$25.00 \$643.75 (\$643.75) \$95.12 \$95.12 \$95.12 \$95.00	

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.

			Search Filter: [Hide]
Region:	B C Region	Branch:	
Territory	B C Territory	Department:	
		Unit:	
Business Type:	All	Date Type: -Please Select- 💌	
Line of Business:	401K - Group 401K - Individual	Date Range: To:	
	Accident - Individual AD&D - Group	Amount Range: To:	
Exclude all transactio	ns where the effective date is aft	er the search ending date.	
⊙ All ⊂ Paid ⊂ Unpa	aid		
Sort Field 1:	Sort Order 1:	▼ Sort Field 2: ▼ Sort Order 2:	
			Search Clear
[Select All] [Deselect All]		Showing Page 1 of 1 🕨 🛛 💽	Display: Default (5) 💌
Agency Bill			-
			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.
onciliat													
ielect /	All] [De:	select All]				🛚 🖣 Show	ing Page 1 of 1			[Sa	ive] Sear Display	ch Filte	er: [Show] ault (5) 💌
Agenc	y Bill Details	Data	Invoice	Client Bill To	Policy No.	Line Type	Amount	Agency	Rate Type	Rate	Amount	Paid	Balance
		08/06/2007	12358	Cormier Billing Services	AG2	Premium	\$850.00	\$144.50	% of Agency Commission	25.00	\$36.12	\$0.00	\$36.12
	<b>&gt;</b>	08/06/2007	12358	Cormier Billing Services	AG2	Premium	\$800.00	\$136.00	% of Agency Commission	25.00	\$34.00	\$0.00	\$34.00
•	<b>&gt;</b>	11/01/2007	13615- 1	Cormier Billing A Services	Gbillpolicy	Premium	\$1,000.00	\$100.00	% of Agency Commission	25.00	\$25.00	\$0.00	\$25.00
◄	<b>&gt;</b>	12/19/2007	14365	Cormier Billing Services	VC123456	Premium	\$25,750.00	\$2,575.00	% of Agency Commission	25.00	\$643.75	\$0.00	\$643.75
•	<b>&gt;</b>	12/19/2007	15214	Cormier Billing Services	VC123456	Premium	(\$25,750.00)	(\$2,575.00)	% of Agency Commission	25.00	(\$643.75)	\$0.00	(\$643.75)
					All s	This Page Total: All Pages Total: selected Items Total:	\$2,650.00 \$2,650.00 \$2,650.00	\$380.50 \$380.50 \$380.50			\$95.12 \$95.12 \$95.12	\$0.00 \$0.00 \$0.00	\$95.12 \$95.12 \$95.12
Select A	All] [De:	select All]				Show	ing Page 1 of 1	▶ N <b>1</b> ▼			Display	Defa	ault (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
	<b>&gt;</b>	08/01/2006	12272	Betsy Cormier	Unassigned	Premium	\$400.00	\$80.00	% of Agency Commission	25.00	\$20.00	\$0.00	\$20.00
▼	<b>&gt;</b>	09/01/2007	13639	McDonough Bake	ry Unassigned	Premium	\$291.67	\$35.00	% of Agency Commission	25.00	\$8.75	\$0.00	\$8.75
	<b>&gt;</b>	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
	<b>&gt;</b>	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
•	Þ	12/19/2007	14390	Jason Bourne	HO124356	Premium	\$850.00	\$170.00	% of Agency Commission	25.00	\$42.50	\$0.00	\$42.50
													reconcilia

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.

Pay	ment			ne	sure
	Date:	12/14/2005			
	Payable Amount:	232.00	<b>D</b> - I		
	Amount:	2.00	Balance:	230.00	
D	escription:	Partial payment	:		
				ок	Cancel

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.



#### CHAPTER 12

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.

E	ciliation II Entity Typ Nam Poste	D: 1155 a: People a: Susan N d: <b>F</b>	1cDonougl	h	Disburs Adjus Income/Rec	Receipt Total: \$0.00 ements Total: \$0.00 tments Total: \$0.00 eivable Total: \$0.00 Payable Total: \$0.00				(	Quick Navigation Header Receipts/Disburse Transactions Adjustments Reconciliation Pos	o <b>n</b> ements sting
Da	ite Create Created B	d: 09/11/2 y: Betsy C	2008 ormier			Description: Producer n	econ for MM/YYY	Y				
econcilia	ation Sumr	nary Pay A	Il Selecte	d Print	Po	st Abort	Save	Add Row	Delive	y		
Select A	All] [Desel	ect All]	_	_	_	K 🖣 Show	ring Page 1 of 1	)   I •	_		Search Fil Display: De	ter: [Show] fault (5) 💌
Select I	Details	Date	Invoice ID	Client Bill To	Policy No.	Line Type	Amount	Agency Commission	Rate Type	Rate	Amount Due Paid	Balance
•	08	8/06/2007	12358	Cormier Billing Services	AG2	Premium	\$850.00	\$144.50	% of Agency Commission	25.00	\$36.12 \$0.00	\$36.12
	08	8/06/2007	12358	Cormier Billing Services	AG2	Premium	\$800.00	\$136.00	% of Agency	25.00	\$34.00 \$0.00	\$34.00
•									Commission			
N N	1:	/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
ব	<ul> <li>11</li> <li>12</li> <li>13</li> </ul>	2/19/2007	13615- 1 14365	Cormier Billing Services Cormier Billing Services	AGbillpolicy WC123456	Premium Premium	\$1,000.00 \$25,750.00	\$100.00 \$2,575.00	% of Agency Commission % of Agency Commission	25.00 25.00	\$25.00 \$0.00 \$643.75 \$0.00	\$25.00 \$643.75
র র হ	<ul> <li>11</li> <li>12</li> <li>12</li> <li>12</li> <li>12</li> </ul>	2/19/2007 2/19/2007 2/19/2007	13615- 1 14365 15214	Cormier Billing Services Cormier Billing Services Cormier Billing Services	AGbillpolicy WC123456 WC123456	Premium Premium Premium	\$1,000.00 \$25,750.00 (\$25,750.00)	\$100.00 \$2,575.00 (\$2,575.00)	% of Agency Commission % of Agency Commission % of Agency Commission	25.00 25.00 25.00	\$25.00 \$0.00 \$643.75 \$0.00 (\$643.75) \$0.00	\$25.00 \$643.75 (\$643.75)
ব ব ব	<ul> <li>11</li> <li>12</li> <li>12</li> <li>12</li> <li>12</li> </ul>	2/19/2007 2/19/2007	13615- 1 14365 15214	Cormier Billing Services Cormier Billing Services Cormier Billing Services	AGbillpolicy WC123456 WC123456	Premium Premium Premium This Page Total: All Pages Total: All Selected Items Total:	\$1,000.00 \$25,750.00 (\$25,750.00) \$2,650.00 \$2,650.00 \$2,650.00	\$100.00 \$2,575.00 (\$2,575.00) \$380.50 \$380.50 \$380.50	% of Agency Commission % of Agency Commission % of Agency Commission	25.00 25.00 25.00	\$25.00 \$0.00 \$643.75 \$0.00 (\$643.75) \$0.00 \$95.12 \$0.00 \$95.12 \$0.00 \$95.12 \$0.00	\$25.00 \$643.75 (\$643.75) \$95.12 \$95.12 \$95.12

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

Pay All Selected		ne sure
Agency Bill:		
Total Items Selected:	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	s as sel	ected or Cancel to return to reconciliation process.

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.

reconciliation		
Reconciliation ID: 1155 Entity Type: People Disburs Name: Susan McDonough Adju: Posted: Income/Rec	Receipt Total: \$0.00 iements Total: \$0.00 stments Total: \$0.00 eivable Total: \$0.00	Quick Navigation Header Receipts/Disbursements Transactions Adjustments Reconciliations Dection
Date Created: 09/11/2008 Virtual Disbu Created By: Betsy Cormier           Reconciliation Summary         Pay All Selected         Print         Pc	Payable Totall: 3347.62  Payable Totall: 3347.62  Possure Accounting  Region: B C Region  Territory: B C Territory  Department:  Department:  Payable Total: 347.62  Possure Accounting  Payable Territory  Payable Territory	
General Ledger Account Number	Classification: All	ove B
	Filter part of the general ledger number or name or both and click "Searcher Searcher Searcher Searcher Number Select the general ledger number:	h". <u>er</u> Search
	70.001.0000.000.00.201001 - People Comm Payable Non-due 70.001.0000.000.00.201002 - People Chargeback 70.001.0000.000.00.201010 - People Chargeback 70.001.0000.000.00.219000 - People Pay W/ Salary (Add In) 70.001.0000.000.00.500000 - People Comm Expense	
	<u></u> ок	Cancel

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 Reconciliation Entity T Na Pos Date Crea	ID: 1155 ype: People mme: Susan McDonough tted: 🗖	Ir	Receipt To Disbursements To Adjustments To ccome/Receivable To Payable To	tal: \$0.00 tal: \$0.00 tal: (\$347.62) tal: \$0.00 tal: \$347.62					Quick N Header Receipts Transac Adjustm Reconcil	avigati s/Disburs tions <b>ients</b> liation Po	ion ements Isting
Created Reconciliation Su	mmary Pay All Selected	Print	Descripti Post	ion: Producer re Abort	scon for MM/YYYY Save	Add Row	Delivery				
	General Ledger Account l	Number	Des	scription	Debit	Credi	t 1099	9 LIC	D # Re	emove	8
	70.001.0000.000.00.21	9000 People Pa	Recon	comm due m	0.	.00	347.62		0		
			Total	Totals: to write off:	\$347	0.00 	\$347.62				

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: Entity Type: Name: Posted: Date Created: Created By:	1155 People Susan McDonough 09/11/2008 Betsy Cormier	In	Receipt T Disbursements T Adjustments T come/Receivable T Payable T Descrip	iotal: \$0.00 iotal: \$0.00 iotal: (\$347.62) iotal: \$347.62 iotal: \$347.62	econ for MM/YYYY			Quick Navig Header Receipts/Disb Transactions Adjustments Reconciliation	ation ursements Posting
conciliation Summa	ry Pay All Selected	Print	Post	Abort	Save	Add Row	Delivery	]	
	Reconciliation Details								
	Reconciliation Details	Number		Account Descr	intion		Debit	Credit	
	Reconciliation Details Account	Number	0 8	Account Descr	iption		Debit	Credit	
	Reconciliation Details Account 70.001.0000.0 70.001.0000.0	Number	0 P 0 P	Account Descr	iption able-Due able-Due		Debit 36.12 34.00	Credit \$0.00 \$0.00	
	Reconciliation Details Account 70.001.0000.0 70.001.0000.0 70.001.0000.0	Number 000.00.201000 000.00.201000	0 P 0 P	Account Descr eople Comm Pay eople Comm Pay	iption able-Due able-Due able-Due		<b>Debit</b> 36.12 34.00 25.00	Credit \$0.00 \$0.00 \$0.00	
	Reconciliation Details	Number 100.00.201001 100.00.201001 100.00.201001	0 P 0 P 0 P 0 P	Account Descr eople Comm Pay eople Comm Pay eople Comm Pay	iption able-Due able-Due able-Due able-Due	\$ \$ \$ \$	Debit 36.12 34.00 25.00 43.75	Credit \$0.00 \$0.00 \$0.00 \$0.00	
	Reconciliation Details	Number 100.00.201001 100.00.201001 100.00.201001 100.00.201001	0 P 0 P 0 P 0 P 0 P	Account Descr eople Comm Pay eople Comm Pay eople Comm Pay eople Comm Pay	iption able-Due able-Due able-Due able-Due able-Due able-Due	\$ \$ \$ \$ \$	Debit 36.12 34.00 25.00 43.75 \$0.00	Credit \$0.00 \$0.00 \$0.00 \$0.00 \$6.00	
	Reconciliation Details	Number 100.00.201001 100.00.201001 100.00.201001 100.00.201001 100.00.201001	0 P 0 P 0 P 0 P 0 P 0 P	Account Descr eople Comm Pay eople Comm Pay eople Comm Pay eople Comm Pay eople Comm Pay	iption able-Due able-Due able-Due able-Due able-Due able-Due	\$ \$ \$¢	Debit 36.12 34.00 25.00 43.75 \$0.00 20.00	Credit \$0.00 \$0.00 \$0.00 \$0.00 \$643.75 \$0.00	
	Reconciliation Details	Number 100.00.201001 100.00.201001 100.00.201001 100.00.201001 100.00.201001 100.00.201001	0 P 0 P 0 P 0 P 0 P 0 P 0 P 0 P	Account Descr leople Comm Pay leople Comm Pay leople Comm Pay leople Comm Pay leople Comm Pay leople Comm Pay	iption able-Due able-Due able-Due able-Due able-Due able-Due able-Due	\$ \$ \$ \$ \$	Debit 36.12 34.00 25.00 43.75 \$0.00 20.00 \$8.75	Credit \$0.00 \$0.00 \$0.00 \$0.00 \$443.75 \$0.00 \$0.00	
	Reconciliation Details	Number 100.00.201001 100.00.201001 100.00.201001 100.00.201001 100.00.201001 100.00.201001	0 P 0 P 0 P 0 P 0 P 0 P 0 P 0 P	Account Descr leople Comm Pay leople Comm Pay leople Comm Pay leople Comm Pay leople Comm Pay leople Comm Pay	iption abla-Due abla-Due abla-Due abla-Due abla-Due abla-Due abla-Due abla-Due abla-Due	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Debit 36.12 34.00 25.00 43.75 \$0.00 20.00 \$8.75 46.25	Credit \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	
	Reconciliation Details Account 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.00000.0 70.0000.0 70.0000.0 70.0000000000	Number 100.00.201001 100.00.201001 100.00.201001 100.00.201001 100.00.201001 100.00.201001 100.00.201001 100.00.201001	0 P 0 P 0 P 0 P 0 P 0 P 0 P 0 P 0 P 0 P	Account Descr leople Comm Pay leople Comm Pay leople Comm Pay leople Comm Pay leople Comm Pay leople Comm Pay leople Comm Pay	iption able-Due able-Due able-Due able-Due able-Due able-Due able-Due able-Due able-Due	1 5 5 1 1 5 5 5	Debit 36.12 34.00 25.00 43.75 \$0.00 20.00 \$8.75 46.25 33.00	Credit \$0.00 \$0.00 \$0.00 \$643.75 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	
	Account           70.001.0000.0           70.001.0000.0           70.001.0000.0           70.001.0000.0           70.001.0000.0           70.001.0000.0           70.001.0000.0           70.001.0000.0           70.001.0000.0           70.001.0000.0           70.001.0000.0           70.001.0000.0           70.001.0000.0           70.001.0000.0           70.001.0000.0	Number 100.00.201001 100.00.201001 100.00.201001 100.00.201001 100.00.201001 100.00.201001 100.00.201001 100.00.201001	0 P 0 P 0 P 0 P 0 P 0 P 0 P 0 P 0 P 0 P	Account Descr eople Comm Pay eople Comm Pay	iption able-Due able-Due able-Due able-Due able-Due able-Due able-Due able-Due able-Due able-Due	\$ \$ \$ 1 3 \$ 6 3 3 4 3 3 4 3 5 1 3 4 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	Debit 36.12 34.00 25.00 43.75 \$0.00 20.00 \$8.75 46.25 35.00 42.50	Credit \$0.00 \$0.00 \$0.00 \$643.75 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	
	Reconciliation Details Account 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.0000.0 70.0000.0 70.0000000000	Number 100.00.201001 100.00.201001 100.00.201001 100.00.201001 100.00.201001 100.00.201001 100.00.201001 100.00.201001 100.00.201001	0 P 0 P 0 P 0 P 0 P 0 P 0 P 0 P 0 P 0 P	Account Descr eople Comm Pay eople Comm Pay	iption able-Due able-Due able-Due able-Due able-Due able-Due able-Due able-Due able-Due able-Due able-Due able-Due	4 4 5 6 1 1 5 1 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Debit 36.12 34.00 25.00 43.75 \$0.00 20.00 \$8.75 45.25 35.00 42.50 \$0.00	Credit \$0.00 \$0.00 \$643.75 \$0.00 \$643.75 \$0.00 \$0.00 \$0.00 \$0.00 \$347.62	

