

## Chapter 17

# Retail Agent Accounting

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### IN THIS CHAPTER

- ✘ Retail Agent Entity Definition
  - ✘ Allocation of Payment
  - ✘ Leave Payment on Account – Residuals
  - ✘ Allocating Payment Left on Account (Assign Payment)
  - ✘ Retail Agent Payables
- 


## Retail Agent in Nexsure

This chapter will explain the Retail Agent Accounting workflows. Retail Agent provides the Nexsure Agency the ability to transact business as a Wholesaler, General Agent or Managing General Agency with a Retail Agent, the source of the business. The Nexsure Entities involved for this type of business are:


- Nexsure Agency (Wholesaler, General Agency, Managing General Agency)
- Client (Insured)
- Retail Agent (Agency requesting the Nexsure Agency to place the business for their Retail Agent)
- Carrier

For instructions on setting up the Retail Agent, see “Entity Setup”, in Chapter 5 of this manual.

### Receiving the Payment from the Retail Agent

When the payment is received from the Retail Agent, it is entered into Nexsure by navigating to the receive payments tab. This is done by clicking the **ORGANIZATION** link on the **Primary** menu. Click the **territories** tab and the **Details**  icon for the territory where the payment is to be added. Click the **accounting** tab > **transactions** tab > **receive payments** tab to display the receive payments summary screen. If there are no results displayed, then the organization is new and no reconciliations have been previously done or the filter dates are out of range.

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**Note:** Add a bookmark by clicking the **Add** link located on the right side of the Primary menu after clicking the **Details**  icon to access the territory. This provides a shortcut to the territory.

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Receiving a payment is identifying that the payment has been received, not depositing the money. This functionality allows someone to enter the payments without having access to the bank accounts. To add the payment, click the [\[Add New\]](#) link on the **receive payments** tab.

Details	Payee	Reference	Payment ID	Description	Amount	Residual	Created By	Date Created	Posted	Printed	Remove
	First Choice Insurance Agency	Check #12589	1035	Payment on Account	\$5,988.00	\$0.00	Mary Oberfeither	9/16/2009	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--

The **Select Entity** dialog box is displayed with the **Entity Type** defaulting to **Client**, change to **Retail Agent**. Enter a few characters in the **Enter search filter item values and click search** field and click the **Search** to return the results. Find the correct name in the list and click to highlight. The addresses for the selected Retail Agent display, select the correct address and click the **OK** to display the **receive payments** tab.

Select Entity

Entity Type: **Retail Agent**

Enter search filter item values and click search.

first

Select Name:

First Choice Insurance Agency

Select Address:

2846 North Southport Ave

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


## Allocation of Payment

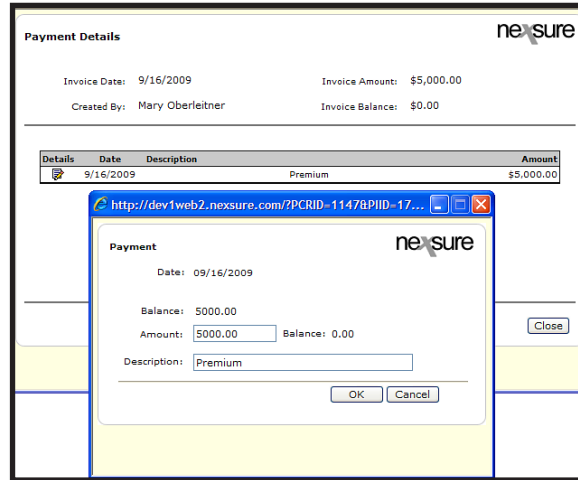
Depending on the invoice defaults added to the organization determines how the **payments received** tab populates. For more information, see “Accounting Setup”, in Chapter 2 of this manual.



If the **Payment Type** box should be populated with something other than the default, use the drop-down box to modify. The **Reference** number might be for a check number if **Check** was the **Payment Type**. If a credit card is used, then perhaps the last 4 numbers would be entered. Enter the amount being paid by this Retail Agent in the **Payment Amount** box which is required and a brief description of the payment. Click the **Save** link on the **Navigation Toolbar** to save. Notice the top portion of the screen is updated with the information entered. This part of the screen is identified as the header and it is important to look at this portion of the screen to make sure all the information is populating correctly.

The next step is to identify what invoices are being paid. To do this, click on the **Invoices** link on the **Quick Navigation** panel to display the invoices that are still open. If the **Receive Payments Defaults Setup** screen has been set to auto allocate the payments, the amount entered in the **Payment Amount** screen will be allocated to the invoices automatically based on allocation choices. The allocated amount displays in the header of the **payments received** tab and an **"A"** displays beside the invoice where the money is automatically allocated to. If the manual allocation box is checked on the **Receive Payments Defaults Setup** screen and the payment needs to be distributed differently, click [**Deselect All**] and click the **Save** link on the **Navigation Toolbar** just below the **payments received** tab header. Find the invoices being paid and select the check box if the full amount is being paid.

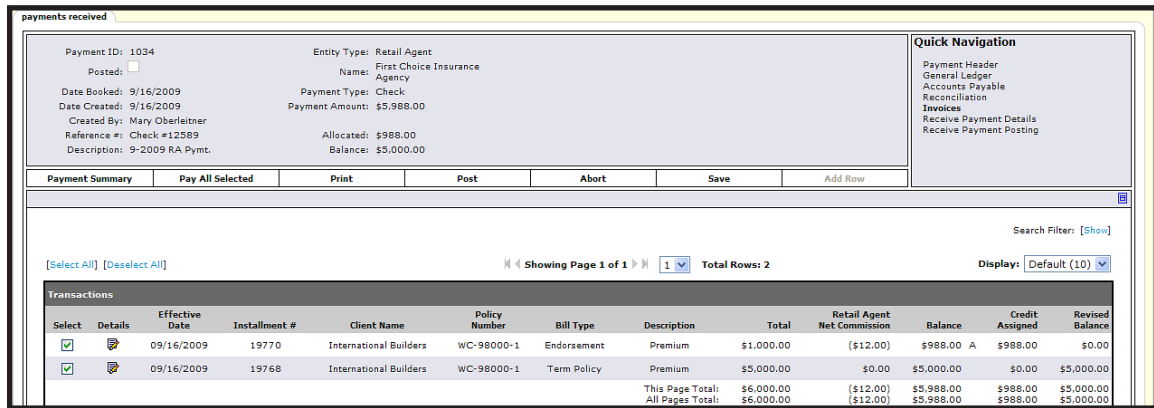
Select	Details	Effective Date	Installment #	Client Name	Policy Number	Bill Type	Description	Total	Retail Agent Net Commission	Balance	Credit Assigned	Revised Balance
<input checked="" type="checkbox"/>		09/16/2009	19768	International Builders	WC-98000-1	Term Policy	Premium	\$5,000.00	\$0.00	\$5,000.00 A	\$5,000.00	\$0.00
<input checked="" type="checkbox"/>		09/16/2009	19770	International Builders	WC-98000-1	Endorsement	Premium	\$1,000.00	(\$12.00)	\$988.00 A	\$988.00	\$0.00
This Page Total:								\$6,000.00	(\$12.00)	\$5,988.00	\$5,988.00	\$0.00
All Pages Total:								\$6,000.00	(\$12.00)	\$5,988.00	\$5,988.00	\$0.00

If the Retail Agent is paying only part of the amount, click the **Details**  icon for the invoice to bring up the **Payment Details** dialog box. Click the **[Add New]** link to enter the amount of the payment.



After entering the partial payment amount and a payment description, click **OK** to save the partial amount. The partial amount entered is displayed with a **Details**  icon. Should the amount need modification, click the **Details**  icon to modify. Click **Close** to return to the **payments received** tab.

When entering a partial payment the **Pay All Selected** link on the **Navigation Toolbar** is not active because the partial amount has already been entered and recognized. When paying items in full, the link must be selected to include these fully paid items. If the link is active (black), be sure and click the link after selecting all fully paid items.



Once the **Pay All Selected** link has been selected it is no longer active. Clicking the **Receive Payment Details** link on the **Quick Navigation** panel displays the details of the payment.




payments received

Payment ID: 1035	Entity Type: Retail Agent	<b>Quick Navigation</b> Payment Header General Ledger Accounts Payable Reconciliation Invoices Receive Payment Details Receive Payment Posting																																				
Posted: <input type="checkbox"/>	Name: First Choice Insurance Agency																																					
Date Booked: 9/16/2009	Payment Type: Check																																					
Date Created: 9/16/2009	Payment Amount: \$5,988.00																																					
Created By: Mary Oberleitner	Allocated: \$5,988.00																																					
Reference #: Check #12589	Balance: \$0.00																																					
Description: Payment on Account																																						
Payment Summary    Pay All Selected    Print    Post    Abort    Save    Add Row																																						
<table border="1"> <thead> <tr> <th>Date</th> <th>Transaction #</th> <th>Policy #</th> <th>Description</th> <th>Total</th> <th>Retail Agent Net Commission</th> <th>Invoice Balance</th> <th>Assigned Credit</th> <th>Revised Balance</th> </tr> </thead> <tbody> <tr> <td>9/16/2009</td> <td>19768</td> <td>WC-98000-1</td> <td>Premium</td> <td>\$5,000.00</td> <td></td> <td>\$5,000.00</td> <td>\$5,000.00</td> <td>\$0.00</td> </tr> <tr> <td>9/16/2009</td> <td>19770</td> <td>WC-98000-1</td> <td>Premium</td> <td>\$1,000.00</td> <td>\$12.00</td> <td>\$988.00</td> <td>\$988.00</td> <td>\$0.00</td> </tr> <tr> <td colspan="6" style="text-align: right;"><b>Total Allocation:</b></td> <td><b>\$5,988.00</b></td> <td></td> <td></td> </tr> </tbody> </table>			Date	Transaction #	Policy #	Description	Total	Retail Agent Net Commission	Invoice Balance	Assigned Credit	Revised Balance	9/16/2009	19768	WC-98000-1	Premium	\$5,000.00		\$5,000.00	\$5,000.00	\$0.00	9/16/2009	19770	WC-98000-1	Premium	\$1,000.00	\$12.00	\$988.00	\$988.00	\$0.00	<b>Total Allocation:</b>						<b>\$5,988.00</b>		
Date	Transaction #		Policy #	Description	Total	Retail Agent Net Commission	Invoice Balance	Assigned Credit	Revised Balance																													
9/16/2009	19768	WC-98000-1	Premium	\$5,000.00		\$5,000.00	\$5,000.00	\$0.00																														
9/16/2009	19770	WC-98000-1	Premium	\$1,000.00	\$12.00	\$988.00	\$988.00	\$0.00																														
<b>Total Allocation:</b>						<b>\$5,988.00</b>																																

To view the posting details, click the **Receive Payment Posting** link on **Quick Navigation** panel. Notice that the full amount of the payment is offset to a mandatory account called **Undeposited Funds**. This is where the funds are stored until the deposit is made. When this payment is pulled to create the deposit, the undeposited funds account is reduced by that amount. Make sure prior to month end that the undeposited funds account has a zero balance.

