Chapter 3

Invoicing Setup

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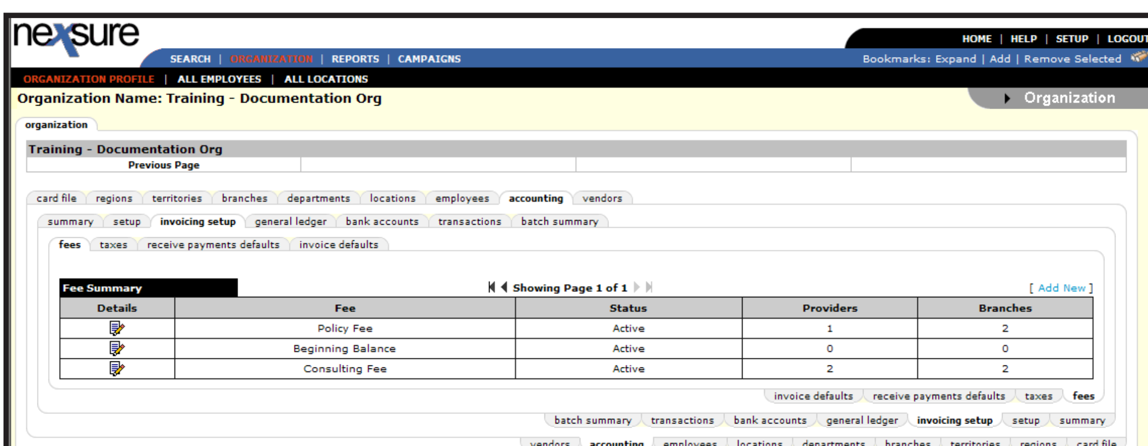
Accessing Invoicing Setup

Invoicing setup establishes the system settings for **Fees**, **Taxes** and **Receive Payments Defaults** used during invoicing and receipt of payments.

1. Click the **ORGANIZATION** link on the **Primary** menu.

2. Click the **accounting** tab.

3. Click the **invoicing setup** tab on the second row of accounting tabs. This displays a third row of tabs defaulted to the **fees** tab:

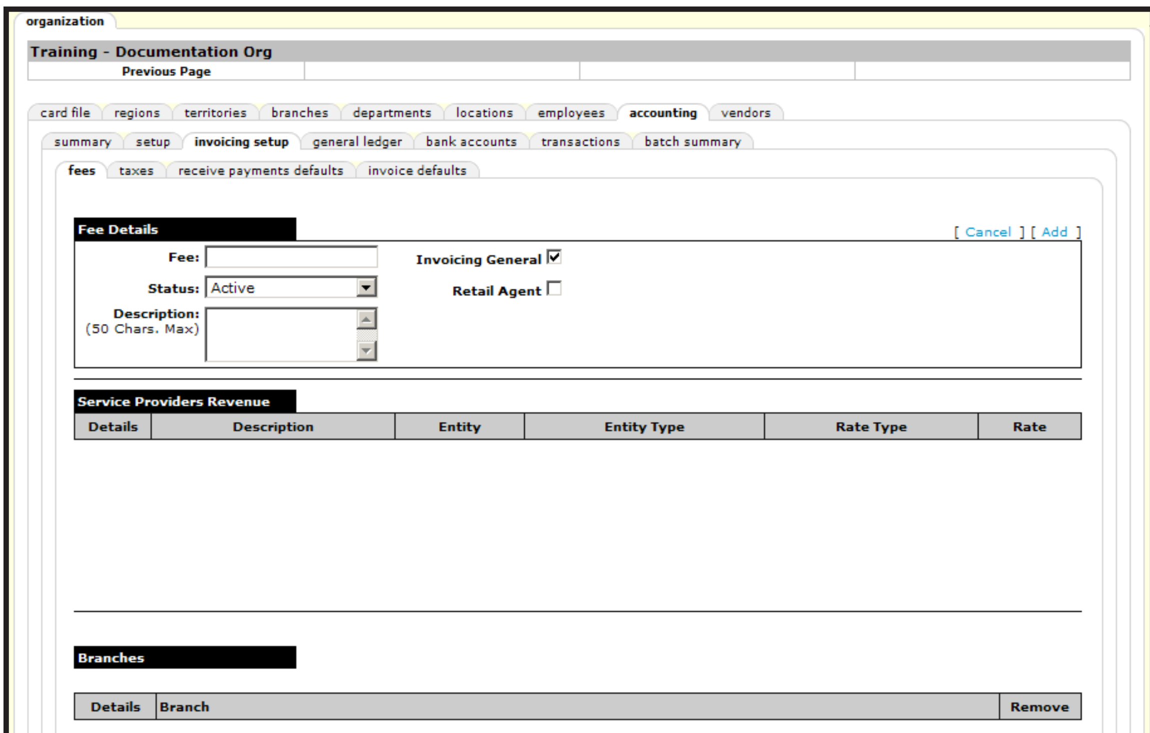


How Nexsure Handles Fees

The **fees** tab lists non-premium charges that can be added to a client invoice/transaction. Fees are typically established at the Organization level and automatically propagate to each territory. Fees are manually assigned to the branches where they will be needed.

Adding a Fee

Click the **[Add New]** link on the upper right side of the **Fee Summary** list. This displays the **Fee Details**, **Service Provider Revenue** and **Branches** sections.

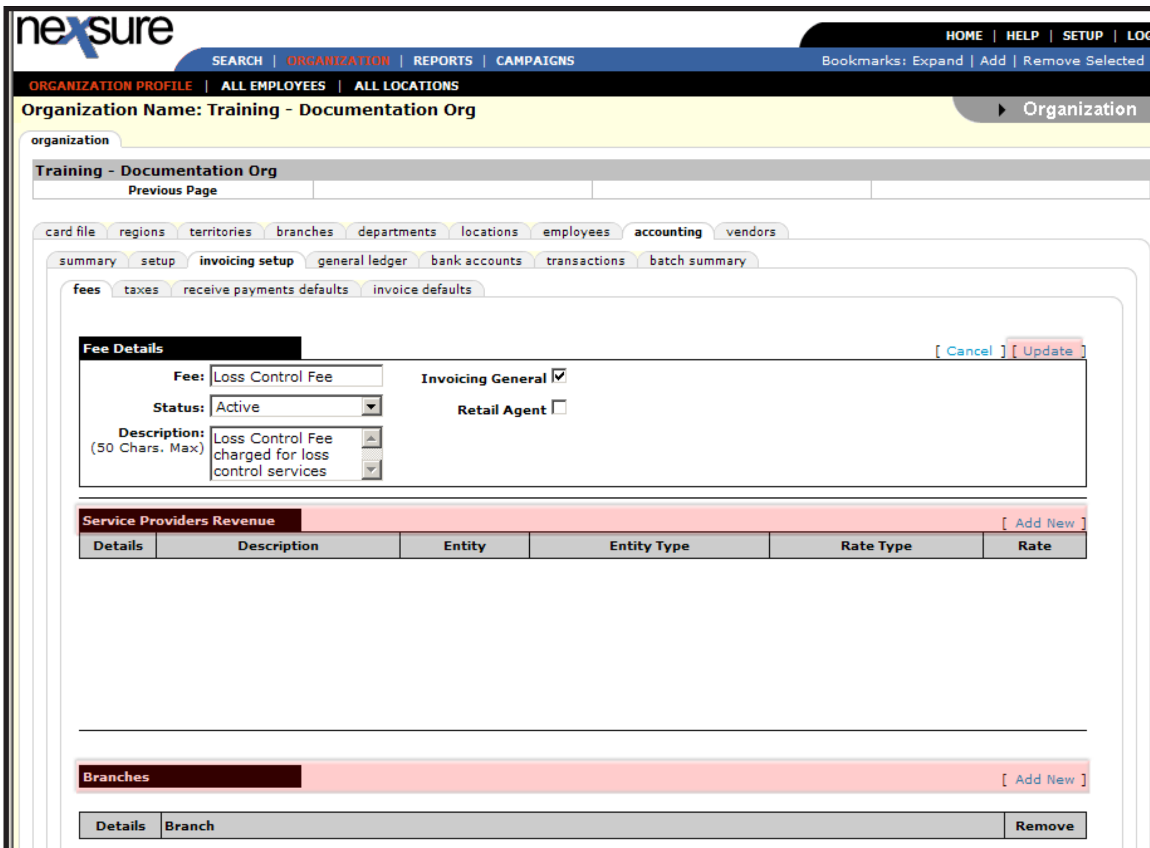


Note: You may need to scroll down to view the Branches section.