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.

General Ledger Posting         Account Description         Debit         Credit           70.001.0000.000.00.201000         People Comm Payable-Due         \$36.12         \$           70.001.0000.000.00.201000         People Comm Payable-Due         \$34.00         \$           70.001.0000.000.00.201000         People Comm Payable-Due         \$34.00         \$           70.001.0000.000.00.201000         People Comm Payable-Due         \$434.00         \$           70.001.0000.000.00.201000         People Comm Payable-Due         \$643.75         \$           70.001.0000.000.00.00.201000         People Comm Payable-Due         \$600         \$	Reconciliation			ne su
General Ledger Posting         Account Description         Debit         Credit           70.001.0000.000.00.201000         People Comm Payable-Due         \$36.12         \$           70.001.0000.000.00.201000         People Comm Payable-Due         \$34.00         \$           70.001.0000.000.00.201000         People Comm Payable-Due         \$34.00         \$           70.001.0000.000.00.201000         People Comm Payable-Due         \$25.00         \$           70.001.0000.000.00.201000         People Comm Payable-Due         \$643.75         \$           70.001.0000.000.00.201000         People Comm Payable-Due         \$60.0         \$643.75	Reconciliation Total:		\$0.00	
70.001.0000.00.201000         People Comm Payable-Due         \$36.12         \$           70.001.0000.000.201000         People Comm Payable-Due         \$34.00         \$           70.001.0000.000.201000         People Comm Payable-Due         \$25.00         \$           70.001.0000.000.201000         People Comm Payable-Due         \$25.00         \$           70.001.0000.000.00201000         People Comm Payable-Due         \$643.75         \$           70.001.0000.000.000.000         People Comm Payable-Due         \$643.75         \$	General Ledger Posting	Account Description	Debit	Credit
70.001.0000.00.201000         People Comm Payable-Due         \$34.00         \$           70.001.0000.000.201000         People Comm Payable-Due         \$25.00         \$           70.001.0000.000.201000         People Comm Payable-Due         \$643.75         \$           70.001.0000.000.00.00.201000         People Comm Payable-Due         \$643.75         \$	70.001.0000.000.00.201000	People Comm Payable-Due	\$36.12	\$0.0
70.001.0000.00.201000         People Comm Payable-Due         \$25.00         \$           70.001.0000.000.201000         People Comm Payable-Due         \$643.75         \$           70.001.0000.000.00.201000         People Comm Payable-Due         \$643.75         \$	70.001.0000.000.00.201000	People Comm Payable-Due	\$34.00	\$0.0
70.001.0000.00.201000 People Comm Payable-Due \$643.75 \$	70.001.0000.000.00.201000	People Comm Payable-Due	\$25.00	\$0.0
70.001.0000.000.00.201.000 People Comm Payable-Due \$0.00 \$64	70.001.0000.000.00.201000	People Comm Payable-Due	\$643.75	\$0.0
Feble Commin Payable Dae \$0.00 \$04	70.001.0000.000.00.201000	People Comm Payable-Due	\$0.00	\$643.7
70.001.0000.00.201000 People Comm Payable-Due \$20.00 \$	70.001.0000.000.00.201000	People Comm Payable-Due	\$20.00	\$0.0

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: Entity Type: Name: Posted:	1155 People Susan McDonough	Receipt Total: Disbursements Total: Adjustments Total: Income/Receivable Total: Payable Total:	\$0.00 \$0.00 (\$347.62) \$0.00 \$347.62
Date Created: Created By:	09/11/2008 Betsy 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		
XDTITraining Org >> B C Region >> B C T	erritory	
Previous Page		
card file branches locations employees a	counting vendors entity associatio	ons
summary setup invoicing setup general le	lger bank accounts transactions	batch summary
transaction summary journal entry disburse	ments receive payments deposit	accounts payable reconciliation invoices
Select Bank Account: Bank of America/NH 123456 Trust Accourt		Filter: [Show] [Add New Disbursement]
Bank of America/NH 123456 Trust Accoun Bank of America/NH 56789 Operating Acc Citizens Bank 123456789 Savings Account	are no results fo	or 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	ne sure
Select Entry:	
Entity Type: Employee	J -
Enter at least 3 characters for Enti Location Name, and/or Address ar	ty Name, nd click search.
mcd Searc	h
Select Name:	
Samantha McDonough Susan McDonough	
Select Address:	
12050 S Ravinia Avenue	
Click OK to confirm selection. Can	cel to return to
summary.	
	UK Cancel
<u> </u>	

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

Disbursement ID: 1 Posted:   Cleared:   Date Booked: 9	253 /11/2008	Entity Type: Payee: Bank Name: Bank Account ≠: GL Account:	Employee Susan McDonough Bank of America/N 56789 70.001.0000.000	H .00.100500 Operatin	g Account		Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Disbursement Posting
Date Created: 9 Created By: E	/11/2008 etsy Cormier E	Balance: Disbursement Amount: Estimated Balance: Check #: Description:	\$408,570.43 \$0.00 \$408,570.43 MM/YY Salary plus	commission			
sbursement Summary	Pay All Selected	Print	Post	Abort	Save	Add Row	
			indicates required tie	d			
		Payee: Su 12 Or Date Booked: 9,	indicates required he isan McDonough 2050 S Ravinia Aveni Hand Park, IL 60462 /11/2008	ue United States			
	Disl	Payee: 5 12 Date Booked: [9, bursement Method: [0 Check =: [ L	indicates required ne isan McDonough 2050 S Ravinia Aveni fland Park, IL 60462 /11/2008 /heck /heck /exsure Tip _eave the Check = file	Id United States	ystem to assign the	next available	
	Dis	Payee: Su 12 Date Booked: 9/ bursement Method: C Check =: Description: M (50 Char. Max)	Indicates required ne isan McDonough 2050 S Ravinia Avenu Hand Park, IL 60462 /11/2008 Check Exerce Tip .eave the Check = file hickck = at the time of M/YY Salary plus of	Id United States United States In Image States In Image States Id blank to allow the s printing or enter a ch commission	ystem to assign the eck = manually.	next available	

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.

Disbursement ID: Posted: Cleared: Date Booked:	1253 9/11/2008	Entity Type: Payee: Bank Name: Bank Account #: GL Account:	Employee Susan McDonough Bank of America/N 56789 70.001.0000.000	h NH 0.00.100500 Operatir	g Account		Qu C F L	uick Navig Disbursement General Ledge Accounts Pay Reconciliation Disbursement	ation Header ar able Posting
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						
sbursement Summa	ry Pay All Selected	Print	Post	Abort	Save	Add Row			
									E
	General Ledger								
	Account Number		Description Debit		it (	redit 1099	LID #	t Remove	
	70.001.0000.000.00.100500 Operating Account		MM/YY Salar commissi	y plus on					
					10.00				

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

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.

Disbursement ID: Posted: Cleared: Date Booked: Date Created: Created By:	1253 9/1/2008 9/1/2008 Betzy Cormier [	Entity Type: Payee: Bank Name: Bank Account = GL Account : Disbursement Amount: Estimated Balance: Check =: Description:	Employee Susan McDonough Bank of America/NH 56789 70.001.0000.000.000 \$408,570.43 \$2,884.50 \$405,685.93 MM/VY Salary plus co	).10050 )mmissi	00 Operating Accou	nt			Q	uick Disbu Gene Acco Reco Disbu	(Navi ursemer ral Ledg unts Pa nciliatio ursemer	Jation t Header er yable n t Posting
)isbursement Summar	y Pay All Selected	Print	Post	Ab	ort	Save	Add R	ow				
	Accoun 70.001.0000.000.0 Acc	t Number 00.100500 Operating count	Description MM/YY Salary p commission	lus	Debit		Credit \$2,884.50	1099	LID #	≠ Ri	emove	
	70.001.0000.000.00	.601000 Payre	Payroll Employee Socia	Se	3,000.0		0.00			0 0	L L	
	70.001.0000.000.00	.231001 Empl	Employee Medic Employee Feder	are al II	0.0		38.34 225.00			0 0		
	170.001.0000.000.00	.219000 Peop	Uue from Comn	otals:	\$3,347.6	2	\$3,347.62			0		

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.