payments received

Payment ID: 1035	Entity Type: Retail Agent	<b>Quick Navigation</b> Payment Header General Ledger Accounts Payable Reconciliation Invoices Receive Payment Details Receive Payment Posting																
Posted: <input type="checkbox"/>	Name: First Choice Insurance Agency																	
Date Booked: 9/16/2009	Payment Type: Check																	
Date Created: 9/16/2009	Payment Amount: \$5,988.00																	
Created By: Mary Oberleitner	Allocated: \$5,988.00																	
Reference #: Check #12589	Balance: \$0.00																	
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Payment Summary    Pay All Selected    Print    Post    Abort    Save    Add Row																		
<table border="1"> <thead> <tr> <th>Account Number</th> <th>Account Description</th> <th>Debit</th> <th>Credit</th> </tr> </thead> <tbody> <tr> <td>42.001.0000.000.00.110202</td> <td>Retail Agent A/R</td> <td>\$0.00</td> <td>\$5,988.00</td> </tr> <tr> <td>42.001.0000.000.00.110900</td> <td>Undeposited Funds</td> <td>\$5,988.00</td> <td>\$0.00</td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>Total:</b></td> <td><b>\$5,988.00</b></td> <td><b>\$5,988.00</b></td> </tr> </tbody> </table>			Account Number	Account Description	Debit	Credit	42.001.0000.000.00.110202	Retail Agent A/R	\$0.00	\$5,988.00	42.001.0000.000.00.110900	Undeposited Funds	\$5,988.00	\$0.00	<b>Total:</b>		<b>\$5,988.00</b>	<b>\$5,988.00</b>
Account Number	Account Description		Debit	Credit														
42.001.0000.000.00.110202	Retail Agent A/R	\$0.00	\$5,988.00															
42.001.0000.000.00.110900	Undeposited Funds	\$5,988.00	\$0.00															
<b>Total:</b>		<b>\$5,988.00</b>	<b>\$5,988.00</b>															

If the payment is left open to post later, the payment shows up on the **Payment Summary** screen with a **Remove**  icon. Should the un-posted payment need to be deleted, click on the **Remove**  icon to abort the payment. Clicking the **Details**  icon displays the payment details where the payment may still be posted. Clicking on the **Abort** link on the **Navigation Toolbar** on the details screen will also abort the payment.

organization

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

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

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

Filter: [Show] [Add New]

Details	Payee	Reference	Payment ID	Description	Amount	Residual	Created By	Date Created	Posted	Printed	Remove
	First Choice Insurance Agency	Check #12589	1035	Payment on Account	\$5,988.00	\$0.00	Mary Oberleitner	9/16/2009	<input type="checkbox"/>	<input type="checkbox"/>	

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

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

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

organization

**Note:** Make sure to check for un-posted **Receive Payments** daily to avoid deposit and un-deposited funds issues later.

To finalize the payment, click the **Post** link located on the **Navigation Toolbar**. Nexsure checks to make sure the payment is in balance and provides the user with an opportunity to continue posting the payment or abort and go back. Clicking **OK** finalizes the payment by posting and clicking **Cancel** will not post the payment and go back to receive payment. Once the payment is posted it may not be aborted.

The screenshot shows the 'payments received' interface. At the top, there is a header section with the following details:

- Payment ID: 1035
- Entity Type: Retail Agent
- Posted:
- Name: First Choice Insurance Agency
- Date Booked: 9/16/2009
- Payment Type: Check
- Date Created: 9/16/2009
- Payment Amount: \$5,988.00
- Created By: Mary Oberleitner
- Allocated: \$5,988.00
- Reference #: Check #12589
- Balance: \$0.00
- Description: Payment on Account

Below the header is a navigation toolbar with buttons: **Payment Summary**, **Pay All Selected**, **Print**, **Post**, **Abort**, **Save**, and **Add Row**. To the right is a 'Quick Navigation' menu with options: **Payment Header**, **General Ledger**, **Accounts Payable**, **Reconciliation**, **Invoices**, **Receive Payment Details**, and **Receive Payment Posting**.

The main area displays the following information:

- \* Indicates required field
- Payee: First Choice Insurance Agency
- 2846 North Southport Ave
- Chicago, IL 65607
- Date Booked: 9/16/2009
- Payment Type: Check
- Reference #: Check #12589
- \* Payment Amount: 5,988.00
- Description: Payment on Account

A confirmation dialog box is overlaid on the screen, titled 'http://dev1web2.nexsure.com/?Action=18ReceiptID--10358Receipt...'. It contains the Nexsure logo and the following text:

Payment is in balance. Total Amount = \$5,988.00  
Assign Credit Amount = \$5,988.00

Click OK to post, or Cancel to return to previous screen.

Buttons: **OK** **Cancel**

## Printing a Payment Summary and Payment Receipt

Once the payment has been posted, click on the **Print** link on the **Navigation Toolbar** of the **payments received** tab. A print selection of **Summary** and **Proof of Payments** may be selected.

The screenshot shows the 'Print Selection' dialog box. It features the Nexsure logo in the top right corner. The main content includes:

- Print Selection** (Section Header)
- A dropdown menu with the following options: **Summary** (selected), **Summary**, and **Proof of Payment**.
- Nexsure Tip**: Select Summary or Proof of Payment. Click OK to print or Cancel to return to previous screen.
- Buttons: **OK** **Cancel**

Choose **Summary** and click **OK** to display a detailed summary of the payment that may be viewed, printed or saved.

payments received

Payment ID: 1035	Entity Type: Retail Agent	<b>Quick Navigation</b> Payment Header General Ledger Accounts Payable Reconciliation Invoices Receive Payment Details Receive Payment Posting
Posted: 9/16/2009	Name: First Choice Insurance Agency	
Date Booked: 9/16/2009	Payment Type: Check	
Date Created: 9/16/2009	Payment Amount: \$5,988.00	
Created By: Mary Oberleitner	Residual: \$0.00	
Reference #: Check #12589	Allocated: \$5,988.00	
Description: Payment on Account	Balance: \$0.00	

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### Receive Payments Summary

<b>Payment ID:</b>	1035	<b>Name:</b>	First Choice Insurance Agency
<b>Date Created:</b>	9/16/2009 1:34:22PM	<b>Reference #:</b>	Check #12589
<b>Date Booked:</b>	9/16/2009 12:00:00AM	<b>Description:</b>	Payment on Account
<b>Created By:</b>	Mary Oberleitner		

Account Number	Description	Debit	Credit
42.001.0000.000.00.110900	Undeposited Funds (p)	\$5,988.00	\$0.00
42.001.0000.000.00.110202	Retail Agent A/R (p)	\$0.00	\$5,988.00
<b>Total</b>		<b>\$5,988.00</b>	<b>\$5,988.00</b>

Click on the **Proof of Payment** selection and click **OK** to display the receipt of payment that may be viewed, printed or saved.

payments received

Payment ID: 1035	Entity Type: Retail Agent	<b>Quick Navigation</b> Payment Header General Ledger Accounts Payable Reconciliation Invoices Receive Payment Details Receive Payment Posting
Posted: 9/16/2009	Name: First Choice Insurance Agency	
Date Booked: 9/16/2009	Payment Type: Check	
Date Created: 9/16/2009	Payment Amount: \$5,988.00	
Created By: Mary Oberleitner	Residual: \$0.00	
Reference #: Check #12589	Allocated: \$5,988.00	
Description: Payment on Account	Balance: \$0.00	

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Payment ID: 1,035  
 Date : 09/16/2009

Physical Primary 111  
 West Westchester, CA 92821

### Proof of Payment


Payment Received from First Choice Insurance Agency, 2846 North Southport Ave, received on 9/16/2009 in the amount of \$5,988.00 for Payment on Account

Received By: Mary Oberleitner

Clicking on the **Payment Summary** link on the **Navigation Toolbar** brings up the **Payment Summary** screen. Notice that the **Remove**  icon is no longer present on the payment line because the payment has been posted.

Details	Payee	Reference	Payment ID	Description	Amount	Residual	Created By	Date Created	Posted	Printed	Remove
	First Choice Insurance Agency	Check #12589	1035	Payment on Account	\$5,988.00	\$0.00	Mary Oberleitner	9/16/2009	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--

### Confirming the Payment on the Retail Agents Account

Access the Retail Agent’s account by clicking the **SEARCH** link on the **Primary** menu, select the **Entity type** of **Retail Agent**. Enter a few characters of the Retail Agent’s name in the **Retail Agent** box and click the **Search** button. Click the **Details**  icon beside the retail agent and click the **TRANSACTIONS** link on the **Retail Agent** menu. In the **Select View** list at the top of the screen, select **Balance Detail** and the screen updates to show recent activity. To display more activity, click the **[Show]** link on the upper right portion of the screen and enter specific information or date range and click **Search** to return results.


The posted receipt is displayed in dark green with a **Type** of **Receipt** along with the **Transaction ID** in case it need to be researched later.

Details	Effective Date	Date Booked	Client Name	Status	Type	Transaction ID	Invoice ID	Master Invoice ID	Policy Number	Description	Bill Method	Amount	Remove
	09/16/2009	09/16/2009	International Builders	Posted	Invoice[RA]	-	19768	WC-98000-1	Workers Compensation	Agency Bill	\$5,000.00	--	
	09/16/2009	09/16/2009	International Builders	Posted	Invoice[RA]	-	19770	WC-98000-1	Workers Compensation	Agency Bill	\$988.00	--	
--	09/16/2009	09/16/2009	-	-	Receipt	1035	-	-	-	Payment on Account	-	(\$5,988.00)	--
<b>Total:</b>											\$0.00	--	

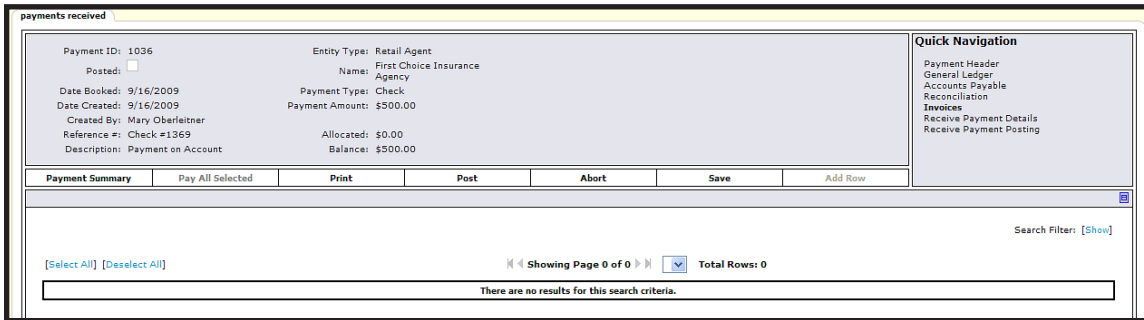


## Leave Payment on Account – Residuals

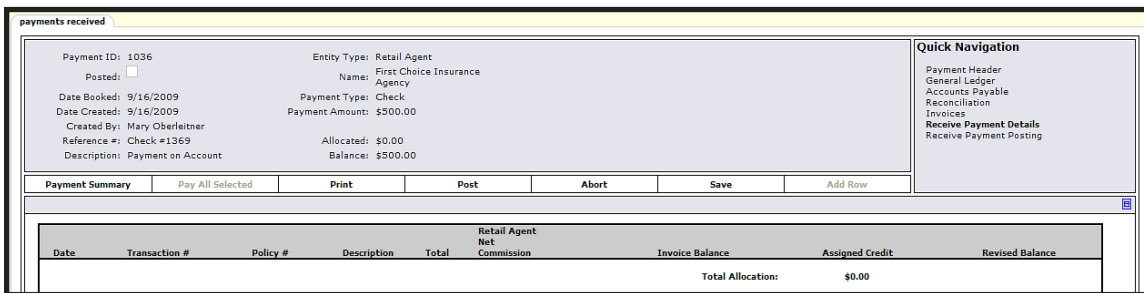
If payment is received prior to adding the invoice or if it is not known what policy the payment is for, the amount can be left on the Retail Agent’s account without applying to an open item. This un-applied credit is identified in Nexsure as a **Residual**. It is important to periodically check for residuals and apply them to open items through a Retail Agent Receivables Reconciliation to provide a clear picture of what premiums are due (or not due).

