# Chapter 5

# **Entity Setup**

#### IN THIS CHAPTER

- \* Additional Interest
- Carrier
- **\*** Carrier Commissions
- \* Financial Entity
- \* Premium Finance Company
- \* Retail Agent
- **\*** Tax Authority
- \* Vendor

#### **Additional Interest**

Adding, modifying and removing an **Additional Interest** in Nexsure is completed on the **Search** screen and is accessed by clicking the **SEARCH** link on the **Primary** menu. Begin by selecting the **Additional Interest** from the **Entity** drop-down box. Notice that the search fields change with the selection of Additional Interest. Nexsure provides several key fields for searching to help ensure accurate results. Enter less information for broader results or more information to return less data. To activate a search, click the **Search** button or press

nexsure	Э					HOME   HELP	SETUP   LOGOUT
	SEARCH   ORGA	NIZATION	REPORTS   CAMPAIGNS		Bookmarks:	Expand   Add   Remo	ove Selected 🟾 🌮
Hello, Betsy	Cormier						
search							
You must search	for a record prior to er	itering a new	one. After the results are returned you will be given	the option to add a new	v record.		
Entity:	Additional Interest 💌	HISTORY R	ESULTS - ADDITIONAL INTEREST				
Search Type:	Contains 🔹	2 Record(s)	Found A Sh	owing Page 1 of 1	► H	Go T	o Page 1 💌
Add. Interest:		Details	Name	City	St./Prov.	Zip/Postal	Remove
Phone Number:		<b>&gt;</b>	Bank of America	Brea	CA	92821	E
Location Address:			Wells Fargo Home Mortgage	Nashua	NH	03063	<b>B</b>
Location City:						Sear	ch Clear
Location Zip/Postal:							Cicur
First Name:							
Last Name:							
You must search	for a record prior to er	itering a new	rone. After the results are returned you will be given	the option to add a nev	v recora.		

Enter. If the additional interest exists, click the Details 🚽 icon to see the details.

**Note:** The First Name and Last Name fields are used to search for contacts. If multiple contacts are on an account, any of those contacts may be entered to return the association with the additional interest. Entering some of the contact name returns a broader result; enter most or all of the first and last name for a more specific result.

#### **Adding Additional Interests**

In the **Entity** drop-down box, select **Additional Interest**. Additional interests added here and not associated at the Territory level will be available for the entire organization. Prior to adding Additional Interests, a search must be done. Searching activates the availability of the [Add New Record] link. Click the [Add New Record] link to add the new interest.

ie sur		ANIZATION   REPO	DRTS   CAMPAIGNS			Bookmarks: Ex	HOME   HELP	SETUP   LOG
lello, Betsy	Cormier							
earch								
You must search	for a record prior to e	ntering a new one	. After the results are returned you	will be gi	ven the option t	o add a new record.		
Entity:	Additional Interest	HISTORY RESULT	rs - Additional Interest					
Search Type:	Contains 💌	2 Record(s) Found	а (I 4	Showin	g Page 1 of 1	►H	Go T	o Page 📘
Add. Interest:	Taylor Rental	Details	Name		City	St./Prov.	Zip/Postal	Remove
Phone Number:	6038881670		Bank of America		Brea	CA	92821	<b>B</b>
Location Address:	Daniel Webster Hgwy	₽ 🔊	Wells Fargo Home Mortgage		Nashua	NH	03063	<b>B</b>
ocation City:	Nashua	]					Sear	ch Clear
Location Zip/Postal:	03062	]					000	one one one of the other
First Name:	John							
Last Name:	Deere							
ou must search	for a record prior to e	ntering a new one	<ol> <li>After the results are returned you</li> </ol>	will be gi	ven the option t	o add a new record.		
								search

**Note:** The **[Add New Record]** link is available each time a search is run. Make certain that the search criteria is correct and a match was not found prior to adding a new record by using the **Clear** button and retrying the search again.

Any information entered in the search fields is automatically transferred to the newly added additional interest fields. Any field with a red asterisk \* is a required field. Complete the balance of the fields and click the **Save** button in the upper right portion of the screen to add to Nexsure. To clear and start the entry over, click the **Clear** button.

nexsure	HOME   HELP   SETUP   LOCOUT
SEARCH   ORGANIZATION   REPORTS	CAMPAIGNS Bookmarks: Expand   Add   Remove Selected 💞
Add New Additional Interest	-
card file contacts locations additional interest name	
* indicates required field	Save
Additional Interest Information	Primary Contact
Interest Type: Certificate Holder 🔹 *	Apply Contact: O Use Existing O Add New
Name: Taylor Rental *	Prefix:
Website: www.taylorrentalnashua.com	First Name: John MI:
Primary Account Address	Suffix
Address: 118 Daniel Webster Hwy South	Title: Manager
	Contact Role: Inspection
City: Nashua	E-Mail: jdeere@trnashua.com
State: New Hampshire 💌	Phone Number(s) Format(#########)
zip: 03062	Type Number Ext Description
Country:	Business Phone 💌 6038881670
Intl Address Info:	
Phone: 6038881670	Personal Pax
Toll Free: 8003461670	
Fax:	

#### How to Use the Contact Summary Screen

The contacts tab contains all the contacts added for this entity in a summary view. Unlimited contacts may be added for each entity, but only one is designated as the primary contact. The primary contact is identified with a check box in the Primary column on the Contacts Summary screen. The primary may be reassigned but deletion of a primary contact is not allowed.

Once the new entity is stored, additional information may be added after the **card file** tab is displayed.

exsure		HOME   HELP   SETUP   LOG
SEARCH   ORGANIZATION	REPORTS   CAMPAIGNS	Bookmarks: Expand   Add   Remove Selected
itional Interest Name: Taylor Rental		Additional Interes
I file contacts locations additional interest na	ime	
Taylor Rental Information	Mailing Address	
Website: Website	Address: 118 Daniel Webster Hwy South	
Type: Certificate Holder	City: Nashua State/Province: NH	
Primary Contact	Zip/Postal: 03062	
Name: John Deere	Location Address	
Title: Manager	Address: 118 Daniel Webster Hwy South	
E-Mail: jdeere@trnashua.com	City: Nashua State/Province: NH	
Business Phone: (603) 888-1670	Zip/Postal: 03062	
	Business Phone: (603) 888-1670 Toll Free: (800) 346-1670	

### Adding a New Contact

The contact added when the additional interest is first entered in Nexsure will automatically be designated as **Primary**. The **contacts** tab displays all contacts in a summary view for this entity. Unlimited contacts may be added for each entity but only one can be designated as the primary contact. The primary contact will be identified with a check box in the **Primary** column. The primary contact may be reassigned but deletion of a primary contact is not allowed.

Click the [Add New] link in the upper right hand corner of the Contacts Summary screen. The Search For Existing Contact Record screen is displayed.

nexsure		HOME   HELP   SETUP   LOGOU	
	SEARCH   ORGANIZATION	REPORTS   CAMPAIGNS	Bookmarks: Expand   Add   Remove Selected 🐗
Additional Interes	t Name: Taylor Rental		Additional Interest
card file contacts	locations additional interest nam	e	
Apply Contact	Search Contact	O New Contact	
Search For Existing	Contact Record:	Last Name	Search

The **Search Contact** option is selected by default. This feature allows the global contacts database to be utilized so that duplicate contact records may be avoided.

Enter the last name for the contact in the space provided and then click the **Search** button. All contacts with the same matching last name are displayed along with the e-mail address. Scroll through and select the match if returned and click the **Use Selection** button to associate with this entity. Any field modified and saved on this record will affect the original record, so make sure you have the correct contact before modifying. There are four fields in each contact's detail that are unique to the contact's relationship to this entity. These four fields are: **Title, Primary Contact, Contact Role** and **Location**. Changing these four fields will not change the original record.

**Note:** All contacts added to Nexsure are stored in a global database. A contact should be entered in Nexsure only one time. The contact can then be related throughout Nexsure as needed.

After searching the existing contacts list and confirming the contact does not exist in Nexsure, select the **New Contact** option. The **Contact Details** screen is displayed. Enter the new contact information and click the **[Save]** link to store the record or the **[Cancel]** link to abort the entry.

	ATION   REPORTS   CAMPAIG	NS	HOME   HELP   SETUP   LOCOUT Bookmarks: Expand   Add   Remove Selected
lditional Interest Name: Taylor Ren	tal		Additional Interest
ard file <b>contacts</b> locations additional inte	erest name		
Contact Information		[Sav	e] [Cancel]
Personal Information Prefix First Title (s this the Primary Contact for this account?	MI Last	Suffix Goes By	
Personal Numbers		E-Mail Address	
Type Number	Ext Description	E-Mail:	
		E-Mail 2:	
2nd Phone Line 🔽			
	ontact Corporate Headqua	rters - 118 Daniel Webster Hwy So	outh 💌
Contact Notes			

**Note:** E-Mail Addresses should be obtained for all contacts. E-Mail addresses are placed in a global address book and made available on the Delivery screen.

### **Editing a Contact**

Contact information may be changed or updated as needed. There are four fields in the contact's details that are unique to their relationship to an entity and if updated, will only affect this record. The four unique fields are: **Title**, **Primary Contact**, **Contact Role** and **Location**. All other fields apply to the contact globally and if updated, will affect all records for this contact throughout Nexsure.

After accessing the additional interest through **Search**, click the **contacts** tab for access to all contacts. Each contact has its own **Details** icon.

Clicking the **Details** icon for a contact will bring up the detail screen. Make the necessary changes to the record and click the **[Update]** link to save the changes.

#### **Changing a Primary Contact**

When adding a new entity, the first contact entered is designated as the primary contact. A primary contact cannot be deleted but a new primary contact may be selected. To change the primary, click the **Details** icon on the **Contact Summary** screen of the new primary contact. On the **Contact Details** screen under the **Contact Role**, click the **Yes** option beside **Is this the Primary Contact for this account?**. Click the **[Update]** link in the upper right of the screen to complete the primary contact change process.

nexsure	HOME   HELP   SETUP   LOGOUT
SEARCH   ORGANIZATION   REPORTS   CAMPAIGNS	Bookmarks: Expand   Add   Remove Selected  🏶
Additional Interest Name: Taylor Rental	Additional Interest
card file contacts locations additional interest name	
Contact Information	[Save] [Cancel]
Personal Information	
Prefix First MI Last Suffix Goes By	
Title	
Principal •	
Is this the Primary Contact for this account? $\mathfrak{C}_{\operatorname{Nes}}$ C No Contact Role: Inspection	

### Deleting a Contact

If the original primary contact needs to be removed, it is now possible since the primary contact has been

changed. To remove a contact, click the **Remove** icon on the **Contact Summary** screen and confirm deletion on the confirmation pop-up window.

n	ex	sure	Э					HOME   HELP   SET	JP   LOGOUT
		6	SEARCI	H   ORGANIZATION   RE	PORTS   CAMPAIGNS			Bookmarks: Expand   Add   Remove \$	Gelected 🐨
Ad	ditiona	al Inter	est Name:	Taylor Rental				Additional	al Interest
C	rd file	contacts	locations	additional interest name					
	Contact	t Summa	ary		M 4 s	Showing page 1 of 1 🏼 🕅	Page 1		[Add New]
	Details	Primary	Name		Title	Contact Role	Email		Remove
	<b>*</b>	$\checkmark$	Jonathan Taylo	r		Accounting	jtaylor@trnas	shua.com	
	<b>&gt;</b>		John Deere		Manager	Inspection	jdeere@trnas	shua.com	<b>B</b>

#### Locations – Additional Interest

The location added when the additional interest is first entered in Nexsure will automatically be designated as the primary location. The **locations** tab contains all locations in a summary view for this entity. Unlimited locations may be added for each entity but only one can be designated as the primary location. The primary location is identified with a check in the **Primary** column on the **Location Summary** screen. The primary location may be reassigned but deletion of a primary location is not allowed.

nexs	sure	Э						HOME   HELP   SE	UP   LOGOUT
		SEARCH   ORGANIZAT	ION   REPORTS   CAMPAIGNS				Bookmarks: E	xpand   Add   Remove	Selected 💞
Additional	Additional Interact Names Taylor Dental								al Interest
card file	contacts	locations additional intere	stname					Addition	ar interest
Location	Summ	ary	Showing pa	ge 1 of 1	▶ 🕅 🛛 Pag	e 1 💌			[Add New]
Details	Primary	Location Type	Address	City	St./Prov.	Zip/Postal	Phone Number	Fax Number	Remove
	$\checkmark$	Corporate Headquarters	118 Daniel Webster Hwy South	Nashua	NH	03062	(603) 888-1670		

#### Adding a Location

To add a new location, click the [Add New] link in the upper right part of the screen. Complete the location details on the screen and click the [Save] link to store or the [Cancel] link to abort.

nexsure	HOME   HELP   SETUP   LOGOUT
SEARCH   ORGANIZATION   REPORTS   CAMPAIGNS	Bookmarks: Expand   Add   Remove Selected 🖤
Additional Interest Name: Taylor Rental	Additional Interest
card file contacts locations additional interest name	×
Location Information	[Save] [Cancel]
Location Type: [Select Location Type]	Physical Address
This Location Is Set To Primary For The Account. $C_{\sf Yes}   {\mathfrak S}_{\sf No}$	Address:
Is this the Billing Location for this account? $$\rm O_{Yes}\ O_{No}$$	Address 2:
	City:
Location Numbers Type Number Ext Description	State/Province: Zip/Postal:
Business Phone	Country: United States
Fax Number	Intl Address Info:
Phone	Is above address the US Mail address for this location? $\odot_{\rm Yes}$ $\rm O_{No}$
	Mailing Address
	Address:
	Address 2:
	City:
	State/Province: Zip/Postal:
	Country: United States
	Intl Address Info:

**Note:** The Location Type drop-down box is populated by each organization to ensure that the list fits all needs.

#### **Modifying a Location**

Location information may be changed or updated as needed by clicking the **Details** icon for the location on the **Location Summary** screen. After completing the modifications, click the **[Update]** link to save the changes or the **[Cancel]** link to abort.

SEARCH   ORGANIZATION   REPORTS   CAMPAIGNS	HOME   HELP   SETUP   LOGOUT Bookmarks: Expand   Add   Remove Selected 🌾
Additional Interest Name: Taylor Rental card file contacts locations additional interest name	Additional Interest
Location Information	[Update] [Cancel]
Location Type: Corporate Headquarters 💌 This Location Is Set To <b>Primary</b> For The Account.	Physical Address Address: 118 Daniel Webster Hwy South
Location Numbers [Add New]	Address 2: City: Nashua
Details     Primary     Phone     Type     Phone     Ext     Desc     Delete       Image: Constraint of the state of the sta	State/Province: New Hampshire Zip/Postal: 03062 Country: Intl Address Info:
	Mailing Address         Address:         118 Daniel Webster Hwy South         Address 2:         City:         Nashua         State/Province:         New Hampshire         Zip/Postal:         03062            Country:         Intl Address Info:

#### **Changing the Primary Location**

When adding a new entity, the first location entered is designated as the primary. A primary location cannot be deleted but a new primary may be selected. To change the primary, click the **Details** icon on the **Location Summary** screen of the new primary location. On the **Location Details** screen, click the **Yes** option beside **Is this the Primary Location for this account?**. Click the **[Update]** link in the upper right of the screen to complete the primary location change process.

nevsure	
SEARCH   ORGANIZATION	REPORTS   CAMPAIGNS
Additional Interest Name: Taylor Rental	
card file contacts locations additional interest nam	e
Location Information	
Location Type: Corporate Headquarters 💌	
This Location Is Set To <b>Primary</b> For The Account.	⊙ <sub>Yes</sub> C <sub>No</sub>
Is this the Billing Location for this account?	C Yes ⊙ No

In the **locations** tab summary view, the newly appointed primary location will be displayed with a check mark in the **Primary** check box. The old primary location will now have a **Remove** icon.

#### **Deleting a Location**

After accessing the appropriate additional interest **locations** tab, click the **Remove** icon on the **Location Summary** screen to remove the location. Click **OK** to confirm the removal of the location or click **Cancel** to abort the process.

If the **Remove** icon is not available and the location is not identified as primary, the necessary security to remove locations has not been granted.

#### Modifying the Additional Interest Name

To modify the additional interest name, click the **additional interest name** tab. Enter the correction and click the **[Update]** link on the upper right of the screen or click the **[Cancel]** link to abort the change.

nexsure			Home   Help   Set	UP   LOGOUT
SEARCH   ORGANIZATION   REP	PORTS   CAMPAIGNS	Bookmarks: Ex	pand   Add   Remove	Selected 🐨
Additional Interest Name: Taylor Rental			Addition	al Interest
card file contacts locations additional interest name				
Additional Interest			[ Update ]	[Cancel]
Additional Interest Type:	Certificate Holder			
Additional Interest Name:	Taylor Rental			
Website:	www.taylorrentalnash [www.taylorrentalnash]			
	a	additional interest name	locations / contacts	

Notes



### Carrier

The carrier records are used for invoicing, accounting and carrier downloads. It is required that carriers be added to Nexsure prior to using any of these features and also prior to receiving a data conversion. Make sure to enter **all** required information in order to help speed up user processes. Use the information in this section to assist in completing all required information.

Carriers in Nexsure are identified as parent, issuing and billing carrier types. The parent identification is given to the first carrier added, but this type may be modified as needed when subordinate carriers are added. The type of issuing indicates that the carrier is an issuing carrier for insurance policies but may also be identified as the billing carrier if necessary. The type of billing indicates that the carrier is where payments are sent and received by the agency (in Nexsure, known as the branch).

Prior to adding any carriers, it is a good idea to complete a worksheet of how the carriers will be added to make the process quicker. When determining how to add carriers, keep in mind that if an issuing carrier is used with more than one billing carrier, the issuing carrier is added one time under its parent. Note that this situation occurs typically with non-standard markets such as business placed through general agents or brokerage firms. Brokerage firms or general agents are added as an Intermediary carrier and do not have Issuing Carriers. Issuing Carriers that Brokers or General Agents may use will be selected from the Issuing Carrier list when the policy is added. The Broker or General Agent is separately selected as the Billing Carrier.

If the agency does not have a contract with the parent of an Issuing Carrier, the parent is added without checking the billing box. When adding parent carriers solely for the purpose of properly adding an Issuing Carrier, use the carrier Note field to identify why the parent is not an issuing or billing carrier. If the agency secures a contract with the parent in the future, all subsidiary issuing carriers are properly associated with the parent.

**Example:** Your agency was unable to place coverage for a client through one of your licensed carriers. You submitted the risk to your favorite Excess & Surplus Lines broker. The broker, ABC Brokers, secured a quote through Lexington Insurance Co., an AIG company.

Carrier	Traditional	Intermediary	Issuing	Billing
ABC Brokers		X - Parent	N/A	х
Lexington	х		х	N/A
AIG	X - Parent		N/A	N/A

# **Carrier NAIC Code**

The NAIC Code is required for each Issuing carrier that will download. Any carriers that the organization receives downloads from must have an NAIC code added to the Issuing carrier name record. It is good practice to add the NAIC Code to all Issuing carrier name records as the code will flow to all forms that use the code. Due to the fact that the NAIC code identifies where downloaded data should go in Nexsure, an NAIC code cannot be used on more than one carrier name record.

Unique download situations may require the use of an Integration Code in lieu of an Issuing Carrier's NAIC Code. The use of an Integration Code is rare. An Issuing Carrier that downloads will have either an NAIC Code or an Integration Code, never both. The NAIC Code identifies the Issuing Carrier when it is used within its own Parent/Billing group of affiliated carriers. An Integration Code identifies the Issuing Carrier when it is used within its used by an unrelated Parent/Billing/Issuing group of carriers. Your Account Manager or Nexsure Support will help you determine if an Integration Code applies to any of your Issuing Carriers that download.

#### **Carrier Commissions**

Nexsure requires each carrier name to be associated to the Territory(ies) of the Branch(es) where it will be used. For a carrier name to be available for selection at policy underwriting, Nexsure requires at least one commission for that carrier in each Branch where it will be used. Carrier names must first be associated to the Branch's Territory before a commission may be added for the carrier name and Branch combination.

Download also requires at least one commission for each carrier name and Branch combination that will download. However, to have all the proper commission amounts flow to the policy info screens in Nexsure, a commission for each combination of Line of Business, carrier name and Branch that downloads should be added.

Sections of this chapter provide detailed steps for adding carriers and commissions. A carrier worksheet is provided below to assist with entering carriers and commissions. Print or copy the worksheet as needed and complete these basic required fields prior to entering your carriers in Nexsure. All the fields available in Nexsure for carriers are not on this worksheet (such as phone numbers), but they can be added later or added to your own version of the worksheet for completion.

**Note**: Prior to receiving downloads from carriers, in addition to carrier setup covered in this chapter, refer to "Employee Record Maintenance", in Chapter 2, Admin Training Manual, to setup employee commission defaults.

#### Carrier Worksheet

Use the **Carrier Worksheet** to set up carriers and commissions. The **Carrier Worksheet** is located for download in the Help System by clicking the **1** <u>Before You Start</u> link.



Below is an example of the Carrier Worksheet:

#### Adding Carriers

#### Step 1: Add Carriers > Step 2: Associate Carriers to Territory(ies) > Step 3: Add commissions for each Branch where Carriers will be used

PARENT Carrier Name and Address > Parent is added through Search	Category	Туре	Carrier DB Rule	Territory(ies)
□NAIC Code:	☑ Parent □ Traditional □ Intermediary	□ Issuing □ Billing □ Internal	□ Post Direct Bill invoicing to General Ledger	□ □ □
Affiliated Subordinate Carriers > Add to Carrier Names tab of Parent	Category	Туре	Carrier DB Rule	Territory(ies)
□NAIC Code:	☐ Traditional	□ Issuing □ Billing □ Internal	□ Post Direct Bill invoicing to General Ledger	© © ©
□NAIC Code:	Traditional	□ Issuing □ Billing □ Internal	□ Post Direct Bill invoicing to General Ledger	© © ©
□NAIC Code:	Traditional	□ Issuing □ Billing □ Internal	□ Post Direct Bill invoicing to General Ledger	□ □ □
NAIC Code:	☐ Traditional	□ Issuing □ Billing □ Internal	□ Post Direct Bill invoicing to General Ledger	© © © 0

Note 1: Parent Intermediary will not have subordinate issuing carriers. The issuing carriers used by an intermediary are added under their own parent. Note 2: Carrier CD Rule for Commission Downloads only applies at carrier level if Org default is not established in Setup > Download Defaults Note 3: Integration Code for Interface is rarely used. Discuss with your Account Manager or Nexsure Support to see if this code applies to any of your carriers.

OMMISSIONS ORBRANCH >	ated to the Branch must have at leas	t to the Branch's Territory to be available for Ist have at least one commission line for each				
CARRIER NAME	Branch Code	Line of Business	New %	Renew %	Rew %	DEFAUL
						1
						1
			-			í
		+	+	++		
		+	+		├	
		+		ļ!	<b> </b>	ı
				ļ!	ļ]	I
						L
						1
						1
				++		í ———
			+	++		1
		+				
				!		<u> </u>

Default Rules

- You may establish one Line of Business (LOB) Default for each LOB in a Branch. The LOB Default will apply if Nexsure does not find a commission that matches the policy's Branch, Carrier, Department and LOB exactly.
- You may establish a Department Default for each Department in a Branch. The Department's default commission will apply if Nexsure does not find an exact match or a LOB Default for the policy's Branch.
- You may establish one Carrier Default for each group of carriers in a Branch. If an exact match, LOB or Department Default commission is not found for the policy's Branch, Nexsure will use the Carrier Default of the policy's Issuing Carrier if it exists. A Carrier Default established on a billing carrier will be used only if a policy's Issuing Carrier is Unassigned.
   You may establish one commission line as the Org default for your entire Organization. If Nexsure does not find an exact match, LOB, Department or Carrier Default for the Branch,
- roumay establish the commission measure orgination your entre organization. In vessure does not it will use the Org Default or display a commission not found message if an Org Default does not exist.

#### **Searching Carriers**

Adding, modifying and removing carriers in Nexsure is done from the **Search** screen on the **Primary** menu. Begin by selecting **Carrier** from the **Entity** drop-down box on the **Search** screen. Notice that the search fields change with the selection of carrier. Nexsure provides several key fields for searching to help ensure accurate results. Enter less information for broader results or more information to return less data. To

activate a search, click the **Search** button or press **Enter**. If the carrier exists, click the **Details** icon to see the details.

sule					HOME	HELP   SE	TUP   LO
SEARCH   0	RGANIZATION	REPORTS   CAMPAIGNS		Bookmarks: E	Expand   Ac	ld   Remove	Selected
lo, Betsy Cormier							
ch							
u must search for a record prior to	o entering a n	ew one. After the results are return	ned you will be given the option t	to add a new reco	ord.		
ity: Carrier	<ul> <li>HISTORY</li> </ul>	RESULTS - CARRIER	4				
arch Type: Contains	▼ 6 Record(	s) Found 🗏	Showing Page 1 of 1	► PI		Go To P	age 1 💌
rier Category: All	<ul> <li>Details</li> </ul>	Name	Location Type	City	St./Prov.	Zip/Postal	Remove
rier:	<b>*</b>	Hartford Insurance Group	Corporate Headquarters	Hartford	СТ	06155	E.
ne Number:		Safeco Insurance	Corporate Headquarters	Seattle	WA	98185	<b>E</b>
tion Address:		American Empire Surplus Lines Ins	Co Home Office	Cincinnati	ОН	45201	<b>B</b>
tion City:		Surplus Lines Managers, Inc.	Home Office	Nashua	NH	03062	<b>E</b>
tion		Horan Goldman of New Englan	d Underwriting	Concord	NH	03301	En
-ostal:		Western World Insurance Group	Corporate Headquarters	Franklin Lakes	IJ	07417	- -
t Name:	🔛 🍡						
t Name:							-

**Note:** The First Name and Last Name fields are to search by contacts. If multiple contacts are on an account, any of those contacts may be entered to return the association with the carrier. Entering some of the contact name returns a broader result, enter most or full first and last name for a more specific result.

### **Adding Carriers**

In the **Entity** drop-down box, select **Carrier**. Prior to adding carriers, searching is required to help prevent duplication. After a search has been done, the **[Add New Record]** link is automatically activated. To understand how searching for a carrier works, it is important to note that all associations with a carrier will be displayed. These type of results allow a clear picture of what has been added for a particular carrier. After confirming that the desired carrier does not already exist, click the **[Add New Record]** link in the upper right portion of the screen.

						HOME   HELP	SETUP   LOG
SEARCH   ORGA	NIZATION	REPORTS   CAN	IPAIGNS		Bookma	arks: Expand   Add   Ren	nove Selected
ormier							
						[ Add	New Record ]
arrier	SEARCH RES	ULTS - CARRIER					
Contains 💽	0 Record(s) F	ound					
ui 🔽	Details	Name	Location Type	City	St./Prov.	Zip/Postal	Remove
epublic Companies (			No records found	on specified	search criteria for Carrie	er.	
727886000						Sea	rch Clear
525 LBJ Freeway							
allas							
5240-6241							
arker							
ush							
	SEARCH   ORGA	SEARCH   ORGANIZATION   ormier arrier SEARCH RES ontains O Record(s) F ll O Record(s) F public Companies ( 727886000 i225 LBJ Freeway allas i240-6241 irker ush	SEARCH     ORGANIZATION     REPORTS     CAN       primier     SEARCH RESULTS - CARRIER       arrier     Image: Search RESULTS - CARRIER       ontains     Image: Organization of the search	SEARCH       ORGANIZATION       REPORTS       CAMPAIGNS         arrier       >       SEARCH RESULTS - CARRIER       0         ontains       >       0       Record(s) Found       0         III       >       >       Details       Name       Location Type         values       0       Record(s) Found       0       No records found         III       >       >       No records found       0         stables       stables       stables       No records found       0         stables       stables       stables       stables       stables       stables         stables       stables       stables       stables       stables       stables       stables         stables	SEARCH       ORGANIZATION       REPORTS       CAMPAIGNS         Damier       SEARCH RESULTS - CARRIER       0 Record(s) Found       0 Record(s) Found         II       Image: Companies (Companies	SEARCH     ORGANIZATION     REPORTS     CAMPAIGNS     Bookma       arrier     >          arrier     >          antains     >      0     Record(s) Found       II     >          public Companies (           r27886000           sillas           sillas           silh	HOME       HELP         SEARCH       ORGANIZATION       REPORTS       CAMPAIGNS       Bookmarks: Expand       Add       Rem         ormier       Image: Companies of the second

**Note:** The **[Add New Record]** link is available each time a search is run. Make certain that the search criteria is correct and a match was not found prior to adding a new record by using the Clear button and retrying the search again.