Disbursement ID: Posted: Cleared: Date Booked:	1253 9/11/2008	Entity Type: Payee: Bank Name: Bank Account #: GL Account:	Employee Susan McDonough Bank of America/N 56789 70.001.0000.000	H 00.100500 Operatir	ig Account		Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Disbursement Posting
Date Created:	ate Created: 9/11/2008 Balance:						
Created By:	Betsy Cormier Disbursement Amount:		\$2,884.50				
	Estimated Balance:		\$405,685.93				
		Check #:					
	Description:		MM/YY Salary plus commission				
sbursement Summa	Pay All Selected	Print	Post	Abort	Save	Add Row	
	Dishursement Posti	ng					
	bisburschieft i osti						
	Accou	int Number	Accou	nt Description	D	ebit	Credit
	Accor 70.001.000	unt Number 0.000.00.231010	Accou Employe	nt Description e Federal W/H	D	ebit \$0.00	Credit \$225.00
	Accor 70.001.000 70.001.000	unt Number 0.000.00.231010 0.000.00.231000	Accou Employe Employ	nt Description ee Federal W/H yee FICA W/H	D	ebit \$0.00 \$0.00	Credit \$225.00 \$199.78
	70.001.000 70.001.000 70.001.000	unt Number 0.000.00.231010 0.000.00.231000 0.000.00.231001	Accou Employe Employe Employe	nt Description ee Federal W/H yee FICA W/H e Medicare W/H	D	ebit \$0.00 \$0.00 \$0.00	Credit \$225.00 \$199.78 \$38.34
	Accor 70.001.000 70.001.000 70.001.000 70.001.000	Int Number 0.000.00.231010 0.000.00.231000 0.000.00.231001 0.000.00.100500	Accou Employe Employe Employe Opera	nt Description e Federal W/H yee FICA W/H e Medicare W/H iting Account	D	ebit \$0.00 \$0.00 \$0.00 \$0.00	Credit \$225.00 \$199.78 \$38.34 \$2,884.50
	Accor 70.001.000 70.001.000 70.001.000 70.001.000 70.001.000	Int Number 0.000.00.231010 0.000.00.231000 0.000.00.231001 0.000.00.100500 0.000.00.601000	Accou Employe Employe Employe Opera Payroll -	nt Description ee Federal W/H yee FICA W/H e Medicare W/H ating Account Gross Earnings	D	ebit \$0.00 \$0.00 \$0.00 \$0.00 \$3,000.00	Credit \$225.00 \$199.78 \$38.34 \$2,884.50 \$0.00
	Accos 70.001.000 70.001.000 70.001.000 70.001.000 70.001.000 70.001.000	INT Number 0.000.00.231010 0.000.00.231000 0.000.00.231001 0.000.00.100500 0.000.00.61000 0.000.00.219000	Accou Employe Employ Employe Opera Payroll - People Pa	nt Description te Federal W/H yee FICA W/H a Medicare W/H ting Account Gross Earnings y W/ Salary (Add In)	D	ebit \$0.00 \$0.00 \$0.00 \$3,000 \$3,000 \$347.62	Credit \$225.00 \$199.78 \$38.34 \$2.884.50 \$0.00 \$0.00

When the **Reconciliation** link is selected, there is no reconciliation available because the adjustment entry cleared the reconciliation. The line item above clears the adjustment entry created with the reconciliation.

### 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.

Check #: Description: MM/YY Salary plus commission
-------------------------------------------------------

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.



	ne sure
Print Disbursement Selection	
Deluxe Check 80180 🛛 👻	
Summary	
Deluxe Check 80180	
Deluxe Check 80971	
MICR Coding Top Check	
MICR Coding Bottom Check	
MICR Coding Bottom Check w/Address	
select a check type or summary. Press OK to selection or cancel to return to Disbursement	print
selection of cancer to retain to Disbursement	
OK	Cancel

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

	ne sure
Check is ready to print	
Please put check stock in the print	ter.
Check Type:Deluxe Check 80180 Check #:	
Click "OK" to Print.	
* Leave the Check # field blank to allow system to assign the next available check	the # at the
time of printing or enter a check # manual	lly.
NO	K Cancel

The check is displayed. To print the check, click the **Adobe**[°] **Reader**[°] **printer (interprint of a state of a state** 

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

_

# Notes

# 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.

nexsure	HOME   HELP   SETUP   LOCOUT
SEARCH   ORGANIZATION   REPORTS   CAMPAIGNS	Bookmarks: Expand   Add   Remove Selected 💞
ORGANIZATION PROFILE   ALL EMPLOYEES   ALL LOCATIONS	
Organization Name: XDTITraining Org	<ul> <li>Organization</li> </ul>
organization	
XDTITraining Org >> B C Region >> B C Territory	
Previous Page	
summary setup invoicing setup general ledger bank accounts transactions batch summary transaction summary journal entry disbursements receive payments deposit accounts payable reconcilia There are no results for this search criter	tion invoices Filter: [Show] [Add New Reconciliation]
invoices reconciliation accounts payable deposit receive payments batch summary transactions bank accounts	disbursements $\int$ journal entry $\int$ transaction summary
entity associations vendors a	ccounting employees locations branches card file organization

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.

SEARCH       ORGANIZATION       REPORTS       CAMPAIGNS         DOCUMENTATION PROFILE       ALL LACATIONS       Previous Previous Page       Image: Content of the previous Page         Card file       branches       locations       employees       accounting       vendors       entity associations         Summary       setup involcing setup       general ledger       bank accounts       transactions       bank accounts       file         Secarch Criteria       Save Filter Settings       Filter:       [Hidd] New Reconciliation]       Save Filter Settings         Statement Amount:       B C Region       Posted Date From:       9/4/2008       To:       9/11/2008         Status:       All       Description:       Sort Order 1:       Sort Field 2:       Sort Order 2:       Second	exsure	HOME   HELP   SETUP   LOGOUT
ORGANIZATION PROFILE       ALL EXPLOYEES       ALL CONTIONS         organization       > Organization         XDTI-Training Org >> B C Region >> B C Territory       Previous Page         card file       branches       locations         summary       setup involcing setup general ledger       bank accounts transactions         summary       setup involcing setup general ledger       bank accounts phase deposit         ransaction summary       journal entry       disbursements         reconciliation       involces       Filter: [Hide]         Search Criteria       Save Filter Settings         Region:       B C Region       Save Filter Settings         Reconciliation Type:       Both       Entity Type:       Name:         Reconciliation Type:       Both       Entity Type:       Name:          Statement Amount:       Created Date From:       9/41/2008       To:          Status:       All       Description:       To:       Sort Order 2:          Sort Field 1:       Sort Order 1:       Sort Field 2:       Sort Order 2:	SEARCH   ORGANIZATION   REPORTS   CAMPAIGNS	Bookmarks: Expand   Add   Remove Selected 🐗
rganization Name: XDTITraining Org >> 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 reassaction summary journal entry disbursements receive payments deposit accounts payable reconciliation invoices Filter: [Hide] [Add New Reconciliation]  Search Criteria Region: B C Region Territory: B C Territory Reconciliation Type: Both Created Date From: 9/4/2008 To: 9/11/2008 Status: All Description: Status: All Description: Sort Order Sort Field 1: Sort Order 2: Sort Order 3:	IRGANIZATION PROFILE   ALL EMPLOYEES   ALL LOCATIONS	
arganization XDTITraining 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 Filter: [Hide] [Add New Reconciliation] Search Criteria Region: B C Region Territory: B C Territory Reconciliation Type: Both Created Date From: 9/4/2008 To: 9/11/2008 Search Criteria Status: All Description: Status: All Sort Order 1: Sort Field 2: Sort Order 2: Search Clear	rganization Name: XDTITraining Org	Organization
XDTITraining Org >> B C Region >> B C Territory         Previous Page         card file       branches         locations       employees         accounting       vendors         summary       setup         invoicing setup       general ledger         baraction       back accounts         transaction summary       journal entry         disbursements       receive payments         deposit       accounts payable         reconciliation       invoices         Filter:       [Hide]         [Add New Reconciliation]         Search Criteria       Save Filter Settings         Region:       B C Territory         Reconciliation Type:       Both         Statement Amount:       Created Date From:         Status:       All         V       Description:         Status:       All         V       Sort Order 1:         Sort Field 1:       V Sort Order 1:         Search       Clear	organization	
Previous Page         card file       branches       locations       employees       accounting       vendors       entity associations         summary       setup       invoicing setup       general ledger       bank accounts       batch summary         transaction summary       journal entry       disbursements       reconciliation       invoices         Filter:       [Hide]       [Add New Reconciliation]       save Filter Settings         Search Criteria       Save Filter Settings       save Filter Settings         Region:       B C Region       Image:	XDTITraining Org >> B C Region >> B C Territory	
card file branches locations employees accounting vendors entity associations summary setup invoicing setup general ledger bank accounts transactions batch summary transaction summary journal entry disbursements receive payments deposit accounts payable reconciliation invoices Filter: [Hide] [Add New Reconciliation] Search Criteria Save Filter Settings Region: B C Region Territory: B C Territory Reconciliation Type: Both T Entity Type: Name: Statement Amount: Created Date From: 9/4/2008 To: 9/11/2008 Reconciled Amount: Posted Date From: Status: All T Description: Sort Field 1: Sort Order 1: Sort Field 2: Sort Order 2: T Search Clear	Previous Page	
summary seub molechig seub general negen dank accounts transactions batch summary transaction summary journal entry disbursements receive payments deposit accounts payable reconciliation invoices Filter: [Hide] [Add New Reconciliation] Search Criteria Save Filter Settings Region: B C Region Territory: B C Territory Reconciliation Type: Both X Entity Type: Name: Statement Amount: Created Date From: 9/4/2008 To: 9/11/2008 Reconciled Amount: Posted Date From: To: 9/11/2008 Sort Order Sort Field 1: X Sort Order 1: X Sort Field 2: X Sort Order 2: X Search Clear	card file branches locations employees accounting vendors entity associations	
transaction summary       journal entry       disoursements       receive payments       deposit       accounts payable       reconclidation         Filter: [Hide]       [Add New Reconclilation]         Search Criteria         Save Filter Settings         Region: B C Region         Territory:       B C Territory         Reconciliation Type:       Both       x       Entity Type:       Name:          Statement Amount:       Created Date From:       9/4/2008       To:       9/11/2008          Status:       All       Y       Description:            Sort Order         Sort Field 1:       Y       Sort Field 2:       Y       Sort Order 2:       Y	summary setup invoicing setup general ledger bank accounts transactions batch summary	
Filter: [Hide] [Add New Reconciliation]         Search Criteria         Save Filter Settings         Region:       B C Region       Y         Territory:       B C Territory       Y         Reconciliation Type:       Both       Y       Entity Type:       Name:          Statement Amount:       Created Date From:       9/4/2008       To:       9/11/2008          Status:       All       Description:         Sort Order 2:       Y         Sort Field 1:       Y Sort Order 1:       Y Sort Field 2:       Y Sort Order 2:       Y	transaction summary journal entry disbursements receive payments deposit accounts payable re	econciliation invoices
Search Criteria       Save Filter Settings         Region:       B C Region         Territory:       B C Territory         Reconciliation Type:       Both         Statement Amount:       Created Date From:         Status:       All         Posted Date From:       To:         Status:       All         Description:       Sort Order         Sort Field 1:       Y Sort Order 1:         Y       Sort Field 2:       Y		Filter: [Hide] [Add New Reconciliation]
Region: B C Region F Territory: B C Territory F Reconciliation Type: Both Filty Type: Name: Statement Amount: Created Date From: 9/4/2008 To: 9/11/2008 Reconciled Amount: Posted Date From: To: 9/11/2008 Status: All F Description: Sort Order Sort Field 1: Sort Order 1: Sort Field 2: Sort Order 2: Search Clear	Search Criteria	Save Filter Settings 📕
Territory:       B C Territory         Reconciliation Type:       Both         Statement Amount:       Created Date From:         Statement Amount:       Posted Date From:         Status:       All         Sort Order         Sort Field 1:       ¥ Sort Order 1:         Y       Sort Field 2:         Y       Sort Order 2:         Y       Clear	Region: B C Region	
Reconciliation Type: Both   Entity Type: Name: Statement Amount: Created Date From: 9/4/2008 To: 9/11/2008 Reconciled Amount: Posted Date From: To: 9/11/2008 Status: All   Description: Sort Order Sort Field 1: Sort Order 1: Sort Field 2: Sort Order 2:   Search Clear	Territory: B C Territory	
Reconciliation Type:       Both       Entity Type:       Name:          Statement Amount:       Created Date From:       9/4/2008       To:       9/11/2008         Reconciled Amount:       Posted Date From:       To:       10         Status:       All       Posted Date From:       To:         Sort Order       Sort Field 1:       Y Sort Order 1:       Y Sort Field 2:       Y Sort Order 2:       Y         Search       Clear       Clear       Clear		
Reconciliation Type:       Both       Entity Type:       Name:          Statement Amount:       Created Date From:       9/4/2008       To:       9/11/2008         Reconciled Amount:       Posted Date From:       To:       9/11/2008         Status:       All       Y       Description:         Sort Order         Sort Field 1:       Y Sort Order 1:       Y Sort Field 2:       Y Sort Order 2:       Y         Search Clear		
Statement Amount:       Created Date From:       9/4/2008       To:       9/11/2008         Reconciled Amount:       Posted Date From:       To:       To:       To:         Status:       All       V       Description:       V         Sort Order       Sort Field 1:       V       Sort Order 1:       V       Sort Field 2:       V         Sort Field 1:       V       Sort Order 1:       V       Sort Field 2:       V       Sort Order 2:       V	Reconciliation Type: Both   Entity Type: Na	ame:
Reconciled Amount:       Posted Date From:       To:       To:         Status:       All       Description:       To:         Sort Order       Sort Order 1:       Image: Sort Field 2:       Image: Sort Order 2:       Image: Sort Order 2:         Sort Field 1:       Image: Sort Order 1:       Image: Sort Field 2:       Image: Sort Order 2:       Image: Sort Order 2:         Sort Field 1:       Image: Sort Order 1:       Image: Sort Order 2:       Image: Sort Order 2:       Image: Sort Order 2:	Statement Amount: Created Date From: 9/4/2008	то: 9/11/2008
Sort Order Sort Field 1: Sort Order 1: Sort Field 2: Sort Order 2: Search Clear	Reconciled Amount: Posted Date From:	To:
Sort Order Sort Field 1: Sort Order 1: Sort Field 2: Sort Order 2: Search Clear	Status: All   Description:	
Sort Field 1: Sort Order 1: Sort Field 2: Sort Order 2: Sort Clear	Sort Order	
Sort Heid 1: Sort Order 1: Sort Heid 2: Sort Heid 2: Sort Order 2: Sort		
Search Clear	Sort Field 1: Sort Order 1: Sort Field 2:	
		Search Clear