Fee Details

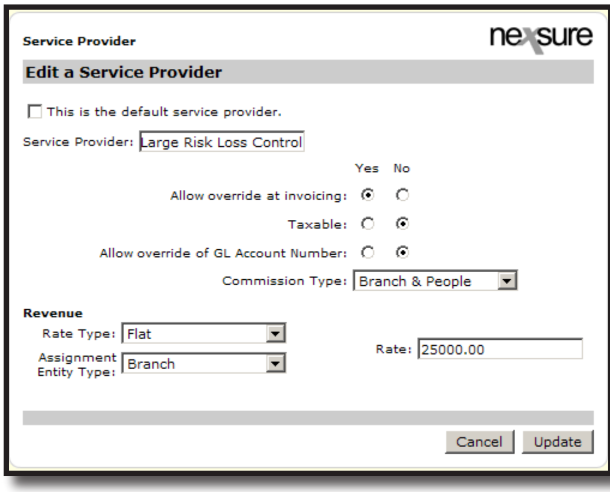
Field Label	Description
Fee	The name entered should reflect a broad type of fee such as **Policy Fee** or **Inspection Fee**. Fine differentiation is best left to the **Service Provider** section; however this is the ideal place to differentiate between **Agency Bill** and **Direct Bill** fees (for example, Agency Bill Policy Fee and Direct Bill Policy Fee). This name is displayed when selecting the fee during the invoicing process. The name will default to the Fee's Description on policy info and may be edited for invoicing purposes.
Status	The **Status** drop-down list box defaults to **Active**. If desirable to preclude premature usage this may be set to **Inactive**.
Description	The name entered into the **Description** field is for internal reference only and will not print on the client's invoice.
Invoicing General	Select the check box to indicate the fee is available for all standard invoicing.
Retail Agent	Select the check box to indicate the fee is available for Retail Agent invoicing.

Click the **[Add]** link to save the fee. The Fee Detail **[Add]** link will change to **[Update]** and **[Add New]** links will become available in both the **Service Provider Revenue** and **Branches** sections as shown below:



Service Provider Revenue

Click the **[Add New]** link on the right side of the **Service Provider Revenue** section. This displays the **Service Provider** pop-up window which controls how the fee will default in the invoicing process. Below is an example of a typical fee that is payable to the carrier:

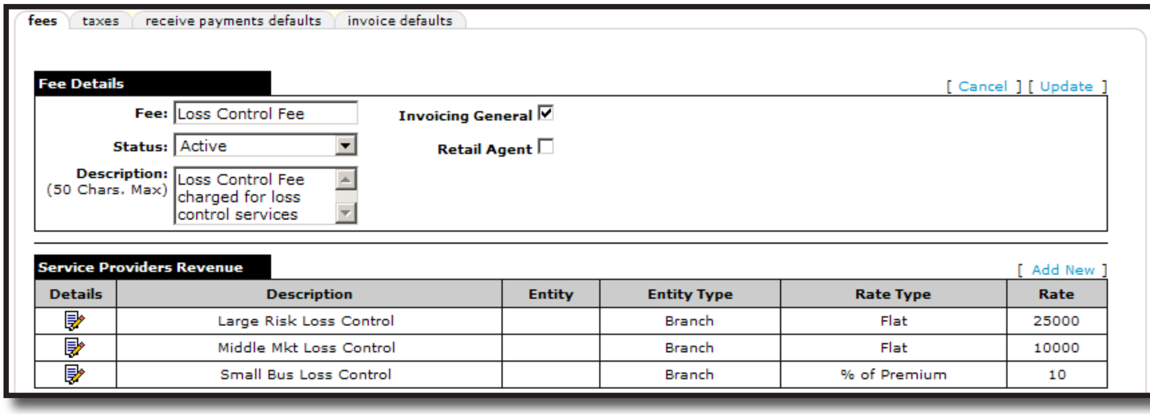


- **This is the default service provider**: If the **This is a default service provider** check box is checked, this service provider information will automatically be selected during the invoicing process. A red letter D displays next to the fee description under the Service Provider Revenue section as shown below:

Note: There is no limit to the number of service providers that can be added to a fee, but only one can have the default designation.

Note: A default designation must be assigned to a fee that is intended for use by Nexsure's automatic NSF charge for returned checks. This charge is initiated by reversing a deposited payment receipt.

- **Service Provider:** The description entered into the **Service Provider** field allows fine differentiation between fees of a given type, as shown below:



Note: A generic code may be set up with a value of zero to be changed each time.

Option	Description
Allow Override at Invoicing	⊙ **If Yes is selected, the following fields can be changed during the invoicing process: Description, Commission Type, Taxable, Rate Type, Rate, Entity and GL Account.** ⊙ **If No is selected, these fields are grayed and can not be edited when the fee is added.**
Taxable	If **Yes** is selected, taxes may be applied to the fee during invoicing.
Allow Override of GL Account Number	Applies if the **Assignment Entity Type** is set to **Branch**. ⊙ **If Yes is selected, this allows the fee amount to be offset to any branch level income or expense account during the invoicing process.** ⊙ **If No is selected; the fee amount will be offset to the Agency Fee Income account.** For example, a fee may be setup to write off client balances for bad debt or small balances. This option should be set to **No** if the **Assignment Entity Type** is **Carrier**.

- **Commission Type:** Used to identify whether a commission should be applied to a fee and if so, which type of commission:
  - **People:** Applies people commission to the fee for employees or outside entities setup as employees.
  - **Branch:** Applies agency commission to the fee.
  - **Branch & People:** Applies branch and people commission to the fee.
  - **No Commission:** No Commissions are applied to the fee.

Note: Select **People** or **Branch & People** option to assign Production Credit under **Other Commissions** for fees. Fee income not assigned Production Credit will appear as un-allocated on Production Credit reports.

- **Rate Type**
    - **Flat:** Flat dollar amount
    - **% of Premium:** Percentage of premium.
    - Select **% of Premium** if fee will be calculated based on a premium.
- **Rate**: The **Rate** field is used to establish the flat dollar amount or the percentage of premium for the fee.

Note: A rate of 2.5% would be entered as 2.5

- **Assignment Entity Type**: Determines if the fee amount is offset to the **Branch** (income or expense) or **Carrier** (payable).
    - **Branch:** A fee may be used to transfer money from a client's accounts receivable to a branch level income or expense account such as a consulting fee or client write-off.

      If Branch is selected, the offset will be the Agency Fee Income account unless a different general ledger account is specified during the invoicing process. An example of branch assignment would be a consulting fee where the fee is considered as income.

      A fee that has a branch assignment is always considered agency bill even if the rest of the invoice is direct bill:

$100.00 Branch fee	Debit	Credit
Client Accounts Receivable	100.00	
Agency Fee Income		100.00

- **Carrier:** If **Carrier** is selected, the fee will be applied as an item due to the carrier:

Agency Bill only - $100.00 Carrier fee	Debit	Credit
Client Accounts Receivable	100.00	
Carrier Payables		100.00

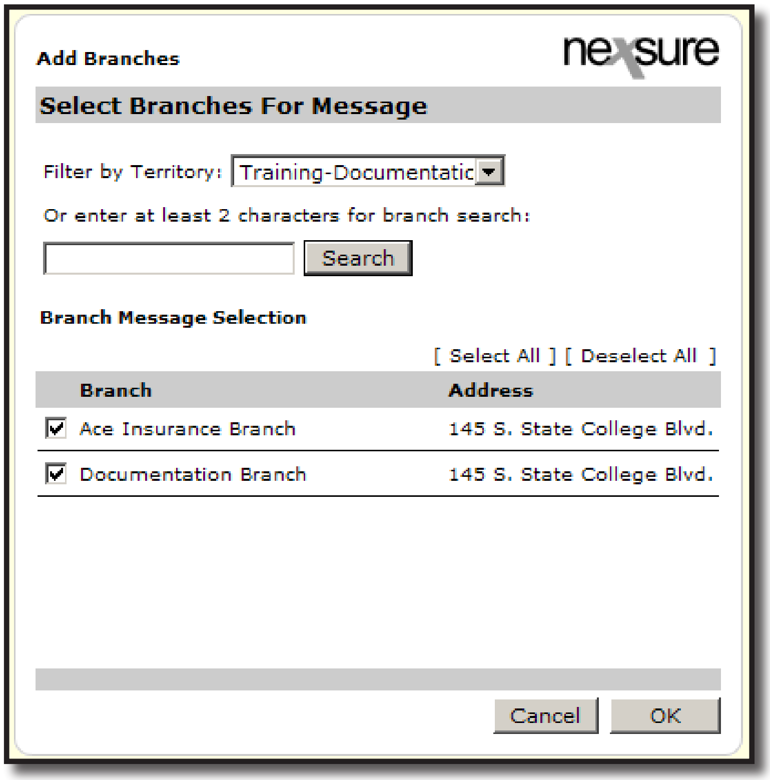
Direct bill fees do not post to the general ledger unless commission is involved.