Any information entered in the search fields are automatically transferred to the newly added carrier fields. Any field with a red asterisk \* is a required field. Complete the balance of the fields and click the **Save** button in the upper right portion of the screen to complete the addition. To clear and start entry over, click the **Clear** button.

ne sure	HOME   HELP   SETUP   LOGOUT
SEARCH   ORGANIZATION   REPORTS   CAMP	PAIGNS Bookmarks: Expand   Add   Remove Selected 🌾
dd New Carrier	Í
* indicates required field	Save Clear
Carrier Information	Primary Contact
Name: Republic Companies Group *	Apply Contact: O Use Existing ③ Add New
NAIC Code:	Prefix:
Carrier Category: O Intermediary © Traditional *	First Name: Parker * MT.
Carrier Types: Issuing 🗹 Billing 🗹 Internal 🗌	Last Name: Rush *
Contract Year:	Suffix:
Website:	Title:
AM Best Rating:	Contact Role:
Primary Location	E-Mail:
Location Type: <select location="" type=""> 💌 *</select>	Phone Number(s) Format(#########)
Address: 5525 LBJ Freeway *	Type Number Ext Description
	Home Phone
City: Dallas *	Cell Phone
State: *	Personal Fax 🗾
Zip: 75240-6241 *	
Country:	
Intl Address Info:	
Phone: 9727886000	
Fax:	
Carrier E-mail:	
To the share the US Mail address for this leasting? (* Mar. (*) No.	·
is the above the US Mail address for this location? SO Yes CO No	

Fields	Description
Carrier Name	This is a required field indicated by the red * asterisk. Enter the name of the carrier to be used at both client and accounting levels.
NAIC Code	NAIC codes cannot be repeated (because each NAIC code is used to identify where downloaded data should go). Make sure to add the NAIC code to the carrier from which downloads will be received. Any carriers that the organization receives downloads from must have an NAIC code added to the carrier record. Parent/Billing Carriers that issue and download policies with unrelated carriers require entry of an Integration Code in lieu of the NAIC code on the Issuing Carrier. The Integration Code field is available on the Carrier Name record.
Carrier Category	This is a required field indicated by the red * asterisk. To identify the carrier relationship at this level, click the appropriate option button. Select <b>Traditional</b> when the carrier is a <b>Standard</b> market or <b>Intermediary</b> for third parties. Intermediaries are typically managing general agents (MGA's), general agents (GA's) or brokerage firms used to access markets for hard to place risks, specialty risks or unattainable carrier appointments. An icon is added at the carrier Search view if the carrier is identified as an Intermediary. Carriers designated as Intermediaries will only be shown in the billing carrier drop-down in policy headers.
Carrier Types	Carrier Types identify the carrier as <b>Issuing</b> , <b>Billing</b> or <b>Internal</b> . The carrier actually writing the policy is identified as the <b>Issuing Carrier</b> . Carriers where payments are received from or paid to are identified as the <b>Billing Carrier</b> . Both options of Issuing and Billing are used at the policy level. Selecting <b>Internal</b> with the Carrier Category of <b>Intermediary</b> is only a flag that indicates the affiliation is a carrier which is internal to the organization. Internal carriers could be either part of the organization or have a contractual relationship. <b>Issuing</b> , <b>Billing</b> and <b>Internal</b> may all be selected. However, if the Carrier Category is marked as <b>Intermediary</b> , <b>Issuing</b> will not be a Carrier Type option.
Contract Year	If desired, enter the contract year to identify the inception of the contract.
Web site	Enter the web site address for the carrier.
AM Best Rating	Enter the AM Best Rating if desired.
Primary Location	Complete the location address for the main location of the carrier. Other addresses may be added later by clicking the <b>locations</b> tab at the carrier level. The Location Type selection list may be personalized in <b>SETUP</b> > <b>Lookup Management</b> .

Fields	Description		
Primary Contact	Before adding any contact, use the search option to make sure the contact does not already exist in your organization. Click the <b>Use Existing</b> option, enter the last name in the <b>Last Name</b> box and click <b>Search</b> . If no matches are displayed, click the <b>Add New</b> option button to add the new contact. A Primary Contact is required. If the Primary Contact is unknown at the time the carrier is added, a unique Unknown contact for the carrier may be added. When the carrier's Primary Contact is identified, a new Contact is to be added before the Unknown contact record is removed from the carrier record. Refer to <b>Changing a Primary Contact</b> in this section.		
	Primary Contact		
	Apply Contact: 💿 Use Existing 🔘 Add New		
	Search For An Existing Contact		
	Last Name Search		
Personal Numbers	Click the <b>Add New</b> link to add new phone numbers. Click the <b>Details</b> con to edit		
	the number or details. Click the <b>Remove</b> icon to remove numbers not designated as primary.		
	<b>Type:</b> The types in the drop-down box are added in <b>Setup</b> under Lookup Management under the category of <b>Miscellaneous</b> .		
	<b>Number:</b> Enter the phone number in the <b>Number</b> field, without formatting. Formatting is applied after saving the screen.		
	Ext.: Enter up to 6 digits in the Ext. field.		
	<b>Description:</b> Enter up to 15 characters to help describe the phone number, such as "After 5:00 PM".		

After the first carrier of a group of carriers is added, refer to the sections "Adding Carriers to a Group of Carriers" and "Modifying the Carrier Name", in this chapter to add or modify carriers within this group of carriers.

### How to Use the Contact Summary Screen

The contacts tab contains all the contacts added for this entity in a summary view. Unlimited contacts may be added for each entity, but only one is designated as the primary contact. The primary contact is identified with a check box in the **Primary** column on the **Contacts Summary** screen. The primary may be reassigned but deletion of a primary contact is not allowed.

Once the new entity is stored, additional information may be added after the **card file** tab is displayed.

sure		HOME   HELP   SETUP   LOG
SEARCH   ORGANIZATION	REPORTS   CAMPAIGNS	Bookmarks: Expand   Add   Remove Selected
RIER PROFILE   ATTACHMENTS		
ier Name: Republic Companies Group		► Carrier
file contacts locations carrier name com	missions	
file contacts locations carrier name com	missions	
file contacts locations carrier name com	missions	
file contacts locations carrier name com	Mailing Address	
file contacts locations carrier name com Republic Companies Group Information Website: Website	Mailing Address Location Type: Home Office	
file contacts locations carrier name com Republic Companies Group Information Website: Website Primary Contact	Mailing Address Location Type: Home Office Address: 5525 LBJ Freeway	
file contacts locations carrier name com Republic Companies Group Information Website: Website Primary Contact Name: Parker Rush	Mailing Address Location Type: Home Office Address: 5525 LBJ Freeway City: Dallas State/Province: TX	
file contacts locations carrier name com Republic Companies Group Information Website: Website Primary Contact Name: Parker Rush Title:	Mailing Address Location Type: Home Office Address: 5525 LB3 Freeway City: Dallas State/Province: TX Zip/Postal: 75240-6241	

#### Adding a New Contact

Click the [Add New] link in the upper right hand corner of the Contacts Summary screen. The Search For Existing Contact Record screen is displayed.

nexsure			HOME   HELP   SETUP   LOGOUT
	SEARCH   ORGANIZATION	REPORTS   CAMPAIGNS	Bookmarks: Expand   Add   Remove Selected 💖
CARRIER PROFILE	ATTACHMENTS		
Carrier Name: Re	public Companies Group		Carrier
card file contacts	locations carrier name comm	ssions	
Apply Contact	© Search Contact	C New Contact	
Search For Existing	Gontact Record:	Last Name	Search

The **Search Contact** option is selected by default. This feature allows the global contacts database to be utilized so that duplicate contact records may be avoided.

Enter the last name for the contact in the space provided and then click the **Search** button. All contacts with the same matching last name are displayed along with their corresponding e-mail addresses. If a match is returned, scroll through to select it and click the **Use Selection** button to associate with this entity. Any field modified and saved on this record will affect the original record, so make sure you have the correct contact before modifying. There are four fields in the contact's details that are unique to their relationship to this entity. These four fields are: **Title**, **Primary Contact**, **Contact Role** and **Location**. Changing these four fields will not change the original record. If the contact does not exist in Nexsure,

select the **New Contact** option.

**Note:** All contacts added to Nexsure are stored in a global database. A contact should be entered in Nexsure only one time. The contact can then be related throughout Nexsure as needed.

The Contact Details screen is displayed. Enter the new contact information and click the [Save] link to store the record or the [Cancel] link to abort the entry.



nexsure		HOME   HELP   SETUP   LOGOUT
SEARCH   ORGANIZATION	REPORTS   CAMPAIGNS	Bookmarks: Expand   Add   Remove Selected 0 🌮
CARRIER PROFILE   ATTACHMENTS		
Carrier Name: Republic Companies Group		► Carrier
card file contacts locations carrier name com	missions	
Contact Information		[Save] [Cancel]
Descend Information		
Personal Information Prefix First MI	Last	Suffix Goes By
	1	
<u> </u>		
Is this the Primary Contact for this account? ${ m C}$ Yes $$	€ <sub>No</sub>	
Personal Numbers		E-Mail Address
Type Number	Ext Description	E-Mail:
Home Phone		E-Mail 2:
Business Phone 💌		
2nd Phone Line 🗾		
Locations		
Select the Primary Account Location for this contact	Home Office - 5525 LBJ	Freeway 💌
Contact Notes		
A		
Υ.		

**Note:** E-mail addresses should be obtained for all contacts as they make searching an easier process and allow contact information to be used in Nexsure's Delivery address book.

### **Editing a Contact**

Contact information may be changed or updated as needed. There are four fields in the contact's details that are unique to their relationship to an entity and if updated, will only affect this record. The four unique fields are: **Title**, **Primary Contact**, **Contact Role** and **Location**. All other fields apply to the contact globally and when updated will change all associated contact records throughout Nexsure.

After accessing the appropriate carrier through **Search**, click the **contacts** tab. All contacts are available on the summary screen. Each contact will have its own **Details** icon. Clicking the **Details** icon of a contact brings up the **Contact Details** screen. Make the necessary changes to the record and click the **[Update]** link to save the changes.

#### **Changing a Primary Contact**

When adding a new entity, the first contact entered is designated as the primary contact. A primary contact

cannot be deleted but a new primary may be selected. To change the primary, click the **Details** icon on the **Contact Summary** screen of the new primary contact. On the **Contact Details** screen under the **Contact Role**, click the **Yes** option beside **Is this the Primary Contact for this account?**. Click the **[Update]** link in the upper right of the screen to complete the primary contact change process.

**Note**: If an Unknown contact record was used to add a new Carrier, always **[Add New]** and search existing records for the Primary Contact when it is known. Changing the name on the Unknown contact record will change the name wherever the Unknown contact record is used. Remove the Unknown contact after the new contact is added and identified as the Primary Contact for the Carrier.

nexsure		HOME   HELP   SETUP   1	LOGOUT
SEARCH   ORGANIZA	TION   REPORTS   CAMPAIG	NS Bookmarks: Expand   Add   Remove Select	ed 💞
CARRIER PROFILE   ATTACHMENTS			
Carrier Name: Republic Companies Gr	oup	Carrier	
card file contacts locations carrier name	commissions		
Contact Information		[Save] [Cancel]	
Personal Information			
Prefix First	MI Last	Suffix Goes By	
Mr. James	Linden	James	
Title			
Underwriter 💽			

### **Deleting a Contact**

If the original primary contact needs to be removed, it is now possible since the primary contact has been

changed. To remove a contact, click the **Remove** icon on the **Contact Summary** screen and confirm deletion on the confirmation pop-up window.

nex	sure	9			H	Iome   Help   Setup   Logout
		SEARCH   0	RGANIZATION   REPORTS   C	AMPAIGNS	Bookmarks: Expan	d   Add   Remove Selected 🟾 🌮
CARRIER	PROFILE	ATTACHMENTS				
Carrier N	lame: R	epublic Compa	nies Group			▶ Carrier
card file	contacts	locations carri	er name commissions			
Contac	t Summ	ary	Title	ing page 1 of 1	Page 1	[Add New]
		James Linden	Underwriter	Home Office	JLinden@RCG.com	Remove
,		Parker Rush		Home Office	Parker Rush	<b>B</b>

#### Locations - Carrier

When adding a new carrier entity, the first location entered is designated as the primary location for that carrier. The **locations** tab contains all locations in a summary view for this entity. Unlimited locations may be added for each entity but only one can be designated as the primary locationfor the Parent Carrier. The Parent Carrier's primary location is identified with a check in the **Primary** column on the **Location Summary** screen. The primary location may be reassigned but deletion of a primary location is not allowed.

nex	sure	;						HOME   HELP   S	ETUP   LOGOUT
•		SEARCH   ORGAN	ZATION   REPORTS   CAN	PAIGNS			Bookma	rks: Expand   Add   Remov	e Selected 🟾 🖤
CARRIER	PROFILE	ATTACHMENTS							
Carrier N	lame: Re	public Companies	Group					Carrier	
card file	contacts	locations carrier nam	e commissions						
Locatio	n Summa	iry		Showin	ng page 1 of 1	Page 1		Filters: [ Sh	iow ] [Add New]
Details	Primary	Location Type	Address	City	St./Prov.	Zip/Postal	Phone Number	Fax Number	Remove
		Accounting Office	5524 LBJ Freeway	Dallas	тх	75240-6241			

Add locations for the Parent and all subordinate carriers to the locations tab. Locations added will populate a drop-down selection list of locations used when adding subordinate carriers. For information on adding carriers to the group of carriers, see "Adding Carriers to a Group of Carriers" later in this chapter. Each carrier name added to the Parent group of carriers will designate a location as its primary location.

#### Adding a Location

To add a new location, click the [Add New] link in the upper right part of the screen. Complete the location details on the screen.

nersure	
SEARCH   ORGANIZATION   REPORTS   CAMPAIGNS	Bookmarks: Expand   Add   Remove Selected 💞
CARRIER PROFILE   ATTACHMENTS	
Carrier Name: Republic Companies Group	► Carrier
card file contacts locations carrier name commissions	<b>•</b>
Location Information	[Save] [Cancel]
Location Type: Claims	Physical Address
	Address: 5555 LBJ Freeway
Location Numbers	Address 2:
Business Phone  8005555555	City: Dallas
Eax Number 8005555554	State/Province: Texas Zip/Postal: 75240-6241
	Country: United States
Phone I	Intl Address Info:
	Is above address the US Mail address for this location? $$\rm C_{Yes}$ $\odot_{\rm No}$
	Mailing Address
	Address: P.O. Box 809056
	Address 2:
	City: Dallas
	State/Province: Texas Zip/Postal: 75380-9056
	Country: United States
	Intl Address Info:

- Location Types drop-down box is populated by each organization to ensure the list fits all needs.
   Add Location Types in SETUP > Lookup Management > Carrier Category > Location Types
   (Carrier). Location Types assigned to carrier locations aids in the selection of locations when
   carrier names are added to the group of carriers.
- Phone numbers may be added for each location. First select the appropriate Phone Type from the drop-down box and enter the number, extension and internal description. Additional Phone Types may be added in SETUP > Lookup Management > Miscellaneous Category > Phone Types.
  - **Fax Number** phone type will be available for selection in **Delivery Address Book** search of **Carrier Locations**.
  - Customer Service phone type is used to designate the phone number that is to pre-fill to verification (Auto ID) cards of states that require a phone number. Nexsure will use the Customer Service phone number of the location associated to the Issuing carrier name and flagged as that carrier's primary location on Auto ID cards. If a Customer Service phone type does not exist, the primary phone number of the Issuing carrier's primary location will be used. For information on designating a carrier's primary location see "Changing the Carrier's Primary Location" and "Adding Carriers to a Group of Carriers" later in this chapter.
- Click the [Save] link to save the new location or the [Cancel] link to abort.

#### Modifying a Location

Location information may be changed or updated as needed by clicking the **Details** icon for the location on the **Location Summary** screen. A **Location Number** can be designated as the Primary phone number for

the location by clicking the **Location Numbers Details** icon and selecting **Yes** to the question "Is this the **PRIMARY PHONE NUMBER** for this Location". Click the **Update** button to save changes to the **Location Number**. After completing modifications to the location, click the **[Update]** link to save the changes or the **[Cancel]** link to abort.

nexsure	HOME   HELP   SETUP   LOGOUT
SEARCH   ORGANIZATION   REPORTS   CAMPAIGNS	Bookmarks: Expand   Add   Remove Selected 🕷
CARRIER PROFILE   ATTACHMENTS	
Carrier Name: Republic Companies Group	► Carrier
card file contacts locations carrier name commissions	2
Location Information	[Update] [Delete] [Cancel]
Location Type: Claims	Physical Address
	Address: 5555 LBJ Freeway
Location Numbers [Add New]	Address 2:
	City: Dallas
Details Primary Phone Type Phone Ext Desc Delete Fax Number (800) 555-5554	State/Province: Texas
Business Phone (800) 555-5555 🖬	Country United States
	Table Address Tafes
	Intr Address Into:
	Mailing Address
	Address: P.O. Box 809056
	Address 2:
	City: Dallas
	State/Province: Texas Zip/Postal: 75380-9056
	Country: United States
	Intl Address Info:
	н

#### Changing the Carrier's Primary Location

When adding a new entity, the first location entered is designated as the primary. The new entity's primary location cannot be deleted but a new primary may be selected. After the new location has been added, click the **carrier names** tab and then click the **Details** icon for the carrier. At the bottom left under **locations**, click the **[Add New]** link. In the pop-up window, select the appropriate location and check the primary location for the carrier name. Click the **[Update]** link in the upper right of the screen to complete the primary location change process.

nexsure			Home   Help   Setup   Logout
SEARCH	ORGANIZATION   REPORTS   CAMPAIGNS	Bookmarks:	Expand   Add   Remove Selected 🖤
CARRIER PROFILE   ATTACHMENTS			
Carrier Name: Republic Comp	oanies Group		Carrier
	Add a Location Apply Location: I Use Existing C Add New Is this the PRIMARY LOCATION for this Carrier Name? Yes Accounting Office Dallas, TX [5524 LBJ Freeway ]	ne sure	

In the **locations** tab summary view the newly appointed primary location for the parent carrier will be displayed with a check mark in the **Primary** check box. The old primary location will now have a **Remove** 

icon. The primary location is also noted on the carrier name record in the **Location(s)** section of the screen.

nevsure	HOME   HELP   SETUP   LOGOUT
SEARCH   ORGANIZATION   REPORTS   CAMPAIGNS	Bookmarks: Expand   Add   Remove Selected 🖤
CARRIER PROFILE ATTACHMENTS	Ormitan
Carrier Name: Republic Companies Group	Carrier
card file contacts locations carrier name commissions	
Carrier Information	[Update] [Cancel]
Carrier Name: Republic Companies Group	This is the current PARENT CARRIER
Carrier Category: 💿 Traditional O Intermediary	Website: http://www.republicgroup.com/
Carrier Types: 🔽 Issuing 🗹 Billing 🗌 Internal	www.republicgroup.com/
Carrier DB Rule: 🔽 Post Direct Bill Commission to General Ledger	Contract Year:
Carrier CD Rule: 🛛 Re-run download using lenient criteria	AM Best Rating:
Location(c) [Add New]	NAIC Code:
	Integration Code:
Details Primary Location Type Address City St./Prov. Zip/Postal Delete Home Office S25 LBJ Dallas TX 75240- Presevary Dallas TX 75240- 5241 E	Carrier Email:
Office Freeway Dallas TX 75240	Notes:

Modifying the primary location for any carrier names other than the parent will only show on the carrier name locations section as being the primary for that name. It will not change the location summary view primary. That change must take place on the parent carrier to display on the Location summary screen.

#### **Deleting a Location**

After accessing the appropriate carrier **locations** tab, click the **Remove** icon on the **Location Summary** screen to remove the location. Click **OK** to confirm the removal of the location or click **Cancel** to abort the process.

1exs	sure	Э						HOME   HELP   SET	UP   LOGOU
		SEARCH   C	ORGANIZATION   REPORTS	S   CAMPA	IGNS		Bookmarks:	Expand   Add   Remove	Selected 🐗
CARRIER P	ROFILE	ATTACHMENTS							
Carrier Na	ame: R	tepublic Compa	nies Group					Carrier	
card file	contacts	locations carr	ier name commissions						
Location	n Summ Primary	lary	Address	City	ng page 1 c	of 1 Page 1	Phone Number	Fax Number	[Add New]
Location Details	n Summ Primary	Location Type Accounting Office	Address 5524 LBJ Freeway	City Dallas	ng page 1 o St./Prov. TX	of 1 Page 1 Zip/Postal 75240-6241	Phone Number	Fax Number	[Add New] Remove
Location Details	n Summ Primary Ø	Location Type Accounting Office Home Office	Address 5524 LBJ Freeway 5525 LBJ Freeway	City Dallas Dallas	ng page 1 o St./Prov. TX TX	Page         1           Zip/Postal         75240-6241           75240-6241         75240-6241	Phone Number     (972) 788-6000	Fax Number	[Add New] Remove

If the **Remove** icon is not available and the location is not identified as primary, the necessary security to remove locations has not been granted.

#### Adding Carriers to a Group of Carriers

To add a carrier to the same group of carriers, click the carrier names tab and [Add New].

nexsure		HOME   HELP   :	SETUP   LOGOUT
SEARCH   ORGANIZATION   REPORTS   CAMPAIGNS	Bookmarks: Ex	(pand   Add   Remo	ve Selected 🟾 🖤
CARRIER PROFILE   ATTACHMENTS			
Carrier Name: Republic Companies Group		Carrier	r
card file contacts locations carrier name commissions			
Carrier Summary I( < Showing page 1 of 1 ▷ )  Page 1 ▼			[Add New]
Details Parent Billing Issuing Internal Carriers	NAIC Code	AM Best	Remove
📝 🔽 🔽 Republic Companies Group			

Enter the **Carrier Information** for this carrier name. The NAIC code is required for all Issuing Carriers that will download. If the carrier being added is the Parent of the group of carriers, select the **Yes** option in response to 'Is this current Parent Carrier' question.

Organizations that have Direct Bill Invoice General Ledger Posting rules set to "Post to the General Ledger" and "Override by Carrier" can choose to post on an individual carrier basis by selecting the **Carrier DB Rule**. If the **Carrier DB Rule** is unchecked, direct bill invoices will not post to the general ledger for that carrier. Direct bill invoices can still be entered, but they will have no effect on the general ledger and will not be available for reconciliation.

If direct bill invoice posting for a carrier name is desired, make certain the **Carrier DB Rule** is checked on the carrier name detail.

Commission download may be set to re-run using lenient criteria for all carriers in **SETUP** > **Downloads** > **Download Defaults** > **Exceptions Processing**. The **Carrier CD Rule** for commission download processing may be established for individual carriers by selecting the **Carrier CD Rule** at the carrier level in lieu of an Org level default in **SETUP**.

Add locations for the carrier by clicking the **Location(s)** [Add New] link. Locations added to the location summary are available for selection in the drop-down box. If the location has not been added, click the Add New option to display fields to enter a new location. Select the check box to designate this location as the carrier's **Primary Location**. Click the **Save** button to save the location or **Cancel** to abort.

Add a Location Ne Sure
Is this the <b>PRIMARY LOCATION</b> for this Carrier Name? Yes Accounting Office Dallas, TX [5524 LBJ Freeway ] Save Close

**Note**: The Issuing Carrier's primary location is used to pre-fill carrier phone and address information on Auto ID cards. The primary location's primary phone number will be used unless a **Customer Service** phone type has been added to the location.

Click [Update] to complete adding the new carrier name.

nexsure		HOME   HELP   SETUP   LOGOUT
	SEARCH   ORGANIZATION   REPORTS   CAMPAIGNS	Bookmarks: Expand   Add   Remove Selected 🐗
CARRIER PROFILE	ATTACHMENTS	
Carrier Name: Rep	public Companies Group	► Carrier
card file contacts	locations carrier name commissions	
Carrier Informatio	ion	[Update] [Cancel]
Carrier Name:	Republic Fire & Casualty Insurance	Is this current PARENT CARRIER?
Carrier Category:	• Traditional C Intermediary	Website: www.republicgroup.com
Carrier Types:	🔽 Issuing 🗆 Billing 🗖 Internal	
Carrier DB Rule:	Post Direct Bill Commission to General Ledger	Contract Year:
Carrier CD Rule:	Re-run download using lenient criteria	AM Best Rating: A-
Location(s)		NAIC Code: 10810
		Integration Code:
Apply Location:	C Use Existing C Add New	Carrier Email:
Home Office Da	llas, TX [5525 LBJ Freeway ]	Notes:

The Parent and its subordinate carriers display on the carrier names summary of the Parent carrier.

nexsure	<b>;</b>			ном	ie   Help   Se	TUP   LOGOU
	SEARCH	ORGANIZ	ATION   REPORTS   CAMPAIGNS	Bookmarks: Expand	Add   Remove	e Selected 🐗
CARRIER PROFILE	ATTACHMENTS					
Carrier Name: Re	epublic Com	oanies G	roup		Carrier	
card file contacts	locations c	rrier name	commissions			
Carrier Summar	locations c	rrier name	``commissions`````````````````````````````````			[Add New]
Carrier Summar	locations co 'Y Billing Issuin	Internal	Commissions K ≤ Showing page 1 of 1 ▷ M Page 1 ▼ Carriers	NAIC Code	AM Best	[Add New]
Carrier Summar	Billing Issuin	Internal	Commissions	NAIC Code	AM Best	[Add New] Remove
Carrier Summar	Billing Issuin	Internal	Commissions	NAIC Code	AM Best A-	[Add New]

#### Modifying the Carrier Name

To modify the carrier name or other details such as NAIC code or to establish **Carrier DB** and **Carrier CD Rules** for individual carriers, click the **carrier names** tab and the **Details** icon of the carrier name to be modified. Enter the correction and click the **[Update]** link on the upper right of the screen or click the **[Cancel]** link to abort the change.

nexsure		HOME   HELP   SETUP   LOGOUT
	SEARCH   ORGANIZATION   REPORTS   CAMPAIGNS	Bookmarks: Expand   Add   Remove Selected 🖤
CARRIER PROFILE	ATTACHMENTS	
Carrier Name: Re	public Companies Group	► Carrier
card file contacts	locations carrier name commissions	
Carrier Informat	ion	[Update] [Cancel]
Carrier Name:	Republic Companies Group	This is the current PARENT CARRIER
Carrier Category:	⊙ Traditional O Intermediary	Website: http://www.republicgroup.com/
Carrier Types:	🔽 Issuing 🗹 Billing 🗖 Internal	www.republicgroup.com/
Carrier DB Rule:	▶ Post Direct Bill Commission to General Ledger	Contract Year:
Carrier CD Rule:	🔲 Re-run download using lenient criteria	AM Best Rating:
Location(s)	[Add New]	NAIC Code:
		Integration Code:
Details Primary Lo	Cation Type         Address         City St./Prov. Zip/Postal         Delete           ome Office         5252 LBJ         Dallas         TX         75240-           ccounting         5524 LBJ         Dallas         TX         75240-           Office         Freeway         Dallas         TX         75240-	Carrier Email:
1		Notes:

#### Notes

### **Carrier Commissions**

The **commissions summary** tab shows the commissions added for the carrier names. At least one commission line must be added for each carrier name in each Branch where the carrier name will be used. The carrier name must first be associated with the appropriate Territory before a branch may be selected to add a commission for the carrier name and branch combination.

#### Associate Carrier to Territory and Branch from Carrier Name Tab

Carrier association may be done at Organization level one territory at a time or on the **carrier name** tab to all or selected territories and branches at one time. To associate carriers at Carrier level, click **SEARCH** on the **Primary** menu, change the **Entity** to **Carrier**, click **Search** and click the **Details** icon, select the **carrier name** tab and click on the **Details** icon beside the carrier's name to be associated with the branch.

CARRIER PROFILE   ATTACHMENTS			
Carrier Name: Penn National Insurance		► Carrier	
card file contacts locations carrier name collaboration commissions			
Carrier Information		[Update] [	[Cancel]
Carrier Name: Penn National Insurance	This is the current	PARENT CARRIER	
Carrier Category: 💿 Traditional 🔘 Intermediary	Website:		
Carrier Types: 🗹 Issuing 🗹 Billing 🗌 Internal			
Carrier DB Rule: V Post Direct Bill Commission to General Ledger	Contract Year:		
Carrier CD Rule: Re-run download using lenient criteria	AM Best Rating:		
Location(s) [Add New]	NAIC Code:	32441	
	Integration Code:		
Details Primary Location Type Address City St./Prov.Zip/Postal Delete Corporate POBex Harrisburg PA 17105- Headquarters 2361 Harrisburg PA 2361	Carrier Email:	communications@pnat.com	
	Notes:		
		[ Add New Association ]	

At the bottom right of the Carrier Name detail screen there is a link called [Add New Association]. Click this link to add the territories and branches to associate with the carrier. This process must be done in order to select a carrier at policy level for identification and billing purposes, the carrier must be associated to the branch. Carriers may also be associated at the Organization level if desired. On the **Select Territories and Branches** screen, all territories display by default. To change to one territory, select from the **Territory** list. Clicking the check box in the gray header selects and deselects all territories and branches. To select a specific branch, first click the box beside the **Territory** name and select the check box beside the **Branch.** There is a red \* asterisk beside the **Branch Code** box which indicates that the field must be populated to proceed with the association. After selecting all territories and branches to associate, click the **OK** button. The association has been added and a zero commission line item for each branch so that the carrier may be used immediately upon association. If the association is added at Territory level, the user must add the commission for each branch on the Carrier's **commissions** tab in order to make the carrier available at Client level.