# 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.

ganization	>> B C Territory		
Previous Page	2 b c reintory		
card file branches locations emplo	ovees accounting vendors entity associ	ations	
summary setup invoicing setup	general ledger bank accounts transaction	batch summary	
transaction summary journal entry	disbursements receive payments depos	it accounts payable reconciliation	invoices
		Filte	er: [Hide] [Add New Reconciliation]

After clicking the [Add New Reconciliation] link the Select Entity window is displayed. This window allows searching for the entity being reconciled. In the Entity Type drop-down box select 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	ne sure
Select Entry:	
Entity Type: People 🔽	
Enter at least 3 characters for Entity Name, and/or Address and click search.	Location Name,
Entity Name: mcd	Search
Select Name:	
Samantha McDonough Susan McDonough	
Select Address:	
12050 S Ravinia Avenue	•
Click OK to confirm selection. Cancel to retu	rn to summary.
OK	Cance

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

Reconciliation ID: 1158 Entity Type: People Name: Susan McDonough Posted: 🔲	Ir	Receipt Disbursements Adjustments ncome/Receivable Payable	Total: \$0.00 Total: \$0.00 Total: (\$347.62) Total: \$0.00 Total: \$347.62				Quick Navigation Header Receipts/Disbursements Transactions Adjustments Reconciliation Posting
Date Created: 09/11/2008 Created By: Betsy Cormier		Descri	ption: Commissio MM/YYYY	in earned for			
econciliation Summary Pay All Selected	Print	Post	Abort	Save	Add Row	Delivery	]
							B
Name: Date Booked: Description: (100 Char. Max)	Susan McD 12050 S Ra Orland Park 09/11/200 Commiss	onough avinia Avenue «IL 60462 D8	for MM/YYYY	*			
Internal Note: (250 Char. Max)	Produce no comm employe	er paid on Sa Mission is pa Me	alary and aid to	Y AA			

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.

			Search Filter: [Hide]
Region	B C Region	Branch:	
Territory	B C Territory	Department:	
		Unit:	
Business Type:	All	Date Type: -Please Select- 💌	
Line of Business:	401K - Group 401K - Individual	Date Range: To:	
	Accident - Individual AD&D - Group	Amount Range: To:	
🗖 Exclude all transactio	ns where the effective date is aft	er the search ending date.	
⊙ All C Paid C Unp	aid		
Sort Field 1:	▼ Sort Order 1:	Sort Field 2:     Sort Order 2:	•
			Search Clear
[Select All] [Deselect All]		Showing Page 1 of 1 🕨 🛛 💌	Display: Default (5)
Agency Bill			
			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.



Reconcili Ent	ation ID: ity Type: Name: Posted:	1158 People Susan M	lcDonough	1	l Disburs Adjus Income/Rec	Receipt Total: \$0.00 ements Total: \$0.00 tments Total: \$0.00 eivable Total: \$0.00 Payable Total: \$0.00					Quick Navig Header Receipts/Disb Transactions Adjustments Reconciliation	<b>ation</b> ursements Posting	
Date Cre	Created: eated By:	09/11/2 Betsy C	:008 ormier			Description: Commission	on earned for						
conciliatio	on Summa	ary Pay A	ll Selecte	d Print	Pos	st Abort	Save	Add Row	Deliver	у			
Select All]	Desele	ct All]				🕅 🖣 Show	ing Page 1 of 1	. ► M 1•			Search Display:	Filter: [Show Default (5)	a ]
Agency E Select De	3ill tails	Date	Invoice ID	Client Bill To	Policy No.	Line Type	Amount	Agency Commission	Rate Type	Rate	Amount Due F	Paid Balance	
Agency E Select De	tails	<b>Date</b> 06/2007	Invoice ID 12358	Client Bill To Cormier Billing Services	Policy No. AG2	<b>Line Type</b> Premium	<b>Amount</b> \$850.00	Agency Commission \$144.50	Rate Type % of Agency Commission	<b>Rate</b> 25.00	Amount Due F \$36.12 \$0	Paid Balance	
Agency F Select De IZ [	<b>tails</b> 08/	Date 06/2007 06/2007	Invoice ID 12358 12358	Client Bill To Cormier Billing Services Cormier Billing Services	Policy No. AG2 AG2	Line Type Premium Premium	<b>Amount</b> \$850.00 \$800.00	Agency Commission \$144.50 \$136.00	Rate Type % of Agency Commission % of Agency Commission	Rate 25.00 25.00	Amount Due F \$36.12 \$0 \$34.00 \$0	Paid Balance	
Agency E Select De IV [ IV [ IV [	sill tails 08/	Date 06/2007 06/2007 01/2007	Invoice ID 12358 12358 13615- 1	Client Bill To Cormier Billing Services Cormier Billing Services	Policy No. AG2 AG2 AGbillpolicy	Line Type Premium Premium Premium	Amount \$850.00 \$800.00 \$1,000.00	Agency Commission \$144.50 \$136.00 \$100.00	Rate Type % of Agency Commission % of Agency Commission % of Agency Commission	Rate 25.00 25.00 25.00	Amount Due F \$36.12 \$0 \$34.00 \$0 \$25.00 \$0	Paid Balance 0.00 \$36.12 0.00 \$34.00 0.00 \$25.00	
Agency E Select De IV ( IV ( IV ( IV ( IV ( IV ( IV ( IV (	sill tails 08/ 08/ 08/ 11/ 12/	Date 06/2007 06/2007 01/2007 19/2007	Invoice ID 12358 12358 13615- 1 14365	Client Bill To Cormier Billing Services Cormier Billing Services Cormier Billing Services	Policy No. AG2 AG2 AGbillpolicy WC123456	Line Type Premium Premium Premium Premium	Amount \$850.00 \$800.00 \$1,000.00 \$25,750.00	Agency Commission \$144.50 \$136.00 \$100.00 \$2,575.00	Rate Type % of Agency Commission % of Agency Commission % of Agency Commission	Rate 25.00 25.00 25.00 25.00	Amount Due         F           \$36.12         \$0           \$34.00         \$0           \$25.00         \$0           \$643.75         \$0	Paid         Balance           0.00         \$36.12           0.00         \$34.00           0.00         \$25.00           0.00         \$643.75	
Agency E Select De IV [ IV [ IV [ IV [ IV [	tails tails 08/ 08/ 11/ 12/ 12/ 12/	Date 06/2007 06/2007 01/2007 19/2007	Invoice ID 12358 12358 13615- 1 14365 15214	Client Bill To Cormier Billing Services Cormier Billing Services Cormier Billing Services Cormier Billing Services	Policy No. AG2 AG2 AGbillpolicy WC123456	Line Type Premium Premium Premium Premium Premium	Amount \$\$50.00 \$\$00.00 \$1,000.00 \$25,750.00	Agency Commission \$144.50 \$136.00 \$100.00 \$2.575.00 (\$2,575.00)	Rate Type % of Agency Commission % of Agency Commission % of Agency Commission % of Agency Commission % of Agency Commission	Rate 25.00 25.00 25.00 25.00 25.00	Amount Due         F           \$36.12         \$0           \$34.00         \$0           \$25.00         \$0           \$643.75         \$0           (\$643.75)         \$0	Paid         Balance           1.00         \$36.12           1.00         \$34.00           1.00         \$25.00           1.00         \$643.75           1.00         \$643.75	• • •
Agency E Select De I ( I ( I ( I ( I ( I ( I ( I ( I ( I (	tails  tails  08/  08/  08/  11/  12/  12/	Date 06/2007 06/2007 01/2007 19/2007	Invoice ID 12358 12358 13615- 14365 15214	Client Bill To Cornier Billing Services Cormier Billing Services Cormier Billing Services Cormier Billing Services	Policy No. AG2 AG2 AGbillpolicy WC123456	Line Type Premium Premium Premium Premium Premium This Page Totals All Pages Totals All Pages Totals	Amount \$850.00 \$1,000.00 \$25,750.00 (\$25,750.00) \$2,650.00 \$2,650.00	Agency Commission \$144.50 \$136.00 \$2,575.00 (\$2,575.00) \$380.50 \$380.50 \$380.50	Rate Type % of Agency Commission % of Agency Commission % of Agency Commission % of Agency Commission	Rate 25.00 25.00 25.00 25.00 25.00	Amount Due         F           \$36.12         \$0           \$34.00         \$0           \$25.00         \$0           \$643.75         \$0           \$95.12         \$0           \$95.12         \$0	Paid         Balance           0.00         \$36.12           0.00         \$34.00           0.00         \$25.00           0.00         \$643.75           0.00         \$95.12           0.00         \$95.12           0.00         \$95.12	

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	ne sure
Date:	09/02/2008
Comm. Amount:	90.00
Amount:	2.00 Balance: 88.00
Description:	Partial Payment
	OK Cancel

CHAPTER 12

Page 524

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.

E	ciliation I Entity Typ Nam Poste	D: 1155 be: People he: Susan M ed: I	1cDonougi 2008	n	Disburs Adjus Income/Rec	Receipt Total: \$0.00 ements Total: \$0.00 itments Total: \$0.00 eivable Total: \$0.00 Payable Total: \$0.00					Quick Navig Header Receipts/Dis Transactions Adjustments Reconciliatio	gation bursen on Post	n nents ing
1	Created B	By: Betsy C	ormier			Description: Producer r	econ for MM/YYY	v					
concilia	tion Sum	mary Pay A	All Selecte	d Print	Po	st Abort	Save	Add Row	Deliver	Y			
Select A	All] [Dese	lect All]				Show	ring Page 1 of 1				Searc Display:	ch Filte	ault (5) 💌
Agency	y Bill												
Select	Details	Date	Invoice	Client	Dolicy No.	Line Trees		Agency			Amount	Daid	Balance
			10	DIII TO	Policy No.	Line Type	Amount	Commission	Rate Type	Rate	Due	raiu	
◄	o	8/06/2007	12358	Cormier Billing Services	AG2	Premium	\$850.00	\$144.50	Rate Type % of Agency Commission	Rate 25.00	\$36.12	\$0.00	\$36.12
<b>V</b>		8/06/2007 8/06/2007	12358 12358	Cormier Billing Services Cormier Billing Services	AG2 AG2	Premium Premium	\$850.00 \$800.00	\$144.50 \$136.00	Kate Type % of Agency Commission % of Agency Commission	Rate 25.00 25.00	\$36.12 \$ \$34.00 \$	\$0.00 \$0.00	\$36.12 \$34.00
<u>র</u> হ	<ul> <li>0</li> <li>0</li> <li>0</li> <li>1</li> </ul>	8/06/2007 8/06/2007 1/01/2007	12358 12358 13615- 1	Cormier Billing Services Cormier Billing Services Cormier Billing Services	AG2 AG2 AG2	Premium Premium Premium	Amount \$850.00 \$800.00 \$1,000.00	\$144.50 \$136.00 \$100.00	Kate lype % of Agency Commission % of Agency Commission % of Agency Commission	Rate 25.00 25.00 25.00	\$36.12 \$ \$34.00 \$ \$25.00 \$	\$0.00 \$0.00 \$0.00	\$36.12 \$34.00 \$25.00
র র ব	<ul> <li>0</li> <li>0</li> <li>0</li> <li>0</li> <li>1</li> <li>1</li> </ul>	8/06/2007 8/06/2007 1/01/2007 2/19/2007	12358 12358 13615- 1 14365	Cormier Billing Services Cormier Billing Services Cormier Billing Services Cormier Billing Services	AG2 AG2 AGbillpolicy WC123456	Premium Premium Premium Premium	Amount \$850.00 \$800.00 \$1,000.00 \$25,750.00	\$144.50 \$136.00 \$100.00 \$2,575.00	Rate Type % of Agency Commission % of Agency Commission % of Agency Commission % of Agency Commission	Rate 25.00 25.00 25.00 25.00	\$36.12 \$ \$34.00 \$ \$25.00 \$ \$643.75 \$	\$0.00 \$0.00 \$0.00 \$0.00	\$36.12 \$34.00 \$25.00 \$643.75
र र र	<ul> <li>0</li> <li>0</li> <li>0</li> <li>1</li> <li>1</li> <li>1</li> <li>1</li> </ul>	8/06/2007 8/06/2007 1/01/2007 2/19/2007 2/19/2007	12358 12358 13615- 1 14365 15214	Cormier Billing Services Cormier Billing Services Cormier Billing Services Cormier Billing Services	AG2 AG2 AG2 AGbillpolicy WC123456 WC123456	Premium Premium Premium Premium Premium	Amount \$850.00 \$800.00 \$1,000.00 \$25,750.00 (\$25,750.00)	\$144.50 \$136.00 \$100.00 \$2,575.00 (\$2,575.00)	Kate Type % of Agency Commission % of Agency Commission % of Agency Commission % of Agency Commission	Rate 25.00 25.00 25.00 25.00 25.00	\$36.12 \$ \$34.00 \$ \$25.00 \$ \$643.75 \$ (\$643.75) \$	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$36.12 \$34.00 \$25.00 \$643.75 (\$643.75)
द द द द द द	Image: Constraint of the second sec	8/06/2007 8/06/2007 1/01/2007 2/19/2007 2/19/2007	12358 12358 13615- 1 14365 15214	Cormier Billing Services Cormier Billing Services Cormier Billing Services Cormier Billing Services	AG2 AG2 AG2 AGbillpolicy WC123456 WC123456	Premium Premium Premium Premium Premium This Page Totals All Selected Items Totals	Amount \$850.00 \$1,000.00 \$25,750.00 (\$25,750.00) \$2,650.00 \$2,650.00 \$2,650.00	(\$2,575.00) \$380.50 \$380.50 \$380.50	Kate type % of Agency Commission % of Agency Commission % of Agency Commission % of Agency Commission	Rate 25.00 25.00 25.00 25.00 25.00	\$36.12 \$ \$34.00 \$ \$25.00 \$ \$643.75 \$ (\$643.75 \$ (\$643.75 \$ \$95.12 \$	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$36.12 \$34.00 \$25.00 \$643.75 (\$643.75) \$95.12 \$95.12 \$95.12

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

Pay All Selected		ne sure
Agency Bill:		
Total Items Selected:	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 se	lected or Cancel to return to reconciliation process.
		OK Cancel
	_	

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.