Click **Update** to save the service provider information and continue to **Branches**.

Branches

1. Click the **[Add New]** link on the right side of the **Branches** section. This displays the **Add**

Branches pop-up window:



2. Select a territory from the **Filter by Territory** drop-down box.

3. Click the **Search** button to view all branches or type in at least 2 characters of a specific branch and then click **Search**.

4. Select branches individually by clicking on them or use the [Select All] and [Deselect All] links to manipulate selections.

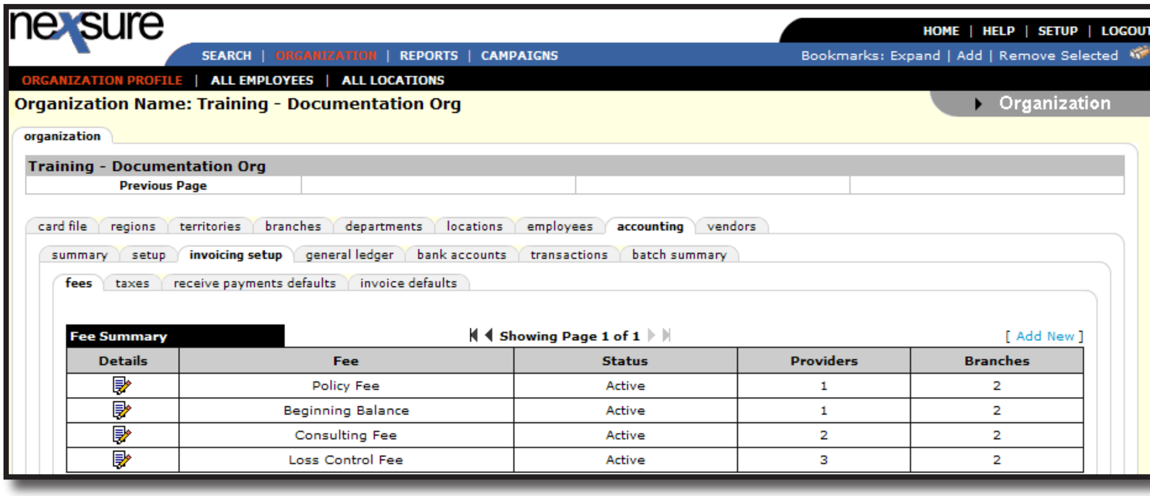
5. Repeat steps 2 through 4 as needed for additional territories.

6. After branches have been selected, click **OK** to save and dismiss the **Add Branches** pop-up window.

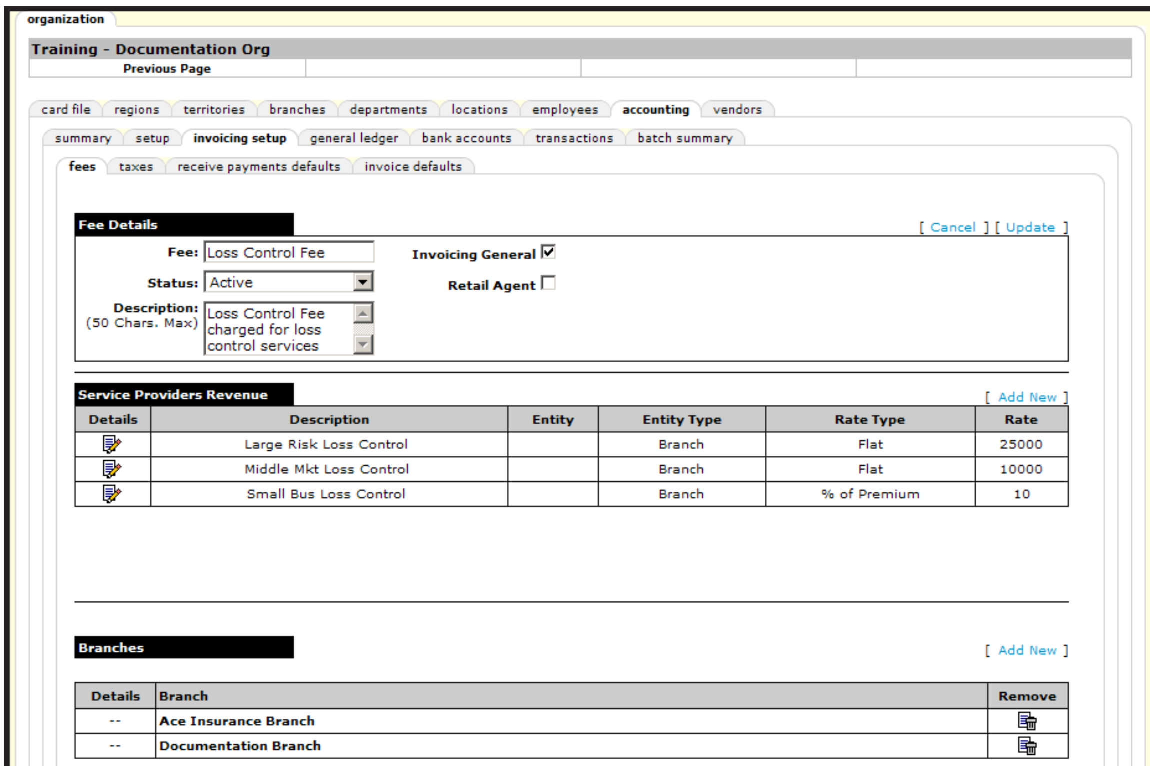
To exit and return to the fee summary, click the **[Cancel]** link to the right of the **Fee Details** section.

Editing a Fee

1. Click the **ORGANIZATION** link on the **Primary** menu.
2. Click the **accounting** tab
3. Click the **invoicing setup** tab on the second row of accounting tabs. This displays a third row of tabs defaulted to the **fees** tab:



4. Click the **Details** icon on the far left side of the desired fee this displays the **Fee Details**, **Service Provider** and **Branches** sections.



Editing Fee Details

1. Make desired changes and click the **[Update]** link to save.

2. To exit and return to the fee summary, click the **[Cancel]** link to the right of the **Fee Details** section.

Editing Service Provider Revenue

1. Click the **Details** icon for the service provider to be edited. This will bring up the **Service Provider** pop-up window.

2. Make desired changes and click **Update** to save and dismiss the pop-up window.

3. To exit and return to the fee summary, click the **[Cancel]** link to the right of the **Fee Details** section.

Deleting a Branch Associated with a Fee

1. Scroll down to view the **Branch** section and click the **Remove** icon next to the branch that is to be deleted.

2. Click **OK** to the prompt **Are you sure you want to delete this branch**.

3. To exit and return to the fee summary, click the **[Cancel]** link to the right of the **Fee Details** section.

How Nexsure Handles Taxes

The **taxes** tab lists non-premium charges that can be added to a client invoice/transaction. Taxes can be applied to the premium, fees or both. Taxes are paid to a carrier or a tax authority. A tax authority is an outside entity, other than the carrier, that is paid for taxes monthly, quarterly or once a year by the agency. Nexsure accounting includes a reconciliation procedure to track what is due to a tax authority.

Taxes are typically established at the Organization level and will automatically propagate to each territory.