Territory: Southern East Coast Territory											
To add associations, select the check box. Once all associations are completed, click OK.											
K ≪ Showing page 1 of 1 ▷ M Page 1 ♥											
]	Territory Branch	Address	City	St/Prov.	Zip/Post.	Branch Code					
] <b>So</b>	ithern East Coast Territory	1128 Gurnee Avenue	Anniston	AL	36201						
A	niston Insurance Agency	2200 Quintard Av	Anniston	AL	36201						
_											

Now added to the bottom of the screen is a collapsible display showing the associations added. Use the **Open/Closed** icon to open and close this display. This portion of the screen will default to closed upon accessing the carrier name detail. Once the carrier has been associated, make sure to update and add default commissions as needed. Commission must be added for the associated carrier in order to select the carrier at policy level. For instructions on adding commissions, see "Adding Carrier Commission" in this chapter.

CARRIER PROFILE   ATTACHMENTS		
Carrier Name: Penn National Insurance	> Carrier	
card file contacts locations carrier name collaboration commissions		^
Carrier Information	[Update] [Ca	ncel]
Carrier Name: Penn National Insurance	This is the current PARENT CARRIER	
Carrier Category: 💿 Traditional 🔘 Intermediary	Website:	
Carrier Types: 🗸 Issuing 🗸 Billing 🗌 Internal		
Carrier DB Rule: 🛛 Post Direct Bill Commission to General Ledger	Contract Year:	
Carrier CD Rule: Re-run download using lenient criteria	AM Best Rating:	
Location(s) [Add Naw]	NAIC Code: 32441	
	Integration Code:	
Details Primary Location Type Address         City         St./Prov. Zip/Postal Delete           Corporate         PO Box         Harrisburg         PA         27105- 2361           Headquarters         2361         Harrisburg         PA         2361	Carrier Email: communications@pnat.com	=
	Notes:	
8	[ Add New Association ]	
Details         Status         Territory Name         Primary Con            Active         Southern East Coast Territory         Donald Jam	ntact Description Update by Updated Date Remove mes Mary Oberleitner 8/3/2009 11:30:26 AM	

**Note**: If more than one page of territories and branches exist, after selecting **Territories** and **Branches** on the first screen, use the navigation tools to navigate to the next screen and select all needed before clicking **OK**. Following this process will add all associations without having to click the [Add New Association] link more than once.

To associate carriers at Organization level, see "Associate Carrier with a Territory at Organization Level" in this chapter.

#### Associate Carrier with a Territory at Organization Level

On the **Primary** Menu, click **ORGANIZATION**. Click the **territories** tab and select the appropriate territory by clicking the **Details** icon.

Click the **entities association** tab and then the **carrier associations** tab. Any existing carrier associations will display. Page navigation links will display if there is more than one page of existing carrier associations for the Territory. Search filters may be used to search for an existing carrier association.

nexsure	HOME   HELP   SETUP   LOGOUT
SEARCH   ORGANIZATION   REPORTS   CAMPAIGNS	Bookmarks: Expand   Add   Remove Selected  🖤
ORGANIZATION PROFILE   ALL EMPLOYEES   ALL LOCATIONS	
Organization Name: Training ORG	▶ Organization
Training ORG         >> Training Org Agency, Inc.           Previous Page         >>	
card file branches locations employees accounting vendors entity associations additional interest associations carrier associations	
K ♦ Showing Page 1 of 2 ► K	Filter: [Show] [Add New]
Details Status Carrier Name Primary Contact Parent Billing Issuing Location Typ	pe Updated By Updated Date Remove

To add a new carrier association to the Territory, click [Add New] on the territory's carrier associations tab. The carrier associations tab displays with entry options for a new association.

ritory								
raining (	DRG >> Tr Previou	raining Org s Page	g Region >>	Training O	rg Agency	y, Inc.		Cancel
card file	branches	locations	employees	accounting		entity associations		
additiona	al interest as	sociations	carrier associ	ations				
	Name:						Territory Association Status: 🗹 Activ	e
De	scription:							
NA	IC Code:							
Primary	Contact:			<b>*</b>				_
Default	Address:					~		

In the **Name** area, click the **Ellipsis** .... button. The **Territory Carrier Association** dialog box is displayed. Search for the desired carrier and select the carrier name from the carriers listed. Click the **Use Selection** button. If the desired carrier is not displayed, click the **No Match** button to clear the search criteria and start a new search. Carrier names that are already associated with the Territory will not display in search results.

Territory Carrier Associ	ation	ne sure
Enter at least 2 characte search: rep	rs of the name a	nd select Search
Select Carrier Below: Republic Companies Gro Republic Fire & Casualty	oup, , P/I/B Insurance Co, 1	.0810,
	No Match	Use Selection
Result Format: Carrier Nar	ne, NAIC, Parent/	Issuing/Billing
Note: Only carriers mark	ed as billing and	/or issuing will be returned

When the carrier name is selected, enter a brief **Description** for the association. This description will display on the **Carrier Association Summary** screen. The NAIC Code automatically displays if one is available. The **Territory Association Status** must be Active for the carrier to be available for selection at the **carrier commissions** tab.

Once all entries have been made for the carrier on the **carrier associations** tab, click **Save** to complete the association of the carrier name to the Territory.

rd file branches locations	· · · · · · · · · · · · · · · · · · ·			
ite me branches focacions	employees accounting	vendors entity associations		
additional interest associations	carrier associations			
Name Basuklis Car			Territory Association Sta	
Name: Republic Cor	npanies Group		remory Association Sta	
Description:				
NAIC Code:				

Existing associations may be edited by clicking the **Details** icon of the carrier name on the **carrier associations** summary. Once all edits have been made, click **Update** to save the changes.

After carriers have been associated to the Territory of the Branches where they will be used, at least one commission line must be added for each carrier name in each Branch where they will be used at policy underwriting.

### **Carrier Commission Default Setup**

Carrier commission defaults can be created after accessing the carrier from the **Search** screen. Click the **commissions** tab and the **[Add New]** link to add the new commission default.

nexsure					HOME   H	ELP   SETUP   LOGOUT
SEARCH   ORGANIZATION   REPO	RTS   CAMPAIGNS			Bookmarks	: Expand   Add	Remove Selected 🖤
CARRIER PROFILE   ATTACHMENTS						
Carrier Name: Republic Companies Group						Carrier
card file contacts locations carrier name commissions						
Add New Commission (* indicates required field)						[Save] [Cancel]
Carriers: Select Carrier		*	C Organization Default			
Branch Name: Please select a carrier *			🗖 Department Default			
Department Name: Commercial Lines	•		Carrier Default			
Lines of Business: Select Line of Business 💌 *			Line of Business Def	ault		
Branch Code: *						
Rate Type Rate	Min.	Max.	Eff. Date	Exp. Date	Quota	Status
New: % of Premium 🔽	*		7/29/2008		÷	Active -
Renew: % of Premium	*		7/29/2008	<b>1</b>	;	Active -
Rewritten: % of Premium 🔹	*		7/29/2008	2	i	Active -

Select the **Carrier**, **Branch Name**, **Department Name** and **Line of Business** using the drop-down boxes for the new commission. Each of these selections is required. If the carrier name was not associated to the branch's territory, the carrier name may be selected, but the branch selection drop down will not be available for the carrier.

nexsure						HOME   H	ELP   SETUP   LOGOUT					
SEARCH   ORGANIZ	SEARCH   ORGANIZATION   REPORTS   CAMPAIGNS											
CARRIER PROFILE   ATTACHMENTS												
Carrier Name: Republic Companies G	roup					•	Carrier					
card file contacts locations carrier name	commissions											
Add New Commission (* indicates requir	ed field)						[Save] [Cancel]					
Carriers: Southern County Mutual	Insurance Company -	[Issuing]	*	🗌 Organizatio	n Default							
Branch Name: This carrier is not associated	with any territory *			Department	Default							
Department Name: Commercial Lines	• •			Carrier Defa	ult							
Lines of Business: Select Line of Busines	s 🔹 *			🗌 Line of Busi	ness Default							
Branch Code: *												
Rate Type	Rate	Min.	Max.	Eff. Date	Exp. Date	Quota	Status					
New: % of Premium	*			7/29/2008		<b>5</b> \$	Active -					
Renew: % of Premium 💌	*			7/29/2008		<b>S</b>	Active -					
Rewritten: % of Premium	*			7/29/2008		\$	Active -					

The **Branch Code** is a required field and is typically identified as the code number assigned to the agency by the carrier. The code is also known as the **Producer Code** or **Agency Code** and is a requirement for adding a commission as well as receiving download.

Complete the corresponding commission rate information by selecting the **Rate Type**, entering the **Rate**, entering a **Min**(imum) and **Max**(imum) rate (if desired), entering the **Eff**(ective) **Date** and **Exp**(iration) **Date** (if applicable), and entering a **Quota** amount. The **Min**, **Max** and **Quota** boxes are for reference only and therefore optional. The **Eff. Date** box automatically populates with the current date and may be changed as needed. If the **Eff. Date** is outside the Policy Term effective date, the commission will not populate the policy info screen. Leaving the **Exp. Date** box blank allows the commission rate to not expire.

The **Active** status may be changed to Inactive if the commission is no longer needed.

To finalize the new commission default, click the **[Save]** link to save changes or click the **[Cancel]** link to abort. Nexsure does not allow saving separate commission defaults that duplicate combinations of a carrier name, line of business and Branch Code.

nexsure	;						HOME   H	ELP   SETUP   LOGOUT
	SEARCH   ORGANIZAT	TION   REPORTS	CAMPAIGNS			Bookma	arks: Expand   Add	Remove Selected 🟾 🌮
CARRIER PROFILE	ATTACHMENTS							
Carrier Name: Re	epublic Companies Gr	oup						Carrier
card file contacts	locations carrier name	commissions						
Add New Comr	nission (* indicates required	d field)						[Save] [Cancel]
Carriers:	Republic Fire & Casualty	Insurance Co - [Iss	uing]	•	🗖 Organization Defau	lt		
Branch Name:	Training Org Agency, Inc.	•	:		🗖 Department Default	:		
Department Name:	Commercial Lines	-	=		Carrier Default			
Lines of Business:	Auto - Commercial	•			🗌 Line of Business De	fault		
Branch Code:	PR123 *							
	Rate Type	Rate	Min.	Max.	Eff. Date	Exp. Date	Quota	Status
New: %	6 of Premium 💽	12.5 *			7/29/2005		<b>\$</b> \$	Active -
Renew: %	6 of Premium 💌	12.5 *			7/29/2005		\$	Active -
Rewritten: %	6 of Premium 💽	12.5 *			7/29/2005		\$	Active -

Set the defaults by using the check boxes beside each default type and are used as follows:

- Organization Default: One organization default for the entire organization.
- **Department Default:** One department default for each department within a branch.
- **Carrier Default**: One carrier default for each carrier within a branch.
- Line of Business Default: One line of business default for each specific line of business within a branch.

If a default exists within the branch and another default is selected, it will overwrite the existing default and become the current default within that branch only. Only the **Carrier Default** and exact commission entered for this **Branch**, **Department**, **Carrier** and **Line of Business** apply to the carrier. The **Department** and **Line of Business** defaults apply to the branch.

To edit an added commission, from the **commission summary**, click the **Details** icon of the commission to be edited. Make the necessary changes and click the **[Update]** link on the commission detail screen or **[Cancel]** to abort the change. Click the **[Delete]** link on the commission detail screen to remove the commission.

nexa	sure	e										HOME   HELP	SETUP	LOGOUT
		SEARCH	ORGAN	IZATION	REPORTS	CAMPAI	GNS			Book	marks: Expa	and   Add   Re	move Se	lected 🐨
CARRIER P	CARRIER PROFILE   ATTACHMENTS													
Carrier N	Carrier Name: Republic Companies Group													
card file	card file contacts locations carrier name commissions													
Commis	sion Su	immary				li¶ She	owing page 1 of 1 🕨 🕅	Page	1 -			Filters:	[ Show ] [	Add New ]
Details	Org Default	Branch	Branch Code	Dept Default	Department	Carrier Default	Carrier	LOB Default	Line of Business	New	Renew	Rewritten	Quota	Remove
<b>*</b>		Training Org Agency, Inc.	PR123	Г	Commercial Lines	Г	Republic Companies Group		Auto - Commercial	15 % of Premium	15 % of Premium	15 % of Premium	-	<b>B</b>
<b>*</b>		Training Org Agency, Inc.	PR123		Commercial Lines		Republic Fire & Casualty Insurance Co		Auto - Commercial	12.5 % of Premium	12.5 % of Premium	12.5 % of Premium	-	<b>B</b>

Carrier Name: Ro	epublic Companies Gr	commissions				► Carr	ier
View/Edit Exis	ting Commission (* inc	icates required field)				[Update]	[Delete] [Cancel]
Carriers:	Republic Fire & Casualty	Insurance Co - [Issuing]	•	Corganization Default			
Branch Name:	Training Org Agency, Inc.	*		🗖 Department Default			
Department Name:	Commercial Lines	*		Carrier Default			
Lines of Business:	Auto - Commercial	•		Line of Business Def	ault		
Branch Code:	PR123 *						
	Rate Type	Rate Min.	Max.	Eff. Date	Exp. Date	Quota	Status
New: %	6 of Premium 💽	12.50 *		7/29/2005	<b>\$</b>		Active -
Renew: %	6 of Premium 🔹	12.50 *		7/29/2005	\$		Active -
Rewritten: %	6 of Premium 💽	12.50 *		7/29/2005	\$		Active

#### To Search for Carrier Commissions

Across the top of the Commission Summary screen are options to do the following:

- Showing Page: The Arrow || > || icons can be used to navigate through pages of summary results.
  - □ First Page K icon.
  - □ **Previous Page 4** icon.
  - □ Next Page ▶ icon.
  - □ Last Page 🗎 icon.
- Page List: Click the Page List 1 arrow to open a list of all summary pages. Select the desired page number to open that page.
- Search Filters: Click the [Show] or [Hide] link to toggle the Search Filters screen.
  - Use Search Filters options to search for a specific commission within a group of carriers.
  - Use Sort Filters options to display search results in a specific order.
  - To change the default Search Filter settings, select the Save Filter Settings check box on the Search Filters screen and click Search. The next time the commissions tab is opened, the items returned will be filtered by the saved settings.

nexsure	HOME   HELP   SETUP   LOGOUT
SEARCH   ORGANIZATION   REPORTS	Bookmarks: Expand   Add   Remove Selected
CARRIER PROFILE   ATTACHMENTS	
Carrier Name:	Carrier
card file contacts locations carrier names commissions	^
Commission Summary	Filters: [ Hide ] [ Add New ]
Search Filters	Save Filter Settings 🔲
Branch Name: Department Name: Carrier Name:	
Branch Code: Line of Business:	
Sort Filters	
Sort Field 1: Branch Name 💌 Sort Order 1: Ascending 🔍 Sort Field 2: 💌	Sort Order 2:

#### How Nexsure Determines the Invoicing Carrier Commission Default

When invoicing, Nexsure determines the proper carrier commission default by first attempting to match the line of business, specific department, carrier and organization. If the match is not exact, the system will search for a default line of business within the branch. If no default line of business exists within the branch, the system will search for the specific department default within the branch. If there is no specific department default within the branch, the system will search for the carrier default within the branch. Finally, if no carrier default is found, the system will search for the organization default. If no organization default exists, the system will display the message **No valid default commissions exist** and the user must add the commission entries manually on the **policy info** tab. Commissions that default to the **policy info** tab may always be edited to accurately reflect the commission for a policy.

**Branch Name** is selected to identify the branch to which the commission is being added. Department, carrier and line of business defaults should be setup per branch.

**Carriers** are selected to identify the carrier where the commission is being added. If desired, one carrier may be selected as the commission default per parent and associated subordinate carriers within a branch. One carrier default may be setup per branch for each carrier (parent and its associated subordinate carriers = one carrier) by clicking in the check box beside **Carrier Default**.

The **Line of Business** is selected to identify the line of business to which the commission is being added. If desired, a commission for each line of business within a branch may be selected as the commission default by clicking in the check box beside **Line of Business Default**. Only one parent or subordinate carrier's commission for a specific line of business may be set as the default for that line of business within the branch. A default may be established for each line of business within a branch.

When the carrier is changed on a policy, the carrier commission defaults can be re-set on the **policy info** tab if commission schedules exist for the new carrier.



**Note:** The **Change Carrier** - **Change Commission** dialog box will only display when the policy is in a pliable state, i.e. marketing, future, edit, endorsements etc.



## **Financial Entity**

The **Financial Entity** records are used in Nexsure accounting when associating the bank accounts at the Organization and Territory levels. It is required that the financial entity be added to Nexsure prior to adding the bank accounts to the Organization or Territory levels. It is important to note that bank accounts are not necessarily needed at the Organization level but are necessary at Territory levels to keep track of client, carrier and employee accounting. Use the information in this section to assist in completing all the required information.

At Organization and Territory levels, clicking on the **accounting** tab brings up the Account Summary screen. This page contains the balances of the Operating and Trust accounts. Many bank accounts may be added, but only one Operating and one Trust account (assigned in the mandatory accounts) will be tracked on the Account Summary screen. Each Territory has a separate Account Summary screen to keep track of these balances.

nexsure		Home   Help   Setup   Logou
SEARCH   ORGANIZATION	REPORTS	Bookmarks: Expand   Add   Remove Selecti
ORGANIZATION PROFILE   ALL EMPLOYEES   ALL LC	CATIONS	
Organization Name: XDTITraining Org 9	72003	Organization
organization		
XDTITraining Org 972003 >> Atlantic Regio	on >> Atlantic Territory	
Previous Page	•	
summary setup invoicing setup general ledge Account Summary	ar bank accounts transactions batch summa	Update Account Balances Last Updated: 11/9/2005 7:01:31 AM
	Current Through 11/30/2005	Previous Through 10/31/2005
Operating Account:	\$988,899.55	(\$11,100.45)
Operating Payable:	(\$566.45)	(\$566.45)
Carrier Payable:	(\$904,165.53)	(\$904,165.53)
Trust Account:	\$1,505,271.73	(\$9,886.01)
Alerts		
Undeposited funds:	\$500.00	
Current Period Premium Exceeds Trust Bal	ance: \$0.00	

#### **Searching for Financial Entities**

Adding, modifying and removing the financial entities in Nexsure is done from the **Search** screen on the **Primary** menu. Begin by selecting **Financial Entity** from the **Entity** drop-down box on the **Search** screen. Notice that the search fields change with the selection of **Financial Entity**. Nexsure provides several key fields for searching to help ensure accurate results. Enter less information for broader results or more information to return less data. To activate a search, click the **Search** button or press **Enter**. If the financial entity exists,

click the **Details** icon to see the details. If the entity does not exist add the new financial entity.

#### **Adding Financial Entities**

Before adding the bank accounts, first add the financial entities. Make sure to have all required account information ready to speed up the process. Click the **SEARCH** link located on the **Primary** menu to bring up the **Search** screen. Change the **Entity** drop-down box to **Financial Entity** and enter a few characters of the entity name. In order to help prevent the addition of duplicate records, a **Search** is required to activate the **[Add New Record]** link.

nexsure	е						HOME   HELP	SETUP   LOGOU
	SEARCH   C	ORGANIZATI	on   Reports			Bool	kmarks: Expand   Add	Remove Selecte
search								
							[ Add	New Record ]
Entity:	Financial Entity	V SEAR	CH RESULTS - FINA	NCIAL ENTITY				
Search Type:	Contains	V 0 Reco	ord(s) Found					
Financial Entity:	citizens	Detai	ls Name	Location Type	City	St./Prov.	Zip/Postal	Remove
Location Address:				No records found on a	specified searc	h criteria for Financial E	ntity.	
Location City:							Sea	arch Clear
Location Zip/Postal:								
First Name:								
Last Name:								
You must search	for a record prior t	o entering	a new one. After	the results are returned you	will be given t	the option to add a new re	cord.	
								search

Any information entered in the search fields is automatically transferred to the newly added **Financial Entity** fields. Any field with a red asterisk \* is a required field. Complete the balance of the fields and click the **Save** button in the upper right portion of the screen to complete the addition. To clear and start entry over, click the **Clear** button.

nevsure		HOME   HELP   SETUP   LOGOU
SEARCH UNGANIZATION REPOR	15	Bookmarks: Expand   Add   Kemove selecte
* indicates required field		Save
Financial Entity Information	Primary Contact	
Interest Type: *	Apply Contact: OUse Existing I Add	New
Name: Citizens *	Prefix:	MI:
Primary Account Address	Last Name: *	
Location Type: <select location="" type=""></select>	Suffix:	
	Contact Role:	
City:	E-Mail:	
State:	Phone Number(s) For	mat(##########)
Zip:	Type Number Ext	Description
Country:	Home Phone 💌	
Intl Address	Cell Phone	
Phone:	Personal Fax	
		financial entity name & locations & contacts & card file

#### How to Use the Contact Summary Screen

The contacts tab contains all the contacts added for this entity in a summary view. Unlimited contacts may be added for each entity, but only one is designated as the primary contact. The primary contact is identified with a check box in the Primary column on the Contacts Summary screen. The primary may be reassigned but deletion of a primary contact is not allowed.

exsure			HOME   HEL	P   SETUP   LOGO
SEARCH   ORGANIZATI	ON   REPORTS		Bookmarks: Expand   Ar	dd   Remove Select
			Fi	nancial Entity
and file contacts locations financial entity n	ame			nancial Entry
ard file <b>contacts</b> locations financial entity n	ame			
rd file contacts locations financial entity n	ame )	Showing page 1 of 1 ▷ M Page 1	<b>→</b>	[Add Nev
ard file contacts locations financial entity n Contact Summary Details Primary Name	ame ) ∦∢≰s Title	Showing page 1 of 1 ▷ >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	▼ Email	[Add New Remove

Once the new entity is stored, additional information may be added after the card file tab is displayed.

ncial Entity Name: Citizens Bank			Financial Entity
le contacts locations financial entity nam	e		
Citizens Bank Information	Mailing Address		
Website: www.citizensb	Address: 9 Wason Rd		
Primary Contact	City: Hudson	State/Province: NH	
Name: Robert Banker	Zip/Postal: 03051		
Title: Manager	Phone: (603) 594-4102		
E-Mail: Robert Banker			
Business Phone: (603) 594-4102			
Name: Robert Banker Title: Manager E-Mail: Robert Banker Business Phone: (603) 594-4102	Zip/Postal: 03051 Phone: (603) 594-4102		

### Adding a New Contact

Click the [Add New] link in the upper right hand corner of the Contact Summary screen. The Search For Existing Contact Record screen is displayed.

nexsure						HOME   HE	LP   SE	TUP   LOG	OUT
	SEARCH   ORGANIZATION   REPORTS				Bookmark	s: Expand   /	Add   Re	emove Sele	ected
card file contacts	locations financial entity name						inancia	l Entity	
Apply Contact	③ Search Contact	New Contact							
Search For Existing	Contact Record:	Last Name		Search					
				financ	tial entity name $ightarrow$	locations	contacts	∠ card file	
The **Search Contact** option is the default. This feature allows the global contacts database to be utilized so that duplicate contact records may be avoided.

Enter the last name for the contact in the space provided and then click the **Search** button. All contacts with the same matching last name are displayed along with the e-mail address. Scroll through and select the match if returned and click the **Use Selection** button to associate with this entity. Any field modified and saved on this record will affect the original record, so make sure you have the correct contact before modifying. There are four fields in the contact's details that are unique to their relationship to an entity. These four fields are: **Title, Primary Contact, Contact Role** and **Location**. Changing these four fields will not change the original record. If the contact does not exist in Nexsure, click the **New Contact** option.

**Note:** All contacts added to Nexsure are stored in a global database. A contact should be entered in Nexsure only one time. The contact can then be related throughout Nexsure as needed.

If no match is returned, click the **No Match** button. Select **New Contact** on the Apply Contact screen to display the Contact Information details screen for the new contact. The **Contact Details** screen is displayed. Enter the new contact information and click the **[Save]** link to store the record or the **[Cancel]** link to abort the entry.

nexsure			HOME   HELP   SETUP   LOGOUT
SEARCH   ORGANIZATION	I   REPORTS		Bookmarks: Expand   Add   Remove Selected
card file contacts locations financial entity name	e		Financial Entity
Contact Information		[Save] [Cancel]	
Personal Information			
Prefix First MI	Last	Suffix Goes By	
<b></b>			
	Contact Roles	<b>v</b>	
is this the Primary Contact for this account? Ves	Contact Role.		
Personal Numbers		E-Mail Address	
Type Number	Ext Description	E-Mail:	
Home Phone		E-Mail 2:	
Business Phone 💌			
Cell Phone			
2nd Phone Line 🔽			
Locations			
Select the Primary Account Location for this contac	t Branch Office - 9 Wason	Rd 💌	
			×

**Note:** The e-mail addresses should be obtained for all Contacts as it makes searching an easier process as well as allowing the information to be used in Nexsure's Delivery address book.



# **Editing a Contact**

Contact information may be changed or updated as needed. There are four fields in the contact's details that are unique to their relationship to an entity and if updated, will only affect this record. The four unique fields are: **Title**, **Primary Contact**, **Contact Role** and **Location**. All other fields apply to the Contact globally and when updated will change all associated contact records throughout Nexsure.