Reconciliation ID: Entity Type: Name: Posted:	1158 People Susan McDonough	In	Receipt Disbursements Adjustments come/Receivable Payable	Fotal: \$0.00 Fotal: \$0.00 Fotal: (\$347.62) Fotal: \$0.00 Fotal: \$347.62				Quid Hea Rec Tra Adj Rec	c <b>k Navigati</b> ader ceipts/Disburs insactions j <b>ustments</b> conciliation Po	<b>on</b> ements sting
Date Created: Created By:	09/11/2008 Betsy Cormier	Drint	Descri	otion: Commission MM/YYYYY	earned for	Add Row	Delivery			
	<u> </u>		I							B
Cer	oral Ledger									
Ger	eral Ledger Account	Number	D	escription	Debit	Credit	1099	LID #	Remove	
Ger 70	eral Ledger Account	Number 0000 People Co	D.	escription People Comm [	Debit	Credit	<b>1099</b> 347.62	LID #	Remove           0              💼	
Ger 70	eral Ledger Account	Number 0000 People Co	D Rev F	People Comm [ Totals:	Debit	Credit	1099 347.62	LID #	Remove	

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.

Reconciliation ID: Entity Type: Name: Posted:	1158 People Susan McDonough	Inc	Receipt T Disbursements T Adjustments T come/Receivable T Payable T	Total: \$0.00 Total: \$0.00 Total: (\$347.62) Total: \$0.00 Total: \$347.62				Quick Navigat Header Receipts/Disbur Transactions Adjustments Reconciliation Po	ion sements osting
Date Created: Created By:	09/11/2008 Betsy Cormier		Descrip	otion: Commissio MM/YYYY	n earned for				
aconciliation Summa	ry Pay All Selected	Print	Post	Abort	Save	Add Row	Delivery		
			I			1	· ·		
	Reconciliation Details		ł		1	1			
	Reconciliation Details	t Number	,	Account Descri	ption	1	Debit	Credit	
	Reconciliation Details Account 70.001.0000.0	t Number 000.00.500000	0	Account Descri People Comm Ex	<b>ption</b> xpense	1	Debit \$0.00	Credit \$347.62	
	Reconciliation Details	t Number 000.00.500000 000.00.201000		Account Descri People Comm E: People Comm Pay:	ption xpense able-Due		Debit \$0.00 36.12	Credit \$347.62 \$0.00	
	Reconciliation Details	t Number 000.00.500000 000.00.201000 000.00.201000	0 0 P 0 P	Account Descri People Comm Es People Comm Pays People Comm Pays	ption xpense able-Due able-Due	\$	Debit \$0.00 36.12 34.00	Credit \$347.62 \$0.00 \$0.00	
	Reconciliation Details	t Number 000.00.500000 000.00.201000 000.00.201000 000.00.201000	D D D P D P D P	Account Descri People Comm Ex People Comm Pay: People Comm Pay: People Comm Pay: People Comm Pay:	ption xpense able-Due able-Due able-Due able-Due	1 5 5 6 6	Debit \$0.00 36.12 34.00 25.00 43.75	Credit \$347.62 \$0.00 \$0.00 \$0.00	
	Account           70.001.0000.           70.001.0000.           70.001.0000.           70.001.0000.           70.001.0000.           70.001.0000.           70.001.0000.           70.001.0000.	t Number 000.00.50000 000.00.201000 000.00.201000 000.00.201000 000.00.201000	0 0 P 0 P 0 P 0 P 0 P	Account Descri People Comm E: People Comm Pay: People Comm Pay: People Comm Pay: People Comm Pay:	ption xpense able-Due able-Due able-Due able-Due able-Due	1 5 5 5 5 6	Debit \$0.00 36.12 34.00 25.00 43.75 \$0.00	Credit \$347.62 \$0.00 \$0.00 \$0.00 \$0.00 \$643.75	
	Account           70.001.0000.           70.001.0000.           70.001.0000.           70.001.0000.           70.001.0000.           70.001.0000.           70.001.0000.           70.001.0000.           70.001.0000.           70.001.0000.	t Number 000.00.50000( 000.00.20100( 000.00.20100( 000.00.20100( 000.00.20100( 000.00.20100(	D D D D D P D P D P D P D P P D P P D P P	Account Descri People Comm Es People Comm Pays People Comm Pays People Comm Pays People Comm Pays People Comm Pays	ption xpense able-Due able-Due able-Due able-Due able-Due able-Due	1 3 3 \$ \$ 6 \$ 6	Debit \$0.00 36.12 34.00 25.00 43.75 \$0.00 20.00	Credit \$347.62 \$0.00 \$0.00 \$0.00 \$0.00 \$643.75 \$0.00	
	Account           70.001.0000.1           70.001.0000.1           70.001.0000.1           70.001.0000.1           70.001.0000.1           70.001.0000.1           70.001.0000.1           70.001.0000.1           70.001.0000.1           70.001.0000.1           70.001.0000.1           70.001.0000.1	t Number 000.00.50000 000.00.20100 000.00.20100 000.00.20100 000.00.20100 000.00.20100	0 0 P 0 P 0 P 0 P 0 P 0 P 0 P 0 P	Account Descri People Comm Ex People Comm Pay People Comm Pay People Comm Pay People Comm Pay People Comm Pay People Comm Pay	ption xpense able-Due able-Due able-Due able-Due able-Due able-Due able-Due	1 3 3 5 6 3 4 3 4 3 4 3 4 3 4 3 4 3 4 3 4 3 4 3	Debit \$0.00 36.12 34.00 225.00 43.75 \$0.00 20.00 \$8.75	Credit \$347.62 \$0.00 \$0.00 \$0.00 \$6.00 \$643.75 \$0.00 \$0.00	
	Reconciliation Details Account 70.001.0000.4 70.001.0000.4 70.001.0000.4 70.001.0000.4 70.001.0000.4 70.001.0000.4 70.001.0000.4 70.001.0000.4	t Number 000.00.500000 000.00.201000 000.00.201000 000.00.201000 000.00.201000 000.00.201000 000.00.201000	0 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	Account Descri People Comm Es People Comm Pay People Comm Pay People Comm Pay People Comm Pay People Comm Pay People Comm Pay	ption xpense able-Due able-Due able-Due able-Due able-Due able-Due able-Due able-Due	4 4 5 5 6 4	Debit \$0.00 36.12 34.00 125.00 43.75 \$0.00 20.00 \$8.75 46.25	Credit \$347.62 \$0.00 \$0.00 \$0.00 \$0.00 \$643.75 \$0.00 \$0.00 \$0.00	
	Account           70.001.0000.           70.001.0000.           70.001.0000.           70.001.0000.           70.001.0000.           70.001.0000.           70.001.0000.           70.001.0000.           70.001.0000.           70.001.0000.           70.001.0000.           70.001.0000.           70.001.0000.           70.001.0000.           70.001.0000.	t Number 000.00.50000 000.00.201000 000.00.201000 000.00.201000 000.00.201000 000.00.201000 000.00.201000	0 0 P 0 P 0 P 0 P 0 P 0 P 0 P 0 P 0 P 0	Account Descri People Comm E: People Comm Pay People Comm Pay People Comm Pay People Comm Pay People Comm Pay People Comm Pay People Comm Pay	ption sble=Due able=Due able=Due able=Due able=Due able=Due able=Due able=Due able=Due	4 4 5 5 4 4 4 5 1 5	Debit \$0.00 35.12 25.00 43.75 \$0.00 220.00 \$8.75 46.25 35.00	Credit \$347.62 \$0.00 \$0.00 \$0.00 \$0.00 \$643.75 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	
	Account           70.001.0000.1           70.001.0000.1           70.001.0000.1           70.001.0000.1           70.001.0000.1           70.001.0000.1           70.001.0000.1           70.001.0000.1           70.001.0000.1           70.001.0000.1           70.001.0000.1           70.001.0000.1           70.001.0000.1           70.001.0000.1           70.001.0000.1	t Number 000.00.201000 000.00.201000 000.00.201000 000.00.201000 000.00.201000 000.00.201000 000.00.201000 000.00.201000	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Account Descri People Comm Ey People Comm Ey People Comm Pay People Comm Pay People Comm Pay People Comm Pay People Comm Pay People Comm Pay People Comm Pay	ption xpense able-Due able-Due able-Due able-Due able-Due able-Due able-Due able-Due able-Due able-Due able-Due	4 4 56 4 4 4 4 51 51 51 51 51 51 51 51 51 51 51 51 51	Debit \$0.00 35.12 34.00 25.00 43.75 \$0.00 20.00 \$8.75 35.75 46.25 35.00 42.50	Credit \$347.62 \$0.00 \$0.00 \$0.00 \$0.00 \$6.00 \$6.00 \$0.00 \$0.00 \$0.00	

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

#### Notes

# **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	ne sure
Edit General Ledger Number	
Account Classification: Liability	•
Account Group: Short Term Liabilit	y 💌
Account Type: Insurance Payable	•
Number Ranges: 200000 - 2	19999
Account Number: 219020	
Account Name: Producer Draw Ove	er/Under
Description: Offset Draft amts C	)ver or Under
Status: Active 💌	
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.

Training Org >> B C Pegion	>> B C Tarritory				
Previous Page	b c remory				
file branches locations emplo	yees accounting vendors	entity associati	ons		
ummary setup invoicing setup	general ledger bank accounts	transactions	batch summary		
transaction summary journal entry	disbursements receive paym	ents deposit	accounts payable	reconciliation	invoices
Select Bank Account:					
Bank of America/NH 123456 Trus	t Account				Filter: [Show] [Add New Disbursement]
Bank of America/NH 123456 Trus	t Account				
Raph of America (NH E6790 Open	ting Account				

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	ne sure
Select Entry:	
Entity Type: Employee	1
Enter at least 3 characters for Entit Location Name, and/or Address an	y Name, d click search.
mcd Search	n
Select Name:	
Samantha McDonough Susan McDonough	
,	
Select Address:	
12050 S Ravinia Avenue	•
Click OK to confirm selection. Cano summary.	el to return to
C	Cancel

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

Disbursement ID: 11 Posted: Cleared: Date Booked: 9,	254 11/2008	Entity Type: Payee: Bank Name: Bank Account #: GL Account:	Employee Susan McDonough Bank of America/NH 56789 70.001.0000.000.0	0.100500 Operatir	g Account		Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Disbursement Posting
Date Created: 9, Created By: B	'11/2008 atsy Cormier	Balance: Disbursement Amount: Estimated Balance: Check #:	\$405,685.93 \$0.00 \$405,685.93				
		Description	Susan McDonough d	raw for MM/			
soursement Summary	Pay All Selected	Print	Post	Abort	Save	Add Kow	
	Disb	120 Orla Date Booked: 9/1 ursement Method: Ch Check =: Ne	50 S Ravinia Avenue ind Park, IL 60462 Uni 1/2008 eck xsure Tip	ted States		e constable	
		Description: Sus (50 Char, Max)	ave the Check = held bi eck = at the time of prin san McDonough drav	ank to allow the sy: iting or enter a cher v for MM/YYYY	tem to assign the ne: k ≠ manually.		

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.