Click the **ORGANIZATION** link on the **Primary** menu, click the **territories** tab, and click the **Details**  icon for the territory of the branch where the Retail Agent has been added, click the **accounting** tab, click the **transactions** tab and then click the **receive payments** tab.

To add a payment, click the **[Add New]** link on the **Receive Payments Summary** screen. Enter the pertinent payment information and save the entries by clicking the **Save** link on the **Navigation Toolbar** or by selecting any of the links on the right side of the screen. Notice that the payment amount is displayed in the header at the top of the screen and the **Allocated** amount is \$0.00. The **Allocated** amount indicates how much of the payment has been allocated either by the user or automatically based on invoice defaults. The date booked defaults to the current accounting period and may be changed as needed. Clicking the **Invoices** link on the **Quick Navigation** panel for this Retail Agent reveals that no invoices exist.



Since no invoices exist, the payment must be left on the Retail Agent’s account to assign later. The **Receive Payment Details** screen is where any payment allocations are displayed. In this case there are none.



The **Receive Payment Posting Details** screen has all the General Ledger(GL) account postings. Notice there are 2, an offset to **Accounts Receivable** and the **Undeposited Funds Mandatory Account** numbers.

payments received

Payment ID: 1036 Entity Type: Retail Agent  
 Posted:  Name: First Choice Insurance Agency  
 Date Booked: 9/16/2009 Payment Type: Check  
 Date Created: 9/16/2009 Payment Amount: \$500.00  
 Created By: Mary Oberleitner Allocated: \$0.00  
 Reference #: Check #1369 Balance: \$500.00  
 Description: Payment on Account

**Quick Navigation**  
 Payment Header  
 General Ledger  
 Accounts Payable  
 Reconciliation  
 Invoices  
 Receive Payment Details  
 Receive Payment Posting

Payment Summary Pay All Selected Print Post Abort Save Add Row

Account Number	Account Description	Debit	Credit
42.001.0000.000.00.110202	Retail Agent A/R	\$0.00	\$500.00
42.001.0000.000.00.110900	Undeposited Funds	\$500.00	\$0.00
<b>Total:</b>		<b>\$500.00</b>	<b>\$500.00</b>

To finalize the payment, click the **Post** link on the **Navigation Toolbar**. Click **OK** on the **Payment in Balance** dialog box to complete the process.

payments received

Payment ID: 1036 Entity Type: Retail Agent  
 Posted:  Name: First Choice Insurance Agency  
 Date Booked: 9/16/2009 Payment Type: Check  
 Date Created: 9/16/2009 Payment Amount: \$500.00  
 Created By: Mary Oberleitner Allocated: \$0.00  
 Reference #: Check #1369 Balance: \$500.00  
 Description: Payment on Account

**Quick Navigation**  
 Payment Header  
 General Ledger  
 Accounts Payable  
 Reconciliation  
 Invoices  
 Receive Payment Details  
 Receive Payment Posting

Payment Summary Pay All Selected Print Post Abort Save Add Row

Account Number	Account Description	Debit	Credit
42.001.0000.000.00.110202	Retail Agent A/R	\$0.00	\$500.00
42.001.0000.000.00.110900	Undeposited Funds	\$500.00	\$0.00
<b>Total:</b>		<b>\$500.00</b>	<b>\$500.00</b>

http://dev1web2.nexsure.com/?Action=18ReceiptID-10368Recep...

**nexsure**

Payment is in balance! Total Amount = \$500.00  
 Assign Credit Amount = \$0.00

Click OK to post, or Cancel to return to previous screen.

OK Cancel

Because the payment was not assigned to an invoice, on the **Receive Payments** summary view, a residual amount is displayed in the **Residual** column. This indicates an amount that must be assigned to an invoice line item or items.

organization

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summary setup invoicing setup general ledger bank accounts transactions batch summary

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

Filters: [Show] [Add New]

Details	Payee	Reference	Payment ID	Description	Amount	Residual	Created By	Date Created	Posted	Printed	Remove
<input checked="" type="checkbox"/>	First Choice Insurance Agency	Check #1369	1036	Payment on Account	\$500.00	\$500.00	Mary Oberleitner	9/16/2009	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--

The **Search Filter** may also be used to find open residuals by clicking on the **[Show]** link on the upper right of the **receive payments** tab. Enter a **Residual (Fr)** and **Residual (To)** amounts as necessary and click **Search** to return the results. In the example below, the **Residual (Fr)** amount of **1.00** was used to include all residuals starting at \$1.00 and up to be returned in a search.

The screenshot shows a search criteria form with the following fields:

- Payment Type: [Dropdown]
- Third Party Pay: [Checkbox]
- Reference: [Text]
- Payee Entity Type: [Dropdown]
- Post Status: All [Dropdown]
- Date Created (Fr): 9/9/2009 [Text]
- Date Booked (Fr): [Text]
- Payment ID: [Text]
- Residual (Fr): 1.00 [Text]
- Payee Name: [Text]
- Date Created (To): 9/16/2009 [Text]
- Date Booked (To): [Text]
- Check Amount: [Text]
- Residual (To): [Text]
- Description: [Text]

Sort Order section:

- Sort Field 1: [Dropdown]
- Sort Order 1: [Dropdown]
- Sort Field 2: [Dropdown]
- Sort Order 2: [Dropdown]

Buttons: Search, Clear, Save Filter Settings

### Confirming the Payment Left on the Retail Agent’s Account

Access the Retail Agent’s account by clicking the **SEARCH** link on the **Primary** menu, select the **Entity Type** of **Retail Agent**, enter a few characters of the Retail Agent’s name in the **Retail Agent** box and click **Search**. Click the **Details** icon beside the Retail Agent; click the **TRANSACTIONS** link on the **Retail Agent** menu.

The payment is listed as a single line item receipt. It can be found under **Balance Detail** view. Select this view from the **Select View** list, the screen refreshes showing all recent activity. To display more activity, click the **[Show]** link on the upper right portion of the screen and enter specific information or date range and click **Search** to return results.

The screenshot shows the 'Retail Agent Name: First Choice Insurance Agency' page with the following data:

Select View: Balance Detail | Search Filters: [Show]

Showing Page 1 of 1 | 1 | Total Rows: 4 | Display: Default (10)

Details	Effective Date	Date Booked	Client Name	Status	Type	Transaction ID	Invoice ID	Master Invoice ID	Policy Number	Description	Bill Method	Amount	Remove
	09/16/2009	09/16/2009	International Builders	Posted	Invoice[RA]	-	19768	-	WC-98000-1	Workers Compensation	Agency Bill	\$5,000.00	--
	09/16/2009	09/16/2009			Invoice[RA]	-	19770	-	WC-98000-1	Workers Compensation	Agency Bill	\$988.00	--
	09/16/2009	09/16/2009			Receipt	1035	-	-	-	Payment on Account	-	(\$5,988.00)	--
	09/16/2009	09/16/2009			Receipt	1036	-	-	-	Payment on Account	-	(\$500.00)	--
<b>Total:</b>												<b>(\$500.00)</b>	--

## Allocating Payment Left on Account (Assign Payment)

It is important to apply residual payments to open items to show invoices as paid at the Retail Agent level and also for compensation, depending on how the organization is setup. After the invoice has been added, the residual amount left on the **Receive Payment** may be applied to the invoice. To clear the residual on the account, the payment must be applied to the invoice through Retail Agent Reconciliation.

Details	Effective Date	Date Booked	Client Name	Status	Type	Transaction ID	Invoice ID	Master Invoice ID	Policy Number	Description	Bill Method	Amount	Remove
	09/16/2009	09/16/2009	International Builders	Posted	Invoice[RA]	-	19768	-	WC-98000-1	Workers Compensation	Agency Bill	\$5,000.00	--
	09/16/2009	09/16/2009	International Builders	Posted	Invoice[RA]	-	19770	-	WC-98000-1	Workers Compensation	Agency Bill	\$988.00	--
--	09/16/2009	09/16/2009	-	-	Receipt	1035	-	-	-	Payment on Account	-	(\$5,988.00)	--
--	09/16/2009	09/16/2009	-	-	Receipt	1036	-	-	-	Payment on Account	-	(\$500.00)	--
	09/17/2009	09/17/2009	International Builders	Posted	Invoice[RA]	-	19779	-	WC-98000-1	Workers Compensation	Agency Bill	\$500.00	--
<b>Total:</b>												<b>\$0.00</b>	--

To access Retail Agent Reconciliation, click **ORGANIZATION** on the **Primary** menu. Select the **territories** tab and the **Details** icon next to the territory that holds the branch where the Retail Agent is assigned. Select the territory's **accounting > transactions > reconciliation** tabs.

organization

Org1 07/16/2008 >> Southern East Coast Region >> Southern East Coast 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

Filters: [Show] [Add New Reconciliation]

**There are no results for this search criteria**

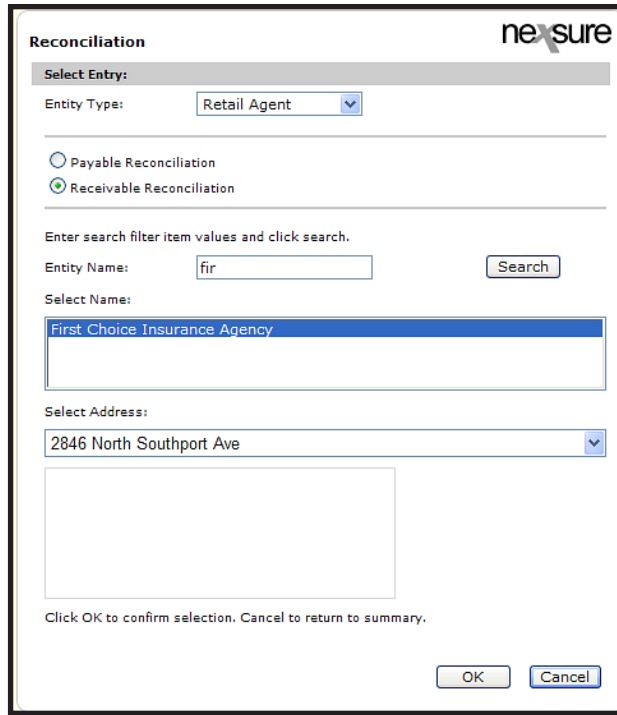
invoices | **reconciliation** | accounts payable | deposit | receive payments | disbursements | journal entry | transaction summary

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

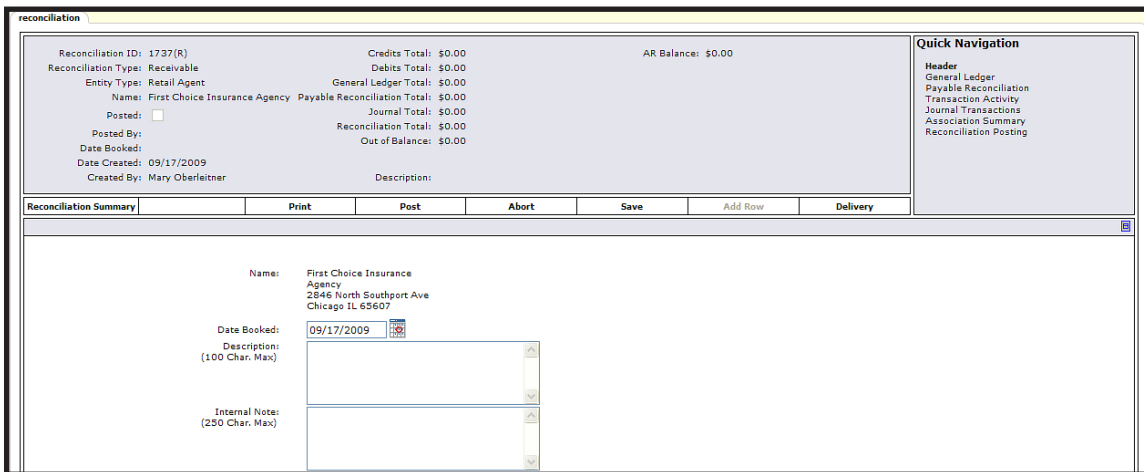
entity associations | vendors | **accounting** | employees | locations | branches | card file

organization

Click **[Add New Reconciliation]** to display the **Reconciliation** dialog box.