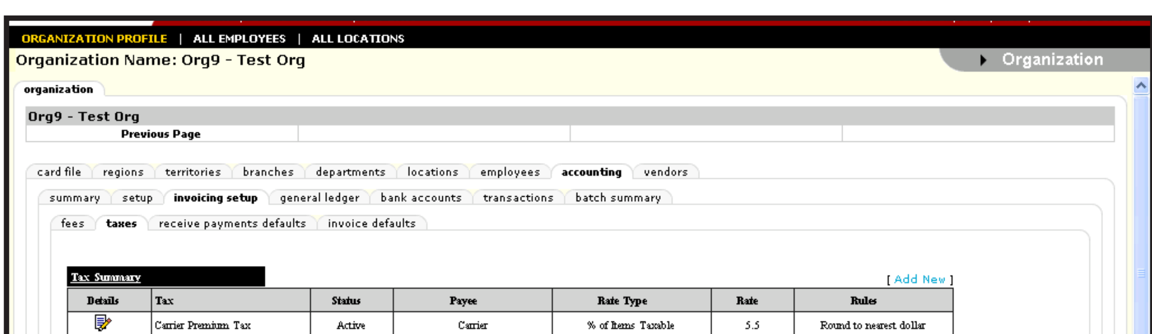
Accessing Taxes

1. Click the **ORGANIZATION** link on the **Primary** menu.

2. Click the **accounting** tab.

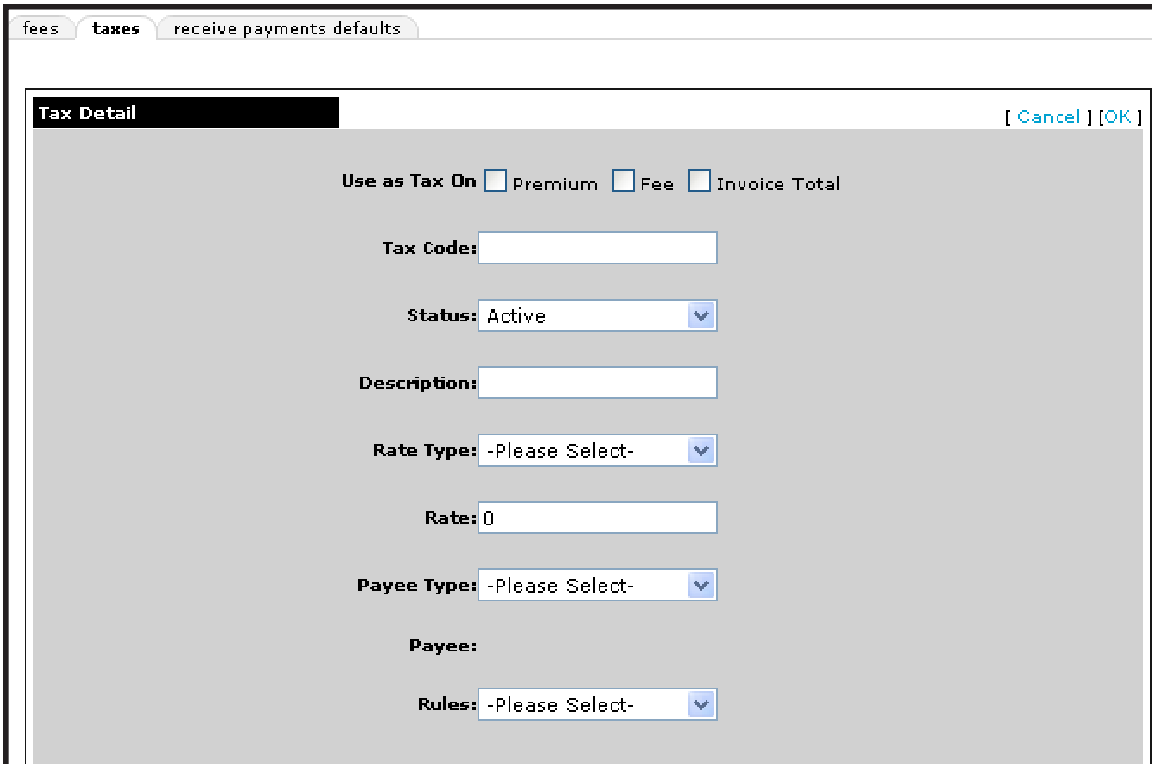
3. Click the **invoicing setup** tab on the second row of accounting tabs;

4. Click the **taxes** tab on the third row of tabs. This will display the **Tax Summary**.



Adding a Tax

Click the **[Add New]** link to the right of the **Tax Summary** list. This displays the **Tax Detail** pop-up window which controls how the tax will default when used during the invoicing process:



- **Use as Tax On**: The **Use as Tax On** check boxes allow the tax to be applied to **Premium**, **Fee**, or **Invoice Total**. One, two or all three boxes may be selected on a tax. If all three boxes are checked, the choice of how to use the tax can be made during the invoicing process. However, if only one box is checked, then that will be the only option during the invoicing process.

  During the invoicing process if **Invoice Total** is selected versus selecting **Premium** and **Fee** separately, only one tax line will need to be entered and the tax will be applied to all premiums and fees. With Premium and Fees, multiple tax lines will need to be entered during the invoicing process.

  A tax will not be applied to other taxes; if there is a need for this set the tax up as a fee.

- **Tax Code**: The **Tax Code** field is the name of the tax and is displayed when selecting a tax during the invoicing process.
- **Status**: The **Status** drop-down list box defaults to **Active**. If a tax is no longer in use the status can be set to **Inactive**.
- **Description**: What is typed in the **Description** field will default as the tax description during the invoicing process. The description will display on the client invoice.
- **Rate Type**: The **Rate Type** drop-down list box is used to identify if the **Rate** will be a flat dollar

amount or a percentage of **Items Taxable**.

- **Rate:** The **Rate** field is used to enter the flat dollar amount or the percentage of **Items Taxable** for the tax. The rate can be changed during the invoicing process. The **Rate** may be left as zero and entered during the invoicing process if the tax does not have a specific rate:

Note: A rate of 5% would be entered as 5.

- **Payee Type:** The **Payee Type** drop-down list box is used to identify which entity is paid for the tax; **Carrier** or **Tax Authority**.
    - If **Carrier** is selected the billing carrier listed on the policy header will default as the carrier.

Agency Bill only - $100.00 Carrier tax	Debit	Credit
Client Accounts Receivable	100.00	
Carrier Payables		100.00

    - If **Tax Authority** is selected, the entity needs to be set up prior to setting up the tax. For instructions on adding a tax authority, refer to **Chapter 5 - Entity Setup** in the Accounting Training manual.

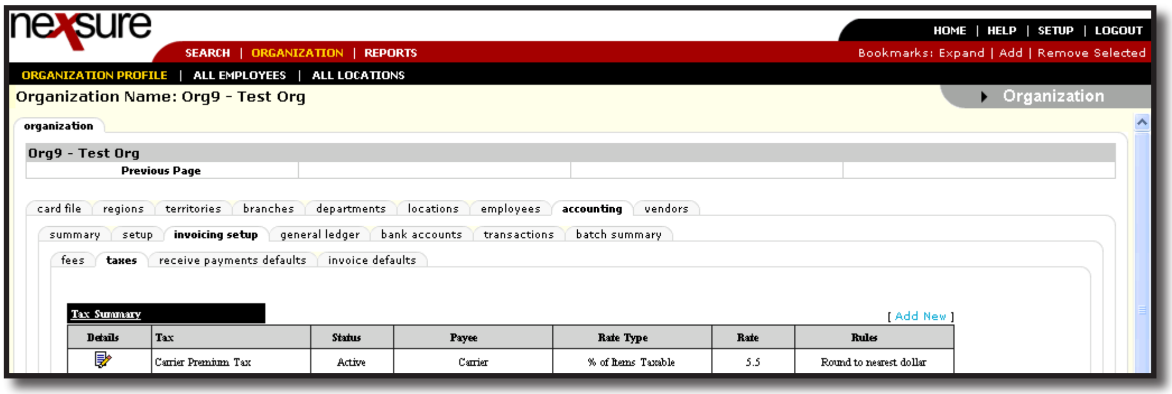
$100.00 Tax Authority	Debit	Credit
Client Accounts Receivable	100.00	
Tax Authority Payable		100.00

- **Payee:** The **Payee Type** drop-down list box only applies if the **Payee Type** selected is **Tax Authority**.
- **Rules:** The **Rules** drop-down list box controls the rounding on the tax when a percentage has been applied.
    - **No rounding** rounds the result to 2 decimal places. Standard rounding rules apply; 1.255 rounds up to $1.26 whereas 1.254 rounds to $1.25. This is the most widely used rounding option.
    - **Round to nearest dollar** rounds the result to an even dollar amount. Standard rounding rules apply; 1.50 and higher rounds to $2.00; 1.49 and below rounds down to $1.00.
    - **Round up to next dollar** always rounds the result up to the next even dollar amount; for example, 2.01 rounds to $3.00.

Click the **[OK]** link to the right of the **Tax Detail** header to save the tax detail information and return to the **Tax Summary** list.

Editing Tax Detail

1. Click the **ORGANIZATION** link on the **Primary** menu.
2. Click the **accounting** tab.
3. Click the **invoicing setup** tab on the second row of accounting tabs.
4. Click the **taxes** tab on the third row of tabs. This displays the **Tax Summary** list.