Disbursement ID: Posted: Cleared: Date Booked:	1254 9/11/2008	Entity Type: Payee: Bank Name: Bank Account #: GL Account:	Employee Susan McDonough Bank of America/NH 56789 70.001.0000.000.0	1 00.100500 Ope	rating Account			Qu D G A R D	ick Navi isbursemer eneral Ledg ccounts Pa econciliatio isbursemer	gation It Header Jer yable in It Posting
Date Created: Created By:	9/11/2008 Betsy Cormier	Balance: Disbursement Amount: Estimated Balance: Check #: Description:	\$405,685.93 \$1,435.43 \$404,250.50 Susan McDonough o	draw for MM/						
sbursement Summa	ry Pay All Selected	Print	Post	Abort	Save	Add	Row			
	General Ledger				o.1.1	e la	4000			
	General Ledger  Accour  70.001.0000.000.  Ac	n <b>t Number</b> 00.100500 Operating :count	Description Susan McDonoug for MM/YYY	h draw Y	Debit	Credit \$1,395.10	1099	LID #	Remove	
	General Ledger  Accour  70.001.0000.000.  Ac  70.001.0000.000.  20.001.0000.000.0  20.001.0000.000.0  20.001.0000.000.0  20.001.0000.000.0  20.001.0000.000.0  20.001.0000.000.0  20.001.0000.000.0  20.001.0000.000.0  20.001.0000.000.0  20.001.0000.000.0  20.001.0000.000.0  20.001.0000.000.0  20.001.0000.000.0  20.001.0000.000.0  20.001.0000.000.0  20.001.0000.000.0  20.001.0000.000.0  20.001.0000.000.0  20.001.0000.000.0  20.001.0000.000.0  20.001.0000.000.0  20.001.0000.000.0  20.001.0000.000.0  20.001.0000.000.0  20.001.0000.000.0  20.001.0000.000.0  20.001.0000.000.0  20.001.0000.000.0  20.001.0000.000.0  20.001.0000.000.0  20.001.0000.000.0  20.001.0000.000.0  20.001.0000.000.0  20.001.0000.0000	nt Number .00.100500 Operating .count 0.110910 - Rec	Description Susan McDonoug for MM/YYY S McDonough	h draw Y draw	2,000.00	Credit \$1,395.10 0.00	1099	LID #	<b>Remove</b>	
	General Ledger           Account           70.001.0000.000.0         Account           70.001.0000.000.0         Control (Control (Contro) (Control (Contro) (Control (Contr	nt Number 00.100500 Operating count 0.110910 - Rec 0.231000 - Em 0.621001 - Pay 0.231001 - Em 0.231001 - Em	Description Susan McDonoug for MM/YYY S McDonough Federal Inc Ta: Social Security Medicare Tax	h draw Y draw x r Tax	2,000.00	Credit \$1,395.10 0.00 392.13 172.44 40.33		LID #	Remove           0         Image: Constraint of the second seco	

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: 12 Posted: Cleared: Date Booked: 9/ Date Created: 9/ Created By: Be	254 /11/2008 /11/2008 etsy Cormier D	Entity Type: Payee: Bank Name: Bank Account #: GL Account : Balance: Disbursement Amount: Estimated Balance: Check #:	Employee Susan McDonough Bank of America/N 56789 70.001.0000.000 \$405,685.93 \$1.395.10 \$404,290.83	H .00.100500 Operatir	ng Account		Quick Navi Disbursemer General Led Accounts Pa Reconcillati Disbursemen	gation it Header yer yable n t Posting
		Description:	Susan McDonough	draw for MM/		1		
Disbursement Summary	Pay All Selected	Print	Post	Abort	Save	Add Row		
	Disbursement Posting	1						8
	Accoun	it Number	Accou	nt Description	Debit		Credit	
	70.001.0000.	000.00.231000	Employ	yee FICA W/H		\$0.00	\$392.13	
	70.001.0000.	000.00.231001	Employe	e Medicare W/H		\$0.00	\$40.33	
	70.001.0000.	000.00.100500	Opera	ating 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	Reconcilia	tion 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: Posted:	1254	Entity Type: Pavee:	Employee Susan McDonouch			
Cleared:	Γ	Bank Name:	Bank of America/N	н		
Date Booked:	9/11/2008	Bank Account #:	56789			
		GL Account:	70.001.0000.000	.00.100500 Operatin	g 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 Summa	ry Pay All Selected	Print	Post	Abort	Save	Add Row

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

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

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.

Print Disbursement Selection Deluxe Check 80180 Summary Deluxe Check 80180 Deluxe Check 80971 MICR Coding Top Check MICR Coding Bottom Check MICR Coding Bottom Check w/Address	re	ne sure
Deluxe Check 80180 Summary Deluxe Check 80180 Deluxe Check 80971 MICR Coding Top Check MICR Coding Bottom Check w/Address MICR Coding Bottom Check w/Address		_
Summary Deluxe Check 80180 Deluxe Check 80971 MICR Coding Top Check MICR Coding Bottom Check WAddress		
Deluxe Check 80180 Deluxe Check 80971 MICR Coding Top Check MICR Coding Bottom Check MICR Coding Bottom Check w Address		
select a check type or summary. Press OK to print selection or cancel to return to Disbursement screen.		print screen.

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.

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

The check is displayed. To print the check, click the **Adobe**[°] **Reader**[°] **printer i**con 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.

	HOME   HELP   SETUP   LOGOU
SEARCH   ORGANIZATION   REPORTS   CAMPAIGNS	Bookmarks: Expand   Add   Remove Selected 🐗
ORGANIZATION PROFILE   ALL EMPLOYEES   ALL LOCATIONS	
rganization Name: XDTITraining Org	Organization
organization	
YDTITraining Org >> B C Region >> B C Territory	
Previous Page	
summary setup invoicing setup general ledger bank accounts transac transaction summary journal entry disbursements receive payments d	eposit accounts payable reconciliation invoices Filter: [Show] [Add New Reconciliation]
There are no results	for this search criteria

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	ne sure
Select Entry:	
Entity Type: People	×
Enter at least 3 characters for 1 and/or Address and click searc	Entity Name, Location Name, h.
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 D: 1160 Entity Type: People Name: Susan McC Posted: Date Created: 09/11/200 Created By: Betsy Corr	Donough I D8 nier	Receipt Tc Disbursements Tc Adjustments Tc ncome/Receivable Tc Payable Tc Descript	otal: \$0.00 tal: \$0.00 tal: \$0.00 tal: \$0.00 tal: \$0.00 tal: \$0.00 ion: Susan McD Reconciliat	ionough ion			Quick Navigation Header Receipts/Disbursements Transactions Adjustments Reconciliation Posting
Reconciliation Summary Pay All	Selected Print	Post	Abort	Save	Add Row	Delivery	]]
Dat D. (100 C Inte (250 C	Name: Susan McD 12050 SR Orland Par e Booked: 09/11/20 sscription: Susan N Reconci imal Note: Offset issued	onough avinis Avenue kIL 60462 08 ICDonough Lliation to Disburseme for draw	int	A A			

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.

			Search Filter: [Hide]
Region:	B C Region	Branch:	
Territory	B C Territory	Department:	
		Unit:	
Business Type:	All	Date Type: -Please Select- 💌	
Line of Business:	401K - Group 401K - Individual	Date Range: To:	
	Accident - Individual AD&D - Group	Amount Range: To:	
Exclude all transaction	ns where the effective date is aft	er the search ending date.	
⊙ All C Paid C Unpa	id		
Sort Field 1:	Sort Order 1:	Sort Field 2:     Sort Order 2:	<b>T</b>
			Search Clear
[Select All] [Deselect All]		Showing Page 1 of 1	Display: Default (5)
Agency Bill			
			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.

🗧 🗧 Showing page 1 of 5 🕨 🕅	1 🗸	Display: 7 (Default) ⊻

Recon	Ciliation Entity Ty Na Pos	a ID: 1160 ype: People ame: Susan N ated:	1cDonough		F Disburse Adjus Income/Rece P	Receipt Total: \$0.00 ements Total: \$0.00 tments Total: \$0.00 eivable Total: \$0.00 Payable Total: \$0.00					Quick Nav Header Receipts/D Transaction Adjustmen Reconciliat	<b>/igatio</b> Disburse ns ts tion Pos	o <b>n</b> ements sting
Da	ate Crea Created	ited: 09/11/2 By: Betsy C	2008 Cormier			Description: Susan M Reconci	1cDonough liation						
econcilia	ation Su	mmary Pay A	All Selected	Print	Pos	st Abort	Save	Add Row	Delive	er <b>y</b>			
Select											Sea	irch Fill	ter: [Show
Agenc	v Bill	select All	-	-	_	i i She	owing Page 1 of 1		_	-	Display	y: De	fault (6) 💌
Agenc Select	y Bill Details	Date	Invoice ID	Client Bill To	Policy No.	Line Type	owing Page 1 of 1 Amount	Agency Commission	Rate Type	Rate	Display Amount Due	y: De Paid	fault (6) <u>•</u> Balance
Agenc Select	y Bill Details	Date 08/06/2007	Invoice ID 12358	Client Bill To Cormier Billing Services	Policy No. AG2	Line Type Premium	owing Page 1 of 1 Amount \$850.00	Agency Commission \$144.50	Rate Type % of Agency Commission	<b>Rate</b> 25.00	Amount \$36.12	<b>y:</b> De <b>Paid</b> \$0.00	fault (6) <u>•</u> Balance \$36.12
Agenc Select	y Bill Details	Date 08/06/2007 08/06/2007	Invoice ID 12358 12358	Client Bill To Cormier Billing Services Cormier Billing Services	Policy No. AG2 AG2	Line Type Premium Premium	owing Page 1 of 1 Amount \$850.00 \$800.00	Agency Commission \$144.50 \$136.00	Rate Type % of Agency Commission % of Agency Commission	<b>Rate</b> 25.00 25.00	Display Amount \$36.12 \$34.00	<b>y:</b> De <b>Paid</b> \$0.00 \$0.00	fault (6) ▼ Balance \$36.12 \$34.00
Agenc Select	y Bill Details R R R R R R R R R R R R R R R R R R R	Date 08/06/2007 08/06/2007 11/01/2007	Invoice ID 12358 12358 12358 13615- 1	Client Bill To Cormier Billing Services Cormier Billing Services Cormier Billing Services	Policy No. AG2 AG2 AGbillpolicy	K 4 Sho Line Type Premium Premium Premium	owing Page 1 of 1 Amount \$850.00 \$800.00 \$1,000.00	Agency Commission \$144.50 \$136.00 \$100.00	Rate Type % of Agency Commission % of Agency Commission % of Agency Commission	Rate 25.00 25.00 25.00	Display Amount Due \$36.12 \$34.00 \$25.00	y: De Paid \$0.00 \$0.00	Fault (6) ▼ Balance \$36.12 \$34.00 \$25.00
Agenc Select	y Bill Details P P P	Date 08/06/2007 08/06/2007 11/01/2007 12/19/2007	Invoice ID 12358 12358 13615- 1 14365	Client Bill To Cormier Billing Services Cormier Billing Services Cormier Billing Services	Policy No. AG2 AG2 AGbillpolicy wC123456	K 4 Sho Line Type Premium Premium Premium	awing Page 1 of 1 Amount \$850.00 \$800.00 \$1,000.00 \$25,750.00	Agency Commission \$144.50 \$136.00 \$100.00 \$2.575.00	Rate Type % of Agency Commission % of Agency Commission % of Agency Commission	Rate 25.00 25.00 25.00 25.00	Display Amount Due \$36.12 \$34.00 \$25.00 \$643.75	<pre>y: De Paid \$0.00 \$0.00 \$0.00 \$0.00 </pre>	Balance           \$36.12           \$34.00           \$25.00           \$643.75
Agenc Select	y Bill Details	Date 08/06/2007 08/06/2007 11/01/2007 12/19/2007 12/19/2007	Invoice ID 12358 12358 13615- 1 14365 15214	Client Bill To Cormier Billing Services Cormier Billing Services Cormier Billing Services Cormier Billing Services	Policy No.           AG2           AG2           AG2           AG2           VC123456           WC123456	K 4 Sho Line Type Premium Premium Premium Premium	owing Page 1 of 1 Amount \$850.00 \$800.00 \$1,000.00 \$25,750.00 (\$25,750.00)	I         I           Agency         Commission           \$144.50         \$136.00           \$100.00         \$100.00           \$2.575.00         \$2,575.00	Rate Type % of Agency Commission % of Agency Commission % of Agency Commission % of Agency Commission	Rate 25.00 25.00 25.00 25.00 25.00	Display Amount \$36.12 \$34.00 \$25.00 \$643.75 (\$643.75)	Paid \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Fault (6)            Balance         \$36.12           \$34.00         \$25.00           \$643.75         \$643.75

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	ne sure
Date:	12/14/2005
Payable Amount:	232.00
Amount:	2.00 Balance: 230.00
Description:	Partial payment
	OK Cancel

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.