After accessing the appropriate financial entity through Search, click the Contacts tab. All contacts are

available on the summary screen. Each contact will have its own **Details** icon. Clicking the **Details** icon of a Contact brings up the **Contact Details** screen. Make the necessary changes to the record and click the **[Update]** link to save the changes.

						inancial Entity
card file contacts locations financia	el entity name					
Contact Summary		Showing page 1 o	f1⊳∭	Page 1 💙		[Add New]
Details Primary Name	Title			Contact Role	Email	Remove
Robert Banker	Manager			General	Robert Banker	
Melba Teller	Customer Service Mar	ager		Service	Melba Teller	<b>B</b>
					financial entity name / locations	<b>∠ contacts</b> ∠ card file
			_			
					HOME   HE	LP   SETUP   LOGOU
SEARCH   ORG	ANIZATION   REPORTS				Bookmarks: Expand   /	Add   Remove Selecte
						inancial Entity
card file contacts locations financia	l entity name					
Contact Information				[Update]	[Cancel]	
Personal Information						
Prefix First	MI Last	Suffix	Goes B	у		
V Melha	Teller		Melha			
incidu			Wichbu			
Title						
Customer Service N						
Is this the Primary Contact for this account	? 🔿 Yes 💿 No Cont	act Role: Service	*			
Personal Numbers	[Add	New] E-Mail Address				
	[, los	E-Mail Address				
		E-Mail: mtelle	er@citizer	is.com		
Details Primary Phone Type	Phone Ext Desc De	ete F-Mail 2:				
Business Phone (603) 5	94-4102 9am-4pm					
1						
Locations						
Select the Primary Account Location for	this contact Branch Office	- 9 Wason Rd 🚩				
Contact Notes						
	~					
	~					

## **Changing a Primary Contact**

The first contact entered, when adding a new entity, is designated as the primary contact. A primary contact

cannot be deleted but a new primary may be selected. To change the primary, click the **Details** icon on the **Contact Summary** screen of the new primary contact. On the **Contact Details** screen under the **Contact Role**, click the **Yes** option beside **Is this the Primary Contact for this account?**. Click the **[Update]** link in the upper right of the screen to complete the primary location change process.

nexsure	Home   Help   Setup   Logout				
SEARCH   ORGANIZATION   REPORTS	Bookmarks: Expand   Add   Remove Selected				
Financial Entity Name: Wacovia card file contacts locations financial entity name	► Financial Entity				
Apply Contact: O Search Contact O New Contact					
Contact Information Prefix First MI Last Suffix Goes By Ms. Merrilee Weatherstrom Meri Title:	[Cancel] [Save]				
Is this the Primary Contact for this company?   Yes No Contact Role:					

# **Deleting a Contact**

If the original primary contact needs to be removed, it is now possible since the primary contact has been changed. To remove a contact, click the **Remove** icon on the **Contact Summary** screen and confirm deletion on the confirmation pop-up window.

nexs	sure	;			HOME   HELP	SETUP   LOGOU
		SEARCH   ORGANIZATION   REPORTS	Bookmarks: Expand   Ad	d   Remove Selecte		
Financial card file Contact	Entity contacts	Name: Wacovia	N A Showing Pa	age 1 of 1 🔹 🕅	Fin	ancial Entity
Details		Name	Title	Contact Role	E-Mail	Remove
<b>&gt;</b>	•	Merrilee Weatherstrom			Merrilee Weatherstrom	
<b>*</b>		Jane Wilson	President	General	jwilson@wacovia.com	E

## Locations – Financial Entity

The location added when the financial entity is first entered in Nexsure will automatically be designated as the primary location. The **locations** tab contains all locations in a summary view for this entity. Unlimited locations may be added for each entity but only one can be designated as the primary location. The primary location is identified with a check in the **Primary** column on the **Location Summary** screen. The primary location may be reassigned but deletion of a primary location is not allowed.

exs	ure					HOME   HEL	p   setup   loo
		SEARCH   ORGANIZA	tion   Reports	REPORTS			dd   Remove Sel
nancial	Entity N	ame: Wacovia				► Fi	nancial Entity
rd file 💦	contacts	locations financial entity	name				
ocatio	n Summ	ary	K Showing F	Page 1 of 1 🕨			[ Add New ]
		i	م بالله م	Citu	St /Drou	Zin/Doctal	Pomouo
Details	Primary	Location Type	Address	orey	04/1104	Lip/ Postal	Keniove

## Adding a Location

To add a new location, click the [Add New] link in the upper right part of the screen. Complete the location details on the screen and click the [Save] link to store or the [Cancel] link to abort.

nevsure			Home   Help   Setup   Logou
SEARCH   ORGANIZATION   REPO	RTS		Bookmarks: Expand   Add   Remove Selecte
Financial Entity Name: Wacovia			Financial Entity
card file contacts locations financial entity name			
Location Information			[Cancel] [Save]
Location Type: Branch Office	Physical Address		
Is this the Primary Location for this account? 🔿 Yes 💿 No	Address:		
	Address 2:		
Location Phones	City:		
Phone Ext.	State/Province:	Zip/Postal:	
Fax Number 💌 Ext.	Country:	United States	
Business Phone 💌 Ext.	Intl Address Info:		
	Is above address t	he US Mail address for this location? 💿 Yes 🔵 No	
	Mailing Address		
	Address:		
	Address 2:		
	City:		
	State/Province:	Zip/Postal:	
	Country:	United States	
	Intl Address Info:		

**Note:** The Location Type drop-down box is populated by each organization to ensure that the list fits all needs.

## Modifying a Location

Location information may be changed or updated as needed by clicking the **Details** icon for the location on the **Location Summary** screen. After completing the modifications, click the **[Update]** link to save the changes or the **[Cancel]** link to abort.

nexs	ure	SEARCH   ORGANIZA	Bookr	HOME   HE	LP   SETUP   LOGOUT Add   Remove Selected		
Financial I	E <b>ntity N</b>	ame: Wacovia locations financial entit	y name				inancial Entity
Location	Location Summary		K Showing I	K < Showing Page 1 of 1			[ Add New ]
Details	Primary	Location Type	Address	City	St./Prov.	Zip/Postal	Remove
<b></b>		Corporate Office	9800 Henderson Drive	Oxford	AL	36203	<b>B</b>
<b>*</b>	N	Branch Office	12 Vinton Avenue	Anniston	AL	36201	

nexsure		HOME   HELP   SETUP   LOGOU
SEARCH   ORGANIZATION	REPORTS	Bookmarks: Expand   Add   Remove Selecte
Financial Entity Name: Wacovia		► Financial Entity
card file contacts locations financial entity name		
Location Information		[Cancel] [Delete] [Update]
Location Type: Corporate Office 💙	Physical Address	
Is this the Primary Location for this account? 🔘 Yes 💿	No Address: Address 2:	9800 Henderson Drive
Location Numbers [ Ac	dd New ] City:	Oxford
Details Phone Type Phone Ext	Delete State/Province:	Alabama 🔽 Zip/Postal: 36203
Phone (256) 835-6000	Country:	· · · · · · · · · · · · · · · · · · ·
	Intl Address Info:	
	Mailing Address	
	Address:	9800 Henderson Drive
	Address 2:	
	City:	Oxford
	State/Province:	Alabama 🔽 Zip/Postal: 36203
	Country:	×
	Intl Address Info:	

## **Changing the Financial Entities Primary Location**

The first location entered, when adding a new entity, is designated as the primary. A primary location cannot

be deleted but a new primary may be selected. To change the primary, click the **Details** icon on the **Location Summary** screen of the new primary location. On the **Location Details** screen, click the **Yes** option beside **Is this the Primary Location for this account?**. Click the **[Update]** link in the upper right of the screen to complete the primary location change process.

nexsure					
SEARCH   ORGANIZATION   REPO					
Financial Entity Name: Wacovia					
card file contacts locations financial entity name					
Location Information					
Location Type: Branch Office 💌 Is this the Primary Location for this account?					
Location Phones					
Phone 💌 Ext.					
Fax Number 💌 Ext.					
Business Phone 💌 Ext.					

In the **locations** tab summary view the newly appointed primary location will be displayed with a checkmark in the **Primary** check box. The old primary location will now have a **Remove** icon.

-	ue	SEARCH   ORGANIZA	HOME   HELP   SETUP Bookmarks: Expand   Add   Remov				
ancial	Entity N	ame: Wacovia				► F	inancial Entity
d file 🛛 c	ontacts	locations financial entity	name				
ocatior	n Summ	ary	K Showing	Page 1 of 1 🕨			[ Add New ]
Details	Primary	Location Type	Address	City	St./Prov.	Zip/Postal	Remove
		Corporate Office	9800 Henderson Drive	Oxford	AL	36203	<b>B</b>
<b>&gt;</b>					A1	26201	
<b>*</b>	<b>v</b>	Branch Office	12 Vinton Avenue	Anniston	AL	36201	

## **Deleting a Location**

After accessing the appropriate financial entity **locations** tab, click the **Remove** icon on the **Location Summary** screen to remove the location. Click **OK** to confirm the removal of the location or click **Cancel** to abort the process.

	ure					Home   Hel	.p   setup   lo
_		SEARCH   ORGANIZA	TION   REPORTS		Bookr	marks: Expand   A	dd   Remove Sel
ancial	Entity N	ame: Wacovia				► F	inancial Entity
l file c	ontacts	locations financial entity	name				
ocatior	n Summa	ary	K Showing I	Page 1 of 1 ▶▶			[ Add New ]
Details	Primary	Location Type	Address	City	St./Prov.	Zip/Postal	Remove
Details	Primary	Location Type Corporate Office	Address 9800 Henderson Drive	City Oxford	St./Prov.	Zip/Postal 36203	Remove
Details	Primary	Location Type Corporate Office Branch Office	Address 9800 Henderson Drive 12 Vinton Avenue	<b>City</b> Oxford Anniston	St/Prov. AL AL	Zip/Postal 36203 36201	Remove
Details 📝	Primary	<b>Location Type</b> Corporate Office Branch Office	<b>Address</b> 9800 Henderson Drive 12 Vinton Avenue	<b>City</b> Oxford Anniston	St/Prov. AL AL	Zip/Postal 36203 36201	Remove

If the **Remove** icon is not available and the location is not identified as primary, the necessary security to remove locations has not been granted.

## Modifying the Financial Entity Name

To modify the financial entity name, click the **financial entity name** tab. Enter the correction and click the **[Update]** link on the upper right of the screen or click the **[Cancel]** link to abort the change.

nexsure		HOME   HELP   SETUP   LOGOUT
SEARCH   ORGANIZATION   RE	PORTS	Bookmarks: Expand   Add   Remove Selected
card file contacts locations financial entity name		Financial Entity
Financial Entity		[Update] [Cancel]
Financial Entity Name: Website:	Wachovia www.wacovia.com [www.wacovia.com]	

### **Bank Accounts at Accounting Level**

The **bank accounts** tab lists all bank accounts that have been added at the respective levels (Organization or Territory). Bank accounts added at the Organization level are for bank activity having to do with the operations for the Organization and Region. Adding a trust account at Organization level does not allow access to any premium related activity. Bank accounts for premium related activities are added at Territory level. Bank account activity at Territory level includes both operations accounting and any premium accounting activity for the associated branches. To access the bank accounts, click on the **ORGANIZATION** link on the **Primary** 

menu, click on the **territories** link and the **Details** icon of a territory, click the **accounting** tab and then click on the **bank accounts** tab.

If there are more bank accounts added than will fit on the first screen, navigation arrows are available. The **Search Filter** may also be used to search for a specific account by clicking on the [Show] link on the upper right portion of the **Bank Accounts** screen. In the search criteria fields, enter specific information needed for the search and click the **Search** button to return the results. Clicking the [Hide] link will close the search criteria.



Depending on the number of results returned, **Navigation Controls** will appear at the top center portion of the tab. Click on the Single Page Back  $\triangleleft$ , Single Page Forward  $\triangleright$ , Last Page  $\triangleright$  | or First Page | $\triangleleft$  arrows to display the desired page or click on the **Go to page** drop-down box and skip to a specific page.

## Adding Bank Accounts

Financial entities must be added prior to adding a bank account, for detailed instructions refer to Adding Financial Entities in this chapter. To access the bank accounts, click on the ORGANIZATION link on the

**Primary** menu, click on the **territories** link and the **Details** icon of a territory, click the **accounting** tab and then click on the **bank accounts** tab.

nexsure		HOME   HELP   SETUP   LOGOUT
SEARCH   ORG	ANIZATION   REPORTS	Bookmarks: Expand   Add   Remove Selected
ORGANIZATION PROFILE   ALL EMPLOYE	ES   ALL LOCATIONS	
		Organization
organization		
XDTITraining Org >> B C Region	>> B C Territory	
Previous Page		
card file branches locations emplo	yees accounting vendors entity associations	
summary setup invoicing setup	general ledger bank accounts transactions batch summary	
		Update Account Balances
		Last Updated: 12/21/2007 10:09:31 AM
		Filter: [Show] [Add New]

Click on the [Add New] link in the upper right portion of the screen to display the **bank account detail** tab and enter **Bank Account Information**.

nexsure			но	ome   Help   Setup   Logout
	SEARCH   ORGANIZATION   REPORTS   CAMPAIGNS		Bookmarks: Expand	i   Add   Remove Selected 🟾 🏶
ORGANIZATION PROFILE	ALL EMPLOYEES   ALL LOCATIONS			
Organization Name	e: Training ORG			<ul> <li>Organization</li> </ul>
Training ORG >> Tr Previou	aining Org Region >> Training Org Agency, Inc. Page			
card file branches	locations employees accounting vendors entity assoc	ciations		
summary setup	invoicing setup general ledger bank accounts transaction	ns batch summary		
bank account deta	accounting transactions bank reconciliation			
Bank Accour	t Information * indic	ates required field	[Update]	[Cancel]
*Name:		Contact:		
Address:	•	Status:	Active	
*Account		Balance:		
* GL		Starting Balance:		
*Account		Name to Print on Check:	Training ORG	
ABA Routing				<b>a</b>
Number *Next Check		Location Address:		
#		Phone Number:	None	
	Default Check:			
	2nd Signature Line (MICR checks only):	2nd Signature Line Messa (50 character lim	age it):	
	Fractional ABA Routing Number:	Enter "/" [forward- stacked. For example 59	slash] if numbers should be <u>438</u> 79	

Complete the **Bank Account Information** fields. Note that all fields with a red asterisk \* beside them are required data entry fields. The **Name** field has an **Ellipsis** button on the right side of this field. The **Ellipsis** button identifies this as a lookup field. This means that the bank name cannot be typed but must be looked up. The bank names are the financial entities entered at the **Search** level. To select the entity name, click on the **Ellipsis** button next to **Name** and enter a few characters of the name of the financial entity in the search field and then click the **Search** button to return the results.

Nexsure Accounting	ne sure
Enter at least 3 characters of the name and search:	d click
citi	Search
Select Name:	
Citizens Bank	
l	
ОК	Cancel

To select the entity, click to highlight and then click the **OK** button on the bottom of the window. The name populates the **Name** field for the new bank account. In the **Address** drop-down box, select the proper address to use for this bank. Enter an appropriate description for the bank. To select the general ledger account number, click the **Ellipsis** button to the right of the **GL Account** field, enter the criteria necessary to find the account number and click the **Search** button to return the results. Select the general ledger account number for the bank account and click the **OK** button to populate the field.

Territory:	B C Region B C Territory	~	Department:		×
			Unit:		~
Classification:	All	*			
Group:		~			
Type:		*			
Eiltor part of th	ie general ieuger	number of i	ame or both	and click bearen	·
Filter part of th	Name		Genera	al Ledger Number	]
Filter part of th	Name eral ledger numb	er:	Genera	al Ledger Number	Search
Filter part of th sav Select the gen 70.001.0000.	<u>Name</u> eral ledger numb 000.00.100300 -	er: Savings Act	Genera	al Ledger Number	Search

Other Fields	Fields Description
Account Number	Enter the account number for the bank.
ABA Routing Number	Enter the bank routing number found on the bottom of the check.
Next Check	Enter the next check number to print on checks.
Contact	If multiple bank contacts have been added to the financial entity, use the drop-down box to select the appropriate contact. This is used as reference information.
Status	When new bank accounts are added, <b>Active</b> is the default status and indicates that the bank account is still open and active. Once a bank account is used, it may not be removed. To inactivate a bank account, change the status to inactive.
Balance	The balance is automatically calculated based on entries for the account.
Beginning Balance	The area used to enter a one-time beginning balance to accommodate manually balanced statements prior to Nexsure 1.94.5 Release. Account Managers work with agencies new to Nexsure to determine if a beginning balance is entered here.
Name to Print on Check	Use this fill-in enabled box to designate the name that prints on checks exactly as it will appear on the check. The organization name will default.
Location Address	Use the location address drop-down box to select an address added to the organization or territory level. If no location name has been added to the address, the actual address is displayed in the drop-down box. Otherwise, the location name is listed. Multiple financial entities with the same name can be distinguished by selecting a different address from the Location Address list.
Phone Number	Only the phone numbers added to the selected location are available for selection.
Default Check	Choose a check from this drop-down box to set the print check selection to always default to the selected check type when printing checks. However, any type check may be selected when printing the check.
2nd Signature Line (MICR checks only)	Select the check box to indicate that a second signature line is necessary when a check is printed. If this check box is selected, the second signature line message described below will also be printed on the checks.
2nd Signature Line Message (50 character limit)	Enter a memo to print on the check that relates to the second signature line.
Fractional ABA Routing Number	Enter the fractional ABA routing number to appears on the MICR check. Enter a (/) forward-slash if numbers should be stacked.
Enter Account Number for MICR Check	If (during MICR check printing) the Nexsure account placement default does not match the checks, enter the account number information to change print placement.

After entering the balance of the information, click the **[Update]** link in the upper right portion of the screen to keep the new bank account or **[Cancel]** to abort the addition.

Training ORG >> B C Region >> B C Insurance Previous Page	Agency, Inc.		
card file branches locations employees acco summary setup involcing setup general ledge bank account detail accounting transactions b	nting vendors entity associations bank accounts transactions batch summary unk reconciliation		
Bank Account Information	* indicates required field	[Update]	[Cancel]

### Modifying Bank Account Detail

Once the bank accounts have been added and the **bank accounts** tab is selected, the added accounts display

on the summary screen. To edit the detail, click the **Details** icon beside the bank account to display the bank information. Edit as necessary and click the **[Update]** link in the upper right portion of the screen to keep the modifications or **[Cancel]** to abort the changes.

summary setup invoicing setup general ledger bank accounts bank account detail accounting transactions bank reconciliation	transactions batch summary		
Bank Account Information	* indicates required field	[Update]	[Cancel]
*Name: Bank of America	Contact:	No Name	
Address: 157 Main St 💌	Status:	Active	
*Account Description:	Balance:	\$0.00	
* GL Account: 02.001.0000.000.00 100000 - Trust Account	Starting Balance:		
*Account 209902025	Name to Print on Check:	Training ORG	
ABA Routing 011100011	Location Address:	Hudson Office	
*Next Check	Phone Number:	603-555-5555	
Default C	heck: MICR Coding 80180 Top Check	•	
2nd Signatur (MICR checks	e Line 2nd Signature Line Messa only): ☑ (50 character lim	it): Signature Required for drafts ove	
Fraction Routing Nu	al ABA 62-7/114 nber: 62-7/114 For example 59	slash] if numbers should be <u>438</u> 79	
Enter Account Nu	mber A011100011A 209902025C ####		

### **Reconciling the Bank Accounts**

Once an account is setup and in use, the bank account's **accounting transactions** tab keeps a log of transactions that are associated with the bank account. Transactions are cleared through a **bank reconciliation** on the **bank reconciliation** tab. For complete detailed instructions on reconciling bank accounts refer to "Month-End Review", in Chapter 16, of this manual.

### Notes

**Dimensional**<sup>®</sup> **Technologies** 

# Premium Finance Company

Note that full functionality of premium finance integration will be completed in a future release. Certain setup aspects are available at this time and are covered in this section. Currently, the name on a client invoice may be changed to a premium finance company but the receivable still resides in the client's account receivable. Receipts and disbursements are available for premium finance companies but are not integrated with receivables. For detailed instructions on handling premium financing in Nexsure refer to **Chapter 10** - **Premium Finance and Additional Interest** in the Accounting Training manual.

Adding, modifying and removing Premium Finance Companies in Nexsure is done from the **Search** screen and is accessed by clicking the **SEARCH** link on the **Primary** menu. Begin by selecting the Premium Finance Company from the **Entity** drop-down box. Notice that the search fields change with the selection of Premium Finance Company. Nexsure provides several key fields for searching to help ensure accurate results. Enter less information for broader results or more information to return less data. To activate a search, click the

**Search** button or press **Enter**. If the Premium Finance Company exists, click the **Details** icon to see the details.

	SEARCH   ORGA	NIZATION	REPORTS				Bookmarks: E>	pand   Add   R	emove Select
ello, Mary C	)berleitner								
aarch									
∕ou must search	for a record prior to en	tering a new	one. After the results are re	eturned you	will be given the option to	add a new	record.		
Entitu		HISTORY RE	SULTS - DREMTUM ETNANCE COM	DANY					
Search Tuper	Contains	1 Record(s) B	iound	H d	Showing Page 1 of 1	b N		Go To P	ana 1 🔽
		1 ((0))	ound		Shoring Fuge For F	P PI		00101	age I ·
Finance Co.:		Details	Name		Location Type	City	St./Prov.	Zip/Postal	Remove
Location Address:		<b>&gt;</b>	AFCO Finance Company		Corporate Headquarters	Brea	CA	92821	<b>E</b>
_ocation City:									
Location Zip/Postal:									
First Name:									
ast Name:									
	Clear Search								
	for the second s	tering a new	one. After the results are re	sturned you	will be given the option to	add a new	record.		

## Adding Premium Finance Companies

In the **Entity** drop-down box, select Premium Finance Company. Premium Finance Companies added are available for the entire Organization. Prior to adding Premium Finance Companies, a **Search** must be done. Searching activates the availability of the **[Add New Record]** link. Click the **[Add New Record]** link to add the new Premium Finance Company.

nexsur	е						HOME   HELP	SETUP   LOGOUT
	SEARCH   ORGA	NIZATION	REPORTS			Boo	kmarks: Expand   Add	Remove Selected
Hello, Mary C	Oberleitner							
search								
						[1]	mport Record ] [ Add	New Record ]
<b>F</b> acility		CEADCU D						_
Entity:	Premium Finance (	SEARCHIN	ESUE IS - PREF	100 FINANCE COMPANT				
Search Type:	Contains 🛛 👻	0 Record(s	;) Found					
Finance Co.:	Premium Finance of A	Details	Name	Location Type	City	St./Prov.	Zip/Postal	Remove
Location Address:	9000 River Drive			No records found on specifi	ed search criteri	ia for <b>Premium Financ</b> o	e Company.	
Location City:	Oxford							
Location Zip/Postal:	36203							
First Name:	Nancy							
Last Name:	Clementine							
	Clear Search							
You must search	for a record prior to en	tering a ne	ew one. After	r the results are returned you	will be given the	e option to add a new rec	cord.	

Any information entered in the search fields is automatically transferred to the newly added Premium Finance Company fields. Any field with a red asterisk \* is a required field. Complete the balance of the fields and click the **Save** button in the upper right portion of the screen to add to Nexsure. To clear and start entry over, click the **Clear** button.

nexsure	HOME   HELP   SETUP   LOGOUT
SEARCH   ORGANIZATION   REPORT	S Bookmarks: Expand   Add   Remove Selected
Add A New Premium Finance Company	
card file contacts locations premium finance company name	
* indicates required field	Clear Save
Premium Finance Company	Primary Contact
Company Name: Premium Finance of America *	Apply Contact: 🔘 Use Existing 💿 Add New
Website:	Prefix: None
Primary Account Address	First Name: Nancy * MI:
Location Type: Corporate Headquarters 💌	Last Name: Clementine *
Address: 9000 River Drive	Suffix: None 💌
	Title:
City: Oxford	Contact Role:
State:	E-Mail:
Zip: 36203	Phone Number(s) Format (#########)
Phone:	Type Number Ext Descriptioin
	Home Phone
	Cell Phone 💙
	Personal Fax 💌

Once the new entity is stored, additional information may be added after the **card file** tab is displayed.

				Home   Help	SETUP   LOG
SEARCH   ORGANIZATI	on   Reports		Bookmar	ks: Expand   Add	Remove Sele
nium Finance Company Name: Pre	emium Finance of America			► Pren	nium Finance C
file contacts locations premium finance	company name				
Primary Contact	Mailing Address				
Name: Nancy Clementine	Address: 9000 River Drive				
	0.100 0.000				
Title: Vice President	City: Oxford	State/Province: AL			
Title: Vice President E-Mail: nclementine@pfa.com	Zip/Postal: 36203	State/Province: AL			
Title: Vice President E-Mail: nclementine@pfa.com Business Phone: (256) 835-2000	Zip/Postal: 36203 Phone: (256) 835-2000	State/Province: AL			

## How to Use the Contact Summary Screen

The contacts tab contains all the contacts added for this entity in a summary view. Unlimited contacts may be added for each entity, but only one is designated as the primary contact. The primary contact is identified with a check box in the Primary column on the Contacts Summary screen. The primary may be reassigned but deletion of a primary contact is not allowed.

exsur	re			Home   He	ilp   setup   log
	SEARCH   ORGANIZA	TION   REPORTS		Bookmarks: Expand   .	Add   Remove Sele
emium Fina	ance Company Name: Pi	remium Finance of America	3	► F	Premium Finance Co
rd file contac	cts locations premium financ	ce company name			
rd file contac	cts locations premium financ	ce company name	wing Page 1 of 1 🕨		[ Add New ]
rd file contac Contact Sur Details	cts locations premium financ mmary Name	ce company name ) K≮ She ∏ttle	wing Page 1 of 1 🕨	E-Mail	[ Add New ] Remove

# Adding a New Contact

The contact added when the Premium Finance Company was first entered in Nexsure will automatically be designated as **Primary**. The **contacts** tab displays all contacts in a summary view for this entity. Unlimited contacts may be added for each entity but only one can be designated as the primary contact. The primary contact will be identified with a check box in the **Primary** column. The primary contact may be reassigned but deletion of a primary contact is not allowed.

Click the [Add New] link in the upper right hand corner of the Contacts Summary screen. The Search For Existing Contact Record screen is displayed.

nexsure	Home   Help   Setup   Logout
SEARCH   ORGANIZATION   REPORTS	Bookmarks: Expand   Add   Remove Selected
Premium Finance Company Name: Premium Finance of America	► Premium Finance Co.
Apply Contact:   New Contact	
Search For Existing Contact Record: Last Name Search	
premium finance cor	npany name locations <b>contacts</b> card file

The **Search Contact** option is the default. This feature allows the global contacts database to be utilized so that duplicate contact records may be avoided.

Enter the last name for the contact in the space provided and then click the **Search** button. All contacts with the same matching last name are displayed along with the e-mail address. Scroll through and select the match if returned and click the **Use Selection** button to associate with this entity. Any field modified and saved on this record will affect the original record, so make sure you have the correct contact before modifying. There are four fields in the contact's details that are unique to their relationship to an entity. These four fields are: **Title, Primary Contact, Contact Role** and **Location**. Changing these four fields will not change the original record.

**Note:** All contacts added to Nexsure are stored in a global database. A contact should be entered in Nexsure only one time. The contact can then be related throughout Nexsure as needed.

After searching the existing contacts list and confirming the contact does not exist in Nexsure, click the **New Contact** option. The **Contact Details** screen is displayed. Enter the new contact information and click the [Save] link to store the record or the [Cancel] link to abort the entry.

nexsure		HOME   HELP   SETUP   LOGOUT
SEARCH	ORGANIZATION   REPORTS	Bookmarks: Expand   Add   Remove Selected
		Drowium Einango Co
Premium Finance Compan	7 Name: Premium Finance of America	Premium Pinance Co.
card file <b>contacts</b> locations	premium finance company name	
Apply Contact: O Search Contact	New Contact	
Contact Information		[Cancel][Save]
Prefix First	MI Last Suffix G	oes By
*		
Title: 🗸 🗸		
Is this the Primary Contact for this	ompany? 🔘 Yes 💿 No 🛛 Contact Role:	×
Personal Numbers	E-1	tail Address
Home Phone 🛛 👻	Ext. Desc.	-Mail:
Business Phone 🐱	Ext. Desc. E-	Aail 2:
Cell Phone 🛛 👻	Ext. Desc.	
2nd Phone Line 💌	Ext. Desc.	
Contact Notes		
	<u>^</u>	
	~	
		premium finance company name locations contacts card file
		premium mence company name ( locations ( concaces ( care me)

**Note:** E-mail addresses should be obtained for all contacts. E-mail addresses are placed in a global address book and made available on the Delivery screen.

# Editing a Contact

Contact information may be changed or updated as needed. There are four fields in the contact's details that are unique to their relationship to an entity and if updated, will only affect this record. The four unique fields are **Title**, **Primary Contact**, **Contact Role** and **Location**. All other fields apply to the contact globally and if updated, it will update all records of this contact throughout Nexsure.

After accessing the Premium Finance Company through **Search**, click the **contacts** tab for access to all contacts. Each contact has its own **Details** icon and clicking the icon for a contact will bring up the detail screen. Make the necessary changes to the record and click the **[Update]** link to save the changes.

# **Changing a Primary Contact**

When adding a new entity, the first contact entered is designated as the primary contact. A primary contact

cannot be deleted, but a new primary may be selected. To change the primary, click the **Details** icon on the **Contact Summary** screen of the new primary contact. On the **Contact Details** screen under the **Contact Role**, click the **Yes** option beside **Is this the Primary Contact for this account?**. Click the **[Save]** link in the upper right of the screen to complete the primary contact change process.

nexs	ure				Home   Help   Setup   Logout
	SEAR	H   ORGANIZA	ATION   REPORTS		Bookmarks: Expand   Add   Remove Selected
Premium	Finance Compa	any Name: F	Premium Finan	ce of America	► Premium Finance Co.
Contact I	Information				[Cancel][Delete][Update]
Prefix	First	MI	Last	Suffix Goes By:	
Mr.	🖌 James		Henderson	Jim	
Title:	♥ Primary Contact for thi	s Company? 🧕	) Yes 🔵 No	Contact Role:	

# **Deleting a Contact**

If the original primary contact needs to be removed, it is now possible since the primary contact has been

changed. To remove a contact, click the **Remove** icon on the **Contact Summary** screen and confirm deletion on the confirmation pop-up window.

nexs	ure	3			HOME   HE	LP   SETUP   LOGOUT
		SEARCH   ORGANIZ	ATION   REPORTS		Bookmarks: Expand   A	Add   Remove Selecter
Premium	Finan	ce Company Name: F	Premium Finance of Americ	a	► P	remium Finance Co.
card file o	ontacts	locations premium finar	ice company name			
Contact	Sumr	nary	l€ € sh	owing Page 1 of 1 🕨		[ Add New ]
Details		Name	Title	Contact Role	E-Mail	Remove
<b>P</b>	$\mathbf{V}$	James Henderson			jhenderson@email.com	
		Nancy Clementine	Vice President	General	nclementine@pfa.com	

# Locations – Premium Finance Company

The location added when the Premium Finance Company is first entered in Nexsure will automatically be designated as the **Primary** location. The **locations** tab contains all locations in a summary view for this entity. Unlimited locations may be added for each entity but only one can be designated as the primary location. The primary location is identified with a check in the **Primary** column on the summary screen. The primary location may be reassigned but deletion of a primary location is not allowed.

nexs	ure					Home   He	LP   SETUP   LOGOUT
		SEARCH   ORGANIZATION	REPORTS		Bookm	harks: Expand   )	Add   Remove Selected
Card file	Finance contacts	Company Name: Premi locations premium finance com	um Finance of America			► P	Premium Finance Co.
Locatio	n Summ	ary	K 4 Shov	ving Page 1 of 1 🕨			[ Add New ]
Details	Primary	Location Type	Address	City	St./Prov.	Zip/Postal	Remove
	~	Corporate Headquarters	9000 River Drive	Oxford	AL	36203	

## Adding a Location

To add a new location, click the [Add New] link in the upper right part of the screen. Complete the location details on the screen and click the [Save] link to store or the [Cancel] link to abort.

nexsure		
SEARCH   ORGANIZATION   REPO	RTS	Bookmarks: Expand   Add   Remove Selecte
	· · ·	
Premium Finance Company Name: Premium Fi	nance of America	Premium Finance Co.
card file contacts locations premium finance company na	me	
		[ Cancer ] [ Save ]
Location Type: Corporate Headquarters 💌	Physical Address	
Is this the Primary Location for this account? 💿 Yes 🔘 No	Address: 9876 Henry Rd	
	Address 2:	
Location Phones	City: Oxford	
Phone Ext.	State/Province: Alabama 🛛 🖌 Zip/Postal: 36203	
Fax Number 💌 Ext.	Country: United States	
Business Phone 🖌 Ext.	Intl Address Info:	
	Is above address the US Mail address for this location? ④ Yes 🔿 No	
	Mailing Address	
	Address:	
	Address 2:	
	City:	
	State/Postal: Zip/Postal:	
	Country: United States	
	Intl Address Info:	

**Note:** The Location Type drop-down box is populated by each organization to ensure that the list fits all needs.

### Modifying a Location

Location information may be changed or updated as needed by clicking the **Details** icon for the location on the **Location Summary** screen. After completing the modifications, click the **[Update]** link to save the changes or the **[Cancel]** link to abort.