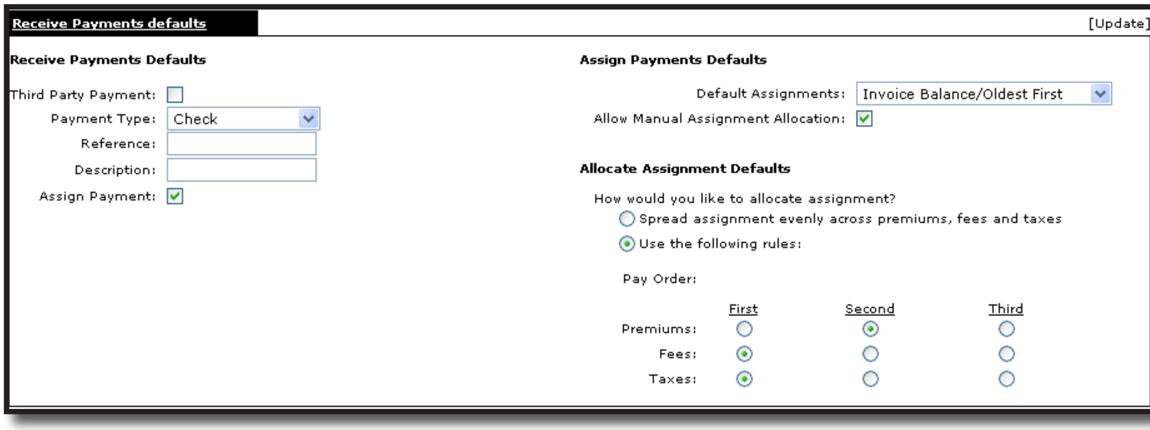
5. Click the **Details** icon on the far left side of the desired tax.
6. Make the desired changes and click the **[Update]** link to save changes and return to the **Tax Summary** list.

How Nexsure Handles Receive Payment Defaults

Receive Payment Defaults establishes the system default settings that control the allocation of payments to client invoices. These options may be changed at any time.

Accessing Receive Payment Defaults

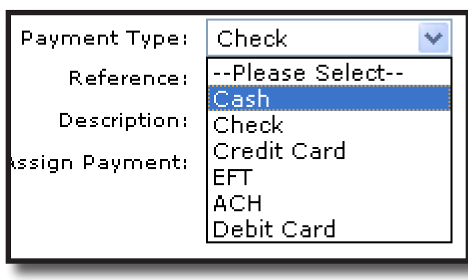
1. Click the **ORGANIZATION** link on the **Primary** menu.
2. Click the **accounting** tab.
3. Click the **invoicing setup** tab on the second row of accounting tabs.
4. Click the **receive payment defaults** tab on the third row of tabs. This will present the screen below:



Understanding Receive Payments Defaults

This section sets the defaults for the Payment Type, Reference and Assign Payment fields for each Payment Receipt entered:

- **Third Party Payment:** The **Third Party Payment** check box will be used in a future enhancement to indicate if a payment was received from a third party.
- **Payment Type:** Select the most common type of payment received (**Cash**, **Check**, **EFT**, etc...) from the **Payment Type** drop-down list box. The item selected will default but can be changed during the payment receipt process.

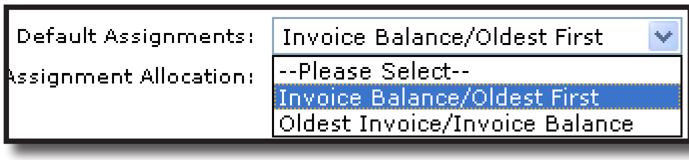


- **Reference:** The **Reference** field is used to default a check number, credit card number, EFT reference number, etc. This field is typically left blank as each payment will have different reference information.
- **Description:** The **Description** field will not default at this time. The description is usually different for each payment received.

- **Assign Payment:** If checked, this allows the system to automatically assign a payment to client invoices based on the Assign and Allocate Payment default selections. If not checked, the user must manually select client invoices when applying a payment.

Understanding Assign Payments Defaults

- **Default Assignments:** The **Default Assignments** drop-down list box controls the priority of how the system automatically assigns payments to invoices.



  - **Invoice Balance/Oldest First** assigns the payment to an invoice with an exact match to the amount of the payment. If a matching invoice amount is not found, the system will assign the payment to the oldest unpaid item.

  - **Oldest Invoice/Invoice Balance** assigns the payment to the oldest unpaid item.

- **Allow Manual Assignment Allocation:** If the **Allow Manual Assignment Allocation** check box is checked, this allows the system allocation to be manually changed.

Allocating Assignment Defaults

- The **How would you like to allocate assignment?** option: If a partial payment is received, the selections made here determine how the payment will allocate to an invoice if premiums, fees and taxes exist.

- The **Spread assignment evenly across premiums, fees and taxes** option: If selected, the system will assign the payment proportionally to the premium, fees and taxes.

- The **Use the following rules** option: The system will apply a partial payment in the order selected. Multiple selections can be made for **First**, **Second** or **Third**. For example, both the Fees and Taxes may be selected as First and Premium Second.

  In the following example a payment for $1000.00 was allocated as $50.00 first to the tax, $25.00 second to the fee and the balance of the payment $925.00 to the premium leaving a balance on the premium of $75.00.

Transactions
[Select All] [Deselect All]

Select	Details	Date	Installment#	Policy Number	Bill Type	Description	Balance	Credit Assigned	Revised Balance
		6/8/2005	2776	38383838	Term Policy	Surplus Lines Tax	$50.00	$50.00	$0.00
		6/8/2005	2776	38383838	Term Policy	Policy Fee	$25.00	$25.00	$0.00
		6/8/2005	2776	38383838	Term Policy	Term Policy	$1,000.00	$925.00	$75.00

To save changes click the **[Update]** link on the upper right side of the window.

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

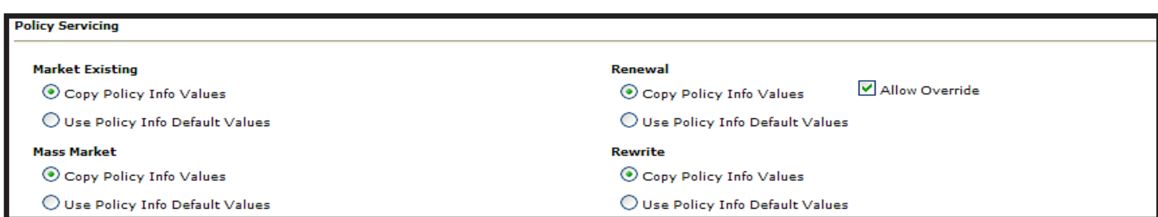
Invoice Defaults

Policy Servicing

By default the policy info screens for both downloaded policies and manually serviced polices automatically populate with commission defaults added by your Organization Administrator. For certain servicing functions it may be desired to copy an existing policy summary screen instead of the commission defaults. To override these Nexsure defaults globally for the policy info screen when manually servicing policies including downloaded policies, on the Invoice defaults screen choose to copy from an existing policy info record. To modify settings, navigate to the Invoice Defaults screen by clicking the Organization link on the primary menu>Accounting Tab>Invoicing Setup tab>Invoice defaults tab. The copy option is available for the policy serving functions of:

- Market Existing
- Mass Market
- Renewal
    - **Allow Override** provides the ability to either use the commission defaults or to copy the policy info screen on policy renewals. If this box is not checked then the renewal option available will be whatever is set here on the Invoice defaults screen of either copy the policy info values or use policy info default values.
- Rewrite

These defaults are applied to all Branches in your Nexsure Organization. Select the Copy Policy Info Values for the servicing functions that should copy from an existing policy record instead of the Nexsure Commission Defaults.



The following chart shows what is copied for each of the available policy servicing functions on the **invoice defaults** tab. The "X" indicates what fields are populated from the source policy info screen:

	Field	Market Existing From Policy	Market Existing From Marketing	Mass Marketing	Renewal	Rewrite
Misc.	Bill Method	X	X	X	X	X
	AR Entity Bill To	X	X	X	X	X
	Receivable	X	X	X	X	X
	RA Billing	X	X	X	X	X
	Annualize	X	X	X	X	X
	Internal Note					
Invoice Bill To	Bill To	X	X	X	X	X
Premiums	LOB	X	X	X	X	X
	Effective Date	X	X	X	X	X
	Estimated	*X	X	X	*X	*X
	Annualized					
	Billed					
	Commission Type	X	X	X	X	X
	Taxable	X	X	X	X	X
	Package Total - Estimated	X	X	X	X	X
Fees	Fee	X	X	X	X	X
	Description	X	X	X	X	X
	Commission type	X	X	X	X	X
	Taxable	X	X	X	X	X
	Rate Type	X	X	X	X	X
	Rate % of Premium	X	X	X	X	X
	Rate -Flat	X	X	X	**X	**X
	Estimated - % of Premium	**X	**X	**X	**X	**X
	Estimated - Flat Rate	X	X	X	*X	*X
	Annualized					
	Billed					
	Carrier Entity	X	X	X	X	X
	Branch Entity	X	X	X	X	X
	GL Account	X	X	X	X	X
Taxes	Tax	X	X	X	X	X
	Description	X	X	X	X	X
	Rate Type	X	X	X	X	X
	Rate - % of Premium	X	X	X	X	X
	Rate - Flat	X	X	X	*X	*X
	Estimated - % of Premium	**X	**X	**X	**X	**X
	Estimated - Flat Rate	X	X	X	*X	*X
	Annualized					
	Billed					
	Carrier Payee	X	X	X	X	X
	Tax Authority Payee	X	X	X	X	X
	Rounding Rule	X	X	X	X	X