In the **Entity Type** list, select **Retail Agent**. Next select the option of **Receivable Reconciliation**. Enter at least 3 characters of the name and click **Search**. Select the name from the search results and click **OK** to display the **reconciliation** tab.



In the **Description** box type in a description for reports. Type in an **Internal Note** if desired. The description will be saved in the **reconciliation** tab header. Fields in the **Retail Agent Reconciliation** header are defined as follows:

Field Label	Field Description
Reconciliation ID	Sequential number assigned by Nexsure at the time the reconciliation is added.
Entity Type	Defaults to Retail Agent, the entity selected when starting the reconciliation.
Name	The <b>Retail Agent</b> name selected during the <b>Entity Type</b> search.
Posted	Box will be checked when the reconciliation is posted. The date posted will display when the reconciliation is posted.
Posted By	The name of the staff member who posts the reconciliation by clicking <b>Post</b> on the <b>Navigation Toolbar</b> .
Date Booked	The date entered in the <b>Date Booked</b> box when editing the reconciliation header. The <b>Date Booked</b> indicates the accounting period the reconciliation will be added to.
Date Created	The date the <b>[Add New]</b> link was clicked on the reconciliation tab.
Created By	The name of the staff member that clicked the <b>[Add New]</b> link. If the reconciliation is reversed, the <b>Created By</b> name will be the staff member who reversed the reconciliation. The original reconciliation will maintain the name of the staff member who clicked the <b>[Add New]</b> link.
Credits Total	The total of credit items selected in <b>Quick Navigation &gt; Transaction Activity</b> during the reconciliation process.
Debits Total	The total of debit items selected in <b>Quick Navigation &gt; Transaction Activity</b> during the reconciliation process.
General Ledger Total	The net amount of the line items entered through the <b>Quick Navigation &gt; General Ledger</b> link. The offset will be completed against accounts receivable in the <b>Client Write-off Associations</b> screen. Security limits user access to the <b>General Ledger</b> link.
Journal Total	The total amount of entries entered through the <b>Quick Navigation &gt; Journal Transactions</b> link.
Reconciliation Total	Sum of <b>Credit Total</b> , <b>Debit Total</b> , <b>General Ledger Total</b> and <b>Journal Total</b> . Must equal \$0.00 to enable posting of client reconciliation.
Out of Balance	Discrepancy total where <b>Reconciliation Total</b> does not equal \$0.00.
Description	The description entered in the <b>Description</b> box when editing the reconciliation header. The description prints in reports.
AR Balance	Total Retail Agent accounts receivable balance including future items.

In the **Quick Navigation** panel, click the **Transaction Activity** link to display the **Retail Agent Transaction Association** screen. Clicking a link in the **Quick Navigation** panel will save information entered in the reconciliation header input fields.

reconciliation

Reconciliation ID: 1737(R) Credits Total: \$0.00 AR Balance: \$0.00  
 Reconciliation Type: Receivable Debits Total: \$0.00  
 Entity Type: Retail Agent General Ledger Total: \$0.00  
 Name: First Choice Insurance Agency Payable Reconciliation Total: \$0.00  
 Posted:  Journal Total: \$0.00  
 Posted By: Reconciliation Total: \$0.00  
 Date Booked: 09/17/2009 Out of Balance: \$0.00  
 Date Created: 09/17/2009  
 Created By: Mary Oberleitner Description:

**Quick Navigation**  
 Header  
 General Ledger  
 Payable Reconciliation  
**Transaction Activity**  
 Journal Transactions  
 Association Summary  
 Reconciliation Posting

Reconciliation Summary Print Post Abort Save Add Row Delivery

**Transaction Association** [Add New]

Showing Page 0 of 0 Total Rows: 0  
 There are no results for this search criteria.

Click **[Add New]** on the **Transaction Association** screen to display the **Transaction View** screen.

reconciliation

Reconciliation ID: 1737(R) Credits Total: \$0.00 AR Balance: \$0.00  
 Reconciliation Type: Receivable Debits Total: \$0.00  
 Entity Type: Retail Agent General Ledger Total: \$0.00  
 Name: First Choice Insurance Agency Payable Reconciliation Total: \$0.00  
 Posted:  Journal Total: \$0.00  
 Posted By: Reconciliation Total: \$0.00  
 Date Booked: 09/17/2009 Out of Balance: \$0.00  
 Date Created: 09/17/2009  
 Created By: Mary Oberleitner Description:

**Quick Navigation**  
 Header  
 General Ledger  
 Payable Reconciliation  
 Transaction Activity  
 Journal Transactions  
 Association Summary  
 Reconciliation Posting

Reconciliation Summary Print Post Abort Save Add Row Delivery

**Transaction View** [Transactions Associations] Search Filter: [Show]

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

**Credit Transactions available:**

Select	Effective Date	Item #	Name: Client Bill To	Policy Number	Transaction/Bill Type	Line Type	Description	Original Amount	Balance	Amount to Apply	New Balance	
<input type="checkbox"/>	09/16/2009	1036			Receive Payment	Receive Payment	Payment on Account	(\$500.00)	(\$500.00)	0.00	(\$500.00)	
								This Page Total:	(\$500.00)	(\$500.00)	\$0.00	(\$500.00)
								All Pages Total:	(\$500.00)	(\$500.00)	\$0.00	(\$500.00)

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

**Debit Transactions available:**

Select	Effective Date	Item #	Name: Client Bill To	Policy Number	Transaction/Bill Type	Line Type	Description	Original Amount	Balance	Amount to Apply	New Balance	
<input type="checkbox"/>	09/17/2009	19779	International Builders First Choice Insurance Agency	WC-98000-1	Invoice/Endorsement	Premium	Premium	\$500.00	\$500.00	0.00	\$500.00	
								This Page Total:	\$500.00	\$500.00	\$0.00	\$500.00
								All Pages Total:	\$500.00	\$500.00	\$0.00	\$500.00

The **Description** defaults from the header input fields and may be edited to the specific application if necessary. The header description will default to all items if a description for the specific application is not entered.

Select a single **Credit Transaction** first to clear one or more **Debit Transactions** with the single credit. Select a single **Debit Transaction** first to clear one or more **Credit Transactions** with the single debit. One credit may be selected to clear one or more debit transactions. One debit may be selected to clear one or more credit transactions. Use the filter **[Show]** link to search for specific transactions.

Selection of transactions automatically fills in the **Amount to Apply** box with the total transaction amount. The amount may be adjusted. Click **Save** on the **Navigation Toolbar** to display the total of selected debits and credits in the reconciliation header and continue working.

**Hint:** Click the **Maximize/Minimize** icon to expand the **Transaction View**. Click the icon a second time to return to the original display.

reconciliation

Reconciliation ID: 1737(R) Credits Total: \$0.00 AR Balance: \$0.00  
 Reconciliation Type: Receivable Debits Total: \$0.00  
 Entity Type: Retail Agent General Ledger Total: \$0.00  
 Name: First Choice Insurance Agency Payable Reconciliation Total: \$0.00  
 Posted:  Journal Total: \$0.00  
 Posted By: Reconciliation Total: \$0.00  
 Date Booked: 09/17/2009 Out of Balance: \$0.00  
 Date Created: 09/17/2009  
 Created By: Mary Oberleitner Description:

**Quick Navigation**  
 Header  
 General Ledger  
 Payable Reconciliation  
 Transaction Activity  
 Journal Transactions  
 Association Summary  
 Reconciliation Posting

Reconciliation Summary Print Post Abort Save Add Row Delivery

**Transaction View**  
 Description: [Transactions Associations] Search Filter: [Show]  
 [Deselect All] Showing Page 1 of 1 1 Total Rows: 1 Display: Default (10)

Credit Transactions available:

Select	Effective Date	Item #	Name: Client Bill To	Policy Number	Transaction/Bill Type	Line Type	Description	Original Amount	Balance	Amount to Apply	New Balance
<input checked="" type="checkbox"/>	09/16/2009	1036			Receive Payment	Receive Payment	Payment on Account	(\$500.00)	(\$500.00)	-\$500.00	\$0.00
This Page Total:								(\$500.00)	(\$500.00)	(\$500.00)	\$0.00
All Pages Total:								(\$500.00)	(\$500.00)	(\$500.00)	\$0.00

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

Debit Transactions available:

Select	Effective Date	Item #	Name: Client Bill To	Policy Number	Transaction/Bill Type	Line Type	Description	Original Amount	Balance	Amount to Apply	New Balance
<input checked="" type="checkbox"/>	09/17/2009	19779	International Builders First Choice Insurance Agency	WC-98000-1	Invoice/Endorsement	Premium	Premium	\$500.00	\$500.00	\$500.00	\$0.00
This Page Total:								\$500.00	\$500.00	\$500.00	\$0.00
All Pages Total:								\$500.00	\$500.00	\$500.00	\$0.00

Click the **[Transactions Associations]** link to complete each application of debits and credits. Clicking the **[Transactions Associations]** link displays the **Transaction Association** screen with the association line item and updates the reconciliation header totals. Additional application of debit to credit(s) or credit to debit(s) may be completed by clicking **[Add New]** from the **Transaction Association** screen. Partially paid invoices that are part of an existing application may not be used again in the same reconciliation.

reconciliation

Reconciliation ID: 1737(R) Credits Total: (\$500.00) AR Balance: \$0.00  
 Reconciliation Type: Receivable Debits Total: \$500.00  
 Entity Type: Retail Agent General Ledger Total: \$0.00  
 Name: First Choice Insurance Agency Payable Reconciliation Total: \$0.00  
 Posted:  Journal Total: \$0.00  
 Posted By: Reconciliation Total: \$0.00  
 Date Booked: 09/17/2009 Out of Balance: \$0.00  
 Date Created: 09/17/2009  
 Created By: Mary Oberleitner Description:

**Quick Navigation**  
 Header  
 General Ledger  
 Payable Reconciliation  
 Transaction Activity  
 Journal Transactions  
 Association Summary  
 Reconciliation Posting

Reconciliation Summary Print Post Abort Save Add Row Delivery

**Transaction Association**  
 [Add New]  
 Showing Page 1 of 1 1 Total Rows: 1 Display: Default (10)

Details	Recon ID	Transaction Type Item ID From	Item From Amount	Transaction Type Item ID To	Item To Amount	Description	Remove
	1737-1	Receive Payment 1036	(\$500.00)	Invoice 19779	\$500.00		

To edit the association from the **Transaction Association**, click the **Details** icon to display the **Transaction View**. Edit as needed and click the **[Transactions Associations]** link to save any changes and return to the **Transaction Association**. If the Retail Agent has additional items to clear or write off through Retail Agent Reconciliation follow this same process to associate and clear unallocated items.