Reconciliatio Entity Po	on ID: 1160 Type: People Name: Susan M osted: 🔽	lcDonough		Rec Disbursem Adjustm Income/Receiv Pay	eipt Total: \$0.00 ents Total: \$0.00 ents Total: \$0.00 able Total: \$0.00 able Total: \$0.00					Quick Nav Header Receipts/Di Transaction Adjustment Reconciliati	igatio isburser s ison Post	<b>n</b> ments ting	
Date Cre Create	eated: 09/11/2 ed By: Betsy C	:008 ormier		D	escription: Susan I Reconc	McDonough iliation							
econciliation S	Summary Pay A	II Selected	Print	Post	Abort	Save	Add Row	/ Delive	ry				
Calaat All ID										Sear	rch Filte	er: [Show]	1
Select All [D	eselect All]				li	owing Page 1 of 1				Display	: Defa	ault (6) 💌	
Agency Bill	eselect All]	Invoice	Client	-	K 4 Sh	owing Page 1 of 1		-		Display	n Defa	ault (6) 💌	
Agency Bill Select Detail	beselect All] Is Date	Invoice ID	Client Bill To	Policy No.	K ◀ Sh Line Type	owing Page 1 of 1 Amount	Agency Commission	Rate Type	Rate	Display Amount Due	Paid	ault (6) 💌 Balance	
Agency Bill Select Detail	Deselect All]	Invoice ID 12358	Client Bill To Cormier Billing Services	Policy No. AG2	K 4 Sh Line Type Premium	Amount \$850.00	Agency Commission \$144.50	Rate Type % of Agency Commission	<b>Rate</b> 25.00	Display Amount Due \$36.12	Paid \$0.00	ault (6) 💌 Balance \$36.12	
Agency Bill Select Detail	Deselect All]	Invoice ID 12358 12358	Client Bill To Cormier Billing Services Cormier Billing Services	Policy No. AG2 AG2	K ≼ Sh Line Type Premium Premium	owing Page 1 of 1 Amount \$850.00 \$800.00	Agency Commission \$144.50 \$136.00	Rate Type % of Agency Commission % of Agency Commission	Rate 25.00 25.00	Display Amount Due \$36.12 \$34.00	Paid \$0.00	ault (6)  Balance \$36.12 \$34.00	_
Agency Bill Select Detail C	Peselect All]	Invoice ID 12358 12358 12358 13615- 1	Client Bill To Cormier Billing Services Cormier Billing Services Cormier Billing Services	Policy No. AG2 AG2 AGbillpolicy	K ≤ Sh Line Type Premium Premium	awing Page 1 of 1 Amount \$850.00 \$800.00 \$1,000.00	Agency Commission \$144.50 \$136.00 \$100.00	Rate Type % of Agency Commission % of Agency Commission % of Agency Commission	<b>Rate</b> 25.00 25.00 25.00	Display Amount \$36.12 \$34.00 \$25.00	Paid \$0.00 \$0.00	ault (6) ▼ Balance \$36.12 \$34.00 \$25.00	-
Agency Bill Select Detail           Image: Constraint of the select of th	Date           08/06/2007           08/06/2007           11/01/2007           12/19/2007	Invoice ID 12358 12358 13615- 1 14365	Client Bill To Cormier Billing Services Cormier Billing Services Cormier Billing Services	Policy No. AG2 AG2 AGbillpolicy WC123456	K 4 Sh Line Type Premium Premium Premium	awing Page 1 of 1 Amount \$850.00 \$800.00 \$1,000.00 \$25,750.00	Agency Commission \$144.50 \$136.00 \$100.00 \$2.575.00	Rate Type % of Agency Commission % of Agency Commission % of Agency Commission	Rate 25.00 25.00 25.00 25.00	Display Amount \$36.12 \$34.00 \$25.00 \$643.75	Paid \$0.00 \$0.00 \$0.00 \$0.00	ault (6) <b>v</b> Balance \$36.12 \$34.00 \$25.00 \$643.75	
Agency Bill Select Detail C P P P P P P P P P P P P P P P P P P	Date           08/06/2007           11/01/2007           12/19/2007           12/19/2007	Invoice ID 12358 12358 13615- 1 14365 15214	Client Bill To Cormier Billing Services Cormier Billing Services Cormier Billing Services Cormier Billing Services Cormier Billing Services	Policy No. AG2 AG2 AG2 AGbillpolicy WC123456	K 4 Sh Line Type Premium Premium Premium Premium	Amount \$850.00 \$800.00 \$1.000.00 \$25.750.00 (\$25.750.00)	L > H 1 Agency Commission \$144.50 \$136.00 \$100.00 \$2.575.00 (\$2.575.00)	Rate Type % of Agency Commission % of Agency Commission % of Agency Commission % of Agency Commission	Rate 25.00 25.00 25.00 25.00 25.00	Display Amount \$36.12 \$34.00 \$25.00 \$643.75 (\$643.75)	Paid \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	ault (6) Balance \$36.12 \$34.00 \$25.00 \$643.75 (\$643.75)	

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

Pay All Selected		ne sure
Agency Bill:		
Total Items Selected:	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	s as sele	ected or Cancel to return to reconciliation process.

Recond	ciliation I Entity Typ Nam Poste	ID: 1160 pe: People ne: Susan M ed: <b>I</b>	lcDonough		Re Disburser Adjustr Income/Recei	eceipt Total: \$0.00 ments Total: \$0.00 ments Total: \$0.00 ivable Total: \$0.00	) )				Quick Na Header Receipts/ Transactic Adjustme	Disburseme	nts
Da (	Payable Total: \$1,472.62 Date Created By: Betsy Cormier Description: Susan McDonough Reconciliation Conciliation Summary Ray & Salected Print Root Abot Save Add Row Delivery										Reconcilia	ation Posting	3
econcilia	ation Sum	nmary Pay A	II Selected	Print	Post	Abort	Save	Add Roy	w Deliv	/ery			
											Se	arch Filter:	anow
[Select / Agency	All] [Dese y Bill	elect All]	Invoice	Client	_	K∢s	bowing Page 1 of a	1 D I	_		Se Displa	arch Filter: ay: Defaul	t (6) •
[Select / Agency Select 1	All] [Dese y Bill Details	elect All] Date	Invoice ID	Client Bill To	Policy No.	K ◀ S	Showing Page 1 of B	1 N 1 Commission	Rate Type	Rate	Se Displa Amount Due	arch Filter: ay: Defaul Paid	t (6) 💌 Balance
Select A Agency Select I	All] [Dese y Bill Details	Date	Invoice ID 12358	Client Bill To Cormier Billing Services	Policy No. AG2	K ∢ S Line Type Premium	howing Page 1 of Amount \$850.00	Agency Commission \$144.50	Rate Type % of Agency Commission	<b>Rate</b> 25.00	Se Displa Amount Due \$36.12	Paid \$36.12	t (6) ▼ Balance \$0.00
Select / Select I	All] [Dese y Bill Details	elect All] Date 08/06/2007	Invoice ID 12358 12358	Client Bill To Cormier Billing Services Cormier Billing Services	Policy No. AG2 AG2	K 4 S Line Type Premium Premium	howing Page 1 of 3 Amount \$850.00 \$800.00	Agency Commission \$144.50 \$136.00	Rate Type % of Agency Commission % of Agency Commission	<b>Rate</b> 25.00 25.00	Se Displa Amount Due \$36.12 \$34.00	Paid \$36.12 \$34.00	t (6) <u>▼</u> Balance \$0.00 \$0.00
Select / Agency Select I	All] [Dese y Bill Details () c () c	Date Date 08/06/2007 08/06/2007	Invoice ID 12358 12358 12358 13615- 1	Client Bill To Cormier Billing Services Cormier Billing Services Cormier Billing Services	Policy No. AG2 AG2 AGbillpolicy	K 4 s	howing Page 1 of 3	I         I           Agency Commission         \$144.50           \$136.00         \$100.00	Rate Type % of Agency Commission % of Agency Commission % of Agency Commission	Rate 25.00 25.00 25.00	Se Displa Amount Due \$36.12 \$34.00 \$25.00	Paid \$36.12 \$34.00 \$25.00	Eslow t (6) ▼ Balance \$0.00 \$0.00
Select / Select I	All] [Dess y Bill Details	elect All] Date 08/06/2007 08/06/2007 11/01/2007	Invoice ID 12358 12358 12358 13615- 1 14365	Client Bill To Cormier Billing Services Cormier Billing Services Cormier Billing Services	Policy No. AG2 AG2 AG2 AGbillpolicy WC123456	K 4 s Line Type Premium Premium Premium	Amount \$850.00 \$800.00 \$1,000.00 \$25,750.00	Agency Commission \$144.50 \$136.00 \$100.00 \$2,575.00	Rate Type % of Agency Commission % of Agency Commission % of Agency Commission	Rate 25.00 25.00 25.00 25.00	Se Displa Amount Due \$36.12 \$34.00 \$25.00 \$643.75	Paid \$36.12 \$34.00 \$25.00 \$643.75	t (6) ▼ Balance \$0.00 \$0.00 \$0.00
Select / Select / M M M M	All] [Dese y Bill Details	elect All] Date 08/06/2007 08/06/2007 11/01/2007 12/19/2007	Invoice ID 12358 12358 13615- 1 14365 15214	Client Bill To Cormier Billing Services Cormier Billing Services Cormier Billing Services Cormier Billing Services Cormier Billing Services	Policy No. AG2 AG2 AGbillpolicy WC123456	K 4 s Line Type Premium Premium Premium Premium	Amount \$850.00 \$1.000.00 \$25,750.00 (\$25,750.00)	Agency Commission \$144.50 \$136.00 \$100.00 \$2,575.00	Rate Type % of Agency Commission % of Agency Commission % of Agency Commission % of Agency Commission	Rate 25.00 25.00 25.00 25.00	Se Displa Amount Due \$36.12 \$34.00 \$25.00 \$643.75 (\$643.75)	Paid \$36.12 \$34.00 \$25.00 \$643.75 (\$643.75)	t (6) ▼ Balance \$0.00 \$0.00 \$0.00 \$0.00

To include the disbursement issued prior to the reconciliation worksheet, click the **Quick Navigation** > **Receipts/Disbursements** link on the right side of the screen. Click the **[Add New]** link to display any disbursement issued for this employee.

Reconciliation ID: Entity Type: Name: Posted:	1160 People Susan McDonough	I	Receipt Disbursements Adjustments ncome/Receivable Payable	Total: \$0.00 Total: \$0.00 Total: \$0.00 Total: \$0.00 Total: \$0.00 Total: \$1,472.62				Quick Naviga Header Receipts/Disbu Transactions Adjustments Reconciliation	<b>ation</b> ursements Posting
Date Created: Created By:	09/11/2008 Betsy Cormier	Vir	tual Disbursement ⁻ Descrij	Total: \$1,472.62 ption: Susan McC Reconcilia	onough ion				
					r				
econciliation Summa	ry Pay All Selected	Print	Post	Abort	Save	Add Row	Delivery		
econciliation Summa	ry Pay All Selected	Print	Post	Abort	Save	Add Row	Delivery	[Add New]	
econciliation Summa	ry Pay All Selected Receipts Detail	Print Date Rece	Post	Abort	Save	Add Row	Delivery	[Add New] Remove	
econciliation Summa	ry Pay All Selected Receipts Detail Disbursements	Date Rece	Post	Abort Description	Save	Add Row	Delivery	[Add New] Remove [Add New]	

Click the checkbox to identify the disbursement with the worksheet and click the **OK** button to add.



Date Created: 0 Created By: E econciliation Summary	09/11/2008 Betsy Cormier Pay All Selected	Virtu	ual Disbursement To Descript	tal: \$1,472.62 Susan McE	2			
econciliation Summary	Pay All Selected	Daint		Reconcilia	Donough tion			
		Print	Post	Abort	Save	Add Row	Delivery	
	Receipts	e https:/	/nexweb25.	nexsure.c	com/?Recon	ID=1160&N	1ode <b>_</b> _×	[Add New]
	Detail Da	Add Disb	oursements			r	ne sure	Remove
						[Select All] [De	select All]	
	Disbursements	Select	Date	Disbur# D	escription		Amount	[Add New]
	Detail Da		9/11/2008	1254 S	usan McDonough dr	aw for	\$2,000.00 Cancel	Remove

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 ID: Entity Type: Name: Posted:	1160 People Susan McDonou	gh	Di Incom	Receipt sbursements Adjustments e/Receivable Payable	Total: \$0.00 Total: \$2,000.00 Total: \$0.00 Total: \$0.00 Total: \$1,472.62				Quick Nav Header Receipts/D Transactior Adjustment Reconciliat	igation sbursements IS S Son Posting
Date Created:	09/11/2008		Vi	irtual Receipt	Total: \$527.38					
Created By:	Betsy Cormier			Descri	ption: Susan McD Reconciliat	)onough tion				
Reconciliation Summa	ry Pay All Select	ted 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 McDonou MM/YYYY	ugh draw for			Ē.	