	Field	Market Existing From Policy	Market Existing From Marketing	Mass Marketing	Renewal	Rewrite
Agency Commissions	Agency Commission	X	X	X	X	X
	Rate Type	X	X	X	X	X
	Rate	X	X	X	X	X
	Estimated	**X	**X	**X	**X	**X
	Annualized					
	Billed					
Third Party Commissions	3rd Party Commission	X	X	X	X	X
	Rate Type	X	X	X	X	X
	Rate	X	X	X	X	X
	Estimated	**X	**X	**X	**X	**X
	Annualized					
	Billed					
Other Commissions	People Commission	X	X	X	X	X
	Production Role	X	X	X	X	X
	Production Credit Amount	X	X	X	X	X
	Rate Type	X	X	X	X	X
	Rate	X	X	X	X	X
	Estimated	**X	**X	**X	**X	**X
	Annualized					
	Billed					

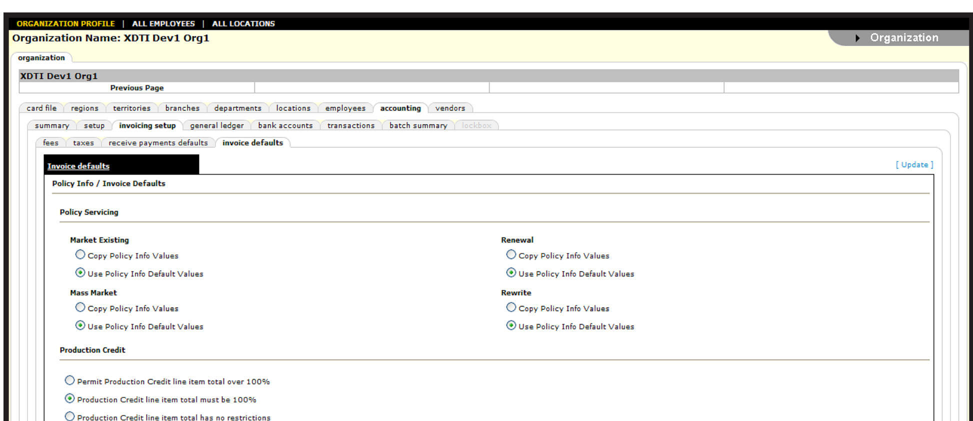
*Populates from the Annualized field of the originating record.

**Calculated

Note: When the header is modified and **Reset** is clicked to update the commission defaults, any commission defaults that exist will be updated per applicable commission defaults.

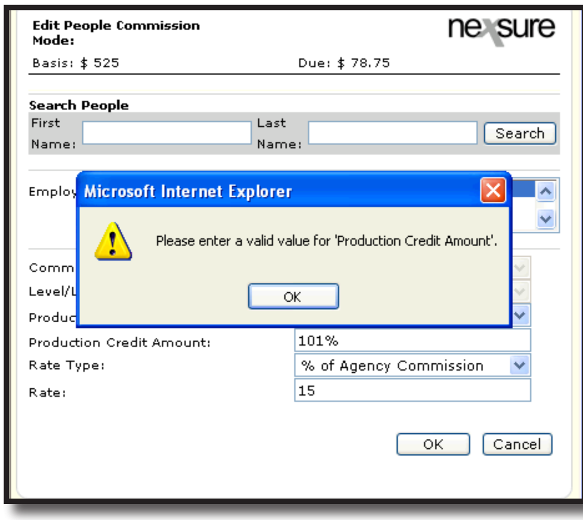
Production Credit

Production credit provides a way to keep track of how much of the business an employee handles. Production credit is assigned when an invoice is added to a client policy under other commissions. Each organization can permit the production credit to be more than 100% under the **ORGANIZATION > ORGANIZATION PROFILE > accounting > invoicing setup > invoice defaults** tabs.



What Happens When the "Production Credit line item total must be 100%" is Selected

When the **Production Credit line item total must be 100%** is selected on the **Policy Info/Invoice Defaults** screen and the invoice Other Commission is added but exceeds 100%, a warning reminds the user they must not exceed setup limitations.

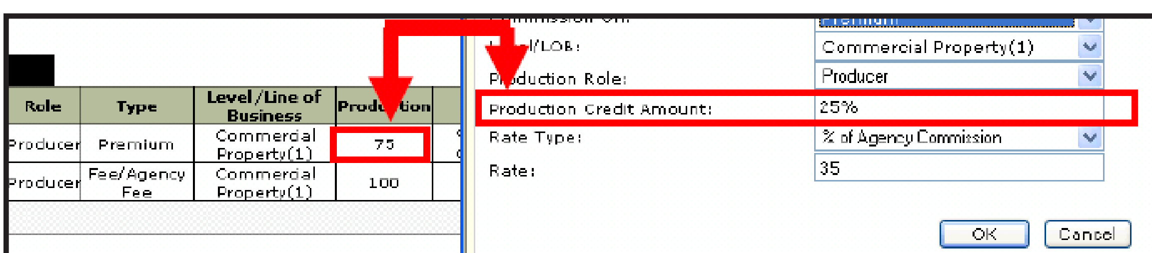


Note: The production credit calculation is per commissionable premium /fee line.

- Split premium permits 100% per line for the same LOB
- Package policy permits 100% per LOB
- Each fee permits 100%

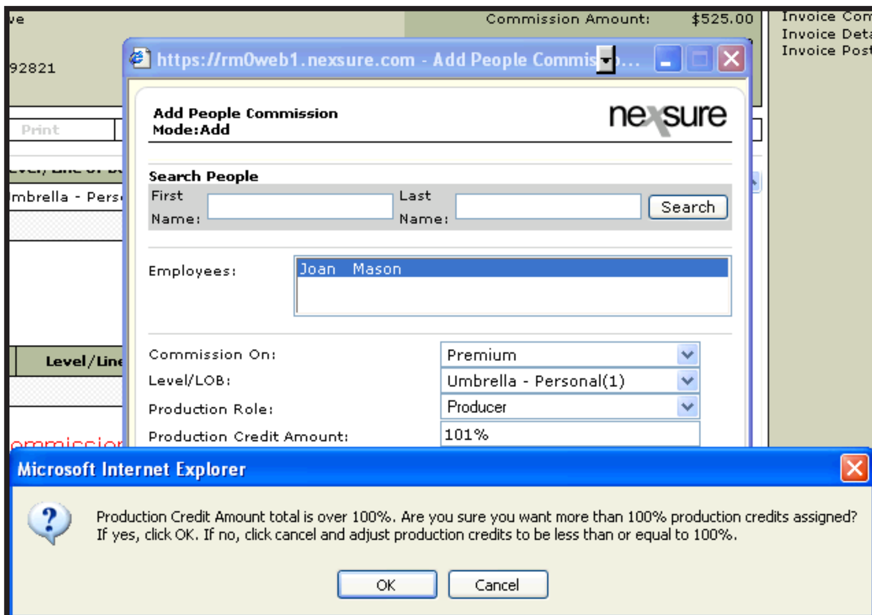
Automatic calculation for the remaining production credit is calculated and brought forward to the next addition of Other Commissions.

Example: With an existing premium line of 75% production credit, the system automatically calculates the remainder to be assigned on the newly added Other Commission.

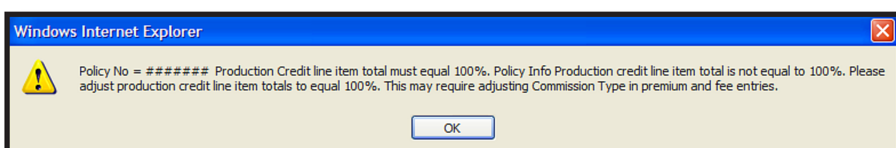


What Happens When the "Permit Production Credit line item total over 100%" is Selected

When the **Permit Production Credit line item total over 100%** is selected on the **Policy Info/Invoice Defaults** screen and the invoice Other Commission is added but exceeds 100%, a warning advises the user that the production credit has exceeded 100%. When the **Permit Production Credit line item total over 100%** is selected, the user can select **Cancel** to edit and reduce the production amount or click **OK** to allow the production credit to exceed 100%.