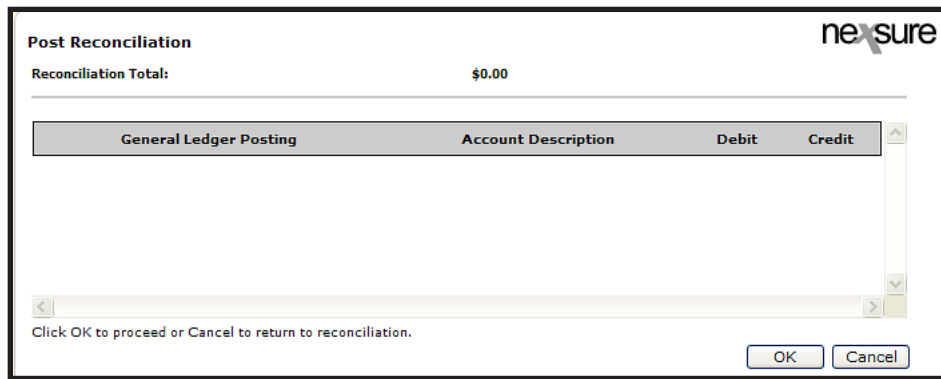
The reconciliation header displays the **Credits Total**, **Debits Total** and **Out of Balance** amount. The reconciliation balance, the total of all credits and debits, must equal \$0.00 to post the reconciliation.

Click **Post** on the **Navigation Toolbar** to complete the reconciliation. Click **Abort** prior to posting to remove all applications of debits and credits and delete the reconciliation. Once posted, the reconciliation may be reversed which will reverse all applications of debits and credits in the reconciliation.

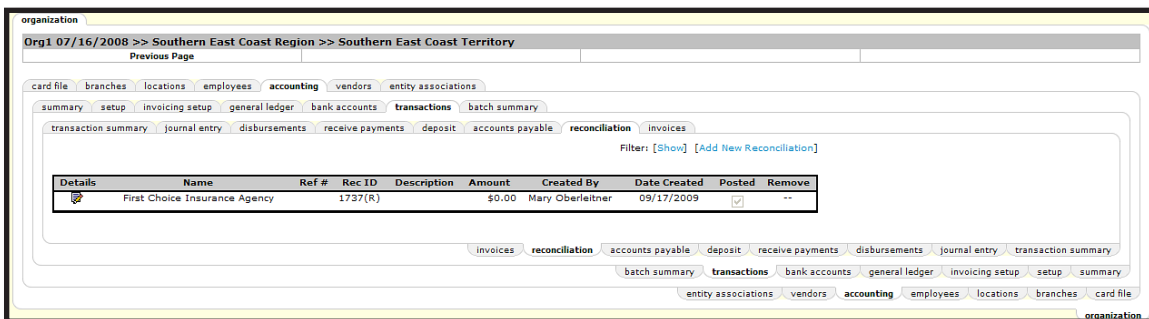


Navigation Toolbar	Description
Reconciliation Summary	Click to return to the <b>reconciliation</b> tab. Entries in an un-posted reconciliation are automatically saved.
Print	Creates a PDF of the <b>Reconciliation Summary Report</b> for the reconciliation.
Post	Link is enabled when activity is completed and the <b>Balance</b> is <b>\$0.00</b> .
Abort	Link is enabled until reconciliation is posted. <b>Abort</b> cancels any activity and deletes the reconciliation.
Save	Click <b>Save</b> at any point to save your work.
Add Row	Link is enabled in the <b>Quick Navigation &gt; General Ledger</b> screens.
Delivery	Opens the <b>delivery</b> tab to email or fax a PDF of the <b>Reconciliation Summary Report</b> .

Click **OK** to continue with the post.



Click the **Reconciliation Summary** link to leave the reconciliation and return to the **reconciliation** tab summary. Retail Agent reconciliations will display on the summary screen with an **(R)** which identifies the receivable reconciliations.



## Retail Agent Payables


Reconciliation for **Retail Agent Payables** is done at Territory level. Reconciled amounts are posted to the **Retail Agent Reconciliation Clearing** account identified in mandatory account setup at Organization level. The mandatory accounts are setup when the organization is built. For more information on mandatory accounts, see “General Ledger Setup”, in Chapter 4 of this manual. If necessary, discuss this with the XDimensional Technologies, Inc. Account Manager for a clear understanding of how these accounts should be setup.

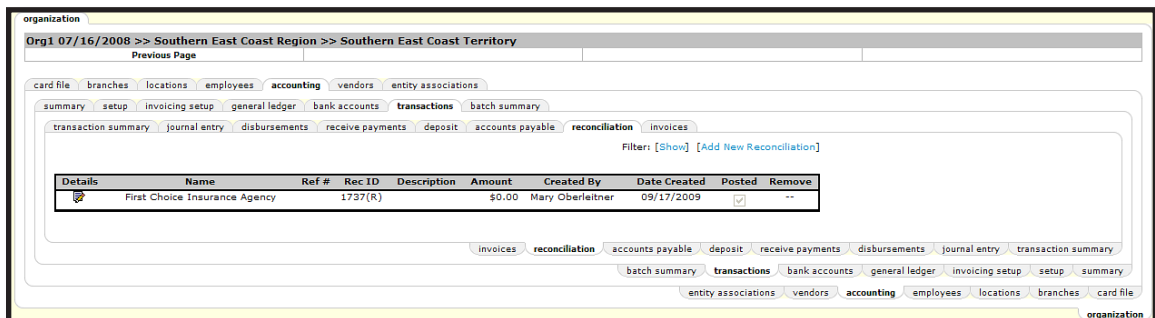
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**Note:** Do not post to any of the Mandatory General Ledger Accounts unless directed by XDimensional Technologies’ Nexsure workflows. This can cause books to be out of balance since these accounts are used by Nexsure for automatic postings.

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## Reconciling Retail Agent Payables

Navigating to the **reconciliation** tab is done by clicking the **ORGANIZATION** link on the **Primary** menu, the **territories** tab and then the **Details**  icon for the territory. Click the **accounting** tab, **transactions** tab and then the **reconciliation** tab to display the **Reconciliation Summary** screen. If there are no results displayed, then the organization is new, no reconciliations have been previously done or the filter dates are out of range. Click the **[Show]** link to modify the filters and search for other reconciliations as needed.



organization

Org1 07/16/2008 >> Southern East Coast Region >> Southern East Coast Territory



Previous Page

card file branches locations employees accounting vendors entity associations

summary setup invoicing setup general ledger bank accounts transactions batch summary

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

Filter: [Show] [Add New Reconciliation]

Details	Name	Ref #	Rec ID	Description	Amount	Created By	Date Created	Posted	Remove
	First Choice Insurance Agency		1737(R)		\$0.00	Mary Oberleitner	09/17/2009		--

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

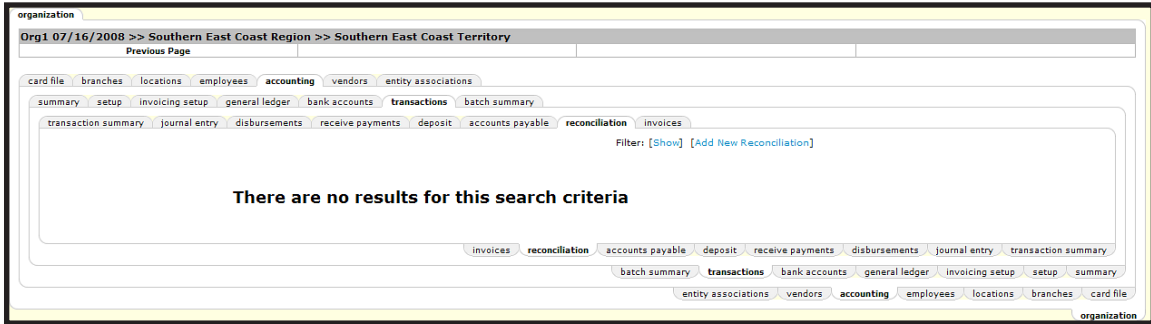
batch summary transactions bank accounts general ledger invoicing setup setup summary

entity associations vendors accounting employees locations branches card file

organization

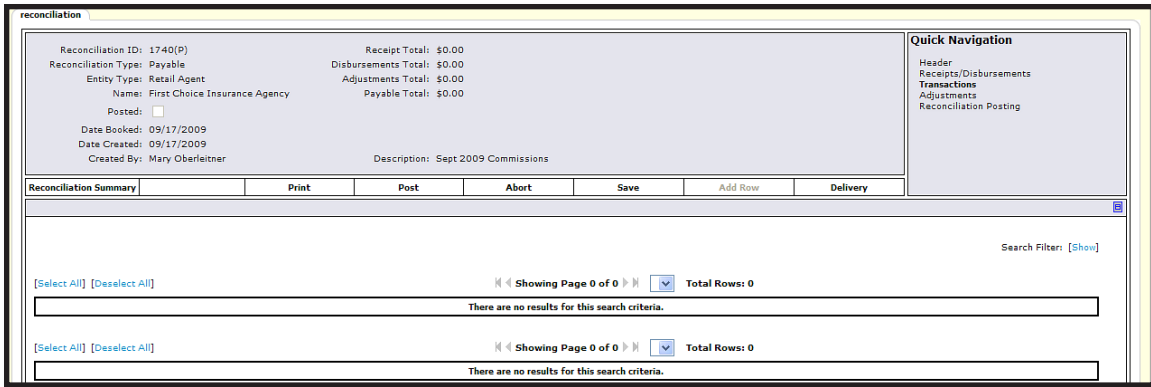
## Adding the Reconciliation Worksheet

In order to reconcile the Retail Agent commissions payable in this scenario, invoices must have been added to the Retail Agent and posted by agency personnel. These invoices are added on the client record with the retail agent assigned to the policy and added as the **Bill To**, so the invoices will be available to reconcile.



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

In the **Entity Type** list, select **Retail Agent**. Next select the option of **Payable Reconciliation**. Type in at least 3 characters of the name and click **Search**. Select the name from the search results and click **OK** to display the **reconciliation** tab.