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.

Reconciliation ID: Entity Type: Name: Posted: Date Created: Created By:	1160 People Susan McDonough 09/11/2008 Betsy Cormier	Inc	Receipt Tota Disbursements Tota Adjustments Tota come/Receivable Tota Payable Tota Descriptior	I: \$0.00 I: \$2,000.00 I: \$527.38 I: \$0.00 I: \$1,472.62	snough				Qu Hi Ri Ti Ai Ri	ick Na eader eceipts/( ransactio djustmer econcilia	vigation Disbursements ons nts tion Posting
econciliation Summa	ry Pay All Selected	Print	Post	Abort	Save	Add Row	Deli	very			
	Account N	umber	Desc	ription	Debit	Cre	dit	1099	LID #	# Ren	nove
70	001.0000.000.00.219	020 Producer (	S McDon	ough MM/Y	527.	38	0.00			0	<b>B</b>
				Totals:	\$527	.38	\$0.00				
			Total t	o 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.

reconciliation		
Reconciliation ID: 1160 Entity Type: People Name: Susan McDonough Posted:	Receipt Total: \$0.00 Disbursements Total: \$2.000.00 Adjustments Total: \$527.38 Income/Receivable Total: \$0.00 Payable Total: \$1.472.62	Quick Navigation Header Receipts/Disbursements Transactions Adjustments Reconciliation Posting
Date Created: 09/11/2008 Created By: Betsy Cormier	Description: Susan McDonough Reconciliation	
Reconciliation Summary Pay All Selected Print	Post Abort Save Add Row Delive	ry
General Ledger Account Number 70.001.0000.000.00.219020 Produce Line Item Distribution Details Entity Type	C https://nexweb25.nexsure.com/?Mode= ×         Line Item       ne sure         Entity Type:       Employees ×         Enter at least 2 characters of the name and click       search.         Imcd       Search         Select       Name         Susan McDonough	LID # Remove

The addition is added at the bottom of the screen.

Reconciliation ID: Entity Type: Name: Posted:	1160 People Susan McDonough	E	Receipt Total: isbursements Total: Adjustments Total: ne/Receivable Total: Payable Total:	\$0.00 \$2,000.00 \$527.38 \$0.00 \$1,472.62				Quick Heade Receip Transa Adjust Recon	Navigatio r ots/Disburser actions tments ciliation Post	<b>n</b> nents ing
Date Created: Created By:	09/11/2008 Betsy Cormier		Description:	Susan McDor Reconciliatio	nough n					
Reconciliation Summa	ry Pay All Selected	Print	Post	Abort	Save	Add Row	Delivery			
Gene	eral Ledger Account N	lumber	Descript	tion	Debit	Credit	1099	LID # R	emove	Ĺ
70.0	001.0000.000.00.215	9020 Producer (	S McDonou	gh MM/Y	527.38	3	0.00	0	Ē.	
				Totals:	\$527.3	8	\$0.00			
			Total to v	vrite off:	\$0.0	0 \$5	27.38			
Line Iten	n Distribution								[ Add	1
		intity Type	1	Name		Distribution An	nount	Rer	nove	] -
Detai	ls E								7	7
Detail	Peop	ole/employees	S McE	Gusan Donough		\$5	27.38			
Detail	ls E Peop	ble/employees	S McL Line Dis	Susan Donough Item Total: str Balance:		\$5 \$5	27.38 27.38 \$0.00			
Detail	ls E Peop	ole/employees	S McD Line Dis	Susan Donough Item Total: str Balance:		\$5 \$5	27.38 27.38 \$0.00		÷	]

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.

	Previous Pa	je									
d file 丫	regions terri	tories brand	hes departments	locations	employees accounting	vendors					
mployee	e detail \Upsilon identi	ty additiona	l logins security		accounting transactions						
										[Export ]	[ Print ]
										Export ] Filt	] [ Print ] er: [Show]
										Export ] Filt	] [ Print ] er: [Show]
	Transaction	Transaction	Payee /	Check # Or				Date	Date	[ Export ] Filt	] [ Print ] er: [Show]
Details	Transaction Type	Transaction ID	Payee / Payor	Check # Or Reference	Description	Amount	Created By	Date Created	Date Booked	[ Export ] Filt Posted	] [ Print ] er: [Show] Processed
Details	Transaction Type Reconciliation	Transaction ID 1160	Payee / Payor Susan McDonough	Check # Or Reference	Description Susan McDonough Reconciliation	<b>Amount</b> \$527.38 f	Created By Betsy Cormier	Date Created	Date Booked 09/11/2008	Export Filt	] [ Print ] er: [Show] Processed
Details 	Transaction Type Reconciliation	Transaction ID 1160	Payee / Payor Susan McDonough	Check # Or Reference	Description Susan McDonough Reconciliation accounting transaction	Amount \$527.38 [	Created By Betsy Cormier	Date Created 09/11/2008	Date Booked 09/11/2008	[ Export ] Filt Posted   ₩	] [ Print ] er: [Show] Processed

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.

Reconciliation ID: Entity Type: Name: Posted:	1160 People Susan McDonough	Inc	Receipt T Disbursements T Adjustments T come/Receivable T Payable T	Total: \$0.00 Total: \$2,000.00 Total: \$527.38 Total: \$0.00 Total: \$1,472.62				Quick Navigat Header Receipts/Disbut Transactions Adjustments Reconciliation P	tion sements osting
Date Created: Created By:	09/11/2008 Betsy Cormier		Descrip	tion: Susan McDon Reconciliation	ough				
conciliation Summa	y Pay All Selected	Print	Post	Abort	Save	Add Row	Delivery		
	Reconciliation Details								
	Reconciliation Details	Number		Account Descriptio	on		Debit	Credit	
	Reconciliation Details <u>Account</u> 70.001.0000.0 70.001.0000.0	Number	р. р.	Account Descriptio	on e-Due	4	Debit 36.12	Credit \$0.00	
	Reconciliation Details	Number	D P D P	Account Descriptio People Comm Payable People Comm Payable People Comm Payable	on e-Due e-Due e-Due		<b>Debit</b> 36.12 34.00 25.00	Credit \$0.00 \$0.00 \$0.00	
	Reconciliation Details 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0	Number 000.00.201000 000.00.201000 000.00.201000 000.00.201000	0 P 0 P 0 P 0 P	Account Description People Comm Payable People Comm Payable People Comm Payable People Comm Payable	on a-Due a-Due a-Due a-Due a-Due	4 4 56	Debit 36.12 34.00 25.00 43.75	Credit \$0.00 \$0.00 \$0.00 \$0.00	
	Reconciliation Details	Number 000.00.201000 000.00.201000 000.00.201000 000.00.201000	D P D P D P D P D P D P	Account Description People Comm Payable People Comm Payable People Comm Payable People Comm Payable People Comm Payable	on a-Due a-Due a-Due a-Due a-Due a-Due	\$ \$ \$ \$ \$ \$	Debit 36.12 34.00 25.00 43.75 \$0.00	Credit \$0.00 \$0.00 \$0.00 \$0.00 \$43.75	
	Reconciliation Details	Number 000.00.201000 000.00.201000 000.00.201000 000.00.201000 000.00.201000	0 P 0 P 0 P 0 P 0 P 0 P	Account Description People Comm Payable People Comm Payable People Comm Payable People Comm Payable People Comm Payable	on a-Due a-Due a-Due a-Due a-Due a-Due	\$ \$ \$6 \$1,1	Debit 36.12 34.00 25.00 43.75 \$0.00 25.00	Credit \$0.00 \$0.00 \$0.00 \$643.75 \$0.00	
	Reconciliation Details	Number 000.00.201000 000.00.201000 000.00.201000 000.00.201000 000.00.201000 000.00.201000	9 P 9 P 9 P 9 P 9 P 9 P 9 P 9 P	Account Description People Comm Payable People Comm Payable People Comm Payable People Comm Payable People Comm Payable People Comm Payable	on Due Due Due Due Due Due Due	\$ \$ \$ \$1,1 \$	Debit 36.12 34.00 25.00 43.75 \$0.00 25.00 20.00	Credit \$0.00 \$0.00 \$0.00 \$643.75 \$0.00 \$0.00	
	Reconciliation Details Account 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.00000.0 70.0000.0 70.0000.0 70.0000.0 70.00000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.00000.0 70.00000.0 70.0000.0 70.0000000.0 70.00000000	Number 000.00.201000 000.00.201000 000.00.201000 000.00.201000 000.00.201000 000.00.201000	0 P 0 P 0 P 0 P 0 P 0 P 0 P 0 P 0 P 0 P	Account Description People Comm Payable People Comm Payable People Comm Payable People Comm Payable People Comm Payable People Comm Payable People Comm Payable	on 	\$ \$ \$ \$1,1 \$ \$	Debit 36.12 34.00 25.00 43.75 \$0.00 25.00 25.00 22.00 \$8.75	Credit \$0.00 \$0.00 \$0.00 \$643.75 \$0.00 \$0.00 \$0.00	
	Reconciliation Details	Number 000.00.201000 000.00.201000 000.00.201000 000.00.201000 000.00.201000 000.00.201000 000.00.201000	9 0 9 0 9 0 9 0 9 0 9 0 9 0 9 0 9 0 9 0	Account Description teople Comm Payablic teople Comm Payablic		\$ \$ \$6 \$1,1 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Debit 36.12 34.00 25.00 43.75 50.00 25.00 20.00 98.75 46.25	Credit \$0.00 \$0.00 \$0.00 \$6.00 \$643.75 \$0.00 \$0.00 \$0.00 \$0.00	
	Reconciliation Details	Number 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.00000 100.00000 100.0000000 100.0000 100.000000 100	9 0 0 9 9 0	Account Description People Comm Payable People Comm Payable	en - Due - Due	4 4 50 51.1 4 51 51 51 51 51 51 51 51 51 51 51 51 51	Debit 36.12 34.00 25.00 43.75 \$0.00 25.00 20.00 \$8.75 46.25 35.00	Credit \$0.00 \$0.00 \$0.00 \$643.75 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	
	Reconciliation Details Account 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.001.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.0000.0 70.00000.0 70.00000000	Number 000.00.201000 000.00.201000 000.00.201000 000.00.201000 000.00.201000 000.00.201000 000.00.201000 000.00.201000 000.00.201000	0 P P 0 P 0 P 0 P 0 P 0 P 0 P 0 P 0 P 0	Account Description exople Comm Payable exople Comm Payable	on Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due Due	4 5 5 5 1,7 6 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Debit 36.12 34.00 25.00 25.00 25.00 20.00 \$8.75 46.25 35.00 42.50 	Credit \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	
	Reconciliation Details	Number 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.201000 100.00.21000 100.00.21000 100.00.21000 100.00.21000 100.00.21000 100.00.21000 100.00.21000 100.00.21000 100.00.21000 100.00.21000 100.00.21000 100.00.21000 100.00.21000 100.00.21000 100.00.21000 100.00.21000 100.00.21000 100.00.21000 100.00.21000 100.00.21000 100.00.21000 100.00.21000 100.00.21000 100.00.2000 100.00.2000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.0000 100.00000 100.0000 100.000000000 100.0000000000	0 P P P P 0 P 0 P 0 P 0 P 0 P 0 P 0 P 0	Account Description teople Comm Payablic teople Comm Payablic t	on =-Due =-Due =-Due =-Due =-Due =-Due =-Due =-Due =-Due =-Due =-Due =-Due =-Due	9 9 5 5 5 1,1 9 9 1 9 1 9 1 9 5 5 5 5 5 5 5 5 5 5 5	Debit 36.12 34.00 25.00 43.75 \$0.00 25.00 25.00 25.00 25.00 46.25 35.00 442.55 27.38 46.25	Credit \$0.00 \$0.00 \$0.00 \$6.00 \$6.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	

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.

## **Clearing Producer Draft Over/Under Account**

At the end of the year run the General Ledger Details Report for the balance in this account and/or access each employees accounting transaction tab if that detail is necessary. The amount could be paid as a bonus included in payroll checks or written off if the employee does not reach the anticipated commission amount.

GL Accou	unt Details					_		
GL Account	Details as of 9/3	30/2008 Date Booked	Transaction	Transaction	Transaction	Entity	Debit	Page 1 of 2 Credit
Organization: Region: Territory:	XDTITraining Org B C Region B C Territory			2.conpilon	.,,,,,			
7000100000000 70.001.0000.000.00 Producer Draw Over Account Summary Beginning Balance:	0219020  - 219020 tr/Under \$0.00	09/11/2008	1160	Susan McDonough	Reconciliation	McDonough, Susan	\$527.38	
Account Change: Ending Balance:	\$527.38 \$527.38	-		Reconciliation	Debit / Cr	edit Total for	\$527.38	\$0.00
				Debit / Credit Total	for 70.001.0000.0	00.00 - 219020	\$527.38	\$0.00

# Reversing, Aborting and Removing Accounting Entries

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

#### Notes