Attempting to place **In force** or post servicing items on a policy or marketing record without production credit for all income bearing line items will produce a warning. To resolve, add a production credit line item in **Other Commissions** for each income bearing line item. If no commission rate is applicable, enter a -**0**- rate.



If more than 100% production credits are assigned, any total production credit over 100% will be added to the **Unallocated** section of the **Production Credit** report. **Production Credit** Amount for posted invoices may be added or edited in the posted invoice. It is not necessary to reverse and re-enter the invoice to update the **Production Credit** information. Refer to sections **To Add Production Credit** and **To Edit Production Credit** in this chapter.

Note: Adding or editing production credit in a posted invoice does not change production credits assigned under **Other Commissions** on the **policy info** tab. Corrections to **Production**

Credits on invoices should also be made on the **policy info** tab at policy underwriting to default for future invoicing of the policy.

What Happens When "Production Credit line item total has no restrictions" is Selected

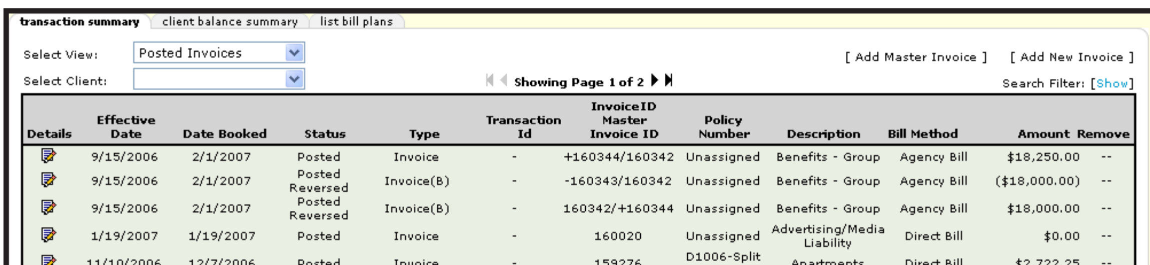
No restrictions are encountered when failing to add Other Commissions or entering production credit amounts to exceed or not equal to 100%. Agencies are not advised to choose this option since turning off validation may increase the amount of Unallocated line items on the Income Production Credit report, which is a report used for detailing Production numbers from Income.

To Add Production Credit

- On the **Primary** menu, click **SEARCH.** Search for the appropriate client.
- Click the **Details** icon next to the client.
- On the **Client** menu, click **TRANSACTIONS**. The **transactions summary** tab is displayed.

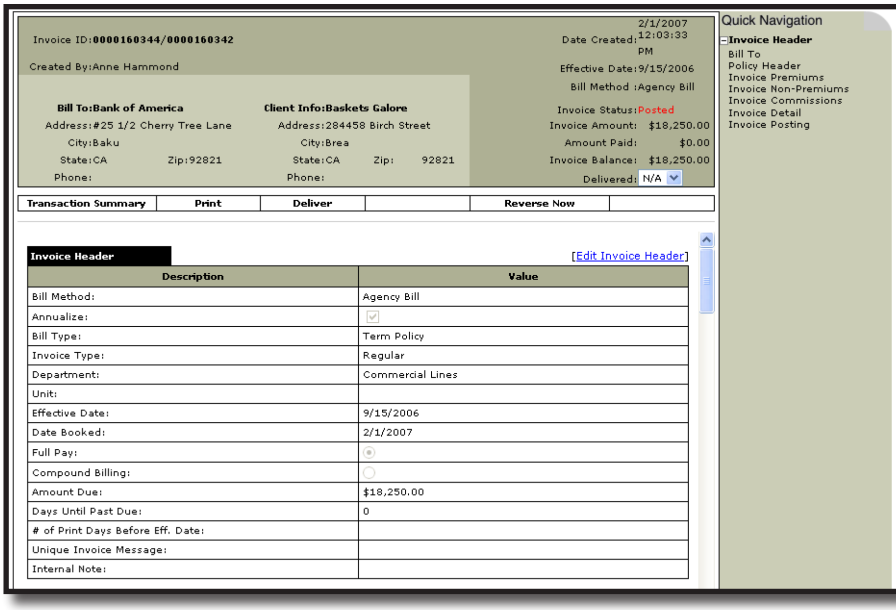
Or

- On the **Client** menu, click **POLICIES**. Click the **Details** icon next to the desired policy. Then, click the **transactions** tab. The **transactions summary** screen is displayed.
- In the **Select View** list, select **Posted** Invoices. The **Posted** Invoices view is displayed.

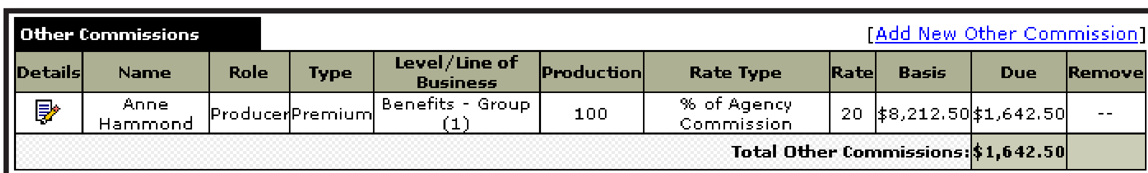


Details	Effective Date	Date Booked	Status	Type	Transaction Id	InvoiceID Master Invoice ID	Policy Number	Description	Bill Method	Amount	Remove
	9/15/2006	2/1/2007	Posted	Invoice	-	+160344/160342	Unassigned	Benefits - Group	Agency Bill	$18,250.00	--
	9/15/2006	2/1/2007	Posted Reversed	Invoice(B)	-	-160343/160342	Unassigned	Benefits - Group	Agency Bill	($18,000.00)	--
	9/15/2006	2/1/2007	Posted Reversed	Invoice(B)	-	160342/+160344	Unassigned	Benefits - Group	Agency Bill	$18,000.00	--
	1/19/2007	1/19/2007	Posted	Invoice	-	160020	Unassigned	Advertising/Media Liability	Direct Bill	$0.00	--
	11/10/2006	12/7/2006	Posted	Invoice	-	159276	D1006-Split	Apartments	Direct Bill	$2,722.25	--

- Click the **Details** icon next to the invoice to edit. The invoice is displayed.



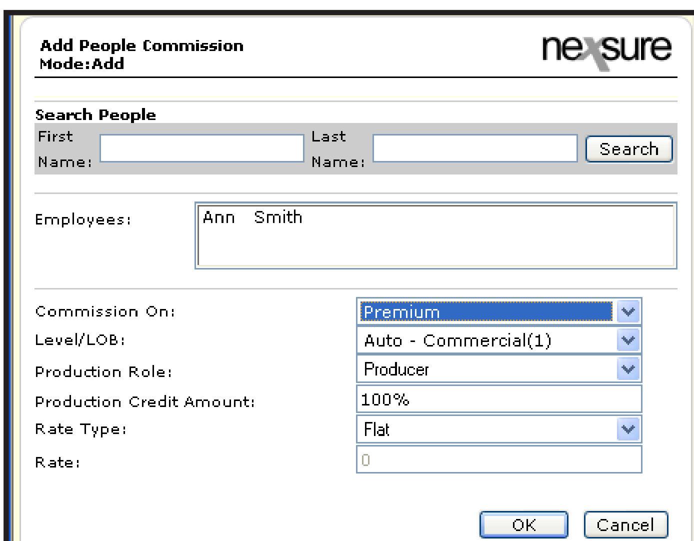
- In the **Quick Navigation** pane, click **Invoice Commissions**. Scroll to the **Other Commissions** section.



Other Commissions [Add New Other Commission]

Details	Name	Role	Type	Level/Line of Business	Production	Rate Type	Rate	Basis	Due	Remove
	Anne Hammond	Producer	Premium	Benefits - Group (1)	100	% of Agency Commission	20	$8,212.50	$1,642.50	--
								Total Other Commissions:	$1,642.50	

- Click **[Add New Other Commission]**. The **Add People Commission** dialog box is displayed.



- In the **Search People** area, search for the appropriate employee.
- In the **Employees** box, select the appropriate employee.

- In the **Commission On** list, select what the credit will be on.
- In the **Level / LOB** list, select the level or line of business that the credit will be on.
- In the **Production Role** list, if necessary, select a new production role for the employee.
- In the **Production Credit Amount** box, enter the new percentage for the employee.

> **Note:** Whether the **Permit Production Credit over 100%** check box on the **invoice defaults** tab is selected or not, a total production credit over 100% will be added to the **Unallocated** section of the **Production Credit** report.

If production credit over 100% is not permitted by the agency and 100% production credit is already allocated, a warning is displayed when saving any additions. If correcting a scenario where one employee currently has 100% production credit and another person needs to be added with partial credit, first edit the existing employee then add the new employee.