## Changing the Primary Location

When adding a new entity, the first location entered is designated as the Primary location. A primary location

cannot be deleted, but a new primary may be selected. To change the primary, click the **Details** icon on the **Location Summary** screen of the new primary location. On the **Location Details** screen, click the **Yes** option beside **Is this the Primary Location for this account?**. Click the **[Update]** link in the upper right of the screen to complete the primary location change process.

Premium Financ	e Compa	ny Name: Premium Fi
card file contacts	locations	premium finance company na
Location Informa	ation	
Location Type:	Corporate	Headquarters 💌
Is this the Primary L	ocation for th	is account? 💿 Yes 🔘 No

In the **locations** tab summary view, the newly appointed primary location will be displayed with a check mark in the **Primary** check box. The old primary location will now have a **Remove** icon.

## **Deleting a Location**

After accessing the appropriate Premium Finance Company **locations** tab, click the **Remove** icon on the **Location Summary** screen to remove the location. Click **OK** to confirm the removal of the location or click **Cancel** to abort the process.

If the **Remove** icon is not available and the location is not identified as primary, the necessary security to remove locations has not been granted.

Premium F	inance	Company Name: Prer	nium Finance of America			) P	remium Finance Co.
Location	Summa	ary	K Show	ng Page 1 of 1 🕨			[ Add New ]
Details	Primary	Location Type	Address	City	St/Prov.	Zip/Postal	Remove
<b>&gt;</b>		Home Office	9000 River Drive	Oxford	AL	36203	<b>B</b>
<b>*</b>	~	Corporate Headquarters	9876 Henry Rd	Oxford	AL	36203	

## Modifying the Premium Finance Company Name

To modify the Premium Finance Company name, click the **premium finance company name** tab. Enter the correction and click the **[Update]** link on the upper right of the screen or click the **[Cancel]** link to abort the change.

nexsure	Home   Help   Setup   Logout
SEARCH   ORGANIZATION   REPORTS	Bookmarks: Expand   Add   Remove Selected
Premium Finance Company Name: Premium Finance of America	Premium Finance Co.
card file contacts locations premium finance company name	
Premium Finance Company Name	[Cancel] [Update]
Company Name: Premium Finance of America	
WebSite:	



# **Retail Agent**

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 client)
- Carrier

The retail agent is added on the **Search** screen. Access the **Search** screen clicking the **SEARCH** link on the **Primary** menu. Begin by selecting the **Retail Agent** from the **Entity** drop-down box. Notice that the search fields change with the selection of Retail Agent. Nexsure provides several key fields for searching to help ensure accurate results. Enter less information for broader results or more information to return less data.

To activate a **Search**, click the **Search** button or press **Enter**. If the retail agent exists, click the **Details** icon to see the details.

search									
You must search	for a record prior	to en	tering a new one.	After the results are returned you will be give	en the option to add a new record.				
Entity:	Retail Agent	*	HISTORY RESULT	5 - RETAIL AGENT					
Search Type:	Contains	*	6 Record(s) Found	М М	Showing Page 1 of 1			Go To P	age 1 💌
Status:	All	*	Details	Name	Location Type	City	St./Prov.	Zip/Postal	Remove
Retail Agent:				Commercial Carriers Insurance Agency, Inc.	Corporate Headquarters	Cerritos	CA	90703	<b>B</b>
Location Address:			<b>*</b>	11078 Retail	Corporate Headquarters	Brea	CA	92821	<b>B</b>
Location City:			<b>*</b>	Brad's Retail Agency	Corporate Headquarters	Nowhere	IL	60606	<b>B</b>
Location Zip/Postal:			<b>*</b>	Bender Insurance Broker	Corporate Headquarters	Brea	CA	92821	<b>B</b>
First Name:			<b>*</b>	Hudson Insurance Agency, Inc.	Corporate Headquarters	Hudson	NH	03051	<b>B</b>
Last Name:			<b>*</b>	Brea Home and Auto	Home Office	Brea	CA	92821	<b>B</b>
Enterprise Code:								Search	Clear
You must search	for a record prior	to en	tering a new one.	After the results are returned you will be give	en the option to add a new record.				
									search

### **Removing Retail Agents**

To remove a Retail Agent, click the **Remove** icon on the Search screen. Retail Agents added to invoices cannot be deleted.

## Adding Retail Agents

In the **Entity** drop-down box, select **Retail Agent**. Retail agents added are available for the entire organization. Prior to adding Retail Agents, a **Search** must be done. Searching activates the availability of the **[Add New Record]** link. Click the **[Add New Record]** link to add the new retail agent.

search									
									[ Add New Record ]
Entity:	Retail Agent	*	SEARCH RE	SULTS - RETAIL A	GENT				
Search Type:	Contains	*	0 Record(s)	Found					
Status:	All	*	Details	Name	Location Type	City	St./Prov.	Zip/Postal	Remove
Retail Agent:	First Choice Insura	ance			No records found	on specified se	earch criteria for Retail Agent		
Location Address:	2846 North Southp	ort							Search Clear
Location City:	Chicago								
Location Zip/Postal:	60657								
First Name:									
Last Name:									
Enterprise Code:									
You must search	for a record prior t	o ent	ering a ne	w one. After the	results are returned you will be gi	ven the option	to add a new record.		

Any information entered in the search fields are automatically transferred to the newly added Retail Agent fields. Any field with a red asterisk \* is a required field. Complete the balance of the fields and click the **Save** button in the upper right portion of the screen to add to Nexsure. To clear and start the entry over, click the **Clear** button.

file contacts locations retail agent name assignments	
dicates required field	Save Clear
Retail Agent Information	Primary Contact
Name: First Choice Insurance Agency, Inc. *	Apply Contact: <ul> <li>Use Existing</li> <li>O Add New</li> </ul>
Website:	Search For An Existing Contact
rimary Account Address	Last Name Search
.ocation Type: <pre><select location="" type=""> *</select></pre>	
Address: 2846 N Southport Ave	
City: Chicago	
State:	
Zip: 60657	
Country:	-
Intl Address	
Phone:	
·	
is the above the US Mail address for this location? $\odot$ Yes $ \bigcirc  { m No}$	
Branch: < Please Select A Branch>	*
Department: Unassigned	
Unit: Unassigned	
Responsibility: Unassigned	
Names: Unassigned	

Once the new entity is stored, additional information may be added after the **card file** tab is displayed.

Mailing Address Address: 2846 North Southport Av City: Chicago State/P Zip/Postal: 65607 Country: United States International Info: Business Phone: (773) 555-1900	e rovince: IL
ent Unit Responsibility F PP Invoiced Unassigned Producer Mary G	tame Dbafaitner
	nent Unit Responsibility r , PP Invoiced Unassigned Producer Mary C

### How to Use the Contact Summary Screen

The **contacts** tab contains all the contacts added for this entity in a summary view. Unlimited contacts may be added for each entity, but only one is designated as the primary contact. The primary contact is identified with a check box in the **Primary** column on the **Contacts Summary** screen. The primary may be reassigned, but deletion of a primary contact is not allowed.

card file	contacts	le: First C	retail agent name	ce Agency	classifieds	contracts	commissions	posting rules				→ Re	etail Agen	ıts
Contac	t Summar	v				I Showin	ng page 1 of 3	1 ⊨ M Page	. •				I	[Add New]
Details	Primary		Na	me		Title	e	Con	tact Role		E-ma	il		Remove
<b>*</b>			Lawrenc	e Burns		Presid	lent	C	Seneral		Lawrence	Burns		
									1 10 1	1	and all a second as second	1.		and Ala

### Adding a New Contact

The contact added when the retail agent is first entered in Nexsure will automatically be designated as **Primary**. The **contacts** tab displays all contacts in a summary view for this entity. Unlimited contacts may be added for each entity but only one can be designated as the primary contact. The primary contact will be identified with a check box in the **Primary** column. The primary contact may be reassigned but deletion of a primary contact is not allowed.

Click the [Add New] link in the upper right hand corner of the Contacts Summary screen. The Search For Existing Contact Record screen is displayed.

file contacts loc	ations retail agent name	assignments classifieds	contracts commissions	posting rules	retail Agents
tact details					
ply Contact	Search Contact	O New Contact			
earch For Existing C	ontact Record:	Last Name		Search	

The **Search Contact** option is the default. This feature allows the global contacts database to be utilized so that duplicate contact records may be avoided.

Enter the last name for the contact in the space provided and then click the **Search** button. All contacts with the same matching last name are displayed along with the e-mail address. Scroll through and select the match if returned and click the **Use Selection** button to associate with this entity. Any field modified and saved on this record will affect the original record, so make sure you have the correct contact before modifying. There are four fields in the contact's details that are unique to their relationship to an entity. These four fields are: **Title, Primary Contact, Contact Role** and **Location**. Changing these four fields will not change the original record.

**Note**: All contacts added to Nexsure are stored in a global database. A contact should be entered in Nexsure only one time. The contact can then be related throughout Nexsure as needed.

After searching the existing contacts list and confirming the contact does not exist in Nexsure, click the **New Contact** option. The **Contact Details** screen is displayed. Enter the new contact information and click the [Save] link to store the record or the [Cancel] link to abort the entry.

-	rst Choice Insuran	ce Agency						Re	an Agents
file contacts locat	tions retail agent name	assignments	classifieds cont	racts commis	sions posting r	ules			
ntact details									
ontact Information					[Save]	[Cancel]			
ersonal Information									
refix First	1	4I Last		Suffix	Goes By				
*				~					
itle									
	*								
	0	~							
this the Drimany Cente	and for a high second s	(•) No.	Contact Role:	~					
s this the Prinary Conta	ter for this account?								
	ct for this account? Ve			C 14 1 4 1 1					
Personal Numbers	Number	Ext	Description	E-Mail Addre	:55				
Personal Numbers Type Business Phone	Number	Ext	Description	E-Mail Addre E-Mail:	:55				
Personal Numbers Type Business Phone	Number	Ext	Description	E-Mail Addre E-Mail: E-Mail 2:	155				
Personal Numbers Type Business Phone	Number	Ext	Description	E-Mail Addre E-Mail: E-Mail 2:	:55				
Personal Numbers Type Business Phone V Cell Phone V Home Phone V	Number	Ext	Description	E-Mail Addre E-Mail : E-Mail 2:	155				
Personal Numbers Type Business Phone Cell Phone Home Phone Personal Fax	Number	Ext	Description	E-Mail Addre E-Mail: [ E-Mail 2: [	155				
Personal Numbers Type Business Phone V Cell Phone V Home Phone V Personal Fax V	Number	Ext	Description	E-Mail Addre E-Mail: E-Mail 2:	155				
Personal Numbers Type Business Phone V Cell Phone V Home Phone V Personal Fax V ocations	Number	Ext	Description	E-Mail Addre E-Mail: [ E-Mail 2: [	155				
Personal Numbers Type Business Phone V Cell Phone V Home Phone V Personal Fax V ocations elect the Primary Acco	Number	Ext	Description	E-Mail Addre E-Mail : [ E-Mail 2: [ ] ] s - 2846 Nor	th Southport /	Ave 🗸			
Personal Numbers Fype Business Phone Cell Phone Home Phone Personal Fax cations elect the Primary Account	Number	Ext	Description	E-Mail Addre E-Mail : [ E-Mail 2: [ ] ] ;s - 2846 Nor	th Southport /	Ave v			
Personal Numbers Fype Business Phone Cell Phone Home Phone Personal Fax coations elect the Primary According ontact Notes	Number	Ext	Description	E-Mail Addr E-Mail : [ E-Mail 2: [ ] ] ;s - 2846 Nor	th Southport A	Ave v			
Personal Numbers Fype Business Phone Cell Phone Phone Personal Fax Cocations elect the Primary Accco ontact Notes	Number	Ext	Description	E-Mail Addre E-Mail : [ E-Mail 2: [ ] ] ] s - 2846 Nor	th Southport /	Ave v			

**Note**: E-mail addresses should be obtained for all contacts. E-mail addresses are placed in a global address book and made available on the Delivery screen.

## **Editing a Contact**

Contact information may be changed or updated as needed. There are four fields in the contact's details that are unique to their relationship to an entity and if updated, will only affect this record. The four unique fields are: **Title**, **Primary Contact**, **Contact Role** and **Location**. All other fields apply to the contact globally and if updated, it will update all records of this contact throughout Nexsure.

After accessing the retail agent through Search, click the contacts tab for access to all contacts. Each contact

has its own **Details** icon and clicking the icon for a contact will bring up the detail screen. Make the necessary changes to the record and click the [Update] link to save the changes.

### Changing a Primary Contact

When adding a new entity, the first contact entered is designated as the primary contact. A primary contact

cannot be deleted but a new primary may be selected. To change the primary, click the **Details** icon on the **Contact Summary** screen of the new primary contact. On the **Contact Details** screen under the **Contact Role**, click the **Yes** option beside **Is this the Primary Contact for this account?** question. Click the **[Save]** link in the upper right of the screen to complete the process to change the primary contact.

	Insurance Agency		Retail Agents
d file contacts locations retail ac	pent name assignments classif	fieds contracts commissions posting rules	Rotan Ligente
ontact details			
Contact Information		[Save] [Cancel]	
Personal Information			
Prefix First	MI Last	Suffix Goes By	
Mrs. 🚩 Marilyn	Bronson	Marilyn	
Title			
Producer 👻			
·			
Is this the Brimany Contact for this account	Int? Ves No Conta		
is any and it many contact of any second			
Personal Numbers		E-Mail Address	
Personal Numbers Type Number	Ext Descrip	E-Mail Address ption E-Mail:	
Personal Numbers Type Number Business Phone	Ext Descrip	ption E-Mail 2	
Personal Numbers       Type     Number       Business Phone        Cell Phone	Ext Descrip	E-Mail Address           ption         E-Mail:           E-Mail 2:	
Personal Numbers       Type     Number       Business Phone     •       Cell Phone     •       Home Phone     •	Ext Descrij	ption E-Mail 2:	
Personal Numbers Type Number Business Phone  Cell Phone  Home Phone	Ext Descrip	E-Mail Address           ption         E-Mail:           E-Mail 2:	
Personal Numbers Type Number Business Phone  Cell Phone  Home Phone  Personal Fax	Ext Descri	E-Mail Address ption E-Mail: E-Mail 2:	
Personal Numbers Type Number Business Phone  Cell Phone  Personal Fax	Ext Descri	E-Mail Address ption E-Mail: E-Mail 2:	
Personal Numbers Type Number Business Phone  Cell Phone  Personal Fax  Cocations	Ext Descrip	E-Mail Address           ption         E-Mail:           E-Mail:	
Personal Numbers       Type     Number       Business Phone     Image: Cell Phone       Cell Phone     Image: Cell Phone       Home Phone     Image: Cell Phone       Personal Fax     Image: Cell Phone       Locations     Select the Primary Account Location for the Phone	Ext Description	e-Mail Address ption E-Mail: E-Mail: E-Mail 2: adquarters - 2846 North Southport Ave	
Personal Number Type Number Business Phone Cell Phone Home Phone Personal Fax Locations Select the Primary Account Location for Contact Notes	Ext Description	E-Mail Address ption E-Mail: E-Mail 2: adquarters - 2846 North Southport Ave Y	
Personal Numbers Type Number Business Phone  Cell Phone  Personal Fax  Cell Phone  Cell Phone  Cell Phone  Cell Phone  Centact Notes	Ext Descri	e-Mail Address ption E-Mail 2: E-Mail 2: adquarters - 2846 North Southport Ave	

## **Deleting a Contact**

If the original primary contact needs to be removed, it is now possible since the primary contact has been

changed. To remove a contact, click the **Remove** icon on the **Contact Summary** screen and confirm deletion on the confirmation pop-up window.

RETAIL AG	RETAIL AGENT PROFILE   ACTIONS   OPPORTUNITIES   MARKETING   POLICIES   ATTACHMENTS   TRANSACTIONS   DELIVERY   T-LOG								
Retail Ag	etail Agent Name: First Choice Insurance Agency								
card file	card file contacts locations retail agent name assignments classifieds contracts commissions posting rules								
Contac	Contact Summary K 4 Showing page 1 of 1 b H Page 1 v [Add New]								
Details	Primary	Name	Title	Contact Role	E-mail	Remove			
		Lawrence Burns	President	General	Lawrence Burns				
		Marilyn Bronson	Producer	Service	Marilyn Bronson	<b>B</b>			

## Locations – Retail Agent Name

The location added when the retail agent is first entered in Nexsure will automatically be designated as the primary location. The **locations** tab contains all locations in a summary view for this entity. Unlimited locations may be added for each entity but only one can be designated as the primary location. The primary location is identified with a check in the **Primary** column on the summary screen. The primary location may be reassigned but deletion of a primary location is not allowed.

card file	contacts	locations retail agent name	$\gamma$ assignments $\gamma$ classifieds $\gamma$	contracts Y o	commissions 🍸	posting rules			
									1
Locatio	on <mark>Su</mark> mma	ary	ИЧ	Showing pag	e 1 of 1 ⊨ M	Page 1 🗸		Filters: [ S	ihow ] [Add New]
Details	Primary	Location Type	Address	City	St./Prov.	Zip/Postal	Phone Number	Fax Number	Remove
	$\checkmark$	Corporate Headquarters	420 W Lambert Rd	Brea	CA	92821	(714) 672-7923		
		Satellite Office	624 Tamarack Av	Brea	CA	92821	(714) 672-5895		<b>B</b>
				posting rules	s 🙏 commission	is 👃 contracts 🖉	classifieds $\wedge$ assignments $\wedge$ retail	agent name $\lambda$ locations $\lambda$ com	tacts 🙏 card file 🗸

## Adding a Location

To add a new location, click the [Add New] link in the upper right part of the screen. Complete the location details on the screen and click the [Save] link to store or the [Cancel] link to abort.

RETAIL AGENT PROFILE   ACTIONS   OPPORTUNITIES   MARKETING   POLICIES   ATTACHMEN	ITS   TRANSACTIONS   DELIVERY   T-LOG
Retail Agent Name: First Choice Insurance Agency	► Retail Agents
card file contacts locations retail agent name assignments classifieds contracts com	nissions posting rules
Location Information (* indicates required field)	[Save] [Cancel]
Location Type: [Select Location Type] 💉 *	Physical Address
This Location Is Set To Primary For The Account. Ores 💿 No	Address: *
	Address 2:
Location Numbers	City: *
Type Number Ext Description	
Business Phone 💟	State Province.
Fax Number	Country: United States
After hours	Intl Address Info:
	Is above address the US Mail address for this location?
	Mailing Address
	Address:
	Address 2
	State/Province: Zip/Postal:
	Country: United States
	Intl Address Info:

CHAPTER 5

Note: The Location Type drop-down box is populated by each organization to ensure that the list fits all needs. Add Location Types in SETUP > Lookup Management > Retail Agent Category > Location Types (Retail Agent).

### Modifying a Location

Location information may be changed or updated as needed by clicking the **Details** icon for the location on the **Location Summary** screen. After completing the modifications, click the **[Update]** link to save the changes or the **[Cancel]** link to abort.

### **Changing the Primary Location**

When adding a new entity, the first location entered is designated as the primary. A primary location cannot be deleted but a new primary may be selected. To change the primary location, click the **Details** icon on the **Location Summary** screen of the new primary location. On the **Location Details** screen, click the **Yes** option beside **Is this the Primary Location for this account?**. Click the **[Update]** link in the upper right of the screen to complete the primary location change process.



In the **locations** tab summary view, the newly appointed primary location will be displayed with a check mark in the **Primary** check box. The old primary location will now have a **Remove** in con.

## **Deleting a Location**

After accessing the appropriate retail agent **locations** tab, click the **Remove** is icon on the **Location Summary** screen to remove the location. Click **OK** to confirm the removal of the location or click **Cancel** to abort the process. Locations cannot be removed once the retail agent is associated to an invoice.

If the **Remove** icon is not available and the location is not identified as primary, the necessary security to remove locations has not been granted.

RETAIL AG	RETAIL ACENT PROFILE   ACTIONS   OPPORTUNITIES   MARKETING   POLICIES   ATTACHMENTS   TRANSACTIONS   DELIVERY   T-LOG								
Retail Ag	stail Agent Name: First Choice Insurance Agency								
card file	card file contacts locations retail agent name assignments classifieds contracts commissions posting rules								
Locatio	on Summa Primary	ry Location Type	Address	g page 1 of City	1 Page St./Prov.	a 1 💌 Zip/Postal	Phone Number	Filters: [ Si	iow ] [Add New]
		Corporate Headquarters	2846 North Southport Ave	Chicago	IL	65607	(773) 555-1900		
	Satellite Office         125 Randolph         Brea         CA         92821         (714) 672-8800         Em								

## Modifying the Retail Agent Name

To modify the retail agent name, click the **retail agent name** tab. Enter the correction and click the **[Update]** link on the upper right of the screen or click the **[Cancel]** link to abort the change.

nevsure		HOME   HELP   SETUP   SUPPORT   LOGOUT					
SEARCH   ORGANIZATION   REPORTS	CAMPAIGNS   ELINKS	Bookmarks: Expand   Add   Remove Selected 🗤					
RETAIL AGENT PROFILE   ACTIONS   OPPORTUNITIES   MARKET	NG   POLICIES   ATTACHMENTS   TRANSACTIONS   DELIVERY   T-LOG						
Retail Agent Name: Bender Insurance Broker	ail Agent Name: Bender Insurance Broker						
card file contacts locations retail agent name assignments	classifieds contracts commissions posting rules						
Retail Agent		[Update] [ Inactivate] [Cancel]					
Retail Agent Name:	Bender Insurance Broker						
Organization Legal Entity Type:	<b>v</b>						
◯ FEIN ◯ Social Security Number							
Website:	BIB.com [BIB.com]						
Enterprise Code:	flex712 1099						

**Organization Legal Entity Type** - The **Organization Legal Entity Type** drop-down box is content that is defined by each organization in **Lookup Management**. For specific instructions on additions to this field, see "Lookup Management", in Chapter 6, *Admin Training Manual*.

**FEIN/Social Security Number** - To enter the Federal Identification Number, select the **FEIN** option and enter the number. To enter the Social Security Number instead, select the **Social Security Number** option and enter the number. In both cases the correct number of characters and formatting is required in order to update the record.

**Website** - To enter the **Website** address, type in the URL. This field is limited to 90 characters. If more than 19 characters are entered for the website address the word **Website** is displayed as the link identifier on the card file. After saving, the modified website address link is displayed. Clicking the link will launch the website in a new window.

**Enterprise Code** - The **Enterprise Code** may be used to enter a prior system code number or any number that will help identify the entity when searching (on the Search screen) or when associating to clients and policies. Both alpha and numeric values may be entered.

**1099** - The **1099** check box has been added for future functionality.

**Links** - Once the record has been updated, click the **[Update]** link to save any changes to the record. To identify an inactive Retail Agent, click the **[Inactivate]** link. After inactivating the record, this link changes to an **[Activate]** link. When clicked, the record is re-activated. The inactivation of the record does not prohibit any functionality or use of the record.

### Adding Assignments to Retail Agent

The retail agent **assignments** tab stores the agent's assignment information. The retail agent branch assignment is used to identify the availability of retail agents at the client and policy levels. So when adding assignments, make sure to add an assignment for each branch the retail agent will be used on.

Adding branch personnel assignments to the retail agent is done by clicking the assignment tab and clicking the [add assignment] link in the upper right portion of the screen.

RETAIL AG	RETAIL AGENT PROFILE   ACTIONS   OPPORTUNITIES   MARKETING   POLICIES   ATTACHMENTS   TRANSACTIONS   DELIVERY   T-LOG								
Retail Ag	etail Agent Name: First Choice Insurance Agency    Retail Agents  Retail Agents								
card file	card file contacts locations retail agent name assignments classifieds contracts commissions posting rules								
Assign	nent							[ add as	signment]
			Showing page	e 1 of 1 ▶ 🕅	Page 1 💌				
Details	Primary	Branch	Department	Unit	Responsibility	Name	Updated By	Updated Date	Remove
<b>1</b>		Anniston Insurance Agency	1 AB/DB Accrual, PP Invoiced	Unassigned	Producer	Mary Oberleitner	Mary Oberleitner	07/24/2009	

Complete the **Assign Account Management** fields in the pop-up window, making sure one is assigned as the primary assignment. Click the **Save** button to store the assignment or the **Cancel** button to abort the assignment addition.

Assign Account	Management	ne sure						
Assign account management by selecting the branch that the responsibility will be handled by. After the branch is selected, Department, Responsibility, and Name will become active.								
Branch:		▼						
Department:	Unassigned	7						
Unit:	Unassigned	7						
Responsibility:	Unassigned	7						
Name:	Unassigned	7						
Primary:								
Nexsure Tip If you would like to add a new Responsibility code this can be done from Setup. If you do not have rights to do this, please contact your system administrator.								
	Save	Cancel						

As with on the other tabs such as **location**, **contacts**, etc., the primary may not be removed but may be reassigned to allow removal. Add another assignment and click the **Primary** box to reassign the primary. On the assignment summary screen, click the **Remove** icon to remove the assignment that is no longer necessary.

RETAIL AG Retail Ag	ent Profil ent Nam	E   ACTIONS   OPPORTUNITION e: First Choice Insurance	es   Marketing   Policies   Attachi Agency	MENTS   TRANSA	CTIONS   DELIVERY	T-LOG		Retail Age	nts
card file	contacts	locations retail agent name	assignments classifieds contracts c	ommissions pos	ting rules				
Assign	ment		K 4 Showing	page 1 of 1 ⊨ M	Page 1 🗸			[ add a:	ssignment ]
Details	Primary	Branch	Department	Unit	Responsibility	Name	Updated By	Updated Date	Remove
	V	Anniston Insurance Agency	1 AB/DB Accrual, PP Invoiced	Unassigned	Producer	Mary Oberleitner	Mary Oberleitner	07/24/2009	
Þ		Anniston Insurance Agency	1 AB/DB Accrual, PP Invoiced	Unassigned	Account Manager	Cathy Ober	Mary Oberleitner	07/24/2009	<b>B</b>

# Adding Classifieds to Retail Agents

The **classifieds** tab is available to add classifications to the Retail Agent. Retail Agent classified Code Classes and Code Designations are added in **SETUP** > **Lookup Management** > **Retail Agent Category**. Classifieds can be used to limit viewing of announcements in a Retail Agent portal by assigned Retail Agent classifications. For information on using classifieds for announcements in a Retail Agent portal, see the *Retail Agent Access Training Manual*.

Add classifieds to the Retail Agent by clicking the [Add New] link on the classifieds tab.

RETAIL AGE	NT PROFILE			IES   MARKETI		IES   ATTA	ACHMENTS   1	RANSACTION	IS   DELIVERY   T-LOG					
Retail Agent Name: First Choice Insurance Agency														
card file	card file contacts locations retail agent name assignments <b>classifieds</b> contracts commissions posting rules													
Classifi	ed Summ	ary				I Showi	ing page 0 of	0 ► M Pa	ige 🔽		[Add New]			
D	Details Code Class Code Description Designation Type Remove													
	No records found for your search.													
	_													

The **Account Level Code Classes & Designations** screen displays. Select the appropriate **Code Description** from the drop-down box. **Code Description** selection will populate the **Code Designations** list. For more information on creating Retail Agent Code Classes and Designations, see "Lookup Management", Chapter 6, *Admin Training Manual*.

RETAIL AGENT PROFILE   ACTIONS   OPPORTUNITIES   MARKETING   POLICIES   ATTACHMENTS   1	RANSACTIONS   DELIVERY   T-LOG
Retail Agent Name: First Choice Insurance Agency	Retail Agents
card file contacts locations retail agent name assignments classifieds contracts commissions	posting rules
Account Level Code Classes & Designations	[Save] [Cancel]
Code Description: New Business Submissions 💽 Code Class: NWBIZ	
Code Designation: Real Time	
Note - Additional Class Codes & Designations may be added through Setup under Lookup Management.	