In the **Description** box, type in a description for reports. Type in an **Internal Note** if desired. The description will be saved in the reconciliation header. Fields in the **Retail Agent Reconciliation** header are defined as follows:

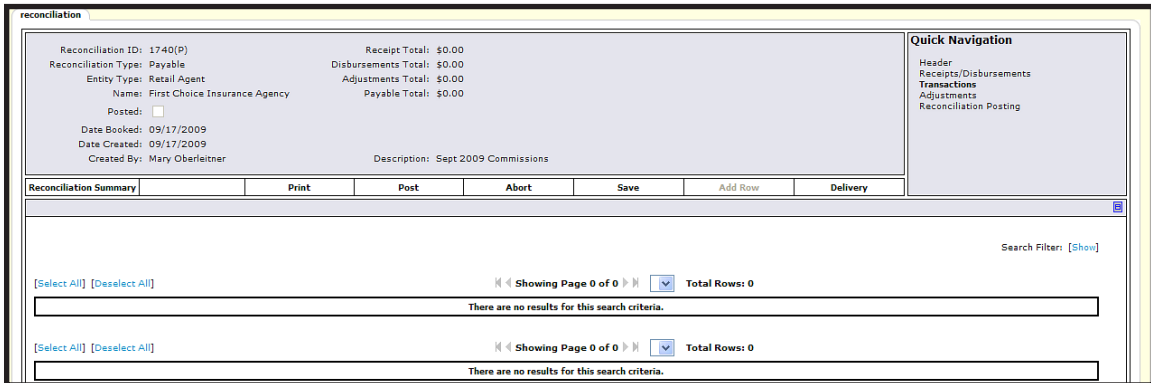
Section	Description
<p><b>Reconciliation Header</b></p>	<p>The Reconciliation Header section is located at the top of the tab with a shaded background. It summarizes the entire disbursement.</p> <p>Header Definitions:</p> <ul style="list-style-type: none"> <li>■ <b>Reconciliation ID:</b> System-generated used to identify the worksheet.</li> <li>■ <b>Entity Type:</b> Identifies the type of reconciliation.</li> <li>■ <b>Name:</b> The name of the <b>Entity Type</b> for the reconciliation.</li> <li>■ <b>Date Posted:</b> System generated date is the date the reconciliation was actually posted.</li> <li>■ <b>Date Created:</b> System-generated reconciliation creation date.</li> <li>■ <b>Created By:</b> Added by Nexsure when the reconciliation is added for the logged in user.</li> <li>■ <b>Date Processed:</b> Not in use at this time.</li> <li>■ <b>Receipt/Check #:</b> Not in use at this time.</li> <li>■ <b>Receipt Total:</b> Total of the received payments records as selected in the <b>Quick Navigation &gt; Receipts/Disbursements</b> link.</li> <li>■ <b>Disbursements Total:</b> Total amount of paid items as selected in the <b>Quick Navigation &gt; Receipts/Disbursements</b> link.</li> <li>■ <b>Adjustments Total:</b> Total adjustments pulled from <b>Quick Navigation &gt; Adjustments</b> link. Add any non-premium adjustments or write-offs here.</li> <li>■ <b>Income/Receivable Total:</b> Total amount of <b>Direct Bill</b> transactions selected from the <b>Quick Navigation &gt; Transactions</b> link.</li> <li>■ <b>Payable Total:</b> Total amount of payable records selected from the <b>Quick Navigation &gt; Transactions</b> link.</li> <li>■ <b>Virtual Disbursement Total:</b> Total amount owed to the Retail Agent as a result of the current reconciliation record.</li> </ul>
<p><b>Quick Navigation</b></p>	<p>Located on the right side of the tab, there are links used to access different sections of the reconciliation. This provides the user the flexibility to select the necessary items for the selected reconciliation.</p>
<p><b>Input Fields</b></p>	<p>Input Fields are located at the bottom left portion of the screen. The displayed input fields correspond with the selected (Bold) link on the right side of the screen (Quick Navigation).</p>

Quick Navigation Link Definitions:

Section	Description
Receipts/Disbursements	If a <b>Cash Receipt</b> or <b>Disbursement</b> is added prior to the reconciliation being done, click this link and add the previously entered receipt or disbursement to apply it to the reconciliation.
Transactions	Use this link to locate and select all the invoices for which you are paying the retail agent.
Adjustments	Writing off small balances might be another a common 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 to pay the Retail Agent, click the **Transactions** link on the **Quick Navigation** panel 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 **Search** to return all matches. Clicking **Clear** removes all entries for the boxes on the **Search Filter** screen.

Reconciliation ID: 1740(P)      Receipt Total: \$0.00  
 Reconciliation Type: Payable      Disbursements Total: \$0.00  
 Entity Type: Retail Agent      Adjustments Total: \$0.00  
 Name: First Choice Insurance Agency      Payable Total: \$0.00  
 Posted:   
 Date Booked: 09/17/2009  
 Date Created: 09/17/2009  
 Created By: Mary Oberleitner      Description: Sept 2009 Commissions

**Quick Navigation**

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

Reconciliation Summary
Print
Post
Abort
Save
Add Row
Delivery

Search Filter: [Hide]

Region: Southern East Coast R  
 Territory: Southern East Coast T

Bill Method: All  
 Business Type: All  
 Line of Business: Workers Compensation

Default     All     Paid     Unpaid

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

Branch:    Department:    Unit:    Date Type: Date Booked

Date Range:    Amount Due Range:    To:    To:    Policy Number:    Item ID:    Client:    % Receivable Balance Paid:

Search    Clear

[Select All] [Deselect All]    << Showing Page 0 of 0 >>    Total Rows: 0

There are no results for this search criteria.

---

[Select All] [Deselect All]    << Showing Page 0 of 0 >>    Total Rows: 0

There are no results for this search criteria.

Filter Definitions:

Field Label	Description
<b>Region and Territory</b>	These identify what region and territory the reconciliation is for and may not be changed here.
<b>Branch</b>	If the reconciliation is only for one branch under the selected territory and branch, use the drop-down box to select the specific branch. If the reconciliation is for all branches under the selected Territory, leave blank.
<b>Department</b>	The <b>Department</b> 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.
<b>Unit</b>	The <b>Unit</b> 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.
<b>Bill Method</b>	Search for both <b>Agency</b> and <b>Direct Billed</b> invoices or just <b>Agency</b> or <b>Direct</b> . Nexsure provides the ability to reconcile both in the same reconciliation.
<b>Date Type</b>	When searching for invoices within a set date range, it is possible to identify what dates to return. Choose either <b>Date Booked</b> or <b>Effective Date</b> of the invoice.
<b>Business Type</b>	Allows specific types of business to be filtered to simplify locating the invoices. Use the drop-down box to choose from <b>All</b> , <b>Personal Lines</b> , <b>Commercial Lines</b> , <b>Benefits</b> , <b>Bond</b> or <b>Financial Services</b> .
<b>Date Range</b>	The <b>Date Range From</b> and <b>Date Range To</b> will return all posted open invoices for the selected date type within the date range entered.
<b>Line of Business</b>	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.
<b>Amount Due Range</b>	If looking for amounts within a specific range amount, enter from and to amounts.

Field Label	Description
<b>Client</b>	Enter a client name to search for a single client.
<b>Policy Number</b>	Enter a policy number to search for a single policy.
<b>Item ID</b>	Enter in a specific item ID number to locate a single invoice.
<b>Default</b>	The default selection displays all posted invoices for accrual and fully or partially paid invoices for cash basis. Selection of <b>Paid</b> will include fully and partially paid invoices. The selection of <b>Unpaid</b> includes posted invoices with no payment applied.
<b>% Receivable Balance Paid</b>	Entering a percentage in this field such as <b>50</b> will return receivable balances paid 50% or higher. Anything under this amount will not be included in the results.
<b>Sort Order</b>	The <b>Sort Order 1</b> and <b>Sort Order 2</b> boxes allow the invoices to be displayed in a particular order. Sort in ascending or descending order for <b>Date, Name, Policy Number</b> or <b>Amount</b> . <b>Sort Order 1</b> will be the first sort and <b>Sort Order 2</b> 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 to the next, previous, first or last pages. The **Page Number** list 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. Just find the number and click to go to the selected page. The **Display** list on the right allows more than the default of 10 items to display. Use the **Display** list to select the number to display.

After filtering the list, click the check box in the **Select** column which indicates that the item should be included as payment in full. To identify that only a partial amount has been paid, click in the **Paid** box and type in the specific amount. The total will automatically be adjusted to include the amount entered.

The screenshot shows the 'reconciliation' window with various search filters and a table of results. The filters include Region (Southern East Coast R), Territory (Southern East Coast T), Bill Method (All), Business Type (All), Line of Business (Workers Compensation), Date Type (Date Booked), Date Range, Amount Due Range, Client, Policy Number, Item ID, % Receivable Balance Paid, Sort Field 1 (Client Name), Sort Order 1 (Ascending), Sort Field 2, and Sort Order 2. The table below shows the results of the search.

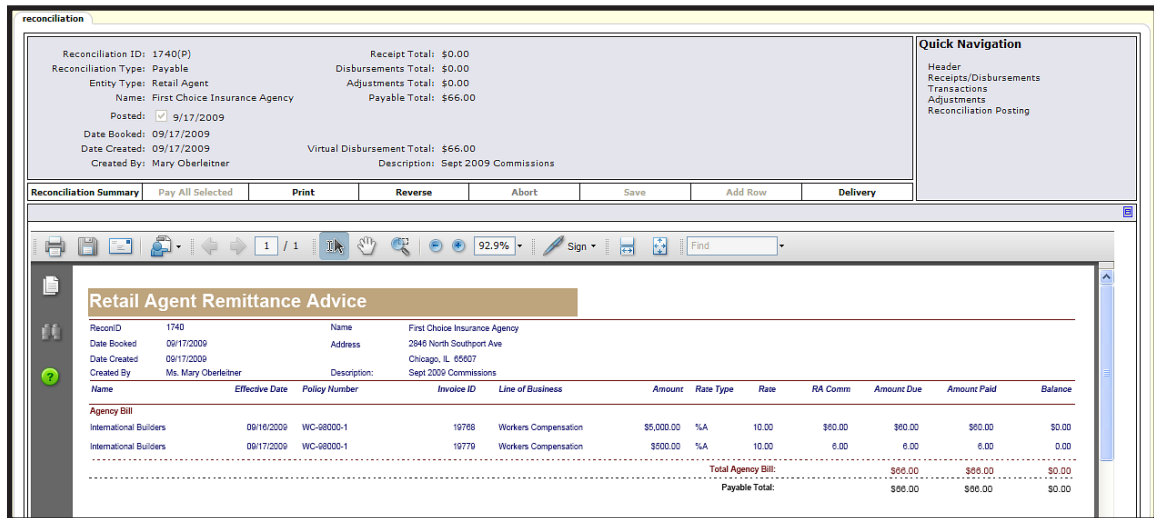
Select	Date	Item ID	Client	Policy No.	Line Type	Total Receivable Amount	Receivable Paid	Receivable Balance	Commission Basis	Rate Type	Rate	RA Commission	Commission Amount Due	Commission Amount Paid	Balance	Paid
<input checked="" type="checkbox"/>	09/16/2009	19768	International Builders	WC-98000-1	Premium	\$5,000.00	\$5,000.00	\$0.00	\$600.00	% of Agency Comm	10.0000	\$60.00	\$60.00	\$0.00	\$60.00	\$55.00
<input checked="" type="checkbox"/>	09/17/2009	19779	International Builders	WC-98000-1	Premium	\$500.00	\$500.00	\$0.00	\$60.00	% of Agency Comm	10.0000	\$6.00	\$6.00	\$0.00	\$6.00	\$6.00
						This Page Total:	\$5,500.00	\$5,500.00	\$0.00	\$660.00		\$66.00	\$66.00	\$0.00	\$66.00	\$61.00
						All Pages Total:	\$5,500.00	\$5,500.00	\$0.00	\$660.00		\$66.00	\$66.00	\$0.00	\$66.00	\$61.00
						All Selected Items Total:	\$5,500.00	\$5,500.00	\$0.00	\$660.00		\$66.00	\$66.00	\$0.00	\$66.00	\$61.00

If an adjustment is required for an invoice, the invoice may be reversed and re-entered if desired at Client policy level. Once all the invoices have been identified and selected, click the **Save** link on the **Navigation Toolbar** or a link in **Quick Navigation**.

To complete the process, click the **Post** link on the **Navigation Toolbar**. The **Post Reconciliation** dialog box is displayed providing an opportunity to review the posting. Once confirmed that the posting is correct, click the **OK** to complete the post.



A remittance advice may be printed by clicking the **Print** link on the **Navigation Toolbar**, selecting from the list and clicking the **OK**. The **Remittance Advice** report is usually included with the commission check as a detailed list of commission items paid with this check.