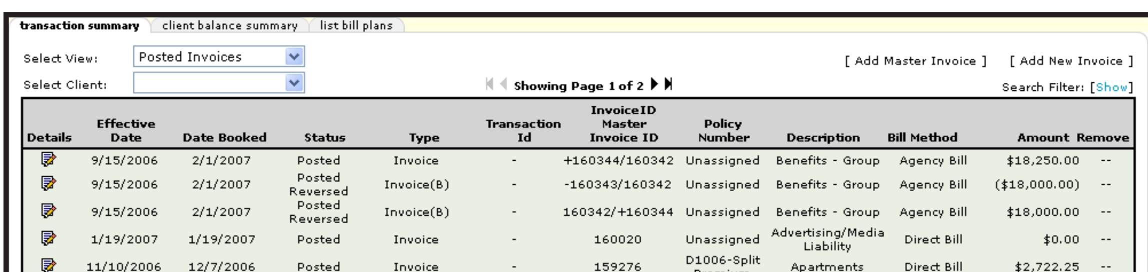
- Click **OK**. The addition to the production credit is added to the invoice.

To Edit Production Credit

- On the **Primary** menu, click **SEARCH**. Search for the appropriate client.
- Click the **Details** icon next to the client.
- On the **Client** menu, click **TRANSACTIONS**. The **transactions summary** tab is displayed.

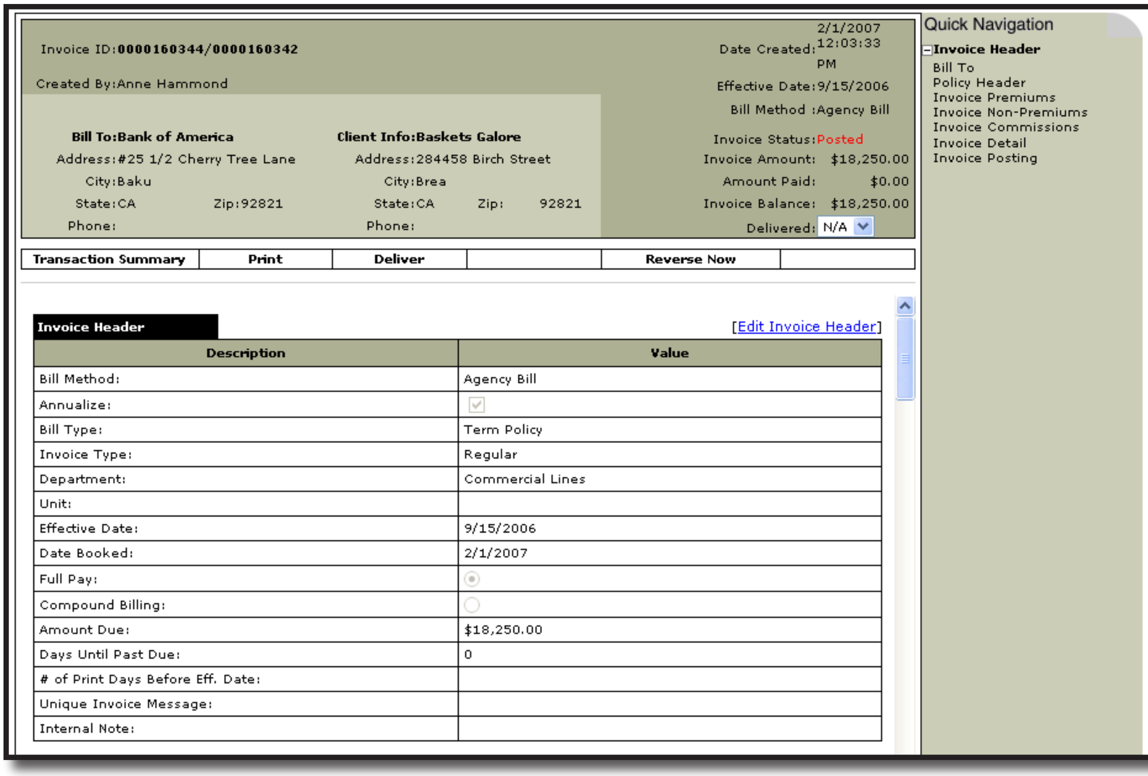
Or

- On the **Client** menu, click **POLICIES**. Click the **Details** icon next to the desired policy. Then, click the **transactions** tab. The **transactions summary** screen is displayed.
- In the **Select View** list, select **Posted Invoices**. The **Posted Invoices** view is displayed.



Details	Effective Date	Date Booked	Status	Type	Transaction Id	InvoiceID Master Invoice ID	Policy Number	Description	Bill Method	Amount	Remove
	9/15/2006	2/1/2007	Posted	Invoice	-	+160344/160342	Unassigned	Benefits - Group	Agency Bill	$18,250.00	--
	9/15/2006	2/1/2007	Posted Reversed	Invoice(B)	-	-160343/160342	Unassigned	Benefits - Group	Agency Bill	($18,000.00)	--
	9/15/2006	2/1/2007	Posted Reversed	Invoice(B)	-	160342/+160344	Unassigned	Benefits - Group	Agency Bill	$18,000.00	--
	1/19/2007	1/19/2007	Posted	Invoice	-	160020	Unassigned	Advertising/Media Liability	Direct Bill	$0.00	--
	11/10/2006	12/7/2006	Posted	Invoice	-	159276	D1006-Split Premium	Apartments	Direct Bill	$2,722.25	--

- Click the **Details** icon next to the invoice to edit. The invoice is displayed.

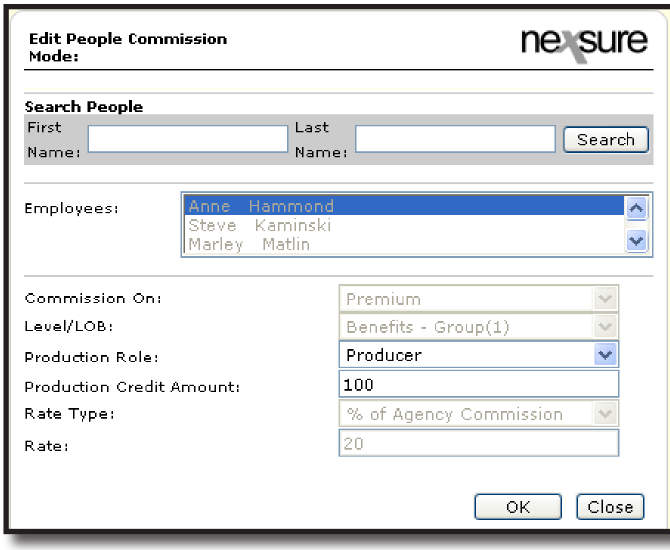


- In the **Quick Navigation** pane, click **Invoice Commissions**. Scroll to the **Other Commissions** section.

Other Commissions [Add New Other Commission]

Details	Name	Role	Type	Level/Line of Business	Production	Rate Type	Rate	Basis	Due	Remove
	Anne Hammond	Producer	Premium	Benefits - Group (1)	100	% of Agency Commission	20	$8,212.50	$1,642.50	--
								Total Other Commissions:	**$1,642.50**	

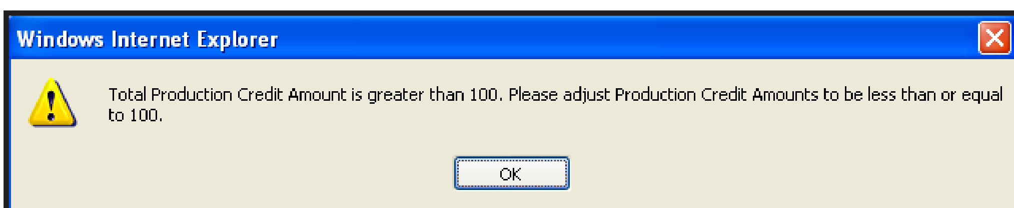
- Click the **Details** icon next to the commission to edit. The **Edit People Commission** dialog box is displayed.



- In the **Production Role** list, if necessary, select a new production role for the employee.
- In the **Production Credit Amount** box, enter the new percentage for the employee.

Note: Whether the **Permit Production Credit over 100%** check box on the **invoice defaults** tab is selected or not, a total production credit over 100% will be added to the **Unallocated** section of the **Production Credit** report.

If the production credit is changed to an amount over 100% total during the edit process, the following warning is displayed. The over-allocation is allowed so that further adjustments can be made to the production credit to arrive at a 100% total.



- In the **Edit People Commission** dialog box, click **OK**. The edit to the production credit is added to the invoice.