Click the [Save] link to add the classification to the Retail Agent record and return to the Classified Summary screen. Click [Cancel] to abort.

From the **Classified Summary** screen, click the **Details** icon of an existing code to modify the code class and description. Click the **[Update]** link on the **Account Level Code Classes & Designations** screen to save any changes to the classified.

From the **Classified Summary** screen, click the **[Add New]** link to continue adding classifieds as appropriate. An unlimited number of classifieds can be added to the Retail Agent record.

RETAIL AGENT PR	OFILE   ACTIONS   OPPORTU	ITIES   MARKETING   POLICIES   ATTACHMENTS   TRANSACTIONS   DELIVERY   T-LOG											
Retail Agent N	etail Agent Name: First Choice Insurance Agency   Retail Agents												
card file conta	ard file contacts locations retail agent name assignments classifieds contracts commissions posting rules												
Classified S	Classified Summary N Showing page 1 of 1 M Page 1 v [Add New]												
Details	Code Class	Code Description	Designation	Remove									
<b>1</b>	NWBIZ	New Business Submissions	Real Time										

Classifieds can be removed by clicking the **Remove**  $\exists t$  icon of the classified to be removed. Click **OK** to confirm the deletion of the record or **Cancel** to keep the classified associated to the Retail Agent.



### Adding Contracts to Retail Agents

Adding contracts to the retail agent is done by clicking the **contracts** tab and clicking the **[Add New]** link in the upper right portion of the screen.

REFAIL AGENT PROFILE   ACTIONS   OPPORTUNITIES   MARKETING   POLICIES   ATTACHMENTS   TRANSACTIONS   DELIVERY   T-LOG												
tetail Agent Name: First Choice Insurance Agency    Retail Agents												
card file contacts locations retail agent name	assignments classifieds contracts	commissions posting rules										
Contract Summary K 4 Showing page 1 of 1 M Page 1 v [Add New]												
Details Contract #	Contract Name	Effective Date	Expiration Date	Remove								

Complete the contract fields in the **Contract Details** screen. Click the **[Save Contract]** link in the upper right portion of the screen to store the information or the **[Cancel]** link to abort. To add license information after saving the contract, click the **[Add New]** link in the **License Information** section and populate the available fields. Additional **License Types** may be created through **SETUP** > **Lookup Management** > **Retail Agent Category** > **License Types** (**Retail Agent**). Click **Save** to store the entry. To remove the license information, click the **Remove** in icon and confirm deletion.

rd file contacts locations re	etail agent name   assignments   classifie	ds contracts co	mmissions posting rule	5		, , , , , , , , , , , , , , , , , , ,
ontract Details					[Save Co	ontract] [Copy] [Cancel]
ontract Information		1	Errors & Omissio	ns Coverage		
Contract Number: 12589877	* Effective Date: 1/1/2009	<b>10</b> *	Carrier Name:	The Hartford		
Contract Name: All Lines	Expiration Date: 1/1/2020		Policy Number:	TH-9877767	Effective Date:	7/1/2009
Description:		~	Limit of Liability:	\$5,000,000	Expiration Date:	7/1/2010
cense Information					[Add	Newl
						_
Details State/Province	License Number	Lic	ense Type	Effective Dat	e Expiration Date Del	ete L

To remove the entire contract, access the **Contract Summary** screen and click the **Remove** icon and confirm deletion.

RETAIL AGENT PROFIL	RETAIL AGENT PROFILE   ACTIONS   OPPORTUNTITES   MARKETING   POLICIES   ATTACHMENTS   TRANSACTIONS   DELIVERY   T-LOG												
Retail Agent Name: First Choice Insurance Agency													
card file contacts	card file contacts locations retail agent name assignments classifieds contracts commissions posting rules												
Contract Summary	Contract Summary 🕅 4 Showing page 1 of 1 🕨 Page 1 💌												
Details	Contract #	Contract Name	Effective Date	Expiration Date	Remove								
<b></b>	I2589877         All Lines         01/01/2009         01/01/2020												

# Adding Commissions to Retail Agent

To add commission information for the retail agent, click the [Add New] link in the upper right portion of the screen.

RETAIL AGENT P	RETAIL AGENT PROFILE   ACTIONS   OPPORTUNITIES   MARKETING   POLICIES   ATTACHMENTS   TRANSACTIONS   DELIVERY   T-LOC													
Retail Agent Name: First Choice Insurance Agency   Retail Agents														
card file cont	card file contacts locations retail agent name assignments classifieds contracts commissions posting rules													
Commission	Summary				M Show	ving page 0 of	0 🕨 Page 🔽					[ Add New ]	1	
Details	Retail         Retail         Retail         Retail         Retail         Remove           Details         Agent         Agent         Branch         Carrier         LOB         Line of Business         New         Renew         Rewritten         Quota         Remove													

Complete all fields for the commission defaults and click the **[Update]** link in the upper right portion of the screen. Click **[Cancel]** to abort or **[Delete]** to remove.

RETAIL AGENT PRO	OFILE   ACTIONS   OPPORT	UNITIES   MARKETI		ATTACHME	NTS   TRANSACTIONS	DELIVERY   T-LOG						
Retail Agent N	ame: First Choice Insu	rance Agency						► R	etail Agents			
card file conta	acts locations retail ager	it name 🔷 assignme	nts classified:	s contracts	commissions post	ing rules						
Add New Cor	mmission (* indicates requi	red field)						[Save] [Cancel]				
Branch Name: Anniston Insurance Agency 💽 = 🗹 Retail Agent Default												
Carriers: Auto-Owners Insurance Company(18988) 👻 * 🗌 Carrier Default												
Lines of Busine	Auto - Commercial	* *			Line of Business D	efault						
Retail Agent Co	de: 12589 *											
	Rate Type	Rate	Min.	Max.	Eff. Date	Exp. Date	Quota	Status				
New:	% of Fee 🛛 👻	10 *			7/24/2009	0	\$	Active 🗸				
Renew:	% of Fee 💌	10 *			7/24/2009	0	\$	Active 🖌				
Rewritten:	% of Fee 💌	10 *			7/24/2009	6	\$	Active 💌				

To remove a line of commission, access the **Commissions Summary** screen and click the **Remove** icon and confirm deletion.

RETAIL A	TAIL AGENT PROFILE   ACTIONS   OPPORTUNTIES   MARKETING   POLICIES   ATTACHMENTS   TRANSACTIONS   DELIVERY   T-LOG													
Retail A	عادة المعادية عنه المعادية المعادي													
card file contacts locations retail agent name assignments classifieds contracts commissions posting rules														
Comm	Commission Summary K 4 Showing page 1 of 1 b M Page 1 v [Add New]													
Detail	Retail         Retail         Carrier         LOB         LOB         Default         Line of Business         New         Renew         Rewritten         Quota         Remove           Octable         Default         Default         Line of Business         New         Renew         Rewritten         Quota         Remove													
<b>*</b>	12589	<b>V</b>	Anniston Insurance Agency		Auto-Owners Insurance Company		Auto - Commercial	10.00% of Fee	10.00% of Fee	10.00% of Fee		<b>B</b>		

## How Nexsure Determines the Proper Retail Agent Commission Default When Invoicing:

Set the defaults by using the check boxes beside each default type which are used as follows:

- One **Retail Agent Default** for each retail agent within a branch.
- One **Carrier Default** for each carrier within a branch.
- One Line of Business Default for each specific line of business within a branch.

If a default exists within the branch and another default is selected, it will overwrite the existing default and become the current default within that branch only.

Nexsure first tries to match the retail agent, carrier and line of business. If the match is not exact, the system will search for a default line of business within the branch. If no default line of business exists within the

branch, the system will search for the carrier default within the branch. Finally, if there is no carrier default, the system will search for the retail agent default within the branch.

The **Branch Name** is selected to identify the branch to which the commission is being added. If there are any branches that have a different commission default, they may be added. When other branches are added, they replace the global default for those branches only.

If desired, one carrier may be selected as the commission default for each retail agent within a Branch by clicking in the check box beside **Carrier Default**.

The **Line of Business** is selected to identify the line of business to which the commission is being added. If desired, each line of business may be added as a separate default within a Branch by clicking in the check box beside **Line of Business Default**.

RETAIL AGE	NT PROFIL	ACTIONS   OPP	ORTUNITIES	MARKETING	POLICIES	ATTACHMENT	TS   TRANSACTIONS	DELIVERY   T-LOG					
tetail Agent Name: First Choice Insurance Agency   Retail Agents													
card file	contacts	locations retail a	gent name 🔪 a	ssignments	classifieds	contracts	commissions postin	g rules					
View/Edit Existing Commission (* indicates required field) [Update] [Cancel]													
Branch Name: Anniston Insurance Agency 🔽 * 🕑 Retail Agent Default													
Carriers: Auto-Owners Insurance Company(18988) 🛛 Carrier Default													
Lines of B	Business:	Auto - Commercial	*	*			Line of Business Def	ault					
Retail Age	nt Code:	12589 *											
	F	late Type	R	ate	Min.	Max.	Eff. Date	Exp. Date	Quota	Status			
Ne	ew: %	of Fee 🛛 👻	10	.00 *			7/24/2009		\$	Active 🗸			
Rene	ew: %	of Fee 💌	10	.00 *			7/24/2009		\$	Active 🗸			
Rewritte	en: %	of Fee 💌	10	).00 *			7/24/2009		\$	Active 💌			

# Adding Posting Rules Default to Retail Agents

Clicking the **posting rules** tab for the selected retail agent will display the **Posting Rules Summary** screen. Cash and accrual posting rules for retail agent transactions remain the same as your **Cash/Accrual** settings. However, posting rules for **Net** and **Gross** invoicing methods may be specified for each retail agent, or set globally for all retail agents. If these global posting rules are set correctly, there is no need to add a default setting to the retail agent **posting rules** tab. However, if the retail agent contract is different from the global default setting a new one can be added to the appropriate retail agent on the **posting rules** tab by clicking the **[Add New]** link. The active posting rule will default to the policy info screen for policies with an assigned retail agent. Only one active default may be added, so if a change is needed, make sure to inactivate the current default prior to adding a new one. To inactivate the current default, click the **Details** icon, click the **Active** check box to remove the check and click the **[Save]** link. If all rules added here by the agency are set to inactive, the global default will be used.

RETAIL	AGENT PROFI	ILE   ACTIONS   OPPORTUNITIE	S   MARKETING   POLICIES   ATTACHMENTS   TRAN	NSACTIONS   DELIVERY   T-LOG	Dotail Agosto
card file	contacts	locations retail agent name a	assignments classifieds contracts commissions	posting rules	<ul> <li>Retail Agents</li> </ul>
Postir	ıg Rules Sum	mary			[Add New]
			🕅 🖣 Showing Page 1 of	f1  >    1 🔽 Total Rows: 3	Display: Default (10) 💟
	Details	Agency Bill Default	Created By	Date Created	Status
	<b>&gt;</b>	Gross			
	<b>*</b>	Net	Mary Oberleitner	1/11/2010 11:44:47 AM CST	Active
	Þ	Gross	Mary Oberleitner	1/11/2010 11:44:04 AM CST	Inactive

Make sure the **Active** check box is seleted, choose the appropriate default according to the retail agent contract which will either be **Net** or **Gross**.

### Agency Bill

**Net Billing** - A retail agent net invoice is used when the retail agent is allowed to deduct their commissions and remit the remaining net amount due to the agency. The invoice shows the retail agent's commission deducted from the total, resulting in a net amount due from the retail agent.

**Gross Billing** - A retail agent gross invoice is used when the retail agent is required to remit the entire invoice amount, including earned commissions. After receiving payment from the retail agent, the agency then pays the retail agent commissions due.

### Direct Bill

**Net Billing** - This method is not available because no receivable exists for the retail agent in direct bill workflow.

**Gross Billing** - A retail agent gross invoice is used for all retail agent direct bill invoicing. The agency receives commission from the carrier, and pays commissions to the retail agent.

etail Agent Name: Ann	iston Insurors		Retail Agents
card file contacts locations	retail agent name assignments classified	ds contracts commissions posting rules	
Add Retail Agent Override P	osting Rule	[Save] [Cancel]	
Created By:			
Date Created:		Active	
Retail Agent Agency Bill			
V Net	Default Net		
Gross	O Default Gross		

# **Retail Agent Menu**

Clicking the **ACTIONS** link on the Retail Agent Menu displays all open actions assigned to the logged on user for clients assigned to the Retail Agent. Click the filter's **[Show]** link to change the search criteria. For information on actions and using filters, see Chapter 2, "Keeping Track From Home" and Chapter 16, "Actions", in the *CRM Training Manual*.

RETAIL AGENT PROFILE   ACTIONS   OPPORTUNITIES   MARKETING   POLICIES   ATTACHMENTS   TRANSACTIONS   DELIVERY   T-LOG									
ketali Ayent	Name: Benuer Insura	ance broker						<ul> <li>Retail Agent</li> </ul>	IS
actions									
			k	Showing page 1 o	f 25 🕨 Page 1 💌			Filter: [Sho	w]
Details	ActionTopic Action Type	Policy Info Priority	Status	Due Date Due Time	Days Left (Overdue by) Assign	ned To Cro	eated By eated On	Updated By Updated On	
<b></b>	Marketing	Roomi; All Terrain Vehicl	e (ATV); [07/2	21/2008 - 07/21/2009	]				^
	Annotation		Closed	07/21/2008 12:01 AM PST	Admin	Nexsure Adr 07/	nin Nexsure 21/2008	Admin Nexsure 07/21/2008	
	Process new marketing application.								
5	Process new marketing	g application.				*			
	Marketing	WC654321; Workers Cor	mpensation (W	ORK); [08/13/2008 -	08/13/2009]				
	Annotation		Closed	08/13/2008 12:00 AM PST	Pamela	a Stein Pan 02/	nela Stein 05/2009	Pamela Stein 02/05/2009	
	Process new marketing	application.							
<b>E</b>	Process new marketing	g application.				*			
<b></b>	Marketing	7611 9-11-08 change ab	ort; Auto - Cor	mmercial (CAUTO); [0	8/25/2007 - 08/25/2008]				
	Annotation		Closed	08/25/2008 12:01 AM PST	Admin	Nexsure Adr 08/	nin Nexsure 25/2008	Tina M Thorne 09/18/2008	
	history > actions test								
B	history > actions test					*			

RETAIL AGENT PROFILE   ACTIO	NS   OPPORTUNIT	IES   MARKETING   PO	OLICIES   ATTACHME	ENTS   TRANSACTIONS   DELIVERY   T-LOG					
Retail Agent Name: Bende	tetail Agent Name: Bender Insurance Broker								
actions									
			I Showin	ng page 1 of 25 🕨 Page 1 💌	Filter: [Hide]				
Search Filters					Filter Settings: Save Reset				
Action Topic:		Assigned To:		Created By:	Updated By:				
Action Type:		Due Date (Fr):	iii 🗗	Due Date (To):	Policy No:				
Action Status: All	~	Memo:		Certificate No:					
Sort Filters									
Sort Field 1: Due Date	<b>~</b>	Sort Order 1: ASCE	nding 🔽	Sort Field 2: Line of Business 💙	Sort Order 2: Ascending 💙				
Files Per Page: 10 💌					Search Restore Clear				

Clicking **OPPORTUNITIES** on the **Retail Agent** menu will display all Opportunities for clients assigned to the Retail Agent and the logged on user. Click the filter's [Show] link to change the search criteria.

RETAIL AGENT PROFILE   ACT	TIONS   OPPOR	TUNITIES   MARKETING   POLICIES	ATTACHM	IENTS   TRANSACTIONS   DELIVERY   T-	LOG				
Retail Agent Name: Ben	Retail Agent Name: Bender Insurance Broker								
opportunities									
		И «	Showing Pa	ige 1 of 1 ▶ 🕅 🛛 🕹 🔰			Filters: [Hide]		
Search Filters						Sa	ve Filter Settings		
Client Name:		X-Date/BOR Date (Fr): 6/1/2009	🔯 🗖	X-Date/BOR Date (To): 7/1/2009	🔯 🗖	Assignment: Logged	i on User Name		
User Grade: All	~	Updated Date (Fr):		Updated Date (To):	2	Responsibility:			
System Grade: All	~	Commission (Fr):		Commission (To):		Updated By:			
Status: All	~	Program:		Score:		LOB:			
Bill Method: All	*			Business Type(s):					
Sort Filters									
Sort Field 1:	~	Sort Order 1:	*	Sort Field 2:	~	Sort Order 2:	~		
							Search Clear		

Clicking **MARKETING** on the **Retail Agent** menu will display all Marketing for clients assigned to the Retail Agent and the logged on user. Click the filter's **[Show]** link to change the search criteria.

RETAIL AGENT PROFIL	ACTIONS   OPPORT	TUNITIES   MARKETING   POLICIES	ATTACHME	NTS   TRANSACTIONS   DELIVERY   T-	LOG		
Retail Agent Name	e: Bender Insurance	e Broker					Retail Agents
marketing							
			I Showin	g Page 0 of 0 🕨 🕅			Filters: [Hide]
Search Filters							Save Filter Settings 📃
Client Name:		Eff. Date (Fr): 7/24/2009	1 🖸	Eff. Date (To): 8/24/2009	ie 🗅	Assignment:	logged on User Name
Client Type:	All	Exp. Date (Fr):	19 L	Exp. Date (To):	19 L	Responsibility:	
Policy Status:	All	Issuing Carrier:		LOB:		Updated By:	
Bill Method:	All	Updated Date (Fr):	1 in 1	Updated Date (To):	19 L		
Business Type(s):							
Sort Filters							
Sort Field 1:	Eff Date 💌	Sort Order 1: Ascending	~	Sort Field 2:	~	Sort Order 2:	Search Clear

Clicking **POLICIES** on the **Retail Agent** menu will display all In Force policies for clients assigned to the Retail Agent and the logged on user. Access the **Retail Agent** binder log, edits, audits, endorsements, cancellations and claims by clicking on the appropriate tab from the **POLICIES** link. Click the filter's **[Show]** link to change the search criteria.

g Page 1 of 1 🕨 1 💌 Filte	
	ers: [Hi
Save Filter Se	ttings
Eff. Date (To): Assignment: Logged on User	Name
Exp. Date (To): Responsibility:	
Billing Carrier Updated By:	
Updated Date (To): LOB:	
	Eff. Date (To): Assignment: Logged on User I Exp. Date (To): Epi Responsibility: Billing Carrier Updated By: Updated Date (To): Epi LOB:



ail Agent	Name: B	ender Insu	rance Broker	•						▶ Retail Agents
olicies bi	nder log 🔰 e	dits audits	endorsements	cancellations	claims					
All				*	I Showi	ing Page 1 of 1	H 1 💌			Filters: [Show]
Details	Assign	Client Nam Policy Nun	ie iber Lii	Policy Type ne of Business	Stage Status	Mode	Updated By Updated Date	Annualized \$ Billed Premium	Policy Term	Billing Carrier Issuing Carrier
		James Cren	shaw (P	ersonal Lines)						<u>^</u>
2				Manaktan	Policy		Mary Oberleitn	\$0.0	0 A 06/24/2009	AIG National Insuran
<b>₽</b>	1	IM-9809890	809 Inlai	nd Marine - Pers	In Force	e New	07/21/2009	\$0.0	0 A 06/24/2010	AIG National Insuran

Clicking **ATTACHMENTS** on the **Retail Agent** menu will display existing attachments. Click the **[Add New]** link to add a new attachment. Refer to Chapter 17 of the *CRM Training Manual* to learn more about Attachments in Nexsure.

etail Agent	Name: Bender Insurance	Broker					Retail Agents
[Add New]			K 4 st	owing Page 1 o	f1) ≥ 1 ∨		[DMS] Filters: [Hide] [Add N
Search Filters							Save Filter Settings Save
	Description:		Date Created From:	80	Date Created To:	18 🕞	Created By:
	DocType: All	~	Policy No.:		Attachment Name:		Updated By:
	Status: All	~	Issuing Carrier:		LOB:		
Sort Orders	and Selling		Control of the Control of Control	_	0.45-110		

Selecting the **TRANSACTIONS** link opens the transaction list for the retail agent. Retail agent transactions include client invoices billed to the retail agent, reconciliations, receipts, and disbursements. The following transaction views are available:

- Balance Detail (default) This list includes client invoices billed to the retail agent, receivable reconciliations, receipts, and disbursements. Agency billed invoice amounts reflect what the retail agent owes the agency. Agency bill Gross invoices include premiums, fees and taxes in the amount due. Agency bill Net invoices include premiums, fees, and taxes, less the retail agent's commission amount. Direct bill invoices are shown only if they include agency bill items, such as agency fees or tax authority taxes. This view also shows retail agent receipts, receivable reconciliations, and disbursements.
- Invoice Summary This view lists all invoices according to filter settings.
- Payables This view shows commissions due to the retail agent from agency bill and direct bill Gross invoices. Net invoices do not have any commissions due because the retail agent retains their commission and remits the Net amount. This view also shows retail agent payable reconciliations.

Clicking **DELIVERY** on the **Retail Agent** menu will display all unsuccessful deliveries sent from the Retail Agent **DELIVERY** link created from the current date. Click the filter [Show] link to change the search criteria.

RETAIL AGENT PROFILE | ACTIONS | OPPORTUNITIES | MARKETING | POLICIES | ATTACHMENTS | TRANSACTIONS | DELIV Retail Agent Name: Bender Insurance Broker Retail Agents delivery Showing Page 0 of 0 Filters: [Hide] [Add N gs 📃 Title: Regarding: Created By: Logged on User Nam Sent By: Date Created Date Created 🚺 🚺 Retail Agent Name: 🛛 6 Via: Both Date Delivered To: Date Delivered From: iii 🖸 iii 🗗 Sent To: Status: Not Successful Sort Field 1: Status 🗴 Sort Order 1: Ascending 👻 Sort Field 2: Date Created 💌 Sort Order 2: Descending 💟 Files per Page: 50 💌 Search Clea

Note: Client related deliveries are not displayed at the Retail Agent level.



 Click the [Add New] link to create a new email or fax delivery associated to the Retail Agent entity. Use the Address Book to search for and select Retail Agent Location, Retail Agent Contacts and Retail Agent Delivery History email addresses and fax numbers.

address book			
Entity Delivery History	Search] [Clear]		
Add. Interest Loca Carrier Location Certificate Holder	Send To Sender	er	
Contacts Delivery History Organization Loca	Search Results	Via	Sen
Policy Assignment Retail Agents Loca	tion contact@aol.com	EMail	Bet:▲ Cor
Bruce Williams	nexsurecontact@aol.com	EMail	Bet: Cor
George Powers;John Powers	gpowers@powerscc.biz;jpowers@powerscc.biz	EMail	Bet: Cor
Hartford Underwriter	nexsurecontact@aol.com	EMail	Bet: Cor
John Powers	jpowers@powerscc.biz	EMail	Bet: Cor
Ronald Wood;Wells Farno Home	nexsurecontact@aol.com;nexsurecontact@aol.cor	n EMail	Bet:
C From ⊙ To C	CC C BCC [Select] [D	elete]	[Close]

 Only the Retail Agent's ATTACHMENTS are available to add to the delivery. For more information on Delivery by fax or email, see "Miscellaneous", Chapter 19, CRM Training Manual.

etail Agent Name: Ber	der Insurance Broker		Retail Agents
delivery			
email fax			
		[Send] [Save Draft] [Print] [Close]	
	E-Mail Informat	ion	Others Add 🛨
Title		* 3	Total Attachments: 0
From	Mary Oberleitner	] <b>*</b>	
From Email Address	mary.oberleitner@xdti.com	]•	
То	Janet Kingston	•	
To Email Address	maryo@xdti.com	]•	
cc	:	]	
BCC		]	
Subject			
Message		*	
	Anniston Insurance Agency Phone: 256-237-7541		
		100	
	* Required Field		
		[Send] [Save Draft] [Print] [Close]	

Retail Agent deliveries can be tracked from the HOME menu > DELIVERY link. The default view will display client related deliveries. Click the filter's [Show] link to change Entity Type search criteria to All or Retail Agent. Refine search criteria to a specific Retail Agent by entering some of the Retail Agent's name in the Entity Name box.

nevsure			HOME   HELP	SETUP   LOGOUT
SEARCH   ORGANIZATION   F	EPORTS   CAMPAIGNS EDITS   AUDITS   EXPIRATIONS   ENDORSEMENTS	CANCELLATIONS   CLAIMS   INTEREAC	Bookmarks: Expand   Add   Remo	ove Selected 🛛
Hello, Betsy Cormier			Home	
delivery				
	Showing Page 0	of 0 🕨 🕅	F	ilters: [Hide]
Search Filters			Save Filter	Settings 📃
Title:	Regarding:	Created By: Betsy Cormier	Sent By:	
Date Created 03/04/2009	Date Created To:	Entity Name:	Via: Both	
Date Delivered From:	Date Delivered	Entity Type: Client	Status: All	
Policy No:	Sent To:	All Client		
Sort Filters		Ketail Agent		
Sort Field 1: Date Created 💌 Sort	Order 1: Descending Sort Field 2:	Sort Order 2:	Files per Page: 50 💌	
			Search	Clear
From Name To Name From Email Sent To	Entity Name Created By	Title Stat Regarding Mess	sage Date Created	Via

**Note**: Retail Agent Access automated delivery of user name and password notifications are stored only at the Retail Agent record level and will not be accessible from **HOME** menu > **DELIVERY**.

Clicking on the **T-LOG** link displays T-log entries for the selected Retail Agent. Clicking the [Show] link allows searching for specific entries.

RETAIL /	GENT PROFILE   ACT	IONS   OPPORTUNITI	ES   MARKETING   POLICIES	ATTACHMENTS   TRAN	ISACTIONS   DELIVERY   T-LOG		
Retail A	gent Name: Ben	der Insurance Bro	ker			,	Retail Agents
T-Log							
			Showing 1	ng page 1 of 4 ▶ N	Page 1 💌	Export]	Filter: [Hide]
Search	Criteria					_	
	Task:		Operati	on:	Retail Agent	Name: Bender Insurance	Broker
	Policy No:		Mer	no:	User	Name:	
	Date Time From:	19	Date Time	To:	User I	Rights:	
Paging	and Sorting	ate Time	Sort By Directi	on: Descending 🗙			Search Clear
	Sort by Name. Do		Sort by Direct			User Name	
Detail	Task	Operation	Retail Agent Name	Policy No.	Memo	User Rights	Date lime
<b>1</b>	T-Log	View	Bender Insurance Broker	N/A	View TLog	Administrator	7/24/2009 2:23:12PM
	Deliveries	View	Bender Insurance Broker	N/A	View Retail Agent Delivery Summary	Mary Oberleitner Administrator	7/24/2009 12:53:38PM
	Deliveries	Add	Bender Insurance Broker	N/A	Add Retail Agent Delivery Email / Fax	Mary Oberleitner Administrator	7/24/2009 12:51:44PM
	Deliveries	View	Bender Insurance Broker	N/A	View Retail Agent Delivery Summary	Mary Oberleitner Administrator	7/24/2009 12:51:42PM
	T-Log	View	Bender Insurance Broker	N/A	View TLog	Mary Oberleitner Administrator	7/24/2009 12:50:55PM
	Deliveries	View	Bender Insurance Broker	N/A	View Retail Agent Delivery Summary	Mary Oberleitner Administrator	7/24/2009 12:48:26PM
	Card File	View	Bender Insurance Broker	N/A	View Retail Agent Card file	Mary Oberleitner Administrator	7/24/2009 12:48:19PM
	Policies	View	Bender Insurance Broker	N/A	View Retail Agent Policies	Mary Oberleitner Administrator	7/24/2009 11:24:57AM
	Marketing	View	Bender Insurance Broker	N/A	View Retail Agent Marketing	Mary Oberleitner Administrator	7/24/2009 11:23:11AM
	Opportunities	View	Bender Insurance Broker	N/A	View Retail Agent Opportunities	Mary Oberleitner Administrator	7/24/2009 11:18:47AM

Note: The T-Log may also be accessed on the TLog tab under SETUP > Security Administration if security is provided, which displays all activity conducted on the agent's Nexsure site by their users.
#### Notes


# **Tax Authority**

The tax authority is added on the **Search** screen and taxes associated with them are added in accounting for use on client invoices.