## Completing the Reconciliation with a Disbursement

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

Reconciliation ID: 1740(P) Reconciliation Type: Payable Entity Type: Retail Agent Name: First Choice Insurance Agency Posted: <input checked="" type="checkbox"/> 9/17/2009 Date Booked: 09/17/2009 Date Created: 09/17/2009 Created By: Mary Oberleitner		Receipt Total: \$0.00 Disbursements Total: \$0.00 Adjustments Total: \$0.00 Payable Total: \$66.00 Virtual Disbursement Total: \$66.00 Description: Sept 2009 Commissions	
--	--	--	--

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

**Quick Navigation**  
 Header  
 Receipts/Disbursements  
 Transactions  
 Adjustments  
 Reconciliation Posting

Navigating to the **disbursements** tab is done by clicking the **ORGANIZATION** link on the **Primary** menu. Click the **territories** tab and click the **Details** icon for the Territory where the disbursement is to be added. Click the **accounting** tab, the **transactions** tab and the **disbursements** tab to display 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  
 Org1 07/16/2008 >> Southern East Coast Region >> Southern East Coast Territory  
 Previous Page

[card file](#)
[branches](#)
[locations](#)
[employees](#)
[accounting](#)
[vendors](#)
[entity associations](#)

[summary](#)
[setup](#)
[invoicing setup](#)
[general ledger](#)
[bank accounts](#)
[transactions](#)
[batch summary](#)

[transaction summary](#)
[journal entry](#)
[disbursements](#)
[receive payments](#)
[deposit](#)
[accounts payable](#)
[reconciliation](#)
[invoices](#)

Select Bank Account:  
 Lenders Bank 1000006 Trust Account

Filter: [\[Show\]](#) [\[Add New Disbursement\]](#)

There are no results for this search criteria

[invoices](#)
[reconciliation](#)
[accounts payable](#)
[deposit](#)
[receive payments](#)
[disbursements](#)
[journal entry](#)
[transaction summary](#)

[batch summary](#)
[transactions](#)
[bank accounts](#)
[general ledger](#)
[invoicing setup](#)
[setup](#)
[summary](#)

[entity associations](#)
[vendors](#)
[accounting](#)
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organization

To add the **Retail Agent Disbursement** for the **Reconciled Retail Agent Statement**, first select the bank account to enter the disbursement for in the **Select Bank Account** list 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 Entry** dialog box is displayed. This window allows searching for the disbursement's entity. In the **Entity Type** list, select **Retail Agent** and in the **Enter search filter item values and click search.** type in at least 3 characters of the entity's name and click **Search**. All matches to the characters entered are displayed in the **Select Name** box. Use the **Select Address** box to choose a different address to print on the check. Click the **OK** to add the disbursement. Clicking **Cancel** will abort the process.

**Disbursement** nexsure

**Select Entry:**

Entity Type: Retail Agent

Enter search filter item values and click search.

fir Search

Select Name:

First Choice Insurance Agency

Primary Name:

Select Address:

2846 North Southport Ave

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

OK Cancel

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

**disbursements**

Disbursement ID: 819 Entity Type: Retail Agent  
 Posted:  Payee: First Choice Insurance Agency  
 Cleared:  Bank Name: Lenders Bank  
 Date Booked: Bank Account #: 1000006  
 GL Account: 42.001.0000.000.00.100000 Trust Account briand

Date Created: 9/18/2009 Balance: \$0.00  
 Created By: Mary Oberleitner Disbursement Amount: \$0.00  
 Estimated Balance: \$0.00  
 Check #:   
 Description:

**Quick Navigation**  
 Disbursement Header  
 General Ledger  
 Accounts Payable  
 Reconciliation  
 Invoices  
 Payments Received  
 Disbursement Posting

Disbursement Summary Pay All Selected Print Post Abort Save Add Row

\* indicates required field  
 Payee: First Choice Insurance Agency  
 2846 North Southport Ave  
 Chicago, IL 60607  
 Date Booked: 9/18/2009  
 Disbursement Method: Check  
 Check #:   
**Nexsure Tip**  
 Leave the Check # field blank to allow the system to assign the next available check # at the time of printing or enter a check # manually.  
 Description: (50 Char. Max) Retail Agent 9/09 Commission  
 Internal Note: (250 Char. Max) 9/09 commission

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

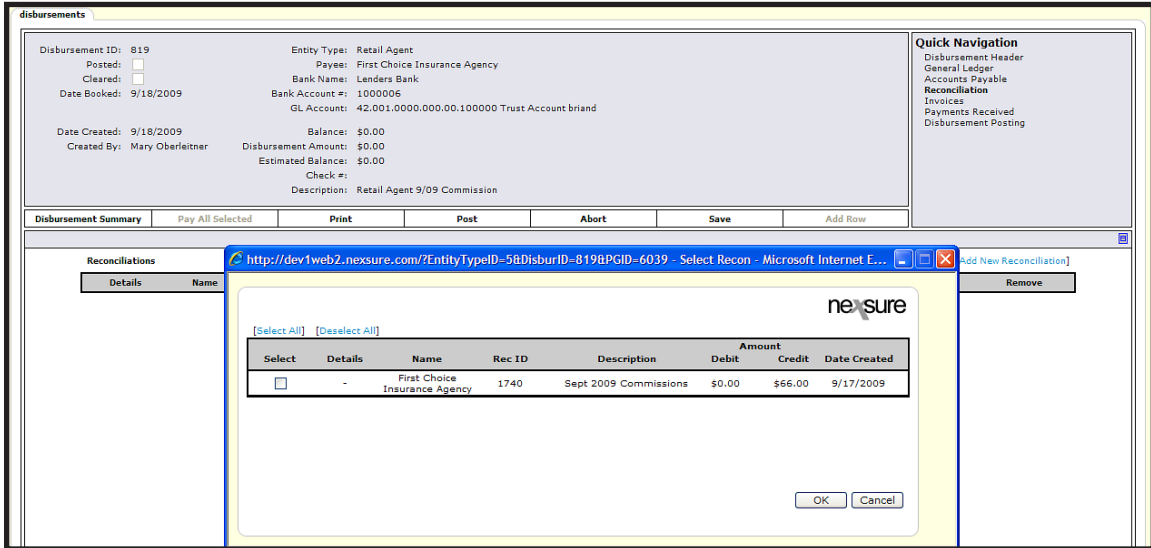
Section	Description
<b>Disbursement Header</b>	<p>The Disbursement Header section is located at the top of the tab with a shaded background. It summarizes the entire disbursement.</p> <p>Header Definitions:</p> <ul style="list-style-type: none"> <li>■ <b>Disbursement ID:</b> System-generated used to identify the disbursement.</li> <li>■ <b>Entity Type:</b> Identifies the type of disbursement.</li> <li>■ <b>Payee:</b> The name of the Entity selected for the disbursement.</li> <li>■ <b>Date Posted:</b> System generated date is the date the disbursement was actually posted. When posted the box will contain a check.</li> <li>■ <b>Cleared:</b> A box with a check inserted indicates that the disbursement has cleared the bank. This is done when reconciliation of the bank account is completed by the Organization.</li> <li>■ <b>Date Created:</b> System-generated disbursement creation date.</li> <li>■ <b>Created By:</b> The logged in User name is placed here at the point the disbursement is added.</li> <li>■ <b>Bank Name:</b> The bank name the disbursement is being added is selected prior to adding the disbursement on the disbursement summary screen and displays here on the header.</li> <li>■ <b>Bank Number:</b> 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.</li> <li>■ <b>GL Account Number:</b> This number is assigned when the bank account is added to the Territory. When the bank is selected prior to adding the disbursement that determines what displays in the header.</li> <li>■ <b>Balance:</b> The balance is the bank balance at the time the disbursement was added.</li> <li>■ <b>Disbursement Amount:</b> Once entries for the disbursement are made, the total of the disbursement amount is added to the header.</li> <li>■ <b>Estimated Balance:</b> The estimated balance shows the balance by subtracting the amount of the disbursement from the balance at the time the disbursement was added.</li> <li>■ <b>Check Number:</b> The check number should not be entered on the check unless adding a check is out of sequence. The check number is suggested by the system based on the last check printed. The number is assigned and stored when the check is printed.</li> <li>■ <b>Description:</b> The description entered in the first description box on the disbursement displays here in the header when the Save link on the navigation toolbar is selected.</li> </ul>
<b>Quick Navigation</b>	<p>Located on the right side of the tab, there are links used to access different sections of the disbursement. This provides the user the flexibility to select the necessary links for the disbursement.</p>
<b>Input Fields</b>	<p>Input Fields are located at the bottom left portion of the screen. The displayed input fields correspond with the selected bolded link on the right side of the screen (Quick Navigation).</p>

Quick Navigation Link Definitions:

Link	Description
<b>General Ledger</b>	Writing off small balances might be another common use for this link.
<b>Accounts Payable</b>	Use this link to pull in any accounts payable items created for this retail agent.
<b>Reconciliation</b>	Use this link to pull in the completed reconciliation(s) waiting to be included in a retail agent disbursement.

Link	Description
<b>Invoices</b>	Use this link to locate and select all the invoices for which you are paying the retail agent.
<b>Payments Received</b>	This link is used when unapplied payments with receivable balances and the combination of other disbursement activity results in money due to the Retail Agent.
<b>Disbursement Posting</b>	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. To select the reconciliation completed previously, click the **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.



Any reconciliation added for the selected Retail Agent is displayed. If more than one should be included with the disbursement, click in the check box in the **Select** column or the **[Select All]** link. Clicking the **[Deselect All]** link will clear the selections. In this scenario, only one will be sent.

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

**disbursements**

Disbursement ID: 819	Entity Type: Retail Agent	<b>Quick Navigation</b> Disbursement Header General Ledger Accounts Payable Reconciliation Invoices Payments Received Disbursement Posting
Posted: <input type="checkbox"/>	Payee: First Choice Insurance Agency	
Cleared: <input type="checkbox"/>	Bank Name: Lenders Bank	
Date Booked: 9/18/2009	Bank Account #: 1000006	
	GL Account: 42.001.0000.000.00.100000 Trust Account briand	
Date Created: 9/18/2009	Balance: \$0.00	
Created By: Mary Oberleitner	Disbursement Amount: \$66.00	
	Estimated Balance: (\$66.00)	
	Check #:	
	Description: Retail Agent 9/09 Commission	

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

**Reconciliations** [Add New Reconciliation]

Details	Name	Rec ID	Description	Debit Amount	Credit Amount	Date Created	Remove
-	First Choice Insurance Agency	1740	Sept 2009 Commissions	\$0.00	\$66.00	9/17/2009	

### Using the General Ledger Link

If an amount that is not a part of an invoice such as a reimbursement or deduction and needs to be included so the amount of the disbursement is correct, click on the Quick Navigation > General Ledger link. This link is also used to write-off or make adjustments.

**disbursements**

Disbursement ID: 819	Entity Type: Retail Agent	<b>Quick Navigation</b> Disbursement Header General Ledger Accounts Payable Reconciliation Invoices Payments Received Disbursement Posting
Posted: <input type="checkbox"/>	Payee: First Choice Insurance Agency	
Cleared: <input type="checkbox"/>	Bank Name: Lenders Bank	
Date Booked: 9/18/2009	Bank Account #: 1000006	
	GL Account: 42.001.0000.000.00.100000 Trust Account briand	
Date Created: 9/18/2009	Balance: \$0.00	
Created By: Mary Oberleitner	Disbursement Amount: \$66.00	
	Estimated Balance: (\$66.00)	
	Check #:	
	Description: Retail Agent 9/09 Commission	

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

**General Ledger**

Account Number	Description	Debit	Credit	1099	LID #	Remove
42.001.0000.000.00.100000 Trust Account briand	Retail Agent 9/09 Commission					
<b>Totals:</b>		\$0.00	\$0.00			

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

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.