The **Search** screen is accessed by clicking the **SEARCH** link on the **Primary** menu. Begin by selecting the **Tax Authority** from the **Entity** drop-down box. Notice that the search fields change with the selection of Tax Authority. Nexsure provides several key fields for searching to help ensure accurate results. Enter less information for broader results or more information to return less data. To activate a **Search**, click the **Search** 

nexsure	B	ORGAN	VIZATION	REPORTS		Book	HOME marks: Expa	HELP SE	TUP   LOGOU
Hello, Mary C	Derleitner								
search									
						[ Im	port Record	] [ Add Nev	v Record ]
Entity:	Tax Authority	*	SEARCH R	ESULTS - TAX AUTHORITY					
Search Type:	Contains	*	20 Record(	s) Found 🛛	Showing Page 1 of 2	: <b>&gt;</b> N		Go To Pa	ge 1 💙
Tax Authority:			Details	Name	Location Type	City	St./Prov.	Zip/Postal	Remove
Location Address:			<b>&gt;</b>	Acme Tax Authority	Corporate Headquarters	atlanta	GA	30305	E
Location City:			<b>&gt;</b>	Acme Tax Authority	Satellite Office	Fontana	CA	92334	E I
Location Zip/Postal:			<b>&gt;</b>	Arizona State Tax	Home Office	Phoenix	AZ	87678	E
First Name:			<b>*</b>	Brea Sales Tax	Corporate Headquarters				E:
Last Name:			<b>&gt;</b>	California State Tax	Corporate Headquarters	Brea	CA	92821	E .
	Clear Sea	irch	<b>&gt;</b>	delaware state tax authority	Corporate Headquarters	Grand Canyon	DE	12345	E:
			<b>&gt;</b>	Indiana Tax Authority	Corporate Headquarters	Indianapolis	IN	46206	E:
			<b>&gt;</b>	Los Alamitos Tax	Corporate Headquarters				E:
			<b>&gt;</b>	Massachusetts Dept. of Revenue	Corporate Headquarters	Boston	MA	02103	E
			<b>*</b>	Minnesota State Authority	Corporate Headquarters	Bemidji	MN	56619	E:
You must search	for a record prior	to ent	ering a ne	Minnesota State Authority w one. After the results are returne	Corporate Headquarters d you will be given the opti	Bemidji on to add a new reco	MN	56619	Ē.

button or press **Enter**. If the tax authority exists, click the **Details** icon to see the details.

# Adding Tax Authorities

In the **Entity** drop-down box, select **Tax Authority**. Tax authorities added are available for the entire organization. Prior to adding tax authorities, a **Search** must be done. Searching activates the availability of the **[Add New Record]** link. Click the **[Add New Record]** link to add the new tax authority.

nexsur	e search I orga	NIZATION	REPORTS			Boo	HOME   HELP	SETUP   LOGOUT
Hello, Mary (	Dberleitner							
search								
						[ ]	mport Record ] [ <u>Add</u>	New Record ]
Entity:	Tax Authority 🛛 👻	SEARCH R	ESULTS - TAX AU	THORITY				
Search Type:	Contains 🛛 👻	0 Record(s	s) Found					
Tax Authority:	Alabama State Tax Aı	Details	Name	Location Type	City	St./Prov.	Zip/Postal	Remove
Location Address:	345 Winter Drive			No records found or	n specified sea	rch criteria for Tax Autho	rity.	
Location City:	Oxford							k
Location Zip/Postal:	36203							. 0
First Name:	Hilda							
Last Name:	Bumbershoot							
	Clear Search							
You must search	for a record prior to en	tering a ne	ew one. After th	e results are returned you	will be given t	he option to add a new rec	cord.	

Any information entered in the search fields are automatically transferred to the newly added Tax Authority fields. Any field with a red asterisk \* is a required field. Complete the balance of the fields and click the **Save** button in the upper right portion of the screen to add to Nexsure. To clear and start entry over, click the **Clear** button.

nexsure			HOME   HELP   SETUP   LOGOU
	SEARCH   ORGANIZATION   REPORTS		Bookmarks: Expand   Add   Remove Selecte
Add A New Tax	Authority		
card file contacts			
* indicates required field			Clear Save
Tax Authority Inform	ation	Primary Contact	
Tax Authority Name: Website:	Alabama State Tax Authority *	Apply Contact: OUse Existing ③ Ad	d New
Primary Location Add Location Type: Address:	ress Corporate Headquarters 💙 345 Winter Drive	First Name: Hilda * MI; Last Name: Bumbershoot * Suffix: None V Title: V	
City: State: 7io:	Oxford	Contact Role:  E-Mail: Phone Number(s)	Format (####################################
21p: Phone:		Type     Number     Ext.       Home Phone         Cell Phone         Personal Fax	Desc

Once the new entity is stored, additional information may be added after the **card file** tab is displayed.

nexsure		Home   Help   Setup   Logout
SEARCH   ORGANIZATION	REPORTS	Bookmarks: Expand   Add   Remove Selected
Tax Authority Name: Alabama State Tax Au	uthority	Tax Authority
card file contacts locations tax authority name	states terms	
Primary Contact	Mailing Address	
Name: Hilda Bumbershoot	Address: 345 Winter Drive	
Title: Accountant	City: Oxford State/Province: AL	
E-Mail: hilda@AL.com	Zip/Postal: 36203	
Business Phone: (256) 789-0987	Business Phone: (256) 876-3000	

# How to Use the Contact Summary Screen

The contacts tab contains all the contacts added for this entity in a summary view. Unlimited contacts may be added for each entity, but only one is designated as the primary contact. The primary contact is identified with a check box in the Primary column on the Contacts Summary screen. The primary may be reassigned but deletion of a primary contact is not allowed.

				HOME	HELP   SETUP   LOGOUT
	SEARCH   ORGANIZATION   REPORTS				d   Add   Remove Selecte
Tax Authori	ty Name: Alabama State 1	<b>ax Authority</b>			Tax Authority
Contact S	ummary	K∢ si	howing Page 1 of 1 🕨		[ Add New ]
Details	Name	Title	Contact Role	E-Mail	Remove
<b>P</b>	▼ Hilda Bumbershoot	Accountant	Billing	hilda@AL.com	

# Adding a New Contact

The contact added when the tax authority is first entered in Nexsure will automatically be designated as primary. The **contacts** tab displays all contacts in a summary view for this entity. Unlimited contacts may be added for each entity but only one can be designated as the primary contact. The primary contact will be identified with a check box in the **Primary** column. The primary contact may be reassigned but deletion of a primary contact is not allowed.

Click the [Add New] link in the upper right hand corner of the Contacts Summary screen. The Search For Existing Contact Record screen is displayed.

nexsure	HOME   HELP   SETUP   LOGOUT
SEARCH   ORGANIZATION   REPORTS	Bookmarks: Expand   Add   Remove Selected
Tax Authority Name: Alabama State Tax Authority	Tax Authority
card file contacts locations tax authority name states terms Apply Contact:  Search Contact  New Contact	
Search For Existing Contact Record: Last Name Search	
	$$ terms $igstar{\ }$ states $igstar{\ }$ tax authority name $igstar{\ }$ locations $igstar{\ }$ contacts $igstar{\ }$ card file

The **Search Contact** option is the default. This feature allows the global contacts database to be utilized so that duplicate contact records may be avoided.

Enter the last name for the contact in the space provided and then click the **Search** button. All contacts with the same matching last name are displayed along with the e-mail address. Scroll through and select the match if returned and click the **Use Selection** button to associate with this entity. Any field modified and saved on this record will affect the original record, so make sure you have the correct contact before modifying. There are four fields in the contact's details that are unique to their relationship to an entity. These four fields are: **Title, Primary Contact, Contact Role** and **Location**. Changing these four fields will not change the original record.

**Note:** All contacts added to Nexsure are stored in a global database. A contact should be entered in Nexsure only one time. The contact can then be related throughout Nexsure as needed.

After searching the existing contacts list and confirming the contact does not exist in Nexsure, click the **New Contact** option. The **Contact Details** screen is displayed. Enter the new contact information and click the [Save] link to store the record or the [Cancel] link to abort the entry.

exsure			Home   Help   Setup   Logou
SEARCH	I   ORGANIZATION   REPORTS		Bookmarks: Expand   Add   Remove Select
ax Authority Name: Alab	ama State Tax Authorit	y	► Tax Authority
ard file <b>contacts</b> locations	tax authority name states	terms	
Apply Contact: 🔘 Search Contac	:t 💿 New Contact		
Contact Information			[Cancel][Save]
Prefix First	MI Last	Suffix Goes By	
~		×	
Title: 🗸 🗸			
Is this the Primary Contact for this Personal Numbers	company? 🔘 Yes 💿 No	Contact Role:  E-Mail Address	
Home Phone 🛛 🖌	Ext. Desc.	E-Mail:	
Business Phone 💌	Ext. Desc.	E-Mail 2:	
Cell Phone 🛛 🔽	Ext. Desc.		
2nd Phone Line 🔽	Ext. Desc.		
2nd Phone Line 💌	Ext. Desc.		
2nd Phone Line 💌	Ext. Desc.		

**Note:** E-mail Addresses should be obtained for all contacts. E-mail addresses are placed in a global address book and made available on the Delivery screen.

# Editing a Contact

Contact information may be changed or updated as needed. There are four fields in the contact's details that are unique to their relationship to an entity and if updated, will only affect this record. The four unique fields are: **Title**, **Primary Contact**, **Contact Role** and **Location**. All other fields apply to the contact globally and if updated, it will update all records of this contact throughout Nexsure.

After accessing the tax authority through **Search**, click the **contacts** tab for access to all contacts. Each contact has its own **Details** icon and clicking the icon for a contact will bring up the detail screen. Make the necessary changes to the record and click the **[Update]** link to save the changes.

# **Changing a Primary Contact**

When adding a new entity, the first contact entered is designated as the primary contact. A primary contact

cannot be deleted, but a new primary may be selected. To change the primary, click the **Details** icon on the **Contact Summary** screen of the new primary contact. On the **Contact Details** screen under the **Contact Role**, click the **Yes** option beside **Is this the Primary Contact for this account?**. Click the **[Save]** link in the upper right of the screen to complete the process to change the primary contact.



nexsure	HOME   HELP   SETUP   LOGOUT
SEARCH   ORGANIZATION   REPORTS	Bookmarks: Expand   Add   Remove Selected
Tax Authority Name: Alabama State Tax Authority card file contacts locations tax authority name states terms	Tax Authority
Contact Information	[Cancel] [Delete] [Update]
Prefix First MI Last Suffix Goes By Mr. Occar Maloney V Titele: Accountant V Is this the Primary Contact for this Company? • Yes No Contact Role:	
Personal Numbers [Add New ] E-Mail Address	
No phone record(s) found. E-Mail: E-Mail:	
Contact Notes	

# **Deleting a Contact**

If the original primary contact needs to be removed, it is now possible since the primary contact has been

changed. To remove a contact, click the **Remove** icon on the **Contact Summary** screen and confirm deletion on the confirmation pop-up window.

nexs	ure	;			HOME	HELP   SETUP   LOGOUT
		SEARCH   ORGANIZA	ATION   REPORTS		Bookmarks: Expand	Add   Remove Selected
Tax Autho	ority N	ame: Alabama State	Tax Authority			Tax Authority
card file c	ontacts	locations tax authority	name states terms			
Contact	Sumr	nary	ii∢ s	howing Page 1 of 1 🕨		[ Add New ]
Details		Name	Title	Contact Role	E-Mail	Remove
<b>P</b>	•	Oscar Maloney	Accountant		Oscar Maloney	
<b>P</b>		Hilda Bumbershoot	Accountant	Billing	hilda@AL.com	<b>B</b>

# Locations – Tax Authority

The location added when the Tax Authority is first entered in Nexsure will automatically be designated as the primary location. The **locations** tab contains all locations in a summary view for this entity. Unlimited locations may be added for each entity but only one can be designated as the primary location. The primary location is identified with a check in the **Primary** column on the summary screen. The primary location may be reassigned but deletion of a primary location is not allowed.

nexsure				Home   He	ELP   SETUP   LOGOUT
SEARCH   ORGANIZATION   REPORTS				harks: Expand   /	Add   Remove Selected
Tax Authority Name: Alabama State Tax Authority Card file Contacts locations tax authority name states terms					
Location Summary	K Shov	ving Page 1 of 1 🕨			[ Add New ]
Details Primary Location Type	Address	City	St./Prov.	Zip/Postal	Remove
📝 🗹 Corporate Headquarters	345 Winter Drive	Oxford	AL	36203	

### Adding a Location

To add a new location, click the [Add New] link in the upper right part of the screen. Complete the location details on the screen and click the [Save] link to store or the [Cancel] link to abort.

nexsure		HOME   HELP   SETUP   LOG
SEARCH   ORGANIZATION   REPO	DRTS	Bookmarks: Expand   Add   Remove Sele
Tax Authority Name: Alabama State Tax Autho	prity	Tax Authority
card file contacts locations tax authority name state:	s terms	
Location Information		[Cancel] [Save]
Location Type: Home Office	Physical Address	
Is this the Primary Location for this account? 🔘 Yes 💿 No	Address:	
	Address 2:	
Location Phones	City:	
Phone Ext.	State/Province: Vip/Postal:	
Fax Number 💙 Ext.	Country: United States	
Business Phone 💟 Ext.	Intl Address Info:	
	Is above address the US Mail address for this location? ④ Yes 🔘 No	
	Mailing Address	
	Address:	
	Address 2:	
	City:	
	State: Zip:	
	Country: United States	
	Intl Address Info:	

**Note:** The **Location Type** list is populated by each organization to ensure that the list fits all needs.

### Modifying a Location

Location information may be changed or updated as needed by clicking the **Details** icon for the location on the **Location Summary** screen. After completing the modifications, click the **[Update]** link to save the changes or the **[Cancel]** link to abort.

#### **Changing the Primary Location**

The first location entered, when adding a new entity, is designated as the Primary. A primary location

cannot be deleted but a new primary may be selected. To change the primary, click the **Details** icon on the **Location Summary** screen of the new primary location. On the **Location Details** screen, click the **Yes** option beside **Is this the Primary Location for this account?**. Click the **[Update]** link in the upper right of the screen to complete the primary location change process.

SEARCH   ORGANIZATION   R	EPOI
Tax Authority Name: Alabama State Tax Au card file contacts locations tax authority name st	:hoi ates
Location Information	
Location Type: Home Office 💌	
Is this the Primary Location for this account? 💿 Yes 🔘	No

#### CHAPTER 5

In the **locations** tab summary view the newly appointed primary location will be displayed with a check mark in the **Primary** check box. The old primary location will now have a **Remove** icon.

### **Deleting a Location**

After accessing the appropriate tax authority **locations** tab, click the **Remove** icon on the **Location Summary** screen to remove the location. Click **OK** to confirm the removal of the location or click **Cancel** to abort the process.

If the **Remove** icon is not available and the location is not identified as primary, the necessary security to remove locations has not been granted.

nexs	ure					HOME   HE	LP   SETUP   LOGOUT
		SEARCH   ORGANIZATIO	Bookn	harks: Expand   /	Add   Remove Selecte		
Tax Autho	rity Nar	ne: Alabama State Ta locations tax authority name	x Authority states terms				ax Authority
Location	Summ	ary	N Show	ring Page 1 of 1 🕨			[ Add New ]
Details	Primary	Location Type	Address	City	St./Prov.	Zip/Postal	Remove
<b>*</b>		Corporate Headquarters	345 Winter Drive	Oxford	AL	36203	<b>B</b>
	<b>N</b>	Home Office	1200 Hanes Rd.	Oxford	AL	36203	

### Modifying the Tax Authority Name

To modify the tax authority name, click the **tax authority name** tab. Enter the correction and click the **[Update]** link on the upper right of the screen or click the **[Cancel]** link to abort the change.

nexsure	Home   Help   Setup   Logout
SEARCH   ORGANIZATION   REPORTS	Bookmarks: Expand   Add   Remove Selected
Tax Authority Name: Alabama State Tax Authority card file contacts locations tax authority name states terms	Tax Authority
Tax Authority Name	[ Cancel ] [ Update ]
Name: Alabama State Tax Authority WebSite:	

# **Tax Authority States**

For information purposes add the states that apply to this Tax Authority. Click the states tab and then click the [Add State/Province] link. Add State/Provinces by clicking on each one individually or click the [Add All States/Provinces] link at the bottom left of the list. Click the [Close] link to return back to the list of states.

nexsure	Home   Help   Setup   Logout
SEARCH   ORGANIZATION   REPORTS	Bookmarks: Expand   Add   Remove Selected
Tax Authority Name: Alabama State Tax Authority card file contacts locations tax authority name states terms	Tax Authority
Tax Authority States/Provinces	[ Add State/Province ]
There are no states/provinces for this Tax Authority. Click here to add a state/province	

ne sure	SEARCH   OR	GANIZATION   R	EPORTS				E	HOME   Bookmarks: Expan	HELP   SETUP   LOGOU d   Add   Remove Selecte
ax Authority Nar ard file contacts Tax Authority Stat	https://nexv	veb14.nexsure tate/province	.com - Add Sta to add	ates/Province	es - Microsoft Int	ernet Explorer	į	ne sure	Tax Authority Add State/Province ]
[ Delete All States/F • Alabama	[USA] Alaska <u>Alabama</u> Arkansas Arizona California Colorado Connecticut Washington DC Dela cre Florida Georgia Hawaii Iowa	Idaho Illinois Indiana Kansas Kentucky Louisiana Masachusetts Maryland Maine Michigan Minnesota Missouri Missouri	Montana North Carolina North Dakota Nebraska New Hampshire New Jersey New Mexico Nevada New York Ohio Oklahoma Oregon Pennsylvania	Puerto Rico Rhode Island South Dakota Tennessee Texas Utah Virginia Virginia Virgini Islands Vermont Washington Wisconsin Wisginia	Wyoming [CANADA] Alberta British Columbia Manitoba New Brunswick Newfoundland Nova Scotia Northwest Territories Ontario Prince Edward Quebec Saskatchewan Yukon Territory	[MEXICO] Aguqscalientes Baja Baja Sur Chiapas Chihuahua Colima Campeche Coahuila Distrito Federal Durango Edo de Mexico Guanajuato Guerrero	Hidalgo Jalisco Michoacan de Ocampo Morelos Navajoa Nuevo Leon Navarit Oaxaca State Unknown Puebla Queretaro Quintana Rod Sinaloa	San Luis Potosi Jabasco Tlaxcala Tamaulipas Veracruz Uave Yucatan Zacatecas	contacts card file
	[ Add All Stat	es/Provinces ]						[ Close ]	
	🗐 javascript:save	State(2)					🔒 🥑 Inter	net	

To delete a state/province from the list, click on a state/province individually or click the [Delete All State/ Provinces] link. Click OK on the delete confirmation dialog box to complete the deletion.

Tax Authority Name: Alabama State Tax Authority card file contacts locations tax authority name <b>states</b> terms	► Tax Authority	
Tax Authority States/Provinces	[ Add State/Province ]	
[ Delete All States/Provinces ] Click on a state/province to DELETE an individual state/province.  • Alabama		

# **Tax Authority Terms**

For future reference add the terms that apply to this Tax Authority. Click the **terms** tab. Enter the desired reporting information and click the **[Save]** link. This information can be edited at any time.

nexsure	HOME   HELP   SETUP   LOGOUT
SEARCH   ORGANIZATION   REPORTS	Bookmarks: Expand   Add   Remove Selecter
Tax Authority Name: Alabama State Tax Authority	Tax Authority
card file contacts locations tax authority name states terms	
Tax Authority Terms	[Save]
Payment Reporting Period:	
🔘 Monthly	
🔘 Semi-Annually	
O Annually	
Reporting due by day 15 of the month following reporting period.	
Remit payment by:	
🔿 Check	
● Electronic File Transfer (EFT)	
🔘 Credit Card	
Payment Options - due when tax is:	
🔿 Partially Paid	
🔘 Fully Paid	
Invoiced	

Notes	
	_
	-
	_
	_
	-
	-
	-
	-
	-
	-
	-
	_

# Vendor

Adding, modifying and removing a **Vendor** in Nexsure is completed on the Search screen and is accessed by clicking the **SEARCH** link on the **Primary** menu. Begin by selecting **Vendor** from the **Entity** drop-down box. Notice that the search fields change with the selection of Vendor. Nexsure provides several key fields for searching to help ensure accurate results. Enter less information for broader results or more information to return less data. To activate a **Search**, click the **Search** button or press **Enter**. If the vendor exists, click the

**Details** icon to see the details.

Sur	SEARCH	ORGANIZAT	ION   REPORTS			Bookmarks:	Expand   Add   1	Remove Selecti
Hello, Mary (	berleitner							
search								
You must search	for a record p	rior to entering	a new one. After the results	are returned you will be give	n the option to add a	new record.		
Entity:	Vendor	V HIST	ORY RESULTS - VENDOR					
Search Type:	Contains	💙 3 Rei	cord(s) Found	Showing	Page 1 of 1		Go To I	Page 1 🔽
Vendor:		Det	ails Name	Location Type	City	St./Prov.	Zip/Postal	Remove
Location Address:		l 📮	<ul> <li>Alabama Power</li> </ul>	Accounting Office	Birmingham	AL	35030	<b>B</b>
Location City:			♥ Wells Fargo	Accounting Office	Brea	CA	92821	
Location Zip/Postal:			Office Depot	Accounting Office	Brea	CA	92821	
First Name:								
Last Name:								
	Clear	Search						
You must search	for a record p	rior to entering	a new one. After the results	are returned you will be give	n the option to add a	new record.		
		-						

#### Adding Vendors

In the **Entity** drop-down box, select Vendor. Vendors added are available for the entire organization. Prior to adding Vendors, a **Search** must be done. Searching activates the availability of the **[Add New Record]** link. Click the **[Add New Record]** link to add the new vendor.

hexsure	е						Home   Help	SETUP   LOGOUT
	SEARCH   ORGA	NIZATION	REPORTS			Boo	kmarks: Expand   Add	Remove Selected
Hello, Mary C	berleitner							
search								
						[ ]	mport Record ] [ Add	New Record ]
Entity	Vendor	SEARCH RE	ESULTS - VENDOR					
Search Type:	Contains V	0 Record(s)	) Found					
Vendor:	Circuit City	Details	Name	Location Type	City	St/Prov.	Zip/Postal	Remove
Location Address:	5400 Leon Smith Hwy			No records four	d on specified s	earch criteria for <b>Vendo</b> r	•	
Location City:	Oxford							
Location Zip/Postal:	36203							4
First Name:	Lanet							
Last Name:	Thompson							
	Clear Search							
You must so was	for a vacand aviar to an	tovina - no	w and After the	vessibe are returned you	will be given the		-	
Tou must search	for a record prior to en	ternig a ne	w one. After the	results are returned you	will be given th	e option to add a new rec	oru.	court
		_						search

Any information entered in the search fields are automatically transferred to the newly added vendor fields. Any field with a red asterisk \* is a required field. Complete the balance of the fields and click the **Save** button in the upper right portion of the screen to add to Nexsure. To clear and start entry over, click the **Clear** button.

	PORT	Nom Bookmarkst Exc	E   HELP   SETUP   LOGOU
Add A New Vendor			
card file contacts locations vendor name			
* indicates required field		Clear Save	
Vendor Info		Primary Contact	
Vendor Name: Circuit City	*	Apply Contact: 🔵 Use Existing 💿 Add New	
Website:		Prefix: Ms.	
Primary Account Address		First Name: Lanet MI:	
Location Type: Accounting Office 💌		Last Name: Thompson	
Address: 5400 Leon Smith Hwy		Suffix: None 💌	
		Title:	
City: Oxford		Contact Role:	
State: 💙		E-Mail:	
Zip: 36203		Phone Number(s) Format (##########	
Phone:		Type Number Ext Description	
		Home Phone	
		Cell Phone	
		Personal Fax 🖌	
		vendor name Llocati	ons contacts card file

Once the new entity is stored, additional information may be added after the **card file** tab is displayed.

nexsure		HOME   HELP   SETUP   LOGOUT
SEARCH   ORGANIZATION	Bookmarks: Expand   Add   Remove Selected	
Vendor Name: Circuit City card file contacts locations vendor name		Vendor
Circuit City Information Website: www.circuitcity.com Primary Contact Name: Lanet Thompson Title: Manager E-Mail: Ithompson@circuitcity.com	Mailing Address           Address:         5400 Leon Smith Hwy.           City:         Oxford         State/Province: AL           Zip/Postal:         36203         Phone:         (256)	
Business Phone: (256) 789-0098		vendor name locations contacts card file

#### How to Use the Contact Summary Screen

The **contacts** tab contains all the contacts added for this entity in a summary view. Unlimited contacts may be added for each entity, but only one is designated as the primary contact. The primary contact is identified with a check box in the **Primary** column on the **Contacts Summary** screen. The primary may be reassigned but deletion of a primary contact is not allowed.

<b>iexs</b>	ure			HOME   HEL	.p   setup   logout
	SEARCH   ORGANIZ	ATION   REPORTS		Bookmarks: Expand   A	dd   Remove Selecte
/endor Na	ame: Circuit City			► v	endor
card file 🍸 o	contacts locations vendor name				
card file o	contacts locations vendor name	ИЧ	Showing Page 1 of 1 🕨		[ Add New ]
card file o Contact Details	contacts locations vendor name t Summary Name	Title	Showing Page 1 of 1	E-Mail	[ Add New ] Remove
card file o Contact Details	contacts locations vendor name E Summary Name I Lanet Thompson	K 4 Title Manager	Showing Page 1 of 1 D Contact Role General	E-Mail Ithompson@circuitcity.com	[ Add New ] Remove

#### Adding a New Contact

The contact added when the vendor is first entered in Nexsure will automatically be designated as **Primary**. The **contacts** tab displays all contacts in a summary view for this entity. Unlimited contacts may be added for each entity but only one can be designated as the primary contact. The primary contact will be identified with a check box in the **Primary** column. The primary contact may be reassigned but deletion of a primary contact is not allowed.

Click the [Add New] link in the upper right hand corner of the Contacts Summary screen. The Search For Existing Contact Record screen is displayed.

nexsure	HOME   HELP   SETUP   LOGOUT
SEARCH   ORGANIZATION   REPORTS	Bookmarks: Expand   Add   Remove Selected
Vendor Name: Circuit City	► Vendor
card file contacts locations vendor name	
Apply Contact: 💿 Search Contact 🔿 New Contact	
Search For Existing Contact Record: Last Name Search	
	vendor name locations contacts card file

The **Search Contact** option is the default. This feature allows the global contacts database to be utilized so that duplicate contact records may be avoided.

Enter the last name for the contact in the space provided and then click the **Search** button. All contacts with the same matching last name are displayed along with the e-mail address. Scroll through and select the match if returned and click the **Use Selection** button to associate with this entity. Any field modified and saved on this record will affect the original record, so make sure you have the correct contact before modifying. There are four fields in each contact's detail that are unique to the contact's relationship to this entity. These four fields are: **Title**, **Primary Contact**, **Contact Role** and **Location**. Changing these four fields will not change the original record.

**Note:** All contacts added to Nexsure are stored in a global database. A contact should be entered in Nexsure only one time. The contact can then be related throughout Nexsure as needed.

After searching the existing contacts list and confirming the contact does not exist in Nexsure, click the **New Contact** option. The **Contact Details** screen is displayed. Enter the new contact information and click the [Save] link to store the record or the [Cancel] link to abort the entry.

nexsure						HOME   HELP   SETUP   LOGOUT
SEARCH	ORGANIZATION	REPORTS			Bookmar	ks: Expand   Add   Remove Selected
Vendor Name: Circuit City						Vendor
card file contacts locations	vendorname					
Apply Contact: 🔿 Search Contact	t 💿 New Contact					
Contact Information						[Cancel] [Save]
Prefix First	MI Last		Suffix	Goes By		
×			~			
Title: 💙						
Is this the Primary Contact for this	company? 🚫 Yes	📀 No 🛛 Cont	act Role:	~		
Personal Numbers			E	Mail Address		
Home Phone 🖌	Ext.	Desc.		E-Mail:		
Business Phone 🔽	Est.	Desc.	E	-Mail 2:		
Cell Phone 🔽	Est.	Desc.				
2nd Phone Line 💌	Est.	Desc.				
Contact Notes						
	<u>~</u>					
	$\sim$					
					vendor name	locations <b>contacts</b> card file

**Note:** E-mail Addresses should be obtained for all contacts. E-mail addresses are placed in a global address book and made available on the Delivery screen.

#### **Editing a Contact**

Contact information may be changed or updated as needed. There are four fields in the contact's details that are unique to the contact's relationship to an entity and if updated, will only affect this record. The four unique fields are: **Title**, **Primary Contact**, **Contact Role** and **Location**. All other fields apply to the contact globally and if updated, it will update all records of this contact throughout Nexsure.

After accessing the Vendor through **Search**, click the **contacts** tab for access to all contacts. Each contact has its own **Details** icon and clicking the icon for a contact will bring up the detail screen. Make the necessary changes to the record and click the [Update] link to save the changes.

#### Changing a Primary Contact

The first contact entered, when adding a new entity, is designated as the primary contact. A primary contact

cannot be deleted but a new primary may be selected. To change the primary, click the **Details** icon on the **Contact Summary** screen of the new primary contact. On the **Contact Details** screen under the **Contact Role**, click the **Yes** option beside **Is this the Primary Contact for this account?** question. Click the [Save] link in the upper right of the screen to complete the process to change the primary contact.

SEARCH ORGANIZATION   REPORTS       Vendor Name: Circuit City       card file contacts locations vendor name       Contact Information       Prefix     First       Ms.     Cathy       Smith     Cathy       Title:     Account Manager V       Is this the Primary Contact for this Company?     Yes       No     Contact Role:	Bookmarks: Expand   Add   Remove Selected Vendor [Cancel ] [ Delete ] [ Update ]
Vendor Name: Circuit City         card file       contacts         locations       vendor name         Contact Information         Prefix       First         Ms.       Cathy         Smith       Cathy         Title:       Account Manager         Is this the Primary Contact for this Company?       Yes         No       Contact Role:	Vendor [Cancel] [Delete ] [Update ]
card file contacts locations vendor name Contact Information Prefix First MI Last Suffix Goes By: Ms. Cathy Smith Cathy Title: Account Manager  Is this the Primary Contact for this Company?  Yes No Contact Role:	[Cancel] [Delete ] [Update ]
Contact Information         Prefix       First       MI       Last       Suffix       Goes By:         Ms.       V       Cathy       Smith       V       Cathy         Title:       Account Manager       V       Smith       V       Cathy         Is this the Primary Contact for this Company?       Yes       No       Contact Role:       V	[Cancel] [Delete ] [Update ]
Prefix     First     MI     Last     Suffix     Goes By:       Ms.     Cathy     Smith     Cathy       Title:     Account Manager     Cathy       Is this the Primary Contact for this Company?     Yes     No     Contact Role:	
Ms.     Cathy     Smith     Cathy       Title:     Account Manager     It is the Primary Contact for this Company?     Yes     No	
Title: Account Manager 💌 Is this the Primary Contact for this Company? ④ Yes 🔿 No Contact Role:	
Is this the Primary Contact for this Company? <ul> <li>Yes</li> <li>No</li> </ul> Contact Role:	
Personal Numbers [Add New ] E-Mail Address	
Details Phone Type Phone Ext Desc Delete E-Mail: csmith@aol.com	
Home Phone (205) 668-0878 after 6pm	
Personal Fax (205) 668-0870	
Contact Notes	
ven	

### **Deleting a Contact**

If the original primary contact needs to be removed, it is now possible since the primary contact has been changed. To remove a contact, click the **Remove** icon on the **Contact Summary** screen and confirm deletion on the confirmation pop-up window.

	SEARCH   ORGANIZ	ATION   REPORTS		Bookmarks: Expand   Ado	Remove Se
idor Ni	ame: Circuit City			► Ver	idor
file c	ontacts locations vendor name				
ontact	Summary	K < Show	ring Page 1 of 1 🕨		[ Add New ]
Details	Name	Title	Contact Role	E-Mail	Remove
Details	Name Cathy Smith	<b>Title</b> Account Manager	Contact Role	E-Mail csmith@aol.com	Remove
Details	Name Cathy Smith Lanet Thompson	<b>Title</b> Account Manager Manager	Contact Role General	<b>E-Mail</b> csmith@aol.com lthompson@circuitcity.com	Remove

# Locations – Vendor

The location added when the vendor is first entered in Nexsure will automatically be designated as the primary location. The **locations** tab contains all locations in a summary view for this entity. Unlimited locations may be added for each entity but only one can be designated as the primary location. The primary location is identified with a check in the **Primary** column on the **Location Summary** screen. The primary location may be reassigned but deletion of a primary location is not allowed.

nexs	ure					Home   Hel	p   setup   logout
		SEARCH   ORGANIZ	ATION   REPORTS		Bookr	narks: Expand   A	dd   Remove Selected
Vendor Na	ame: Cir	cuit City				► V	endor
card file c	ontacts	locations vendor name					
Location	Location Summary		K Showing	K < Showing Page 1 of 1			[ Add New ]
Details	Primary	Location Type	Address	City	St./Prov.	Zip/Postal	Remove
<b>*</b>	•	Retail Office	5400 Leon Smith Hwy.	Oxford	AL	36203	
					vendorna	ne 🗸 locations 🗸 c	ontacts $igsymbol{\lambda}$ card file

### Adding a Location

To add a new location, click the [Add New] link in the upper right part of the screen. Complete the location details on the screen and click the [Save] link to store or the [Cancel] link to abort.

nevsure	Home   Help   Setup   Logout
SEARCH   ORGANIZATION   REPORTS	Bookmarks: Expand   Add   Remove Selected
Vendor Name: Circuit City	► Vendor
card file contacts locations vendor name	<ul> <li></li> </ul>
Location Information	[Cancel] [Save]
Location Type: Corporate Headquarters 🗸 Physical Address	
Is this the Primary Location for this account? 🔘 Yes 💿 No 🛛 Address:	
Address 2:	
Location Phones City:	
Phone Ext. State/Province: Zip/Postal:	
Fax Number V Ext. Country: United States V	
Business Phone 💌 Ext. Intl Address Info:	
Is above address the US Mail address for this location? 💿 Yes 🔘 No	
Mailing Address	
Address:	
Address 2:	
City:	
State/Province: Zip/Postal:	
Country: United States	
Intl Address Info:	

**Note:** The Location Type drop-down box is populated by each organization to ensure that the list fits all needs.

### **Modifying a Location**

Location information may be changed or updated as needed by clicking the **Details** icon for the location on the **Location Summary** screen. After completing the modifications, click the [Update] link to save the changes or the [Cancel] link to abort.

### **Changing the Primary Location**

The first location entered, when adding a new entity, is designated as the primary. A primary location cannot

be deleted but a new primary may be selected. To change the primary, click the **Details** icon on the **Location Summary** screen of the new primary location. On the **Location Details** screen, click the **Yes** option beside **Is this the Primary Location for this account?**. Click the [Update] link in the upper right of the screen to complete the primary location change process.

nevsure
SEARCH   ORGANIZATION   REPOR
Vendor Name: Circuit City
card file contacts locations vendor name
Location Information
Location Type: Corporate Headquarters 💌
Is this the Primary Location for this account? 💿 Yes 🔘 No

In the **locations** tab summary view the newly appointed primary location will be displayed with a check mark in the **Primary** check box. The old primary location will now have a **Remove** icon.

### **Deleting a Location**

After accessing the appropriate vendor **locations** tab, click the **Remove** icon on the **Location Summary** screen to remove the location. Click **OK** to confirm the removal of the location or click **Cancel** to abort the process.

If the **Remove** icon is not available and the location is not identified as primary, the necessary security to remove locations has not been granted.

	3				HOME   HEI	lp   setup   lo
	SEARCH   ORGANIZATIO	DN   REPORTS		Bookr	narks: Expand   A	dd   Remove Sel
dor Name:	Circuit City				$\rightarrow$	/endor
file contact	locations vendor name					
cation Sun	ımary	Showing Page 1 of 1				[ Add New ]
Details Prin	ary Location Type	Address	City	St./Prov.	Zip/Postal	Remove
<b>*</b>	Retail Office	5400 Leon Smith Hwy.	Oxford	AL	36203	E
	Corporate Headquarters	3500 Haley St.	Birmingham	AL	35201	



### Modifying the Vendor Name

To modify the vendor name, click the **vendor name** tab. Enter the correction and click the **[Update]** link on the upper right of the screen or click the **[Cancel]** link to abort the change.

nexsure				Home   Hei	.P   SET	UP   LOGOUT
	SEARCH   ORGANIZATION   REPORTS		Bookmarks	s: Expand   A	dd   Ren	nove Selected
Vendor Name: Circ	uit City cations vendor name				fendor	
Vendor Setup				[	Cancel ] [	Update ]
Vendor Name:	Circuit City	Active				
WebSite:	www.circuitcity.com	[www.circuitcity.com]				
Federal Tax ID:						
Account Number:		1099				
			vendor name 🗸	locations	ontacts	card file

The **Federal Tax ID** and **Account Number** (your agency's account number with the vendor) will default to the vendor record when it is added at the territory book level. The default can be overwritten at the territory level.

Select the **1099** check box if the vendor is on a 1099 status with your agency. When the vendor is added at the territory book level, the 1099 check box remains checked at the territory.

### Associating the Vendor Book Levels in Accounting

After adding the vendors at the **Search** level, they must be associated at the book level to be used. To access, click on the **ORGANIZATION** link on the **Primary** menu. The **vendors** tab for either the Organization or Territory level will be accessed depending on the level the vendor will be used on. Assuming that the

Territory level is desired, click the **territories** tab, click the **Details** icon of the territory and click the **vendors** tab to bring up the **Vendor Summary** screen.

nexs	sure								НОМЕ	HELP   SETUP   LOGOUT
		SEARCH	ORGANIZA	TION   REPOR	RTS   CAM	IPAIGNS			Bookmarks: Expand   Ad	ld   Remove Selected 🟾 🂞
ORGANIZAT	TION PROFIL	E   ALL EN	PLOYEES	ALL LOCATION	s					
Organiza	tion Nam	e: Trainin	ig ORG							<ul> <li>Organization</li> </ul>
organization										
Training	ORG >> B	C Region >	> B C Insu	ance Agenc	y, Inc.					
	Previou	is Page								
card file	branches	locations	employees	accounting	vendors	entity associations				
									Filter: [Show]	[Add New]
	Details	Status		Vendor	Name		Primary Contact	Description	Account Number	Remove
		Active	New Ho	rizons Compu	ter Learni	ng Center		Education		

To associate the vendor to the selected territory, click the [Add New] link in the upper right portion of the screen to bring up the Add Vendor screen.

Complete the vendor information. The Name field has an **Ellipsis** we button on the right side of this field. The **Ellipsis** button identifies this as a lookup field. This indicates that the vendor name must be looked up and cannot be typed in. The vendor names available to choose from are those that were entered at



the **Search** level. To select the entity name, click on the **Ellipsis** .... button next to **Name** and enter a few characters of the vendor name in the search field. Click the **Search** button to return the results.

SEARCH       ORCANIZATION       REPORTS       CAMPAIGNS       Bookmarks: Expand   Add   Remove Selected         ORCANIZATION PROFILE       ALL EMPLOYEES       ALL LOCATIONS       Image: Card file       Organization         Organization       Training ORG > B C Region >> B C Insurance Agency, Inc.       Previous Page       Image: Card file       Imag	nexsure					Home   Help   Setup   Lo	GOUT
ORGANIZATION PROFILE       ALL EMPLOYEES       ALL LOCATIONS         Organization Name: Training ORG       >> Organization         Training ORG >> B C Region >> B C Insurance Agency, Inc.       Previous Page         card file       branches       locations         wendor detail       sccounting transactions         Image:       Image:       Image:         Federal Tax ID:       Tax Id:         Description:       Image:       Image:		SEARCH   ORGANIZAT	TION   REPORTS   CAM	PAIGNS		Bookmarks: Expand   Add   Remove Selected	- <b>1</b>
Organization Name: Training ORG     ▶ Organization       organization     Training ORG >> B C Region >> B C Insurance Agency, Inc.       Previous Page	ORGANIZATION PROFILE	ALL EMPLOYEES   A	ALL LOCATIONS				
organization Training ORG >> B C Region >> B C Insurance Agency, Inc. Previous Page Card file branches locations employees accounting vendors entity associations Vendor detail accounting transactions [Update] [Cancel] Add Vendor Name: Federal Tax ID: Description:	Organization Name:	Training ORG				Organization	
Training ORG >> B C Region >> B C Insurance Agency, Inc. Previous Page  card file branches locations employees accounting vendors entity associations  vendor detail accounting transactions  [Update] [Cancel]  Add Vendor  Name: Federal Tax ID: Description:	organization						
Previous Page       card file     branches     locations       vendor detail     sccounting transactions       Add Vendor     [Update] [Cancel]       Add Vendor        Federal Tax ID:     Tax Id:       Description:	Training ORG >> B C F	Region >> B C Insu	rance Agency, Inc.				
card file       branches       locations       employees       accounting       vendors       entity associations         vendor detail       accounting transactions       [Update] [Cancel]         Add Vendor           Name:           Federal Tax ID:       Tax Id:         Description:	Previous Pa	age					
[Update] [Cancel] Add Vendor Name: Federal Tax ID: Description:	card file branches lo vendor detail accour	ocations employees	accounting vendors	entity association	5		
Add Vendor           Name:            Federal Tax ID:         Tax Id:           Description:					[Update] [Cancel]		
Name:        Federal Tax ID:     Tax Id:       Description:	Add Vendor						
Federal Tax ID: Tax Id: Description:	Name:						
Description:	Federal Tax ID:				Tax Id:		
	Description:						
Default GL Account: [Clear]	Default GL Account:				[Clear]		
Account Number: 0199	Account Number:				1099		
Primary Contact:	Primary Contact:			•			
Default Address:	Default Address:			•			

Nexsure Accounting	ne sure
Enter at least 3 characters of the name and click search:	
Select Name:	ch
AT&T Mobility Brea Computer Consultant Firm Corporate Sales Training, Inc. New Horizons Computer Learning Center Office Depot	
Steve's Truck Services Verizon Zimmerman Accounting CPA	
OK Canc	el

Click to select the entity and click the **OK** button on the bottom of the window. The selected vendor populates the Name field. The vendor's **Federal Tax ID**, **Account Number** and **1099** selection will default from the vendor name record entered at **Search** level. Edit defaults if they are different for the territory where the vendor is added. Enter a relevant description for the vendor. To select the general ledger account number

to default when entering payments through Accounts Payable, click the **Ellipsis** button to the right of the field, enter the criteria necessary to find the account number and click the **Search** button to return the results. Click the general ledger account number for the bank account and click the **OK** button to populate the field.

* GL Account:	[	

Nexsure Ac	counting				
Region:	B C Region	T.	Branch:		•
Territory:	B C Insurance Age	ncy 🔽 Depa	rtment:		<b>v</b>
			Unit:		-
Classification: Group: Type:	All	V V			
Filter part of th	e general ledger nur <u>Name</u>	mber or name	or both an <u>General I</u>	d click "Searc Ledger Numb	h". <u>er</u>
Select the gene	eral ledger number:				Search
02.001.0000.0 02.001.0000.0 02.001.0000.0	000.00.110990 - Intr 000.00.220990 - Intr 000.00.641000 - Ge	a-Office Prima a-Office Secor neral Office Ex	rry Offset ndary Offse opense	et	
				ОК	Cancel

If the vendor is on a **1099** status with your agency, the **1099** check box should be selected at the book level (territory) where the vendor is added. If the check box is selected, all **disbursement** and **accounts payable** general ledger line items for the vendor will default with the **1099** box checked. The 1099 box must be checked on general ledger line items to be included in the year end **Vendor 1099 Disbursement Details** report.

After entering the balance of the information, click the **[Update]** link in the upper right portion of the screen to keep the new vendor or **[Cancel]** to abort the addition.

nexsure			Home   Help   Setup   Logout
	SEARCH   ORGANIZATION   REPORTS   CAMPAIGNS		Bookmarks: Expand   Add   Remove Selected 🐗
ORGANIZATION PROFILE	ALL EMPLOYEES   ALL LOCATIONS		
Organization Name:	Training ORG		Organization
organization			
Training ORG >> B C	Region >> B C Insurance Agency, Inc.		
Previous	Page		
vendor detail accou	ocations employees accounting vendors entry association	[Update] [Cancel]	
Name:	Office Depot		
Federal Tax ID:	11-222222	Tax Id: 11-2222222	
Description:	Office Supply		
Default GL Account:	02.001.0000.000.00.641000 - General Office Expense	[Clear]	
Account Number:	8765	1099	
Primary Contact:	Ann Arnold		
· · · · · · · · · · · · · · · · · · ·			

#### **Modifying Vendor Details**

Once vendors have been added, selecting the **vendors** tab displays the **Vendor Summary** screen. To edit the

detail, click the **Details** icon beside the vendor to display the detail information. Edit as necessary and click the **[Update]** link in the upper right portion of the screen or **[Cancel]** to abort the changes.

nexs	ure									HOME	HELP   S	SETUP   LOGOUT			
	SEARCH   ORGANIZATION   REPORTS   CAMPAIGNS										Bookmarks: Expand   Add   Remove Selected 🐗				
ORGANIZATI	ON PROFIL	ALL EM	PLOYEES	ALL LOCATION	s										
Organizati	ion Nam	e: Trainin	g ORG								Orga	nization			
organization															
Training O	RG >> B	C Region >	> B C Insu	ance Ageno	v, Inc.										
	Previou	s Page			,,										
card file	branches	locations	employees	accounting	vendors	entity association	IS								
										Filter: [Show	[Add New	d 👘			
	Details	Status		Vendor	Name		Primary Contact	Description	n Acc	ount Number	Remove				
	Ņ	Active	New Hor	izons Compu	ter Learnir	ng Center		Education			Ē.				
	Þ	Active		Office D	Depot		Ann Arnold	Office Supp	ly	8765	E.	1			
<u> </u>												-			

Previous Page					
rd file branches locations o	employees accounting	vendors	entity associati	ons	
				[Update] [Cance	1]
Edit Vendor					
Name: Office Dep	ot				
Federal Tax ID: 11-222222	2			Tax Id: 11-2222222	
Description: Office Sup	ply				
Default GL Account: 02.001.00	1.0000.000.00 641000	- General C	ffice Expense	[Clear]	
Account Number: 8765				L 1099	
Primary Contact: Ann Arnol	3		-		
Default Address: 450 South	Main St			Ī	

The **Search Filter** is used to search for certain vendors when the list is longer than will display on one page. Click the **[Show]** link located in the upper right of the **Vendor Summary** screen to show the search fields. Enter specific search information and click the **Search** button to return results.

ganization							
DTITr	aining Org	972003 >	> Atlantic Region >>	Atlantic Territory			
	Previou	Page					
card file	branches	locations	employees accounting	vendors entity association	ns		
						Filter: [H	ide] [Add New]
	Search Crit	teria					
	Vende	or Name: C	ircuit	Date Created (Fr):		Date Created (To):	
	Account	Number:		Date Edited (Fr):		Date Edited (To):	0
	Sort Order						
	Sort Field	1: (none)	💌 So	rt Order 1: Ascending 💌	Sort Field 2: (none)	Sort Order 2: As	cending 🔽
						Sea	rch Clear
	Details	Status	Vendor Name	Primary Contact	Description	Account Number	Remove
		Active	Circuit City	Cathy Smith	Computer Supplies	786776-09	<b>h</b>

To view vendor accounting transactions, click the **Details** icon of a vendor on the **accounting transactions** tab. The transactions may be searched by clicking the **[Show]** link and entering search criteria and clicking the **Search** button.



exs	ure								HOME	HELP   SET	JP   LO	
		SEARCH   ORG	ANIZATION	REPORTS				Bookma	irks: Expa	and   Add   Ren	hove Sel	
RGANIZATIO	GANIZATION PROFILE   ALL EMPLOYEES   ALL LOCATIONS											
rganizati	ion Name	e: XDTITrain				Organiz	ation					
ganization												
DTITrai	inina Ora	972003 >> Atla	antic Reai	ion >> Atla	ntic Territory							
	Previous	Page			•							
vendor det	tail accou	unting transactions			•							
					📢 📢 Showing	g page 1 of 5 🕨 🕺 🛛 🔽	[Export] [F	Print] Filter	r: [Show]	[Cancel]		
0	Details	Tran <del>s</del> Type	Trans ID	Reference	Description	g page 1 of 5 🕨 1 💌	[Export] [F	Print] Filter	r: [Show] Posted	[Cancel] Processed		
P	Details	Trans Type	Trans ID 364	Reference mo bill	M Showing Description 78789	g page 1 of 5 ) 1 v Amount Created By 125.30 Mary Oberleitner	[Export] [P Date Created 11/06/2003	Print] Filter Date Booked 11/06/2003	r: [Show] Posted	[Cancel] Processed		
-	Details Ai	Trans Type cccounts Payable cccounts Payable	Trans ID 364 372	Reference mo bill mo bill	Description 78789 78789	g page 1 of 5 K 1 V Amount Created By 125.30 Mary Oberleitner (32.50) Mary Oberleitner	[Export] [F Date Created 11/06/2003 11/06/2003	Print] Filter Date Booked 11/06/2003 11/06/2003	r: [Show] Posted	[Cancel] Processed V		
-	Details A A A	Trans Type accounts Payable accounts Payable accounts Payable	<b>Trans ID</b> 364 372 1925	Reference mo bill mo bill OFF	Description 78789 78789 Office supplies	g page 1 of 5	[Export] [F Date Created 11/06/2003 11/06/2003 05/12/2004	Date Booked           11/06/2003           11/06/2003           06/12/2004	r: [Show] Posted V V	[Cancel] Processed V		
-	Details Ai Ai Ai Ai	Trans Type .ccounts Payable .ccounts Payable .ccounts Payable .ccounts Payable	Trans ID 364 372 1925 1929	Reference mo bill mo bill OFF OFF	K Showing Description 78789 78789 Office supplies Office supplies	g page 1 of 5	[Export] [P Date Created 11/06/2003 11/06/2003 05/12/2004 05/12/2004	Date Booked           11/06/2003           06/12/2004           06/12/2004	r: [Show] Posted V V	[Cancel]		
-	Details An An An An An An An An An An	Trans Type ccounts Payable ccounts Payable ccounts Payable ccounts Payable ccounts Payable	Trans ID 364 372 1925 1929 1930	Reference mo bill mo bill OFF OFF	K  Showing Description 78789 78789 Office supplies Office supplies supplies	g page 1 of 5     I       Amount     Created By       125.30     Mary Oberleitner       (32.50)     Mary Oberleitner       345.00     Mary Oberleitner       (345.00)     Mary Oberleitner       245.00     Mary Oberleitner	[Export] [P Date Created 11/06/2003 11/06/2003 05/12/2004 05/12/2004 05/12/2004	Date Booked           11/06/2003           11/06/2003           06/12/2004           06/12/2004           05/12/2004	r: [Show] Posted V V V	[Cancel] Processed V V V V V		
-	Details An Detai An Details An Detai Detai Detai Detai Detai Detai Detai Detai Detai Detai Detai De	Trans Type cccounts Payable cccounts Payable cccounts Payable cccounts Payable cccounts Payable cccounts Payable	Trans ID 364 372 1925 1929 1930 1931	Reference mo bill Mo bill OFF OFF OFF	Image: Constraint of the second se	g page 1 of 5 ▶ ) 1 ▼ Amount Created By 125.30 Mary Oberleitner (32.50) Mary Oberleitner 345.00 Mary Oberleitner (345.00) Mary Oberleitner 245.00 Mary Oberleitner 75.25 Mary Oberleitner	[Export] [F Date Created 11/06/2003 05/12/2004 05/12/2004 05/12/2004	Date Booked           11/06/2003           11/06/2003           06/12/2004           06/12/2004           05/12/2004           05/12/2004	r: [Show] Posted V V V V V V	[Cancel] Processed V V V V		
-	Details A A A A A A A A A A A A A A A A A A A	Trans Type ccounts Payable ccounts Payable ccounts Payable ccounts Payable ccounts Payable ccounts Payable	Trans ID           364           372           1925           1929           1930           1931           1932	Reference mo bill mo bill OFF OFF OFF OFF	M Showing Description 78789 Office supplies Office supplies supplies Supplies	g page 1 of 5 ▶ ) 1 ▼ Amount Created By 125.30 Mary Oberleitner (32.50) Mary Oberleitner (345.00) Mary Oberleitner 245.00 Mary Oberleitner 75.25 Mary Oberleitner 29.34 Mary Oberleitner	[Export] [P Date Created 11/06/2003 05/12/2004 05/12/2004 05/12/2004 05/12/2004	Date Booked           11/06/2003           11/06/2004           06/12/2004           05/12/2004           05/12/2004           05/12/2004	r: [Show] Posted V V V V V V V V V	[Cancel] Processed V V V U U U U U U U U U U U U U U U U		
	Details AA	Trans Type ccounts Payable ccounts Payable ccounts Payable ccounts Payable ccounts Payable ccounts Payable ccounts Payable	Trans ID           364           372           1925           1929           1930           1931           1932           1935	Reference mo bill Mo bill OFF OFF OFF OFF	Version of the second s	g page 1 of 5 ▶ ▶         1 ▼           Amount         Created By           125.30         Mary Oberleitner           (32.50)         Mary Oberleitner           345.00         Mary Oberleitner           (345.00)         Mary Oberleitner           245.00         Mary Oberleitner           75.25         Mary Oberleitner           29.34         Mary Oberleitner           23.12         Mary Oberleitner	[Export] [P Date Created 11/06/2003 05/12/2004 05/12/2004 05/12/2004 05/12/2004 05/12/2004	Date Booked           11/06/2003           11/06/2003           06/12/2004           05/12/2004           05/12/2004           05/12/2004           05/12/2004           05/12/2004           05/12/2004           05/12/2004	r: [Show] Posted V V V V V V V V V V V V V	[Cancel]  Processed  V  V  V  C  C  C  C  C  C  C  C  C  C		
	Details           Image: Constraint of the second s	Trans Type coounts Payable ccounts Payable ccounts Payable ccounts Payable ccounts Payable ccounts Payable ccounts Payable	Trans ID           364           372           1925           1929           1930           1931           1932           1933	Reference mo bill mo bill OFF OFF OFF OFF OFF	K      Showing     Description     78789     Office supplies     Office supplies     supplies     Supplies     Supplies	g page 1 of 5         I           Amount         Created By           125.30         Mary Oberleitner           (32.50)         Mary Oberleitner           345.00         Mary Oberleitner           (345.00)         Mary Oberleitner           245.00         Mary Oberleitner           75.25         Mary Oberleitner           29.34         Mary Oberleitner           98.34         Mary Oberleitner	[Export] [P Date Created 11/06/2003 05/12/2004 05/12/2004 05/12/2004 05/12/2004 05/12/2004 05/12/2004	Date Booked           11/06/2003           11/06/2003           06/12/2004           05/12/2004           05/12/2004           05/12/2004           05/12/2004           05/12/2004           05/12/2004           05/12/2004	r: [Show] Posted V V V V V V V V V V V V V	[Cancel]  Processed  V  V  V  C  C  C  C  C  C  C  C  C  C		

Click the **[Export]** link to export the search results to a Microsoft Excel Spreadsheet. Save or Open the document.

Address 🙆 htt	<b>a</b> 1	ttps://nexweb14	.nexsure.com/Nex	sureX/ac	counting/	reports/LegacyA	eportViev	ver.aspx?RptName	=Vendor - Microsoft	Internet 🔳 🗖 🔀			
hove	File	Edit View Inse	ert Format Tools	Data Ac	lobe PDF	Go To Favorites	Help						
	0	Back - A		Search	- Eavo	rites 🙆 🅎	Q. 2		<b>()</b> 32				
ORCANIZATIO		Duck O		- Joaren	N 1010		<b>N</b> . <b>B</b>		<b>•</b>				
Organizatio	Address 💩 https://nexweb14.nexsure.com/NexsureX/accounting/reports/LegacyReportViewer.aspx?RptName=VendorTrans&UseDatasetMethod=True&Lo 🔽 🛃 Go 🛛 Links 🌺												
organization		A1 🔻	fx Vendor Acc	ounting Tr	ansactions	3							
organization		A B	C D	E F	G	H I	J	K L	M N O	PQ_			
XDTITrain	1	Vendor Ac	counting T	ransa	ctions					-			
								•					
card file b													
vendor det	2	Transactions											
	13	Transactions	For venuor Au	count									
	6	Transaction Type	Trans II	)	Ref	Description		Amount	Created By	Date Created			
		Accounts Pavable	364	mo bill	78789			125 30	Mary Oberleitner	11/06/20			
L P	11	Accounts Payable	372	mo bill	78789			(32.50)	Mary Oberleitner	11/06/20			
	13	Accounts Payable	1.925	OFF	Office :	supplies		345.00	Mary Oberleitner	06/12/20			
	15	Accounts Payable	1,929	OFF	Office :	supplies		(345.00)	Mary Oberleitner	06/12/20			
	17	Accounts Payable	1,930	OFF	supplie:	s		245.00	Mary Oberleitner	05/12/20			
	19	Accounts Payable	1,931	OFF	supplie:	5		75.25	Mary Oberleitner	05/12/20			
	21	Accounts Payable	1,932	OFF	Supplie	5		29.34	Mary Oberleitner	05/12/20			
	23	Accounts Payable	1,935	OFF	Supplie	s		23.12	Mary Oberleitner	05/12/20			
	25	Accounts Payable	1,933	OFF	Supplie	5		98.34	Mary Oberleitner	05/12/20			
	27	Accounts Payable	1,936	OFF	Supplie	s		45.65	Mary Oberleitner	05/12/20			
	29	Accounts Payable	1,937	OFF	supplie:	5		98.09	Mary Oberleitner	05/12/20			
	31	Accounts Payable	1,938	OFF	supplie:	5		12.23	Mary Oberleitner	05/12/20			
	33	Accounts Payable	1,939	OFF	supplie	5		56.98	Mary Oberleitner	05/12/20			
	25	Accounts Pavable	1 940	OFF	sunnlie			34 65	Mary Oherleitner	05/12/20			
	ഭി	(anere)							A	Inknown Zone			
		_	_	_	_	ж.	_						

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

### Chapter 5

# Notes