**disbursements**

Disbursement ID: 819      Entity Type: Retail Agent  
 Posted:       Payee: First Choice Insurance Agency  
 Cleared:       Bank Name: Lenders Bank  
 Date Booked: 9/18/2009      Bank Account #: 1000006  
 GL Account: 42.001.0000.000.00.100000 Trust Account briand

Date Created: 9/18/2009      Balance: \$0.00  
 Created By: Mary Oberleitner      Disbursement Amount: \$66.00  
 Estimated Balance: (\$66.00)  
 Check #:      Description: Retail Agent 9/09 Commission

**Quick Navigation**  
 Disbursement Header  
 General Ledger  
 Accounts Payable  
 Reconciliation  
 Invoices  
 Payments Received  
 Disbursement Posting

Disbursement Summary    Pay All Selected    Print    Post    Abort    Save    Add Row

**Nexsure Accounting**

Region: Southern East Coast R      Branch: Anniston Insurance Ac  
 Territory: Southern East Coast T      Department: Large Commercial Lin  
 Unit:      Classification: All  
 Group:      Type:      Filter part of the general ledger number or name or both and click "Search".

Name: post      General Ledger Number:      Search

Select the general ledger number:  
 42.001.0000.000.00.725000 - Postage

Cancel    OK

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

**disbursements**

Disbursement ID: 819      Entity Type: Retail Agent  
 Posted:       Payee: First Choice Insurance Agency  
 Cleared:       Bank Name: Lenders Bank  
 Date Booked: 9/18/2009      Bank Account #: 1000006  
 GL Account: 42.001.0000.000.00.100000 Trust Account briand

Date Created: 9/18/2009      Balance: \$0.00  
 Created By: Mary Oberleitner      Disbursement Amount: \$71.00  
 Estimated Balance: (\$71.00)  
 Check #:      Description: Retail Agent 9/09 Commission

**Quick Navigation**  
 Disbursement Header  
 General Ledger  
 Accounts Payable  
 Reconciliation  
 Invoices  
 Payments Received  
 Disbursement Posting

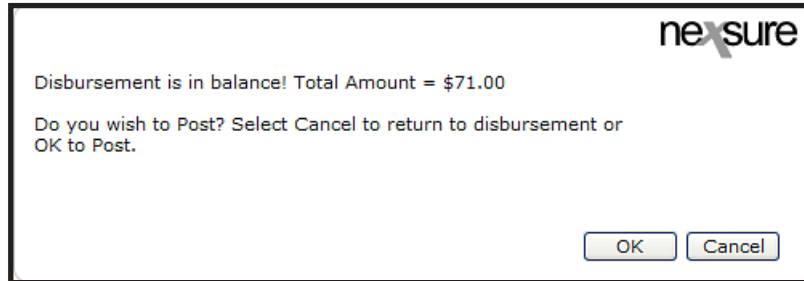
Disbursement Summary    Pay All Selected    Print    Post    Abort    Save    Add Row

**General Ledger**

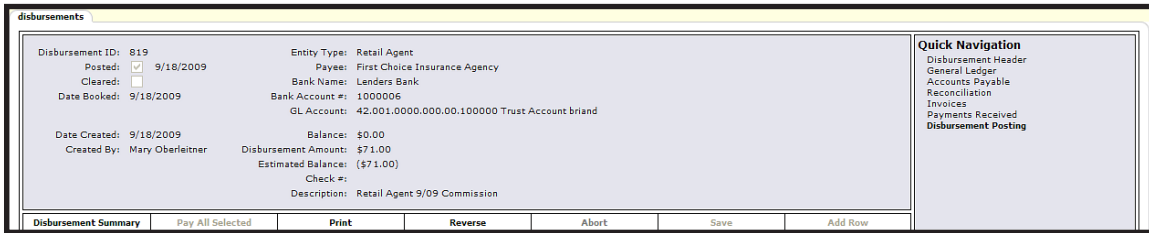
Account Number	Description	Debit	Credit	1099	LID #	Remove
42.001.0000.000.00.100000 Trust Account briand	Retail Agent 9/09 Commission		\$5.00			
42.001.0000.000.00.725000 Postage	Retail Agent 9/09 C	5.00	0.00			
<b>Totals:</b>		\$5.00	\$5.00			



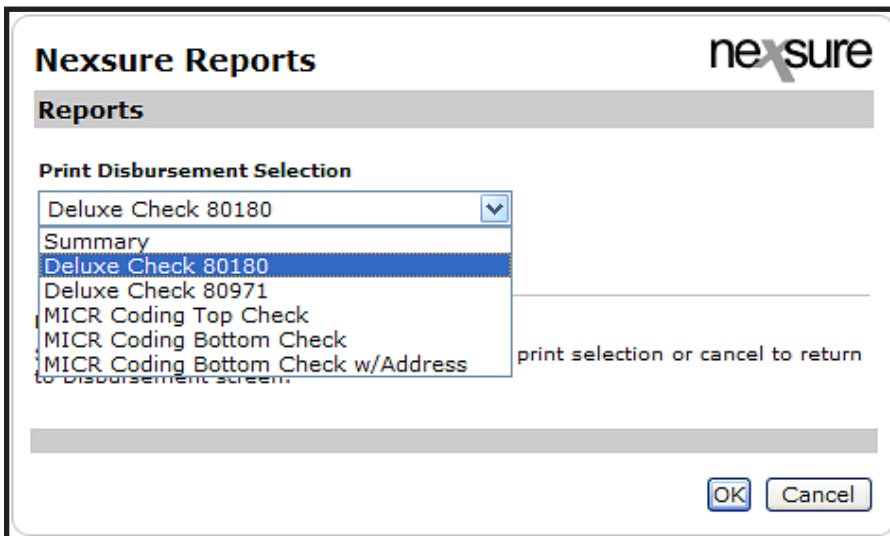
The **Post Disbursement** dialog box is displayed providing an opportunity to review the disbursement amount. If the disbursement is out of balance, a message is displayed advising of the out of balance. At that point correct the disbursement and post again. Once confirmed that the posting is correct,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



After the disbursement is posted the **disbursements** tab is refreshed and the **Post** is no longer available on the **Navigation Toolbar**.

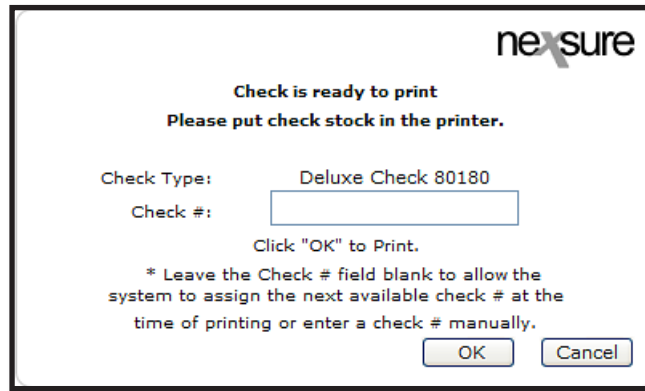


A check may be printed by clicking the **Print** link on the **Navigation Toolbar**, selecting the check style from the **Print Disbursement Selection** list and clicking **OK**.





After clicking **OK**, the next dialog box shows the type of check selected and the **Check #** box is empty. This box 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 normally be entered since Nexsure will check what the next check number is and automatically populate the **Check #** box. Leave the check number blank and click **OK**.

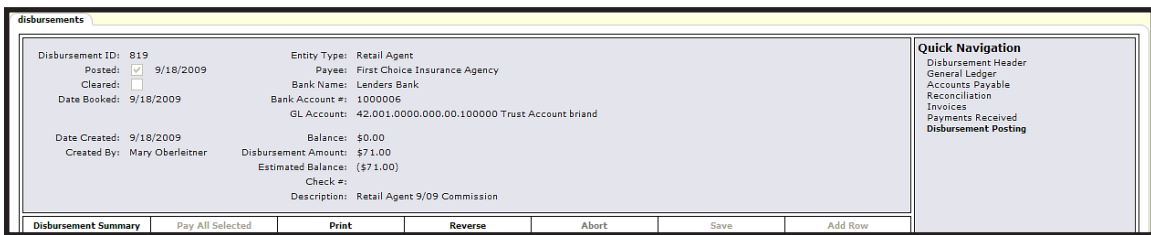


The check is displayed. To print the check, click the **Printer**  icon just above the document. Checks should be in the printer prior to printing.

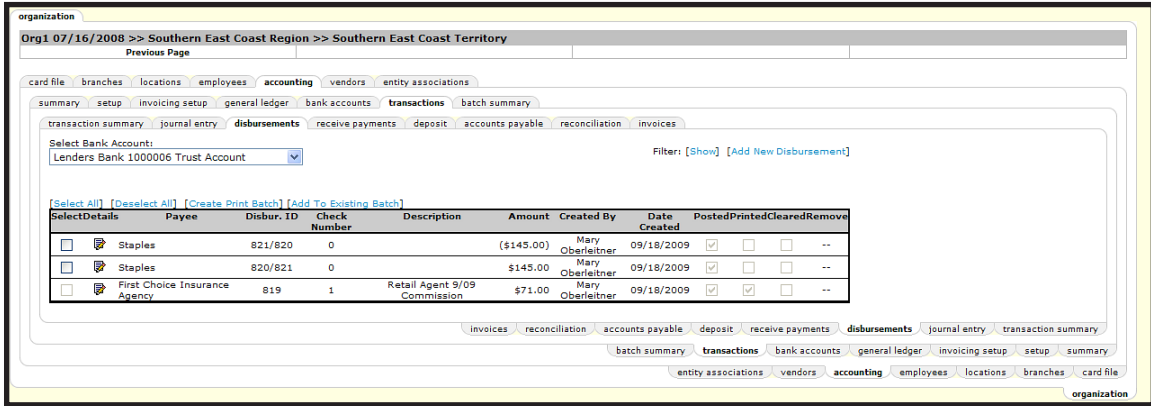


### Reversing the Disbursement


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

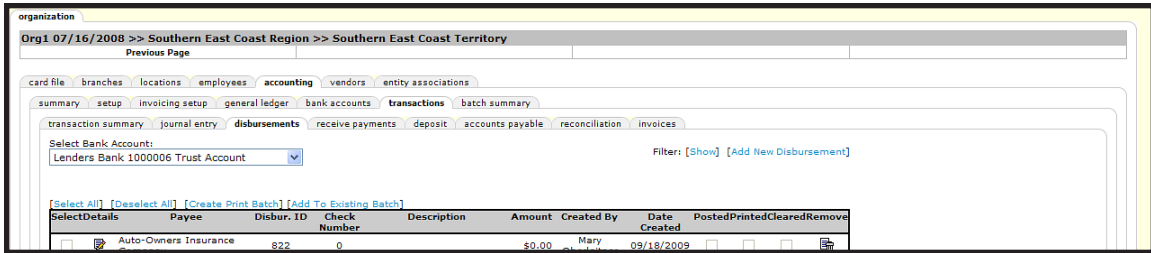


Reversed disbursements will display on the summary screen with 2 disbursement numbers with a “/” between them. This indicates the in and out of the entries. The associated reconciliation, invoices and any general ledger adjustments are available again to be used in the new disbursement.



### Removing Disbursements not Posted

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



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

